

Last Update: 8/7/2025 \*\*For any updates/suggestions contact Kelli @ [kellishuffler@gmail.com](mailto:kellishuffler@gmail.com)

## Setup (After Tournament Is Ordered)

### Set Up Users

Setup~Users~ \* Add all admins and set up your Worker Passcode.

For Workers: Click on the workers tab~Add Worker (Navy tab on right)~Account Type - If already have an account set up, choose an existing user and type in their name and then add the areas that you're giving them permission to. / If they do not have an existing account or you just want to make a general user account, choose passcode and add the username/ passcode of your choice and add their permissions~Add

#### [Adding Users](#)

IF YOUR EVENT ALLOWS CHALLENGES - Coordinate with your Head Official and get a list of any Coordinators. Add them as a worker - Account type will be an existing user, enter their name and select them. Under permissions you need to select Head Official for all of them.

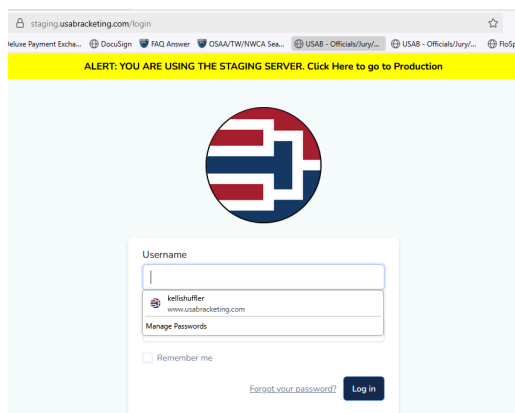
For Workers: [www.usabacketing.com/worker](http://www.usabacketing.com/worker)

### Copy To Testing

Operating~Functions~Export Event~Destination - Staging

Staging Website:

<https://staging.usabacketing.com/>




The yellow bar will let you know you are in Staging.

## Check / Set Up Rules

Setup~Bracket Changes~Add Default Actions (If they're not already there)

If you want to add your own rule, in addition to the default: Setup~Bracket Changes~Add Action

 What are bracket changes and how to add them

## Add Mats

Setup~Mats~Add Mats

 How to add mats

## Set up Bout Boards

Operating~Bout Boards~Add Board~Bout Boards~Template Board~ From the dropdown box you can choose a default or create your own. \*Most popular are Dark Theme-Grid 1 or Light Theme-Grid 2\*


To open the bout board on the designated computer go to [www.usabracketing.com/worker](http://www.usabracketing.com/worker)

## Set Up Event Schedule

Setup~Event Schedule~Add Session \*Enter weigh in times here to create your kiosk if weighing in using USAB \*Also add this permission to the worker and assign a worker to this session. \*\*If you do not create sessions here, you won't be able to see the Dashboard/Queues correctly. Also, if you do not change the session on the dashboard you will not see the matches/queues for that assigned session. Double check the drop down box to specify Competition or Weigh In.

## Set Up Period Lengths

Setup~Period Lengths~Add Entry~Name it (All, U20, etc), Add in the time including break {Ex: 180,30,180} IF YOU WANT IT TO COUNT DOWN FROM 6:00 to 3:00-:30-3:00-0 you would add 180 to the stop times~Add

 How to set period lengths

## Set Up Rest Time

Setup~Settings~Operating~Min Break Time - To set up rest time.

## Adding Weight Divisions

Setup~Divisions~Add Division \*\*\*If this is a USAW event you can import from USA Wrestling in the dropdown box. This will import the USA Wrestling weights and restrictions for the selected divisions. The other option is "single division" and that will add a single new division that you will need to set all the parameters for. Then click Add at the bottom.

Home Setup Operating Printing Select Role

### Add Division

Divisions Weights Restrictions

Import from USA Wrestling (08/07/2025)

Import Divisions  Select All

Discipline Freestyle

Include  Select All

Weights Restrictions

Add Cancel

## Add Bracket Types

Setup~Bracket Types~Add Bracket~ Select all you need. \*Be sure to check placements\*

[How to add bracket types](#)

## Set Up Rounds

Setup~Rounds~ Most often you will use the default settings but you can make changes like Splitting default rounds. Auto order will reset the rounds to default.

