Assessor Instructions for the NWCA Optimal Performance Calculator Program 2010-2011

1. Go to www.nwcaonline.com
2. Go to the horizontal menu bar and click on **"_WEIGHT MANAGEMENT_"**. You will now be directed to the Optimal Performance Calculator Program.
3. Once on OPC click on the horizontal menu bar, go to **"_Login_"** button on the menu bar.
4. You will then be asked to login. You will enter the following information:
   - Login ID
   - Password
5. Upon entry into the OPC, you will be taken to a page titled **"_Schools Currently on File_."** Select the school from the drop down menu you will be entering assessment data on.
6. Once you select the school from the drop down menu, you will be asked to supply the school password. Then click the button titled **"_Change School/Select School_."**
7. You have been brought back to the Scholastic OPC homepage with the school you selected listed on the dashboard menu. Please select **"_Wrestlers_"** from the dashboard menu to expand. Then click the plus sign (+) beside submenu item **"_Rostered Wrestlers_"** to view wrestlers the coach may have pre-entered on the roster.
8. If the coach has pre-entered names on the roster, click on the plus sign (+) beside wrestlers name to complete the assessment process by selecting the **"_Assessment Form_"** link under his/her name.
9. If the coach has not pre-entered the roster, click on the submenu item titled **"_Add New Wrestler Assessment_".**
10. You are now on the **"Initial Assessment Wizard Form"**. Begin populating all fields.
11. Wrestler's gender automatically defaults to male; if wrestler is female, click the link titled "Click to add Female wrestler".

Step 1: Enter the following information collected from the time of assessment:
- Enter the name of the wrestler (First and Last) unless pre-populated by the roster information entered by the coach.
- Select the wrestler's grade from the drop down selection. Verify correct if listed. If not correct, choose the correct grade
- Click the button titled **"_Next to Step 2_".**

Step 2:
- **Alpha Date**: Enter the date the physical assessment was performed using the calendar or enter using this format (mm/dd/yyyy). Example: 10/15/2010
- Urine Specific Gravity: Select **"_Pass" or "Fail_"** from the drop down selection.
   - If a **"Pass"** continue by choosing the correct button according to the type of assessment performed by clicking either **"_Continue with Skin Folds" or "Continue with BIA_".**
   - If a **"Fail"** and your State Association requires you to save, click either **"_Continue with Skin Folds" or "Continue with BIA_"** and then scroll to the bottom of the form and click **"_Save and Print_"** to save the Failed assessment. (optional by state)

Step 3:
- Enter the **Body Weight** (BW), record to tenth of a pound and no rounding.
- Enter the **Height** by selecting feet and inches from the drop down selections. (optional by state)
- **Skin Folds**: Enter the body measurements from the three locations. Tab from field to field. After body density fields are populated (and median value calculated), click the **"_Show Final Calcs_"** button to Step 4.
- In a skin fold state, the body fat measurement will automatically calculate based on the values entered in Step 3.
- **BIA:** If you are using BIA (Tanita, Hydrostatic and BodPod) you will manually enter the **Body Fat Percentage** into the field provided at Step 3. Please indicate "Yes" if using BodPod.
- Then click the **"_Show Final Calcs_"** button to Step 4.

Step 4:
- If your state requires Electronic Signatures, complete signature boxes at the bottom of the page.
- Click on **"_Save Cert_"** to save this wrestlers assessment data online or **"_Save and Print_"** to save online and print immediately.
- A warning message will appear asking you to confirm you want to save the information. Click **"_Yes_"** to continue to save the assessment. A printer friendly version will appear in a new window for you to print using your toolbar if you chose "Save and Print".

Entering Additional Athletes or Ending Your Session
- After clicking the *"Save Cert or Save and Print"* button you may continue by selecting a new wrestler from the dashboard menu under Rostered Wrestlers or enter new wrestler data into the blank Assessment Wizard form by clicking the link *"Add New Wrestler Assessment"*
- If you have completed your session, you must end by clicking the *"Log off"* button on the far right of the menu bar.

HOW TO ENTER INITIAL ASSESSMENT DATA FOR A DIFFERENT SCHOOL
1. On the dashboard menu, click **"Change Schools"**.
2. Then click *"Select School"*. You are now at the **"Schools on File"** page.
3. Select the desired school from the drop down selection.
4. Enter the School Password and then click on the button titled **"Change School/Select School"**.
5. Then proceed to *"Wrestlers"* and then to *"Rostered Wrestlers"* as you have done previously.
6. Repeat this process every time you want to enter assessment data for wrestlers from a new school during a session.

