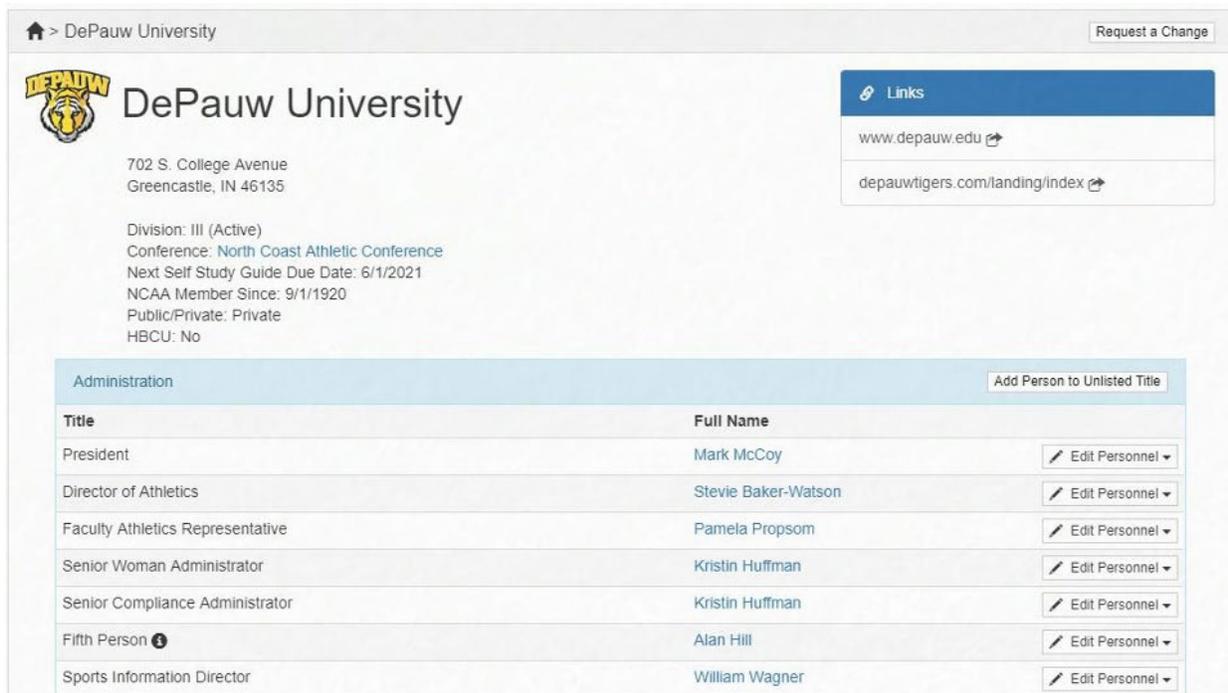




## 2020 Woman of the Year Member School Nomination Tutorial

1. To begin the member school nomination process, contact your school's nominee(s) and let her know you will be nominating her for this award. The nominee will need to provide a personal statement of 500 words or fewer, review the nomination form and must also sign the verification page to confirm the information within the nomination form.
2. Access the Program Hub online nomination form at [ncaa.org/programhub](https://ncaa.org/programhub).
  - Please note: Only an administrator or coach with an email listed in the NCAA Directory ([ncaa.org/about/ncaa-online-directory](https://ncaa.org/about/ncaa-online-directory)) can nominate an honoree and submit the nomination form. An example of an NCAA Directory listing is below.



The screenshot shows the NCAA Directory listing for DePauw University. At the top left, there is a home icon and the text "DePauw University". To the right is a "Request a Change" button. Below this is the DePauw University logo and name, followed by the address: "702 S. College Avenue, Greencastle, IN 46135". Further down, it lists "Division: III (Active)", "Conference: North Coast Athletic Conference", "Next Self Study Guide Due Date: 6/1/2021", "NCAA Member Since: 9/1/1920", "Public/Private: Private", and "HBCU: No". On the right side, there is a "Links" section with two entries: "www.depauw.edu" and "depauwtigers.com/landing/index". Below this is an "Administration" section with a table listing various roles and names, each with an "Edit Personnel" button. There is also an "Add Person to Unlisted Title" button in the top right of the administration section.

