

# Prospective Student Athlete Information

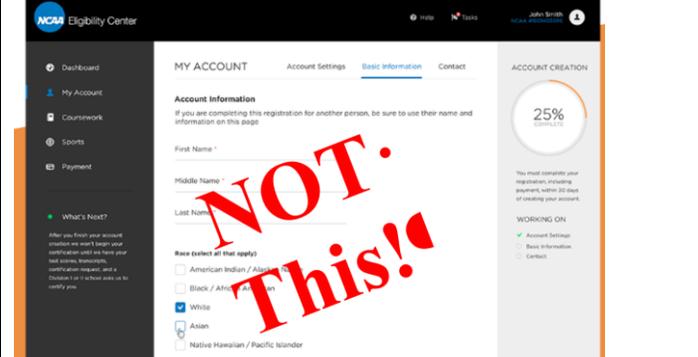
Each athlete participating in an NCAA-certified event will be required to have a profile in the ECAG Basketball Certification System (BBCS) before they can participate.

**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.**

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.

<p>BBCS Registration: <a href="https://BBCS.ncaa.org">https://BBCS.ncaa.org</a></p> 	<p>Eligibility Center Registration: <a href="https://web3.ncaa.org/ecwr3/">https://web3.ncaa.org/ecwr3/</a></p> 
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## Prospective Student-Athlete Educational Resources

NCAA Eligibility Center

<http://www.ncaa.org/student-athletes/future/eligibility-center>

Prospect Educational Resources

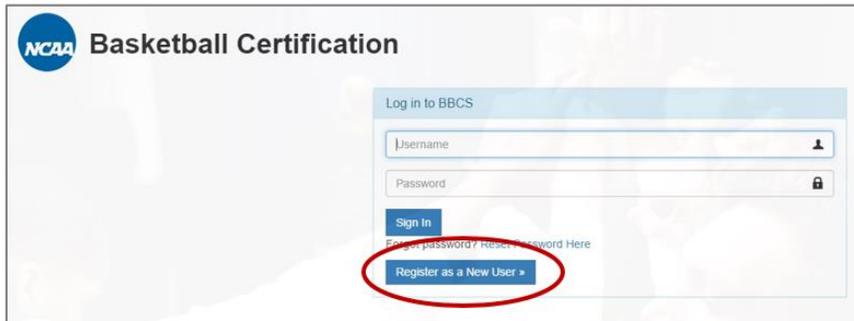
<http://www.ncaa.org/student-athletes/future/educational-resources>

# Create BBCS User Accounts

## 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.

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



The screenshot shows the BBCS login page with the following fields and buttons:

- Log in to BBCS
- Username
- Password
- Sign In
- Forgot password? Reset password Here
- Register as a New User >** (circled in red)

2. Press the Register as a New User button.



The screenshot shows the 'New User Account Registration' page with the following fields and options:

- I am a: Athlete (highlighted)
- Name: Athlete (highlighted)
- Coach Or Operator

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

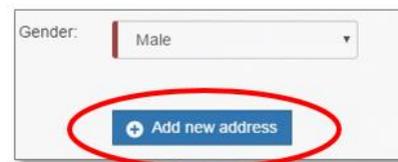
4. Enter the athlete's Name & Gender



The screenshot shows the registration form with the following fields and values:

