

Check Whether a Team has Registered in the [Basketball Certification Online System \(BBCS\)](#).

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

2. Click on the 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

4. In the above example, you can see that 24 teams have opted in to your event.
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.

TEAM PARTICIPATION LIST

All teams associated with the currently selected event.

Print or Export	Team Name	Coach	Approval Number	Address	City	State/Province	# Participants
<input type="checkbox"/>	test team	Head, Coach	NOT NEEDED	123 test street	Indianapolis	Indiana	1
<input type="checkbox"/>	test team for 2009 instructions	Operator, NCAA	EXAMPLE - not needed	test	test	Alabama	0