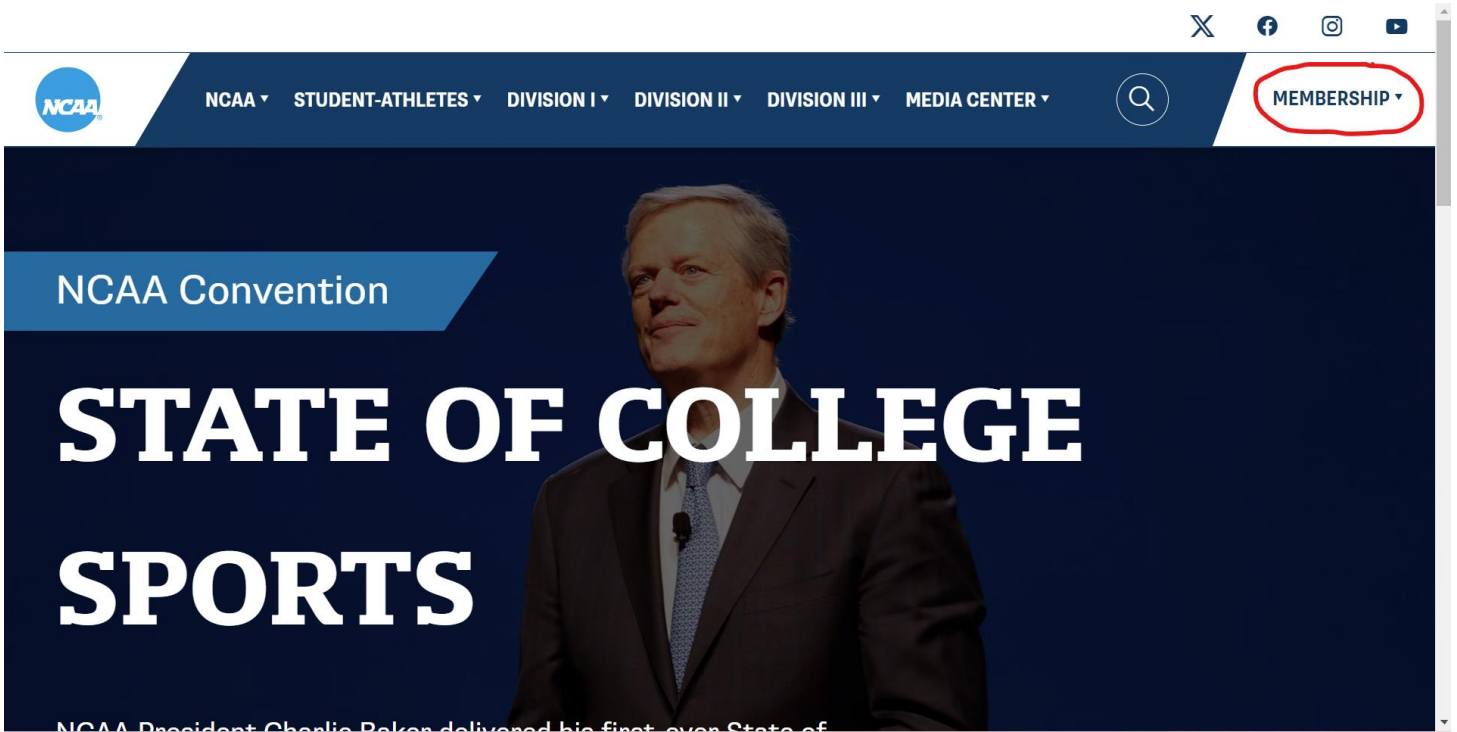


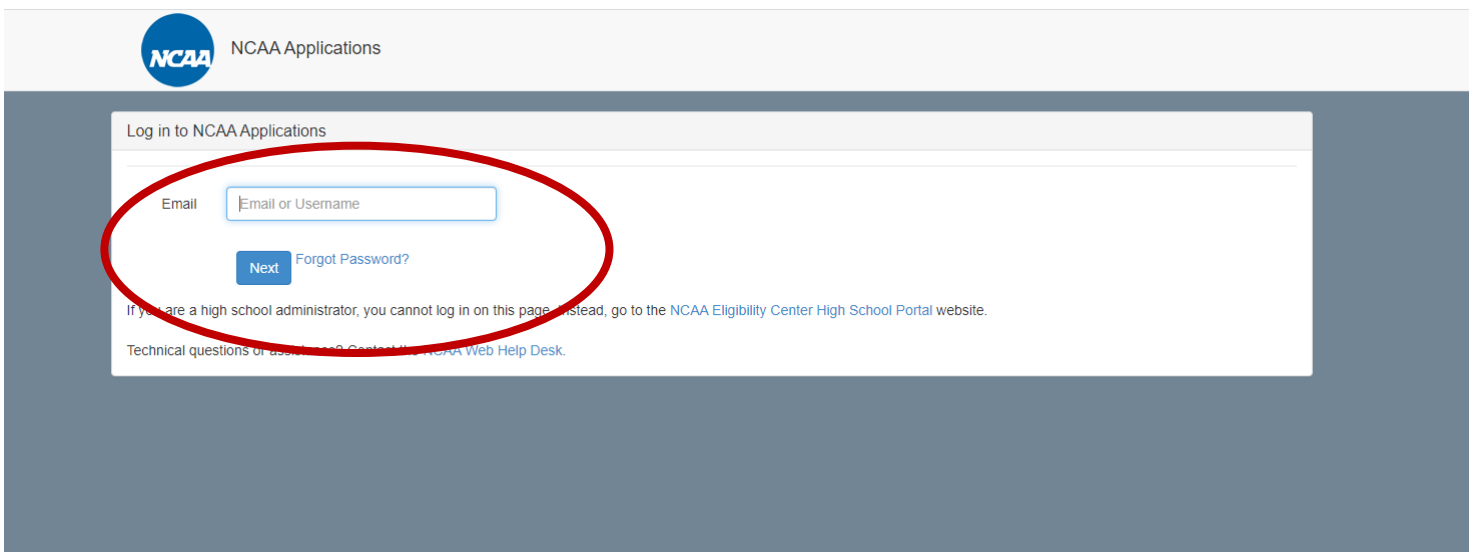
NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

Go to 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.

