

Adult User Registration

Coach or Operator

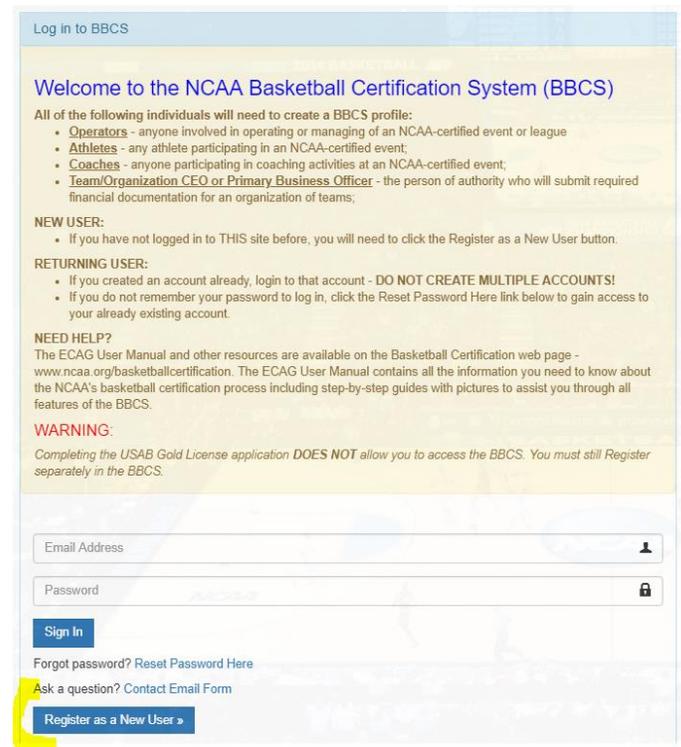
This step-by-step guide includes instructions on how to register or renew a registration (required annually) in the Basketball Certification System (BBCS) in order to operate an NCAA-certified league or to operate/manage/coach in an NCAA-certified **nonscholastic** event (event). Once registered, the 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](#)
 - [Forgot BBCS Username](#)
 - [Login Trouble for BBCS?](#)
- [BBCS Time Out Warning](#)

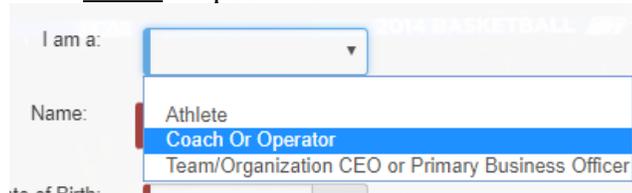
First Time Registration – Coach or Operator

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.
2. Navigate to the BBCS website (<https://BBCS.ncaa.org>).
3. Press the [Register as a New User](#) button.



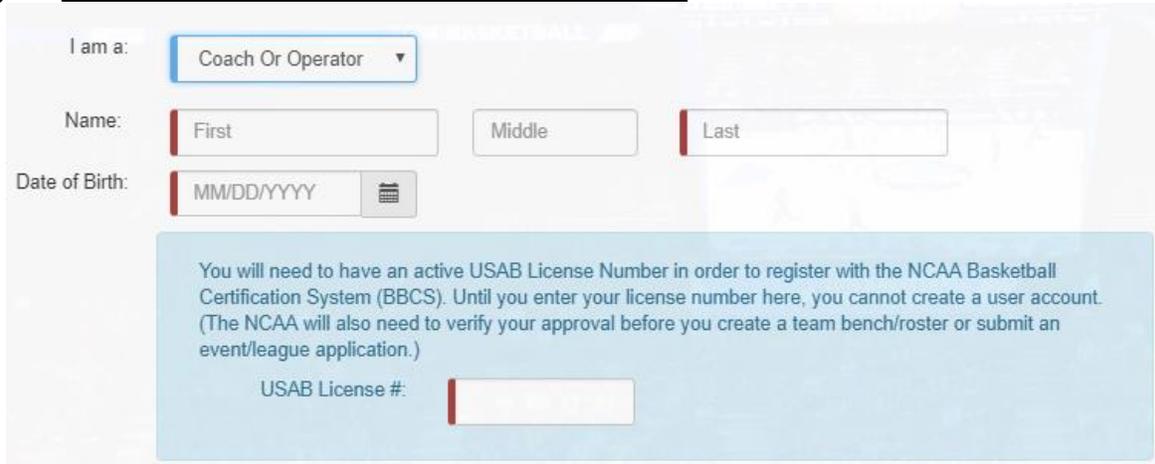
The screenshot shows the 'Log in to BBCS' page. It features a header with the title 'Log in to BBCS' and a search icon. Below the header is a yellow banner with the text 'Welcome to the NCAA Basketball Certification System (BBCS)'. The banner contains instructions for different user types: Operators, Athletes, Coaches, and Team/Organization CEO or Primary Business Officer. It also provides information for new and returning users, a 'NEED HELP?' section with a link to the ECAG User Manual, and a 'WARNING' section about the USAB Gold License application. At the bottom of the page, there are input fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Register as a New User' button which is highlighted with a yellow box. There are also links for 'Forgot password? Reset Password Here' and 'Ask a question? Contact Email Form'.

