



# Sportsdraw – Add a Student

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

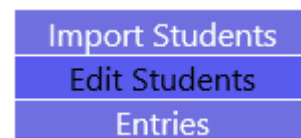
Click the Login button

**Login**

Email:

Password:

Select Edit Students



Type in the students first and last names.  
Please check the spelling and case are correct

Select the appropriate gender

First name:

Last name:

Gender:  Female  Male

First Name:

Last Name:

Gender:  Female  Male

Type in the student's correct date of birth  
Suitable formats are `dd-mm-yy` or `dd/mm/yy`

DOB:

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Select the student's correct Year Level

This is an important step for 800m entries in particular

A screenshot of a web form for adding a student. On the left, a vertical list of year levels from Y1 to Y6 is shown, with Y5 highlighted in blue. To the right of this list are several input fields: a text box containing the name 'Kendall', a gender selection with radio buttons for 'Female' (selected) and 'Male', a date field containing '23/04/05', and a dropdown menu for 'Stream' currently showing 'DNB'. A 'Save' button is located to the right of the stream dropdown.

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The vast majority of schools only have one stream code

Select the student's appropriate Stream Code if your school has multiple Stream Codes

Click the Save button

A screenshot of the same web form, but with the 'Stream' dropdown menu open. The dropdown list shows four options: 'DNB', 'DNG' (highlighted in blue), 'DNR', and 'DNY'. The 'Year' dropdown is set to 'Y5' and the 'DOB' field is '23/04/05'. The 'Save' button is visible to the right.

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When finished click the Logout button to leave

A vertical stack of three blue rectangular buttons with white text. From top to bottom, the buttons are labeled 'Edit Students', 'Entries', and 'Logout'.