

# DISTRICT WRESTLING SEEDING GUIDE

## TRACKWRESTLING AUTO SEED PROGRAM

### SEEDING MEETING PREPARATION

District Managers have received an email from Trackwrestling issuing a Username and Password for accessing your district tournament program at [www.trackwrestling.com](http://www.trackwrestling.com) . Upon your initial login please refer to the “TO DO LIST” found in the upper right corner of the main screen in your district tournament program.

Note: The following steps shall be completed prior to your Thursday evening Seeding Meeting. There are 6 major things you need to check when you import school’s wrestlers into your district tournament on Trackwrestling.

1. Eligibility Status: Make sure that every wrestler on a schools District Eligibility Roster on the MSHSAA website has an eligibility status of “Unrestricted”. If a school has a wrestler posted on their MSHSAA District Eligibility Roster that has a status other than “unrestricted” please contact the MSHSAA office immediately for confirmation on whether or not this wrestler is/is not eligible to be entered in the district tournament.
2. Record- **Make sure every wrestler’s record that is posted on the MSHSAA District Eligibility Roster matches the wrestler’s record posted in the Trackwrestling district tournament program.** Many coaches are not using the “update record” link on their wrestlers results page in Trackwrestling; therefore, send head coaches reminders to “update records” for their wrestlers in Trackwrestling.
3. Weight Class- when you import each school's wrestlers into the Trackwrestling district tournament program make sure that you set the weight class for the wrestler accurately. **USE THE WEIGHT CLASS THE WRESTLER IS ENTERED AT ON THE MSHSAA DISTRICT ELIGIBILITY ROSTER TO SET THE WEIGHT CLASS IN TRACKWRESTLING.**
4. Name/Spelling: If you see a spelling discrepancy in a wrestler’s name when comparing the MSHSAA District Eligibility Roster to the imported name in Trackwrestling, make sure you red flag that wrestler and confirm with the coach. Also, **please make sure a wrestler’s name is Not in ALL CAPS. Make sure the first letter of the first name and first letter of the last name are all that are capitalized.**
5. Make sure all teams in the Trackwrestling District Tournament Program are matched properly. Click “Setup”, click “Teams” to do this. All teams should be listed in blue print. Use the “**Click [here](#) to sign off on the team/season match ups listed below**” to verify entered teams in your district. **Only Do This One Time.**
6. Make sure all wrestlers are matched. Click “Registration”, click “Wrestlers”. Using the Participant Operations drop down box, select “Match to Dual System”. Follow prompt and type “match”. **Only Do This One Time.**

### PRE-SEEDING PROTOCOL

Seeding Meeting: Follow the steps below before doing any seeding or revealing of entered wrestlers at any weight class. **NOTE: Do not reveal any wrestler entries or team roster information for opposing teams until revealing the official entries at the start of seeding each weight class.**

**Step 1:** Provide each head coach a copy of “**their**” team roster printed from Trackwrestling.

- Print roster by selecting “Left Menu”, select “print documents”, select “team rosters”, click “Go”, select “control/P” on your keyboard to print all team rosters.
- Coaches use this team roster document to verify those wrestlers entered at each weight class as well as each wrestler’s name(nickname) spelling, records and grade.
- A change in a wrestler(s) entries at any weight class must also be updated/changed by the district manager on that school’s District Eligibility Roster on the MSHSAA websites “district manager options” link.
- All of these changes must be updated in Trackwrestling and on the MSHSAA website before proceeding.

**Step 2:** Announce you are going to open and reveal the entries at the 106 lb. weight class. Prior to revealing entries, ask if there any final changes to the entries at 106 lbs. (Repeat this Step for each Weight Class).

**Step 3:** Announce the window is closed for making any changes to the 106lb weight class. (Repeat this Step for each Weight Class).

**Step 4:** Reveal the entries at 106lbs. From the “Teams page” in Trackwrestling reveal entries by selecting “Bracketing” from the blue menu bar. Now select “Build/Seed” Brackets. Select “Wrestlers” link in red print. (Repeat this Step for each Weight Class).

**Step 5:** Ask if there are any challenges to the weight certification of any wrestler entered at this weight class. If a wrestler’s weight certification is challenged and it is confirmed that the wrestler is not certified at this weight class then this wrestler can be moved to a higher weight class. **In this case, this school cannot enter another wrestler at the vacated weight class.** If there are no other challenges proceed to seeding. (Repeat this Step for each Weight Class)

## **SEEDING PROTOCOL – SEEDING WEIGHT CLASSES**

**Step 6:** Based on the entries being revealed on the Weight Class Roster page, take a coaches vote for the number of wrestlers to seed at this weight class. (Repeat this Step for each Weight Class)

**Step 7:** From the Weight Class Roster page, select the “Seeds” link in red print. (Repeat this Step for each Weight Class)

- Select “Fetch MSHSAA Criteria” to apply preliminary seed order to the weight class.
- Select all wrestlers by placing a checkmark in the box to the left of each wrestler’s name.
- Select the “Number of Seeds” from the drop-down menu.
- Select “View MSHSAA Seed Report” which will provide the Preliminary Ranking Report for all wrestlers entered at this weight class based on the common opponent comparison criteria (including head-to- head). This Preliminary Ranking Report is simply a guide for seeding considerations.
- Keep the Preliminary Ranking Report visible as you proceed to seeding the weight class. (Note: Write out the order of wrestlers in Preliminary Ranking Report onto a marker board, overhead projector, etc.)

**Step 8:** Determining Seeds: While viewing the Preliminary Ranking Report, request from coaches the wrestler(s) to be considered for a seed. In the case that multiple wrestlers are being considered for the same seed follow the steps below: (Repeat this Step for each Weight Class)

- Using the Seeding Meeting Wizard page, check mark the names of those wrestlers being considered for the seed.
- Select “View MSHSAA Seed Report”. This Seed report now breaks down which of the multiple wrestlers being considered for this seed receives the seed based on the comparison of only these selected wrestlers using the common opponent seeding criteria.
- If there are no errors in posted match results and all wrestlers are still tied following common opponents; move forward with application of the remaining seeding criteria (p27 B.4.b-d).
  - State Place Finisher, at any weight class
  - District Champ/Runner-Up, same or adjacent weight class
  - Coaches’ vote. (**Repeat these steps for each seed**)

**Step 9:** Saving Seeds/Build Bracket: Move/Place wrestlers into their proper seeded position by:  
(Repeat this Step for each Weight Class)

- Using the move wrestler arrows or the drop-down seed selection box under each wrestler’s name.
- Double check wrestler’s seed is properly selected.
- Double check “Number of Seeds”
- Select “Save Seeds”
- Select “Build Bracket” (Unseeded wrestlers and byes will automatically be drawn balanced and randomly into the bracket)

**Step 10:** Print Bracket: Select “Bracket” link in the red print. Select “View Bracket”. Print a copy for each team to review. (Repeat this Step for each Weight Class)

**REPEAT STEPS 1 – 10 for all weight classes.**