

 **CHAMPION YOUR CITY.**



Bid Portal User Guide

To begin, visit...

<http://championships.ncaa.org>

https://champsauth.ncaa.org/logout?destination=!

NCAA Championships Sign...

File Edit View Favorites Tools Help

NCAA Daily Home NCAA Citrix Remote Apps (0 unread) Yahoo! Mail, je... Announcements Citrix Connect Customize Links Facebook NCAA Daily NCAA.org

NCAA

Log In to the NCAA Championships Bid and Profile System

You have successfully logged out.

Username

.....

Is this a public or shared computer? ⓘ

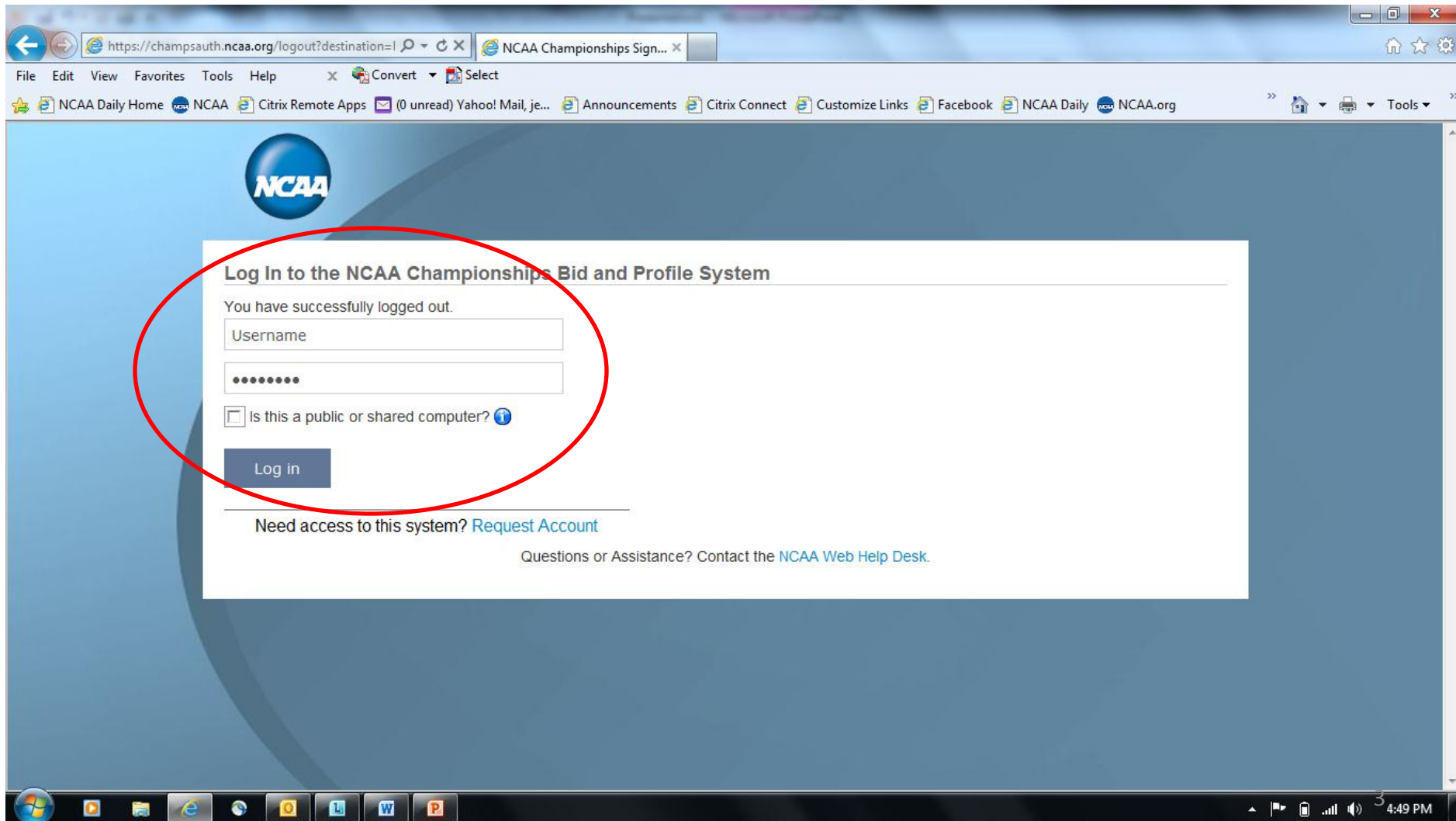
Log in

Need access to this system? [Request Account](#)

Questions or Assistance? Contact the [NCAA Web Help Desk](#).

