

# **BC SCHOOL SPORTS ON-LINE REGISTRATION INSTRUCTION BOOKLET**

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# MAIN MENU SECTION OPTIONS

- ❖ MEMBERSHIP APPLICATION ~ Enrollment Form
- ❖ SPORT DECLARATION FORM
- ❖ PLAYER REGISTRATION FORM
- ❖ STUDENT LOOK/TRANSFER
- ❖ INSERT NEW STUDENT
- ❖ SCHOOL ENROLLMENT REPORT
- ❖ MEMBER SCHOOLS 2009-2010
- ❖ ATHLETIC DIRECTOR'S CHECKLIST (1 page PDF File 18kb)
- ❖ TOURNAMENT



## **WHEN YOU SEE THIS "INFORMATION" SIGN DISPLAYED – BCSS IS DRAWING YOUR ATTENTION TO INFORMATION THAT YOU SHOULD TO BE AWARE OF.**

*User Id & Password*

*User ID & Password*

### 1. **Logging onto Exnet:**

- a) Go to [www.bcschoolsports.ca](http://www.bcschoolsports.ca)
- b) Select "Exnet Registration"
- c) Input your schools "User Id" and "Password"

*(user id and passwords must be obtained from the principal or ad's or call the BCSS office)*

### 2. **Editing or Updating School Information:**

*(The AD, Principal & School information must be update by the AD at the beginning or end of each school year – this information is used to send out mail, if we have the wrong name the AD and Principal will not get their mail)*



- With the new on-line system BCSS will be communicating with the AD's more and more using email, Ad's & Principal's email addresses are now **mandatory** fields on the on-line registration system. Please don't type "&", "/", "?", or "N/A" in these fields.
  - a) Select "Edit School Information"
  - b) Make necessary changes
  - c) Select current month and year from the drop down menu in the "**Update Verified by User**" section
  - d) Select "Save School Information"  
*(Changes will not take effect, if you do not save the information.)*

### 3. **Enrollment Numbers:**

**Deadline: October 7th**

*Tier classification is based on enrollment as declared by each Member School to the Ministry of Education. The tier designation count must be taken on **SEPTEMBER 30<sup>th</sup>** of each school year. You must input these numbers into the on-line system by no later than **OCTOBER 7<sup>th</sup>** of this school year.*

- a) **On the Main Menu – Select “Membership Application”**
- b) Input school enrollment numbers for each gender and grade as well as un-graded students. **DO NOT ADD TOTAL TOGETHER.**
- c) Select “Submit School Enrollment Registration Now”  
(Once you submit your numbers, you will not be able to make any changes - you will have to contact the BCSS office)

3.1 **Membership Fees:**

**Deadline: October 7th**

Membership Fees are based on the previous year enrollment numbers. An invoice will be in the AD’s membership package – fees are due the first week of October of each school year.

4. **Sport Declaration Form:**

**Deadline: October 7th**

In September each year, schools are required to declare the teams and levels of competition in which they hope to be involved in.

- a) **On the Main Menu - Select “Sport Declaration Form”**
- b) Check off all the sports your school **intends** to be involved in for that year. All 3 season must be declared.
- c) Enter the coaches information (Team contact, phone and email is now **mandatory**)
- d) Select - “Save your Sport Declaration Form Now”
- e) You may only declare 1 tier for each sport (declaring AA and AAA for the same sport is not allowed)

**i** \* To declare a sport **after the deadline** – contact the BCSS office.

- The declaration must be completed for **all 3 seasons** by October 7<sup>th</sup>. ~~of each year.~~ The system is designed to shut-you-out after this deadline date has passed and a late fine will be issued.
- If you do not declare your sports first, you will not be able to move to the register forms
- The declaration forms are used by BCSS to send you information from the commissioners and zone reps on that sport prior to that season (i.e. boys basketball handbooks are mailed out prior to the winter registration deadline – if you don’t declare, you won’t get one)
- To declare a sport **after the deadline** – contact the BCSS office

5. **Player Registration Form:**

- a) **On the Main Menu - Select “Player Registration Form”**  
(A list of declared sports will appear – if not go back to the Sport Declaration Screen)
- b) Select - “Create Player Registration Forms” on the desired sport
- c) Complete coach information (the coach’s email is now **mandatory**)
- d) Select - “Save Coach Information Now”

5.1 **Coach Information:**

(The coaches information needs to be entered only once for each sport)

- a) Complete Coach Information (email is now **mandatory**)
- b) Select – “Save your Coach Information Now”

**i** • You must complete the following information to get beyond this screen: (This info must be accurate, as BCSS uses this info to create labels, commission lists and mailing list)

- **Coach Name**

- **Coach Type**

- **Email Address**

5.2 **Editing Coach Information:**

- a) **Select – “Edit Team Information”**
- b) Select – “Save your Coach Information Now”

5.3 **Selecting Students for the Team:**

- a) **On the Main Menu - Select “Player Registration Form”**
- b) Select - “View Player Registration Forms” for the desired sport
- c) Select – “Add/Remove Eligible Students to this Roster”  
(a list of eligible students that have been input should appear)
- d) Select students from the list by √ the “**Active**” box (left of the screen)
- e) Select – “Save Roster Selection”
- f) You should now see only the students that you selected for that team
- g) Print – Select “Printer Version of Roster”

If you DO NOT see any student names listed on the print out, your team is NOT registered correctly.

