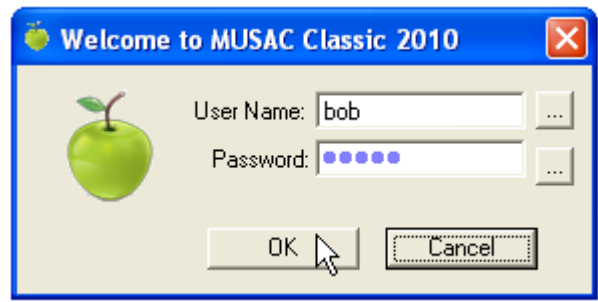


Sportsdraw – MUSAC List Creation

Start your MUSAC program



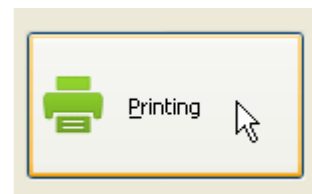
Login to MUSAC as normal



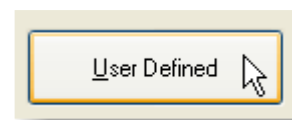
Start Student Manager



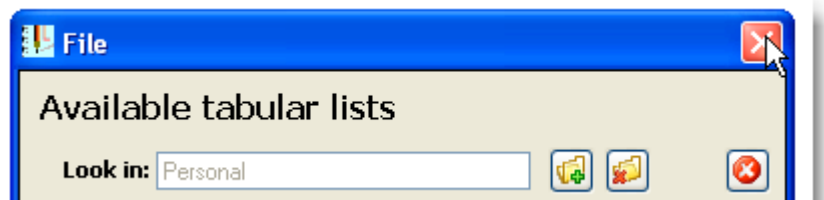
Click the Printing button



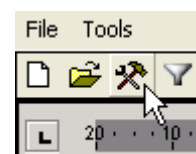
Click the User Defined button



Click the Red Cross button to close the File window

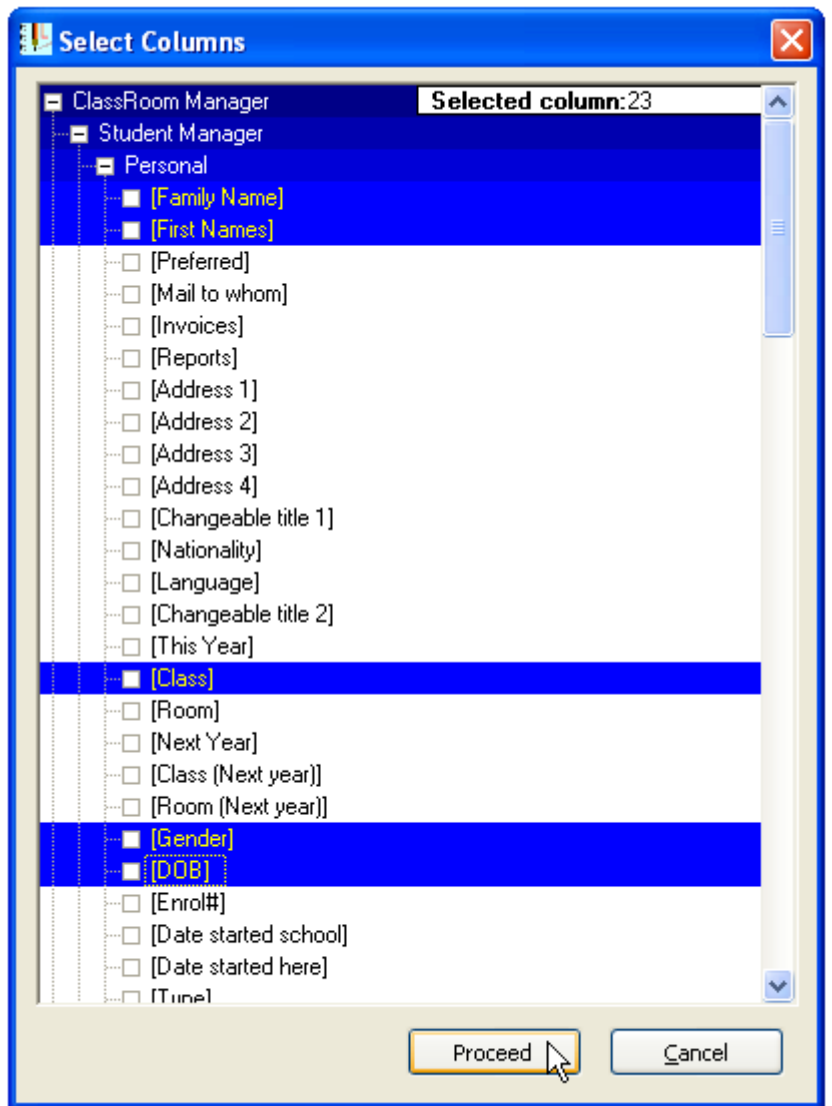


Click the Show/Edit field settings button



Click the Add database columns button





Click ClassRoom Manager

Click Student Manger

Click Personal

Click Family Name

