FLOSPORTS / TRACKWRESTLING

TEAM ADMIN GUIDELINES

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I. GENERAL SETUP

1. 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

2. Editing Team Info

You can click HERE for an overview video. It discusses editing team info from 1:50 to 2:34

a. Log into the current season

b. Click on the ***EDIT TEAM*** link in the gray top menu

c. Click on the fields to type changes or select from the drop-downs in areas you wish to change

d. Click the ***[Save]*** button

NOTE: Some information can't be changed because of ties to the weight management system.

3. Add/Edit User To Season Team

You can click HERE for an overview video. It discusses adding/editing users from 2:34 to 3:19

To add user to season team:

a. Log into the current season

b. Click on the ***USERS*** link in the gray top menu

c. Click the ***ADMINS*** link in the gray menu

d. Click the ***[Add User]*** button

e. Fill out the form that pops up and then click the ***[Add]*** button

NOTE: Make sure to select "Yes" or "No" in the OPC Access drop-down menu to give users appropriate access to OPC. Users are automatically given access to OPC if you don't manually revoke it here. You can change their OPC permissions after adding them to the admin list.

f. The admin will be added to the admin list

To edit information for pre-existing user:

a. Log into the current season
b. Click on the ***USERS*** link in the gray top menu
c. Click on the ***ADMINS*** link in the gray menu

d. Click the small head icon located next to the user's name. This will take you to their account. The gray heading on this page will say "Edit Account"

e. Edit relevant information

f. Click ***[Save]***

To edit user permissions:

a. Option: ***Deactivate user***

   i. Click on the ***[Y]*** flag in ***ACTIVE*** column
   ii. Type "delete" and then click ***[OK]*** button to execute function and deactivate this user

b. Option: ***Activate user***

   i. Click on the [N] flag in the ACTIVE column
   ii. Your user is now active

c. Option: ***Give OPC permissions***

   i. Click on the ***[N***] flag in the OPC column to change it to ***[Y]*** flag
   ii. Your user now has OPC Access

d. Option: ***Remove OPC permissions***

   i. Click on the ***[Y]*** flag in OPC column to change it to ***[N]*** flag
   ii. Your user no longer has OPC access

e. Option: ***Give Stats permissions***

   i. Click on the ***[N]*** flag in the Stats column to change it to ***[Y]*** flag
   ii. Your user now has Stats access

e. Option: ***Remove Stats permissions***

   i. Click on the ***[Y]*** flag in Stats column to change it to ***[N]*** flag
   ii. Your user no longer has access to the Stats system

NOTE: To edit user permissions just toggle the Y or N flags in the Active, OPC, or Stats columns. If you have permission to make these edits you will see them as blue links. If you do not have permission to change them they will be black and you won't be able to click them. If you need to change these permissions and do not have access, please contact TrackWrestling customer support.

4. 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

5. Edit Wrestler Information On Roster

a. Log into the current season

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

c. To edit a wrestler's information you can click on the blue name of the wrestler.
It will take you to the 'Edit Wrestler' page.

d. Make changes on the 'Edit Wrestler' page and select ***[Save Wrestler]***

NOTE 1: Some information can't be changed because of ties to the weight management system.

NOTE 2: The first wrestler listed in a weight class is assumed to be the starter. You can use the 'Order' column to move wrestlers around and then use the [Save Order] button to save it.