4. Select Coach or Operator from the I am a dropdown box.



The screenshot shows a dropdown menu titled "I am a:" with three options: "Athlete", "Coach Or Operator" (highlighted in blue), and "Team/Organization CEO or Primary Business Officer".

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

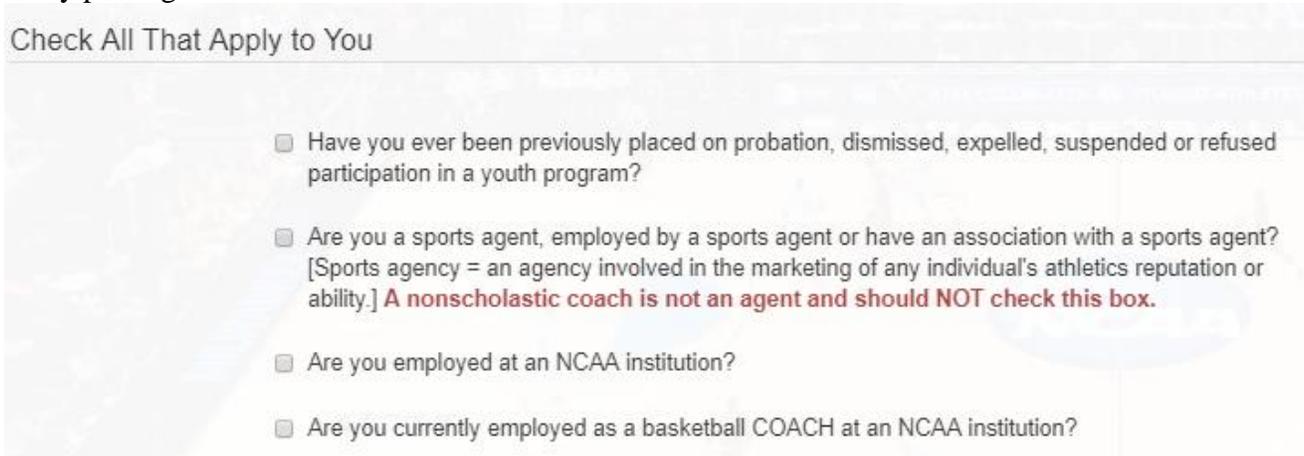


The screenshot shows the registration form with the following fields: "I am a:" (set to "Coach Or Operator"), "Name:" (First, Middle, Last), "Date of Birth:" (MM/DD/YYYY), and "USAB License #:". A blue box contains the following text: "You will need to have an active USAB License Number in order to register with the NCAA Basketball Certification System (BBCS). Until you enter your license number here, you cannot create a user account. (The NCAA will also need to verify your approval before you create a team bench/roster or submit an event/league application.)"

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.



The screenshot shows the "Check All That Apply to You" section with the following checkboxes:

- Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program?
- Are you a sports agent, employed by a sports agent or have an association with a sports agent? [Sports agency = an agency involved in the marketing of any individual's athletics reputation or ability.] **A nonscholastic coach is not an agent and should NOT check this box.**
- Are you employed at an NCAA institution?
- Are you currently employed as a basketball COACH at an NCAA institution?

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](#)).

