

PARTICIPANT 2024-25 MANUAL

Dear NCAA Tennis Championship Participants:

On behalf of Claremont McKenna, Harvey Mudd, and Scripps Colleges, it is our pleasure to welcome you to the NCAA Division III Men's and Women's Tennis Championships at the Biszantz Family Tennis Center. Our community is excited that you are here, and we trust you will enjoy your time in Claremont.

We are committed to making an enjoyable experience for all student-athletes, coaches, and fans. Please let us know if we can assist in any way.

This manual contains the details you may need as you prepare for the NCAA Championships.

Congratulations on your season and best wishes for a successful championship.

All the best,

Claremont-Mudd-Scripps Athletics

TABLE OF CONTENTS

No.	SECTION	PAGE
	Tournament Contact Information	4-5
1	Schedule of Events	6-8
2	Participant Checklist	9-10
3	Championship Websites	10
4	Participant Information	10-12
5	Hospitality	13
6	Drug Testing	13
7	Evaluations	14
8	Expenses and Reimbursement	14
9	Facility and Practices	15
10	Hotels	15
11	Meetings	16
12	Media Services	16-17
13	Medical	17-19
14	Merchandise	19
15	Participant Awards	19-21
16	Participant Expectations & Guidelines	22-23
17	Pre-Match Protocol	23-24
18	Programs	24
19	Restaurants	24
20	Uniforms	24-25
21	Weather	25
	Appendix A – Team Practice Schedule	26-27
	Appendix B – Biszantz Family Tennis Center Map	28
	Appendix C – Biszantz Family Tennis Center Map Overview	29
	Appendix D – Biszantz Family Tennis Center Emergency Action Plan	30
	Appendix E – Biszantz Family Tennis Center EAP Map	31
	Appendix F – EventDirect	32-33

Tournament Contact Information

TOURNAMENT PERSONNEL	
Tournament Manager Trent Lindsey Cell: 559-417-5317 Email: trent.lindsey@cms.claremont.edu	Assistant Tournament Manager Rachana Bhat Cell: 520-309-1838 Email: rachana.bhat@cms.claremont.edu
Host Athletic Director Erica Perkins Jasper Director of Athletics, Claremont-Mudd-Scripps Cell: 505-392-0866 Email: erica.jasper@cms.claremont.edu	Host Site Facility Director Name Trent Lindsey Cell: 559-417-5317 Email: trent.lindsey@cms.claremont.edu
Media Coordinator Jeremy Kniffin Cell: 516-523-6185 Email: jeremy.kniffin@cms.claremont.edu	Sports Medicine Steve Graves Cell: 909-618-6761 Email: sportmedicine@claremontmckenna.edu
Tournament Referee Darren Potkey Cell: 818-967-8651 Email: potkey@ustageorgia.com	Practice Courts Rachana Bhat Cell: 520-309-1838 Email: rachana.bhat@cms.claremont.edu
Tournament Stringer Julian Lee Apex Racquet Werks Business Number: 909-392-3990	

NCAA TENNIS COMMITTEE	
Men's Committee:	Women's Committee:
Mike Lynch, chair Babson University Email: mlynch4@babson.edu	David Weiner, chair Christopher Newport University Email: david.weiner@cnu.edu
Olivia Winkfield Rochester Institute of Technology Email: omwatl@rit.edu	Douglas Chapman University of Massachusetts, Dartmouth Email: dchapman1@umassd.edu
Eric C. Spangler Haverford College Email: espangler@haverford.edu	Tom Linhart Rochester Institute of Technology Email: tmlatl@rit.edu
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NCAA STAFF	
Victoria Lipscomb Assistant Director, Championships and Alliances (Men's Tennis) Cell: 317-979-9686 Email: vlipscomb@ncaa.org	Raymon Gaddis Coordinator, Championships and Alliances (Women's Tennis) Cell: 463-302-0019 Email: rgaddis@ncaa.org

Section 1 - Schedule of Events

The championships will take place May 19-27 at the Bissantz Family Tennis Center. **The full practice and competition schedule can be found in Appendix A.**

The **men's team championship** will be conducted May 19-22, and the **women's team championship** will be conducted May 20-23. The men's **individual championship** will begin Friday, May 23 and conclude Monday, May 26. The **women's individual championship** will begin Saturday, May 24 and conclude on Tuesday, May 27.

Practice

Practices will take place at the Bissantz Family Tennis Center with the Pauley Tennis Complex (Pomona-Pitzer) serving as a secondary official practice site. Practice courts are available to teams and individual tournament competitors for practice one day before competition. Teams will be assigned their 90-minute practice timeslot. Individuals can reserve their 90-minute timeslot by calling Rachana Bhat: 520-309-1838.

Offsite/extra practice courts may be available for a fee (\$25/court for 90 minutes) at the Claremont Club; please reach out to Barry Friedman to reserve courts at TCC: 909-754-3898. There are also many public and private tennis facilities throughout Southern California. Trainers will not be provided at offsite practice courts. The participating teams and individuals must provide practice balls. Attached is the practice schedule for the practice courts: [Tennis Courts Practice Availability](#)

Bissantz Family Tennis Center (CMS) Practice courts: 606 E Sixth Ave, Claremont CA 91711

Parking: Parking will be available at the Tennis Center and the cottages to its east (see photo below for reference). Also, residential street parking on Mills and Brook Street, but please be careful not to block any residents' driveways.



