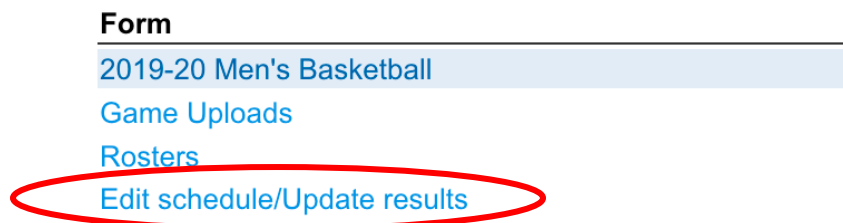


INSTRUCTIONS FOR USING EDIT SCHEDULE/UPDATE RESULTS FEATURE

PLEASE REVIEW THESE INSTRUCTIONS CAREFULLY – These forms were set up to also work with ALL sports so there may be important notes to help you when entering the scores.

Website: <https://stats.ncaa.org/login/>

- Enter your user ID (school code) and password.
- Click on “Edit schedule/Update Results” under the sport for which you’re updating.



EDITING A SCHEDULE LISTING

If a contest has had a date change, time change, location change or any other schedule adjustments, review the following directions.

TO EDIT A CONTEST

- Simply click the “Edit” button associated with the contest you wish to change:

Contests (0-0)

Game Date	DH Game No	Opponent	Score	Postponed	Canceled	Attendance	Date Received	Status
02/26/2020	1	Mary Washington						Edit Postponed Canceled Upload XML
02/26/2020	2	Mary Washington						Edit Postponed Canceled Upload XML
02/29/2020		Piedmont @Raleigh, N.C.						Edit Postponed Canceled Upload XML
02/29/2020		Kean @Raleigh, NC						Edit Postponed Canceled Upload XML
03/01/2020		McDaniel @Raleigh, N.C. (Field #7)						Edit Postponed Canceled Upload XML
03/01/2020		William Peace @Cary, NC						Edit Postponed Canceled Upload XML

NOTE: Users are restricted to change only home games and neutral-site games. To make changes to true away games, users must reach out to the home team or contact a member of the NCAA media coordination and statistics staff.

- Once on the edit contest screen, the date, time (if applicable), doubleheader number (if applicable), site, venue, conference designation, and opponent may all be edited.
- Once changes have been made in the edit screen, click on the “Update Contest” button.

CHANGING THE DATE AND TIME

- To change the date, be sure to choose the date from the calendar icon

Example of edit screen with games times and without doubleheaders:

The screenshot shows the 'Contest' edit screen. At the top, there is a blue header with the word 'Contest' and a close button. Below the header, the form is titled 'Contest'. The 'Game date' field is set to '02/08/2020' and has a calendar icon circled in red. The 'Game time' field is set to 'TBA' with a checkbox and '02:00 PM'. The 'Neutral site' field has a checkbox. The 'Season venue' field is a dropdown menu set to 'Crenshaw Gymnasium, Ashland, VA (Randolph-Macon)'. There are checkboxes for 'Postponed', 'Canceled', and 'Conference contest' (which is checked). Below these fields is a section for 'Team' and 'Home Contest'. The 'Team' dropdown is set to 'Lynchburg' and the 'Home Contest' checkbox is unchecked. The 'Randolph-Macon' team is listed below with a checked checkbox. At the bottom, there are two green buttons: 'Update Contest' and 'Add New Contest'.

