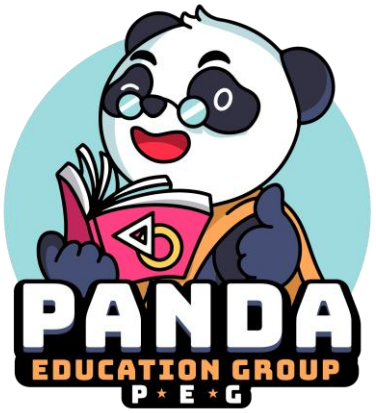
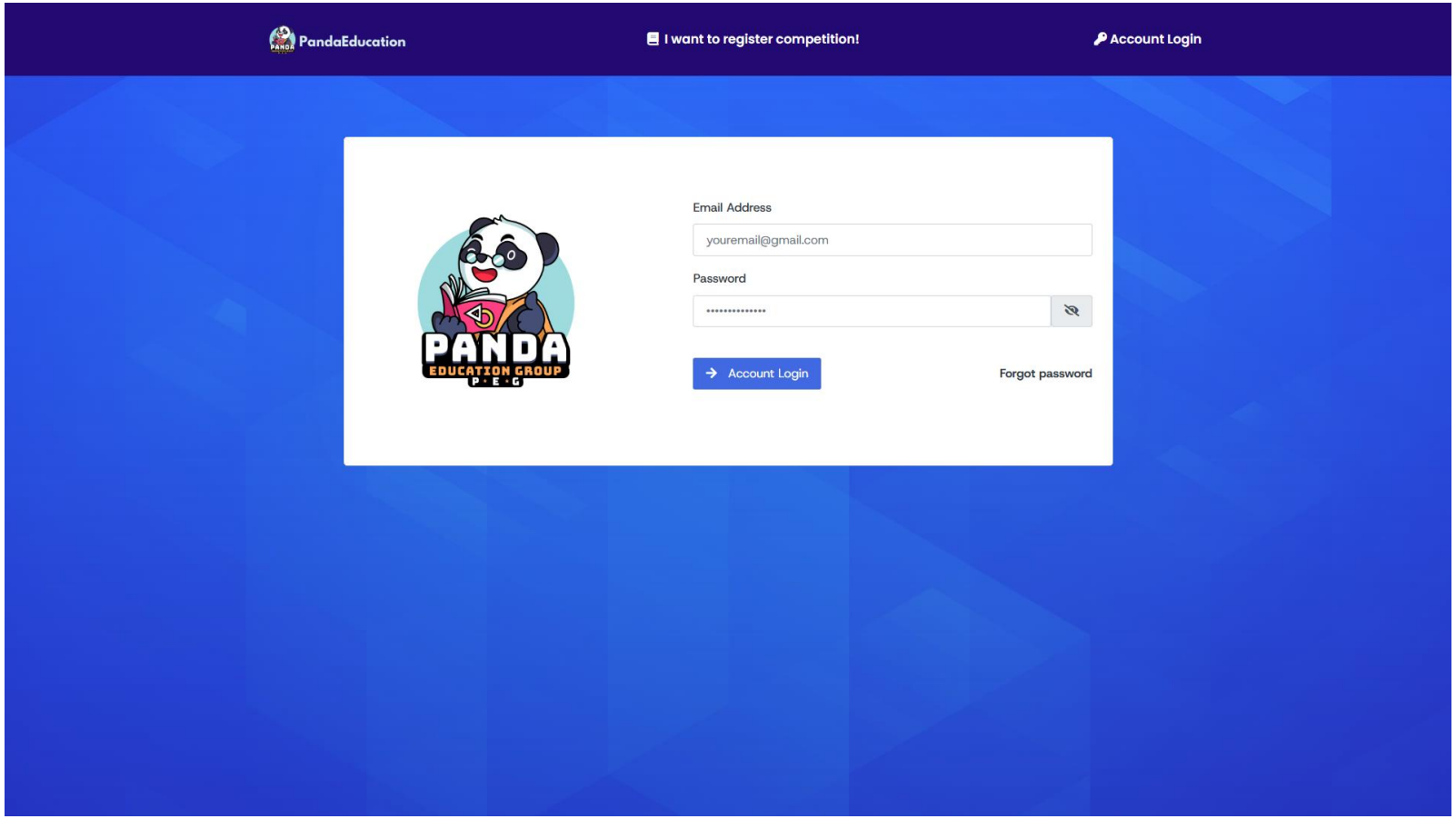


