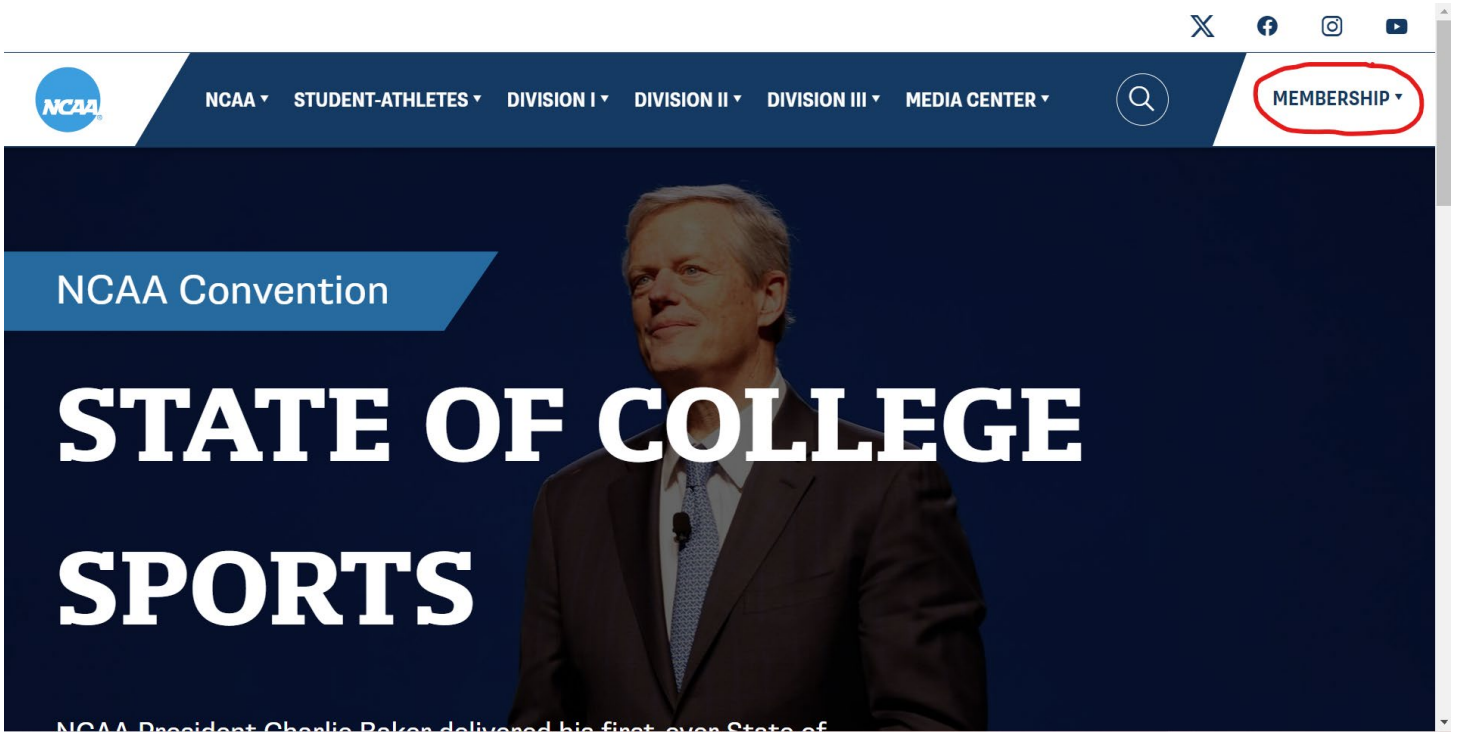


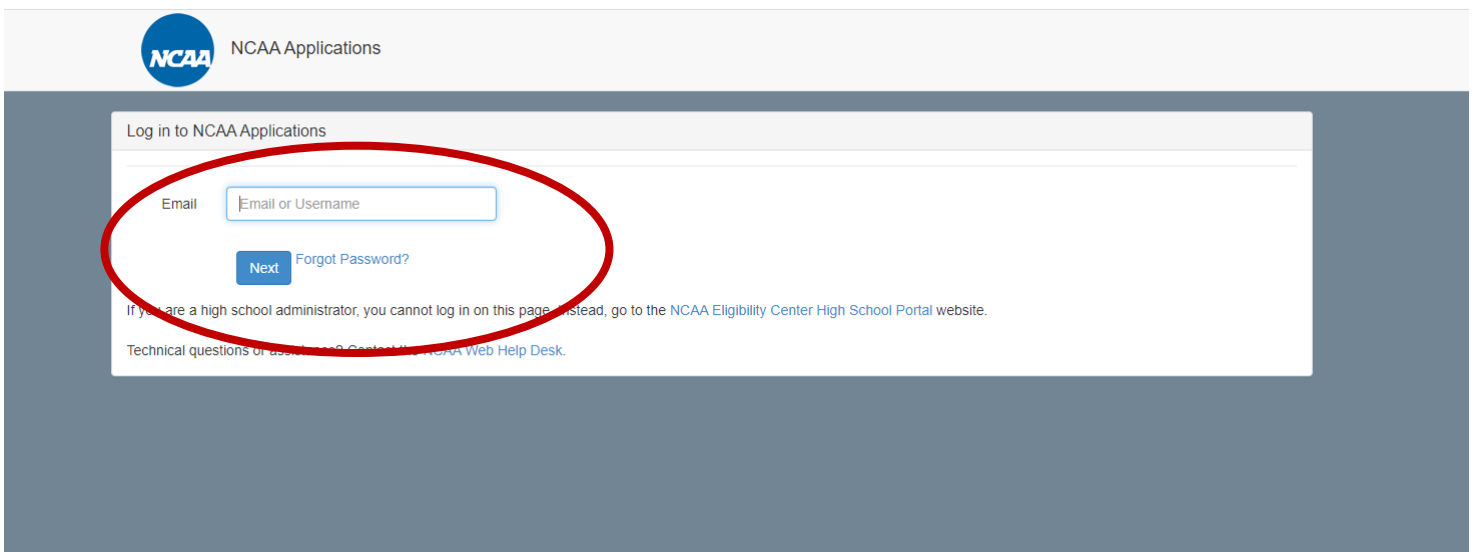
## NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Go to [www.NCAA.org](http://www.NCAA.org), then click on the “Membership” tab along the top of the page (circled in red below). Then selected the “My Apps” tab from the dropdown menu.



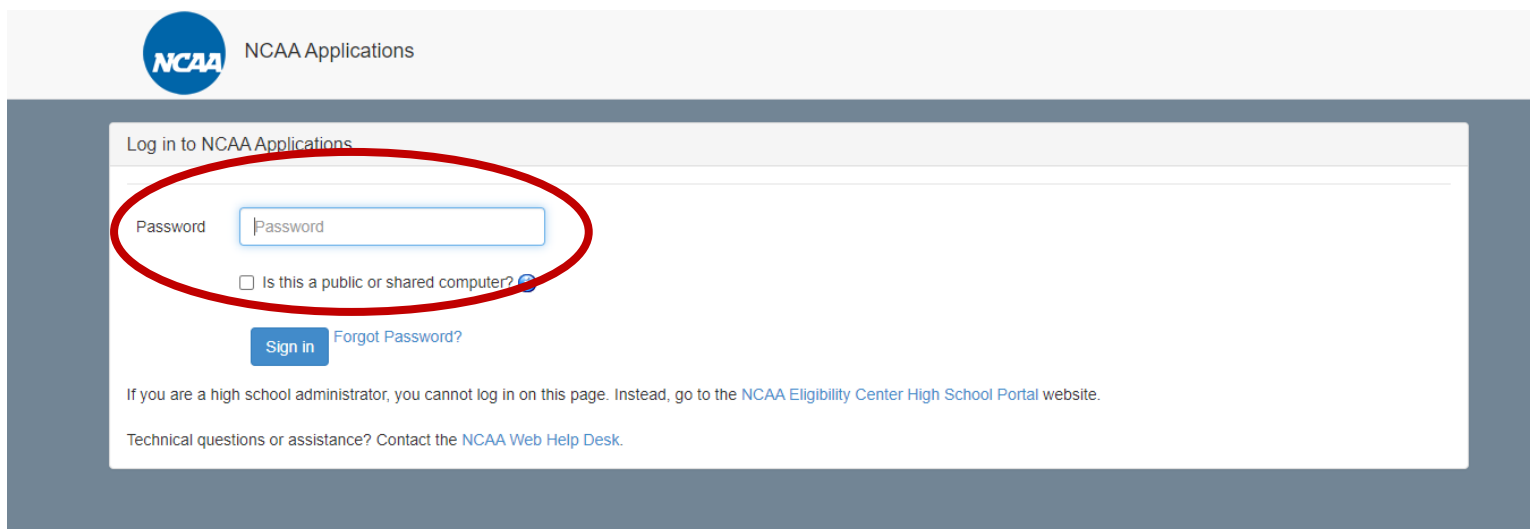
[If you do not already have access to the NCAA.org single sign on (SSO), you will need to request access with the SSO administrator at your school. If you do not know who the SSO administrator is, work with your athletics office who should be able to connect you with that person. The SSO administrator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



