

Quick Reference Guide for Submitting Endorsements

The following four (4) steps will guide you through the process of submitting an endorsement within Program Hub.

Step 1: Log in to Program Hub at www.ncaa.org/programhub

Step 2: Click Endorsements tab.

Note: The Endorsements tab will only appear after an applicant has submitted his or her application listing the endorser's information. The endorser will receive an automated email upon application submission. The endorser's email address provided by the applicant must be used to log in to Program Hub to endorse. This is the email address to which the notification was received.

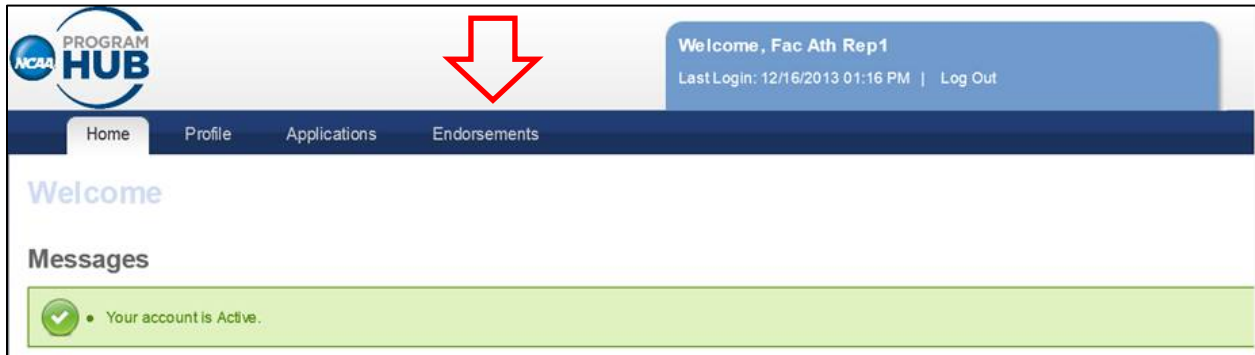


Figure 1: Program Hub welcome screen.

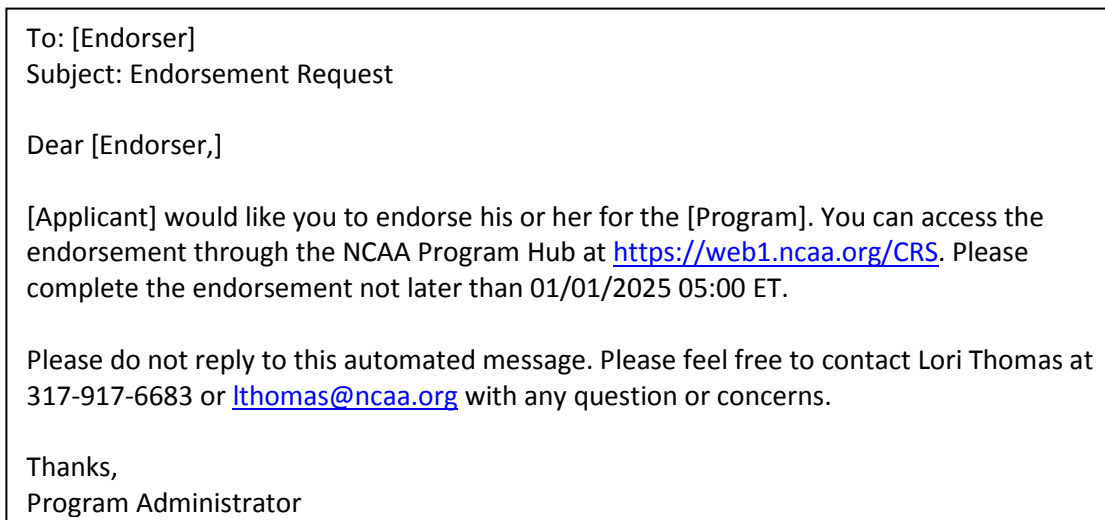


Figure 2: Automated Endorsement Request email.

Note: The following titles from the NCAA Directory have the ability to endorse. If you do not hold one of these titles, you are unable to endorse.

