

## How to check Coaches' Approval requirements for Team Events.

1. As a condition of certification, an event operator is required to verify that all individuals involved in coaching activities have been granted the NCAA Participant Approval by First Advantage (FADV) prior to participation. This requirement applies to both team and individual events/camps. See: [Participant Approval Program](#).
2. Access your user account with your username and password and choose Operator. You will be directed to your operator user account summary and see all of that activity applications associated with your account.

### ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Season	Start Date	Application Status	Event Review Status
Test Application 1	Event	R	07/06/2006	<a href="#">Approved</a>	<a href="#">Pending</a>

3. Click on the Pending link in the Event Review Status column next to the event you want to access.
4. On the Event Review Summary, you will see an overview of the number of participants in your event. For example:

Event Participants			
Number of Teams	Number of Individual Coaches	Number of Individual Athletes	Number of Team Athletes
24	0	0	0

5. Click the Edit Teams button.
6. This is the Team Participation List. Here you will see all of teams that have "opted in" to your event. You will have access to this list as soon as your application is approved.
7. Print or export the team rosters by selecting the check boxes in the Print or Export column next to the teams that are participating in your event and hitting either the Print or Export button at the bottom of the page. (It is possible that there will be teams on the list that have not registered for your event.)

If you select the teams 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](#)

8. **Make sure all participating coaches are on the roster.** Operators will not have the ability to add coaches. If coaches need to be added to the roster, the team administrator will need to do so in order for the operator to successfully complete the required post-event review form.
9. Look at the printed or exported rosters. If the BBCS Approved column for the coach says **Yes**, the NCAA has already verified that the coach appears on the list of approved participants. Operators can allow the individual to coach without doing anything further.

**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	parrott@gmail.com	EXAMPLE	Yes		
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204				not on list 6.05.08	No		
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
	Athlete Added							add athlete dr., indianapolis, Indiana, 46204	666 666 6666
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

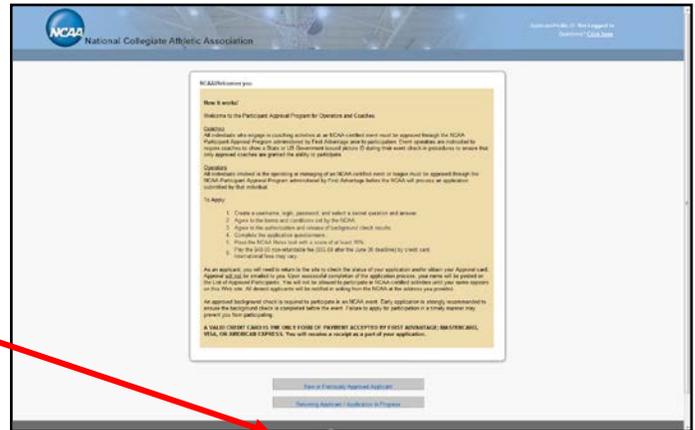
10. If the BBCS Approved column for the coach says **No**, the NCAA has not had a chance to verify the coach's approval. Often when this is the case, there will be a note in the Approval Number column that says "not on list" and the date that the NCAA staff last checked the list of approved coaches. It is possible that the legal name utilized for the background check and the nickname provided in the BBCS are not the same or the coach may have moved and it was not possible for NCAA staff to verify approval without additional information and therefore, the coach has not been verified.
11. If the NCAA has not verified the coach as approved, it is the operator's responsibility to ensure that all coaches' names appear on the FADV list of approved coaches prior to allowing the individual to participate in any coaching activities. In order for an operator to view the FADV List of Approved Coaches, the operator will need to log in to their FADV account. Only individuals who complete the FADV process will be able to access the list of approved coaches.

**WARNING:** The same user name and password cannot be used by multiple people on multiple devices at the same time. If an operator will need multiple people/computers logged in to the FADV site at one time, it may be necessary to require staff to complete the FADV application process themselves. Attempting to log in on multiple devices with the same login information will result in the account being locked out of the website completely to prevent fraudulent activity and it may take time to have the account reinstated. Operators will not be excused for violations that may occur because they could not access the FADV list because they were locked out for this reason.

