

Division III September Webinar How to Submit a Championship Bid

Laura Peterson

We will begin at promptly 1:30 p.m. (EST). Please MUTE your phone and/or the audio on your computer.

Webinar Instructions

- If using a computer, click on the audio link at the top of the screen.
 If using a computer, click on the audio link at the top of the screen.
 If the screen audio link at the top of connection and then select call using computer. Turn off the computer video and make sure the sound is off.
- If your computer audio isn't working, please call 1-844-621-3956 and enter access code: 809 003 243. Please mute your phone.
- The PowerPoint is posted on the Division III homepage, <u>DIII Webinars Link</u>, on ncaa.org.





Agenda

- Bid timeline.
- Championships bid portal access.
- Submitting a bid.
- Questions.



Bid Timeline

- August 24, 2019: bid portal opens.
- February 3, 2020: all bids due.
- October 2020: Championship sites announced.





Championships Bid Portal Access

http://championships.ncaa.org/

Logi	to the NCAA Championships Bid and Profile System
Usern	ame
Passv	ord
□ Is th	is a public or shared computer?
Lo	g in
	Need access to this system? Request Account
	Can't access your account?
	Questions or Assistance? Contact the Championship Bid Staff.



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

NCAA	
Log In to the NCAA Championships Bid and Profile System	
Username	
Password	
Is this a public or shared computer?	
Log in	
Need access to this system? Request Account	
Can't access your account?	
Questions or Assistance? Contact the Championship Bid Staff.	



If you are new to the system, request an account.

	Log In to the NCAA Championships Bid and Profile System									
	Username									
	Password									
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	Need access to this system? Request Account Can't access your account?									
	Questions or Assistance? Contact the Championship Bid Staff.									
	Need access to his system? Request Account Can't access your account? Questions or Assistance? Contact the Championship Bid Staff.									



If you do not remember your password, you can reset it!

Log In to the NCAA Championships Bid and Profile System	
Username Password Is this a public or shared computer?	
Log in Need access to this system? Nog est Account Can't access your account? Questions or Assistance? Contact the Championship Bid Staff.	



NCAA Championships Bid and Profile System VC22 Profile Budget System Home

Championships Available for Bidding

Show 10 • entries				Search:	
Championship 🗍	Division 🔶	Year 🍦	Round	Available for Bidding	¢
2021-22 DIII Men's Wrestling	Ш	2021-22	Finals	06/05/2016 through 02/18/2022	Start Bid
2021-22 DIII Men's Wrestling	Ш	2021-22	Regionals	06/05/2016 through 02/18/2022	Start Bid
2021-22 Men's Water Polo		2021-22	Opening Round	06/05/2016 through 11/20/2021	Start Bid
2021-22 Men's Water Polo		2021-22	Finals	06/05/2016 through 11/20/2021	Start Bid
	T	2021-22 🔻			
Showing 1 to 4 of 4 entries (filtered from 18 total entries)				Firet Provinue	1 Novt Last

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Bids for TEST

Show 10	 entries 						Search:	
Description	Year 🔶	Round 🔶	Host(s) 🔶	Facility 👙	Status 🔶	Decision 🔶	Information For Bids	
2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	test 🛛	Incomplete	Pending	Edit Bid and Contacts Budget - Facility Information - Incomplete Contacts - Incomplete	Remove Bid
2019-20 Men's Water Polo	2019-20	Opening Round	TEST, 1 - DI CA Test	Test Facility	Incomplete	Pending	Edit Bid and Contacts Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST, 1 - DI CA Test	<u>Test Facility</u> 🔼	Incomplete	Pending	Edit Bid and Contacts Start Regional Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
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Showing 1 to 3 of 3 entries

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List of championships currently available for bidding,



sortable by division and/or academic year.

