

Assessor Instructions for the TrackWrestling Optimal Performance Calculator Program, 2016-17

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Logging into the program:

1. Go to www.trackwrestling.com and click on “2016-17 High School Boys” in the ‘Current Seasons’ box.
2. Click on ‘Iowa High School Athletic Association’.
3. Click on “My Account” and Sign In using your TrackWrestling ‘Username’ and ‘Password’ provided by the Athletic Association. The first time you Sign In to the system you will be asked to verify your email address for the current season.
4. You are now logged into the system. You will now see current wrestling schools in Iowa in alphabetical order. You may also search for a particular school at the top of the page.
5. Select the school you wish to enter information.

You are now at the “Transactions” page of the weight management system. To start the process, click on “Add Transaction.” Select your name from the Assessor dropdown menu. You want to make sure that the Transaction Mode is set to “Live.”

1. To enter wrestlers into the weight management system:

Step 1: Click “Add Assessment”

Step 2: The ‘Weight Certification’ text box will appear. Click “**New**” next to the ‘Wrestler’ dropdown menu. Enter the following information collected from the time of assessment:

- ✓ Enter the **name of the wrestler** (First and Last).
- ✓ **Gender** – Click on male or female.
- ✓ **Grade** - Select the wrestler’s grade from the drop down selection.
- ✓ Click “**Next**”.
- ✓ **Assessment Date** –If necessary, change the assessment that appears.
- ✓ **Passed Hydration** - “**Yes**” should already appear in this box. If not, change the “**No**” to “**Yes**”. (*If the wrestler failed the hydration assessment there is no need to complete this form as body composition assessment cannot take place without a valid hydration assessment.*)
- ✓ **Measure Type** – Select that assessment method used from the drop down menu.
- ✓ Click “**Next**”.

Step 3:

- ✓ Enter the '**Assessment Weight**'. You can either enter the actual weight and the system will round it **DOWN** to the nearest pound or you can round the weight **DOWN** to the nearest pound before entering it (224.9# is 224#).
- ✓ **Skin Folds**: Enter the body measurements from the three locations. Tab from field to field.
- ✓ Click "**Next.**"
- ✓ The body fat measurement will automatically calculate based on the values entered in Step 3.
- ✓ **Bio-Impedance, DXA or Water**: If you are using Bio-Impedance, DXA or Water, the system will **round percent fat UP** to the nearest whole percent or you may **round UP** to the nearest whole percent before entering it (17.1% is 18%).
- ✓ Click "**Next.**"
- ✓ Repeat Steps 1 and 2 until all assessed wrestlers are in the system by clicking "**Next Wrestler**" on the screen showing the previous wrestler's weight certification information.
- ✓ Once all assessed wrestlers are entered, click "**Finish.**"
- ✓ By clicking "**Finish,**" a text box will appear asking you if you want to commit the assessments. By committing the assessments, you are verifying that all of the information provided is correct, and the data cannot be changed. DO NOT COMMIT HERE AS WE PREFER YOU TO REVIEW THE INFORMATION ENTERED PRIOR TO COMMITTING. Select "**Close.**"

Step 4:

- ✓ Review the information for each wrestler on the "**Assessments**" page making sure the weight and body fat percentage or skin fold information was entered correctly. If something has been entered incorrectly, click on the athlete's name to reopen the assessment.
- ✓ When you make a change to an assessment, first click "**Save**" and the page will reload. Once the page reloads, click "**Recalculate.**" A box will appear at the top of the screen indicating that recalculating may alter the minimum weight. Type "recalc" in the box and the assessment is corrected. To go back, click on "Assessments."
- ✓ To submit the assessments and generate the weight loss plans, you need to press "Commit" button found above the wrestlers. Another text box will appear asking you to verify that the assessments were performed in accordance with the protocols established by the IHSA and that the information is accurate to the best of your knowledge. Type "Commit" if agree to statement stated in the text box.

