

Step-By-Step Trackwrestling Roster Submission Instructions

This document is intended to familiarize you with the Trackwrestling roster submission process used for the TOC. We think that the following illustrated steps will provide you with a good set of instructions for these tasks. We strongly encourage you to read through this entire document before you begin the roster submission process.

Here's what we'll cover in the pages that follow:

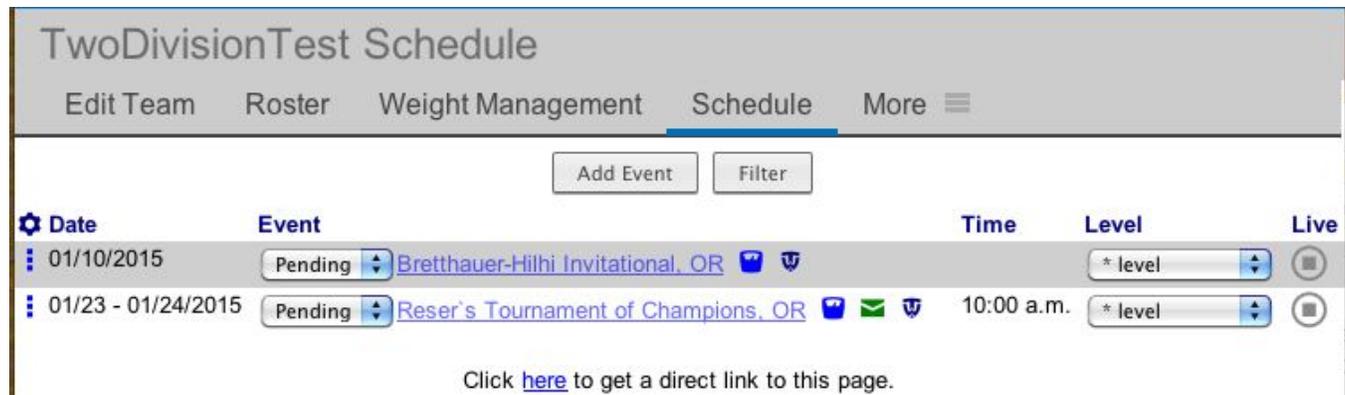
- How to get your season records updated automatically in your roster.
- More on what the deadlines really mean.
- Selecting ("Importing") your roster to make initial selections.
- Selecting weight classes and use of the "Wrestler Info" field.
- What your roster looks like after it's submitted.
- Making changes to your roster.
- Submitting seeding information, including selection of head-to-head matchups within the weight class for the Varsity tournament only.

How To Update Season Records

We introduce this first because it's not something you can do from your Team Statistician log in to this tournament, yet it's a fairly important step to take before you begin your roster selections for this tournament.

You may have noticed, as did we, that, for some reason, the season records associated with each of your wrestlers doesn't automatically update when you pull up the *Import Roster from Dual Meets* form. Well, there's a little trick to getting this done, even though it doesn't happen automatically.

1. Log into your *Season Teams* form in Trackwrestling; it should look something like this:



Date	Event	Time	Level	Live
01/10/2015	Pending Bretthauer-Hilhi Invitational, OR		* level	
01/23 - 01/24/2015	Pending Reser's Tournament of Champions, OR	10:00 a.m.	* level	

Click [here](#) to get a direct link to this page.

- Click on the **Roster** link at the top of the form to open your team's *Roster* form.

Order	Name	Eligible	TW Profile	MWC	Wt. Class	Gender	Grade
▲ 1 ▼	<input type="checkbox"/> Lee Allen	✓	TW Profile		106	M	Sr.
▲ 2 ▼	<input type="checkbox"/> David Vizzini	✓	TW Profile		106	M	Sr.
▲ 3 ▼	<input type="checkbox"/> Cliff Berger	✓	TW Profile		113	M	Sr.
▲ 4 ▼	<input type="checkbox"/> Rick Sanders	✓	TW Profile		113	M	Sr.

- Check the **Name** check box at the top of the form. This will select every wrestler in your roster.
- Click the **Update Selected Records** button at the top of the form.
- In the *Update Records* dialog accept the default to not count byes and click **Update**. Viola! Records will be updated, although you won't see anything here to show you so!

