

Coach General Information

For Coaches Administering Teams

1. Obtain a USAB Gold License

PAGE 26 OF THE ECAG USER MANUAL

To use the NCAA's new Basketball Certification System (BBCS), you **MUST** have your USAB Gold License. Both your educational courses and your background check are done on one website. Go to: www.usab.com/ncaalicense to start the USAB Gold License process.

WARNING:

- BE SURE to use the NCAA specific link provided above. Do not just go to the USAB website and apply.
- BE SURE to check the box that indicates you WILL be participating in NCAA-certified events.

2. Create a BBCS User Account

PAGE 38 OF THE ECAG USER MANUAL

Upon being granted a USAB Gold License, the next step would be to create a BBCS user account.

- A **new account** must be created in the new BBCS: **old log-in information does not work**.
- Your username is your registration email address.
- **Passwords must contain** 8 characters, upper and lower case, and a symbol (!@#%). **Passwords cannot contain a word found in the dictionary**. For example, the word "blue" is not allowed but you can do a variation on the word and it would be accepted: blu, blu3, b!ue, or another variation.

3. ALL Your Assistant Coaches Need a USAB Gold License

Go to: www.usab.com/ncaalicense to start the USAB Gold License process.

WARNING:

- BE SURE to use the NCAA specific link provided above. Do not just go to the USAB website and apply.
- BE SURE to check the box that indicates you WILL be participating in NCAA-certified events.

4. ALL Athletes & Assistant Coaches Need a BBCS Account

- **All coaches** must create an account, not just the head coach.
- **All athletes** must create an athlete account. An instructions flyer is posted online that can be given to your athletes' parents to assist them in getting registered. [Athlete Registration Flyer](#)

5. Create Your Bench of Athletes and Coaches

PAGE 45 OF THE ECAG USER MANUAL

Team Building directions for the coach are located on **page 45** of the ECAG manual. Please note:

- The new BBCS uses a "bench" concept, which enables the coach to have a pool of available athletes and assistant coaches.
- The coach **CANNOT** search for and invite an assistant coach to their "bench" until that assistant coach has their (1) USAB Gold license, (2) created a user account in the BBCS, and (3) been verified by the NCAA.
- The coach **CANNOT** search for and invite themselves to their own "bench". The coach is automatically added to the "bench".

- The coach **CANNOT** search for and invite an athlete to their “bench” until that athlete has (1) created their account in the BBCS, (2) viewed the educational video, and (3) completed their school information on their profile.
- The coach **CANNOT** search for and invite an athlete whose address is not consistent with the NCAA residency requirements. Athletes from a non-adjointing state or from a different country cannot be added to the bench. Coaches will be required to provide documentation in advance if the athlete's residency/demographic information is flagged as questionable.
- The coach **CAN** create multiple rosters for an event. Once the coach opts into an NCAA-certified event, the team name, team address and roster can be added based on the athletes and coaches in the “bench”. If the coach has more than one team going to that event, they can opt in for a second time and enter their next team’s information.

6. Create Your Event-Specific Rosters

[PAGE 50 OF THE ECAG USER MANUAL](#)

And then create a roster for each event you will attend with the athletes and coaches from your bench.

For Those Coaching on Another Coach’s Team

1. Obtain a USAB Gold License

[PAGE 26 OF THE ECAG USER MANUAL](#)

To use the NCAA’s new Basketball Certification System (BBCS), you **MUST** have your USAB Gold License. Both your educational courses and your background check are done on one website. Go to: www.usab.com/ncaalicense to start the USAB Gold License process.

WARNING:

- BE SURE to use the NCAA specific link provided above. Do not just go to the USAB website and apply.
- BE SURE to check the box that indicates you WILL be participating in NCAA-certified events.

2. Create a BBCS User Account

[PAGE 38 OF THE ECAG USER MANUAL](#)

Upon being granted a USAB Gold License, the next step would be to create a BBCS user account.

- A **new account** must be created in the new BBCS: **old log-in information does not work**.
- Your username is your registration email address.
- **Passwords must contain** 8 characters, upper and lower case, and a symbol (!@#%). **Passwords cannot contain a word found in the dictionary**. For example, the word “blue” is not allowed but you can do a variation on the word and it would be accepted: blu, blu3, b!ue, or another variation.

3. Accept Invitations Received from Other Coaches

[PAGE 41 OF THE ECAG USER MANUAL](#)

An assistant coach will receive an email and an alert within the Basketball Certification System (BBCS) whenever he or she has been added to another coach’s BENCH in the BBCS. Navigate to the [My Invitations](#) tab within the [COACHES](#) section and select either [Accept](#) or [Reject](#) to the BENCH invitation.