PARTICIPANT INFORMATION REQUIREMENTS – INDIVIDUAL EVENTS:

Operators are required to enter at minimum the name, address and telephone number for each athlete that participates in their event. Contact information used should be specific to the individual and the address should be the athlete's legal address.

Because the future certification of your event depends on the accuracy of the information provided by the participants, it is suggested that operators require the information to be accurate before allowing the athlete to participate. School addresses should not be provided for individual events. Even if an athlete currently attends a boarding school or two-year college, the operator should provide the home/legal address and telephone number for these athletes when submitting their contact information on the review form.

Once an event application has been approved, operators who log back into the Basketball Certification System (BBCS) will see the word NOT SUBMITTED under the event review column. By accessing the NOT SUBMITTED link, operators will have access to their event review form. Some of the information will be automatically populated based on the application; some will still need to be completed. By clicking the Edit Individual Athletes button, operators can submit the required information. If teams have accidently "opted in" to an individual event and appear on the review form when it is accessed, just ignore them. Again, operators will have access to this information as soon as the application is approved.

An import feature is available if you have the required demographic information in a database already, but the information must be formatted **PERFECTLY** in order for the BBCS to accept the data. A template and step-by-step guide are provided within the Upload Individual Athletes section of the event review form in the BBCS or can be accessed with the following links:

- Individual Athlete Upload Template - Excel
- Individual Participant Information - Upload Step By Step

If you are unable to successfully utilize the import feature, all athletes information will need to be entered manually. See: Individual Participant Information - Manual Entry Step By Step

Having Problems with the Individual Upload Feature? Follow the directions in the following link to determine what is preventing the upload: Trouble Shooting the Upload Feature

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