

NCAA HOST BID MANAGEMENT SYSTEM TRAINING

Bid Submission Preparation & End-to-End Walkthrough

Host Bid Management System | Release 1

AUDIENCE

Primary Bid Submitters, Bid Coordinators, Organization Administrators, Facility and Host Contacts

FOCUS

Preparing, completing, and submitting a championship bid end to end

FORMAT

Live walkthrough of the portal

FOLLOWS

Portal Navigation & General Functionality

Bid Cycle opens October 1, 2026



Today's Objectives

By the end of this session, bid submitters and their collaborators should be able to find an open bid opportunity, complete every part of a bid, and submit it with confidence before the bid deadline.

01

Find available bid opportunities

Locating open championships and rounds your organization is eligible to bid on, and opening the right one.

02

Review details and requirements

Reading championship and round details, required forms, supporting documents, and the submission deadline.

03

Know what the system already holds

Understanding the Organization, Facility, and Key Contact information available to you and what to verify before you start.

04

Complete forms and questionnaires

Working through the bid tabs, completing assigned forms, and answering the questionnaires attached to the round.

05

Upload documents and save drafts

Attaching required documentation and saving work in progress so a bid can be built over several sittings.

06

Submit and track your bid

Clearing validation messages, submitting the bid, and following its status through review.

HOW THIS SESSION RUNS

How Today's Walkthrough Works

Most of this session is a live, end-to-end walkthrough of the NCAA Host Bid Management System, following a single bid from opportunity to submission.

A guided live walkthrough

After the objectives, we move into the portal and build a bid from start to finish so you see the full sequence in one pass.

Follow along or watch first

Use your own access to move through the screens alongside us, or watch first and practice before the cycle opens.

Sample records throughout

Championships, rounds, organizations, and facilities shown are examples. Nothing demonstrated affects live bid data.

Come with your opportunities in mind

Think about the championships and rounds you expect to bid on so the walkthrough maps to your own submission work.

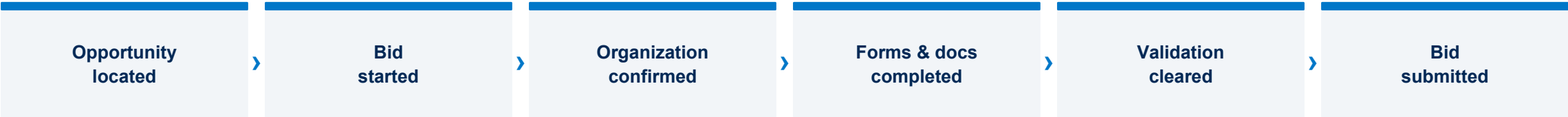
WHAT THIS SESSION IS NOT

- Portal navigation basics, which were covered in the previous session
- Championship and round setup, which NCAA staff complete internally
- How bids are evaluated or how hosts are selected
- Post-event actuals and financial settlement, which come later in the cycle
- A reporting deep dive or a review of your organization's bid strategy
- A substitute for the User Documentation Website step-by-step guidance

How a Bid Comes Together

Bid Submission is the workflow where a host puts forward what it can offer. You open a bid against a published championship round, confirm the organization, facility, and key contact information the system already holds, complete the forms and questionnaires attached to the round, upload the required documentation, clear validation, and submit before the deadline. Once submitted, the bid moves to the NCAA for review and comparison against other bids.

MAJOR MILESTONES



A bid is only in front of the NCAA once it has been submitted — a saved draft is not a submission.

WHO PERFORMS IT

The Primary Bid Submitter builds and submits the bid. Bid Coordinators and Organization Administrators may contribute content, and Facility and Key Contact records supply supporting detail.

PRE-REQUISITES

Portal access for your organization, an accurate organization profile with facility and key contact records, and the supporting documentation the round requires ready to upload.

BUSINESS OUTPUTS

A complete, submitted bid for a championship round, with all required forms, questionnaires, and documents attached, visible to the NCAA for review.

