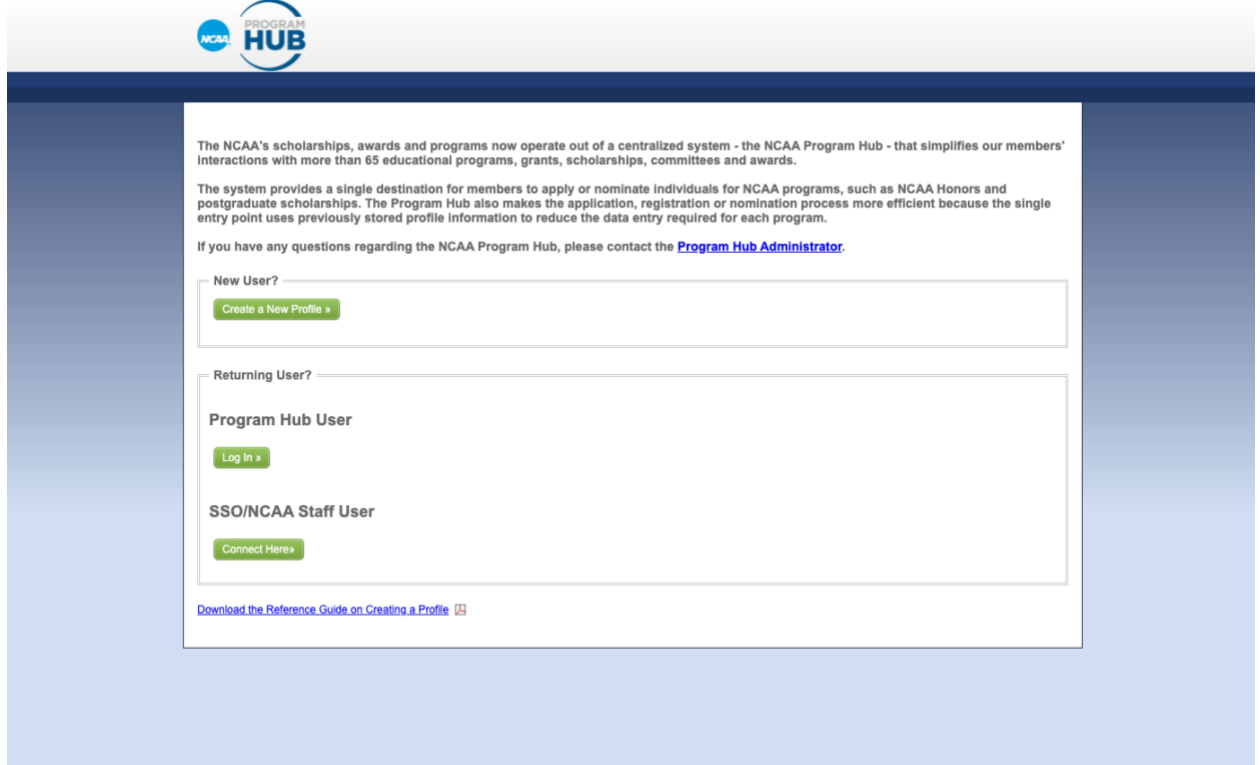


Tutorial for NCAA Woman of the Year Conference Selections

Submissions are due in Program Hub by 5 p.m. Eastern July 31

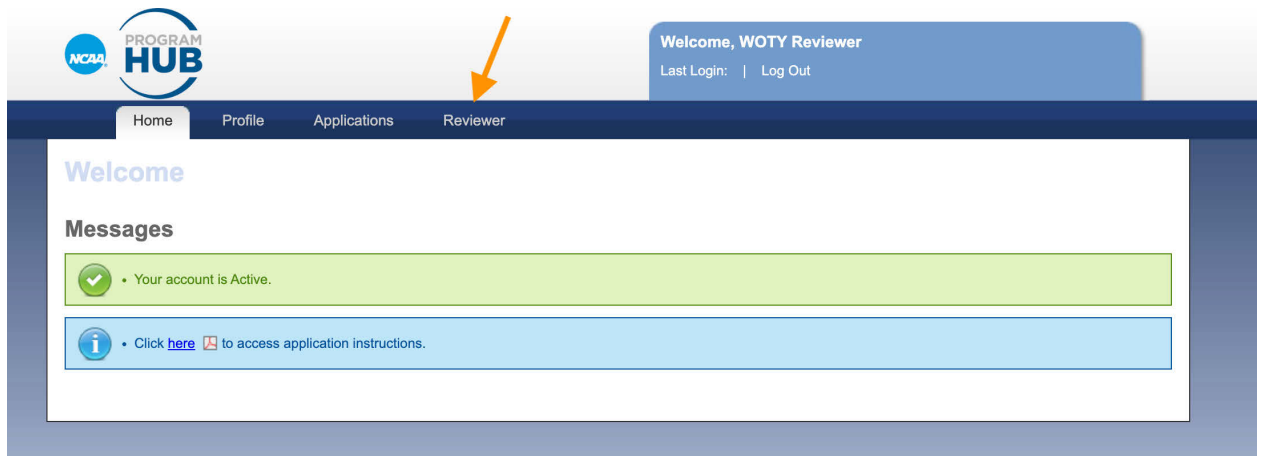
1. Access Program Hub at www.ncaa.org/programhub



Program Hub Welcome Screen

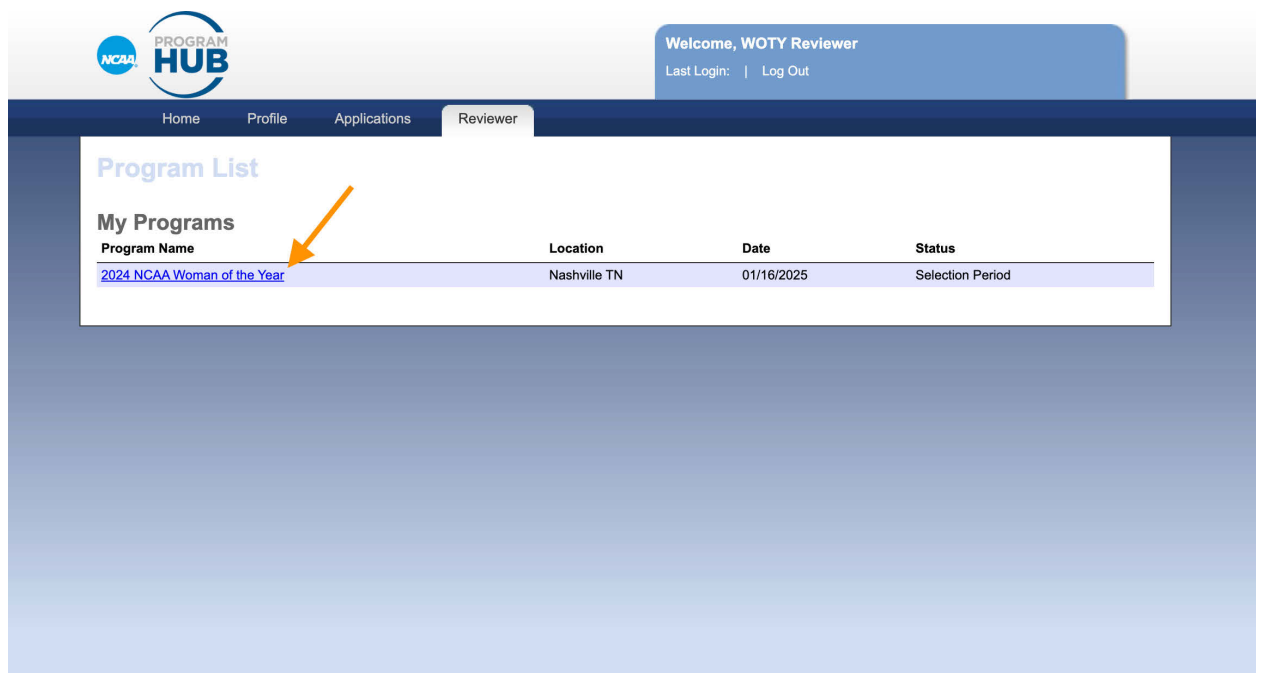
2. There are three ways to login to Program Hub:
 - **Create a New Profile:** Choose this option if you have not already created an account.
 - **Returning User - Program Hub User – Log In:** Choose this option if you have already created an account and do not have an NCAA SSO account for your institution/conference.
 - **Returning User - SSO/NCAA Staff User – Connect Here:** Choose this option if you have already created a Program Hub profile and do have an NCAA SSO account for your institution/conference.

