



Coaches:

You can upload your team photo to your team page, using Coach Tools. Be sure to do one thing in advance, size your photo to avoid error messages or any unplanned for snags.

It is suggested that your photo be sized to a width of 800 pixels. Ask for help if you don't know how.



Save the photo on your computer (or phone) after it's sized.

Step 1: With Your Team Photo Saved on Your Hard Drive:

This will be like uploading a photo to any social media on your computer.

a. Open Coach Tools and Click on "Roster".

Coach Tools [REQUEST ACCESS TO ANOTHER SPORT] [HIDE TEAM INFO]

Basketball (Boys) (2021-22 Season)

Greece-Olympia (OLY) Spartans
 1139 Maiden Lane, Rochester, NY 14615
 Border Color [Yellow] Background Color [Green] [Edit]

HEAD COACH
 COACHES
 ATHLETIC DIRECTOR
 MANAGER [Edit]

Sport plays at alternate location
 -none- [Edit]

[SCHEDULE/RESULTS] **[ROSTER]** [ANNOUNCEMENT] [LOCAL MEDIA] [ADD EVENT] [STATS REPORTING]

DATE	START	OPPONENT	RESULT	LEAGUE	SEEDING
None Entered					

Step 2: Click on "Team Photo"

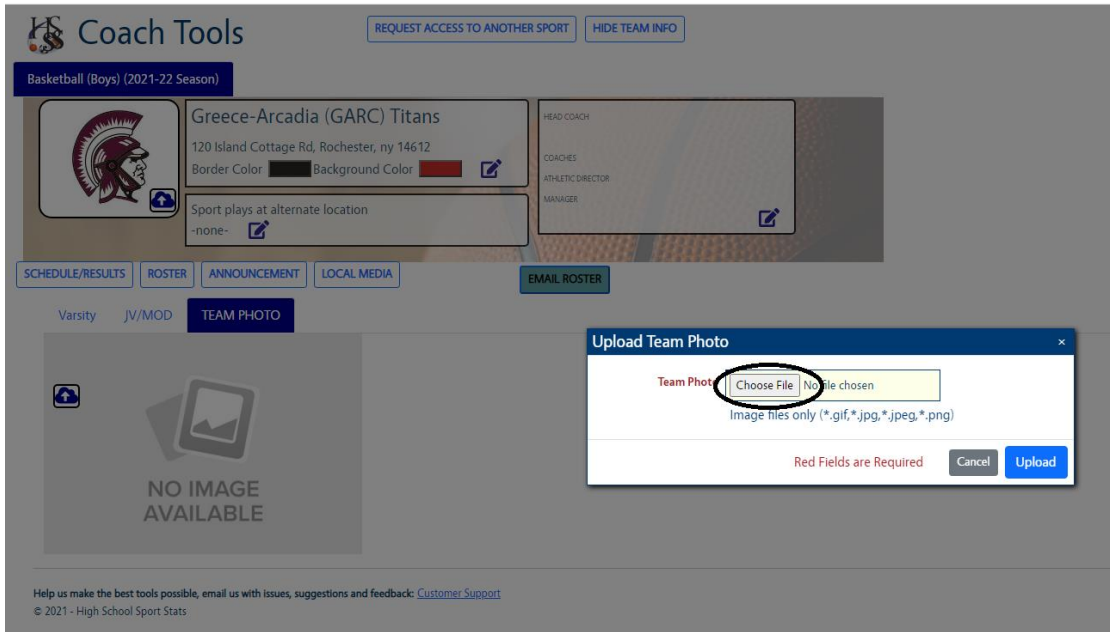
The screenshot shows the Coach Tools interface for the Greece-Olympia (OLY) Spartans team. At the top left is the HS logo and the text "Coach Tools". To the right are two buttons: "REQUEST ACCESS TO ANOTHER SPORT" and "HIDE TEAM INFO". Below this is a blue header for "Basketball (Boys) (2021-22 Season)". The main content area features a team profile for "Greece-Olympia (OLY) Spartans" with the address "1139 Maiden Lane, Rochester, NY 14615". It includes color selection options for "Border Color" (yellow) and "Background Color" (green), and a "Sport plays at alternate location" dropdown set to "-none-". To the right is a "COACHES" section with roles: HEAD COACH, COACHES, ATHLETIC DIRECTOR, and MANAGER. Below the profile are buttons for "SCHEDULE/RESULTS", "ROSTER", "ANNOUNCEMENT", "LOCAL MEDIA", "ADD PLAYER", "EMAIL ROSTER", and "IMPORT FROM PREV". At the bottom, there are tabs for "Varsity", "JV/MOD", and "TEAM PHOTO" (which is circled in red). Below the tabs is a table header with columns: "LAST NAME", "FIRST NAME", "##", "GR", "POS", "HT", and "WT". The table content shows "None Entered".

b. The next screen will have an Upload "Arrow in a Cloud" icon. Select that icon.

