

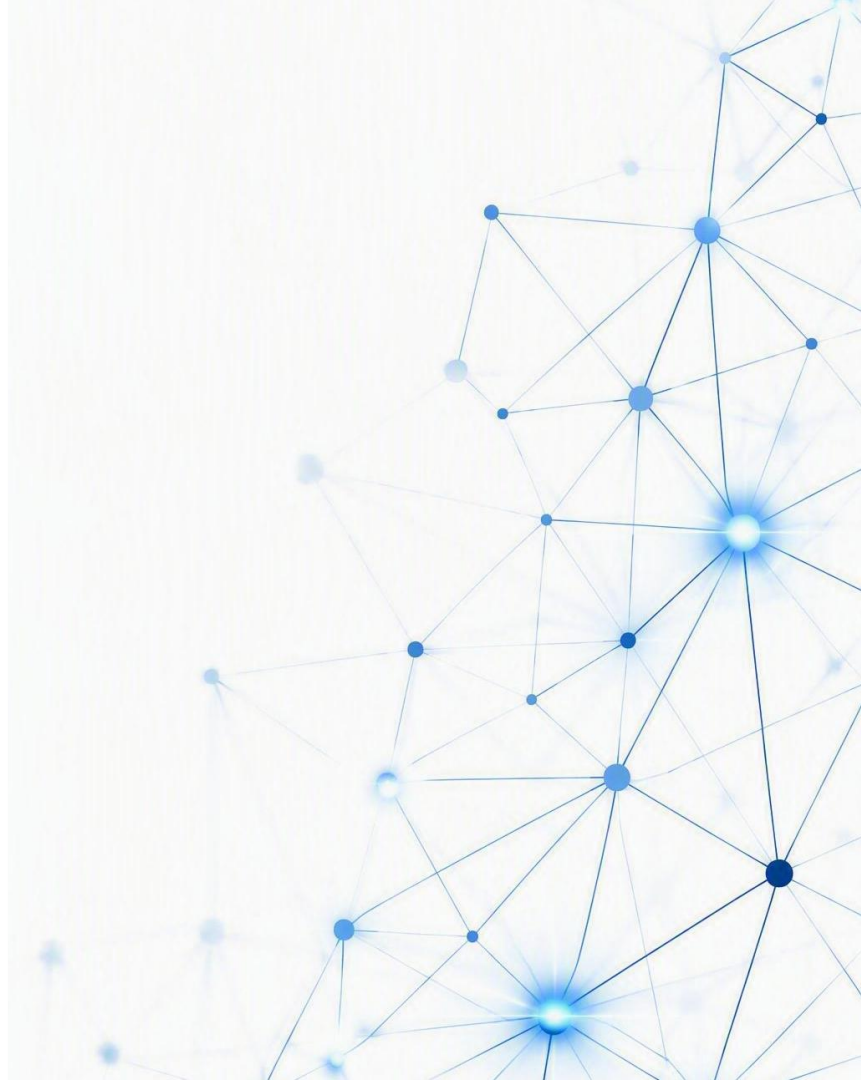
NCAA PROSPECTIVE HOST ORIENTATION

Release 1 Orientation

NCAA Host Bid Management System

AUDIENCE	Prospective Hosts, Bid Collaborators & Stakeholders
FOCUS	Release 1 and the Opening of the Bid Cycle
BID CYCLE	Predetermined Bids, 2028–2031
DURATION	45 minutes

Bid Cycle opens October 1, 2026



Today's Objectives

By the end of today's session, prospective hosts and bid collaborators should understand:

01

Why we are modernizing

The drivers behind the modernization effort and the challenges hosts and NCAA staff have experienced.

02

The Bid Portal 2.0 vision

How Release 1 fits into the broader future capability vision for the full Bid Lifecycle.

03

The release approach

Why delivery follows a modified iterative release approach tied to the Bid Cycle.

04

Release 1 scope

The functionality, roles, data, and reports available when the Bid Cycle opens.

05

Your role and the process

What hosts and collaborators are responsible for and how the Bid Cycle flows.

06

Training and support

The sessions available to hosts, the User Documentation Website, and how to get help.

What Bidding Looks Like Today

Hosts work across two separate applications to complete one continuous process.

Bid Portal

Where hosts create bids, complete bid forms, request access, and maintain organization, facility, and contact information.

Host Reporting

Where hosts submit budgets and actuals, and where approvals, reimbursements, and payments are processed.

