

2013-14 Optimal Performance Calculator Instructions for Coaches in State Mandated Programs

How to log into the program

1. Go to the NWCA home page at www.nwcaonline.com
2. On NWCA home page, go to top menu bar under **Weight Certification** click on the **Optimal Performance Calculator**.
3. You will now be directed to the Optimal Performance Calculator Program (www.nwcaonline.com/nwcaonline/default.aspx).
4. Once at the OPC home page click on the **Login** tab on the menu bar.
5. On the login page, the coach will enter his/her NWCA Login ID and Password. (The password is the coach's assigned password for the initial login; the coach will be prompted to update contact information and change his/her password only to a permanent password) Please keep the original Login ID and the New Password you chose on file for future reference.
6. You will now be logged into the program at the scholastic homepage of the Optimal Performance Calculator Program (www.nwcaonline.com/nwcaonline/performance/scholastic/default.aspx)
7. **To view the Coaches Dashboard, click on 'Coaches' from the menu bar.**

How to Update your Roster Prior to the Official Assessment

1. On the Scholastic 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 institutional 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 **Remove** from the drop down menu under the column heading **Edit Grade or Remove** next to the wrestler's name. This will remove the wrestler off your roster once you click Save Roster Information.
4. For returning wrestlers, simply update their information including Year in School, Prior Year Weight...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

6. Click on the **Add New Wrestler** link from the dashboard and complete all of the text fields located under the General Info tab.
7. After completing all field boxes click on the **Save Wrestler Information** button to add the wrestler to your roster.
8. Click on the **Past Achievements** tab if your state association requires the entry of this information regarding Prior Year Wt Class, Placement, Career Record (optional by state). To save click on the **General Info** tab and click **Save Wrestler Information**
9. Repeat this process until your entire roster is entered into the system.
10. 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.

How to Reinstate a wrestler that was removed from your Roster:

1. On the Scholastic OPC home page, click on **Wrestlers** and then **Reinstate Removed Wrestlers** to reinstate a previously removed wrestler.
2. Then select the wrestler's current **Grade** using the drop down menu under the column heading **Select Grade to Reinstate** and click **Save Roster Information** to reinstate the wrestlers. The reinstated wrestlers will now appear on the Show Entire Roster page.

How to Add Your Team Competition Schedule to the OPC Program. (REQUIRED TO ACCESS WEIGH IN FORMS)

1. Once logged into the Scholastic OPC Coaches Dashboard, click on **"My Schedule/Results"**
2. Click on **"Add New Event"** from the left hand panel dashboard.
3. A wizard will appear with a drop down to begin entering a new event.
4. Under the heading "Event Type," select if the competition is a dual meet, multiple dual event (tri, quad meets, etc) or a tournament from the drop down menu.
5. Once event type is selected, a form will appear to enter all information on the event.
6. Under the heading "Match Date," use the calendar icon to enter the date of the competition or type in the date using this date format example: 12/15/2013
7. For a dual meet select the name of the institution/school you are competing against using the state filter to view out of state teams. If the team is not in the system, you can select **"Click here to enter a dual meet against a team that does not appear in the system"**.
8. For a Multiple Dual Event AND a Tournament enter the "Event Name".
9. For Multiple Dual Events, you may add Opponents to the event IF YOU KNOW WHO YOU WILL WRESTLE by finding the team (or text entry) and clicking the **"Add"** button. This will create competitions within the multiple duals event for each actual dual meet.
10. Under the heading "Home/Away," select if the competition was home or away from the drop down menu.

11. Under the heading “Time,” enter the starting time of the event.
12. Under the heading “Location,” enter the location of the event. (City, State)
13. You may enter notes under for “Competition Notes.”
14. Under the heading “Covered Live”, only select “yes” if the event will be covered live using the NWCA Live Scorebook.
15. Under the heading “Cancelled,” only select “Yes” if the event has been cancelled.
16. Under the heading “Postponed,” only select “Yes” if the event has been postponed.
17. Select “**Save and Add Another Event**” to continue entering more events, or “**Save and View Event**” to save and view the current event.

Edit or Delete Competitions

1. If you wish to edit or delete event information, click on the (+) plus sign beside the event type to view the list of competitions under that event category.
2. To edit or delete, click on the “**Competition Date and Name**” you wish to edit or delete. The event details will appear.
3. When making edits, make the changes and then click the **Save Info** button to save the changes.
4. To delete, simply click the **Delete Competition** button to delete the competition off your schedule.

