

THE HONG KONG SCHOOLS SPORTS FEDERATION

STUDENT ATHLETES ONLINE REGISTRATION SYSTEM

Online Application for Team Manager (Non-staff member)

USER MANUAL

Table of Content

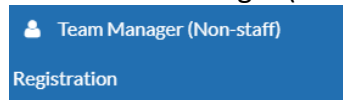
1	TEACHER	2
1.1	<i>TEAM MANAGER (NON-STAFF) REGISTRATION</i>	2
2	PRINCIPAL	6
2.1	<i>TEAM MANAGER (NON-STAFF) REGISTRATION</i>	6
3	PUBLIC ACCESS LIST	8

1 Teacher

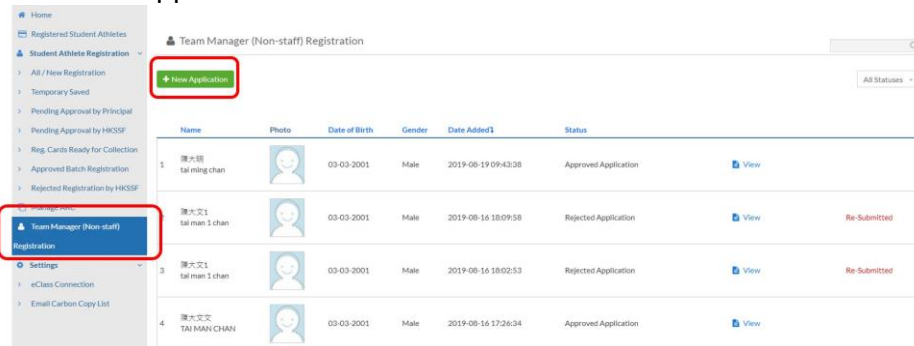
1.1 Team Manager (Non-staff) Registration

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

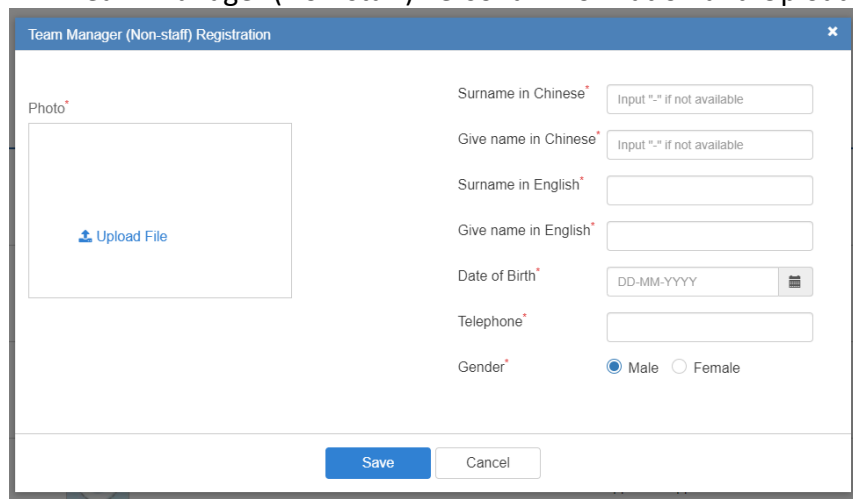
1.1.2 Press “Team Manager (Non-staff) Registration” under the main menu.



