

**Hello! Here is a quick tutorial on how to set up your SwimConnection Online Meet Entry account.**

**Now, why would you want to do this? A few reasons:**

- 1) You will get a receipt in the form of an email confirmation (so no more mailing things in and showing up at the meet hoping your entry got there.)
- 2) You can see what meets your swimmers are entered in and what events.
- 3) Modify entry times and/or swap events up until the meet closes (sorry, no canceling entries or events, every meet sheet states a strict no-refund policy.)
- 4) You can send yourself a meet entry summary. This includes time standards, entry times, spaces for heat and lane assignments, final times, etc. all bundled in a nice little pdf file that you can print out and take to the meet.

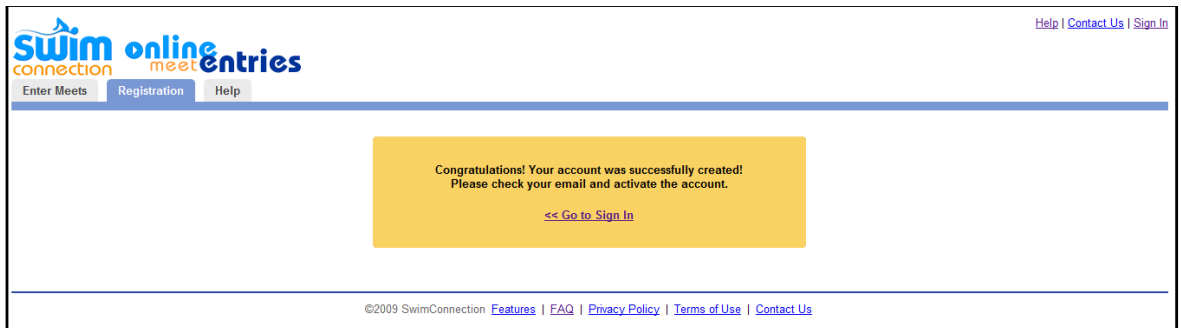
**Now, how to access all of these great features!**

- 1) Head your favorite browser (Safari, Firefox, Internet Explorer, Chrome, etc.) over to <https://ome.swimconnection.com/>.
- 2) Click the "Signup Now!" button.

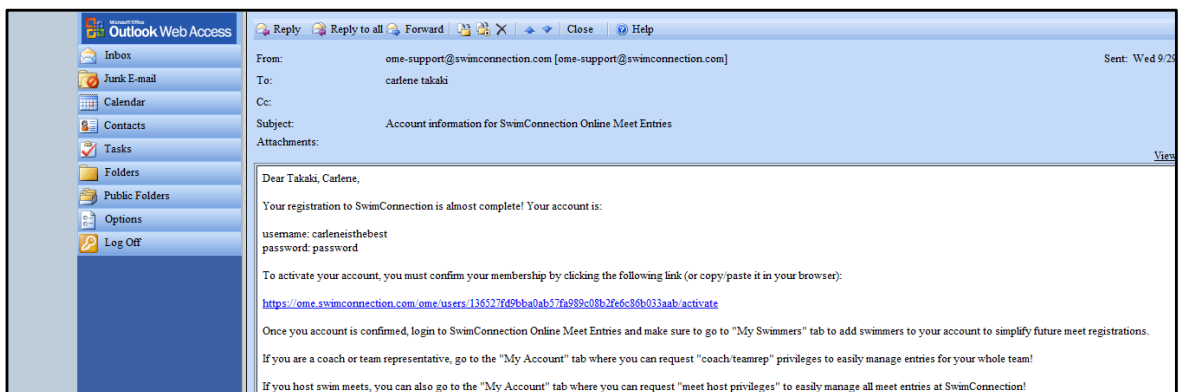


- 3) Enter YOUR information (your LSC is probably Pacific Swimming, Sierra Nevada Swimming, Montana Swimming or Ohio Swimming.)

Press Save and then... Yay! Success!



- 4) Log into your email account, and you will have an confirmation email that looks something like this:



Click the link that sends you to the confirmation page:

- 5) Signup complete! But you're not done yet, you need to add your swimmers to your account!

