



**NEW YORK STATE PUBLIC HIGH SCHOOL
ATHLETIC ASSOCIATION INC.
WRESTLING COMMITTEE
STATE WRESTLING COMMITTEE**



REPORTING RESULTS USING THE NWCA DATABASE 2013-14

Follow the Steps on **Pages 2-5** (in order) to get your team set up. Once they are completed you are ready to enter results and print individual record forms (using the instructions from **page 6** onward).

Your computer will need Adobe Acrobat when you are ready to print and save individual wrestlers record sheets. This program is already installed on most computers.

Returning Coaches only: Finding your NWCA membership number:

Prior to going to the NWCA website, you will need to look up your NWCA Honor roll membership number. To find it, either Google Search: NWCA Honor Roll and select **2013** when you get there, or copy/paste the following link:

<http://www.nwcaonline.com/HonorRollReport.cfm?opt=1&val=NY&FYear=2013>

Once found, Enter your Honor Roll Membership number here: _____

You will receive a Login ID and a password thru your Sectional Chairman.

Your Login ID will be NY (followed by a number), your temporary Password is a 5 Digit pre-assigned number (that you will eventually be able to change to something more meaningful to you).

Once you login for the first time you supply your name, phone, and email info and select a new password and security question and answer.

You will then be asked your NWCA membership number from above to confirm your membership.

CONTENTS:

Step#		Page
	Approving results	pg 9
	Entering the NWCA website	pg 2
	Help Screens and Instructions on-line	pg 2
	Help: Contacting the NWCA	pg 13
9	Individual Results: Viewing	pg 13
8	Media: Setting up Media Contacts and Sending Results	pg 13
	Opponents Results: Viewing: Team(s) and Individual(s)	pg 14
7a	Results: Entering Varsity Dual Results	pg 8
7b	Results: Entering JV Dual Results	pg 10
7c	Results: Entering Dual Meet Tournament Results	pg 10
7d	Results: Entering Individual Type Tournament Results	pg 11
5	Rosters: Entering Your Roster	pg 6
1	Schedules: Entering Varsity Dual Meet Schedule	pg 2
2	Schedules: Entering JV Dual Meet Schedule	pg 3
3	Schedules: Entering Tournament Schedule: Individual	pg 4
4	Schedules: Entering Tournament Schedule: Dual Meet	pg 5
	Schedules: Editing and Deleting Events	pg 4
	Tournament Places for Individuals (recording)	pg 12
6	Wt Certifications: Printing your Profile Forms	pg 7

ENTERING THE NWCA WEBSITE:

- Access the internet and type in: NWCAonline.com
- Hold the mouse over the "Weight Management" tab in the main menu and then the "Optimal Performance Calculator (OPC)" will highlight below it.
- Click on the "Optimal Performance Calculator (OPC)".
- Next Click on the "Login" tab that appears when the OPC window opens. Now enter your assigned Login ID and password. (Passwords are case sensitive).
- Returning coaches will then be asked to complete the required registration info. When you submit it you will be asked to confirm your data. This is where you will need your honor roll number from above
- You will be given the option to change your password to something that is more familiar to you, but your Login ID will always be the assigned NY#. Once you are logged in successfully, the center of the screen will read "Welcome NY#, you are logged into the OPC" . This is the Main Menu. You can return to it from most of the other screens you will be using by clicking on a link at the bottom of most screens that says "Return to Home"
- The fourth tab over is for "Coaches", when you click on it a "*DASHBOARD*" will open on the left with 3 Main Choices:
 - My Schedule/Results**
 - Wrestlers**
 - Team Reports**

HELP SCREENS AND INSTRUCTIONS:

The third tab over is for "Instructions" if you do not have this document with you or need help in entering something not explained in this document, click on Instructions and choose: **Coaches Instructions pdf**

FIRST TIME USING THE WEBSITE THIS YEAR:

ENTERING YOUR TEAM'S VARSITY AND JV SCHEDULES

- **Every item you enter in this section will require you to enter results for the contest when it is competed.** The fourth tab over is for "Coaches", when you click on it a "*DASHBOARD*" will open on the left with 3 Main Choices:
 - My Schedule/Results**
 - Wrestlers**
 - Team Reports.**

Under the **My Schedule/Results** select: **Click to Enter Schedule/Results**

A new window for: **TRACK WRESTLING** will now open.

