



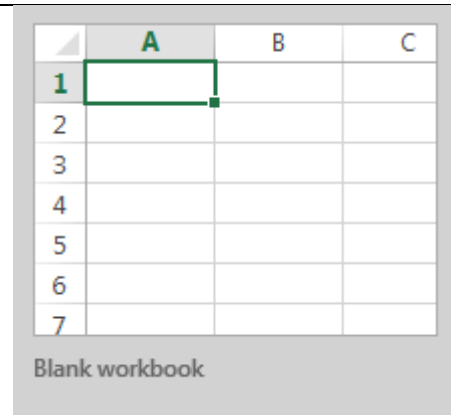
Sportsdraw – Create a Student Details .csv File

A second method to edit student details in Sportsdraw is to import a .csv file containing your desired student details.

Open Excel



Select Blank workbook



Type in the required column headings as shown

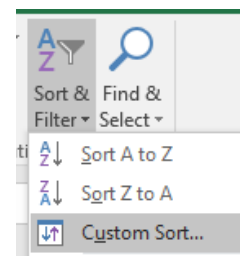
- FirstName
- LastName
- Gender
- DOB
- YearLevel
- Stream

	A	B	C	D	E	F
1	FirstName	LastName	Gender	DOB	YearLevel	Stream

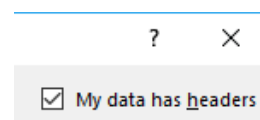
Type in the required student details

	A	B	C	D	E	F
1	FirstName	LastName	Gender	DOB	YearLevel	Stream
2	Barbara	Kendall	F	5/04/2008	3	DNB
3	Yvette	Williams	F	16/07/2007	4	DNB
4	Sarah	Walker	F	9/03/2006	5	DNR
5	Valerie	Adams	F	13/05/2005	6	DNG
6	Sarah	Ulmer	F	21/02/2004	7	DNR

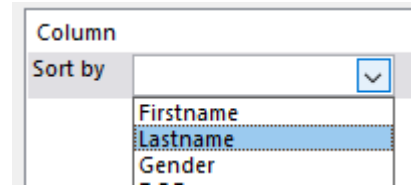
Click on the A-Z Sort & Filter button
Select Custom Sort



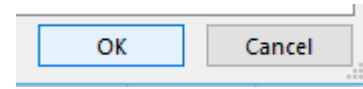
Check that the My data has header box is ticked



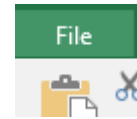
Select Last Name in the Sort by field



Click the OK button



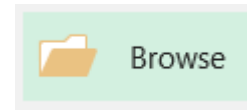
Select the File menu when completed



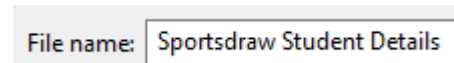
Select Save As



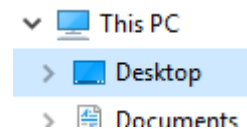
Select Browse



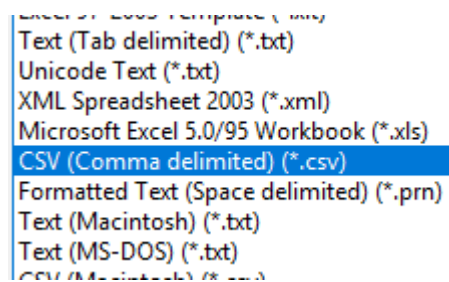
Give the file a name



Select where you would like to save the file



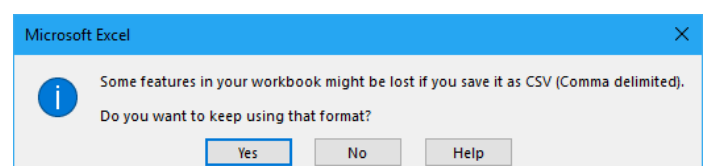
Click on the Save as type box and select CSV (Comma delimited) (*.csv)



Click the Save button



Click the Save button when asked 'Do you want to keep using that format?'



Click the Red X button to exit Excel



Click the Don't Save button when asked 'Want to save your changes?'

You only need the first .csv format