II. TRANSACTIONS, ASSESSMENTS, AND FORMS

1. View Transactions As Team Admin

You can click HERE for a video about how to view transactions.

a. Login using your username and password

b. Click on the ***WEIGHT MANAGEMENT*** link in the gray top menu

c. Click a blue link for a transaction to view any transaction and the assessments it contains

2. Enter Practice Transactions

You can click HERE for a video on entering practice transactions.

a. Log into the current season

b. Click on the ***WEIGHT MANAGEMENT*** link in the gray menu

c. If there is a practice transaction listed click on it and skip to step "e".
Otherwise, click the ***[Add Transaction]*** button.

d. 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.

e. Click the ***[Add Assessment]*** button

f. 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.

g. Select a measurement type if prompted and click ***[Next]***

h. Enter the measurement data and click the ***[Next]*** button. The data required on this page will vary from state to state.

i. Review the assessment results. The results displayed will vary from state to state.

j. 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

k. Click the ***[Add Assessment]*** button again to enter another practice assessment to this transaction or click on the ***TRANSACTIONS*** link in the gray top menu to see all transactions

3. Approve, Deny, Update, And Report Errors On Assessments

You can click HERE for a video on this topic

NOTE: 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 d.

a. Log into the current season

b. Click the ***WEIGHT MANAGEMENT*** link in the gray top menu

c. Click the transaction you are approving assessments for

d. From here, you can review the weight loss plan by clicking the scale icon next to the wrestler's name. This may be locked for some users.

e. Update status

   i. ***To update status one assessment at a time:***

      1. Click the pending status icon that looks like a clock.
      2. Select the correct status
      3. Complete the steps that follow

   ii. ***To update status for multiple assessments at once:***

      1. If available, place a check next to assessments you wish to update and click the ***[Approve Selected]*** or ***[Deny Selected]*** button
      2. Complete the steps that follow

4. View Alpha Master

You can click HERE for a video on this topic

a. Log into the current season

b. Click on the ***WEIGHT MANAGEMENT*** link in the gray menu

c. Click on the ALPHA MASTER link from the gray top menu

d. Use the [Search] button to search the Alpha Master list

e. Enter any necessary search parameters

   NOTE: It is best to keep your search terms relatively broad. If you enter too many specific search terms, it may limit your results and make it more difficult to find the user you are looking for.

f. Use the print icon in the black bar (underneath the gray top menu) to preview and print the Alpha Master

5. Setting Up WLP Access for Athletes

You can 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. Make sure that all of your wrestlers are added to your roster have completed Weight Assessments

d. Click on the chain link icon to the right of the wrestlers name and follow the prompts to link the to the correct TW profiles

NOTE: Wrestlers must have a myTrack in order for them to view their WLP

e. Click on ***[WLP]*** next to the wrestler's name

f. Select 'Yes' in 'Send wrestler email' drop-down

g. Click Grant Access. ***[WLP]*** on your roster page should now be green. That wrestler will receive an email that will get them access to their WLP

h. Repeat for all of your wrestlers

FAQ: What is the red weight on the WLP?

A: The red weigh-in is a 'non-applicable' weigh-in and will not be calculated into the descent plan. A weigh-in may be non-applicable if the actual weight is less than the eligible weight. It could also be from consecutive day weigh-ins in some instances.

6. View Weight Loss Plan (WLP)

You can click HERE for a video on this topic

a. Log into the current season

b. Click on the ***WEIGHT MANAGEMENT*** link in the gray menu

c. Click on the ***ROSTER*** or ***ALPHA MASTER*** links in the gray top menu

d. Click on the scale icon next to the wrestler's name

e. The weight loss plan will open in a new window

III. EVENTS AND TOURNAMENTS, WEIGH-INS AND RESULTS/STATS

1. Add Event To Season Team Schedule

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.

i. If changes are necessary: Click on the blue link for the new dual meet (this will open a new window)

1. Click on the ***EDIT DUAL*** link in the gray top menu to change event details

2. Click on the ***MATCHES*** link to add matches or change the level of competition

a. To add matches: Click ***[Add Match]***

i. Select weight class and wrestlers

ii. Select 'No' in ***EXTRA MATCH*** if match is scored as part of dual; select 'Yes' in ***EXTRA MATCH*** if match is not scored
NOTE: Extra matches might be scheduled for exhibition purposes within a larger meet. These matches do not count towards a team's score or an individual wrestler's ranking in the meet.

