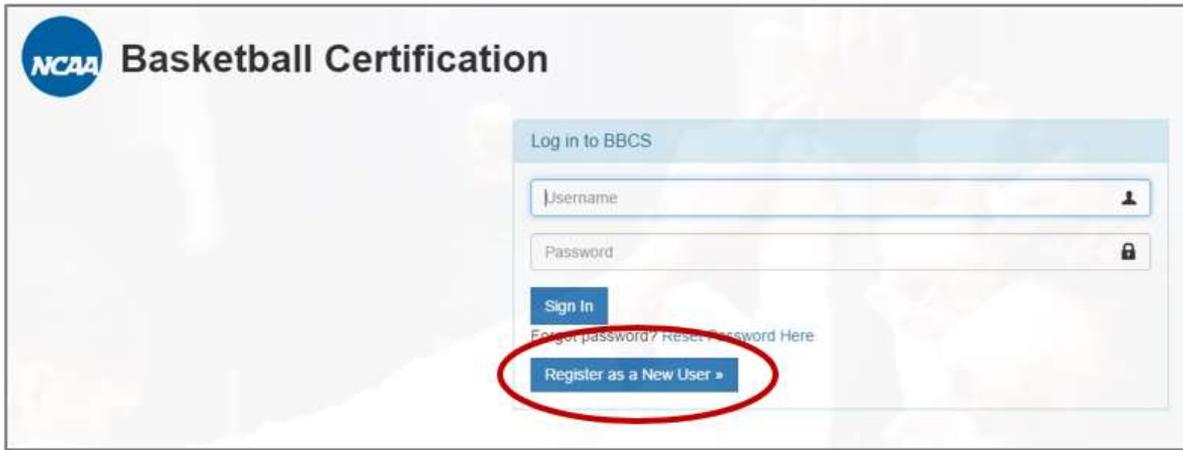


Create BBCS User Accounts

Athlete Registration

If the athlete is under the age of 18, the registration of the athlete in the Basketball Certification System (BBCS) should be completed by the athlete's parent or guardian.

1. Navigate to the Basketball Certification System (BBCS) website (<https://BBCS.ncaa.org>)



The screenshot shows the BBCS login page. At the top left is the NCAA Basketball Certification logo. Below it is a 'Log in to BBCS' section with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Forgot password / Reset Password Here'. The 'Register as a New User' button is circled in red.

2. Press the Register as a New User button.



The screenshot shows the 'New User Account Registration' page. The 'I am a:' dropdown menu is open, and 'Athlete' is selected. Other options visible are 'Coach Or Operator'.

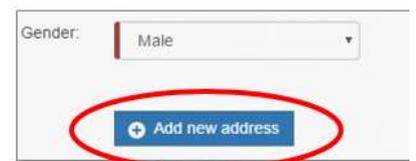
3. Select Athlete from the I am a dropdown box.

4. Enter the athlete's Name & Gender



The screenshot shows the registration form with the following information entered: 'I am a:' is 'Athlete', 'Name:' is 'Mickey', 'Middle' is empty, and 'Gender:' is 'Male'.

5. Press the Add New Address button.



The screenshot shows a close-up of the 'Add new address' button, which is circled in red.

- Your eligibility to participate is dependent on the address type and address location you enter. It is possible to enter more than one address should the athlete meet the requirements to utilize a secondary address.

- You will need to identify the source of the address when the address is entered.

Be aware that proof of residency documentation may be required by the NCAA Enforcement Certification Approval Group (ECAG); so, you may be required to provide documentation to the coach that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with his/her TEAM. The coach must upload this documentation in the BBCS before the athlete can be added to the coach's BENCH of participants.

- Review saved address entries for accuracy.

Once **Submitted**, you WILL NOT be able to make edits to this information without contacting ECAG to make changes (1-844-562-6201 or at ECAG@ncaa.org).

Addresses							
	Street Address	City	State/Province	Zip Code	Country	Type	Lived Since
	3111 World Dr	Orlando	Florida	32830	USA	Biological parent(s)	10/01/1971
	1313 S Disneyland Dr	Anaheim	California	92802	USA	Court Appointed Legal guardian	01/01/1955

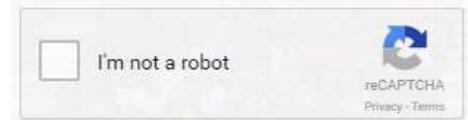
- Enter and confirm your email address. The email address entered is where important information related to the athlete's participation will be delivered. Remember this email address – it will be will be your login to the Basketball Certification System (BBCS).

