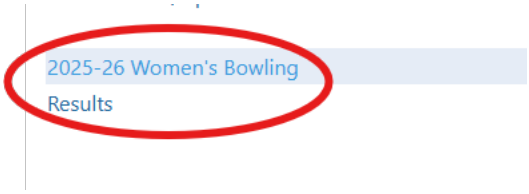
INSTRUCTIONS FOR COMPLETING GAME RESULTS FOR BOWLING

PLEASE REVIEW THESE INSTRUCTIONS CAREFULLY – These forms were set up to also work with other sports so there may be important notes to help you when entering the scores.

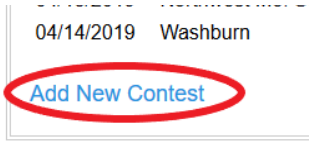
Website: https://stats.ncaa.org/login/

- Enter your user ID (school code) and password. The school SID would be able to share school code and password; otherwise, contact Jeff Williams (jswilliams@ncaa.org).
- Click on "Results" under the sport for which you're updating.

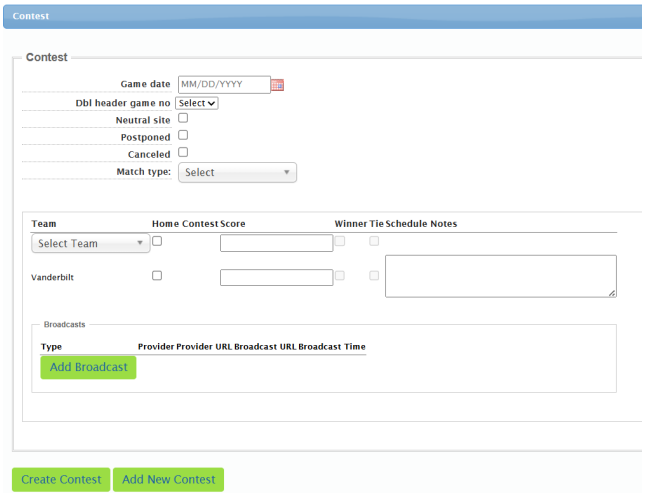


ADD A NEW SCHEDULE LISTING

- At the bottom of the schedule form click "Add New Contest":



- Be sure when entering the "Game Date" to enter the year with four digits.
- For Neutral Site contests DO NOT ENTER the host team. Only enter the City and choose the state from the drop-down.
- If a team is playing an opponent twice on the same day, be sure to choose the DH number for each game (1 – for the first game of the day against that opponent; and 2 – for the second game of the day against that opponent). ONLY SELECT A DH NUMBER IF IT'S THE **SAME OPPONENT** ON THE SAME DAY.
- If opponents for tournaments are not determined list a TBA opponent for each day of the tournament.
- Every match must have a match type



- Click Create Contest to save.

