



**NEW YORK STATE PUBLIC HIGH SCHOOL
ATHLETIC ASSOCIATION INC.
WRESTLING COMMITTEE
STATE WRESTLING COMMITTEE**



USING TrackWrestling: 2016-17

Follow the Steps on **Pages 2-5** (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 from **page 11** onward). **FYI-While using the website, if the site remains idle for too long of a time without any activity, you will receive an error message asking what season you are attempting to view. To correct just log back in.**

WARNING- When you get into TrackWrestling and nothing happens when you start clicking on things: (Error on page may also appear in grey at lower left of screen), this could mean that your **Internet Explorer is out of date**. TrackWrestling is aware of problems with Internet Explorer 8 and 10. The most current version is Internet Explorer 11 (and that works fine... but depending on how old your computer is, your computer may not support it) To find the version of Internet Explorer you have:
 Access the internet: Click on: **Help** in the menu bar at the top of the screen
 Click on: **About Internet Explorer** (your version will be displayed)
To fix this problem: You can either install **Internet Explorer 11** or **Google Chrome** as your browser. (Google Chrome should work on all computers)

CONTENTS:

Step#		Page
10	Approving results	TBA
1	Entering the TrackWrestling website	Pg 2
	Help Screens and Instructions on-line	TBA
	Help: Contacting TrackWrestling	pg 10
	Individual Results: Viewing	TBA
8	Media: Setting up Media Contacts and Sending Results	TBA
	Opponents Results: Viewing: Team(s) and Individual(s)	TBA
11	Post-Season: Printing NYSPHSAA Season Record Forms	TBA
9a	Results: Entering Varsity Dual Results	TBA
9b	Results: Entering JV Dual Results	TBA
9c	Results: Entering Dual Meet Tournament Results	TBA
9d	Results: Entering Individual Type Tournament Results	TBA
6	Rosters: Entering Your Roster	pg 6-7
2	Schedules: Entering Varsity Dual Meet Schedule	pg 3
3	Schedules: Entering JV Dual Meet Schedule	pg 4
4	Schedules: Entering Tournament Schedule: Individual	pg 4
5	Schedules: Entering Tournament Schedule: Dual Meet	pg 5
5a	Schedules: Editing and Deleting Events	pg 6
	Tournament Places for Individuals (recording)	TBA
7	Wt Certifications: Printing your Profile Forms	pg 7
12	End of Season-Printing/Saving for next season	TBA

You will receive an email from: **noreply**

Subject: **2016-17 High School Boys Season Login and Instructions**

Click the **Sign In** button on the email to access Track

Once in Click on: **My Account** and **Edit Account**

Update your info, **keep your old password or select a new password** and hit **Save**

You can access TrackWrestling in one of three ways:

- o Access the internet and type in: **TrackWrestling.com**
- o On the right hand side of the screen: **Click on: the OPC (Optimal Performance Calculator) Icon**

Or

- o Access TrackWrestling directly with this link:
<http://www.trackwrestling.com/tw/seasons>

First Login:

- o When the TrackWrestling window appears select Choice 2:
2016-17 High School Boys and Click: **Login**
- o Use the **Username and password** that you set up when you edited you account.
- o If done correctly the following message will appear: **Verify your Email**
If the email address shown for you is correct: Click on the word **here** (in the middle of the instructions) This will send an email to your home account for you to respond to. Note: If you click Skip, this message will appear every time you sign on until you finally verify your email.
(If the email is not correct: Click Skip for now then Click on My Account and Edit Account and update your email and you will then be asked to Verify it again later)
- o When you get the email from: **noreply**
Subject: **Track Wrestling Email Verification**
Click on the supplied link and TrackWrestling should open and the message:
"Your email address has been confirmed. Thank you for completing the process" should appear"

Current Season:

If you have done everything correctly: The name of your school and your Schedule will now appear in a grey bar. – CONGRATS!

This will now become your team's home page every time you sign on.

Your schedule will be blank if you have not yet entered your matches.

If another team has entered their schedule and your team is on their schedule, the match should appear now.

