

All-

Many of you have not been able to have much luck w/ the TrackWrestling resources and being able to figure out how to record weights. Please use this document as the action steps for how to record weights this season for *ALL* High School meets.

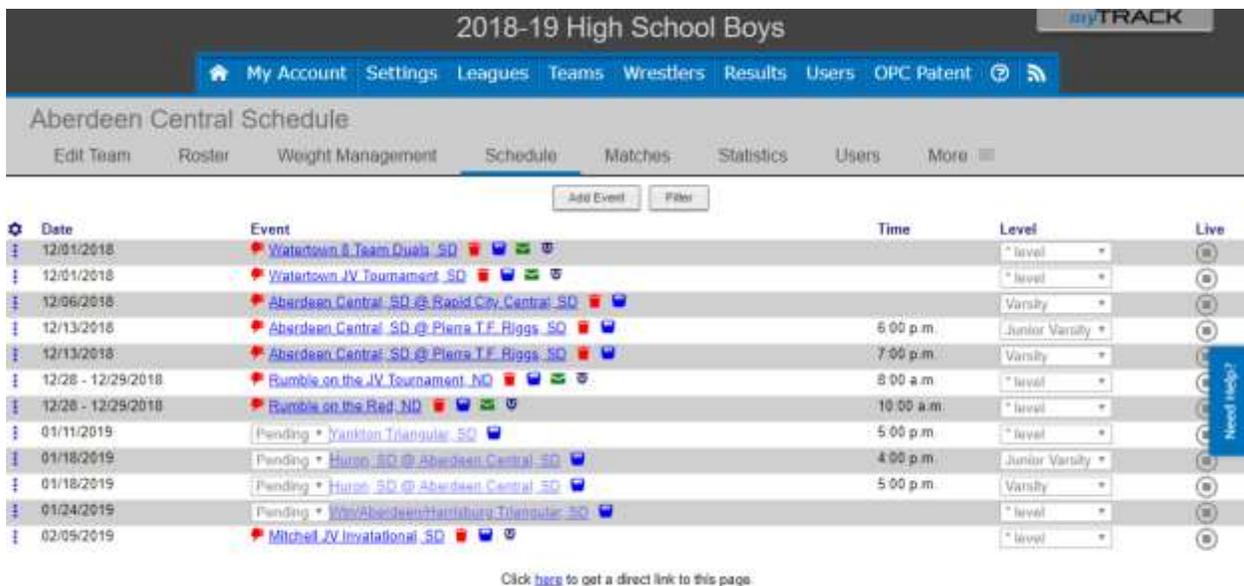
UPDATE – 11/27/2018:

COACHES Responsibilities:

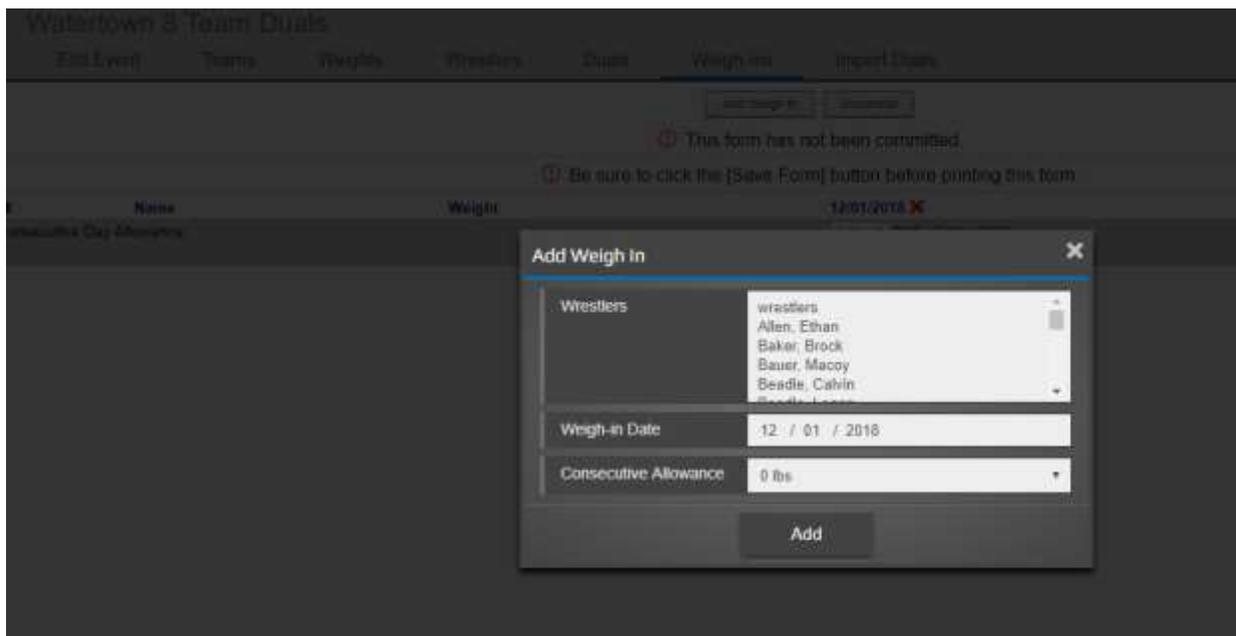
- Please ensure to create a weigh-in sheet in TrackWrestling and carry with you to each event you participate in!!!**
 - If you are weighing-in on-site, print off a “blank” sheet as shown in Step 3 Below. At the meet, host admin will record weights for you. You will then need to enter these weights in to the TW system as recorded.
 - If you are weighing-in off-site, print off a “completed” sheet as shown in Step 4 Below. At the meet, present this sheet to host admin (with two signatures – yours and a school admin who was present at the weigh-in to verify weights.
- Please keep a copy of each sheet in your own records for the duration of the season.**
 - TrackWrestling will develop a sheet for our needs for postseason verification of minimum weigh-ins and eligible weights.
 - You need a copy of these sheets in case another coach would challenge that you improperly weighed student athletes in (i.e.: Trying to weigh in @ 138 and 126 in consecutive events with the same kid). Your copy will stand as proof, along with what is recorded in Track.

FOR TEAMS PARTICIPATING IN AN EVENT:

- After committing to any event in this year’s season, a small scale icon will pop up on your schedule. Simply click on that scale icon as shown below.



- Once you’ve clicked on that scale icon for a given event, you will need to select “Add Weigh-In” from the next screen (gray button on top-center), and then select your athletes who are competing, as well as their allowance for the event (0, 1 or 2 pounds).



- After your wrestlers have been selected, either you, or the tournament administrator can actually enter both each athlete's weight class for which they weighed in, as well as enter their actual weight. The "Weight" column is the class they are weighing in for, then the "Date" column is where the actual weight is entered. **What you should do here is first "Save" the form, then "Print" the form. The printed form will provide you a copy to present to your on-site administrator to verify correct entry and weight information have been put in to Track Wrestling.**

The screenshot shows the main interface of the "Watertown 8 Team Duals" software, specifically the "Weigh-Ins" tab. At the top, there are navigation buttons: "Add Weigh In", "Save Form", "Cancel", "Uncommit", and "Print". Below these are warning messages: "This form has not been committed" and "Be sure to click the [Save Form] button before printing this form." The main part of the screen is a table with the following columns: "Name", "Weight", and "12/01/2018". The table lists 20 wrestlers, each with a name, a weight class dropdown menu (all set to 106 lbs), and a date field (all set to 12/01/2018). The wrestlers listed are: Devin Breeding, Logan Opitz, Brandon Salfank, Brock Martin, Drew Salfank, Ethan Allen, Emmanuel Muntz, Weston Stippich, Jacob Moore, Calvin Beadle, Logan Beadle, Caden Rush, Garrett Mitzel, Dylan Schanaman, Braydon Steuck, Macey Bauer, Samuel Calvert, and Will Jarrott.

This is a look at where you select weight classes for wrestlers.