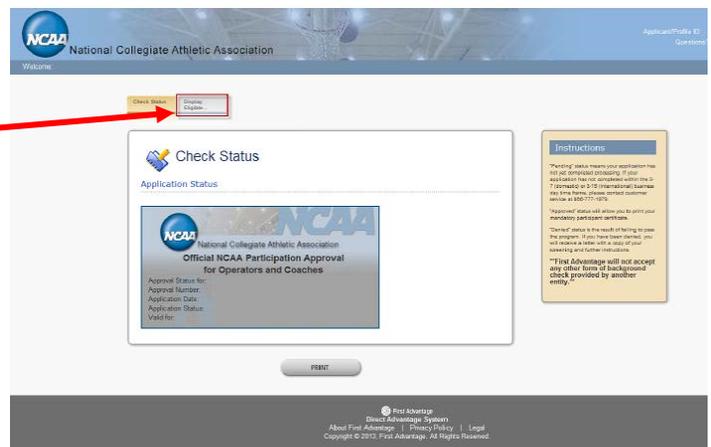
**How to Access the Approved Coaches Link**

Go to: [https://enterprise.fadv.com/pub/l/prospects/NCAA/Events\\_and\\_Camps](https://enterprise.fadv.com/pub/l/prospects/NCAA/Events_and_Camps)

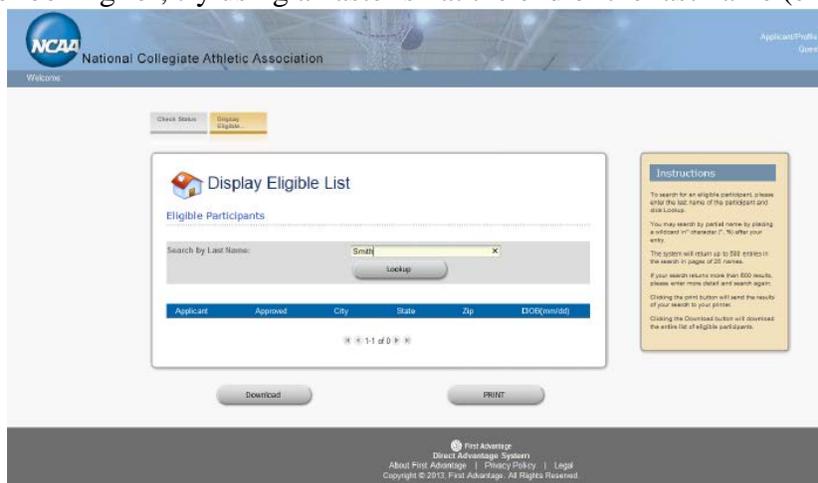
Click the Returning Applicant button.