4:49 PM

Enter your institution/conference office Host Reporting credentials



https://champsauth.ncaa.org/logout?destination=| NCAA Championships Sign...

File Edit View Favorites Tools Help x Convert Select

NCAA Daily Home NCAA Citrix Remote Apps (0 unread) Yahoo! Mail, je... Announcements Citrix Connect Customize Links Facebook NCAA Daily NCAA.org

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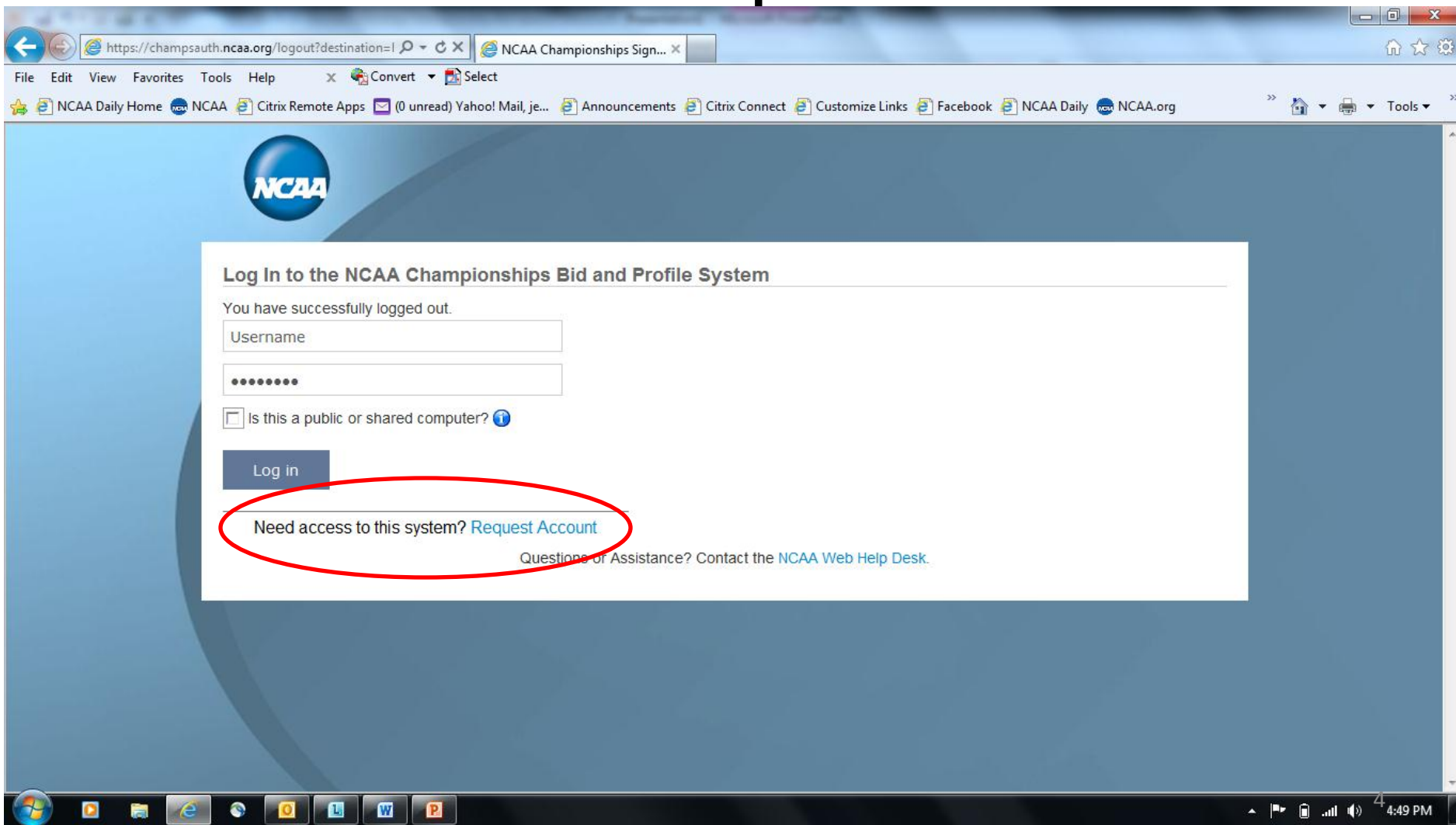
Log in

