

THE SCHOOLS SPORTS FEDERATION OF HONG KONG, CHINA

STUDENT ATHLETES REGISTRATION SYSTEM (STAR)

USER MANUAL (Version 1.4.1)

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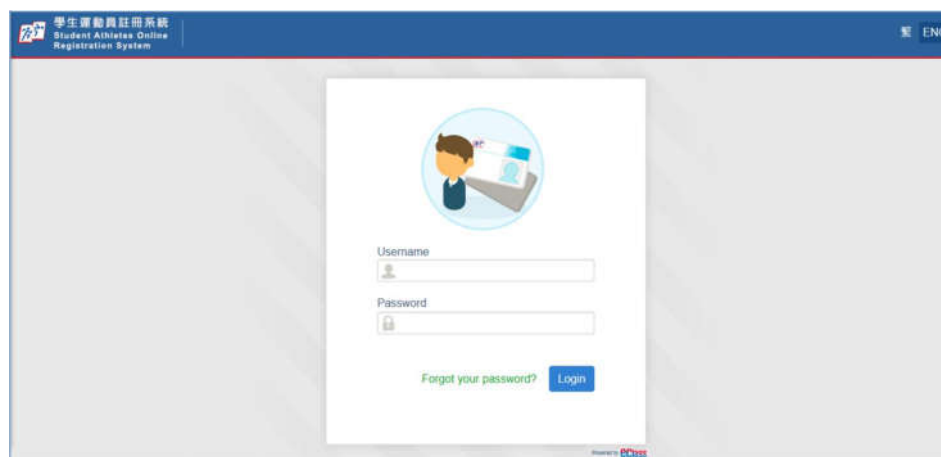
1 Application for Student Athletes Registration

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 **EClass**

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?

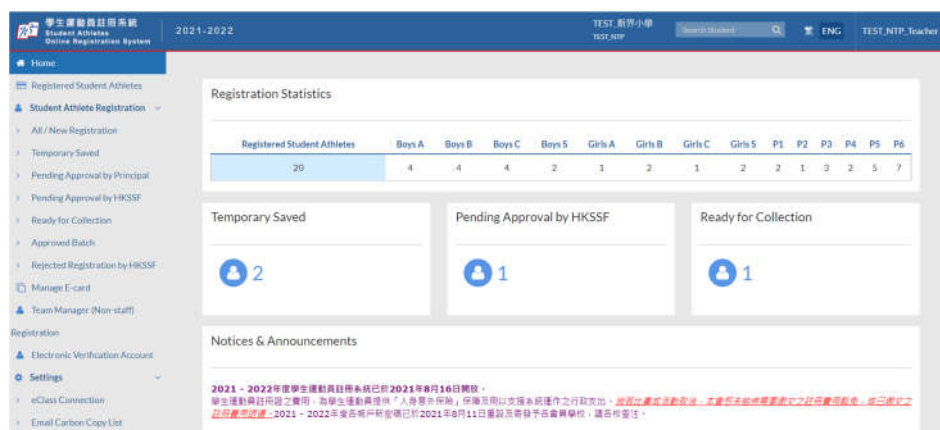
Please input your registered email address and click "Submit" to receive an email for resetting your password.

Registered Email Address

Powered by **EClass**

1.1.3 Create Batch

- 1.1.3.1 Main page shows once Login to the system.



The screenshot shows the main dashboard of the Student Athlete Online Registration System. The page title is "學生運動員註冊系統 Student Athletes Online Registration System". The user is logged in as "TEST_新界小學" (TEST_NTP_Teacher).

Registration Statistics

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

Temporary Saved: 2

Pending Approval by HKSSF: 1

Ready for Collection: 1

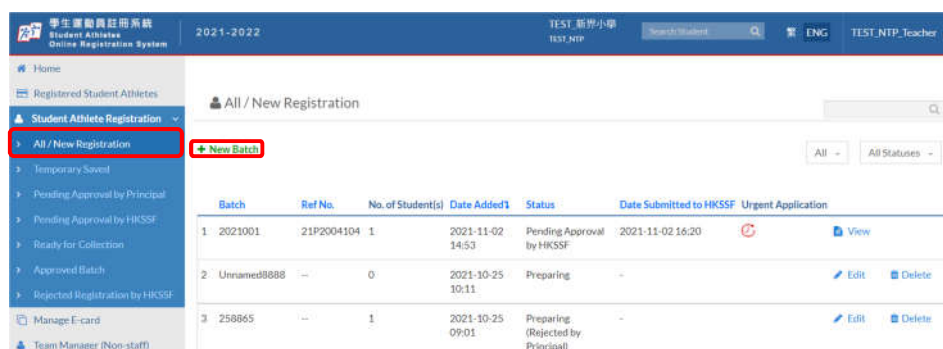
Notices & Announcements

2021 - 2022年度學生運動員註冊系統已於2021年8月16日開放。
 學生運動員註冊之費用，如學生運動員提供「人身意外保險」保單證明以交與系統運作之行政支出，此項收費將由系統自動扣除，不屬於系統使用費或軟件之公共費用範疇。 截止繳交之日期為2021 - 2022年度在場戶新度截止於2021年8月11日星期五及零時正為最後截止，逾期不候。

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



1.1.3.3 Press “New Batch”.

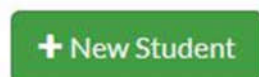


1.1.3.4 Name the Batch with a unique name. If the batch is “Urgent Application”, please tick the checkbox highlighted in blue.



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

1.1.4.1 Press “New Student” under the batch created.



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.



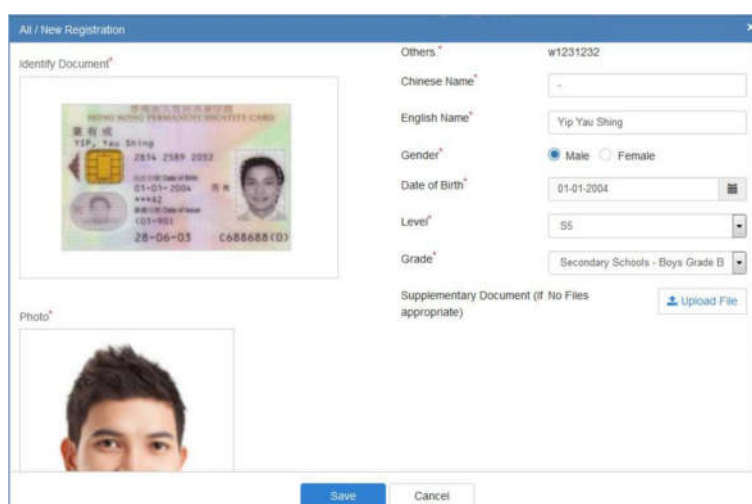
1.1.4.3 Upload Identity Document (PIC / PDF format).

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.



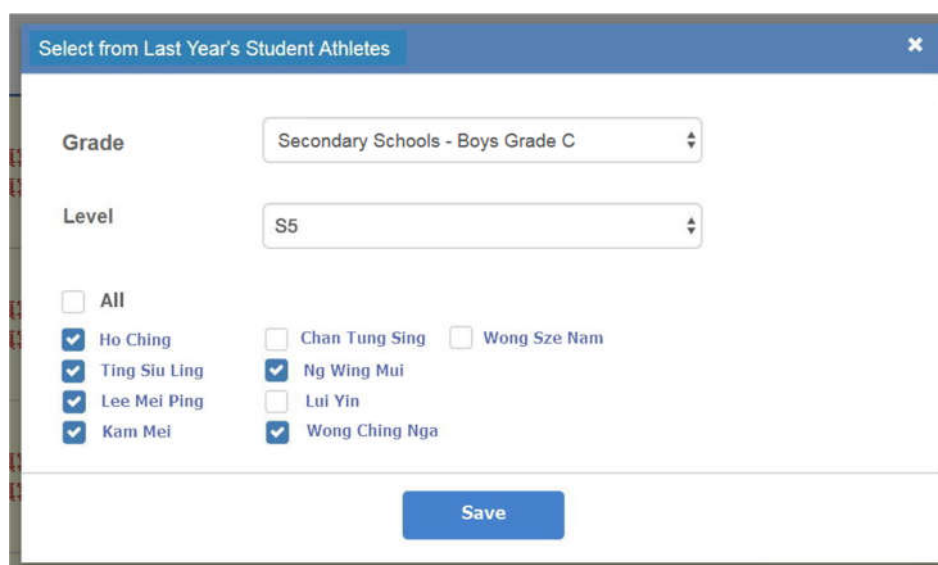
1.1.4.5 Press “Save” when finished.

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".



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

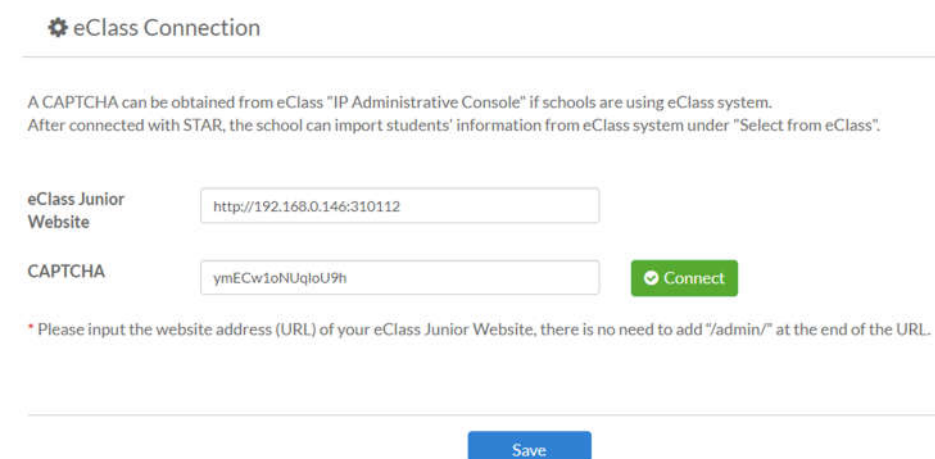
Existing token will be expired after generation, HKSSF will not be able to connect to eClass unless token has been updated as well.

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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:

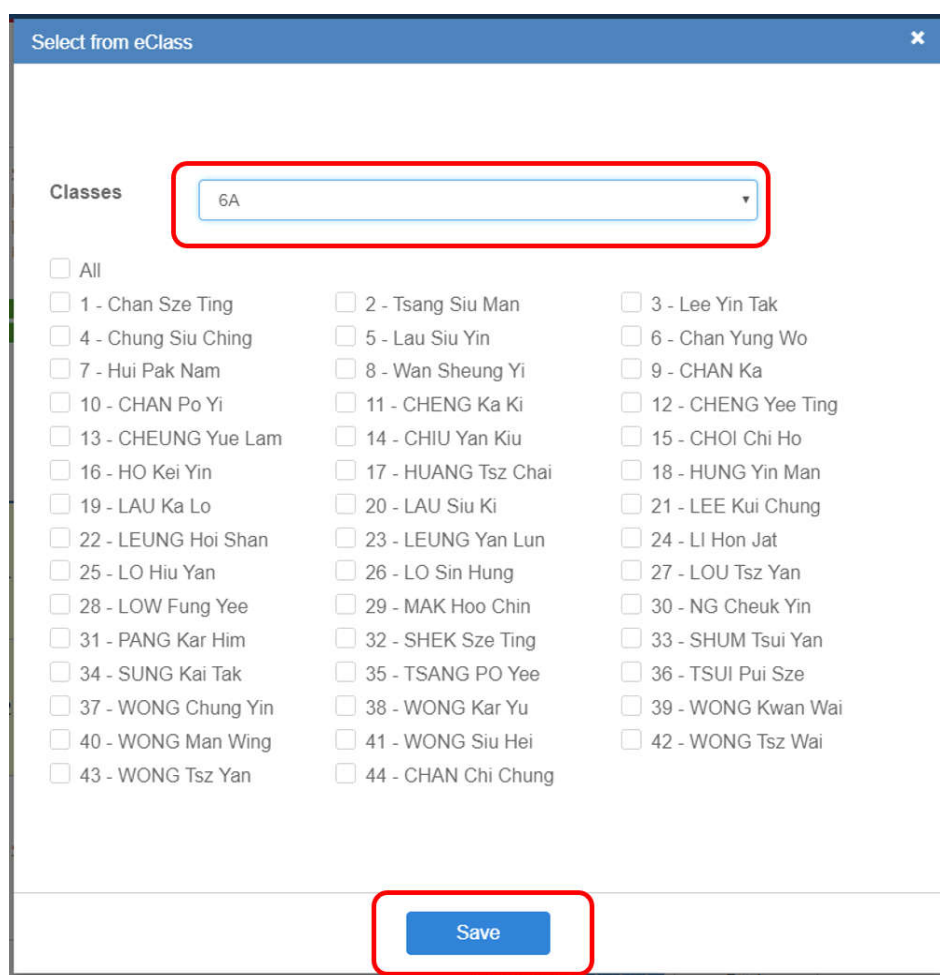
* Please input the website address (URL) of your eClass Junior Website, there is no need to add “/admin/” at the end of the URL.

- ◆ 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.



