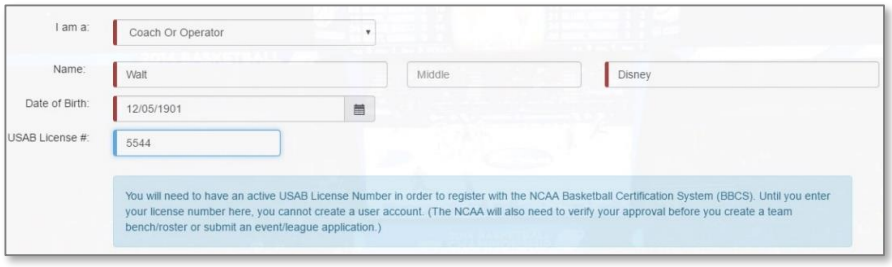
Adult Registration – Coach or Operator

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

2. Press the Register as a New User button.

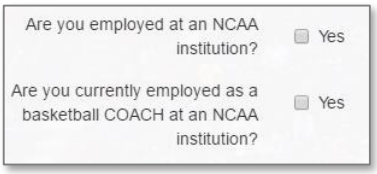
3. Select Coach or Operator from the I am a dropdown box.

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.

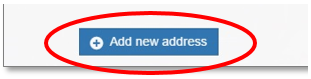


5. Identify whether you Are you employed at an NCAA institution? - If you are employed in any capacity at any NCAA member institution, check YES to this question.

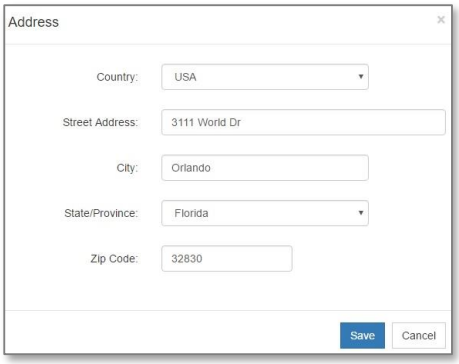
   Are you currently employed as a basketball coach at an NCAA institution? - If you are employed specifically as a basketball coach at any NCAA member institution, check YES to this question. Note that DI coaches are prohibited from COACHING at NCAA certified events and leagues.



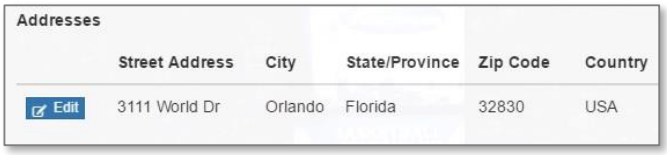
6. Press the Add New Address button.



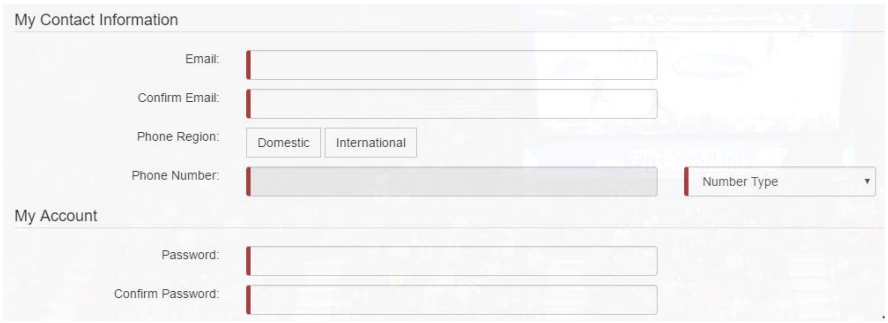
   Enter your primary address of residence, not a business address. Your eligibility to participate is dependent on the address type and address location you enter.



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.



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 will be your login to the Basketball Certification System (BBCS).

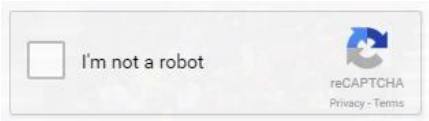


9. Provide Phone Number. You will need to indicate whether the number provided is in the US (Domestic) format or a non-US format (International). This will determine the number of digits you are able to enter.

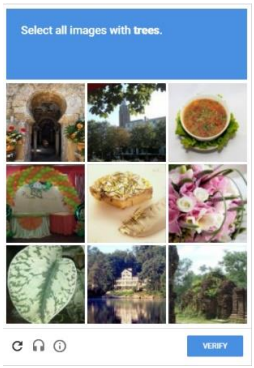
10. Create and confirm your password. Remember this password - it will be used to login to the BBCS.

11. Confirm your acknowledgement by checking off on all the checkboxes including the Terms of Use & Privacy Policy. You'll need to check all the checkboxes for the Submit button to appear.

