



USA Wrestling

A GUIDE FOR PAIRING

USING TRACKWRESTLING

COMPUTER OPERATIONS

Line Bracketing Pairing

2017 Edition

Day Before Tournament starts.... If possible for Regional and National events

- Meet with your Head Mat Official with any concerns. Go over your plan on how many mats you expect to start with and when you expect to start cutting or adding mats.
- Check state abbreviations. (*be sure they are there and correct before weight cards are printed*).
- Print weigh-in cards if necessary.
- Find out number of wrestlers and do a sample flow chart.

Assumptions:

- Pre-registration is complete and all wrestlers entered.
- Seeding and Level information has been completed and entered where applicable.
- Brackets types have been defined.
- Weight classes have been entered.
- Group/schedule have been assigned.
- Weight Classes have been assigned.
- Level of Separation is defined.

Before you start....

Before weigh-ins, Head Pairer and assigned pairer should meet with the Weighmaster to clarify procedures for wrestlers that don't make weight. Head Pairer should also verify all of the assumptions with the tournament director.

Suggested assignments

- Data Entry – 2 per computer. Engage EVERYONE to help with the Data Entry/Verification
- Clerks/Runners – 2
- Weight Card sorters – 6-8
- Bracket Builders – 8-12 computers
- Printer – 1
- Bracket posters – 3-5

Introduce yourselves to the Pairing team and go over instructions for card entry and any cards that may have issues.

Set-up Procedures

1. Distribute

Clerks/Runners will take cards from tournament weigh-in official and distribute to Data Entry/Verification Teams – these may not be in any particular order.

2. Data Entry

Data Entry/Verification Team will then do the following

- Take stacks of weigh-in cards from Clerk/Runner
- Enter actual weight – Work as a TEAM. One person reading one person entering information on the Edit Participant screen – This can be done by searching for the wrestler from the *Registration – Weigh-ins* screen. After selecting *Registration –Weigh-ins* first you should enter the wrestlers number from the weigh-in card – click go.

Wrestler Id: Last Name: First Name:

Name	Team	Group	Weight Class	Sep. Criteria	Weight
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- Check weight class of wrestler – if wrestler has not made weight or is to move down a weight – Give card to Head Pairer to check on.
- Check seeding Criteria – if incorrect – Correct from the same screen. You may need to Drop State Rank. Seeding is done differently for each tournament. Usually the seeding info is inputted by the teams and a trackwrestling and USA Rep will check this info. Check with Head Pairer. Initial back of weigh in cards. If you forget and want to go back and check what you have done you can do so from the *Registration – Weigh-in* screen – these examples are for the Cadet/Junior National Championships and will be different for your local or Regional Tournaments, but the basic principle is the same.
- Make sure that any med checks are entered.
- Give to Clerk/Runner (Clerk/Runner will pick these up regularly)

All wrestlers that change weight (up or down) must go to the Head Pairer to verify with Weighmaster.

The Head Pairer is responsible to make sure that all cards have been collected after weigh-ins have closed and given to the pairing teams entering the weights.

3. Sorting weigh-in cards Step

Make sure you are well staffed for this step so that this does not create a bottleneck. After actual weight have been entered, cards go to the Sorters group to be sorted into weight classes.

4. Delete NO SHOWS – HEAD PAIRER or ASSIGNED PAIRER ONLY

- When all actual weights have been entered, the no shows should be deleted. To do this, select the *Participant* view then sort the list by weight (*click weight twice*). You should then print the list of wrestlers without weights (this gives you a list in case there are any problems) – the easiest way to do this is highlight all the no shows and select “File,” “Print” then “Selection”
- The next step is to select “delete no shows” (all wrestlers that do not have a actual weight entered will be deleted) **ONLY THE HEAD PAIRER OR ASSIGNED PAIRER SHOULD DO THIS**
- Then print the Weigh-in Sheet (*Print documents – Weigh-Sheet*) – *be sure to sort by weight class and select weight class in the page break space (see below)*
- The Head Pairer is responsible to make absolutely sure that all cards have been collected BEFORE the weigh-in sheet is printed