Bulk Upload Students

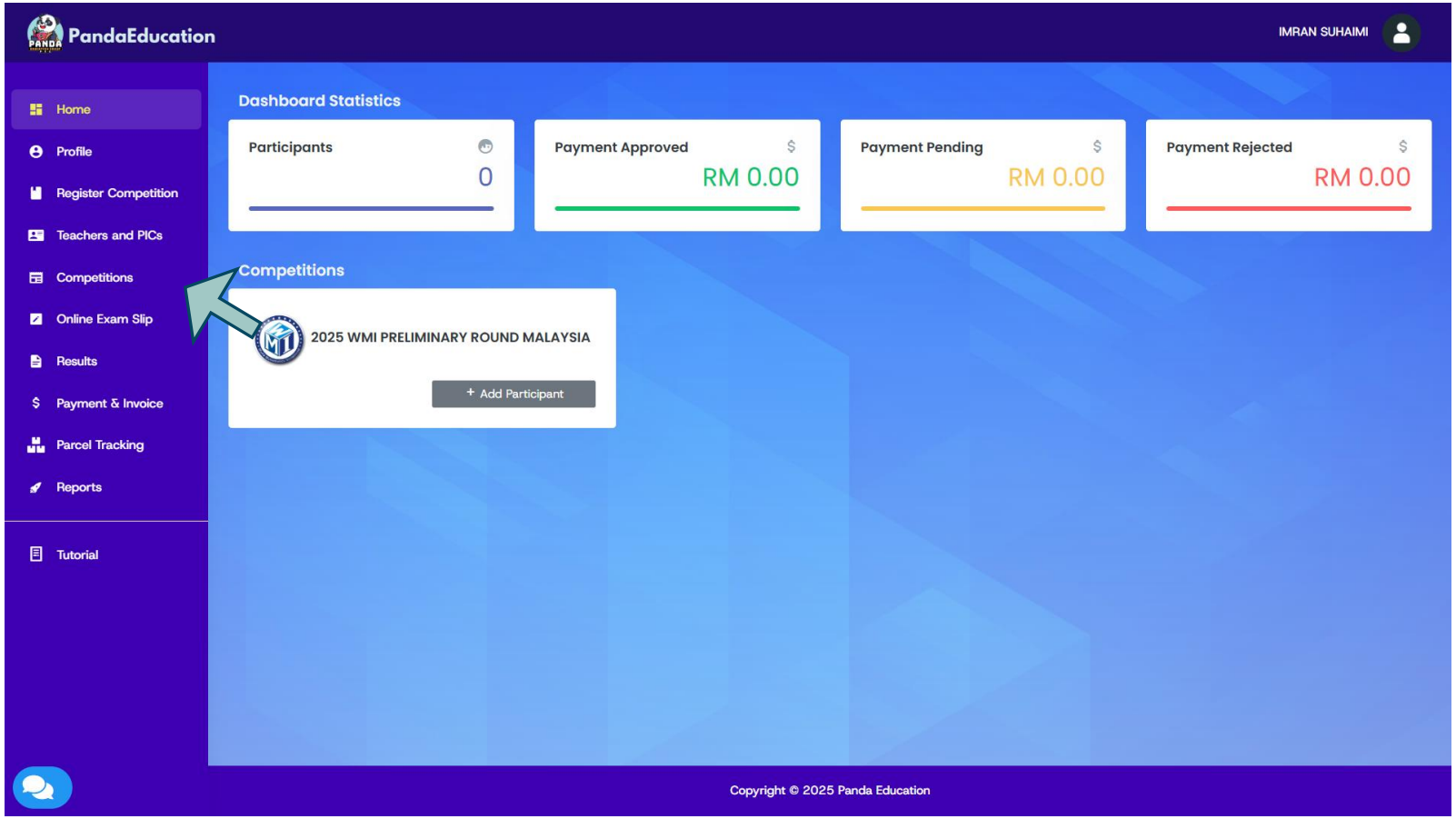
GUIDELINE AND TUTORIAL

