

Premier's 10 week Sporting Challenge Guides: CSV Files

Downloading a CSV File from ERN



NSW Premier's Sporting Challenge

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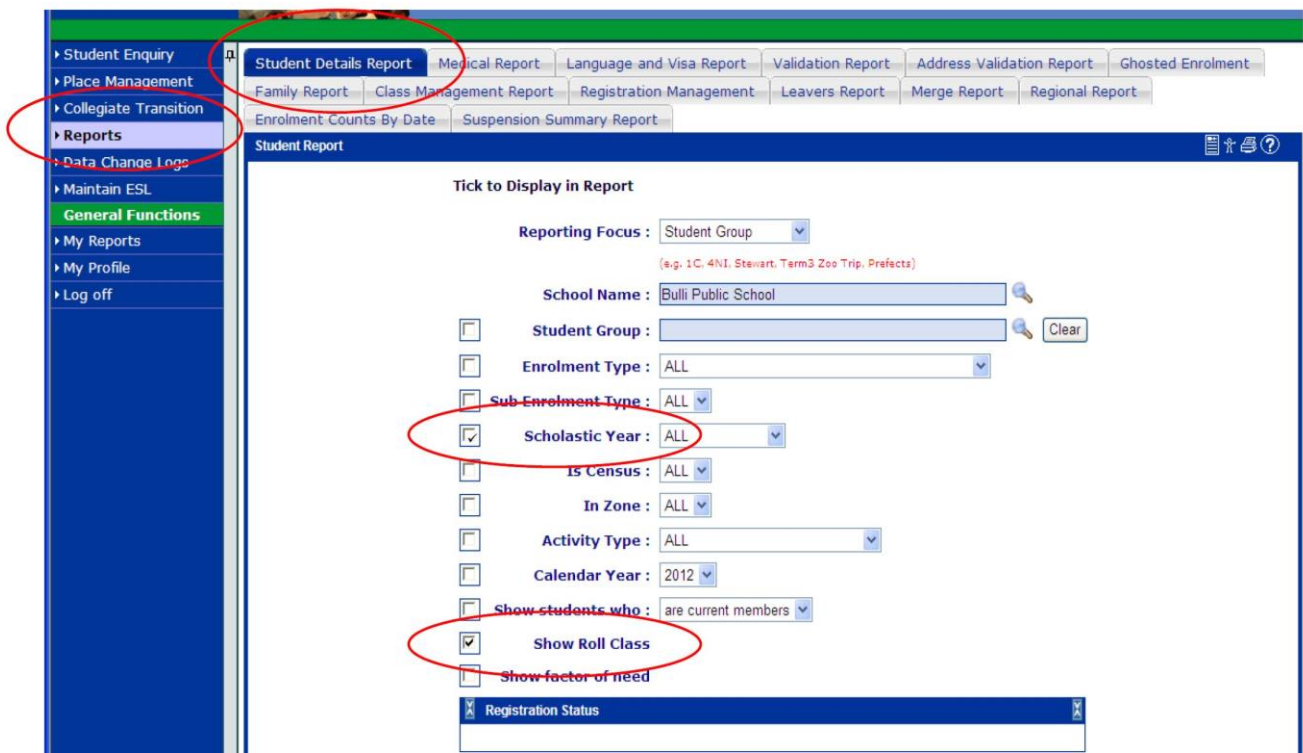
W: <https://app.education.nsw.gov.au/sport/psc>

Downloading a CSV File from ERN

Important: If you are not familiar with ERN, consider forwarding these instructions onto an available admin staff member. They may be able to assist as they have experience using the program.