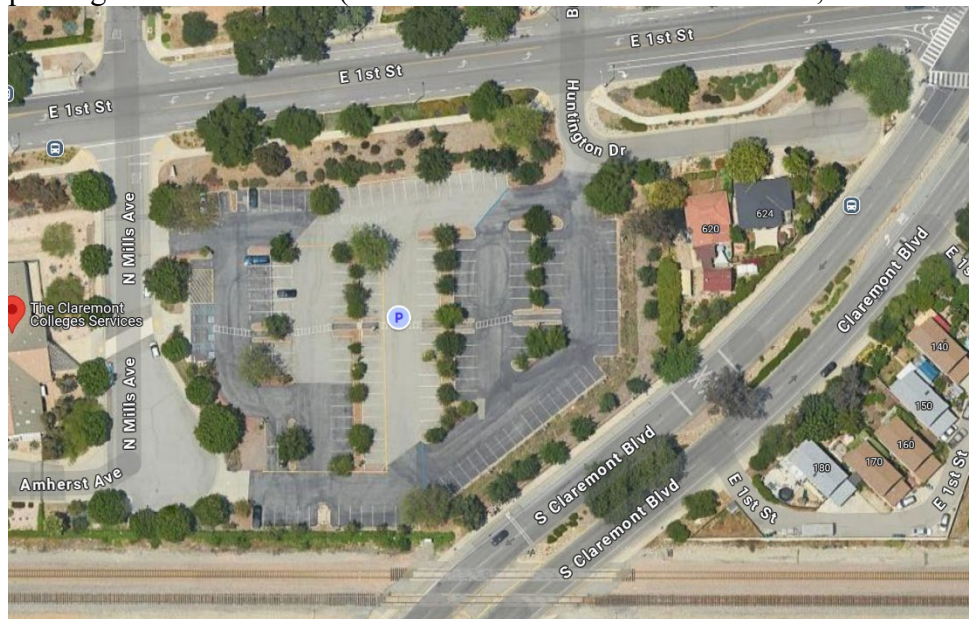
Pauley Tennis Complex: 590 N Mills Ave, Claremont, CA 91711

Parking: Parking would be the same as the Bisantz Family Tennis Center



Oversized Vehicle Parking: Vans can park at the Bisantz Family Tennis Center (606 E 6th Street) or at the Cottages just east of the tennis center. Parking for oversized vehicles is available at the TCCS Building

parking Lot (101 S Mills Ave, Claremont, CA 91711).



Team Practices

Practice times for each team are predetermined based on match times. The championships manager(s) will send the practice times to each participating team via email. Practice times may be adjusted on a case-by-case basis due to travel arrangements.

Individual Practices

Individual tournament participants will be allowed one official 90-minute practice session the day before competition begins. Starting **May 19th**, call Rachana Bhat (520-309-1838) to schedule your practice court(s).

Requests will be taken on a first-come, first-serve basis.

Players from the team competition who have lost in the quarterfinals or semifinals will not be allowed to practice at Bisantz Family Tennis Center until the official individual tournament practice day.

Participant & Administrative Meeting

The mandatory virtual participant call for team competition (men and women) will be held virtually **at 1 p.m. Eastern Tuesday, May 13**. All head coaches or their institutional designee are required to attend. The meeting link can be found on the checklist on page 8. **Failure to attend will result in a fine.** Head Coaches **must declare their designated 9 on their lineup form by 2 p.m. on practice day.** You may turn this information in directly to the NCAA on practice day (men) Victoria Lipscomb, (women) Raymon Gaddis.

There will be another mandatory virtual administrative meeting for singles and doubles competition (men and women) will be held virtually **at 12 p.m. Eastern time Wednesday, May 21**. The meeting link can be found on the checklist on page 8.

The meeting is mandatory for all head coaches whose institutions compete in only the individual singles and doubles tournament and did not participate in the team tournament in Claremont. **Failure to attend will result in a fine.**

The men's singles & doubles bracket will not be released before 1:00 p.m. Eastern on Thursday, May 22. The women's singles and doubles bracket will not be released before 1:00 p.m. Eastern on Friday, May 23.

Section 2 – Participant Checklist

Tuesday, May 13

_____ Attend the participating team teleconference at **1 p.m.** Eastern time with tournament host, NCAA committees and NCAA staff – a Microsoft TEAMS meeting will be sent from NCAA staff. An agenda will be emailed out to teams no later than Tuesday, May 13.

[Join the meeting now](#)

Tuesday, May 13

_____ **Deadline to make hotel reservations at the designated hotel is 5 p.m. PST time. (Refer to Section 10.)**

Wednesday, May 14

_____ **Deadline to submit a nomination for the NCAA's Elite 90 award are due no later than 5 p.m. Eastern time. (Refer to Section 15.)**

Sunday, May 18

_____ **Men's Team Check In**

Check in location: Inside main entrance to Biszantz Family Tennis Center

Monday, May 19

_____ **Men's Team Check In**

Check in location: Inside main entrance to Biszantz Family Tennis Center

Wednesday, May 21

_____ Attend the participating individuals virtual meeting at **9 a.m. PST** with tournament host, NCAA committees and NCAA staff - a Microsoft TEAMS meeting will be sent from NCAA staff. An agenda will be emailed out to individuals no later than Wednesday, May 21.