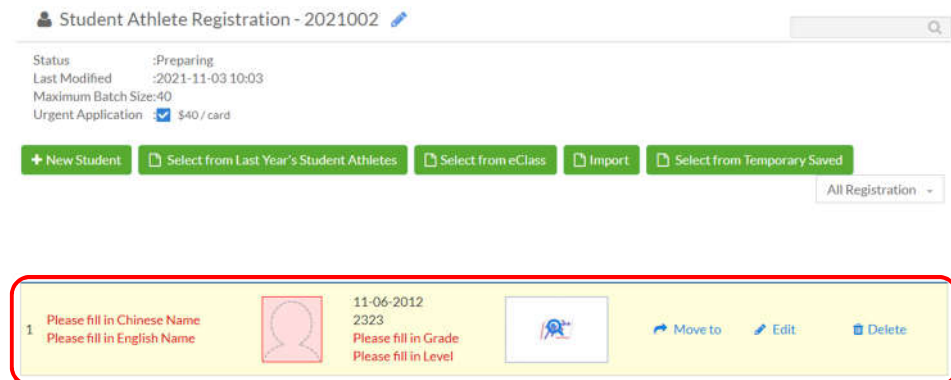
Select from eClass

Classes: 6A

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

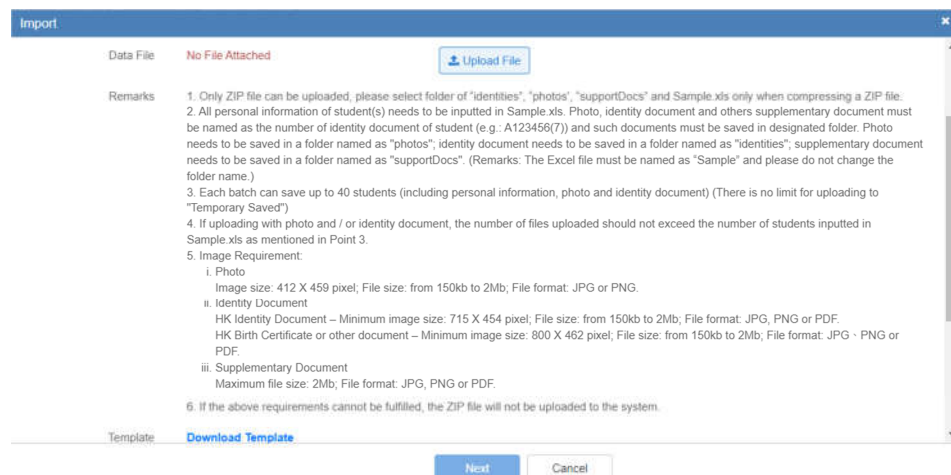


1.1.7 Add Student to Batch (Method 4: Import)

1.1.7.1 Press “Import” under batch created.



1.1.7.2 Download the template.



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*
							33 - 33	Secondary Schools - Boys Grade
							32 - 32	Secondary Schools - Boys Grade
							33 - 33	Secondary Schools - Boys Grade
							34 - 34	Secondary Schools - Girls Grade
							35 - 35	Secondary Schools - Girls Grade
							36 - 36	Secondary Schools - Girls Grade
1	045343(7)		01-01-2020 盧志基	Lo Ming Kit	M	01-01-2005-53		
1	NR4543(5)		12-05-2020 林正輝	Lam Chi Fai	M	11-06-2005-53		

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

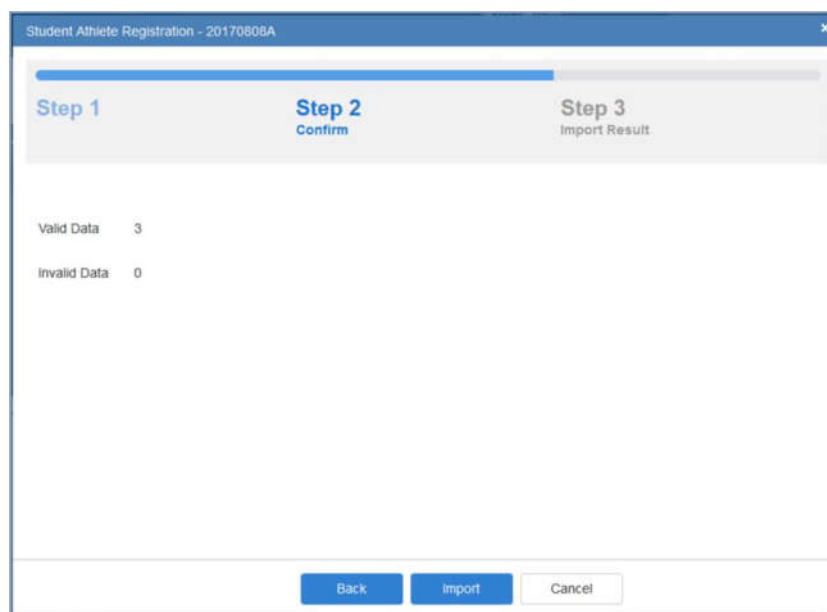
For other documents, please also name as Identity Number (e.g.: A123456(7).jpg) and put under “supportDocs” folder.

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.

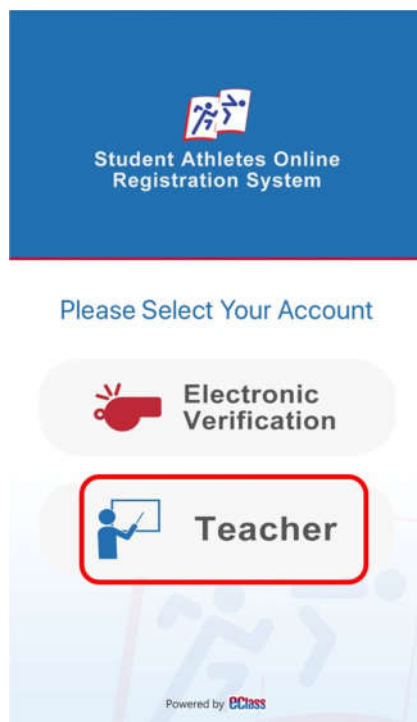


- 1.1.8 Supplement Student Information with App

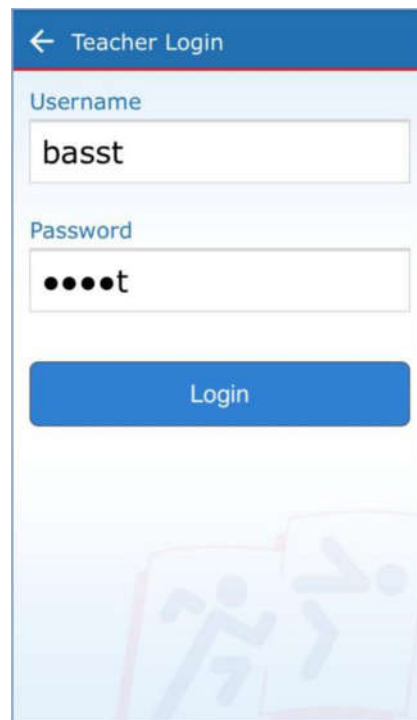
(Not available for submission to the Federation)

- 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.

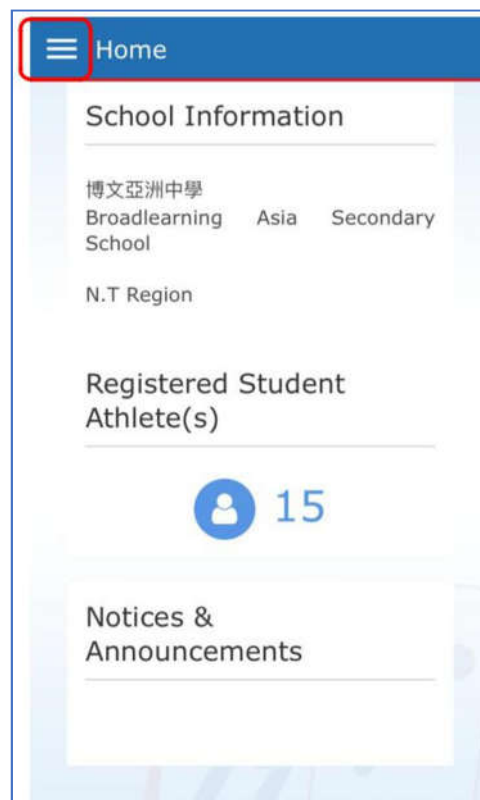


1.1.8.3 Login with Teacher account as web platform.



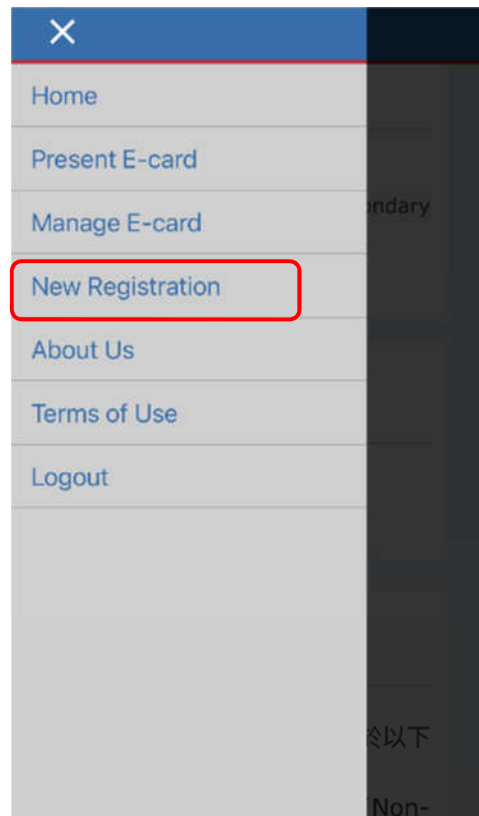
The screenshot shows a mobile application interface for 'Teacher Login'. At the top, there is a blue header with a back arrow and the text 'Teacher Login'. Below the header, there are two input fields: 'Username' with the text 'basst' and 'Password' with masked characters '••••t'. A blue 'Login' button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

1.1.8.4 Press “Menu”.

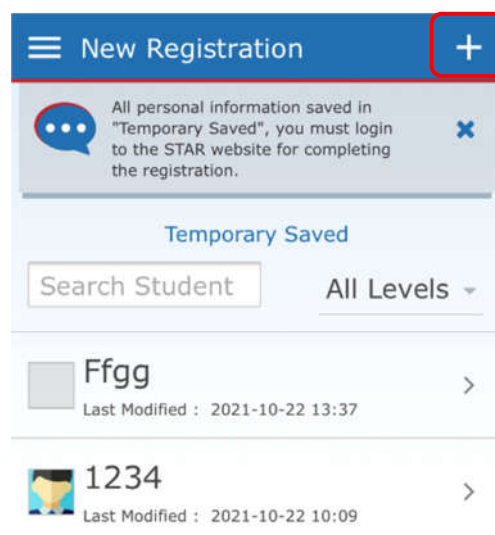


The screenshot displays the 'Home' screen of the application. A blue header at the top contains a menu icon (three horizontal lines) and the word 'Home', which is highlighted with a red box. Below the header, the screen is divided into sections: 'School Information' with details for '博文亞洲中學' (Broadlearning 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'.

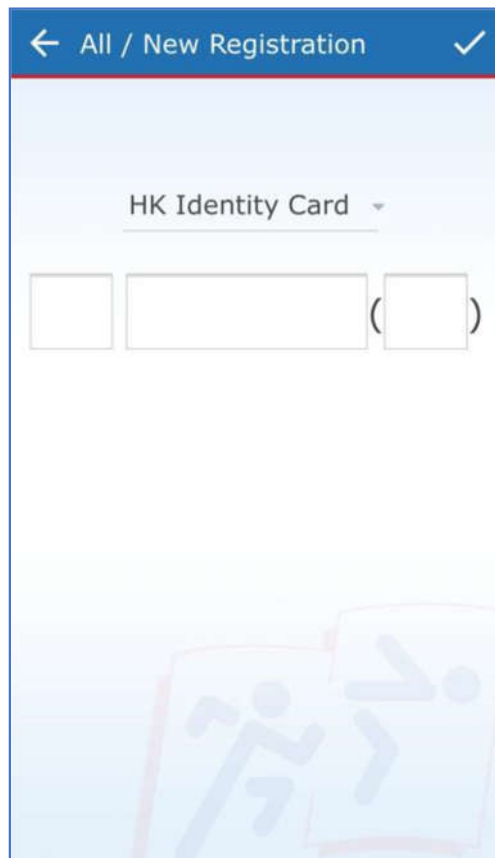
1.1.8.5 Press “New Registration”.



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

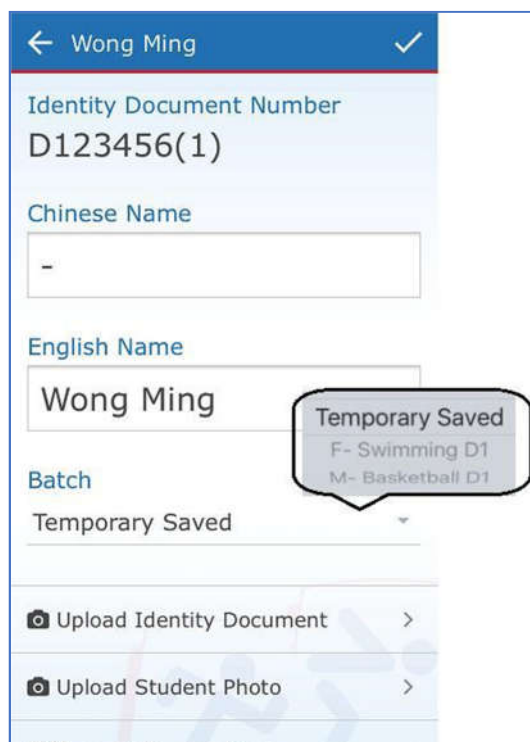


1.1.8.7 Same operation as web platform, fill in student personal information.



The screenshot shows a mobile application interface for 'All / New Registration'. At the top, there is a blue header with a back arrow, the text 'All / New Registration', and a checkmark. Below the header, there is a dropdown menu labeled 'HK Identity Card'. Underneath, there are three input fields: a small square box, a larger rectangular box, and a box containing a pair of parentheses '()'. The background of the app has a faint watermark of a person running.

1.1.8.8 Fill in the information and select batch created.

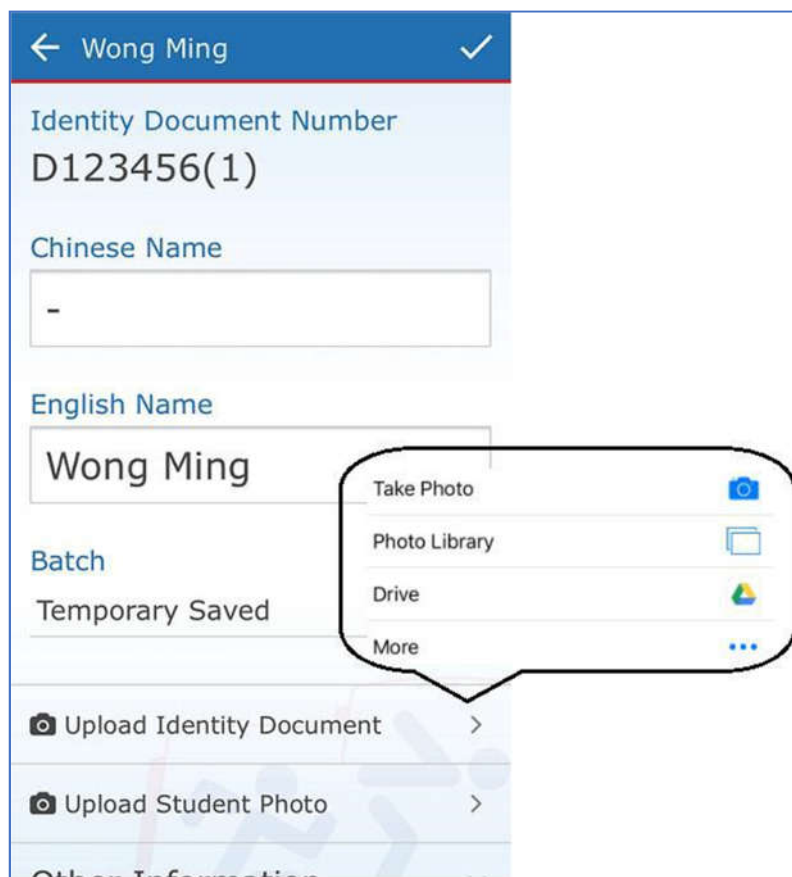


The screenshot shows a mobile application interface for a user named 'Wong Ming'. The header is blue with a back arrow, the name 'Wong Ming', and a checkmark. The form contains the following fields:

- 'Identity Document Number' with the value 'D123456(1)'
- 'Chinese Name' with a hyphen '-'
- 'English Name' with the value 'Wong Ming'
- 'Batch' with a dropdown menu showing 'Temporary Saved' and two options: 'F- Swimming D1' and 'M- Basketball D1'. A callout box points to this dropdown with the text 'Temporary Saved'.

