INSTRUCTIONS FOR COMPLETING ROSTERS ON NCAA STATISTICS SITE

LOGGING INTO THE SYSTEM

Website: http://stats.ncaa.org/login

Enter your username (school code) and password.

Click "Rosters" under the sport you are updating. Please Note: You must manually update your roster. The program is not set up to import a roster file from a statistical software package.

HEAD COACH

Make sure all information listed for your head coach is correct. If there are any changes, click "Edit" and tab or mouse over to the appropriate column(s). Click "Update" when finished, then "Submit."

If the coach listed is no longer the head coach for your institution, click "Deactivate" and enter the date the coach left your institution.

If you have a new coach, click "Add Coach."

When adding a new coach there are two options.

Search for Coach
If the **new coach has been a head coach at another NCAA institution**, use the "Search for Coach" fields at the top of the page.

Begin typing the coaches last name into the name field and a list of coaches will populate (schools and tenure are also included on the list to help distinguish coaches with the same name).

Once the coach is selected, select the date the new coach started from the calendar. TIP: If you type the date as 01/01/2017, the calendar will jump to that date.

Then click "Create Head coach change" button.

Add New Coach

If the new coach **has not been a head coach at another NCAA institution**, fill out all information under "Coach" and click "Create Person change" when information is complete.

ROSTERS

NOTE: The system automatically reviews last year's roster, deletes all players who were listed as seniors and updates players' classes.

VERY IMPORTANT!!! **Do NOT type over the information of an old player to add a new player.** Delete the old player and add the new one using "Add More Player(s)." Each player is assigned an NCAA database number that is used for our career statistics. If a new player's name is typed over the old player, the new player will receive the old player's career statistics. Follow our instructions for deleting and adding players.

Adding Players

New features have been added to the roster screen giving allowing you to add a transfer player from another NCAA institution and gives you more control over adding players back to the roster who may be fifth-year seniors or sat out a year.

Transfers

To add a player to your roster who **previously played at another NCAA institution**, click the "Add Transfer" button at the bottom of the roster page.

A new dialogue box will open. From the dropdown, choose the institution where the student-athlete previously competed. **For the search to return results** include as much of the last name as possible and at least the first letter of the first name. Click the search button and the player's name should appear.

Click "Transfer player to your roster," and the player, including career statistics, will be transferred to your roster.

Fifth-Year or Other Returning Players Not on Roster

If a player was previously listed as a senior or was deleted from the roster within the last two seasons you can now add the player back to the roster without adding them as a new player.

Click the "Add 5th Year Player" button

A new dialogue window will open listing players not on the current roster who were on the roster the previous two seasons.

Click "Add to Roster," select "OK" on the warning dialogue and the player will be added back to the roster with all career data linked up.

Add New Player

To add a completely new player, click the "Add New Player" button.

Fill in all fields listed. Then click "Save." NOTE: A new feature added allows you to give the same jersey number to more than one player. However, if a player has more than one jersey number, you CANNOT list that player more than once on your roster.

Note: Sports may have different information requested than what is in the image above.

If you need to add more players, click "Add New Player" and repeat the steps to fill in any additional new players (be sure to click "Save" after each new player). When all players have been added, click "Back to Roster."

To Change Information for an Existing Player

Click "Edit" to the right of the player's name and make the required changes needed. Please Note: The "Position" dropdown does not allow you to create custom positions. Once you are finished, click the "Update Stats roster" button, which will update your roster, and then click the "Back to Stats Roster" button.

To Delete a Player

If there are players listed who no longer are on your team, click "Destroy" on the far right of that player's name. You will receive a warning asking if you are sure you want to delete this player. Click "OK" and the player will be removed from your roster.

FINAL STEP

Once you have completed your roster, click the "Submit" button to ensure the information is saved and submitted to our database.

DURING THE SEASON

At any time during the season, you can update player information (change of position, change of height, name, etc.), and you can add players to the roster.

NOTE: If a player is included on the statistical software roster that is loaded for a game, even though they do not compete in the game, that player cannot be deleted from the season statistics.