**MAXPREPS** **AIA**

**AIA Coaches and ADs can follow the below steps to access their MaxPreps account:**

## Not a MaxPreps member? Please complete the following steps:

1. Go to MaxPreps.com and click '**Sign in**' in the top right corner.
2. Click '**Create an Account**'. On the next screen, fill out the fields and select your role as a '**Coach**' or '**Athletic Director**'.
3. To complete the form, click '**Create Account**'. You are now a MaxPreps member!
4. If you have an Access Code, click '**Enter an Access Code**'. If you do not have an access code, click '**Request Access.**' Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

## Already a MaxPreps member? Please complete the following steps:

When signed into your MaxPreps Membership account, you will see a user icon in the top right corner. If you do not see a user icon, click on '**Sign In**' and enter your account information. Follow the steps below to gain access to your admin account:

1. Hover your mouse over the user icon.
2. Under Admin Accounts click '**Manage Accounts**'.
3. If you have an Access Code, enter in the text box provided.
4. If you do not have an Access Code, click on '**Request Access**'. Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

## How do I access my schedule, roster and results once I'm a member?

After signing into your MaxPreps Membership account, place your mouse over the user icon in the top right corner and click the link for your team under 'Coach Accounts' to be directed into your admin.

1. Click on **'Roster'** or '**Schedule/Results**' in the blue header of your team's admin to access that section.
2. To enter your results, click on the button under '**Add/Edit**' next to the specific game.

   A. **MaxPreps is compatible with dozens of stat programs across multiple sports** to help streamline the stat entry process, essentially allowing coaches to import stats with the click of a button. To see our stat partners, click here.
   B. Stat Leaders are automatically **displayed on AZpreps365.com**
   C. **MaxPreps has an app to manage team information. The Teams by MaxPreps** app for iOS and Android devices allows coaches to manage rosters (including roster photos), team schedules, update game results, input stats, and send messages to their athletes. The app also alerts coaches after their games to enter the box score directly on their mobile device. The app can be downloaded from the iTunes app store and the Google Play store.

### Download the Teams by MaxPreps App

**GET THE APP**
Teams by MaxPreps

**SHARE THE CODE**
to athletes & parents

Get your code by downloading the app

**STAY CONNECTED**
with chat, posts & more

- Direct or group messaging to staff, athletes and parents
- Engage in two-way conversations
- Communicate with parents and athletes from the app
- Send photos, videos or file attachments
- Input game stats
- See "received" and "seen" confirmations on your messages

**Need Help?** If you have any questions, please email support@maxpreps.com or give us a call at 800-329-7324x1! You can also contact MaxPreps AIA rep Josh Taylor at jtaylor@maxpreps.com