

# Assessor Instructions for the NWCA Optimal Performance Calculator Program, 2013-14

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## **Logging into the program:**

Go to the IHSAA web site [www.iahsaa.org](http://www.iahsaa.org) and click on “Wrestling.” Under the “Wrestling” heading click on “NWCA Optimal Performance Calculator”.

1. Once at the NWCA OPC home page, click on **Login**. Login using your Assessor ID and Assessor Password provided by the Athletic Association. Either click the **“Login”** button or press the **“Enter”** key. **LOGIN ID AND PASSWORD ARE CASE SENSITIVE!** *The first time you login for each school year you will be required to update your contact information.*
2. You are now logged into the system. You will see this message, **“Schools Currently on File for: IA.”**
3. Select the school you wish to enter information for from the drop down menu and enter the school password. Then you MUST CLICK the button titled **“Change School/Select School.”**
4. You can now **select one of the wrestlers currently on file** with the school or select **“Add Wrestler not Listed Below”**.

You are now at the **“IHSAA WRESTLING HYDRATION & BODY COMPOSITION ASSESSMENT FORM”**. Begin populating all fields. *If you cannot view all fields, click the “Hide” button to the far left side of the page. This will hide the left-hand dash board so you can see all information on the form. When you want to see the dashboard again, click on the “Show” button and the dashboard will reappear.*

1. For new wrestlers (For existing wrestlers this information should already appear):  
**Step 1:** Enter the following information collected from the time of assessment by tabbing through the form:
  - ✓ Enter the name of the wrestler (First and Last).
  - ✓ **Gender** – Click on male or female.
  - ✓ **Grade** - Select the wrestler’s grade from the drop down selection.
  - ✓ **Alpha Date** – Using the calendar, enter the date the assessment was performed.
  - ✓ **Urine Specific Gravity** - Select **“Pass” or “Fail”** from the drop down selection.
    - **IF THE WRESTLER FAILED THE HYDRATION ASSESSMENT THERE IS NO NEED TO COMPLETE THIS FORM AS BODY COMPOSITION ASSESSMENT CANNOT TAKE PLACE WITHOUT A VALID HYDRATION ASSESSMENT.**
    - If **“Pass”** continue by choosing the correct button according to the type of body composition assessment that was performed.
    - Click **“Continue with BIA”** for all methods other than skin folds, or, if skin folds were taken, click **“Continue with Skin Folds”**.

### Step 2:

- ✓ Enter the **Body Weight (BW)**. If you enter either the actual weight the system will round it **DOWN** to the nearest pound or round the weight **DOWN** to the nearest pound before entering.
- ✓ **Continue with Skin Folds**: Enter the body measurements from the three locations. Tab from field to field. After body density fields are populated (and median value calculated), click the **“Show Final Calcs”** button to Step 4.
- ✓ The body fat measurement will automatically calculate based on the values entered in Step 3.
- ✓ **Continue with BIA**: If you are using BIA (Tanita, Hydrostatic, or BodPod) you will manually enter the **Body Fat Percentage rounded UP to the nearest whole percent**. Please indicate “Yes” if using BodPod.
- ✓ Then click **“Show Final Calcs”**.

### Step 3:

- ✓ Complete the signature and date boxes at the bottom of the page.
- ✓ Click on **“Save Cert”** to save this wrestler’s assessment data online or **“Save and Print”** to save online and print immediately.
- ✓ A warning message will appear asking you to confirm you want to save the information. Click **“Yes”** to continue to save the assessment. A printer friendly version will appear in a new window for you to print using your toolbar if you chose “Save and Print”. **You may need to turn off your computer’s “Pop-up Blocker” before you can print the assessment form.**

### **HOW TO ENTER INITIAL ASSESSMENT DATA FOR ANOTHER SCHOOL**

1. On the dashboard menu, click **“Select School”**. You are now at the **“Schools Currently on File for: IA”** page.
2. Select the desired school from the drop down selection.
3. Enter the School Password and then click on the button titled **“Change School/Select School”**.
4. Then proceed to as you have done previously.
5. Repeat this process every time you want to enter assessment data for wrestlers from a new school during a session.

### **HOW TO DELETE A WRESTLER’S ASSESSMENT**

- If you want to delete a wrestler please contact Alan Beste at the Athletic Association. 515-432-2011 or <abeste@iahsaa.org>

