

Check Rosters for Residency Compliance

1. 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	Approved	Pending

Create Activity

2. Click on the Pending link in the Event Review Status column next to the event you want to access.
3. 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
<div style="display: flex; justify-content: space-around;"> Edit Teams Edit Individual Coaches Edit Individual Athletes </div>			

4. Click the Edit Teams button.
5. 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.
6. 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](#)

7. Check the demographic information on the roster to ensure that all participants are legal residents of the state in which the team is located or a geographically adjoining state with not more than three out of state athletes on any one nonscholastic team. See: [Adjoining State Application](#)
8. In the example below, the team's official address is in Indiana.

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	pollieparrott@gmail.com	not on list 6.05.08	No			
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204			EXAMPLE	Yes			
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
	Athlete Added							123 Main Street, indianapolis, Indiana, 46204	666 666 6666
4	test athlete4		2009					123 Main Street, test city, Indiana, 46206	444 444 4444
1	test athlete		2009				☆ 789 Oak Drive, test city, California, 46201		111 111 1111
2	test athlete2		2008					123 Main Street, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					123 Main Street, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011				☆ 456 Elm Street, test city, Illinois, 46207		555 555 5555

9. I have put a star next to the out of state athletes. There are not more of three out of state athlete. So from a numbers stand point, the team is ok.

10. However, one of the athletes is from a state that is not an adjoining state to Indiana.

11. In that regard, the team could participate, but the California athletes would not be a permissible participant.

12. **REMINDERS :**

- A prospect is required to establish and maintain legal residence for a **minimum of three months** in order to utilize that address to meet the adjoining state requirements.
- International athletes must play on a team from their own country and the adjoining-state rule would apply provincially within that country. Athletes cannot participate on a team outsider their country's borders. Therefore, athletes from Mexico or Canada cannot cross the border and play with a US team for participation at an NCAA certified summer event even though the team may be geographically located within the same locale of their residence.
- A prospect who has attended a boarding/preparatory school for a minimum of one academic year may use the address of the educational institution or the prospect's legal residence. The address being utilized to fulfill this requirement is the one that should be entered in the [Basketball Certification Online System](#) (BBCS).
- A prospect who has attended a two-year college for a minimum of one academic year may use the address of the educational institution or the prospect's legal residence. The address being utilized to fulfill this requirement is the one that should be entered in the Basketball Certification System (BBCS).