2015-2016 Optimal Performance Calculator Coaches Instructions

How do I log into my season team?

- Click here for a video on this topic.
- Go to http://www.trackwrestling.com
- Select 'Manage' from the menu bar
- Select 'Season Teams'
- Select your season and click the blue [Login] button
- Enter your username/password and click the > button or hit the 'Enter' key on your keyboard
- Update your account information if prompted

How can I edit my admin account information within a season?

- Log into your account as an admin
- Click on MY ACCOUNT in the blue top menu
- Click on EDIT ACCOUNT
- Update necessary information and then click the [Save] button at the bottom of the page

**NOTE* - Some account information is locked and can't be edited*

How do I add my roster for a season team?

To import your roster from a previous season:

- Click here for a video on this topic
- Click on the 'Roster' link in the grey top menu
- Click on the [Import Roster] button
- Select the season and team you wish to import from and then click the [Next] button
- Place a check mark in the box next to any wrestlers you wish to import and then click the [Import] button
- The imported wrestlers will then appear on your roster
- To edit a wrestler's information you can click on the name of the wrestler

To add team members manually:

- Click here to watch a video on adding roster members:
- Click on the 'Roster' link in the grey top menu
- Click on the [Add Wrestler] button
- Fill out the form with information about the wrestler you are adding
- Click the [Add] button
- The added wrestler will then appear on your roster
- To edit a wrestler's information you can click on the name of the wrestler

**NOTE*: The first wrestler listed in a weight class is assumed to be the starter. You can use the 'Order' column to move wrestlers around and then use the [Save Order] button to save it..*

<u>How do I edit my roster for a season team?</u>

- Click the ROSTER link in the grey top menu from your team page to see your roster
- To edit a wrestler's information you can click on the blue name of the wrestler
- Make changes on the 'Edit Wrestler' page and select [Save Wrestler]

**NOTE 1* - Some information can't be changed because of ties to the weight management system.*

**NOTE 2* - The first wrestler listed in a weight class is assumed to be the starter. You can use the 'Order' column to move wrestlers around and then use the [Save Order] button to save it.*

<u>How do I edit team information on my team page?</u>

- Click on the EDIT TEAM link in the grey top menu
- Click on the fields to type changes or select from the drop-downs in areas you wish to change
- Click the [Save] button

**NOTE* - Some information can't be changed because of ties to the weight management system.*

<u>How can I add a practice transaction? (Optional by state)</u>

**NOTE* - Some of the steps in this process may vary slightly.*

- Click here for a video on this topic
- Log in with your username and password
- If you are an Assessor, click on the team you want to enter practice assessments for. If you are a coach, click Weight Management in the grey menu.
- If there is a practice transaction listed click on it and skip to step 5. Otherwise, click the [Add Transaction] button.
- Enter values for all the fields and be sure to select 'Practice' for the field 'Transaction Mode'. Click the [Add] button to be taken to the practice transaction.
- Click the [Add Assessment] button
- Select either a male or female test wrestler, check/edit the assessment date and answer the 'Passed Hydration' question or enter the 'Specific Gravity' value. Click the [Next] button.
- Select a measurement type if prompted and click [Next].
- Enter the measurement data and click the [Next] button. The data required on this page will vary from state to state.
- Review the assessment results. The results displayed will vary from state to state.
- Click [Previous] to modify any measurements or click the [Done] button to finish.

**NOTE* - Practice assessments are not saved so they will not appear in the list.*
Click the [Add Assessment] button again to enter another practice assessment to this transaction or click 'Transactions' link to see all transactions.

How do I view a weight loss plan?

- Click here for a video on this topic
- Click on 'Roster' or 'Alpha Master' in the grey top menu
- Click on the scale icon next to the wrestler's name
- The weight loss plan will open in a new window

How do I view the Alpha Master Report?

- Click here for a video on this topic
- Click on 'Weight Management' in the grey top menu
- Click 'Alpha Master' from the grey top menu
- Use the [Search] button to search the Alpha Master list
- Use the print icon in the grey bar to preview and print the Alpha Master

How can I add an event to my schedule?

