

INSTRUCTIONS FOR ENTERING SCHEDULES 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 “Schedule” hyperlink.

ADDING A SCHEDULE

The schedules page lists the following column headers: Schedule Date, Opponent, Location, Neutral Site City, Neutral Site State and Non Conference Game. Information about each is provided below.

Schedule Date

- To enter the contest date, either select the calendar icon next to the date field or manually type the correct date. Note: The system will only accept dates in the following formats: MM-DD-YY or MM/DD/YY.
- Games do not have to be entered in sequential order, because once the schedule has been saved, the system will automatically sort the games/matches in chronological order.

Opponent

- There are three ways to enter an opponent:
 - Click on the icon following the text field to bring up a list of all teams. Enter the first couple of letters for the opponent, scroll down until you find the opponent, highlight it, then click OK.
 - You can type in the name of your opponent if you know the NCAA tabular style for the team (example: Yale, IUPUI, Southeast Mo. St., etc.). If you are not exact, the team box will open, so you can find the correct name of the opponent.
 - You can type the NCAA institutional ID, which also functions as the team code number, for the opponent if you know it. On entering the number, the system will populate the ID with that institution’s name.
- 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 506394 or type TBA. Note: You may also use this option if your team is participating in a multi-date tournament and only the opponent for the first day of competition is known. List each date your team will be playing **on separate lines** and use the 506394-opponent code or TBA for every line.
- Note: If you are unable to locate a team, it might mean that the institution is not a countable opponent, so please contact us for clarification.

Location

Select the location of the contest. The options are Home, Away or Neutral. If you select Neutral, you will have to provide the city and state of the neutral site in the next two columns.

Neutral Site City

If you select Neutral for the location, enter **ONLY** the name of the city in the box. Do not include the name of the facility.

Neutral Site State

After entering the neutral site city, use the dropdown in the Neutral Site State column to find the two-letter state abbreviation. (You can type the first letter of the state in the dropdown box, and it will go to that letter.) Note: If the game is in the Virgin Islands or Puerto Rico, etc., scroll to the bottom of the dropdown for other abbreviations. If you cannot find the initials, select TBA, which is second from the bottom of the options.

Non Conference Game

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

TO GET MORE LINES

If you need to add more lines, select the “Save & Get 5 More Records” button, which is located at the bottom of the page.

TO DELETE A GAME

If you need to delete a contest, on the far left side of that contest is a hyperlinked number, click on that number and you will be prompted to confirm deletion, and then click the “OK” button.

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 the system account for all scheduled regular-season countable contests on separate lines.

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 included on the schedule form. This can include non-U.S. and/or non-NCAA schools such as NAIA members, the University of British Columbia, Columbia Bible College and Simon Fraser University (NCAA member). **For Division II only**, countable competition also includes all four-year, degree-granting institutions located in Canada as defined by the NCAA Division II Bylaw 31.3.3.1.
- Exhibition contests, scrimmages, alumni games, junior varsity games, and contests against community colleges or junior colleges should **NOT** be entered on the schedule.

CONFERENCE POSTSEASON TOURNAMENTS

Please do NOT enter any postseason conference tournament dates into your schedule (even if you know the dates and site of your conference tournament). At the end of the regular season, after the statistics staff has acquired all conference brackets listing first-round match-ups, staff will enter these contests.

REMEMBER TO SAVE BEFORE EXITING

If you are not ready to submit your schedule, but would like to exit the schedule page, make sure to click the “Save” button; otherwise the contests entered during that session will NOT appear the next time you open that schedule.

FINAL STEPS

- When you are finished entering your entire schedule, select the “Save” button one final time and then select the “Submit” button.
- You will then be prompted to confirm the sport-specific information (assuming it has been entered previously) listed, which would include the head coach, the sport-specific SID, among possibly other information.
- If you need to change anything in that section, click on the “Edit” hyperlink. When you are finished, select the “Submit” button one last time.
- **Important: Because the statistics staff is also responsible for championships score reporting and RPIs, it is essential for the staff to know whom to contact if there are missing results, are unsure of the team’s current record or the team’s upcoming schedule. BE SURE TO INDICATE THE NAME AND EMAIL ADDRESS OF THE SPORT-SPECIFIC SID CONTACT, not the head SID if they are not the same individual. Please also include the cell phone number for the sport-specific SID as an additional way to be reached quickly during the season.**
- Once all information is confirmed, you can either log out or go back to the main screen to work on the roster or other sports.

TENTATIVE SCHEDULE

- If you know most of your schedule but are waiting on the last couple of games to be finalized, please enter the schedule as it currently is. Even after you have submitted the schedule, you still have the ability to make changes to it, barring it is before the deadline. Once you have made changes to your schedule, be sure to save and submit it again.
- Please contact any members of the statistics staff, if you have any questions about completing a schedule.