



INSTRUCTIONS FOR ENTERING SCHEDULES THROUGH THE NCAA STATISTICS SITE AND WEBSITE PROVIDERS

ADDING SCHEDULES THROUGH WEBSITE PROVIDERS

IMPORTANT: You **MUST** log into the system following the steps below to add neutral-site locations as well as to submit your schedule. Your schedule **WILL NOT** be completed until this has been done.

- **Presto Directions:** <http://fs.ncaa.org/Docs/stats/ForSIDs/Presto.pdf>
- **Sidearm Directions:** <http://fs.ncaa.org/Docs/stats/ForSIDs/Sidearm.pdf>

NCAA WEBSITE

- To access the NCAA schedule page, go to the NCAA statistics site at <http://stats.ncaa.org/login>.
- Enter your User Id (school code) and password.

NCAA Statistics

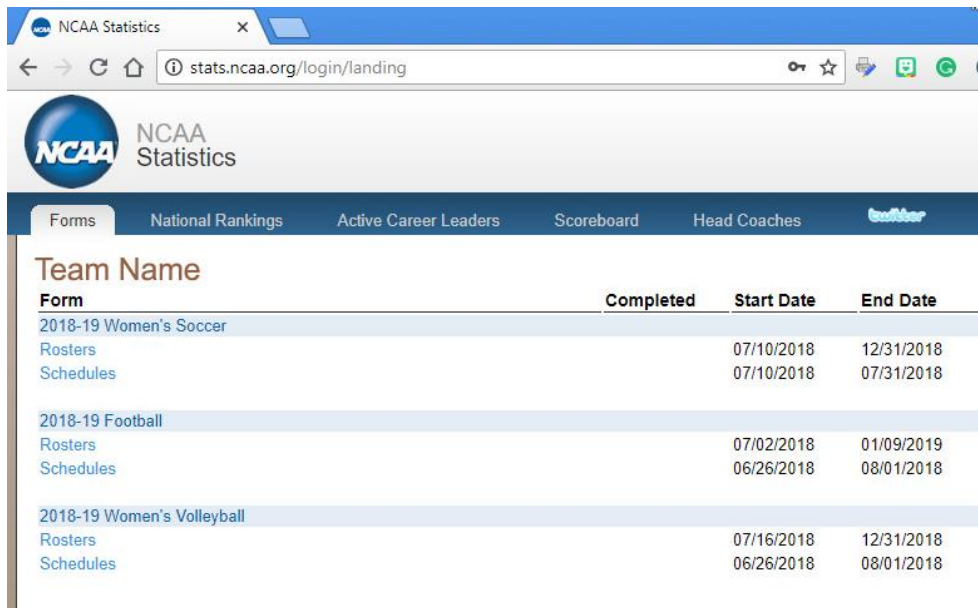
National Rankings Active Career Leaders Scoreboard Head Coaches

Login

User Id

Password

- Find the sport you wish to update and click on the “Schedules” hyperlink.



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 Doubleheader

New contest

Contests Opponents Entered

Game date Team Location Conference Contest Doubleheader

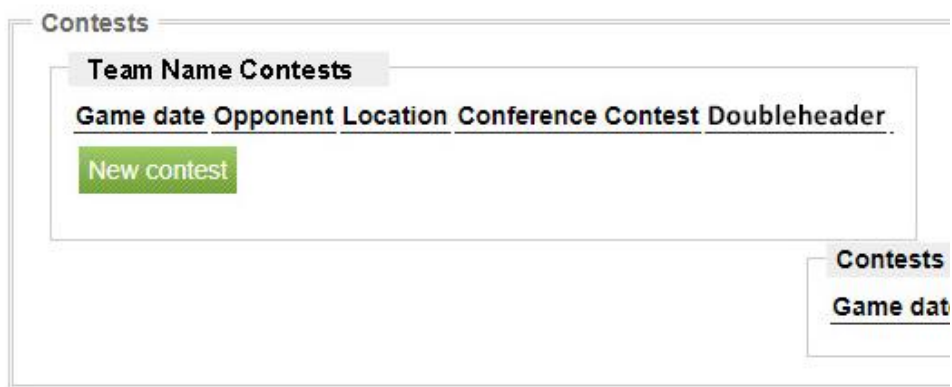
Submit Form

UPDATING SID CONTACT INFORMATION

- Please go to <http://fs.ncaa.org/Docs/stats/ForSIDs/EditSID.pdf> for information on updating SID contact information.

