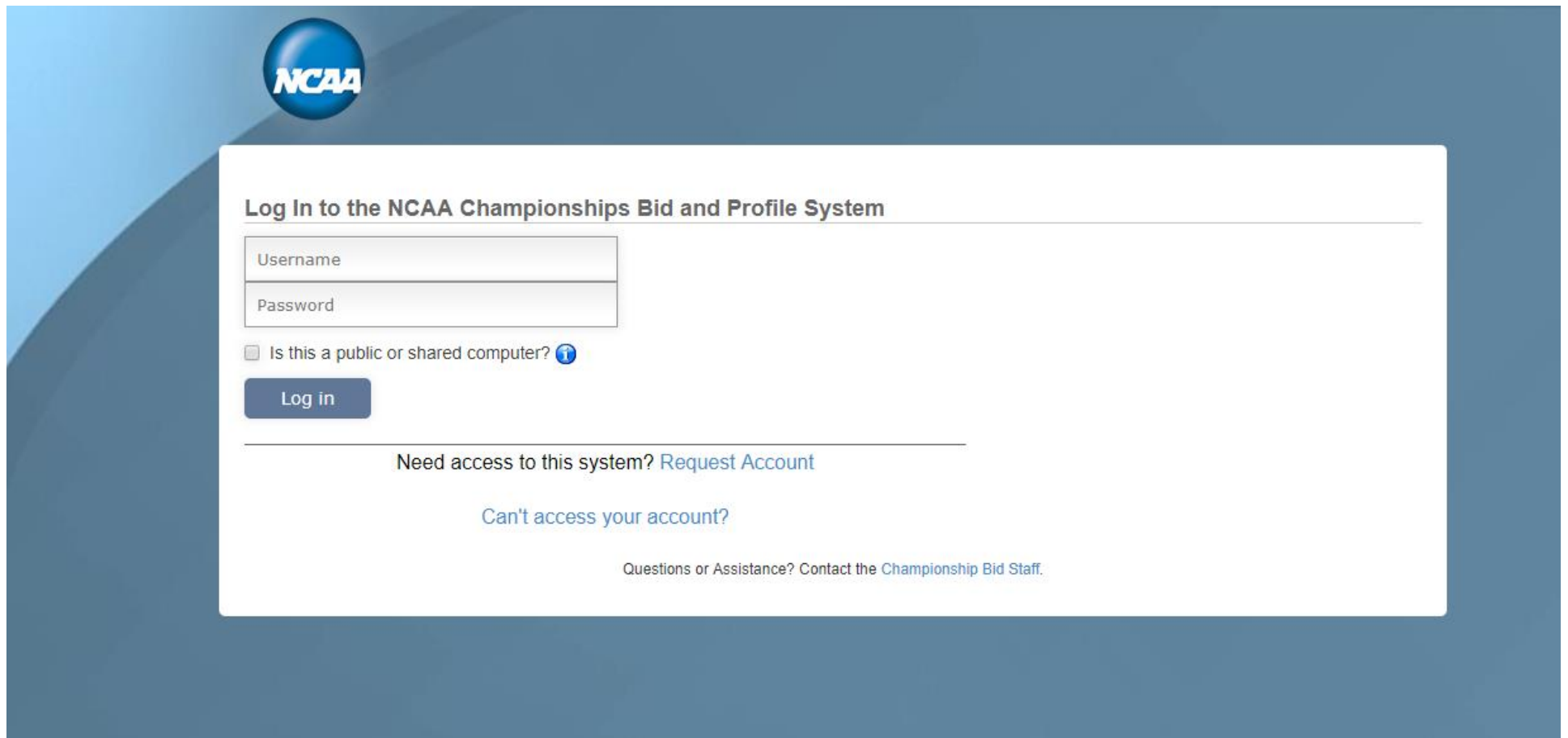





# Bid Portal User Guide

Access the portal by going to  
<http://championships.ncaa.org/>




The image shows a screenshot of the NCAA Championships Bid and Profile System login page. The page has a blue header with the NCAA logo on the left. The main content area is white and contains a login form. The form has two input fields for 'Username' and 'Password'. Below these fields is a checkbox labeled 'Is this a public or shared computer?' with a help icon. A 'Log in' button is positioned below the checkbox. At the bottom of the form, there are links for 'Need access to this system? Request Account' and 'Can't access your account?'. A footer link reads 'Questions or Assistance? Contact the Championship Bid Staff.'



**Log In to the NCAA Championships Bid and Profile System**

Username

Password

☐ Is this a public or shared computer? 


Log in

Need access to this system? [Request Account](#)

[Can't access your account?](#)

Questions or Assistance? Contact the [Championship Bid Staff](#).

If you already have an account in the system, log on with your personalized credentials.



**Log In to the NCAA Championships Bid and Profile System**

Username

Password

☐ Is this a public or shared computer? ⓘ

Log in


---

Need access to this system? [Request Account](#)

[Can't access your account?](#)

Questions or Assistance? Contact the [Championship Bid Staff](#).

If you are new to the system, request an account. You will receive an email notification once your account has been activated.



**Log In to the NCAA Championships Bid and Profile System**

Username

Password

☐ Is this a public or shared computer? ⓘ

Log in


---

Need access to this system? [Request Account](#)

[Can't access your account?](#)

Questions or Assistance? Contact the [Championship Bid Staff](#).

If you do not remember your password, you can reset it here.



### Log In to the NCAA Championships Bid and Profile System

☐ Is this a public or shared computer? ⓘ

---

[Need access to this system? Request Account](#)

[Can't access your account?](#)

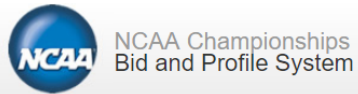
Questions or Assistance? Contact the [Championship Bid Staff](#).

