

THE SCHOOLS SPORTS FEDERATION OF HONG KONG, CHINA

STUDENT ATHLETES REGISTRATION SYSTEM (STAR)

USER MANUAL (Version 1.4)

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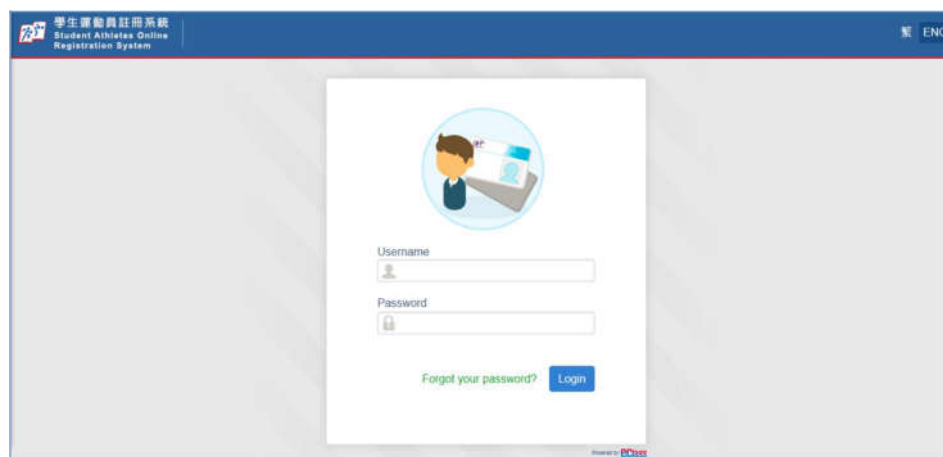
1 Application for Student Athletes Registration

1.1 Teacher Account

1.1.1 Login

1.1.1.1 Access to <https://star.hkssf.org.hk> or <https://218.188.88.174/> .

1.1.1.2 Input Username and Password (Teacher Username end with “ t ”).



1.1.1.3 Enter email address for the 1st login in order to receive system related email.

- ◆ Registered email address will be used for receiving notification from the system and resetting password of related account. Account user can change the email address via the system under “My Account” after login.



Welcome!
Please input your email address for receiving notification
and reset password email from Student Athlete
Registration System.

Email Address


Submit

Powered by **CClass**

1.1.2 Forgot Password

- 1.1.2.1 In login page, press “Forgot your password”.
- 1.1.2.2 Input registered email address and press “Submit”.
- 1.1.2.3 Open the password reset email, and click the link to reset password.
- 1.1.2.4 Reset new password and press “Submit” to login the system.

[Back](#)



Forgot your password?

Please input your registered email address and click "Submit" to receive an email for resetting your password.

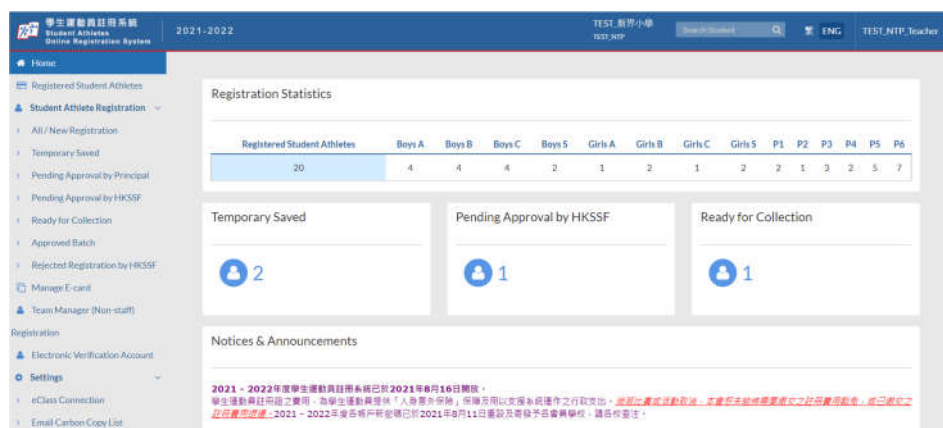
Registered Email Address

[Submit](#)

Powered by **ECClass**

1.1.3 Create Batch

- 1.1.3.1 Main page shows once Login to the system.



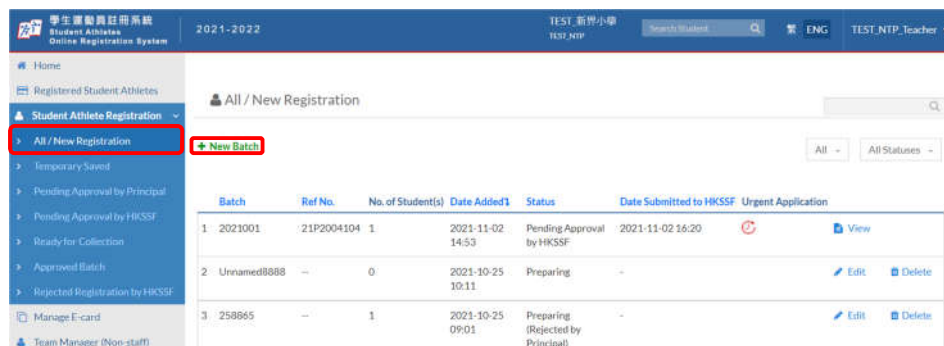
The screenshot shows the main interface of the Student Athlete Registration System. The top navigation bar includes the system name, the year 2021-2022, and user information (TEST_新界小學, 1027_NTP). The left sidebar contains a menu with options like 'Filter', 'Registered Student Athletes', 'Student Athlete Registration', 'All / New Registration', 'Temporary Saved', 'Pending Approval by Principal', 'Pending Approval by HKSSF', 'Ready for Collection', 'Approved Batch', 'Rejected Registration by HKSSF', 'Manage E-card', and 'Team Manager (Non-staff)'. The main content area displays 'Registration Statistics' with a table showing counts for various categories. Below this are three summary cards: 'Temporary Saved' (2), 'Pending Approval by HKSSF' (1), and 'Ready for Collection' (1). At the bottom, there is a 'Notices & Announcements' section with a notice about the 2021-2022 registration system.

Registered Student Athletes	Boys A	Boys B	Boys C	Boys S	Girls A	Girls B	Girls C	Girls S	P1	P2	P3	P4	P5	P6
20	4	4	4	2	1	2	1	2	2	1	3	2	5	7

- 1.1.3.2 Press “All / New Registration” under the main menu.



1.1.3.3 Press “New Batch”.



Student Athlete Registration System

2021-2022

TEST 新界小學
TEST_NTP

Search Student

ENG

TEST_NTP_Teacher

Home

Registered Student Athletes

Student Athlete Registration

All / New Registration

New Batch

Temporary Saved

Pending Approval by Principal

Pending Approval by HKSSF

Ready for Collection

Approved Batch

Rejected Registration by HKSSF

Manage E-card

Team Manager (Non-staff)

All / New Registration

Batch Ref No. No. of Student(s) Date Added¹ Status Date Submitted to HKSSF Urgent Application

1	2021001	21P2004104	1	2021-11-02 14:53	Pending Approval by HKSSF	2021-11-02 16:20	<input checked="" type="checkbox"/>	View
2	Unnamed8888	—	0	2021-10-25 10:11	Preparing	—	<input type="checkbox"/>	Edit Delete
3	25865	—	1	2021-10-25 09:01	Preparing (Rejected by Principal)	—	<input type="checkbox"/>	Edit Delete

1.1.3.4 Name the Batch with a unique name. If the batch is “Urgent Application”, please tick the checkbox highlighted in blue.



Student Athlete Registration System

2021-2022

TEST 新界小學
TEST_NTP

Search Student

ENG

TEST_NTP_Teacher

Home

Registered Student Athletes

Student Athlete Registration

All / New Registration

Temporary Saved

Pending Approval by Principal

Pending Approval by HKSSF

Ready for Collection

Approved Batch

Student Athlete Registration - 2021002

Status: Preparing

Last Modified: 2021-11-03 10:03

Maximum Batch Size: 40

Urgent Application ☒ \$40 / card

1.1.4 Add Student to Batch (Method 1: New Student)

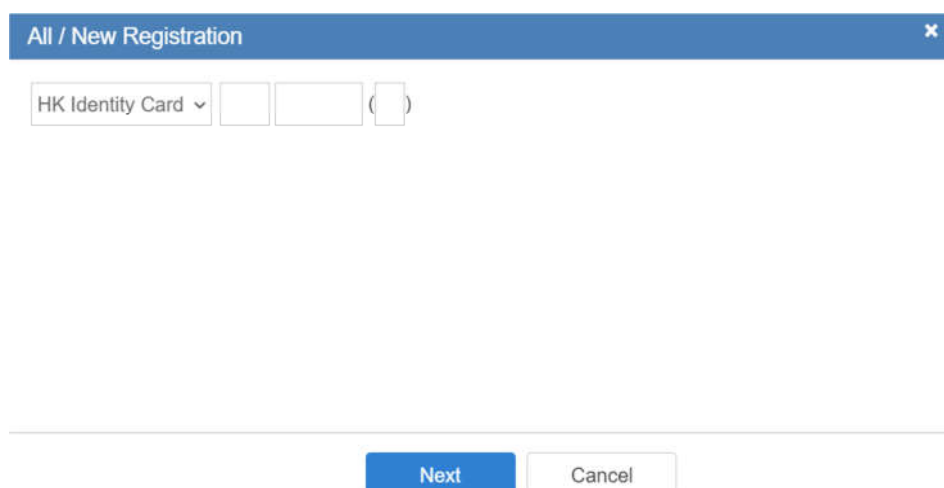
1.1.4.1 Press “New Student” under the batch created.



+ New Student

1.1.4.2 Select Identity Document Type and input Identity Document number.

- ◆ “Hong Kong Birth Cert” only available to Primary School.
- ◆ If “Travel Document” being selected, “Valid Date” is mandatory and must be on or later than the date of registration.



All / New Registration

HK Identity Card

Next

Cancel

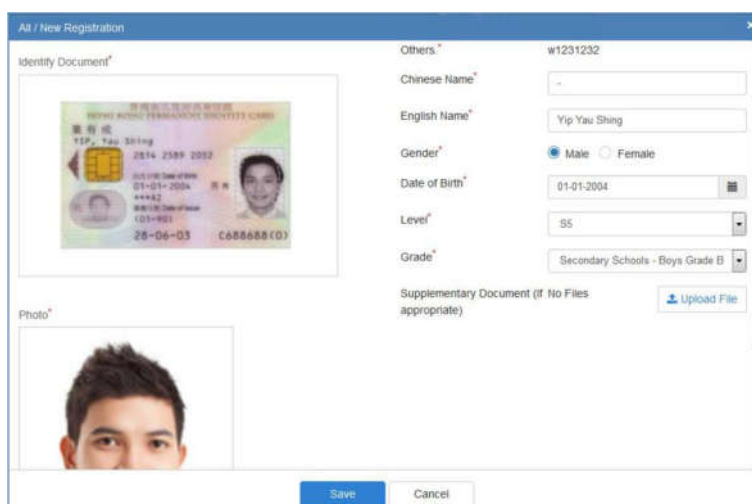
1.1.4.3 Upload Identity Document (PIC / PDF format).

Category	Min. Image Size	File Size
Identity Card	715 x 454 pixel	150kb to 2mb
Hong Kong Birth Cert. (Pri. school only) or Other Document	800 x 462 pixel	150kb to 2mb



1.1.4.4 Fill in Student Personal Information and Upload Student Photo. (Photo Format: JPG or PNG; Min. Image Size: 412 x 459 pixel; File Size: 150kb to 2mb).

- ◆ “Chinese Name” is mandatory, if it is not applicable, please input a dash (-).
- ◆ Some Chinese characters may not be supported in the system, please enter an underscore (_) instead.
- ◆ In the case of Simplified Chinese name listed on the identification document, please enter Simplified Chinese characters in the system.



Identify Document*

Others* w1231232

Chinese Name* -

English Name* Yip Yau Shing

Gender* ☒ Male ☐ Female

Date of Birth* 01-01-2004

Level* SS

Grade* Secondary Schools - Boys Grade B

Supplementary Document (if No Files appropriate) [Upload File](#)

Photo*

[Save](#) [Cancel](#)

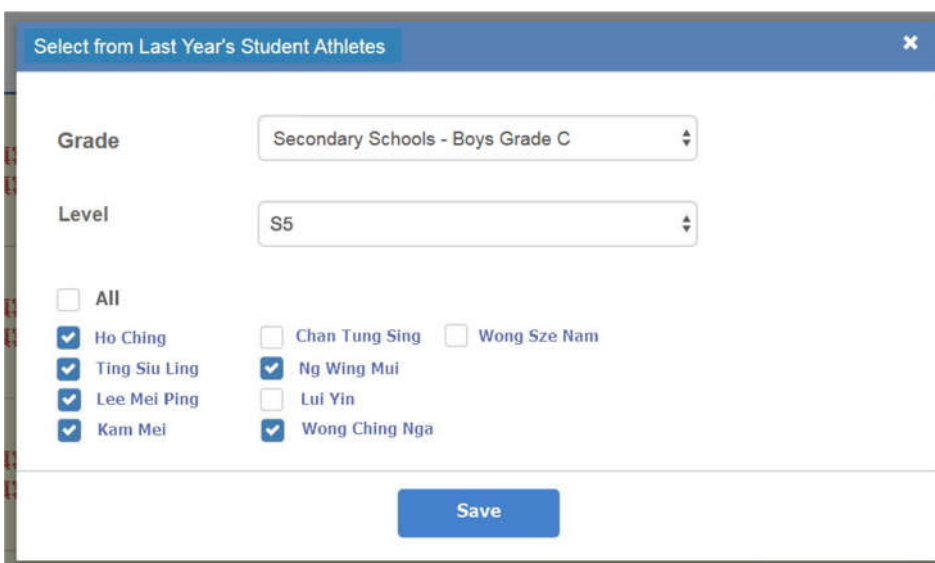
1.1.4.5 Press “Save” when finished.

1.1.5 Add Student to Batch (Method 2: Select from Last Year's Student Athletes)

1.1.5.1 Press "Select from Last Year's Student Athletes" under batch created.



1.1.5.2 Select Grade and / or Level, and select student and then press "Save".



Select from Last Year's Student Athletes

Grade: Secondary Schools - Boys Grade C

Level: S5

☐ All

<input checked="" type="checkbox"/> Ho Ching	<input type="checkbox"/> Chan Tung Sing	<input type="checkbox"/> Wong Sze Nam
<input checked="" type="checkbox"/> Ting Siu Ling	<input checked="" type="checkbox"/> Ng Wing Mui	
<input checked="" type="checkbox"/> Lee Mei Ping	<input type="checkbox"/> Lui Yin	
<input checked="" type="checkbox"/> Kam Mei	<input checked="" type="checkbox"/> Wong Ching Nga	

Save

1.1.5.3 The system will request teacher in-charge to upload a new photo should the same photo has been used consecutively for the past two seasons.

1.1.6 Add Student to Batch (Method 3 : Select from eClass)

1.1.6.1 In order to use this function, please set up the connection between eClass and HKSSF student athletes registration system first. ***This setting requires ONCE only, starting from 2nd try, please go to 1.1.6.4 directly.**

- 1.1.6.2 Access to eClass Admin Console under own School, login and select the “Connection Setting of The Schools Sports Federation of Hong Kong, China Student Athletes Registration System”.

Select “Yes” next to “Open for use” and copy the Access Token.



