

Online Entry Instructions - Cross Country

Please use the **Online Entry Form** at www.baumspage.com to submit by entries before the entry deadline.

Submit early! The entry window will close precisely at the time listed in your information!

1. **Entries must be submitted using the Online Entry Form at www.baumspage.com!**
 - a. If you are not a "computer user" find an assistant, student, parent, or friend who is!
 - b. If someone else enters your data, **please review the printed data and confirm the accuracy!**
 - c. The system is secure! Only you, the webmaster, and meet officials will see your data!
2. **You will need an account to submit data using Baum's Page Online Entry System!**
 - a. **If you already have an account**, login and use • **Coaches** • | **Select Teams** to add **Cross Country** to your **Account**.
 - i. If you need help with your **UserID** or **Password**, click the **Help** link and submit a request.
 - b. **If you are a "first time" user, please create your account early!** *See #2 below!
 - i. If there is a problem creating an account, you may need to temporarily disable a "firewall", change the Internet security setting in your web browser, or try a different computer!
 - ii. If your school is not included in the list of schools or someone else is already "associated" with your school and team, click the **Help** link and submit a request. Allow up to 8 hours for a response!
 - c. **Only one user may be associated per school/team, but one account can include all teams at a school!**
3. **The actual data entry is a multi-step process:**
 1. Use • **Coaches** • | **Select Teams** to select your school and sport.
 1. Find your school in the dropdown list and highlight it
 2. Click **Get Available School Teams** | then **Select Sport** | click **Make me the coach**
 3. Repeat if coaching both genders or HS and MS.
 2. Use • **Coaches** • | **Cross Country** | **Modify Athletes** to enter your athlete's names and grades into the database.
 3. Use • **Coaches** • | **Cross Country** | **Submit Rosters** to enter athletes into a specific meet.
 1. Click **Submit Roster** to submit your meet entry form.
 2. Click **Printable Roster Form** to print a **Confirmation Form** for your records.
4. **Data will be stored** so it may be edited and submitted for other meets that use **Baum's Page** for entries!

To enter roster online:

1. Go to www.baumspage.com, follow links to **Cross Country**, the specific meet, and the **Online Entry Form**.
 - a. Or click [Online Entry](#) at top left under **Baum's Page**.
 - b. Make sure entries are submitted before the posted entry deadline!
2. **If you do not have an account**, click on [Apply here](#).
 - a. Enter the **Account Holder's Name**, an active **E-mail Address**, and a **Password**.

- i. Use either the coach's e-mail address or the coach's designee!
 - ii. If you do not have an e-mail account, use the e-mail address of a friend or someone who will give you messages that are sent to the e-mail address.
 - iii. **Enter E-mail address and Password twice!** *Write them down and use them for all future logins.
- b. Enter your **Work, Home, and Cell** numbers. *If unlisted, enter unlisted or none.
- c. Click **Submit Application** | After the account is created, Login and follow instructions in **3-a** below
- 3. **If you have an account**, click on [Login](#) and enter your **UserID** and **Password**!
 - a. Use **• Coaches • | Select Teams** to add **Cross Country** to your **Account**. ..
 - i. If you coach both Boys and Girls or HS and MS, add each gender and level separately.
 - ii. If **Association already exists for a user**, click the [Help](#) link and submit a request.
 - iii. If your school is not listed, click the [Help](#) link and submit a request that it be added!
 - b. Use **• Coaches • | Cross Country | Modify Athletes** to enter your **complete roster**!
 - *Return at your convenience to edit it.
 - i. Type all names in upper and lower case. *Please check all entries carefully!
 - c. Use **• Coaches • | Cross Country | Submit Rosters** to submit entries for a specific meet.
 - i. Select **the meet** and **correct division** from the **Event** "drop-down" menu.
 - a. Include everyone that could possibly participate! If an athlete is definitely out for the meet, click the **Not Participating** check box!
 - b. For most regular season meets, seven will compete in the team race and the others will be able to run in an open race.
 - ii. Click **Submit Roster**, then click **Get Printable Roster** to print a **Confirmation Page** for your records. **What you see is what will be processed!**
 - iii. If there are errors or an athlete is missing, use [Modify Athletes](#) to make the correction and use [Submit Rosters](#) to submit entries again!
- 4. **Event Rosters for a meet can only be submitted or corrected while the "Entry Window" is open!**
 - a. Submit event rosters early and return to make changes **anytime before** the window closes.
 - i. The window closes automatically **precisely at the time and date** listed!
 - ii. After the window closes, you will **not be able to edit or submit a roster**!

If there are any problems with the Online Form, click the [Contact Us](#) link and submit a **Help Request!** Please allow up to 8 hours for a response. Call Gary Baumgartner at 513-594-6154, or Terry Young at 740-517-0190 if you need immediate help!