



Sportsdraw – Enter a Student in an Event

Open your preferred web browser



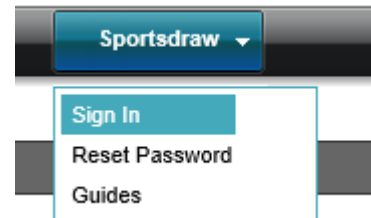
Type `www.opssa.org.nz` into the address bar

Press enter



Click on the Sportdraw menu button

Select Sign In

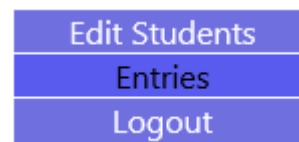


Enter your registered school email address and password

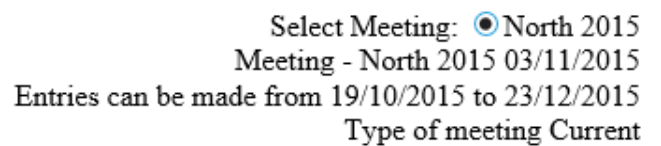
Click the Login button



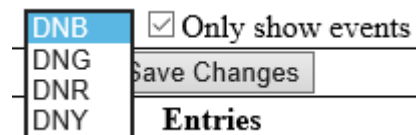
Select Entries



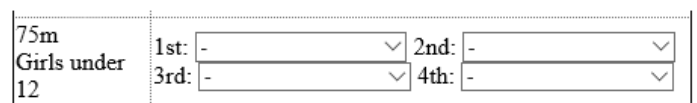
Select the Athletics Meet



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



Locate the Event the Student is to be entered in



Click on the appropriate entry position and select the student's name from the list that appears

Repeat this process for each event and student



The Event will now look display the students name

75m	1st:	Michelle Seymour	2nd:	-
Girls under	3rd:	-	4th:	-
12				

Click one of the Save Changes buttons to place the entry

Save Changes

Repeat this process for each event.

While it is not necessary to click the Save Changes button after each selection, it is advisable to click the Save Changes button on a regular basis in case of power issues, internet connection issues or your browser session times out.

Click the Logout button when you are finished

Edit Students

Entries

Logout