Bulk Upload Students



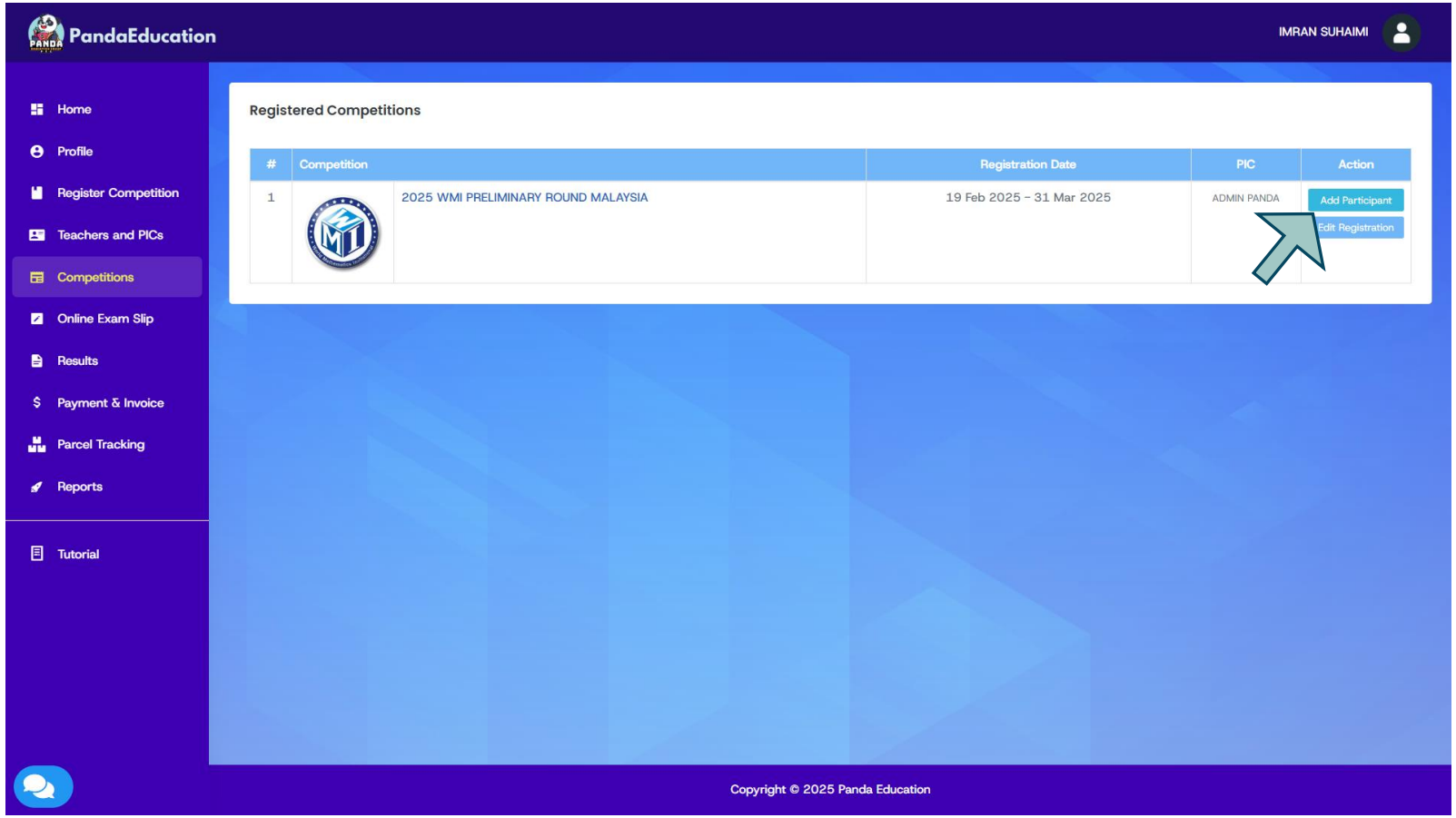
Log in to your account.

