

How do I manage my NCAA Team's roster?

NCAA coaches are required to use the Roster Maintenance tool to add athletes to their rosters.

This is your official NCAA roster. 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. You may remove athletes using the Roster Maintenance tool as well.

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

Instructions for Roster Maintenance

Adding athletes, removing athletes, and editing eligibility years.

Log into your account at hub.usaswimming.org.

LOGIN

Please login with your username and password.

(Note that usernames created on our old system before Sept 1, 2022 will no longer work. Click "Create a Login" below if you need a new account)

Username:

Password:



LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN

Click 'NCAA' at the top right of the page. Select 'My Team' from the dropdown. This will take you to your View/Edit Team page.

The screenshot shows the top navigation bar of the website. It includes links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome [redacted]', and 'Logout'. Below this is a dark blue navigation bar with white text for 'Members', 'Education', 'Club', 'Competition', 'NCAA', and 'Reporting'. A dropdown menu is open under 'NCAA', showing 'My Team' with a black arrow pointing to it.

On the View/Edit Team page, click the 'Roster' pill. To add an athlete, click the blue 'Add Athlete to Roster' button.

View/Edit Team

Team Name: University [REDACTED]

Team Code: [REDACTED]

Organization: NCAA [REDACTED]

Staff

Roster

Meets

Facilities

Download Other Team's Roster

Team Athlete Roster

ADD ATHLETE TO ROSTER

EXPORT CURRENT ROSTER

Report Period

2023-2024

ATHLETE NAME	MEMBER ID	AGE	COMPETITION CATEGORY	EFFECTIVE DATE	EXPIRATION DATE	YEAR OF ELIGIBILITY	ROLLOVER
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Fill in the required information, and click the red 'Add Athlete' button in the bottom left corner to add the athlete to your roster.

Team Name: University [REDACTED]

Team Code: [REDACTED]

Organization: NCAA [REDACTED]

Staff

Roster

Meets

Facilities

Download Other Team's Roster

Add Athlete

First Name*

Last Name*

Birth Date*

Month Day Year

Competition Category*

Male Female

Year of Eligibility*

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ADD ATHLETE

BACK

Athlete Removal Instructions:

To set an athlete to "Inactive," locate the athlete on your roster, and click the trash can icon on the far right. Click 'Make Athlete Inactive' to confirm. The athlete will still appear on the roster but will no longer be active.

Meghan [REDACTED]

23

Female

09/01/2023

04/01/2024

Senior

 



Make Athlete Inactive?



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

Athlete: Meghan [REDACTED] (Age: 23, Competition Category: Female, Effective Date: 09/01/2023, Expiration Date: 04/01/2024)

MAKE ATHLETE INACTIVE

CANCEL

Edit Athlete Eligibility Year:

To edit an athlete's eligibility year, locate the athlete on your roster, and click the edit icon on the far right. On the following Edit Athlete page, select the year of eligibility from the dropdown menu, and click 'Save.'

Meghan [REDACTED] 23 Female 09/01/2023 04/01/2024 Senior  



Edit Athlete

First Name

Meghan

Competition Gender

Female

Last Name

[REDACTED]

Birth Date

[REDACTED]

Year of Eligibility*

Grad Student

SAVE

BACK

