

2021 Northwest District Softball/Baseball Coaches Seeding and Voting Instructions

All team seeding and voting will be submitted on www.baumspage.com. Teams will be seeded based on the ranks submitted by all the coaches in their tournament. Coaches can vote for their own team. If a coach does not submit the seeding ballot, the highest seed ranking submitted by the other coaches will be deducted from their team's total calculated score.

Please follow the time frame below. Coaches are reminded that this is a two-step process.

1. Enter Team Seed Bio
 - A. Window opens: **12:01 AM on Sunday, April 25 for Softball and May 2 for Baseball**
 - B. Window closes: **11:59 PM on Wednesday, April 28, for Softball and May 5 for Baseball**
2. Cast Your Vote
 - A. Window opens: **12:01 AM on Thursday, April 29 for Softball and May 6 for Baseball**
 - B. Window closes: **2:00 PM on Friday, April 30 for Softball and May 7 for Baseball**

[NWDAB Team Assignments](#) - Use the link to view team assignments.

Login Procedures:

Coaches that have accounts may login to www.baumspage.com anytime during the season.

1. If you had an account last year, login using that e-mail address and password.
2. If you do not have an account, click on **Apply here** and create an account.
3. After you login, use • **Coaches** • | **Select Teams** | {select your school} click **Get Available School Teams** | click **Select Sport** | select **Baseball** | click **Make me the Coach**.
4. Under **Coaches** on the left sidebar, click on **Baseball** | **Event Seeding** | {select your team} click **Get Available Events** | click **Get Event Details** | click **Submit Seeds and Vote**

Enter Team Seed Bio: Sunday-Wednesday: May 2 to May 5 for Baseball:

1. Use the **Submit Seeds and Vote** link to access the event voting screens.

The screenshot shows the 'basketball event seeding' page. The left sidebar has a menu with 'Coaches' expanded to show 'Basketball', 'Select Teams', and 'Managers'. The main content area displays event details for 'Basketball - HS Boys' at 'Dist. Tournament: Baumspage Test'. A green bar at the bottom contains links for 'Seeding/Voting Instructions', 'Voting Link', 'Send/Vote Help File', and 'Submit Seeds and Vote'. Two red callout boxes provide instructions: 'After adding Basketball, click Event Seeding' and 'Select Teams and Find Your School on the List'.

2. The window to Enter Team Seed Bio will open for Baseball it will open at 12:01 AM on Sunday, May 2 and closes at 11:59 PM on Wednesday, May 5.
 - A. Login to your account on www.baumspage.com and use • **Coaches** • | select {Baseball} | **Event Seeding** | **Submit Seeds and Vote** | **Enter Team Seed Bio**
 - B. Seed information will include:
 - i. Current Overall Record: Won-Lost
 - ii. Record vs. Division I Teams: Won-Lost
 - iii. Record vs. Division II Teams: Won-Lost
 - iv. Record vs. Division III Teams: Won-Lost
 - v. Record vs. Division IV Teams: Won-Lost
 - vi. Season Highlights - Quality Wins
 - vii. Additional Seed Information - Comments

Cast Your Vote: Thursday, May 6 – Friday, May 7 for Baseball

1. If a coach does not submit a vote, the highest vote submitted will be deducted from the team's total calculated score and the school or coach will be assessed a \$150 fine by the NWDAB.
2. After the **Enter Team Seed Bio** window closes, click **View Team Bios** to view data from all teams that submitted.
 - A. After the information is loaded on the screen, click **Download All Bios** to generate a text file that can be viewed or printed using Notepad.
3. When the Voting window opens, select **Cast Your Vote** to access the voting form.
 - A. The window for **Baseball** opens at **12:01 AM on Thursday, May 6** and closes at **2:00 PM on Friday, May 7**.
 - B. Login to your account on www.baumspage.com and use **Coaches | select Basketball | Event Seeding | Submit Seeds and Vote | Cast Your Vote**
 1. **Coaches can vote for their own team!** Rank all of the teams in your district!
 2. **Teams will be listed in random order.** Select a team and **Move Up** or **Move Down** until all teams are listed in order from **First Place** to the **Last Place**. When finished click **Submit** to save your vote.

