

2017 Galion Cross Country Festival

Galion H.S. - September 16, 2017 - 9:00 AM

The Entry Window will open at 8:00 AM on Sunday, August 13

Entry Window will close precisely at 7:00 PM on Tuesday, September 12

1. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.**
 - a. Late entries will not be accepted! Or if accepted, they may be subject to a Late Entry Penalty.
2. **Please note the following changes on baumspage.com!**
 - a. **Inactive accounts prior to 2016-17 were deleted. Current accounts from 2016-2017 were retained, but the associations with the schools and teams were deleted.**
 - b. **High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.** Use links below • **Coaches** • for team and athlete entry.
3. Go to www.baumspage.com and use **Online Entries** or **Login** to access your account
 - a. Click the **Help** link and print **Online Entry Instructions for CC** if you need detailed instructions.
 - b. **If you did not have an account last year, use Apply** to create your account.
 - c. **If you had an account last year, you can login using that e-mail address and password.**
4. Use • **Coaches** • | **Select Teams** to claim your **School** and **Team**.
 - a. Click **Select School** and select your school.
 - b. After the school is selected, click **Get Available School Teams**.
 - c. Click **Select Sport** and select your sport.
 - d. After the sport is selected, click **Make me the Coach**.
 - e. Repeat as necessary to if coaching multiple teams/sports/genders.
5. Use • **Coaches** • | **Cross Country** | **Modify Athletes** to enter your athletes on your alphabetic roster.
 - a. High school athletes from last season were advanced one grade level and retained. **Please review your roster and delete any athlete that did not return.**
 - b. You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
 - c. 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** • | **Cross Country** | **Submit Rosters** to enter them in a meet.
 - a. Click **Select your team** to select the level and gender, then click **Get Available Events**.
 - b. Select an event and click **Get Roster**
 - c. **The default entry form automatically includes everybody on your alphabetic roster!**
 - If an athlete is definitely going to miss the meet, select **Not Participating** before you submit.
 - Do not delete the athlete from your roster if the athlete will participate in other meets.
 - d. Click **Submit Roster** to save entries and **Get Printable Roster** to print a copy for your records.
 - Please note: Only the athletes listed are entered in the event!
7. **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.
 - b. Call **Gary Baumgartner** at **513-594-6154** or **Terry Young** at **740-517-0195** if you need immediate help.

**Create your account early and submit your roster online before 7:00PM
Tuesday September 12th!**

**Please help keep costs down! If an athlete is definitely going to miss the
meet, make sure you check the **Not Participating** box before submitting!**

***Why not submit your roster to all the meets you are attending (as long as the entry
windows are open) the first time you go on Baumspage? It's easy to move your roster
from one meet to the next and will keep you from possibly missing an entry deadline!!!**