

# Athlete Registration

## First Time Registration Instructions

This section includes instructions for prospective-student athletes (PSAs) who **DID NOT** create an account the year before.

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

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

Log in to BBCS

### Welcome to the NCAA Basketball Certification System (BBCS)

All of the following individuals will need to create a BBCS profile:

- **Operators** - anyone involved in operating or managing of an NCAA-certified event or league
- **Athletes** - any athlete participating in an NCAA-certified event;
- **Coaches** - anyone participating in coaching activities at an NCAA-certified event;
- **Team/Organization CEO or Primary Business Officer** - the person of authority who will submit required financial documentation for an organization of teams;

**NEW USER:**

- If you have not logged in to THIS site before, you will need to click the Register as a New User button.

**RETURNING USER:**

- If you created an account already, login to that account - **DO NOT CREATE MULTIPLE ACCOUNTS!**
- If you do not remember your password to log in, click the Reset Password Here link below to gain access to your already existing account.

**NEED HELP?**  
The ECAG User Manual and other resources are available on the Basketball Certification web page - [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). The ECAG User Manual contains all the information you need to know about the NCAA's basketball certification process including step-by-step guides with pictures to assist you through all features of the BBCS.

**WARNING:**  
Completing the USAB Gold License application **DOES NOT** allow you to access the BBCS. You must still Register separately in the BBCS.

Email Address

Password

**Sign In**

Forgot password? [Reset Password Here](#)

Ask a question? [Contact Email Form](#)

**Register as a New User »**

2. Press the Register as a New User button.
3. Select Athlete from the I am a dropdown box.

I am a:

Name:

Date of Birth:

Gender:

**Athlete**

Coach Or Operator

Team/Organization CEO or Primary Business Officer

4. Enter the PSA's Name, Gender and Date of Birth.

Athlete registration must be submitted by a participant of at least eighteen (18) years of age or the parent/legal guardian of any minor participant with the right to submit such information on behalf of the minor.

I am a:

Name:

Date of Birth:

Gender:

5. Select the Add New Address button.

Enter all applicable addresses where athlete resides prior to submitting registration.  
Make sure that each address and address type listed below is accurate. If you need to make changes click on the address to edit and/or choose a different address type. Adding a new address will not remove previous addresses.  
Make sure that you currently live at ALL the addresses listed below. DO NOT enter the athlete's entire address history. If any of the addresses are from a previous year, DELETE it now.  
For each address entered, make sure that you have selected the address type closest to your current circumstances. The "other" option should be avoided for most athletes.

1. At a boarding school = lives on campus of the school he/she attends.
2. With my parent(s) = lives with a parent.
3. With a host family = lives with nonparent family, friend, foster family, foreign exchange program host family, etc. Will require a transcript showing the athlete attends school where he/she lives.
4. With a legal guardian = lives with a COURT-APPOINTED legal guardian. Power of Attorney is not enough.
5. Other = RARE CIRCUMSTANCES ONLY. Try to pick one of the other options. If none of them come close to your circumstance, then choose this option.

6. Enter ALL addresses of residence for the current year that the PSA may use to participate with a team. The PSA's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.

P.O. Boxes can only be entered for PSAs in very remote areas where street addresses are not available.

7. Edit or remove addresses as necessary.

EDIT - If you need to make changes, select the blue Edit button next to the inaccurate address and change the text or choose a different address type. Adding a new address will not remove previous addresses; so, do not enter an address that you already see in the list.

DELETE - Make sure that the PSA currently lives at ALL the addresses entered. **DO NOT enter the PSA's entire address history.**

Addresses							
	Street Address	City	State/Province	Zip Code	Country	I Live	Lived Since
	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	11/08/2010
	700 W. Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	09/01/2016 

8. For each address entered, make sure that you have selected the address type closest to your current circumstances. **The "other" option should be avoided for most PSAs.**

- At a boarding school = lives on campus of the school he/she attends.
- With my parent(s) = lives with a parent.
- With a host family = lives with nonparent family, friend, foster family, foreign exchange program host family, etc. Will require a transcript showing the PSA attends school where he/she lives.
- With a legal guardian = lives with a **COURT-APPOINTED** legal guardian. Power of Attorney or notarized statement by the parent allowing another individual to care for the athlete is not enough.
- Other = **RARE CIRCUMSTANCES ONLY**. Try to pick one of the other options. If none of them come close to your circumstance, then choose this option.

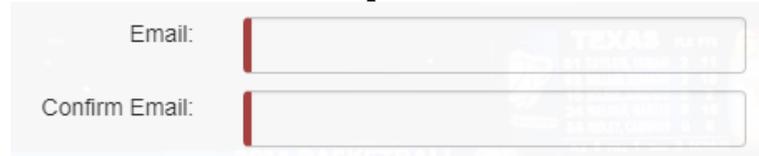
I Live:

- Select a type-
- With my parent(s)**
- At a boarding school
- With a host family
- With a legal guardian
- Other

Be aware that proof of residency documentation will be required for certain address types when you log back in to complete your profile. Documentation must be uploaded on the PSA's profile that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with a team. SEE: [PSA Address Documentation Requirements](#). Coaches may also have to submit a justification when the PSA is added to the coach's bench of participants. SEE: [Justification Alerts](#).

9. Review the address list one last time for accuracy. Once the profile is Submitted, edits CANNOT be made without contacting ECAG to make the changes (844/562-6201 or use the [Email Contact Form](#)).

10. In the My Account section enter the email address for the PSA's account. The email entered in the My Account section is where important information related to the PSA's participation will be delivered. **Remember this email address – it will be will be the username required to access the BBCS.**



The image shows a registration form with two input fields. The first field is labeled 'Email:' and the second is labeled 'Confirm Email:'. Both fields are empty and have a light gray border. There are red vertical bars to the left of each field, possibly indicating required fields or a validation error.

Note: If the parent wants to use their address for access to the account, but the parent is also a coach, the parent CANNOT use their email address on the PSA's profile. The BBCS will only allow an email address to be utilized on one (1) account.

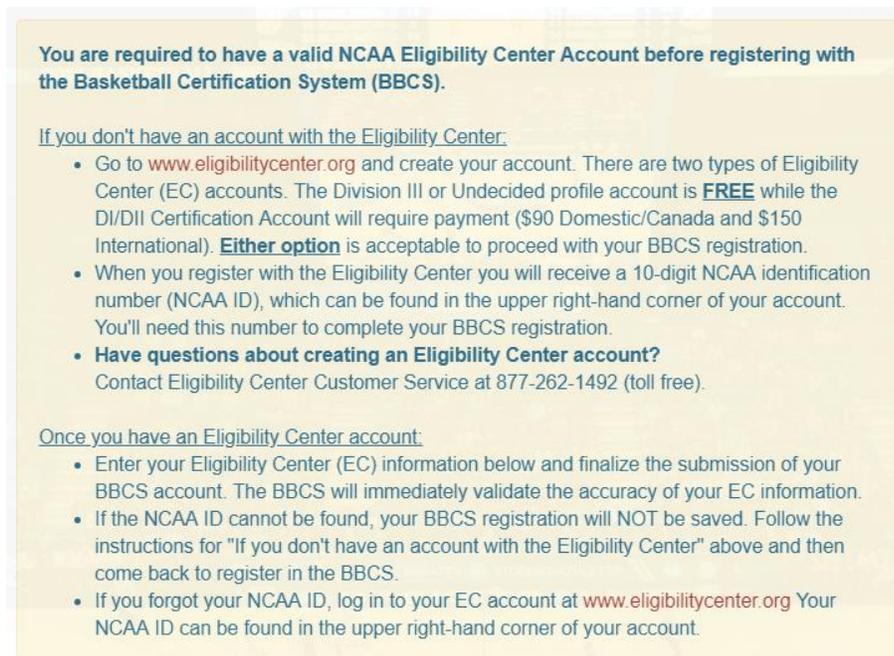
**WARNING - AOL and iCloud Users** – These providers have been known to reject the emails generated by the BBCS, making it impossible for you to confirm your account without contacting ECAG for assistance. It is suggested that you utilize a different email address on your BBCS profile so that you don't 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.

11. Enter a phone number for the PSA. 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.



The image shows a registration form for a phone number. It has a 'Phone Region:' section with two buttons: 'US' and 'Non-US'. The 'US' button is highlighted with a yellow box. Below this is a 'Phone Number:' field with a red vertical bar to its left. To the right of the phone number field is a 'Number Type' dropdown menu.

12. Beginning in 2019, each PSA is required to have a valid NCAA Eligibility Center Account before registering with the BBCS; so the My Eligibility Center Information section has been added. If you do not already have an EC account, choose Division III or Undecided to avoid having to pay (**It's FREE!**). The account can be upgraded later if needed when the athlete is closer to enrolling at a Division I or II institution.



**You are required to have a valid NCAA Eligibility Center Account before registering with the Basketball Certification System (BBCS).**

If you don't have an account with the Eligibility Center:

- Go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and create your account. There are two types of Eligibility Center (EC) accounts. The Division III or Undecided profile account is **FREE** while the DI/DII Certification Account will require payment (\$90 Domestic/Canada and \$150 International). **Either option** is acceptable to proceed with your BBCS registration.
- When you register with the Eligibility Center you will receive a 10-digit NCAA identification number (NCAA ID), which can be found in the upper right-hand corner of your account. You'll need this number to complete your BBCS registration.
- **Have questions about creating an Eligibility Center account?**  
Contact Eligibility Center Customer Service at 877-262-1492 (toll free).