System Admin

- Email Settings
- Change Password
- System Security
- System Helpers
- eClass Update
- eClass Backup

System Settings

- Basic Settings
- School Settings

Function Settings

- Student Profile Settings
- iMail Settings
- Resources Booking Settings

System Integration

- WebSAMS Integration
- eClass API Settings
- Connection Setting of The Schools Sports Federation of Hong Kong, China Student Athletes Registration System**

Connection Setting of The Schools Sports Federation of Hong Kong, China Student Athletes Registration System

eClass

Open for use: ☒ Yes ☐ No

Access Token: ZfQOKFZdYung0nq6

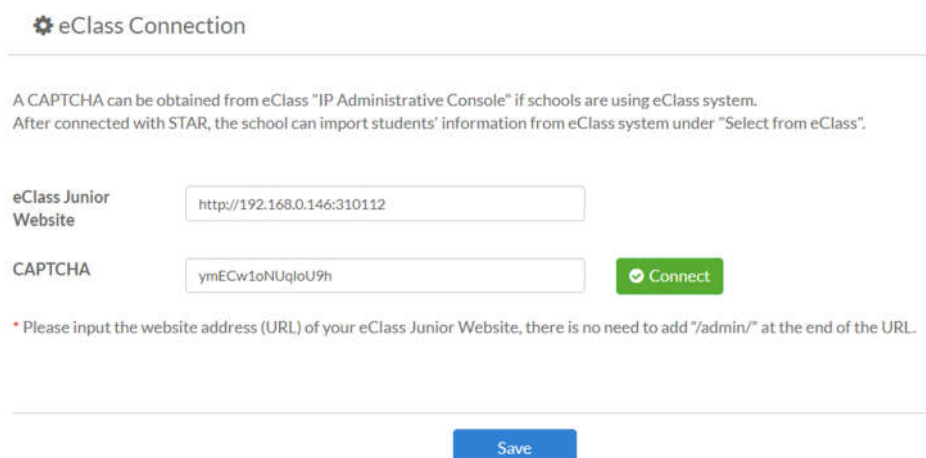
Existing token will be expired after generation, HKSSF will not be able to connect to eClass unless token has been updated as well.


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- 1.1.6.3 Back to HKSSF Student Athletes Registration System, Select “eClass Connection” under Main Menu.

Input “eClass Integrated Platform” and “CAPTCHA”,

Press “Connect” and then “Save”.



 eClass Connection

A CAPTCHA can be obtained from eClass “IP Administrative Console” if schools are using eClass system. After connected with STAR, the school can import students’ information from eClass system under “Select from eClass”.

eClass Junior Website

CAPTCHA

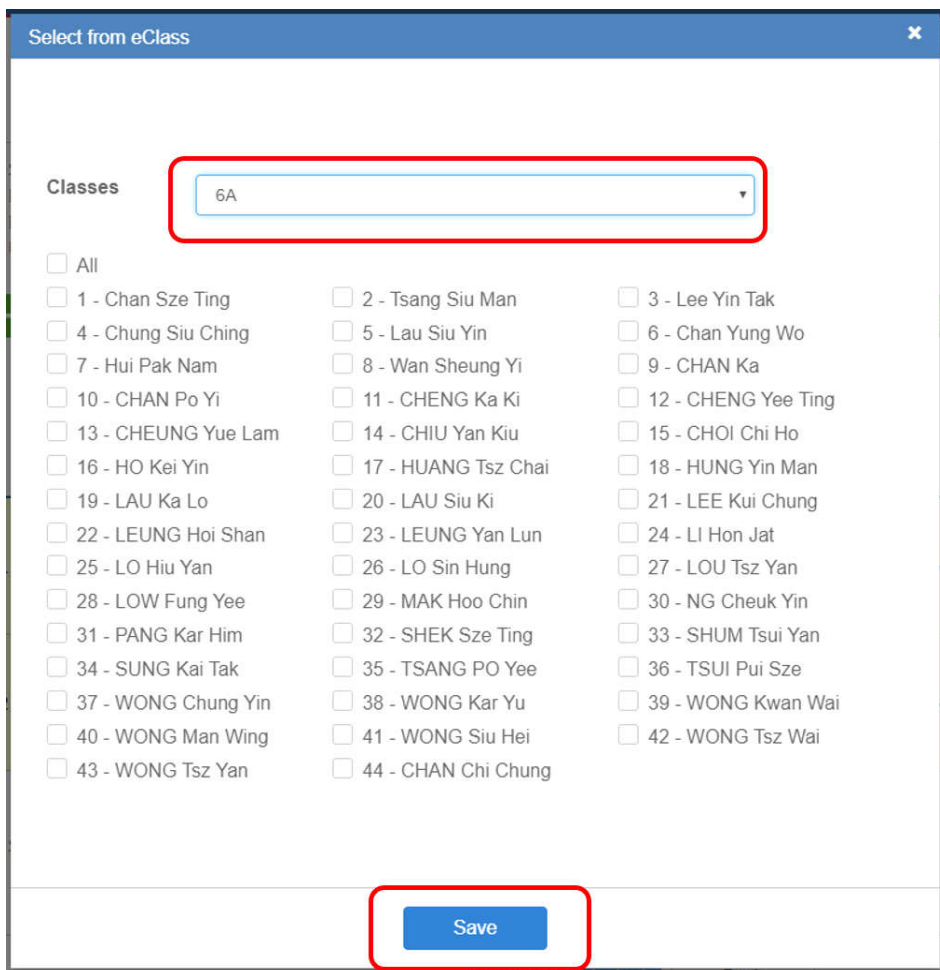
* Please input the website address (URL) of your eClass Junior Website, there is no need to add “/admin/” at the end of the URL.

- ◆ If you cannot find “Connection Setting of The Schools Sports Federation of Hong Kong, China Student Athletes Registration System” under eClass Admin Console, please update eClass into the latest version (eClass under Admin Console > eClass update).
- ◆ If your school is using eClass Cloud service, please contact eClass through hotline 3913 3122 or email to support@broadlearning.com.

1.1.6.4 Press “Select from eClass” under Batch.



1.1.6.5 Select Level and Student.



Select from eClass

Classes

6A

☐ All

<input type="checkbox"/> 1 - Chan Sze Ting	<input type="checkbox"/> 2 - Tsang Siu Man	<input type="checkbox"/> 3 - Lee Yin Tak
<input type="checkbox"/> 4 - Chung Siu Ching	<input type="checkbox"/> 5 - Lau Siu Yin	<input type="checkbox"/> 6 - Chan Yung Wo
<input type="checkbox"/> 7 - Hui Pak Nam	<input type="checkbox"/> 8 - Wan Sheung Yi	<input type="checkbox"/> 9 - CHAN Ka
<input type="checkbox"/> 10 - CHAN Po Yi	<input type="checkbox"/> 11 - CHENG Ka Ki	<input type="checkbox"/> 12 - CHENG Yee Ting
<input type="checkbox"/> 13 - CHEUNG Yue Lam	<input type="checkbox"/> 14 - CHIU Yan Kiu	<input type="checkbox"/> 15 - CHOI Chi Ho
<input type="checkbox"/> 16 - HO Kei Yin	<input type="checkbox"/> 17 - HUANG Tsz Chai	<input type="checkbox"/> 18 - HUNG Yin Man
<input type="checkbox"/> 19 - LAU Ka Lo	<input type="checkbox"/> 20 - LAU Siu Ki	<input type="checkbox"/> 21 - LEE Kui Chung
<input type="checkbox"/> 22 - LEUNG Hoi Shan	<input type="checkbox"/> 23 - LEUNG Yan Lun	<input type="checkbox"/> 24 - LI Hon Jat
<input type="checkbox"/> 25 - LO Hiu Yan	<input type="checkbox"/> 26 - LO Sin Hung	<input type="checkbox"/> 27 - LOU Tsz Yan
<input type="checkbox"/> 28 - LOW Fung Yee	<input type="checkbox"/> 29 - MAK Hoo Chin	<input type="checkbox"/> 30 - NG Cheuk Yin
<input type="checkbox"/> 31 - PANG Kar Him	<input type="checkbox"/> 32 - SHEK Sze Ting	<input type="checkbox"/> 33 - SHUM Tsui Yan
<input type="checkbox"/> 34 - SUNG Kai Tak	<input type="checkbox"/> 35 - TSANG PO Yee	<input type="checkbox"/> 36 - TSUI Pui Sze
<input type="checkbox"/> 37 - WONG Chung Yin	<input type="checkbox"/> 38 - WONG Kar Yu	<input type="checkbox"/> 39 - WONG Kwan Wai
<input type="checkbox"/> 40 - WONG Man Wing	<input type="checkbox"/> 41 - WONG Siu Hei	<input type="checkbox"/> 42 - WONG Tsz Wai
<input type="checkbox"/> 43 - WONG Tsz Yan	<input type="checkbox"/> 44 - CHAN Chi Chung	

Save

- 1.1.6.6 If missed item found, the system will highlight in red for notification. Please press “Edit” to edit before submission.

Student Athlete Registration - 2021002

Status: Preparing
Last Modified: 2021-11-03 10:03
Maximum Batch Size: 40
Urgent Application: ☒ \$40 / card

+ New Student | Select from Last Year's Student Athletes | Select from eClass | Import | Select from Temporary Saved

All Registration

1 Please fill in Chinese Name
Please fill in English Name

11-06-2012
2323
Please fill in Grade
Please fill in Level

Move to | Edit | Delete

1.1.7 Add Student to Batch (Method 4: Import)

- 1.1.7.1 Press “Import” under batch created.



- 1.1.7.2 Download the template.

Import

Data File: No File Attached [Upload File](#)

Remarks

- Only ZIP file can be uploaded, please select folder of "identities", "photos", "supportDocs" and Sample.xls only when compressing a ZIP file.
- All personal information of student(s) needs to be inputted in Sample.xls. Photo, identity document and others supplementary document must be named as the number of identity document of student (e.g.: A123456(7)) and such documents must be saved in designated folder. Photo needs to be saved in a folder named as "photos", identity document needs to be saved in a folder named as "identities", supplementary document needs to be saved in a folder named as "supportDocs". (Remarks: The Excel file must be named as "Sample" and please do not change the folder name.)
- Each batch can save up to 40 students (including personal information, photo and identity document) (There is no limit for uploading to "Temporary Saved")
- If uploading with photo and / or identity document, the number of files uploaded should not exceed the number of students inputted in Sample.xls as mentioned in Point 3.
- Image Requirement.
 - Photo
Image size: 412 X 459 pixel; File size: from 150kb to 2Mb; File format: JPG or PNG.
 - Identity Document
HK Identity Document – Minimum image size: 715 X 454 pixel; File size: from 150kb to 2Mb; File format: JPG, PNG or PDF.
HK Birth Certificate or other document – Minimum image size: 800 X 462 pixel; File size: from 150kb to 2Mb; File format: JPG · PNG or PDF.
 - Supplementary Document
Maximum file size: 2Mb; File format: JPG, PNG or PDF.
- If the above requirements cannot be fulfilled, the ZIP file will not be uploaded to the system.

Template [Download Template](#)

Next Cancel

1.1.7.3 Please prepare the following documents.

A) EXCEL File

Name the file as “Sample”. Please fill in “Identity Type”, “Identity Number”, “Travel Document Valid Date”, “Chinese Name”, “English Name”, “Gender”, “Date of Birth”, “Level” & “Grade” and keep the document of 1st and 2nd row.

A	B	C	D	E	F	G	H	I
Identity Type*	Identity Number*	Travel Document Valid Date(DD-MM-YYYY)*	Chinese Name*	English Name*	Gender*	Date of Birth(DD-MM-YYYY)*	Level*	Grade*
1	A123456(3)	DD-MM-YYYY: 01-01-2030			Male: M	DD-MM-YYYY: 01-01-2003	S1: S1	Secondary Schools - Boys Grade
2	T123456(2)				Female: F		S2: S2	Secondary Schools - Boys Grade
3							S3: S3	Secondary Schools - Boys Grade
4							S4: S4	Secondary Schools - Girls Grade
5							S5: S5	Secondary Schools - Girls Grade
6							S6: S6	Secondary Schools - Girls Grade

B) Identity Document

Please name the Identity Document as Identity Number (e.g.: A123456(7).jpg) and put under “Identities” folder.



C) Student Photo

Please name the Student Photo as Identity Number (e.g.: A123456(7).jpg) and put under “Photo” folder.

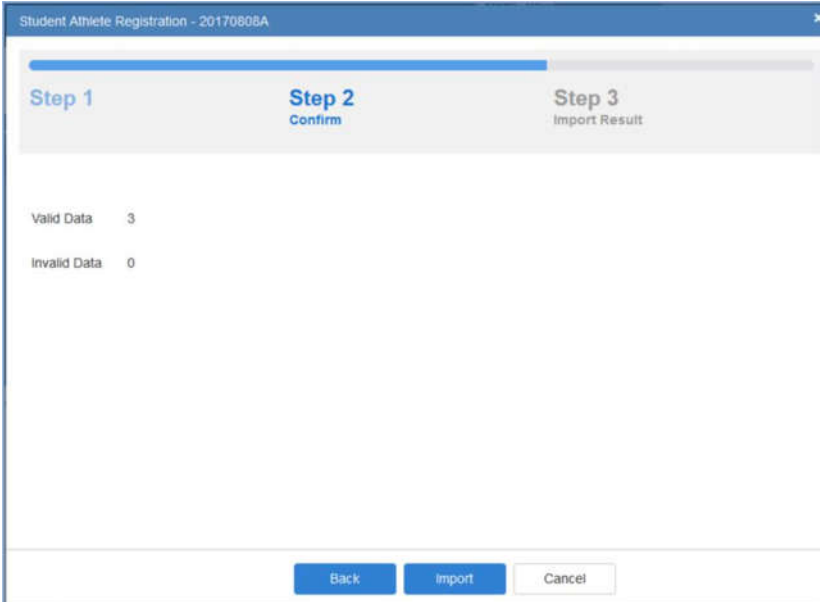


D) Supporting Document

For other documents, please also name as Identity Number (e.g.: A123456(7).jpg) and put under “supportDocs” folder.

E) Please select folder of “identities”, “photos”, “supportDocs” and Sample.xls only when compressing a ZIP file. File name can be renamed by School.

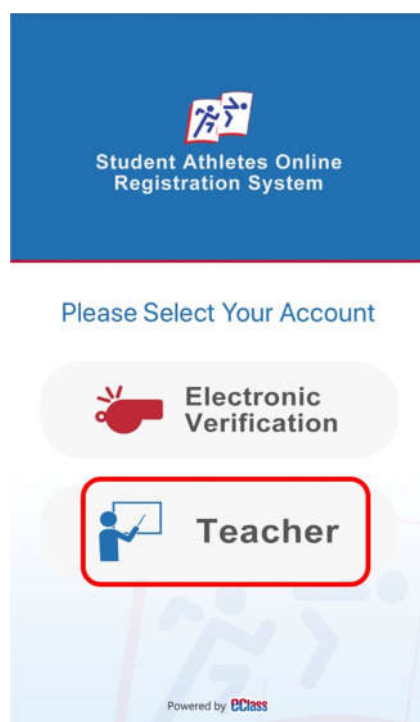
- F) If Teacher wants to use the “HKSSF” App to upload / capture photo or identity document. Please compress the Sample.xls into a zip file only and upload to “Temporary Saved”.
- 1.1.7.4 Press “Upload File” and select the zip file ([1.1.7.3E](#)). Press “Import” for confirmation.



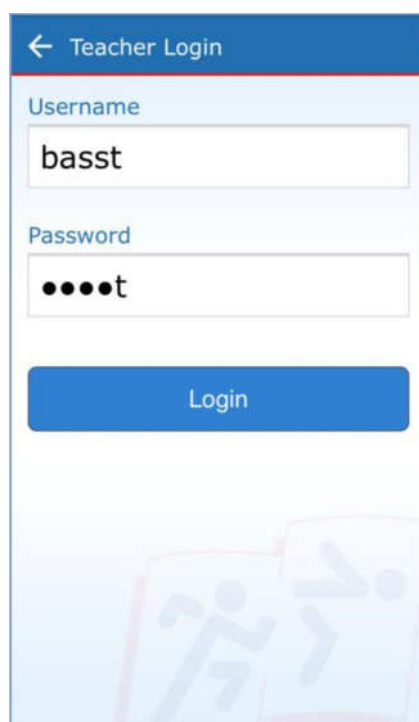
1.1.8 Supplement Student Information with App

(Not available for submission to the Federation)

- 1.1.8.1 Install “HKSSF” App on [Apple App Store](#) or [Google Play Store](#).
- 1.1.8.2 Select “Teacher” after opening the App.

