

INSTRUCTIONS FOR COMPLETING SCHEDULES ON NCAA STATISTICS SITE

Web Site

To access the NCAA schedule page, use this URL: <http://web1.ncaa.org/stats/StatsSrv/login>

Enter your institution's unique username and password.

Find the sport you wish to update, and click on "Schedule".

Schedule Date

You can either click on the icon following this space to bring up a calendar and click on the correct date, or you can enter the date in this style: 11/5/11 or 11-5-11, but NOT Nov. 11, 2011. You can enter games out of order and every time you click Save, our program will automatically put your games in chronological order.

Opponent

Again, two ways to do this. Click on the icon following this space to bring up a list of all teams. Enter the first letter or two for that opponent, scroll down until you find your opponent and highlight it, then click OK.

You can also type in the name of your opponent if you are sure of the NCAA tabular style for the team. Example: Yale or Duke are easy, but Southeast Missouri State is Southeast Mo. St. and you have to be exact. If you are not exact, the team box will pop open and you can scroll down to your opponent.

If you know you will be playing on a particular date but the opponent has not yet been determined, include that date and use the opponent code 506224 (To Be Announced). You also can use this option if your team is participating in a multi-date tournament and you only know the competition for the first day. Just list each date your team will be playing on a separate line and use the 506224 opponent code for every line.

If you cannot find a team code number for an opponent or if the opponent is not in the dropdown box, please contact us.

Location

This one is easy. It's a drop-down box, so just select Home, Away or Neutral. If you clicked on Home or Away, then this line is complete. If you clicked on Neutral, you need to fill in the following two columns.

Neutral Site City

If you clicked Neutral under location, enter the name of the city in this space. Do not include the name of the facility, only the city.

Neutral Site State

If you selected Neutral under location and entered the city in the previous column, use this drop box to find the two-letter state abbreviation. Again, you can type the first letter of the state and it will go to that letter. If the game is in the Virgin Islands or Puerto Rico, etc., scroll to the bottom of the drop box for some miscellaneous abbreviations. If you still can't find the initials, then select TBA, located near the end of the options.

Non Conference Game

Please indicate any contest that is a non-conference game by clicking on the box under "Non Conference Game". This also can include games against conference opponents that do not count in your conference standings, such as a preseason tournament.

To Get More Lines

When you need to add more lines, just select Save & Get 5 More Records.

To Delete a Game

To the left of each scheduled game you add is a number. If you need to delete a contest, click on that number and a message will come up asking if you are sure, then click OK if you are.

Doubleheaders

For doubleheaders, please include the details of both contests on separate lines of the form, even if the information is identical. It is important that our system has accounted for all scheduled regular-season countable contests.

Countable Contests

Only games against varsity teams of four-year (or two-year senior colleges), degree-granting institutions (that play a majority of their contests against U.S. college varsity teams) should be added on the schedule form. This can include non-U.S. schools such as NAIA members British Columbia or Columbia Bible, or NCAA provisional member Simon Fraser. For Division II only, countable competition also includes all four-year, degree-granting institutions located in Canada as defined in the NCAA Division II Manual Bylaw 31.3.3.1.

Exhibition contests, scrimmages, alumni games, junior varsity games, and contests against community colleges should not be entered on the schedule.

Conference Postseason Tournaments

Even if you know the dates and site of your conference tournament, please do NOT enter that into your schedule. We will add those contests at the end of the regular season, once we have everyone's brackets and know your actual first-round opponent.

Remember to Save Before Exiting

If you want to exit the schedule program before completing your slate, be sure to select Save so that any contests you already entered will be there when you return.

When You Are Done

When you are finished entering your entire schedule, select Save one last time, then select Submit.

A final screen will come up, asking you to confirm the information listed (assuming it has been entered previously) about your school's head coach, the sport-specific SID, and other information in some sports. Click on Edit if you need to change anything in this section. When you are done, select Submit one last time.

Important: Since the statistics staff also is responsible for championships score reporting and RPIs, it is essential we know who to contact if we are missing any results or are unsure of your current record or upcoming schedule. So BE SURE TO INDICATE THE NAME AND EMAIL ADDRESS OF THE SPORT-SPECIFIC CONTACT, not the head SID if it is not the same individual. We'd also like you to include your cell phone number as an additional way to quickly reach you during the season.

After that, you can either log out or go back to the main screen and work on other things.

Tentative Schedule

If you know most of your schedule but still are waiting on the last game or two to be finalized, we prefer you go ahead and enter the schedule as is. After you have submitted it, you still can go back and make changes, deletions or additions before the deadline. Be sure to go through the save and submit process again.

If you have any questions about completing a schedule, please let us know. You can reference a sport contact chart in the memo that corresponded with these instructions.