

Portal Navigation & General Functionality

NCAA Host Bid Management System | Release 1

AUDIENCE

Prospective hosts, bid collaborators, and championship stakeholders

FORMAT

Live walkthrough of the portal

FOCUS

Navigating the application and its general functionality

FOLLOWS

Release 1 Orientation

Bid Cycle opens October 1, 2026



Today's Objectives

By the end of this session, participants should be able to confidently move through the NCAA Host Bid Management System on their own. Today covers the NCAA Host Bid Management System section of the User Documentation Website.

01

Log in and know where guidance lives

Access the portal and find the User Documentation Website, which mirrors everything we cover today.

02

Navigate the homepage and dashboard

Orient to the landing page, top navigation, panels, and where your work appears.

03

Search, filter, and find information

Use search and filters to locate championships, rounds, and bids at a list level.

04

Recognize how information is organized

See how list views and record pages are laid out, including statuses, tabs, and key fields.

05

Understand what your access includes

See why the portal looks different by user and what your access lets you view and do.

06

Know where to get help

Recap the User Documentation Website and the defined support process for questions and issues.

How Today's Walkthrough Works

The majority of this session is a live walkthrough of the Host Bid Management System portal.

A guided live walkthrough

Everything demonstrated today uses sample records. Nothing shown here affects live bid data.

Sample data throughout

Championships, rounds, and bids shown are examples used to illustrate how the portal works.

Follow along or watch

You can follow along on screen, or watch first and explore the portal afterward.

Notifications are by email for now

Most notifications are delivered by email rather than in the application, so in-application notifications are not a focus today.

WHAT THIS SESSION IS NOT

- A configuration or setup training. Championship and form setup are handled by NCAA staff.
- A reporting session. Reporting is covered separately.
- A deep dive into individual bids or championships. We stay at the navigation level today rather than working a specific record.
- A bid submission workshop. Preparing and submitting a bid is covered in its own session.

Today is about getting comfortable in the portal, so the sessions that follow can focus on the bid work itself.

What We Will Walk Through

We will move through the portal in the order a user would naturally encounter it.

1

Logging in and first look

Accessing the portal, what you see first, and where the User Documentation Website lives.

2

Homepage and dashboard

The landing page, top navigation, left and right panels, and finding your work or available actions.

3

Search and filtering

Locating championships, rounds, and bids quickly, and narrowing results with filters.

4

How information is organized

How list views and record pages are laid out: statuses, tabs, and key fields, at a navigation level.

5

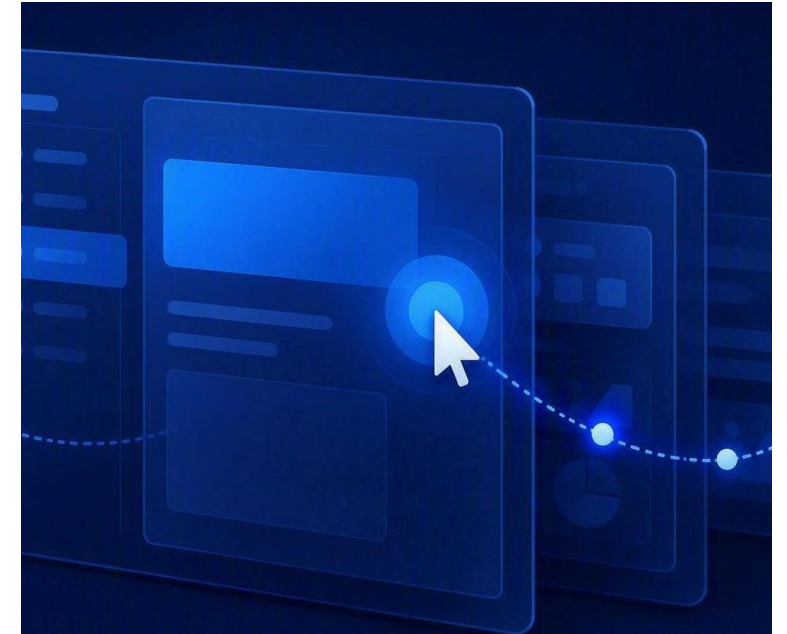
What your access includes

Why the portal looks different by user, and how access shapes what you can view and do.

6

Support resources

A recap of the User Documentation Website and the defined process for questions and issues.



NOTE ON NOTIFICATIONS

Notifications are going out by email for now, so in-application notifications will be covered once that functionality is in use.

Key Takeaways and Next Steps

KEY TAKEAWAYS

- Logging in and the landing page are the starting point for finding your work and available actions
- Search and filtering are the fastest way to reach a championship, round, or bid
- List views and record pages follow a consistent pattern, so new screens will feel familiar
- Your access level explains why the portal looks different from one user to the next
- Notifications are going out by email for now; in-application notifications come later
- The User Documentation Website is the primary source for step-by-step guidance, starting with the Champs Host Bid Portal Overview section
- The bid cycle opens October 1, 2026, so now is the time to get familiar with the portal

USER DOCUMENTATION WEBSITE
[Champs Host Bid Portal Overview](#)

NEXT STEPS

1. Log into the portal and practice navigating on your own
2. Confirm your access and that everyone on your team who needs it has it
3. Review the Champs Host Bid Portal Overview section of the User Documentation Website
4. Bring navigation questions to the sessions that follow
5. Attend the upcoming sessions on preparing and submitting a bid
6. Submit questions or issues through the defined support process