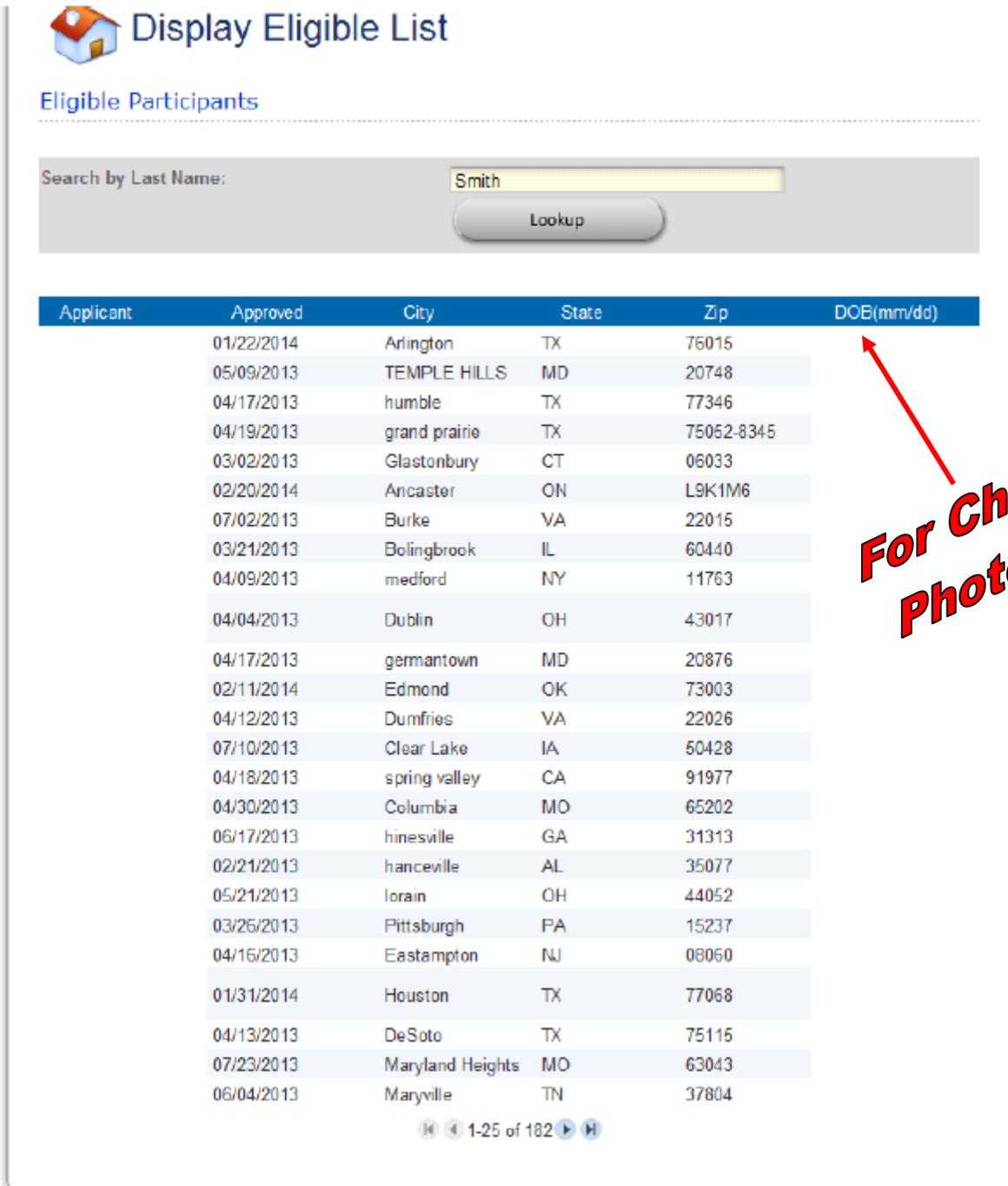
When you log in, you will immediately be directed to the page with your approval card. Above the card, you will see a couple of Tabs. Click on the one that says "Display Eligible".



You will see a page with a search field where you will enter the last name of the coach. [If the search does not return the coach you are looking for, try using an asterisk at the end of the last name (ex: Smith\*).



When you “Lookup” the last name, a list of people with that name will be provided along with information to help identify them (City, State, Zip). The Month and Day of the birthdate is also included for your use when checking the coaches’ IDs to ensure the coach utilizing the approval is the same person the background check was completed on.



**Display Eligible List**

Eligible Participants

Search by Last Name:

Applicant	Approved	City	State	Zip	DOB(mm/dd)
	01/22/2014	Arlington	TX	76015	
	05/09/2013	TEMPLE HILLS	MD	20748	
	04/17/2013	humble	TX	77346	
	04/19/2013	grand prairie	TX	75052-8345	
	03/02/2013	Glastonbury	CT	06033	
	02/20/2014	Ancaster	ON	L9K1M6	
	07/02/2013	Burke	VA	22015	
	03/21/2013	Bolingbrook	IL	60440	
	04/09/2013	medford	NY	11763	
	04/04/2013	Dublin	OH	43017	
	04/17/2013	germantown	MD	20876	
	02/11/2014	Edmond	OK	73003	
	04/12/2013	Dumfries	VA	22026	
	07/10/2013	Clear Lake	IA	50428	
	04/18/2013	spring valley	CA	91977	
	04/30/2013	Columbia	MO	65202	
	06/17/2013	hinesville	GA	31313	
	02/21/2013	hanceville	AL	35077	
	05/21/2013	lorain	OH	44052	
	03/26/2013	Pittsburgh	PA	15237	
	04/16/2013	Eastampton	NJ	08060	
	01/31/2014	Houston	TX	77068	
	04/13/2013	DeSoto	TX	75115	
	07/23/2013	Maryland Heights	MO	63043	
	06/04/2013	Maryville	TN	37804	

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*For Checking Photo IDs*

**IMPORTANT TIP** – Get in a habit of using a wildcard (\*) when searching for names. If the applicant entered a space after their name, or has a suffix (Jr. Sr, III, etc.) as part of their name, their name will not be returned by merely searching for the last name. You will have to search for the name plus a wildcard (EX: name\*) in order for the name to be found.