iii. Click ***[Add]***

b. To change the level of competition: Click ***[Assign Level]***

i. Select the match(es) you want to change

ii. Select the level you want to assign

iii. Click [Assign Level]

iv. If you have multiple levels competing in the same dual meet: repeat for each level until completed

NOTE: you can select and change individual matches by clicking in the check-box to the left of a specific match OR you can mass select all of the matches by clicking the check-box at the top of the column (to the left of "Summary"). Additionally, if you want to change the level of the meet as a whole you can change it from the SCHEDULE page where the link for the event is located. Changing it from this location changes the level of every match in the dual. To make this change click the arrow drop-down under the 'Level' column and select the appropriate level.

3. If you are going to score the dual live and would like the dashboard available for viewers to watch:
    a. Navigate back to the ***SCHEDULE*** page where the link for this event is located
    b. Click the recording icon in the ***LIVE*** column to start recording
    c. Click the recording icon in the ***LIVE*** column again to stop

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.
g. If changes are necessary: Click on the blue link for the new individual meet (this will open a new window)
    h. Use the drop-down menu in the 'Level' column to change the level of competition
    i. Click on the ***EDIT EVENT*** link in the gray top menu to change event details
    j. Click on the ***MATCHES*** link to add matches or change the level of competition
        i. To add matches: Click ***[Add Match]***
            1. Select weight class and wrestlers
            2. Select "No" in ***EXTRA MATCH*** if match is scored as part of dual; select "Yes" in ***EXTRA MATCH*** if match is not scored

            NOTE: Extra matches might be scheduled for exhibition purposes within a larger meet. These matches do not count towards a team's score or an individual wrestler's ranking in the meet.

            3. Click ***[Add]***
        iii. To change the level of competition: Click "Assign Level"
            1. Select the match(es) you want to change
            2. Select the level you want to assign
            3. Click ***[Assign Level]***

            If you have multiple levels competing in the same event: repeat for each level until completed

NOTE: you can select and change individual matches by clicking in the check-box to the left of a specific match OR you can mass select all of the matches by clicking the check-box at the top of the column (to the left of the "Summary" column). Additionally, if you want to change the level of the meet as a whole you can change it from the SCHEDULE page where the link for the event is located. Changing it from this location changes the level of every match in the tournament. To make this change click the arrow drop-down under the 'Level' column and select the appropriate level.

k. If you are going to score the dual live and would like the dashboard available for viewers to watch (This is not necessary if the event is running on TW and the host is using electronic bouts):

   i. Navigate back to the ***SCHEDULE*** page where the link for this event is located

   ii. Click the recording icon in the ***LIVE*** column to start recording

   iii. Click the recording icon in the ***LIVE*** column again to stop

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

   iii. To change the level of competition: Click ***[Assign Level]***

      1. Select the match(es) you want to change

      2. Select the level you want to assign

      3. Click "Assign Level"

      4. If you have multiple levels competing in the same event: repeat for each level until completed

NOTE: you can select and change individual matches by clicking in the check-box to the left of a specific match OR you can mass select all of the matches by clicking the check-box at the top of the column (to the left of the "Summary" column). Additionally, if you want to change the level of the meet as a whole you can change it from the SCHEDULE page where the link for the event is located. Changing it from this location changes the level of every match in the dual. To make this change click the arrow drop-down under the 'Level' column and select the appropriate level.

h. If you are going to score the dual live and would like the dashboard available for viewers to watch:

   i. Navigate back to the ***SCHEDULE*** page where the link for this event is located

   ii. Click the recording icon in the ***LIVE*** column to start recording

   iii. Click the recording icon in the ***LIVE*** column again to stop

FAQ: How do I remove an event from the schedule?

A: You can use the red trash can icon next to an event to remove it from your schedule. After clicking the icon, execute the request by typing "trash" in the pop-up. NOTE: Results and stats from removed events will not be used in records or stats reports.

FAQ: Can you recover an event that has been removed?