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

1. On the Scholastic 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 which 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 class and the **unofficial** first date the wrestler may compete at that weight class on the *Preseason Weight Evaluation Form*, click on the **Print** button.
6. ***This is NOT an Official Weight Assessment. The Official Weight Assessment must be conducted by an assessor***
7. After printing the form, repeat the process to perform a new preseason assessment for another wrestler.
8. **Make sure your margins are set to: .5 on top and bottom and .25 for the right and left side.**
9. To repeat the process for an additional wrestler, please use the same form and enter new test assessment data.

How to view and print the Alpha Master Report (optional by state)

1. On the Scholastic OPC homepage, click on “**Team Reports**” and then click on the submenu item “**Alpha Master Report**” to view the Alpha Master Report using the dashboard menu. (optional by state)
2. The “**Alpha Master Report**” is a summary of your team’s assessment data
3. Print this form by scrolling to the bottom of the page and clicking the “**Print Form**” button. The report will open up in a new window. Print and then close that window to return to the dashboard.

How to View a Wrestler’s Official Assessment

1. On the Scholastic 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
3. To view a wrestler’s official 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 an Individual Weight Loss Plan

1. On the Scholastic OPC homepage, select “**Wrestlers**” from the dashboard menu to expand. Then click the plus sign (+) beside submenu item “**Rostered Wrestlers**” to view wrestlers.
2. Then click on the plus sign (+) beside wrestler’s name to view that wrestler’s individual weight loss plan by selecting the “**Wt. Loss Plan**” link under his/her name.
3. Print the Weight Loss Plan by scrolling to the bottom of the page and clicking the “**Print Form**” button. The report will open up in a new window. Print and then close that window to return to the dashboard.

How to view the Team Weight Loss Plan (optional by state)

1. On the Scholastic OPC homepage, click on “**Team Reports**” and then click on the submenu item “**Team Weight Loss Plan**” to view the Team Weight Loss Plan using the dashboard menu. (optional by state)
2. This will provide you a team weight loss plan showing what your wrestler is allowed to weigh each week.
3. Print the Team Weight Loss Plan by scrolling to the bottom of the page and clicking the “**Print Form**” button. The report will open up in a new window. Print and then close that window to return to the dashboard

How to retrieve login and password information for student-athletes so they can view their individual assessment data as well as access the integrated nutrition program (please note, the wrestlers can design their own customized diet that honors their weight loss/gain plan by using these codes).

1. On the Scholastic OPC homepage, click on "**Team Reports**" and then click on the submenu item "**Wrestlers on File**" using the dashboard menu.
2. The program will automatically assign each wrestler a unique **Login ID** and **Password**.
3. At the top of the page, click on the "**Export Wrestlers Userame and Passwords to Excel.**" This will export the names of the wrestlers and their codes only to an excel document which you may save to your computer and then print.
4. By clicking the "**Export Wrestler's on File to Excel**" all the data you see on the Wrestlers on File page will export to an excel document which you may save to your computer.
5. The assessor and/or coach should give each individual wrestler their unique **Login ID** and **Password**. The wrestler and his/her parents will have access to their individual assessment data and the nutrition program.

Once the coach/assessor is finished working on the Optimal Performance Calculator Program, he/she should make sure to logoff on the menu bar on the Scholastic OPC homepage.

TO ACCESS THE WEIGH IN FORMS YOU MUST HAVE ENTERED YOUR TEAM SCHEDULE

Optimal Performance Calculator Instructions for creating a pre-match weigh-in form & recording actual weigh in weights

Creating a Pre-Match Weigh-In Form:

1. On the Coaches Dashboard, click on **My Schedule/Results** and click the plus sign (+) beside submenu item **Dual Events** and also beside **Tournaments**.
2. You will now see all of your events and competitions on your team schedule.
3. Click on the competition you want to create the pre-match weigh-in form for.
 - a. For Duals: Click on the dual meet from the schedule tree and you will be shown the competition details with 4 tabs, one of them being "**Weigh In**".
 - b. For Multi Duals: **All competitions within a Multi-Dual event use the same weigh in form.** Click on the multi dual event name from your schedule tree, and you can get to the "**Create/Edit Event Weighin**" tab. You may wish to print as many copies for your multi dual event that are required.
 - c. For Tournaments: Click on the tournament from the schedule tree and you will be shown the tournament details with 4 tabs, one of them being "**Weigh In**".
4. Click the **Next** button if everything is correct on the first step of the "**Weigh In**" tab. The Date and Opponent/Event Name fields are pre populated based on the competition details you entered.
5. After clicking **Next**, the team's entire roster will appear. All wrestler's will appear in their eligible weight class for that date of competition.
6. On the far right hand side, uncheck the names of any wrestlers you do not want to appear on the weigh-in form
7. After unchecking the names any wrestlers you do not want to appear, click on the **Next** button at the top of the page
8. You will now be taken to a grid page with all of your wrestlers' names who will be weighing -in.
9. Click on the **Print Weigh-in Form** button at the bottom of the page
10. Your page will be created into a PDF document which allow you to print in the proper format.
11. Take this form(s) with you to weigh-ins to ensure all wrestlers are at their eligible weight class and to record the actual weight of all your student-athletes on the form(s).

