



THE HONG KONG SCHOOL SPORTS FEDERATION

STUDENT ATHLETES ONLINE REGISTRATION SYSTEM

USER MANUAL

Table of Content

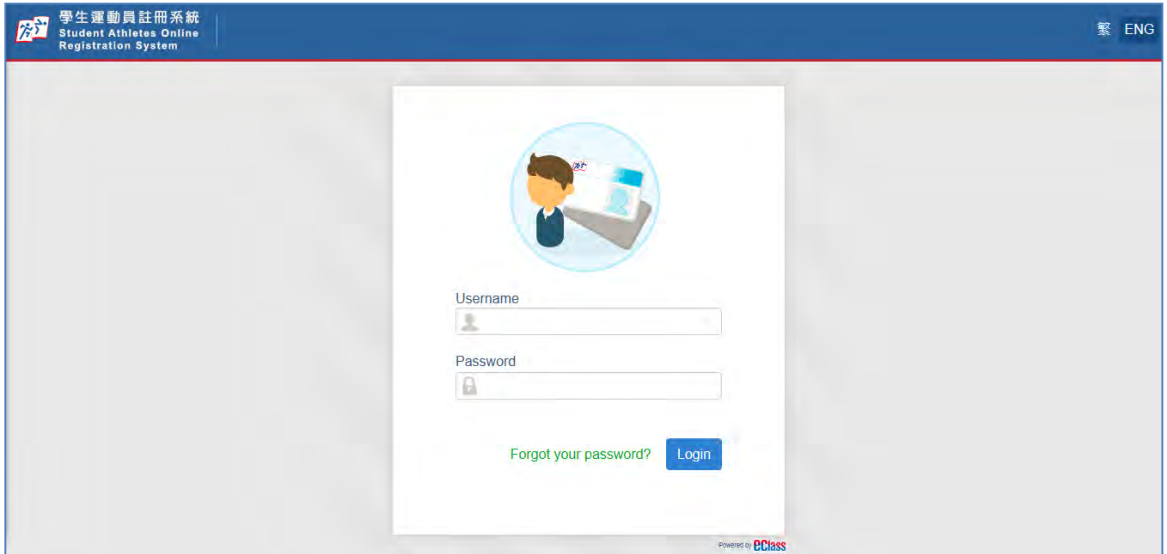
1. School – Teacher	2
1.1 Login.....	2
1.2 Forgot Password	3
1.3 Create Batch.....	3
1.4 Add Student to Batch – Method 1 (New Student).....	5
1.5 Add Student to Batch – Method 2 (Select from Last Year’s Student Athletes)	7
1.6 Add Student to Batch – Method 3 (Select from eClass)	7
1.7 Add Student to Batch – Method 4 (Import).....	9
1.8 Submit to Principal.....	11
1.9 Application for Reissue / Grade Change	12
1.10 App Login	13
1.11 App – Edit Existing Student record	15
1.12 App – Create new Student Record.....	17
2. School – Principal	20
2.1 Login.....	20
2.2 Forgot Password	21
2.3 Application Approval.....	21
2.4 Check Rejected Registration	24
2.5 Check Registered Student Athlete	25

1. School – Teacher

1.1 Login

1.1.1 Access to <https://star.hkssf.org.hk>

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



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

繁 ENG

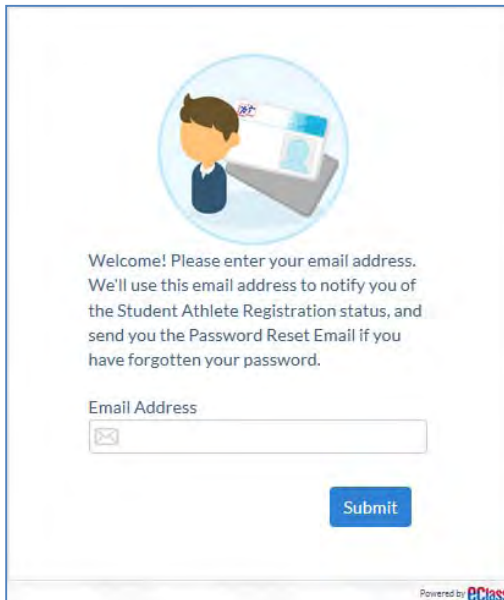
Username

Password

[Forgot your password?](#)

Powered by **ECClass**

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



Welcome! Please enter your email address.
We'll use this email address to notify you of
the Student Athlete Registration status, and
send you the Password Reset Email if you
have forgotten your password.

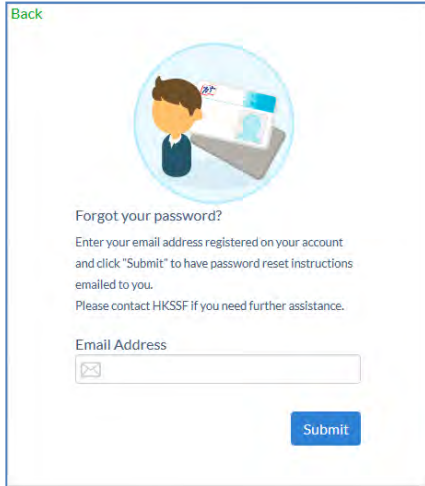
Email Address

Powered by **ECClass**

1.2 Forgot Password

1.2.1 Under logged out homepage, press “Forgot your password”.

1.2.2 Enter email address to reset password.



Forgot your password?

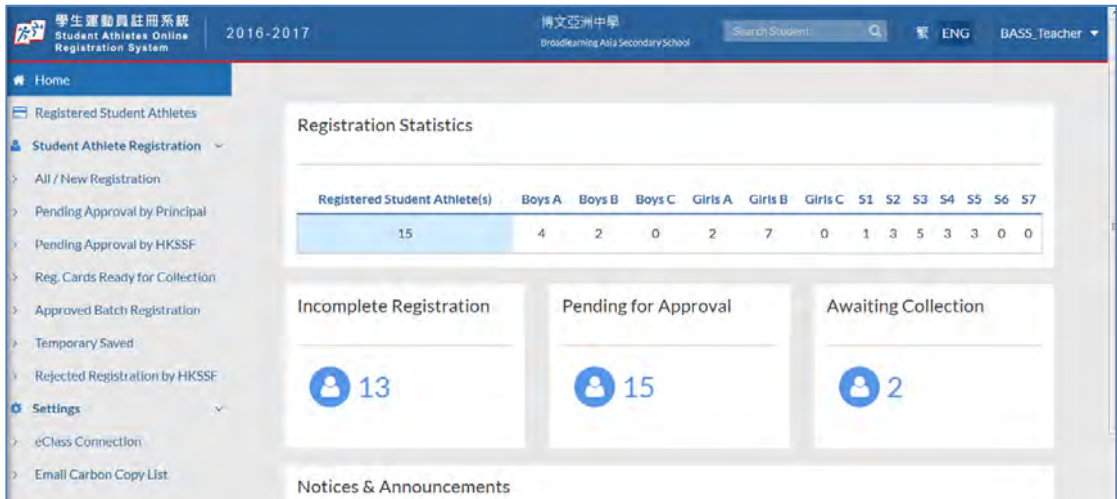
Enter your email address registered on your account and click “Submit” to have password reset instructions emailed to you.
Please contact HKSSF if you need further assistance.

