



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



**REPORTING RESULTS USING THE NWCA DATABASE 2012-13**

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 **2012** when you get there, or copy/paste the following link:

<http://www.nwcaonline.com/HonorRollReport.cfm?opt=1&val=NY&FYear=2012>

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.

**ENTERING THE NWCA WEBSITE:**

- o Access the internet and type in: NWCAonline.com
- o Hold the mouse over the "Weight Management" tab in the main menu and then the "Optimal Performance Calculator (OPC)" will highlight below it.
- o Click on the "Optimal Performance Calculator (OPC)".
- o 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).
- o 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
- o 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"
- o 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**

## **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"

## **2A-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**

## **2B-Enter your 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.

### **3-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)

#### **4-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)

### **GETTING ENTERED RESULTS TO NEWSPAPERS:**

- 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.