The screenshot shows the Coach Tools interface for the Greece-Arcadia (GARC) Titans team. At the top left is the HS logo and the text "Coach Tools". To the right are two buttons: "REQUEST ACCESS TO ANOTHER SPORT" and "HIDE TEAM INFO". Below this is a blue header for "Basketball (Boys) (2021-22 Season)". The main content area features a team profile for "Greece-Arcadia (GARC) Titans" with the address "120 Island Cottage Rd, Rochester, ny 14612". It includes color selection options for "Border Color" (black) and "Background Color" (red), and a "Sport plays at alternate location" dropdown set to "-none-". To the right is a "COACHES" section with roles: HEAD COACH, COACHES, ATHLETIC DIRECTOR, and MANAGER. Below the profile are buttons for "SCHEDULE/RESULTS", "ROSTER", "ANNOUNCEMENT", "LOCAL MEDIA", and "EMAIL ROSTER". At the bottom, there are tabs for "Varsity", "JV/MOD", and "TEAM PHOTO". Below the tabs is a large grey area with a "NO IMAGE AVAILABLE" message. In the top left corner of this area, there is an "Upload" icon (an arrow pointing up into a cloud) which is circled in red.

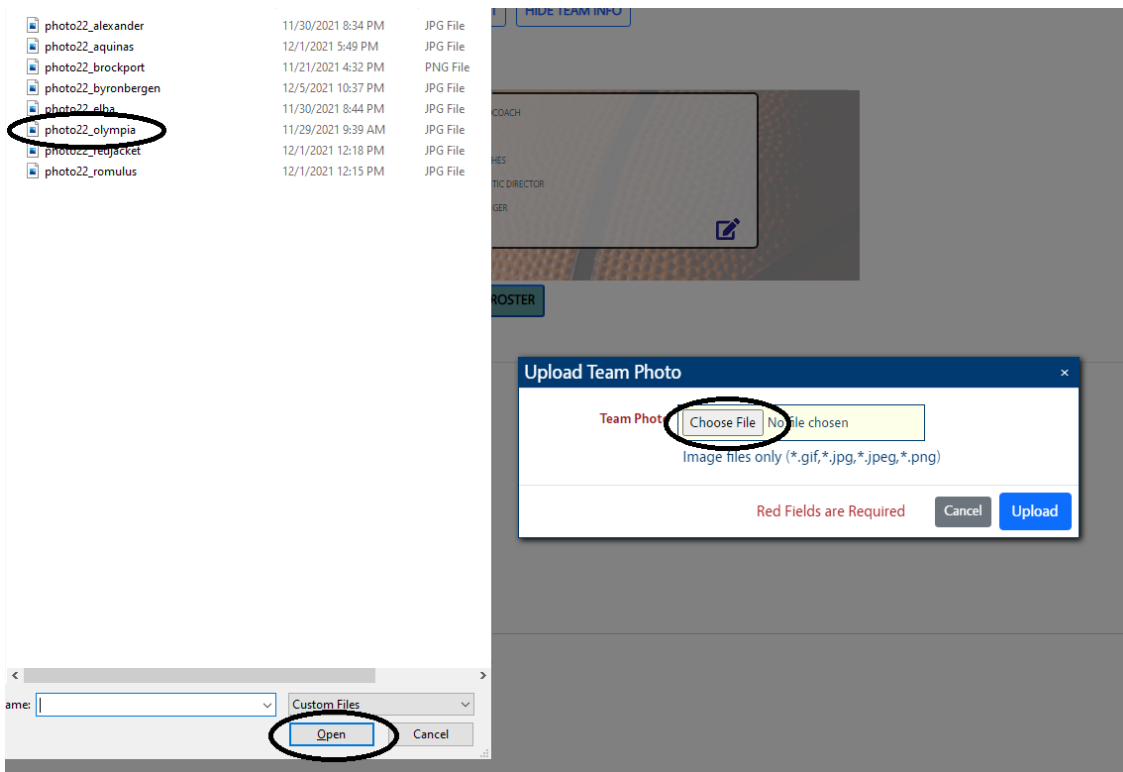
Help us make the best tools possible, email us with issues, suggestions and feedback: [Customer Support](#)
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Step 3: In the Dialog Box click on "Choose File"

