
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.

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.
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.
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**

![Schedule Entry Screenshot]

- **Penn State vs. Vassar** Princeton, NJ 12/01/2007 12/01/2007
- **Penn State vs. Princeton** Princeton, NJ 12/01/2007 12/01/2007
- **Penn State vs. UNC** Princeton, NJ 12/01/2007 12/01/2007

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.

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:

   - **Pennsylvania State University**
     - **Name:** Penn State vs. Vassar
     - **Location:** Princeton, NJ
     - **Start Date:** 12/01/2007
     - **End Date:** 12/01/2007
     - **Teams:**

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.
8. Nine rows will appear, with one bout occupying each.

9. Click on the open box under a schools name to view a drop-down of all of the fencers for that specific school. Do the same for their opponent.

10. The second and third columns represent a Victory (V) or defeat (D). Select the correct notation for each fencer in the drop-down closest to their name. The touches per fencer/bout do not need to be entered.

11. BE SURE TO SAVE AFTER ENTERING EACH BOUT! This will ensure everything is saved properly.

12. Repeat this process for each weapon, making sure to select the correct weapon.

13. IMPORTANT NOTE: If a mistake is made, you MUST delete the incorrect entry from that row and start from the beginning with the correct bout information. DO NOT attempt to ‘write-over’ what has already been saved, as a duplicate entry will be created. To delete an entry, select the check box on the left that will appear next to the row and click the 'delete checked' button.