# US TEAM – MEET ENTRY PROCESS

* The Online Meet Entry system saves your progress from page to page. You can always start your entry and come back later to change it, as long as you do not submit your entry on the 'Summary/Check-out' page. Events cannot be deleted after the entry has been submitted and USA Swimming will not refund the cost for that event. Your entry must be submitted prior to the entry deadline in order for the entry to be accepted.

STEP 1: Navigate to the USA Swimming website:

www.usaswimming.org

STEP 2: You will first need to sign into the website using a username and password. Click **'Sign In'** in the top right corner of the page.
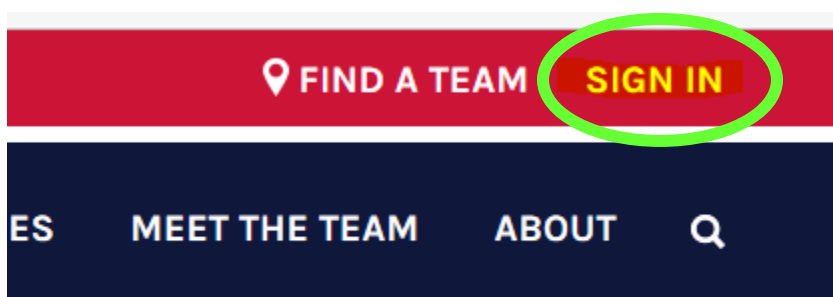
STEP 3: You will now be prompted to login with a USA Swimming username and password. If you do not have one, please create one at this time. Enter your username and password and click **'Login'.**

US TEAM – MEET ENTRY PROCESS

STEP 4:   Once signed in, click on **'Events'** on the top ribbon and select **'Online Meet Entry'** from the dropdown box. You can also navigate directly to the Online Meet Entry system.

www.usaswimming.org/ome
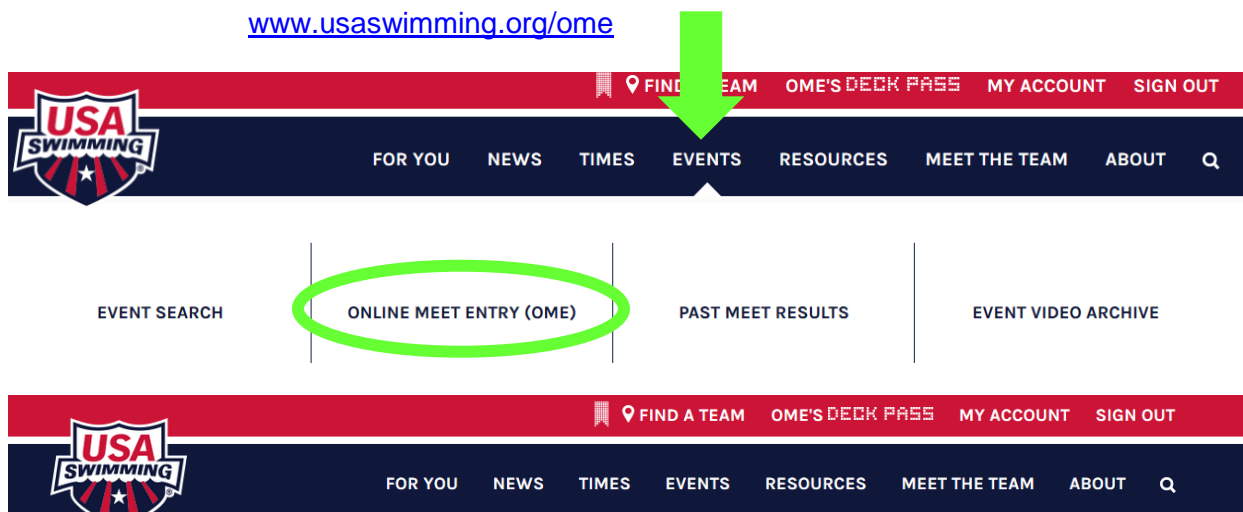
OME FAQS FOR MEET DIRECTORS

This FAQ is provided to help answer some of the questions you may have regarding OME. We recommend going "hands-on" with the setup process as there is instructional text for each step of the meet creation process that will lead you. Please contact the USA Swimming liaison listed in OME for suggestions on how to manage unique entry rules and with any questions that may not be answered below. It is recommended that you also review the OME FAQ for Coaches as it may help you answer some of the questions you could receive.

