

# Prospective Student Athlete Information

Each athlete participating in an NCAA-certified event will be required to have a profile in the ECAG Basketball Certification System (BBCS) before they can participate.

## Parent/guardian creates/updates accounts.

Profile should be completed by the athlete's parent/guardian. This reminder message appears in the BBCS and will NOT disappear as a constant reminder:

**Coaches SHOULD NOT be creating user accounts for athletes.**

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.

A complete profile is required BEFORE the athlete can be found by coaches for placement on the bench/roster. A complete profile includes:

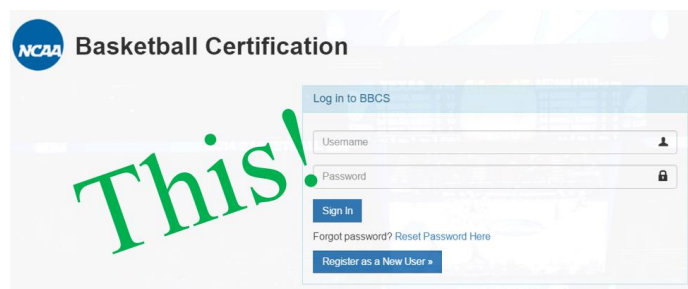
- Contact information including all addresses associated with the athlete [parent(s), boarding school, etc.]
- School information
- Completion of the educational component provided in the BBCS

FYI - A coach CANNOT add a prospect to his/her BENCH until 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. The prospect will also be required to accept the coach's invitation to be placed on his/her BENCH BEFORE the prospect can be placed on a ROSTER for participation in an NCAA-certified event.

## Athlete Profile – BBCS vs. Eligibility Center

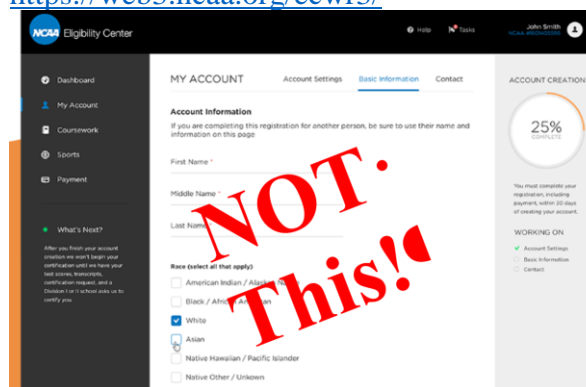
The BBCS Profile is different from and should not be confused with the Registration Profile required by the NCAA Eligibility Center.

BBCS Registration: <https://BBCS.ncaa.org>



The image shows the BBCS login page. It has a header with the NCAA logo and 'Basketball Certification'. Below is a 'Log in to BBCS' section with fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot password? Reset Password Here' and 'Register as a New User'. A large green 'This!' watermark is overlaid on the page.

Eligibility Center Registration: <https://web3.ncaa.org/ecwr3/>



The image shows the NCAA Eligibility Center account creation page. It has a header with the NCAA logo and 'Eligibility Center'. Below is a 'MY ACCOUNT' section with tabs for 'Account Settings', 'Basic Information', and 'Contact'. The 'Basic Information' tab is active, showing fields for 'First Name', 'Middle Name', and 'Last Name'. There is a 'What's Next?' section with instructions. A large red 'NOT This!' watermark is overlaid on the page.

## Prospective Student-Athlete Educational Resources

- NCAA Eligibility Center - <http://www.ncaa.org/student-athletes/future/eligibility-center>
- Prospect Educational Resources - <http://www.ncaa.org/student-athletes/future/educational-resources>

# Create BBCS User Accounts

## NEW Athlete Registration Instructions

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.

**This section includes instructions for athletes who **DID NOT** create an account the year before.**

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 logo followed by the text 'Basketball Certification'. Below this is a light blue box containing the following text:

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;

**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.

**WARNING:**

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

Below the text is a login form with two input fields: 'Email Address' and 'Password'. To the right of each field is a small icon (a person for email, a lock for password). Below the fields is a blue 'Sign In' button. Below the 'Sign In' button is a link that says 'Forgot password? Reset Password Here'. At the bottom of the form is a blue button labeled 'Register as a New User »', which is highlighted with a yellow box.

