





Coach,

As you know, MaxPreps is the Official Statistician and Digital Media Partner” for the North Carolina High School Athletic Association. As a part of our partnership, MaxPreps will be providing all content to the NCHSAA to manage regular season records used to determine post-season qualifications, state record book, NCHSAA stat leaderboards, media publications and much more. The NCHSAA requires each team's complete box score information (schedule, scores, roster and stats) to verify your season record for post-season qualification.

In order to accurately seed teams for the post-season, it is imperative that all your scheduled games on MaxPreps be marked properly. MaxPreps has added a “Conference Tournament” game type so you can correctly label those games. Here are the steps to mark your games as “conference tournament”:

- 1) Login to your MaxPreps Team Admin
- 2) Go to your “Schedule/Results” page
- 3) Click on the calendar icon under “Edit” to change the game type

Date & Time	Opponent & Location	Details	Edit / Delete
8/18/14 - Mon. 6:00 PM	Southern Guilford (Greensboro, NC) Home, Non-Conference	Eastern Guilford High School	 
8/21/14 - Thu. TBA	Northeast Guilford (McLeansville, NC) Away, Conference		 

- 4) Select “Conference Tournament” from the game type menu and then click on “Save & Exit”

Match Information

Date: 08/18/2014

Time: 6:00 PM 6 : 00 PM OR TBA

Location: Home

Match Type: **Conference Tourr** ☐ Conference Match for Opponent (optional)

Opponent: **Conference**
Non-Conference
Tournament
Playoff
Conference Tournament

Search main page for your opponent (Search by School Name or City)

Enter a School Name OR View League List OR Set Opponent TBA

Match Details: Eastern Guilford High School

Please check your schedule and verify that all your games have been marked properly by **October 15th**. If you have any questions or need help with your MaxPreps schedule, please contact their support team at (800) 329-7324 ext. 1 or our NCHSAA rep, Megan Nelson at 530-313-9171.

Thank you,