

2012 OHSAA NW District Cross Country Tournaments

Online Entry and Team Seeding Instructions

Roster Entry and Team Seeding Summary:

1. Roster entry and team seeding will be done online at www.baumspage.com!
2. The **Entry Window** for rosters will open at **8:00 AM, Sunday, September 16** and close precisely at **5:00 PM on Monday, Oct, 15.**
3. Full teams (5 or more athletes) will be seeded before partial teams! **You will need to submit a "tentative" roster listing up to 7 athletes before you can access the Team Voting Form!**
4. Use the **Submit Seeds and Vote** link on the **Submit Rosters** form when you select the district tournament. Voting is optional, but all coaches are encouraged to submit a ranking of teams.
 - a) The window to **Submit Team Seed Information** is from **8:00 AM, Sunday, September 30 to 10:00 PM on Wednesday, October 3.** *You can submit seed information without a roster.
 - b) The voting window is from **1:00 AM, Thursday, October 4 to 2:00 PM on Friday, October 5.**
 - c) **Teams will be placed in a race by rank or coaches will be called in order to select their race.**
5. See the next page for additional seeding details!

District Tournament Entry Procedure:

1. Fax a copy of the **Eligibility Certificate** to **###-###-####**, mail, or e-mail to the Tournament Manager **before Wednesday, October 3rd!**
2. You must submit your roster online at www.baumspage.com **before the deadline listed above!**
 - a) Late entries will not be accepted without OHSAA permission and a \$150 Late Entry Penalty!
3. Please note: **All user accounts from 2011-2012 were retained, but the associations with the schools and teams were deleted.**
 - a) **If you already have an account for 2012**, go to www.baumspage.com and use **Online Entries** or **Login** to access your account.
 - b) **If you do not have an account**, use **Online Entries | Apply here** to create your account.
4. Use **• Coaches • | Select Teams** to select your **School.**
 - a) Click **Get available Teams** and then **Make me the Coach.** Repeat for other gender.
5. 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.**
6. 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.
7. **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 included on the Eligibility Certificate!
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!

Entry Window closes precisely at 5:00 PM on Monday, October 15th!