At the bottom, there are two buttons: 'Upload Identity Document' and 'Upload Student Photo', both with camera icons and right-pointing arrows.

- 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.

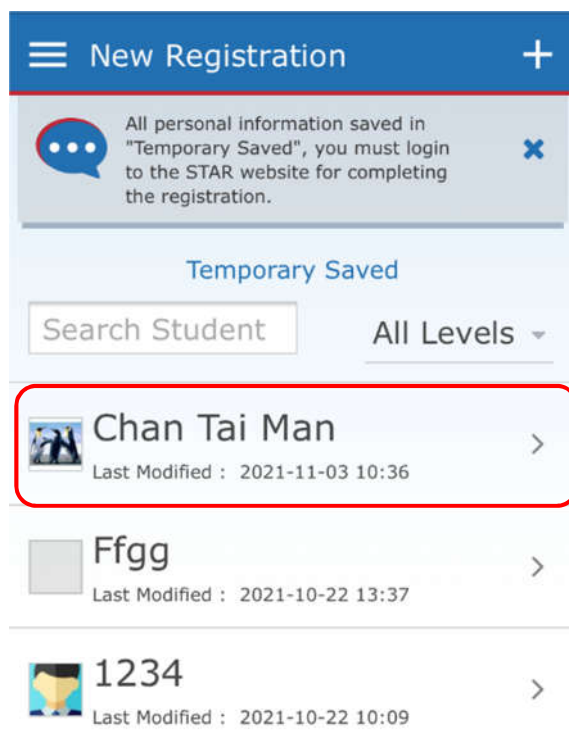
- 1.1.8.11 System will show Initial Registration Completed, Teacher please back to web platform to submit to the principal for approval.

Initial Registration

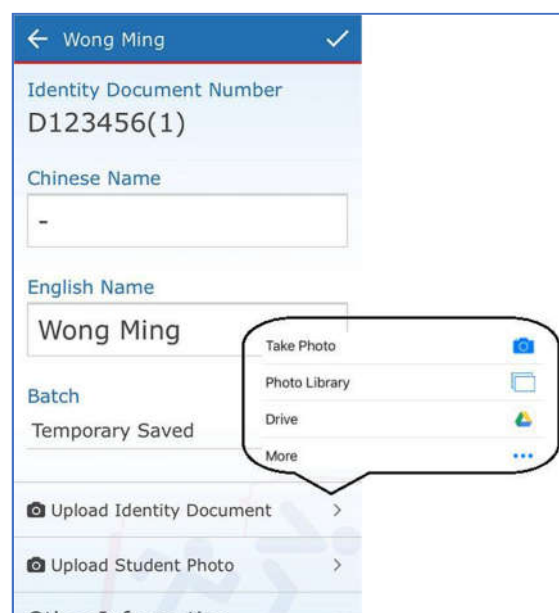
All personal information saved in “Temporary Saved”, you must login to the STAR website for completing the registration.

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.



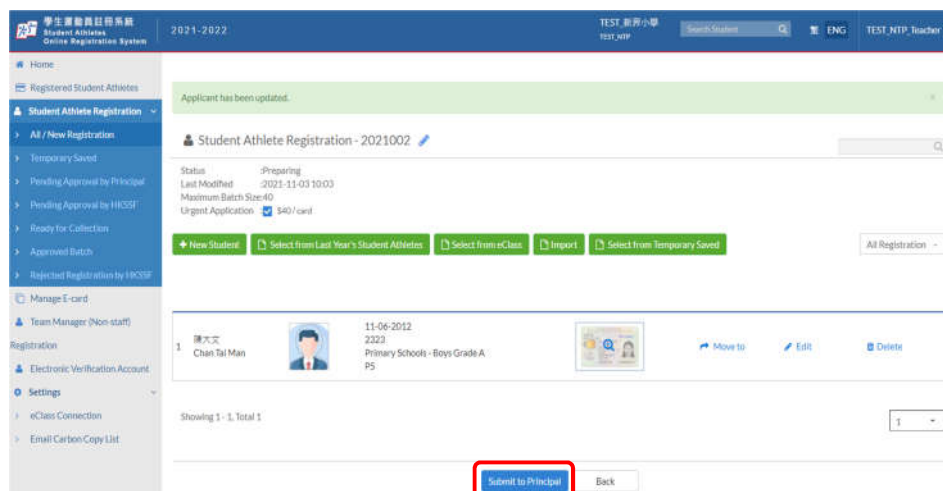
- 1.1.8.13 Teacher can press “Student Name” to supplement or edit information and photo. (Requirements of Identity Document, please refer to [1.1.4.3](#); requirements of Photo, please refer to [1.1.4.4](#))



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

1.1.9 Submit to Principal

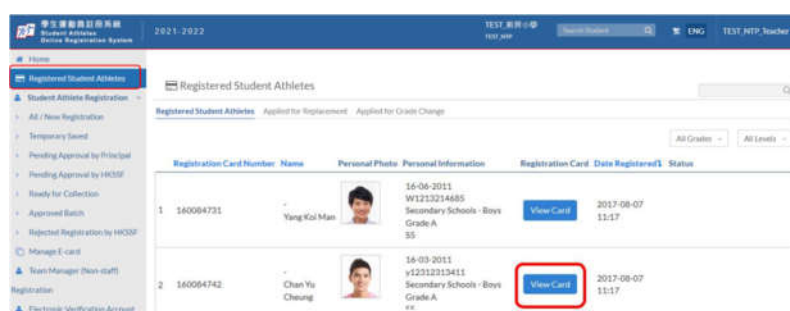
1.1.9.1 If the batch is well prepared, please press “Submit to Principal”.



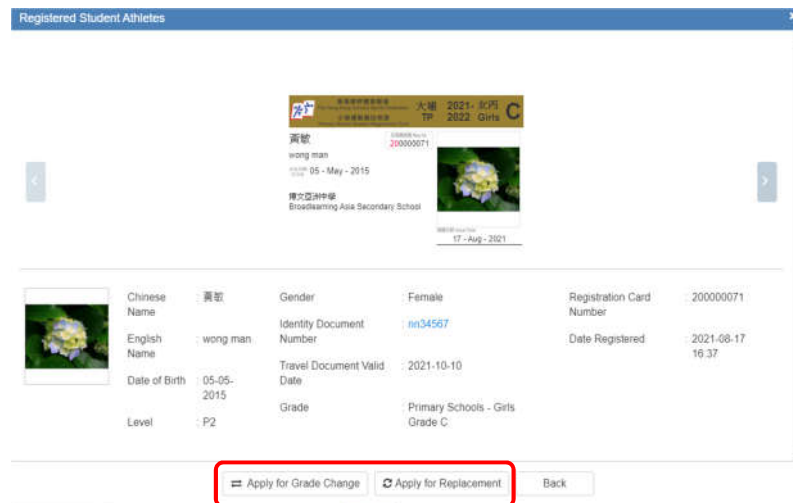
“Pending Approval by Principal”:	Show the batch waiting for the approval of the principal.
“Pending Approved by HKSSF”:	Shows the batch that the principal has approved and is awaiting for HKSSF approval.
“Ready for Collection”:	Shows HKSSF has been approved and waited for the school to collect the batch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



1.1.10.2 Select necessary action.



Registered Student Athletes

黃敏
wong man
05-May-2015
博文亞洲中學
Broadkaming Asia Secondary School

2021-2022 TP Girls C

Identity Document Number: nn34567

Registration Card Number: 200000071

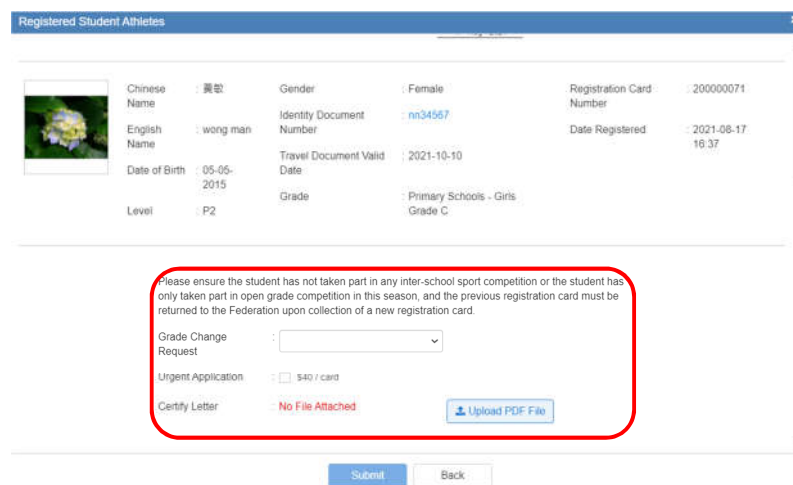
Date Registered: 2021-08-17 16:37

Travel Document Valid Date: 2021-10-10

Grade: Primary Schools - Girls Grade C

Level: P2

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: nn34567 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

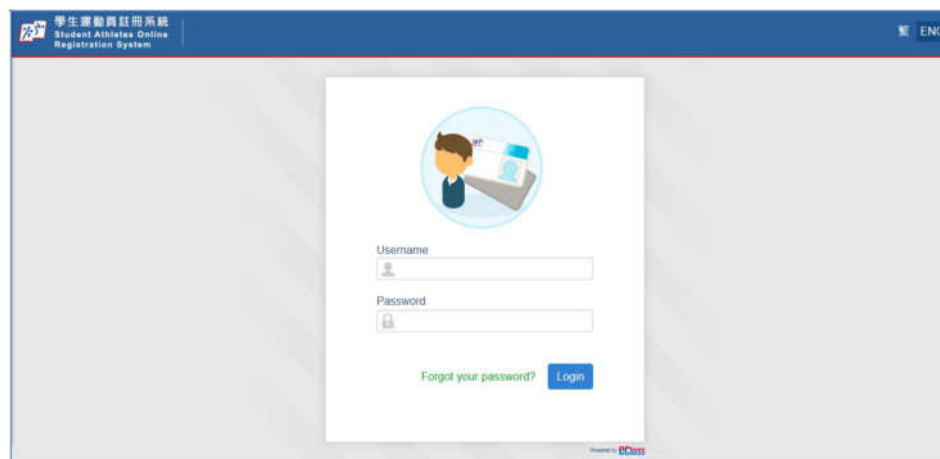
1.1.10.4 Press "Submit".

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 **EClass**

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 **EClass**

1.2.3 Application Approval

- 1.2.3.1 Main page shows once Login to the system.



The screenshot shows the main page of the Student Athletes Online Registration System. The page is titled "Student Athletes Online Registration System" and includes a navigation menu on the left with options like "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", and "Rejected by Principal". The main content area displays "Notices & Announcements" with a notice about the 2021-2022 registration system opening on August 16, 2021. The right sidebar shows "Team Manager (Non-staff member) Pending Approval" with a count of 2, "Student Athletes Pending Approval" with a count of 1, and "Registered Student Athletes" with a count of 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"/> Approve <input type="checkbox"/> Reject
---	---	--	--	---


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



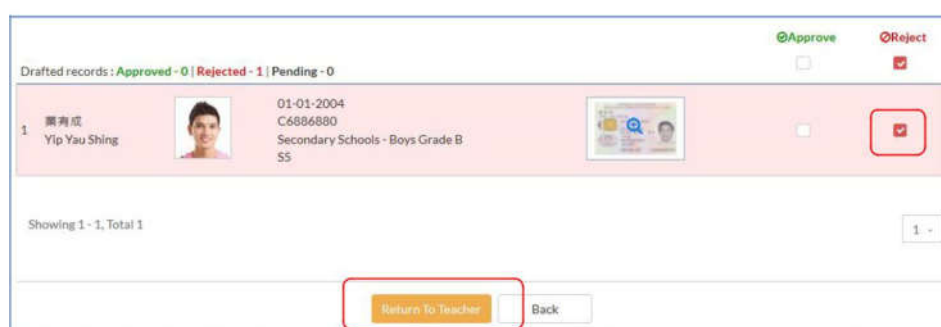
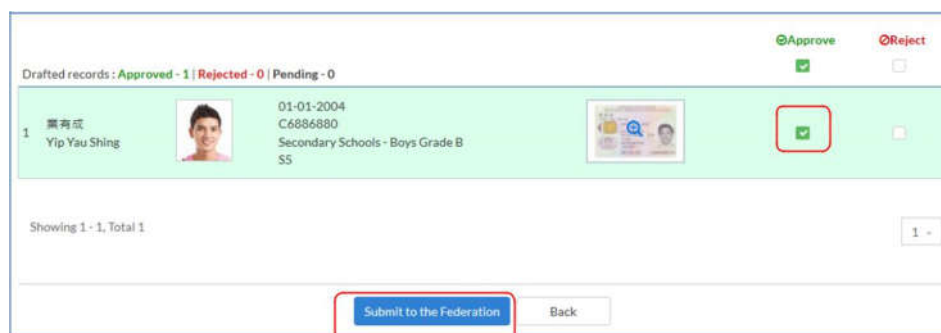
Chinese Name : 陳太文
English Name : Chan Tai Man
Date of Birth : 11-06-2012
Level : P5
Status : Approve Reject

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

[Back](#)

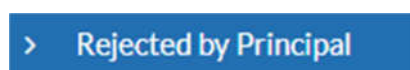
1.2.3.6 Select “Approve” for submission to Federation or Select “Reject” for returning to Teacher.

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



1.2.4 Check Rejected Registration

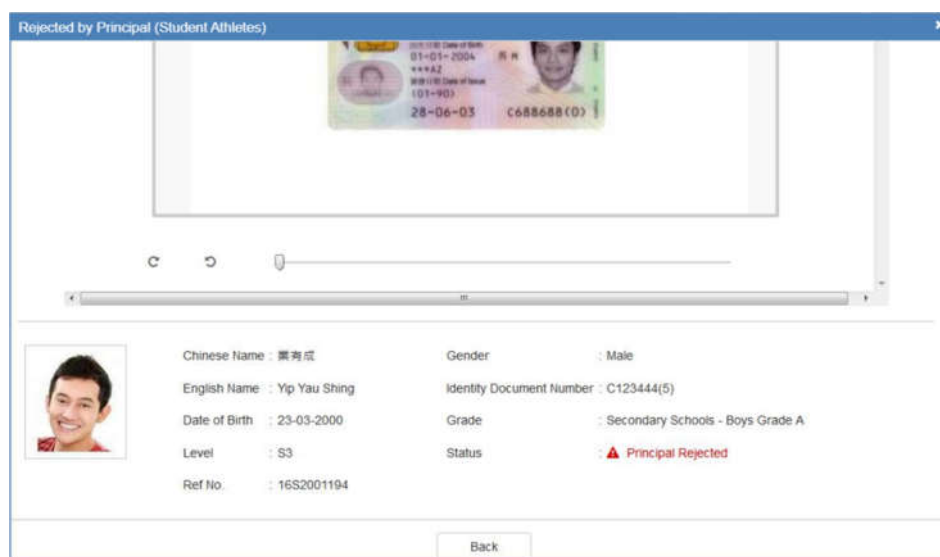
1.2.4.1 Press “Rejected by Principal” under “Student Athlete Registration”.



