

CHSAA TRACK AND FIELD

MaxPreps Stat Upload

INTRODUCTION

CBS MaxPreps, Inc will be collecting meet results showcasing individual player and team statistics for the 2012 High School Track Season.

Results will be collected after each qualifying meet by the “Meet Manager” who will in turn enter the data into the MaxPreps system for coaches, athletes and fans to see.

Statistics will be broken down and MaxPreps will house leaderboards throughout the season. MaxPreps statistics will be used to seed the state championships following the scratch and add process done by the CHSAA.

MEET MANAGERS

The following data must be entered correctly into Hy-Tek for each meet:

Athletes:

- First name, Last name. Athlete names **MUST** be identical from meet to meet (enter your athlete’s name the same way each time).
- Grade – freshman (9), sophomore (10), junior (11), senior (12).
- Hand Entered Scores must be entered with an ‘H’. These scores will be disqualified.

Wind: A Wind Reading is required for long jump, triple jump, and sprints (100m, 200m, 110 and 100m hurdles) events. A wind speed reading of greater than 2.0 is a disqualifier. If even a single wind reading is missed, the whole meet upload will be rejected. Any Wind reading over 2.0 will not be a time that qualifies for championships along with any hand entered time. Make sure you designate hand entered time with an (H). Hand entered times and times that have a wind reading over 2.0 will not appear on MaxPreps leaderboards for Championship seeding.

School codes: School abbreviations must match the CHSAA School abbreviations included in the bulletin. A bad school abbreviation will cause the MaxPreps upload to fail.

Statistical Errors: If there is a statistical error it will be the meet manager's role to clear the Hy-Tek file from MaxPreps, make the correction in Hy-Tek and then re-upload the file to the MaxPreps database. We will not be allowing manual fixes on MaxPreps by any coaches or meet managers.

Sending Stats: After the meet file has been imported, the meet manager will be given a "Send stats to media" option that allows the meet results data to be emailed out. A number of media outlets will be listed and available for selection, with major outlets pre-selected. Meet managers will also have the option to send meet results to additional contacts that are not listed.

BEFORE THE SEASON STARTS

Prior to the start of the season, each "Meet Manager" needs to be sure they are setup with MaxPreps. Be sure you have your access code for login information. If you do not have this information please contact our Colorado MaxPreps Representative Gerry Valerio at gerry.valerio@cbsinteractive.com

ONCE THE SEASON BEGINS

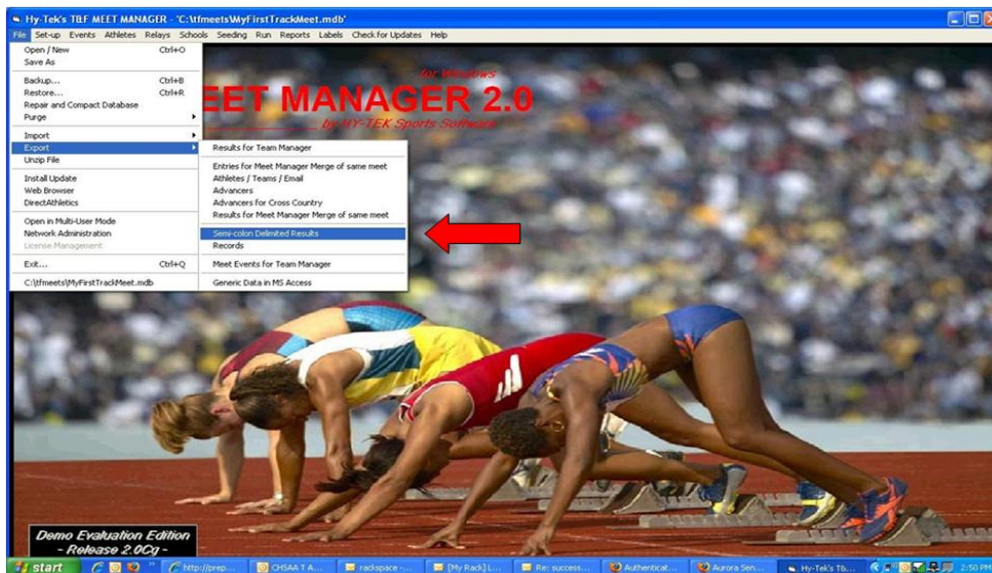
Meet Managers will be required to upload their results to MaxPreps in a particular Hy-Tek file format after each meet. Uploading meet results is a simple process:

- Log into the MaxPreps system with your access code
- Choose the meet from list of approved meets provided by CHSAA
- Export the meet results file from Hy-Tek
- Upload the meet results file into MaxPreps.