## Set Up Your Order

Home~Divisions~Order by the way they will wrestle

Home~Weights~Auto Order

## Assigning Matches

\*This is done when ordering the event but you can change it during setup if needed,

Setup~Setting~Operating~Mat Assignment Methods~ Either: Assign Weights to Mats or Assign Matches to Mats (You can do both)

## Schemes

<input type="checkbox"/>	ACTIONS	TYPE	NAME	START AT	SKIP BYES	FILTERS
<input type="checkbox"/>		Ind. Bouts	16U Boys FS	5001	Yes	<b>Divisions:</b> 16U Boys FS
<input type="checkbox"/>		Ind. Bouts	Jr Mens FS All Bouts	1	Yes	<b>Divisions:</b> JR Boys FS
<input type="checkbox"/>		Ind. Bouts	Jr Mens FS S1	x		<b>Divisions:</b> JR Boys FS <b>Rounds:</b> Rd of 256, Rd of 128 & Cons Sub Rd of 128, Cons Rd of 128, Rd of 64 & Cons Sub Rd of 64, Cons Rd of 64
<input type="checkbox"/>		Ind. Bouts	Jr Mens FS S2 Champ	x		<b>Divisions:</b> JR Boys FS <b>Bout Types:</b> Champ. Rd of 16, Champ. Rd of 32

## Number Schemes

Operating~Bout Schemes~Add Scheme~ Set up to fit your tournament

1) If you are assigning a weight to the same mat all day - your scheme type will be "Mat Scheme". \*Make sure to add the divisions you have assigned for this mat to this scheme.

2) If you are assigning a division/division group to a group of mats - your scheme type will be "Division Scheme"

Etc.


To number as one scheme but assign separately: Add Scheme~Single Scheme / Name It / Choose Divisions / Add Number~Add —then— Add Scheme~Single Scheme / Name It / Choose single division / Take out Number~Add

\*If you are doing a mixed Assignment plan: For divisions just load from the mats dropdown box. If you are adding certain weight classes to certain mats (Example: 13-16) go to assign mats~filter - add divisions you're assigning and the mat you want them on plus one more

(example: mat 13 and 14) then drag the weights you want on mat (Example 13) then only select that mat to assign. The rest of the weight classes will auto assign to 14-16

\*\*\*In the image above you will see the number schemes will have a beginning number and the assignment schemes will be blank.

## Assignment Schemes

 [How to use bout schemes](#)

## Seeding / PIN Rankings

Set Up ~ Event Fields ~ Data Fields ~ Add Field ~ Wrestler / FK, FS or GR PIN / Integer ~ Add Divisions ~ Add

Then go to Seed Criteria tab ~ Add Criteria ~ Data Field ~ FS PIN then GR PIN or FK PIN ~ Sort Descending ~ Add

## Skin Check / Notes

Setup~Event Fields~Date Fields~Add Field~Entity-Wrestler/ Name-Notes / Field Type-Text~Add

Setup~Templates~Add a Template~ Name - Wrestler Notes / Type-Wrestler Format / HTML - [first\_name] [last\_name] - [df\_notes]~Save

Setup~Settings~Operating~Live Scoring Template - Wrestler Notes

\*This allows anything entered (Cover wrist, etc.) to show up for each bout.

## Import Wrestlers

Before you import your wrestlers, you should import your weight divisions.

Membership ~ Event Reg ~ Manage Divisions ~ Export Weight Divisions

Upload that first - Operating~Importing~Uploads~Add Upload~Name it Weight Divisions~Data Type is Weights

Check For Open Logs - View Entries~Status~Open Logs~Search For Entry / Clear Open Logs

Membership System~Filter to Style / Status Has Weighed In~Export for USA Bracketing

Setup~Importing~Uploads~Add Upload~Name it~Data Type - Wrestlers~Choose File - Add Export File From Membership~Upload

Import Wrestlers ~ Take Out Divisions ~ Add Division Header to Division Style on right hand side. \*If your tournament has multiple styles./ Add FS or GR PIN to the correct Column. Save Imported Data.\*\*\*PER PETE, IMPORT STATE AT EVERY REGIONAL AND NATIONAL EVENT\*\*\*

[How to upload wrestlers from membership registration](#)

## Unpublish Brackets (Restrictions)

Setup~Divisions~Restrictions~You can do this by divisions, etc just enter this here and then add the start and end time to release~Add \*\*\*DO NOT DO THIS BEFORE YOU IMPORT WRESTLERS\*\*\*

## Operation

### Madison Weights

Setup~Settings~Bracketing~Bracketing Methods~Block Bracketing

\*\*\*If you originally set this up as a bracketed tournament and then switch to Madison, once you have imported registration, you will have to delete the weight classes so it can put them into pools.\*\*\*

Home~Weights~Delete "madison" / Operating~Bracketing~Click Block tab - Fill Out 4 sections. Drag and Drop. When you're happy with the distribution, click create selected.

Defaults will almost always work. In Display settings make sure you choose the correct division.

[How do I use Block Bracketing](#)

### Combine Weight Classes

Setup~Click Weights~Combine Weight Classes if Necessary \*If having them all together is too stressful then you can go Setup~Divisions and follow the same process for each division.