5. Verification

- Clerk should distribute Weigh-in Sheet and cards to Data Entry Teams. Team will initial the weigh-in sheet after verification. **THIS SHOULD ONLY BE DONE AFTER THE NO SHOWS HAVE BEEN DELETED.**
- Pairings Data Teams will be sure each card is on the weigh-in and that levels are correct – if a wrestler on the weigh-in sheet is okay, please indicate so by highlighting the wrestlers name.
- If there are issues then bring them to the HEAD Pairers attention before making any necessary changes. Pairings Data Teams will make any necessary corrections in computer and indicate changes on weigh-in sheet as well – you should highlight your corrections as they are completed.
- If all good, Fold sheet around cards with printing outward. Write number of wrestlers and circle. Initial Sheet. Return Cards/weigh-in slips to Clerk

6. Final Forecast and Schedule

Head Pairer should review scheduler for final numbers and verify these will not be a significant difference and adjust forecast accordingly.

7. Set up Rounds/Schedule

- Only set up 1 session at a time. (*due to mat tracking system*)
- Click on “Worker Wizard” in the Left Menu.
- Click on “Scheduler” link at top of page.
- Click ROUNDS in the LEFT or SETUP menu.
- A quick way to setup a reasonable schedule for your event would be to choose the operation Auto Order Rounds and click on the [Invoke Operation] button.
- You can manually change the order that rounds are wrestled in your event by moving the rounds using the Move links on the right side of the screen and then selecting the 'Save Round Order' operation and clicking the [Invoke Operation] button.
- By default, each round for a bracket type is separated out into its own round in your event. If you want bracket type rounds to be combined into the same round for your event, you can place a check next to the rounds you want to combine, select the 'Combine Selected Rounds' operation, and click on the [Invoke Operation] button.
- **NOTE:** All bracket type rounds combined into a tournament round will be wrestled in weight class order for that round in your event.
- Set the # of bouts per sheet you would like to print. (if using bout sheets)
- Click on each round listed on this page
- Choose the # of bouts per sheet for each bracket type entry in that round
- Click on the [Save Round Detail] button. Assign bout Numbers.

8. Set up Bout Numbering Schemes

- Click NUMBER SCHEMES in the SETUP, BRACKETING or OPERATING menu.
- Click on the [Add Scheme] button.
- The form that pops up allows you to specify which bouts you would like to include in your numbering scheme.
- Give the scheme a name (this is required) and specify the bouts you would like to be numbered.
- **For example**, if you wanted to have a different set of bout numbers for each division in your tournament you should add a scheme for each division. Set the scheme name to be the same as the division name, select the division, indicate which bout number you would like to start with, and click [Add]. Repeat this process for each of your divisions.

9. Build Brackets – Bracket Builders

- Head Pairer should be sure that all weigh-in cards and weigh-in sheets are Verified before brackets can be built
- The Head Pairer will assign one weight class per Bracket building Team and record the assignment on the Clerk Check sheet.
- Assign all wrestlers that weighed in, but were not assigned a weight class to a weight class.
- Click 'BRACKETING' => 'Assign Weight Classes to Wrestlers'
- Check the boxes next to each of the groups you want to create brackets for.
- Click the [ASSIGN WEIGHT CLASSES] button.
- Assign a bracket type to all weight classes
- Click 'BRACKETING' => 'Assign Brackets to Weight Classes'
- Check the boxes next to each of your groups you want to create brackets for
- Click the [ASSIGN BRACKETS] button
- Teams write bracket built and initials on the re-folded sheets.
- Notify the clerk you have completed your bracket so another can be assigned.

10. Verify Brackets have been built (head pairer/assigned pairer)

- Click GROUPS/DIVISIONS in one of the top menus.
- For each group you attempted to build the brackets for.
- Click on the name of the group to get to the weight classes page for that group.
- Ensure the only things that are yellow on this page are things that should be yellow.

11. Apply number schemes

- Click NUMBER SCHEMES in the SETUP, BRACKETING or OPERATING menu.
- Place a check next to all the number schemes you would like to apply.
- Click on the [Apply Selected Schemes] button.

NOTE: You can verify your number schemes were applied properly by clicking 'Bout Schedule' at the top of the page and verifying the bout numbers appear to be correct. If you applied multiple number schemes, be sure to use the filter on the left of the page to select the specific scheme you want to look at.

