2013-14 Optimal Performance Calculator Instructions for Coaches

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How coaches access the NWCA Optimal Performance Calculator Program:

Go to the IHSAA web site www.iahsaa.org and click on "Wrestling." Under the "Wrestling" heading click on "NWCA Optimal Performance Calculator Log In."

1. Once at the NWCA OPC home page, click on "Login" on the Main Menu bar. Login using your NWCA Login ID and password provided by the Athletic Association. The first time you log into the system you will be asked to verify, or change, the information for the current season. **LOGIN ID AND PASSWORD ARE CASE SENSITIVE!**

2. You are now logged into the system. You will see this message, *"Welcome, (your login ID), you are now logged into the OPC."* This assures you are a logged into the system.

3. **To view the OPC Coaches Dashboard on the left side of the page, click on *"Coaches"* in the center of the Main Menu bar.**

How to Update Your Roster Prior to Official Assessment:
1. To see all of your wrestlers click "*Show Entire Roster*".
2. A grid will appear with a list of all wrestlers who were on your roster last year.
3. If a wrestler was on your squad last year and is no longer enrolled at the school or will not be on the team this year, click "*Remove*" from the drop down menu under the column heading "*Edit Grade or Remove*" next to the wrestler's name. This will remove the wrestler off your roster once you click "*Save Roster Information*".
4. For returning wrestlers, simply update their information including "*First*" and "*Last*" name spellings and "*Year in School*" for the 2012-13 school year.
5. After updating all information for each wrestler, click the "*Save Roster Information*" button to save the changes/updates made to the entire roster.
6. Click on *"Click here to return to the Dashboard"* to return to the OPC Coaches Dashboard.
7. Click on "*Wrestlers*".
8. To add new wrestlers to your roster so the assessor can view them when they do the assessment, click on "*Add New Wrestler*". The assessor can also add new wrestlers if you do not do so here.

How to Reinstate a Wrestler who was Removed from Your Roster:
1. From the OPC Coaches Dashboard, click on "*Wrestlers*," then "*Reinstate Removed Wrestlers*" to reinstate a previously removed wrestler.
2. Select the wrestler's current Grade using the drop down menu under the column heading "*Select Grade*" to Reinstate and click "*Save Roster Information*" to reinstate the wrestlers. The reinstated wrestlers will now appear on the "*Show Entire Roster*" page.
3. Click on *"Click here to return to the Dashboard"* to return to the OPC Coaches Dashboard.
4. Anytime you want to return to the main OPC Coaches Dashboard just click on *"Coaches"* on the Main Menu bar.

How to Perform an Unofficial Preseason Weight Evaluation: *This form may be printed but NOT saved.*

1. Once at the OPC Coaches Dashboard, click "***Wrestlers"*** on the left hand menu to expand and then click on "***Unofficial Test Assessment Form.***"
2. A blank body composition assessment form will appear.
3. Enter the "***Name of Student-Athlete***" for whom you are conducting an unofficial test assessment and their gender and grade.
4. Use the calendar to enter the date. (If the calendar is not visible, you may need to go to "***View***" on your browser's menu and change the zoom to less than 100%.)
5. "***Pass***" should already be selected for Urine Specific Gravity. If not, use the drop down list and select, "***Pass***".
6. Click on "***Continue with BIA***" if skinfolds are NOT being used and click on "***Continue with Skinfolds***" if skinfolds ARE being used.
7. Enter body weight and percent body fat, and then click the ***Show Final Calcs*** button.
8. This will show the Minimum Weight Class for the wrestler.

*This is **NOT** an Official Body Composition Assessment and cannot be saved or printed. A Registered Assessor must conduct the Official Body Composition Assessment.*

How to Add Your Team Competition Schedule:

1. On the main dashboard, you will see "***My Schedule/Results***".
2. Click the link reading "***Click Here to Enter Schedule/Results***".
   This will take you to TrackWrestling.com. All schedule, weigh-in and result data will be entered through TrackWrestling.
3. **All Schedule/Results data will also appear on the NWCA OPC, but all data entry is done through Trackwrestling.com**

- ## Adding Dual Meets
  1. Once you get to Trackwrestling.com, click on "***Add Event***," and scroll down.
  2. Select the type of event "***Dual Meet***"
  3. Select the date using the "***CAL***" button.
  4. Select whether or not it is a conference meet.
  5. Select the level of competition.
  6. Weight classes are predetermined.
  7. Click "***Continue***".
  8. Select the parent event if the dual meet falls under a dual meet event such as a double dual, triangular, quad, etc.
  9. Select the "***Home/Away/Neutral***" location.
  10. Type the "***Opponent Team Name***" and "Opponent State" *(this should default to Iowa)* and click "***ADD***".

