

Student Athlete Registration System (STARS) Zone Representative Manual

Created June, 2016



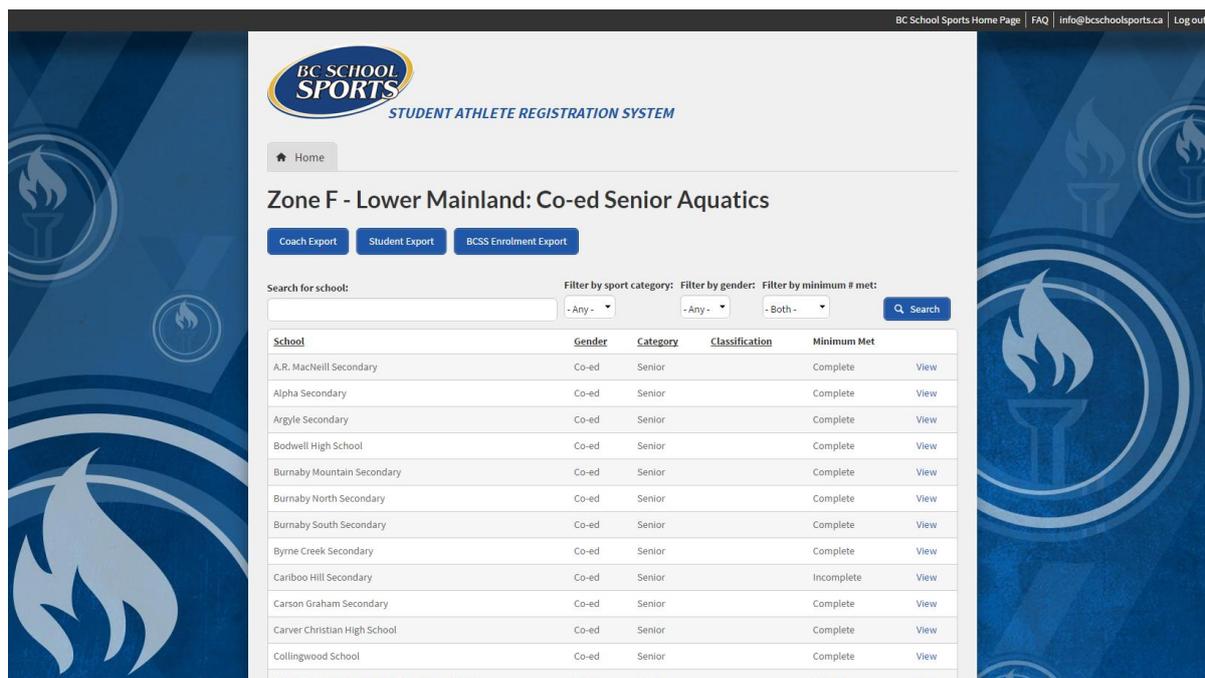
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Introduction

All registration for competition in BCSS approved sports is done through the on-line registration system (STARS - Student Athlete Registration System) on the BCSS website. Member schools must register their schools, teams and athletes by the policy deadlines. BCSS and the 19 Sport Commissions oversee 162 zone playoffs and 54 provincial championships each year.

As a Zone Representative, you have access to information about schools, students, and teams related to your sport and zone (Example: Zone F Lower Mainland: Co-ed Senior Aquatics).



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BC SCHOOL SPORTS
STUDENT ATHLETE REGISTRATION SYSTEM

Home

Zone F - Lower Mainland: Co-ed Senior Aquatics

Coach Export Student Export BCSS Enrolment Export

Search for school: Filter by sport category: - Any - Filter by gender: - Any - Filter by minimum # met: - Both -