If the bout numbers were not applied properly, click Schedule at the top of the page and ensure none of the bouts were previously frozen. If they are frozen, place a check next to the bouts you want to unfreeze and click on the [Unfreeze Selected Bout #'s] button. Then re-apply your number schemes.

12. Assign mats *(for mat screen)*

- Find out from Chief Pairer/Tournament Dir what mats you will start with.
- Click MATS in the left menu.
- Select from drop down the mats you will be using. (Blank if mat not being used).
- Click on the (Load Mats) button (3 deep is a good starting point)
- NOTE: This will assign the first set of bouts to the mats using the assignment schemes selected.
- Don't schedule the next session until done with this one, or it will load those matches and show up on the screen and mat side computers.
- To slow the tournament down if necessary Go to – Settings under Left Menu and change the Mat Assignment Depth to "2".

13. Brackets Ready to be Printed

- Assigned Printer will need to Check Print Bracket settings.
- Have assigned Printer, print brackets to be hung and pass them on to the bracket posters.
- Print order of weights to be posted with brackets and a copy to hang at the announcers stand.
- Note: check to make sure Bout numbers have been frozen.

14. Prepare for Announcer

- List of states, Number of wrestlers, estimated bouts in a Session, order of weights.

15. Set up Pairing Report

- Set up by hour and session. This can be found under "Print Documents".

16. Bracket Corrections

A BRACKET SHOULD ONLY BE REBUILT UNDER THE DIRECTION OF THE HEAD PAIRER –
An error on a Bracket requiring the bracket to be rebuilt should only be done under the direction of the Head Pairer. Print the Bracket before making any changes to it. To rebuild

a bracket, you will need to either unfreeze all the wrestlers, or unfreeze only those that need to be moved.

17. Medical

Verify all medical notes are in the computer. This can be done by searching for wrestlers by last name from either *Registration – Weigh-ins* Screen or the *Participants* Screen.

Second Weigh-in

18. Last Minute Set-up Checks

- After brackets have been posted and any corrections made, Sorter/Poster group should sort weigh-in cards by state (for Cadet/Junior Nationals only) Most tournament do not have a second weigh-in. (FYI – UWW Cadets, Nationals Kids would be separated by weight class).
- For set-up after a second weigh-in, you can print a list of wrestlers remaining in the tournament for use in verifying that all wrestlers have weighed in rather than searching though the brackets. Make sure that there is a weigh-in card for each wrestler on the list.

Tournament Operations

Now that the tournament is set up you can shift your attention to running the tournament.

19. Mat Assignment Display

The mat assignment display will show all of the matches that have been assigned to the mats. The Green rows are on the mat, the yellow matches are on deck, and the white ones are everything else. The matches are removed from the screen when the match result is entered into the system.

20. The Scheduler

This is your flowchart and you will run your entire tournament from this screen. It will tell you how many bouts you have and how many have been completed.

21. Medical Procedure

Medical staff should bring head pairer all yellow, green and red cards. You will need to follow up with the medical liaison for any YELLOW cards that remain unresolved. If there is NO Green or Red card from the medical staff, you will need to call the wrestler to the head table and instruct the wrestler to go to the trainer to be released.

22. Finals and Awards

Printing of the Champions and All American brackets will be assigned by the EVENT Head Pairer. Prepare a list of final match contestants by singlet color for the announcer. The announcer requires a list of results for each weight class for awards. Print 2 sets of medal/final bout sheets – sort according to place. Deliver to mats. Inset “STOP” sheets where you intend to stop for awards. Head Official will need a list of the finals contestants also to help aid them in mat assignments for finals. Team results print for USA rep and announcer.

Freezing Bout numbers: This is probably one of the most important things to do when dealing with issues in Trackwrestling. To freeze bout numbers manually, click on either freeze bout numbers or unfreeze bout numbers in the worker wizard. You can then enter the bout numbers that you want to freeze or unfreeze.

Fixing a Scoring error: If you have a recording error, you can fix it from the worker wizard. If the correction will change the pairings for the next round, LET THE WRESTLERS IN THAT WEIGHT GROUP KNOW IMMEDIATELY.