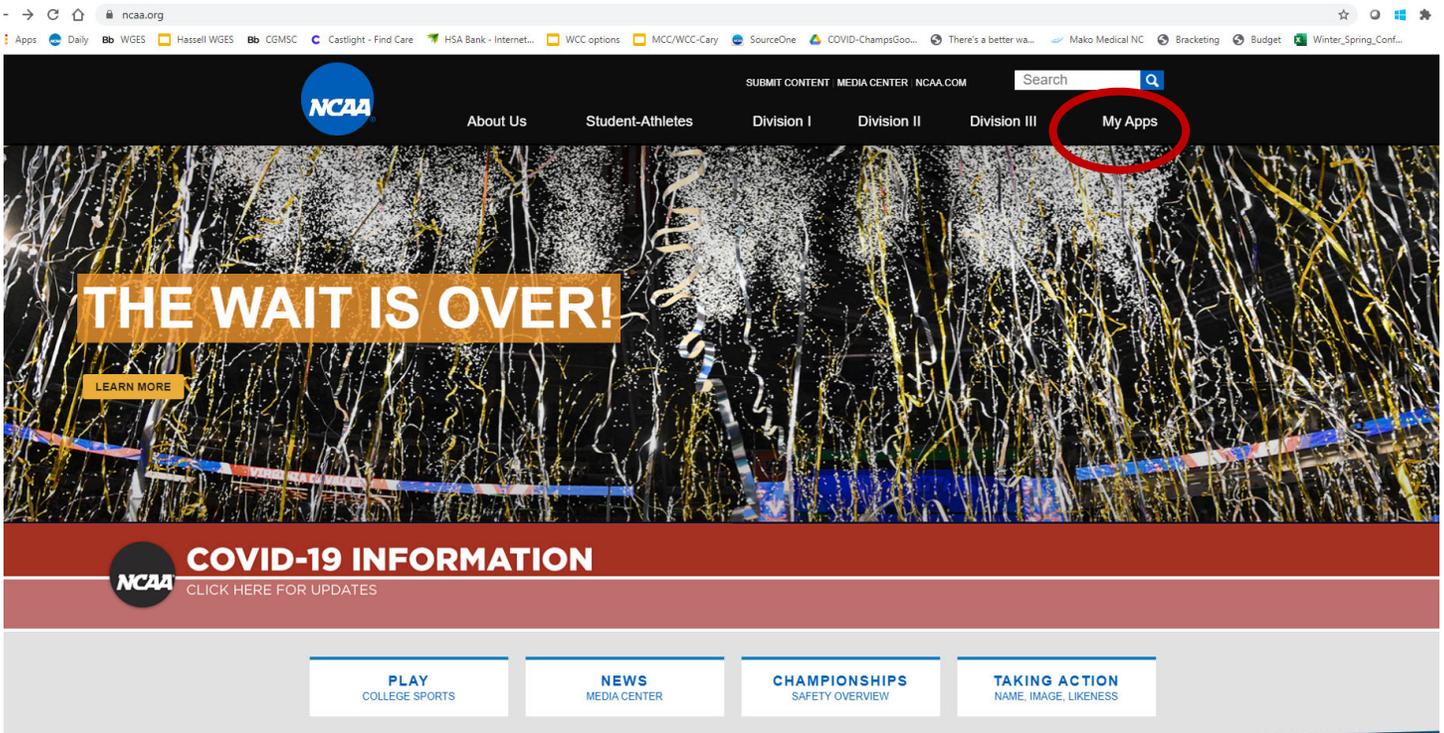


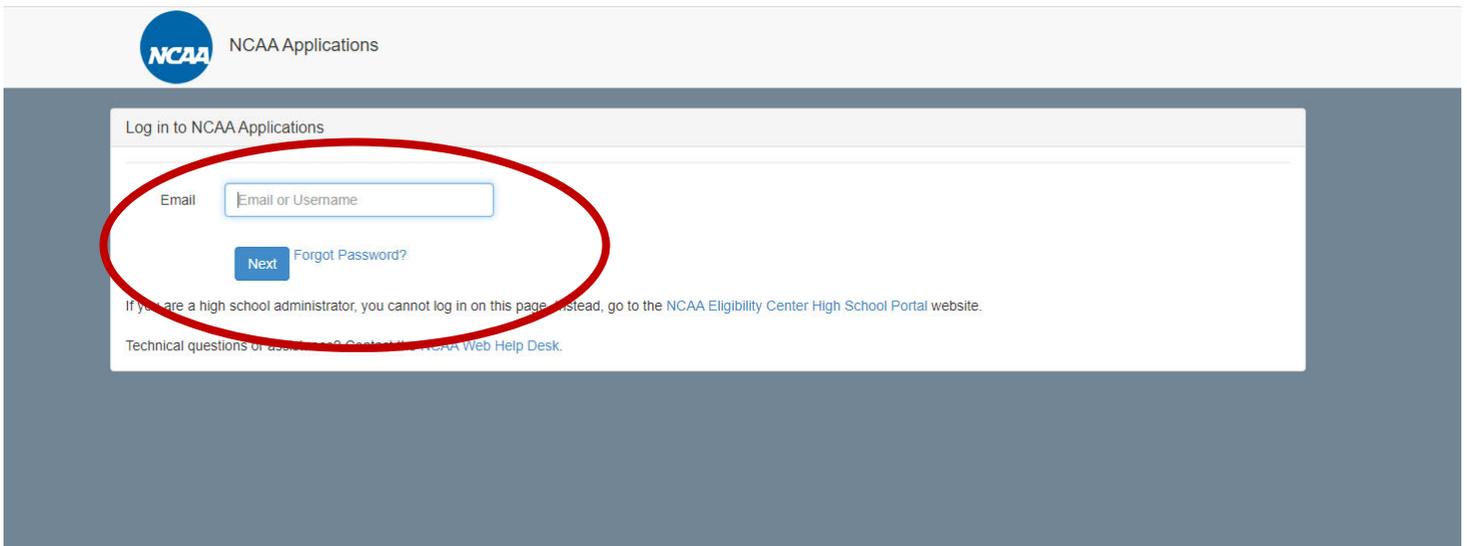
NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Go to www.NCAA.org, then click on the “My Apps” tab along the top of the page (circled in red below).

