

# Athlete Registration

This step-by-step guide includes instructions on how to register a prospective student-athlete (PSA) and manage invitations to a team's bench in the Basketball Certification System (BBCS) in order to participate in any NCAA-certified **nonscholastic** event (event). Once registered, the PSA will need either accept or reject invitations from coaches to be placed on teams in the BBCS.

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[Forgot Your BBCS Username and/or Password](#)

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[Forgot Eligibility Center Username](#)

[Login Trouble for BBCS?](#)

[BBCS Time Out Warning](#)

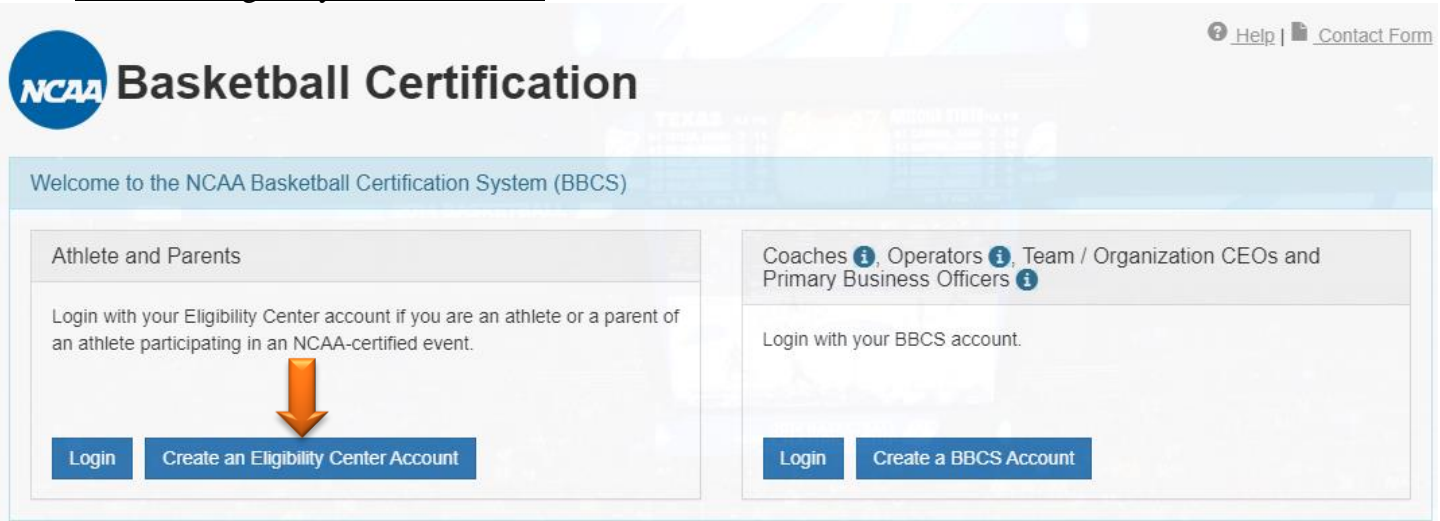
[Justification Alerts–Proof of Residency](#)

[ECAG Decision Not Yet Posted – PSA Might Be Able to Play](#)

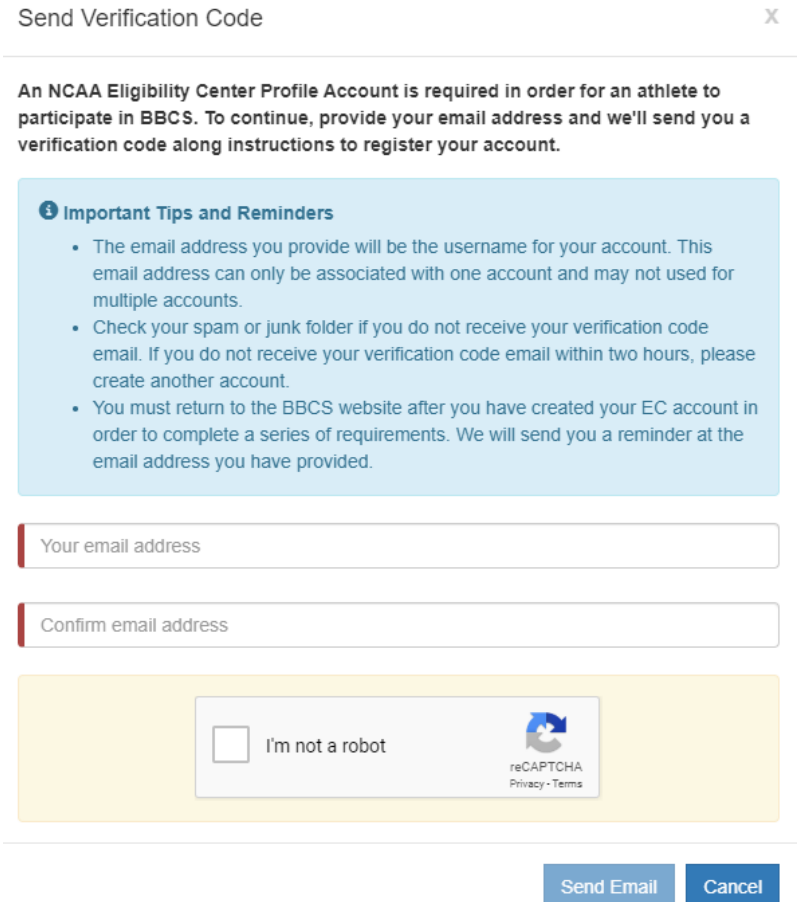
# First Time Registration - Athlete

If the PSA is under the age of 18, the registration of the PSA in the BBCS should be completed by the PSA's parent or guardian.

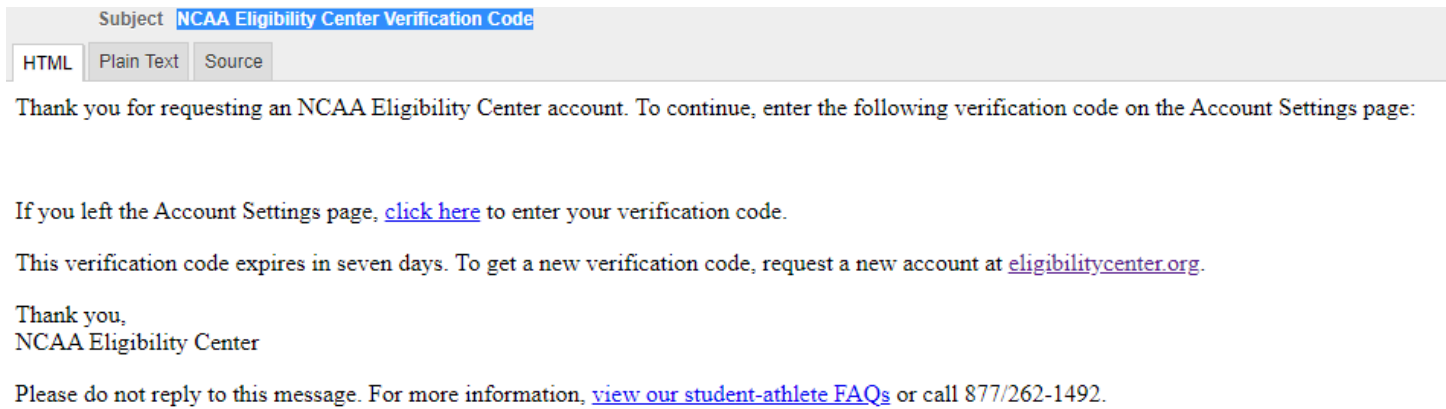
1. Navigate to the BBCS website (<https://BBCS.ncaa.org>).
2. Click Create an Eligibility Center Account.



3. Enter and Confirm your email address and click Send Email.



4. Open your email and find the email titled NCAA Eligibility Center Verification Code.



**WARNING:** The BBCS will only allow an email address to be utilized on one account. If the email address entered is already used in the BBCS or Eligibility Center, the email you receive will not contain a verification code but instead will advise you the email address you entered has already been used. If the parent wants to use his/her email address for access to the PSA account, but the parent is also a coach, the parent CANNOT use the same email address on the PSA's profile. Additionally, a different email address will need to be used for each sibling account.

5. Enter the verification code on the Account Settings screen (there is a link in the email to Account Settings if you navigated away from this screen).

The image shows the "ACCOUNT" settings page of the NCAA Eligibility Center. The left sidebar has a logo and the text "NCAA Eligibility Center" and "Account". The main content area has tabs for "ACCOUNT", "Account Settings", "Basic Information", "Contact", and "Terms". Under "Account Settings", there is a note: "If you are completing this registration for another person, be sure to use that person's name and information on this page." Below this are two input fields: "Email address" (with a redacted value) and "Enter the verification code you received by email" (with a redacted value). The "Verification code" field has a red asterisk indicating it is required.

