

NCAA Sports Sponsorship/Demographic Form Frequently Asked Questions

Logging in to the System

Question No. 1: How do I access the application's login screen?

Answer: Access to the Sport Sponsorship and Demographic form is granted via the Single-Source Sign-On System. Single-source sign-on administrators must grant individuals involved in completing the form access using the NCAA Application Account Maintenance Tool. The link will then appear on the users homepage once they log into the membership side of NCAA.org.

Question No. 2: What is the conference's username and password?

Answer: Conference usernames and passwords are no longer used to log into the Sports Sponsorship and Demographic Form. Users will use their individual email ID and password to log into the form. This is the same email ID and password combination used to log into the membership side of NCAA.org.

Demographics

Question No. 1: What address should be listed on the demographics page?

Answer: Indicate a main address, not the address of a specific individual, unless the conference desires that individual to receive general conference related materials distributed by the national office.

Personnel

Question No. 1: Are the personnel listed on the form intended to represent last academic year or the upcoming year?

Answer: The contacts that are submitted should represent your conference for the upcoming academic year.

Question No. 2: How do I access the contact information of the people listed on the form?

Answer: Each name is a live link, click on the individual name to see the contact data including address, phone, fax and email. Remember it is the responsibility of each member to keep the contact data current.

Question No. 3: How do I update the personnel data listed for each individual?

NCAA Sports Sponsorship and Demographic Form

Frequently Asked Questions

Page No. 2

Answer: Click the "Personnel Change Request" link to access the update form. Complete the entire form. All updates are manually entered in to the NCAA Membership Database and will not appear corrected immediately. To expedite the process, please complete the entire form.

Question No. 4: How do I verify the personnel updates submitted have been entered?

Answer: The NCAA Directory is available via the membership side of www.ncaa.org. Hover over the "Contact" heading and select the "NCAA Directory" which is the fourth bullet in the list. Please check the directory for the updates. Allow a week to 10 business days for the updates submitted to be complete in the listing. The conference will also have record of the update on the report printed prior to submission of the form. The conference does not have to wait for the updates to appear in the directory prior to submitting the form.

Question No. 5: We have more administrators in our conference office than are listed, should I list everyone?

Answer: Not necessarily. The NCAA national office is looking for specific individuals who have specific job functions. Based on current legislation and outreach efforts in the national office, we are looking for the following contacts: commissioner, conference president, conference secretary, senior woman administrator, senior compliance administrator, sports information director, NLI administrator and single-source sign-on administrator. One individual may hold more than one of these roles.

Question No. 6: What if we do not have administrators in those positions at this time?

Answer: Enter your commissioner in those roles until you fill those positions to ensure information directed to those administrators is not missed.

Question No. 7: What happens when a new person is hired for a position?

Answer: It is very important when an individual is hired during the academic year that the conference submit a "Personnel Update Request" through the NCAA Directory found on the membership side of www.ncaa.org. Hover over the "Contact" heading and select the "NCAA Directory" which is the fourth bullet in the list. The conference may also update personnel through the Sports Sponsorship and Demographic Form; however, the form is only available from May to August. This data is used by the national office daily.

Question No. 8: Is this the only time I can update personnel information for administrators for my conference?

Answer: No. The conference can update personnel via the NCAA Directory at any time.

Question No. 9: What is an NLI Administrator?

Answer: Divisions I and II conferences that participate in the National Letter of Intent (NLI) program must designate a contact to which the NLI office will correspond throughout the academic year.

Question No. 10: What is a single-source sign-on administrator?

Answer: The single-source sign-on administrator is the person responsible for designating access to NCAA applications or systems to individuals in the conference office. Under the Single-Source Sign-On System, individuals will log in with an individual email ID and password. Users will only have access to applications for which the single-source sign-on administrator has given them access.

Ethnicity

Question No. 1: How do I fill out the ethnicity breakdown portion of the demographic form?

Answer: Follow the directions listed on the form. If the conference office is in a state in which ethnicity is not a reported demographic, please use your best guess to complete this portion of the form. The conference office may have to count a staff member more than once if they hold multiple roles in the office.

Question No. 2: Do I have to complete the ethnicity breakdown on the demographic form?

Answer: Yes. All three divisions have adopted legislation indicating the membership must complete the ethnicity breakdown annually to be eligible for championships. Complete the information according to the following categories: American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian or Other Pacific Islander, White/Non-Hispanic, Two or More Races, Other/Unknown or Non-Resident Alien. Click the Ethnicity Breakdown heading or the column headings individually for assistance with the descriptions of the categories.

Conference Sports

Question No. 1: How do I add sports to the list?

Answer: At the bottom of the chart below the sports the conference indicated that it sponsored last year, there is an "Add Sport" box to select from a drop-down list any additional sports the conference intends to hold conference competition.

Question No. 2: How do I remove a sport from the list?

