STARS User Guide

Thanks for using BC School Sports' new registration system, STARS (STudent Athlete Registration System). The purpose of this guide is to help athletic directors and school administrators to use the registration system.

Please read the entire guide and the FAQ section in the registration system. If your question is not addressed, please contact info@bcschoolsports.ca for assistance.

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Updated September 12, 2014

Getting Started

If you are the first one from your school to log in:

Use the username and password that you used last year in Exnet. You will be prompted to update your contact information the first time you log in. On subsequent visits to the site, you will use the e-mail address and password you specify here.

If someone from your school has already logged into the STARS registration, but you need to log in too (e.g. the principal logged in as above and the athletic director needs access):

Please use the webform located here:

http://www.bcschoolsports.ca/registration-system-user-sign

Once submitted, please allow two business days for BCSS to create the account. BCSS must gain permission from the school administrator (principal) for new user accounts.

If you have successfully logged in before but you have forgotten your password:

Click on the "Request New Password" link on the login page. Instructions to reset your password will be e-mailed to you. Please check your junk/spam for an e-mail.

If you try last year's Exnet username and password and it does not work:

The new system is case-sensitive. Please make sure you are using correct capitalization in your username and password. You can contact BCSS to find out what this should be if you are unsure.

If you successfully log in using your Exnet username and password, but you get an alert that your e-mail address is already taken:

BCSS has set up usernames for people with different roles (sport commissioners, zone representatives, athletic association presidents, etc.). If you have another role with BCSS and you get this message, try using the "request new password" link with your e-mail address. If this works but you do not have access to your school's profile, please contact BCSS.

Adding New Students

All students listed on school lists on Exnet prior to June 30, 2014 are still listed on school lists in STARS. You will only need to import students who did not previously play sports at your school.

Individual Students

1. Click "Add single student" from either the "Students" tab or "New student imports" tab.
2. Fill in the required information.
3. If the student is a transfer from outside of a BCSS member school, please indicate "transfer type" and submit the required paperwork to the BCSS office (for example, Compliance & Authorization, International Student-Athlete Transfer Form, Statutory Declaration)
4. Submit the form.

Once the students are uploaded, their status will be set to **pending**. BCSS will examine these students within two business days of upload and receipt of supporting forms/documents. You will be notified by e-mail when the students are approved and/or if there are any problems with the uploaded students.

Bulk Upload

1. Create a CSV document or download the template from STARS.
2. Export student data from BCESIS into a CSV and format it to match the template from STARS.
   OR
   Manually type in the information. Only one student's information is allowed per row.
   Example:

First Name	Middle Initial	Last Name	Date of Birth (YYYY-MM-DD)	Gender (M/F)	Year of Entry into Grade 8
Homer	J	Simpson	1998-02-05	M	2012
Taylor		Swift	1996-12-13	F	2010
Steve		Nash	2000-02-07	M	2014

2. Save the file to your computer. It must be saved as a .csv file.
3. Click "New Student Imports"
4. Click "Choose file" or "browse" and navigate to the file saved on your computer.
5. Click "Begin Bulk Import"
6. There is no limit to how many students can be uploaded in one batch.

Once the students are uploaded, their status will be set to **pending**. BCSS will examine these students within two business days of upload. You will be notified by e-mail when the students are approved and/or if we have any questions or there are any problems with the uploaded students.

