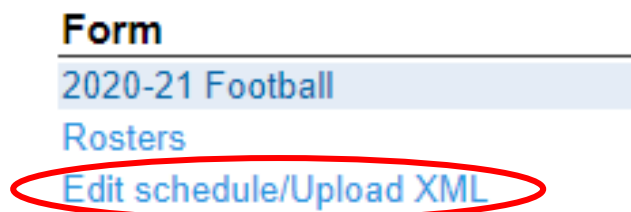


INSTRUCTIONS FOR USING EDIT SCHEDULE/UPDATE XML FEATURE

PLEASE REVIEW THESE INSTRUCTIONS CAREFULLY – These forms were set up to also work with ALL sports so there may be important notes to help you when entering the scores.

Website: <https://stats.ncaa.org/login/>

- Enter your user ID (school code) and password.
- Click on “Edit schedule/Upload XML” under the sport for which you’re updating.



EDITING A SCHEDULE LISTING

If a contest has had a date change, time change, location change or any other schedule adjustments, review the following directions.

TO EDIT A CONTEST

- Simply click the “Edit” button associated with the contest you wish to change:

Contests (0-0)									
Game Date	DH Game No	Opponent	Score	Postponed	Canceled	Attendance	Date Received	Status	
02/26/2020	1	Mary Washington							Edit Postponed Canceled Upload XML
02/26/2020	2	Mary Washington							Edit Postponed Canceled Upload XML
02/29/2020		Piedmont @Raleigh, N.C.							Edit Postponed Canceled Upload XML
02/29/2020		Kean @Raleigh, NC							Edit Postponed Canceled Upload XML
03/01/2020		McDaniel @Raleigh, N.C. (Field #7)							Edit Postponed Canceled Upload XML
03/01/2020		William Peace @Cary, NC							Edit Postponed Canceled Upload XML

NOTE: Users are restricted to change only home games and neutral-site games. To make changes to true away games, users must reach out to the home team or contact a member of the NCAA media coordination and statistics staff.

- Once on the edit contest screen, the date, time (if applicable), doubleheader number (if applicable), site, venue, conference designation, and opponent may all be edited.
- Once changes have been made in the edit screen, click on the “Update Contest” button.

CHANGING THE DATE AND TIME

- To change the date, be sure to choose the date from the calendar icon

Example of edit screen with games times and without doubleheaders:

The screenshot shows a web form titled "Contest" with a blue header bar. The form contains the following fields and options:

- Game date:** A text box containing "02/08/2020" with a calendar icon to its right, which is circled in red.
- Game time:** A text box containing "TBA" and a radio button next to "02:00 PM".
- Neutral site:** A checkbox that is unchecked.
- Season venue:** A dropdown menu showing "Crenshaw Gymnasium, Ashland, VA (Randolph-Macon)".
- Postponed:** A checkbox that is unchecked.
- Canceled:** A checkbox that is unchecked.
- Conference contest:** A checkbox that is checked.
- Team:** A dropdown menu showing "Lynchburg".
- Home Contest:** A radio button that is unchecked.
- Randolph-Macon:** A checkbox that is checked.

At the bottom of the form are two green buttons: "Update Contest" and "Add New Contest".

Example of contest screen with doubleheaders and without game times:

The screenshot shows a web form titled "Contest" with a blue header bar. The form contains the following fields and options:

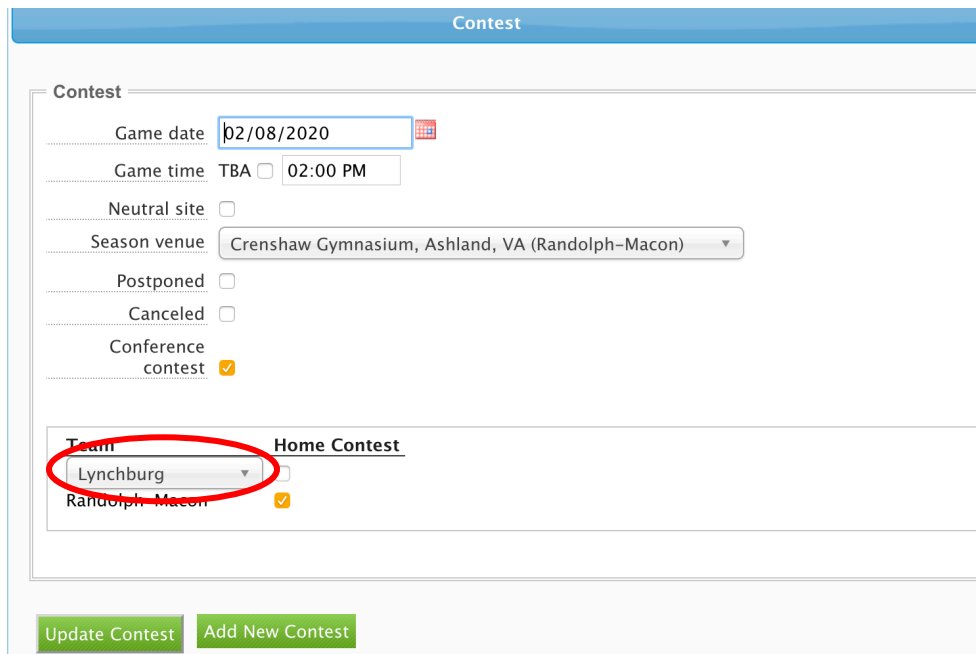
- Game date:** A text box containing "02/26/2020" with a calendar icon to its right, which is circled in red.
- Dbl header game no:** A dropdown menu showing "1".
- Neutral site:** A checkbox that is unchecked.
- Season venue:** A dropdown menu showing "R-MC Softball Field, Ashland, VA (Randolph-Macon)".
- Postponed:** A checkbox that is unchecked.
- Canceled:** A checkbox that is unchecked.
- Team:** A dropdown menu showing "Mary Washington".
- Home Contest:** A radio button that is unchecked.
- Randolph-Macon:** A checkbox that is checked.