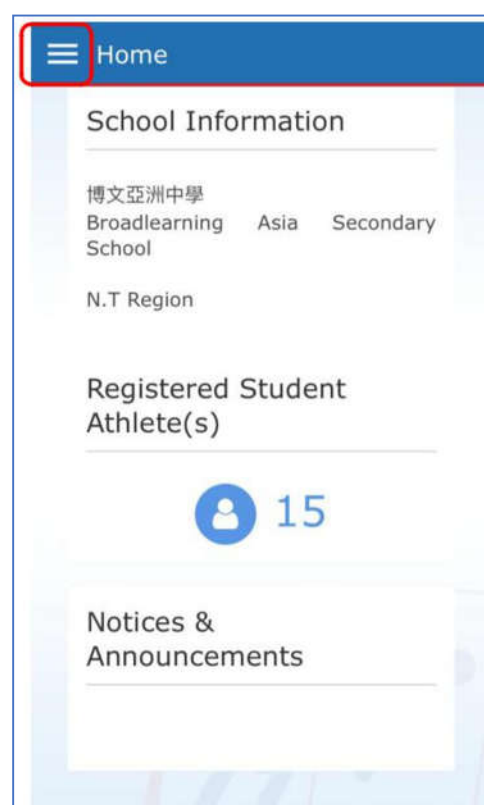


1.1.8.3 Login with Teacher account as web platform.



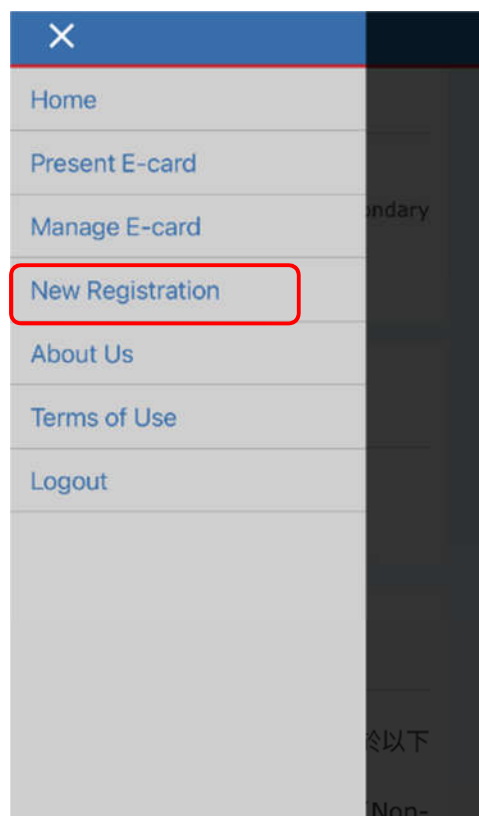
The screenshot shows a mobile application interface for 'Teacher Login'. At the top, there is a blue header bar with a back arrow and the text 'Teacher Login'. Below the header, there are two input fields: 'Username' with the text 'basst' and 'Password' with masked characters '••••t'. A blue 'Login' button is positioned below the password field. The background of the screen features a faint illustration of two stylized figures running.

1.1.8.4 Press “Menu”.

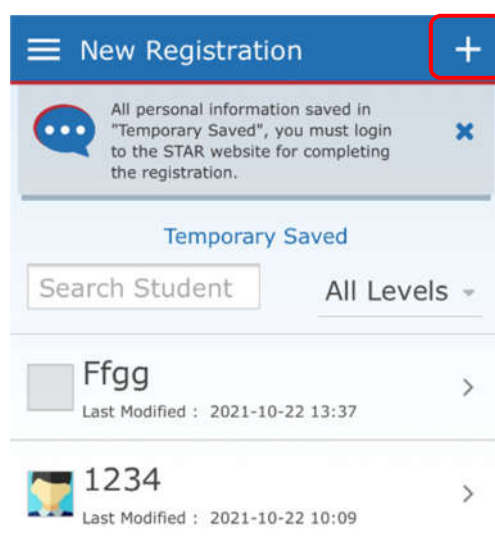


The screenshot displays the 'Home' screen of the application. A blue header bar at the top contains a menu icon (three horizontal lines) and the word 'Home'. The menu icon is highlighted with a red square. Below the header, the screen is divided into several sections: 'School Information' with details for '博文亞洲中學' (Broadlearning Asia Secondary School) in the 'N.T Region'; 'Registered Student Athlete(s)' with a count of '15' next to a person icon; and 'Notices & Announcements' at the bottom. The background shows a faint illustration of people running.

1.1.8.5 Press “New Registration”.



1.1.8.6 Press “+” on the top right-hand corner.



1.1.8.7 Same operation as web platform, fill in student personal information.

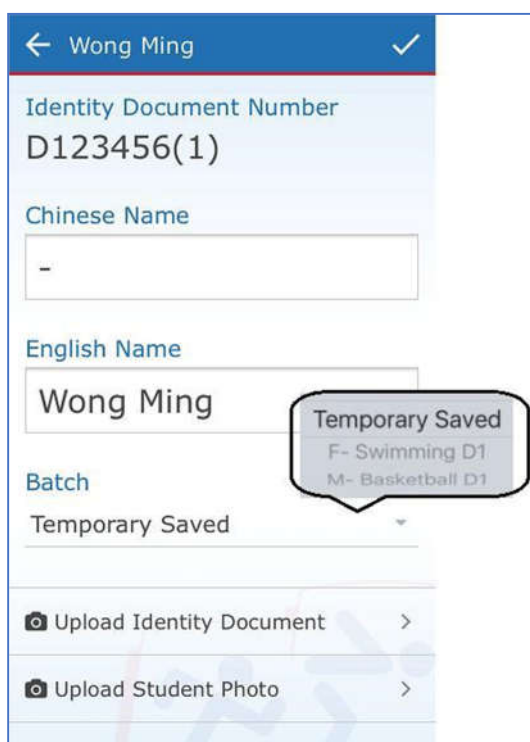


← All / New Registration ✓

HK Identity Card ▾

()

1.1.8.8 Fill in the information and select batch created.



← Wong Ming ✓

Identity Document Number
D123456(1)

Chinese Name

English Name

Batch
Temporary Saved ▾

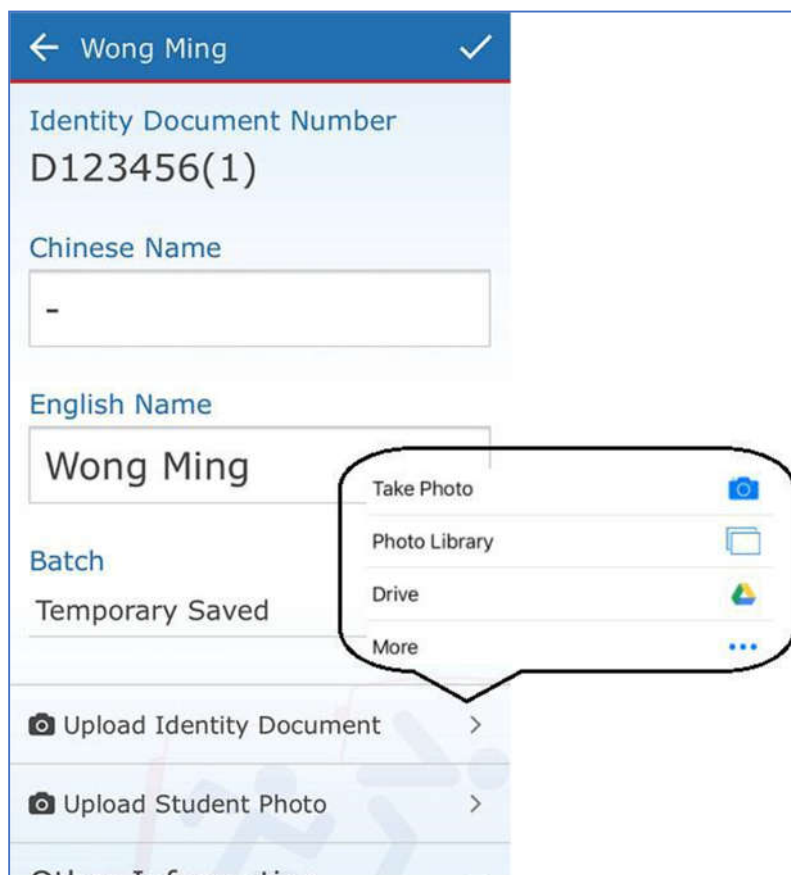
Temporary Saved

Upload Identity Document >

Upload Student Photo >

Temporary Saved
F- Swimming D1
M- Basketball D1

- 1.1.8.9 Upload Identity Document and Photo. (Requirements of Identity Document, please refer to [1.1.4.3](#); requirements of Photo, please refer to [1.1.4.4](#))



← Wong Ming ✓

Identity Document Number
D123456(1)

Chinese Name
-

English Name
Wong Ming

Batch
Temporary Saved

Take Photo


Photo Library

Drive

More

Upload Identity Document >

Upload Student Photo >

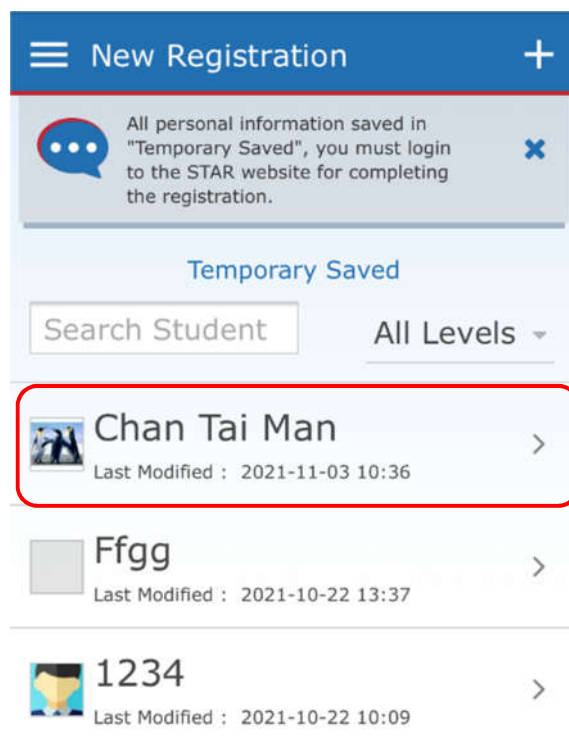
- 1.1.8.10 Press  when finished.
- 1.1.8.11 System will show Initial Registration Completed, Teacher please back to web platform to submit to the principal for approval.

Initial Registration

All personal information saved in "Temporary Saved", you must login to the STAR website for completing the registration.

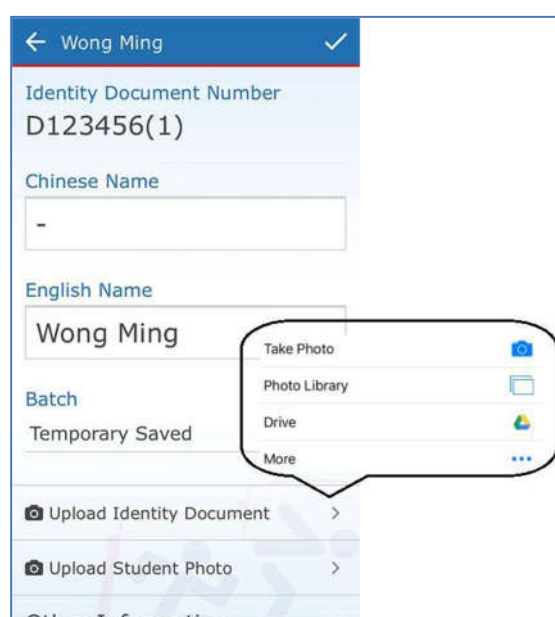
OK

- 1.1.8.12 If Student information has already uploaded to web platform under “Temporary Saved” (Step [1.1.7.3F](#)), when Teacher press “New Registration”, Those information will be shown here directly.



- 1.1.8.13 Teacher can press “Student Name” to supplement or edit information and photo.

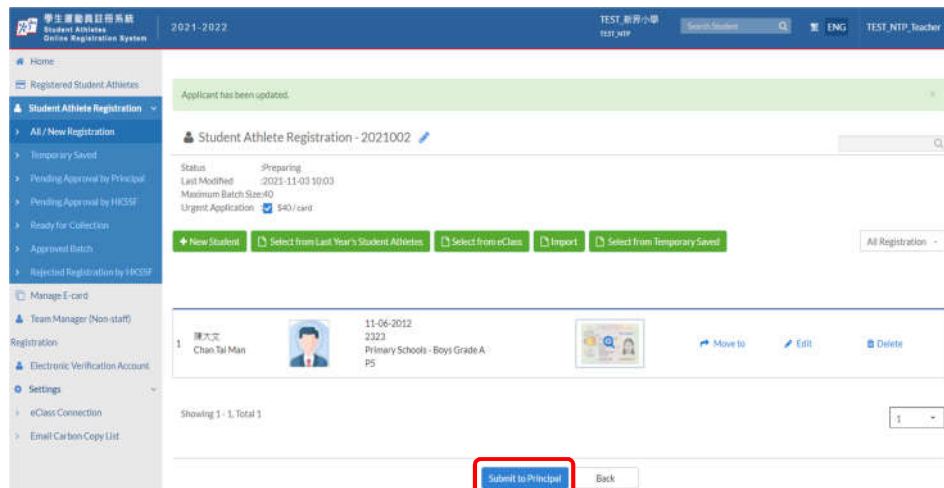
(Requirements of Identity Document, please refer to [1.1.4.3](#); requirements of Photo, please refer to [1.1.4.4](#))



1.1.8.14 Please complete Step [1.1.8.10](#) and [1.1.8.11](#).

1.1.9 Submit to Principal

1.1.9.1 If the batch is well prepared, please press “Submit to Principal”.

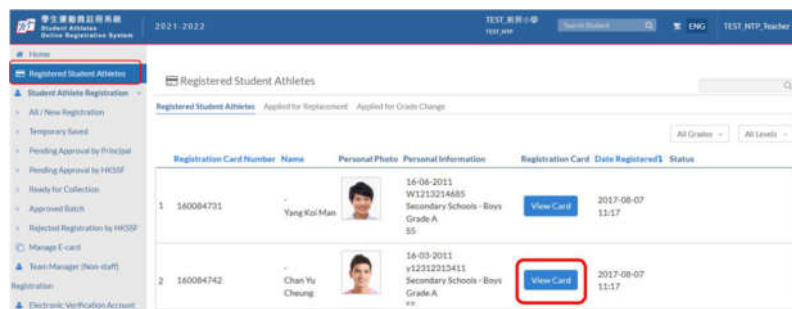


The screenshot shows the 'Student Athlete Registration - 2021002' page. The 'Submit to Principal' button is highlighted with a red rectangle. The interface includes a sidebar menu, a top navigation bar, and a main content area with a list of registered student athletes.

“Pending Approval by Principal”:	Show the batch waiting for the approval of the principal.
“Pending Approved by HKSSF”:	Shows the batch that the principal has approved and is awaiting for HKSSF approval.
“Ready for Collection”:	Shows HKSSF has been approved and waited for the school to collect the batch of registration card.

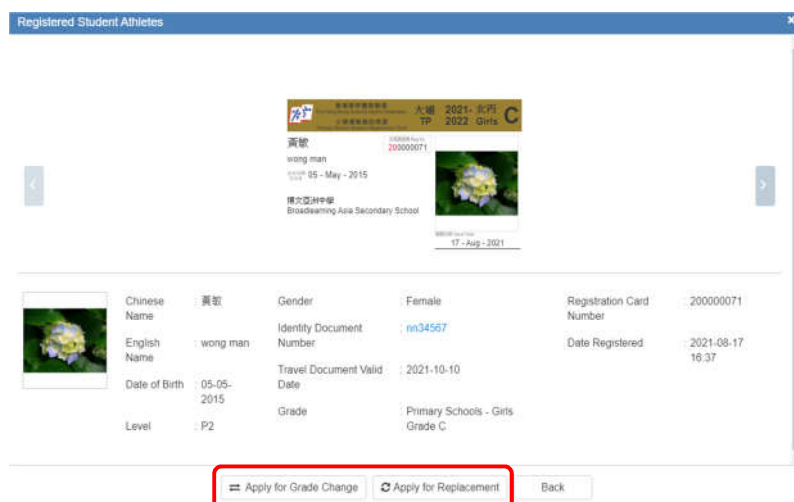
1.1.10 Application for Replacement / Change of Grade

1.1.10.1 Press “Registered Student Athletes” under the Main Menu, Press “View Card”.



The screenshot shows the 'Registered Student Athletes' page. The 'View Card' button for the first student (Yang Kai Man) is highlighted with a red rectangle. The page displays a table of registered student athletes with columns for Registration Card Number, Name, Personal Photo, Personal Information, Registration Card, Date Registered, and Status.