[Join the meeting now](#)

Thursday, May 22

Men's Individuals Check In

Check in location: Inside main entrance to Biszantz Family Tennis Center

Friday, May 23

Women's Individuals Check In

Check in location: Inside main entrance to Biszantz Family Tennis Center

Post-Championship

If interested, preorder shirts through Event 1, Inc., online at <http://event1teamstore.com> by **11 p.m. Eastern time, Tuesday, June 3**. Institutions placing orders by the deadline will have their orders shipped directly to their campuses within three weeks after competition is complete.

Deadline to complete the Final Site Championship Survey is Friday, June 13 at 5 p.m. Eastern time. Evaluations will be initiated by the NCAA staff via email following each site. (Refer to Section 7.)

Deadline to submit reimbursement requests is Monday, July 28. (Refer to Section 8.)

Section 3 – Championship Websites

2025 NCAA Division III Men's and Women's Tennis Championship Host Site:

[NCAA Division III Men's Tennis Championship](#)

[NCAA Division III Women's Tennis Championships](#)

[NCAA Division III Men's & Women's Tennis Championships Microsite](#) (Hosted on cmsathletics.org)

Division III Men's and Women's Tennis Championship [Documents and Resources](#)

Section 4 – Participant Information

All pertinent information is provided to the participating teams/individuals by the host upon check-in at the Biszantz Family Tennis Center.

Logos

The sports information director of each competing institution or individual qualifier will be contacted on Monday, May 12 regarding requested materials, including an updated roster, official logo, etc. These materials should be forwarded to:

Jeremy KniffinEmail: Jeremy.kniffin@cms.claremont.edu

Cell: 516-523-6185

Credential Pick-up

Credential pick-up will take place during team check-in located inside the West Entrance of Bisantz Family Tennis Center.

Administrator Credentials: If institutional and/or conference personnel will be attending the 2025 Men's and Women's Tennis Championships, please do not request a media/photography credential. [Please fill out THIS FORM by Thursday, May 15 at Noon Eastern time to request a credential.](#) Credential(s) will be available at packet pick-up. You or your head coach may pick up the credential(s). Other arrangements can be made by contacting Victoria Lipscomb (vlipscomb@ncaa.org or 317-979-9686) or Raymon Gaddis (rgaddis@ncaa.org 463-302-6222).

Team. An issued credential may not be given to another team member or individual. The maximum number of credentials are as follows:

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
Up to 9	6

Individuals. Credentials will be issued to all participating individuals. Credentials will be issued to non-athletes based on the below distribution.

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
1-5	2
6-10	3

NOTE: Bench size maximum is 15, inclusive of coaches, athletic trainers and student-athletes. If this number exceeds 15, the remaining individuals will not be allowed on the competition surface during the match. Coaches must declare their bench when they declare their 9 student-athletes for competition. Credentials cannot be taken off and passed between team members.

If a member of the travel party loses their credential in the team portion of the championship, there will be a \$100 fine to replace it. If the credential is lost during the singles/doubles portion, there will be a \$50 fine.

Lineup Form

The lineup form includes space to list a maximum of 15 student-athletes who must be physically able and eligible to play. As such:

- When a coach lists their 15 student-athletes, the coach is confirming that all 15 student-athletes may have the opportunity to play in the NCAA championships. Coaches will also list 4 doubles teams on this form.
- All 15 must be physically able and eligible to play. Student athletes injured to the point of not being able to play (e.g., broken bones, etc.) or student athletes who have been declared as redshirts or

student-athletes who are not eligible for NCAA, conference, or institutional reasons, cannot be listed on the lineup form and cannot travel to the championships events.

- Teams advancing to the championships finals site may change the designate nine athletes on their lineup for the quarterfinals, however singles players and doubles teams shall remain in order and doubles teams shall remain intact. The student-athletes listed on a team's lineup for the quarterfinals will remain the same for the semifinals and finals. Any student-athlete listed on a lineup must have been listed on the team's original lineup.

Locker Rooms

The locker rooms at Byszantz Family Tennis Center will be open to all competitors and will not be reserved for any one team. Should a team wish to shower, locker rooms can be made available in Roberts Pavilion upon request. Participants should provide their own towels.

Stringer

Stringing will be done by an outside vendor, Apex Racquets Werks. Participants needing their racquet restrung will drop off their racquets at the Stringing Room, west of Court 1. The vendor will provide a form for teams/individuals to fill out for labeling purposes. The vendor will be on site 1-hour before first competition time and leave at the conclusion of the day's final match. They will operate on a first come, first served basis - unless it is an emergency. Any racquets that are not completed on site will be taken back to their shop, finished, and returned before the start of competition the next day.

Cost will be \$25 per racquet with your own string.

For all stringing services please contact:

Julian Li

Cell: 626-388-6541

Email: apexracquets@gmail.com

Payment: You may begin a tab. Payment accepted via: Cash, Venmo, Zelle, or credit card.

If you are looking to have string work done, please submit your racquets as soon as possible to help accommodate your stringing needs. **Please provide your own string!**

Tennis Balls

Tennis balls will be provided by the NCAA for competition. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships. During championships competition, balls shall be changed at the start of each set. Practice balls must be provided by the participating teams and individuals.

