2016-17 TRACK WRESTLING WEIGHT MANAGEMENT AND MEET SCORING INSTRUCTIONS FOR COACHES

If you have questions about a specific topic in this document, please see the õClick here for a videoö regarding the topics where this message appears. You can also click *__HERE__* anytime you have a question. This option appears behind every topic listed in this document.

To contact TrackWrestling with any questions click - www.trackwrestling.com/tickets.

For questions about logging into the system, contact Kim Mechura at kmechura@iahsaa.org or 515-432-2011.

For questions about using the system for scoring or weight management contact Jared Chizek jchizek@iahsaa.org at 515-432-2011.

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Contact TrackWrestling at www.trackwrestling.com/tickets with any questions.

INTERNET EXPLORER DOES NOT APPEAR TO BE THE MOST FUNCTIONAL WEB BROWSER WHEN USING TRACKWRESTLING. GOOGLE CHROME OR MOZILLA FIREFOX BROWSERS WORK MUCH BETTER.

(A). How to log into the TrackWrestling Weight Management, Scheduling, and Results Program:

Click here for a video on logging in.

1. **Click on the link below to go to the TrackWrestling log in page –**
http://s100.trackwrestling.com/tw/seasons/index.jsp?TIM=239163&twSessionId=krhnkiupezyrqwv&fromDomain=0.001

2. Sign In using your TrackWrestling ˉUsernameø and ˉPasswordø The first time you Sign In to the system you will be asked to verify your email address for the current season.
3. You can always skip the message about signing up for the TrackWrestling statistics program if you are not interested in it.
4. Once signed in you will see your schooløs name in the gray menu bar near the top of the page.

(Click HERE anytime you have a question.)

(B). How to Edit Admin Account Information

1. Once logged into your account.
2. Click on MY ACCOUNT in the blue top menu.
3. Click on EDIT ACCOUNT.
4. Update necessary information and then click the [Save] button at the bottom of the page. Some information cannot be edited.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(C). How to Add Users (Assistant coaches, student managers, etc.) to Your Account:

1. Click on USERS in the grey top menu.
2. Click ADMINS in the grey menu.
3. Click the [Add User] button.
4. Fill out the form that pops up and then click the [Add] button.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(D). How to Perform Unofficial (Practice) Body Composition Assessments: *This information cannot be printed or saved.*

Click here for a video on this topic.

1. Click Weight Management in the grey menu.
2. Scroll down to õPractice Transactionö listed in blue on the left-hand side of the page click on it and skip to step 4.
3. Click the [Add Assessment] button
4. Select either a male or female test wrestler, check/edit the assessment date and answer the ˉPassed Hydrationøquestion. Click the [Next] button.
5. Select a measurement type and click [Next].
6. Enter the measurement data and click the [Next] button.
7. Review the assessment results.
8. Click [Done] to finish or the [Previous] button to modify any measurements.

9. Click the [Add Assessment] button again to enter another practice assessment to this transaction.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(E). How to View a Wrestler's Official Assessment:
1. From the main menu, click on õWeight Managementö, then õAlpha Masterö.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(F). How to view an Individual Weight Loss Plan:
1. Anywhere there is a scale icon next to a wrestlerøs name, just click on it to see the weight loss plan. The scale always appears under õRosterö and õAlpha Masterö.
2. To close the ―Weight Loss Descent Planøpage, close the ―Weight Loss Planøbrowser window.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(G). How to View and Print the Alpha Master Report:
Click here for a video on this topic.
1. From the õAlpha Masterö page, click the õPreviewö, then õ*Print"* icon on the right-hand side of the page.
2. Follow your computerøs print instructions.
3. To close this page, close the ―Transaction Detailøbrowser window.

(Click HERE anytime you have a question.)

(H). How to Edit Your Roster
1. Click the ROSTER link in the grey top menu from your team page to see your roster.
2. To edit a wrestlerøs information you can click on the blue name of the wrestler.
3. Make changes and select [Save]. Some information cannot be changed.
   NOTE - The first wrestler listed in a weight class is assumed by the system to be the starter. You can change the order the wrestlers are listed by clicking on the column heading (Name, Eligible, MWC, Wt. Class, etc.) then the blue down arrow to change the order. Use blue up or down arrow in the ―Orderøcolumn to move wrestlers around and then use the [Save Order] button to save the order you would like your wrestlers to be in.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(I). How Edit a Wrestler's Name
1. Editing a name can only be done by contacting the IHSAA or TrackWrestling. Contact Kim Mechura at kmechura@iahsaa.org, 515-432-2011 or click this link to send a ticket to TrackWrestling - **www.trackwrestling.com/tickets**

(J). How to Add Your Team Competition Schedule:
1. On the main menu, click on õ*Schedule*ö.
2. Click the õAdd Eventö button.
3. Follow the directions when each box opens to create duals, multi-dual events, or individual tournaments.

