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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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

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

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	Argyle Secondary	Co-ed	Senior			Complete	View	
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	Burnaby Mountain Secondary	Co-ed	Senior			Complete	View	
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	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	
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1 School	First name	Last name	Work Phone	Home Pho	ne Fax	En	nail		Coach Type	Team						
2 A.R. MacNeill Secondary	Tanja	Paterson				tp	aterson@richmond.s	d38.bc.ca	SD Employee	Aquatics Co-ed Senior - F	all					
3 Alpha Secondary	Tammy	Wirick	604-664-8535			ta	mmy.wirick@sd41.bc	.ca	Teacher	Aquatics Co-ed Senior - F	all					
4 Argyle Secondary	Cyrus	Matheson								Aquatics Co-ed Senior - F	all					
5 Bodwell High School	Mirye	Kim	604-924-5056			m	kim@bodwell.edu		Teacher	Aquatics Co-ed Senior - F	all					
6 Bodwell High School	Jessica	Krajicek	604-924-5056			je	ssica@bodwell.edu		Teacher	Aquatics Co-ed Senior - F	all					
7 Burnaby Mountain Secondary	Marianna	Hodanic				m	arianna_hodanic@ho	tmail.com	Community Coach	Aquatics Co-ed Senior - F	all					
8 Burnaby North Secondary	Adam	Taylor	604-664-8550			ad	am.taylor@sd41.bc.c	a	Teacher	Aquatics Co-ed Senior - F	all					
9 Burnaby South Secondary	Kenny	Kwan				ke	nny.kwan@sd41.bc.c	a	Teacher	Aquatics Co-ed Senior - F	all					
10 Byrne Creek Secondary	Greg	Neumann				Gr	eg.Neumann@sd41.b	oc.ca	Teacher	Aquatics Co-ed Senior - F	all					
11 Cariboo Hill Secondary	Dave	Gaudet				da	vid.gaudet@sd41.bc.	ca	Teacher	Aquatics Co-ed Senior - F	all					
12 Carson Graham Secondary	Julie	Mcquade				jm	cquade@nvsd44.bc.c	a	Teacher	Aquatics Co-ed Senior - F	all					
13 Carver Christian High School	Henry	Chung				hc	hung@carverchristia	n.org	Teacher	Aquatics Co-ed Senior - F	all					
14 Collingwood School	Ali	Bernat				all	ison.bernat@colling	wood.org	Teacher	Aquatics Co-ed Senior - F	all					
15 David Thompson Secondary School (Vancouver)	Gene	Gallant				eg	allant@vsb.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
16 Don Ross Secondary School	Jan	Hilton	604-898-3671			jhi	ilton@sd48.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
17 Eric Hamber Secondary	Gary	Buntain				ga	rybuntain@hotmail.c	om	Teacher	Aquatics Co-ed Senior - F	all					
18 Gladstone Secondary	Fergus	McCallion	604-713-8288		604-713-82	87 fm	ccallion@vsb.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
19 H. J. Cambie Secondary	Paula	Curtis	604-668-6430		604-668-61	32 pa	curtis@richmond.sd3	88.bc.ca	Teacher	Aquatics Co-ed Senior - F	all					
20 Handsworth Secondary	glenn	mackenzie				gn	nackenzie@nvsd44.b	c.ca	Teacher	Aquatics Co-ed Senior - F	all					
21 Howe Sound Secondary	Cory	McRae	604-892-5261			cm	ncrae@sd48.bc.ca		SD Employee	Aquatics Co-ed Senior - F	all					
22 Hugh Boyd Secondary	Tanja	Peterson				tp	eterson@sd38.bc.ca		SD Employee	Aquatics Co-ed Senior - F	all					
23 Hugh McRoberts Secondary	Sydney	Dick	604-668-6600			dn	nilholm@sd38.bc.ca		Community Coach	Aquatics Co-ed Senior - F	all					
24 J.N. Burnett Secondary	Della	Fuller	604-668-6478			df	uller@sd38.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
25 Killarney Secondary	harold	neufeld				hn	eufeld@vsb.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
26 Kitsilano Secondary	Lynn	Forbes	604-713-8971		604-713-89	60 Ifc	orbes@vsb.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
27 Little Flower Academy	Matt	Coady				со	adym@lfabc.org		Teacher	Aquatics Co-ed Senior - F	all					
28 Little Flower Academy	Alana	Douglas	604-738-9016			do	uglasa@lfabc.org		Teacher	Aquatics Co-ed Senior - F	all					
29 Lord Byng Secondary	Kathleen	Whelan				kw	/helan@vsb.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
30 Matthew McNair Secondary	Aman	Dhaliwal				ad	haliwal@sd38.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
31 Moscrop Secondary	Shannon	Quelch	604-296-6895		604-296-68	98 sh	annon.quelch@sd41.	bc.ca	SD Employee	Aquatics Co-ed Senior - F	all					
32 Mulgrave School	Bambi	Roy	604-922-3223		604-922-33	28 br	ov@mulgrave.com		Teacher	Aquatics Co-ed Senior - F	all					
33 Mulgrave School	James	Gardiner	604-922-3223			jga	ardiner@mulgrave.co	m	Teacher	Aquatics Co-ed Senior - F	all					
34 New Westminster Secondary	paul	hughs				ph	ughs@sd40.bc.ca		Teacher	Aquatics Co-ed Senior - F	all					
35 Notre Dame Regional Secondary	Sue	Cirillo	604-255-5454			sci	rillo@ndrs.org		SD Employee	Aquatics Co-ed Senior - F	all,Aq	uatics Co-ed Se	nior - Fall			
36 Notre Dame Regional Secondary	Joe	Garcea				jga	arcea@nds.org		Teacher	Aquatics Co-ed Senior - F	all					
37 Notre Dame Regional Secondary	Sue	Cirillo	604-255-5454			sci	rillo@ndrs.org		SD Employee	Aquatics Co-ed Senior - F	all,Aq	uatics Co-ed Se	nior - Fall			
20 Bomborton Socondany	Veicto	Waldon				ku	uldon@cd49.bc.co		Toochor	Aduation Co. od Sonior - S	all					

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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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.