5.4 **Adding a Students Name to your School List:**

- a) **On the Main Menu - Select “Insert New Student” and enter the students information OR Select “Player Registration Form” and proceed from b) to f) below.**
- b) Select - “View Player Registration Form” for the desired sport
- c) Select - “Add/Remove Eligible Students to this Roster”
- d) Select - “Add one eligible student to your school”
- e) Input student information
- f) Select - “Save Student Information”

- DO NOT add students to your student list that do not attend your school.
- If the final deadline date has passed you will need to contact the BCSS office.

5.5 **Adding “Feeder School” Students Name to your School List:**

- a) **These students’ names must be registered on their own schools list.**
- b) Contact BCSS to have a “School Relationship Link” connected to your schools list, once the link is established, these students’ names will appear on your list.
- c) Fax in the membership application form for the feeder school.

5.6 **Deleting a Student’s Name from your School List:**



- Student names can not be deleted from the system by the AD or BCSS. The computer programmers are the only ones that can delete a students’ name from the system.
- Send a fax or email to the BCSS office with the students’ name, grade and date of birth, and BCSS will send a request to the programmers to have the name removed.

5.7 **Editing a Student's Information:**

- a) **On the Main Menu - Select "Player Registration Form"**
- b) Select - "View Player Registration Form" for the desired sport
- c) Find students name on the player registration form
- d) Select – "Edit" (to the right of the students name)
- e) Make changes to the students' information
- f) Select - "Save Student Information"

5.8 **Moving Student to a Higher Age-Group Team:**

- a) **Go to [www.bcschoolsports.ca](http://www.bcschoolsports.ca)**
- b) Select – "Forms" (left of screen)
- c) Select – "Moving Player to a Higher Age-Group Team" form
- d) Print the form
- e) Complete and fax to 604 737-9844
- f) BCSS will move the students once the form is received

6. **Student Transfer:**

(A transfer occurs whenever a student who is registered at any school (within or outside of BC) transfers and is registered at a different school)



- All transfers are done on-line, however, you need to have the following details in front of you before the transfer is started:
  - Reason for Transfer – Please select one of the reasons listed in the Handbook & Director. **Section D12.3.1 – D12.3.14**
  - Details – Each transfer reason has a set of questions pertaining to that particular transfer reason. (see [Appendix 1 below or web site for questions](#))

  - a) **On the Main Menu - Select "Insert New Student"**
  - b) Enter student's details
  - c) Question 7 – "Previous School" – Select previous school name from the drop-down list or select NON-BCSS Member for out of province/country schools.
  - g) Select – "Save Student Information"
  - h) You will now be required to select the "Transfer Reason"
  - i) Save your selection
  - j) Each transfer reason will display a set of questions, complete all the questions
  - k) Save the questions section – the transfer is now done!

7. **Searching for a Student's Name:**

- If you would like to know if a student is already in your system, you can do so as follows:
  - a) **On the Main Menu - Select "Student Transfer/Lookup"**
  - b) Enter the students Last Name or the first few letters of the Last Name followed by a % sign
  - c) Select – "View Students"
  - d) A list of students will appear – if the students name does not appear in the list, then they are not in the system for your school.

8. **Printing a copy of the Player Registration Form:**

- A copy of the Player Registration Form for each registered team must be printed and given to the coach to check that all the students name's appear and are correctly registered.
- When printing DO NOT use the "print screen" function on your keyboard, as this will NOT give you an accurate copy of the player registration form. Please rather follow these instructions:
  - a) **On the Main Menu - Select "Player Registration Form"**
  - b) Select - "View Player Registration Forms" for the desired sport
  - c) Select – "Print version of Roster" (bottom left of screen)
  - d) Select – "File" and "Print" (this will print to your schools local printer)

9. **Questions Required for Student Transfers:**

- Each transfer reason has a set of questions pertaining to that particular transfer reason that needs to be complete on-line. (see Appendix 1 below)

10. **Do's and Don'ts:**

**Do's**

1	The school information must be updated in June or September for mailing purposes
2	Enrollment numbers must be inserted before the deadline date – after this date the system will shut you out
3	Declare all your known sports for the YEAR for each season by the deadline date, after this date the system will shut you out. <b>(\$100 fine for late declaration)</b>
4	Pay membership fees by the deadline date

**Don'ts**

1	Do not declare more than one tier at a senior level for the same sport
2	Do not enter a student's name more than once in your system
3.	Do not register the same student at 2 different levels in the same sport at the same time. i.e. a student can't be on the senior and junior volleyball team at the same time
4.	Do not register a student on your team if they are NOT registered at your school

**D12.3      Transfers During 3rd, 4th and 5th Year of Eligibility:**

Subject to D13, a student who transfers from his/ her "home school" after the first day of his/her third (3rd) year of eligibility is ineligible for a period of twelve (12) months from the date of transfer to participate in restricted competition in any school sport(s) in which he/she was registered for a member school in the twelve (12) months prior to the date of transfer unless one (1) of the conditions D12.3.1 – D12.3.14 is met.