Need access to this system? [Request Account](#)

Questions or Assistance? Contact the [NCAA Web Help Desk](#).

4:49 PM

If you are a new LOC or bidding entity, you may request credentials for this portal



https://champsauth.ncaa.org/logout?destination=!

NCAA Championships Sign...

File Edit View Favorites Tools Help x Convert Select

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Is this a public or shared computer? ⓘ


Log in

Need access to this system? [Request Account](#)

Questions or Assistance? Contact the [NCAA Web Help Desk](#).

4 4:49 PM

If you forget your credentials, you can find/reset them here.



Log In to the NCAA Championships Bid and Profile System

You have successfully logged out.

Username

Is this a public or shared computer? ⓘ

Need access to this system? [Request Account](#)

[Can't access your account?](#)

Questions or Assistance? Contact the [Championship Bid Staff](#).

Note: Please check your spam filter/junk mail folder for the auto-generated email containing your reset password.

After logging in...

- You will land on the 'home screen' where you will see...
 - Bids for your institution/organization
 - Championships available for bidding
 - Profile tab
 - Budget system tab

Home Screen



Bids for

Show 10 entries

Here is the list of the championships in which you are bidding on...

Search:

Description	Round	Facility	Start Date	End Date	Information For Bids
2012-13 DI Men's Wrestling	Regionals	Test			Add Budget Facility Information - Incomplete Start Quarterfinal Bid Specifications Start Championship Bid Specifications Add Budget Facility Information - Incomplete
2013-14 DI Men's Lacrosse	Quarter-Finals	test			Finish Regional Bid Specifications Add Budget Facility Information - Incomplete
2014-15 DI Men's & Women's Cross Country	Regionals	La Verne Gibson Cross Country Course			Finish Championship Bid Specifications Add Budget Facility Information - Incomplete
2014-15 DII Men's Basketball	Other	Test			Add Budget Facility Information - Incomplete

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Here are the required elements per bid.

Championships Available for Bidding

Show 10 entries

Search:

Championship	Round	Available for Bidding	
2012-13 DI Men's Wrestling	Finals	12/15/2009 through 07/15/2013	Add Bid
2012-13 DIII Women's Volleyball	Finals	12/15/2009 through 11/10/2013	Add Bid
2012-13 DIII Women's Volleyball	Regionals	12/15/2009 through 11/10/2013	Add Bid
2013-14 D2 Men's and Women's Cross Country	Finals	06/18/2012 through 07/12/2013	Add Bid
2013-14 D2 Men's and Women's Cross Country	Regionals	06/18/2012 through 07/12/2013	Add Bid
2013-14 DI Men's Lacrosse	Finals	06/18/2012 through 04/30/2014	Add Bid

You can start bidding on championships here!

Home screen

- On the Home Screen, you will find the list of the championships in which you intend to bid.
- You will also see the required documents needed by championship.
- Once you submit all the required materials per event, you will receive an email confirmation.
- You can also start to bid on a championship by clicking “start bid” after finding your desired event.
- You can start/stop as needed the portal will remember your last entry but also click ‘save’ when the icon appears on select screens.

 **CHAMPION YOUR CITY.**



SUBMITTING A BID

To submit a bid...