Your school name should be listed at the top of the screen followed by 7 choices:

Roster **Team Info** **Logo** **Media Contacts** **Schedule** **Matches** **Statistics**

You could click on the Schedule tab to enter your schedule and the following three tabs will appear in the middle of the page. (But the way the program is set up, these 3 tabs are already shown in the middle of the page, so you don't have to click on: Schedule)

Update from NWCA **Add Event** **Filter Schedule**

A purple bar will run along the bottom of the screen stating:

"This team has no scheduled events"

- You can now enter all your dual meets and then all your tournaments for Varsity and JV.
Click on: **Add New Event**

1-Enter your dual meet schedule as follows:

- You will be asked for the Event Type: You have 2 Choices:
Dual Meet or **Tournament / Multiple Duals event** (Use Multiple Duals Event for Dual Meet Tournaments)
 - Select: **Dual Meet**
 - Use the CAL button to access a calendar and click on the date of the event
 - Answer Yes or No as to whether this is a Conference (League) match
 - For: Level of Competition for NYS please select either: Varsity or JV (do **not** use Freshman, Sophomore or Scrimmage for NYS)
 - Weight Classes should automatically appear as: New York Weights (99-285)
 - Click: **Continue**
 - Parent Event will read: NOT APPLICABLE
 - Location: Home or Away
Note: If you incorrectly enter Home or Away, it cannot be edited, the Dual must be deleted (see below: To Delete an event) and then re-entered.
 - Enter your: Opponent's team name
 - Opponent State will default to NEW YORK
 - Click: **Add**
 - A list may then appear for you to check off the correct team name as it is entered in the NWCA database. Click on the name of the correct team from the list provided.
- To enter another event repeat the above steps by clicking on: **Add New Event**

2-Enter your JV Dual Meet schedule as follows:

Those of you that have JV meets where no team score is kept and more than one bout per weight is contested, cannot enter the results in the DUAL MEET format. (If you try to, each weight class will only appear once and you will not be able to enter the extra matches). You must use the tournament format for entering the JV matches.

You can either:

- Enter each JV dual as a separate tournament
Ex: Tournament Name: XYZ School (JV Dual meet)
- Enter all JV duals for the month as a separate tournament
Ex: Tournament Name: JV December Duals
- Enter all JV duals for the season as a separate tournament and update this tournament after every JV meet
- Ex: Tournament Name: JV Duals 2012-13 and update this tournament after every JV meet

MISTAKES made entering your SCHEDULE?

Click on the **My Schedule/Results**
Click to Enter Schedule/Results

To Edit the event:

Find the event on your schedule list.

To edit the **Level** or **Conference** just click on the down arrow and make your change.

To edit the **Date** click on the date shown and 3 new windows will appear for you to enter the correct month, then the day, then the year.

(Note: If nothing happens when you click Date, look at the top of your screen. Some computers may display a bar across the top of the screen with the following message:

"This website is using a scripted window to ask you for information. If you trust the website, click here to allow scripted windows. "

You should click on this bar and select: "Temporarily allow scripted windows"

To delete an event: Click on the red X after the event name.

A window will pop up for you to type the word "delete" and then click "OK".

(Note: If nothing happens when you click the red X, look at the top of your screen. Some computers may display a bar across the top of the screen with the following message:

"This website is using a scripted window to ask you for information. If you trust the website, click here to allow scripted windows. "

You should click on this bar and select: "Temporarily allow scripted windows"

3-Enter your Individual tournament schedule as follows:

- You will be asked for the Event Type: You have 2 Choices:
Dual Meet or **Tournament / Multiple Duals event** (Use Multiple Duals Event for Dual Meet Tournaments)
- Select: **Tournament / Multiple Duals event**
- Use the CAL button to access a calendar and click on the date of the event
- Answer Yes or No as to whether this is a Conference (League) match
- For: Level of Competition for NYS please select either: Varsity or JV (do **not** use Freshman, Sophomore or Scrimmage for NYS)
- Weight Classes should automatically appear as: New York Weights (99-285)
- Click: **Continue**
- Trackwrestling Event: Some tournaments are using Trackwrestling Software to run the tournament. A list of the tournaments doing so will appear in the drop down list.
- Tournament Type: Select: Individual
- Enter the Event Location (NEW YORK will be the default state)
- Use the CAL button to edit the tournament Start Date and End Date if needed. The dates should default to the date you originally entered for the tournament on the first screen.
- The Event URL and Event Comments are optional
- Click: **Add**
- To enter another Individual Tournament repeat the above steps by clicking on: **Add New Event**

4-Enter your Varsity Dual Meet Tournament schedule as follows:

- You will be asked for the Event Type: You have 2 Choices:
Dual Meet or **Tournament / Multiple Duals event** (Use Multiple Duals Event for Dual Meet Tournaments)
- Select: **Tournament / Multiple Duals event**
- Use the CAL button to access a calendar and click on the date of the event
- Answer Yes or No as to whether this is a Conference (League) match
- For: Level of Competition for NYS please select either: Varsity or JV (do **not** use Freshman, Sophomore or Scrimmage for NYS)
- Weight Classes should automatically appear as: New York Weights (99-285)
- Click: **Continue**
- Trackwrestling Event: Some tournaments are using Trackwrestling Software to run the tournament. A list of the tournaments doing so will appear in the drop down list.
- Tournament Type: Select: Dual Meet
- Enter the Event Location (NEW YORK will be the default state)
- Use the CAL button to edit the tournament Start Date and End Date if needed. The dates should default to the date you originally entered for the tournament on the first screen.
- The Event URL and Event Comments are optional
- Click: **Add**