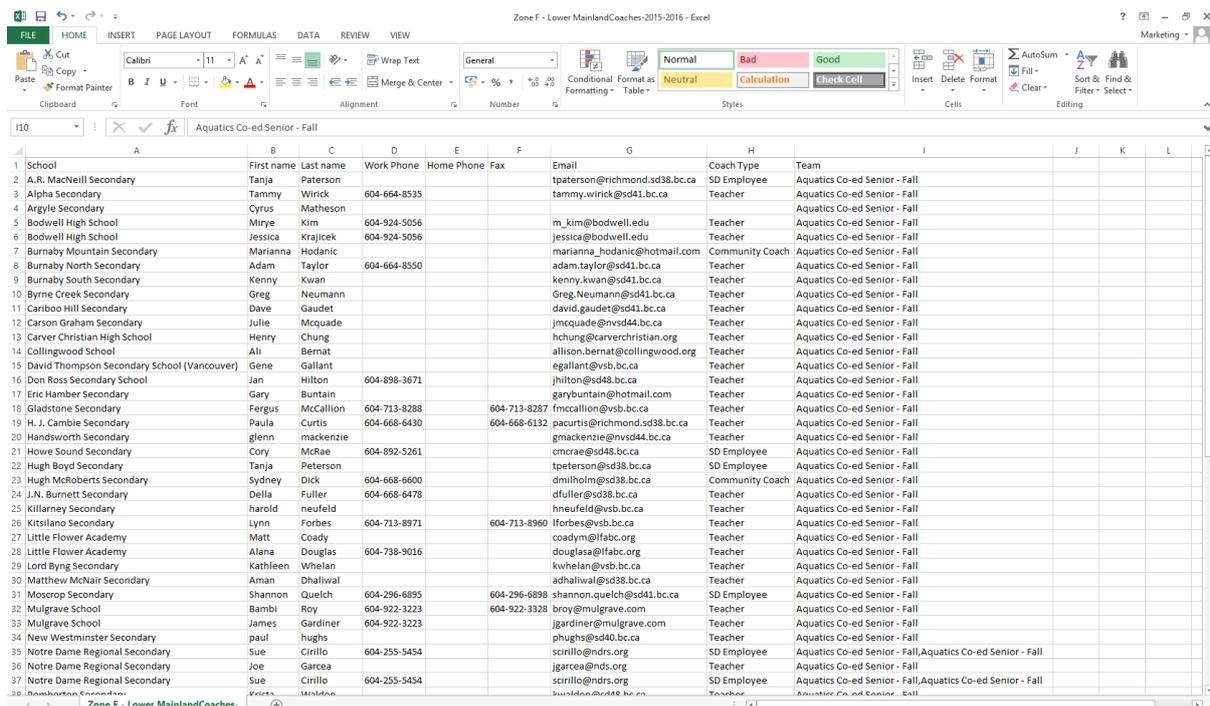
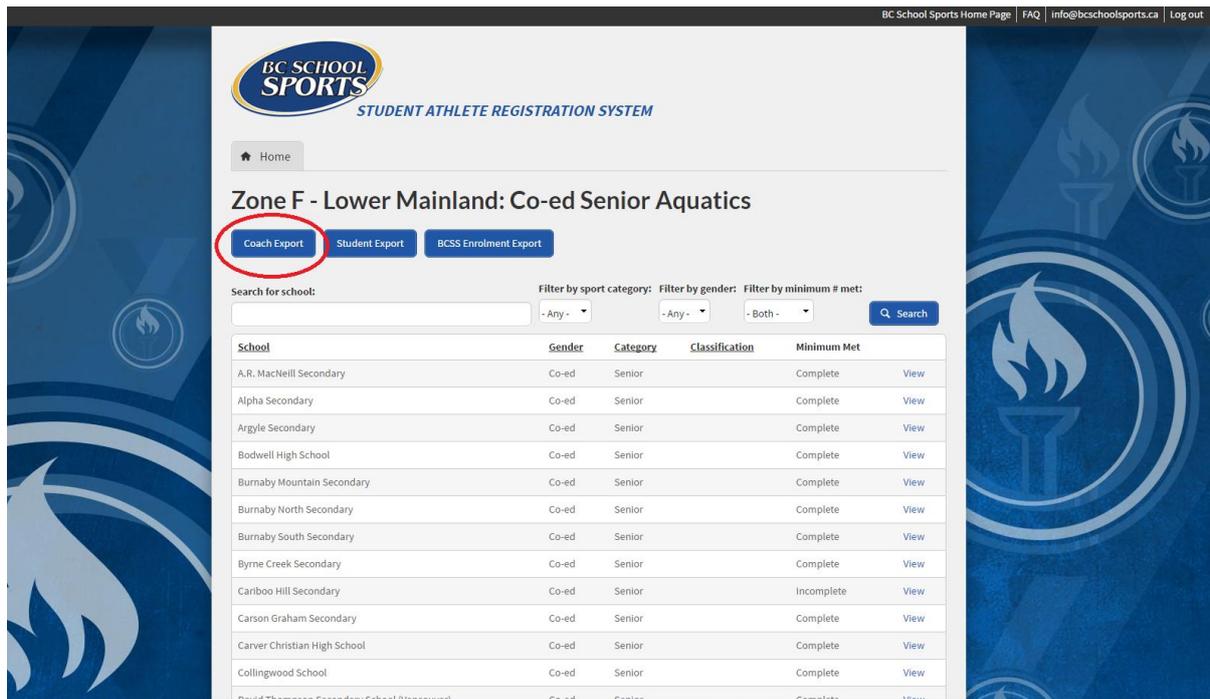
School	Gender	Category	Classification	Minimum Met	
A.R. MacNeill Secondary	Co-ed	Senior		Complete	View
Alpha Secondary	Co-ed	Senior		Complete	View
Argyle Secondary	Co-ed	Senior		Complete	View
Bodwell High School	Co-ed	Senior		Complete	View
Burnaby Mountain Secondary	Co-ed	Senior		Complete	View
Burnaby North Secondary	Co-ed	Senior		Complete	View
Burnaby South Secondary	Co-ed	Senior		Complete	View
Byrne Creek Secondary	Co-ed	Senior		Complete	View
Cariboo Hill Secondary	Co-ed	Senior		Incomplete	View
Carson Graham Secondary	Co-ed	Senior		Complete	View
Carver Christian High School	Co-ed	Senior		Complete	View
Collingwood School	Co-ed	Senior		Complete	View
David Thompson Secondary School (Discontinued)	Co-ed	Senior		Complete	View