1.2.4.2 System will show that has been rejected.

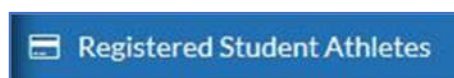


1.2.4.3 Further details can be checked individually.

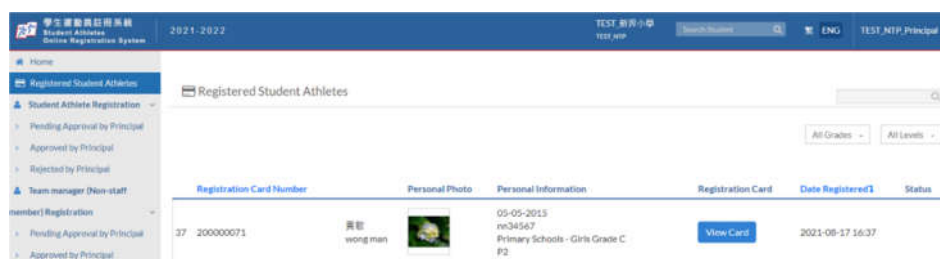


1.2.5 Check Registered Student Athlete

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.

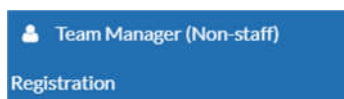


2 Application for Team Manager (Non-staff Member)

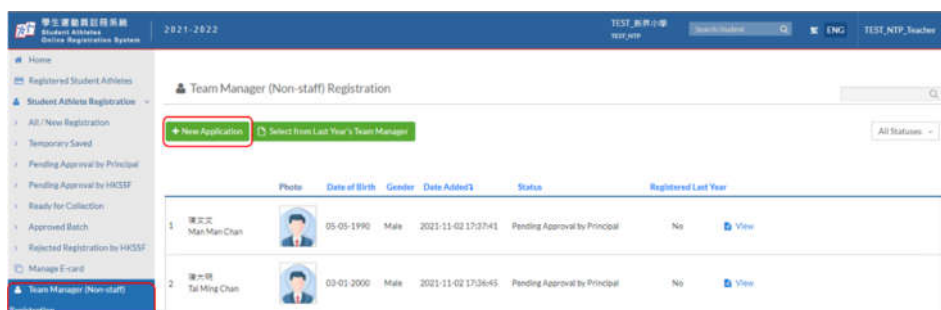
2.1 Teacher Account

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.

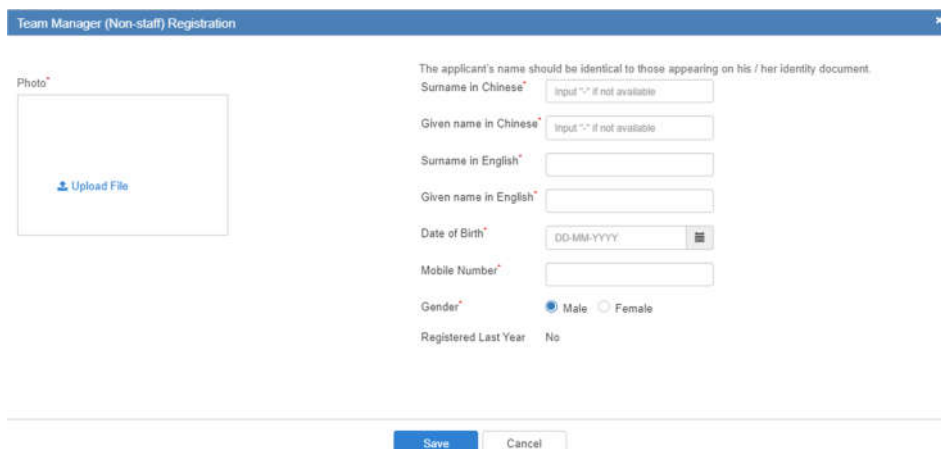


2.1.3 Press “New Application”.



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.



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*

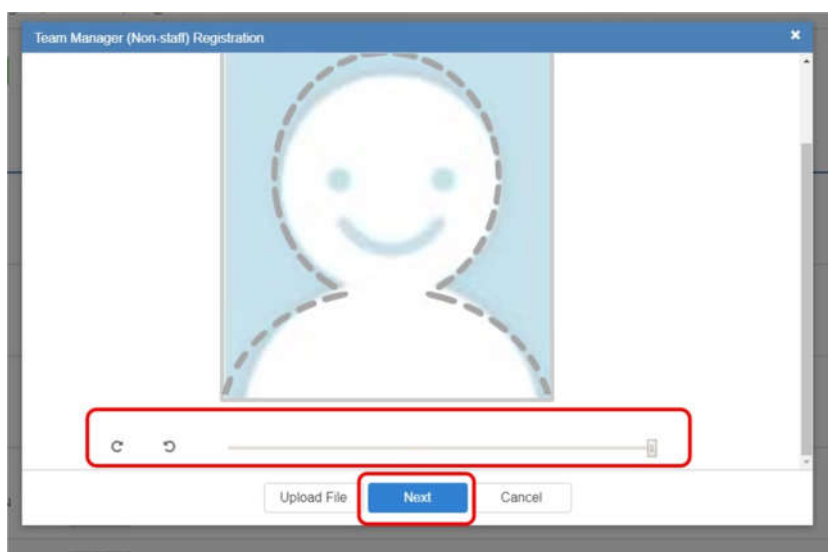
Date of Birth*

Mobile Number*

Gender* Male Female

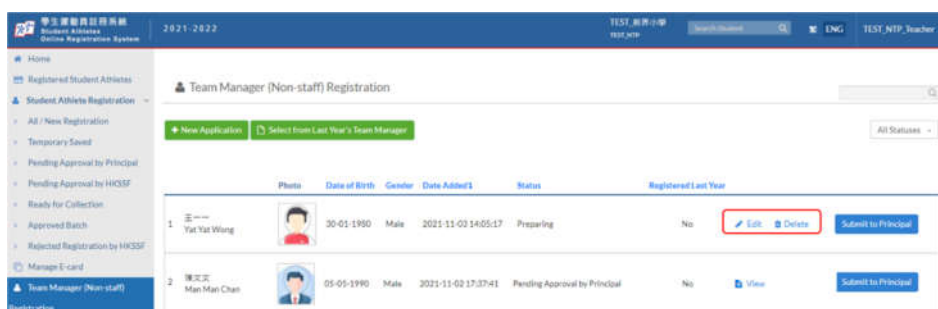
Registered Last Year

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

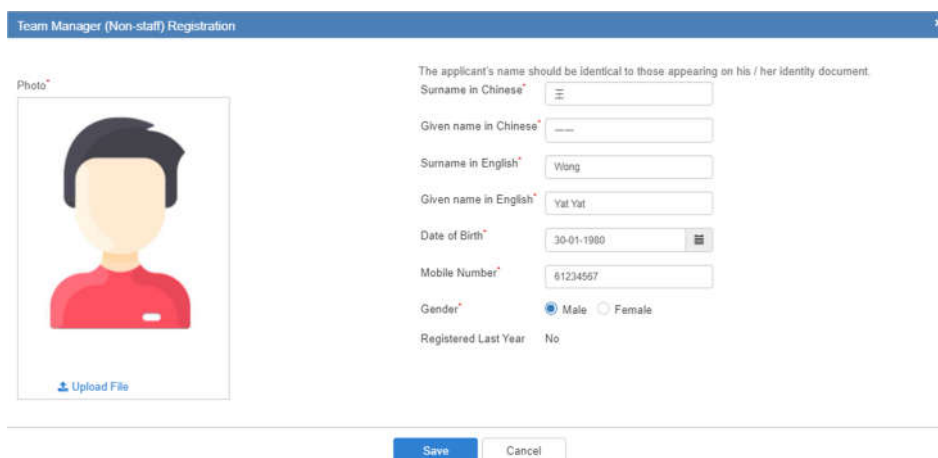


2.1.6 Press “Save” when finished.

2.1.7 Teacher can edit or delete application.

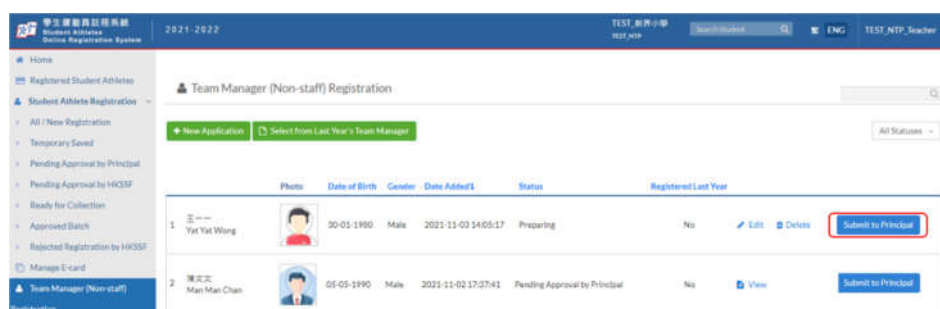


2.1.8 Press “Edit” to edit Personal Information.

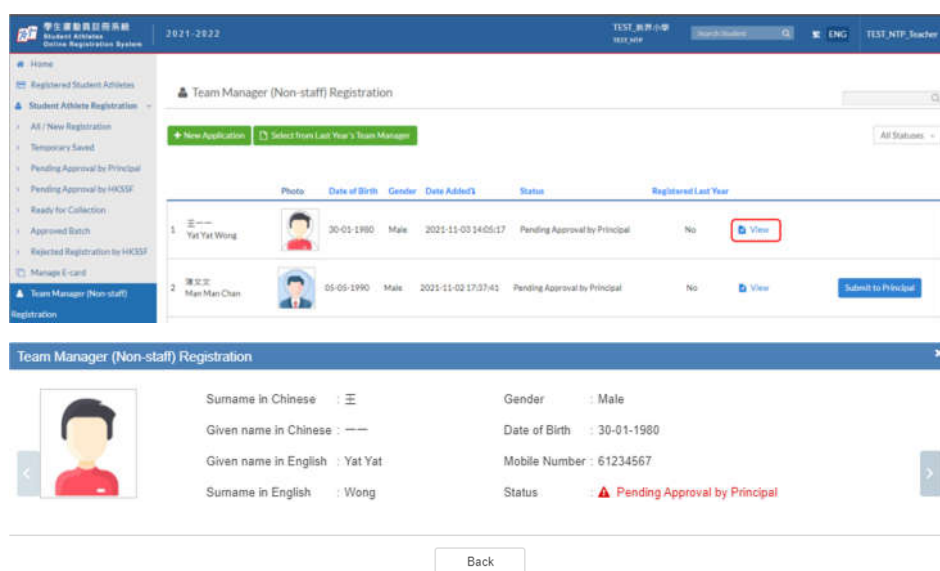


2.1.9 Press “Save” when finished.

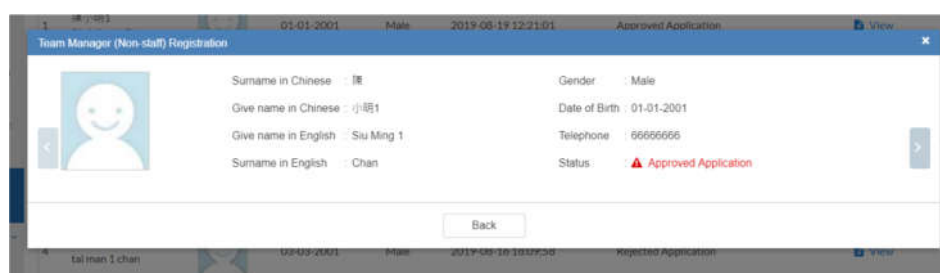
2.1.10 Press “Submit to Principal” after confirming information is correct.



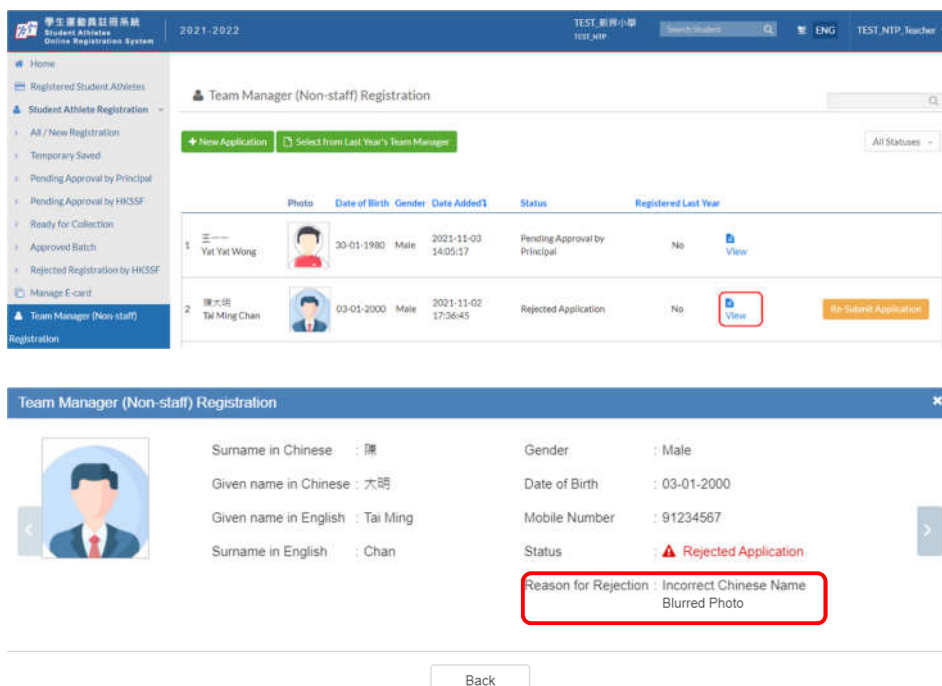
2.1.11 Press “View” to view application details after submitting to Principal.



