

# River Valley (Caledonia) Middle School Wrestling Invitational

River Valley H.S. – December 21, 2023

Entry window opens: 8:00 AM, Wednesday, December 11th

Closes precisely: 8:00 PM, Friday, December 20th

1. Submit your intended roster early so we know wrestler counts! Return anytime before the deadline to make changes!
2. Entries must be submitted using the Online Entry Form at [www.baumspage.com](http://www.baumspage.com)
  - a. Create your account early and enter your master alphabetic roster.
3. Please note the following details on [baumspage.com](http://baumspage.com)
  - a. Inactive accounts prior to 2022 were deleted. Current accounts from 2022-2023 were retained, but the associations with the schools and teams were deleted.
  - b. High school athletes from last season were advanced one-grade level and retained. Please review your roster and delete any athlete that did not return.
4. Go to [www.baumspage.com](http://www.baumspage.com) and click Online Entries or Login to access your account.
  - a. If you did not have an account last year, use Apply to create your account.
  - b. To Apply | Complete the requested information | Check the “I’m not a robot.” box | Submit
5. Application.
  - a. If you had an account last year, you can log in using that e-mail address and password.
  - b. Please note: Passwords are case-sensitive!
  - c. If you don’t know your password, click the Forget your password? link to have a temporary password e-mailed to you.
6. Use Coaches | Select Teams to select your school from the drop-down list.
  - i. Click Select School Type | select either High School or Middle School | click Get
7. Schools/Clubs.
  - a. Click Select School | highlight your school | click Get Available School Team.
  - b. If your school is not listed or somebody else has already claimed your team, use
8. My Tools | Online Help and submit the appropriate Help Request.
  - a. Click Select Sport and select your sport.
  - b. After the sport is selected, click Make me the Coach.
  - c. Repeat as necessary to if coaching multiple teams/sports/genders.
9. Use Coaches | Wrestling | Modify Athletes to enter athletes to your alphabetic roster.
  - a. You may enter athletes one at a time by entering first name, last name, and grade, then Add Athlete.

- b. Type all names in upper and lower case. \*Please check all entries carefully!
  - c. Or you can import your complete roster by pasting them from an Excel file. Use one row per athlete: First Name, Last Name, and Grade. Highlight and paste into textbox, then click Import Athletes.
  - d. To enter girls in a Boys Co-Ed Tournament, she must be listed and submitted on the boys roster.
  - e. To enter girls, in a Girls Only Tournament, she must be entered on a HS Girls or MS Girls roster.
10. Use Coaches | Wrestling | Submit Rosters to enter them in a tournament.
- a. Select your team | click Get Available Events | Select an event | click Get Roster.
11. For each weight class, click Select a Wrestler and select athlete from the drop-down list.
- a. If appropriate, enter seeding information as requested. Leave blank if not up for seed!
  - b. If allowed to enter extras, select weight, then wrestler, and Submit Roster. Repeat for
12. others.
- a. Click Submit Roster to save. Use Get Printable Roster to print a copy for your records.
  - b. If a name or grade is not correct or an athlete is missing, use Coaches | Wrestling | Modify Athletes to make the correction, and then submit your entries again.
13. Event Rosters can only be submitted or corrected while the "Entry Window" is open!
- a. The window closes automatically precisely at the time and date listed.
  - b. Submit Rosters early and return to make changes anytime before the window closes.
  - c. Entries cannot be edited or submitted online after the window closes.
14. If there are any problems with the Online Form, click the Contact Us link and submit a Help Request.
- a) Please allow up to 8 hours for a response! \*Most responses will be in less than 4 hours.
  - b) Call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195 if you need immediate help.