

How do I log into my season team?

Click [here](#) for a video on this topic.

- Go to <http://www.trackwrestling.com>
- Select 'Manage' from the menu bar
- Select 'Season Teams'
- Select your season and click the blue [Login] button
- Enter your username/password and click the > button or hit the 'Enter' key on your keyboard
- Update your account information if prompted

How can I edit my account information within a season?

- Log into your assessor account
- Click on MY ACCOUNT in the blue top menu
- Click on EDIT ACCOUNT
- Update necessary information and then click the [Save] button at the bottom of the page

NOTE - *Some account information is locked and can't be edited*

How can I add a practice transaction?

Click [here](#) for a video on this topic.

NOTE - *Some of the steps in this process may vary slightly.*

- Log in with your username and password
- If you are an Assessor, click on the team you want to enter practice assessments for. If you are a coach, click Weight Management in the grey menu.
- If there is a practice transaction listed click on it and skip to step 5. Otherwise, click the [Add Transaction] button.
- Enter values for all the fields and be sure to select 'Practice' for the field 'Transaction Mode'. Click the [Add] button to be taken to the practice transaction.
- Click the [Add Assessment] button
- Select either a male or female test wrestler, check/edit the assessment date and answer the 'Passed Hydration' question or enter the 'Specific Gravity' value. Click the [Next] button.
- Select a measurement type if prompted and click [Next].
- Enter the measurement data and click the [Next] button. The data required on this page will vary from state to state.
- Review the assessment results. The results displayed will vary from state to state.
- Click [Previous] to modify any measurements or click the [Done] button to finish.
- ****NOTE**** - Practice assessments are not saved so they will not appear in the list.
- Click the [Add Assessment] button again to enter another practice assessment to this transaction or click 'Transactions' link to see all transactions.

How to enter assessments?

Click [here](#) for a video on this topic.

***NOTE* - Some of the steps in this process will vary slightly.**

- Log in with your username and password
- **If you are an assessor:** click on the team you want to enter assessments for. **If you are a coach:** click 'Weight Management' in the grey menu.
- If you are adding to an existing transaction click on it and skip to step 5. Otherwise, click the [Add Transaction] button to create a new transaction.
- Select your name from the assessors list, enter the hydration tester if prompted and select 'Live' for the transaction mode. Click the [Add] button to be taken to the transaction.
- Click the [Add Assessment] button
- Select the wrestler from the drop down menu. If the wrestler is not in the list and there is a [New] button available next to the drop box, then use the [New] button to add them to the roster. Otherwise wrestlers will need to be added from the 'Roster' page.
- Check/edit the assessment date and answer the 'Passed Hydration' question or enter the 'Specific Gravity' value. Click the [Next] button.
- Select a measurement type if prompted and click [Next].
- Enter the measurement data and click the [Next] button. The data required on this page may vary.
- Review the assessment results. The results displayed may vary.
- **If you are entering assessments for another wrestler:** Click the [Next Wrestler] button. **If you are done adding assessments:** Click the [Finish] button.

How does an assessor commit a transaction?

Click [here](#) for a video on this topic.

- Once you are finished entering assessments you will need to commit the transaction. By committing a transaction you are verifying that all of the information is correct on each assessment. Once a transaction has been committed you will no longer be able to add or make changes to the assessments.
- Click the [Commit] button and type 'commit' to sign off on the assessments in the transaction.

How can an assessor see their teams and transactions?

Click [here](#) for a video on this topic.

****NOTE* - Some of these steps may vary slightly.***

- Click MY ACCOUNT => My Teams to see any teams you can access. Click on a team to see a team's roster, transactions and assessments. If you do not see any teams then you have not been assigned yet.
- Click MY ACCOUNT => My Transactions to see your transactions. Click on a transaction to view assessments.

How can I edit assessments?

Click [here](#) for a video on this topic.

- If you are going back to an existing transaction click My Account => My Transactions to see current transactions. Click on a transaction to view assessments.
- If a transaction has not been committed you will be able to add assessments to it.
- Assessments can be modified by clicking the wrestler's name.

How do I approve assessments?

Click [here](#) for a video on this topic.

****NOTE* - The approval process may not be required and some of these steps may vary slightly.***

- You may receive an email when assessments are ready to review, and if you click the link in that email to review the assessments you will be taken to step 5.
- **If you are an assessor:** click 'My Account' => 'My Teams' and then click on the team you are entering assessments for. Use the [Search] button to quickly find a team. **If you are a team admin:** click 'Weight Management' in the grey top menu
- Review the status of the assessments within the transactions
The 'Status' column will indicate the status of all the assessments in the transaction. The question mark icon (?) below the grey menu will provide a key for the status icons
- Click the transaction you are approving assessments for
- Review the weight loss plan by clicking the scale icon next to the wrestler's name. This may be locked for some users.
- **To update status one assessment at a time:** Click the pending status icon that looks like a clock. Select the correct status and complete the steps that follow. **To update status for multiple assessments at once:** Place a check mark in the check box next to assessments you wish to update and click the [Approve Selected] or [Deny Selected] button. Complete the steps that follow.

How do I report an error on an assessment?

****NOTE* - Error reporting may not be available and some of these steps may vary slightly.***

- Click the pending status icon that looks like a clock for the assessment you need to report an error for.
- Select 'Error' from the drop down menu and then click [Next].
- Enter the reason for reporting the error by typing in the 'Error Comments' box

Who to Contact?

- If you have any questions or concerns please submit a ticket to TrackWrestling through the following link: <http://www.trackwrestling.com/tw/tickets/CreateTicket>