Getting around the site:

The blue menu bar shows:

My Account Leagues Teams Wrestlers Results

To change your personal info:

- o Click on **MY ACCOUNT** in the blue top menu
- o Click on **EDIT ACCOUNT**
- o Update necessary information and change password:
You can type over the existing username and password with new ones of your choice and then click the **[Save]** button at the bottom of the page
- o A blue menu bar appears at the bottom to tell you your info has been saved.

Anytime you need to get back to your team's home page with your team's schedule:

- o Click on **MY ACCOUNT** in the blue top menu
- o Click on **MY TEAM**

The following will appear in the grey menu bar at the top of the screen

Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-

More

Leagues
Media
Weigh-ins

ENTERING YOUR TEAM'S VARSITY AND JV SCHEDULES

Get to your teams home page so the following appears at the top:

The following will appear in the grey menu bar at the top of the screen

Edit team- Roster-Weight Management-**Schedule**-Matches-Statistics-Users-

More

Leagues
Media
Weigh-ins

- Click on **Schedule**
- You can now enter all your dual meets and then all your tournaments for Varsity and JV.
Click on the grey **Add Event** button in the center of the screen

BEFORE ENTERING ANY TOURNAMENTS- PLEASE READ:

Only the school that is **HOSTING** the tournament should enter it on their schedule. Once they have done so, the tournament will appear in a drop down list to be selected by the other non-host teams. If you are not hosting, and the tournament does not appear yet: **DO NOT ADD IT** to the list. Please wait until the host school adds it. By following this procedure, there will no longer be multiple names for the same tournament like there were in the past.

1-Enter your **Varsity Dual Meet** schedule as follows:

- You will be asked for the Event Type: You have 3 Choices:
Single Dual Meet or **DualTournament/Multi Dual** or **Individual Tourn/Individual Matches**
- Select: **Single Dual Meet**
- Select **Level:** **Varsity** Click Next
- For each dual meet:
Enter **Date** and **Start Time:** **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**
Enter **Location:** **Home** or **Away** or **Neutral**
Leagues: should show up as your **Section #**
Weights: Enter: **New York Weights (99-285)**
Match Creation: Enter- **Create one match per weight**
Note: **Create matches as needed** (can be used for JV matches when individuals are just being matched up)
Opponent: Enter the **FIRST LETTER** only of the **opposing school**
State: **NY** is the default
Click Next
A list of NYS schools that start with the first letter of the school you are wrestling now appears.
Select the name of the actual school and hit **Next**
- To enter another Varsity dual repeat the above steps by clicking on: **Add Event**
(Continue this process until all Varsity duals are entered)

2-Enter your **JV Dual Meet** schedule as follows:

- Click on **Schedule**
Click on the grey **Add Event** button in the center of the screen
- Select: **Individual Tournament/Individual Matches**
- Select **Level:** **JV** or **Exhibition** Click Next
- For each dual meet:
Enter **Date** and **Start Time:** **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**
Enter **Location:** **Home** or **Away** or **Neutral**
Leagues: should show up as your **Section #**
Weights: Enter: **New York Weights (99-285)**

2-Enter your JV Dual Meet schedule as follows: (continued)

Those of you that have JV meets where no team score is kept and more than one bout per weight is contested, do not enter the results in the Single Dual Meet format. Under: Match Creation, change the choice from Create one Match at a time to Create Matches as needed.

Match Creation: Enter- **Create matches as needed**

Opponent: Enter the **FIRST LETTER** only (or first and second letters) of the **opposing school**

State: **NY** is the default

Click Next

A list of NYS schools that start with the first letter of the school you are wrestling now appears. Select the name of the actual school and hit **Next**

- A reminder may show that a Varsity event with that team has always been entered. If it does Select: New Dual so the JV event is listed separately. Once entered, you should see both the Varsity and JV events on your schedule (labeled separately as Varsity and JV)
- To enter another JV event repeat the above steps by clicking on: **Add Event**
(Continue this process until all JV duals are entered)

3-Enter your Individual tournament schedule as follows:

- Click on **Schedule**

Click on the grey **Add Event** button in the center of the screen

Only the school that is **HOSTING** the tournament, should enter it on their schedule. Once they have done so, the tournament will appear in a drop down list to be selected by the other **non-host** teams. If you are not hosting, and the tournament does not appear yet: **DO NOT ADD IT** to the list. Please wait until the host school adds it. By following this procedure, there will no longer be multiple names for the same tournament like there were in the past.