Official Weigh In Report

School: Aberdeen Central Event: Watertown 8 Team Duals Date: 11/26/2018

12/01/2018
0 lbs consecutive day allowance

Weight	Name	Grade	EWC	EWV	Actual Wt.	Last Official Weigh-In	Skin Check
113	Ethan Allen	Jr.	106	NaN	_____	_____	_____
126	Brock Baker	Sr.	106	NaN	_____	_____	_____
132	Macey Bauer	So.	106	NaN	_____	_____	_____
138	Calvin Beadle	Fr.	106	NaN	_____	_____	_____

Weigh-in Time _____

Medical/Skin Check Completed By _____ Certified By Coach _____ (name)

Certified By Administrator * _____ (name) Certified By Opponent Coach _____ (name)
* if honor weigh-in performed

Referee _____ (name) Referee _____ (name)

This is a sample of what the “blank printed copy” report will look like for you to record your own wrestlers’ weights.

- Again, it is the responsibility of the host school to verify that weights are recorded correctly. After finalizing a meet, those weights as recorded cannot be edited by anyone outside of the state office. Coaches –retain a copy of your weigh-in records for your own personal verification, but don’t need copies sent to us.

Official Weigh In Report

School: Rapid City Central Event: Sturgis JV Date: 11/27/2018

11/27/2018
0 lbs consecutive day allowance

Weight	Name	Grade	EWC	EWV	Actual Wt.	Last Official Weigh-In	Skin Check
106	Noah Popken	Fr.	106	104.20	104.20	_____	_____
120	Mason Twiss	Jr.	120	115.80	115.80	_____	_____
126	Brendan Thompson	So.	126	125.80	125.80	_____	_____
132	Jay-Due Vrooman	8th	132	132.00	132.00	_____	_____
145	Mitchell Amachi	Fr.	145	141.40	141.40	_____	_____
145	Devon Arends	Jr.	145	144.40	144.40	_____	_____
152	Landon Winter	Fr.	152	150.60	150.60	_____	_____
160	Cody Effenberger	Fr.	160	159.20	159.20	_____	_____
182	Demon Aguilar	Fr.	182	180.80	180.80	_____	_____

Weigh-in Time _____

Medical/Skin Check Completed By _____ Certified By Coach _____ (name)

Certified By Administrator * _____ (name) Certified By Opponent Coach _____ (name)
* if honor weigh-in performed

Referee _____ (name) Referee _____ (name)

This is a copy of a “completed” weigh in sheet, after a coach or statistician has entered the “actual weight” of competitors. Host schools should verify this information is correct as a safeguard for competition.

HOST ADMINISTRATOR GUIDELINES:

1. If you are hosting a meet and conducting weigh-ins, much of the above section will also apply to you to help get teams registered for your event. However, two tutorial videos from TrackWrestling really lay out how to enter information online:

https://www.youtube.com/watch?v=rgCX_QCoIWI and <https://www.youtube.com/watch?v=BTqUIfHBWVM>

2. From the same schedule screen as before, you can click on the link to an event. From there, the option to view each team's weigh in record is found by clicking on the event you're wanting to look at, then "Teams" from the upper gray bar, and the "blue scale icon" as shown next to each entered team below.

Event Teams - Google Chrome

Not secure | www.trackwrestling.com/tw/seasons/EventTeams.jsp?TIM=1543345735134&twSessionId=zfuiqpkpy&eventId=2697484132

Sturgis JV

Edit Event **Teams** Weights Wrestlers Duals Weigh-Ins Import Duals

Add Team Combine Selected

<input type="checkbox"/> Event Team	Season Team
<input type="checkbox"/> Belle Fourche, SD 🗑️	Belle Fourche, SD
<input type="checkbox"/> Douglas, SD 🗑️	Douglas, SD
<input type="checkbox"/> Rapid City Central, SD 🗑️	Rapid City Central, SD
<input type="checkbox"/> Spearfish, SD 🗑️	Spearfish, SD
<input type="checkbox"/> Sturgis Brown, SD 🗑️	Sturgis Brown, SD 🔗

3. As administrators hosting an event, please review all weigh-ins recorded on this page to ensure that correct numbers are entered, both for weight class weighed-in at, as well as the weight recorded. After the event is complete for live scoring, etc., make sure to finalize the event to ensure that coaches/others cannot change the information as you've entered.