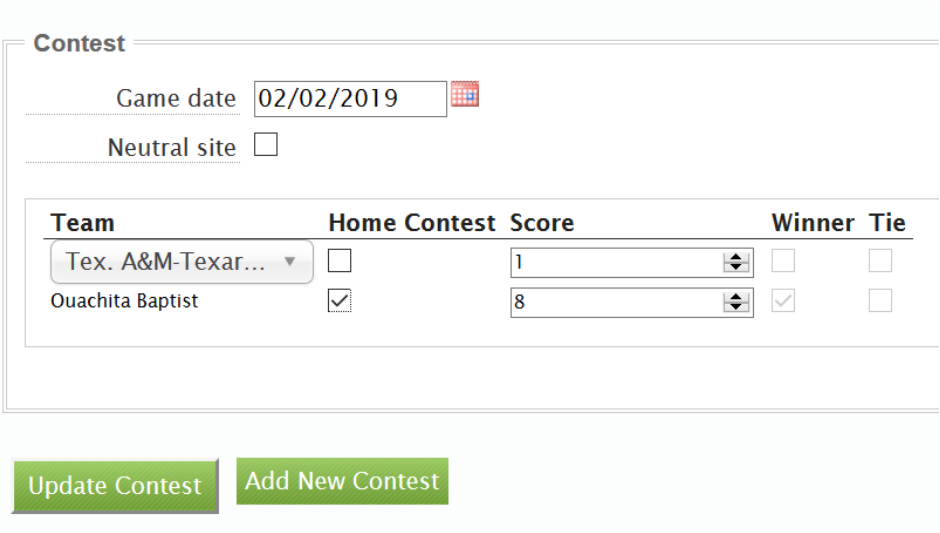
ENTERING SCORES

Every contest that was entered on your schedule from the fall and spring should be included on your results form (there may also be matches where another team listed a match against you). **Only one team will need to enter the result. If the home team has already entered a result, the visiting team will not be allowed to adjust it.**

- Click Edit, on the far right of any schedule listing.



- After clicking "Edit," simply fill in the form with the score for each team and click "Update Contest":



Note: The winner/tie check mark will fill in automatically based on the score that is entered.

- ***For Bowling***, the user MUST choose a Match type for EVERY match. For "Baker Pinfall" and "Traditional" the full pinfall score must be entered. For "Bracket Baker" the score should be entered as 1 for the winning team and 0 for the losing team.
    - Possible Match Types
        - **Baker Pinfall** – Score must be entered with full pinfall score
        - **Bracket Baker** – Score should be entered as 1-0 with winning team given 1 and losing team given 0
        - **Traditional** – Score must be entered with full pinfall score.

DELETING/CHANGING A SCHEDULE LISTING

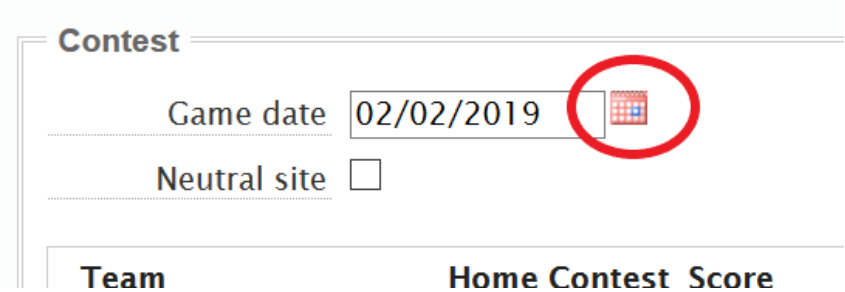
If a contest that is listed was cancelled or changed for any reason you should be able to make that change.

To delete a line

- Just click "Delete" on the right side of the schedule for the game that needs to be deleted.

To change a date

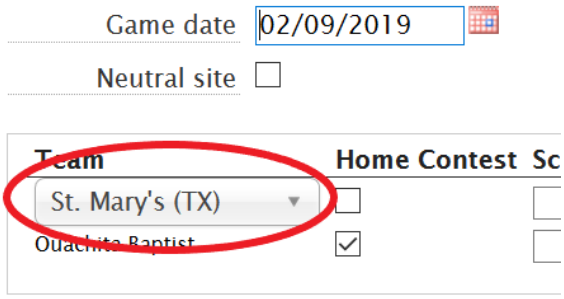
- If a game is postponed or the date is changed for any reason, just click "Edit" on the far right of the schedule listing that needs to change.
- Once on the edit contest screen, choose the new date from the calendar icon.



- Be sure to click "Update Contest"

To Change Opponent

- If the opponent in a game has changed, just click "Edit" on the far right of the schedule listing that needs to change.
- Once on the edit contest screen, choose the new opponent from the dropdown list (you can also easily change the site).



ADDITIONAL NOTES

- Once the home team enters a score/result, the information for that contest will become read-only for the visiting team (the visiting team will not be able to change a result without contacting a member of the NCAA Media Coordination and Statistics team (see list below for specific sport contacts).
- Once the Media Coordination and Statistics team transfers scores/results into the championships score reporting system, those contests will become read only. If something that is read-only needs to be changed, the user must contact a member of the Media Coordination and Statistics team.
- Direct contacts for game results:
  - Women's Bowling – Jeff Williams (jswilliams@ncaa.org)