

# 2017 OHSAA District Track – Online Entry Instructions

Submit entries online at [www.baumspage.com](http://www.baumspage.com) before 5:00 PM on Monday, May 15th!

Entry window opens at 8:00 AM, April 23rd and closes precisely at the time listed above!

Late entries will not be accepted without payment of a \$150 late fee and approval by the OHSAA!

Entry Requirements: \*See complete regulations at: [www.ohsaa.org/sports/tf/tfgrlts.pdf](http://www.ohsaa.org/sports/tf/tfgrlts.pdf)

A maximum of two eligible athletes may be named on the entry form for each event other than relay events. \*See OHSAA Regulations – Sect. 5.4

A contestant shall not be entered in more than four individual events including relays!

Members of relay teams must be designated prior to competing the first time.

All members of a relay team must be listed on the **Numeric Roster** and **Eligibility Certificate!**

**NOTE CHANGE: Eligibility Certificates** do not need to be sent to the Tournament Manager.

Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries before the deadline listed!

Submit a complete roster. The **Numeric Roster** and **Eligibility Certificate** must include everyone.

Numbers are required for all athletes before the district entry form can be accessed!

Substitutions must be submitted online before 12:00 noon the 1st day the event is contested.

You may substitute for a contestant who has been entered on the **Online Entry Form** or you may delete. **You may not add a name in an event that was left blank on the Online Entry Form!**

A substitute may replace a listed athlete provided the substitute is on the **Numeric Roster** and provided the substitute is submitted no later than 12:00 noon the first day of the event is contested. After that time no substitutions will be accepted. **Substitutions for events starting on Saturday must be made when the coach checks-in on Saturday!**

To register and submit entries online:

Go to [www.baumspage.com](http://www.baumspage.com) | click the link to **Online Entry** or **Login** at the top of the page.

Or browse to **Track | OHSAA District Tournaments**: select the **district, site, and division**.

If you have an account:

Click on **Login** and enter your **UserID/E-mail address** and **Password!**

If you don't know your **Password**, click the **Forget your password** link to get a new one...

If you do not have an account:

Click **Apply** and submit an **Application**.

Use a valid e-mail address and any password that you can remember!

Submit an “intended” roster early! Return later to make corrections and final changes.

Use • **Coaches** • | **Select Teams** to claim your school and team. | **Select** | Click **Make me the Coach**.

Use • **Coaches** • | **Track | Modify Athletes** to enter **roster**. Include name, grade, and competitor number for **anyone who could conceivably compete!** \*The list will be alphabetized automatically.

**Numbers are required for all athletes before the district entry form can be accessed!**

Use • **Coaches** • | **Track | Submit Rosters** to enter athletes, relays, and **most consistent** marks.

**To enter individual events:** Select the athlete from the list and enter the mark.

**To enter a relay:** Select the 4 anticipated relay team members and enter the mark.

(1) List in expected order. Changes may be made before the team competes!

**Always** click **Submit Roster** when you finish to submit the roster!

Click the **Get Printable Roster** to print a copy for your records.

What you see on the **Confirmation Form** is what will be submitted for the meet!

**Return anytime before deadline to make changes!**

Substitutions must be submitted online before 12:00 noon the first day the event is contested!

Use • **Coaches** • | **Track | Submit Rosters** to access the **Scratch/Substitution** section of the online entry template.

A **Scratch/Substitution** box will be available below each event **after the entry window closes!**

**List your changes** in the correction box | click **Add Scratch Info** | repeat for additional changes.

**Substitutions submitted after 12:00 noon will not be processed.**

If there are any problems with the Online Form, use the **Contact Us** link to submit a **Help Request!**

Please allow up to 8 hours for a response. \*Most responses will be in less than 4 hours.

In an emergency, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195!**