

Organization Registration

Team/Organization CEO or Primary Business Officer

This step-by-step guide includes instructions on how to register or renew in the Basketball Certification System (BBCS) as a team/organization CEO or primary business officer followed by organization registration/management so the organization's teams to participate in an NCAA-certified **nonscholastic** events (events). The person with ultimate authority for the organization of teams should create an account in the BBCS. Once registered, the primary business officer will need to register their organization and then respond to requests from teams to be connected to the organization in the BBCS and at the conclusion of the nonscholastic basketball season, will be required to submit financial disclosures for the organization's teams.

Included in this document:

[CEO or Primary Business Officer Registration](#)

[RENEW Registration – CEO or Primary Business Officer](#)

[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](#)

[Submitting your Organization for Approval](#)

[Processing Team Link Requests from Coaches](#)

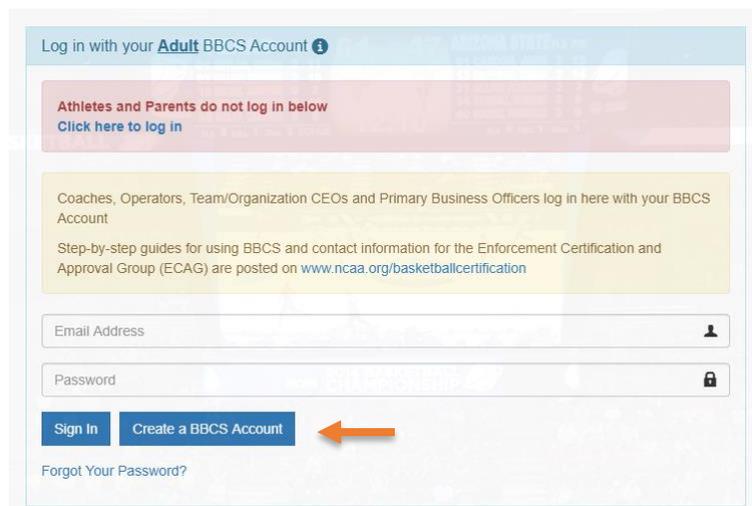
The organization account is intended as a way for organizations to submit financial disclosures for their teams. This is only necessary for circumstances where an organization, not the team's head coach (a coach in the BBCS that builds a bench and roster), manages and will be responsible for disclosing the financials for the team. If the head of the organization is also the head coach, he/she will only need an organization account in the BBCS if he/she will submit financial disclosures for other head coaches. Alternatively, the head of the organization/head coach could add all other coaches within the organization to his/her bench and separate the teams through the tag features on the bench level or through the roster creation process. In this scenario, the head coach would submit financial disclosures from his/her coach account and would not need to create an organization.

First Time Registration - CEO or Primary Business Officer

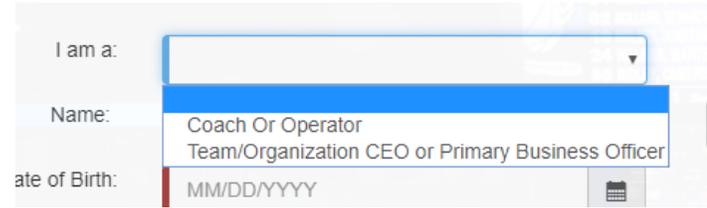
1. Navigate to the BBCS website (<https://BBCS.ncaa.org>).
2. Click Create a BBCS Account.



3. Click Create a BBCS Account.



4. Select Team/Organization CEO or Primary Business Officer from the I am a dropdown box.



I am a:

Name:

Date of Birth:

5. Enter your Name and Date of Birth.



I am a:

Name:

Date of Birth:

6. Press the Add New Address button.



My Contact Information

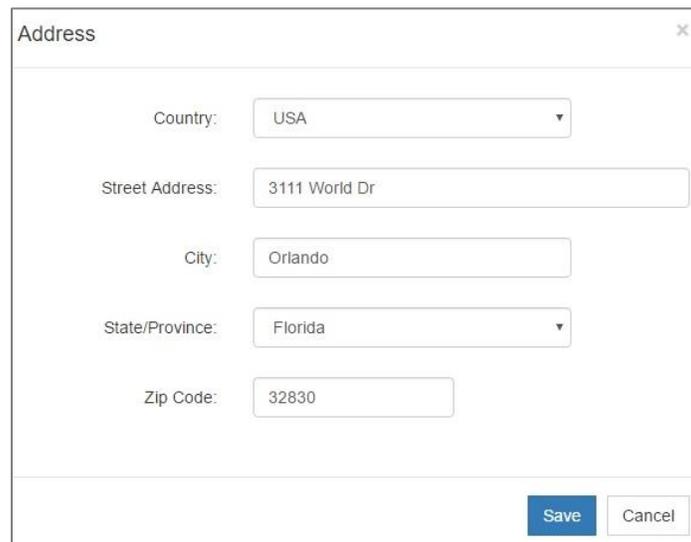
Email:

Confirm Email:

Phone Region:

Phone Number:

7. Enter your primary address of residence, not a business address.



Address

Country:

Street Address:

City:

State/Province:

Zip Code:

8. Review the saved address entry for accuracy. If necessary, click the [Edit](#) button and make changes now. Once submitted, you WILL NOT be able to make edits to this information without contacting ECAG to make changes (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

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

Email:

Confirm Email:

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.

10. 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:

11. 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:

12. 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.

13. 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](#).