6. Select a Security question and enter a Security answer.
7. Enter and Re-type a password.
8. Complete the fields in each section, Basic Information, Contact, and Schools.
9. Save when complete.

10. DON'T FORGET THE BBCS! Return to the BBCS by clicking the BBCS button. If you have left this screen you can navigate to <https://bbcs.ncaa.org> and click Login (on the left under Athlete/Parents) or use the link in the reminder email.

## MY PROFILE



Account Creation  
We've saved all of your information.

[Edit Account](#)



You are all set for now  
When you are ready

[Transition to Certification Account](#)

### DONT FORGET THE BBCS!

You are NOT done registering in the BBCS. You have completed the steps to obtain an NCAA ID, but you MUST click the button below to finish your BBCS account.



**BBCS**

## SPORTS

• If you plan to play at a Division I or Division II school, you'll need to transition your Profile Page to a Certification Account. (For Division III, contact your school directly.)

[Add Another Sport](#)

11. Click the red Edit button next to the Address.

### Address Information

- Enter all applicable addresses where athlete resides prior to submitting registration.
- Make sure that each address and address type listed below is accurate. If you need to make changes click on the address to edit and/or choose a different address type. Adding a new address will not remove previous addresses.
- Make sure that you currently live at ALL the addresses listed below. DO NOT enter the athlete's entire address history. If any of the addresses are previous residences and the athlete no longer resides at that address, DELETE it now.

[+ Add new address](#)

Street Address	City	State/Province	Zip Code	Country	I Live	Lived Since
 test	test	Indiana	46825	USA	Required	Required

12. Select the appropriate I Live and Lived at address since options and click Save.

## Edit Address



I Live:

Country:

Street Address:

City:

State/Province:

Zip Code:

Lived at address since:



Save

Cancel

Enter all applicable addresses where athlete resides prior to submitting registration.

Make sure that each address and address type listed below is accurate. If you need to make changes click on the address to edit and/or choose a different address type. Adding a new address will not remove previous addresses.

Make sure that you currently live at ALL the addresses listed below. DO NOT enter the athlete's entire address history. If any of the addresses are from a previous year, DELETE it now.

For each address entered, make sure that you have selected the address type closest to your current circumstances. The "other" option should be avoided for most athletes.

1. At a boarding school = lives on campus of the school he/she attends.
2. With my parent(s) = lives with a parent.
3. With a host family = lives with nonparent family, friend, foster family, foreign exchange program host family, etc. Will require a transcript showing the athlete attends school where he/she lives.
4. With a legal guardian = lives with a COURT-APPOINTED legal guardian. Power of Attorney is not enough.
5. Other = RARE CIRCUMSTANCES ONLY. Try to pick one of the other options. If none of them come close to your circumstance, then choose this option.

13. Athlete should add ALL addresses of residence for the current year that the PSA may use to participate with a team. The PSA's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile. Click [Add new address](#) to add any additional addresses.


Add new address

P.O. Boxes can only be entered for PSAs in very remote areas where street addresses are not available.

14. Review the address list one last time for accuracy. Once the profile is Submitted, edits CANNOT be made without contacting the Enforcement Certification and Approvals Group (ECAG) to make the changes (844/562-6201 option 2; or use the [Email Contact Form](#)).
15. Verify the Phone Number and select the appropriate corresponding Number type for the PSA.

Contact Information

Email	<input type="text" value="brookbbctest@gmail.com"/>	NCAA ID	<input type="text" value="2003819326"/>
Phone Region	<input type="button" value="US"/> <input type="button" value="Non-US"/>		
Phone Number	<input type="text" value="(317) 917-6222"/>		<input type="button" value="Number Type"/>



16. Enter the PSA's parent/guardian name and phone number. Note, you must first indicate whether the number provided is in the US (Domestic) or a non-US; this will determine the format required in the phone number field.

Parent/Guardian Information

Name:	<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input type="text" value="Last"/>
Phone Region:	<input type="button" value="US"/> <input type="button" value="Non-US"/>		
Phone Number:	<input type="text"/>		<input type="button" value="Number"/>
Email:	<input type="text"/>		

17. Enter the email address for the parent/guardian. This email address will NOT receive emails directly from the BBCS and CAN be used as the account email on a different BBCS account. This email will be used for the EC's future educational initiative to ensure the PSA is aware of all pertinent information that may impact their eligibility.
18. Review and acknowledge the attestations listed. Confirm understanding of each attestation by selecting the check box next to each statement.

<input type="checkbox"/>	I agree that some or all of the information I submit may be viewed, accessed, and used by other registered users of the BBCS, including event operators and coaches.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
<input type="checkbox"/>	I acknowledge and agree that I am at least eighteen (18) years of age, am the parent or legal guardian of any minor(s) for whom I am submitting information, and have the right to submit such information on behalf of the minor(s).

19. Once all boxes are checked, the final statement regarding the Terms of Use and Privacy Policy will appear. Select that check box and the blue Preview and Submit button will appear.
20. Click the Preview and Submit button and a pop-up window will appear with a summary of the information entered.



- ☒ I agree that some or all of the information I submit may be viewed, accessed, and used by other registered users of the BBBS, including event operators and coaches.
- ☒ 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.
- ☒ I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- ☒ I acknowledge and agree that I am at least eighteen (18) years of age, am the parent or legal guardian of any minor(s) for whom I am submitting information, and have the right to submit such information on behalf of the minor(s).
- ☒ I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#).

Preview and Submit

Cancel and Logout

21. Review the information in the Registration Preview.

22. If there are problems with the registration or required fields were not completed, an error message will appear in red at the top of the Registration Preview page and fields with issues will identified. You will need to select the Change Information button to go back and correct the identified errors.

**Registration Preview** - Please review your BBBS registration data carefully. If you need to change anything, click the **Change Information** button below to return to the registration form. ×

**\*\* IMPORTANT:** You **CANNOT** edit once you click the "Finalize Submission" button

Some required fields are missing data. See fields highlighted with the **\*\*\*\*Missing\*\*\*\*** tag below. Click the **"Change Information"** button to complete the form. Afterwards, the **"Finalize Submission"** button will be enabled.

#### General Information

I am a: Athlete  
 First Name: Test Middle Name:  
 Date of Birth: 01/01/2000 Gender: Male Last Name: Athlete

#### Addresses

Street Address	City	State/Province	Zip Code	Country	Type	Lived Since
1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	07/03/2008
700 West Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	08/20/2017

#### Contact Information

Email: test\_athlete@ncaa.org Confirm Email: test\_athlete@ncaa.org  
 Password: \*\*\*\*\* Confirm Password: \*\*\*\*\*  
 Phone Region: US Phone Number: (317) 917-6233 Phone Type: MOBILE

#### Eligibility Center Information

NCAA ID: 5555555555 EC Email: test\_athlete@ncaa.org EC Password: \*\*\*\*\*

#### Parent/Guardian Information

First Name: Mom Middle Name:  
 Email: mom\_test\_athlete@ncaa.org Last Name: Athlete  
 Phone Region: US Phone Number: \*\*\*\*Missing\*\*\* Phone Type: HOME

Finalize Submission

Change Information

**WARNING: Problems Saving User Account Due to Email.** You may find that you are restricted from entering your active e-mail address on your account if you have multiple user accounts and it has already been used elsewhere. If this occurs, contact ECAG so that old account(s) can be made inactive and your current account can be updated.

23. If there are zero problems with the registration, the Finalize Submission button will appear.

**Registration Preview** - Please review your BBCS registration data carefully. If you need to change anything, click the **Change Information** button below to return to the registration form.

**\*\* IMPORTANT: You CANNOT edit once you click the "Finalize Submission" button**

General Information							
I am a:	Athlete		Middle Name:		Last Name:	Athlete	
First Name:	Test		Gender:	Male			
Date of Birth:	01/01/2000						
Addresses							
Street Address	City	State/Province	Zip Code	Country	Type	Lived Since	
1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	07/03/2008	
700 West Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	08/20/2017	
Contact Information							
Email:	test_athlete@ncaa.org		Confirm Email:	test_athlete@ncaa.org			
Password:	*****		Confirm Password:	*****			
Phone Region:	US	Phone Number:	(317) 917-6233	Phone Type:	MOBILE		
Eligibility Center Information							
NCAA ID:	5555555555		EC EMail:	test_athlete@ncaa.org		EC Password:	*****
Parent/Guardian Information							
First Name:	Mom		Middle Name:		Last Name:	Athlete	
Email:	mom_test_athlete@ncaa.org						
Phone Region:	US	Phone Number:	(317) 917-6222	Phone Type:	HOME		
<div><div>Finalize Submission</div><div>Change Information</div></div>							

24. Take one last look to make sure that the information on the account is accurate because once the Finalize Submission button is selected, you will not be able to make any corrections without calling the NCAA for assistance.