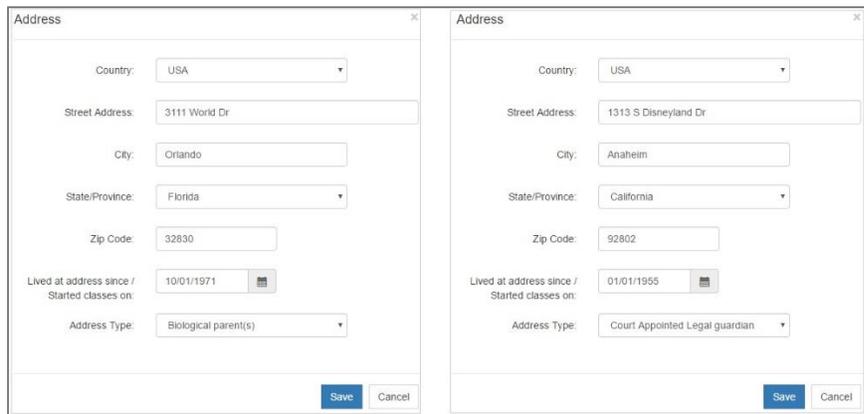
- I am a: Athlete
- Name: Mickey
- Middle: Mouse
- Gender: Male

5. Press the Add New Address button.



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

6. The athlete's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile. It is possible to enter more than one address should the athlete meet the requirements to utilize a secondary address.



The screenshot shows two side-by-side 'Address' forms with the following fields and values:

- Country: USA
- Street Address: 3111 World Dr (left) / 1313 S Disneyland Dr (right)
- City: Orlando (left) / Anaheim (right)
- State/Province: Florida (left) / California (right)
- Zip Code: 32830 (left) / 92802 (right)
- Lived at address since / Started classes on: 10/01/1971 (left) / 01/01/1955 (right)
- Address Type: Biological parent(s) (left) / Court Appointed Legal guardian (right)

- 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 BBCS before the athlete can be added to the coach's BENCH of participants.

- 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
	3111 World Dr	Orlando	Florida	32830	USA	Biological parent(s)	10/01/1971
	1313 S Disneyland Dr	Anaheim	California	92802	USA	Court Appointed Legal guardian	01/01/1955

- Enter and confirm 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 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.

- 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.

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

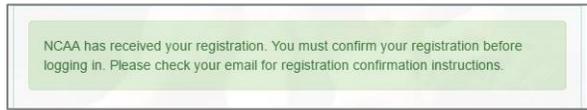
- Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.

- 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://bbc.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.



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

# Athletes' Required Educational Course to Participate Instructions

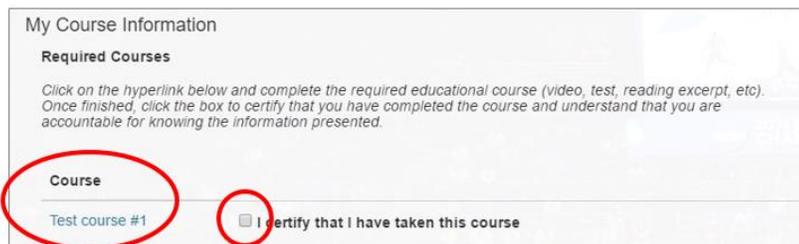
1. Log into the Basketball Certification System website (<https://BBCS.ncaa.org>)

2. Navigate to the Basic Information tab.



3. Go to the My Course Information section.

4. 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.



5. Review the information provided.

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

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

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



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.

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



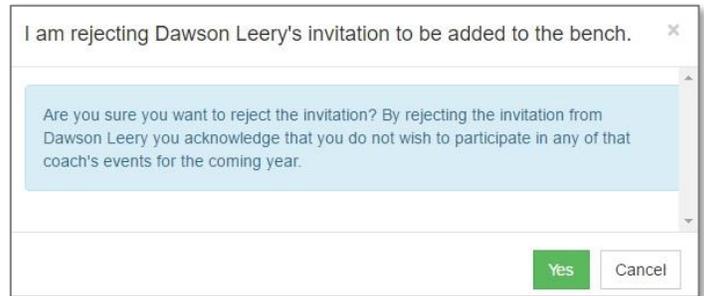
**REMINDER - A coach cannot add the athlete to his/her BENCH unless the athlete has confirmed their registration by clicking the link in the BBCS generated registration confirmation email, completed required school information and confirmed completion of the required educational course(s) in BBCS.**

# 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.**