



STARS User Guide

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Getting Started

Login Information

Create a New User

- Have the Administrator of the school send an email to info@bcschoolsports.ca with the new Athletic Director's name and email as well as a statement allowing the new Athletic Director to have access to the school and student information in STARS
- BCSS staff will create the new user profile and send the login information to the new Athletic Director

Log In to STARS

- Go to www.bcschoolsports.ca
- Click on "STARS Login" (top right hand corner of the screen)
- Enter your email and password

Troubleshooting Login Information

What if I previously logged in and forgot my password?

1. Go to www.bcschoolsports.ca
2. Click on "STARS Login" (top right hand corner of the screen)
3. Click on "Request New password"
4. Enter your email
5. An email will be sent to you with new login instructions
Check you spam/junk folder if you do not receive the email

New Students

Before a student can be added to a team/roster, they need to be added to STARS. There are two options for adding students; individual entry or bulk upload. Once they have been submitted the student will be *pending*, most are *approved* within two business days. In cases where the student is a transfer you will need to submit documentation to BCSS; the forms for transfers are found on our [website](#) under “Forms”. Should BCSS require any additional information to verify a student’s status you will be contacted.

Individual Students

1. Click on the “Students” tab
2. Click on “Add a Single Student”
3. Fill in the information required
4. If the student is a transfer:
 - a. Indicate the transfer type:
 - i. In Province
 - ii. Out of Province
 - iii. International
 - b. Submit documentation to BCSS, all forms are found on our website under “Forms”

Bulk Upload

Grade 8 students will be *automatically approved* up until the first deadline date if they meet the requirements outlined in the BCSS Rules and Regulations. The status of all other students will be set to *pending* when they are uploaded.

1. Download the template from STARS to bulk upload all students from your school

In STARS: New Student Import → Bulk Import → Download a Template

2. Populate the template with your student information
 - a. Export student data from myBCED into the template and format it to match; **or**
 - b. Manually type in the information, only one student’s information is allowed per row
3. Save the file to your computer, must be saved as a **.csv** file
4. In STARS, click “New Student Imports”
5. Click “Choose file” or “browse” and navigate to the file saved on your computer
6. Click “Begin Bulk Import”
7. There is no limit to how many students can be uploaded in one batch

Troubleshooting Bulk Uploads

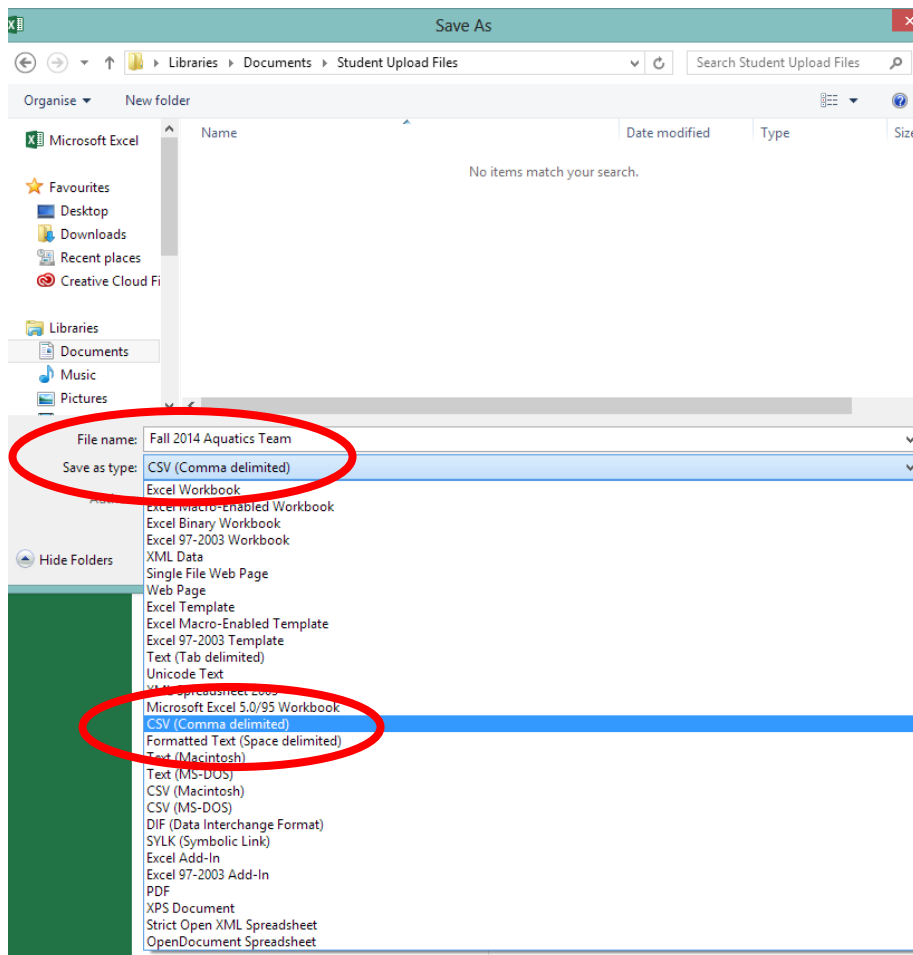
The data in my export doesn’t match the template. How do I format it?

