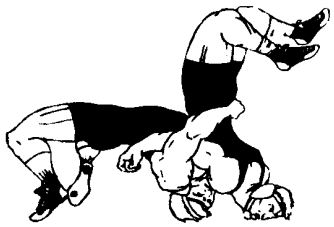


REPORTING RESULTS USING THE NWCA DATABASE 2008-09

Follow the Steps on Pages 1 and 2 (in order) to get your team set up. Once they are completed you are ready to enter results and print individual record forms (using the instructions form page 3 onward).

Your computer will need Adobe Acrobat when you are ready to print and save individual wrestlers record sheets. This program is already installed on most computers.

You will receive a Login ID and a password thru your Athletic Director via the NYSPHSAA office.
As of 1/1/09 your Sectional Chairmen will also have the Login ID info for you.
Your Login ID will be NY (followed by a number), your temporary Password is a 5 Digit pre-assigned number (that you will eventually be able to change to something more meaningful to you).

ENTERING THE NWCA WEBSITE:

- Access the internet and type in: NWCAonline.com
- Hold the mouse over the" Weight Management" tab in the main menu and then the "Optimal Performance Calculator (OPC)" will highlight below it.
- Click on the "Optimal Performance Calculator (OPC)".
- Next Click on the "Login" tab that appears when the OPC window opens. Now enter your assigned Login ID and password. (Passwords are case sensitive).
- You will be given the option to change your password to something that is more familiar to you, but your Login ID will always be the assigned NY#. Once you are logged in successfully, the center of the screen will read "Welcome NY#, you are logged into the OPC" . This is the Main Menu. You can return to it from most of the other screens you will be using by clicking on a link at the bottom of most screens that says "Return to Home"

FIRST TIME USING THE WEBSITE:

- The fourth tab over is for "Coaches" and it has 5 sub items under it when you hold your mouse on it. Click now on the fourth item down " **Team Roster Grid**".
- Your team roster should appear (it was pre-loaded from your weight assessment data). It will list your wrestler's names (alphabetically), their grade, and their certified weights. There is a strong possibility that some of your wresters will have their names spelled incorrectly or the wrong grade indicated. Your first step should be to correct the misspellings.

CLICK ON "EDIT" (in front of their name) TO CORRECT SPELLING MISTAKES:

- Change either their first, last name or grade then click on the word "Update" in front of their name (where it used to say "Edit") and your correction should now be made.
- If one of your wrestelrs was entered twice: Remove one of them as follows:
  Click on the orange link at the top of the Team Roster Grid "**Click here to remove wrestler from the roster sheet**" then Un-check their name(s), then go back to the top and click on "**Save Roster Choices and Return to Roster Grid**"
- (FYI: You are not able to Edit the Certified Weight Class (MWC). If this is incorrect, contact your Regional Assessor).
- After all corrections have been made it is time to enter your schedule. Go back to the "Coaches" tab at the top of the screen. Click now on the last item down " **Team Competition Schedule**".

ENTERING YOUR TEAM's SCHEDULE:

Every item you enter in this section will require you to enter results for the contest when it is competed. From the "Coaches" tab at the top of the screen. Click now on the last item down " **Team Competition Schedule**".

Do this step chronologically if you can. Start with your first contest and go all the way thru your qualifiers, Sectional and State tournament. When you have JV matches in addition to Varsity matches, enter the JV match as a separate event on your schedule

