

TO: Athletic Directors and Golf Coaches  
FROM: Larry Morris, Central District Golf Tournament Coordinator  
DATE: September 7, 2018  
RE: Submission of Sectional Tournament Rosters

The OHSAA requires the use of Baum's Page for the online entry and management of all sectional and district golf tournaments. Please note the following:

**Seeding:** The seeding procedures are the same as previous years and will be completed using the **Central District** web site ([www.cdab.org](http://www.cdab.org)). Complete instructions will be sent to the Athletic Director for distribution to the head coach in September.

**\*\*\*\* PROCEDURES for roster submission: - coaches will need to create an account on baumspage.**

**Roster Submission:** Team and individual rosters must be submitted using the **Online Entry Form** on [www.baumspage.com](http://www.baumspage.com). **All entries must be submitted before 12:00 noon on the Friday preceding the tournament.**

- The entry windows will open on **Sunday, September 16** during the team seed meetings.
- **Division I Boys and Girls rosters are due on Friday, September 28 at noon.**
- **Division II & III Boys and Girls rosters are due on Friday, Sept. 21 at noon.**
- Changes to a team's line-up/roster can be made until the scheduled tee time for competition.

#### **Online Entry Instructions:**

1. The **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) is the official **OHSAA Entry Form**.
  - a) You will need to create an account to submit entries. Please do so early!
  - b) Data entry should take less than 5 minutes so if you are not a "computer user" find an assistant, student, parent, or friend who is!
  - c) User accounts/passwords from last year were retained. Associations with sports were cleared.
  - d) Underclassmen from last year were advanced one grade level and retained. **Please delete the athletes that did not return!**
2. Click the **Online Entry** link at the [www.baumspage.com](http://www.baumspage.com).
  - a) Click on **Login here** if you already have an account or **Apply here** to create a new account!
  - b) If applying, enter the requested information | check the **"I'm not a robot" box | Submit**
  - c) Use **Coaches | Select Teams** to select your **School** and **Sport**.
    - i) **Select School Type | High School** and click **Get Schools/Clubs**
    - ii) **Highlight your school | click Get Available School Teams / Sports**
    - iii) On **Select Sport | select HS Boys Golf or HS Girls Golf | Make me the Coach**
  - d) Use **Coaches | Golf | Modify Athletes** to enter alphabetic roster.
  - e) Use **Coaches | Golf | Submit Rosters** to enter tournament.
    - i) **Please submit your golfers in playing order!**
  - f) Use the **Contact Us** link on Baumspage if there are problems.
    - i) In an emergency, call **Gary Baumgartner at 513-594-6154** or **Terry Young at 740-517-0195**.
3. Tee times will be posted on the CDAB web site on Monday, September 17th before 5:00 PM.