Once you have an Eligibility Center account:

- Enter your Eligibility Center (EC) information below and finalize the submission of your BBCS account. The BBCS will immediately validate the accuracy of your EC information.
- If the NCAA ID cannot be found, your BBCS registration will NOT be saved. Follow the instructions for "If you don't have an account with the Eligibility Center" above and then come back to register in the BBCS.
- If you forgot your NCAA ID, log in to your EC account at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) Your NCAA ID can be found in the upper right-hand corner of your account.

13. Enter your NCAA ID number, the email address used to register with the EC and the password for the EC account in the provided fields.

Don't have an account with the EC?	Already have an EC account?
<ul style="list-style-type: none"> <li>Go to <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a> and create your account. There are two types of EC accounts. The Division III or Undecided profile account is FREE while the DI/DII Certification Account will require payment (\$90 Domestic/Canada and \$150 International). Either option is acceptable to proceed with your BBCS registration.</li> <li>When a PSA registers with the EC he/she will receive a 10-digit NCAA identification number (NCAA ID), which can be found in the upper right-hand corner of the account. This is the number needed to complete the BBCS registration.</li> </ul>	<ul style="list-style-type: none"> <li>Enter the PSA's EC information in the fields provided.</li> </ul> <div data-bbox="873 352 1507 569" style="border: 1px solid #ccc; padding: 5px;"> <p>NCAA ID:  <input type="text"/></p> <p>Eligibility Center Email:  <input type="text"/></p> <p>Eligibility Center Password:  <input type="password"/></p> </div>



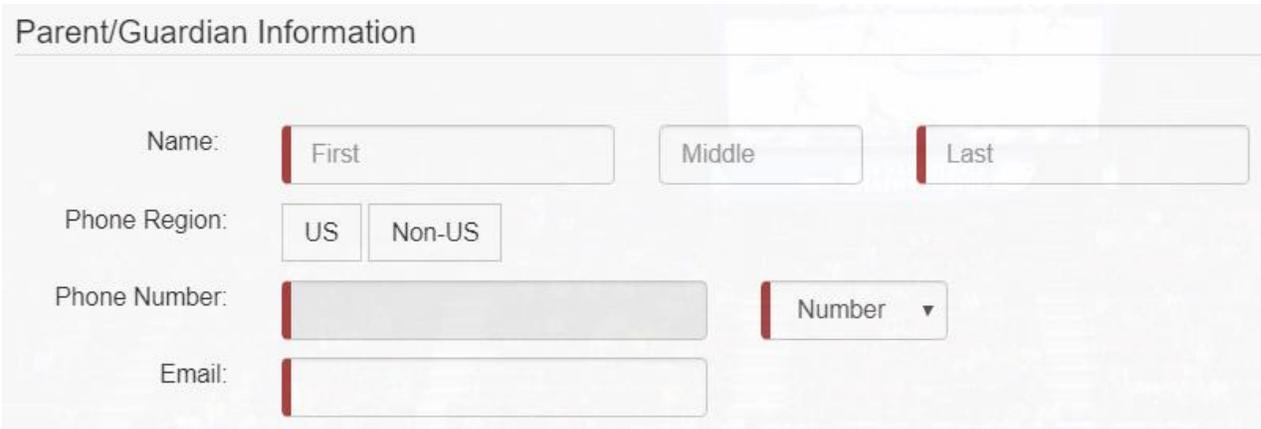
Have questions about creating an EC account?  
 Contact EC Customer Service at 877-262-1492 (toll free).

14. Validation of EC Account. When the submission of the BBCS account is finalized, the BBCS will immediately validate the accuracy of the EC information. If the NCAA ID cannot be found, the BBCS registration will NOT be saved and the following error will appear:

Eligibility Center (EC) account not found. You are required to have a valid NCAA Eligibility Center Account before registering with the Basketball Certification System (BBCS). Please register with the EC or login to the EC and obtain your NCAA ID. See information in the yellow box of the "My Eligibility Center Information" section below for instructions and additional information. Once you have your NCAA ID, return to the BBCS and attempt to register again.

Follow the instructions for "Don't have an account with the EC?" to the left and then come back to register in the BBCS. If the PSA has forgotten his/her NCAA ID, log in to the EC account at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). The NCAA ID can be found in the upper right-hand corner of the account.

15. Enter the PSA's parent/guardian name and 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.



The form is titled "Parent/Guardian Information" and contains the following fields:

- Name:** Three text input fields labeled "First", "Middle", and "Last".
- Phone Region:** Two radio button options labeled "US" and "Non-US".
- Phone Number:** A large text input field and a dropdown menu labeled "Number".
- Email:** A single text input field.

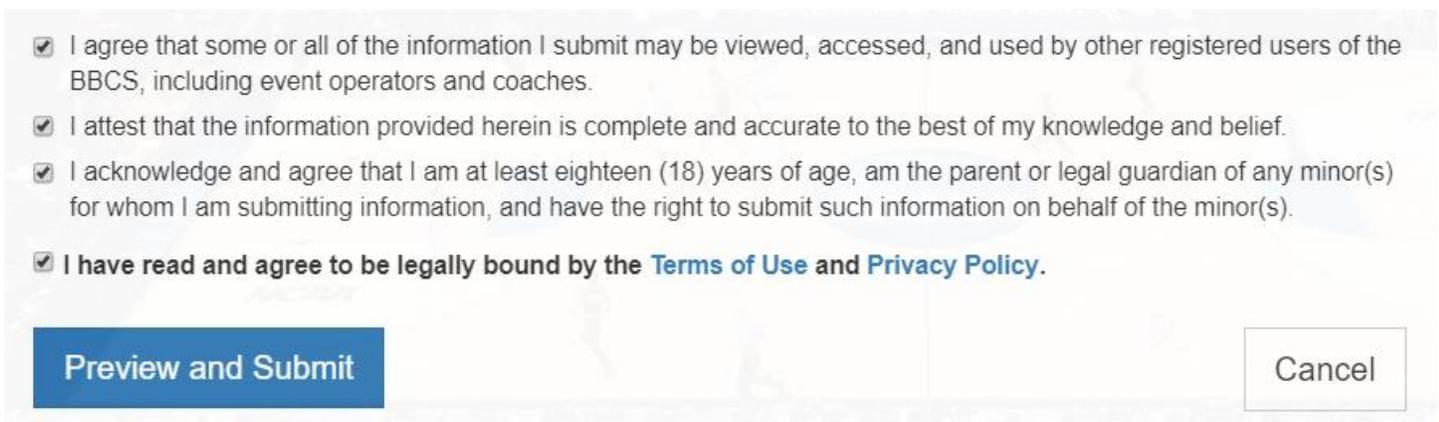
16. Enter the email address for the parent/ guardian. This email address will not receive emails directly from the BBCS and CAN be used as the account email on a different BBCS account. This email will be used for the EC's future educational initiative to ensure the PSA is aware of all pertinent information that may impact their eligibility.
17. Create and confirm a 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.



The form contains two text input fields:

- Password:** A text input field.
- Confirm Password:** A text input field.

18. Review and acknowledge the Attestations listed. Confirm understanding of each attestation by selecting the checkbox next to each statement.



The form contains four checkboxes, all of which are checked:

- I agree that some or all of the information I submit may be viewed, accessed, and used by other registered users of the BBCS, including event operators and coaches.
- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I acknowledge and agree that I am at least eighteen (18) years of age, am the parent or legal guardian of any minor(s) for whom I am submitting information, and have the right to submit such information on behalf of the minor(s).
- I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#).

At the bottom of the form, there are two buttons:

- Preview and Submit** (a blue button)
- Cancel** (a white button with a grey border)

19. 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 [Preview and Submit](#) button will appear.

20. Click the Preview and Submit button and a pop up window will appear with a summary of the information entered.
21. Review the information in the Registration Preview.
22. 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 be 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

<b>I am a:</b>	Athlete	<b>Middle Name:</b>		<b>Last Name:</b>	Athlete
<b>First Name:</b>	Test	<b>Gender:</b>	Male		
<b>Date of Birth:</b>	01/01/2000				

Addresses

Street Address	City	State/Province	Zip Code	Country	Type	Lived Since
1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	07/03/2008
700 West Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	08/20/2017

Contact Information

<b>Email:</b>	test_athlete@ncaa.org	<b>Confirm Email:</b>	test_athlete@ncaa.org
<b>Password:</b>	*****	<b>Confirm Password:</b>	*****
<b>Phone Region:</b>	US	<b>Phone Number:</b>	(317) 917-6233
		<b>Phone Type:</b>	MOBILE

Eligibility Center Information

<b>NCAA ID:</b>	5555555555	<b>EC Email:</b>	test_athlete@ncaa.org	<b>EC Password:</b>	*****
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Parent/Guardian Information

<b>First Name:</b>	Mom	<b>Middle Name:</b>		<b>Last Name:</b>	Athlete
<b>Email:</b>	mom_test_athlete@ncaa.org	<b>Phone Number:</b>	****Missing****	<b>Phone Type:</b>	HOME
<b>Phone Region:</b>	US				

Finalize Submission	Change Information
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**Warning: Problems Saving User Account Due to Email.** You may find that you are restricted from entering your active e-mail address on your account if you have multiple user accounts and it has already been used elsewhere. If this occurs, contact ECAG so that old accounts can be made inactive and your current account can be updated.

