

Information Coaches Need to Know When Registering Teams

When registering teams in the NCAA's [Basketball Certification Online System](#) (BBCS), coaches need to be aware of the following:

1. 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.
2. If an organization has multiple teams, separate teams must be created in the BBCS. You cannot put 50 athletes on one team roster in the BBCS and then split them up into multiple teams when you get to an event for participation. **Each team that is participating in an NCAA-certified event must have their own roster.**
3. P.O. Boxes can only be entered for athletes in very remote areas where street addresses are not utilized.
4. The same address and telephone number cannot be utilized for multiple athletes that are not related.
5. It is **not an acceptable practice for prospects' coaches to substitute their own demographic information for that of the prospective student-athlete.** It is important that the prospect and his/her family retain the opportunity to exercise control over the recruiting process, so please ensure that each prospect's demographic information is submitted. The coaches address and telephone number cannot be utilized for an athlete unless the athlete is the child of the coach. This information is REQUIRED by the NCAA and must be entered in the BBCS. If you do not want the event operator to print this information in their coaches' packets, you can make that request to the operator directly, but you MUST SUBMIT the information to the NCAA.
6. THERE IS NO APPROVAL OF A TEAM. The NCAA national office does not approve teams within the BBCS. The NCAA does not "approve" teams. The BBCS Approved field is not a TEAM approval – no such approval will occur.
7. The Approval Verified by NCAA field within the Basketball Certification System (BBCS) is **NOT** an indication as to whether or not the coach actually has a participant approval. Instead, this field is utilized to inform event operators as to whether or not the NCAA staff has verified the First Advantage participant approval of this individual. If a "YES" appears, operators can allow the individual to coach without doing anything because the NCAA staff has 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. A complete list of approved individuals is accessible by logging in to the First Advantage web site. See: [Access the Approved Coaches Link](#). Individuals who have a current approval, but do not remember their number will need to log in to the First Advantage web site to access and reprint their report.
8. Athletes are only deleted from a roster if they were added in error and are removed prior to participation. See: [Deletion of Athletes on BBCS Rosters](#). To delete an athlete, [Contact Enforcement Certification and Approvals Group](#).
9. To edit the name or state of an athlete OR to opt out of an event, you must [Contact Enforcement Certification and Approvals Group](#).
10. THERE IS NOT A SUBMIT BUTTON FOR TEAMS. Information is saved as the coach navigates from screen to screen. Once you return to the main page or the team's summary, the previously entered information will be saved.

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