To enter the teams you are wrestling in the dual meet tournament:

Click on the name of the Dual Meet Tournament on your schedule
New York Weights and New York should appear as defaults

- Click on: **Add Dual**
 - When the **Add Duals** window appears, click on the Click [here](#) (at the bottom in blue) if the dual you want to enter is not yet on the list.
 - Parent Event: Should now display the name of the Dual Meet Tournament
 - Location: Home or Away
 - Enter your: Opponent's team name
 - Opponent State will default to NEW YORK
 - Click: **Add**
 - A list may then appear for you to check off the correct team name as it is entered in the NWCA database. Click on the name of the correct team from the list provided.
 - Go back and click on the name of the Dual Meet tournament and follow the steps above until each team that you are scheduled to wrestle is entered.
- To enter another Dual Meet Tournament repeat the above steps by clicking on: **Add New Event**

After all corrections have been made you are now ready to enter in results from your contests as they occur.

5-VERIFY YOUR ROSTER:

- The fourth tab over is for “Coaches”, when you click on it a “*DASHBOARD*” will open on the left with 3 Main Choices:
My Schedule/Results
Wrestlers
Team Reports.

When you click on the **Wrestlers** selection choice, the dashboard will expand to include 4 additional selections:

Wrestlers

- Load Wrestlers** (*used to Load Wrestlers: when + sign does not appear in front of Rostered Wrestlers in choice #3)*
- Add New Wrestler**
- +Rostered Wrestlers** (*with a plus sign in front of it*)
- Show Entire Roster**
- Reinstate Removed Wrestlers.**

- Select: **Show Entire Roster** Your team roster should appear (it was pre-loaded to show your returning wrestlers from last year). It will list your wrestler’s names (alphabetically), their grade, and their certified weights (once certifications are entered)
- There is a possibility that some of your wrestlers will have their names spelled incorrectly or the wrong grade indicated. Your first step should be to correct the misspellings and grade mistakes.

TO CORRECT NAMES AND GRADES:

- Change either their first, last name by retying it correctly.
- Change the grade by clicking the down arrow and highlighting the correct grade.
- When finished click at the top of the screen on: **Save Roster Information**

TO DELETE A PERSON FROM YOUR ROSTER

Click on the arrow in the Grade column and change the Grade to: Remove

- When finished click at the top of the screen on: **Save Roster Information**
- (FYI: You are not able to Edit the Certified Weight Class (MWC). If this is incorrect, contact your Regional Assessor).

DELETE SOMEONE BY MISTAKE?- (REINSTATE THEM)

Wrestlers

Reinstate Removed Wrestlers (Choice 4)

- When you click on Reinstate, a roster of all your deleted wrestlers will appear. Change the grade of the wrestler you want to reinstate From: “Remove” To: “the grade they are currently in.”
- When finished click at the top of the screen on: **Save Roster Information** and all wrestlers just reinstated will be back on your roster.

TO ADD NEW WRESTLERS TO YOUR ROSTER:

When you click on the **Wrestlers** selection choice, the dashboard will expand to include 4 additional selections:

Wrestlers

Add New Wrestler

- You **MUST** enter: first, last name, gender and grade.
Optional fields: Middle Initial, Birth date, age, and all info on the Past Achievements tab
- When finished click at the bottom of the screen on: **Save Wrestler Information**
Follow the same procedure for each new wrestler

FINISHED?

When finished editing rosters: Go to the top of the page and click on the red words:

Click here to return to Dashboard (MAKE SURE YOU HAVE SAVED ANY CHANGES)

6-PRINTING YOUR INDIVIDUAL PROFILE FORMS FOR YOUR REGIONAL ASSESSMENT:

Once your roster is up to date (Step 3 above), you can print all of your Individual Profile Forms needed for your Regional Assessment site.

The fourth tab over is for “Coaches”, when you click on it a “*DASHBOARD*” will open on the left with 3 Main Choices

My Schedule/Results
Wrestlers
Team Reports.

- Select: **Team Reports**
 - Alpha Master Report**
 - Wrestlers on File**
 - Scorebook Dashboard**

To print ALL Individual Profile Forms:

- Select: Wrestlers on File
- A new window will open: NYSPHSAA Weight Management Report (all your wrestlers will be listed towards the bottom of the page)
 - Find: Print Data Collection Forms (In purple in center of page)
 - When you click: a report showing one page per wrestler will appear (a page count will appear at the top to the right of the icons (Ex: 1 of 42). Hit the printer icon to print all pages.

