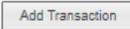# WWWMP - Scanning & Uploading Transaction Report & Data Collection Forms

WWWMP will only need scanned ELECTRONIC copies of all your data collection forms (along with a transaction report attached to top of data collection sheets) to confirm correct data was entered into OPC. We do **NOT** want data collection forms sent to the WIAA office. Please follow these steps to scan and upload the transaction report and data collection forms.

1) Scan all Data Collection forms, in alphabetical order, by last name, with transaction report and upload.
2) Save your hard copies until the end of the season (in case we need to refer to the original).

To Enter assessments:

1) Login to OPC <LOGIN>
2) Choose the Team you are entering assessments for (if you team is not listed, contact Carl or Stark to have the school you are doing assessments for added)
3) Select the <Add Transaction> button   [Add Transaction]
4) Select the <Add Assessment> button   [Add Assessment]
5) Enter in all data, walking through all the steps.
6) Once you have completed adding all the individual assessments, you will be able to **double check all your information**, making any corrections necessary (before committing the transaction).
7) **Once you have double check all data and you are confident all data was entered accurately**, you can now <Commit> the transaction. Once you have committed the transaction, those assessments are submitted and you will NOT be able to make changes (please double check for accuracy).
8) If you have Female assessments, you will need to log out and log back into the Girls Data base and enter their data following the same steps.

UPLOADING INSTRUCTIONS:

Now that you have committed the transaction, you need to sort all the data collection forms into alphabetical order by last name (this will match the order on the transaction report).

1) **Print transaction report (small print icon on right side of page)**   [icon]
2) **With transaction report on top, followed by all the data collection forms, scan to make one electronic .pdf file.**
3) **The file name will be the transaction number. Example Save as: 117804132.pdf Confirm your file name matched the transaction number.**
4) **Upload the .pdf file to** <Assessment Data Collection>
5) **Remember to save the transaction report with the data collection forms until the end of the season (do NOT sent to wiaa) just in case we need to refer to the hard copy for any reason.**
6) **Here is a <sample pdf>, with the proper file name.**

NOTE – If you have both Male and Female wrestler assessments, you will have to log-out and log back in to OPC on the female data base side to enter the female assessments. This means you will have a separate transaction report and a separate pdf to scan and upload via <Assessment Data Collection>

If you have any questions, please contact Stark Porter (206) 276-1446 or Carl Wenham (253) 946-2281