

# MAX PREPS UPLOAD INSTRUCTIONS

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## 1. Upload the file:

- a. From the MaxPreps School Page
- b. Select Stats
- c. Enter/Edit Stats
- d. Click “Browse” and select the ZIP file that was exported from Hy-Tek
- e. Click “Import File”

## 2. Match up the meet teams:

- a. All of the teams contained in the Hy-Tek file will be listed out, and each will contain a drop-down list that contains the teams assigned to meet.
- b. Make the correct team selection in the drop-down for each team. This will ensure that all scores are imported. If scores were already submitted for the meet, then only your team needs to be selected so that your team results can be imported.
- c. Click “Continue”.

## 3. Match up your athletes:

- a. All of the athletes for your team contained in the Hy-Tek file will be listed out, and each one will contain a drop-down list that contains your roster.
- b. Make the correct athlete selection in the drop-down list for each athlete, or select "Do Not Import" to exclude the athlete from the import.
- c. Click "Continue".
- d. You will be taken to the result entry screen where the imported data may be reviewed and/or modified.

***Please note: If you are running concurrent JV and Varsity heats, the meets needs to be scored separately, and two separate meet files need to be exported from Hy-Tek and then uploaded into Max Preps.***