23. If there are zero problems with the registration, the Finalize Submission button will appear.

**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: Athlete  
First Name: Test Middle Name: Last Name: Athlete  
Date of Birth: 01/01/2000 Gender: Male

Addresses

Street Address	City	State/Province	Zip Code	Country	Type	Lived Since
1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	07/03/2008
700 West Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	08/20/2017

Contact Information

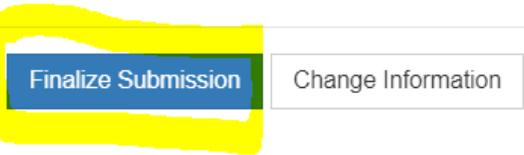
Email: test\_athlete@ncaa.org Confirm Email: test\_athlete@ncaa.org  
Password: \*\*\*\*\* Confirm Password: \*\*\*\*\*  
Phone Region: US Phone Number: (317) 917-6233 Phone Type: MOBILE

Eligibility Center Information

NCAA ID: 5555555555 EC Email: test\_athlete@ncaa.org EC Password: \*\*\*\*\*

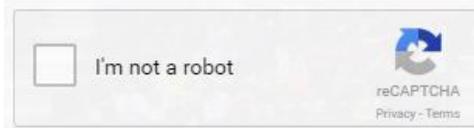
Parent/Guardian Information

First Name: Mom Middle Name: Last Name: Athlete  
Email: mom\_test\_athlete@ncaa.org  
Phone Region: US Phone Number: (317) 917-6222 Phone Type: HOME

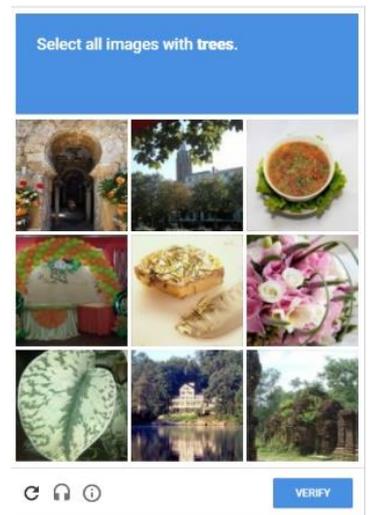
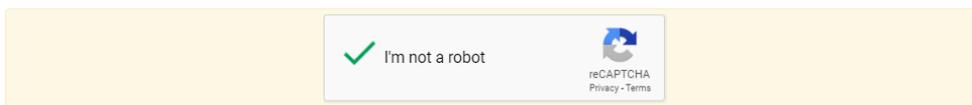


24. Take one last look to make sure that the information on the account is accurate because once the Finalize Submission button is selected, you will not be able to make any corrections without calling the NCAA for assistance.

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

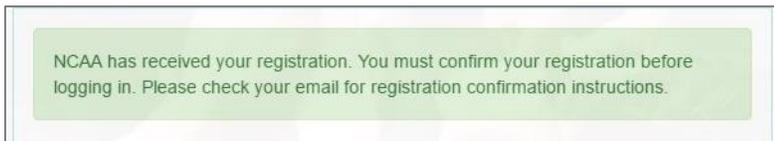


26. Check the "I'm not a robot" box and/or select the items requested from the photo captcha and the Submit Registration button will appear.



27. Select the Submit Registration button.

28. 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.



29. 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.

NCAA Basketball Certification System (registration confirmation) Inbox 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 in order 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](mailto:ECAG@ncaa.org) or call [317/917-6322](tel:3179176322).

**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](http://ncaa.org/ECAG)

30. Once that link is clicked, the account has been created.

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

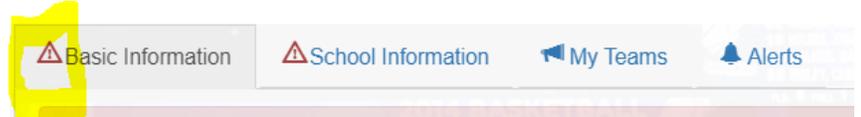


**The PSA account has been created! Be sure to complete the required educational course(s) and school information.**

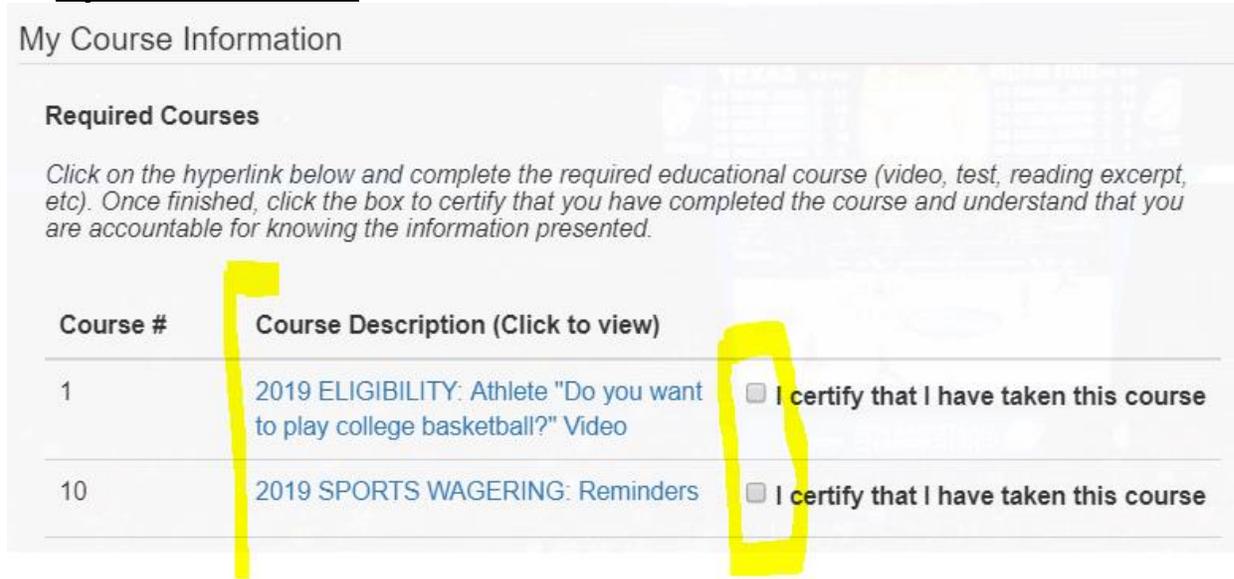
# PSA's Required Educational Course to Participate Instructions

1. Log into the BBCS website (<https://BBCS.ncaa.org>).

2. Navigate to the Basic Information tab.



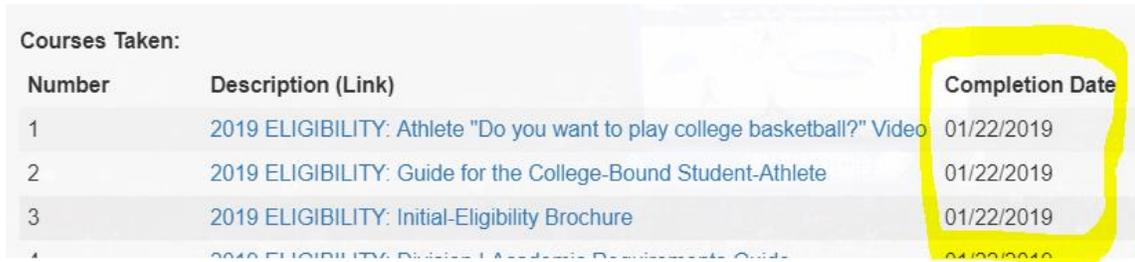
3. Go to the My Course Information section.



4. Review the educational materials provided for the current year in to the My Course Information section.  
a. Click the hyperlink that appears there for ALL education provided. Each course hyperlink will route to an external page including a video, brochure, etc. of information the PSA needs to know.  
b. Review the information provided.

5. Return to the BBCS profile page and check the box next to I certify that I have taken this course.

6. The page will refresh and a record will reflect the course name and date in which the PSA reported completing the course.



The image shows a table titled 'Courses Taken'. It has three columns: 'Number', 'Description (Link)', and 'Completion Date'. The 'Completion Date' column is highlighted with a yellow box.

Number	Description (Link)	Completion Date
1	2019 ELIGIBILITY: Athlete "Do you want to play college basketball?" Video	01/22/2019
2	2019 ELIGIBILITY: Guide for the College-Bound Student-Athlete	01/22/2019
3	2019 ELIGIBILITY: Initial-Eligibility Brochure	01/22/2019
4	2019 ELIGIBILITY: Division I Academic Requirements Guide	01/22/2019

Completion of educational course is required before an adult user (coach/event operator) can add the PSA to a team bench or roster for participation.