Initial Connection

When you follow the instructions for connecting to each tournament, you are actually logged into the tournament with a special user account, which Trackwrestling calls the Team Statistician. The "landing zone" for your log in is a screen that looks like the one shown below.

Reser's Tournament of Champions myTRACK

Left Menu My Wrestlers Media Contacts Email Log

Below are the windows of time for you to enter information about your wrestlers

- You will have until 01/21/2015 at 11:59 a.m. C.S.T. to enter your teams lineup.
- You will have until 01/21/2015 at 07:00 p.m. C.S.T. to enter seeding criteria information for each of your wrestlers. Note: MAKE SURE YOU ANSWER 'EVERY' QUESTION ON THE SEEDING CRITERIA FORM CORRECTLY. DON'T ASSUME THE ANSWER TO ONE QUESTION CARRIES OVER TO THE OTHERS.
- You will have from 01/21/2015 at 11:59 a.m. C.S.T. until 01/21/2015 at 07:00 p.m. C.S.T. to enter head to head information for your wrestlers. If you miss this window of time, head to head information for your wrestlers will not be able to be factored in at the seeding meeting.

PROCEED

What the Deadlines Really Mean

While we think that the text that is shown in this screen is pretty self-explanatory, we felt a need to explain the times and functions a little more.

First, all times shown are based on the Central Time Zone because that's where Trackwrestling's operations live! So, you have to do the "time zone math" on your own. We are two hours behind the Central Time Zone. So, 11:59 AM CST is 9:59 AM PST.

Why the goofy time of 11:59 AM instead of noon? Simply put, for some reason Trackwrestling does not allow a choice of 12 for any time! So, we can't use noon CST to get an equivalent of 10:00 AM PST. Likewise, we can't get a time of 12:01 PM CST or 12-anything, AM or PM, CST because they simply don't give us that choice!

The first deadline is the roster entry deadline and is covered in item number 1 in the above-referenced form. This is a hard deadline. You may enter your roster and make changes to it up until that time. Once that time has been reached, no more roster changes are allowed. During the time between receiving these instructions and that deadline, you can see only your roster for this tournament. You can't see anyone else's rosters, nor can they see yours.

Once that first deadline has passed, the deadline in item number 2 comes into play. Now you will be able to see everyone else's rosters. More importantly, you will be able to see the roster of each weight class. It is at this point that seeding information for the stated criteria of the varsity tournament should be provided for each of your wrestlers. We will provide more instructions for this in one of the last sections of this document.

The reason that there is an end point for this is to allow for the seeding information to be gathered together in a report offered through the Trackwrestling system. This allows our Seeding Committee to have a good set of starting information upon which to make its decisions.

Some tournaments provide a separate window (i.e., separate from the seeding criteria information window) for making head-to-head results selections. Generally speaking, we fail to see the reason for this being different, but that's what the third item is all about. We will cover selection of head-to-head matchups in one of the last sections of this document.

To continue, click the **PROCEED** button.

Selecting Your Roster

The click of the **PROCEED** button will open the *My Participants* form.



As you can see, the form is empty at the start. Also, the message about you not being the statistician for any participants (entrants) is misleading, at best. What it really means is that no entrants have been selected yet for your team.

My Participants Form Items:

Add Wrestler button:	Allows you to individually add a wrestler using the <i>Add Tournament Participant</i> dialog, which is displayed when you press this button. It requires manual editing of an entrant and we don't recommend its use when you can select from a list using the importation method.
Print My Wrestlers Information button:	Prints a list of each of your wrestlers, including the current values for the seeding criteria of this tournament.
Click here to import... link:	Allows selection of your roster from your Season Teams roster. This is our recommendation.

My Participants Form Completion:

1. Select the [Click here to import...](#) link. This will open the *Import Roster from Dual Meets* form, a partial sample of which is shown below.

Reser`s Tournament of Champions

myTRACK

Left Menu
My Wrestlers
Media Contacts
Email Log

Import Roster from Dual Meets

Select the wrestlers you would like to import, and then click on the [NEXT] button.

