



# 2025 Athletic Entries Guide

## Add Your Student Details

Having completed your Initial Setup, you can add your student names and details.  
You can add additional student names even after you have begun placing students in events.

Select **Add Student Details**

Add Student Details

Select the first empty cell in the First Name column

Capitalise initial letter and then lowercase for names  
Type a G or a B for the Gender  
Type just the numeral for Year Level

	First Name	Last Name	Gender	Year Level
1	Barbara	Brown	G	8

Press **Tab** to move to the next column

Format is DAY / MONTH / YEAR  
Use either the **/** key as the separator

Date of Birth  
dd/mm/yyyy  
17/08/2010

Select **Process Lists** when you are ready to place students  
in events  
*This will sort the students into their eligible events*

Process Lists

Select **Home** to return to the main menu at any stage

Home

Continue onto placing your Students in events

Track Entries

Or select **Exit**  
*This will save your entries and close the file*

Exit

Remember to select **Process Lists** if you add additional students at any time.  
This will update the student names available for selection in events.