1.1.3 Press “New Application”.



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



Team Manager (Non-staff) Registration

Photo*

Surname in Chinese*

Give name in Chinese*

Surname in English*

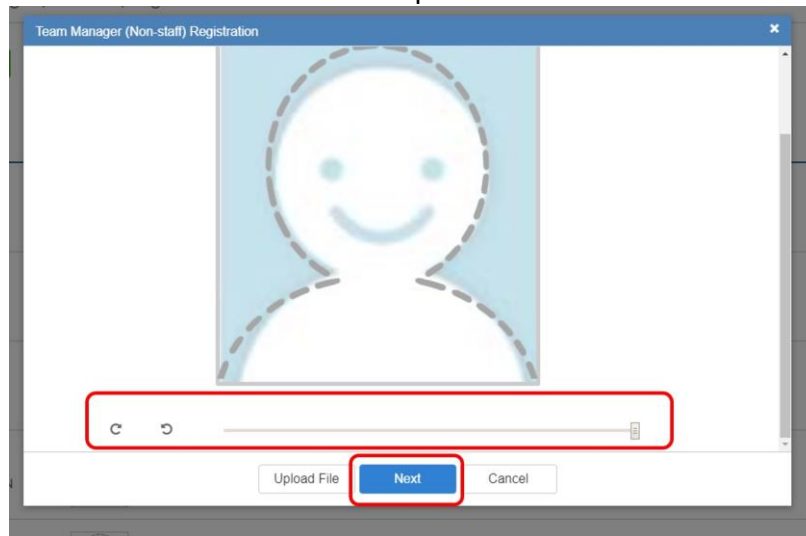
Give name in English*

Date of Birth*

Telephone*

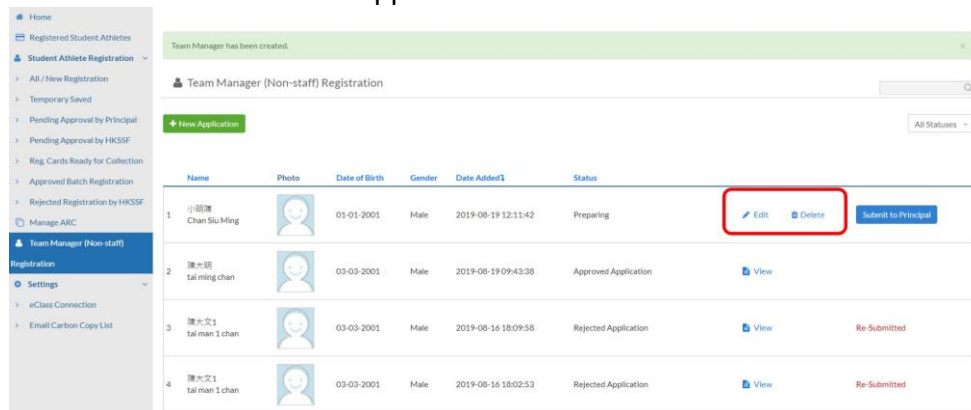
Gender* Male Female

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

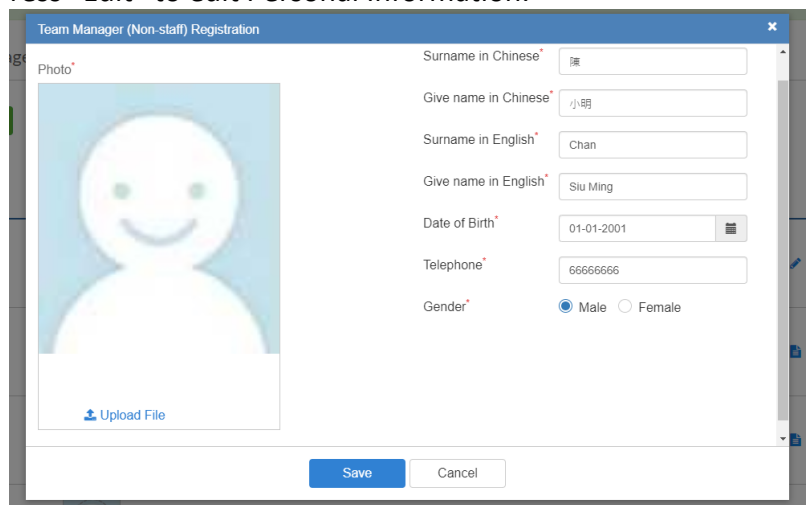


1.1.6 Press “Save” when finished.

1.1.7 Teacher can edit or remove application.

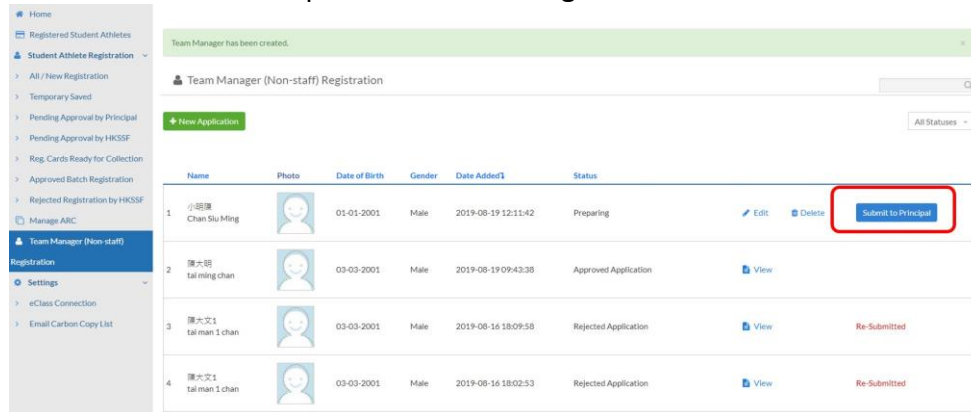


1.1.8 Press “Edit” to edit Personal Information.



1.1.9 Press “Save” when finished.

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



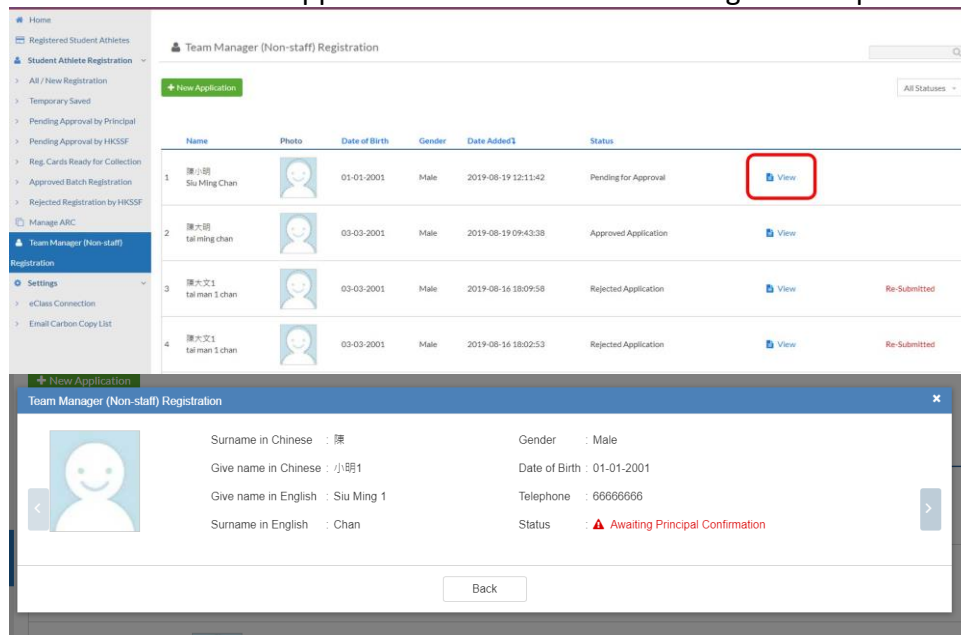
Team Manager has been created.

Team Manager (Non-staff) Registration

+ New Application

Name	Photo	Date of Birth	Gender	Date Added	Status	
1 小明 Chan Su Ming		01-01-2001	Male	2019-08-19 12:11:42	Preparing	Edit Delete Submit to Principal
2 陳大明 tai ming chan		03-03-2001	Male	2019-08-19 09:43:35	Approved Application	View
3 陳大文1 tai man 1 chan		03-03-2001	Male	2019-08-16 18:09:58	Rejected Application	View Re-Submitted
4 陳大文1 tai man 1 chan		03-03-2001	Male	2019-08-16 18:02:53	Rejected Application	View Re-Submitted


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



Team Manager (Non-staff) Registration

Name	Photo	Date of Birth	Gender	Date Added	Status	
1 小明 Siu Ming Chan		01-01-2001	Male	2019-08-19 12:11:42	Pending for Approval	View
2 陳大明 tai ming chan		03-03-2001	Male	2019-08-19 09:43:38	Approved Application	View
3 陳大文1 tai man 1 chan		03-03-2001	Male	2019-08-16 18:09:58	Rejected Application	View Re-Submitted
4 陳大文1 tai man 1 chan		03-03-2001	Male	2019-08-16 18:02:53	Rejected Application	View Re-Submitted

