NWCA OPC Coaches Tutorial

Roster, Schedules, Weigh-Ins, Results, and Reports

NWCA OPC Weigh-in and Results System

- Update Team
 Roster
- Enter Team Schedule
- Create Pre-Match Weigh In Form



- Record & Save Actual Weigh In Weights Post Match
- Record Match Results
- View Season Record Forms

Login Page and Main Menu

- Log into the OPC using the Coach's Login ID and Password assigned
- Once logged in, click the Coaches tab on the menu bar on the Scholastic home page





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Coaches Dashboard – Roster

- On the Coaches Dashboard, click on Wrestlers, then click on the plus sign (+) beside Rostered Wrestlers to view wrestlers currently on your Roster
- To update wrestlers, click on Show Entire Roster. Edit the Grade or Remove a wrestler using the drop down options. If you choose Remove, the wrestler will be removed from your active Roster and be placed on the Reinstate Removed Wrestlers List. Select Prior Year Placement if applicable
- Click the Save Roster Information button to save your changes
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Reinstate Removed Wrestlers

- To reinstate removed wrestlers, click on the Reinstate Removed Wrestlers link on the dashboard
- You will now see a roster of removed wrestlers. To reinstate a wrestler, select a valid Grade from the drop down selection.
- Then click Save Roster Information to reinstate the wrestler to your active Roster



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Team Schedule

- To add your schedule, click the link reading "Click to Enter Schedule/Results" located under the My Schedule/Results section of the OPC Dashboard
- This will take you to your Trackwrestling Portal



Adding Dual Meets

- Click the "Add Event" button
- Select "Dual Meet" for the Type of Event
- Select your date using the "CAL" button
- Select whether it will be a conference meet or not
- Select the Event Level
- Select the Weight Classes you will be using for the event
- Click "Continue"



High School (2012-13)

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LITITZ CHRISTIAN SCH Schedule

Roster | Team Info | Logo | Media Contacts | Schedule | Matches | Statistics

Update from NWCA Add Event Filter Schedule

	Add Event
Type of	Event Dual Meet
	Date: CAL 01/11/2013
Conference	Meet: No
Event	Level: Varsity
Weight Cla	asses: 2012 - NFHS (106 - 285)
	Continue
	Hide

Adding Dual Meets

- If the event is a Trackwrestling.com event, select it from the Trackwrestling Event list. If not, skip that selection.
- If the event is part of a multi dual, select the parent event. If not, skip this.
- Enter a few letters of the opponent name
- Select the state of the opponent
- Click "Add"
- You will be shown a list of possible teams. Click on the team name you wish to add.



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LITITZ CHRISTIAN SCH Schedule

Roster | Team Info | Logo | Media Contacts | Schedule | Matches | Statistics

Update from NWCA Add Event Filter Schedule

×=Delete Event ==Hide Event in=Restore Event 않=Enter Roster →=Pre-Register ∞=NCAA Weigh-In Form
 Q=Match with TW Event in=Restore Results in Purapproved Results in CAA Weigh-In Form

Add D	ual Meet	
Parent Event	Not Applicable	•
Location	Home	-
Opponent Team Name	Pauls	
Opponent State	New Jersey	•
A	dd	
Н	ide	

Adding Multi Dual Events

- Click the "Add Event" button
- Select "Tournament/Multi-Dual" for the Type of Event
- Select your date using the "CAL" button
- Select whether it will be a conference meet or not
- Select the Event Level
- Select the Weight Classes you will be using for the event
- Click "Continue"



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LITITZ CHRISTIAN SCH Schedule
Update from NWCA Add Event Filter Schedule
X=Delete Event
Add Event
Type of Event Tournament / Multi-Dual
Date: CAL 01/01/2013
Conference Meet: No
Event Level: Varsity
Weight Classes: 2012 - NFHS (106 - 285)
Continue
 Hide

Adding Multi Dual Events

- If the event is a Trackwrestling.com event, select it from the Trackwrestling Event list. If not, skip that selection.
- Select "Dual Tournament" for Tournament Type
- Enter your Event Name
- Make sure the Start/End Dates are accurate
- Enter an Event URL and any comments (OPTIONAL)
- Click "Add"



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LITITZ CHRISTIAN SCH Schedule <u>Roster | Team Info | Logo | Media Contacts | Schedule | Matches | Statistics</u>

