

## How to check Coaches' Approval requirements for Team Events.

1. As a condition of certification, an event operator is required to verify that all individuals involved in coaching activities have been granted the NCAA Participant Approval by First Advantage (FADV) prior to participation. This requirement applies to both team and individual events/camps. See: [Participant Approval Program](#).
2. Access your user account with your username and password and choose Operator. You will be directed to your operator user account summary and see all of that activity applications associated with your account.

### ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Season	Start Date	Application Status	Event Review Status
Test Application 1	Event	R	07/06/2006	<a href="#">Approved</a>	<a href="#">Pending</a>

3. Click on the Pending link in the Event Review Status column next to the event you want to access.
4. On the Event Review Summary, you will see an overview of the number of participants in your event. For example:

Event Participants			
Number of Teams	Number of Individual Coaches	Number of Individual Athletes	Number of Team Athletes
24	0	0	0

5. Click the Edit Teams button.
6. This is the Team Participation List. Here you will see all of teams that have "opted in" to your event. You will have access to this list as soon as your application is approved.
7. Print or export the team rosters by selecting the check boxes in the Print or Export column next to the teams that are participating in your event and hitting either the Print or Export button at the bottom of the page. (It is possible that there will be teams on the list that have not registered for your event.)

If you select the teams and click Print, you will get printer friendly rosters.

Print Team Rosters									
test team						123 test street, Indianapolis, Indiana, 46204			
Coach Name	Duty	Address			Phone	Email	Approval Number	BBCS Approval	
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206			317 917 6222	testteam2@ncaa.org	NOT NEEDED	No	
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204					TEST	No	
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
4	test athlete4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

If you select Export, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are available online.

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)

8. **Make sure all participating coaches are on the roster.** Operators will not have the ability to add coaches. If coaches need to be added to the roster, the team administrator will need to do so in order for the operator to successfully complete the required post-event review form.
9. Look at the printed or exported rosters. If the BBCS Approved column for the coach says **Yes**, the NCAA has already verified that the coach appears on the list of approved participants. Operators can allow the individual to coach without doing anything further.

