

# INSTRUCTIONS FOR COMPLETING ROSTERS ON NCAA STATISTICS SITE

## LOGGING INTO THE SYSTEM

Website: <https://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

If your school made a change at head coach, first use the “Deactivate” link to mark the previous coach as inactive:

Coach	
<b>Name:</b>	Justin Parker <a href="#">Edit</a> <a href="#">Deactivate</a>
<b>Alma Mater:</b>	Wright St. - 2012
<b>Instagram:</b>	

This will NOT remove him/her from your roster at this time, but it will flag for our staff to remove. Then you can “Add Coach” with the information listed below.

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.

**Please Note:** The coach isn’t officially changed in the NCAA database until our staff approves the change. This is to ensure coaches do not get duplicated records. However, by filling this information out as completely as possible, it provides the data for us to make the change.

## **ROSTERS**

### **\*\*NEW IN 2025-26\*\* – IRL STUDENT-ATHLETES LIST**

Starting with the 2025-26 academic year, you will now see a list at the top of your roster that says “IRL Student-Athletes.” This is an institutional request list of potential student-athletes who have been tagged by your institution as players who may matriculate to your school.

Student-athletes that are joining your school for the current academic year should be included on this list. If you see new players and/or transfers on this list, you can add them to your roster by clicking the “Add” button on the far right column of the IRL list.

Tonio Ross	Weaver, AL	Alexandria High School (Alexandria, AL)	2024: Alabama	Add
Keelon Russell	Duncanville, TX	Duncanville High School (Duncanville, TX)		Add

Once you click “Add”, you’ll have the ability to edit information and add items like the grade level, jersey number, position, height and weight:

Player

TeamAlabama

Home jersey no12

Visitor jersey no12

StatCrew number

First nameKeelon

Last nameRussell

Ap name

Xml name

Vendor player season

Grade levelSelect Class

Position codeSelect Position

HeightSelect HeightSelect Inches

Weight

CountryUnited States

HometownDuncanville, TX

High schoolDuncanville High School

Create PlayerAdd New PlayerCancel

You can also enter the name if needed (please keep in mind that some student-athletes go by a different name but the IRL list is usually going to show the student’s official formal name. You can change it for stats database if the player chooses to go by a different name. Also, if the hometown or high school needs to be changed, those can be edited as well.

Be sure to click the “SAVE” button and you can click “Back to Roster” to go back and view the stats roster or simply add another player from the IRL list.

If a player isn’t listed on the IRL list, but should be on your current roster, you can follow the original steps (below) to add the player as a new player, a transfer or as a “Fifth Year” player. The full stats roster is still available UNDER the IRL list.

Because some schools do not remove players from their IRL list once they committed to other schools, your IRL list could be very long (especially in a sport like football). Be sure to scroll down to find your full stats roster to make edits or remove players that are no longer on the roster.

For more details on the IRL list, please [click here to go to the full FAQ](#) at the bottom of these instructions.

**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

The roster screens also allow you to add a transfer player from another NCAA institution and gives you more control over adding players back to the roster who had previously been on the roster but gained another year of eligibility, sat out a year or were otherwise removed from the roster for some reason.

#### **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.

A dialog box titled 'Select Player' with a double-line border. Inside, there is a label 'Player Name' above a text input field. The input field contains a redacted name (black box). To the right of the input field is a blue text link that says 'Transfer player to your roster'.

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 add the player back to the roster without adding them as a new player.

Click the "Add 5<sup>th</sup> 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.

Fifth Year Players

Select the player that you'd like to add for a 5th year.

