



# Sportsdraw – Reset a Password

Open your preferred web browser

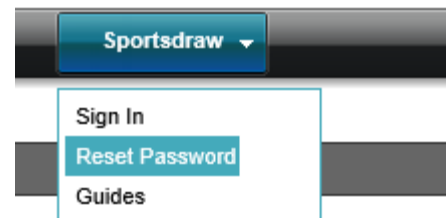


Type `www.opssa.org.nz` into the address bar

Press enter



Click on the Sportdraw menu button and select Reset Password



Type in your registered school email address

Click the Send button

Reset password

Email:

You will see this message if a registered email address has been entered

The request has been sent. Please check your email for further instructions.

Look in your email and open the Forgotten password request message

[info@opssa.org.nz](mailto:info@opssa.org.nz)

[Forgotten password request](#)

Click on the here link to proceed

## Password reset

Someone has requested that your Sportsdraw password be reset. This password reset session will stay valid for 4 hours. After this time you will need to request another password reset. If you requested a Sportsdraw password reset click [here](#). Otherwise just ignore this email. Thank you.

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Type your desired password in both boxes

Click the Reset button

**Reset password**

New password:

Confirm new password:

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You will have successfully Signed in to Sportsdraw

Click the Logout button when you are ready

[Edit Students](#)

[Entries](#)

[Logout](#)