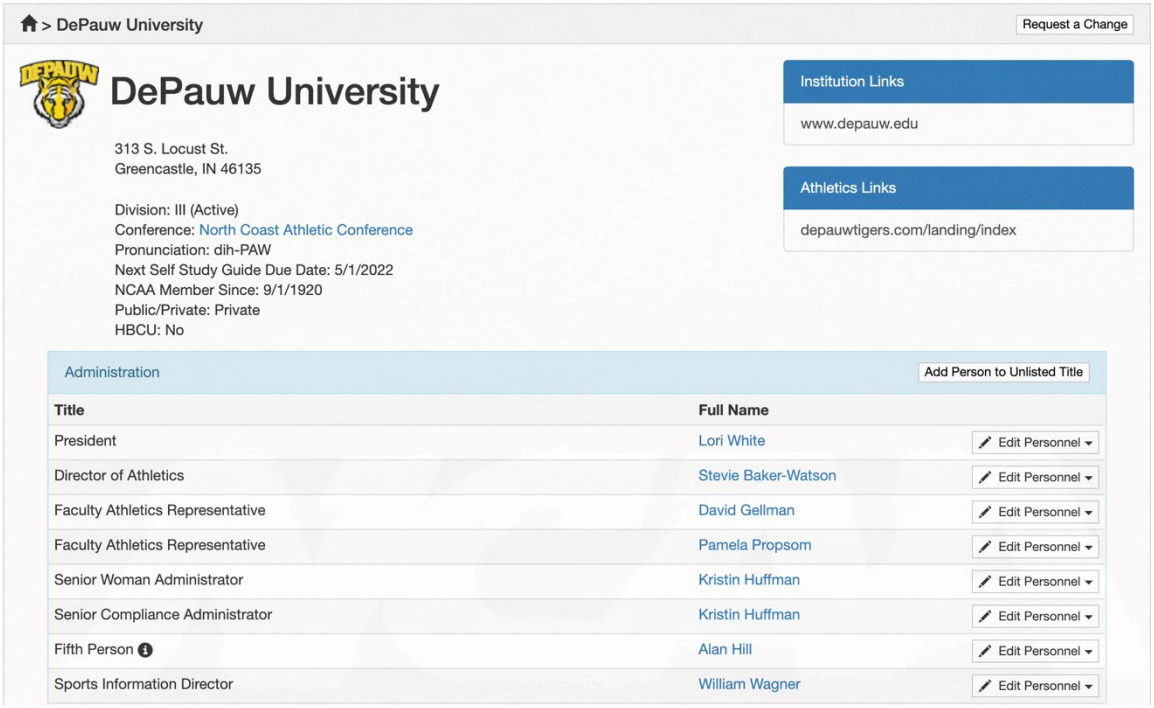
2021 Woman of the Year Member School Nomination Tutorial

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 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.

