2013-14 OPTIMAL PERFORMANCE CALCULATOR
COLLEGIATE COACH’S SETUP/PORTAL INSTRUCTIONS

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How to Log in to the Coach’s Section of the Optimal Performance Calculator (OPC)

2. On the NWCA home page, go to the top menu bar under Weight Management.
3. Click on Optimal Performance Calculator.
4. You will now be directed to the OPC Program at: www.nwcaonline.com/nwcaonline/default.aspx.
5. Once at the OPC home page, click on the Log-in tab found on the tool bar.
6. On the log-in page, the coach will enter his or her Unique College Access Code Log-in ID and Password (the password is the unique college access code for the initial log in only).
7. Please watch the NCAA presentation in its entirety to be able to proceed.
8. The coach will be prompted to updated their contact information and change his or her password to a permanent password of their choice.
9. This is where you will also update your first date of practice.
10. You are now at the college home page dashboard of the OPC.

How to Update Your Institutional Rostered Squad List Before the Official Assessment

1. On the collegiate OPC home page, a new dashboard will appear, click on Wrestlers and then Show Entire Roster to update your roster.
2. A grid will appear with a list of all wrestlers who were on your institution’s roster last year.
3. If a wrestler was on the squad list last year and is no longer enrolled at the school or is not on the team, click the Delete button next to the wrestler’s name. This will delete the wrestler from your roster immediately.
4. For returning wrestlers, simply update their information including Year in School, Prior Year Weigh… etc. to reflect the current 2013-14 year.
5. After updating all information for each wrestler, click the Save Roster Information button to save the changes/updates made to the entire roster.
How to Add New Wrestlers to the Roster

1. Click on the **Add New Wrestler** link from the dashboard and complete all of the text fields located under the heading **name**. In the nickname field, please use the name the wrestler goes by if it is different than his or her given name.
2. Under the heading **Yr**, select the wrestler’s year of eligibility from the drop down menu.
3. Under the heading **Prev Yr Wt**, enter the weight class that the wrestler competed at last year.
4. Under the heading **Hometown/St**, enter the hometown and state of the wrestler in this format: Dallas, TX.
5. Under the heading **Birth Date**, use the calendar icon for wrestler’s birth date or type in this format: mm/dd/yyyy.
6. Under the heading **Gender**, select the wrestler’s gender from the drop down menu.
7. Under the heading **Eligibility**, select what the student-athlete’s eligibility status is from the drop down menu.
8. Under the heading **Email**, please type in the wrestler’s email address.
9. After completing all field boxes click on the **Save Wrestler Information** button to add the wrestler to your roster.
10. Repeat this process until your entire roster is entered into the system.
11. You may edit any of this information at any time during the season by clicking on the (+) plus sign beside **Rostered Wrestlers** to expand your list of wrestlers. Then simply click on the wrestler’s name and the **General Info** tab will appear and you may edit the wrestler’s information and click **Save Wrestler Information** to save the changes.
   
   If a student-athlete is dismissed or voluntarily leaves the team or becomes ineligible, please indicate so by editing the wrestler’s **Eligibility** field by respectively selecting either **Left Team** or **Ineligible** from the drop down menu.

   **A WRESTLER MAY NOT BE DELETED FROM YOUR ROSTER AFTER NOVEMBER 1, 2013.**

How to Add Your Institution’s Competition/Team Schedule

1. On the collegiate OPC home page dashboard, you will see **My Schedule/Results**.
2. Click the link reading **Click Here to Enter Schedule/Results**.
3. This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here **after September 1**.
4. All Schedule/Results data will also appear on the NWCA OPC side for you to print Season Record Forms and other important information, but all data entry is done on the Trackwrestling.com portal.