- Select: **Individual Tournament/Individual Matches**
- Select **Level:** **Varsity** Click Next
- For each individual tournament:
Enter **Start Date** and **Start Time:** **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**
Enter **End Date** **mm/dd/yyyy** (Start date automatically appears: assuming it is a one day event).
Enter **Host Team:** **Your School** or select **Another Team**
Leagues: should show up as your **Section #**
Weights: Enter: **New York Weights (99-285)**
Click: Next
In the **Add Event window** if the tournament is already created, Select it from the current list
If the tournament is not on the list, **DO NOT SELECT: New Event** (unless you are the host school). If you are **not** the Host school and the tournament does not appear **you must wait** until the host school enters the event before you can add it to your schedule. **Click on the X** in the Add Event Window to close it and cancel this event. **Wait for another day (after the Host team enters it) before adding it to your schedule.**
If you are the host team: Click Next (the tournament should now appear on your schedule)
- To enter another Individual Tournament repeat the above steps by clicking on: **Add Event**
(Continue this process until all Individual Tournaments are entered)

4-Enter your Varsity Dual Meet Tournament schedule as follows:

- Click on **Schedule**
Click on the grey **Add Event** button in the center of the screen

Only the school that is **HOSTING** the tournament, should enter it on their schedule. Once they have done so, the tournament will appear in a drop down list to be selected by the other **non-host** teams. If you are not hosting, and the tournament does not appear yet: **DO NOT ADD IT** to the list. Please wait until the host school adds it. By following this procedure, there will no longer be multiple names for the same tournament like there were in the past.

- Select: **DualTournament/Multi Dual**
- Select **Level**: **Varsity** Click Next
- For each Dual Meet Tournament:
Enter **Start Date** and **Start Time**: **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**
Enter **End Date** **mm/dd/yyyy** (Start date automatically appears: assuming it is a one day event).
Enter **Host Team**: **Your School** or select **Another Team**
Leagues: should show up as your **Section #**
Weights: Enter: **New York Weights (99-285)**
Click: Next
In the **Add Event window** if the tournament is already created, Select it from the current list
If the tournament is not on the list, **DO NOT SELECT: New Event (unless you are the host school)**. If you are **not** the Host school and the tournament does not appear **you must wait** until the host school enters the event before you can add it to your schedule. **Click on the X** in the Add Event Window to close it and cancel this event. **Wait for another day (after the Host team enters it) before adding it to your schedule.**
If you are the host team: Click Next (the tournament should now appear on your schedule)

To enter the teams you are wrestling in the dual meet tournament:

- Click on the name of the Dual Meet Tournament on your schedule
- Click on: **Add Dual**
- When the **Add Duals** window appears
Edit **Date** or **Start Time** (if needed) : **mm/dd/yyyy** and **hh:mm** Select: **a.m.** or **p.m.**
Select **Level**: **Varsity**
Team 1: Should already be your team
Team 2: To enter a team you are wrestling a dual against Click: **New**
When the **Add Dual** window appears:
Enter the **FIRST LETTER** of the **opposing school**
State: **NY** is the default
A list of **NYS schools** that start with the first letter of the school you are wrestling now appears.
Select the name of the actual school and hit **Next**
The name of the team you are wrestling should now show up as **Team 2**
Click Next to return to the Dual Tournament page (the team you just added should now appear)
- To enter another Dual Meet for the Tournament repeat the above steps by clicking on:
Add Dual (Continue this process until all duals have been added)
- To enter another Dual Meet Tournament repeat the above steps by clicking on: **Add Event**
(Continue this process until all Dual Meet Tournaments are entered)

MISTAKES made entering your SCHEDULE?

- Click on **Schedule**

To Edit the event:

Find the event on your schedule list.

To edit the **Level** just click on the down arrow and make your change.

To edit the **Date** or **Time**: Click on the actual event

A screen will appear for you to enter the results of the event.

