



Updating Times in OME



PLEASE NOTE THAT ENTRY TIMES DO NOT AUTOMATICALLY UPDATE. If your swimmers have been faster since you started or completed your entries, you will need to manually update their entry times. Make sure the new times have been entered into the database and show in the NCAA times searches.

Step 1: Sign into the USA Swimming website using the same username and password that you used to initiate the entry.

Step 2: Navigate to the Online Meet Entry home page. **Events > Online Meet Entry**

Step 3: Select **My Meets**, and then select **Edit My Entry** for the appropriate meet.

Step 4: Navigate to the **Individual Events** page or **Relay Events** page within your entry. The **Review Individual Entry Times** or **Update Relay Entry Times** will also take you to these pages.

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

- Review Individual Entry Times ←
- Update Relay Entry Times ←

Print Receipt

Print Cost by Swimmer

Export Entries for TM

Waivers

Delete My Entry

Step 5: Update Individual Entry Times:

Click on **Identify Faster Times**. You will get a list of times that updated.

Entry Times Updated with Faster Times

Name	Event	Type	Entry Date	Entry Time	Faster Time	Age Group
	800 FR		Sep 5	9:36.47	8:45.00	Open
	1650 FR		Sep 5	17:44.48 SCY	16:00.00 SCY	Enter 800 w/ 1500/1650

Individual Events Entered: Identify Faster Times

Event	Type	Entry Time	Age Group	Event Date	Delete Event
i - Female, 18 Enter Events					
200 FL	2:16.89		Open	Sep 4	×
800 FR	8:45.00		Open	Sep 5	×
1500 FR	16:00.00 SCY	Enter 800 w/ 1500/1650		Sep 5	×

< Back Next > Cancel

Update Relay Entry Times:

Find the time that you want to update in the list of Relay Entries and click on the time (see **RED** arrow in screenshot below). You will be taken to the entry time page seen below. If the selected relay has swum a faster time and it **has** been uploaded to SWIMS, it will populate in the **Time in Database** field.

MEET ENTRY: STEP 5 - ENTER RELAY EVENTS

Team: |

For Help, Contact: Meet Host: Jaime Lewis, jlewis@usaswimming.org,

- 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.
- Once online meet entry is closed, you will not be allowed to make any changes to your entry through this system.
- To update an entry time, click the link on the entry time.

Start Relay Event Entry:

Male Female Mixed Enter Events >

Relay Events Entered:

Relay Event	Gender	Entry Time	Event Date	Type	Delete Event
400 MED-R	F	3:30.00 SCY*	Mar 15	Team	×

< Back Next > Cancel

If the selected relay has swum a faster time but it **has not** yet been uploaded to SWIMS, click the radio button next to **Override Time** and enter the info for the time. Simply click **OK** and the entry time will be updated.

Team Relay Entry Times:

FEMALE, 400 MED-R

Time in Database 3:30.00 SCY ←

Override Time 03:30.00 →

Course: 400 MED-R SCY

Meet Name:

Meet Date: (mm/dd/yyyy)

Qualifying Times			
Event	SCY	SCM	LCM
400 MED-R	3:34.96	0.00	0.00

OK Cancel