



Open your preferred web browser



Type `www.opssa.org.nz` into the address bar

Press enter



Click on the Sportdraw menu button

Select Sign In

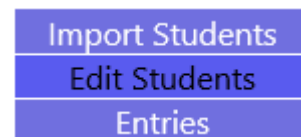


Enter your registered school email address and password

Click the Login button

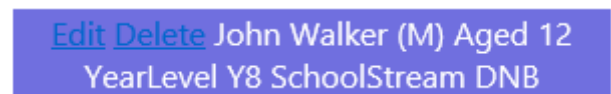


Select Edit Students

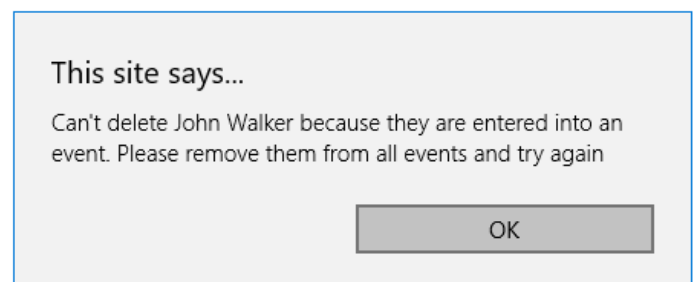


Take care with this step. All of the Students details will immediately be removed from Sportsdraw. There is no undo.

Click once on the Delete link next to the Students name you wish to delete



If you see a message that you can't delete the student as they are entered in an event, please refer to the next Delete a Student Entered in an Event guide



Click the Logout button when you are finished

