

# Adult Registration – Coach or Operator

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

The screenshot shows the 'Basketball Certification' login page. It includes a 'Log in to BBCS' section with fields for 'Username' and 'Password', and buttons for 'Sign In' and 'Forgot password / Reset password Here'. The 'Register as a New User' button is highlighted with a red circle.

2. Press the Register as a New User button.

3. Select Coach or Operator from the I am a dropdown box.

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

4. Enter your Name, Date of Birth, & USA Basketball GOLD License #.

ECAG has partnered with USA Basketball to administer all criminal background checks and educational courses. **A valid USA Basketball GOLD License # is required prior to registering or performing any actions within the BBCS.**

The screenshot shows the registration form with the following fields: 'I am a:' (Coach Or Operator), 'Name:' (Walt, Middle, Disney), 'Date of Birth:' (12/05/1901), and 'USAB License #:' (5544). A blue message box at the bottom states: 'You will need to have an active USAB License Number in order to register with the NCAA Basketball Certification System (BBCS). Until you enter your license number here, you cannot create a user account. (The NCAA will also need to verify your approval before you create a team bench/roster or submit an event/league application.)'

5. Identify whether you Are you employed at an NCAA institution? - If you are employed in any capacity at any NCAA member institution, check YES to this question.

Are you currently employed as a basketball coach at an NCAA institution? - If you are employed specifically as a basketball coach at any NCAA member institution, check YES to this question. Note that DI coaches are prohibited from coaching at NCAA certified events and leagues.

The screenshot shows two questions with 'Yes' buttons: 'Are you employed at an NCAA institution?' and 'Are you currently employed as a basketball COACH at an NCAA institution?'. Both 'Yes' buttons are checked.

6. Press the Add New Address button.

The screenshot shows a button labeled 'Add new address' with a plus icon, circled in red.

Enter your primary address of residence, not a business address.

The screenshot shows the 'Address' form with the following fields: 'Country:' (USA), 'Street Address:' (3111 World Dr), 'City:' (Orlando), 'State/Province:' (Florida), and 'Zip Code:' (32830). There are 'Save' and 'Cancel' buttons at the bottom.

7. Review saved address entry for accuracy.

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

Addresses					
	Street Address	City	State/Province	Zip Code	Country
	3111 World Dr	Orlando	Florida	32830	USA

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

The screenshot shows a registration form with two main sections: 'My Contact Information' and 'My Account'. Under 'My Contact Information', there are input fields for 'Email' and 'Confirm Email', a 'Phone Region' dropdown with 'Domestic' and 'International' options, and a 'Phone Number' input field with a 'Number Type' dropdown. Under 'My Account', there are input fields for 'Password' and 'Confirm Password'.

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

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

11. Confirm understanding of the acknowledgements by selecting all the checkboxes including the [Terms of Use & Privacy Policy](#).

The screenshot shows a list of six checkboxes, all of which are checked. The text for each checkbox is as follows:  
1. I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.  
2. I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ecag@naaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my failure to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.  
3. I understand that the NCAA will strictly enforce all deadlines.  
4. I agree that I will not distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete ("PSA") provided or otherwise made available to me for any purpose; except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.  
5. I acknowledge that as a coach/operator participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.  
6. I acknowledge that in order to participate as a coach/operator in NCAA-certified events/leagues, I am required to obtain a USA Basketball Gold License and hereby consent that the NCAA may share such information and data with USA Basketball. Further, all applicants and licensed coaches of USA Basketball's Gold License program will become active under the NCAA@ community portal on Community.usab.com. Users may detach from this affiliation at any time through their community dashboard functions.  
7. I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#).

12. Verify in the provided Captcha that a human being has created the profile by checking the [I'm not a robot](#) box.

The screenshot shows a reCAPTCHA box with an unchecked checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy - Terms'.

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

The screenshot shows a reCAPTCHA image selection challenge. The instruction is 'Select all images with trees.' There are nine images in a 3x3 grid. The images include: a person's face, a landscape with trees, a bowl of food, a globe, a plate of food, a bouquet of flowers, a close-up of a leaf, a building, and a landscape with trees. A 'VERIFY' button is at the bottom right.