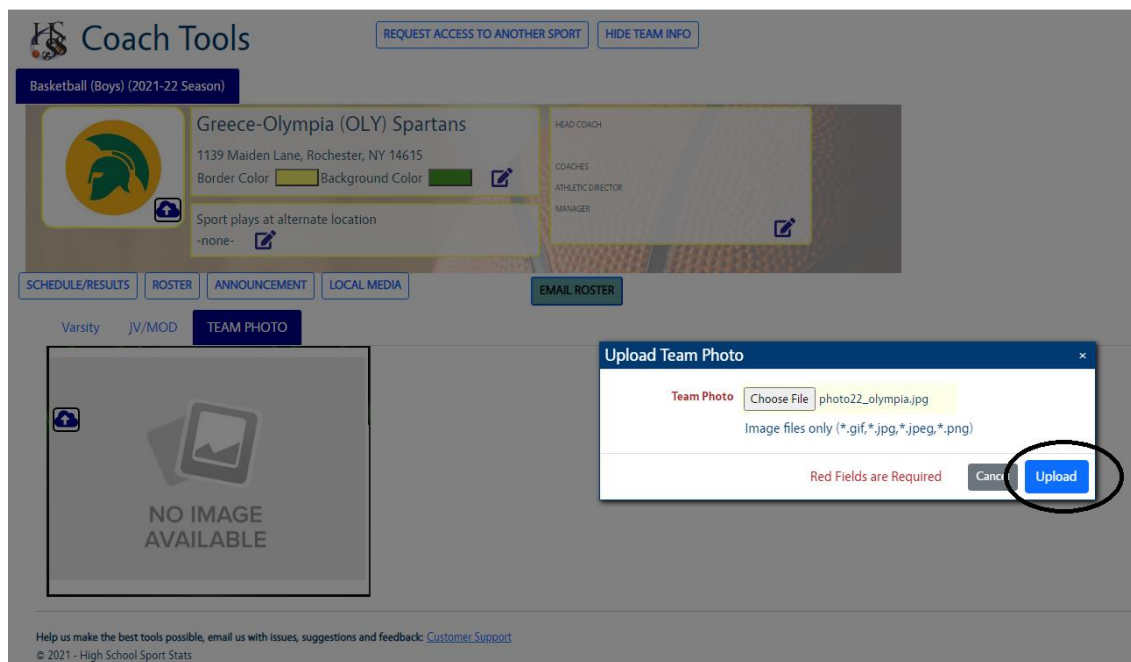


c. Your hard drive will now have to be searched for the Folder and the File of the photo that you seek.