NCAA Applications

Log in to NCAA Applications

Password

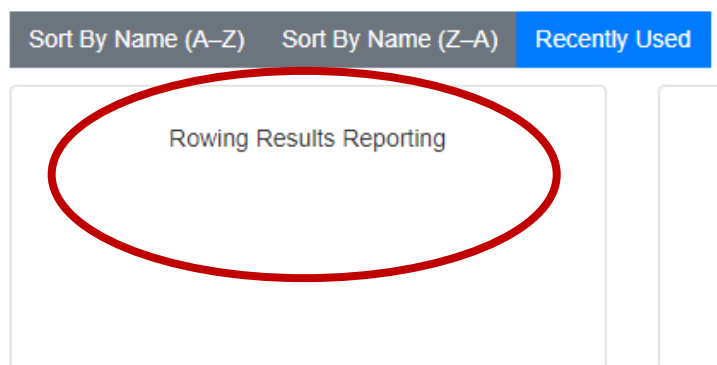
☐ Is this a public or shared computer? 

[Sign in](#) [Forgot Password?](#)

If you are a high school administrator, you cannot log in on this page. Instead, go to the [NCAA Eligibility Center High School Portal](#) website.

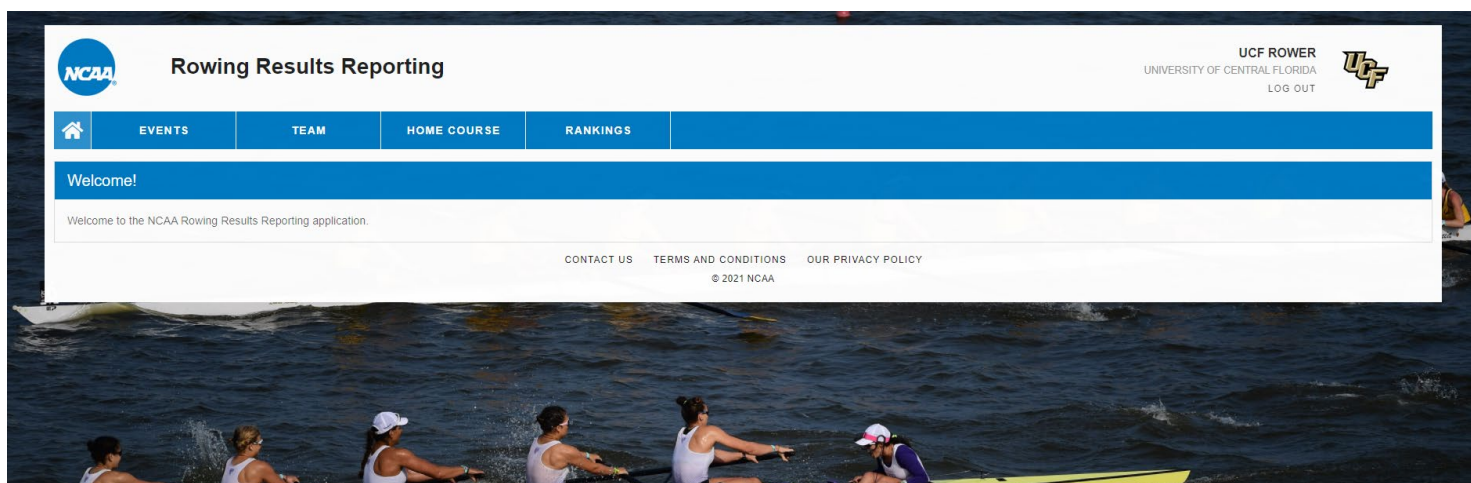
Technical questions or assistance? Contact the [NCAA Web Help Desk](#).

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.]