Email Address

Submit

1.3 Create Batch

1.3.1 Main page show once Login to system.



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

2016-2017

博文亞洲中學
Broadlearning Asia Secondary School

Search Student: [Q] 家 ENG BASS_Teacher

Home

- Registered Student Athletes
- Student Athlete Registration
 - All / New Registration
 - Pending Approval by Principal
 - Pending Approval by HKSSF
 - Reg. Cards Ready for Collection
 - Approved Batch Registration
 - Temporary Saved
 - Rejected Registration by HKSSF
- Settings
 - eClass Connection
 - Email Carbon Copy List

Registration Statistics

Registered Student Athlete(s)	Boys A	Boys B	Boys C	Girls A	Girls B	Girls C	S1	S2	S3	S4	S5	S6	S7
15	4	2	0	2	7	0	1	3	5	3	3	0	0

Incomplete Registration: 13

Pending for Approval: 15

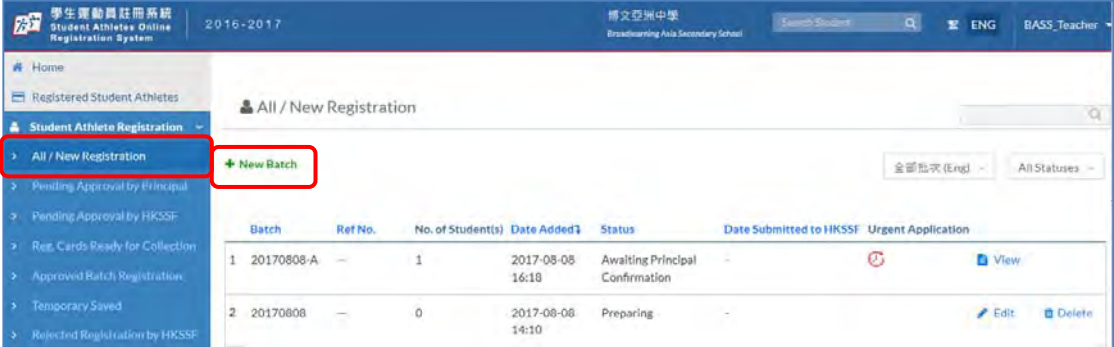
Awaiting Collection: 2

Notices & Announcements

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

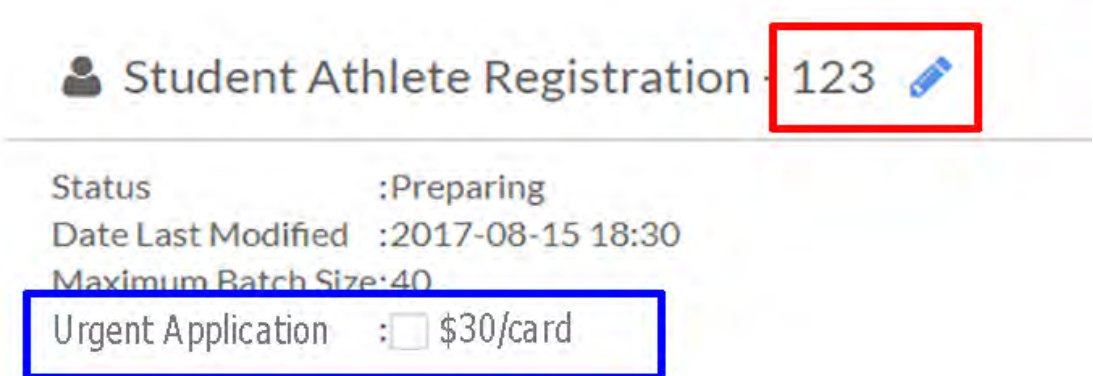
> All / New Registration

1.3.3 Press “New Batch”



Batch	Ref No.	No. of Student(s)	Date Added	Status	Date Submitted to HKSSF	Urgent Application
1	20170808-A	1	2017-08-08 16:10	Awaiting Principal Confirmation	-	<input checked="" type="checkbox"/>
2	20170808	0	2017-08-08 14:10	Preparing	-	<input type="checkbox"/>

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

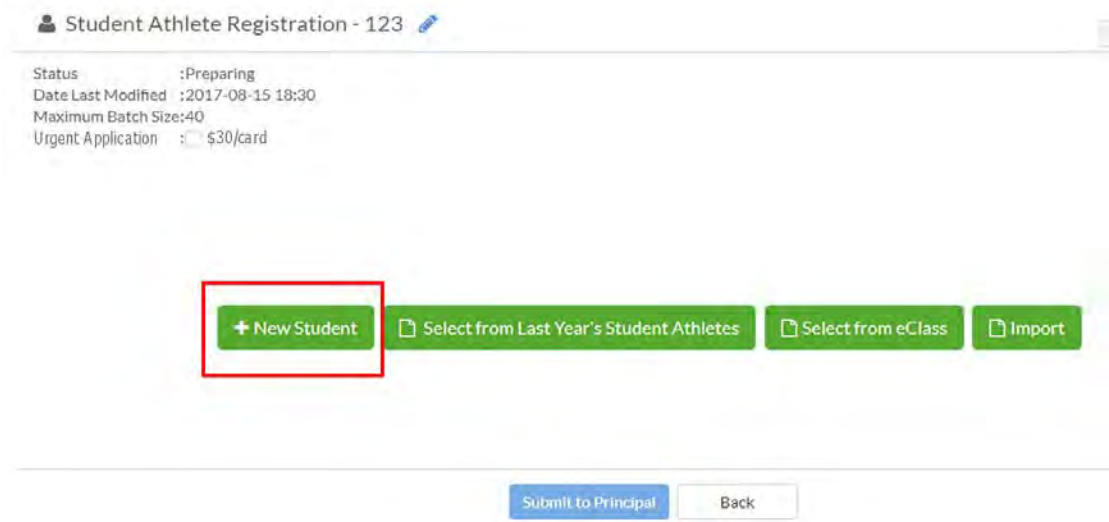


Student Athlete Registration **123**

Status : Preparing
 Date Last Modified : 2017-08-15 18:30
 Maximum Batch Size: 40
 Urgent Application : \$30/card

1.4 Add Student to Batch – Method 1 (New Student)

1.4.1 Press “New Student” under Batch.



Student Athlete Registration - 123

Status :Preparing
Date Last Modified :2017-08-15 18:30
Maximum Batch Size:40
Urgent Application : \$30/card

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

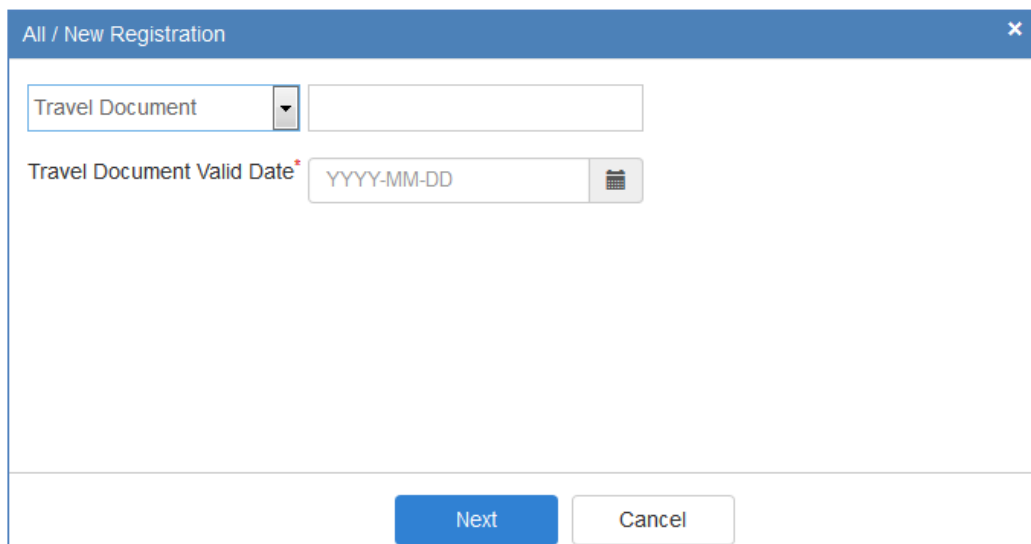
Submit to Principal Back

1.4.2 Select Identity Type and input Identity number.

User could adopt OCR for assistance.


