

## POST-EVENT REVIEW FORM REQUIREMENT:

If event certification was granted and Division I coaches were given the opportunity to attend and observe prospects, the activity operator will be required to submit a review form. This applies even if no Division I coaches are in attendance. Since certification was granted, a review form is required.

The Review Form can be accessed by the event operator through the Basketball Certification System (BBCS) immediately after the application is granted approval. Once an event application has been approved, operators who log back into the BBCS will see the word NOT SUBMITTED under the event review column. By accessing the NOT SUBMITTED link, operators will have access to their event review form. Some of the information will be automatically populated based on the application; some will still need to be completed. [Activities that only receive LEAGUE certification do not have a review form requirement so this link will not appear and instead you will see N/A (not applicable).]

Activity Operator Main						
ACTIVITY APPLICATIONS SUMMARY						
A new Activity Application row is added by clicking the Create Activity button.						
Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
Testing Insurance Upload	Event	Men's	S	04/01/2009	<a href="#">Denied</a>	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	<a href="#">Not Submitted</a>	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	<a href="#">Submitted</a>	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	<a href="#">Approved</a>	<a href="#">Not Submitted</a>
Event Year <input type="text" value="2009"/> <input type="button" value="Refresh"/>						

It is suggested that operators make themselves familiar with the information required in the review form prior to the event to ensure that they collect all necessary information from participants and coaches while they are attending the event and can be withheld from competition if they refuse to comply. Completing as much of the information as possible prior to the event would assist the operators in being able to expedite their review form submittal to ensure that deadlines are met.

All review forms must be submitted online. Review Forms must be submitted no later than three months after the last certified event date. The specific deadline date is identified in the event application approval letter to avoid any confusion.

All deadlines are strictly enforced. See: [Deadlines](#).

NOTE: If an activity receives both event and league certifications, it is possible that the activity may operate until August. However, since there is not a review form requirement associated with league certification, the three month requirement will be based on the last certified event date in July. Again, the specific deadline date is identified in the event application approval letter to avoid any confusion.

**DO NOT submit the review form prior to the completion of your event.**

By submitting your review form prior to the actual event, you removed your event from the list of events that teams can opt into. In that regard, your teams will not be able to give you access to their rosters AND you will not be able to successfully complete the event participant information required in the review form, which will render the event ineligible for certification the following year.

**Tip for Team Event Operators:**

- Accessing your review form prior to the event will help you to monitor which teams have indicated that they will be attending your event. By selecting the Edit Teams button, you will see which teams have opted in to your event and which of your teams you need to contact to make sure that they get the information entered online correctly and efficiently. You can also export or print rosters from the system to utilize for coaches' packets or check-in procedures.
- Review of rosters can also allow you to see which coaches are still lacking a First Advantage Participant Approval number or which team may have adjoining state violations or have entered the same demographic information for multiple athletes so that you can contact those teams in advance so the coach can make any necessary adjustments and avoid confrontation when the team reports to the event. See:
  - Same Demographic Requirements: [Check rosters for demographic compliance](#)
  - Adjoining State Requirements: [Check rosters for residency compliance](#)