

View or Edit your User Account Information?

Regardless of which path you chose (coach or operator), your User Information will always be at the bottom of the Coach Admin Main page or the Activity Operator Main page.

If you need to update this information because you have moved, have a new e-mail address or telephone number, etc.; click the [EDIT button](#) at the bottom of the page and make any necessary changes.

Only ECAG can change your name or your username, but you should be able to edit all other fields.

ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.
 Step-by-step instructions for completing an application or review form in the BBS are [available here](#).

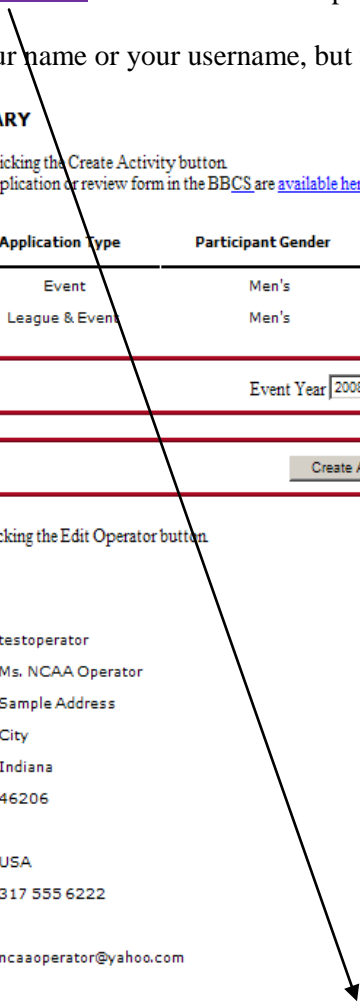
Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
test ind coach on list	Event	Men's	S	06/13/2008	Approved	Pending
test - schedule	League & Event	Men's	R	08/18/2008	Pending	Not Started

Event Year

The information below can be modified by clicking the Edit Operator button.

USER INFORMATION

Username testoperator
Name Ms. NCAA Operator
Address Sample Address
City City
State Indiana
Zip Code 46206
Province
Country USA
Telephone 317 555 6222
Fax
Email ncaaoperator@yahoo.com
Website



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 individuals 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 individuals 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](#)