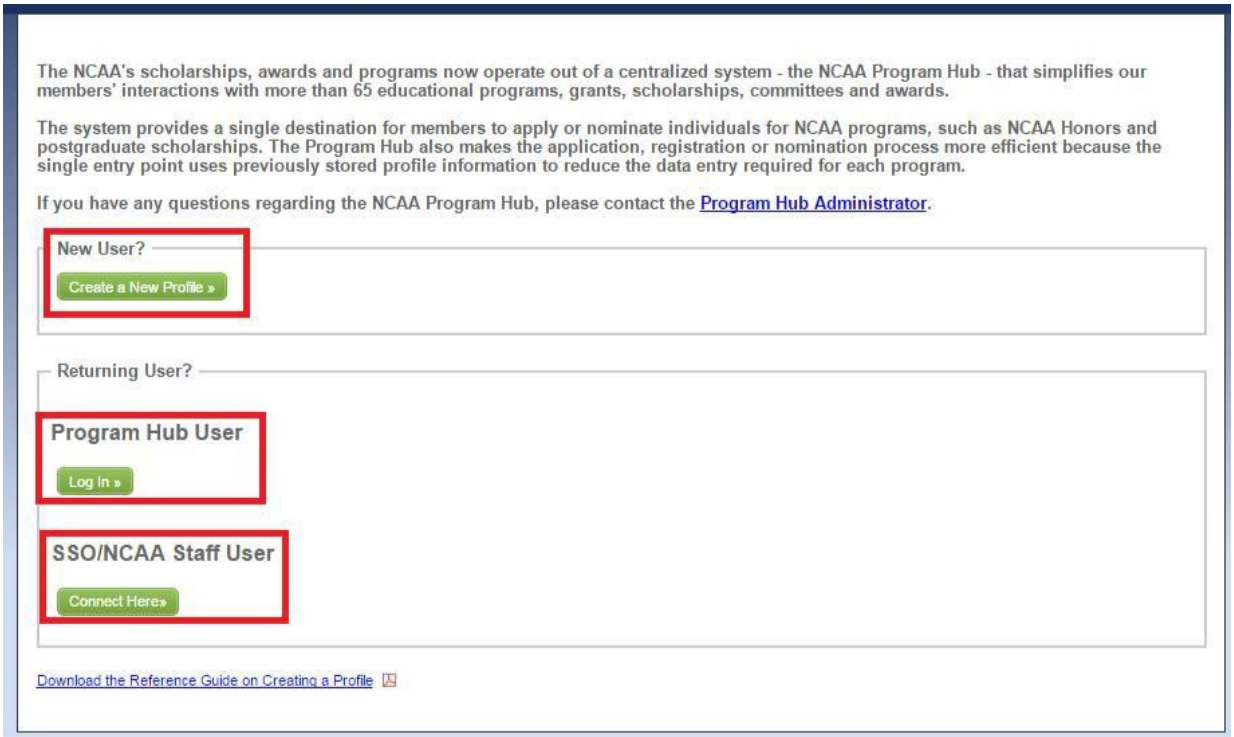
   - Please note: Only an administrator or coach with an email listed in the NCAA Directory (ncaa.org/about/ncaa-online-directory) can nominate an honoree and submit the nomination form. An example of an NCAA Directory listing is below.



- 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.

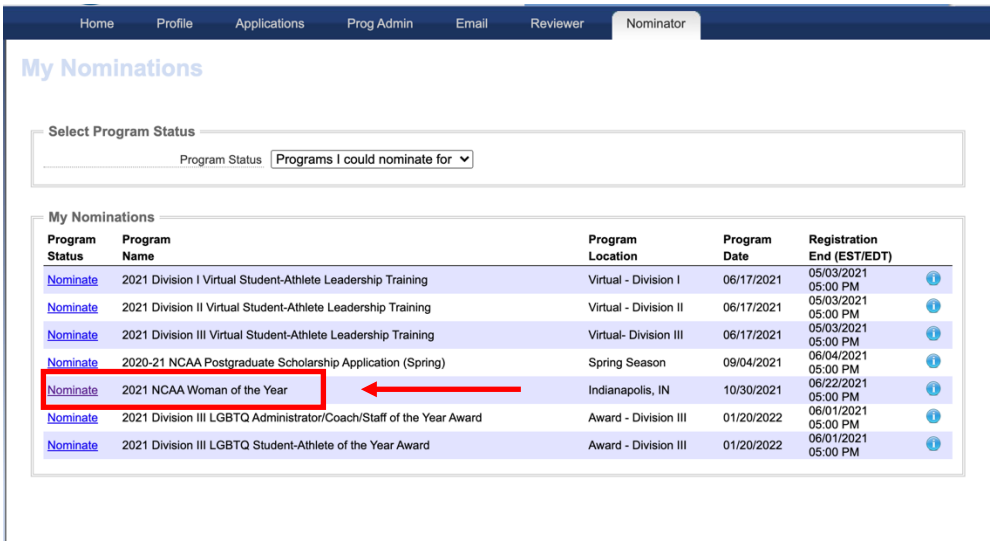
- If you are a repeat Program Hub user (without an SSO account), click “Log In” under “Program Hub User” and log in with your email and password.

- 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.



