Using the Online Roster Entry for the Urbana Junior High (Pete Rozmus) Wrestling Tourney

The Urbana Athletic Department will use an online roster entry procedure to eliminate the need for faxes, phone calls, and/or surface mail. This should provide accurate spelling of names in addition to saving time for the tournament managers.

> The Online Roster Entry is open at 8:00 am on **Friday, December 15**. Please try the procedure as soon as possible. The **FINAL** lineup must be in by **Thursday, January 11 at 9:00 pm**.

Submit your intended roster early! Return anytime before the deadline to make changes!

1. **Entries must be submitted using the Online Entry Form at www.baumspage.com**
   a) Create your account early and enter your master alphabetic roster.
2. **Please note the following changes on baumspage.com**
   a) All User Accounts from last year were retained, but the associations with the schools and teams were cleared.
   b) After login, the coach will be able to add multiple teams/sports/genders to the same account!
3. Go to www.baumspage.com and click **Online Entries** or **Login** to access your account.
   a) If you did not have an account last year, use **Apply** to create your account.
   b) If you had an account last year, you can login using that email address and password.
      i) **Please note: Passwords are case-sensitive!**
      ii) If you don't know your password, click the **Forget your password?** link to have a temporary password e-mailed to you.
4. Use · **Coaches | Select Teams** to select your school from the drop-down list.
   a) Click **Get Available School Teams** | click **Select Sport** in the dropdown below | highlight your sport | then click **Make me the Coach**.
   b) If your school is not listed or somebody else has already claimed your team, use **My Tools | Online Help** and submit the appropriate **Help Request**.
5. Use · **Coaches | Wrestling | Modify Athletes** to enter athletes to your alphabetic roster.
   a) You may enter athletes one at a time by entering first name, last name, and grade, then **Add Athlete**.
      i) Type all names in upper and lower case. *Please check all entries carefully!
   b) 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 text box, then click **Import Athletes**.
6. Use · **Coaches | Wrestling | Submit Rosters** to enter them in a tournament.
   a) Select your team | click **Get Available Events |** Select an event **|** click **Get Roster.**
      i) For each weight class, click on **None** and select the athlete from the drop-down list.
      ii) **Enter records for all wrestlers!** All wrestlers will be listed on the seed nomination sheets, regardless of record.
   b) Click **Submit Roster** to save. Use **Get Printable Roster** to print a copy for your records.
   c) If a name or grade is not correct or an athlete is missing, use · **Coaches | Wrestling | Modify Athletes** to make the correction, then submit your entries again.
7. **Event Rosters can only be submitted or corrected while the "Entry Window" is open!**
   a) The window closes automatically **precisely at the time and date** listed. **(January 11 at 9:00pm)**
   b) **Submit Rosters** early and return to make changes **any time before** the window closes.
   c) Entries **cannot** be edited or submitted online **after the window closes.**
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.** Call Gary Baumgartner at **513.594.6154** or Terry Young at **740.517.0195** if you need immediate help.

The athletic director is Dan Shay – school phone 937.653.1416, and the tournament director is Ryan Pine - school phone 937.653.1412, cell 937.214.1319 or email at ryan.pine@urbanacityschools.org