



VIA ELECTRONIC MAIL

MEMORANDUM

August 27, 2013

P.O. Box 6222

Indianapolis, Indiana 46206

Telephone: 317/917-6222

TO: NCAA Division III Sports Information Directors.

FROM: NCAA Statistics Staff.

Shipping/Overnight Address:

1802 Alonzo Watford Sr. Drive

Indianapolis, Indiana 46202

SUBJECT: 2013 Fall Reporting Instructions for Field Hockey, Football, Men's Soccer, Women's Soccer and Women's Volleyball.

www.ncaa.org

In order to prepare you for uploading single-game stat files (XMLs), which are used to create weekly statistics rankings and populate results in the online score reporting system for the above sports, please review the information below and the referenced attachments. If you are not the contact for one of these sports, please forward this information to the correct person and have him/her provide his/her contact information to the respective statistics staff listed in the chart below.

For instructions and additional information as to which XML files need to be uploaded throughout the season, please read the attached FAQ document.

XML files need to be uploaded to <http://web1.ncaa.org/stats/StatsSrv/login> via the "Game Reports" link, which will become active on the first allowable date of competition for each sport. Files may be uploaded at any time, but must be submitted by the weekly deadline (listed below) through the conclusion of the championship. In addition, national statistics rankings will be released each Monday afternoon beginning with the date listed in the grid below.

Please email the statistics contact listed below with any schedule date/opponent/location changes and they will make those updates throughout the season, as you will **not** have access to make changes to your schedule. As a reminder, the roster link on the statistics site must be updated before the team's first game; however, roster adjustments may be made throughout the season as needed.

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Sport	Name	Email	Phone	First Report	*Weekly Deadline for Stats
Field Hockey	Gary Johnson	gjohnson@ncaa.org	317/917-6139	September 9	Monday, 2 p.m.
Football	Sean Straziscar	sstraziscar@ncaa.org	317/917-6122	September 8	Saturday after games
Men's Soccer	Matt Holmes	mholmes@ncaa.org	317/917-6385	September 9	Monday, 2 p.m.
Women's Soccer	Phil Pierce	ppierce@ncaa.org	317/917-6976	September 9	Monday, 2 p.m.
Women's Volleyball	Jeff Williams	jswilliams@ncaa.org	317/917-6138	September 17	Tuesday, Noon

**Through games of previous Sunday. All report times are in Eastern time, unless noted otherwise.*

Please feel free to contact us with questions or concerns.

MEF

Attachments

cc: NCAA Division III Conference Sports Information Directors
Selected NCAA Staff Members