# 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.
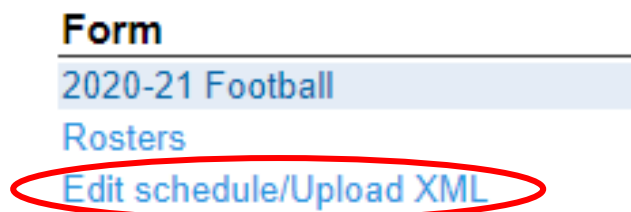
EDITING A SCHEDULE LISTING

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:

Game Date	DH Game No	Opponent	Score	Postponed	Canceled	Attendance	Date Received	Status
02/26/2020	1	UMW Mary Washington						Edit | Postponed | Canceled | Upload XML
02/26/2020	2	UMW 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 much 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:

Example of contest screen with doubleheaders and without game times:

- Be sure to click "Update Contest"

CHANGING THE OPPONENT

- Using the dropdown under "Team," select the new opponent.

ADDING A NEW CONTEST
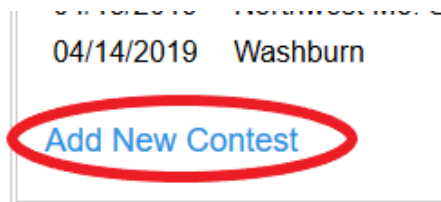
To add a contest not listed on your schedule. "Go to the Edit schedule/Update results" screen:

- At the bottom of the form click "Add New Contest":

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

*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 doubleheader field as well. **PLEASE ONLY INPUT DOUBLEHEADER NUMBER IF THERE ARE TWO GAMES ON THE SAME DAY AGAINST THE <u>SAME TEAM.</u> 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.).***

<u>MARKING GAME AS POSTPONED OR CANCELLED</u>

- 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:

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

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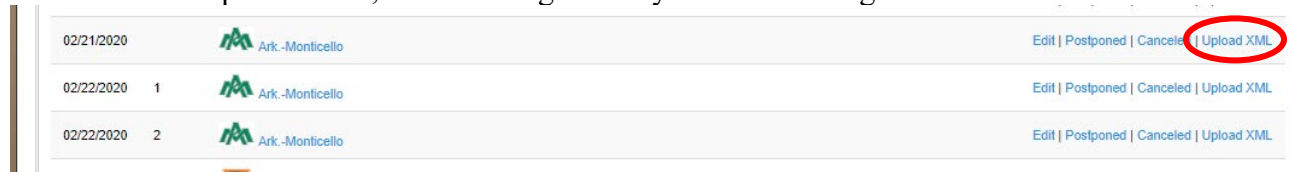
NOTE: Postponed games are games which are expected to be re-scheduled. Canceled games are games that WILL NOT be reschedule. If the user already knows the new date of the game, there is no reason to use the "Postponed" button. Simply change the date of the contest to the new day.
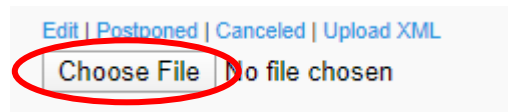
UPLOADING XML

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.

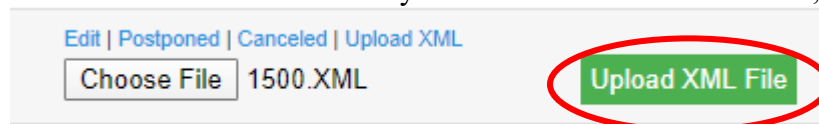- Click "Upload XML, on the far right of any schedule listing.

- Then click "Choose File"

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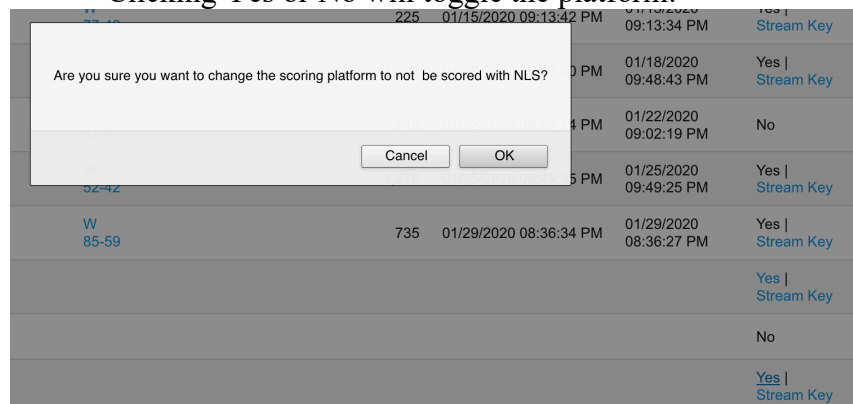

If anything in the xml (date, opponent, DH indicator) doesn't match the contest information, the application will not accept the file. The user will either need to edit the xml with the correct information or update the contest (using steps above) before uploading the xml.

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:

- 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:

		No	Edit
Contest Stream Key ✖			
Contest: 02/01/2020 02:00:00 PM vs. Emory & Henry		Yes | Stream Key	Edit
Stream Key: WSKYZ8N3D5G0GHAQXDBS		Yes | Stream Key	Edit
		Yes | Stream Key	Edit | Postpo

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.