ADDING A SCHEDULE

- To add a contest to a sport schedule, from the main sport schedule page click the “New contest” button.



- This will bring up a “Team Contest” pop-up window.

The screenshot shows a 'Team Contest' pop-up window. The window title is 'Team Contest'. Inside, there are several input fields: 'Game date' with a calendar icon, 'Game time' with a 'TBA' checkbox and 'HH:MI PM' format, 'Opponent' with a 'Select Team' dropdown menu, and 'Location' with a 'Select Location' dropdown menu. There is also a 'Doubleheader' checkbox. At the bottom of the form are three green buttons: 'Save', 'Save and New', and 'New'.

Game Date

- To enter the contest date, either select the calendar icon next to the date field or manually type the correct date.

- Games do not have to be entered in sequential order, because once the schedule has been saved, the system will automatically sort the games/matches in chronological order.

The screenshot shows a 'Team Contest' form with the following fields: Game date (09/01/2018), Game time (September 2018), Opponent, Location, and Doubleheader. A calendar for September 2018 is displayed, with the 1st highlighted. At the bottom, there are 'Save' and 'Save and' buttons.

Game Time

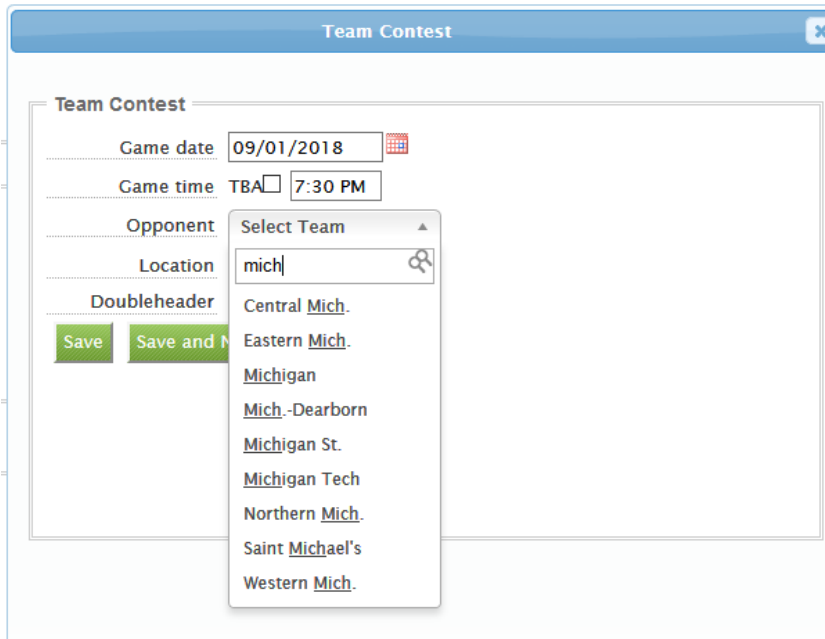
- To add a game time, type in the game time in the following format: H:mm AM/PM.
NOTE: The game time should be listed in your school's time zone and not the time zone of the game site.

The screenshot shows the 'Team Contest' form with the following fields: Game date (09/01/2018), Game time (TBA 7:30 PM), Opponent (Select Team), Location (Select Location), and Doubleheader (). At the bottom, there are 'Save', 'Save and New', and 'New' buttons.

- If a game time has not been established, check the "TBA" box.


Opponent

- Click “Select Team” to type in the opponent’s name or use the scroll bar to locate the team name. Note: if you are unsure how the school is listed in the system, type part of the school name, and the dropdown will narrow the results to schools that have those characters in their name.



The screenshot shows a web form titled "Team Contest". The form fields are: "Game date" (09/01/2018), "Game time" (TBA, 7:30 PM), "Opponent" (Select Team dropdown), "Location" (mich), and "Doubleheader" (checkbox). The "Opponent" dropdown is open, showing a search bar with "mich" and a list of results: Central Mich., Eastern Mich., Michigan, Mich.-Dearborn, Michigan St., Michigan Tech, Northern Mich., Saint Michael's, and Western Mich. There are "Save" and "Save and New" buttons at the bottom left.