*“Hong Kong Birth Cert” only available to Primary School

*If “Travel Document” being selected, Valid Date is mandatory. The Valid date must be later than registration date.



All / New Registration

Travel Document

Travel Document Valid Date* 

Next Cancel

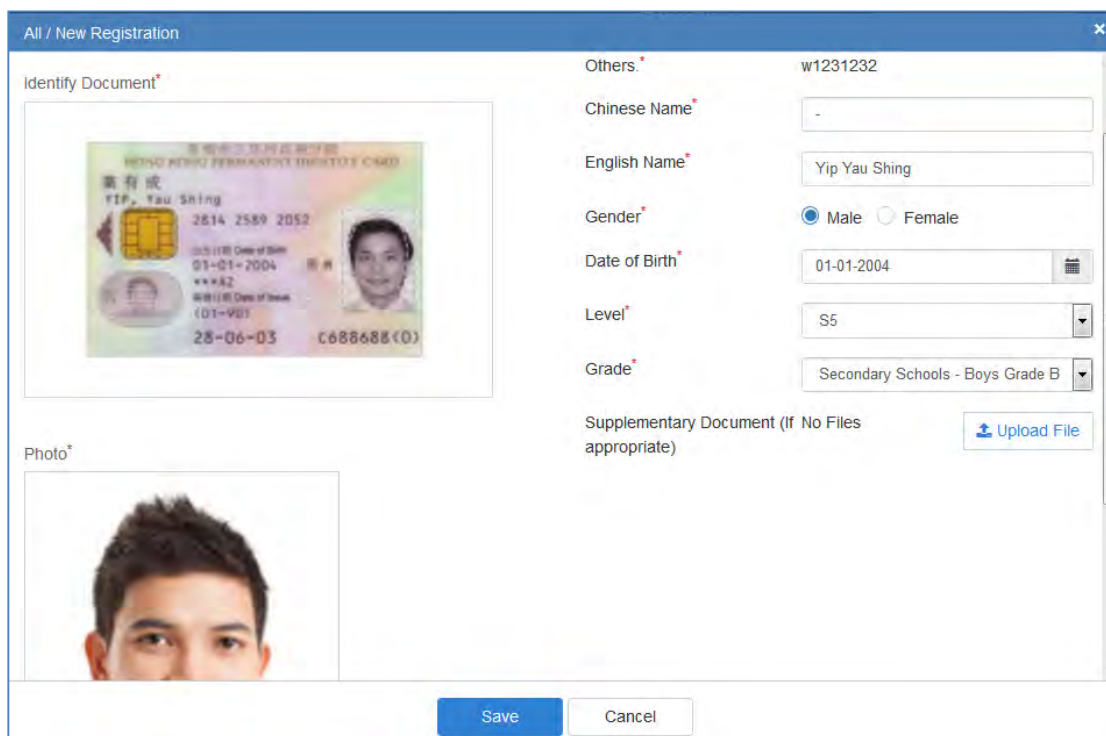
1.4.3 Upload Identity Document

Identity Document	Minimum size	File size	Format
HKID	715 * 454 pixel	150kb to 2Mb	JPG, PNG or PDF
Birth Certificate or Others	800 * 462 pixel	150kb to 2Mb	JPG, PNG or PDF



1.4.4 Fill in Student Personal Information and Upload Student Photo.

Minimum size	File size	Format
412 * 459 pixel	150kb to 2Mb	JPG, PNG



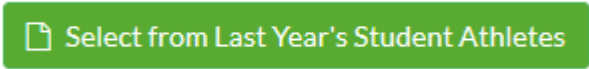
1.4.5 Press "Save" when finished.



1.5 Add Student to Batch – Method 2 (Select from Last Year’s Student Athletes)

*This function will be effective in the year 2018 - 2019

1.5.1 Press “Select from Last Year’s Student Athletes” under Batch.



1.5.2 Select Class and then Student

1.6 Add Student to Batch – Method 3 (Select from eClass)

1.6.1 In order to use this function, please configure the connection between eClass and HKSSF online registration system first.

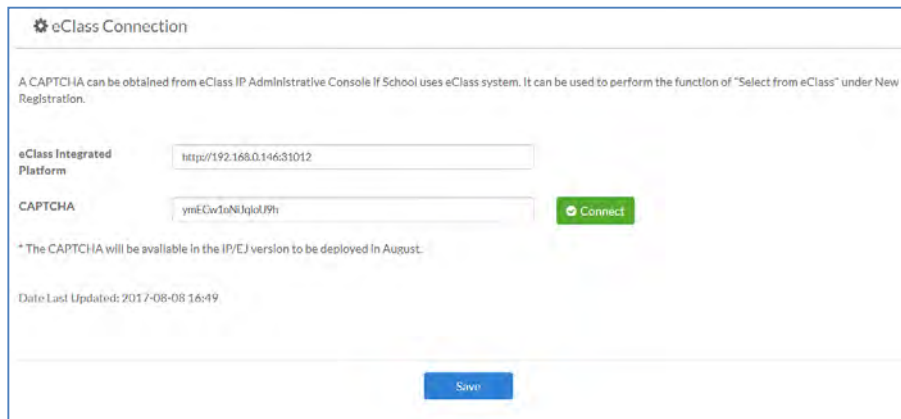
*This setting requires ONCE only, starting from 2nd try, please go to 1.6.4 directly

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

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



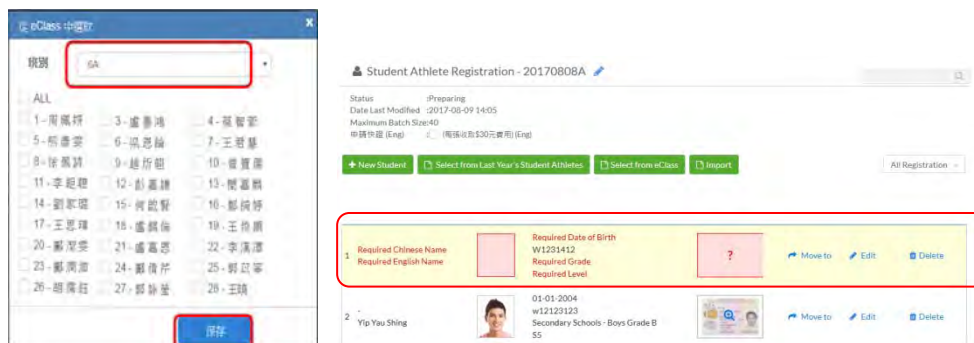
- 1.6.3 Back to HKSSF Online Registration System, Select “eClass Connection” under Main Menu. Input “eClass Integrated Platform” and “CAPTCHA”, Press “Connect” and then “Save”.



- 1.6.4 Press “Select from eClass” under Batch



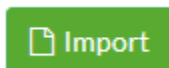
- 1.6.5 Select Class and Student



- 1.6.6 If missed item found, the system will highlight in red for notification. Please press “Edit” to amend before submit.

