

2012 Spencerville Bearcat Cross Country Invitational

Spencerville H.S. - September 8, 2012 - 9:00 AM

The Entry Window will open at 8:00 AM on Sunday, August 19

Entry Window will close precisely at 9:00 PM on Tuesday, September 4

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 2011-12 were deleted. Current accounts from 2011-2012 were retained, but the associations with the schools and teams were deleted.**
 - b. **The menus have been revised.** 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. 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. 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 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.

**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!**
