NCAA Coaches Task List
2025-2026 Season

Due Date	To Do	Done
September 17	Submit any team information changes via the **Team Information Form**. **Click HERE** to access the form. Please save this information as it will give you access to SWIMS throughout the season.	☐
September 17	Write down your USA Swimming SWIMS username and password. If you do not have an account, please **click HERE** to create one. Username:_____ Password:_____ USA Swimming Member ID:_____	☐
DI and DII: October 1 **OR** first date of competition DIII: Schedule due October 1 Roster due October 15 **OR** first date of competition	Add athletes to your roster for the 2025-2026 season on the Roster page in SWIMS. **Click HERE** for instructions. Export your SWIMS roster and upload it to your Hy-Tek Team Manager roster. Ensure that these rosters contain identical information. Add your home meet schedule on the Meets page in SWIMS. **Click HERE** for instructions.	☐
Beginning October 1 **OR** first date of competition	Upload all home meet results to SWIMS. It is the responsibility of the host team to submit meet results in SWIMS. Meet hosts must submit results **within 72 hours** of the competition. **Click HERE** for instructions.	☐
January 9 **OR** first date of spring semester competition	Complete any second semester roster updates or additions by adding them to your Roster page in SWIMS. Roster removals can be made directly on the Roster page by the coach. Complete any second semester meet schedule updates or additions by adding them to your Meets page in SWIMS.	☐
January 15 through NCAA Championships Entry Deadline	Enter your team in the NCAA Championships online using USA Swimming's Online Meet Entry (OME) System.	☐

For any questions, please contact ncaa@usaswimming.org.