December 4, 2015

To: Athletic Directors and Head Wrestling Coaches

From: Brad Garrett, Asst Executive Director

Subject: Instructions for Dual Meet and Individual Tournaments not conducted using TrackWrestling

Below are the steps that must be used for schools hosting dual tournaments or individual tournaments but choosing not to use TrackWrestling as the platform to score the event.

The process listed below is the only method that will allow host schools to enter match data for any match that does not include one of their own wrestlers. (e.g. Team A is the host but Team B wrestles Team C). TrackWrestling allows users to enter match data for their own wrestlers only unless the event is scored using the TrackWrestling system.

To solve this issue TrackWrestling will allow OSAA member schools to order dual or individual tournaments at no cost so that match data can be entered into the system after the event concludes.

Host school responsibilities if not using TrackWrestling to score a dual or individual tournament are as follows:

PRIOR TO THE START OF YOUR EVENT:

Step 1:   "Host" school shall submit a TrackWrestling support ticket to let them know that you are "hosting an event in Oregon that is not using Trackwrestling but will need to enter all the results into their system after the conclusion of the event."

  i.   The ticket will ask you to select a Topic – Select "Tournament"
  ii. The ticket will ask you to select a Role – Select "Event Manager"
  iii. Type in the Event Name, Event Date, and State to access the support ticket.

CLICK HERE TO SUBMIT A TRACKWRESTLING TICKET

Step 2:   Go to your schedule page in TrackWrestling and click on this icon " 🛡 "to order the event. You may have to create a billing account prior to ordering the event but no fees will be charged if you complete Step 1 listed above before the start of the event. A confirmation email will be sent after you finish the ordering process.

AFTER YOUR EVENT CONCLUDES

Step 3:   CLICK HERE to find your event in the TrackWrestling system. Use the "Search Events" button at the top of the page and enter the name to locate the event. Click on title of the event select "Administrator "as USER TYPE then input the username and password you provided to order the event. You are now logged into your event.

Step 4:   You must set-up the TrackWrestling event to mirror your event. Use the TO DO List to set-up the tournament using the same format (i.e.. bracket types, cross bracketing, etc.…) that you used to conduct the tournament originally. Import teams, enter all wrestlers into the correct weight classes, and draw the brackets to correspond to your original bracket draw.

Step 5:   Enter match results for all bouts within every weight class.

Step 6:   Go to the "Teams" page and use the link at the top of the page to sign off on the team "matchings" to the teams in the season.

Step 7:   Go to the "Wrestlers" page and use the "Match to Dual System" function to match the wrestlers to their corresponding wrestlers in the season and then use the link on that page to sign off on the matchings.

TrackWrestling has an outstanding support team that can always be reached through the support ticket system mentioned above. Just send them a note about any issue and they will get back to you quickly.

If you have additional questions feel free to contact me at bradg@osaa.org or 503-682-6722 ext. 229.