



Roster Download Instructions For NCAA Coaches



The online roster download tool will be used by the host teams to download Hy- Tek rosters for all teams competing in a meet. The following step- by- step instructions will help guide you through downloading the rosters from the USA Swimming website and importing into Meet Manager 2.0 or higher for use during competition.

Step 1: Login to the USA Swimming website. To access the Roster Download Tool, you must first be logged into the website. If you do not have a USA Swimming username and password, you can create one here: www.usaswimming.org/sign-in

Step 2: Navigate to the NCAA page on the USA Swimming website (*you might have issues if using Chrome or Firefox*): www.usaswimming.org/ncaa

Step 3: Click on your division's main menu

NCAA DIVISION I VIEW INFO	NCAA DIVISION II VIEW INFO	NCAA DIVISION III VIEW INFO
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Select Roster Download from the main menu

ROSTER DOWNLOAD

Download a Hy-Tek roster for any team in the NCAA

[LAUNCH](#)

NCAA Roster Download Instructions

Step 4: At this time, it may ask you to verify your coaching contact information. Once verified, it should not ask you do this again under that username and password. After you bypass this step, you will be taken to the Roster Download page shown below.

NCAA DIVISION I ROSTER DOWNLOAD

SWIMMERS BY TEAM

Select:

Show Team as of: 


The system defaults to the current season. Select the division & conference of the team you wish to find in the drop-down menu and click search.

Step 5: The system then populates the teams within the division & conference you chose as seen below. You have the option to quickly view a roster by clicking on either Men or Women. Download a team's roster by clicking on Download.

NCAA DIVISION I ROSTER DOWNLOAD

SWIMMERS BY TEAM

Select:

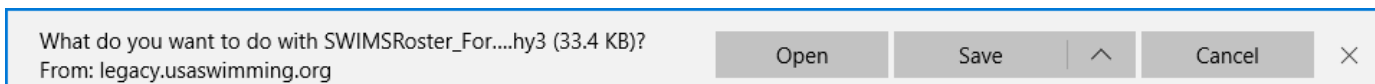
Show Team as of: 

TEAMS

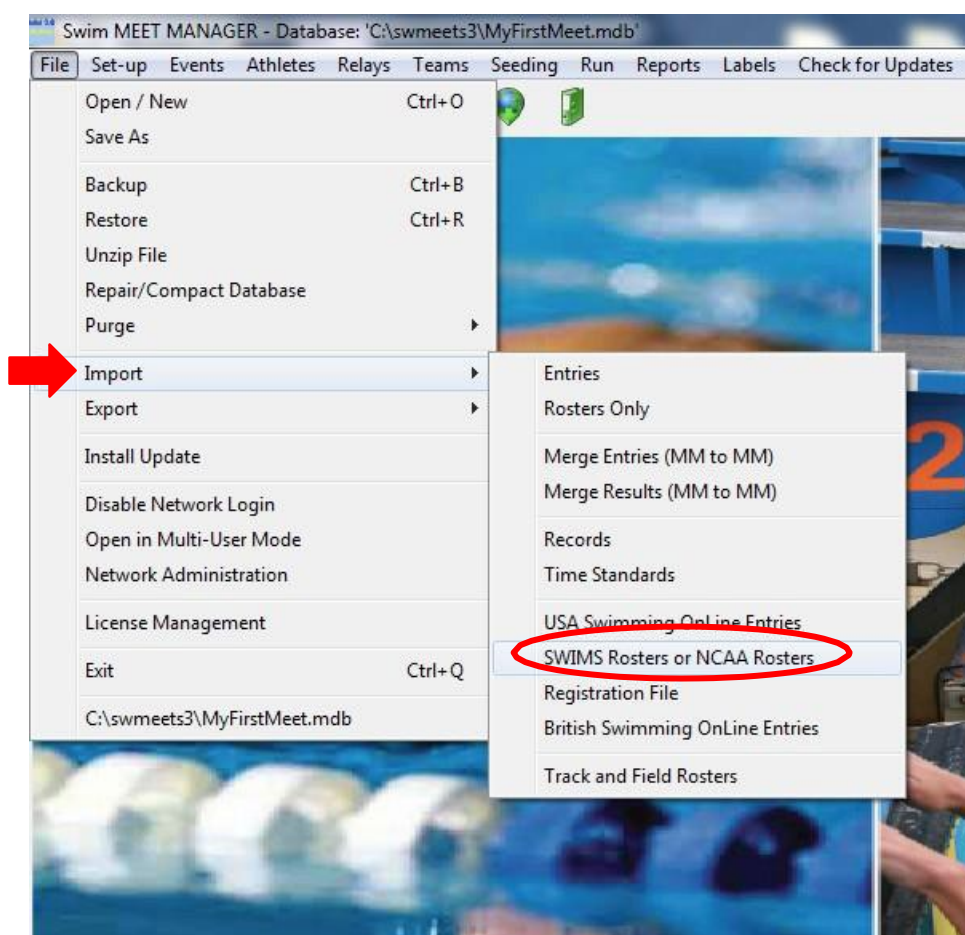
Conference	School	Show Team
ACC (Atlantic Coast)	Boston College	Men Women Download
ACC (Atlantic Coast)	Duke University	Men Women Download
ACC (Atlantic Coast)	Florida State University	Men Women Download
ACC (Atlantic Coast)	Georgia Institute of Technology	Men Women Download
ACC (Atlantic Coast)	Louisville, University of	Men Women Download
ACC (Atlantic Coast)	North Carolina State University	Men Women Download
ACC (Atlantic Coast)	North Carolina, University of, Chapel Hill	Men Women Download
ACC (Atlantic Coast)	Notre Dame, University of	Men Women Download
ACC (Atlantic Coast)	Pittsburgh, University of	Men Women Download
ACC (Atlantic Coast)	University of Miami (Florida)	Men Women Download
ACC (Atlantic Coast)	VA Tech	Men Women Download
ACC (Atlantic Coast)	Virginia, University of	Men Women Download

