

Coaches Instructions for Entering Individual Wrestlers 2019 Covington Division III Sectional Wrestling Tournament

The window for entries **opens at 2:00 pm on Sunday, January 27**
and

must be submitted by 7:00 pm, Thursday, February, 21, 2019.

1. **Entries must be submitted using the Online Entry Form at www.baumspage.com**
Create your account early and enter your master alphabetic roster. **Schools will be subject to a \$50 fine for wrestlers entered after the deadline. No entries will be accepted after weigh-ins begin.** (See OHSAA Regulations <http://www.ohsaa.org/sports/wr/boys/wrrglts-individual.pdf>)
2. **Please note the following details on [baumspage.com](http://www.baumspage.com)**
 - a) All User Accounts from last year are still active.
 - b) After login, the coach will be able to add multiple teams/sports/genders to the same account!
3. Go to www.baumspage.com and click **Online Entry** or **Login** to access your account.
 - a) If you did not have an account last year, use **Apply** to create your account.
 - b) If you had an account last year, you can login using that e-mail address and password.
 - i) **Please note: Passwords are case-sensitive!**
 - ii) If you don't know your password, click the **Forget your password?** link to have a temporary password e-mailed to you.
4. Use • **Coaches | Select Teams** to select your school from the drop-down list.
 - a) Click **Get Available School Teams** | click **Select Sport** in the dropdown below | highlight your sport | then click **Make me the Coach**.
 - b) If your school is not listed or somebody else has already claimed your team, use **My Tools | Online Help** and submit the appropriate **Help Request**.
5. 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**.
 - i) Type all names in upper and lower case. ***Please check all entries carefully!**
 - b) 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**.
6. 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**.
 - i) For each weight class, click **Select a Wrestler** and select the athlete from the drop-down list.
 - ii) Enter seeding information as requested. **Enter records for all wrestlers!**
 - b) Click **Submit Roster** to save. Use **Get Printable Roster** to print a copy for your records.
 - c) If a name or grade is not correct or an athlete is missing, use • **Coaches | Wrestling | Modify Athletes** to make the correction, then submit your entries again.
7. **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. (February 21 at 7:00pm)**
 - 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.**
8. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request. Please allow up to 8 hours for a response! *Most responses will be in less than 4 hours.** Call Gary Baumgartner at 513.594.6154 or Terry Young at 740.517.0195 if you need immediate help.

The tournament director is Brad Hall, cell phone 937.238.0915, or email at bhall@hartzellprop.com