Bulk Upload Students



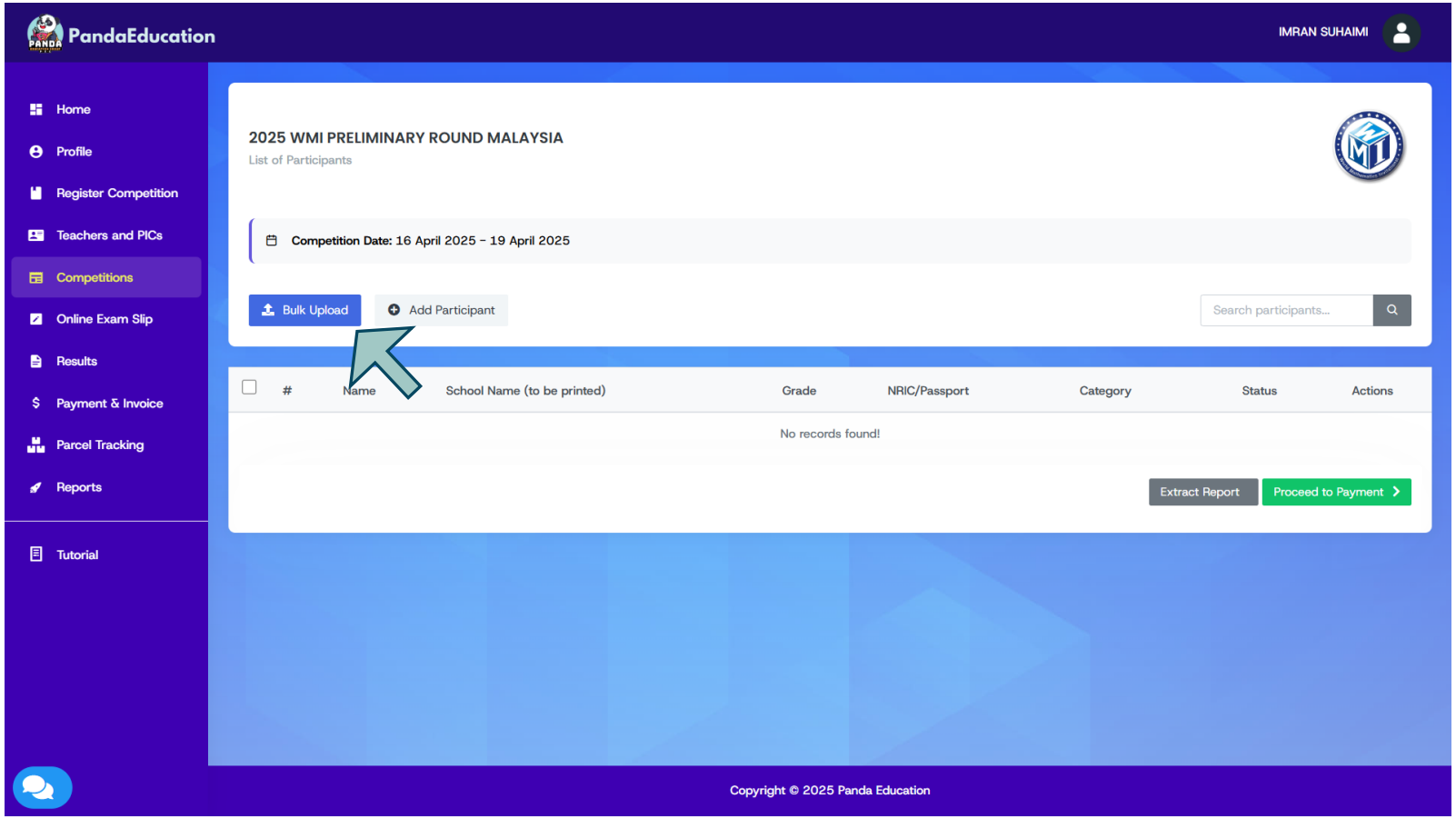
Click ‘Competitions’ at the sidebar.