Administration		Add Person to Unlisted Title
Title	Full Name	
President	Mark McCoy	Edit Personnel
Director of Athletics	Stevie Baker-Watson	Edit Personnel
Faculty Athletics Representative	Pamela Propsom	Edit Personnel
Senior Woman Administrator	Kristin Huffman	Edit Personnel
Senior Compliance Administrator	Kristin Huffman	Edit Personnel
Fifth Person	Alan Hill	Edit Personnel
Sports Information Director	William Wagner	Edit Personnel



- If you are a Single Source Sign On (SSO) user (who has previously logged into LSDBi, RSRO, Compliance Assistant or My Apps), click “Connect Here” under “SSO/NCAA Staff User” and log in with the email and password associated with the SSO account.
- If you are a repeat Program Hub user (without an SSO account), click “Log In” under “Program Hub User” and log in with your email and password.
- If you have not used Program Hub before, create a profile as a new user. Click “Create a New Profile” under the “New User?” section.

The NCAA's scholarships, awards and programs now operate out of a centralized system - the NCAA Program Hub - that simplifies our members' interactions with more than 65 educational programs, grants, scholarships, committees and awards.

The system provides a single destination for members to apply or nominate individuals for NCAA programs, such as NCAA Honors and postgraduate scholarships. The Program Hub also makes the application, registration or nomination process more efficient because the single entry point uses previously stored profile information to reduce the data entry required for each program.

If you have any questions regarding the NCAA Program Hub, please contact the [Program Hub Administrator](#).

**New User?**

[Create a New Profile >](#)

**Returning User?**

**Program Hub User**

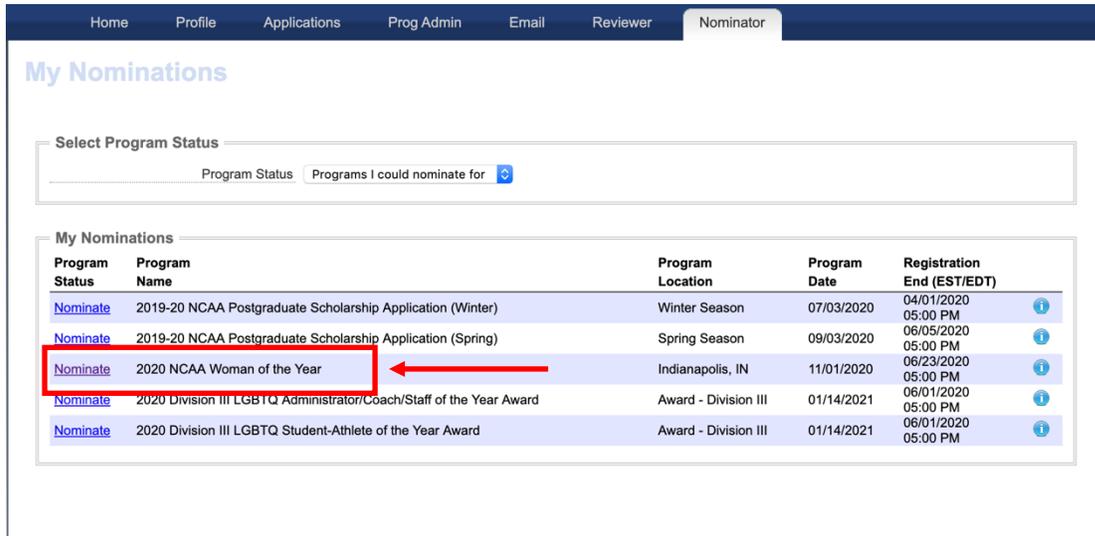
[Log In >](#)

**SSO/NCAA Staff User**

[Connect Here >](#)

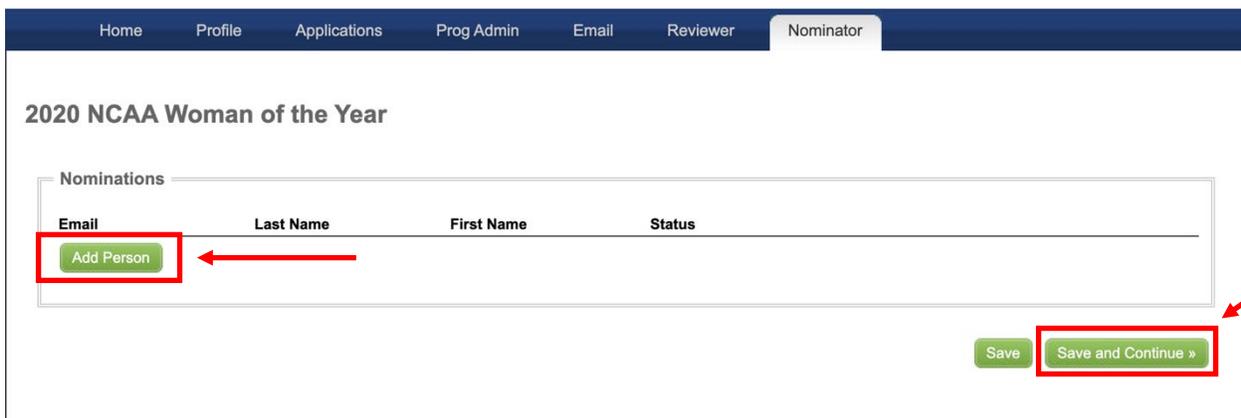
[Download the Reference Guide on Creating a Profile](#)

