



Bid Portal User Guide

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Access the portal by going to
<http://championships.ncaa.org/>



NCAA Championships

Welcome to the NCAA Championships Bid Portal

Sign In

Username

Password

☐ Is this a public or shared computer? ⓘ

Sign In

[Can't access your account?](#)

Need Access?

[Request an Account](#)

Questions or Assistance?

Contact the [Championships Bid Staff](#)

If you already have an account in the system, log on with your personalized credentials.



Welcome to the NCAA Championships Bid Portal

Sign In

Username

Password

☐ Is this a public or shared computer? ⓘ

[Sign In](#)

[Can't access your account?](#)

Need Access?

[Request an Account](#)

Questions or Assistance?

Contact the [Championships Bid Staff](#)

If you are new to the system, request an account. You will receive an email notification once your account has been activated.



Welcome to the NCAA Championships Bid Portal

Sign In

Username

Password

☐ Is this a public or shared computer? ⓘ

Sign In

[Can't access your account?](#)

Need Access?

Request an Account

Questions or Assistance?

Contact the [Championships Bid Staff](#)

If you do not remember your password, you can reset it here.



Welcome to the NCAA Championships Bid Portal

Sign In

Username

Password

☐ Is this a public or shared computer? ⓘ

Sign In

[Can't access your account?](#)

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

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

Home Screen

NCAA Championships Bid Portal

Welcome, Test Test
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

[Home](#) [Profile](#) [Users](#)

Championships Available for Bidding

Search:

Championship	Division	Year	Round	Available for Bidding	
2025-26 DII Men's Basketball	II	2025-26	Elite Eight	26 Aug through 26 Apr	Start Bid
2025-26 DII Men's Basketball	II	2025-26	Regionals	26 Aug through 26 Apr	Start Bid
2025-26 DIII Men's Wrestling	III	2025-26	Finals	26 Aug through 28 Feb	Start Bid

Results per page: Showing 1 to 3 of 3 entries (filtered from 7 total entries)

First Previous **1** Next Last

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.

Search:

Description	Year	Round	Host(s)	Facility	Status	Decision	Information For Bids
2025-26 DI Field Hockey	2025-26	Semifinal and Final Rounds	1 - DI CA Test	Test Facility	Incomplete	Pending	Edit Bid and Contacts Finish Tax Information Finish Alcohol Agreement Signatures Finish Championship Bid Specifications Finish Certificates of Insurance Start Return to Championships Questions Budget - Saved Facility Information - Incomplete Contacts - Incomplete Critical Incident Response Team - Read-only Remove Bid
2025-26 DI Men's Basketball	2025-26	Finals	Harris County - Houston Sports Authority, 1 - DI CA Test	NRG Stadium	Incomplete	Not Selected	Edit Bid and Contacts Start Certificates of Insurance Start Men's Final Four Start Tax Information Budget - Saved Facility Information - Incomplete Contacts - Incomplete Critical Incident Response Team - Read-only

2025-26

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.



NCAA Championships Bid Portal

Welcome, Test Test
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

[Home](#)
[Profile](#)
[Users](#)

Championships Available for Bidding

Search:

Championship	Division	Year	Round	Available for Bidding	
2027-28 DI Men's Ice Hockey	I	2027-28	Finals	23 Aug through 25 Aug	Start Bid
2027-28 DI Men's Ice Hockey	I	2027-28	Regionals	23 Aug through 25 Aug	Start Bid
2027-28 DIII Women's Golf	II	2027-28	Finals	23 Aug through 25 Aug	Start Bid
2027-28 DIII Women's Golf	II	2027-28	Super Regionals	23 Aug through 25 Aug	Start Bid
2027-28 DIII Women's Volleyball	III	2027-28	Finals	23 Aug through 25 Aug	Start Bid

▼

2027-28 ▼

Results per page 10
Showing 1 to 5 of 5 entries (filtered from 12 total entries)

First Previous 1 Next Last

Bids for 1 - DI CA Test

Search:

Description	Year	Round	Host(s)	Facility	Status	Decision	Information For Bids
2027-28 DIII Women's Volleyball	2027-28	Regionals	1 - DI CA Test	Test Facility	Incomplete	Pending	Edit Bid and Contacts Start DIII Women's Volleyball Prelim Rounds Start Certificates of Insurance Budget - Saved Facility Information - Incomplete Contracts - Incomplete Hotels - Incomplete Critical Incident Response Team - Read-only

2027-28 ▼

Remove Bid

Results per page 10
Showing 1 to 1 of 1 entries (filtered from 65 total entries)

First Previous 1 Next Last

*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.

 **NCAA Championships Bid Portal**

Welcome, Test Test

[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

[Home](#) [Profile](#) [Users](#)

Start Bid for 2026-27 DI Men's Ice Hockey

Start new bid from scratch or copy previous bid? ☒ New Bid ☐ Copy Previous Bid

Budget to Copy

Facility

Bid preparer

Contact for this bid (who should bid acceptance/denial be emailed too?)