Bulk Upload Students



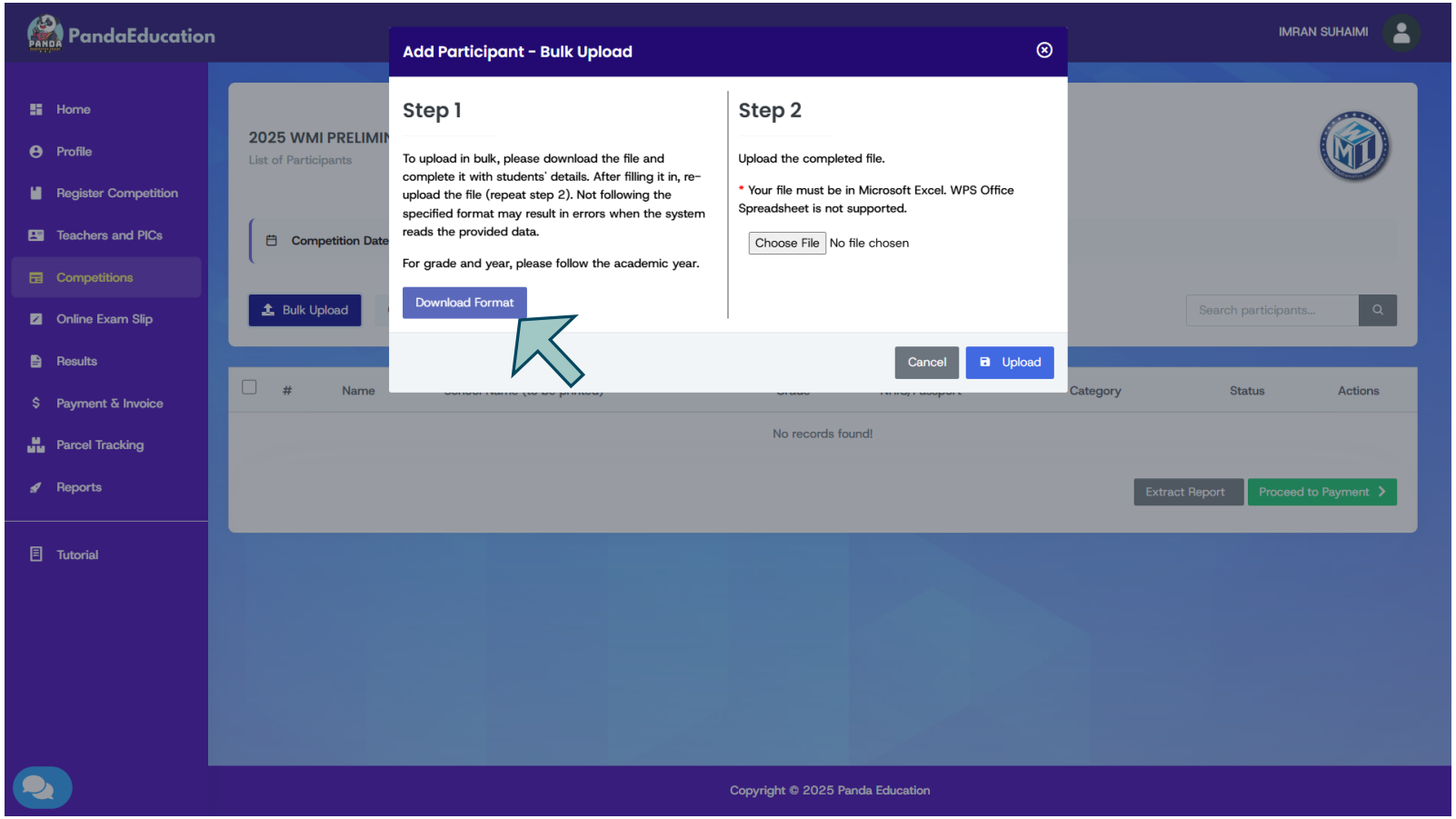
Click ‘Add Participant’ for the competition where you want to add participants.