Swim online connection meet entries

Enter Meets My Swimmers My Account Help

Meets Standards

My Swimmers Meet Entries 0 swimmers - 0 meets

You do not currently have any swimmers in your profile. [Add swimmers to my profile](#)

Upcoming Meets 22 meets shown

Swimming Association: All Swimming Associations Month: All

Date	Status	Meet	Course	Association	Host	Location	Closes
10/02/2010 - 10/03	Closed	Ferley Sharks Age Group Op...	SCY	Sierra Nevada Swimming	Ferley Swim Team	Ferley Town Pool	09/26/2010 11:59 PM
10/02/2010 - 10/03	Closed	SJA Juniors Short Course	SCY	Pacific Swimming	San Jose Aquatics	Gunderson High School	09/22/2010 11:59 PM
10/08/2010 - 10/10	Open	CCA Spook-Tacular	SCY	Sierra Nevada Swimming	California Capital Aquatics	Roseville Aquatic Center	10/01/2010 11:59 PM
10/09/2010 - 10/10	Closed	WEST PC Zone 1 South C/B/A+	SCY	Pacific Swimming	West Coast Aquatics	Frank Fiscalini Internation...	09/29/2010 11:59 PM
10/09/2010 - 10/10	Closed	MP Zone 3 Short Course C/B/...	SCY	Pacific Swimming	Marin Pirates	College of Marin Indian Val...	09/29/2010 11:59 PM
10/09/2010 - 10/10	Closed	Orinda Aquatics Zone 2 CBA+	SCY	Pacific Swimming	Orinda Aquatics	Soda Aquatic Center, Campol...	09/30/2010 11:59 PM
10/09/2010 - 10/10	Closed	DACA Zone 1 North CBA+	SCY	Pacific Swimming	De Anza Cupertino Aquatics	De Anza College	09/29/2010 11:59 PM
10/16/2010 - 10/17	Open	LODI Pumpkin Meet_2010	SCY	Sierra Nevada Swimming	Lodi City Swim Club	Tokay High School	10/16/2010 11:59 PM

Click the "Add swimmers to my profile link."

- 6) Click the "Add Swimmer" button

Swim online connection meet entries

Enter Meets My Swimmers My Account Help

Swimmers

Add Swimmer Delete Refresh Swimmers

Swimming Association: <Swimming Association>

Registration: 021585CARATAKA

No swimmer specified yet. Click on the "Add Swimmer" button to add a new swimmer to your profile.

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Then select your LSC from the drop-down menu.

- 7) Then, enter your registration number in the box:

Swim online connection meet entries

Enter Meets My Swimmers My Account Help

Swimmers

Add Swimmer Delete Refresh Swimmers

Swimming Association: Pacific Swimming Registration No: 021585CARATAKA

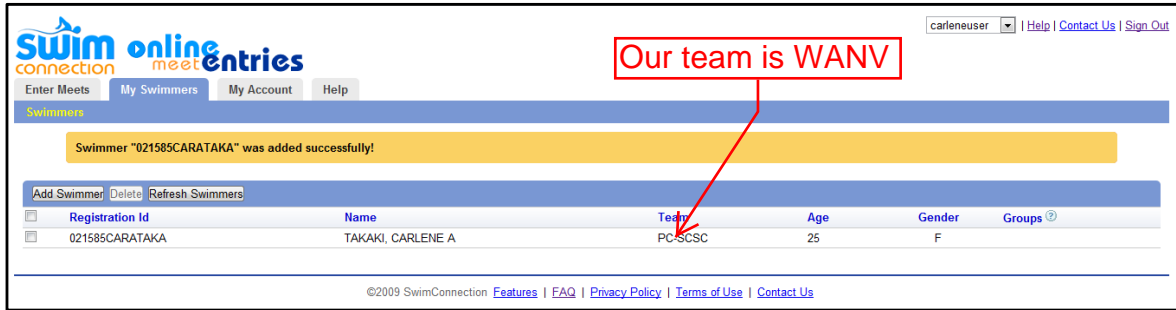
You may also identify the swimmer in the following ways: [By Name and Birthdate](#) [Enter all info manually](#)

No swimmer specified yet. Click on the "Add Swimmer" button to add a new swimmer to your profile.