Is alcohol sold during the regular season or during the regular course of business (for non-host venues)? ☐ Yes ☒ No

START

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.

 **NCAA Championships Bid Portal**

Welcome, Test Test
[My Account](#) | [User Guide](#) | [Contact Us](#) | [Logout](#)

[Home](#) [Profile](#) [Users](#)

Start Bid for 2026-27 DI Men's Ice Hockey

Start new bid from scratch or copy previous bid? ☒ New Bid ☐ Copy Previous Bid

Budget to Copy:

Facility:

Facility Information

Name

Address1

Address2

City

State

Postal code

START

Once you have completed the initial information and click Start, you will be directed to the following page (displayed in two partial screenshots):

Edit Bid for 2026-27 DI Men's Ice Hockey

Budget

2027 Men's Ice Hockey Finals (Status: Saved, Net: 17500.0)▼

Copy Previous Budget

Facility

Test Facility (1 - DI CA Test)▼

Does the facility serve Coke products?

☐ Yes ☐ No

Bid preparer

Test Test▼

Contact for this bid (who should bid acceptance/denial be emailed too?)

Leave blank if same as bid preparer.▼

Is alcohol sold during the regular season or during the regular course of business (for non-host venues)?

☒ Yes ☐ No

Are you interested in selling alcohol during this round of the championship?

☒ Yes ☐ No

Please review who should receive the following items

Search:

Item	Person	Select a Person
Awards		Select a person.▼
Credentials		Select a person.▼
Equipment (e.g., balls, pucks, etc.)		Select a person.▼
Hydration Product/Sideline Equipment		Select a person.▼
Merchandise		Select a person.▼
Programs		Select a person.▼
Signage		Select a person.▼

Please review the contact roles for this bid

Search:

Title/Role	Required?	Person(s)	Select or Create Person
Athletic Trainer	Yes		Select a person ▼ or Create a New Person
Concessions Manager	Yes		Select a person ▼ or Create a New Person
Drug Testing Coordinator	Yes		Select a person ▼ or Create a New Person
Facility Director	Yes	Person Test Zucchetto, Janessa Zucchetto, Janessa Zucchetto, Janessa	Select a person ▼ or Create a New Person
Marketing Director	Yes		Select a person ▼ or Create a New Person
Media/PR Contact	Yes		Select a person ▼ or Create a New Person
Merchandise Manager	Yes		Select a person ▼ or Create a New Person
Security Director	Yes		Select a person ▼ or Create a New Person
Sports Information Director	Yes		Select a person ▼ or Create a New Person
Ticket Manager	Yes		Select a person ▼ or Create a New Person
Tournament Director	Yes		Select a person ▼ or Create a New Person
Tournament Physician	Yes		Select a person ▼ or Create a New Person
Assistant Athletics Director	No		Select a person ▼ or Create a New Person
Associate Athletics Director	No		Select a person ▼ or Create a New Person
Athletics Director	No		Select a person ▼ or Create a New Person
Data/Timing/Results Crew Coordinator	No		Select a person ▼ or Create a New Person
Senior Woman Administrator	No		Select a person ▼ or Create a New Person
Sports Medicine Director	No		Select a person ▼ or Create a New Person
Video Board Contact	No	Izzo, Brooke	Select a person ▼ or Create a New Person

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.

Championships Available for Bidding

Search:




Championship	Division	Year	Round	Available for Bidding	
2026-27 DI Men's Ice Hockey	I	2026-27	Regionals	23 Aug through 25 Aug	Start Bid
2027-28 DI Men's Ice Hockey	I	2027-28	Regionals	23 Aug through 25 Aug	Start Bid

Results per page: Showing 1 to 2 of 2 entries (filtered from 12 total entries)

First Previous **1** Next Last

Bids for 1 - DI CA Test

Search:

Description	Year	Round	Host(s)	Facility	Status	Decision	Information for Bids
2026-27 DI Men's Ice Hockey	2026-27	Finals	1 - DI CA Test	Test Facility 	Incomplete	Pending	Edit Bid and Contacts Start Certificates of Insurance Start Alcohol Agreement Signatures Start Tax Information Start Championship Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete  Critical Incident Response Team - Read-only 

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.)

Please review all facility tabs for completeness and accuracy.

[Bid/Contacts](#)
[Budget - Saved](#)
[Test Facility](#)
[Certificates of Insurance](#)
[Alcohol Agreement Signatures](#)
[Tax Information](#)
[Championship Bid Specifications](#)

Edit Bid for 2026-27 DI Men's Ice Hockey

Budget: [Copy Previous Budget](#)

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.