2. Press the Register as a New User button.

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



The image shows a 'New User Account Registration' form. The 'I am a:' dropdown menu is open, showing three options: 'Athlete' (highlighted in blue), 'Coach Or Operator', and an empty option. The 'Name:' field is visible below it.

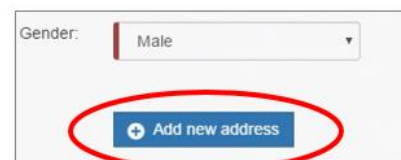
4. Enter the athlete's Name & Gender



The image shows the 'New User Account Registration' form with the following values: 'I am a:' is 'Athlete', 'Name:' is 'Mickey', and 'Gender:' is 'Male'. There are also fields for 'Middle' and 'Mouse'.

5. Press the Add New Address button.

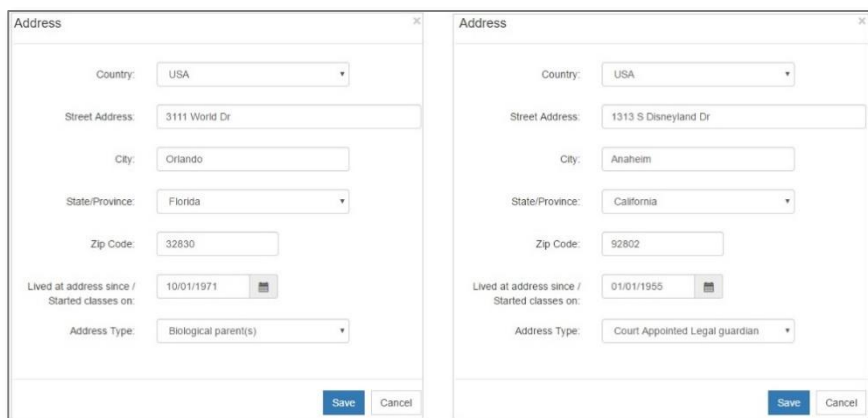
It is possible to enter more than one address should the athlete meet the requirements to utilize a secondary address.



The image shows a close-up of the 'Add new address' button, which is a blue button with a white plus icon and the text 'Add new address'. The button is circled in red.

6. The athlete's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.

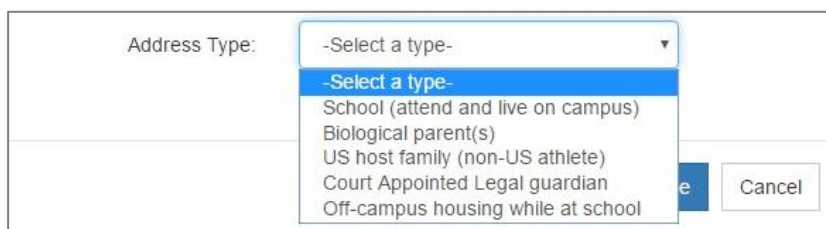
All addresses associated with the athlete in the current year should be included (separate parent addresses, boarding school, etc.) Note: **This is not a complete address history from birth**, just any address the athlete could currently use to participate with a team.



The image shows two side-by-side address entry forms. The left form is for 'Biological parent(s)' with address: 3111 World Dr, City: Orlando, State/Province: Florida, Zip Code: 32830, and 'Lived at address since / Started classes on: 10/01/1971'. The right form is for 'Court Appointed Legal guardian' with address: 1313 S Disneyland Dr, City: Anaheim, State/Province: California, Zip Code: 92802, and 'Lived at address since / Started classes on: 01/01/1955'. Both forms have 'Save' and 'Cancel' buttons.

7. The source of the address must be identified when the address is entered.

Be aware that proof of residency documentation may be required by the NCAA Enforcement Certification Approval Group (ECAG); so, documentation may be required that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with his/her team. This documentation would be provided to the coach who must upload it in the BBBS before the athlete can be added to the coach's BENCH of participants.



The image shows a close-up of the 'Address Type:' dropdown menu. The menu is open, showing a list of options: '-Select a type-', '-Select a type-', 'School (attend and live on campus)', 'Biological parent(s)', 'US host family (non-US athlete)', 'Court Appointed Legal guardian', and 'Off-campus housing while at school'. The 'School (attend and live on campus)' option is highlighted in blue. There are 'Save' and 'Cancel' buttons to the right.

