# 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.

FIND A SWIM TEAM & LESSONS      👤 Login / Register

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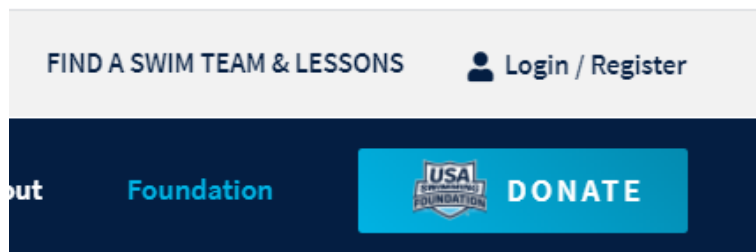
**STEP 3:**   You will now be prompted to login with a USA Swimming username and password. If you do not have one, please create one at this time. Enter your username and password and click **'Login'**.

### LOGIN

Username

Password

☐ Remember me         Forgot username or password

LOGIN

### REGISTER

Register for Deck Pass to:
- Manage your times
- Set goals and earn patches for your achievements
- Bookmark and manage documents
- Track you or your team performance over time

GET STARTED

**STEP 4:** Once signed in, hover over Coaches and Team Leaders on the top ribbon and select **'Online Meet Entry'** from the dropdown menu. You can also navigate directly to the Online Meet Entry system: www.usaswimming.org/OME
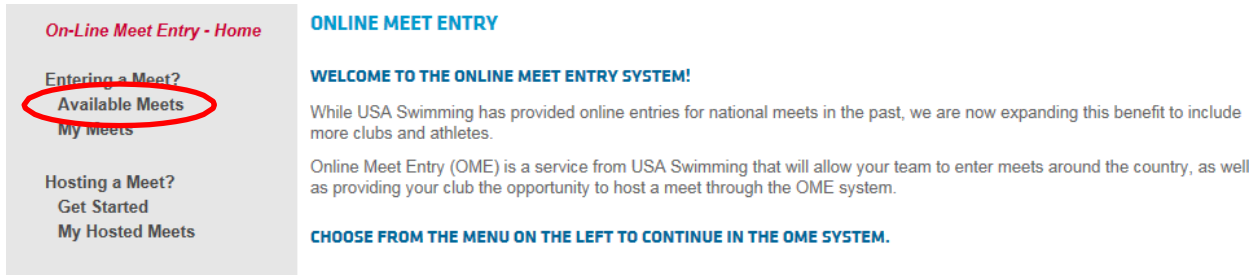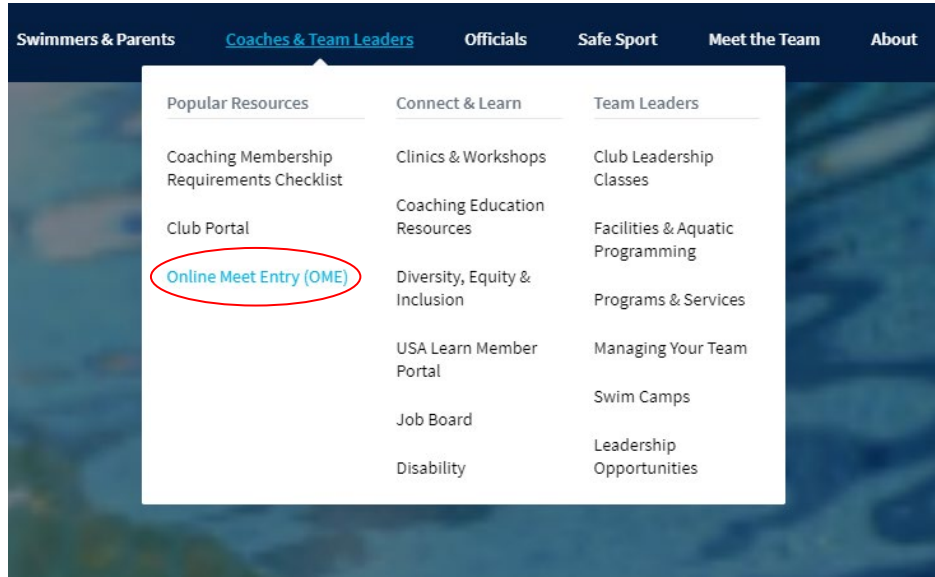