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



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 registrations:

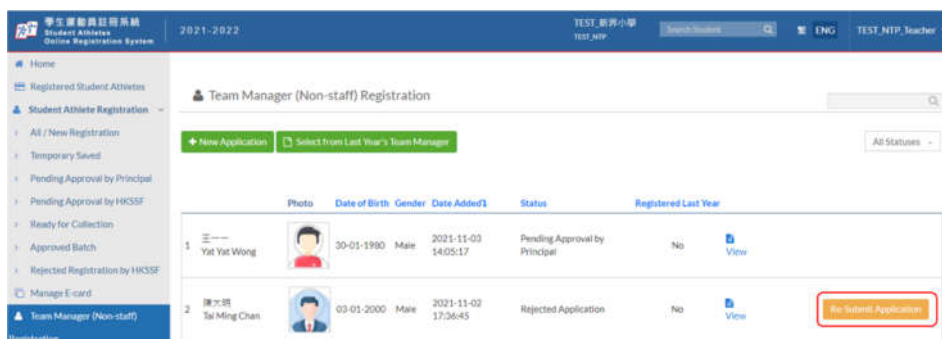
	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year	
1		30-01-1980	Male	2021-11-03 14:05:17	Pending Approval by Principal	No	View
2		03-01-2000	Male	2021-11-02 17:36:45	Rejected Application	No	View Re-Submit Application

The 'View' button for the rejected application is highlighted with a red box. A pop-up window titled 'Team Manager (Non-staff) Registration' displays the following details:

- 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

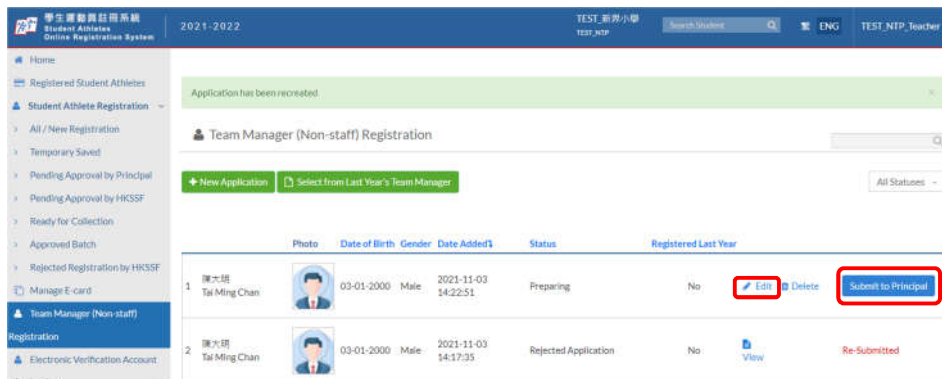
A 'Back' button is located below the pop-up window.

2.1.14 Press “Re-Submit Application”.



This screenshot is similar to the previous one, showing 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.

2.1.15 Press “Submit to Principal” after amendment.



The screenshot shows the 'Team Manager (Non-staff) Registration' page after an amendment. A green notification bar at the top states 'Application has been recreated'. The table now shows:

	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

The 'Edit' and 'Submit to Principal' buttons for the 'Preparing' application are highlighted with red boxes.

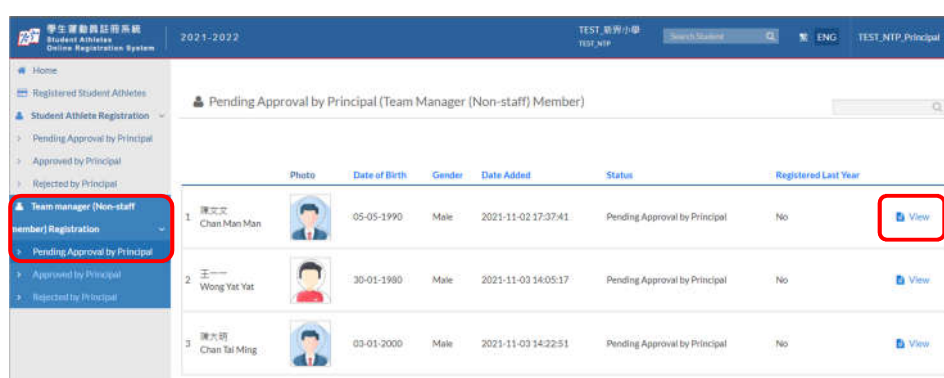
2.2 Principal Account

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>

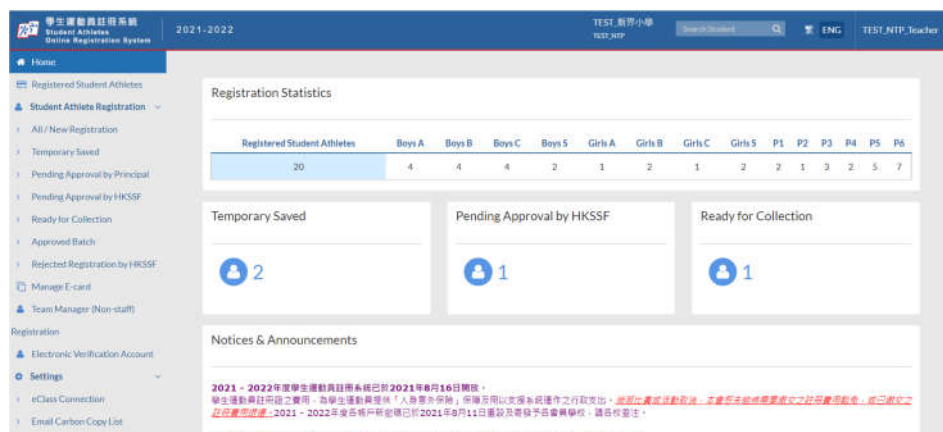
Team Manager (Non-staff member) Q

All Regions - All School Levels - All Area Committees -

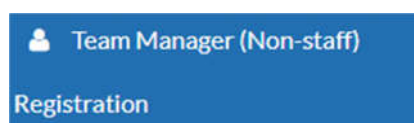
	Name	School Name	Gender	Date Approved
1	蘇小娟 Siu Ming I Chan	TEST_HTP	Male	2019-06-19
2	陳大明 tai ming chan	TEST_HTP	Male	2019-06-19
3	陳大文文 TAI MAN CHAN	TEST_HTP	Male	2019-06-16
4	陳潔宜 Testing Chan	TEST_HTP	Male	2019-06-16

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”

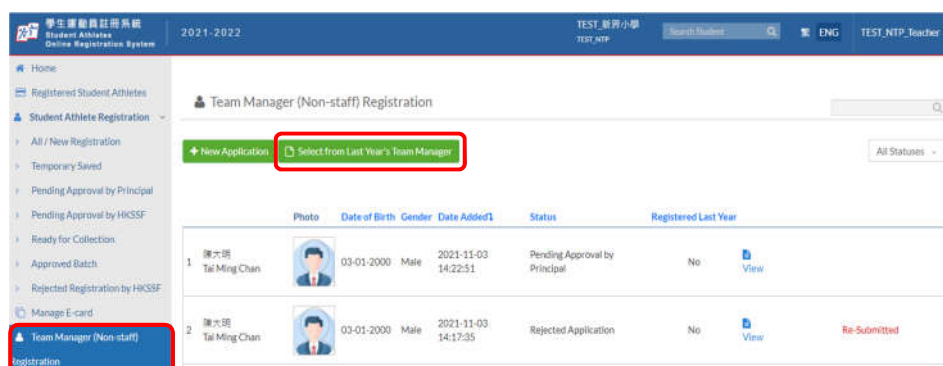






	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year
1		03-01-2000	Male	2021-11-03 14:22:51	Pending Approval by Principal	No 
2		03-01-2000	Male	2021-11-03 14:17:35	Rejected Application	No  Re-Submitted

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
 yuen man
 so uk chuen
 so man
 pak tin
 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.

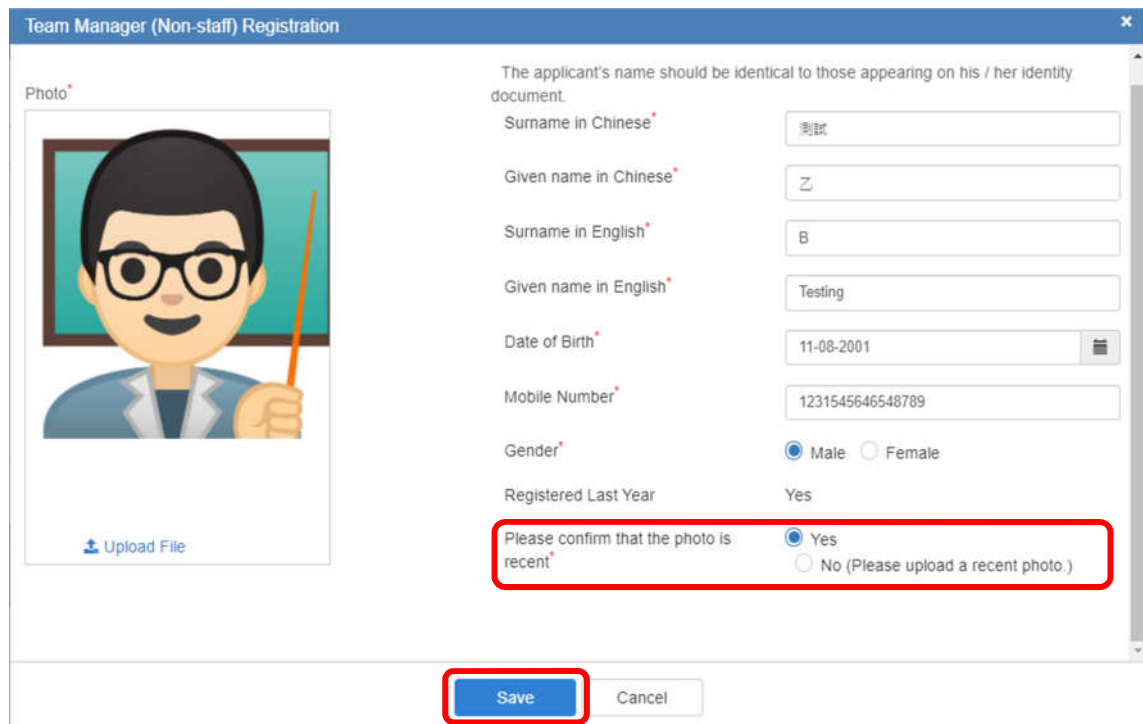
Team Manager (Non-staff) Registration 🔍

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

	Photo	Date of Birth	Gender	Date Added	Status	Registered Last Year	
1		11-08-2001	Male	2021-08-05 14:17:00	Preparing	Yes	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px; color: white; font-weight: bold;">Edit</div> <div style="color: #0056b3; font-weight: bold;">Delete</div> </div>
2		14-08-2001	Male	2021-08-03 16:01:46	Pending Approval by Principal	Yes	<div style="color: #0056b3; font-weight: bold;">View</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”.

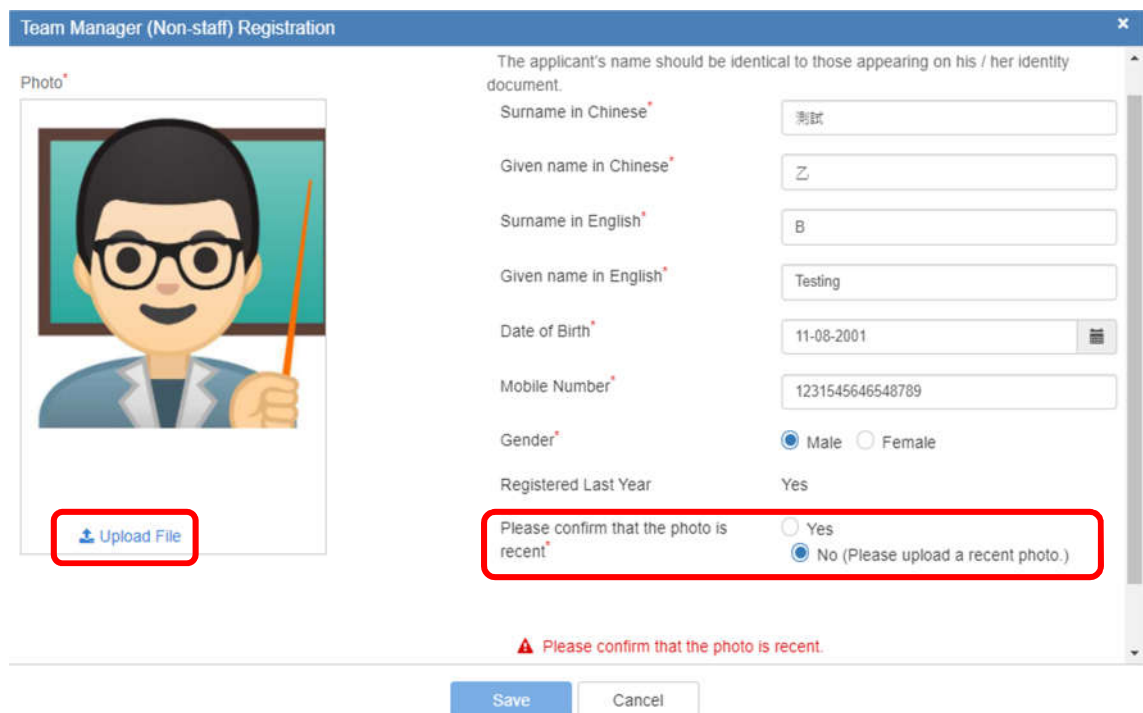


The screenshot shows the 'Team Manager (Non-staff) Registration' form. On the left, there is a 'Photo' section with a placeholder image of a man with glasses and a blue jacket, and an 'Upload File' button. The main form contains the following fields:

- 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

At the bottom of the form, there is a confirmation section: 'Please confirm that the photo is recent' with Yes and No (Please upload a recent photo.) selected. The 'Save' button is highlighted with a red box.

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

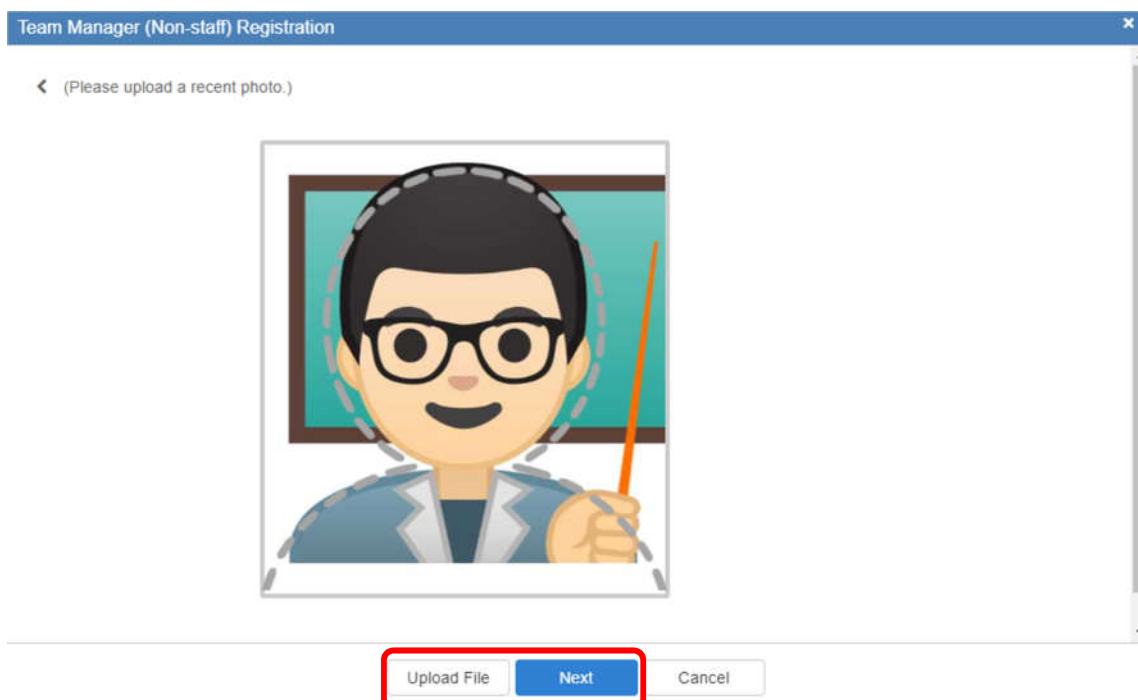


The screenshot shows the 'Team Manager (Non-staff) Registration' form. The 'Photo' section on the left has the 'Upload File' button highlighted with a red box. The main form contains the same fields as in the previous screenshot:

- 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

At the bottom of the form, the confirmation section is: 'Please confirm that the photo is recent' with Yes and No (Please upload a recent photo.) selected. A red warning message is displayed: 'Please confirm that the photo is recent.' The 'Save' button is visible at the bottom.

