

To File an Event Review Form for a Individual Event

1. Access the [Basketball Certification Online System](#) (BBCS) and [Login to BBCS](#) with your username and password and choose Operator. This will take you to the Activity Operator Main page: 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	Not Submitted

2. You will use the hyperlinks in the Application Status and Event Review Status columns to access the paperwork for each event. The Event Review Status will change to Not Submitted immediately after an application is approved.
3. Click on the link in the Event Review Status column next to the event you want to work on. Some of the information on the review form will be automatically populated based on information submitted on the application. Other areas will require the operator to input information.
4. NOTE: Once the event is over, you may want to access your application, which you can do from the [Approved](#) hyperlink in the Application Status column. **BUT YOU SHOULD NEVER HAVE A REASON TO UNSUBMIT YOUR APPLICATION once the event has concluded.** You should only be entering or editing information on the review form.

Basic Participant Information – When the review form opens...

1. Click the [Edit Event Review Button](#).
2. Answer the question "Although this was a Team Event, were there any individuals who were not associated with a Team?" – If you operated a team event BUT you also allowed individuals to participate that you then organized on teams to compete against the pre-existing teams, you have the opportunity to disclose that here. This will prevent the NCAA staff from asking why you have athletes entered in both the team and individual athletes sections if such is the case. This is the only reason that a team event would have to enter event participant information in both the team and individual sections of the review form.
3. Number of teams – Enter the number of teams that actually participated in your event.
4. Number of athletes – Enter the number of athletes that participated in your event.
5. Site director – Identify the site director for the event (may be the same as the operator). If the person identified as the event operator in the [Basketball Certification Online System](#) (BBCS) is not the one who actually ran the event, identify that person here.
6. Click the [Save Button](#).

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Event Staff –

Your staff information should include any volunteer or employee involved in the operation of your event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc.

DO NOT ENTER COACHES/SKILL INSTRUCTORS AS STAFF. Even if you operated an individual event and hired coaches as part of your staff, the information for those coaches should be entered in the Individual Coaches section and not the Event Staff section. These individuals are still considered event staff and phone numbers and compensation will need to be provided for all coaches, but they should be entered in the coaches section to all of for their approval number to be entered and ECAG to verify their background check information. 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 participant approval as this is considered "coaching activities" and those individuals should be entered in the Individual Coaches section – NOT as event staff. You will need to know the birth date and last four digits of the social security number for each coach that participated.

Tip for Individual Event Operators: Work ahead. If you 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 and enter their approval numbers for you, which could save you some work later. **DO NOT SUBMIT YOUR REVIEW FORM PRIOR TO THE CONCLUSION OF YOUR EVENT!**

You do not have to identify every individual official if a coordinator/organization was hired and all of the officials payments were made to that coordinator or organization. In this case, you should enter all required information for the coordinator of officials, choose Referee from the Duty drop down box, and include the total dollar amount paid for all officials as the coordinator's compensation. You cannot list yourself as the coordinator of officials. If you organized the officials, then each official will need to be listed separately.

Operators are required to submit name, address, telephone number and compensation for each staff members. The same address and telephone number cannot be submitted for all staff members, the information should be specific to the individual.

To enter staff information:

1. Click the [Edit Staff Button](#).
2. Click the [Add Staff Button](#).
3. Complete the provided form for your first staff member. At minimum, the name, address, telephone number, duty and compensation are required.

Compensation – The amount paid to staff. Do not include a dollar sign (\$). Answering Yes or No will not suffice. If you are going to list “per hour” amounts for staff compensation, you need to include the total number of hours worked or list total amount paid.

Duty – chose one of the options from the drop down menu. If the person is the coordinator of officials, select Referee and enter the total amount paid to all officials as the compensation.

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4. Click the [Save Button](#).
5. Repeat for each staff member.
6. Once all your staff have been entered, click the [Event Review Summary](#) link from the breadcrumb navigation links across the top or bottom of the page to return to the Event Review Summary in order to choose the next category.

