Mandatory NCAA BBCS Registration is required for ALL Participants https://bbcs.ncaa.org MUST be done *before event* (Coaches and Athletes).

Here's the website that explains the rules:
https://www.ncaa.org/sports/2014/6/26/basketball-certification.aspx

1. Athlete Registration on bbcs.ncaa.org
*parent should help complete

Instructions for Parents to help Player Complete:
https://ncaa.egain.cloud/kb/ECAG/content/KB-3490/Athlete-Registration-Start

- **RETURNING USERS: Already have a BBCS athlete account? Login with the same email as last year.**
  - (1) confirm home address (2) complete the courses on the bottom of the first page and click them off (3) top tab "School" input your school info. (4) Let your coach know to invite you to the bench (5) log back into bbcs.ncaa.org to go to "My Teams" at the top and accept the invite.

- **"NEW ATHLETES ACCOUNT" for those who never made a BBCS account.**

  - (1) Go to bbcs.ncaa.org and create a New Athlete Account. (2) It directs you to the NCAA Eligibility Center where you must use the same email and complete that info. You will then get a NCAA #. (3) You MUST go back to the bbcs.ncaa.org. Your eligibility # will automatically be there.
  - NCAA BBCS: (1) Fill out your information on the first page including your address- "with a parent" - if you do not live with a parent you will have to upload certain documents later (2) at the bottom watch the educational courses and mark complete (3) at the top tab "School" fill that information out. (4) Tell your coach to invite you to the bench.(5) Log back into bbcs.ncaa.org and go to the top My Team to accept the bench invite.

- **ALL athletes with RED FLAGS on their accounts** need to provide justification documents required to be able to participate:
  https://ncaa.egain.cloud/kb/ECAG/content/KB-3496/Justification-Process **(see attached list of required docs)**

Coaches Registration instructions Step-By-Step:
https://ncaa.egain.cloud/kb/ECAG/content/KB-3494/Coach-Registration-Start

2. Coaches Registration - You first MUST Obtain a USA Basketball (USAB) Gold Coaches License: https://community.usab.com/

- · This must be completed by ALL Coaches before you can get on the BBCS
- · Can take up to 3 weeks due to background check

o **Previous users** : **use same email account** for USAB and Background Check then follow instructions to take the refresher educational courses

o **"New Adult Account" :** click and follow instructions provided

· https://ncaa.egain.cloud/kb/ECAG/content/KB-3470/USAB-Gold-License-Registration

3. Bench/Roster Creation: Once you get your USAB Gold Licence, Coaches should login to bbcs.ncaa.org

· The Head Coach (or program director) will need to invite ALL athletes and ALL coaches to his bench.
· **At the top tab "2022 Bench"you will see an "Add Athlete or Coach"**
· After adding ALL Players & Coaches, them to login to their BBCS accept to accept the invite so that it goes from "Sent" to "Accepted"
· **Team Roster Creation** At the top tab "**2022 Roster"** you will need to "create" a Team Roster for *each team* and add it to the specific event (search button on the top)
· Click only the coaches and players who will be playing on that team and ADD JERSEY #s.
· Links : https://ncaa.egain.cloud/kb/ECAG/content/KB-3494/Coach-Registration-Start

4. Financial Responsibility and Organization Accounts

· **If the Head Coach (creating the bench) - is financially responsible click "financially responsible"** **DO NOT Create an Organization Account. Just USE THE COACH ACCOUNT:** https://ncaa.egain.cloud/kb/ECAG/content/KB-3493/Financial-Responsibility

· If the Head Coach is **NOT responsible** , but a **Program Director is - that Director will have to create a separate** Organization account **with a separate email - it cannot be the same as a Coach email**

○ **Then submit necessary documents to get approved**
○ **Once approved at the top "Bench Org Reg" invite the Head Coaches to his Organization and their Team Benches/Rosters.**
○ **Organization Quick Start: https://ncaa.egain.cloud/kb/ECAG/content/KB-3500/Organization-Registration-Start**

ALL these NCAA BBCS bbcs.ncaa.org activities (above) MUST be completed in advance of your team traveling to the event.

5. IMPORTANT LINKS

· Basketball certification website: www.ncaa.org/basketballcertification
· To register in the BBCS: https://BBCS.ncaa.org
· USA Basketball Gold License : https://community.usab.com/

Important reminders:

· All coaches must obtain a USAB Gold License
· All athletes and coaches must register in the BBCS;
· Coaches who are NOT the person of ultimate authority for the team and instead are part of an organization that is financially responsible will need to inform the organization of the new requirement for them to register and manage the addition of teams in the BBCS.
· Administrative coaches must claim financial responsibility for their team or connect to an organization that is financially responsible AND been accepted into the organization by the organization's person of authority PRIOR TO an event operator seeing a team's roster(s).
· Administrative coach must build their team bench in the BBCS (send invitations to athletes and coaches);
· Coaches and athletes must accept the invitation to be added to the team's bench;
· **Submit justifications for athletes on their bench that have residency issues;**
https://ncaa.egain.cloud/kb/ECAG/content/KB-3496/Justification-Process
· Create the roster(s) for your event in the BBCS
· *ALL must be done BEFORE they travel to an event - if not the team will be denied participation - as directed by the NCAA ECAG & BBCS

For questions please contact Leslie Strauss (Pangos/Fullcourt Press Director of Registration & NCAA Compliance)

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