

Team Participant Information

- 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 |

- As you identify coaches and participants on the team rosters with check marks, the numbers on this summary will automatically update.

View Team Rosters –

- Click the Edit Teams button.
- This is the Team Participation List. Here you will see all of teams that have "opted in" to your event. **You will have access to this list as soon as your application is approved.**

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 checked="" type="checkbox"/> | test team | Head, Coach | NOT NEEDED | 123 test street | Indianapolis | Indiana | 1 |
| <input type="checkbox"/> | test team for 2009 instructions | Operator, NCAA | EXAMPLE - not needed | test | test | Alabama | 0 |

- To print or export team rosters for coaches packets or check-in procedures, selecting the check boxes in the [Print](#) or [Export](#) column and hit either the [Print Button](#) or [Export Button](#) at the bottom of the page.

If you select a team and the [Print Button](#), you will get printer friendly rosters:

| Print Team Rosters | | | | | | | | | |
|--------------------|---------------|---|-------|--------------|--------------------|---|---------------|--|--------------|
| test team | | | | | | 123 test street, Indianapolis, Indiana, 46204 | | | |
| Coach Name | Duty | Address | | Phone | Email | Approval Number | BBCS Approval | | |
| Coach Head | COACH ADMIN | PO 6222, Indianapolis, Indiana, 46206 | | 317 917 6222 | testteam2@ncaa.org | NOT NEEDED | No | | |
| Coach Assistant | Assistant | test street, Indianapolis, Indiana, 46204 | | | | TEST | No | | |
| No. | Athlete Name | Ht. | Grad. | H.S. | Birth Day | Position | Email | Home Address | Home Phone |
| 4 | test athlete4 | | 2009 | | | | | test address, test city, Indiana, 46206 | 444 444 4444 |
| 1 | test athlete | | 2009 | | | | | test address, test city, Indiana, 46201 | 111 111 1111 |
| 2 | test athlete2 | | 2008 | | | | | test address, test city, Indiana, 46206 | 222 222 2222 |
| 3 | test athlete3 | | 2010 | | | | | test address, test city, Indiana, 46206 | 333 333 3333 |
| 5 | test athlete5 | | 2011 | | | | | test address, test city, Illinois, 46207 | 555 555 5555 |

If you select the [Export Button](#), a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are posted online:

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)

**Identify Participants on Team Rosters –
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 | 0 |
| <input type="checkbox"/> | Orange team | Head, Coach | not on list | 123 test street | Indianapolis | Indiana | 0 |
| <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 | 0 |
| <input type="checkbox"/> | Red team | Head, Coach | not on list | 123 test street | Indianapolis | Indiana | 0 |

Select All
Select None

Export Print

- The # Participants Column will indicate the number of athletes on that team that have been marked as participating in your event. In the above example, the event operator has not started the process yet, so all teams indicate zero.
- Click on a hyperlink in the Team Name column to access one of the team rosters.

To Enter Coaches –

COACH ROSTER

| Coached? | Coach Name | Coach Duty |
|-------------------------------------|------------------|-------------|
| <input checked="" type="checkbox"/> | Head, Coach | COACH ADMIN |
| <input type="checkbox"/> | Assistant, Coach | Assistant |

Select All
Select None
Reset

Update Cancel

- Identify which coaches appearing on the roster actually participated in your event by clicking in the check box next to those coaches' names. If there are coaches participating that do not appear on the roster, you will need to make the team coach update their information so that you can complete this process because operators do not have the ability to add coaches.
- Click the [Update Button](#) to save the coaches information before entering the athletes. If you do not complete this step and only hit the [Save Button](#) at the bottom of the page, your coaches' information will NOT be saved and you will be forced to enter this information again before the review form can be approved.

Note: Just because a coach may have not been verified by the NCAA or the note "Not on List" may appear next to the coach's name, does not mean that the individual does not have a participant approval number.

This is the operator's only opportunity to indicate which coaches were and were not allowed to participate. If you indicate on this page that you allowed a coach to participate who did not have a First Advantage Participant Approval the event review form will be denied due to a coaches' approval violation and the event will not be eligible for certification the following year. The participation of a single unapproved coach will render the event ineligible for certification. See: [Participant Approval Program](#)

To Enter Athletes –

TEAM ROSTER

| Participated? | Player Name | City | State/Province |
|-------------------------------------|----------------|-----------|----------------|
| <input type="checkbox"/> | athelte4, test | test city | Indiana |
| <input checked="" type="checkbox"/> | athlete, test | test city | Indiana |
| <input type="checkbox"/> | athlete2, test | test city | Indiana |
| <input type="checkbox"/> | athlete3, test | test city | Indiana |
| <input type="checkbox"/> | athlete5, test | test city | Illinois |

Please add athletes before selecting the checkboxes. Adding an athlete resets the checkboxes to their initial states.

- a. Identify the athletes who participated by clicking in the check box next to the athletes' names. You can utilize the [Select All Button](#) and then unselect those athletes that did not participate if that is more efficient.
- b. Operators are able to make additions to rosters if there were individuals who participated that the coach neglected to enter into the online system.
 - o Utilize the [Add Athlete Button](#) if you need to make additions to the roster.
 - Choose the [Add Athlete Button](#).
 - Complete the information. At minimum, the athlete's name, address and telephone number must be submitted.
 - Click the [Save Button](#).
 - Once you have added the athlete, you will still need to check the box next to his/her name.
- c. When all athletes that participated have been identified with a check, click the Save button at the bottom of the page.

Note: This is the operator's only opportunity to indicate which athlete did or did not participate. If you indicate on this page that an athlete participated in your event that should not have been allowed to due to the adjoining-state restriction, the event review form will be denied for a violation and the event will not be eligible for certification the following year. Adjoining State requirements are strictly enforced. See: [Adjoining State Application](#).

3. If a team "opted in" to your event but did not participate, just ignore the information. By doing nothing, a zero will remain in the #Participants Column indicating that the team did not participate. NCAA Basketball Certification staff has the ability to opt a team out of your event if you report the team to the NCAA prior to July. 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 |

BE CAREFUL:

- Make sure the team admin has entered ALL participating coaches on the roster.
- DO NOT put check marks next to the names of coaches that did not participate!
- DO NOT put check marks next to the names of athletes that did not participate!
- Information you submit on your review form is expected to be an accurate reporting of who participated in your event and this is your only opportunity to indicate which coaches/athlete did and did not participate.