

MaxPreps provides school AD's with the capability of generating rosters/schedules for any of their school teams WITHOUT having to log into individual team pages. The first step in this process is to log into MaxPreps with your user account and then go to your AD Utilities section, shown below.

**MAXPREPS** Alamoogordo (Alamoogordo, NM)  
School Administration

Welcome to the Alamoogordo School Administration!

We are excited to share our new school administration system. We hope you find that these tools will save you time and help you communicate with your school's community. Now this is only Phase 1; we are hard at work on many more features for Phase 2, slated for January 2013. Please use the links on the left to manage your school on MaxPreps.

**AD Utilities**

- Calendar
- Manage School
- Manage Teams
- Message Center
- Notifications !
- Reports

**Thursday's Events: 7/11/2013**

No events scheduled today.

Click the Reports tab. You will be able to choose Rosters or Schedules. Make your selection and then click Next.

**MAXPREPS** Alamoogordo (Alamoogordo, NM)  
School Administration

Home / Create School Reports

## Create School Reports

Go Back a Step Start Over

**Report Type** Schedule  
**School(s)** Alamoogordo (NM)

Select the school year for the report.

**Select Report Season** 12-13

Next

MaxPreps Support · About Us · Company Blog · Privacy Policy · Terms of Use  
A CBS SPORTS.COM SITE

Select the School Year (i.e. Report Season) and then click Next.

## Create School Reports

[Go Back a Step](#)

[Start Over](#)

**Report Type** Schedule

**School(s)** Alamogordo (NM)

**Season** 12-13

First, select the team(s) and level(s) for your report.

Then, choose to print or download your report. *Note: Only activated teams will appear as options below.*

**Alamogordo (NM)**

[Select All](#)

[Deselect All](#)

### Fall

Sport	Var.	JV	Fr.
<input type="checkbox"/> Cross Country - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Cross Country - Girls	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Football - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Soccer - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Soccer - Girls	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Volleyball - Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Winter

Sport	Var.	JV	Fr.
<input type="checkbox"/> Basketball - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Basketball - Girls	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Cheer - Co-ed	<input type="checkbox"/>		
<input type="checkbox"/> Swimming - Boys	<input type="checkbox"/>		
<input type="checkbox"/> Swimming - Girls	<input type="checkbox"/>		

### Spring

Sport	Var.	JV	Fr.
<input type="checkbox"/> Baseball - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Golf - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Golf - Girls	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Softball - Girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tennis - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Tennis - Girls	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Track & Field - Boys	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Track & Field - Girls	<input type="checkbox"/>	<input type="checkbox"/>	

[Create Excel](#)

[Print Report](#)

You can select teams individually or you can select all teams in a program by clicking in the box to the left of the sport name. You can Create an Excel file that can then be sorted any way that you want or you can Print the Report. If you have PDF Creator software installed on your computer, you can choose to create a PDF document after clicking on the Print Report button.