General Team Admin Instructions

1. Season login

Click here for a video on this topic.

1. Go to http://www.trackwrestling.com/seasons
2. Select your season and click the blue [Login] button
3. Enter your username/password and click the > button or hit the 'Enter' key on your keyboard
4. Update your account information if prompted

2. Edit admin account info in a season

1. Log into your account as an admin
2. Click on MY ACCOUNT in the blue top menu
3. Click on EDIT ACCOUNT
4. 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

3. Add roster to season team - TA

To import your roster from a previous season:

Click here to watch a video on importing a roster:

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:

Click here to watch a video on adding roster members:

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

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.

4. **Edit roster for season team**

1. Click the ROSTER link in the grey top menu from your team page to see your roster
2. To edit a wrestler's information you can click on the blue name of the wrestler
3. 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.

5. **Add user to season team**

1. Click on USERS in the grey top menu
2. Click ADMINS in the grey menu
3. Click the [Add User] button
4. Fill out the form that pops up and then click the [Add] button
5. The admin will be added to the admin list

6. **Add assessor - TA**

1. Click 'Users' from the grey top menu
2. Click 'Assessors' from the grey top menu
3. Click the [Assign Assessors] button
4. Select the assessor you wish to add from the drop-down menu and then click the [Add] button.

7. **Editing Team Info**

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

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

8. **Add media contacts for season team**

1. Click the MEDIA link in the grey top menu
   NOTE - You may need to click on MORE to find the MEDIA link depending on the device you are on
2. Use the [Add Contact] button to add an email address of someone you would like
   to have your results sent to
3. Enter the email address and click the [Add] button
4. To edit a media contact you can click on the email address, make the change and then click [Save]
5. To delete a media contact you can click on the red X next to the contact you wish to remove.
   Type 'delete' and then click the 'OK' button.

9. **Entering practice transactions**

Click here for a video on this topic.

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

1. Log in with your username and password
2. **If you are an Assessor:** click on the team you want to enter practice assessments for. **If you are a team admin:** click Weight Management in the grey menu.

3. If there is a practice transaction listed click on it and skip to step 5. Otherwise, click the [Add Transaction] button.
4. 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.
5. Click the [Add Assessment] button
6. 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.
7. Select a measurement type if prompted and click [Next].
8. Enter the measurement data and click the [Next] button. The data required on this page will vary from state to state.
9. Review the assessment results. The results displayed will vary from state to state.
10. 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.
11. Click the [Add Assessment] button again to enter another practice assessment to this transaction or click 'Transactions' link to see all transactions.

10. Entering assessments

Click here for a video on this topic.

NOTE 1 - Some of the steps in this process will vary slightly.
NOTE 2 - If you are adding an appeal the process will be the same. The system will detect and identify the assessment as an appeal.

1. Log in with your username and password
2. **If you are an assessor:** click on the team you want to enter assessments for. **If you are a coach:** click 'Weight Management' in the grey menu.
3. If you are adding to an existing transaction click on it and skip to step 5. Otherwise, click the [Add Transaction] button to create a new transaction.
4. Select your name from the assessors list, enter the hydration tester if prompted and select 'Live' for the transaction mode. Click the [Add] button to be taken to the transaction.
5. Click the [Add Assessment] button
6. Select the wrestler from the drop down menu. If the wrestler is not in the list and there is a [New] button available next to the drop box, then use the [New] button to add or import them to the roster. Otherwise wrestlers will need to be added from the 'Roster' page.

7. Check/edit the assessment date and answer the 'Passed Hydration' question or enter the 'Specific Gravity' value. Click the [Next] button.
8. Select a measurement type if prompted and click [Next].
9. Enter the measurement data and click the [Next] button. The data required on this page may vary.
10. Review the assessment results. The results displayed may vary.
11. **If you are entering assessments for another wrestler:** Click the [Next Wrestler] button. **If you are done adding assessments:** Click the [Finish] button.

11. View transactions as team admin

Click here for a video on this topic.

NOTE - Some of these steps may vary slightly.

1. Login using your username and password.
2. Click on WEIGHT MANAGEMENT in the grey top menu
3. Click a blue link for a transaction to view any transaction and the assessments it contains

12. Edit assessments

Click here for a video on this topic.

1. If you are going back to an existing transaction click My Account => My Transactions to see current transactions. Click on a transaction to view assessments.

2. If a transaction has not been committed you will be able to add assessments to it.

3. Assessments can be modified by clicking the wrestler's name.

13. Approve, deny, report errors on assessments

Click here for a video on this topic.

NOTE - Some of these steps may vary slightly.

1. You may receive an email when assessments are ready to review, and if you click the link in that email to review the assessments you will be taken to step 4.

