



MEMORANDUM

November 1, 2019

VIA EMAIL

TO: Directors of Athletics, Primary Administrators and Sports Information Directors of Division I Men's Basketball Programs.

FROM: JoAn Scott
Managing Director of Men's Basketball Championships.

SUBJECT: 2020 March Madness Teamworks App Requirement.

Again this year, the NCAA will utilize the March Madness Teamworks communication platform as its primary method of communication throughout the Division I Men's Basketball Championship.

The March Madness Teamworks app will facilitate information leading up to and throughout the Division I championship. All pertinent information, including team manuals, will be housed on the March Madness Teamworks app. Participating institutions will also be able to electronically fill out all necessary forms, alleviating the need to resubmit documents as they advance through the championship.

All Division I men's basketball primary administrators will be required to sign up for a 2020 March Madness Teamworks account and have the opportunity to participate in one of the various training sessions made available prior to the start of the championship. Please note that previous March Madness Teamworks users will need to reestablish their account and upload current information for the 2019-20 season. Administrators who used the Teamworks app in previous years must be sure to have the most up-to-date version of the app on their mobile devices.

Division I men's basketball programs must use the link below to submit contact information. Upon receipt of the information, Teamworks will set up your 2020 March Madness Teamworks account on behalf of your primary and secondary administrators.

Please note your Primary Teamworks Administrator will be the main contact for the NCAA and will be the person receiving NCAA communications throughout the championship. Your Primary Teamworks Administrator will also have responsibility for filling out all required paperwork/forms, including a Uniform Submission Form and Tournament Pass Gate Lists, etc. This person should not only have the knowledge to complete these forms, but should be an individual traveling with the team throughout the championship.

Your Secondary Teamworks Administrator will also receive NCAA communications via Teamworks, but will not have access to any forms.

[Click here to submit your contact information for the 2020 March Madness Teamworks app](#)

Once your account has been activated, your primary and secondary team administrators will receive email communication from Teamworks confirming your accounts and will be provided login instructions and details related to training opportunities. Training sessions will be available via web conference in a group setting in January/February.

Accounts will be made available to all Division I programs, regardless of whether they eventually earn a spot in the Division I Men's Basketball Championship. Following Selection Sunday, the accounts of institutions not among the field of 68 teams will be deactivated.

Thank you in advance for your assistance related to the use of the March Madness Teamworks mobile app during the 2020 Division I Men's Basketball Championship. Please direct any questions or feedback to [Abby Nool](#) (317-966-0002) of the NCAA men's basketball staff.

JLS:adn