Coach Export

To view all coaches registered for a specific sport, click “Coach Export” on the top left corner. This will generate an excel spreadsheet with a list of information including:

- School Name
- First and Last name
- Email
- Coach Type (SD Employee, Teacher or Community Coach)
- Fax
- Team
- Work Phone
- Home Phone

BC School Sports Student Athlete Registration System (STARS) Manual



Student Export

Click “Student Export” on the top left corner to access information about students. Select the year that you want to view (beginning from 2008 to the present). Select “Export CSV” to create an excel spreadsheet with the information. This spreadsheet will describe the number of students participating in a specific sport.

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Zone F - Lower Mainland: Co-ed Senior Aquatics

Coach Export **Student Export** BCSS Enrolment Export

Search for school: Filter by sport category: - Any - Filter by gender: - Any - Filter by minimum # met: - Both -

School	Gender	Category	Classification	Minimum Met
A.R. MacNeill Secondary	Co-ed	Senior	Complete	View
Alpha Secondary	Co-ed	Senior	Complete	View
Argyle Secondary	Co-ed	Senior	Complete	View
Bodwell High School	Co-ed	Senior	Complete	View
Burnaby Mountain Secondary	Co-ed	Senior	Complete	View
Burnaby North Secondary	Co-ed	Senior	Complete	View
Burnaby South Secondary	Co-ed	Senior	Complete	View
Byrne Creek Secondary	Co-ed	Senior	Complete	View
Cariboo Hill Secondary	Co-ed	Senior	Incomplete	View
Carson Graham Secondary	Co-ed	Senior	Complete	View
Carver Christian High School	Co-ed	Senior	Complete	View
Collingwood School	Co-ed	Senior	Complete	View