- **Adding Multiple Dual Events or Tournaments**
  1. Once you get to Trackwrestling.com, click on "*Add Event*".
  2. Select the type of event "*Tournament / Multi-Dual*".
  3. Select the date using the "*CAL*" button.
  4. Select whether or not it is a conference meet.
  5. Select the level of competition.
  6. Weight classes are predetermined.
  7. Click "*Continue*".
  8. If TrackWrestling runs the event, you can "*Select a TrackWrestling Event*". This will allow you to import results, submit rosters, etc.
  9. Select the Tournament Type (Dual or Individual).
  10. Enter the "*Event Name*".
  11. Select "*Start Date*" and "*End Date*" using the "*CAL*" buttons.
  12. Enter any comments that may be helpful.
  13. *(OPTIONAL)* Enter an Event URL if there is one, and any Event Comments if you wish.
  14. Click "*ADD*" button

How to View a Wrestler's Official Assessment:

1. Once at the OPC Coaches Dashboard, click on "*Wrestlers,*" then click "*Load Wrestlers*" and the (+) plus sign beside "*Rostered Wrestlers*" to expand the view to see all your wrestlers' names.
2. Wrestlers who have had official body composition assessments performed will have their minimum weight class displayed beside their name
3. To view a wrestler's official assessment, click the (+) plus sign beside their name. Then click on the "*Assessment Form*" selection under the wrestler's name to view their assessment.
4. The page will populate with the individual wrestler's assessment. To print the assessment form, scroll to the bottom and click on the "*Print* "button.
5. To view another wrestler's assessment, simply repeat the process by clicking on the (+) plus sign beside their name under "*Rostered Wrestlers*" and select "*Assessment Form*".
6. Click on "*Click here to return to the Dashboard*" to return to the OPC Coaches Dashboard.

How to view an Individual Weight Loss Plan:

1. Once at the OPC Coaches Dashboard, select "*Wrestlers*" then click "*Load Wrestlers*" and the (+) plus sign beside "*Rostered Wrestlers*" to view wrestlers.
2. Then click on the plus sign (+) beside a 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 and then close the window to return to the dashboard.
4. Click on "*Click here to return to the Dashboard*" to return to the OPC Coaches Dashboard.

How to Raise a Wrestler's MWC to a Higher Weight Class:

1. From the OPC Coaches Dashboard, click on "**_Wrestlers_**_,_" then click on "**_Show Entire Roster_**". A form now appears that allows you to edit a wrestler's information.
2. **THE DEFAULT SETTING FOR "_USING MWC_" IS SET TO "_NO_" AND NEVER NEEDS TO BE CHANGED REGARDLESS OF WHETHER A WRESTLER IS USING THEIR ORIGINAL MWC, OR NOT.**
3. Under the column "**_New (Higher) MWC_**" select the new, higher minimum weight class at which the wrestler will be weighing in. DO THIS BEFORE A WRESTLER VIOLATES THEI DESCENT PLAN! The default setting for all weights in the "New (Higher) MWC" is 106#. This has no bearing on which weight class wrestlers can weigh-in; it is simply a default setting.
4. Be sure to click "**_Save Roster Information_**" at the top of the page when you are finished.
5. Click on "**_Click here to return to the Dashboard_**" to return to the OPC Coaches Dashboard.

How to Indicate a Wrestler has Certified their MWC by Making Scratch Weight at Least One Time:

REMEMBER, NO ONE RECEIVES THE 2# GROWTH ALLOWANCE UNTIL AFTER JANUARY 1, AND THEN ONLY IF THEY HAVE MADE SCRATCH WEIGHT AT LEAST ONE TIME AND THE LOWEST WEIGHT CLASS AT WHICH THEY INTEND TO WEIGH-IN THE REMAINDER OF THE SEASON. Wrestlers need to make scratch weight until January 1, unless they receive a consecutive day or weather-related scale allowance. WEIGHT WITH SCALE ALLOWANCE DOES NOT COUNT AS SCRATCH WEIGHT!