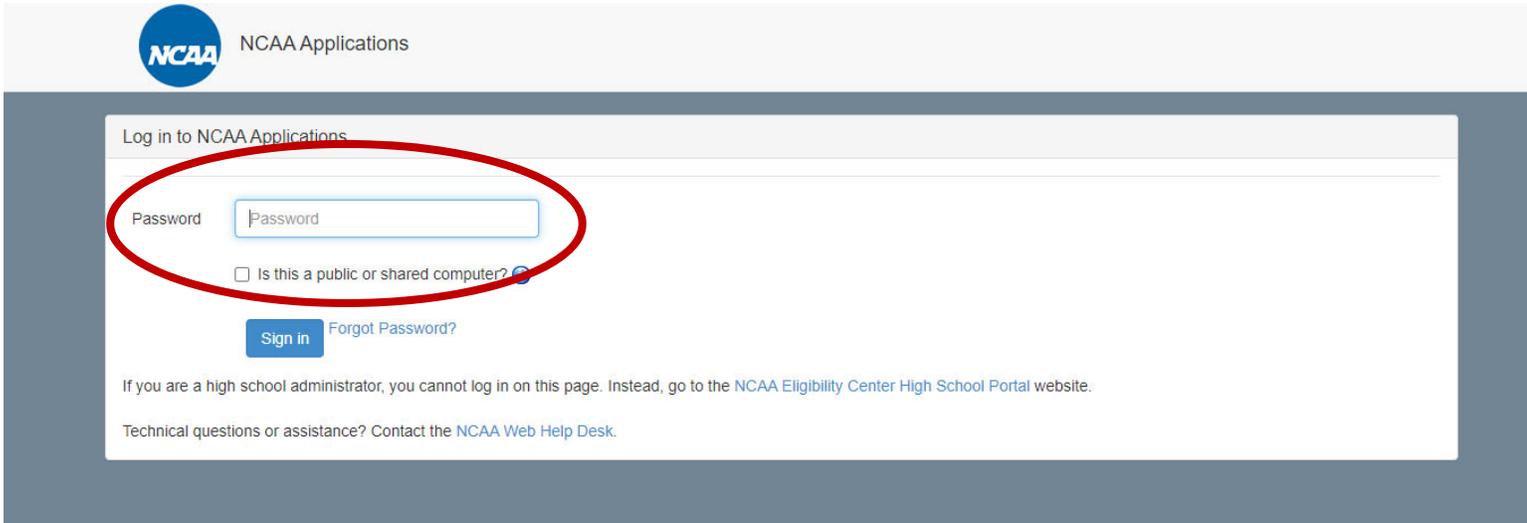


[If you do not already have access to the NCAA.org single sign on (SSO), you will need to request access with the SSO administrator at your school. If you do not know who the SSO administrator is, work with your athletics office who should be able to connect you with that person. The SSO administrator will need to grant you access to SSO and give you access to the Rowing Results Reporting application.]

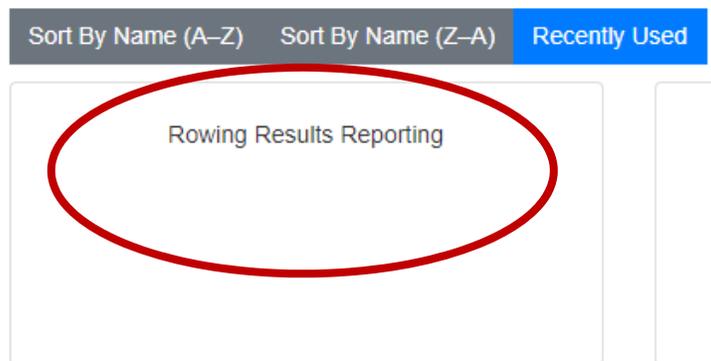
Enter your email and log in.



NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

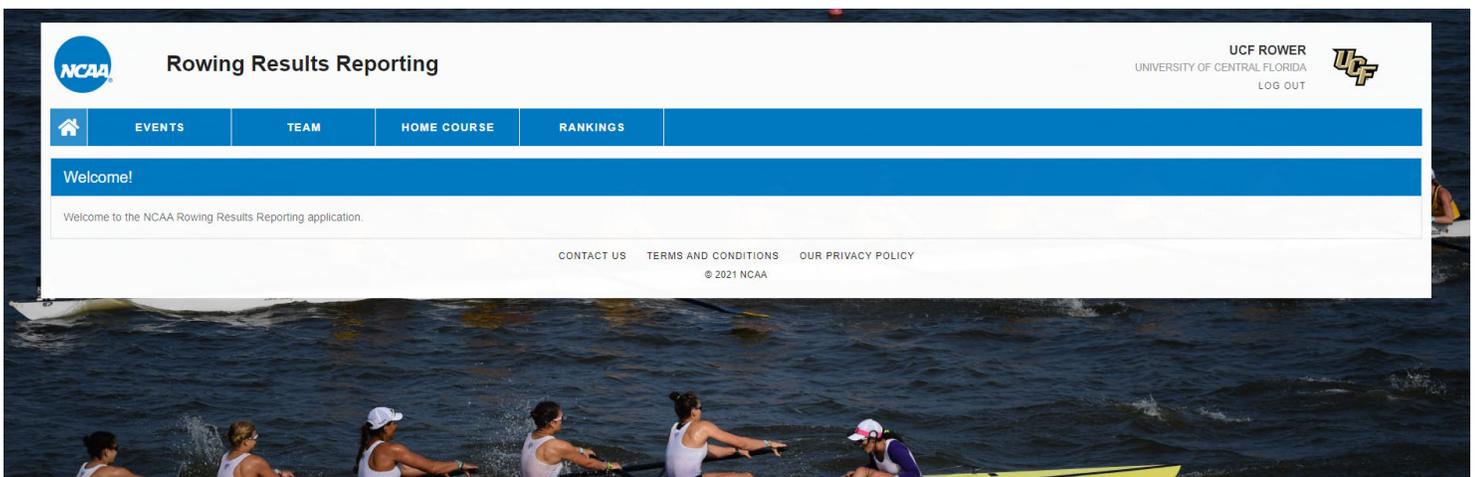


Click “Rowing Results Reporting”.



You should be signed in and your school listed in the top right. [For purposes of this tutorial, we entered in test data in the name of the host for the 2021 and 2022 NCAA Women’s Rowing Championships.]

Note the tabs at the top of the screen in the blue bar.



NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

If you click “Home Course”, you will bring up the entry page where you can enter the name and address of your venue.

The screenshot shows the 'Rowing Results Reporting' interface. The 'HOME COURSE' tab is highlighted with a red circle. The page contains a form with the following fields: 'Name', 'Street 1', 'Street 2 (optional)', 'City', 'State', and 'Zip'. There is also a toggle for 'Active?' and a 'SAVE' button in the bottom right corner.

If you click “Team”, you will bring up the screen where you can enter your team roster and enter contact information for your coaches and other personnel. Click “Add Roster” to enter in your team roster.

The screenshot shows the 'Team' management interface. The 'TEAM' tab is highlighted with a red circle. Below the tab, there are sub-tabs for 'ROSTER' and 'COACHES'. A green 'ADD ROSTER' button is highlighted with a red circle. The main area displays a table with columns for 'Last Name', 'First Name', 'Birthdate', 'Active?', and 'Actions'. The table is currently empty, showing the message 'No roster yet!'. At the bottom, there are links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with a copyright notice for © 2021 NCAA.

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

TEAM HOME COURSE RANKINGS

New Roster

First Name

Last Name

Birthdate
MM/DD/YYYY format

SAVE

Click “Coaches/Personnel”, then click “Add Coach”

NCAA Rowing Results Reporting UCF ROWER UNIVERSITY OF CENTRAL FLORIDA LOG OUT

EVENTS TEAM HOME COURSE RANKINGS

Team

ROSTER COACHES

ADD COACH

Search

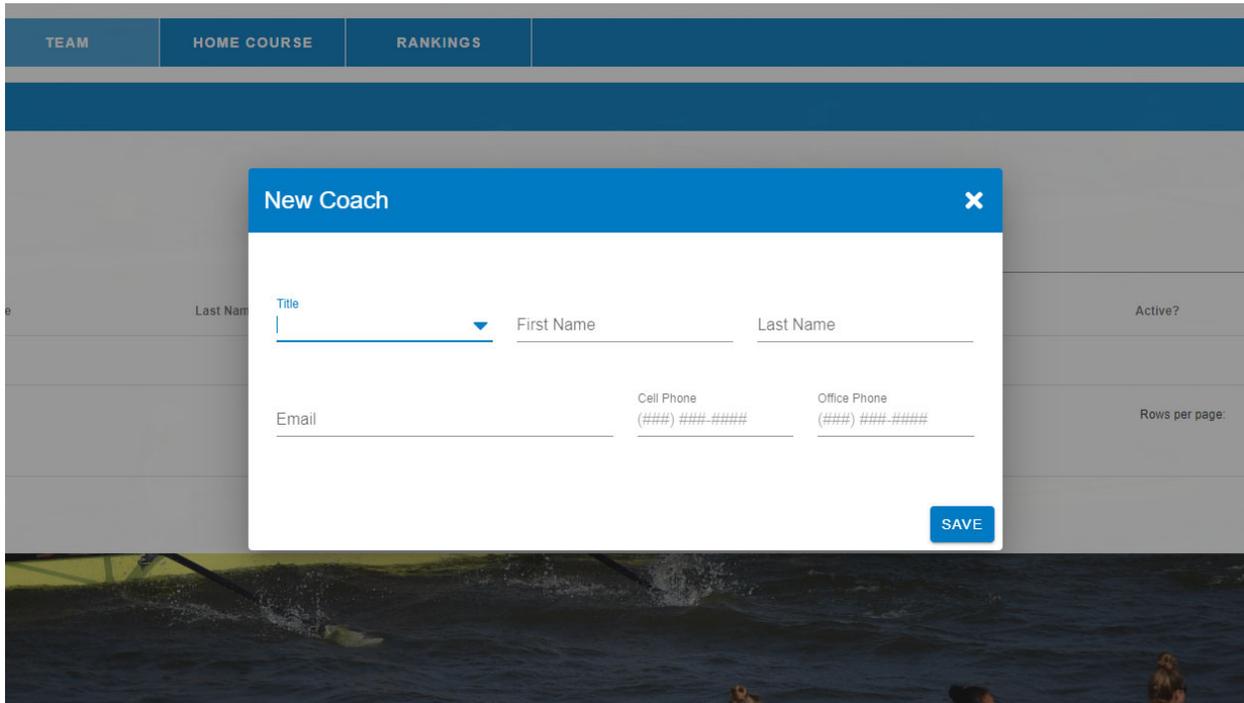
First Name	Last Name	Email	Cell Phone	Office Phone	Active?	Actions
No coaches yet!						