Answer: Select "No" from the drop-down list in the column labeled Sponsorship 2011-12 (A). To remove a sport that was added to the list using the "Add Sport" button on the form, simply click the "Remove" button.

Institutions Sponsoring Sports

Question No. 1: Can I add and/or delete institutions from my list?

Answer: Yes. Add and/or remove institutions from this list whereby at the time of submission of the form you have accurately represented your conference.

Question No. 2: Can I differentiate active members versus affiliate members via this form?

Answer: No, not at this time.

Institution Sports Sponsorship

Question No. 1: Do I need to list all sports sponsored by institutions even if they do not participate in my conference in that sport?

Answer: No, the only sports that should be listed for the institutions are the sports they participate in which there is conference competition. This form is a reflection of your conference, not of the institution as a whole.

Paying Dues Online

Question No. 1: Why is this payment option available?

Answer: The online payment system is available to better serve the membership and to make processing the payments easier and faster for the accounting group.

You may contact Mandy Hill in accounting at mhill@ncaa.org or 317/917-6463 with any questions about this method of payment.

Question No. 2: Why does this appear on the Sports Sponsorship and Demographic Form?

Answer: The online payment option appears on this form because the Sports Sponsorship and Demographic Form are required by institutions and conferences annually. It was decided to offer the opportunity while members were in the process of providing information regarding the upcoming academic year.

Question No. 3: Will my conference receive an invoice?

Answer: If you choose not to pay online or have not submitted dues by September 1 you will receive a mailed invoice.

Question No. 4: Can our conference still pay by check?

Answer: Yes, you may still pay your membership dues by check. Please make it payable to the NCAA and mail to:

Mandy Hill
Accounting Department
NCAA
P.O. Box 6222
Indianapolis, IN 46206-6222

Question No. 5: What is the NCAA membership dues payment deadline?

Answer: Annual membership dues are payable each year by September 1 and cover the upcoming academic year (September 1 through August 31).

Question No. 6: What if the conference chooses not to pay the annual NCAA membership dues?

Answer: It is a membership requirement to pay dues each year. A member shall not be permitted to vote at the annual NCAA Convention and will not be eligible for championships if dues have not been paid. Further, membership can be terminated if a member fails to pay dues for one year [NCAA Constitutions 3.2.5.3, 3.3.5.3, 3.4.5.2 and 3.5.5.2].

Submit

Question No. 1: Why does the system give me this error prior to allowing me to submit my form: "Your information has not been submitted to the NCAA. You indicated invalid conference sports for some of your institutions. Please print the following report and remove the invalid sports from your institution's sponsorship before trying to submit data to the NCAA"?

Answer: The system is indicating that in years past you listed a sport for an institution that the conference does not sponsor. For the purposes of this form, the national office is interested in the sports the institution is sponsoring in your conference. Click the "View Error Report" button to see a list of the institutions that have sports listed that your conference does not sponsor. The discrepancy must be corrected prior to submission.

General Information

Question No. 1: Are there two separate forms I can complete and submit for sports sponsorship and demographics?

Answer: No. The forms are consolidated into one electronic document. The system is designed to transfer all of the information at once. Complete all of the information and click "Submit."

Question No. 2: If I do not click on the save changes icon, will I lose the data I entered on the form?

Answer: Yes. Logging off or exiting without saving or submitting the form will lose the data that has already entered. If, at the time of saving, an error or warning message is encountered, the issue must be corrected before the system will save the page. (Save often.)

Question No. 3: Do I need to complete the entire form before submitting it the NCAA?

Answer: Yes. The system will inform you that you have not completed the required fields and will not allow the form to be submitted to the national office.

Question No. 4: When I submit the forms, does this automatically save my changes?

Answer: Yes. Once the data is submitted, the changes have been saved and will be loaded into the NCAA membership database for the 2011-12 academic year starting August 15, 2011.

Question No. 5: Can I make any changes after I submit my form?

Answer: Yes, adjustments may be made by logging back into the form prior to August 15. Users will be directed to the "Help" tab where options of editing the form or printing the report will be available. After completion of the update(s), please resubmit the form. After August 15 you will only have access to the report. If adjustments need to be made after August 15, please email ncaatechnology@ncaa.org with the changes.

Question No. 6: Who do I contact if I have questions concerning the form, data entry or system errors?

Answer: Email ncaatechnology@ncaa.org if you have technical problems, errors or questions not covered in the Instructions or Frequently Asked Questions documents.

Question No. 7: What if I receive an error message when I try to save?

Answer: The error messages are designed to help fill out the form completely and accurately. Review the error and correct the problem areas accordingly.

Question No. 8: Why does the system indicate it has "timed out?"

Answer: This form is a web-based form and for security purposes it will time out if nothing has been saved in the form for a specified period of time. Save the information entered often and if you plan to be away from the form for any length of time save the information once again, log out and log back in when you plan to enter more information.