To print SPECIFIC Individual Profile Forms (not the entire team):

- Select: Wrestlers on File
- A new window will open: NYSPHSAA Weight Management Report (all your wrestlers will be listed towards the bottom of the page)
 - Scroll down to find the name of the wrestler you want to print the form for and click on the word: “Select” (in blue, in the last column next to their name).
 - When that specific wrestler’s report appears on the screen: Hit the printer icon to print the page.

Need to print a blank form to fill out by hand?

The third tab at the top of the screen is for “Instructions”, when you click on it:
the fourth choice is: Skin Fold Data Collection Form (open it and click on: Print)

ENTERING DUAL MEET and DUAL MEET TOURNAMENT RESULTS:

Only the coach's login and password can be used to enter data. No team member can enter results using their personal logon info. Coaches should not give out their login or passwords.

Note: If you start entering results and then leave the computer idle for 5 minutes or so your screen may freeze and not allow you to click on your next result. If this happens, exit from Track Wrestling and then come back in, and everything should work normally. Anything you have already saved prior to exiting should not have to be re-entered.

Access your schedule:

1-Click on the fourth tab over: "**Coaches**" (when you click on it a "*DASHBOARD*" will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)

2- Under the **My Schedule/Results** select: **Click to Enter Schedule/Results** and

A new window for: **TRACK WRESTLING** will now open.

Your school name should be listed at the top of the screen followed by 7 choices:

Roster **Team Info** **Logo** **Media Contacts** **Schedule** **Matches** **Statistics**
Update from NWCA **Add Event** **Filter Schedule**

Your schedule that you entered previously will now appear.

Click on the event that you want to enter results for.

Follow the separate steps below for:

Dual Meets, Dual Meet Tournaments and Tournaments

7a-ENTERING DUAL MEET RESULTS:

- Click on the name of your dual meet opponent in your schedule and a new window will appear showing each weight class.
- Enter the starting weight class in the separate box provided.
- Click on the first weight class you want to enter results for.
- Select your team's wrestler from the drop down list.
- Select your opponent's wrestler from their drop down list. (If you opponent's wrestler is not on the drop down list you should type it in manually).
- Select the winner: The names of the two wrestlers you just entered will appear.
- Select a Win Type: Choices are:
 - **If the match was a Forfeit:** Enter "Forfeit" as the name of the wrestler on the team who forfeited. (The Forfeit choice should be at the top of the team's roster),
Select: Forfeit or Medical Forfeit as the win type and **Click: Save**
(After saving the result will show as: Forfeit over "Unknown")
The running team score column will show the number of team points earned and the total team score of bouts entered will appear at the bottom.
 - **If the match was a No Contest:** Enter "Forfeit" as the name of the wrestler on each team. (The Forfeit choice should be at the top of the team's roster),
Select: **Double Forfeit** as the win type and **Click: Save**
 - **If the match had a score:**
Select: Decision or Major Decision
Make sure the when you enter the individual Match Points scored by each wrestler that you put the points scored by each wrestler under the correct wrestlers name. **Click: Save**
The running team score column will show the number of team points earned and the total team score of bouts entered will appear at the bottom.

- If the match had a time:
Do NOT enter any score info in the scoring boxes (note: you may enter scores for Tech Falls in addition to the time)
Select: Pin, Technical Fall, Injury Default, or Disqualified,
Enter the time of the Pin, Technical Fall, Injury Default, or DQ in the time box
(With a Tech Fall you can also enter the individual Match Points scored)
When the time is entered, **Click: Save**
The running team score column will show the number of team points earned and the total team score of bouts entered will appear at the bottom.

Recording Overtime results:

For Overtime Victory during OT-Period 1:Sudden Victory select:

Sudden Victory-1 or SV-1 (Fall)

For Overtime Victory during OT Periods 2 or 3-Tie Breaker select:

Tie Breaker-1, Tie Breaker-2 or TB-1 (Fall) or TB-2 (Fall)

For Overtime Victory during final ultimate OT-30 sec ride out select:

Ultimate Tie Breaker or TB-3 (Fall)

High Schools will not need the following Win Types:

Sudden Victory-2, Sudden Victory-3, Tie Breaker-3, TB-2 (RT), TB-3 (RT), SV-2 (Fall), SV-3 (Fall)

- When done entering the last bout the Final team score should display.
Team score incorrect? If it is not correct, go through the team score column bout by bout and find the error.
Team score correct? If you have the correct results and now want to send the results to your media contacts, Click on: the last tab at the top of the page: Send Media Emails
You should get a message stating that the results were sent.
- Saving final results: The final column to the right of the running team scores is: NWCA
If the **circles are RED** the results are not yet saved. Once the **circles turn GREEN** the results are saved. You may have to leave Track Wrestling and return to get the circles to change color. They do not necessarily change immediately upon entering your data.

APPROVING FINAL RESULTS: In NYS both teams do not have to enter results.