Click on: **Edit Dual** in the grey menu bar at the top of the screen

Change your date or time and Click: **Save** at the bottom of the screen

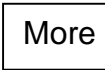
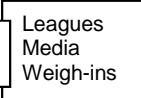
(Message 1: This record has been saved will appear at the bottom of the screen)

Close out the window: Your change will not show up until you Click on **Schedule** in the main menu bar so that the change will update.

To delete an event: Click on the red **Trash Can** after the event name.

A window will pop up for you to type the word “**trash**” and then click “OK”.

5-VERIFY YOUR ROSTER:

- From the grey menu bar at the top of the screen
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-  
- Click on **Roster**
- Your blank roster will appear: “There are no wrestlers that match your search criteria”
- Click on the second button: **Import Roster**
- When the Import Wrestlers window appears:
Seasons: Click on **Last year’s season: 2014-15 High School** (because you are looking to import the kids who were on your team last year to this year)
Teams: Your team should show up as the team name
Click: **Next**
- Last year’s roster will appear (with last year’s grades and graduated seniors removed)
All names are currently checked ,
Uncheck any wrestlers that you know are not returning
Example: Uncheck all quitters from last year.
Click: **Import**
Your roster should now appear with this year’s grade updated automatically.

There is a possibility that some of your wrestlers will have their names spelled incorrectly or the wrong grade indicated. Your first step should be to correct the misspellings and grade mistakes.

ROSTER CORRECTIONS: TO CORRECT NAMES AND GRADES:

- From the grey menu bar at the top of the screen
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- Click on the name of the wrestler you want to change.
- Change either their first, last name by retyping it correctly.
- Change the grade by clicking the down arrow and highlighting the correct grade.
- When finished Click: **Save** at the bottom of the screen.

TO DELETE A PERSON FROM YOUR ROSTER

- Click on the Red **X** next to the wrestlers name
- A window will pop up for you to type the word “**remove**” and then click “OK”.
The wrestler should no longer be on your roster.

DELETE SOMEONE BY MISTAKE?

The **Reinstate Removed Wrestlers** option that was available in the past is no longer available. If you accidentally delete a wrestler you must follow the instructions below and add them back as a New Wrestler. Note: You cannot delete a wrestler who has been weight certified.

TO ADD NEW WRESTLERS TO YOUR ROSTER:

- From the grey menu bar at the top of the screen
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- Click on the first button: **Add Wrestler**
Enter the new wrestlers: First Name, Last Name, Grade, and Gender and Click: **Add**
The wrestler should now be on your roster list.

6-PRINTING YOUR INDIVIDUAL PROFILE FORMS FOR YOUR REGIONAL ASSESSMENT:

Once your roster is up to date (Step 3 above), you can print all of your Individual Profile Forms needed for your Regional Assessment site.

- From the grey menu bar at the top of the screen
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- Click on **Print Document**
- Select the **NYSPHAA MWW Individual Profile Form** Document and Click on: **Preview**
- The box for “Wrestlers” at the top of the window is checked off by default so all wrestlers on your roster are currently selected. If you do not want to print forms for all wrestlers, un-click the box for “Wrestlers” and then manually click the individual box(es) in front of each wrestler(s) name(s) that you want to print forms for then Click on: **Preview**
- Click on the **Print Icon** (for **Google Chrome** the Print Icon is the 3 Vertical dashes in the upper right hand corner, just under the red X), then Highlight Print from the menu choices.

Note- A **Blank form** (for wrestlers who may show up for weight certifications (after you have already printed your team’s roster forms) is attached as the last page of this document. Blank forms should also be available at the weight certification sites.

6A-PRINTING INDIVIDUAL PROFILE FORMS FOR APPEALS:

If you have a wrestler who wants to appeal their results, you need to print a new Individual Profile Form to take to the Appeal site.

- From the grey menu bar at the top of the screen
Edit team- Roster-Weight Management-Schedule-Matches-Statistics-Users-
- Click on **Roster**
- Click on **Print Document**
- Select the **NYSPHAA MWW Individual Profile Appeal Form** Document and Click on: **Preview**
- Un-click the box for “Wrestlers” and then manually click the individual box(es) in front of each wrestler(s) name(s) that you want to print appeal forms for then Click on: **Preview**
- Click on the **Print Icon** (for **Google Chrome** the Print Icon is the 3 Vertical dashes in the upper right hand corner, just under the red X), then Highlight Print from the menu choices.

NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION WRESTLING MINIMUM WEIGHT ASSESSMENT PARENTAL AWARENESS FORM

The appropriate and healthful control of body weight for wrestlers has been a concern of athletes, coaches, athletic trainers, school physicians, and parents for a number of years. Approximately one-third of wrestlers have used inappropriate weight loss procedures to obtain a lower body weight for wrestling. Regardless of the educational information from national, state and local athletic organizations, unhealthy weight loss procedures continued. Medical concerns for the wrestlers, and the success of other state associations' programs to determine minimum wrestling weight, resulted in the NYSPHSAA governing board approving a Wrestling Weight Certification Program in April 1996. This action was taken after fifteen years of review and study by the Association, which involved the Safety and Research Committee and the NYSPHSAA Wrestling Committee.

The NYSPHSAA Wrestling Minimum Weight Certification Program became mandatory for all member high school wrestling programs, commencing with the 1997-98 wrestling season. The Program is based on two components, assessment of wrestlers to establish a minimum weight at which each athlete will be allowed to compete and nutrition education to promote healthy eating patterns and improved athletic performance.

Schools must follow the provisions of the Wrestling Minimum Weight Certification Program for all wrestlers in varsity and junior varsity programs. Minimum wrestling weight is based upon 7% body fat for males and 14% for females. **The minimum wrestling weight is not established as the athlete's best weight, but rather the minimum weight at which the athlete will be allowed to compete.**

STEPS OF PROCESS: Urinalysis, Body Weight, Skinfolts

1. Wrestler will provide a sample of urine to test for hydration. If the specific gravity of urine is above 1.025, testing cannot continue and testing must be rescheduled after 24 hours has lapsed.
2. Wrestler will be weighed on a digital scale.
3. Wrestler will have sites marked on his body with a marker and have skinfolts raised to determine body fat percentage.

Minimum weight assessment, including urinalysis, may be completed only by health care professionals who have successfully completed the NYSPHSAA's Wrestling Minimum Weight Assessor's Workshop. An athlete found to have cheated in the hydration test process will be ineligible to compete in wrestling for the season.

APPEAL PROCEDURE:

A wrestler may appeal his/her skinfold measurements or calculations. Appeals may not be done on the same day as the original assessment. They are to be conducted on day one, two or three after the original assessment - three consecutive calendar days (count Sundays, holidays and days school is closed). Appeal procedures must be completed prior to any competition. ALL COSTS INCURRED ARE THE RESPONSIBILITY OF THE STUDENT/ATHLETE. The appeal must be completed three days after the date of the original assessment. *Student/Athlete will have a choice between the original assessment result or the appeal result. There is no longer Step 2 of the appeal process (Hydrostatic testing).*

I, the parent/guardian of _____, have read the information above and I am aware of the minimum weight assessment process.

Parent/Guardian Signature _____ Date _____

Student-Athlete Signature _____ Date _____

Failure to have a signed copy on file does not excuse the student-athlete from the assessment process and/or related penalties. The School's Athletic Director is to keep a copy on file until the season is completed.

NYSPPHSAA MWW Individual Profile Form
**WRESTLING MINIMUM WEIGHT CERTIFICATION
INDIVIDUAL PROFILE FORM**

CHECK IF:
APPEAL

Name: _____ Grade: _____
Last, First

School: _____

Gender: Male / Female Age: _____

XX

DATA COLLECTION

Urinalysis: Specific gravity of urine: _____ Assessor: _____
Indicate pass or fail
(Must be 1.025 or lower for testing to continue)

Actual Weight: _____ lbs.

Skin Fold Measurements (Take three measurements in each location):

Triceps: _____

Subscapular: _____

Abdominal: _____

Certified Minimum Weight: _____ lbs.

Initials of Wrestler

Assessor Signature: _____ Date: _____

QUESTIONS / PROBLEMS:

If your Sectional Chairman cannot answer your question, Trackwrestling requests you complete a "ticket" with your question or problem. They are usually very good about getting back to you promptly. Create a ticket using the following link:

<http://www.trackwrestling.com/tickets/CreateTicket.jsp>