1 - DI CA Test

1 - DI CA Test
Mr. Barry Woodward
4101 University Drive
Test, AK 99508



Website: www.testsite.edu
Conference: Independent

Contacts

Name	Title	Phone	Email	Receives	Last Reviewed		
Bagley, Greg	City of Oxford Athletic Director	256-831-2660	gbagley@cableone.net	Awards, Credentials, Equipment (e.g., balls, pucks, etc.), Hydration Product/Sideline Equipment, Merchandise, Programs, Signage	2019-02-21 20:04:17 -0500	Edit	Destroy
Baker, Brandon	Assistant Athletic Director	405-974-2164	bbaker13@uco.edu		2018-09-13 20:57:20 -0400	Edit	Destroy
Boothby, Rory	General Manager	314.342.5157	rboothby@levyrestaurants.com		2018-09-17 14:30:56 -0400	Edit	Destroy
Brisack, Al	Director of Athletics	(608) 663-4861	abrisack@edgewood.edu		2019-10-17 00:00:00 -0400	Edit	Destroy
Izzo, Brooke	Director of Marketing and Communication	256-427-6749	brooke.izzo@huntsvilleal.gov		2019-12-10 00:00:00 -0500	Edit	Destroy
Jones, Brian	Senior Manager, Video Services	516-744-6319	bjones@nassaucoliseum.com		2019-10-28 00:00:00 -0400	Edit	Destroy
Loeken, Emil	City of Oxford Marketing Director	256-241-6668	emil.loeken@oxfordal.gov		2019-02-21 20:07:27 -0500	Edit	Destroy
O'Brien, Kevin	Director, Food & Beverage	312-455-4512	kobrien@unitedcenter.com		2019-12-12 00:00:00 -0500	Edit	Destroy
O'Brien, Kevin	Director, Food & Beverage	312-455-4512	kobrien@unitedcenter.com		2019-12-12 00:00:00 -0500	Edit	Destroy
Person, Test	Facility Director	1234567890	test@test.com		2017-09-20 18:20:16 -0400	Edit	Destroy
Reaves, Jeremy	Owner	2568312778	thegridiron@comcast.net		2019-02-22 16:39:47 -0500	Edit	Destroy
Schomaker, Amanda	Director of Marketing	3145282020	aschomaker@bigsportsproperties.com		2020-01-03 00:00:00 -0500	Edit	Destroy
Test, Kerstin	Test	777-555-9999	k@n.org	Awards	2019-05-24 18:52:43 -0400	Edit	Destroy
Zucchetto, Janessa	Program Director	509-922-7910	jzucchetto@spjpsa.org		2020-01-02 00:00:00 -0500	Edit	Destroy

[Add Person](#)

Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website	Reviewed?			
Test Facility	123 Main		Test	AL	10293			No	Edit		Deactivate
Test Facility II	Test Address		Test City	AL	77777	111		No	Edit		Deactivate

[Add Facility](#)

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

Contacts

Name	Title	Phone	Email	Receives	Last Reviewed		
User, Test Add Person	Athletics Director	111-111-1111	test@user.edu	Signage	2023-08-23 15:04:16 -0400	Edit	Destroy

- 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

Roles by Sport or Facility

Promotions/Receivables

Name title

▼

First name

Last name

Title

Organization

If different than 1 - DI CA Test

Phone/Email

Office Phone

Cell Phone

Email

Shipping Address

Address1

Address2

City

State

Postal code

Mr. Barry Woodward

4101 University Drive

Test

Alaska

99508

CREATE PERSON

Create Person
X

General Information
Roles by Sport or Facility
Promotions/Receivables

Check all that apply

- ☐ Concessions Manager
- ☐ Tournament Director
- ☐ Marketing Director
- ☐ Media/PR Contact
- ☐ Facility Director
- ☐ Ticket Manager
- ☐ Security Director
- ☐ Merchandise Manager
- ☐ Drug Testing Coordinator
- ☐ Video Board Contact
- ☐ Data/Timing/Results Crew Coordinator
- ☐ Athletics Director
- ☐ Senior Woman Administrator
- ☐ Associate Athletics Director
- ☐ Assistant Athletics Director
- ☐ Sports Information Director
- ☐ Sports Medicine Director
- ☐ Athletic Trainer
- ☐ Tournament Physician

Concessions Manager for:

