



## NCAA Sports Sponsorship and Demographic Form Frequently Asked Questions -Conferences-

### LOGGING INTO THE SYSTEM

**Question:** How do I access the application's login screen?

**Answer:** Access to the 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. Individuals completing the form will need to have the "Sports Sponsorship Administrator" box checked within the NCAA Directory application.

**Question:** This is my first time completing the form. How can I see what has been submitted in previous years?

**Answer:** Prior year forms can be viewed under the "Reports" tab in the system. Select which year(s) you wish to view on the drop-down menu and then click "View Report" button. The report will load as a pdf on your computer which you can save, print or both.

### ABOUT

**Question:** 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 NCAA national office.

## **SPORTS AND SCHOOLS**

**Question:     How do I add sports and/or institutions?**

**Answer:**     The user may add sports to the sport list by selecting the "Add Sport for 2020-21" button at the top of the "Verify your conference's sponsored sport" page. The edit page offers the opportunity for the user to select a new sport from a drop-down menu. After the new sport is selected, it will be added to the list of sponsored sports. You will then need to open the sport, clicking on the blue "Show schools sponsoring sport" button to add member institutions to this sport. Keep in mind the sports listed are the sports in which the conference intends to hold conference competition.

To add an institution to the new sport, click on blue "Show schools sponsoring sport" button to the right of the individual sport. This will bring up the list of schools in your conference that sponsor the sport and compete within your conference. Click the "Add School" link on that sport page, which will add the school to the individual sport and your conference list.

**Question:     How do I remove sports and/or institutions?**

**Answer:**     The user may delete sports from the sport list by clicking the red "trash can" icon to the left of the listed sport.

To remove an institution from a specific sport or sports, click on the blue "Show schools sponsoring sport" button and then click on the red "trash can" icon to the left of the institution's name.

To remove an institution from conference membership, under the "Verify schools that are sponsoring sports in your conference" page, there is a list of schools that sponsor and compete in sports that are part of your conference. Click on the red "trash can" icon to the left of the institution name to remove the institution completely.

**Question:     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.

## DIVERSITY

**Question: 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.

**Question: 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 located 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: What gender/ethnicity do I report if we had a change in personnel during the year?**

**Answer:** Please report on the individual who currently holds the position.

## PAY DUES

**Question: Why is this payment option available?**

**Answer:** The online payment system is available to better serve the membership and to make payment processing more efficient. You may contact Sharon Kincaid in accounting at [skincaid@ncaa.org](mailto:skincaid@ncaa.org) or 317-917-6481 with any questions about this method of payment.

**Question: Why does the dues payment option appear on the Sports Sponsorship and Demographic Form?**

**Answer:** The online payment option appears on this form because the Sports Sponsorship and Demographic Forms 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: 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: 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 the payment to:

Accounting Department  
NCAA  
P.O. Box 540014  
Atlanta, Georgia 30353-0014

**Question: 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: What are the consequences for not paying 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 Constitution Article 3].

**Question: Do I have to pay my dues before I submit the form?**

Answer: No, the deadline for submitting this form is July 26, while the deadline for dues payment is September 1. **Please do not wait to pay your dues before submitting.**

## **SUBMIT**

**Question: 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: Can I make any changes after I submit the form?**

Answer: Yes, corrections can be made to the form after you submit your data. Please email [sportsponsorship@ncaa.org](mailto:sportsponsorship@ncaa.org) with any changes after you submit your data. Please

note that any corrections made after the data have been rolled over for the new academic year (after September 1) will be reflected in both the database and the form. The on-line report will reflect these changes and will be different than what was originally submitted.

**Question: Whom do I contact if I have questions concerning the form, data entry or system errors?**

Answer: Email [sportsponsorship@ncaa.org](mailto:sportsponsorship@ncaa.org) if you have technical problems, errors or questions not covered in the Instructions or Frequently Asked Questions documents.

**Question: 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: 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.

**Question: When I submit the form, does this automatically save my changes to any prior sport, conference or diversity information?**

Answer: Yes. Once the data are submitted, the changes have been saved and will be loaded into the NCAA membership database for the 2021-22 academic year August 1, 2021.