



# Sportsdraw – Remove a Student from an Event

Open your preferred web browser



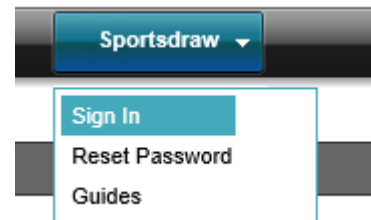
Type `www.opssa.org.nz` into the address bar

Press enter



Click on the Sportdraw menu button

Select Sign In

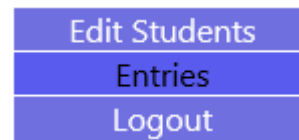


Enter your registered school email address and password

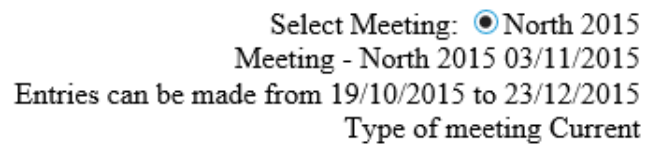
Click the Login button



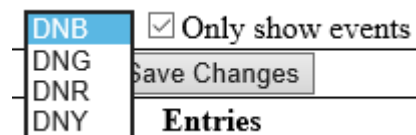
Select Entries



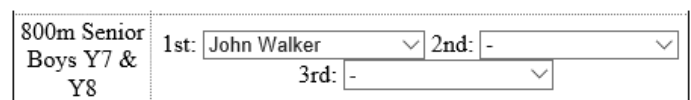
Select the Athletics Meet



If your school has more than one Stream then select the Student's associated Stream



Locate the Event the Student is entered in



---

Select the Student's name and scroll up to the top in the menu that appears



Select the - symbol

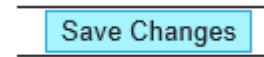
---

The Event will now look like this with the - symbol instead of the Student's name



---

Click one of the Save Changes buttons



---

**They can only be removed from one event at a time.**  
**The Save Changes button must be selected after each event change.**

---

Click the Logout button when you are finished

