# Baumspage Wrestling Application – District Tournament Flowchart
Revised: 2/11/24

1. Use the **Baumspage Sample District** for testing until after **8:00 PM on Monday** of the district tournament week.
   a. The baumspage staff will make all corrections after the brackets and teams/participant pages are posted until Monday evening.
2. **Make sure you use Google Chrome or Microsoft Edge to run the tournament!** Although the program runs on other browsers, only **Google Chrome** is fully tested and will be supported.
   a. Please review the **Wrestling Manager Manual** and print it as necessary.
   b. Please bookmark **https://www.baumspage.com/wr/mobmgr/mobmgr.htm** if you haven't already done so.
   c. The application will run in **your browser's cache** if there is no live connection and can be started from the bookmark if you accidentally close it.
   d. You must **enable Pop-ups on baumspage** to be able to print brackets. If they are not enabled, there will be a **Pop-up blocker** warning on the right of the address bar. Click on it and **enable pop-ups for baumspage**.
   e. If the user is logged in to their account on baumspage and has an active internet connection, brackets, complete results, and a backup of the tournament data will be automatically uploaded to the server every five minutes.
   f. As with any computer network and program, it is a critical and essential process for users to make local backups regularly!
      i. (See #15 **Manage Data** for details.)
      ii. The backup will be saved in your download folder and available if needed.
3. After the sectional tournaments are finished, their qualifier data will be uploaded to the server automatically and imported into the **Baumspage Wrestling Application** for your district.
   a. For the sectionals that use the **Baumspage Wrestling Application**
      i. The wrestler's names, grades, records will import directly from the sectional data.
      ii. Coach's names will import automatically from the sectional data.
   b. For Sectionals that do not use the **Baumspage Wrestling Application**
      i. The wrestler's names, grades, records will import from conversion data generated from the program used at the sectional.
      ii. **Coach's names will not import automatically**. Either the name on the team's baumspage account or the name listed in the myOHSAA directory will be imported.
   c. **Please use the Check-in/Corrections Sheets generated by the Baumspage Wrestling Application and have the coach confirm both their name and all the wrestler data!**
      i. Records will update automatically as the wrestlers advance through the tournament.
      ii. And the **coach's name as listed** will be imported into the state tournament program.
4. After the pairings and participant data are posted there are usually a few names and sometimes a place or record that will be corrected.
   a. To ensure that each district starts with the current data posted on **baumspage**, the download and import process is slightly different than it is/was for the **Baumspage Sample District**.
   b. Login and use **Managers | Data Downloads |** select your district tournament **|** click **Download to Event Manager Now** | click **Ok** to overwrite current data.
   c. On the **Startup Wizard**
      i. Click **Cancel** at the bottom left on the first screen,
      ii. Use **Manage Data | Get Backup Data From Server |** click **OK** to the "**This will overwrite current data. Are you sure?**" warning,
   d. After the **Mobile App** loads, use **Event Setup** | **Edit Team** to edit the coach's names.

