

TO: Athletic Directors and Golf Coaches
FROM: Larry Morris, Central District Golf Tournament Coordinator
DATE: August 15, 2016
RE: Submission of Sectional Tournament Rosters

The OHSAA has approved using Baum's Page for the online entry and management of all sectional and district golf tournaments this fall. Please note the following:

Seeding: The seeding procedures are the same as previous years and will be completed using the **Central District** web site (www.cdab.org). Complete instructions will be sent to the Athletic Director for distribution to the head coach in September.

****** PROCEDURES for roster submission: - coaches will need to create an account on baumspage.**

Roster Submission: Team and individual rosters must be submitted using the **Online Entry Form** on www.baumspage.com. **All entries must be submitted before 12:00 noon on the Friday preceding the tournament.**

- The entry windows will open on **Sunday, September 18** during the team seed meetings.
- **Division I Boys and Girls rosters are due on Friday, September 30th at noon.**
- **Division II & III Boys and Girls rosters are due on Friday, September 23rd at noon.**
- Changes to a team's line-up/roster can be made until the scheduled tee time for competition as long as the athlete is listed on the eligibility certificate.

Online Entry Instructions:

1. The **Online Entry Form** at www.baumspage.com is the official **OHSAA Entry Form**.
 - a) You will need to create an account to submit entries. Please do so early!
 - b) Data entry should take less than 5 minutes so if you are not a "computer user" find an assistant, student, parent, or friend who is!
 - c) User accounts/passwords from last year were retained. Associations with sports were cleared.
 - d) Underclassmen from last year were advanced one grade level and retained.
Please delete the athletes that did not return!
2. Click the **Online Entry** link at the www.baumspage.com.
 - a) Click on **Login** if you already have an account or **Apply** to create a new account!
 - b) Use • **Coaches** • | **Select Teams** to select your **School** and **Sport**.
 - i) Highlight your school and click **Get Available School Teams**
 - ii) On **Select Sport** select **HS Boys Golf** or **HS Girls Golf** | **Make me the Coach**
 - c) Use • **Coaches** • | **Golf** | **Modify Athletes** to enter alphabetic roster.
 - d) Use • **Coaches** • | **Golf** | **Submit Rosters** to enter tournament.
 - i) **Please submit your golfers in playing order!**
 - e) Use the **Contact Us** link on Baumspage if there are problems.
 - i) In an emergency, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.
3. Tee times will be posted on the CDAB web site on Monday, September 19th before 5:00 PM.