



**NCAA Sports Sponsorship and Demographic Report  
Data Collection User Guide  
- Institutions -  
(Updated: April 2021)**

**Introduction.**

Official submission of the NCAA Sports Sponsorship and Demographic Report data is required of all NCAA member institutions and conferences and due not later than **5 p.m. Eastern time Monday, July 26, 2021.**

**Eligibility for postseason events (i.e., championships) as well as revenue distribution will be compromised, and penalty fees may apply if you fail to submit the required information by the prescribed due date.**

The Sports Sponsorship and Demographics Report has now been combined with and is part of the NCAA Directory. 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 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.

**ACCESSING THE NCAA SPORTS SPONSORSHIP AND DEMOGRAPHICS REPORT**

Access to the NCAA Sports Sponsorship and Demographics Report is available through the NCAA Single-Source Sign-On System. Single-source sign-on administrators will need to grant individuals access to this system through the NCAA Directory application prior to entering any data. Please contact your single-source sign-on administrator on campus or the athletics department to gain appropriate access.

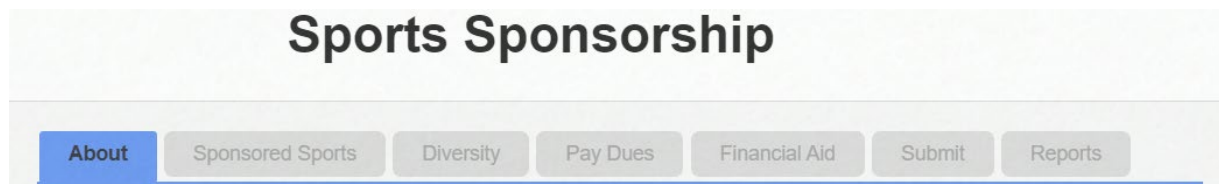
**How to Log In:**

1. Go to NCAA.org.
2. Click the "My Apps" link found in upper right-hand corner on the homepage.
3. Enter email and password.
4. Click the "**Sign in**" button.

A link to the NCAA Directory will appear in the "My Apps" section of the website once you have created an account and have been granted access. **You will need to have the "Sports Sponsorship" box checked in the Single-Source Sign-On System before you can enter data. Instructions on how to be given or granted access are attached to this document.**

## NAVIGATING THROUGH THE SYSTEM

Once you have clicked to access to the Sports Sponsorship and Demographics Report, you will see this menu page with the tabs listed to enter and submit the required data. When you select a tab, it will turn blue and open the page.



## ABOUT

The "About" tab is for general institutional demographic information. There are several sections on that page to be opened and completed: Campus Information, Enrollment, Regional Accreditation, Tax Status, Religious Day Competition and Coaches/Consortium. Clicking on the arrow to the left of the name will open the section to enter the data.



Any time you enter or change the existing data within each section, you will be prompted to either save or undo the changes. Clicking the "down" arrows to the left will close the section.



### **Campus Information.**

The information in this section is mostly pre-populated from information that is already in the NCAA Directory. Please review and make changes as needed. You will need to indicate if you are also a member of the National Association of Intercollegiate Athletics (NAIA); and/or the National Christian College Athletic Association (NCCAA). If you are a single-gender institution, please indicate so.

### **Enrollment.**

Enter the **2020-21** full-time undergraduate baccalaureate degree-seeking students, broken out by gender. The three previous years' enrollment figures are there for informational/comparative purposes.

### **Regional Accreditation.**

The information has been pre-populated based on previously submitted data. Please review to be sure the information is correct and update any accreditation dates as needed.

### **Tax Status.**

Please answer the questions regarding your institution's tax classifications.

### **Religious Day Competition.**

This page is to be completed if your institution has a policy against competition on specific days of the week.

### **Coaches/Consortium.**

Please answer the questions on this page regarding coaches' certifications and if your institution is a member of an athletics consortium.

## **SPONSORED SPORTS**

This tab displays all sports the institution indicated it sponsored last year and/or plans to sponsor in the upcoming year. Within each sport page, the user must enter data which will be used 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, as well as report the sport specific ethnicity and head coach contact information.