3. Once logged in, click on the Reviewer tab



Logged in Home Screen

4. From the reviewer tab, click on the “2024 NCAA Woman of the Year” program.



Reviewer Tab

5. The program page will show a list of all nominees available to be scored. Click the “Score” button to view the nomination form for a nominee.

The screenshot shows the '2024 NCAA Woman of the Year' Participant Scoring List. At the top, there is a navigation bar with 'Home', 'Profile', 'Applications', and 'Reviewer' tabs. A welcome message 'Welcome, WOTY Reviewer' and 'Last Login: | Log Out' is displayed. Below the navigation bar, the title '2024 NCAA Woman of the Year' is shown. The main section is titled 'Participant Scoring List' and includes filters for 'Round Number' (1), 'Score Type' (YES_NO), and 'Review Filter' (All). A 'Show 10 entries' dropdown is present. Below the filters is a table with columns: Score, Name, Submit, School, Conference, Gender, Race/Ethnicity, GPA, Score, and Review Completed. An orange arrow points to the 'Score' button in the first row. The table contains two entries: 'Nominee1 WOTY' and 'Nominee2 WOTY'. At the bottom, it says 'Showing 1 to 2 of 2 entries'.

Score	Name	Submit	School	Conference	Gender	Race/Ethnicity	GPA	Score	Review Completed
Score	Nominee1 WOTY	07/11/2024 05:22 EDT	1 - DI CA Test	Independent	Female	White/Non-Hispanic		<input type="text"/>	
Score	Nominee2 WOTY	07/11/2024 05:21 EDT	2 - DII CA Test	Independent	Female	Asian		<input type="text"/>	

Program Page

The screenshot shows the '2024 NCAA Woman of the Year' Application for Nominee1 WOTY. The title '2024 NCAA Woman of the Year' is at the top, followed by 'Application for Nominee1 WOTY' and 'Round: 1, Scoring: YES_NO'. The main section is titled 'Eligibility - Page 1'. It contains two questions. Question 1 asks if the nominee will earn her undergraduate degree by the summer 2024 term, with an answer of 'Yes'. Question 2 asks if the nominee has a compelling reason to be nominated this year rather than in 2025, with an answer of '5/1/2024'.

Question 1

Question To be eligible for the NCAA Woman of the Year award, the nominee must have earned her undergraduate degree no later than the summer 2024 term (or demonstrate that she would have earned her degree if not for the COVID-19 pandemic). Will the nominee earn her undergraduate degree by the end of the summer 2024 term?

Answer Yes

Question 2

Question If the answer to question 1 is No, the nominee would not ordinarily be eligible for the 2024 award. If the nominee will not earn her undergraduate degree by the summer 2024 term and you believe the nominee has a compelling reason to be nominated this year rather than in 2025 following graduation, please contact woty@ncaa.org.

If confirmation of eligibility is not received, do not proceed with completing the nomination form. If confirmation was received to proceed with the nomination, please enter the date it was received.

Answer 5/1/2024

Nomination Form View

6. If you wish to create a pdf version of the nomination form, you may scroll to the bottom of the nomination and click on the “Export to PDF” button.

