



香港學界體育聯會

THE HONG KONG SCHOOLS SPORTS FEDERATION

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**2018 – 2019 Student Athletes Online Registration (STAR) System**

**Points to note**

**(A) Registration functions**

1. “Select from Last Year’s Student Athletes”
  - 1.1 Teacher in-charge can choose to register student athletes from last year by clicking on “Select from Last Year’s Student Athletes” to avoid the repeated process of data entry, photo and identification document submission.
  - 1.2 When registering through “Select from Last Year’s Student Athletes”, the identification document from last year will automatically be accepted as it has been verified. It is not necessary to resubmit for student athletes whose identification document has expired.
  - 1.3 After “Select from Last Year’s Student Athletes” being selected, teacher in-charge is only required to enter his/her level and grade for this season.
  - 1.4 Same registration number will be assigned for student athletes registered through “Select from Last Year’s Student Athletes”. (i.e. : 17XXXXXXX)
2. “Select from eClass”

This function allows users to import student photos and student information.
3. “Import”

The **Import File Template** has been updated, please use the new template for “Import”.
4. Input Chinese Character
  - 4.1 Some Chinese characters may not be supported in the system, please enter an underscore ( \_ ) instead.
  - 4.2 In the case of Simplified Chinese name listed on the identification document, please enter Simplified Chinese characters in the system.
5. Upload Photo and Resize

To avoid delay in the process of applications for student athlete registration card, teacher in-charge should upload recent colour photograph in plain background that can meet the standard requirements (the minimum size is 412 \* 459 pixel and 150kb, the maximum size is 2Mb) and resize to a suitable dimension (photo should be from shoulder to the top of the head with the head centered). Flash reflection and photo taken on a monitor or screen is not accepted.

## 6. Protection of Personal Data

After completing the registration, it is the responsibility of the user to remove student personal data held (in particular the files that they have stored on the mobile phone) in order to prevent the leakage of personal data.

## 7. B1 and B2 Grade for New Territories Secondary Schools (except Yuen Long )

7.1 B1 Grade: Born on or after 1<sup>st</sup> January 2003

B2 Grade: Born on or after 1<sup>st</sup> January 2004

7.2 In the case of student athletes applying for B1 or B2 as higher grade, please select B Grade in the STAR System and upload the completed supplementary information form to the system via "Supplementary Document". The form can be downloaded from HKSSF website (New Territories Secondary Schools).

**I.e. Applicable to student athletes born on or after 1<sup>st</sup> January 2004 register into B1 Grade or student athletes born or after 1<sup>st</sup> January 2005 register into B1 or B2 Grade.**

7.3 Official student registration chop for B1 and B2 Grade will be marked on the registration card for identification.

## **(B) Registration Fee and Payment**

### 1. Registration Fee

General Application: HK\$12/card (increase of HK\$2)

Urgent Application: HK\$30/card (remain unchanged)

### 2. Debit Note

2.1 School representatives can collect approved registration cards by signing an acknowledgement receipt at HKSSF Office without paying the registration fees on site. Member Schools are kindly requested to make payment according to the instructions given on the Debit Note.

2.2 The financial year for HKSSF ends on 31<sup>st</sup> March each year. Debit note will not be issued in March and registration fee payment can only be made by cash or cheque.

Should you have any enquiries, please contact the Secretariat at 2711 9182 (Schools of HK & Kowloon) / 2711 2823 (Schools of New Territories).

23<sup>rd</sup> August 2018