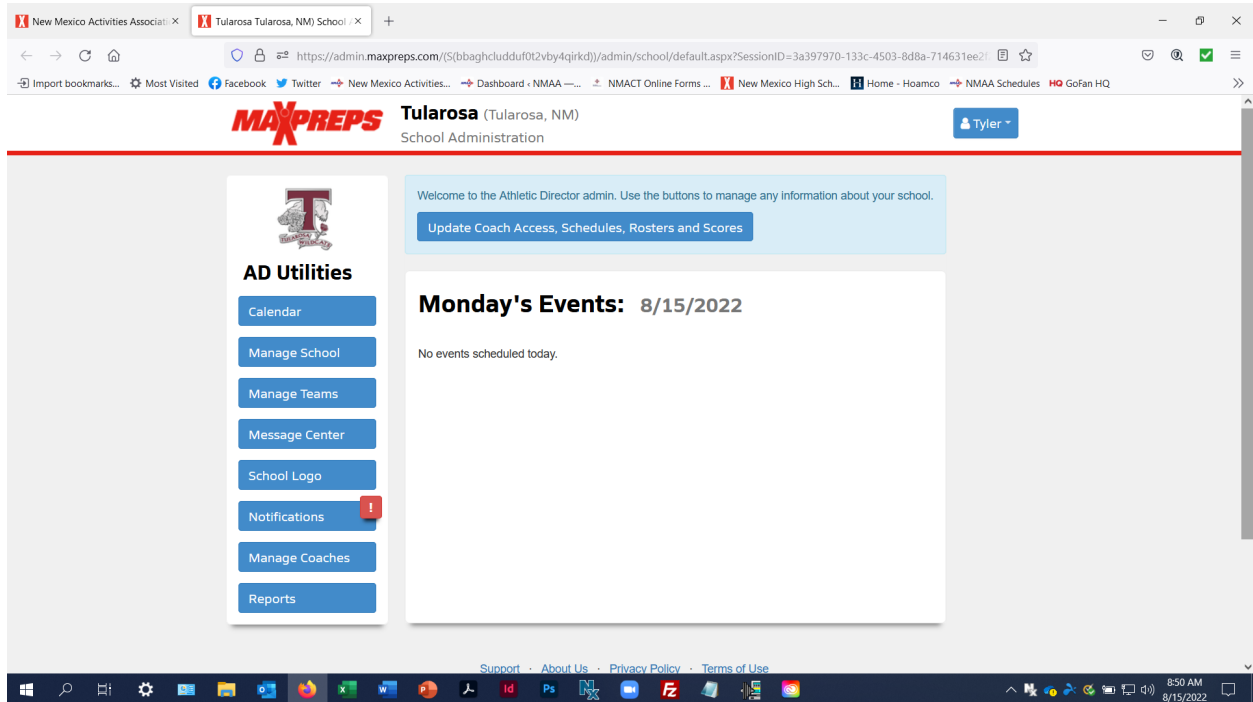
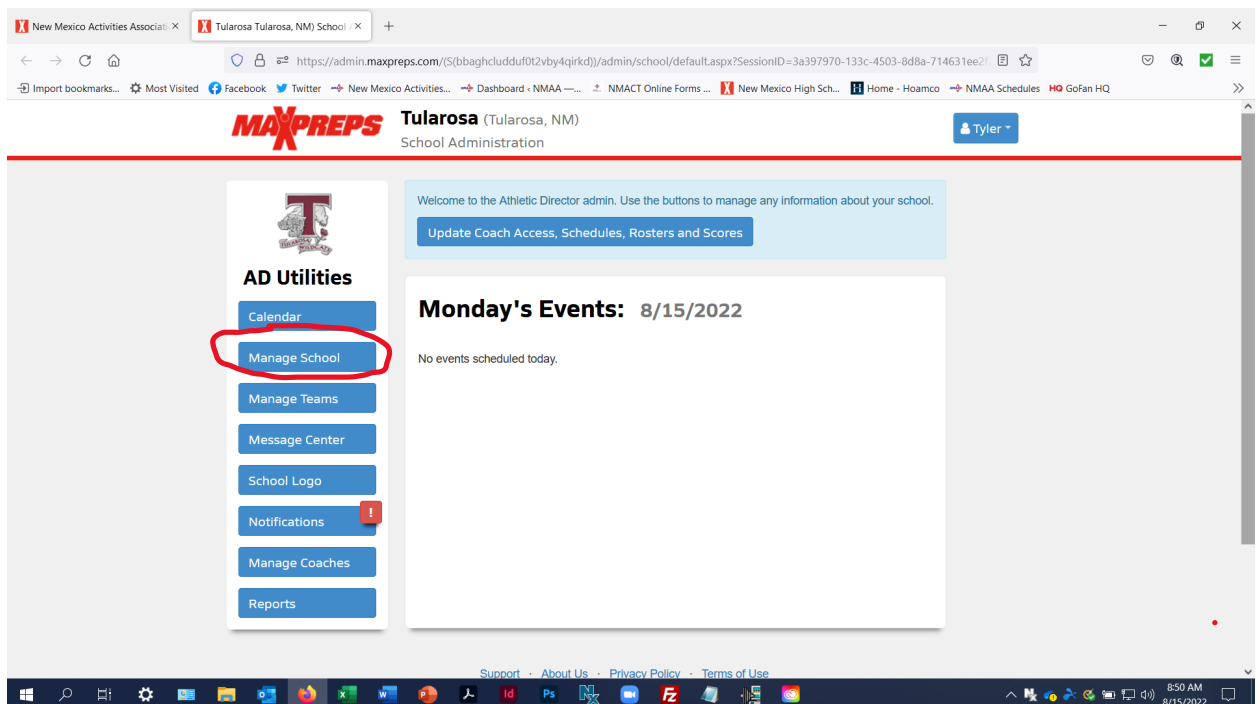


