

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

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.



Figure 2: Institution Titles for Nominators.

Step 3: Under Program Status, select Nominate.



Figure 3: My Nominations screen.

Step 4: Click Add Person.

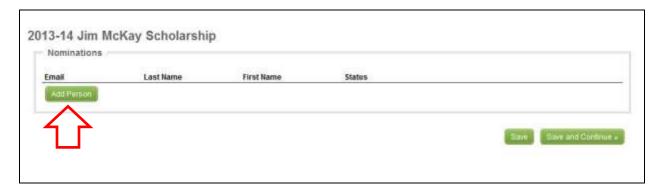


Figure 4: Program nominations screen

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.

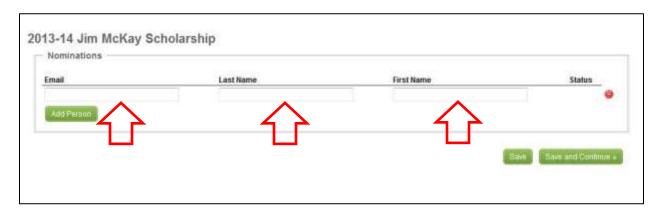


Figure 5: Nominee(s) entry screen.

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

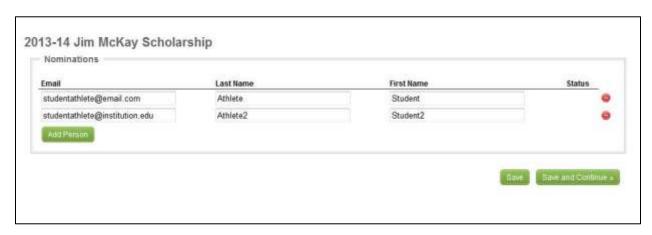


Figure 6: Nominee entry screen with multiple nominees.

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

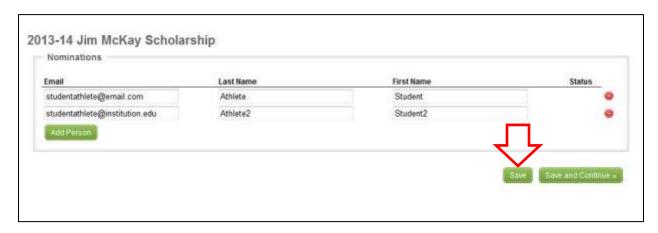


Figure 6: Nominee entry screen with multiple nominees.

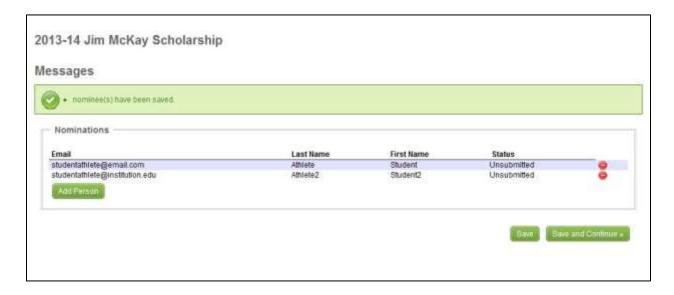


Figure 7: Nominee entry confirmation screen.

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.

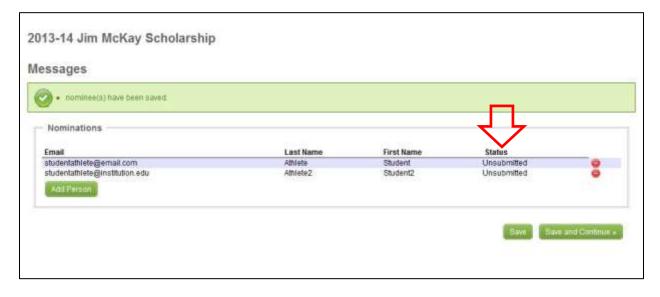


Figure 9: Nominee entry confirmation screen.

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

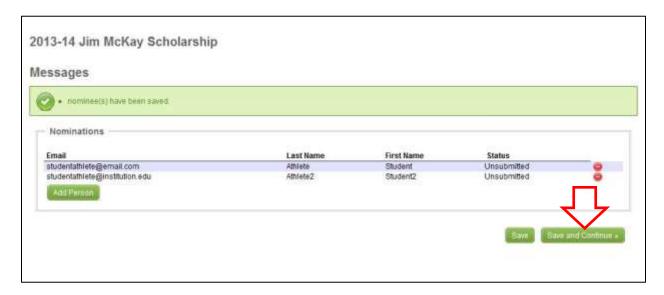


Figure 10: Nominee entry confirmation screen.

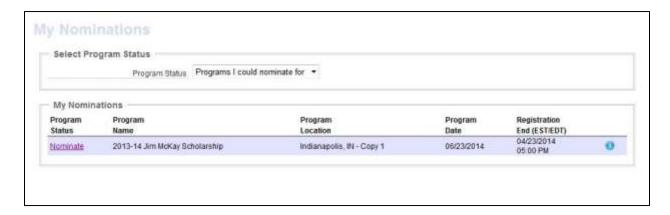


Figure 11: My Nominations screen.

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