Section 5 – Hospitality

Hospitality

Team hospitality will be located within the team's assigned tent on Biszantz Field next to the courts. A variety of snack options will be available. During the individuals competition, one main tented location will serve as hospitality for participants and coaches.

May 19-28

Hospitality opens 1-hours before first match or 8 a.m., whichever comes first.
Hospitality area closes after last match.

Section 6 – Drug Testing

All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. Refer to the 2022-23 NCAA Drug-Testing Program booklet on the [NCAA website](#) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Please note, if NCAA drug testing does not occur during a championship round and/or a drug test is required outside of the standard championship protocol (e.g., national record, world junior record, etc.), the cost associated with such a drug test will be the responsibility of the tested student-athlete's institution.

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing area.

Participant notification – Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. Couriers will notify student-athletes of selection for drug testing.

Additional information regarding the NCAA's championship drug-testing program is located on the [NCAA website](#).

Section 7 – Championship Survey

NCAA championships are the pinnacle events to provide student-athletes an unparalleled experience in pursuit of excellence. Your feedback will assist us in our desire for continuous improvement in support of this vision. Your survey results will be kept confidential, and the results will only be reported in aggregate form. All participating student-athletes and coaches are asked to complete the final round evaluation no later than **Friday, June 13 at 5 p.m. Eastern time**. The online evaluation can be accessed by selecting the following link: Final Site Evaluation.

Section 8 – Expenses and Reimbursement

Expenses/Reimbursement for Participant Institutions

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System, as well as per diem allowance policies, are available on the [NCAA website](#).

Institutional Travel Arrangements

Institutions should contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements.

Ground Transportation

Teams are responsible for their transportation to and from the venue and the airport.

NCAA Travel Policies

All NCAA travel policies are located on the [NCAA website](#).

Parking

Bisantz Family Tennis Center has a parking lot and another parking lot just to its east (See Appendix B). There is also residential street parking on Mills and Brooks Street, but please be careful not to block any residents' driveways.

Section 9 – Facility & Practices

Bisantz Family Tennis Center

- Twelve (12) Plexipave Courts with LED lighting
- Permanent seating on each court
- Newly installed shade structures for courts 1-6
- A centrally located observation deck overlooking all courts
- Team Room / Classroom
- Two Locker Rooms
- Coaches Offices
- Medical Services / Treatment Area
- Two (2) electronic scoreboards displaying results from each of the twelve courts
- Grass Playing Field

Shipping Address

606 E Sixth Street
Claremont, CA 91711

Admission

No tickets are required. Admission is complimentary and seating is general admission.

Artificial Noisemakers

No air horns or artificial noisemakers are allowed, and electronic effects may not play when play is in progress.

Practice Tennis Balls

The participating teams and individuals **must** provide their own practice balls.

Entrance

Spectators may enter the facility through two entrances (see map in Appendix B).

Section 10 - Hotels

PARTICIPATING TEAMS AND INDIVIDUALS WILL HAVE HOTEL BLOCKS SECURED AT THE FOLLOWING HOTELS.

<u>TEAM & INDIVIDUALS HOTELS</u>	
<u>Hilton Garden Inn Pomona</u> 2027 Rancho Valley Drive Pomona, CA 91766 Michele Novajoski Email: Michele.novajoski@hilton.com 951-741-5234	<u>DoubleTree Ontario Airport</u> 222 N. Vineyard Avenue Ontario, CA 91764 Karla Olmos Email: karla.olmos@hilton.com 909-418-4856
Teams are not required to stay at the listed hotels.	

Section 11 - Meetings

The meeting for the **team championship** will take place Tuesday, May 13 at 1 p.m. Eastern. It will be conducted virtually. Link to the meeting is in the checklist.

The meeting for the **individual championship** will take place Wednesday, May 21 at 12 p.m. Eastern. It will be conducted virtually. Link to the meeting is in the checklist.

Section 12 - Media Services

The sports information director of each competing institution or individual qualifier will be contacted on May 12 regarding requested materials, including an updated roster, camera-ready logo, etc. These materials should be forwarded to:

Jeremy Kniffin

Email: Jeremy.Kniffin@cms.claremont.edu

Cell: 516-523-6158

Live scoring, webcasting and daily results will be available via the [tournament website](#) and through the NCAA website www.ncaa.com

Championships Coverage

Please visit www.ncaa.com/media for a full list of policies. Cracked Racquets will be providing live coverage of the men's and women's team and individual championships. There will be coverage streamed online at www.ncaa.com and on [CMS athletics website](#).

Footage Usage and Licensing

For more information, go to <http://www.ncaa.com/media/broadcast-services>.

Admission - Media Representatives

Media representatives will be admitted to the championships in accordance with established NCAA policies and procedures.

All media members and Institutional and conference sports information staff covering the championships may **request credentials** through the following link: <https://www.ncaa.com/media-credentials>.

Important information regarding NCAA media policies is located online at www.ncaa.com/media.

Interview Procedures

Participant Interviews – There will be a 10-minute cool down period following each match.

Coaches and players should be prepared to accommodate interview requests from broadcast personnel or host prior to the competition beginning and before and after matches, if requested. Additional information regarding coach and student-athlete interview requests will be communicated once the team finalists are determined.