(ANYTIME you have a question click on the õ**?**ö at the top of the page and click on FAQøs. Almost all questions can be answered there.)

(This system is used at multiple levels ó youth, high school, college ó so some questions may not pertain to Iowa.)

NOTE: *To return to the main menu, click on "My Account", then "My Team".*

(Click HERE anytime you have a question.)

(J-1). Adding a single dual meet:

Click here to watch a video on this topic.

1. Click the ÷Scheduleø link in the grey top menu.
2. Click the [Add Event] button.
3. Select ÷Single Dual Meetø as the event type, choose the competition level and then click [Next].
4. Fill out the date, location, etc. To enter an opponent begin typing the schooløs name, select the state the school is in, and click [Next] to see the listing of schools from that state. If the school does not appear, select ÷New Teamø and the governing body/other. Click [Next].
5. Click on the blue link for this event (Event Name) and ÷Live Entryø if you are going to score the dual ÷liveø 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 weightø for ÷Match Creationø

NOTE 2 - If the event is a **sub-varsity dual and you are adding matches by pairing wrestlers up** you should select ÷Create matches as neededø for ÷Match Creationø 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.

(Click HERE anytime you have a question.)

(J-2). Adding a multi-dual event or dual tournament:

Click here to watch a video on this topic:

1. Click the ÷Scheduleø link in the grey top menu.
2. Click the [Add Event] button.
3. Select ÷Dual Tournament / Multi Dualø as the event type, choose the competition level and then click [Next].
4. Fill out the information on the Add Event page and then click [Next].
5. Select the event from the list or use the ÷New Eventø to add this as a new event if it is not already listed and then click [Next].
6. Click on the blue link for this event (Event Name) and then click ÷Edit Eventø if changes are necessary.
7. To add participating teams just click on the blue link for this event (Event Name) and then click ÷Teamsø 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].
8. To add each of the duals to the event just click on the blue link for this event (Event Name) and then click ÷Dualsø Click the [Add Dual] button, fill out the form and then click [Next].
9. Use the drop-down menu in the ÷Levelsø column to change the level of competition for the entire event or click on a dual within the event to adjust the level for that dual individually.

10. Click on the blue link for this event (Event Name) and ‑Live Entry‑ if you are going to score the dual ‑live‑ and would like the dashboard available for viewers to watch.

(Click [HERE](#) anytime you have a question.)

(J-3). Adding an individual tournament or individual matches:
Click [here](#) to watch a video on this topic.
1. Click the ‑Schedule‑ link in the grey top menu.
2. Click the [Add Event] button.
3. Select ‑Individual Tournament / Ind. Matches‑ as the event type, choose the competition level and then click [Next].
4. Fill out the information on the Add Event page and then click [Next].
5. 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].
6. Click on the blue link for this event (Event Name) and then click ‑Edit Event‑ if changes are necessary.
7. Click on the blue link for this event (Event Name) and ‑Live Entry‑ 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.

(Click [HERE](#) anytime you have a question.)

(J-4). How to Upload my Roster into an Individually Bracketed Tournament:
1. Click the SCHEDULE link from the grey top menu.
2. Click on the envelope next to the event you wish to upload your roster to. *NOTE* - A new window will open and when you click on your name as the statistician you will be logged into the tournament. Click õProceedö to enter the tournament.
3. Click the blue 'here' link to import your roster from TrackWrestling's dual program.
4. Use the check boxes next to the weight classes to select the wrestlers to import or click the top check box to import all wrestlers.
5. Use the drag-down to indicate if you want to include your media contacts so they are notified of the tournament results.
6. Select [Next].
7. Select [Finish] to finalize. Your roster is now entered in the event. Use the õMy Wrestlersö link in the ‑Left Menu‑ to make any changes.

(Click [HERE](#) anytime you have a question.)

(K). How to Raise a Wrestler's MWC to a Higher Weight Class FOR THE REST OF THE SEASON:
1. From the õRosterö, click on a wrestler‑s **MWC**. **You can raise a wrestler's MWC, but this CANNOT be undone so give it careful consideration before doing so**!

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click [HERE](#) anytime you have a question.)

