



Sportsdraw – Delete a Student Entered in 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

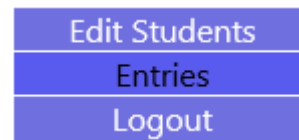


Enter your registered school email address and password

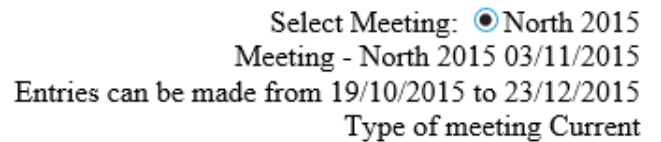
Click the Login button



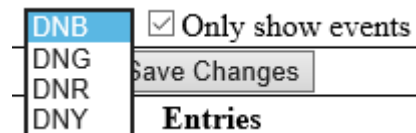
Select Entries



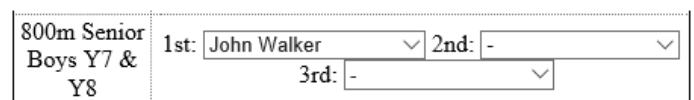
Select the Athletics Meet



If you 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

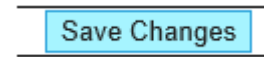


Select the - symbol

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



Click one of the Save Changes buttons



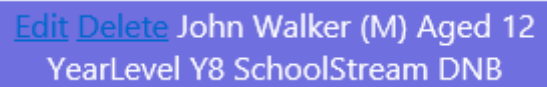
Repeat this process for each event the Student is currently Entered in.
They can only be removed from one event at a time.
The Save Changes button must be selected after each event change.

Once the Student has been removed from all events select the Edit Students link



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



Click the Logout button when you are finished

