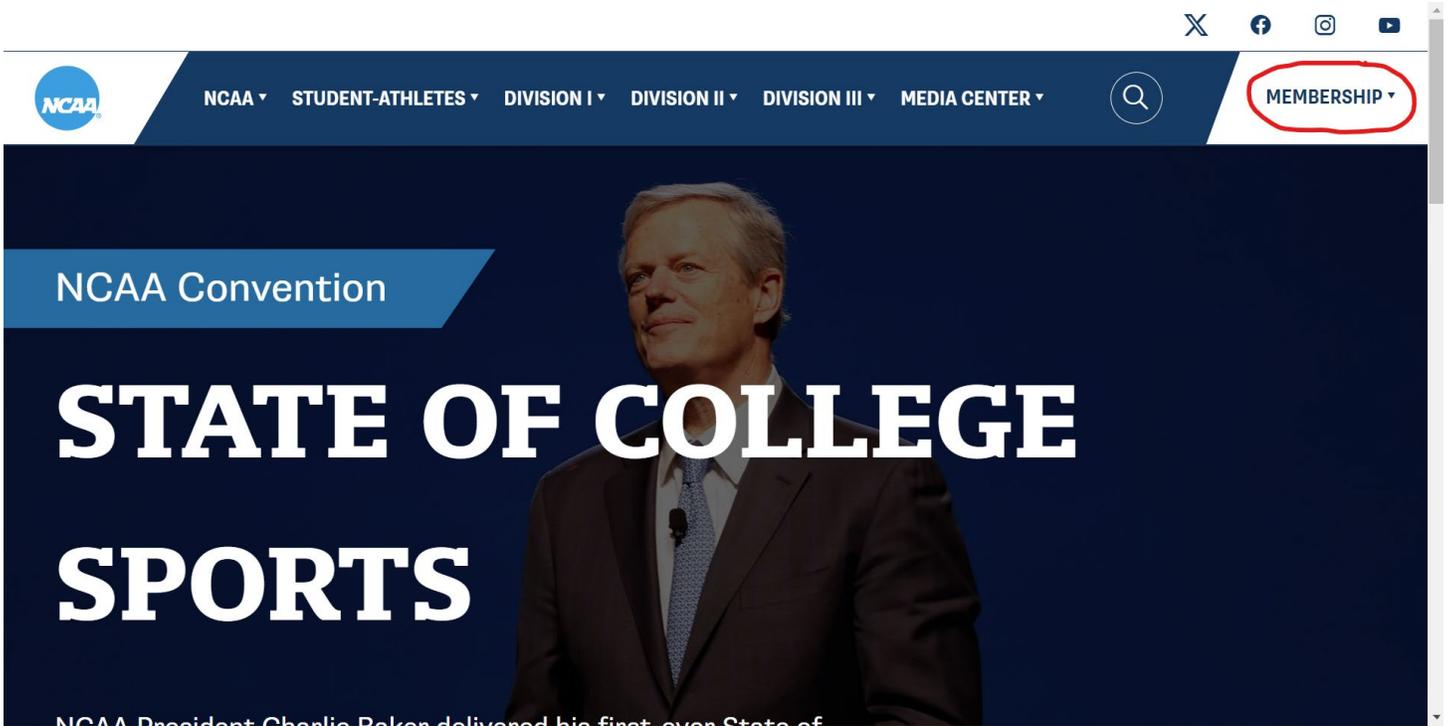


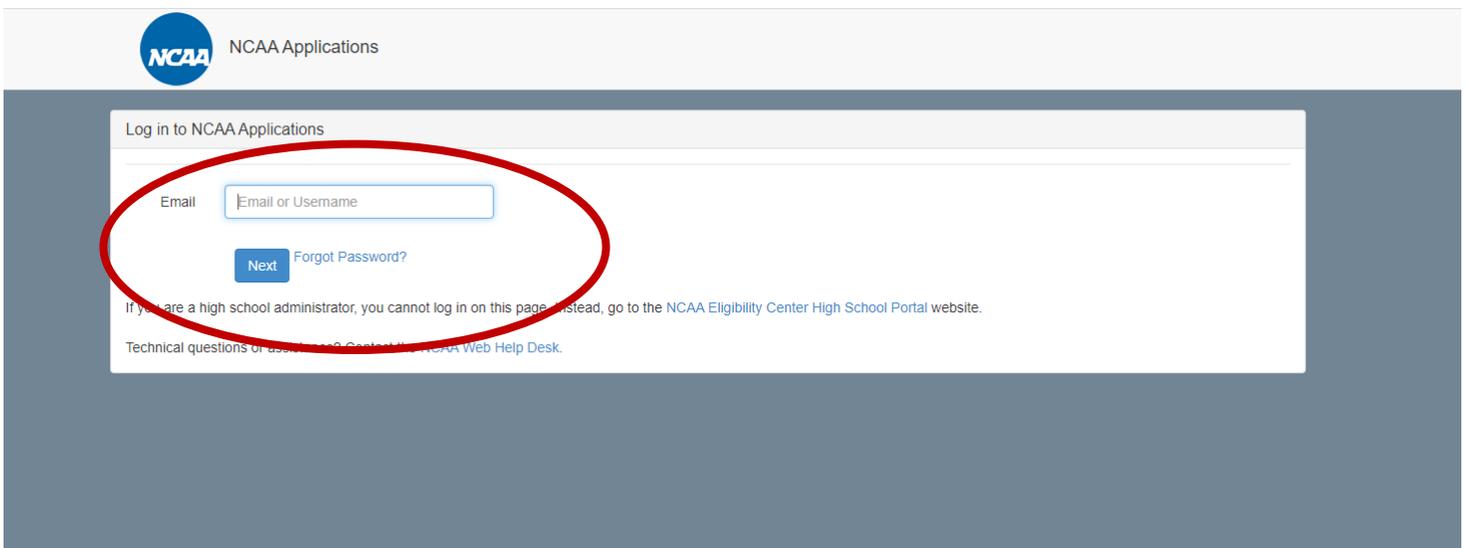
# NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

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.

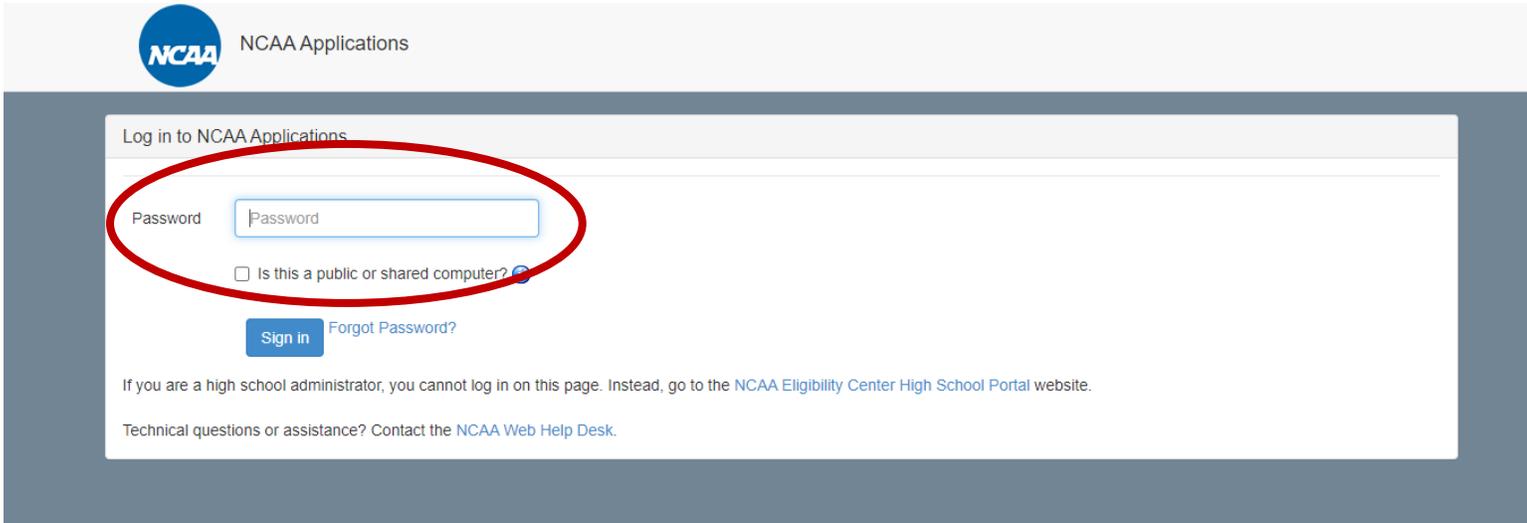


[If you do not already have access to the NCAA.org single sign on (SSO), you will need to request access with the SSO administrator at your school. If you do not know who the SSO administrator is, work with your athletics office who should be able to connect you with that person. The SSO administrator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