8. Review saved address entries for accuracy.

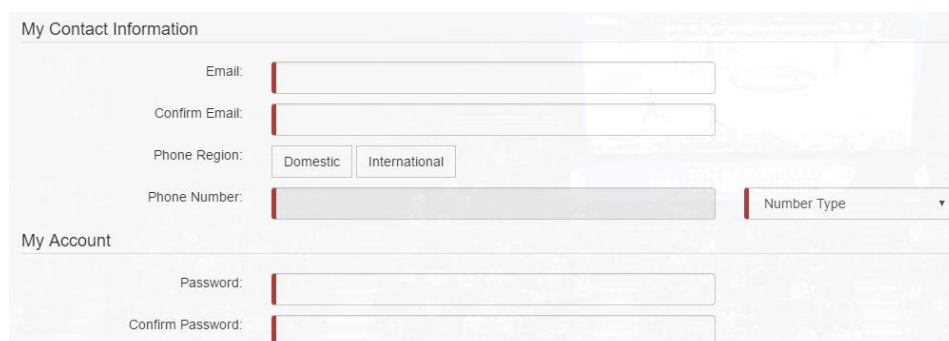
Once Submitted, edits CANNOT be made without contacting ECAG to make the changes (1-844-562-6201 or at [ECAG@ncaa.org](mailto:ECAG@ncaa.org)).

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

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

9. Enter and confirm the athlete's/parent's 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 the username required to access the Basketball Certification System (BBCS).**

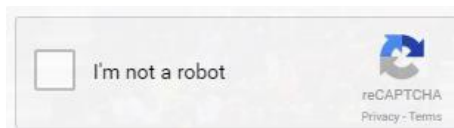
Note: If the parent is also a coach, the parent CANNOT use their email address on the athlete profile. The BBCS will only allow an email address to be utilized on one (1) account.



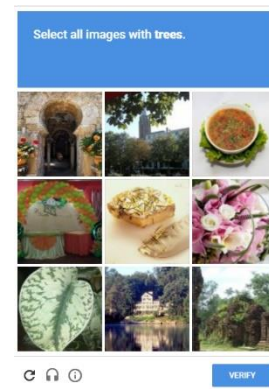
**WARNING - AOL and iCloud Users** – These providers have been known to reject the emails generated by the BBCS, making it impossible for you to confirm your account without contacting ECAG for assistance. It is suggested that you utilize a different email address on your BBCS profile so that you don't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

10. Provide Phone Number. Indicate whether the number provided is in the US (Domestic) or a non-US (International); this will determine the format required in the phone number field.
11. Create and confirm a password. Remember this password - it will be used to login to the BBCS.
12. Review the acknowledgements listed in the blue box that begins with "As an Athlete Registrant", Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.

13. Verify in the provided Captcha that a human being has created the profile by checking the I'm not a robot box.

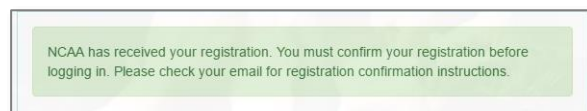


And then respond to the additional Captcha request. For example:



14. The Submit button WILL NOT appear until all boxes are checked. Press the Submit button.

15. Once submitted, the BBCS will sign out of the profile and a green bubble will appear indicating that the registration must be confirmed.



16. Log into the email account that 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.

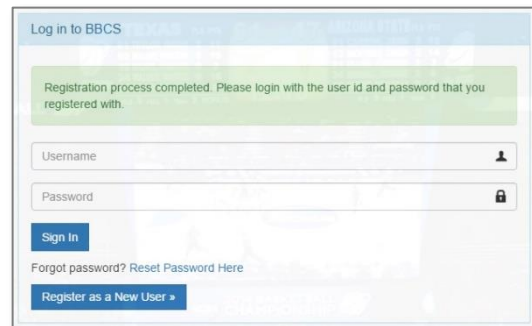
Need more info? See: [Prospect Info for Certified Events](#)



**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)

17. 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.