Rows per page: 10

CONTACT US TERMS AND CONDITIONS OUR PRIVACY POLICY © 2021 NCAA

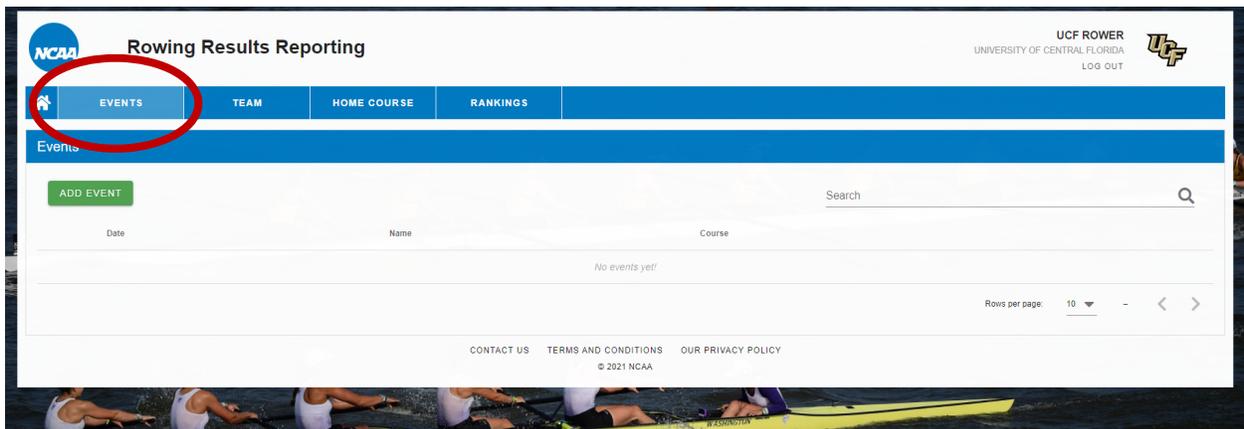
NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Enter in your coaches and personnel that would travel to the championships if your team is selected (trainer, SID, and/or administrator)



The screenshot shows a 'New Coach' modal form overlaid on a background image of rowers. The form has a blue header with the title 'New Coach' and a close button. Below the header, there are input fields for 'Title' (with a dropdown arrow), 'First Name', and 'Last Name'. Further down, there are fields for 'Email', 'Cell Phone' (with a mask '(###) ### ####'), and 'Office Phone' (with a mask '(###) ### ####'). A blue 'SAVE' button is located at the bottom right of the form.

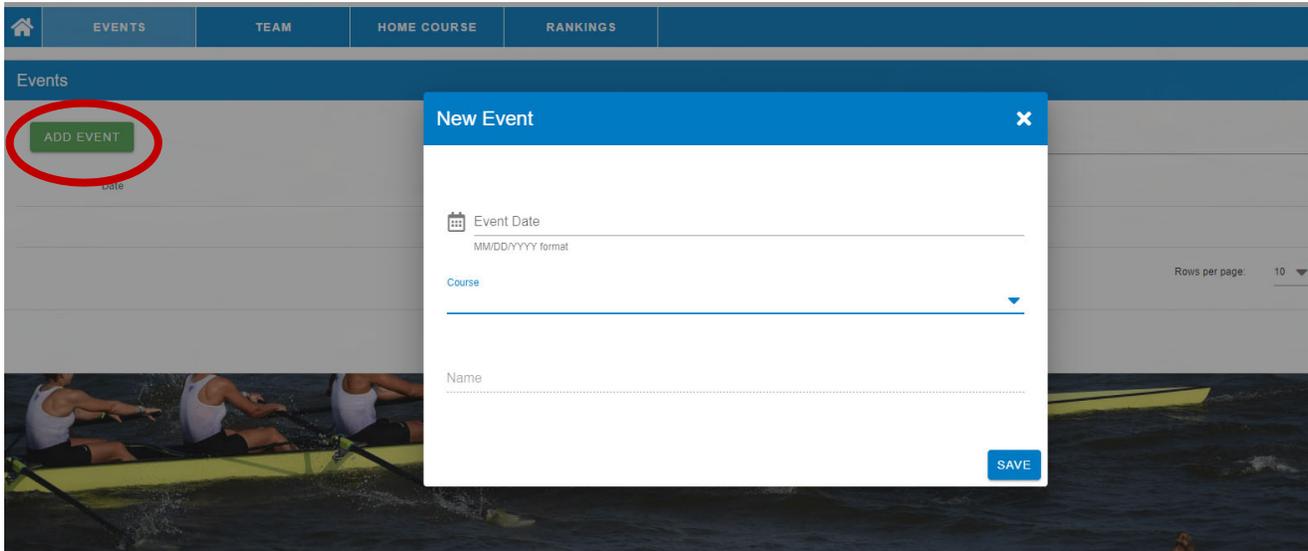
Click “Events” to enter in your schedule. Later you will go to “Events” to enter or view results of those events.