- If you know you will be playing on a particular date but the opponent has not yet been determined, type TBA. Note: You may also use this option if your team is participating in a multi-date tournament and only the opponent for the first day of competition is known. List each date your team will be playing TBA for every contest.



The screenshot shows the "Team Contest" form with the following fields: "Game date" (09/01/2018), "Game time" (TBA, HH:MI PM), "Opponent" (TBA dropdown), "Location" (Select Location dropdown), and "Doubleheader" (checkbox). There are "Save", "Save and New", and "New" buttons at the bottom left.

- Note: If you are unable to locate a team, it might mean that the institution is not a countable opponent, so please contact us for clarification.

Location

- Select the location of the contest. The options are “H” for home, “A” for away and “N” for neutral. If you select Neutral, you will have to provide the city and state of the neutral site in the next two columns.

The image shows two screenshots of the 'Team Contest' form. The left screenshot shows the 'Location' dropdown menu open with options H, A, and N. The right screenshot shows the 'Location' dropdown set to 'N', with fields for 'Neutral site city' and 'Neutral site state'.

Neutral Site City and State

- If you select Neutral for the location, enter ONLY the name of the city in the box. Do not include the name of the facility.

The image shows a screenshot of the 'Team Contest' form with 'Location' set to 'N' and 'Neutral site city' set to 'Indianapolis'.

- After entering the neutral site city, use the dropdown in the Neutral Site State column to locate the state (or country if applicable). Note: If the game is in the Virgin Islands or

Puerto Rico, etc., scroll to the bottom of the dropdown for other abbreviations. If you cannot find the initials, select TBA, which is second from the bottom of the options.

The screenshot shows a web form titled "Team Contest". The form contains the following fields: "Game date" (09/01/2018), "Game time" (TBA with a checkbox and HH:MI PM input), "Opponent" (TBA dropdown), "Location" (N dropdown), "Neutral site city" (Indianapolis text input), and "Neutral site state" (Indiana dropdown). A "Doubleheader" section is visible with a "Save" button and a "Save and New" button. A dropdown menu is open for "Neutral site state", listing states from Alabama to Kentucky, with "Indiana" highlighted in blue.

Conference Contest

- If the opponent chosen is listed in the database as a member of your same conference, the contest will automatically default to a conference contest. If the contest should not be listed as a conference contest (e.g., a preseason tournament contest), uncheck the box for "Conference Contest."

The screenshot shows the "Team Contest" form with the following fields: "Game date" (09/01/2018), "Game time" (TBA with a checkbox and HH:MI PM input), "Opponent" (Conference Opponent dropdown), "Location" (N dropdown), "Neutral site city" (Indianapolis text input), and "Neutral site state" (Indiana dropdown). The "Conference contest" checkbox is checked, and the "Doubleheader" checkbox is unchecked. The "Save", "Save and New", and "New" buttons are visible at the bottom.

Doubleheaders

- For doubleheaders, please click the checkbox for “Doubleheader.” It is important that the system account for all scheduled regular-season countable contests.

Team Contest

Game date 9/1/18

Game time TBA HH:MI PM

Opponent TBA

Location H

Doubleheader

Save Save and New New

Note: You do **NOT** need to enter both doubleheader contests. While it will only show one listing on the schedule page, when you submit the file, two contests will be displayed.

Contests

Team Name Contests

Game date	Opponent	Location	Conference Contest	Doubleheader	
09/01/2018 TBA	TBA	H		Y	Edit Delete

New contest

Adding Additional Contests

- If you need to add additional contests, click the “Save and New” button. Follow the same steps as above. When you have finished adding your last contest, click “Save and New” once more then close the pop-up.

Team Contest

Game date: 09/8/2018

Game time: TBA HH:MM PM

Opponent: TBA

Location: H

Doubleheader:

Save Save and New New

- The schedule will be listed under “Contests.”

