

# Basketball Certification System (BBCS) Manual

This document contains the basic information you need to create and manage your [Basketball Certification Online System](#) (BBCS) user account and submit/edit team roster information.

Information contained in this manual regarding certification requirements is the bare minimum since this manual is designed to help coaches navigate the BBCS. Coaches are advised to consult the Coach's Manuals for full details on the certification requirements. It is important to visit [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) frequently for updates to this information.

Coaches will be held accountable to all information posted on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). Failure to operate your team accordingly could result in the withdrawal of current or denial of future participant approval applications, which would prevent the coach from being able to participate in coaching activities at any NCAA-certified event for a period of up to five years.

## Helpful Links:

- [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification)
- [Certification Policies and Procedures.](#)
- [Contact Basketball Certification Staff.](#)
- [List of Certified Events and Leagues.](#)
- [Online Help and "How To" Guide](#)

**DO NOT** open the BBCS in multiple Web browsers or the files will be corrupted and you will destroy historical data. Corrupted files will result in an application/review form not being processed and could result in a team's inability to participate in an NCAA-certified event



\*\*Information in this Manual may change frequently. Therefore, it is advised that coaches utilize the online version and not a copy that has been printed or saved locally to ensure that they have the most current copy available.

## Access the Basketball Certification System (BBCS)

1. A link to the BBCS can be found on the NCAA Basketball Certification website- [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification).
2. You can also access the BBCS from any of the pages designed to assist event/league operators or coaches. Look for the links highlighted below on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification):

### Specific Information by Individual:

- [Membership Institutions](#)
- [Participating Team Coaches](#)
- Activity Operators:
  - [Academic Year Event Operators \(Fall and Spring\)](#)
  - [Men's Academic Year Events](#)
  - [Summer Event Operators \(presence of Division I coaches\)](#)
  - [Summer League Operators \(participation of Division I student-athletes\)](#)

### Online Help:

- [Online Instructions - FULL MANUAL](#)
- [Application Instructions](#)
- [Review Form Instructions](#)
  - [How do I check the status of an application or review form?](#)
  - [How do I make changes to an application or review form?](#)
  - [How do I enter participants on my review form?](#)
- [Team Registration Instructions](#)

### Access Online System:

[Basketball Certification Online System](#)

3. Direct Link: [Basketball Certification Online System](#) (BBCS)

The first thing you will see when you access the BBCS is the log in screen.

**Basketball Certification System (BBCS)**

**Introduction**

Welcome to the NCAA Basketball Certification System, the online Application/Review Form process required for NCAA Event/League Certification.

**Activity Operators**

**Submission Guidelines**

Event/League Applications must be submitted no later than forty-five (45) days prior to the first day of the Event. Applications filed after the deadline will not be certified by the NCAA.

Event Review Forms must be submitted no later than three (3) months from the last certified Event date. The specific deadline for Event Review submission is identified in the Event Approval Letter. A late submittal of Event Review Form information will render the Event ineligible for certification the following year.

Neither your Event/League Application nor Event Review Form will be officially received or considered by the NCAA until you have entered your initials and selected the final "SUBMIT" button at the end of the process. The date on which the final Submit button is selected determines both Event/League Application and Event Review Form deadlines.

**Team Coaches**

**Team Registration**

All teams participating at an NCAA certified event must register online prior to reporting to participate in the event. Coaches are expected to keep their online rosters updated. The same address and telephone number cannot be utilized for multiple athletes. Coaches will need to "opt in" to all events in which the team will participate.

Registration on this site does not register the team with the events operator, coaches will still need to contact the event directly. Failure to register or to submit all required information in the NCAA BBCS system will result in the team being denied participation in all NCAA certified summer events.

There is not a submit button in the team Registration process. Information is saved as the user navigates from screen to screen.

\* Username

\* Password

\* = required

## Never Logged In Before?

1. As an operator or coach administrator new to the BBCS, you will need to create a user account.
2. Start by clicking on the New Account button.

**Basketball Certification System (BBCS)**

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Registration on this site does not register the team with the events operator, coaches will still need to contact the event directly. Failure to register or to submit all required information in the NCAA BBCS system will result in the team being denied participation in all NCAA certified summer events.  
There is not a submit button in the team Registration process. Information is saved as the user navigates from screen to screen.

New Activity Operator or Coach

\* Username

\* Password

\* = required

3. Complete the requested information. Fields with an asterisk (\*) are required in order to continue.

### CONTACT INFORMATION

**Title** – use the drop down box to indicate whether the user should be addressed as Dr., Miss, Mrs., Ms. or Mr.

**Name** – enter the name of the event operator or team administrator.

**Address** – enter the address of the event operator or team administrator.

- **DO NOT use a P.O. Box as your address.** There are times when the certification staff needs to utilize traceable means to correspond with the user and FedEx, UPS, DHS and Certified Mail will not deliver to a P.O. Box.
- **Canada** – if the user is from Canada. The most common Canadian provinces are included in the State drop down menu. If you enter a province in this field, the actual Province field should be left blank and the Country field should be entered as Canada.

**Phone** – enter the phone number where the activity operator or team administrator can be contacted. For Operators, this phone number will be posted to the NCAA Web site when the event or league is approved. So, do not enter a number that you do not want teams calling with inquiries.