[\[Logout\]](#) [\[Main Page\]](#) [\[Event Review Summary\]](#)

Event Participants/Coaches Summary –

1. On the [Event Review Summary](#), you will see an overview of the number of participants in your event. Since team coaches "opt in" to events when they register their team, it is possible that you will see a number in the team column even if you operate an individual event. The other three columns will show zero participants when you access your review form for the first time. For example:

Event Participants			
Number of Teams	Number of Individual Coaches	Number of Individual Athletes	Number of Team Athletes
24	0	0	0

[Edit Teams](#) [Edit Individual Coaches](#) [Edit Individual Athletes](#)

2. If a team "opted in" to your event but did not participate since this is an individual event, **just ignore the information.** By doing nothing, a zero will remain in the #Participants Column indicating that the team did not participate. ECAG has the ability to opt a team out of your event if you report the team to ECAG prior to the evaluation period. Otherwise, just ignore the team.

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"/>	Purple team	Head, Coach	not on list	123 test street	Indianapolis	Indiana	12
<input type="checkbox"/>	Orange team	Head, Coach	not on list	123 test street	Indianapolis	Indiana	10
<input type="checkbox"/>	Green team	Head, Coach	not on list	123 test street	Indianapolis	Indiana	0
<input type="checkbox"/>	Blue team	Head, Coach	not on list	123 test street	Indianapolis	Indiana	23
<input type="checkbox"/>	Red team	Head, Coach	not on list	123 test street	Indianapolis	Indiana	0

3. As you enter coaches and participants in the Individual Coaches and Individual Athletes sections, the numbers on this summary will automatically update.

Entering Participant Information

Individual operators are responsible for reporting the demographic information for all coaches/instructors and athletes that participated in the event. At minimum, the athlete's name, address and telephone number must be submitted. Name, address, phone number, duty and compensation are required for coaches/instructors. See separate instructions for entering the Individual Participant Information manually or by using the upload feature.

Coaches/Instructors Information – **DO NOT ENTER COACHES/INSTRUCTORS AS STAFF.** If you operated an individual event and hired coaches/instructors, the information for those coaches should be entered in the Individual Coaches section and not the Event Staff section. These individuals are still considered event staff and phone numbers and compensation will need to be provided for all coaches, but they should be entered in the coaches section to all of for their approval number to be entered and the NCAA staff to verify their background check information. 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 participant approval as this is considered "coaching activities" and they should be entered here. If you have already entered your coaches/instructors in the staff section, you will need to re-enter them here.

1. Click the [Edit Individual Coaches Button](#).
2. Click the [Add Individual Coach Button](#).
3. Complete the information on the provided form. At minimum, the coach's name, address and compensation must be submitted. If you know their background check approval number, that can also be entered, but if you don't the NCAA will enter that information when the coach's approval is verified.
4. Click the [Save Button](#).
5. Repeat until all coaches have been entered.
6. Once all of the coaches have been entered, click the [Event Review Summary](#) link from the breadcrumb navigation links across the top or bottom of the page to return to the Event Review Summary in order to choose the next category.

[[Logout](#)] [[Main Page](#)] [[Event Review Summary](#)]


Tip for Individual Event Operators: If you work ahead and input your coaches/instructors 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. BUT BE CAREFUL NOT TO SUBMIT THE REVIEW FORM when working ahead.

