



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Getting Started with Online Meet (Competition) Entry

Before getting started you will need:

1. The user name and password previously provided to your federation for logging into the UANA website.
2. The location on the UANA website for entering the competition. You can access the Online Meet Entry system by [clicking here](#) or by copying and pasting this address into your internet browser:

http://www.teamunify.com/uana/___doc___/pan-am-registration.html

Navigate to the UANA Online Meet Entry page using the link provided. You will see the Meet Entry homepage.



Entering a Meet?
Available Meets
My Meets

MEET ENTRY HOME

ENTERING A MEET?

- Click "Available Meets" to browse meets currently available for meet entry.
- Click "My Meets" to edit an existing entry for your team



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Available Meets

Select the **Available Meets** link and competitions available for entry will appear in the list.

Entering a Meet?

Available Meets

My Meets

AVAILABLE MEETS

2015 PAN AMERICAN GAMES (SWIMMING)

Location: CIBC Pan Am/Parapan Aquatics Centre, Toronto, Ontario

Meet Date(s): Tuesday, July 14, 2015 - Saturday, July 18, 2015

Entry Period: Sun, Feb 1, 2015 12:00 PM - Mon, May 4, 2015 11:59 PM (UTC – 05:00) Eastern

Meet Information **Enter Team**

Select the **Enter Team** link to begin the login process.

FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS



Meet (Competition) Information

The **Meet Information** page is now displayed.

2015 PAN AMERICAN GAMES (SWIMMING)

ONLINE MEET ENTRY

General Information

- **Individual/Relay Events** – For all individual events/relays, proof of times is necessary. The online entry system accesses the FINA Times Database, so if your times are in the database you will be able to choose one of those times. Please review the Pan American Games top times report on the UANA website to ensure that your times are in the database before starting your entry.
- **No Time In Database** – If an entry time does not appear on the top times report and therefore is not available for entry in the OME system, please send a note to UANASwimEntries@gmail.com with the swimmer's name, event, time, competition at which the time was achieved, and a link to online results. Performance times must be achieved at a competition recognized by FINA from the list of approved qualifying competitions for the Kazan 2015 FINA World Championships. The list of approved qualifying competitions can be found by [clicking here](#).

Meet Information

Meet Dates:	Tuesday, July 14, 2015 - Saturday, July 18, 2015
Qualifying Dates:	Wednesday, January 1, 2014 - Friday, May 1, 2015
Location:	CIBC Pan Am/Parapan Aquatics Centre, Toronto, Ontario
Meet Web Site:	http://www.toronto2015.org/swimming
Entry Deadline:	Monday, May 4, 2015 11:59 PM (UTC – 05:00) Eastern
Contact:	UANASwimEntries, UANASwimEntries@gmail.com , .

Next >

Cancel

Click **Next** to continue.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Sign In

You will be prompted to Sign In. Select your Federation from the list and enter your password.

2015 PAN AMERICAN GAMES (SWIMMING)

SIGN IN

Please select your Federation from the dropdown list and enter the password provided to you for accessing the UANA website.

If you have any questions please email: UANASwimEntries@gmail.com.

Federation

-- Select --

Password

Sign In

Forgot your password? [Click Here](#)

< Back

Cancel

Click **Sign In** to continue.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Welcome

You will now see the **Welcome** page.

1. During the entry process you can return to any step by selecting the step in the menu at the left of the page.

Entering a Meet?
[Available Meets](#)
[My Meets](#)

MEET ENTRY

- 1) [Welcome](#)
- 2) [Team Information](#)
- 3) [Roster](#)
- 4) [Individual Events](#)
- 5) [Relay Events](#)
- 6) [Relay Only Swimmers](#)
- 7) [Summary / Check-out](#)

[Meet Event List](#)
[Update Individual Entry Times](#)
[Update Relay Entry Times](#)

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 1 - WELCOME BACK

Team:

Meet Dates:	Tuesday, July 14, 2015 - Saturday, July 18, 2015
Qualifying Dates:	Wednesday, January 1, 2014 - Friday, May 1, 2015
Location:	CIBC Pan Am/Parapan Aquatics Centre, Toronto, Ontario
Meet Web Site:	http://www.toronto2015.org/swimming
Entry Deadline:	Monday, May 4, 2015 11:59 PM (UTC - 05:00) Eastern
Contact:	UANASwimEntries, UANASwimEntries@gmail.com , .

