FAQS REGARDING NCAA STATISTICS REPORTING

WHERE CAN I FIND STEP-BY-STEP INSTRUCTIONS FOR UPLOADING GAME XMLS?
Click here: http://fs.ncaa.org/Docs/stats/ForSIDs/DailySubmitInstr.pdf   You can also find the instructions by logging into your NCAA team page at https://stats.ncaa.org/login (using your team's unique user name and password) and selecting the "Game Reporting" option for the sport with which you're working. In the upper, right-hand corner of that page there are three hyperlinks: "NCAA Team Codes," "Help" and "FAQ." Clicking on "Help" will provide you with the step-by-step process and clicking on the "FAQ" link will take you to this document.

WHEN WILL THE "GAME REPORTING" LINK BE AVAILABLE?
The link will be available before the start of each sport's season. Please upload your XML file as soon as possible following every contest.

WHEN WILL THE NATIONAL STATISTICAL RANKINGS BE RELEASED AND HOW WILL I KNOW THEY ARE AVAILABLE?
Statistics will be posted according to the schedule provided in the reporting memo sent at the start of each season. The time of day for each posting depends upon the timely submission of every XML for every institution. School sport contacts (provided via the schedule submission) will receive information from the NCAA sport contact regarding statistics posting alerts.

WHAT IF MY TEAM IS PLAYING A DOUBLEHEADER?
The program is set up to take both contests of the doubleheader. Each should be listed on your schedule as separate games in our database. **It's very important that you set the game up properly in your statistical software. (For StatCrew, in the "Game Info" screen of "Game Setup," be sure to designate which game of the doubleheader you are scoring.** This will allow our program to differentiate between two contests involving the same teams in a day.

I UPLOADED MY STATS TO MY SCHOOL'S PRESTO OR SIDEARM WEBSITE, SO WHY AM I STILL GETTING REMINDERS TO UPLOAD A GAME FILE?
The auto-upload feature available for Presto and Sidearm users works well in nearly every situation and has been a tremendous help for the statistics staff. If a file submitted through the auto-upload feature was not received by our system for any reason (e.g., a problem with the server or error in the XML), you should receive an error message during the upload process that explains why the file was rejected.

Regardless, if you receive a reminder from the statistics staff, this would indicate either that the auto-upload process was not successful or the date in the XML is incorrect, so the file may still be needed. In this case, please go to https://stats.ncaa.org/login, click the "Game Uploads" link and upload your XML file from that page after reviewing to ensure the game date is correct.

Even if you do not encounter issues using the auto-upload feature, you are still encouraged to visit your upload site regularly to assure that we have received every file and that your schedule is up-to-date.

WHEN SHOULD I UPLOAD THE GAME XML?
XML files should be uploaded as soon as possible after your contest is completed.

WHAT IF I WANT TO UPLOAD A FILE FOR A CONTEST NOT LISTED ON MY TEAM PAGE?
Our upload system is designed to accept your file **EVEN IF THAT CONTEST IS NOT IN OUR DATABASE**. The program will create a schedule listing and then process the XML. We encourage you to upload the file, then contact us about this schedule difference.

Our staff makes every effort to ensure the schedule in our database matches your actual schedule. However, there may be situations when a contest was added late in the season, a game was rescheduled or your team participated in a tournament in which some opponents were not known in advance.

WHERE DO I FIND THE TEAM CODES FOR MY OPPONENTS?
Our system requires you to provide the NCAA team code number for both schools or the XML will not successfully upload.   Provided you supplied us with your complete schedule for the year, the NCAA Team Codes for all of your opponents are listed within the "Game File Upload" page, including any non-NCAA schools. If you added a contest that is not in our system or if you played a non-predetermined opponent, you can click on "NCAA Team Codes" located just to the left of "Help" on the "Game File Uploads" page. You may also find the codes here.

WHAT IF MY TEAM PLAYS A NON-NCAA OPPONENT THAT HAS A SIX-DIGIT TEAM CODE? MY STATCREW SOFTWARE WILL NOT ALLOW ME TO ENTER MORE THAN FIVE DIGITS FOR A TEAM CODE.
If you have the 2010-11 version of StatCrew's software (Version x.11), there is a downloadable patch that will allow you to enter the six-digit code number for non-NCAA opponents. Just visit http://www.statcrew.com/downloads/ to acquire the patch. This is not an issue for newer versions of StatCrew (Version x.12 or later). However, if you have a version older than Version x.11, please email the XML to your NCAA sport contact, so we can enter the sixth digit and upload it for you.

SHOULD I UPLOAD AN XML AFTER <u>EVERY</u> CONTEST?
No. You only are responsible for your home games and games played against non-NCAA opponents and neutral site contests (either team can upload from neutral sites). Division III schools are also responsible for contests played against provisional schools in their first or second year of the membership process.

WHAT ABOUT NEUTRAL-SITE CONTESTS?
Our system is set up to allow EITHER team playing in a neutral-site contest to upload the XML even though there is a "designated" home team. To avoid confusion, we'd suggest the two schools decide beforehand who will upload the file.

CAN THE HOST SID SUBMIT XML FILES FOR ALL TOURNAMENT GAMES?
No. Only the two participating teams are able to upload a file for that contest since the game file has to load in on a competing team's game file upload page.

IF THE CONTEST IS AWAY (AND NOT AT A NEUTRAL SITE), CAN I SUBMIT THE XML?
Yes, but as soon as the home team's file has been uploaded, it will automatically overwrite your file. Once the home SID has uploaded the XML, our system will not allow you to submit your version of the game. You'll see "Uploaded by opponent" to the right of that game on your "Game File Uploads" page.

WHAT IF I FIND A MISTAKE IN A ROAD-GAME BOX?
In those situations, you need to contact the home SID and have him/her submit a corrected version if they agree an error was made. This is to be sure we maintain our long-standing policy that the home SID always is the official statistician for all contests.