

# Arcadia Wrestling Invitational

Arcadia H.S. – December 8, 2018

## Online Instructions

Entry window opens: **8:00 AM, Sunday, November 25.**

Closes precisely: **5:00 PM, Thursday, December 6.**

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

1. An Online Entry Form must be submitted **before 5:00 PM, Thursday, December 6, 2018!** The entry window opens at 8:00 AM, Sun. Nov. 25.
    - a) Names transfer directly to the computer program, so list your wrestler in their weight.
    - b) Data entry should take less than 5 minutes so if you are not a “computer user” find an assistant, student, parent, or friend who is!
  2. **You will need an account to submit data using BaumsPage.** Go to [www.baumspage.com](http://www.baumspage.com) and use **Online Entries** or **Login** to access your account
    - a) Click the **Help** link and print **Online Entry Instructions for Wrestling** if you need detailed instructions.
    - b) **If you did not have an account last year, use Apply here** to create your account.
      - 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.
      - iii) Complete the requested information | Check the “I'm not a robot.” box | Submit Application
    - c) If you had an account last year, you can login using that e-mail address and password.
    - d) Use **Coaches | Select Teams** to select your **School** and **Sport**.
    - e) Use **Coaches | Wrestling | Modify Athletes** to enter alphabetic roster, using proper case.
    - f) Use **Coaches | Wrestling | Submit Rosters** to enter tournament.
      - i) Select wrestlers in their weight and click **Submit Roster** to submit!
      - ii) For each weight class, click on **None** and select the athlete from the drop-down list.
      - iii) If appropriate, enter seeding information as requested. Leave blank if not up for seed!
      - iv) Click **Get Printable Roster** to print a copy for your records.
      - v) Please submit tentative roster early! **Submit changes online** until the window closes.
    - g) Below the Varsity roster, please list potential extras that may be able to fill open weights.
      - i) **Please prioritize your extra wrestler list!**
      - ii) Only JVs submitted online will be allowed to weigh-in and be allowed to fill open weights after weigh-ins are finished.
      - iii) You may make changes to your line-up when you check-in Saturday morning!
    - h) Only extras submitted online will be allowed to weigh-in and be allowed to fill open weights after weigh-ins are finished.
      - i) You may make changes to your line-up when you check-in Saturday morning!
  3. **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**.
  4. Barring unforeseen difficulties, rosters, seed nominations and the entry grid will be posted by **9:00 PM** on the 6<sup>th</sup>. JVs will be assigned to open weights after weigh-ins are finished!!
  5. **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.**
- Call Gary Baumgartner at 513-594-6201 or Terry Young at 740-517-0195 if you need immediate help.**
6. **Tournament Manager: Ken D. Baumgartner** (baumyk@embarqmail.com/419-337-5849).