



POSTSEASON ROSTER SUBMISSION INSTRUCTIONS

The official party for each team participating in postseason play is 15 players allowed in uniform and up to 6 support staff. Each team will receive a maximum number of 21 credentials, 15 student-athlete credentials and 6 official party credentials.

Sports Information Directors should credential themselves as media, but if they will be either rooming with a member of the official party (coach, athletic trainer or administrator), will be traveling with the team, or will be in close proximity with the team, they must also be registered on the Official Postseason Roster in one of the six additional bench personnel slots.

Official rosters are to be submitted online via the [SIDHelp website](#). If you do not have an account login, please go to the link above and sign up. You must have an account in order to complete roster forms. You must fill out the online forms completely, otherwise you will get an error message. Roster forms are no longer available in the coaches' manuals. Once you create an account and login, follow the instructions as follows –

1. Under the **"Forms and Rosters"** section, click on the link **"Enter Postseason Information"**
2. Click on **"Edit Postseason Roster/Bench Personnel"** – Fill out the roster form, check the certification box at the bottom and click on the save postseason roster button

The information submitted in SIDHelp will be used to pre-populate the Acknowledgement of Risk/Consent to Test Form, which will be emailed to the institution's athletic director and head coach.

All members of the Official Party must sign and date the Acknowledgement of Risk/Consent Form.

All Official Party Rosters are due by Thursday, March 7 through SIDHelp.

A player may be replaced on the Official Roster between the Conference Tournament and the NAIA Men's Basketball National Championship First & Second Round by any eligible player whose name is included on the NAIA Official Eligibility Form for the current season.

The deadline for certifying the Official Roster of 15 players is 30 minutes prior to the first game of any Conference Tournament, or at the coaches meeting of the National Championship First & Second Round or Final Site.

Quick Facts Submission Instructions

Each team's Head Coach or SID will be responsible for completing the Quick Facts section online. The information entered will be used by the National Office and National Championship host when creating postseason publications, documents, etc.

1. Go to www.naiasports.org/admin and login with your account information
2. Under the **"Forms and Rosters"** section, click on the link **"Enter Postseason Information"**
3. Click on "Enter Quick Facts" – Fill out the quick facts form and click the save button