NCAA Coaches
Frequently Asked Questions

Question	Answer
What is the difference between Roster Maintenance and Roster Download?	Roster Maintenance can be used to add/edit athletes on your team's roster throughout the season. Roster Download is used by a host team to download Hy-Tek rosters for schools competing in a meet.
How do I sign into Roster Maintenance and Roster Download?	Use the information you provided on your team information form to sign into Roster Maintenance. If you are not able to access Roster Maintenance, it means there is a discrepancy between the information you're using and what we have in the system. Please send a note to ncaa@usaswimming.org. A USA Swimming website username and password is necessary to sign into Roster Download. If you do not have one or forget yours, simply create a new one.
What do I need to do with graduated seniors or swimmers from last year's roster that are not returning?	At the beginning of each year, your current roster is a blank slate. When you go to your previous year's roster, only edit the athletes you would like to progress to your current roster. By leaving alone the athletes that are not returning, they will not be moved to your current roster.
What do I do when someone quits or is removed from the team?	Send a removal request email to ncaa@usaswimming.org with the name of the athlete and reason for removal.
How can I get intermediate splits into the database (ex: first 1,000 of 1,650 FR)	Send in a request with all of the details of the swim and a link to the results for verification of the split to ncaa@usaswimming.org within 72 hours of the completion of competition. Relay lead off splits are uploaded automatically with the results.