

# Baumspage Online Wrestling Tournament Hosting Details

Welcome to the baumspage.com online hosting services. Our services include online roster entry and seeding plus the use of the **Baumspage Mobile Wrestling Manager Application**. Thanks for your patience as we put the final touches on the system. We changed file servers and refined both the tournament hosting and online entry services. We automated a lot of the processes with the purpose of increasing efficiency. The dynamic process will provide quicker access to the data.

## Please note the following:

1. All coaches and managers will need to have an account to access the online entry system!
2. All user accounts from the previous school year are retained, but the coach's associations with the schools and teams and events were deleted.
  - a. High school athletes are advanced one grade and retained.
  - b. All tournaments are archived and can be updated by the tournament manager with just a few changes.
3. Everyone that had an account last year will be able to login using that e-mail address and password.
  - a. On the first login users will be asked to confirm their account information. After confirmation:
    - Coaches will be able to **select their School, Sport, and Team/Teams**.
    - Managers will be able to submit meet details for hosting an event.
4. **Additional options for coaches are:**
  - a. Coaches have an option to upload their complete alphabetic roster by pasting the names from Excel rather than submitting them one athlete at a time.
  - b. For tournaments that accept a complete "B" Team both rosters can be submitted using the same account.
5. **All managers/tournament directors and/or computer support personnel will need to have an account in order to submit details for hosting a tournament or to access data submitted.**
  - a. After login, the first step will be to use **Manage Events | Wrestling | Event Details "New"**
  - b. Submit the **Type of Event, Tournament Name, Location, Date, Time, Host School, etc.**
  - c. Determine the date and time for opening and closing the entry window. \* We suggest opening at 8:00 AM on a Sunday, approximately two weeks before the event and closing two or three days before the event.
  - d. Indicate Number of Teams. The **Team List** text box is optional.
  - e. Select your seeding criteria. May use up to 4 tournaments and 2 sets of records.
    - Most HS tournaments use State – District – Sectional – Host and current record \*(Depending on difficulty Sectional and Host may be reversed.)
      - Indicate number of places used for each tournament (top 8, top 4, etc.), minimum number of matches for records, and whether a winning percentage is required. (If so, include 50% or must be better than 50%?)
      - Note: Early season tournaments may use Last Season's Record and some use both seasons.
      - After the first of the year, most tournaments use current record only
    - Most MS tournaments use current record only
  - f. Specify the data format needed for import: Baumspage Mobile Application – Pools or Brackets, The Wrestling Tourney, TourPlus, Excel, or Other.
  - g. Use **Additional Information** to provide special seed instructions or other tournament details.
  - h. Click **Submit Event for Verification**. Review the summary details on next screen,
    - If correct check **Accept Details** and **Submit Event for Verification**.
    - If not correct, click on **I need to make changes** and edit the information.
  - i. The manager will receive an e-mail when the tournament is approved by the Baumspage staff.
  - j. **Only the manager and/or assigned delegates will be able to monitor the entries and access data.**
    - The manager can assign Event Delegates that will have access to the meet data.
    - If they don't have an account when you first sign-up to host, you can assign them later.
  - k. **Entry windows will close precisely at the time you determine.**
    - The manager will be able to re-open or extend the entry window if necessary.
    - After the window closes, the data will be converted to the format needed and e-mailed to the manager/computer support person.
  - l. **After the tournament, the manager or computer support person will be able to login to upload and post his or her own results!**
    - If uploading several sets, please use proper case to identify the Display Name for the results.
6. **If there are any problems with the Tournament Hosting process**, click the **Contact Us** link and submit a **Help Request**.
  - a. Help requests will be monitored and responded to as time permits. We tell coaches to allow up to 8 hours, but most responses are usually within an hour or two after the request is submitted.
    - If you need immediate help, e-mail or call: Gary Baumgartner: [gb@baumspage.com](mailto:gb@baumspage.com), 513-594-6154 or Terry Young: [terry@baumspage.com](mailto:terry@baumspage.com), 740-517-0195.