

2017 BLMS Invitational

Beaver Local H.S.

April 13, 2016 – 4:30 pm

Entries must be submitted online using the **Online Entry Form** at www.baumspage.com!

Entry Window Opens: **8:00 AM, Sunday March 26**

Entry Window Closes: **9:00 PM, Wednesday April 12**

Scratches/Substitutions Due: **No Scratches**

Please Note the following:

1. **You will need to have an account to submit entries online through baumspage.com !**
 - All accounts from last year were deleted before the start of the 2016-17 school year!
 - Some users may need to “temporarily” disable firewalls or Internet security settings!
2. The system is secure and only you and meet officials will have access to your data.
3. Athletes may be entered/edited anytime after the account is active but event entries can only be edited/submitted while the registration window is open!
 - **The Entry and Scratch windows will close precisely at the time posted above!!**
4. **Data will be stored** so it may be edited and submitted for other meets that use **Baum’s Page** for entries!

To enter roster online:

1. Go to www.baumspage.com, click the link to **Track**, then the link to [Online Entry System Login](#) or select this meet and click the **Online Entry Form**.
 - a. Or click [Online Entry System Login](#) at top left under **Baum's Page**.
 - b. Make sure entries are submitted before the posted entry deadline!
2. **If you do not have an account**, click on [Apply](#).
 - a. Enter the **Account Holder’s Name**, an active **E-mail Address**, and a **Password**.
 - i. Use either the coach’s e-mail address or the coach’s designee!
 - ii. If you do not have an e-mail account, use the e-mail address of a friend or someone who will give you messages that are sent to the e-mail address.
 - iii. **Enter E-mail address and Password twice!** *Write them down and use for all future logins
 - b. Enter your **Work** and **Home** phones. *If unlisted, enter unlisted or none.
 - c. Select your **School** and **Sport** from the drop-down menus. ***Boys/Girls or HS/MS Track** is separate!
 - i. If you coach both HS and MS, enter one and use the [Add/Drop Teams](#) link to add the others!
 - ii. If your school is not listed, click the [Help](#) link and submit a request that it be added!
3. **If you have an account**, click on [Login](#) and enter your **UserID** and **Password**!
 - a. Use [Add/Drop Teams](#) to add **Boys/Girls or HS/MS Track** to your **Account**.
 - i. If you coach both HS and MS, add each level separately.
 - ii. If **Association already exists for a user**, click the [Help](#) link and submit a request.
 - b. Use [Add/Modify Athletes](#) to enter your **roster**! *Return at your convenience to edit it.
 - i. Type all names in upper and lower case. *Please check all entries carefully!
 - ii. OHSAA member high schools must also enter the competitor number!
 - iii. Colleges and middle schools may leave the number blank!
 - c. Use [Submit Event Rosters](#) to submit entries for a meet.
 - i. Select the **correct meet** from the **Event** "drop-down" menu.
 - ii. **To enter contestants in individual events:**
 - a. **Select the athlete** from the drop down menu and **enter the Competitor’s Mark**.

- i. For time use 1 or 2 decimal places depending on whether the time was manual or not.
 - a. Examples: 1:07.4, 10:12.5, 53.54, 14.52, etc. ***No blank spaces!**
 - ii. For height or distance, enter feet in the text box, then inches with decimal for fractional inches.
 - a. Examples: 6 ft. 3.25 in., 143 ft. 7 in., 21 ft.10.5 in., etc.
- iii. **To enter a Relay Team:**
 - a. **Fill-in the Mark** and **select the four anticipated relay members** in the expected order they will run.
 - i. **For entry purposes, list the four you expect to use.** Relay Cards will be used as always!
 - b. Relay members may be changed but must be designated prior to competing for the first time!
- d. Click **Save/Submit and Print Roster**, then click **Printable Roster and Confirmation Page** to print a copy for your records. **What you see is what we get!**
- 4. If there are errors or an athlete is missing, use **Add/Modify Athletes** to make the correction and use **Submit Event Rosters** to submit entries again.
- 5. **Event Rosters for a meet can only be submitted or corrected while the "Entry Window" is open!**
 - a. **Submit Event Rosters** early and return to make changes **anytime before** the window closes.
 - i. The window closes automatically **precisely at the time and date** listed!
 - ii. Entries **cannot** be edited or **submitted online after the window closes!**
- 6. For some track meets there will also be an **Online Scratch/Substitution Form**.
 - a. The form will only be available from the time the entry window closes until the until **"Scratch/Substitution"** deadline!
 - b. Please note: Only scratches and substitutions may be submitted on this form! **Meet entries will not be accepted!**

If there are any problems with the Online Form, click the [Help](#) link and submit a Help Request! Please allow 24 hours for a response. Send an e-mail to help@baumspace.com or call Gary Baumgartner at 513-424-6201 if you need immediate help!