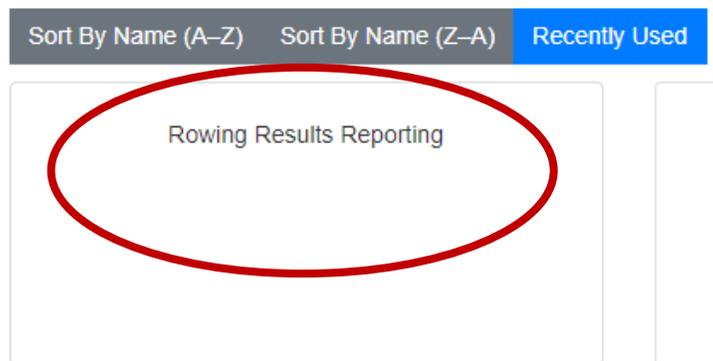
Enter your email and log in.



# NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

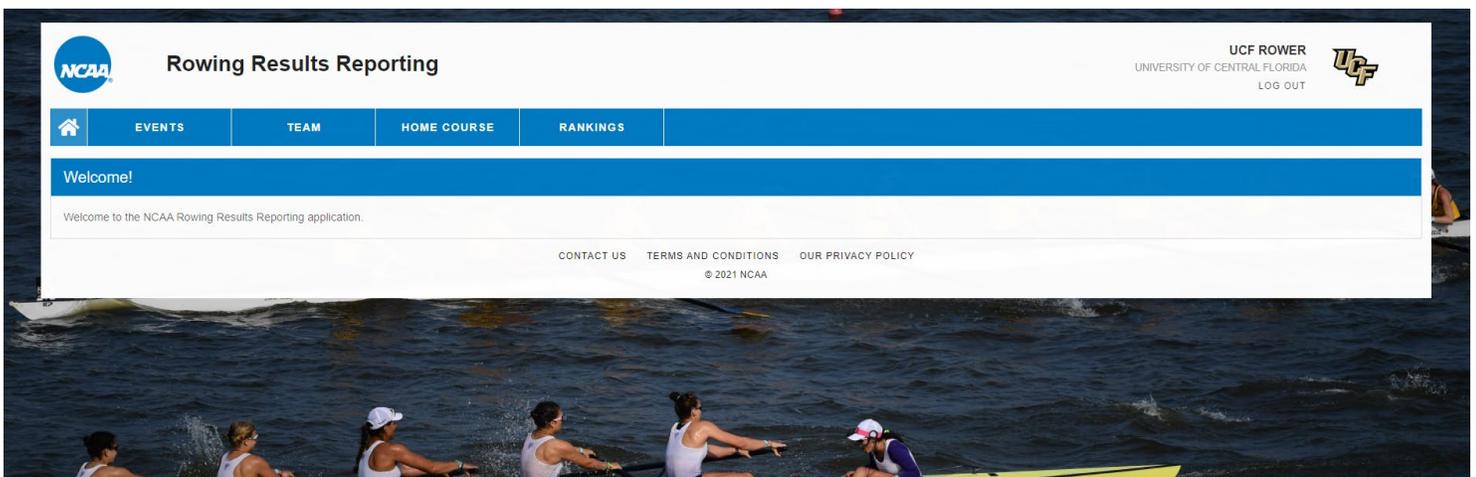


Click “Rowing Results Reporting”.



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', and 'RANKINGS'. The 'HOME COURSE' tab is highlighted with a red circle. Below the navigation bar, the 'Home Course' section contains a form with the following fields: 'Name', 'Street 1', 'Street 2 (optional)', 'City', 'State', and 'Zip'. There is also a toggle switch 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. 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', 'HOME COURSE', 'RANKINGS', and 'REPORTS'. The 'TEAM' tab is highlighted with a red circle. Below the navigation bar, the 'Team' section has two tabs: 'ROSTER' and 'COACHES/PERSONNEL'. The 'ROSTER' tab is active. In the 'ROSTER' section, there are three buttons: 'ADD ROSTER', 'IMPORT ROSTER', and 'COPY'. The 'ADD ROSTER' button is highlighted with a red circle. To the right of these buttons, there is a dropdown menu for 'Academic Year' set to '2023-2024' and a search bar. Below this, there is a table with columns: 'First Name', 'Last Name', 'Birthdate', 'Coxswain?', 'Active?', and 'Actions'. The table currently displays 'No roster yet!'. At the bottom right, there is a 'Rows per page' dropdown set to '10' and navigation arrows. The footer contains links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with the copyright notice '© 2024 NCAA'.

# NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

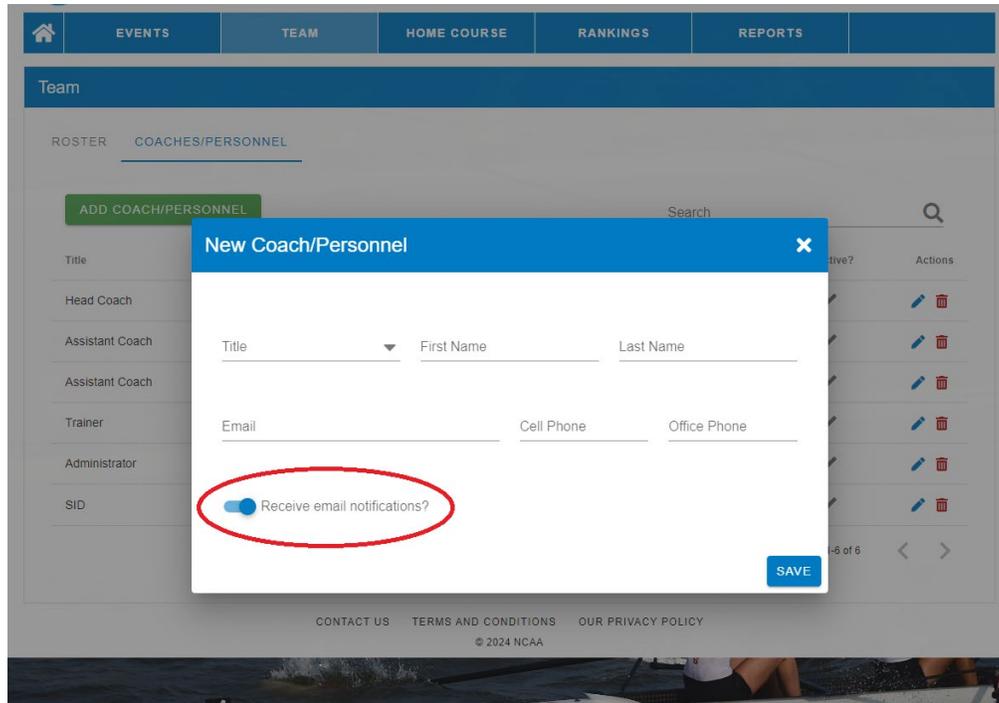
The screenshot shows a 'New Roster' modal window. The modal has a blue header with the title 'New Roster' and a close button (X). Below the header are three input fields: 'First Name', 'Last Name', and 'Birthdate'. The 'Birthdate' field includes a calendar icon and the text 'MM/DD/YYYY format'. A toggle switch labeled 'Coxswain?' is located below the birthdate field and is circled in red. A blue 'SAVE' button is positioned at the bottom right of the modal. The background shows a blurred view of the 'Team' page with 'ROSTER' and 'COACHES/PERSONNEL' tabs.

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

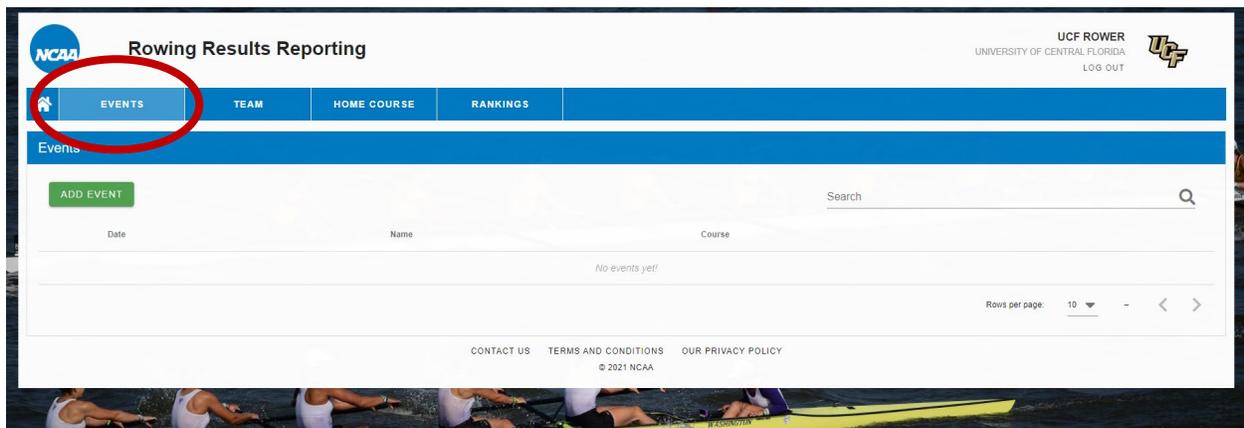
The screenshot displays the 'Rowing Results Reporting' system interface. At the top, there is a navigation bar with tabs for 'EVENTS', 'TEAM', 'HOME COURSE', 'RANKINGS', and 'REPORTS'. The 'TEAM' tab is selected. Below the navigation bar, there is a 'Team' section with two sub-tabs: 'ROSTER' and 'COACHES'. The 'COACHES' tab is highlighted with a red circle. Below the sub-tabs, there is a green 'ADD COACH' button, also highlighted with a red circle. The main content area shows a table with columns for 'First Name', 'Last Name', 'Email', 'Cell Phone', 'Office Phone', 'Active?', and 'Actions'. The table is currently empty, displaying the text 'No coaches yet!'. At the bottom of the page, there are links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', along with the copyright notice '© 2021 NCAA'. The top right corner of the page features the 'UCF ROWER' logo and 'UNIVERSITY OF CENTRAL FLORIDA' text, along with a 'LOG OUT' link.