1.7 Add Student to Batch – Method 4 (Import)

1.7.1 Press “Import” under Batch



1.7.2 Download the Import File Template

Student Athlete Registration - 20170808A

Step 1

Choose File

Step 2

Confirm

Step 3

Import Result

Data File No File Attached Upload File

Remarks

1. Only Zip File is allowed to upload, The zip file must contain Sample.xls
2. Each Batch can save 40 Athlete(s) only (No Limit for Draft), Uploaded File cannot exceed the total number of athlete(s)
3. If Photo or Identify documents contained, Maximum upload are 40 athlete(s) (Cannot exceed the maximum no. in Point 2, Whichever is lower.
4. Please rename the file as Identify No, For Example, A123456(7).jpg
 - i. For Photo, please put under photos folder, the minimum size is 412 * 459 pixel, 150kb, and maximum size is 2Mb in JPG or PNG format.
 - ii. For Identify, please put under identities folder, the minimum size is 715 * 454 pixel, 150kb, and maximum size is 2Mb in JPG, PNG or PDF format.
 - iii. For Supplementary documents, please put under supportDocs folder, the maximum file size is 2Mb in JPG, PNG or PDF format.

Template Download Import File Template

Field Column A : Identity Type

Next
Cancel

1.7.3 Please prepare the following documents

1.7.3.1 EXCEL file , name it as Sample.

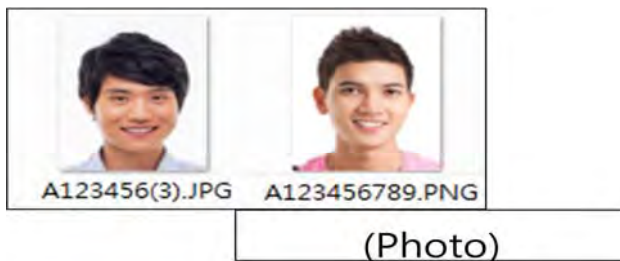
Please fill in “Identity Type”, “Identity Number”, “Travel Document Valid Date”, “Chinese Name”, “English Name”, “Gender”, “Date of Birth”, “Level” & “Grade”.

Sample.xls								
A	B	C	D	E	F	G	H	I
Identity Type*	Identity Number*	Travel Document Valid Date*	Chinese Name*	English Name*	Gender*	Date of Birth*	Level*	Grade*
1	A123456(3)		周孟儒	CHAU KIT SHAN	M	1999-01-01	S1	9
2	A123456789	01/03/2023	溫尚翊	Wan Sheung Yi	M	1999-05-05	S1	9

1.7.3.2 Please name the Identity Document as Identity Number and put under “Identities” folder.



1.7.3.3 Please name the Student Photo as Identity Number and put under “Photo” folder.

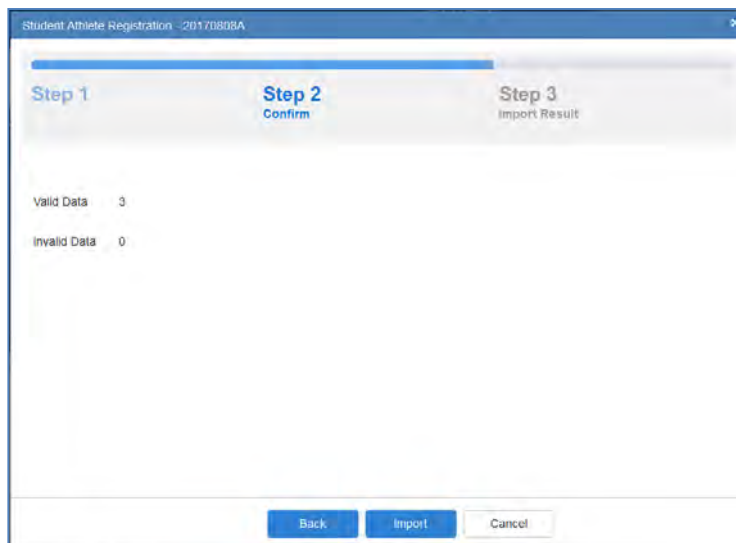


1.7.3.4 For other documents, please also name as Identity Number and put under “supportDocs” folder.

1.7.3.5 Compress the “Identities” folder, “Photo” folder, “supportDocs” folder and Sample.xls into zip file. File name can be defined by School.

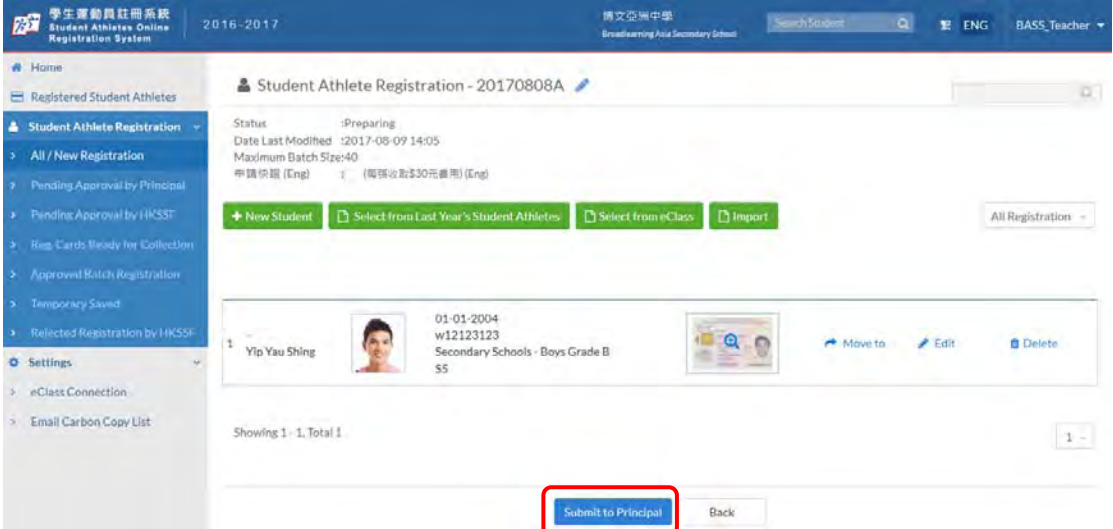
1.7.3.6 ** If Teacher wants to use the mobile app to upload / capture photo. Please compress the Sample.xls into the zip only and Upload to “Temporary Saved”.

1.7.4 Press “Upload File” and select the zip file. Press “Import” for confirmation.



1.8 Submit to Principal

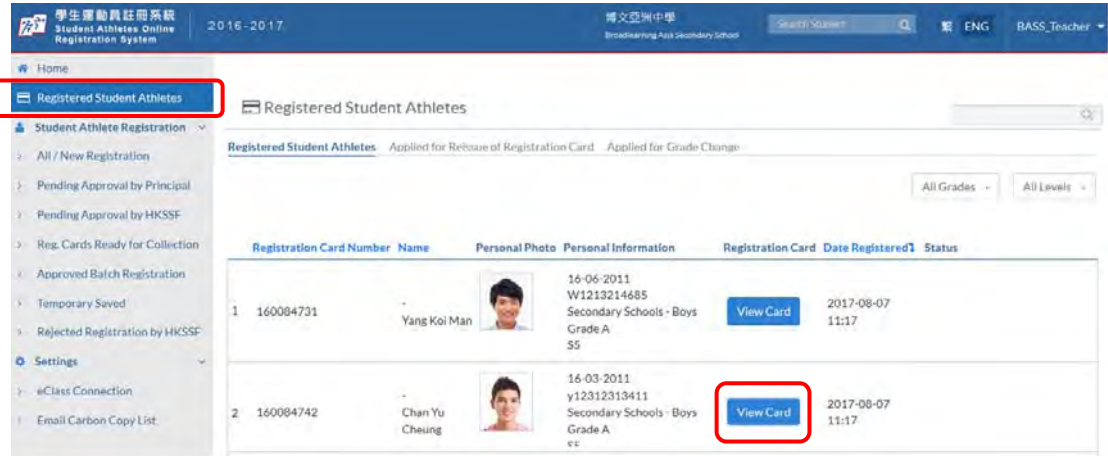
1.8.1 If the preparation for the batch is finished, please press “Submit to Principal”.