<input type="checkbox"/> Weight Class	First Name	Last Name	Grade	Record	Weight	Wrestler Info
<input type="checkbox"/> V-106	Lee	Allen	Sr.	0 - 0		
<input type="checkbox"/> V-106	David	Vizzini	Sr.	0 - 0		
<input type="checkbox"/> V-113	Cliff	Berger	Sr.	0 - 0		
<input type="checkbox"/> V-113	Rick	Sanders	Sr.	0 - 0		

Import Roster from Dual Meets Form Items:

Previous button:	Actually opens the <i>Import Roster from Seasons</i> form, which would allow you to select a different team, if you really could!
Next button:	Once all other selections have been made, this is the button that actually submits your roster.
Include Media Contacts? popup:	If you have created any media contacts for this tournament, they will be notified when your roster has been submitted. However, they won't be able to see anything until another deadline, Release Lineups to Public, has passed. Most of you will likely never use this feature and will set this value to No . A selection is required.
Weight Class checkbox:	If you were selecting your entire roster to compete in this tournament, you could check this checkbox. This would be rather unusual!
Individual Entrant checkboxes:	Much more likely you will use these! Select for each entrant into this tournament.
Weight Class popups:	Select the weight class into which each entrant is to be entered.
First Name, Last Name and Grade objects:	You really shouldn't do anything with these.
Record fields:	This is the season win-loss record for this entrant. We showed you above how to make sure this is updated.
Weight field:	Unused for us.
Wrestler Info field:	Supply additional, requested information here; it will be things that aren't otherwise quantifiable in Trackwrestling's seeding criteria or something it doesn't provide. No unsolicited info, please!
NEXT button:	Click to submit your roster!

Import Roster from Dual Meets Form Completion:

1. If your event is a multiple tournament event (e.g., the Reser's TOC is two separate tournaments, a varsity tournament and a junior varsity tournament), these steps must be repeated for each tournament using its unique log in. Exercise extreme caution to ensure that the same wrestler isn't entered into both events!
2. Select the individuals you wish to enter into this tournament by clicking their **Individual Entrant** checkboxes.
3. From the **Weight Class** popups, choose the weight class where you wish each entrant to be entered.
 - A. If multiple entrants are allowed (e.g., two scoring entrants per team), you may select the same weight class for more than one entrant.
 - B. Obviously, if you don't have an entrant or less than the allowed number of entrants in a weight class, you simply don't assign an entrant to that weight class.
4. If, **and only if**, additional information has been requested (it is at the end of this document), provide it in the **Wrestler Info** field. Examples:
 - A. Two entrants per team are being allowed in the tournament. Trackwrestling provides no way for you to designate which wrestler is your #1 entrant and which is your #2 entrant. We would ask you to so designate each entrant using the **Wrestler Info** field.
 - B. For the Reser's TOC we may solicit other significant head-to-head information; i.e., head-to-head results against other highly regarded/ranked wrestlers whose team has not been invited to the TOC.
5. Make a selection in the **Include Media Contacts?** popup; typically **No**. Note that if you haven't set up any media contacts for your team, then answering **Yes** is pointless! However, you **must** make a selection here.
6. Click the **NEXT** button to submit your roster.

What Your Roster Looks Like After it is Submitted

Once you have successfully made all of your selections in the Import Roster from Dual Meets form and clicked its NEXT button, you receive a confirmation screen like the sample below.



The screenshot shows a web interface for the "Reser's Tournament of Champions" using the "myTRACK" system. At the top left is a logo for the tournament. The main title "Reser's Tournament of Champions" is in large, bold, black font. To the right of the title is the "myTRACK" logo. Below the title is a dark blue navigation bar with four white text links: "Left Menu", "My Wrestlers", "Media Contacts", and "Email Log". The main content area has a white background with a confirmation message: "The importing process is complete. Click **FINISH** to finalize everything." Below this message are four lines of text, each preceded by a small blue square icon: "Lee Allen was successfully added.", "David Vizzini was successfully added.", "Cliff Berger was successfully added.", and "Rick Sanders was successfully added."

We aren't really sure what the **FINISH** button finalizes, but you should click it!

You are returned to the *My Participants* form where you started and the list of your current entrants should now be present.

