Quick Start Team Admin Steps

2026-27 wrestling season

Season Login

You can click HERE for an overview video. It discusses logging in from 0:00 to 1:50

a. Go to http://www.trackwrestling.com/seasons

b. Select your season and click the blue [Login] button

c. Enter your username/password and click the [>] button or hit the 'Enter' key on your keyboard

d. Update your account information if prompted

Add Wrestlers To Roster

To import your roster from a previous season:

You can click HERE for a video on importing your roster.

a. Log into the current season

b. Click on TEAMS in the blue top menu

c. Click on the team you need to add wrestler(s) to

d. Click on the ROSTER link in the gray top menu

e. Click on the [Import Roster] button

f. Select the season and team you wish to import from and then click the [Next] button

g. Place a check mark in the box next to any wrestlers you wish to import and then click the [Import] button

h. The imported wrestlers will then appear on your roster

i. To edit a wrestler's information you can click on the name of the wrestler

To add team members manually:

You can click HERE for a video on manually adding wrestlers to your roster.

a. Log into the current season

b. Click on the ROSTER link in the gray top menu

c. Click on the [Add Wrestler] button

d. Fill out the form with information about the wrestler you are adding

e. Click the [Add] button

f. The added wrestler will then appear on your roster

g. To edit a wrestler's information you can click on the name of the wrestler

NOTE: The first wrestler listed in a weight class is assumed to be the starter. You can use the arrows in the 'Order' column to move wrestlers around and then use the [Save Order] button to save it

Certify my athletes

In most states, this step is completed by an athletic trainer or other medical professional. We felt it was important for you to have an idea where this step falls in the process. Now's a good time to call your assessor and start having your athletes certified through your governing body's assessment process. Once certified, they will show a green check mark in the 'Eligible' column on your roster page. Only eligible athletes will be able to be added to events or show on weigh-in sheets so don't wait until the last minute to get your assessments completed!

Add Event: Dual Meet

You can click HERE for a video on this topic

To add a dual meet (High School and College events):

a. Log into the current season

b. Click on the SCHEDULE link in the gray top menu

c. Click the [Add Event] button

d. Select 'Single Dual Meet' as the event type, choose the competition level and then click [Next]

e. Fill out the information on the Add Event page and then click [Next]

NOTE: If the dual is a typical varsity-type event with one bout per weight class you should select 'Create one match per weight' for 'Match Creation'.

f. Select the opponent from the list or use the 'New Team' option to add a new team if it is not already listed. If you add a new team, make sure to specify the governing body from the options in the drop-down list. Then, click [Next]. The dual meet has been added to the event schedule.

Add Event: Individual Tournament

To add an individual tournament or individual matches:

a. Log into the current season

b. Click on the SCHEDULE link in the gray top menu

c. Click the [Add Event] button

d. Select 'Individual Tournament / Ind. Matches' as the event type, choose the competition level and then click [Next]

e. Fill out the information on the Add Event pop-up and then click [Next]

f. Select the opponent from the list or use the 'New Team' option to add a new team if it is not already listed. If you add a new team, make sure to specify the governing body from the options in the drop-down list. Then, click [Next]. The event has been added to the event schedule.

Add Event: Multi-Dual Or Dual Tournament

To add a multi-dual or dual tournament:

a. Log into the current season
b. Click on the SCHEDULE link in the gray top menu
c. Click the [Add Event] button
d. Select 'Individual Tournament / Ind. Matches' as the event type, choose the competition level and then click [Next]
e. Fill out the information on the Add Event page and then click [Next]
f. Select the event from the list or use the [New Event] button to add this as a new event if it is not already listed and then click [Next]. The event has been added to the event schedule.
g. If changes to event details are necessary: Click on the blue link for the new dual meet (this will open a new window)
    i. To add participating teams click the TEAMS link.
        1. Use the [Add Team] button, enter the team name, select the state and click [Next].
        2. Select the correct team from the list or add a new team
        3. Click [Next] and move to step "g"
    ii. To add each of the duals to the event just click on the blue link for this event and then click DUALS
        1. Click the [Add Dual] button, fill out the form

