



# NCAA Roster Maintenance



NCAA Coaches are required to use the Roster Maintenance tool to add athletes to their roster or to edit an athlete that already exists on the roster.

This is your official NCAA roster. For that reason, only add athletes to your roster who are eligible to represent your institution in intercollegiate competition.

You may return to the Roster Maintenance tool at any time in the season to add athletes who become eligible. Athlete removals can be requested by sending an email with the athlete's name and date of birth to [NCAA@usaswimming.org](mailto:NCAA@usaswimming.org).

This is the only method to submit your official NCAA roster. Hy-Tek rosters sent by email will not be accepted.

Additions, edits, and removals must be approved by USA Swimming before they become official. Please allow up to 48 hours for changes to be processed.

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## Roster Maintenance Instructions

**Step 1.** Navigate to the [NCAA webpage](#) on the USA Swimming website.

**Step 2.** Select your division's main menu.

NCAA DIVISION I  <input type="button" value="VIEW INFO"/>	NCAA DIVISION II  <input type="button" value="VIEW INFO"/>	NCAA DIVISION III  <input type="button" value="VIEW INFO"/>
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**Step 3.** Select Roster Maintenance.

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## ROSTER MAINTENANCE

Use this tool to make add/edits to your roster - available 9/1/2020

## NCAA Roster Maintenance

### Step 4. Find your team in the dropdown menu.

- Schools are listed by Conference, then Team Code, then Team Name.
- If your school is not present or is listed under the wrong conference, please complete the [Team Information Form](#).
- Enter your contact information. Your contact information must be **exactly** the same as the information you submitted on the Team Information Form.
- Click **login**.

### TEAM ROSTER UPDATE - LOGIN

Please fill out the information below to verify your access to the Team's information.  
If you have any questions please email: [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org)

Team: \*  ▼

First Name: \*

Last Name: \*

Email: \*

Work Phone \*  -  -

[LOGIN](#) ▶

Forgot your login information? [Click Here](#)

### Step 5. Add returning athletes to your roster.

- Your roster starts as a blank slate with each new season.
- When creating your roster for the upcoming season, **there is no need to add student-athletes who are not returning (graduated, transferred, quit, etc.)**.
- To begin, access your roster from the previous season.
  - Select "Roster As of:" as your search parameter, which is defaulted to the previous season.
  - Click "Show Roster".

### TEAM ROSTER

Conference:

Team:

Show:  Current Roster  
*View athletes who are active on your roster as of today*

Roster As of:   (mm/dd/yyyy)  
*View your athletes who are active on your roster as of a specific date*

Specific athlete(s) regardless of status  
*Use the asterisk (\*) to match any number of characters. Example: Phi\* will return names like Phil and Philip.*

Last Name:

First Name:

For Gender:  Men  Women

Sort By:  ▼ Then By:  ▼ Then By:  ▼

[SHOW ROSTER](#) ▶ [PRINT REPORT](#) ▶

## NCAA Roster Maintenance

### Step 5 Continued:

- To add a **returning athlete** from last season's roster onto your current roster, click **edit**.
  - Note: Until an athlete's status is updated, they will show as inactive and will not appear on your current roster.

Last Name	First Name	Middle Name	Preferred Name	Gender	Birth Date	Current Status	Inactive Date	Eligibility Year	Competition Year	Change Status	Action
Last	First	Middle		Male	01/01/2001	Inactive			2020		<a href="#">Edit</a>

- On the **Team Roster – Edit Athlete** page, update your returning athlete's **Current Status**.
  - If an athlete needs to be added to your current roster using a previous status, please send an email to [NCAA@usaswimming.org](mailto:NCAA@usaswimming.org) with the athlete's full name, date of birth, and their correct status.
  - Once an athlete's status has been updated, click **Save and Return to List**.

#### TEAM ROSTER - EDIT ATHLETE

Conference: Conference  
 Team: CODE - Team Name

\* Last Name:   
 \* First Name:   
 Middle Name:   
 Preferred Name:   
 Maiden Name:

\* Gender:  Male  Female  
 \* Birth Date:  (mm/dd/yyyy)  
 Current Status: Freshman for 09/01/2014 - 04/01/2015  
 Update for 2016 (09/01/2015 - 04/01/2016) as a   
 Submit Status: No change has been submitted

- The returning athlete's **Change Status** will appear as **Submitted-Update**.
  - Note: The athlete's status update will soon be approved by USA Swimming. To cancel the submission, click **Cancel Submission**.
  - After the update has been approved by USA Swimming, the student-athlete will show on your **Current Roster** as their updated Eligibility Year.

### Step 6: Add new athletes to your roster.

- Show your Current Roster.

#### TEAM ROSTER

Conference:  
 Team:

Show:  Current Roster  
View athletes who are active on your roster as of today  
 Roster As of:  (mm/dd/yyyy)  
View your athletes who are active on your roster as of a specific date  
 Specific athlete(s) regardless of status  
Use the asterisk (\*) to match any number of characters. Example: Phi\* will return names like Phil and Philip.  
 Last Name:   
 First Name:

For Gender:  Men  Women

Sort By:  Then By:  Then By:

## NCAA Roster Maintenance

### Step 6 Continued:

- Once your Current Roster loads, click on **Add Athlete to Roster**.

*Add Athlete to Roster*

Last Name	First Name	Middle Name	Preferred Name
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- On the **Team Roster – Add Athlete** page, add your new athletes to your roster.
  - Accurately enter the athlete’s information by using the athlete’s legal first and last name.
  - If the athlete chooses to go by something other than their full name, please use the **Preferred Name** field.
  - Be sure to include the athlete’s middle initial or middle name if the athlete has one.
- To immediately add another new athlete to your roster, click **Save and Add Another**.
- To return to your current roster, click **Save and Return to List** when complete.
- Note: If the information is NOT entered accurately, the athlete’s times will NOT be loaded into the database!**

#### TEAM ROSTER - ADD ATHLETE

Conference:  
Team:

\* Last Name:

\* First Name:

Middle Name:

Preferred Name:

Maiden Name:

\* Gender:  Male  Female

\* Birth Date:   (mm/dd/yyyy)

\* Eligibility Year:

Competition Year: 2021 covering 09/01/2020 - 04/01/2021

### Step 7: Return to your Current Roster.

- When you return to your Current Roster, you will find the new athlete’s Change Status is set to **Submitted-New**.
- The additions have been added to the system and will be approved by USA Swimming soon.
- To cancel any submission, click on Cancel Submission.

### Additional Notes:

- If you need an athlete **REMOVED** from your current roster, please send an email to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org) with the athlete’s full name and date of birth.
- As a reminder, your roster starts as a blank slate each season. When creating your current roster, there is no need to advance athletes who are NOT returning using the steps above. You DO NOT need to send a removal request for athletes who are not returning because they will not be on your current roster.**