The screenshot shows the 'Rowing Results Reporting' dashboard. At the top left is the NCAA logo. The main header is 'Rowing Results Reporting'. On the right side, there is a 'UCF ROWER' logo with 'UNIVERSITY OF CENTRAL FLORIDA' and 'LOG OUT' below it. A navigation bar contains several tabs: 'EVENTS' (highlighted with a red circle), 'TEAM', 'HOME COURSE', and 'RANKINGS'. Below the navigation bar, there is an 'ADD EVENT' button and a search bar. A table with columns 'Date', 'Name', and 'Course' is shown, with the message 'No events yet!'. At the bottom, there are links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with the copyright notice '© 2021 NCAA'.

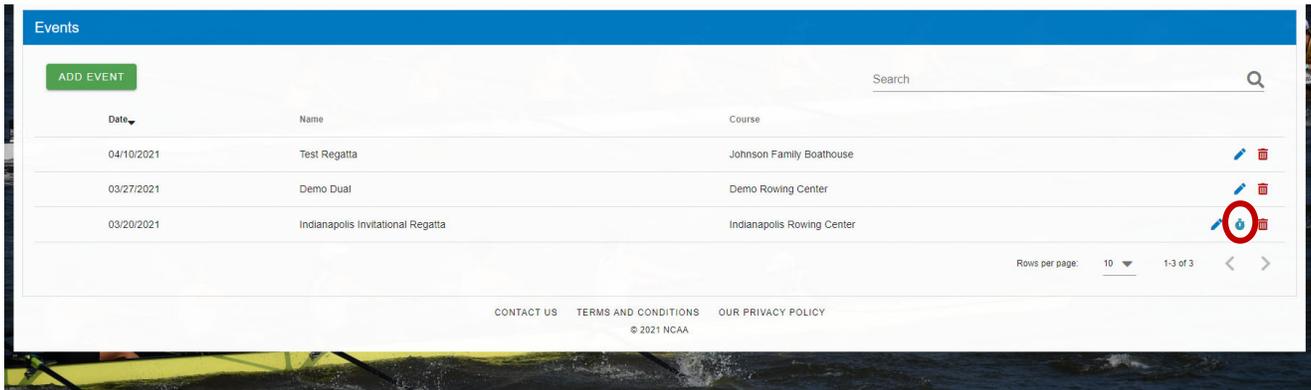
NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Click “Add Event” to enter each event for your schedule. Add the date and find the course in the drop-down menu. You can type in a key word to search for a course or host school. If you can't find a course, contact Kelly Whitaker (kwhitaker@ncaa.org).



As you enter your events, you will see that it builds your schedule for the year. If you need to edit the event (for example, a change of date due to weather), click the pen icon. If you need to delete an event, click the trashcan icon.

Once the date of an event has been reached, a stopwatch icon will appear (circled in red below). This is where you can click to enter in results if you are the host or designated to enter the results of an event.



Start by entering in the conditions of the *overall* event. Later, there is a place within each race where comments can be entered at the race level, if needed.

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

The screenshot shows the top navigation bar with 'EVENTS', 'TEAM', 'HOME COURSE', and 'RANKINGS'. Below it, the breadcrumb trail reads 'Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center)'. A blue bar contains a 'Conditions' link with a pencil icon, which is circled in red. Below this bar, the text 'Wind Speed: N/A' and 'Wind Direction: N/A' is visible. A section for 'Other Conditions' contains the text 'No other condition information entered.' At the bottom right, there are two buttons: 'ADD RACE' (green) and 'SUBMIT COMPLETE RESULTS' (grey). The footer includes 'CONTACT US', 'TERMS AND CONDITIONS', 'OUR PRIVACY POLICY', and '© 2021 NCAA'.

The modal dialog box is titled 'Edit Event Conditions'. It contains two input fields: 'Wind Speed' with a unit dropdown set to 'MPH', and 'Wind Direction' with a dropdown arrow. Below these is an 'Other Conditions' text area with a character count '0 / 4000'. At the bottom right of the modal are 'CANCEL' and 'SAVE' buttons.

Once conditions are entered, click “Add Race” to enter in the races.

This screenshot is similar to the first one, showing the 'Conditions' page. The 'ADD RACE' button is now circled in red, indicating the next step in the tutorial. The rest of the interface, including the breadcrumb trail and footer, remains the same.

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Use the drop-down menus to select the race number, race type, distance (which is defaulted to 2,000m, but can be changed), and select boat category. Then click “Add Race Result”.

Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center) > New

Race Number Race Type Distance 2000 meters Boat Category Eights Fours

Race Results

Institution/Other	Time	Action
No race results yet!		

