

Quick Reference Guide for Submitting Nominations

The following eight (8) steps will guide you through the process of submitting nominations within Program Hub.

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

Step 2: Click Nominator tab on the far right.



Figure 1: Program Hub welcome screen.

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

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

Figure 2: Institution Titles for Nominators.

Step 3: Under Program Status, select Nominate.

Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
Nominate	2013-14 Jim McKay Scholarship	Indianapolis, IN - Copy 1	06/23/2014	04/23/2014 05:00 PM

Figure 3: My Nominations screen.

Step 4: Click Add Person.

Email	Last Name	First Name	Status
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Figure 4: Program nominations screen

Step 5: Enter the email address, last name and first name of the nominee, making sure of correct spelling.

Note: When creating a Program Hub profile, the nominee must enter the same email address used to nominate her/him.

2013-14 Jim McKay Scholarship

Nominations

Email	Last Name	First Name	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 5: Nominee(s) entry screen.

Step 6: If nominating more than one person, click Add Person for each additional nominee.

2013-14 Jim McKay Scholarship

Nominations

Email	Last Name	First Name	Status
<input type="text" value="studentathlete@email.com"/>	<input type="text" value="Athlete"/>	<input type="text" value="Student"/>	<input type="text"/>
<input type="text" value="studentathlete@institution.edu"/>	<input type="text" value="Athlete2"/>	<input type="text" value="Student2"/>	<input type="text"/>

Figure 6: Nominee entry screen with multiple nominees.

Step 7: Once your nominee(s) have been entered, select save. A banner confirming the addition of your nomination(s) will appear.

2013-14 Jim McKay Scholarship

Nominations

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	
studentathlete@institution.edu	Athlete2	Student2	

Add Person

Save Save and Continue

Figure 6: Nominee entry screen with multiple nominees.

2013-14 Jim McKay Scholarship

Messages

nominee(s) have been saved

Nominations

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	Unsubmitted
studentathlete@institution.edu	Athlete2	Student2	Unsubmitted

Add Person

Save Save and Continue

Figure 7: Nominee entry confirmation screen.

Note: Upon selecting save, your nominee(s) will be notified via email.

Dear Nominee,

You have been nominated for the 2013-14 Program. You may access the application through the NCAA Program Hub at <https://web1.ncaa.org/CRS>. Please complete the application no later than 06/11/2014 05:00 ET.

To access NCAA Program Hub, please go to <https://web1.ncaa.org/CRS>. Please do not reply to this automated message. Please feel free to contact the NCAA program administrator at 317-917-6222 or (email)[@ncaa.org](mailto:(email)@ncaa.org) with any question or concerns.

Thanks,
Nominator

This email and any attachments may contain NCAA confidential and privileged information. If you are not the intended recipient, please notify the program administrator immediately by return email, delete this message and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.

Figure 8: Example of automated nominee email.

Note: The Status column allows you to see whether or not your nominee has submitted their application within Program Hub at any time.

2013-14 Jim McKay Scholarship

Messages

nominee(s) have been saved

Nominations

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	Unsubmitted
studentathlete@institution.edu	Athlete2	Student2	Unsubmitted

Add Person

Save Save and Continue

Figure 9: Nominee entry confirmation screen.

Step 8: Select Save and Continue > to return to your Nominations tab.

2013-14 Jim McKay Scholarship

Messages

nominee(s) have been saved

Nominations

Email	Last Name	First Name	Status
studentathlete@email.com	Athlete	Student	Unsubmitted
studentathlete@institution.edu	Athlete2	Student2	Unsubmitted

Add Person

Save Save and Continue >

Figure 10: Nominee entry confirmation screen.

My Nominations

Select Program Status

Program Status: Programs I could nominate for

My Nominations

Program Status	Program Name	Program Location	Program Date	Registration End (EST/EDT)
Nominate	2013-14 Jim McKay Scholarship	Indianapolis, IN - Copy 1	06/23/2014	04/23/2014 05:00 PM

Figure 11: My Nominations screen.

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