

## **Appendix 1: OME Entry procedure**

**Step 1** Go to [www.usaswimming.org/OME](http://www.usaswimming.org/OME)

**Step 2** Click on “Available Meets”, select Michigan Swimming LSC, and then click on “Search”. The 2012 Michigan Swimming 14 and Under State Championship Meet will appear.

**Step 3** Click on “Enter team” and login using your team login (teams will need their head coach’s USA Swimming ID to log in); or you may need to create an account for your team, then login. A pick list of your athletes who have qualifying times in SWIMS will appear. From here, select the events you want to enter. Athletes whose times are not in SWIMS must enter using the custom time option and send a proof of time to the Michigan Swimming office. See the Proof of Time section for further instruction. Relay only swimmers must enter by listing in the Relay Only section for your team.

**Step 4** Double click on the athletes who you want to enter into the meet and complete your entry. You may add to your entry as long as you do not close out. It does not have to be completed at one time.

**Step 5** When finished make sure to check out. You may pay with a credit card or send a check to the host team at the address below. Make sure your entry is done before you checkout. You will not be able to change it after checking out.

**Step 6** You will receive an email confirming your entries.

**Step 7** Mail your check (If you did not pay with a credit card) and mail or email any necessary proof of time documents to the Michigan Swimming Office following the instructions listed in the meet information.