Please enter at least one result.

CANCEL SAVE

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Add institutions from the drop-down menu; you can type in a key word to search for a team name to do a search. Select the boat classification from the dropdown, then enter their time. When entered, click “Save” or “Save and Add New” to enter more results.

Add Race Result

NCAA Institution Other

Institution
University of Central Florida

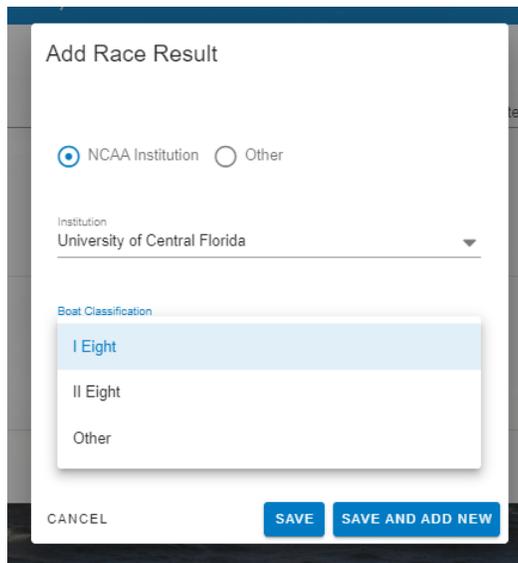
Boat Classification
I Eight

Time
06:27.770
Enter as MM:SS.MS format

CANCEL SAVE SAVE AND ADD NEW

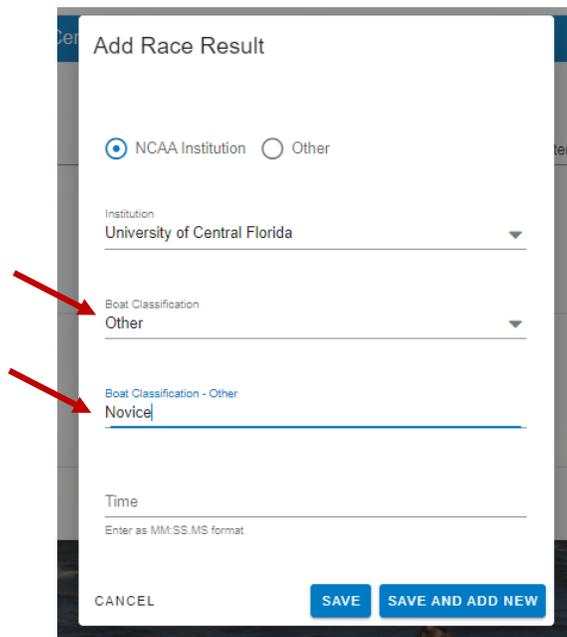
You will notice that there are choices of I Eight or II Eight or Other for an Eights race. This is where you can indicate which boat is in that race. Sometimes, it is all “I Eights” in a race. Other times, there may be a “II Eight” racing in a “I Eights” race. If you know that information, enter it. If you do not, just enter it in as a “I Eight” and a team can send a comment or a dispute when they go in to verify the race and enter lineups. If this happens, you will be notified of the dispute and you can go back in to change it to the correct category. If a team races two boats in a race, only one can be the “I Eight”, the second entry must be entered as a “II Eight” or an “Other”.

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL



The screenshot shows the 'Add Race Result' form. At the top, there are two radio buttons: 'NCAA Institution' (selected) and 'Other'. Below this is a dropdown menu for 'Institution' with 'University of Central Florida' selected. The 'Boat Classification' dropdown menu is open, showing three options: 'I Eight' (highlighted in blue), 'II Eight', and 'Other'. At the bottom of the form are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND ADD NEW'.

If it is not a “I Eight” or a “II Eight”, select “Other”. Once you select “Other”, a line appears titled “Boat Classification – Other”. Here you can enter in the type, such as “Novice” or “III Eight”.



The screenshot shows the 'Add Race Result' form after selecting 'Other' for 'Boat Classification'. The 'Boat Classification' dropdown menu now shows 'Other' selected. Below it, a new text input field titled 'Boat Classification - Other' is visible, containing the text 'Novice'. Below this is a 'Time' input field with the instruction 'Enter as MM:SS.MS format'. At the bottom of the form are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND ADD NEW'. Two red arrows point to the 'Boat Classification' dropdown and the 'Boat Classification - Other' text input field.

If one of the boats racing is from an NCAA institution, but it is a club team, you can select the institution from the drop-down menu, but you will notice that in the line titled “Boat Classification”, the only choice is “Other” because it isn’t a varsity team. In the line “Boat Classification – Other”, you can enter in “Club” or other designation. Then enter the time and click “Save” or “Save and Add New”.

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

The screenshot shows the 'Add Race Result' form. At the top, there are two radio buttons: 'NCAA Institution' (which is selected) and 'Other'. Below this is a dropdown menu for 'Institution' with 'Purdue University' selected. A 'Boat Classification' dropdown menu is open, showing 'Other' as the selected option. Below that, there is a text field for 'Boat Classification - Other' with 'Club' entered. There is also a 'Time' field with the instruction 'Enter as MM:SS.MS format'. At the bottom, there are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND ADD NEW'. Three red arrows point to the 'NCAA Institution' radio button, the 'Institution' dropdown, and the 'Other' option in the 'Boat Classification' dropdown.

