

Nonscholastic Event (Event) Operator's Post-Event Review Form (PERF) Step-by-Step

This step-by-step guide is for operators of NCAA-certified **nonscholastic** events (events) and includes instructions for submitting the required post-event review form (PERF).

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Explanation of the PERF

If a nonscholastic event was granted NCAA-certification and Division I coaches were given the opportunity to attend and observe prospective student-athletes (PSAs), the operator must submit a PERF.

Purpose: While the application outlines how the operator "intends" to run the event, the PERF is how the operator reports how the event was operated. Not required for NCAA-certified leagues.

Deadline: No later than **two (2) months** from the last certified event date.

The specific deadline will be visible on the Event Applications tab in the Basketball Certification System (BBCS) and will appear in the Respond by Date column of an approved event application.



The Participant List and the Post-Event Review options will appear on the Applications tab immediately after the Enforcement Certification and Approvals Group (ECAG) has changed the status of an event application to approved. Both the Participant List and the Post-Event Review can be accessed by selecting the Manage button.

The Post-Event Review can also be accessed with the Post-Event Applications tab.



The largest part of the PERF will be to accurately report all PSAs and coaches who participated in the event using the Participant List. This is required by operators of both team and individual events.

- Individual event operators will search and add PSAs and coaches to their event's Participant List.
- Team event operators will see rosters on their Participant List that were created for that event and added by the team's coach.

To complete the PERF, the operator will go through each of the tabs utilized on the application. Most of the information submitted on the event application will be auto populated on the PERF. The operator will then review the information initially reported and either confirm its accuracy or make any necessary corrections to accurately depict how the event was operated.

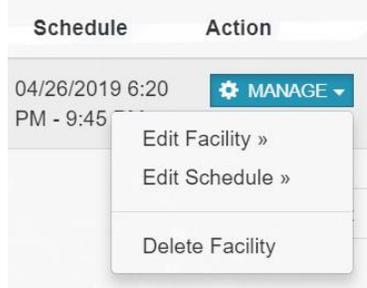
Additional questions will be included on some tabs that did NOT initially appear on the application. These questions will appear in a blue box within the tab. The remainder of these instructions will only address those new questions since the initial questions were covered in the application instructions and should be familiar.

The About Tab - PERF

Verify the information and make any changes that are necessary to reflect what occurred at the event.

The Facilities Tab- PERF

1. Verify the information and make any changes that are necessary to reflect what occurred at the event.
2. Open each facility in the list by selecting the Manage button and choosing Edit Facility.



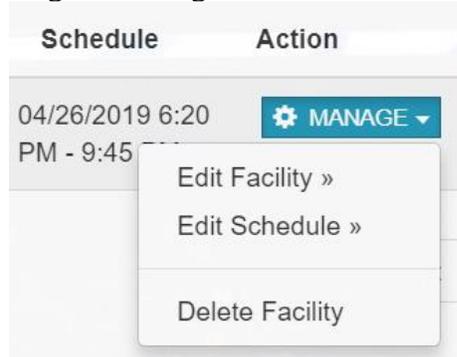
3. Review the information, make any necessary edits, enter the Actual Facility Rental Cost and click the Save Facility button.

Number of Courts Being Used:	<input type="text" value="2"/>
Capacity of Venue:	<input type="text" value="1500"/>
Owner of Venue:	<input type="text" value="Mr. Jim Facility"/>
Projected Facility Rental Cost:	<input type="text" value="\$0.00"/>
Actual Facility Rental Cost:	<input type="text" value="\$0.00"/>

NOTE: A warning will appear if you attempt to proceed without entering facility costs.

- Facility (test) Actual Cost is required.

4. Open each schedule in the list by selecting the Manage button and choosing Edit Schedule.



5. Confirm/enter the actual schedule for each facility and click the Save Schedule button.

6. Answer the questions in the Schedule Specifics section.

Schedule Specifics

What time on first day did athletes participate in any event activity (registration, warm-up, games)?

At what time on the last day was the event completely over?

Did any prospects participate in more than two games on any one day?

Did any athlete participate in more than 14 hours of athletically related activities during the operation of the event?

7. Finally, upload a copy of your event results (identifying which teams played at which times) in the Event Schedule Documents section. Submitting event results is to determine compliance with the schedule restrictions. If the team played in multiple events at the same time, ECAG needs to compare the results of both events. If you do not have your results, then please attach your schedule. Have your score sheets and check in sheets available upon request.

Event Schedule Documents

Upload a copy of your event results (identifying which teams played at which times): No file chosen

ECAG is asking for your event results so we can ensure that teams and athletes did not play more than the allowable games per day. IF the team played in multiple events at the same time, ECAG needs to compare the results of both events. If you do not have your results then please attach your schedule. Have your score sheets and check in sheets available upon request.

NOTE: A warning will appear if the operator attempts to proceed without uploading a copy of the schedule.

Event Schedule Documents

Please upload a copy of your entire event schedule:

No file chosen

Document upload is required.

The DI Coaches Tab- PERF

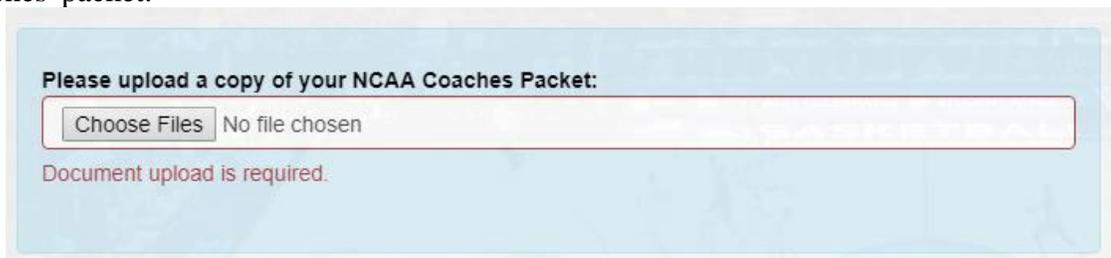
1. Verify the information and make any changes that are necessary to reflect what occurred at the event.
2. If an event/coaches' packet was provided/sold to NCAA coaches, the operator must upload a copy'. Select the Choose Files button and browse out to the file's saved location to upload to the PERF.



Please upload a copy of your NCAA Coaches Packet:

Choose Files No file chosen

NOTE: A warning will appear if the operator attempts to proceed without uploading a copy of the event/coaches' packet.

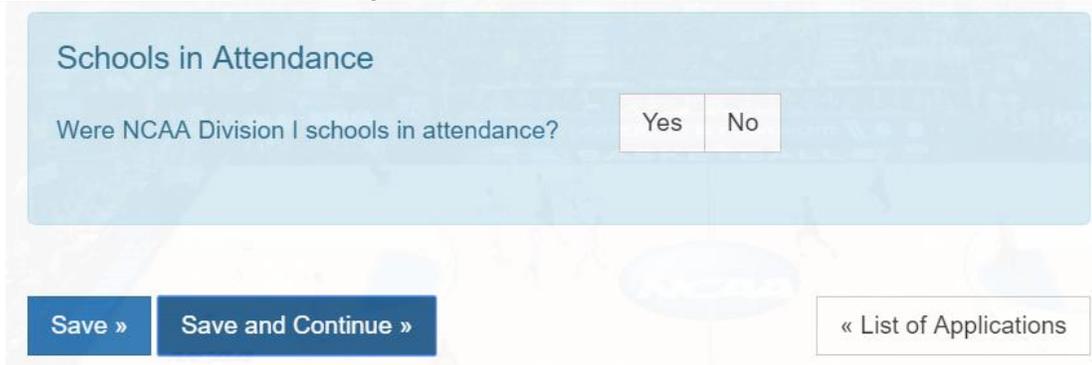


Please upload a copy of your NCAA Coaches Packet:

Choose Files No file chosen

Document upload is required.

