# Universal Tennis + NMAA Coaches Learn More & Get Started

- All players rated with a UTR, the Gold standard of college recruiting
- All High School matches now count toward UTR
- 🞾 Universal Tennis connects High School players to the largest tennis ecosystem
- 🥬 🛛 Set lineups more accurately
- 🥬 🛛 Scout opposing team matchups
- 🥬 🛛 Solve stacking problems
- 🥬 Seed tournaments more accurately and objective
- Easy to use tournament management and dual match software for FREE (over 10k coaches using)



### How to: Activate Your School Page, Add Players & Post Scores

- 1. Create Free Personal Profile: <u>https://app.universaltennis.com/join</u>
- 2. Activate High School: https://app.universaltennis.com/highschool
- 3. Add Team Roster
  - a. **If players already have a claimed Universal Tennis profile** Search for them by choosing "Add Players" on your team page. Type in your player's name in the "Search Existing Players" bar. Choose "Next" when finding your player, "Select Their Graduation Year" and "Add member" to your roster.
  - b. **If players have an unclaimed Universal Tennis profile**: The player's name appears when searching for them, but still asks to "Invite New Player." Type in the player's email address to invite them to roster. This means the player has NOT claimed their profile and still needs to do so. The player will not appear on roster until the player has accepted the invite by creating a free profile.
  - c. **If players do not have a Universal Tennis profile**: Choose "Add Players" on team page, choose "Invite New Player" and type in the player's email address to invite them to roster. Player will not appear on roster until the player has accepted the invite by creating a free profile.
- 4. Post Dual Match Scores
  - a. Post on MaxPreps (Universal Tennis imports weekly)
- 5. Video on Activation Process <u>3-minute video on how Universal Tennis High</u> <u>School works!</u>
- 6. For all Universal Tennis High School questions, please contact Jonathan Hicks at jonathan@universaltennis.com.
- 7. For immediate assistance, our Customer Success Team is here to help you. Staffed nearly 24/7, you won't wait long for answers. Please email <u>support@universaltennis.com</u>. You can also chat with us seven days a week via Live Chat 8a-5p EST. Live Chat lives in the bottom right corner of your screen and is only visible if you are logged in and an Organizer of your High School page.



Players, claim your profile so that coaches can add you to the roster!

Create your Universal Tennis Profile



universaltennis.com/join

## **ENTERING DUAL MATCH RESULTS INTO MAXPREPS**

Go to MaxPreps.com and sign in. Hover your mouse over the user icon in the upper right corner and click on your school to be taken to your Coach Admin. Follow the steps below to edit your roster, schedule and results.

If you need access to your coach account for the first time please email Josh Taylor at <u>jtaylor@maxpreps.com</u> with the school and sport(s) you need access for.

#### How to Enter your Tennis Schedule in MaxPreps

Note: Any challenge matches, tournaments or invitationals where athletes from the same school may play each other should be entered on UTR. MaxPreps does not allow entry of results for athletes from the same school.

- 1. In your coach admin, Go to **Schedule** on the taskbar and select **Games.**
- 2. Click the green Schedule a Match button, then select Dual and hit continue. For dual matches go to step 3.If so, click 'Add Team' to add your team to the match. If not, scroll to the bottom and select 'Create a New Match' and continue on to step 3.
- 3. Enter the date, time, location, and opponent(s).
- 4. Click Save & Exit or Save Meet & Add Another

#### How to Enter your Roster in MaxPreps

Note: must be done before the season starts and be kept up to date during the season

- 1. In your coach admin, Select **Roster** on the taskbar
- 2. Select **Quick Add** to add multiple athletes at once and enter their name and grade. Click Save in the bottom right corner when done.

#### How to Enter your Results in MaxPreps:

- 1. In your coach admin, Go to **Schedule** on the taskbar and select **Games.**
- 2. To Add/Edit your score, select +, under the Add/Edit column.
- 3. Select the team place from the dropdown under the Place column and enter the team Points for each team in the Points column. Click Save & Next.
- To begin adding individual results click 'Add Result'. Select the position (1<sup>st</sup>/2<sup>nd</sup>/etc. singles/doubles), round and opponent's team. Select each athlete and enter the set scores.





