

**2012-13 Optimal Performance Calculator Instructions for Coaches in State Mandated Programs**

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### **How to log into the program**

1. Go to the NWCA home page at [www.nwcaonline.com](http://www.nwcaonline.com)
2. On NWCA home page, go to top menu bar under Weight Certification click on the Optimal Performance Calculator.
3. You will now be directed to the Optimal Performance Calculator Program ([www.nwcaonline.com/nwcaonline/default.aspx](http://www.nwcaonline.com/nwcaonline/default.aspx)).
4. Once at the OPC home page click on the Login tab on the menu bar.
5. On the login page, the coach will enter his/her NWCA Login ID and Password. (The password is the coach's assigned password for the initial login; the coach will be prompted to update contact information and change his/her password only to a permanent password) Please keep the original Login ID and the New Password you chose on file for future reference.
6. You will now be logged into the program at the scholastic homepage of the Optimal Performance Calculator
7. Program ([www.nwcaonline.com/nwcaonline/performance/scholastic/default.aspx](http://www.nwcaonline.com/nwcaonline/performance/scholastic/default.aspx))
8. To view the Coaches Dashboard, click on 'Coaches' from the menu bar.

### **How to Update your Roster Prior to the Official Assessment**

1. On the Scholastic OPC home page, a new dashboard will appear, click on Wrestlers and then Show Entire Roster to update your roster.
2. A grid will appear with a list of all wrestlers who were on your institutional roster last year.
3. If a wrestler was on the squad list last year and is no longer enrolled at the school or is not on the team, click Remove from the drop down menu under the column heading Edit Grade or Remove next to the wrestler's name. This will remove the wrestler off your roster once you click Save Roster Information.
4. For returning wrestlers, simply update their information including Year in School, Prior Year Weight....etc to reflect the current 2012-13 year.
5. After updating all information for each wrestler, click the Save Roster Information button to save the changes/updates made to the entire roster.

### **How to Add New Wrestlers to the Roster**

1. Click on the Add New Wrestler link from the dashboard and complete all of the text fields located under the General Info tab.
2. After completing all field boxes click on the Save Wrestler Information button to add the wrestler to your roster.
3. Click on the Past Achievements tab if your state association requires the entry of this information regarding Prior Year Wt Class, Placement, Career Record (optional by state). To save click on the General Info tab and click Save Wrestler Information
4. Repeat this process until your entire roster is entered into the system.
5. You may edit any of this information at any time during the season by clicking on the (+) plus sign beside Rostered Wrestlers to expand your list of wrestlers. Then simply click on the wrestler's name and the General Info tab will appear and you may edit the wrestler's information and click Save Wrestler Information to save the changes.

### **How to Reinstate a wrestler that was removed from your Roster:**

1. On the Scholastic OPC home page, click on Wrestlers and then Reinstate Removed Wrestlers to reinstate a previously removed wrestler.

2. Then select the wrestler's current Grade using the drop down menu under the column heading Select Grade to Reinstate and click Save Roster Information to reinstate the wrestlers. The reinstated wrestlers will now appear on the Show Entire Roster page.

### **How to Add Your Institution's Competition/Team Schedule**

1. On the OPC home page dashboard, you will see **My Schedule/Results**
2. Click the link reading "Click Here to Enter Schedule/Results"
3. This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here.
4. All Schedule/Results data will also appear on the NWCA OPC side for you to print Season Record Forms and other important information, but all data entry is done on the Trackwrestling.com portal

### **Adding Dual Meets**

1. Once you get to the Trackwrestling.com portal, click on "Add Event"
2. Select the type of event "Dual Meet"
3. Select the date using the **CAL** button
4. Select whether or not it is a conference meet
5. Select the level of competition
6. Click **Continue**
7. Select the parent event if the dual meet falls under a dual meet event such as a dual tournament, tri, quad, etc.
8. Select the Home/Away location
9. Type the **Opponent Team Name** and **Opponent State** and click **ADD**

