

2018 Northwest District Soccer and Volleyball Seeding and Voting Instructions

All team seeding and voting will be submitted on www.baumspage.com. Teams will be seeded based on the ranks submitted by all the coaches in their tournament. **Coaches can vote for their own team.** Prior to final tabulation, the highest and lowest votes for each school will be dropped. If a coach does not submit the seeding ballot, the highest seed ranking submitted by the other coaches will be deducted from their team's total calculated score and the School or Coach will be assessed a \$150 FINE by the NWDAB.

Please follow the time frame below. Coaches are reminded that this is a two-step process.

1. **Enter Team Seed Bio**
 - A. Window opens: 12:01 AM on Sunday, September 30, 2018
 - B. Window closes: 11:59 PM on Wednesday, October 3, 2018
2. **Cast Your Vote**
 - A. Window opens: 12:01 AM on Thursday, October 4, 2018
 - B. Window closes: 2:00 PM on Friday, October 5, 2018

[2018 NWDAB Team Assignments](#) – [Boys Soccer](#) [Girls Soccer](#) [Volleyball](#)

Login Procedures:

Coaches that have accounts may login to www.baumspage.com anytime during the season.

1. If you had an account last year, login using that e-mail address and password.
2. If you do not have an account, click on **Apply here** and create an account.
3. After you login, use **Coaches | Select Teams | Select School Type** | click **Get Schools/Clubs** | highlight your school | **Click here to: Get Available School Teams** | click **Select Sport** | select **{Soccer or Volleyball}** | click **Make me the Coach**.
4. Under **Coaches** on the left sidebar, click on **{Soccer or Volleyball}** | **Event Seeding** | {select your team} click **Get Available Events** | click **Get Event Details** | click **Submit Seeds and Vote**

Enter Team Seed Bio: Sunday, September 30th to Wednesday, October 3rd:

1. Use the **Submit Seeds and Vote** link to access the event voting screens.

soccer event seeding

[Xtra One-Soccer - HS Boys](#) | [Get Available Events](#)
[Dist. Tournament: Division I Baumspage Test](#) | [Get Event Details](#)

<ul style="list-style-type: none"> • Coaches • Golf » Wrestling » Soccer » Select Teams • Managers • Cross Country » Golf » Wrestling » Soccer » Volleyball » • My Account • My Tools » Entries Home Logout 	<p style="text-align: right; margin: 0;">Soccer - HS Boys</p> <p>Event Name: Dist. Tournament: Division I Baumspage Test</p> <p>Location: Baumspage</p> <p>City: Middletown</p> <p>State: Ohio</p> <p>Host School: Bauerville -- Bauerville</p> <p>Manager: Gary Baumgartner</p> <p>Event Date: Tuesday, October 21st, 2014 at 12:00 pm</p> <p>Event 2nd Date: Saturday, October 25th, 2014 at 7:00 pm</p> <p>Young Link: Submit Seeds and Vote</p>
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2. The window to **Enter Team Bio** will open at 12:01 AM on Sunday, September 30th and close at 11:59 PM on Wednesday, October 3rd.
 - A. Login to your account on www.baumspage.com and use **Coaches** | select **{Soccer or Volleyball}** | **Event Seeding** | **Submit Seeds and Vote** | click **+ Submit Team Bio**.
 - B. **Seed information will include:**
 - i. Current Overall Record: Won-Lost
 - ii. Record vs. Division I Teams: Won-Lost
 - iii. Record vs. Division II Teams: Won-Lost
 - iv. Record vs. Division III Teams: Won-Lost
 - v. Record vs. Division IV Teams: Won-Lost (if applicable)
 - vi. Season Highlights - Quality Wins
 - vii. Additional Seed Information – Comments
 - C. **Submit your seed bio early and then submit additional information such as Wednesday games and revised records until the window closes at 11:59 PM on Wednesday.**
 - D. Carbon copies of the bio and ballot submitted will be e-mailed to the coach and athletic director.

Cast Your Vote: Thursday, October 4th beginning at 12:01 AM until the voting closes at 2:00 PM, Friday, October 5th:

1. **If a coach does not submit a vote, the highest vote submitted will be deducted from the team's total calculated score, and the School or Coach will be assessed a \$150 FINE by the NWDAB.**
2. After the **Submit Team Bio** window closes, click + **View Team Bios** to view data from all teams that submitted.
 - A. After the information is loaded on the screen, click **Download All Bios** to generate a text file that can be viewed or printed using Notepad.
3. When the Voting window opens, select + **Cast Ballot** to access the voting form.
 - A. The window opens at **12:01 AM on Thursday, October 4th** and closes at **2:00 PM on Friday, October 5th**.
 - B. Login to your account on www.baumspage.com and use **Coaches** | select {**Soccer or Volleyball**} | **Event Seeding** | **Submit Seeds and Vote** | * **Cast Ballot**
 1. **Coaches can vote for their own team!** Rank all of the teams in your district!
 2. Teams will be listed in random order. Use **Drag-and-Drop** to rank teams from **First Place** to **Last Place**. When finished click **Save Vote** to submit your vote.
 3. Use **Review Your Voting Choices** to review your vote and **Download Your Ballot** in a "text based" format.
 4. If you make an error, select + **Cast Ballot** again, correct the order, and **Save Vote**.
4. After the voting window closes, click **Voting Results** to see the final tally.

Technical Support:

1. If you have problems accessing or submitting the forms, use the **Contact Us** link on baumspage to submit a **Help Request**.
2. If the deadline is pending, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.

Seed Policy and Procedure:

Per the direction of the Northwest District Athletic Board, all teams in a bracketed tournament will be seeded. The manager will distribute voting materials and procedures to each coach prior to the date of the **Tournament Manager's Meeting on Sunday, October 7th, 2:00 PM for Boys Soccer and Volleyball and 3:00 PM for Girl's Soccer**. This will enable each coach to vote and have his/her **ballot submitted before 2:00 PM on Friday, October 5**. The final tally and voting breakdown will be published on the voting web site. If two or more teams are tied for a seeded spot, the following procedure will be used: A: The team that received the most individual votes at the tied position or above gets the seed. B. If still tied, a computer generated roll of the dice will determine the seed. The tournament manager will distribute in either written form or spreadsheet the tally of all votes at the manager's meeting. **Any school that does not submit their vote before 2:00 PM on October 5th will not be permitted to vote at a later time and the team's highest vote will be dropped prior to final tabulation.**

Seeded teams will be given the opportunity to select their spot **anywhere** on the bracket in the order of seed. The first seeded team will make a selection followed by the second seeded team, and so on and so on. **Teams will not be permitted to PASS**. This process will continue until the brackets are filled.

Teams Late or Absent from Seeding/Drawing Meeting

1. If a school fails to have a representative present at the placement (seed) meeting the Manager shall use the following procedure: The Top Seed will place themselves on the bracket first. The no-show team will be placed on the furthest line on the other half of the bracket from the number one seed, excluding a bye.
2. If more than one school fails to have a representative at the placement (seed) meeting, the Manager shall use the following procedure: The Top Seed will place themselves on the bracket first. The no show teams will be placed in order of the better seed team first in the manner of; the better seed no-show team is placed on the furthest line on the other half of the bracket of the number one seed, excluding a bye. The additional no-show team is placed on the bottom of the line of the top half of the same bracket as the first no-show team, excluding a bye.

A No-Show Team is defined as a school representative who is late for the placement meeting or does not attend the placement meeting. No-Show teams will be assessed a \$150 fine from the NWDAB.

Coaches, please see additional information on the online seeding procedures at nwdab.org.

Approved: 08-15-2018