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

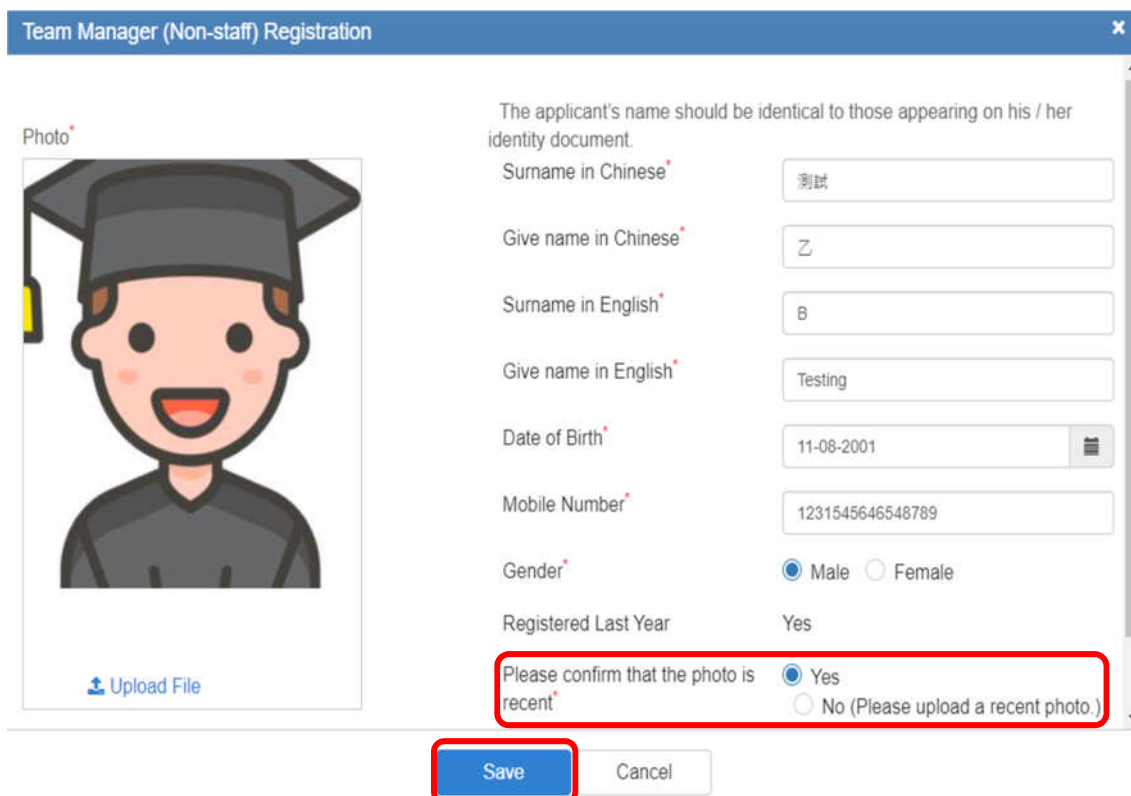


Team Manager (Non-staff) Registration

< (Please upload a recent photo.)

Upload File Next Cancel

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



Team Manager (Non-staff) Registration

Photo*

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

Surname in Chinese* 測試

Give name in Chinese* 乙

Surname in English* B

Give 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







Save Cancel

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		11-08-2001	Male	2021-08-09 16:55:55	Preparing	Yes			Submit to Principal
2		10-08-2001	Female	2021-08-09 16:55:55	Preparing	Yes			Submit to Principal

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

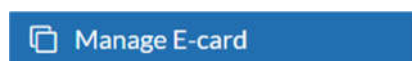
3 Electronic Verification (e-Verification) (Applicable to Secondary School only)

3.1 Teacher Account – Manage E-card

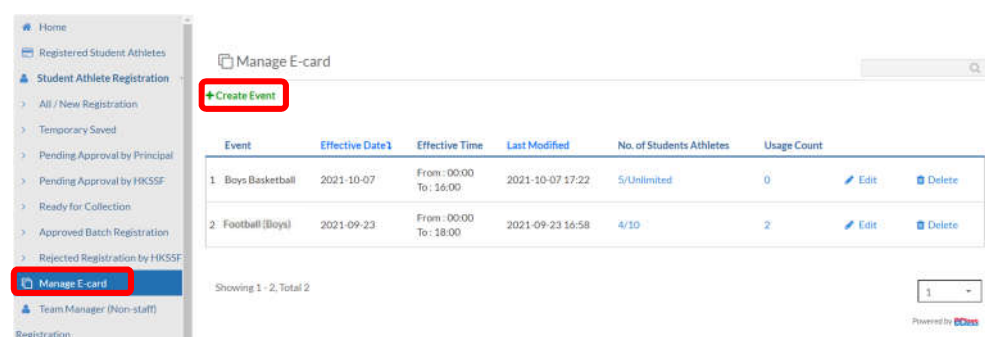
3.1.1 Web Platform

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

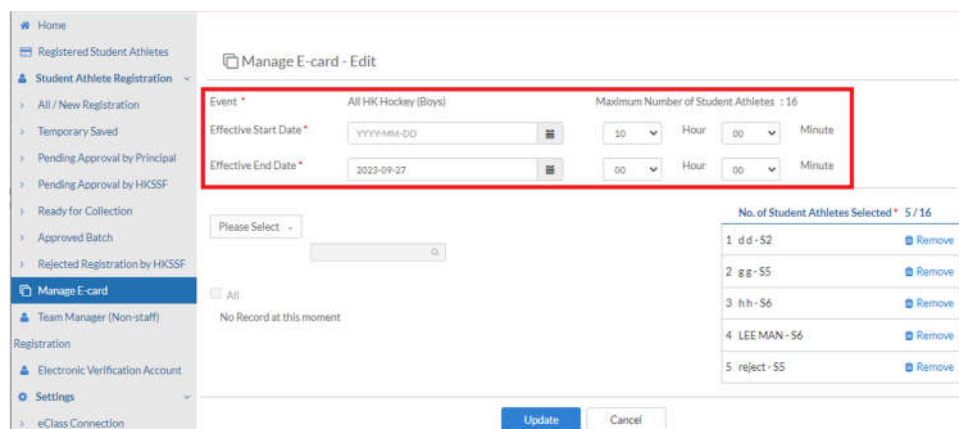
3.1.1.2 Press “Manage E-card” under the main menu.



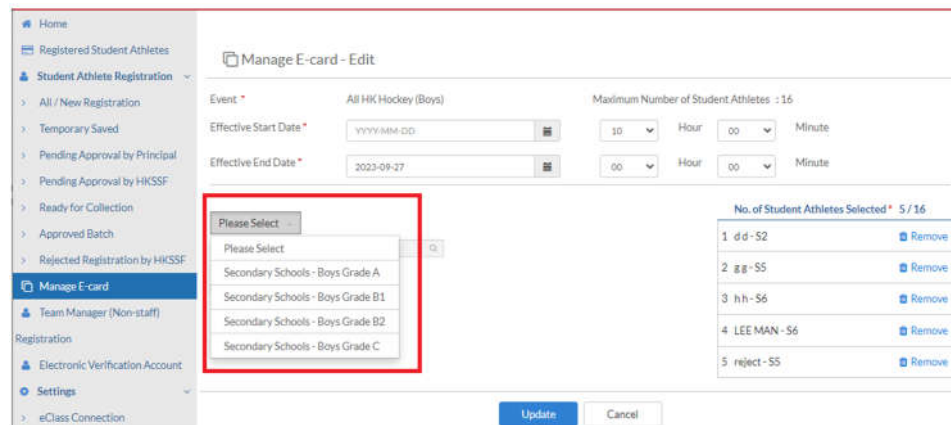
3.1.1.3 Press “Create Event”.



3.1.1.4 Select Event, Effective Date and Time.



3.1.1.5 Select Grade.



Manage E-card - Edit

Event * All HK Hockey (Boys) Maximum Number of Student Athletes : 16

Effective Start Date * YYYY-MM-DD 10 Hour 00 Minute

Effective End Date * 2023-09-27 00 Hour 00 Minute

Please Select -

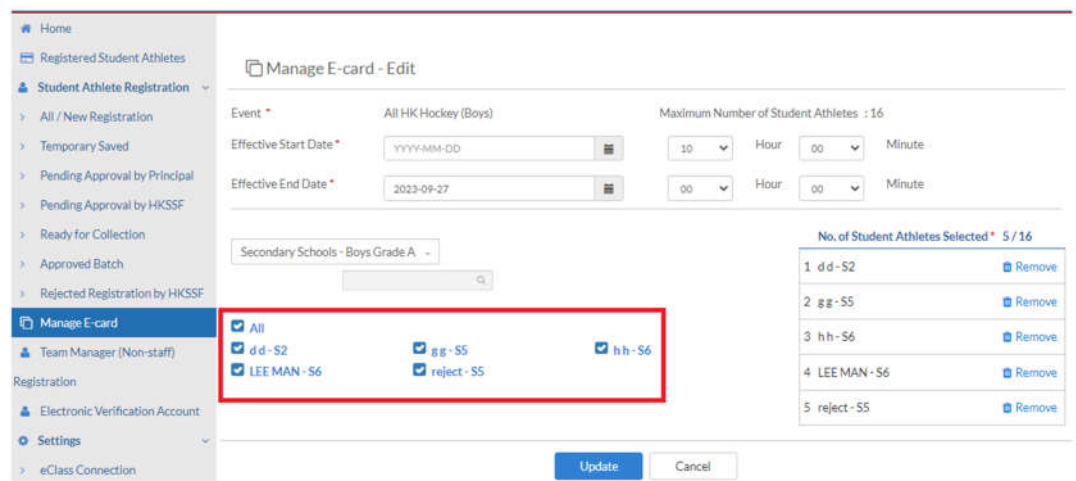
- Please Select
- Secondary Schools - Boys Grade A
- Secondary Schools - Boys Grade B1
- Secondary Schools - Boys Grade B2
- Secondary Schools - Boys Grade C

No. of Student Athletes Selected * 5 / 16

1	dd - S2	Remove
2	gg - S5	Remove
3	hh - S6	Remove
4	LEE MAN - S6	Remove
5	reject - S5	Remove

Update Cancel

3.1.1.6 Select Student Athletes.



Manage E-card - Edit

Event * All HK Hockey (Boys) Maximum Number of Student Athletes : 16

Effective Start Date * YYYY-MM-DD 10 Hour 00 Minute

Effective End Date * 2023-09-27 00 Hour 00 Minute

Secondary Schools - Boys Grade A

All

dd - S2 gg - S5 hh - S6

LEE MAN - S6 reject - S5

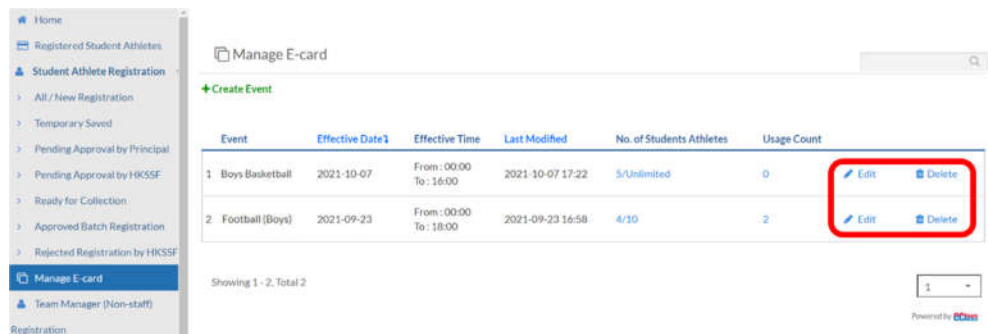
No. of Student Athletes Selected * 5 / 16

1	dd - S2	Remove
2	gg - S5	Remove
3	hh - S6	Remove
4	LEE MAN - S6	Remove
5	reject - S5	Remove

Update Cancel

3.1.1.7 Press “Confirm” when finished.

3.1.1.8 Teacher can edit or delete E-card.




Manage E-card

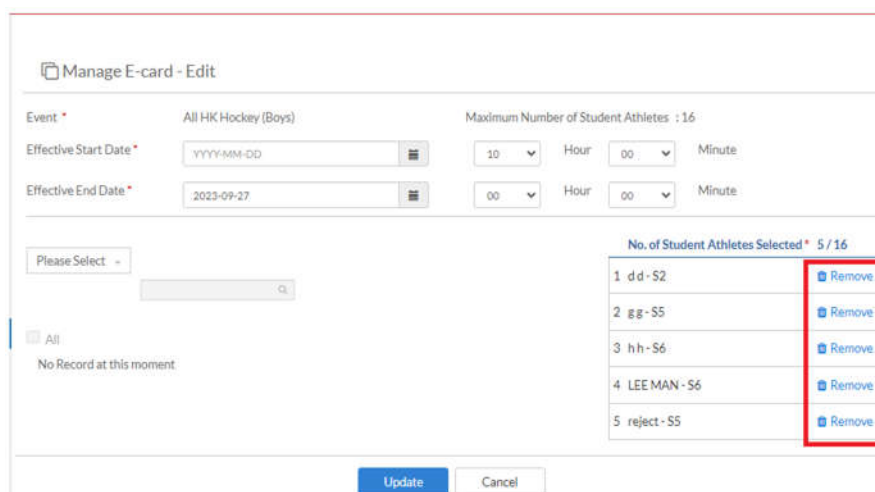
+ Create Event

Event	Effective Date ¹	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	Edit Delete
2 Football (Boys)	2021-09-23	From : 00:00 To : 18:00	2021-09-23 16:58	4/10	2	Edit Delete

Showing 1 - 2, Total 2

Powered by 

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



Manage E-card - Edit

Event * All HK Hockey (Boys) Maximum Number of Student Athletes : 16

Effective Start Date * YYYY-MM-DD 10 : 00 Hour Minute

Effective End Date * 2023-09-27 00 : 00 Hour Minute

Please Select -

All
No Record at this moment.

