



NCAA Roster Maintenance



NCAA Coaches are required to use the Roster Maintenance tool to add athletes to their roster.

This is your official NCAA roster. For that reason, only add athletes to your roster who are eligible to represent your institution in intercollegiate competition.

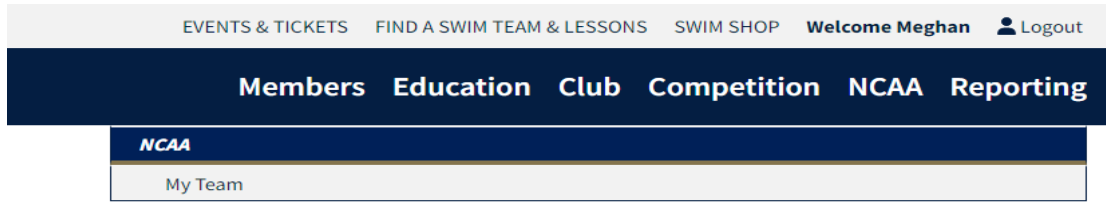
You may return to the Roster Maintenance tool at any time in the season to add athletes who become eligible. Athlete removals can be made in the Roster Maintenance tool by coaches.

This is the only method to submit your Official NCAA roster. Hy-Tek rosters sent by email will not be accepted.

Roster Maintenance Instructions

Step 1. Navigate to the [SWIMS 3.0 Database](#) on the USA Swimming website. (Under the About tab)

Step 2. Select the NCAA tab



Step 3. Select My Team

Step 4. Select Roster Tab

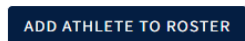
Team Name: Michigan, University of

Team Code: MICH

Organization: NCAA - Big Te



Team Athlete Roster



Report Period

2022-2023

Step 5. Select Add Athlete to Roster

Team Name: Michigan, University of

Team Code: MICH

Organization: NCAA - Big Te



Add Athlete

First Name*

Last Name*

Birth Date* Month Day Year

Competition Category*

Year of Eligibility*


Male Female



Step 6. Add athlete information and select Add Athlete

Athlete Removal Instructions

Step 1. Find athlete to remove

Meghan Lowrey	23	Female	09/01/2022	04/01/2023	Senior	 
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Step 2. Click trash can icon and make athlete inactive

Make Athlete Inactive? ✕

The Athlete's Expiration Date will be set to today's date.

Athlete: Meghan Lowrey (Age: 23, Competition Category: Female, Effective Date: 09/01/2022, Expiration Date: 04/01/2023)

Additional Notes. The athlete will still appear on roster; however, the athlete will not be active on the roster.