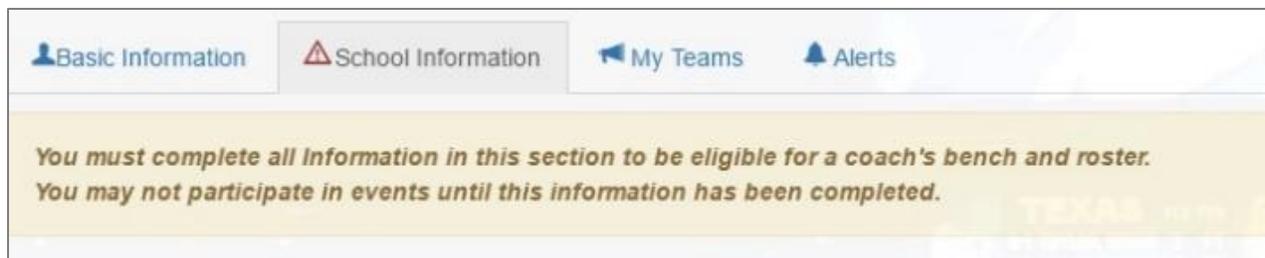
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**The Educational Courses requirement has been completed!**  
**Be sure to complete school information.**

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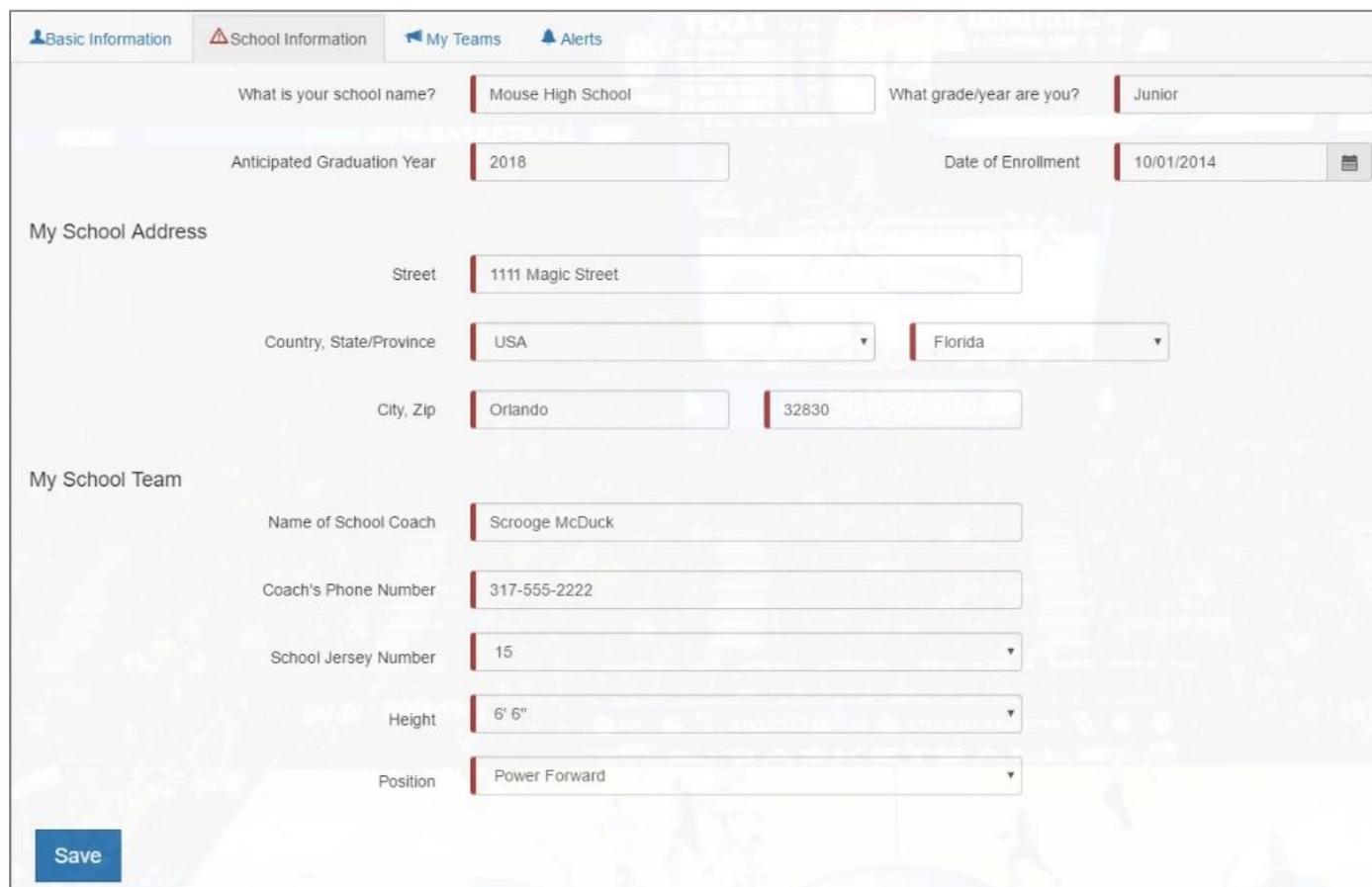
## PSA's School Information Instructions

1. Navigate to the School Information tab.



The screenshot shows the top navigation bar with four tabs: 'Basic Information', 'School Information' (which is highlighted with a red triangle), 'My Teams', and 'Alerts'. Below the navigation bar is a yellow warning box with the text: "You must complete all information in this section to be eligible for a coach's bench and roster. You may not participate in events until this information has been completed."

2. Complete the school information fields. Completion of school information is required before an adult user (coach/event operator) can add the PSA to a team bench or roster for participation.



The screenshot shows the 'School Information' form with the following fields filled out:

- What is your school name?: Mouse High School
- What grade/year are you?: Junior
- Anticipated Graduation Year: 2018
- Date of Enrollment: 10/01/2014
- My School Address:
  - Street: 1111 Magic Street
  - Country, State/Province: USA, Florida
  - City, Zip: Orlando, 32830
- My School Team:
  - Name of School Coach: Scrooge McDuck
  - Coach's Phone Number: 317-555-2222
  - School Jersey Number: 15
  - Height: 6' 6"
  - Position: Power Forward

A blue 'Save' button is located at the bottom left of the form.

3. Click the Save button.

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**Required School Information has been completed!  
Be sure to lookout for alerts from coaches requesting  
permission to add the PSA to his/her team bench.**

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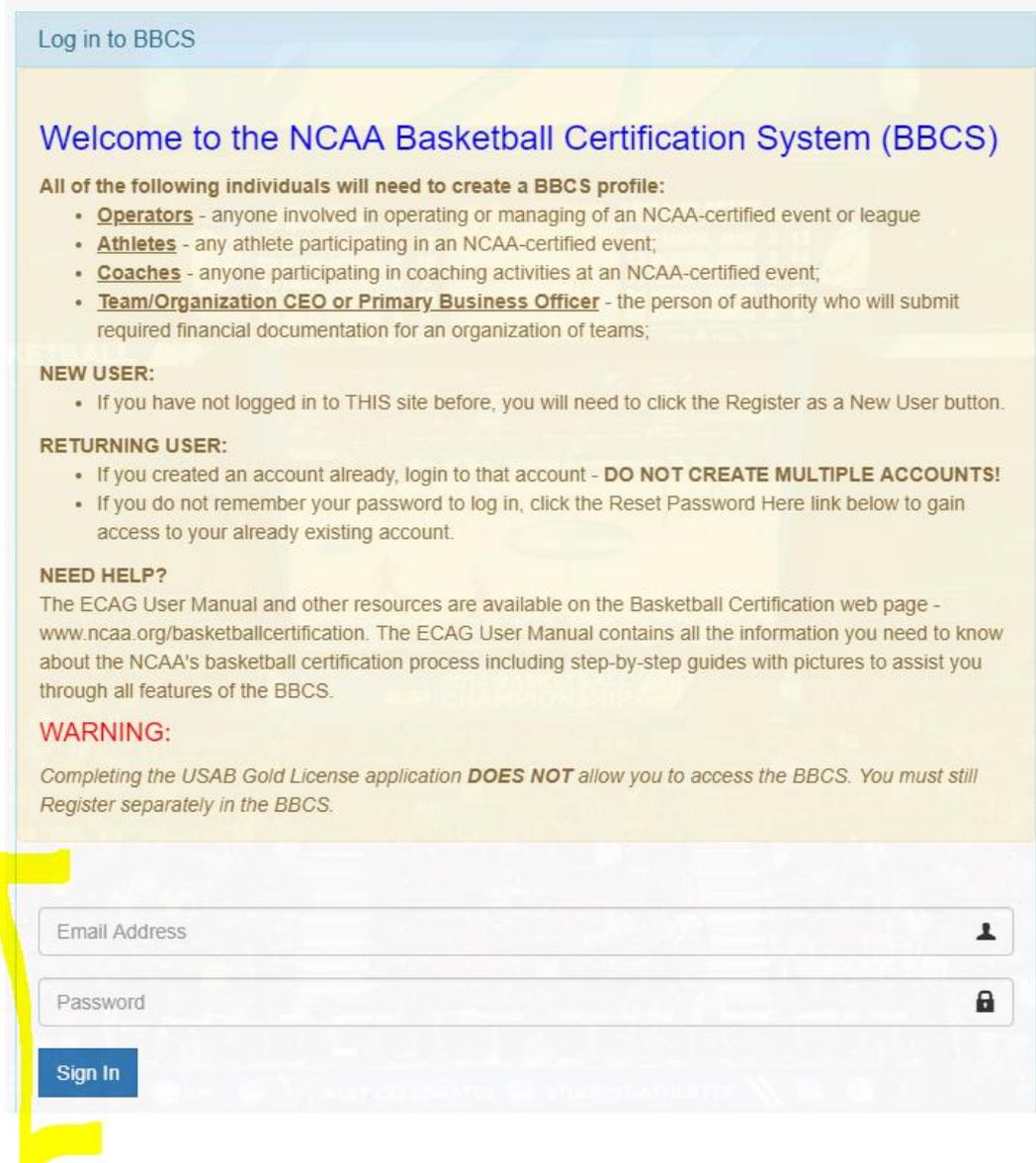
# RENEW Registration Instructions

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This section includes instructions for PSAs who **DID** create an account the year before.

