

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>)



Basketball Certification

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 login, click the Reset Password Here link below to gain access to your already existing account.

WARNING

Completing the USA B-DKG License application **DOES NOT** allow you to access the BBCS. You must still Register separately in the BBCS.

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.

Basic Information School Information My Team Alerts

Welcome to BBCS 2018!

1. Verify your registration information
2. If it is not accurate, make any necessary changes
3. Access the “My Course Information” section and check the box that you have completed the course work
4. Check the boxes to agree to the required statements
5. Click the “Confirm Updates to My Profile” button to continue to the “School Information” tab

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).

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.

Address Type	-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
	Off-campus housing while at school
	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

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.

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.

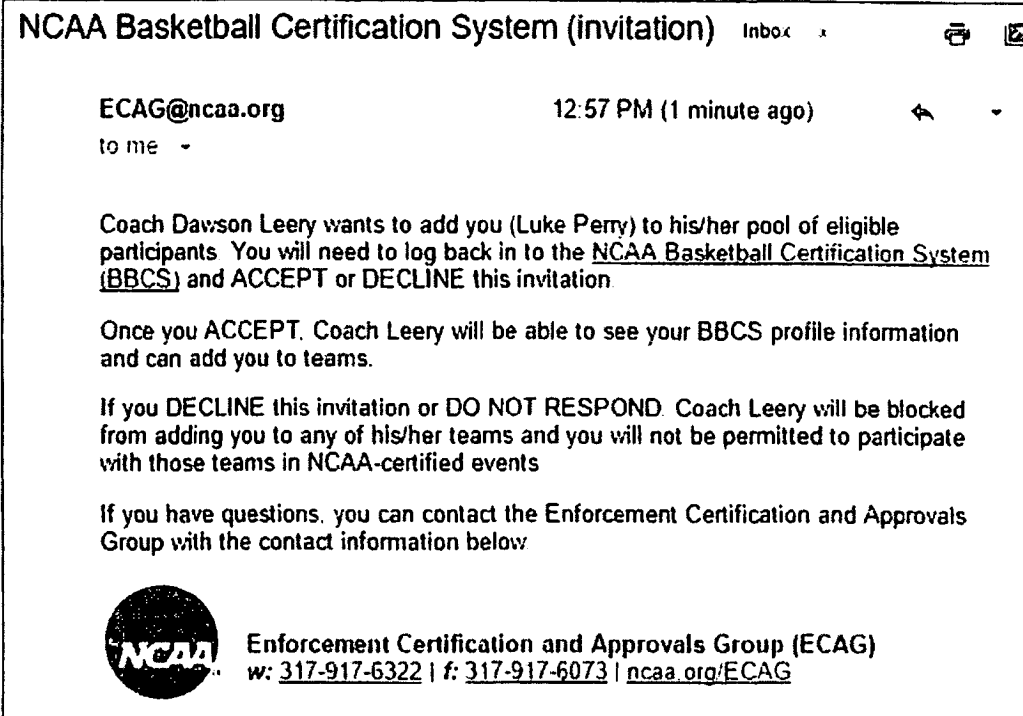
8. Proceed to the School Information tab. This tab will appear blank when accessed each year. View the Athlete School Information Instructions section of this manual for assistance.

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

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



NCAA Basketball Certification System (invitation) Inbox


ECAG@ncaa.org 12:57 PM (1 minute ago) to me

Coach Dawson Leery wants to add you (Luke Perry) to his/her pool of eligible participants. You will need to log back in to the [NCAA Basketball Certification System \(BBCS\)](#) and ACCEPT or DECLINE this invitation.

Once you ACCEPT, Coach Leery will be able to see your BBCS profile information and can add you to teams.

If you DECLINE this invitation or DO NOT RESPOND, Coach Leery will be blocked from adding you to any of his/her teams and you will not be permitted to participate with those teams in NCAA-certified events.

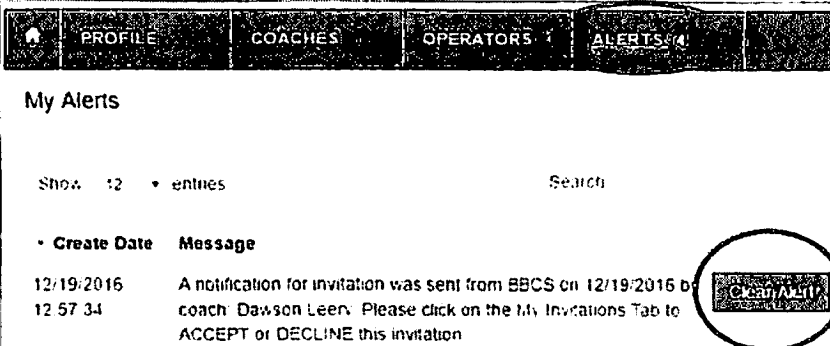
If you have questions, you can contact the Enforcement Certification and Approvals Group with the contact information below.

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

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).



PROFILE COACHES OPERATORS ALERTS (4)

My Alerts

Show 12 entries Search

Create Date	Message
12/19/2016	A notification for invitation was sent from BBCS on 12/19/2016 by coach Dawson Leery. Please click on the My Invitations Tab to ACCEPT or DECLINE this invitation.
12/57/34	

[Clear Alert](#)

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.

ID Name	Invitation Status	Position	Address	City	State	Zipcode
Lowe Rob	Sent	PG	3333 Cherr. Street	Indianapolis	Indiana	46825

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.

ID Name	Invitation Status	Address	City	State	Zipcode
Perry, Luke	Accepted	test	test	indiana	39333

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 in your bench
12/19/2016 13:27:06	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

**Responding to the bench invitation has been completed!
Be sure to continually check for new invites.**