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

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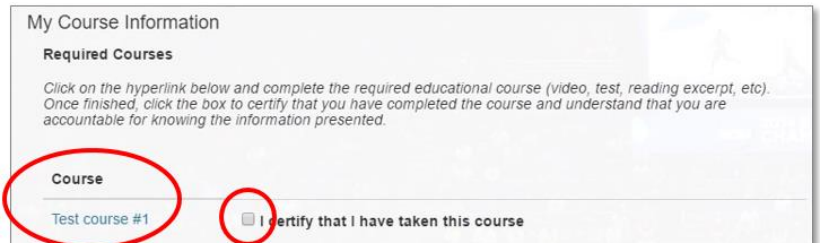


# Athletes' Required Educational Course to Participate Instructions

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. 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 athlete 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 athlete reported completing the course.

My Course Information			
Courses Taken			
Course Id	Course Description	Course URL	Course Completion Date
1	Test course #1	<a href="https://www.youtube.com/watch?v=zKkUN-mJIPQ">https://www.youtube.com/watch?v=zKkUN-mJIPQ</a>	11/28/2016

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

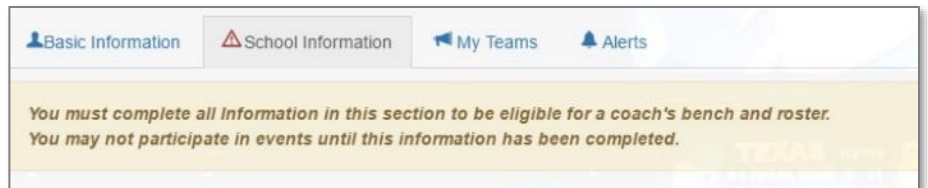
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**The Educational Courses requirement has been completed!**  
**Be sure to complete school information.**

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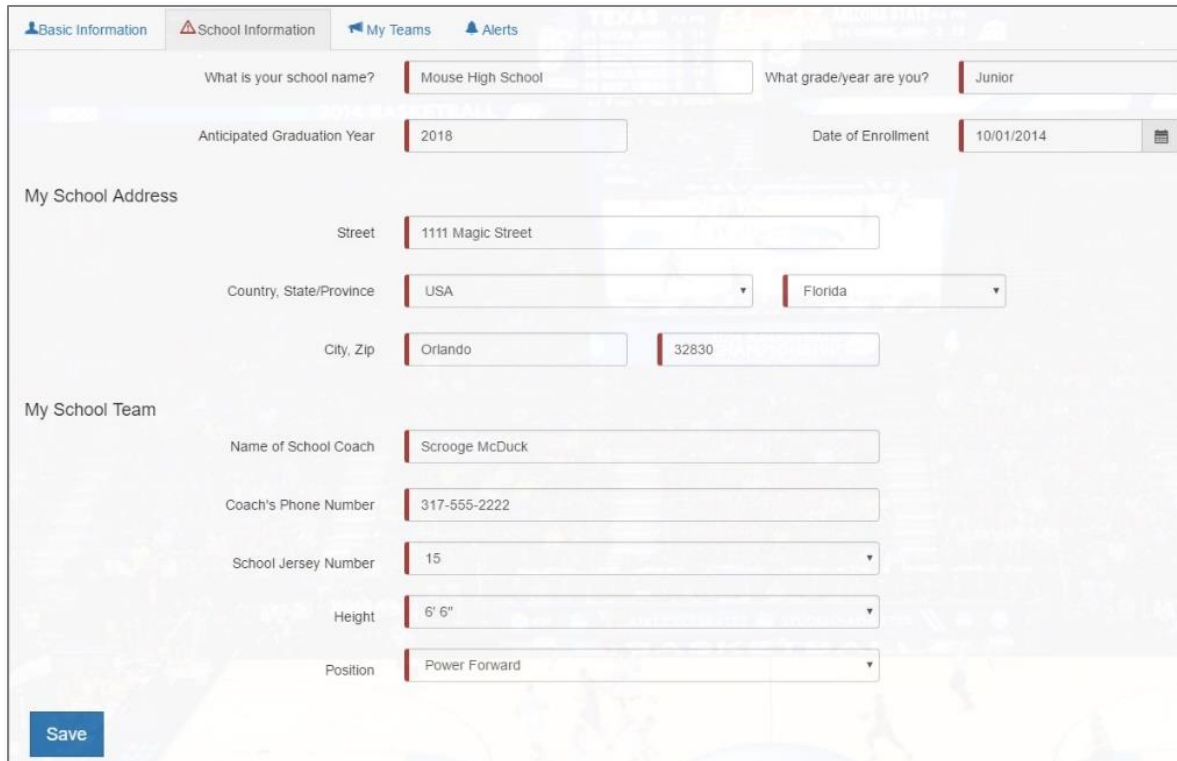
## Athlete's School Information Instructions

