



Sportsdraw – Enter a Student in an 800m

Open your preferred web browser



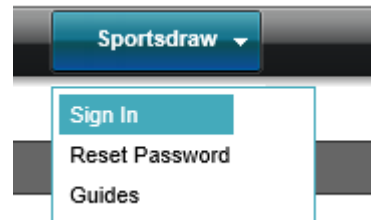
Type `www.opssa.org.nz` into the address bar

Press enter



Click on the Sportdraw menu button

Select Sign In

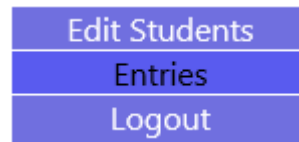


Enter your registered school email address and password

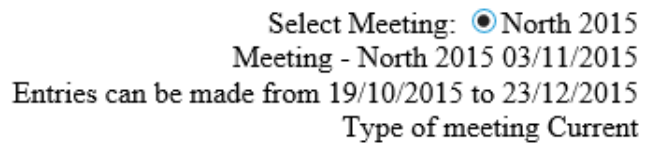
Click the Login button



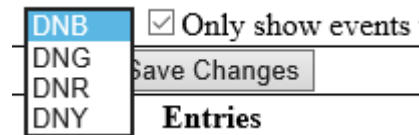
Select Entries



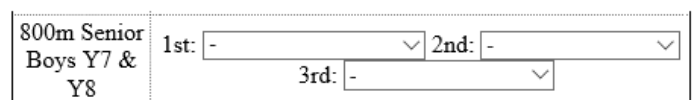
Select the Athletics Meet



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

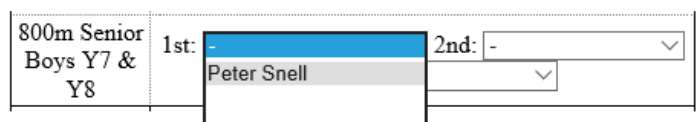


Locate the 800 Event the Student is to be entered in



Click on the appropriate entry position and select the students name from the list that appears

Repeat this process for each event and student



The Event will now look display the students name

800m Senior Boys Y7 & Y8	1st: <input type="text" value="Peter Snell"/>	2nd: <input type="text" value="-"/>
	3rd: <input type="text" value="-"/>	

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.

If no 800m event appears in the Events list or the desired students name does not appear in the pull down list, then the correct Year Level has not been assigned to the Student. 800m events are Year Level based

If this is the case, select Edit Students

[Import Students](#)

[Edit Students](#)

[Entries](#)

Click the Edit link beside the Students name

[Edit](#) [Delete](#) Peter Snell (M) Aged 12
YearLevel Y8 SchoolStream DNB

Select the correct Year level for the student

First Name:	<input type="text" value="Peter"/>
Last Name:	<input type="text" value="Snell"/>
Year:	<input type="text" value="Y8"/>
Gender:	<input type="radio"/> Female <input checked="" type="radio"/> Male
Date of Birth:	<input type="text" value="01/01/2003"/>
Stream:	<input type="text" value="DNB"/> <input type="button" value="Save"/>

Click on the Save button to record this change

Gender:	<input type="radio"/> Female <input checked="" type="radio"/> Male
Date of Birth:	<input type="text" value="/2003"/>
Stream:	<input type="text" value="DNB"/> <input type="button" value="Save"/>

Click the Logout button when you are finished

[Edit Students](#)

[Entries](#)

[Logout](#)