

Uploading a CSV file from ERN to the PSC Tracker

Check your CSV file contains only four columns of data as follows:

- first name
- last name
- scholastic year
- roll class

	A	B	C	D
1	First Name	Family Name	Scholastic Year	Roll Class
2	Jillian	Alexander	Kindergarten	K/1
3	Christian	Brackett	Kindergarten	K/1
4	Toby	Dean	Kindergarten	K/1
5	Sherree	Elliott	Kindergarten	K/1
6	Megan	Alexander	Year 1	K/1
7	Emilio	Brackett	Year 1	K/1
8	Eliza	Wood	Year 1	K/1
9	Samantha	Anderson	Year 2	2M
10	Jenny	Bailey	Year 2	2M
11	Gina	Barrow	Year 2	2M

Column header **First Name** should appear in cell A1.

In the [online PSC Tracker for sporting challenge data storage](#), select the option to **Upload students and classes by CSV file**, then click **Next**.

Sample Public School > Primary Sport Challenge > Add Classes

School Details School Commitment School Participation **Add Classes** Add Students Add Year 6 PSC Student Leaders Add Teams Add Students Add Team Leaders PSC Staff Challenge

Select your method of adding students:

Upload students & classes by CSV file for the school.

Manually Add Classes & Students

I will Add / Upload Classes & Students later

< Back Save & Exit Next >

Drag the CSV file from the desktop and drop it into the grey box, then select **Next** so that the file will upload. You will then be prompted to complete the upload.

Sample Public School > Primary Sport Challenge > Add Students

School Details School Commitment School Participation Add Classes **Add Students** Add Year 6 PSC Student Leaders Add Teams Add Students Add Team Leaders PSC Staff Challenge

1. Select CSV File
For instructions on preparing the CSV file, click here for help.

Sample PS.csv

Click or drag file here to upload

< Back Next >