

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.
- The location on the UANA website for entering the competition. You can access the Online Meet Entry system by <u>clicking here</u> 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



Available Meets

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



2015 PAN AMERICAN GAMES (SWIMMING)

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

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

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

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



Meet (Competition) Information

The *Meet Information* page is now displayed.

2015 PAN AMERICAN GAMES (SWIMMING)

ONLINE MEET ENTRY

General Information

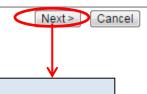
- Individual/Relay Events -- For all individual events/relays, proof of times is necessary. The online entry system
 accesses the FINA Times Database, so if your times are in the database you will be able to choose one of those
 times. Please review the Pan American Games top times report on the UANA 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, 2015Qualifying Dates:Wednesday, January 1, 2014 - Friday, May 1, 2015Location: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, .



Click Next to continue.



Sign In

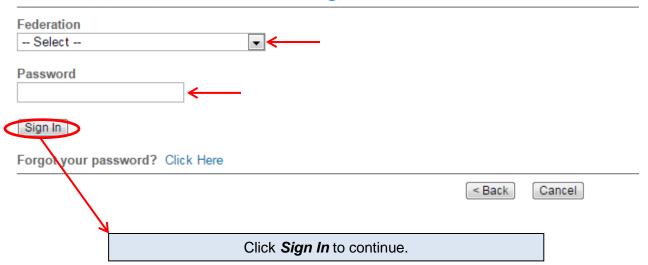
You will be prompted to Sign In. Select your Federation from the list and enter your password.

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.





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.



Click **Next** to continue.



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 Pro	ogram:			
Contacts:				
Who should the mee	et host contact in o	case there are issues	to resolve with your entry?	
	Primary C	ontact *	Secondary Contact	Additional Contact
Title/Position:				
First Name: *				
Last Name: *	1			
Cell Phone: *				
Other Phone:				
Email: *				
		rovide any additional e	mails you would like to receive	
Enter Swimmer Eve add:	ent List email to	Type Email Here	Add	2 .
Swimmer Event Lis	t Emails:			_
			<	Back Next> Cancel
				\downarrow
		Click Ne	xt to continue.	



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.





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	▽
	26	M	
	30	M	▽
	30	M	
	20	F	

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

Click **Next** to continue.

Next>

Cancel

< Back



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)

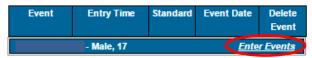
MEET ENTRY: STEP 4 - ENTER INDIVIDUAL EVENTS

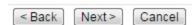
Team:

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:







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	27.00 LC (NS)	Jul 17	
100 FR	□ 58.03 LC (NS) ▼	Jul 14	
200 FR	1:56.57 LC (B)	Jul 15	
400 FR	3:59.34 LC (B)	Jul 17	
1500 FR	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	2:03.22 LC (B)	Jul 14	
200 IM		Jul 18	
400 IM		Jul 16	



Cancel

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



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	
Relay Events Entered:	
Relay Event Gender Entry Time Event Date Type Delete Event	
No Relay Events have been entered.	
	<pre>Sack Next> Cancel</pre>



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.
- 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)

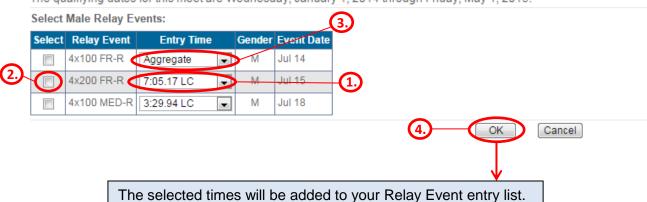
MEET ENTRY: STEP 5 - ENTER RELAY EVENTS

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.

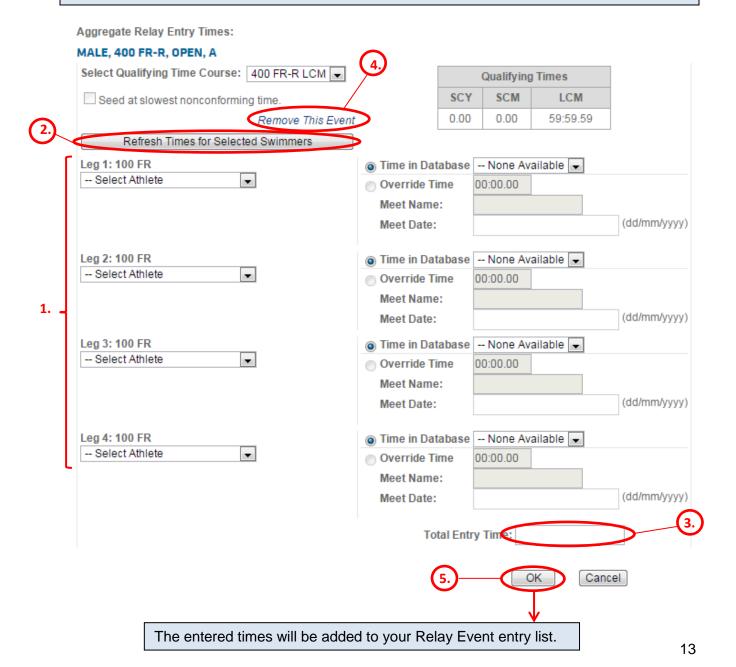




Enter Relay Events – Build Aggregate Relay Time(s)

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.





Meet Summary and Check-Out

When you have completed your individual, relays, and relayonly 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
	М	100 FR	48.05 LC	Jul 14
	М	50 FR	21.69 LC	Jul 17
	М	100 FR	48.45 LC	Jul 14
	M	100 BU	51.17 LC	Jul 16
	М	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	Туре		
4x100 FR-R	М	3:14.35 LC	Jul 14	Aggregate		
4x200 FR-R	М	7:05.17 LC	Jul 15	Team		
Subtotal: 2 Events						

Edit Relay Events

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Name	Age at Meet	Gender	Relay Only
	17	М	Υ
	30	М	Υ
Subtotal: 2 Swimmers			



Meet Summary and Check-Out - Continued

Review your totals for accuracy.

Do not submit the entry until you are completely finished.

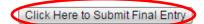
To check-out and complete your entry, click the "Click Here to Submit Final Entry" button.

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.



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.