



**NCAA Coaches To Do List
2014-2015 Season**

DUE DATE	TO DO	HELP CONTACT	DONE
September 17 (DIII Due October 1)	Submit any team information changes via the Team Information form then sending to ncaa@usaswimming.org . Keep this form. You will need it to access the roster tools throughout the season.	<p align="center">Anthony Buhr (719-866-3581)</p> <p align="center">Or</p> <p align="center">Larry Herr (719-866-3562)</p>	<input type="checkbox"/>
September 17	Write down your USA Swimming website username and password (if you do not have one, create one at this time): Username: _____ Password: _____		<input type="checkbox"/>
September 19 (DIII Due October 3) ***System tools will not be available until September 1	Using the roster maintenance tool, submit your roster for the 2014-2015 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 5	Submit Meet Results from Meet Manager in a .c12 file format for dual meets, invitationals, and conference championships within 72 hours of the end of the competition to ncaa@usaswimming.org .		<input type="checkbox"/>
January 13	Complete any second semester roster updates or additions using the roster maintenance tool. Roster removals can be completed by sending an e-mail to ncaa@usaswimming.org .		<input type="checkbox"/>
January 27 – NCAA Championships Entry Deadline	Enter your team in the NCAA Championships online at www.usaswimming.org/ome . You will need the Team Information document that you submitted in the fall to access your team's entry.		<input type="checkbox"/>