My Participants

Click on the participant you would like to edit.

[Add Wrestler](#) [Print My Wrestlers Information](#)

Click [here](#) to import this teams roster from trackwrestlings dual program.

Participant Name	Team	Weight Class	Unattached	Scoring
Vizzini, David	TwoDivisionTest	V-106	N	Y
Allen, Lee	TwoDivisionTest	V-106	N	Y
Sanders, Rick	TwoDivisionTest	V-113	N	Y
Berger, Cliff	TwoDivisionTest	V-113	N	Y

Making Changes to Your Roster

There are several different changes you may wish to make to your roster, including moving a wrestler from one weight class to another, adding another entrant, deleting/removing an existing entrant and replacing an existing entrant.

We will start by saying that replacing an existing entrant really should be done by a combination of deleting an existing entrant and adding another entrant (or moving an entrant from another weight class). While you can directly edit an entrant, doing so only invites duplications, incorrect weight class assignments, etc.

All of these actions start from the *My Participants* form for this tournament, which is where you initially land any time you log into this tournament using the link or information provided in the initial e-mail.

Moving a Wrestler Between Weight Classes

1. Click on the name of any wrestler in the **Participant Name** column of the *My Participants* form (see above). This opens the *Edit Participant* form. Note that the information at the top of the form is pretty darned good!

EDIT PARTICIPANT

Enter this wrestlers correct information using the form below and then click on the 'Save Participant' button. Click on 'My Participants' to go back to your participant list. Click on 'Criteria Values' to enter this wrestlers seeding information. Click on 'Head to Head' to indicate which wrestlers this participant has beaten this year.

[My Participants](#) | [Participant Info](#) | [Criteria Values](#) | [Head to Head](#)

Participant First Name:

Participant Last Name:

Team:

Weight Class:

Grade:

Record: -

Unattached:

Scoring Wrestler:

[Save Participant](#)

[Delete Participant](#)

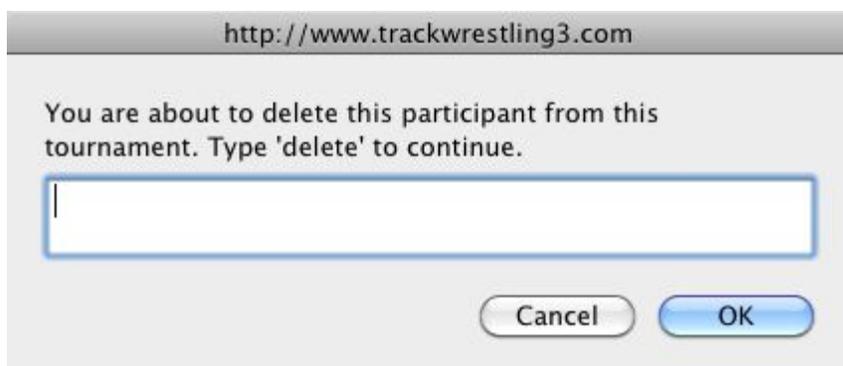
Edit Participant Form Items:

My Participants link:	Return to your roster for this tournament.
Participant Info link:	Redundant; that's this form!
Criteria Values link:	Where you will go later to enter these values.
Head to Head link:	Likewise, a link to use later to select head-to-head wins against others entered in this weight class in this tournament.
Weight Class popup:	Select a different weight class for this entrant.
All other fields/popups:	<u>DO NOT CHANGE ANY OF THESE!</u>
Save Participant button:	Save changes made to this info, although only change you should ever make is to the Weight Class .
Delete Participant button:	Remove this entrant from your lineup for this tournament.

2. Make another selection from the **Weight Class** popup and the entrant will shift to that weight class.
3. When you have finished your weight class update for this entrant, click the **Save Participant** button. This automatically opens the *Edit Criteria* form for this wrestler. We'll defer display and discussion of this form's completion until the next major topic section, **Submit Seeding Information**.
4. Use the **My Participants** link to return to your current roster for this tournament.

Deleting/Removing an Entrant

1. Click on the name of any wrestler in the **Participant Name** column of the *My Participants* form (see above). This opens the *Edit Participant* form (also see above).
2. Click the **Delete Participant** button.
3. Since this is a pretty severe action, Trackwrestling asks you to confirm your desire to delete this entrant in the *Delete Participant* alert.