Create Weigh-In Form

Click HERE for a video on this topic
a. Log into the current season
b. Click the SCHEDULE link in the gray top menu
c. Option 1: Click the blue scale icon next to an event
NOTE: this will take open the weigh-in form screen. Move on to step "e"
d. Option 2: Click on the blue link of the event you want to create a weigh-in form for
    i. Click on WEIGH-INS (if you cannot see WEIGH-INS, click MORE and WEIGH-INS will be in the dropdown screen) and continue to step "e"
e. Click the [Add Weigh In] button
f. Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add]
NOTE: hold the CTRL button to select multiple wrestlers.
g. Use the drop-downs in the 'Weight' column to change the weight class if necessary and click [Save Form]
h. Click the [Print] button to print the weigh-in form to take to the weigh in
NOTE: You can use CTRL + P to open a print dialogue

Entering And Committing Weigh-In Forms

Click HERE for a video on this topic

a. Log into the current season

b. Click on the ROSTER link in the gray top menuu

c. Click on the blue scale icon next to an event

d. Enter weights in the column under the event date header. If the wrestler did not weigh-in, click the DNP (Did Not Participate) box, located to the right of the box where the wrestler's weight would have been entered. Also note there may be other columns indicating eligible wrestling weight, eligible wrestling weight class and/or other information.

e. Click the [Commit] button to verify that all data is correct. Type 'commit'. You will no longer be able to edit the form after committing it.

NOTE: Use the [Save Form] button if you have to leave the page prior to committing the form. You will use this button if you enter information

f. Click on the blue scale icon next to an event

FAQ: What if I have committed the wrong weight information?

A: You'll need to contact Trackwrestling directly, as any changes to an already committed weigh-in sheet need to be approved by your Governing Body Admin (GBA).

Enter Results After Match Is Done

Click HERE for a video on this topic

NOTE: You can use these instructions whether you are entering results while online from a computer or mobile device. The Trackwrestling site recognizes what device you are on and will size accordingly.

NOTE: The process for entering results will be the same whether you are entering them as the matches take place or after the matches are done.

a. Log into the current season

b. Click the SCHEDULE link from the gray top menu

c. Click on the event you want to score on your schedule page

NOTE: A new window will open and you will now be logged into the event

d. Click on the MATCHES link from the gray top menu

e. If you are scoring an individual meet continue to step "g"

f. If you are scoring a dual meet:

   i. Select a starting weight for dual meets by using the drop-down menu for 'Start Weight' in the top left corner of the gray bar

g. Click on the weight class from match that you want to score

h. Verify the participants or use the drop-downs to select a new wrestler and other match information

i. Select the winner and win type from the drop-down menu

j. Enter the match score or fall/tech fall time.

k. Edit match end time if needed and then click [Save]

NOTE: Click HERE for an FAQ on how to score using the Matside Controller

Manage your athlete's records

You should plan to update your athlete's records weekly, if not after each event. You'll complete this step on the ROSTER page after all results have been committed. Use the check boxes next to the athlete's names to select the wrestlers who you're ready to update the records for. Pro Tip: Use the topmost checkbox to the left of 'Name' to select all athletes on the roster. Once you've selected the athletes, click the 'Update Selected Records' button at the top of the page and watch those records improve!

Click HERE for a video on this topic

NOTE: The [Update Selected Records] button on your roster page will pull match data from any match that a wrestler has competed in. This information is pulled from a wrestler's MATCHES page. It is important to always specify a level for the wrestler, event and matches. If you don't have a wrestler marked with any level on the roster page then the record will update all matches regardless of level. If you have them marked as Varsity then the record will update using only matches marked as varsity. The same is true for JV, Exhibition, etc.

Analyze team performance with our Stats Program

You've made it to the fun part! If you're utilizing the live scoring tool, you'll be able to take advantage of TW's Stats Program. You will navigate there by choosing 'Statistics' in the top grey menu bar. Here you will find different reports that you can customize to fit your needs. Ever wondered who on your team scored the most takedowns? Curious to see who has the fastest cumulative pin times? Using the TW Stats Program, you'll be able to easily track your team's performance all season long. This could come in handy at the end of season when it is time to crown your MOW!