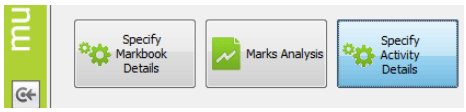
MUSAC Classic - CMAdmin
Creating the NZSSSC Report

All school sports information maintained within the CMAdmin Activities area provides steps to produce the NZSSSC Report. The following is specific to NZSSSC information - see Help file, Activities area of CMAdmin.

1 Click 'Other Utilities' from the main CMAdmin menu.

2 Click 'Specify Activity Details'



3 Click 'Create NZSSSC Report'. This will be used when the report is required for the New Zealand Secondary School Sports Council (refer below).



The numbers of Year 9-15 females and males and Total Number of Students will have been pre-populated from the SM database.

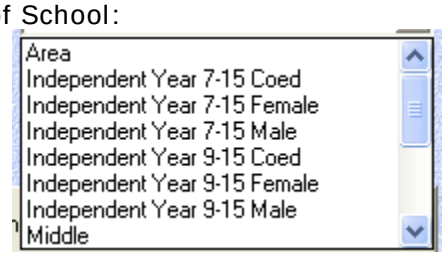
All other fields must be filled in before generating the report. The number of teachers cannot be 0.

The drop-down lists have been populated.

Position:



Type of School:

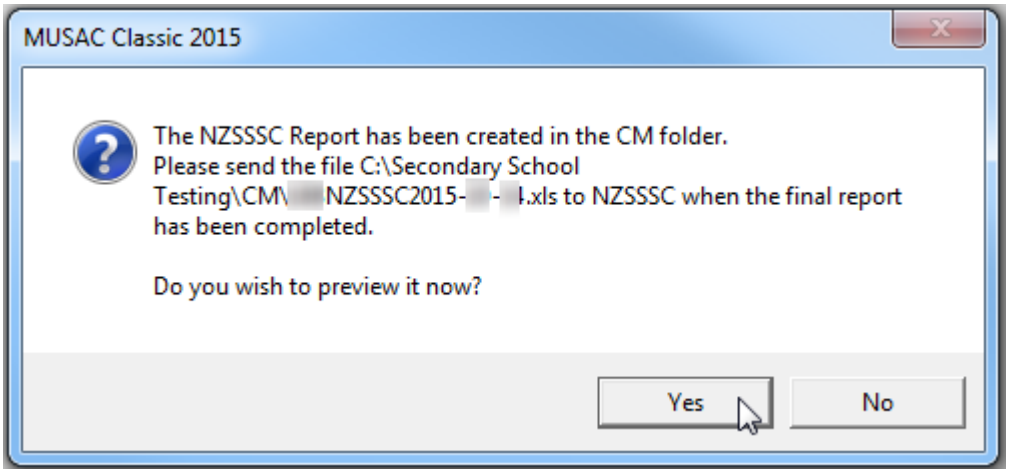


School decile rating

Region (RSD/SSC aligned with):



Click 'Generate NZSSSC Report' to produce the spreadsheet. This will be named *nnnn*NZSSSC*yyyy-mm-dd*.xls, where *nnnn* is your school Ministry of Education number and *yyyy-mm-dd* is the current date. The confirmation message will show, confirming the report file now created in your CM folder:



To preview, the spreadsheet (which is updated each year) opens in Excel.

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