e. Use **Matches & Scoring | Edit** mode to correct wrestler information. (See #9 below.)
5. Use the **Event Setup** module to print the files needed for the tournament.
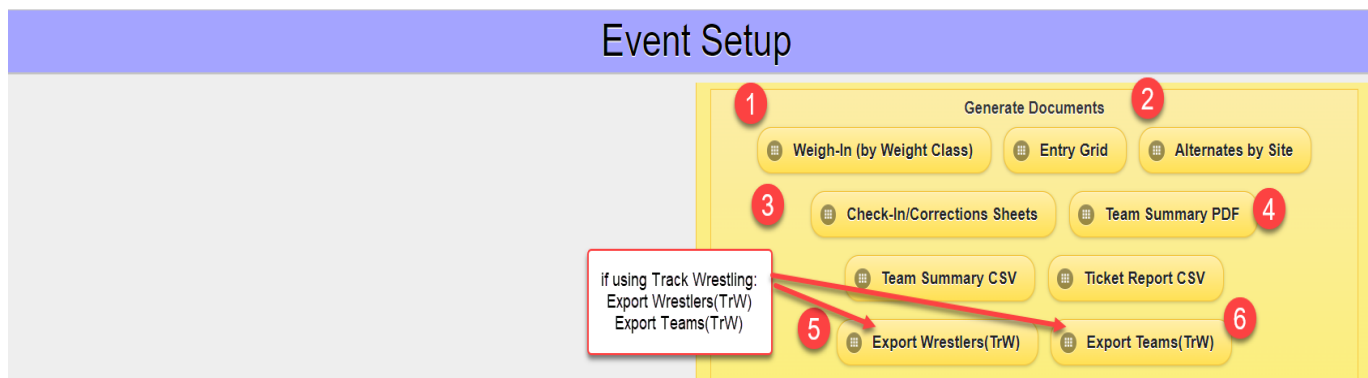
a. **Weigh-in (by Weight Class)** – alternates included at the bottom.
b. **Entry Grid** if desired. Teams with only alternates are listed with 0 wrestlers.
c. **Alternates by Site** for the tournament manager.
d. **Check-in/Corrections Sheets** includes alternates by site and weight class.
e. **Team Summary PDF** for the program.
f. **Ticket Report CSV** *Not needed for district, but used for the state tournament!
g. **Export Wrestlers(TrW Format)** *If you are using TrackWrestling.
h. **Export Teams(TrW Format)** *If you are using TrackWrestling.
6. Use the **Check-In/Corrections Sheets** when the teams arrive.
a. Have the coaches review their names and all names, grades, and records for their athletes.
b. Collect and make all corrections after the coaches sign them.
7. Use the **Event Setup** module to edit the coach's names.
a. Click on **Edit Teams/Rosters** to get to the team list.
b. Select the team from the dropdown list, edit coach's name, and click **Save Roster Changes**.
c. Repeat for other coaches and click **Done** when finished.
8. Use the **Matches & Scoring** module to print, save, and post brackets.
a. Click **Print Full Bracket Set.**   (You must enable the Allow pop-ups on baumspage.)
b. Click **Save Full Set** to generate html brackets if you are manually posting to the web site,
c. Click **Post Full Set to Baumspage** if you have a live internet connection and are logged-in to your account on baumspage. *(Click the **Post Full Set...** any time you wish to post.)
9. Use **Matches & Scoring | Edit Mode** to **correct names, grades, or add an alternate**.
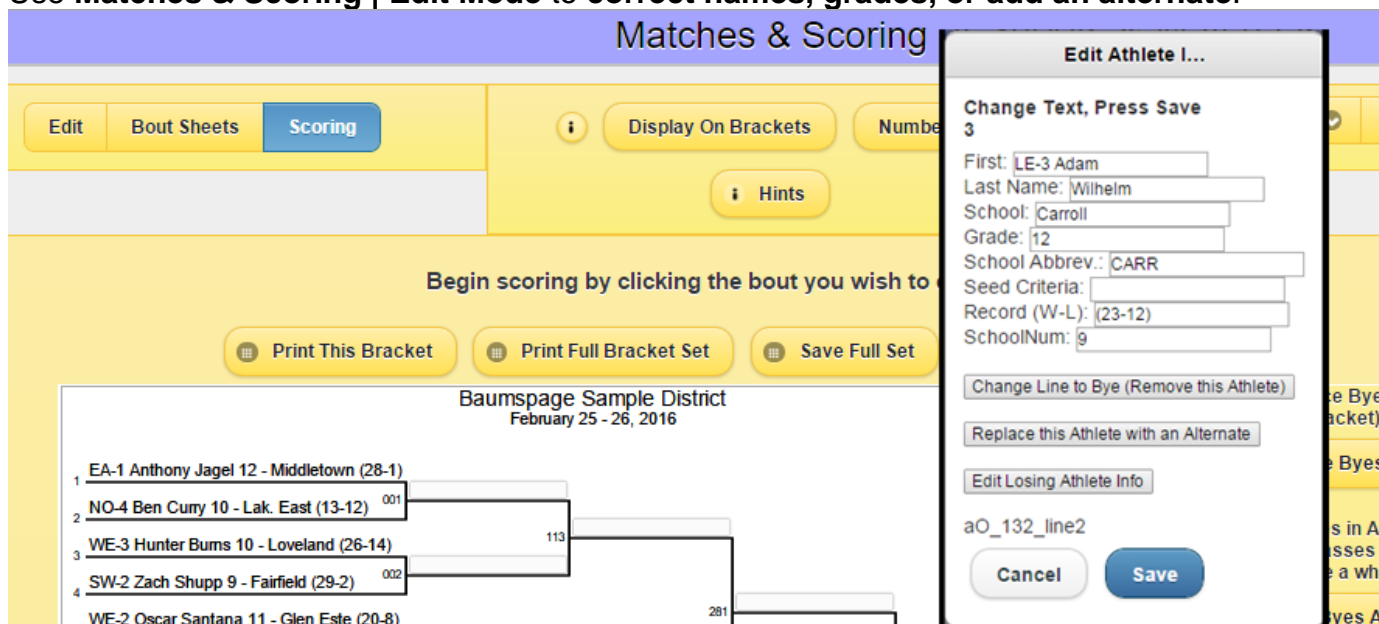
a. Edit data as appropriate for the athlete.
b. Click **Replace this Athlete with an Alternate** if needed.
c. Click **Save** and change back to **Scoring Mode.**

