

NCAA MEN'S AND WOMEN'S FENCING

WEB SITE INSTRUCTIONS

ROSTER, SCHEDULE AND SCORE REPORTING

1. Web link: <https://web1.ncaa.org/indsport/exec/login>
2. You will need your institution's user ID and password. Contact Eric Breece at ebreece@ncaa.org for help locating this information.
3. From the drop-down box, select either Men's Fencing or Women's Fencing.

ROSTER SUBMISSION

1. Enter all fencers on your roster – first name, last name, class and position.
2. You MUST enter each fencer's **Power Rating** number (be sure to use the current year's power rating category numbers posted on the NCAA website).
3. Be sure to save your roster by clicking on the Save button at the bottom of the page.
4. To get a complete report of rosters in your region, click the Roster Report by Region button. This will pull up a PDF report of all rosters in your region.
5. Enter a fencer twice if they fence two weapons.

SCHEDULE ENTRY

The website is set up for entering dual meets only. If you are scheduled to participate in an invitational and will be competing against more than one institution, you will need to enter each institution in separate boxes. Only one team should be entered per box. In some cases, an invitational may already be on your schedule without you entering it. You still need to enter the teams you will be competing against in separate boxes.

Example: Penn State will compete in an invitational with several schools at Princeton. Penn State's schedule needs to be entered like the example below:



NCAA Individual Sports Application -- Schedule

Navigation Links

Main	Rosters	Schedule/Results	Query	Logout
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Current Schedule

(To add an event to Current Schedule, enter data and press the Save button below. To delete an event, click the checkbox to the left of the event you wish to delete and press the Delete Checked box below.)

Pennsylvania State University

	Name	Location	Start Date (00/00/00)	End Date (00/00/00)	Team(s)	
<input type="checkbox"/>	Penn State vs. Vassar	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results
<input type="checkbox"/>	Penn State vs. Princeton	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results
<input type="checkbox"/>	Penn State vs. UNC	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results
<input type="checkbox"/>					Teams...	Results
<input type="checkbox"/>					Teams...	Results
<input type="checkbox"/>					Teams...	Results

Be sure to select your opponent and then click Save. Only select one team from the drop-down box.

Save	Delete Checked
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Be sure to select the team you are fencing against by clicking on the "Teams..." box. Select your opponent and then click Save.

SCORE REPORTING (continued)

Example: If you want to enter the score for one of your student-athletes in the Men's Foil, simply click on the box labeled Men's Foil underneath Type. This will cause the lines around it to be highlighted in yellow.

You can now click on the open box under your school name. Your roster will pop up. Select your student-athlete in the men's foil that you want to enter results. Enter your student-athlete's result from the drop-down box, either a V (Victory) or D (Defeat). Enter a V or D for the opponent in the next drop-down box. Click on the box under the opposing institution's name. Their roster should now pop up. Select the opposing fencer. **BE SURE TO CLICK THE SAVE BUTTON.**

To enter scores for Men's Epee, click on the Men's Epee box to cause it to be highlighted in yellow. Enter your scores just like the above process and subsequently for Men's Sabre.