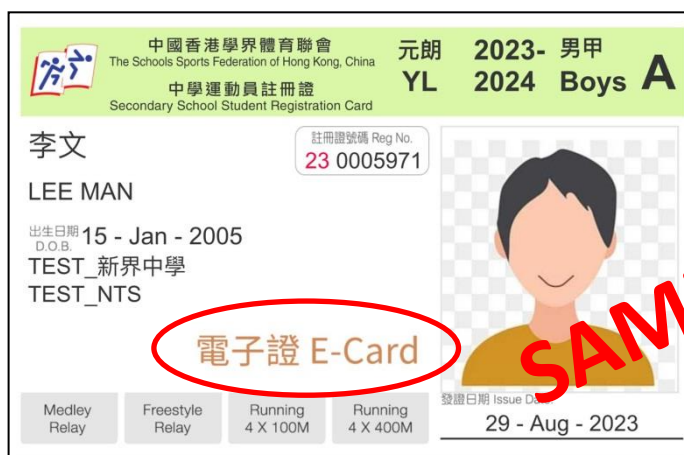


Notes on Using Electronic Registration Card

Only applicable to secondary schools

- 1 Starting from 2023 – 2024 season, schools are allowed to use electronic registration card (e-card) as a form of valid student registration card in all secondary school competitions (e.g. inter-school competitions, All HK competitions and Jing Ying Tournaments) and activities (e.g. selection for Schools Representative Teams).
- 2 School can still choose to present physical student registration card (physical card) for participation in 2023 – 2024 HKSSF competitions and activities.
- 3 E-card and physical card can be used parallelly at the same competition or activity.
- 4 Ensure the “HKSSF” Mobile App is updated to the latest version before using e-card.
- 5 School will receive a collection notice issued by HKSSF once student registrations have been approved. School can then use the e-card immediately and/or send representative to HKSSF office for collection of physical card.
- 6 HKSSF accepts the use of e-card in the following ways:
 - 6.1 Present e-card through Teacher Account in the “HKSSF” Mobile App;
 - 6.2 Present e-card through Electronic Verification Account in the “HKSSF” Mobile App after scanning a QR code (converted by using Teacher Account) ;
 - 6.3 Screenshot of e-card with mark of “電子證 E-Card”.



- 7 Schools have the responsibility to ensure those who use e-card screenshots to properly keep the relevant files to prevent leakage of students’ personal information, and remove any screenshots that are no longer needed.
- 8 Schools are required to settle all registration fees regardless of whether the school decides to collect the physical card or not. Debit note will be issued by HKSSF as appropriate.
- 9 For further information, please refer to “Student Athletes Registration System - User Manual (Version 1.4, P.36 – 48)” or view the tutorial video to be uploaded on HKSSF website later.

Date: 30 August 2023

使用電子註冊證之注意事項

只適用於中學

- 1 由 2023 - 2024 年度起，各中學會員學校可於各項中學賽事（如校際賽、全港賽及精英賽）及活動（如學界代表隊遴選）中使用電子註冊證（電子證）以作核對。
- 2 各會員學校仍可於 2023 - 2024 年度選擇使用實體註冊證（實體證）參加聯會各項賽事及活動。
- 3 校方可於同一賽事或活動中同時使用電子證及實體證，雙軌並行。
- 4 使用電子證前，使用者須確保「HKSSF」流動應用程式已更新至最新版本。
- 5 當聯會向校方發出「領證通知」，則表示有關註冊證已獲批核，校方可即時使用電子證及 / 或親臨聯會辦事處領取實體證。
- 6 聯會接納校方以以下方式使用電子證：
 - 6.1 以「老師帳戶」登入「HKSSF」流動應用程式使用電子證；
 - 6.2 以「電子驗證帳戶」登入「HKSSF」流動應用程式，並匯入 / 掃描二維碼*以獲取電子證（*該二維碼由「老師帳戶」透過流動應用程式轉換而成）；
 - 6.3 附有「電子證 E-Card」標記的電子證截圖。



- 7 校方有責任確保使用電子證截圖之人士妥善保存資料，避免學生個人資料外洩，並定時刪除過時的截圖。
- 8 不論校方決定領取實體證與否，校方仍須繳交相關註冊費用，聯會將適時發出「繳費通知書」，以便校方繳付款項。
- 9 有關操作流程請參閱用戶指南 1.4 版本（第 36 - 48 頁）或於稍後時間觀看聯會上載之教學短片。

日期：2023 年 8 月 30 日