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Update from NWCA A	d Event Filter Schedule
★=Delete Event ==Hide Event s=Restore Event == q=Match with TW Event d=Approved Results	Enter Roster ,=Pre-Register =NCAA Weigh-In Form =Unapproved Results = Opponent Approved
Add	Event
Trackwrestling Event	
Tournament Type	Dual Tournament
Event Name	Scholastic Test Duals
Event Location	Pennsylvania
Start Date	CAL 01/01/2013
End Date	CAL 01/01/2013
Event URL	
Event Comments	
A	dd
Н	ide

Adding Duals to A Multi Dual

- Once you have added your Multi Dual Event to your schedule, click the "Add Event" button to add a dual
- Select "Dual Meet" as the Type of Event
- Select the Date using the "CAL" button
- Enter the Event Level
- Select the Weight Classes you will be using for the event
- Click "Continue"



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Roster | Team Info | Logo | Media Contacts | Schedule | Matches | Statistics

Update from NWCA Add Event Filter Schedule

lete Event **□**=Hide Event **└**)=Restore Event **⋈**=Enter Roster *P*=Pre-Register **∞**=NCAA Weigh-In Form **Q**=Match with TW Event **√**=Approved Results **○**=Opponent Approved

Add E	Event
Type of Event	Dual Meet 💌
Date:	CAL 09/19/2012
Conference Meet:	No
Event Level:	Varsity
Weight Classes:	2012 - NFHS (106 - 285)
Cont	inue
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Adding Duals to A Multi Dual

- Select the Parent Event you are placing the dual under. This will only work if you have already created the multi dual event.
- Select the Location
- Enter a few letters of the opponent name
- Select the state of the opponent
- Click "Add"
- You will be shown a list of possible teams. Click on the team name you wish to add.
- The dual will now be listed under your multi dual event



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LITITZ CHRISTIAN SCH Schedule

Roster | Team Info | Logo | Media Contacts | Schedule | Matches | Statistics

Update from NWCA Add Event Filter Schedule

elete Event ==Hide Event II=Restore Event III=Enter Roster /=Pre-Register @=NCAA Weigh-In Form Q=Match with TW Event III=Approved Results III=Unapproved Results III=Opponent Approved

Add Dual Meet
Parent Event: 01/01/2013 Scholastic Test Duals
Location: Neutral
Opponent Team Name: PA Test School
Opponent State: Pennsylvania
Add
Hide

Adding Duals to A Multi Dual

- If you already created the dual meets and created the multi dual AFTER you created your dual meets, you can put them under the parent event without deleting and recreating
- Click on the multi dual event
- On the window that appears, click the "Add Dual"
- Highlight any duals you want to place under the multi dual event, and click the "Add" button

Add Dual(s)	
<u>Back</u>	
01/01/2013 New Jersey Test A vs. LITITZ CHRISTIAN SCH	*
	-
Click <u>here</u> if the dual you would like to add is not in the list above.	

Adding Tournaments

- Click the "Add Event" button
- Select "Tournament/Multi-Dual" for the Type of Event
- Select the date using the "CAL" button
- Select whether it will be a conference meet or not
- Select the Event Level
- Select the Weight Classes you will be using for the event
- Click "Continue"

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Add Event	
Type of Event Tournament / Multi-Dual	-
Date: CAL 01/01/2013	
Conference Meet: No	•
Event Level: Varsity	•
Weight Classes: 2012 - NFHS (106 - 285)	•
Continue	
Hide	

Adding Tournaments

- If the event is a Trackwrestling.com event, select it from the Trackwrestling Event list. If not, skip that selection.
- Select "Individual Tournament" for Tournament Type
- Enter your Event Name
- Select the Event Location
- Make sure the Start/End Dates are accurate
- Enter an Event URL and any comments (OPTIONAL)
- Click "Add"

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Update from NWCA Adv	d Event Filter Schedule
×=Delete Event ==Hide Event ≤=Restore Event g=E <=Match with TW Event c₀=Approved Results	nter Roster ,∕=Pre-Register ⊚=NCAA Weigh-In Form p=Unapproved Results Sr=Opponent Approved
Add E	Event
Trackwrestling Event:	
Tournament Type:	Individual Tournament
Event Name:	Scholastic Test Tournament
Event Location:	Pennsylvania
Start Date:	CAL 01/01/2013
End Date:	CAL 01/01/2013
Event URL:	
Event Comments:	
Ac	ld
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Creating a Weigh In Form