### Assign Brackets To Weights

Operating~Bracketing~From the dropdown~Assign Brackets To Weights~Assign \*You can leave everything blank to do all Divisions/Weights or Do them separately. Example: If you only want to deal with the divisions in session 1 you would enter just those in the divisions slot.

# Seeding

To seed by PIN Ranking: Operating~Bracketing~Drop Down to Seed Weight Classes~Seed Method-Seed Criteria / Min Criteria 1005 / Max Seed is 128/256 = 32, 64 Man + = 16 - 32 Man - = 12 / Max % .5 ~ Assign Seeds

To check this: Setup~Weights~You will see the bracket type highlighted in yellow.

To check a specific seed: Setup~Weights~Select the weight class and click the edit button (pencil on left). You will see the grey highlighted seed for the seeded wrestlers.

# Bye Distribution

Setup~Settings~Bracketing tab at the top~Bracketing Methods - Choose Random, Seeds or Unseeded

# Build Brackets

Operating~Bracketing~From the dropdown-Build Weight Brackets~Seeding~Use Saved Seeds  
\*You can leave everything blank to do all Divisions/Weights or do them separately. Example: If you only want to deal with the divisions in session 1 you would enter just those in the divisions slot.

# Number Bouts

Operating~Bout Schemes~Select the schemes you want to use~Number Bouts (Top Right)

ACTIONS	TYPE	NAME	START AT	SKIP BYES	FILTERS
<input type="checkbox"/>	Ind. Bouts	16U Boys FS	5001	Yes	<b>Divisions:</b> 16U Boys FS
<input type="checkbox"/>	Ind. Bouts	Jr Mens FS All Bouts	1	Yes	<b>Divisions:</b> JR Boys FS
<input type="checkbox"/>	Ind. Bouts	Jr Mens FS S1	✖		<b>Divisions:</b> JR Boys FS <b>Rounds:</b> Rd of 256, Rd of 128 & Cons Sub Rd of 128, Cons Rd of 128, Rd of 64 & Cons Sub Rd of 64, Cons Rd of 64
<input type="checkbox"/>	Ind. Bouts	Jr Mens FS S2 Champ	✖		<b>Divisions:</b> JR Boys FS <b>Bout Types:</b> Champ. Rd of 16, Champ. Rd of 32

# Load Mats

Operating~Mats~ 1)If you are using a weight scheme you will go to assign mats and once you're happy with the locations click assign selected. 2) If you are using any other type of scheme you will use the dropdown box beside the mat number to load your scheme then Load Mats

# Pairing Report

Operating~Pairing Report~Create Report~Fill in all the necessary information and create report.

# Team Scoring

If your event utilizes team scoring you will need to turn that on in settings.  
Setup~Teams~Team Scores Tab~Score Best~ Score best will default to the number of weight classes (meaning it will score the #1 guy in that weight) but if you want to score all of them change that to 99 / Same with max per division / and max per weight class / For max weights per wrestler, if you have allowed double cracketing you can change this to two to reflect that / If you aren't limiting the scoring to all divisions you can leave that blank~Score Best

# Go Time Issues

Setup~Settings~Operating~Bout Look Ahead

\*Set that to 10 (this is bouts, so it will search 10 bouts ahead to find one without a go time issue).

Setup~Settings~Operating~Max Go Time Mat Assign (Minutes)

\*If it's set for 7 minutes, it won't assign one with a 7 minute go time. It will get anything less than what it's set to.

General ACH Registration Bracketing **Operating**

Min. Break Time ⓘ  
30

Mat Assignment Methods ⓘ  Select All  
Assign Matches to Mats x

Mat Assignment Depth ⓘ  
3

Bouts Look Ahead ⓘ  
10

Max Go Time Mat Assign (minutes) ⓘ  
7

# Helpful Tips

## Last Bout Number

\*If you have a final bout for your session\* Operating~Mats~Click the line below the “Last Bout” header and enter your last bout number for that scheme and it won’t assign anything after that.

ACTIONS	NAME	ASSIGN FROM	ASSIGN DEPTH	LAST BOUT	CURRENT	STREAM
<input type="checkbox"/>	Mat 1	Jr Mens FS Session 1 Load Next	3	2357	1578 x	Mat 1
<input type="checkbox"/>	Mat 2	Jr Mens FS Session 1 Load Next	3	2357	1556 x	Mat 2
<input type="checkbox"/>	Mat 3	Jr Mens FS Session 1 Load Next	3	2357	1523 x	Mat 3

## Add A Wrestler (After Import)

Check the Membership System to verify registration. Copy USAW ID Number and make a note of the Division/Weight Class/Actual Weight.