1.1.10.2 Select necessary action.



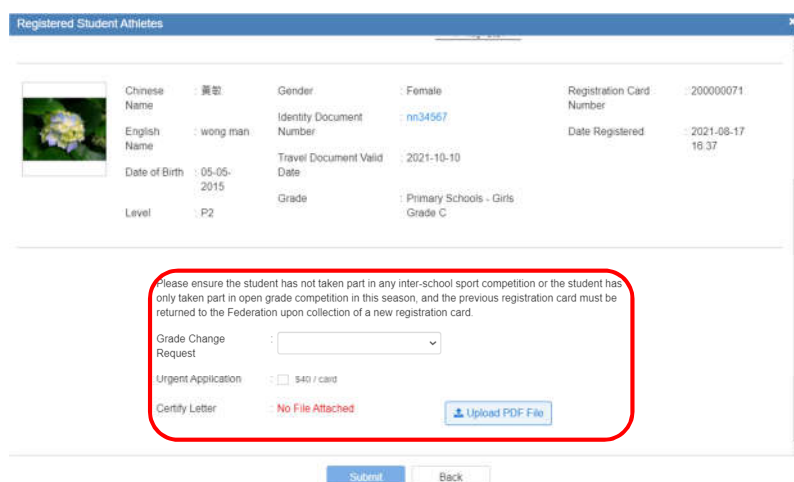
Registered Student Athletes

2021-10-25 TP 2022 Girls C

黃敏
wong man
200000071
05-May-2015
博克亞洲中學
Broadlearning Asia Secondary School

Chinese Name : 黃敏 Gender : Female Registration Card Number : 200000071
English Name : wong man Identity Document Number : nm34567 Date Registered : 2021-08-17 16:37
Date of Birth : 05-05-2015 Travel Document Valid Date : 2021-10-10
Level : P2 Grade : Primary Schools - Girls Grade C

1.1.10.3	Apply for Grade Change:	Please choose the Grade should be changed and upload Certify Letter in PDF format.
	Apply for Replacement:	Please upload Certify Letter in PDF format.



Registered Student Athletes

Chinese Name : 黃敏 Gender : Female Registration Card Number : 200000071
English Name : wong man Identity Document Number : nm34567 Date Registered : 2021-08-17 16:37
Date of Birth : 05-05-2015 Travel Document Valid Date : 2021-10-10
Level : P2 Grade : Primary Schools - Girls Grade C

Please ensure the student has not taken part in any inter-school sport competition or the student has only taken part in open grade competition in this season, and the previous registration card must be returned to the Federation upon collection of a new registration card.

Grade Change Request :

Urgent Application : ☐ \$40 / card

Certify Letter : No File Attached

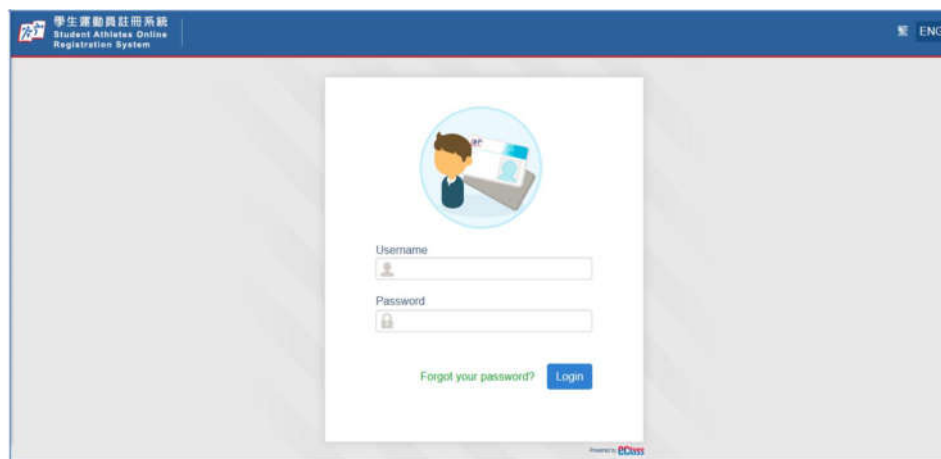
1.1.10.4 Press "Submit".

1.2 Principal Account

1.2.1 Login

1.2.1.1 Access to <https://star.hkssf.org.hk> or <https://218.188.88.174/>.

1.2.1.2 Input Username and Password (Principal Username end with “p”).



1.2.1.3 Enter email address for the 1st login in order to receive system related email.

- ◆ Registered email address will be used for receiving notification from the system and resetting password of related account. Account user can change the email address via the system under “My Account” after login.



Welcome!

Please input your email address for receiving notification and reset password email from Student Athlete Registration System.

Email Address

Submit

Powered by **ECClass**

1.2.2 Forgot Password

- 1.2.2.1 In login page, press “Forgot your password”.
- 1.2.2.2 Input registered email address and press “Submit”.
- 1.2.2.3 Open the password reset email, and click the link to reset password.
- 1.2.2.4 Reset new password and press “Submit” to login the system.

[Back](#)



Forgot your password?

Please input your registered email address and click "Submit" to receive an email for resetting your password.

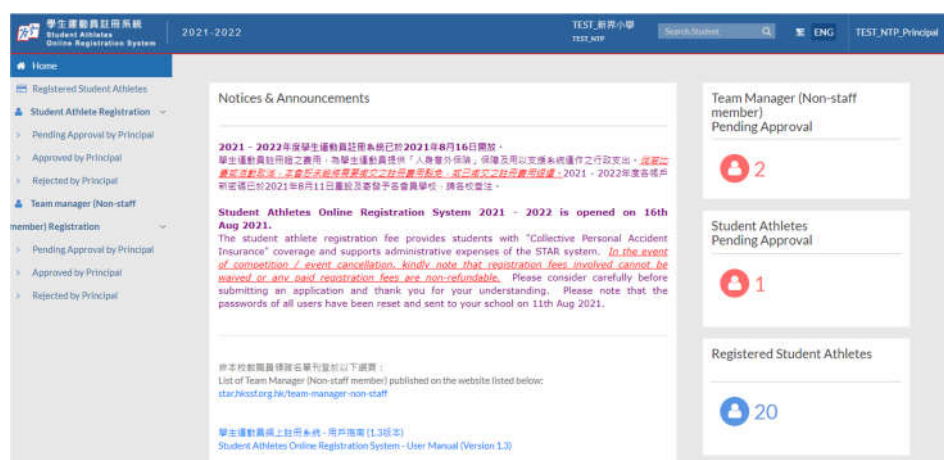
Registered Email Address

Submit

Powered by **ECClass**

1.2.3 Application Approval

- 1.2.3.1 Main page shows once Login to the system.



學生運動員註冊系統
Student Athletes Online Registration System

2021-2022

TEST_新界小學
TEST_APP

Search Student

ENG

TEST_NTP_Principal

Home

- Registered Student Athletes
- Student Athlete Registration
 - Pending Approval by Principal
 - Approved by Principal
 - Rejected by Principal
- Team manager (Non-staff member) Registration
 - Pending Approval by Principal
 - Approved by Principal
 - Rejected by Principal

Notices & Announcements

2021 - 2022 年度學生運動員註冊系統已於2021年8月16日開始。
學生運動員註冊費之費用，為學生運動員提供「人壽意外保險」保障及用以支付系統運作之行政支出。**此筆之費用不可退還，亦會按系統使用費之比例撥予學校，或已提交之註冊費亦會退還。**2021 - 2022 年度各帳戶新密碼已於2021年8月11日重設及寄發予各會員學校，請各校留意。

Student Athletes Online Registration System 2021 - 2022 is opened on 16th Aug 2021.
The student athlete registration fee provides students with "Collective Personal Accident Insurance" coverage and supports administrative expenses of the STAR system. **In the event of competition / event cancellation, kindly note that registration fees involved cannot be waived or any paid registration fees are non-refundable.** Please consider carefully before submitting an application and thank you for your understanding. Please note that the passwords of all users have been reset and sent to your school on 11th Aug 2021.

詳本校園體育發展名單刊登於以下網頁：
List of Team Manager (Non-staff member) published on the website listed below:
star.hkssf.org.hk/team-manager-non-staff

學生運動員網上註冊系統 - 用戶指南 (1.3版本)
Student Athletes Online Registration System - User Manual (Version 1.3)

Team Manager (Non-staff member)
Pending Approval
2


Student Athletes
Pending Approval
1

Registered Student Athletes
20

1.2.3.2 Press “Pending Approval by Principal” under “Student Athlete Registration”.

> Pending Approval by Principal

1.2.3.3 Press “Approve”





Batch	No. of Student(s)	Date Submitted to Principal	Status	Urgent Application	
1	20170808-A	1	2017-08-08 17:50	Pending	

1.2.3.4 Press “Approve” / “Reject”.

Pending Approval by Principal - 2021002


Status: Pending Approval by Principal
Urgent Application: ☒ \$40 / card

Drafted records: Approved - 0 | Rejected - 0 | Pending - 1

					
1	陳太文 Chan Tai Man		11-06-2012 2323 Primary Schools - Boys Grade A P5		<input type="checkbox"/>


Showing 1 - 1, Total 1

Submit to the Federation Back

Powered by 

1.2.3.5 Principal can check the details by single click the magnifier.

Pending Approval by Principal



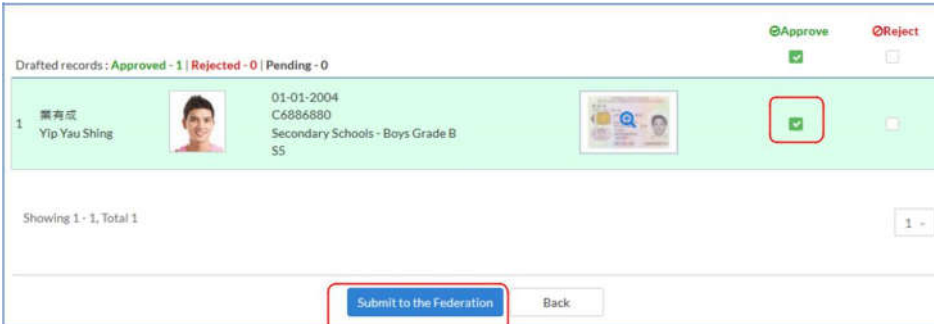
Chinese Name : 陳太文
English Name : Chan Tai Man
Date of Birth : 11-06-2012
Level : P5
Status : ☐ Approve ☐ Reject

Gender : Male
Identity Document Number : 2323
Grade : Primary Schools - Boys Grade A
Last Year Student Registration Card : 190987551

Back

- 1.2.3.6 Select “Approve” for submission to Federation or Select “Reject” for returning to Teacher.

If the Principal reject some of the applicants in the batch, the applicants who rejected will be shown in the “Rejected by Principal”.

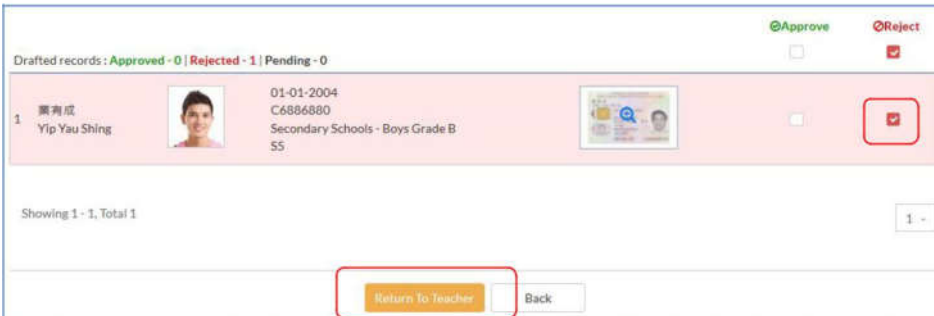


Drafted records: **Approved - 1** | **Rejected - 0** | Pending - 0

1	葉育成 Yip Yau Shing		01-01-2004 C6886880 Secondary Schools - Boys Grade B SS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	----------------------	--	--	--	-------------------------------------	--------------------------

Showing 1 - 1, Total 1

Submit to the Federation Back



Drafted records: **Approved - 0** | **Rejected - 1** | Pending - 0

1	葉育成 Yip Yau Shing		01-01-2004 C6886880 Secondary Schools - Boys Grade B SS		<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	----------------------	--	--	--	--------------------------	-------------------------------------

Showing 1 - 1, Total 1

Return to Teacher Back

1.2.4 Check Rejected Registration

- 1.2.4.1 Press “Rejected by Principal” under “Student Athlete Registration”.

> **Rejected by Principal**

- 1.2.4.2 System will show that has been rejected.



學生運動員註冊系統
Student Athlete Online Registration System

2021-2022

TEST_新界小學
TEST_NTTP

ENG TEST_NTTP_Principal

Home
Registered Student Athletes
Student Athlete Registration
Pending Approval by Principal
Approved by Principal
Rejected by Principal
Team manager (Non-staff member) Registration

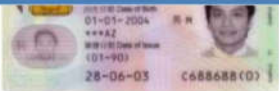
Rejected by Principal (Student Athletes)

All Levels - All Grades -

Student Name	Ref No.	Level	Grade	Date Rejected
1 葉育成 Yip Yau Shing	21P2004142	PS	Primary Schools - Boys Grade B	2021-11-03 11:15

1.2.4.3 Further details can be checked individually.

Rejected by Principal (Student Athletes)

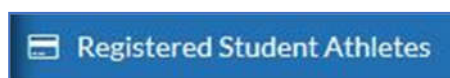


Chinese Name : 葉有威 Gender : Male
 English Name : Yip Yau Shing Identity Document Number : C123444(5)
 Date of Birth : 23-03-2000 Grade : Secondary Schools - Boys Grade A
 Level : S3 Status : Principal Rejected
 Ref No. : 16S2001194

Back

1.2.5 Check Registered Student Athlete

1.2.5.1 Press “Registered Student Athletes” under the Main Menu.



1.2.5.2 View the details and status of registered student athlete.

學生運動員註冊系統
Student Athletes
Student Registration System

2021-2022

TEST 測試小學
TEST_MSP

TEST_MSP_Principal

Home

Registered Student Athletes

Student Athlete Registration

Pending Approval by Principal

Approved by Principal

Rejected by Principal

Team manager (Non-staff member) Registration

Pending Approval by Principal

Approved by Principal

Registered Student Athletes

All Grades - All Levels -

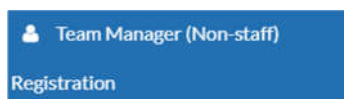
Registration Card Number	Personal Photo	Personal Information	Registration Card	Date Registered	Status
37 200000071	黃碧 wong man	05-05-2013 nm34567 Primary Schools - Girls Grade C P2	View Card	2021-05-17 16:37	

2 Application for Team Manager (Non-staff Member)

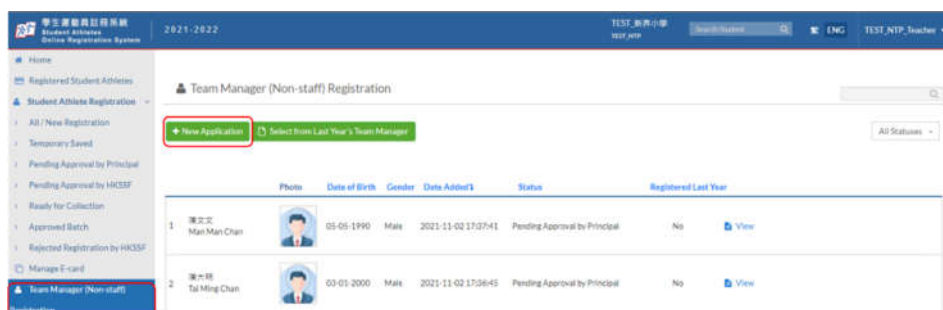
2.1 Teacher Account

2.1.1 Access to <https://star.hkssf.org.hk> or <https://218.188.88.174/> to login the system.

2.1.2 Press “Team Manager (Non-staff) Registration” under the main menu.



2.1.3 Press “New Application”.

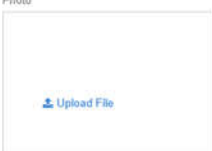


2.1.4 Fill in Team Manager (Non-staff) Personal Information and Upload Photo.

- ◆ The applicant’s name should be identical to those appearing on his / her identity document.

Team Manager (Non-staff) Registration

Photo*



Upload File

The applicant's name should be identical to those appearing on his / her identity document.