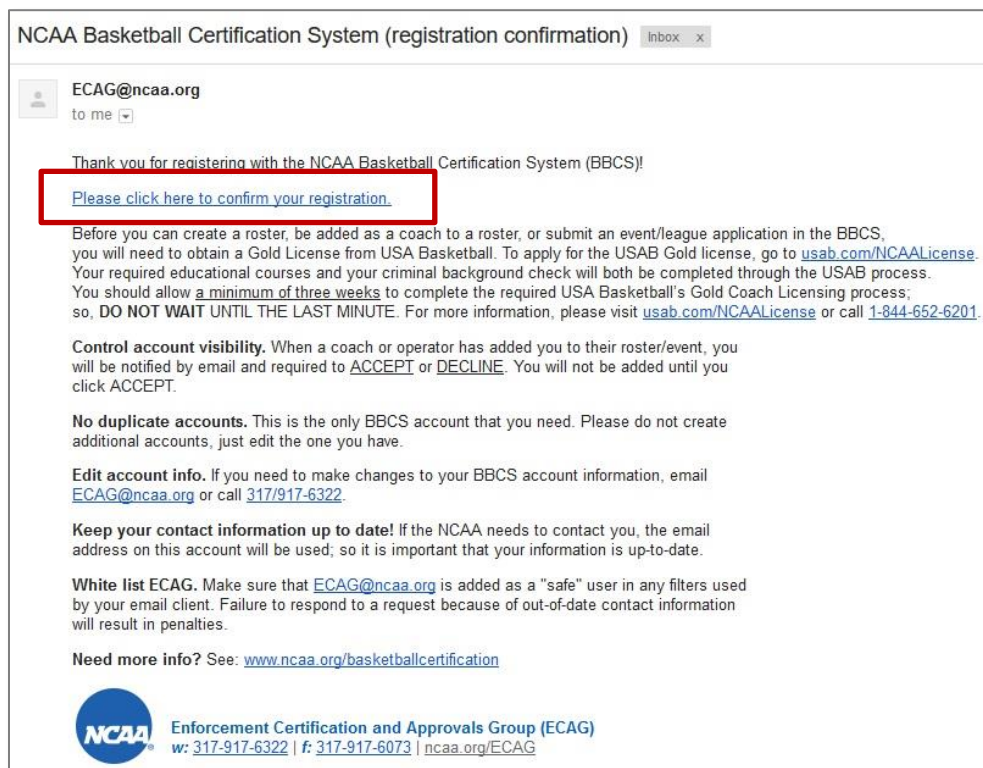
13. The [Submit](#) button WILL NOT appear until all boxes are checked. Press the [Submit](#) button.

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

The screenshot shows a green notification bubble with the text: 'NCAA has received your registration. You must confirm your registration before logging in. Please check your email for registration confirmation instructions.'

15. 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.

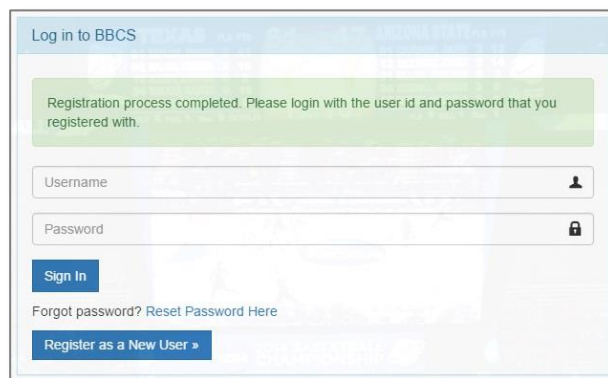


16. Once that link is clicked, the account has been created. You can now log back into BBCS.

**BE AWARE** - Until you have obtained your USA Basketball GOLD License AND ECAG has validated your USA Basketball GOLD License Number and verified your NCAA eligibility within the BBCS, you WILL NOT be permitted to perform any activity in the BBCS beyond creating your user account.

Once this has been done, you will be able to perform the following actions depending on your role:

- Create a team ROSTER to opt-in to certified events as a coach.
- Apply for certification of an event or league as an operator.



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The Adult User (coach/operator) account has been created.  
**Be sure to complete the additional items requiring action listed within the registration confirmation email to be eligible for participation.**

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