Subject: NCAA Host Bid Management System Launching November 9 at 8:00 a.m. EST

Dear NCAA Championships Host Community,

We are pleased to announce that the **NCAA Host Bid Management System** and the upcoming NCAA championship bid window will officially launch on **Monday, November 9, at 8:00 a.m. EST**.

Thank you for your patience and participation as we prepared for this launch. Beginning November 9, prospective hosts and bid collaborators will be able to access the new system and begin preparing and submitting bids for available NCAA championship hosting opportunities. **The NCAA Host Bid Management System will close on Tuesday, January 19, 2027, at 5 p.m. EST.**

System Access:

To help streamline the transition to the NCAA Host Bid Management System, users with an active account in the legacy Host Bid Portal as of the end of the day November 5 were migrated to the new system with corresponding roles. Beginning November 9, the NCAA Host Bid Management System will appear as an available application within **NCAA My Apps** for users included in the migration.

For additional guidance on accessing the system, please reference the **"Logging In (Authentication)"** section of the NCAA Host Bid Management System Resource Center:

👉 NCAA Host Bid Management System - Resource Center

Membership Institutions

For users affiliated with NCAA membership institutions:

- **Users included in the migration:** If you had an active account in the legacy Host Bid Portal as of the end of the day November 5, your access has been migrated. Beginning November 9, you can access the NCAA Host Bid Management System through NCAA My Apps.
- **Users not included in the migration:** If you were not included in the migration and require access, beginning **November 9**, your institution's **SSO Administrator** will need to grant you access. Once access has been provisioned, the NCAA Host Bid Management System will appear as an available application within **NCAA My Apps**.

Instructions for SSO Administrators are available here: View SSO Administration Instructions

Local Organizing Committees (LOCs)

If you are affiliated with a **Local Organizing Committee (LOC)**, were not included in the migration, and need access to the NCAA Host Bid Management System, you will need to request a **Non-NCAA Member account** through the legacy Host Bid Portal.

Instructions for requesting LOC access are available here: View LOC Access Request Instructions

NCAA Host Bid Management System Resource Center:

The NCAA Host Bid Management System Resource Center is the primary self-service resource for assistance using the system. It provides user guides, role-based instructions, access guidance, and supporting documentation related to the bid submission process.

We encourage users to leverage the Resource Center as they begin working in the system and whenever guidance is needed for a specific feature, process, or activity.

👉 **NCAA Host Bid Management System - Resource Center**

Open Support Sessions & Office Hours:

Beginning **Wednesday, November 11**, the NCAA will offer recurring **Host Bid Management System Open Support Sessions** every **Wednesday and Friday from 2:00-3:00 p.m. EST through Friday, December 18**.

These optional Office Hours provide an open forum for prospective hosts, bid collaborators, conference office representatives, and other users to receive real-time assistance with:

- Navigating the NCAA Host Bid Management System
- Creating and managing bids
- Completing bid requirements and submissions
- Uploading required documents
- Troubleshooting system issues
- Addressing questions about system functionality and the bid submission process

There will be **no formal agenda**. Participants may join at any time during the scheduled hour, ask questions verbally or through the Teams chat, share their screen if assistance is needed with a specific issue or workflow, and remain for as long as needed.

Office Hours Schedule
Wednesdays & Fridays | November 11 - December 18 | 2:00-3:00 p.m. EST

👉 **Click Here to Join Office Hours**

The same Microsoft Teams link can be used for each Office Hours session.

As the bid window opens, we encourage all prospective hosts and bid collaborators to confirm their system access, familiarize themselves with the Resource Center, and take advantage of the recurring Office Hours as needed. These resources are intended to provide ongoing guidance and support throughout the bid submission process.

Thank you for your continued interest in hosting NCAA championships. We look forward to supporting you throughout the upcoming bid cycle.

NCAA Championships Team