No. of Student Athletes Selected * 5 / 16	
1 d d - S2	Remove
2 g g - S5	Remove
3 h h - S6	Remove
4 LEE MAN - S6	Remove
5 reject - S5	Remove

[Update](#) [Cancel](#)

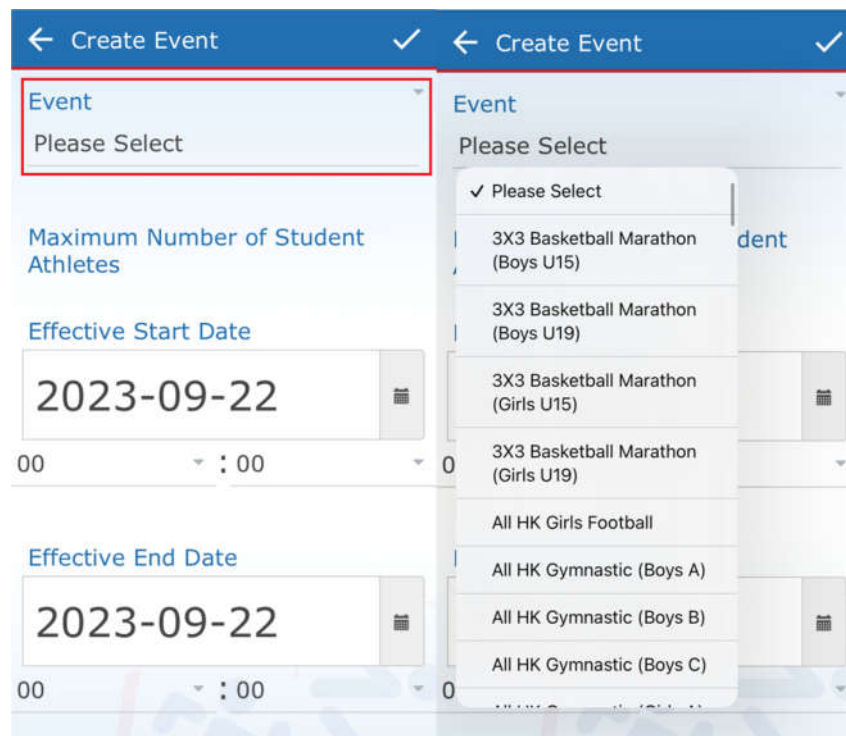
3.1.1.10 Press “Update” when finished.

3.1.2 App Platform

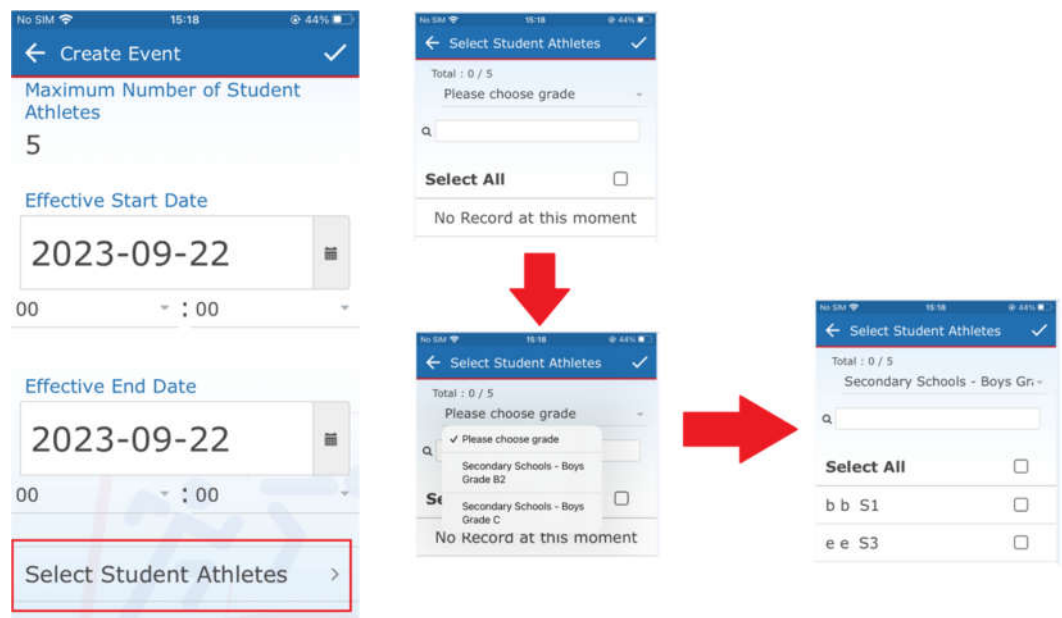
3.1.2.1 Press “Manage E-card” and the “+” on the top right-hand corner to create E-card.



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

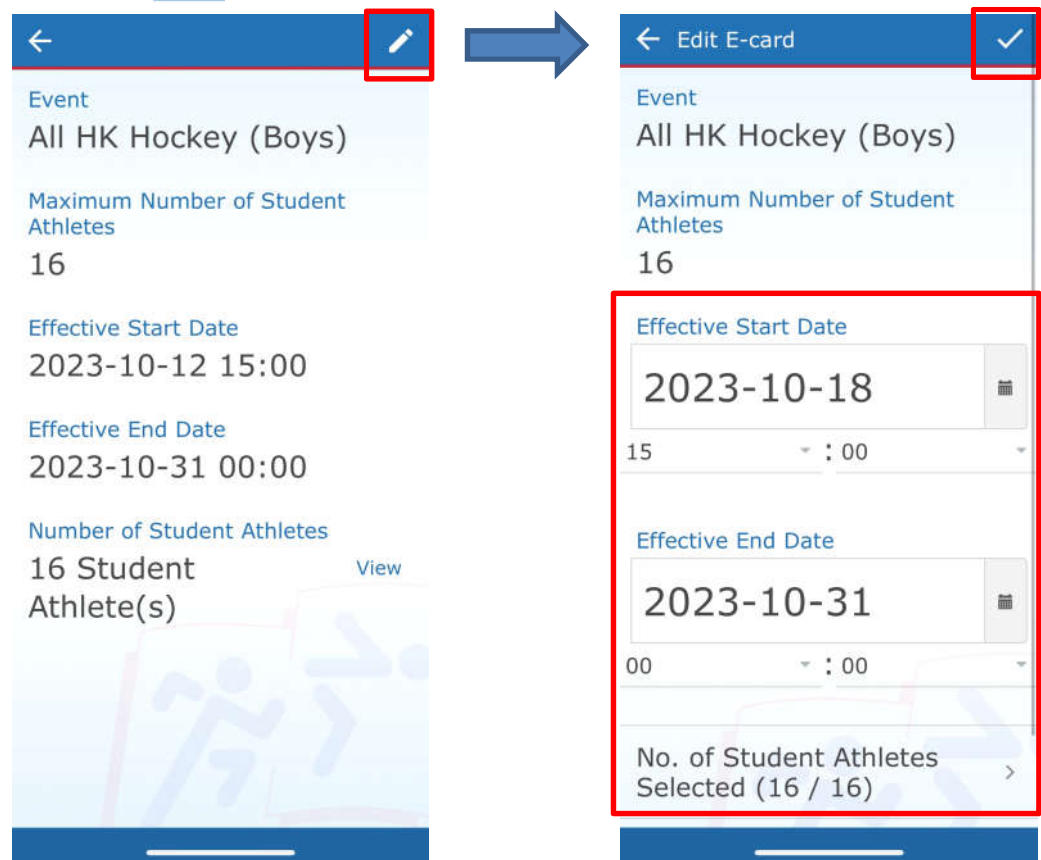


3.1.2.3 Same operation as web platform, select Grade and Student Athletes.




3.1.2.4 Press  when finished.

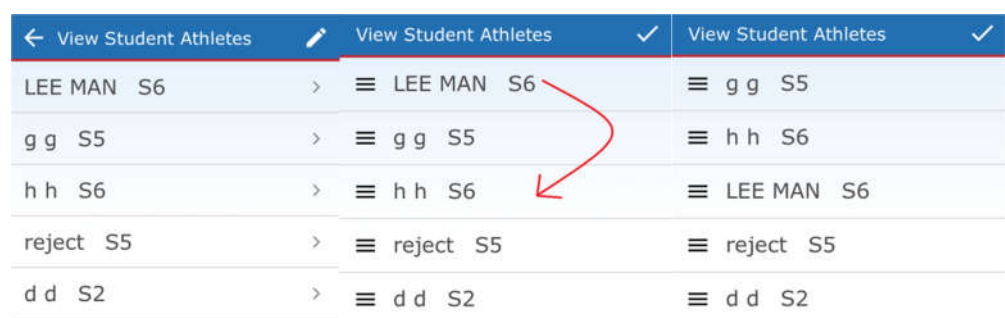
3.1.2.5 Press  to edit E-card details.



3.1.2.6 Press  when finished.

3.1.2.7 Press  to change the order of E-cards.

3.1.2.8 Rearrange the order of E-card by drag and drop.

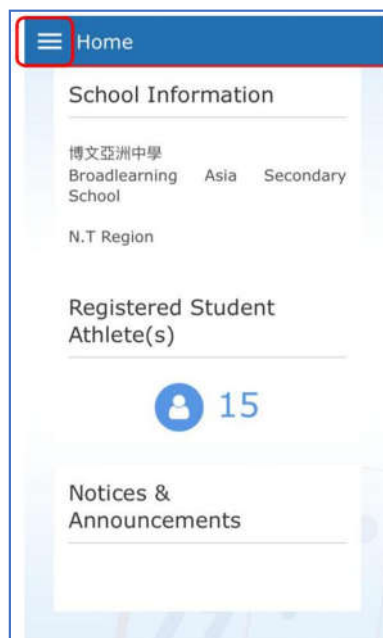


3.1.2.9 Press  when finished.

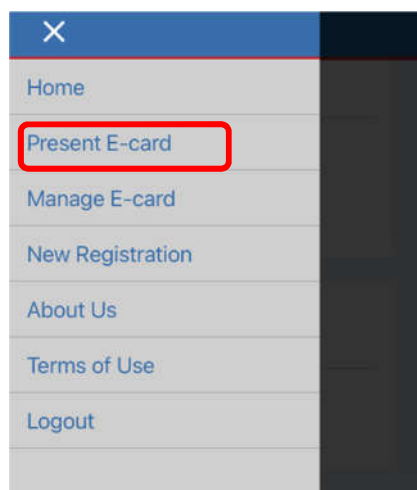
3.2 Teacher Account – Present E-card (App Platform Only)

3.2.1 Present E-card

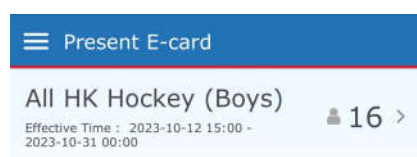
3.2.1.1 Press "Menu".



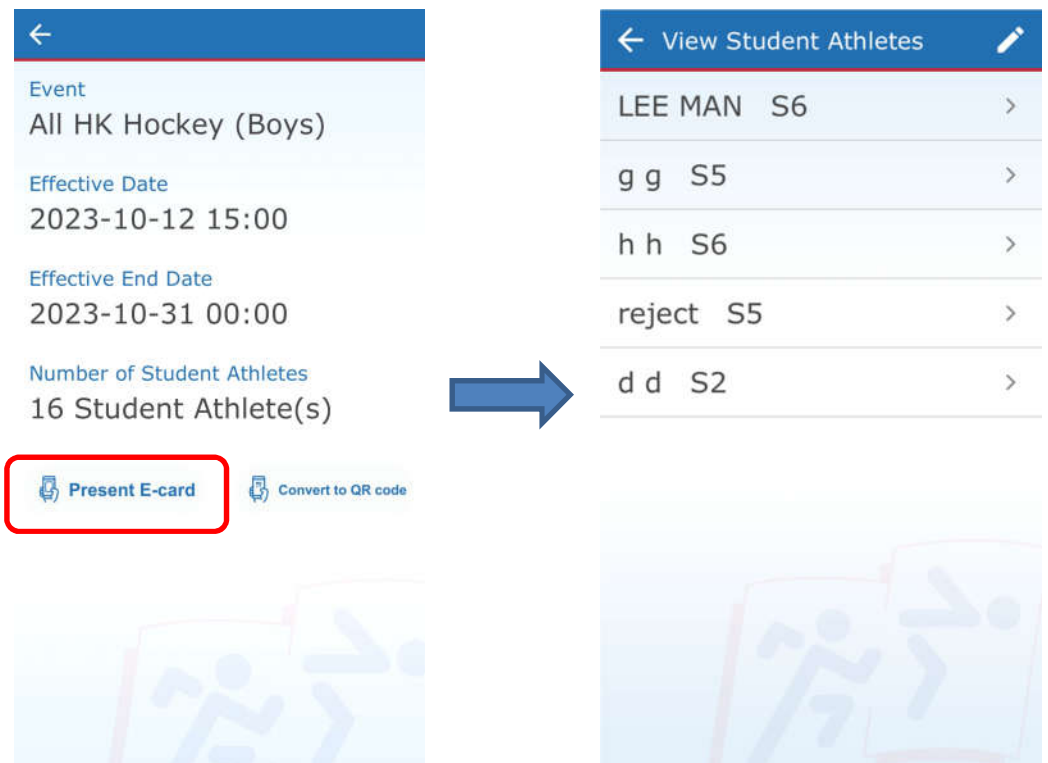
3.2.1.2 Press "Present E-card".



3.2.1.3 Select Event.



3.2.1.4 Press “Present E-Card” to present E-Card directly or Press “Convert to QR Code” (please go to 3.2.2 for more information).

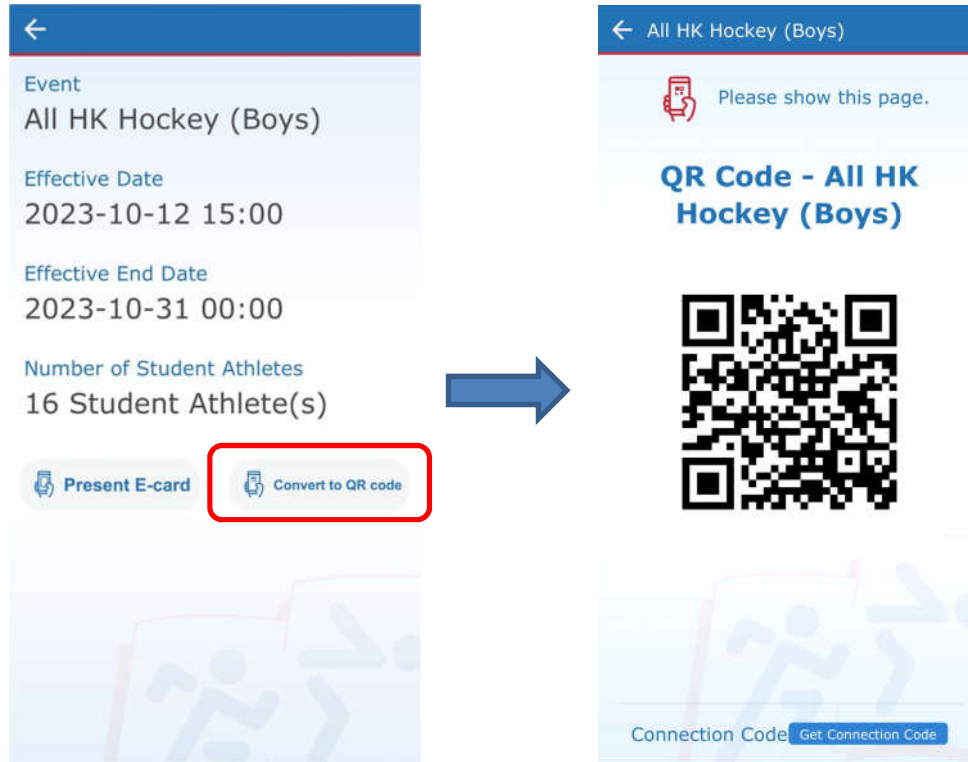


Click on the student athlete name to view the Registration Card. Swipe left or right to view other student athletes.



