Adult User Registration
Coach or Operator

This step-by-step guide includes instructions on how to register or renew a registration (required annually) in the Basketball Certification System (BBCS) in order to operate an NCAA-certified league or to operate/manage/coach in an NCAA-certified **nonscholastic** event (event). Once registered, the adult user will need to complete additional steps in order to operate an event/league or coach in an event. Step-by-step guides for those processes are posted in the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification.

Included in this document:
- First Time Registration – Coach or Operator
- RENEW Adult Registration – Coach or Operator
- Editing Your BBCS Account Information
- Forgot Your BBCS Username and/or Password
- Password Lock WARNING
- Forgot BBCS Password
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**First Time Registration – Coach or Operator**

1. Obtain/renew your USA Basketball (USAB) Gold License BEFORE Registering in the BBCS. More information on this topic is available in the USAB Gold License Registration document posted in the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification.


3. Press the Register as a New User button.
4. Select Coach or Operator from the I am a dropdown box.

5. Enter your Name, Date of Birth, and USAB Gold License #.

6. Enter your USAB Gold License. A valid USAB Gold License number is required prior to registering or performing any actions within the BBCS.
   
   - REAL NUMBERS ONLY IN THE BBCS. Entering a fake or inaccurate USAB number on your BBCS registration will prevent the account from being automatically validated and will require that you contact the Enforcement Certification and Approvals Group (ECAG) by phone or email to correct the number and manually validate your account, which will delay the process.
   
   - If you failed to renew your USAB number and instead started a completely new application, you will be issued a new USAB number and require you to contact ECAG at 844/562-6201 option 2, or use the Email Contact Form to activate your BBCS account.

7. In the Check All That Apply to You section, identify whether any of the statements that appear are true for you by placing a check mark in the box.

8. Press the Add New Address button.
9. Enter your primary address of residence, not a business address.

10. Review the saved address entry for accuracy. If necessary, click the blue Edit button and make changes. Once submitted, you WILL NOT be able to make edits to this information without contacting ECAG (844/562-6201 option 2, or use the Email Contact Form).

11. Enter and confirm your email address. The email address entered here is where important information or requests for additional information will be sent. Remember this email address – it will also be your login to the BBCS.

**WARNING to AOL, MSN, Earthlink, Verizon and iCloud Users** – These providers have been known to reject the emails generated by the BBCS, making it impossible for you to confirm your account without contacting ECAG for assistance. It is suggested that you utilize a different email address on your BBCS profile so that you don't miss any notifications. If you do not have an email address from another provider, you may want to create a free account (Gmail, Yahoo, etc.) and have it forwarded to the email you check regularly.

12. Enter your phone number. Indicate whether the number provided is in the US (Domestic) or a non-US; this will determine the format required in the phone number field.
13. Create and confirm your password. Remember this password - it will be used to login to the BBCS. Passwords must contain 8 characters, upper and lower case, and a symbol (,!@#$). Passwords cannot contain a word found in the dictionary. For example, the word "blue" is not allowed but you can do a variation on the word and it would be accepted: blu, blu3, b!ue, or another variation.

14. Review and acknowledge the attestations listed. Confirm understanding of each attestation by checking the box next to each statement. When the last box is checked, a final Terms of Use and Privacy Policy statement will appear.

15. Once the box regarding the Terms of Use and Privacy Policy is checked the blue Preview and Submit button will appear.

16. Click the Preview and Submit button and a window with a summary of the information entered displays.
17. Review the information in the Registration Preview.

18. If there are problems with the registration or required fields were not completed, an error message will appear in red at the top of the Registration Preview page and fields with issues will be identified. You will need to select the Change Information button to go back and correct the identified errors.

**IMPORTANT:** You CANNOT edit once you click the "Finalize Submission" button.

**WARNING:** Problems Saving User Account Due to Email. You may find that you are restricted from entering your active e-mail address on your account if you have multiple user accounts and it has already been used elsewhere. If this occurs, contact ECAG so that old accounts can be made inactive and your current account can be updated.
19. If there are zero problems with the registration, the **Finalize Submission** button will be activated.

**IMPORTANT:** You CANNOT edit once you click the "Finalize Submission" button.

20. Take one last look to make sure that the information on the account is accurate because once the **Finalize Submission** button is selected, you will not be able to make any corrections without calling the NCAA for assistance.

21. You may be asked to confirm that you are not a robot via a Captcha in one or both of the following formats:
22. Check the "I'm not a robot" box and/or select the items requested from the photo captcha and the Submit Registration button will appear.

23. Select the Submit Registration button.

24. Once submitted, the BBCS will sign out of the profile and a message will appear indicating that the registration was submitted but must be confirmed.

25. Log into the email account that was utilized on the BBCS profile during registration.

Open the registration confirmation email and click on the Please click here to confirm your registration hyperlink.

26. Once that link is clicked, the account has been confirmed. You can now log back into BBCS.
BE AWARE: Until you have obtained your USAB Gold License AND ECAG has been notified by USAB directly and verified in the BBCS that a USAB Gold License has been issued, the account owner is blocked from performing any activity in the BBCS beyond creating a user account including event/league certification applications and team building for events.