Troubleshooting Bulk Upload

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

You must save your file as a .csv. When you save your file, select "Save as". Click "Save as type:" and select "CSV (Comma delimited)". You may get a message asking "Would you like to continue using this file type?" Select "Yes".
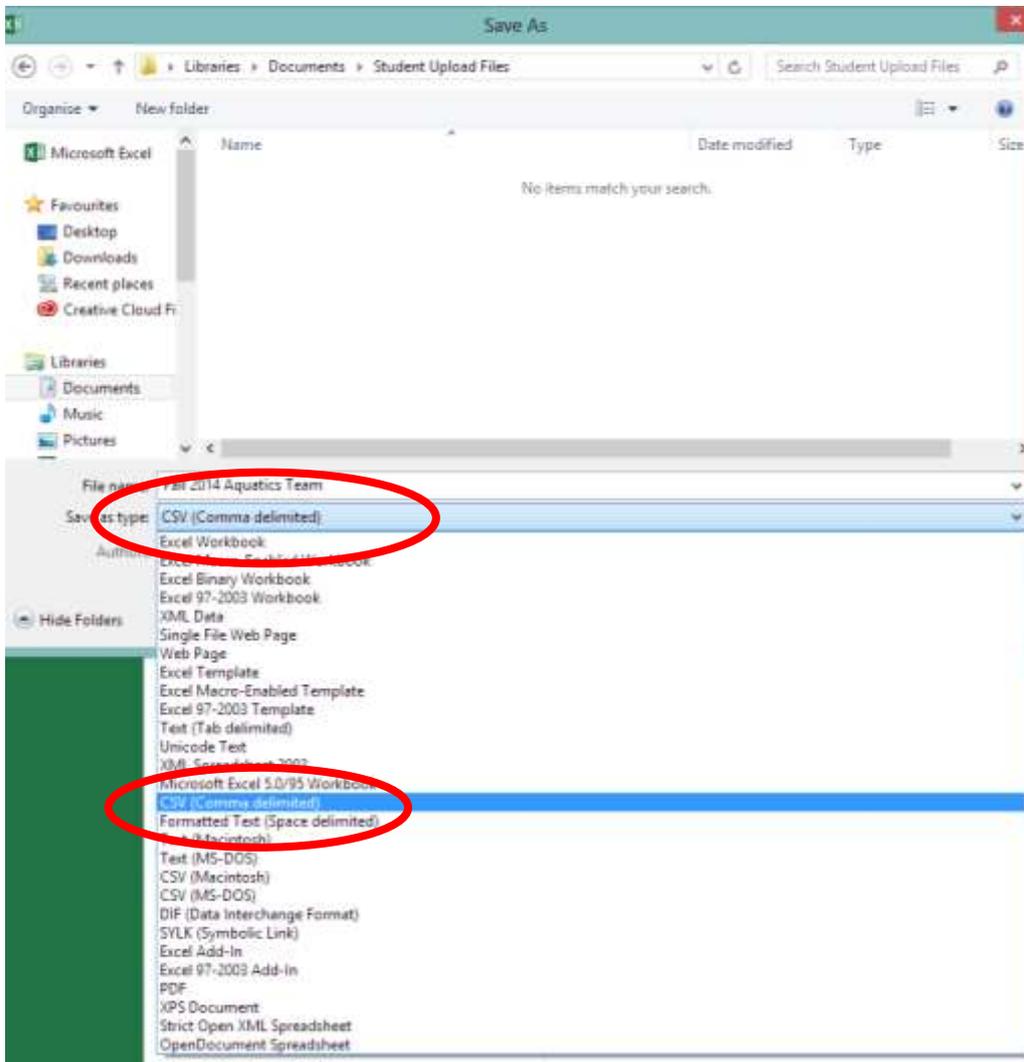
Tip: If Excel looks different on your computer, or you use a program other than Excel to make spreadsheets, you can google "How to save a CSV in your program's name and version".

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 request form to contact BCSS with your situation details if anything is unclear."

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 or grade 8 entry, you may re-upload the student. 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.

One of the birthdates had the month and day switched, and the whole batch was rejected. Why did this happen?

The system will only catch errors if the date of birth is invalid. This means that 2000-03-06 is a valid date, and should refer to March 6th. If you insert 2000-15-02, it is not valid because there is no 15th month. If you have both 2000-15-02 and 2000-03-06, the system is not sure if you accidentally mixed up all of the months and days – you might have wanted to refer to June 3rd in the second example. It is best to double check all of the birthdays to ensure that they are in YYYY-MM-DD format.

Excel is formatting my dates in a format other than YYYY-DD-MM. How do I change it?

