



MVP 2.1 Tip Sheet



- **Make sure you are using a current browser such as Internet Explorer 8 or Firefox 3.**
- **DON'T re-register if you forgot your MVP account information.** Use the Forgot Your Password option on the MVP login screen or contact Bill Cleland (bill@nmact.org). **Be patient.** You must wait to see the message "Password Reset" on the screen or the email won't be sent.
- **Use Topics** in MVP for Games, Equipment, or Job postings.
- **Use Messaging** for one-to-one correspondence. DO NOT use All.
- Students must be added to the school Student list in MVP before they can be added to a team roster. This needs to be done by someone with a role of AD, Principal, or School Staff by clicking on Students on the left-side of their MVP screen. You only need to enter First Name, Last Name, Birthdate, Gender, and Year Entered 9th Grade to add a student to MVP. NOTE: Coaches can now add students to the school list by selecting that option when they are updating their roster.
- There are issues with the Quick Add option. When scheduling or updating rosters please use the +Add button instead.
- Refer to the helpful videos found here: <http://help.mvpapp.com>
- When in doubt, click Dashboard on the left-side of the MVP screen to see your basic school information.
- **Create sub-varsity teams** by clicking Programs at the top of your Dashboard screen. Then click Edit next to the desired program and create the appropriate sub-varsity teams (i.e. JV, 9th, etc.). **DO NOT create new Programs.** Make sure you are adding sub-varsity teams to existing Programs.
- **When Scheduling**, unless it is a tournament/invitational OR a sub-varsity event, **leave the Name field (the first thing on the screen) blank.**
- **When Scheduling**, make sure boxes are checked for all teams if it is a District contest and no box is checked if it is not a District event.
- Unless it is out-of-state or after-the-fact, **all tournaments should be entered and updated by the Host team.** This will allow them to update brackets and results that will automatically be posted to all participant schedules.
- When adding a contest with an out-of-state school, if the school is not shown in the drop-down list, contact the NMAA to have this done.
- **To request a role in MVP**, click on your name (upper left of screen), then click Edit, then click Roles. Make the appropriate selections at the bottom of the screen (under Add Roles) and then click Select.
- **When Scheduling**, if you are competing against an out-of-state school that is in the MVP list of schools but you cannot find the team you need, you can add it yourself by clicking the **Add Out of State Team** option. Leave the Team Name blank, start typing the school name and then select it from the list that appears, enter the City and State and then click Save. You should see the message Team Created. At this time, identify which team is Home and the Location of the game and then Save this contest to your Schedule.