



Sportsdraw Guide

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Open your preferred web browser



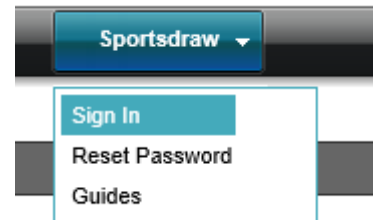
Type `www.opssa.org.nz` into the address bar

Press enter



Click on the Sportdraw menu button

Select Sign In



Enter your registered school email address and password

Click the Login button

Login

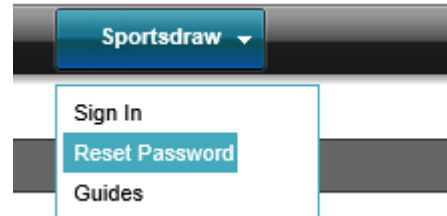
Email:

Password:



Sportsdraw – Reset a Password

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

[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.

Type your desired password in both boxes

Click the Reset button

Reset password

New password:

Confirm new password:



Sportsdraw – Register a Teacher

Click on the Add Teachers button

Add Teachers
Import Students
Edit Students

Type in your schools MoE number
Type in the teacher school email address
Type in the teachers first and last names
Type in a password for the teacher to use

Click the Create Button

They can Reset their password later on

Email:	name@schoolname.schc
First Name:	Teachers First Name
Last Name:	Teachers Last name
Password:	●●●●●●●●●●●●●●●●
	Create



Sportsdraw – Add a Student

Select Edit Students

[Import Students](#)
[Edit Students](#)
[Entries](#)

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

First name:
 Last name:
 Gender: Female Male

Select the appropriate gender

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:

Select the student's correct Year Level

This is an important step for 800m entries in particular

Last Name:
 Gender: Female Male
 Date of Birth:
 Year: Stream:

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

Date of Birth:
 Year: Stream:



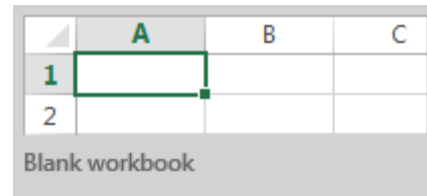
Sportsdraw – Create a Student Details .csv File

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

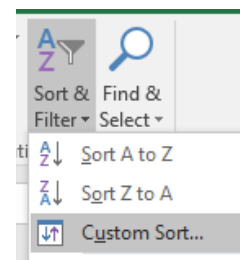
- Firstname
- Lastname
- Gender
- DOB
- Year
- Stream

	A	B	C	D	E	F
1	Firstname	Lastname	Gender	DOB	Year	Stream
2						
3						

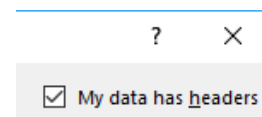
Type in the required student details

	A	B	C	D	E	F
1	Firstname	Lastname	Gender	DOB	Year	Stream
2	Barbara	Kendall	F	16/07/2007	3	DNB
3	Yvette	Williams	F	9/03/2006	4	DNB
4	Sarah	Walker	F	13/05/2005	5	DNB
5	Valerie	Adams	F	21/02/2004	6	DNB
6	Sarah	Ulmer	F	17/04/2003	7	DNB

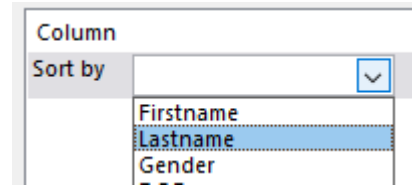
Click on the A-Z Sort & Filter button
Select Custom Sort



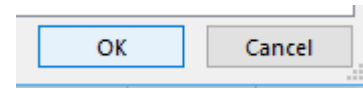
Check that the My data has header box is ticked



Select Last Name in the Sort by field



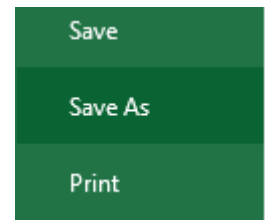
Click the OK button



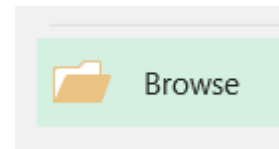
Select the File menu when completed



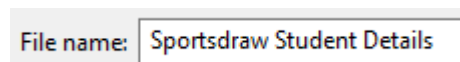
Select Save As



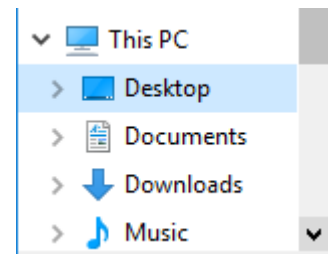
Select Browse



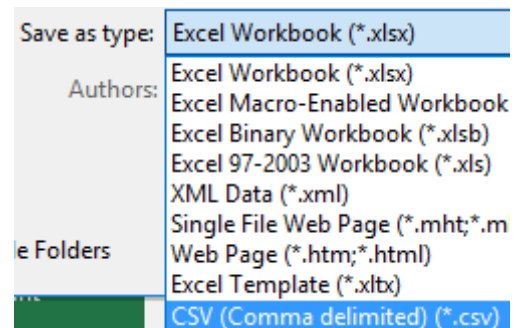
Give the file a name



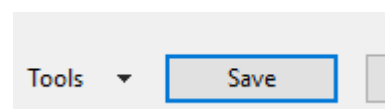
Select where you would like to save the file



