

## Quick Reference Guide for Submitting Applications

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

**Step 1:** Log in to Program Hub at [www.ncaa.org/programhub](http://www.ncaa.org/programhub)

**Step 2:** Click Applications tab.

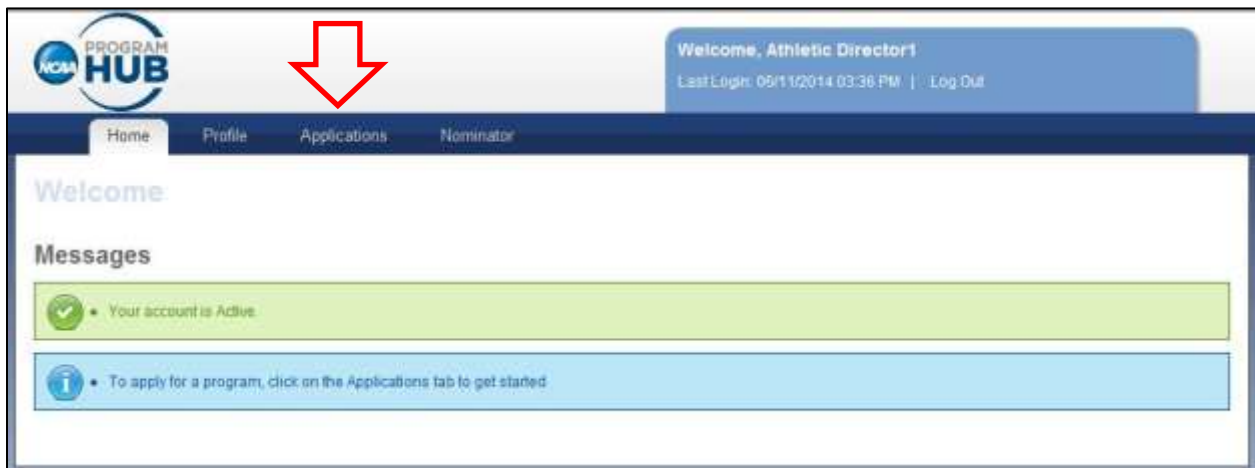


Figure 1: Program Hub welcome screen.

