

2026 IGSSA Athletics Entries – DUE Thursday 3 Sept 2:00PM



Please use the link received in your email to complete your entries.

HOW TO UPLOAD MY ATHLETES/SQUAD LIST:

Click on the Athletes Tab

2024 IGSSA Athletics

WA State Athletics Stadium

10 Sep 2024

Entries close in 50 days

Iona Presentation College (IONA)

Load the full list of athletes before beginning nominations.

Nomination **Athletes** Help

Name Search Year: Ye Find

New Athlete
Upload Excel Roster

No Athletes currently loaded
First step would be to load the team up with athletes. You can either:-

- [Upload an excel document with the athletes](#)
- Enter them manually

Once the athletes are loaded in, the "Nominations" tab can be used to select who will represent in each event.

From here you can import your entire Squad list from an Excel Spreadsheet that you will create. The fields required in your Spreadsheet are: (with examples from each year group)

Surname	Given	School Year	Birthday
Carson	Louise	7	17 Jan 2013
DeKnock	Gemma	8	23 Nov 2012
Swift	Taylor	9	1 Feb 2011
Knowles	Beyonce	10	23 Mar 2010
Beckham	Victoria	11	1 Oct 2008
Turner	Tina	12	6 Jul 2007

Make sure you have the titles Surname, Given and School Year written in the corresponding columns.

Correct column names are vital, as this will link the students to the correct events in the entry process.

If you wish to include any extra optional fields in columns D onwards as per the sample spreadsheet contained in your link, you can add any of the following Column Fields in your spreadsheet (not necessary, but may be of value to your school)

NB highlighted ones must be used

Surname	Given	School Year	Gender	Nickname	Student ID
Family name for the athlete	First name for the athlete	Required if the carnival is based on the school class year	Female	A short name used to replace the athletes actual given name	Could be a student ID or another ID which is useful to link the results from the carnival back to another system

Once your squad list is completed, you need to upload this directly via the link.

First Select 'Choose File' and link to the saved excel file on your computer.

Then click 'Import Roster'.

Your athletes will now be uploaded and will appear in the dropdown lists for each event when you do your entries.

You can start working on your entries and make changes as required as soon as your Athletes are uploaded into the system.

HOW TO ENTER ATHLETES INTO EVENTS

Click on the Nominations Tab from the link you have been provided.

Iona Presentation College (IONA)
Load the full list of athletes before beginning nominations.

Nominations Athletes Help

Year: Yea Carnival Order Filter

	Event	Nominations
1	Girls Year 9 High Jump Div 1 [S1]	
2	Girls Year 8 High Jump Div 2 [S2]	
3	Girls Year 10 High Jump Div 2 [S1]	
4	Girls Year 11 to 12 High Jump Div 2 [S1]	
5	Girls Year 7 High Jump Div 1 [S1]	

Once you have uploaded your Athletes, they will appear in the dropdown lists for each event (Indicated with red circle above)

Year 7 Athletes will only appear for Year 7 events, Year 8 Athletes for Year 8 events, and so forth...

Select your students for each event.

The relay order is also clearly indicated, so please make sure to put your runners in the correct order.

Please note:

- Anyone with the link can access the school nominations
- Multiple people can work on the sheet at the same time.
- Changes are saved as they are made

ADDING OLD GIRLS FOR THE RELAYS

Go to Athletes Tab

Use 'New Athlete' and add details

Add student name and give a school Year of 13

Athlete can now be added into an event as per the process above

ENTRY DEADLINES - Entries must be completed by the following deadlines:

- **Thursday 3rd September 2.00PM**

The entries that are current at this point in time will be used for program creation

- **Monday 7th September 10.00AM – THE DOCUMENT WILL BE LOCKED AFTER THIS TIME!**

This is your final chance for changes before the carnival day, and the entries that are current at this deadline will be used on the day (for marshalling sheets, events sheets etc..)

Any changes after this Monday deadline and before the carnival starting are to be made on the morning of the carnival through the substitutions desk (directly on your marshalling sheet that you will be sent)

Changes made after the event has started (for injury / illness) will be made via subs slips.

If you have any concerns please contact:

Renae Campbell - 9471 2249 or 0401 672 463 renae.campbell@pc.wa.edu.au