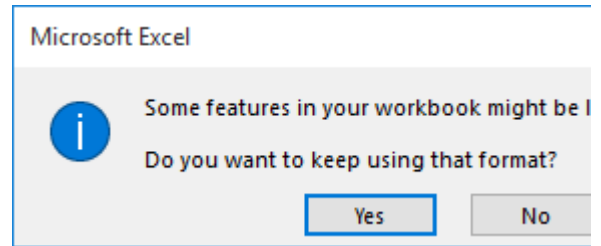
Click on the Save as type box and select CSV (Comma delimited) (*.csv)



Click the Save button



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

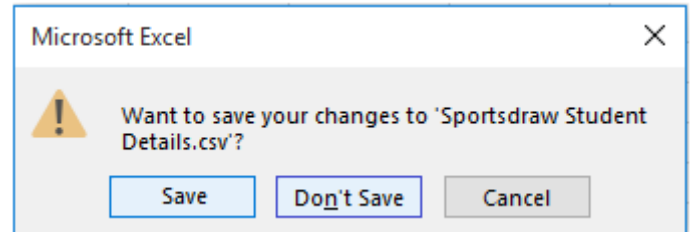


Click the Red X button to exit Excel



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

You only need the first .csv format

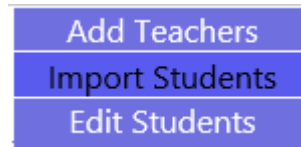




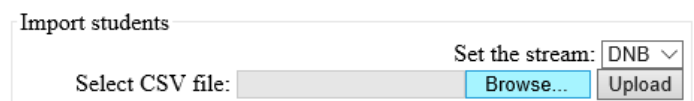
Sportsdraw – Import Student Details

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

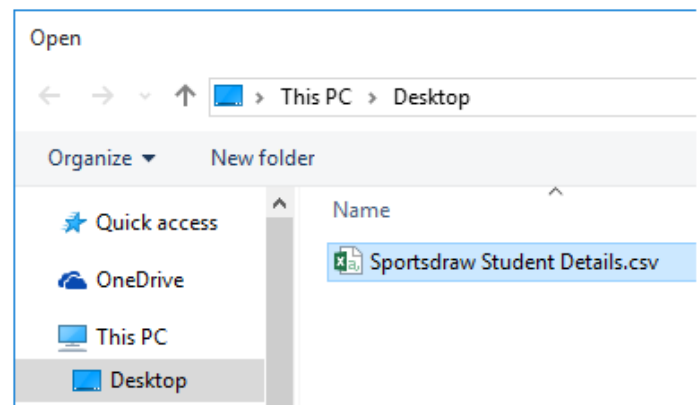
Select Import Students



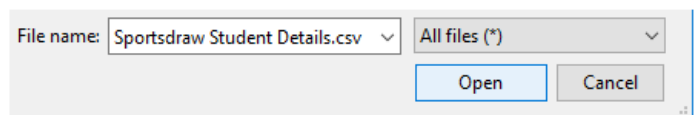
Click on the Browse button



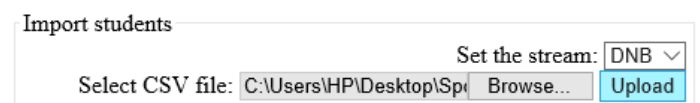
Locate and select your .csv file



Click on the Open button



Click on the Upload button



A confirmation of the number of Student Details you imported is displayed underneath



Select Edit Students to view the Imported Student Details



As you will see the imported Student Details are in the same order as your .csv file

Edit Delete Barbara Kendall (F) Aged 8 YearLevel Y3 SchoolStream DNB
Edit Delete Yvette Williams (F) Aged 9 YearLevel Y4 SchoolStream DNB
Edit Delete Sarah Walker (F) Aged 10 YearLevel Y5 SchoolStream DNB



Sportsdraw – Enter a Student in an Event

Select Entries

Edit Students
Entries
Logout

Select the Athletics Meet

Select Meeting: North 2015
 Meeting - North 2015 03/11/2015
 Entries can be made from 19/10/2015 to 23/12/2015
 Type of meeting Current

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

DNB	<input checked="" type="checkbox"/> Only show events
DNG	Save Changes
DNR	
DNY	Entries

Locate the Event the Student is to be entered in

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

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

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

Repeat this process for each event and student

The Event will now look display the students name

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

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.



