

## 2018 OHSAA District Track – Online Entry Instructions

Submit entries online at [www.baumspage.com](http://www.baumspage.com) before **7:00 PM on Tuesday, May 15!**

Entry window opens at 8:00 AM, April 22 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/tfrglts.pdf](http://www.ohsaa.org/sports/tf/tfrglts.pdf)

1. **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) **A contestant shall not be entered in more than four individual events including relays!**
2. **Members of relay teams must be designated prior to competing the first time.**
  - a) All members of a relay team must be listed on the **Numeric Roster and Eligibility Certificate!**
3. Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries before the deadline listed!
  - a) **Submit a complete roster!** The **Numeric Roster and Eligibility Certificate** must include everyone!
  - b) **Numbers are required for all athletes before the district entry form can be accessed!**
4. **Substitutions must be submitted online before 12:00 noon the 1st day the event is contested.**
  - a) **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!**
  - b) **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:**

1. Go to [www.baumspage.com](http://www.baumspage.com) | click the link to **Online Entry** or **Login** at the top of the page.
  - a) Or browse to **Track | OHSAA District Tournaments**: select the **district, site, and division**.
  - b) **If you have an account:**
    - i) Click on **Login** and enter your **UserID/E-mail address** and **Password!**
    - ii) If you don't know your **Password**, click the **Forget your password** link to get a new one...
  - c) **If you do not have an account:**
    - i) Click **Apply** and submit an **Application**.
    - ii) Use a valid e-mail address and any password that you can remember!
2. **Submit an “intended” roster early!** Return later to make corrections and final changes.
  - a) Use • **Coaches** • | **Select Teams** to claim your school and team. | Select | Click **Make me the Coach**.
  - b) 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.
    - i) **Numbers are required for all athletes before the district entry form can be accessed!**
  - c) Use • **Coaches** • | **Track | Submit Rosters** to enter athletes, relays, and **most consistent** marks.
    - i) **To enter individual events:** Select the athlete from the list and enter the mark.
    - ii) **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!
  - d) **Always** click **Submit Roster** when you finish to submit the roster!
    - i) Click the **Get Printable Roster** to print a copy for your records.
    - ii) What you see on the **Confirmation Form** is what will be submitted for the meet!
  - e) **Return anytime before deadline to make changes!**
3. Substitutions must be submitted online before 12:00 noon the first day the event is contested!
  - a) Use • **Coaches** • | **Track | Submit Rosters** to access the **Scratch/Substitution** section of the online entry template.
    - i) A **Scratch/Substitution** box will be available below each event **after the entry window closes!**
  - b) **List your changes** in the correction box | click **Add Scratch Info** | repeat for additional changes.
  - c) **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!**