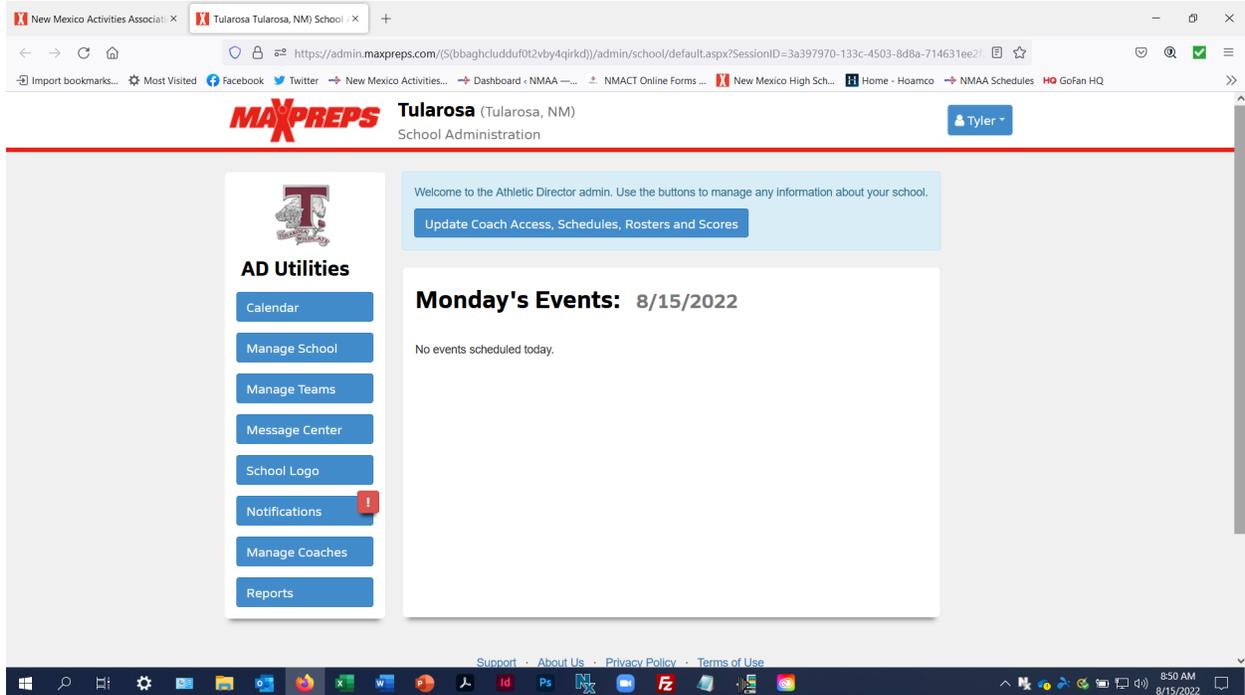
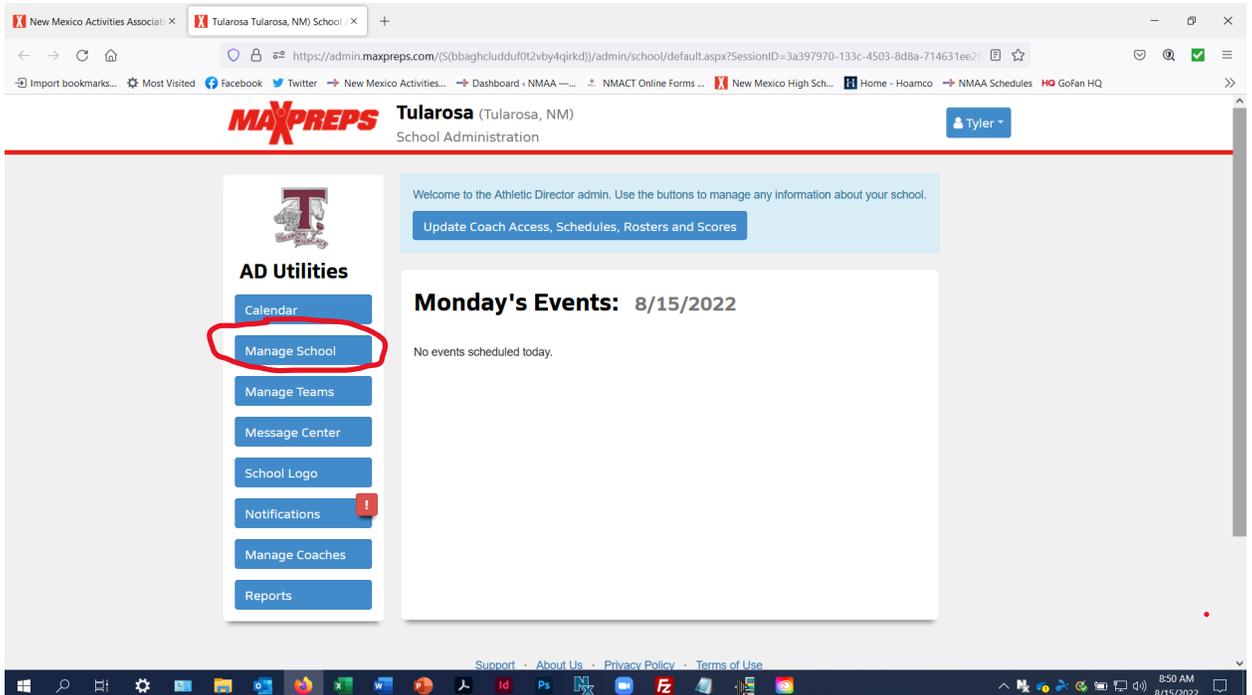