**Email Address** – enter the e-mail address where the activity operator or team administrator can be contacted. **THIS WILL BE THE PRIMARY FORM OF CONTACT FROM THE CERTIFICATION STAFF, SO MAKE SURE IT IS ACCURATE.** For Operators, this e-mail address will be posted to the NCAA Web site when the event or league is approved. The same e-mail address cannot be utilized on multiple user accounts.

**Website** – Enter the website for your organization if one exists. If you do not have a website, leave it blank. If a web address is not included here, one will not get posted on the NCAA website once the activity is approved.

**BE AWARE** - You are responsible for keeping the contact information on your account up-to-date. Contact information can be updated by the user at anytime. You will need to contact the NCAA certification staff if edits need to be made to your name or username.

### **BBCS USER INFORMATION**

**User Account Duty** – will always be set to Administrator. This cannot be changed.

**Participant Approval Number** – All individuals involved in coaching activities at a certified event OR involved in operating or managing a certified event and/or league are required to have an NCAA Participant Approval number issued by LexisNexis. If you know your number, enter it here. If you don't, the NCAA will enter the number when your approval is verified.

**Approval Verified by NCAA** – This field can only be changed by the certification staff. The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted an approval by LexisNexis; instead, the BBCS Approved field is an indication that the NCAA staff has verified the LexisNexis approval of this individual. This is not automatic and must be done manually by the NCAA staff.

- **Operators** – The NCAA staff will not process an Activity Application filed by an operator without verifying that the operator has been approved.
- **Coaches** – This field will be an indication to event operators as to whether or not they have additional work to do prior to allowing an individual to coach in their event. The NCAA will work to verify as many coaches as is possible prior to the certification period. Coach procrastination and volume does usually prevent the certification staff from verifying all coaches prior to the certification period; in which case it then becomes the event operator's responsibility to do so.

If the BBCS Approved field says "YES", operators can allow the individual to coach without doing anything because the NCAA staff has already verified him/her.

If the BBCS Approved field says "NO", the individual may have an approval, but the operator will need to confirm that by checking the list of approved participants posted online prior to allowing him/her to participate. Note: A coach's ability to produce an approval e-mail OR a receipt is not a substitute for an actual approval. All participating coaches need to be verified by the NCAA OR appear on the LexisNexis list of approved participants prior to participating. A complete list of approved individuals is accessible by logging in to the LexisNexis web site.

### **ENTER USERNAME AND PASSWORD**

**Username** – Create a username. The NCAA does not assign you a username, you get to make it up yourself to ensure that you can remember it. The same username cannot be utilized on multiple user accounts.

**Password** – Create a password. The NCAA does not assign you a password, you get to make it up yourself to ensure that you can remember it.

**BE AWARE:**

- **Make a note of your username, password and the e-mail address you utilized on your account.** Once you have been registered, you will use the same username and password each time you need access to the BBCS.
- **DO NOT CREATE MULTIPLE ACCOUNTS!** – Once you have already established an account, there is no need to create another one. The same account can be used to file applications for multiple seasons and to register teams from year to year. One account is all you need.
- **Sharing Account Information** – The NCAA **WILL NOT** share someone's log in information with another individual. In that regard...
  1. **Operators** – If you are the head of an organization that operates events/leagues, but someone else is administering your information online, it is advisable that you have record of the username and password to access the information for your applications. If the administrator leaves or is fired and has not shared this information with you, you will not have access to the information in the BBCS, which will prevent you from being able to complete your event review forms or make any necessary edits to your application, rendering the activity ineligible for future certification.
  2. **Coaches** – If you are the head coach of a team or the coach travelling with the team but someone else is administering your information online, it is advisable that you have record of the username and password to access the information for your teams in case the Admin disassociates themselves from your organization or you are required to access your rosters to make changes by an event operator. If the coach does not know how to log in to the account, they will be unable to make required changes, which could result in an operator denying the team's participation in their event. The event operator must have access to your roster in the BBCS and the information must be accurate or the operator could be penalized by the NCAA.

4. Click the Save button.

5. You will be given an option of Operator or Coach. To register teams, select coach. To file an application for certification, select Operator.

Select Operator OR Coach

Coach  Operator

6. If you function as both an operator and a coach, you will have to log out and log back in to switch between functions. For example if you are logged in as an Operator and have finished what you are doing and now need to enter a team roster, you will have to log out and log back in to choose the Coach option.

## Log in to an Already Created an Account.

1. Enter your username and password in the fields available at the bottom of the BBCS Login page.

\* **Username**

\* **Password**

\* = **required**

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2. Click the Login button.
3. You will be given an option of Operator or Coach. To register a new team or access information about previously registered teams, select coach. To file an application for certification, complete an event review form, make changes to information already submitted or access previously submitted activity information, select Operator.

Select Operator OR Coach

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4. If you function as both an operator and a coach, you will have to log out and log back in to switch between functions. For example if you are logged in as an Operator and have finished what you are doing and now need to enter a team roster, you will have to log out and log back in to choose the Coach option.
5. Remember – **DO NOT CREATE ADDITIONAL ACCOUNTS!** – Once you have already established an account, there is no need to create another one. The same account can be used to file applications for multiple seasons and to register teams from year to year. One account is all you need. See: [User Account Contact Information](#).

## Forgot your Username or Password?

1. Click the Recover Username and Password button.

\* Username

\* Password

\* = required

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2. Enter the e-mail address that you utilized on your account and indicated whether you have forgotten your username, password, or both by click the check boxes.
3. Hit the Submit button and an e-mail will be generated to the e-mail address on the account with the information you are requesting.

