

As hopefully you already know, the NCAA has a dedicated FTP site to collect information from schools to help the national office, its membership and its partners. In an effort to ensure the correct information for each institution is used, we have cleared the FTP site of all content from last year with the exception of the school fight song – if your fight song has changed in the past year please let me know.

At this time, we are asking that you upload your institution's non sport-specific content for use throughout the year.

- Athletics Logo:
 - JPEG and EPS.
 - Dark and light options if available.
 - Style guide if available.
- Team fight song (if not already loaded):
 - MP3.
- Institution or Conference PSA:
 - 1080i (1280w by 1080h) QT (Codec ProRes 422).
- Campus Photos (buildings, quad, statues, other iconic campus areas):
 - Hi-Res JPEG.

To Upload:

www.ncaachampionship.info

Username: ncaaschools

Password: ncaaftp

- Click on **"Institutions"** or **"Conferences"**.
- Enter your official school name in the search box at the top of the page.
- Click on your official school or conference folder.
- Select appropriate folder to upload to.
- You can drag and drop files or search locally to upload:
 - Label your files appropriately.
 - Make sure to select "start upload" once all files have been added.

Thank you for your assistance with this process. Since you have access to upload and download, feel free to use this site for your on-campus needs as well. We will follow up around October 1st to request all the information you will need to submit with regards to fall championships. Please let me know if you have any questions. Thank you.

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