Organization Registration
Team/Organization CEO or Primary Business Officer

This step-by-step guide includes instructions for registering 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 Basketball Certification System (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
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

CEO or Primary Business Officer Registration


2. Press the Register as a New User button.
3. Select Team/Organization CEO or Primary Business Officer from the I am a dropdown box.

4. Enter your Name and Date of Birth.

5. Press the Add New Address button.

6. Enter your primary address of residence, not a business address.
7. 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, 317/917-6322 option 2, or use the [Email Contact Form](#)).

![Addresses table]

8. 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 input fields]

**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.

9. 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 number input fields]

10. 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 input fields]
11. 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.

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

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

14. Review the information in the Registration Preview.
15. 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.

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

16. If there are zero problems with the registration, the Finalize Submission button will be activated.
17. 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.

18. You may be asked to confirm that you are not a robot via a Captcha in one or both of the following formats:

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

20. Select the Submit Registration button.

21. 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.
22. 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.

23. 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**
Editing Your BBCS Account Information

If you need to make changes to your user account due to a new address, phone number. You must contact ECAG (844/562-6201 option 2, 317/917-6322 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.

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

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.

![Password Reset](image)

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.

![NCAA Basketball Certification System (Password change notification)](image)

Dear [Name],

A password reset for your NCAA Basketball Certification System account has been requested. If you DID NOT make this request, you do not have to do anything. Someone else may have mistyped their User Id when attempting to change their password. If you did initiate this request, then click [ENTER NEW PASSWORD] to go to a page to enter your new password.

If you have any questions regarding this please refer to: [www.ncaabasketballcertification.org](http://www.ncaabasketballcertification.org) or [Contact Enforcement Certification and Approvals Group](http://www.ncaabasketballcertification.org).

Thank you.

![NCAA](image)

**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, 317/917-6322 option 2, or use the [Email Contact Form](http://www.ncaabasketballcertification.org)) 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.

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

5. Enter the number of people employed by your organization.
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](image)

7. Enter your organization's address.

![My Organization's Address Information](image)

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](image)

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:

![New folder](image)

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.

![Organization Registration Form](image)

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

![Confirmation Screen](image)

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.

![Approval Status](image)

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:

When Denied:

When Approved:

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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

   ![Email notification example]

   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.

   ![BBCS Approval section example]
3. Review the pending request(s).

<table>
<thead>
<tr>
<th>Coach Name</th>
<th>Coach Email</th>
<th>Phone</th>
<th>Team Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Williams</td>
<td><a href="mailto:bluewindblack@yahoo.com">bluewindblack@yahoo.com</a></td>
<td>(530) 649-9151</td>
<td>test test, Indiana, 46825</td>
<td>Approve</td>
</tr>
<tr>
<td>Christopher Adams</td>
<td><a href="mailto:cadams198@gmail.com">cadams198@gmail.com</a></td>
<td>(901) 340-9786</td>
<td>Pending team address</td>
<td>Deny</td>
</tr>
</tbody>
</table>

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.

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!