### RECOVER USERNAME AND PASSWORD

Allows the user to recover their username and/or password.

\* Email Address

Send Username

Send Password

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## Still having Trouble?

NOTE: When you receive your information, if you still cannot access your account, it may be due to one of the following reasons:

1. The system is case sensitive.
2. If you accidentally entered any spaces before or after your username or password when you created your account, you will have to re-enter those spaces to access the system. Spaces before or after a word will be difficult to see with the naked eye when your forgotten information is sent to you via e-mail.
3. Still having trouble? [Contact Basketball Certification Staff](#).

## Understanding Your Account Summary

**Coach:** If you chose the Coach path, when you login you will see a list of the teams registered on the account during this calendar year.

### Coach Admin Main Page

#### TEAMS SUMMARY

A check of the checkbox selects the Team described in that row for Print or Export. A new Team row is added by clicking the Create Team button.

Print or Export	Team Name	Registration Date	Official Address
<input type="checkbox"/>	<a href="#">test_2007</a>	03/07/2007	test, test, Alabama, 11111
<input type="checkbox"/>	<a href="#">test_team</a>	03/06/2007	100, Physics Ave, atln, Alaska, 46204

Select All  
Select None

Create Team Export Print

You will use the hyperlinks in the Team Name column to access the information for each team.

You can also select teams with the check boxes in the Print or Export column and then hit either the Print or Export Button at the bottom of the page.

If you select a team and click Print, you will get printer friendly rosters:

### Print Team Rosters

test team						123 test street, Indianapolis, Indiana, 46204			
Coach Name	Duty	Address		Phone	Email	Approval Number	BBCS Approval		
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206		317 917 6222	testteam2@ncaa.org	NOT NEEDED	No		
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204				TEST	No		
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
4	test athlete4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

If you select Export, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are available online.

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)

## Need to View or Update your User Account Information?

Regardless of which path you chose (coach or operator), your User Information will always be at the bottom of the Coach Admin Main page or the Activity Operator Main page.

If you need to update this information because you have moved, have a new e-mail address or telephone number, etc.; click the EDIT button at the bottom of the page and make any necessary changes.

Only NCAA staff can change your name or your username, but you should be able to edit all other fields.

**ACTIVITY APPLICATIONS SUMMARY**

A new Activity Application row is added by clicking the Create Activity button.  
Step-by-step instructions for completing an application or review form in the BBCS are [available here](#).

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
test ind coach on list	Event	Men's	S	06/13/2008	<a href="#">Approved</a>	<a href="#">Pending</a>
test - schedule	League & Event	Men's	R	08/18/2008	<a href="#">Pending</a>	Not Started

Event Year: 2008 Refresh

Create Activity

The information below can be modified by clicking the Edit Operator button.

**USER INFORMATION**

Username: testoperator  
Name: Ms. NCAA Operator  
Address: Sample Address  
City: City  
State: Indiana  
Zip Code: 46206  
Province:  
Country: USA  
Telephone: 317 555 6222  
Fax:  
Email: ncaaoperator@yahoo.com  
Website:

Edit Operator

**REMINDER – Approval Verified by NCAA –** This field can only be changed by the certification staff. The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted an approval by LexisNexis; instead, the Approval Verified by NCAA field is an indication that the NCAA staff has verified the LexisNexis approval of this individual. This is not automatic and must be done manually by the NCAA staff.

- **Operators** – The NCAA staff will not process an Activity Application filed by an operator without verifying that the operator has been approved.
- **Coaches** – This field will be an indication to event operators as to whether or not they have additional work to do prior to allowing an individual to coach in their event. The NCAA will work to verify as many coaches as is possible prior to the certification period. Coach procrastination and volume does usually prevent the certification staff from verifying all coaches prior to the certification period; in which case it then becomes the event operator's responsibility to do so.

The information below can be modified by clicking the Edit Coach button.

**USER INFORMATION**

Username: testoperator  
Name: Ms. NCAA Operator  
Address: Sample Address  
City: City  
State: Indiana  
Zip Code: 46206  
Province:  
Country: USA  
Telephone: 317 555 6222  
Fax:  
Email: ncaaoperator@yahoo.com  
Website:

**COACH INFORMATION**

Coach Duty: COACH ADMIN  
Approval Number: EXAMPLE - not needed  
BBCS Approved: Yes

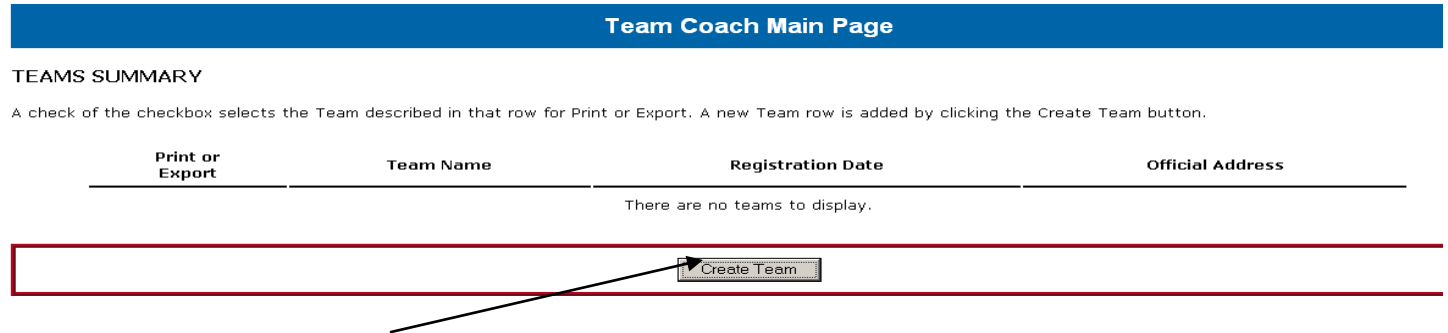
Edit Coach

If the BBCS Approved field says "YES", operators can allow the individual to coach without doing anything because the NCAA staff has already verified him/her.