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

14. Click the [Preview and Submit](#) button and a window with a summary of the information entered displays.

15. Review the information in the [Registration Preview](#).

16. 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 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: Team/Organization
CEO or Primary
Business Officer

First Name: SandyTest **Middle Name:** **Last Name:** Business

Date of Birth: 01/01/2000

Address

Missing

Contact Information

Email: sandybusiness@gmail.com **Confirm Email:** sandybusiness@gmail.com

Password: ***** **Confirm Password:** *****

Phone Region: **Missing** **Phone Number:** **Missing** **Phone Type:** **Missing**

Finalize Submission

Change Information

17. 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: Team/Organization
CEO or Primary
Business Officer

First Name: SandyTest **Middle Name:** **Last Name:** Buisness

Date of Birth: 01/01/2000

Address

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

Contact Information

Email: sandybusiness@gmail.com **Confirm Email:** sandybusiness@gmail.com

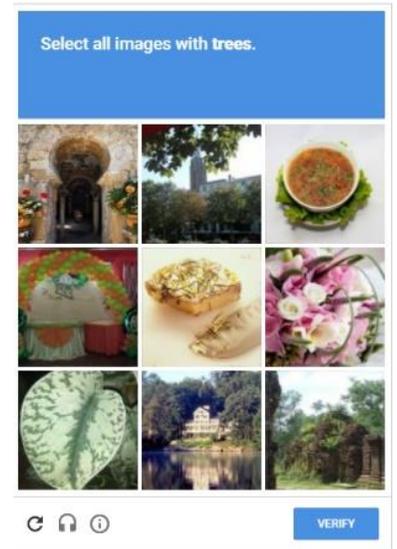
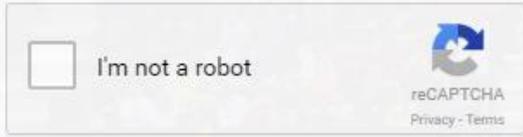
Password: ***** **Confirm Password:** *****

Phone Region: US **Phone Number:** (317) 917-6322 **Phone Type:** MOBILE

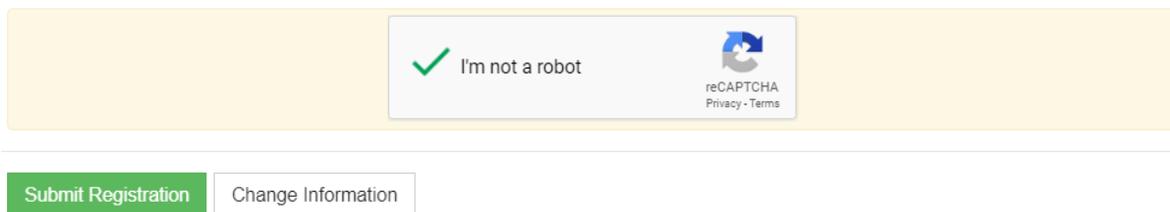
Finalize Submission

Change Information

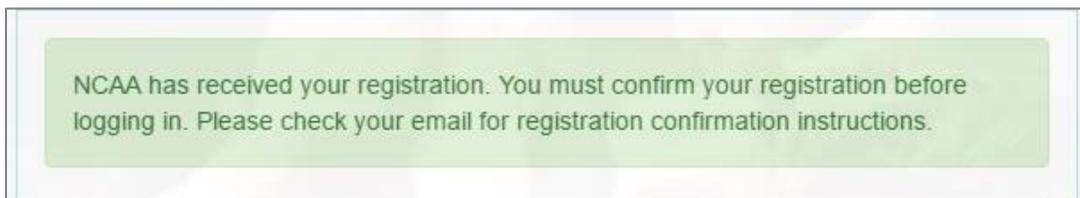
18. Take one last look to make sure that the information on the account is accurate because once the Finalize Submission button is selected, you will not be able to make any corrections without calling the NCAA for assistance.
19. You may be asked to confirm that you are not a robot via a Captcha in one or both of the following formats:



20. 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.



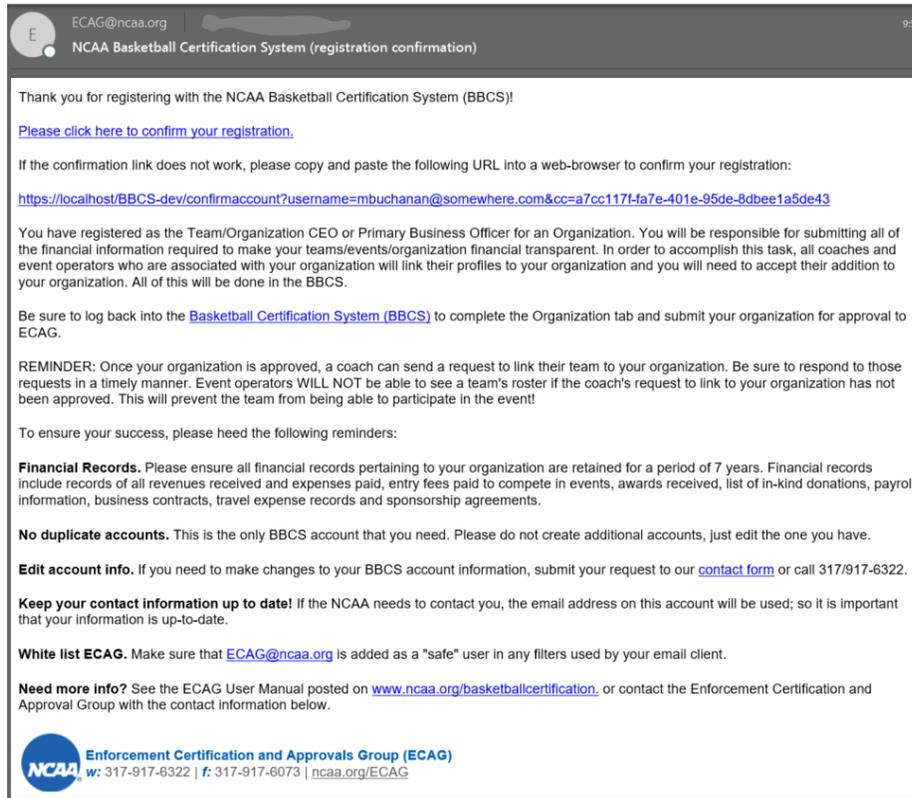
21. Select the Submit Registration button.



22. 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.

23. 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.



24. Once that link is clicked, the account has been confirmed. You can now log back into BBCS to complete the Organization's registration.



