

## **North Carolina Head Wrestling Coaches - Post Season Instructions**

### *Selecting Athletes for Post Season in NWCA OPC*

**Select Wrestlers for Post-Season Competition:** The selections you make below will give electronic access for your regional tournament manager to access your entry form list and season record forms.

**NCHSAA DEADLINE DATE to select wrestlers for post season is**

**Monday, February 3rd, 3:00PM**

#### **How to select wrestlers for post season:**

1. Login to the OPC system using your Coaches Codes and click **Coaches** to get to the dashboard
2. Under **My Schedule/Results**, click on link that says **'Select Athletes for Post Season'**
3. You will now be on a grid page that will list your entire roster
4. For each wrestler competing in the post season, click on the check box beside their name under the column heading titled **'Display on Conference Season Record Form'**. Once you click on the check box, a check mark will appear in the column for that wrestler's name
5. **For North Carolina**, you **do not** need to select anything under the column **'Previous Year Place'**.
6. Under the column, **'Post Season Wt Class'**, select the weight class the wrestler will be competing at in the post-season.
7. After making the selections, click on the **'Save Choices'** button at the top of the page.
8. A dialogue box will appear saying *"You have successfully saved your choices. Your tournament manager has access to the information you have selected below."* Click **'OK'**
9. Once you save this information, your regional tournament manager now has access to your information.

#### **How to view the Individual Season Wrestling Record Form:**

1. Under **My Schedule/Results**, click on link that says **'Team Season Record Forms'**
2. A list of wrestlers for your institution will appear.
3. Click on the wrestler's season record form you would like to view.
4. After clicking on the wrestler, you will be taken to a grid page of all the wrestler's matches entered for the year.
5. You can view the data and ensure what matches should appear on the season record form and be submitted to your qualifying tournaments.
6. Unclick any match (non-varsity matches) that does not meet the criteria to appear on your state's season record form.
7. After updating the season record form, click on the **'Save Match Selections'** button at the top of the page.
8. Click on **'Show Season Record Form'** button at the top of the page. A printer friendly document will appear and you will be able to print using the toolbar.

**Contact NWCA: For problems or questions please contact the  
NWCA office at 717-653-8009 or email at [opc@nwca.cc](mailto:opc@nwca.cc)**