**Note:** Reset password information will be sent to the email address on file in the system. If you do not receive the system-generated email, please check your junk mail folder. This system currently is NOT part of single-source sign-on.

Once you are logged in, you will see the following:

- Championships available for bidding, sorted by year
- Bids started/submitted for your institution/organization
- Profile tab

# Home Screen



List of championships currently available for bidding, sortable by division and/or academic year.

Welcome, First Last

[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

[Home](#)

[Profile](#)

## Championships Available for Bidding

Show 10 entries

Championship	Division	Year	Round	Available for Bidding	
2021-22 DIII Men's Wrestling	III	2021-22	Finals	06/05/2016 through 02/18/2022	<a href="#">Start Bid</a>
2021-22 DIII Men's Wrestling	III	2021-22	Regionals	06/05/2016 through 02/18/2022	<a href="#">Start Bid</a>
2021-22 Men's Water Polo		2021-22	Opening Round	06/05/2016 through 11/20/2021	<a href="#">Start Bid</a>
2021-22 Men's Water Polo		2021-22	Finals	06/05/2016 through 11/20/2021	<a href="#">Start Bid</a>

Start your bid by clicking here.

Showing 1 to 4 of 4 entries (filtered from 18 total entries)

First Previous 1 Next Last

## Bids for TEST

Show 10 entries

List of bids started/submitted by institution/organization.

Bid Status

List of required bid elements.

Description	Year	Round	Host(s)	Facility	Status	Decision	Information For Bids	
2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	<a href="#">test</a>	Incomplete	Pending	<a href="#">Edit Bid and Contacts</a> <a href="#">Budget - Saved</a> <a href="#">Facility Information - Incomplete</a> <a href="#">Contacts - Incomplete</a>	<a href="#">Remove Bid</a>
2019-20 Men's Water Polo	2019-20	Opening Round	TEST, 1 - DI CA Test	<a href="#">Test Facility</a>	Incomplete	Pending	<a href="#">Edit Bid and Contacts</a> <a href="#">Budget - Saved</a> <a href="#">Facility Information - Incomplete</a> <a href="#">Contacts - Incomplete</a>	<a href="#">Remove Bid</a>
2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST, 1 - DI CA Test	<a href="#">Test Facility</a>	Incomplete	Pending	<a href="#">Edit Bid and Contacts</a> <a href="#">Start Regional Bid Specifications</a> <a href="#">Budget - Saved</a> <a href="#">Facility Information - Incomplete</a> <a href="#">Contacts - Incomplete</a>	<a href="#">Remove Bid</a>

Showing 1 to 3 of 3 entries

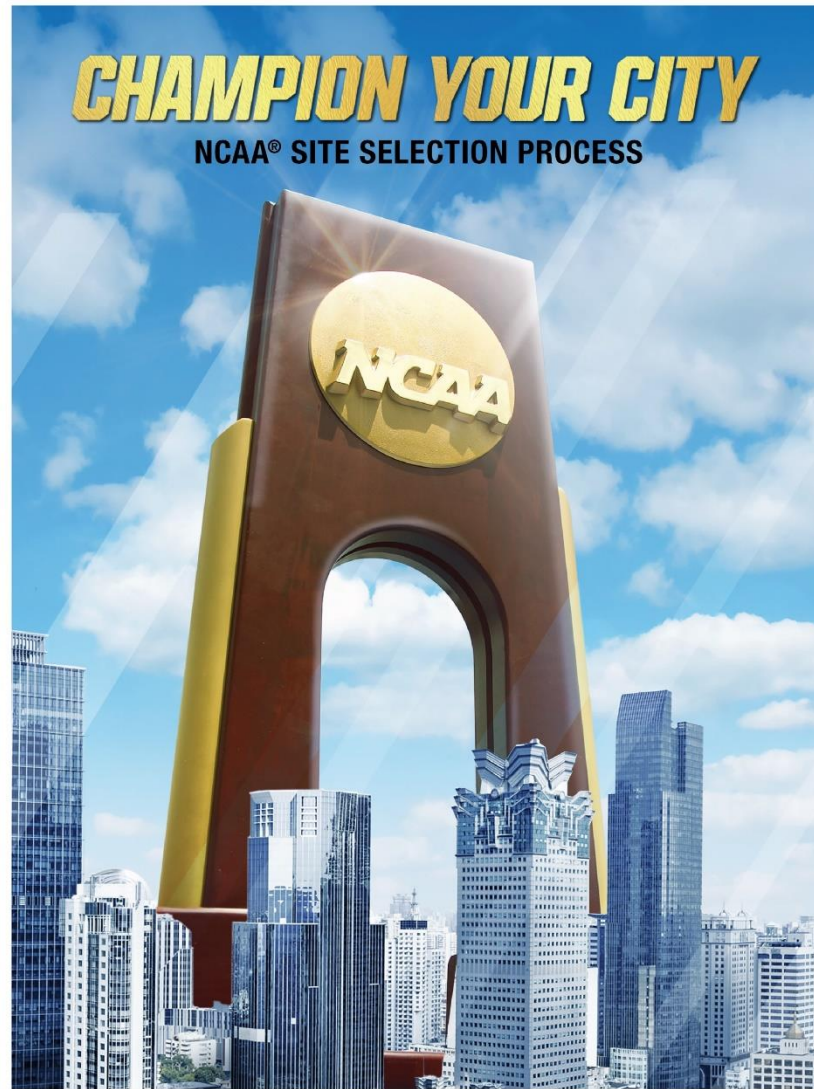
First Previous 1 Next Last

Existing bids can be sorted by academic year.

## Home Screen


- On the Home Screen, you will find the list of championships/ rounds available for bidding. Sort functions by division and academic year and a Search option allow users to quickly find the championship on which they wish to bid. Click on the Start Bid link to begin the process.
- The “Information for Bids” column lists all required bid elements and their status. Click on each link to take you to the corresponding element. You can save your work throughout the process and return later.
- Once all required elements have been submitted, the Status will change from Incomplete to Complete. Users will NOT receive an email confirmation on bid completion.