25. Once submitted, the BBCS will return to the Basic Information tab.

26. **UPLOAD DOCUMENTATION.** Certain address types require documentation of proof and must be submitted when the PSA registers for their account; this allows for collection of current academic year documentation ,etc. SEE: [PSA Address Documentation Requirements](#). The Athlete Address Requirements and Documentation of Proof Flow Chart posted in the Basketball Certification Resources section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) will identify the types of documentation expected. Coaches may also have to submit a justification when the PSA is added to the coach's bench of participants. SEE: [Justification Alerts](#).



# PSA's Required Educational Course to Participate Instructions

1. Go to the My Course Information section.

My Course Information

Click each link below and complete the required educational course (video, test, reading excerpt, etc). Once finished, click the box to certify that you have completed the course and understand that you are accountable for knowing the information presented.

Course #	Description (Click Link to View)	
1	2019-20 ELIGIBILITY: Athlete "Do you want to play college basketball?" Video	<input type="checkbox"/> I certify that I have taken this course
2	2019-20 Guide for College-Bound Student-Athletes	<input type="checkbox"/> I certify that I have taken this course
3	2019-20 ELIGIBILITY: Initial-Eligibility Brochure	<input type="checkbox"/> I certify that I have taken this course
4	2019-20 ELIGIBILITY: Division I Academic Requirements Guide	<input type="checkbox"/> I certify that I have taken this course
5	2019-20 ELIGIBILITY: Division II New Academic Requirements Guide	<input type="checkbox"/> I certify that I have taken this course
6	2019-20 ELIGIBILITY: Test Scores Information	<input type="checkbox"/> I certify that I have taken this course
7	2019-20 SPORTS_SCIENCE: Concussion Fact Sheet for Student-Athletes	<input type="checkbox"/> I certify that I have taken this course
8	2019-20 SPORTS_SCIENCE: Online Mental Health Module for Student-Athletes	<input type="checkbox"/> I certify that I have taken this course
9	2019-20 SPORTS_SCIENCE: NCAA Drug Policies Brochure	<input type="checkbox"/> I certify that I have taken this course
10	2019-20 SPORTS WAGERING: Reminders	<input type="checkbox"/> I certify that I have taken this course

2. Review the educational materials provided for the current year in to the My Course Information section.
  - a. Click the hyperlink that appears there for ALL education provided. Each course hyperlink will route to an external page including a video, brochure, etc. of information the PSA needs to know.
  - b. Review the information provided.
3. Return to the BBCS profile page and check the box next to I certify that I have taken this course.
4. The page will refresh, and a record will reflect the course name and date the PSA reported completing the course.

Completion of the educational course(s) is required before an adult user (coach/event operator) can add the PSA to a team bench, roster or Participant List.

Number	Description (Link)	Completion Date
1	2019-20 ELIGIBILITY: Athlete "Do you want to play college basketball?" Video	01/13/2020
2	2019-20 Guide for College-Bound Student-Athletes	01/13/2020
3	2019-20 ELIGIBILITY: Initial-Eligibility Brochure	01/13/2020

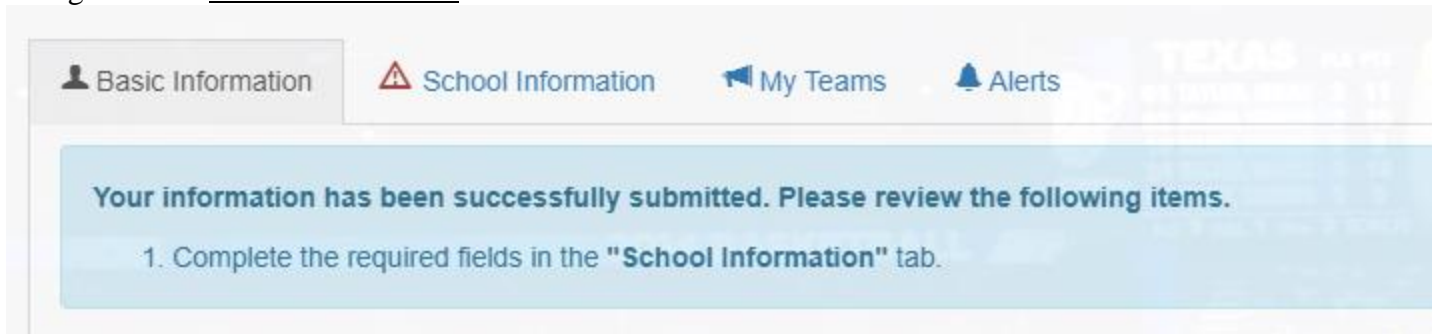
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**The Educational Courses requirement has been completed!**  
**Be sure to complete school information.**

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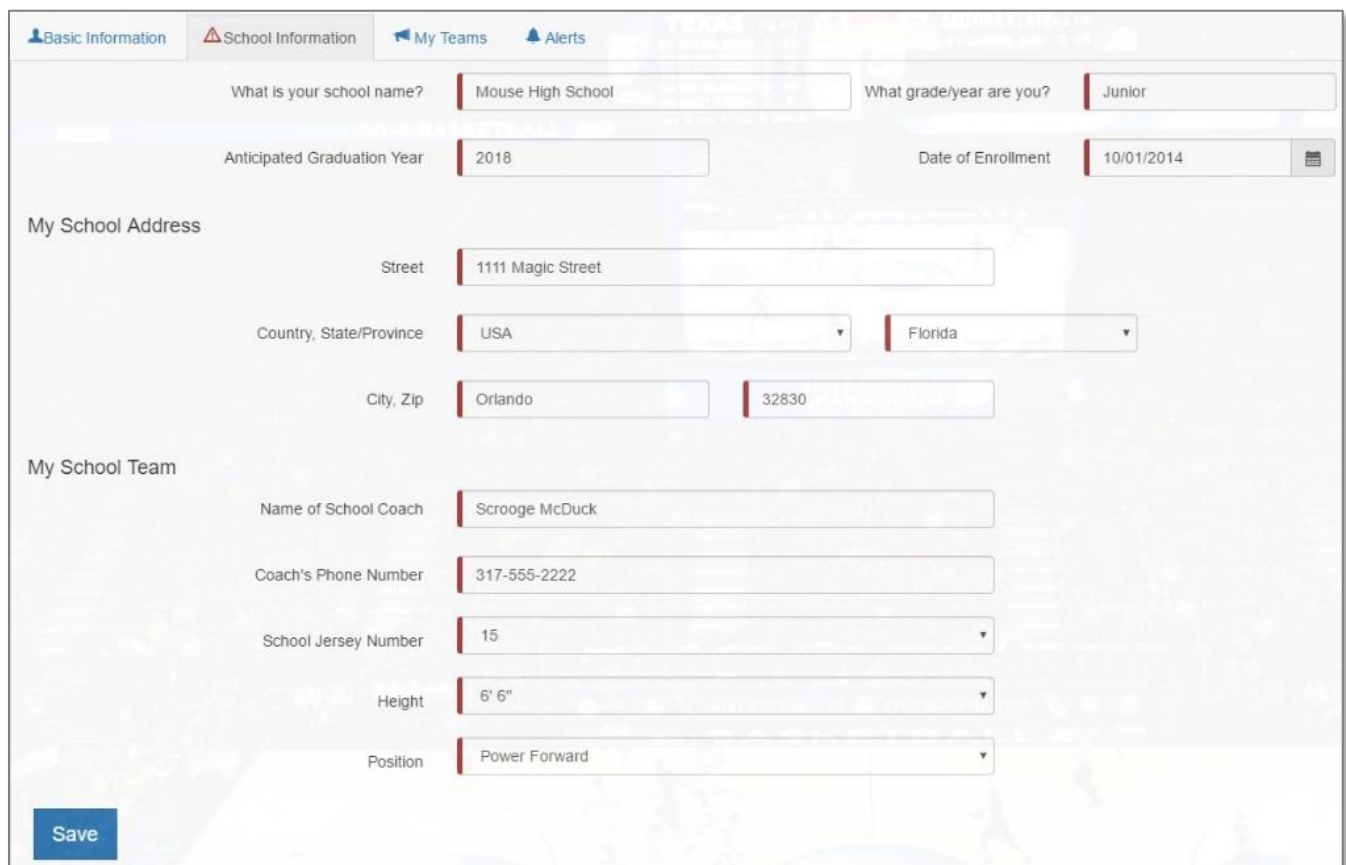
## PSA's School Information Instructions

1. Navigate to the School Information tab.



The screenshot shows the top navigation bar with four tabs: "Basic Information" (selected), "School Information", "My Teams", and "Alerts". Below the tabs is a blue banner with the text: "Your information has been successfully submitted. Please review the following items." followed by a list item: "1. Complete the required fields in the 'School Information' tab."