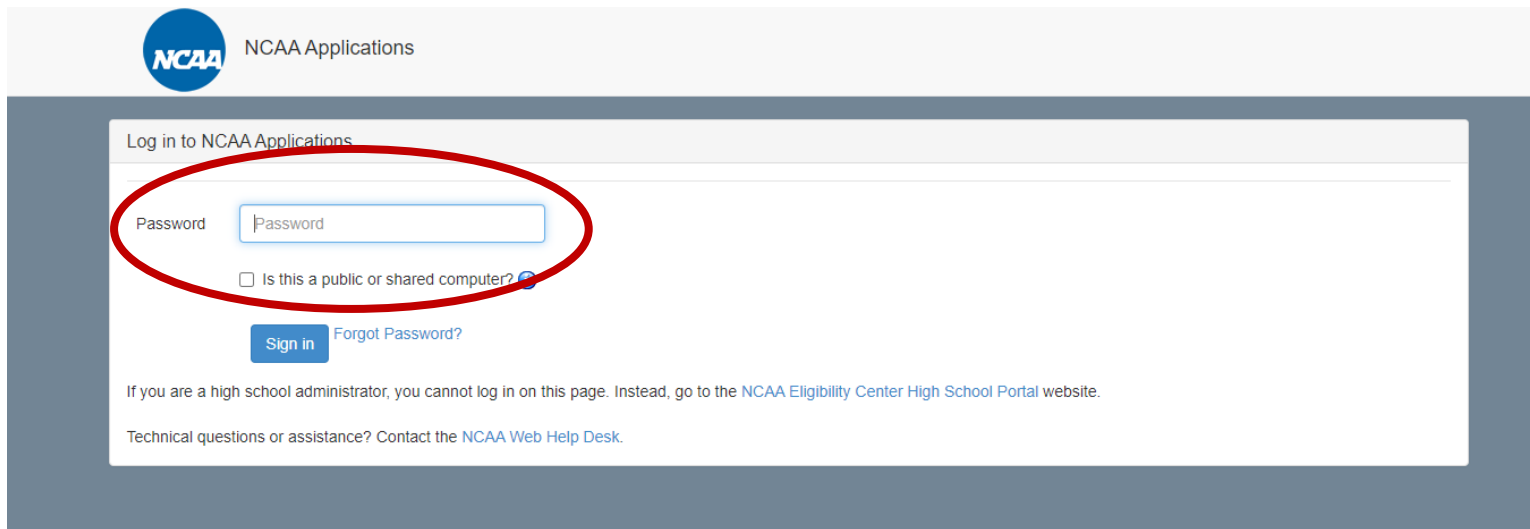


[If you do not already have access to the NCAA.org single sign on (SSO), you will need to request access with the SSO administrator at your school. If you do not know who the SSO administrator is, work with your athletics office who should be able to connect you with that person. The SSO