# **Roster Rollover Feature**

1. 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)



#### 3. On the View/Edit Team page, click the 'Roster' pill.

View/Edit Team	-			-		
← Back to Team Search						1
Team Name: University of						
Team Code:						
Organization: NCAA	•	_				
Staff	Roster		Meets	Facilities	Team Changes	
Download Other Team's Roster						

## 4. Select the Report Period to roll over athletes from.

Click the 'Report Period' dropdown menu on the right side of the page. Select the previous season from the dropdown menu.

View/Edit Team			
← Back to Team Search			
Team Name: University of			
Team Code:			
Drganization: NCAA			
Staff Roster	Meets	Fac	ilities Team Changes
Download Other Team's Roster			
leam Athlete Roster			_
ADD ATHLETE TO ROSTER			•
		R	eport Period
EXPORT CURRENT ROSTER		2	023-2024
ATHLETE NAME MEMBER ID AGE COMPETITION	CATEGORY EFFECTIVE DATE	EXPIRATION DATE	O 2016-2017
No Athlatas			O 2017-2018
NO ACITECES			O 2018-2019
			○ 2019-2020
			0 2020-2021
	USA		0 2021-2022
	SWIMMING		0 2022-2023
			2023-2024
	FOLLOW		

Step 5: Select the athletes you want to roll over.

Check the box in the 'Rollover' column for each athlete you wish to have added to your upcoming season's roster. When finished, click 'Rollover Selected Athletes.'



#### Step 6: View your new roster and add any new athletes.

Change the report period back to your upcoming season. Verify that all of your returning athletes have been successfully rolled over, and add any new athletes by clicking the blue 'Add Athlete to Roster' button.

← Back to Tea	am Search									
Team Name:	University of									
Team Code:	NCAA									
Organization:	NCAA									
Staf	f	Roster		Meets		Facilities	Team Changes			
Download Oth Roste	ner Team's er									
Team Athlete	Roster									
ADD ATHLETE	E TO ROSTER									
						Report Period				
EXPORT CURF	RENT ROSTER					2023-2024				~
								_		
ATHLETE NAME	MEMBER ID	AGE	COMPETITION CATEGORY	EFFECTIVE DATE	EXPIRATION DATE	YEAR OF ELIGIBILITY	ROLLOVER			
Cam		19	Male	09/01/2023	04/01/2024	Sophomore		Ľ	Ē	
Amro		22	Male	09/01/2023	04/01/2024	Senior		Ľ	Ô	
Maha		24	Female	09/01/2023	04/01/2024	Senior		Ľ	Ē	
Anna		20	Female	09/01/2023	04/01/2024	Junior		Ľ	Ē	
Georgia		20	Female	09/01/2023	04/01/2024	Junior		Ľ	Ē	
Elise		21	Female	09/01/2023	04/01/2024	Senior		Ľ	Ŵ	
Kenady		21	Female	09/01/2023	04/01/2024	Senior		Ľ	Ē	

If you have any questions or need further assistance, please email ncaa@usaswimming.org.