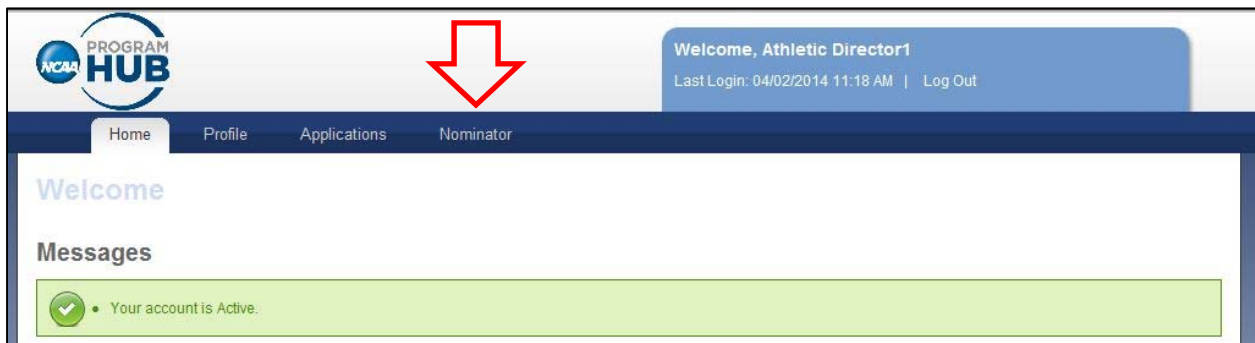


## Quick Reference Guide for Submitting Nominations

**The following eight (8) steps will guide you through the process of submitting nominations within Program Hub.**

**Step 1:** Log in to Program Hub at [www.ncaa.org/programhub](http://www.ncaa.org/programhub)

**Step 2:** Click Nominator tab on the far right.



*Figure 1: Program Hub welcome screen.*

**Note:** The following titles from the NCAA Directory have the ability to nominate. If you do not hold one of these titles, you are unable to nominate.

Institution Titles for Nominators		
Select the titles that are allowed to nominate		
ACL - Athletics Certification Liaison	<input type="checkbox"/>	CHA - Chancellor
AD - Director of Athletics	<input checked="" type="checkbox"/>	CLC - CHAMPS/Life Skills coordinator
ADA - Academic Reporting APR/ATS/Grad-rates	<input checked="" type="checkbox"/>	CML - Communications Liaison
ADM - Director of Men's Athletics	<input checked="" type="checkbox"/>	COM - Commissioner
ADW - Director of Women's Athletics	<input checked="" type="checkbox"/>	CPR - Conference President
AHA - Athletics Health Care Administrator	<input type="checkbox"/>	CS - Conference Secretary
AOP - Athletics Direct Report	<input checked="" type="checkbox"/>	DCC - Crew Chief
APC - Affiliated Primary Contact	<input type="checkbox"/>	DSC - Drug Testing Site Coordinator
CAM - Campus Liaison	<input type="checkbox"/>	FI - Fifth Person
CCC - Conference CEO Contact (DIII)	<input checked="" type="checkbox"/>	FR - Faculty Athletics Representative
CCD - Senior Compliance Administrator	<input checked="" type="checkbox"/>	FTC - Full-time Compliance No Coaching Duties - DII Only
CDO - Chief Diversity Officer	<input type="checkbox"/>	GEN - General Counsel
CDS - Commissioner Designation	<input type="checkbox"/>	HAT - Head Athletic Trainer
CEO - President	<input type="checkbox"/>	HC - Head Coach
CFI - Chief Financial Officer for Institution	<input type="checkbox"/>	HPC - High Priority Contact
CFO - Chief Financial Officer for Athletics	<input type="checkbox"/>	HTP - Head Team Physician
		MSA - Men's Soccer Administrator
		NLI - NLI Administrator
		PRV - Peer Reviewer
		PW - Senior Woman Administrator
		SAA - Student-Athlete Affairs Administrator
		SAC - Student Athlete Advisory
		SCM - Sr. Univ. Communications & Marketing Professional
		SID - Sports Information Director
		SP - Special
		SRP - Senior Alumni Relations Professional
		SSA - Single-source Sign-on Administrator
		STC - Steering Committee Chairman
		TIX - Title IX Coordinator
		WSA - Women's Soccer Administrator
		NCAA - Staff