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Now, some of you might say, "Oh NO! I don't HAVE my registration card yet!!!" OR, "Oh NO! It's not recognizing my swimmer's ID!" That's ok! YOU fine people will click the "Enter all info manually" link, and enter everything there EXACTLY AS YOU PUT IT ON YOUR REGISTRATION FORM!!!

- 8) Ta-da! Now you have swimmers in your account! Repeat for each of your swimmers that have been good and eaten their vegetables and cleaned their rooms and are allowed to go to meets.



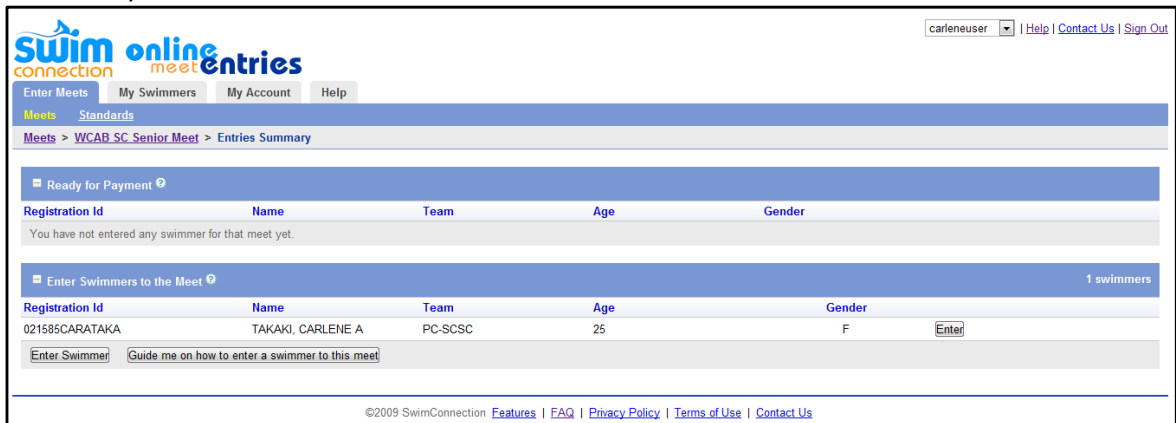
Now that you have this account, here's how to do all those fun things.

- How to enter a meet!
  1. Let's start already logged into your account. Click the name of the meet that you would like to enter (make sure you have already had it approved by your coach!) You'll see this:



Notice that handy "Meet Sheet" link. That will download or show you the meet sheet, where there is all the information you could probably handle about the meet, such as: start times (although you should check with your coach on when to be there), events offered, location, extra rules, etc. (this can also be found on the Pacific Swimming website, [www.pacswim.org](http://www.pacswim.org).)

2. Click that orange "online meet entry" button, then the "Enter" button to the right of the swimmer you'd like to enter.



- You'll see all the events in that swimmer's age group:

Swim Connection Meet Entries

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Enter Meets My Swimmers My Account Help

Meets Standards

Meets > WCAB SC Senior Meet > Entries Summary > Event Entries

To enter an event, fill in the "Entry Time" box with the swimmer's best time. A blank entry time means the event will not be entered. If Swim Connection has a record of the swimmer being entered, entry times can be automatically filled in with a swimmer's best times. Clicking on the "Get Best Times" button below will get all their best times or "Best" for individual events. "NT" is filled in for those events that no record can be found. Erase the Entry Times from any events you do not wish to enter. Clicking "Clear Times" will erase all times below or "Clear" will erase individual times. A manual time can be entered by using the standard "swim time notation", for example: 5:30.20 or 24.99. No need to enter punctuation if you enter a time with the hundredths of seconds (e.g. 12450 converts to 1:24.50). Use "NT" to enter an event without an entry time.