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

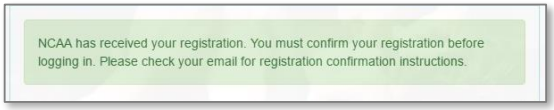


20. And then respond to the additional Captcha request. For example:

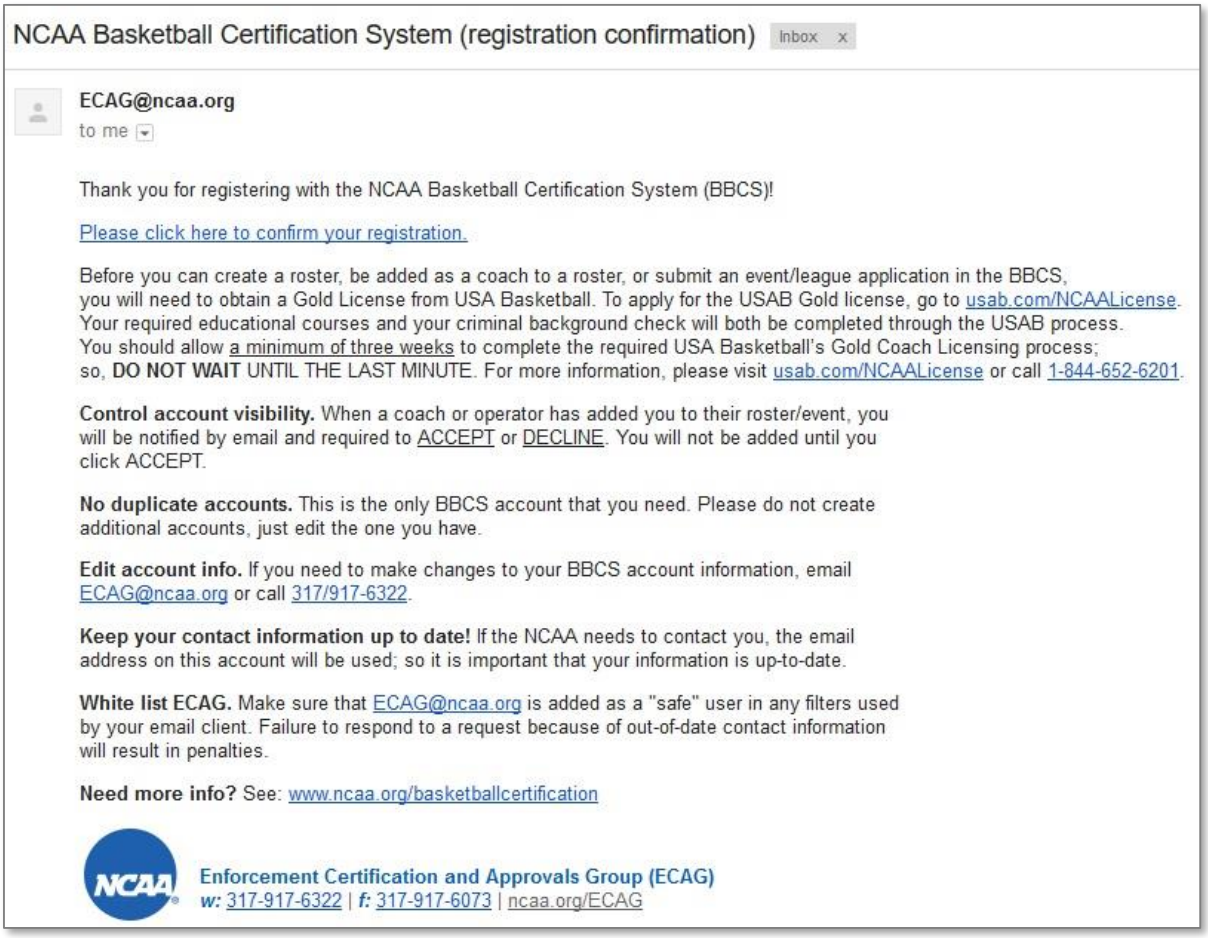


21. You'll need to check ALL the checkboxes for the Submit button to appear. Press the Submit button.

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



13. You will need to log into the email account related to the email address provided during registration.
Within the registration confirmation email, 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 create a roster, be added as a coach to a roster, or submit an event/league application in the BBCS, you will need to obtain a Gold License from USA Basketball. To apply for the USAB Gold license, go to usab.com/NCAALicense. Your required educational courses and your criminal background check will both be completed through the USAB process. You should allow a minimum of three weeks to complete the required USA Basketball's Gold Coach Licensing process; so, **DO NOT WAIT** UNTIL THE LAST MINUTE. For more information, please visit usab.com/NCAALicense or call 1-844-652-6201.

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.

No duplicate accounts. This is the only BBCS account that you need. Please do not create additional accounts, just edit the one you have.

Edit account info. If you need to make changes to your BBCS account information, email ECAG@ncaa.org or call 317/917-6322.

Keep your contact information up to date! If the NCAA needs to contact you, the email address on this account will be used; so it is important that your information is up-to-date.

White list ECAG. Make sure that ECAG@ncaa.org is added as a "safe" user in any filters used by your email client. Failure to respond to a request because of out-of-date contact information will result in penalties.

Need more info? See: www.ncaa.org/basketballcertification

NCAA **Enforcement Certification and Approvals Group (ECAG)**
w: 317-917-6322 | *f:* 317-917-6073 | ncaa.org/ECAG

14. Once you have clicked the link, you've completed registration!
You can now log back into BBCS.

Log in to BBCS

Registration process completed. Please login with the user id and password that you registered with.

Username

Password

Sign In

Forgot password? Reset Password Here

Register as a New User »

BE AWARE - Until you have obtained your USA Basketball GOLD License, had your USA Basketball GOLD License Number validated by ECAG and been verified to be NCAA eligible by ECAG 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.

You've created your BBCS user account!

Be sure to complete the additional items requiring action listed within the registration confirmation email to be eligible for participation.