

Welcome to the 2018 OHSAA Track and Field Tournament Series! Over the past several weeks we completed the online activation of your district tournament on baumspage. The final two districts were activated last week, Essentially everything is the same as last year. As events are activated the manager receives a notification e-mail and the meet is automatically updated on the track pages of our file server.

- If you are a returning manager and had an account last year, we assigned your tournament to that account. If you did not receive the e-mail, we assigned the tournament to computer support person for your district tournament.
- **If you are a new manager and did not have an account, we created one for you with your e-mail address as the User ID and your first name (in all lower case) as the password. You can change it when you login.**
 - **If you need help logging-in or have questions, please let us know.**
 - **Please reply to confirm that your e-mail account is correct and that you received this.**
- If you received this e-mail in error or are no longer involved with the district tournament, please reply so we can remove you from our contact list.

We are looking forward to working with you. **Sections I, II, and III** below summarize some general information. The fourth section **IV. Action Items for Managers** specifies actions needed ASAP! Please feel free to call if you have questions, concerns, or need anything!

I. Please note the following details for 2018:

1. **The OHSAA approved allowing [FAT Recall](#) if the **Games Committee authorizes** it prior to the start of competition.**
 1. Designate a procedure to follow if there is a malfunction in the FAT system!
2. The OHSAA no longer requires a copy of the eligibility certificate be submitted for tournament entry.
3. The main track page and the specific pages for each event are generated dynamically from the online database. Changes are almost instantaneous.
4. We retained all user accounts from last year but deleted the associations with schools and teams for the coaches.
5. We deleted all seniors from our athlete database and advanced all underclassmen one grade level.
6. **All district tournaments were updated using the corresponding dates/times as last year. Please note:**
 1. If you are a "new" hosting site this year, we used the corresponding time frame from the site you replaced for your tournament.
 2. The online entry windows for all district tournaments, except the Central District, will open at 8:00 AM on Sunday, April 22. The windows are set to close based of the closing date and time used last year.
 1. The Central District Tournament windows for will open at 2:00 PM on April 29th during the meetings to assign teams to their district.
7. **Managers and assigned computer support persons have almost complete access to their own events.**

1. After the meet is assigned to an account, the manager can login and use • **Manager • | Track | Assign Delegates** to give access rights to others.
 1. If your event was assigned to your computer support person, they will be able to assign rights to you as manager.
 2. Our preference would be that all managers have an account and monitor the data for their respective tournament.
 3. **As long as the manager and computer support people coordinate their efforts, either way is ok.**

1. Managers or assigned delegates can login and use the following options:
 1. Use • **Manager • | Track | Modify Events** to edit the dates/times for the meet, the entry window, and the scratch/substitution window.
 1. **Please review the dates/times currently listed and correct any errors ASAP!**
 2. Use • **Manager • | Track | Upload Files/Results** to post schedules, coach's information, meet programs, and results directly on the server.
 - The only restriction is that the files must be either htm, pdf, or txt.
 3. While the window is open, use • **Manager • | Track | Event Summary** to monitor entries
 4. After the window closes, use • **Manager • | Track | Download Imports** to download the import files immediately!.
 - The files are converted directly from the database and can be downloaded anytime after the window closes.
 - **With immediate access you might consider moving your entry deadline closer to the meet date and eliminating a lot of manual substitutions.**
 5. Use • **Manager • | Track | Event Scratches** to view, download, or e-mail the changes.
 6. After finishing each day, the manager/delegate can login and use • **Manager • | Track | Upload Files/Results** to post results immediately to their event page.

1. **Substitutions must be submitted on baumspage using the online Scratch/Substitution form before 12:00 Noon the first day the event is contested! For Saturday competition, substitutions MUST be made at the time coaches check in that morning. After that time, no substitutions will be accepted.**
 1. Coaches may substitute for a contestant who has been entered on the Online Entry Form. They may not add a name in an event that was left blank on the Online Entry Form!
 2. For most district tournaments the online **Scratch/Substitution Window** is currently set to close at **12:00 Noon** your first day.
 1. Login after 12:00 noon to download the changes and process them in Hy-Tek.

3. **For weekday tournaments, wait a couple of hours after the 12:00 noon deadline** and then login to your account and use • **Manager** • | **Track** | **Modify Events** to **re-open the scratch window!**
 1. Set it to close at **12:00 Noon for the second day** of your tournament.
4. **For events that are contested Saturday, substitutions must be made when coaches check-in on Saturday!**
 1. You may want to **re-open the scratch window** until Friday evening to encourage coaches to submit definite substitutions online.
 2. Or you may just wait and accept the substitutions at check-in on Saturday.

II. Please note the following details for coaches:

1. Coach's accounts from last year were retained, but their associations with a school and teams were cleared.
2. Most have already entered some event that has used the **baumspage.com** online entry system.
 1. Either way, please edit and include a copy of the **OnlineRoster-OHSAADistricts.doc** in your mailing to the schools.
3. **Entries must be submitted before the online entry window closes. Late entries will not be accepted without payment of a \$50 late fee and approval by the OHSAA.**
4. **Scratch/Substitutions** are included as part of the online entry process.
 1. After the online entry window closes, the submitted data is "locked" and cannot be changed.
 2. The entry template will have a text box below each event where the coach can submit substitutions or scratches for the event.
 3. **Substitutions must be submitted before 12:00 the first day the event is contested!**
 1. The **Scratch/Substitution** window will close at **12:00 noon each day** for weekday tournaments.
 2. For tournaments ending on Saturday, substitutions may be submitted online. If not submitted online, substitutions must be made when the coaches check-in on Saturday.

