

2017 Bellbrook Invitational Tournament

Bellbrook H.S. – January 7, 2017

Entry window opens: **8:00 AM, Sunday, December 18**

Closes precisely: **7:00 PM, Thursday, January 5**

Submit your intended roster early! Return anytime before the deadline to make changes!

1. **Entries must be submitted using the Online Entry Form at www.baumspage.com!**
 - a) Create your account early and enter your master alphabetic roster.
2. **Please note the following changes on baumspage.com!**
 - a) All User Accounts from 2014-15 were retained, but the associations with the schools and teams were cleared. Underclassmen were advanced one grade level and retained.
 - i) Please delete any athlete that is no longer on your roster.
 - 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 click **Online Entries** or **Login** to access your account.
 - a) If you did not have an account last year, use **Apply** to create your account.
 - b) If you had an account last year, you can login using that e-mail address and password.
 - i) **Please note: Passwords are case-sensitive!**
 - ii) If you don't know your password, click the **Forget your password?** link to have a temporary password e-mailed to you.
4. Use • **Coaches** • | **Select Teams** to select your school from the drop-down list.
 - a) Click **Get Available School Teams** | click **Select Sport** in the dropdown below | highlight your sport | then click **Make me the Coach**.
 - b) If your school is not listed or somebody else has already claimed your team, use • **Coaches** • | **My Tools** | **Online Help** and submit the appropriate **Help Request**.
5. Use • **Coaches** • | **Wrestling** | **Modify Athletes** to enter athletes to your alphabetic roster.
 - a) You may enter athletes one at a time by entering first name, last name, and grade, then **Add Athlete**.
 - i) Type all names in upper and lower case. *Please check all entries carefully!
 - b) Or you can import your complete roster by pasting them from an Excel file. Use one row per athlete: **First Name**, **Last Name**, and **Grade**. Highlight and paste into textbox, then click **Import Athletes**.
6. Use • **Coaches** • | **Wrestling** | **Submit Rosters** to enter them in a tournament.
 - a) Select your team | click **Get Available Events** | Select an event | click **Get Roster**.
 - i) For each weight class, click **Select a Wrestler** and select athlete from drop-down list.
 - ii) If appropriate, enter seeding information as requested. Leave blank if not up for seed!
 - b) Click **Submit Roster** to save. Use **Get Printable Roster** to print a copy for your records.
 - c) If a name or grade is not correct or an athlete is missing, use • **Coaches** • | **Wrestling** | **Modify Athletes** to make the correction, and then submit your entries again.
7. **Event Rosters can only be submitted or corrected while the "Entry Window" is open!**
 - a) The window closes automatically **precisely at the time and date** listed.
 - b) **Submit Rosters** early and return to make changes **anytime before** the window closes.
 - c) Entries **cannot** be edited or submitted online **after the window closes**.
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) Call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195 if you need immediate help.