3. In the Schools in Attendance section, report whether Division I coaches attended the event.

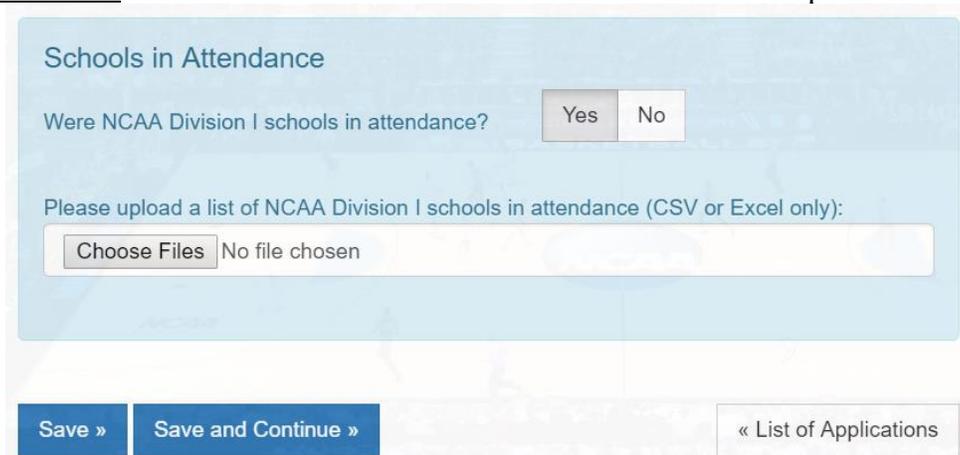


Schools in Attendance

Were NCAA Division I schools in attendance? Yes No

Save » Save and Continue » « List of Applications

4. If Division I coaches were in attendance, the operator must upload a list of those institutions in attendance. Select the Choose Files button and browse out to the file's saved location to upload to the PERF.



Schools in Attendance

Were NCAA Division I schools in attendance? Yes No

Please upload a list of NCAA Division I schools in attendance (CSV or Excel only):

Choose Files No file chosen

Save » Save and Continue » « List of Applications

NOTE: A warning will appear if the operator attempts to proceed without uploading the list of NCAA institutions in attendance.

Schools in Attendance

Were NCAA Division I schools in attendance?

Please upload a list of NCAA Division I schools in attendance (CSV or Excel only):

No file chosen

Document upload is required.

5. Click the Save and Continue button.

The Fees/Sponsors Tab- PERF

Verify the information and make any changes that are necessary to reflect what occurred at the event.

Any existing values from the application for Team Participation Entry Fee and/or Athlete Participation Entry Fee have been cleared out and require re-entry.

Team Participation Entry Fee:

Athlete Participation Entry Fee:

You will be required to enter fees for one of those two fields depending on the participant type that you identified on the About tab of the application.

Team Participation Entry Fee:

Athlete Participation Entry Fee:

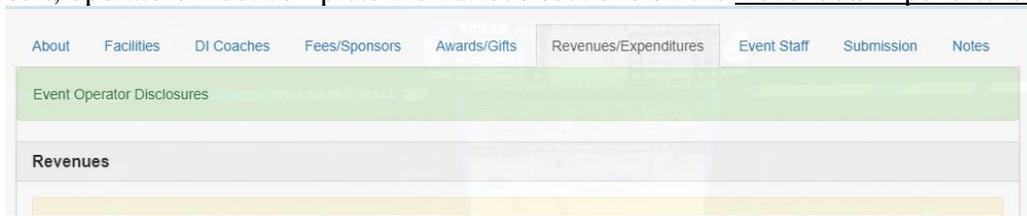
Athlete Participation Entry Fee is required.

The Awards/Gifts Tab- PERF

Verify the information and make any changes that are necessary to reflect what occurred at the event.

Revenues / Expenditures Tab

Operators of NCAA-certified nonscholastic events agree to operate their events in a financially transparent manner. As a result, operators must complete the various sections on the Revenues/Expenditures tab.



NOTE: Because this page is lengthy and you may need to start it and come back later, you can click the Save button at any time and the data on the page will be saved even if the page is incomplete. Other tabs in the BCS, will require full entry before you can save the information on that page. When you click the Save button or if you click the Save and Continue button and attempt to continue to the next tab prior to completing the Revenues/Expenditures tab and message will appear indicating that the data entered so far has been saved, but there are other fields that require entry (these will be identified as errors):



1. Revenues Section. Submit information in each of the categories provided in the Revenues section. If there are any categories that do not apply to this particular event, you must enter zero. The fields in the Dollar Amount column cannot be left empty. A description field is provided for explanation of how the dollar amount was derived or to provide more details regarding inkind donations.

There are Upload buttons for each of the categories where the operator should provide documentation to support the dollar amount submitted. Document uploads are not required to proceed in the BCS, but should not be omitted if they exist. Lack of documentation may factor in to the selection of events to be audited.

A screenshot of the 'Revenues' section of the BCS form. At the top, there is a yellow box with the text: "Click the 'Save' or 'Save and Continue' button below to save changes." Below this is a table with the following columns: Category, Dollar Amount, Description, and Supporting Documentation. The rows are: Entry Fees, Packet Sales, Ticket Sales, Merchandise Sales, Sponsorships / Donations / Gifts / In Kind, and Other Revenue. Each row has a text input field for the Dollar Amount (all containing '\$0.00'), a text input field for the Description, and a green 'Upload' button. At the bottom of the table, there is a row for 'Total of all revenue categories:' with a Dollar Amount field containing '\$0.00'.

A more detailed description of what is expected for each field will appear if you roll over the "i" icon.

Sponsorships / Donations / Gifts / In Kind

Summary of total dollars received / in kind provided by sponsors and donors

2. Sponsors/Donors Section. All donations and sponsorships must be disclosed along with the value of each.

Please list all sponsors/donors for the event and total dollars received and or in-kind provided

+ Add Sponsor/Donor

Click the Add Sponsor/Donor button and fields will appear to allow entry of the information.

Please list all sponsors/donors for the event and total dollars received and or in-kind provided

NOTE: A maximum of 25 Sponsor/Donor entries are allowed.
Click the "Save" or "Save and Continue" button below to save changes.

Sponsor/Donor	Amount	Supporting Documentation <i>i</i>	
<input type="text" value="Sponsor Name"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Upload"/>	<input type="button" value="Remove Sponsor/Donor"/>

+ Add Sponsor/Donor

The name of each sponsor/donor and dollar amount of each donation or the value of the sponsorship should be entered. You can click the Add Sponsor/Donor button to add multiple entries. There is also an Upload button where the operator should provide documentation to support the dollar amount.

