

NEW FOR 2022-23:

PRINTING WEIGH-IN FORMS:

Coaches will use the NYS forms for 2022-23 (as the Track form does not have two columns to account for Honor weigh-ins). **In 2023-24, coaches will be required to print the actual weigh-in form from Track.**

ENTERING WEIGH-IN WEIGHTS:

Anytime between the conclusion of the weigh-in for the current event and the day of the weigh-in for the next event, coaches must enter the weigh-in weights into Track Wrestling.

The morning A.M. actual weight shall be the weight that is entered. (if the wrestler did not weigh-in in the morning, then the matside P.M. weight shall be used).

Access your schedule:

1-Click on the fourth tab over: **“Schedule”**

2-Find the event that needs the weigh-in's recorded and click on the **Blue Scale Icon** next to it.

Or Click the name of the event then **More**, then **Weigh-In**

Schedule-Matches-Statistics-Users

More

Leagues
Media
Weigh-ins

3-Click on the **Add Weigh In** button

4-Temporarily skip over the names and verify the **weigh-in date** is correct.

5-**Consecutive Allowance:** If needed Change the default 0 lbs to 1lbs or 2lbs if there was +1 or +2 weight allowance for back-to-back matches or school cancellations. **Note: Do NOT enter +2 for the NYS Christmas Growth Allowance (this is automatically built into the system).**

6-Select all the wrestlers who have weighed in.

(To select multiple wrestlers whose names, appear consecutively-Hold the Shift Key and highlight the names) Note: you can use only Shift to select wrestlers that are listed in sequence.

(To select wrestlers whose names are not listed in sequence, hold the CTRL key down, move to the name you want, click on it. DO NOT release the CTRL key, move to the next name you want and click on it. So long as you do not release the CTRL key you can continue to add wrestlers.

When all needed for weigh ins are selected: Click **Add**

7-**This step may can be repeated if you leave someone off.** To add wrestlers, you may have left off, Click the: **Add Weigh In** button when the actual weigh in form appears. Click the names that still need to be added. Once you have everyone you need Click **Add** again.

Link to video: <https://www.youtube.com/watch?v=iy8DaMDIXHY>

8-When the weigh-in form appears, you can use the drop-downs in the “Weight” column to change the weight class if necessary.

9-Enter the **Morning AM actual weights** in the column under the event date header.

Note- You can place a check in the box in the DNP column if the wrestler did not weigh in.

10-Click the **Save Form** button

11-**Verify the weights you entered are correct. Once you hit the COMMIT button, you will no longer be able to edit the form and will need to contact Track directly and get approve from your NYS Governing Body Admin for a change to a weight to be made.**

When you are sure your weights entered are correct, Click **Commit** (Then type the word **commit**)

12-Click the **Print** button to print the completed form.

Link to video: https://www.youtube.com/watch?v=WXt1HL-2e_c

FOR 2-DAY EVENTS (with two separate weigh-in's) You can wait and enter both days at one time

1-Follow Steps 1-3 above

2-When the Day 1 weigh in form appears, Click on the **Add Weigh In** button again for Day 2

3-Select the wrestlers weighing in for Day 2

4-Change the **Weigh-In Date** to the date for the second weigh-in (as the Day1 date will appear)

5-Add the + 1lbs or + 2lbs **weight allowance** needed for Day 2

6-Click **Add** and enter the Day 1 and Day 2 weights in the proper columns as you did in Steps 8-12 above

Link to video: <https://www.youtube.com/watch?v=qhV7G8IkUuQ>