1. From the OPC Coaches Dashboard, click on "**_Wrestlers_**_,_" then click on "**_Show Entire Roster_**". A form now appears that allows you to edit a wrestler's information and indicate if they have made scratch weight.
2. Under the column "**_Made Scratch Weight_**," select "**_Yes_**". If a wrestler is not going to their MWC as determined by their body composition assessment, raise their MWC by following the instructions above.
3. Be sure to click "**_Save Roster Information_**" at the top of the page when you are finished.
4. Click on "**_Click here to return to the Dashboard_**" to return to the OPC Coaches Dashboard.

How to Create a Pre-Match Weigh-In Form:

1. Click the link reading "**_Click Here to Enter Schedule/Results_**". This will take you to Trackwrestling.com.
   This will take you to TrackWrestling.com. All schedule, weigh-in and result data will be entered through TrackWrestling.

2. To the right of the name of the events you have created, you will see a small scale icon. Click the **scale icon** to open the NWCA Weigh In Form. *(You will need to allow pop ups from TrackWrestling for the form to appear.)*
3. Check to be sure that the Date, Event/Opponent Name, and Consecutive Day lb. Allowance is accurate. If everything is correct, click the "***Next***" button.
4. After clicking "***Next***," the team's entire roster will appear. All wrestlers will appear in their lowest eligible weight class for that date of competition.
5. On the far right hand side, uncheck the names of any wrestlers you do not want to appear on the weigh-in form.
6. After unchecking the names of any wrestlers you do not want to appear, click on the "***Next***" button at the top of the page.
7. You will now be taken to a grid page with the names of your wrestlers who will be weighing in.
8. Click on the "***Print Weigh-in Form***" button at the bottom of the page.
9. Your page will be created into a PDF document that will allow you to print in the proper format.
10. Take this form(s) with you to weigh-ins to ensure all wrestlers are at their eligible weight class and to record the actual weights of all your wrestlers on the form(s).

How to Record Actual Weigh-In Weights After a Match: *(YOU MUST DO THIS BEFORE ENTERING THE MEET RESULTS)*

1. After the competition, log back into the Coaches Dashboard, and go to TrackWrestling to see your 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 NWCA Weigh-In Form.
4. Enter the actual weights in the text box for all wrestlers. You do **NOT** need to click on the edit button to enter the actual weight for each of your wrestlers. After entering the actual weight for all wrestlers, click on the "***Save Weigh-In Information***" at the top of the page.
5. If you had 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 value. **It is important to check the wrestler's weight loss plan to ensure the wrestler competes at the proper weight for the next competition.**
6. Keep a copy of the completed weigh-in form from all competitions throughout the year.

How to Enter Dual Meet Results: (REQUIRED FOR ALL VARSITY DUAL MEETS AND MULTIPLE DUAL TEAM EVENTS)

1. On the OPC home page dashboard, you will see My Schedule/Results
2. Click the link reading "***Click Here to Enter Schedule/Results***". This will take you to Trackwrestling.com.
3. Click on the Dual meet name you want to enter results for.
4. A window will appear with the weight classes. Click a weight class to enter a result.
5. Select your wrestler from the drop down list.
6. Select from the drop down box your opponent's name. If your opponent's name does not appear, manually type the wrester's name.

7. Select the winner
8. Select a win type (Dec, SV, Fall, DQ, DE, etc.).
9. You will now enter the score or time of the match - see below for description.

You can Save and Calculate Team Scores as often as you want as you enter match results.

How to enter a DECISION, SUDDEN VICTORY, or TIE-BREAK:
1. In the first score box, enter your wrestler's score.
2. In the opponent's score column, enter the opponent's score.
3. After the score is entered into both score boxes, click "***Save***".

How to enter a DISQUALIFICATION, DEFAULT, or FALL:
1. Do not enter any score information in the score boxes.
2. Make sure DQ, DE, or Fall was selected in the win/loss type.
3. Enter the time of the DQ, DE, or Fall in the time box.
4. After the time is entered into the time field, click "***Save***".

