



## How to Grant Access to Coaches on MaxPreps

Athletic Directors are able to manage their school and all sports on MaxPreps. **Scores must reported in MaxPreps for the UHSAA RPI.** Please ensure your coaches have access to MaxPreps prior to the start of their season.

*Email Josh Taylor at [jtaylor@maxpreps.com](mailto:jtaylor@maxpreps.com) with what school you need access for if you are a new user. Once your account is created you can follow the steps below to manage your school.*

1. Go to MaxPreps.com and sign in
2. Click the user icon in the upper right corner and click on your school name
3. Under the **AD Utilities** section select, **Manage Coaches**.
4. Verify your coach is listed or hit the edit button to add or remove access.
5. To give access to the coach or team admin access, select  and fill out the required information (name/email/access level/team role). When granting someone access to the Coach Admin account, they will receive an email from you. Once they register, they will be able to access their Coach Admin.
8. You can also use and instruct your coaches to download the **MaxPreps app** for the easiest way to report scores and edit schedules/rosters/stats throughout the season. You and your coaches will also be able to use the Teams app to:

### **HOW TO TRACK STATS**

MaxPreps is partnered with [many stat partners](#). Track your stats live during the game and then submit them to MaxPreps.com to verify before publishing. For step by step instructions to enter stats & scores, [click here](#). You can also use the free [Teams by MaxPreps app](#) for [iOS](#) and [Android](#) for the quickest way to report scores and/or enter stats.