021585CARATAKA TAKAKI, CARLENE A F 25 PC SCSC Unattached:

Events

Get All Best Times Clear All Times

No	Gender	Age Group	Event	Entry Time	Bonus	Message
Saturday Warm up 7:30-8:50AM. Competition starts at 9:00AM						
1	F	Open	500 Free	<input type="text"/> <Course> Best Clear	<input type="checkbox"/>	
3	F	Open	200 Back	<input type="text"/> <Course> Best Clear	<input type="checkbox"/>	
5	F	Open	50 Back	<input type="text"/> <Course> Best Clear <small>Enter time for 100 Back</small>	<input type="checkbox"/>	
7	F	Open	100 Breast	<input type="text"/> <Course> Best Clear	<input type="checkbox"/>	
9	F	Open	200 Fly	<input type="text"/> <Course> Best Clear	<input type="checkbox"/>	

You can go ahead and enter your times by hand OR if your swimmer already has times, click the "Get All Best Times" button at the top to get best times for all of the events, or the "Best" button to the right of the event if you're only doing a few (don't worry about the "Bonus" part for now; if you need to use that, you'll know.) Amazing!

- Click the "Save" button at the bottom of your screen and then it will be saved, however, NOTHING is final until your pay for your events!

Swim Connection Meet Entries

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Enter Meets My Swimmers My Account Help

Meets Standards

Meets > WCAB SC Senior Meet > Entries Summary

Ready for Payment [Go to Payment Page](#) [Delete All](#)

Registration Id	Name	Team	Age	Gender	
021585CARATAKA	TAKAKI, CARLENE A	PC-SCSC	25	F	<a href="#">Modify</a> <a href="#">Delete</a>

Saturday: [#9] 200 Fly 1:58.08 SCY [#11] 50 Fly 53.04 SCY

- To finalize and pay, click the “Go to Payment Page” button and then enter all your information and make sure you READ and click the checkbox.

The screenshot shows a web interface for a swimmer's account. At the top, there are navigation tabs: "Enter Meets", "My Swimmers", "My Account", and "Help". Below this is a breadcrumb trail: "Meets > WCAB SC Senior Meet > Entries Summary > Payment".

The "Billing Information" section displays the swimmer's name "TAKAKI, CARLENE A", gender "F", age "25", and location "021585CARATAKA PC.SCSC".

Splash Fee:	\$5.00
2 events @ \$5.50:	\$11.00
<b>Swimmer's Total:</b>	<b>\$16.00</b>

The "TOTAL" section shows:

Entry Fees:	\$16.00
Service Fee:	\$1.80
<b>Total:</b>	<b>\$17.80</b>

The "Payment Information" section contains a form with the following fields:

- Credit Card Number: [Empty text box]
- Expiration: [Dropdown menu showing "1" and "2010"]
- First Name: [Text box containing "Carlene"]
- Last Name: [Text box containing "Takaki"]
- Zip Code: [Empty text box]
- Card Verification Code (CVC): [Empty text box]
- Email: [Text box containing "carlene@swimconnection.com"]

Below the form is a checkbox with the text: "I have read and agree to the terms and conditions as described in the Meet Sheet. I UNDERSTAND THAT ALL TRANSACTIONS ARE FINAL AND THAT NO REFUNDS WILL BE GIVEN. If the swim meet is cancelled, SwimConnection will reimburse all entry fees less the Internet Processing fees." To the right of this text is a large red "READ me!" graphic.

At the bottom of the form are two buttons: "Submit Payment" and "More Entries".

The footer of the page contains the copyright notice: "©2009 SwimConnection" and links for "Features", "FAQ", "Privacy Policy", "Terms of Use", and "Contact Us".

And that's it! You should receive two separate emails: a billing summary and an entries summary. If you don't receive them, check your SPAM folder and the email in "My Account".

- How to resend your email confirmation summary in case you accidentally deleted it or your virtual dog ate it.
  - Let's start already logged into your account again. Your swimmers will show up under "My Swimmers Meet Entries".
  - Click the "Email Entries Summary" button to the right of the meet that you would like to resend the entries summary.
- How to modify or swap events so you can make sure you always get to swim the 200 fly and the mile (just kidding.)
  - Let's start already logged into your account again. Your swimmers will show up under "My Swimmers Meet Entries".
  - Click the NAME of the meet for which you'd like to modify entries (NOT the swimmer's name.)
  - Click the pretty orange button again.
  - To the right of the swimmer's name for whom you'd like to modify entries, click the "modify" link.
  - Modify away (remember, no canceling events), click save. A new entries summary will be emailed to you. Done!