



**SCHSL Policy:** Submitting athlete rosters to Sports Timing, Inc. prior to the start of the season and updating rosters if any athletes are added during the season

**Deadline:** Please submit initial rosters by **Friday, August 8th, or prior to entering the first meet, whichever comes first. Submit via the online roster submission form at <https://sportstiming.com/schss/>.**

**Purpose:** To reduce the number of duplicate athletes in the Top Times Database, to ensure that school abbreviations are correct, and to put the responsibility on all schools for accurate data rather than on those hosting meets.

**Requirements:** The following items will be required for each athlete in your team management software.

- First Name
- Middle Initial
- Last Name
- Preferred Name (If different than their first name)
- Date of birth
- Gender

#### **How to:**

As part of your registration process, collect and enter the required data into your team management software. In Hytek Team manager, as you enter each athlete, you will see a “Build ID” button. This button will be present if you select team registration type as USS. If your team management software does not have a build ID button, the ID format uses the following fields, Date of Birth, First Name, Middle Initial and Last Name.

Example: Jane D. Johnson born on December 1, 1998 would have an ID of 120198JANDJOHN. If the swimmer does not have middle initial or their first or last name has less than the required characters, the missing characters should be filled in with an asterisk (\*). You can manually type in the ID for the swimmer.

Before entry into the first meet, submit an export of your athlete roster from your team management database.

## **Submit Team Roster**

In Hytek Team Manager, select File, Export, Athletes/Teams. Save and submit the file online at [www.sportstiming.com/hss](http://www.sportstiming.com/hss). If during the season you add a swimmer to your roster, or need to update information on an athlete, please submit an updated roster through the same form.

Other software that are used for team management can create a roster file – it should be a .sd3 format. Please work with the support for those programs to create the roster file.

Times for your school will not be uploaded into top times until your roster has been received. If you add a swimmer, and do not submit an updated roster, their times will not be imported.

Many athletes participating in the state championships want their times to show in the USA Swimming Database. SWIMS matches on swimmer first and last name and date of birth- if these fields are correct, there will not be a problem in the results uploading to SWIMS.

If you have any questions, please email [meet.results@sportstiming.com](mailto:meet.results@sportstiming.com)

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