

## Optimal Performance Calculator Instructions for Coaches in State Mandated Programs-ND

### How to log into the program

1. Go to the NWCA home page at [www.nwcaonline.com](http://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](http://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](http://www.nwcaonline.com/nwcaonline/performance/scholastic/default.aspx))

### How to Add Your Team Competition Schedule to the OPC Program.

1. On the scholastic OPC home page menu bar, under the **Coach's** tab, click on **Team Competition Schedule**.
2. A grid page will appear with text boxes to begin entering your institution's/school's competition schedule.
3. Under the heading "Competition Type," select if the competition was a dual meet or a tournament from the drop down menu.
4. Under the heading "Event Name," enter the name of the tournament. For a dual meet enter the name of the institution/school you are competing against.
5. Under the heading "Home/Away," select if the competition was home or away from the drop down menu.
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: 12/15/2008
7. Under the heading "Match Time," enter the starting time of the event.
8. Under the heading "Location," enter the location of the event. (City, State)
9. Under the heading "Cancelled," only select "Yes" if the event has been cancelled.
10. Under the heading "Postponed," only select "Yes" if the event has been postponed.
11. Do not enter anything for "Match Notes."
12. Click on the **Add** tab, then enter all of your remaining institutional competition schedule.

### How to enter the Test Assessment Data: (please know that you will not be able to save the assessments online)

*The calculations on your test assessment form will mirror the calculations on your official state assessment form*

1. Once the coach is at the scholastic homepage of the OPC, the coach will put his cursor over the **Coaches** tab. A drop down menu will appear and the Assessor/Coach will select **Unofficial Test Assessment**.
2. After clicking **Unofficial Test Assessment** a blank assessment form will appear. If you are entering test assessment data for a female please click on the "add female wrestler link". This will take you to a special test assessment form for females.
3. Begin entering the data onto your initial assessment screen. Be sure to use the "TAB BUTTON" on your keyboard to navigate through the form. Failure to do so will result in the inability for the calculator to function correctly.
4. **Please note:** If you are using Bio-Impedance, Underwater weighing or Bod Pod to assess body fat, do not enter information into the skin fold area. You will manually enter the Body Fat percentage into the field provided at Step 3.
5. When you have successfully calculate the Minimum Wrestling Weight on the Initial Assessment form, please scroll to the bottom of the page and click on Print Test. You will be able to print the assessment form, but will not be able to save it.
6. **Make sure your margins are set to: .5 on top and bottom and .25 for the right and left side.**
7. 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

1. On the scholastic OPC homepage menu bar, click on the **Alpha Master Report** under the **Coaches** tab on the menu bar.
2. The "Alpha Master Report" will appear with all of the team's wrestlers and their assessment data (this includes the wrestler's minimum weight class and the first date they may compete at that weight class)
3. Click on the **Print** button at the bottom of the page to print the form. Please check with your state rules to see if this form should be brought to all matches and weigh-ins.

### How to view Wrestler's Assessments

1. On the scholastic OPC homepage menu bar, click on **Wrestlers on File** under the coaches tab on the menu bar.
2. After logging in, a list of wrestlers who have completed assessment will appear (this page is titled "wrestlers on file").
3. On the "wrestlers on file" page, click on the **Select** link under the assessment column for the wrestler you would like to view the assessment data form

4. After clicking on the select button for the desired wrestler, that individual wrestler's initial assessment will populate the page.
5. To print the assessment form, scroll to the bottom and click on the **Print** button.
6. To view another wrestler's assessment, you can scroll to the bottom of the current wrestler's assessment form and click on **Retrieve Wrestler**. This will bring up the "Wrestlers on File" page. You can also click on the **Back** button on your computer tool bar to take you back to the "Wrestlers on File" page.

#### **How to view an Individual Weight Loss Plan**

1. On the Scholastic OPC homepage, click on **Individual Weight Loss Plan** on the drop down menu underneath the **Coaches** heading on the main tool bar.
2. You will now be on a page that lists all of the "wrestlers on file".
3. Select the wrestler from the list for the weight loss plan you want to view
4. The wrestler's weight loss plan will now populate. The end date is the date selected by your state office.
5. Print from the file option from the tool bar.
6. Please note: You may also view a wrestler's weight loss plan from the "Wrestler's on File" page.

