



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



**REPORTING RESULTS USING TrackWrestling: 2014-15**

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). You will receive a Login ID and a password thru your Sectional Chairman. (that you will eventually be able to change to something more meaningful to you).

**FYI-While using the website, if the site remains idle for too long of a time without any activity, you will receive an error message asking what season you are attempting to view. To correct just log back in.**

**WARNING-** When you get into TrackWrestling and nothing happens when you start clicking on things: (Error on page may also appear in grey at lower left of screen), this could mean that your **Internet Explorer is out of date**. TrackWrestling is aware of problems with Internet Explorer 8 and 10. The most current version is Internet Explorer 11 (and that works fine... but depending on how old your computer is, your computer may not support it) To find the version of Internet Explorer you have:

Access the internet: Click on: **Help** in the menu bar at the top of the screen

Click on: **About Internet Explorer** (your version will be displayed)

To fix this problem: You can either install **Internet Explorer 11** or **Google Chrome** as your browser. (Google Chrome should work on all computers)

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## **BEGINNING 2014-15 ALL ENTIRES WILL BE DONE THRU THE TRACKWRESTLING WEBSITE:**

Before attempting to sign-in for the first time, you will need the following info for **BOTH** the **Head Coach** and the **Athletic Director**: E-Mail addresses, Main Phone Numbers, and School's address

You can access TrackWrestling in one of three ways:

- Access the internet and type in: **TrackWrestling.com**
- On the right hand side of the screen: **Click on: the OPC (Optimal Performance Calculator) Icon**

Or

- Access TrackWrestling directly with this link:  
<http://tw01.trackwrestling.com/tw/seasons/index.jsp>

Or

- 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)": You will be sent to the TrackWrestling site.

Login:

- When the TrackWrestling window appears select Choice 2:  
**2014-15 High School Boys** and Click: **Login**
- Use the **Username and password** that were sent to you. (You can change both of these later)
- When " You must Update your account information before you can use the system" appears, Click: **Continue**
- Enter your Title from the drop down list: Ex: Head Coach  
Update your Email (if needed) You may also update your phone and home address (optional)  
You may type over the existing **Username** (optional) and select a new one  
You may type over the existing **Password** (optional) and select a new one and then re-enter the new one again below it.  
Hit Continue

If nothing happens close out the website.

2<sup>nd</sup> Login:

- Log back in using your existing username and password or your newly entered username and Password (if you just changed them)
- An ALERT will appear: "You must fill out your team information before you can use the system"  
Click on **Continue**
- Enter: School Name  
Enter: School Address (if not correct)  
Do not Type over the numbers and letters shown for Schools primary and secondary colors  
(If you accidentally do, click the back button at the top of the screen and start again)  
Weights Group: Click the down arrow and select **New York Weights (99-285)**  
Leave the rest of the info as it is and Click on **Save**
- A second ALERT will appear: "You will also need to enter the following users: (Head Coach and Athletic Director) for your team.  
Click on **Continue**  
If you are not the Head Coach you must enter their info now by clicking the **Add User** button  
If you are the Head Coach, your info should now appear.  
You must now enter the info for your Athletic Director by Clicking the **Add User** button at the top of your info.

- For your Athletic Director:  
Title: Click on down arrow and enter: Athletic Director  
Enter: Your AD's First and Last Name  
Enter: Your AD's email address  
Enter: Your AD's Main Phone Number (include Area Code) – no dashes are needed  
Enter: Your AD's school address  
For Username and Password for your AD you can either make one up or Click: **Generate**  
(If you click Generate: a random user name and password will be created for them)  
(In all likelihood your AD is never going to use TrackWrestling)  
Leave OPC and Stats Access as: **NO**  
Click: **Add**
- If done correctly your AD's name will now appear under the Head Coach name and the following message will appear: **Verify your Email**  
If the email address shown for you is correct: Click on the word **here** (in the middle of the instructions) This will send an email to your home account for you to respond to. Note: If you click Skip, this message will appear every time you sign on until you finally verify your email.  
(If the email is not correct: Click Skip for now then Click on My Account and Edit Account and update your email and you will then be asked to Verify it again later)

**If you have done everything correctly: The name of your school and your Schedule will now appear in a grey bar. – CONGRATS!**

This will now become your team's home page every time you sign on.

Your schedule will be blank if you have not yet entered your matches.

If another team has entered their schedule and your team is on their schedule, the match should appear now.

#### Getting around the site:

The blue menu bar shows:

**My Account Leagues Teams Wrestlers Results**

#### To change your personal info:

- Click on **MY ACCOUNT** in the blue top menu
- Click on **EDIT ACCOUNT**
- Update necessary information and change password:  
You can type over the existing username and password with new ones of your choice and then click the **[Save]** button at the bottom of the page
- A blue menu bar appears at the bottom to tell you your info has been saved.

