

Using the Online Roster Entry for the 2013 CBC Junior High Wrestling Tourney

The CBC 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 (www.urbana.k12.oh.us/cbc) and email addresses will also be a means of communication for general information and weather announcements.

The Online Roster Entry is **open at 8:00 am on Sunday, January 27**. Please try the procedure as soon as possible. **The FINAL lineup must be in by Wednesday, February 7 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 2011-2012 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 7 at 9:00pm)**
 - b) **Submit Rosters** early and return to make changes **anytime 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 513.594.6201 or Terry Young at 740.517.0195 if you need immediate help.

The tournament director is Rick Allen - school phone 937.328.5378, or email at rick.allen@cslocal.org For other tournament entry, roster, or scoring concerns, please contact Bill Grafflin by cell phone 937.215.3670, or email at bill.grafflin@urbanacityschools.org