LOGIN INFORMATION

Visit www.MaxPreps.com/CL and enter your email address to sign in, if needed. If you are not a member on MaxPreps, click on "Create an Account" under AD/Coach Account on the right and register to access your team information.

- Select "Set up Admin Accounts" and enter your team's access code to link your account.
- You are done! You will not need the access code to login in the future. You will enter your email and password to access your team information moving forward.
- If you do not have your access code, please reach out to the MaxPreps Coach Support team at coachsupport@maxpreps.com or 800-329-7324 x1.

ROSTER & SCHEDULES

Now is the time to enter your information for the upcoming season. Entering your data is easy once you've logged into your team admin. Simply move your mouse over "Hi, <<Your First Name>>" in the right hand corner of MaxPreps and click on your school in the box that drops down.

From your team admin:

- Click on "Roster" to enter your athletes
- Click on 'Schedule/Results' then 'Add a Match' to enter a match on your schedule. Choose 'Dual Team' or 'Multi-Team' and enter all of the necessary information. When you choose 'Multi-Team' a list of pre-populated invitationals in North Carolina will appear – you can choose to add your team to one of the invitationals listed or you can 'Create a New Match' with multiple teams at the bottom of the screen.

ENTER MATCH RESULTS

As soon as the scheduled match has finished, it is now time to enter results. From your coach admin, please select 'Enter/Edit Schedule & Results' from the drop down menu.
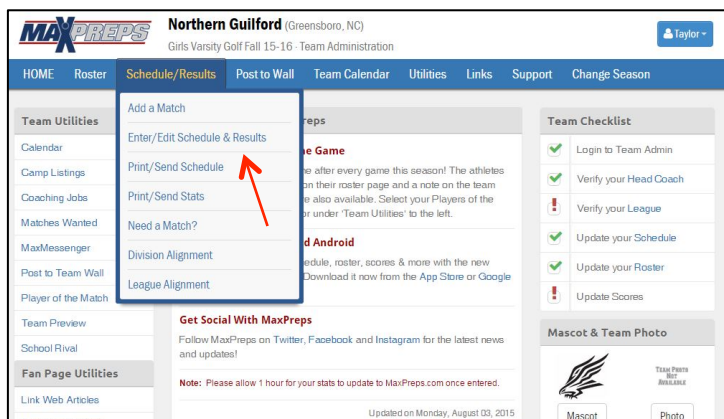
Your schedule will appear and as soon as the scheduled match start time has passed, a green + button will appear for the match that needs result. Click the button in the add/edit column.
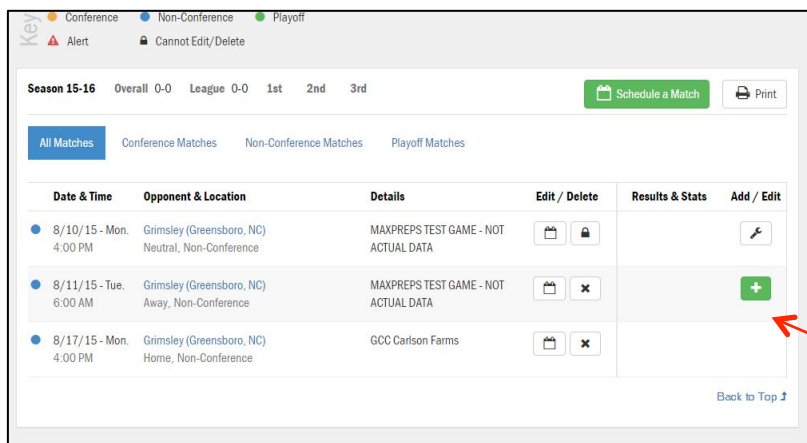
Your first step is to 'Enter Match Totals' between your team and the opposing team(s) (This list will be longer if it is a multi-team invitational – Multi-Team Invitationals will also have a column for team place on the left – make sure to fill that in as well)

Once you have entered the team totals, you will move on to enter 'Match Details' – this is where the course data will be filled out (total yards, par, slope, rating, course name, etc.)

IT IS VERY IMPORTANT TO INDICATE IF THE TEAM GOLFED 9 HOLES or 18 and then fill out the information as necessary. If your team plays the back 9 only, please fill in the course data in the front 9 slots. DO NOT SELECT 18 and only fill out the back 9 stats for each individual.

Now we move into the individual golfer stats – select the green 'Add Stats' button.

Then select your golfer and complete the process. **All fields need to be completed.**

You add all of your golfer results select 'Save and Add Another' when you have entered your last athlete, select 'Save and Exit'

Once you have entered results for your entire (competing) roster, you may now select a 'Player of the Match', once selected, click 'Save' and 'Continue' then you will be done!