What team enters the results:

- In a Dual meet: the Home Team
- In a Dual meet Tournament: the winning team
- Or by mutual agreement of the coaches.

If your opponent entered the result of the dual meet, you should verify that the results are correct. Access Track Wrestling and click on the event you wan to verify. If you do not need to fix anything, click on the icon of the “downward pointing thumb” at the upper left of the result screen. A “Script Prompt” should appear for you to type the word “approve” and Click “OK” . Once you do, the icon should change to an “upward pointing thumb” indicating the results have been approved.

(Note: If nothing happens when you click the “downward thumb icon”, look at the top of your screen. Some computers may display a bar across the top of the screen with the following message:

“This website is using a scripted window to ask you for information.

If you trust the website, click here to allow scripted windows. “

You should click on this bar and select: “Temporarily allow scripted windows”

Re-click on the “downward thumb icon” and you should now be able to type “approve”

7b-ENTERING JV RESULTS- DUAL MEET:

Those of you that have JV meets where no team score is kept and more than one bout per weight is contested, cannot enter the results in the DUAL MEET format. (If you try to, each weight class will only appear once and you will not be able to enter the extra matches). You must use the tournament format for entering the JV matches.

If you have not yet done so, you should edit your schedule and delete all JV dual meets, then re-enter them on your schedule as Tournaments.

You can either:

- Enter each JV dual as a separate tournament
Ex: Tournament Name: XYZ School (JV Dual meet)
- Enter all JV duals for the month as a separate tournament
Ex: Tournament Name: JV December Duals
- Enter all JV duals for the season as a separate tournament and update this tournament after every JV meet
- Ex: Tournament Name: JV Duals 2012-13 and update this tournament after every JV meet

7c-ENTERING DUAL MEET TOURNAMENT RESULTS:

Access your schedule:

1-Click on the fourth tab over: “**Coaches**” (when you click on it a “*DASHBOARD*” will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)

2- Under the **My Schedule/Results** select: **Click to Enter Schedule/Results** and

A new window for: **TRACK WRESTLING** will now open.

Your school name should be listed at the top of the screen followed by 7 choices:

Roster **Team Info** **Logo** **Media Contacts** **Schedule** **Matches** **Statistics**
Update from NWCA **Add Event** **Filter Schedule**

Your schedule that you entered previously will now appear.

Click on the event that you want to enter results for.

- Click on the tournament name in your schedule that you want to enter results for and a new window will appear.
- If you set up your schedule previously, the names of the teams you have duals against will appear.

If the team you need to enter results for appears:

Click on the team and enter results the same way you would for a regular dual meet in Step 7a above.

If the team you need to enter results for is not listed:

- You need to add the team to the list of schools you wrestle in the tournament.
- Click on the tab at the top right: **Add Dual**
- In the new window, you will see a link at the bottom that says:
- Click [here](#) if the dual you would like to add is not in the list above.
- Click on the word: [here](#)
- A new: Add Dual Meet window will open and the name of the Dual Meet tournament should already be entered as the: Parent Event (If your screen looks blank: scroll up)
 - Enter the location: Home or Away
 - Enter the Opponent team name and state and click: **Add**
 - The team will now be added directly to the list of teams you compete against that day or you may get a list of teams with similar names and you have to select one.
 - You can now click on the team and enter results the same way you would for a regular dual meet in Step 7a above

7d-ENTERING INDIVIDUAL TOURNAMENT RESULTS:

Access your schedule:

1-Click on the fourth tab over: “**Coaches**” (when you click on it a “*DASHBOARD*” will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)

2- Under the **My Schedule/Results** select: **Click to Enter Schedule/Results** and
A new window for: **TRACK WRESTLING** will now open.

Your school name should be listed at the top of the screen followed by 7 choices:

Roster **Team Info** **Logo** **Media Contacts** **Schedule** **Matches** **Statistics**
Update from NWCA **Add Event** **Filter Schedule**

Your schedule that you entered previously will now appear.

Click on the event that you want to enter results for.

- Click on the tournament name in your schedule that you want to enter results for and a new window will appear.
- Click on: **Add Match** (grey tab at the top)

For each individual you will follow these steps. After their first result is entered, their name and weight will reappear for you to enter their next match. When you have no more matches for that wrestler:

Either:

- Just type over the weight class and your wrestlers name with the new data for your next wrestler.

Or

- Click the **HIDE** button at the top of the result window
- Click: **Save Pts** at the bottom of the page (after the last result entered)
- Click on: **Add Match** again to do the next wrestler.