- Provide Phone Number. You will need to indicate whether the number provided is in the US (Domestic) format or a non-US format (International). This will determine the number of digits you are able to enter.

- Create and confirm your password. Remember this password - it will be used to login to the BBCS.

12. Confirm your acknowledgement by checking off on all the checkboxes including the Terms of Use & Privacy Policy.

13. You will also need to check the box in the provided Captcha.



14. And then respond to the additional Captcha request. For example:



15. You'll need to check ALL the checkboxes for the Submit button to appear. Press the Submit button.

16. You will be logged out of your account and can see a green bubble indicating that you will need to confirm your registration.



17. You will need to log into the email account that you identified on your profile during registration. Open the registration confirmation email, click on the Please click here to confirm your registration hyperlink.

NCAA Basketball Certification System (registration confirmation) Block x

ECAG@ncaa.org
to me

[Thank you for registering with the NCAA Basketball Certification System (BBCS)]

[Please click here to confirm your registration.](#)

Before you can be added to a roster or an event ~~to~~ to play basketball and be evaluated by NCAA coaches...

You Need To:

1. Log into the Basketball Certification System website (<https://bbcs.ncaa.org>)
2. Review the required educational information.
 - a. Navigate to the Basic information tab.
 - b. Go to the My Course Information section
 - c. Click the hyperlink that appears there for ALL education provided.
 - d. Each hyperlink will route you to an external page including a video, brochure, etc. of information you need to know.
 - e. Review the information provided.
 - f. Return to your BBCS profile and check the box next to "I certify that I have taken this course."
 - g. The page will refresh and a record will reflect of the course name and date in which completed course.
 - h. Completion of educational course is required before an adult user can add you to a bench or team roster for participation.
3. Complete the school information. This is required before an adult user can add you to a bench or roster for participation.

Keep your contact information up to date! Your contact information may be shared with NCAA coaches who may want to recruit you, so it is important that your information is up-to-date. If you need to make changes to your BBCS profile information, please email ECAG@ncaa.org or call 317/917-6322

Control account visibility. When a coach or operator has added you to their roster/event, you will be notified by email and required to ACCEPT or DECLINE. You will not be added until you click ACCEPT.

Need more info? See: [Prospect Info for Certified Events](#)



Enforcement Certification and Approvals Group (ECAG)
w: [317-917-6322](tel:3179176322) | f: [317-917-6073](tel:3179176073) | ncaa.org/ECAG

18. Once you have clicked the link, you've completed registration!

Be sure to complete the additional items requiring action listed within the registration confirmation email.

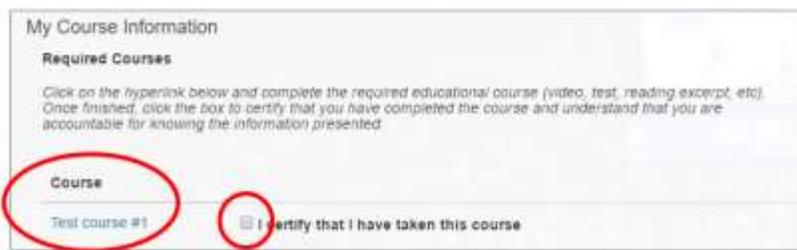


Athlete's Required Educational Course to Participate

1. Log into the Basketball Certification System website (<https://BBCS.ncaa.org>)
2. Navigate to the Basic Information tab.



3. Go to the My Course Information section.
4. Click the hyperlink that appears there for ALL education provided. Each hyperlink will route you to an external page including a video, brochure, etc. of information you need to know.



5. Review the information provided.
6. Return to your BCS profile and check the box next to I certify that I have taken this course.
7. The page will refresh and a record will reflect of the course name and date in which completed course.

Completion of educational course is required before an adult user can add you to a BENCH or TEAM ROSTER for participation.

Course Id	Course Description	Course URL	Course Completion Date
1	Test course #1	https://www.youtube.com/watch?v=29XUN-mJPCQ	11/28/2016

You've completed educational courses!
Be sure to complete school information.

Athlete's School Information

1. Navigate to the School Information tab



2. Complete the school information fields
Completion of school information is required before an adult user can add you to a BENCH or ROSTER for participation.