## ANNOUNCEMENT

Announcement for meet hosts that have meets set up in OME: Please be aware that your account has had a policy change in regard to payments. You will receive a check from USA Swimming once per month (previously weekly). The check will be sent to the address provided in the 'Payment Contact' section of the 'Meet Contacts' configuration step.

LOGIN

ACCESS OME
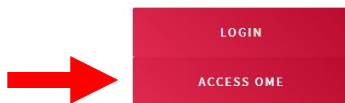
**STEP 5:**     Once at the Online Meet Entry homepage, select **'Available Meets'**.
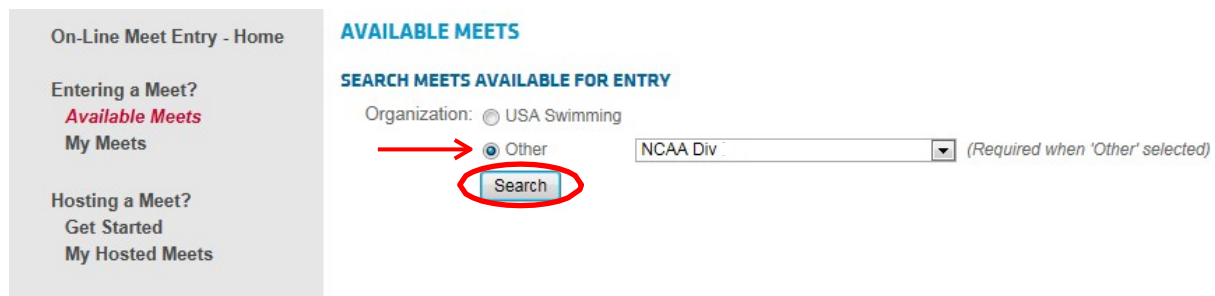
**ONLINE MEET ENTRY**

**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.**

*On-Line Meet Entry - Home*

Entering a Meet?
Available Meets
My Meets

Hosting a Meet?
Get Started
My Hosted Meets

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

**AVAILABLE MEETS**

**SEARCH MEETS AVAILABLE FOR ENTRY**

Organization: ○ USA Swimming
→ ● Other    [ NCAA Div ▾ ]  *(Required when 'Other' selected)*
[ Search ]

On-Line Meet Entry - Home

Entering a Meet?
*Available Meets*
My Meets

Hosting a Meet?
Get Started
My Hosted Meets

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

**AVAILABLE MEETS**

**SEARCH MEETS AVAILABLE FOR ENTRY**

Organization: ○ USA Swimming
● Other    [ NCAA Div ▾ ]  *(Required when 'Other' selected)*
[ Search ]

