Bid Portal User Guide
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Access the portal by going to
http://championships.ncaa.org/

Welcome to the NCAA Championships Bid Portal

Sign In

Username

Password

Is this a public or shared computer? ☑

Sign In

Need Access?
Request an Account

Questions or Assistance?

Contact the Championships Bid Staff

Can't access your account?
If you already have an account in the system, log on with your personalized credentials.
If you are new to the system, request an account. You will receive an email notification once your account has been activated.
If you do not remember your password, you can reset it here.

Note: Reset password information will be sent to the email address on file in the system. If you do not receive the system-generated email, please check your junk mail folder. This system currently is NOT part of single-source sign-on.
Once you are logged in, you will see the following:

- Championships available for bidding, sorted by year
- Bids started/submitted for your institution/organization
- Profile tab
Home Screen

Championships Available for Bidding

List of championships currently available for bidding, sortable by division and/or academic year.

Start your bid by clicking here.

Bids for 1 - DI CA Test

List of bids started/submitted by institution/organization.

Bid Status

List of required bid elements.

Existing bids can be sorted by academic year.
Home Screen

- On the Home Screen, you will find the list of championships/rounds available for bidding. Sort functions by division and academic year and a Search option allow users to quickly find the championship on which they wish to bid. Click on the Start Bid link to begin the process.

- The “Information for Bids” column lists all required bid elements and their status. Click on each link to take you to the corresponding element. You can save your work throughout the process and return later.

- Once all required elements have been submitted, the Status will change from Incomplete to Complete. Users will receive an email confirmation on bid completion.
SUBMITTING A BID
Once logged into the system, go to the Championships Available for Bidding section and click on the Start Bid link next to the championship/round for which you would like to submit a bid.

*Note: Use the Division/(Academic) Year sort functions or the Search option to help you find the desired championship more easily.
Once you select Start Bid, you will be prompted to confirm the following:

- **Host institution** – only required when the bidder is a non-NCAA member.
- **Budget to copy** – if you previously submitted a budget for any round of this championship, you may select a budget from the drop-down menu to be copied into this bid.
- **NEW**: Bid to copy – for **predetermined sites**, a user may copy a full bid for another year once a full bid for a championship has been completed **within that bid cycle**; for **non-predetermined sites**, a user may copy a full bid for **another round** once a full bid for a championship has been completed **within that academic year**. Full bids cannot be copied from a previous bid cycle (predetermined) or academic year (non-predetermined).
- **Facility** – you can choose an existing facility or select “Facility not listed,” which will prompt you to enter a new facility.
- **Contact for the bid** – defaults to the person who started the bid, but can be changed.
- **NEW for Division II**: Alcohol sales (Divisions I and II/National Collegiate Championships only) – bidders who wish to sell alcohol and meet certain parameters may select this option.
If facility already exists in the system, choose the appropriate facility from the drop-down menu.

If facility does not exist:

You will be prompted to complete basic facility information and click Start. The remainder of the facility profile can be completed later in the process.
Once you have completed the initial information and click Start, you will be directed to the following page (displayed in two partial screenshots):

![Bid for 2026-27 DI Men's Ice Hockey](image-url)
If you are bidding on a **future predetermined site**, you **do not need to complete** the information in the sections titled “Please review who should receive the following items” and “Please review the contact roles for this bid” with your initial bid. Instead, click on the Home tab at the top left of the screen.

If you are bidding on a **postseason non-predetermined site**, either **confirm** the individuals listed or **select/create** a new person where applicable. Once finished, click “Update,” then click on the Home tab at the top left of the screen.

Once you return to your Home screen, you will see that the bid has been added to the Bids for (Institution or Host Name) section.
You can now begin to complete the various bid components by clicking on the corresponding links in the Information for Bids column. You also can return to the previous view by clicking on Edit Bid and Contacts and completing the bid components by selecting the appropriate tabs. (Note: The tabs/links displayed vary depending on the requirements for each championship.)
Profile

Returning users will notice that some of the bid components will automatically populate as either Complete or Incomplete (rather than Start). This indicates that information previously has been entered into the institution’s/organization’s profile. To review or edit the existing information, click on the appropriate link or go to the top of the screen and click on the Profile tab.
On the Profile tab, users can edit, delete (destroy) or add to their list of contacts for the key contacts form and add or edit facilities.

