

# MaxPreps:

## How to Login to Your MaxPreps Account

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New Mexico Athletic Directors,

Below you will find instructions on how to gain access to your Athletic Directors account. You can also forward this information to the head coaches of your teams and they can gain access to their accounts through the same process.

### **For Athletic Directors & Coaches:**

Go to MaxPreps.com and click on ‘**Coach Login**’ in the upper right hand corner. Enter your personal email address into step one. This email address will be used to identify you in the future.

#### **Step 1: Enter Your Email**

Moving forward, this is the email you will use to access your team(s).

Email:

On step 2, if you’re already a member you will be asked to enter a password.

#### **Step 2: Enter Password (Not your coach login password.)**

Great! You are a member. Please enter your membership password associated with the email above to continue. [Forgot password?](#)

Password:

If you are not a member, you'll be asked to register your email address.

### **Step 2: Register Your Email**

Fill out the form below to register this email. The next step will link your team to this account. **Note:** You can create any password below. It will be used with your email to access your team(s).

**First Name:**

**Last Name:**

**Gender:**  -Select-

**Birth Date:**  Month   Day   Year

**Zip Code:**

**Role:**  -Select-

**Time Zone:**  (GMT -8:00) Pacific Standard Time

**Create Password:**

**Confirm Password:**

On step 3, you will enter a code that grants you access to your team. The access code is a one-time code so you don't need to worry about saving or remembering it.

### **Enter your Coach Login or Access Code!**

Enter your Coach Login or Access Code below to link your accounts. Don't have either? [Request Access](#).

**Username:**

**Password:**

**OR**

**Access Code:**

You are all done! Click on the link to your school or team either under 'Coach Logins' or 'A.D. Logins' to access the administrative side for your school or team.

Kelsey McCauley ► Account Settings

Use the link(s) below to access your accounts.

**Coach Logins**

► Oak Ridge - Softball ←

**A.D. Logins**

► Oak Ridge ←

Add an Admin Account (?) Log Out

**Athletic Directors Only:** Once you're in your A.D. Admin, you can login to all the teams at your school. You can also retrieve all the Access Codes for your coaches through your admin.

Team Permissions AD Permissions Support

Manage Contacts & Permissions

Select Sport

Fall

- Football
- Soccer (Boys)
- Volleyball (Girls)
- Water Polo (Boys)
- Water Polo (Girls)

Winter

- Basketball (Boys)
- Basketball (Girls)
- Soccer (Boys)
- Wrestling (Boys)

Spring

- Baseball
- Lacrosse (Boys)
- Lacrosse (Girls)
- Soccer (Girls)
- Softball
- Track & Field (Boys)
- Track & Field (Girls)
- Volleyball (Boys)

Access Codes for Football Teams

Use the forms below to update coach names (?), activate lower level teams (?) and reset access codes (?).

**Varsity Information**

Head Coach	Eric Cavaliere
Access Code	10769-1E7E8

► Update Coach    ► Reset Code

**JV Information**

Head Coach	
Access Code	10755-4F8C5

► Update Coach    ► Reset Code

**Freshman Information**

This team level is not yet enabled.  
To enable this team level, please click on the link shown below.

► Activate Freshman

Varsity ► Add Varsity Contact

Click on any sport link, then click "Log into Varsity Coach Admin"

Email: ericcavaliere@hotmail.com Send Access

Phone: (530) 409-4189 Edit

Last Name: Cavaliere Delete

Title: Access (?) Yes

Last Login (?): 3/13/2012 8:09:07 AM

JV ► Add JV Contact

No contacts have been added

Once you click on “Log into Varsity Coach Admin,” you will be taken into that sports Coach Admin where you can enter the team information. For example, to enter the schedule you would hover your mouse over the Schedule tab and click “Schedule a Game.”

The screenshot shows the MaxPreps Coach Admin dashboard. At the top, there is a navigation bar with links: HOME, Roster, Schedule (which is highlighted in yellow), Stats, Post to Team Wall, Team Calendar, Utilities, and Links. Below the navigation bar is a sidebar with several categories: Coach Tools, Fan Page Utilities, JV & Freshman, and Support. Under Coach Tools, there are links for Post to Team Wall, Team Calendar, MaxMessenger, Games Wanted, Game Programs, Camp Listings, Coaching Jobs, Coach Education, School & Team History, and Fan Page Utilities. Under Fan Page Utilities, there are links for Upload Photos, Upload Video, Link Web Articles, and MaxPreps Widgets. Under JV & Freshman, there are links for Login to JV and Add Freshman. On the right side of the dashboard, there is a large box containing text about sports camps and a note about stats update times. At the bottom, there are three green buttons with checkboxes: "All scores are up to date", "All stats are up to date", and "All team totals are up to date".

You will be taken to a page where you can enter the game time, date, location, game type and the opponent. You can enter all your games on this page.

Need more help? View the videos below.

[How to Login to your Account](#)

[How to Enter your Schedule](#)

View all tutorial videos [here](#).

Please contact MaxPreps if you have any questions or trouble logging into you're A.D. Admin.

[coachsupport@maxpreps.com](mailto:coachsupport@maxpreps.com)

1-800-329-7324 x1