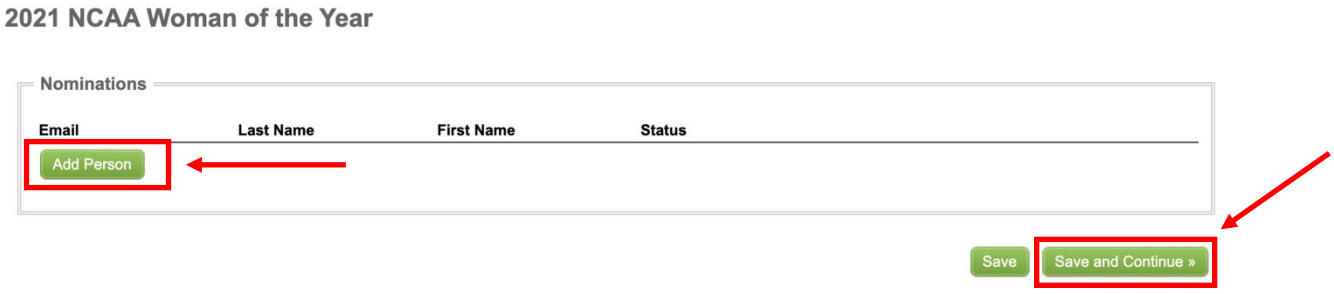
3. Once logged in, click the "Nominator" tab on the top right of the navigation bar. **If your email is not listed in the NCAA directory, the "Nominator" tab will not be available. Please reach out to an administrator or coach who is listed in the NCAA directory to nominate your student-athlete(s) for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

4. Click "Nominate – 2021 NCAA Woman of the Year."

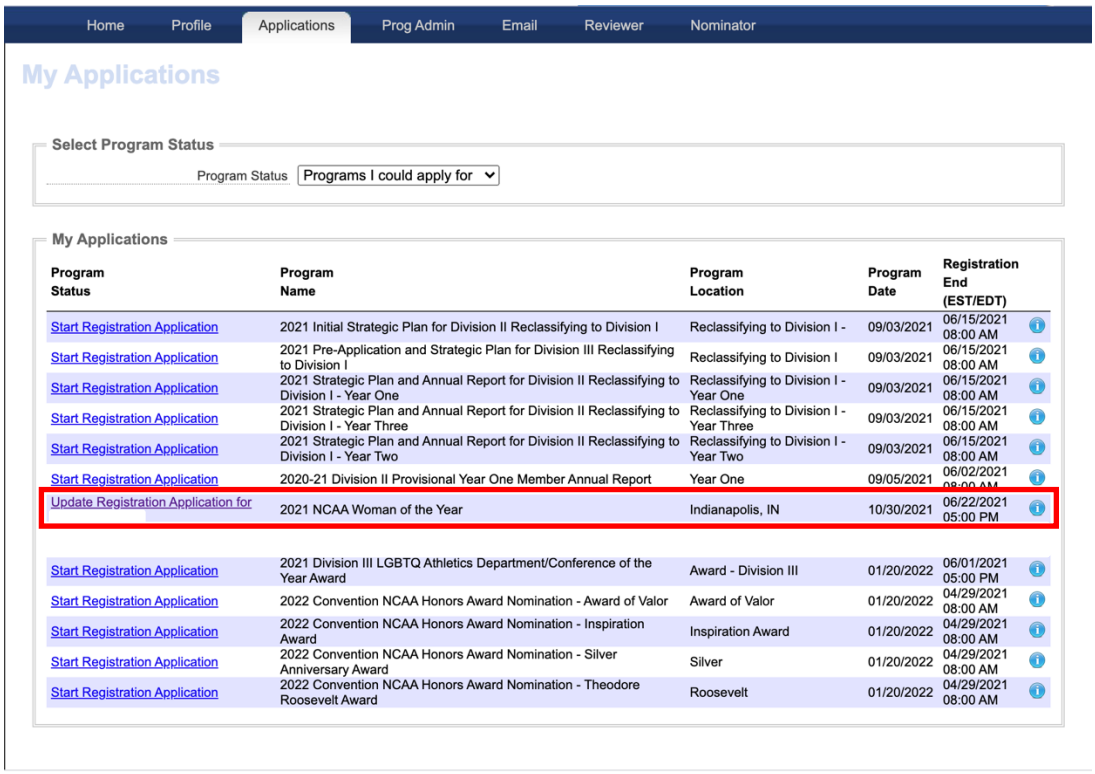


5. Click "Add Person" and input the email, last name and first name of your nominee(s). **Each school can submit up to two nominees if at least one nominee is a woman of color or international student-athlete.**