Thank you for registering for the 2015 Pan American Games (Swimming) meet! To begin the online entry process you will need to complete the steps listed on the left. Please click "Next" when you are ready to proceed.

Next > Cancel

Click **Next** to continue.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Team Information

1. For the primary contact, enter the person who should be contacted if there is a question with your entry (refer to #1 below).
2. You may provide additional email contacts to receive the Swimmer Event List and any other important correspondence relating to the competition (refer to #2 below).

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 2 - TEAM INFORMATION

Team Name:

Federation:

Team Code:

Team Name for Program:

Contacts:

Who should the meet host contact in case there are issues to resolve with your entry?

	Primary Contact *	Secondary Contact	Additional Contact
Title/Position:	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email: *	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the email above, please provide any additional emails you would like to receive Swimmer Event Lists.

Enter Swimmer Event List email to add:

-- Type Email Here

Add

Swimmer Event List Emails:

< Back **Next >** Cancel

Click **Next** to continue.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Meet Roster

Build your meet roster.

1. Your available roster will populate in the list on the left.
2. Check the **Add** box for athletes who have met the qualifying standards and who should be considered for selection to the competition.
3. Click the **Add** button to add those athletes to your team roster.
4. Click the **Female** tab to switch over and add female athletes to your team roster.

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 3 - MEET ROSTER

Team:

For Help, Contact: Meet Host: UANASwimEntries, UANASwimEntries@gmail.com.

- **Before you proceed to the next step, please remember that your team roster cannot be more than 18 men and 18 women.**
- The list on the left is the current roster for your entire Federation. Only those athletes who are currently assigned to your Federation will appear here. An athlete listed here will not necessarily have qualifying times for the 2015 Pan American Games.
- To add swimmers from your available roster to your entry for this meet, click the 'Add' check box next to their name and then click the 'Add' button between the two rosters. Once you add a swimmer to your team roster, their name will be moved to the right side of the page.
- Enter all athletes that you wish to compete in the 2015 Pan American Games. Only those athletes who are invited to participate will be permitted to compete.

Create Team Roster

Registered Members

Male Female Age = Age at Meet

Add	Name	Age
<input type="checkbox"/>		17
<input type="checkbox"/>		37
<input type="checkbox"/>		24

Meet Roster

Age = Age at Meet

Del	Name	Age	Gender
No one has been added to the meet roster.			

< Back Next > Cancel

Click **Next** to continue after you have added ALL of your athletes to your team roster.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Roster Summary

Verify your roster on the summary page.

Add your relay-only athletes by selecting the **Relay Only** box next to their names.

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 3 - MEET ROSTER

Team:

For Help, Contact: Meet Host: UANASwimEntries, UANASwimEntries@gmail.com, .

- This page provides you with a summary of your roster. You can always go back to the Roster page to add or delete athletes from your roster.
- **Relay Only:** Click the box next to the athlete to indicate that the athlete will only be swimming relays (no individual events).
- **Before you proceed to the next step, please remember that you are allowed a maximum of two (2) relay-only swimmers per gender.**

Team Roster Summary

Name	Age at Meet	Gender	Relay Only
	17	M	<input checked="" type="checkbox"/>
	26	M	<input type="checkbox"/>
	30	M	<input checked="" type="checkbox"/>
	30	M	<input type="checkbox"/>
	20	F	<input type="checkbox"/>

< Back Next > Cancel

Click **Back** to make changes to your roster.

Click **Next** to continue.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Individual Events

Enter your athletes in individual events.

Click ***Enter Events*** for the swimmer you are adding individual events for.

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 4 - ENTER INDIVIDUAL EVENTS

Team:

For Help, Contact: Meet Host: UANASwimEntries, UANASwimEntries@gmail.com, .

- Your master entry list is displayed on this page.
- Once you click the "Next" button, your entry will automatically save.
- You can add to your entry at any point in the entry process. You will not be able to delete an event once it has been checked out at the end of the entry process.
- Once the online meet entry is closed, you will not be allowed to make any changes to your entry through this system. If you have problems with the entry, please contact UANASwimEntries@gmail.com.
- To update an entry time, click the link on the entry time and select a new time from the dropdown list.
- **No Time In Database** – If a time is not available for entry in the OME system, please send a note to UANASwimEntries@gmail.com with the swimmer's name, event, time, competition at which the time was achieved, and a link to online results. Performance times must be achieved at a competition recognized by FINA from the list of approved qualifying competitions for the Kazan 2015 FINA World Championships. The list of approved qualifying competitions can be found by [clicking here](#).