2. **If you are an assessor:** click 'My Account' => 'My Teams' and then click on the team you are entering assessments for. Use the [Search] button to quickly find a team. **If you are a team admin**: click 'Weight Management' in the grey top menu
3. Click the transaction you are approving assessments for.
4. You can review the weight loss plan by clicking the scale icon next to the wrestler's name. This may be locked for some users.
5. **To update status one assessment at a time:** Click the pending status icon that looks like a clock. Select the correct status and complete the steps that follow. **To update status for multiple assessments at once:** If available, place a check next to assessments you wish to update and click the [Approve Selected] or [Deny Selected] button. Complete the steps that follow.

14. View weight loss plan

Click here for a video on this topic.

1. Click on **'Roster'** or **'Alpha Master'** in the grey top menu
2. Click on the scale icon next to the wrestler**'s** name
3. The weight loss plan will open in a new window

15. View Alpha Master

Click here for a video on this topic.

1. Click on 'Weight Management' in the grey top menu

2. Click 'Alpha Master' from the grey top menu

3. Use the [Search] button to search the Alpha Master list

4. Use the print icon in the grey bar to preview and print the Alpha Master

16. Add event to season team schedule

To add a dual meet:

Click here to watch a video on adding a dual meet:

1. Click the 'Schedule' link in the grey top menu
2. Click the [Add Event] button
3. Select 'Single Dual Meet' as the event type, choose the competition level and then click [Next]
4. Fill out the information on the Add Event page and then click [Next]

5. 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]
6. Click on the blue link for a dual and then click 'Edit Dual' if changes are necessary
7. Use the drop-down menu in the 'Level' column to change the level of competition
8. 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 to watch a video on adding an individual tournament or matches:

1. Click the 'Schedule' link in the grey top menu
2. Click the [Add Event] button
3. Select 'Individual Tournament / Ind. Matches' as the event type, choose the competition level and then click [Next]
4. Fill out the information on the Add Event page and then click [Next]
5. 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]
6. Click on the blue link for an event and then click 'Edit Event' if changes are necessary
7. Use the drop-down menu in the 'Level' column to change the level of competition
8. 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 to watch a video on adding a multi-dual or dual tournament:

1. Click the 'Schedule' link in the grey top menu
2. Click the [Add Event] button

3. Select 'Dual Tournament / Multi Dual' as the event type, choose the competition level and then click [Next]
4. Fill out the information on the Add Event page and then click [Next]
5. 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]
6. Click on the blue link for this event and then click 'Edit Event' if changes are necessary.
7. 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]
8. 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].
9. 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.
10. 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.

17. Remove event

You can use the red trash can icon next to an event to remove it from your schedule. Results and stats from removed events will not be used in records or stats reports. To restore a trashed event you can use the [Filter] button to search for only 'Trashed' status events. Click the blue arrow/restore icon next to an event to restore it back to your schedule.

Thanks

18. Restore hidden event

To restore a hidden event click the [Filter] button from your schedule page and select 'Trashed' for the status. You will see any hidden events now and can restore them with the arrow icon next to them.   If you hover over the arrow icon you will see a bubble pop up with 'restore' in it. If this does not take care of this please let us know.

Thanks

19. Create weigh in form

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

1. Click on the event you wish to create a weigh in form for
2. Click 'Weigh-ins' from the top menu
3. Click the [Add Weigh In] button

4. Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add]
   Note - hold the CTRL or SHIFT button to select multiple wrestlers
5. Use the drop-downs in the 'Weight' column to change the weight class if necessary
6. Click the [Print] button to print the weigh in form to take to the weigh in
   Note - You can use CTRL + P to open a print dialogue

20. Enter weights and commit weigh in form

1. Click on the event you wish to enter weights for
2. Click 'Weigh-ins' in the top menu
3. Enter weights in the column under the event date header. You can place a check in the box in the DNP column if a wrestler did not weigh in. Also note there *may be* other columns indicating eligible wrestling weight, eligible wrestling weight class and/or other information.
4. Use the [Save Form] button if you have to leave the page prior to committing the form
5. Click the [Commit] button to verify that all data is correct. You will no longer be able to edit the form after committing it.
6. Click the [Print] button to print the weigh in form
   Note - You can use CTRL + P to open a print dialogue

21. Upload tournament roster

1. Click the SCHEDULE link from the grey top menu
2. Click on the envelope next to the event you wish to upload your roster to
   NOTE - A new window will open and you will now be logged into the event
3. Click the blue 'here' link to import your roster from TrackWrestling's dual program
4. Use the check boxes to select the wrestlers to import
   NOTE - Click the top check box to select all wrestlers
5. Use the drag-down to indicate if you want to include your media contacts
6. Select [Next]
7. Select [Finish] to finalize
8. Your roster is now entered in the event.
9. Use the Team Members page to make any changes

22. Enter results only

NOTE 1 - You can use these instructions whether you are entering results while online from a computer or mobile device. The Trackwrestling site recognizes what device you are on and will size accordingly.