Each sport listed is a link; by clicking the "Edit/Update" link to the right, the sport page will open where the user will enter the sponsorship data. A broken circle under the "Completion Status" column means the sport has yet to be updated. A red "warning" sign means there are errors that need to be fixed, and a green "checkmark" indicates the sport is complete. All sports in the list will need to be completed (with the green checkmark under the "Completion Status" column) prior to submitting the form. **Users should include all varsity sports in their "Sport List," not just those used to meet sports-sponsorship minimums.**

<a href="#">About</a> <a href="#">Sponsored Sports</a> <a href="#">Diversity</a> <a href="#">Pay Dues</a> <a href="#">Financial Aid</a> <a href="#">Submit</a> <a href="#">Reports</a>					
Will you be sponsoring a sport in 2021-22 that's not in the list below ? Select here to add it. → <input type="text"/>					
Sport	Completion Status	Gender	Sponsored in Current Year (2020-21)	Sponsoring Next Year (2021-22)	Edit Update
Baseball	○	Male	✓		<a href="#">✎</a>
Men's Basketball	✓	Male	✓	✓	<a href="#">✎</a>
Men's Cross Country	○	Male	✓		<a href="#">✎</a>
Men's Golf	○	Male	✓		<a href="#">✎</a>
Men's Lacrosse	○	Male	✓		<a href="#">✎</a>
Men's Soccer	○	Male	✓		<a href="#">✎</a>
Men's Tennis	✓	Male	✓	✓	<a href="#">✎</a>
Men's Track, Indoor	○	Male	✓		<a href="#">✎</a>
Men's Track, Outdoor	○	Male	✓		<a href="#">✎</a>
Softball	○	Female	✓		<a href="#">✎</a>
Women's Basketball	○	Female	✓		<a href="#">✎</a>
Women's Cross Country	○	Female	✓		<a href="#">✎</a>
Women's Golf	⚠	Female	✓		<a href="#">✎</a>
Women's Lacrosse	○	Female	✓		<a href="#">✎</a>

Click on the "edit/update" link for the sport in the "Sport List" in order to update information. Enter the number of countable contests for the previous year, the gender and ethnicity breakout of last year's coaches and student-athletes. If you have participant data in Compliance Assistance (CA), press the "Import from CA" button to import the data. If needed, the figures can be manually corrected/updated after importing.

The sport update section also will ask "Are you sponsoring [sport] in 2021-22?" If yes, the user will need to confirm sport conference and division. If the institution is dropping the sport for the upcoming year, the user will still need to update the participation count, number of countable contests for the previous year and the reason for dropping the sport. If the institution is adding a sport, for the upcoming year, the user will need to enter the conference and projected number of contests at the bottom of the page. When adding a sport, wait for the update page to open in order to enter the sponsorship data required. If a sport is added in error, it can be deleted by clicking on the "red trash can" icon.

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. Verify and confirm head coach information or use the "Personnel Change Request" link to update the information. Please note that any change requests made through the NCAA Directory may take up to 48 hours to update on this form.

Men's Basketball

Countable Contests:

Regular: 0

+

Post: 0

+

Exempt: 0

=

Actual: 0

This is your 2020-21 ethnicity breakdown for Men's Basketball. Please include all current coaching personnel (i.e., full-time and part-time paid staff, volunteers, etc.). If an individual has coaching responsibilities in more than one sport, that person should be counted in each sport. Therefore, each person may be counted more than once in this report. [NCAA Ethnicity Descriptions](#)

Administrative Title	White		Black		Asian		Hispanic		Amer. Indian		Native Hawaiian		Two+		Other		Non-res. Alien		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	tot
Assistant Coaches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Head Coaches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Student-Athletes <a href="#">Import from CA</a>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals ----->	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Athlete Participant Count is 0. This is the sum of Student-Athlete counts in table above.

**\*\* Questions regarding Men's Basketball for 2021-22 \*\***

Are you sponsoring Men's Basketball in 2021-22?

Head Coach not on file! [Add Head Coach](#)

Sports whose seasons were canceled due to COVID-19 should still be completed. For contests, enter zeros for number of contests and indicate that COVID-19 was the reason for not meeting minimums. For participant figures, please enter the number of participants who received athletics aid, practiced with the varsity team or received coaching from one or more varsity coaches or were on the roster/eligibility list as of the team's first scheduled practice.