If one of the boats racing is not from an NCAA institution, select “Other” at the top, then enter a description such as “NAIA” or “Club”.

The screenshot shows the 'Add Race Result' form. At the top, there are two radio buttons: 'NCAA Institution' and 'Other' (which is selected and circled in red). Below this is a text field for 'Other' with 'Menlo College - NAIA' entered. There is also a 'Time' field with the instruction 'Enter as MM:SS.MS format'. At the bottom, there are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND ADD NEW'. A red arrow points to the 'Other' radio button.

Once you enter in all the boats in the race, click “Save”.

The screenshot shows the race results page. At the top, there is a breadcrumb trail: 'Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center) > New'. Below this, there are several fields: 'Race Number' (1), 'Race Type' (Heat), 'Distance' (2000 meters), and 'Boat Category' (Eights). Below these fields is a table with the following data:

Institution/Other	Time	Actions
Navy (I Eight)	06:25.08	
Iowa (I Eight)	06:18.29	
University of Central Florida (I Eight)	06:27.77	

At the bottom right of the page, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is circled in red.

NCAA WOMEN'S ROWING
RESULTS REPORTING SYSTEM TUTORIAL

Once you hit save, it will build the race results list. Here is the place where a race comment can be added, such as “a front came through and changed to a headwind” or “damage to XYZ College’s boat in lane 3 due to debris on the course in the last 250m”. A comment is not necessary for every race; only for races that need further information or explanation.

[Note: This is to enter race specific occurrences that may have affected times or outcomes or explain an anomaly. This is not a place to enter anecdotal information like, “Suzy had the flu and didn’t row very well”; nor is it a place to complain or protest.]

The screenshot shows the 'Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center)' page. Under the 'Conditions' section, it lists 'Wind Speed: 7 MPH', 'Wind Direction: Cross-Headwind', and 'Other Conditions: sunny'. Below this is a table for 'Race 1: Heat (8+)' with a distance of 2000m. A red circle highlights a comment icon next to the race title. The race results table is as follows:

Team	Time	Delta	Icon
University of Iowa (I Eight)	06:18.029	00:00.00	
U.S. Naval Academy (I Eight)	06:25.008	+00:06.979	
University of Central Florida (I Eight)	06:27.077	+00:09.48	👤
Indiana University, Bloomington (I Eight)	06:28.002	+00:09.973	

At the bottom of the race list are 'DELETE RACE' and 'EDIT RACE' links. To the right of the race list are 'ADD RACE' and 'SUBMIT COMPLETE RESULTS' buttons.

The screenshot shows a 'Race Comment' dialog box. The title is 'Race Comment'. Below the title is a text input field with the placeholder text 'Please enter a race comment (race conditions, etc)'. The character count '0 / 4000' is displayed at the bottom right of the input field. At the bottom of the dialog box are 'CANCEL' and 'SAVE' buttons.

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

After you have entered in all the races, you won't be able to submit your complete results until you enter your team's race roster for each race you were in. Click the people icon (circled in red below) to enter your race roster.

Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center)

Conditions
Wind Speed: 7 MPH Wind Direction: Cross-Headwind
Other Conditions: sunny

Race 1: Heat (8+)
Distance: 2000m

University of Iowa (I Eight)	06:18.287	00:00.00	
Indiana University, Bloomington (I Eight)	06:23.849	+00:05.562	
U.S. Naval Academy (I Eight)	06:25.082	+00:06.795	
University of Central Florida (I Eight)	06:27.070	+00:08.783	

DELETE RACE EDIT RACE

Race 2: Heat (8+)
Distance: 2000m

Indiana University, Bloomington (II Eight)	06:32.115	00:00.00	
University of Central Florida (II Eight)	06:41.260	+00:09.145	
University of Iowa (II Eight)	06:41.614	+00:09.499	
U.S. Naval Academy (II Eight)	06:44.684	+00:12.569	
Indiana University, Bloomington (Novice)	06:50.304	+00:18.189	

DELETE RACE EDIT RACE

Race 3: Heat (4+)
Distance: 2000m

Indiana University, Bloomington (Four)	07:09.447	00:00.00	
University of Central Florida (Four)	07:22.920	+00:13.473	
University of Iowa (Four)	07:26.819	+00:17.372	
U.S. Naval Academy (Four)	07:29.022	+00:19.575	

DELETE RACE EDIT RACE

ADD RACE SUBMIT COMPLETE RESULTS

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Enter your race roster and save. The people icon will turn blue when complete

Race Roster

Coxswain

Required

Rowers

CANCEL SAVE

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Once all your lineups are entered. You can then click “Submit Complete Results”. There will be a pop-up that asks you if you want to “Submit Event Results”, if you are finished, click “Submit”.

Race 2: Heat (8+)
Distance: 2000m

Time	Split
06:18.287	00:00.00
06:23.849	+00:05.562
06:25.082	+00:06.795
06:27.070	

Indiana University, Bloomington (II Eight)
University of Central Florida (II Eight)
University of Iowa (II Eight)

Submit Event Results?
By clicking Submit you are confirming that the results are accurate and complete.

CANCEL SUBMIT

After you hit submit, the coaches entered into the coaches tab for each school in your event will receive an email that there are results for them to review.

You will notice after you submit, there is a  by the event. This means it is ready for input by the other teams of their lineups to certify the results. Once all of them do, you will see a green check mark  by the event meaning the results are confirmed and complete.

