



Athlete Registration QuickStart Guide

ALL athletes participating in NCAA-certified nonscholastic events MUST have an active account in the NCAA Basketball Certification System (BBCS) - <http://bbcs.ncaa.org>. Detailed step-by-step instructions are provided in the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification. Visit our [FAQ's](#) for additional help.

All tabs on the athlete account must be COMPLETE (including document uploads when applicable) BEFORE a coach can invite the athlete to the team's bench/roster.

1/ Parent/Guardian Creates/Renews Account. Coaches SHOULD NOT be creating accounts for athletes.

This reminder message appears in the BBCS and will NOT disappear:

Athlete registration must be submitted by a participant of at least eighteen (18) years of age or the parent/legal guardian of any minor participant with the right to submit such information on behalf of the minor.

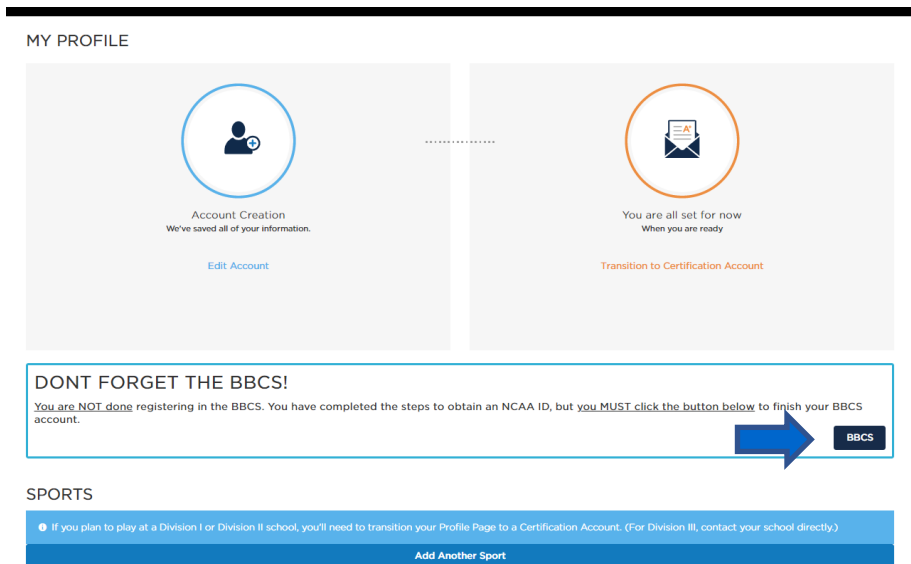
1/ New users – create an account.

1. Go to <https://bbcs.ncaa.org/> and click Create an Eligibility Center Account.



Not in high school yet? When asked for your high school, select the high school you plan to attend and enter your planned start date and graduation date.

2. Once you have completed your EC account, find the section that says "DON'T FORGET THE BBCS!" and click the BBCS button to return to the BBCS.



3. On the Basic Information tab, click the Edit Address button and add the athlete's I Live and Lived at since information and click Save.
4. Add the athlete's parent/guardian information & Submit.
5. On the Basic Information tab, review and confirm receipt of educational resources and Save.
6. On the School Information tab, enter school information and Save.

2/ Previous users – login.

1. Login with the email address and password from the athlete's Eligibility Center account.
2. Update or edit athlete's contact information as needed on the profile tab. Be sure to check the box to the left of your current address(es) to verify those that still apply.
3. Verify the name and contact information for the athlete's Parent/Guardian.
4. Review and confirm receipt of the current year's educational resources.
5. Update or edit the School Information tab.
6. Save your profile for 2020.

2/ Respond to Bench Invitation(s).

If you are playing in a nonscholastic team event, your coach will send you an invitation to add you to their bench.

1. Receive the bench invitation by email or on your alerts tab in the BBCS.
2. Go to your My Teams tab.
3. Click the accept or reject button to respond to the invitation.

Do not create MULTIPLE accounts!!

An athlete does not need and should not have more than one BBCS account.