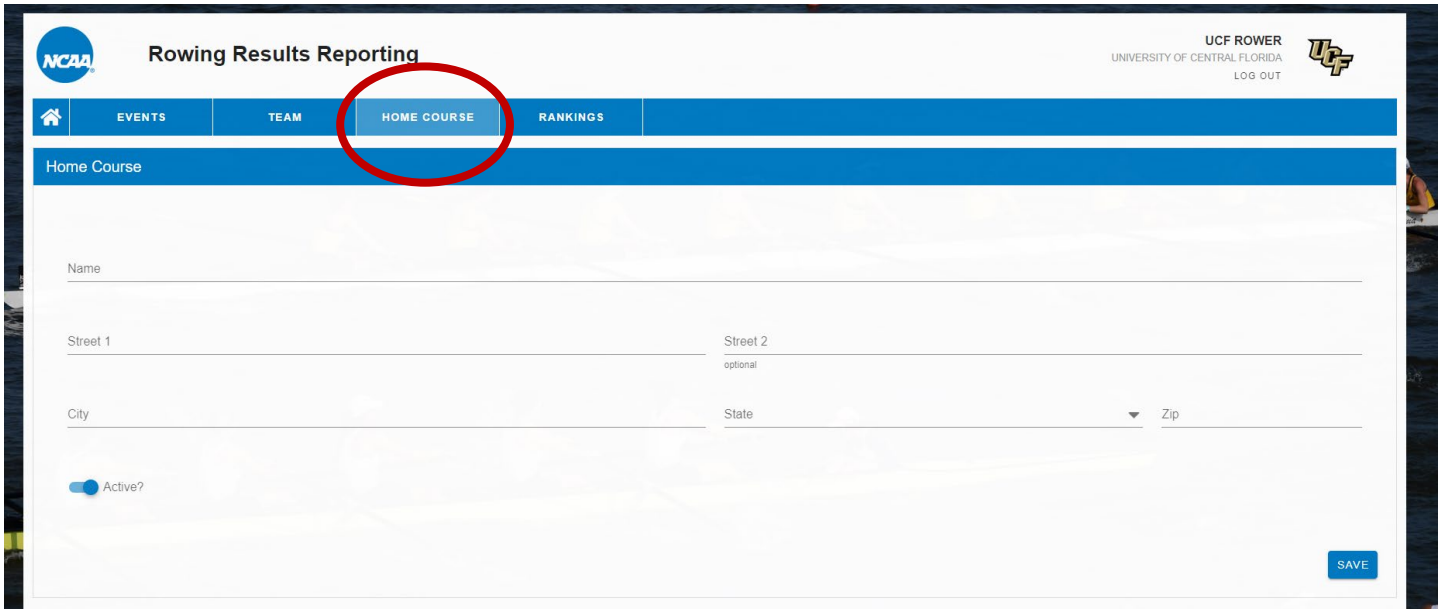
Note the tabs at the top of the screen in the blue bar.





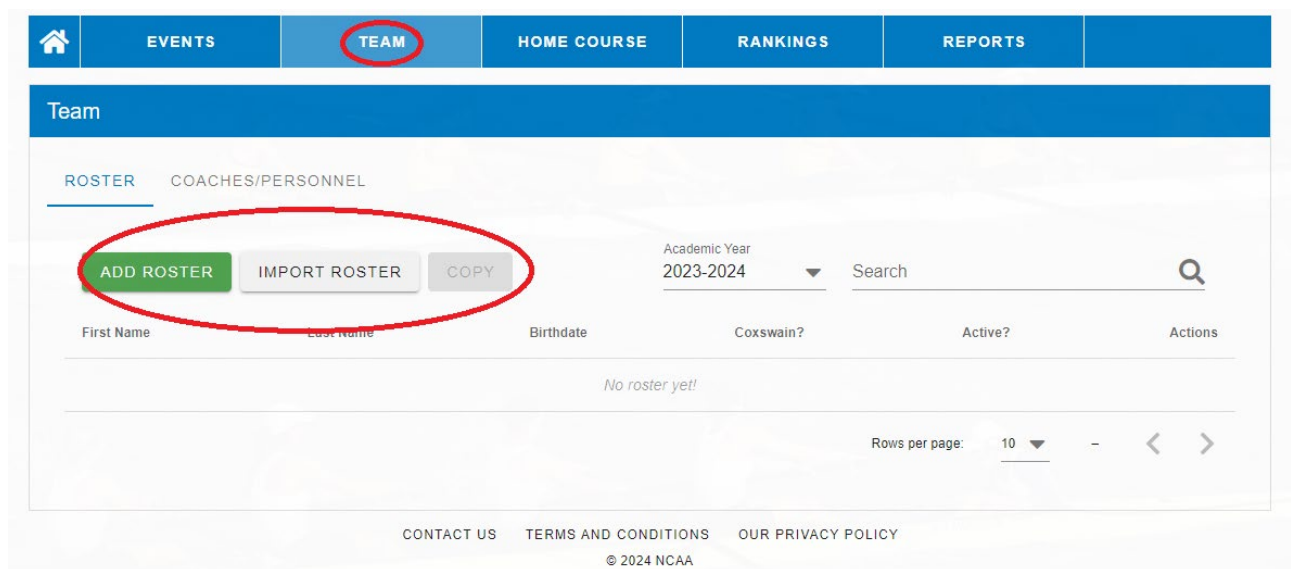
## NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

