



2025 Athletic Entries Guide

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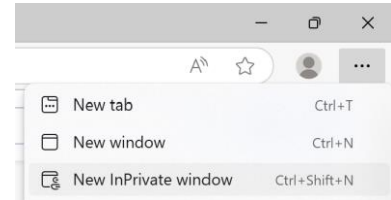


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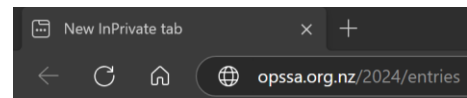
Download

The process may be different depending on your browser and its settings.

Select the 3 dot Settings and More menu
Select New InPrivate window



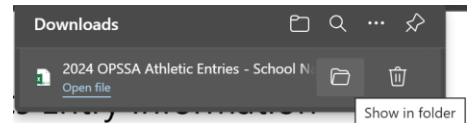
Visit opssa.org.nz/2025/entries



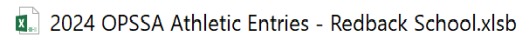
Select Download



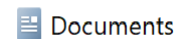
Select Show in folder
Appears when you hover your mouse over the downloaded file



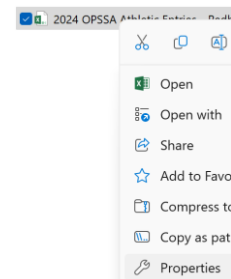
Rename the file to include your School Name
.xlsb may or may not appear on your computer



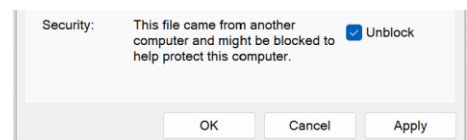
Save the file to your desired location
ie Documents



Right click the file name and select Properties



Tick Unblock
Select Apply
Select Ok





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Initial Setup

Personalise your Entry file

Open the Athletic Entries file in Excel

 2024 OPSSA Athletic Entries - Redback School.xlsx

If prompted, Select **Enable Content**
A prompt about being careful with downloaded files

Enable Content

Select your Athletic Meet
Use the downward pointing triangle button

**** Select Your Athletics Meet Here ****

** Select Your Athletics Meet Here **

2024 North Zone Athletics
2024 South Zone Athletics
2024 Otago Championship Athletics

Select your School Name
Use the downward pointing triangle button

**** Select your School Name here ****

** Select your School Name here **

Queenstown Primary School (QTN)
Rangiorua School (RAO)
Redback School (RBS)
Remarkables Primary School (RPS)
Romākare School (ROM)

Continue onto adding your Student details

Add Student Details

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

Exit



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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.



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Alternatively, import student details from School SMS

You can copy student details exported from your school SMS.

The exported student details must be in the following order

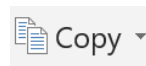
FirstName LastName Gender Year Level DoB

Select/highlight just your student details

You should not select the column headings or additional cells

	A	B	C	D	E	F	G	H
1								
2		Julia	McDowell	G	5	16/02/2015		
3		Mira	Woodard	G	5	09/09/2015		
4		Lachlan	Wright	B	6	03/06/2014		
5		Leroy	Sharp	B	5	22/07/2015		
6		Lana	Carlson	G	5	17/03/2015		
7		Paul	Stevenson	B	6	27/04/2014		
8		Jack	Harmon	B	5	12/04/2015		
9								
10								

Select Copy



Select Add Student Details

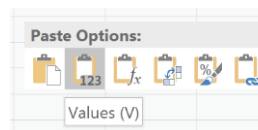
Add Student Details

Right click in the first empty First Name cell

Select Paste Values

Check that you are happy with the copied details

Press Ctrl + z to undo if you are unhappy



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



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Place Students in Events

A Student can be entered in a maximum of 3 individual events across the sprint, hurdle, 800m and field events. They can also be entered in 1 relay team.

