



## How to Grant Access to Coaches on MaxPreps

Please ensure your coaches have access to MaxPreps prior to the start of their season.

Email Josh Taylor at [jtaylor@maxpreps.com](mailto:jtaylor@maxpreps.com) with what school you need access for if you are a new user. Once your account is created you can follow the steps below to manage your school.

1. Go to MaxPreps.com and sign in

2. Click the user icon in the upper right corner and click on your school name. After clicking your school, you will see the screen pictured.

3. Under the **AD Utilities** section select, **Manage Coaches**.

4. Select, **Edit** next to the sport if a coach needs added or updated.

5. Click **Add Team Admin** and enter the coach's name, email & position. If they are the Head Coach, check the box to override the head coach name that is displayed on MaxPreps.com. Click Save and the coach is automatically notified via email. Repeat as needed for any assistant coaches or statisticians.

6. Anyone with access to the Coach Admin Account will appear here. If someone is listed who shouldn't have access, you can remove them by selecting the red x, located by their name.