2. Complete the school information fields. Completion of the School Information tab is required before an adult user (coach/event operator) can add the PSA to a team bench, roster or Participant List. The coach information asked for under the "My School Team" section should be the SCHOOL coach's information and NOT the travel/non-scholastic coach information. The travel/non-scholastic coach's information will be added to the PSA's information when the PSA is added to a bench/roster.



The screenshot shows the "School Information" tab selected in the navigation bar. The form contains the following fields:

- What is your school name?
- What grade/year are you?
- Anticipated Graduation Year
- Date of Enrollment
- My School Address
  - Street
  - Country, State/Province
  - City, Zip
- My School Team
  - Name of School Coach
  - Coach's Phone Number
  - School Jersey Number
  - Height
  - Position

A "Save" button is located at the bottom left of the form.

3. Click the Save button.

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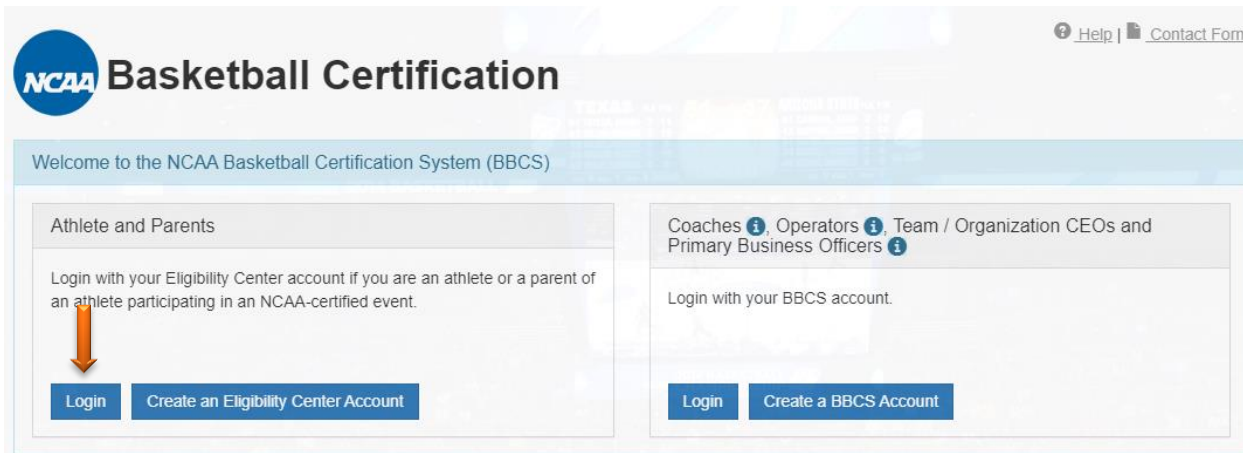
**Required School Information has been completed!**  
**Be sure to lookout for alerts from coaches requesting permission to add the PSA to his/her team bench.**

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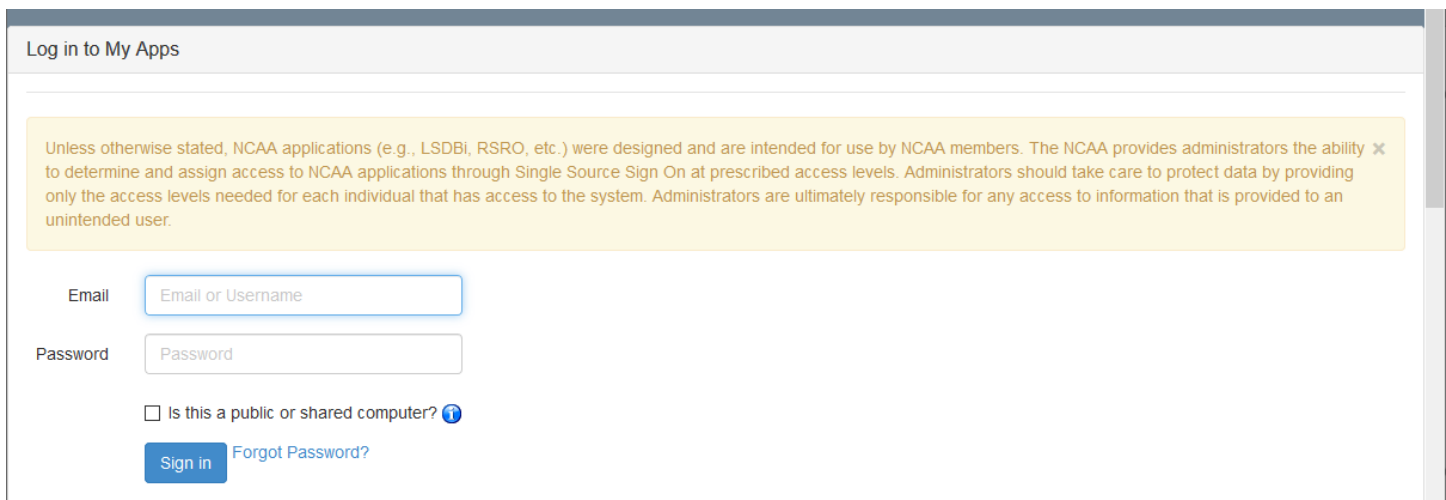
# RENEW Registration - Athlete

If the PSA is under the age of 18, the registration of the PSA in the BBCS should be completed by the PSA's parent or guardian.

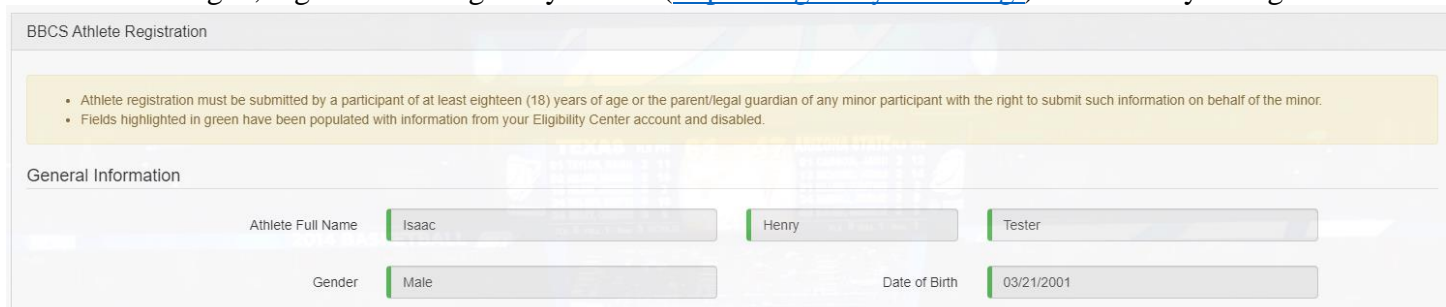
1. Navigate to the BBCS website (<https://BBCS.ncaa.org>) and click Login.



2. Enter the **email address and password used with the athlete's Eligibility Center account** and click Sign In.



3. When you log in for the first time during a calendar year, you will see the General Information has been auto populated from the athlete's Eligibility Center account. If any of this information is incorrect or needs changed, log in to the Eligibility Center (<https://eligibilitycenter.org/>) to make any changes.



4. The address(es) previously entered will be auto populated. If the address(es) continues to be an address of residence for the PSA in the current year, check the box in the Verified Address column.

	Verified Address	Street Address	City	State/Province	Zip Code	Country	I Live	Lived at address since	
	<input checked="" type="checkbox"/>	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	05/14/2008	
	<input type="checkbox"/>	700 W Washington Street	Indianapolis	Indiana	46206	USA	At a boarding school	03/01/2015	

5. For any address that auto populated that does not apply for the current year, edit/delete to reflect ALL addresses of residence for the current year that the PSA may use to participate with a team. The PSA's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.

EDIT - If you need to make changes, select the blue Edit button next to the inaccurate address and change the text or choose a different address type. Adding a new address will not remove previous addresses; so, do not enter an address that you already see in the list.

DELETE - Make sure that the PSA currently lives at ALL the addresses entered. **DO NOT enter the PSA's entire address history.** If any of the addresses are from a previous year and no longer apply, select the red Delete button on the right to remove the address from the list.

6. If there are new addresses that exist for the PSA, select the Add New Address button and enter the new address.

P.O. Boxes can only be entered for PSAs in very remote areas where street addresses are not available.