Individual Events Entered:

Event	Entry Time	Standard	Event Date	Delete Event
	- Male, 17			Enter Events

< Back

Next >

Cancel



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Individual Events – Select Events for Athlete

Enter the selected athlete in their individual events.

1. The athlete's fastest times will populate in the **Select for Entry** field in the events for which they meet a standard.
2. Choose the events you wish to enter by checking one or more of the boxes to the left of the entry time.
3. Click **OK** when done.

- The program will automatically display the athlete's fastest time from the database.
- Select the checkbox next to the events you want to enter.
- Click "OK" to accept the selections.

Time Standards

A = A Standard Qualifying Dates: 01/01/2014 - 01/05/2015

B = B Standard Qualifying Dates: 01/01/2014 - 01/05/2015

NS = No Standard Qualifying Dates: 01/01/2014 - 01/05/2015

Select Events for: (Male, 17)

Event	Select for Entry	Event Date
50 FR	<input type="checkbox"/> 27.00 LC (NS)	Jul 17
100 FR	<input type="checkbox"/> 58.03 LC (NS)	Jul 14
200 FR	<input type="checkbox"/> 1:56.57 LC (B)	Jul 15
400 FR	<input type="checkbox"/> 3:59.34 LC (B)	Jul 17
1500 FR	<input checked="" type="checkbox"/> 15:29.88 LC (A)	Jul 18
100 BK		Jul 17
200 BK		Jul 15
100 BR		Jul 17
200 BR		Jul 15
100 BU		Jul 16
200 BU	<input type="checkbox"/> 2:03.22 LC (B)	Jul 14
200 IM		Jul 18
400 IM		Jul 16

The selected times will be added to your Individual Event entry list.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Relay Events

Enter your Federation into relay events.

Choose **Male** or **Female** and click **Enter Events**

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 5 - ENTER RELAY EVENTS

Team:

For Help, Contact: Meet Host: UANASwimEntries, UANASwimEntries@gmail.com, .

- Your master relay entry list is displayed on this page
- You can add to your relay entry at any point in the entry process. You will not be able to delete an event once it has been checked out at the end of the entry process.
- Once the online meet entry is closed, you will not be allowed to make any changes to your entry through this system. If you have problems with the entry, please contact UANASwimEntries@gmail.com.
- To update an entry time or to choose another time from the database, click the link on the entry time and select a new time from the dropdown list.
- **No Time In Database** -- If a time is not available for entry in the OME system, please send a note to UANASwimEntries@gmail.com with the event, time, competition at which the time was achieved, and a link to online results. Performance times must be achieved at a competition recognized by FINA from the list of approved qualifying competitions for the Kazan 2015 FINA World Championships. The list of approved qualifying competitions can be found by [clicking here](#).

Start Relay Event Entry:

→ Male Female **Enter Events >**

Relay Events Entered:

Relay Event	Gender	Entry Time	Event Date	Type	Delete Event
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No Relay Events have been entered.

< Back

Next >

Cancel



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Relay Events – Select Events for Federation

Select the relay events your Federation will enter.

1. The Federation's fastest times will populate in the **Entry Time** field.
2. Choose the relay events you wish to enter by checking one or more of the **Select** boxes to the left.
3. To build a relay entry time from the individual times of swimmers on your Federation's roster, select **Aggregate** (add up) from the **Entry Time** field and click the **Select** box for that event.
 - a. An aggregate time is generated by adding the individual times of four (4) swimmers that correspond to each leg of the relay.
4. Click **OK** when done.

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 5 - ENTER RELAY EVENTS

Team:

For Help, Contact: Meet Host: UANASwimEntries, UANASwimEntries@gmail.com, .

- The program will automatically display the team's fastest time in the FINA database as entry times. You can also choose to enter an aggregate (add up) relay time by selecting "Aggregate" from the list.
- Select the checkbox next to the events you want to enter.

The qualifying dates for this meet are Wednesday, January 1, 2014 through Friday, May 1, 2015.

Select Male Relay Events:

Select	Relay Event	Entry Time	Gender	Event Date
<input type="checkbox"/>	4x100 FR-R	Aggregate	M	Jul 14
<input checked="" type="checkbox"/>	4x200 FR-R	7:05.17 LC	M	Jul 15
<input type="checkbox"/>	4x100 MED-R	3:29.94 LC	M	Jul 18

The selected times will be added to your Relay Event entry list.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Relay Events – Build Aggregate Relay Time(s)

Each event you choose to enter in the prior step with an **Entry Time** set to **Aggregate** will now appear.