Surname in Chinese*
Input "-" if not available

Given name in Chinese*
Input "-" if not available

Surname in English*

Given name in English*

Date of Birth*
DD-MM-YYYY

Mobile Number*

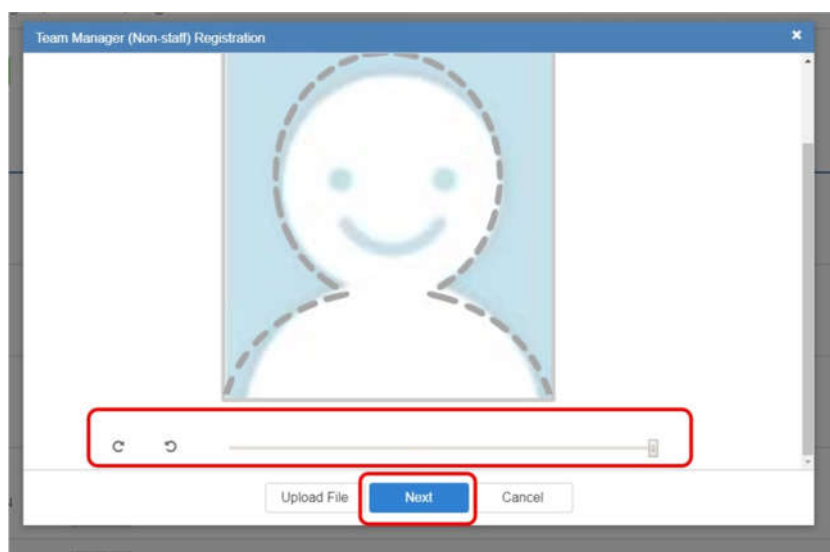
Gender*
☒ Male ☐ Female

Registered Last Year
No

Save

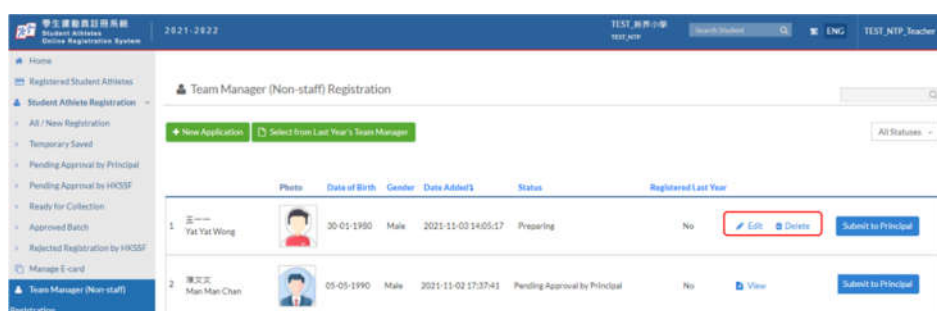
Cancel

2.1.5 Teacher can rotate or resize the photo. Press “Next” when finished.

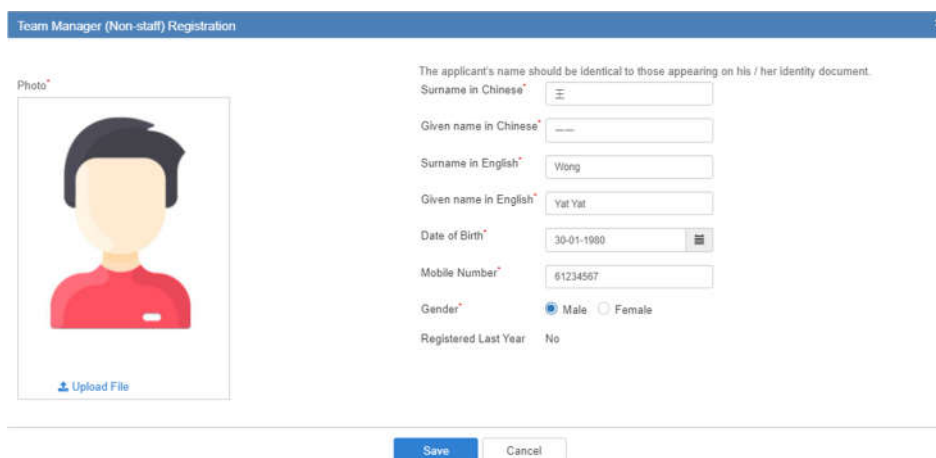


2.1.6 Press “Save” when finished.

2.1.7 Teacher can edit or delete application.



2.1.8 Press “Edit” to edit Personal Information.



The applicant's name should be identical to those appearing on his / her identity document.

Photo*

Upload File

Surname in Chinese*

Given name in Chinese*

Surname in English*

Given name in English*

Date of Birth*

Mobile Number*

Gender*

Registered Last Year: No

Save Cancel

2.1.9 Press “Save” when finished.

2.1.10 Press “Submit to Principal” after confirming information is correct.

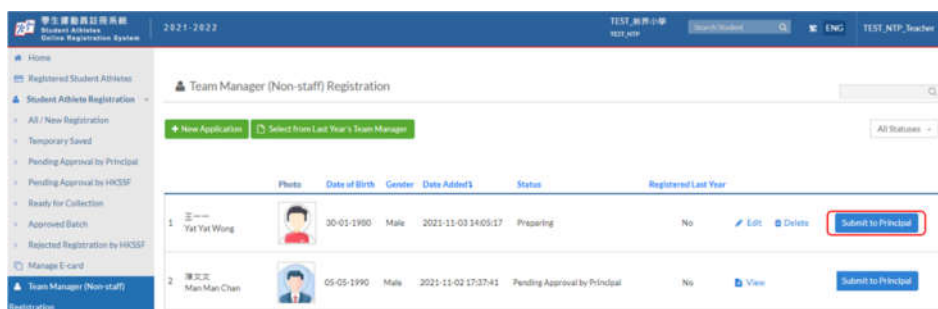


	Photo	Date of Birth	Gender	Date Added/	Status	Registered Last Year	
1		30-01-1980	Male	2021-11-03 14:05:17	Preparing	No	View Delete Submit to Principal
2		05-05-1990	Male	2021-11-02 17:07:41	Pending Approval by Principal	No	View Submit to Principal

2.1.11 Press “View” to view application details after submitting to Principal.

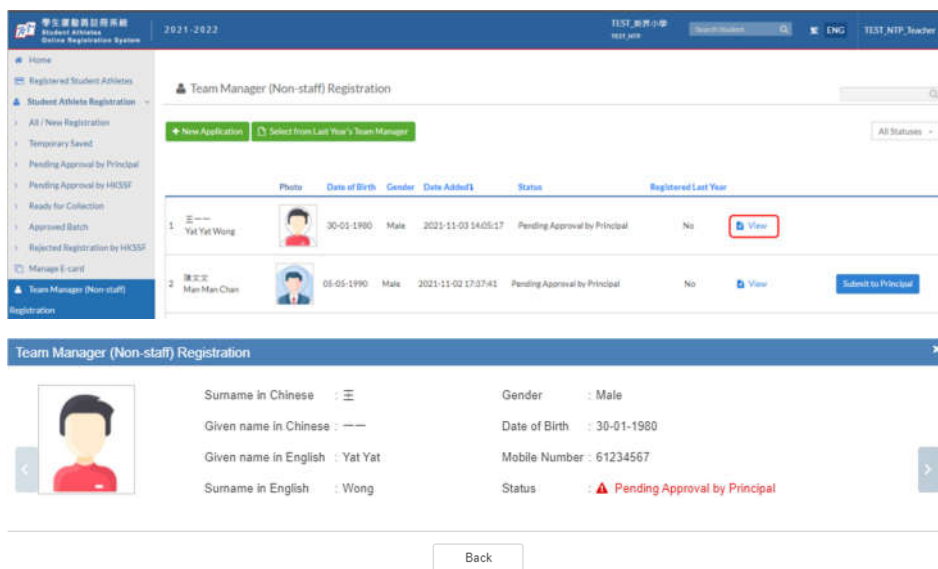
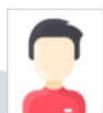


	Photo	Date of Birth	Gender	Date Added/	Status	Registered Last Year	
1		30-01-1980	Male	2021-11-03 14:05:17	Pending Approval by Principal	No	View Delete Submit to Principal
2		05-05-1990	Male	2021-11-02 17:07:41	Pending Approval by Principal	No	View Submit to Principal

Team Manager (Non-staff) Registration



Surname in Chinese : 王
 Given name in Chinese : 一
 Given name in English : Yat Yat
 Surname in English : Wong
 Gender : Male
 Date of Birth : 30-01-1980
 Mobile Number : 61234567
 Status : ⚠ Pending Approval by Principal

[Back](#)

2.1.12 The status will be changed to “Approved Application” after approved by Principal.

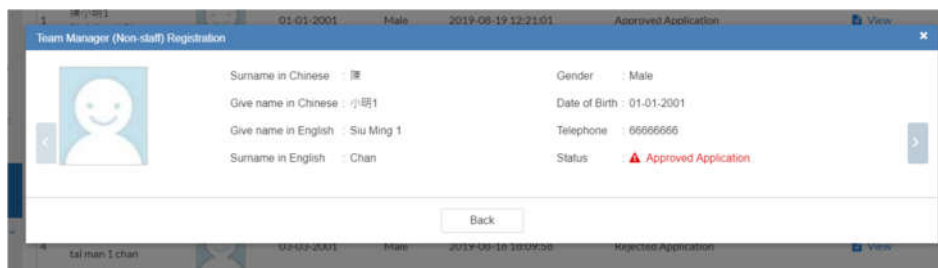



	Photo	Date of Birth	Gender	Date Added/	Status	Registered Last Year	
1		30-01-1980	Male	2021-11-03 14:05:17	Approved Application	No	View Delete Submit to Principal
2		05-05-1990	Male	2021-11-02 17:07:41	Pending Approval by Principal	No	View Submit to Principal

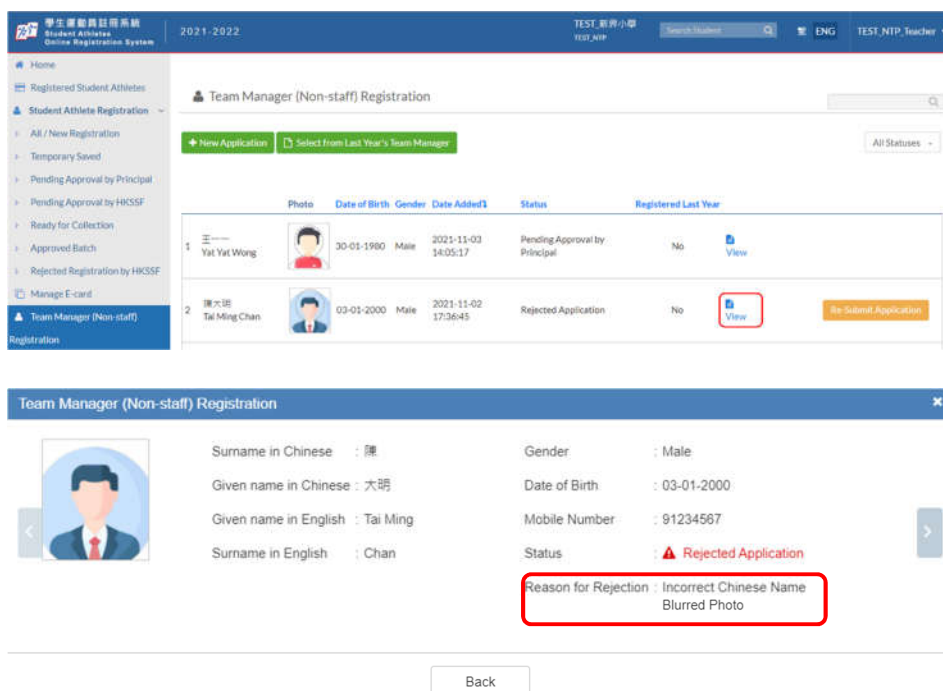
Team Manager (Non-staff) Registration



Surname in Chinese : 王
 Given name in Chinese : 小明
 Given name in English : Siu Ming 1
 Surname in English : Chan
 Gender : Male
 Date of Birth : 01-01-2001
 Telephone : 66666666
 Status : ⚠ Approved Application

[Back](#)

2.1.13 If the application is rejected by the Federation, press “View” to view Reason for Rejection.



The screenshot shows the 'Team Manager (Non-staff) Registration' page. A table lists two applications. The second application, for Tai Ming Chan, has a status of 'Rejected Application'. A red box highlights the 'View' button next to this application. Below the table, a modal window shows the details of the rejected application, including the reason: 'Incorrect Chinese Name Blurred Photo'.

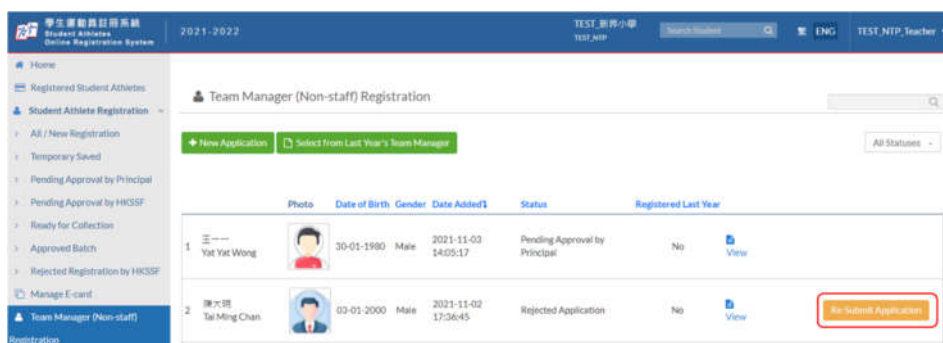
	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year
1		30-01-1980	Male	2021-11-03 14:05:17	Pending Approval by Principal	No View
2		03-01-2000	Male	2021-11-02 17:36:45	Rejected Application	No View Re-Submit Application

Team Manager (Non-staff) Registration

Surname in Chinese : 陳
Given name in Chinese : 大明
Given name in English : Tai Ming
Surname in English : Chan
Gender : Male
Date of Birth : 03-01-2000
Mobile Number : 91234567
Status : Rejected Application
Reason for Rejection : Incorrect Chinese Name
Blurred Photo

[Back](#)

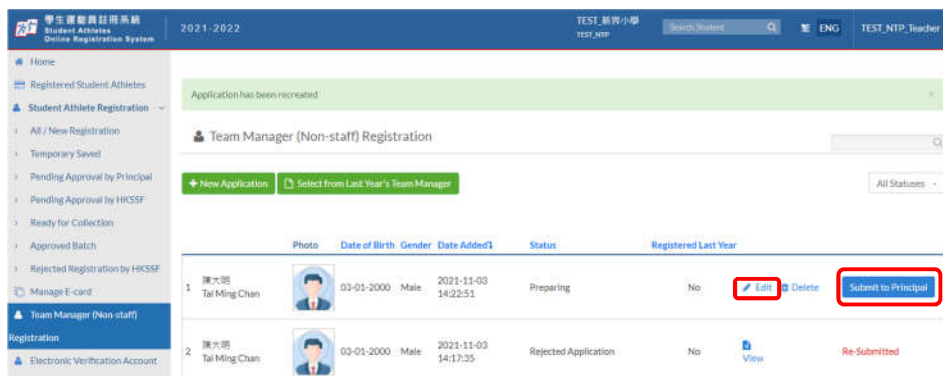
2.1.14 Press “Re-Submit Application”.



The screenshot shows the 'Team Manager (Non-staff) Registration' page. The 'Re-Submit Application' button for the rejected application of Tai Ming Chan is highlighted with a red box.

	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year
1		30-01-1980	Male	2021-11-03 14:05:17	Pending Approval by Principal	No View
2		03-01-2000	Male	2021-11-02 17:36:45	Rejected Application	No View Re-Submit Application

2.1.15 Press “Submit to Principal” after amendment.



The screenshot shows the 'Team Manager (Non-staff) Registration' page after an amendment. A green message bar at the top states 'Application has been recreated'. The table shows two applications. The first application, for Tai Ming Chan, has a status of 'Preparing' and a 'Submit to Principal' button highlighted with a red box. The second application, for Tai Ming Chan, has a status of 'Rejected Application' and a 'Re-Submitted' button.

