



VIA ELECTRONIC MAIL

MEMORANDUM

August 19, 2014

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1802 Alonzo Watford Sr. Drive

Indianapolis, Indiana 46202

www.ncaa.org

TO: NCAA Division II Sports Information Directors.

FROM: NCAA Media Coordination and Statistics Staff.

SUBJECT: 2014 Fall Reporting Instructions for Field Hockey, Football, Men's Soccer, Women's Soccer and Women's Volleyball.

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 sport contact listed below with any schedule date/opponent/location changes throughout the season who will make those updates throughout the season, because you will **NOT** have access to making 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.

N a t i o n a l C o l l e g i a t e A t h l e t i c A s s o c i a t i o n

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Sport	Name	Email	Phone	First Published Report	*Weekly Deadline for Stats
Field Hockey	TBD	TBD	TBD	September 15	Monday, noon
Football	Matt Holmes Sean Straziscar	mholmes@ncaa.org sstraziscar@ncaa.org	317/917-6385 317/917-6122	September 7	After every game
Men's Soccer	Rick Nixon	rnixon@ncaa.org	317/917-6539	September 15	Monday, 2 p.m.
Women's Soccer	Kristen Jacob Smith	kjsmith@ncaa.org	317/917-6584	September 15	Monday, 2 p.m.
Women's Volleyball	Jenn Rodgers	jrodgers@ncaa.org	317/917-6109	September 15	Tuesday, 2 p.m.

**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 II Conference Sports Information Directors
Selected NCAA Staff Members