One shared lifecycle

Define
Championship

Bid
Submission

Bid
Selection

Actuals
Submitted

Actuals
Reviewed

Actuals
Approved

Payments

Travel
Reimbursement

Two systems and two sets of records mean information does not carry forward — a fragmented experience for hosts across one continuous process.

Top Modernization Drivers

Hosts and NCAA staff identified recurring challenges with the legacy environment. Each theme below has two sides.

01

User Experience

Prospective Hosts: clunky navigation and static forms.

NCAA: confusing setup locations and difficult screens.

02

Data Quality

Prospective Hosts: outdated facility and contact details.

NCAA: inconsistent formats and cross-system discrepancies.

03

Process Efficiency

Prospective Hosts: duplicate entry across two systems.

NCAA: fragmented setup, manual workarounds, little automation.

04

Access and Controls

Prospective Hosts: no clean way to delegate bid sections.

NCAA: broad permissions and inactive users.

05

Reporting and Visibility

Prospective Hosts: little visibility into bid status.

NCAA: static reports, manual exports, limited filtering.

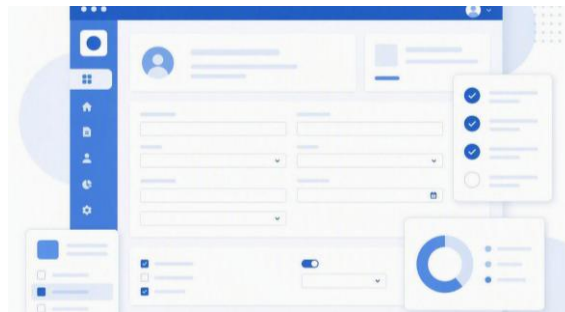
Release 1 begins with the most time-sensitive capabilities required for the Bid Cycle opening.

Future State Direction

Future-state requirements support a more modern, structured, and user-centered application experience.

Key future-state priorities

- Consolidated championship setup
- Modernized user interface with improved validation
- Reduced reliance on open-text fields
- Structured dropdowns, checkboxes, tooltips, and help text
- Mandatory classification of championships and rounds
- Improved bid submission experience
- Better document organization
- Granular role-based access control
- Consistent data formats and stronger auditability



Not just replacing a legacy application
— improving how the business
manages the full Bid Lifecycle.

Release 1 is the first major step toward this future state.

Bid Portal 2.0 Future Capability Vision

The modernized portal improves the Bid Lifecycle across five major areas, delivered through five improvement themes.



DELIVERED THROUGH FIVE IMPROVEMENT THEMES



Release 1 establishes the foundation; Releases 2 and 3 continue building toward the full vision.

Why a Modified Iterative Release Approach

The approach aligns delivery with the Bid Cycle timeline. It allows the team to:

Prioritize the functionality required to open the Bid Cycle

Support the 60-day Bid Submission window

Give NCAA staff time to complete setup before hosts enter the portal

Reduce schedule compression and quality risk

Continue delivering remaining functionality through Releases 2 and 3

Align functionality delivery to when it is actually needed

This is not a reduction in modernization scope.

The goal is the right functionality at the right time, while protecting quality, stability, and readiness.

Release Strategy at a Glance

RELEASE 1

Bid Cycle Opening Readiness

Functionality required to prepare for the Bid Cycle opening and support the 60-day Bid Submission window.

Deployment: September 3, 2026

RELEASE 2

Remaining Functionality

Important modernization functionality that is not required for the initial portal opening.

TBD — expected during the 60-day submission window

RELEASE 3

Later-Use Capabilities

The balance of scope, delivered ahead of when the business begins actively using it.

TBD

Planning assumption: later-use functionality is expected to be actively used at the end of the calendar year.

Release 1: Scope, Data, and Reporting

Functionality

- Define Championship
- Championship and Round setup
- Bid Submission
- Form Maintenance
- Completion of the Actual Submission workstream, including Form Maintenance

Data Migration

- Organizations
 - LOC organizations required prior to facilities, bids, and contacts
- Facilities
 - Venue and location records tied to bids
- Key Contacts
 - Active key contacts tied to organizations and bids; role assignments for people; assignment of receivables to individuals

Primary Reports

- Bid Summary by Championship & Round
- Financial Summary by Championship & Round
- Summary of Defined Championships
- Bid Summary with Submission Status
- Host Budget Spreadsheet
- User Status Report

Deployed, but not used in Release 1: Bid Review and Selection, and Actual Submission were programmed, tested, and validated, and deploy with Release 1. They are not needed for the front end of the Bid Cycle, and further enhancements are planned for Releases 2 and 3.