A screenshot of the 'School Information' form. The form is divided into several sections: 'What is your school name?' (Mouse High School), 'What grade/year are you?' (Junior), 'Anticipated Graduation Year' (2018), and 'Date of Enrollment' (10/01/2014). The 'My School Address' section includes 'Street' (1111 Magic Street), 'Country, State/Province' (USA, Florida), and 'City, Zip' (Orlando, 32830). The 'My School Team' section includes 'Name of School Coach' (Scrooge McDuck), 'Coach's Phone Number' (317-555-2222), 'School Jersey Number' (15), 'Height' (5' 6"), and 'Position' (Power Forward). A blue 'Save' button is located at the bottom left of the form.

3. Click the Save button.

**You've completed school information!
Be sure to lookout for alerts asking if you approve or deny
coaches adding you to their benches.**

Responding to BENCH Invitations - Athlete

Athletes will receive an email and an alert within the Basketball Certification System (BBCS) whenever a coach has attempted to add the athlete to his/her BENCH in the BBCS.

Email Notification of BENCH Addition - Athlete



Online Notification of BENCH Addition - Athlete

Are visible by logging in online.
Navigate to the [ALERTS](#) section.

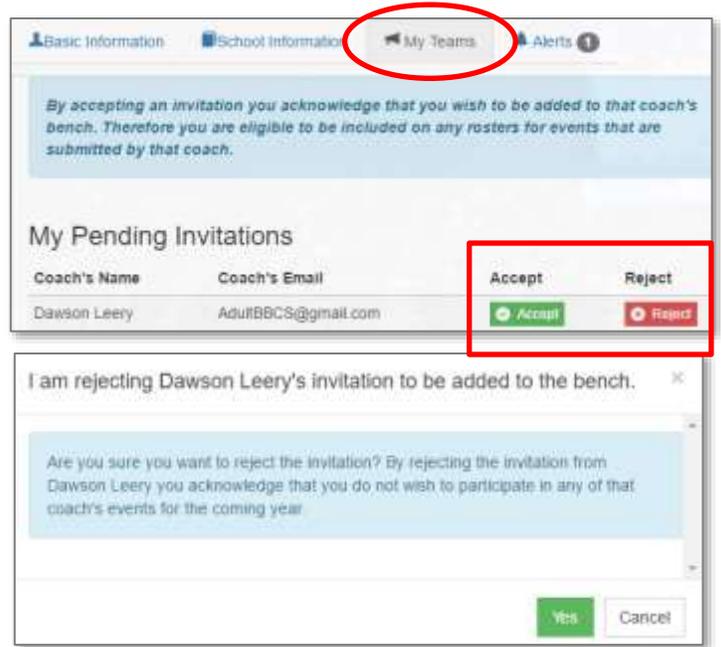
You can click the [Clear Alert](#) button to delete any alert notifications.



FYI - A coach cannot add you to his/her BENCH unless the prospect has confirmed their registration by clicking the link in the BBCS generated registration confirmation email, completed required school information and confirmed completion of the required educational course(s) in BBCS.

Accept/Reject

Navigate to the My Teams tab to view the invite and select either Accept or Reject to the BENCH invitation.



If you select Reject, you will receive a message confirming your decision.

If you answer YES, the invitation will no longer appear and you will drop off as a Sent invitation on the head coach's BENCH. The head coach would have to add you to their BENCH again for a new invitation to be sent.

Name	Invitation Status	Position	Address	City	State	Zipcode	
Lowe, Rob	Sent	PG	3333 Cherry Street	Indianapolis	Indiana	46825	Delete

If you select Accept, you will receive an invitation accepted message and your invitation will move into the My Accepted Invitations section of page.

My Pending Invitations			
Coach's Name	Coach's Email	Accept	Reject
My Accepted Invitations			
Coach's Name	Coach's Email	Date Accepted	
Dawson Leery	AdultBBCS@gmail.com	12/19/2016	

Your acceptance will be reflected as Accepted on the head coach's BENCH as well.

Name	Invitation Status	Address	City	State	Zipcode	
Perry, Luke	Accepted	test	test	Indiana	33333	Delete

The head coach will also receive an Alert of your acceptance or rejection of invitation. They WILL NOT be notified via email.

Create Date	Message	
12/19/2016 13:30:51	Luke Perry has accepted the request on 12/19/2016 to be added to your bench.	Clear Alert
12/19/2016 13:27:08	Rob Lowe has declined the request on 12/19/2016 to be added to your bench. The bench has been revalidated as a result of this user's removal. Please refresh your bench.	Clear Alert

**You've completed your bench invitation!
Be sure to continually check new invites.**