Addresses					
	Street Address	City	State/Province	Zip Code	Country
Edit	3111 World Dr	Orlando	Florida	32830	USA

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.

Phone Region: US Non-US

Phone Number:

Number Type:

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.

Password:

Confirm Password:

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.

- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ecag@ncaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my failure to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.
- I understand that the NCAA will strictly enforce all deadlines.
- I agree that I will not distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete ("PSA") provided or otherwise made available to me for any purpose; except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.
- I acknowledge that as a coach/operator participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.
- I acknowledge that in order to participate as a coach/operator in NCAA-certified events/leagues, I am required to obtain a USA Basketball Gold License and hereby consent that the NCAA may share such information and data with USA Basketball. Further, all applicants and licensed coaches of USA Basketball's Gold License program will become active under the NCAA® community portal on Community.usab.com. Users may detach from this affiliation at any time through their community dashboard functions.

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

- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ecag@ncaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my failure to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.
- I understand that the NCAA will strictly enforce all deadlines.
- I agree that I will not distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete ("PSA") provided or otherwise made available to me for any purpose; except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.
- I acknowledge that as a coach/operator participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.
- I acknowledge that in order to participate as a coach/operator in NCAA-certified events/leagues, I am required to obtain a USA Basketball Gold License and hereby consent that the NCAA may share such information and data with USA Basketball. Further, all applicants and licensed coaches of USA Basketball's Gold License program will become active under the NCAA® community portal on Community.usab.com. Users may detach from this affiliation at any time through their community dashboard functions.
- I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#).

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

I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#).

[Preview and Submit](#) [Cancel](#)

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.

Registration Preview - Please review your BBCS registration data carefully. If you need to change anything, click the **Change Information** button below to return to the registration form. ✕

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

Some required fields are missing data. See fields highlighted with the *****Missing***** tag below. Click the "Change Information" button to complete the form. Afterwards, the "Finalize Submission" button will be enabled.

General Information

I am a:	Coach Or Operator		
First Name:	SandyTest	Middle Name:	
Date of Birth:	12/30/1990	USAB License #:	1234321
		Last Name:	Adult

You Acknowledged the Following

- Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program? **No**
- Are you a sports agent, employed by a sports agent or have an association with a sports agent? [Sports agency = an agency involved in the marketing of any individual's athletics reputation or ability.] A nonscholastic coach is not an agent and should NOT check this box. **No**
- Are you employed at an NCAA institution? **No**
- Are you currently employed as a basketball COACH at an NCAA institution? **No**

Address

Missing

Contact Information

Email:	SandyTestAdult@gmail.com	Confirm Email:	SandyTestAdult@gmail.com
Password:	*****	Confirm Password:	*****
Phone Region:	US	Phone Number:	(317) 917-6322
		Phone Type:	HOME

[Finalize Submission](#)

[Change Information](#)

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.

Registration Preview - Please review your BBCS registration data carefully. If you need to change anything, click the **Change Information** button below to return to the registration form. ✕

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

General Information

I am a:	Coach Or Operator				
First Name:	SandyTest	Middle Name:		Last Name:	Adult
Date of Birth:	12/30/1990	USAB License #:	1234321		

You Acknowledged the Following

- Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program? **No**
- Are you a sports agent, employed by a sports agent or have an association with a sports agent? [Sports agency = an agency involved in the marketing of any individual's athletics reputation or ability.] A nonscholastic coach is not an agent and should NOT check this box. **No**
- Are you employed at an NCAA institution? **No**
- Are you currently employed as a basketball COACH at an NCAA institution? **No**

Address

Street Address	City	State/Province	Zip Code	Country
1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA

Contact Information

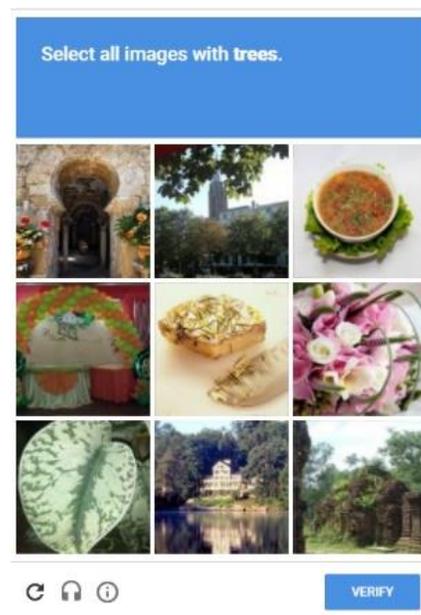
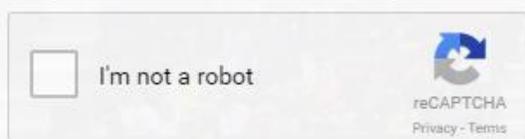
Email:	SandyTestAdult@gmail.com	Confirm Email:	SandyTestAdult@gmail.com		
Password:	*****	Confirm Password:	*****		
Phone Region:	US	Phone Number:	(317) 917-6322	Phone Type:	HOME

Finalize Submission

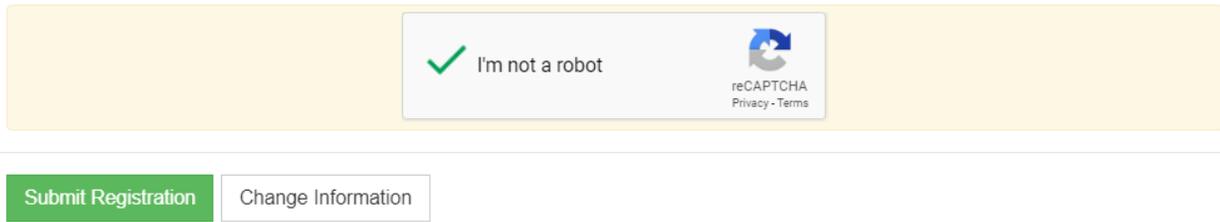
Change Information

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:

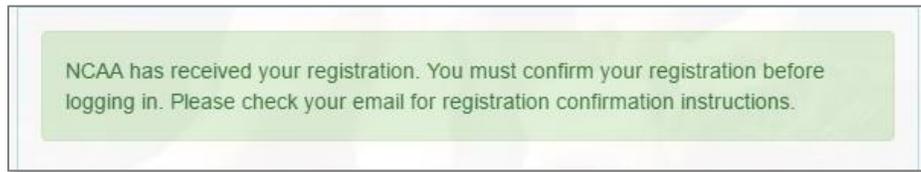


22. Check the "I'm not a robot" box and/or select the items requested from the photo captcha and the Submit Registration button will appear.



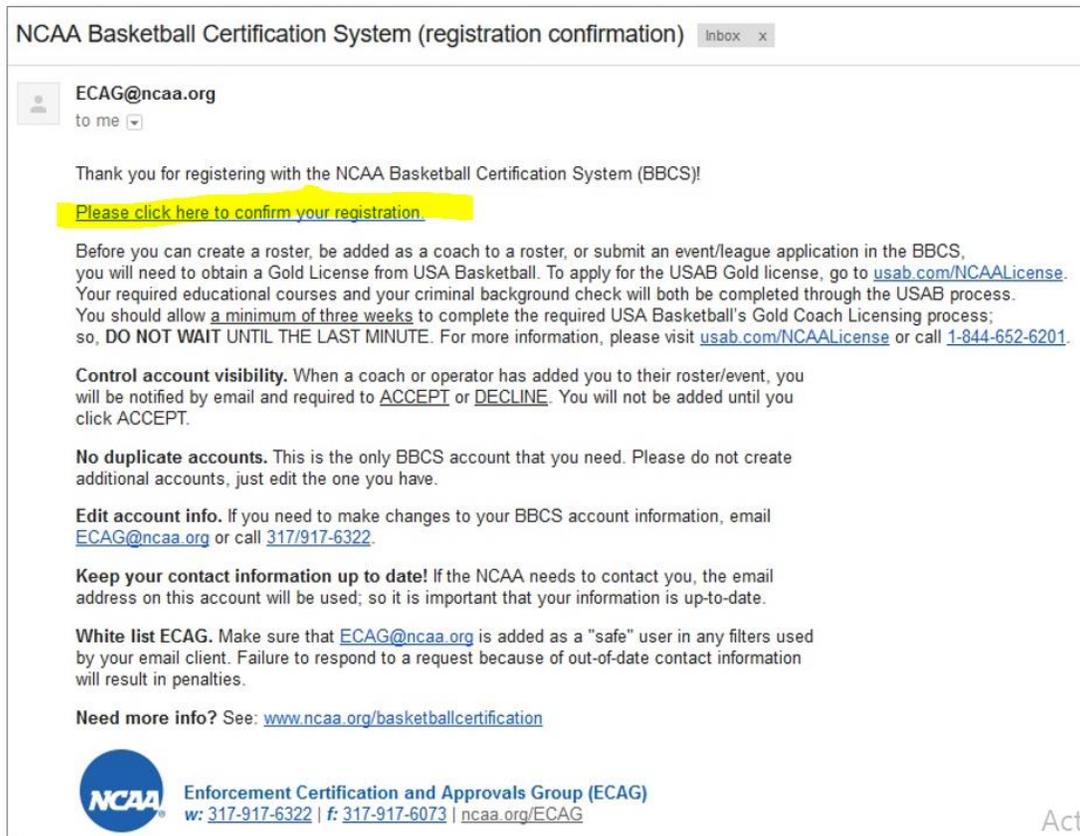
23. Select the Submit Registration button.

