



Coach Registration QuickStart Guide

ALL teams participating in NCAA-certified events MUST register 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.

All coaches (not just the head coach) must have a BBCS account and a USAB Gold license.

1/ Obtain or renew a USA Basketball (USAB) Gold License.

All individuals participating in coaching activities or sitting on the team bench at an NCAA-certified event are required to obtain a USAB Gold License. If you do not have a USAB Gold License for the current year, apply or renew a previous account online at: <https://community.usab.com/>.

WARNING - If you have applied with USAB in the past, DO NOT create a new account, log in to the account you had last year. Starting over when you already have a USAB account will prevent the account from being automatically validated and will require that you contact ECAG by phone or email to correct the number and manually validate your account, which will delay the process.

The educational component will take several hours for first-time applicants but must be completed before the application gets processed. Allow a **minimum of three weeks** for USAB to process.

It may take **24 business hours for USAB to report your approval to the NCAA** once you are licensed. 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 a user account including team building.

2/ Create or renew a BBCS account.

Do NOT create MULTIPLE accounts!! You can administer all teams from one account.

1/ New users – create an account.

1. Go to <https://bbcs.ncaa.org/> and click Create a BBCS Account.



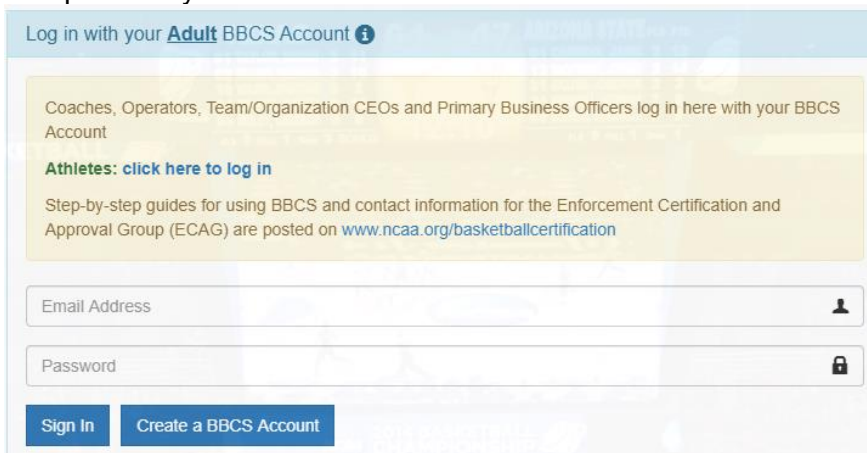
2. Enter your Name, Date of Birth, and USAB Gold License #.
3. Review and select any applicable boxes in the Check All That Apply To You section.
4. Add Coaches contact information (address, phone, email).
5. Create and confirm your password. Remember this password - it will be used to login to the BBCS. 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.
6. Review and acknowledge the attestations, terms of use and privacy policy. Confirm understanding of each by checking the box next to each statement.
7. After you have finalized submission, confirm your account by clicking the link in the confirmation email sent to the email account utilized on the BBCS profile during registration.

2/ Previous users – login.

1. Go to <https://bbcs.ncaa.org/> and click Login.



2. Sign In with the email address and password that you created the account with previously.



3. Review and update any changes to your profile information.
4. Review and acknowledge the attestations, terms of use and privacy policy. Confirm understanding of each by checking the box next to each statement.
5. Click Confirm Updates to My Profile.

If you will not be creating your own bench, but instead will be added as a coach to another coach's bench, you do not need to proceed to step 3. Once the head coach invites you to his/her bench, you will receive an email and an alert in the BBCS prompting you to accept or deny the request.

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Finalize Financial Responsibility.

ALL teams must agree to financial transparency in order to participate in the NCAA-certified events. Additional information is available in the Team Building Step-by-Step located at www.ncaa.org/basketballcertification.

1. Go to the Coaches tab.
2. Select Yes or No for the question "Are you financially responsible for teams on this bench?"
 - If you select No, you will need to click Add Organization to connect to the organization that is financially responsible for your team(s).
 - If you selected Yes, enter the established date for your teams and review and acknowledge the attestations by checking the box next to each statement.
3. Save and Continue.
4. Finalize Financial Responsibility.

4/

Instruct all athletes on your team to create or renew their BBCS profile.

ALL athletes participating in NCAA-certified nonscholastic events MUST have an active account in the NCAA Basketball Certification System (BBCS) - <http://bbcs.ncaa.org>. An Athlete Quick Start guide as well as detailed step-by-step instructions are available at www.ncaa.org/basketballcertification.

Coaches SHOULD NOT be creating accounts for athletes.

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Create your Bench.

The BBCS uses a "bench" concept, which enables you to have a pool of available athletes and assistant coaches and rosters would later be created from the bench. Additional information is available in the Team Building Step-by-Step located at www.ncaa.org/basketballcertification.

1. Go to the Coaches tab.
2. On the bench tab for the current year, click New Address and enter the team's official address.
3. Select Open Search within the Add Coaches and Athletes section. This will expand the section to search and add individuals (players and assistant coaches) to the bench.
 - You cannot search for a coach and invite him/her to your "bench" until that coach has their (1) USAB Gold license, (2) created or renewed a user account in the BBCS and (3) been verified by the NCAA.
 - You cannot search for an athlete and invite to your "bench" until that athlete has (1) created or renewed their account in the BBCS, (2) acknowledged receipt of the educational resources; (3) completed their school information on their profile; and if flagged in the BBCS, uploaded documentation to prove their address is valid.
 - Only athletes' whose address is consistent with the NCAA residency requirements will appear in your search. See the [Athlete Address](#)

Requirements and Documentation of Proof Flow Chart to better understand those restrictions.

4. Respond to any red REQUIRES Justification or yellow PENDING Justification More Info Needed buttons on your bench. Additional information regarding justifications is available in the Justification Process Step-by-Step located at www.ncaa.org/basketballcertification.

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Create your Roster(s).

Create a roster for each event you will attend with the athletes and coaches from your bench. Additional information is available in the Team Building Step-by-Step located at www.ncaa.org/basketballcertification.

1. Go to the Coaches tab.
2. On the rosters tab for the current year, find the event your team will attend under Approved Events and click Create Roster.
3. Enter the Team Name and add each participant.
4. Verify accuracy of jersey numbers.
5. Save roster & repeat if needed for additional teams.

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Complete the Team Post Event Review Form (TPERF).

After the conclusion of summer events.

If you answered "Yes" to the question "Are you financially responsible for the teams on this bench?" then you are REQUIRED to submit a Team Post Event Review Form (TPERF). You will submit one form with the combined financial disclosures for all teams that competed in an NCAA-certified event in the current year. **This should be submitted after the conclusion of summer events, but no later than August 31.** Additional information is available in the Team Post Event Review Form Step-by-Step located at www.ncaa.org/basketballcertification.

1. Go to the Coaches tab.
2. Find the \$ Responsibility tab for the current year and complete the three tabs with the combined totals for all of your teams that competed in an NCAA-certified event.
 - Revenues and Expenses
NOTE: Dollar Amount and Description fields CAN NOT be left empty. If the category does not apply to your team(s), enter \$0 and N/A.
 - Other Associated Organizations and Organization Chart
 - \$ Submission