	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year
1		03-01-2000	Male	2021-11-03 14:22:51	Preparing	No Edit Delete Submit to Principal
2		03-01-2000	Male	2021-11-03 14:17:35	Rejected Application	No View Re-Submitted

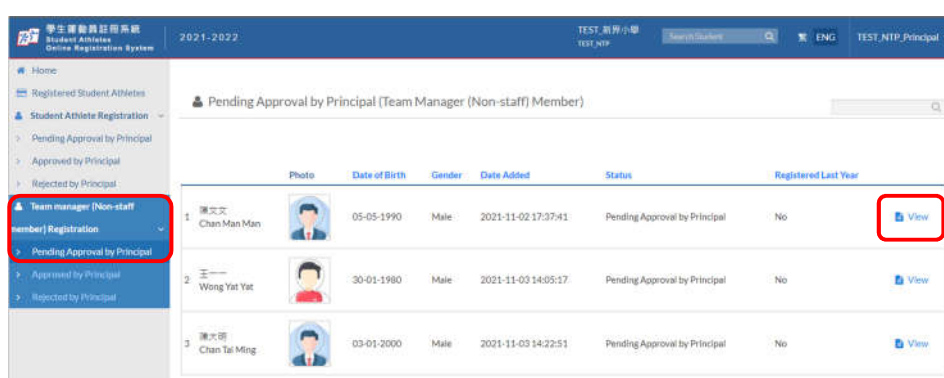
2.2 Principal Account

2.2.1 Access to <https://star.hkssf.org.hk> or <https://218.188.88.174/> to login the system.

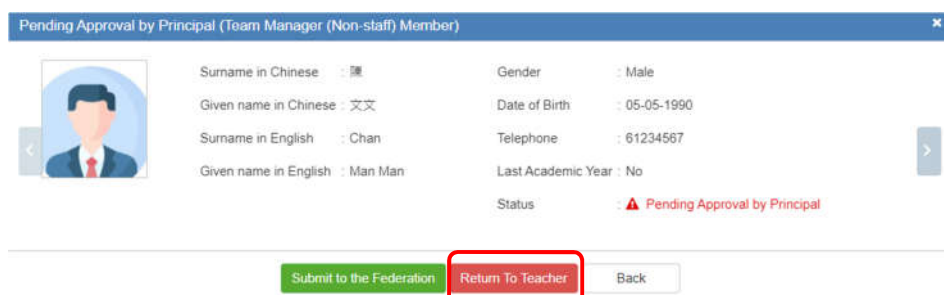
2.2.2 Press “Pending Approval by Principal” under “Team Manager (Non-staff) Registration”.



2.2.3 Press “View” to view application details.



2.2.4 Press “Return to Teacher” if the information is incorrect.



2.2.5 Press “Submit to the Federation” if the information is correct.



2.2.6 Press “I read and agree to the terms and conditions”, and then “Submit”.

English Name : Chan Man Man

Chinese Name : 陳文文

Telephone : 61234567

Gender : Male

Date of Birth : 05-05-1990

Terms and Conditions:

1. The applicant must be aged 18 or over at time when he/she performs his/her duty. (According to Collective Personal Accident Insurance Policy, only those aged 70 and under will be covered.)
2. The applicant must not be a current secondary school student.
3. The applicant cannot serve as Team Manager of two

Click "Submit" to send this application to the Federation

☒ I read and agree to the Terms and Conditions.

Submit

Back

2.3 Check Application Result

The approved team manager (non-staff member) will be published on the website listed below:

<https://star.hkssf.org.hk/team-manager-non-staff>

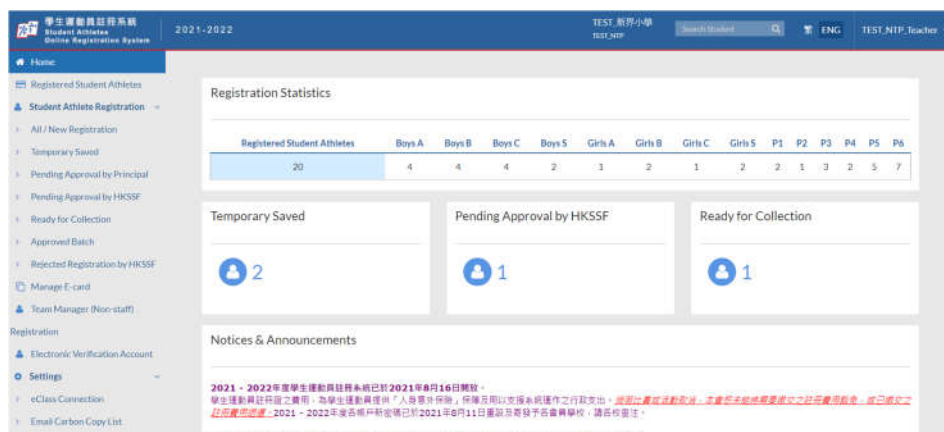
Team Manager (Non-staff member)

All Regions - All School Levels - All Area Committee -

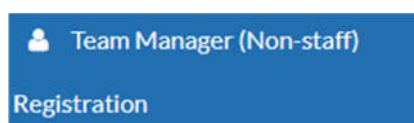
	Name	School Name	Gender	Date Approved
1	陳少明 Siu Ming I Chan	TEST_NTP	Male	2019-08-19
2	陳大明 tai ming chan	TEST_NTP	Male	2019-08-19
3	陳大文文 TAT MAN CHAN	TEST_NTP	Male	2019-08-16
4	陳志斌 Testing Chan	TEST_NTP	Male	2019-08-16

2.4 Select from Last Year's Team Manager

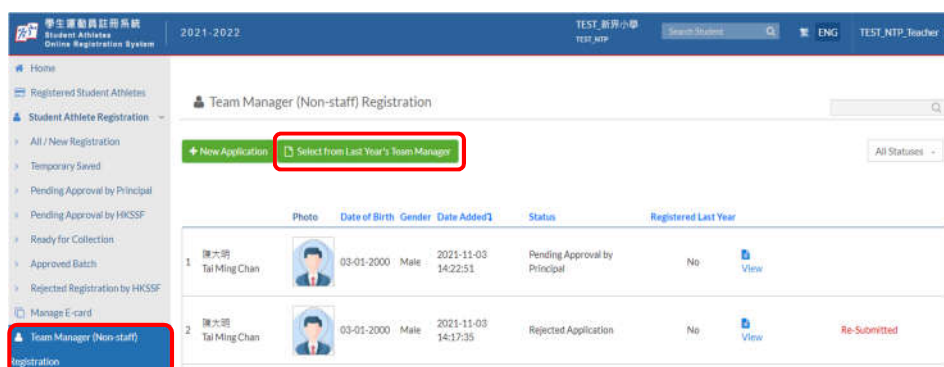
2.4.1 Login to the system (<https://star.hkssf.org.hk> 或 <https://218.188.88.174/>) with Teacher Account.



2.4.2 Click “Team Manager (Non-staff) Registration”



2.4.3 Click “Select from Last Year's Team Manager”



- 2.4.4 Select team manager(s) for re-registration, the system will automatically ignore the applicant(s) who has / have been previously selected or the relevant application(s) is / are pending approval. Click “Close”, then the selected team manager(s) will be listed.

Select from Last Year's Team Manager
×

⚠ The following applicant(s) has / have been previously selected or is / are pending approval or has / have been completed or cannot be selected due to other reasons: yuen man(袁敏)

Search By Name

☐ All
☐ yuen long
☐ so man

☒ **yuen man**
☐ pak tin

☐ so uk chuen
☐ pak man

Selected Applicant(s): 1

Close

- 2.4.5 Teacher needs to confirm the photo of selected team manager(s) as [2.4.4](#) is recent by clicking “Edit” for confirmation.

👤 Team Manager (Non-staff) Registration

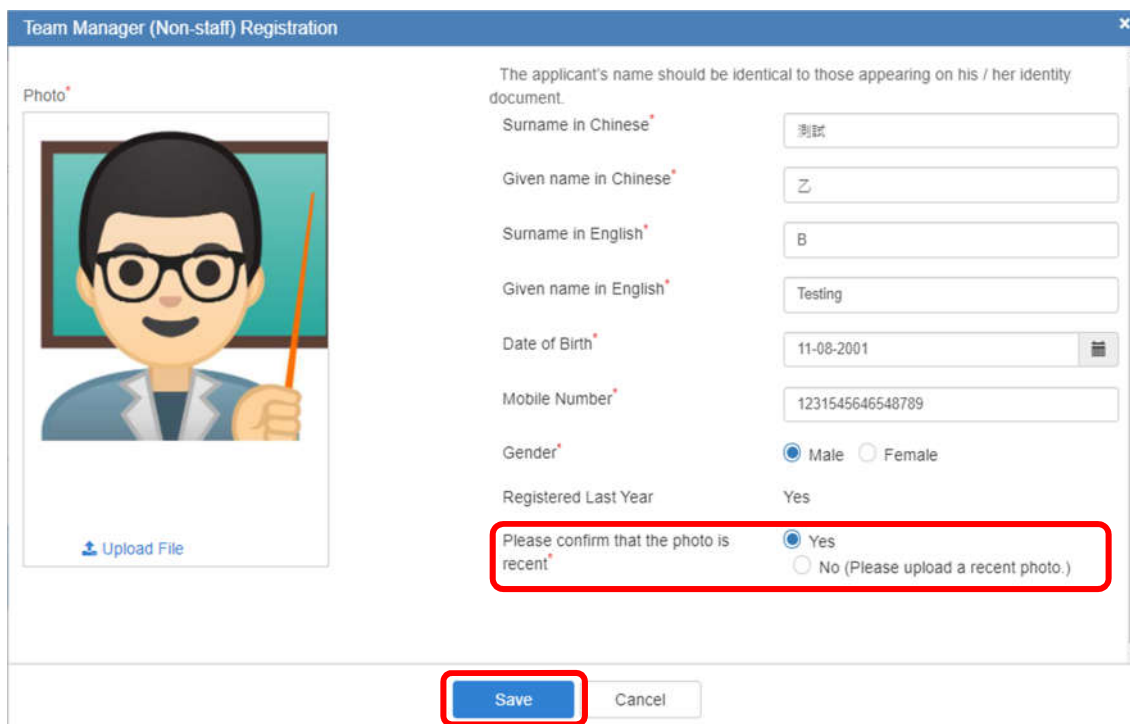
+ New Application
📄 Select from Last Year's Team Manager

All Statuses ▾

	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year	
1	<div style="display: flex; align-items: center;"> <div style="width: 20px;">測試乙</div> <div style="width: 20px;">Testing B</div> </div>	11-08-2001	Male	2021-08-05 14:17:00	Preparing	Yes	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 2px solid red; padding: 2px 5px; margin-right: 5px;"> </div> <div style="color: #007bff; text-decoration: none;">Delete</div> </div>
2	<div style="display: flex; align-items: center;"> <div style="width: 20px;">陳大文</div> <div style="width: 20px;">Chan Tai Man</div> </div>	14-08-2001	Male	2021-08-03 16:01:46	Pending Approval by Principal	Yes	<div style="display: flex; align-items: center; justify-content: center;"> <div style="color: #007bff; text-decoration: none; margin-right: 5px;">View</div> </div>

⚠ Please confirm that the photo is recent.

2.4.6 Please confirm all information is correct and the photo is recent. If so, please click “Yes” and “Save”.



Team Manager (Non-staff) Registration

The applicant's name should be identical to those appearing on his / her identity document.

Photo*

Upload File

Surname in Chinese* 測試

Given name in Chinese* 乙

Surname in English* B

Given name in English* Testing

Date of Birth* 11-08-2001

Mobile Number* 1231545646548789

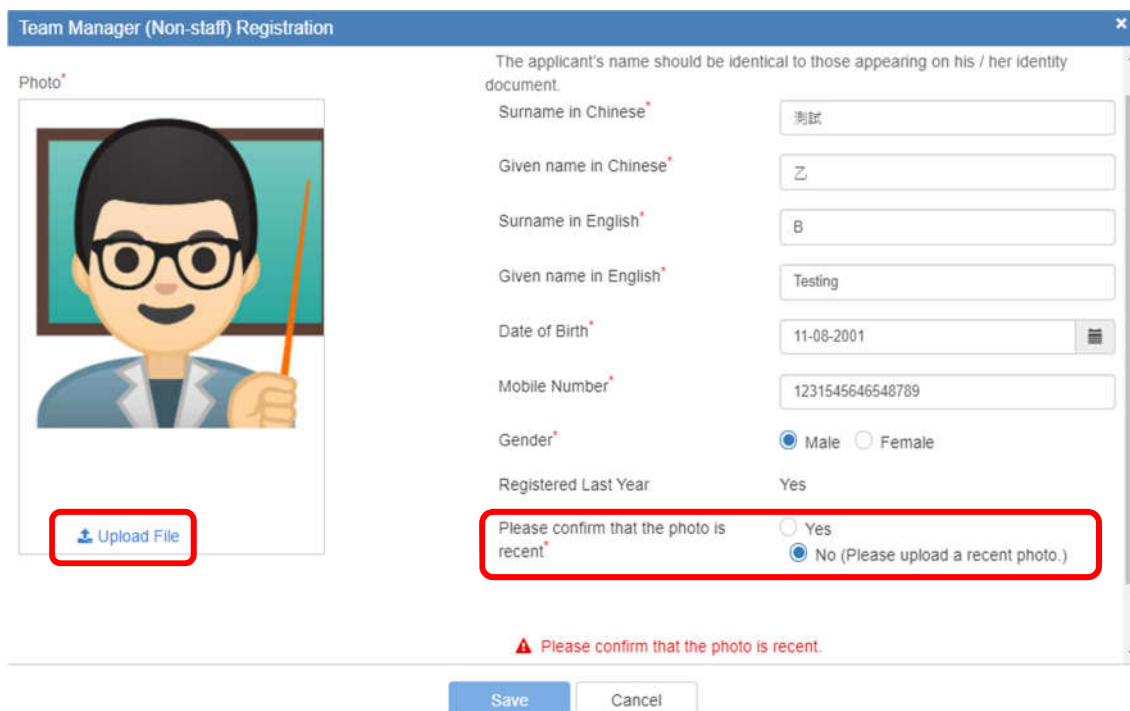
Gender* ☒ Male ☐ Female

Registered Last Year Yes

Please confirm that the photo is recent* ☒ Yes ☐ No (Please upload a recent photo.)

Save Cancel

2.4.7 If the photo is not recent, please click “Upload File” to update.



Team Manager (Non-staff) Registration

The applicant's name should be identical to those appearing on his / her identity document.

Photo*

Upload File

Surname in Chinese* 測試

Given name in Chinese* 乙

Surname in English* B

Given name in English* Testing

Date of Birth* 11-08-2001

Mobile Number* 1231545646548789

Gender* ☒ Male ☐ Female

Registered Last Year Yes

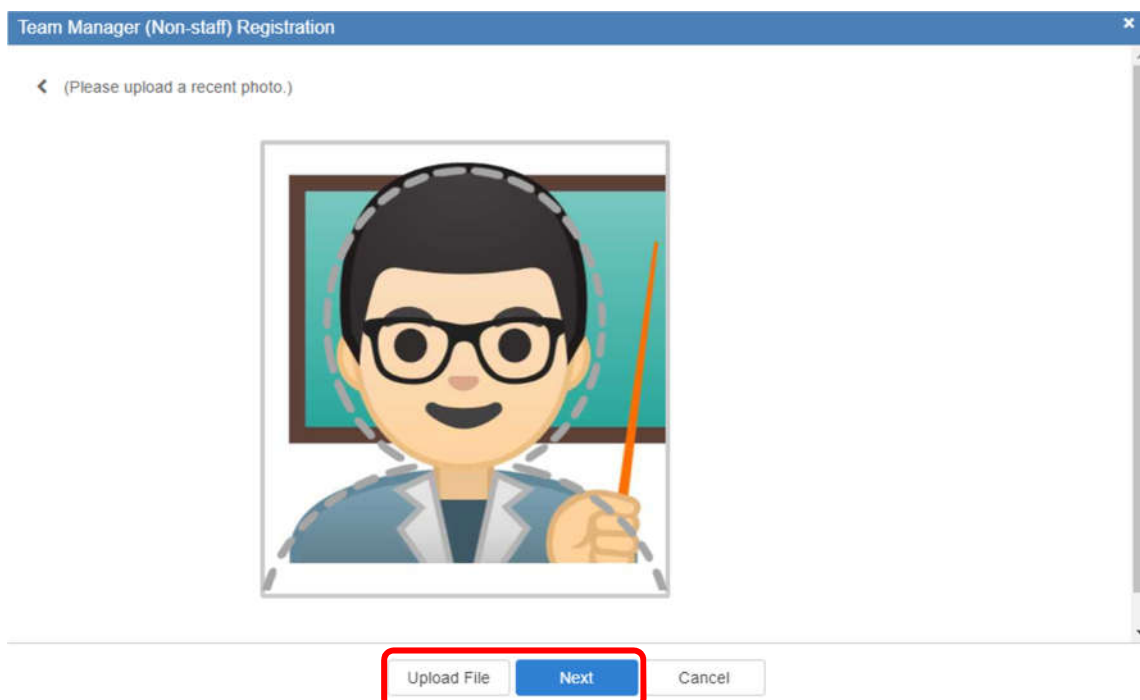
Please confirm that the photo is recent* ☐ Yes ☒ No (Please upload a recent photo.)