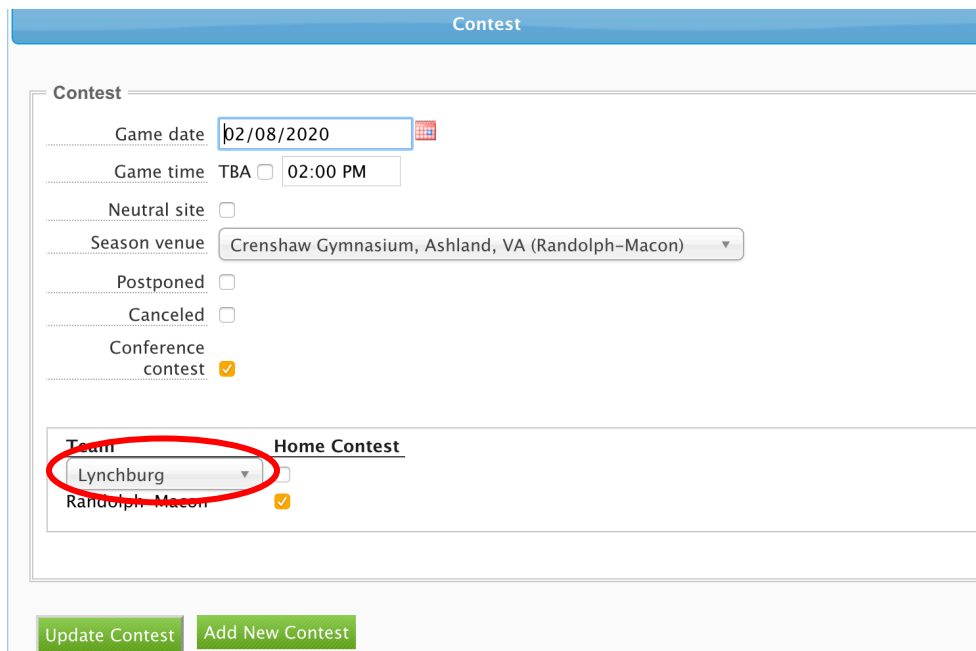
Example of contest screen with doubleheaders and without game times:

The screenshot shows the 'Contest' edit screen. At the top, there is a blue header with the word 'Contest' and a close button. Below the header, the form is titled 'Contest'. The 'Game date' field is set to '02/26/2020' and has a calendar icon circled in red. The 'Dbl header game no' field is a dropdown menu set to '1'. The 'Neutral site' field has a checkbox. The 'Season venue' field is a dropdown menu set to 'R-MC Softball Field, Ashland, VA (Randolph-Macon)'. There are checkboxes for 'Postponed' and 'Canceled'. Below these fields is a section for 'Team' and 'Home Contest'. The 'Team' dropdown is set to 'Mary Washington' and the 'Home Contest' checkbox is unchecked. The 'Randolph-Macon' team is listed below with a checked checkbox. At the bottom, there are two green buttons: 'Update Contest' and 'Add New Contest'. The 'Update Contest' button is circled in red.

- Be sure to click “Update Contest”

CHANGING THE OPPONENT

- Using the dropdown under “Team,” select the new opponent.



The screenshot shows a web form titled "Contest". The form contains several fields and checkboxes:

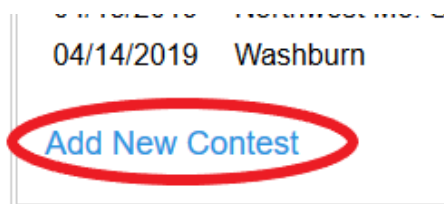
- Game date: 02/08/2020
- Game time: TBA 02:00 PM
- Neutral site:
- Season venue: Crenshaw Gymnasium, Ashland, VA (Randolph-Macon)
- Postponed:
- Canceled:
- Conference contest:
- Team: Lynchburg (circled in red)
- Home Contest: Randolph-Macon

At the bottom of the form are two buttons: "Update Contest" and "Add New Contest".

ADDING A NEW CONTEST

To add a contest not listed on your schedule. “Go to the Edit schedule/Update results” screen:

- At the bottom of the form click “Add New Contest”:



- Fill in the information as noted in the Edit instructions.

Please note the form pictured above includes game time. If the sport you're adding a contest form does not collect game times, this field will not be available. Also, if the sport features doubleheaders, there will be a doubleheader field as well. **PLEASE ONLY INPUT DOUBLEHEADER NUMBER IF THERE ARE TWO GAMES ON THE SAME DAY AGAINST THE SAME TEAM.** Two games against different teams on the same day ARE NOT doubleheaders and please don't use DH indicator for men's and women's games on the same day (i.e. basketball, soccer, etc.).