How to enter a TECHNICAL FALL: *(TF4 and TF 5 are for colleges only)*
1. Enter any score information in the score boxes.
2. Make sure Technical Fall was selected in the win/loss type.
3. Enter the time of the tech fall in the time box.
4. After the time is entered into the time field, click "***Save***".

How to enter a FORFEIT:
1. Select Forfeit as the win type.
2. After the above steps are performed, click "***Save***".

The results will now be posted on the '***Wrestlers Individual Season Record Form'*** and automatically be pushed out to the web for public viewing on the IHSAA web site.

How to enter tournament results: (NOT REQUIRED, but very useful to you at the end of the season)
1. On the OPC home page dashboard, you will see "***My Schedule/Results***".
2. Click the link reading "***Click Here to Enter Schedule/Results***". This will take you to Trackwrestling.com. All schedule/result data will be entered here.
3. Click on the tournament name you want to enter results for.
4. A window will appear. Click on "***Add Match***".
5. Select your wrestler and weight class from the drop down lists.
6. Click "***Save***".
7. Enter the opponent and win type.

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 "***Save***".

How to Manage and Email Results to Newspapers:
1. On the OPC home page dashboard, you will see "***My Schedule/Results***".
2. Click the link reading "***Click Here to Enter Schedule/Results***". This will take you to Trackwrestling.com. All schedule/result data will be entered here.
3. Click on "***Media Contacts***" at the top.
4. Click the "***Add Media Contact***" button to add a new media contact.

The system will automatically submit the results to the media contacts.

How to View and Print the Alpha Master Report:
1. Once at the OPC Coaches Dashboard, click on "***Team Reports***" and then click on the submenu item "***Alpha Master Report***".
2. The "***Alpha Master Report***" is a summary of your team's assessment data, including name, weight at time of assessment, percent fat at time of assessment, and minimum wrestling weight class.
3. Print this form by scrolling to the bottom of the page and clicking the "***Print Form***" button. Print and then close the window to return to the dashboard.

How to View and Print the Wrestlers on File Report:
1. Once at the OPC Coaches Dashboard, click on "***Team Reports***" and then click on the submenu item "***Wrestlers on File***".
2. The "***Wrestlers on Currently on File***" Report includes all of the information in the Alpha Master Report **AND** each wrestler's login ID and password so they can access their weight loss plan and develop a nutrition plan to help them meet their goals.
3. Print this form by using the print options on your browser.

   To export the information on this page to an Excel file do the following:
4. At the top of the page, click on the "***Export Wrestlers Username and Passwords to Excel***". This will export the names of the wrestlers and their codes to an Excel document that you may save to your computer and then print.
5. 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 that you may save to your computer.

The coach should give each individual wrestler their unique "***Login ID***" and "***Password***" so the wrestler and their parents have access to their individual assessment data and the nutrition program.

How to View Weigh-in Reports:
1. Once at the OPC Coaches Dashboard, click on "***Team Reports***" and click on "***State Results***".
2. Follow the instructions at the top of the page.
3. A list of your selected wrestlers will appear.
4. To view the weigh-in report, click on the "***Select***" icon under the heading "***Weigh in Report***".

How to access the Individual Season Wrestling Record Form:

1. Once logged into the OPC Coaches Dashboard, click on "***My Schedule/Results***".
2. Select the link inside this menu reading "***Team Season Record Forms***".
3. A list of wrestlers for your institution will appear.
4. Click "***Select***" next to the wrestler's season record form you would like to view.
5. After clicking on the wrestler, you will be taken to a grid page of all the wrestler's matches entered for the year.
6. Click "***Save Match Selections***" to keep the matches selected, saved for future use.
7. After unclicking all wrestlers that should not appear on the season record form, click on the "***Show Me Season Record Form***" button.
8. All matches that should not appear on the season record are filtered out.
9. You can keep all boxes clicked and click on "***Show Me Season Record Form***" if you want a comprehensive report of all your wrestler's matches.

Contact to us:

For more information, please visit the NWCA Optimal Performance Website at www.nwcaonline.com. If you have problems or questions, please contact Scott Crowell or Morgan Whittemore at the NWCA office at (717) 653-8009 or scrowell@nwca.cc – mwhittemore@nwca.cc.

Contact TrackWrestling at www.trackwrestling.com/tickets with questions about anything entered on their site.

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