

2018 OHSAA 7th and 8th Grade Track & Field Championships
Lancaster High School – May 12, 2018
Field Events – 10:00 AM & Track Events – 12:00 Noon

Baumspage Declaration Instructions

1. Congratulations on having athletes or relays in the Top 32 including ties on [Top 50 Performance List](#) for the OHSAA State Tournament.
 - a. Please note that **participation is not automatic!**
 - An athlete can only compete in a maximum of three events including relays.
 - The coach must login to their account on www.baumspage.com to **Declare Participation.**
2. Go to www.baumspage.com/ohsaa/ff/jhstate to check the information listed on the [2018 Top 50 Performance List](#).
 - a. The final date for qualifying is May 5th and all qualifying marks **must be submitted by the meet manager before 12:00 noon on Sunday, May 6th.**
 - b. The final [2018 Top 50 Performance List](#) will be posted **before 9:00 PM on Sunday, May 6th.**
 - c. The top 16 in each event including ties will qualify for the championships if the coach indicates that the school **Accepts** the event on the **Declaration of Intent Form!**
 - d. All coaches will need to login to their account on www.baumspage.com to **Declare Participation** for each athlete or relay **listed in the Top 32 including ties.**
 - Beginning at **10:00 AM on Monday, May 7** until **10:00 AM on Tuesday, May 8** the coach will need to login to his/her account on www.baumspage.com and **Accept** or **Decline** the **Participation** for any athlete or relay currently in the top 32 including ties.
 - See details below for **Creating Accounts** and **Declaring Participation Intent.**
3. Go to www.baumspage.com and use **Online Entries** or **Login** to access your account
 - a. **If you already have an account**, you can **Login** using that e-mail address and password.
 - b. **If you do not have an account**, click on **Online Entries | Apply here** to create your account.
 - Enter your name, e-mail address, password, and contact information, certify that you are not a robot, and submit your application.
 - Please note that passwords are case-sensitive.
 - You will be able to login immediately after the completed form is submitted.
4. After login use • **Coaches** • | **Select Teams** to claim your **School** and **Team**.
 - a. Select **School Type | Middle School** | click **Get Schools/Clubs**
 - b. **Highlight** your school | then Click here to: **Get Available School Teams / Sports**
 - c. **Select Sport** | select **Track - MS Boys** or **Track - MS Girls** | click **Make me the coach**
 - d. Repeat as necessary to if coaching both Boys and Girls MS Track teams.
5. Use • **Coaches** • | **Track | Modify Athletes** to enter or edit the athletes on your alphabetic roster.
 - a. For the **OHSAA 7th and 8th Grade Track & Field Championships** athletes not entered directly in baumspage online database were automatically added when the data from the qualifying meets was imported into the **Top 50 Performance List.**
 - If coaches did not use the same spelling in different databases and the name was not a perfect match the athlete was added as a new athlete.
 - If your roster has the same **athlete listed under two different names, do not delete either name!**

- **Deleting** duplicate athletes **will result** in the **removal** of their **Performance List Entries!**
 - Edit your complete roster as necessary and make sure the spelling and grades for duplicate athletes match.
 - When the roster is correct, click **Save Athlete Changes** when finished!
 - If you checked the box to **Delete Athlete** click **Cancel** when the following message pops-up:
 - a. **Deleting duplicate athletes will result in the removal of their Performance List Entries.** For duplicate athletes with different spellings, click '**Cancel**' and edit the names so they match. If you are certain you want to delete the selected athletes, click '**OK**'.
 - b. The relay names were not passed on to the performance lists and must be added to your roster prior to submitting the **Participation Declaration** form.
 - If an athlete will be a member of a qualifying relay team, enter them one at a time by filling in name and grade, then click **Add Athlete**.
6. Use • **Coaches** • | **Track** | **Submit Rosters** to **Declare Participation** in the championships.
- a. Click **Select your team** to select **MS Boys Track** or **MS Girls Track**, then click **Get Available Events**.
 - b. Select **2018 OHSAA 7th and 8th Grade Track & Field Championships** | click **Get Roster**.
 - Only athletes and relays listed in the **Top 32 on the Performance List** including ties will be listed.
 - Select **Accept or Decline** to **Declare Participation** for each athlete or relay listed.
 - **Acceptance** for athletes or relays **not currently in the top 16** will be a **Conditional Acceptance** in case enough of those above **Decline** the invitation.
 - **Conditional Acceptance** will be changed to **Accepted** if they are in **the top 16** after the **Declines from those in the top 16 are final**.
 - If accepting a relay, select the four athletes that will be participating in the intended order they will compete.
 - Please note: Changes may be made when you check-in at the meet, but the changes will not be included in the program.
 - c. **Please check your rosters carefully! Only the top 16 athletes or relays including ties that are confirmed as Accepting will be eligible to compete in the event!**
 - Click **Submit Roster** to submit your intent for each athlete or relay.
 - Click **Get Printable Roster** to generate a **Confirmation Page**.
 - d. The **Confirmation Page** will include an **Eligibility Verification Form** which must be **(1) Signed by the certified coach, (2) Signed by either the school principal or athletic administrator, and (3) Turned-in at meet check-in**.
 - All athletes/relays that are listed on the **Top 32 including ties on the Performance List** will be included on your **Eligibility Verification Form**.
 - After the final meet program is published please draw a line through those athletes/relays that did not qualify.
7. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request**.
- a. Please allow up to 4 hours for a response! *Most responses will be in less than 2 hours.
 - b. Call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195** if you need immediate help.