The screenshot shows a web browser window with the address bar displaying "http://www.trackwrestling3.com". Below the address bar is a dialog box with a light gray background. The dialog box contains the text: "You are about to delete this participant from this tournament. Type 'delete' to continue." Below this text is a text input field with a blue border and a vertical cursor on the left. At the bottom of the dialog box are two buttons: "Cancel" and "OK". The "OK" button is highlighted in blue.

4. Enter **delete** and click **OK** to confirm the deletion. Note that typing in Trackwrestling is case-sensitive and this is no exception; the word 'delete' must be entered in all lowercase.
5. Focus is returned to the *My Participants* form and you should see that this wrestler is gone.

Adding an Entrant

While you could use the **Add Wrestler** button on the *My Participants* form, it will open an *Add Tournament Participant* dialog and you would be forced to manually edit all of this wrestler's information.

Add Tournament Participant

Be sure to click on a wrestlers name after adding them and enter the wrestlers seeding information.

First Name:

Last Name:

Team:

Weight Class:

Grade:

Record: -

Unattached:

Scoring:

We think there is a much simpler way!

1. Just as you did when you first selected and submitted your roster, select the **Click [here to import...](#)** link to open the *Import Roster from Dual Meets* form. Note that it does NOT limit itself to only those whom you haven't already submitted to this tournament! So, you must exercise some caution here.
2. Using the individual check boxes, select the wrestler(s) you wish to add to your roster, and then select the appropriate **Weight Class** for each.
3. Once again, make a selection from the **Include Media Contacts?** popup.
4. Click **NEXT**.
5. Click **FINISH** in the confirmation list and upon return to the *My Participants* form, you should see your newly added roster member(s) within your current, complete tournament roster!

Submitting Seeding Information

Once the roster submission deadline has passed, you can go back in and enter the seeding criteria values, including making the head-to-head selections that are discussed in the next section. While you really could enter the basic seeding criteria values anytime after your initial roster submission, we think it may be easier, and makes fewer trips, if you submit all of the seeding criteria information at once.

1. Log into the tournament as you have done before.
2. If you would like to see the seeding criteria ahead of time, there is a link for **Seeding Criteria** in the **Left Menu**. The *Tournament Seeding Criteria* form shows the criteria (note that there are three that Trackwrestling provides that we can't remove, whether we actually use them or not!) and has an excellent description of how they employ the head-to-head criteria.
3. To enter seeding criteria, return to *My Participants* by clicking on the **My Wrestlers** menu item.
4. Seeding information must be entered by repeating each of these steps for each wrestler:
 - A. Click on the wrestler's link to open their *Edit Participant* form (see above).
 - B. Select its **Criteria Values** link to open that wrestler's *Edit Criteria* form.

Edit Lee Allen's Criteria

Enter this wrestlers seeding information using the form below and then click on the 'Save Participant Information' button. Click on 'My Participants' to go back to your participant list. Click on 'Participant Info' to enter this wrestlers basic information. Click on 'Head to Head' to indicate which wrestlers this participant has beaten this year.

[My Participants](#) | [Participant Info](#) | [Criteria Values](#) | [Head to Head](#)

Has had 1 match(es) towards Season Record: Select yes or no from the select box
No

Season Record Winning Percentage: Enter the value of (Number of wins this season)/(Total matches this season)
0.000

Season Record Wins: Enter the number of wins this season
0.000

Other Participant Information

Save Participant Information

- C. Make the appropriate selections and/or entries from the popups and in the fields provided.
- D. Note: The **Other Participant Information** field is where anything you entered in the **Wrestler Info** field of your initial *Import Roster from Dual Meets* form will appear. You can also enter it here or add missing information to it.
- E. When you're done, click the **Save Participant Information** button.
- F. This returns you to this wrestler's *Edit Participant* form, not the *My Participants* form! You would have to go there by the link on the form, but you'll probably want to do this after completing the head-to-head information, which is covered in the next and final section.