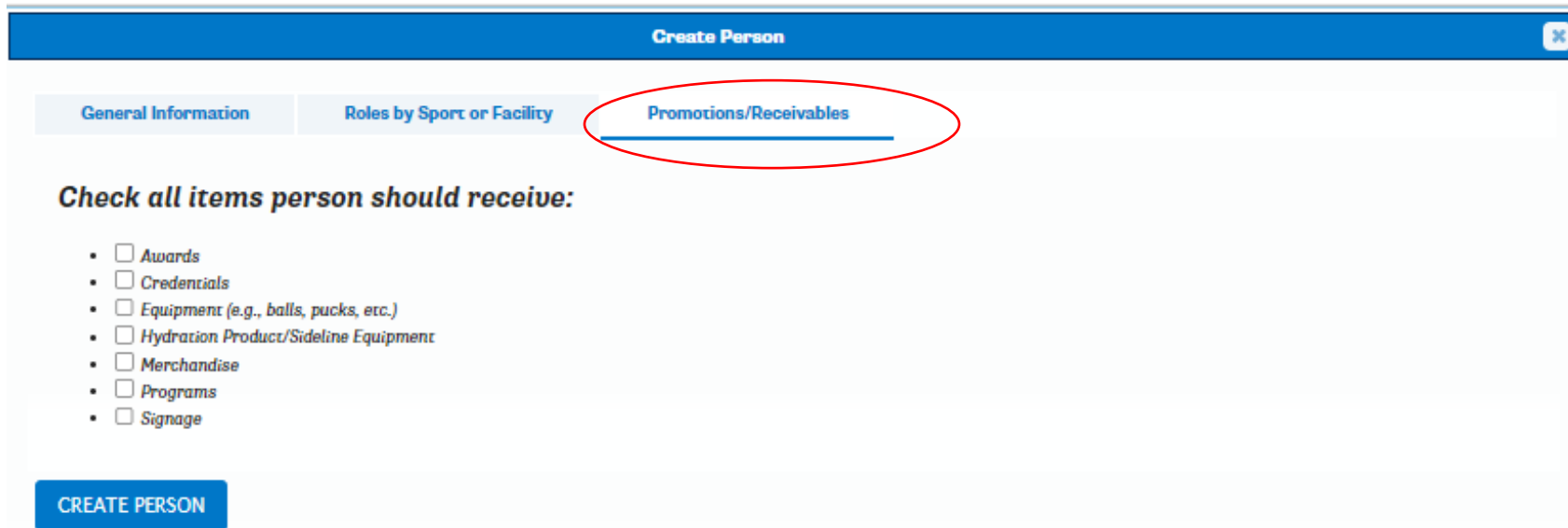
Check All
Uncheck All

<input type="checkbox"/> Baseball	<input type="checkbox"/> Women's Basketball
<input type="checkbox"/> Men's Basketball	<input type="checkbox"/> Beach Volleyball
<input type="checkbox"/> Men's Cross Country	<input type="checkbox"/> Women's Bowling
<input type="checkbox"/> Football	<input type="checkbox"/> Women's Cross Country
<input type="checkbox"/> Men's Golf	<input type="checkbox"/> Women's Rowing
<input type="checkbox"/> Men's Gymnastics	<input type="checkbox"/> Field Hockey
<input type="checkbox"/> Men's Ice Hockey	<input type="checkbox"/> Women's Golf
<input type="checkbox"/> Men's Lacrosse	<input type="checkbox"/> Women's Gymnastics
<input type="checkbox"/> Men's Soccer	<input type="checkbox"/> Women's Ice Hockey
<input type="checkbox"/> Men's Swimming	<input type="checkbox"/> Women's Lacrosse
<input type="checkbox"/> Men's Tennis	<input type="checkbox"/> Women's Softball
<input type="checkbox"/> Men's Track, Indoor	<input type="checkbox"/> Women's Soccer
<input type="checkbox"/> Men's Track, Outdoor	<input type="checkbox"/> Women's Swimming
<input type="checkbox"/> Men's Volleyball	<input type="checkbox"/> Women's Tennis
<input type="checkbox"/> Men's Water Polo	<input type="checkbox"/> Women's Track, Indoor
<input type="checkbox"/> Men's Wrestling	<input type="checkbox"/> Women's Track, Outdoor
<input type="checkbox"/> NIT Postseason	<input type="checkbox"/> Women's Volleyball
<input type="checkbox"/> NIT Preseason	<input type="checkbox"/> Women's Water Polo
	<input type="checkbox"/> Mixed Fencing
	<input type="checkbox"/> Mixed Rifle
	<input type="checkbox"/> Mixed Skiing

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.



The screenshot shows a web interface for creating a person. At the top is a blue header bar with the text "Create Person" and a close button (X). Below the header are three tabs: "General Information", "Roles by Sport or Facility", and "Promotions/Receivables". The "Promotions/Receivables" tab is selected and highlighted with a red oval. Below the tabs, the text "Check all items person should receive:" is followed by a list of items with checkboxes: Awards, Credentials, Equipment (e.g., balls, pucks, etc.), Hydration Product/Sideline Equipment, Merchandise, Programs, and Signage. At the bottom left of the form is a blue button labeled "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

Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website	Reviewed?			
Test Facility	123 Main		Test	AL	10293			No	Edit	Deactivate	
Test Facility II	Test Address		Test City	AL	77777	111		No	Edit	Deactivate	
Add Facility											

- To add a new facility, click on Add Facility.