If the PSA is under the age of 18, the registration of the PSA in the BBCS should be completed by the PSA's parent or guardian.

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



The screenshot shows the BBCS login page. At the top, it says "Log in to BBCS". Below that is a heading "Welcome to the NCAA Basketball Certification System (BBCS)". The page lists categories of users who need to create a profile: Operators, Athletes, Coaches, and Team/Organization CEO or Primary Business Officer. It then provides instructions for new users (click "Register as a New User") and returning users (click "Sign In" or "Reset Password"). A "NEED HELP?" section points to the ECAG User Manual. A "WARNING:" section states that completing the USAB Gold License application does not allow access to the BBCS. At the bottom, there is a login form with fields for "Email Address" and "Password", and a "Sign In" button. A yellow highlight is drawn around the "Email Address" and "Password" input fields and the "Sign In" button.

2. Enter the email address and password used when the account was created and press the Sign In button.

3. When you log in for the first time during a calendar year, you will see a “welcome” message, both the Basic Info tab and the School Info tab will be flagged with warning icons, and there will be instructions for activating your account for the current year.

The screenshot shows the top navigation bar with 'Basic Information' and 'School Information' tabs highlighted with yellow boxes. Below the navigation is a large pink banner with the text 'Welcome to BBCS 2019!' and a list of five instructions. Below the banner is a yellow 'REMINDER' box. At the bottom of the banner is a red warning box with the text '\*\*\* INCOMPLETE REGISTRATION \*\*\* You must fix the following to be completely registered. Coaches will not be able to add you to his or her bench, and you may not be able to participate in events until you resolve these issues.:'. Below the warning box are three input fields for 'Full Name'.

4. Verify that the PSA's Name, Gender and Date of Birth.
  - a. NAME. Edits to your name can only be changed by contacting ECAG (1-844-562-6201 or use the [Email Contact Form](#).
  - b. GENDER. Edits to the PSA's gender can be made at any time, but changes will impact the rosters on which the PSA can be added.
  - c. DOB. Edits to your date of birth can only be changed by contacting ECAG (844/562-6201 or use the [Email Contact Form](#).
5. If the PSA has previously registered in the BBCS, the addresses previously entered will be auto populated. If any of those addresses continue to be an address of residence for the PSA in the current year, the address must be verified by checking the box in the Verified Address column.

	Street Address	City	State/Province	Zip Code	Country	I Live	Lived at address since	Verified Address
Edit	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	11/08/2010	<input type="checkbox"/>

6. For any address that autopopulated that does not apply for the current year, edit/delete to reflect ALL addresses of residence for the current year that the PSA may use to participate with a team. The PSA's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.

Addresses								
	Street Address	City	State/Province	Zip Code	Country	I Live	Lived Since	
	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	11/08/2010	
	700 W. Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	09/01/2016	

EDIT - If you need to make changes, select the blue Edit button next to the inaccurate address and change the text or choose a different address type. Adding a new address will not remove previous addresses; so, do not enter an address that you already see in the list.

DELETE - Make sure that the PSA currently lives at ALL the addresses entered. **DO NOT enter the PSA's entire address history.** If any of the addresses are from a previous year and no longer apply, select the red Delete button on the right to remove the address from the list.

7. If there are new addresses that exist for the PSA, select the Add New Address button and enter the new address.

P.O. Boxes can only be entered for PSAs in very remote areas where street addresses are not available.

8. For each address entered, make sure that you have selected the address type closest to your current circumstances. **The "other" option should be avoided for most PSAs.**

- At a boarding school = lives on campus of the school he/she attends.
- With my parent(s) = lives with a parent.
- With a host family = lives with nonparent family, friend, foster family, foreign exchange program host family, etc. Will require a transcript showing the PSA attends school where he/she lives.
- With a legal guardian = lives with a **COURT-APPOINTED** legal guardian. Power of Attorney is not enough.
- Other = **RARE CIRCUMSTANCES ONLY.** Try to pick one of the other options. If none of them come close to your circumstance, then choose this option.

I Live:

- Select a type-
- With my parent(s)**
- At a boarding school
- With a host family
- With a legal guardian
- Other

Be aware that proof of residency documentation will be required for certain address types when you log back in to complete your profile. Documentation must be uploaded on the PSA's profile that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with a team. SEE: [PSA Address Documentation Requirements](#). Coaches may also have to submit a justification when the PSA is added to the coach's bench of participants. SEE: [Justification Alerts](#).

9. Review the address list one last time for accuracy. Once the profile is Submitted, edits CANNOT be made without contacting ECAG to make the changes (844/562-6201 or use the [Email Contact Form](#)).

**Addresses**

	Street Address	City	State/Province	Zip Code	Country	I Live	Lived Since	
	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	11/08/2010	
	700 W. Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	09/01/2016	

10. **UPLOAD DOCUMENTATION.** Certain address types will require that the PSA upload proof of residency documentation that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with a team. SEE: [PSA Address Documentation Requirements](#). Coaches may also have to submit a justification when the PSA is added to the coach's bench of participants. SEE: [Justification Alerts](#).

11. In the My Account section enter the email address for the PSA's account. The email entered in the My Account section is where important information related to the PSA's participation will be delivered. **Remember this email address – it will be the username required to access the BBCS.**

Email:

Confirm Email:

Note: If the parent wants to use their address for access to the account, but the parent is also a coach, the parent CANNOT use their email address on the PSA's profile. The BBCS will only allow an email address to be utilized on one (1) account.

**WARNING - AOL 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.

12. Enter a phone number for the PSA. 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:

13. Beginning in 2019, each PSA is required to have a valid NCAA Eligibility Center Account before registering with the BBCS; so the My Eligibility Center Information section has been added:

**You are required to have a valid NCAA Eligibility Center Account before registering with the Basketball Certification System (BBCS).**

If you don't have an account with the Eligibility Center:

- Go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and create your account. There are two types of Eligibility Center (EC) accounts. The Division III or Undecided profile account is **FREE** while the DI/DII Certification Account will require payment (\$90 Domestic/Canada and \$150 International). **Either option** is acceptable to proceed with your BBCS registration.
- When you register with the Eligibility Center you will receive a 10-digit NCAA identification number (NCAA ID), which can be found in the upper right-hand corner of your account. You'll need this number to complete your BBCS registration.
- **Have questions about creating an Eligibility Center account?**  
Contact Eligibility Center Customer Service at 877-262-1492 (toll free).

Once you have an Eligibility Center account:

- Enter your Eligibility Center (EC) information below and finalize the submission of your BBCS account. The BBCS will immediately validate the accuracy of your EC information.
- If the NCAA ID cannot be found, your BBCS registration will NOT be saved. Follow the instructions for "If you don't have an account with the Eligibility Center" above and then come back to register in the BBCS.
- If you forgot your NCAA ID, log in to your EC account at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) Your NCAA ID can be found in the upper right-hand corner of your account.

14. Enter your NCAA ID number, the email address used to register with the EC and the password for the EC account in the provided fields.

Don't have an account with the EC?	Already have an EC account?
<ul style="list-style-type: none"> <li>• Go to <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a> and create your account. There are two types of EC accounts. The Division III or Undecided profile account is FREE while the DI/DII Certification Account will require payment (\$90 Domestic/Canada and \$150 International). Either option is acceptable to proceed with your BBCS registration.</li> <li>• When a PSA registers with the EC he/she will receive a 10-digit NCAA identification number (NCAA ID), which can be found in the upper right-hand corner of the account. This is the number needed to complete the BBCS registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the PSA's EC information in the fields provided.</li> </ul> <div data-bbox="878 1289 1500 1499" style="border: 1px solid #ccc; padding: 5px;"> <p>NCAA ID:  <input style="width: 200px; height: 25px;" type="text"/></p> <p>Eligibility Center Email:  <input style="width: 200px; height: 25px;" type="text"/></p> <p>Eligibility Center Password:  <input style="width: 200px; height: 25px;" type="password"/></p> </div>



Have questions about creating an EC account?  
Contact EC Customer Service at 877-262-1492 (toll free).

15. Validation of EC Account. When the submission of the BBCS account is finalized, the BBCS will immediately validate the accuracy of the EC information. If the NCAA ID cannot be found, the BBCS registration will NOT be saved and the following error will appear:

Eligibility Center (EC) account not found. You are required to have a valid NCAA Eligibility Center Account before registering with the Basketball Certification System (BBCS). Please register with the EC or login to the EC and obtain your NCAA ID. See information in the yellow box of the "My Eligibility Center Information" section below for instructions and additional information. Once you have your NCAA ID, return to the BBCS and attempt to register again.

Follow the instructions for "Don't have an account with the EC?" to the left and then come back to register in the BBCS. If the PSA has forgotten his/her NCAA ID, log in to the EC account at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) The NCAA ID can be found in the upper right-hand corner of the account.

16. Enter the PSA's parent/guardian name and 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.

The screenshot shows a form titled "Parent/Guardian Information". It contains the following fields:

- Name:** Three text input fields labeled "First", "Middle", and "Last".
- Phone Region:** Two radio button options labeled "US" and "Non-US".
- Phone Number:** A large text input field and a dropdown menu labeled "Number".
- Email:** A single text input field.

