

2014-2015 Optimal Performance Calculator Coaches Instructions

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 admin account information within a season?

- Log into your account as an admin
- 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 do I add my roster for a season team?

To import your roster from a previous season:

- Click [here](#) for a video on this topic
- Click on the 'Roster' link in the grey top menu
- Click on the [Import Roster] button
- Select the season and team you wish to import from and then click the [Next] button
- Place a check mark in the box next to any wrestlers you wish to import and then click the [Import] button
- The imported wrestlers will then appear on your roster
- To edit a wrestler's information you can click on the name of the wrestler

To add team members manually:

- Click [here](#) to watch a video on adding roster members:
- Click on the 'Roster' link in the grey top menu
- Click on the [Add Wrestler] button
- Fill out the form with information about the wrestler you are adding
- Click the [Add] button
- The added wrestler will then appear on your roster
- 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 'Order' column to move wrestlers around and then use the [Save Order] button to save it..*

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How do I edit my roster for a season team?

- Click the ROSTER link in the grey top menu from your team page to see your roster
- To edit a wrestler's information you can click on the blue name of the wrestler
- 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.*

How do I edit team information on my team page?

- Click on the EDIT TEAM link in the grey top menu
- Click on the fields to type changes or select from the drop-downs in areas you wish to change
- Click the [Save] button

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

How can I add a practice transaction? (Optional by state)

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

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

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How do I view a weight loss plan?

- Click [here](#) for a video on this topic
- Click on 'Roster' or 'Alpha Master' in the grey top menu
- Click on the scale icon next to the wrestler's name
- The weight loss plan will open in a new window

How do I view the Alpha Master Report?

- Click [here](#) for a video on this topic
- Click on 'Weight Management' in the grey top menu
- Click 'Alpha Master' from the grey top menu
- Use the [Search] button to search the Alpha Master list
- Use the print icon in the grey bar to preview and print the Alpha Master

How can I add an event to my schedule?

To add a Dual Meet:

- Click [here](#) for a video on this topic
- Click the 'Schedule' link in the grey top menu
- Click the [Add Event] button
- Select 'Single Dual Meet' as the event type, choose the competition level and then click [Next]
- Fill out the information on the Add Event page and then click [Next]
- Select the opponent from the list or use the 'New Team' to add a new team if it is not already listed
- and then click [Next]
- Click on the blue link for a dual and then click 'Edit Dual' if changes are necessary
- Use the drop-down menu in the 'Level' column to change the level of competition
- Click the icon in the 'Live' column if you are going to score the dual live and would like the dashboard available for viewers to watch

**NOTE 1* - 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'.*

**NOTE 2* - If the event is a JV or exhibition dual and you are adding matches by pairing wrestlers up you should select 'Create matches as needed' for 'Match Creation'. This will allow you to skip weight classes, have multiple bouts per weight class and will not require you to have exactly one bout per weight class.*

To add an individual tournament or individual matches:

- Click [here](#) for a video on this topic
- Click the 'Schedule' link in the grey top menu
- Click the [Add Event] button
- Select 'Individual Tournament / Ind. Matches' as the event type, choose the competition level and then click [Next]

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- Fill out the information on the Add Event page and then click [Next]
- Select the event from the list or use the 'New Event' to add this as a new event if it is not already listed and then click [Next]
- Click on the blue link for an event and then click 'Edit Event' if changes are necessary
- Use the drop-down menu in the 'Level' column to change the level of competition
- Click the icon in the 'Live' column if you are going to score the matches live and would like the dashboard available for viewers to watch. This is not necessary if the event is running on Trackwrestling and the host is using electronic bouts.

Enter Match Results:

- Click on the event you want to score on your schedule page
- Select a starting weight for dual meets by using the drop-down menu for 'Starting Weight'
- Click on the weight class if scoring a dual meet. If you are scoring an individual tournament click the [Add Match] button to add a match.
- Verify the participants or use the drop-downs to select a new wrestler and other match information
- Select the winner and win type from the drop-down menu.
- Enter the match score or fall/tech fall time.
- Edit match end time if needed and then click [Save].

To add a multi-dual or dual tournament:

- Click [here](#) for a video on this topic
- Click the 'Schedule' link in the grey top menu
- Click the [Add Event] button
- Select 'Dual Tournament / Multi Dual' as the event type, choose the competition level and then click [Next]
- Fill out the information on the Add Event page and then click [Next]
- Select the event from the list or use the 'New Event' to add this as a new event if it is not already listed and then click [Next]
- Click on the blue link for this event and then click 'Edit Event' if changes are necessary.
- To add participating teams just click on the blue link for this event and then click 'Teams'. Use the [Add Team] button, enter the team name, select the state and click [Next]. Select the correct team from the list or add a new team and then click [Next]
- To add each of the duals to the event just click on the blue link for this event and then click 'Duals'. Click the [Add Dual] button, fill out the form and then click [Next].
- Use the drop-down menu in the 'Levels' column to change the level of competition for the entire event or click on a dual to adjust the level for each dual individually.
- Click the icon in the 'Live' column if you are going to score the dual live and would like the dashboard available for viewers to watch.

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How to manually enter tournament results: (if tournament is not on Track Wrestling you must manually enter your results)

- Click on the tournament event from the schedule
- Click on add match
- Enter match information
- Complete for all matches and wrestlers

How do to create a weigh-in form:

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

- Click on the event you wish to create a weigh in form for
- Click 'Weigh-ins' from the top menu
- Click the [Add Weigh In] button
- Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add] ****Note** - hold the CTRL or SHIFT button to select multiple wrestlers
- Use the drop-downs in the 'Weight' column to change the weight class if necessary
- 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

How do I enter actual weights and commit a weigh in form?

- Click on the event you wish to enter weights for
- Click 'Weigh-ins' in the top menu
- Enter weights in the column under the event date header. You can place a check in the box in the DNP column if a wrestler did not weigh in. Also note there *may be* other columns indicating eligible wrestling weight, eligible wrestling weight class and/or other information.
- Use the [Save Form] button if you have to leave the page prior to committing the form
- Click the [Commit] button to verify that all data is correct. You will no longer be able to edit the form after committing it.
- Click the [Print] button to print the weigh in form ****Note**** - You can use CTRL + P to open a print dialogue

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>