General Assessors Instructions

1. **Season login**

Click here for a video on this topic.

1. Go to http://www.trackwrestling.com/seasons
2. Select your season and click the blue [Login] button
3. Enter your username/password and click the > button or hit the 'Enter' key on your keyboard
4. Update your account information if prompted

2. **Edit admin account info in a season**

1. Log into your account as an admin
2. Click on MY ACCOUNT in the blue top menu
3. Click on EDIT ACCOUNT
4. Update necessary information and then click the [Save] button at the bottom of the page

****NOTE**** - Some account information is locked and can't be edited

3. **Add wrestlers to roster**

To import your roster from a previous season:

Click here to watch a video on importing a roster:

1. Click on the 'Roster' link in the grey top menu
2. Click on the [Import Roster] button
3. Select the season and team you wish to import from and then click the [Next] button
4. Place a check mark in the box next to any wrestlers you wish to import and then click the [Import] button
5. The imported wrestlers will then appear on your roster
6. To edit a wrestler's information you can click on the name of the wrestler

To add team members manually:

Click here to watch a video on adding roster members:

1. Click on the 'Roster' link in the grey top menu
2. Click on the [Add Wrestler] button
3. Fill out the form with information about the wrestler you are adding
4. Click the [Add] button
5. The added wrestler will then appear on your roster
6. To edit a wrestler's information you can click on the name of the wrestler

NOTE: The first wrestler listed in a weight class is assumed to be the starter. You can use the 'Order' column to move wrestlers around and then use the [Save Order] button to save it.

4. **Edit wrestlers on roster**

1. Click the ROSTER link in the grey top menu from your team page to see your roster
2. To edit a wrestler's information you can click on the blue name of the wrestler
3. Make changes on the 'Edit Wrestler' page and select [Save Wrestler]

NOTE 1 - Some information can't be changed because of ties to the weight management system.
NOTE 2 - The first wrestler listed in a weight class is assumed to be the starter. You can use the 'Order' column to move wrestlers around and then use the [Save Order] button to save it.

5. **Enter practice transactions**

Click here for a video on this topic.

****NOTE** - Some of the steps in this process may vary slightly.**

1. Log in with your username and password
2. **If you are an Assessor:** click on the team you want to enter practice assessments for. **If you are a team admin:** click Weight Management in the grey menu.
3. If there is a practice transaction listed click on it and skip to step 5. Otherwise, click the [Add Transaction] button.
4. Enter values for all the fields and be sure to select 'Practice' for the field 'Transaction Mode'. Click the [Add] button to be taken to the practice transaction.
5. Click the [Add Assessment] button
6. Select either a male or female test wrestler, check/edit the assessment date and answer the 'Passed Hydration' question or enter the 'Specific Gravity' value. Click the [Next] button.
7. Select a measurement type if prompted and click [Next].
8. Enter the measurement data and click the [Next] button. The data required on this page will vary from state to state.
9. Review the assessment results. The results displayed will vary from state to state.
10. Click [Previous] to modify any measurements or click the [Done] button to finish.
    ****NOTE** -** Practice assessments are not saved so they will not appear in the list.
11. Click the [Add Assessment] button again to enter another practice assessment to this transaction or click 'Transactions' link to see all transactions.

6. **Enter assessments and/or appeals**

Click here for a video on this topic.

****NOTE 1** - Some of the steps in this process will vary slightly.**
****NOTE 2** - If you are adding an appeal the process will be the same. The system will detect and identify the assessment as an appeal.**

1. Log in with your username and password
2. **If you are an assessor:** click on the team you want to enter assessments for. **If you are a coach:** click 'Weight Management' in the grey menu.
3. If you are adding to an existing transaction click on it and skip to step 5. Otherwise, click the [Add Transaction] button to create a new transaction.
4. Select your name from the assessors list, enter the hydration tester if prompted and select 'Live' for the transaction mode. Click the [Add] button to be taken to the transaction.
5. Click the [Add Assessment] button
6. Select the wrestler from the drop down menu. If the wrestler is not in the list and there is a [New] button available next to the drop box, then use the [New] button to add or import them to the roster. Otherwise wrestlers will need to be added from the 'Roster' page.
7. Check/edit the assessment date and answer the 'Passed Hydration' question or enter the 'Specific Gravity' value. Click the [Next] button.
8. Select a measurement type if prompted and click [Next].
9. Enter the measurement data and click the [Next] button. The data required on this page may vary.
10. Review the assessment results. The results displayed may vary.
11. **If you are entering assessments for another wrestler:** Click the [Next Wrestler] button. **If you are done adding assessments:** Click the [Finish] button.

7. Commit a transaction

Click here for a video on this topic.

1. Once you are finished entering assessments you will need to commit the transaction. By committing a transaction you are verifying that all of the information is correct on each assessment. Once a transaction has been committed you will no longer be able to add or make changes to the assessments.
2. Click the [Commit] button and type 'commit' to sign off on the assessments in the transaction.

8. View teams and transactions as an assessor

Click here for a video on this topic.

****NOTE** - Some of these steps may vary slightly.**

1. Click MY ACCOUNT => My Teams to see any teams you can access. Click on a team to see a team's roster, transactions and assessments. If you do not see any teams then you have not been assigned yet.
2. Click MY ACCOUNT => My Transactions to see your transactions. Click on a transaction to view assessments.

9. Edit assessments

Click here for a video on this topic.

1. **If you are going back to an existing transaction click My Account => My Transactions to see current transactions. Click on a transaction to view assessments.**
2. **Click the wrestler assessment you would like edit. *Some states do not allow assessments to be altered once the transaction has been committed***
3. **Once changes have been made, click [Save] and then [Recalc] if necessary.**

10. Approve, deny, report errors on assessments

Click here for a video on this topic.

****NOTE** - Some of these steps may vary slightly.**

1. **You may receive an email when assessments are ready to review, and if you click the link in that email to review the assessments you will be taken to step 4.**
2. **If you are an assessor: click 'My Account' => 'My Teams' and then click on the team you are entering assessments for. Use the [Search] button to quickly find a team. If you are a team admin: click 'Weight Management' in the grey top menu**
3. **Click the transaction you are approving assessments for.**
4. **You can review the weight loss plan by clicking the scale icon next to the wrestler's name. This may be locked for some users.**
5. **To update status one assessment at a time: Click the pending status icon that looks like a clock. Select the correct status and complete the steps that follow. To update status for multiple assessments at once: If available, place a check next to assessments you wish to update and click the [Approve Selected] or [Deny Selected] button. Complete the steps that follow.**