- Once logged in, click the “Nominator” tab on the top right of the navigation bar. **If your email is not listed in the NCAA directory, the “Nominator” tab will not be available. Please reach out to an administrator or coach who is listed in the NCAA directory to nominate your student-athlete(s) for this award.**
- Click “Nominate – 2020 NCAA Woman of the Year.”



Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
<a href="#">Nominate</a>	2019-20 NCAA Postgraduate Scholarship Application (Winter)	Winter Season	07/03/2020	04/01/2020 05:00 PM
<a href="#">Nominate</a>	2019-20 NCAA Postgraduate Scholarship Application (Spring)	Spring Season	09/03/2020	06/05/2020 05:00 PM
<a href="#">Nominate</a>	<b>2020 NCAA Woman of the Year</b>	Indianapolis, IN	11/01/2020	06/23/2020 05:00 PM
<a href="#">Nominate</a>	2020 Division III LGBTQ Administrator/Coach/Staff of the Year Award	Award - Division III	01/14/2021	06/01/2020 05:00 PM
<a href="#">Nominate</a>	2020 Division III LGBTQ Student-Athlete of the Year Award	Award - Division III	01/14/2021	06/01/2020 05:00 PM

- Click “Add Person” and input the email, last name and first name of your nominee(s). **Each school can submit up to two nominees if at least one nominee is a woman of color or international student-athlete.**
- Click “Save and Continue,” and your nominee(s) will receive an email notification of the nomination and login instructions for NCAA Program Hub.



Email	Last Name	First Name	Status
<input type="button" value="Add Person"/>			

- If the nominator will continue completing the application, click the “Applications” tab and click “Update Registration Application for [Nominee Name]” next to the 2020 Woman of the Year program listing.

Home
Profile
Applications
Prog Admin
Email
Reviewer
Nominator

### My Applications

Select Program Status

Program Status Programs I could apply for

My Applications

Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)	i
<a href="#">Start Registration Application</a>	2020 Initial Strategic Plan for Division II Reclassifying to Division I	Reclassifying to Division I	06/03/2020	06/02/2020 08:00 AM	i
<a href="#">Start Registration Application</a>	2020 Strategic Plan and Annual Report for Division II Reclassifying to Division I - Year One	Reclassifying to Division I - Year One	06/03/2020	06/02/2020 08:00 AM	i
<a href="#">Start Registration Application</a>	2020 Strategic Plan and Annual Report for Division II Reclassifying to Division I - Year Two	Reclassifying to Division I - Year Two	06/03/2020	06/02/2020 08:00 AM	i
<a href="#">Start Registration Application</a>	2020 Effective Facilitation Workshop	Staff Only	06/05/2020	03/20/2020 05:00 PM	i
<a href="#">Start Registration Application</a>	2020 NCAA Dr. Charles Whitcomb Leadership Institute	NCAA Staff	07/10/2020	03/20/2020 05:00 PM	i
<a href="#">Start Registration Application</a>	2019-20 Division II Compliance Blueprint Review	Indianapolis, IN	09/03/2020	05/31/2020 05:00 PM	i
<a href="#">Start Registration Application</a>	NCAA 2020 Graduate Student Research Grant	Indianapolis, IN	09/22/2020	05/01/2020 05:00 PM	i
<a href="#">Update Registration Application for</a>	2020 NCAA Woman of the Year	Indianapolis, IN	11/01/2020	06/23/2020 05:00 PM	i
<a href="#">Start Registration Application</a>	2020 Division III LGBTQ Athletics Department/Conference of the Year Award	Award - Division III	01/14/2021	06/17/2020 05:00 PM	i

- If the nominee would like to fill out the application herself, she will need to choose “Program Hub User” from the NCAA Program Hub login page, enter her email and click “Password Unknown?”



- The nominee will receive a temporary password via email. She will log in as a “Program Hub User” with her email and temporary password. After logging in, she will change her password, complete her profile and verify her account. The nominee will then click the “Applications” tab and click “Update Registration Application” next to the “2020 NCAA Woman of the Year” program listing.

