**NCAA CHAMPIONSHIPS**
Online Meet Entry

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. Your entry must be submitted prior to the entry deadline in order for the entry to be accepted.

Before beginning the entry process, please read the NCAA Pre-Championships Manual for selections information and definitions specific to your divisional meet.

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.
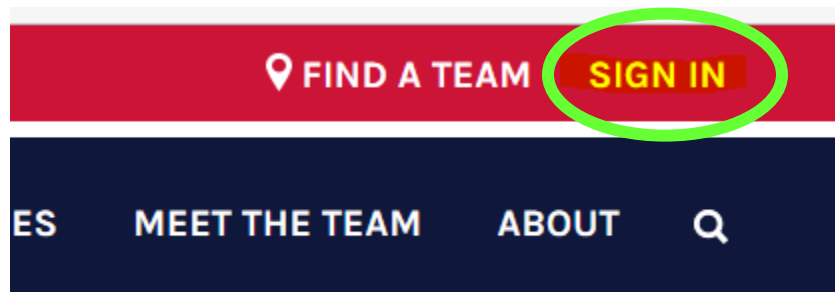
STEP 3: You will now be prompted to login with a USA Swimming username and password. If you do not have one, please create one at this time. Enter your username and password and click **'Login'**.

SIGN IN

Username

Password

SIGN IN

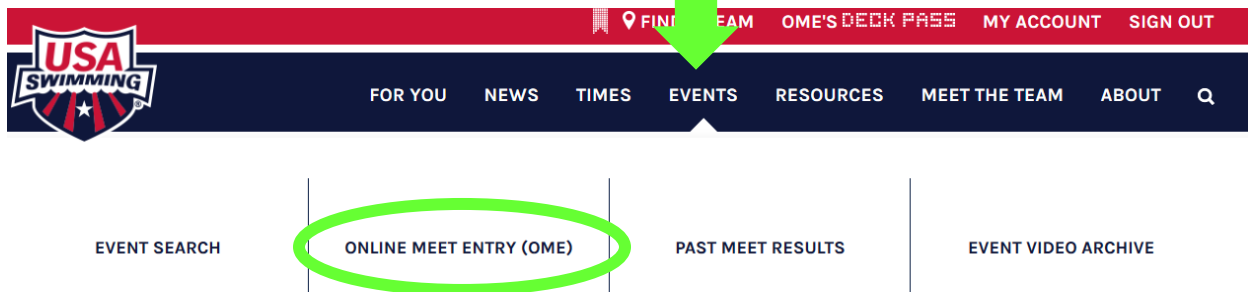Forgot your username?

Forgot your password?

REGISTER

Manage your times; set goals and earn patches for your achievements; bookmark and manage documents; and track your or team performance over time.

SIGN UP

STEP 4: Once signed in, hover over **'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

FIND A TEAM   OME'S DECK PASS   MY ACCOUNT   SIGN OUT

FOR YOU   NEWS   TIMES   EVENTS   RESOURCES   MEET THE TEAM   ABOUT

EVENT SEARCH   ONLINE MEET ENTRY (OME)   PAST MEET RESULTS   EVENT VIDEO ARCHIVE

USA SWIMMING

FOR YOU   NEWS   TIMES   EVENTS   RESOURCES   MEET THE TEAM   ABOUT   Q

ONLINE MEET ENTRY – CLICK HERE TO COMPLETE 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**'.

On-Line Meet Entry - Home

Entering a Meet?
Available Meets
My Meets

Hosting a Meet?
Get Started
My Hosted Meets

ONLINE MEET ENTRY

WELCOME TO THE ONLINE MEET ENTRY SYSTEM!

While USA Swimming has provided online entries for national meets in the past, we are now expanding this benefit to include more clubs and athletes.

Online Meet Entry (OME) is a service from USA Swimming that will allow your team to enter meets around the country, as well as providing your club the opportunity to host a meet through the OME system.

CHOOSE FROM THE MENU ON THE LEFT TO CONTINUE IN THE OME SYSTEM.

STEP 6:   Click the radio button next to '**Other**' organizations and select your Division from the dropdown list. Click '**Search**'.

On-Line Meet Entry - Home

Entering a Meet?
Available Meets
My Meets

Hosting a Meet?
Get Started
My Hosted Meets

AVAILABLE MEETS

SEARCH MEETS AVAILABLE FOR ENTRY

Organization: ○ USA Swimming

→ ● Other   [NCAA Div ▾]   *(Required when 'Other' selected)*

[Search]

STEP 7: Information specific to your meet will appear in the search results below. Click **'Enter Team'**.

STEP 8: You will be taken to the main page for your meet. Information specific to your meet will be displayed. There will be no fees. Click the **'Next'** button.

STEP 9: You will now be prompted for your team information. Indicate which team you are entering and insert your contact information (as you provided to USA Swimming on your Team Information form at the start of the season). If you are entering men's and women's teams, check both boxes and click **'Sign In'**.