Media Workroom and Seating

During the championships, the Media Workroom will be located in Roberts Pavilion in Studio B. The space will be equipped with power and internet access. Snacks and beverages will be available in these spaces throughout the day.

Programs

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device. Learfield will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championships.

Digital programs will be available for download prior to the championships online at the following link for the women's championship: www.ncaa.com/diiiWomensTennis and the men's championship: www.ncaa.com/diiiMensTennis. If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@leardfield.com).

Photography and Videography

Please see Jeremy Kniffin for the designated locations for photography and videography. All locations are subject to review and approval by the head or deputy referee. All photographers and videographers must comply with the instructions of the head or deputy referee.

Institutions are permitted to record championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use **one** device per court and may record only the portion of the competition in which it participates. The recordings may not be used for any commercial purposes.

Section 13 - Medical

The host sports medicine staff will be comprised of athletic trainers from the Claremont-Mudd-Scripps athletics staff.

There is an athletic training space at the Byszantz Family Tennis Center. It will be open at least 90 minutes prior to the first match of the day. A hydrocollator for moist heat packs, ice, and a variety of first-aid supplies will be available. Visiting athletic trainers are welcome to use this space to prepare athletes.

In the event of a heat illness emergency, ice emersion will be available. Instructions for use will be posted in the athletic training space and will be shared with team athletic trainers.

The host staff will be available to assist with any injuries or illnesses that may occur. Should there be special requests or questions regarding the facility, please contact the athletic medicine team in advance.

Sports Medicine Team

Steve Graves, ATC	Host Medical Team Lead	909-618-6761	sportsmedicine@cms.claremont.edu
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Primary Hospital & Emergency Department

Pomona Valley Hospital Medical Center
1798 N Garey Ave, Pomona, CA 91767
909-865-9500; Open 24/7
Travel from BFTC – 5 minutes

Additional Urgent Care Facilities

Pomona Valley Health Center 1601 Monte Vista Ave Ste. 100 Claremont, CA 91711 (909) 865-9977 Open Mon-Fri 8am-6pm, Sat-Sun 8am-5pm Travel from BFTC – 4 minutes	Mountain View Urgent Care 8250 White Oak Ave #106, Rancho Cucamonga, CA 91730 314-696-2341 Open 8am-8pm, 7 days a week Travel from BFTC – 8 minutes
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Local Pharmacies

Claremont Pharmacy – Next to BFTC 358 S Indian Hill, Claremont, CA 91711 909-929-7228 Mon-Fri 9:30 am - 5 pm Sat 10 am-2 pm	CVS Pharmacy – Next to the Ontario Hotels 1670 E 4 th St Ste D, Ontario, CA 91764 909-687-1020 Mon-Fri: 10am-7pm Sat: 9am-5pm, Sun: 11am-5pm
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Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks the appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or

other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the “NCAA Sports Medicine Handbook Guideline on Concussions” online at <https://www.ncaa.org/sports/2021/5/24/sport-science-institute.aspx>.

Bisantz Family Tennis Center Emergency Medical Plan (Appendix D and E)

There is an AED located in the Crows Nest of Bisantz Family Tennis Center.

Emergency Medical Service

Due to the proximity of area hospitals, EMS personnel will not be on-site for practices or competition days.

Heat & Hydration Resources

Sports Science Institute links to materials and resources for heat and hydration-related issues:

- [Assess Your Hydration Status](#)
- [Beat the Heat Fact Sheet](#)
- [How to Maximize Performance Hydration](#)

Section 14 - Merchandise

Official tournament merchandise will be available to your teams and fans throughout the championships. Merchandise is available next to Court 1 at Bisantz Family Tennis Center.

Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA, by **11 p.m. Eastern time, Tuesday, June 3** at the following link: <https://event1teamstore.com> Institutions placing orders by the deadline will have their orders shipped directly to their campuses within four weeks after competition is complete.

Section 15 – Participant Awards

Locker Room Program

The national championship team will receive champion T-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final match.

Student Athlete Mementos

The NCAA will provide a student-athlete memento for participants in NCAA championship competition. These mementos will be provided onsite at the championship for the members of the official travel party. If a team would like to purchase additional student-athlete mementos for their team, information is provided on page 21 of the manual.

2025 NCAA Division III Tennis Championships
May 19-27 – Biszantz Family Tennis Center
Claremont, California – Host: Claremont McKenna Mudd-Scripps



Elite 90 Award

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Olivia Baumhoer (317-917-6884; elite90@ncaa.org). All documents, including deadlines and nomination forms, can be accessed at [Elite 90 forms](#).

The submission deadline for nominations for the 2025 NCAA Division III Men's and Women's Tennis Championships is 5 p.m. Eastern time, Wednesday, May 14.



CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

We are excited to share that all Student-Athlete Mementos will be given out ON-SITE at the Championship!



HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM

The number of Student-Athlete Mementos you receive will match the NCAA-prescribed travel party size. To purchase additional mementos beyond your travel party allotment, follow the steps below:

1. Navigate to <https://ncaa-champ-mementos.myshopify.com/> OR scan the QR code on this page.
2. Enter the password: DIIIGIFT25
3. Select your Championship Logo.
4. Choose the quantity of additional gifts you'd like and add them to your cart.
5. At checkout, provide your contact information and the shipping address for delivery.
6. Enter your payment information (all gifts must be paid for at checkout).
7. Submit your order.



