

Creating a Weigh In Form

To create a pre-match weigh in form, you must first have your schedule created. To create your schedule, log into the OPC and make sure you are on the Coaches Dashboard. To ensure you are here, click on the Coaches menu and make sure you see the left hand dashboard with My Schedule/Results, Wrestlers, and Team Reports. Under My Schedule/Results, click on the link reading "Click To Enter Schedule/Results". For more detail on entering your schedule, please refer to the Coaches Instructions PDF located under the Instructions menu in the OPC.

Once your events are added to your schedule on Trackwrestling, follow these steps to create a pre-match weigh in form:

Creating a Pre-Match Weigh-In Form:

1. On the OPC home page dashboard, you will see My Schedule/Results
2. Click the link reading "Click Here to Enter Schedule/Results". This will take you to the Trackwrestling.com portal. All schedule/result data will be entered here.
3. To the right of the events you created, you will see a small scale icon
4. Click the scale icon to open the NWCA Weigh In Form
5. Click the Next button if everything is correct on the first step of the "Weigh In" tab. The Date and Opponent/Event Name fields are pre populated based on the competition details you entered.
6. After clicking Next, the team's entire roster will appear. All wrestlers will appear in their eligible weight class for that date of competition.
7. On the far right hand side, uncheck the names of any wrestlers you do not want to appear on the weigh in form
8. After unchecking the names any wrestlers you do not want to appear, click on the Next button at the top of the page
9. You will now be taken to a grid page with all of your wrestlers' names who will be weighing in.
10. Click on the Print Weigh-in Form button at the bottom of the page
11. Your page will be created into a PDF document which allows you to print in the proper format.
12. Take this form(s) with you to weigh-ins to ensure all wrestlers are at their eligible weight class and to record the actual weight of all your student-athletes on the form(s).

The weigh in form appears in a new window. If you are using a school computer it may not allow you to view it. You can try going to your web browser settings/options/tools and turn off your pop-up blocker which may correct the issue. Also, I would recommend trying a different internet browser; for example, if you are using Internet Explorer, switch to Mozilla FireFox or Chrome.