




2025 Athletic Entries Guide

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) |
| Ravenbourne School (RAV) |
| Redback School (RBS) |
| Remarkables Primary School (RPS) |
| Remarkables School (RMA) |

Continue onto adding your Student details

Add Student Details

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

Exit