Institution Titles for Endorsements

Select the titles that endorsements will be required from

ACL - Athletics Certification Liaison <input type="checkbox"/>	CHA - Chancellor <input type="checkbox"/>	HTP - Head Team Physician <input type="checkbox"/>
AD - Director of Athletics <input type="checkbox"/>	CLC - CHAMPS/Life Skills coordinator <input type="checkbox"/>	NLI - NLI Administrator <input type="checkbox"/>
ADM - Director of Men's Athletics <input type="checkbox"/>	CML - Communications Liaison <input type="checkbox"/>	PRV - Peer Reviewer <input type="checkbox"/>
ADW - Director of Women's Athletics <input type="checkbox"/>	COM - Commissioner <input type="checkbox"/>	PW - Senior Woman Administrator <input type="checkbox"/>
AOP - Athletics Direct Report <input type="checkbox"/>	CPR - Conference President <input type="checkbox"/>	SAA - Student-Athlete Affairs Administrator <input type="checkbox"/>
APC - Affiliated Primary Contact <input type="checkbox"/>	CS - Conference Secretary <input type="checkbox"/>	SAC - Student Athlete Advisory <input type="checkbox"/>
CAM - Campus Liaison <input type="checkbox"/>	DCC - Crew Chief <input type="checkbox"/>	SID - Sports Information Director <input type="checkbox"/>
CCC - Conference CEO Contact (DIII) <input type="checkbox"/>	DSC - Drug Testing Site Coordinator <input type="checkbox"/>	SP - Special <input type="checkbox"/>
CCD - Senior Compliance Administrator <input type="checkbox"/>	FI - Fifth Person <input type="checkbox"/>	SSA - Single-source Sign-on Administrator <input type="checkbox"/>
CDO - Chief Diversity Officer <input type="checkbox"/>	FR - Faculty Athletics Representative <input type="checkbox"/>	STC - Steering Committee Chairman <input type="checkbox"/>
CDS - Commissioner Designation <input type="checkbox"/>	HAT - Head Athletic Trainer <input type="checkbox"/>	TIX - Title IX Coordinator <input type="checkbox"/>
CEO - President <input type="checkbox"/>	HC - Head Coach <input type="checkbox"/>	NCAA - Staff <input type="checkbox"/>
CFO - Chief Financial Officer for Athletics <input type="checkbox"/>	HPC - High Priority Contact <input type="checkbox"/>	

Figure 3: Institution Titles for Endorsements.

Step 3: Under My Endorsements, select Start/Complete Application for the applicant you are endorsing. This will take you to an overview of his or her application.

My Endorsements

Status	Program Name	Participant	Location
Start/Complete Application	Program Test - Non-institution	Lori Thomas	Indianapolis - Copy 1

Figure 4: My Endorsements screen.

Step 4: After reviewing the application, complete the fields designated for the endorser and select Save and Submit, located at the bottom of the screen.

Save Save and Submit

Figure 5: Save and Submit button.

Note: Upon selecting Save and Submit, a confirmation banner will appear and an automated email will be sent to the endorser stating the endorsement has been submitted.

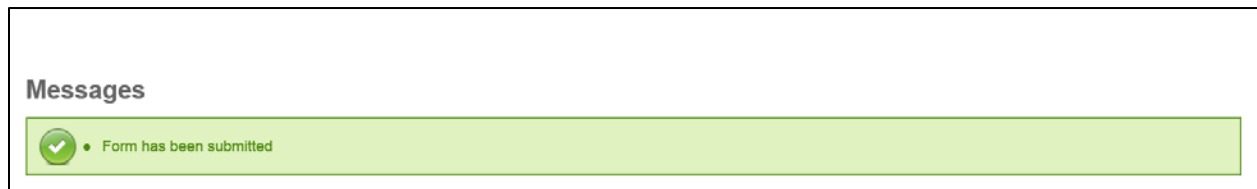


Figure 6: Endorsement entry confirmation screen.

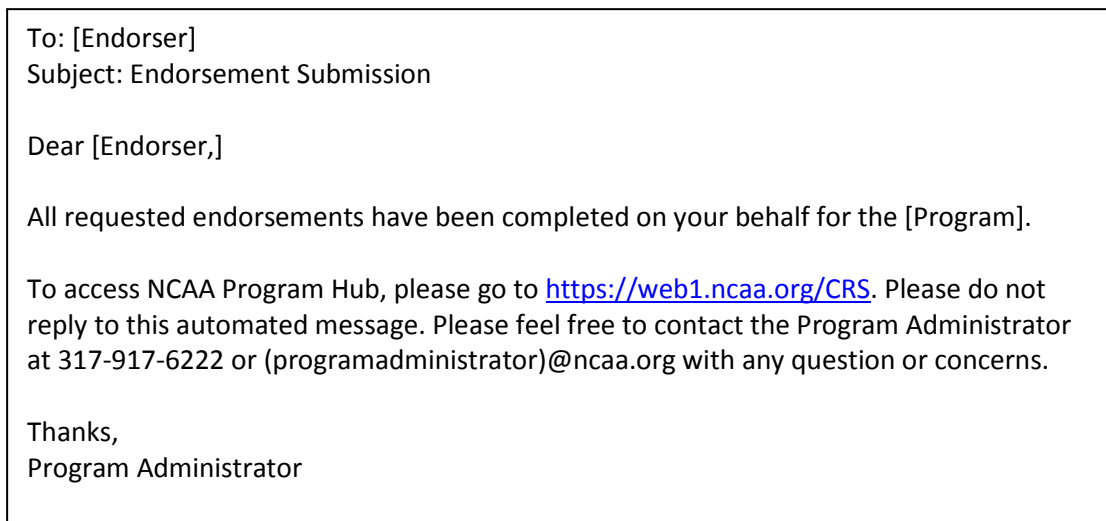


Figure 7: Example of automated endorsement submission email.

If you have any questions regarding a specific program's nomination process, please contact the program's administrator.