

## Creating a BBCS User Account

1. As an operator or coach administrator new to the [BBCS](#), you will need to create a user account.
2. Start by clicking on the New Account button.

**Basketball Certification System (BBCS)**

**Introduction**

Welcome to the NCAA Basketball Certification System, the online Application/Review Form process required for NCAA Event/League Certification.

**Activity Operators**

**Submission Guidelines**

Event/League Applications must be submitted no later than forty-five (45) days prior to the first day of the Event. Applications filed after the deadline will not be certified by the NCAA.

Event Review Forms must be submitted no later than three (3) months from the last certified Event date. The specific deadline for Event Review submission is identified in the Event Approval Letter. A late submittal of Event Review Form information will render the Event ineligible for certification the following year.

Neither your Event/League Application nor Event Review Form will be officially received or considered by the NCAA until you have entered your initials and selected the final "SUBMIT" button at the end of the process. The date on which the final Submit button is selected determines both Event/League Application and Event Review Form deadlines.

**Team Coaches**

**Team Registration**

All teams participating at an NCAA certified event must register online prior to reporting to participate in the event. Coaches are expected to keep their online rosters updated. The same address and telephone number cannot be utilized for multiple athletes. Coaches will need to "opt in" to all events in which the team will participate.

Registration on this site does not register the team with the events operator, coaches will still need to contact the event directly. Failure to register or to submit all required information in the NCAA BBCS system will result in the team being denied participation in all NCAA certified summer events.

There is not a submit button in the team Registration process. Information is saved as the user navigates from screen to screen.

\* Username

\* Password

\* = required

3. Complete the requested information. Fields with an asterisk (\*) are required in order to continue.

### CONTACT INFORMATION

**Title** – use the drop down box to indicate whether the user should be addressed as Dr., Miss, Mrs., Ms. or Mr.

**Name** – enter the name of the operator or team administrator.

**Address** – enter the address of the operator or team administrator.

- **Canada** – if the user is from Canada. The most common Canadian provinces are included in the State drop down menu. If you enter a province in this field, the actual Province field should be left blank and the Country field should be entered as Canada.

**Phone** – enter the phone number where the activity operator or team administrator can be contacted. For Operators, this phone number will be posted to the NCAA Web site when the event or league is approved. So, do not enter a number that you do not want teams calling with inquiries.

**Email Address** – enter the e-mail address where the activity operator or team administrator can be contacted. **THIS WILL BE THE PRIMARY FORM OF CONTACT FROM ECAG, SO MAKE SURE IT IS ACCURATE.** For Operators, this e-mail address will be posted to

the NCAA Web site when the event or league is approved. The same e-mail address cannot be utilized on multiple user accounts.

**Website** – Enter the website for your organization if one exists. If you do not have a website, leave it blank. If a web address is not included here, one will not get posted on the NCAA website once the activity is approved.

**BE AWARE** - You are responsible for keeping the contact information on your account up-to-date. Contact information can be updated by the user at anytime. You will need to [Contact Enforcement Certification and Approvals Group](#) if edits need to be made to your name or username.

### **BBCS USER INFORMATION**

**User Account Duty** – will always be set to Administrator. This cannot be changed.

**Participant Approval Number** – All individuals involved in coaching activities at a certified event OR involved in operating or managing a certified event and/or league are required to have both a background check and educational course approval number. Your background check number should be entered into this field in the BBCS (the new technology will have a field for both numbers). If you know your background check approval number, enter it here. If you don't, the NCAA will enter the number when your approval is verified.

**REMINDER - 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](#)

### **ENTER USERNAME AND PASSWORD**

**Username** – Create a username. The NCAA does not assign you a username, you get to make it up yourself to ensure that you can remember it. The same username cannot be utilized on multiple user accounts.

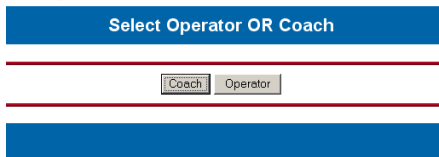
**Password** – Create a password. The NCAA does not assign you a password, you get to make it up yourself to ensure that you can remember it.

#### **BE AWARE:**

- **Make a note of your username, password and the e-mail address you utilized on your account.** Once you have been registered, you will use the same username and password each time you need access to the BBCS.
  - **DO NOT CREATE MULTIPLE ACCOUNTS!** – Once you have already established an account, there is no need to create another one. The same account can be used to file applications for multiple seasons and to register teams from year to year. One account is all you need.
  - **Sharing Account Information** – The NCAA **WILL NOT** share someone's log in information with another individual. In that regard...
1. **Operators** – If you are the head of an organization that operates events/leagues, but someone else is administering your information online, **it is advisable that you have record of the username and password to access the information for your applications.** If the administrator leaves or is fired and has not shared this information with you, you will not have access to the information in the BBCS, which will prevent you from being able to complete your post-event review forms or make any necessary edits to your application, rendering the activity ineligible for future certification.

**WARNING:** The same user name and password cannot be used by multiple people on multiple devices at the same time. If an operator will need multiple people/computers logged in to the background check provider's website at one time, it may be necessary to require staff to complete the background check application process themselves. Attempting to log in on multiple devices with the same login information will result in the account being locked out of the website completely to prevent fraudulent activity and it may take time to have the account reinstated. Operators will not be excused for violations that may occur because they could not access the background check provider's website to view the list because they were locked out for this reason.

2. **Coaches** – If you are the head coach of a team or the coach travelling with the team but someone else is administering your information online, it is advisable that you have record of the username and password to access the information for your teams in case the Admin disassociates themselves from your organization or you are required to access your rosters to make changes by an event operator. If the coach does not know how to log in to the account, they will be unable to make required changes, which could result in an operator denying the team's participation in their event. The event operator must have access to your roster in the BBCS and the information must be accurate or the operator could be penalized by the NCAA.
4. Click the [Save Button](#).
5. You will be given an option of Operator or Coach. To register teams, select [Coach](#). To file an application for certification, select [Operator](#).



The image shows a screenshot of a web form. At the top, there is a blue header bar with the text "Select Operator OR Coach" in white. Below this, there are two radio buttons: "Coach" and "Operator". The "Coach" radio button is selected, indicated by a small black dot inside the circle. The form is framed by a thin red border.

6. If you function as both an operator and a coach, you will have to log out and log back in to switch between functions. For example if you are logged in as an Operator and have finished what you are doing and now need to enter a team roster, you will have to log out and log back in to choose the Coach option.