



AMERICA'S SOURCE FOR HIGH SCHOOL SPORTS

[www.MaxPREPS.com](http://www.MaxPREPS.com)  
A @CBSSPORTS.COM SITE



**IHSA Coaches and ADs can follow the below steps to gain access to their MaxPreps account:**

**Not a MaxPreps Member?** Please complete the following steps:

1. Go to [MaxPreps.com](http://MaxPreps.com) and click on "Join" in the top right corner.
2. Select the "AD/Coach Account" option.
3. Enter your email address and text from the image displayed. (we're just making sure you're not a robot!)
4. On the following screen, fill out the required fields.
5. If you have an Access Code, please enter it when prompted. (If you do not have an access code, don't worry! You can request one after registration is complete, outlined in steps 7-9.)
6. To complete the form, click "Create Account". You are now a MaxPreps member!
7. If you still need your Access Code, click on "Set up Admin Accounts" on the following confirmation page.
8. On the next screen, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

**Already a MaxPreps Member?** Please complete the following steps:

When signed into your MaxPreps Membership account, you will see "Hi, [Your First Name]" in the top right corner. (If you do not see "Hi, [Your First Name]", click on "Sign In" and enter your account information.) Follow the steps below to gain access to your admin account:

1. Click on "Hi, [Your First Name]".
2. On the next page, click on "Set up Admin Accounts" under Admin Accounts.
3. If you have an Access Code, enter in the text box provided.
4. If you do not have an Access Code, click on "Request Access". Our support team will get back to you within 24 hours of receiving your request with the Access Code for your team or school.

## **How to Login to after Gaining Access?**

After signing into your MaxPreps Membership account, place your mouse over "Hi, [Your First Name]" and click the link for your school or team under either "AD Accounts" or "Coach Accounts" to be directed into your admin.

## **Need Help?**

If you have any questions, please email [support@maxpreps.com](mailto:support@maxpreps.com) or give us a call at 800-329-7324 x1 and our support team will be more than happy to help!