

# 2011 OHSAA District Track – Online Entry Instructions

Submit entries online at [www.baumspage.com](http://www.baumspage.com) before **5:00 PM on Monday, May 16!**

Entry window opens at 8:00 AM, April 24 and **closes precisely at the time listed above!**

**Late entries will not be accepted without payment of a \$150 late fee and approval by the OHSAA!**

**Entry Requirements:** \*See complete regulations at: [www.ohsaa.org/sports/ff/tfrglt.htm](http://www.ohsaa.org/sports/ff/tfrglt.htm)

1. **A maximum of two eligible athletes may be named on the entry form for each event other than relay events.** \*See OHSAA Regulations – Sect. 5.4
  - a) **A contestant shall not be entered in more than four individual events including relays!**
2. **Members of relay teams must be designated prior to competing the first time.**
  - a) All members of a relay team must be listed on the **Numeric Roster** and **Eligibility Certificate!**
3. **Fax, mail, or e-mail an Eligibility Certificate to the Tournament Manager before Friday, May 13th!**
  - a) **Fax to 513-398-4183 Attention: District Tournament Manager**
4. Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries before the deadline listed!
  - a) **Submit a complete roster!** The **Numeric Roster** and **Eligibility Certificate** must include everyone!
  - b) **Numbers are required for all athletes before the district entry form can be accessed!**
5. Use the **Online Scratch/Substitution Form** to submit changes before **12:00 noon the 1st day.**
  - a) You may substitute for a contestant who has been entered on the **Online Entry Form** or you may delete. **You may not add a name in an event that was left blank on the Online Entry Form.**
  - b) **A substitute may replace a listed athlete provided the substitute is on the Numeric Roster and provided the substitute is submitted no later than 12:00 noon the first day of competition. After that time no substitutions will be accepted.**

**To register and submit entries online:**

1. Go to [www.baumspage.com](http://www.baumspage.com), click the link to **Track**, then the link to **Online Entry System Login.**
  - a) Or find **2011 OHSAA District Tournaments**; select the **district**, then the **site** and **division.**
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 **complete roster.** Include name, grade, and competitor number for **anyone who could conceivably compete!** \*The list will be alphabetized automatically.
    - a) **Numbers are required for all athletes before the district entry form can be accessed!**
    - ii) Use **Submit Event Rosters** to enter athletes, relays, and **most consistent** marks.
      - a) **To enter individual events:** Select the athlete from the list and enter the 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. **Substitutions must be submitted online before 12:00 Noon the first day the event is contested!**
    - a) The **Online Scratch/Substitution Form** will open **after the entry window closes!**
    - b) **Login** and select **Submit Event Rosters** to access the **Scratch/Substitution Form.**
      - a) Select the event and click **View Printable Roster.**
      - b) 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.
    - ii) **Substitutions submitted after 12:00 noon will not be processed!**

**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](mailto:help@baumspage.com) first! Call Gary Baumgartner at 513-424-6201 or Terry Young at 740-753-0561 if you need immediate help!**