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To: Athletic Directors and Head Wrestling Coaches  
From: Brad Garrett, Assistant Executive Director  
Subject: Setting up your TrackWrestling Account

OSAA Executive Board Policy #56 outlines that it shall be the responsibility of each member school to input varsity team schedules into the assigned TrackWrestling team profile prior to the first contest date (November 30, 2016). Subsequent changes to the schedule shall be submitted as they occur throughout the season.

The policy also requires that member schools verify after all Varsity dual meets and Varsity tournaments (individual and dual meet formats) that complete results are entered into the school's assigned TrackWrestling team profile and have been accepted. It is highly recommended, but not required, that all events be scored live using TrackWrestling. If the host school does not score the event live using TrackWrestling, then the host school has the responsibility for inputting results for all participating teams within 24 hours after the conclusion of the event. In the case where an OSAA member school is competing outside of Oregon, it is the responsibility of the member school to input the results.

The first step in meeting these requirements is to set-up and verify your TrackWrestling account. Accounts have been created for all member schools sponsoring Wrestling and these accounts will be used for maintaining schedules, recording match data, and accessing required weight control documents.

To set-up and verify your TrackWrestling account follow these steps:

1. TrackWrestling user names and passwords for the Athletic Director and Head Coach are available now on the Oregon Wrestling Weight Monitoring webpage at <http://www.osaa.org/activities/wre/information/owwmp>.
2. To access this information you will need to be logged into your school account (My Account) on the OSAA website ([www.osaa.org](http://www.osaa.org)) using the 8-digit admin code distributed to all schools at the Fall Admin Workshops. This is the same code you currently use to manage your school info, access the pre-selection survey, coaches certification information, other online surveys, etc.

The screenshot shows the OSAA website with several annotations in red and yellow boxes. A red circle highlights the 'My Account' link in the top right navigation bar. A yellow box with a red arrow pointing to it contains the text: 'Login to OSAA account at the top using the 8-digit admin code.' Another yellow box with a red arrow pointing to it contains the text: 'TrackWrestling login and password will appear in this box.' This second box points to the 'TrackWrestling Team Admin Login' section, which is also circled in red. The 'TrackWrestling Team Admin Login' section contains the following text: 'Either your user account is not linked to any schools offering wrestling or you do not have sufficient access to view any team login information. If you know your school offers wrestling, contact your Athletic Director to look up your team's TrackWrestling login information.'

3. Once logged into your account using the 8-digit admin code visit the link above and you will see your unique school code displayed in the box “TrackWrestling Team Admin Code” shown on the page. Only those logged into the system as an administrator will be able to see this information – coaches codes will not work.
4. Visit [www.trackwrestling.com](http://www.trackwrestling.com) and select “Manage” and then “Season Teams”. Use the 2015-16 High School Boys login option and enter the codes provided from the OSAA website in order to access your account.
5. You will be required to update your account profile information. It is highly recommended that you change the username and password to something new during this step.
6. You will be required to acknowledge the TrackWrestling terms and agreements.
7. You will be required to update your Team information.
8. You will be required to verify your email address to finalize the process.
9. Welcome to your TrackWrestling account!