

# 2021 OHSAA Early Season Cross Country Invitational

Fortress - Obetz – August 21, 2021 – 10:00 AM

The Entry Window will open at 8:00 AM on Sunday, July 25

**Entry Window will close precisely at 9:00 PM on THURSDAY, AUGUST 12**

1. All schools must register for the invitational on OHSAA.org BEFORE submitting roster of participating runners as instructed below. **REGISTER on OHSAA.org FIRST, then enter runners/roster on Baumspage!**
2. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.**
  - a. Late entries will not be accepted! Or if accepted, they may be subject to a Late Entry Penalty.
  - b. If you're not sure what races your school is competing in, click the [2021 Team Assignments](#) link.
3. **Please note the following details on baumspage.com!**
  - a. **Inactive accounts prior to 2020 were deleted.** Current accounts from 2020-2021 were retained, but the associations with the schools and teams were deleted.
  - b. High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return. Use links below **Coaches** for team and athlete entry.
4. Go to [www.baumspage.com](http://www.baumspage.com) and use **Online Entries** or **Login** to access your account
  - a. Click the **Help** link and print **Online Entry Instructions for CC** if you need detailed instructions.
  - b. If you did not have an account last year, use **Apply** to create your account.
    - a. Complete the requested information | Check the "I'm not a robot." box | **Submit Application.**
  - c. If you had an account last year, you can login using that e-mail address and password.
5. Use **Coaches | Select Teams** to claim your **School** and **Team**.
  - a. On **Select School Type** | select **High School** | click **Get Schools/Clubs**
  - b. On **Select School** | select your school | click **Get Available School Teams / Sports**
  - c. On **Select Sport** | | select your sport | click **Make me the Coach.**
  - d. Repeat as necessary if coaching multiple teams/sports/genders.
6. Use **Coaches | Cross Country | Modify Athletes** to enter your athletes on your alphabetic roster.
  - a. **High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.**
  - b. You may enter athletes one at a time by filling in name and grade, then **Add Athlete.**
  - c. Or you can import your complete roster by pasting them from an Excel file. Use one row per athlete: **First Name, Last Name, and Grade.** Highlight and paste into textbox, then click **Import Athletes.**
7. Use **Coaches | Cross Country | Submit Rosters** to enter them in a meet.
  - a. Click **Select your team** to select the level and gender, then click **Get Available Events.**
  - b. Select the **OHSAA Early Season Invitational** and click **Get Roster.**
  - c. **Note: A maximum of 10 runners per school may compete in the scored race and the 5000 open race. A maximum of 30 runners may compete in the 3200 open race. Therefore, a school may enter a maximum of 50 athletes per gender! You do not have to declare which athletes will compete in a specific race until you check in but your school cannot exceed the maximum number of athletes allowed per race.**
    - The entry template will list your entire roster as **Participating**. Select **Not Participating** to eliminate the athlete from entry.
    - If you are entering only one race, you may **only select a maximum of 10 athletes! Note: If you plan to only run a scored race and enter more than 10 athletes, your additional athletes will be placed into the open race and an additional fee will be applied to your school account, even if you do not participate in the open race.**
    - **Schools with more than 50 athletes must change the entry status from Participating to Not Participating for enough athletes to reduce their roster to a maximum of 50 athletes.**
  - d. Click **Submit Roster** to save entries and **Get Printable Roster** to print a copy for your records.
    - Please check your printable roster carefully! Only the athletes listed are entered in the invitational.
8. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request**.
  - a. Please allow up to 8 hours for a response! \*Most responses will be in less than 4 hours.
  - b. Call **Gary Baumgartner** at 513-594-6154 or **Terry Young** at 740-517-0195 if you need immediate help.

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**Create your account early and submit your roster online  
before the entry deadline!**

**If an athlete is going to miss the meet, make sure you check  
the Not Participating box before submitting!**

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