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 your 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 have become eligible.

Athlete removals can be requested by sending an email with the athlete’s name to 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 have to be approved by USA Swimming before they become official. Please allow up to 48 hours for changes to be processed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to the USA Swimming website by clicking here or typing <a href="http://www.usaswimming.org">www.usaswimming.org</a> into your internet browser.</td>
</tr>
<tr>
<td>2</td>
<td>Along the top of the page, hover over Times and click on NCAA Information. You can navigate to this section of the website by clicking here or typing <a href="http://www.usaswimming.org/ncaa">www.usaswimming.org/ncaa</a> into your internet browser.</td>
</tr>
</tbody>
</table>
### NCAA ROSTER MAINTENANCE

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<td>3</td>
<td>Find your Division’s menu along the left side of the page and click to open it.</td>
</tr>
</tbody>
</table>

#### Step 3 Instruction Diagram

![Diagram showing the navigation menu with highlighted options](image)

- **Times Search**
- **Time Standards**
- **Records & History**
- **Age Group Rankings**
- **IMX & Power Point**
- **NCAA Information**
  - **NCAA Division I**
    - Roster Maintenance
    - Roster Download
    - Times Search
    - Event Rank
    - Top Times Report
  - **NCAA Division II**
  - **NCAA Division III**
  - FAQs
- **Times Information**

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**Step 4**

Click **Roster Maintenance** under your Division’s header. You will be directed to the **Team Roster Update - Login** page.

#### Step 4 Instruction Diagram

![Diagram showing the Team Roster Update - Login page](image)

- **Team:**
  - ACC (Atlantic Coast) - BC - Boston College
- **First Name:**
- **Last Name:**
- **Email:**
- **Work Phone:**

**LOGIN**

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

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Please send an email to ncaa@usaswimming.org with any questions you may have.
<table>
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<tr>
<td>5</td>
<td>Find your team in the dropdown menu. If your school is not present or is listed in the wrong conference, please complete the Team Information form located on the NCAA Information page. Schools are listed by Conference, then Team Code, then Team Name.</td>
</tr>
</tbody>
</table>

**Note**
Enter your contact information, which must be the *exact* same as the information you provided on the Team Information form. Click **Login** when complete.

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**TEAM ROSTER UPDATE - LOGIN**

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

- **Team:** *Conference - CODE - Team Name*
- **First Name:**xxxxx
- **Last Name:**xxxxx
- **Email:**xxxxx@teamname.edu
- **Work Phone:**000 - 000 - 0000

**LOGIN**

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

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

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<tr>
<td>6</td>
<td>You are now on the <strong>Team Roster</strong> page. To see your current roster for the current season, select that option and click <strong>Show Roster</strong>.</td>
</tr>
</tbody>
</table>

TEAM ROSTER

**Conference:** Conference  
**Team:** CODE - Team Name  
**Show:**  
- Current Roster  
- Roster As of:  
  - 9/1/2014 (mm/dd/yyyy)  
  - View athletes who are active on your roster as of today  
  - 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:  
  
**Gender:**  
- Men  
- Women  

**Sort By:** Last Name  
Then By: First Name  
Then By: Middle Name  

**Show Roster**  
**Print Report**

<table>
<thead>
<tr>
<th>7</th>
<th>Roster Maintenance scenarios:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-a</td>
<td>You want to add an athlete to your current roster <strong>who WAS on the team roster</strong> in the previous season.</td>
</tr>
<tr>
<td>7-b</td>
<td>You want to add an athlete to your current roster <strong>who WAS NOT on the team roster</strong> in the previous season.</td>
</tr>
<tr>
<td>7-c</td>
<td>You want to <strong>remove someone</strong> from your current roster.</td>
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**NCAA ROSTER MAINTENANCE**

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<td>7-a</td>
<td>You want to add an athlete to your current roster <strong>who WAS on the team roster</strong> in the previous season.</td>
</tr>
</tbody>
</table>

**Note**

*** Your roster starts as a blank slate each season. When creating your initial roster, there is no need to advance athletes who are not returning (i.e. graduated, transferred, quit, or became ineligible) using this scenario. You **DO NOT** need to send a removal request (per scenario 7-c) for athletes who are not returning because they will not be on your current roster.

| 7-a-1 | Access your roster from the previous season. Select **Roster as Of** as your search parameter, which is already defaulted to the season before. Click **Show Roster**. |

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**TEAM ROSTER**

Conference: Conference  
Team: CODE - Team Name  
Show:  
  - Current Roster  
    - View athletes who are active on your roster as of today  
  - Roster As of:  
    - 9/1/2014  
      (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: Phil* will return names like Phil and Philip.  
    - Last Name:  
    - First Name:  

For Gender:  
  - Men  
  - Women  

Sort By:  
  - Last Name  
Then By:  
  - First Name  
Then By:  
  - Middle Name  

**SHOW ROSTER**  
**PRINT REPORT**

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<td>7-b-3</td>
<td>On the <strong>Team Roster - Add Athlete</strong> page, <strong>accurately</strong> enter the athlete's information by using the athlete's <strong>legal</strong> first name. If the athlete chooses to go by something other than their full first name, please use the <strong>Preferred Name</strong> field. Also be sure to include the middle initial if the athlete has one. To immediately add another athlete to your current roster, click <strong>Save and Add Another</strong>. To return to <strong>Current Roster</strong>, you will find that the new athlete's <strong>Change Status</strong> is set to <strong>Submitted-New</strong>. This means the addition has been added to the system and will be approved by USA Swimming in the near future. To cancel the submission, click <strong>Edit</strong>.</td>
</tr>
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## NCAA Roster Maintenance

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<td>7-c</td>
<td>You want to <strong>remove someone</strong> from your current roster.</td>
</tr>
<tr>
<td>7-c-1</td>
<td>If you accidentally added an athlete to your roster, or you have an athlete who transfers, quits, or otherwise becomes ineligible, please send a note to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> with the name of the athlete.</td>
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### Note

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