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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).

Zone F - Lower Mainland:	1 / 39	¢
	Published on BC School Sports - STARS (http://stars.bcschoolsports.ca)	
	Zone F - Lower Mainland: Aquatics Co-ed Senior - Fall 2015-2016 Generated on Thu, 16 Jun 2016 09:50:12-0700 A.R. MacNeill Secondary Head Coach: Tanja Paterson Provincial Rep: Tes Joint Team: No	
	NameGradeHelphPositionUni #Alt #ethel wai10IIIIIjames Chan10IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
	Alpha Secondary Head Coach: Tammy Wirick Provincial Rep: No	

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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	- Any -	- Any - • Bo	th - 🔹	Q Search
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
Carson Graham Secondary Carver Christian High School	Co-ed Co-ed	Senior Senior	Complete Complete	View

This will generate an excel spreadsheet contacting 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

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1 School	Students	Grade 8	Grade 9	Grade 10	Ungraded Jr.	Grade 11	Grade 12	Ungraded Sr.	Total Seniors					
2 @KOOL - Kamloops Open Online Learning	Boys	8	7	9		19	11	115	143	5				
3	Girls	4	9	12		18	16	115	149	Э				
4	Total	12	16	21		37	27	230	294	1				
5 A.D. Rundle Middle School	Boys	53	36	40										
6	Girls	49	55	46										
7	Total	102	91	86										
8 A.L Fortune Secondary	Boys		25	27		17	18		35	5				
9	Girls		35	28		27	17		44	1				
10	Total		60	55		44	35		79	Ð				
11 A.R. MacNeill Secondary	Boys		80	88		80	114		194	1				
12	Girls		68	68		63	81		144	1				
13	Total		148	156		143	195		338	3				
14 Abbotsford Christian School	Boys	30	35	44		43	35		78	3				
15	Girls	36	31	36		38	49		8	7				
16	Total	66	66	80		81	84		163	5				
17 Abbotsford Middle School	Boys	112	99											
18	Girls	67	93											
19	Total	179	192											
20 Abbotsford Senior Secondary	Boys			123		143	120		263	3				
21	Girls			88		125	123		248	3				
22	Total			211		268	243		51:	L				
23 Abbotsford Traditional Middle School	Boys	74	85											
24	Girls	71	61											
25	Total	145	146											
26 Abbotsford Traditional Senior Secondary	Boys			57		69	53		122	2				
27	Girls			81		63	61		124	1				
28	Total			138		132	114		240	5				
29 Aberdeen Hall Senior School	Boys	14	16	19		19	14		33	3				
30	Girls	17	22	19		20	19		39	Э				
31	Total	31	38	38		39	33		7.	2				
32 Acwsalcta 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.

					BC School Sports Home Page F/	AQ info@bcscho
BC SCHOOL SPORTS STUDENT AT	THLETE REGISTRATION :	SYSTEM				
Zone F - Lower Mai	nland: Co-ed Se	enior A	quatics			
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School	Gender	Category	Classification	Minimum Met		
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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	100
Burnaby North Secondary Burnaby South Secondary	Co-ed Co-ed	Senior Senior		Complete Complete	View View	-
Burnaby North Secondary Burnaby South Secondary Byrne Creek Secondary	Co-ed Co-ed Co-ed	Senior Senior Senior		Complete Complete Complete	View View View	-
Burnaby North Secondary Burnaby South Secondary Byrne Creek Secondary Cariboo Hill Secondary Cariboo Hill Secondary	Co-ed Co-ed Co-ed Co-ed	Senior Senior Senior Senior		Complete Complete Complete Incomplete	View View View View	
Burnaby North Secondary Burnaby South Secondary Byrne Creek Secondary Cariboo Hill Secondary Carson Graham Secondary	Co-ed Co-ed Co-ed Co-ed Co-ed	Senior Senior Senior Senior Senior		Complete Complete Complete Incomplete Complete	View View View View View	
Burnaby North Secondary Burnaby South Secondary Byrne Creek Secondary Cariboo Hill Secondary Cariboo Hill Secondary Carson Graham Secondary Carver Christian High School	۲۵۰۰۵ ۲۵۰۰۵ ۲۵۰۰۵ ۲۵۰۰۵ ۲۵۰۰۵	Senior Senior Senior Senior Senior Senior		Complete Complete Complete Incomplete Complete Complete	View View View View View View View	

BC School Sports Student Athlete Registration System (STARS) Manual

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.



*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".

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).

Zone F - Lower Mainland:	1 / 39	¢	± •
	Published on BC School Sports - STARS (http://stars.bcschoolsports.ca)		
	Zone F - Lower Mainland: Aquatics Co-ed Senior - Fall 2015-2016 Generated on Thu, 16 Jun 2016 09:50:12-0700 A.R. MacNeill Secondary Head Coach: Tanja Paterson Provincial Rep: Yes Joint Team: No		
	Name Grade Height Position Unit # Identified 10 James Chan 10 Felix Chen 12 Catherine 12 Catherine 12 James Zhan 0 James Zhan 10 James Zhan 11 Joshua Chen 8 Leilah Kazemi 8 1 Deama Dang 8 Blanca Sun 8 Naeem Manji 9		
	Alpha Secondary Head Coach: Tammy Wirick Provincial Rep: No		