

# NCAA Roster Submission Instructions

## Roster Rollover and Adding New Athletes

**Step 1. Log into your account at [hub.usaswimming.org](https://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:

Password:



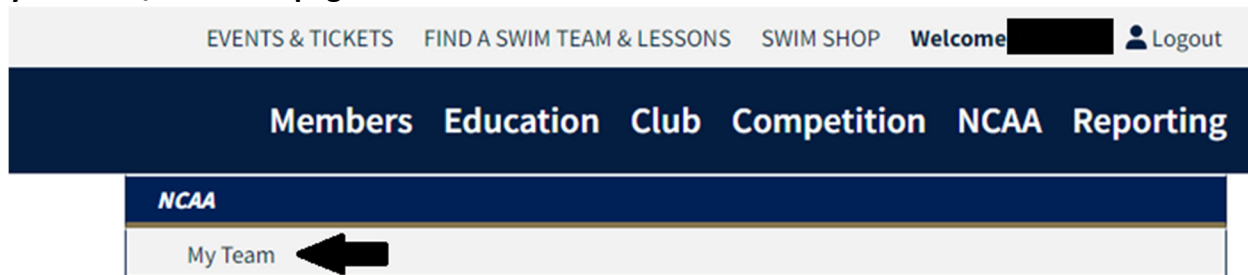
LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN

**Step 2. 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.**



**Step 3. On the View/Edit Team page, click the 'Roster' pill.**

View/Edit Team

← Back to Team Search

Team Name: [Redacted] University of

Team Code: [Redacted]

Organization: NCAA [Redacted]



Staff

Roster

Meets

Facilities

Team Changes

Download Other Team's Roster

#### Step 4. Select the Report Period to roll over athletes from.

Click the 'Report Period' dropdown menu on the right side of the page. Select the previous season from the dropdown menu.

View/Edit Team

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← Back to Team Search

Team Name: [REDACTED] University of

Team Code: [REDACTED]

Organization: NCAA [REDACTED]

Staff Roster Meets Facilities Team Changes

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Team Athlete Roster

ADD ATHLETE TO ROSTER

EXPORT CURRENT ROSTER

ATHLETE NAME	MEMBER ID	AGE	COMPETITION CATEGORY	EFFECTIVE DATE	EXPIRATION DATE
No Athletes					

USA SWIMMING FOLLOW

Report Period

2023-2024

- 2016-2017
- 2017-2018
- 2018-2019
- 2019-2020
- 2020-2021
- 2021-2022
- 2022-2023
- 2023-2024

#### Step 5: Select the athletes you want to roll over.

Check the box in the 'Rollover' column for each athlete you wish to have added to your upcoming season's roster. When finished, click 'Rollover Selected Athletes.'

← Back to Team Search

Team Name: [REDACTED] University of

Team Code: [REDACTED]

Organization: NCAA [REDACTED]

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Team Athlete Roster

ADD ATHLETE TO ROSTER

EXPORT CURRENT ROSTER

ROLLOVER SELECTED ATHLETES

Report Period

2022-2023

ATHLETE NAME	MEMBER ID	AGE	COMPETITION CATEGORY	EFFECTIVE DATE	EXPIRATION DATE	YEAR OF ELIGIBILITY	ROLLOVER
Cam [REDACTED]	[REDACTED]	19	Male	09/12/2022	04/01/2023	Freshman	<input checked="" type="checkbox"/>
Amro [REDACTED]	[REDACTED]	22	Male	09/01/2022	05/01/2023	Junior	<input checked="" type="checkbox"/>
Maha [REDACTED]	[REDACTED]	24	Female	09/01/2022	05/01/2023	Junior	<input checked="" type="checkbox"/>
Anna [REDACTED]	[REDACTED]	20	Female	09/01/2022	05/01/2023	Sophomore	<input checked="" type="checkbox"/>
Georgia [REDACTED]	[REDACTED]	20	Female	09/01/2022	05/01/2023	Sophomore	<input checked="" type="checkbox"/>
Talia [REDACTED]	[REDACTED]	22	Female	09/01/2022	05/01/2023	Senior	<input type="checkbox"/>
Elise [REDACTED]	[REDACTED]	21	Female	09/01/2022	05/01/2023	Junior	<input checked="" type="checkbox"/>
Kenady [REDACTED]	[REDACTED]	21	Female	09/01/2022	09/11/2022	Junior	<input checked="" type="checkbox"/>

## Step 6: View your new roster and add any new athletes.

Change the report period back to your upcoming season. Verify that all your returning athletes have been successfully rolled over.

[← Back to Team Search](#)  
**Team Name:** █████ University of  
**Team Code:** █████  
**Organization:** NCAA █████

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### Team Athlete Roster

[ADD ATHLETE TO ROSTER](#)

[EXPORT CURRENT ROSTER](#)

Report Period  
2023-2024

ATHLETE NAME	MEMBER ID	AGE	COMPETITION CATEGORY	EFFECTIVE DATE	EXPIRATION DATE	YEAR OF ELIGIBILITY	ROLLOVER
Cam █████	█████	19	Male	09/01/2023	04/01/2024	Sophomore	<a href="#">✎</a> <a href="#">🗑</a>
Amro █████	█████	22	Male	09/01/2023	04/01/2024	Senior	<a href="#">✎</a> <a href="#">🗑</a>
Maha █████	█████	24	Female	09/01/2023	04/01/2024	Senior	<a href="#">✎</a> <a href="#">🗑</a>
Anna █████	█████	20	Female	09/01/2023	04/01/2024	Junior	<a href="#">✎</a> <a href="#">🗑</a>
Georgia █████	█████	20	Female	09/01/2023	04/01/2024	Junior	<a href="#">✎</a> <a href="#">🗑</a>
Elise █████	█████	21	Female	09/01/2023	04/01/2024	Senior	<a href="#">✎</a> <a href="#">🗑</a>
Kenady █████	█████	21	Female	09/01/2023	04/01/2024	Senior	<a href="#">✎</a> <a href="#">🗑</a>

## Step 7: Add new athletes (first years and transfers)

Add any new athletes (first years and transfers) by clicking the blue 'Add Athlete to Roster' button. **For step-by-step instructions on adding new athletes to your roster, click [here](#).**

When adding new athletes to your NCAA roster, SWIMS will look to match the new swimmer to an existing account in the database. If a match is found, you will be asked to use the existing account. One of their previous affiliations, either USAS club or a previous school, will be shown to confirm the match. Please choose to use the matching existing account to avoid times matching errors later in the season.

## Step 8: Submission

Athlete rosters must be added to SWIMS before the NCAA's published roster submission deadline. Rosters that are saved in SWIMS before the roster submission deadline are considered submitted. There is no button that needs to be clicked to formally submit your roster.

*If you have any questions or need further assistance, please email [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org).*