Events

ADD EVENT

Search

Date	Name	Course
✓ 11/19/2020	Indy 500 Cup	Indianapolis Rowing Center
✓ 12/10/2020	Test Event	Dale England Rowing Center
✓ 12/31/2020	New Year's Bash	Dale England Rowing Center
01/15/2021	Test Cup	Indianapolis Rowing Center
02/17/2021	Watsky's Test Rowing Extravaganza	Indianapolis Rowing Center
02/18/2021	Regatta Test	Indianapolis Rowing Center
✓ 03/19/2021	Demo Cup II	Indianapolis Rowing Center
📌 03/20/2021	Indianapolis Invitational Regatta	Indianapolis Rowing Center

Rows per page: 10 1-8 of 8

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NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

As a non-host coach for an event, after results are entered by the host, you will go into the event and you will see a screen like below. You will notice that only the University of Central Florida has a green ✓ by its name. That is because UCF had to complete its race rosters prior to submitting the complete results. The other schools have yet to enter theirs into the system but will get a green check once they enter rosters and click the green “Certify Race” button (like Indiana University shown below in Race 3). To enter your race roster for each boat, you should click the grayed people icon (circled in red below).

The image shows three screenshots of the results reporting system interface. Each screenshot displays a race result table with columns for school name, time, and relative time. A red circle highlights a grayed people icon in the top right of each table. Below each table are buttons for "DISPUTE RESULTS" and "CERTIFY RACE".

School	Time	Relative Time
University of Iowa (I Eight)	06:18.287	00:00.00
Indiana University, Bloomington (I Eight)	06:23.849	+00:05.562
U.S. Naval Academy (I Eight)	06:25.082	+00:06.795
University of Central Florida (I Eight)	06:27.070	+00:08.783

School	Time	Relative Time
Indiana University, Bloomington (II Eight)	06:32.115	00:00.00
University of Central Florida (II Eight)	06:41.260	+00:09.145
University of Iowa (II Eight)	06:41.614	+00:09.499
U.S. Naval Academy (II Eight)	06:44.684	+00:12.569
Indiana University, Bloomington (Novice)	06:50.304	+00:18.189

School	Time	Relative Time
Indiana University, Bloomington (Four)	07:09.447	00:00.00
University of Central Florida (Four)	07:22.920	+00:13.473
University of Iowa (Four)	07:26.819	+00:17.372
U.S. Naval Academy (Four)	07:29.022	+00:19.575

The image shows a "Race Roster" modal form overlaid on a race result table. The form has two sections: "Coxswain" and "Rowers", each with a dropdown menu. At the bottom right of the form are "CANCEL" and "SAVE" buttons.

Field	Value
Coxswain	[Dropdown]
Rowers	[Dropdown]

It will bring up this screen. When you click “Coxswain” or “Rowers”, it will bring down the whole list of student-athletes you entered at the beginning of the year, and you simply click the box next to the coxswains name and by each rower’s name that was in that boat. After you complete a race roster, the people icon will turn blue. After race roster is entered, and times are reviewed and accurate, click the green “Certify Race” button. When you go back to the event screen, you will see a green check ✓ by your school (as you see by UCF, and by Indiana in Race 3 in the screenshot above).

NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

If you notice an error in the results, you can click “Dispute Results” and a dialogue box will pop up and allow you to enter in what you feel is inaccurate (e.g., inaccurate time listed; boat time inaccurate because your II Eight raced in the I Eight race; wrong school entered in a race, etc.) Once you enter that, the host will be notified of the dispute.

You can also enter in a race comment, if needed. Reminder, comments are race-specific occurrences that might need brought to the committee’s attention, it isn’t a forum to complain or explain something anecdotal.

If you do not have any dispute, or all things have been cleared, click “Certify Race”.

The screenshot displays the 'Conditions' section at the top, followed by three race heat result tables. Each table includes a 'DISPUTE RESULTS' button and a 'CERTIFY RACE' button.

Conditions
Wind Speed: 7 MPH Wind Direction: Cross-Headwind
Other Conditions: sunny

Race 1: Heat (8+)
Distance: 2000m

University of Iowa (I Eight)	06:18.287	00:00.00
Indiana University, Bloomington (I Eight)	06:23.849	+00:05.562
U.S. Naval Academy (I Eight)	06:25.082	+00:06.795
University of Central Florida (I Eight)	06:27.070	+00:08.783

Race 2: Heat (8+)
Distance: 2000m

Indiana University, Bloomington (II Eight)	06:32.115	00:00.00
University of Central Florida (II Eight)	06:41.260	+00:09.145
University of Iowa (II Eight)	06:41.614	+00:09.499
U.S. Naval Academy (II Eight)	06:44.684	+00:12.569
Indiana University, Bloomington (Novice)	06:50.304	+00:18.189

Race 3: Heat (4+)
Distance: 2000m

Indiana University, Bloomington (Four)	07:09.447	00:00.00
University of Central Florida (Four)	07:22.920	+00:13.473
University of Iowa (Four)	07:26.819	+00:17.372
U.S. Naval Academy (Four)	07:29.022	+00:19.575

The dialog box is titled "Dispute Results?" and contains a text input field with the placeholder text "Please provide a detailed description of disputed results". The input field has a character count of "0 / 4000". At the bottom right of the dialog are two buttons: "CANCEL" and "SAVE".

