



SUBMITTING SCHEDULES TO THE NCAA

Questions?
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Before a school can send a schedule to the NCAA, there are a few steps that will need to be taken to ensure everything is transferred properly. **Note:** If you already submitted basketball schedules, then you can skip Step 1.

1. **Settings:** First, schools will need to enter their username and password used to log onto the NCAA schedule/statistics site into the settings area on SIDEARM. In most cases, this step has already been completed as it is needed to push the XML Box Scores.
2. **Link Opponents** - schools will need to ensure that all games have been linked with the Global Opponent Database. To do this, go to the scheduled edit on SIDEARM, choose the Quick Load / Edit tab and then select Batch Opponent Information in the dropdown menu and click 'load'.
 - a. **Select/Enter Opponents** - on this page, in the third column, make sure all opponents' names are listed. If any are not, simply type in the school name and all possible choices from the Global Opponent Database will be displayed. Click the appropriate school to make your selection. Once completed, scroll to the bottom of the page and click 'Save Changes'.
 - b. **Note:** in most cases, the full school name is used instead of an abbreviation. So be sure to type out the full name to find the right school. An example would be New Jersey City University as opposed to NJCU. This also will not change how you have typed the school name in the opponent box which is used for display on your website.

SCHEDULE QUICK EDIT/LOAD			
Batch Edit Grouping		Batch Opponent Information	Load
Date	Opponent Name	Local List	
11/16/2012	St. Joseph's College (LI	St. Joseph's College	St. Joseph's College
11/17/2012	Nazareth College or SU	None	
11/20/2012	Ramapo College	Ramapo College	Ramapo College
11/28/2012	Rutgers-Newark	Rutgers-Newark	Rutgers-Newark
12/1/2012	Rowan University	Rowan University	Rowan University

3. **Tournaments** - mark postseason tournaments (conference or NCAA) as postseason games on the schedule. Each game can be marked as Regular, Scrimmage or Postseason, just be sure these tournament are marked properly. You can use the Basic Information option in the Quick Load / Edit tab to adjust all the Postseason "games" in one shot.

4. **Adjusting Neutral site games** - There is an option for neutral site games that allows you to choose home/away. If you are set to be the "home" or "away" team for a neutral site game, be sure to choose that option. If this has not been designated yet, then you can default to "home".

OPPONENT / LOCATION	
Home/Away/Neutral	<input type="radio"/> Home <input type="radio"/> Away <input checked="" type="radio"/> Neutral Site At neutral site we are: <input checked="" type="radio"/> Home <input type="radio"/> Away
Opponent Prefix	<input type="text"/> Examples: #1 OR #4/#6
Opponent ?	<input type="text" value="St. Joseph's College (LJ)]"/> Load Info
Opponent's Website	<input type="text" value="http://www.sjceagles.com"/>
Location / Zipcode	<input type="text" value="Rochester, NY"/> Zip <input type="text"/>
Facility	<input type="text" value="None"/> Modify List
<input type="button" value="Save Changes"/> <input type="button" value="Continue"/>	

After these steps are completed, you can now submit the schedule to the NCAA. To do so, click on the **'Submit to NCAA'** button located in the Scheduled Games tab of the schedule on SIDEARM.