The NCAA’s scholarships, awards and programs now operate out of a centralized system - the NCAA Program Hub - that simplifies our members’ interactions with more than 65 educational programs, grants, scholarships, committees and awards.

The system provides a single destination for members to apply or nominate individuals for NCAA programs, such as NCAA Honors and postgraduate scholarships. The Program Hub also makes the application, registration or nomination process more efficient because the single entry point uses previously stored profile information to reduce the data entry required for each program.

If you have any questions regarding the NCAA Program Hub, please contact the [Program Hub Administrator](#).

New User?

[Create a New Profile »](#)

Returning User?

**Program Hub User**

[Log In »](#)

Email

Password

[LOGIN](#)

[Password Unknown?](#)

**SSO/NCAA Staff User**

[Connect Here»](#)

[Download the Reference Guide on Creating a Profile](#)



8. Begin the application. Both the nominator and nominee can complete the nomination form.

- **Note: The person completing the nomination form should click “Save” frequently, as the application will time out after five minutes of inactivity and all unsaved information will be lost.** Both the nominator and nominee may view and edit saved information.
- In the nomination form grid boxes on Pages 2 to 4, please do not exceed 1,000 characters (letters, symbols and spaces) per box.
- Each question on the nomination form, including the nominee’s personal statement (500 words or fewer) and the signature page (with required signatures), must be answered to complete the application. **Incomplete applications will not be considered.**

### 2020 NCAA Woman of the Year

Page 1 - Nominee Personal Information

Nominee Personal Information - Page 1

Question 1  
Question: To be eligible for the NCAA Woman of the Year award, the nominee must have received her undergraduate degree no later than the summer 2020 term. Will the nominee receive her undergraduate degree by the end of the summer 2020 term?  
Answer:

Question 2  
Question: Nominee name.  
Answer:

Question 3  
Question: Nominee college or university.  
Answer:

Question 4  
Question: Division.  
Answer:

Question 5  
Question: Select your sport(s).  
Answer:  Women's Basketball  
 Women's Beach Volleyball  
 Women's Bowling  
 Women's Cross Country  
 Equestrian  
 Fencing  
 Field Hockey  
 Women's Golf



- Download the Woman of the Year signature page, complete with all necessary signatures and upload the completed page to the nomination form.

Question 4

Question Download the Woman of the Year signature page and complete with appropriate signatures. It must be uploaded by the deadline to finalize your application.

[Signature page](#)

Answer:  No file chosen



### SCHOOL VERIFICATION FORM

#### IMPORTANT!

**Please print two (2) copies of this page: Upload one (1) copy to the Woman of the Year NCAA Program Hub application. Keep one (1) copy for your records.**

Thank you for submitting your NCAA Woman of the Year nomination form. For this nomination to be considered, this verification page must be uploaded to the Woman of the Year NCAA Program Hub application by **June 23, 2020**. Nominations submitted without this verification page will **NOT** be considered by the committee.

We attest the information for \_\_\_\_\_ from  
(Nominee name)

\_\_\_\_\_ submitted on \_\_\_\_\_ is accurate.  
(School name) (Date and time)

- Once all questions have been answered and the signature page uploaded, click “**Save and Submit**” on the final page to submit the nomination.

**Nominations are due by 5 p.m. Eastern time Tuesday, June 23.**

Question 5

Acknowledgement:  
I understand that my profile information is associated with and is considered part of my application. I acknowledge that all information included in my profile and application is accurate and up-to-date. Information provided in your profile, including contact information, demographic data, may be used as part of the application process, when relevant. In addition to dietary and special accommodation needs for attendance at NCAA events.

I have read and verify that the above statements are true

page 4 of 4

11. To update a submitted nomination, click the “**Unsubmit**” button at the bottom of the completed application. Once updates have been made, click the “**Save and Submit**” button for final submission by 5 p.m. Eastern time Tuesday, June 23. Should a nomination update need to be submitted in Program Hub, please contact Craig Malveaux at [cmalveaux@ncaa.org](mailto:cmalveaux@ncaa.org) to alert him of the change.

Question 5

Acknowledgement:  
I understand that my profile information is associated with and is considered part of my application. I acknowledge that all information included in my profile and application is accurate and up-to-date. Information provided in your profile, including contact information, demographic data, may be used as part of the application process, when relevant. In addition to dietary and special accommodation needs for attendance at NCAA events.

I have read and verify that the above statements are true

[Export to PDF](#) [Export to Spreadsheet](#) [Export Documents](#) [Info](#) [Unsubmit](#) [Continue »](#)