**NCAA CHAMPIONSHIPS**
Location:
Meet Date(s):
Entry Period:
*Enter Team*

On-Line Meet Entry - Home

Entering a Meet?
*Available Meets*
My Meets

Hosting a Meet?
Get Started
My Hosted Meets

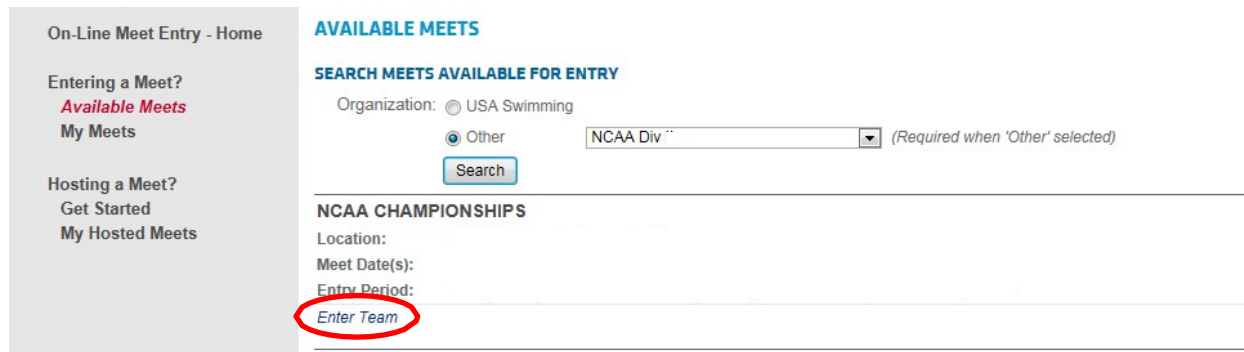**STEP 8:**     You will be taken to the main page for your meet. Information specific to your meet will be displayed. There will be no fees. Click the **'Next'** button.

**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'**.

Enter meet as a Team

Team: *                  [                                    ▼]
First Name: *            [                    ] *
Last Name: *            [                    ] *
Email: *                [                                ] *
Work Phone *            [        ] - [        ] - [        ] * * *
Which team are you      ☐ Men's  ☐ Women's
entering?: *

Sign In

< Back    Cancel

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

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) Summary / Check-out

Meet Event List
Update Individual Entry Times
Update Relay Entry Times

Print Receipt
Export Entries for TM

Delete My Entry

**NCAA CHAMPIONSHIPS**

**MEET ENTRY: STEP 1 - WELCOME BACK**

Team:

Meet Dates:
Qualifying Dates:
Location:
Entry Deadline:
Contact:

Anthony Buhr,

Thank you for registering for the NCAA Championships 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:** 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.

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
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5) Relay Events
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7) Summary / Check-out

Meet Event List
Update Individual Entry Times
Update Relay Entry Times

Print Receipt
Export Entries for TM

Delete My Entry

**NCAA CHAMPIONSHIPS**

**MEET ENTRY: STEP 2 - TEAM INFORMATION**

- This is the information we have on file for your team. This information comes directly from the NCAA database. If anything listed here is incorrect, please contact Macie Mann
- If you would like to change the team name that will appear in all meet publications (psych sheet, etc), enter it here. There is a 30-character limit for this field.

| | |
|---|---|
| Team Name: | Drury University |
| Conferences: | |
| Team Code: | |
| Team Name for Program: | |
| I am entering events for the: | |
| | ts |
| 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: | | | |
| First Name: * | | | |
| Last Name: * | | | |
| Cell Phone: * | | | |
| Other Phone: | | | |
| Email: * | | | |

< Back    Next >    Cancel

**STEP 12:**   You will now have the opportunity to build your championship meet roster. <mark>This should include any swimmer eligible to participant in the championship meet (refer to NCAA Pre-Championship Manual for Diving Entry Process).</mark> 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 of 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*. **Division I will only add swimmers that have individual A or B standards).**



**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-Championship Manual).**

**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 their 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 at this time. Division I and II Institutions are eligible to participate in relays based on the time standards achieved and number of student-athletes selected. Division III must enter option 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. Division 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: SCY / Aggr: N/A | M | Mar | | | |
| ☐ | 200 FR-R | SCY (A) | Team: SCY / Aggr: SCY | M | Mar | | | |
| ☐ | 400 MED-R | SCY (B) | Team: SCY / Aggr: SCY | M | Mar | | | |
| ☐ | 800 FR-R | SCY (B) | Team: SCY / Aggr: SCY | M | Mar | | | |
| ☐ | 400 FR-R | SCY (A) | Team: SCY / Aggr: 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 Entry'** when you are ready to submit your entry.

**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.**

## 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**

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!**