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

**Step 5.** Select Add Athlete to Roster

**Step 6.** Add athlete information and select Add Athlete
Athlete Removal Instructions

Step 1. Find athlete to remove

- Meghan Lowrey
- Age: 23
- Gender: Female
- Date of Birth: 09/01/2022
- Date of joining: 04/01/2023
- Class: Senior

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)

Make Athlete Inactive  Cancel

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