**Step 3:** Select “Programs I could apply for” from the drop down menu.

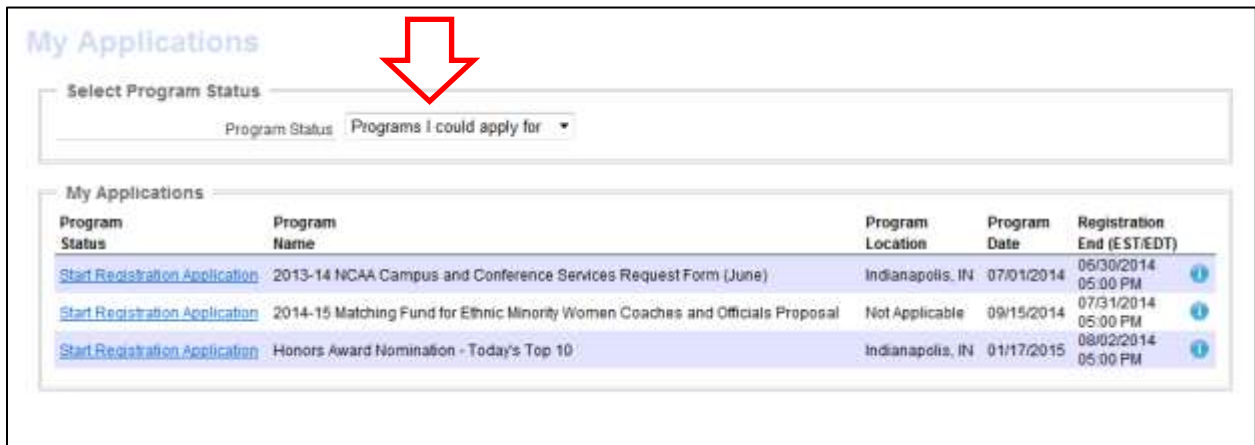


Figure 2: Applications home screen

**Step 4:** Click the Start Registration Application link to the left of the program for which you want to apply.

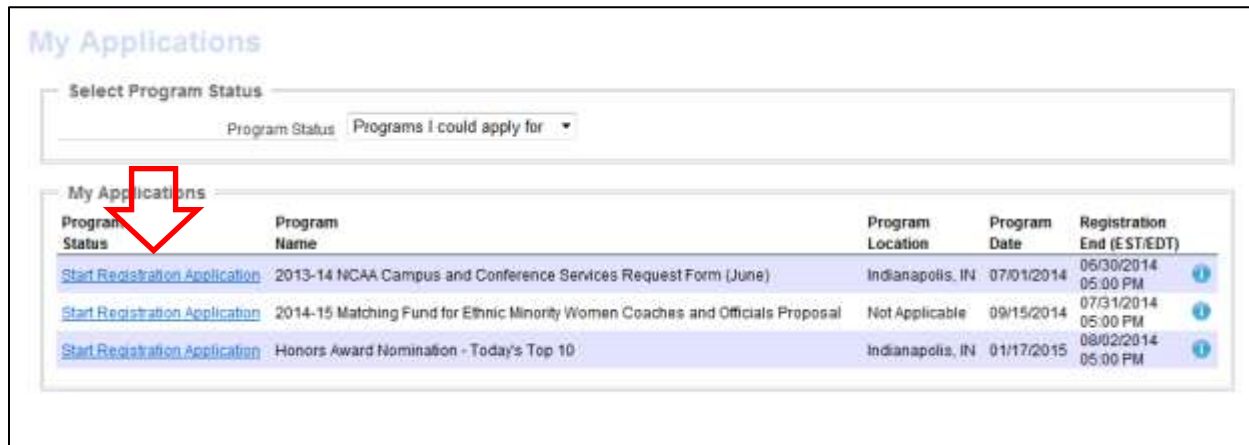


Figure 3: Applications home screen.

**Step 5:** The application will appear. To submit the application, complete all fields.

**Note:** If the application has multiple pages, use the dropdown menu at the top of the screen to navigate between pages (see Fig. 4) or the Save and Continue button at the bottom of the page to advance to the next page (see Fig. 5).

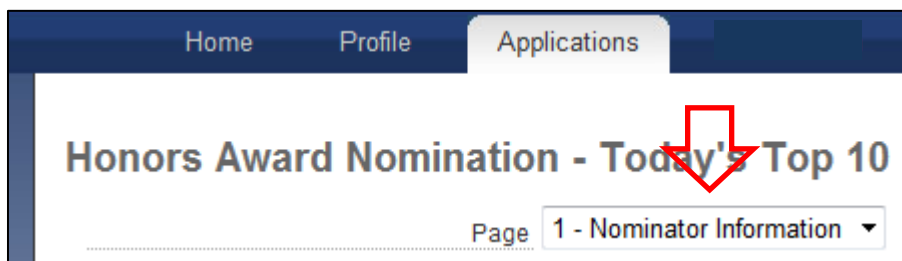


Figure 4: Dropdown menu for program applications with multiple pages.



Figure 5: Save and Continue button for program applications with multiple pages.

**Step 6:** Once **all** fields have been completed, click the Save and Submit button on the bottom of the final page of the application to submit your application.

**Note:** You must click **Save and Submit** in order for your application to be reviewed. Clicking the **Save** button only saves your application so you may come back in at another time and complete.



*Figure 6: Save and Submit button for program applications with one page.*



*Figure 7: Save and Submit button for program applications with multiple pages.*

**Step 7:** A banner will appear at the top of the program application confirming the submission.

**Note:** This also provides an overview of your submitted application.



*Figure 8: Program application confirmation screen*

**Step 8:** Select Continue at the bottom of the page to return to the application home screen.

**Note:** You may make changes to a submitted application, up until the application deadline. Simply use the Unsubmit button found on the first page of a submitted application. Make your changes and then follow steps 6-7 to resubmit your application.



*Figure 9: Application Unsubmit option.*

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