- Click on the Drop down arrow and select either Dual or tournament for the schedule event you want to enter first then hit Tab to advance to the Blank Box to the right.
- Next enter your Dual Opponents name or the Tournaments name. Hit Tab to advance to the Drop down for Home or Away. Hit Tab to advance to the Calendar. Click on the down green arrow to pop-up the calendar, find your date, click on it and Hit tab to advance to the blank Time box. Enter the events starting time. Hit tab to advance to the blank Location box. Enter the Events location and hit tab.
- To ADD this event and to get to a new line you must click on "ADD". "Add" is probably off you screen at this point. It appears after the "Comments" column and you may have to scroll your screen to the right to find it.
- When you Add your first event the 6 event type choices (listed above) drop down box will appear again at the end of your schedule. Continue with the above steps until all of your contests have been entered. (Remember if the event is a Varsity and JV event- enter them both as separate events but use the same date for both)
- **MISTAKES made entering your SCHEDULE?**
- Click on "Edit" (in front of the incorrect contest), make the changes needed by using the Tab key to advance from one field to another. When correction has been made click on the word "Update" in front of the contest (where it used to say "Edit") and your correction should now be made.
- If needed you can also click on "Delete" (in front of the incorrect contest) if you want o remove it permanently.
- After all corrections have been made you are now ready to enter in results from your contests as they occur.

COMPETITION DATA ENTRY AND SEASON RECORD FORM

The third item down under the "Coaches" tab is the Competition Data Entry and Season Record Form". This section has the following options listed in **RED**:

- **Create Pre-Match Weigh-in Forms** – This option is available to you, but not required by NYS this year. (You may continue to use the Standardized NYS weigh-in forms that you are currently using).
- **Recording Actual Weights following competitions** – This option is available to you, but not required by NYS this year. (You may continue to put the actual weights on the Standardized NYS weigh-in forms that you are currently using).
- **Dual Competitons** – You will be using this section to enter the results of all our Dual meets. (See: Entering Contest Results Instructions below).
- **Tournament Competitons** – You will be using this section to enter the results of all our Dual meets. (See: Entering Contest Results Instructions below).
- **Post Season Selections and Season Record Form** – You will be using this section to select your post season team and print their record forms.

GETTING ENTERED RESULTS TO NEWSPAPERS:

The third item down under the "Coaches" tab is the Competition Data Entry and Season Record Form". Under the red option for **Dual Competitons** you have three choices that appear after your dual schedule is shown. The third choice is: "Managing List of Newspapers where results will be e-mailed".

- In the blank box that appears, type the name of your first newspaper, tab to the second box and enter their e-mail address. Scroll to the last column (probably hidden off of your screen) and Click on Add Newspaper.
- Repeat this process for each newspaper or website you want to send the data to. (You may want to list your teams name: XYZWrestling as the name of a newspaper and list your personal e-mail to get a copy of the results sent to you.

ENTERING CONTEST RESULTS:

Only the coach's login and password can be used to enter data. No team member can enter results using their personal logon info. Coaches should not give out their login or passwords.

