



## 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

Not secure | stats.ncaa.org/login

National Rankings Active Career Leaders Scoreboard Head Coaches

Twitter

Login

User Id 30000

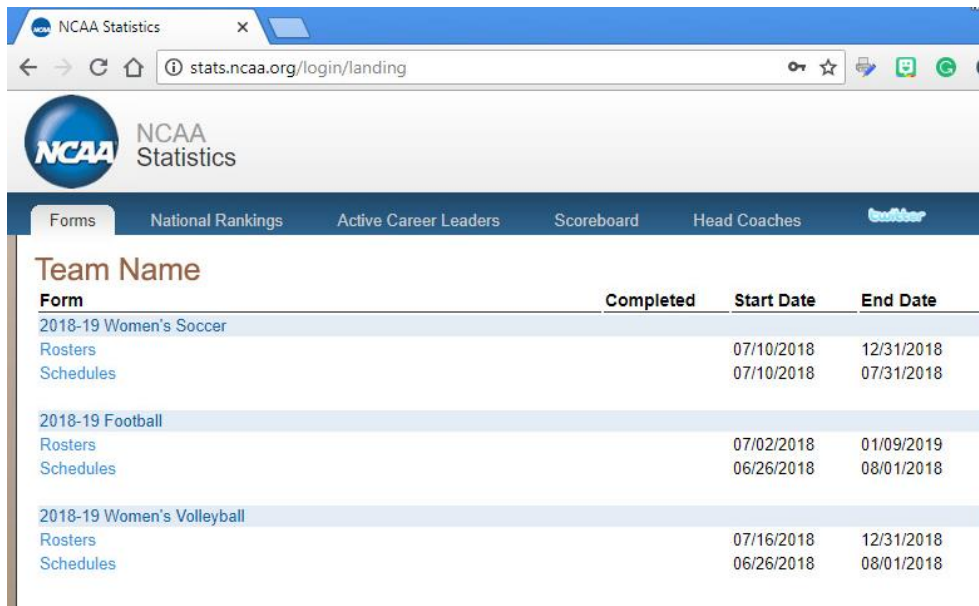
Password .....

Login

## Instructions for Entering Schedules

Page No. 2

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



The screenshot shows the NCAA Statistics website. The browser address bar displays [stats.ncaa.org/login/landing](https://stats.ncaa.org/login/landing). The page features a navigation bar with links: Forms, National Rankings, Active Career Leaders, Scoreboard, Head Coaches, and a Twitter icon. The main content area is titled "Team Name" and contains a table with the following data:

Form	Completed	Start Date	End Date
<b>2018-19 Women's Soccer</b>			
<a href="#">Rosters</a>		07/10/2018	12/31/2018
<a href="#">Schedules</a>		07/10/2018	07/31/2018
<b>2018-19 Football</b>			
<a href="#">Rosters</a>		07/02/2018	01/09/2019
<a href="#">Schedules</a>		06/26/2018	08/01/2018
<b>2018-19 Women's Volleyball</b>			
<a href="#">Rosters</a>		07/16/2018	12/31/2018
<a href="#">Schedules</a>		06/26/2018	08/01/2018

Team Name    Forms > 2018-19 Football Schedule

**SID**

Name	Name	<a href="#">Edit</a>
Email	email@email.com	
Phone	123-456-7890	

[Add](#)

**Stadium**

Name	Venue Name	<a href="#">Edit</a>   <a href="#">Delete</a>
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.

The screenshot shows a web interface for managing contests. At the top, there's a 'Contests' tab. Below it, a table is displayed with the following headers: 'Game date', 'Opponent', 'Location', 'Conference', 'Contest', and 'Doubleheader'. A green button labeled 'New contest' is positioned below the table. On the right side, a sidebar contains the text 'Contests' and 'Game dat'.