2015-Zone F - Lowe

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

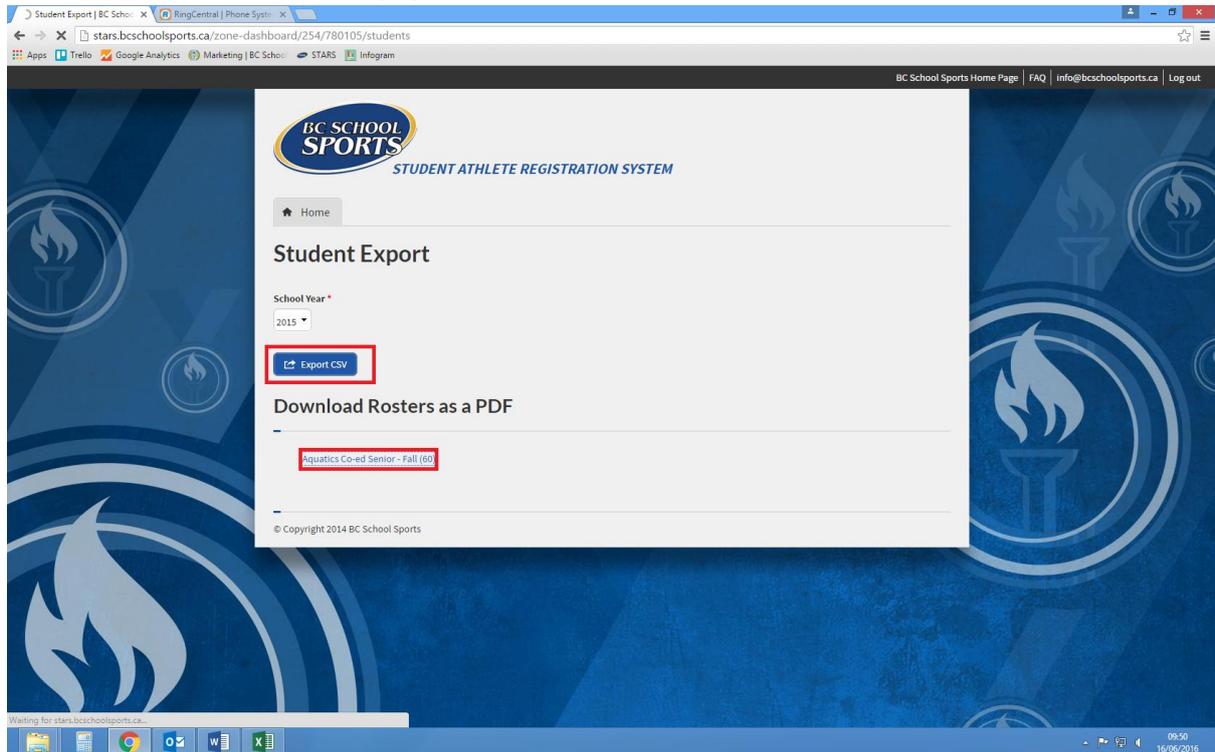
Clipboard Font Alignment Number

A1 Students

	A	B	C	D	E	F	G	H	I	J	K	L
1	Students	Aquatics										
2	Senior Co-	1149										
3	Total	1149	1149									
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												

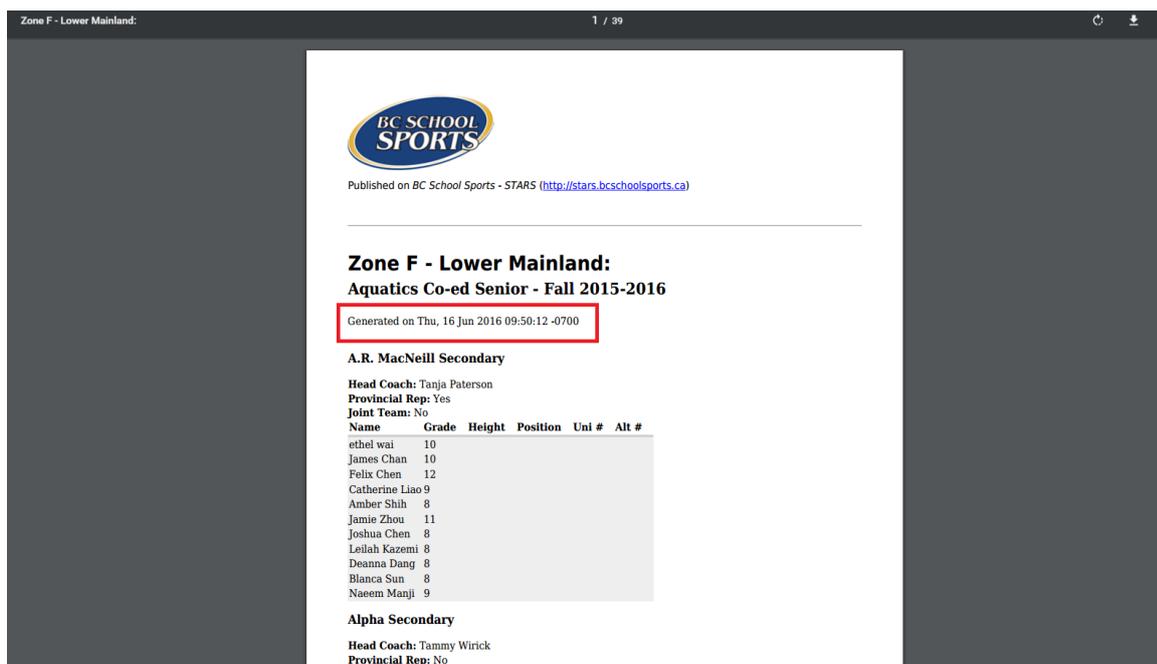
Download Rosters as a PDF

You can also view the rosters of a sport under the Student Export page. Click “Student Export” on the top left corner of the main page and then select the link to download rosters as a PDF.



