



# NCAA Roster Maintenance



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.

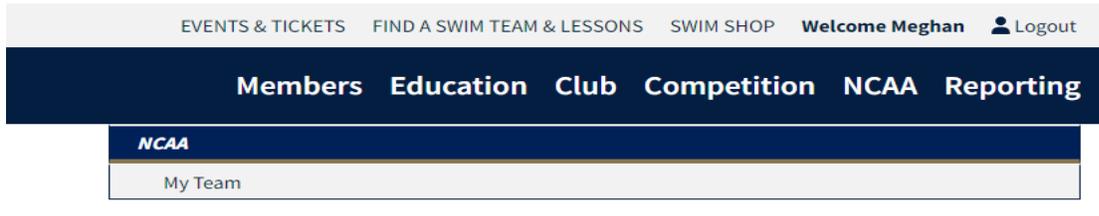
You may return to the Roster Maintenance tool at any time in the season to add athletes who become eligible. Athlete removals can be made in the Roster Maintenance tool by coaches.

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

## Roster Maintenance Instructions

Step 1. Navigate to the [SWIMS 3.0 Database](#) on the USA Swimming website. (Under the About tab)

Step 2. Select the NCAA tab



Step 3. Select My Team

Step 4. Select Roster Tab

Team Name: Michigan, University of

Team Code: MICH

Organization: NCAA - Big Te



### Team Athlete Roster



Report Period

2022-2023

Step 5. Select Add Athlete to Roster

Team Name: Michigan, University of

Team Code: MICH

Organization: NCAA - Big Te



### Add Athlete

First Name\*

Last Name\*

Birth Date\*  Month  Day  Year

Competition Category\*

Year of Eligibility\*

Male  Female



Step 6. Add athlete information and select Add Athlete

## Athlete Removal Instructions

### Step 1. Find athlete to remove

Meghan Lowrey	23	Female	09/01/2022	04/01/2023	Senior	 
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### Step 2. Click trash can icon and make athlete inactive

#### Make Athlete Inactive?

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

**Athlete:** Meghan Lowrey (Age: 23, Competition Category: Female, Effective Date: 09/01/2022, Expiration Date: 04/01/2023)

**MAKE ATHLETE INACTIVE** **CANCEL**

**Additional Notes.** The athlete will still appear on roster; however, the athlete will not be active on the roster.

## Edit Athlete Eligibility Year

### Step 1. Find athlete to edit

Meghan Lowrey	23	Female	09/01/2022	04/01/2023	Senior	 
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### Step 2. Click on pencil icon to edit

### Step 3. Click on year of eligibility pull down menu

#### Edit Athlete

First Name	Last Name	Birth Date
Meghan	Lowrey	06/11/1999
Competition Gender	Year of Eligibility*	
Female	Senior	

**SAVE** **BACK**

### Step 4. Change the year and save

#### Edit Athlete

First Name	Last Name	Birth Date
Meghan	Lowrey	06/11/1999
Competition Gender	Year of Eligibility*	
Female	Grad Student	

**SAVE** **BACK**