

## Setting Your Roster and Weight Class

### CREATING A ROSTER

#### To import your roster from a previous season:

1. Click on the 'Roster' link in the grey top menu.
2. Click on the [Import Roster] button.
3. Select the season and team you wish to import from and then click the [Next] button.
4. Place a check mark in the box next to any wrestlers you wish to import and then click the [Import] button.
5. The imported wrestlers will then appear on your roster.
6. To edit a wrestler's information, you can click on the name of the wrestler.

#### To add team members manually:

1. Click on the 'Roster' link in the grey top menu.
2. Click on the [Add Wrestler] button.
3. Fill out the form with information about the wrestler you are adding.
4. Click the [Add] button.
5. The added wrestler will then appear on your roster.
6. To edit a wrestler's information, you can click on the name of the wrestler.

### SETTING SEASON WEIGHT CLASS-

#### (Once the weigh-in form of first competition is complete)

Creating a weigh-in form to record season weight class on day of your first competition.

**Note- this is a one-time process only done after the first competition weigh in is completed.**

1. Go to the schedule and create an event for your first competition.
2. Once you add the event or dual meet, click on the scale icon next to the event name.
3. Select the wrestlers on your team  
**\*\*Note** - hold the CTRL or SHIFT button to select multiple wrestlers at once.
4. As you will now have your NYS Weigh-in sheet from the p.m. weigh-in of this first competition, you will use the weight class each wrestler weighed in at as their certified weight class for the shortened season.  
Use the drop-downs in the 'Weight' column to change the weight class to the weight class each wrestler will be 'certifying' at. (Note: this weight class should be the weight class without the growth allowance. Example: Wrestler weighs in at 133, so they make  $132+2=134$ , Coach should enter 132 as the weight class)
5. Enter weight class weight **for a second time** into in the column under the event date header. This would be the 'actual weight' column. Please make sure to enter the weight as the weight class. As an example, if the wrestler is at 132, then type the weight in as 132.
6. After entering all the weights, click on the commit button. Once you confirm the commit, this will save your weigh-in reports.
7. Once you have committed your team, please open the roster for your opponent and verify the weights the opposing coach entered match the weight classes on the weigh-in sheet you received from them at the dual meet.
  - a. Go to My Account in the menu bar.
  - b. Click on My Extras
  - c. Click on Weigh-in Report
  - d. Select School From the Drop Down Menu
  - e. Select the Section
  - f. Enter Date of Competition
  - g. Click on Search.

Note: If a wrestler is **not eligible** to certify at the **team's** first competition, they will follow the same procedure (listed above) and certify on the date of **their** first competition.