### **Adding Multiple Duals Events**

1. Once you get to the Trackwrestling.com portal, click on "Add Event"
2. Select the type of event "Tournament"
3. Select the date using the **CAL** button
4. Select whether or not it is a conference meet
5. Select the level of competition
6. Click **Continue**
7. Select a Trackwrestling Event if the event is run by Trackwrestling. This will allow you to import results, submit rosters, among other things.
8. Select **Dual Tournament** as the Tournament Type
9. Enter the **Event Name**
10. Select **Start Date** and **End Date** using the **CAL** buttons
11. Enter an Event URL if there is one, and any Event Comments if you wish (OPTIONAL)
12. Click **ADD** button

### **Adding Individual Tournaments**

1. Once you get to the Trackwrestling.com portal, click on "Add Event"
2. Select the type of event "Tournament"
3. Select the date using the **CAL** button
4. Select whether or not it is a conference meet
5. Select the level of competition
6. Click **Continue**

7. Select a Trackwrestling Event if the event is run by Trackwrestling. This will allow you to import results, submit rosters, among other things.
8. Select **Individual Tournament** as the Tournament Type
9. Enter the **Event Name (Tournament Name)**
10. Select **Start Date** and **End Date** using the **CAL** buttons
11. Enter an Event URL if there is one, and any Event Comments if you wish (OPTIONAL)
12. Click **ADD** button

### **Edit Competitions**

1. Once you get to the Trackwrestling.com portal, click on the event name you wish to edit
2. You will now see a list of matches. Click on the weight class to edit the match
3. Make any necessary changes and click **Save**

### **Delete Competitions**

1. Once you get to the Trackwrestling.com portal, find the event you wish to delete and click the red “**x**” to the right of the event name.
2. A window will appear. Type “delete” and click **OK** to remove the competition

### **How to Perform an Unofficial Preseason Weight Evaluation**

This form may be printed but NOT saved. (State Exception: Not available to all states)

1. On the Scholastic OPC home page dashboard, click Wrestlers to expand and then click the link Unofficial Test Assessment Form.
2. A blank unofficial preseason evaluation form will appear.
3. Enter the “Name of Student-Athlete” for which you are conducting an unofficial test assessment.
4. Enter all requested preseason evaluation data into the assessment form and click Show Final Calcs button.
5. When you have successfully calculated the unofficial lowest allowable weight class and the unofficial first date the wrestler may compete at that weight class on the Preseason Weight Evaluation Form, click on the Print button.
6. This is NOT an Official Weight Assessment. The Official Weight Assessment must be conducted by an assessor
7. After printing the form, repeat the process to perform a new preseason assessment for another wrestler.
8. Make sure your margins are set to: .5 on top and bottom and .25 for the right and left side.
9. To repeat the process for an additional wrestler, please use the same form and enter new test assessment data.

### **How to view and print the Alpha Master Report (optional by state)**

1. On the Scholastic OPC homepage, click on “Team Reports” and then click on the submenu item “Alpha Master Report” to view the Alpha Master Report using the dashboard menu. (optional by state)
2. The “Alpha Master Report” is a summary of your team’s assessment data
3. Print this form by scrolling to the bottom of the page and clicking the “Print Form” button. The report will open up in a new window. Print and then close that window to return to the dashboard.

### **How to View a Wrestler's Official Assessment**

1. On the Scholastic OPC home page dashboard, click on Wrestlers, then click the (+) plus sign beside Rostered Wrestlers to expand the view to see all your wrestler's names.
2. Wrestlers with "official" confirmed assessments will display their minimum weight class beside their name
3. To view a wrestler's official assessment, click the (+) plus sign beside their name. Then click on the Assessment Form selection under the wrestler's name to view his/her assessment.
4. The page will populate with the individual wrestler's assessment. To print the assessment form, scroll to the bottom and click on the Print button.
5. To view another wrestler's assessment, simply repeat the process by clicking on the (+) plus sign beside their name under Rostered Wrestlers and select Assessment Form.

### **How to view an Individual Weight Loss Plan**

1. On the Scholastic OPC homepage, select "Wrestlers" from the dashboard menu to expand. Then click the plus sign (+) beside submenu item "Rostered Wrestlers" to view wrestlers.
2. Then click on the plus sign (+) beside wrestler's name to view that wrestler's individual weight loss plan by selecting the "Wt. Loss Plan" link under his/her name.
3. Print the Weight Loss Plan by scrolling to the bottom of the page and clicking the "Print Form" button. The report will open up in a new window. Print and then close that window to return to the dashboard.

