

## Assessor Instructions for the NWCA Optimal Performance Calculator Program

1. Go to [www.nwcaonline.com](http://www.nwcaonline.com)
2. Go to the horizontal menu and click on “WEIGHT MANAGEMENT”. You will now be directed to the Optimal Performance Calculator Program.
3. Once On the horizontal menu, go to “login” button on the menu bar.
4. You will then be asked to login. You will enter the following information:
  - a. Login ID
  - b. Password
5. From the menu bar at the top of the page, put your cursor over the assessor tab on the menu bar and click on “select school.”
6. On your initial entry, you will be taken to a page titled “Schools Currently on File.” Select the school from the drop down menu you will be entering assessment data on. Once you select the school from the drop down menu, you will be asked to supply the school password which you need to obtain either from the head wrestling coach of the school being assessed or from the MSHSAA Office from Sue. Then click “change schools.”
7. You have been brought back to the scholastic OPC homepage. Place your cursor over the “assessor” link and select “initial assessment.”
8. You are now on the “Initial Assessment” Page. Begin populating all fields and remember to use the TAB button on your keyboard when migrating from field to field.
9. Wrestler’s gender automatically defaults to male; if wrestler is female, click on “add female wrestler”.
10. Enter name of student-athlete: (first and last)
11. Select the wrestler’s grade from the drop down menu (7-12)
12. Enter the height of the student athlete in feet and inches from the drop down menu (Only on the assessment form if you are in a state that uses Tanita BIA for body composition assessment)
1. **Step1:** Enter the following information collected from the time of assessment:
  - Alpha Date:     (use calendar to select date of initial assessment)
  - Urine Specific Gravity:     (Select “Pass” or “fail” from drop down menu)
  - Alpha Body Weight:

**NOTE: If you are using BIA (Tanita, Hydrostatic and BodPod) skip to step 3 and do not enter data into the skin fold measurements.**

2. **Step 2:** Body Density (only enter information in body density section if you are using skin fold measurements: if you are using Tanita BIA, skip to step 3).
  - Enter the body measurements from the three locations. Tab from field to field. After body density fields are populated (and median value calculated), depress your TAB button on your keyboard to step 3.
3. **STEP 3.** Percentage of Body Fat
  - In a BIA state, you will manually enter the body fat percentage into the field provided at Step 3.
  - In a skin fold state, the body fat measurement will automatically calculate based on the values entered in step 2.
  - After the body fat value is calculated or entered, depress the “TAB” button on your keyboard which will automatically calculate the remaining fields on your assessment page.

**Note: After hitting the tab key in step 3, the remaining fields will all calculate for you. You do not need to continue to hit the tab key.**

4. If your state uses electronic signatures, complete signature boxes at the bottom of the page
5. Click on “Save” to save this wrestlers assessment data online. A warning message will appear asking you to confirm you want to save the information. Click yes to continue to save the assessment.

### **Entering Additional Athletes or Ending Your Session**

- After clicking the save button you will be taken to a blank assessment form where you can repeat the steps above until the assessments for all wrestlers has been entered. If you are complete with your session, you can scroll to the bottom of the page, click the main button, and then click the logoff button on the menu bar.

### **HOW TO ENTER INITIAL ASSESSMENT DATA FOR A DIFFERENT SCHOOL**

1. On the main scholastic page, click “change schools” under the assessor tab on the menu bar.
2. You are now at the “schools on file” page
3. Select the desired school from the drop down menu
4. Enter the school password and then click on “change schools”
5. Repeat this process for every time you want to assess wrestlers from a new school

### **HOW TO DELETE A WRESTLER’S ASSESSMENT**

1. After performing an assessment on a wrestler, you may go back and delete the wrestler if desired.
2. Underneath the assessors tab on the main menu, click on “wrestlers on file”.
3. This will give you a list of the wrestlers who have had an assessment completed. A blank Initial Assessment form will appear.
4. Click on the wrestler you would like to delete.
5. Once the wrestlers assessment form appears, scroll to the bottom and click on delete wrestler.

### **HOW TO ENTER AN APPEAL ON A WRESTLER**

1. From the menu bar at the top of the page, put your cursor over the assessor tab on the menu bar and click on “High School Appeal
2. On your initial entry, you will be taken to a page titled “Schools Currently on File.” Select the school from the drop down menu you will be entering appeal on. Once you select the school from the drop down menu, you will be asked to supply the school password. Then click “change schools.”
3. You have been brought back to the scholastic OPC homepage. Place your cursor over the “assessor” link and select “high school appeal.”
4. A list of wrestlers for that school will appear.
5. Click on the icon next to the name of the wrestler you want to enter an appeal on.
6. An appeal form will appear. The name will already be pre-populated on the form.
7. Enter the appeal date on the appeal form
8. Select from the drop down menu that the wrestler passed the hydration test
9. Enter the body weight at the time of the appeal
10. For the BIA Measurement go directly to the body fat percentage and enter the body fat percentage in the body fat field.
11. After entering the body fat percentage, depress your tab button and the remaining fields will automatically calculate for you.
12. After the MWC is calculated click the save appeal form.

## HOW TO VIEW THE ALPHA MASTER REPORT.

1. On the scholastic OPC homepage, click on the Alpha Master Report under the Assessors tab on the menu bar.
2. The “Alpha Master Report” is a summary of your team’s assessment data
3. You may print out this form from the file options at the top of the menu page.

## HOW TO VIEW A WRESTLER’S INDIVIDUAL WEIGHT LOSS PLAN

1. On the Scholastic OPC homepage, click on *Individual Weight Loss Plan* on the drop down menu underneath the *assessor heading* on the main tool bar.
2. You will now be on a page that lists all of the wrestlers on file.
3. Select the wrestler from the list for the weight loss plan you want to view
4. The wrestler’s weight loss plan will now populate. The end date is the date selected by your state office.
5. Print from the file option from the tool bar.
6. Please note: You may also view a wrestler’s weight loss plan from the “wrestler’s on file” page.

**How to retrieve login and password information for student-athletes so they can view their individual assessment data as well as access the integrated nutrition program (please note, the wrestlers can design their own customized diet that honors their weight loss/gain plan by using these codes).**

1. On the Scholastic OPC homepage, click on *Wrestlers on File* on the drop down menu underneath the *Assessor* heading on the main tool bar.
2. You will now be on the ‘wrestlers on file’ page.
3. The program will automatically assign each wrestler a unique *Login ID* and *Password for each wrestler*.
4. At the top of the page, click on the “export wrestlers name and password to excel.” This will export the page to an excel document which you can download and print to your computer.
5. The assessor and/or coach should give each individual wrestler their unique *Login ID* and *Password*. The wrestler and his/her parents have access to their individual assessment data and the nutrition program.

*Please remember to log off once you are finished on the OPC.*

### Contact to us

For more information, please visit the NWCA Optimal Performance Website at [www.nwcaonline.com](http://www.nwcaonline.com). For problems or questions please contact the NWCA office at 717-653-8009 or email at [ptocci@nwca.cc](mailto:ptocci@nwca.cc).