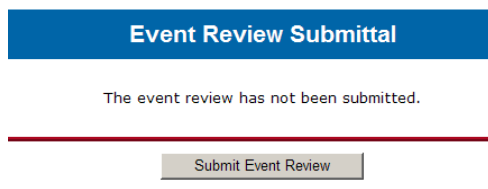
Athlete Information

For instructions on how to enter your participant information, use the links below:

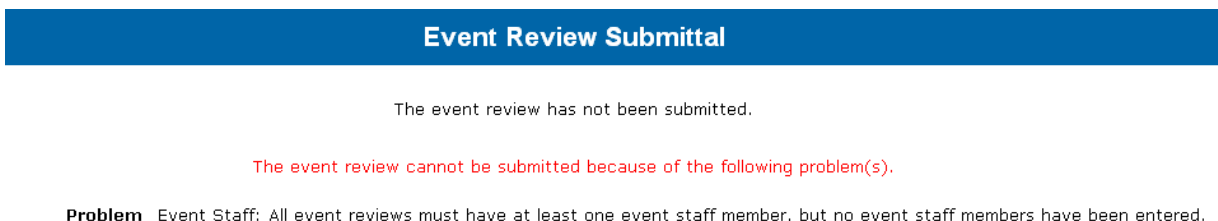
- [Individual Participant Information - Manual Entry Step by Step](#)
- [Individual Participant Information - Upload Step by Step](#)

Finalizing the Application

1. Click the first submit Button. After completing all of the information specific to your activity, you will see the  Button. Hit the Submit Button. **Note: This is NOT the final submission. You still have a few more steps.**



If you do not see a [Submit Event Review Button](#) at the bottom of the page, all of the sections of your review form have not been completed and therefore cannot be submitted at this time. You will need to address whatever deficiencies exist and then the Submit Event Review Button will appear. The bottom of the application page will identify the insufficiencies that need to be addressed. For example:



2. Include any additional information that needs to be considered of further explanation you feel necessary in the Comments section. If you do not have enough space to include all information that you believe needs to be reported, send an e-mail to ECAG@ncaa.org to supplement your review form. Be sure to identify the operator and the specific event to which the information applies.

COMMENTS

Include any additional information/explanation for consideration when processing. (optional)



A large, empty rectangular text box with a vertical scrollbar on the right side, intended for entering comments.

3. Attach Coaches' Packet. If a coaches' packet is sold, you must submit a copy along with the review form. If you have a PDF (or other single digital file- .doc, .xls, etc.) you should attach a copy of the packet here utilizing the [Browse Button](#) to locate the file on your computer and upload it. If your coaches' packet does not exist in a single computer file (pdf, .doc, .xls, etc.), you will need to scan and attach that documentation here utilizing the [Browse Button](#) to locate and upload the file. If this is not an option, you will need to send a hard copy of the coaches' packet via e-mail or facsimile to

ECAG -[Contact Enforcement Certification and Approvals Group](#). Be sure to identify the operator and the specific event to which the information applies in your e-mail or correspondence.

To Attach Your Coaches Packet:

ATTACHMENT

Attach any relevant file to the event review.

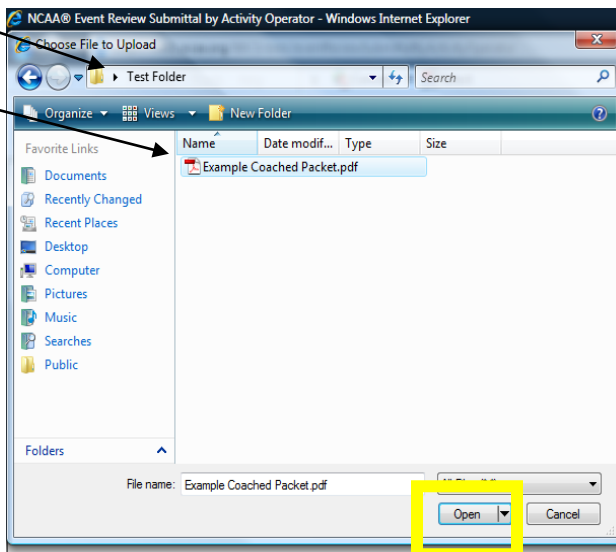
- a. Hit the Browse Button.



- b. Locate the file saved on your local drive.

- c. Select the file.

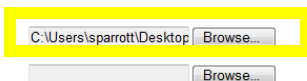
- d. Click the Open Button.



- e. At that point, you will see the location of the file in the browse window.