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 top navigation bar includes "EVENTS", "TEAM", "HOME COURSE" (highlighted with a red circle), "RANKINGS", and "LOG OUT". The "HOME COURSE" section is active, displaying a form for venue information. The form includes fields for "Name", "Street 1", "Street 2" (optional), "City", "State" (dropdown), and "Zip". There is also an "Active?" toggle switch and a "SAVE" button at the bottom right.

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. You can also import your roster from an Excel or CSV file, as well as copy student-athletes from prior years. You’re also able to designate student-athletes as coxswains.



The screenshot shows the "Team" management interface. The top navigation bar includes "EVENTS", "TEAM" (highlighted with a red circle), "HOME COURSE", "RANKINGS", and "REPORTS". The "TEAM" section is active, displaying a "ROSTER" tab and a "COACHES/PERSONNEL" tab. The "ROSTER" tab is selected, showing a table with columns: "First Name", "Last Name", "Birthdate", "Coxswain?", "Active?", and "Actions". Above the table, there are buttons for "ADD ROSTER" (highlighted with a red circle), "IMPORT ROSTER", and "COPY". There is also a search bar and a dropdown for "Academic Year" set to "2023-2024". The table currently displays "No roster yet!". At the bottom, there are links for "CONTACT US", "TERMS AND CONDITIONS", and "OUR PRIVACY POLICY", along with a copyright notice "© 2024 NCAA".



## NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Team

ROSTER COACHES/PERSONNEL

ADD ROSTER

First Name

Last Name

Birthdate  
MM/DD/YYYY format

☐ Coxswain?

SAVE

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

NCAA Rowing Results Reporting

UCF ROWER  
UNIVERSITY OF CENTRAL FLORIDA  
LOG OUT

TEAM

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). Please ensure that “receive email notifications” are turned on for coaches.

The screenshot shows the 'New Coach/Personnel' form. The form has a blue header with a close button (X). Below the header, there are input fields for 'Title' (a dropdown menu), 'First Name', and 'Last Name'. There are also input fields for 'Email', 'Cell Phone', and 'Office Phone'. At the bottom of the form, there is a toggle switch labeled 'Receive email notifications?' which is currently turned on. A red circle is drawn around this toggle switch. A 'SAVE' button is located at the bottom right of the form. The background shows the 'Team' page with a list of roles: Title, Head Coach, Assistant Coach, Assistant Coach, Trainer, Administrator, and SID. The 'COACHES/PERSONNEL' tab is selected.

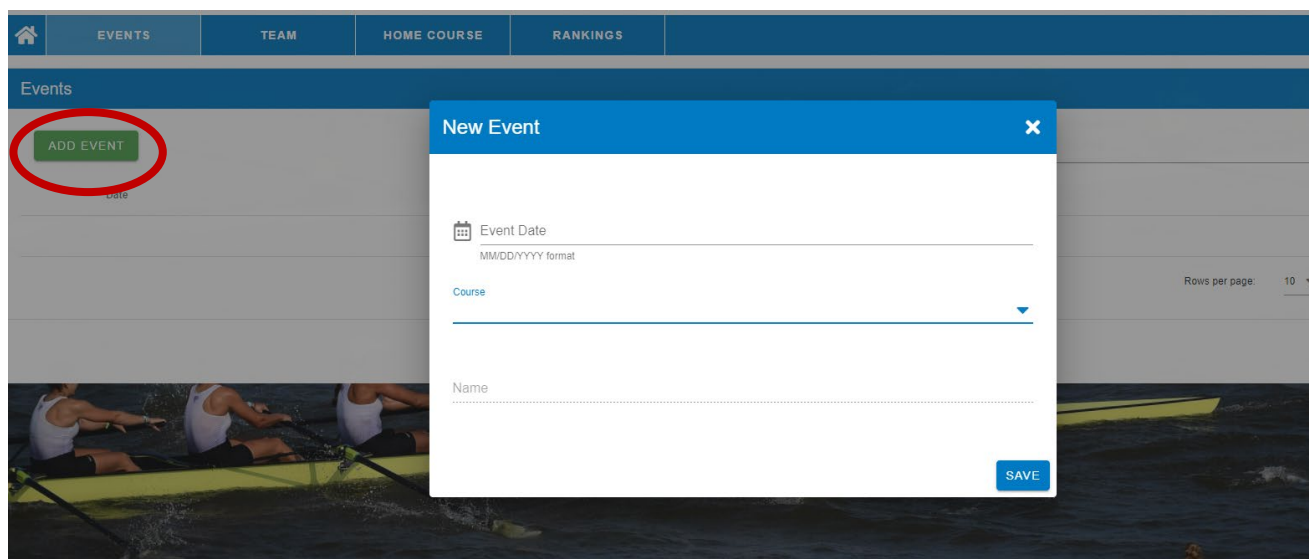
Click “Events” to enter in your schedule. Later you will go to “Events” to enter or view results of those events. **Events should not be added until after they’ve been completed.**