If the sport was canceled due to COVID-19, please enter the participant figures for those who received athletics aid, practiced with the varsity team or received coaching from one or more varsity coaches, or were listed on the team's roster or eligibility list as of the first scheduled practice. For those teams whose seasons were canceled entirely due to COVID-19, please enter the figures for those who received athletics aid or were enrolled at your institution and intended to participate in the sport.

Complete the information on the head/assistant coaches as usual.

## DIVERSITY

Enter the gender and ethnicity information for individuals who held the administrative titles for the **2020-21** academic year listed on this page. If an individual has more than one administrative responsibility, that person should be counted in each title they held; therefore, one person may be included in more than one title. Please do not include volunteers. If there was a personnel change during the year, report on the individual who currently holds the title.

## FINANCIAL AID

This section is for Divisions I and II member institutions only. Please respond to the prompted questions regarding whether your institution met the financial aid minimum requirements per NCAA Division I Bylaw 20.9.3.2 or NCAA Division II Bylaw 20.10.2. You will also enter the financial aid equivalencies and/or dollar amounts awarded by sport to show how your institution met the minimum requirements. For Division I members, all institutional financial aid shall be used to meet minimums (Bylaw 20.9.3.2.1); for Division II members, only countable financial aid shall be used to meet minimums (Bylaw 20.10.2.1.1).

For institutions that use the Financial Aid tab in the NCAA Compliance Assistant system, you will be able to import your equivalency data from CA using the "Import from CA" button. If needed, the figures can be manually corrected/updated after importing. Financial aid dollar amounts will need to be manually entered.

While the system will perform an initial validation on the financial aid data, checking against the minimum requirements, a more thorough data validation check will be done after all schools have submitted their data. You will be contacted if there are any questions or issues on the financial aid data.

**2020-21 Financial Aid**

To maintain active Division II membership standing, a Division II institution shall satisfy the requirements of [Bylaw 20.10.2.1](#) (financial aid limitations -- minimum awards). Please indicate how your institution satisfied the requirements of Bylaw 20.10.2.1 for the 2019 - 2020 academic year by checking one box below. **An institution shall only use (a), (b) or (c) to satisfy the minimum financial aid requirements for active Division II membership and shall not combine portions of (a), (b) and (c).** See [Bylaw 20.10.2.1](#) for additional requirements in counting financial aid awards to satisfy the minimum requirement.

Financial Aid requirements have been met based on the information entered below!

My institution is exempt from meeting the financial aid requirements:

Which one of the following [Bylaw 20.10.2.1](#) parts was used to meet financial aid minimums? (check one) (A) ☒ (B) ☐ (C) ☐

Sport	Maximum Equivalency Limit	Equivalencies Awarded by Your Institution <a href="#">Import CA Data</a>	Amount in Dollars All Institutional Financial Aid Awarded by Your Institution (Bylaw 20.9.3.2.1)
Baseball--MBA	9	4	25000
Men's Basketball--MBB	10	5	50000
Men's Golf--MGO	3.6	2	25000
Men's Soccer--MSO	9	4	25000
Men's Track, Outdoor--MTO	12.6	7	25000
Softball--WSB	7.2	4	10000
Women's Basketball--WBB	10	5	50000
Women's Golf--WGO	5.4	3	5000
Women's Soccer--WSO	9.9	5	25000
Women's Tennis--WTE	6	2	15000
Women's Track, Outdoor--WTO	12.6	6	15000
Women's Volleyball--WVB	8	5	5000

## SUBMIT

Once the information on the collection tabs has been completed and saved, the data will be submitted from this tab. Checks and balances are built into the system to check for accuracy of data entry and compliance with membership requirements. Any errors found must be resolved before the SUBMIT button is active. Warnings should be reviewed and verified; the data can be submitted with warning messages.