3. General Expenditures Section. Submit information in each of the categories provided in the General Expenditures section. If there are any categories that do not apply to this particular event, you must enter zero. The fields in the Dollar Amount column cannot be left empty. A description field is provided for explanation of how the dollar amount was derived or to provide more details for understanding. There is also an Upload button for each where the operator should provide documentation to support the dollar amount.

General Expenditures			
Click the "Save" or "Save and Continue" button below to save changes.			
Category	Dollar Amount	Description	Supporting Documentation
Facility	\$0.00		Upload
Equipment Rental	\$0.00		Upload
Apparel	\$0.00		Upload
Coach / Media Hospitality	\$0.00		Upload
Photography / Videography	\$0.00		Upload
Branding / Signage	\$0.00		Upload
Insurance	\$0.00		Upload
Marketing, Website, Social Media	\$0.00		Upload
Admin Expenses	\$0.00		Upload
Awards	\$0.00		Upload
Staff Travel and Lodging	\$0.00		Upload
Participating Team Travel and Lodging	\$0.00		Upload
Other Expenditures	\$0.00		Upload
Total of all general expenditure categories:	\$0.00		

4. Staffing Expenditures Section. Submit information in each of the categories provided in the Staffing Expenditures section. The fields in the Dollar Amount column cannot be left empty. A description field is provided for explanation of how the dollar amount was derived or to provide more details for understanding. There is also an Upload button for each where the operator should provide documentation to support the dollar amount.

Staffing Expenditures

Click the "Save" or "Save and Continue" button below to save changes.

Category	Dollar Amount	Description	Supporting Documentation ⓘ
Event Operator Management Staff ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Game Operations ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Officials ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Security ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Medical ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Statisticians ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Other ⓘ	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Total of all staffing expenditure categories:	<input type="text" value="\$0.00"/>		

5. Once all fields have been entered; click Save and Continue button.

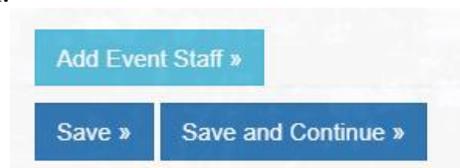
REMINDER: The fields in the Dollar Amount column cannot be left empty. If the category does not apply, you must enter zero.

The Event Staff Tab- PERF

Operators are required to submit name, address, telephone number and compensation for each staff members. The same address and telephone number cannot be submitted for all staff members as the information should be specific to the individual.

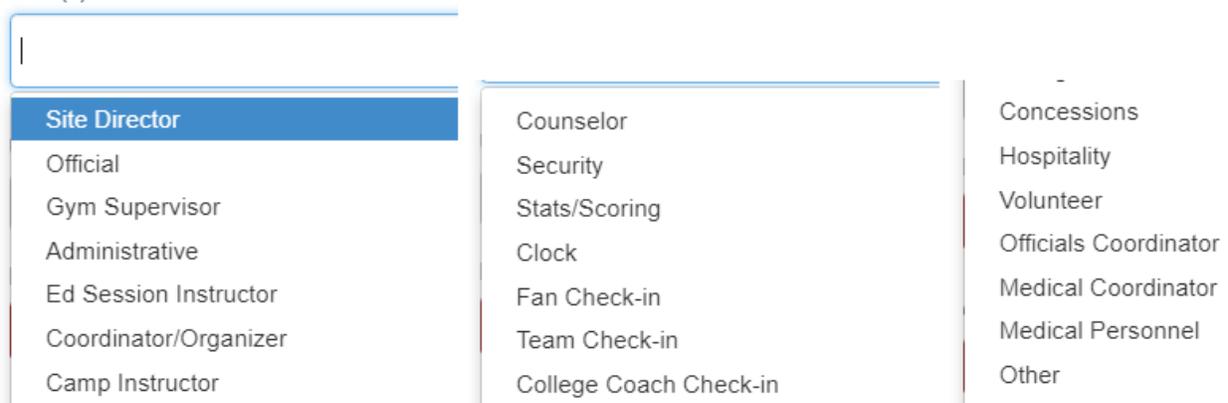
EVERYONE who works the event should be reported in the Staff tab. Your staff information should include any volunteer or employee involved in the operation of your event including, but not limited to, the administrative/operational staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concessions, the required medical personnel/trainer(s), etc. **DO NOT ENTER COACHES/SKILL INSTRUCTORS AS STAFF**; coaches for individual events are entered on the Participant List.

1. Select the Add Event Staff button.

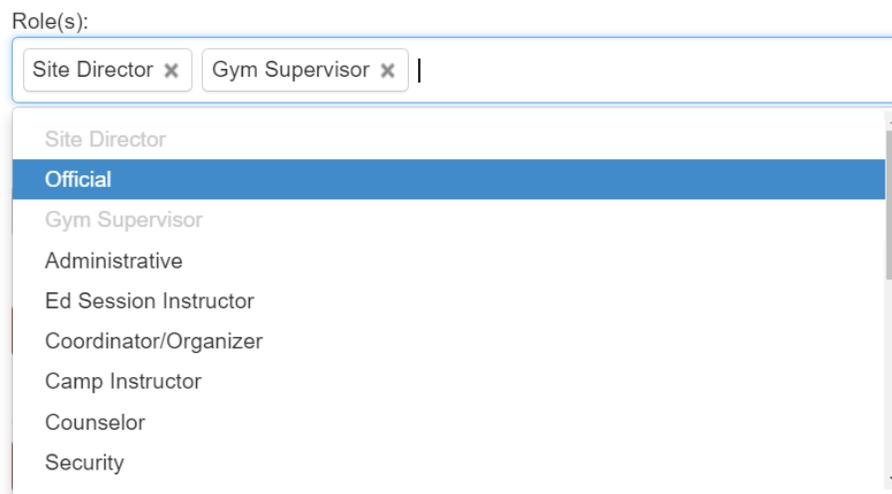


2. Select the role of the individual from the available list of options.

Role(s):

A screenshot of a dropdown menu for selecting roles. The menu is open, showing a list of roles. The first role, 'Site Director', is highlighted in blue. The roles listed are: Site Director, Official, Gym Supervisor, Administrative, Ed Session Instructor, Coordinator/Organizer, Camp Instructor, Counselor, Security, Stats/Scoring, Clock, Fan Check-in, Team Check-in, College Coach Check-in, Concessions, Hospitality, Volunteer, Officials Coordinator, Medical Coordinator, Medical Personnel, and Other.

NOTE: You can select more than one role for a person if needed.

A screenshot of the role selection dropdown menu. The 'Role(s):' label is above the dropdown. The dropdown is open, showing a list of roles. The first two roles, 'Site Director' and 'Gym Supervisor', are selected and shown as tags with a close button (x) next to them. The dropdown list shows 'Site Director' and 'Official' highlighted in blue. Other roles visible in the list include Gym Supervisor, Administrative, Ed Session Instructor, Coordinator/Organizer, Camp Instructor, Counselor, and Security.

The role selected will dictate how the staff person's information needs to be submitted.

a. Managerial Staff

Certain managerial role types (Site Director, Gym Supervisor, Coordinator/Organizer) require the individual to have a USAB Gold License and be NCAA Eligible. Therefore, individuals in these roles are required to have a BBCS Coach/Operator (adult) user account.

When someone involved in the operation or management of the event is selected, a search feature will appear to allow the operator to locate and add those individuals to the staff list.