The Team/Organization CEO or Primary Business Officer account has been created. Be sure to log back into the BBCS and Submit your Organization for Approval

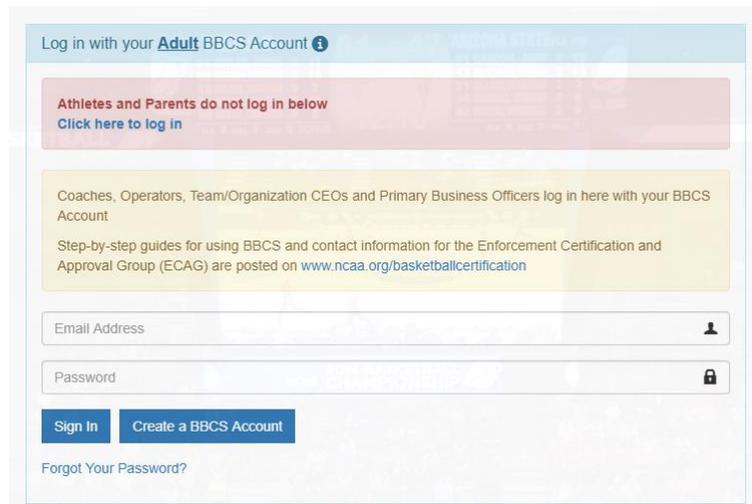
RENEW Registration – CEO or Primary Business Officer

1. Navigate to the BBCS website (<https://BBCS.ncaa.org>).
2. Click Login.

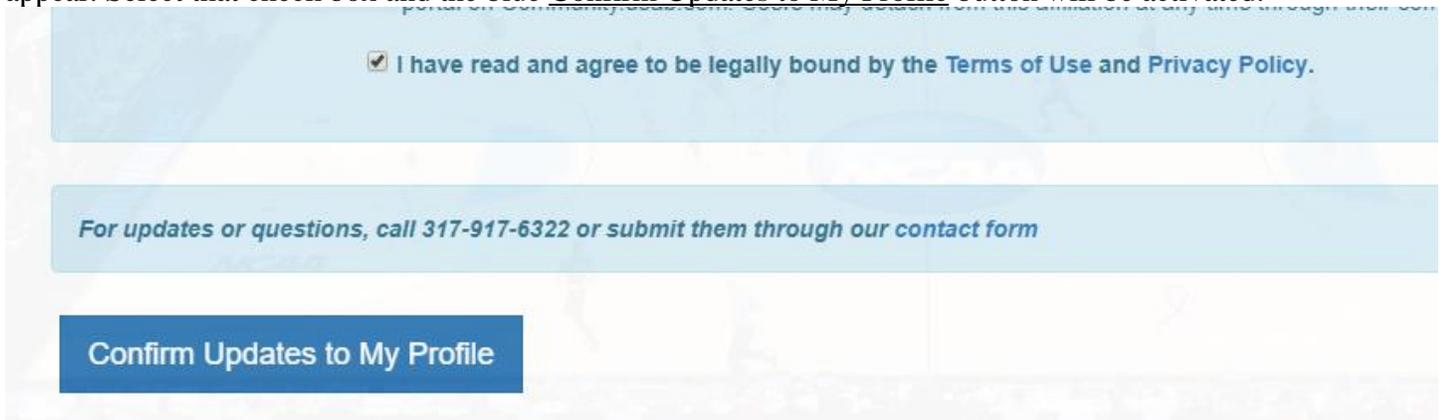


3. Enter the email address and password you used when you created your account and click Sign In.

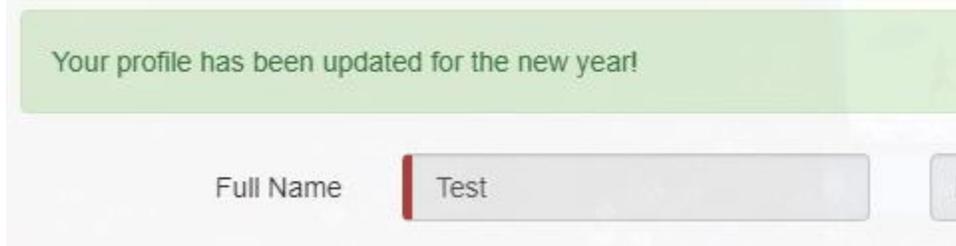
that



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. Verify that the contact information that appears on your profile is accurate and/or make any necessary edits.
6. Review and acknowledge the attestations listed. Confirm understanding of each attestation by selecting the check box next to each statement.
7. 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.



8. A message will appear to indicate that your account has been renewed.



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, or a change in organization information. You must contact ECAG (844/562-6201 option 2, or use the [Email Contact Form](#)).

Forgot Your BBCS Username and/or Password

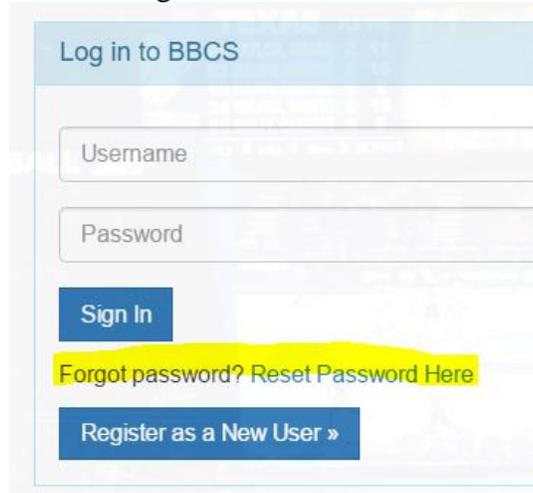
Password Lock WARNING

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

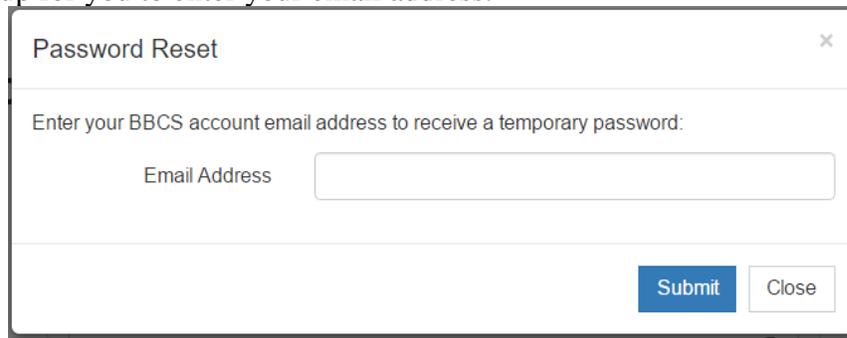
If you do not remember your password, there is a recovery feature on the initial login screen of the BBCS.