(L). How to Create a Pre-Match Weigh-In Form:
1. From the main menu, click on "Schedule".
2. If the event is not already added, click on "Add Event". If the event appears, click on the scale icon to open the weigh in form.
3. Click on "Add Weigh In".
4. To add **ALL** wrestlers, hold down the "shift" key and scroll down to highlight all wrestlers. To add **SOME** wrestlers, hold down the "ctrl" key and click on the wrestlers you want to add to the weigh-in form.
5. You can raise a wrestler's weigh-in weight class by clicking the down arrow next to their weight. Be sure it is one of their eligible weight classes or their weight loss plan will be recalculated!
6. Click on the "***Print***" button at the top of the form or use CTRL + P to open a print box.
7. Your page will be created into a PDF document that will allow you to print in the proper format.
8. Take this weigh-in form with you to weigh-ins to ensure all wrestlers are at their eligible weight classes and to record the actual weights of all your wrestlers who weigh in.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(M). How to Enter Actual Weigh-In Weights After a Meet:
1. After the competition, log back into TrackWrestling to click on "Schedule".
2. To the right of the events you created, you will see the small, scale icon.
3. Click the scale icon to open the Weigh-In Form.
4. Enter the actual weights in the text box for each wrestler.
5. If you have wrestlers who did not participate, and do not want the count the weigh-in, check the box next to the wrestler's name in the "DNP" column.
6. If a wrestler who had an actual weight higher than the highest weight class listed on the printed weigh-in form, the wrestler's weight loss plan will now re-calculate using the new weigh-in. **It is important to check each wrestler's weight loss plan to ensure the wrestler competes at the proper weight for the next competition.**
7. When all weights are entered "Save Form".
8. Click "Commit" so all weights are entered into the system. *You cannot edit the form after committing it.*
9. Click on the "***Print***" button at the top of the form or use CTRL + P to open a print box.
10. Keep a copy of the completed weigh-in form from all competitions throughout the year.

NOTE: To return to the main menu, click on "My Account", then "My Team".
(Click HERE anytime you have a question.)

(N). How to Use Live Scoring for a Dual Meet: *(REQUIRED FOR ALL VARSITY DUAL MEETS AND MULTIPLE DUAL TEAM EVENTS. PLEASE SEE "M-1" & "M-2" BELOW.)*
NOTE - You can use these instructions when you are entering results from a computer or mobile device while **HAVING internet access**. The Trackwrestling site recognizes what device you are on and will size accordingly.
1. From the main menu and click on "Schedule".
2. Click on the name of the dual meet you want to score from your schedule page.
3. Select the "Start" class from the drop down menu.
4. Click on the LIVE ENTRY link in the grey top menu.
5. Click on the starting weight class to pull up the match to score.

6. If one, or both, of the competing wrestler's names is different than the name(s) that appear, use the drop down arrow to select a different name.
7. Once the proper names are selected click on õMatchö from the left-hand menu and the score sheet will appear. Use this score sheet to score the match.
8. Once the match is over click on õResultö from the left-hand menu and check to be sure the score is accurate. If not, it can be edited. If it is correct click õSave Resultö.

NOTE - Click the here to watch a video to learn more about selecting and scoring matches. Some of the details focus on an individual tournament but there are many valuable points that should be helpful for any meet.

NOTE: To return to the main menu, click on "My Account", then "My Team".

(Click HERE anytime you have a question.)

(If both competing schools are scoring the meet and the results do not match the coaches need to determine which results are accurate and edit the incorrect results or delete the incorrect meet. This is necessary to be sure team scores and statistics sync correctly.)

N-1. How to Enter Offline Results if there is NO Internet Access in the Gym:
NOTE - You can use these instructions when you are entering results from a computer or mobile device when **NOT having internet access** The Trackwrestling site recognizes what device you are on and will size accordingly.

You will first need to download the event you want to score while you are online.
1. Log into your season and click SCHEDULE in the grey top menu.
2. Click on the event you want to download.
3. Click the OFFLINE ENTRY link at the top of the page.
4. Click 'OK' when prompted about transferring to the offline controller.
   a. **If using Chrome as your browser** hold the 'shift' key and click on the latest version of TrackWrestling Offline Version Releases, i.e. 7.??. *(If multiple versions are available, the latest version will be listed first.)* to open in a new tab/window. Click the star in the URL box to create a bookmark.
5. **If using Firefox or Internet Explorer (IE is NOT recommended) as your browser** click on the latest version of TrackWrestling Offline Version Releases, i.e. 7.??. *(If multiple versions are available, the latest version will be listed first.)*
6. Click õOKö, then set the controller settings and click the ‑Save‑ button.
7. Bookmark or Save this page so you can easily find the offline controller in the future.
   To create an Offline Controller bookmark
   a. **In Firefox**: Click CTRL+D to create a bookmark from the controller settings page.
   b. **In Internet Explorer**: Click CTRL+D to create a bookmark from the controller settings page.
8. Click on 'Events'.
9. Click on the [Download Event] button.
10. Click 'OK' when prompted about transferring to the online controller.
11. Select the [Download Event] button.
12. Type your team name, select your state and click [Search].
13. Select your team from the list.
14. Click on the event you want to download.
15. Your event is now downloaded and ready for you to score offline.
   To enter results while offline:

1. Go to your bookmarks and open the most recent offline controller.
2. Select 'Events'.
3. Choose the event you want to score from the list.
4. Score the meet just as though you were using ‑Live Entryøas explained in **(M)** above.
   NOTE - Click the here to watch a video to learn more about entering match results. Some of the details focus on an individual tournament but there are many valuable points that should be helpful.

