



The screenshot shows the BC School Sports ExNet interface. At the top left is the BC School Sports logo. To its right are links for 'ExNet Main Menu' and 'ExNet Help Page'. The center header reads 'BC SCHOOL SPORTS ExNet Version 2.0' with a logo of a stylized 'V' over a medal. On the top right, it says 'Logout Now' and 'Wednesday June 23 2010'. A central box titled 'MAIN MENU SECTION OPTIONS' contains a list of menu items.

**BC SCHOOL SPORTS** ExNet Main Menu ExNet Help Page BC SCHOOL SPORTS ExNet Version 2.0 Logout Now Wednesday June 23 2010

### MAIN MENU SECTION OPTIONS

- Membership Application ~ Enrolment Form
- Sport Declaration Form
- Player Registration Form
- Student Look/Transfer
- Insert New Student
- School Enrollment Report
- Member Schools 2011-2012
- Athletic Directors Checklist (1 page PDF Fil(e))
- Tournament

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

USERNAME

PASSWORD

**1. Logging onto Exnet:**

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

*(User ID and passwords must be obtained from the Administrator, Athletic Director or the BCSS office)*

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

*(The AD, Administrator, and school information must be update by the AD at the beginning of each school year. This information is used to send out mail. If we have the wrong name, the AD and Administrator will not get their mail)*

\* With the new online system BCSS will be communicating with the Athletic Directors more and more using email, AD's & Administrators' email addresses are now **mandatory** fields on the online 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)*

# Online Registration

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## 3. **Enrollment Numbers:** **Deadline: October 7**

*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 online system by no later than **OCTOBER 7** 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 student-athletes. **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 7**

Membership Fees are based on the previous year enrollment numbers. An invoice will be in the Athletic Director's membership package. Fees are due the first week of October of each school year.

## 4. **Sport Declaration Form:** **Deadline: October 7**

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
- (c) Enter the coach's information (**team contact, phone number & 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)

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

- The declaration must be completed for **all 3 seasons** by **October 7**. The system is designed to shut-you-out after this deadline date has passed.
- If you do not declare your sports first, you will not be able to move onto 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:** **Deadline: October 7**

- (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 coach's 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”
  - 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 Student-athletes 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 Student to this Roster” (a list of eligible student-athletes that have been input should appear)
- d) Select student-athletes from the list by  $\surd$  the “Active” box (left of the screen)
- e) Select – “Save Roster Selection”
- f) You should now see only the student-athletes that you selected for that team
- g) Print – Select “Printer Version of Roster”

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

## 5.4 **Adding a Student-athlete's Name to your School List:**

- (a) On the Main Menu - Select “Insert New Student” and enter the student-athlete's 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
- (e) Select - “Save Student Information”
  - DO NOT add student-athletes to your student-athlete 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” Student-athlete's Name to your School List:**

- (a) **These student-athletes' 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 student athletes' names will appear on your list.

## Online Registration

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### 5.6 **Deleting a Student-Athlete's Name from your School List:**

- Student-athlete names cannot be deleted from the system by the AD or BCSS. The computer programmers are the only ones that can delete a student-athlete's name from the system.
- Send a fax or email to the BCSS office with the student-athlete's 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-athlete's Information:**

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

### 5.8 **Moving Student-athlete 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) 460-2003
- (f) BCSS will move the student-athletes once the form is received

### 6.1 **Student-athlete transfer (Grades 8 and 9):**

- (a) On the Main Menu - Select "Insert New Student"
- (b) Enter student's details
- (c) Do not change "Current School" or "Previous School" drop down boxes.
- (d) Save your selection
- (e) When Exnet informs you the student is at another school, it will also give you the option to click "Transfer" at the bottom of the screen.
- f) Click "Transfer".

### 6.2 **Student-athlete Transfer:**

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

- All transfers are done online, 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 & Directory, Section D12.3.1 – D12.3.10)
  - Details – Each transfer reason has a set of questions pertaining to that particular transfer reason. (see Appendix 1 below or website 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
- (d) Select - "Add ONE eligible student to your school"
- (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-Athlete's Name:

- If you would like to know if a student-athlete is already in your system, you can do so as follows:
  - (a) **On the Main Menu - Select "Student Transfer/Lookup"**
  - (b) Enter the student-athlete's Last Name or the first few letters of the Last Name followed by a % sign
  - (c) Select – "View Students"
  - (d) A list of student-athletes will appear – if the student-athlete's 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 student-athletes names 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-Athlete Transfers:

- Each transfer reason has a set of questions pertaining to that particular transfer reason that needs to be completed online. (See Appendix 1 below)

## 10. Dos and Don'ts:

### **DO**

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. **(\$100 fine for late declaration)**
4. Pay membership fees by the deadline date

### **DON'T**

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