MARKING GAME AS POSTPONED OR CANCELLED

- Users can notify NCAA staff that a game has been cancelled or postponed
- For **postponed** game, simply click the "Postponed" link on the far right of the schedule listing; then confirm:

- For **cancelled** game, simply click the "Canceled" link on the far right of the schedule listing; then confirm:

NOTE: Postponed games are games which are expected to be re-scheduled. Canceled games are games that WILL NOT be reschedule. If the user already knows the new date of the game, there is no reason to use the “Postponed” button. Simply change the date of the contest to the new day.

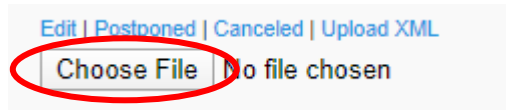
UPLOADING XML

Users can use this screen to upload XMLs directly to NCAA site. The information in the xml must match the contest details exactly in order to be uploaded through the site.

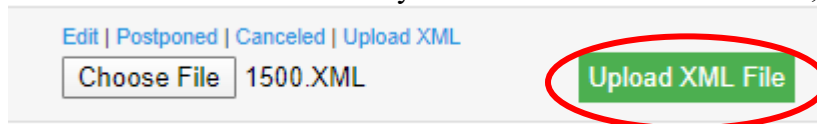
- Click “Upload XML, on the far right of any schedule listing.



- Then click “Choose File”



- Find the xml file from your hard drive and once loaded, click “Upload XML File”:

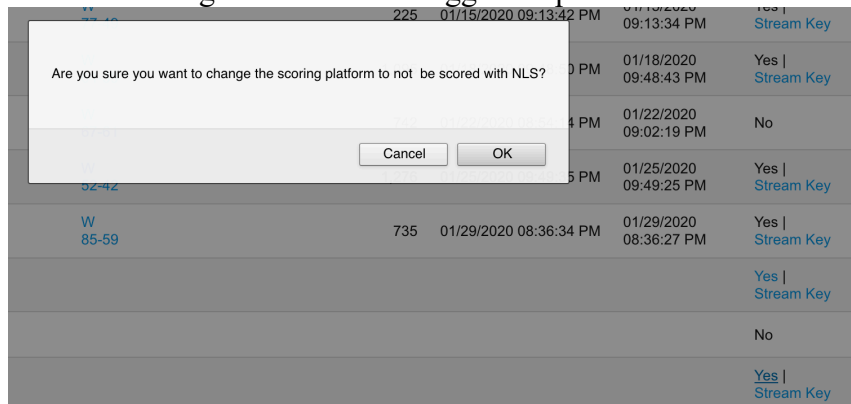


If anything in the xml (date, opponent, DH indicator) doesn’t match the contest information, the application will not accept the file. The user will either need to edit the xml with the correct information or update the contest (using steps above) before uploading the xml.

GETTING NCAA LIVESTATS GAME KEY

Users are able to use this form to change the scoring platform from StatCrew/xml file to NCAA LiveStats without going to NCAA Manager site.

- In “Scoring with NLS” column, the current selected platform is listed (No, indicates game is set to StatCrew/XML. Yes, indicates the platform is set to NCAA LiveStats).
- Clicking Yes or No will toggle the platform:



- Click the “Stream Key” link will allow you to pull the NLS Gamekey and the user can copy and paste that into the NLS application to score a game:

The image shows a 'Contest Stream Key' dialog box with the following content:

Contest: 02/01/2020 02:00:00 PM vs. Emory & Henry
 Stream Key: WSKYZ8N3D5G0GHAQXDBS

The background table has the following visible columns: No, Edit, Yes | Stream Key, Edit | Postp.

ADDITIONAL NOTES

- Once the home team enters an XML file, the visiting team will not be able to upload a new xml file.
- Contest data for road games are read only. For changes to road games, please be sure to reach out to the home team or reach out to a member of the NCAA Media Coordination and Statistics team.
- Schools can still use the Presto and SIDEARM auto-upload feature for XML uploads, but there currently is not a way to update the schedule data through SIDEARM and Presto.