

Tournament Manager – Online Voting Checklist

- 1) Create your account on baumspage.
 - a. To access the online entry system, use the **Online Entry** link at www.baumspage.com
 - b. Click on **Login here** if you already have an account or **Apply here** to create a new account.
 - c. To create an account, click on **Apply Here**
 - i. Enter your name, e-mail address, and a password.
 - ii. Include appropriate phone numbers
 - iii. Check the “I’m not a robot.” box and **Submit**.
 - d. If you already have an account, click on **Login**.
- 2) Verify list of schools on Website AND on Voting Site (if there are **any** team errors, contact Genne Zimmerly (genne.renee@gmail.com) via email with details including sport, division, site name, and name of team to add or delete.
- 3) Athletic Directors will receive an email (week of 4/14) instructions for creating a Baumspage account and online voting instructions. Please alert the AD’s in your tournament to watch for this – should check SPAM folder. If not received please contact your tournament manager or Genne Zimmerly (genne.renee@gmail.com)
- 4) Dates to be aware of: Managers – you can begin verifying your teams now (if you can’t get in use **Contact Us** from Baumspage or email me). Coaches should enter **Records and Comments** – April 21st – April 24th/April 28th – May 1st (midnight). Coaches can begin **Voting** April 25th / May 2nd (12:01 a.m.) Please remind your coaches that once the VOTING window opens they will no longer be able to enter records or comments. Voting ends Saturday, April 27th / May 4th at noon.
- 5) Tuesday evening of your voting week, log into your tournament and check to see which teams have not entered record or comments. It is important that you begin working with those athletic directors to ensure all teams are participating. If a team has not entered a record or comments please reach out to them. (Note: If a team has no account it is an indicator that the coach may not be in possession of the login)
- 6) Friday morning of your voting week contact any athletic director / school that hasn’t voted to alert them that their coach hasn’t voted, remind them of consequences.