



## NCAA Roster Maintenance



**NCAA Coaches are required to use the Roster Maintenance tool to add athletes to their roster or to edit an athlete that already exists on the roster.**

This is your official NCAA roster. For that reason, only add athletes to your roster who are eligible to represent your institution in intercollegiate competition.

You may return to the Roster Maintenance tool at any time in the season to add athletes who become eligible.

Athlete removals can be requested by sending an email with the athlete's name to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org).

This is the only method to submit your official NCAA roster. Hy-Tek rosters sent by email will not be accepted.

Additions, edits, and removals must be approved by USA Swimming before they become official. Please allow up to 48 hours for changes to be processed.

**Step 1:** Navigate to the NCAA page on the USA Swimming website:

[www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa)

**Step 2:** Click on your division's main menu


### NCAA INFORMATION

USA Swimming and the NCAA have partnered to keep track of all Division I, II, & III performance times. By utilizing USA Swimming's SWIMS database, which records times for USAS members, college coaches and swimmers are now able to search for their best times, event rank within the NCAA and even look up team rosters. Included below are some important documents for your information.



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### **Step 3:** Click on Roster Maintenance

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- ◆ Use this tool to make add/edits to your roster  
[Roster Maintenance](#)
  - ◆ Download a Hy-Tek roster for any team in the NCAA  
You need to be logged into the website in order to access the Roster Download.  
[Click here to log in to view Roster Download](#)
  - ◆ Search for an individual's NCAA times  
[Times Search](#)
  - ◆ Find up-to-date rankings for each event  
[Event Rank](#)
  - ◆ Run a top times report for your Division or Conference  
[Top Times Report](#)
  - ◆ NCAA Team Information Form  
[Team Information Form](#)

**Step 4:** Find your team in the drop-down menu. If your school is not present or is listed in the wrong conference, please complete the Team Information form located on the NCAA section of the USA Swimming website. Schools are listed by Conference, then Team Code, then Team Name. Enter your contact information which **MUST** be **EXACTLY** the same as you submitted on the Team Information form. Click **LOGIN**.

### **TEAM ROSTER UPDATE - LOGIN**

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Please fill out the information below to verify your access to the Team's information.  
If you have any questions please email: [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org)

Team: *	<input type="text" value="ACC (Atlantic Coast) - BC - Boston College"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Email: *	<input type="text"/>
Work Phone *	<input type="text"/> - <input type="text"/> - <input type="text"/>

[LOGIN](#) ▶

Forgot your login information? [Click Here](#)

Please email questions to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org)

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**Step 5:** Your roster starts as a blank slate each season. When creating your initial roster, there is no need to add athletes who are not returning (graduated, transferring, quit, etc.)

- A) Adding an athlete to your current roster who was on the team roster in a previous season.
- Access your roster from the previous season. Select Roster As of: as your search parameter which is defaulted to the season before. Click Show Roster.

### TEAM ROSTER

Conference:

Team:

Show:  Current Roster  
*View athletes who are active on your roster as of today*

Roster As of:   (mm/dd/yyyy)  
*View your athletes who are active on your roster as of a specific date*

Specific athlete(s) regardless of status  
*Use the asterisk (\*) to match any number of characters. Example: Phi\* will return names like Phil and Philip.*

Last Name:

First Name:

For Gender:  Men  Women

Sort By:  Then By:  Then By:

- Click **Edit** for the athlete on last season's roster who you want to add to the current season's roster. The system tells you that the athlete is not on the current roster by labeling him as Inactive. Last year's seniors will be listed as Inactive while anyone added to the current roster will appear as Active.

### MEN'S & WOMEN'S ROSTER

Add Athlete to Roster

Last Name	First Name	Middle Name	Preferred Name	Gender	Birth Date	Current Status	Inactive Date	Eligibility Year	Change Status	Action
Last	First	Middle	Preferred	Male	01/01/1996	Inactive	04/01/	Freshman		<input type="button" value="Edit"/>

- On the **Team Roster- Edit Athlete** page the system will recognize that the athlete's **Current Status** needs to be updated. Click **Save and Return** to List to return to the Team Roster page. If an athlete

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needs to be added to your current roster using a previous status, send an email to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org) listing the name of the athlete and their correct status.

