Edit or Cancel an Already Submitted or Approved Application

NCAA certification is granted based on the specific information submitted on the application. If **ANY** of the information in the application changes (location, dates, times of games, number of educational sessions, etc.) or if the event/league is cancelled, that information must be reported to ECAG no later than 48 hours prior to the scheduled start of the event/league to avoid penalties.

**All changes must be communicated in writing to ECAG 48 hours prior the event/league to avoid penalties.**

Information submitted online will be time and date stamped by the online system. All information submitted to ECAG that cannot be submitted via the online process must be submitted **in writing** and NOT verbally by phone. It is recommended that all documents be sent to ECAG via some type of traceable delivery (i.e., FedEx, DHL, UPS, certified mail, etc.) as it is the operator's responsibility to verify and produce proof of a timely submission. It is advisable

- If documents are sent via e-mail, mark them for a read and delivery receipt and keep that verification as proof of successfully submitting the information.
- If the documents are sent via facsimile, keep verification of the transmission.

Again, all deadlines are strictly enforced. See: **Deadline.**

**To Make Changes:**

1. Log in to the [Basketball Certification Online System](#) (BBCS) and chose the Operator path.
2. Click the link in the Application Status column next to the event name you need to edit.
3. Scroll to the bottom of the application summary page and click on the Unsubmit Application button.

4. Make the necessary changes.
5. Click the Submit. You will be required to answer the legislative questions again.
6. Re-attach the Proof of Insurance. Every time you unsubmit an application, 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 application will remain in a Not Submitted state. The online application is not considered submitted until the "Event Approval 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 application has not officially been submitted and will not be processed. Leaving the application in a NOT SUBMITTED state will result in the denial of the application.

To Cancel:
1. Log in to the BBCS and chose the Operator path.
2. Click the link in the Application Status column next to the event name you want to cancel.
2. Choose the Cancel Activity button at the top of the application. Note: **This cannot be reversed.**