- After you have logged in, from the “championships available for bidding” section, search for your desired championship.



Bids for TEST

Show 10 entries

Search:

Description	Round	Host(s)	Facility	Information For Bids
No data available in table				

Showing 0 to 0 of 0 entries

[First](#) [Previous](#) [Next](#) [Last](#)

Championships Available for Bidding

Show 10 entries

Search:

Championship	Round	Available for Bidding	
2013-14 DI Field Hockey	Play-in game	09/30/2013 through 10/22/2013	Start Bid
2013-14 DI Field Hockey	First and Second Rounds	09/30/2013 through 10/22/2013	Start Bid
2013-14 DI Football	Quarter-Finals	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Football	Semi-Finals	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Football	Second Round	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Football	First Round	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Men's Soccer	First Round	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Men's Soccer	Quarter-Finals	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Men's Soccer	Second Round	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Men's Soccer	Third Round	10/14/2013 through 10/29/2013	Start Bid

Showing 1 to 10 of 139 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

- After you select “start bid,” you will be prompted to add a facility, which you can either select if previously entered or you can enter new.



Start Bid for 2013-14 DI Field Hockey

Host Institution

Facility

Facility Information

Name

Address1

Address2

City

State

Postal code

Start

- After you have added a facility, you will return to your home screen where you can add a budget or respond to the bid specifications, if required.



Bids for TEST

Show 10 entries

Search:

Description	Round	Host(s)	Facility	Information For Bids	
2013-14 DI Field Hockey	Play-in game	TEST, Academy of Art University	test	Edit Bid Add Budget Facility Information - Incomplete	Remove Bid

Showing 1 to 1 of 1 entries

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Championships Available for Bidding

Show 10 entries

Search:

Championship	Round	Available for Bidding	
2013-14 DI Field Hockey	First and Second Rounds	09/30/2013 through 10/22/2013	Start Bid
2013-14 DI Football	Quarter-Finals	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Football	Semi-Finals	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Football	Second Round	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Football	First Round	10/07/2013 through 11/19/2013	Start Bid
2013-14 DI Men's Soccer	First Round	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Men's Soccer	Second Round	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Men's Soccer	Third Round	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Men's Soccer	Quarter-Finals	10/14/2013 through 10/29/2013	Start Bid
2013-14 DI Women's Soccer	Second and Third Rounds	10/07/2013 through 10/26/2013	Start Bid

Showing 1 to 10 of 138 entries

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- You can maintain and update as needed your specific venue information as noted here following each tab.



[Buena Vista University](#) > Example

This facility is incomplete for bids. [See Problems](#)

Name and Address

[Sports](#)

[Details](#)

[Signage](#)

[Hotels](#)

[Media](#)

[Boards/Control Room](#)

[Documents](#)

[Sport Specific Info.](#)

Facility Name and Address

Name

Address 1

Address 2

City

State

Postal code

Website

[Update Facility](#)

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KEY CONTACTS

- To add a key contact, go to your 'profile' tab and then select 'add person.'



TEST

TEST
123 Main

City, IN 123456

Website:
Conference:

Contacts

Name	Title	Phone	Email
------	-------	-------	-------

[Add Person](#)

Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website
------	-----------	-----------	------	-------	-------------	----------	---------

[Add Facility](#)

Documents

Safety and Security Plan

Upload

Facility Diagrams

Upload

- Begin to add information, first general for each specific individual

General Information	Role/Titles by Sport or Facility
Name title	<input type="text" value=""/>
First name	<input type="text" value=""/>
Last name	<input type="text" value=""/>
Gender	<input type="text" value=""/>
Title	<input type="text" value=""/>
Phone/Email	
Office Phone	<input type="text" value=""/>
Cell Phone	<input type="text" value=""/>
Email	<input type="text" value=""/>
Mailing Address	
Address1	<input type="text" value="123 Main"/>
Address2	<input type="text" value=""/>
City	<input type="text" value="City"/>
State	<input type="text" value="Indiana"/>
Postal code	<input type="text" value="123456"/>

- Screen 2: here you can select function and assign a person while differentiating by sport.