**SUBMITTING A BID**

Once logged into the system, go to the Championships Available for Bidding section and click on the Start Bid link next to the championship/round for which you would like to submit a bid.


NCAA Championships  
Bid and Profile System

Welcome, First Last  
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

[Home](#)
[Profile](#)

### Championships Available for Bidding

Show 10 entries

Search:

Championship	Division	Year	Round	Available for Bidding	
2021-22 DIII Men's Wrestling	III	2021-22	Finals	06/05/2016 through 02/18/2022	<a href="#">Start Bid</a>
2021-22 DIII Men's Wrestling	III	2021-22	Regionals	06/05/2016 through 02/18/2022	<a href="#">Start Bid</a>
2021-22 Men's Water Polo		2021-22	Opening Round	06/05/2016 through 11/20/2021	<a href="#">Start Bid</a>
2021-22 Men's Water Polo		2021-22	Finals	06/05/2016 through 11/20/2021	<a href="#">Start Bid</a>

Showing 1 to 4 of 4 entries (filtered from 18 total entries)

First
Previous
1
Next
Last

### Bids for TEST

Show 10 entries

Search:

Description	Year	Round	Host(s)	Facility	Status	Decision	Information For Bids	
2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	<a href="#">test</a>	Incomplete	Pending	<a href="#">Edit Bid and Contacts</a> <a href="#">Budget -</a> <a href="#">Facility Information - Incomplete</a> <a href="#">Contacts - Incomplete</a>	<a href="#">Remove Bid</a>


Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

\*Note: Use the Division/(Academic) Year sort functions or the Search option to help you find the desired championship more easily.

Once you select Start Bid, you will be prompted to confirm the following:

- Host institution – only required when the bidder is a non-NCAA member.
- Facility – you can choose an existing facility or select “Facility not listed,” which will prompt you to enter a new facility.
- Contact for the bid – defaults to the person who started the bid, but can be changed.
- Confirmation of having reviewed the facility profile – applicable to only facilities already in the system.



NCAA Championships  
Bid and Profile System

Welcome, Test Test  
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

Home | Profile | Users

### Start Bid for 2020-21 DIII Men's Wrestling

Budget to Copy

Select a budget to copy or leave blank if you do not wish to copy an existing budget. ▼

Facility

▼

Bid preparer

Test Test ▼

Contact for this bid (who should bid acceptance/denial be emailed too?)

Leave blank if same as bid preparer. ▼

Has the facility profile been reviewed?


☐ Yes ☒ No


Start

If facility already exists in the system, choose the appropriate facility and click Start.

## If facility does not exist:

You will be prompted to complete basic facility information and click Start. The remainder of the facility profile can be completed later in the process.

 NCAA Championships  
Bid and Profile System

Welcome, Test Test  
[My Account](#) | [User Guide](#)  | [Contact Us](#) | [Logout](#)

Home | Profile | Users

### Start Bid for 2020-21 DIII Men's Wrestling

Budget to Copy: Select a budget to copy or leave blank if you do not wish to copy an existing budget. ▼

Facility: Facility is not listed ▼

Facility Information

Name

Address1

Address2

City

StateAlabama ▼

Postal code


Bid preparer: Test Test ▼

Contact for this bid (who should bid acceptance/denial be emailed too?): Leave blank if same as bid preparer. ▼

Has the facility profile been reviewed? ☐ Yes ☒ No

Start

Once you have added/selected the facility, you will be directed to the following page (displayed in two partial screenshots):



NCAA Championships  
Bid and Profile System

Welcome, Test Test  
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

HomeProfileUsers

Bid was successfully started.

Bid/ContactsBudget - SavedTest FacilityChampionship Bid SpecificationsCertificates of Insurance

Edit Bid for 2020-21 DIII Men's Wrestling

Budget1 - DI CA Test - Test Facility (72216.0) ▼

FacilityTest Facility (1 - DI CA Test) ▼

Does the facility serve Coke products?☐ Yes ☒ No

Bid preparerTest Test ▼

Contact for this bid (who should bid acceptance/denial be emailed too?)

Leave blank if same as bid preparer. ▼

Has the facility profile been reviewed?☐ Yes ☒ No

Please review who should receive the following items

Search:

Item	Person	Select a Person
Awards	<a href="#">Test, Kerstin</a>	Select a person. ▼
Credentials		Select a person. ▼
Equipment (e.g., balls, pucks, etc.)		Select a person. ▼
Hydration Product/Sideline Equipment		Select a person. ▼
Merchandise		Select a person. ▼
Programs		Select a person. ▼
Signage		Select a person. ▼

Showing 1 to 7 of 7 entries

Please review the contact roles for this bid

Search:

Title/Role ▲	Required? ▼	Person(s) ⇅	Select or Create Person
Concessions Manager	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Drug Testing Coordinator	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Facility Director	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Marketing Director	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Media/PR Contact	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Merchandise Manager	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Security Director	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Ticket Manager	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Tournament Director	Yes		Select a person ▼ or <a href="#">Create a New Person</a>
Assistant Athletics Director	No		Select a person ▼ or <a href="#">Create a New Person</a>
Associate Athletics Director	No		Select a person ▼ or <a href="#">Create a New Person</a>
Athletics Director	No		Select a person ▼ or <a href="#">Create a New Person</a>
Data/Timing/Results Crew Coordinator	No		Select a person ▼ or <a href="#">Create a New Person</a>
Senior Woman Administrator	No		Select a person ▼ or <a href="#">Create a New Person</a>
Sports Information Director	No		Select a person ▼ or <a href="#">Create a New Person</a>
Sports Medicine Director	No		Select a person ▼ or <a href="#">Create a New Person</a>
Video Board Contact	No		Select a person ▼ or <a href="#">Create a New Person</a>

Showing 1 to 17 of 17 entries

[Update](#)

If you are bidding on a **future predetermined site**, you **do not need to complete** the information in the sections titled “Please review who should receive the following items” and “Please review the contact roles for this bid” with your initial bid. Instead, click on the Home tab at the top left of the screen.

