

Update or Edit Already Registered Teams

1. [Login to BBCS](#) with your user account with your username and password and choose Coach.
2. Chose the team you need to make changes to by clicking on the hyperlink that is the team name.

Coach Admin 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. Step-by-step instructions for registering a team in the BBCS are [available here](#).

Print or Export	Team Name	Registration Date	Official Address
<input type="checkbox"/>	test team for 2009 instructions	12/09/2008	test, test, Alabama, 55555
<input type="checkbox"/>	test team spring 2008	01/22/2008	700 w washington, indpls, Indiana, 46204

Select All
Select None

Create Team Export Print

3. Click on any of the [Edit Buttons](#) to access the information that needs to be changed.
 - a. For example: If you need to include additional coaches, click the [Edit Coaches Button](#) and follow the directions in the registration instructions for that particular section.
 - b. If you need to opt in to events, click the [Edit Team Events Button](#) and follow the directions in the registration instructions for that particular section.
 - c. If you need to opt out of an event AND/OR correct an athlete's name or state, you will need to [Contact Enforcement Certification and Approvals Group](#)
4. Again, once the information appears on the [Team Summary Page](#) you can just log out because the information is already saved. There is not a [Save Button](#) on the team summary page.

Navigating Between Teams

If you are already looking at one team summary and want to access another team or create additional teams, use the breadcrumb hyperlinks at the top or bottom of the page to return to the [Main Page](#). Here, you can choose the [Create Team Button](#) to register additional teams or you can click the link to a team that has already been entered to edit the information previously submitted. Again, using the breadcrumb links will not cause you to lose any information previously entered, information is saved as the coach navigate from screen to screen.

[\[Logout\]](#) [\[Main Page\]](#) [\[Team Summary\]](#)

Deletion of Athletes

Only NCAA Staff can delete an athlete from a roster in the BBCS and athletes are only deleted if the coach entered them on the roster and they left the team **prior to participation**. Removing an athlete from a BBCS roster that has previously participated would delete the record of their participation in those events; and therefore is not possible.

Since each event operator is required to indicate which athletes on each team actually participated in their specific event, team coaches are told that it is not be a problem if an athlete's name remains on the roster when they are no longer participating with the team.

While the athlete's name cannot be deleted, the Coach Admin can delete jersey numbers of an athlete's entry so that the same number can be used for new athletes.