The screenshot shows a web interface for a nomination form. At the top, there is a section titled "Question 1" with an "Acknowledgement" text: "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." Below this text is a checkbox labeled "I have read and verify that the above statements are true", which is checked. To the right of the text is a large empty text box labeled "Reviewer Comment". At the bottom of the form, there are three green buttons: "Export to PDF", "Export to Spreadsheet", and "Export Documents". An orange arrow points to the "Export to PDF" button. To the right of these buttons are two more green buttons: "Close" and "Save Score". The page number "page 1 of 1" is displayed at the bottom right.

Nomination Form View

The screenshot shows the "2024 NCAA Woman of the Year Application for Nominee1 WOTY" form. The header includes the NCAA logo and the text "2024 NCAA Woman of the Year Application for Nominee1 WOTY Round: 1, Scoring: YES_NO". The form is titled "Eligibility - Page 1". It contains two questions. Question 1 asks: "To be eligible for the NCAA Woman of the Year award, the nominee must have earned her undergraduate degree no later than the summer 2024 term (or demonstrate that she would have earned her degree if not for the COVID-19 pandemic). Will the nominee earn her undergraduate degree by the end of the summer 2024 term?" The answer is "Yes". Question 2 asks: "If the answer to question 1 is No, the nominee would not ordinarily be eligible for the 2024 award. If the nominee will not earn her undergraduate degree by the summer 2024 term and you believe the nominee has a compelling reason to be nominated this year rather than in 2025 following graduation, please contact woty@ncaa.org." The answer is "5/1/2024".

PDF Nomination Form

7. Mark the selected nominees from the program page using the Score column to select “Yes” for the nominees you wish to advance and “No” for the other nominees.

2024 NCAA Woman of the Year

Participant Scoring List

Round Number: 1

Score Type: YES_NO

Review Filter: All

Participant Scoring

Show 10 entries

Search:

Score	Name	Submit	School	Conference	Gender	Race/Ethnicity	GPA	Score	Review Completed
Score	Nominee1 WOTY	07/11/2024 05:22 EDT	1 - DI CA Test	Independent	Female	White/Non-Hispanic		Yes	
Score	Nominee2 WOTY	07/11/2024 05:21 EDT	2 - DII CA Test	Independent	Female	Asian		No	

Showing 1 to 2 of 2 entries

Submit All Unsubmit All

Program Page

REMINDER: You may select two nominees if at least one is a woman of color or an international student-athlete. Otherwise, choose one.

8. Once you are finished with your selections, scroll to the bottom of the program page and click the “Submit All” button to finish submit your selections.

2024 NCAA Woman of the Year

Participant Scoring List

Round Number: 1

Score Type: YES_NO

Review Filter: All

Participant Scoring

Show 10 entries

Score	Name	Submit	School	Conference	Gender	Race/Ethnicity	GPA	Score	Review Completed
Score	Nominee1 WOTY	07/11/2024 05:22 EDT	1 - DI CA Test	Independent	Female	White/Non-Hispanic		Yes	
Score	Nominee2 WOTY	07/11/2024 05:21 EDT	2 - DII CA Test	Independent	Female	Asian		No	



Showing 1 to 2 of 2 entries

Submit All Unsubmit All

Program Page Submission

Submissions are due by 5 p.m. Eastern July 31

9. After submission, the selections will be updated with a review timestamp and will no longer be editable. Submissions will not be accepted via email.



Welcome, WOTY Reviewer
Last Login: | Log Out

HomeProfileApplicationsReviewer

2024 NCAA Woman of the Year

Messages

✓ • Scoring has been submitted

Participant Scoring List

Round Number

Score Type YES_NO

Review Filter

Participant Scoring

Show entries

Search:

Score	Name	Submit	School	Conference	Gender	Race/Ethnicity	GPA	Score	Review Completed
<input type="text" value="Score"/>	Nominee1 WOTY	07/11/2024 05:22 EDT	1 - DI CA Test	Independent	Female	White/Non-Hispanic		Yes	07/11/2024 05:38 EDT
<input type="text" value="Score"/>	Nominee2 WOTY	07/11/2024 05:21 EDT	2 - DII CA Test	Independent	Female	Asian		No	07/11/2024 05:38 EDT

Showing 1 to 2 of 2 entries

Submitted View