administrator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

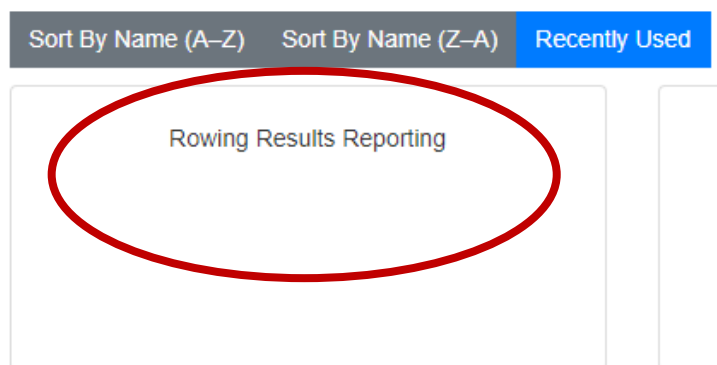
☐ Is this a public or shared computer? 

[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.

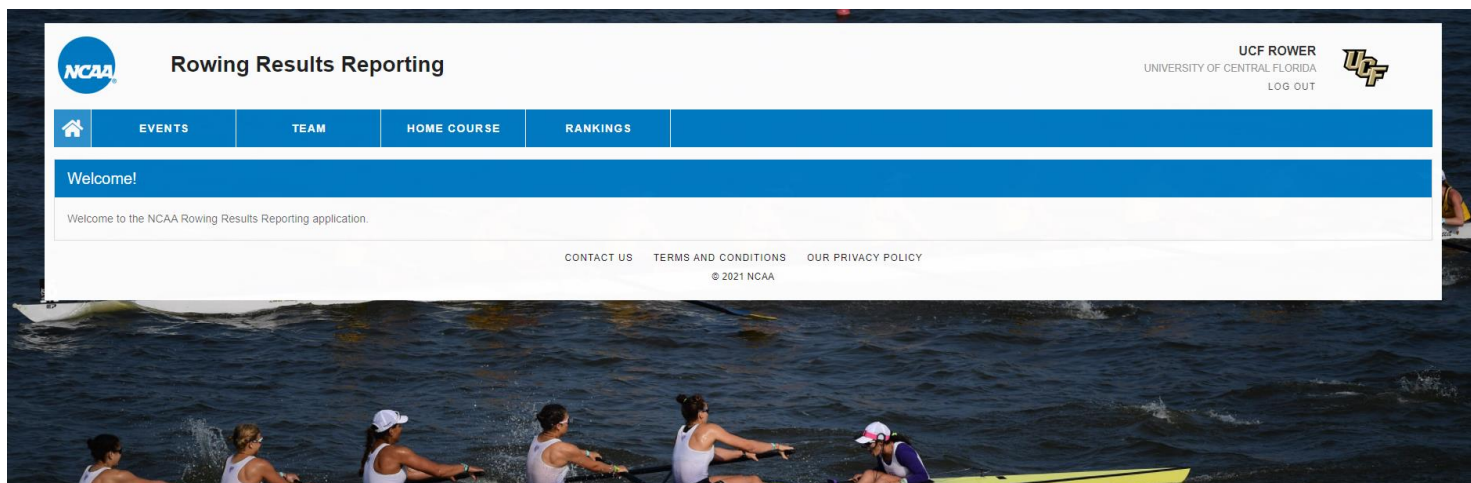
Technical questions or assistance? Contact the [NCAA Web Help Desk](#).

Click “Rowing Results Reporting”.



