

NCAA Coaches Frequently Asked Questions



Question	Answer
What is the difference be- tween Roster Maintenance and Roster Download?	Roster Maintenance can be used to add/edit athletes on your team's roster throughout the season. Roster Down- load is used by a host team to download Hy-Tek rosters for schools competing in a meet.
· ·	Use the information you provided on your team infor- mation form to sign into Roster Maintenance. If you are not able to access Roster Maintenance, it means there is a discrepancy between the information you're using and what we have in the system. Please send a note to <u>ncaa@usaswimming.org</u> . A USA Swimming SWIMS username and password is necessary to sign into Roster Download.
What do I need to do with graduated seniors or swim- mers from last year's roster that are not returning?	At the beginning of each year, your current roster is a blank slate. When you go to your previous year's roster, only edit the athletes you would like to progress to your current roster. By leaving alone the athletes that are not returning, they will not be moved to your current roster.
	Please refer to the article "How do I manage my NCAA Team's roster" on the SWIMS Help page.
How can I get intermediate splits into the database (ex: first 1,000 of 1,650 FR)	Send in a request with all of the details of the swim and a link to the results for verification of the split to <u>ncaa@usaswimming.org</u> within 72 hours of the comple- tion of competition. Relay lead off splits are uploaded au- tomatically with the results.