2024 Wauseon MS Track – Evergreen/Patrick Henry/Holgate @ Wauseon

Wauseon H.S. - April 11, 2024 - 4:30 PM

Entry Window Opens: 4:00 PM, Wednesday, March 6 Entry Window Closes: **7:30 AM, Thursday, April 11** Scratches/Substitutions Due: **Upon Arrival**

- 1. Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.
 - a. Late entries will not be accepted! Or if accepted, may be subject to a Late Entry Penalty.
- 2. Please note the following details on baumspage.com!
 - a. All User Accounts from last year were retained, but the associations with the schools and teams were deleted.
 - b. After login, the coach will be able to add multiple teams/sports/genders to the same account!
 - c. High school athletes were advanced one grade and retained. Please delete those that are no longer participating!
- 3. Go to www.baumspage.com and use Online Entries or Login to access your account
 - a. Click the **Help** link and print **Online Entry Instructions for Track** if you need detailed instructions.
 - b. If you did not have an account last year, use Apply to create your account.
 - c. If you had an account last year, you can login using that e-mail address and password.
- 4. Use Coaches | Select Teams to select your School.
 - a. Click Get available teams and then click Make me the Coach.
 - b. Note: after selecting your teams, you may need to refresh your screen or Logout and Login again!
- 5. Use Coaches | Track | Modify Athletes to enter your athletes on your alphabetic roster.
 - a. You may enter athletes one at a time by filling in name and grade, then Add Athlete.
 - b. Or you can import your complete roster by pasting them from an Excel file. Use one row per athlete: Number, First Name, Last Name, and Grade. Highlight and paste into textbox, then click Import Athletes.
- 6. Use Coaches | Track | Submit Rosters to enter athletes, relays, and marks.
 - a. **Include everybody that could possibly compete!** Submit a complete roster before the entry deadline!
 - b. To enter individual events: Select the athlete from the list and enter a mark.
 - c. To enter a relay: Select the 4 anticipated relay team members and enter a time...
 - (1) List in expected order. Changes may be made before the team competes.
 - d. Click **Submit Roster** to save entries. Use **Get Printable Roster** to print a copy for you records. *Only the athletes listed are entered in the event!
- 7. The Online Scratch/Substitution option is included as part of the entry template. If used, it will only be accessible after the entry window closes and prior to scratch deadline!
 - a. Use Coaches | Track | Submit Rosters to access the entry template.
 - b. A **Scratch/Substitution** box will be available below each event
 - c. List your changes in the correction box | click **Add Scratch Info** | repeat for additional changes.
 - d. The Scratch/Substitution window will close precisely at the time posted above!
- 8. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help** Request.
 - a. Please allow up to 8 hours for a response! *Most responses will be in less than 4 hours.
 - b. In an emergency, call Gary Baumgartner: 513-594-6154 or Terry Young: 740-517-0195.