

Max Preps: THE OFFICIAL STATE QUALIFIER DATABASE

****Per the NFHS rules, you still need to fax a referee signed hard copy of your meet results and any state qualifying dive cards to the CHSAA office after every meet (Fax # 303.367.4101).***

Max Preps is the only database used to validate your state entries. Therefore, accurate and timely meet result submittal is required. After a meet/competition, all times and scores for our Colorado High School athletes must be populated in the Max Preps CHSAA Swimming/Diving Top Times Database. Athletes, parents, and coaches will be able to search for top times, event rank, and individual times/scores. Note: each coach Host and Visiting must accept the times/scores for their team athletes.

Max Preps UPLOAD & REPORTING INSTRUCTIONS

Roster Information

*** Rosters are required to be entered in MaxPreps prior to uploading any meet results**

1. Coaches may choose manual entry of team roster
 - a. Log into the MaxPreps Admin and Select Roster from Header
 - b. Choose between View Edit Roster or Add an Athlete

2. Coaches may Import Roster
 - a. Log into MaxPreps Admin and select Roster from Header
 - b. Select Import Roster
 - c. Follow Instructions for Roster Import Rules

***Remember to number your athletes if you are importing a roster. Even though jersey numbers are not used in the sport, numbers are necessary for the import on MaxPreps

All Coaches please review your team/athlete data for the following:

1. Team Code per the CHSAA Swim Bulletin. Note: New teams/Combined teams, please verify your current team code.
2. Athlete names – please use their legal name (Last, First, MI) and grade in school. Athlete birthdates is also very useful as it helps with the issue of duplicate quals for the same athlete.
3. Meet Name – please use the convention, Visiting Team vs Host Team
4. Meet Date – please ensure meet date is accurate.
5. Make sure to define all events as Open/Senior not a specific age group

Once your meet is complete; the report needed for your Max Preps submittal is as follows:

1. Make sure your Meet Manager Database is still open.
2. From the main screen menu bar, go to "File," then slide down to "Export," and choose "Results for Team Manager or SWIMS for "NCAA Database"
3. Ensure all teams are selected (Team selection window should be blank). Click "OK" (data file is being created) resulting in an "Export Finished Box." Click "OK" again.
4. Copy your meet results file to a folder of your choosing. Note: This is the same file you create to export results to Team Manager.
5. Log-in to <http://www.maxpreps.com/> and upload your file to the appropriate meet.

Helpful Reminders:

1. **Events.** The system only recognizes the standard event naming. On special meets such as relay meets **de-select** those unique events you swam at that meet for your VarVee upload file. Also, define all events as “Open/Senior” and not a specific age group. Use the standard events in either yards or meters.
 - a. 200 Medley Relay
 - b. 200 Freestyle
 - c. 200 Individual Medley (IM)
 - d. 50 Freestyle
 - e. Diving, 6 dives or 11 dive
 - f. 100 Butterfly
 - g. 100 Freestyle
 - h. 500 Freestyle (400 Freestyle for meters)
 - i. 200 Freestyle Relay
 - j. 100 Backstroke
 - k. 100 Breaststroke
 - l. 400 Freestyle Relay

2. **Name spelling and duplicate names.** Verify that you do not have duplicate athletes by viewing your roster on the Max Preps page. Your student-athletes names need to be consistent throughout the entire year. If a name is spelled wrong it can be changed with the edit button and will be immediately changed on the online site, but must also be changed in Hy-Tek for future meets. (School grade (FR, SO, JR, SR) is also needed).

3. If you are uploading **JV and Varsity results**, you should upload results as *two separate meets*. If you do not the scoring will be incorrect. To create uploads files after you have run your meet.
 - a. **Backup the database!**
 - b. Go to File, Purge, Reset Event Results – and then select all of the JV events. Click “Reset.”
 - c. Export the Results – You will only have the Varsity Results (you may want to change the meet name accordingly).
 - d. Restore the Back-up File and repeat the process – Purge the Varsity events and then export the

4. JV Results. You will need to define two separate meets in MaxPreps, establish your JV team and set up your JV meet.

If you have specific uploading/reporting questions, please email coachsupport@maxpreps.com

STATE ENTRY PROCESS

1. All meet and invitational results must be submitted to MaxPreps. This will serve as our official state qualifying database and no backup is required.
2. State Meet Entries (Hy-Tek Export Meet Entries File and Reports – Meet Reports – Meet Entries Report with ‘Include Proof of Time Selected’) must be uploaded online at http://www.chsaa.org/sports/swimming/state_entries/
 - a. Please see the link for “State Entry Process”
3. Qualifying dive cards must be submitted to the CHSAA office **after every meet** for verification of state qualifications. These will serve as verification of the diver’s score and DD for the Hy-Tek

entries that you submit online.

4. You must submit your Gatelists and State Entry Cover Sheet online and electronically as well.

Hy-Tek Software Information:

All Colorado high schools are eligible for a 25% discount on Hy-Tek software (simply note this when you order). It is extremely important that you have the latest version of the software. This will make submission to MaxPreps quick and easy! <http://www.hy-tek.com/>