

## SEXUAL VIOLENCE POLICY CONTACT

**Why do I not see the title for the sexual violence policy contact when I am looking at my institution's NCAA membership directory page?**

You need to add the person assigned to the title for the sexual violence policy contact by clicking on the Add Person to Unlisted Title as shown below and located at the top of your directory list. After clicking this button, you would continue to the next screen as shown. The sexual violence policy contact is located in the drop-down list of titles.

The screenshot shows the 'Add Person to Unlisted Title' form in the NCAA Directory. At the top, a blue navigation bar contains 'Administration' on the left and 'Add Person to Unlisted Title' on the right. Below this is the 'NCAA Directory' header. A blue navigation bar below the header contains 'PEOPLE LOOKUP' and 'REPORTS'. The main content area is titled 'Change Request: Add a Person at University' and includes a sub-header 'University > Submit a Change'. A light blue message box states: 'You requested to add a person to a position. Please select the appropriate position title and person.' The form includes an 'Effective Date of Change' field set to '08/01/2022' and a 'Title(s):' dropdown menu. The dropdown menu is open, showing a list of titles: 'Peer Reviewer', 'President', 'Senior Alumni Relations Professional', 'Senior Compliance Administrator', 'Senior Woman Administrator', 'Sexual Violence Policy Contact' (highlighted in blue), 'Single-source Sign-on Administrator', 'Special', 'Sports Information Director', and 'Steering Committee Chairman'. At the bottom of the form, there is a 'CONTACT US' link on the left and a footer on the right that reads '© 2022 NCAA TERMS AND CONDITIONS | PRIVACY POLICY'.