Please note that the site will close 2 weeks after the championship.

Questions?

Reach out to Morgan England at morgan@yiworks.com



Section 16 – Participant Expectations & Guidelines

Ethical Behavior by Coaches

As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must do the following:

- Per NCAA Bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association;
- Place the safety and welfare of others ahead of winning and personal prestige;
- Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.);
- Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies; and
- Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Criticism of Officials

Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.8.

Hearing Opportunity

An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

Misconduct Incident to Competition

If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a soccer tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

2025 NCAA Division III Tennis Championships

May 19-27 – Biszantz Family Tennis Center

Claremont, California – Host: Claremont McKenna Mudd-Scripps



Penalty for Misconduct

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice.

Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

Student-athletes found in violation of NCAA sports wagering rules will be ineligible for competition, subject to appeal to the Committee on Student-Athlete Reinstatement. The appropriate penalties will be considered on a case-by-case basis based on the division's student-athlete reinstatement sports wagering penalty guidelines.

Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 17 – Pre-Match Protocol

National Anthem

The national anthem will be performed before the first match of each day.

Public-Address Announcer.

The public-address announcer should follow the NCAA script as provided by the NCAA championships manager.

Team Introductions.

Following team warm-up, the following protocol will be used for the national anthem and student-athlete introductions at all rounds of competition:

- Team will stand on court, PA will read lineups.
- The athletes will move to their assigned competition courts for instruction from officials and

2025 NCAA Division III Tennis Championships
May 19-27 – Biszantz Family Tennis Center
Claremont, California – Host: Claremont McKenna Mudd-Scripps



final warm-up.

- Play begins as directed by court official.

Section 18 - Programs

LEARFIELD is partnering with the NCAA to produce digital game programs for NCAA Championships. The Division III Men's and Women's Tennis programs can be viewed at [NCAA.com/gameprograms](https://www.ncaa.com/gameprograms). The programs are free to view and can be downloaded and printed. Using a digital platform will allow LEARFIELD to add extra pages to programs, in addition to extending deadlines to allow for the most up-to-date information to be included in the program.

Section 19 – Restaurants/Take-out, Ordering

Check out our [Visiting Team Guide](#) to see local restaurants in the Claremont Village and surrounding area.

Section 20 – Uniforms

Student-athletes competing in the championship shall wear the official uniform of their institution in competition and related ceremonies. The games committee will determine the home teams.

Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Division I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

2025 NCAA Division III Tennis Championships
May 19-27 – Biszantz Family Tennis Center
Claremont, California – Host: Claremont McKenna Mudd-Scripps



This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

Patches

Participating teams and individuals will receive student-athlete patches at the beginning of the tournament. Each student-athlete will receive the patches for their first match at team check-in. If additional patches are needed, please find an NCAA staff member for them.

Application

Patches are to be worn on the left chest of the uniform. If a logo is present where the patch should be, student-athletes are to wear the patch on the left sleeve.

Section 21 – Weather

Weather Detection System

The NCAA will provide a weather detection system for the championships site.

Weather Evacuation Plan

There are multiple locations where individuals may be evacuated depending on the emergency or the severity of the weather event.

The Biszantz Classroom and Locker Rooms will serve as the main location in the event of an evacuation. Roberts Pavilion will also be available depending on the size of the group needing to be evacuated.

Note: There is an AED located at the Crow's Nest (center of Biszantz Family Tennis Center).

2025 NCAA Division III Tennis Championships
May 19-27 – Bissantz Family Tennis Center
 Claremont, California – Host: Claremont McKenna Mudd-Scripps



APPENDIX A – SCHEDULE OF EVENTS – TEAM COMPETITION

Saturday, May 17

Morning	Committee Arrivals	DoubleTree by Hilton
4 p.m.	Committee Walkthrough	Bissantz Family Tennis Center
All Day	Men's Team Arrivals	Hotels

Sunday, May 18

All Day	Women's Team Arrivals	Hotels
12 p.m.	Men's Team Practice (QFs #1 & #2)	Bissantz Family Tennis Center
4 p.m.	Men's Team Practice (QFs #3 & #4)	Bissantz Family Tennis Center
6:30 p.m.	Coaches Administrative Meeting	Virtual

Monday, May 19

8:30 a.m.	Women's Team Practice (QFs #1 & #2)	Bissantz Family Tennis Center
10 a.m.	Women's Team Practice (QFs #3 & #4)	Bissantz Family Tennis Center
1 p.m.	Men's Quarterfinal Match #1	Bissantz Family Tennis Center
1 p.m.	Men's Quarterfinal Match #2	Bissantz Family Tennis Center
NB 5 p.m.	Men's Quarterfinal Match #3	Bissantz Family Tennis Center
NB 5 p.m.	Men's Quarterfinal Match #4	Bissantz Family Tennis Center

Men's Team Warm-ups at 12 p.m. and NB 4 p.m. on match courts.

Tuesday, May 20

10 a.m.	Women's Quarterfinal Match #1	Bissantz Family Tennis Center
10 a.m.	Women's Quarterfinal Match #2	Bissantz Family Tennis Center
NB 1 p.m.	Women's Quarterfinal Match #3	Bissantz Family Tennis Center
NB 1 p.m.	Women's Quarterfinal Match #4	Bissantz Family Tennis Center
NB 5 p.m.	Men's Semifinal Match #1	Bissantz Family Tennis Center
NB 5 p.m.	Men's Semifinal Match #2	Bissantz Family Tennis Center

Women's Team Warm-ups at 9am and NB 12pm on match courts.