7. For each address entered, make sure that you have selected the address type closest to your current circumstances. **The "other" option should be avoided for most PSAs.**

- With my parent(s) = lives with a parent.
- At a boarding school = lives on campus of the school he/she attends.
- With a host family = lives with nonparent family, friend, foster family, foreign exchange program host family, etc. Will require a transcript showing the PSA attends school where he/she lives.
- With a legal guardian = lives with a **COURT-APPOINTED** legal guardian. Power of Attorney or notarized statement by the parent allowing another individual to care for the PSA is not enough.

I Live:

With my parent(s)

-Select a type-

With my parent(s)

At a boarding school

With a host family

With a legal guardian

Other

- Other = **RARE CIRCUMSTANCES ONLY**. Try to pick one of the other options. If none of them come close to the PSA's circumstance, then choose this option.

Be aware that documentation/proof that the address meets the NCAA requirements will be required for certain address types when you log back in to complete the PSA's profile. Documentation must be uploaded 'that validates the address is compliant with NCAA requirements to utilize that address to participate with a team. SEE: [PSA Address Documentation Requirements](#). The [Athlete Address Requirements and Documentation of Proof Flow Chart](#) posted in the [Basketball Certification Resources](#) section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) will identify the types of documentation expected. Coaches may also have to submit a justification when the PSA is added to the coach's bench of participants. SEE: [Justification Alerts](#).

8. Review the address list one last time for accuracy. Once the profile is Submitted, edits CANNOT be made without contacting ECAG to make the changes (844/562-6201 option 2; or use the [Email Contact Form](#)).

Addresses							
	Street Address	City	State/Province	Zip Code	Country	I Live	Lived Since
	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	USA	With my parent(s)	11/08/2010
	700 W. Washington Street	Indianapolis	Indiana	46204	USA	At a boarding school	09/01/2016 

9. **UPLOAD DOCUMENTATION.** Certain address types require documentation of proof and must be resubmitted when the PSA renews their account; this allows for collection of current academic year documentation ,etc. SEE: [PSA Address Documentation Requirements](#). The [Athlete Address Requirements and Documentation of Proof Flow Chart](#) posted in the [Basketball Certification Resources](#) section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) will identify the types of documentation expected. Coaches may also have to submit a justification when the PSA is added to the coach's bench of participants. SEE: [Justification Alerts](#).
10. In the [Contact Information](#) section, the Email and NCAA ID will also auto-populate from the athlete's Eligibility Center account. Log in to the athlete's Eligibility Center account (<https://eligibilitycenter.org/>) to make any changes to the email address.

Email	<input type="text" value="eric_tester@cable.comcast.com"/>	NCAA ID	<input type="text" value="1803148082"/>
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**NOTE:** If the parent wants to use his/her email address for access to the PSA account, but the parent is also a coach, the parent CANNOT use the same email address on the PSA's profile. The BBSCS will only allow an email address to be utilized on one account.

**WARNING to AOL, MSN, Earthlink, Verizon and iCloud Users** – These providers have been known to reject the emails generated by the BBSCS, making it impossible for you to confirm your account without contacting ECAG for assistance. It is suggested that you utilize a different email address on your BBSCS profile so that you don't miss any notificaitons. 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.



11. Verify the phone number for the PSA is still accurate.



A screenshot of a web form for verifying a phone number. It features two radio buttons for 'Phone Region': 'US' (selected) and 'Non-US'. Below this is a text input field for 'Phone Number' containing '(952) 707-9693' and a dropdown menu for 'Number Type'.

12. Verify the PSA's parent/guardian name and phone number is still accurate.



A screenshot of a web form titled 'Parent/Guardian Information'. It includes a 'Name' section with three text input fields for 'First', 'Middle', and 'Last'. Below this is a 'Phone Region' section with 'US' and 'Non-US' radio buttons. The 'Phone Number' section has a text input field and a 'Number' dropdown menu. An 'Email' section has a text input field.

13. Enter the email address for the parent/guardian. This email address will NOT receive emails directly from the BBCS and CAN be used as the account email on a different BBCS account. This email will be used for the EC's future educational initiative to ensure the PSA is aware of all pertinent information that may impact their eligibility.

**WARNING: Problems Saving User Account Due to Email.** You may find that you are restricted from entering your active e-mail address on your account if you have multiple user accounts and it has already been used elsewhere. If this occurs, contact ECAG so that old account(s) can be made inactive and your current account can be updated.

14. Review the educational materials provided for the current year in to the [My Course Information](#) section.
- Click the hyperlink that appears there for ALL education provided. Each course hyperlink will route to an external page including a video, brochure, etc. of information the PSA needs to know.
  - Review the information provided.
15. Return to the BBCS profile page and check the box next to [I certify that I have taken this course.](#)
16. The page will refresh, and a record will reflect the course name and date the PSA reported completing the course.



**My Course Information**

**Required Courses**

*Click on the hyperlink below and complete the required educational course (video, test, reading excerpt, etc). Once finished, click the box to certify that you have completed the course and understand that you are accountable for knowing the information presented.*

Course #	Course Description (Click to view)	
1	<a href="#">2019 ELIGIBILITY: Athlete "Do you want to play college basketball?" Video</a>	<input type="checkbox"/> I certify that I have taken this course
10	<a href="#">2019 SPORTS WAGERING: Reminders</a>	<input type="checkbox"/> I certify that I have taken this course

Completion of the educational course(s) is required before an adult user (coach/event operator) can add the PSA to a team bench, roster or Participant List.

- Review and acknowledge the attestations listed. Confirm understanding of each attestation by selecting the check box next to each statement.

☒ I agree that some or all of the information I submit may be viewed, accessed, and used by other registered users of the BBCS, including event operators and coaches.

☒ I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.

☒ I acknowledge and agree that I am at least eighteen (18) years of age, am the parent or legal guardian of any minor(s) for whom I am submitting information, and have the right to submit such information on behalf of the minor(s).

☒ I have read and agree to be legally bound by the [Terms of Use](#) and [Privacy Policy](#).

**Preview and Submit** Cancel

- Once the first three boxes are checked, the final statement regarding the Terms of Use and Privacy Policy will appear. Select that check box and then select the Confirm Updates to My Profile button.

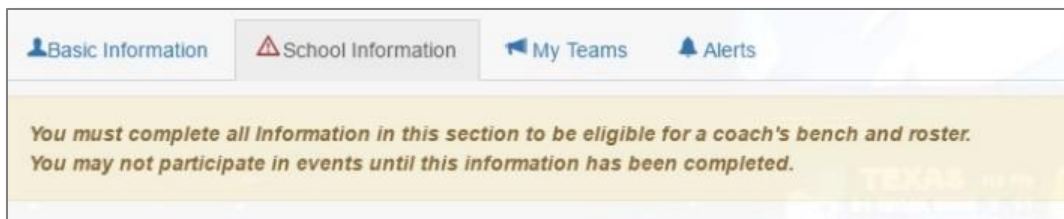
- A message will show the account has been successfully submitted.

[Basic Information](#) [School Information](#) [My Teams](#) [Alerts](#)

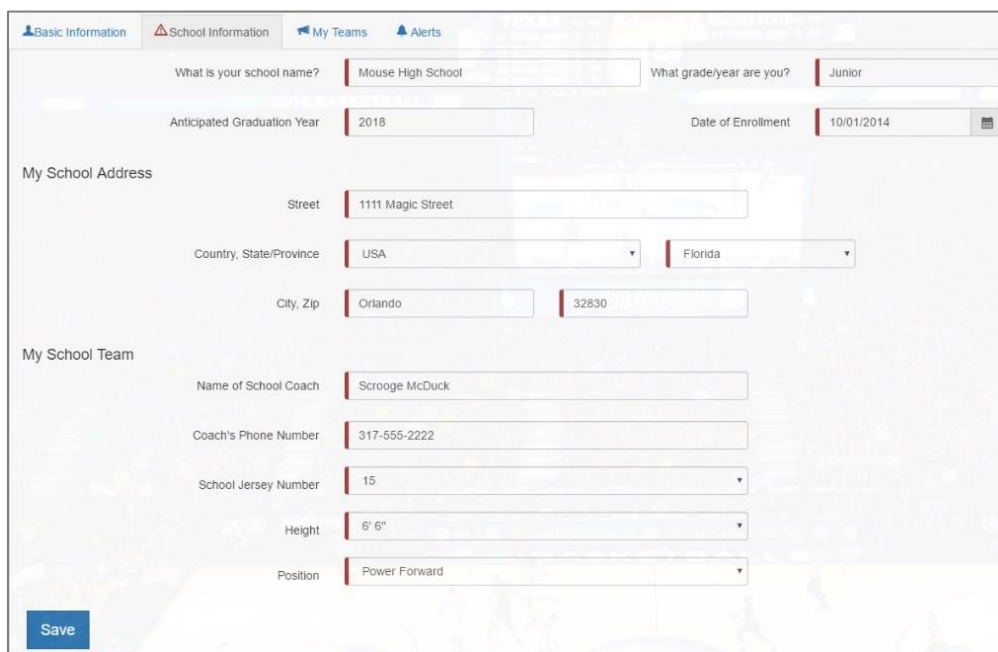
**Your information has been successfully submitted. Please review the following items.**

- Complete the required fields in the "School Information" tab.