10. Use the **Bout Sheets & Match Lists** module to generate the **Bout Sheets**.
a. Wait until weigh-ins are finished and the brackets are correct.
b. Select **First Round | Bout Sheets (Full page) | Generate Match/Bout Sheets** to print the first round.
c. Use the **Show Eligible Times** 'slider' to print the 30 minutes '**Can wrestle at …'** on the sheet
   i. Times are only included if you generate the Bouts within the 30-minute window.
d. Print sheets for subsequent rounds as needed. Check or un-check the **Check Boxes** to select the weight classes needed.

11. Use the **Matches & Scoring** module to enter scores.
a. Select the winner, enter results, advance byes when finished with all first-round matches, then print a bracket for posting.
b. **Complete results and updated brackets will be uploaded to the server automatically every 5 minutes if the user is logged in to their account and has a stable internet connection.**
   i. If possible it is suggested that you use a direct or administrative Wi-Fi connection.
   ii. If you experience a slowdown during the tournament it is usually due to your browser's cache or the shared Wi-Fi connection.
      1. If necessary, you may temporarily disable the **AutoSync** and **Auto-Post Brackets & Results** options and post results manually.
      2. If you do that, click **Post Full Set to Baumspage** to update brackets on web site.

12. Use **Generate Results** to generate and print results.
a. For printing and posting on the wall, select the appropriate round/rounds.
   i. Select **Below** for **Team Scores** and **Show** for Points Earned
   ii. Review the results displayed in the white space at the bottom of the module
   iii. Click **Printable (new tab)** to generate and print from a clean page.
b. To create a file for the website
   i. Always **Select All** so the new file will include everything and overwrite the previous file.
   ii. Select **Above** for **Team Scores** and **Off** for **Points Earned**
      1. It doesn't matter, but our preference for web results is to see team scores first and then the most current individual match results.
      2. If the **Points Earned** is shown, that's ok too, but it's not needed for the public.
   iii. Review the results displayed in the white space at the bottom of the module.
   iv. Click **Save to file** to generate an "htm" file if you are manually posting to a website.
   v. Click **Post Results to Baumspage** to update baumspage if you have disabled **AutoSync** and **Auto-Post**.
      1. At a minimum, please update after each round. You may update after every weight class or two if you wish.

13. Use the **Bout Sheets & Match Lists** module to generate files as needed for the other rounds.
a. The **Match Lists: (with or without records)** might be used for the bullpen or matchboard.
b. The **Match Lists with Records: for Finals** will generate a printout for the announcer and fans if desired.

c. The **Remaining Athletes: (for selected Round)** will generate a grid for cross-referencing the evening weigh-outs.

14. Use the **Team Scores** module to adjust team points.
    a. Use **Edit/Adjust** and include a note: Ex: USC113 or USC Coach Smith
    b. Click **Save Offsets** to record the data.
15. Use **Manage Data** to backup and restore as needed.
    a. If you have an active internet connection and are logged in to your account, the backup file will be uploaded to the server every five minutes.
    b. **If you don't have a live internet connection (or even if you do)**, use the **Backup/Save Current Date** option regularly!
    c. Click **Choose** and browse to the backup file | use **Restore/Load Previous Data.**
16. **At the end of the tournament after all data has been entered and confirmed:**
    a. Use **Generate Results** to print everything needed.
    b. Then use the '**Is This Event Complete?...**' option (see page 6 of the **Wrestling Manager Manual**) to upload everything to the server. The upload will include:
        i. The **Completed Brackets**, the **Complete Individual Match Results**, a **Placer File**, an **AP Style Results** (for the newspapers), the **State Qualifier File** with the top 5 in each weight class, and a **Final Backup** of your completed tournament.
        ii. Terry and I will receive an e-mail notifying us that you have completed your tournament.
    c. Please send a follow-up e-mail to **gb@baumspage.com** to let us know about injuries or disqualifications that may affect the entries for the state tournament.

Please call, text, or send e-mail if you have questions or need anything!   Thanks.

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