# 2016 OHSAA Junior High/Middle School Cross Country Invitational

**Ohio University-Lancaster Campus – October 22, 2016 – 10:00 AM**

The Entry Window will open at 8:00 AM on Sunday, September 18

**Entry Window will close precisely at 9:00 PM on Tuesday, October 18.**

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.
    b. If you're not sure what races your school is competing in, click the **2016 Team Assignments** link.
2. **Please note the following details on baumspage.com!**
    a. **Inactive accounts prior to 2015 were deleted. Current accounts from 2015-2016 were retained, but the associations with the schools and teams were deleted.**
    b. **All athletes and rosters were deleted.** Use links below **• Coaches •** for team and athlete entry.
3. Go to **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. **C**lick **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. You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
    b. 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 the **OHSAA Junior High/Middle School Invitational** and click **Get Roster.**
        - You are permitted to have up to **10 athletes compete in the team race**. <u>You may enter as many additional athletes as you wish to compete in the open race</u>.
        - You do not need to declare which will run in the team race until you check-in on Saturday.
    c. If an athlete is definitely not competing, please select **Not Participating** before you submit your roster..
    d. Click **Submit Roster** to save entries and **Get Printable Roster** to print a copy for your records.
        - Please check your rosters carefully! 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 <u>before 9:00 PM on Tuesday, October 18th</u>!

## Please help keep costs down! Bib numbers will be assigned to every athlete submitted. If an athlete is definitely going to miss the meet, please correct your roster and resubmit before the entry window closes!

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