Selection of Head-to-Head Matchups Within the Weight Class

As mentioned in the last section, this is really an extension of the seeding information submission process, but we thought it worthy of separation in case you enter the other seeding information earlier than you are allowed to enter the head-to-head competition information.

1. To repeat, if you aren't already logged into this tournament as the Team Statistician, you will need to do so, and then work your way down to each entrant's *Edit Participant* form.
2. Repeat the following steps for each entrant:
 - A. Click on the **Head to Head** link to open the *Head to Head Competition* form, a sample of which we took from another tournament.

Head to Head Competition for Payton Bell

[Participant Info](#) | [Criteria Values](#) | [Head to Head](#) | [Weight Class](#) | [Team Members](#)

Beaten Participants

This participant has not beaten any other participants

Unbeaten Participants

David Camacho	Southridge
Andres Coreas	Century
Marcus Curaming	Century
Cary Flanigan	Beaverton
Jacob Friedman	Southridge
Christian Guerra	Forest Grove
Julian Herron	Beaverton
Lucas Higginbotham	Forest Grove
Sam Labianco	Sunset
Thomas Lutner	Westview
Matt Peterson	Hillsboro
Kiel Resnick	Westview
Bret Ristad	Glencoe
Corbin Rupe	Aloha
Keegan Rupe	Aloha
Ian Stettler	Glencoe
Ethan Uehara	Sunset
Unknown Unknown	Lincoln
Unknown Unknown	Grant

- B. Initially, the list of **Unbeaten Participants** is every other entrant in this weight class!
- C. To indicate an opponent whom Bell has beaten previously this season, simply click on the opponent's name in the **Unbeaten Participants** list. That opponent will then move to the **Beaten Participants** list.
- D. If you mistakenly add someone to the **Beaten Participants** list, you can remove them by clicking on the opponent's name in the **Beaten Participants** list.
- E. It is not customary to list beaten opponents with whom the entrant has an even split during the season; e.g., if Bell and Camacho have met twice this season with each wrestler winning one match, neither Team Statistician would select their wrestler as having beaten the other.
- F. Note: You can not make any head-to-head selections until the head-to-head information is actually released to you at the deadline established for this tournament.

Special Instructions for Reser's TOC

The following are special instructions for completing roster submission for the Reser's TOC. These are extra steps or special precautions you must take to help us ensure that your rosters are complete and accurate.

1. Due to technical limitations of Trackwrestling the TOC is set up as two independent tournaments, one for the varsity division and one for the junior varsity division.
 - A. You must ensure that you are logged into the correct divisional tournament when managing each roster for your team.
 - B. The header of every form you use in Trackwrestling has the full name of the tournament in large, bold letters at the top.
 1. The tournament name for the varsity tournament is Reser's Tournament of Champions-Varsity.
 2. For the junior varsity, its tournament name is Reser's Tournament of Champions-JV.
2. Seeding criteria is not used for the junior varsity division, as this division is unseeded.
3. For varsity entrants **ONLY** there is additional seeding information we would like you to provide:
 - A. While the *Seeding Criteria* form allows you to select last year's TOC (varsity division **ONLY**) and State place finishes for any of your wrestlers, it doesn't provide a way to indicate the associated weight class. Please use the **Wrestler Info** field to provide this in the following format: State 2-5A-106 and/or TOC 6-106.
 - B. After the initial roster submission deadline comes to pass, enter any additional head-to-head seeding information for matches this season with other notable wrestlers who are not in this tournament; e.g. other prior year State place finishers, highly ranked or regarded wrestlers, etc. This information helps further our Seeding Committee's knowledge of your wrestler's accomplishments and abilities. In the interests of fairness, we would ask that you not only disclose notable wins, but also notable losses; e.g., if your wrestler lost this season to a State champion from last year. Please include the team affiliation of the opponent in any notes.
 - C. So, a completed entry in this field might look like this: "TOC 6-106. State 2-5A-106. Beat Studley(LaG) 2x."
 - D. You may ignore the three default Trackwrestling seeding criteria at the bottom of the list. The "Has x wins..." one is meaningless to us. The other two are automatically provided and/or calculated by Trackwrestling, provided of course that you followed the first step in this document to update your wrestlers' season records!