Upload File

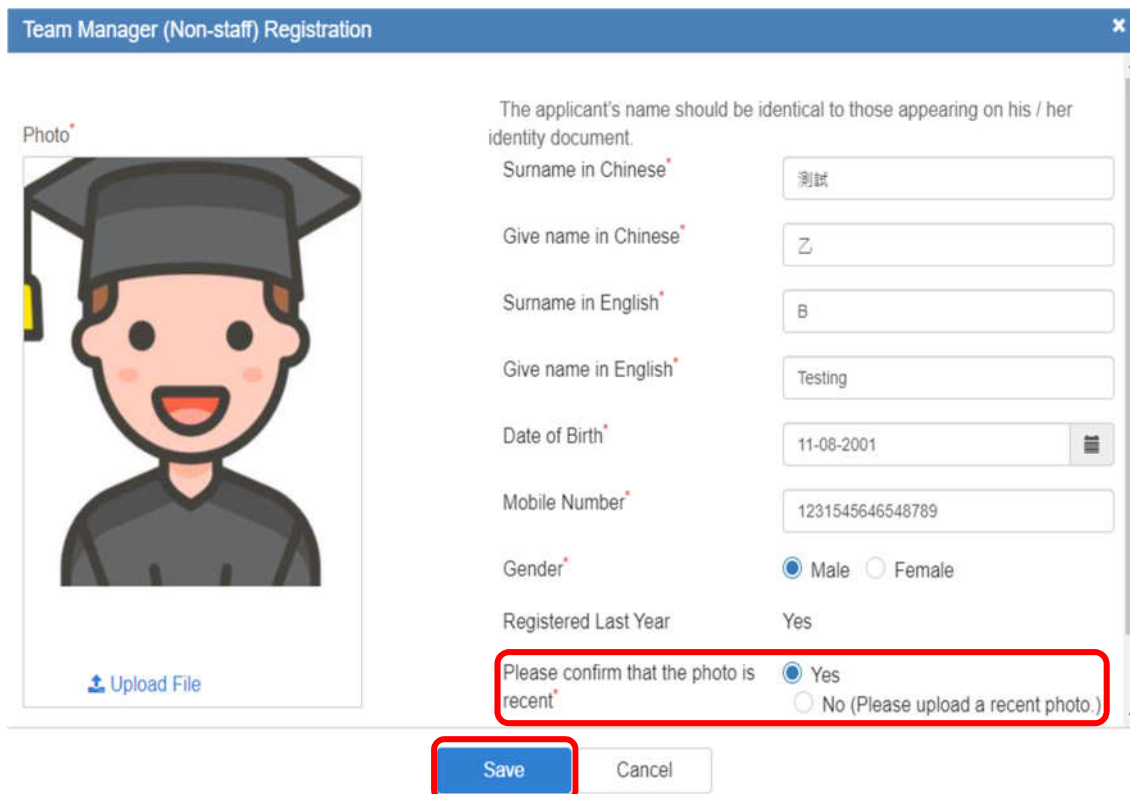
Please confirm that the photo is recent.

Save Cancel

2.4.8 Click “Upload File” to upload a recent photo and click “Next”.




2.4.9 After photo uploaded, please click “Yes” and “Save”.



2.4.10 The system will go back to the list of team manager and please click “Submit to Principal” for approval.







Team Manager has been updated. ×

 Team Manager (Non-staff) Registration

Q

+ New Application
Select from Last Year's Team Manager

All Statuses ▾

	Photo	Date of Birth	Gender	Date Added↓	Status	Registered Last Year	
1	<div>測試乙 Testing B</div> 	11-08-2001	Male	2021-08-09 16:55:55	Preparing	Yes	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Edit</div> <div style="margin-right: 10px;"> Delete</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Submit to Principal</div> </div>
2	<div>測試甲 Testing A</div> 	10-08-2001	Female	2021-08-09 16:55:55	Preparing	Yes	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Edit</div> <div style="margin-right: 10px;"> Delete</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Submit to Principal</div> </div>

2.4.11 Please refer to [2.2](#) for completing the application.

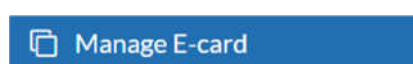
3 Electronic Verification (e-Verification) (Applicable to Secondary School only)

3.1 Teacher Account – Manage E-card

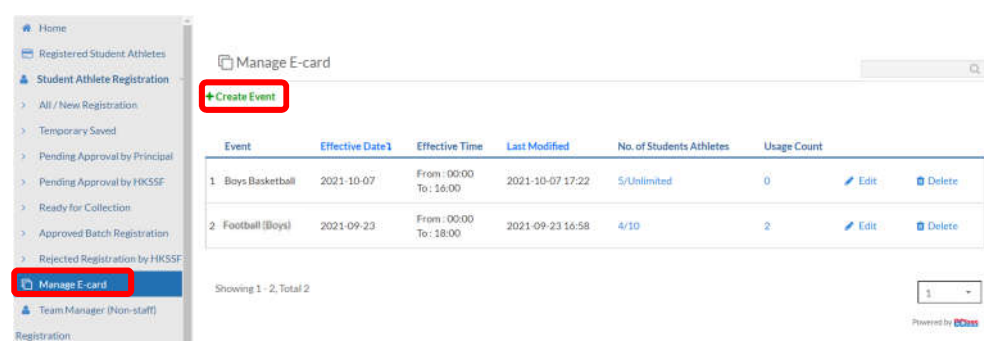
3.1.1 Web Platform

3.1.1.1 Access to <https://star.hkssf.org.hk> or <http://59.188.241.201/> to login the system.

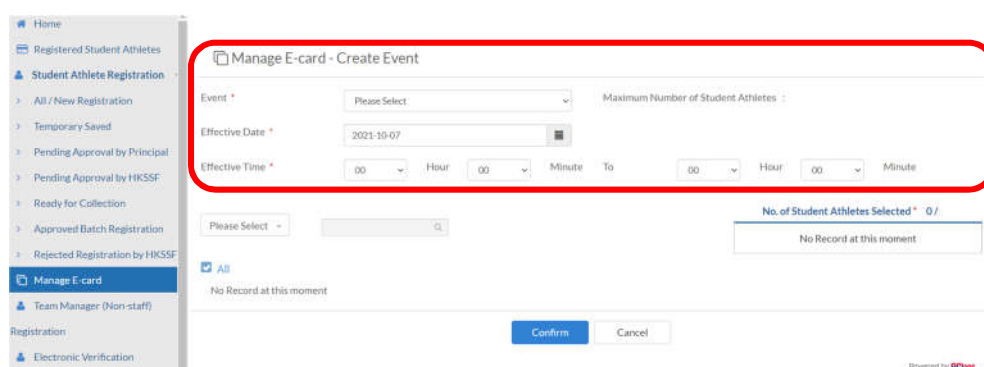
3.1.1.2 Press “Manage E-card” under the main menu.



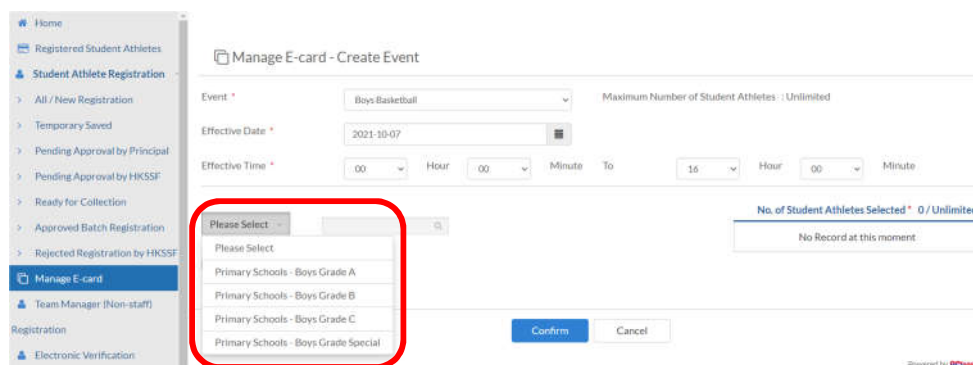
3.1.1.3 Press “Create Event”.



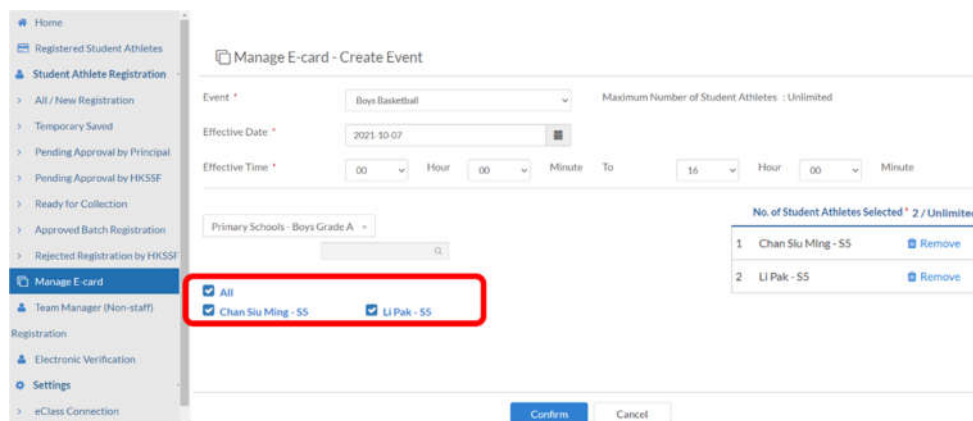
3.1.1.4 Select Event, Effective Date and Time.



3.1.1.5 Select Grade.

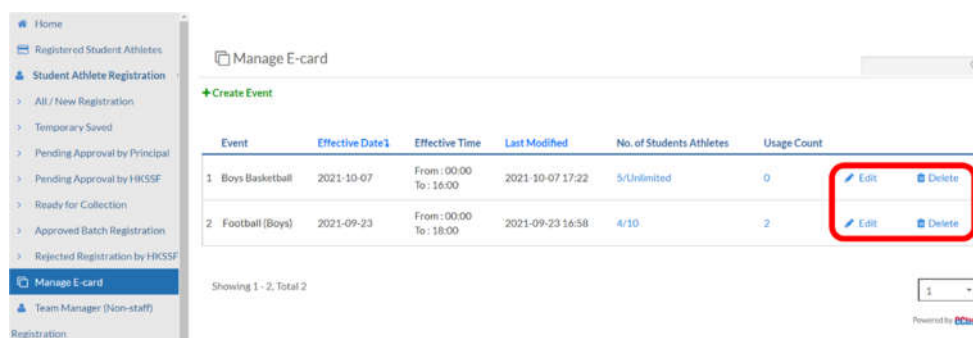


3.1.1.6 Select Student Athletes.



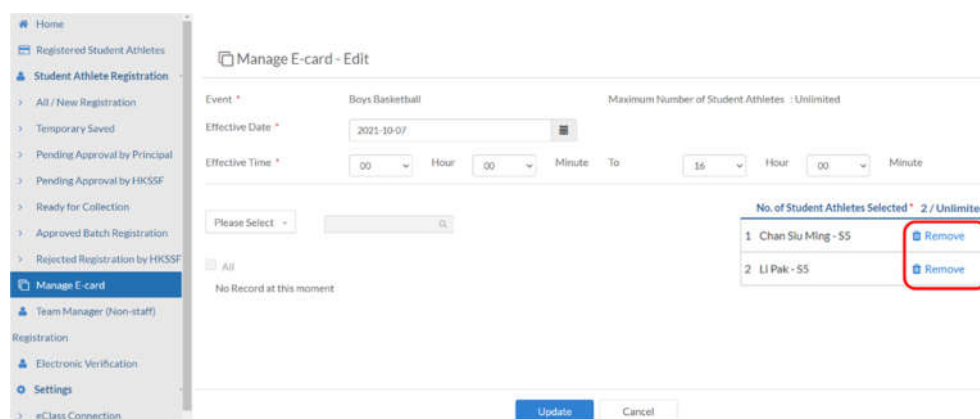
3.1.1.7 Press “Confirm” when finished.

3.1.1.8 Teacher can edit or delete E-card.



Event	Effective Date	Effective Time	Last Modified	No. of Students Athletes	Usage Count
1 Boys Basketball	2021-10-07	From : 00:00 To : 16:00	2021-10-07 17:22	5/Unlimited	0
2 Football (Boys)	2021-09-23	From : 00:00 To : 18:00	2021-09-23 16:58	4/10	2

3.1.1.9 Press “Edit” to edit Effective Date, Effective Time, or to add / remove Student Athletes.



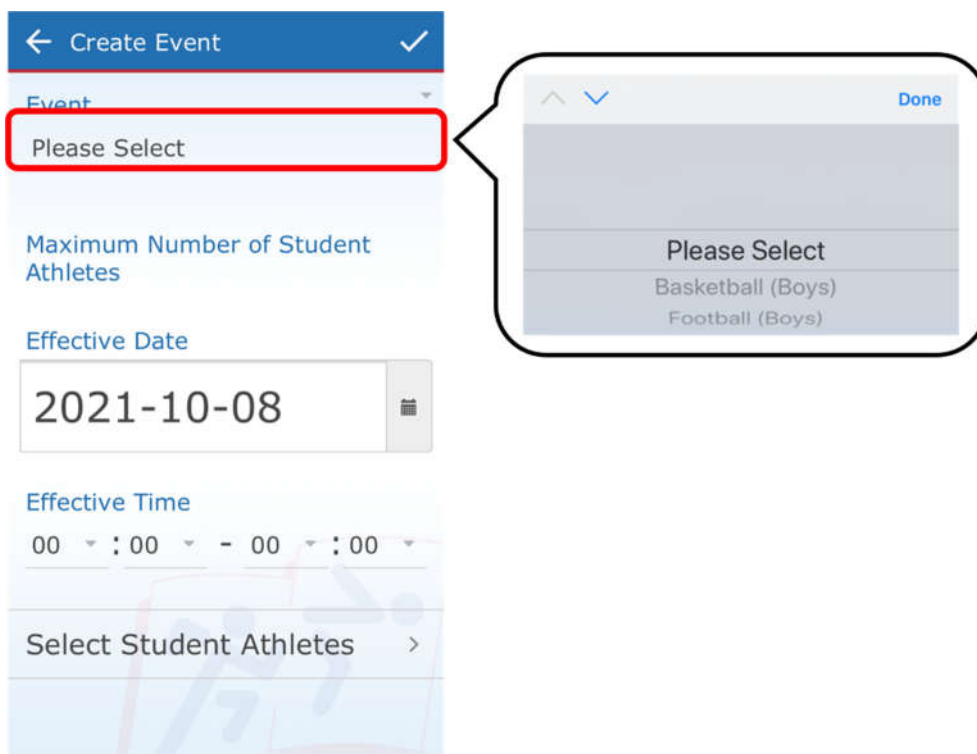
3.1.1.10 Press “Update” when finished.

