

# Baumspage Sectional Golf Manager Checklist

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Below is a checklist for using the **Online Entry System** with the **Mobile Golf Tournament Manager Application**. The recommended browser is **Google Chrome** or **Microsoft Edge**. If you use a **Mac**, please install, and use **Google Chrome**. There are some issues with Safari on the Mac that are resolved by using **Google Chrome**.

## Pre-Tournament:

1. Confirm that dates and times listed on [www.baumspage.com/golf](http://www.baumspage.com/golf) are correct!
2. Include online entry instructions in your mailing to the participating teams.
3. Use **Managers | Golf | Upload Files/Results** to post your tee assignments, course information, rules, and procedures, links to the golf course web site, OHSAA Tickets, etc.
4. Use **Managers | Golf | Submitted Rosters** to monitor entries. There will be no data for your tournament until coaches submit their rosters. Select **Baumspage HS Sample Boys** to view sample screens.
5. Use **Managers | Golf | Load Demo Application** to experiment with the **Mobile Golf Manager Application Demo**.
6. Use **Managers | Golf | Access Mobile Manager** to download data and start the **Mobile Application**.
  - a. Select the **Baumspage Sample HS Boys** and click **Download to Event Manager Now**.
    - i. Click **OK** after reading the pop-up **"WARNING!!!. This WILL erase & overwrite EVERYTHING."**
    - ii. Review the information listed on the **Verify Setup** screen and click **Accept Settings**.
  - b. Add a bookmark in your browser to <https://www.baumspage.com/golf/mobmgr/mobmgr.htm>
  - c. Experiment with all four modules until you are comfortable with each. You cannot mess anything up! One-click opens and one-click closes each module.
  - d. Refer to the [Baumspage Sectional Manager Guide](#) for screenshots and detailed instructions.
    - i. Use **Enter Scores** to enter sample scores for a few teams.
    - ii. Use **Generate Results** to view the team and individual scores. Scroll to the white space at the bottom to view the results.
      1. Click either **Printable (new tab)** or **Print Results (opens in new tab)** to display in new screen and print.
      2. Click **Post ALL to Baumspage** to make sure you can post results. Do not check the **"I certify ... this event is officially complete."** box until you are totally finished!
    - iii. Use **Manage Data** to make backups, edit rosters, and print player labels, team scoresheets, coach lists, and coach cart labels. Check out the **Participation Report**, but do not generate your final report until all scores have been entered and certified!

## After the Online Entry Window Closes:

1. Login and use **Managers | Golf | Submitted Rosters** to check that all teams have submitted rosters.
2. Use **Managers | Golf | Access Mobile Manager** to download the data for your tournament.
  - a. Select your tournament and follow the steps outlined in #6 above.
  - b. Use **Manage Data** to generate player labels, team score sheets, coach lists, and coach cart labels
    - i. Click **Backup/Save ALL Data** to make a backup on your computer and the file server.

## Tournament Day:

1. If there are changes when teams check-in use **Manage Data | Select Team** to correct rosters and coach's names.
2. Enter results for every player and review against team scoresheets to make sure everything is correct.
3. Use **Generate Results** to review and print results.
  - a. **You must break all ties for the final team and final individual qualifiers!**
4. Make sure you are connected to Wi-Fi and logged in when you are ready to post results.
5. Click **Post ALL to Baumspage** and check the **"I certify ... this event is officially complete."** box and click **Post Results**.
  - a. Click the blue **"Results posted on Baumspage here:"** link to confirm that everything is posted.
6. After you certify that the event is complete and click **Post Results** you will receive an e-mail confirming that results and complete and posted. There will also be a result's posted tweet.
  - a. There will be a link to the URL where your results are posted.
  - b. **Forward that e-mail to the media and other interested parties.**

Call **Gary Baumgartner: 513-594-6154** or **Terry Young: 740-517-0195** if you have questions or need help!