III. Additional Information for Managers/Computer Support Personnel:

1. Please review the **2018 OHSAA Tournament Regulations** on the OHSAA web site.
2. The managers should have received or will be receiving the **2018 Track and Field – District and Regional Manager's Tournament Manual**.
 1. An electronic copy of the Manual is posted at <http://www.baumspage.com/hytek/help/ManagersManual.pdf>
 2. **Please review the pages that include district tournament seeding, tournament management details, tie-break procedures for qualifying athletes, etc. (Please review carefully and share with your computer support personnel.)**

3. Please edit the attached file **OnlineRoster-OHSAADistricts.doc** as needed and include it in the information to the participating teams.
4. **The OHSAA requires the use of Hy-Tek Meet Manager for all District and Regional Track Tournaments!**
 1. All qualifier data will be exported from **Hy-Tek Meet Manager** and transferred electronically to the next level! **Nothing will be transferred manually!**
 2. Specific instructions are included in the **OHSAA Tournament Managers Manual**.
5. **All district tournament entries and scratches/substitutions must be submitted online through www.baumspage.com.**
 1. The online entry window for all district tournaments except the Central District **will open at 8:00 AM, on Sunday, April 23rd.**
 1. The Central District windows will open during the team seed meetings on at 2:00 PM on April 30th.
 2. The online entry window will close at a time determined by the district manager with approval of the district board.
 3. **Please use discretion when dealing with online entry and the scratch/substitutions.**
 1. **Although computer glitches are rare, the potential for error exists.**
 2. **Please do not penalize an athlete for a computer glitch!**
6. **Grades and competitor numbers are required for all athletes submitted on the district entry form!**
 1. Coaches will not be able to access the online entry template for the district tournament if any numbers or grades are omitted on their roster.
 2. They will be re-directed to the **Modify Athletes** page until a competitor number and grade is entered on the roster for every athlete listed!
7. **All district tournament results must be posted online through www.baumspage.com.**
 1. The manager/computer support people can login and post everything directly on the server.
 2. Meet programs for the first day are optional and at the discretion of the tournament manager.
 1. Final day meet programs are recommended!
 3. If you are posting real-time results, login and use the manager's **Upload Files/Results** link to add a link to the URL where your results will be posted.
 1. After the tournament, please post the complete results – all events, all rounds, all competitors!
 4. Contact Gary Baumgartner or Terry Young if you have questions or need help!
8. **We are assisting the OHSAA with the posting and updating of State records.**

1. The current OHSAA State Records by Division are posted at www.baumspage.com/ohsaa/tf/records.
2. If you want to use them in your district tournament database, please download and import the appropriate **Hy-Tek.tcl** record files for your division.
3. Feel free to call if you have questions or need help

IV. Action Items for Managers:

1. **Make sure you can login to your account on baumspage.com.**
 1. Depending on the manager's comfort level, please coordinate with your computer support person to monitor and process data.
 2. If you had an account last year or already have a current account, use that e-mail address and password to login.
 3. For new managers, an account was created with your e-mail address and first name in all lower case.
 1. Please login ASAP to change your password and correct your contact information
 2. Use • **My Account** • | **My Tools** | **Change Password** and • **My Account** • | **My Tools** | **Update Contact Info**.
 4. If you need to create an account, please create it ASAP!.
2. **Managers have complete control over the data and web space for their tournament.**
 1. Access rights were assigned to the manager if an account existed.
 2. If a returning manager did not have an account, access rights were assigned to the computer support person.
 3. If you received the District Tournament Activation e-mail, login and assign delegate rights to your counterpart.
 1. Use • **Manager** • | **Track** | **Assign Delegates** | **Select Your Tournament** | **Get Event** | **Select User** | **Add Delegate**.
 4. If you want to review the manager options;
 1. Use • **Manager** • | **Track** | **Track Manager Help** to access the help page.
 2. Click the **Manager Options** link for details.
3. **It is absolutely essential that you review the dates and times posted and make corrections ASAP!**
 1. **Go to www.baumspage.com and review and edit the dates and times listed for your tournament!**
 2. The district tournaments are posted on the left below the regionals.
 3. The time frame was based on the corresponding dates/times from last year.

4. If corrections are needed, click the link to **Online Entry** or **Login** and enter your e-mail address and password.

- 1.

Use • **Manager** • | **Track** | **Modify Events** to change dates and times the data for your tournament.

- 5.

The online Scratch/Substitution window is set to close at 12:00 Noon the first day of your tournament.

- 1.

Wait a couple of hours after the window closes, then login and re-open it again for your next day.

2. Call or reply to this e-mail if you need help logging-in or making corrections!

4. **Attached to this e-mail are the 2018 Online Entry Instructions for coaches.**

- 1.

Please edit and include the page in your information packet.

- 1.

The top section summarizes the **OHSAA District Tournament** entry requirements and the bottom includes specific instructions for the current online entry system.

- 2.

To edit for your mailing, only changes are needed.

1. **Edit the second line at the top with your specific entry deadline!**

2. **For the Central district tournaments that are voting, change the entry window opens to 2:00 PM on Sunday, April 29.**

3. If you need help editing or have questions please call or reply.

1. **If you want**

to post your tournament schedule or coach's instructions:

- 1.

Use • **Manager** • | **Track** | **Upload Files/Results**

- 1.

Click the **Upload Files/Results** link for instructions

Please call or reply if you need help or have questions! Hope you have an outstanding tournament!

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