HOW TO ENTER THE OFFICIAL VOTER ON MAXPREPS

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



• CLICK MANAGE SCHOOL



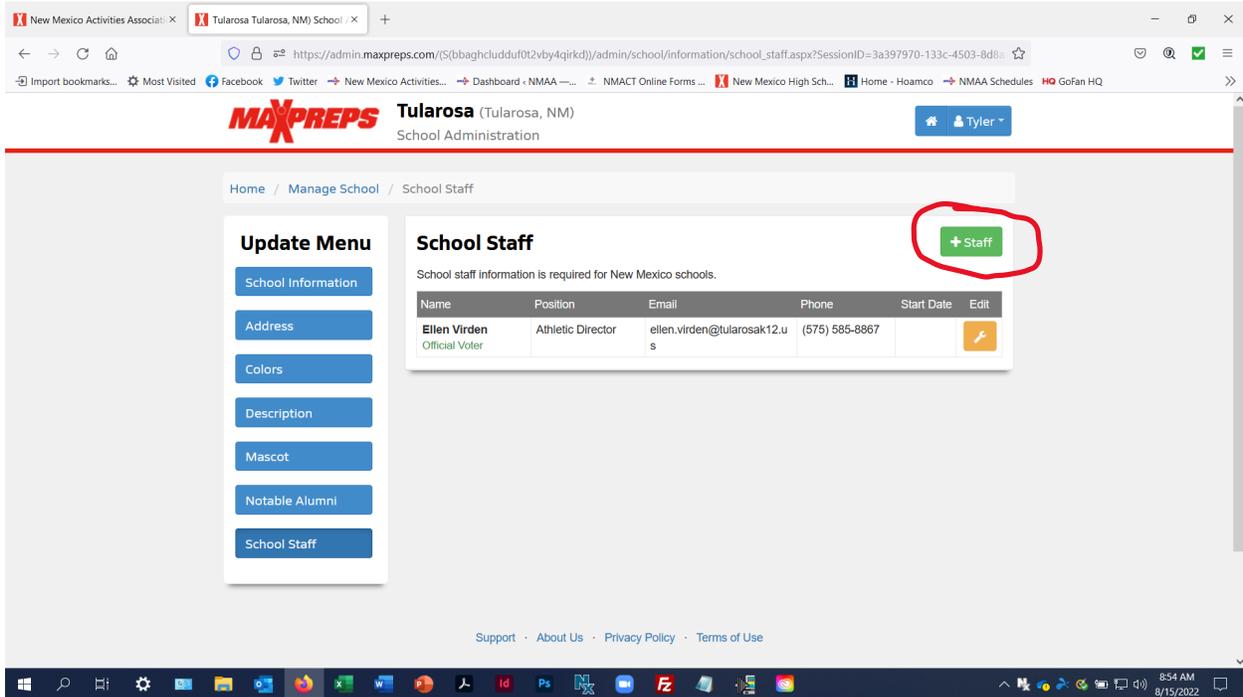
CLICK SCHOOL INFORMATION:

The screenshot shows the MaxPreps School Administration interface for Tularosa (Tularosa, NM). The page title is "Manage Tularosa (NM)". There are three main sections: "AD Access", "Athletic Director Sergio Castanon", and "School Information". The "School Information" section has a blue button labeled "School Information" which is 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.

