

2008 OHSAA District Track Tournaments – Online Entry Instructions

Entries must be submitted to www.baumspage.com before **1:00 PM on Monday, May 19th!**

Late entries will not be accepted without payment of a \$150 late fee and approval by OHSAA!

Entry Requirements: *See complete regulations at: www.ohsaa.org/sports/tf/tfrglt.htm

1. **A maximum of two eligible athletes may be named on the entry form for each event** other than relay events. *See OHSAA Tournament Regulations – Sect. 5.4
 - a) **A contestant shall not be entered in more than four track and field events. The four events may be any combination of track and field events, including relays, four track events, or four field events. An athlete that exceeds the limitation becomes an ineligible athlete.**
2. **Members of relay teams must be designated prior to competing the first time.**
 - a) All members of a relay team must be listed on the **Numeric Roster** and the **Eligibility Certificate!**
3. **FAX or EMAIL the Eligibility Certificate** to the Tournament Manager **before Monday, May 19th!**
 - a) **FAX to 513-553-2531 Attention: Pat Hill or EMAIL to: hill_p@nrschools.org**
4. **Submit Online Entry Form at www.baumspage.com before 1:00PM on Monday, May 19th**
 - a) **If you don't have an account, you will need to create one.** *See details in #3 below.
 - b) **Submit a complete roster! The Numeric Roster must include everyone listed on the Eligibility Certificate!** (Remember to send the Eligibility Certificate to the Tournament Manager!)
 - c) **Entries will be accepted from 8:00 AM, Sunday, April 27th to 1:00PM, Monday, May 19th.**
 - d) **Late entries will not be accepted without payment of \$150 late fee and OHSAA approval!**
5. Use the **Online Scratch/Substitution Form** to submit changes before **12:00 noon on the day the event is competed. After that time no substitutions will be accepted!**
 - a) You may substitute or delete for a contestant who has been entered on the **Online Entry Form. You may not add a name in an event that was left blank on the Online Entry Form. IMPORTANT!**
 - b) A substitute may replace a listed athlete provided the substitute is on the Numeric Roster and Eligibility Certificate and submitted no later than 12:00 noon on the day the event is competed.

To register and submit entries online:

1. Go to www.baumspage.com, click the link to **Track**, then the link to **Online Entry System Login**.
 - a) Or find **2008 OHSAA District Tournaments**; select the **district**, then the **site** and **division**.
2. **If you have an account:**
 - a) Click on **Login** and enter your **UserID/e-mail address** and **Password!**
 - b) If you don't know your **UserID** or **Password**, click the **Help** link and select the appropriate solution.
3. **If you do not have an account:**
 - a) Click **Apply** and submit an **Application**.
 - b) Use a valid e-mail address and any password that you can remember!
4. **Submit your roster early!** You can return later to make corrections and final changes.
 - a) Use **Add/Modify Athletes** to enter your **complete roster**. Include first and last names, grades, and competitor number into the database. *The list will be alphabetized automatically.
 - i) Enter your complete roster. **Include anyone who could conceivably compete!**
 - ii) Use **Submit Event Rosters** to enter athletes, relays, and **most consistent** marks.
 - a) **To enter individual events:** Select the athlete from the list and enter the mark.
 - b) **To enter a relay:** Enter a mark and select the 4 anticipated relay team members.
 - (1) List in expected order. Changes may be made before the team competes!
 - b) **Always** click **Save/Submit and Print Rosters** when you finish submitting the roster!
 - i) Click the **Printable Roster and Confirmation Form** to print a copy for your records.
 - ii) What you see on the **Confirmation Form** is what will be submitted for the meet!
 - c) **Return anytime before the deadline (1:00PM, Monday, May 19th) to make changes on the entry form!**
5. The **Online Scratch/Substitution Form** will only be accessible **after the entry window closes and prior to the Scratch deadline** (Noon on first day of competition)! To access the **Scratch/Substitution Form:**
 - a) **Login** and select **Submit Event Rosters** while the **Scratch Window** is open.
 - i) Select the event and click **View Printable Roster**.
 - ii) On the next screen, select **Scratch/Substitution Form** and list your changes in the correction box for the specific event and enter the substitute's most consistent mark.
 - b) The **Scratch/Substitution window will close precisely at 12:00 noon on the day the event is competed!**

If there are any problems with the Online Form click the **Help** link and submit a **Help Request!**

- Please allow up to 24 hours for a response. *Most responses will be in less than 8 hours.
- Send e-mail to help@baumspage.com or call Gary Baumgartner at 513-424-6201