

Ohio Capital Conference – Capital

Hilliard Bradley – May 15-17, 2014

Entry Window Opens: 8:00 AM, Sunday, April 27

Entry Window Closes: **6:00 PM, Wednesday, May 14**

Scratches/Substitutions Due: **12:00 PM, Thursday, May 15**

1. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline. Update all uniform competitor numbers prior to the window closing.**
 - a. Late entries will not be accepted! Or if accepted, may be subject to a Late Entry Penalty.
2. **Please note the following changes on baumspage.com!**
 - a. **All User Accounts from 2013-2014 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!
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 **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 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**.