NCAA Championships Bid Portal

[Home](#) [Profile](#) [Users](#)

1 - DI CA Test > New Facility

[Name and Address](#)
[Sports](#)
[Details](#)
[Signage](#)
[Media](#)
[Video Boards/LED/Control Room](#)
[Emergency Numbers](#)

Facility Name and Address

Name

Address1

Address2

City

State

Postal code

Website

☐ I have reviewed this tab and certify that it is accurate and complete.

CREATE FACILITY

Last updated:

Cancel

- 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.



1 - DI CA Test > New Facility

[Name and Address](#)

[Sports](#)

[Details](#)

[Signage](#)

[Media](#)

[Video Boards/LED/Control Room](#)

[Emergency Numbers](#)

This page may be shared with the video board contact who will be working with this championship. To do so, create a password, then scroll to the bottom of the page and click on "Update Facility." After a few seconds, a "Mail Video Board Link" will be generated, which can be sent directly to the video board contact for completion of the information in the Boards/Control Room section.

Password to Edit Board Information

Password

Permanent scoreboard ☐ Yes ☐ No

Video board ☐ Yes ☐ No

- 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.



Facility was successfully created.

1 - DI CA Test > Test Facility

Facility was successfully created.

This facility is incomplete for bids [See Problems](#)

Facility information must be reviewed for completeness and accuracy once a year. Open and review each tab, then place a checkmark in the confirmation box at the bottom of the tab. Review is complete when all tabs show a checkmark.


- **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.

Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website	Reviewed?	
Test Facility	123 Main		Test	AL	10293			No	Edit

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.


NCAA Championships Bid Portal

Welcome, Test User
[My Account](#) | [User Guide](#) | [Help](#) | [Logout](#)

[Home](#)
[Profile](#)
[Users](#)

Users

[Copy](#)
[Excel](#)
[Column visibility](#)

First name	Last name	Username	Active?		
Amy	Maier	santuccia	Y	Edit	Deactivate
Jennifer	Thompson	Jennifer	Y	Edit	Deactivate
Marge	Willadsen	buena vista	Y	Edit	Deactivate
Test	User	tuser	Y	Edit	Deactivate


Results per page: 10

[New User](#)

[First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

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.

 **NCAA Championships Bid Portal**

Home Profile Users

Start Bid for 2027-28 DI Men's Ice Hockey

Budget to Copy 2028 Men's Ice Hockey Finals (Status: Submitted, Net: 17500.0)

Selected Budget Summary

Category	Amount
Receipts	
Other Revenue	\$0.00
Tickets	\$20,000.00
Total Receipts	\$20,000.00
Expenditures	
Entertainment	\$0.00
Equipment	\$0.00
Facility	\$0.00
Officiating Expenses	\$0.00
Personnel	\$0.00
Promotion	\$2,000.00
Ticket Expense	\$500.00
Total Expenditures	\$2,500.00

* To preview a different budget, please select another budget from the Budget to Copy drop-down menu (if applicable).

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 screenshot shows the 'NCAA Championships Bid Portal' interface. At the top, there's a navigation bar with 'Home', 'Profile', and 'Users'. Below this, a message states 'Bid was successfully started.' and 'Please review all facility tabs for completeness and accuracy.' A horizontal menu contains several tabs: 'Bid/Contacts', 'Budget - Saved' (which is circled in red), 'Test Facility', 'Hosts', 'Regional Bid Specifications', 'Certificates of Insurance', and 'Alcohol Agreement Signatures'. The main content area is titled 'Edit Bid for 2027-28 DI Men's Ice Hockey'. It includes a 'Budget' dropdown menu set to '2028 Men's Ice Hockey Regionals (Status: Saved, Net: 17500.0)' with a 'Copy Previous Budget' link. Below that is a 'Facility' dropdown set to 'Test Facility (1 - DI CA Test)'. At the bottom, there's a question 'Does the facility serve Coke products?' with 'Yes' and 'No' radio buttons.

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).

This screenshot shows a sidebar titled 'Information For Bids'. It contains several blue hyperlinks: 'Edit Bid and Contacts', 'Start Regional Bid Specifications', 'Start Certificates of Insurance', 'Start Alcohol Agreement Signatures', 'Budget - Saved' (which is circled in red), and 'Facility Information - Incomplete'.

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.

Edit Bid for 2027-28 DI Men's Ice Hockey

Budget: 2028 Men's Ice Hockey Regionals (Status: Saved, Net: 17500.0)▼ [Copy Previous Budget](#)

Facility: Test Facility (1 - DI CA Test) ▼

Does the facility serve Coke products? ☐ Yes ☐ No

Bid preparer: Test Test▼

Contact for this bid (who should bid acceptance/denial be emailed too?): Leave blank if same as bid preparer.▼

Is alcohol sold during the regular season or during the regular course of business (for non-host venues)? ☒ Yes ☐ No

Are you interested in selling alcohol during this round of the championship? ☒ Yes ☐ No

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.