To Export Meet Results from Hy-Tek

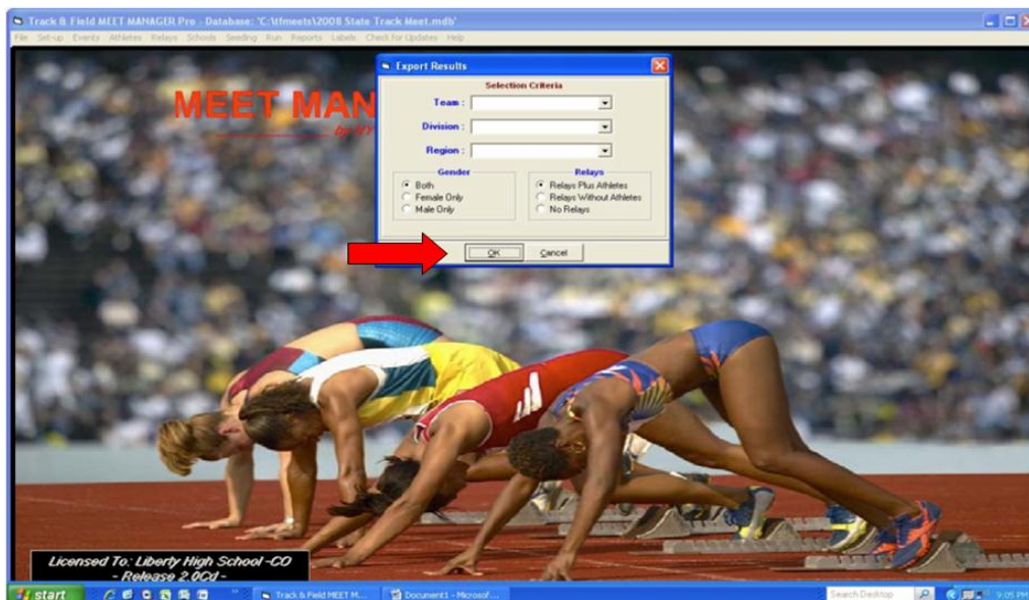
Step 1:

- a. Go to the pull down FILE menu
- b. Scroll over EXPORT
- c. Click on SEMI-COLON DELIMITED RESULTS.



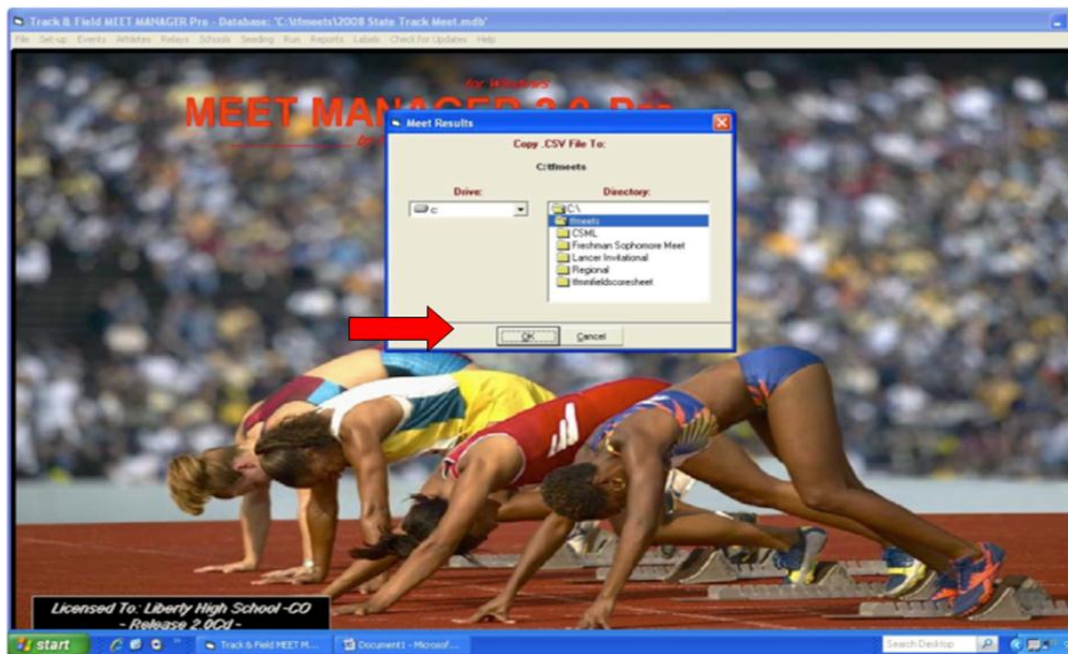
Step 2:

The screen should look like this. **Click OK.**



Step 3:

