## Urbana Junior High (Pete Rozmus) Wrestling Tourney Saturday, January 18, 2025

The window for entries opens at 8:00 am on Sunday, Dec. 22 and must be submitted by 8:00 pm, Thursday, Jan. 16, 2025.

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

- 1. Entries must be submitted using the Online Entry Form at <a href="https://www.baumspage.com">www.baumspage.com</a>
  - 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 <a href="www.baumspage.com">www.baumspage.com</a> 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 16 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 athletic director is Greg Hower - school phone 937.653.1416, and the tournament director is Ryan Pine - school phone 937.653.1412, cell 937.214.1319 or email at <a href="mailto:ryan.pine@urbanacityschools.org">ryan.pine@urbanacityschools.org</a>