- Take a look at our [Bulk Upload Guide](#)

- If it is still not being accepted, attach the .csv file in an email to info@bcschoolsports.ca and the BCSS Office Staff can help

I see an error that says “The specified file filename.xlsx could not be uploaded. Only files with the following extensions are allowed: csv.”

- Your file *must* be saved as a .csv
- Open your file and select “Save as”. Underneath the file name click on the “Save as type” dropdown and select “CSV (Comma delimited)”
- You may get a message asking “Would you like to continue using this file type?” Select “Yes”



I see an error that says “The following students will need eligibility forms approved by BC School Sports in order to play since they are not yet in grade 8. Please use the Grade 7 eligibility application and submit to BCSS before uploading students.

- Students younger than grade 8 are ineligible for play unless they have an exception from BCSS. If you have made an error with a student’s birthdate, grade 8 entry, or name you can still edit this while the student is *pending*.
- If the information is correct, please contact info@bcschoolsports.ca. Do not enter incorrect data because it may affect the student’s eligibility in future years!

Teams

Add a New Team

1. Click on “Teams”
2. Click “Add Teams”
3. Select a sport from the dropdown box
4. Add a coach:
 - a. Start typing the name of a coach in the field
 - b. If you do not see their name:
 - i. Go back to “Coaches” and verify the spelling; or
 - ii. Add a new coach (see “Other Features” → “Coaches”)
5. Fill in any additional information that you know for the team
6. If this team will be your provincial representative you need to ensure that that option is checked. Only one team may be the primary team in each sport. Others may exist, but are not allowed to participate in zones or provincial championships.

Rosters

Add Students

1. On the “Teams” page, select “Edit team roster” for the team you want to add students to.
2. In the “Player” field, start typing a player’s name into the box and a list will come up. Continue typing the full name or select from the list
 - a. If the student’s name isn’t appearing on the list, search for them under “Students” to ensure correct spelling;
 - b. Ensure the student is eligible to compete on the team; or
 - c. Add the student to STARS.
3. Click “Add another player” and repeat until you have all of your students selected
4. Click “Save” when done, this may take up to a few minutes
5. After making changes to the roster please save a copy of it for your own records.

Save as PDF

1. “View” the team from “Teams” that you want the roster for
2. Select “Generate PDF”
3. Save or print

Tip: You can modify all of the aspects of the team after submission until the sport declaration deadline for that season. If you accidentally declare the wrong team/grade/gender, you can either delete the team and make it again, or contact BCSS if you have already completed your rosters.

Tip: Only students who are eligible will appear on the list. STARS determines eligibility based on their gender, age, and enrolment in the school. BCSS can also set students to be eligible or not, depending on the status of the eligibility request. If a student is not showing up on the list, please contact BCSS.

Other Features

Coaches

The Coaches tab allows you to see a list of people who have coached for your school. You can click on a coach's name and see the teams they have coached in the past 5 years. This information can be helpful when nominating coaches for awards. The information requested on the "Create Coach" tab is used by BCSS to communicate with external parties to demonstrate our successes and apply for grants. We ask that you fill in the coach profile as completely as possible.

Add New Coach

1. Click "Coaches" in the main navigation bar
2. Click "Add Coach"
3. Input the information for a new coach

Forms

Most forms needed throughout the school year will be located on our website under "Forms". The exception to this is the "Moving Up" form for any students currently playing on a junior or grade 8 team that you would like to play on a more senior team. Please make sure you thoroughly read the handbook to be aware of when a student can "Move Up" and the consequences of doing so.

Moving Up Form

1. Click "Tools" and then select "Moving Up Form" (it should be the first page shown after "Tools")
2. Your email should be populated in the field, make sure it is correct
3. From the dropdown, select the more senior team that you want the student(s) to **move to**
 - Select the student you are submitting the application for
 - If you are applying for multiple students to "Move Up", you may select more than one by pressing CTRL while clicking on the student names
4. Select the "Move Up Date" as the effective date for the student(s) changing rosters.
5. You will receive an email from BCSS once the roster(s) have been updated.

Students who move up will no longer be eligible to play on the lower age-group team in that season, and will be moved on the date specified.

You will be notified by e-mail when the students have been moved up to the requested team.