Welcome, First Last My Account | User Guide 📙 | Contact Us | Logou

Championships Available for Bidding

Show 10 •	entries	/			Search:	
Championship	Division	¢ Ye	ır 🔶	Round	Available for Bidding	
2021-22 DIII Men's Wrestling	ш	202	-22	Finals	06/05/2016 through 02/18/2022	Start Bid
2021-22 DIII Men's Wrestling	ш	202	-22	Regionals	06/05/2016 through 02/18/2022	Start Bid
2021-22 Men's Water Polo		202	-22	Opening Round	06/05/2016 through 11/20/2021	Start Bid
2021-22 Men's Water Polo	•	2021	-22	Finals	06/05/2016 through 11/20/2021	Start Bid
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Bids for TEST

Show 10	 entries 						Search:	
Description	Year	Round	Host(s)	Facility 🔶	Status 🔶	Decision 🔶	Information For Bids	
2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	test 🛛	Incomplete	Pending	Edit Bid and Contacts Budget - Facility Information - Incomplete Contacts - Incomplete	<u>Remove Bid</u>
2019-20 Men's Water Polo	2019-20	Opening Round	TEST, 1 - DI CA Test	Test Facility	Incomplete	Pending	Edit Bid and Contacts Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST, 1 - DI CA Test	Test Facility	Incomplete	Pending	Edit Bid and Contacts Start Regional Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
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2021-22 DIII Men's Wrestling		Ш	2021-22	Regionals				06/05/2016 t	arough 02/18/2022		Start Bid			
2021-22 Men's Water Polo			2021-22	Opening Round				06/05/2016 t	nrough 11/20/2021		Start Bid			
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2019-20 Men's Water Polo	2019-20	Opening Round	TEST, 1 - DI CA Test		Test Facility	Incomplete	F	Pending	Edit Bid and Contacts Budget - Saved Facility Information - Incomplete Contacts - Incomplete		<u>Remove Bid</u>			
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2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST, 1 - DI CA Test		<u>Test Facility</u>	Incomplete	F	Pending	Edit Bid and Contacts Start Regional Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete		Remove Bid
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NCAA Championships Bid and Profile System 1022

Profile

Budget System **Championships Available for Bidding**

Show 10	▼ entries							Search:	
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2021-22 DIII Men's Wrestling		ш	2021-22	Regionals			06/05/2016	through 02/18/2022	Start Bid
2021-22 Men's Water Polo			2021-22	Opening Round			06/05/2016	through 11/20/2021	Start Bid
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2019-20 Men's Water Polo	2019-20	Opening Round	TEST, 1 - DI CA Test		Test Facility 🖪	Incomplete	Pending	Edit Bid and Contacts Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST, 1 - DI CA Test		Test Facility	Incomplete	Pending	Edit Bid and Contacts Start Regional Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
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NCAA Championships Bid and Profile System 1022

Profile

Budget System **Championships Available for Bidding**

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2021-22 DIII Men's Wrestling		ш		2021-22	Regionals				06/05/2016	through 02/18/2022		Start Bid		
2021-22 Men's Water Polo				2021-22	Opening Round	Opening Round 06/05/2016 through 11/20/2021						Start Bid		
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NCAA Championships Bid and Profile System 1022

Profile

Budget System **Championships Available for Bidding**

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2021-22 DIII Men's Wrestling		III		2021-22	Regionals					06/05/2016 th	1rough 02/18/2022		Start Bid
2021-22 Men's Water Polo				2021-22	Opening Round					06/05/2016 th	11/20/2021		Start Bid
2021-22 Men's Water Polo				2021-22	Finals					06/05/2016 th	arough 11/20/2021		Start Bid
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Show 10	 entries 					_						Search:	
Description	Year 🔶	Round 🔶	Host	t(s)		Facility		⇒ Statu 🌩	Decisi	on 🔶	Information For Bids		
2013-14 DI Field Hockey	2013-14	Play-in game	TEST,	Academy of Art Universit	у	test 🛛		Incomplete	Pending		Edit Bid and Contacts Budget - Facility Information - Incomplete Contacts - Incomplete		Remove Bid
2019-20 Men's Water Polo	2019-20	Opening Round	TEST,	1 - DI CA Test		<u>Test Facility</u> 📙		Incomplete	Pending		Edit Bid and Contacts Budget - Saved Facility Information - Incomplete Contacts - Incomplete		Remove Bid
2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST,	1 - DI CA Test		<u>Test Facility</u> 🖾		Incomplete	Pending		Edit Bid and Contacts Start Regional Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete		Remove Bid
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Showing 1 to 3 of 3 entries											First	Previous	1 Next Last