Record Actual Weigh-In Weights Post-Match:

1. At the conclusion of the competition, log back into the Coaches Dashboard. Expand either **Dual Events** and/or **Tournaments** under **My Schedule/Results** on the dashboard and click on the competition.
2. Click the **Weigh In** tab and you will be shown the weigh in form.
3. Enter the actual weights in the text box for all wrestlers. You do not need to click on the edit button to enter the actual weight for each of your wrestlers. After entering the actual weight for all wrestlers click on the **Save Weigh-In Information** at the top of the page.
4. If you had a wrestler who had an actual weight higher than his/her "weight loss plan weight," the wrestler's weight loss plan will now re-calculate going forward from the new weigh-in value. It is important to check the wrestler's weight loss plan to ensure the wrestler competes at the proper weight for the next competition. **(Re-calculation is optional by state)**
5. Please retain a copy of this form from all competitions throughout the year.

Instructions for Viewing Weigh-in Reports

1. Log into the OPC and click on the Coaches menu to proceed to the Coaches Dashboard
2. Click on Team Reports and click on State Results
3. In the text boxes, select the name or school you want to view and then click on the button Filter Wrestlers
4. A list of your selected wrestlers will appear
5. To view the weigh-in report, click on the Select icon under the heading Weigh in Report

Instructions for Entering Dual Meet and Tournament Results

How to enter dual meet results

1. On the Coaches Dashboard, click on My Schedule/Results and click the plus sign (+) beside submenu item Dual Events.
2. You will now see all of your dual events and competitions on your team schedule. Click on the dual meet you wish to enter results for. If it is a Multi Dual Event, click the plus sign (+) next to the event name and you will see the dual meets within this multi dual event.
3. The Date and Opponent name will be pre populated based on information you entered when adding to your schedule.
4. Select the level of the match, if necessary (varsity, jv or freshman)
5. On the form below, enter the results for each weight class.
6. Select your wrestler from the drop down list.
7. The actual weight column will populate after you complete entering you weigh-ins. You do not enter an actual weight.
8. Select from the drop down box your opponent's name. If your opponent's name does not appear, manually type the wrestler's name. Please note that any team selected from the drop down should have wrestlers.
9. In the win/loss column, select if your wrestler won or lost.
10. In the win/loss type, select how your wrestler won or loss. (Dec, SV, Fall, DQ, DE, etc.).
11. You will now enter the score or time of the match - see below for description.

How to enter a DEC, SV, TB

1. In the first score box, enter your wrestler's score.
2. In the opponent's score column, enter the opponent's score.
3. After the score is entered into both score boxes, proceed to the next match.

How to enter a DQ, DE of FALL

1. Do not enter any score information in the score boxes.
2. Make sure DQ, DE or Fall was selected in the win/loss type.
3. Enter the time of the DQ, DE or Fall in the time column box.
4. After the time is entered into the time field, proceed to the next match.

How to enter a TF (TF4 and TF 5 are for colleges only)

1. Enter any score information in the score boxes, but this is not required for TF win type.
2. Make sure TF was selected in the win/loss type.
3. Enter the time of the tech fall in the time column box.
4. After the time is entered into the time field, proceed to the next match.

How to enter a forfeit

1. Select "Forfeit" as the wrestler for the team who did NOT have a wrestler for that weight
2. Select the Wrestler name from the team receiving the forfeit from the drop down or manually type it in
3. Select "W" in the win/loss column if you won, or "L" if you lost.
4. Select "For" in the win/loss type drop down menu.
5. After the above steps are performed, proceed to the next match.

Final Steps

12. After entering the date of all your match results, take a time to review them.
13. You may click the "Calculate Team Scores" button located directly above the results entry form. Verify the team scores are correct, and if not, review the entered results. You may override the team scores by typing them directly in.
14. Once you review all information, please click on the save meet results button at the bottom of the page.
15. The results will now post on the 'wrestlers individual season record form' and be pushed out to the web for public viewing.