HOW TO DELETE A WRESTLER'S ASSESSMENT (optional by state)
1. After performing an assessment on a wrestler, you may go back and delete the wrestler if permitted by your state.
2. Select the school and enter the school password to log into that specific school and their wrestlers.
3. You have been brought back to the scholastic OPC homepage with the school you selected listed on the dashboard menu.
4. Please select *"Wrestlers"* from the dashboard menu to expand. Then click the plus sign (+) beside submenu item *"Rostered Wrestlers"* to view wrestlers.
5. Then click on the plus sign (+) beside the wrestlers name to view the assessment by selecting the "*Assessment Form"* link under his/her name.
6. Scroll to the bottom of the completed assessment and click *"Delete Wrestler"* to delete the wrestler's assessment. If you do not see a "Delete Wrestler" option, your state does NOT allow assessors to delete assessments.

HOW TO ENTER AN APPEAL ON A WRESTLER
1. Select the school and enter the school password to log into that specific school and their wrestlers.
2. Select *"Wrestlers"* from the dashboard menu.
3. Then click the submenu item titled, *"Add New Wrestler Appeal".*
4. A list of wrestlers for that school will appear.
5. Click on the *"Select"* icon next to the name of the wrestler you want to enter an appeal on.
6. An Appeal Form Wizard will appear. The name, grade and gender will already be pre-populated on the form.
7. Click *"Next to Step 2"* and select the date of the appeal using the calendar or enter in this format (mm/dd/yyyy).
8. Select *"Pass"* from the drop down menu that the wrestler passed the hydration test
9. Select the type of appeal performed by clicking either *"Continue with Skin Folds" or "Continue with BIA"*
10. Enter the **Body Weight** (BW) at the time of the appeal
11. **Skin Fold Appeal:** Enter the body measurements from the three locations. Tab from field to field. After body density fields are populated (and median value calculated) click the *"Show Final Calcs"* button to Step 4.
12. **BIA Appeal:** If you are using BIA (Tanita, Hydrostatic and BodPod) you will manually enter the **Body Fat Percentage** into the field provided at Step 3. Please indicate "Yes" if using BodPod.
13. Then click the *"Show Final Calcs"* button to Step 4.
14. After the MWC is calculated click the "*Save Appeal*" or *"Save and Print"* button to save the appeal.

HOW TO VIEW THE ALPHA MASTER REPORT
1. On the Scholastic OPC homepage, click on **"Team Reports"** and then click on the submenu item *"Alpha Master Report"* to view the Alpha Master Report using the dashboard menu. (optional by state)
2. The "*Alpha Master Report*" is a summary of your team's assessment data
3. Print this form by scrolling to the bottom of the page and clicking the "*Print Form"* button. The report will open up in a new window. Print and then close that window to return to the dashboard.

HOW TO VIEW A WRESTLER'S INDIVIDUAL WEIGHT LOSS PLAN
1. On the Scholastic OPC homepage, select *"Wrestlers"* from the dashboard menu to expand. Then click the plus sign (+) beside submenu item *"Rostered Wrestlers"* to view wrestlers.
2. Then click on the plus sign (+) beside wrestlers name to view that wrestler's individual weight loss plan by selecting the **"*Wt. Loss Plan"*** link under his/her name.
3. Print the Weight Loss Plan by scrolling to the bottom of the page and clicking the **"*Print Form"*** button. The report will open up in a new window. Print and then close that window to return to the dashboard.

How to retrieve login and password information for student-athletes so they can view their individual assessment data as well as access the integrated nutrition program (please note, the wrestlers can design their own customized diet that honors their weight loss/gain plan by using these codes).

1. On the Scholastic OPC homepage, click on **"*Team Reports*"** and then click on the submenu item **"*Wrestlers on File*"** using the dashboard menu.
2. The program will automatically assign each wrestler a unique *Login ID* and *Password.*
3. At the top of the page, click on the **"*Export Wrestlers Username and Passwords to Excel*."** This will export the names of the wrestlers and their codes only to an excel document which you may save to your computer and then print.
4. By clicking the **"*Export Wrestler's on File to Excel*"** all the data you see on the Wrestlers on File page will export to an excel document which you may save to your computer.
5. The assessor and/or coach should give each individual wrestler their unique *Login ID* and *Password.* The wrestler and his/her parents will have access to their individual assessment data and the nutrition program.

Please remember to log off once you are finished on the OPC

How to contact the NWCA:
For more information, please visit the NWCA Optimal Performance Website at www.nwcaonline.com. For problems or questions please contact the NWCA office at 717-653-8009 or email at ptocci@nwca.cc.