Team Manager (Non-staff) Registration



Surname in Chinese : 陳

Give name in Chinese : 小明1

Give name in English : Siu Ming 1

Surname in English : Chan

Gender : Male

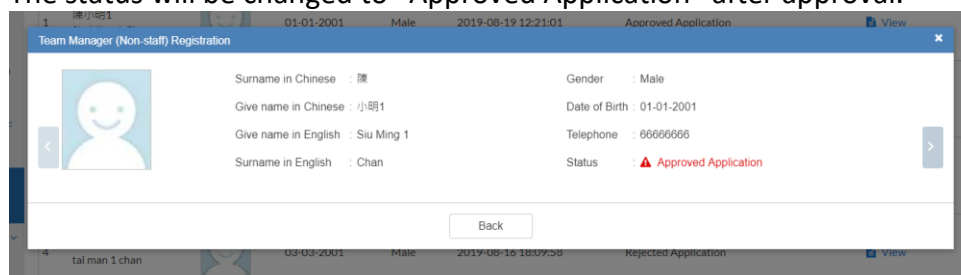
Date of Birth : 01-01-2001

Telephone : 66666666


Status : ▲ Awaiting Principal Confirmation

[Back](#)

1.1.12 The status will be changed to “Approved Application” after approval.



Team Manager (Non-staff) Registration



Surname in Chinese : 陳

Give name in Chinese : 小明1

Give name in English : Siu Ming 1

Surname in English : Chan

Gender : Male

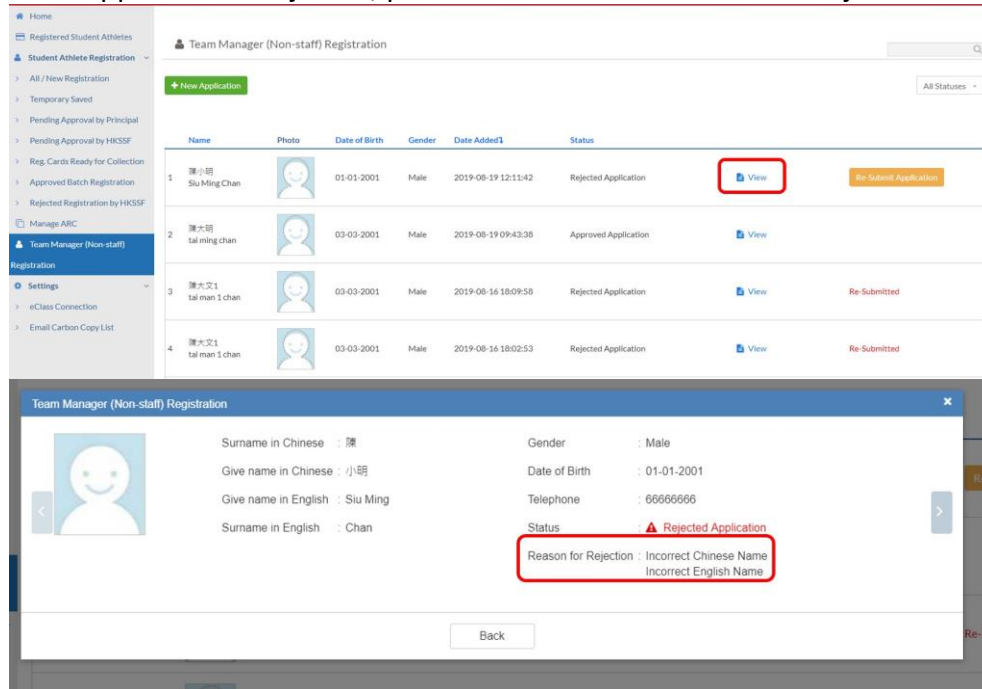
Date of Birth : 01-01-2001

Telephone : 66666666

Status : ▲ Approved Application

[Back](#)