If the BBCS Approved field says "NO", the individual may have an approval, but the operator will need to confirm that by checking the list of approved participants posted online prior to allowing him/her to participate. Note: A coach's ability to produce an approval e-mail OR a receipt is not a substitute for an actual approval. All participating coaches need to be verified by the NCAA OR appear on the LexisNexis list of approved participants prior to participating. A complete list of approved individuals is accessible by logging in to the LexisNexis web site. See: [Access the Approved Coaches Link](#).

## To Register Teams in the BBCS

1. Access the [Basketball Certification Online System](#) (BBCS).
  - a. If you have not already created a BBCS user account, you will need to create one, log in and choose Coach. See: [Creating a BBCS User Account](#).)
  - b. If you already have a BBCS account, sign in with your user account with your username and password and choose Coach.



2. Choose the [Create Team button](#) and answer all questions that pertain to that team. Information for each field is included below. Fields with an asterisk (\*) are required in order to continue.

**Team Name** – Enter the team's name. If you will enter multiple team rosters that utilize the same organization name, it is suggested that you include the age or some other distinguishing characteristic to differentiate between the teams. Do not enter five teams with the exact same name.

**Team's Official Address** – Enter the team's OFFICIAL address and not the address of the person accessing the BBCS. This should be the address where the team receives their mail. It may or may not be the same as the head coach. This is the address that will be utilized to determine if the adjoining state rule has been applied correctly. So, if the team organization is in Ohio, but the head coach and the majority of the team participants are in Kentucky, the team needs to have an official address in Kentucky where all business for that team is taking place. Otherwise, the team is considered an Ohio team.

**Financial Support Questions** – Answer the question in regards to the team's financial support.

3. Click the Save button and you will be directed to the Team Summary page for that team. You will be required to enter information specific to the team including sponsorship, coaches, athletes and which events the team will attend.

**Team Sponsors** – if your team does not have any kind of sponsorship, skip this section.

1. Choose the Edit Sponsors button.
2. Choose the Add Sponsors button.
3. Enter the name of the sponsor.
4. Enter the role of the sponsor. Be specific. Do not just enter "provide finances" or "provide product". You will need to identify amounts and specific provisions of the sponsorship.
5. Click the Save button.

## BBCS STEP-BY-STEP INSTRUCTIONS

### Team Registration

Page No. 2

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6. If there are multiple sponsors, repeat steps 2-5.
7. All sponsors that are providing funding or product need to be identified.
8. Once all sponsors are entered, use the breadcrumb links at the top or bottom of the page to return to the Team Summary in order to choose the next category. Using the breadcrumb links will not cause you to lose any information previously entered.

  
[\[Logout\]](#) [\[Main Page\]](#) [\[Team Summary\]](#)

**Team Coaches** – all coaches must be entered in this section. If the Team Admin is also a coach, they should be re-entered here. Anyone travelling with the team in a coaching capacity should be entered.

1. Choose the Edit Coaches button.
2. Choose the Add Coach button.
3. Enter the name and contact information for one of the coaches associated with the team on the provided form.
4. Identify the Coach's Duty (i.e., Head Coach, Assistant Coach, Defense Coach, Stats, etc.)
5. If known, enter the participant approval number for the coach. Note: The certification staff will eventually enter the number and verify that the coach's name appears on the list of approved participants. If the NCAA staff checks the list and the name does not appear, a designation of "not on list" and a date will be entered in the field for the participant approval number. The staff will periodically check for the name again and once the individual has been approved, the number will be entered AND the BBCS approved field will be changed to a Yes. DO NOT remove the "not on list" note.
6. Click the Save button.
7. If there are multiple coaches, repeat steps 2-6.
9. Once all coaches are entered, use the breadcrumb links at the top or bottom of the page to return to the Team Summary in order to choose the next category. Using the breadcrumb links will not cause you to lose any information previously entered.

  
[\[Logout\]](#) [\[Main Page\]](#) [\[Team Summary\]](#)

NOTE: The **Approval Verified by NCAA** field is NOT an indication as to whether or not the coach actually has an approval. Instead, this field is utilized to inform event operators as to whether or not the NCAA staff has verified the LexisNexis approval of this individual. If a "YES" appears, operators can allow the individual to coach without doing anything because the NCAA staff has

## BBCS STEP-BY-STEP INSTRUCTIONS

### Team Registration

Page No. 3

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already verified him/her. If a "NO" appears, the individual may have an approval, but the operator will need to confirm that by checking the list of approved coaches prior to allowing him/her to participate.