3.2.2 Convert to QR Code

After pressed “Convert to QR Code”, you could give the QR code to who has been authorised by school for using the E-Cards, please go to 3.3 for the procedure.

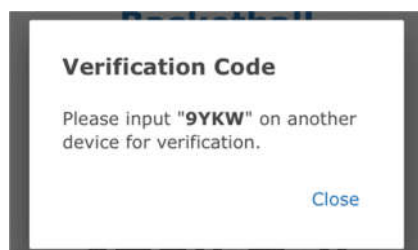


3.2.3 Enter Connection Code

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.

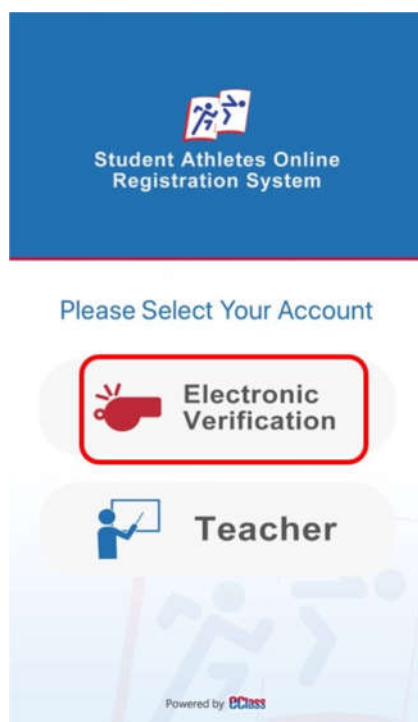


- 3.2.3.3 Press “Close” when finished.

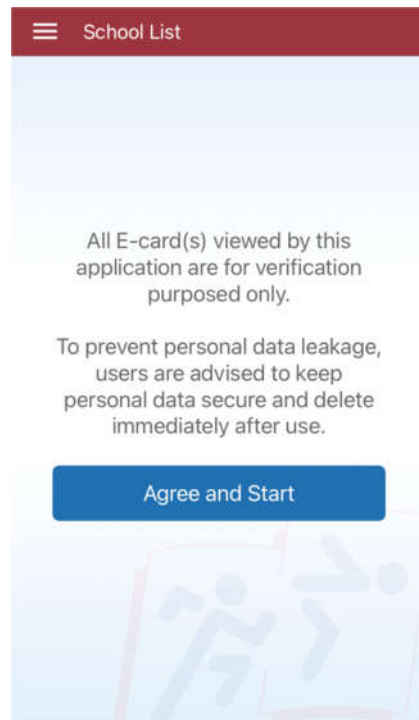
3.3 Electronic Verification Account (App Platform only)

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 ”).

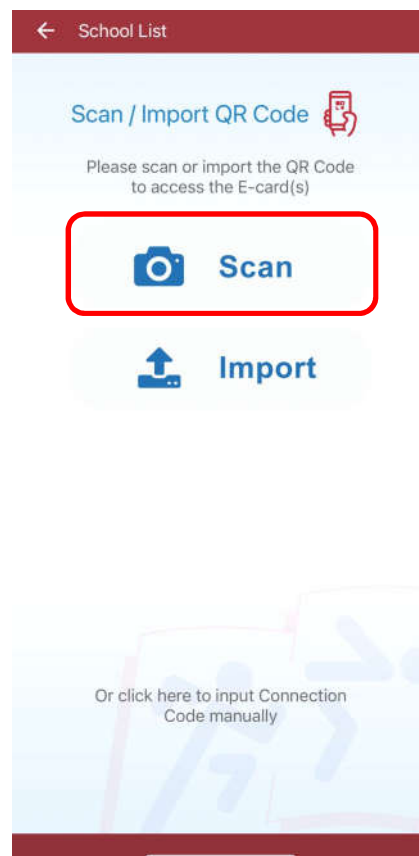


3.3.1.2 Press “Agree and Start” after logged in the system.

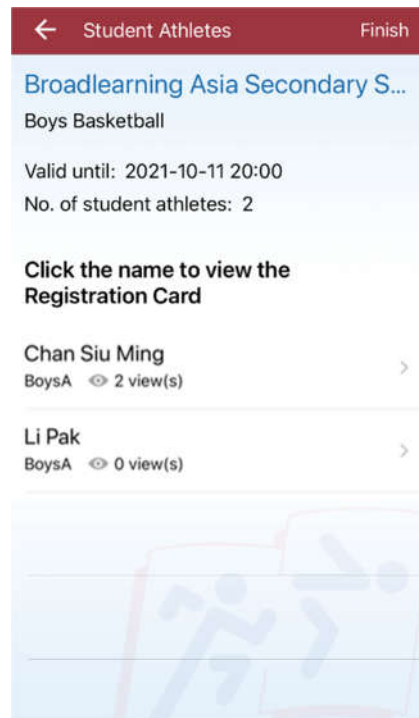


3.3.2 Scan QR Code

3.3.2.1 Press “Scan”.



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



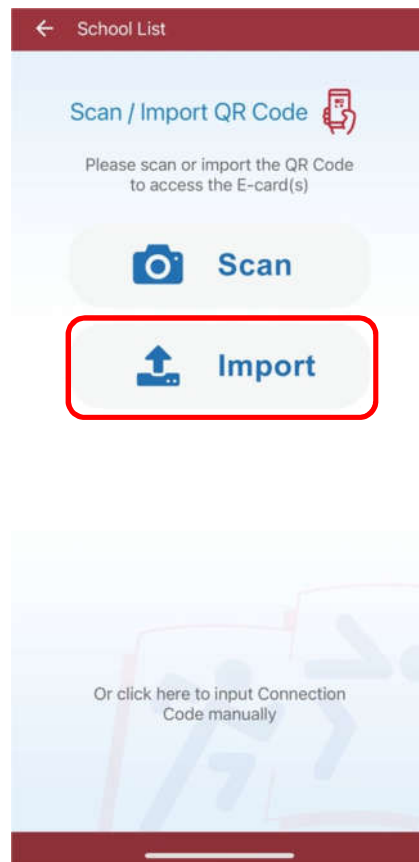
3.3.2.3 Click on the student athlete name to view the Registration Card. Swipe left or right to view other student athletes.



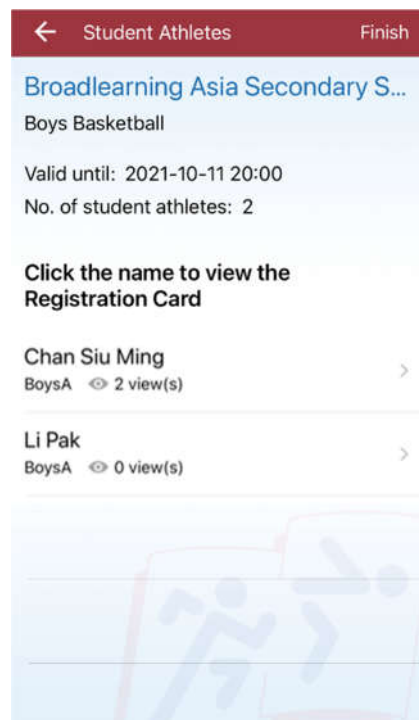
3.3.2.4 Press “Back” when finished.

3.3.3 Import QR Code

3.3.3.1 Press “Import” to import QR code via the photo album for obtaining the E-Cards.



3.3.3.2 After importing the QR Code, E-card details can be accessed.



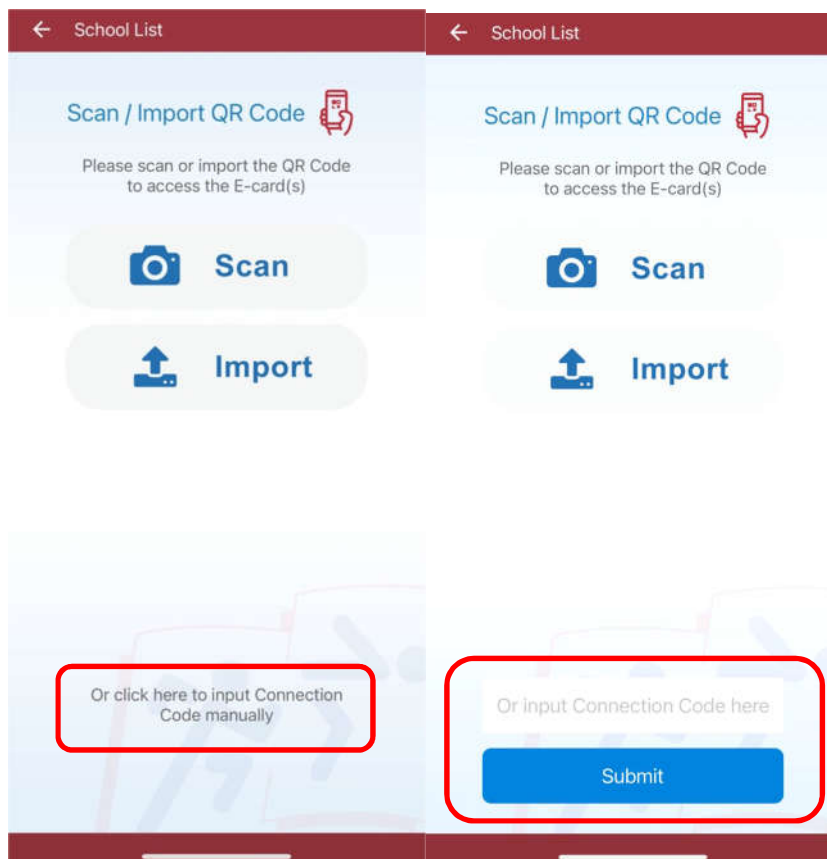
3.3.3.3 Click on the student athlete name to view the Registration Card. Swipe left or right to view other student athletes.



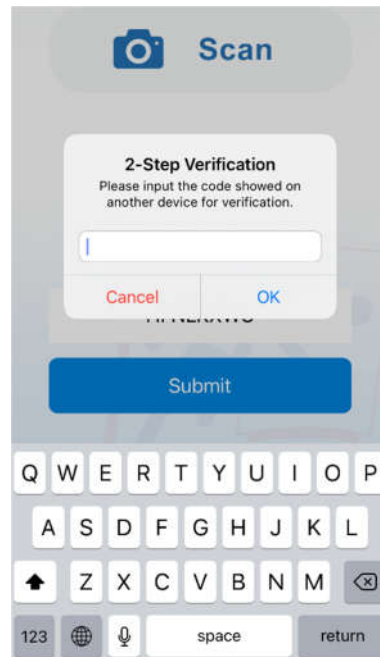
3.3.3.4 Press “Back” when finished.

3.3.4 Enter Connection Code

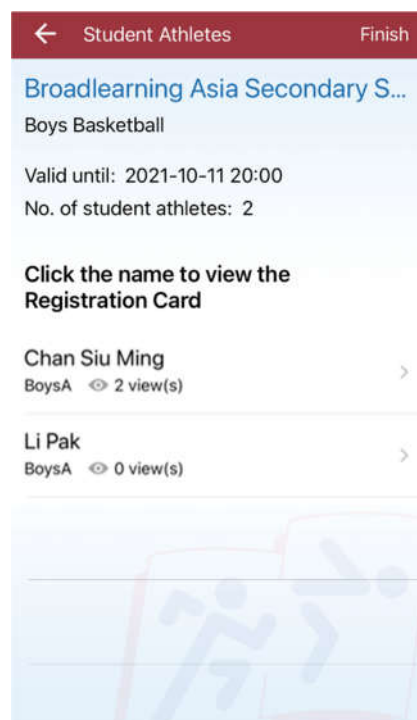
3.3.4.1 Enter the Connection Code manually after logged in the system, and then press “Submit”.



3.3.4.2 Enter the Verification Code.



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



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



- 3.3.4.5 Press “Back” when finished.

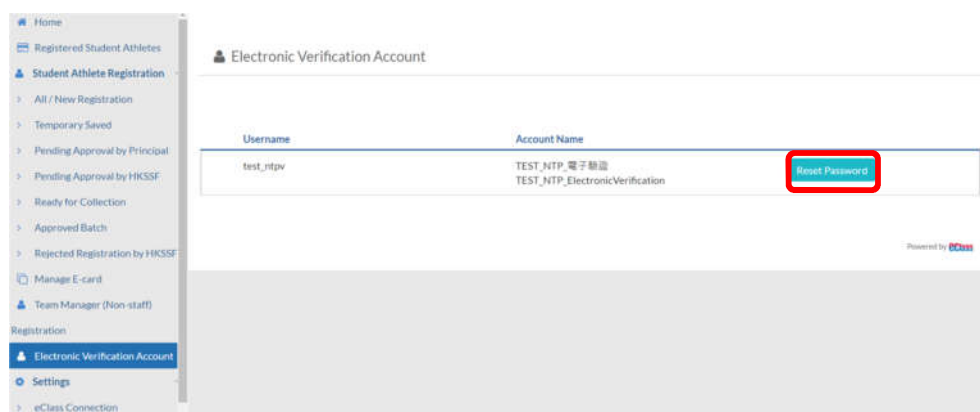
3.3.5 Reset Account Password (Web Platform only)

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

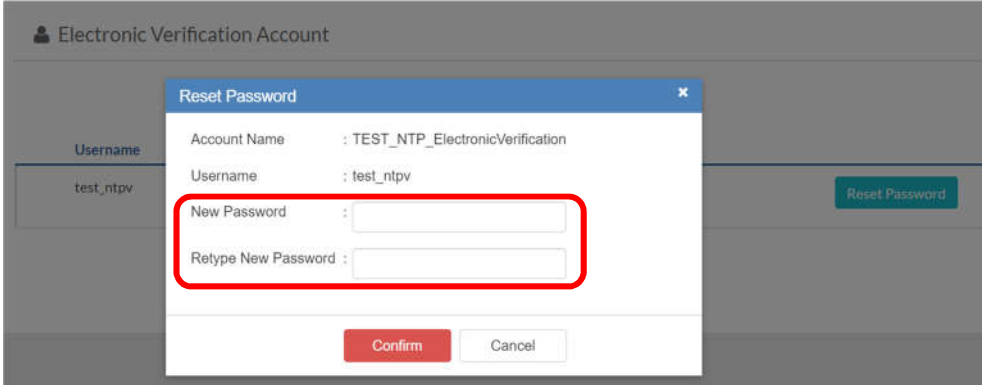
- 3.3.5.2 Press “Electronic Verification Account” under the main menu.



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



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



The screenshot displays a web interface for an 'Electronic Verification Account'. A modal dialog box titled 'Reset Password' is open. The dialog contains the following information:

- Account Name : TEST_NTP_ElectronicVerification
- Username : test_ntpv
- New Password :
- Retype New Password :

At the bottom of the dialog are two buttons: 'Confirm' (in red) and 'Cancel'. In the background, a 'Reset Password' button is visible on the right side of the account management area.

3.3.5.5 Press “Confirm” when finished.