(Click HERE anytime you have a question.)

N-2. How to Sync Offline Results When there was no Internet Access in the Gym:

NOTE - You can use these instructions whether you are synching results from a computer or mobile device (iPad, etc.). The Trackwrestling site recognizes what device you are on and will size accordingly.
1. Go to your most recent 'Offline Controller' bookmark.
2. Select 'Events'.
3. Choose the event you want to synch by clicking the blue link.
4. Select [Synch Dual].
5. Click 'OK' when you see the prompt to transfer to the online controller.
6. Choose the event you want to synch by clicking the blue link.
7. Select [Synch Dual].
8. Select the season - ‑High School Boysø
9. Enter your username and password, and select [Login].
10. Be sure the correct event shows in the box.
11. Select [Continue].
12. Select [Upload Selected].
13. Select 'OK' when you see the prompt verifying the matches have been uploaded successfully.
14. The results are now on your TrackWrestling schedule with match and team results.

(Click HERE anytime you have a question.)

(O). How to Enter Results After a Match in a Dual Meet:

Note - This process can be used for entering results when the operator gets behind and cannot keep up during the match, then catches up during a break. It can also be used for lower level dual meets where live scoring is not required.
1. Go to your schedule page and click on the event you want to enter matches for.
2. Click on 'Live Entry' and score your matches as you would live so your statistics are entered as well.
3. If you are only entering scores, click on the weight class of the match you want to enter results for.

(Click HERE anytime you have a question.)

(P). How to Score a Dual Meet for a Multi-Dual You are Hosting, but not Competing in:

This can only be done when one of the participating teams logs into their account so it can be scored from their schedule page.

(Click HERE anytime you have a question.)

(Q). How to Score Individual Tournament Matches LIVE from a Computer or Mobile Device (*REQUIRED FOR ALL VARSITY TOURNAMENTS!!*):

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.

1. Click on the event you want to score from your schedule page.
2. Click on the LIVE ENTRY link in the grey top menu.
3. Click the [Add Match] button to add a match.
4. Verify the participants or use the drop-downs to select a new wrestler and other match information.
5. Click the [Save and Continue] button.
6. Use the buttons in the Live Scorebook to enter match details.
7. Click 'Result' in the left menu whenever a match is complete regardless of the win type.
8. Edit match details if needed and click [Save Result].

NOTE - Click the here to watch a video to learn more about entering match results. Some of the details focus on an individual tournament but there are many valuable points that should be helpful for any meet.

(Click HERE anytime you have a question.)

(R). How to Edit Matches:

1. Once you get to Trackwrestling.com, click on the event name you wish to edit.
2. You will now see a list of matches. Click on the weight class to edit the match.
3. Make any necessary changes and click õ*Save*ö.

NOTE: To return to the main menu, click on "My Account", then "My Team".

(Click HERE anytime you have a question.)

(S). How to Manage and Add Media Contacts:

1. Click õMoreö and the õMEDIAö link in the grey top menu.
2. Use the ÷Add Contactø button to add an email address of someone you would like to have your results sent to.
3. Enter the email address and click the ÷Addø button.
4. To edit a media contact you can click on the email address, make the change and then click ÷Saveø
5. To delete a media contact you can click on the red ÷Xø next to the contact you wish to remove.
6. Type 'delete' and then click the 'OK' button. The system will now automatically submit all results to your media contacts.

NOTE: To return to the main menu, click on "My Account", then "My Team".

(Click HERE anytime you have a question.)

(T). How to view the Team and Wrestler Records:

1. Click on õWrestlersö in the top blue menu.
2. You can now sort by any of the categories across the top of the page (name, team, record, etc.)

NOTE: To return to the main menu, click on "My Account", then "My Team".

(Click HERE anytime you have a question.)

(U). How to Purchase the Track Wrestling Statistics Program
Click here to watch an overview video on our stats program.
    1. Click on the STATISTICS link in the top grey menu.
    2. Click the [Purchase] button on the page that opens to sign up. Fill out and/or verify the information on the page that opens and then click the [Pay with Credit Card] button to purchase the statistics program.
(Click HERE anytime you have a question.)

Contact TrackWrestling at www.trackwrestling.com/tickets with any questions.