#### **Team Athletes** –

1. Choose the Edit Athletes button.
2. Choose the Add Athletes button.
3. Complete the information for the athlete. At minimum, the name, address and telephone number for each participant is required. It is also **STRONGLY** suggested that you enter the jersey number for the athlete.
4. NOTE: The contact information entered must be specific to the athlete and must be the athlete's legal address. The same address and telephone number cannot be provided for multiple athletes that are not part of the same family AND the coach's demographic information cannot be submitted in lieu of an athletes.
5. Click the Save button.
6. Repeat the above steps for each athlete.
7. To make changes to already submitted athletes, utilize the hyperlink formed by the athletes name to re-access that athlete's information. In order to make changes to an athlete's name or state, team coaches must contact the certification staff.

#### **Team Events** –

1. Choose the Edit Team Events button.
2. You will be directed to a page that lists all of the NCAA approved events.
3. Select the check box under Additional Events for each event your team will be attending. Doing so will allow these event operators to have access to your roster information for their coaches' packets and to fulfill the NCAA event review requirements for certification. [Note: The NCAA does not control what operators do with this information outside of the certification system.]

Because the list is extremely long, you may want to search for the event by using the internet browser tools.

- a. Hit the Ctrl button on the keyboard and the letter F at the same time. A window will pop up.
- b. Enter part of the event name.
- c. Hit the NEXT button.
- d. Keep hitting next until you find the event you are looking for.

# BBCS STEP-BY-STEP INSTRUCTIONS

## Team Registration

Page No. 4

4. **Click Save at the bottom of the page. DO NOT FORGET THIS STEP!!!** If you do not hit save, the event portion of your team registration is not stored and the event operator will make you go back and do it again.
5. If you have successfully opted the team into events, the information for those events will appear at the very bottom of the team summary.

Team Events					
Start Date	End Date	Participant Gender	Event Name	City	State
06/13/2008	06/13/2008	Men's	test ind coach on list	test	Alabama

[Edit Team Events](#)

6. Similarly, if you have successfully opted the team into events and you click the Edit Team Events button, you will see the events that you have already selected and saved in the Opted-In Events section of that page. Other events that you can still chose to opt in to will appear in the Additional Events section.

### TEAM INFORMATION

**Team Name** test team for 2009 instructions

**Coach Admin** Ms. NCAA Operator

#### OPTED-IN EVENTS

This section shows events for which the team has already opted-in.

Start Date	End Date	Participant Gender	Event Name	City	State
06/13/2008	06/13/2008	Men's	test ind coach on list	test	Alabama

#### ADDITIONAL EVENTS

This section shows additional events for which the team may opt-in.

Opt-In	Start Date	End Date	Participant Gender	Event Name	City	State
<input type="checkbox"/>	04/01/2008	06/07/2008	Women's	Rose Classic	Brooklyn	New York

Note: Opting in to an event in the BBCS does not register your team for that event. Coaches will still need to complete any registration required by that event's operator. Contact information for the event will be posted on the NCAA Web site: [List of Certified Events and Leagues](#)

Need to opt out? [Contact Basketball Certification Staff](#) If you later determine not to attend a selected event or have opted into an event by mistake and the staff can remove your team out of that specific event.

## Update or Edit Already Registered Teams

1. Access your user account with your username and password and choose Coach.
2. Chose the team you need to make changes to by clicking on the hyperlink that is the team name.

**Coach Admin Main Page**

**TEAMS SUMMARY**

A check of the checkbox selects the Team described in that row for Print or Export. A new Team row is added by clicking the Create Team button. Step-by-step instructions for registering a team in the BBCS are [available here](#).

Print or Export	Team Name	Registration Date	Official Address
<input type="checkbox"/>	<a href="#">test_team_for_2009_instructions</a>	12/09/2008	test, test, Alabama, 55555
<input type="checkbox"/>	<a href="#">test_team_spring_2008</a>	01/22/2008	700 w washington, indpls, Indiana, 46204

Select All  
Select None

Create Team Export Print

3. Click on any of the Edit buttons to access the information that needs to be changed.
  - a. For example: If you need to include additional coaches, click the Edit Coaches button and follow the directions in the registration instructions for that particular section.
  - b. If you need to opt in to events, click the Edit Team Events button and follow the directions in the registration instructions for that particular section.
  - c. If you need to opt out of an event AND/OR correct an athlete's name or state, you will need to [Contact Basketball Certification Staff](#).
4. Again, once the information appears on the Team Summary Page you can just log out because the information is already saved. There is not a Save button on the team summary page.

## Navigating Between Teams

If you are already looking at one team summary and want to access another team or create additional teams, use the breadcrumb hyperlinks at the top or bottom of the page to return to the [Main Page](#). Here, you can choose the Create Team button to register additional teams or you can click the link to a team that has already been entered to edit the information previously submitted. Again, using the breadcrumb links will not cause you to lose any information previously entered, information is saved as the coach navigate from screen to screen.