# 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.

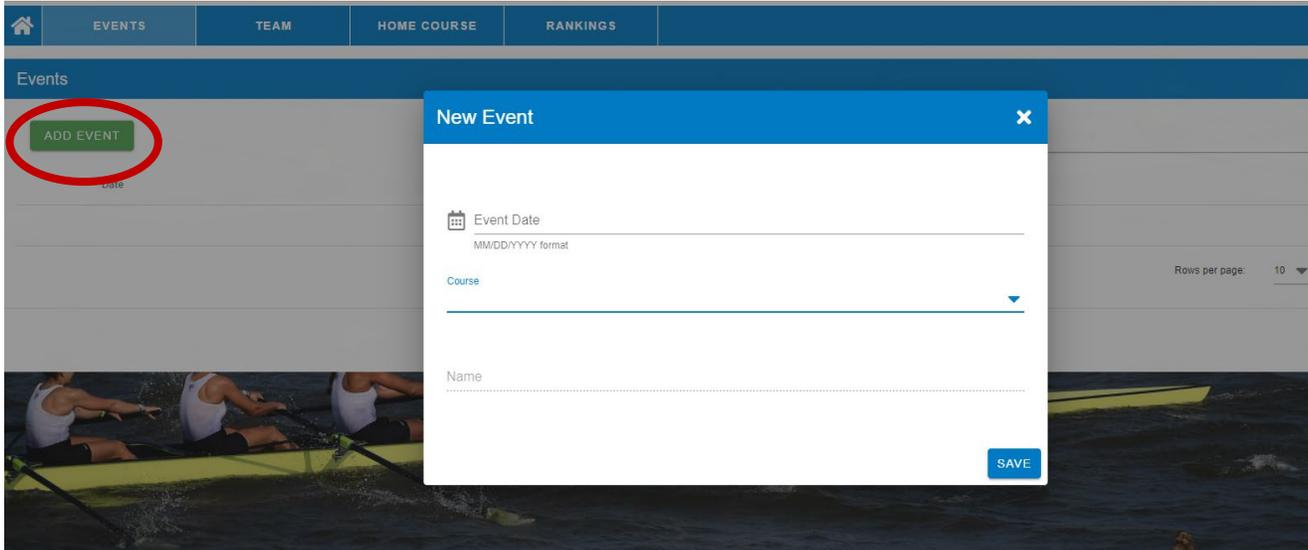


Click “Events” to enter in your schedule. Later you will go to “Events” to enter or view results of those events. **Events should not be added until after they’ve been completed.**