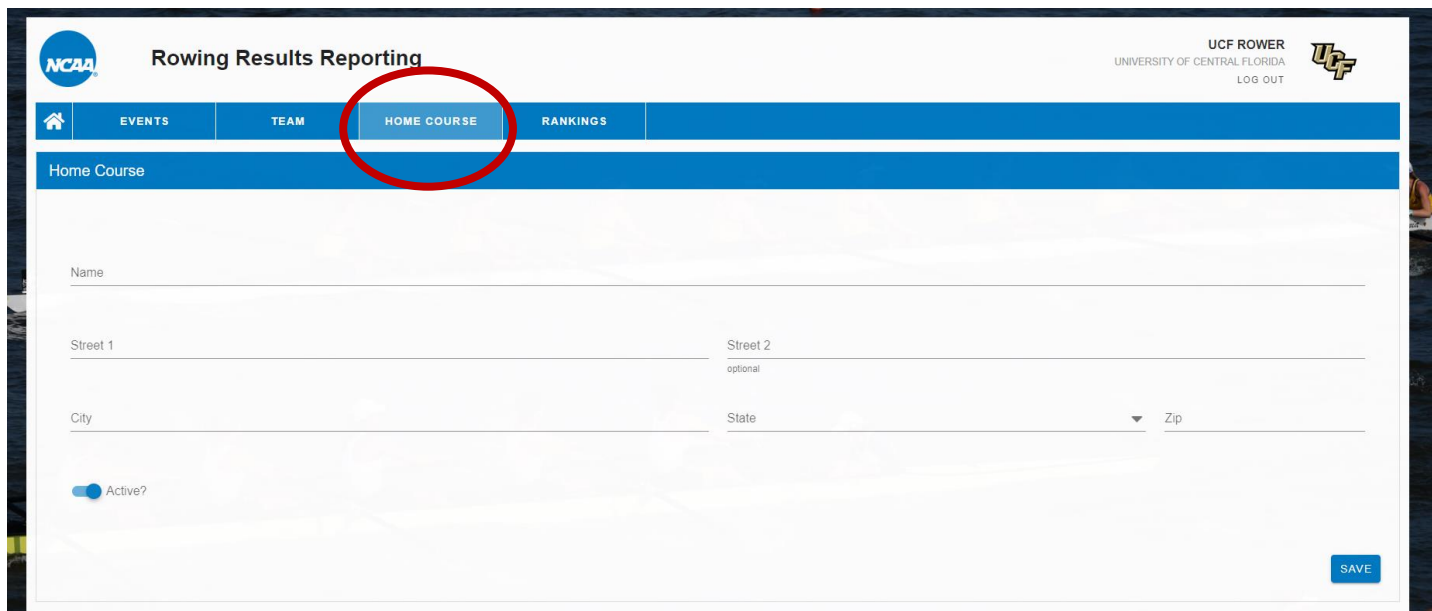
You should be signed in and your school listed in the top right. [For purposes of this tutorial, we entered in test data in the name of the host for the 2021 and 2022 NCAA Women’s Rowing Championships.]