Contacts

- To add a contact, click on Add Person. Complete the information on the General Information tab. For NCAA members, the Shipping Address will populate from the membership database. Please confirm this information is correct or edit as necessary.

- Once this information is complete, **immediately** move to the Roles by Sport or Facility tab. Do not click on Create Person at this point.
# Create Person

**General Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name title</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>if different than 1 - DI CA Test</td>
</tr>
</tbody>
</table>

**Phone/Email**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Address**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address1</td>
<td>Mr. Barry Woodward</td>
</tr>
<tr>
<td>Address2</td>
<td>4101 University Drive</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Alaska</td>
</tr>
<tr>
<td>Postal code</td>
<td>99508</td>
</tr>
</tbody>
</table>

**CREATE PERSON**
On the Roles by Sport or Facility tab, select the role(s) and corresponding sport(s) for the individual. When a person has more than one role, the corresponding sport must be selected for each role. A person also can have the same role for the several sports.
• When the role(s) and sport(s) have been selected, click on Create Person.

• You can also assign receivables (i.e., specific shipments) that should be sent to this individual for a given sport on the Promotions/Receivables tab. This is optional.

• To edit a contact, click on Edit and make the necessary changes (e.g., changes in contact information, checking or unchecking roles and/or sports. Then click Update Person.
Facilities

To add a new facility, click on Add Facility.

Under each tab, you will enter specific venue information by topic. Save information on each tab by clicking on the Update Facility button before moving to the next tab.

Due to its technical nature, the Video Boards/LED/Control Room tab may be shared with an external party. Please see instructions at the top of the screen for details.
Once all tabs have been completed and saved, your facility should display as “Complete” in the Information for Bids column. If it indicates “Incomplete,” go back into your facility profile and click on the See Problems link.
- **NEW:** Existing facility profiles must be reviewed annually for completeness and accuracy via a confirmation box at the bottom of each tab.

- To modify an existing facility, click on Edit, then update as needed.

**Users**

- **NEW:** All institutions/organizations can manage access to their accounts via the Users tab by clicking the Deactivate link. Inactive users can be reactivated, if needed.
Budgets

Budgets may be added by selecting a previous budget in the Budget to Copy section of the Start Bid page. If you previously submitted a bid for this championship, you have the option to copy a previously entered budget by selecting it from the drop-down menu. Once you made your selection, you will receive a summary preview of that budget. You can proceed with the selected budget or go back to the drop-down menu and select a different one. If your institution/organization never submitted a bid for any round of the selected championship before, keep the initial default view to start a blank budget.

Note: Budgets cannot be copied from one sport to another; they can only be copied from one round or year to another within the same sport.
Once you click the Start button, a tab for the Budget site, as well as other required bid materials, will appear at the top of your screen. You can now click on the Budget – Saved tab to access your budget, or on any of the other the bid components to enter your information.

The various bid components also can be accessed from your Home Screen by clicking on the appropriate links (this view will slightly vary based on the needs for each championship).

**Budget Status Explanation**

Budget – Saved means it is in progress and hosts can still make edits

Budget – Submitted means it is in final form and hosts are unable to make edits.

For a complete bid, the budget status must be Submitted.
Alcohol Sales Agreements – Divisions I, II, and National Collegiate ONLY

The Division I Competition Oversight and Division II Championships Committees have approved the sale of alcohol at all rounds of Divisions I, II, and National Collegiate championships, provided certain parameters are met by the host(s). A host that wishes to sell alcohol at its venue is required to submit an alcohol sales agreement with its bid materials in the portal.

Bidders will be prompted to indicate their interest in selling alcohol by responding to one or two questions after the start their bid. If the answer to both questions is Yes, the following tab will appear on the screen once the Start button is clicked.