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.

Log in to BBCS

Registration process completed. Please login with the user id and password that you registered with.

Username 

Password 

[Sign In](#)

Forgot password? [Reset Password Here](#)

[Register as a New User >](#)

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.**

RENEW Adult Registration – Coach or Operator

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.

Log in to BBCS

Welcome to the NCAA Basketball Certification System (BBCS)

All of the following individuals will need to create a BBCS profile:

- **Operators** - anyone involved in operating or managing of an NCAA-certified event or league
- **Athletes** - any athlete participating in an NCAA-certified event;
- **Coaches** - anyone participating in coaching activities at an NCAA-certified event;
- **Team/Organization CEO or Primary Business Officer** - the person of authority who will submit required financial documentation for an organization of teams;

NEW USER:

- If you have not logged in to THIS site before, you will need to click the Register as a New User button.

RETURNING USER:

- If you created an account already, login to that account - **DO NOT CREATE MULTIPLE ACCOUNTS!**
- If you do not remember your password to log in, click the Reset Password Here link below to gain access to your already existing account.

NEED HELP?
The ECAG User Manual and other resources are available on the Basketball Certification web page - www.ncaa.org/basketballcertification. The ECAG User Manual contains all the information you need to know about the NCAA's basketball certification process including step-by-step guides with pictures to assist you through all features of the BBCS.

WARNING:
Completing the USAB Gold License application **DOES NOT** allow you to access the BBCS. You must still Register separately in the BBCS.

Email Address

Password

[Sign In](#)

Forgot password? [Reset Password Here](#)

Ask a question? [Contact Email Form](#)

[Register as a New User »](#)

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.

Welcome to BBCS 2019!

1. Please confirm your registration information for the new year.
2. Once you have verified it is correct please click the "**Confirm Updates to My Profile**" button to continue.

Full Name

Middle Name

Date of Birth

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

Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program?

Are you a sports agent, employed by a sports agent or have an association with a sports agent? [Sports agency = an agency involved in the marketing of any individual's athletics reputation or ability.] **A nonscholastic coach is not an agent and should NOT check this box.**

Are you employed at an NCAA institution?

Are you currently employed as a basketball COACH at an NCAA institution?

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

My Address Information

	Street Address	City	State/Province	Zip Code	Country
Edit	NCAA Test	NCAA Test	Indiana	99999	USA

My Contact Information

Email Address:

Phone Region:

Phone Number:

- 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 BBBS 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 BBBS 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.

The screenshot shows a form titled "As an Adult Registrant" with six unselected checkboxes and their corresponding statements:

- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ecag@ncaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my failure to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.
- I understand that the NCAA will strictly enforce all deadlines.
- I agree that I will not distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete ("PSA") provided or otherwise made available to me for any purpose, except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.
- I acknowledge that as a coach/operator participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBBS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.
- I acknowledge that in order to participate as a coach/operator in NCAA-certified events/leagues, I am required to obtain a USA Basketball Gold License and hereby consent that the NCAA may share such information and data with USA Basketball. Further, all applicants and licensed coaches of USA Basketball's Gold License program will become active under the NCAA@ community portal on Community.usab.com. Users may detach from this affiliation at any time through their community dashboard functions.