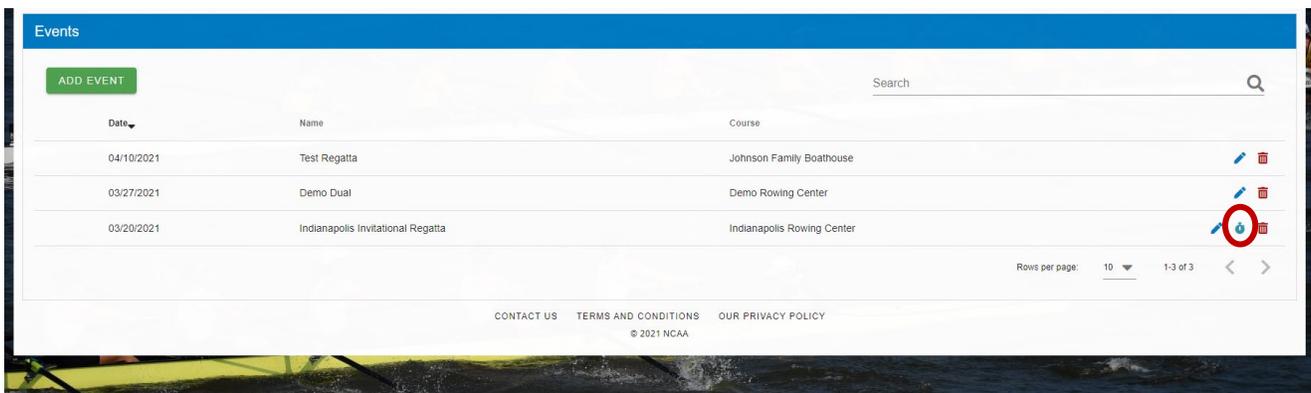
## NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

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)).



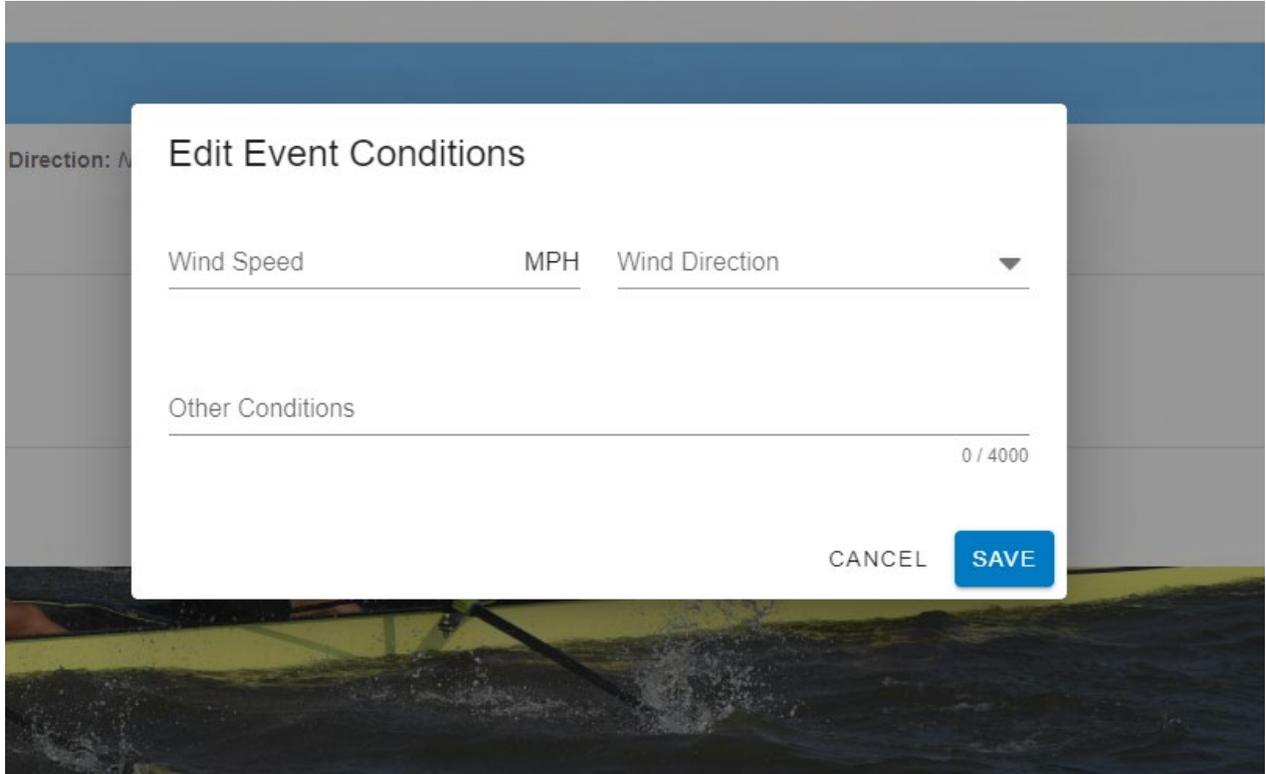
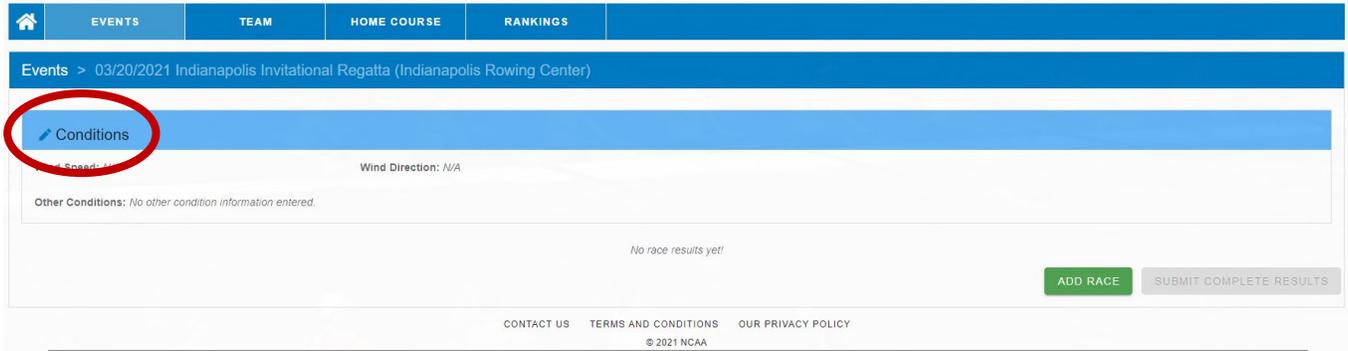
If you need to edit the event (for example, a change of date due to weather), click the pen icon. If you need to delete an event, click the trashcan icon.