HOW TO ENTER THE OFFICIAL VOTER ON MAXPREPS

Log into MaxPreps and go to your AD's Utility Page:



• CLICK MANAGE SCHOOL



CLICK SCHOOL INFORMATION:

The screenshot shows the MaxPreps School Administration interface for Tularosa (NM) School. The page is titled "Manage Tularosa (NM)" and includes a breadcrumb trail "Home / Manage School". There are three main sections: "AD Access" with a button "Add/Update Permissions", "Athletic Director Sergio Castanon" with a button "Update AD", and "School Information" with a button "School Information" circled in red. The browser address bar shows the URL: [https://admin.maxpreps.com/\(S\(bbaghcludduf0t2vby4qirkd\)\)/admin/school/manage.aspx?SessionID=3a397970-133c-4503-8d8a-714631ee2f20](https://admin.maxpreps.com/(S(bbaghcludduf0t2vby4qirkd))/admin/school/manage.aspx?SessionID=3a397970-133c-4503-8d8a-714631ee2f20). The taskbar at the bottom shows various application icons and the system clock indicating 8:52 AM on 8/15/2022.

CLICK SCHOOL STAFF

The screenshot shows the MaxPreps School Administration interface for Tularosa (NM) School, specifically the "School Information" form. The page is titled "School Information" and includes a breadcrumb trail "Home / Manage School / School Information". On the left, there is an "Update Menu" with buttons for "School Information", "Address", "Colors", "Description", "Mascot", "Notable Alumni", and "School Staff", with the "School Staff" button circled in red. The main form contains fields for "School Name" (Tularosa), "Search Names" (tularosa), "Gender" (Co-Ed), "Type" (Public), "School URL" (http://www.tularosa.k12.nm.us), "Phone" (575) 585 - 8866 Ext., "Fax", "Enrollment", and "Do Not Fax School" (checkbox). There are "Request Change" buttons for "School Name" and "Search Names", and a "Save Changes" button at the bottom right. The browser address bar shows the URL: [https://admin.maxpreps.com/\(S\(bbaghcludduf0t2vby4qirkd\)\)/admin/school/information/default.aspx?SessionID=3a397970-133c-4503-8d8a-714631ee2f20](https://admin.maxpreps.com/(S(bbaghcludduf0t2vby4qirkd))/admin/school/information/default.aspx?SessionID=3a397970-133c-4503-8d8a-714631ee2f20). The taskbar at the bottom shows various application icons and the system clock indicating 8:52 AM on 8/15/2022.

CLICK THE GREEN PLUS SIGN TO ADD STAFF

The screenshot shows the MAXPREPS School Administration interface for Tularosa (Tularosa, NM). The 'School Staff' section is active, displaying a table with staff information. A green '+ Staff' button is circled in red, indicating where to click to add new staff.

Name	Position	Email	Phone	Start Date	Edit
Ellen Virden Official Voter	Athletic Director	ellen.virden@tularosak12.us	(575) 585-8867		

ENTER THE OFFICIAL VOTER INFORMATION AND CHECK THE OFFICIAL VOTER BOX AND THE SAVE

The screenshot shows the 'Add School Staff Contact' form. The form includes fields for First Name, Last Name, Email, Phone, Position, and Start Date. A checkbox labeled 'Official Voter Only ONE contact can be the official voter per school.' is circled in red, indicating it should be checked. The 'Save' button is also visible.

☐ Official Voter Only ONE contact can be the official voter per school.

Save **Cancel**

AND YOU ARE DONE!