TO: Athletic Directors and Golf Coaches
FROM: Gary Baumgartner, Sectional Manager
DATE: September 5, 2020
RE: Sectional Tournament: Division II Boys – River Greens Golf Course – Sept. 28, 2020

The OHSAA requires the use of the **Baumspage Online Entry System** and **Mobile Golf Tournament Application** for all sectional and district golf tournament this fall. Qualifiers from the rosters submitted online will transfer automatically to the district and state tournament. Please note the following:

Procedures for roster submission: *coaches will need to create an account on baumspage*. Make sure you include your cell number when you create your account!

Roster Submission: Team and individual rosters must be submitted using the **Online Entry Form** on **www.baumspage.com**. **All entries must be submitted before the entry deadline listed below.**

- The online entry window will open on **Sunday, September 20th at 2:00 PM.**
- The online entry window will close on **Friday, September 26th at 9:00 PM.**
- Changes to a team's line-up/roster can be made until the scheduled tee time for competition.

Online Entry Instructions:

1. The **Online Entry Form** at **www.baumspage.com** is the official OHSAA Entry Form.
   a) You will need to create an account to submit entries. Please do so early!
   b) Data entry should take less than 5 minutes so if you are not a "computer user" find an assistant, student, parent, or friend who is!
   c) User accounts/passwords from last year were retained. Associations with sports were cleared. Athletes from last year were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.
2. Click the **Online Entry** link at the **www.baumspage.com**.
   a) Click on **Login here** if you already have an account or **Apply here** to create a new account.
   b) Use **Coaches | Select Teams** to select your **School** and **Sport**.
      i) On **Select School Type |** select **High School |** click **Get Schools/Clubs**
      ii) Highlight your school | click **Get Available School Teams**
      iii) On **Select Sport** select **HS Boys Golf** or **HS Girls Golf |** click **Make me the Coach**
   c) Use **Coaches | Golf | Modify Athletes** to enter alphabetic roster.
      i) Use proper case and make sure all names and grades are correct!
   d) Use **Coaches | Golf | Submit Rosters** to enter the tournament.
      i) Please submit your golfers in playing order!
   e) Use the **Contact Us** link on Baumspage if there are problems or questions.
      i) In an emergency, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.
3. Names and grades will import directly in the program used for scoring the tournament.
4. Qualifiers will advance automatically to the district and state tournament.
5. Complete results will be posted on **www.baumspage.com** after the tournament finishes.