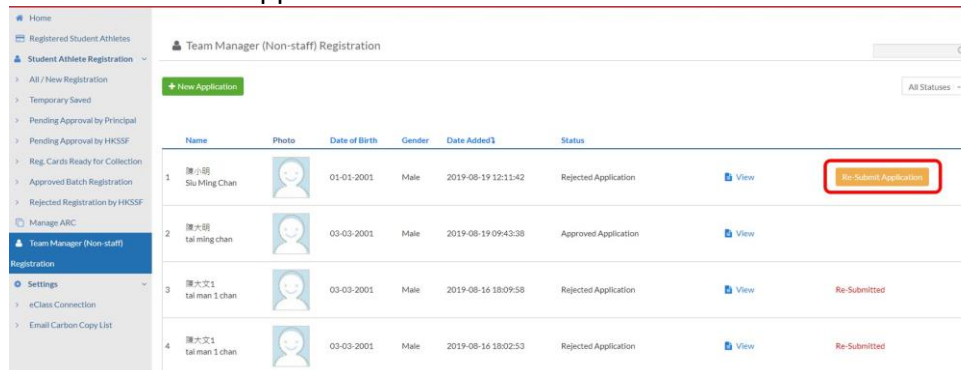
1.1.13 If the application is rejected, press “View” to view Reason for Rejection.



The screenshot shows the 'Team Manager (Non-staff) Registration' page. A table lists four applications. The first application, for 'Siu Ming Chan', is in a 'Rejected Application' status. A red box highlights the 'View' button next to it. Below the table, a detailed view of this application is shown. The status is 'Rejected Application' with a red warning icon. A red box highlights the 'Reason for Rejection' field, which contains the text: 'Incorrect Chinese Name' and 'Incorrect English Name'.

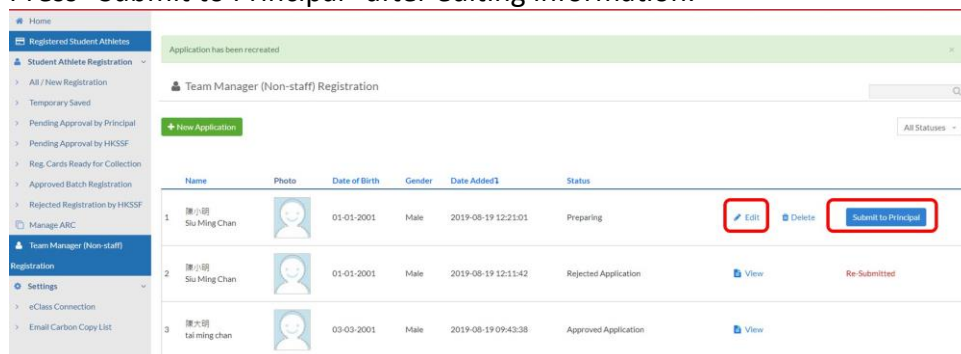
Name	Photo	Date of Birth	Gender	Date Added ¹	Status	Actions
1 譚小明 Siu Ming Chan		01-01-2001	Male	2019-08-19 12:11:42	Rejected Application	View Re-Submit Application
2 譚大明 tai ming chan		03-03-2001	Male	2019-08-19 09:43:38	Approved Application	View
3 譚大文1 tai man 1 chan		03-03-2001	Male	2019-08-16 18:09:58	Rejected Application	View Re-Submitted
4 譚大文1 tai man 1 chan		03-03-2001	Male	2019-08-16 18:02:53	Rejected Application	View Re-Submitted

1.1.14 Press “Re-Submit Application”.



This screenshot shows the same 'Team Manager (Non-staff) Registration' page. The first application, 'Siu Ming Chan', is still in a 'Rejected Application' status. A red box highlights the 'Re-Submit Application' button located to the right of the 'View' button for this application.

1.1.15 Press “Submit to Principal” after editing information.



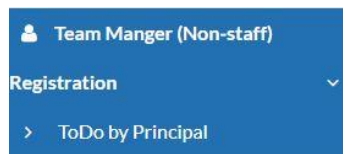
This screenshot shows the 'Team Manager (Non-staff) Registration' page with a green notification banner at the top that says 'Application has been recreated'. The first application, 'Siu Ming Chan', now has a status of 'Preparing'. A red box highlights the 'Submit to Principal' button, which is located to the right of the 'Edit' and 'Delete' buttons for this application.

