

TO: Athletic Directors and Golf Coaches

FROM: Mike Stuckman

DATE: September 15, 2015

RE: Sectional Tournament: Division III Boys – Valley View Golf Course – Oct. 1, 2015

The Northwest District Athletic Board has approved using Baum's Page for the online management of their golf tournaments this fall. Please note the following:

*****NEW PROCEDURES for roster submission: coaches will need to create an account on baumspage. Make sure you include a cell number when you create your account!**

Roster Submission: Team and individual rosters must be submitted using the **Online Entry Form** on www.baumspage.com. All entries must be submitted before the entry deadline listed below.

- The online entry window will open on **TUESDAY, SEPTEMBER 15, 7:00AM**
- The online entry window will close **MONDAY, SEPTEMBER 28, 7:00PM**
- Changes to a team's line-up/roster can be made until the scheduled tee time for competition.

Online Entry Instructions:

1. The **Online Entry Form** at will be used in lieu of the printed OHSAA Entry Form.
 - a) You will need to create an account to 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. Athletes from last year were advanced one grade level and retained.
2. Click the **Online Entry** link at the www.baumspage.com.
 - a) Click on **Login here** if you already have an account or **Apply here** 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 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**.
3. Names and grades will import directly in the program used for scoring the tournament.
4. Complete results will be posted on www.baumspage.com after the tournament finishes.
5. Contact: Mike Stuckman, Tournament Manager. 419-468-1226.