## Optimal Performance Calculator Assessor Instructions

How do I log into my season team?

- Go to http://www.trackwrestling.com/seasons
- 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?

- 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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<u>How to enter assessments?</u>

- Log in with your username and password
- If you are an assessor: click on the team you want to enter assessments for. Use the search option to find your school.
- 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.
- Click on the assessment type (BIA or Skin Fold)
- Enter the measurement data and click the [Next] button.
- Review the assessment results.
- If you are entering assessments for another wrestler: Click the [Next Wrestler] button. If you are done adding assessments: Click the [Finish] button.

<u>How does an assessor commit a transaction?</u>

- 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.

<u>How can an assessor see their teams and transactions?</u>

- 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.

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<u>How can I edit assessments?</u>

● 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.

<u>How view alpha master report:</u>

• Click on 'Weight Management' in the grey top menu
• Click 'Alpha Master' from the grey top menu
• Use the print icon in the grey bar to preview and print the Alpha Master

<u>How to view weight loss plan:</u>

• Click on '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.

<u>Who to Contact?</u>

● If you have any questions or concerns please submit a ticket to TrackWrestling.
● Please use the call back number at: 715-869-3444