



Oregon School Activities Association  
25200 SW Parkway Avenue, Suite 1  
Wilsonville, OR 97070  
503.682.6722 fax: 503.682.0960 [www.osaa.org](http://www.osaa.org)



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To: Athletic Directors and Head Wrestling Coaches  
From: Brad Garrett, Assistant Executive Director  
Subject: Verification of Schedules and Match Results

Below are some post season reminders – please review these with your coaches.

- SPECIAL DISTRICT TOURNAMENT ENTRY DEADLINE:** All entries shall be submitted via Roster Entry function within TrackWrestling. Special District Meet Directors have the autonomy to designate the time period for entering of any seeding information that is required and when tournament information is released to the public. Questions related to any of these deadlines should be directed to the meet director.
  - 6A, 3A, and 2A/1A – Entries shall be submitted by midnight on February 3, 2018.**
  - 5A and 4A – Entries shall be submitted by midnight on February 10, 2018.**
- UPDATING SCHEDULE AND MATCH DATA:** Athletic Directors and Coaches need to verify that complete match data for all Varsity events has been entered into their TrackWrestling account prior to the dates listed above. Updating match data is critical when considering common opponent criteria, total varsity season wins, and season winning percentage may all be used during the process to seed wrestlers qualifying into the State Championships.


Complete the following seven steps outlined to verify your wrestlers individual match data is available to Special District administrators and the State Championship seeding committee.

**Step 1: Confirm that all Varsity dates are included on your schedule are listed within TrackWrestling.**

“Accept” events that are marked as pending using the dropdown box located next to the event title and verify that they are tagged as “Varsity” events.

A video showing more detail on removing/assigning levels to events and individual match results is located at <https://youtu.be/6UtspTIEkc?t=1m>.

**Step 2: Trash any un-committed duplicated Varsity events that may be on your schedule.**

Use the red icon  located at the end of the event tile to delete it. It is OK to leave sub-varsity events listed on your schedule as long as they are designated correctly. TrackWrestling will not let the user trash an event they have printed a weigh-in sheet for. In order to trash that event, all wrestlers need to be removed from the weigh-in sheet first, and the empty sheet saved.

**Step 3: Confirm match results for each Varsity event on your schedule.**

- If the administrator of the event has finalized the tournament then individual match results for all participation schools will be visible in your account. Verify the results for each wrestler, accept the results and “commit” the event by clicking on the hand located next to the title and follow the instructions. When an event is verified and committed it will have a “green” thumbs up icon next to the title.
- If the administrator of the event has failed to finalize the tournament the individual match results will not be visible and you will need to use the “import” button located in the menu at the top of the screen to upload the results to your account. Follow the on screen instructions after clicking the import button.
- If the event was not conducted using TrackWrestling and the host school has failed to enter the results for all participating teams then please notify Brad Garrett via email at [bradg@osaa.org](mailto:bradg@osaa.org). Host schools will be contacted and are subject to penalties outlined in Rule 5 of the OSAA Handbook if requirements are not met. Given that it is the schools responsibility to provide match data for their wrestlers, be prepared to enter the match data for all your participants in this situation.

A video showing more detail, including step by step instructions covering all of the steps above is available by selecting the link below – <https://www.youtube.com/watch?v=-inAz4lDyQQ>.

**Step 4: Commit all Varsity events listed on your schedule.**

After reviewing your varsity schedule and all corresponding match data are correct you need to “Commit” the event. This verifies that the results in the system are accurate. When you commit the event you should see a “Green Thumbs Up” symbol next to the event title.



Note: If the event was a dual tournament, the entire event will commit if each individual dual is committed.

**Step 5: Verify appropriate level for each wrestler on your roster**

It is essential that each wrestler have the correct designation list in their TrackWrestling Profile. Please follow the steps below to set the appropriate level for each wrestler.

1. Log into your schedule page
2. Go to your “Roster” from the grey menu
3. Click on the name of each wrestler – this will open the profile page
4. Set the “Level” of the wrestler to the appropriate designation. Any wrestler who has wrestled a Varsity match this season should have the level set to “Varsity”

**Step 6: Verify that correct levels are assigned to individual matches**

1. Log into your schedule page
2. Click 'Matches' from the grey menu
3. Select a wrestler from the drop-down menu
4. Place a check mark next to matches you wish to change a level for
5. Click the [Assign Level] button
6. Select the level from the drop-down and then click the [Assign Level] button

**Step 7: Update all Individual Season Records**

OSAA Championship seeding criteria includes total varsity wins and varsity season winning percentage therefore updating this information is critical to ensure proper seeding of brackets at the Special District and Championship levels.

\*Note\* - You MUST manually update records after entering match results. It is not done automatically.

1. Once all matches from a tournament or dual meet are entered, click on your roster page
2. Select each wrestler you want to update by either checking the ‘select all’ box or click on the individual box next to the desired wrestlers’ names.
3. Click on “Update Selected Wrestlers” button

Below is an example of a how your schedule page should look prior to your Special District Tournament.

Event	Time	Level
<a href="#">Canby_OR 42 Tualatin_OR 33</a>		Junior Varsity
<a href="#">Canby_OR 48 Tualatin_OR 18</a>	7:00 p.m.	Varsity
<a href="#">Army Strong Coast Classic_OR</a>		Varsity
<a href="#">Canby_OR 48 Tigard_OR 24</a>	5:45 p.m.	Junior Varsity
<a href="#">Canby_OR 71 Tigard_OR 3</a>	7:00 p.m.	Varsity
<a href="#">Larry Owings Invitational_OR</a>	8:00 a.m.	Varsity
<a href="#">Pacific Coast Wrestling Championships_WA</a>		Varsity
<a href="#">Canby_OR 35 Sherwood_OR 15</a>	6:00 p.m.	Junior Varsity
<a href="#">Canby_OR 46 Sherwood_OR 27</a>	7:00 p.m.	Varsity
<a href="#">Brunner Invite_OR</a>	9:00 p.m.	Varsity
<a href="#">Canby_OR 57 Lake Oswego_OR 6</a>	5:45 p.m.	Junior Varsity
<a href="#">Canby_OR 64 Lake Oswego_OR 10</a>	7:00 p.m.	Varsity

3. **UPDATING YOUR ROSTER – LINKING TO A TW PROFILE:** Select “Roster” in the menu bar and then click the wrestler’s name. By adding the birth date and email address you will be able to create and link to a TrackWrestling profile for that wrestler. This will allow the public access to the cumulative match history of the wrestler when viewing tournaments online. Below is an example of a wrestler who has been linked to their TrackWrestling profile.

Name	Eligible	TW Profile
<input type="checkbox"/> <a href="#">Tanner Sauer</a>  		<a href="#">Tanner Sauer</a> 

4. **CORRECTIONS TO NAMES ON TEAM ROSTERS:** If you have a wrestler listed on your roster whose name is not spelled correctly or should be modified in any please let me know. Corrections made at events during the year are temporary and do not fix the actual issue in the master database. Just email me the correction and I will address it so the change is permanent.