2019 OCC – Online Entry Detail
All Divisions
Entry Window Opens: 8:00 AM, Sunday, April 29
Entry Window Closes: **12:00 PM, Tuesday, May 6**
Scratches/Substitutions Due: **None Online!**

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 i**s 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.**