

INSTRUCTIONS FOR COMPLETING ROSTERS ON NCAA STATISTICS SITE

Log on to: <http://web1.ncaa.org/stats/StatsSrv/login>

Enter your username (school code) and password.

Click on “Rosters” under the sport for which you’re updating. Please note that you must manually make updates to your roster. Our program is not set up to import a roster file from a statistical software package.

HEAD COACH

Please confirm that all information listed for your head coach is correct. If there are any changes, click “Edit” and tab or mouse over to the appropriate column(s). Click “Update” when finished, then “Submit”. If you have a new coach, click “Add New Coach”, enter the requested information, then click “Update”.

PLAYERS

NOTE: Our program automatically scans your roster from our system last year, deletes all players listed as seniors and updates freshmen, sophomores and juniors to sophomores, juniors and seniors, respectively.

***VERY IMPORTANT!!!:** Do NOT type over the information of an old player to add a new player. Please delete the old player and add the new one using “Add More Player(s)”. Each player is assigned an NCAA database number that is used for our career statistics. If a new player’s name is typed over the old player, the new player will receive the old player’s career statistics. Follow our instructions for deleting and adding players.*

TO CHANGE INFORMATION FOR AN EXISTING PLAYER

Click “Edit” to the right of the player’s name, then place your mouse over any category that needs to be changed or you also can tab from column to column. Please note the drop-down menu for “Position” only allows you to choose specific options. You cannot “create” special positions for any of your players. After editing each player, click the “Update” button, then “Submit.”

TO DELETE A PLAYER

If there are players listed who no longer are on your team, click “Delete” on the far right of that player’s name. You will receive a warning asking if you are sure you want to delete this player. Click “OK” and the player will be dropped from your roster.

TO ADD A PLAYER

Click the “Add More Player(s)” button at the bottom of the roster page. A screen will appear, allowing you to add up to 10 new players. Enter the information for each player and click “Update,” then “Submit” to take you back to the main roster screen. All player names should be entered in upper and lower case.

FINAL STEP

To be sure you listed everyone, click “Jersey #” to see your roster numerically or click “Name” to sort it alphabetically. Once you have completed your roster, click the “Submit” button to send it to the NCAA.

You can either “Log Out” by clicking in the top right or return to your school’s main menu options by clicking on “Click here.”

DURING THE SEASON

You can update player information any time during the season (change of position, change of height, name, etc.), using the same format as above. You can add players to the roster after the season begins. If a player is included on the statistical software roster that is loaded for a game, even though they do not compete in the game, that player cannot be deleted from the season statistics. If a player leaves the team who already has statistics and a new player assumes his uniform number, the new player must be designated with the letter “A” after the number (i.e. 14 and 14A).