Click First Names

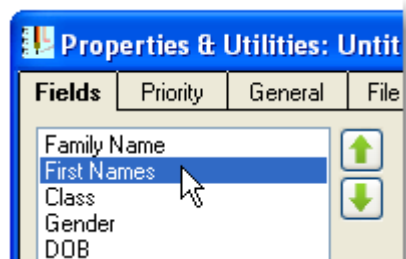
Click Class

Click Gender

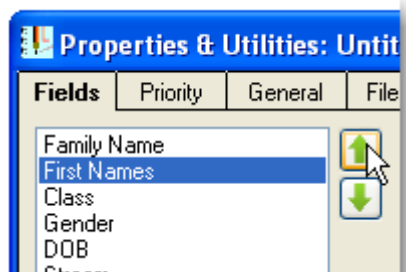
Click DOB

Click the Proceed button

Please note your school may have the Year level under a different field name. Simply substitute your schools Year field if Class is not applicable.

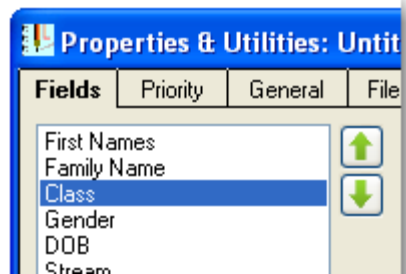


Click on the FirstNames Fields label

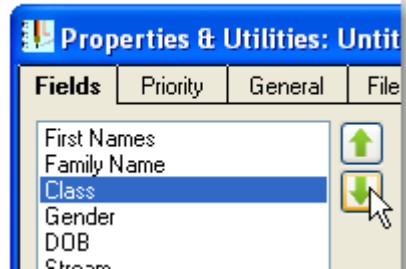


Click the Move selected column left button once

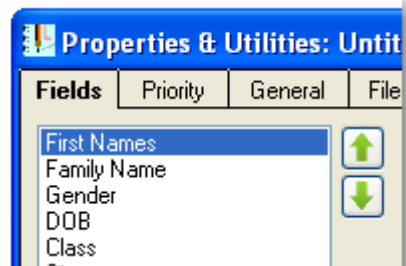
Click on the Class Fields label



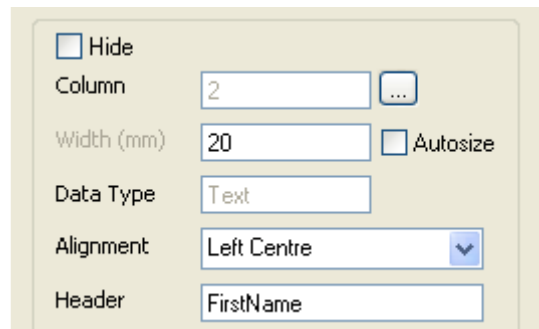
Click the Move selected column left button twice