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.

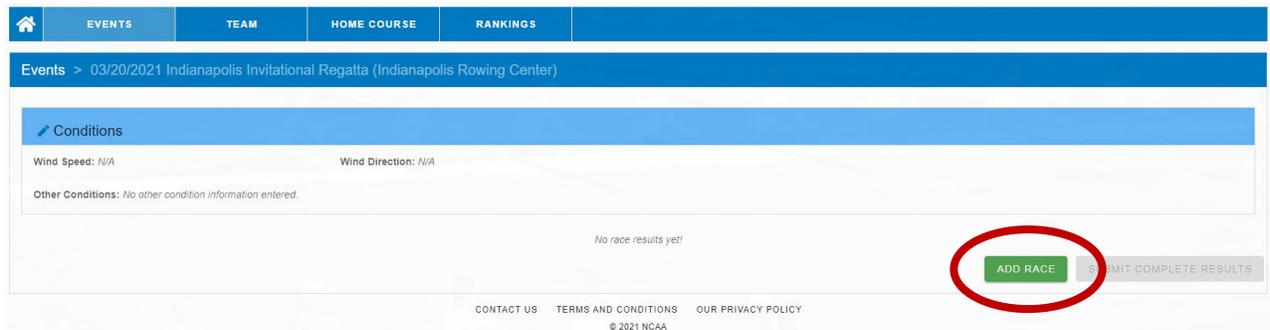


Start by entering in the conditions of the *overall* event. Later, there is a place within each race where comments can be entered at the race level, if needed.

# NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL



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



## 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

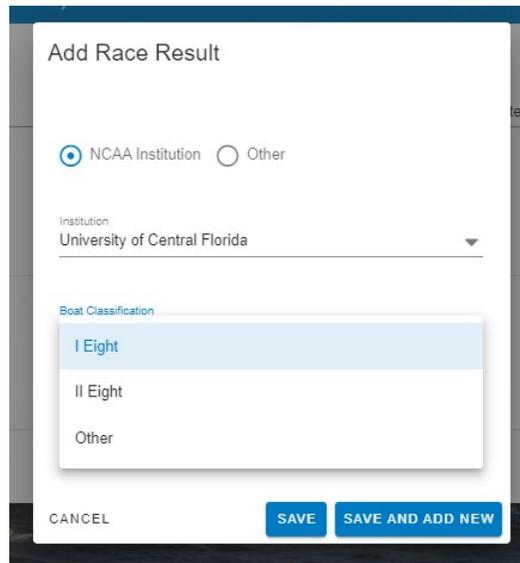
Time  
06:27.770

Enter as MM:SS.MS format

CANCEL SAVE SAVE AND ADD NEW

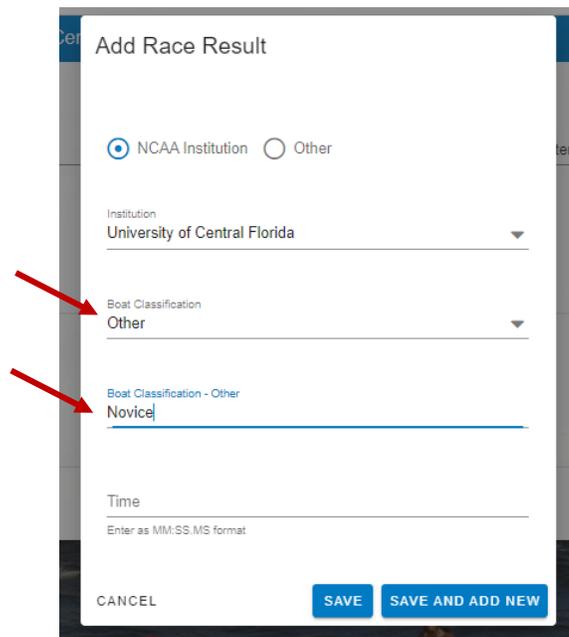
You will notice that there are choices of I Eight or II Eight or Other for an Eights race. This is where you can indicate which boat is in that race. Sometimes, it is all “I Eights” in a race. Other times, there may be a “II Eight” racing in a “I Eights” race. If you know that information, enter it. 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', '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 field titled 'Boat Classification - Other' is visible, containing the text 'Novice'. Below this 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'. Two red arrows point to the 'Boat Classification' dropdown and the 'Boat Classification - Other' 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:

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	

At the bottom right of the page, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is circled in red. At the very bottom of the page, there are links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY'.

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. Further down the page are 'ADD RACE' and 'SUBMIT COMPLETE RESULTS' buttons.

The screenshot shows a 'Race Comment' modal 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)'. To the right of the input field is a character count '0 / 4000'. At the bottom right of the dialog 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

EDIT RACE

DELETE 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

EDIT RACE

DELETE 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

EDIT RACE

DELETE RACE

ADD RACE SUBMIT COMPLETE RESULTS

---

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 © 2021 NCAA

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”.

The screenshot shows a web interface for rowing results. On the right, a sidebar displays 'Race 2: Heat (8+)' with a distance of 2000m and lists three teams: Indiana University, Bloomington (II Eight), University of Central Florida (II Eight), and University of Iowa (II Eight). The main area shows a table of race results with columns for time and relative time. A white pop-up dialog box is centered on the screen with the title 'Submit Event Results?' and the text 'By clicking Submit you are confirming that the results are accurate and complete.' At the bottom of the dialog are two buttons: 'CANCEL' and 'SUBMIT'.

Time	Relative Time
06:18.287	00:00.00
06:23.849	+00:05.562
06:25.082	+00:06.795
06:27.070	
07:09.447	00:00.00
07:22.920	+00:13.473
07:26.819	+00:17.372

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.

The screenshot shows the 'Events' page of the Results Reporting System. It features a blue header with the word 'Events' and a green 'ADD EVENT' button. Below the header is a search bar and a table of events. The table has columns for 'Date', 'Name', and 'Course'. The events listed are: 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), and 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center). The last event has an orange info icon next to its date. At the bottom right, there is a 'Rows per page' dropdown set to 10 and a page indicator '1-8 of 8'. At the very bottom, there are links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY'.

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

## 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	

**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	

### Race Lineup

Copy Previous Lineup

Coxswain

Stroke

7

6

5

4

3

2

Bow

CANCEL

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

Team	Time	Delta
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

Team	Time	Delta
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

Team	Time	Delta
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?**

Please provide a detailed description of disputed results

0 / 4000

CANCEL      **SAVE**

NCAA WOMEN'S ROWING  
RESULTS REPORTING SYSTEM TUTORIAL

The image shows a screenshot of a software interface for reporting rowing results. A modal dialog box titled "Race Comment" is centered on the screen. The dialog has a white background and a thin grey border. Inside the dialog, the text "Please enter a race comment (race conditions, etc)" is displayed above a horizontal text input field. To the right of the input field, the text "0 / 4000" indicates the character count. At the bottom right of the dialog, there are two buttons: a grey "CANCEL" button and a blue "SAVE" button with white text. The background of the application is dimmed and shows a table of race results. The top of the background shows the heading "Race 2: Heat (8+)". The table has columns for time, a speech bubble icon, and a group icon. Visible rows include times like 8.287, 3.849, 5.082, and 7.070. At the bottom, there are times like 0.447 and +00:13.473.

Race 2: Heat (8+)

### Race Comment

Please enter a race comment (race conditions, etc)

0 / 4000

CANCEL SAVE

Time	Icon	Icon
8.287	🗨️	
3.849		
5.082		
7.070		
0.447		👥
+00:13.473		