Please review all facility tabs for completeness and accuracy.

Bid/Contacts

Budget - Saved

Test Facility

Hotels

Regional Bid Specifications

Certificates of Insurance

Alcohol Agreement Signatures

Edit Bid for 2027-28 DI Men's Ice Hockey

Budget 2028 Men's Ice Hockey Regionals (Status: Saved, Net: 17500.0) [Copy Previous Budget](#)

Facility Test Facility (1 - DI CA Test)

Does the facility serve Coke products? ☐ Yes ☐ No

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.



NCAA Championships Bid Portal

Home

Profile

Users

Please review all facility tabs for completeness and accuracy.

Bid/Contacts

Budget - Saved

Test Facility

Hotels

Regional Bid Specifications

Certificates of Insurance

Alcohol Agreement Signatures

Are you using Aramark, Levy, Centerplate, Chartwells, or Legends as your concessionaire? Yes ☐ No ☒

Agreement Forms

Please review the [Championships Alcohol Sales Policy](#) before selecting and downloading the appropriate agreement option below. Once you have completed and signed the agreement, upload it via the Upload button in this section.

1. The [NCAA Concessionaire Indemnity and Insurance Agreement](#) must be signed by:
 - All third-party concessionaire(s) to whom the host institution or non-host venue has outsourced the alcohol sale operations; and
 - The non-host venue which has not outsourced the alcohol sale operations to a third-party concessionaire.
2. The [NCAA Host Alcohol Indemnity and Insurance Agreement](#) must be signed by:
 - The host institution which has not outsourced the alcohol sale operations to a third-party concessionaire or non-host venue.
3. The [NCAA Host/Venue Alcohol Agreement](#) must be signed by:
 - The non-host venue which has outsourced the alcohol sale operations to a third-party concessionaire; and
 - The host institution that has outsourced the alcohol sale operations to a third-party concessionaire or non-host venue.

Signed Agreement Form Bid_Specs_Document.pdf
Uploaded on 2023-08-23 14:03:17 -0400

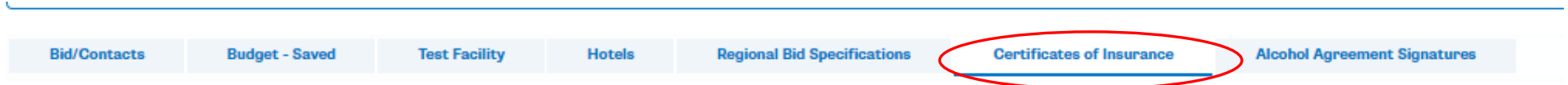
SAVE

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:

The screenshot shows the 'Certificates of Insurance' tab selected. The main content area contains the following elements: a text prompt 'Please upload your certificate of insurance' followed by a purple 'UPLOAD' button (circled in red); a paragraph of instructions about verifying the certificate's currency with a checkbox; a question 'Is this event being hosted at an off-site/third-party venue?' with 'No' and 'Yes' radio buttons (the 'No' button is circled in red); and two blue buttons at the bottom, 'SAVE' and 'SUBMIT'.


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.

Bid/Contacts	Budget - Saved	Test Facility	Hotels
<p>Please upload your certificate of insurance UPLOAD</p> <p>Please verify the certificate is current by opening the file, then checking this box. If it is outdated or not applicable for this championship, please upload a new certificate. <input type="checkbox"/></p> <p>Is this event being hosted at an off-site/third-party venue? No <input type="radio"/> Yes <input checked="" type="radio"/></p> <p>Please upload offsite facility certificate of insurance. UPLOAD</p> <p>SAVE SUBMIT</p>			

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.


NCAA Championships Bid Portal

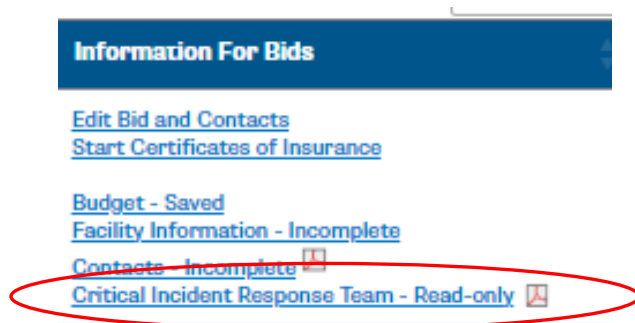
Home	Profile	Users
<p>Please review all facility tabs for completeness and accuracy.</p>		
Bid/Contacts	Budget - Saved	Test Facility
<p>Please upload your certificate of insurance UPLOAD</p> <p>Please verify the certificate is current by opening the file, then checking this box. If it is outdated or not applicable for this championship, please upload a new certificate. <input type="checkbox"/></p> <p>Is this event being hosted at an off-site/third-party venue? No <input type="radio"/> Yes <input checked="" type="radio"/></p>		

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.



