

## FAQ (Frequently Asked Questions)

### How do I add a Wrestler?

To add a wrestler simply click on the "Manage Wrestlers" link on the left side of the screen then click the Add Wrestler Button:   
Enter the wrestlers info and click submit.  
(Please include your wrestler's year in school when entering their information)

### I have mis-entered or need to update one of my wrestler's, how can I edit my wrestlers information?

Click the "Manage Wrestlers" link on the left to show all wrestlers. Then click the edit button:   
Enter the wrestler's info and click submit.

### How can I delete a wrestler?

Click the "Manage Wrestlers" link on the left to show all wrestlers. Then click the delete button  next to the wrestler you want to delete. You must confirm that you wish to delete this wrestler before the record is deleted.

### Why don't I see all of my wrestler's information when I show my roster?

When you show your roster you are showing a short form of each of your wrestler's information. To see the full information click on the show button  to the right of the wrestlers name (The team must be unlocked to view the wrestler's full info.)

### What is the lock team button for?

The lock team button will let the admin know that you are finished with your team submission. Once you lock your team you will not be able to update wrestler information. You can unlock a team once you have locked it, but you run the risk of your information being inaccurate. You can unlock your team and resubmit up to the deadline. An automated email will let you know that you have submitted the roster.

### I have locked my team but I cannot see my wrestlers' full information?

Once a team is locked you can only see the short form of your wrestler's info. You should double check your wrestler's information before submission. Click the "Toggle Team Lock" link to unlock your team to update wrestler information

### I'm in multiple tournaments that use the kapwrestling system, can I copy my roster from one tournament to the next?

This is not a problem. Email us at [info@kapwrestling.net](mailto:info@kapwrestling.net) (include the tournament in the subject) and we will make it happen.

**PLEASE PAY ATTENTION TO THE DEADLINES FOR SUBMISSION!!**

**Helpful hint: Click on the "Home" link to see your full options.**