

INSTRUCTIONS FOR ADDING SCHEDULES, EDITING THEM AND UPLOADING XMLS MANUALLY

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.

ADDING A SCHEDULE

Schedules must be manually entered through the “Edit schedule/Upload XML” links. You **CANNOT** transfer a schedule from your website provider.

Logging into the Statistics System

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

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

Form

2025-26 Women's Soccer

Rosters

Edit schedule/Upload XML

2025-26 Women's Volleyball

Rosters

Edit schedule/Upload XML

2025-26 Football

Rosters

Edit schedule/Upload XML

Adding a New Contest

To add a new contest, click the “Add New Contest” link.

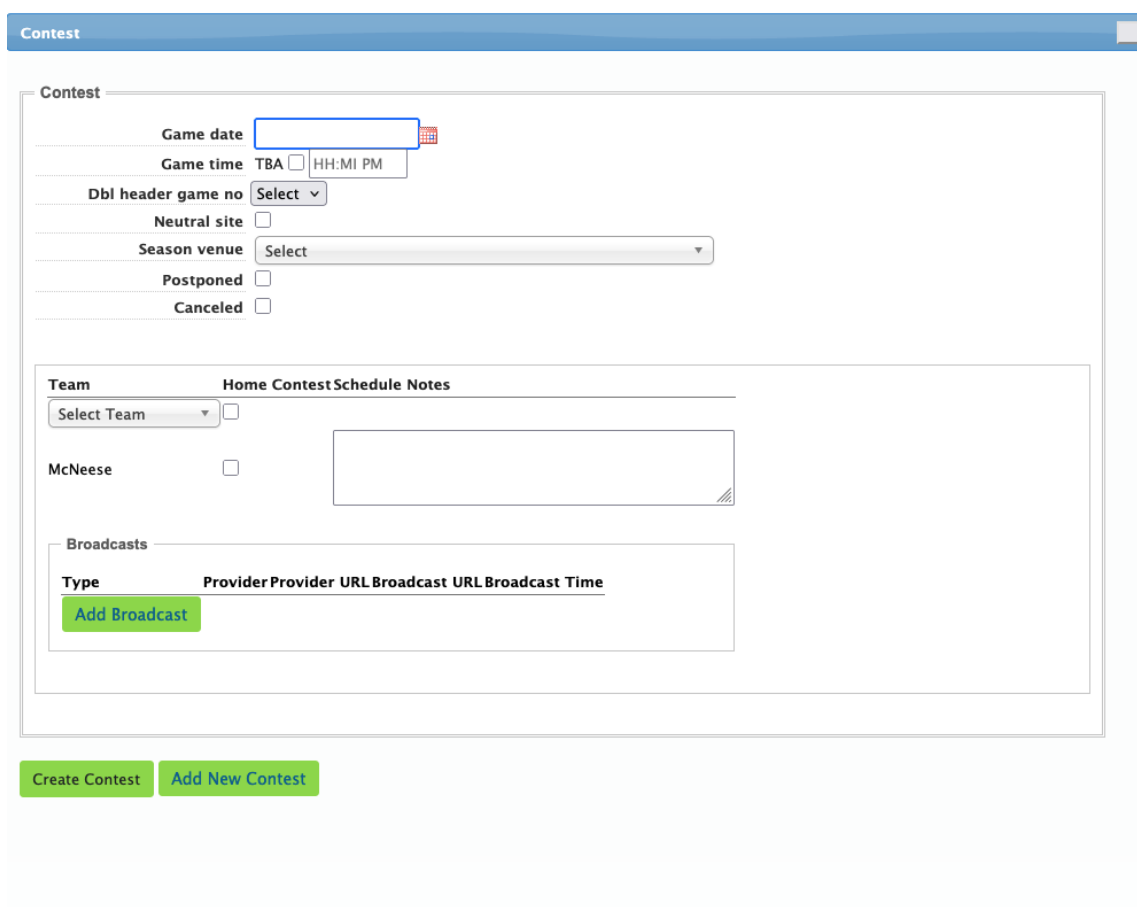
Default scoring platform: NCAA LiveStats [Change to XML Platform](#)

Contests (0-0)

Game Date	DH Game No	Opponent	Conference	Contest	Score	Postponed	Canceled	Attendance	Date Received	Status	Scoring With NLS
-----------	------------------	----------	------------	---------	-------	-----------	----------	------------	---------------	--------	------------------

[Add New Contest](#)

A dialog box will open to input the contest information.



