



NCAA Coaches Task List 2022-2023 Season



DUE DATE	TO DO	DONE
September 9 (DIII due September 23)	Submit any team information changes via the <i>Team Information Form</i> , which is located at https://fs22.formsite.com/usaswimming/NCAATeamInformation/index.html Keep the information provided on the form. You will need it to access the roster tools throughout the season.	<input type="checkbox"/>
September 9	Write down your USA Swimming SWIMS 3.0 website username and password (if you do not have one, create one at this time): Username: _____ Password: _____	<input type="checkbox"/>
September 16 (DIII due September 26) ***System tools will NOT be available until September 1	Using the new NCAA roster maintenance tool, submit your roster for the 2022-2023 swimming season. USA Swimming will provide you with a roster report upon your request. Please ensure that your Hy-Tek roster matches the roster you receive from USA Swimming.	<input type="checkbox"/>
Beginning September 1	It will be the responsibility of the meet host and/or head coach from each competing team to add their meet schedule and submit meet results on their Team Meet page in the SWIMS 3.0 database.	<input type="checkbox"/>
January 13	Complete any second semester roster updates or additions using the roster maintenance tool. Roster removals can be made directly in the roster maintenance tool by the coach.	<input type="checkbox"/>
OME opens January 18 through NCAA Championships Entry Deadline	Enter your team in the NCAA Championships online using the Online Meet Entry (OME) System. You will need the <i>Team Information</i> document that you submitted in the fall to access your team's entry.	<input type="checkbox"/>

Please send an email to ncaa@usaswimming.org with any questions you may have.