- Go to the "Coaches" tab at the top of the screen. Click now on the third item down " **Competition Data Entry and Season Record Form**". The third and fourth RED item to select are for entering Dual meet or Tournament Results.
- **Dual Meets (Varsity and JV) and Dual Meet Tournaments-** Your dual schedule is shown. Simply Click on "Edit" in front of the dual you want to enter the results for. The date of the event, Type: Dual Meet, and the level (Varsity/JV) should already be filled in based on the data you supplied previously when entering your schedules.
- Now you will enter the **Competition Code**
  If you enter the correct code below the program will track each of your wrestler's individual points earned so that you can monitor that they don't exceed their 22 point limit. This step runs off drop down menus. Your selection will determine how many points your wrestler will be charged for the event. Choices are:
  DM Dual Meet (1 point)
  RT Regular Tournament (2 points)
  DT Dual Meet Tournament (2 points)
  SD Sectional Dual Meet Tournament (0 points)
  PT Post Season Qualifier of Sectional Tournament (0 points)
  Since you are entering results for some type of a Dual meet, you will select either: **DM DT** or **SD**
- Enter Your Teams score
- Go to the Drop down menu and Click on the name of your opponent.
- Enter your Opponents score
- For each weight class (starting with 96), Click on the down arrow for your wrestlers Name and highlight the name of your wrestler. His name will automatically fill in. (Your wrestlers are in Certified wt class order – This year: 96 lbers may follow 285 lbers if they do not show up at the top of the list)
- Under Opponents name is a box with the word "Forfeit" (the program assumes your wrestler got a forfeit), if they did not, Click on the Down Arrow and your Opponents roster will appear in alphabetical order. Click on the name of your opponent and it will automatically fill in.
- **NOTE: You do not necessarily have to click on the roster to print the wrestlers names. If you start to type the wrestler's LAST name over the word "FORFEIT" their name should appear after you type the first letter of their last name. If more than one wrester on you team has a last name starting with the same letter, their name may appear instead. If you continue to type in the last name you are trying to enter, eventually, the name you are trying to type in will appear. You may find this step quicker than always having to click on the drop down rosters. It will work for your opponents as well.**
- For the next item: N/M (No Match is the default selection) Click on the down arrow and select "W" for win or "L" for Loss.
- For the next item: Win Type (Select is the default selection) Click on the down arrow and select No Match, Fall, TF5, MD, Dec, For (Forfeit), DQ, or Def (Default) for the outcome of the match.
- If the match had a score enter your score and your opponents score, if the match had a time associated with it, DO NOT enter a score, only enter the time.
- After all weight classes are entered, click on SAVE MEET INFORMATION at the bottom of the screen.
- A "Back to Results" link appears in purple at the very top of this screen should you need to leave it and go back to the "Competition Data Entry and Season Record Form" Menu.
- To send result to the newspapers/websites, there is a link that says: "E-Mail Results" that appears on your **Dual Competitons** schedule after your opponents name.

ENTERING CONTEST RESULTS:

Tournament Competitons- Your tournament schedule is shown under your dual meet schedule. Simply Click on "Edit" in front of the dual you want to enter the results for. The date of the event and the level (Varsity/JV) should already be filled in based on the data you supplied previously when entering your schedules.

- Now you will enter the **Competition Code**
  If you enter the correct code below the program will track each of your wrestler's individual points earned so that you can monitor that they don't exceed their 22 point limit. This step runs off drop down menus. Your selection will determine how many points your wrestler will be charged for the event. Choices are:

DM	Dual Meet (1 point)
RT	**Regular Tournament (2 points)**
DT	Dual Meet Tournament (2 points)
SD	Sectional Dual Meet Tournament (0 points)
PT	**Post Season Qualifier of Sectional Tournament (0 points)**

  Since you are entering results for some type of a Tournament, you will select either: **RT** or **PT**
- Enter Your Teams tournament score (if the tournament kept team scores), Your teams place finish, then enter the Tournament Name and the Tournament Location.
- For each weight class click on the down arrow and select the weight class you want to enter.
- Click on the down arrow for your wrestlers Name and highlight the name of your wrestler. His name will automatically fill in.
- Under Opponents name is a box with the words "Please Select" Click on the Down Arrow and find the name of the school you wrestled. All NYSPHSAA schools should appear. If you wrestled vs a school not on the list, you must type it in manually.
- Under Opponents name is a box with the words "Please Select" Click on the Down Arrow and your Opponents roster will appear. Click on the name of your opponent's wrestler and it will automatically fill in. If you wrestled vs a school not on the list, you must the name in manually.
- For the next item: Win/Loss (Select is the default selection) Click on the down arrow and select "W" for win or "L" for Loss.
- For the next item: Win Type (Select is the default selection) Click on the down arrow and select No Match, Fall, TF5, MD, Dec, For (Forfeit), DQ, or Def (Default) for the outcome of the match.
- If the match had a score enter your score and your opponents score, if the match had a time associated with it, DO NOT enter a score, only enter the time.
- For Tournament Finish- Enter the place your wrester took (From 1st thru 8th or "dnp" for Did Not Place) even though it was only the first round match. The place you enter will carry thru for all remaining rounds your enter for that wrester.
- After all weight classes are entered, click on SAVE MEET INFORMATION at the bottom of the screen.
- When done with this result, scroll to the far right column (probably off your screen) and select either: Next Match (if the same wrester had more matches in the same tournament), or Next Wrestler (to begin entering results for your next wrestler). When you click on either one, the previous results will be saved.
- You do NOT have to enter all the tournament results in at the same time. A "Back to Results" link appears in purple at the very top of this screen should you need to leave it and go back to the "Competition Data Entry and Season Record Form" Menu. The results entered to this point will be saved.
- When you have finished the results for the tournament: To send result to the newspapers/ websites, there is a link that says: "E-Mail Results" that appears on your **Tournament Competitons** schedule after the tournaments name.