This will create a PDF package of all the rosters in a specific sport for a specific zone.

This function will also create a timestamp (Example: Generated on Thu, 16 Jun 2016 09:50:12 -0700).



BCSS Enrollment Report

To view information about enrollment in your zone, select “BCSS Enrolment Export” on the top left corner of the main webpage.

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Zone F - Lower Mainland: Co-ed Senior Aquatics

Coach Export Student Export **BCSS Enrolment Export**

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Cariboo Hill Secondary	Co-ed	Senior		Incomplete	View
Carson Graham Secondary	Co-ed	Senior		Complete	View
Carver Christian High School	Co-ed	Senior		Complete	View
Collingwood School	Co-ed	Senior		Complete	View

This will generate an excel spreadsheet containing information about the number of students registered through BCSS. The spreadsheet will list:

- School Name
- Type of Students (Boys, Girls or Total)
- Number of Grade 8
- Number of Grade 9
- Number of Grade 10
- Number of Ungraded Jr. (Students who do not clearly belong to one grade)
- Number of Grade 11
- Number of Grade 12
- Number of Ungraded Sr. (Students who do not clearly belong to one grade)
- Number of Total Seniors

BC School Sports Student Athlete Registration System (STARS) Manual

2015-student-enrolment (5) - Excel

School	Students	Grade 8	Grade 9	Grade 10	Ungraded Jr.	Grade 11	Grade 12	Ungraded Sr.	Total Seniors
@KOOL - Kamloops Open Online Learning	Boys	8	7	9		19	11	115	145
	Girls	4	9	12		18	16	115	149
	Total	12	16	21		37	27	230	294
A.D. Rundle Middle School	Boys	53	36	40					
	Girls	49	55	46					
	Total	102	91	86					
A.L Fortune Secondary	Boys		25	27		17	18		35
	Girls		35	28		27	17		44
	Total		60	55		44	35		79
A.R. MacNeill Secondary	Boys		80	88		80	114		194
	Girls		68	68		63	81		144
	Total		148	156		143	195		338
Abbotsford Christian School	Boys	30	35	44		43	35		78
	Girls	36	31	36		38	49		87
	Total	66	66	80		81	84		165
Abbotsford Middle School	Boys	112	99						
	Girls	67	93						
	Total	179	192						
Abbotsford Senior Secondary	Boys			123		143	120		263
	Girls			88		125	123		248
	Total			211		268	243		511
Abbotsford Traditional Middle School	Boys	74	85						
	Girls	71	61						
	Total	145	146						
Abbotsford Traditional Senior Secondary	Boys			57		69	53		122
	Girls			81		63	61		124
	Total			138		132	114		246
Aberdeen Hall Senior School	Boys	14	16	19		19	14		33
	Girls	17	22	19		20	19		39
	Total	31	38	38		39	33		72
Acwosalcta Band School	Boys	5	4	5		9			9

List of Schools

The main webpage displays a list of all the schools for a specific sport and zone. You can select “View” to the right of a school to view more information about that school.

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Collingwood School	Co-ed	Senior	Complete	Complete	View