If you are bidding on a postseason **non-predetermined site**, either **confirm** the individuals listed **or select/create** a new person where applicable. Once finished, click “Update,” then click on the Home tab at the top left of the screen.

Once you return to your Home Screen, you will see that the bid has been added to the Bids for (Institution or Host Name) section.

[Home](#)
[Profile](#)

### Championships Available for Bidding

Show 10 entries Search:

Championship	Division	Year	Round	Available for Bidding	
2019-20 Men's Basketball		2019-20	College Basketball Academy - Midwest	04/26/2019 through 05/31/2019	<a href="#">Start Bid</a>
2019-20 Men's Basketball		2019-20	College Basketball Academy - West	04/26/2019 through 05/31/2019	<a href="#">Start Bid</a>
2019-20 Men's Basketball		2019-20	College Basketball Academy - South	04/26/2019 through 05/31/2019	<a href="#">Start Bid</a>
2019-20 Men's Basketball		2019-20	College Basketball Academy - East	04/26/2019 through 05/31/2019	<a href="#">Start Bid</a>
2019-20 DIII MW Diving Regionals	III	2019-20	Regionals	04/30/2018 through 11/30/2019	<a href="#">Start Bid</a>
2020-21 DIII Men's Wrestling	III	2020-21	Regionals	06/05/2016 through 02/12/2021	<a href="#">Start Bid</a>
2020-21 DIII Men's Wrestling	III	2020-21	Finals	06/05/2016 through 02/12/2021	<a href="#">Start Bid</a>
2021-22 DIII Men's Wrestling	III	2021-22	Finals	06/05/2016 through 02/18/2022	<a href="#">Start Bid</a>
2021-22 DIII Men's Wrestling	III	2021-22	Regionals	06/05/2016 through 02/18/2022	<a href="#">Start Bid</a>
2019-20 DI Zone Diving	I	2019-20	Zone Diving	06/05/2016 through 05/31/2019	<a href="#">Start Bid</a>

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

### Bids for TEST


Show 10 entries Search:


Description	Year	Round	Host(s)	Facility	Status	Decision	Information For Bids	
2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	<a href="#">test</a>	Incomplete	Pending	<a href="#">Edit Bid and Contacts</a> <a href="#">Budget -</a> <a href="#">Facility Information - Incomplete</a> <a href="#">Contacts - Incomplete</a>	<a href="#">Remove Bid</a>
2021-22 DIII Men's Wrestling	2021-22	Finals	TEST, 1 - DI CA Test	<a href="#">Test Facility</a>	Incomplete	Pending	<a href="#">Edit Bid and Contacts</a> <a href="#">Start Championship Bid Specifications</a> <a href="#">Budget - Saved</a> <a href="#">Facility Information - Incomplete</a> <a href="#">Contacts - Complete</a>	<a href="#">Remove Bid</a>


You can now begin to complete the various bid components by clicking on the corresponding links in the Information for Bids column.

# Profile

Returning users will notice that some of the bid components will automatically populate as either Complete or Incomplete (rather than Start). This indicates that information previously has been entered into the institution's/organization's profile. To review or edit the existing information, click on the appropriate link or go to the top of the screen and click on the Profile tab.

 NCAA Championships  
Bid and Profile System

Welcome, First Last  
[My Account](#) | [User Guide](#)  | [Contact Us](#) | [Logout](#)

Home Profile 

## TEST



TEST  
123 Main  
City, IN 123456  
Website:  
Conference:

### Contacts

Name	Title	Phone	Email	Receives	Last Reviewed	
Test, Kerstin	Test	777-888-5555	k@n.org		05/24/2019	<a href="#">Edit</a> <a href="#">Destroy</a>

[Add Person](#)

### Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website
Test Facility	Street		City	AL	77777		<a href="#">Edit</a>  <a href="#">Destroy</a>
Test II	Test Address		Test City	AL	77777		<a href="#">Edit</a>  <a href="#">Destroy</a>

[Add Facility](#)

### Documents

NCAA / Anthony Travel Fully Executed Hotel Agreements	<a href="#">Upload</a>
NCAA Hotel Contract Response	<a href="#">Upload</a>
Revised Hotel Contracts	<a href="#">Upload</a>
NCAA/Anthony Travel Revised Contracts	<a href="#">Upload</a>
Non-Discrimination Questionnaire Response	<a href="#">Upload</a>



On the Profile tab, users can edit, delete (destroy) or add to their list of contacts for the key contacts form and add or edit facilities.

## Contacts

Contacts					
Name	Title	Phone	Email	Receives	Last Reviewed
Test, Kerstin	Test	777-888-5555	k@n.org		05/24/2019
<a href="#">Add Person</a>					
<a href="#">Edit</a> <a href="#">Destroy</a>					

- To add a contact, click on Add Person. Complete the information on the General Information tab. For NCAA members, the Shipping Address will populate from the membership database. Please confirm this information is correct or edit as necessary.
- Once this information is complete, **immediately** move to the Roles by Sport or Facility tab. Do not click on Create Person at this point.