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



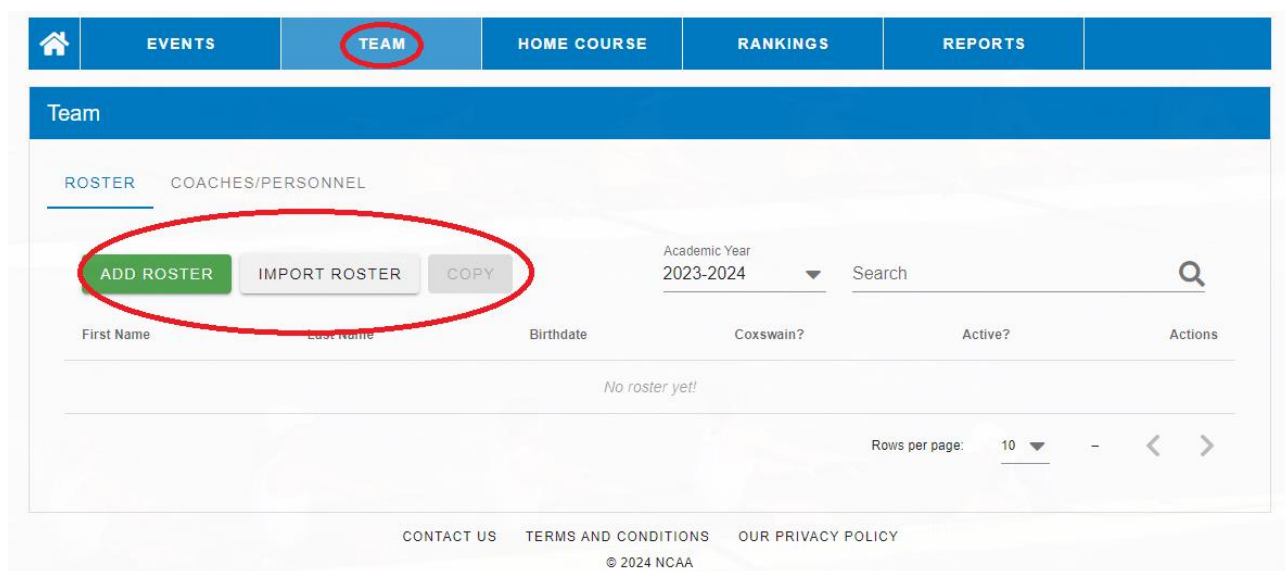
NCAA WOMEN'S ROWING RESULTS REPORTING SYSTEM TUTORIAL

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 entering venue information. The form includes fields for "Name", "Street 1", "Street 2" (optional), "City", "State" (dropdown), and "Zip". There is also a toggle switch for "Active?". A "SAVE" button is located 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. The "ROSTER" section includes buttons for "ADD ROSTER" (highlighted with a red circle), "IMPORT ROSTER", and "COPY". There is also a dropdown for "Academic Year" (set to 2023-2024) and a "Search" field. Below these are columns for "First Name", "Last Name", "Birthdate", "Coxswain?", "Active?", and "Actions". A message "No roster yet!" is displayed. At the bottom, there is a "Rows per page" dropdown (set to 10) and navigation arrows. The footer includes 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 the 'New Roster' modal form. The form has a blue header with the title 'New Roster' and a close button (X). Below the header, there are input fields for 'First Name' and 'Last Name'. A 'Birthdate' field is also present, with a calendar icon and the text 'MM/DD/YYYY format'. A toggle switch labeled 'Coxswain?' is highlighted with a red circle. At the bottom right of the modal is a blue 'SAVE' button. The background shows a blurred view of the 'Team' page with tabs for 'ROSTER' and 'COACHES/PERSONNEL'.

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

The screenshot shows the 'Coaches/Personnel' page. The page has a blue header with the title 'Rowing Results Reporting' and the NCAA logo. The 'TEAM' tab is selected in the top navigation bar. The 'COACHES' sub-tab is also selected and 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: First Name, Last Name, Email, Cell Phone, Office Phone, Active?, and Actions. The table is currently empty, with the text 'No coaches yet!' displayed. 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

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.

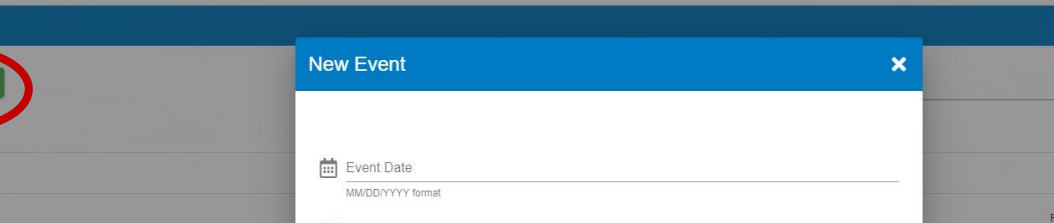
The screenshot shows the 'New Coach/Personnel' form. The form has a blue header with the title 'New Coach/Personnel' and a close button. Below the header, there are input fields for 'Title' (a dropdown menu), 'First Name', and 'Last Name'. There are also input fields for 'Email', 'Cell Phone', and 'Office Phone'. At the bottom of the form, there is a checkbox labeled 'Receive email notifications?' which is circled in red. A 'SAVE' button is located at the bottom right of the form. The background shows the 'Team' page with a list of personnel roles: Title, Head Coach, Assistant Coach, Assistant Coach, Trainer, Administrator, and SID. The 'ADD COACH/PERSONNEL' button is visible on the left side of the page.

