

## Student-Athlete Leadership Forum 2019-20 Nomination and Registration Process

Beginning January 6, 2020, NCAA Division I conference offices, Division II conference offices and Division III (only in Region 4) institutions may submit nominations via the "Nominator" tab in NCAA Program Hub by entering the first name, last name and email address of their nominees.

When accessing Program Hub to submit nominations, be sure to select the correct divisional Leadership Forum form – each division has a separate form.

[Note: For Division I and Division II, only those designated in the NCAA Membership Directory as Commissioner, Conference Senior Woman Administrator and Conference Student-Athlete Affairs Administrator(s) will be able to access the "Nominator" tab. For Division III institutions in the eligible region (Region 4), only those designated in the NCAA Membership Directory as Director of Athletics, Senior Woman Administrator and Student-Athlete Affairs Administrator(s) will be able to access the "Nominator" tab. The email address of the above contacts must be the same in both the NCAA Program Hub and NCAA Membership Directory in order for the system to recognize them as these designations.]

Nominated student-athletes will receive an email that will direct them to the Program Hub where they can complete a profile and submit their application through the "Application" tab. [Note: Nominees may access the application on the NCAA Program Hub and should log-in as a "Program Hub User" under the "Returning User?" option. By entering the <u>same email address</u> that they were nominated with and clicking "Password Unknown?" the nominee will be able to reset their password, setup a profile and access the application under the "Application" tab.]

Administrators or coaches that will be attending are <u>not</u> able to nominate themselves in Program Hub for Leadership Forum. Another staff member designated in the <u>NCAA Membership Directory</u> must enter the nomination information for the administrator/coach that is planning to attend Leadership Forum.

The online registration for 2019-20 Leadership Forum opens Jan. 6, 2020. The registration deadline is Noon EST on Monday, February 17, 2020.