Adding Dual Meets

1. Once you get to the Trackwrestling.com portal, click on **Add Event**.
2. Select the type of event **Dual Meet**.
3. Select the date using the **CAL** button.
4. Select whether or not it is a conference meet.
5. Select the level of competition.
6. Click **Continue**.
7. Select the parent event if the dual meet falls under a dual meet event such as a dual tournament, tri, quad, etc.
8. Select the Home/Away location.
9. Type the **Opponent Team Name and Opponent State** and click **ADD**.
Adding Multiple Duals Events

1. Once you get to the Trackwrestling.com portal, click on Add Event.
2. Select the type of event Tournament.
3. Select the date using the CAL button.
4. Select whether or not it is a conference meet.
5. Select the level of competition
6. Click Continue.
7. Select a Trackwrestling Event if the event is run by Trackwrestling. This will allow you to import results, submit rosters, among other things.
8. Select Dual Tournament as the Tournament Type.
9. Enter the Event Name.
10. Select Start Date and End Date using the CAL buttons.
11. Enter an Event URL if there is one, and any Event Comments if you wish (OPTIONAL).
12. Click ADD button.

Adding Individual Tournaments

1. Once you get to the Trackwrestling.com portal, click on Add Event.
2. Select the type of event Tournament.
3. Select the date using the CAL button.
4. Select whether or not it is a conference meet.
5. Select the level of competition.
6. Click Continue.
7. Select a Trackwrestling Event if the event is run by Trackwrestling. This will allow you to import results, submit rosters, among other things.
8. Select Individual Tournament as the Tournament Type.
9. Select the Event (Tournament Name) from the tournament listings.
10. Select Start Date and End Date using the CAL buttons.
11. Enter an Event URL if there is one, and any Event Comments if you wish (OPTIONAL).
12. Click ADD button.

Edit Competitions

1. Once you get to the Trackwrestling.com portal, click on the event name you wish to edit.
2. You will now see a list of matches. Click on the weight class to edit the match.
3. Make any necessary changes and click Save.

Delete Competitions

1. Once you get to the Trackwrestling.com portal, find the event you wish to delete and click the red “x” to the right of the event name.
2. A window will appear. Type “delete” and click OK to remove the competition.

How to Approve Results

1. This season coaches will be required to sign off and approve all results submitted for their institution.
2. When you view your schedule on the Trackwrestling Portal, every event will have a Thumbs Up, Thumbs Down, or Sideways Pointing Thumbs Up icon.
   a. Thumbs Down = Approved by your school.
   b. Thumbs Down = NOT approved by your school.
   c. Sideways Thumb = Approved by opponent school but NOT approved by your school.
3. Any event date equal to present days date or before, you will see one of these icons.
4. All icons should be Thumbs Up for you. Any Unapproved matches will not count for rankings/RPI.
5. To approve an event’s results, first verify the results are correct including Names, Win Types, and W/L.
6. Once confirmed, click the Thumbs Down icon to the left of the event name.
7. A window will appear, type “approve” and then click OK.
8. If you need to disapprove matches, click the Thumbs Up icon and type “disapprove” then click OK.

   Please note that when a result is approved by both teams, and then edited, the opposing team will be notified and a detailed log is kept.

How to Perform an Unofficial Preseason Weight Evaluation
(This form may be printed but NOT saved)

1. On the collegiate OPC home page dashboard, click Wrestler to expand and then click the link Preseason Wt Evaluation.
2. A blank unofficial preseason evaluation form will appear.
3. Enter the name of student-athlete for whom you are conducting an unofficial test assessment.
4. Enter all requested preseason evaluation data into the assessment form and click Show Final Calcs button.
5. When you have successfully calculated the unofficial lowest allowable weight, click on the Print button.

   This is NOT an Official Weight Assessment. The Official Weight Assessment (Section I) must be conducted by an assessor.