Note: If the decision to sell alcohol is made after the initial bid was submitted, users have the ability to go back and change their selection. Before doing so, please notify the appropriate championship manager.
Click on the tab to proceed to the alcohol sales agreements. Review the Championships Sales Policy via the link and then choose the appropriate agreement from the listed options. Download, complete and sign the agreement and then upload into the portal via the Upload button and Submit.
Certificates of Insurance

Hosts of NCAA championships must maintain and provide proof of at least $1 million of commercial general liability insurance. If applicable, off-campus venues must also provide the same proof of coverage and name the NCAA as additional insured. Please reference the bid specifications or host operations manual for each championship for additional details.

To upload your certificate of insurance to the bid portal, click on the Certificates of Insurance tab once you have started your bid.

The first time a host submits a COI, the following screen will appear:

Click on the Upload button to upload the appropriate COI. If the event is hosted on-campus, select No for the question related to off-site/third-party venues, then Submit.

If the event is hosted off-site, click Yes. You will then be prompted to upload the COI for the venue, then Submit.
For hosts that previously submitted a COI for any sport, the existing certificate will automatically populate. Users must open the document to verify it is still valid, then click the verification checkbox and submit. If it is no longer valid, users can delete the pre-populated certificate and replace it with a new one.

Certificates for off-site/third-party venues must be provided on a sport-by-sport and annual basis.
If you are bidding on a **future predetermined site**, you **do not need to upload** a COI until the year in which the championship takes place.

If you are bidding on a postseason **non-predetermined site**, COIs are a required component of the bid materials.

**Critical Incident Response Team**

- **NEW:** The system automatically generates a critical response team contact form based on information entered in the key contacts form and the Emergency Numbers tab of the facility profile. Users may view the form by clicking on the Critical Incident Response Team link in the Information For Bids column of the Home screen. Users do not have the ability to directly edit this form; all edits must be made in the key contacts section or the facility profile. NCAA staff will add the contact information for the championship manager and site representative, if applicable.
Hotels – Non-predetermined Sites ONLY

**NEW:** All institutions wishing to host a non-predetermined championship round must submit detailed information regarding their hotel availability, along with signed hotel agreements/letters of intent via the Hotels tab.

To start adding hotels to the system, click on the Add Hotel button and complete the form.
• Add additional hotels as needed, then click the Submit Hotels button.
Reporting Actuals

After you have completed your hosting responsibilities, you may enter information for your actual revenues and expenses. At this point, the budgeted fields should be grey and read-only, and the actual fields should be open for editing (yellow in color). If the budgeted expenses need to be revised after selection, the NCAA championships manager should be notified to discuss and potentially make the edits.

Entering Actual Revenue Information

Reporting Actual Ticket Receipts
Open the Receipts section by clicking on the + next to Receipts.

Click on the word Tickets to open the ticket screen.

Enter the actual number of tickets sold into the yellow Actuals column. For each line, verify that the following are correct:

- Date
- Session
- Ticket type
- Channel
  - Host channel are those ticket proceeds collected by the host.
  - NCAA channel are those ticket proceeds collected by the NCAA.
- Price
**Reporting Other Revenue** (excludes Concessions – see below for reporting Concession revenue)

Click on the + next to Other Revenue
Click in the box that appears. This will activate the drop-down list of other revenue items. Select the appropriate revenue item from the list. Enter the actual amount in the Actuals column.

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td>$38,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tickets</td>
<td>$38,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Add Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting Alcohol Concessions Information**

Beginning with FY24 championships, alcohol concessions will be reported within the host system. In addition, the settlement for concessions will be netted with the host report settlement resulting in one payable or receivable. Therefore, the concessions settlement and the host settlement will be made with the same party. In the case of multiple hosting parties, it will be the responsibility of those parties to settle the concessions share among themselves.