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 blue 'Sign In' button, a blue button with the text 'Forgot password? Reset Password Here' (highlighted in yellow), and a blue button with the text 'Register as a New User >'.

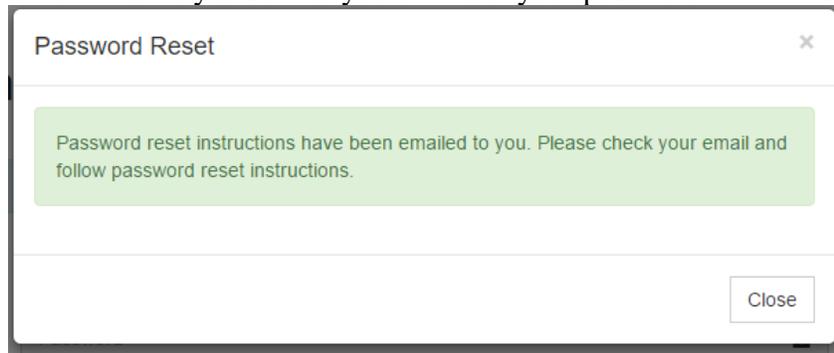
2. A window will pop-up for you to enter your email address.



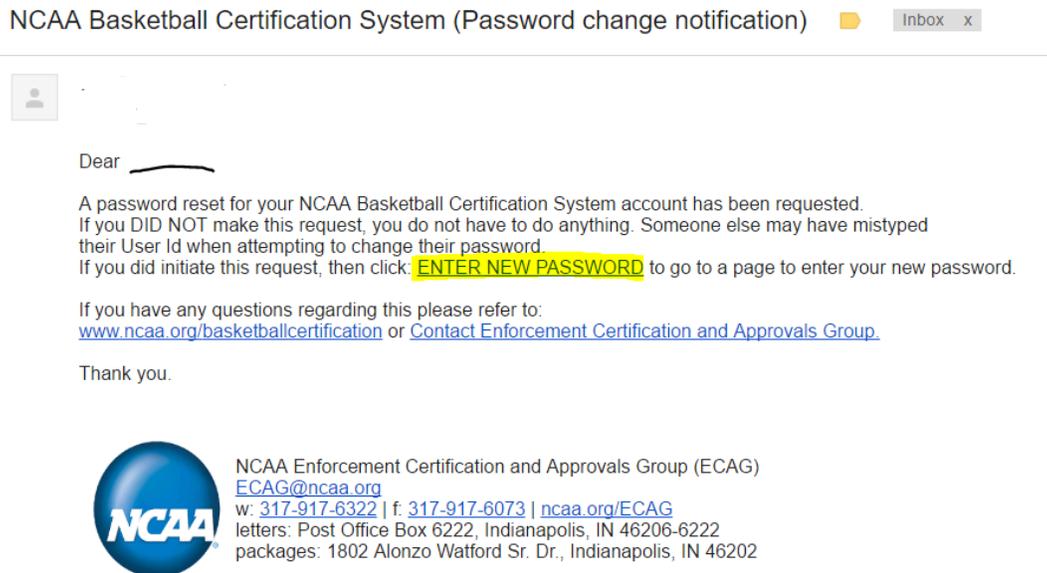
The screenshot shows a 'Password Reset' pop-up window. The title bar reads 'Password Reset' with a close button (X). The main text says 'Enter your BBCS account email address to receive a temporary password:'. Below this is an 'Email Address' input field. At the bottom right, there are two buttons: a blue 'Submit' button and a white 'Close' button.

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

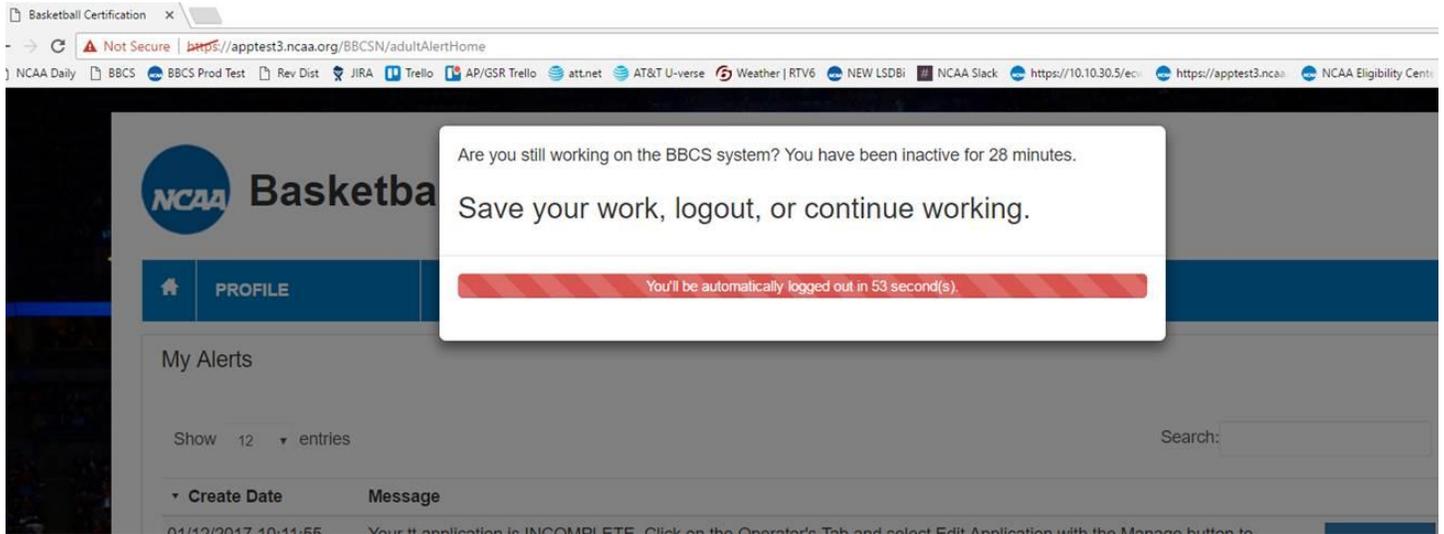
Your username will always be the emails address that you used when creating your account. IF you do not remember what email address you utilized OR if you need to update your email address because you no longer have access to that account, you will need to contact ECAG to do so.