#### **How to view the Team Weight Loss Plan**

1. On the Scholastic OPC homepage, click on **Team Weight Loss Plan** on the drop down menu underneath the **Coaches** heading on the main tool bar.
2. This will provide you a team weight loss plan showing what your wrestler is allowed to weigh each week.

#### **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 **Wrestlers on File** on the drop down menu underneath the **Coaches** heading on the main tool bar.
2. You will now be on the 'wrestlers on file' page.
3. The program will automatically assign each wrestler a unique **Login ID** and **Password** for each wrestler.
4. At the top of the page, click on the **Export Wrestlers Name and Password to Excel**. This will export the page to an excel document which you can download and print to your computer.
5. The coach should give each individual wrestler their unique **Login ID** and **Password**. The wrestler and his/her parents 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.

### **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 Scholastic OPC homepage, click on **Competition Data Entry and Season Record Form** on the drop down menu underneath the **Coaches** heading on the main tool bar.
2. You will now be on the competition data entry screen
3. Click on the link that says **Create Pre-Match Weigh-in Form**
4. A page will appear that will ask for the date and the competition name
5. In the date box, enter the date of competition. You can use the calendar that is provided to select the date of competition.
6. In the event name/opponent name text box enter the name
7. After entering the information, click the **Next** button at the top of the page
8. 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.
9. On the far right hand side, unclick the names of any wrestlers you do not want to appear on the weigh-in form
10. After un-clicking the names any wrestlers you do not want to appear, click on the **Next** button at the top of the page
11. You will now be taken to a grid page with all your wrestler's names who will be weighing –in.
12. Click on the **Print Weigh-in Form** button at the bottom of the page
13. Your page will be created into a PDF document which allow you to print in the proper format.
14. Take this form 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.

### **Record Actual Weigh-In Weights Post-Match:**

15. At the conclusion of the competition, log back into the competition entry screen. Under the heading at the bottom of the page, titled Weigh-in Dates, click edit button next to the date of the weigh-in you had just completed.
16. The weigh-in sheet will now populate.
17. An open text box appears in the actual weight column for all wrestlers that you selected for the weigh-in form.
18. 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.
19. 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.
20. Please retain a copy of this form from all competitions throughout the year.

### **Instructions for Viewing Weigh-in Reports**

1. Under the coach's tab, click on the link titled **State Wide Results**
2. In the text boxes, select the name or school you want to view and then click on the button **Filter Wrestlers**
3. A list of your selected wrestlers will appear
4. 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. Click on the dual meet entry form link in the competition entry screen.
2. Enter the date of the dual meet - Do not enter the date that you are entering the information (You may use the calendar to select the date).
3. Select the level of the match (varsity, jv or freshman)
4. In the score box enter your team score for the dual meet.
5. Select from the drop down menu, your opponent's name from the list of schools. If you are wrestling an out of state team, then you must type the team name in the text box.
6. Enter the opponent's team score.
7. You will go and the results for each weight class.
8. Select your wrestler from the drop down list.
9. The actual weight column will populate after you complete entering results. You do not enter an actual weight.
10. 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 all wrestlers from your state should appear.
11. In the win/loss column, select if your wrestler won or lost.
12. In the win/loss type, select how your wrestler won or loss. (Dec, SV, Fall, DQ, DE, etc.).
13. You will now enter the score or time of the match - see below for description.

#### **How to enter a DEC, SV, TB**

14. In the first score box, enter your wrestler's score.
15. In the opponent's score column, enter the opponent's score.
16. After the score is entered into both score boxes, click the update link on the left column.
17. After clicking update, the individual match result is recorded.

