PROGRAM HUB
APPLY • ENDORSE • REGISTER

## Quick Reference Guide for Submitting Endorsements

**The following four (4) steps will guide you through the process of submitting an endorsement within Program Hub.**

**Step 1:** Log in to Program Hub at www.ncaa.org/programhub

**Step 2:** Click Endorsements tab.

***Note: The Endorsements tab will appear after an applicant has listed each endorser's information (name and email address) and after the applicant has submitted his or her application. The endorser will receive an automated email upon application submission only. The endorser's email address provided by the applicant must be used to log in to Program Hub to endorse. This is the email address to which the notification was received.***

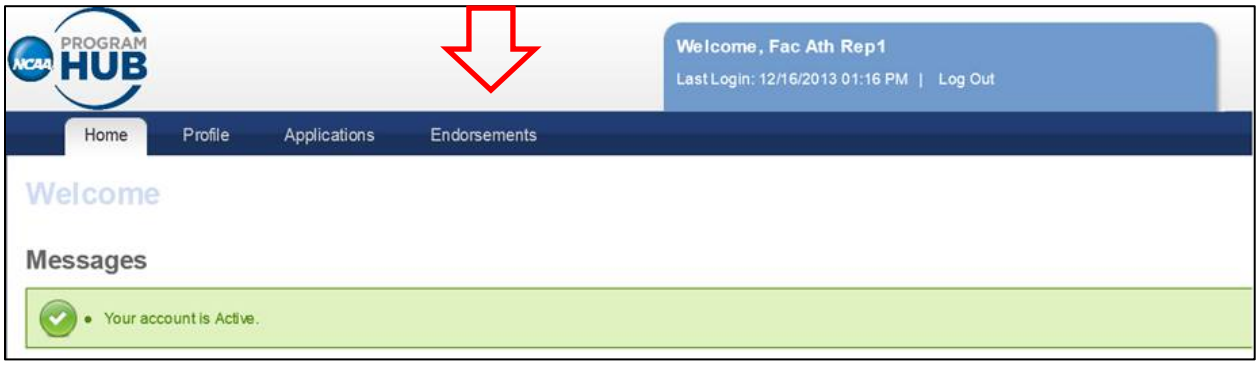


*Figure 1: Program Hub welcome screen.*

To: [Endorser]
Subject: Endorsement Request

Dear [Endorser,]

[Applicant] would like you to endorse his or her for the [Program]. You can access the endorsement through the NCAA Program Hub at https://web1.ncaa.org/CRS. Please complete the endorsement not later than 01/01/2025 05:00 ET.

Please do not reply to this automated message. Please feel free to contact Lori Thomas at 317-917-6683 or lthomas@ncaa.org with any question or concerns.

Thanks,
Program Administrator

*Figure 2: Automated Endorsement Request email*

**Step 3:** Under My Endorsements, select Start/Complete Application for the applicant you are endorsing. This will take you to an overview of his or her application.

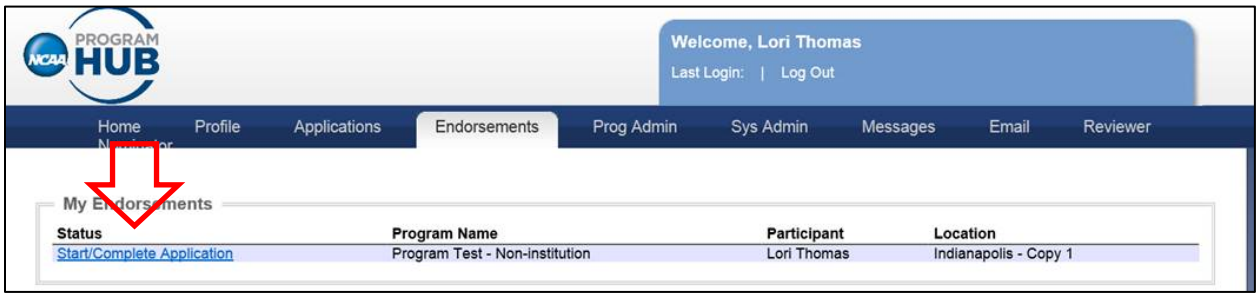


*Figure 4: My Endorsements screen.*

**Step 4:** After reviewing the application, complete the fields designated for the endorser and select Save and Submit, located at the bottom of the screen.

*Figure 5: Save and Submit button.*

**Note: Upon selecting Save and Submit, a confirmation banner will appear and an automated email will be sent to the endorser stating the endorsement has been submitted.**

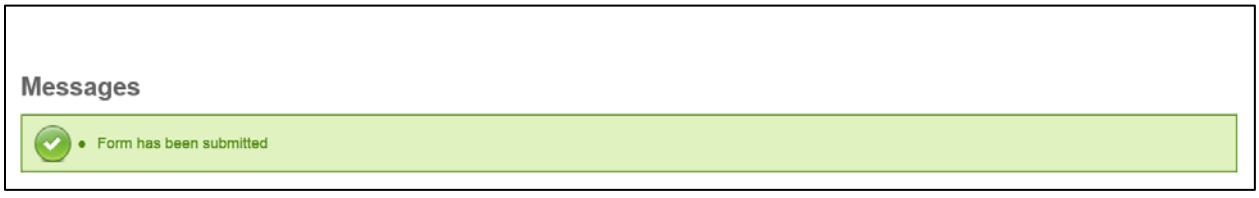


*Figure 6: Endorsement entry confirmation screen.*

To: [Endorser]
Subject: Endorsement Submission

Dear [Endorser,]

All requested endorsements have been completed on your behalf for the [Program].

To access NCAA Program Hub, please go to https://web1.ncaa.org/CRS. Please do not reply to this automated message. Please feel free to contact the Program Administrator at 317-917-6222 or (programadministrator)@ncaa.org with any question or concerns.

Thanks,
Program Administrator

*Figure 7: Example of automated endorsement submission email.*

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