2021 OHSAA District Track – Online Entry Instructions

Submit entries online at www.baumspage.com before 5:00 PM on Monday, May 17! Entry window opens at 8:00 AM, April 18 and closes precisely at the time listed above! Late entries will not be accepted without payment of a $50 late fee and approval by the OHSAA!

Entry Requirements: *See 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 Alphabetic Roster!
   b) Eligibility Certificates are not required. Each school is responsible for confirming all athletes entered are eligible.
3. Use the Online Entry Form at www.baumspage.com to submit entries before the deadline listed!
   a) Submit a complete roster! The Alphabetic Roster must include everyone that may compete!
   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 Alphabetic 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!
iii) Make sure you check the “I’m not a robot” box and click Submit Application.

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.
      i) Numbers are no longer required for OHSAA Track Tournament Entry!
   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 deadline to make changes!

3. Substitutions for events contested on week days must 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!