Highlight the problem cells or column. Right click and select "Format cells".
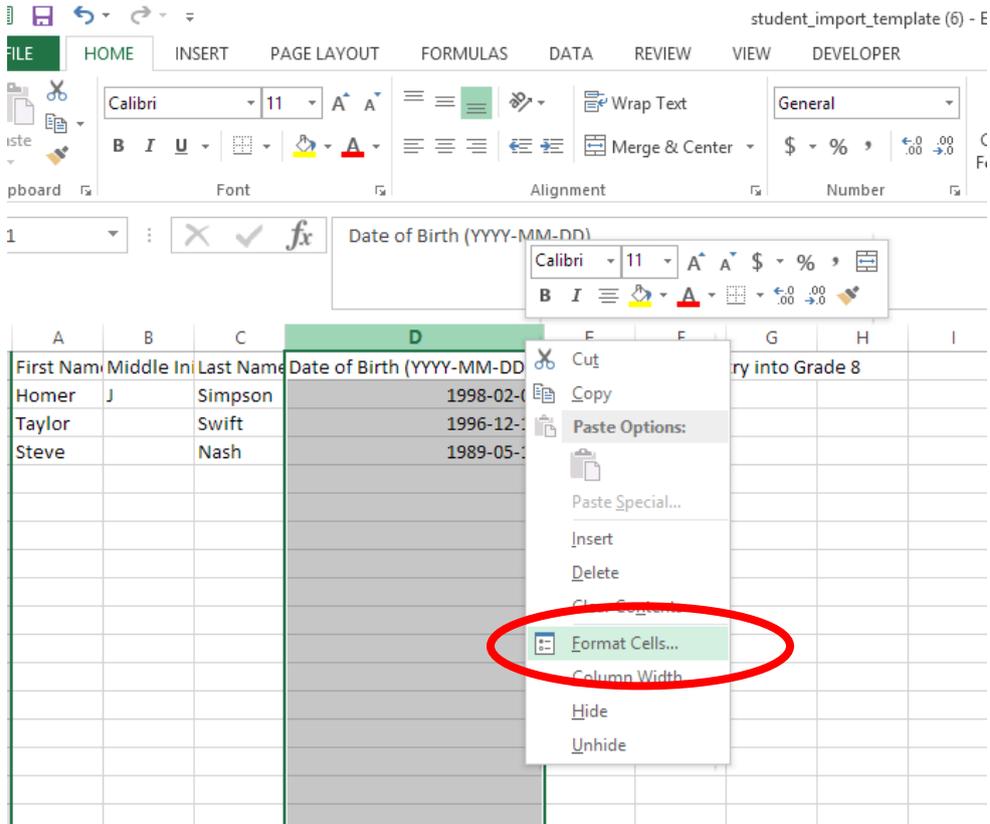
Select "Text" from the left-hand column and click OK. The cells in this row will remain exactly as you type them.
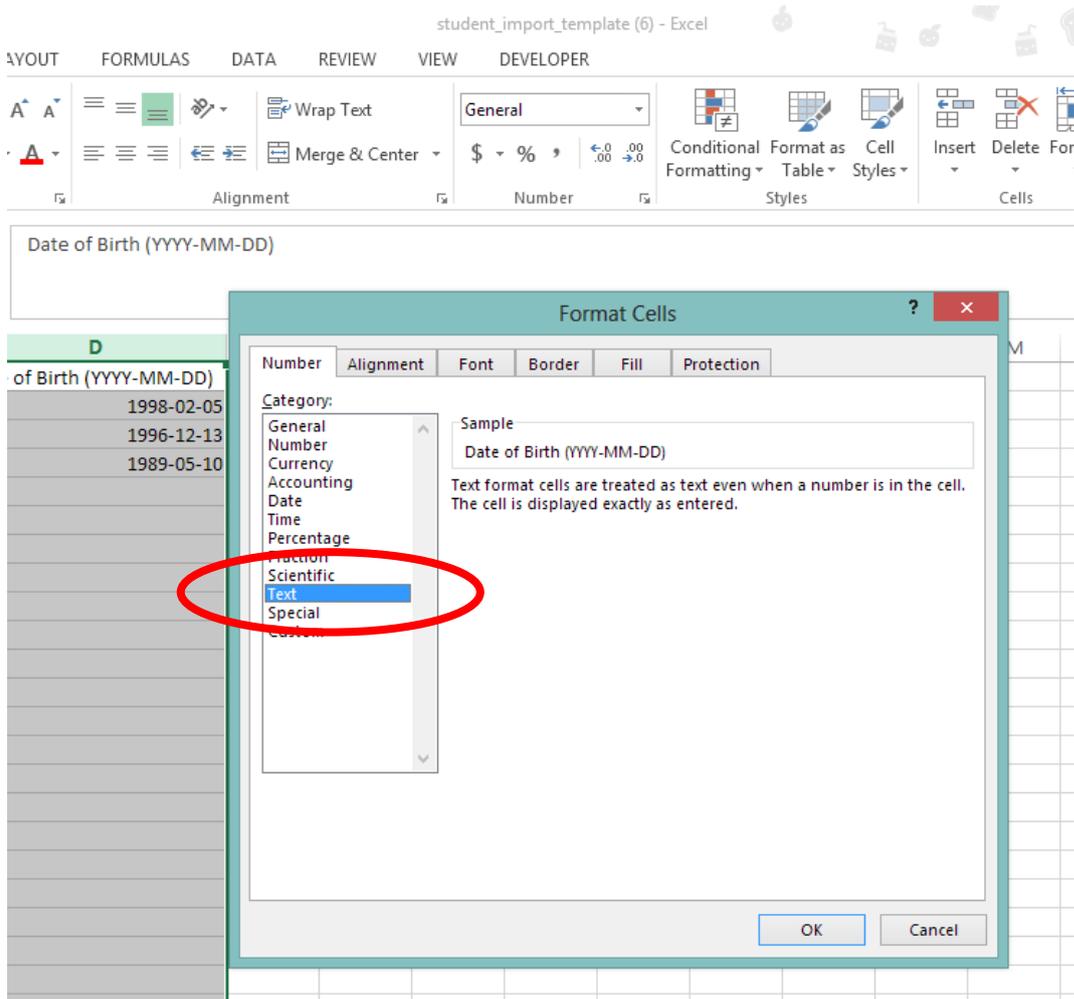
Tip: If Excel looks different on your computer, or you use a program other than Excel to make spreadsheets, you can google "How to convert to text in your program's name and version".