Login Trouble for BBCS?

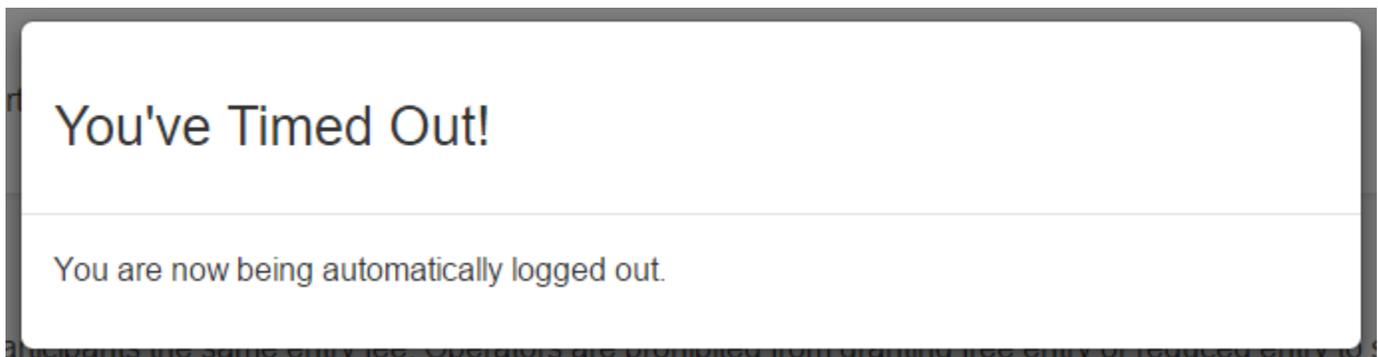
Contact ECAG (844/562-6201 option 2, or use the [Email Contact Form](#)) for assistance.

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:

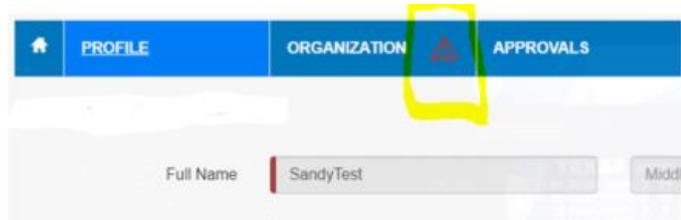


Once the warning time has expired, you will be signed out of your account.



Submitting your Organization for Approval

1. Log into the BBCS website (<https://BBCS.ncaa.org>).
2. Navigate to the Organization section. On first login or as long as the section is incomplete, it will be flagged with a warning icon.



3. Enter your organization's Name and Employer Identification Number (EIN). If the organization does not have an EIN, leave this field blank.

Please fill out your organization's information in the fields below. Once you are ready to submit your information for review by ECAG, click on the "Save and Request Approval From ECAG" button.

My Organization's General Information

Name of your Organization	<input type="text"/>	Employer Identification Number [?]	<input type="text"/>
Which classification best describes your Organization?	<input type="text" value="-Select a Classification"/>	Number of Employees	<input type="text"/>
First Date of Organization Existence:	<input type="text" value="MM/DD/YYYY"/>		<input type="text"/>

4. Identify the classification of your organization. Select from the drop-down which organization type best describes your organization.

My Organization's General Information

Name of your Organization	<input type="text"/>
Which classification best describes your Organization?	<input type="text" value="-Select a Classification"/>
First Date of Organization Existence:	<input type="text"/>

My Organization's Address Information

Street Address:	<input type="text"/>
Country:	<input type="text"/>

-Select a Classification

-Select a Classification

Corporation (Private)

Corporation (Publicly Traded)

LLC

Non Profit

Partnership

Sole Proprietorship

5. Enter the number of people employed by your organization.

Number of Employees	<input type="text"/>
---------------------	----------------------

6. Enter the date your organization came into existence, the date of inception, date of incorporation if there is one.

First Date of Organization Existence: 

7. Enter your organization's address.

My Organization's Address Information

Street Address: City:

Country: State/Province:

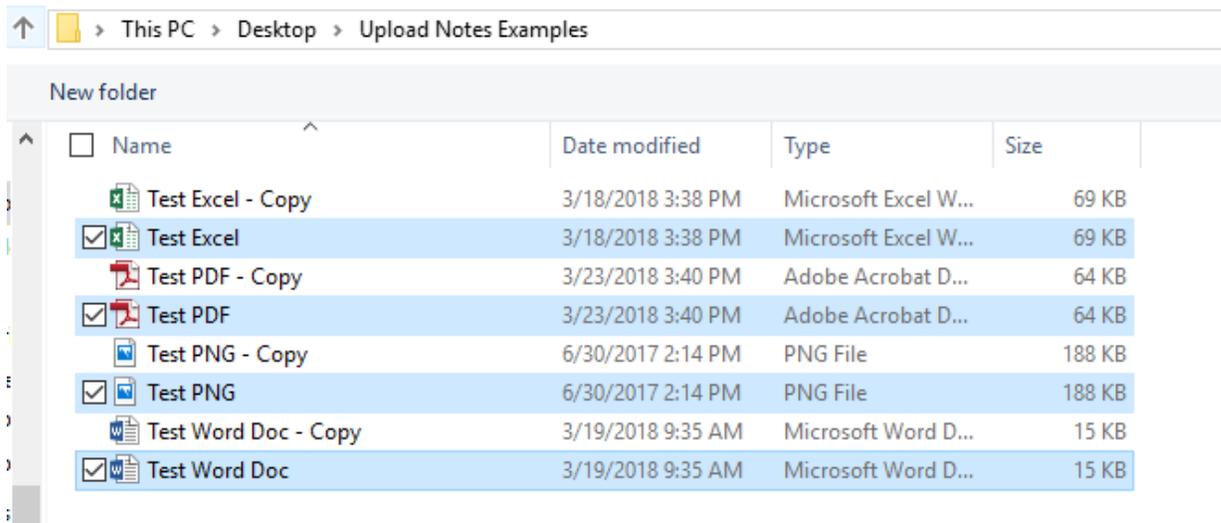
Zip Code:

