***NWJMWL Website Instructions***

***Nwjmwl.com***

1. Enter in new wrestlers
* Click on Menu Tab
* Go to Coaches Portal
* Click on Rosters
* Add Wrestler(s)
* Log In With User Name and Password
* Enter All Required Fields
* If you Have Certification Weight Enter It If Not Leave It Blank
* Enter Seed Weight (That is The Weight That You Will Have That Wrestler Wrestling For The Season
* Click on Add Wrestler Information
1. Edit Wrestler(s)
* Click on Menu Tab
* Go to Coaches Portal
* Click on Rosters
* Edit Wrestler(s)
* Log In With User Name and Password
* Select Wrestler to Edit
* Edit All Fields to be Edited
* Click on Add Wrestler Information
1. Enter Mass Certification Weight
* Click on Menu Tab
* Go to Coaches Portal
* Click on Cert Weight Update Sheet
* Log In With User Name and Password
* Very Important do One Wrestler at a Time
* Go to Desired Wrestler on the Sheet Type in Correct Cert Weight
* Click on the Unlock Box Between the Cert Weight and Update
* Click on Update
* Move to the Next Wrestle you want to add Cert Weight For

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1. Enter Mass Seed Weight
* Click on Menu Tab
* Go to Coaches Portal
* Click on Seed Weight Update Sheet
* Log In With User Name and Password
* Very Important do One Wrestler at a Time
* Go to Desired Wrestler on the Sheet Set Correct Seed Weight Where you Want your Wrestler to Wrestle at End of the Year Varsity Tournament
* Click on Update
* Move to the Next Wrestle you want to Set Seed Weight For
1. Enter Match Results
* Click on Menu Tab
* Go to Coaches Portal
* Click on Matches
* Match Entry
* Log In With User Name and Password
* Add Home Team and Visiting Team
* Always Click on Varsity
* Add Match Date
* Click Next
* Enter one Bout at a Time
* Pick if the home Team Won of Lost and How
* Select Weight Class
* Chose Home Wrestler and Visiting Wrestler
* If Decision Add Home Score and Visitor Score
* If Pin Fall Enter Time of Fall
* Click on Next
* Go to Next Weight Class
* When Complete Click Finished

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1. Edit Match
* Click on Menu Tab
* Go to Coaches Portal
* Click on Fix Match Varsity
* Log In With User Name and Password
* Click on the Red Wrench Next to Match to Fix
* Add Bout to This Match if You Forgot to Enter a Weight
* To Edit a Bout Click on the Gear to the Far Right Side of the Weight Class you want to Edit. From This you can only Change the weight Class, Name of Wrestler, and Score not the outcome of the Match
* If Outcome of a Bout Needs to Change Click on the Red “X” to the Far Right of the Weight Class you Want to Delete
* Now Add Bout to This Match to Reenter the Correct outcome of the Bout at this Weight Class
* When Edits are Complete Click on Next
1. To Add Coach or Admin for your team
* Click on Menu Tab
* My Team Page
* Log In With User Name and Password
* Team Control Panel / My Account
* Add New Delegate
* Enter All Info Including Email Address Which Will Become the Username and Password
* Click Add User
* If He/She Cannot Log In Contact President to Unlock the User