The screenshot shows the 'Student Athlete Registration - 20170808A' page. The interface includes a sidebar with navigation options like 'Home', 'Registered Student Athletes', and 'Student Athlete Registration'. The main content area displays registration details such as 'Status: Preparing', 'Date Last Modified: 2017-08-09 14:05', and 'Maximum Batch Size: 40'. Below this, there are buttons for '+ New Student', 'Select from Last Year's Student Athletes', 'Select from eClass', and 'Import'. A table lists one student: Yip Yau Shing, with a date of birth of 01-01-2004 and ID w12123123. At the bottom, the 'Submit to Principal' button is highlighted with a red box, and a 'Back' button is also visible.

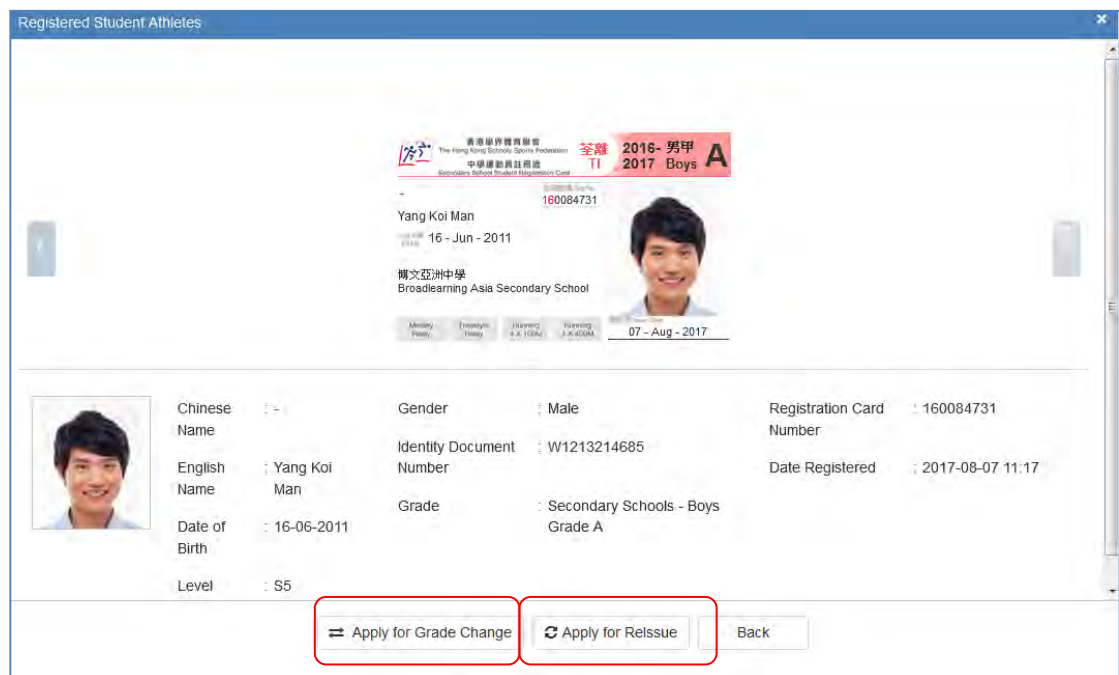
1.9 Application for Reissue / Grade Change

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



Registration Card Number	Name	Personal Photo	Personal Information	Registration Card	Date Registered	Status
1 160084731	Yang Koi Man		16-06-2011 W1213214685 Secondary Schools - Boys Grade A S5	View Card	2017-08-07 11:17	
2 160084742	Chan Yu Cheung		16-03-2011 y12312313411 Secondary Schools - Boys Grade A ec	View Card	2017-08-07 11:17	

1.9.2 Select the required action




Registered Student Athletes

香港學界體育聯合會
The Hong Kong Schools Sports Federation
中學運動員註冊證
Secondary School Student Registration Card

全港 2016- 男甲
TI 2017 Boys A

Yang Koi Man
160084731
16 - Jun - 2011
博文亞洲中學
Broadlearning Asia Secondary School
07 - Aug - 2017

	Chinese Name : -	Gender : Male	Registration Card Number : 160084731
	English Name : Yang Koi Man	Identity Document Number : W1213214685	Date Registered : 2017-08-07 11:17
	Date of Birth : 16-06-2011	Grade : Secondary Schools - Boys Grade A	
	Level : S5		

[Apply for Grade Change](#) [Apply for Reissue](#) [Back](#)

1.9.3 If Apply for Grade Change, Please choose the new grading and upload the Principal Letter.

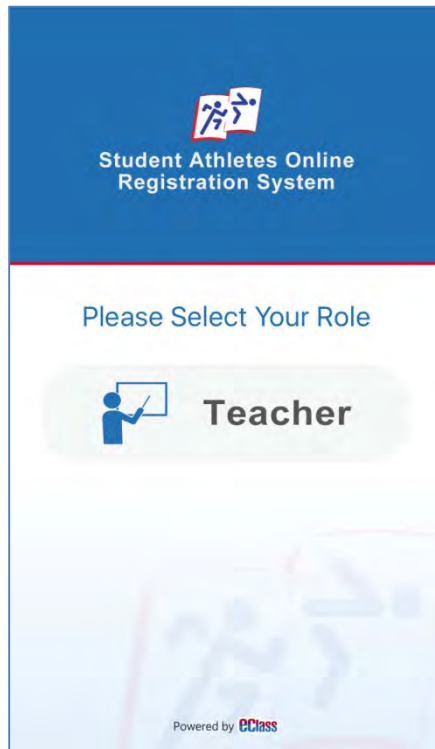
If Apply for Reissue, Please upload the Principal Letter.

1.9.4 Press “Submit”

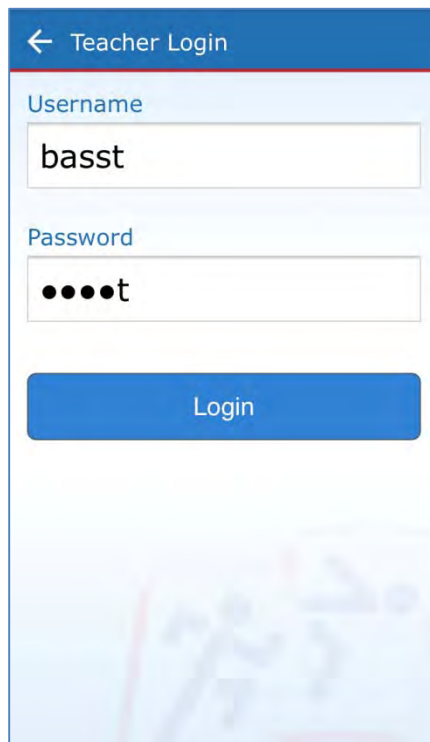
1.10 App Login

1.10.1 HKSSF app will publish on both Apple App Store and Google Play Store.

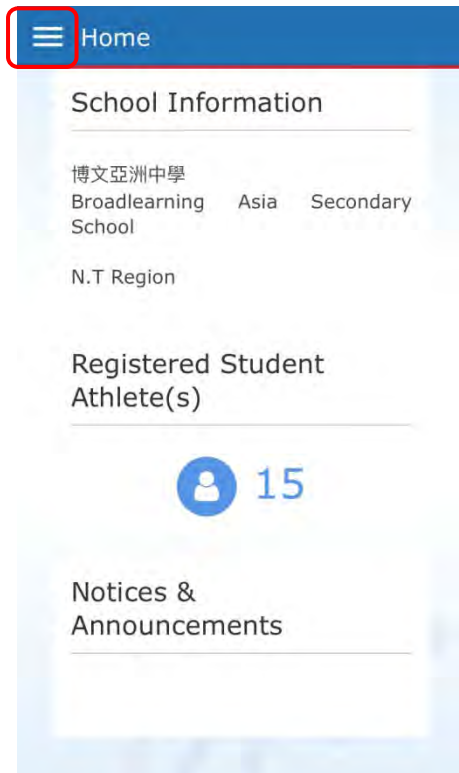
1.10.2 Select “Teacher” after opening the App.



