To Register Teams in the BBCS

1. Access the Basketball Certification Online System (BBCS).
   a. If you have not already created a BBCS user account, you will need to create one, log in and choose Coach. See: Creating a BBCS User Account.)
   b. If you already have a BBCS account, Login to BBCS with your user account with your username and password and choose Coach.

Team Coach Main Page

TEAMS SUMMARY

A check of the checkbox selects the Team described in that row for Print or Export. A new Team row is added by clicking the Create Team button.

Print or Export	Team Name	Registration Date	Official Address
		There are no teams to display.	

[Create Team]

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2. Choose the *Create Team Button* and answer all questions that pertain to that team. Information for each field is included below. Fields with an asterisk (*) are required in order to continue.

   Team Name – Enter the team's name. If you will enter multiple team rosters that utilize the same organization name, it is suggested that you include the age or some other distinguishing characteristic to differentiate between the teams. Do not enter five teams with the exact same name. Include the season or an alphabetical, numerical or color description to distinguish one team from another.

   Team's Official Address – Enter the team's OFFICIAL address and not the address of the person accessing the BBCS. This should be the address where the team receives their mail. It may or may not be the same as the head coach. This is the address that will be utilized to determine if the adjoining state rule has been applied correctly. So, if the team organization is in Ohio, but the head coach and the majority of the team participants are in Kentucky, the team needs to have an official address in Kentucky where all business for that team is taking place. Otherwise, the team is considered an Ohio team.

   Financial Support Questions – Answer the question in regards to the team's financial support.

3. Click the *Save Button* and you will be directed to the Team Summary page for that team. You will be required to enter information specific to the team including sponsorship, coaches, athletes and which events the team will attend.

   Team Sponsors – if your team does not have any kind of sponsorship, skip this section.

   1. Choose the *Edit Sponsors Button*.

   2. Choose the *Add Sponsors Button*.

   3. Enter the name of the sponsor.

4. Enter the role of the sponsor. Be specific. Do not just enter "provide finances" or "provide product". You will need to identify amounts and specific provisions of the sponsorship.

5. Click the *Save Button*.

6. If there are multiple sponsors, repeat steps 2-5.

7. All sponsors that are providing funding or product need to be identified.

8. Once all sponsors are entered, use the breadcrumb links at the top or bottom of the page to return to the Team Summary in order to choose the next category. Using the breadcrumb links will not cause you to lose any information previously entered.

[Logout] [Main Page] [Team Summary]

Team Coaches – all coaches must be entered in this section. Anyone travelling with the team in a coaching capacity should be entered.

1. Choose the *Edit Coaches Button*.

2. Choose the *Add Coach Button*.

3. Enter the name and contact information for one of the coaches associated with the team on the provided form.

4. Identify the Coach's Duty (i.e., Head Coach, Assistant Coach, Defense Coach, Stats, Admin, etc.)

5. If known, enter the background check approval number for the coach.
Note: ECAG will eventually enter the number and verify that the coach's name appears on the list of approved participants. If the NCAA staff checks the list and the name does not appear, a designation of "not on list" and a date will be entered in the field for the participant approval number. ECAG will periodically check for the name again and once the individual has been approved, the number will be entered AND the BBCS approved field will be changed to a Yes. DO NOT remove the "not on list" note.

6. Enter the Date of Birth for the coach. DOB entered should be for THAT specific coach.

7. Enter the last four numbers in the coach's Social Security Number.

8. Click the *Save Button*.

9. If there are multiple coaches, repeat steps 2-6.

10. Once all coaches are entered, use the breadcrumb links at the top or bottom of the page to return to the Team Summary in order to choose the next category. Using the breadcrumb links will not cause you to lose any information previously entered.

[Logout] [Main Page] [Team Summary]

REMIMDER - Approval Verified by NCAA – This field can only be changed by ECAG. The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted a background check approval; instead, the BBCS Approved field is an indication that ECAG has verified the approval of this individual with the background check provider so that the event operator does not have to do so. This is not automatic and must be done manually by ECAG.

- **Operators –** ECAG will not process an Activity Application filed by an operator without verifying that the operator has been approved.