*Figure 2: Institution Titles for Nominators.*

**Step 3:** Under Program Status, select Nominate.

Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
<a href="#">Nominate</a>	2013-14 Jim McKay Scholarship	Indianapolis, IN - Copy 1	06/23/2014	04/23/2014 05:00 PM

*Figure 3: My Nominations screen.*

**Step 4:** Click Add Person.

Email	Last Name	First Name	Status
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[Add Person](#)

[Save](#) [Save and Continue >](#)

*Figure 4: Program nominations screen*

**Step 5:** Enter the email address, last name and first name of the nominee, making sure of correct spelling.

**Note:** When creating a Program Hub profile, the nominee must enter the same email address used to nominate her/him.

2013-14 Jim McKay Scholarship

Nominations

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

Figure 5: Nominee(s) entry screen.

**Step 6:** If nominating more than one person, click Add Person for each additional nominee.

2013-14 Jim McKay Scholarship

Nominations

Email	Last Name	First Name	Status
<input type="text" value="studentathlete@email.com"/>	<input type="text" value="Athlete"/>	<input type="text" value="Student"/>	<input type="text"/>
<input type="text" value="studentathlete@institution.edu"/>	<input type="text" value="Athlete2"/>	<input type="text" value="Student2"/>	<input type="text"/>

Figure 6: Nominee entry screen with multiple nominees.

**Step 7:** Once your nominee(s) have been entered, select save. A banner confirming the addition of your nomination(s) will appear.

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	-
studentathlete@institution.edu	Athlete2	Student2	-

Buttons: Add Person, Save, Save and Continue

Figure 6: Nominee entry screen with multiple nominees.

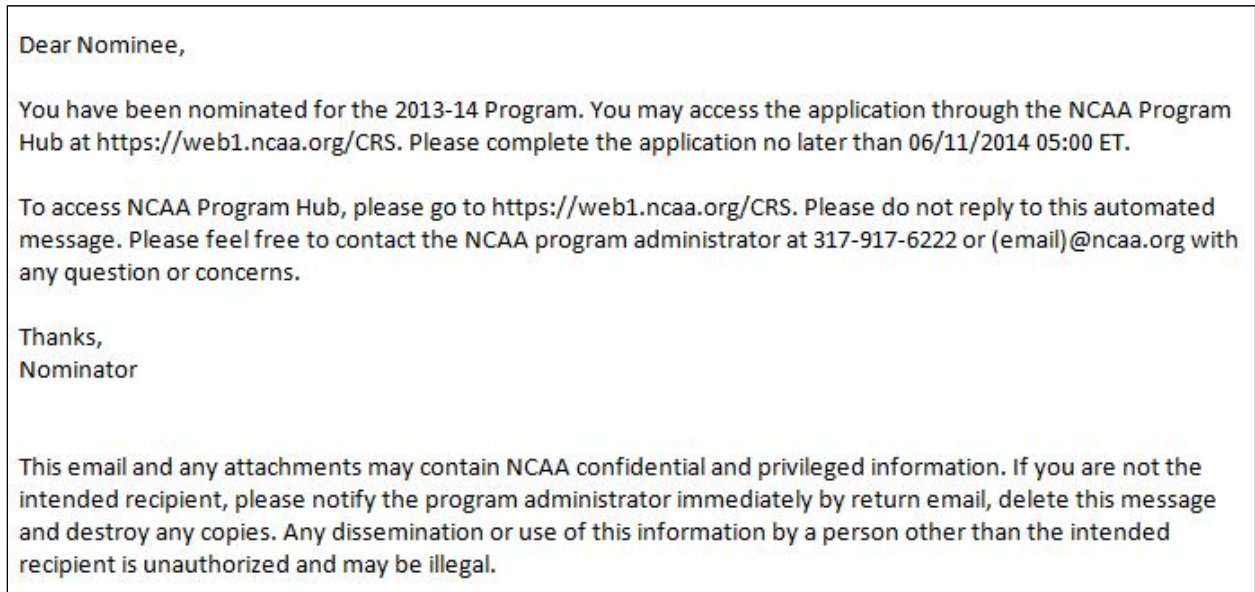
Messages: nominee(s) have been saved.