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

STEP 11: The contacts we have for your team will be listed in the contacts category. If these are incorrect, please notify Macie McNichols at mmcnichols@usaswimming.org. In the space provided for 'Primary Contact', enter the information for the person who should be contacted in case there is a problem with your entry. Click 'Next' to proceed.

STEP 12: You will now have the opportunity to build your championship meet roster. *This should include any swimmer eligible to participate in the championship meet (refer to NCAA Pre-Championships Manual for Diving Entry Process).* Your available roster from the USA Swimming database will populate to the left although the swimmers on your available roster may not have a qualifying time for your meet. Check the **'Add'** box for the swimmers who have A or B standards that 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 swimmers. (Note: Division II & III will also need to add relay-only swimmers that are part of one of your fastest relays or optional relays that you wish to enter *even if those swimmers do not have A or B standards*. Divisions I will only add swimmers that have an individual A or B standard).

STEP 13: You will now be directed to the **'Team Roster Summary'** page. Indicate whether your swimmers are relay-only swimmers by checking the respective box adjacent to their names. Click **'Next'** to continue. (Note: Division I will not add any relay-only swimmers. Uninvited relay alternates will be added according to the process outlined in the Division I NCAA Pre-Championships manual).

Team Roster Summary

Name	Age at Meet	Gender	Relay Only
	19	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.

Individual Events Entered:

Event	Entry Time	Standard	Event Date	Delete Event
	- Male, 19			_Enter Events_

STEP 14b: Enter the swimmer in his/her individual events by checking the box next to those events. The swimmer's fastest available times from the NCAA database will appear. Click **'OK'** when done.

Select Events for: (Male, 19)

Event	Select for Entry	Event Date
1000 FR		Mar
200 IM		Mar
50 FR		Mar
400 IM		Mar
100 FL		Mar
200 FR	☑ SCY (B)	Mar
500 FR	☑ SCY (B)	Mar
100 BK		Mar
100 BR		Mar
200 FL		Mar
1650 FR	☑ SCY (B)	Mar
100 FR		Mar
200 BK		Mar
200 BR		Mar

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'** (Note: Divisions I and II must enter relays at this time. Division I and II Institutions are eligible to participate in relays based on the time standard achieved and number of student-athletes selected. Division III must enter optional relays here as well to be considered.)

Start Relay Event Entry:

● Male   ○ Female   [Enter Events >]

Relay Events Entered:

Relay Event	Gender	Entry Time	Event Date	Type	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 and the standards you have met with your fastest time. You will be provided with your team's fastest time and aggregate time. Select the relay events you would like to enter and click '**OK**'. Repeat for both genders as necessary. (Note: Division II coaches may choose the aggregate option ONLY if that is faster than the team relay time. Division III is required to enter the fastest actual team time, or the aggregate time if it is faster. Divisions I is allowed to choose between either the fastest actual team time or the fastest aggregate time).

Select Male Relay Events:

Select	Relay Event	Entry Time	Best Available Times		Gender	Event Date	SCY Qual. Time	SCM Qual. Time	LCM Qual. Time
☐	200 MED-R	SCY (B) ▾	Team: Aggr:	SCY N/A	M	Mar			
☐	200 FR-R	SCY (A) ▾	Team: Aggr:	SCY SCY	M	Mar			
☐	400 MED-R	SCY (B) ▾	Team: Aggr:	SCY SCY	M	Mar			
☐	800 FR-R	SCY (B) ▾	Team: Aggr:	SCY SCY	M	Mar			
☐	400 FR-R	SCY (A) ▾	Team: Aggr:	SCY SCY	M	Mar			

OK   Cancel

STEP 18: If deck passes are being processed through OME, you will now be given the opportunity to sign up for them on the '**Deck Passes**' page. Add the names of the people that you want to receive deck passes, their position, and click '**Add Deck Pass**'. The system will allow you to enter a certain number of deck passes based on the number of swimmers entered. The number of actual passes allotted to each team will depend on the number of student-athletes selected. (**Note: For Division I, the number of deck passes for institutional personnel is based on the total number of athletes attending from their school, which will include selected swimmers and divers, uninvited relay swimmers and institutionally funded divers. An institution's maximum limit of 18 total student-athletes will be maintained.**)

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 19: 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. Click the button labeled '**Click Here to Submit Final Entry**' when you are ready to submit your entry.

NCAA CHAMPIONSHIPS

MEET ENTRY: STEP 7 - MEET SUMMARY AND CHECK-OUT

Team:

For Help, Contact:

- Please double check your entry for accuracy.
- To edit your entry, click the "edit" buttons below each section. They will return to you to the step to edit that section of your entry.

Individual Events

Do **NOT** click to submit your entry until you are 100% certain that your entries are complete and accurate. You cannot delete events once you click the button below.

Although your Amount Due is Zero you must click 'Click Here to Submit Final Entry' to finish entering your team into the meet.

→ [Click Here to Submit Final Entry]
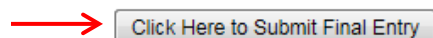
WARNING - YOU HAVE NOT ENTERED INTO THIS MEET UNTIL YOU SUBMIT YOUR ENTRY!

[Cancel]

Good luck!