Click OK to create your meet results .CSV file



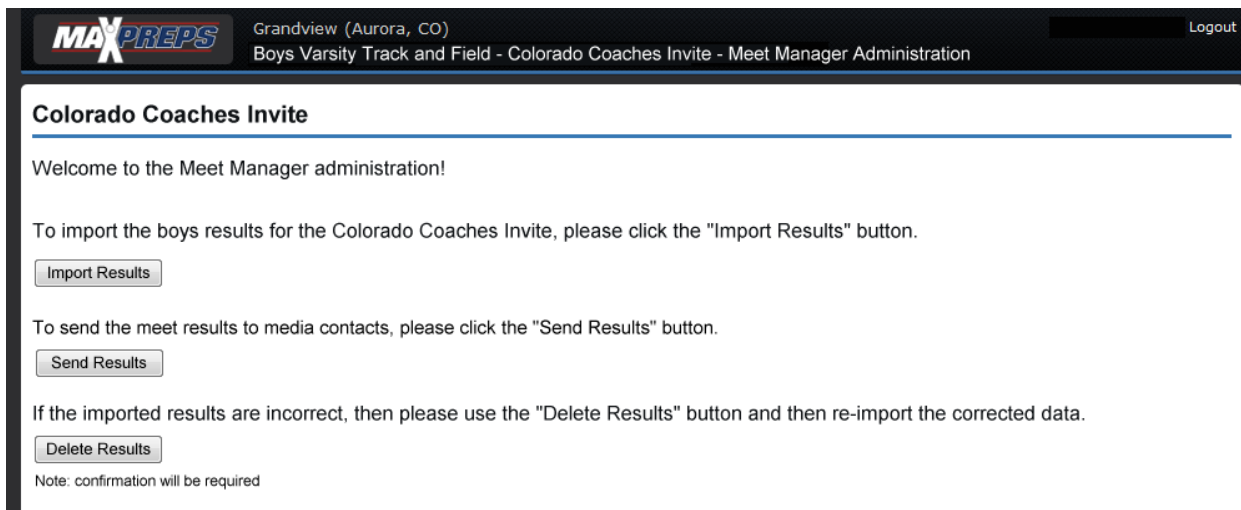
MaxPreps Meet Manager Stat Entry

Step 1:

- a. Make sure you have your Access Code(s)
- b. One access code for boys and another access code for girls
- c. Go to www.maxpreps.com
- d. In the upper right hand corner of the screen select "Coach Login"
- e. Follow Instructions

Step 2:

- a. To begin import your Boys or Girls meet results



The screenshot shows the MaxPreps Meet Manager Administration interface. At the top, there is a navigation bar with the MaxPreps logo on the left, the text "Grandview (Aurora, CO) Boys Varsity Track and Field - Colorado Coaches Invite - Meet Manager Administration" in the center, and a "Logout" link on the right. Below the navigation bar, the page title "Colorado Coaches Invite" is displayed. The main content area contains the following text and buttons:

Welcome to the Meet Manager administration!

To import the boys results for the Colorado Coaches Invite, please click the "Import Results" button.

To send the meet results to media contacts, please click the "Send Results" button.

If the imported results are incorrect, then please use the "Delete Results" button and then re-import the corrected data.

Note: confirmation will be required

Step 3:

The screenshot shows the MAXPREPS web application interface. At the top left is the MAXPREPS logo. To its right, the text reads "Grandview (Aurora, CO)" and "Boys Varsity Track and Field - Colorado Coaches Invite - Meet Manager Administration". In the top right corner, there is a "Logout" link. Below the navigation bar, the main content area is titled "Import Results". Underneath this title, it says "Colorado Coaches Invite : Boys Results". A instruction reads: "Select the Hy-Tek results files (must be the semi-colon CSV export from Hy-Tek)". There is a text input field followed by a "Browse..." button. Below the input field is a "Submit" button.

- a. Import Boys or Girls event results
- b. Make sure you use the Boys access code to upload boys stats
- c. Make sure you use the Girls access code to upload Girls stats.
- d. If importing Boys and Girls complete the process twice.
 1. When stats are imported correctly A message will appear
 2. When stats are not imported correctly A message will appear with what the error(s) was and how to correct.

Step 4:

a. Send Your Stats to Media

MAXPREPS Grandview (Aurora, CO) Logout
Boys Varsity Track and Field - Colorado Coaches Invite - Meet Manager Administration

Send Results

Colorado Coaches Invite : Boys Results

Step 1

Select the contacts to receive information.

Media Contacts

Select All · Deselect All

- Appeal Democrat
thansen@appeal-democrat.com
- Auburn Journal
Andrewd@goldcountrymedia.com
- Calaveras Enterprise
sports@calaverasenterprise.com
- Davis Enterprise
modonnell@davisenterprise.net
- Dixon Independent Voice
staff@independentvoice.com

Additional Contacts

Enter email addresses (one per line)

Step 2

Add any additional comments (optional) and select "Submit" to send.

Message

Comments

Cancel Submit