Below the list is a light blue bar with the text: "For updates or questions, call 317-917-6322 or submit them through our contact form". At the bottom is a blue button labeled "Confirm Updates to My Profile".

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.

The screenshot shows a single checked checkbox with the text: "I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#)." Below this is a light blue bar with the text: "For updates or questions, call 317-917-6322 or submit them through our contact form". At the bottom is a blue button labeled "Confirm Updates to My Profile".

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".

The screenshot shows a green notification box with the text: "Your profile has been updated for the new year!". Below the notification is a form field labeled "Full Name" with the value "Test" entered.

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

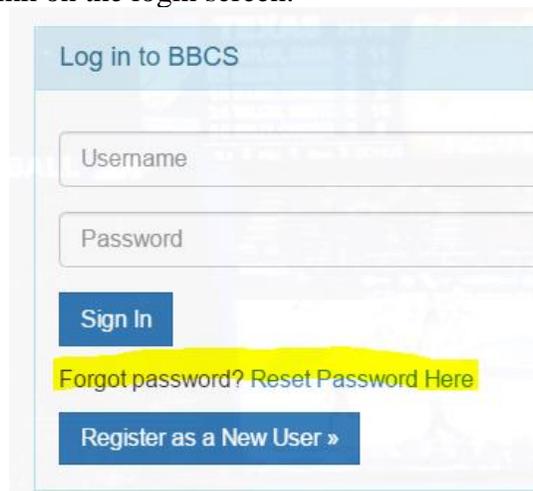
Password Lock WARNING

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

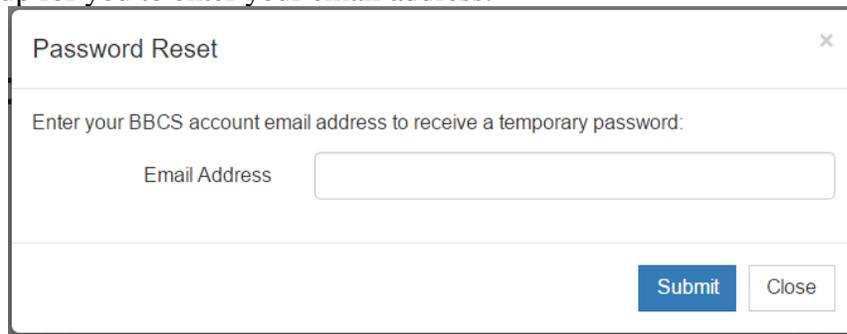
If you do not remember your password, there is a recovery feature on the initial login screen of the BBCS.

1. Click the [Reset Password Here](#) link on the login screen.



The screenshot shows the 'Log in to BBCS' interface. It features a 'Username' input field, a 'Password' input field, a 'Sign In' button, a 'Forgot password? Reset Password Here' link (highlighted in yellow), and a 'Register as a New User >' button.

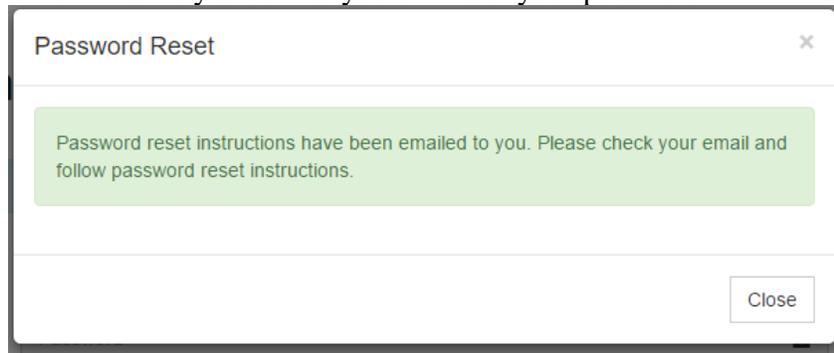
2. A window will pop-up for you to enter your email address.



