

Sportsdraw – Import Students

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

www.opssa.org.nz



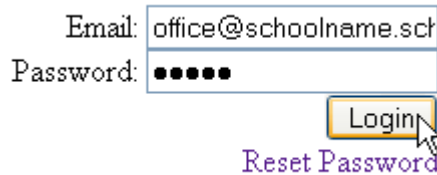
Click on the Sportsdraw menu button.



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.



Click the Import Students link.

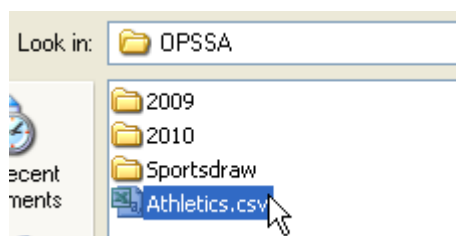


Click on the Browse button.

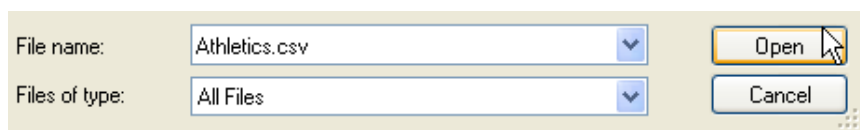


Navigate to where you have saved the CSV file you exported.

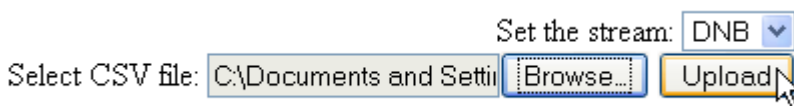
Click on the file.



Click the Open button..



Click on the Upload button.



You will see a confirmation dialog for the number of students entered.

Set the stream:
Select CSV file:
Uploaded 2 records

You can review your imported student data by clicking on the Edit Students link.

[Edit Students](#)

Entering a relay team.

Use your Schoolname in the First Name box
Use an identifier and then the appropriate age group.
Use the date of birth of one of the relay team member.

Once completed click the Save button

First name:
Last name:
Gender: Female Male
DOB:
Year: Stream:

Eg.

Once completed click the Save button

First name:
Last name:
Gender: Female Male
DOB:
Year: Stream:

Once you have checked your student details and ensured they are correct you can click the Logout button.

[Logout](#)