6. Click "Save and Continue," and your nominee(s) will receive an email notification of the nomination and login instructions for NCAA Program Hub.



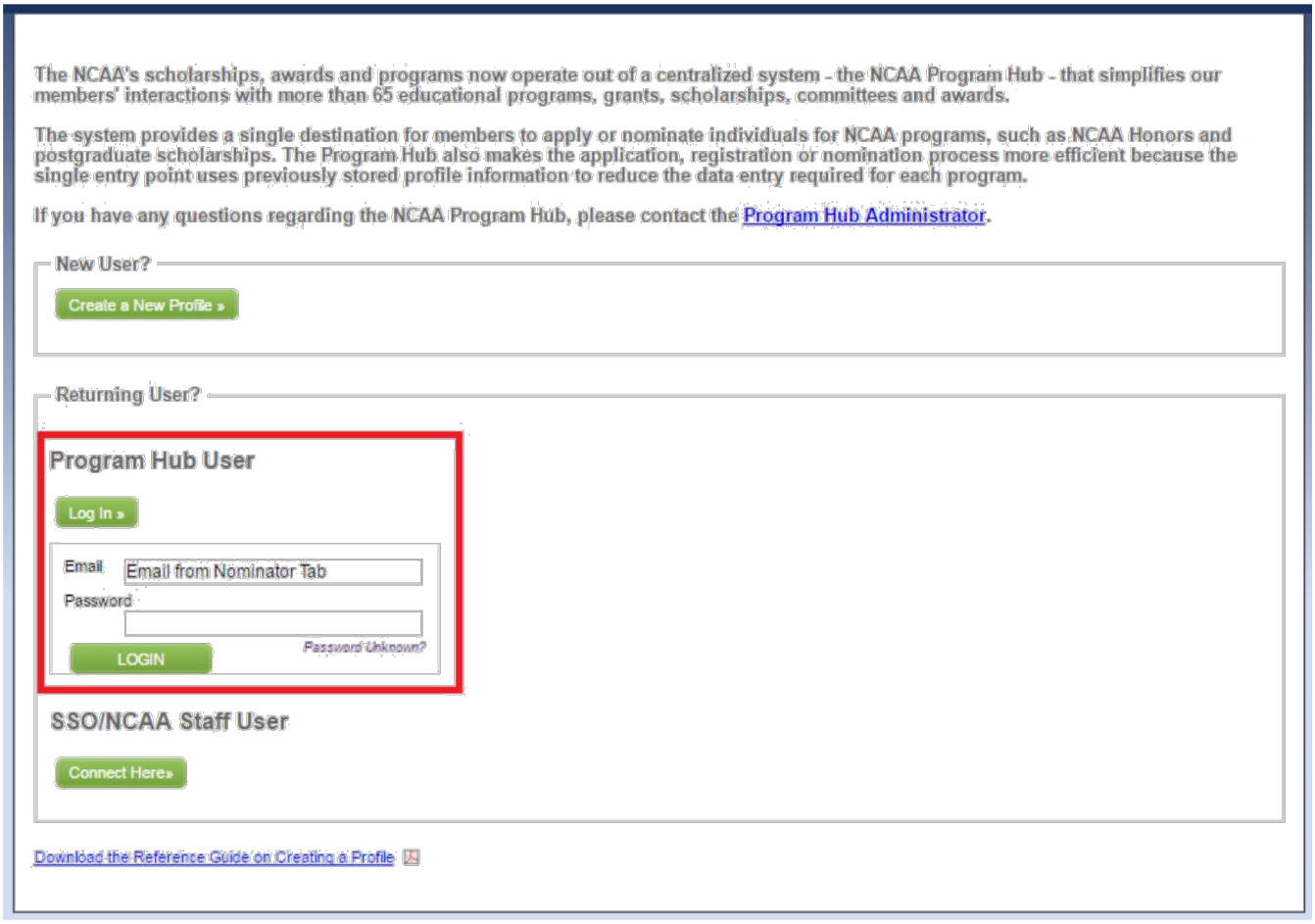
7. If the nominator will continue completing the application, click the "Applications" tab and click "Update Registration Application for [Nominee Name]" next to the 2021 Woman of the Year program listing.



Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
Start Registration Application	2021 Initial Strategic Plan for Division II Reclassifying to Division I	Reclassifying to Division I -	09/03/2021	06/15/2021 08:00 AM
Start Registration Application	2021 Pre-Application and Strategic Plan for Division III Reclassifying to Division I	Reclassifying to Division I	09/03/2021	06/15/2021 08:00 AM
Start Registration Application	2021 Strategic Plan and Annual Report for Division II Reclassifying to Division I - Year One	Reclassifying to Division I - Year One	09/03/2021	06/15/2021 08:00 AM
Start Registration Application	2021 Strategic Plan and Annual Report for Division II Reclassifying to Division I - Year Three	Reclassifying to Division I - Year Three	09/03/2021	06/15/2021 08:00 AM
Start Registration Application	2021 Strategic Plan and Annual Report for Division II Reclassifying to Division I - Year Two	Reclassifying to Division I - Year Two	09/03/2021	06/15/2021 08:00 AM
Start Registration Application	2020-21 Division II Provisional Year One Member Annual Report	Year One	09/05/2021	06/02/2021
Update Registration Application for	2021 NCAA Woman of the Year	Indianapolis, IN	10/30/2021	06/22/2021 05:00 PM
Start Registration Application	2021 Division III LGBTQ Athletics Department/Conference of the Year Award	Award - Division III	01/20/2022	06/01/2021 05:00 PM
Start Registration Application	2022 Convention NCAA Honors Award Nomination - Award of Valor	Award of Valor	01/20/2022	04/29/2021 08:00 AM
Start Registration Application	2022 Convention NCAA Honors Award Nomination - Inspiration Award	Inspiration Award	01/20/2022	04/29/2021 08:00 AM
Start Registration Application	2022 Convention NCAA Honors Award Nomination - Silver Anniversary Award	Silver	01/20/2022	04/29/2021 08:00 AM
Start Registration Application	2022 Convention NCAA Honors Award Nomination - Theodore Roosevelt Award	Roosevelt	01/20/2022	04/29/2021 08:00 AM

- 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 "2021 NCAA Woman of the Year" program listing.