Create Person



General Information

Roles by Sport or Facility

Promotions/Receivables

Name title

First name

Last name

Title

Organization

*If different than TEST*

Phone/Email

Office Phone

Cell Phone

Email

Shipping Address

Address1

Address2

City

State

Postal code

Create Person

## Create Person

General Information

Roles by Sport or Facility

Promotions/Receivables

Check all that apply

- ☐ **Tournament Director**
- ☐ Marketing Director
- ☐ Media/PR Contact
- ☐ Facility Director
- ☐ Ticket Manager
- ☐ Security Director
- ☐ Merchandise Manager
- ☐ Concessions Manager
- ☐ Drug Testing Coordinator
- ☐ Video Board Contact
- ☐ Data/Timing/Results Crew Coordinator
- ☐ Athletics Director
- ☐ Senior Woman Administrator
- ☐ Associate Athletics Director
- ☐ Assistant Athletics Director
- ☐ Sports Information Director
- ☐ Sports Medicine Director

### Tournament Director for:

Check All

Uncheck All

- |   |   |
|---|---|
| <input type="checkbox"/> Baseball             | <input type="checkbox"/> Women's Basketball     |
| <input type="checkbox"/> Men's Basketball     | <input type="checkbox"/> Beach Volleyball       |
| <input type="checkbox"/> Men's Cross Country  | <input type="checkbox"/> Women's Bowling        |
| <input type="checkbox"/> Football             | <input type="checkbox"/> Women's Cross Country  |
| <input type="checkbox"/> Men's Golf           | <input type="checkbox"/> Women's Rowing         |
| <input type="checkbox"/> Men's Gymnastics     | <input type="checkbox"/> Field Hockey           |
| <input type="checkbox"/> Men's Ice Hockey     | <input type="checkbox"/> Women's Golf           |
| <input type="checkbox"/> Men's Lacrosse       | <input type="checkbox"/> Women's Gymnastics     |
| <input type="checkbox"/> Men's Soccer         | <input type="checkbox"/> Women's Ice Hockey     |
| <input type="checkbox"/> Men's Swimming       | <input type="checkbox"/> Women's Lacrosse       |
| <input type="checkbox"/> Men's Tennis         | <input type="checkbox"/> Women's Softball       |
| <input type="checkbox"/> Men's Track, Indoor  | <input type="checkbox"/> Women's Soccer         |
| <input type="checkbox"/> Men's Track, Outdoor | <input type="checkbox"/> Women's Swimming       |
| <input type="checkbox"/> Men's Volleyball     | <input type="checkbox"/> Women's Tennis         |
| <input type="checkbox"/> Men's Water Polo     | <input type="checkbox"/> Women's Track, Indoor  |
| <input type="checkbox"/> Men's Wrestling      | <input type="checkbox"/> Women's Track, Outdoor |
| <input type="checkbox"/> NIT Postseason       | <input type="checkbox"/> Women's Volleyball     |
| <input type="checkbox"/> NIT Preseason        | <input type="checkbox"/> Women's Water Polo     |
|   | <input type="checkbox"/> Mixed Fencing          |
|   | <input type="checkbox"/> Mixed Rifle            |
|   | <input type="checkbox"/> Mixed Skiing           |

Create Person

- On the Roles by Sport or Facility tab, select the role(s) and corresponding sport(s) for the individual. When a person has more than one role, the corresponding sport must be selected for each role. A person also can have the same role for the several sports.
- When the role(s) and sport(s) have been selected, click on Create Person.

Test, Kerstin

General Information Roles by Sport or Facility **Promotions/Receivables**

*Check all items person should receive:*


- ☐ Awards
- ☐ Credentials
- ☐ Equipment (e.g., balls, pucks, etc.)
- ☐ Hydration Product/Sideline Equipment
- ☐ Merchandise
- ☐ Programs
- ☐ Signage

Update Person


- You can also assign receivables (i.e., specific shipments) that should be sent to this individual for a given sport on the Promotions/Receivables tab. This is optional.
- To edit a contact, click on Edit and make the necessary changes (e.g., changes in contact information, checking or unchecking roles and/or sports. Then click Update Person.

# Facilities

## Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website
Test Facility	123 Main		Test	AL	10293		<a href="#">Edit</a>  <a href="#">Destroy</a>
<a href="#">Add Facility</a>							

- To add a new facility, click on Add Facility.

 NCAA Championships  
Bid and Profile System

Home Profile

Facility was successfully updated.

**1 - DI CA Test > Test II**

Facility was successfully updated.

This facility is incomplete for bids. [See Problems](#)

Name and AddressSportsDetailsSignageHotelsMediaVideo Boards/LED/Control RoomDocumentsSport Specific Info.

Facility Name and Address

NameTest Facility II

Address1Test Address

Address2

CityTest City

StateAlabama


Postal code77777

Website

Update Facility

Last updated: 05/31/2019

- Under each tab, you will enter specific venue information by topic. Save information on each tab by clicking on the Update Facility button before moving to the next tab.
- Due to its technical nature, the Video Boars/LED/Control Room tab may be shared with an external party. Please see instructions at the top of the screen for details.



NCAA Championships  
Bid and Profile System

Welcome, Test Test  
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

Home
Profile

Facility was successfully updated.  
**1 - DI CA Test > Test Facility II**  
Facility was successfully updated.  
This facility is incomplete for bids. [See Problems](#)

Name and Address
Sports
Details
Signage
Hotels
Media
**Video Boards/LED/Control Room**
Documents
Sport Specific Info.

This page may be shared with the video board contact who will be working with this championship. To do so, create a password, then scroll to the bottom of the page and click on "Update Facility." After a few seconds, a "Mail Video Board Link" will be generated, which can be sent directly to the video board contact for completion of the information in the Boards/Control Room section.

