2011 OHSAA District Cross Country Tournament
Online Entry Instructions

Entries must be submitted online at **www.baumspage.com**!
The Entry Window will open at **8:00 AM, Sunday, September 18.**
The Entry Window will close precisely at 5:00 PM, Monday, October 17!

District Tournament Entry Procedure:
1. **Fax** a copy of the **Eligibility Certificate** to ###-###-####, **mail**, or **e-mail** to the Tournament Manager **before Friday, Oct. 14th**!
2. Use the **Online Entry Form** at www.baumspage.com to submit entries **before the deadline listed above!**
   a) Late entries will not be accepted without OHSAA permission and a possible $150 Late Entry Penalty!
3. Please note: **All user accounts from 2010-2011 were retained, but the associations with the schools and teams were deleted.**
   a) **If you already have an account for 2011**, 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** to create your account.
4. Use **My Sports | Select Teams** to select your **School.**
   a) Click **Get available Teams** and then **Make me the Coach**. Repeat for other gender.
5. Use **My Sports | 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 **My Sports | 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 S**ubmit 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 513-424-6201 or Terry Young at 740-753-0561 if you need immediate help!

Entry Window closes precisely at 5:00 PM on Monday, October 17th!