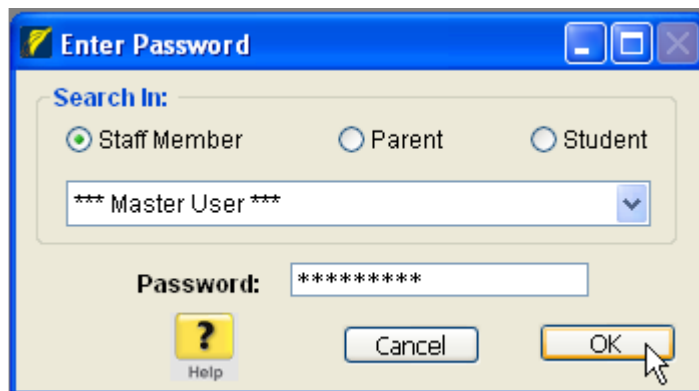


Sportsdraw – SchoolMaster List Creation

Start your SchoolMaster program



Login to SchoolMaster as normal



Click the Administration button.



Click the Writer button in the top right corner of the screen.



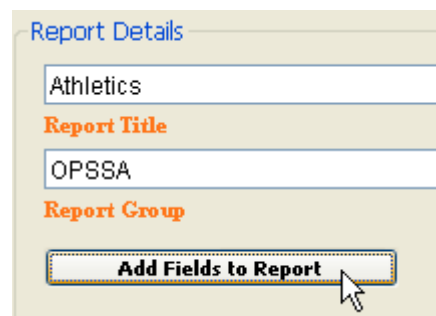
Click the New Report button.



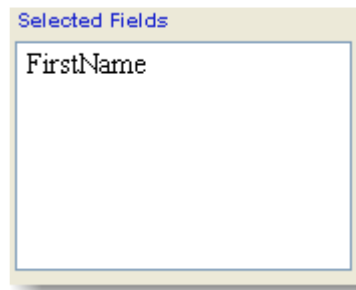
Type Athletics in the Report Title box.
Press the TAB key

Type OPSSA in the Report Group box.
Press the TAB key

Click the Add Fields to Report button



FirsttName will appear in the Select Fields box

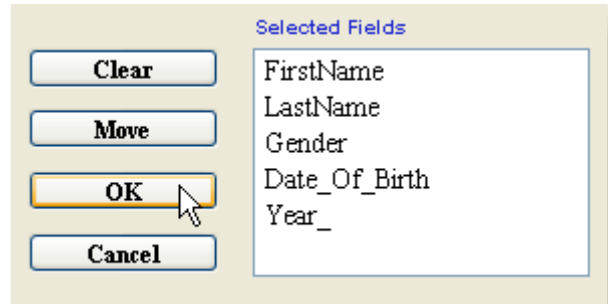


Repeat for

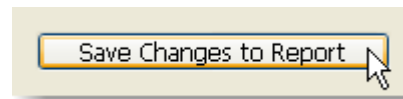
LastName
Gender
Date_Of_Birth
Year-

Click the OK button

Please note the Year field name may differ in your school from that used here.



Click the Save Changes to Report button.



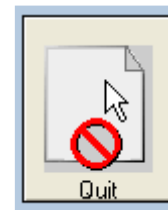
Click the Red Cross to close the window.



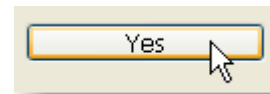
Click the Red Cross to close the window.



Click the Quit button.



Click YES when prompted are you absolutely sure you want to Quit.



Click YES when prompted do you want to do a Backup.

