

SCHOOL INFORMATION TO USE or SET-UP A BAUMSPAGE GOLF ACCOUNT

IF YOU HAVE A BAUMSPAGE GOLF ACCOUNT: Select **Login** from the menu at the top of the page

Enter your username and password to log into your school account. Note: All associations with teams were cleared from last year, so you will need to claim your team.

~If you do not have a BAUMSPAGE ACCOUNT...see next step~

HOW TO SET UP A BAUMSPAGE GOLF ACCOUNT:

You will need to create an account to enter your roster. Please do so early!

Data entry should take less than 5 minutes so if you are not a "computer user" find an assistant, student, parent, or friend who could help. Make sure you include a cell number when you create your account!

- Go to www.baumspage.com
- Select **Online Entry**
- On the left side of the screen: **Apply here**
- Fill-in the form | check the "I'm not a robot" box | **Submit**

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 at ***8:00 AM on Sunday, September 11.***
- The online entry window will close at ***1:00 PM, Sunday, October 2.***
- Changes to a team's line-up/roster can be made until the scheduled tee time for competition.

ONLINE ENTRY INSTRUCTIONS:

The **Online Entry Form** is the official **OHSAA Entry Form**. Eligibility certificates are not required!

1. Click the **Online Entry** link on www.baumspage.com.
 - a) Click on **Login here** (Use the UserID you just set up for you as a coach)
 - b) Use **Coaches | Select Teams** to select your **School** and **Sport**.
 - i) **Select School Type | High School** and click **Get Schools/Clubs**
 - ii) Highlight your school and click **Get Available School Teams**
 - iii) On the **Select Sport** select **HS Boys Golf** or **HS Girls Golf | Make me the Coach**
 - c) Use **Coaches | Golf | Modify Athletes** to enter alphabetic roster.
 - 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 **Sean Devany at work: 330-375-2092** or cell: **330-907-7803**, e-mail: **sfdevany@att.net**
2. Names and grades will import directly in the program used for scoring the tournament.
3. Complete results will be posted on www.baumspage.com/golf as soon as possible after the tournament finishes.