8. 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:

9. Upload proof that you are a person of authority for the organization you are registering. To upload multiple documents at one time, select the Upload Files button, navigate to the location of the documents, hold down the CTRL key on your keyboard (Command for Macs) and click on each document you want to upload to highlight that document:



When you select the Open button to attach the files, you will see that all files will be attached once you click the Save or Save and Request Approval from ECAG button.

10. Attached files can be deleted or additional documentation attached prior to selecting the Save and Request Approval from ECAG button, but once the organization is submitted for review, edits are no longer permissible without contacting ECAG.

Upload proof that you are the person of authority for this organization. This may be an official tax document, a 990, a screenshot of a website or some other document, but you need to submit something that shows you are the person of authority (CEO, senior business officer, owner, etc.) for this organization.

Upload proof of authority for Organization: No file chosen

11. Once you click the Save and Request Approval from ECAG button, a confirmation screen will appear.

Submit Organization Information for Approval by ECAG ✕

Do you wish to continue with submitting your organization information for approval by ECAG? Once your information has been submitted it cannot be changed unless you contact ECAG.

If you wish to submit, then click Yes. If changes are needed prior to submission, select "No" and you will be able to edit your Organization tab and use the Save button until you are ready to submit for review.

If you Organization information is accurate and you are ready to submit for review, select "Yes", but be aware that once this button is pressed, you will NOT be permitted to make any additional edits without contact ECAG.

12. Once the organization information is submitted to ECAG for processing, review and approval, the NCAA Approval Status will change to Processing.

Your organization information has been saved.

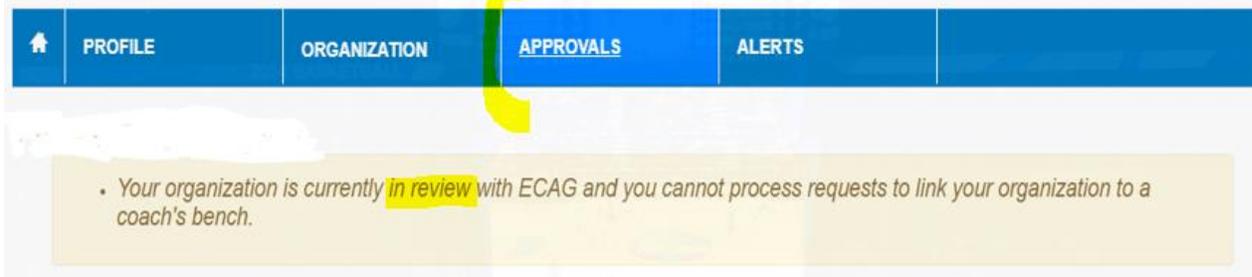
NCAA Approval Status for Organization: **Processing**

13. The ECAG review is completed to substantiate that the Team/Organization CEO or Primary Business Officer is the person of authority for the organization created, which should be confirmed via the document uploaded. This is done to prevent individuals not associated with an organization from creating those organizations in the BBCS.

14. When ECAG has validated that the organization was created by the person of authority, the Team/Organization CEO or Primary Business Officer will be notified via email. An Alert will also be posted in the BBCS.

15. The status of your organization review is trackable on the Approval section of the user account.

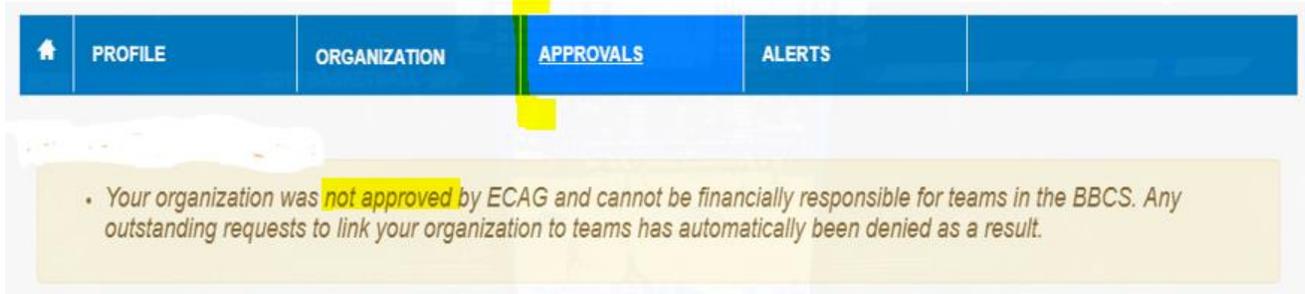
When in Review:



HOME PROFILE ORGANIZATION **APPROVALS** ALERTS

• Your organization is currently **in review** with ECAG and you cannot process requests to link your organization to a coach's bench.