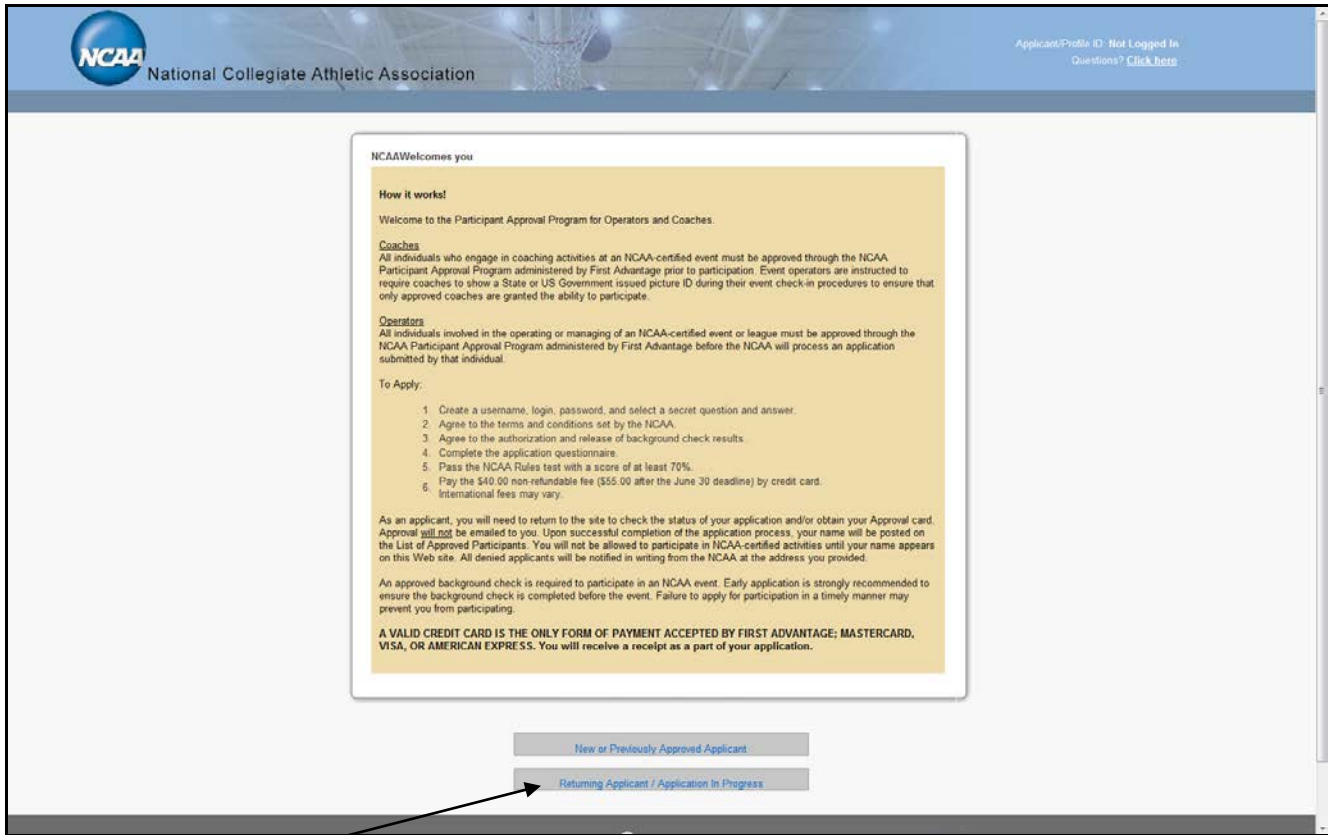
**Print Team Rosters**

test team							123 test street, Indianapolis, Indiana, 46204		
Coach Name	Duty	Address	Phone	Email	Approval Number	BBCS Approval			
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206	317 917 6222	parrott@gmail.com	EXAMPLE	Yes			
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204			not on list 6.05.08	No			
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
	Athlete Added							add athlete dr., indianapolis, Indiana, 46204	666 666 6666
4	test athlete4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

10. If the BBCS Approved column for the coach says **No**, the NCAA has not had a chance to verify the coach's approval. Often when this is the case, there will be a note in the Approval Number column that says "not on list" and the date that the NCAA staff last checked the list of approved coaches. It is possible that the legal name utilized for the background check and the nickname provided in the BBCS are not the same or the coach may have moved and it was not possible for NCAA staff to verify approval without additional information and therefore, the coach has not been verified.
11. If the NCAA has not verified the coach as approved, it is the operator's responsibility to ensure that all coaches' names appear on the FADV list of approved coaches prior to allowing the individual to participate in any coaching activities. In order for an operator to view the FADV List of Approved Coaches, the operator will need to log in to their FADV account. Only individuals who complete the FADV process will be able to access the list of approved coaches.

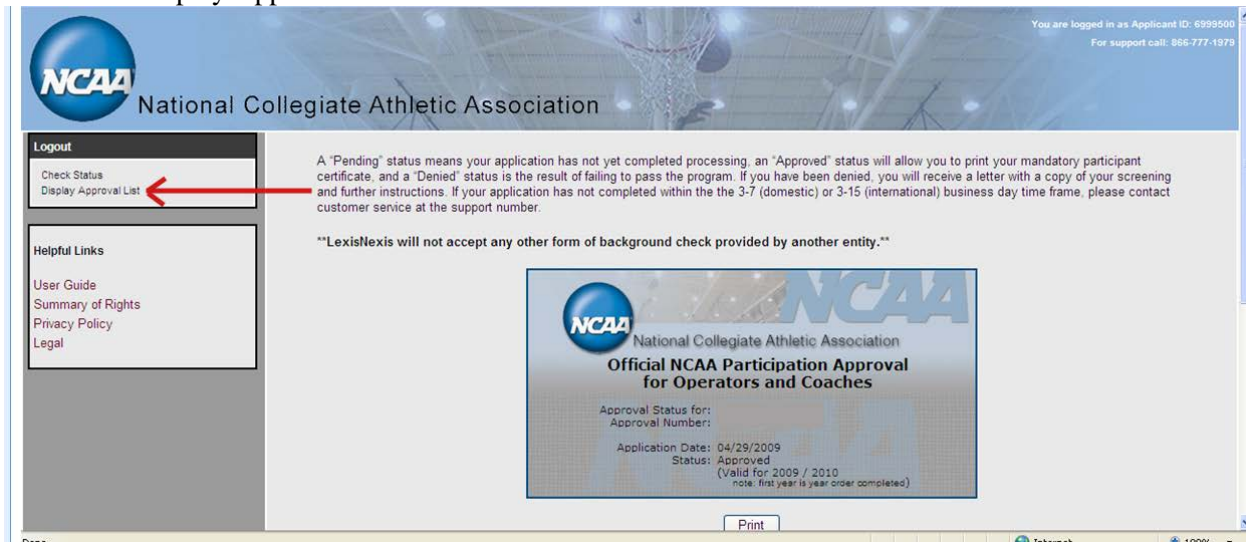
**WARNING:** The same user name and password cannot be used by multiple people on multiple devices at the same time. If an operator will need multiple people/computers logged in to the FADV site at one time, it may be necessary to require staff to complete the FADV application process themselves. Attempting to log in on multiple devices with the same login information will result in the account being locked out of the website completely to prevent fraudulent activity and it may take time to have the account reinstated. Operators will not be excused for violations that may occur because they could not access the FADV list because they were locked out for this reason.