A1: To restore a trashed event you can use the [Filter] button to search for only 'Trashed' status events. Click the blue arrow/restore icon next to an event to restore it back to your schedule.

A2: To restore a hidden event click the [Filter] button from your schedule page and select 'Trashed' for the status.? You will see any hidden events now and can restore them with the arrow icon next to them.?? If you hover over the arrow icon you will see a bubble pop up with 'restore' in it.? If this does not take care of this please let us know.

*NOTE: click **HERE** for a list of resources about Dual Tournaments*

2. 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

3. 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 (too many) open weigh-ins?

A: You may have open weigh-ins means wrestlers will not be available for upcoming weigh-ins. To fix this issue: Go to your schedule page and click MORE and then WEIGH-INS. This will show you the number of total weigh-ins along with the number of open weigh-ins. If you click on a wrestler, you can see the weigh-in forms that are both committed or open.

If you have any wrestlers listed on other (uncommitted) weigh-in sheets, those wrestlers won't be able to be added to a new weigh-in sheet. You may need to commit other weigh-in forms to free up the wrestlers for upcoming weigh-ins.

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).

FAQ: DNP on weigh-in form

A: If you have wrestlers on a weigh in form that did not weigh in just place a check in the box next to them in the DNP column. This means that they did not participate and once you commit that will not count as an open weigh in.

4. 2nd Day Weigh In

Click HERE for a video on this topic

a. Log into the current season
b. Click on the ***ROSTER*** link in the gray top menu
c. Click on the blue scale icon next to an event
d. Click the ***[Add Weigh In]*** button
e. Select your wrestlers that are weighing in
f. Change the ***WEIGH-IN DATE*** to the correct date for the second weigh in.
   NOTE: In the weight allowance dropdown, be sure to add the 1 lb allowance for consecutive day weigh-ins

5. Upload Tournament Roster For Tw Event

a. Log into the current season
b. Click the ***SCHEDULE*** link from the gray top menu
c. Click on the envelope next to the event you wish to upload your roster to
   NOTE: A new window will open and you will now be logged into the event.
d. Click the blue 'here' link to import your roster from TrackWrestling's dual program
e. Use the checkboxes to select the wrestlers that you want to import and adjust the weight class or record if necessary
   NOTE: Click the top check box to select all wrestlers.
f. Use the drag-down to indicate if you want to include your media contacts
g. Select ***[Next]***
h. Select ***[Finish]*** to finalize
i. Your roster is now entered in the event
j. Use the Team Members page to make any changes

6. Online Entry From Computer Or Mobile Device

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.

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. For individual events: Click on the ***LIVE ENTRY*** link in the gray top menu and click on the ***[Add Match]*** button to add a match

NOTE: if you are prompted to enter a unique device identifier, please specify your/your device's name to distinguish you from other administrators using this system at the same event.

e. For dual events: Click on desired weight class in 'starting weight' drop-down menu to select a starting weight

f. Click on the match that you want to enter by clicking on the weight class

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

h. Click the ***[Save and Continue]*** button. This will take you to the Matside Controller

i. Use the buttons in the Matside Controller to enter match details and statistics

j. Click ***RESULT*** in the left menu whenever a match is complete regardless of the win type

k. Edit match details if needed and click ***[Save Result]***

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

7. 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]***

8. Enter Live Results

Click HERE for a video on this topic

NOTE: The process for entering results and stats 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 ***LIVE ENTRY*** link in the gray top menu

NOTE: if you are prompted to enter a unique device identifier, please specify your/ your device's name to distinguish you from other administrators using this system at the same event.

e. Click on the match you want to score

f. Input live statistics

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

g. Click ***RESULTS*** in the left menu

h. Check that statistics and scores are input correctly

i. Click '***Save Result***'