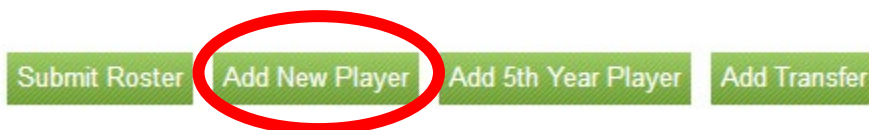
Player Name	
DC Arendas	<a href="#">Add to Roster</a>
Connor Bright	<a href="#">Add to Roster</a>
Elliott Caldwell	<a href="#">Add to Roster</a>
Vince Fiori	<a href="#">Add to Roster</a>
Patrick Harrington	<a href="#">Add to Roster</a>
Preston Johnson	<a href="#">Add to Roster</a>
Jared Martin	<a href="#">Add to Roster</a>
Kyle Martin	<a href="#">Add to Roster</a>
Cody Mincey	<a href="#">Add to Roster</a>
Marcus Mooney	<a href="#">Add to Roster</a>
Max Schrock	<a href="#">Add to Roster</a>
Collin Steagall	<a href="#">Add to Roster</a>
Jack Wynkoop	<a href="#">Add to Roster</a>

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.

***PLEASE NOTE: If you have a player you believe **SHOULD** be on the transfer or “5<sup>th</sup> Year Player” list but isn’t included, please reach out to the NCAA statistics staff. A member of the statistics staff can still add players to your rosters from other seasons that you may not be able to link up yourself.***

### 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.

Stats Roster

Jersey no	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Class	Select Class ▾
Position	Select Position ▾
Height	Select Height ▾ - Select Inches ▾

*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 “Delete” 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.

### **Social media handles**

For some sports, the NCAA national office is partnering with Signify Group to monitor public social media profiles for student-athletes, coaches and officials (see more information on the first year of the pilot study [here](#)). In order to avoid asking schools to submit these student-athlete handles through another source the NCAA statistics rosters have added fields to allow schools to submit those handles directly to us through the roster submission process.

To add a social media handle, simply follow the steps above “To Change Information for an Existing Player” and add the information for the appropriate accounts:

Player

Home jersey no

99

Visitor jersey no

99

First name

John

Last name

Doe

Grade level

Fr.

Position code

Center

Height

6'

10"

Country

United States

Hometown

Indianapolis, IN

High school

Arsenal Tech

Instagram

JohnDoe

Tiktok

John\_Doe

X

John\_Doe\_99

Save

Add New Player

Back To Roster

## **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.

## **IRL STUDENT-ATHLETES LIST FAQs**

### **Why is this new IRL list included at the top of my roster?**

First, for inputting the roster, our hope is that this will make it easier for you to enter new players by pulling them directly from our eligibility center database. You'll still have to enter things like jersey number, height and weight, but this should help provide things like hometown and high school as entered in the EC database when the student-athlete was going through the recruiting process.

Second, and more importantly, we're getting more and more requests to tie statistical data to student-athletes NCAA ID that's created when the student registers with the Eligibility Center. This has become INTEGRAL with the creation of the NILGO platform. As teams register players in the NILGO platform, the player MUST match to someone on a current roster for the registration to be complete and making sure these rosters are synced is extremely critical.

### **Why are there players on my list of IRL Student-Athletes that aren't on my roster and have never been on a roster at my school?**

This has to do with the way your coaches and administrators work with the data in the database. They've probably flagged that player during the recruiting process, but never removed them from their list when the student enrolled or committed to another school or they're wanting to keep them active on their list for some reason. This information is NOT public and can't be seen by anyone but your institution. As long as you don't click "ADD" in the column on the far right, that S-A will not appear on any of your public rosters (including NLS rosters).

### **What about a student-athlete who IS new to our program but isn't on the IRL Student-Athletes list?**

There are a couple of reasons for this as well; often, the student-athlete may be a walk-on or didn't have to go through the Eligibility Center process for some reason. We've also seen a lot of situations where a student-athlete enrolled early (this is especially common in football where a student-athlete enrolled for spring practice in the previous academic year). You should still add the player with "Add New Player," "Add 5<sup>th</sup> Year Player," or "Add Transfer" buttons.

Please don't hesitate to reach out. Your questions will help us continue to provide direction to this. If you have any questions, please feel free to direct them to any member of our staff or directly to Jeff Williams ([jswilliams@ncaa.org](mailto:jswilliams@ncaa.org)).