Setup~Wrestlers~Add Wrestler~In the USA Wrestling ID box add the copied ID from Membership and hit enter~Add Division/Weight Class/Actual Weight and click Add Wrestler at the bottom.

Then you need to update the seeding (when you rebuild it will only rebuild with the drawn seeds) and when you add a wrestler it won’t automatically pull in the PIN.

Setup~Event Fields~Data Fields~Import USAW Pins~Select PIN Type for the current division / Select The matching Destination Field~Import USAW Pins

Operating~Bracketing~Drop Down to Seed Weight Classes~Seed Method-Seed Criteria / Min Criteria 1005 / Max Seed is 64 Man + = 16 - 32 Man - = 12 / Max % .5 ~ Assign Seeds

## Dirty Brackets

If you make a change to a bracket once it is built and it changes the bracket type or how that bracket will run, that will cause it to be “dirty”. You will see that bracket turn red on the divisions page. You have the option to rebuild or not. If you manually made the changes you do not need to rebuild (but the rebuild button will not go away if you manually manipulate. Be aware of that to not rebuild later). \*\*IF YOU ARE NOT SURE HOW TO MANUALLY MANIPULATE A

BRACKET JUST REBUILD\*\* If your rules are in place from the previous steps then when you rebuild it will apply all the necessary steps.

## Edit A Wrestler

Setup~Wrestlers~There is a search box where you can enter the last name

\*Once you have the correct wrestler you can click the edit button (pencil on left) and change team, weight class, division, etc.

\*\*After you have made a change to a division or weight class you will need to that division/weight(s) and adjust any bracket types, seeds, etc.

## Weigh Ins

Go to [www.usabacketing.com/worker](http://www.usabacketing.com/worker) on the Weigh In Computer

\*Kiosk will only open at the times you set it in the Event Schedule. Use the password you created in the User section.

## Medical / Forfeits

If you get a forfeit and the next/last match doesn't have both wrestlers - Find the upcoming bout number in the Queue and double click on the number~Hold Bout OR go to bout entry and from the bout number you can click hold or go to the bracket and click the bout number, then hold. Once it switches from red to black you can go back to the queue and click on the bout again. Then click on the weight class in blue~Find the bout number in blue~Enter the result. \*That will remove the hold as well as the match from the queue.

## Awards

If you set up a separate person to handle awards away from the head table:  
Operating~Awards~ You can filter to a certain style/division/weight or incomplete/complete. Once the medal has been handed out, click on the athlete's name and it will be marked as handed out. You can print by clicking on the Bracket icon to the right of the weight class.

## Combining Teams

Setup~Teams~\*Under search you will have a drop down box, set that to all rows~Search for duplicate teams and click the selection box to the left~Click Combine Selected on the top right navy tab.

## Bout Entry / Changing a Result

Operating~Bout Entry~Type in the bout number and select the correct winner in the drop down box OR enter the weight class and click on the weight class in blue to see the whole bracket. You can do control F to search for their last name. From the bracket you can click on the bout number in blue and make the change. If you need to reset the bout, click reset (bottom middle) to send it back out to a mat. Educate your table workers that it will not reset the score. If they need to change or delete something in the score, they will have to do that.

## Put a Bout or Weight Class On Hold

Find the upcoming bout number in the Queue and click on the name~Hold Bout OR Operating~Bouts~Filter and search for the bout number or weight class~Apply Filters~Click the select box to the left and click update hold (navy tab) on the top right OR go to bout entry and from the bout number you can click hold or go to the bracket and click the bout number, then hold.

## 2nd Session: I don't see my queues

This is likely because you haven't changed the session on the dashboard.

First, make sure the sessions are created in the event schedule. Setup~Event Schedule~Add Session

To change sessions on the dashboard: Operating~Bout Dashboard~Back To Sessions (Red button on the right)

## Filtering

If you are running a multi-division tournament and want to filter (Fargo: Just to your division) there are several places you can do that. To filter the entire tournament: At the very top of the page, under the tournament name and beside the date, click on the blue funnel~Select your division~Apply filter.

Additionally, anywhere you see a funnel you can filter that page.

## Announcements

Using announcements is a great way to get information out to everyone. If you list something on the announcements tab it will scroll along the bottom of the bout board until it is removed. Setup~Announcements~Add Announcements. You will need to refresh the bout board every time you add/change/delete an announcement.



Setup ▾

Operating ▾

Printing ▾

Select Role ▾

## Announcements

Search



Add Announcement

ReOrder

Show 25 ▾

Columns ▾

Total Rows: 1

ACTIONS

ANNOUNCEMENT



3rd/5th/7th PLACE MATCHES BEGIN AT 3PM >>> ALL AMERICANS MUST REPORT TO THE DOME FOR PARADE at 5:30 PM...