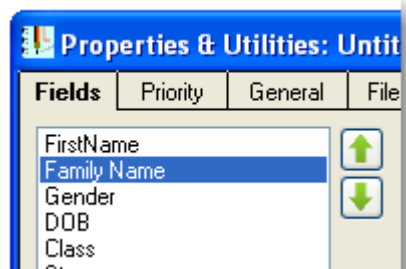
Click the First Names Fields label



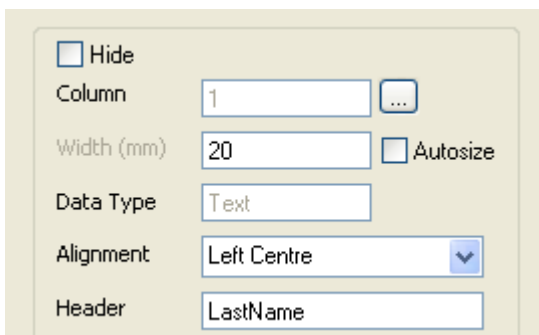
Change the Header label to FirstName



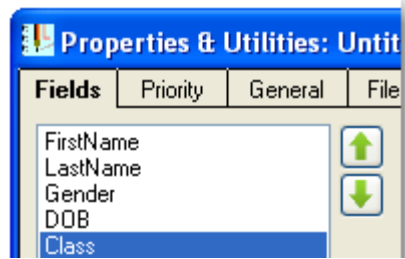
Click the Family Name Fields label



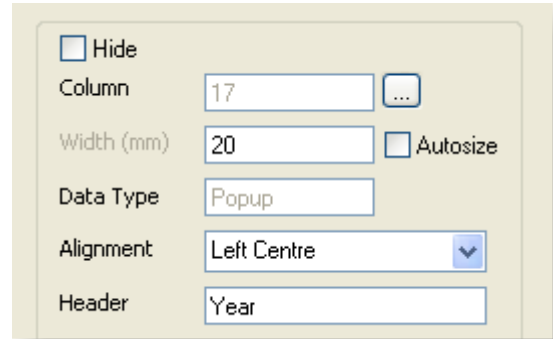
Change the Header label to LastName



Click the Class Fields label



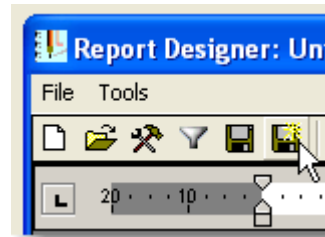
Change the Header label to Year



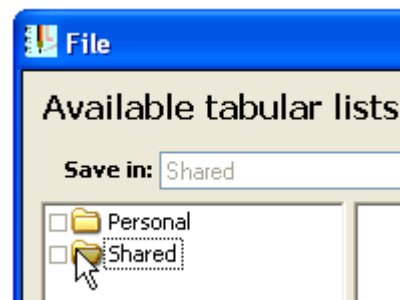
Click the Red Cross button to close the window



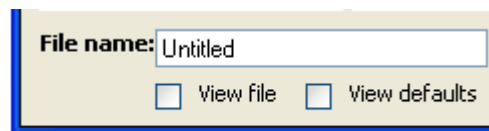
Click the Save this report as button



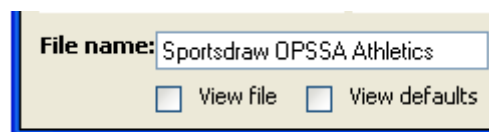
Click the Shared folder icon



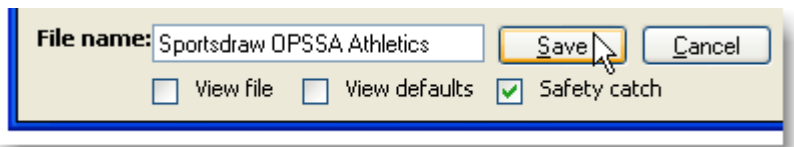
The File name label will be Untitled



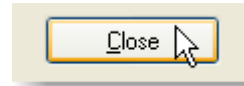
Replace the File name label with the words Sportsdraw OPSSA Athletics



Click the Save button



Click the Close button



Click the Close button