The screenshot shows the 'Events' page. The navigation bar at the top has tabs for 'EVENTS', 'TEAM', 'HOME COURSE', and 'RANKINGS'. The 'EVENTS' tab is circled in red. Below the navigation bar, there is a green 'ADD EVENT' button and a search bar. The main content area shows a table with columns for 'Date', 'Name', and 'Course'. The table is currently empty, and a message 'No events yet!' is displayed. At the bottom right, there is a 'Rows per page' dropdown menu set to '10'. The footer contains links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with the copyright notice '© 2021 NCAA'. The UCF ROWER logo and 'LOG OUT' link are also visible in the top right corner.



## NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

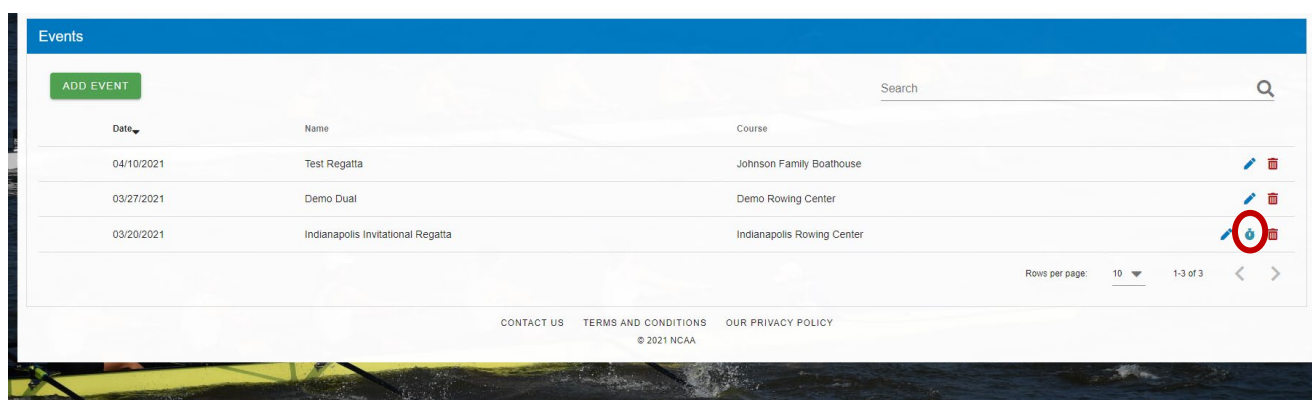
Click “Add Event” to enter each event for your schedule. Add the date and find the course in the drop-down menu. You can type in a key word to search for a course or host school. If you can’t find a course, contact Zach Christopher ([zchristopher@ncaa.org](mailto:zchristopher@ncaa.org)).



The screenshot shows the 'Events' page of the NCAA Women's Rowing Results Reporting System. A green 'ADD EVENT' button is circled in red. A 'New Event' modal form is open, featuring fields for 'Event Date' (with a calendar icon and 'MM/DD/YYYY format' placeholder), 'Course' (a dropdown menu), and 'Name' (a text input). A blue 'SAVE' button is at the bottom right of the modal. The background shows a rowing team in a yellow boat on water.

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.

Click the stopwatch icon (circled in red below) to enter in results if you are the host or designated to enter the results of an event.



The screenshot shows the 'Events' page with a table of events. The 'ADD EVENT' button is still visible. The table has columns for 'Date', 'Name', and 'Course'. Each row has three icons on the right: a pen icon for editing, a trashcan icon for deleting, and a stopwatch icon for entering results. The stopwatch icon for the 'Indianapolis Invitational Regatta' is circled in red. The footer includes links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with the copyright notice '© 2021 NCAA'.