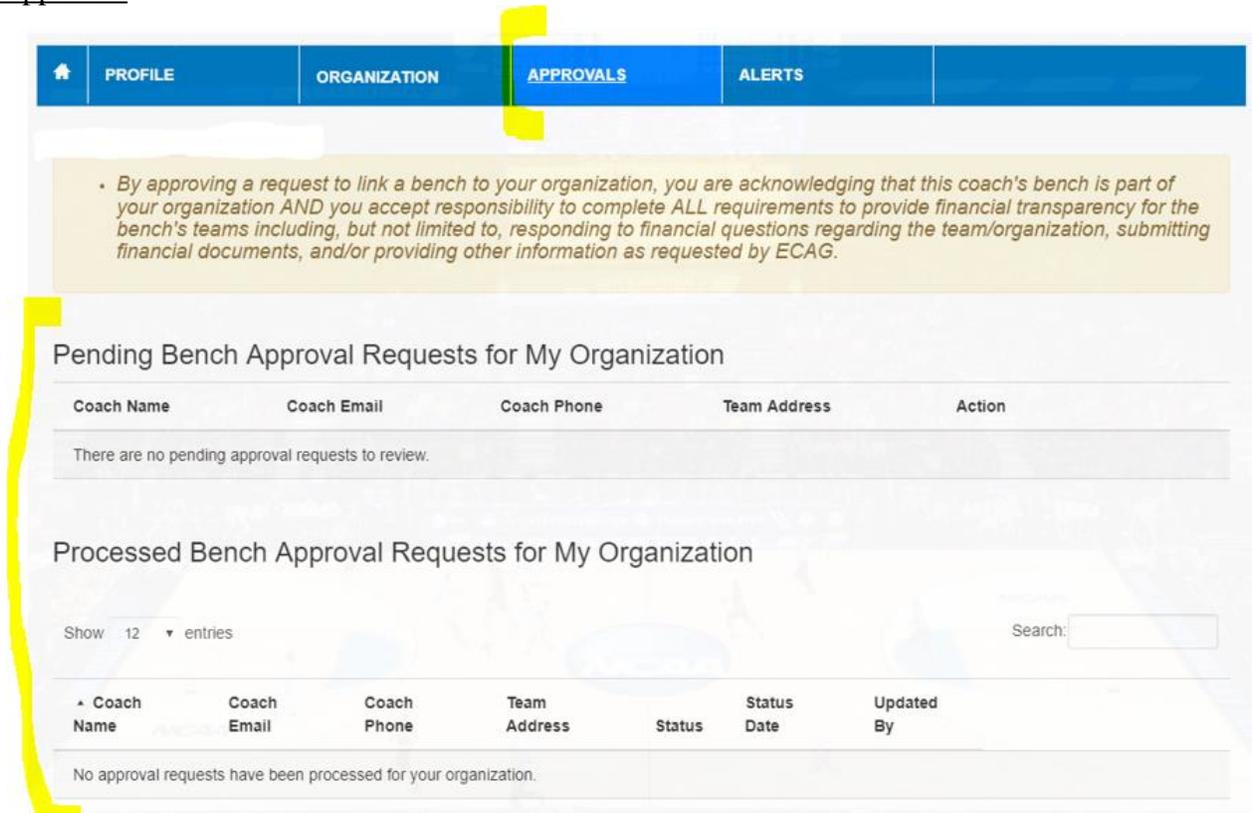
When Denied:



HOME PROFILE ORGANIZATION **APPROVALS** ALERTS

• Your organization was **not approved** by ECAG and cannot be financially responsible for teams in the BBCS. Any outstanding requests to link your organization to teams has automatically been denied as a result.

When Approved:



HOME PROFILE ORGANIZATION **APPROVALS** ALERTS

• By approving a request to link a bench to your organization, you are acknowledging that this coach's bench is part of your organization AND you accept responsibility to complete ALL requirements to provide financial transparency for the bench's teams including, but not limited to, responding to financial questions regarding the team/organization, submitting financial documents, and/or providing other information as requested by ECAG.

Pending Bench Approval Requests for My Organization

Coach Name	Coach Email	Coach Phone	Team Address	Action
There are no pending approval requests to review.				

Processed Bench Approval Requests for My Organization

Show 12 entries Search:

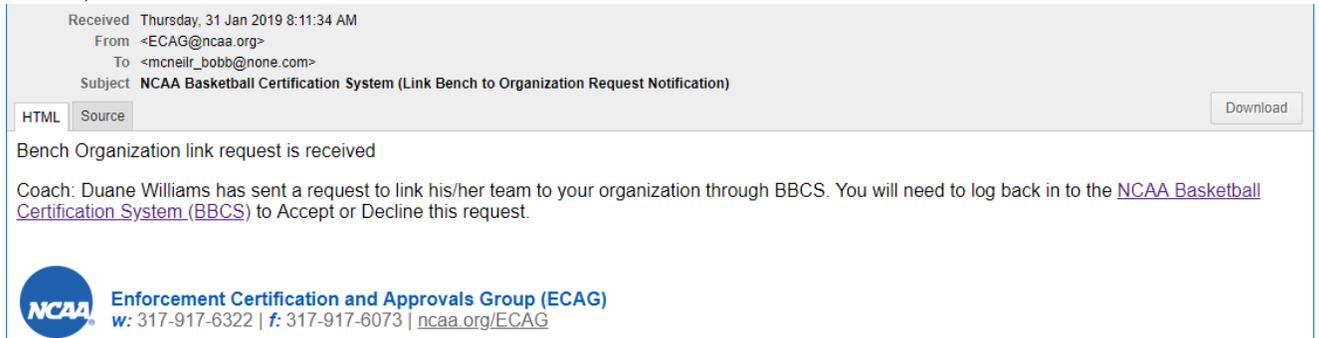
Coach Name	Coach Email	Coach Phone	Team Address	Status	Status Date	Updated By
No approval requests have been processed for your organization.						

Your Organization registration is complete!