Entering each individual’s tournament results:

- Weight Class: Select a weight class from the drop down list
- Your Wrestler: Select your wrestlers name from the drop down list.
- Select: **won over** or **lost to**
- Opponent: Select: Fetch from High School season
 - Type the name of the team and enter the state
 - The team’s official NWCA name should now appear
(You do not have to type the teams full name. Ex: If you type the letter “B” all the teams in NYS that start with the letter B will appear and you can click on the one you want.
 - Select the name of the wrestler you faced from the drop down list
If the team or wrestlers name do not appear you will have to type it in manually.
- Select a Win Type: Choices are:
 - If the match was a Forfeit: Enter “Forfeit” as the name of the wrestler on the team who forfeited. (The Forfeit choice should be at the top of the team’s roster),
Select: Forfeit or Medical Forfeit as the win type and **Click: Save**
(After saving the result will show as: Forfeit over “Unknown”)
 - If the match had a score:
Select: Decision or Major Decision
Enter the individual Match Points scored by each wrestler. (when using the tournament format enter the larger (winning) score first.
Click: **Add** to save the result

- If the match had a time:
Do NOT enter any score info in the scoring boxes (note: you may enter scores for Tech Falls in addition to the time)
Select: Pin, Technical Fall, Injury Default, or Disqualified,
Enter the time of the Pin, Technical Fall, Injury Default, or DQ in the time box
(With a Tech Fall you can also enter the individual Match Points scored)
Click: **Add** to save the result

Recording Overtime results:

For Overtime Victory during OT-Period 1:Sudden Victory select:

Sudden Victory-1 or SV-1 (Fall)

For Overtime Victory during OT Periods 2 or 3-Tie Breaker select:

Tie Breaker-1, Tie Breaker-2 or TB-1 (Fall) or TB-2 (Fall)

For Overtime Victory during final ultimate OT-30 sec ride out select:

Ultimate Tie Breaker or TB-3 (Fall)

High Schools will not need the following Win Types:

Sudden Victory-2, Sudden Victory-3, Tie Breaker-3, TB-2 (RT), TB-3 (RT),
SV-2 (Fall), SV-3 (Fall)

- To clear the wrestler you were just entering results for, to get to your next wrestler, just type over the weight class and your wrestlers name with the new data.
- You have the option of entering the number of team points the wrestler earned.
- Click: **Hide** to clear the screen so that you can enter the next wrestlers result.

ENTERING TOURNAMENT INDIVIDUALS PLACES

- You have the option of entering the wrestler's individual tournament place. Tournament places can be entered as you go, or after all tournament results have been entered. At the top of the screen under the tournament name Click on: **Wrestlers** (in red). A **Place** column will now appear. Enter the place as 1, 2, 3, not 1st 2nd 3rd (If you don't you will get a message stating you "Must enter a valid number for placement") Leave the Place column blank if they did not place (do not enter dnp). Click on: **Save Wresters** tab at the top (in grey) when done.

To continue with results: at the top of the screen under the tournament name
Click on: **Matches** (in red).

Saving final results: The final column to the right of the running team scores is: NWCA

If the **circles are RED** the results are not yet saved. Once the **circles turn GREEN** the results are saved. You may have to leave Track Wrestling and return to get the circles to change color. They do not necessarily change immediately upon entering your data.

Approving final results: If your opponent entered the result of the dual meet, you should verify that the results are correct. Access Track Wrestling and click on the event you wan to verify. If you do not need to fix anything, click on the icon of the "downward pointing thumb" at the upper left of the result screen. A "Script Prompt" should appear for you to type the word "approve" and Click "OK" . Once you do, the icon should change to an "upward pointing thumb" indicating the results have been approved.

(Note: If nothing happens when you click the "downward thumb icon", look at the top of your screen. Some computers may display a bar across the top of the screen with the following message:

"This website is using a scripted window to ask you for information.

If you trust the website, click here to allow scripted windows. "

You should click on this bar and select: "Temporarily allow scripted windows"

Re-click on the "downward thumb icon" and you should now be able to type "approve"

8-GETTING ENTERED RESULTS TO NEWSPAPERS:

Set up the Media Contacts that need the results:

- 1-Click on the fourth tab over: **“Coaches”** (when you click on it a *“DASHBOARD”* will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)
- 2- Under the **My Schedule/Results** select: **Click to Enter Schedule/Results** and your schedule will appear.
- 3-Click on: **Media Contacts** (at the top of the page, in Red under your school’s name)
- 4-Click on: **Add Media Contact**
5. Type in the email address of the media contact and Click: Add
All media contacts that you add will appear under the Add Media Contact button and all email addresses listed will now receive dual meet and tournament results as they are entered.

Example: Required by Section 9:

SInterdonato@TH-Record.com

SectionIXWrestling@GMail.com

Optional for Section 9:

TMonahan@HVC.RR.com

newsroom@poughkee.gannett.com

rosner@freemanonline.com

Sending the results:

Once you have approved your final results, you can send the results to all of your Media Contacts in one step. Click on the last grey tab at the top of the screen (under Weigh-in’s):

Send Media Emails

(After a short delay you should get a message on your screen that Media emails have been sent).