Men's Team Warm-ups at NB 4pm on match courts.

Awards Presentations – Immediately Following Each Semifinal Match on Court

Wednesday, May 21

TBA	Men's Team Practice (Courts 1-6)	Bissantz Family Tennis Center
12 p.m.	Women's Semifinal Match #1	Bissantz Family Tennis Center
12 p.m.	Women's Semifinal Match #2	Bissantz Family Tennis Center
NB 1 p.m.	Men's Individual Draw	Bissantz Family Tennis Center
	Men's OFF DAY	

Women's Team Warm-ups at 11am on match courts

Awards Presentations – Immediately Following Each Semifinal Match on Court

2025 NCAA Division III Tennis Championships
May 19-27 – Bizantz Family Tennis Center
 Claremont, California – Host: Claremont McKenna Mudd-Scripps



Thursday, May 22

1 p.m.	Women's Team Practice (Courts 1-6)	Bizantz Family Tennis Center
5 p.m.	Men's Team Championship	Bizantz Family Tennis Center
NB 1 p.m.	Women's Individual Draw	Bizantz Family Tennis Center
	Women's OFF Day	

Men's Individual practice all day (Courts 7-12) 8 a.m.-12:00 (courts 1-6) Bizantz Family Tennis Center.

APPENDIX A – SCHEDULE OF EVENTS – INDIVIDUAL COMPETITION

Friday, May 23

9 a.m.	Men's Round of 32 Singles	Bizantz Family Tennis Center
NB 1 p.m.	Men's Round of 16 Singles	Bizantz Family Tennis Center
NB 3 p.m.	Men's Round of 16 Doubles	Bizantz Family Tennis Center
5 p.m.	Women's Team Championship	Bizantz Family Tennis Center

Women's Individual practice all day (Pauley Tennis Complex Courts 1-8 10 a.m. – 8 p.m.).

Warmup overflow (Pauley Tennis Complex 4 courts for men's warm up).

Saturday, May 24

9 a.m.	Women's Round of 32 Singles	Bizantz Family Tennis Center
NB 11 a.m.	Men's Singles Quarterfinals	Bizantz Family Tennis Center
NB 1 p.m.	Women's Round of 16 Singles	Bizantz Family Tennis Center
NB 2 p.m.	Men's Doubles Quarterfinals	Bizantz Family Tennis Center
NB 3 p.m.	Women's Round of 16 Doubles	Bizantz Family Tennis Center

Warmup Pauley Tennis Complex.

Sunday, May 25

10 a.m.	Men's Singles Semifinals	Bizantz Family Tennis Center
10 a.m.	Women's Singles Quarterfinals	Bizantz Family Tennis Center
NB 2 p.m.	Men's Doubles Semifinals	Bizantz Family Tennis Center
NB 2 p.m.	Women's Doubles Quarterfinals	Bizantz Family Tennis Center

Awards Presentations – Immediately Following Each Semifinal Match on Court

Monday, May 26

TBA	Warm-up (Men/Women)	
10 a.m.	Men's Singles Final	Bizantz Family Tennis Center
10 a.m.	Women's Singles Semifinals	Bizantz Family Tennis Center
NB 12 p.m.	Men's Doubles Final	Bizantz Family Tennis Center
NB 1 p.m.	Women's Doubles Semifinals	Bizantz Family Tennis Center

Awards Presentations – Immediately Following Each Finals Match on Court

Tuesday, May 27

10 a.m.	Women's Singles Final	Bizantz Family Tennis Center
NB 12 p.m.	Women's Doubles Final	Bizantz Family Tennis Center

Awards Presentations – Immediately Following Finals Match on Court

2025 NCAA Division III Tennis Championships
May 19-27 – Bissantz Family Tennis Center
Claremont, California – Host: Claremont McKenna Mudd-Scripps



APPENDIX B –Bissantz Family Tennis Center



2025 NCAA Division III Tennis Championships
May 19-27 – Bisantz Family Tennis Center
Claremont, California – Host: Claremont McKenna Mudd-Scripps



APPENDIX C – Claremont Colleges Overview Map



Link to the interactive map of the Claremont College: <https://www.claremont.edu/map/>

APPENDIX D – EMERGENCY ACTION PLAN

Emergency Plan: Bissantz Family Tennis Center Tennis

Emergency Personnel: Certified Athletic Trainer (ATC) and Athletic Training Aide accessible from athletic training room for practice. The BFTC satellite athletic training room will be staffed and open during competitions only.

Emergency Communication: Emergency call box located entrance to parking lot on 6th street (campus safety 607-2000). Two-way radio or cell phone carried by Certified Athletic Trainer (ATC).

Emergency Equipment: First aid kit provided daily by sports medicine staff for practice. Splints and medical kit provided by Certified Athletic Trainer (ATC). Portable AED available from base of watchtower.