Q: Can I copy a meet I've already made?
Q: Can I upload my meet's events and time standards from my meet management software?
Q: How can I change the number of relays a team can enter?
Q: How much does it cost to create a meet?
Q: How often will I be paid if I accept entry payments by credit card?
Q: My events are combined age groups in prelims but will be separated by age groups for finals. How do I handle that in OME?
Q: My meet was supposed to open already but teams aren't able to find it.

OME FAQS FOR COACHES

If you're having an issue with your entry in the OME system, first consider consulting the meet information provided by the host, which will explain the entry rules for the meet. If what's listed in the meet information and what OME is allowing you to do doesn't seem to match, please then contact the meet director for guidance as a mistake may have been made during the OME setup process. USA Swimming doesn't have the authority to make changes to a meet configuration that it's not managing entries for. Please contact Jaime Lewis at USA Swimming if you're running into technical issues not answered below.

STEP 5:   Once at the Online Meet Entry homepage, select **'Available Meets'**.

US TEAM – MEET ENTRY PROCESS

STEP 6: Click '**Search**'; Searching for USA Swimming (default)

STEP 7: All meets available for entry will appear below in the search results. Information specific to the meet you are entering will be listed. Click '**Enter Team**'.

2016 ARENA PRO SWIM SERIES AT SANTA CLARA

Location:	George F. Haines Aquatic Center, Santa Clara, CA
Meet Date(s):	Friday, June 3, 2016 - Sunday, June 5, 2016
Entry Period:	Tue, Apr 5, 2016 11:00 AM - Tue, May 24, 2016 11:59 PM (UTC – 06:00) Central

Meet Information   *Enter Team*   *Enter Unattached Individual*

STEP 8: You will be taken to the main page for your meet. Information specific to the meet you are entering will be displayed (i.e. meet information and fees). Click the '**Next**' button after reviewing this page.

STEP 9: You will now be prompted for your team information. Indicate you LSC, your club code, and your USA Swimming ID #. Click '**Sign In**'.

US TEAM – MEET ENTRY PROCESS

Enter meet as a Team

LSC: *   ADIRONDACK SWIMMING   ▼

Club Code: *   [   ] *

USA Swimming ID: * [   ] *

[Sign In]

STEP 10:   You should now be at the meet welcome page. Click **'Next'**.

Home / Events / Online Meet Entry

On-Line Meet Entry - Home

Entering a Meet?
  Available Meets
  My Meets

Hosting a Meet?
  Get Started
  My Hosted Meets

MEET ENTRY
1) Welcome
2) Team Information
3) Roster
4) Individual Events
5) Relay Events
6) Deck Passes
7) Other Purchases
8) Summary / Check-out

Meet Event List
Update Individual Entry Times
Update Relay Entry Times

Print Receipt
Print Cost by Swimmer
Export Entries for TM

Waivers
Delete My Entry

USA SWIMMING MEET - INTERNATIONAL TEAMS

MEET ENTRY: STEP 1 - WELCOME BACK

Team:	US Meet Entry
Meet Dates:	Friday, September 5, 2014 - Sunday, September 7, 2014
Qualifying Dates:	Tuesday, June 25, 2013 - Sunday, August 31, 2014
Location:	OTC Pool, Colorado Springs, CO
Entry Deadline:	Sunday, August 31, 2014 11:59 PM (UTC – 07:00) Mountain
Contact:	Anthony Buhr, *abuhr@usaswimming.org*, 719-866-3581
	Anthony Buhr, *abuhr@usaswimming.org*, 719-866-3581

Thank you for registering for the USA Swimming Meet - International Teams 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]

STEP 11:   In the space provided for **'Primary Contact'**, please enter the information for the person who should be contacted in case there is a problem with your entry. In the **'Psych Sheet Emails'** section, add the email addresses for other team staff who may need to receive important meet communication. Click **'Next'** to proceed.

US TEAM – MEET ENTRY PROCESS

STEP 12: You will now have the opportunity to build your meet roster. Your available roster will populate to the left although the swimmers on your available roster may not have a qualifying time for the meet. Check the **'Add'** box for the athletes you are adding to your meet roster. Click the 'Add' button to add those swimmers to your meet roster. Note that there is a separate tab for each gender. Click **'Next'** once you have added all your athletes.