The image shows a 'Contest' dialog box with the following fields and sections:

- Game date:** A date picker field.
- Game time:** A field with 'TBA' and a checkbox, followed by 'HH:MM PM'.
- Dbl header game no:** A dropdown menu with 'Select'.
- Neutral site:** A checkbox.
- Season venue:** A dropdown menu with 'Select'.
- Postponed:** A checkbox.
- Canceled:** A checkbox.
- Team:** A dropdown menu with 'Select Team'.
- Home Contest Schedule Notes:** A checkbox.
- McNeese:** A checkbox.
- Broadcasts:** A section with a table header: 'Type', 'Provider', 'Provider URL', 'Broadcast URL', 'Broadcast Time'. Below the header is a green 'Add Broadcast' button.

At the bottom of the dialog box are two green buttons: 'Create Contest' and 'Add New Contest'.

Form Fields Information

Game Date Format: MM/DD/YYYY (10/15/2025). Note: Year must **ALWAYS** be 4 digits, while month and date can be one digit respectively. (Ex: 8/21/2025, 9/1/2025)

Game Time Format (if applicable): In sports with NCAA LiveStats scoring, the game time is a required field. Format is HH:MM AM/PM (5:00 PM, 11:30 AM). If time is not known, click checkbox for "TBA".

Dbl header game no (if applicable): In baseball, softball and men's and women's volleyball, you will have the option to mark if a game will be part of a doubleheader. Note: Only mark the game with a 1 or a 2 if your team will be playing the same team more than once on a given day. If you are playing two different teams, on the same day, please leave this field blank.

Neutral Site: If contest will be held at a neutral site, check the box for neutral site. This will bring up more information to be filled out.

The screenshot shows a web form titled "Contest". The "Neutral site" checkbox is checked. The "Season venue" dropdown is set to "Select Venue". The "Neutral site host team" dropdown is set to "Select". The "Neutral site city" and "Neutral site state" fields are empty. The "Postponed" and "Canceled" checkboxes are unchecked.

If the contest will be hosted by another school, skip the “Season venue” dropdown, and select the school’s name from the “Neutral site host team” dropdown. This will populate the “Season venue,” “Neutral site city,” and “Neutral site state”.

The screenshot shows the same "Contest" form with example data populated. "Season venue" is "Johnson Coliseum, Huntsville, TX (Sam Houston)", "Neutral site host team" is "Sam Houston", "Neutral site city" is "Huntsville", and "Neutral site state" is "Texas".

If the contest is being hosted by a third party, you can select a venue from the “Season venue” list, which will populate the city and state. If the venue isn’t listed in the dropdown, then enter the city and state in their respective fields.

Team: Select the opponent from the dropdown menu. If you do not know your opponent, you can select “TBA” from the dropdown and add the team at a later time. **Note:** If your opponent is not listed, please reach out to your [sport-specific contact](#) to add the team to the available teams.

Conference Contest: If you are playing a team in your conference, a “Conference contest” checkbox will appear and will automatically be checked. Should the contest not count a conference contest, you can uncheck the box. If a conference opponent does not show up with a “Conference contest” checkbox, please reach out to your [sport-specific contact](#).

Home Contest: Select the checkbox next to the home team. If the contest will be at a neutral site, you can check the box to designate who will be the home team.

Schedule Notes: Add any schedule notes that are needed. For example, if a game is part of an invitational or game will be a color rush game.

Broadcasts: Add any broadcast information here.

Team	Home Contest	Schedule Notes
Southern Ill.	<input type="checkbox"/>	Sam Houston Invitational
McNeese	<input type="checkbox"/>	

Broadcasts				
Type	Provider	Provider URL	Broadcast URL	Broadcast Time
<div> <div>✓ Select Type</div> <div>TV</div> <div>Radio</div> <div>Audio Stream</div> <div>Video Stream</div> <div>Live Stats</div> </div>				8/30/2025 9:00 am

Submitting the Contest

Once you are finished entering the contest information, select “Create Contest,” which will add the contest to your schedule.