NCAA Championships Bid and Profile System 1022

Profile

Budget System **Championships Available for Bidding**

Show 10 • entries				Search:	
Championship	Division 🔶	Year 👙	Round 🔶	Available for Bidding	
2021-22 DIII Men's Wrestling	Ш	2021-22	Finals	06/05/2016 through 02/18/2022	Start Bid
2021-22 DIII Men's Wrestling	ш	2021-22	Regionals	06/05/2016 through 02/18/2022	Start Bid
2021-22 Men's Water Polo		2021-22	Opening Round	06/05/2016 through 11/20/2021	Start Bid
2021-22 Men's Water Polo		2021-22	Finals	06/05/2016 through 11/20/2021	Start Bid
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Showing 1 to 4 of 4 entries (filtered from 18 total entries)

Bids for TEST

Show 10	 entries 						Search:	
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2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	test 🛛	Incomplete	Pending	Edit Bid and Contacts Budget - Facility Information - Incomplete Contacts - Incomplete	Remove Bid
2019-20 Men's Water Polo	2019-20	Opening Round	TEST, 1 - DI CA Test	<u>Test Facility</u>	Incomplete	Pending	Edit Bid and Contacts Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
2020-21 DIII Men's Wrestling	2020-21	Regionals	TEST, 1 - DI CA Test	Test Facility	Incomplete	Pending	Edit Bid and Contacts Start Regional Bid Specifications Budget - Saved Facility Information - Incomplete Contacts - Incomplete	Remove Bid
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Showing 1 to 3 of 3 entries			Existing bids can	be sorted b	y acader	mic year.	First Previous	1 Next Last

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SUBMITTING A BID

NCAA Championsl Bid and Profile Sys	nips tem								Welcome, First Last My Account User Guide 본	Contact Us	Logout
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Championships Availa	ble for Bide	ding							C	Search:	
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2021-22 DIII Men's Wrestling		III	2021-22	Finals				06/05/2016 th	rough 02/18/2022		Start Bid
2021-22 DIII Men's Wrestling		Ш	2021-22	Regionals				06/05/2016 th	rough 02/18/2022	<	Start Bid
2021-22 Men's Water Polo			2021-22	Opening Round				06/05/2016 th	rough 11/20/2021		Start Bid
2021-22 Men's Water Polo			2021-22	Finals				06/05/2016 th	rough 11/20/2021		Start Bid
			2021-22 •								
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2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art Univers	ity	test 🛛	Incomplete	Pending		Edit Bid and Contacts Budget - Facility Information - Incomplete Contacts - Incomplete		<u>Remove Bid</u>
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Showing 1 to 1 of 1 entries									First	Previous	1 Next Last





NCAA Championships Bid and Profile System		Welcome, Test Test My Account User Guide 🙋 Contact Us Logout
Home Profile Users		
Start Bid for 2020-21 DIII Men	's Wrestling	
Budget to Copy Facility	Select a budget to copy or leave blank if you do not wish to copy an existing budget.	
Bid preparer Contact for this bid (who should bid acceptance/denial be emailed too?)	Test Test ▼ Leave blank if same as bid preparer. ▼	
Has the facility profile been reviewed?	○ Yes ● No	





Start Bid for 2020-21 DIII Men's Wrestling



Bid preparer Test Test V

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

Has the facility profile been reviewed? Yes
No

Star





NCAA Championships Bid and Profile System			Welcome, Test Test My Account User Guide 😫 Contact Us Legout
Home Profile Users			
Bid was successfully started.			
Bid/Contacts Budget - Saved Test Facility Championship Bid Specifications Certificates of Insurance			
Edit Bid for 2020-21 DIII Men's Wrestling Budget 1 - DI CA Test - Test Facility (72216.0) ▼ 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?) Has the facility profile been reviewed? ♥ Yes ● No Please review who should receive the following items			Search:
Item A	Person 🔶	Select a Person	
Awards	<u>Test, Kerstin</u>	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. 🔻	

Showing 1 to 7 of 7 entries

Please MUTE your phone and/or computer microphone.

