

## Check Status of a Review Form

ECAG **will not confirm receipt** or provide information relating to the status of an application/review form due to the overwhelming request for such information interfering with the processing of these documents. You can track the application /review form through the [Basketball Certification Online System](#) (BBCS).

When you access your Operator account, you can see all of the applications that you have submitted AND the status for each application and review form:

### Activity Operator Main

#### ACTIVITY APPLICATIONS SUMMARY

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

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
Testing Insurance Upload	Event	Men's	S	04/01/2009	<a href="#">Denied</a>	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	<a href="#">Not Submitted</a>	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	<a href="#">Submitted</a>	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	<a href="#">Approved</a>	<a href="#">Not Submitted</a>

Event Year

When a review form is processed, if additional information is needed, the ECAG will contact the operator via the e-mail address on the BBCS user account and request additional information. Although an operator or staff member may have corresponded with ECAG utilizing a different e-mail address, when the ECAG initiates correspondence, the e-mail address on the BBCS user account and ONLY the address on the BBCS account will be utilized.

The same request for information will be posted on the review form in the BBCS (although in a shortened format due to space limitations), but the operator will have to access the Submitted link to see the request. Unlike with the application, the review form comments are not at the bottom of the page but instead will appear as the second section of the review form.

Operators who have a review form in a "submitted" state should **access that hyperlink regularly** and look at the "comments" from ECAG. Unlike with the application, the review form comments are not at the bottom of the page but instead will appear as the second section of the review form. If a request for additional information has been sent, it will also be posted in this section of the BBCS and operators will be expected to respond by the appropriate deadlines.

If a review form has been approved or denied, the approval or denial letter will be attached to the review form in the BBCS. To access, the operator will need to click on the hyperlink in the Event Review Status column of the main page and download the attachment that will be added at the top of the page. The specific reason for the denial will be outlined in the letter.

**Activity Name** AM - TEST  
**Activity Type** League & Event  
**Participant Gender** Men's  
**Red Flag** No  
**Dates of Competition** 07/01/2009 to 07/05/2009  
**Website**  
**Reduced Entry Fees** Yes  
**Participant Employment Program** Yes  
**Awards** No  
**Approved** Yes  
**Approval/Denial Letter** [Download Attachment](#)

Activity Submitted on 01/05/2009 03:38 PM by sep.

### Status designations for an Application or Review Form

Seasons: S = Spring F = Fall R = Summer

The actual word of the hyperlink is an indication of what stage that application or review form is in. **If in a Submitted state, check back often to make sure that additional information has not been requested.**

**Not Submitted** – Additional steps must be taken by the operator before being given the opportunity to submit. Although an application/review form may have been started and all of the required information entered, an application/review form in the Not Submitted state has not been submitted and **will not be processed**. If an application/review form is left Not Submitted, it will eventually be denied for missing the appropriate deadline. If you click the Not Submitted link to re-access the application and scroll to the bottom of the page, you will see a list of reasons that the application was not submitted similar to the one below. These issues will need to be resolved and the application successfully submitted before the application will be considered to be received and ready for processing.

#### Application Submittal

The application has not been submitted.

The application cannot be submitted because of the following problem(s).

- Problem** Facilities: All activities must have at least one facility, but no facilities have been entered.
- Problem** Activity Sponsors: This activity is expected to have sponsors, but no sponsors have been entered.
- Problem** Educational Sessions: All activities must have at least one educational session, but no educational sessions have been entered.
- Problem** Event Schedule: This activity is an event, but the number of days between the activity start and end dates is not the same as the number of days that have been schedule for the event.
- Problem** Reduced Entry Fees: This activity is expected to have reduced entry fees, but no reduced entry fees have been entered.

**Submitted** – Operator has successfully submitted the application/review form, but it either has yet to be processed by ECAG or ECAG has requested additional information in order to complete the processing. As long as the status indicates SUBMITTED and was done so by the appropriate deadline, it has been submitted and will eventually be processed. If a request for additional information has been made by ECAG via e-mail, there will be comments on your online application/review form from ECAG and a new deadline will be identified. **Operators who have an application/review form in a "submitted" state should access that hyperlink regularly and look at the "comments" section for a request from ECAG.** If a request for additional information has been sent, it will also be posted in this section of the BBCS and operators will be expected to respond by the appropriate deadlines.

**Approved** – The application/review form has been approved. For applications, specific dates of certification will be identified in an approval letter attached to the application/review form in the BBCS. Additionally, all certified events and leagues will be posted on the Certified Basketball Events and Leagues Web page. For review forms, an approval indicates that the event will be eligible for certification the following year.

**Denied** – The application/review form has been denied. A denial letter will be attached to the application/review form in the BBCS. The specific reason for the denial will be outlined in the letter.

**Cancelled** – The activity has been cancelled by the event operator. Note: A failure to cancel an activity in the Basketball Certification Online System or notify ECAG in writing no later than 48 hours prior to the activity will result in a denial of future certification.

**Not Started (EVENTS ONLY)** – If an event application has not been approved, the review status will be Not Stated. Operators do not have access to the review form information until the application has been approved. Note: Review forms should not be submitted prior to the conclusion of the event.

**N/A (LEAGUES ONLY)** – There is not a review form requirement associated with summer leagues involving Division I student-athletes. In that regard, once a league application has been approved, the review status column will indicate that a review forms is "Not Applicable (N/A)".