

# 2018 OHSAA District Cross Country Tournament Online Entry Instructions

Entries must be submitted online at [www.baumspage.com](http://www.baumspage.com)!

The Entry Window will open at **8:00 AM, Sunday, September 16.**

The Entry Window **will close precisely at 8:00 PM, Tuesday, October 16.**

## District Tournament Entry Procedure:

1. Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries **before the deadline listed above!**
  - a) Late entries will not be accepted without OHSAA permission and a possible \$50 Late Entry Penalty!
  - b) Please note: **All user accounts from 2017-2018 were retained, but the associations with the schools and teams were deleted. 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.
  - c) **If you already have an account for 2018** go to [www.baumspage.com](http://www.baumspage.com) and use **Online Entries** or **Login** to access your account.
  - d) **If you do not have an account**, use **Online Entries | Apply here** to create your account.
    - i) **To Apply** | Complete the requested information | **Check the "I'm not a robot." box** | **Submit Application**
2. Use **Coaches | Select Teams** to claim your **School** and **Team**
  - a) Click **Select School Type** | select **High School** | click **Get Schools/Clubs**
  - b) Click **Select School** | highlight your school | click **Get Available Teams**
  - c) **Select Sport | Make me the Coach**
  - d) Repeat for other gender if coaching both.
3. Use **Coaches | Cross Country | Modify Athletes** to enter your alphabetic roster.
  - a) Use Upper and Lower Case! **Check carefully! All names import exactly as listed!**
  - b) You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
  - c) 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**.
4. Use **Coaches | Cross Country | Submit Rosters** to enter them in the tournament.
  - a) Select your team and click **Get Available Events**.
  - b) Select **the correct district** and **correct division** then click **Get Roster**.
  - c) Click on **None** and select up to 7 athletes that you intend to enter.
    - i) Click **Submit Roster** to save the entries.
    - ii) Click **Get Printable Roster** to print a copy for your records.
      - a) Only the athletes listed on the **Confirmation Form** are entered in the tournament!
  - d) If there are errors or an athlete is missing, use **Modify Athletes** to make the correction and **Submit Rosters** to submit entries again.
5. **Create your account and submit a tentative roster early! Don't wait until the deadline!**
  - a) Login anytime before the entry deadline to make changes online.
  - b) **Changes may be made at tournament check-in** as long as the athlete is eligible!
6. **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!

**Entry Window closes precisely at 6:00 PM  
on Tuesday, October 16<sup>th</sup>!**