

How do I manage my NCAA Team's roster?

NCAA Coaches are required to use the Roster Maintenance tool to add athletes to their 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 made in the Roster Maintenance tool by coaches.

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

Instructions for Roster Maintenance

Adding athletes, making athletes ineligible, and editing eligibility years.

Log into your account at hub.usaswimming.org.

LOGIN

Please login with your username and password.

(Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account)

Username:

YourUsername

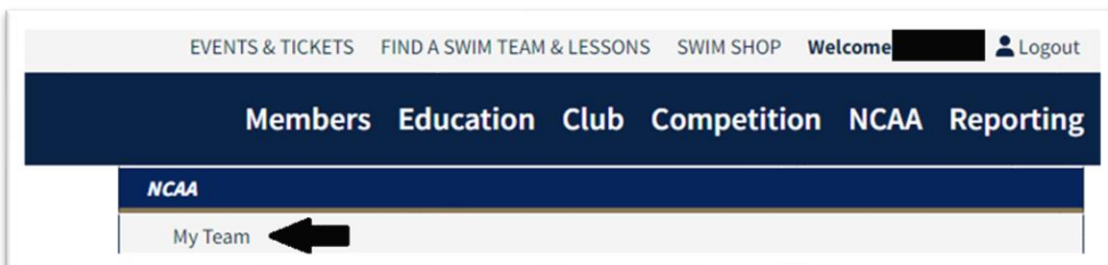
Password:

.....

LOGIN

FORGOT USERNAME FORGOT PASSWORD CREATE A LOGIN

Click 'NCAA' at the top right of the page. Select 'My Team' from the dropdown. This will take you to your View/Edit Team page.



On the View/Edit Team page, click the 'Roster' pill. To add an athlete, click the blue 'Add Athlete to Roster' button.



The screenshot shows the 'View/Edit Team' interface. At the top, there are fields for 'Team Name: University', 'Team Code', and 'Organization: NCAA'. Below these are navigation buttons: 'Staff', 'Roster' (highlighted in red), 'Meets', 'Facilities', and 'Download Other Team's Roster'. Under the 'Roster' tab, the section is titled 'Team Athlete Roster'. It contains a blue button labeled 'ADD ATHLETE TO ROSTER' with a black arrow pointing to it from the right, and a white button labeled 'EXPORT CURRENT ROSTER'. To the right is a 'Report Period' dropdown menu set to '2023-2024'. At the bottom, a red header bar lists the columns for the roster: ATHLETE NAME, MEMBER ID, AGE, COMPETITION CATEGORY, EFFECTIVE DATE, EXPIRATION DATE, YEAR OF ELIGIBILITY, and ROLLOVER.


Fill in the required information and click the red 'Add Athlete' button in the bottom left corner to add the athlete to your roster.


The screenshot shows the 'Add Athlete' form. It includes fields for 'First Name*', 'Last Name*', and 'Birth Date*' (with dropdowns for Month, Day, and Year). There are also radio buttons for 'Competition Category*' (Male and Female) and a 'Year of Eligibility*' dropdown menu. At the bottom left, there is a red button labeled 'ADD ATHLETE' with a black arrow pointing to it from below, and a white button labeled 'BACK'.

Athlete Removal Instructions:

To set an athlete to "Inactive," locate the athlete on your roster, and click the trash can icon on the far right. Click 'Make Athlete Inactive' to confirm. The athlete will still appear on the roster but will no longer be active.

Meghan [REDACTED] 23 Female 09/01/2023 04/01/2024 Senior  





Make Athlete Inactive? 


The Athlete's Expiration Date will be set to today's date.

Athlete: Meghan [REDACTED] (Age: 23, Competition Category: Female, Effective Date: 09/01/2023, Expiration Date: 04/01/2024)

Edit Athlete Eligibility Year:

To edit an athlete's eligibility year, locate the athlete on your roster, and click the edit icon on the far right. On the following Edit Athlete page, select the year of eligibility from the dropdown menu, and click 'Save.'

Meghan [REDACTED] 23 Female 09/01/2023 04/01/2024 Senior  



Edit Athlete

First Name	Last Name	Birth Date
Meghan	[REDACTED]	[REDACTED]
Competition Gender	Year of Eligibility*	
Female	Grad Student 