UPLOAD ATTACHMENTS

- 1. Attach complete schedule and, if available, attach the actual results of all games played including the bracket or pool play.
- 2. Attach a copy of your coaches' packet.



* Initials



- f. Repeat with the second Browse Button to attach your final event schedule (if available with results of games)

- 5. Enter your initials as your signature. By signing the review form you are verifying that the activity was operated in compliance with NCAA requirements and that all of the information included is complete and accurate to the best of your knowledge.

- 6. Click the Final Button.

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- 7. After you have clicked this final [Submit Button](#), you will be redirected to the [Event Review Summary](#) page. If the coaches packet was uploaded, you will see a hyperlink to download the attachment between the comments and the date stamp

Event Review Submittal

Comments

I will mail you the coaches packet. Along with that I will send a copy of the results to each coach.

Attachments

[Download Attachment 1](#)

Print this for your records!

Event Review Submitted on 09/25/2012 10:15 PM by sp.

- 8. The page will also display the date and time the review form was submitted (see yellow box above). This is the date that will be utilized to determine whether the review form was submitted by the appropriate deadline UNLESS, the review form is submitted and immediately unsubmited to create a false submission date. If this occurs, the NCAA will not acknowledge the first date as the actual submit date. The actual date the review form was submitted to be processed will be utilized as the submission date.

The date stamp and audit of activity created in the BBCS is the official date utilized to establish deadlines. An operator's ability to provide a print out of this page with a different date will not dispute the electronic date stamp. All deadlines are strictly enforced.

- 9. When you return to the [Activity Operator Main](#) page, you will see all of your applications and review forms. Again, the actual word of the hyperlink is an indication of what stage that application or review form is in. **If the review form status is Not Submitted – the application WAS NOT SUBMITTED.**

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

Status Designations:

Submitted – Operator has successfully submitted the application/review form, but it either has yet to be processed by ECAG or ECAG has requested additional information in order to complete the processing. As long as the status indicates SUBMITTED and was done so by the appropriate deadline, it has been submitted and will eventually be processed. If a request for additional information has been made by ECAG via e-mail, there will be comments on your online application/review form from ECAG and a new deadline will be identified. Operators who have an application/review form in a "submitted" state should access that hyperlink regularly and look at the "comments" section for a request from ECAG. If a request for additional information has been sent, it will also be posted in this section of the BBCS and operators will be expected to respond by the appropriate deadlines.

Approved – The application/review form has been approved. For applications, specific dates of certification will be identified in an approval letter attached to the application/review form in the BBCS. Additionally, all certified events and leagues will be posted on the Certified Basketball Events and Leagues Web page. For review forms, an approval indicates that the event will be eligible for certification the following year.

Denied – The application/review form has been denied. A denial letter will be attached to the application/review form in the BBCS. The specific reason for the denial will be outlined in the letter.

Cancelled – The activity has been cancelled by the event operator. Note: A failure to cancel an activity in the Basketball Certification Online System or notify ECAG in writing no later than 48 hours prior to the activity will result in a denial of future certification.

Not Started (EVENTS ONLY) – If an event application has not been approved, the review status will be Not Stated. Operators do not have access to the review form information until the application has been approved. Note: Review forms should not be submitted prior to the conclusion of the event.

N/A (LEAGUES ONLY) – There is not a review form requirement associated with summer leagues involving Division I student-athletes. In that regard, once a league application has been approved, the review status column will indicate that a review forms is "Not Applicable (N/A)".

10. If the review form is NOT SUBMITTED, click the hyperlink to re-access the review form and scroll to the bottom of the page. You will see a list of reasons that the review form was not submitted similar to the one below. These issues will need to be resolved and the review form successfully submitted before the review form will be considered to be received and ready for processing.

Event Review Submittal

The event review has not been submitted.

The event review cannot be submitted because of the following problem(s).

Problem Event Staff: All event reviews must have at least one event staff member, but no event staff members have been entered.