Processing Team Link Requests from Coaches

1. Once your organization has been approved by ECAG, coaches can request to link their team to your organization. When you receive such a request, you will be notified by

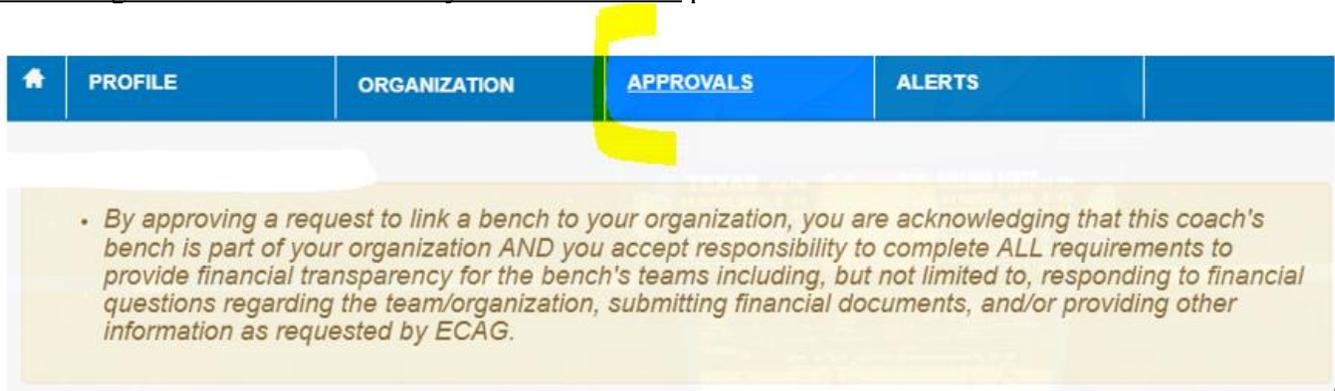
a. Email; and



b. BBCS alert.



2. Requests from coaches will be posted in the BBCS (<http://bbcs.ncaa.org>) on the Approval section of the Team/Organization CEO or Primary Business Officer profile.



3. Review the pending request(s).



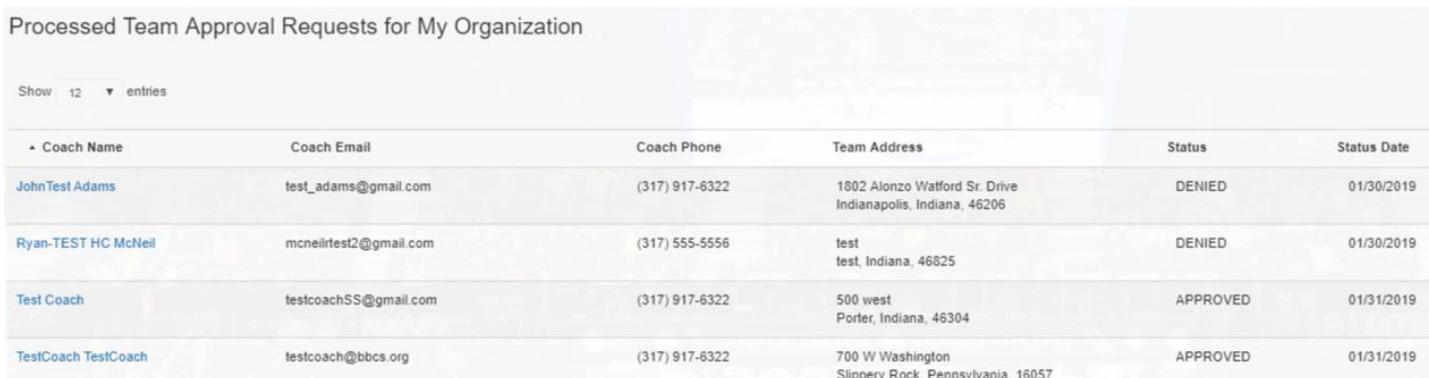
The screenshot shows a web interface titled "Pending Bench Approval Requests for My Organization". It features a search bar and a table with columns for Coach Name, Coach Email, Coach Phone, Team Address, and Action. Two entries are visible: Aaron Williams and christopher adams. Each entry has "Approve" and "Deny" buttons.

Coach Name	Coach Email	Coach Phone	Team Address	Action
Aaron Williams	bluewindblack@yahoo.com	(630) 648-9151	test test, Indiana, 46825	Approve Deny
christopher adams	cadams198@gmail.com	(901) 340-9788	Pending team address	Approve Deny

a. If the coach/team is associated with your organization, click the [Approve](#) button. By approving a request to link a team to your organization, you are acknowledging that the coach's team is part of your organization AND accepting the responsibility to complete ALL requirements to provide financial transparency for the team, including, but not limited to, responding to financial questions regarding the team/organization, submitting financial documents, and/or providing other information as requested by ECAG.

b. If the coach/team is not associated with your organization, click the [Deny](#) button.

4. Once you have approved/denied the team's request to link to your organization, the team will move from the Pending Team Approval Requests list to the Processed Team Approval Requests list.



The screenshot shows a web interface titled "Processed Team Approval Requests for My Organization". It features a search bar and a table with columns for Coach Name, Coach Email, Coach Phone, Team Address, Status, and Status Date. Four entries are visible: JohnTest Adams, Ryan-TEST HC McNeil, Test Coach, and TestCoach TestCoach. The first two are DENIED and the last two are APPROVED.

Coach Name	Coach Email	Coach Phone	Team Address	Status	Status Date
JohnTest Adams	test_adams@gmail.com	(317) 917-6322	1802 Alonzo Watford Sr. Drive Indianapolis, Indiana, 46206	DENIED	01/30/2019
Ryan-TEST HC McNeil	mcneirtest2@gmail.com	(317) 555-5556	test test, Indiana, 46825	DENIED	01/30/2019
Test Coach	testcoachSS@gmail.com	(317) 917-6322	500 west Porter, Indiana, 46304	APPROVED	01/31/2019
TestCoach TestCoach	testcoach@bbcs.org	(317) 917-6322	700 W Washington Slippery Rock, Pennsylvania, 16057	APPROVED	01/31/2019

You will need to closely monitor your emails and alerts so that you respond to the link requests in a timely manner!

WARNING: You will need to closely monitor your emails and alerts so that you respond to the link requests in a timely manner! **A nonscholastic event operator WILL NOT be able to see a team's roster if the coach's request to link to your organization has not been approved. This will prevent the team from being able to participate in the event!**