Password to Edit Board Information

Password

Video Board Contact

Name
Title
Phone
Email

Add Person

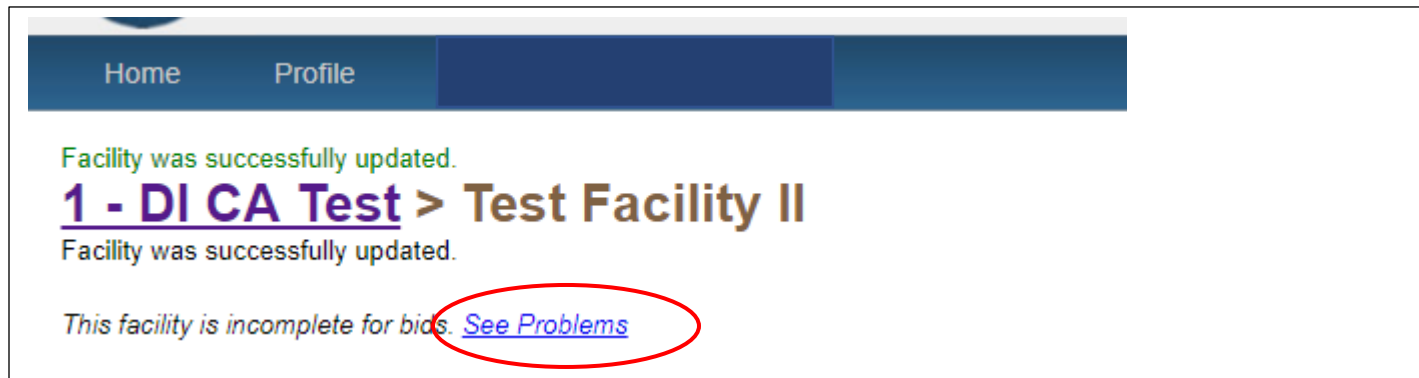
Permanent scoreboard
☒ Yes
☐ No

Video board
☒ Yes
☐ No

LED/Fascia Boards (Ribbons, Table Board, Basket Arm, Outdoor, Marquee, Other)
☐ Yes
☒ No

Public address system
☒ Yes
☐ No

- Once all tabs have been completed and saved, your facility should display as “Complete” in the Information for Bids column. If it indicates “Incomplete,” go back into your facility profile and click on the See Problems link.



Home Profile

Facility was successfully updated.

**1 - DI CA Test > Test Facility II**

Facility was successfully updated.

This facility is incomplete for bids. [See Problems](#)

- To modify an existing facility, click on Edit, then update as needed.

## Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website
Test Facility	123 Main		Test	AL	10293		<a href="#">Edit</a> <a href="#">Destroy</a>

[Add Facility](#)

# Budgets

Budgets may be added by making a selection in the Budget to Copy section of the Start Bid page. If your institution/organization never submitted a bid for this championship before, do not make a selection in the Budget to Copy section; just keep the default view. If you previously submitted a bid for this championship, you have the option to copy a previously entered budget by selecting it from the drop-down menu if you wish to do so.

The screenshot shows the 'Start Bid for 2020-21 DIII Men's Wrestling' page. The 'Budget to Copy' dropdown menu is open, displaying a list of previous budgets for the same sport and round. The list includes:

- 2016 Men's Wrestling Finals (45580.0)
- 2016 Men's Wrestling Regionals (45582.0)
- 2017 Men's Wrestling Regionals (45588.0)
- 2017 Men's Wrestling Finals (45590.0)
- 2015 Men's Wrestling Regionals (45620.0)
- 2015 Men's Wrestling Finals (45621.0)
- 2018 Men's Wrestling Finals (45644.0)
- 2018 Men's Wrestling Regionals (45647.0)
- 2020 Men's Wrestling Regionals (53253.0)
- 2021 Men's Wrestling Finals (53342.0)
- 2022 Men's Wrestling Finals (53376.0)

Note: Budgets cannot be copied from one sport to another; they can only be copied from one round to another within the same sport.



Once you click the Start button, a tab for the Budget site, as well as other required bid materials, will appear at the top of your screen. You can now click on the Budget – Saved tab to access your budget, or on any of the other the bid components to enter your information.

NCAA Championships Bid and Profile System

Welcome, Test Test

My Account | User Guide | Contact Us | Logout

Home Profile Users

Bid was successfully started

Bid/Contacts **Budget - Saved** Test Facility Regional Bid Specifications Certificates of Insurance

### Edit Bid for 2020-21 DIII Men's Wrestling

Budget: 1 - DI CA Test - Test Facility (72221.0) ▼

Facility: Test Facility (1 - DI CA Test) ▼

Does the facility serve Coke products? ☐ Yes ☒ No

Bid preparer: Test Test ▼

Contact for this bid (who should bid acceptance/denial be emailed too?): Leave blank if same as bid preparer. ▼

Has the facility profile been reviewed? ☐ Yes ☒ No

The various bid components also can be accessed from your Home Screen by clicking on the appropriate links (this view will slightly vary based on the needs for each championship).

Information For Bids

[Edit Bid and Contacts](#)

[Finish Championship Bid Specifications](#)

[Start Certificates of Insurance](#)

**[Budget - Saved](#)**

[Facility Information - Incomplete](#)

[Contacts - Incomplete](#)

## Alcohol Sales Agreements – Division I/National Collegiate ONLY

The Division I Competition Oversight Committee has approved the sale of alcohol at all rounds of Division I/National Collegiate championships, provided certain parameters are met by the host(s). A host that wishes to sell alcohol at its venue is required to submit an alcohol sales agreement with its bid materials in the portal.

The screenshot shows the NCAA Championships Bid and Profile System interface. At the top, there is a header with the NCAA logo and the text "NCAA Championships Bid and Profile System". Below this is a navigation bar with links: Home, Profile, Budget System, and Users. The main heading is "Start Bid for 2020-21 Men's Water Polo".