### **How to view the Team Weight Loss Plan (optional by state)**

1. On the Scholastic OPC homepage, click on "Team Reports" and then click on the submenu item "Team Weight Loss Plan" to view the Team Weight Loss Plan using the dashboard menu. (optional by state)
2. This will provide you a team weight loss plan showing what your wrestler is allowed to weigh each week.
3. Print the Team Weight Loss Plan by scrolling to the bottom of the page and clicking the "Print Form" button. The report will open up in a new window. Print and then close that window to return to the dashboard

### **How to retrieve login and password information for student-athletes**

So they can view their individual assessment data as well as access the integrated nutrition program (please note, the wrestlers can design their own customized diet that honors their weight loss/gain plan by using these codes)

1. On the Scholastic OPC homepage, click on "Team Reports" and then click on the submenu item "Wrestlers on File" using the dashboard menu.
2. The program will automatically assign each wrestler a unique Login ID and Password.
3. At the top of the page, click on the "Export Wrestlers Username and Passwords to Excel." This will export the names of the wrestlers and their codes only to an excel document which you may save to your computer and then print.
4. By clicking the "Export Wrestler's on File to Excel" all the data you see on the Wrestlers on File page will export to an excel document which you may save to your computer.
5. The assessor and/or coach should give each individual wrestler their unique Login ID and Password. The wrestler and his/her parents will have access to their individual assessment data and the nutrition program.

## Optimal Performance Calculator Instructions for creating a pre-match weigh-in form & Recording actual weigh in weights

### Creating a Pre-Match Weigh-In Form:

1. On the OPC home page dashboard, you will see **My Schedule/Results**
2. Click the link reading "Click Here to Enter Schedule/Results". This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here.
3. To the right of the events you created, you will see a small **scale** icon
4. Click the **scale** icon to open the NWCA Weigh In Form
5. Click the Next button if everything is correct on the first step of the "Weigh In" tab. The Date and Opponent/Event Name fields are pre populated based on the competition details you entered.
6. After clicking Next, the team's entire roster will appear. All wrestlers will appear in their eligible weight class for that date of competition.
7. On the far right hand side, uncheck the names of any wrestlers you do not want to appear on the weigh-in form
8. After unchecking the names any wrestlers you do not want to appear, click on the Next button at the top of the page
9. You will now be taken to a grid page with all of your wrestlers' names who will be weighing –in.
10. Click on the Print Weigh-in Form button at the bottom of the page
11. Your page will be created into a PDF document which allow you to print in the proper format.
12. Take this form(s) with you to weigh-ins to ensure all wrestlers are at their eligible weight class and to record the actual weight of all your student-athletes on the form(s).

### Record Actual Weigh-In Weights Post-Match:

1. At the conclusion of the competition, log back into the Coaches Dashboard, and go to your Trackwrestling portal to see your schedule.
2. To the right of the events you created, you will see a small **scale** icon
3. Click the **scale** icon to open the NWCA Weigh In Form
4. Enter the actual weights in the text box for all wrestlers. You do not need to click on the edit button to enter the actual weight for each of your wrestlers. After entering the actual weight for all wrestlers click on the Save Weigh-In Information at the top of the page.
5. If you had a wrestler who had an actual weight higher than his/her "weight loss plan weight," the wrestler's weight loss plan will now re-calculate going forward from the new weigh-in value. It is important to check the wrestler's weight loss plan to ensure the wrestler competes at the proper weight for the next competition. (GA Wt Loss Plan will recalculate if the wrestler weighs in above(heavy) his projected weight)
6. Please retain a copy of this form from all competitions throughout the year.

### Instructions for Viewing Weigh-in Reports

1. Log into the OPC and click on the Coaches menu to proceed to the Coaches Dashboard
2. Click on Team Reports and click on State Results
3. In the text boxes, select the name or school you want to view and then click on the button Filter Wrestlers
4. A list of your selected wrestlers will appear
5. To view the weigh-in report, click on the Select icon under the heading Weigh in Report

### **How to enter dual meet results**

1. On the OPC home page dashboard, you will see My Schedule/Results
2. Click the link reading "Click Here to Enter Schedule/Results". This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here.
3. Click on the Dual meet name you want to enter results for
4. A window will appear with the weight classes. Click a weight class to enter a result.
5. Select your wrestler from the drop down list.
6. Select from the drop down box your opponent's name. If your opponent's name does not appear, manually type the wrestler's name.
7. Select the winner
8. Select a win type (Dec, SV, Fall, DQ, DE, etc.).
9. You will now enter the score or time of the match - see below for description.

