

# 2013 Ohio High School Athletic Association Regional Wrestling Team Tournaments Online Entry and Seeding Instructions

## Team Seed/Athlete Entry Information:

Go to [www.baumspage.com](http://www.baumspage.com). Select **Wrestling** on the top bar. Select your **Division** and **Region** for the **OHSAA Team Tournament** from the left column. Complete instructions are posted there. **A tentative roster with athletes entered in at least 8 weights classes must be submitted before you can access the team seeding and voting forms.**

**Please note: This procedure will be used ONLY for the Regional Tournaments, NOT the OHSAA State Wrestling Team Tournaments for seeding purposes.**

## Login Procedures:

Coaches that have accounts may login to [www.baumspage.com](http://www.baumspage.com) and enter their athletes anytime.

1. If you had an account last year, login using that e-mail address and password.
2. If you did not have an account, click on Apply and create an account.
  - A. Use • **Coaches** • | **Select Teams** | {select your school} | click **Get Available School Teams** | click **Select Sport** | **Wrestling – HS** | **Make me the Coach.**

## Submit Roster: January 1–11, 2013

Schools must submit a roster to gain access to the team seeding and voting forms. Follow the instructions below to submit your roster.

1. The window opens at 12:01 AM on Tuesday, January 1 to submit your roster.
2. Use • **Coaches** • | **Wrestling** | **Submit Rosters** | select your **OHSAA Team Tournament - Division and Region/Sub-Region.**
3. Enter a tentative roster with athletes in at least 8 weight classes.
  - A. You will be able to edit and resubmit that roster throughout the tournament. Entries will be downloaded and processed **at 9:00 AM on Monday** before each round.
  - B. You may enter one or two wrestlers per weight class. A wrestler may compete in the weight class listed or the one above if he meets the weight requirements for that weight class.
  - C. **Do not list a wrestler in more than one weight class!**

## Enter Team Seed Information: January 9-11, 2013

1. Click the **Submit Seeds and Vote** link to access the event voting screens.
2. The window to **Enter Team Seed Information** will **open at 12:01 AM on Wednesday, January 9 and close at 11:59 PM on Friday, January 11.**
  - A. **Regional Tournaments shall be hosted by highest seeded teams with the Commissioner's Office authorized to move a site if necessary. Please indicate if your school is willing to host if your team is one of the highest seeds.**
  - B. **Seed information will include:**
    - (1) # Returning 2012 State Qualifiers \_\_\_ State Placers \_\_\_
    - (2) # Returning 2012 District Qualifiers \_\_\_ District Placers \_\_\_
    - (3) Team Dual Record from 2012-2013 Won \_\_\_ Lost \_\_\_
      - (i) List teams, scores, and other details in the text box.
    - (4) Tournament Places from 2012-2013
      - (i) List tournament name, number of teams, place, etc. in the text box.
    - (5) Additional Seed Information.

## Cast Your Vote: January 12-13, 2013

1. When the **Enter Team Seed Information** window closes, click **View Team Bios** to view data from all teams that submitted.
  - A. After the information is loaded on the screen, click **Download All Bios** to generate a text file that can be viewed or printed using Notepad.
2. When the Voting window opens, select **Cast Your Vote** to access the voting form.
  - A. The window opens at **7:00 AM on Saturday, January 12** and closes at **11:59 PM on Sunday, January 13.**
  - B. Login to your account on [www.baumspage.com](http://www.baumspage.com) and use • **Coaches** • | **Wrestling** | **Submit Rosters** | **Submit Seeds and Vote** | **Cast Your Vote**

- i. **Coaches cannot vote for their own team!** Rank all of the others in your region.
  - ii. Select a team and click **Move Up** or **Move Down** until all teams listed in order from **First Place** to **Last Place**. When finished click **Save Vote** to submit your vote.
  - iii. Use **Review Your Voting Choices** to review your vote and **Download Your Ballot** in a "text based" format.
  - iv. If you make an error, select **Cast Your Vote** again and submit a corrected file.
3. After the voting window closes, click **Voting Results** to see the final tally.
4. Teams will be placed on the tournament brackets in seeded order! Brackets will be posted before 1:00 PM on Monday, January 14

**Technical Support:**

1. If you have problems accessing or submitting the forms, use the **Contact Us** link on baumspage to submit a Help Request.
2. If the deadline is tight, call **Gary Baumgartner at 513-594-6154** or **Terry Young at 740-517-0195**.

**Coaches: You are reminded that this is a 3-step process after login:**

1. **Submit Roster**
  - A. Window opens: 12:01 AM on Tuesday, January 1
  - B. Need to fill at least 8 weight classes to access the **Submit Seeds and Vote** screens.
2. **Enter Team Seed Information**
  - A. Window opens: 12:01 AM on Wednesday, January 9
  - B. Window closes: 11:59 PM on Friday, January 11
3. **Cast Your Vote**
  - A. Window opens: 7:00 AM on Saturday, January 12
  - B. Window closes: 11:59 PM on Sunday, January 13