How to enter tournament results:

1. Once logged into the OPC Coaches Dashboard, click on "**My Schedule/Results**".
2. Click the plus sign (+) next to "**Tournaments**" to see the tournaments on your schedule
3. Click on the tournament you want to enter results for
4. Enter the date of the tournament (For two day tournaments, enter the date of only day one). Click the multi-day tournament check box for two day tournaments.
5. Verify the date, tournament name, level, and location are populated correctly. These pull from the "**Details**" tab.
6. Enter your **Team Score** and **Team Finish**. If the tournament is underway, enter a – or 0 to enable saving.
7. To enter the first result, select the weight class from the drop down box.
8. Select the first wrestler you want to enter from the drop down box.
9. After selecting your wrestler, select the opponent school. You may use the state drop down followed by the school drop down to find schools in the system.
10. If they are not in the system, in the opponent's school, manually enter the school.
11. Under the opponent's name, use the opponent drop down or manually enter the name.
12. In the win/loss column, select if your wrestler won (W) or lost (L).
13. In the win/loss type, select how your wrestler won or loss. (Dec, SV, Fall, DQ, DE, etc.).
14. You will now enter the score or time of the match-see below for description.

How to enter a DEC, SV, TB

1. In the first score box, enter your wrestler's score.
2. In the opponent's score column, enter the opponent's score.

How to enter a DQ, DE of FALL

1. Do not enter any score information in the score boxes.
2. Make sure DQ, DE or Fall was selected in the win/loss type.
3. Enter the time of the DQ, DE or Fall in the time column box.

How to enter a TF (TF4 and TF 5 are for colleges only)

1. Enter any score information in the score boxes, but this is not required for TF win type.
2. Make sure TF was selected in the win/loss type.
3. Enter the time of the tech fall in the time column box.

How to enter a forfeit

1. Select "Forfeit" as the wrestler for the team who did NOT have a wrestler for that weight
2. Select the Wrestler name from the team receiving the forfeit from the drop down or manually type it in
3. Select "W" in the win/loss column if you won, or "L" if you lost.
4. Select "For" in the win/loss type drop down menu.

After score/time is entered

15. Select the student-athlete's tournament finish from the drop down options. Places 1-8 are listed. If the wrestler did not place in the tournament select "DNP." You need to select this option each round.
16. After entering the match information, click on 'new wrestler' or 'next match'. After entering all match results for that wrestler then select 'new wrestler'. If you need to add subsequent matches for that wrestler then click 'next match'.
17. After clicking the 'new wrestler' or 'next match' buttons, the wrestler's match information is saved.
18. Continue to follow these steps until all information is entered.
19. The data that is entered into this form will automatically populate the individual wrestling season record form for each wrestler and send to the website for public viewing.

Manage and Email Results to Newspapers:

1. To designate newspapers to receive your results, click on the competition from the left side dashboard panel.
2. Select the "**Email Newspapers**" tab inside the competition.
3. The list of newspapers to send to will appear.
4. To add or remove newspapers, select "**Click Here to Manage Newspapers**" at the bottom of the page.
5. To add, type in the Newspaper name and email address in the field boxes provided and click the **Add Newspaper** button. To delete, click the "**delete**" button to the right of the appropriate newspaper. When finished, click "**Back to Email Results**"
6. After saving your dual meet results or tournament results, you can email your results to your local newspapers.
7. **Check Mark** the box next to the newspaper name under the column heading "send results emails" to designate which newspaper you choose to receive results
8. Once checked, click the "**Send Results Email**" button located at the bottom of the page.

How to access the Individual Season Wrestling Record Form

1. Once logged into the OPC Coaches Dashboard, click on “**My Schedule/Results**”
2. Select the link inside this menu reading “**Team Season Record Forms**”
3. A list of wrestlers for your institution will appear.
4. Click select next to the wrestler’s season record form you would like to view.
5. After clicking on the wrestler, you will be taken to a grid page of all the wrestler’s matches entered for the year.
6. You can view the data and ensure what should appear on the season record form and be submitted to your qualifying tournaments.
7. Unclick any match that does not meet the criteria to appear on your state’s season record form.
8. Click “Save Match Selections” to keep the matches selected, saved for future use.
9. After unclicking all wrestler’s that should not appear on the season record form, click on the “show me season record form” button.
10. All matches that should not appear on the season record are filtered out.
11. You can keep all boxes clicked and click on “show me season record form” if you want a comprehensive report of all your wrestler’s matches.

Please remember to log off once you are finished on the OPC.

Contact to us

For more information, please visit the NWCA Optimal Performance Website at www.nwcaonline.com. For problems or questions please contact the NWCA office at 717-653-8009 or email at ptocci@nwca.cc.