

TO: Athletic Directors and Golf Coaches
FROM: Allen Koker, Division II girls Golf Tournament Manager
DATE: September 3, 2014
RE: Changes in submission of tournament rosters

The Southeast District Athletic Board has approved using Baum's Page for part of 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.**

Roster Submission: Team and individual rosters must be submitted using the **Online Entry Form** on www.baumspage.com.

- The entry windows will open on **Thursday, September 4**
- Rosters are due on **Wednesday, September 17 at Noon.**
- 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** will be used to submit your entries.
 - 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 to assist you!
 - 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**.
 - 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 SEDAB web site on Friday, September 19 before Noon.