US TEAM – MEET ENTRY PROCESS

STEP 13:   You will now be directed to the **'Team Roster Summary'** page. Indicate whether your athletes are relay-only and foreign (ineligible to represent the USA in international competition) swimmers by checking the respective boxes adjacent to their names. Click **'Next'** to continue.

Team Roster Summary

Name	Age at Meet	Gender	Relay Only	Foreign
	27	M	☐	☑

< Back   Next >   Cancel

STEP 14a: On the **'Individual Events'** page, select **'Enter Events'** for the swimmer you would like to add individual events for.

MEET ENTRY: STEP 4 - ENTER INDIVIDUAL EVENTS

Team: US Meet Entry

For Help, Contact: Meet Host: Anthony Buhr, *abuhr@usaswimming.org*, 719-866-3581

Individual Events Entered:

Event	Entry Time	Age Group	Event Date	Delete Event
	- Male, 27			*Enter Events*

STEP 14b: Enter the swimmer in his/her individual events by checking the box next to those events. The athlete's fastest available times from the FINA database will appear. To choose another time or if a time does not appear, select **'--Override'** in the dropdown box next to that event. Click **'OK'** when done.

US TEAM – MEET ENTRY PROCESS

Select Events for: (Male, 27)

Event	Select for Entry	Select for Bonus Entry	Age Group	Event Date
800 FR	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
100 FR	☑ 52.21 LCM ▾	☐ Bonus: -- Override ▾	Open	Sep 05
200 BR	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
400 FR	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
100 FL	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
400 IM	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
200 FR	☑ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
200 BK	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
50 FR	☑ 23.74 LCM ▾	☐ Bonus: -- Override ▾	Open	Sep 05
200 FL	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
100 BR	☑ 1:05.20 LCM ▾	☐ Bonus: -- Override ▾	Open	Sep 05
100 BK	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
200 IM	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
1500 FR	☐ -- Override ▾	☐ Bonus: -- Override ▾	Open	Sep 05
1500 FR	☐ -- Override ▾	☐ Bonus: -- Override ▾	ENTER 800 USING 1500/1650	Sep 05
800 FR	☐ -- Override ▾	☐ Bonus: -- Override ▾	ENTER 1500 USING 800/1000	Sep 05

OK   Cancel

STEP 14c: If you are entering override times, you will be taken to a screen where you can select a time from the FINA database or manually enter an override time. These times will need to be proven with results prior to the meet. Enter the time, course, competition name, and performance date to expedite this process. Click **'OK'** when done.

Entry Times for: (Male, 27)

200 FR, OPEN

○ Time in Database   -- None Available ▾

● Override Time   00:00.00

   Entry Event: 200 FR LCM ▾

   Meet Name: [   ]

   Meet Date: [   ] 🗓
   (mm/dd/yyyy)

Qualifying Times	
SCY	LCM
1:40.29	1:56.29

Remove This Event

OK   Cancel

US TEAM – MEET ENTRY PROCESS

STEP 15: Click '**Next**' when you have completed the individual entries for your swimmers.

STEP 16: You will now have the opportunity to enter relays. Choose the gender you would like to enter relays for and click '**Enter Events**'.

Start Relay Event Entry:

◉ Male ○ Female [Enter Events >]

Relay Events Entered:

Relay Event	Gender	Entry Time	Relay Team	Age Group	Event Date	Type	Seed Min.	Delete Event

No Relay Events have been entered.

[< Back] [Next >] [Cancel]

STEP 17: Just like the individual process, you will be taken to a page that outlines the events you can enter. Select the relay events you would like to enter and the entry times you would like to use. Note that you may not have a team time available and so the only options could be '**Team Override**' or '**Aggregate**'. Review '**Step 14c**' for instructions on override times. Click '**OK**'.

Select Male Relay Events:

Select	Relay Event	Entry Time	Gender	Relay Team	Age Group	Event Date
☑	400 FR-R	Team Override ⌄	M	A	Open	Sep 05
☑	800 FR-R	Team Override ⌄	M	A	Open	Sep 05
☑	400 MED-R	Team Override ⌄	M	A	Open	Sep 05

[OK] [Cancel]

STEP 18: If you are entering an aggregate relay time, you will be taken to a page where you will build your aggregate relay. Select the four athletes who contribute to each leg of the time and select the '**Refresh Times for Selected Swimmers**' button. The fastest time available in the FINA database for each swimmer will populate. Click the dropdown box to choose another time. If no time is available, enter an override time. Review '**Step 14c**' for instructions on override times. The total entry time will be calculated automatically. Click '**OK**' when done.

