

Edit an Already Submitted Review Form

1. Log in to the BBCS and chose the Operator path.
2. Click the link in the Review Form Status column next to the event name you need to edit.

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	Not Submitted

3. Scroll to the bottom of the Review Form Summary page and click on the Unsubmit Event Review button.

Event Review Submittal

Comments

Attachment

Event Review Submitted on 12/05/2008 02:17 PM by scp.

4. Make the necessary changes.
5. Click the Submit. You will be required to answer the legislative questions again.
6. Re-attach your Coaches Packet. Every time you unsubmit the review form, the attachments will be deleted and need to be re-attached.
7. Click the final Submit button. **DO NOT FORGET TO RESUBMIT!** If you don't, the review form will remain in a Not Submitted state. The online review form is not considered submitted until the "Event Review Status" column has changed from NOT SUBMITTED to **SUBMITTED**. Although all of the information may have been entered online, until the operator clicks the final 'submit' button the review form has not officially been submitted and will not be processed. Leaving the review form in a NOT SUBMITTED state will result in the denial of the 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	Denied	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	Not Submitted	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	Submitted	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	Approved	Submitted

Event Year