



Roster Download Instructions For NCAA Coaches

The online roster download tool will be used by the host teams to download Hy- Tek rosters for all teams competing in a meet. The following step- by- step instructions will help guide you through downloading the rosters from the USA Swimming website and importing into Meet Manager 2.0 or higher for use during competition.

Step 1: Navigate to the NCAA page on the USA Swimming website (*you might have issues if using Chrome or Firefox*): www.usaswimming.org/ncaa

Step 2: Click on your division's main menu

NCAA INFORMATION

USA Swimming and the NCAA have partnered to keep track of all Division I, II, & III performance times. By utilizing USA Swimming's SWIMS database, which records times for USAS members, college coaches and swimmers are now able to search for their best times, event rank within the NCAA and even look up team rosters. Included below are some important documents for your information.



Click to log in to view the Roster Download option

DIVISION III MAIN MENU

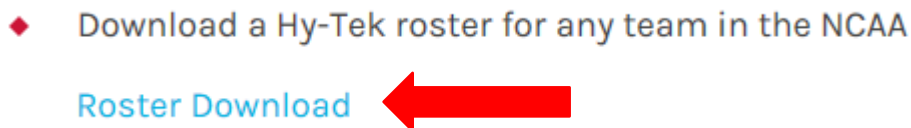
- ◆ Use this tool to make add/edits to your roster
[Roster Maintenance](#)
- ◆ Download a Hy-Tek roster for any team in the NCAA
You need to be logged into the website in order to access the Roster Download.
[Click here to log in to view the Roster Download](#)
- ◆ Search for an individual's NCAA times
[Times Search](#)
- ◆ Find up-to-date rankings for each event
[Event Rank](#)
- ◆ Run a top times report for your Division or Conference
[Top Times Report](#)
- ◆ NCAA Team Information Form
[Team Information Form](#)

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Step 3: You will be prompted for a USA Swimming username & Password at an Account Login page. If you do not already have a USA Swimming username & password, please create one. If you have one from past affiliations, you are free to use it for these purposes. Enter your username & password, then click login.

The screenshot shows the USA Swimming login and registration interface. On the left, under the 'SIGN IN' heading, there are input fields for 'Username' and 'Password', followed by a blue 'SIGN IN' button. Below these fields are links for 'Forgot your username?' and 'Forgot your password?'. On the right, under the 'REGISTER' heading, there is a paragraph of text: 'Manage your times; set goals and earn patches for your achievements; bookmark and manage documents; and track your or team performance over time.' Below this text is a blue 'SIGN UP' button.

Step 4: Once you are signed in click on Roster Download



Step 5: At this time, it may ask you to verify your coaching contact information. Once verified, it should not ask you do this again under that username and password. After you bypass this step, you will be taken to the Roster Download page shown below.

The screenshot shows the 'NCAA DIVISION I ROSTER DOWNLOAD' page. It has a section titled 'SWIMMERS BY TEAM'. Inside this section, there is a 'Select:' dropdown menu currently showing '-- All --'. Below the dropdown is a 'Show Team as of:' field with the date '9/1/2016' and a calendar icon. At the bottom of the section is a 'Search' button.

The system defaults to the current season. Select the division & conference of the team you wish to find in the drop-down menu and click search.

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Step 6: The system then populates the teams within the division & conference you chose as seen below. You have the option to quickly view a roster by clicking on either Men or Women. Download a team's roster by clicking on Download.

Home / Times & Teams / NCAA Information / NCAA Division I / Roster Download

NCAA DIVISION I ROSTER DOWNLOAD

SWIMMERS BY TEAM


Select: NCAA Div 1 - Ivy League

Show Team as of: 9/1/2010

Search

TEAMS

Conference	School	Show Team
Ivy League	Brown University	Men Women Download
Ivy League	Columbia University	Men Women Download
Ivy League	Cornell University	Men Women Download
Ivy League	Dartmouth College	Men Women Download
Ivy League	Harvard University	Men Women Download
Ivy League	Princeton University	Men Women Download
Ivy League	University of Pennsylvania	Men Women Download
Ivy League	Yale University	Men Women Download



Step 7: Save the file to either your desktop or a folder you can find easily. Notice that the file is saving in Hy3 format. Do not alter the extension at end, file name, or file type.