2 Principal

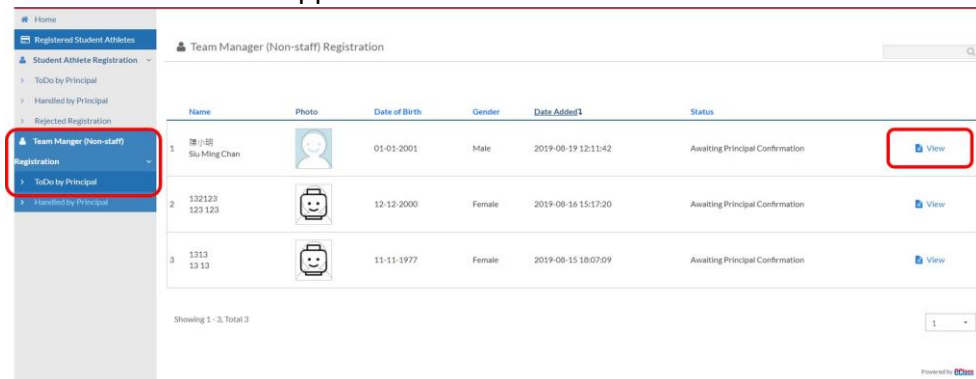
2.1 Team Manager (Non-staff) Registration

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

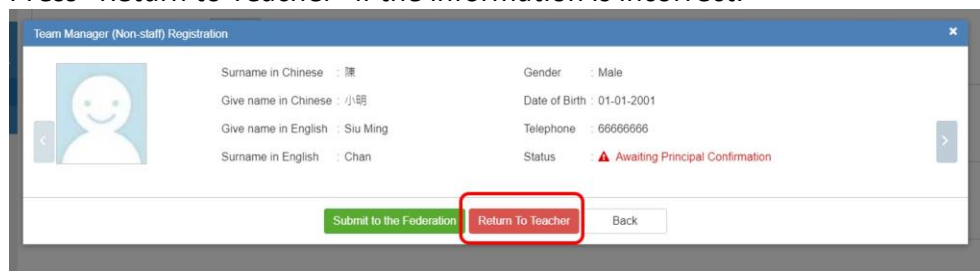
2.1.2 Press “Team Manager (Non-staff) Registration” and “ToDo by Principal” under the main menu.



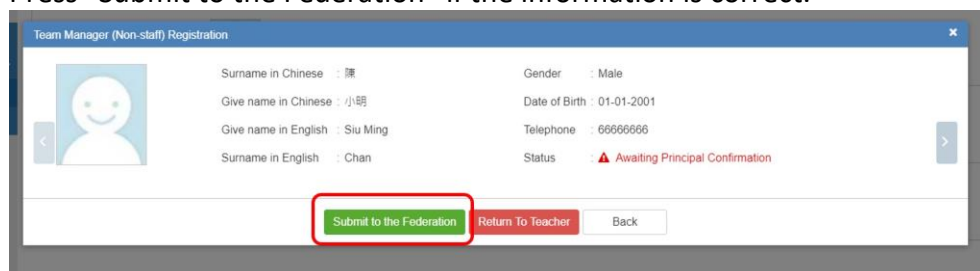
2.1.3 Press “View” to view application details.



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



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



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

English Name	: Siu Ming Chan
Chinese Name	: 陳小明
Telephone	: 66666666
Gender	: Male
Date of Birth	: 01-01-2001

Terms and Conditions
I authorize the above applicant(s) (aged 18 or over) to serve as Team Manager(s) of my school team(s). The applicant(s) will be responsible for the behavior and discipline of team member(s) and spectator(s), and will abide by the rules and regulations of the Hong Kong Schools Sports Federation.
The person must not be a current secondary school student.
The person cannot serve as Team Manager of two competing teams in the same match.

Click "Submit" to send this application to federation

[I read and agree to the terms and conditions](#)

3 Public access list

- 3.1 The registered team manager (non-staff) will be shown on this list of Team Manager (non-staff) public access list on <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	陳小明1 Siu Ming 1 Chan	TEST_NTP	Male	2019-08-19
2	陳大明 tai ming chan	TEST_NTP	Male	2019-08-19
3	陳太文文 TAI MAN CHAN	TEST_NTP	Male	2019-08-16
4	陳美誌 Testing Chan	TEST_NTP	Male	2019-08-16