



# TRACKWRESTLING

## NMAA INSTRUCTIONS & POINTS OF EMPHASIS

**Each gender will have their own season and login information  
Simply duplicate the instructions for each gender**

All varsity individual tournaments shall be run on Trackwrestling per NMAA Bylaw 7.24.1.G.  
All varsity matches shall be recorded in Trackwrestling per NMAA Bylaw 7.24.4.C.

### **PRE-SEASON** (Prior to the First Practice)

1. **Log in to your team/OPC account (Login information will be emailed directly to you by TW)**
2. **Update contact information (Head Coach & Athletic Director)**
3. **Import previous season's roster into current season – [LINK](#)**
4. **Manually add additional wrestlers, remove any non-returners – [LINK](#)**
  - a. Use the name the wrestler typically goes by
5. **Teams hosting a varsity individual tournament order the event from TW – [LINK](#)**
  - a. Click on [Services] at the very top of the TW homepage
  - b. Under Event Management click on [Order Now]
  - c. Follow prompts (you will need to create a user account which will be different from your OPC account)
6. **Teams hosting a varsity event create the event in your schedule – [LINK](#)**
  - a. Go to Schedule
  - b. Click on [Add Event]
  - c. Follow prompts
  - d. Be sure to give your event a descriptive name other teams will recognize
  - e. **DO NOT** create events you are not hosting (This will lead to duplicates in the system)

### **BEGINNING OF THE SEASON** (After First Practice)

1. **Complete your schedules by searching for events**
  - a. Go to Schedule
  - b. Click on [Add Event]
  - c. Follow prompts
  - d. Add the event that is already in the system
    - i. If the event is not in the system, or there are multiple events, contact the host school.
    - ii. **DO NOT** create an event that you are not hosting. This leads to duplicates. It is the responsibility of the host team to add their event prior to the beginning of the season.
2. **Delete any duplicate events in your schedule**
3. **Give each event in your schedule a "level" (Varsity, JV, etc.)**
  - a. Do not leave blank
  - b. Critical for tracking results
4. **Denote your varsity level wrestlers**
  - a. Assigning wrestlers varsity will only include varsity results when their record is updated (critically important for wrestlers who have matches at both the JV and varsity level during the year)
  - b. Go to [Roster]
  - c. Click on the name of the wrestler
  - d. Under Level click [Varsity]
5. **Schedule Assessments**
  - a. Contact local assessor for scheduling availability



6. **Monitor Alpha Master Report and Weight Loss Plans – [LINK](#)**
  - a. Go to Weight Management
  - b. Click on [Alpha Master]
  - c. You can view an athlete's Minimum Wrestling Weight (MWW), Minimum Wrestling Weight Class (MWC) and eligible date
  - d. Click on the scale icon under "WLP" to view an athlete's weight loss plan – [LINK](#)
  - e. You can see an athlete's exact descent plan, the growth allowance date and the descent cut-off date
  
7. **Create and Print a Weigh-in Sheet – [LINK](#)**
  - a. Click on the scale icon next to your event
  - b. Click [Add Weigh In] button
  - c. Select the wrestlers, verify or edit the date, add weight allowance if necessary and then click [Add]
    - \*Note – hold CTRL or SHIFT button to select multiple wrestlers
  - d. Click the [Print] button to print the weigh-in sheet to take to the weigh-in

**AFTER EACH EVENT** (Follow ALL steps in order after each event)

1. **Enter Results** – should be done within 72 hours – [LINK](#)
  - a. Go to Schedule
  - b. Click on the event you wish to add results for
  - c. **Duals**
    - i. Multi dual events should include all results within the same event
    - ii. Teams should discuss prior to the match who will be responsible for entering
    - iii. Teams not entering should check the event for accuracy
  - d. **TW Individual Tournaments**
    - i. If attending a TW event, the event director will receive instructions to "push" the results automatically to your wrestlers. You can also import the matches yourself:
      1. Click the event
      2. Click on [Import Matches]
      3. Follow Prompts
  - e. **Non-TW Individual Tournaments (Out-of-State)**
    - i. Enter missing or incorrect results for each wrestler
    - ii. Approve correct results already entered by an opposing coach
    - iii. Trash duplicate results or incorrect results
  - f. Provide ACTUAL MATCH SCORES and/or FALL/TF/INJ DEF TIMES
  - g. You are responsible for ensuring all matches for all wrestlers at all varsity events are accurately entered and tracked. No duplicates or missing results.

**NOTE #1:** Remember, results are tied to each other. What one coach enters will show up on the opposing wrestler's record and vice versa. If a coach sends you a correct result, approve it. Do not enter another identical result. If it is incorrect, you can trash it and re-enter the correct result for approval by the opposing coach.

**NOTE #2:** Both tournaments and duals may be live scored. Click on the event and click on [Live Entry] for information on scoring live.

2. **Commit the Event**
  - a. After you've checked all results in a varsity event for accuracy "commit" the event by clicking on the thumb next to the event and typing "commit." This will turn the thumb green which is an indicator for you that you've reviewed the information and approved it.
  - b. If your thumb turns colors, an opposing coach has edited a result in your event and you need to review any changes and recommit the event.
  - c. Coaches should contact opposing coaches prior to un-committing an event or editing a result.

3. **Update Records – [LINK](#)**
  - a. Go to [Roster] and select all
  - b. Hit [Update Selected Records]
  - c. All selected records should update with the data entered from the past event
  - d. **Mark wrestlers varsity to exclude any non-varsity results** (See “Denote your varsity level wrestlers” on page 1)
  - e. **Records entered into a TW event must reflect the data associated inside the schedule.**
  
4. **Review Matches for Each Wrestler**
  - a. Go to [Matches]
  - b. Select individual wrestlers to review their matches
  - c. Click on [Assign Level] for any matches with an incorrect or missing level
  - d. Make sure there are no duplicates, omissions or inaccuracies
  - e. Any errors need to be edited inside the event itself
  - f. Fix the error in the event and recommit it
  - g. Go back and update records following the previous steps
  
5. **Print or View Season Record Form – [LINK](#)**
  - a. Go to [Matches]
  - b. Click on [Print Matches]
  - c. Choose your wrestler, **varsity** level, do NOT count byes, and then select “Season Record Form”

*Any questions should be directed to the TW ticket system - <https://support.trackwrestling.com/s/contactsupport> or to Scott Owen, NMAA Wrestling Director: [s.owen@nmact.org](mailto:s.owen@nmact.org), 505-977-5381*

