



# 2025 Athletic Entries Guide

## 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

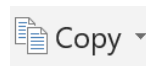
FirstName LastName Gender Year Level DoB

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

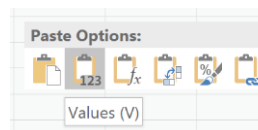
Add Student Details

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