Event Voting

Dist. Tournament: Division I Baumspace Test (HS Boys)

Enter Team Seed Bio Cast Your Vote Voting Results Return to Submit Roster

Xtra One Voting Ballot for Dist. Tournament: Division I Baumspace Test
Select a Team and use the 'Move Up' and 'Move Down' buttons to rank teams from first to last. When finished, click 'Save Vote'!
You may change your vote as often as you'd like until **August 5th, 2014 at 1:00 pm!**

Xtra One - Xtra One	
Coach: Bax Baxter	
Overall Record - Won/Lost	12-2
Won/Lost Record vs. Division I Teams	8-1
Won/Lost Record vs. Division II Teams	2-1
Won/Lost Record vs. Division III Teams	2-0
Season Highlights - Quality Wins	Beat Cath. Central 6-1, Beat Southeast 7-2
Additional Seed Information - Quality Wins	Ranked #3 in Coaches Poll
Comments	Should be #1 or #2 Seed

First Place

Xtra One - Xtra One
Xtra Two - Xtra Two
Xtra Five - Xtra Five
Xtra Four - Xtra Four
Xtra Six - Xtra Six
Xtra Eight - Xtra Eight

Last Place

Move Up
Save Vote
Move Down

3. Use **Review Your Voting Choices** to review your vote and **Download Your Ballot** in a "text-based" format.
4. If you make an error, select **Cast Your Vote**, correct the order, and submit again.
4. After the voting window closes, click **Voting Results** to see the final tally.

Technical Support:

1. If you have problems accessing or submitting the forms, use the **Contact Us** link on baumspage to submit a **Help Request**.
2. If the deadline is pending, call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195**.

Seed Policy and Procedure:

Per the direction of the Northwest District Athletic Board, all teams in a bracketed tournament will be seeded. The manager will distribute voting materials and procedures to each coach before the date of the **Tournament Manager's Meeting on Sunday, May 9 at 2:00 P.M. (Baseball)**.

Before the tabulation of the votes, a team's highest score and lowest score will be thrown out. The final tally and voting breakdown will be published on the voting website. If two or more teams are tied for a seeded spot, the following procedure will be used: A: The team that received the most individual votes at the tied position or above gets the seed. B. If still tied, a computer-generated roll of the dice will determine the seed. The tournament manager will distribute in either written form or spreadsheet the tally of all votes at the manager's meeting. **Any school that does not submit its vote before 2:00 PM on Friday, May 7 (Baseball) will not be permitted to vote at a later time and the team's highest vote will be dropped before final tabulation.**

*****COACHES – Be careful when voting to make sure you have enough time to rank all teams before you submit your ballot!**

Seeded teams will be given the opportunity to select their spot on the bracket in the order of seed. The first seeded team will make a selection followed by the second-seeded team, and so on and so on. **Teams will not be permitted to PASS.** This process will continue until the brackets are filled.

Teams Late or Absent from Seeding/Drawing Meeting

1. If a school fails to have a representative present at the placement (seed) meeting the Manager shall use the following procedure: The Top Seed will place themselves on the bracket first. The no-show team will be placed on the furthest line on the other half of the bracket from the number one seed, excluding a bye.
2. If more than one school fails to have a representative at the placement (seed) meeting, the Manager shall use the following procedure: The Top Seed will place themselves on the bracket first. The no show teams will be placed in order of the better seed team first in the manner of; the better seed no-show team in placed on the furthest line on the other half of the bracket of the number one seed, excluding a bye. The additional no-show team is placed on the bottom of the line of the top half of the same bracket as the first no-show team, excluding a bye.

A No-Show Team is defined as a school representative who is late for the placement meeting or does not attend the placement meeting. No-Show teams will be assessed a \$150 fine from the NWDAB.

Coaches, please see additional information on the online seeding procedures at nwdab.org.

Approved: 4-1-21