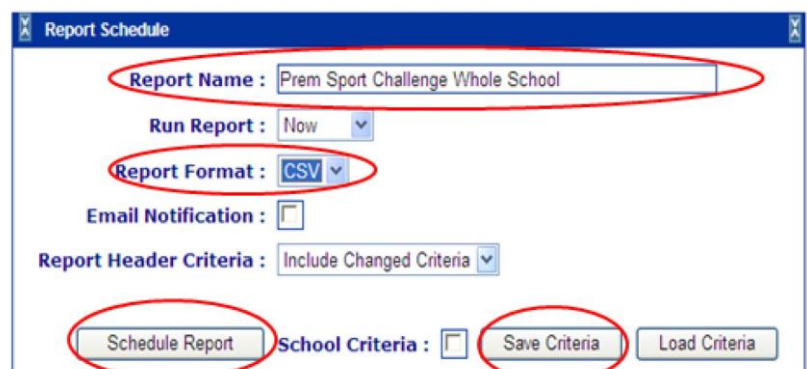
Open ERN (Enrolment and Registration Number) database

1. From the left hand menu, select **Reports**
2. From the top menu, select **Student Details Report**
3. Tick to display **Scholastic Year**
4. Tick to show **Roll Class**



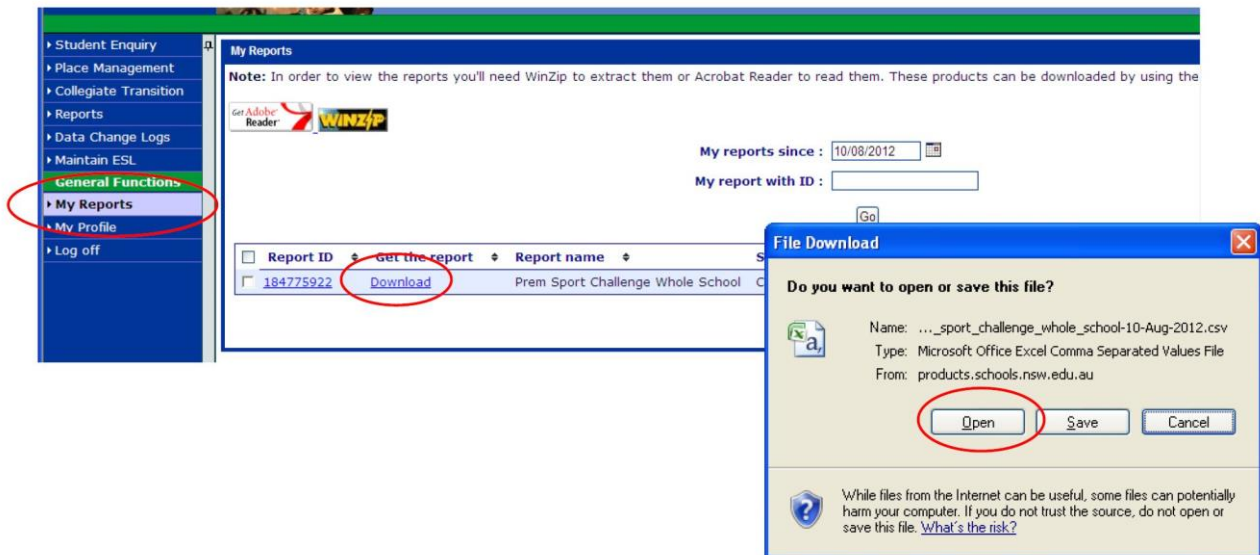
To schedule a report:

5. Give the report a name
6. Select the format as **CSV**
7. Click **Save Criteria**, then
8. Select **Schedule Report**



To access your report:

1. Select **My Reports** from the left hand menu
2. Select **Download**
3. Open the report and then save to your desktop for easy access



Final preparations for uploading to the PSC Tracker

The spreadsheet will most likely have extra rows of information above and beside the table of data required. This may include student SRN numbers, school details and enrolment status and so on.

The only four columns needed are those shown below:

First name	Last name	Scholastic year	Roll class
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Important: The data may also include commas, spaces and capital letters where there shouldn't be. Please carefully review your CSV file before attempting to upload. You may refer to the [guide for uploading a CSV file from ERN](#) or check out our [FAQ page](#) to get your file upload-ready.