

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

- 1 Click 'Other Utilities' from the main CAdmin 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).

**Creation of Report for New Zealand Secondary School Sports Council**

**MUSAC**

Please DO NOT run this utility if Microsoft Excel is not installed on your computer. Instead use the NZSSSC SportSCID program to generate the report.

Please make sure the following fields are filled in before you create the report. Where possible fields have been pre-populated - please check they are correct. Student numbers are as at 1 March.

Leavers have been moved to a leavers' database

Number of Year 9-15 females	<input type="text" value="108"/>	Number of teaching staff	<input type="text" value="17"/>
Number of Year 9-15 males	<input type="text" value="267"/>	Number of non-teaching Staff	<input type="text" value="3"/>

Total Number of Year 9-15 Students = 375      Total Number of Staff = 20

Your name

Position

Type of school

School decile rating

RSD / SSC aligned with

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

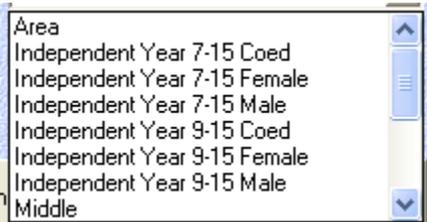
All other fields must be filled in before generating the report. The number of teachers cannot be 0.

The drop-down lists have been populated.

Position:

- Sports Director/HOD
- Sports Co-ordinator
- Sports Assistant

Type of School:

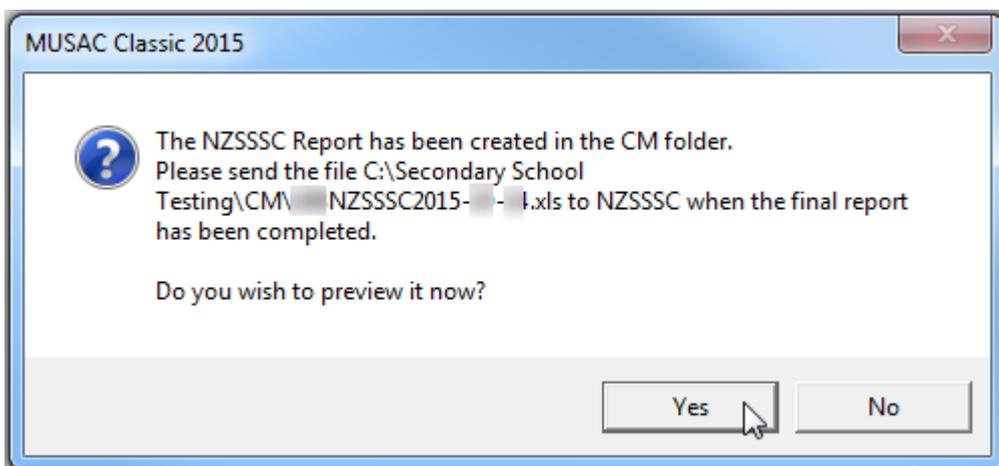


School decile rating

Region (RSD/SSC aligned with):



Click 'Generate NZSSSC Report' to produce the spreadsheet. This will be named *nnnnNZSSSCyyyy-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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