

**Baumspage Sample Tournament**  
**CAMBRIDGE JH INVITATIONAL – December 27, 2022**

Entry window opens: **9:00 AM, Monday, December 12**

Closes precisely: **9:00 PM, Monday, December 26**

**Submit your intended roster early! Return anytime before the deadline to make changes!**

1. **Entries must be submitted using the Online Entry Form at [www.baumspage.com](http://www.baumspage.com)!**
  - a) Create your account early and enter your master alphabetic roster.
2. **Please note the following details on [baumspage.com](http://baumspage.com)!**
  - a) Inactive accounts prior to 2019 were deleted. Current accounts from 2019-2020 were retained, but the associations with the schools and teams were deleted.
  - b) **High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.** Use links below **Coaches** for team and athlete entry.
3. Go to **[www.baumspage.com](http://www.baumspage.com)** and click **Online Entries** or **Login** to access your account.
  - a) **If you did not have an account last year**, use **Apply** to create your account.
    - i) To **Apply** | Complete the requested information | Check the “**I’m not a robot.**” box | **Submit Application.**
  - b) **If you had an account last year**, you can login using that e-mail address and password.
    - i) **Please note: Passwords are case-sensitive!**
    - ii) If you don’t know your password, click the **Forget your password?** link to have a temporary password e-mailed to you.
4. Use **Coaches | Select Teams** to select your school from the drop-down list.
  - a) Click **Select School Type** | select either **High School or Middle School** | click **Get Schools/Clubs.**
  - b) Click **Select School** | highlight your school | click **Get Available School Team.**
    - i) If your school is not listed or somebody else has already claimed your team, use **My Tools | Online Help** and submit the appropriate **Help Request.**
  - c) Click **Select Sport** and select your sport.
  - d) After the sport is selected, click **Make me the Coach.**
  - e) Repeat as necessary to if coaching multiple teams/sports/genders.
5. Use **Coaches | Wrestling | Modify Athletes** to enter athletes to your alphabetic roster.
  - a) You may enter athletes one at a time by entering first name, last name, and grade, then **Add Athlete.**
    - i) Type all names in upper and lower case. \*Please check all entries carefully!
  - b) Or you can import your complete roster by pasting them from an Excel file. Use one row per athlete: **First Name, Last Name, and Grade.** Highlight and paste into textbox, then click **Import Athletes.**
  - c) To help identify girls for weigh-in, check the **Girl Athlete** check box for all girls | then **Save Athlete Changes.**
6. Use **Coaches | Wrestling | Submit Rosters** to enter them in a tournament.
  - a) Select your team | click **Get Available Events** | Select an event | click **Get Roster.**
    - i) For each weight class, click **Select a Wrestler** and select athlete from drop-down list.
    - ii) If appropriate, enter seeding information as requested. Leave blank if not up for seed!
    - iii) If allowed to enter extras, select **weight**, then **wrestler**, and **Submit Roster.** Repeat for others.
  - b) Click **Submit Roster** to save. Use **Get Printable Roster** to print a copy for your records.
  - c) If a name or grade is not correct or an athlete is missing, use **Coaches | Wrestling | Modify Athletes** to make the correction, and then submit your entries again.
7. **Event Rosters can only be submitted or corrected while the "Entry Window" is open!**
  - a) The window closes automatically **precisely at the time and date** listed.
  - b) **Submit Rosters** early and return to make changes **anytime before** the window closes.
  - c) Entries **cannot** be edited or submitted online **after the window closes.**
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) Call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195 if you need immediate help.