### Sports Sponsorship

[About](#) [Sponsored Sports](#) [Diversity](#) [Financial Aid](#) [Submit](#) [Reports](#) [Pay Dues](#) [Help](#)

The following **errors and warnings** were found. Please resolve all **errors** before submitting this report. **Warnings** are there for your information and will not prevent you from submitting this report. Please review all the warnings and make sure they are acceptable to be reported to NCAA the way they are. Once you have all the **errors** resolved, this page will provide a "Submit Report" button to enable you to submit this report. For your convenience, clicking on either the message description or the error / warning message(s) will take you to the section of the report where the error or warning originated from.

\*\* Errors and Warnings \*\*

- Sponsored Sports Tab - Men's Soccer**
  - \*\* Error \*\* Missing head coach ethnicity.
  - \*\* Error \*\* No ethnicity set for sport.
  - \*\* Error \*\* Missing the reason that you did not meet the minimum countable contest requirements.
  - \*\* Error \*\* Please answer whether you are sponsoring this sport next year or not.
  - \*\* Error \*\* Missing student athletes in the ethnicity section.
- Sponsored Sports Tab - Men's Track Indoor**
  - \*\* Error \*\* Missing head coach ethnicity.
  - \*\* Error \*\* No ethnicity set for sport.
  - \*\* Error \*\* Missing the reason that you did not meet the minimum countable contest requirements.
  - \*\* Error \*\* Please answer whether you are sponsoring this sport next year or not.
  - \*\* Error \*\* Missing student athletes in the ethnicity section.
- Sponsored Sports Tab - Baseball**
  - \*\* Warning \*\* This is a male sport and 1 female assistant/head coach is included in the ethnicity section.
- Sponsored Sports Tab - Men's Cross Country**
  - \*\* Error \*\* Missing head coach ethnicity.
  - \*\* Error \*\* No ethnicity set for sport.
  - \*\* Error \*\* Missing the reason that you did not meet the minimum countable contest requirements.
  - \*\* Error \*\* Please answer whether you are sponsoring this sport next year or not.
  - \*\* Error \*\* Missing student athletes in the ethnicity section.
- Sponsored Sports Tab - Men's Golf**
  - \*\* Warning \*\* This is a male sport and 3 females are included in the student-athlete ethnicity section.

Once all errors have been resolved, the submit button will show for you to submit the data to the NCAA. Upon successful submission, a message will display the submitter's information as well as the date and time of submission. **Please note that your data will be reviewed after final submission from all schools and you will be contacted if there are any questions or concerns.**

[About](#) [Sponsored Sports](#) [Diversity](#) [Financial Aid](#) [Submit](#) [Reports](#) [Pay Dues](#) [Help](#)

The following **warnings** were found. Although no resolution of these is required, please look them over and make sure they are acceptable to be reported to NCAA the way they are. This report can be submitted with warnings.

**\*\* Note \*\*** For your convenience, clicking on either the message description or the error(s) will take you to the section of the report where the error or warning originated from.

\*\* Warnings \*\*

- Sponsored Sports Tab - Baseball**
  - \*\* Warning \*\* This is a male sport and 1 female is included in the student-athlete ethnicity section.
- Sponsored Sports Tab - Softball**
  - \*\* Warning \*\* This is a female sport and 1 male is included in the student-athlete ethnicity section.
- Sponsored Sports Tab - Men's Golf**
  - \*\* Warning \*\* This is a male sport and 1 female is included in the student-athlete ethnicity section.

Report is ready for submission to NCAA Sports Sponsorship.