17. Enter the email address for the parent/ guardian. This email address will not receive emails directly from the BBCS and CAN be used as the account email on a different BBCS account. This email will be used for the EC's future educational initiative to ensure the PSA is aware of all pertinent information that may impact their eligibility.

**Warning: Problems Saving User Account Due to Email.** You may find that you are restricted from entering your active e-mail address on your account if you have multiple user accounts and it has already been used elsewhere. If this occurs, contact ECAG so that old accounts can be made inactive and your current account can be updated.

18. Review the educational materials provided for the current year in to the My Course Information section and check the box next to I certify that I have taken this course. Each hyperlink provided will route to an external page including a video, brochure, etc. of information the PSA needs to know. When checked, the page will refresh and a record will reflect the course name and date in which the PSA reported completing the course. Completion of educational course is required before an adult user can add the PSA to a team bench or roster for participation.

My Course Information

**Required Courses**

*Click on the hyperlink below and complete the required educational course (video, test, reading excerpt, etc). Once finished, click the box to certify that you have completed the course and understand that you are accountable for knowing the information presented.*

Course #	Course Description (Click to view)	
1	<a href="#">2019 ELIGIBILITY: Athlete "Do you want to play college basketball?" Video</a>	<input type="checkbox"/> I certify that I have taken this course
10	<a href="#">2019 SPORTS WAGERING: Reminders</a>	<input type="checkbox"/> I certify that I have taken this course

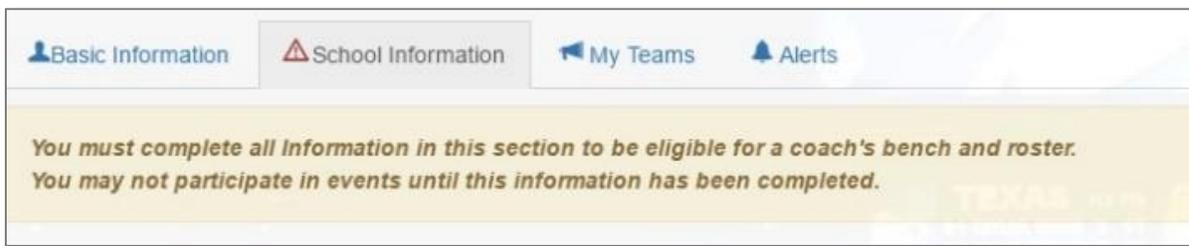
19. Review and acknowledge the Attestations listed. Confirm understanding of each attestation by selecting the checkbox next to each statement.

As an Athlete Registrant

- I agree that some or all of the information I submit may be viewed, accessed, and used by other registered users of the BBCS, including event operators and coaches.
- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I acknowledge and agree that I am at least eighteen (18) years of age, am the parent or legal guardian of any minor(s) for whom I am submitting information, and have the right to submit such information on behalf of the minor(s).
- I have read and agree to be legally bound by the [Terms of Use and Privacy Policy](#).

20. Once the first three boxes are checked, the final statement regarding the Terms of Use and Privacy Policy will appear. Select that check box and then select the Confirm Updates to My Profile button.

21. Proceed to the School Information tab.



22. This tab will appear blank when accessed each year. Complete the school information fields. Completion of school information is required before an adult user (coach/event operator) can add the PSA to a team bench or roster for participation. The coach information asked for under the “My School Team” section should be the SCHOOL COACH information and NOT the travel/non-scholastic coach information. The travel/non-scholastic coach’s information will be added athlete’s information when the athlete is added to a bench/roster.

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

23. Click the Save button.

**Once the renewal steps have been completed, edits CANNOT be made without contacting ECAG (844/562-6201 or use the [Email Contact Form](#).**

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**Required School Information has been completed! Be sure to look out for alerts from coaches requesting permission to add the PSA to his/her team bench.**

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# Edit PSA Profile

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Currently, after the PSA confirms updates on the ‘Basic Information’ tab or completes their ‘School Information’ tab, most fields are locked down (the PSA cannot make any edits )on those pages.

PSAs will have the ability to change the following fields:

**‘Basic Information’ tab**

\*Gender – *changes to gender will impact rosters to which PSA is already on.*

Phone Number

Phone Type

**‘School Information’ tab**

What grade/year are you?

Anticipated “High School” Graduation Year

Height

\*School’s Street Address – *PSA cannot edit other school address fields (e.g., City, State).*

\*School Jersey Number

\*Position

For the fields not identified above, initial registration and the annual profile renewal process are the only two times where PSA can edit profile fields themselves.

If edits are required after the PSA has finalized the submission of the user profile, the PSA’s parent/guardian will need to contact ECAG staff and request those changes by calling 317-917-6322 or use the [Email Contact Form](#).

Parent/guardian will need to

1. Identify the PSA’s name and email address on the BBCS account so that ECAG can locate the profile
2. Provide a detailed description of what needs to be changed.

**WARNING** - If edits are necessary for the “address type” on the PSA’s profile, documentation that validates the address type will need to be submitted at the time of the request before ECAG can/will make that change.

# PSA Address Documentation Requirements

The following PSA address types require documentation to be uploaded:

- At a Boarding School
- With a Legal Guardian
- With a Host Family
- Other

## Initial Registration

During initial registration, the PSA can select one of the required documentation address types and will not be prompted to upload documents at that time. However, when the PSA logs back into the BBCS after registration is confirmed to complete the required 'School Information' and educational courses they will then be prompted to uploaded documentation. Documents uploaded should validate/prove that the address is compliant with the minimum standard of residency requirements to utilize that address to participate with a team.

## Annual Renewal of Registration

When the PSA renews their registration and makes adjustments to the address(es) provided on their profile, the PSA will be prompted to upload documentation at that time (which is different than when they originally registered). Again, documents uploaded should validate/prove that the address is compliant with the minimum standard of residency requirements to utilize that address to participate with a team.

## Prompt to Upload

PSAs will be notified that they need to uploaded documentation in the Incomplete Registration box at the top of their profile. (See #3 in the pink box pictured below). They will also see the red Add Documents button next to their address.

The screenshot shows the BBCS registration interface. At the top, there are navigation tabs: Basic Information, School Information, My Teams, and Alerts. Below the tabs is a yellow reminder box: "REMINDER: Athlete registration must be submitted by a participant of at least eighteen (18) years of age or the parent/legal guardian of any minor participant with the right to submit such information on behalf of the minor." Below that is a red warning box: "\*\*\* INCOMPLETE REGISTRATION \*\*\* You must fix the following to be completely registered. Coaches will not be able to add you to his or her bench, and you may not be able to participate in events until you resolve these issues.:" followed by three numbered items: 1. You have not certified all of your courses in the "My Course Information" section below. 2. You must complete School Information section to be eligible for a coach's bench and roster. 3. One or more of your addresses requires a document! Click the add document button next to the address to upload. Below the warning boxes are input fields for Full Name (Address), Middle Name, Gender (Male), and Date of Birth (01/01/2018). Below that is a section titled "My Address Information" with a table:

	Street Address	City	State/Province	Zip Code	Country	Type	County	Lived at address since
<a href="#">Add documents</a>	test 1	test	Indiana	33333	USA	School (attend and live on campus)	Not Found	02/01/2018

The Incomplete Registration messaging will disappear when all addresses that require document upload have at least one file uploaded to it. Should the PSA delete the uploaded documents to where none exist for an address, the messaging will reappear.

## Explanation of What to Upload

When the PSA clicks the red [Add Documents](#) button next to their address, an upload window will appear. The instructions in this window will be specific to the “address type” that was selected and will identify the information that should be uploaded. Examples of each “address type” are pictured below:

### At a Boarding School

Zip Code:  Address Type:

Lived at address since:

Upload documentation that proves the address including the length of time it applies. At a minimum, you will need to upload **school transcript(s)** showing a **full academic year** and **proof of enrollment date** at the school.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

### With a Host Family

Zip Code:  Address Type:

Lived at address since:

Upload documentation that proves the address including the length of time it applies. At a minimum, you will need to upload a copy of the **athlete's Visa, I20/F1 paperwork, school transcript(s)** showing a **full academic year**; **proof of enrollment date** at the school; **housing information** (lease, mortgage, contract, etc.); documentation of **who is caring for the athlete while at this address** (Power of Attorney letter); and official **foreign exchange program information** if available.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

## With a Legal Guardian

Zip Code:  Address Type:

Lived at address since:

Upload documentation that proves the address including the length of time that it applies. At minimum, you will need to upload court documents showing legal guardianship and the date obtained. (Note: A Power of Attorney letter is not legal guardianship.) It is suggested that you also upload a copy of school documents identifying the adult responsible for the athlete, home address and the number of years/semester the athlete has been attending school there. This may be accomplished with just a copy of the athlete's transcript.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

## Other

Zip Code:  Address Type:

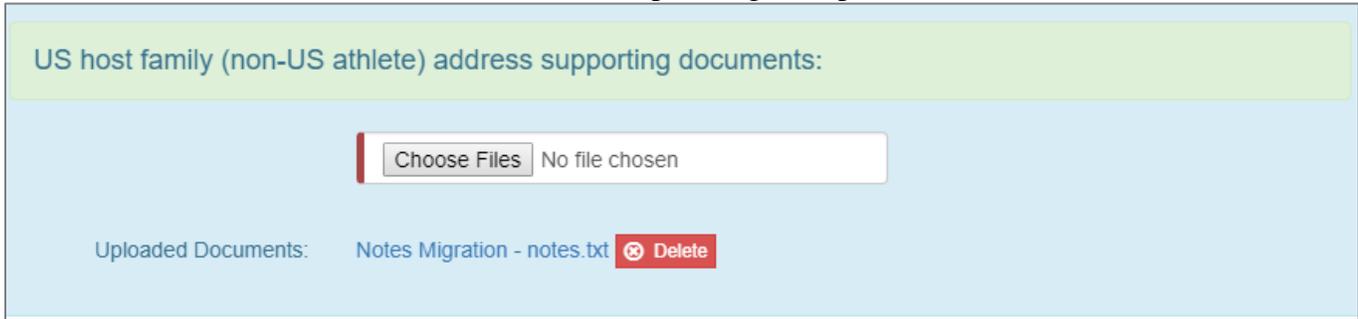
Lived at address since:  Address Type Other:

Upload documentation that proves the address and the length of time the athlete has utilized the address. This could include guardianship documents, powers of attorney, school transcripts, proof of enrollment, etc. Uploaded documents should clearly identify the address entered on the BBCS profile.

