

## Using the Online Roster Entry for the 2009 CBC Junior High/Middle School Wrestling Tourney

The Central Buckeye Conference 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](http://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 25**. Please try the procedure as soon as possible. **The FINAL lineup must be in by Wednesday, February 4 at 9:00 pm.**

### To enter roster and seeds online:

- If you are not a "computer user" find an assistant, parent, friend or athlete to help you out!
- Go to [www.urbana.k12.oh.us/cbc](http://www.urbana.k12.oh.us/cbc) and follow the links to the **Online Roster and Seed Form** for this tournament.
  - Last year's accounts were deleted. If you don't already have an account for this year, click on **Apply**, enter your information, select your **School** and **Sport** from the drop down menus, and then click on **Submit Application**.
  - If you already have an account, click on **Login** and enter your **UserID** and **Password**.
    - The **UserID** is the e-mail address you submitted and the **Password** is what you chose!
    - If you forget either your **UserID** or **Password** click the **Help** link.
      - **UserIDs** are listed by school and **Passwords** are e-mailed to the user's email address.
- Please apply and set up your account **NOW**. You may finalize your roster later, but setting up and testing your account **NOW** will eliminate potential problems later.
  - If you have problems check the **Help Page** first! For step-by-step instructions click the **Help** link on the **Login Page** and print the **Online Entry Instructions for Wrestling**.
    - For immediate help, send e-mail to [help@baumspage.com](mailto:help@baumspage.com) or call 513.424.6201
- **Submit an "intended" roster early! Return anytime before deadline to make changes!**
  1. Use **Add/Modify Athletes** to enter your athlete's names and grades into the database.
    - At the top is a field for **Head Coach's Name**. If your name is not listed or is not correct, correct it and click **Modify**.
    - Athletes will automatically be alphabetized as you enter them on your roster.
  2. Use **Submit Event Rosters** to enter wrestlers into their weight classes.
    - Click on the weight and select the wrestler.
    - **Enter records for all wrestlers!**
    - **All wrestlers will be considered for the seeding procedure.**
  3. Click **Save/Submit and Print Rosters** to submit your tournament entry form.
  4. Click **Printable Roster and Confirmation Form** to print a copy for your records.
- **The entry window will close precisely at the posted entry deadline! (February 4 at 9:00 pm)**
- You may login and make changes anytime prior to the entry deadline!
- Always click **Save/Submit and Print Rosters** to submit the changes!
- Hit update or refresh to view the most current data!

**If there are any problems with the Online Form either call Gary Baumgartner at 513.424.6201 or send an e-mail to [help@baumspage.com](mailto:help@baumspage.com)**

The tournament director is Pam Hillard, school phone 937. 237.4273 or email at [pam.hillard@madriverschools.org](mailto:pam.hillard@madriverschools.org)

For other tournament entry, roster, or scoring concerns, please contact Bill Grafflin by cell phone 937.215.3670, or email at [graffb@urbana.k12.oh.us](mailto:graffb@urbana.k12.oh.us)