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Step 6: Save the file to either your desktop or a folder you can find easily. Notice that the file is saving in Hy3 format. Do not alter the extension at end, file name, or file type.



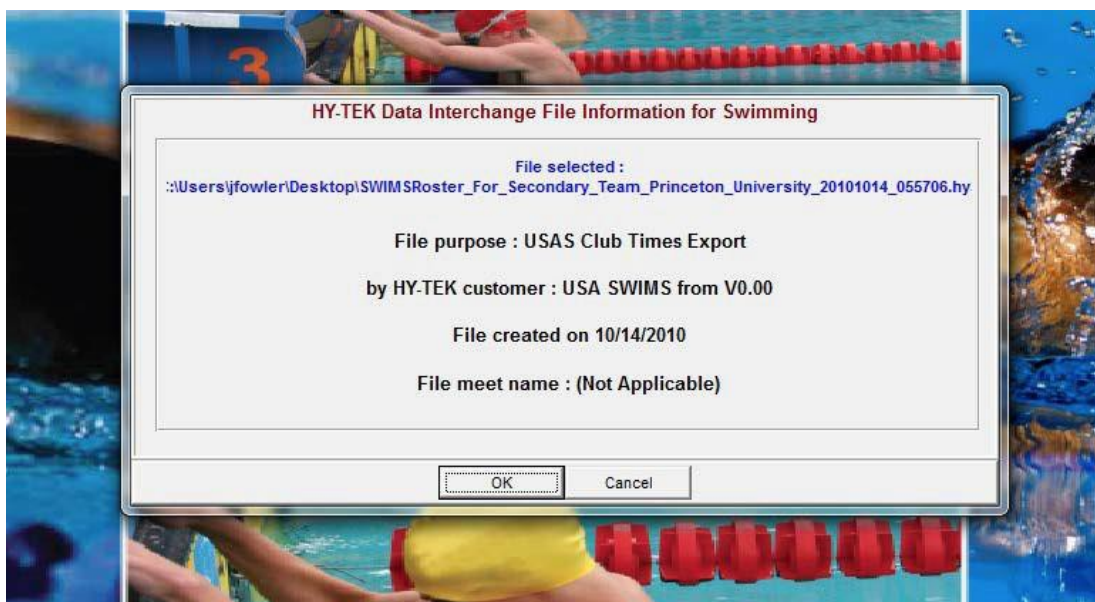
Step 7: The file should now be saved on your desktop, in your downloads folder or in a folder where you can find it. In MM, make sure you have created a meet that this specific roster is to be used in. Once you have opened that meet, click:
File>Import>Swims Roster or NCAA Roster.



Please email questions to ncaa@usaswimming.org

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Step 8: The next prompt will look similar to the first screenshot. Click OK. A summary should then appear stating the number of teams and athletes from the imported roster as seen below. Your import is now complete, click OK!



Please email questions to ncaa@usaswimming.org