
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.

**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.**

A valid Eligibility Center (EC) account is required to register a BBCS athlete profile.

Don't have an EC account?
1. Go to https://bbcs.ncaa.org/ and click Create an Eligibility Center Account.

![Create an EC Account](image)

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, return to https://bbcs.ncaa.org/ and click Login.
3. Enter the email address and password you created for your EC account.

4. On the Basic Information tab, add the athlete’s address, phone contact information and parent/guardian information.
5. Review and confirm receipt of educational resources.
6. On the School Information tab, enter school information.

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. Enter 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.

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.