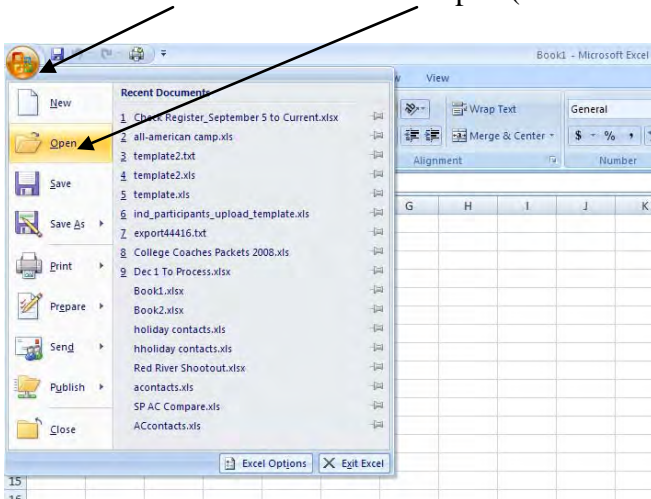
[\[Logout\]](#) [\[Main Page\]](#) [\[Team Summary\]](#)

## Deletion of Athletes

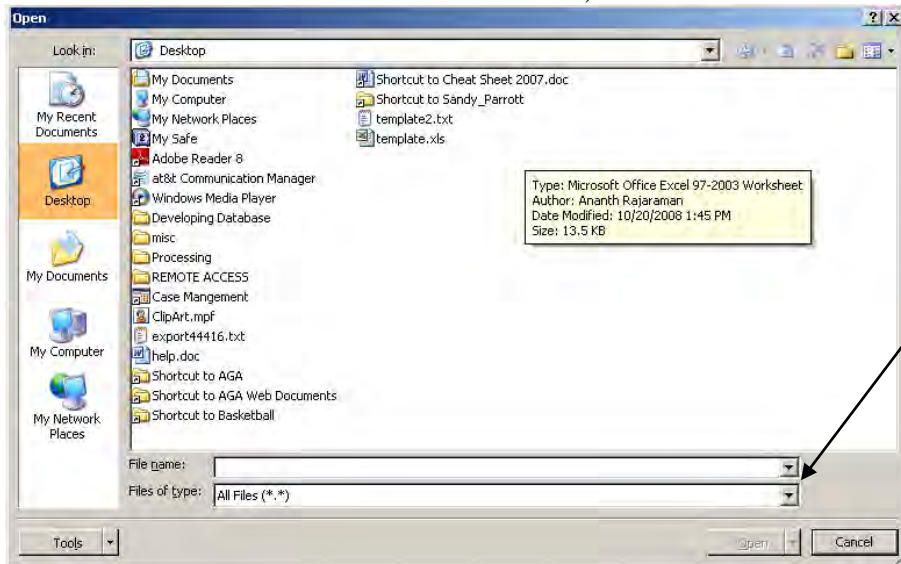
Athletes are only deleted if the coach entered them on the roster and they left the team prior to participation. Removing an athlete from a BBCS roster that has previously participated would delete the record of their participation in those events; and therefore is not possible. Because each event operator is required to indicate which athletes on each team actually participated in their specific event, it should not be a problem that if an athlete's name remains on the roster when they are no longer participating with the team.

## How to Open a TXT document in Excel.

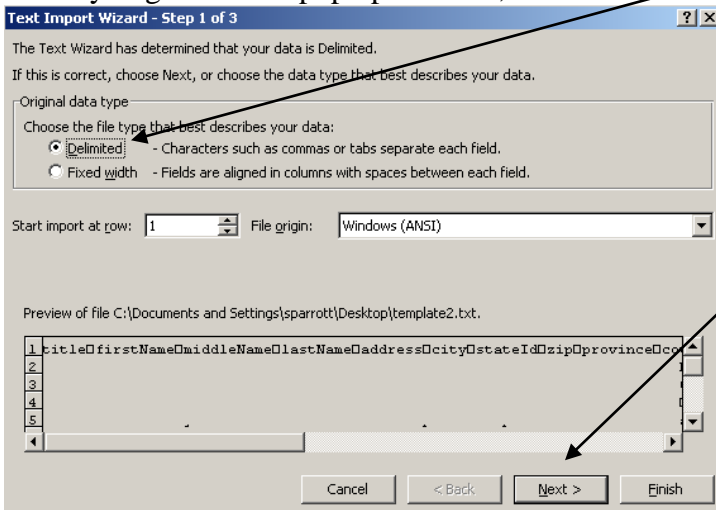
1. Open Excel.
2. Go to the Window Icon and then Open (or in older versions File – Open).



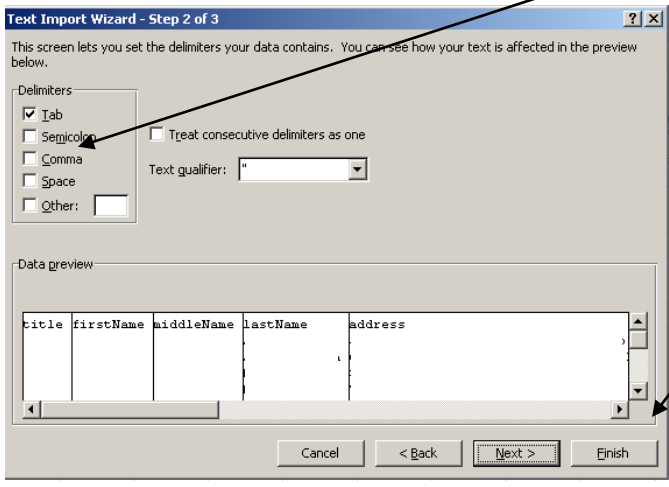
3. Browse out to where you saved the file on your computer. (You will need to change the File Type drop down to All Files in order to find the .txt file.)