Role(s):

You've selected a role that requires a valid USAB approval. Please search using the name fields provided, click Search and then select one from the list.
***** FYI *** Continuing with this search and selection will replace any previously entered data on this form.**

First Name	Last Name
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(Enter at least 2 characters of first and last name)

At least two letters for the first and last name must be entered before the Search for Staff button is enabled. Click the Search For button.

You've selected a role that requires a valid USAB approval. Please search using the name fields provided, click Search and then select one from the list.
***** FYI *** Continuing with this search and selection will replace any previously entered data on this form.**

ry	mc
----	----

1) **Ryan-TEST HC McNeil** (test, Indiana, Birth Year: 1978, License:1234567899)

A list of available adult users matching your search criteria will appear along with their city, state, USAB Gold License number and year of birth to help accurately identify the individual being searched.

[NOTE: Year of Birth should reveal the person's age to ensure that the individual in your presence is the person who passed the background check. Father/son pairs often have the same name and have been known to utilize each other's identities to circumvent background check requirements.]

When the operator selects individual from list, their info will populate in fields and be locked down; operator will not be able to edit the information other than to enter the Total Compensation paid.

b. Nonmanagerial Staff

Operator will need to manually enter the name and contact information for those individuals who are not required to have a USAB Gold License.

Add/Edit Event Staff ×

Role(s):

USAB License Number:

Name:

Country:

Street Address:

City:

State:

Zip:

Phone Number:

Email Address:

Total Compensation (not per hour/game):

Use of an Officials Coordinator and Reporting Information

The operator does not have to identify each specific official if a coordinator/organization was hired and all the officials' payments were made to that coordinator or organization. In this case, enter all required information for the coordinator of officials, choose Officials Coordinator drop down box, and include the total dollar amount paid for ALL officials as the coordinator's compensation. The operator cannot list themselves as the coordinator of officials. If the operator organized the officials, then each official will need to be listed separately.

3. **BBCS Required Entry for Staff.** The top of the Staff tab will include a blue box identifying the roles that are required entries to proceed with the PERF. The required roles will be dependent on the type of event reported on the About tab of the application:

a. Individual Events:

Please add details about your Event Staff below. The following roles are required:

- At least **ONE** Site Director
- ONE** Medical Coordinator or at least **TWO** Medical Personnel

b. Team Events:

Please add details about your Event Staff below. The following roles are required:

- At least **ONE** Site Director
- ONE** Officials Coordinator or at least **TWO** Officials
- ONE** Medical Coordinator or at least **TWO** Medical Personnel

As you add the required roles, you'll see a check box next to that roles and the text will become green, confirming that you fulfilled that requirement.

Please add details about your Event Staff below. The following roles are required:

- At least **ONE** Site Director
- ONE** Officials Coordinator or at least **TWO** Officials
- ONE** Medical Coordinator or at least **TWO** Medical Personnel

WARNING: Just because the BBCS only requires those roles identified in the blue box does NOT mean those are the only staff members you are required to report. **EVERYONE who works the event** should be reported in the Staff tab. Other roles may not be necessary for every event; so, they cannot be set as required fields in the BBCS, but you are still expected to report them."

4. Regardless of how name and contact information was entered, the operator must report the compensation paid. If the individual was NOT paid, enter zero.
5. Click the Save and Continue button.

Although you will be able to proceed to the next tab without adding all required roles (or any roles at all), you will receive an error when the PERF is submitted and would need to go back and add it in order to submit.

About	Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Event Staff	Submission
• Please enter all required event staff roles via the Event Staff Tab before submitting application.						

About	Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Event Staff	Submission
• Please complete the Event Staff Tab before submitting application.						

Identify Participants

The largest part of the PERF will be to accurately report all PSAs and coaches who participated in the event using the Participant List in the BBCS. Operators of both team and individual events are required to submit a complete list of participants.

- Individual event operators will search and add PSAs and coaches to their event's Participant List.
- Team event operators will see rosters on their Participant List that were created for that event.

NOTE: Operators should check both the Team and Individual tabs for participants and make any needed changes to accurately identify who participated in the event.

Finalize Event Participant Management

If you utilized the "Hot Tip" or the Suggested Event Check-In Procedures outlined in the Event Participant Management Step-by-Step document posted on www.ncaa.org/basketballcertification, then your Participant List in the BBCS should already accurately depict which PSAs and coaches really participated in the event. In that regard, the only steps remaining to identify your participants would be to:

1. Click the Manage button for the event on the Event Applications tab and select the Participant List

Status	Respond By Date	Event Date	Event Name	Gender	Season	Location	
Approved	01/31/2017	Certified Date(s): 04/21/2017	Test Event	M	Spring 2017	test tes	MANAGE

2. Scroll to the bottom and click the Finalize Participant List button.

Showing 1 to 12 of 21 entries

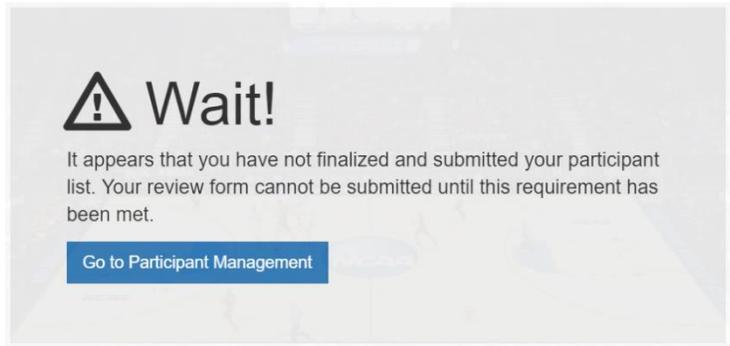
Previous 1 2 Next

Finalize Participant List

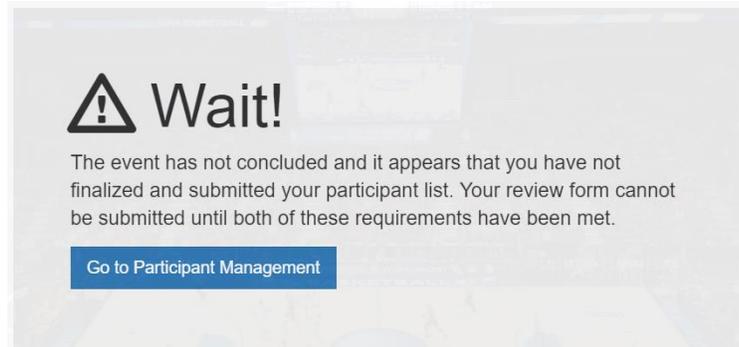
If you did NOT incorporate the BBCS into your event's participant check-in procedures, you will need to complete the steps outlined in the Event Participant Management Step-by-Step document **NOW**.

The Submission Tab- PERF Finalize Participant List Required

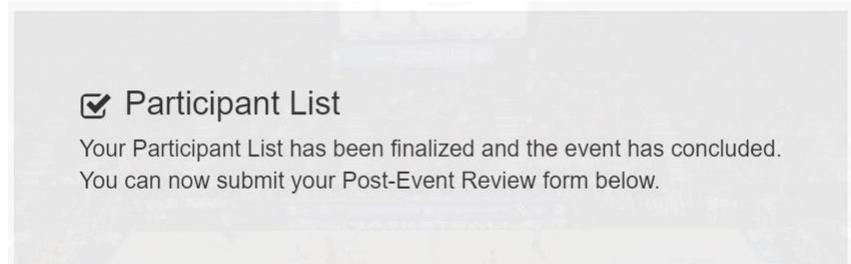
If the operator has NOT already finalized the event Participant List, the following message will appear:



NOTE: The BBCS will also warn you if you attempt to finalize the Participant List BEFORE the conclusion of the event. Operators should NOT finalize the Participant List until the event is over.