Track Events

Select Track Entries

Track Entries

Select the desired Heat Event
Select the Student from the available names
They will be listed in First Name alphabetical order

1st	
2nd	Carey Torrens
3rd	Darrel Swaney
	Marlen Plaisance

Enter your fastest runner in the 1st position and so on

800m

Select Track Entries

Track Entries

Select the desired 800m Heat Event
Only Y5, Y6, Y7 & Y8 student names will be listed
Select the Student from the available names
They will be listed in First Name alphabetical order

1st	
2nd	Carey Torrens
3rd	Darrel Swaney
	Marlen Plaisance

Enter your fastest runner in the 1st position and so on

Field Events

Select Field Entries

Field Entries

Select the desired Field Event
Select the Student from the available names
They will be listed in First Name alphabetical order

1st	
2nd	Carey Torrens
3rd	Darrel Swaney
	Marlen Plaisance

Enter your best thrower/jumper in the 1st position and so on

Relay Teams

You can enter a maximum of 3 relay teams per Gender/Age Group.
Students can be entered in 1 relay team, either at or above their age group but not below their age group.
Your A team should be the fastest team and so on.

Select Relay Entries

A blue rectangular button with the text "Relay Entries" in white.

For each relay team you wish to enter, select the student names in their relay leg position

Sub Base and Relay Officials will check runners are in their correct team and leg position based on the names provided

Team	Select 1st Runner	Select 2nd Runner
A	Evangeline Marler (RED)	Ivin Chilson (RED)
B		

Each final leg runner will be given a wristband to wear if your school has more than 1 team in a relay event. ie your school has an A & B Girls u10 team,. Mangers will be able to pick these up from the Control Room prior to the Meet starting.

Or select Exit

This will save your entries and close the file

A green rectangular button with the text "Exit" in white.

Coloured Cells

The background colour of Track and/or Field event cells will become coloured if a student is entered in more than 3 Track and Field events.

You will need to remove the student from events until the background colour returns to white.

1st	Mira Woodard (RED)
2nd	
3rd	

Similarly, the background colour of Relay cells will become coloured if a student is entered in more than 1 Relay event.

You will need to remove the student from Relay events until the background colour returns to white.

A	Mira Woodard (RED)
B	
C	



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Remove Students from Events

You can remove a student from any event at any time in the entry process.

For the Event you wish to remove the Student from
Select the Student name
Press your Backspace button

A screenshot of a dropdown menu with a green border. The menu is open, showing three options: 'Darrel Swaney', 'Carey Torrens', and 'Marlen Plaisance'. The 'Carey Torrens' option is currently selected and highlighted.

Important

Please do not delete any of the Placeholder names. ie Z-Girl-Age-6 Placeholder
They are there to ensure all Genders and Age Groups operate as expected.

There is no need remove a student for the Add Students section if they are unable to compete.
Simply remove students from events as above and leave them listed in the Add Students section.



2025 Athletic Entries Guide


Summary of Entries


You can produce a Summary PDF file of your Entries at any time you wish.

Select Summary PDF

Summary PDF

A Summary PDF file will be created in the same location as your Entries file.

 2024 OPSSA Athletic Entries - Redback School.xlsb

 2024 OPSSA Athletic Entries - Summary.pdf

You can print this or send it to others to check and verify your entries.



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Uploading Completed Entries

Once you have completed your Entries, you need to upload the Excel Entries file for processing.
Repeat this upload process if you subsequently alter your Entries.
Entries will be checked and processed every evening.

Select the OPSSA Athletics Entry Process Link

Entry Information	
View	2023 OPSSA South Zone Athletics - Entry Process

Select Upload

Upload Completed Entries

Guide

Upload

Type in your name

Bob Brown

Type in your school email address

bob@redback.school.nz

As an option, you can include a message

Updated entries as of 30 October.

Select Choose File

Choose File

Navigate to where you have saved your School Entry file
Select the file

2024 OPSSA Athletic Entries - Redback School.xlsx

Select Open

Open

Select Submit

SUBMIT

You will see a progress prompt

Processing!

Once completed you will see a Success prompt

Success! Your Entries have been received Successfully.