



## Organization Registration QuickStart Guide

ALL Team/Organization CEO or Primary Business Officers (Organization) that are financially responsible for 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](http://www.ncaa.org/basketballcertification).

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.

### 1/ Create or renew a BBCS account.

If you are a Team/Organization CEO or Primary Business User, but already have a Coach/Operator account in the BBCS, you will need to use a different email address for the organization account. This is the only exception to the rule about not creating multiple BBCS accounts.

### 1/ New users – create an account.

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

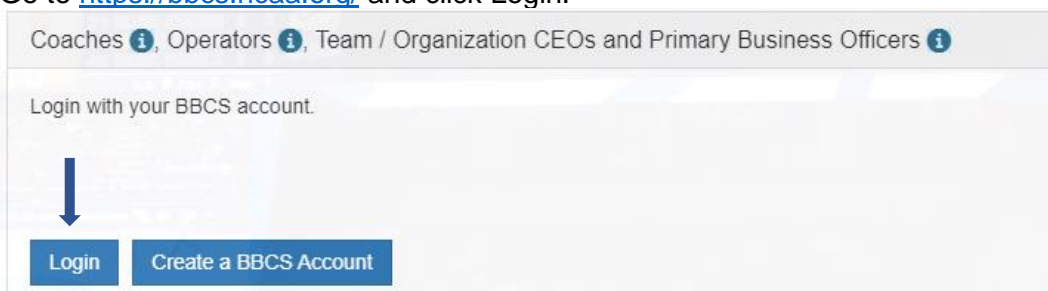


2. Enter your Name and Date of Birth.
3. Click the Add Address button and enter your primary address of residence, not your business address.
4. Enter and confirm your email address.
5. Enter your phone number.
6. Create and confirm your password. Remember this password - it will be used to login to 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, blue, or another variation.
7. Review and acknowledge the attestations, terms of use and privacy policy. Confirm understanding of each by checking the box next to each statement.
8. Finalize Submission.

9. 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.

A screenshot of the BBCS login page for athletes. The header says 'Log in with your Adult BBCS Account'. Below this is a yellow box with instructions: 'Coaches, Operators, Team/Organization CEOs and Primary Business Officers log in here with your BBCS Account' and 'Athletes: click here to log in'. Below the yellow box are two input fields: 'Email Address' and 'Password'. At the bottom, there are 'Sign In' and 'Create a BBCS Account' buttons.

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.

## 2/ Establish organization approval.

ECAG reviews the organization submissions to substantiate that the Team/Organization CEO or Primary Business Officer is the person of authority for the organization.

### 1/ New users - submit your organization for approval.

1. Go to <https://bbcs.ncaa.org/> and click Login.
2. Go to the Organization tab.
3. Enter your organization's name and information.
4. Upload proof that you are the person of authority for the organization.
5. Click Save and Request Approval from ECAG.

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.

## 2/ Previous Users – review organization details.

1. Go to <https://bbcs.ncaa.org/> and click Login.
2. Go to the Organization tab.
3. Review your organization's name and information.
4. If changes are necessary, [contact ECAG](#).

## 3/ Process team links for approval.

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 email and BBCS alert.

1. Go to <https://bbcs.ncaa.org/> and click Login.
2. Go to the Approvals tab.
3. Review and Approve or Deny the request(s).

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!

## 4/ Submit Team Post Event Review Form (TPERF).

After the conclusion of summer events.

As the head of an organization, 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](http://www.ncaa.org/basketballcertification).

1. Go to the Disclosures tab.
2. Complete the three tabs with the combined totals for 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