INDIVIDUAL RECORD SHEETS:

- Go to the "Coaches" tab at the top of the screen. Click now on the third item down " Competition Data Entry and Season Record Form". The fifth RED item to select is for are for **Post Season Selections and Season Record Form.**
- The first choice in this section is: "Click to see a wrestler's individual Season Record Form"
- When this choice is selected your roster will appear. Simply click on the word "Select" in front of the name of your wrestler that you want the Season record form for.
- The selected Wrestler's matches entered to date will appear. There is a box to check off if you want the match displayed on the season record form. (You would normally show all matches wrestled, but if one of them was a JV match then you may not select it).
- A Button on the top can be clicked to: Save the match selections that you have checked.
- A Button on the top can also be clicked to "Show the season record form". Once this is clicked your computer will load the Adobe Acrobat Reader Program. This must be previously installed on your computer.
- If you need Adobe: Go to: Google.com, type in Adobe. When the search results appear, Select: Adobe: Download Adobe Reader. When the Adobe website comes up click on the link to Download the Program (this is a free program).
- When the record form appears for your wrestler you can click on your standard icons to either save it (as a .pdf file) or to print it.
- The "Back" button/arrow at the top of your screen will return you from Adobe, back to your wrestler's data sheet.
- A purple "Return to Home" link at the top will bring you back to the "Competition Data Entry and Season Record Form" Menu.

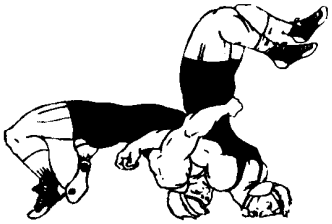
POST SEASON SHEETS:

- Go to the "Coaches" tab at the top of the screen. Click now on the third item down " Competition Data Entry and Season Record Form". The fifth RED item to select is for are for **Post Season Selections and Season Record Form.**
- A **NEW** choice will appear at the end of the season under "Click to see a wrestler's individual Season Record Form" the new choice will be used to print the actual NYS Seeding form required for all wrestler's who are entering Post Season Competition. It will match the optional Excel Spreadsheet that some coaches may be using. (**The form may not appear as a choice until later in the 2008-09 season)**

QUESTIONS / PROBLEMS:

NWCA Contact is:

Betsy Peachey
717-653-8009
BPeachey@NWCA.cc



USING THE NWCA DATABASE TO FIND RESULTS: 2008-09

ACCESSING STATS OF TEAM MEMBERS OR OPPONENTS:

You can use the attached link:
http://www.nwcaonline.com/nwcaonline/results/Scorebook/Welcome.aspx
or you can go to: **Intermatwrestle.com** then click on "**Live Scored College Matches**" in the center of the page, and then Click on the first menu choice (Top left of screen) "**HS Main Page**" then copy the same link at the top of your screen to your desktop or your Favorites folder.

Search for a Team:

- Enter the team's name in the box next to School: and click "Search Teams"
- All teams with that name will appear in the blue section at the bottom of the section with the teams record to date next to it.
- Click on the team's last name and their schedule, roster, and teams season stats will appear.
- You can then click on any wrestler on their roster to see the wrestler's individual stats and won//loss record sheet.

Search for a Wrestler:

- Enter the last name of any wrestler and click "Search Wrestlers"
- All wrestlers with that last name will appear in the blue section at the bottom of the screen (listed by team).
- Click on the wrestler's last name and their individual stats and record form will appear.