9. Import Individual Tournament Results

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 the ***IMPORT MATCHES*** link from the gray top menu (if you cannot see ***IMPORT MATCHES***, click MORE and IMPORT MATCHES will be in the dropdown screen)

i. If the event does not show up as a Trackwrestling Event:

1. Click the blue 'Edit Event' link in the message at the top of the screen (Or, click on the ***EDIT EVENT*** link in the top gray menu)

2. Scroll down to 'Event Software' and select 'TrackWrestling'

3. Click Get to find it

ii. Click ***[Add Team]***

e. Be sure the name of your team is accurate as the event team and click ***[Continue]***

f. Check the boxes beside all the matches you wish to import

g. Click ***[Continue]***

NOTE: Be sure the teams from the event are linked correctly to the season team name. If you see any teams listed in red, you should review these closely.

h. Click [***Continue]***

NOTE: Be sure the wrestlers from the event are linked correctly to the season wrestler name. If you see any names listed in red, you should review these closely.

i. Click ***[Continue]***

j. Select the team to import the matches to

k. Click ***[Finish]***

10. Dual Tournament Results Import

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

e. Select the ***IMPORT DUALS*** link from the new window that opens (if you cannot see ***IMPORT DUALS***, click ***MORE*** and ***IMPORT DUALS*** will be in the dropdown screen)

f. If the event does not show up as a Trackwrestling Event:

   i. Click the blue 'Edit Event' link in the message at the top of the screen (Or, click ***EDIT EVENT*** in the top gray menu)

      1. Scroll down to the 'Event Software' menu and select "TrackWrestling"

      2. Click ***[Get]*** to connect to TW

      3. Select your team/tournament

   ii. Click ***[Add Team]***

g. Select the wrestlers to import results for by using the checkboxes under 'Tournament Entry'

   NOTE: Click the top check box to select all wrestler

h. Click the ***[Import]*** button

i. Use the check boxes to select which data you would like to import and click [Continue]

j. Place a check next to the dual meet(s) you want to import and click ***[Import Selected Matches]***

k. Select the correct opponent by using the drop-down and click ***[Continue]***

l. Click [***Continue]*** on the screen that says you have successfully imported the dual(s)

m. Your results are now imported

FAQ: Incomplete dual meet

A: Check to be sure that every match has a completed result. If there was no match be sure to enter it as a double forfeit and save the result. If there is no team score listed on your schedule page it means that not every match in that dual has a result entered.

12. Creating Statistics Reports

Click HERE for a video on this topic

a. Log into the current season

b. Click on the ***STATISTICS*** link from the gray top menu

c. Click on the ***[Add Report]*** button

d. Name your report, choose the data you want to include (wrestler, opponent, ratio), specify if you want to include byes and if you want the report public or private

NOTE: To select multiple types of data, press CTRL as you select each type of data you want to include.

e. Click the ***[Next]*** button

f. Select the Duals, Events, Levels, Grades and Wrestlers to include in the report and then click the ***[Next]*** button

NOTE: To select multiple events, levels, grades, or wrestlers press CTRL.

NOTE: Selecting the blank slot at the top of any list will include all items in that list.

g. Generate report by creating columns

   i. Select column name from drop-down list

   ii. Click ***[Add]***

   iii. Continue adding columns until you have listed all of the columns needed for your report (listed in 'Report Columns')

   iv. Click ***[Next]***

h. Use the drop-down to select a grouping you wish to use (event, wrestler, match) and then click ***[Add]***. Repeat if you wish to group by multiple items and then click ***[Next]***.

NOTE: The groupings will be used in the order you add them in this step.

i. Change your font, text and background colors if desired.

j. Change how the report is sorted by using the drop-down for entry type, data type and sort by. Click the ***[Add]*** button and then ***[Next]***. Repeat to specify how to sort any other groupings you have chosen to use for this report.