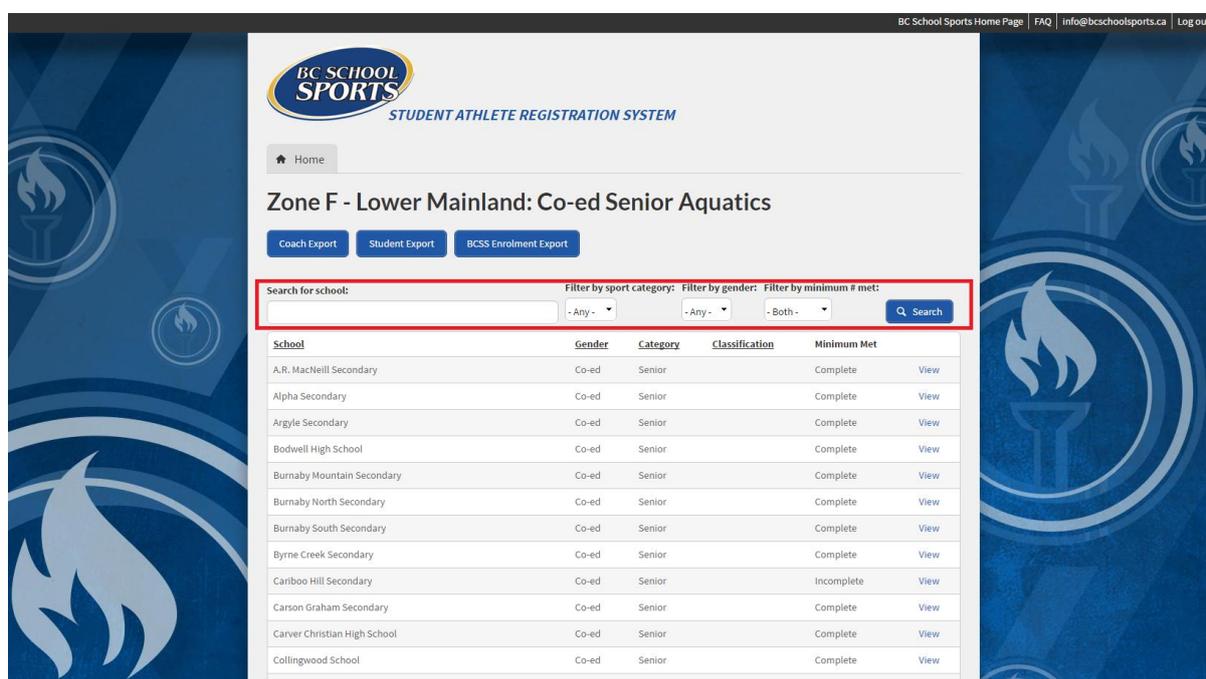
When you select “View” you will be able to see information describing the team. This includes:

- Athletic Director Name
- Athletic Director Email
- Athletic Association
- Regional Zone
- Team Name
- Address
- School Phone Number
- List of all team members and grades
- Head Coach
- Registration Details
 - Declare Team Deadline
 - Minimum # of Students
 - Minimum # of Students Deadline
 - Final Deadline
 - Whether this team be your provincial representative
 - Whether it is a joint team

Search for Schools

You can search for a specific school on the main webpage. Type in a school name in the search bar or use the filters such as:

- Filter by sport category (Grade 8, 9, Junior or Senior).
- Filter by gender (Male, Female, Co-ed, or Open).
- Filter by minimum # met (Complete, Incomplete, or Both).
 - This indicates teams that have the minimum number of students needed on a team. For example, track and field needs a minimum of 1 student on the team whereas basketball needs a minimum of 5.



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- Any - - Any - - Both - Search

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Carver Christian High School	Co-ed	Senior		Complete	View
Collingwood School	Co-ed	Senior		Complete	View
David Thompson Secondary School (Burnaby)	Co-ed	Senior		Complete	View

**Note: When searching for a school, type out the name partially in case there are any errors or duplicates when inputting information.*

Download Rosters as a PDF

On the main webpage, scroll all the way down to the bottom and select the link under “Download Rosters as a PDF”.

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This function will also create a timestamp (Example: Generated on Thu, 16 Jun 2016 09:50:12 -0700).

Zone F - Lower Mainland: 1 / 39

BC SCHOOL SPORTS

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Zone F - Lower Mainland:
Aquatics Co-ed Senior - Fall 2015-2016

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A.R. MacNeill Secondary
Head Coach: Tanja Paterson
Provincial Rep: Yes
Joint Team: No

Name	Grade	Height	Position	Uni #	Alt #
ethel wai	10				
James Chan	10				
Felix Chen	12				
Catherine Liao	9				
Amber Shih	8				
Jamie Zhou	11				
Joshua Chen	8				
Leilah Kazemi	8				
Deanna Deng	8				
Bianca Sun	8				
Naeem Manji	9				

Alpha Secondary
Head Coach: Tammy Wirick
Provincial Rep: No