1. Navigate to the School Information tab



The screenshot shows the 'School Information' tab selected in the navigation bar. Below the tabs, a yellow banner contains the following 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 athlete to a 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 athlete to his/her team bench.**

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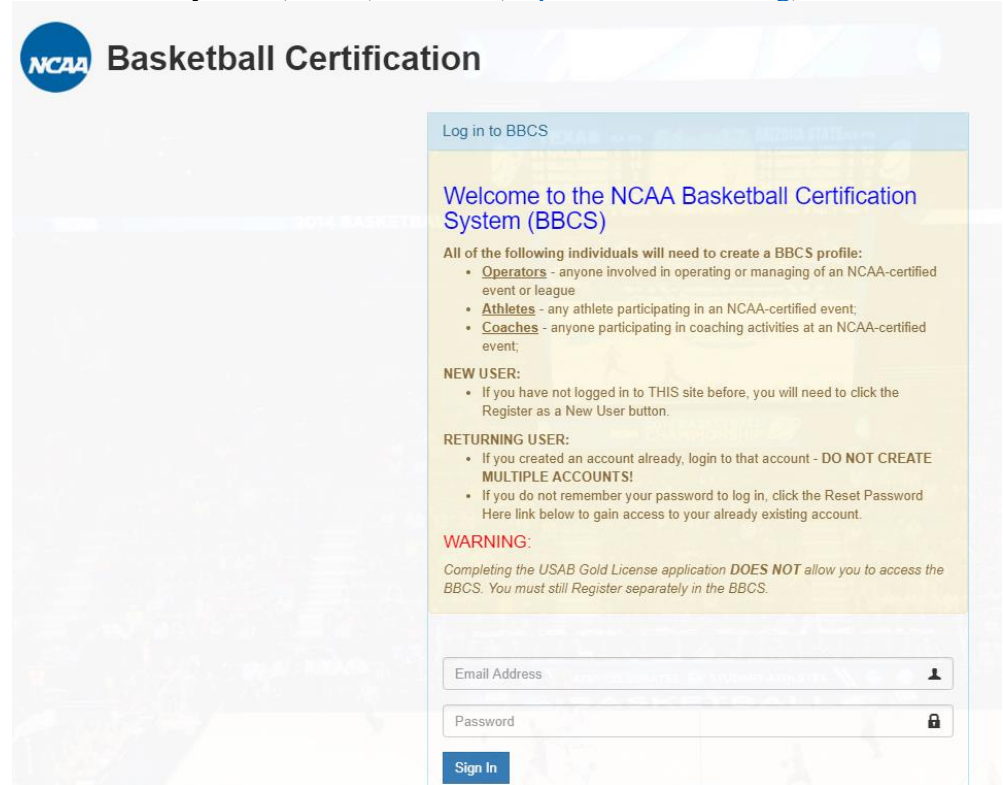


# RENEW Athlete Registration Instructions

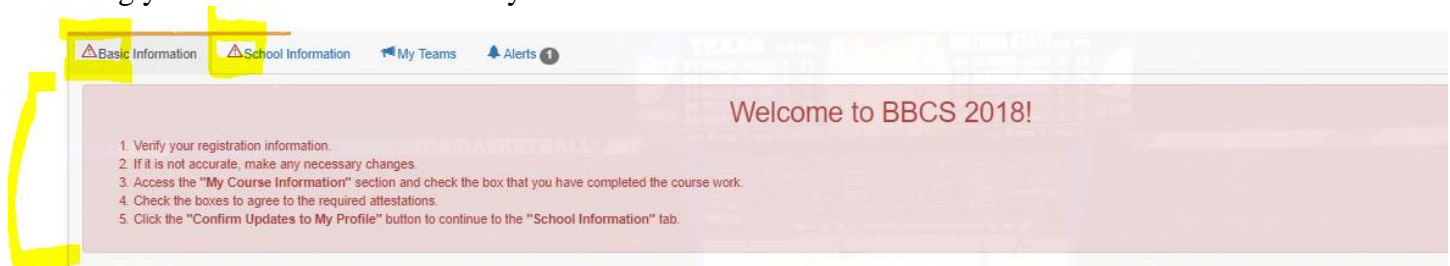
If the athlete is under the age of 18, the registration of the athlete in the Basketball Certification System (BBCS) should be completed by the athlete's parent or guardian.

