



NAIA Women's Wrestling Invitational Roster Submission Instructions

Official rosters are to be submitted online via the SIDHelp admin website (www.naiasports.org/admin). If you do not have a log-in account, please go to the link above and sign up. You must have an account in order to complete roster forms. Roster forms are no longer available in the coaches' manuals. Once you create an account and log-in, follow the instructions below:

1. There will be a section titled **"Forms and Rosters"**. Click on the link titled **"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.
3. Please contact Jeff Melton if you experience problems with the online roster form, jmelton@naia.org.

Postseason rosters will be processed entirely electronically. The administrator completing the online roster form will sign electronically. Postseason rosters are no longer required to be submitted to the NAIA national office – please do not send rosters via email or fax to the national office.

A copy of the roster must be hand-carried to the national championship and presented to the championships administrators prior at check-in. No individual not included on the official roster form may participate at the national championship

Instructions for Submitting Team Quick Facts

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 championship host when creating postseason publications, documents, etc. Instructions for completion:

1. Go to www.naiasports.org/admin and log-in with your account information.
2. There will be a section titled **FORMS AND ROSTERS**. Click on the link titled "Enter Postseason Information."
3. Click on "Enter Quick Facts." Fill out the quick facts form and click on the save button.
4. No further action is needed once this form is completed in its entirety.