

Getting Dual & Tournament Results Emailed

1. Browse to **nwcaonline.com**
2. On the **Weight Management** menu tab choose **Optimal Performance Calculator**.
3. Log In.
4. On the next screen in the **Coaches** menu tab choose **Competition Data Entry and Season Record Form**.
5. Under **Dual Competitions** click on **Click here to Manage List of Newspapers Where Results Will be Emailed**.
6. The **Manage Newspapers Where Your School's Results Will be Sent** screen will appear. In the **Newspaper Name** line enter Steve Meehan and in the **Newspaper Email** enter rsmeehan1@verizon.net and then click **Add Newspaper** in the last column. Andy Slawson asked to have his email address, bsh81@aol.com, added as well. Repeat this for any other people you want results mailed to.
7. Since I can't actually enter a result I can't tell you where to click to actually send the results but I assume something shows up that you can click after you save the results. It may be that on the **Competition Data Entry and Season Record Form** screen after you record a result it will show up under the **Dual Competitions** or **Tournament Competitions**. The table has headers of **Competition Date**, **Event Name**, **Opponent Name** and **Email Results**. I will assume that after a result appears in that table that you can click something under the **Email Results** heading to send the results in an email to all the people you have previously set up.