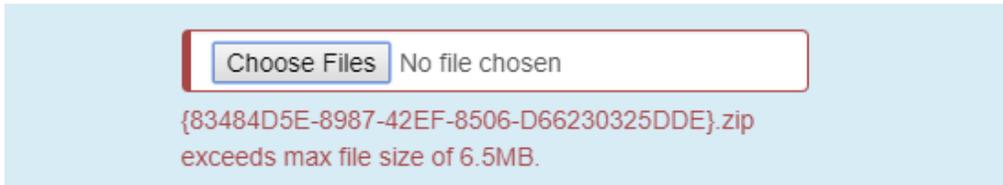
**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

The PSA/Parent will click the Choose File button and follow the prompts to locate and upload the needed file(s). A 'hint' is included in the on-screen instructions for uploading multiple documents at one time.



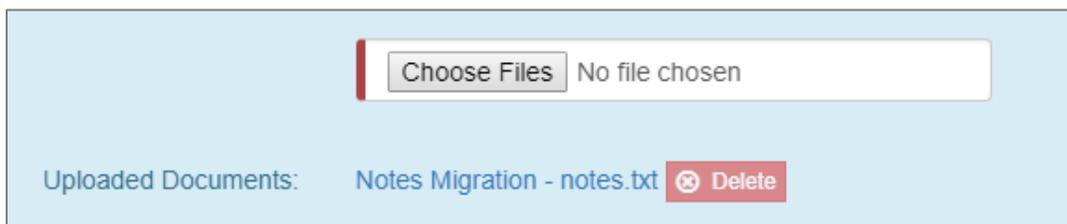
Note: There is a size limitation to the file. Documents that exceed the file limitation will result in an error:



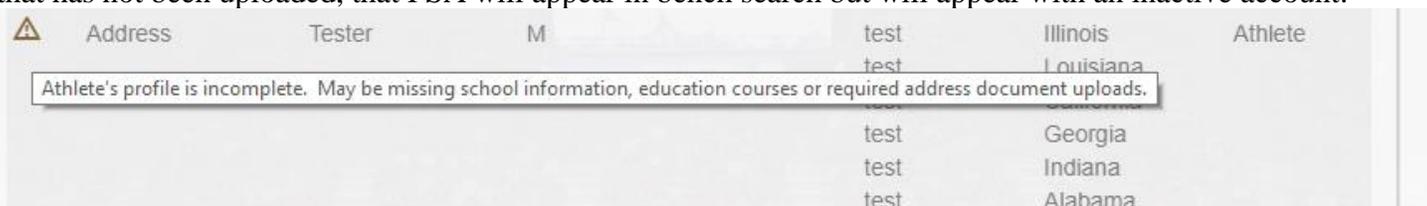
Once the document is uploaded to address, the button next to address changes from Add documents to View documents.



A PSA is able to delete documents up until they click the Confirm Updates to My Profile button on the Basic Information tab. After the profile has been confirmed, they will be able to view the existing docs and can continue to upload additional documents should they want to, but the Delete button will be inactive.



WARNING – Coaches will NOT be able to add a PSA to their bench if any of the PSA’s addresses require documentation and no documentation has been uploaded. So, if just one address for a PSA requires documentation that has not been uploaded, that PSA will appear in bench search but will appear with an inactive account.



# Responding to Bench Invitations - PSA

PSAs will receive an email and an alert within the BBCS whenever a coach has attempted to add the PSA to his/her bench in the BBCS.

## Email Notification of Bench Addition - PSA



## Online Notification of Bench Addition - PSA

Alerts are visible by logging in online. Navigate to the ALERTS section.

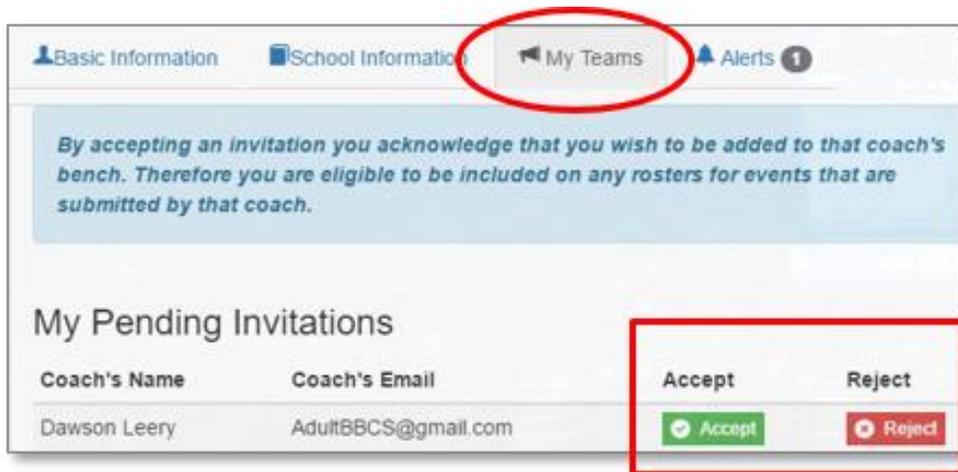
The Clear Alert button can be used to remove any desired alerts to remove the clutter from the page (delete alerts that have already been read or to which the PSA has responded).



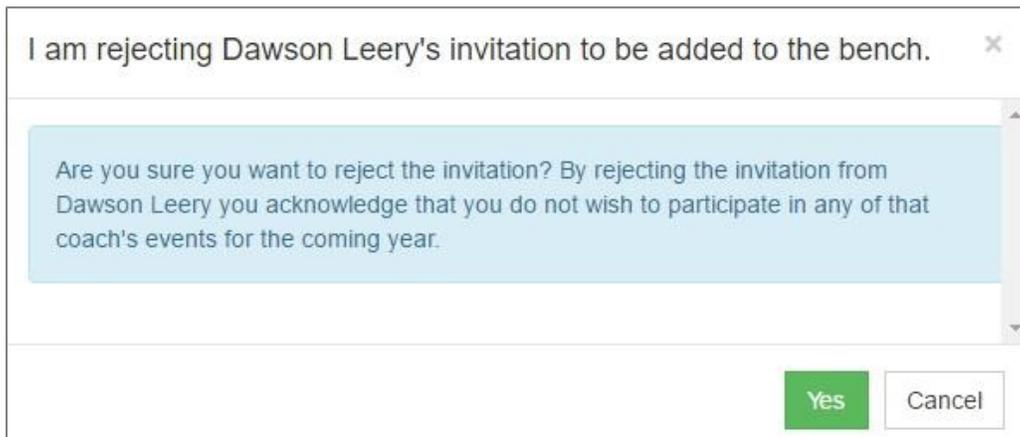
REMINDER - A coach cannot add the PSA to his/her bench unless the PSA has confirmed their registration by clicking the link in the BBCS generated registration confirmation email, completed required school information and confirmed completion of the required educational course(s) in the BBCS.

## Accept/Reject Bench Invitation - PSA

Navigate to the My Teams Tab to view the invite and select either Accept or Reject to the bench invitation.



If the Reject button is selected, a message will appear requiring confirmation of the decision to reject the invite.



Once the invite has been rejected, it will no longer be accessible for the PSA. Additionally, the PSA's name will disappear from the coach's list of Sent invitations on his/her bench.

Name	Invitation Status	Position	Address	City	State	Zipcode	
Lowe, Rob	Sent	PG	3333 Cherry Street	Indianapolis	Indiana	46825	<input type="button" value="Delete"/>

However, **the coach can always send additional invitations to add the PSA to the bench again if necessary** (rejected by mistake, changed their mind, etc.).

If the Accept button is selected, a message will appear and the coach's request will move from the My Pending Invitations section to the My Accepted Invitations section of page.

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

The PSA's status will be reflected as Accepted on the coach's bench as well.