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', 'RANKINGS', and 'REPORTS'. The 'EVENTS' tab is circled in red. Below the navigation bar, there is a green 'ADD EVENT' button. A search bar is located on the right side of the page. Below the search bar, there is 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 of the page, there is a footer with links for 'CONTACT US', 'TERMS AND CONDITIONS', and 'OUR PRIVACY POLICY', and a 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).



The screenshot shows the 'Events' page with a modal for creating a new event. The modal is titled 'New Event' and contains the following fields:

- Event Date:** A date picker icon followed by a text input field with the placeholder 'MM/DD/YYYY format'.
- Course:** A dropdown menu with a blue triangle icon.
- Name:** A text input field with a dotted line placeholder.

A red circle highlights the 'ADD EVENT' button in the top left corner of the page. The background image shows three rowers 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.

Events

ADD EVENT

Search

Date	Name	Course	
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	  
Rows per page: 10 1-3 of 3 < >			

CONTACT US

TERMS AND CONDITIONS

OUR PRIVACY POLICY

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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

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

Conditions

Wind Speed: Wind Direction:

Other Conditions:

No race results yet!

[ADD RACE](#) [SUBMIT COMPLETE RESULTS](#)

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

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Edit Event Conditions

Wind Speed MPH Wind Direction

Other Conditions

0 / 4000

[CANCEL](#) [SAVE](#)

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

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

Conditions

Wind Speed: Wind Direction:

Other Conditions:

No race results yet!

[ADD RACE](#) [SUBMIT COMPLETE RESULTS](#)

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

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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

[ADD RACE RESULT](#)

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

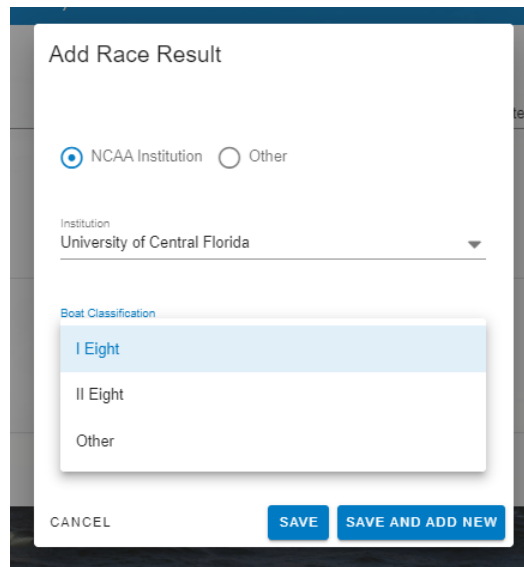
Time
06:27.770

Enter as MM:SS.MS format

CANCEL SAVE SAVE AND ADD NEW

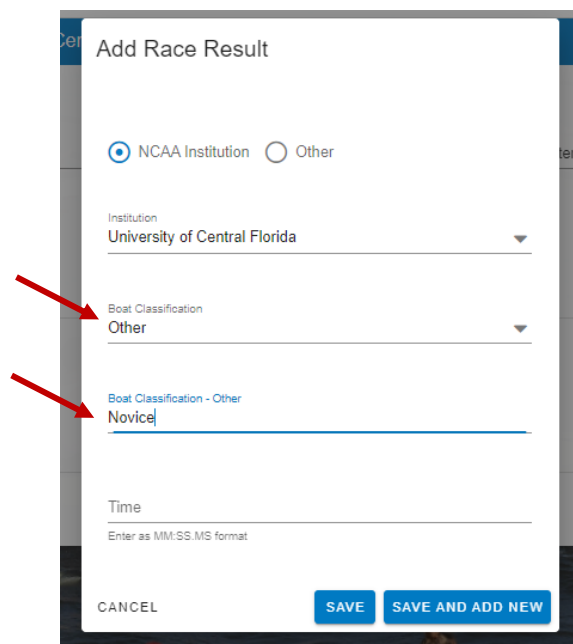
You will notice that there are choices of I Eight or II Eight or Other for an Eights race. This is where you can indicate which boat is in that race. Sometimes, it is all “I Eights” in a race. Other times, there may be a “II Eight” racing in a “I Eights” race. If you know that information, enter it. 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

ADD RACE RESULT

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.
------------------------------	-----------	----------	--	--------

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.

