



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 18th, 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. 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 (*).

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. 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 is used for team management can create a roster file – it should be a .sd3 format.

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.

If you have any questions, please email meet.results@sportstiming.com

Sarah Hayes
Associate Commissioner
SCHSL
sarah@schsl.org
803-798-0120