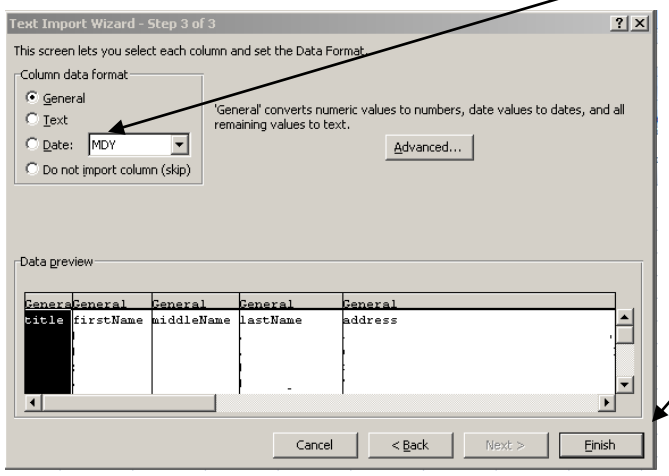
4. When you get the first pop up window, make sure that Delimited is selected and hit the Next button.



- When you get the next pop up window, make sure that Tab is selected and hit the Next button.



- When you get the third pop up window, make sure that General is selected and hit the Finish button.

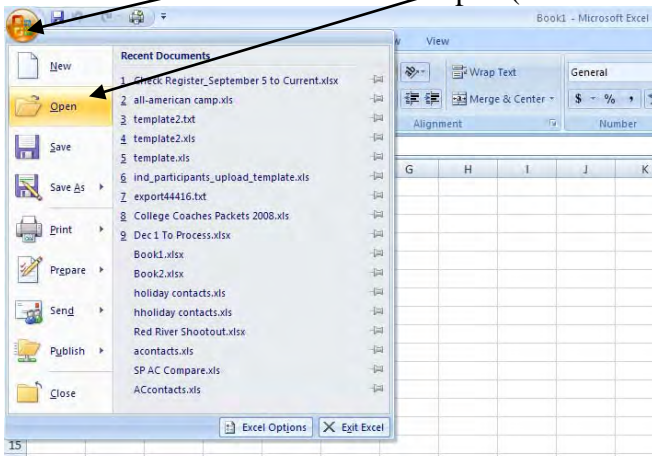


- The data will automatically organize in appropriate columns.

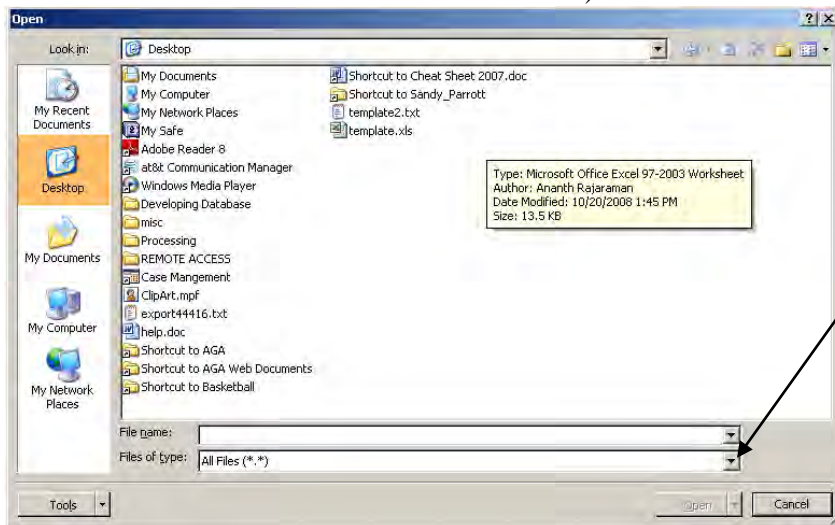
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<TEAM >															
2	NAME	ADDRESS	CITY	STATE	COUNTRY	ZIP										
3	test team	123 test st	Indianapo	Indiana	USA	46204										
4	<COACHES >															
5	DUTY	NAME	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	APPROVA	BBCS	APPROVED				
6	COACH AT	Coach Hee	PO 6222	Indianapo	Indiana		USA	46206	317 917 62	NOT NEED	N					
7	Assistant	Coach Ass	test street	Indianapo	Indiana		USA	46204		TEST	N					
8	<ATHLETES >															
9	NO	NAME	HT	GRAD	H.S.	BIRTHDAY	POSITION	EMAIL	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	
10	4	test athlete4		2009					test adre	test city	Indiana		USA	46206	444 444 4444	
11	1	test athlete		2009					test adre	test city	Indiana		USA	46201	111 111 1111	
12	2	test athlete2		2008					test adre	test city	Indiana		USA	46206	222 222 2222	
13	3	test athlete3		2010					test adre	test city	Indiana		USA	46206	333 333 3333	
14	5	test athlete5		2011					test adre	test city	Illinois		USA	46207	555 555 5555	
15																