Adding Teams

You must have added coaches before you are able to add teams.

1. Click on "Teams"
2. Click "Add Teams"
3. Select a sport from the dropdown box and choose a coach. This satisfies your Sport Declaration for that sport.
4. You may fill in additional information for that team as needed.
5. Once you have added the team, you can "Edit team roster" to add students. 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.
6. Click "Add another player" and repeat until you have all of your students selected.
7. Click "Save" when done.
8. You can view and print the team's roster by clicking "Generate PDF". Please bring this PDF to all games/competitions.

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/tier/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.

Transferring Students

All transfers will be approved by BCSS before the student can be added to a roster.

1. Click "Student Transfers" and "+ Transfer a Student"
2. Fill in the student's name and date of birth in the following format: **Lastname, Firstname YYYY-MM-DD** (Example: **Smith, Sam 1999-02-23**)
3. Select a transfer date. This should be the date the student arrived in the new school.
4. Select a transfer regulation. See section D9.8 for specifics on the different kinds of transfers.
5. Upload documents to support the transfers (for example, Compliance and Authorization, International Student Transfer, or Statutory Declaration). If you upload here, you do not need to e-mail or fax these forms in addition.
6. Submit the form. BCSS will respond within two business days.

Note: Please check that all previous student transfers have been added to the new system correctly. If you notice any errors, please contact BCSS as soon as possible.

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.

Forms

Special requests can be sent to BCSS for a variety of reasons. Please note that you may still call or e-mail the office. Requests will be responded to in the same manner and time frame as e-mail requests.

Moving Up Form

Use the Moving Up form to move students up to a higher age-group team. When you select a team, a list of students eligible to move up to that team will appear. Select the students (press ctrl and click on multiple students), choose a move up date, and submit the form.

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.

Sanctioning Form

This form can be filled out in addition to the form to be sent into BCSS. Upon approval, these events can be made visible to all users.

General Inquiries

General inquiries can be made through STARS. A list of subject lines are available, and you can select a student's name if there is a question. Inquiries may still be sent to BCSS via e-mail.

Users

The Users tab shows all of the users approved to view and edit a school's information. If you have questions or concerns about the users listed on the page, please contact BCSS.

If a new user account is required, please use the webform located here: http://www.bcschoolsports.ca/registration-system-user-sign

Once submitted, please allow two business days for BCSS to create the account. BCSS must gain permission from the school administrator (principal) for new user accounts.