1. Choose the four swimmers whose individual times you will use to build your aggregate (add up) relay time.
2. Click the button **Refresh Times for Selected Swimmers** to populate their fastest individual event times for their respective leg of the relay.
3. Your **Total Entry Time** will automatically appear.
4. To cancel adding an aggregate time to an event, click the **Remove This Event** link.
5. Click **OK** when done.

Aggregate Relay Entry Times:
MALE, 400 FR-R, OPEN, A

Select Qualifying Time Course: 400 FR-R LCM 4.

Seed at slowest nonconforming time.

[Remove This Event](#)

2. Refresh Times for Selected Swimmers

Qualifying Times		
SCY	SCM	LCM
0.00	0.00	59:59.59

Leg 1: 100 FR
-- Select Athlete

Leg 2: 100 FR
-- Select Athlete

Leg 3: 100 FR
-- Select Athlete

Leg 4: 100 FR
-- Select Athlete

Time in Database -- None Available

Override Time 00:00.00

Meet Name:

Meet Date: (dd/mm/yyyy)

Time in Database -- None Available

Override Time 00:00.00

Meet Name:

Meet Date: (dd/mm/yyyy)

Time in Database -- None Available

Override Time 00:00.00

Meet Name:

Meet Date: (dd/mm/yyyy)

Time in Database -- None Available

Override Time 00:00.00

Meet Name:

Meet Date: (dd/mm/yyyy)

Total Entry Time: 3.

5. OK Cancel

The entered times will be added to your Relay Event entry list.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Meet Summary and Check-Out

When you have completed your individual, relays, and relay-only swimmer entries, proceed to the **Summary/Check-Out** page.

Review your entries for accuracy. Click the **Edit** button in areas you need to make changes.

2015 PAN AMERICAN GAMES (SWIMMING)

MEET ENTRY: STEP 6 - MEET SUMMARY AND CHECK-OUT

Team:

- Please double check your entry for accuracy.
- To edit your entry, click the "edit" buttons below each section. It will return you to the step to edit that section of your entry.
- **Before you submit your entry, please remember that your meet roster cannot be more than 18 men and 18 women.**
- **Before you submit your entry, please remember that you are allowed a maximum of two (2) relay-only swimmers per gender.**

→ Individual Events

Name	Gender	Event	Entry Time	Event Date
	M	100 FR	48.05 LC	Jul 14
	M	50 FR	21.69 LC	Jul 17
	M	100 FR	48.45 LC	Jul 14
	M	100 BU	51.17 LC	Jul 16
	M	200 IM	1:56.04 LC	Jul 18
	F	100 FR	57.04 LC	Jul 14
	F	200 FR	1:57.57 LC	Jul 15
	F	400 FR	4:06.28 LC	Jul 17
	F	800 FR	8:30.86 LC	Jul 18
Subtotal: 9 Events				

Edit Individual Events

→ Relay Events

Relay Event	Gender	Entry Time	Event Date	Type
4x100 FR-R	M	3:14.35 LC	Jul 14	Aggregate
4x200 FR-R	M	7:05.17 LC	Jul 15	Team
Subtotal: 2 Events				

Edit Relay Events

→ Relay Only Swimmers

Name	Age at Meet	Gender	Relay Only
	17	M	Y
	30	M	Y
Subtotal: 2 Swimmers			

--- Continued on Next Page ---



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Meet Summary and Check-Out – Continued

Review your totals for accuracy.

Do not submit the entry until you are completely finished.

To check-out and complete your entry, click the **“Click Here to Submit Final Entry”** button.

→ Totals

Subtotals	Previous Check-out	This Check-out	Total
9 Individual Event(s)	0	9	9
2 Relay Event(s)	0	2	2

You must click 'Click Here to Submit Final Entry' to finish entering your team into this meet.

After submitting your entry you can return to:

- Add individual events, relay events, and relay only swimmers to your entry
- Update entry times for events you have already submitted

Once your entry is submitted you will NOT be able to update or remove events previously submitted.

[Click Here to Submit Final Entry](#)

WARNING - YOU HAVE NOT ENTERED INTO THIS MEET UNTIL YOU SUBMIT YOUR ENTRY!

Cancel



You have completed your entry.

You can return at a later time and add on to your entry.

You will receive a confirmation email of your entry to the address UANA has in its system.