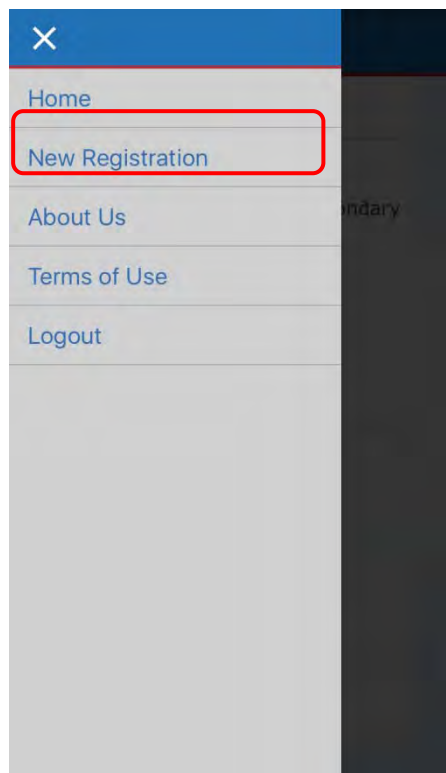
1.10.3 Login using Teacher account (Using the same account with Web Platform).



1.10.4 Press "Menu"

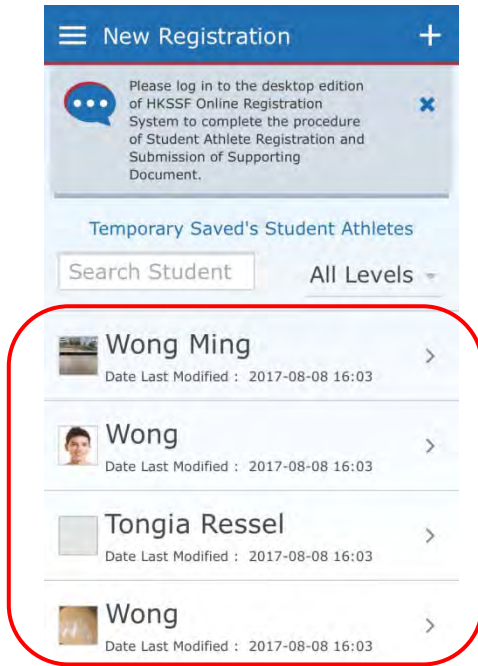


1.10.5 Press "New Registration"

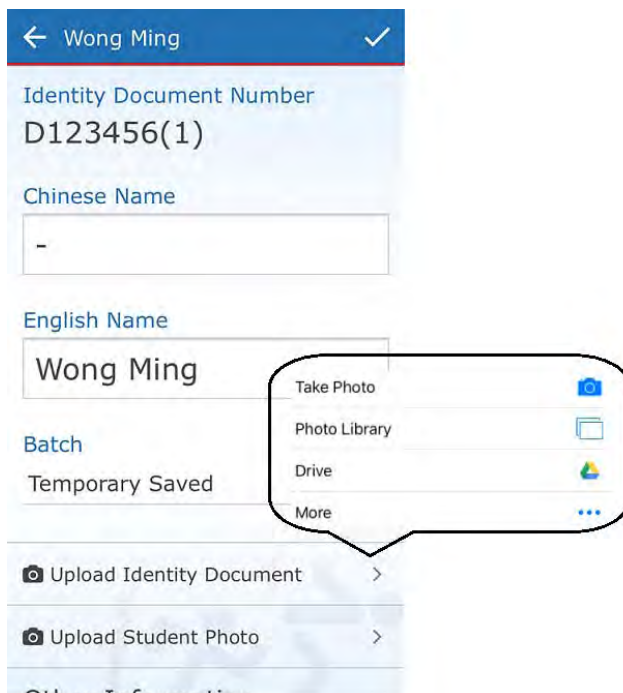


1.11 App – Edit Existing Student record

1.11.1 If Student information has already uploaded to web platform (Step 1.7.3.6) ,
When Teacher press “New Registration”, Those information will show here
directly.



1.11.2 Teacher can single tab the Student to edit info and capture image.



1.11.3 Press  when finished

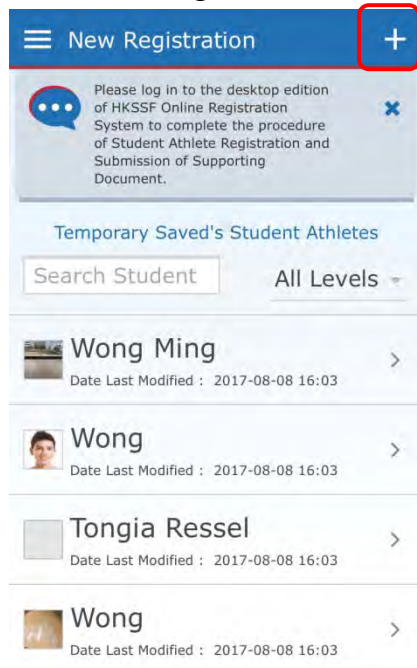


1.11.4 System will show Initial Registration Complete, Teacher please back to web platform to submit application.

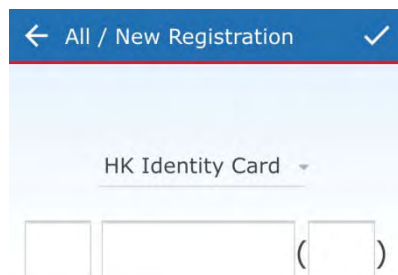


1.12 App – Create new Student Record

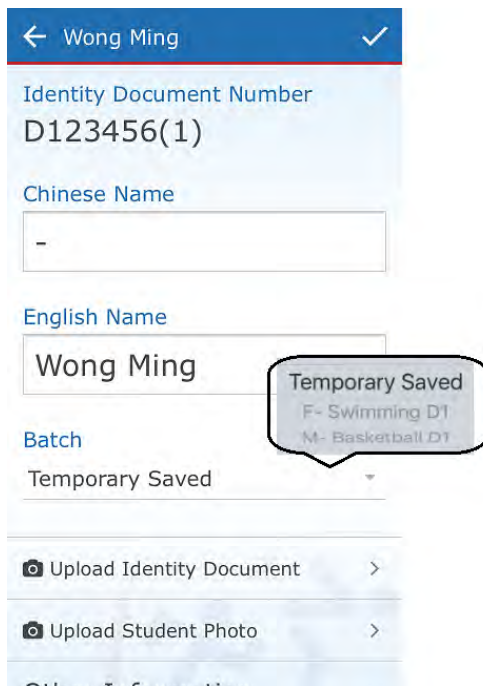
1.12.1 Press “New Registration” and the “+” on the top right-hand corner.