#### Anytime you need to get back to your team's home page with your team's schedule:

- Click on **MY ACCOUNT** in the blue top menu
- Click on **LMY TEAM**

#### The following will appear in the grey menu bar at the top of the screen

Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-



## ENTERING YOUR TEAM'S VARSITY AND JV SCHEDULES

Get to your teams home page so the following appears at the top:

The following will appear in the grey menu bar at the top of the screen

Edit team- Roster-Weight Management-**Schedule**-Matches-Statistics-Users-

More

Leagues  
Media  
Weigh-ins

- Click on **Schedule**
- You can now enter all your dual meets and then all your tournaments for Varsity and JV.  
Click on the grey **Add Event** button in the center of the screen

### 1-Enter your **Varsity Dual Meet** schedule as follows:

- You will be asked for the Event Type: You have 3 Choices:  
**Single Dual Meet** or **DualTournament/Multi Dual** or **Individual Tourn/Individual Matches**
- Select: **Single Dual Meet**
- Select **Level**: [Varsity](#) Click Next
- For each dual meet:  
Enter **Date** and **Start Time**: [mm/dd/yyyy](#) and [hh:mm](#) Select: [a.m.](#) or [p.m.](#)  
Enter **Location**: [Home](#) or [Away](#) or [Neutral](#)  
**Leagues**: should show up as your [Section #](#)  
**Weights**: Enter: [New York Weights \(99-285\)](#)  
**Match Creation**: Enter- [Create one match per weight](#)  
Note: [Create matches as needed](#) (can be used for JV matches when individuals are just being matched up)
- **Opponent**: Enter the **FIRST LETTER** only of the [opposing school](#) (once you enter the Stat in the next box and click Next, a list of NYS schools that start with the first letter of the school you are wrestling will appear) Note: you can also enter the first two letters of the school if you don't want every school in the state that starts with that letter.  
**State**: [NY](#) is the default  
**Click Next**  
[A list of NYS schools that start with the first letter of the school you are wrestling now appears.](#)  
Select the name of the actual school and hit **Next**
- To enter another Varsity dual repeat the above steps by clicking on: **Add Event**  
(Continue this process until all Varsity duals are entered)

### 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, do not enter the results in the Single 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 Individual Tournament/Individual Matches format for entering the JV matches.

- Click on **Schedule**  
Click on the grey **Add Event** button in the center of the screen
- Select: **Individual Tournament/Individual Matches**
- Select **Level**: [JV](#) or [Exhibition](#) Click Next
- For each dual meet:  
Enter **Date** and **Start Time**: [mm/dd/yyyy](#) and [hh:mm](#) Select: [a.m.](#) or [p.m.](#)  
Enter **Location**: [Home](#) or [Away](#) or [Neutral](#)  
**Leagues**: should show up as your [Section #](#)  
**Weights**: Enter: [New York Weights \(99-285\)](#)  
**Match Creation**: Enter- [Create matches as needed](#)  
**Opponent**: Enter the **FIRST LETTER** only (or first and second letters) of the [opposing school](#)  
**State**: [NY](#) is the default  
**Click Next**

## 2-Enter your JV Dual Meet schedule as follows: (continued)

A list of NYS schools that start with the first letter of the school you are wrestling now appears. Select the name of the actual school and hit **Next**

- To enter another JV event repeat the above steps by clicking on: **Add Event**  
(Continue this process until all JV duals are entered)

## 3-Enter your Individual tournament schedule as follows:

- Click on **Schedule**  
Click on the grey **Add Event** button in the center of the screen
- Select: **Individual Tournament/Individual Matches**
- Select **Level:** **Varsity** Click Next
- For each individual tournament:  
Enter **Start Date** and **Start Time:** **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**  
Enter **End Date** **mm/dd/yyyy** (Start date automatically appears: assuming it is a one day event).  
Enter **Host Team:** **Your School** or select **Another Team**  
**Leagues:** should show up as your **Section #**  
**Weights:** Enter: **New York Weights (99-285)**  
**Click: Next**  
In the **Add Event window** if the tournament is already created, Select it from the current list  
If the tournament is not on the list, select the last choice: **New Event**  
**Click Next** (the tournament should now appear on your schedule)
- To enter another Individual Tournament repeat the above steps by clicking on: **Add Event**  
(Continue this process until all Individual Tournaments are entered)

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

- Click on **Schedule**  
Click on the grey **Add Event** button in the center of the screen
- Select: **DualTournament/Multi Dual**
- Select **Level:** **Varsity** Click Next
- For each Dual Meet Tournament:  
Enter **Start Date** and **Start Time:** **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**  
Enter **End Date** **mm/dd/yyyy** (Start date automatically appears: assuming it is a one day event).  
Enter **Host Team:** **Your School** or select **Another Team**  
**Leagues:** should show up as your **Section #**  
**Weights:** Enter: **New York Weights (99-285)**  
**Click: Next**  
In the **Add Event window** if the tournament is already created, Select it from the current list  
If the tournament is not on the list, select the last choice: **New Event**  
**Click Next** (the tournament should now appear on your schedule)

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

Click on the name of the Dual Meet Tournament on your schedule

- Click on: **Add Dual**
- When the **Add Duals** window appears  
Edit **Date** or **Start Time** (if needed) : **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**  
Select **Level:** **Varsity**  
**Team 1:** Should already be your team  
**Team 2:** To enter a team you are wrestling a dual against Click: **New**  
When the **Add Dual** window appears:  
Enter the **FIRST LETTER** only (or first and second letters) of the **opposing school**

**State:** NY is the default

A list of NYS schools that start with the first letter of the school you are wrestling now appears.