The event Participant List MUST be finalized before the PERF can be submitted.



Once the Participant List has been finalized, the PERF can be submitted, but only after agreeing to attestations at the bottom of the page:

I acknowledge that as an NCAA-certified event operator I am responsible for each of the following:

- To the best of my knowledge, all of the information/disclosures submitted are accurate and acknowledge that ECAG may withdraw certification or prescribe other potential future penalties assigned to the Event Operator or affiliated parties if any INFORMATION, financial interests or transactions are not disclosed or inaccurate.
- I agree to maintain complete and accurate financial records, which include without limitation: general ledgers, contracts, agreements, payments, receipts, records of in-kind donations, sales records, bank statements, loans, tax returns, IRS filings, governmental disclosures, detailed list(s) of my business and all related entities (i.e. companies any of the event operator's directors and officers have control or ownership in), for a period of at least 7 years following the event.

Note: Any violation of the above stipulations can impact future NCAA certification of your Event.

Enter your name as your signature.

When all required information has been entered, the [Submit your Review Form](#) button will appear to allow the operator to complete the PERF submission.

Participant List

Your Participant List has been finalized and the event has concluded. You can now submit your Post-Event Review form below.

I acknowledge that as an NCAA-certified event operator I am responsible for each of the following:

- To the best of my knowledge, all of the information/disclosures submitted are accurate and acknowledge that ECAG may withdraw certification or prescribe other potential future penalties assigned to the Event Operator or affiliated parties if any INFORMATION, financial interests or transactions are not disclosed or inaccurate.
- I agree to maintain complete and accurate financial records, which include without limitation: general ledgers, contracts, agreements, payments, receipts, records of in-kind donations, sales records, bank statements, loans, tax returns, IRS filings, governmental disclosures, detailed list(s) of my business and all related entities (i.e. companies any of the event operator's directors and officers have control or ownership in), for a period of at least 7 years following the event.

Note: Any violation of the above stipulations can impact future NCAA certification of your Event.

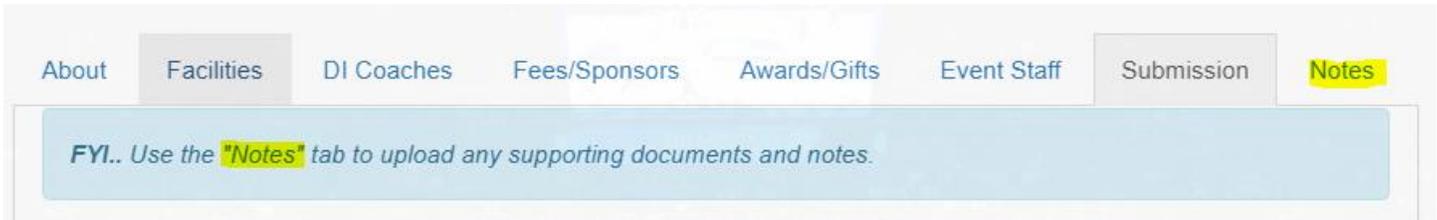
By signing and dating below, you are agreeing to the above terms for Event certification as stipulated by NCAA Bylaws:

[Submit your Review Form »](#)

[« List of Applications](#)

Attach Notes and Documents

If there is any additional information that the operator needs to communicate with ECAG that is not covered by the questions on the PERF or if there is any need to upload documentation of any kind, the operator may do so via the Notes tab on the PERF prior to submission. There is a message on the Submission tab for both the Application and the PERF about using the 'Notes' tab per below. SEE: [Operator Notes Tab](#).



Cannot Submit Until Conclusion of the Event

NOTE: The PERF CANNOT be submitted until the final day of the event. The submit button will only be active once the last day of the event has arrived.

Confirm Submission

The operator will see a confirmation message popup on the screen once the PERF has been submitted, but it will quickly disappear.

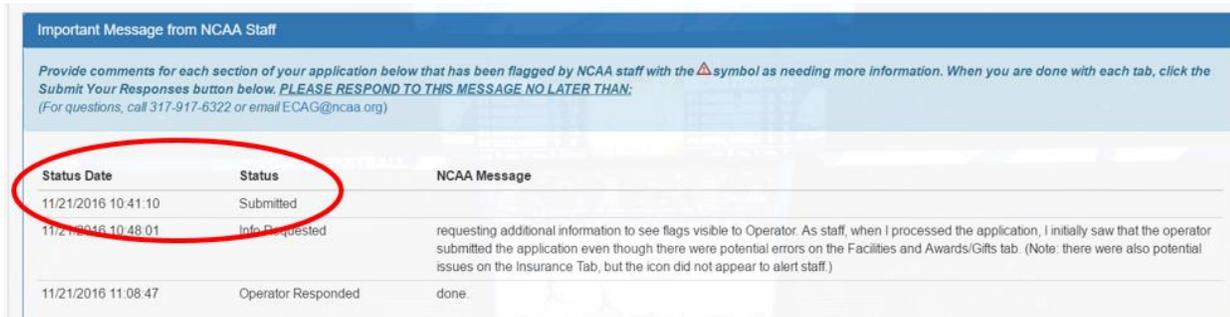
As a precaution, it is suggested that the operator navigate to the Post-Event Review Forms tab for the current year within the OPERATORS section to confirm that the status of the PERF reflects Submitted.

The screenshot shows the 'My 2019 Post-Event Review Forms' tab selected. Below the tabs, there is a 'Show 12 entries' dropdown. The table below lists application entries with columns for Activity Name, Status, Respond By Date, Activity Dates, Gender, and Season.

Activity Name	Status	Respond By Date	Activity Dates	Gender	Season
Demo_1	Not Submitted	02/08/2019	April 27-28	M	Jan 2019
Demo_3	Not Submitted	02/01/2019	1/31/19	M	Jan 2019
ECAG Demo	Not Submitted	03/25/2019	04/26/19	M	Spring 2019
HIMA TEST	Submitted	03/01/2019	12/20/2018	M	TEST_RM

Validating PERF has Met Deadline

When you submit the PERF, the BBCS will record it in the PERF history that will be visible at the top of the PERF. The date stamp in the historical record is the official date utilized to establish deadlines. This is the date that will be utilized to determine whether the PERF was submitted by the appropriate deadline.



Important Message from NCAA Staff

Provide comments for each section of your application below that has been flagged by NCAA staff with the  symbol as needing more information. When you are done with each tab, click the Submit Your Responses button below. **PLEASE RESPOND TO THIS MESSAGE NO LATER THAN:**
(For questions, call 317-917-6322 or email ECAG@naaa.org)

Status Date	Status	NCAA Message
11/21/2016 10:41:10	Submitted	
11/21/2016 10:48:01	Info Requested	requesting additional information to see flags visible to Operator. As staff, when I processed the application, I initially saw that the operator submitted the application even though there were potential errors on the Facilities and Awards/Gifts tab. (Note: there were also potential issues on the Insurance Tab, but the icon did not appear to alert staff.)
11/21/2016 11:08:47	Operator Responded	done.