6. After printing the form, repeat the process to perform a new preseason assessment for another wrestler.

How to View and Confirm an Assessment is Accurate and Correct

1. On the collegiate OPC home page dashboard click on Team Reports to view all reports. Then click Confirm Pending Assessments.
2. A list of wrestlers that need to be reviewed and confirmed will appear. The following headings will appear at the top of the report: Wrestler Name, Assessment Date, Date Entered, Deadline to Confirm Assessment, Min Wt. Class, Assessment Form, Confirm Last Name, Confirm Wt. Class, Wt Loss Plan, and Confirm as Official.
3. You should view the weight-loss plan for the wrestler before confirming. THIS IS HIGHLY RECOMMENDED.
4. Once the assessor and coach have reviewed the pending assessment, and the coach wishes to confirm as official, the coach must do the following for each individual wrestler to confirm a wrestler official (one wrestler at a time).
   a. Type in the wrestler’s last name in the Confirm Last Name field box exactly as it appears. (case sensitive).
   b. Type in the wrestler’s weight class as designated by his/her assessment in the Confirm Wt Class field box. (Type the minimum weight class even if they intend to wrestle a higher weight class; you are acknowledging their lowest allowable weight class.)
   c. Final step is to click YES under the icon heading Confirm as Official for the wrestler you are confirming OFFICIAL. A dialogue box will appear confirming you definitely want to confirm this wrestler as official and if so, click OK and then the wrestler's assessment data may not be altered.
   d. Repeat this process for each individual wrestler you wish to confirm as an OFFICIAL Assessment.

If the coach and assessor wish to re-assess a wrestler, the coach will NOT enter any information in the field boxes and will NOT click the Yes icon under the Confirm as Official heading. No action taken allows the pending assessment to expire in 48 hours. Failure to confirm a wrestler’s assessment official within the 48-hour window means the wrestler must be reassessed and the complete certification process repeated.
How to View a Wrestler's Official or Pending Assessment

1. On the collegiate OPC home page dashboard, click on Wrestlers, then click the (+) plus sign beside Rostered Wrestlers to expand the view to see all your wrestlers’ names.
2. Wrestlers with official confirmed assessments will display their minimum weight class beside their name. Wrestlers that are currently on your Confirm Assessment Report as pending will display (P) for pending beside their name.
3. To view a wrestler’s official or pending assessment, click the (+) plus sign beside their name. Then click on the Assessment Form selection under the wrestler’s name to view his/her assessment.
4. The page will populate with the individual wrestler’s assessment. To print the assessment form, scroll to the bottom and click on the Print button.
5. To view another wrestler’s assessment, simply repeat the process by clicking on the (+) plus sign beside their name under Rostered Wrestlers and select Assessment Form.

How to View Individual Weight-Loss Plans

1. On the collegiate OPC home page dashboard, click on Wrestlers, then click the (+) plus sign beside Rostered Wrestlers to expand the view to see all your wrestler’s names.
2. Wrestlers with official confirmed assessments will display their minimum weight class beside their name. Wrestlers that are currently on your Confirm Assessment Report as pending will display (P) for pending beside their name.
3. To view a wrestler’s Weight-Loss Plan click the (+) plus sign beside their name. Then click on the Wt.-Loss Plan selection under the wrestler’s name to view his/her weight-loss plan.
4. The page will populate with the individual wrestler’s customized Weight-Loss Plan. Print the Weight-Loss Plan using your toolbar print option. Then close the window to return to the dashboard.
5. To view another wrestler’s Weight-Loss Plan, simply repeat the process by clicking on the (+) plus sign beside their name under Rostered Wrestlers and select Wt.-Loss Plan.

How to Retrieve Log-in and Password Information for the Wrestlers

Wrestler’s have the ability to view their individual assessment data and access the integrated nutrition program. This feature allows a wrestler to design his/her own customized diet that honors their weight-loss or weight-gain plan.

1. On the collegiate OPC home page dashboard, click Team Reports and then click Wrestlers on File. The program has automatically assigned each wrestler a unique Log-in ID and Password.
2. At the top of the page, click the button titled Export Username/Passwords to Excel. This will export the page to an Excel document, which you can download to your computer and print.
3. The coach should supply each individual wrestler with their unique Log-in ID and Password. The wrestler will be able to gain access to their individual assessment data and the nutrition program.

To Contact the NWCA

If you encounter problems or have questions, please contact Scott Crowell at the NWCA office at 717/653-8009, 717/319-1255 (c) or email at scrowell@nwca.cc.

To Contact TrackWrestling

Visit TrackWrestling.com