Select the name of the actual school and hit **Next**

The name of the team you are wrestling should now show up as Team 2

**Click Next** to return to the Dual Tournament page (the team you just added should now appear)

- To enter another Dual Meet for the Tournament repeat the above steps by clicking on:  
**Add Dual** (Continue this process until all duals have been added)
- To enter another Dual Meet Tournament repeat the above steps by clicking on: **Add Event**  
**(Continue this process until all Dual Meet Tournaments are entered)**

### **MISTAKES made entering your SCHEDULE?**

- Click on **Schedule**

#### **To Edit the event:**

Find the event on your schedule list.

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

To edit the **Date** or **Time**: Click on the actual event

A screen will appear for you to enter the results of the event.

Click on: **Edit Dual** in the grey menu bar at the top of the screen

Change your date or time and Click: **Save** at the bottom of the screen


(Message 1: This record has been saved will appear at the bottom of the screen

Close out the window: Your change will not show up until you Click on **Schedule** in the main menu bar so that the change will update.

**To delete an event:** Click on the red **Trash Can** after the event name.

A window will pop up for you to type the word **“trash”** and then click **“OK”**.

### **5-VERIFY YOUR ROSTER:**

- From the grey menu bar at the top of the screen  
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-  Leagues  
Media  
Weigh-ins
- Click on **Roster**
- Your blank roster will appear: “There are no wrestlers that match your search criteria”
- When the roster appears, there are 5 selection buttons at the top of the Roster:  
Add Wrestler Import Roster Update Selected Records Save Order Print Document
- Click on the second button: **Import Roster**
- When the Import Wrestlers window appears:  
**Seasons:** Click on **Last year’s season: 2013-14 High School** (because you are looking to import the kids who were on your team last year to this year)  
**Teams:** Your team should show up as the team name  
Click: **Next**
- Last year’s roster will appear (with last year’s grades): All names are currently checked ,  
**Uncheck** any wrestlers that you know are not returning  
**Example: Uncheck all your Seniors from last year.**  
Click: **Import**  
Your roster should now appear.

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.

## **ROSTER CORRECTIONS: TO CORRECT NAMES AND GRADES:**

- From the grey menu bar at the top of the screen  
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- Click on the name of the wrestler you want to change.
- Change either their first, last name by retyping it correctly.
- Change the grade by clicking the down arrow and highlighting the correct grade.
- When finished Click: **Save** at the bottom of the screen.

## **TO DELETE A PERSON FROM YOUR ROSTER**

- Click on the Red **X** next to the wrestlers name
- A window will pop up for you to type the word "**remove**" and then click "OK".  
The wrestler should no longer be on your roster.

## **DELETE SOMEONE BY MISTAKE?**

The **Reinstate Removed Wrestlers** option that was available in the past is no longer available. If you accidentally delete a wrestler you must follow the instructions below and add them back as a New Wrestler. Note: You cannot delete a wrestler who has been weight certified.

## **TO ADD NEW WRESTLERS TO YOUR ROSTER:**

- From the grey menu bar at the top of the screen  
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- When the roster appears, there are 5 selection buttons at the top of the Roster:  
Add Wrestler Import Roster Update Selected Records Save Order Print Document
- Click on the first button: **Add Wrestler**  
Enter the new wrestlers: First Name, Last Name, Grade, and Gender and Click: **Add**  
The wrestler should now be on your roster list.

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

- From the grey menu bar at the top of the screen  
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- When the roster appears, there are 5 selection buttons at the top of the Roster:  
Add Wrestler Import Roster Update Selected Records Save Order Print Document
- Click on **Print Document**
- When the Print Document Window appears: Click the Down Arrow and select:  
**NYSPHSAA MWW Individual Profile Form** and then click the **Preview** button  
A list of all your wrestlers will now appear
- Are you looking to print all forms or just forms for specific wrestlers?  
There is a box at the top of the list in the grey header for Wrestlers that is currently **checked off**. Leave the box checked to print all wrestlers, or uncheck the box to erase all the check marks and then manually check the boxes of the individual wrestlers you want forms printed for.
- When the wrestlers you need forms for have been selected: Click the **Preview** button at the bottom of the screen.
- Use the Print button for your browser to print the forms.  
Ex: For Google Chrome there is an Icon of 3 horizontal bars in the upper right of the screen. When you click the icon, a print option will appear.
- To return to your roster, close the **NYSPHSAA MWW Individ** icon by clicking on the **X** at the top of your screen.