- To create a weigh in form for an event, go to your Trackwrestling portal to view your schedule
- Click the gray scale icon to the right of your event name

	<u>10000</u> .	
Date	Event Event]= wi
01/01/2013	Scholastic Test Duals, PA 😪 🗙 🧔	
	» <u>New Jersey Test A, NJ vs. LITITZ CHRISTIAN SCH, PA</u> 🗙 🚍 🧇	
01/01/2013	Scholastic Test Tournament, PA 🥄 🗙 🧇	
01/04/2013	Beste Test School, IA @ LITITZ CHRISTIAN SCH, PA 🗙 🚍 🧇	
01/07/2013	LITITZ CHRISTIAN SCH, PA @ Ndhsaa, ND 🗙 🚍 🧇	

 This will open an NWCA Weigh In Form

Weigh In Form – Step 1

- The Date and Opponent/Event Name will be pre-populated from your schedule
- Select the consecutive day pound (s) allowance from the drop down if it applies. (Please refer to your state rules on the consecutive day allowance



Then click "Next"

Weigh In Form – Step 2

- A grid page will appear listing all your wrestlers. The grid will display their eligible weight class and weight loss plan weight for this competition
- Uncheck any wrestlers not competing
- You may select an alternate higher wt class for a wrestler using the drop down selection under match weight.
- Once reviewed and correct click "Next" Property of the National Wrestling

Coaches Association (NWCA)



Weigh In Form – Step 3

- Review the wrestlers and weight classes you have chosen for this competition
- Compare the Match Wt., Eligible Wt. Class to be sure that each wrestler is eligible for the Match Wt. chosen
- Then click "Print Weigh In Form" at the bottom of the page

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Dual Events	etails	Weigh In	Enter Results Email	NewsPapers					
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9/15/2010 - PA-NWCA01 9/16/2010 - PA-NWCA 02				Weight Man	agement Reporting	Form			
10/1/2010 - BALD EAGLE AREA H		Date:		oppone	2010-2011 ent/ Event Name:				
10/24/2010 - PA-NWCA01		12/16/2010		Consec	utive Day Ib. Allowa	ince:			
Tournaments				0 ~					
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1/3/2011 - Holiday Tournament		Click "S:	we WeighIn Inform	ation" to save A	FTER you have ad	ded at least	one match	or AFTER you	1
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Season Record Forms t Athletes for Post-Season	POIDOR	ing and arres		and allow control of	and the denote of them	i vo koo kie n	roomor.y		
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	Edk	140	Caldwell, Kris	140	137.40	0.00	Delete	м	
	Edt	145	Boyer, Jeff	145	142.60	0.00	Delete	м	
	Edk	152	Brandt, George	152	151.50	0.00	Delete	M	
	EdR	171	Beste, Alan	171	165.20	0.00	Delete	м	
	Edk	171	Hines, Collin	171	161.00	0.00	Delete	м	
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Printable Weigh In Form

- A printer friendly version of the weigh in form will appear as a PDF
- Print the form using the toolbar print option
- Take copies to the match with you to exchange with the opposing coach
- Write down each wrestlers actual weigh in weight in the space provided under the "Actual Weight" column heading

		We Less			Last Official Last		
eight Clas	s Wrestler	Grade	Eligible Wt. Class	Plan	Actual Weight	Date	Weighin
125	Patrick Morris	12	125.00	121.90		10/24/2010	0.00
135	Joseph Drake	10	135.00	133.50		10/24/2010	0.00
135	Matt Harrison	12	135.00	130.10		10/24/2010	0.00
140	Cody Barrett	12	140.00	138.70		10/24/2010	140.00
140	Kris Caldwell	12	140.00	137.40		10/24/2010	0.00
145	Jeff Boyer	12	145.00	142.60		10/24/2010	142.60
152	George Brandt	12	152.00	151.50		10/24/2010	170.50
171	Alan Beste	10	171.00	165.20		10/24/2010	0.00
171	Collin Hines	12	171.00	161.00		10/24/2010	0.00
189	Nico Benson	10	189.00	186.10		10/24/2010	186.00
189	Jim Jones	9	189.00	174.70		10/24/2010	0.00
189	Kevin Madison	11	189.00	183.40	<u> </u>	10/24/2010	0.00
ach Name (P	rinted):			Opposing C Directo	Coach or Tournamer r Name (Printed):	it	
ch Signature				Opposing (Dire	Coach or Tournamer ctor Signature:		