13. Go to: [https://enterprise.fadv.com/pub//prospects/NCAA/Events\\_and\\_Camps](https://enterprise.fadv.com/pub//prospects/NCAA/Events_and_Camps)

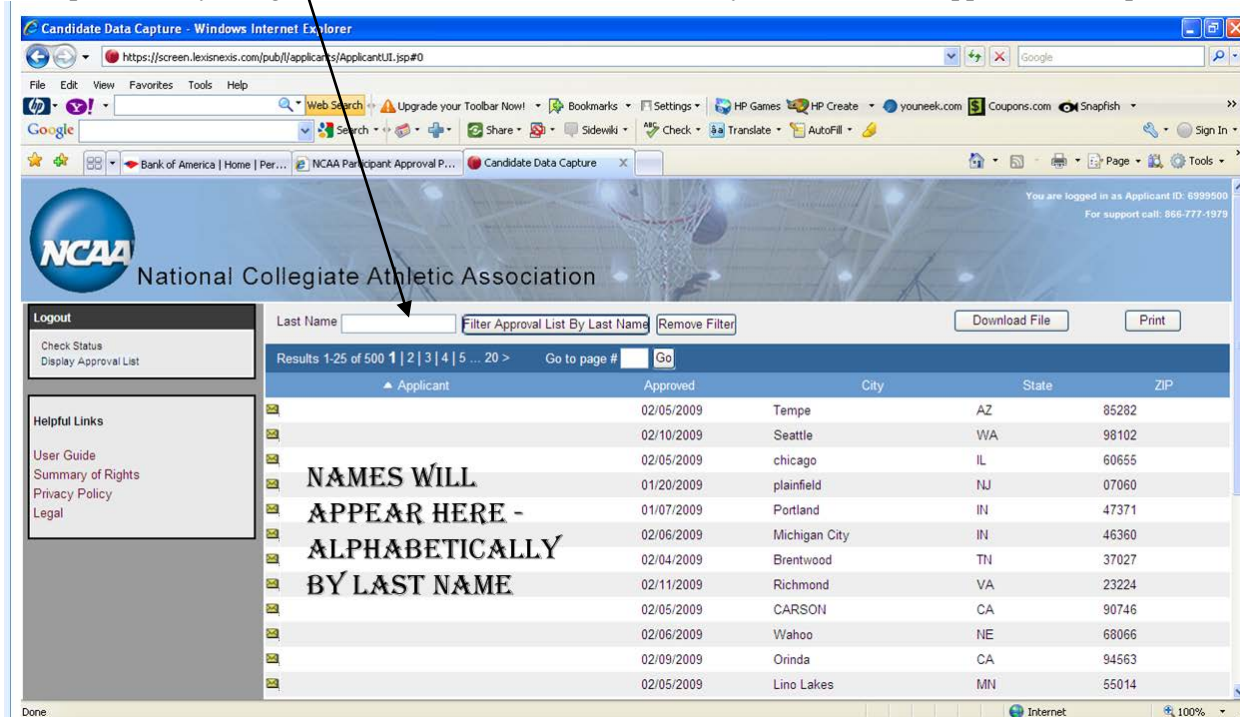


Click the Returning Applicant button.

When you log in, you will immediately be directed to the page with your approval card. To the left of that card, you will see a "Display Approved List" link.



When you access the "Display Approved List" link, you will see a list of approved individuals. You can search the list alphabetically using the last name of the coach (Note: Only 500 names will appear on the alphabetical list).



**IMPORTANT TIP** – Get in a habit of using a wildcard (\*) when searching for names. If the applicant entered a space after their name, or has a suffix (Jr. Sr, III, etc.) as part of their name, their name will not be returned by merely searching for the last name. You will have to search for the name plus a wildcard (EX: name\*) in order for the name to be found.

**BE AWARE** - The coach's ability to produce a receipt or the approval card is not adequate verification of approval. The fact that the coach has applied for an approval is not enough. The coach must be issued an approval in order to participate. The operator MUST verify that the coach's name is posted on the list of approved participants OR has been verified by NCAA staff in the BBCS prior to allowing them to participate.

**STRICT ENFORCEMENT** - The participant approval requirement is strictly enforced. No individual will be certified to operate an NCAA-certified event or league without an approval. Similarly, any NCAA-certified event that allows the participation of a single unapproved coach will be ineligible for certification the following year.