



## NCAA Coaches Task List 2023-2024 Season



Due Date	To Do	Done
DI – September 8 DII – September 8 DIII – September 22	Submit any team information changes via the <b>Team Information Form</b> ( <a href="#">Click HERE</a> ) Please save this information as it will give you access to the roster tools throughout the season.	<input type="checkbox"/>
September 8	Write down your USA Swimming SWIMS 3.0 username and password. If you do not have an account, please create one.  Username: _____  Password: _____	<input type="checkbox"/>
DI – September 15 DII – September 15 DIII – September 25  <b>*SWIMS Tools will not be available until September 1*</b>	Using the NCAA Roster Maintenance Tool, submit your roster for the 2023-2024 season. Please ensure that your Hy-Tek roster matches the roster you receive from the USA Swimming SWIMS database.  Using the NCAA Team Management Tool, add your 2023-2024 meet schedule. In SWIMS 3.0 click NCAA, and then click My Team to access the NCAA Team Management Tool. You will be taken to the View/Edit Team page, click the Meets pill and then click Add Meet.	<input type="checkbox"/>
Beginning September 1	It is the responsibility of the meet host and/or head coach from each competing team to add their meet schedule and submit meet results in the SWIMS 3.0 database. Results must be submitted <b>within 72 hours</b> of the competition.	<input type="checkbox"/>
January 12	Complete any second semester roster updates or additions using the Roster Maintenance Tool. Roster removals can be made directly in the Roster Maintenance Tool by the coach.  Complete any second semester meet schedule updates or additions by adding them to your Team Meet page in the SWIMS 3.0 database.	<input type="checkbox"/>
January 17 through NCAA Championships Entry Deadline	Enter your team in the NCAA Championships online using the Online Meet Entry (OME) System. You will need the <b>Team Information Form</b> that you submitted in the fall to access your team's entry.	<input type="checkbox"/>

For any questions, please contact [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org).