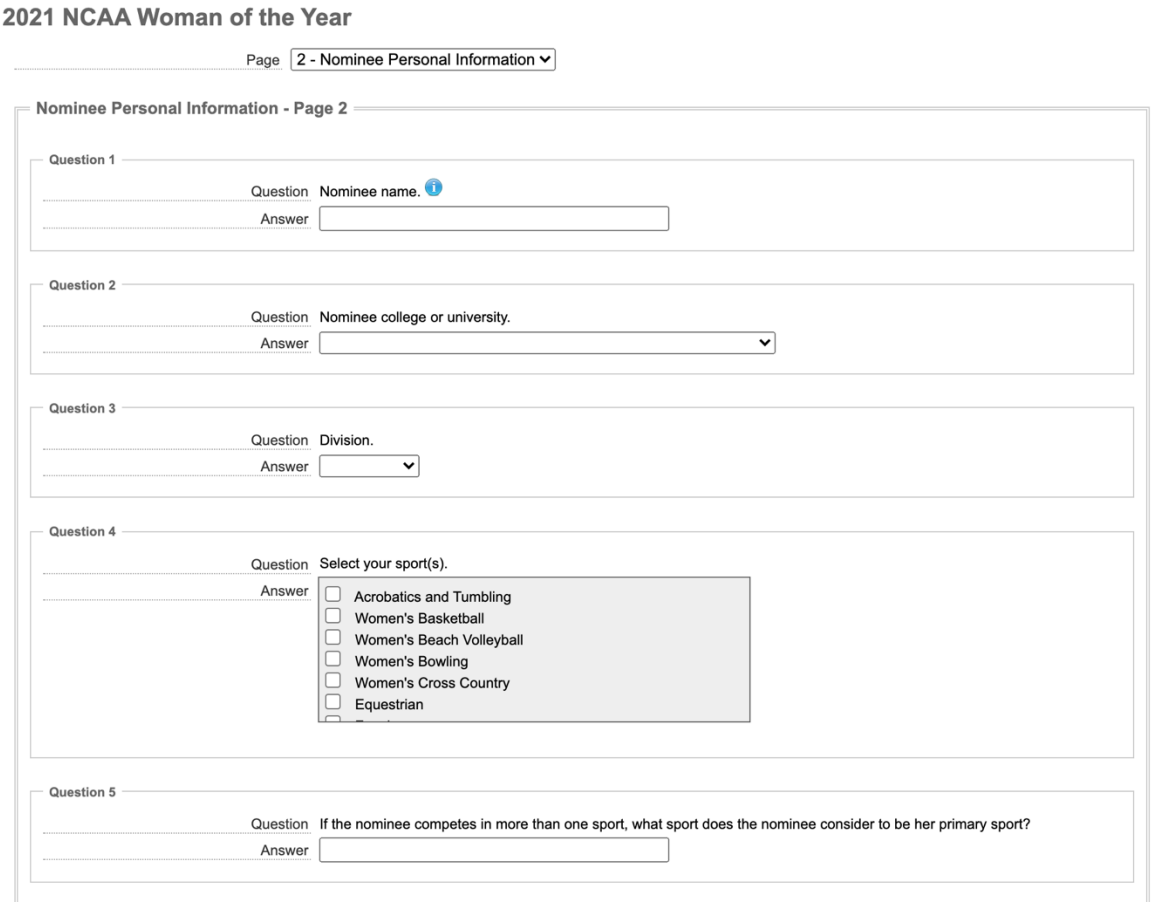


8. Begin the application. Both the nominator and nominee can complete the nomination form.

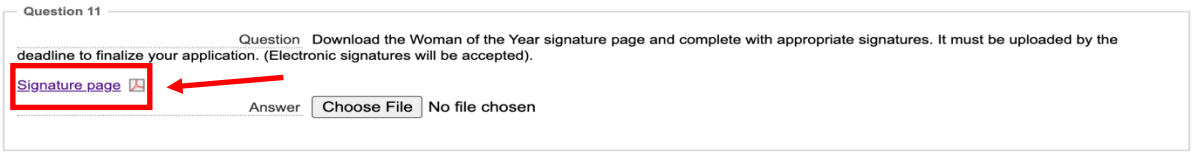
   - **Note: The person completing the nomination form should click "Save" frequently, as the application will time out after five minutes of inactivity and all unsaved information will be lost**. Both the nominator and nominee may view and edit saved information.