Who Release 1 Supports

Release 1 supports the core user groups required to execute the early phases of the Bid Cycle.

NCAA Staff

Championship Managers

Define championships, configure rounds, manage forms, review bidder activity, and administer the bid process.

Championship Administrators and Support Staff

Support setup, oversight, reporting, and operational readiness activities.

System Administrators

Manage user access, roles, permissions, and operational administration.

Host Users

Bidders / Host Users

Access the portal, manage organizational information, complete and submit bids, and maintain supporting documentation.

Host Organization Representatives

Maintain organizational profiles, facilities, contacts, and bid-related information needed for participation.

Hosts should understand their own roles and who at the NCAA supports each part of the bid process.

Host and Collaborator Responsibilities

Hosts and bid collaborators play a critical role in a successful Bid Cycle. Responsibilities may include:

Confirm your organization record

Verify your LOC or institution profile is accurate and current.

Validate facilities and contacts

Review venue, address, and key contact information before bidding.

Confirm portal access

Confirm the right people have access.

Prepare and submit bids

Complete required forms and submit within the 60-day window.

Assign bid collaborators

Delegate bid sections to the right people in your organization.

Respond and raise questions

Answer correction requests and use the defined support process.

What You Can Expect as a Host

The modernized portal is designed to make bidding clearer, faster, and easier to manage.

A tailored interface showing relevant bids, deadlines, and updates

A centralized view of bid activity

Dynamic forms that adapt to bid type and reuse known data

Built-in validation to help prevent submission errors

Improved budgeting clarity and customization

Better data synchronization across systems

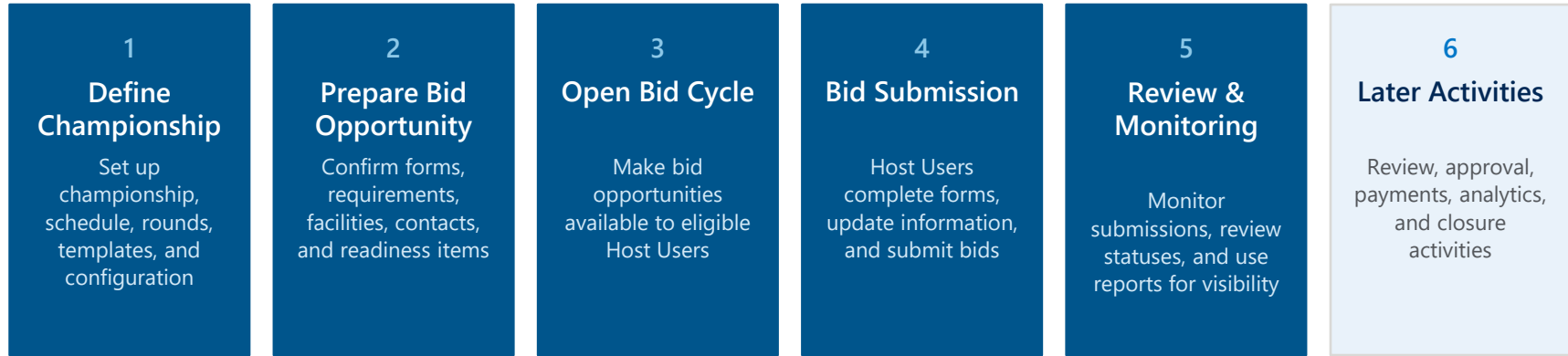
Automated updates and alerts on bid status and next steps

More transparent actuals and audit trail visibility



These improvements are the practical difference hosts should notice from the first time they log in.

How the Bid Cycle Process Flows



 Release 1 focus  Planned through Releases 2 and 3

Current lifecycle: Define Championship, Bid Submission, Bid Selection, Actuals Submitted, Actuals Reviewed, Actuals Approved, and Payments.

Functionality Sequenced for Releases 2 and 3

Remaining functionality not required for the Bid Cycle opening, including items deployed but not used in Release 1.

Bid Review and Selection

Programmed, tested, and deployed with Release 1; used beginning in Release 2.

Actual Submission

Deployed with Release 1; used when hosts submit actuals in Release 2.

Actual Review and Approval

Remaining review and approval functionality for submitted actuals.

Payment Processing

Payment-related processing and downstream financial activities.

Remaining Data and Reports

Bid summaries, primary bid record, budget records, and remaining dashboards.