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

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



2. Enter the email address and password that you used when you created your account 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 Infi tab will be flagged with a warning icons, and there will be instructions for activating your account for the current year.



4. Verify that the contact information that appears on your profile is accurate and/or make any necessary edits.
  - a. NAME. Edits to your name can only be changed by contacting ECAG (1-844-562-6201 or at [ECAG@ncaa.org](mailto:ECAG@ncaa.org)).

- b. **ADDRESS.** You can both edit and add additional addresses as needed. [Note: The athlete's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.
- 1) All addresses associated with the athlete in the current year should be included (separate parent addresses, boarding school, etc.) Note: **This is not a complete address history from birth**, just any address the athlete could currently use to participate with a team.

- 2) The source of the address must be identified when the address is entered.

Be aware that proof of residency documentation may be required by the ECAG; so, documentation may be required that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with his/her team. This documentation would be provided to the coach who must upload it in the BBCS before the athlete can be added to the coach's BENCH of participants.

A screenshot of a web form showing a dropdown menu for 'Address Type'. The dropdown is open, displaying several options: '-Select a type-', 'School (attend and live on campus)', 'Biological parent(s)', 'US host family (non-US athlete)', 'Court Appointed Legal guardian', and 'Off-campus housing while at school'. The first option is highlighted in blue. To the right of the dropdown is a 'Cancel' button.

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

- c. **EMAIL.** You CAN change your email address at this time if needed. The email address entered is where important information related to the athlete's participation will be delivered. [Note: you cannot change to an email account that is already associated with another account in the BBCS.]

**REMINDER-** AOL and iCloud have been known to reject the emails generated by the BBCS. 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.

- d. **PHONE.** You CAN change your phone number at this time if needed.

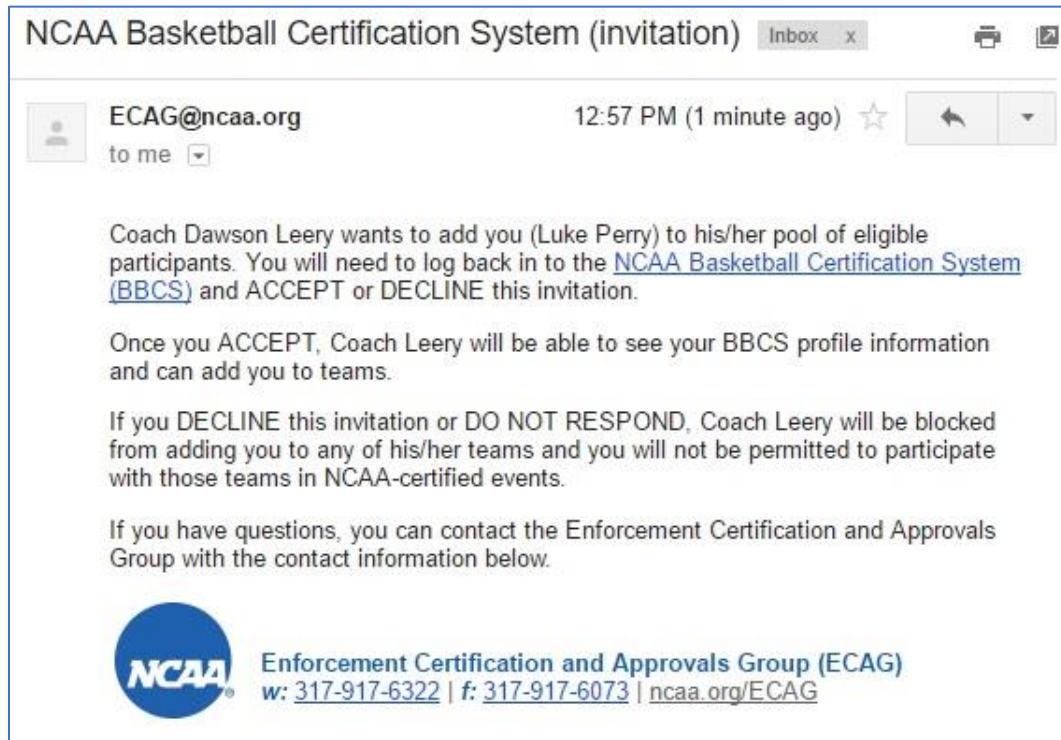
5. Review the educational materials provided for the current year in to the My Course Information section. and check the box next to I certify that I have taken this course. Each hyperlink provided will route to an external page including a video, brochure, etc. of information the athlete needs to know. When checked, the page will refresh and a record will reflect the course name and date in which the athlete reported completing the course. Completion of educational course is required before an adult user can add the athlete to a BENCH or team ROSTER for participation.
6. Review the acknowledgements listed in the blue box that begins with "As an Athlete Registrant", Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.
7. Click the Confirm Updates to My Profile button. The button WILL NOT be activated until all boxes are checked.
8. Proceed to the School Information tab. This tab will appear blank when accessed each year. View the Athlete School Information Instructions section of this manual for assistance.

