



MEMORANDUM

August 19, 2026

TO: NCAA Championships Host Community.

FROM: Anthony Holman
Vice President, Championships.

SUBJECT: NCAA Host Bid Management System Training Program.

As we prepare for the opening of the next NCAA championship bid cycle on **October 1, 2026**, we are pleased to share the training schedule and access information for the upcoming **NCAA Host Bid Management System** training program.

As introduced in our previous communication, the training program is designed to build knowledge progressively, allowing users to become familiar with the system before moving into specific functionality and bid submission activities. Whether you are a prospective host, bid collaborator, or individual responsible for preparing and submitting bids, we encourage you to participate in these training opportunities.

Training Program Overview

● 1. New NCAA Host Bid Management System Orientation

Provides a high-level introduction to the NCAA Host Bid Management System, its purpose within the championship hosting process, and the resources available to support users as they prepare for the upcoming bid cycle.

■ 2. New NCAA Host Bid Management System: Portal Navigation & General Functionality

Provides a guided walkthrough of the system's structure, navigation, key features, and general functionality to help users become comfortable working within the platform.

◆ 3. New NCAA Host Bid Management System: Bid Submission Preparation & Walkthrough

Focuses on preparing for and completing championship bid submissions, including a walkthrough of the bid creation, review, and submission process within the system.

To support varying schedules, multiple sessions covering the same topics have been scheduled throughout September. Participants only need to attend **one session of each training topic**, although they are welcome to attend additional sessions as desired.

All sessions will be hosted as **Microsoft Teams Town Hall events**, and **no registration is required**. Simply select the session that best fits your schedule and join using the corresponding link below.

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Training Session	Date & Time (Eastern time)	Join
● NCAA Host Bid Management System Orientation	Wednesday, September 2, 2026 1:00 PM - 2:00 PM	(Click Here to Join)
● NCAA Host Bid Management System Orientation	Thursday, September 3, 2026 1:00 PM - 2:00 PM	(Click Here to Join)
● NCAA Host Bid Management System Orientation	Tuesday, September 8, 2026 1:00 PM - 2:00 PM	(Click Here to Join)
■ New NCAA Host Bid Management System: Portal Navigation & General Functionality	Thursday, September 10, 2026 1:00 PM - 2:15 PM	(Click Here to Join)
■ New NCAA Host Bid Management System: Portal Navigation & General Functionality	Wednesday, September 16, 2026 1:00 PM - 2:15 PM	(Click Here to Join)
■ New NCAA Host Bid Management System: Portal Navigation & General Functionality	Thursday, September 17, 2026 1:00 PM - 2:15 PM	(Click Here to Join)
◆ New NCAA Host Bid Management System: Bid Submission Preparation & Walkthrough	Monday, September 21, 2026 1:00 PM - 2:30 PM	(Click Here to Join)
◆ New NCAA Host Bid Management System: Bid Submission Preparation & Walkthrough	Wednesday, September 23, 2026 1:00 PM - 2:30 PM	(Click Here to Join)
◆ New NCAA Host Bid Management System: Bid Submission Preparation & Walkthrough	Monday, September 28, 2026 1:00 PM - 2:30 PM	(Click Here to Join)

All training sessions will be recorded and made available, along with supporting materials, at the bottom of the [NCAA Site Selection & Bids Process](#) webpage.

We encourage all prospective hosts and bid collaborators to participate in these sessions to become familiar with the NCAA Host Bid Management System and prepare for the upcoming bid cycle.

Thank you for your continued commitment to hosting NCAA championships.

AH:tlm