1.12.2 Same operation as web platform, fill in student information.



1.12.3 Fill in Student information and select Batch.



← Wong Ming ✓

Identity Document Number
D123456(1)

Chinese Name
-

English Name
Wong Ming

Batch
Temporary Saved

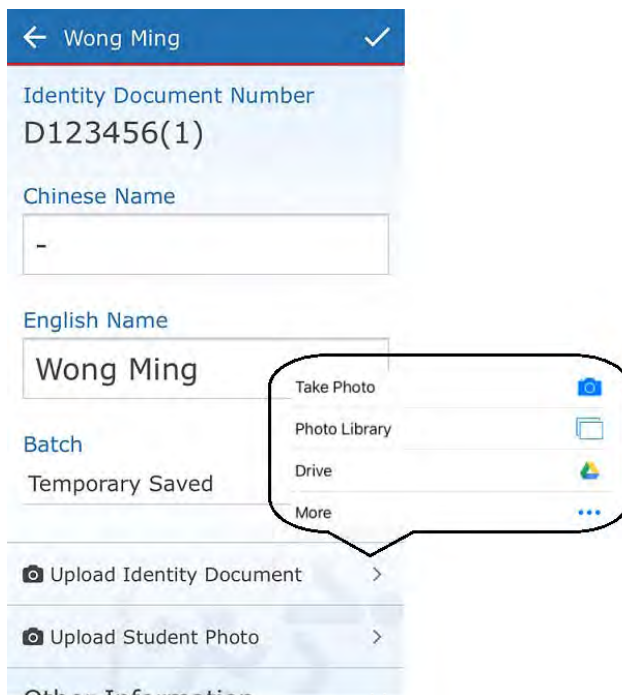
Temporary Saved

- F- Swimming D1
- M- Basketball D1

Upload Identity Document >

Upload Student Photo >

1.12.4 Upload Student Document and Photo.



← Wong Ming ✓

Identity Document Number
D123456(1)

Chinese Name
-

English Name
Wong Ming

Batch
Temporary Saved

Temporary Saved

- Take Photo
- Photo Library
- Drive
- More

Upload Identity Document >

Upload Student Photo >

1.12.5 Press when finish.



1.12.6 System will show Initial Registration Complete, Teacher please back to web platform to submit application.

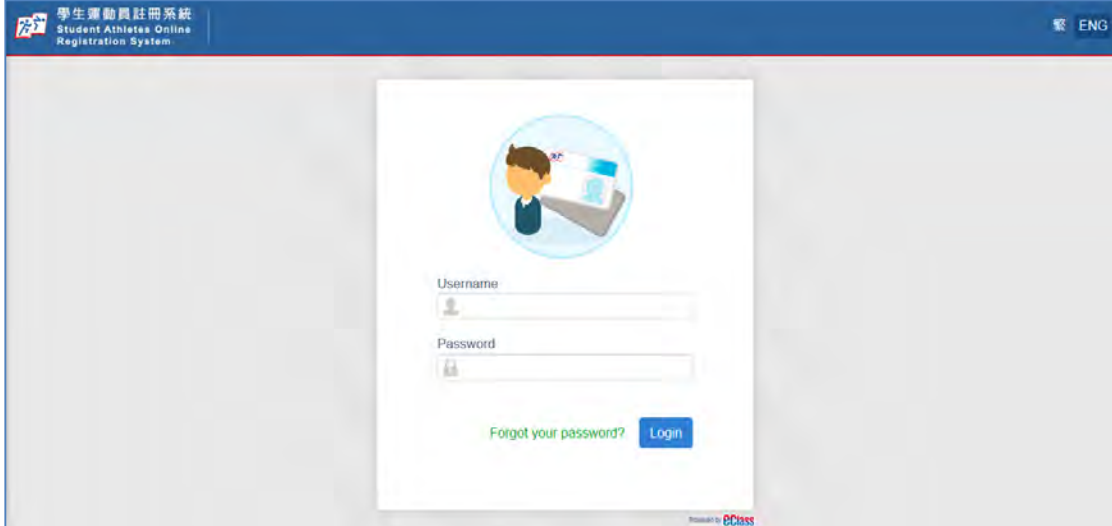


2. School – Principal

2.1 Login

2.1.1 Access to <https://star.hkssf.org.hk>

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



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

ENG

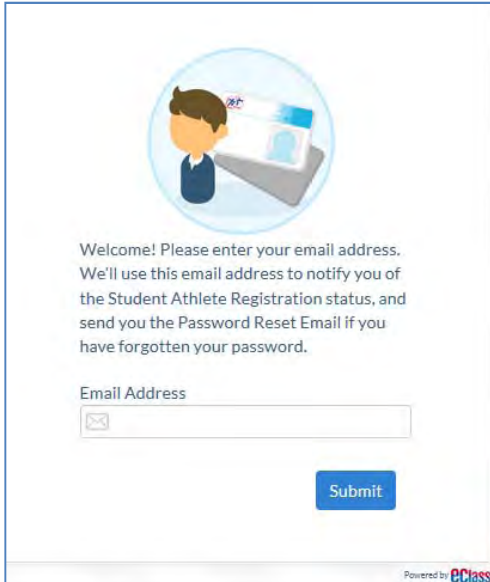
Username

Password

Forgot your password? Login

Powered by eClass

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



Welcome! Please enter your email address.
We'll use this email address to notify you of
the Student Athlete Registration status, and
send you the Password Reset Email if you
have forgotten your password.

Email Address

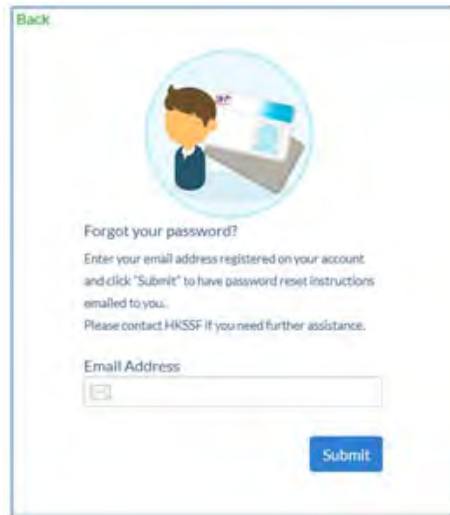
Submit

Powered by eClass

2.2 Forgot Password

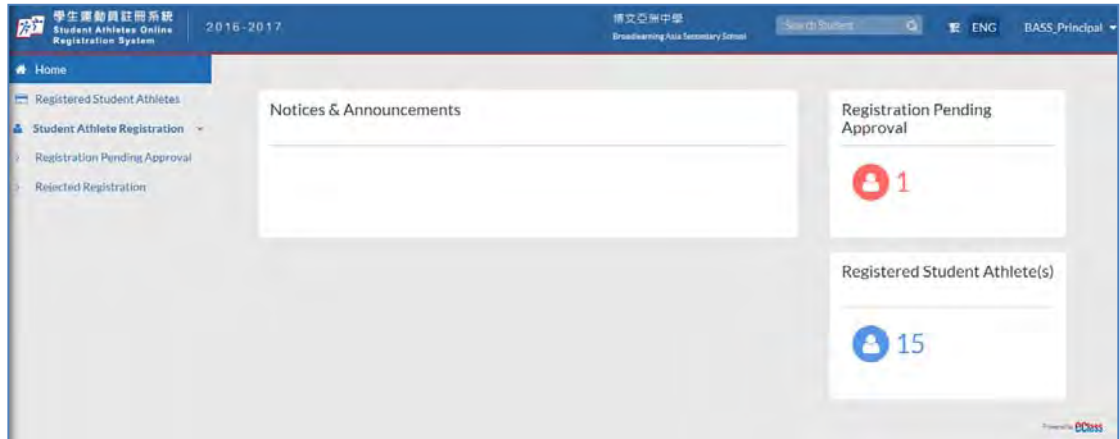
2.2.1 Under logged out homepage, press “Forgot your password”.

