**Note to Managers**

1. **Edit the contact information in the Home School Weigh-in Certification page.** 
   * **Save it first in Word and the again as a PDF.**
   * **Attach the PDF to an e-mail to the coaches/athletic directors or post it on the tournament webpage as Weigh-in Certification.**
2. **Use Download to Event Manager Now to open the Mobile App for your tournament.**
   * **Click the Weigh-in (by Team) button to load the Weigh-in Sheets.**
   * **Save or print to PDF and post on the tournament webpage.**

**Sample E-mail Message to Participating Teams  
Edit message below as appropriate and paste it into the e-mail**

Good morning,

Sample High School will allow home-school weigh-ins for the tournament. After the entry deadline, the team weigh-in sheets will be posted on Baumspage.

**Please print your school's page and record your athletes’ weights on the sheet before you leave for the tournament.**

* If everybody makes weight in the weight classes as listed:
  + Text **John Doe** at **555-555-1234** with a message that everybody made weight as listed.
  + Include your school’s name in the message.
* If there were changes or athletes that did not make weight:
  + Take a picture of your weigh-in sheet and text it to **John Doe** at **555-555-1234**.
  + Changes to the submitted rosters will be made before you arrive.

**Please check in at the head table upon your arrival.**Your weigh-in sheet will be used for skin checks. Brackets will be distributed after all entries are verified.

You are reminded the **entry window closes this Thursday, December 2nd, at 9:00 PM.**

Thank you. See you on Saturday.

John Doe

Head Coach/Athletic Director