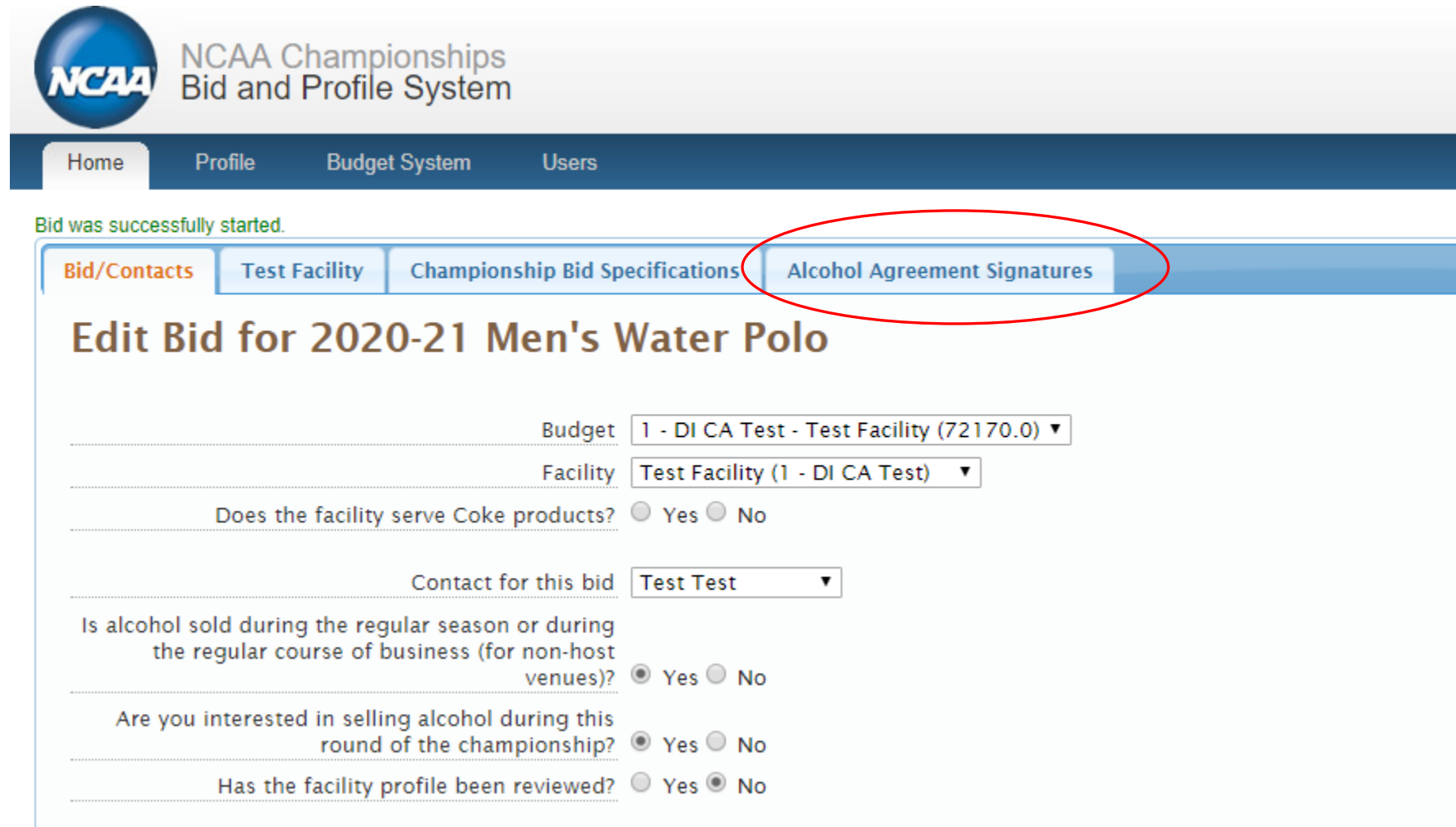
The form includes the following fields and options:

- Facility:** A dropdown menu showing "Test Facility (1 - DI CA Test)".
- Contact for this bid:** A dropdown menu showing "Test Test".
- Is alcohol sold during the regular season or during the regular course of business (for non-host venues)?** Radio buttons for Yes (selected) and No.
- Are you interested in selling alcohol during this round of the championship?** Radio buttons for Yes (selected) and No.
- Has the facility profile been reviewed?** Radio buttons for Yes and No (selected).

A red oval highlights the two questions regarding alcohol sales: "Is alcohol sold during the regular season or during the regular course of business (for non-host venues)?" and "Are you interested in selling alcohol during this round of the championship?".

At the bottom left, there is a green button labeled "Start".

Bidders will be prompted to indicate their interest in selling alcohol by responding to one or two questions after the start their bid. If the answer to both questions is Yes, the following tab will appear on the screen once the Start button is clicked.



The screenshot displays the NCAA Championships Bid and Profile System interface. At the top, the NCAA logo is followed by the text "NCAA Championships Bid and Profile System". Below this is a navigation bar with tabs: "Home", "Profile", "Budget System", and "Users". A green message states "Bid was successfully started." Below the navigation bar, there are four tabs: "Bid/Contacts", "Test Facility", "Championship Bid Specifications", and "Alcohol Agreement Signatures". The "Alcohol Agreement Signatures" tab is selected and circled in red. The main content area is titled "Edit Bid for 2020-21 Men's Water Polo". It contains several form fields: "Budget" with a dropdown menu showing "1 - DI CA Test - Test Facility (72170.0)", "Facility" with a dropdown menu showing "Test Facility (1 - DI CA Test)", "Does the facility serve Coke products?" with radio buttons for "Yes" and "No", "Contact for this bid" with a dropdown menu showing "Test Test", "Is alcohol sold during the regular season or during the regular course of business (for non-host venues)?" with radio buttons for "Yes" and "No", "Are you interested in selling alcohol during this round of the championship?" with radio buttons for "Yes" and "No", and "Has the facility profile been reviewed?" with radio buttons for "Yes" and "No".

NCAA Championships  
Bid and Profile System

Home Profile Budget System Users

Bid was successfully started.