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Please review the contact roles for this bid

				Search:
Title/Role	Required?	Person(s) 🔶	Select or Create Person	
Concessions Manager	Yes		Select a person v or <u>Create a New Person</u>	
Drug Testing Coordinator	Yes		Select a person ▼ or <u>Create a New Person</u>	
Facility Director	Yes		Select a person v or <u>Create a New Person</u>	
Marketing Director	Yes		Select a person 🔻 or <u>Create a New Person</u>	
Media/PR Contact	Yes		Select a person 🔻 or <u>Create a New Person</u>	
Merchandise Manager	Yes		Select a person 🔻 or <u>Create a New Person</u>	
Security Director	Yes		Select a person ▼ or <u>Create a New Person</u>	
Ticket Manager	Yes		Select a person 🔻 or <u>Create a New Person</u>	
Tournament Director	Yes		Select a person 🔻 or <u>Create a New Person</u>	
Assistant Athletics Director	No		Select a person ▼ or <u>Create a New Person</u>	
Associate Athletics Director	No		Select a person ▼ or <u>Create a New Person</u>	
Athletics Director	No		Select a person ▼ or <u>Create a New Person</u>	
Data/Timing/Results Crew Coordinator	No		Select a person ▼ or <u>Create a New Person</u>	
Senior Woman Administrator	No		Select a person ▼ or <u>Create a New Person</u>	
Sports Information Director	No		Select a person ▼ or <u>Create a New Person</u>	
Sports Medicine Director	No		Select a person ▼ or <u>Create a New Person</u>	
Video Board Contact	No		Select a person ▼ or <u>Create a New Person</u>	
Showing 1 to 17 of 17 entries				

Update



Home Profile Budget System

Championships Available for Bidding

Show 10 • entries				Search:	
Championship 🜲	Division 🔶	Year 🔶	Round	Available for Bidding	\$
2019-20 Men's Basketball		2019-20	College Basketball Academy - Midwest	04/26/2019 through 05/31/2019	Start Bid
2019-20 Men's Basketball		2019-20	College Basketball Academy - West	04/26/2019 through 05/31/2019	Start Bid
2019-20 Men's Basketball		2019-20	College Basketball Academy - South	04/26/2019 through 05/31/2019	Start Bid
2019-20 Men's Basketball		2019-20	College Basketball Academy - East	04/26/2019 through 05/31/2019	Start Bid
2019-20 DIII MW Diving Regionals	Ш	2019-20	Regionals	04/30/2018 through 11/30/2019	Start Bid
2020-21 DIII Men's Wrestling	Ш	2020-21	Regionals	06/05/2016 through 02/12/2021	Start Bid
2020-21 DIII Men's Wrestling	Ш	2020-21	Finals	06/05/2016 through 02/12/2021	Start Bid
2021-22 DIII Men's Wrestling	Ш	2021-22	Finals	06/05/2016 through 02/18/2022	Start Bid
2021-22 DIII Men's Wrestling	Ш	2021-22	Regionals	06/05/2016 through 02/18/2022	Start Bid
2019-20 DI Zone Diving	1	2019-20	Zone Diving	06/05/2016 through 05/31/2019	Start Bid
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Showing 1 to 10 of 18 entries				First Previous 1	2 Next Last

Bids for TEST

Show 10	 entries 						Search:	
Description	Year 🔶	Round 🔶	Host(s)	Facility 🔶	Status 🔶	Decision 🔶	Information For Bids	¢ \$
2013-14 DI Field Hockey	2013-14	Play-in game	TEST, Academy of Art University	test 🛛	Incomplete	Pending	<u>Edit Bid and Contacts</u> <u>Budget -</u> Facility Information - Incomplete	Remove Bid
2021-22 DIII Men's Wrestling	2021-22	Finals	TEST, 1 - DI CA Test	Test Facility 🖪	Incomplete	Pending	Contacts - incomplete International Content of Content	Remove Bid
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NameTitlePhoneEmailReceivesLast ReviewedTest, KerstinTest777-888-5555k@n.org05/24/2019EditDestroyAdd Person





Create Person

General Information	Roles by Sport or Facility	Promotions/Receivables	
Name title First name Last name	v		
Title Organization			If different than TEST
Phone/Email			
Office Phone			
Cell Phone			
Email			
 Shipping Address 			
Address 1	123 Main		
Address2			
City	City		
State	Indiana 🔹		
Postal code	123456		
l			
Create Person			

Please MUTE your phone and/or computer microphone.



