



THE HONG KONG SCHOOLS SPORTS FEDERATION

All Hong Kong Inter-Secondary Schools Life Saving Competition 2017-2018

To : Principals of All Member Secondary Schools

Date : 31 August 2017

↻ E-Application Procedure ↻

A. Application

1. Go to **www.hkssf.org.hk** → 【 All HK Inter-Secondary Schools Competitions 】 → 【 Life Saving Competition 】 → Download 【 Entry Form 】 (Excel Format)
2. Open the downloaded file and follow the procedure fill in all the information

3. Save the file as '**LS_School Abbreviation**' (e.g. LS_HKSSF) and send to **external@hkssf.org.hk** in EXCEL FORMAT **before 1st November 2017.**

4. Print out the entry form with Principal's Signature and School Chop. Completed entry form should be posted back before the deadline of entries with the entry fee (with a crossed cheque payable to "**The Hong Kong Schools Sports Federation**") to :

┌ Hong Kong Schools Sports Federation (External Office)
Room 201, 7 Carmel Village Street, Homantin, Kowloon
Life Saving - Entry Form └

5. **Deadline of Entries: 1st November 2017 (Wednesday)**
No entry will be entertained after the deadline of entries.
6. All participating schools should confirm received of their entries and cheque by calling at 2768 8212 two working days after posting. HKSSF would not be liable to any missing mail.

B. Confirmation of Entries

Accepted entries will be uploaded to the website of the HKSSF (www.hkssf.org.hk) on **6th November** for checking. Schools should check the Participating List carefully to ensure all entries are included and the names of competitors are correct. In case of any missing or incorrect data, please report to HKSSF's secretariat **on or before 8th November at 12:00nn.**

For enquiries, please contact our Staff at 2768 8212.

Tina Au
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