

Southeast District Division III Track Meet

Chillicothe High School
May 19/22, 2009 - 5:00 PM

Entries must be submitted online using the Online Entry Form at www.baumspage.com!

Entry Window Opens: **8:00 AM, Sunday, April 26**

Entry Window Closes: **5:00 PM, Monday, May 18**

Scratches/Substitutions Due: **10:00 AM, on the first day that the event is contested.**

Please note the following:

1. You will need to have an account to submit entries online through **baumspage.com**!
 - All accounts from last year were deleted before the start of the 2008-09 school year!
 - Some users may need to “temporarily” disable firewalls or Internet security settings.
2. The system is secure and only you and meet officials will have access to your data!
3. Athletes may be entered/edited anytime after the account is active but event entries can only be edited/submitted while the registration window is open!
 - **The Entry and Scratch windows will close precisely at the time posted above!**
 - Late entries may not be accepted or may be subject to a late entry fee!
4. The most current marks are stored and may be submitted for other meets that use **baumspage.com**!

To register online:

1. Go to **www.baumspage.com**, click the link to **Track**, then the link to **Online Entry System Login** or select this meet and click on the **Online Entry Form**.
 - a) Detailed instructions are available on the **Help Page** under **Printable Instructions for Track**.
2. **If you have an account:**
 - a) Click on **Login** and enter your **UserID/e-mail address** and **Password**!
 - b) If you don't know your **UserID** or **Password**, click the **Help** link and select the appropriate solution.
3. **If you do not have an account:**
 - a) Click **Apply** and submit an **Application**.
 - b) Use a valid e-mail address and any password that you can remember!
4. **Submit an “intended” roster early!** Return later to make corrections and final changes.
 - a) Use **Add/Modify Athletes** to enter your athlete's names, grades, and competitor number (OHSAA high schools only) into the database. *The list will be alphabetized automatically.
 - i) Enter your complete roster. Include anyone who could conceivably compete!
 - ii) Use **Submit Event Rosters** to enter athletes, relays, and marks.
 - a) **To enter individual events:** Select the athlete from the list and enter a mark.
 - b) **To enter a relay:** Enter a mark and select the 4 anticipated relay team members.
 - (1) List in expected order. Changes may be made before the team competes!
 - b) **Always** click **Save/Submit and Print Rosters** when you finish to submit the roster!
 - i) Click the **Printable Roster and Confirmation Form** to print a copy for your records.
 - ii) What you see on the **Confirmation Form** is what will be submitted for the meet!
 - c) **Return anytime before deadline to make changes!**
5. The **Online Scratch/Substitution Form** will only be accessible **after the entry window closes** and **prior to Scratch deadline!** To access the **Scratch/Substitution Form**:
 - a) **Login** and select **Submit Event Rosters** while the **Scratch Window** is open.
 - i) Select the event and click **View Printable Roster**.
 - ii) On the next screen, select **Scratch/Substitution Form** and list your changes in the correction box for the specific event. If the meet manager requests, enter a mark.
 - b) The **Scratch/Substitution window will close precisely at the time posted above!**

If there are any problems with the Online Form click the Help link and submit a Help Request!

- **Please allow up to 24 hours for a response.** *Most responses will be in less than 8 hours.
- **Send e-mail to help@baumspage.com or call Gary Baumgartner at 513-424-6201 if you need immediate help!**