

## 2016 F.E. Cope Invitational – April 1, 2016- 4:15 PM

Entry Window Opens: 10:00 AM, Sunday, March 13

Entry Window Closes: 7:00 PM, Wednesday, March 30

Scratches/Substitutions Due: 7:00 PM, Thursday, March 31

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 details on baumspage.com!**
  - a. All User Accounts from last year 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!
  - c. High school athletes were advanced one grade and retained. Please delete those that are no longer participating!
3. Go to [www.baumspage.com](http://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 the 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 you records.  
\*Only the athletes listed are entered in the event!
7. The **Online Scratch/Substitution option** is included as part of the entry template. If used, it will only be accessible **after the entry window closes** and **prior to scratch deadline!**
  - a. Use • **Coaches** • | **Track** | **Submit Rosters** to access the entry template.
  - b. A **Scratch/Substitution** box will be available below each event
  - c. List your changes in the correction box | click **Add Scratch Info** | repeat for additional changes.
  - d. 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, Terry Young: 740-517-0195. Meet Manager John Jeren Jr. Can be reached at 330-360-0223 or [jiggsey1946@aol.com](mailto:jiggsey1946@aol.com).**