US TEAM – MEET ENTRY PROCESS

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]

Qualifying Times		
SCY	SCM	LCM
3:08.09	0.00	3:38.49

Leg 1: 100 FR
[-- Select Athlete ▾]

○ Time in Database [-- None Available ▾]
◉ Override Time [00:00.00]
Meet Name: [   ]
Meet Date: [   ] 🔲
(mm/dd/yyyy)

Leg 2: 100 FR
[-- Select Athlete ▾]

○ Time in Database [-- None Available ▾]
◉ Override Time [00:00.00]
Meet Name: [   ]
Meet Date: [   ] 🔲
(mm/dd/yyyy)

Leg 3: 100 FR
[-- Select Athlete ▾]

○ Time in Database [-- None Available ▾]
◉ Override Time [00:00.00]
Meet Name: [   ]
Meet Date: [   ] 🔲
(mm/dd/yyyy)

Leg 4: 100 FR
[-- Select Athlete ▾]

○ Time in Database [-- None Available ▾]
◉ Override Time [00:00.00]
Meet Name: [   ]
Meet Date: [   ] 🔲
(mm/dd/yyyy)

Total Entry Time: [   ]

[OK]   [Cancel]

STEP 19: Once you are finished you can proceed to the **'Deck Passes'** page, where you will add the people that you want to receive a non-athlete deck pass. The system will allow you to enter a certain number of deck passes based upon the number of athletes entered. Enter the last name and first name, select the position, and click **'Add Deck Pass'** for each individual who will receive a non-athlete deck pass. Click **'Next'** when you have finished adding non-athlete deck passes.

US TEAM – MEET ENTRY PROCESS

You have 1 swimmer(s) and qualify for 1 deck pass.

Add a Deck Pass Recipient

Last Name: [   ]

First Name: [   ]

Position: [-- None   ▼]

(Add Deck Pass)

Deck Pass Recipients

No deck pass recipients have been added.

[< Back] (Next >) [Cancel]

STEP 20: Other items may be available to purchase for this meet. Examples include an extra credential for a massage therapist, an all-session spectator pass, or a parking pass. The system will allow you to purchase a certain number of each item based upon the number of athletes entered. Enter the quantity of each item you would like to purchase and click '**Next**' when done.

Select Purchase Items

Description	Quantity	Unit Price	Item Total
Extra credential- Massage *For clubs that wish to bring one certified massage therapist with their teams, a $50 surcharge will apply if the massage therapist exceeds the deck pass formula in the meet information. All massage therapists must be non-athlete members of USA Swimming. Please send an email to abuhr@usaswimming.org with the name and USAS ID of the therapist that will use this credential after purchasing.* *Based on your number of swimmers, you are eligible for 1 of these items.*	0	50.00	0.00
Spectator Pass *There will be a surcharge of $20 per person for spectator passes.* *Based on your number of swimmers, you are eligible for 1 of these items.*	0	20.00	0.00

[< Back] (Next >) [Cancel]

STEP 21: Now that you have completed your individual and relay entries, you will proceed to the summary page. Please take the time to review your entry for accuracy. **Once you submit your entry you will not be able to delete events and USA Swimming will not refund the cost for that event.**

STEP 22: To submit your entry and pay by credit card, click the '**Proceed to Checkout**' button. For credit card transactions, the entry is not considered accepted until payment has been received. To pay by cash or check at the meet, check the box

and click the button labeled **'Complete Entry and Pay by Cash or Check at a Later Time'**. Meets hosted by USA Swimming do not have the pay by Cash or Check option.

To pay by Credit Card:

Warning: You have not entered into this meet until you complete your check-out in the shopping cart.

Proceed To Checkout

To pay by Cash or Check at a later time:

Payment is by Cash or Check to be delivered to the Meet Host at a later time.

☐ I agree to pay the meet host by cash or check before being allowed to participate in this meet.

Complete Entry and pay by Cash or Check at a later time