Bulk Upload Students



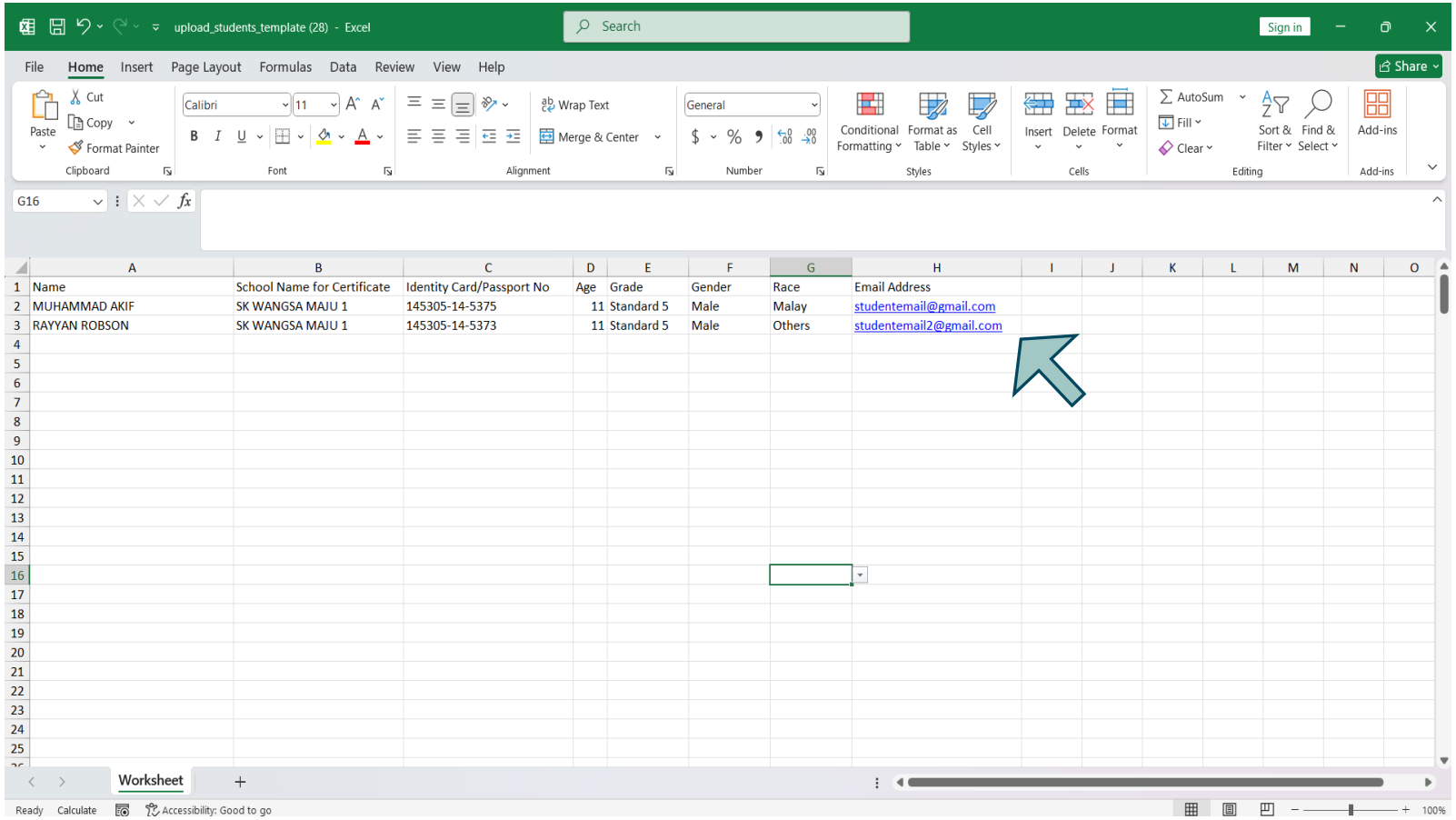
Click ‘Bulk Upload’.

Bulk Upload Students



Click ‘Download Format’ to download the Excel template for adding students.