### TEAM ROSTER - EDIT ATHLETE

Conference: Conference  
Team: CODE - Team Name  
^ Last Name:   
\* First Name:   
Middle Name:   
Preferred Name:   
Maiden Name:   
\* Gender:  Male  Female  
\* Birth Date:    
(mm/dd/yyyy)  
Current Status: Freshman for 09/01/2014 - 04/01/2015  
Update for 2016 (09/01/2015 - 04/01/2016) as a    
Submit Status: No change has been submitted

- d. Notice that the athlete's **Change Status** appears as **Submitted-Update**. This means the update has been added to the system and will be approved by USA Swimming soon. To cancel the submission, click **Cancel Submission**.

### MEN'S & WOMEN'S ROSTER

Add Athlete to Roster

Last Name	First Name	Middle Name	Preferred Name	Gender	Birth Date	Current Status	Inactive Date	Eligibility Year	Change Status	Action
Last	First	Middle	Preferred	Male	01/01/1996	Inactive	04/01/2015	Freshman	Submitted-Update	Edit <input type="button" value="Cancel Submission"/>

- e. After the update has been approved, the athlete will show on the **Current Roster** as a Sophomore.

### MEN'S & WOMEN'S ROSTER

Add Athlete to Roster

Last Name	First Name	Middle Name	Preferred Name	Gender	Birth Date	Current Status	Inactive Date	Eligibility Year	Change Status	Action
Last	First	Middle	Preferred	Male	01/01/1996	Active		Sophomore		Edit

Please email questions to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org)

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- B) Adding an athlete to your current roster who was **NOT** on the team roster the previous season.
- Show your **Current Roster**- see Step 5 A-a
  - Once your **Current Roster** loads click on **Add Athlete to Roster**

### MEN'S & WOMEN'S ROSTER

→ *Add Athlete to Roster*

Last Name	First Name	Middle Name	Preferred Name	Gender
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- On the **Team Roster- Add Athlete** page, accurately enter the athlete's information by using the athlete's legal first name. If the athlete chooses to go by something other than their full name please use the **Preferred Name** field. Also, be sure to include the middle initial if the athlete has one. To immediately add another athlete to your roster click **Save and Add Another**. To return to your current roster click **Save and Return to List** when complete.

**\*\*Note that if the information is NOT entered accurately the athlete's times will NOT be loaded in the database!**

### TEAM ROSTER - ADD ATHLETE

Conference: Conference  
Team: CODE - Team Name

\* Last Name:


\* First Name:


Middle Name:

Preferred Name:

Maiden Name:

\* Gender:  Male  Female

\* Birth Date:    
(mm/dd/yyyy)

\* Eligibility Year:  

Please email questions to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org)

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- d. When you return to your **Current Roster** you will find the new athlete's **Change Status** is set to **Submitted-New**. This means the addition has been added to the system and will be approved by USA Swimming soon. To cancel the submission, click on **Cancel Submission**.

### MEN'S & WOMEN'S ROSTER

Add Athlete to Roster

Last Name	First Name	Middle Name	Preferred Name	Gender	Birth Date	Current Status	Inactive Date	Eligibility Year	Change Status	Action
Last	First	Middle	Preferred	Male	01/01/1996	Active		Sophomore		Edit
Last	First	Middle	Preferred	Female	01/01/1996	Active		Freshman	Submitted-New	Edit <b>Cancel Submission</b>

### C) Removing someone from your current roster.

- a. If you accidentally added an athlete to your roster or you have an athlete who is no longer part of your program (quits, transfers, becomes ineligible, etc.) send an email to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org) with the name and date of birth of the athlete.

**\*\*Your roster starts as a blank slate each season. When creating your current roster there is no need to advance athletes who are NOT returning using step 5-A. You **DO NOT** need to send a removal request for athletes who are not returning because they will **NOT** be on your current roster.**