Roles of First Responders:

- 1) Immediate care of the injured or ill student-athlete
- 2) Emergency equipment retrieval
- 3) Activation of emergency medical system (EMS)
 - a) Notify campus safety – prefers to be 1st contact (provide name, location, telephone number, number of individuals involved, condition of injured, first aid treatment, specific directions, other information as requested)

OR

 - b) Call 911
- 4) Direction of EMS to scene
 - a) Open appropriate gates – Keys held by Athletic Training Staff and coaches.
 - b) Designate individual to meet EMS and direct to scene-campus safety officer
 - c) Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: The Bissantz Family Tennis Center is located on 6th street between Claremont Blvd. and Brooks Ave.

Address: 606 E. Sixth St., Claremont, CA 91711 Emergency

Vehicle Access: enter the center of the facility from the west gated entrance on Brooks Ave., south of 6th Street.

Additional Access Points: located via Brooks Ave., Harwood Pl., and Children's School parking lot.

APPENDIX E – Biszantz Tennis Center EAP Map



EMS Route

EMS Route

EMS Route


EMS Route

APPENDIX F – Event Direct



NCAA Event Direct – NEW - First-time installation & registration instructions



1. Navigate to <https://web3.ncaa.org/eventdirect/pwa/index.html> on your mobile device. Do **NOT** utilize this link on a laptop; mobile devices only.
 - a. iOS – In Safari, tap the share icon  in the center at the bottom of your screen. Tap “Add to Home Screen” and click “Add” to confirm. Event Direct will now appear on your phone’s home screen.
 - b. Android – In Chrome, an onscreen prompt will appear with a prompt to add the app to the home screen. If this prompt does not appear, tap the “3 dots” icon to the top right and select “Add to Home Screen.” Event Direct will now appear on your phone’s home screen.

I don't have or I'm not sure if I have an NCAA/MyApps account

2. On the Event Direct home page, navigate to the dropdown menu via icon in the top left. Choose **Select an Event**.
3. Select the desired event from the list. You will be moved to that event’s home page.
4. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
5. Upon entering your email address, if the app identifies you have an existing NCAA My Apps account, a screen will appear with the option to reset your password. **Skip ahead to step #18.**
6. Otherwise, proceed with entering all the requested information and then select **Register**.
7. A notice will appear indicating a validation email has been sent to the email address provided.
8. Locate the email **NCAA Event Direct System Account Request**. Click the link in the email. A new page will appear.
9. Create and confirm a password and select **Submit**.
10. Return to the Event Direct app. On the Home page, navigate to the left column dropdown menu. Choose **Login**.
11. Enter the email address/password that comprise your newly created NCAA My Apps account. You are now logged into Event Direct and will return to the home page of your registered event. **Skip ahead to step #23.**

I have an NCAA/MyApps account and I know my password

12. On the Event Direct home page, navigate to the dropdown menu via icon in the top left. Choose **Login**.
13. Enter the email address and password of your existing NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
14. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
15. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
16. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number. Select **Register**. **Skip ahead to step #23.**



I have an NCAA/MyApps account and I don't know my password

17. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
18. On the login screen, choose the Forgot Password option and proceed through that process. Upon resetting your password, navigate again to the left column dropdown menu of the Event Direct app and choose **Login**.
19. Enter the email address and password that comprise your NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
20. Navigate again to the left column dropdown menu and choose **Select an Event**.
21. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
22. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number. Select **Register**.
23. A notice will appear on the bottom of the page indicating you have registered for the event and are awaiting confirmation by an NCAA championships operations administrator. Once confirmed, this message will disappear and you will have access to additional features for your selected event.



NCAA Event Direct - RETURNING - installation & registration instructions

I utilized NCAA Event Direct during the 2022-23 Championship Season

1. Navigate to the NCAA Event Direct app on your phone; this will be the same mobile app you utilized during the 2022-23 championship season. **Move ahead to step #4 or step #10 as appropriate.**
2. If you deleted the app, navigate to <https://web3.ncaa.org/eventdirect/pwa/index.html> on your mobile device or scan the QR code to the right. Do **NOT** utilize this link on a laptop; mobile devices only.
 - a. iOS – In Safari, tap the share icon  in the center at the bottom of your screen. Tap “Add to Home Screen” and click “Add” to confirm. Event Direct will now appear on your phone’s home screen.
 - b. Android – In Chrome, an onscreen prompt will appear with a prompt to add the app to the home screen. If this prompt does not appear, tap the “3 dots” icon to the top right and select “Add to Home Screen.” Event Direct will now appear on your phone’s home screen.
3. **Move ahead to step #4 or step #10 as appropriate.**

I have an NCAA/MyApps account and I know my password

4. Ensure you are logged out of the app: on the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Logout**. If the option shown is “Login”, you are confirmed as already logged out.
5. Immediately then navigate again to the dropdown menu via the icon in the top left. Choose **Login**.
6. Enter the email address and password of your existing NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
7. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
8. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
9. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number (which is **required** to receive text message notifications). Select **Register**. **Skip ahead to step #15.**

I have an NCAA/MyApps account and I don’t know my password

10. Ensure you are logged out of the app: on the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Logout**. If the option shown is “Login”, you are confirmed as already logged out.
 11. Immediately then navigate again to the dropdown menu via the icon in the top left. Choose **Login**.
 12. On the login screen, choose the Forgot Password option and proceed through that process. Upon resetting your password, navigate again to the left column dropdown menu of the Event Direct app and choose **Login**.
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