3.1.2 App Platform

3.1.2.1 Press “Manage E-card” and the “ + ” on the top right-hand corner to create E-card.




3.1.2.2 Same operation as web platform, select Event, Effective Date and Time.



← Create Event ✓

Event
Please Select

Maximum Number of Student Athletes

Effective Date
2021-10-08

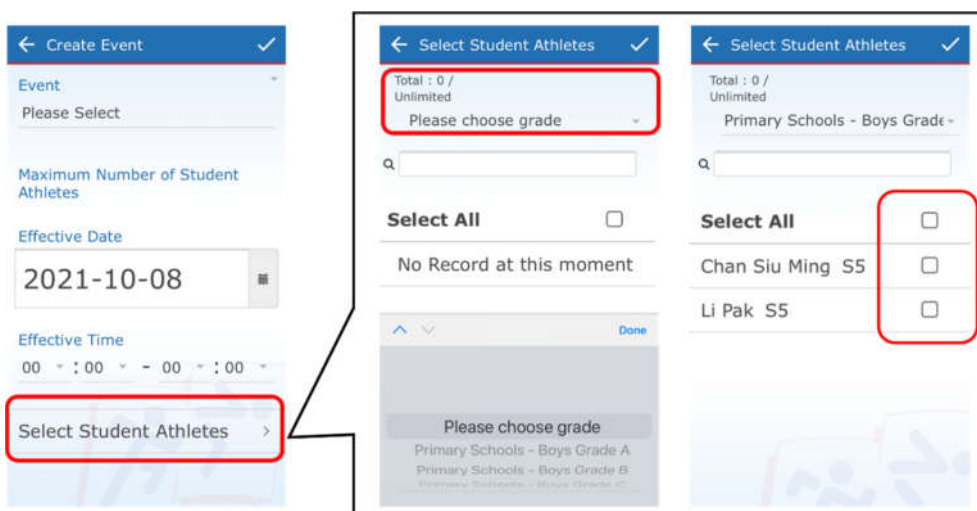
Effective Time
00 : 00 - 00 : 00

Select Student Athletes >

Done

Please Select
Basketball (Boys)
Football (Boys)

3.1.2.3 Same operation as web platform, select Grade and Student Athletes.



← Create Event ✓

Event
Please Select

Maximum Number of Student Athletes

Effective Date
2021-10-08

Effective Time
00 : 00 - 00 : 00

Select Student Athletes >

← Select Student Athletes ✓

Total : 0 / Unlimited
Please choose grade

Select All ☐

No Record at this moment

Done

Please choose grade
Primary Schools - Boys Grade A
Primary Schools - Boys Grade B
Primary Schools - Boys Grade C

← Select Student Athletes ✓

Total : 0 / Unlimited
Primary Schools - Boys Grade -


Select All ☐

Chan Siu Ming S5 ☐

Li Pak S5 ☐

3.1.2.4 Press  when finished.

3.1.2.5 Press  to edit E-card details.



Edit E-card

Event
Boys Basketball



Maximum Number of Student Athletes
Unlimited

Effective Date
2021-10-08

Effective Time
00 : 00 - 20 : 00

No. of Student Athletes Selected (2 / Unlimited) >

No. of Student Athletes

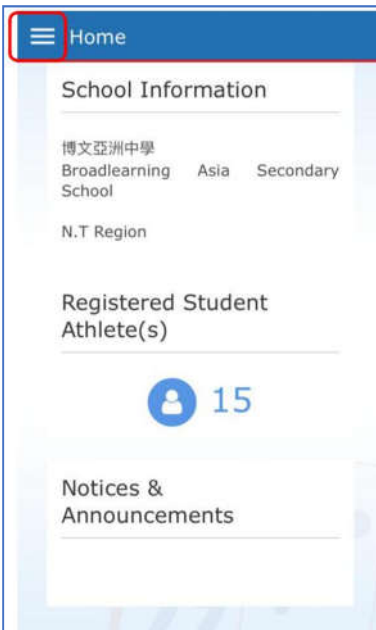
Chan Siu Ming	S5	
Li Pak	S5	

3.1.2.6 Press  when finished.

3.2 Teacher Account – Present E-card (App Platform Only)

3.2.1 Present E-card

3.2.1.1 Press "Menu".



Home

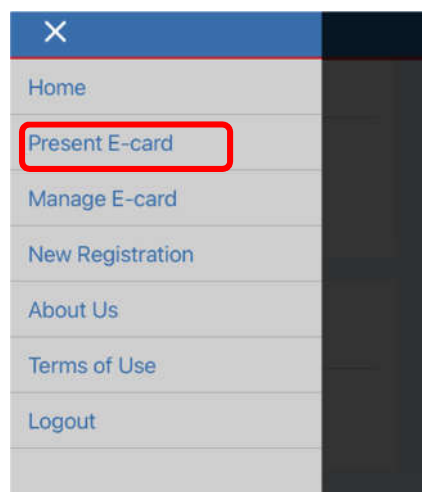
School Information

博文亞洲中學
Broadlearning Asia Secondary School
N.T Region

Registered Student Athlete(s)
15

Notices & Announcements

3.2.1.2 Press “Present E-card”.



3.2.1.3 Select Event.



3.2.1.4 Press “Present E-card”.



3.2.2 Show the QR Code.

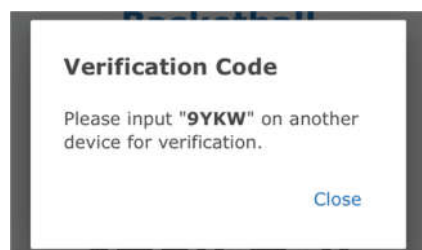


3.2.3 Enter Connection Code

3.2.3.1 Press "Get Connection Code" and show the connection code.



- 3.2.3.2 After entering the Connection Code on another device, press “Next” to get the Verification Code and show it to Teacher-in-charge.



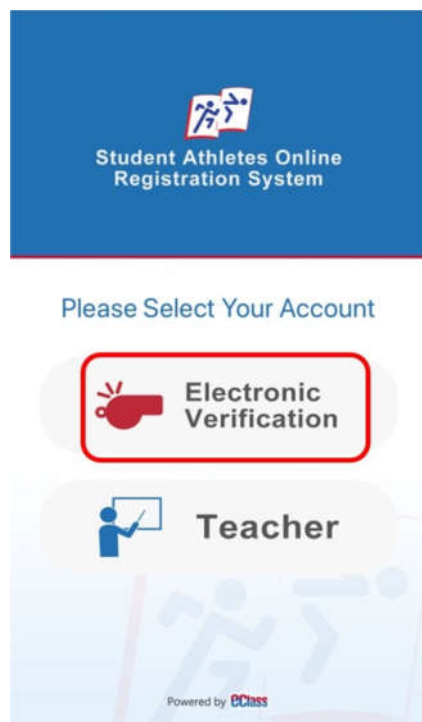
- 3.2.3.3 Press “Close” when finished.

3.3 Electronic Verification Account (App Platform only)

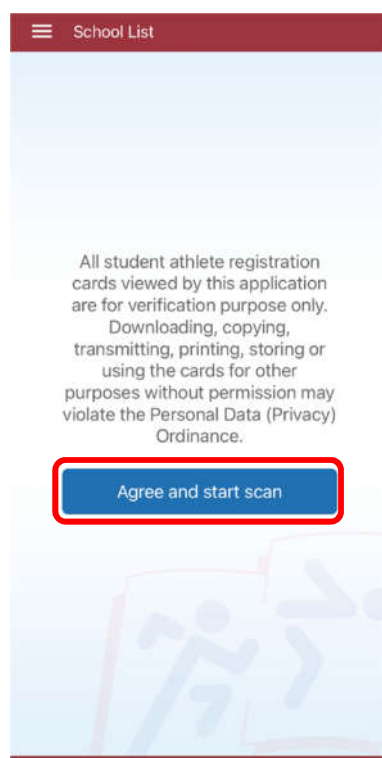
3.3.1 Login

- 3.3.1.1 Select “Electronic Verification” after opening the App.

Input Username and Password (Electronic Verification Username end with “v”).

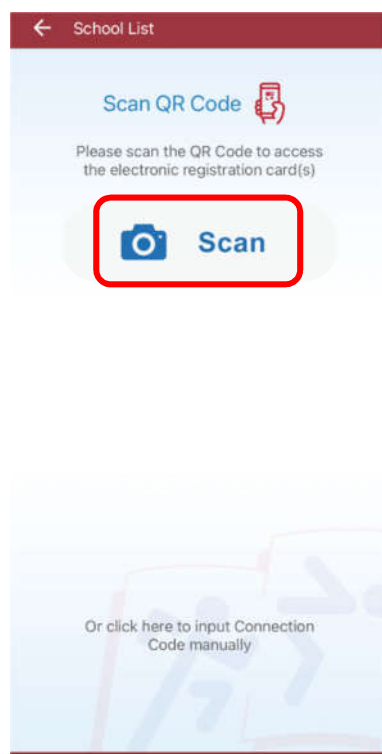


3.3.1.2 Press “Agree and start scan” after logged in the system.

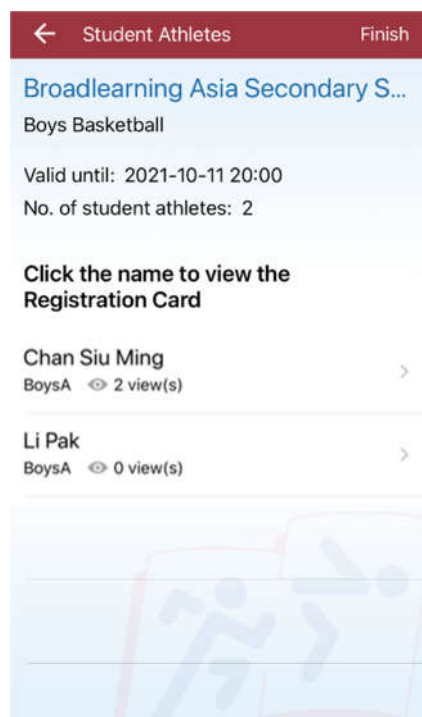


3.3.2 Scan QR Code

3.3.2.1 Press “Scan”.



3.3.2.2 After scanning the QR Code, E-card details can be accessed.



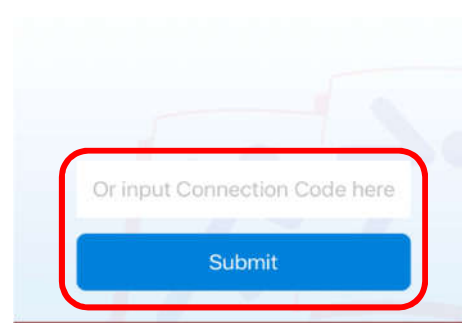
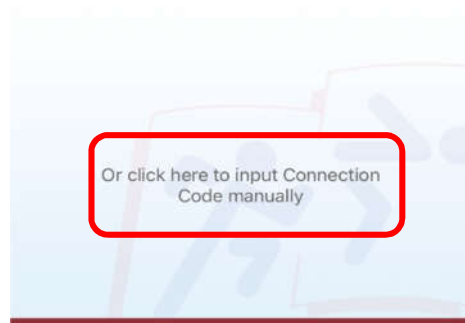
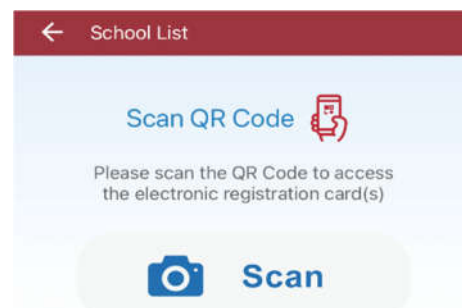
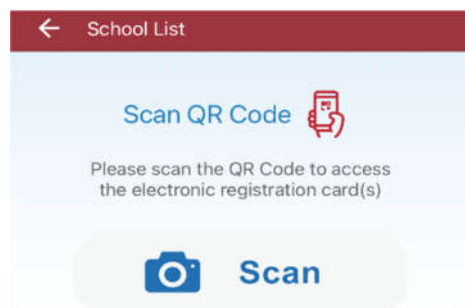
3.3.2.3 Click on the student athlete name to view the Registration Card. Swipe left or right to view other student athletes.



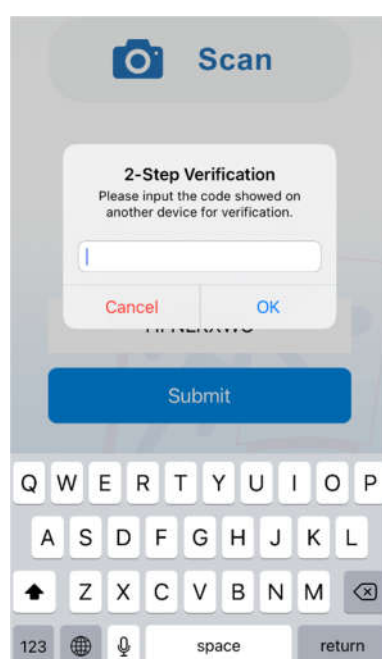
3.3.2.4 Press “Finish” when finished.

3.3.3 Enter Connection Code

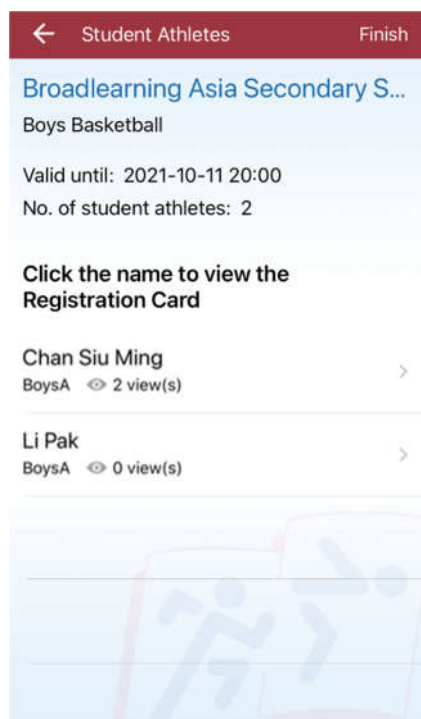
3.3.3.1 Enter the Connection Code manually after logged in the system, and then press “Submit”.



3.3.3.2 Enter the Verification Code.



3.3.3.3 After completing the verification process, E-card details can be accessed.



3.3.3.4 Click on the student athlete name to view the Registration Card. Swipe left or right to view other student athletes.



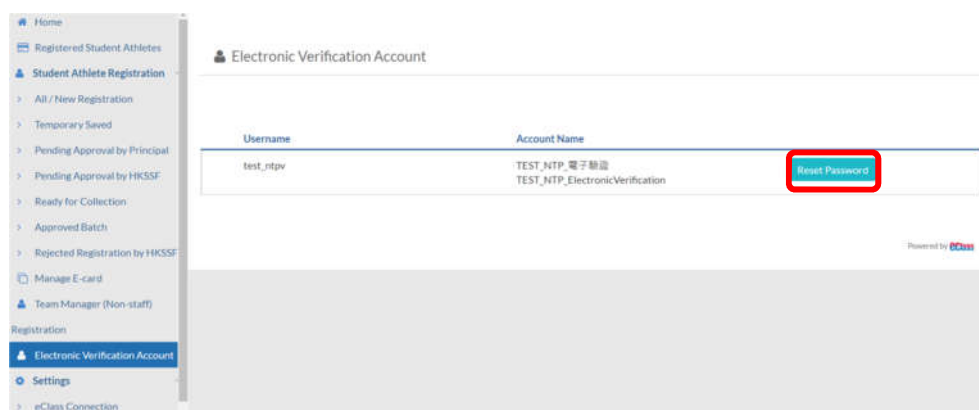
3.3.4 Reset Account Password (Web Platform only)

3.3.4.1 Access to <https://star.hkssf.org.hk> or <http://59.188.241.201/> to login the system with Teacher Account (username end with “t”).

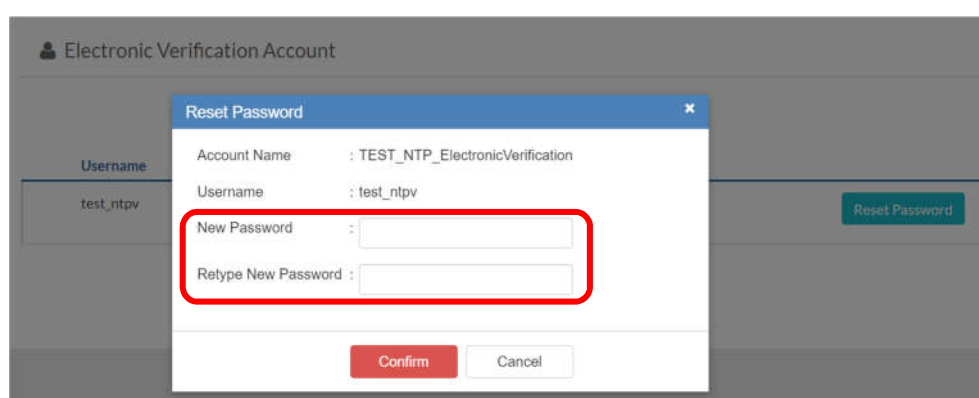
3.3.4.2 Press “Electronic Verification Account” under the main menu.



3.3.4.3 Teacher can reset the password of Electronic Verification Account (username end with “v”).



3.3.4.4 Press “Reset Password” to reset the password for the relevant Electronic Verification account.



3.3.4.5 Press “Confirm” when finished.