- Navigate to the School Information tab.



21. This tab will appear blank when accessed each year. Complete the school information fields. Completion of the School Information tab is required before an adult user (coach/event operator) can add the PSA to a team bench, roster or Participant List. The coach information asked for under the "My School Team" section should be the SCHOOL coach's information and NOT the travel/non-scholastic coach information. The travel/non-scholastic coach's information will be added to the PSA's information when the PSA is added to a bench/roster.



22. Click the Save button.

Once the renewal steps have been completed, edits CANNOT be made without contacting ECAG (844/562-6201 option 2; or use the [Email Contact Form](#)).

---

Be sure to look out for alerts from coaches requesting permission to add the PSA to his/her team bench.

---

# Edit PSA Profile

Currently, after the PSA confirms updates on the Basic Information tab or completes their School Information tab, most fields are locked down (the PSA cannot make any edits on those pages).

PSAs will have the ability to change the following fields in the athlete's Eligibility Center account (<https://eligibilitycenter.org/>):

First Name

Last Name

Date of Birth

Gender – *changes to gender will impact rosters to which PSA is already on.*

Email Address - *the BBCS will only allow an email address to be utilized on one account. An error will occur at login if the email address is changed to one that is already utilized in the BBCS.*

PSAs will have the ability to change the following fields in the BBCS:

## **Basic Information tab**

Phone Number

Phone Type

## **School Information tab**

What grade/year are you?

Anticipated "High School" Graduation Year

Height

\*School's Street Address – *PSA cannot edit other school address fields (e.g., City, State).*

\*School Jersey Number

\*Position

For the fields not identified above, initial registration and the annual profile renewal process are the only two times when a PSA can make changes.

If edits are required after the PSA has finalized the submission of the user profile, the PSA's parent/guardian will need to contact ECAG (844/562-6201 option 2; or use the [Email Contact Form](#)) and request those changes.

Parent/guardian will need to:

1. Identify the PSA's name and email address on the BBCS account so that ECAG can locate the profile

2. Provide a detailed description of what needs to be changed.

**WARNING:** If edits are necessary for the "address type" on the PSA's profile (with parents, boarding school, host family, etc.), documentation that validates the address type will need to be submitted at the time of the request before ECAG can/will make that change.

# PSA Address Documentation Requirements

The following PSA address types require documentation to be uploaded:

- At a Boarding School
- With a Legal Guardian
- With a Host Family
- Other

## Initial Registration

During initial registration, the PSA can select one of the address types that requires documentation and will not be prompted to upload documents at that time. However, when the PSA logs back into the BBCS after registration is confirmed to complete the required '[School Information](#)' and to confirm receipt of the educational resources, they will then be prompted to upload documentation. Documents uploaded should validate/prove that the address is compliant with NCAA requirements to allow the PSA to utilize that address for participation with a team.

## Annual Renewal of Registration

When the PSA renews their registration and updates the address(es) provided on their profile, the PSA will be prompted to upload documentation at that time (which is different than when they originally registered). Again, documents uploaded should validate/prove that the address is compliant with NCAA requirements to allow the PSA to utilize that address for participation with a team.

## Prompt to Upload

PSAs will be notified that they need to upload documentation in the [Incomplete Registration](#) box at the top of their profile. (See #3 in the pink box pictured below).

The screenshot shows the top navigation bar of the BBCS profile with four tabs: 'Basic Information' (with a warning icon), 'School Information' (with a warning icon), 'My Teams' (with a megaphone icon), and 'Alerts' (with a bell icon). Below the navigation bar, there are two notification boxes. The first is a yellow box with the text: 'REMINDER: Athlete registration must be submitted by a participant of at least eighteen (18) years of age or the parent/legal guardian of any minor participant with the right to submit such information on behalf of the minor.' The second is a pink box with the text: '\*\*\* INCOMPLETE REGISTRATION \*\*\* You must fix the following to be completely registered. Coaches will not be able to add you to his or her bench, and you may not be able to participate in events until you resolve these issues.:'. Below this text is a numbered list of three items: 1. 'You have not certified all of your courses in the "My Course Information" section below.', 2. 'You must complete School Information section to be eligible for a coach's bench and roster.', and 3. 'One or more of your addresses requires a document! Click the add document button next to the address to upload.'

△ Basic Information   △ School Information   🔊 My Teams   🔔 Alerts

**REMINDER:** Athlete registration must be submitted by a participant of at least eighteen (18) years of age or the parent/legal guardian of any minor participant with the right to submit such information on behalf of the minor.

**\*\*\* INCOMPLETE REGISTRATION \*\*\*** You must fix the following to be completely registered. Coaches will not be able to add you to his or her bench, and you may not be able to participate in events until you resolve these issues.:

1. You have not certified all of your courses in the "My Course Information" section below.
2. You must complete School Information section to be eligible for a coach's bench and roster.
3. One or more of your addresses requires a document! Click the add document button next to the address to upload.

They will also see the red Add Documents button next to their address.

My Current Address Information for the 2019 School Year								
	Street Address	City	State/Province	Zip Code	Country	I Live	County	Lived at address since
 <b>Add documents</b>	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	64116	USA	At a boarding school	Clay	04/12/2018

The Incomplete Registration messaging will disappear when all addresses that require document uploads have at least one uploaded file. Should the PSA delete the uploaded documents so that no document is attached, the Incomplete Registration messaging will reappear.

## Explanation of What to Upload

The Athlete Address Requirements and Documentation of Proof Flow Chart posted in the Basketball Certification Resources section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) will identify the types of documentation expected.

Documentation is submitted by clicking on the blue Edit button or the red Add Documents button next to an address. This will open the address entry modal that will display a message at the bottom in a pink box whenever an address type that requires documentation is selected. Information in the pink box will explain more about what the PSA must submit. The instructions will be specific to the "address type" that was selected. Examples of each "address type" are pictured below:

### At a Boarding School

Zip Code:  Address Type:

Lived at address since:

Upload documentation that proves the address including the length of time it is applies. At a minimum, you will need to upload **school transcript(s)** showing a **full academic year** and **proof of enrollment date** at the school.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.



## With a Host Family

Zip Code:  Address Type:

Lived at address since:  

Upload documentation that proves the address including the length of time it applies. At a minimum, you will need to upload a copy of the athlete's Visa, I20/F1 paperwork, school transcript(s) showing a full academic year; proof of enrollment date at the school; housing information (lease, mortgage, contract, etc.); documentation of who is caring for the athlete while at this address (Power of Attorney letter); and official foreign exchange program information if available.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

## With a Legal Guardian

Zip Code:  Address Type:

Lived at address since:  

Upload documentation that proves the address including the length of time that it applies. At minimum, you will need to upload court documents showing legal guardianship and the date obtained. (Note: A Power of Attorney letter is not legal guardianship.) It is suggested that you also upload a copy of school documents identifying the adult responsible for the athlete, home address and the number of years/semester the athlete has been attending school there. This may be accomplished with just a copy of the athlete's transcript.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

## Other

Zip Code:  Address Type:

Lived at address since:  Address Type Other:

Upload documentation that proves the address and the length of time the athlete has utilized the address. This could include guardianship documents, powers of attorney, school transcripts, proof of enrollment, etc. Uploaded documents should clearly identify the address entered on the BBCS profile.

**Reminder:** Anyone uploading documents in the BBCS is reminded to consider that all filings will be available to any coach whose bench invitation the athlete has accepted and any event operator in which the athlete's team(s) will be participating. Therefore, anyone uploading documents should exercise caution and redact sensitive information such as Social Security Numbers, financial account numbers and other sensitive personal information.

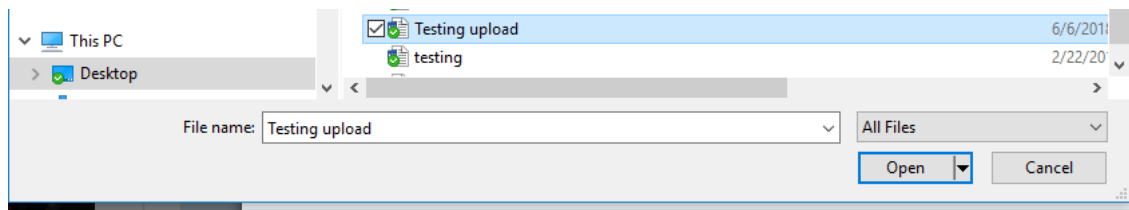
**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

To upload documents, click the Choose File button.

