



AMERICA'S SOURCE FOR HIGH SCHOOL SPORTS

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Dear Coaches and Athletic Directors

As the 2013-14 school year approaches, MaxPreps and the NYSPHSAA are extremely excited to launch a joint-partnership that will provide team information entered into MaxPreps directly to the NYSPHSAA. The partnership will provide member schools with a single process to report schedules, scores and box score information. MaxPreps will automatically provide the following information to the NYSPHSAA:

- Rosters Information
- State Records
- Team Pictures
- Statistical Leaderboards

In order to efficiently manage the above initiatives and equitably promote all member schools, coaches are instructed to submit complete box score information to MaxPreps after each contest. NYSPHSAA will also require teams who qualify for state championships to submit their photo and roster on MaxPreps for championship program purposes.

*** If you do not have your "access code" to your team account, MaxPreps will send coaches and Athletic Directors an easy set-up guide with their "access code" prior to the start of the season. You can also contact MaxPreps support staff directly at 800-329-7324 x1 or email support@maxpreps.com to get your "access code" at anytime.

HOW DO I LOAD MY ROSTER AND TEAM PHOTO ONCE I SIGN IN?

1. After you sign into Maxpreps.com with your email and password, hover over text in the upper right-hand corner that says "Hi, Your First Name" to access your admin account. IMPORTANT: you can contact MaxPreps at 800-329-7324 x1 or email support@maxpreps.com if you don't have your "access code" already.
2. Once you go to your team page you can upload your roster by clicking "Roster" in the horizontal menu bar.
3. From the Roster page, you have a few options to update your roster:
 - You may "Copy Roster From Last Year"
 - To add individual athletes, select "+ Athlete"
 - You may also email your roster to rosters@maxpreps.com and MaxPreps team will load them in 3-5 business days
4. To load your team photo, go back to your team admin homepage by clicking "HOME" in the horizontal menu bar.
5. Then click on "Photo" in the "Mascot & Team Photo" section in the lower right-hand section of the admin homepage.
6. From their simply click "Choose File" and select the file from your computer, then click "Submit" and you are done!

WHAT IS NEXT?

Enter your stats, print season totals, email media and more – all for free, all from your team's admin. MaxPreps helps you save time while getting your athletes the recognition they work so hard for!

- Entering stats is quick and easy; averaging less than 15 minutes per game
- Stat entry automatically creates averages & totals for useful coach insight
- Instantly send stats to all your local media with one click
- Manage more efficiently with Varsity, JV & Freshman information all on 1 site
- Keep your team & fans informed by posting coach notes & calendar events to your page
- Find games, tournaments & fill coaching positions quickly & easily in our national directories

In addition, for detailed questions about MaxPreps partnership with the NYSPHSAA you may contact MaxPreps New York Representative Megan Loghry at 530-313-9171 or mloghry@maxpreps.com.

FOR INQUIRIES WITH THE NYSPHSAA OFFICE, CONTACT Joe Altieri (Altieri@nysphsaa.org) or Todd Nelson (tnelson@nysphsaa.org).