



## NCAA Coaches Task List 2025-2026 Season



| Due Date                                                                                                                                                            | To Do                                                                                                                                                                                                                                                                                                                                                                          | Done                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| September 17                                                                                                                                                        | Submit any team information changes via the <b>Team Information Form</b> . <a href="#">Click HERE</a> to access the form. Please save this information as it will give you access to SWIMS throughout the season.                                                                                                                                                              | <input type="checkbox"/> |
| September 17                                                                                                                                                        | Write down your USA Swimming SWIMS username and password. If you do not have an account, please <a href="#">click HERE</a> to create one.<br><br>Username: _____<br>Password: _____<br>USA Swimming Member ID: _____                                                                                                                                                           | <input type="checkbox"/> |
| DI and DII:<br>October 1 <b>OR</b> first date of competition<br><br>DIII:<br>Schedule due October 1<br>Roster due October 15<br><b>OR</b> first date of competition | Add athletes to your roster for the 2025-2026 season on the Roster page in SWIMS. <a href="#">Click HERE</a> for instructions. Export your SWIMS roster and upload it to your Hy-Tek Team Manager roster. Ensure that these rosters contain identical information.<br><br>Add your home meet schedule on the Meets page in SWIMS. <a href="#">Click HERE</a> for instructions. | <input type="checkbox"/> |
| Beginning October 1<br><b>OR</b> first date of competition                                                                                                          | Upload all home meet results to SWIMS. It is the responsibility of the host team to submit meet results in SWIMS. Meet hosts must submit results <b>within 72 hours</b> of the competition. <a href="#">Click HERE</a> for instructions.                                                                                                                                       | <input type="checkbox"/> |
| January 9 <b>OR</b> first date of spring semester competition                                                                                                       | Complete any second semester roster updates or additions by adding them to your Roster page in SWIMS. Roster removals can be made directly on the Roster page by the coach.<br><br>Complete any second semester meet schedule updates or additions by adding them to your Meets page in SWIMS.                                                                                 | <input type="checkbox"/> |
| January 15 through NCAA Championships Entry Deadline                                                                                                                | Enter your team in the NCAA Championships online using USA Swimming's Online Meet Entry (OME) System.                                                                                                                                                                                                                                                                          | <input type="checkbox"/> |

For any questions, please contact [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org).