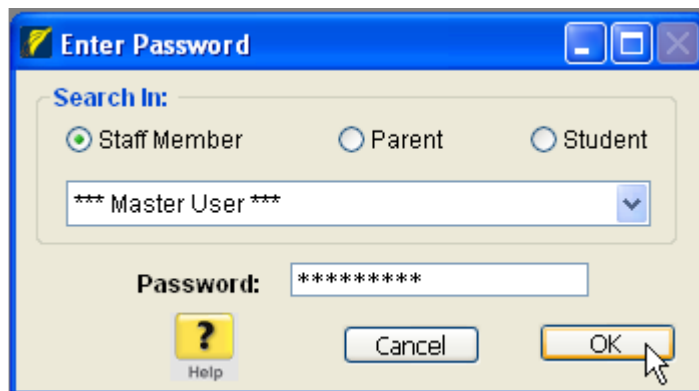


# Sportsdraw – SchoolMaster Export Students

Start your SchoolMaster program



Login to SchoolMaster as normal



Click the Administration button.



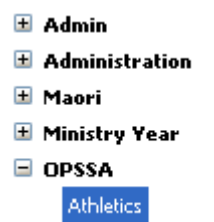
Click the Writer button in the top right corner of the screen.



Click on the OPSSA list item



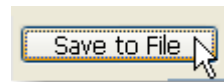
Click on Athletics when it appears.



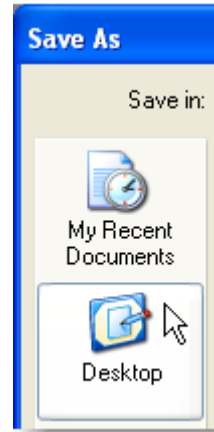
Click on the Run Report button.



Click the Save to File button.

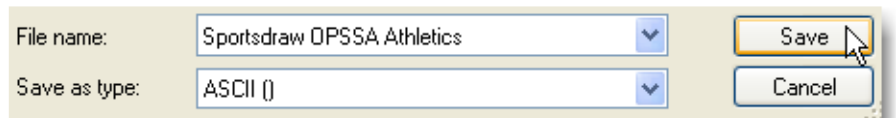


Click the Desktop button on the left hand side of the Save As screen



Type in a name that clearly identifies the file

Click the Save button.



Click the Red Cross to close the window.



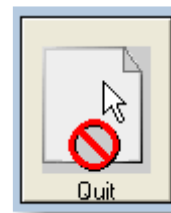
Click the Red Cross to close the window.



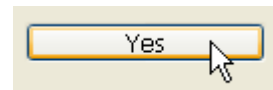
Click the Red Cross to close the window.



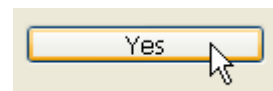
Click the Quit button.



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



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



Start Excel



Click the Close Window Cross button if an Excel Sheet automatically opens.



Click on the File menu and select Open from the list that appears.

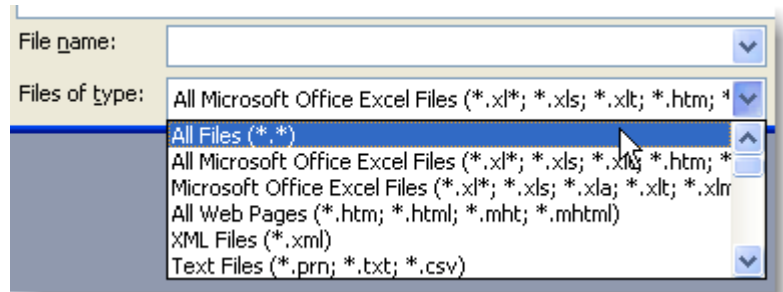


Click the Desktop icon on the left column if you saved the Exported file to the Desktop.

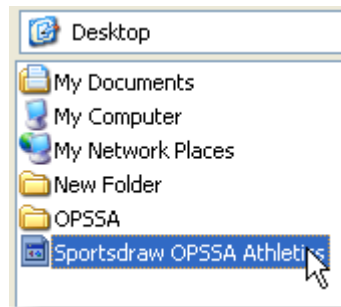
Otherwise navigate to where you saved the file.



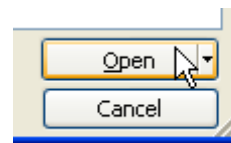
Select All Files from the Files of Type selection box.