Contests (0-0)

Game Date	DH Game No	Opponent
08/29/2025 01:00 PM		Tulane @Huntsville, TX
08/30/2025 09:00 AM		Southern Ill. @Huntsville, TX
09/20/2025 07:00 PM		@ Houston

[Add New Contest](#)

Contest

Contest was successfully created.

Contest

Game date 08/30/2025
Game time TBA ☐ 09:00 AM
Dbl header game no Select
Neutral site ☒
Season venue Johnson Coliseum, Huntsville, TX (Sam Houston)
Neutral site host team Sam Houston
Neutral site city Huntsville
Neutral site state Texas
Postponed ☐
Canceled ☐

Team	Home Contest	Schedule Notes
Southern Ill.	<input type="checkbox"/>	Sam Houston Invitational
McNeese	<input type="checkbox"/>	

From here you can either close the existing contest or click the “Add New Contest” button.

Contest

Contest was successfully created.

Contest

Game date08/30/2025
Game timeTBA 09:00 AM
Dbl header game noSelect
Neutral site
Season venueJohnson Coliseum, Huntsville, TX (Sam Houston)
Neutral site host teamSam Houston
Neutral site cityHuntsville
Neutral site stateTexas
Postponed
Canceled

TeamHome ContestSchedule Notes
Southern Ill.
McNeese
Sam Houston Invitational

Broadcasts
TypeProviderProvider URLBroadcast URLBroadcast Time
Add Broadcast

Update ContestAdd New Contest






Note: There is NO “Submit Schedule” button. As you add contests, your schedule is updated with the change.

EDITING SCHEDULES

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	Conference Contest	Score	Postponed	Canceled	Attendance	Date Received	Status	Scoring With NLS	Broadcasts	Schedule Notes
08/29/2025 01:00 PM		 Tulane @Huntsville, TX								Yes Stream Key	Add	Sam Houston Invitational
08/29/2025 04:00 PM		@  Sam Houston								Yes	Add	Add
08/30/2025 09:00 AM		 Southern Ill. @Huntsville, TX								Yes Stream Key	Add	Sam Houston Invitational
09/20/2025 07:00 PM		@  Houston								Yes	Add	Add
10/09/2025 06:30 PM		 Lamar University	Y							Yes Stream Key	Add	Add

NOTE: Users are restricted to change only home games and neutral-site games. To make changes

to true away games, users much reach out to the home team or reach out to your [sport-specific contact](#).

- From 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.

Postponed, Suspended or Canceled Contest

Postponed	Canceled	Attendance	Date Received	Status	Scoring With NLS	Broadcasts	Schedule Notes
					Yes Stream Key	Add	Sam Houston Invitational Edit Postponed Canceled
					Yes	Add	Add Edit Postponed Canceled
					Yes Stream Key	Add	Sam Houston Invitational Edit Postponed Canceled
					Yes	Add	Add Edit Postponed Canceled
					Yes		

Postponed Contest

A postponed contest is: a contest that will not be played at the given date/time BUT will be made up at a future date.

Note: If a new date for the contest is known, there is no reason to mark it as “Postponed.” Simply change the date of the existing contest to the new day.

To postpone a contest:

- Click the “Postponed” link from the schedule menu, OR
- From the edit contest screen, click the checkbox next to “Postponed” and click “Update Contest.”

When a new date and time have been determined for the contest:

1. Click the “Edit” link for that contest
2. Change the Game date/Game time (if applicable) fields
3. Uncheck the “Postponed” checkbox
4. Click “Update Contest”

Suspended Contest

A suspended contest is a contest that was begun, did not finish and WILL be completed at a date in the future. Suspended contests should be marked as “Postponed” in the system. In the schedule notes section, make note that the game was suspended and the continuation date. Ex: Game was suspended in the bottom of the 3rd inning due to lightning. Game will be completed on March 3 at 3 pm.

NOTE: Suspended game dates must NOT be changed to the continuation date because the contest should always reflect the date it was started. Once the contest is over, uncheck the “Postponed” box and upload the XML file as normal.

