

2014 OHSAA District Track – Online Entry Instructions

Submit entries online at www.baumspage.com before **5:00 PM on Monday, May 19!**

Entry window opens at 8:00 AM, April 27 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/tf/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 16th!**
 - a) **Fax to ###-###-### Attention: District Tournament Manager**
4. **Use the Online Entry Form at 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. **Substitutions must be submitted online before 12:00 noon the 1st day the event is contested.**
 - 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 | click the link to Online Entry or Login at the top of the page.**
 - a) **Or browse to Track | OHSAA District Tournaments: select the district, site, and division.**
 - b) **If you have an account:**
 - i) **Click on Login and enter your UserID/E-mail address and Password!**
 - ii) **If you don't know your Password, click the Forget your password link to get a new one...**
 - c) **If you do not have an account:**
 - i) **Click Apply and submit an Application.**
 - ii) **Use a valid e-mail address and any password that you can remember!**
2. **Submit an "intended" roster early! Return later to make corrections and final changes.**
 - a) **Use • Coaches • | Select Teams to claim your school and team. | Select | Click Make me the coach.**
 - b) **Use • Coaches • | Track | Modify Athletes to enter roster. Include name, grade, and competitor number for anyone who could conceivably compete! *The list will be alphabetized automatically.**
 - i) **Numbers are required for all athletes before the district entry form can be accessed!**
 - c) **Use • Coaches • | Track | Submit Rosters to enter athletes, relays, and most consistent marks.**
 - i) **You will be required to submit a Pupil Activity/Coaching Permit number for the head coach.**
 - a) **If the license is not active, enter None, Pending, etc... The field cannot be blank!**
 - ii) **To enter individual events: Select the athlete from the list and enter the mark.**
 - iii) **To enter a relay: Select the 4 anticipated relay team members and enter the mark.**
 - (1) **List in expected order. Changes may be made before the team competes!**
 - d) **Always click Submit Roster when you finish to submit the roster!**
 - i) **Click the Get Printable Roster to print a copy for your records.**
 - ii) **What you see on the Confirmation Form is what will be submitted for the meet!**
 - e) **Return anytime before deadline to make changes!**
3. **Substitutions must submitted online before 12:00 noon the first day the event is contested!**
 - a) **Use • Coaches • | Track | Submit Rosters to access the Scratch/Substitution section of the online entry template.**
 - i) **A Scratch/Substitution box will be available below each event after the entry window closes'**
 - b) **List your changes in the correction box | click Add Scratch Info | repeat for additional changes.**
 - c) **Substitutions submitted after 12:00 noon will not be processed!**

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.

- **Use the Contact Us link first! In an emergency, call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195!**