



## POSTSEASON ROSTER SUBMISSION INSTRUCTIONS

The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers and any staff member who travels with a competing team.

The official party for each team participating in NAIA National Championship Opening Round or Final Site competition for Women's Volleyball is 23 individuals, which includes – 18 student-athletes in uniform, and up to five support staff (coaches, managers, additional student-athletes not in uniform, etc.). Each institution is allowed up to two athletic trainers, which are not included in the official party of 23. Sports Information Directors should credential themselves as media—communication on that process will come directly through Katie Green ([kgreen@naia.org](mailto:kgreen@naia.org)).

**As conference tournaments are a part of the official NAIA postseason, postseason rosters should be submitted prior to the first game of conference tournaments on November 1<sup>st</sup>.**

Official rosters are to be submitted online via the SIDHelp website ([www.naiasports.org/admin](http://www.naiasports.org/admin)). 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. Once you create an account and login, follow the instructions as follows –

- Under the **"Forms and Rosters"** section, click on the link **"Enter Postseason Information"**
- 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

Changes to the postseason roster MAY NOT be made once the conference tournament has begun, but CAN be made BETWEEN conference tournament and national championship play. **If changes are made, PLEASE** inform NAIA Athletics Communications Manager Katie Green ([kgreen@naia.org](mailto:kgreen@naia.org)) and NAIA Championship Manager Megan Lankford ([mlankford@naia.org](mailto:mlankford@naia.org)) to ensure the correct roster is listed for the championship program.

**Final site rosters are due at the final site coaches registration, BUT rosters will be pulled for use in the official championship program prior to that.** The individual completing the postseason roster will sign electronically. Do not send postseason rosters via email or fax to the national office.

The deadline for certifying the official roster is 30 minutes prior to the first game of any Conference Tournament, or at the coaches meeting of the National Championship Opening 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](http://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