- **Coaches –** This field will be an indication to event operators as to whether or not they have additional work to do prior to allowing an individual to coach in their event. The NCAA will work to verify as many coaches as is possible prior to the certification period. Coach procrastination and volume does usually prevent ECAG from verifying all coaches prior to the certification period; in which case it then becomes the event operator's responsibility to do so.

   If the BBCS Approved field says "YES", operators can allow the individual to coach without doing anything because ECAG has already verified him/her.

   If the BBCS Approved field says "NO", the individual may have an approval, but the operator will need to confirm that by checking the list of approved participants posted online prior to allowing him/her to participate.

   Note: A coach's ability to produce an approval e-mail OR a receipt is not a substitute for an actual approval. All participating coaches need to be verified by the NCAA OR appear on the list of approved participants on the background check provider's website prior to participating. See: Access the Approved Coaches Link

   BE AWARE – The updating the Approval Verified by NCAA field is NOT an automated process. An individual could have been granted a background check approval and still have an indication of NO in the BBCS. The list of approved participants on the background check provider's website IS automated and once the background check is approved, the individual's name will appear on that list immediately.

   Use the following links for assistance:
- Check Coaches Approval - Individual Events
- Check Coaches Approval - Team Events

TEAM COACHES

Team Athletes –

1. Choose the Edit Athletes Button.

2. Choose the Add Athletes Button.

3. Complete the information for the athlete. At minimum, the name, address and telephone number for each participant is required. It is also STRONGLY suggested that you enter the jersey number for the athlete.

4. NOTE: The contact information entered must be specific to the athlete and must be the athlete's _legal_ address. The same address and telephone number cannot be provided for multiple athletes that are not part of the same family AND the coach's demographic information cannot be submitted in lieu of an athletes.

5. Click the Save Button.

6. Repeat the above steps for each athlete.

7. To make changes to already submitted athletes, utilize the hyperlink formed by the athletes name to re-access that athlete's information. In order to make changes to an athlete's name or state, team coaches must contact the certification staff.

Team Events –

1. Choose the Edit Team Events Button.

2. You will be directed to a page that lists all of the NCAA approved events.

3. Select the check box under Additional Events for each event your team will be attending. Doing so will allow these event operators to have access to your roster information for their coaches' packets and to fulfill the NCAA event review requirements for certification. [Note: The NCAA does not control what operators do with this information outside of the certification system.]

    Because the list is extremely long, you may want to search for the event by using the internet browser tools.
    a. Hit the Ctrl Button on the keyboard and the letter F at the same time. A window will pop up.
    b. Enter part of the event name.
    c. Hit the NEXT Button.
    d. Keep hitting next until you find the event you are looking for.

4. **Click Save at the bottom of the page. DO NOT FORGET THIS STEP!!!** If you do not hit save, the event portion of your team registration is not stored and the event operator will make you go back and do it again.

TEAM COACHES

TEAM COACHES

5. If you have successfully opted the team into events, the information for those events will appear at the very bottom of the team summary.

Team Events					
Start Date	**End Date**	**Participant Gender**	**Event Name**	**City**	**State**
06/13/2008	06/13/2008	Men's	test ind coach on list	test	Alabama

Edit Team Events

6. Similarly, if you have successfully opted the team into events and you click the Edit Team Events Button, you will see the events that you have already selected and saved in the Opted-In Events section of that page. Other events that you can still chose to opt in to will appear in the Additional Events section.

TEAM INFORMATION

Team Name test team for 2009 instructions
Coach Admin Ms. NCAA Operator

OPTED-IN EVENTS

This section shows events for which the team has already opted-in.

Start Date	**End Date**	**Participant Gender**	**Event Name**	**City**	**State**
06/13/2008	06/13/2008	Men's	test ind coach on list	test	Alabama

ADDITIONAL EVENTS

This section shows additional events for which the team may opt-in.

Opt-In	**Start Date**	**End Date**	**Participant Gender**	**Event Name**	**City**	**State**
☐	04/01/2008	06/07/2008	Women's	Rose Classic	Brooklyn	New York

Note: Opting in to an event in the BBCS does not register your team for that event. Coaches will still need to complete any registration required by that event's operator. Contact information for the event will be posted on the NCAA Web site: List of Certified Events and Leagues.

Need to opt out? Contact Information for Enforcement Certification and Approvals Group. If you later determine not to attend a selected event or have opted into an event by mistake and the staff can remove your team out of that specific event.