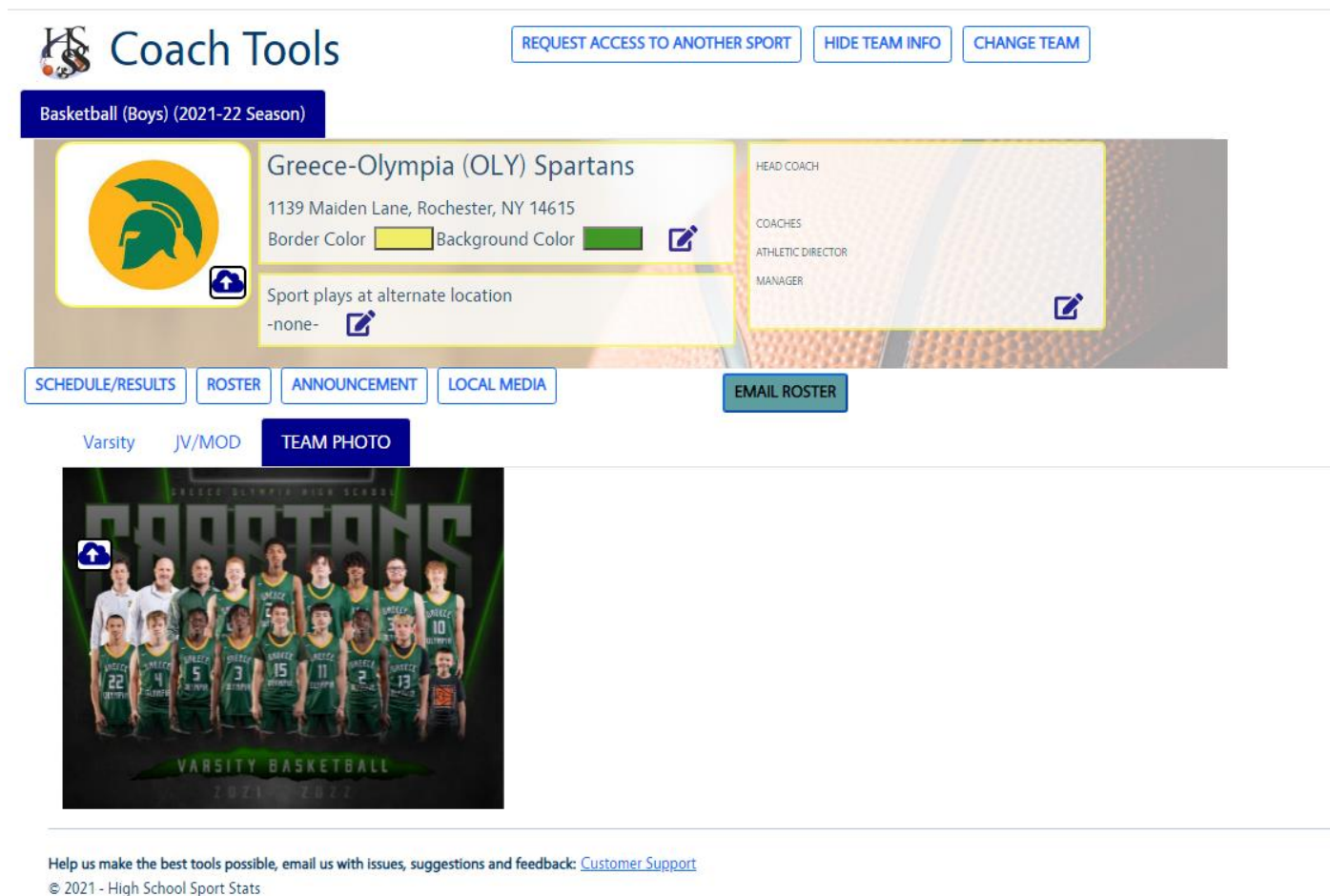
d. Click on the file and then Click on "Open"



Step 4: Click on the "Upload" Button



- e. If you re-sized your photo to 800 pixels wide (recommended), your image will appear. You have been successful.



Step 5: Here is how your photo will appear on your Team Page on the Public Side.

- f. The committee can have access to the photo for all post-season tournament publications as your team advances deeper in to sectional, regional, and state playoffs.*

The screenshot shows a MaxPreps team page for the Greece-Olympia Spartans. At the top is a navigation bar with links for Home, 2021-22 Season, Section V, Basketball (Boys), Statistics, Links, Contact, My Dashboards, Account, and Log out. The main header features a team logo (a green Spartan helmet on a yellow circle) and the team name "Greece-Olympia Spartans (0 - 0)". Below the name are statistics: "Section V Class B1 - Rank 1 • Monroe County - Rank 2", "Seeding Points: 0 • Seeding Average: 0", and "Head Coach:". A blue button reads "CONTACT US TO PLACE YOUR AD HERE!". A "SCHEDULE" section includes a "View Full Calendar" link and a table with columns: DATE, OPPONENT, CLASS, LOCATION, VAR TIME, RESULT, SCORE, and PTS. Below the schedule is a team photo of the varsity basketball team, with a "Click for larger image" link. To the right of the photo is a roster table with tabs for "Roster", "Stats", "JV Roster", and "Mod Roster". The roster table has columns for POS, PLAYER, JERSEY ##, GRADE, and HEIGHT.

* Always be sure to upload a photo on MaxPreps. If you get to the regional and state championships level, this will be the source of photo and roster information for the state. Thank you.