**\*\* Caution \*\*** After report submission, NCAA will be notified and the report will no longer be changeable.

Submit report to NCAA

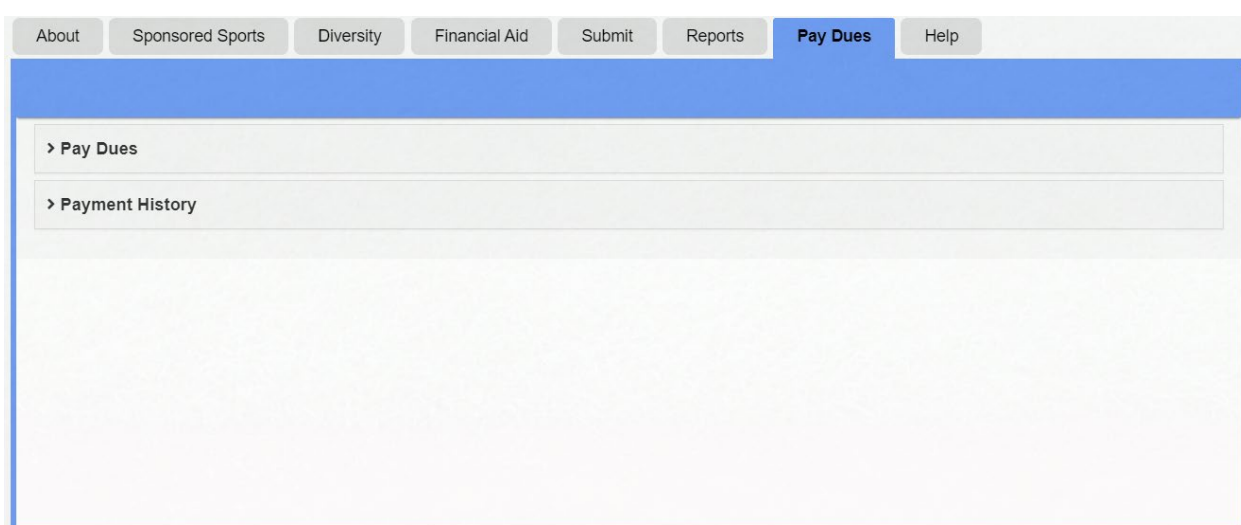
☒

I certify that this report is complete and accurate to the best of my knowledge, and that I have reviewed the warnings above.

## PAY DUES

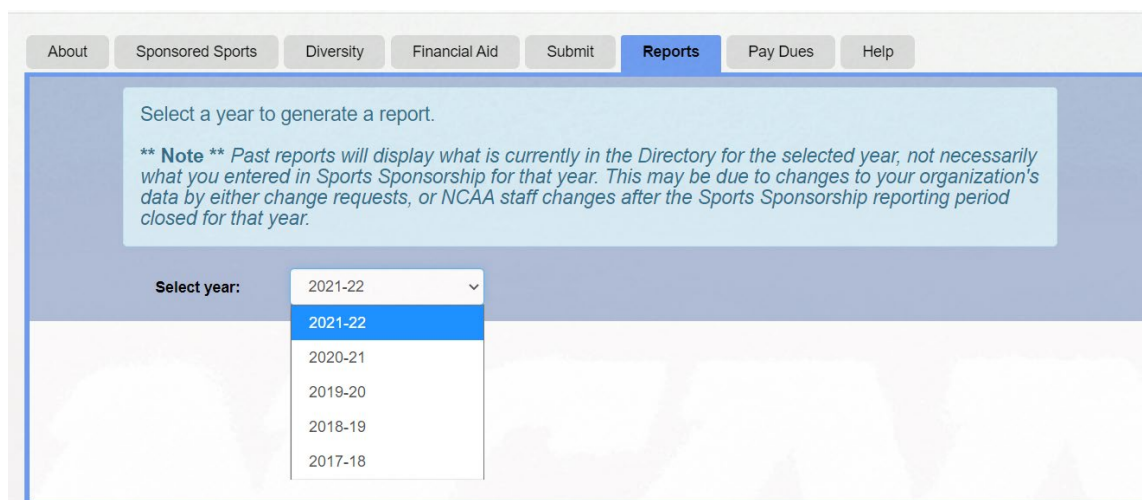
Members have the opportunity to pay annual NCAA membership dues online. On this page you will see two options – the Pay Dues page will open directing the user to provide information to complete and submit payment to the NCAA. The Payment History page will show the prior year payment and date it was made.

Questions about this feature should be directed to Sharon Kincaid in the NCAA accounting department at [skincaid@ncaa.org](mailto:skincaid@ncaa.org) or 317-917-6481.



## REPORTS

This page allows you to print off the current year report as well as prior year reports. Please note that any changes or corrections requested by your institution after submission will affect prior year reports as they will display what is currently in the membership database/NCAA Directory for that year, not necessarily what was entered.



## HELP

This page contains links to the instructions for completing the report, as well as a Frequently Asked Questions document. You will also see a reminders display, showing the various reports to be submitted throughout the year and their due dates. Please contact your divisional governance staff members with any questions on the reminders.