

NCAA Basketball Certification System (BBCS)

Creating and Managing A BBCS User Account

REMINDER – Approval Verified by NCAA – This field can only be changed by the certification staff. The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted an approval by LexisNexis; instead, the Approval Verified by NCAA field is an indication that the NCAA staff has verified the LexisNexis approval of this individual. This is not automatic and must be done manually by the NCAA staff.

For operators:

The NCAA staff will not process an Activity Application filed by an operator without verifying that the operator has been approved.

For coaches:

This field will be an indication to event operators as to whether or not they have additional work to do prior to allowing an individual to coach in their event. The NCAA will work to verify as many coaches as is possible prior to the certification period. Coach procrastination and volume does usually prevent the certification staff from verifying all coaches prior to the certification period; in which case it then becomes the event operator's responsibility to do so.

If the Approval Verified by NCAA field says "YES", operators can allow the individual to coach without doing anything because the NCAA staff has already verified him/her.

If the Approval Verified by NCAA field says "NO", the individual may have an approval, but the operator will need to confirm that by checking the list of approved participants posted online prior to allowing him/her to participate. Note: A coach's ability to produce an approval e-mail OR a receipt is not a substitute for an actual approval. All participating coaches need to be verified by the NCAA OR appear on the LexisNexis list of approved participants prior to participating. A complete list of approved individuals is posted at <https://screening.lexisnexis.com/eventcheck/ncaa/public>.

USER INFORMATION

Username Testateam
Name Mr. Sample Coach
Address PO Box 6222
City Indianapolis
State Indiana
Zip Code 46206
Province
Country USA
Telephone 317 917 6012
Fax 317 917 6073
Email example@ncaa.org
Website

BBCS USER INFORMATION

Responsibilities COACH ADMIN
Participant Approval Number not on list 4.21.09
Approval Verified by NCAA No

