

# WALNUT CREEK AQUABEARS

## HOW TO ENTER A MEET ONLINE

1. Go to the Aquabears' home page and click on the meet you would like to enter under the Upcoming Events section (on the bottom). This will take you to the event page for that meet.
2. Click the hyperlink that says "Click here for online entries." This will take you to the online entries page at either SwimConnection (follow the basics below) or FastSwims (similar process).
3. Click the orange button that says "online meet entry."
4. If you've never entered a meet before, click the radio button next to "I am NOT a Registered OME User." Enter your first and last name, and your email address and click the "Continue" button. You may also click the button for "Signup for an OME Account" to streamline this process in the future.
5. Click the "Guide me on how to enter a swimmer to this meet" button.
6. Our Swimming Association is Pacific Swimming.
7. Is your swimmer registered with USA Swimming? Click Yes.
8. Do you know the USA Swimming Registration Number of your swimmer? Click No.
9. Enter the First Name, Last Name, Initial, and Birthdate, and click enter. If the system doesn't recognize you, click "Enter all info manually."
10. Swimming Association – Pacific Swimming  
Registration No – Click the box next to "Pending"  
Enter First Name, Initial, Last Name, Birthdate, and Gender.  
Team Code is WCAB – Walnut Creek Aquabears  
Click the "Save" button.
11. On the Event Entries page, enter the times in the events your swimmer will compete in, and click the "Save" button.
12. Your entries will appear under your swimmers name. Enter your next swimmer in the same fashion, or click the "Go to Payment Page" button.
13. Enter your credit card information, and click the "Submit Payment" button. You will receive an email confirmation of your entries. Print this email and bring it to the meet as proof of entry (in case there are any problems).

If you run through this process and hit a speed bump,  
talk to your swimmer's coach at the pool and they can help you with online entries.