



WOMAN OF THE YEAR

2023 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.

DePauw University

313 S. Locust St.
Greencastle, IN 46135

Division: III (Active)
Conference: [North Coast Athletic Conference](#)
Pronunciation: dih-PAW
Next Self Study Guide Due Date: 5/1/2022
NCAA Member Since: 9/1/1920
Public/Private: Private
HBCU: No

Institution Links
www.depauw.edu

Athletics Links
depauwtigers.com/landing/index

Administration Add Person to Unlisted Title

Title	Full Name	
President	Lori White	Edit Personnel
Director of Athletics	Stevie Baker-Watson	Edit Personnel
Faculty Athletics Representative	David Gellman	Edit Personnel
Faculty Athletics Representative	Pamela Propsom	Edit Personnel
Senior Woman Administrator	Kristin Huffman	Edit Personnel



WOMAN OF THE YEAR

- 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](#)



WOMAN OF THE YEAR

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 – 2023 NCAA Woman of the Year.”

My Nominations

Select Program Status

Program Status: Programs I could nominate for

Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
Nominate	2022-23 NCAA Postgraduate Scholarship Application (Spring)	Spring Season	09/29/2023	06/05/2023
Nominate	2023 NCAA Woman of the Year	Phoenix, AZ	01/11/2024	05:00 PM
Nominate	2023 Division III LGBTQ Administrator/Coach/Staff of the Year Award	Award - Division III	01/12/2024	06/01/2023 05:00 PM
Nominate	2023 Division III LGBTQ Student-Athlete of the Year Award	Award - Division III	01/12/2024	06/01/2023 05:00 PM

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.

2023 NCAA Woman of the Year

Nominations

Email	First Name	Last Name	Status
Add Person			

[Save](#) [Save and Continue »](#)



WOMAN OF THE YEAR

- If the nominator will continue completing the application, click the “Applications” tab and click “Update Registration Application for [Nominee Name]” next to the 2023 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)
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 08:00 AM
Update Registration Application for	2022 NCAA Woman of the Year			
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?”



WOMAN OF THE YEAR

- 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 “2023 NCAA Woman of the Year” program listing.

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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](#)



WOMAN OF THE YEAR

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.**

Page 2 - Nominee Personal Information

Nominee Personal Information - Page 2

Question 1
Question Nominee name. [?](#)
Answer

Question 2
Question Nominee college or university.
Answer

Question 3
Question Division.
Answer

Question 4
Question Select your sport(s).
Answer Acrobatics and Tumbling
 Women's Basketball
 Women's Beach Volleyball
 Women's Bowling
 Women's Cross Country
 Equestrian

Question 5
Question If the nominee competes in more than one sport, what sport does the nominee consider to be her primary sport?
Answer



WOMAN OF THE YEAR

- Download the Woman of the Year verification form, complete with all necessary signatures and upload the completed page to the nomination form. The form must be signed by the nominee, nominator and either the director of athletics OR senior woman administrator.

Question 11

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. (Electronic signatures will be accepted).

Signature page 

Answer Choose File No file chosen



SCHOOL VERIFICATION FORM

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 21, 2023**. Nominations submitted without this verification page will **NOT** be considered by the committee. A physical or electronic signature will be considered an original for all purposes.

We attest the information for _____ from
(Nominee)
_____ submitted on _____ is accurate.
(School) (Date)

- 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 Wednesday, June 21.

Question 12

Acknowledgement:
I understand that my profile information is associated with and considered part of my application. I acknowledge that all information included in my profile and application is accurate and up to date. Information contained in my profile, including contact information, demographic data, dietary needs, and requests for accommodations, may be used as part of the application and/or event-planning process when relevant.

I have read and verify that the above statements are true

Export to PDF Export to Spreadsheet Export Documents

Save and Previous Save **Save and Submit**

page 5 of 5



WOMAN OF THE YEAR

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 Wednesday, June 21. Should a nomination update need to be submitted in Program Hub, please contact WOTY@ncaa.org to alert of the change.

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 »