At the bottom of the form are two green buttons: "Update Contest" and "Add New Contest". The "Update Contest" button is circled in red.

- Be sure to click "Update Contest"

CHANGING THE OPPONENT

- Using the dropdown under “Team,” select the new opponent.

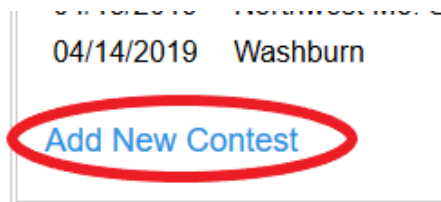


The screenshot shows a web form titled "Contest". It contains several input fields and checkboxes. The "Game date" field is set to "02/08/2020". The "Game time" field has "TBA" and "02:00 PM" options. The "Season venue" dropdown is set to "Crenshaw Gymnasium, Ashland, VA (Randolph-Macon)". The "Conference contest" checkbox is checked. The "Team" dropdown menu is circled in red, showing "Lynchburg" as the selected option and "Randolph-Macon" as an available option. The "Home Contest" checkbox is also checked. At the bottom, there are two green buttons: "Update Contest" and "Add New Contest".

ADDING A NEW CONTEST

To add a contest not listed on your schedule. “Go to the Edit schedule/Update results” screen:

- At the bottom of the form click “Add New Contest”:



The screenshot shows a table with two columns: "DATE" and "OPPONENT". The first row contains the date "04/14/2019" and the opponent "Washburn". Below the table, the "Add New Contest" button is circled in red.

- Fill in the information as noted in the Edit instructions.

The 'Contest' form contains the following fields and options:

- Game date: [Text input]
- Game time: ☐ TBA ☐ HH:MI PM
- Neutral site: ☐
- Season venue: [Dropdown menu]
- Postponed: ☐
- Canceled: ☐
- Team: [Dropdown menu]
- Home Contest: ☐
- Buttons: Create Contest, Add New Contest

Please note the form pictured above includes game time. If the sport you're adding a contest form does not collect game times, this field will not be available. Also, if the sport features doubleheaders, there will be a doubleheader field as well. **PLEASE ONLY INPUT DOUBLEHEADER NUMBER IF THERE ARE TWO GAMES ON THE SAME DAY AGAINST THE SAME TEAM.** Two games against different teams on the same day ARE NOT doubleheaders and please don't use DH indicator for men's and women's games on the same day (i.e. basketball, soccer, etc.).

MARKING GAME AS POSTPONED OR CANCELLED

- Users can notify NCAA staff that a game has been cancelled or postponed
- For **postponed** game, simply click the "Postponed" link on the far right of the schedule listing; then confirm:

The confirmation dialog box contains the text: "Are you sure this game is postponed?" and buttons for "Cancel" and "OK".

The background table shows game listings with the following columns: Date, Time, Status, and Actions. The 'Postponed' link in the Actions column is circled in red.

- For **canceled** game, simply click the "Canceled" link on the far right of the schedule listing; then confirm:

The confirmation dialog box contains the text: "Are you sure this game is canceled?" and a checkbox labeled "Prevent this page from creating additional dialogs". It also has "Cancel" and "OK" buttons.

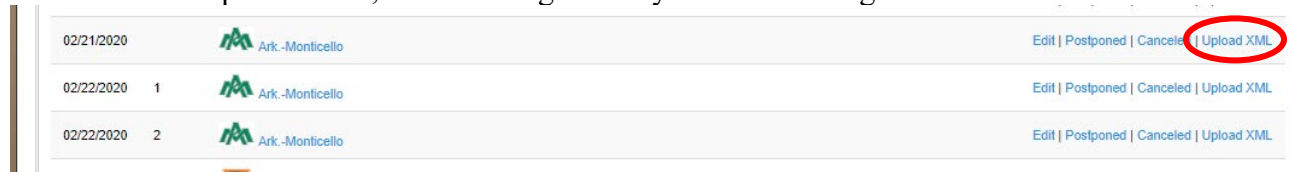
The background table shows game listings with the following columns: Date, Time, Status, and Actions. The 'Canceled' link in the Actions column is circled in red.