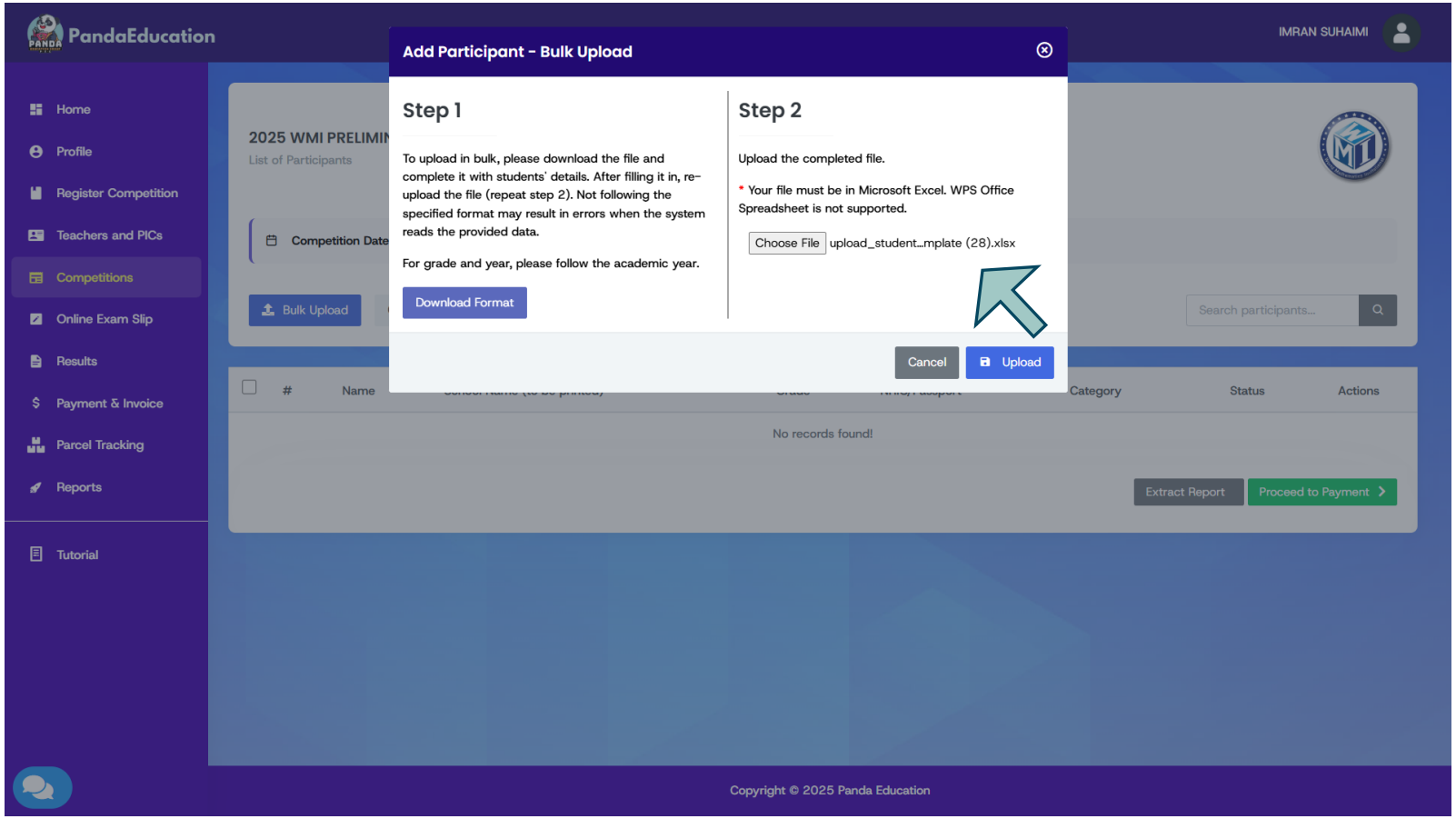
Bulk Upload Students



	A	B	C	D	E	F	G	H
1	Name	School Name for Certificate	Identity Card/Passport No	Age	Grade	Gender	Race	Email Address
2	MUHAMMAD AKIF	SK WANGSA MAJU 1	145305-14-5375	11	Standard 5	Male	Malay	studentemail@gmail.com
3	RAYYAN ROBSON	SK WANGSA MAJU 1	145305-14-5373	11	Standard 5	Male	Others	studentemail2@gmail.com