9-VIEWING AN INDIVIDUALS WRESTLER’S RECORD/RESULTS

- 1-Click on the fourth tab over: **“Coaches”** (when you click on it a *“DASHBOARD”* will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)
- 2-Under: **My Schedule/Results** double click on **Team Season Record Forms**
- 3-Click on the word: **SELECT** in front of the name of the wrestler you want to review the results for.

QUESTIONS / PROBLEMS:

If your Sectional Chairman cannot answer your question, the NWCA Contact is:

Scott Crowell

717-653-8009

SCrowell@NWCA.cc



NEW YORK STATE PUBLIC HIGH SCHOOL
ATHLETIC ASSOCIATION INC.
WRESTLING COMMITTEE
STATE WRESTLING COMMITTEE



USING THE NWCA DATABASE TO FIND RESULTS: 2012-13

ACCESSING STATS OF TEAM MEMBERS OR OPPONENTS:

You can use the attached link:

<http://www.nwcaonline.com/nwcaonline/results/Scorebook/Welcome.aspx>

or you can go to: **Intermatwrestle.com** then click on the tab at the top for: **SCORES** then from the drop down menu select either **COLLEGE** or **HIGH SCHOOL** When the new page load Click on the first menu choice (Top left of screen) "**HS Main Page**" then copy the same link at the top of your screen to your desktop or your Favorites folder.

Search for a Team:

- Enter the team's name in the box next to School:
- Enter the range of dates you want to search result for and click "Search Teams"
- and teams season schedule will appear.
- There are three tabs at the top to select from: Team Results, Team Rosters and Stats
- To see results of a specific event: Click on the date in front of the event to see the event results.
- You can then click on any wrestler on their roster to see the wrestler's individual stats and won//loss record sheet.



NEW YORK STATE PUBLIC HIGH SCHOOL
ATHLETIC ASSOCIATION INC.
WRESTLING COMMITTEE
STATE WRESTLING COMMITTEE



PRINTING POST-SEASON NYS SEEDING SHEETS

After you have entered all of your duals and tournaments into the NWCA database, follow the following procedure to print you NYS Seeding Sheets. These sheets must be signed by both the coach and the wrestler before entering your post-season tournaments.

VERIFICATION OF W/L RECORDS FOR WRESTERS ENTERING POST-SEASON:

- Click on the fourth tab over: **“Coaches”** (when you click on it a **“DASHBOARD”** will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)
- Under: **My Schedule/Results** click on the **Team Season Record Forms** and your roster will appear.
- Click on the name of each individual you are entering in post season and verify that all matches listed were Varsity competitions. All Varsity competitions should have a check mark in the **“Display On Season Record Form?”** Column. Un-check this column for any JV competitions shown. Repeat these steps for all your post-season wrestlers.
- Do **NOT** print these pages, these are not the pages required for NYS post-season.

POST SEASON ROSTER SELECTON:

- Go back to the dashboard on the left and select the last choice under My Schedule/Results: **Select Athletes For Post Season**
- Your roster will be listed alphabetically. For each wrestler you are entering in post-season, put a check mark in the **“Display on Conf Season Record Form”** and select the **Post-season weight class** in the last column. (NYS coaches should ignore the **“Previous Year Place Column”**)
- When done Click the: **Save Choices** button at the top of the screen.
A message should appear that you have **‘Successfully saved your choices’**. Click on **“OK”**

PRINTING POST SEASON SEEDING SHEETS:

- Go back to the dashboard on the left and under My Schedule/Results: select the choice: **District Report Form.**
- After a slight pause: All of the wrestlers you selected should now appear (in alphabetical order). Most wrestlers will have a 2- page report. Hit print to get a copy.

Notes for NYS:

- The Pts Column will eventually be used to calculate the number of the allowed 20 points your wrestler has accumulated during the season. **THIS FEATURE IS NOT YET ACCURATE FOR 2013-14.**
- Verify that each wrestlers season record at the bottom of their printout is correct.
- The Section Seeding Column is blank. Each Section in NYS assigns Competition Points in different ways, so this column can be filled in manually for your Sectional Seeding meetings.
- The NYS Seeding Column has automatically assigned your wrestlers competition points if they have defeated returning state place winners during the year. The column will currently show all zeros but once you go to re-print these forms for any NYS tournament qualifiers, the column will show values for returning state place winners your wrestler defeated (You can use the attached chart on the next page to verify).

- The Out of Section Column is blank (it will be used by the NYS seeding Committee on Saturday 2/22).
- At the bottom of the form (under the Total Regulars Season Competition Points total) is your wrestlers Placement Points. The Placement Points will also show as zeros to start with, but will be automatically assigned if your wrestler was a state placer last year, once it comes time to re-print the forms for NYS tournament seeding purposes. This value will automatically be updated on Tuesday 2/18 (after all Sectional Champs and “At-Large” qualifiers have been determined-See attached chart on page 12 to verify).