NCAA Championships Bid Portal

[Home](#) [Profile](#) [Users](#)

Please review all facility tabs for completeness and accuracy.

[Bid/Contacts](#) [Budget - Saved](#) [Test Facility](#) [Hotels](#) [Alcohol Agreement Signatures](#) [Certificates of Insurance](#) [Regional Bid Specifications](#)

To start adding hotels to the system, click on the Add Hotel button and complete the form.

Hotels for Regionals - Test Facility (1 - DI CA Test) - Test

Search:

Occupant	Hotel Name	Hotel Address	Distance to Venue	Time to Venue	D/D Rooms	D/D Rate	King Rooms	King Rate	Service Level	Team Meeting Space	Comments	Contract
No data available in table												
Showing 0 to 0 of 0 entries												

[ADD HOTEL](#) [SUBMIT HOTELS](#)

Add Hotel

Hotel was successfully created.

Hotel Name
Spring Hill Suites

Address1
601 W Washington St,

Address2

City
Indianapolis
State
Indiana
Postal code
46204

Distance to Venue
15
(Leave blank to automatically calculate at save)

Time to Venue (Avg in Minutes)
20

Occupant
Visiting Team

of Doubles Rooms
15
Doubles rate
120

of King Rooms
5
King rate
150

Service level
Full Service

Meeting space
Yes
Meeting space capacity
50

Are there any concerns or other information regarding this hotel that needs to be disclosed?
None

Please upload contract

UPLOAD

Test_Hotel_Agreement.docx

Uploaded on 2023-08-23 14:44:28 -0400

SAVE

- Add additional hotels as needed, then click the Submit Hotels button.

Hotels for Regionals - Test Facility (1 - DI CA Test) - Test

Search:

Occupant	Hotel Name	Hotel Address	Distance to Venue	Time to Venue	D/D Rooms	D/D Rate	King Rooms	King Rate	Service Level	Team Meeting Space	Comments	Contract	
Visiting Team	Spring Hill Suites	601 W Washington St, Indianapolis, IN 46204	15	20	15	\$120.00	5	\$150.00	Full Service	Yes (Capacity: 50)	None	<ul style="list-style-type: none"> Test_Hotel_Agreement.docx 	Edit Remove

Showing 1 to 1 of 1 entries

ADD HOTEL

SUBMIT HOTELS

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



Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
04/18/2025	All Session	Adult	Host Channel	200	0	\$20.00	\$6,000.00	\$0.00	Delete
04/18/2025	All Session	Student / Senior	Host Channel	200	0	\$20.00	\$4,000.00	\$0.00	Delete
04/18/2025	1	Adult	Host Channel	200	0	\$15.00	\$3,000.00	\$0.00	Delete
04/18/2025	1	Student / Senior	Host Channel	100	0	\$10.00	\$1,000.00	\$0.00	Delete
04/18/2025	2	Adult	Host Channel	200	0	\$15.00	\$3,000.00	\$0.00	Delete
04/18/2025	2	Student / Senior	NCAA	150	0	\$10.00	\$1,500.00	\$0.00	Delete
04/19/2025	3	Adult	NCAA	500	0	\$20.00	\$10,000.00	\$0.00	Delete
04/19/2025	3	Student / Senior	Host Channel	500	0	\$15.00	\$7,500.00	\$0.00	Delete
TOTAL				2,050	0		\$36,000.00	\$0.00	
Save Add Ticket Type Close									

PAID ATTENDANCE CALCULATION		CAPACITY INFORMATION	
Total Single Session tickets	0	Total Capacity	0
All Session Tickets 0 x # of Sessions 3	0	Killed Tickets	0
Override Number of Sessions 0	0	Sub Total (Total Capacity - Killed Tickets)	0
Total Paid Attendance	0	Paid Attendance	0
		Other (unpaid/held for use)	0
		Unsold Tickets (Sub Total - Paid Attendance - Other)	0
		Actual Attendance	0
		Save Close	


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.

		Budget	Actuals		
Receipts		\$36,000.00	\$0.00		
Tickets		\$36,000.00	\$0.00		
Other Revenue		\$0.00	\$0.00		
	<div style="background-color: orange; width: 100px; height: 15px;"></div>	\$	\$		
Add Others					

Others - Enter Item Name

Item Name : Select a name 

[Notes](#)
 Press "Enter" key to save the changes and to exit from the dialog window.
 Press "Esc" key to exit dialog window without saving any change(s).

