



## MEMORANDUM

August 12, 2026

### VIA EMAIL

TO: NCAA Championships Host Community.

FROM: Anthony Holman.  
Vice President, Championships.

SUBJECT: Upcoming Launch of the NCAA Host Bid Management System.

We are excited to announce the upcoming launch of the **modernized NCAA Host Bid Management System**, enhancements to the platform used by institutions, conferences, and organizing committees to submit bids to host NCAA championships.

The NCAA Host Bid Management System portal has been redesigned to provide a more modern and streamlined experience for institutions, conferences, and organizing committees participating in the NCAA championship hosting process. The enhanced platform seeks to simplify navigation, improve usability, reduce administrative effort, and provide a more efficient way to create, manage, and submit championship bids. This modernization reflects the NCAA's continued commitment to improving the experience for our host community while supporting a more effective and transparent bid process.

As we prepare for the opening of the next NCAA championship bid cycle on **October 1**, we invite all prospective hosts and bid collaborators to participate in a series of informational and training sessions throughout September. These sessions are designed to help users become familiar with the new portal, understand key functionality, and ensure they are prepared well in advance of bid submissions.

Attached is a calendar view of the upcoming training opportunities. Formal invitations, including links to the sessions, will be distributed at the beginning of next week.

### **Our Training Approach**

Our training program is designed to build knowledge progressively, allowing users to become familiar with the new Host Bid Management System before diving into specific functionality and bid-related processes. Training begins with an introductory orientation that provides an overview of the modernized platform and key concepts, followed by focused sessions covering portal navigation, bid creation, bid management, and other important capabilities.

To support the diverse schedules of our host community, multiple sessions covering the same topics will be offered throughout September, providing flexibility for participants to attend the session that best fits their availability. All sessions will be hosted as **Microsoft Teams Town Hall events**, so no registration is required.

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For additional flexibility, all informational and training sessions will be recorded and posted at the bottom of the [NCAA Site Selection & Bids Process](#) webpage:

This centralized collection of resources will allow users to revisit training content, onboard additional team members, and access guidance throughout the bid submission process.

We are excited to partner with you as we introduce this enhanced experience and look forward to helping you prepare for a successful bid cycle. We encourage all prospective hosts and bid collaborators to take advantage of these training opportunities and become familiar with the new platform before bid submissions begin on October 1.

Thank you for your continued commitment to hosting NCAA championships.

AH:tlm

Attachment

# Host Bid Portal External Training Calendar

External user training calendar view - September 2026

|                                                           |                                         |                                        |                                            |
|-----------------------------------------------------------|-----------------------------------------|----------------------------------------|--------------------------------------------|
| <b>External Training Window</b><br>Sep. 2 - Sep. 28, 2026 | <b>Bid Portal Opens</b><br>Oct. 1, 2026 | <b>Audience</b><br>External Host Users | <b>Resources</b><br>NCAA.org / Help Center |
|-----------------------------------------------------------|-----------------------------------------|----------------------------------------|--------------------------------------------|

Legend

|                           |
|---------------------------|
| External Training Session |
|---------------------------|

## September 2026 External Training Calendar - Work Week View

Calendar cards show session code, title, duration, and environment. Full focus statements are listed in the session detail pages.

| Monday                                                                                    | Tuesday                                                                                           | Wednesday                                                                                            | Thursday                                                                                             | Friday |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------|
| 31                                                                                        | 1                                                                                                 | 2<br>E01 New Bid Portal Orientation<br>External Session 1<br>60 min<br>Demo / NCAA.org / Help Center | 3<br>E02 New Bid Portal Orientation<br>External Session 2<br>60 min<br>Demo / NCAA.org / Help Center | 4      |
| 7                                                                                         | 8<br>E03 New Bid Portal Orientation<br>External Session 3<br>60 min<br>Production Demo / NCAA.org | 9                                                                                                    | 10<br>E04 Portal Navigation<br>External Session 1<br>75 min<br>Production Demo / NCAA.org            | 11     |
| 14                                                                                        | 15                                                                                                | 16<br>E05 Portal Navigation<br>External Session 2<br>75 min<br>Production Demo / NCAA.org            | 17<br>E06 Portal Navigation<br>External Session 3<br>75 min<br>Production Demo / NCAA.org            | 18     |
| 21<br>E07 Bid Submission Walkthrough<br>Session 1<br>90 min<br>Production Demo / NCAA.org | 22                                                                                                | 23<br>E08 Bid Submission Walkthrough<br>Session 2<br>90 min<br>Production Demo / NCAA.org            | 24                                                                                                   | 25     |
| 28<br>E09 Bid Submission Walkthrough<br>Session 3<br>90 min<br>Production Demo / NCAA.org | 29                                                                                                | 30                                                                                                   | 1                                                                                                    | 2      |

# External Training Session Details

Detailed session information by date. These entries correspond to the session codes used in the calendar display.

| Code / Date        | Session / Activity                                              | Duration | Environment                   | Focus                                                                                        |
|--------------------|-----------------------------------------------------------------|----------|-------------------------------|----------------------------------------------------------------------------------------------|
| E01<br>Wed, Sep 2  | New Bid Portal Orientation - External Session 1                 | 60 min   | Demo / NCAA.org / Help Center | Explain portal purpose, timeline, October 1 opening, and support resources.                  |
| E02<br>Thu, Sep 3  | New Bid Portal Orientation - External Session 2                 | 60 min   | Demo / NCAA.org / Help Center | Repeat external orientation for attendance flexibility.                                      |
| E03<br>Tue, Sep 8  | New Bid Portal Orientation - External Session 3                 | 60 min   | Production Demo / NCAA.org    | Additional external orientation session for attendance flexibility and reinforcement.        |
| E04<br>Thu, Sep 10 | Portal Navigation & General Functionality - External Session 1  | 75 min   | Production Demo / NCAA.org    | External navigation training using the Production environment demonstration.                 |
| E05<br>Wed, Sep 16 | Portal Navigation & General Functionality - External Session 2  | 75 min   | Production Demo / NCAA.org    | Repeat external navigation training for attendance flexibility and reinforcement.            |
| E06<br>Thu, Sep 17 | Portal Navigation & General Functionality - External Session 3  | 75 min   | Production Demo / NCAA.org    | Additional repeat external navigation training for attendance flexibility and reinforcement. |
| E07<br>Mon, Sep 21 | Bid Submission Preparation & End-to-End Walkthrough - Session 1 | 90 min   | Production Demo / NCAA.org    | End-to-end bidder walkthrough after navigation training is complete.                         |
| E08<br>Wed, Sep 23 | Bid Submission Preparation & End-to-End Walkthrough - Session 2 | 90 min   | Production Demo / NCAA.org    | Repeat end-to-end bidder walkthrough for attendance flexibility.                             |
| E09<br>Mon, Sep 28 | Bid Submission Preparation & End-to-End Walkthrough - Session 3 | 90 min   | Production Demo / NCAA.org    | Final end-to-end bidder walkthrough before the October 1 opening.                            |