

# 2009 OHSAA District Cross Country Tournament Online Entry Instructions

Entries must be submitted online at [www.baumspage.com](http://www.baumspage.com)!  
The Entry Window will open at **8:00 AM, Sunday, September 20.**  
**The Entry Window will close precisely at 5:00 PM, Friday, October 16!**

## District Tournament Entry Procedure:

1. **Fax** a copy of the **Eligibility Certificate** to 740-245-7555, **mail**, or **e-mail** to the Tournament Manager [janham@rio.edu](mailto:janham@rio.edu) **before Friday, Oct. 16th!**
2. Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries **before the deadline listed above!**
  - a) Late entries will not be accepted without OHSAA permission and a possible \$150 Late Entry Penalty!
3. Go to [www.baumspage.com](http://www.baumspage.com), browse to **Cross Country**, the district tournament, and the **Online Entry Form**.
  - a) Click the **Help** link and print **Online Entry Instructions for CC** if you need detailed instructions.
  - b) **All User Accounts are deleted every summer so everyone will need to Apply/Re-Apply for an account for the 2009-2010 school year.**
4. **If you already have an account for 2009**, login and submit the 7 athletes you intend to enter.
  - a) Skip to step 7 below!
5. **If you do not have an account**, use **Apply** to create your account.
  - a) Select **School** and one **Sport** from the drop-down menus.
  - b) If you coach both genders, use **Add/Drop Teams** after login to add the other gender to the same account.
6. Use **Add/Modify Athletes** to enter each athlete's name and grade into the database.
  - a) Edit the Head Coach's Name if it is not correct, and then click **Modify Coach**.
  - b) Use Upper and Lower Case! **Check carefully! All names import exactly as listed!**
7. Use **Submit Event Rosters** to enter them in the tournament.
  - a) Select the **correct district** and **correct division** from the Event "drop-down" menu.
  - b) Click on **None** and select up to 7 athletes that you intend to enter.
    - i) Click **Save/Submit and Print Roster** to save the entries.
    - ii) Click **Printable Roster and Confirmation Form** to view/print a copy for your records.
      - a) Only the athletes listed on the **Confirmation Form** are entered in the tournament!
  - c) If there are errors or an athlete is missing, use **Add/Modify Athletes** to make the correction and **Submit Event Rosters** to submit entries again.
8. **Create your account and submit a tentative roster early! Don't wait until the deadline!**
  - a) Login anytime before the entry deadline to make changes online.
  - b) **Changes may be made at tournament check-in** as long as the athlete is included on the Eligibility Certificate!
9. **If there are any problems with the Online Form**, click the **Help** link and submit a **Help Request!**
  - a) Please allow up to 24 hours for a response! \*Most responses will be in less than 8 hours.
  - b) Send e-mail to [help@baumspage.com](mailto:help@baumspage.com). Call Gary Baumgartner at 513-424-6201 or Terry Young at 740-753-0561 if you need immediate help!

# Entry Window closes precisely at 5:00 PM on Friday, October 16<sup>th</sup>!