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

The coach will also receive an Alert of the PSA's 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

---

**Responding to the bench invitation has been completed!**  
**Be sure to continually check for new invites.**

---

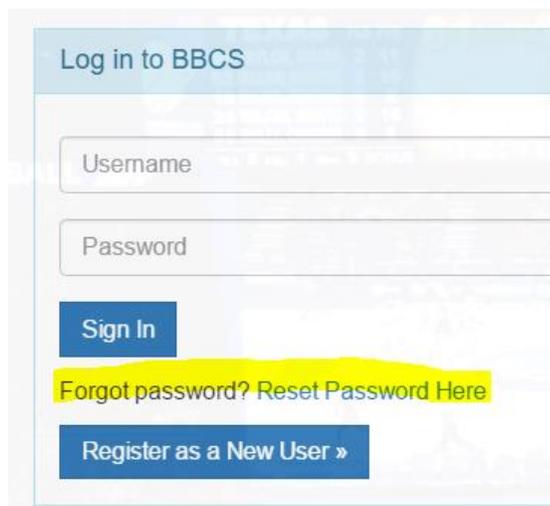
# Editing Your BBCS Account Information

If you need to make changes to your user account due to a new address, phone number, misspelled word, etc. You must contact ECAG (844/562-6201 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.



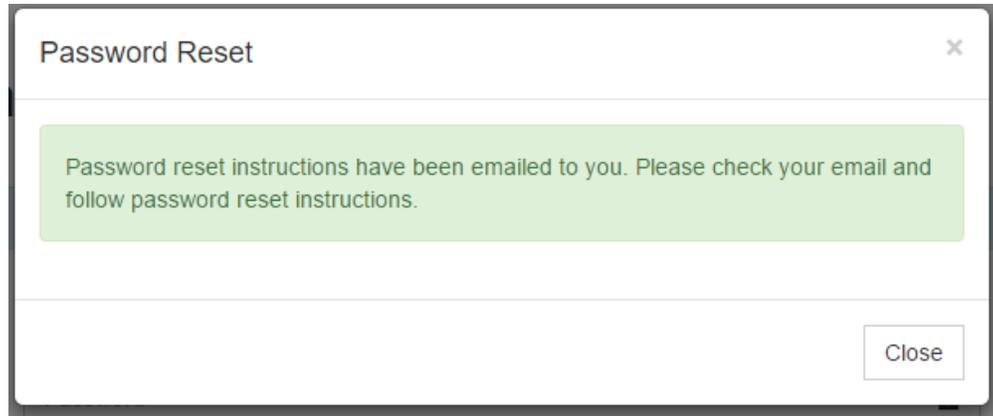
### Forgot BBCS Password

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.

- 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.



- 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) Inbox x



Dear \_\_\_\_\_

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.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) or [Contact Enforcement Certification and Approvals Group](#).

Thank you.



NCAA Enforcement Certification and Approvals Group (ECAG)  
[ECAG@ncaa.org](mailto:ECAG@ncaa.org)  
w: 317-917-6322 | f: 317-917-6073 | [ncaa.org/ECAG](http://ncaa.org/ECAG)  
letters: Post Office Box 6222, Indianapolis, IN 46206-6222  
packages: 1802 Alonzo Watford Sr. Dr., Indianapolis, IN 46202

## Forgot BBCS Username

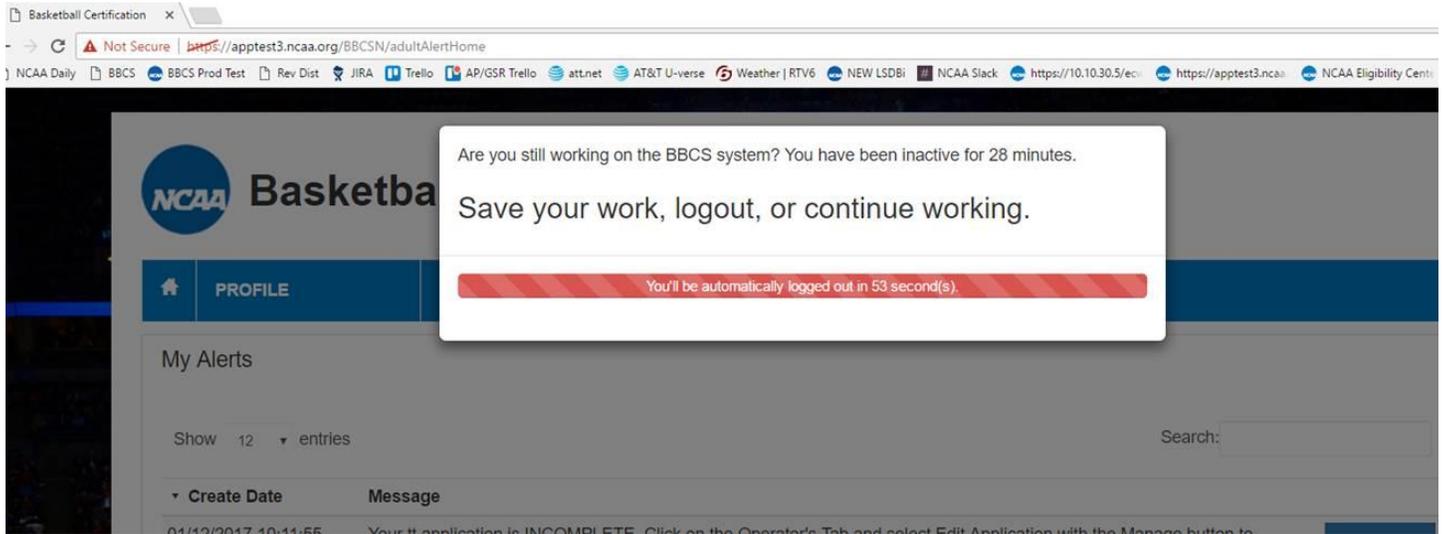
Your username will always be the emails address that you used when creating your account. IF you do not remember what email address you utilized OR if you need to update your email address because you no longer have access to that account, you will need to contact ECAG to do so.

## Login Trouble for BBCS?

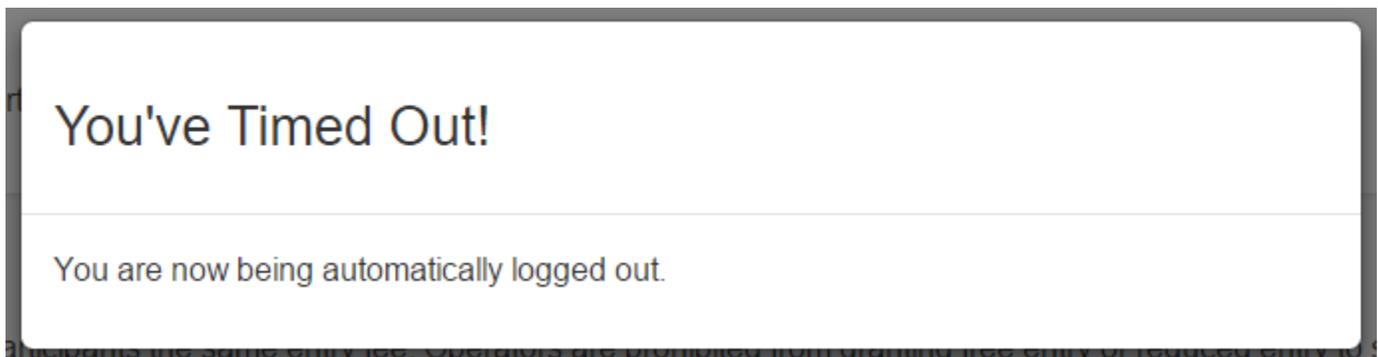
Contact ECAG (844/562-6201 or use the [Email Contact Form](#)) for assistance.

# 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.



# Justification Alerts–Proof of Residency

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When athletes are added to a coach's bench/roster, the BBCS will flag those athletes who may be in violation of NCAA residency requirements for the coach. This may be because the prospect has more than one address entered on his/her profile, entered one of the address types that require documentation and manual inspection of that documentation is necessary, the prospect recently had a change of address, or the same address/phone number was entered for another individual who does not appear to be related to this prospect.

The coach is responsible for knowing the athlete's circumstances, reviewing the documentation submitted on the athlete's profile and ensuring that the athlete meets and has documented that he/she is compliant with the NCAA residency requirements to participate with the team.

In some cases, the documentation uploaded by the athlete when he/she registered in the BBCS may be sufficient evidence that the athlete is legitimate. If the information on the athlete's profile is NOT sufficient (for example: the athlete just uploaded a selfie from their phone, or a photo of their team), then the coach should **obtain documentation from the athlete's family that validates that the prospect is compliant** with the minimum standard of residency requirements.

For this reason, the coach may ask the athlete/parents for additional documentation to prove residency; so that he/she can submit it with the justification on the team bench.

ECAG will eventually render a justification on the team's bench, but lack of an ECAG decision does NOT prevent that athlete from participating with the team as long as the athlete is compliant with the residency requirements.

## ECAG Decision Not Yet Posted – Athlete Might Be Able to Play

**CAN be put on ROSTER.** An ECAG decision is NOT required BEFORE the coach can add the athlete to a ROSTER. Only the UPLOADING of the documentation is required. The athlete CAN be added to a ROSTER with or without ECAG's decision.

**MIGHT still be able to play.** If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. The event operator can view the justification documents and if the operator is confident that the prospect has met the residency restrictions, the operator can permit the athletes to participate with the team. However, if there is **any question or concern**, the operator **SHOULD NOT** allow the athlete to participate with the team in his/her event until the NCAA has rendered a decision because if an athlete participates in an event in violation of the residency restrictions, **future certification of the event may be affected.**