NSW Department of Education

How to upload a CSV file into the PSC Tracker

NSW Premier's Sporting Challenge

Updated February 2026



NSW GOVERNMENT

Acknowledgement of Country

We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories. We strive to ensure every Aboriginal and/or Torres Strait Islander learner in NSW achieves their potential through education.

How to upload a CSV file into the PSC Tracker

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Uploading a CSV file into the PSC Tracker

Both student and staff CSV files can be uploaded into the PSC Tracker. See the sections below for more information.

Student CSV file

1. Check your CSV file contains only **four (4)** columns of data as follows:
    - First name
    - Last name
    - Scholastic year
    - Roll class

If any of these columns is missing, misspelt or contains insufficient data, the CSV file will not upload.

a. Check the column header 'First name' appears in cell **A1.**

Ensure there is no unnecessary data at the top of the file, or additional columns such as school name, enrolment status, attendance details or SRN numbers (see below - Fig.1).

Image 1: Screenshot showing two tables labelled Fig 1 and Fig 2, comparing incorrect and correct CSV file formats.

Fig 1.

	A	B	C	D
1				
2				
3	enrolment 2020 PSC			
4				
5	STUDENT CRITERIA	LANGUAGE CRITERIA		
6	==========	==========		
7	Calendar year = 2020	ESL Historical = No		
8	Registration Status = Enrolled	(In Attendance; Leaving; Suspended)		
9	Student Status = ACT - Active			
10				
11				
12	SRN	First Name	Family Nan	Roll Class
13	450103659	Roger	Smith	6N
14	450:	Bobby	Jones	4C

Fig 2.

	A	B	C	D
1	First name	Last name	Scholastic year	Roll Class
2	Billy	Smith	Kindergarten	KM
3	Jane	Doe	Kindergarten	KM
4	Sienna	Marley	Year 1	1/2C
5	Joseph	Govett	Year 1	1/2C
6	Ben	Timms	Year 2	1/2C
7	Grace	Langley	Year 3	3 Kookaburras
8	Zoe	Gates	Year 3	3 Kookaburras
9	Justin	Wendt	Year 4	4C
10	Hugo	Wardell	Year 5	5F
11	Ben	Meudell	Year 5	5F
12	Thomas	Humphrey	Year 6	6R

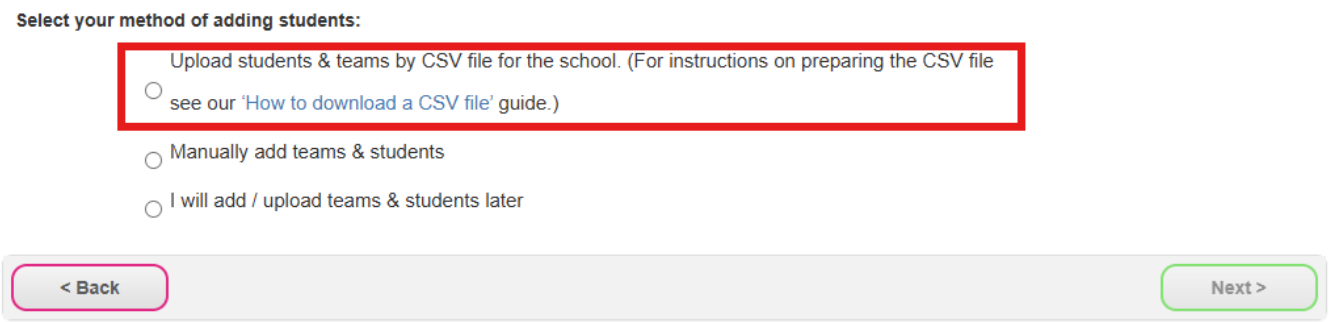
b. Ensure that column header 'Roll class' represents the team or class name you want.

Note: this data does not have to be the 'Roll class' and can be a class name appropriate to how your school is participating. The column header just needs to be 'Roll class' for it to upload into the PSC Tracker.

Important: Do NOT leave this column blank or with a dash (-). If a student isn't sorted into a Roll class, please follow up to determine their enrolment and amend accordingly.

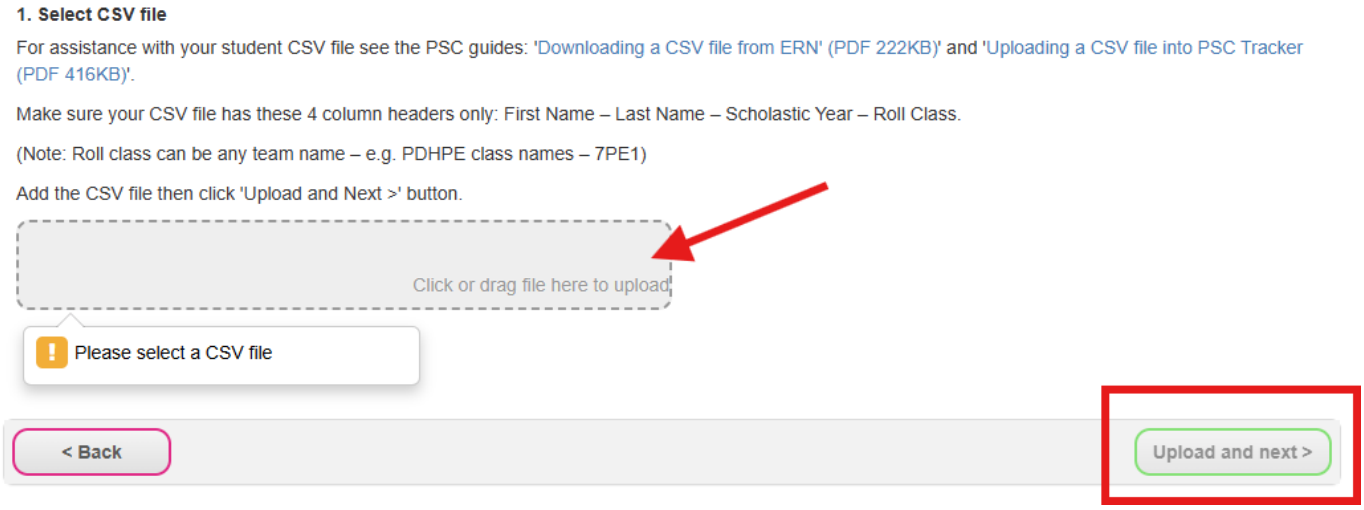
2. Select 'Upload students and teams by CSV file for the school' in the **'Add teams'** page and select 'Next >':

