

Using the Online Roster Entry for the **SWBL JH/MS Wrestling Tourney**

The Online Roster Entry is open at 8:00 am on **Sunday, January 25**. Please try the procedure as soon as possible. **The FINAL lineup must be in by Thursday, February 5 at 8:00 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 e-mail 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 textbox, 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. (February 5 at 8:00pm)**
 - 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 Tournament Manager is Tom Koogler, school phone 937.884.7960, or email at KooglerT@milton-union.K12.oh.us
For other tournament entry, roster, or scoring concerns, please contact Bill Grafflin by cell phone **937.215.3670**, or email at bgraflin@gmail.com