NOTE: You can add multiple sorting criteria that will be used in the order you add them to this list.

k. The report is now added to the reports list. Click the "***X***" to exit out of the pop-up

- Use the arrows in the ***ORDER*** column and click ***[Save Order]*** to change the order of the reports in the list
- Click the red '***X***' icon to delete a report
- Click the '***DUPLICATE***' icon before editing a report to duplicate any report and then make changes as necessary
- Click the '***VIEW REPORT***' icon (dog-eared paper) to see any report
- Click on the name of the report to make changes. Use the gray top menu for ***EDIT REPORT, COLUMNS*** or ***GROUPINGS*** to change report settings. Click the save on any of those pages before leaving that page.
- Click ***REPORTS*** to go back to the report list or click ***VIEW REPORT*** to see the report

13. Importing Statistics Report

Click HERE for a video on this topic

a. Log into the current season

b. Click on the ***STATISTICS*** link from the gray top menu

c. Click the ***[Import Reports]*** button

d. Select the season of the report you want to import and click ***[Next]***

e. Select the appropriate Governing Body and click ***[Next]***

f. Select the appropriate Team and click ***[Next]***

g. Select the report(s) you want and click ***[Next]***

NOTE: Use the CTRL key to select multiple reports.

h. The report(s) is now added to the reports list and can be edited using the links and icons

IV. OTHER ACCOUNTS AND CONTACTS

1. Edit Admin Account Info During A Season

a. Log into the current season

b. Click on ***MY ACCOUNT*** in the blue top menu

c. Click on ***EDIT ACCOUNT***

d. 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.

2. Add Media Contacts For Season Team

a. Log into the current season

b. Click on the ***MEDIA*** link in the gray top menu

NOTE: You may need to click on MORE to find the MEDIA link depending on the device you are on.

c. Use the ***[Add Contact]*** button to add an email address of someone you would like to have your results sent to

d. Enter the email address and click the ***[Add]*** button

e. To edit a media contact you can click on the email address, make the change and then click ***[Save]***

f. To delete a media contact you can click on the red 'X' next to the contact you wish to remove

g. Type 'delete' and then click the ***[OK]*** button

V. DOCUMENTS, RECEIPTS, AND RECORDS

1. Print Roster Documents

a. Log into the current season
b. Click on the ***ROSTER*** link in the gray menu
c. Click the ***[Print Document]*** button
d. Select the document you wish to print and then click ***[Preview]***
e. Select the wrestlers you wish to print this document for and then click ***[Preview]***
f. Click the print icon to print your documents

2. Print Assessment Documents

a. Log into the current season
b. Click on the ***WEIGHT MANAGEMENT*** link in the gray top menu
c. Click on the ***ALPHA MASTER*** link in the gray menu
d. Click the ***[Print Document]*** button
e. Select the document you wish to print and then click ***[Preview]***
f. Select the wrestlers you wish to print this document for and then click ***[Preview]***
g. Print your documents through your browser

3. Update Selected Records

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.

Assigning a level to a wrestler:

a. Log into the current season
b. Click on the ***ROSTER*** link in the gray top menu
c. Click on a wrestler
d. Select the appropriate level using the drop-down menu on the '***Level***' section
e. Click the ***[Save]*** button

Assigning a level to an event:

a. Log into the current season

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

c. Adjust the drop-down menu in the '***Level***' column to indicate Varsity, Junior Varsity, etc

NOTE: This assigns a level to the entire event. If you have an event where multiple levels are competing, review the steps in 'Assigning a level to individual matches.'