## How to Open a TXT document in Word.

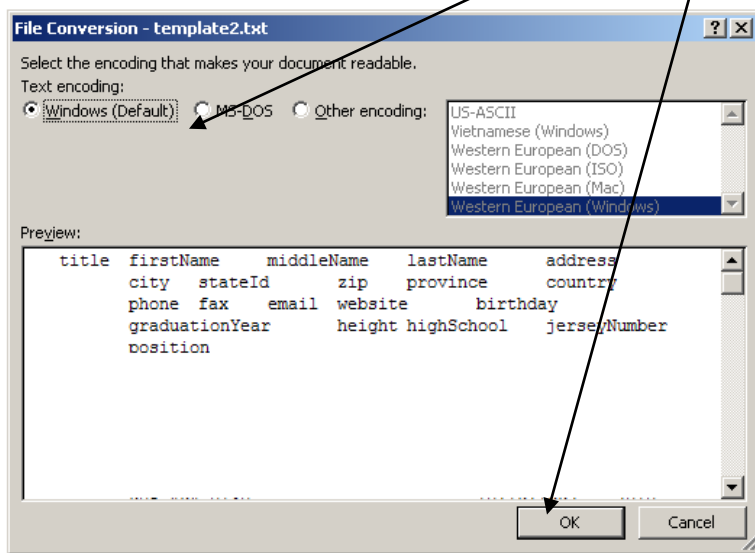
1. Open Word.
2. Go to the Window Icon and then Open (or in older versions File – Open).



3. Browse out to where you saved the file on your computer. (You will need to change the File Type drop down to All Files in order to find the .txt file.)



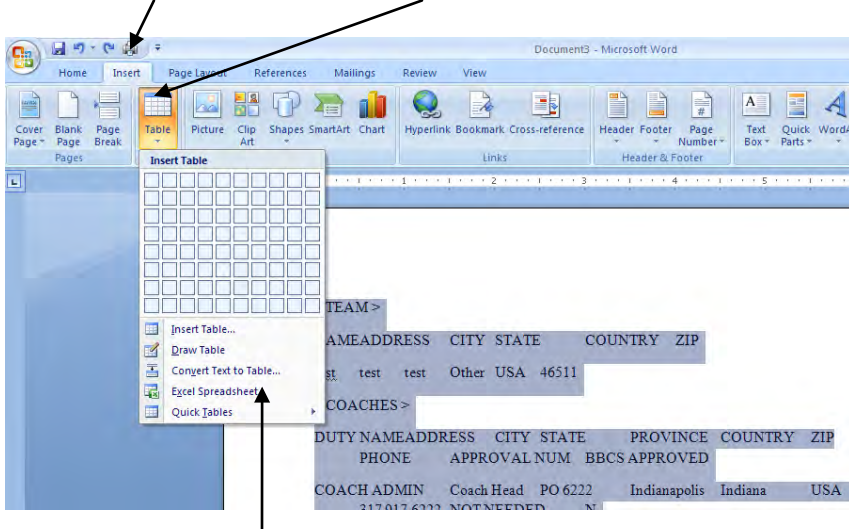
4. If you get the pop up window, select Windows and hit the Ok button.



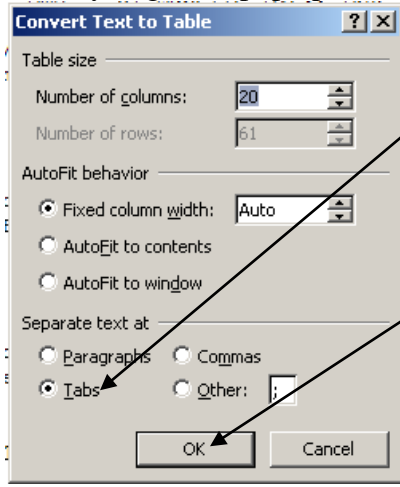
Open a TXT document in Word  
Page No. 2

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5. The document will open in Word, but you will still need to do some formatting. Hit the Ctrl button on your keyboard and the A key at the same time; this will "select all" of the data.
6. Under the Insert tab, roll over the Table icon.



7. Select the Convert Text to Table option.
8. When you get the pop up window, make sure Tabs is selected and hit the Ok button.



9. The data will automatically organize in appropriate columns.

<TEAM>														
NAME	ADDRESS	CITY	STATE	COUNTRY	ZIP									
test	test	test	Other	USA	46511									
<COACHES>														
DUTY	NAME	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	APPROVAL NUM	BBCS APPROVED				
COACH ADMIN	Coach Head	PO 6222	Indianapolis	Indiana		USA	46206	317 917 6222	NOT NEEDED	N				
<TEAM>														
NAME	ADDRESS	CITY	STATE	COUNTRY	ZIP									
test team	123 test street	Indianapolis	Indiana	USA	46204									
<COACHES>														
DUTY	NAME	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	APPROVAL NUM	BBCS APPROVED				
COACH ADMIN	Coach Head	PO 6222	Indianapolis	Indiana		USA	46206	317 917 6222	NOT NEEDED	N				
Assistant	Coach Assistant	test street	Indianapolis	Indiana		USA	46204		TEST	N				
<ATHLETES>														
NO	NAME	HT	GRAD	H.S.	BIRTHDAY	POSITION	EMAIL	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE
	Athlete Added							add athlete dr.	indianapolis	Indiana		USA	46204	666 666 6666
4	test athlete4		2009					test address	test city	Indiana		USA	46206	444 444 4444
1	test athlete		2009					test address	test city	Indiana		USA	46201	111 111 1111
2	test athlete2		2008					test address	test city	Indiana		USA	46206	222 222 2222
3	test athlete3		2010					test address	test city	Indiana		USA	46206	333 333 3333
5	test athlete5		2011					test address	test city	Illinois		USA	46207	555 555 5555