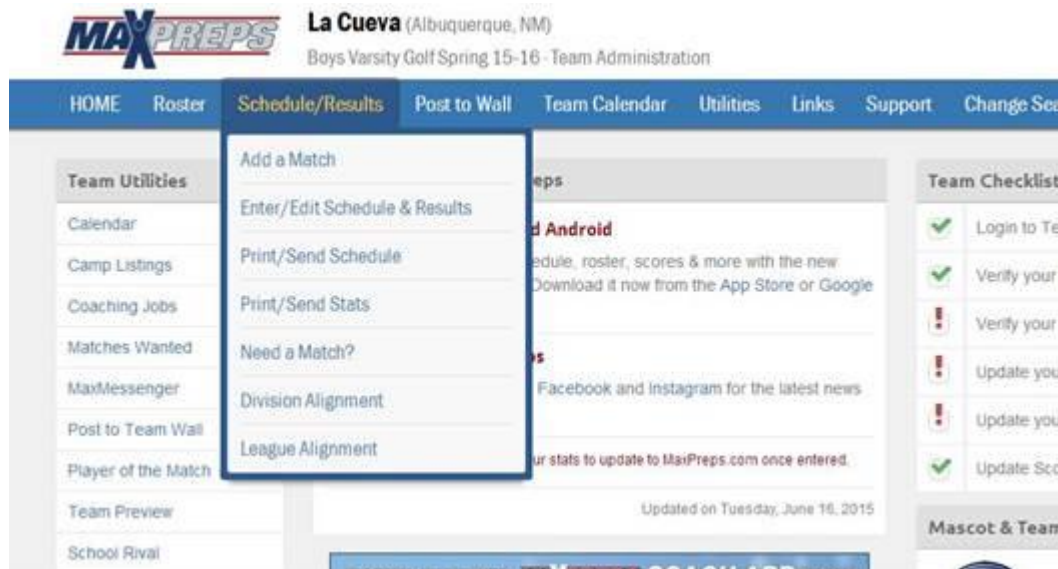


Enter a Golf Tournament on the MaxPreps Schedule

- 1) Make sure you are logged into your MaxPreps coach admin.
- 2) In the coach admin select the Schedule/Results link from the blue menu bar and select Add a Match from the pulldown menu.



- 3) On the next screen, choose whether the tournament is a Dual or Multi-Team event, then Click the green Continue button.
- 4) On the following screen, you will see a list of all events already created by member schools. To add your team to a tournament, simply click the Add Team to Match button next to the event.
- 5) If the event you are looking for has not been created, simply hit the blue Create A New Match button at the bottom of the page. Remember to use the official title of the event so other coaches can easily find it. Also, when creating the event you can add all the participating teams and it will automatically show up on their schedule pages.