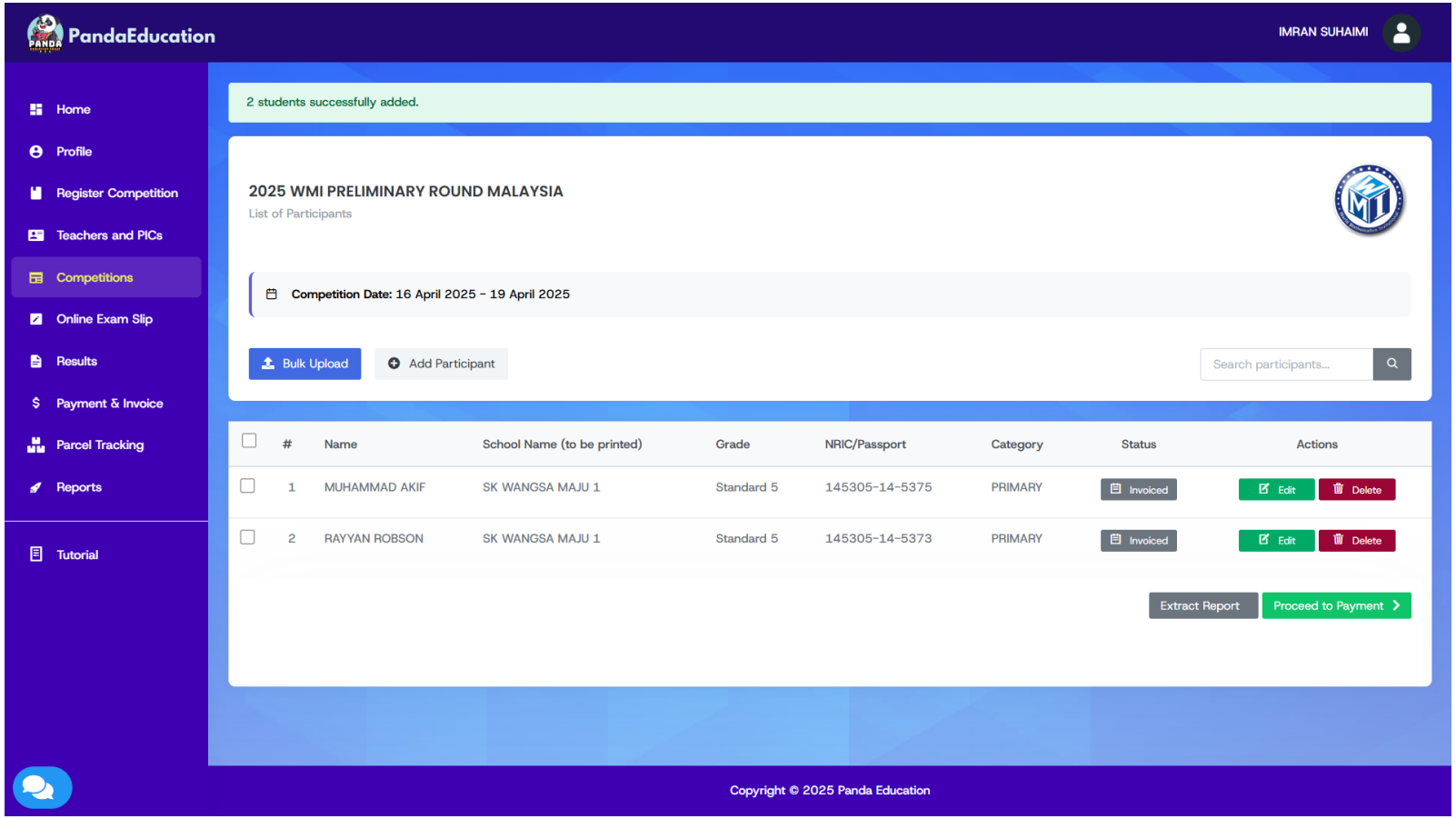
Fill in all student details. Each row represents a single student. Save your file.

Bulk Upload Students



Choose the completed Excel template file and then click ‘Upload’

Bulk Upload Students



Your bulk upload of students can be viewed on this page.