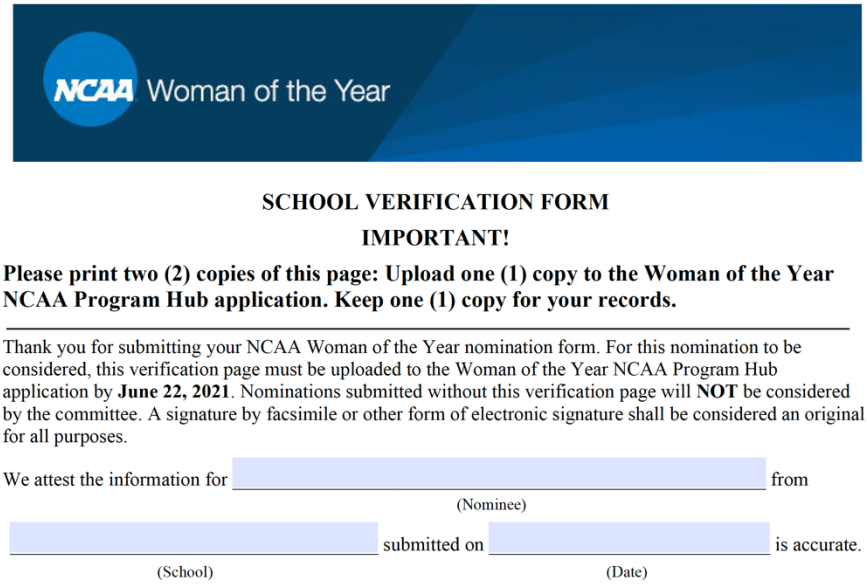
   - In the nomination form grid boxes on Pages 3 to 5, please do not exceed 1,000 characters (letters, symbols and spaces) per box.

   - 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. Electronic signatures are accepted. **Incomplete applications will not be considered.**



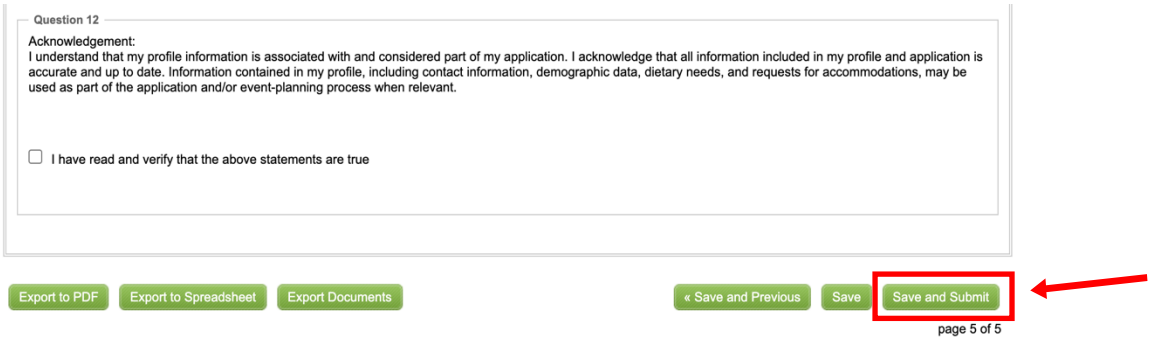
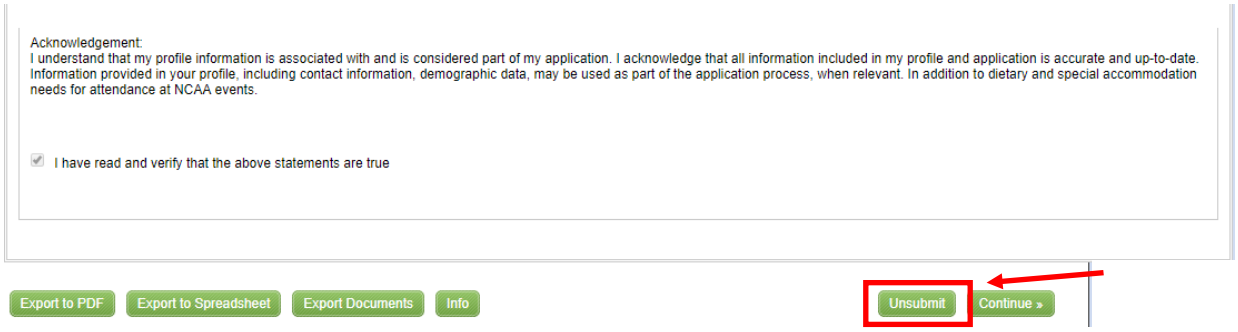
9. Download the Woman of the Year signature page, complete with all necessary signatures and upload the completed page to the nomination form.





10. 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 22.



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 22. Should a nomination update need to be submitted in Program Hub, please contact Craig Malveaux at cmalveaux@ncaa.org to alert him of the change.