

# INSTRUCTIONS FOR COMPLETING ROSTERS ON NCAA STATISTICS SITE

## WEBSITE

- To access the NCAA schedule page, go to the NCAA Statistics site at <http://web1.ncaa.org/stats/StatsSrv/login>.
- Enter your username (school code) and password.
- Find the sport you wish to update, and click on the “Roster” hyperlink. Note: You must manually make updates to your roster. The database 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 on the “Edit” hyperlink and update the appropriate column(s).
- When finished, click the “Update” button, then the “Submit” button.
- If you need to enter a new coach, from the rosters page, click on the link for “Add New Coach”, enter the requested information and click the “Update” button then the “Submit” button, which will take you back to the main roster screen.

## PLAYERS

Please note: The program automatically scans your roster used last year in the system, deletes all players listed as seniors, and updates freshmen to sophomores, sophomores to juniors and juniors to seniors.

***VERY IMPORTANT: Do NOT type over the information of an old player to add a new player. You MUST delete the former player first and then add the new one using “Add More Player(s)”. This is because each player is assigned a unique NCAA database number that is used for career statistics. Therefore, if a new player’s name is typed over the old player, the new player will receive the old player’s career statistics. Please follow the below instructions for adding and removing players, because there are no quick fixes if a player is overwritten..***

## TO CHANGE INFORMATION FOR AN EXISTING PLAYER

- Under the “Modify” column, click the “Edit” hyperlink for that player, then make any modifications that are needed. Note: The “Position” dropdown box will only allow you to choose from that list; therefore, you will not be able to create special positions for players.
- Once you have finished editing the player, click the “Update” button then the “Submit” button, which will take you back to the main roster screen.

## TO DELETE A PLAYER

- If you need to delete a player listed, under the “Modify” column, click on the “Delete” hyperlink for that player.

- You will be prompted to confirm the deletion. Click the “OK” button, and the player will be removed from the 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 at a time. Note: All player names should be entered with proper cases (for example: John Doe).
- Enter the information for each player and click the “Update” button then the “Submit” button, which will take you back to the main roster screen.
- If you have more than 10 players to add, you will need to repeat the process will have to be repeated.

## **FINAL STEP**

- To ensure that the entire roster is listed, either click the “Jersey #” heading to sort the roster listed numerically or click the “Name” heading to sort the roster alphabetically.
- Once you have completed the roster, click the “Submit” button to update it in the NCAA database.
- 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**

- During the season, you may make changes to player information (change of position, change of height, name, etc.) as well as add players to the roster using the methods above.
- **Note: If a player is included on the statistical software roster loaded for any game, while they may not compete in the game, that player cannot be deleted from the season statistics.**
- Note: If a player who already has statistics leaves a team and a new player assumes the former player’s uniform number, the new player **MUST** be designated with the letter “A” after the number (for example, former player: 14 and new player: 14A).