Sportsdraw – Enter a Student in an 800m

Select Entries

[Edit Students](#)
[Entries](#)
[Logout](#)

Select the Athletics Meet

Select Meeting: North 2015
 Meeting - North 2015 03/11/2015
 Entries can be made from 19/10/2015 to 23/12/2015
 Type of meeting Current

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

Only show events

Locate the 800 Event the Student is to be entered in

800m Senior Boys Y7 & Y8	1st: -	2nd: -
	3rd: -	

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

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

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: -
	3rd: -	

Click one of the Save Changes buttons to place the entry

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	:	Peter
Last Name	:	Snell
Year:	:	<input type="radio"/> Y1 <input type="radio"/> Y2 <input type="radio"/> Y3 <input type="radio"/> Y4 <input type="radio"/> Y5 <input type="radio"/> Y6 <input checked="" type="radio"/> Y7 <input type="radio"/> Y8 <input type="radio"/> Y9
Gender:	:	<input type="radio"/> Female <input checked="" type="radio"/> Male
DOB:	:	01/01/2003
Stream:	:	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
DOB:	:	/2003
Stream:	:	DNB <input type="button" value="Save"/>



Sportsdraw – Enter a Relay Team

Select Entries

[Edit Students](#)
[Entries](#)
[Logout](#)

Select the Athletics Meet

Select Meeting: North 2015
 Meeting - North 2015 03/11/2015
 Entries can be made from 19/10/2015 to 23/12/2015
 Type of meeting Current

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

Only show events

Locate the desired Relay Event

200m Relay	1st:	-	▼
Girls under	2nd:	-	▼
10	3rd:	-	▼

Select the desired Relay Team

200m Relay	1st:	-
Girls under	2nd:	Dunedin North Intermediate A (F u10 DNB)
10	3rd:	Dunedin North Intermediate B (F u10 DNB)
		Dunedin North Intermediate C (F u10 DNB)

Simply repeat the selection process in the second selection field if you wish to enter another same age group relay team

200m Relay	1st:	Dunedin North Intermediate A (F u10 DNB)	▼
Girls under	2nd:	-	▼
10	3rd:	-	▼
		Dunedin North Intermediate A (F u10 DNB)	
		Dunedin North Intermediate B (F u10 DNB)	
		Dunedin North Intermediate C (F u10 DNB)	

Click one of the Save Changes buttons to place the relay team(s) entry

You can enter up to 3 relay teams per age group. You should select the A team label for your fastest team. A student can only be entered in 1 relay team event.

Click the Logout button when you are finished

[Edit Students](#)
[Entries](#)
[Logout](#)



Select Edit Students

Import Students

Edit Students

Entries

Take care with this step. All of the Students details will immediately be removed from Sportsdraw. There is no undo.

Click once on the Delete link next to the Students name you wish to delete

[Edit](#) [Delete](#) John Walker (M) Aged 12
YearLevel Y8 SchoolStream DNB

If you see a message that you can't delete the student as they are entered in an event, please refer to the next Delete a Student Entered in an Event guide

This site says...

Can't delete John Walker because they are entered into an event. Please remove them from all events and try again

OK



Sportsdraw – Remove a Student from an Event

Select Entries

[Edit Students](#)
[Entries](#)
[Logout](#)

Select the Athletics Meet

Select Meeting: North 2015
 Meeting - North 2015 03/11/2015
 Entries can be made from 19/10/2015 to 23/12/2015
 Type of meeting Current

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

Only show events

Entries

Locate the Event the Student is entered in

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

Select the Student's name and scroll up to the top in the menu that appears

Select the - symbol

The Event will now look like this with the - symbol instead of the Student's name

1st:

Click one of the Save Changes buttons

They can only be removed from one event at a time.
 The Save Changes button must be selected after each event change.



Sportsdraw – Delete a Student Entered in an Event

Select Entries

[Edit Students](#)
[Entries](#)
[Logout](#)

Select the Athletics Meet

Select Meeting: North 2015
 Meeting - North 2015 03/11/2015
 Entries can be made from 19/10/2015 to 23/12/2015
 Type of meeting Current

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

Only show events

Locate the Event the Student is entered in

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

Select the Student's name and scroll up to the top in the menu that appears

Select the - symbol

The Event will now look like this with the - symbol instead of the Student's name

1st:

Click one of the Save Changes buttons

Repeat this process for each event the Student is currently Entered in.
They can only be removed from one event at a time.
The Save Changes button must be selected after each event change.

Once the Student has been removed from all events select the Edit Students link

[Import Students](#)
[Edit Students](#)
[Entries](#)

Take care with this step. All of the Students details will immediately be removed from Sportsdraw. There is no undo.

Click once on the Delete link next to the Students name you wish to delete

[Edit](#) [Delete](#) John Walker (M) Aged 12
 YearLevel Y8 SchoolStream DNB