



# 2025 Athletic Entries Guide

## 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	
<a href="#">View</a>	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.