



## NCAA Coaches Task List 2017-2018 Season



DUE DATE	TO DO	DONE
September 13 (DIII due September 29)	Submit any team information changes via the <b><i>Team Information Form</i></b> , which is located at <a href="http://www.usaswimming.org/ncaa">www.usaswimming.org/ncaa</a> . Keep the information provided on the form. You will need it to access the roster tools throughout the season.	<input type="checkbox"/>
September 13	Write down your USA Swimming website username and password (if you do not have one, create one at this time):  Username: _____  Password: _____	<input type="checkbox"/>
September 15 (DIII due October 2) ***System tools will not be available until <b>September 1</b>	Using the roster maintenance tool, submit your roster for the 2017-2018 swimming season. USA Swimming will provide you with a roster report upon your request. Please ensure that your Hy-Tek roster matches the roster you receive from USA Swimming.	<input type="checkbox"/>
Beginning September 1	Submit <b><i>Meet Results from Meet Manager in a .cl2 file format</i></b> for bona fide NCAA competition within 72 hours of the end of the competition to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> .	<input type="checkbox"/>
January 9	Complete any second semester roster updates or additions using the roster maintenance tool. Roster removals are completed by sending an e-mail to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> .	<input type="checkbox"/>
January 23 – NCAA Championships Entry Deadline	Enter your team in the NCAA Championships online at <a href="http://www.usaswimming.org/ome">www.usaswimming.org/ome</a> . You will need the <b><i>Team Information</i></b> document that you submitted in the fall to access your team's entry.	<input type="checkbox"/>

Please send an email to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org) with any questions you may have.