PIAA Official Weigh In Form

Post Match Weigh In Form – Step 4

- Log back into the OPC and go to your Trackwrestling portal
- Click the gray scale icon to the right of your event name
- Put your cursor over the text box titled "Actual Weight" for each wrestler and enter in their actual weigh in weight recorded on the printed weigh-in form



Post Match Weigh In Form – Step 5

- Once all the actual weigh in weights have been recorded on the weigh in form
- Click the "Save Weigh In Information" button at the top of the page to save your actual weigh in weights
- A dialogue box will appear, verifying you have saved your actual weigh in weights. Click "OK"





Record Competition Results

- Log back into the OPC and go to your Trackwrestling portal
- Click on the competition name you wish to enter results for

	Selecte Event == Selecte Even
Date	Event 7
01/01/2013	Scholasti 🛛 🖄 🛠 🛠 🧇
	» <u>New Jersey Test A, NJ vs. LITITZ CHRISTIAN SCH, PA 🗙 🚍</u> 🧼
01/01/2013	<u>Scholastic Test Tournament, PA</u> 🤏 🗙 🧇
01/04/2013	Beste Test School, IA @ LITITZ CHRISTIAN SCH, PA 🗙 🚍 🧇
01/07/2013	LITITZ CHRISTIAN SCH, PA @ Ndhsaa, ND 🗙 🚍 🧇

 A new window will appear Delete Errert 🦰 1

Dual Meet Results – Option 1

- On the new window, click on the weight class you wish to enter first.
- Select your wrestler, opponent wrestler, the winner, and the win type
- Enter the score and time as necessary
- Click Save
- Repeat until all results are entered



106

Detailed Entry

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-SELECT A WINNER-

-SELECT A WIN TYPE---

Forfeit

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Dual Meet Results – Option 2

- If you wish to enter results all at one time, on the new window that appears, click the "Edit All" button
- This will unlock all weight classes
- You can select the first wrestler and tab through entering all necessary data
- When finished, click the "Save All" button

LITITZ CHRISTIAN SCH vs New Jersey

Offline Entry | Live Entry | Summary | Results

Print Bouts	•	Print	Save All

2012 - 1	NFHS (106 - 285)	🔹 S	tarting Weight Class:	•		
	Match Summary					
<u>106</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>113</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>120</u>	Unknown	• 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>126</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>132</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>138</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>145</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>152</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
<u>160</u>	Unknown	💌 01	ver Unknown	•	Score: 0 -0	Time: 0 :00
<u>170</u>	Unknown	v 0	ver Unknown	•	Score: 0 -0	Time: 0 :00
<u>182</u>	Unknown	• 01	ver Unknown		Score: 0 -0	Time: 0 :00
<u>195</u>	Unknown	v 0	ver Unknown	•	Score: 0 -0	Time: 0 :00
<u>220</u>	Unknown	• 01	ver Unknown		Score: 0 -0	Time: 0 :00
<u>285</u>	Unknown	v 0	ver Unknown		Score: 0 -0	Time: 0 :00
Dual M						

Tournament Results

- On the new window, click the "Add Match" button
- Select the weight class, your wrestler, won/lost, opponent wrestler, win type, score, time of fall, and team points

Add	Result
Hi	<u>de</u>
Weight Class:	weight 💌
Your Wrestler:	your wrestler
Won or Lost:	won or lost
Opponent:	opp entry type
Win Type:	win type
Score:	0 - 0
Time:	0 : 00
Team Points:	0
A	dd

Click the "Add" button

Individual Season Record Form

 To access your Teams Individual Season Record Forms, click on the link titled: Team Season Record Forms on the Coaches dashboard



Individual Season Record Form -Select wrestler & matches

- A list of your Rostered Wrestlers will appear
- Click the "Select" button beside the wrestlers name to view his/her Individual Season Record Form
- A grid page will appear of that wrestlers competitions
- Then click the "Show Season Record Form" button



Print Individual Season Record Form

 A printer friendly version will appear in a pdf, use the toolbar print option to print out the Individual Season Record Form

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