

17th Annual Avon Lake Track & Field Invitational

Avon Lake High School

Saturday, April 6, 2013 9:00 A.M.

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

Entry Window Opens: **8:00 A.M., Sunday, March 24, 2013**

Entry Window Closes: **7:00 P.M., Thursday, April 4, 2013**

Scratches/Substitutions Due: **5:00 P.M., Friday, April 5, 2013**

1. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.**
 - a. Late entries will not be accepted! Or if accepted, may be subject to a Late Entry Penalty.
 2. **Please note the following changes on baumspage.com!**
 - a. **All User Accounts from 2011-2012 were retained, but the associations with the schools and teams were deleted.**
 - 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 use **Online Entries** or **Login** to access your account
 - a. Click the **Help** link and print **Online Entry Instructions for Track** if you need detailed instructions.
 - b. **If you did not have an account last year, use Apply** to create your account.
 - c. **If you had an account last year, you can login using that e-mail address and password.**
 4. Use • **Coaches** • | **Select Teams** to select your **School**.
 - a. Click **Get available teams** and then **Make me the Coach**.
 - b. Note: after selecting your teams, you may need to refresh your screen or Logout and Login again!
 5. Use • **Coaches** • | **Track** | **Modify Athletes** to enter your athletes on your alphabetic roster.
 - a. You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
 - b. Or you **can import your complete roster by pasting them** from an Excel file. Use one row per athlete: Number, First Name, Last Name, and Grade. Highlight and paste into textbox, then click **Import Athletes**.
 6. Use • **Coaches** • | **Track** | **Submit Rosters** to enter athletes, relays, and marks.
 - a. **Include everybody that could possibly compete!** Submit a complete roster before entry deadline!
 - b. **To enter individual events:** Select the athlete from the list and enter a mark.
 - c. **To enter a relay:** Select the 4 anticipated relay team members and enter a time...
(1) List in expected order. Changes may be made before the team competes.
 - d. Click **Submit Roster** to save entries. Use **Get Printable Roster** to print a copy for your records. *Only the athletes listed are entered in the event!
 7. 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. Select the event and click **Get Printable Roster**.
 - b. On the next screen, select **Scratch/Substitution Form** and list your changes in the correction box for the specific event.
 - c. The **Scratch/Substitution window will close precisely at the time posted above!**
 8. **If there are any problems with the Online Form, click the Contact Us link and submit a Help Request.**
 - a. Please allow up to 8 hours for a response! *Most responses will be in less than 4 hours.
 - b. In an emergency, call **Gary Baumgartner: 513-594-6154** or **Terry Young: 740-517-0195**.
- **Also you may contact John A. Jeren, Jr. at 330-757-9144; email jiggsey1946@aol.com. FAX 330-792-5403 for any questions about this meet.**