WHEN IT IS USED

During the bid submission window, once a championship round has been published and opened for bidding.

BUSINESS OBJECTIVE

A complete and accurate bid that lets the NCAA compare hosting options fairly and select the right site.

RELATED WORKFLOWS

Championship and round setup publishes the opportunity; host selection and, later, actuals follow submission.

Bid Statuses and Validation Rules

As a bid moves from draft to decision it carries a status that tells you where it stands, and a set of rules that decide whether it can move at all.

BID STATUSES

Draft

The bid has been started and saved, but not yet submitted to the NCAA.

In Progress

Forms, questionnaires, and documents are being completed across the bid tabs.

Submitted

The bid has been sent to the NCAA and can no longer be edited by the host.

Under Review

NCAA staff are evaluating the bid alongside others for the same round.

Returned for Revision

Sent back to the submitter to correct or add information and resubmit.

Selected / Not Selected

The outcome of the review once a host has been chosen for the round.

Status labels follow the application's naming pattern; confirm the exact set against the live application.

BUSINESS RULES TO KNOW

- A bid is always tied to one specific championship round — check the round before you start entering detail
- Organization, Facility, and Key Contact information is pulled from your organization's records, so correct it there rather than in the bid
- Required fields sit across multiple tabs; the validation banner lists exactly what is still outstanding
- Saving a draft preserves your work but does not put the bid in front of the NCAA
- Forms and questionnaires attached to the round are assigned by the NCAA and must be complete before submission
- Required supporting documents must be uploaded before the bid will pass validation
- A bid cannot be submitted after the round's submission deadline has passed

KEY TAKEAWAYS

- The validation banner is the fastest tool on the screen — read it instead of hunting tab by tab
- Most delays come from missing documents and out-of-date contacts, not from the form itself
- Only a submitted bid counts; confirm the status change before you close the portal

What We Will Walk Through

Greg will build and submit a bid end to end in the portal, following the workflow we just walked through.

1 Find the bid opportunity

Locating open championships and rounds, filtering the list, and opening the opportunity you intend to bid on.

2 Review details and requirements

Reading the championship and round details, the required forms and documents, and the submission deadline.

3 Confirm organization and facility

Checking the Organization, Facility, and Key Contact information the system already holds and correcting what is out of date.

4 Complete forms and questionnaires

Working through the bid tabs, completing the assigned forms, and answering the questionnaires attached to the round.

5 Upload documents and save a draft

Attaching required supporting documentation and saving work in progress to return to later.

6 Validate, submit, and track

Clearing the validation messages, submitting the bid, and confirming the status change afterwards.



NOTE ON PREPARATION

Gather your supporting documents and confirm your facility and key contact records before you open a bid. Most submission delays trace back to information that was not ready, not to the form itself.

Key Takeaways and Next Steps

KEY TAKEAWAYS

- The bid cycle opens October 1, 2026 — preparation done now is what makes submission straightforward
- Every bid is tied to one specific championship round, so confirm the round before entering detail
- Organization, Facility, and Key Contact information comes from your own records; keep them current
- Required forms, questionnaires, and documents are set by the round and must all be complete
- Drafts can be saved and returned to, but only a submitted bid is in front of the NCAA
- The validation banner tells you exactly what is outstanding — use it instead of hunting tab by tab
- Track your bid's status after submission and respond promptly if it is returned for revision

USER DOCUMENTATION WEBSITE

Review the Bid Submission guidance on the User Documentation Website before you prepare your first bid of the cycle.

Questions and Support

Reach out through the defined support process with anything that comes up before October 1.

NEXT STEPS

1. Log in and confirm your access and organization profile are correct
2. Review and update your facility and key contact records before October 1
3. Identify the championships and rounds your organization intends to bid on
4. Gather the supporting documentation you will need to upload
5. Practice moving through a bid so the screens are familiar when the cycle opens
6. Submit questions or issues through the defined support process