NYS COMPETITION POINTS TABLE 2013-14

-A wrestler who defeats a NYS placewinner from either D1 or D2 last year will earn the points listed in the following table.

-A spreadsheet entitled: **Results-12-13-ALLSections** is available from your Sectional Chairmen or any NYS Wrestling Committee Member. This spreadsheet lists all Sectional and NYS Placewinners from last year, alphabetically by school. The points earned by beating one of them are shown.

-There is no cap on the maximum number of times you can earn Competition Points for beating the same wrestler. The Competition Points are earned every time that you beat them.

-The only exception to the cap is if you defeat a NYS Qualifier (Section Champ or At- Large winner) from the following Sections (as they have less than 12 teams with rosters of 15 or less. **D1 Sections: 4,7, 10 and D2 Sections: 7,8,9,10,11, PSAL**

A wrestler can only earn 5 points for defeating a NYS Qualifier (Section Champ or At- Large winner from these Sections. However if the wrestler from these Sections was a State Place winner they would earn the Competition Points listed in the chart for the appropriate State Place (every time they beat them).

If they defeated the same wrestler more than once, they only earn the 5 points for the first victory.

-Wrestlers earn Competition points for defeating a wrestler who placed at the State last year, or who has qualified to wrestle at the States this year.

-No credit is given for defeating “Out of State” State placewinners as it was felt it would be too difficult to verify these points

Last years NYS Tournament	COMPETITION POINTS earned for current year
1st Place	38
2nd Place	30
3rd Place	26
4th Place	22
5th Place	18
6th Place	14
7th or 8th Place*	10
*This round is not always contested but a list of both wrestlers who reached the round will be supplied.	
Current years Sectional Tournament	COMPETITION POINTS earned for current year
Section Champ	10 *
“At-Large” winner	5 *
D1: Sections: 4,7, 10 D2: 7,8,9,10,11, PSAL	5 * (can only earn this once)

*- Points for Section Champs and “At-Large” winners will not be know until all Sectional tournaments have been concluded and all “At-Large” Qualifiers have been announced.

NYS PLACEMENT POINTS TABLE **2013-14**

-Wrestlers earn Placement points for placing at the State last year, or for qualifying to wrestle at the States this year.

-Wrestlers receive only one point value from this table (the higher point value) with the following exception: In a situation where a wrestler qualifies for states and was a Place winner in the **Top 4 last year and a State Champion, two years prior**, they will receive Placement points from the chart for last year's finish plus the additional 120 points for the previous State Championship two years prior.

-(If the wrestler was a State placewinner last year, they earn those points only, they do not also get points for being a Sectional Champ or "At-Large" Qualifier this year.

Last years NYS Tournament	PLACEMENT POINTS earned for current year		
	Same Wt or up 1 wt class from last year	Up 2 wt classes from last yr	Up 3 or more wt classes from last yr
1st Place	120	100	90
2nd Place	80	60	50
3rd Place	60	50	40
4th Place	50	30	25
5th Place	40	30	25
6th Place	30	25	20
7th or 8th Place This round is not always contested but a list of both wrestlers who reached the round will be supplied.	25	20	20

Current years Sectional Tournament	PLACEMENT POINTS earned for current year
Returning Qualifier NYS Qualifier in 2013 & 2014	19 *
Section Champ '10	18 *
"At-Large" winner '10	14 *



NEW YORK STATE PUBLIC HIGH SCHOOL
ATHLETIC ASSOCIATION INC.
WRESTLING COMMITTEE
STATE WRESTLING COMMITTEE



BACKING UP YOUR RESULTS AT THE END OF THE SEASON

After you have entered all of your duals and tournaments into the NWCA database, follow the following procedure to save your data for use in future years.

- Click on the fourth tab over: **“Coaches”** (when you click on it a *“DASHBOARD”* will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)
Under: **My Schedule/Results** click on the **Team Season Record Forms** and your roster will appear. **Click Here to Print Multiple Season Record Forms at One Time**
- Click on the name of each individual wrestler who competed for you this season
- Return to the top of that screen and click on:
Save and Print Choices
After a slight pause each wrestler’s final Season Record Form will be displayed.

To Print a hard copy for your records:

- Click on the first icon (printer icon)

To Save a permanent .pdf file for your records:

- Click on the second icon (computer disk)
- When the: Save A Copy window appears:
Click on the down arrow at the top and select the name of the folder in your computer you want to save the file in: Example: My Documents
- At the bottom of the window, where it says File Name:
Enter what you want to name the file: Example: NWCAResults-TeamName-20XX-XX
- At the bottom of the window, where it says: Save as Type:
Adobe PDF file (Should already appear, you do not need to change it)
- Click on the Save Button and your Individual Records for the year just ended have been Saved.