False Submit Date - PERF

However, if the PERF is submitted and unsubmitted shortly after, creating a false submission date, but the information required for processing is not submitted until a later date, ECAG WILL NOT acknowledge the first (false submit) date as the actual submit date and the actual date the PERF was completed and ready for processing will be utilized as the submission date.

You've successfully submitted your PERF!
Be aware the ECAG staff will contact you via the BBCS
regarding the approval of your form.

Operator Notes Tab

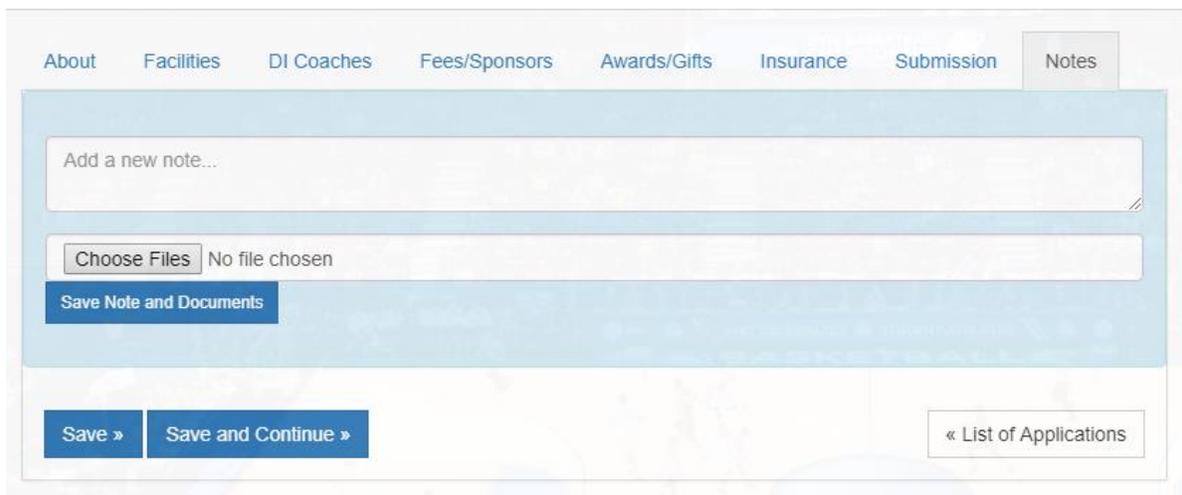
For both the application and the PERF, should the operator have any information that they need to communicate with ECAG that is not covered by the questions on the application/PERF or if there is any need to upload documentation of any kind, the operator may do so via the Notes tab prior to submitting the application/PERF.

Initial Submission of App/PERF

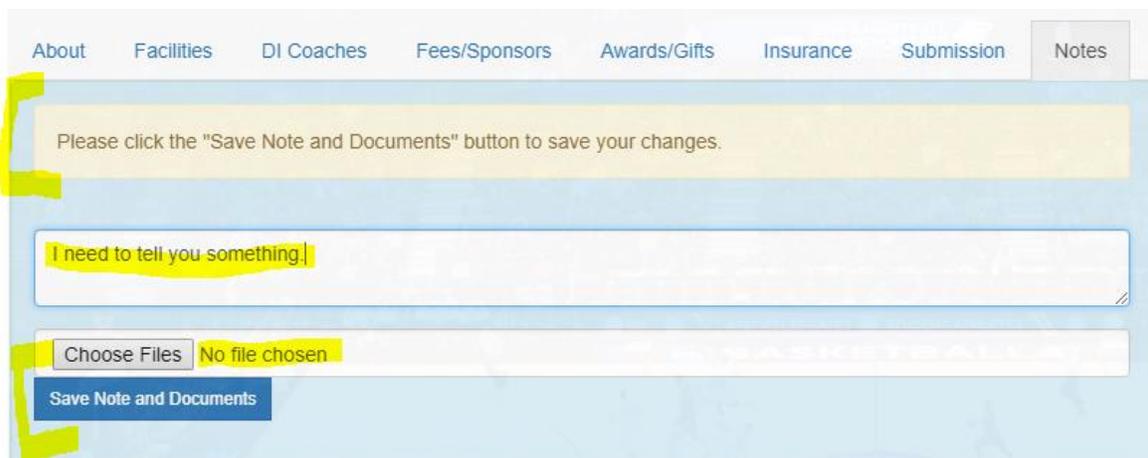
There is a message on the Submission page for both the App and PERF about using the Notes tab.



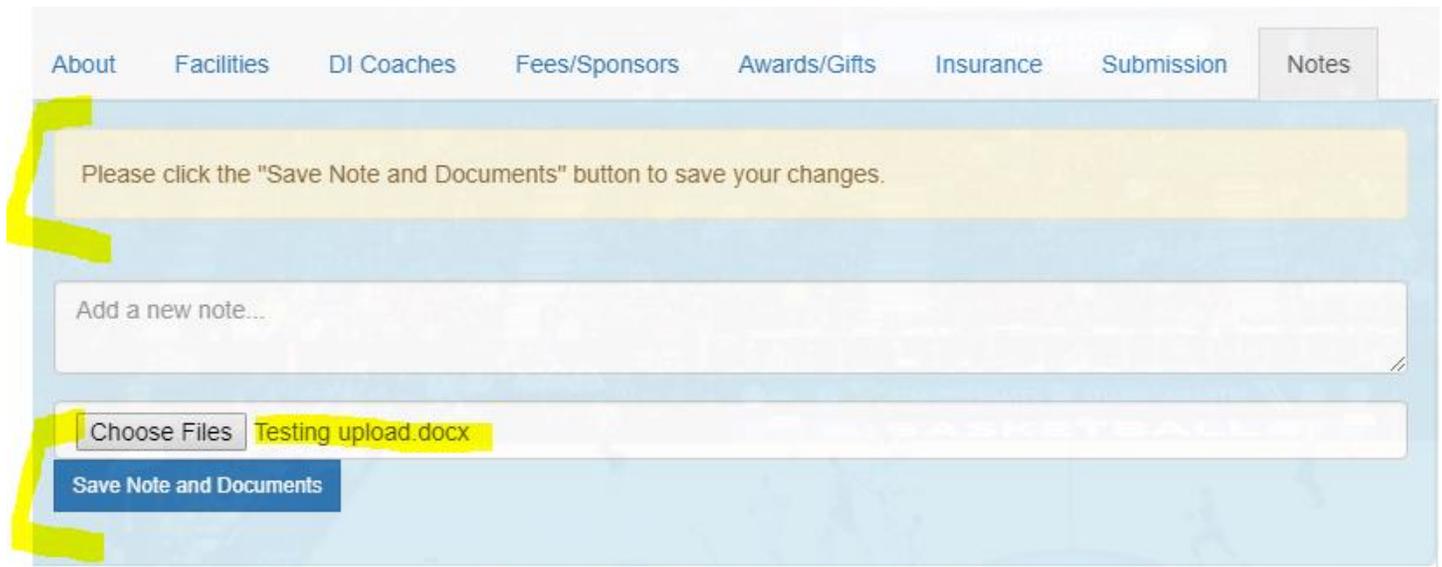
On the NOTES tab, the Operator will have the ability to save Notes and upload additional documents.