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

The screenshot shows a 'Team Contest' pop-up window. It has a title bar with the text 'Team Contest' and a close button. The main area contains the following fields:

- Game date: A text input field with a calendar icon to its right.
- Game time: A label 'TBA' followed by a checkbox and a text input field for 'HH:MI PM'.
- Opponent: A dropdown menu labeled 'Select Team'.
- Location: A dropdown menu labeled 'Select Location'.
- Doubleheader: A 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 web form titled "Team Contest". It includes fields for "Game date" (09/01/2018), "Game time", "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 filled: "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 has several fields: "Game date" (09/01/2018), "Game time" (TBA), "Opponent" (with a dropdown menu open), "Location" (mich), and "Doubleheader" (unchecked). The dropdown menu for "Opponent" lists several teams: 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 of the form.

- 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 same "Team Contest" form. In this version, the "Opponent" dropdown menu is set to "TBA". The "Game time" field now has a checkbox checked next to "TBA" and a time input field (HH:MI PM). The "Location" field is now "Select Location" with a dropdown arrow. The "Doubleheader" field is still unchecked. The buttons at the bottom are "Save", "Save and New", and "New".

- 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 displays two versions of the 'Team Contest' form. The left form shows the 'Location' dropdown menu open, with options 'H', 'A', and 'N'. The right form shows the 'Location' dropdown set to 'N', with additional fields for 'Neutral site city' and 'Neutral site state' appearing.

## ***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 the 'Team Contest' form with the 'Location' dropdown set to 'N'. The 'Neutral site city' field is populated with 'Indianapolis'. The 'Neutral site state' dropdown is set to 'Select'.

- 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 and values:

- Game date: 09/01/2018
- Game time: TBA (with a checkbox and HH:MI PM input)
- Opponent: TBA
- Location: N
- Neutral site city: Indianapolis
- Neutral site state: Indiana (dropdown menu is open, showing a list of US states with "Indiana" highlighted)
- Doubleheader: (checkbox is unchecked)
- Buttons: Save, Save and New

## **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 and values:

- Game date: 09/01/2018
- Game time: TBA (with a checkbox and HH:MI PM input)
- Opponent: Conference Opponent (dropdown menu)
- Location: N
- Neutral site city: Indianapolis
- Neutral site state: Indiana
- Conference contest: (checkbox is checked)
- Doubleheader: (checkbox is unchecked)
- Buttons: Save, Save and New, New

## 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: ☒

Buttons: 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			<a href="#">Edit</a>   <a href="#">Delete</a>
09/08/2018 TBA	TBA	H		Y	<a href="#">Edit</a>   <a href="#">Delete</a>

[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] [Email] [Phone]

Arena: [Name] [Capacity] [Year Built] [Primary Venue]

**Contests**

Game date	Opponent	Location	Conference Contest	Doubleheader	
09/01/2018 TBA	TBA	H			<a href="#">Edit</a>   <a href="#">Delete</a>
09/08/2018 TBA	TBA	H		Y	<a href="#">Edit</a>   <a href="#">Delete</a>

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.”

**Contests**

**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	<a href="#">Add to Team Name's Schedule</a>
02/16/2019 02:00 PM	Team 2	A		Y	<a href="#">Add to Team Name's Schedule</a>

- 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	<a href="#">Add to Team Name's Schedule</a>
02/16/2019 02:00 PM	Team 2	A		Y	<a href="#">Add to Team Name's Schedule</a>

**Contests**

**Team Name Contests**

Game date	Opponent	Location	Conference	Contest	Doubleheader
01/19/2019 03:00 PM	Team 1	A		Y	<a href="#">Edit</a>   <a href="#">Delete</a>

**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	<a href="#">Add to Team Name's Schedule</a>

## 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 image shows a web form for entering a new contest. At the top, there is a green button labeled "New contest". Below this, there is a table with the following headers: "Contests Opponents Entered", "Game date", "Team", "Location", "Conference", "Contest", and "Doubleheader". At the bottom of the form, there is a green button labeled "Submit Form".

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

The image shows a screenshot of a web page titled "Forms". The page has a navigation bar with links to "National Rankings", "Active Career Leaders", "Scoreboard", and "Head Coaches". The main content area is titled "Team Name" and contains a table with the following columns: "Form", "Completed", and "Start Date".

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.