Bid Portal User Guide
To begin, visit...

http://championships.ncaa.org
Enter your institution/conference office Host Reporting credentials.
If you are a new LOC or bidding entity, you may request credentials for this portal.
If you forget your credentials, you can find/reset them here.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Round</th>
<th>Facility</th>
<th>Start Date</th>
<th>End Date</th>
<th>Information For Bids</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13 DI Men's Wrestling</td>
<td>Regionals</td>
<td>Test</td>
<td></td>
<td></td>
<td>Add Budget</td>
<td>Facility Information - Incomplete</td>
</tr>
<tr>
<td>2013-14 DI Men's Lacrosse</td>
<td>Quarter-Finals</td>
<td>Test</td>
<td></td>
<td></td>
<td>Add Budget</td>
<td></td>
</tr>
<tr>
<td>2014-15 DI Men's &amp; Women's Cross Country</td>
<td>Regionals</td>
<td>La Verne Gibson Cross Country Course</td>
<td></td>
<td></td>
<td>Add Budget</td>
<td>Facility Information - Incomplete</td>
</tr>
<tr>
<td>2014-15 DII Men's Basketball</td>
<td>Other</td>
<td>Test</td>
<td></td>
<td></td>
<td>Add Budget</td>
<td>Facility Information - Incomplete</td>
</tr>
</tbody>
</table>

Here are the required elements per 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.
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SUBMITTING A BID
To submit a bid...

- After you have logged in, from the "championships available for bidding" section, search for your desired championship.
• 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.
• 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.
• You can maintain and update as needed your specific venue information as noted here following each tab.
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KEY CONTACTS
• To add a key contact, go to your ‘profile’ tab and then select ‘add person.’
• Begin to add information, first general for each specific individual
• Screen 2: here you can select function and assign a person while differentiating by sport.
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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

Your organization’s key information will appear here.

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

Add your various facilities here.
MANAGING YOUR BUDGETS
Budget System

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.

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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