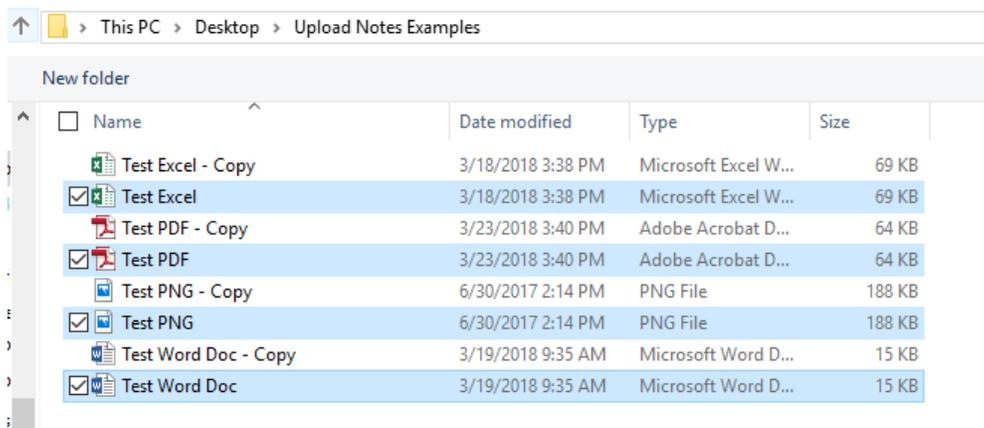
Upload NOT Required - Operator CAN save a note with or without having to upload any document(s). Once you start to type in the notes field, you will be reminded to click the Save Note and Documents button when you are done.



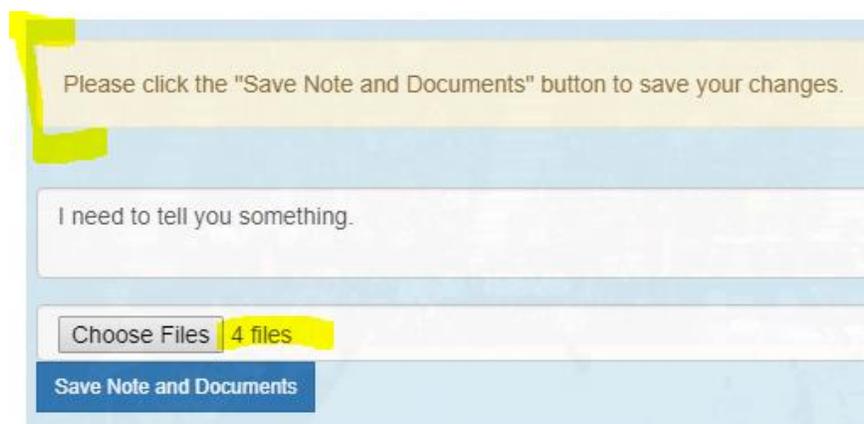
Note NOT Required - Operator CAN also upload a document without including any text (but some explanation is advisable). Once you choose a file to upload, you will be reminded to click the Save Note and Documents button when you are done.



To upload multiple documents at one time, select the Choose 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 4 files will be attached once you click the Save Note and Documents button.



Once the Note is saved, the user will see the Note and any uploaded document(s) below the blue upload box.



Operator can view uploaded document(s) by clicking on the document name, which will download a copy to your computer.

Operator can delete specific document uploads or the entire note prior to actual submission of that information.

To delete documents would click the red arrow tag with the "x" next to the document.

To delete the entire note and any associated uploads, click the Delete Note and Documents button.

Once the operator clicks the green Submit your Application, Submit your PERF or Submit your Responses button, the operator will no longer be permitted to delete the note/attachments.

Operator can continue to save notes and upload documents when the application or PERF is in any state. This will be useful for them to provide additional documentation when requested. However, they will **NOT** be able to delete a note or uploaded document(s) once the application or PERF is in a Submitted state.

Responding to Request for Info

Similarly, the operator may also use the Notes tab when responding to a request for additional information by uploading documents or including more explanation on the Notes tab prior to clicking the green Submit your Responses button.

Again, once the operator clicks the green Submit your Responses button, the operator will no longer be permitted to delete the note/attachments.

Information Needed to Process PERF

1. ECAG will process the PERF and identify any inadequacies in the information submitted. Should the ECAG have questions regarding the information you submitted OR the information you provided is incomplete, ECAG will request additional information from you.
2. Once ECAG has posted the requests for information, the status will appear as Info Requested.

Activity Name	Status	Respond By Date	Activity Dates	Gender	Season	Location	Action
Attestation Change_Event	Not Submitted		01/31/2019 -- 01/31/2019	M	Jan 2019	test test Indiana	MANAGE ▾
Demo_2	Not Submitted		01/31/2019 -- 01/31/2019	M	Jan 2019	test test Idaho	MANAGE ▾
⚠ Not Submit TEST	Info Requested	02/01/2019	07/11/2019 -- 07/11/2019	M	Summer 2019	test test Indiana	MANAGE ▾

3. You will be notified via email that there are issues with your PERF to which you need to respond.
4. The BBCS will also generate an alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS account.

The screenshot shows the top navigation bar of the BBCS system. The 'ALERTS 1' tab is highlighted with a red circle. Below the navigation bar, the 'My Alerts' section is visible, displaying a message from 12/16/2016 11:45:28 stating that the test event application is incomplete and needs to be updated by December 19, 2016. A 'Clear Alert' button is present next to the message.

5. The deadline by which the operator is required to respond will appear in the Response Required By column of the Post-Event Review Forms tab for the current year. **All deadlines are strictly enforced.**

The screenshot shows the 'Post-Event Review Forms' tab. The 'Respond By Date' column is highlighted with a red box. The table lists two entries:

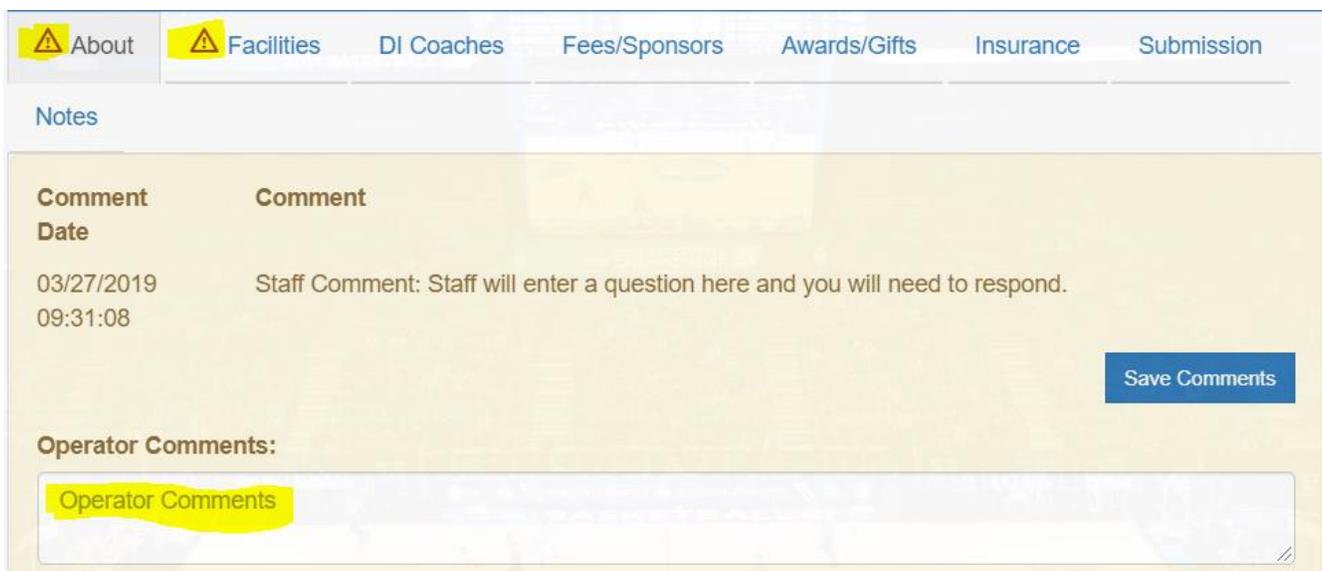
Status	Respond By Date	Event Date	Activity Name	Gender	Season	Location	Action
Approved	11/23/2016		Post Season Test Todd	F	Test Season 2016	test Anderson Indiana	MANAGE ▾
⚠ Info Requested	01/10/2017		fall 16	F	Fall 2016	s x Baghlan	MANAGE ▾