#### **How to enter a DEC, SV, TB**

1. In the first score box, enter your wrestler's score.
2. In the opponent's score column, enter the opponent's score.
3. After the score is entered into both score boxes, click Save

#### **How to enter a DQ, DE or Pin**

1. Do not enter any score information in the score boxes.
2. Make sure DQ, DE or Fall was selected in the win/loss type.
3. Enter the time of the DQ, DE or Fall in the time box.
4. After the time is entered into the time field, click Save.

#### **How to enter a TF (TF4 and TF 5 are for colleges only)**

1. Enter any score information in the score boxes.
2. Make sure Technical Fall was selected in the win/loss type.
3. Enter the time of the tech fall in the time box.
4. After the time is entered into the time field, click Save.

#### **How to enter a forfeit**

1. Select Forfeit as the win type.
2. After the above steps are performed, click Save.

### **How to enter tournament results:**

1. On the OPC home page dashboard, you will see My Schedule/Results
2. Click the link reading "Click Here to Enter Schedule/Results". This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here.
3. Click on the tournament name you want to enter results for
4. A window will appear. Click on **Add Match**.
5. Select your wrestler and weight class from the drop down lists.
6. Click **Save**
7. Enter the opponent and win type. See below for win types.

#### **How to enter a DEC, SV, TB**

1. In the first score box, enter your wrestler's score.
2. In the opponent's score column, enter the opponent's score.

3. After the score is entered into both score boxes, click Save

#### **How to enter a DQ, DE or Pin**

1. Do not enter any score information in the score boxes.
2. Make sure DQ, DE or Fall was selected in the win/loss type.
3. Enter the time of the DQ, DE or Fall in the time box.
4. After the time is entered into the time field, click Save.

#### **How to enter a TF (TF4 and TF 5 are for colleges only)**

1. Enter any score information in the score boxes.
2. Make sure Technical Fall was selected in the win/loss type.
3. Enter the time of the tech fall in the time box.
4. After the time is entered into the time field, click Save.

#### **How to enter a forfeit**

1. Select Forfeit as the win type.
2. After the above steps are performed, click Save.

#### **Manage and Email Results to Newspapers:**

1. On the OPC home page dashboard, you will see My Schedule/Results
2. Click the link reading "Click Here to Enter Schedule/Results". This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here.
3. Click on **Media Contacts** at the top
4. Click the **Add Media Contact** button to add a new media contact.
5. The system will automatically submit the results to the media contacts.

#### **How to access the Individual Season Wrestling Record Form**

1. Once logged into the OPC Coaches Dashboard, click on "My Schedule/Results"
2. Select the link inside this menu reading "Team Season Record Forms"
3. A list of wrestlers for your institution will appear.
4. Click select next to the wrestler's season record form you would like to view.
5. After clicking on the wrestler, you will be taken to a grid page of all the wrestler's matches entered for the year.
6. You can view the data and ensure what should appear on the season record form and be submitted to your qualifying tournaments.
7. Unclick any match that does not meet the criteria to appear on your state's season record form.
8. Click "Save Match Selections" to keep the matches selected, saved for future use.
9. After unclicking all wrestler's that should not appear on the season record form, click on the "show me season record form" button.
10. All matches that should not appear on the season record are filtered out.
11. You can keep all boxes clicked and click on "show me season record form" if you want a comprehensive report of all your wrestler's matches.

#### **Contact to us**

For more information, please visit the NWCA Optimal Performance Website at [www.nwcaonline.com](http://www.nwcaonline.com). For problems or questions please contact the NWCA office at 717-653-8009 or email at [jgriifith@nwca.cc](mailto:jgriifith@nwca.cc).

**Trackwrestling.com: [www.trackwrestling.com/tickets](http://www.trackwrestling.com/tickets)**