No file chosen

Uploaded Documents:

Navigate to locate the document(s) to upload the needed file(s) and select Open.



A 'hint' is included in the on-screen instructions for uploading multiple documents at one time.

**Uploading multiple documents hint:** Holding down the control key while clicking multiple files in the "Choose File" popup window will allow you to select more than 1 file to upload at once.

No file chosen

Uploaded Documents:

NOTE: There is a size limitation to the file. Documents that exceed the file limitation will result in an error:

No file chosen

{83484D5E-8987-42EF-8506-D66230325DDE}.zip  
exceeds max file size of 6.5MB.

Once the document is uploaded to the address, the button next to address changes from Add documents to View documents.

	Street Address	City	State/Pr		Street Address	City	Stat
Edit	100 Erik Dr.	Bozeman	Montana	Edit	100 Erik Dr.	Bozeman	Mor
Add documents	test	test	Arkansas	View documents	test	test	Arka

A PSA can ONLY delete documents before selecting the Confirm Updates to My Profile button on the Basic Information tab. After the profile has been confirmed documents can be viewed and additional documents can be uploaded, but the Delete button will be inactive.

No file chosen

Uploaded Documents:    Notes Migration - notes.txt    Delete

WARNING – Coaches will NOT be able to add a PSA to their bench if any of the PSA's addresses require documentation and no documentation has been uploaded. Even if the address missing documentation is not being utilized for participation with the team, if just one address for a PSA requires documentation that has not been uploaded, that PSA will appear in bench search but will appear with an inactive account.

	Address	Tester	M		test	Illinois	Athlete
					test	Louisiana	
Athlete's profile is incomplete. May be missing school information, education courses or required address document uploads.							
					test	Georgia	
					test	Indiana	
					test	Alabama	



# Responding to Bench Invitations - Athlete

PSAs will receive an email and an alert within the BBCS whenever a coach has invited the PSA to his/her bench in the BBCS.

## Email Notification of Bench Addition - PSA



## Online Notification of Bench Addition - PSA

Alerts are visible by logging in to the BBCS and navigating to the ALERTS section.

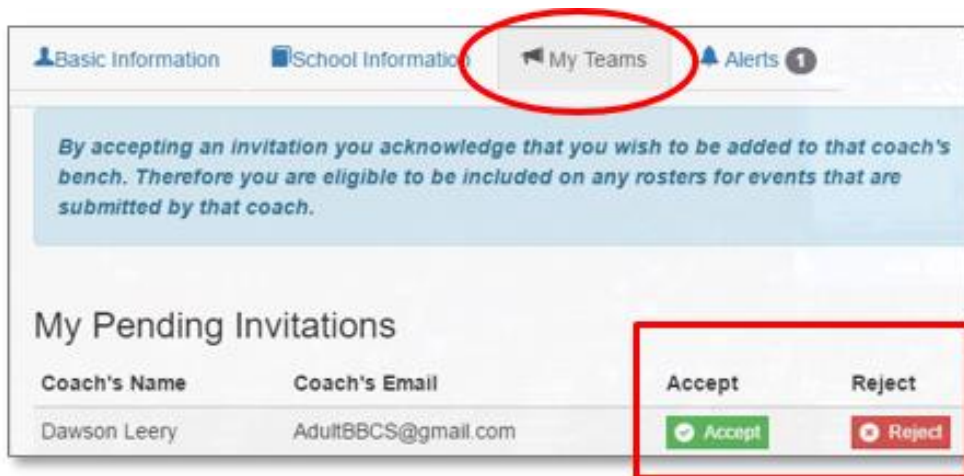
Once you have read the Alert, you can use the Clear Alert button to move the message from your primary Alert list to the Archived list.



REMINDER: A coach cannot add the PSA to his/her bench unless the PSA has confirmed their registration by clicking the link in the confirmation email, completed the School Information tab and confirmed receipt of the educational resources in the BBCS.

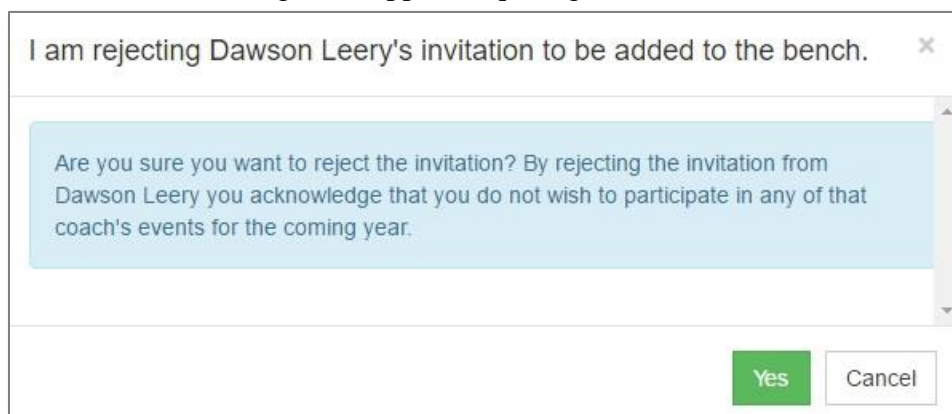
## Accept/Reject Bench Invitation - PSA

Navigate to the My Teams tab. Invitations that need a response are in the My Pending Invitations section. Choose either Accept or Reject for each bench invitation.



### Rejected.

If the Reject button is selected, a message will appear requiring confirmation of the decision to reject the invite.



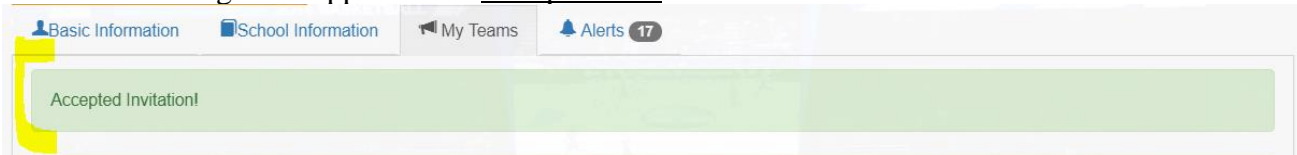
This is a precaution because once the invitation has been rejected, it will no longer be accessible to the PSA. Additionally, the PSA's name with the Invitation Status of Sent will disappear from the coach's bench.

My Bench - Athletes					Filter
		Name	Invitation Status	Position	Address
		Thompson, Ashley	Accepted	C	10025w 450s
		Dog, Goofy	Accepted	SG	1155 Evergreen Dr 555 Chance Ln
		Dog, Pluto	Accepted	PG	5788 Bear Dr

However, **the coach can always invite the PSA to the bench again if needed** (PSA rejected by mistake, changed their mind, etc.).

## Accepted.

A confirmation message will appear if the Accept button is selected.



Additionally, the coach's name and email address will move from the My Pending Invitations section to the My Accepted Invitations section of page and the date of acceptance is documented.



The coach will receive an Alert that the 'PSA' has either accepted or rejected the invitation. The coach WILL NOT be notified via email.

Create Date	Message	
12/19/2016 13:30:51	Luke Perry has <b>accepted</b> the request on 12/19/2016 to be added to your bench.	Clear Alert
12/19/2016 13:27:08	Rob Lowe has <b>declined</b> 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.	Clear Alert

The coach can also see the status of an PSA's invitation from their bench.

Name	Invitation Status	Address	City	State	Zipcode	
Perry, Luke	Accepted	test	test	Indiana	33333	Delete

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

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# Editing Your BBBS Account Information

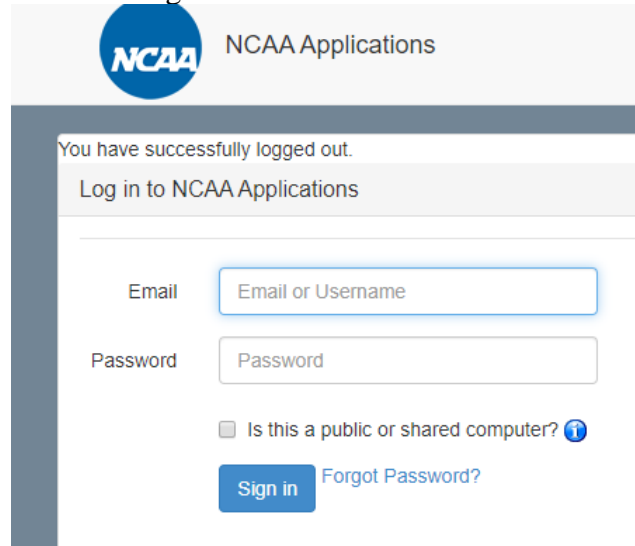
If you need to make changes to your user account due to a new address, phone number, misspelled word, etc. You must contact ECAG (844/562-6201 option 2; or use the [Email Contact Form](#)).

