

## Using the Online Roster Entry for the 2018 Junior Bulldog Wrestling Tourney

### Event Date: Saturday, December 1st

The Milton-Union Athletic Department will use an on-line 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. Our website and email addresses will also be a means of communication for general information and weather announcements. Our website is [www.bgrafflin.com/jb](http://www.bgrafflin.com/jb)

The Online Roster Entry is **open at 8:00 am on Sunday, November 18**. Please try the procedure as soon as possible. **The FINAL lineup MUST be submitted by Thursday, November 29th at 8:00 pm.**

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

- Entries must be submitted using the Online Entry Form at [www.baumspage.com](http://www.baumspage.com)**
  - Create your account early and enter your master alphabetic roster.
- Please note the following changes on [baumspage.com](http://baumspage.com)**
  - All User Accounts from last year were retained, but the associations with the schools and teams were cleared.
  - After login, the coach will be able to add multiple teams/sports/genders to the same account!
- Go to [www.baumspage.com](http://www.baumspage.com) and click **Online Entry and Login Here** to access your account.
  - If you did not have an account last year, use **Apply Here** to create your account.
  - If you had an account last year, you can login using that e-mail address and password.
    - Please note: Passwords are case-sensitive!**
    - If you don't know your password, click the **Forget your password?** link to have a temporary password e-mailed to you.
- Use **Coaches | Select Teams** to select your school from the drop-down list.
  - Click **Get Available School Teams** | click **Select Sport** in the dropdown below | highlight your sport | then click **Make me the Coach**.
  - 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**.
- Use **Coaches | Wrestling | Modify Athletes** to enter athletes to your alphabetic roster.
  - You may enter athletes one at a time by entering first name, last name, and grade, then **Add Athlete**.
    - Type all names in upper and lower case. **\*Please check all entries carefully!**
  - 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**.
- Use **Coaches | Wrestling | Submit Rosters** to enter them in a tournament.
  - Select your team | click **Get Available Events** | Select an event | click **Get Roster**.
    - For each weight class, click on **None** and select the athlete from the drop-down list.
    - Enter records for all wrestlers! (Note: For Record use Last Year's Record.)** All wrestlers will be listed on the seed nomination sheets, regardless of record.
  - Click **Submit Roster** to save. Use **Get Printable Roster** to print a copy for your records.
  - 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.
- Event Rosters can only be submitted or corrected while the "Entry Window" is open!**
  - The window closes automatically **precisely at the time and date listed. (November 29 at 8:00pm)**
  - Submit Rosters** early and return to make changes **anytime before** the window closes.
  - Entries cannot be edited or submitted online after the window closes.**
- If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request**.
  - 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 tournament director is Mark Lane, school phone 937.884.7960, or email at [lanema@muschools.com](mailto:lanema@muschools.com)  
For other tournament entry, roster, or scoring concerns, please contact Kevin Berry at 937.573.6239.