Bid/Contacts Test Facility Championship Bid Specifications **Alcohol Agreement Signatures**

## Edit Bid for 2020-21 Men's Water Polo

Budget 1 - DI CA Test - Test Facility (72170.0) ▼

Facility Test Facility (1 - DI CA Test) ▼

Does the facility serve Coke products? ☐ Yes ☐ No


Contact for this bid Test Test ▼

Is alcohol sold during the regular season or during the regular course of business (for non-host venues)? ☒ Yes ☐ No

Are you interested in selling alcohol during this round of the championship? ☒ Yes ☐ No

Has the facility profile been reviewed? ☐ Yes ☒ No

Click on the tab to proceed to the alcohol sales agreements. Review the Championships Sales Policy via the link and then choose the appropriate agreement from the listed options. Download, complete and sign the agreement and then upload into the portal via the Upload button.


 NCAA Championships  
Bid and Profile System


HomeProfileBudget SystemUsers

Bid was successfully started.


Bid/ContactsTest FacilityChampionship Bid SpecificationsAlcohol Agreement Signatures

Are you using Aramark as your concessionaire? Yes ☐ No ☒


**Agreement Forms**  
Please review the [Championships Alcohol Sales Policy](#)  before selecting and downloading the appropriate agreement option below. Once you have completed and signed the agreement, upload it via the Upload button in this section.

1. The [NCAA Concessionaire Indemnity and Insurance Agreement](#)  must be signed by:


- All third-party concessionaire(s) to whom the host institution or non-host venue has outsourced the alcohol sale operations; and
- The non-host venue which has not outsourced the alcohol sale operations to a third-party concessionaire.

2. The [NCAA Host Alcohol Indemnity and Insurance Agreement](#)  must be signed by:

- The host institution which has not outsourced the alcohol sale operations to a third-party concessionaire or non-host venue.

3. The [NCAA Host/Venue Alcohol Agreement](#)  must be signed by:

- The non-host venue which has outsourced the alcohol sale operations to a third-party concessionaire; and
- The host institution that has outsourced the alcohol sale operations to a third-party concessionaire or non-host venue.

Signed Agreement Form  **Upload**

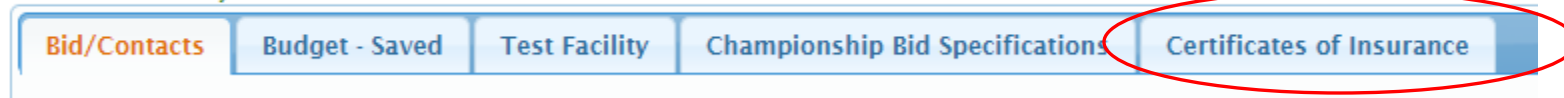
SaveSubmit

## Certificates of Insurance

Hosts of NCAA championships must maintain and provide proof of at least \$1 million general liability insurance. If applicable, off-campus venues must also provide the same proof of coverage. Please reference the bid specifications or host operations manual for each championship for additional details.

To upload your certificate of insurance to the bid portal, click on the Certificates of Insurance tab once you have started your bid.

Bid was successfully started.



The first time a host submits a COI, the following screen will appear:

The screenshot shows the NCAA Championships Bid and Profile System interface. At the top left is the NCAA logo and the text 'NCAA Championships Bid and Profile System'. At the top right is a user welcome message 'Welcome, Test Test' and links for 'My Account', 'User Guide', 'Contact Us', and 'Logout'. Below this is a navigation bar with 'Home', 'Profile', and 'Users' links. A message 'Bid was successfully started.' is displayed. Below the message is a row of navigation tabs: 'Bid/Contacts', 'Budget - Saved', 'Test Facility', 'Championship Bid Specifications', and 'Certificates of Insurance'. The 'Certificates of Insurance' tab is highlighted. Below the tabs is a form with the text 'Please upload your certificate of insurance' followed by a green 'Upload' button, which is circled in red. Below this is a question 'Is this event being hosted at an off-site/third-party venue?' with radio button options 'No' and 'Yes'. The 'No' option is selected and circled in red. At the bottom of the form are 'Save' and 'Submit' buttons.

Click on the Upload button to upload the appropriate COI. If the event is hosted on-campus, select No for the question related to off-site/third-party venues, then Submit.

If the event is hosted off-site, click Yes. You will then be prompted to upload the COI for the venue, then Submit.

NCAA Championships Bid and Profile System

Welcome, Test Test

My Account | User Guide | Contact Us | Logout

Home Profile Users

Bid was successfully started.

Bid/Contacts Budget - Saved Test Facility Championship Bid Specifications Certificates of Insurance

Please upload your certificate of insurance

Is this event being hosted at an off-site/third-party venue? No ☐ Yes ☒

Please upload offsite facility certificate of insurance.

For hosts that previously submitted a COI for any sport, the existing certificate will automatically populate. Users must open the document to verify it is still valid, then click the verification checkbox and submit. If it is no longer valid, users can delete the pre-populated certificate and replace it with a new one.

Certificates for off-site/third-party venues must be provided on a sport-by-sport and annual basis.

NCAA Championships Bid and Profile System

Welcome, Test Test

My Account | User Guide | Contact Us | Logout

Home Profile Users

Bid was successfully started.

Bid/Contacts Budget - Saved Test Facility II Regional Bid Specifications Certificates of Insurance

Please upload your certificate of insurance  Test\_COI.docx  
Uploaded on 08/14/2019

Please verify the certificate is current by opening the file, then checking this box. If it is outdated or not applicable for this championship, please upload a new certificate. ☐

Is this event being hosted at an off-site/third-party venue? No ☐ Yes ☒

If you are bidding on a **future predetermined site**, you **do not need to upload** a COI until the year in which the championship takes place.

If you are bidding on a postseason **non-predetermined site**, COIs are a required component of the bid materials.