You MUST respond before the posted deadline to avoid negatively impacting future certification of the event.

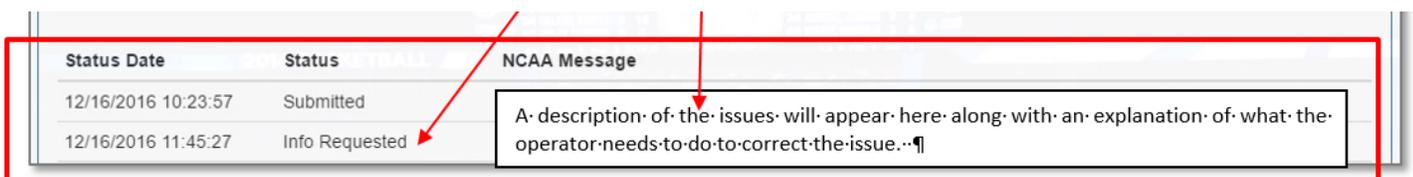
- Once the Respond by Date color changes to red, a filled-in warning icon will appear. This is an indication that deadline by which the response was required has passed, which will result in a denial. **All deadlines are strictly enforced.**
- To respond to the ECAG request for information, click the Manage button next to the event/league and select Submit Additional Information.



8. Tabs where inadequacies were identified will be tagged with a warning icon. BE AWARE: Warning icons will NOT disappear even after you have responded to the requests on that tab.



9. Like the application, the specific issue and a description of how the operator needs to respond will be identified in the Comment section of each flagged tab along with a date time stamp.
10. Enter your response into the Operator Comments field on each flagged tab and click Save Comments button.
11. Once saved, your response will populate below the staff's comments with a date time stamp.
12. Problems not specific to a tab will be identified in the top-level box within the application history along with a date time stamp.



13. After you've responded to all the tab specific issues, respond to any of the top-level issues identified. If there were not any issues identified at the top-level, you will still need to enter an overall comment at the top-level before clicking the Submit Your Responses button. An overall operator's comment is required. You will be unable to submit your response until you've addressed all tab specific issues and entered a comment at the top first.

Important Message from NCAA Staff

*Provide comments for each section of your application below that has been flagged by NCAA staff with the ▲ symbol as needing more information. When you are done with each tab, click the Submit Your Responses button below. **PLEASE RESPOND TO THIS MESSAGE NO LATER THAN: 12/19/2016***

(For questions, call 317-917-6322 or email ECAG@ncaa.org)

Status	Date	Status	NCAA Message
Submitted	12/16/2016 10:23:57	Submitted	
Info Requested	12/16/2016 11:45:27	Info Requested	

Submit Your Responses >

Put your response here no later than 12/19/2016

Operator Comments are required for submission.

REMINDER: If there is any additional information that the operator needs to communicate with ECAG or if there is any need to upload documentation of any kind, the operator may do so via the Notes tab on the PERF prior to clicking the green Submit Your Responses button. SEE: [Operator Notes Tab](#).

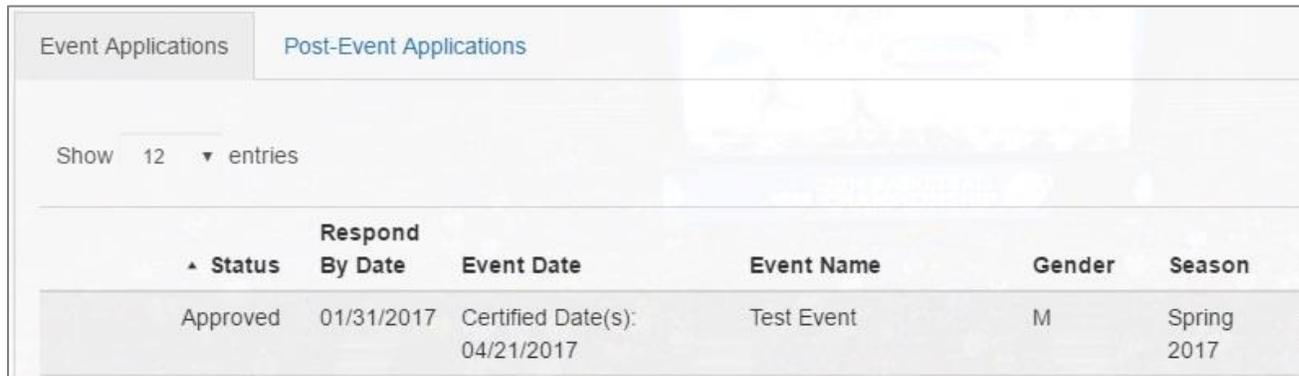
14. Confirm your response submission by verifying that the PERF's status is set to Operator Responded. This is an indication that a response has been logged and is awaiting ECAG review. If the status indicates Operator Responded and was done so by the appropriate deadline, it has been submitted and will eventually be processed.
15. Once the Respond by Date has passed, ECAG will review the operator's responses to additional information (or lack thereof) and render an approval/denial decision.

ECAG Decision Rendered - PERF

ECAG Approved - PERF

If your PERF has been APPROVED by ECAG, the approval will be communicated several different ways.

1. The status of the PERF will change in the list on the Post-Event Applications tab posted on the OPERATORS section of your BBCS account.



Status	Respond By Date	Event Date	Event Name	Gender	Season
Approved	01/31/2017	Certified Date(s): 04/21/2017	Test Event	M	Spring 2017

2. You will be notified via email.
3. The BBCS will generate an alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS Account that will indicate the application has been approved.



Create Date	Message
12/16/2016 14:31:22	Approval posted for Test Event Certified dates are identified on your list of application and on the application itself.

**The PERF has been approved!
This event will be eligible for certification
in the same season the following year
should the operator choose to apply.**

ECAG Denied - PERF

The PERF has been denied, the reason for the denial will be identified in the Message section of the PERF's history on the Denied row. A denied PERF means the event will NOT be eligible for certification during the same season the following year.