Canceled Contest

A canceled contest is either :

- A contest that will not be played at the given date/time and will NOT be made up, OR
- A contest that was started and didn't reach a reasonable point of conclusion (per the applicable playing rules), and will NOT be finished on another date/time.

To cancel a contest:

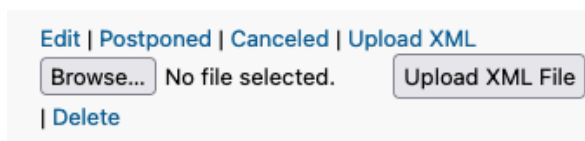
- Click the “Canceled” link from the schedule menu, OR
- From the edit contest screen, click the checkbox next to “Canceled” and click “Update Contest.”

MANUALLY UPLOADING XML FILES

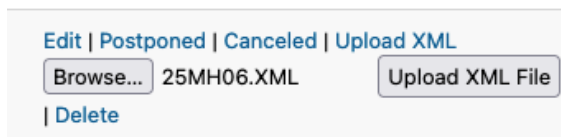
XML files can only be manually uploaded if either the contest is marked as “No” for the “Scoring With NLS” column or in sports not using NCAA LiveStats.

Uploading an XML file

To upload an xml file, click the “Upload XML” link on the contest line. This will bring up a file upload prompt.



Click “Browse” to locate the file and select “Open”.



Click “Upload XML File” to complete the process.

NCAA LIVESTATS SPORTS

Changing the Default Scoring Platform




To change your default scoring platform to XML from NLS, click the “Change to XML Platform” at the top of the page.

Default Scoring Platform						
Default scoring platform: NCAA LiveStats Change to XML Platform						
Contests (0-0)						
Game Date	DH Game No	Opponent	Conference Contest	Score	Postponed	Ca



Note: Changing the platform will only affect new contests added after that point. Existing contests will not be altered.

Changing a Contest to a Non-NCAA LiveStats Contest

To change a contest to an XML contest (a contest that will not be scored using NCAA LiveStats), click on the “Yes” link associated with that contest.

Game Date	DH Game No	Opponent	Conference Contest	Score	Postponed	Canceled	Attendance	Date Received	Status	Scoring With NLS
08/29/2025 01:00 PM		 Tulane @Huntsville, TX								Yes Stream Key
08/29/2025 04:00 PM		@  Sam Houston								Yes
08/30/2025 09:00 AM		 Southern Ill. @Huntsville, TX								Yes Stream Key

One that has been done, the column will list “No,” and an “Upload XML” link will appear on the contest line.

@  Houston			Yes	Add	Add	Edit Postponed Canceled Delete
 Lamar University	Y		No	Add	Add	Edit Postponed Canceled Upload XML

Accessing the NLS Game Key

LOAD GAME USING A GAME KEY


Enter Game Key

PASTE

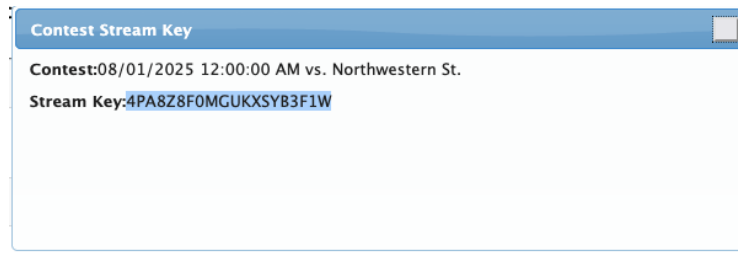
CANCEL

NEXT

To locate an NLS game key outside of the [NCAA School and Conference Manager](#), go to the sports schedule page, and click on the “Stream Key” associated with that contest.

DH Game No	Opponent	Conference Contest	Score	Postponed	Canceled	Attendance	Date Received	Status	Scoring With NLS
	 Northwestern St.	Y							Yes Stream Key

The Contest Stream Key dialog window will open, and from there you can copy the key.



Then paste the key into the “Enter Game Key” field using Ctrl + V or clicking the “Paste” button.



ADDITIONAL NOTES

- Once the home team enters an XML file, the visiting team will not be able to upload a new XML file.
- Data for road contests are read only. For changes to road games, please be sure to reach out to the home team or reach out to your [sport-specific contact](#).
- 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.