

## **BACKING UP YOUR RESULTS AT THE END OF THE SEASON**

After you have entered all of your duals and tournaments into the NWCA database, follow the following procedure to save your data for use in future years.

- Click on the fourth tab over: **“Coaches”** (when you click on it a **“DASHBOARD”** will open on the left with the 3 Main Choices: My Schedule/Results, Wrestlers, and Team Reports)  
Under: **My Schedule/Results** click on the **Team Season Record Forms** and your roster will appear. **Click Here to Print Multiple Season Record Forms at One Time**
- Click on the name of each individual wrestler who competed for you this season
- Return to the top of that screen and click on:  
**Save and Print Choices**  
After a slight pause each wrestler’s final Season Record Form will be displayed.

### **To Print a hard copy for your records:**

- Click on the first icon (printer icon)

### **To Save a permanent .pdf file for your records:**

- Click on the second icon (computer disk)
- When the: Save A Copy window appears:  
Click on the down arrow at the top and select the name of the folder in your computer you want to save the file in: Example: My Documents
- At the bottom of the window, where it says File Name:  
Enter what you want to name the file: Example: NWCAResults-TeamName-20XX-XX
- At the bottom of the window, where it says: Save as Type:  
Adobe PDF file (Should already appear, you do not need to change it)
- Click on the Save Button and your Individual Records for the year just ended have been Saved.