To add a Dual Meet:

- Click here for a video on this topic
- Click the 'Schedule' link in the grey top menu
- Click the [Add Event] button
- Select 'Single Dual Meet' as the event type, choose the competition level and then click [Next]
- Fill out the information on the Add Event page and then click [Next]
- Select the opponent from the list or use the 'New Team' to add a new team if it is not already listed
- and then click [Next]
- Click on the blue link for a dual and then click 'Edit Dual' if changes are necessary
- Use the drop-down menu in the 'Level' column to change the level of competition
- Click the icon in the 'Live' column if you are going to score the dual live and would like the dashboard available for viewers to watch

**NOTE 1* - If the dual is a typical varsity-type event with one bout per weight class you should select 'Create one match per weight' for 'Match Creation'.*
**NOTE 2* - If the event is a JV or exhibition dual and you are adding matches by pairing wrestlers up you should select 'Create matches as needed' for 'Match Creation'. This will allow you to skip weight classes, have multiple bouts per weight class and will not require you to have exactly one bout per weight class.*

To add an individual tournament or individual matches:

- Click here for a video on this topic
- Click the 'Schedule' link in the grey top menu
- Click the [Add Event] button

- Select 'Individual Tournament / Ind. Matches' as the event type, choose the competition level and then click [Next]
- Fill out the information on the Add Event page and then click [Next]
- Select the event from the list or use the 'New Event' to add this as a new event if it is not already listed and then click [Next]
- Click on the blue link for an event and then click 'Edit Event' if changes are necessary
- Use the drop-down menu in the 'Level' column to change the level of competition
- Click the icon in the 'Live' column if you are going to score the matches live and would like the dashboard available for viewers to watch. This is not necessary if the event is running on Trackwrestling and the host is using electronic bouts.

To add a multi-dual or dual tournament:

- Click here for a video on this topic
- Click the 'Schedule' link in the grey top menu
- Click the [Add Event] button
- Select 'Dual Tournament / Multi Dual' as the event type, choose the competition level and then click [Next]
- Fill out the information on the Add Event page and then click [Next]
- Select the event from the list or use the 'New Event' to add this as a new event if it is not already listed and then click [Next]
- Click on the blue link for this event and then click 'Edit Event' if changes are necessary.
- To add participating teams just click on the blue link for this event and then click 'Teams'. Use the [Add Team] button, enter the team name, select the state and click [Next]. Select the correct team from the list or add a new team and then click [Next]
- To add each of the duals to the event just click on the blue link for this event and then click 'Duals'. Click the [Add Dual] button, fill out the form and then click [Next].
- Use the drop-down menu in the 'Levels' column to change the level of competition for the entire event or click on a dual to adjust the level for each dual individually.
- Click the icon in the 'Live' column if you are going to score the dual live and would like the dashboard available for viewers to watch.

<u>How can I add a league to a season?</u>

- Click the LEAGUES button from the blue menu at the top of the page when logged in as an admin
- Click the [Add League] button, complete the form and click the [Add] button
- To edit a league click the blue link for the league and then click 'League' in the grey menu. Edit the information you need to change and then click [Save]

**NOTE* - Some items and abilities to edit under LEAGUES will depend on what type of user you are logged in as.*

How can I add a team to a league?

- Click on LEAGUES from the blue top menu
- Search for and click on the league you wish to add teams to
- Click the [Add Team] button
- Select the team(s) you wish to add and then click [Add]
- **NOTE** - Use the CTRL key to select multiple teams to add

How do I send a message to an admin in a season?

- Select USERS and then select the type of user you want to send a message to. (Assessor, League Admin, Team Admin)
- Place a check mark next to the admin(s) you want to message
- Type the subject and message. Specify if you want and acknowledgement to be required and then click the [Send Message] button at the bottom
- Use the [Message All] button to send a message to everyone on the list. You can use the Search function to return a specific list and then use the [Message All] button as well.

How do I add a user to a season?

- Log into the season as an admin
- Go to USERS and select the user type you wish to add. (Assessors, League Admins, Team Admins) The options you see here will depend on what type of user you are logged in as.
- Click the [Add Admin] or [Add User] button
- Fill out the form with information about the user and then click [Add]

Who to Contact?

If you have any questions or concerns please submit a ticket to TrackWrestling through the following link: http://www.trackwrestling.com/tw/tickets/CreateTicket