Contests

Team Name Contests

Game date	Opponent	Location	Conference Contest	Doubleheader	
09/01/2018 TBA	TBA	H			Edit Delete
09/08/2018 TBA	TBA	H		Y	Edit Delete

New contest

To Delete a Contest

- To delete a contest, click the “Delete” hyperlink next to the line. You will be prompted to confirm deletion, and then click the “OK” button.

Team Name Forms > 2018-19 Men's Basketball Schedule

SID

Name Name [Edit](#)

Email email@email.com

Phone 123-456-7890

Add

Arena

Name

Capac

Year Bu

Primary Ven

Add

Contests

Game date	Opponent	Location	Conference Contest	Doubleheader	
09/01/2018 TBA	TBA	H			Edit Delete
09/08/2018 TBA	TBA	H		Y	Edit Delete

Are you sure?

OK Cancel

ADDING CONTESTS FROM OPPONENTS' SCHEDULES

- If any of your opponents have completed their schedules, you will see a list to the right of contests under “Contests Opponents Entered.”

Team Name Contests

Game date	Opponent	Location	Conference	Contest	Doubleheader
New contest					

Contests Opponents Entered

Game date	Team	Location	Conference	Contest	Doubleheader
01/19/2019 03:00 PM	Team 1	H		Y	Add to Team Name's Schedule
02/16/2019 02:00 PM	Team 2	A		Y	Add to Team Name's Schedule

- To add any of the contests listed click the hyperlink to the right of the “Doubleheader” column.

Contests Opponents Entered

Game date	Team	Location	Conference	Contest	Doubleheader
01/19/2019 03:00 PM	Team 1	H		Y	Add to Team Name's Schedule
02/16/2019 02:00 PM	Team 2	A		Y	Add to Team Name's Schedule

Team Name Contests

Game date	Opponent	Location	Conference	Contest	Doubleheader
01/19/2019 03:00 PM	Team 1	A		Y	Edit Delete
New contest					

Contests Opponents Entered

Game date	Team	Location	Conference	Contest	Doubleheader
01/19/2019 03:00 PM	Team 1	H		Y	
02/16/2019 02:00 PM	Team 2	A		Y	Add to Team Name's Schedule

COUNTABLE CONTESTS

- For information about countable contests, please review the [statistics countable opponents policy](#).
- Scrimmages, alumni games, junior varsity games, and contests against community colleges or junior colleges should **NOT** be entered on the schedule.

CONFERENCE POSTSEASON TOURNAMENTS

- Please do NOT enter any postseason conference tournament dates into your schedule (even if you know the dates and site of your conference tournament). At the end of the regular season, after the statistics staff has acquired all conference brackets listing match-ups, staff will enter these contests.

FINAL STEPS

- When you are finished entering your entire schedule, from the sport schedule page, click “Submit Form,” which may be found at the bottom of the page.

The screenshot shows a web form for entering a contest. At the top left is a green button labeled "New contest". Below it is a large empty text area. To the right of this area is a table with the following columns: "Contests Opponents Entered", "Game date", "Team", "Location", "Conference", "Contest", and "Doubleheader". Below the table is a green button labeled "Submit Form".

- When a schedule has been submitted, a completion date will be added to the schedule.

The screenshot shows a web page with a navigation bar containing "Forms", "National Rankings", "Active Career Leaders", "Scoreboard", "Head Coaches", and a "twitter" icon. Below the navigation bar is a table with the following data:

Form	Completed	Start Date
2018-19 Women's Soccer		
Rosters		07/10/2018
Schedules		07/10/2018
2018-19 Football		
Rosters		07/02/2018
Schedules	07/19/2018 02:23:26 PM	06/26/2018
2018-19 Women's Volleyball		
Rosters		07/16/2018
Schedules		06/26/2018

- To make a change before the schedules deadline, simply go back to the forms page, and click the schedule you wish to change.

TENTATIVE SCHEDULE

- If you know most of your schedule but are waiting on the last couple of games to be finalized, please enter the schedule as it stands currently. Even after you have submitted the schedule, you still can make changes to it, as long as it is before the deadline. Once you have made changes to your schedule, be sure to save and submit it again.
- Please contact any members of the statistics staff, if you have any questions about completing a schedule.