Image 2: Screenshot of the 3 methods for adding students during registration in the PSC Tracker with the CSV upload option highlighted.



3. Drag / upload the CSV file from the desktop and drop it into the grey box. Then select 'Upload and Next >'

Image 3: Screenshot of CSV file upload step during registration in the PSC Tracker.



4. This will then take you to the import teams page where you will confirm / edit your challenge participation as necessary for your teams:
    - Team name and year groups (which were imported from the CSV file)
    - Challenge participation
    - Receive 10wC worksheets (K-2 and Support)
    - Receive logbooks (3-12)
    - Support teams

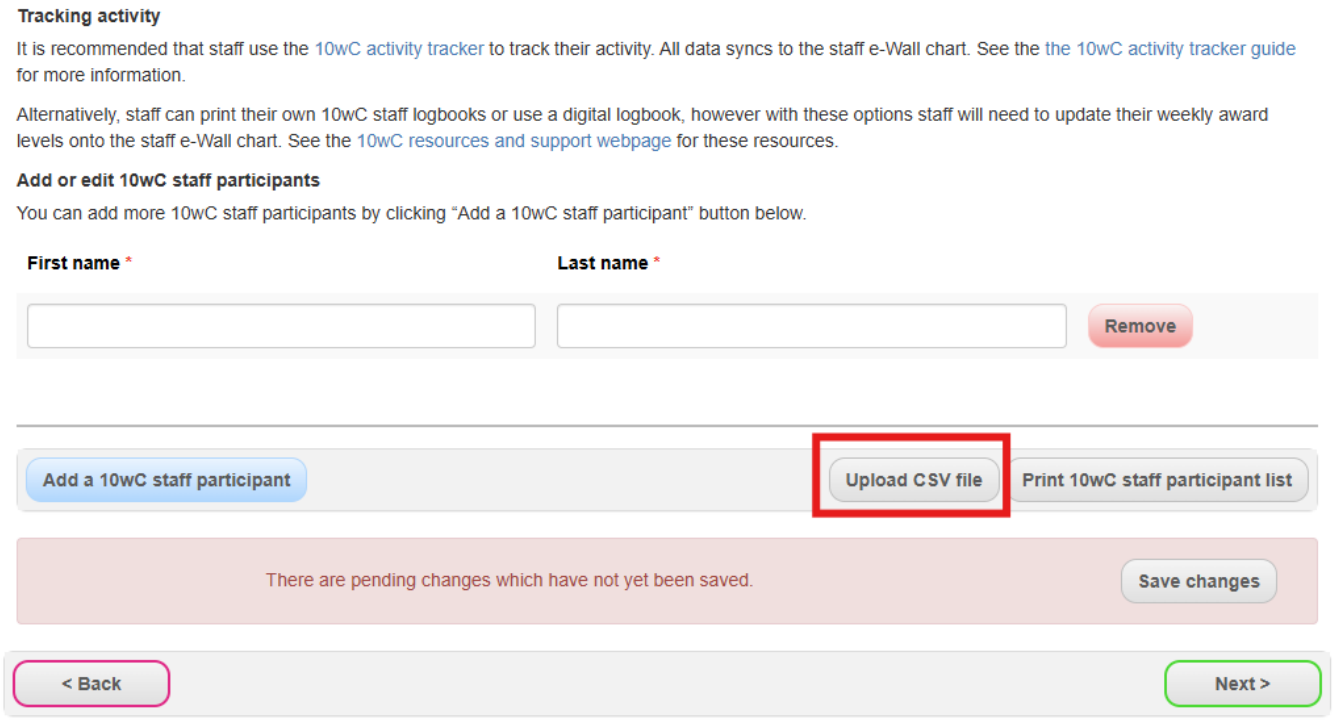
Click 'View pending student imports>' for this to be saved and to continue registration.

Staff CSV file

Referring to the above instructions for students, the staff CSV file must contain the same four (4) column headings. The last two columns - Scholastic year and Roll class - will not be populated with any data.

The option to upload a CSV file for staff is on the 10wC Staff Challenge step / page during registration in the PSC Tracker:

Image 4: Screenshot of Staff Challenge participation page during registration in the PSC Tracker with the 'Upload CSV file' option highlighted.



CSV file won't upload

If the student or staff CSV file won't upload and it is correct as per the above instructions, please see the NSW Premier's Sporting Challenge FAQ page or email the PSC team at psc@det.nsw.edu.au with a copy of your CSV file attached so we can help troubleshoot your upload issue.

Important: ANY variations or additional characters will cause the file to be rejected. For example, the data may include commas, spaces, missing data, or typos in the column headings. Please carefully review your CSV file before attempting to upload.

NSW Department of Education

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app.education.nsw.gov.au/sport/premiers-sporting-challenge

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