

# ON-LINE ENTRY INSTRUCTIONS

## 2011 SPARTAN CROSS COUNTRY INVITATIONAL

Boardman High School. - September 17, 2011 - 9:00 AM

The Entry Window will open at 8:00 AM on Sunday, August 14

Entry Window will close precisely at 5:00 PM on Tuesday, September 13.

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. **All User Accounts from 2010-2011 were retained, but the associations with the schools and teams were deleted.**
  - b. After login, the coach will be able to add multiple teams/sports/genders to the same account!
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 **My Sports | Select Teams** to select your **School**.
  - a. Click **Get available teams** and then **Make me the Coach**.
  - b. Note: after selecting your teams, you may need to refresh your screen or Logout and Login again!
5. Use **My Sports | 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 **My Sports | Cross Country | Submit Rosters** to enter them in a meet.
  - a. **Include everybody that could possibly compete!** Submit a complete roster before entry deadline!
  - b. If an athlete on your roster is definitely going to miss the meet, check the **Not Participating** box . Do not delete the athlete from your roster if the athlete will participate in other meets.
  - c. Click **Save/Submit and Print Roster** to save entries and **Printable Roster and Confirmation Form** button to print a copy for you records. \*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 513-424-6201 or Terry Young at 740-753-0561 if you need immediate help.

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

**WE CANNOT ACCEPT ENTRIES THE DAY OF THE MEET!  
Include everyone that could possibly compete!**

**After the window closes at 5:00 pm Tuesday, Sept. 13, we will not  
accept late entries. Please do not call to ask for an exception.**

**For further meet information contact:Denise.Gorski  
@BoardmanSchools.org**

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