



SCORE REPORTING WEBSITE INSTRUCTIONS

1. Web link: <https://web1.ncaa.org/indsport/exec/login>.
2. You will need your institution's user ID and password. This log-in is the same for your institution every year, and your athletics director and/or sports information director should be able to provide it to you. If they are unable to provide you with this information, contact Eric Breece at ebreece@ncaa.org.
3. Once logged in, your screen will appear as it does below. A single drop-down box will appear as well as several links above it. Ensure that directly above the drop-down it reads: "Welcome [your institution's name]". If it is not your institution's name that is showing, double-check your log-in information. If still incorrect, contact the NCAA national office for assistance.

A screenshot of the NCAA Individual Sports Application -- Main page. The page has a light gray header with the NCAA logo on the left, the title "NCAA Individual Sports Application -- Main" in the center, and a "Contact Us" link on the right. Below the header is a white content area. At the top of this area is a "Navigation Links" section with five buttons: "Main", "Rosters", "Schedule/Results", "Query", and "Logout". Below these buttons is a blue instruction line: "Please select sport and academic year from drop-down and then press navigation link above:". Underneath this is a "Welcome Boston College" message and a drop-down menu currently showing "Women's Fencing - 2021". At the bottom right of the page, there is a copyright notice: "© 2005 NCAA" and a link to "Terms and Conditions | Privacy".

4. From the drop-down box, select either "Men's Fencing" OR "Women's Fencing". This will indicate which schedule and/or roster you will be entering when you click on the 'roster' or 'schedule/results' links above the drop-down.



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ROSTER SUBMISSION

1. Click on the 'roster' link.
2. Each fencer will occupy a full row of information. Enter all fencers on your roster – last name, first name, power rating and position (weapon).
3. You **MUST** enter each fencer's **Power Rating** number (be sure to use the current year's power rating scale, which is posted on the [NCAA Fencing Administration Page](#) on NCAA.org).
4. It is recommended that you save 'early and often' to ensure each fencer's information is saved.
5. If a fencer competes in more than one weapon, they must be entered twice- one entry for each weapon they compete in.
6. NOTE: Your previous year's roster will appear in a list towards the bottom of this page. You can add these to your roster by clicking the check-box next to their name, scrolling to the bottom and clicking the 'add to current roster' button. If using this feature, be sure to double check each fencers' information for accuracy (specifically the weapon and power rating).
7. To view a report of all rosters in your region, click the "Roster Report by Region" button. This will produce a PDF of each institution's roster that is found in your region.



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SCHEDULE ENTRY

1. Results should be entered in the site as dual meets against each institution that you compete against. If you are scheduled to participate in an invitational and will be competing against more than one institution, you will need to enter each institution as a separate dual meet, each having its own row. Example: Penn State will compete in an invitational with several schools at Princeton. Penn State's schedule needs to be entered like the example below:



NCAA Individual Sports Application -- Schedule

Navigation Links

Main	Rosters	Schedule/Results	Query	Logout
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Current Schedule

(To add an event to Current Schedule, enter data and press the Save button below. To delete an event, click the checkbox to the left of the event you wish to delete and press the Delete Checked box below.)

Pennsylvania State University

	Name	Location	Start Date (00/00/00)	End Date (00/00/00)	Team(s)	
<input type="checkbox"/>	Penn State vs. Vassar	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results
<input type="checkbox"/>	Penn State vs. Princeton	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results
<input type="checkbox"/>	Penn State vs. UNC	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results
<input type="checkbox"/>					Teams...	Results
<input type="checkbox"/>					Teams...	Results
<input type="checkbox"/>					Teams...	Results

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2. Enter all information as requested in the columns- Name (who you are competing against), location, start date and end date.
3. To the right of the 'end date' column is a 'teams' button. Click on this button and a pop-up window will appear. Click the 'add team' button in this new window and a drop-down will appear. Select the team you will be competing against in this match from the drop-down and close the window.
4. When you are ready to enter results for an event, click on the Results link in blue to the right of the event.

Pennsylvania State University

	Name	Location	Start Date (00/00/00)	End Date (00/00/00)	Team(s)	
<input type="checkbox"/>	Penn State vs. Vassar	Princeton, NJ	12/01/2007	12/01/2007	Teams...	Results




5. **IMPORTANT NOTE:** Your opponent may have already entered results for this meet. DO NOT re-enter or add results if this occurs. In this case, double check the entries to ensure accuracy.
6. Once you click on the 'results' link, you will be taken to the below screen:
7. Similar to your initial log-in page, you will need to select which weapon you want to enter results for. When selected, it will be highlighted yellow.



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|----------------------|-------------------------|----------------------------------|-----------------------|------------------------|
| Main | Rosters | Schedule/Results | Query | Logout |
|----------------------|-------------------------|----------------------------------|-----------------------|------------------------|

Save | Delete Checked



Make sure to select the weapon that you will enter results for.

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