2.2.2 Enter email address to reset password.

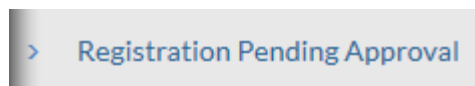


2.3 Application Approval


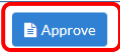
2.3.1 Main page show once Login to system.



2.3.2 Press “Registration Pending Approval” under the Main Menu



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		

2.3.4 Select "Approve" or "Reject"

Student Athlete Registration - 20170808-A

Status :Awaiting Principal Confirmation
申請快證 (Eng) (每張收取\$30元費用) (Eng)

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

1	葉有成 Yip Yau Shing		01-01-2004 C6886880 Secondary Schools - Boys Grade B S5		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
---	----------------------	---	--	--	---

Showing 1 - 1, Total 1



[Submit to the Federation](#) [Back](#)

2.3.5 Principal can check the details by single click the magnifier

Student Athlete Registration - 20170808-A

Status :Awaiting Principal Confirmation
申請快證 (Eng) (每張收取\$30元費用) (Eng)


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

1	葉有成 Yip Yau Shing		01-01-2004 C6886880 Secondary Schools - Boys Grade B S5		<input type="checkbox"/> Approve <input type="checkbox"/> Reject
---	----------------------	---	--	--	--

Showing 1 - 1, Total 1

[Submit to the Federation](#) [Back](#)

Student Athlete Registration



Chinese Name : 葉有成
English Name : Yip Yau Shing
Date of Birth : 01-01-2004
Level : S5
Status : Approve Reject



Gender : Male
Identity Document Number : C6886880
Grade : Secondary Schools - Boys Grade B

[Back](#)

2.3.6 Select “Approve” for submit to Federation or Select “Reject” for Return to Teacher.

Approve
Reject

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



1	葉有成 Yip Yau Shing		01-01-2004 C6886880 Secondary Schools - Boys Grade B S5		<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	----------------------	---	--	--	-------------------------------------	--------------------------

Showing 1 - 1, Total 1 1 -

Submit to the Federation
Back

Approve
Reject

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

1	葉有成 Yip Yau Shing		01-01-2004 C6886880 Secondary Schools - Boys Grade B S5		<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	----------------------	---	--	--	--------------------------	-------------------------------------

Showing 1 - 1, Total 1 1 -

Return To Teacher
Back

2.4 Check Rejected Registration

2.4.1 Press “Rejected Registration” under the Main Menu

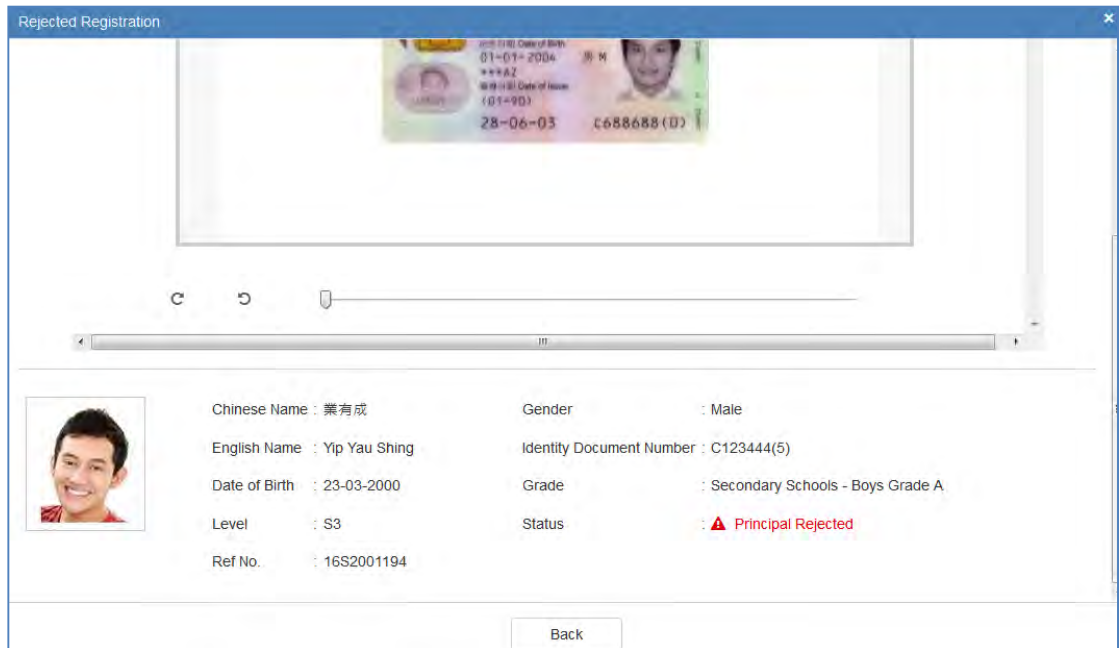
> Rejected Registration

2.4.2 System will display those rejected before



Student Name	Ref No.	Level	Grade	Date Rejected
1 葉有成 Yip Yau Shing	16S2001194	S3	Secondary Schools - Boys Grade A	2017-08-04 09:25

2.4.3 Further details can be checked individually.



Rejected Registration

Chinese Name : 葉有成 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

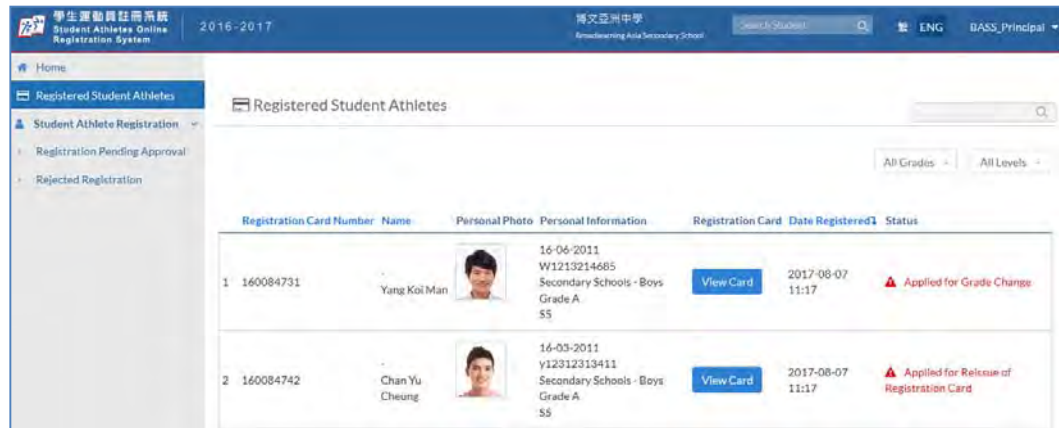
Back



2.5 Check Registered Student Athlete

2.5.1 Press “Registered Student Athletes” under the Main Menu



2.5.2 View the Registered Student Athlete and status



Registration Card Number	Name	Personal Photo	Personal Information	Registration Card	Date Registered	Status
1 160084731	Yang Koi Man		16-06-2011 W1213214685 Secondary Schools - Boys Grade A S5	View Card	2017-08-07 11:17	▲ Applied for Grade Change
2 160084742	Chan Yu Cheung		16-03-2011 y12312313411 Secondary Schools - Boys Grade A S5	View Card	2017-08-07 11:17	▲ Applied for Reissue of Registration Card