If the student does not meet any one of the regulations in **D12.3**, the student will sit out from BCSS-approved sports restricted competition for 12 months from the date of transfer.

- Transfer Date:
- Previous School Athletic Director Name:
- Previous School Administrator Name:
- Parent/Legal Guardian Name:

**\* A "Compliance and Authorization" form must be completed and signed by the Administrator(s) and Athletic Director(s) of both the leaving and receiving schools, and by the student's parent or legal guardian.**

**D12.3.1      Student Advancing to a More Senior School:**

- Transfer Date:
- Previous School Athletic Director Name:
- Previous School Administrator Name:

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**D12.3.2      New School Constructed, School District Reorganized or School is Closed:**

- Transfer Date:

**School Districts and /or schools must apply for approval from the BC SCHOOL SPORTS Eligibility Officer prior to any student being eligible. A complete list of those students impacted must be provided to BCSS with the following information for each student:**

- a) name      b) date of birth      c) current grade      d) grade 8 entry date
  
- e) previous school      f) new school      g) will they be attending their catchment school? Yes or No
  
- h) If No to g) then reasons for choosing the school needs to be identified.

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**D12.3.3      Parental/Legal Guardian Change of Principal Residence:**

**or**  
**D12.3.4      Parent To Parent Move:**

- Transfer Date:
- Parent/Legal Guardian Name:

- Date of Move: (Month-Year)
- Name of Parent with whom student WAS Residing: (if applicable)
- Student's Previous Address:
- Student's New Principal Address:
- For Legal Guardian – date guardianship was established:
- Moving into Which School's Catchment Area:

**\* A Parent or Legal Guardian statutory declaration must be completed and signed by the parent(s)/legal guardian(s) and submitted to the home school for confirmation prior to being forwarded to the BCSS office.**

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**D12.3.5      District Academic Program:**

**or**

**D12.3.6      Alternate Program / Schools:**

- Transfer Date:
  - District Academic Program:
  - District Academic Program School:
  - Date of Entry to Program:
  - Expected Date of Completion:
  - Alternate School/Program:
  - Administrator:
  - Confirm that the alternate program/school shares the Administration with the Home School
- 

**D12.3.7      Student Transferring from an Alternate School or Distributed Learning School:**

- Transfer Date:
  - Resides in Catchments Area of Which School:
  - Name of Alternate or Distributed Learning School:
- 

**D12.3.8      Short Term Transfer and Return to Home School:**

- Transfer Date:
  - Short Term School:
  - Date of Entry:
  - Date of Exit:
  - Did the student participate in any BCSS-approved restricted or unrestricted competition:
- 

**D12.3.9      Incoming Exchange Student:**

- Transfer Date:
  - Date of Entry to School:
  - Date of Program Completion:
  - Student's BCSS-approved exchange program (choose from selection)
-

**D12.3.10      Boarding School Students:**

- Transfer Date:
- Date student registered at boarding school: (Month/Year)
- School Teams for which the Student played LAST year:
- Athletic Director Name:
- Administrator Name:

**\* A “Compliance and Authorization” form must be completed and signed by the Administrator(s) and Athletic Director(s) of both the leaving and receiving schools, and by the student’s parent or legal guardian.**

And

**\* A “Boarding Student Transfer” form must be completed and signed by the current Administrator and Athletic Director.**

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**D12.3.11      Incoming International Students to a Public School District:**

OR

**D12.3.12      Incoming International Students to an Independent School:**

- Transfer Date:
- Date student registered at this school: (Month/Year)
- Country from Which student is Transferring:
- Address of homestay family hosting student:
- How long has homestay family been at the present address (years):
- Is the School District (or SD Personnel) OR the board or school legally registered as the student’s custodian (guardian) for the duration of the international student’s stay at the school:

**ALSO REQUIRED:** As per Part v) above, a letter of confirmation from the Superintendent or District designate for public schools or letter of confirmation from Head of School or principal for Independent Schools should be submitted.

- Athletic Director Name:
- Administrator Name:

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**D12.3.13      Ward of the Province:**

- Transfer Date:

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**D12.3.14      Student transfers in during the month of September as a result of the School District Transfer process.**

- Transfer Date:

**IF YOU REQUIRE ANY ASSISTANCE WITH THE EXNET  
REGISTRATION SYSTEM, PLEASE EITHER CONTACT THE BCSS  
OFFICE OR SEND EMAIL TO [INFO@BCSCHOOLSPO RTS.CA](mailto:INFO@BCSCHOOLSPO RTS.CA)**