

2011 OHSAA District Cross Country Tournament

Online Entry Instructions

Entries must be submitted online at www.baumspage.com!
The Entry Window will open at **8:00 AM, Sunday, September 18.**
The Entry Window will close precisely at **7:00 PM, Monday, October 17!**

District Tournament Entry Procedure:

1. **Fax** a copy of the **Eligibility Certificate** to 419-647-5124, **mail**, or **e-mail** to the Tournament Manager **before Friday, Oct. 14th!**
2. Use the **Online Entry Form** at 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. Please note: **All user accounts from 2010-2011 were retained, but the associations with the schools and teams were deleted.**
 - a) **If you already have an account for 2011**, go to www.baumspage.com and use **Online Entries** or **Login** to access your account.
 - b) **If you do not have an account**, use **Online Entries | Apply** to create your account.
4. Use **My Sports | Select Teams** to select your **School**.
 - a) Click **Get available Teams** and then **Make me the Coach**. Repeat for other gender.
5. Use **My Sports | Cross Country | Modify Athletes** to enter your alphabetic roster.
 - a) Use Upper and Lower Case! **Check carefully! All names import exactly as listed!**
 - b) You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
 - c) 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 **My Sports | Cross Country | Submit Rosters** to enter them in the tournament.
 - a) Select your team and click **Get Available Events**.
 - b) Select **the correct district** and **correct division** then click **Get Roster**.
 - c) Click on **None** and select up to 7 athletes that you intend to enter.
 - i) Click **Submit Roster** to save the entries.
 - ii) Click **Get Printable Roster** to print a copy for your records.
 - a) Only the athletes listed on the **Confirmation Form** are entered in the tournament!
 - d) If there are errors or an athlete is missing, use **Modify Athletes** to make the correction and **Submit Rosters** to submit entries again.
7. **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!
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 513-424-6201 or Terry Young at 740-753-0561 if you need immediate help!

Entry Window closes precisely at 7:00 PM on Monday, October 17th!