

# 2015 District Cross Country Tournament

Willoughby South H.S. - October 24, 2015 1:00pm

The Entry Window will open at 1:00am on Sunday, September 20<sup>th</sup>

Entry Window will close precisely at **11:00pm** on Thursday, October 22<sup>nd</sup>

1. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.**
  - a. Late entries will not be accepted! Or if accepted, they may be subject to a Late Entry Penalty.
2. **Please note the following changes on baumspage.com!**
  - a. **Inactive accounts prior to 2014-15 were deleted. Current accounts from 2014-2015 were retained, but the associations with the schools and teams were deleted.**
  - b. **High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.** Use links below **• Coaches •** for team and athlete entry.
3. Go to [www.baumspage.com](http://www.baumspage.com) and use **Online Entries** or **Login** to access your account
  - a. Click the **Help** link and print **Online Entry Instructions for CC** if you need detailed instructions.
  - b. **If you did not have an account last year, use Apply** to create your account.
  - c. **If you had an account last year, you can login using that e-mail address and password.**
4. Use **• Coaches • | Select Teams** to claim your **School** and **Team**.
  - a. Click **Select School** and select your school.
  - b. After the school is selected, click **Get Available School Teams**.
  - c. Click **Select Sport** and select your sport.
  - d. After the sport is selected, click **Make me the Coach**.
  - e. Repeat as necessary to if coaching multiple teams/sports/genders.
5. Use **• Coaches • | Cross Country | Modify Athletes** to enter your athletes on your alphabetic roster.
  - a. High school athletes from last season were advanced one grade level and retained. **Please review your roster and delete any athlete that did not return.**
  - b. You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
  - c. Or you can **import your complete roster by pasting them** from an Excel file. Use one row per athlete: **First Name, Last Name, and Grade**. Highlight and paste into textbox, then click **Import Athletes**.
6. Use **• Coaches • | Cross Country | Submit Rosters** to enter them in a meet.
  - a. Click **Select your team** to select the level and gender, then click **Get Available Events**.
  - b. Select an event and click **Get Roster**
  - c. **The default entry form automatically includes everybody on your alphabetic roster!**
    - If an athlete is definitely going to miss the meet, select **Not Participating** before you submit.
    - Do not delete the athlete from your roster if the athlete will participate in other meets.
  - d. Click **Submit Roster** to save entries and **Get Printable Roster** to print a copy for your records.
    - Please note: Only the athletes listed are entered in the event!
7. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request**.
  - a. Please allow up to 8 hours for a response! \*Most responses will be in less than 4 hours.
  - b. Call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195** if you need immediate help.

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**Create your account early and submit your roster online before the entry deadline!**

**Please help keep costs down! If an athlete is definitely going to miss the meet, make sure you check the **Not Participating** box before submitting!**

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