



## How to add lower level teams to your account - **JV and freshmen** teams.

Note: Middle school teams cannot be added to MaxPreps.

Log into your administrative account – Click on the **“Manage”** next to the team that you would like to add the sub-varsity level to.

Home / Manage Teams

### Manage Teams

Manage your active teams or create new teams to display on MaxPreps.

**Active Teams** + Add Sport Expand All Collapse All

▣ **Fall Sports**

Sport	Gender	Active Levels	
Cross Country	Boys	Varsity	<b>Manage</b> ▾
Cross Country	Girls	Varsity	<b>Manage</b> ▾
Football	Boys	Varsity	<b>Manage</b> ▾
Golf	Boys	Varsity	<b>Manage</b> ▾
Golf	Girls	Varsity	<b>Manage</b> ▾
Swimming	Boys	Varsity	<b>Manage</b> ▾
Volleyball	Girls	Varsity, JV	<b>Manage</b> ▾

**“Manage”**

### Select the Level from the Dropdown Box.

Football	Boys	Varsity	<b>Manage</b> ▾
Golf	Boys	Varsity	<b>Manage</b> ▾
Golf	Girls	Varsity	<b>Manage</b> ▾
Swimming	Boys	Varsity	<b>Manage</b> ▾

Select Level

- Varsity
- Add JV
- Add Freshman

**Add the sport information to the fields and be sure to include the coaches' information so they can report the scores and stats.**

## Add a Sport

Please fill out the form below to add a Sport to MaxPreps.

### Sport Information

Gender

Sport

Season

Level  Varsity  Junior Varsity  Freshman

### Who is the primary contact for this team?

First Name

Last Name

Email

Phone (  )  -  ext.

Team Role

Add Sport

Cancel

**Once the steps are completed and processed, the new team level will appear on your account.**

Volleyball

Girls

Varsity, JV

**New Level**

Manage

If you have any questions at all about MaxPreps or how to get started, please reach out MaxPreps Coach Support at **800-329-7324 x1**, visiting [support.maxpreps.com](http://support.maxpreps.com) or Kylie McLarty, FHSAA representative, at [kmclarty@maxpreps.com](mailto:kmclarty@maxpreps.com) or 916.397.8600.