Once this has been done, you will be able to perform the following actions depending on your role:
- Build a nonscholastic team bench and create a roster(s) as a coach.
- Apply for certification of an event or league as an operator.

The Adult User (coach/operator) account has been created. **Be sure to complete the additional items requiring action listed within the registration confirmation email to be eligible for participation.**
1. Obtain/renew your USAB Gold License BEFORE registering in the BBCS. More information on this topic is available in the USAB Gold License Registration document posted in the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification.

2. Navigate to the BBCS website (https://BBCS.ncaa.org)

3. Enter the email address and password that you used when you created your account and press the Sign In button.

4. When you log in for the first time during a calendar year, you will see a "welcome" message and instructions for activating your account for the current year.
5. In the Check All That Apply to You section, identify whether any of the statements that appear are true for you by placing a check mark in the box next to any statement that is applicable.

![Check All That Apply to You](image)

6. Verify that the contact information that appears on your profile is accurate and/or make any necessary edits.

### My Address Information

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State/Province</th>
<th>Zip Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAA Test</td>
<td>NCAA Test</td>
<td>Indiana</td>
<td>99999</td>
<td>USA</td>
</tr>
</tbody>
</table>

### My Contact Information

- **Email Address**: mcnelii55.test55@gmail.com
- **Phone Region**: US, Non-US
- **Phone Number**: (999) 999-9999, Mobile

**a. NAME & BIRTH DATE.** Edits to your name and birth date can only be changed by contacting ECAG (844/562-6201 option 2, or use the Email Contact Form).

**b. ADDRESS.** Click the Edit button to make changes to the address that appears.

**c. EMAIL.** If you want to change the email address that you use to log into the BBCS (and receive notifications), you CAN change your email address at this time. [NOTE: you cannot change to an email account that is already associated with another account in the BBCS.] The email address entered is where important information will be delivered.

**REMINDER to AOL, MSN, Earthlink, Verizon and iCloud** have been known to reject the emails generated by the BBCS. It is suggested that you utilize a different email address on your BBCS profile so that you don't miss any notifications. If you do not have an email address from another provider, you may want to create a free account (Gmail. Yahoo, etc.) and have it forwarded to the email you check regularly.

**d. PHONE.** You CAN change your phone number at this time if needed. The selection of US (Domestic) or a non-US; will determine the format required in the phone number field.

**e. USAB LICENSE number.** Your USAB number should be the same every year; only the approval date will change. **If you failed to renew your USAB number and instead started a completely new application, you will be issued a new USAB number in which case you will be required to contact ECAG (844/562-6201 option 2, or use the Email Contact Form) to activate your BBCS account. Until ECAG has been notified by USAB directly and verified in the BBCS that a USAB Gold License has been...**
issued, the account owner is blocked from performing any activity in the BBCS beyond creating/renewing a user account including event/league certification applications and team building for events.

- If you **failed to renew** your USAB number and **instead started a completely new application**, you will be issued a new USAB number and require you to contact the ECAG at 844/562-6201 option 2, or use the [Email Contact Form](#) to activate your BBCS account.

7. Review and acknowledge the attestations listed in the blue box that begins with "As an Adult Registrant". Confirm understanding of each attestation by selecting the check box next to each statement.

8. Once all boxes are checked, the final statement regarding the **Terms of Use** and **Privacy Policy** will appear. Select that check box and the blue Confirm Updates to My Profile button will be activated.

9. A message will appear to indicate that your account has been renewed AND the first blue box will change to yellow as an indication that it is now "read only".

**Once the renewal steps have been completed, edits CANNOT be made without contacting ECAG (844/562-6201 option 2, or use the [Email Contact Form](#)).**
Editing Your BBCS Account Information

If you need to make changes to your user account due to a new address, phone number, misspelled word, etc. You must contact ECAG (844/562-6201 option 2, or use the Email Contact Form).

Forgot Your BBCS Username and/or Password

Password Lock WARNING

Entering the wrong password three (3) times when trying to access the BBCS will result in your account being locked for 30 minutes. After that time, has expired, you can attempt again. Keep this in mind when doing things right before the event. ECAG staff CANNOT speed up this time restraint. If you enter the wrong password twice, but correctly enter it the third time, you will be able to access your account without delay.

Forgot BBCS Password

If you do not remember your password, there is a recovery feature on the initial login screen of the BBCS.

1. Click the Reset Password Here link on the login screen.

2. A window will pop-up for you to enter your email address.

3. Enter your email address and click the Submit button.
4. When you have successfully clicked the Submit button, the BBCS will display a message indicating that instructions have been emailed to you so that you can reset your password.

![Password Reset](image)

5. Log in to your email account and you should have received the instructions email that includes a hyperlink that you will utilize to create a NEW password for your account.

![Inbox](image)

**Forgot BBCS Username**

Your username will always be the emails address that you used when creating your account. IF you do not remember what email address you utilized OR if you need to update your email address because you no longer have access to that account, you will need to contact ECAG to do so.

**Login Trouble for BBCS?**

Contact ECAG (844/562-6201 option 2, or use the [Email Contact Form](#)) for assistance.
BBCS Time Out Warning

If you have the BBCS open and have not performed any action for a period of 30 minutes, you will see the following warning:

Once the warning time has expired, you will be signed out of your account.

You've Timed Out!

You are now being automatically logged out.