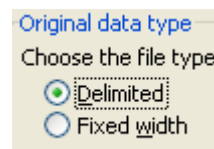
Click on the Exported Athletics file.



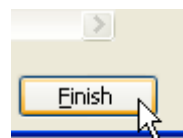
Click the Open button.



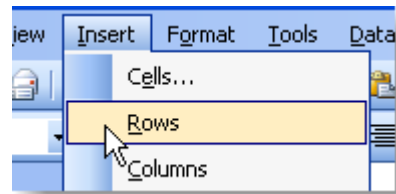
Leave the data type as Delimited.



Click the Finish button.



Click on the Insert menu item and select Rows from the menu that appears



In cell A1 type the column title FirstName

	A1				
	A	B	C	D	E
1	FirstName				
2	Barry	Thomas	Male	3/07/2001	5
3	Bob	Brown	Male	12/04/1999	7
4	Joan	Smith	Female	11/06/2001	5
5	Pope	Sonya	Female	3/07/2000	5

Press the TAB key to move along to cell B1

In cell B1 type the column title LastName

		B1			
	A	B	C	D	E
1	FirstName	LastName			
2	Barry	Thomas	Male	3/07/2001	5
3	Bob	Brown	Male	12/04/1999	7
4	Joan	Smith	Female	11/06/2001	5
5	Pope	Sonya	Female	3/07/2000	5

Press the TAB key to move along to cell C1

In cell C1 type the column title Gender

			C1		
	A	B	C	D	E
1	FirstName	LastName	Gender		
2	Barry	Thomas	Male	3/07/2001	5
3	Bob	Brown	Male	12/04/1999	7
4	Joan	Smith	Female	11/06/2001	5
5	Pope	Sonya	Female	3/07/2000	5

Press the TAB key to move along to cell D1

In cell D1 type the column title DOB

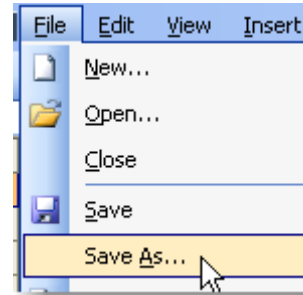
				D1	
	A	B	C	D	E
1	FirstName	LastName	Gender	DOB	
2	Barry	Thomas	Male	3/07/2001	5
3	Bob	Brown	Male	12/04/1999	7
4	Joan	Smith	Female	11/06/2001	5
5	Pope	Sonya	Female	3/07/2000	5

Press the TAB key to move along to cell E1

In cell B1 type the column title Year

	A	B	C	D	E
1	FirstName	LastName	Gender	DOB	Year
2	Barry	Thomas	Male	3/07/2001	5
3	Bob	Brown	Male	12/04/1999	7
4	Joan	Smith	Female	11/06/2001	5
5	Pope	Sonya	Female	3/07/2000	5

Click on the File menu and select Save As from the list that appears.

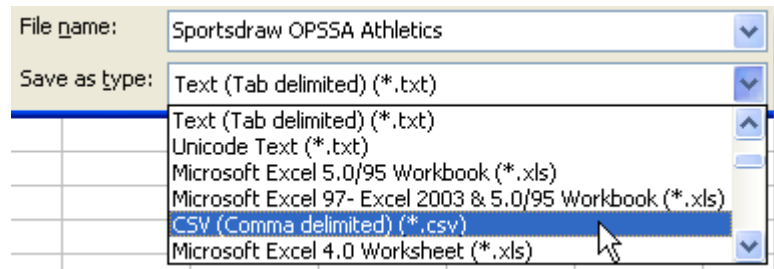


Click the Desktop icon on the left column if you saved the Exported file to the Desktop.

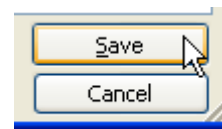
Otherwise navigate to where you saved the file.



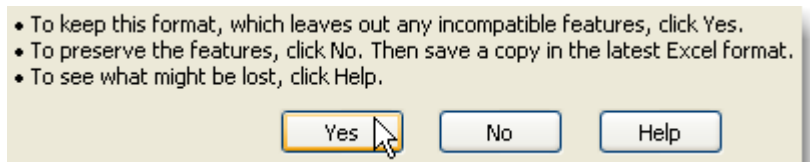
Select CSV (Comma delimited) (\*.csv) from the Save as type selection box.



Click on the Save button.



Click Yes when prompted about maintaining format.



Click on the Red Cross icon to Exit Excel.



Click the No button when asked if you want to save the changes.