**Once the renewal steps have been completed, edits CANNOT be made without contacting ECAG (1-844-562-6201 or at [ECAG@ncaa.org](mailto:ECAG@ncaa.org).**

# 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

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

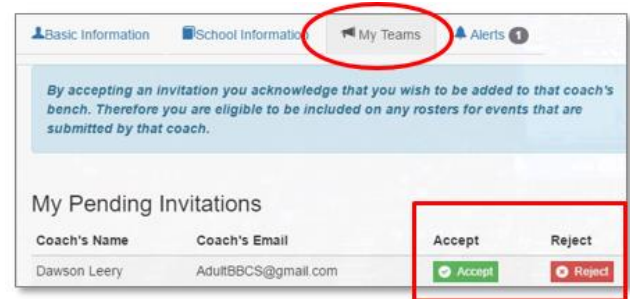
The Clear Alert button can be used to remove any desired alerts to remove the clutter from the page (delete alerts that have already been read or to which the athlete has responded).



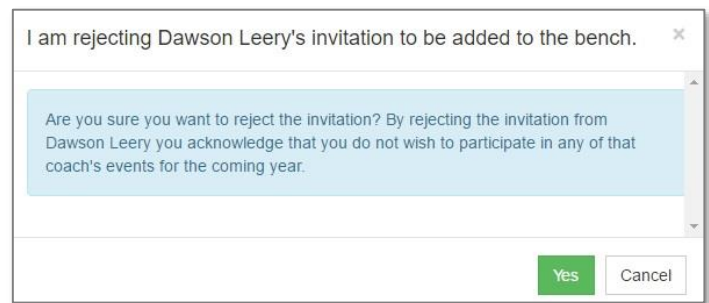
**REMINDER - A coach cannot add the athlete to his/her BENCH unless the athlete has confirmed their registration by clicking the link in the BBCS generated registration confirmation email, completed required school information and confirmed completion of the required educational course(s) in BBCS.**

## Accept/Reject Bench Invitation - Athlete

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.

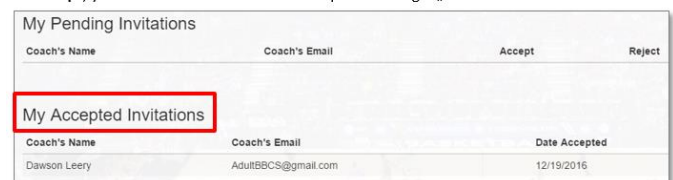


Once the invite has been rejected, it will no longer be accessible for the athlete. Additionally, the athlete's name will disappear from the coach's list of Sent invitations on his/her BENCH.

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

However, the coach can always send additional invitations to add the athlete 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.



The athlete'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 athlete'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.**