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	Unsubmitted -
studentathlete@institution.edu	Athlete2	Student2	Unsubmitted -

Buttons: Add Person, Save, Save and Continue

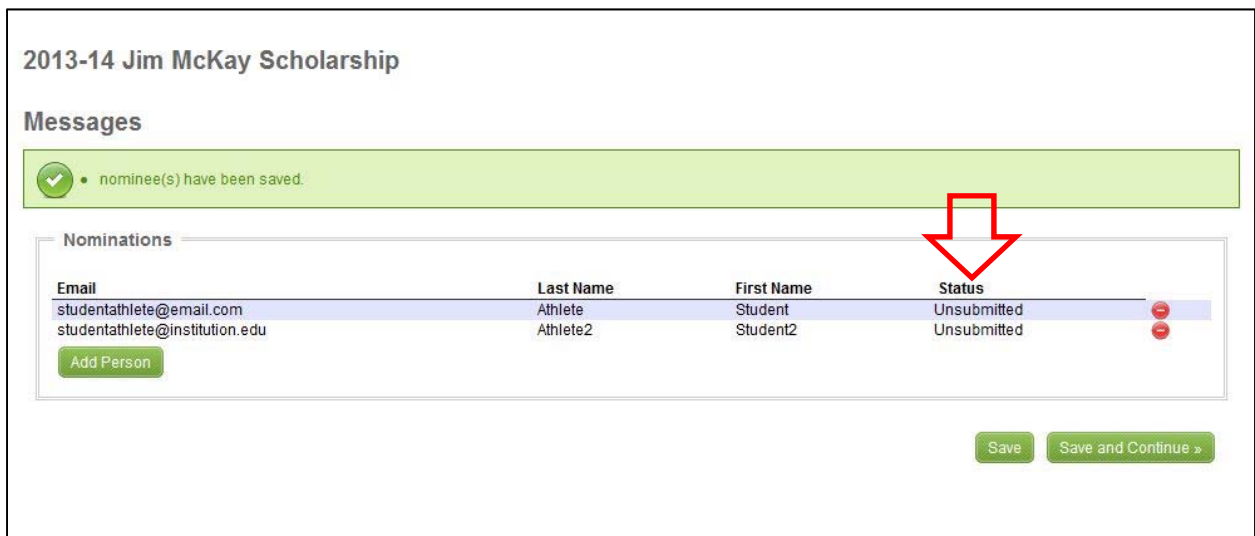
Figure 7: Nominee entry confirmation screen.

**Note: Upon selecting save, your nominee(s) will be notified via email.**



*Figure 8: Example of automated nominee email.*

**Note: The Status column allows you to see whether or not your nominee has submitted their application within Program Hub at any time.**



*Figure 9: Nominee entry confirmation screen.*

**Step 8:** Select Save and Continue > to return to your Nominations tab.

2013-14 Jim McKay Scholarship

Messages

✓ • nominee(s) have been saved.

Nominations

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	Unsubmitted
studentathlete@institution.edu	Athlete2	Student2	Unsubmitted

Add Person

Save Save and Continue >

Figure 10: Nominee entry confirmation screen.

My Nominations

Select Program Status

Program Status Programs I could nominate for

My Nominations

Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
<a href="#">Nominate</a>	2013-14 Jim McKay Scholarship	Indianapolis, IN - Copy 1	06/23/2014	04/23/2014 05:00 PM

Figure 11: My Nominations screen.

**If you have any questions regarding the specific program's nomination process, please contact the program's administrator.**