**MULTIPLE APPROVAL NUMBERS** – With the introduction of the new educational course into the NCAA Participant Approval Process, coaches will be granted two separate approval numbers.

As a condition of certification in 2014, an event operator is only required to verify the coaches' background check approval prior to participation. This requirement applies to both team and individual events/camps.

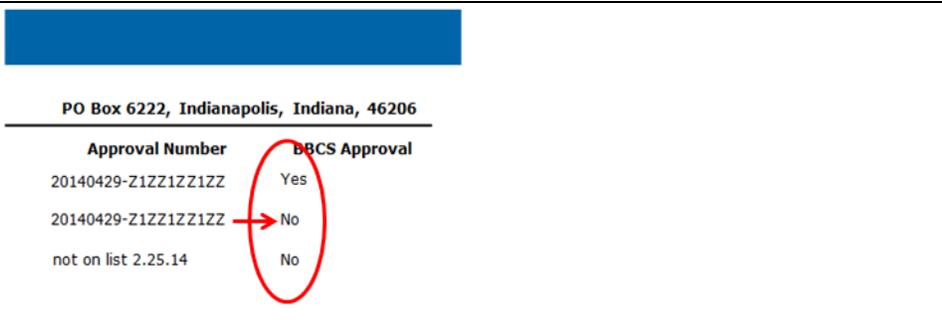
**DO NOT ALLOW A COACH  
TO PARTICIPATE WHO ONLY HAS  
THE EDUCATIONAL COURSE CERTIFICATE APPROVAL NUMBER!**

The NCAA will work to verify coaches so that operators do not have to, but due to procrastination of coaches and volume, all coaches may not be verified prior to your event.

**Approval Verified by NCAA** –The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted an approval by FADV; instead, **the BBCS Approved field is an indication that ECAG has verified the FADV approval of this individual.** The “Approval Number” field can be entered by the coach, but the “Approved?” and “BBCS Approved” fields with the Yes/No indication can only be changed by the NCAA.

- 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.

<b>Online View</b>	<b>Approved?</b>	<b>Approval Number</b>
	Yes	20140429-Z1ZZ1ZZ1ZZ
	No ←	20140429-Z1ZZ1ZZ1ZZ
	No	not on list 2.25.14

<p><b>Print View</b></p>													
<p><b>Export View</b></p>	<table border="1"> <thead> <tr> <th>EMAIL</th> <th>APPROVAL NUM</th> <th>BBCS APPROVED</th> </tr> </thead> <tbody> <tr> <td>ncaa@gmail.com</td> <td>20140429-Z1ZZ1ZZ1ZZ</td> <td>Y</td> </tr> <tr> <td>20140429-Z1ZZ1ZZ1ZZ</td> <td>N</td> <td></td> </tr> <tr> <td>not on list 2.25.14</td> <td>N</td> <td></td> </tr> </tbody> </table>	EMAIL	APPROVAL NUM	BBCS APPROVED	ncaa@gmail.com	20140429-Z1ZZ1ZZ1ZZ	Y	20140429-Z1ZZ1ZZ1ZZ	N		not on list 2.25.14	N	
EMAIL	APPROVAL NUM	BBCS APPROVED											
ncaa@gmail.com	20140429-Z1ZZ1ZZ1ZZ	Y											
20140429-Z1ZZ1ZZ1ZZ	N												
not on list 2.25.14	N												

**BE AWARE –**

1. This is NOT an automated process. An individual could have been approved by FADV and still have an indication of "**NO**" in the BBCS.
2. The coach may have entered a number in the approval number field, but the NCAA has not verified it for accuracy. Make sure to check the Yes/No field.
3. The FADV list of approved operators and coaches **IS automated** and once approved the individuals name will appear on the FADV list immediately. A complete list of approved individuals is accessible by logging in to the FADV web site. See: [Access the Approved Coaches Link](#)

**CAUTION!!!!!!**

The coach's ability to produce an approval e-mail, certificate, approval card OR a receipt is not adequate verification of approval. The fact that the coach has applied for an approval is not enough. **The operator MUST verify that the coach's name is posted on the list of approved coaches or has been verified by NCAA staff.**

Use the following links for assistance:

- [Check Coaches Approval - Individual Events](#)
- [Check Coaches Approval - Team Events](#)

**The coaches' approval requirement is strictly enforced.**  
**Participation of a single unapproved coach will render the event ineligible for certification the following year.**