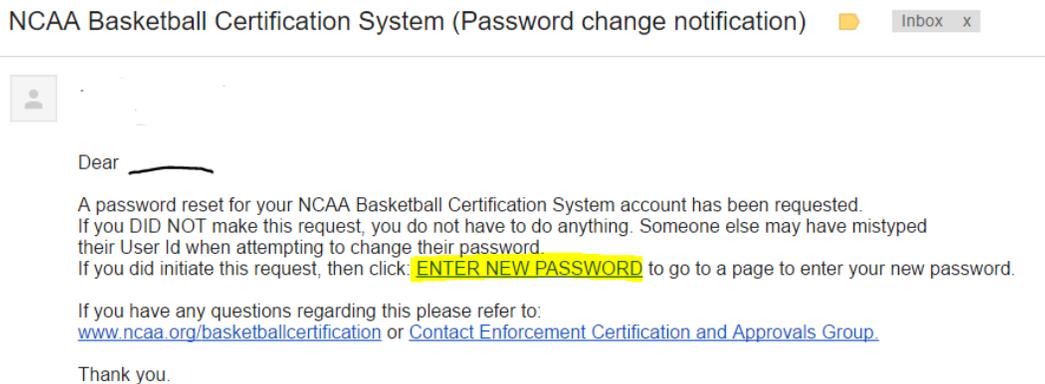
The screenshot shows a 'Password Reset' pop-up window. It contains the text 'Enter your BBCS account email address to receive a temporary password:' followed by an 'Email Address' input field. At the bottom right, there are 'Submit' and 'Close' buttons.

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.



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.



Forgot BBCS Username

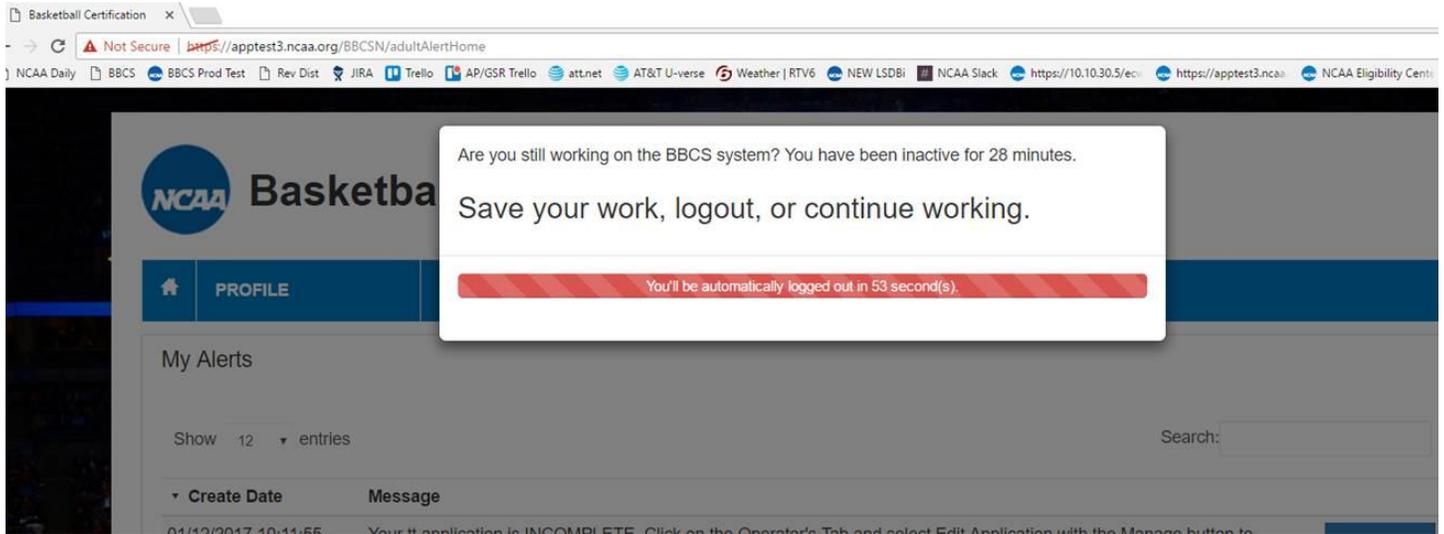
Your username will always be the emails address that you used when creating your account. IF you do not remember what email address you utilized OR if you need to update your email address because you no longer have access to that account, you will need to contact ECAG to do so.

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.