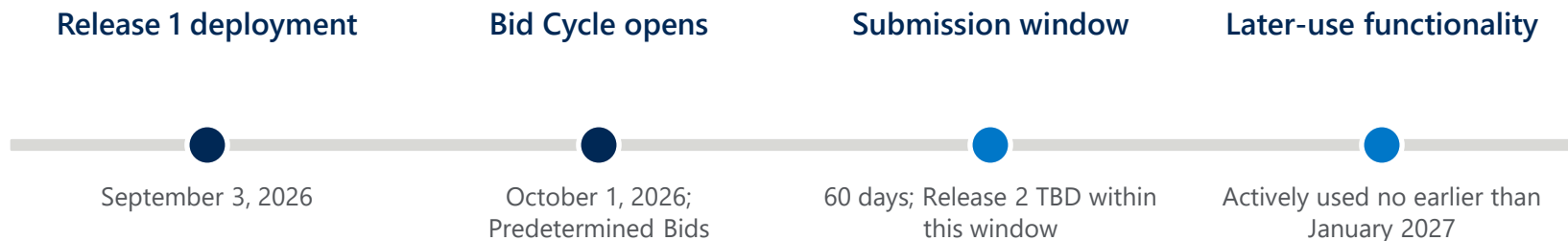
Downstream Analytics

Data flowing to Snowflake and DOMO for downstream reporting and analytics.

Nothing is being removed from scope — timing is TBD

Release 2 is expected during the 60-day submission window; specific dates are TBD. Bid Review and Selection and Actual Submission are already programmed, tested, and deployed with Release 1 — they are simply not used until Release 2.

Timeline and Readiness Expectations



Why this timing

NCAA staff and hosts both need time to prepare before the Bid Cycle opens. The objective is to avoid compressing setup, validation, and submission readiness into the opening date.

Release 2 and 3 planning depends on

Remaining scope • Effort • Dependencies • Testing requirements • Resource capacity • Business availability

Release 1 Training Schedule

Twenty-eight sessions run from August 12 through September 30, 2026, with host-facing sessions beginning in September. Some dates may shift, but we will stay as closely aligned as possible.

TRAINING WINDOW Aug. 12 – Sep. 30, 2026	PRODUCTION PUSH Sep. 3, 2026	BID PORTAL OPENS Oct. 1, 2026	SCHEDULING Work week only; no Fridays
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1 NCAA Preparation Aug 12–Sep 1: NCAA staff orientation, configuration, and reporting	2 Production Push Sep 3: the modernized portal goes live in Production	3 Host Orientation Sep 2–17: new portal orientation sessions for host organizations	4 Portal Navigation Sep 10–17: guided navigation sessions and open Q&A for hosts	5 Go-Live Readiness Sep 21–30: bid submission walkthroughs, open office hours, go-live readiness
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Sessions are repeated for attendance flexibility, and practice labs and office hours reinforce each major topic.

User Documentation Website

The Champs Host Bid Portal User Documentation site is the primary source for guidance and step-by-step instructions.

Portal Overview	Layout and Navigation	End-to-End Process Flow	Host Workflows	Reference and Troubleshooting
• Introduction and key features • Roles and responsibilities • Logging in and access	• Top navigation and search • Left- and right-hand panels • Button actions • My Work	• Business overview • How the phases connect • Where each role fits	• Bid Submission, step by step • Managing facilities and contacts • Screenshots for every step	• Field and button references • Business rules • Validation rules • Troubleshooting guidance

Each step has its own page which includes the objective, navigation path, user action, expected result, and business and validation rules. The site is still in draft and the final hosting location is being confirmed.

Key Takeaways and Next Steps

Key takeaways

- The modernized portal addresses long-standing usability, data, reporting, and process challenges
- NCAA Host Bid Management System improves the full lifecycle, from Define Championship through Bid Closure
- Release 1 deploys September 3 for the October 1 Bid Cycle opening, Predetermined Bids 2028–2031
- The modified release strategy protects the opening while preserving full scope
- Hosts are critical to data readiness, timely submission, and adoption
- Releases 2 and 3 are TBD, expected during the submission window
- Training sessions, the User Documentation Website, and the support model drive launch readiness

Next steps for hosts

1. Confirm who in your organization needs portal access
2. Verify your organization, facility, and contact records
3. Attend a host orientation and navigation session
4. Identify and assign your bid collaborators
5. Review the User Documentation Website once available
6. Submit questions or issues through the defined support process
7. Stay engaged as Releases 2 and 3 are planned and communicated