

NCAA Sports Sponsorship and Demographic Form Instructions

Please read the following instructions carefully before completing the form. The information submitted via this form is accessed by all departments at the NCAA national office using electronic data transfer systems including, but not limited to, championships to determine eligibility, finance for revenue distribution, academic and membership affairs for compliance and contact information, governance for compliance and research for analysis. Accuracy of this information is very important.

1. Tabs and Links. There are several tabs and links listed at the top of the page: Demographics; Personnel; Financial Aid (Division I and Division II only); Ethnicity; Sport List; Report; Pay Dues; Submit; and Help. Click each tab to update the form.
 - a. Demographics. This tab displays information regarding the institution such as the primary conference, main address, phone number, fax number and web address which need to be verified and updated.
 - b. Personnel. This tab displays all designated individuals representing the institution to the NCAA for the upcoming academic year.
 - c. Financial Aid (Divisions I and II only). This tab is where financial aid information is recorded to ensure the institution met the minimum financial aid requirement.
 - d. Ethnicity. This tab displays the ethnicity table for athletics department personnel.
 - e. Sport List. This tab displays all sports the institution indicated it sponsored last year and/or plans to sponsor next year. The user must also enter the data necessary to determine whether the institution met its minimum sports sponsorship requirements for the previous academic year and what the institution plans to sponsor next year. The user will also find the sport specific ethnicity table and head coach contact information.
 - f. Report. This tab allows the user to review the data that was entered in a consolidated format for accuracy. Please print and keep a copy for the institution's records.
 - g. Pay Dues. This tab allows NCAA members the opportunity to submit annual dues payment online.
 - h. Submit. Once all information is entered, verified and a copy of the report printed, submit the information to the national office. **DO NOT FORGET THIS IMPORTANT STEP.**

- i. Help. This link is used when the user has a question. The answer may be found in the Instructions or Frequently Asked Questions documents. There is also an "Edit Form" button that will give the user access to the form and allow the user the opportunity to make corrections and resubmit not later than August 15, 2011.
 - j. Exit Sport Sponsorship. This link may be used at any time. It is a way to exit the program without submitting. Logging out does not submit the form. This link should be used if the user is not able to complete the form at one time. Save the changes along the way before logging out or submitting. This link does not log the user out of the Single-Source Sign-On System.
 - k. Logout SSO. This link exits the user from the form and logs the user out of the Single-Source Sign-On System.
2. Demographics. Click the Demographics tab and verify that all of the information listed is accurate. If the information is not accurate, update the information and save. Finish the demographic section by answering all of the questions on the page (e.g., athletics consortium, Sunday play, joint membership declaration).
3. Personnel. This page lists representatives in the membership database given by the organization for the upcoming academic year. The first column is the NCAA organization title for each individual listed. The second column is the name of the person the NCAA has listed as holding the position or designation described. This name serves as a link to detail contact data given for the individual. It is the responsibility of the member to verify that all of the contact information is correct. If any updates need to be made, notify the NCAA via the link provided on the page titled "Personnel Change Request." If there is a staff vacancy it might be wise to enter the director of athletics or some other appropriate administrator in the role until the position is filled to ensure information directed to the vacant administrator role is not missed. [Note: It is not necessary to wait for staff updates to be processed prior to submitting the form.]
4. Financial Aid (Divisions I and II only). Update the institution's financial aid information by selecting the way in which the institution met the minimum financial aid requirement for the previous academic year and completing the chart.
5. Ethnicity. Follow directions on the form for completing the ethnicity breakdown for the institution's athletics department personnel. Refer to the table heading link or individual column heading links for detailed descriptions of each category for accuracy in reporting. Include all athletics department personnel whose primary role is to support the athletics program.

6. Sports Sponsorship.

- a. Sport List. The "Sport List" tab directs the user to the list of sports the institution indicated was sponsored the previous academic year. This section also gives the user the ability to add a sport sponsored from the previous year that is not listed or plans to sponsor in the upcoming academic year. The two columns to the right of the list indicate whether the sport is being used to meet the sports-sponsorship minimum requirement and whether it has been updated with sports-sponsorship information. There is also a Remove column which includes a Remove button for those sports that were added to the list. Use the Remove button if the sport was added in error. Each sport listed is a link, by clicking the link the user will be directed to the "Sport Update" page where the user must enter the sponsorship data required. All sports in the list should indicate they have been updated prior to submitting the form. [Note: When adding a sport wait for the update page to open in order to enter the sponsorship data required.] Users should include all varsity sports in their "Sport List" not just those used to meet sports-sponsorship minimums.

- b. Sport Update. In order to update information within a sport, click the sport in the "Sport List." This will activate an update page. Answer all questions on the page and verify the information. If the organization is dropping a sport, the user will still need to update the participation count, squad size, number of countable contests for the previous year and the reason. If the institution is adding a sport this year, the user will need to enter the conference and projected number of contests at the bottom of the page. If the sport list includes a sport that the institution planned to sponsor and did not meet minimum participant and/or countable contests or discontinued the sport for any reason, please indicate that on the form using the most appropriate reason from the drop-down menu. Also, enter ethnicity breakdown of participants and coaching staff for each sport sponsored in order to save. For student-athletes, the ethnicity breakdown must match the participation count total (Participant Count Total = Ethnicity Total). The system will not allow the user to bypass this section. The sport update section also allows the user to enter the sport conference if it is different or in addition to the primary conference. There is also a space to enter a secondary sport league or conference. This field is not a requirement and in most cases is not applicable. Verify head coach information or use the "Personnel Change Request" link to update the information. For Division II and III only, when submitting information for individual sports the institution is required to provide the number of participants actively competing at all countable contests. There is a validation built into the system that will check to ensure that the number of countable contest dates entered must be equal to or greater than

the number of total countable contests.

7. Print Report. Once the user has completed all of the information, click the "Print Report" link and print a copy for the institution's records. To do this, the user will need to have Acrobat Reader™ software installed. If the user does not have this software, we have provided a link to download it free. Click the "Print Report" link and an inset page will appear. This is a preview of what the report looks like. To print the report, please use the print icon at the top of the inset page.
8. Pay Dues. Members have the opportunity to pay annual NCAA membership dues online. Please select the tab and the system will redirect the user to information regarding the revised online payment option. Questions about this feature should be directed to Mandy Hill, in accounting, at mhill@ncaa.org or 317/917-6463.
9. Submit. Click the "Submit" tab to send the information to the NCAA. The submitter is required to assert that the appropriate administrator(s) has reviewed and verified the data and has deemed it accurate and complete. Checks and balances are built into the system to check for accuracy of data entry and compliance with membership requirements. The user may find it necessary to review information and make corrections prior to submission. After submission, to make updates/corrections log back in to the form and select the "Edit Form" button, found on the "Help" tab, to make the necessary changes. Please remember, all information must be final and submitted not later than August 15.
10. Deadline. All forms are due not later than August 15.

[Note: Please review the Frequently Asked Questions document found on the Help tab for additional assistance.]