General Information | **Role/Titles by Sport or Facility**

Check all that apply

Tournament Director

Marketing Director

Media/PR Contact

Facility Director

Ticket Manager

Security Director

Merchandise Manager

Concessions Manager

Drug Testing Coordinator

Video Board Contact

Data/Timing/Results Crew Coordinator

Athletics Director

Senior Woman Administrator

Associate Athletics Director

Tournament Director for:

<input type="checkbox"/> Baseball	<input type="checkbox"/> Women's Basketball
<input type="checkbox"/> Men's Basketball	<input type="checkbox"/> Women's Cross Country
<input type="checkbox"/> Men's Cross Country	<input type="checkbox"/> Women's Golf
<input type="checkbox"/> Football	<input type="checkbox"/> Softball
<input type="checkbox"/> Men's Golf	<input type="checkbox"/> Women's Soccer
<input type="checkbox"/> Men's Soccer	<input type="checkbox"/> Women's Tennis
<input type="checkbox"/> Men's Tennis	<input type="checkbox"/> Women's Track, Indoor
<input type="checkbox"/> Men's Track, Indoor	<input type="checkbox"/> Women's Track, Outdoor
<input type="checkbox"/> Men's Track, Outdoor	<input type="checkbox"/> Women's Volleyball
<input type="checkbox"/> Men's Wrestling	

Buen

Buena Vista
610 West 4

Storm Lake

Website: v
Conferenc

Conta

Name Ti
[Add Perso](#)

Facilit

Name Ac
[Add Facilit](#)

Docur

Sports

Sport Co

MBA

MBB

MCC

MFB

 **CHAMPION YOUR CITY.**



UPDATING YOUR PROFILE

Profile

- Some of this information will pre-populate for you if you are a member institution or conference.
- You are not required to enter key contact information at this point in time.
- You can add the facilities now or wait until you start responding to the bid specifications.
- You can disregard the 'sports sponsored' section at this point in time.
- You can also upload any documents here as desired but you will have other opportunities by each individual bid as well.

Profile



College of William and Mary

College of William and Mary
William and Mary Hall Campus D
399
Williamsburg, VA 23187

Website: [Tribeachletics.com](#)

Conference: Colonial Athletic Association

Your organization's key information will appear here.

Contacts

Name Title Phone Email

[Add Person](#)

Enter your key contacts here, as desired, but this is not required.

Facilities

Name	Address 1	Address 2	City	State	Postal Code	Capacity	Website
Test	123		Williamsburg	VA	23187		Edit Destroy
test	test1		Williamsburg	VA	23187		Edit Destroy
La Verne Gibson Cross Country Course	test		terre haute	IN	65233		Edit Destroy

[Add Facility](#)

Documents

Sports Sponsored

Add your various facilities here.

 **CHAMPION YOUR CITY.**



MANAGING YOUR BUDGETS

Budget System



NCAA Championships
Bid and Profile System

Welcome, First Last

[My Account](#) | [Contact Us](#) | [Logout](#)

[Home](#)

[Profile](#)

[Budget System](#)



Year:	2013-14
Season:	Any
Bid Status:	Any
Add Bid	
+ Sports	
Log out	

Messages

<-- MENU -->

First logged in

This is our traditional budget portal where you can see past budgets, enter new budgets and/or reconcile actuals from a championship you hosted.

To start, select your year and sport in the left column.

To copy a budget, select 'copy' and then change the dates, including year, of the budget within the main tab



Year: 2013-14
Season: Any
Division: Any
Bid Status: Any

[Add Bid](#)

+ [Sports](#)

+ [Championship Setup](#)

+ [Template Setup](#)

[Edit System Messages](#)

[Edit Academic Year](#)

+ [Reports](#)

[Log out](#)

BudgetList

<-- MENU -->

List

Found: 1

Championship	School	City, State	Bid Status	Championship Dates	Submit Dt	Round	Region	Net Receipts/Deficit		
DII Baseball									Copy	Delete

Note: You will need to change the Championship Dates and the academic year then you can adjust the values, if desired, before submitting.



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