

## **USA Swimming Online Meet Entry System**

USA Swimming is pleased to announce that the new Online Meet Entry (OME) system is now available!

We have been using Version 1.0 of OME since 2001 for National meets, and in 2005, USA Swimming expanded OME to two Grand Prix meets and the NCSA Junior Championships meet. Though the system met with many compliments, we have completed a redesign of the current system and are excited to unveil OME Version 2.0!

The updated OME will allow a **meet host** to:

- set up a meet according to their specifications including, pricing, events, age groups, time standards, and more,
- validate athlete USAS membership,
- prove entry times,
- process and monitor payment, and
- produce various reports about the meet.

The updated OME will allow a **coach** to:

- browse meets available for entry
- enter your team in meets around the country
- select proven entry times for your athletes
- validate athlete USAS membership
- process payment before meet check-in

### **How do I set up my meet?**

Setting up a meet through OME requires the host to create an account at [www.usaswimming.org/createaccount](http://www.usaswimming.org/createaccount). There is no charge for creating an account and does not require the user to be a USA Swimming member.

Once you have created an account, you will need to login to enter OME. The OME page is found in Events and Swim Club section of the USA Swimming website. Click on "Get Started" on the left hand menu bar and the set-up wizard will take you through the step-by-step process to set up your meet.

You do not have to complete the set-up process in one sitting. Your meet set-up saves as you move from step to step, so you can complete as much or as little at any one time as you choose.

### **What is the cost to use OME?**

There is a two-part user fee for the OME system. This includes an up front, flat fee of \$75-200 and a percentage of meet entries (2.5-2.75%) just to cover the credit card transaction fee. USA Swimming makes no profit from the transaction fee percentage.

Exact charges will be determined in the next few weeks.

### **What methods of payment does OME accept for a coach/athlete entering a meet?**

While it is the preferred method of payment, a coach and/or athlete does not have to use a credit card to use OME. The meet host has the capability to accept a check/cash from the host and mark that team's entry as 'paid.'

USA Swimming accepts Visa, Mastercard, American Express and Discover.

### **How does the OME verify membership?**

OME is directly linked to SWIMS, USA Swimming's membership and times database. When a coach begins the entry process, a roster of athletes currently registered to that team will be displayed. If the coach would like to enter an athlete who is either unattached or not currently registered, that coach will have the option of adding them to their roster noting their current membership status. If the athlete becomes a member or transfers to the team in question during the meet entry period, that change will be reflected on the roster.

The meet host will have access to a report which lists unregistered athletes at any time throughout the meet entry period. As membership is updated in SWIMS, it is updated 'real time' in OME.

### **How does OME verify times?**

As mentioned above, OME is directly linked to SWIMS, USA Swimming's membership and times database. Any meet that is sanctioned, approved, or observed by USA Swimming should be uploaded in to the SWIMS database within two weeks of the meet date.

When a coach is entering his athletes in OME, the fastest time in the SWIMS database for that swimmer for that event will automatically come up. The coach will also have the option of entering an 'override' time for any athlete.

Any meet that has been entered as an override time will be noted with an asterisk (\*) in meet host reports and the meet psych sheet. The meet host will have the capability to mark override times as 'proven' during the meet entry period.

As times are updated in SWIMS, they are updated 'real time' in OME.

### **Can OME support paper entries?**

OME can support paper entries. The meet host will be able to input that team's entry into OME. The meet host will also have the ability to charge an administrative fee for paper entries if they choose.

### **Is OME compatible with meet management software?**

Once meet entry is closed, the meet host will be able to produce an export file for upload into a meet management program.

### **Can I load files from meet or team management software into OME?**

At this time, OME does not have the capability to load a file (time standards, team entries) from meet management or team management programs into OME.

### **What reports about the meet are available to the meet host?**

*Swimmer Counts:* shows counts of swimmers by gender, age group, event and team. Also shows count of anticipated heats based on host's entry of number of lanes.

*Payment Summary:* financial report by team of meet entries. Option to show only under/overpaid items

*Check-off List:* individual report by team that can be used for check-in at meet. Summary of events entered, #athletes entered, deck passes, and other purchases

*Unattached Swimmers:* shows all unattached swimmers entered in the meet

*Unregistered Swimmers:* shows any unregistered swimmers entered in the meet

*Foreign Swimmers:* shows all foreign swimmers entered in the meet

*Deck Passes:* If your meet offers deck passes, shows number and distribution of deck passes. Also shows any teams entered without a coach.

Additional reports also available

### **What else does OME offer?**

- Ability to generate email list of all entered coaches plus any additional emails the host chooses to include.
- Ability to generate psych sheet at any point in meet entry period
- Ability to offer other items (t-shirt, parking pass, all-session pass) for purchase and produce a report on those items
- Ability to add instructions specific to your meet on each meet entry page.

**For more information** on the Online Meet Entry system or to get help purchasing a meet or entering a meet, please contact USA Swimming Headquarters:

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