- ✓ The “Red X’s” under ‘Status’ have now changed to ‘Green Checkmarks’ and a blue scale now appears under WLP (Weight Loss Plan). To view an individual’s weight loss plan, click on the blue scale next to the athlete’s name.

HOW TO ENTER INITIAL ASSESSMENT DATA FOR ANOTHER SCHOOL

1. Select the school you wish to enter information
2. Then proceed to as you have done previously.
3. Repeat this process every time you want to enter assessment data for wrestlers from a new school during a session.

HOW TO ENTER AN APPEAL ON A WRESTLER

- **APPEALS MAY ONLY BE PERFORMED WITH PERMISSION FROM THE IOWA HIGH SCHOOL ATHLETIC ASSOCIATION.** Any wrestler appealing their original body composition assessment must present a completed Request for Appeal form to an assessor from the ORIGINAL body composition assessment agency.
- **ENTER THE SAME DATE** for the appeal as the original assessment date **so the wrestler’s descent plan is not changed.**
- **ENTER THE SAME WEIGHT AT THE TIME OF THE ORIGINAL ASSESSMENT, UNLESS THE WRESTLER HAS GAINED MORE THAN 1.5%** of their original assessment weight, **rounded up to the nearest pound.**
- **WRESTLERS CANNOT NOT USE A WEIGHT LOWER THAN THEIR ORIGINAL** assessment for the appeal.
- **WRESTLERS MUST PASS THE HYDRATION ASSESSMENT AT THE TIME OF AN APPEAL.**
- **THE METHOD OF BODY COMPOSITION ASSESSMENT FOR THE ORIGINAL ASSESSMENT AND THE APPEAL MUST BE THE SAME.**

1. Log in using your username and password Sign In using your TrackWrestling ‘Username’ and ‘Password’ and select the school of the wrestler wanting to appeal his/her assessment.
2. Select **“Transactions”** from the dashboard menu.
3. Then click the submenu item titled, **“Add Transaction”**. Select your name from the assessor dropdown menu.
4. A new screen will appear. Click on “Add Assessment.”

5. Select the name of the wrestler wanting to appeal his/her assessment in the from the dropdown menu. **Remember, please enter the date of the original assessment, so the wrestler's descent plan is not changed.** Also, be sure the system indicates the wrestler has passed the hydration test.
6. Select the method of the assessment. USE THE SAME METHOD AS THAT USED FOR THE ORIGINAL ASSESSMENT.
7. **ENTER THE SAME WEIGHT AS AT THE TIME OF THE ORIGINAL ASSESSMENT, UNLESS THE WRESTLER HAS GAINED MORE THAN 1.5% of their original assessment weight, rounded up to the nearest pound. WRESTLERS CANNOT NOT USE A WEIGHT LOWER THAN THEIR ORIGINAL** assessment for the appeal.
8. **Skin Fold Appeal:** Enter the body measurements from the three locations. Tab from field to field. After body density fields are populated click **"Next"**.
9. **Bio-Impedance Appeal:** If you are using Bio-Impedance, you will manually enter the **Body Fat Percentage rounded UP to the nearest whole percent.**
10. Then click the **"Next"**.
11. After the MWC is calculated click the "Commit" button to save the appeal.

HOW TO DELETE A WRESTLER'S ASSESSMENT

- **If you want to delete a wrestler, please contact Jared Chizek at the Athletic Association. 515-432-2011 or <jchizek@iahsaa.org>**

HOW TO VIEW THE ALPHA MASTER REPORT

1. On the school's home page, click on "Weight Management."
2. The "Alpha Master" heading will take you to the Alpha Master Report.
3. The Alpha Master Report is a summary of the team's assessment data
4. This form can be printed by selecting the "Printer" button on the upper right hand side of the page. The report will open up in a new window. Print and then close that window to return to the dashboard.

CONTACTS:

Contact TrackWrestling at www.trackwrestling.com/tickets with any questions. Or contact Jared Chizek or Kim Mechura at the Iowa High School Athletic Association (515) 432-2011, jchizek@iahsaa.org - kmechura@iahsaa.org