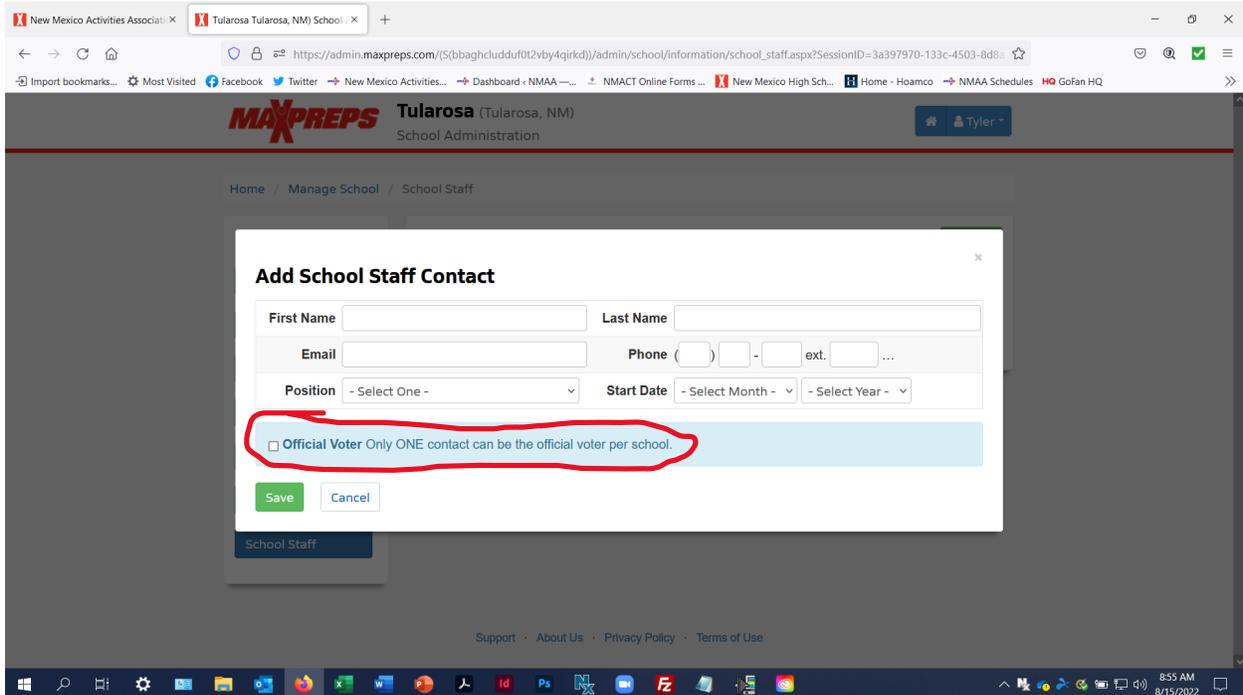
CLICK SCHOOL STAFF

The screenshot shows the MaxPreps School Administration interface for Tularosa (Tularosa, NM) at the "School Information" page. The page title is "School Information". On the left, there is an "Update Menu" with several buttons: "School Information", "Address", "Colors", "Description", "Mascot", "Notable Alumni", and "School Staff". The "School Staff" button is circled in red. The main content area contains a form for updating school information. The form fields include: "School Name ? Tularosa" with a "Request Change" button; "Search Names ? tularosa" with a "Request Change" button; "Gender" dropdown set to "Co-Ed"; "Type" dropdown set to "Public"; "School URL" text box containing "http://www.tularosa.k12.nm.us"; "Phone" text box containing "(575) 585 - 8866 Ext. "; "Fax" text box; "Enrollment" text box; and "Do Not Fax School ?" checkbox. A "Save Changes" button is 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



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



AND YOU ARE DONE!