

POST-EVENT REVIEW FORM REQUIREMENT:

If event certification was granted and Division I coaches were given the opportunity to attend and observe prospects, the activity operator will be required to submit a review form. This applies even if no Division I coaches are in attendance. Since certification was granted, a review form is required.

The Review Form can be accessed by the event operator through the Basketball Certification System (BBCS) immediately after the application is granted approval. Once an event application has been approved, operators who log back into the 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. [Activities that only receive LEAGUE certification do not have a review form requirement so this link will not appear and instead you will see N/A (not applicable).]

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	Not Submitted	

Event Year

It is suggested that operators make themselves familiar with the information required in the review form prior to the event to ensure that they collect all necessary information from participants and coaches while they are attending the event and can be withheld from competition if they refuse to comply. Completing as much of the information as possible prior to the event would assist the operators in being able to expedite their review form submittal to ensure that deadlines are met.

All review forms must be submitted online. Review Forms must be submitted no later than three months after the last certified event date. The specific deadline date is identified in the event application approval letter to avoid any confusion.

All deadlines are strictly enforced. See: [Deadlines](#).

NOTE: If an activity receives both event and league certifications, it is possible that the activity may operate until August. However, since there is not a review form requirement associated with league certification, the three month requirement will be based on the last certified event date in July. Again, the specific deadline date is identified in the event application approval letter to avoid any confusion.

DO NOT submit the review form prior to the completion of your event.

By submitting your review form prior to the actual event, you removed your event from the list of events that teams can opt into. In that regard, your teams will not be able to give you access to their rosters AND you will not be able to successfully complete the event participant information required in the review form, which will render the event ineligible for certification the following year.

Tips for Individual Event Operators:

- **Coaches** - If you work ahead and input your coaches in the Individual Coaches section of the review form prior to the event, it is possible that the NCAA staff will verify those coaches/instructors and enter their approval numbers for you, which could save you some work later. If the event is more skills and drills in nature and coaches are not utilized for team competition, the individuals involved in instruction will still need to obtain a coaches approval and be entered in the Individual Coaches section as this is considered "coaching activities."
- **Event Participant Information** – You will be required to enter at minimum the name, address and telephone number of each participant. This can be done manually by typing all of the information in OR there is an option to upload the information from another database. To upload the information, the data must be formatted in very specific ways. If you intend to upload the information and avoid having to manually input the data, it is advisable to look at the formatting requirements and the template that must be used in advance to save yourself work later. This information is available here: [Individual Participant Information - Upload Step By Step](#)