



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Como trabajar con OME y las Inscripciones para la Competencia

Antes de empezar, necesitará:

1. El nombre de usuario y contraseña previamente proporcionada a su federación para iniciar sesión en el sitio web de la UANA.
2. El lugar en el sitio web de la UANA para participar en el concurso. Se puede acceder al sistema de inscripción en línea Meet haciendo [clic aquí](#) o copiando y pegando esta dirección en su navegador de Internet:

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

Navegue a la pagina UANA Online Meet Entry utilizando el enlace proveido. Ya usted vera la pagina llamada Meet Entry Home.



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

Seleccione **Available Meets** y las competencias disponibles aparecerán en forma de listado.

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](#)

Seleccione **Enter Team** para comenzar el proceso de inscripción.



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Meet (Competition) Information

La Competencia esta designada como **Meet Information**.



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 , .



Apriete **Next** para continuar.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Sign In

Aqui le pediran que elija su Federacion y que someta su contrasena.

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

Apriete **Sign In** para continuar.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Welcome

Aqui vera la pagina donde se le da la bienvenida =
Welcome Page.

1. Durante el proceso de inscripciones puede navegar a cualquier parte del proceso simplemente seleccionando el lugar a la izquierda de la pagina donde se encuentra el menu.

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.

Apriete ***Next*** para continuar.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Team Information

1. El contacto principal debe ser la persona indicada en caso de que tengamos que contactarlos para clarificar alguna informacion (haga referencia al #1 debajo).
2. Puede proporcionar contactos adicionales con correo electronico para que reciban el listado de nadadores y eventos al igual que cualquier otra correspondencia importante con respecto a la competencia (haga referencia al #2 debajo).

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

Apriete **Next** para continuar.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Meet Roster

Roster de Competencia.

1. Su roster aparecera en el listado a la izquierda .
2. Apriete la cajita ADD para los atletas que han logrado tiempos minimos y que deberan ser considerados como seleccion para esta competencia.
3. Apriete el boton ADD para anadir a esos atletas a su roster de equipo .
4. Apriete el boton Female/Femina para anadir a sus atletas femeninas a su 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

1. [Bracket on left side of Registered Members table]

2. [Circle around Add checkbox in Registered Members table]

3. [Circle around Add > button]

4. [Circle around Female tab in Registered Members table]

Switch to Roster Details / Relay Only view

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

< Back Next > Cancel

Apriete **Next** para continuar una vez que haya anadido todos sus atletas al roster de su equipo.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Roster Summary

Verifique su roster en la pagina donde se encuentra el sumario de todo su trabajo.

Anada sus atletas que solo nadaran en pruebas de relevo seleccionando la cajita **Relay Only** junto a sus nombres.

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

Apriete **Back** para hacer cambios a su roster.

Apriete **Next** para continuar adelante.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Individual Events

Inscriba a sus atletas en eventos individuales.

Apriete ***Enter Events*** para anadir eventos individuales para cada nadador/a.

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



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Enter Individual Events – Select Events for Athlete

Anada el nadador/a seleccionado y anada sus eventos individuales.

1. El tiempo mas rapido del nadador en cada evento llenara la cajita **Select for Entry** para cada evento en el cual haya logrado el standard minimo .
2. Escoja los eventos en los que desea inscribir al atleta y haga un check mark en la cajita a la izquierda del tiempo de inscripcion.
3. Apriete **OK** cuando termine.

- 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

Los tiempos seleccionados seran anadidos a la lista de inscripcion Event Entry List.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Relay Events

Anada su Federacion en los eventos de relevo.

Escoja **Male** (hombre) o **Female** (mujer) y apriete **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

Seleccione los relevos en los cuales quiera inscribir a su Federacion.

1. El tiempo mas rapido de la Federacion aparecera automaticamente.
2. Escoja los eventos de relevo que desea inscribir haciendo un check en la cajitas **Select** a la izquierda .
3. Para anadir un relevo con tiempos individuales de cada atleta en su roster de Federacion, seleccione **Aggregate** (add up) del listado **Entry Time** y apriete la cajita **Select** Box para ese evento.
 - a. El tiempo agregado se logra al seleccionar los tiempos individuales de los 4 nadadores que corresponden a cada pata de relevo.
4. Apriete **OK** cuando termine.

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 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

Los tiempos selectos seran anadidos a la inscripcion de evento de relevo.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Enter Relay Events – Build Aggregate Relay Time(s)

Cada evento que usted elija para entrar en el paso anterior con un **Entry Time** fijado a **Aggregate** aparecerá ahora.

1. Elegir los cuatro nadadores cuyos tiempos individuo que va a utilizar para construir su tiempo de relevo agregado.
2. Apriete **Refresh Times for Selected Swimmers** para llenar sus tiempos más rápido de los eventos individuales.
3. Aparecerá automáticamente **Total Entry Time**.
4. Para cancelar la adición de un tiempo agregada a un relevo, apriete **Remove This Event**.
5. Apriete **OK** cuando termine.

Aggregate Relay Entry Times:

MALE, 400 FR-R, OPEN, A

Select Qualifying Time Course: 400 FR-R LCM

Seed at slowest nonconforming time.

[Remove This Event](#)

Refresh Times for Selected Swimmers

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:

OK

Cancel

Los tiempos de relevo introducidas a tu inscripción.



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Meet Summary and Check-Out

Cuando haya completado sus inscripciones de eventos individuales y relevos, proceda a la página **Summary/Check-Out**.

Revisar sus inscripciones para la exactitud. Apriete **Edit** en las áreas que usted necesita hacer cambios.

2015 PAN AMERICAN GAMES (SWIMMING)

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

Team:

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

- 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			

--- Continúa en la página siguiente ---



FEDERATION ON-LINE SUBMISSION TO UANA FOR SWIMMING EVENTS

Meet Summary and Check-Out – Continued

Revise los totales para que este seguro de que todo esta en orden.

No envíe su inscripción hasta que este seguro de que haya incluido todo y sepa que ya haya terminado el proceso.

Apriete la cajita que dice **“Click Here to Submit Final Entry”** para enviar su inscripción

→ 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

Ha completado su inscripción.

Usted puede regresar y añadir a su inscripción.

Usted recibirá un correo electrónico para confirmar su inscripción a la dirección UANA tiene en su sistema.