## Forgot Your Username and/or Password

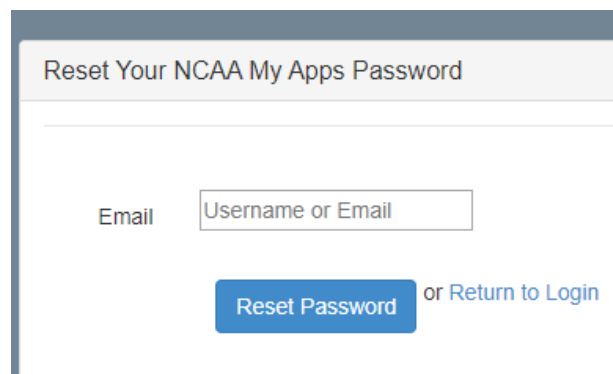
### Forgot Eligibility Center Password

If you do not remember your password, there is a recovery feature on the main athlete login screen.

1. Click the [Forgot Password?](#) link on the login screen.



2. You will be redirected to a screen for you to enter your email address.



3. Enter your email address and click the [Reset Password](#) button.
4. When you have successfully clicked the Reset Password button, the screen will display a message indicating that your password has been reset and an email has been sent to you so that you



5. Log in to your email account and you should have received the instructions email that includes a NEW password for your account.

NCAA My Apps Account ➤ In

nobody@ncaa.org

📧 to me ▼

Your account password has been reset to: e681f1.

## Forgot Eligibility Center Username

Your username will always be the email address that you used when creating your Eligibility Center account. IF you do not remember what email address you utilized, you will need to contact ECAG.

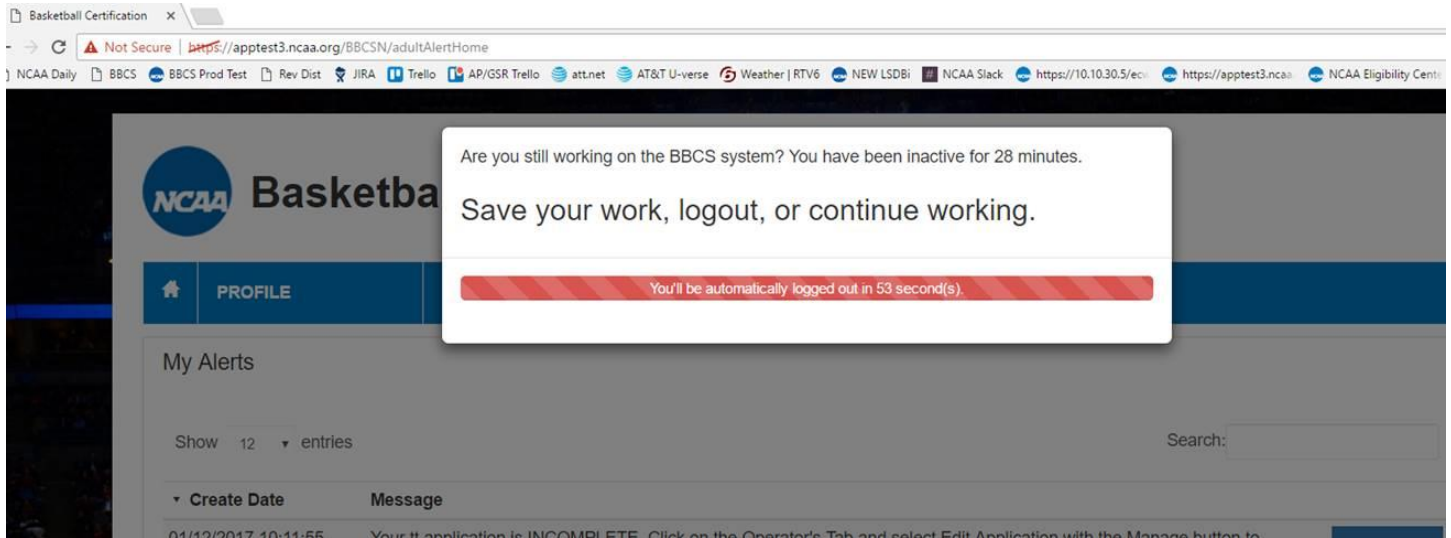
If you need to update your email address because you no longer have access to that account, and do not remember your password to login, you will need to contact the Eligibility Center (877/262-1492 toll free) or submit a [Student Adjustment Form](#).

## Login Trouble?

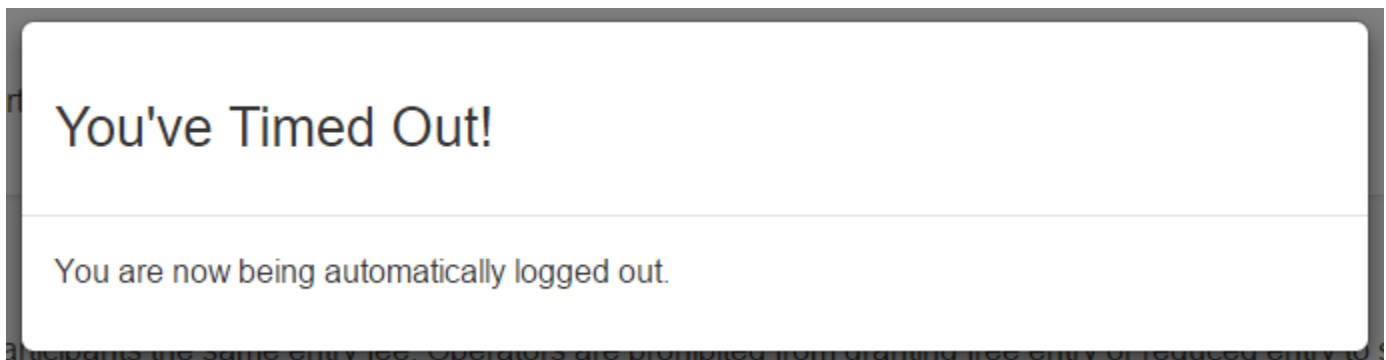
Contact ECAG (844/562-6201 option 2; 317/or use the [Email Contact Form](#)) for assistance.

# BBCS Time Out Warning

If you have the BBCS open and have not performed any action for a period of 30 minutes, you will see the following warning:



Once the warning time has expired, you will be signed out of your account.



# Justification Alerts–Proof of Residency

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The BBCS flags PSAs who may be in violation of NCAA PSA address requirements when the PSA is added to a coach's bench/roster. These flags are visible to the bench coach and any event operator in whose event the team will participate. This may be because the prospect has more than one address entered on his/her profile, entered one of the address types that require documentation and manual inspection of that documentation is necessary, or the same address/phone number was entered for another individual who does not appear to be related to this prospect.

The coach is responsible for knowing the PSA's circumstances, reviewing the documentation submitted on the PSA's profile and ensuring that the PSA meets and has documented that he/she is compliant with the NCAA PSA address requirements to participate with the team. The Athlete Address Requirements and Documentation of Proof Flow Chart posted in the Basketball Certification Resources section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) will identify the types of documentation expected.

If the information/documentation uploaded when the PSA registered in the BBCS is NOT enough (for example: the PSA just uploaded a selfie from their phone, or a photo of their team), then the coach should **obtain documentation from the PSA's family that validates that the prospect is compliant** with the NCAA residency requirements. For this reason, the coach may ask the PSA/parents for additional documentation to prove residency; so that he/she can submit it with the justification on the team's bench.

ECAG will eventually render a justification on the team's bench, but lack of an ECAG decision does NOT prevent that PSA from participating with the team if the PSA is compliant with the residency requirements.

## ECAG Decision Not Yet Posted – PSA Might Be Able to Play

**CAN be put on roster.** An ECAG decision is NOT required BEFORE the coach can add the PSA to a roster. Only the UPLOADING of the documentation is required. The PSA CAN be added to a roster with or without ECAG's decision.

**MIGHT still be able to play.** If ECAG has NOT rendered a decision, it is still possible for the PSA to participate with the team. The event operator can view the justification documents and if the operator is confident that the prospect has met the residency restrictions, the operator can permit the PSAs to participate with the team. However, if there is **any question or concern**, the operator **SHOULD NOT** allow the PSA to participate with the team in his/her event until the NCAA has rendered a decision because if a PSA participates in an event in violation of the residency restrictions, **future certification of the event may be affected**.