

Sportsdraw – Add A New Teacher

Open your web browser and type in the OPSSA web address.

www.opssa.org.nz



Click on the Sportsdraw menu button.



Click on the Sportsdraw button to begin.



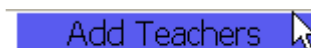
Type in your school email address
Press the TAB key
Type in your Sportsdraw password

Click the Login button

Email:
Password:

[Reset Password](#)

Click the Add Teachers button.



Type in the Teachers school email address
Press the TAB key
Type in the Teachers First Name
Press the TAB key
Type in the Teachers Last Name
Press the TAB key
Type in the initial password to be used.

Click on the Create button.

Email:
First name:
Last name:
Password:

If you have another teacher name to add, clear all the boxes and type in the new teachers details.

Click the Create button when done.

Email:
First name:
Last name:
Password:

You can now click on the logout button.



The Teacher will receive a confirmation email from info@opssa.org.nz

The email will contain all the information the Teacher requires to login to Sportsdraw