



INSTRUCTIONS FOR UPDATING SID CONTACTS

NAVIGATING TO SID PAGE

- Go to the NCAA statistics site at <http://stats.ncaa.org/login>.
- Enter your User Id (school code) and password.

NCAA Statistics

Not secure | stats.ncaa.org/login

NCAA Statistics

National Rankings Active Career Leaders Scoreboard Head Coaches Twitter

Login

User Id

Password

Login

- Click on one of the “Schedules” hyperlink.

NCAA Statistics

Forms National Rankings Active Career Leaders Scoreboard Head Coaches Twitter

Team Name

Form	Completed	Start Date	End Date
2018-19 Women's Soccer			
Rosters		07/10/2018	12/31/2018
Schedules		07/10/2018	07/31/2018
2018-19 Football			
Rosters		07/02/2018	01/09/2019
Schedules		06/26/2018	08/01/2018
2018-19 Women's Volleyball			
Rosters		07/16/2018	12/31/2018
Schedules		06/26/2018	08/01/2018

Team Name Forms > 2018-19 Football Schedule

SID

Name	Name	Edit
Email	email@email.com	
Phone	123-456-7890	

[Add](#)

Stadium

Name	Venue Name	Edit Delete
Surface	Venue Surface	
Capacity	10,000	
Year Built	1900	

[Add](#)

Contests

Team Name	Contests
Game date	Opponent Location Conference Contest Double header

[New contest](#)

Contests	Opponents Entered
Game date	Team Location Conference Contest Double header

[Submit Form](#)

EDITING SID

- The program will now allow you to enter, edit and/or add the SID from the schedule page. It will also allow you to list multiple SIDs for one sport.
- To make changes to the SID listing, click the “Edit” link.

Team Name Forms > 2018-19 Football Schedule

SID

Name	Name	Edit
Email	email@email.com	
Phone	123-456-7890	

[Add](#)

Modify Existing SIDs Name or Contact Information

- To modify an existing SIDs name or contact information, fill in the updated information in the boxes under “SID.”

The screenshot shows a window titled "SID" with a close button. It contains a form with the following fields:

- First name: First Name
- Last name: Last Name
- Email: email@email.com
- Phone: 123-456-7890

Below the form is a section titled "Team Name Sports" containing a table:

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Football	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Baseball	First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Softball	First Name Last Name

At the bottom of the form, there is a blue link "Add New SID" and a green "Save SID" button.

- Once done, click “Save SID”.

Adding a New SID

- Click the hyperlink for “Add New SID.”
- Fill out the new SIDs name and contact information. Then select the sports the new person will handle.
- Once done, click “Save SID.”

The image shows two side-by-side screenshots of the "Add SID" form. The left screenshot shows the form with the following data:

- First name: John
- Last name: Doe
- Email: jdoe@school.edu
- Phone: 555-555-5555

The "Team Name Sports" table in the left screenshot is as follows:

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Football	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	First Name Last Name
<input type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Baseball	First Name Last Name
<input type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name

The right screenshot shows the same form after saving. A message at the top says "SID was successfully created." The form data is the same, but the "Team Name Sports" table is updated:

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Football	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name

Both screenshots have a green "Save SID" button at the bottom.

- After saving, you will notice two SIDs listed for one the sports assigned to the new SID. If multiple SIDs will NOT be handling any of the sports, click the hyperlinked named of the person needing to be removed.

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Football	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name

[Add New SID](#)

- This will bring up that SIDs contact information and sports listings. Uncheck the sports no longer assigned to that SID and check the new sport assignments. Once done, click “Save SID.”

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name
<input type="checkbox"/>	2018-19 Women's Basketball	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Football	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Women's Soccer	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Softball	First Name Last Name

[Add New SID](#)

[Save SID](#)

SID x

SID was successfully updated.

SID

First name	<input type="text" value="First Name"/>
Last name	<input type="text" value="Last Name"/>
Email	<input type="text" value="email@email.com"/>
Phone	<input type="text" value="123-456-7890"/>

Team Name Sports

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2018-19 Football	John Doe
<input type="checkbox"/>	2018-19 Women's Soccer	John Doe
<input type="checkbox"/>	2018-19 Women's Basketball	John Doe

[Add New SID](#)

Adding Multiple SIDs to a Sport

- If more than one SID should be listed as a sport contact and the individual is NOT already listed, following the steps above to add a new SID.
- If the SID IS already listed on the sport assignments, select the name of the individual you would like added to a sport.

SID x

SID

First name	<input type="text" value="John"/>
Last name	<input type="text" value="Doe"/>
Email	<input type="text" value="jdoe@school.edu"/>
Phone	<input type="text" value="555-555-5555"/>

Team Name Sports

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	John Doe
<input checked="" type="checkbox"/>	2018-19 Football	John Doe
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	John Doe
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name

[Add New SID](#)

- Select the sport(s) in which multiple SIDs should be listed, and then click “Save SID.” This will show you multiple SIDs for the sport(s).

Team Name Sports

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	John Doe
<input checked="" type="checkbox"/>	2018-19 Football	John Doe
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	John Doe
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Men's Basketball	First Name Last Name
<input type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name

[Add New SID](#)

[Save SID](#)

Team Name Sports

Is SID?	Sport	SID(s)
<input checked="" type="checkbox"/>	2018-19 Men's Basketball	John Doe First Name Last Name
<input checked="" type="checkbox"/>	2018-19 Women's Soccer	John Doe
<input checked="" type="checkbox"/>	2018-19 Football	John Doe
<input checked="" type="checkbox"/>	2018-19 Women's Basketball	John Doe
<input checked="" type="checkbox"/>	2017-18 Baseball	John Doe First Name Last Name
<input type="checkbox"/>	2018-19 Women's Volleyball	First Name Last Name
<input type="checkbox"/>	2017-18 Softball	First Name Last Name
<input type="checkbox"/>	2017-18 Women's Tennis	First Name Last Name

[Add New SID](#)