What do you want to do with SWIMSRoster_For....hy3 (33.4 KB)?
From: legacy.usaswimming.org

Open

Save

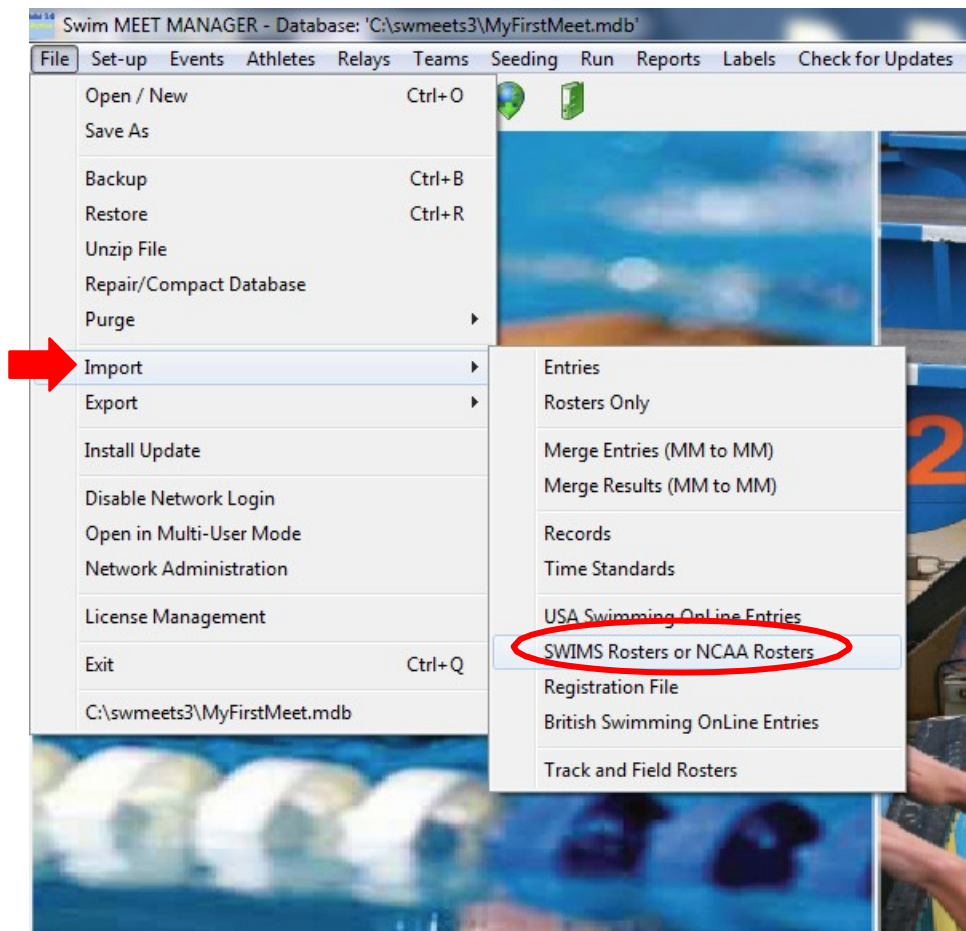


Cancel



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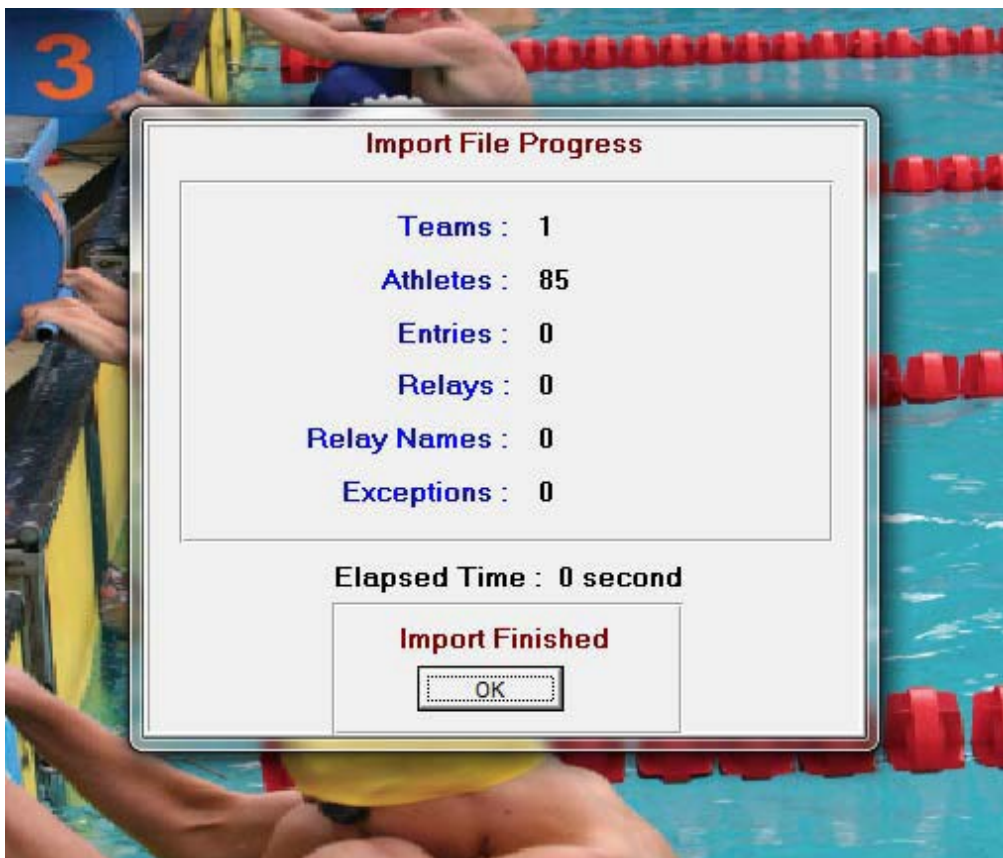
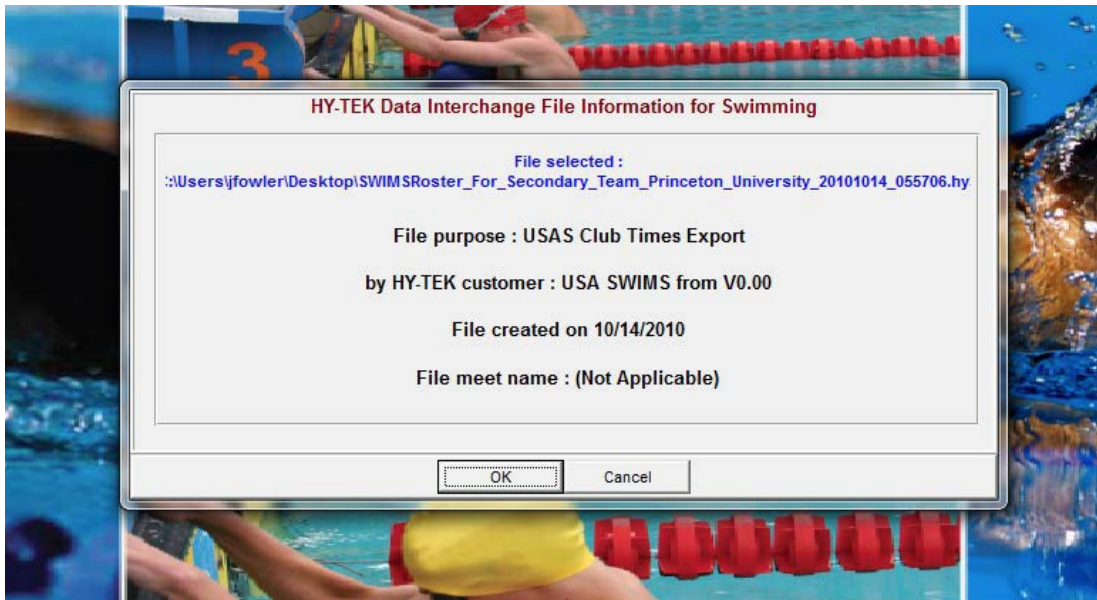
Step 8: The file should now be saved on your desktop, in your downloads folder or in a folder where you can find it. In MM, make sure you have created a meet that this specific roster is to be used in. Once you have opened that meet, click **File>Import>Swims Roster or NCAA Roster**.



Please email questions to ncaa@usaswimming.org

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Step 9: The next prompt will look similar to the first screenshot. Click Ok. A summary should then appear stating the number of teams and athletes from the imported roster as seen below. Your import is now complete, click Ok!



Please email questions to ncaa@usaswimming.org