#### **How to enter a DQ, DE of FALL**

18. Do not enter any score information in the score boxes.
19. Make sure DQ, DE or Fall was selected in the win/loss type.
20. Enter the time of the DQ, DE or Fall in the time column box.
21. After the time is entered, click the update link on the left column.
22. After clicking update, the individual match result is recorded.

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

23. Do not enter any score information in the score boxes.
24. Make sure TF was selected in the win/loss type.
25. Enter the time of the tech fall in the time column box.
26. After the time is entered, click the update link on the left column.
27. After clicking update, the individual match result is recorded.

#### **How to enter a forfeit**

28. In the opponent's name column, manually enter the word forfeit.
29. Enter a "0" in opponent's actual weight.
30. Select "W" in the win/loss column.

31. Select “for” in the win/loss type drop down menu.
32. Click on the update link in the left column.
33. After clicking update, the individual match result is recorded.

#### **How to enter a forfeit for my team**

34. Select forfeit under the wrestler name drop down box.
35. Enter a “0” in actual weight.
36. Select opponent’s name from the drop down box.
37. Enter the opponent’s actual weight.
38. Select “L” in the win/loss column.
39. Select “for” in the win/loss type drop down.
40. Click on the update link in the left column.
41. After clicking update, the individual match result is recorded.
42. There will be no information under your wrestler’s name column for a forfeit.

#### **Final Steps**

43. After entering the date of all your student-athletes, please take a moment to review your date entered.
44. Once you review all information, please click on the save meet results button at the bottom of the page.
45. The results will now post on the ‘wrestlers individual season record form’ and be pushed out to the InterMat site for public viewing.

#### **Email Results to Newspaper**

1. After saving your dual meet results, you can email your result to your local newspaper
2. On the main competition page, click on email results icon next to the dual meet you would like to send results for
3. A list of newspapers in your state will appear.
4. Check box the results you would like emailed.
5. After checking the results, click on email results and the results will be emailed.

#### **How to enter tournament results:**

1. Click on the tournament entry form link in the competition entry screen.
2. 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.
3. In an invitational tournament, enter your team score. In an open tournament, enter a “0.”
4. In an invitational tournament, enter your tournament’s place. For open tournaments, enter a “0” for place.
5. Enter the tournament’s name.
6. Enter the tournament’s location.
7. To enter the first result, select the weight class from the drop down box.
8. Select the first wrestler’s results you want to enter from the drop down box.
9. After selecting your wrestler,
10. Do Enter the actual weight of your wrestler. The actual weight of your wrestler will appear once you save the result.
11. In the opponent’s school manually enter the school.
12. Under the opponent’s name, manually enter the name.
13. In the win/loss column, select if your wrestler won (W) or lost (L).
14. In the win/loss type, select how your wrestler won or loss. (Dec, SV, Fall, DQ, DE, etc.).
15. You will now enter the score or time of the match-see below for description.

#### **How to enter a DEC, SV, TB**

16. In the first score box, enter your wrestler’s score.
17. In the opponent’s score column, enter the opponent’s score.

#### **How to enter a DQ, DE, FALL and TF**

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

#### **After score/time is entered**

21. 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.
22. 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’.
23. After clicking the add button the wrestler’s match information is entered.
24. Continue to follow these steps until all information is entered.
25. The data that is entered into this form will automatically populate the individual wrestling season record form for each wrestler.

### **How to access the Individual Season Wrestling Record Form**

1. Click on the individual season wrestling record form link.
2. A list of wrestlers for your institution will appear.
3. Click on the wrestler's season record form you would like to view.
4. After clicking on the wrestler, you will be taken to a grid page of all the wrestler's matches entered for the year.
5. You can view the data and ensure what wrestler's should appear on the season record form and be submitted to your qualifying tournaments.
6. Unclick any match that does not meet the criteria to appear on your state's season record form.
7. After unclicking all wrestler's that should not appear on the season record form, click on the "show me season record form" button.
8. All matches that should not appear on the season record are filtered out.
9. 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](http://www.nwcaonline.com). For problems or questions please contact the NWCA office at 717-653-8009 or email at [ptocci@nwca.cc](mailto:ptocci@nwca.cc).