Baumspage & iWanamaker Sectional Golf Manager Checklist

Updated: 9-1-23

Below is a checklist for using the **Baumspage 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**.

With the inclusion of Live Scoring through the **OHSAA Golf App by iWanamaker**, the **Baumspage App** will be used to provide the traditional tournament support and **iWanamaker** will provide the live results. There is some redundancy but the two systems can both function together. Coaches will be required to submit rosters on both systems. Managers can continue to use the [Baumspage](#) resources to generate and post everything as always but will have the added luxury of importing the scores and data from **iWanamaker**. Depending on the manager's comfort level, the integration with the **OHSAA Golf App** can eliminate nearly all manual data entry on [Baumspage](#). The two 9-hole scores can be entered manually, or they can be imported from **iWanamaker** after the scorecards are attested. The **PRINTED** scorecard will be the official scorecard and players are responsible for live scoring on the **OHSAA Golf** app during play. In the event the competitor does not have a mobile device, an alternate person such as a fellow competitor, coach, or authorized representative may enter the scores in as timely a manner as possible. When finished, the complete results will be posted on [Baumspage](#), a **Sectional Participation Report** will be sent to the OHSAA. and the teams and Individuals that qualify for the district will be advanced automatically**.**

Action Items (ASAP):

1. Send the [**Online Entry Instructions**](#) to the participating schools.
   a. Instruct the coaches to download the **OHSAA Golf** app and create their accounts on [**iWanamaker**](#).
   b. They will also need to have their players download the **OHSAA App** and create their accounts.
   c. Coaches that haven't created their [**iWanamaker**](#) account should access the [**Getting Started**](#) link on **iWanamaker**
2. **Confirm** that the dates and times listed on [**www.baumspage.com**](#) and [**iWanamaker**](#) are correct!
3. Review the **Baumspage** and **Baumspage App** instructions in **Steps 3 to 6** below, then download, and experiment with the app.
   a. Set up a **Quick-Start** conference if you're a new user or a **Quick-Refresher** if you're already familiar with the Baumspage App.
   b. See **Tournament Day** instructions for importing **iWanamaker** results into **Baumspage. Step 1-d** covers testing the export-import process with the **Baumspage Sample HS Girls** and a finished **iWanamker OCC Girls Tournament**.
4. View the iWanamker "[**OHSAA Post Season Video Tutorial**](#)" and create your account on [**iWanamaker**](#) now.
   a. E-mail [support@iwanamaker.com](#) and request to be added as an **OHSAA Tournament Manager**. (League Administrator)
   b. Log in on [**iWanamaker**](#) and check dates, times, course, and tee selected are correct.
   c. Select the teams assigned to your sectional, but **DO NOT ADD GOLFERS** until after the online entry deadline.

Pre-Tournament:

==Steps 1 to 5== below are for **Baumspage** and the **Baumspage App**
1. Correct dates and times and other information that is not correct.
2. Use **Managers | Golf | Upload Files/Results** to post your tee assignments, course information, rules, and procedures, links to the golf course website, OHSAA Tickets, etc.
   a. The same files can also be posted or linked on the **OHSAA Golf** app.
   b. In **iWanamaker** (on your browser) **|**use **Edit Event | Finish | Publish | Event Information** or **Event Rules | Save Event Info and Rules**
3. Use **Managers | Golf | Submitted Rosters** to monitor entries. There will be no data for your tournament until coaches submit their rosters.
   a. Select **Baumspage HS Sample Boys** to view sample screens.
   b. Use **View Rosters** to view entries and **View Submitted Teams/Coaches** for e-mail and phone information.
4. Use **Managers | Golf | Load Demo Application** to experiment with the **Mobile Golf Manager Application Demo**.
5. 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 on the 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!

Steps 6 to 7 are for **iWanamaker** and the **OHSAA Golf App**

6. Review the **iWanamaker Getting Started Guide,** then log in to **iWanamaker** on your web browser and confirm the parameters for your tournament.
7. Click **EDIT DETAILS** and work through **Details**, **Courses**, **People**, **and Teams**.
    a. Select the teams for your sectional and follow up with coaches that do not have accounts or golfers.
    b. **DO NOT ADD GOLFERS** until your online entry window on **Baumspage** closes.

After the Online Entry Window Closes:

1. Login on **Baumspage** and use **Managers | Golf | Submitted Rosters** to check that all teams have submitted rosters.
    a. E-mail coaches and instruct them to make sure their athletes are listed in the same **Seed** order on **iWanamaker**.
2. Use **Managers | Golf | Access Mobile Manager** to download the data for your tournament.
    a. Select your tournament and follow the steps outlined in **#5** above.
    b. Use **Manage Data** to generate player labels, team score sheets, coach lists, and coach cart labels.
    c. Click **Backup/Save ALL Data** to make a backup on your computer and the file server.

Steps 3 to 4 are for **iWanamaker** (See **iWanamaker Getting Started Guide** for details)

3. Use **EDIT EVENT | Teams | + Add Golfers |** Click on **Seed** at the top to sort seeds in order from **1 to n**.
    a. Compare the **Seed** order and adjust as necessary to match the order on **Baumspage.**
    b. Reconcile any differences by adjusting the **Seed** order in **iWanamaker**.
4. Use **EDIT EVENT| Rounds** to set the pairings | **Finish** to create **Round 1 | Pairing List | Start Time with Team Names**
    a. Print as needed and post them on **Baumspage**.

Tournament Day:

1. If there are changes when teams check in use **Manage Data** | **Select Team** to correct rosters and coach names.
    a. If relying on the **Live Results** from **iWanamaker**, confirm and correct the **iWanamaker** entries and pairings.
    b. Open the scoring on **iWanamake**r and start the tournament.
    c. When finished, go to the **Leaderboard**, and replace **node** with **bp-export** and hit **[Enter]**.
      i. https://iwanamaker.com/**node**/12236638 with https://iwanamaker.com/**bp-export**/12236638
      ii. The results will be exported to your download folder.
2. To import into the **Baumspage App**, see the **iWanamaker-Baumspage Transfer** flowchart for the details.
3. Open **Mobile Manager** | use **Manage Data | Choose file | Load Data file from iWanamaker.**
    a. Review the import summary for **WD**, **DQ**, **DNS**, etc. to ensure the scores are correct.
    b. Click **Recalculate Scores | Generate Results | Team Scores** to view results.
      i. Review the Team Scores and Individual Scores with the **iWanamaker** results.
      ii. Skip to **Steps 5 to 8** below to **Generate Results, break ties,** and finalize the tournament

Step 4 below is for manual entry of scores using the **Baumspage App.**

4. Enter results for every player and review against team scoresheets to make sure everything is correct.
5. Use **Generate Results** to review and print results.
    a. **You must break all ties for the final team and final individual qualifiers!**
6. Make sure you are connected to Wi-Fi and logged in when you are ready to post results.
7. 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.
8. After you certify that the event is complete and click **Post Results** you will receive an e-mail confirming that the results and complete and posted. There will also be a result 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.

For Baumspage Support: Call, text, or email

Gary Baumgartner: 513-594-6154	Terry Young: 740-517-0195	Ken Baumgartner: 419-654-5849
gb@baumspage.com	terry@baumspage.com	baumkd@gmail.com

For OHSAA Golf app/iWanamaker Support:

Email Support: support@iwanamaker.com	Phone Support: (720) 984-2379
Monday - Friday from 6AM to 9PM MST	Monday - Thursday from 6AM to 6PM MST