**Entry Requirements:** See the 2021 OHSAA Tournament Regulations on the OHSAA website.

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 before competing the first time.**
   a. All members of a relay team must be listed on the Roster!
3. **Use the Online Entry Form at www.baumspage.com to submit entries before the deadline listed!**
   a. Submit a complete roster! The Roster must include everyone!
   b. Numbers are no longer required for OHSAA Track Tournament Entry!
4. **Substitutions must be submitted online before noon the 1st day the event is contested.**
   a. You may substitute for an athlete who has been entered on the Online Entry Form or you may delete the athlete. **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 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 | 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 and grade for anyone who could conceivably compete! *The list will be alphabetized automatically.
   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 the expected order. Changes may be made before the team competes!
   d. **Always** click Submit Roster when finished 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 the deadline to make changes!**
   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!**