

## SCHOOL INFORMATION TO USE or SET-UP A BAUMSPAGE GOLF ACCOUNT

**IF YOU HAVE A BAUMSPAGE GOLF ACCOUNT:** Select **Login** from the menu at the top of the page  
Enter your username and password to log into your school account.

~If you do not have a BAUMSPAGE ACCOUNT...see next step~

### HOW TO SET UP A BAUMSPAGE GOLF ACCOUNT:

You will need to create an account to enter your roster. Please do so early!

Data entry should take less than 5 minutes so if you are not a "computer user" find an assistant, student, parent, or friend who could help. Make sure you include a cell number when you create your account!

- Go to [www.baumspage.com](http://www.baumspage.com)
- Select **Online Entry**
- On the left side of the screen: **Apply here**

**ROSTER SUBMISSION:** Team and individual rosters must be submitted using the **Online Entry Form** on [www.baumspage.com](http://www.baumspage.com). All entries must be submitted before the entry deadline listed below.

- The online entry window will open at ***8:00 AM on Sunday, September 11.***
- The online entry window will close at ***the time and date posted on the web site for this tournament.***
- Changes to a team's line-up/roster can be made until the scheduled tee time for competition.

### ONLINE ENTRY INSTRUCTIONS:

The **Online Entry Form** at will be used in place of the printed OHSAA Entry Form.

1. Click the **Online Entry** link at the [www.baumspage.com](http://www.baumspage.com).
  - a) Click on **Login here** (**Use the UserID you just set up for you as a coach**)
  - b) Use • **Coaches** • | **Select Teams** to select your **School** and **Sport**.
    - i) Highlight your school and click **Get Available School Teams**
    - ii) On the **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 the tournament.
    - i) **Please submit your golfers in playing order!**
  - e) Use the **Contact Us** link on Baumspage if there are problems or questions.
    - i) In an emergency, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.
2. Names and grades will import directly in the program used for scoring the tournament.
3. Complete results will be posted on [www.baumspage.com/golf](http://www.baumspage.com/golf) as soon as the tournament finishes.