The screenshot shows the 'Events > 03/20/2021 Indianapolis Invitational Regatta (Indianapolis Rowing Center)' page. It displays race results for three heats. In each race result table, a red circle highlights a people icon in the rightmost column, indicating where to click to edit the race roster.

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

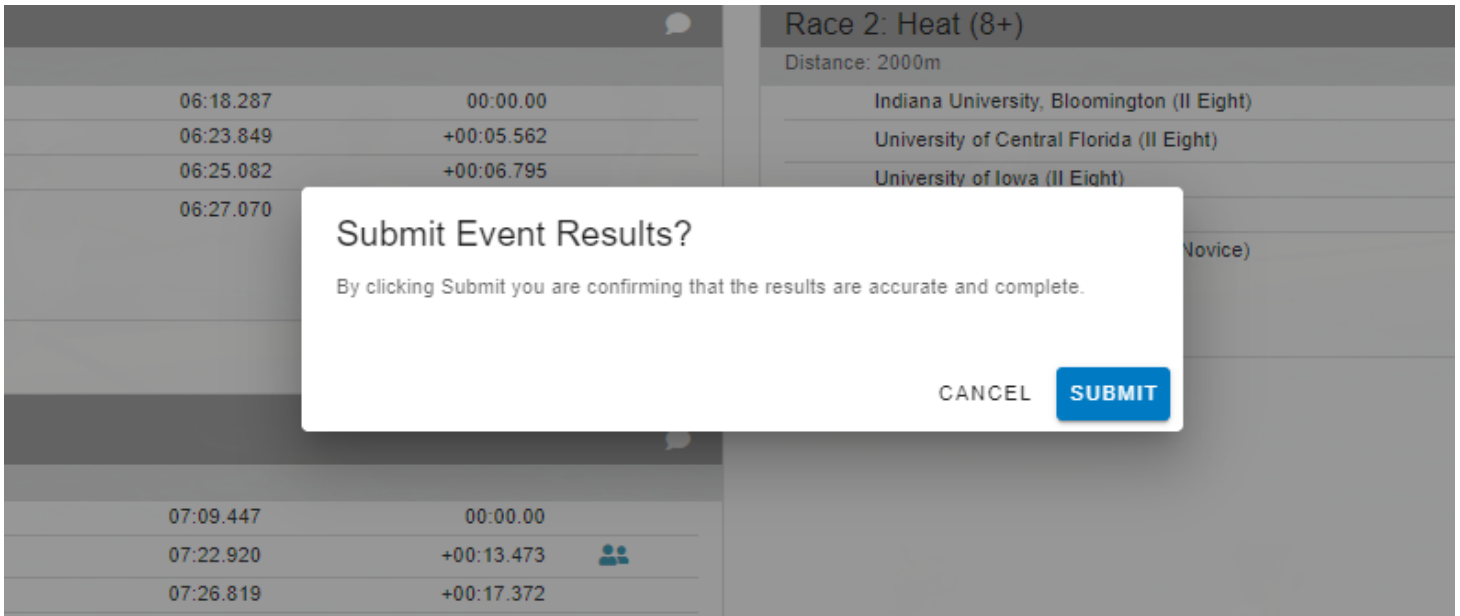
2

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			
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	⏪ ⏩
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

The screenshot displays a web application interface for the NCAA Women's Rowing Results Reporting System. A modal dialog titled "Race Comment" is open, centered on the screen. The dialog has a white background and a thin gray border. Inside the dialog, there is a text input field with the placeholder text "Please enter a race comment (race conditions, etc)". To the right of the input field, a character count "0 / 4000" is visible. At the bottom right of the dialog, there are two buttons: a "CANCEL" button with a gray background and a "SAVE" button with a blue background and white text. The background of the application is dimmed. At the top, a header bar shows "Race 2: Heat (8+)" next to a speech bubble icon. On the left side, a list of rowing times is partially visible: 8.287, 3.849, 5.082, and 7.070. At the bottom, a table of results is partially visible, showing times like 0.447, 00:00.00, and 0.920, along with a group icon.

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