Date	Name	Course	Actions
04/10/2021	Test Regatta	Johnson Family Boathouse	
03/27/2021	Demo Dual	Demo Rowing Center	
03/20/2021	Indianapolis Invitational Regatta	Indianapolis Rowing Center	

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 links: HOME, EVENTS, TEAM, HOME COURSE, and RANKINGS. Below this is a breadcrumb trail: Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center). The main content area has a blue header with a pencil icon and the word 'Conditions'. Below this, there are input fields for 'Wind Speed' and 'Wind Direction' (currently showing 'N/A'). A text area for 'Other Conditions' contains the message 'No other condition information entered.' At the bottom right, there are two buttons: 'ADD RACE' (green) and 'SUBMIT COMPLETE RESULTS' (grey). The footer contains links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with the copyright notice '© 2021 NCAA'.

The modal form titled 'Edit Event Conditions' is displayed over the main interface. It contains input fields for 'Wind Speed' (with 'MPH' as a unit selector), 'Wind Direction' (with a dropdown arrow), and 'Other Conditions' (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 identical to the first one, but the 'ADD RACE' button is highlighted with a red circle, indicating the next step in the tutorial.



## 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

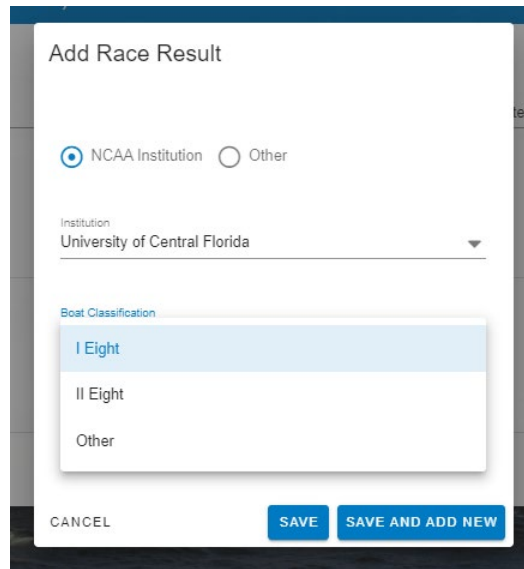
Enter as MM:SS.MS format

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”.

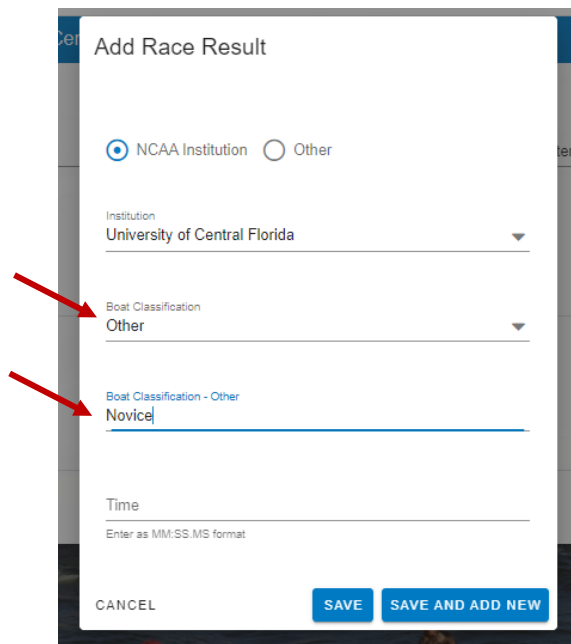


## NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL



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'. Below it, a new text field labeled 'Boat Classification - Other' is visible, containing the text 'Novice'. Two red arrows point to the 'Boat Classification' dropdown and the 'Boat Classification - Other' text field. Below this text field is a 'Time' 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'.

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

**Add Race Result**

☒ NCAA Institution ☐ Other

Institution  
Purdue University

Boat Classification  
Other

Boat Classification - Other  
Club

Time  
Enter as MM:SS.MS format

CANCEL SAVE SAVE AND ADD NEW

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”.

**Add Race Result**

☐ NCAA Institution ☒ Other

Other  
Menlo College - NAIA

Time  
Enter as MM:SS.MS format

CANCEL SAVE SAVE AND ADD NEW

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

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

Race Number 1 Race Type Heat Distance 2000 meters Boat Category ☒ Eights ☐ Fours

**Race Results**

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	

CANCEL SAVE

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## 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.]

