



EMMATHEMATICS **O**LYMPIAD **S**YSTEM

数学奥林匹克学研中心

Bulk Upload Students

GUIDELINE AND TUTORIAL

Bulk Upload Students

The screenshot displays the EMOS dashboard interface. At the top left, there is a logo for 'EMOS Mathematics Online System' and a user profile icon for 'IMRAN'. The dashboard is divided into several sections:

- Dashboard Statistics:** This section contains four cards showing key metrics:
 - Participants:** 0
 - Payment Approved:** RM 0.00
 - Payment Pending:** RM 0.00
 - Payment Rejected:** RM 0.00
- Competitions:** This section features a card for the 'Hope Cup International Maths Competition 2025' with a '+ Add Participant' button. A green arrow points to the 'Competitions' menu item in the sidebar.

The sidebar on the left lists various navigation options: Home, Profile, Register Competition, Teachers and PICs, Competitions, Online Exam Slip, Results, Payment & Invoice, Parcel Tracking, Reports, and Tutorial. A chat icon is located at the bottom left of the sidebar.

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Click 'Competitions' at the sidebar.

Bulk Upload Students

The screenshot shows the EMOS system interface. The top right corner displays the user name 'IMRAN' and a profile icon. The left sidebar contains navigation options: Home, Profile, Register Competition, Teachers and PICs, Competitions (highlighted in red), Online Exam Slip, Results, Payment & Invoice, Parcel Tracking, Reports, and Tutorial. The main content area is titled 'Registered Competitions' and contains a table with the following data:

#	Competition	Registration Date	PIC	Action
1	 Hope Cup International Maths Competition 2025	16 Mar 2025 - 10 Apr 2025	IMRAN	Add Participant Edit Registration

A green arrow points to the 'Add Participant' button in the 'Action' column of the first row. The bottom of the page features a copyright notice: 'Copyright © 2025 EMOS'.

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

Bulk Upload Students

The screenshot shows the EMOS (E-Mathematics Olympiad System) interface. The user is logged in as IMRAN. The main content area is titled "Hope Cup International Maths Competition 2025" and "List of Participants". A competition date banner indicates "Competition Date: 24 April 2025 - 26 April 2025". Below this, there are two buttons: "Bulk Upload" (highlighted with a green arrow) and "Add Participant". A search bar labeled "Search participants..." is also present. The table below has columns for selection, ID, Name, School Name, Grade, NRIC/Passport, Category, Status, and Actions. The table is currently empty, displaying "No records found!". At the bottom right of the table area, there are buttons for "Extract Report" and "Proceed to Payment". The left sidebar contains navigation options: Home, Profile, Register Competition, Teachers and PICs, Competitions (highlighted), Online Exam Slip, Results, Payment & Invoice, Parcel Tracking, Reports, and Tutorial. The footer includes a chat icon and the copyright notice "Copyright © 2025 EMOS".

Home

Profile

Register Competition

Teachers and PICs

Competitions

Online Exam Slip

Results

Payment & Invoice

Parcel Tracking

Reports

Tutorial

IMRAN

Hope Cup International Maths Competition 2025

List of Participants

Competition Date: 24 April 2025 - 26 April 2025

Bulk Upload Add Participant

Search participants...

<input type="checkbox"/>	#	Name	School Name (to be printed)	Grade	NRIC/Passport	Category	Status	Actions
No records found!								

Extract Report Proceed to Payment >

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Click 'Bulk Upload'.

Bulk Upload Students

Add Participant - Bulk Upload

Step 1

To upload in bulk, please download the file and complete it with students' details. After filling it in, re-upload the file (repeat step 2). Not following the specified format may result in errors when the system reads the provided data.

For grade and year, please follow the academic year.

[Download Format](#)

Step 2

Upload the completed file.

* Your file must be in Microsoft Excel. WPS Office Spreadsheet is not supported.

No file chosen

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

Bulk Upload Students

The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'upload_students_template (28)'. The ribbon is set to 'Home'. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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							
4															
5															
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24															
25															
26															

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

Bulk Upload Students

Add Participant - Bulk Upload

Step 1

To upload in bulk, please download the file and complete it with students' details. After filling it in, re-upload the file (repeat step 2). Not following the specified format may result in errors when the system reads the provided data.

For grade and year, please follow the academic year.

[Download Format](#)

Step 2

Upload the completed file.

* Your file must be in Microsoft Excel. WPS Office Spreadsheet is not supported.

upload_stud...plate (28).xlsx

[Cancel](#) [Upload](#)

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IMRAN

Search participants... Q

category Status Actions

No records found!

Extract Report Proceed to Payment >

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Choose the completed Excel template file and then click 'Upload'

Bulk Upload Students

The screenshot shows the EMOS (E-Mathematics Olympiad System) interface. The user is logged in as IMRAN. The main content area is titled "Hope Cup International Maths Competition 2025" and displays a "List of Participants". A competition date banner indicates the event is from April 24 to April 26, 2025. Below the banner are buttons for "Bulk Upload" and "Add Participant", along with a search bar for participants. A table lists two participants: MUHAMMAD AKIF (Grade 5) and RAYYAN ROBSON (Grade 6), both from SK WANGSA MAJU 1. Each participant row includes an "Invoiced" status and "Edit" and "Delete" actions. At the bottom of the table, there are buttons for "Extract Report" and "Proceed to Payment". The left sidebar contains navigation options such as Home, Profile, Register Competition, Teachers and PICs, Competitions (highlighted), Online Exam Slip, Results, Payment & Invoice, Parcel Tracking, Reports, and Tutorial. The footer of the interface includes the copyright notice "Copyright © 2025 EMOS".

Home
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Online Exam Slip
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Tutorial

Hope Cup International Maths Competition 2025
List of Participants

Competition Date: 24 April 2025 – 26 April 2025

Bulk Upload Add Participant Search participants...

<input type="checkbox"/>	#	Name	School Name (to be printed)	Grade	NRIC/Passport	Category	Status	Actions
<input type="checkbox"/>	1	MUHAMMAD AKIF	SK WANGSA MAJU 1	Grade 5	145305-14-5375	Hope Cup 6	Invoiced	Edit Delete
<input type="checkbox"/>	2	RAYYAN ROBSON	SK WANGSA MAJU 1	Grade 6	145305-14-5373	Hope Cup 6	Invoiced	Edit Delete

Extract Report Proceed to Payment >

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