

## APPENDIX A—OME Instructions

**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 Michigan Swimming Senior Open State 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 “Override Times”, any athlete entering using the Override Times option must send a proof of time to the Michigan Swimming office. See the Proof of Time section below for further instruction. Relay only swimmers must be entered in OME, 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 check out. It does not have to be completed at one time.

**Step 5** Do not check out of OME until you are completely done with your entries. Once you have checked out of OME you CANNOT go back and make any changes.

**Step 6** When finished make sure to check out. You may pay with a credit card or with a check payable to the host team. Make sure our entry is done before you check out. You will not be able to change it after checking out.

**Step 7** You will receive an email confirming your entries.

**Step 8** Mail your check (if you did not pay with a credit card), the completed athlete waiver AND mail or email any necessary proof of time documents to the Michigan Swimming Office following the instructions listed below.

**PROOF OF TIMES:** Michigan swimming will accept all qualifying times contained in USA swimming’s SWIMS database, as well as times from meets sanctioned by other national governing bodies including college, high school, Masters, YMCA, and foreign meets approved by FINA that have been run on approved meet management software within the qualifying period (on or after January 1, 2011). The SWIMS database contains results of all sanctioned, observed and approved meets held in the USA for athletes who are registered USA swim member at the time of the swim. Times from the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME it is **NOT** a proven time. Use the **OVERRIDE TIMES** entry function to enter the meet with this time and send in a proof of time. **EVENT ENTRIES USING THE CUSTOM TIME PROCESS ARE NOT PROVEN AND REQUIRE A PROOF OF TIME SUBMISSION TO THE MICHIGAN SWIMMING OFFICE. IF YOU DO NOT SUPPLY AN ACCEPTABLE PROOF OF TIME BEFORE THE DEADLINE**

**(SEE THE PROOF OF TIME DEADLINE BELOW) THE SWIMMER WILL BE SCRATCHED FROM ANY AND ALL EVENTS REQUIRING THE PROOF OF TIME. REFUNDS WILL NOT BE ISSUED FOR FAILURE TO SUPPLY A PROOF OF TIME.**

**ACCEPTABLE PROOFS:** include printed meet results which clearly identify the meet host, meet location and meet date (swim date must be on or after January 1, 2011) as well as the name of the event and the names, clubs and times of other swimmers in the event. The **PREFERRED PROOF** is a locked Meet Manager backup of the meet results. Team manager export files are also accepted but are not preferred. Computer printed award labels and/or time cards signed by a meet referee are **NOT** acceptable for proof purposes.

**PROOF OF TIME DEADLINE:** All proofs must be received by the Michigan Swimming Office by **Monday, July 29, 2012, but clubs are encouraged to send them as soon as possible. Coaches may send proofs to the MS Office as soon as they enter an override time into the OME.** Swimmers whose times cannot be proven will be rejected and will not be entered in that event. The Michigan Swimming office will notify the swimmer's club entry chair of the rejection using the email address provided in OME.

**Mail or email all proofs to the Michigan Swimming Office, 2900 Rodd St, #1784, Midland, MI 48641-1784, or to [JBCartmill@gmail.com](mailto:JBCartmill@gmail.com).**