

# Adult Registration – Coach or Operator

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

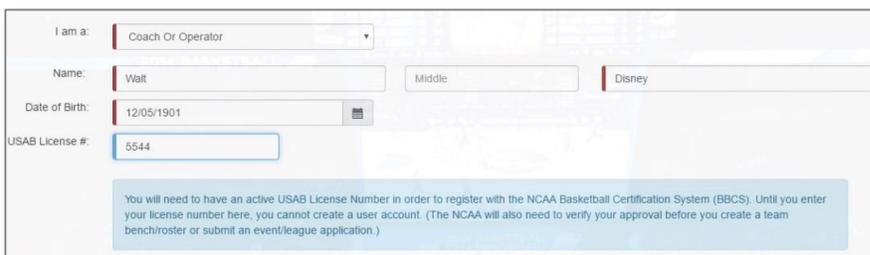


2. Press the Register as a New User button.

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.



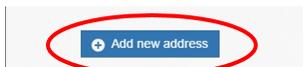
5. Identify whether you Are you employed at an NCAA institution? - If you are employed in any capacity at any NCAA member institution, check YES to this question.

Are you employed at an NCAA institution?  Yes

Are you currently employed as a basketball COACH at an NCAA institution?  Yes

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.

Address

Country: USA

Street Address: 3111 World Dr

City: Orlando

State/Province: Florida

Zip Code: 32830

Save Cancel

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 |
| <a href="#">Edit</a> | 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 form is divided into two main sections: 'My Contact Information' and 'My Account'. Under 'My Contact Information', there are fields for 'Email', 'Confirm Email', 'Phone Region' (with 'Domestic' and 'International' buttons), 'Phone Number', and a 'Number Type' dropdown menu. Under 'My Account', there are 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 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.

A list of seven 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@ncaa.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](#).

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

A reCAPTCHA checkbox with the text 'I'm not a robot' and the reCAPTCHA logo. The checkbox is currently unchecked.

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

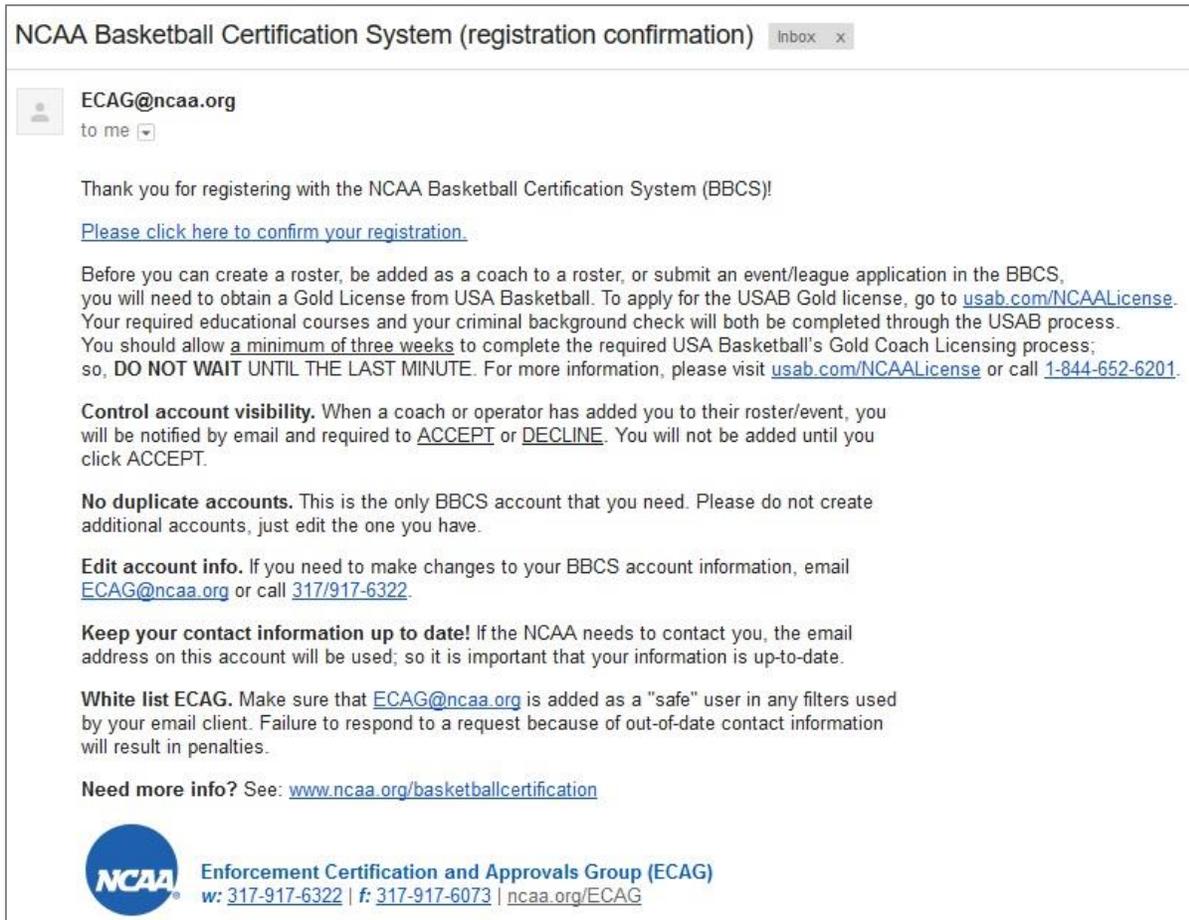
A grid of 12 small images for a Captcha challenge. The instruction at the top is 'Select all images with trees.' The images include: a fountain, a tree, a bowl of food, a rainbow, a pizza, a flower, a leaf, a building, and a landscape with trees. A 'VERIFY' button is at the bottom right.

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.

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.'

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.



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

**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.



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**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.**

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