



NCAA Coaches Task List 2018-2019 Season



DUE DATE	TO DO	DONE
September 12 (DIII due September 26)	Submit any team information changes via the <u>Team Information Form</u> , which is located at www.usaswimming.org/ncaa . Keep the information provided on the form. You will need it to access the roster tools throughout the season.	<input type="checkbox"/>
September 12	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 14 (DIII due September 28) ***System tools will NOT be available until September 1	Using the roster maintenance tool, submit your roster for the 2018-2019 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 Meet Results from Meet Manager in a .cl2 file format for bona fide NCAA competition within 72 hours of the end of the competition to ncaa@usaswimming.org .	<input type="checkbox"/>
January 18	Complete any second semester roster updates or additions using the roster maintenance tool. Roster removals are completed by sending an e-mail to ncaa@usaswimming.org .	<input type="checkbox"/>
Beginning January 23 – NCAA Championships Entry Deadline	Enter your team in the NCAA Championships online at www.usaswimming.org/ome . You will need the Team Information document that you submitted in the fall to access your team's entry.	<input type="checkbox"/>

Please send an email to ncaa@usaswimming.org with any questions you may have.