NOTE 2 - The process for entering results will be the same whether you are entering them as the matches take place or after the matches are done.

1. Click on the event you want to score on your schedule page
2. Select a starting weight for dual meets by using the drop-down menu for 'Starting Weight'
3. Click on the weight class if scoring a dual meet. If you are scoring an individual tournament click the [Add Match] button to add a match.
4. Verify the participants or use the drop-downs to select a new wrestler and other match information
5. Select the winner and win type from the drop-down menu.
6. Enter the match score or fall/tech fall time.
7. Edit match end time if needed and then click [Save].

23. Enter results or stats after match is done

Note - The process for entering results and stats will be the same whether you are entering them as the matches take place or after the matches are done.

You can go to your schedule page and click on the event you want to enter for. Just click on the weight class of the match you want to enter results for if you are only entering results. Or, click on 'Live Entry' and score your matches as you would do so live if you want to enter statistics as well.

24. Online entry from computer or mobile device

NOTE - You can use these instructions whether you are entering results while online from a computer or mobile device. The Trackwrestling site recognizes what device you are on and will size accordingly.

1. Click on the event you want to score on your schedule page
2. Click on the LIVE ENTRY link in the grey top menu
3. Select a starting weight for dual meets by using the drop-down menu for 'Starting Weight'
4. Click on the weight class if scoring a dual meet. If you are scoring an individual tournament click the [Add Match] button to add a match.
5. Verify the participants or use the drop-downs to select a new wrestler and other match information
6. Click the [Save and Continue] button
7. Use the buttons in the Live Scorebook to enter match details
8. Click 'Result' in the left menu whenever a match is complete regardless of the win type

9. Edit match details if needed and click [Save Result]

NOTE - Click the here to watch a video to learn more about entering match results. Some of the details focus on an individual tournament but there are many valuable points that should be helpful.

25. Offline results entry from computer or mobile device

NOTE - You can use these instructions whether you are entering results while offline from a computer or mobile device. The Trackwrestling site recognizes what device you are on and will size accordingly.

Click here to watch a video on this topic

You will first need to download the event you want to score while you are online

1. Log into your season and click SCHEDULE in the grey top menu
2. Click on the event you want to download
3. Click the OFFLINE ENTRY link at the top of the page
4. Click 'OK' when prompted about transferring to the offline controller
5. Adjust your style, touchscreen preference and set the display format to 'Normal'
6. Select the [Save] button
7. Bookmark this page so you can easily find the offline controller in the future **(See below)**
8. Click on 'Events'
9. Click on the [Download Event] button
10. Click 'OK' when prompted about transferring to the online controller
11. Select the [Download Event] button
12. Select your season
13. Type your team name, select your state and click [Search]
14. Select your team from the list
15. Select the event you want to download
16. Your event is now downloaded and ready for you to score offline

To create an Offline Controller bookmark
In Chrome: Hold the 'shift' key and click the controller version to open in a new tab/window. Click the star in the URL box to create the bookmark.
In Firefox: Click CTRL+D to create a bookmark from the controller settings page.
In Internet Explorer: Click CTRL+D to create a bookmark from the controller settings page.

To enter results while offline

1. Go to your bookmarks and open the most recent offline controller
2. Select 'Events'

3. Choose the event you want to score from the list
4. Score the matches just as you would using any other device
5. Select 'Result' to enter final results when a match is done

NOTE - Click the here to watch a video to learn more about entering match results. Some of the details focus on an individual tournament but there are many valuable points that should be helpful.

26. Syncing offline results from computer or mobile device

NOTE - You can use these instructions whether you are syncing results from a computer or mobile device. The Trackwrestling site recognizes what device you are on and will size accordingly.

Click here to watch a video about this topic.

1. Go to your most recent 'Offline Controller' bookmark
2. Select 'Events'
3. Choose the event you want to synch by clicking the blue link
4. Select [Synch Dual]
5. Click 'OK' when you see the prompt to transfer to the online controller
6. Choose the event you want to synch by clicking the blue link
7. Select [Synch Dual]
8. Select your season, enter your username and password, and select [Login]
9. Select the correct event
10. Select [Continue]
11. Select [Upload Selected]
12. Select 'OK' when you see the prompt verifying the matches have been uploaded successfully
13. The results are now on the live site

27. Buy stats program

To purchase the Statistics Program you can log into your team's page and click on the STATISTICS link in the grey top menu. Click the [Purchase] button on the page that opens to sign up. Fill out and/or verify the information on the page that opens and then click the [Pay with Credit Card] button to purchase the statistics program.