1.	Gross receipts
2.	Actual Disbursements
3.	Approved BUDGETED Disbu

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

Concessions Data					
	Actual				
1.	Food and Non-alcoholic beverages	Alcoholic beverages	Total	Percentage of Sales	
Gross Sales	\$ 0.00	\$ 0.00	\$ 0.00		
Selling expenses					
Sales taxes	\$ 0.00	\$ 0.00	\$ 0.00	0 %	
Credit card fees	\$ 0.00	\$ 0.00	\$ 0.00	0 %	
Subtotal selling expenses	\$ 0.00	\$ 0.00	\$ 0.00		
Applicable tax rate (%)	0.00 %				
Concessions Revenue share calculation					
	Actual				
	General Seating	Suite	Hospitality	Total	Check figure
2. Gross alcohol sales (\$)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	2a. \$ 0.00
Paid attendance or drop count (all sessions)	0.00	0.00	0.00		
Excluded from share calculation		No	No		
	Total	3.	Alcohol Per Cap	Realized Alcohol Per Cap	
Gross alcohol sales	\$ 0.00		\$	\$	
Less sales excluded from share calculation	\$ 0.00		\$	\$	
Less selling expenses on alcohol sales	\$ 0.00		\$	\$	
Gross alcohol sales less selling expenses	\$ 0.00		\$	\$	
4. Percentage	20.00 %				
Per cap amount	\$ 0.00				
5. Concessions Amount owed to NCAA	\$ 0.00				
<div>Save</div> <div>6. – 6a.</div>					

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.

	Budget	Actuals	
+ <u>Receipts</u>	\$36,000.00	\$0.00	
- <u>Expenditures</u>	\$116,450.00	\$0.00	
+ <u>Entertainment</u>	\$22,000.00	\$0.00	
+ <u>Equipment</u>	\$23,000.00	\$0.00	
+ <u>Facility</u>	\$4,250.00	\$0.00	
- <u>Facility Fees</u>	\$0.00	\$0.00	
Facility Fees	\$	\$	↕
+ <u>Officiating Expenses</u>	\$24,000.00	\$0.00	
+ <u>Personnel</u>	\$41,200.00	\$0.00	
+ <u>Promotion Expenses</u>	\$2,000.00	\$0.00	
- <u>State and City Taxes</u>	\$0.00	\$0.00	
State and City Taxes	\$	\$	↕
- <u>Ticket Expense</u>	\$0.00	\$0.00	
Commissions	\$	\$	↕
Credit Card Fees	\$	\$	↕
Ticket Vendor Fee	\$	\$	↕
Add Others			











- 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.

Ticket Expense		\$ 0.00	\$ 0.00		
	Commissions	\$			
	Credit Card Fees	\$			
	Ticket Vendor Fee	\$			
	2	\$			X
1	Add Others				

Others - Enter Item Name	
Item Name :	Select a name 3
Notes Press "Enter" key to save the changes and to exit from the dialog window. Press "Esc" key to exit dialog window without saving any change(s).	

Gross receipts
Actual Disbursements
Approved BUDGETED Disbu
Disbursements absorbed by
Total APPROVED disburseme
NET RECEIPTS or DEFICIT
Funds already submitted by host

The actual spend for each of the line items should be entered into the “ACTUALS” column on the SUMMARY tab.

	Budget	Actuals
+ Receipts	\$36,000.00	\$0.00
- Expenditures	\$116,450.00	\$0.00
+ Entertainment	\$22,000.00	\$0.00
+ Equipment	\$23,000.00	\$0.00
+ Facility	\$4,250.00	\$0.00
+ Facility Fees	\$0.00	\$0.00
- Officiating Expenses	\$24,000.00	\$0.00
Officials Fees	\$	\$  
Officials Lodging	\$24,000.00	\$  
Officials Travel	\$	\$  
Officials Per Diem	\$	\$  
Other Officiating Expense	\$	\$  
Add Others		

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.

Versions: [0 1](#) [Printable Bid](#)

[<-- MENU -->](#)

[Main](#) [Summary](#) [Change Log/Notes](#) [Documents](#)

	Budget	Actuals		
+ Receipts	\$36,000.00	\$0.00		
- Expenditures	\$116,450.00	\$0.00		
+ Entertainment	\$22,000.00	\$0.00		
- Equipment	\$23,000.00	\$0.00		
A/V Rental	\$	\$		
Athletic Training Room Supplies/Equipment	\$	\$		
Copiers/Printers	\$	\$		
Custodial Services and Supplies	\$	\$		

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.

Upload Documents	
Item Name	A/V Rental
Document Type	Select ▼
Select File [Max. size 10Mb]	<input type="button" value="Choose File"/> No file chosen
File Description	<div></div> <div>[Max 100 Characters]</div>
<input type="button" value="Upload File"/> <input type="button" value="Reset"/>	
List of file types that may be uploaded.	

Documents		
Document Date	Documents	Delete
No Documents Found		

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.”

Financials Submitted By:

First Name	Last Name	Email	Phone	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You will be notified by email when your financial report has been approved by the NCAA.