



## MEMORANDUM

December 4, 2024

### VIA EMAIL

TO: Directors of Athletics, Senior Woman Administrators and Sports Information Directors of Division I Women's Basketball Programs.

FROM: Demetria Woodard  
Coordinator of Women's Basketball.

SUBJECT: 2025 NCAA Division I Women's Basketball Teamworks App Requirement.

As in previous years the NCAA will use the Teamworks communication platform as its primary method of communication throughout the Division I Women's Basketball Championship.

The Teamworks app will facilitate information leading up to and throughout the championship and will serve as the main communication tool on all new policies and protocols for the 2025 tournament. All pertinent updated protocols and policies, the necessary forms to complete and submit and the team manuals, will be housed on the app. Communications on any updated policies and tournament planning will be distributed via Teamworks beginning in January 2025. Therefore, we are strongly suggesting all primary administrators register their account prior to **January 3, 2025**.

All Division I women's basketball teams will be required to sign up for an account. **Please note that previous Teamworks users will need to reestablish their account for the 2025 Division I Women's Basketball Championship and upload current information for the 2024-25 season. Also, if you are already using Teamworks through your athletic department, you will still need to sign up for a tournament account.** 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.

Please note your team's primary Teamworks administrator will be the main contact for the NCAA and will be the person receiving NCAA communications in the weeks leading up to and then during the championship. Your team's primary Teamworks administrator will also have the responsibility for filling out all required paperwork/forms, including a Uniform Submission Form, 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.



Please click on the link below and fill out the information for your institution's Teamworks primary and secondary users. The secondary user will also receive NCAA communications via Teamworks but will not have access to any forms.

**Click [here](#) to submit your contact information for the Teamworks app for the 2025 Division I Women's Basketball Championship.**

Once the contact information has been submitted, your primary and secondary Teamworks administrators will receive an email from the NCAA to confirm your accounts and will be provided login instructions. Training resources will also be available on the app once accounts are established.

Accounts will be made available to all Division I programs, regardless of whether they eventually earn a spot in the Division I Women's Basketball Championship, in early 2025 to communicate any new tournament policies. Following Selection Sunday (March 16), the accounts of institutions not among the field of 68 teams will be deactivated. For those that are in the field of 68, their accounts will remain active as long as they remain in the tournament. Non-advancing teams will have their accounts deactivated after they exit the tournament.

Thank you in advance for your assistance related to the use of the Teamworks mobile app for the 2025 Division I Women's Basketball Championship. Please direct any questions or feedback to [Demetria Woodard](#) (463-317-9100) of the NCAA women's basketball staff.

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