## Instructions For Submitting Hy-Tek Meet Results to MaxPreps

All host teams or a designated coach are responsible for uploading results to MaxPreps. These results will be used for the IHSSCA Swimming Poll. If you are <u>not</u> the host team but have the Hy-Tek meet file, please only upload the meet file if you are the designated coach.

IMPORTANT NOTE: If the host team has designated you to upload the results, please double check that the meet results have not already been uploaded before importing the meet file. If you import the Hy-Tek file, you will erase any previous data from the meet for all teams. You can double check by logging into your Team Admin and going to your "Scores/Stats" tab and looking to see if results have already been posted. If the results are listed under that meet for your team, DO NOT upload the meet file again because this will erase all previous data for other teams. If the results are not posted, please follow the instructions below.

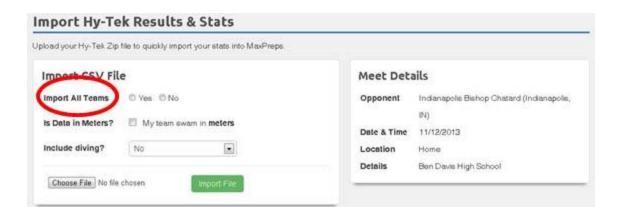
## To upload the Hy-Tek file, please follow the instructions below:

- Click here to sign in or register with MaxPreps & then click on '<< Test School Name >> <<
  Test Gender >> Varsity Swimming' under "Admin Accounts" on the right.
- If you do not see your team listed, click on "Edit" in the right hand corner and then enter
  your custom team access code on the left. If you don't have your access code or coach
  multiple teams and need another access code, please contact MaxPreps at 800-329-7324 ext.
  1 or support@maxpreps.com.
- 3. Once you're in your Team Admin, click on "Schedule" and make sure the meet you wish to upload the results for is listed. To add or remove teams to the meet, click on the orange tool button next to the meet.
- 4. To upload the results, click on "Scores/Stats".
- 5. Select the blue "Hy-Tek" button.



6. On the next page be sure to select the "Yes" option for the "Import All Teams" option.

IMPORTANT: Please note that this will override any existing results for all teams from the meet.



7. Please remember to import the correct gender results file based on the team you are importing for. Once you've imported the file, MaxPreps will auto-match as many participating schools and athletes as possible, then you will need to select the correct school and athletes for any who do not auto-match. You will then be walked through the process to make sure all schools and athletes are linked and their results are published on MaxPreps.

If you have any questions regarding how to upload the meet results to MaxPreps, please contact Jeff Luzadder at jeffluzadder@comcast.net or 765-418-7088 or MaxPreps at 1-800-329-7324 ext. 1 or at coachsupport@maxpreps.com.