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)	06:18.029	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

DELETE RACE      EDIT RACE

ADD RACE      SUBMIT COMPLETE RESULTS

**Race Comment**

Please enter a race comment (race conditions, etc)

0 / 4000

CANCEL      SAVE

Distance: 2000m

University of Iowa (I Eight)	06:18.029	00:00.00	Indiana University, Bloomington (Four)	07:09.
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## 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 Lineup

Copy Previous Lineup

Coxswain

Stroke

7

6

5

4

3

2

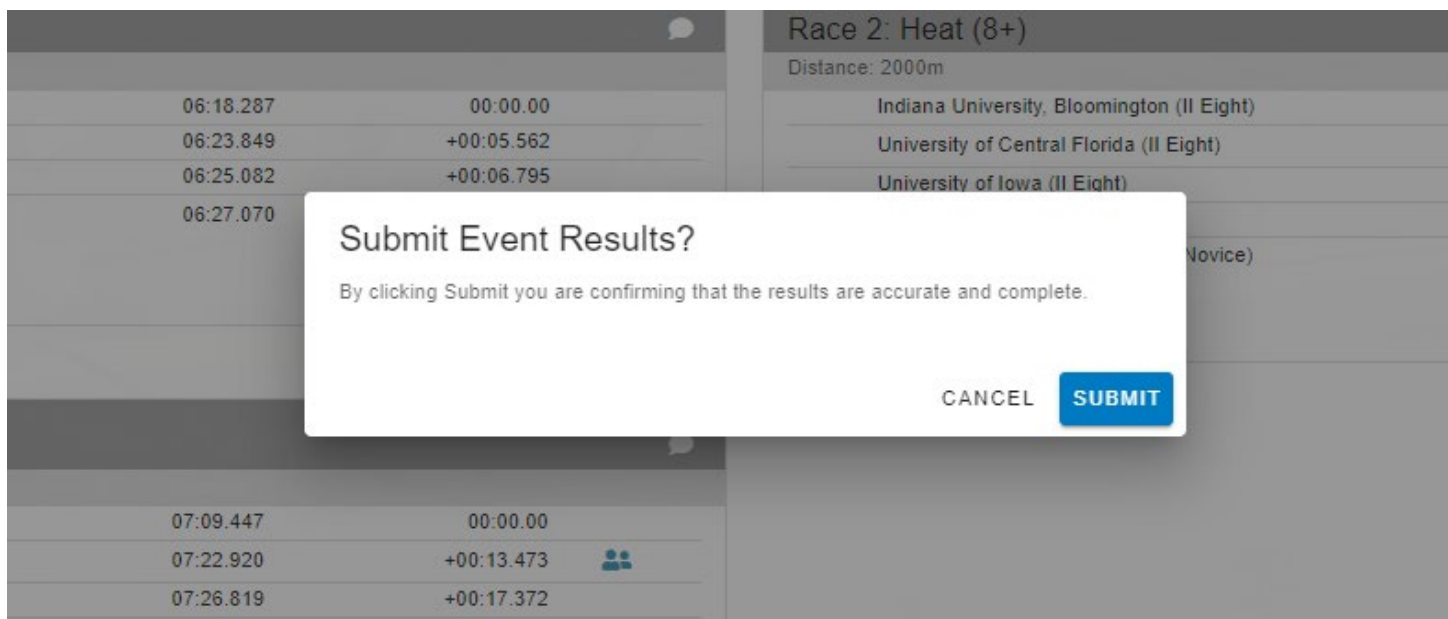
Bow

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”.



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			
<a href="#">ADD EVENT</a>		Search <input type="text"/>	
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 < >

[CONTACT US](#)
[TERMS AND CONDITIONS](#)
[OUR PRIVACY POLICY](#)




## 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).

**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	

DISPUTE RESULTS CERTIFY 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	

DISPUTE RESULTS CERTIFY 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	

### Race Lineup

Copy Previous Lineup ▼

Coxswain ▼

Stroke ▼

7 ▼

6 ▼

5 ▼


4 ▼

3 ▼

2 ▼

Bow ▼

CANCEL SAVE

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”.

**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	

DISPUTE RESULTS CERTIFY 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	

DISPUTE RESULTS CERTIFY 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	

DISPUTE RESULTS CERTIFY RACE

**Dispute Results?**  
Please provide a detailed description of disputed results  

0 / 4000

CANCEL SAVE



NCAA WOMEN'S ROWING  
RESULTS REPORTING SYSTEM TUTORIAL

Race 2: Heat (8+)

### Race Comment

Please enter a race comment (race conditions, etc)

0 / 4000

CANCEL SAVE

8.287  
3.849  
5.082  
7.070

0.447 00:00.00  
0.920 +00:13.473