X

Roles by Sport or Facility Prom Check all that apply Tournament Director Marketing Director Media/PR Contact Facility Director Ticket Manager Security Director Merchandise Manager Concessions Manager	motions/Receivables Tournament Director for:
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 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 	Check AllUncheck AllBaseballWomen's BasketballMen's BasketballBeach VolleyballMen's Cross CountryWomen's BowlingFootballWomen's RowingMen's ColfWomen's RowingMen's GolfWomen's ColfMen's Ice HockeyWomen's GolfMen's SoccerWomen's Ice HockeyMen's SoccerWomen's LacrosseMen's SoccerWomen's SotballMen's Track, IndoorWomen's SocerMen's Track, OutdoorWomen's SocerMen's VolleyballWomen's Track, IndoorMen's Water PoloWomen's Track, OutdoorMen's WrestlingWomen's Track, OutdoorMitr PostseasonWomen's VolleyballMitr PostseasonWomen's Water PoloMitr PreseasonWomen's Water PoloMitt PreseasonWomen's Water PoloMitt PostseasonWomen's Water PoloMitt PostseasonWomen's Water PoloMitt PreseasonWomen's Water PoloMitter StringWomen's Water PoloMitter Stri

Create Persor







Update Person



Facilities









This facility is incomplete for bids. See Problems

Name and Address	Sports	Details	Signage	Hotels	Media	Video Boards/LED/Control Room	Documents	Sport Specific Info.
Facility Name a	nd Address	5						
			Name	Test Fac	ility II			
			Address1	Test Add	dress			
			Address2					
			City	Test City	/			
			State	Alabama	l			
			Postal code	77777				
			Website					
Update Facility Last	t updated:	05/31/201	9					



NCAA	NCAA Championshi Bid and Profile Syste	os ≩m						Welcome, Test Test My Account User Guide 📙 Contact Us Logout
Home	Profile Budget System	Users						
Facility was su 1 - DIC Facility was su	Incressfully updated. CA Test > Test Factor Incressfully updated.	cility II						
This facility is i	incomplete for bids. <u>See Problems</u>							
Name and	Address Sports Details	s Signage Hotels	Media	Video Boards/LED/Control Room	Documents	Sport Specific Info.		
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Name Add Pe	Title Phone Email							
LED/F	Permaner Fascia Boards (Ribbons, Table Arm, Outdoor, Ma Public ad	It scoreboard Yes Video board Yes Board, Basket rquee, Other) Yes Yes Yes Yes	No No No					







Facility was successfully updated.

1 - DI CA Test > Test Facility II

Facility was successfully updated.

This facility is incomplete for bids. See Problems



Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website		
Test Facility	123 Main		Test	AL	10293			Edit 🗵	<u>Destroy</u>
<u>Add Facility</u>									





BUDGETS



Start Bid for 2019-20 DIII Men's Wrestling

Budget to Cop	Select a budget to copy or leave blank if you do not wish to copy an existing budget.
Facilit	2019 Men's Wrestling Finals (Status: Submitted, Receipts: 57625.0, Expenditures: 126000.0) 2020 Men's Wrestling Regionals (Status: Submitted, Receipts: 12000.0, Expenditures: 23570.0)
Bid prepare	2020 Men's Wrestling Finals (Status: Submitted, Receipts: 57625.0, Expenditures: 124500.0) 2021 Men's Wrestling Finals (Status: Submitted, Receipts: 65125.0, Expenditures: 119500.0)
Contact for this bid (who should bid acceptance/denial be	2022 Men's Wrestling Finals (Status: Submitted, Receipts: 50125.0, Expenditures: 126000.0)
emailed too?)	Leave blank if same as bid preparer. ᅌ
Has the facility profile been reviewed?	

Start





NCAA Championships Bid and Profile System	Welcome, Test Test My Account User Guide 🗷 Contact Us Logout
Home Profile Users	
Bid was successfully state	
Edit Bid for 2020-21 DIII Men's Wrestling	
Budget 1 - DI CA Test - Test Facility (72221.0) ▼ 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. ▼ Has the facility profile been reviewed? Se Se Se No	

	Information For Bids	
	Edit Bid and Contacts Finish Championship Bid Specifications	
	Start Certificates of Insurance	
<	Budget - Saver Facility information - Incomplete Contacts - 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.





CERTIFICATES OF INSURANCE

Bi	id was successfully	/ started.				
ſ	Bid/Contacts	Budget - Saved	Test Fac	cility	Championship Bid Specifications	Certificates of Insurance
NCAA B	ICAA Championships Sid and Profile System					Welcome, Test Test My Account User Guide 📙 Contact Us Logout
Home	ICAA Championships id and Profile System Profile Users					Welcome, Test Test My Account User Guide 度 Contact Us Logout
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RESOURCES

Division III Championships Landing Page

- Division III Championships Resources
- Championships Bid Portal User Guide





QUESTIONS