## **HOW TO ENTER AN APPEAL ON A WRESTLER**

- **APPEALS MAY ONLY BE PERFORMED WITH PERMISSION FROM THE IOWA HIGH SCHOOL ATHLETIC ASSOCIATION.** Any wrestler appealing their original body composition assessment must present a completed Request for Appeal form to an assessor from the ORIGINAL body composition assessment agency.
  - **ENTER THE SAME DATE** for the appeal as the original assessment date **so the wrestler's descent plan is not changed.**
  - **ENTER THE SAME WEIGHT AT THE TIME OF THE ORIGINAL ASSESSMENT, UNLESS THE WRESTLER HAS GAINED MORE THAN 1.5%** of their original assessment weight, **rounded up to the nearest pound.**
  - **WRESTLERS CANNOT NOT USE A WEIGHT LOWER THAN THEIR ORIGINAL** assessment for the appeal.
  - **WRESTLERS MUST PASS THE HYDRATION ASSESSMENT AT THE TIME OF AN APPEAL.**
  - **THE METHOD OF BODY COMPOSITION ASSESSMENT FOR THE ORIGINAL ASSESSMENT AND THE APPEAL MUST BE THE SAME.**
1. Select the school and enter the school password to log into that specific school and their wrestlers.
  2. Select **"Wrestlers"** from the dashboard menu.
  3. Then click the submenu item titled, **"Add New Wrestler Appeal"**.
  4. A list of wrestlers for that school will appear.
  5. Click on the **"Select"** icon next to the name of the wrestler you want to enter an appeal on.
  6. An Appeal Form Wizard will appear. The name, grade, and gender will already be pre-populated on the form.
  7. Select the date of the appeal using the calendar. **ENTER THE SAME DATE FOR THE APPEAL AS THE ORIGINAL ASSESSMENT DATE** so the **wrestler's descent plan is not changed.**
  8. Select **"Pass"** from the drop down menu that the wrestler passed the hydration test.

9. Select the type of appeal performed by clicking either **“Continue with Skin Folds”** or **“Continue with BIA”**. **USE THE SAME METHOD AS THAT USED FOR THE ORIGINAL ASSESSMENT.**
10. **ENTER THE SAME WEIGHT AS AT THE TIME OF THE ORIGINAL ASSESSMENT, UNLESS THE WRESTLER HAS GAINED MORE THAN 1.5% of their original assessment weight, rounded up to the nearest pound. WRESTLERS CANNOT NOT USE A WEIGHT LOWER THAN THEIR ORIGINAL assessment for the appeal.**
11. **Skin Fold Appeal:** Enter the body measurements from the three locations. Tab from field to field. After body density fields are populated (and median value calculated) click **“Show Final Calcs”**.
12. **BIA Appeal:** If you are using BIA (Tanita, Hydrostatic, or BodPod) you will manually enter the **Body Fat Percentage rounded UP to the nearest whole percent**. Please indicate “Yes” if using BodPod.
13. Then click the **“Show Final Calcs”**.
14. Complete the signature and date boxes at the bottom of the page.
15. After the MWC is calculated click the **“Save Appeal”** or **“Save and Print”** button to save the appeal.

#### **HOW TO VIEW THE ALPHA MASTER REPORT**

1. On the Scholastic OPC homepage, click on **“Team Reports”** and then click on the submenu item **“Alpha Master Report”** to view the Alpha Master Report using the dashboard menu.
2. The Alpha Master Report is a summary of the team’s assessment data
3. This form can be printed by scrolling to the bottom of the page and clicking the **“Print Form”** button. The report will open up in a new window. Print and then close that window to return to the dashboard.
4. You can also email the Alpha Master Report to the athletic director, if they have given you their email address.

#### **HOW TO VIEW A WRESTLER’S INDIVIDUAL WEIGHT LOSS PLAN**

1. On the Scholastic OPC homepage, select **“Wrestlers”** from the dashboard menu to expand. Then click the plus sign (+) beside submenu item **“Rostered Wrestlers”** to view wrestlers.
2. Then click on the plus sign (+) beside the wrestler’s name to view that wrestler’s individual weight loss plan by selecting the **“Wt. Loss Plan”** link under their name.
3. Print the Weight Loss Plan by scrolling to the bottom of the page and clicking the **“Print Form”** button. The report will open up in a new window. Print the form, and then close the window to return to the dashboard.

**HOW TO RETRIEVE LOGIN AND PASSWORD INFORMATION FOR STUDENT-ATHLETES so they can view their individual assessment data as well as access the integrated nutrition program (please note, the wrestlers can design their own customized diet that honors their weight loss/gain plan by using these codes).**

1. On the Scholastic OPC homepage, click on “**Team Reports**” and then click on the submenu item “**Wrestlers on File**” using the dashboard menu.
2. The program automatically assigns each wrestler a unique Login ID and Password.
3. At the top of the page, click on the “**Export Wrestlers Username and Passwords to Excel.**” This will export the wrestlers’ names and codes to an excel document which you may save to your computer and/or print.
4. By clicking the “**Export Wrestler’s on File to Excel**” all the data you see on the Wrestlers on File page will export to an excel document which you may save to your computer and/or print.
5. The assessor and/or coach should give each individual wrestler their unique Login ID and Password. The wrestler and his/her parents will have access to their individual assessment data and the nutrition program.

***Please remember to log off once you are finished on the OPC***

**Contact us:**

**If you have problems or questions, please contact Alan Beste or Kim Mechura at the Iowa High School Athletic Association (515) 432-2011, [abeste@iahsaa.org](mailto:abeste@iahsaa.org) - [kmechura@iahsaa.org](mailto:kmechura@iahsaa.org) or Scott Crowell or Morgan Whittemore at the NWCA office at (717) 653-8009 or [scrowell@nwca.cc](mailto:scrowell@nwca.cc) – [mwhittemore@nwca.cc](mailto:mwhittemore@nwca.cc)**