NOTE: Postponed games are games which are expected to be re-scheduled. Canceled games are games that WILL NOT be reschedule. If the user already knows the new date of the game, there is no reason to use the “Postponed” button. Simply change the date of the contest to the new day.

UPLOADING XML

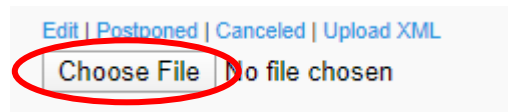
Users can use this screen to upload XMLs directly to NCAA site. The information in the xml must match the contest details exactly in order to be uploaded through the site.

- Click “Upload XML, on the far right of any schedule listing.

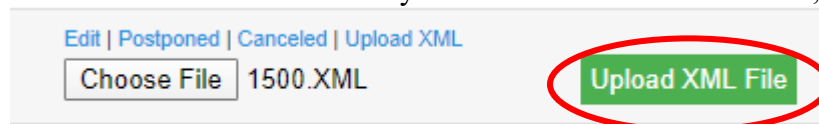


02/21/2020		Ark-Monticello	Edit Postponed Canceled Upload XML
02/22/2020	1	Ark-Monticello	Edit Postponed Canceled Upload XML
02/22/2020	2	Ark-Monticello	Edit Postponed Canceled Upload XML

- Then click “Choose File”



- Find the xml file from your hard drive and once loaded, click “Upload XML File”:

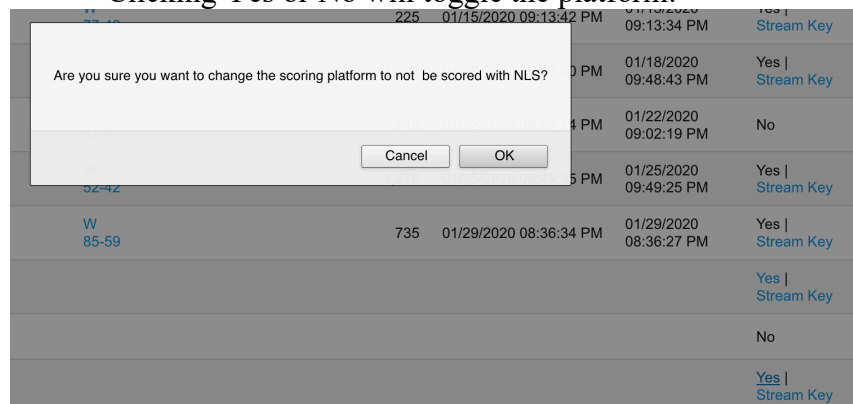


If anything in the xml (date, opponent, DH indicator) doesn’t match the contest information, the application will not accept the file. The user will either need to edit the xml with the correct information or update the contest (using steps above) before uploading the xml.

GETTING NCAA LIVESTATS GAME KEY

Users are able to use this form to change the scoring platform from StatCrew/xml file to NCAA LiveStats without going to NCAA Manager site.

- In “Scoring with NLS” column, the current selected platform is listed (No, indicates game is set to StatCrew/XML. Yes, indicates the platform is set to NCAA LiveStats).
- Clicking Yes or No will toggle the platform:



Are you sure you want to change the scoring platform to not be scored with NLS?

Cancel OK

225	01/15/2020 09:13:42 PM	09:13:34 PM	Yes Stream Key
		01/18/2020 09:48:43 PM	Yes Stream Key
		01/22/2020 09:02:19 PM	No
		01/25/2020 09:49:25 PM	Yes Stream Key
W 85-59	735 01/29/2020 08:36:34 PM	08:36:27 PM	Yes Stream Key
			Yes Stream Key
			No
			Yes Stream Key

- Click the “Stream Key” link will allow you to pull the NLS Gamekey and the user can copy and paste that into the NLS application to score a game:

The screenshot shows a modal window titled "Contest Stream Key" with a close button (X). Inside the modal, it displays:

Contest: 02/01/2020 02:00:00 PM vs. Emory & Henry
 Stream Key: WSKYZ8N3D5G0GHAQXDBS

In the background, a table is visible with columns for date, status, and actions. The visible rows are:

Date	Status	Actions
01/22/2020	No	Edit
02/01/2020	Yes Stream Key	Edit
02/01/2020	Yes Stream Key	Edit
02/01/2020	Yes Stream Key	Edit Postp

ADDITIONAL NOTES

- Once the home team enters an XML file, the visiting team will not be able to upload a new xml file.
- Contest data for road games are read only. For changes to road games, please be sure to reach out to the home team or reach out to a member of the NCAA Media Coordination and Statistics team.
- Schools can still use the Presto and SIDEARM auto-upload feature for XML uploads, but there currently is not a way to update the schedule data through SIDEARM and Presto.