NCAA Coaches Task List
2023-2024 Season

DUE DATE	TO DO	DONE
September 8 (DIII due September 22)	Submit any team information changes via the ***Team Information Form***, which is located at: https://fs22.formsite.com/usaswimming/NCAATeamInformationForm/index Keep the information provided on the form. You will need it to access the roster tools throughout the season.	☐
September 8	Write down your USA Swimming SWIMS 3.0 website username and password (if you do not have one, create one at this time): Username: _____ Password: _____	☐
September 15 (DIII due September 25) ***System tools will **NOT** be available until **September 1****	Using the NCAA Roster Maintenance Tool, submit your roster for the 2023-2024 swimming season. Please ensure that your Hy-Tek roster matches the roster you receive from USA Swimming. Using the NCAA team management tool, add your 2023-2024 meet schedule to your Team Meet page in the SWIMS 3.0 database.	☐
Beginning September 1	It will be the responsibility of the meet host and/or head coach from each competing team to add their meet schedule and submit meet results on their Team Meet page in the SWIMS 3.0 database.	☐
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.	☐
OME opens 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 ***Team Information*** document that you submitted in the fall to access your team's entry.	☐

Please send an email to ncaa@usaswimming.org with any questions you may have.