Assigning a level to individual matches:

a. Log into the current season

b. Click on the ***MATCHES*** link from the gray top menu

c. Select a wrestler from the drop-down menu

d. Place a checkmark next to matches you wish to change a level for

e. Click the ***[Assign Level]*** button

f. Select the level from the drop-down and then click the ***[Assign Level]*** button

4. Access the Individual Season Records

a. Log into the current season

b. Click on the ***MATCHES*** link from the gray top menu

c. Click on ***[Print Matches]***

d. Select the wrestlers you would like to print

NOTE: Hold down CTRL to select more than one wrestler at a time.

e. Specify any criteria and set 'Individual Season Record' to '***Yes***'

f. Click ***[Submit]***

g. Click ***[Print]*** (icon in black bar on the top right of your screen)

5. Print OPC Receipt

Click HERE for a video on this topic

a. Log into the current season
b. Click on the ***WEIGHT MANAGEMENT*** link in the gray top menu
c. Click on the ***TRANSACTIONS*** link in the gray top menu
d. Click the blue hyperlink to print a receipt for your OPC payment

NOTE: You can find this link below the [Add Transaction] button

6. Print Stats Program Receipt

a. Log into the current season
b. Click on the ***STATISTICS*** link in the gray top menu
c. Click the '***Print Receipt***' link

VI. GLOSSARY OF RELEVANT TERMS

DNP = Did Not Participate

TW = Trackwrestling

OPC = Optimal Performance Calculator

WLP = Weight Loss Plan

Actual Eligible Weight: On a wrestler's weight loss plan, this is the lowest actual weight that a wrestler can weigh on a given day, per the OPC-calculated descent plan. On some weigh-in sheets, this will be listed as the "EWW" or "Eligible Wrestling Weight"

Alpha Master: Essentially, a master list of all wrestlers with current assessments with their assessment data displayed in a single window. Athletes who may require Physcian's Clearance prior to being eligible for competition will be identified on this page. Lives under the 'Weight Management' tab.

Assessment: The initial certification of a wrestler's actual weight and body fat calculations at the beginning of the season

Commit/Committing Transaction: The last step in the assessment process. By committing an assessment transaction you are verifying that all of the information entered for each athlete's assessment is correct. For those that passed their assessment, the committal allows the athletes listed within that transaction to be added to the list of eligible wrestlers within a team's roster. Once a transaction has been committed you will no longer be able to add or make changes to the assessments.

Descent Plan: See Weight Loss Plan

Eligible Wrestling Weight: See Actual Eligible Weight

Eligible Wrestling Weight Class (EWW): Listed on a weight loss plan and will be the weight class(es) that an athlete is eligible to compete in, per the athlete's weight loss plan.

Extra Match: An exhibitory match that takes place during a match, but that does not count towards a team's score or an individual wrestler's ranking in the meet

Governing body: the governing body is the state and/or association that governs the sport of wrestling for your specific age/grade level; the state and/or association listed in the OPC

myTrack: An individual's account with the TrackWrestling system

Open Weigh-ins: A weigh-in that has not been committed

Optimal Performance Calculator (OPC): This is the weight management program and also refers to the section of the platform that focuses on the season team; also referred to as the "weight management program" or the "season management program"

Weight Loss Plan: Individualized plan for wrestlers to descend weight classes/lose weight

Matside Controller: Live virtual clock and stats tracking system to use during a match

Non-Applicable Weigh-In: A weigh-in that is not applicable due to a wrestler's weight being lower than the eligible weight, or because the wrestler has weigh-ins from consecutive days

Recalculate: When a wrestler's assessment information has been edited/updated, their MWW and MWC must be calculated again

Single Dual Meet: Single event/meet between two (2) teams total

Team Admin: Administrator(s) who is in charge of the team; team admins are often the coaches but can include athletic directors, team managers and sports information directors.

Transaction: A list of assessments entered at the same time, by the same person. Think of this as a receipt like you would get from a grocery store for purchases made at the same time, in a single transaction. Assessors can enter multiple assessments on a single transaction.

TW Profile: An individual's public TrackWrestling profile

Starter: Wrestler who is listed first in the lineup

Stats: If not referring to actual statistics, stats refers to TW's statistics program in the season

Unique Device Identifier: Name of your computer/mobile device (to distinguish you from other users)

Weigh-in Form: Form that is filled out throughout the season to track wrestler's weight / make sure wrestlers weight is within the limits of their weight class and is in accordance with their WLP