During the bid process, hosts that indicate “Yes” they are interested in selling alcohol at their championship event will be required to fill out Concessions Reporting within the Budget module of the host system.
Concessions reporting form instructions (all required input fields are indicated in yellow):

1. Gross concessions sales and selling expenses for sales tax and credit card fees should be reported for Food/Non-alcoholic beverages and Alcoholic beverages separately.
   - All amounts should be entered as positive numbers.
2. Gross alcohol sales should then be reported by seat type (general, suite, hospitality).
   - Ensure the check figure equals zero. You will receive an error message and your forms will not be able to be submitted if this check figure is not zero.
3. If your contractual agreements related to alcohol exclude Suite and/or Hospitality alcohol sales from the revenue share calculation, indicate “Yes” in the fields below the applicable seat type.
   - This exclusion must be specifically indicated in the contractual agreements between the host/venue and the NCAA and must be attached to the bid upon submission.
4. The report will be pre-populated with the required alcohol share percentage of 20%.
5. The concessions share owed to the NCAA will be calculated based on your inputs and shown at the bottom of the reporting form. The settlement for concessions will be netted with the host report settlement resulting in one payable or receivable.
6. Be sure to click the “Save” button at the bottom of the form to save all inputs.
   - Please attach system-generated report(s) detailing gross concessions and alcohol sales by type along with sales tax and credit card fees to support the values entered in the concessions reporting form. Upload documents icon for concessions reporting is located to the right of the Save button.
# Concessions Reporting

<table>
<thead>
<tr>
<th>Concessions Data</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food and Non-alcoholic beverages</strong></td>
<td><strong>Alcoholic beverages</strong></td>
</tr>
<tr>
<td>Gross Sales</td>
<td>$0.00</td>
</tr>
<tr>
<td>Selling expenses</td>
<td></td>
</tr>
<tr>
<td>Sales taxes</td>
<td>$0.00</td>
</tr>
<tr>
<td>Credit card fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal selling expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Applicable tax rate (%)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

## Concessions Revenue share calculation

<table>
<thead>
<tr>
<th>General Seating</th>
<th>Suite</th>
<th>Hospitality</th>
<th>Total</th>
<th>Check figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross alcohol sales ($)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Paid attendance or drop count (all sessions)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Excluded from share calculation</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Alcohol Per Cap

<table>
<thead>
<tr>
<th>Total</th>
<th>Alcohol Per Cap</th>
<th>Realized Alcohol Per Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Percentage

<table>
<thead>
<tr>
<th>Percentage</th>
<th>20.00%</th>
</tr>
</thead>
</table>

## Per Cap amount

<table>
<thead>
<tr>
<th>Concessions Amount owed to NCAA</th>
<th>$0.00</th>
</tr>
</thead>
</table>

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Reporting Actual Expense Information

Revisions and Enhancements from Prior Years

There have been some enhancements and changes from prior years in the expense categories, line items within each category, and the option to “add others”:

- Hover over each expense line for a description of what expenses can/should be included in these lines.
- Ticket Tax Expense has been moved from the “Ticket Expense” category to its own category “State and City Taxes”. There is no option to add other lines in this category.
- Facility Fee Expense has been moved from the “Facility” category to its own category of “Facility Fees”. There is no option to add other lines in this category.
The option to add other lines in the categories other than “Facility Fees” and “Ticket Expense” still remains, however, these have been standardized into a drop-down list. To use:

1. Click on the *ADD OTHERS* button.
2. Click in the box that appears.
3. Select option from the drop-down list.
The actual spend for each of the line items should be entered into the “ACTUALS” column on the SUMMARY tab.
Attaching Supporting Documentation

Hosts may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits, and other supporting documentation to their host report. Beginning with the FY24 year, select sports/rounds within Division I and National Collegiate will require the attachment of this documentation prior to being able to submit the report. If support is required, a message will be displayed when you submit actuals identifying all lines which require support.
Support must be attached on the Summary tab at each individual line level using the upload icon. Click on this upload icon, and the following screen will appear. On Document Type, please select Receipts. Then choose your file and click Upload File. There is also a link listing the acceptable file types.
Submitting the Actuals Report

Once the report is completed, return to the Details tab. Add the financial submitter information. You can click the “Insert my Details for Submitter Information” button to add the user information associated with the user ID and Password used to log in. Otherwise, add the correct data to the fields. The email address supplied here is the one that will be used to send notifications of changes in bid status. Click “Save,” then “Submit Financial Report to NCAA.”
You will be notified by email when your financial report has been approved by the NCAA.