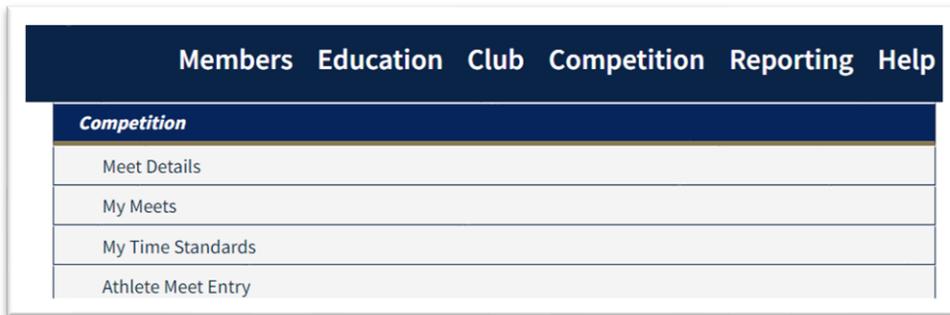


## How do I search for meets and complete Team Entry?

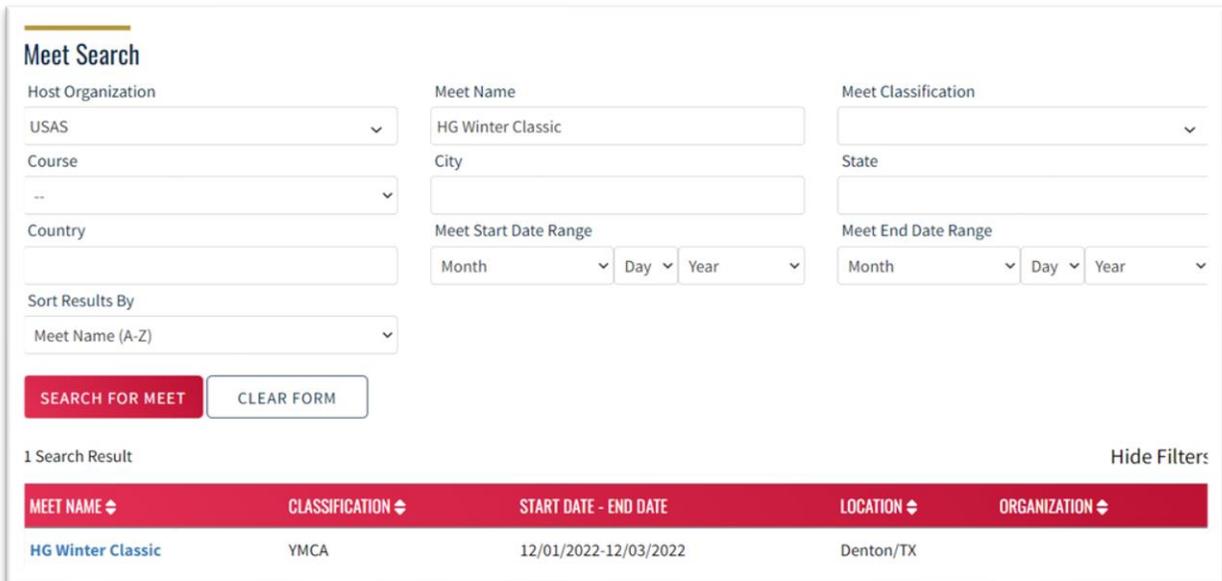
*\*Please note: To complete Team Entry, one of the following roles is required: Club Admin, Head Coach, or OME Admin.*

To search for upcoming meets and complete Team Entry:

1. Log in to your USAS account.
2. Click on 'Competition' from the top right navigation options and select 'Meet Details' from the dropdown.



3. To search for meets, select a Host Organization and at least one additional filter to search on the 'Meet Search' page. Click 'Search For Meet.' Scroll down and select the meet you would like to enter by clicking on the meet name in blue.



The image shows the 'Meet Search' page with the following filters and results:

**Meet Search**

Host Organization: USAS  
Course: --  
Country: [Empty]  
Sort Results By: Meet Name (A-Z)

Meet Name: HG Winter Classic  
City: [Empty]  
Meet Start Date Range: Month [Empty] Day [Empty] Year [Empty]  
Meet End Date Range: Month [Empty] Day [Empty] Year [Empty]

Meet Classification: [Empty]  
State: [Empty]

**SEARCH FOR MEET** **CLEAR FORM**

1 Search Result Hide Filters

MEET NAME	CLASSIFICATION	START DATE - END DATE	LOCATION	ORGANIZATION
HG Winter Classic	YMCA	12/01/2022-12/03/2022	Denton/TX	

4. To complete Team Entry, click the gray 'Team Entry' tab.

← Back to Meet Search  
**Meet Name:** HG Winter Classic  
**Meet Dates:** 12/01/2022 - 12/03/2022

**General** **Team Entry**

5. Click the blue 'Enter Meet' button.

**View/Edit Meet**

← Back to Meet Search  
**Meet Name:** HG Winter Classic  
**Meet Dates:** 12/01/2022 - 12/03/2022

**General** **Team Entry**

**Team Entry Management**  
**Entry Start - End Dates:** 10/31/2022 12:00 PM - 11/30/2022 11:59 PM Central Standard Time  
**Entry Change Deadline:** 11/30/2022 11:59 PM Central Standard Time

**ENTER MEET**

TEAM NAME	TEAM ENTRY STATUS
No Team Entries	

6. Your Team Entry Status will be "In Progress."

**View/Edit Team Entry**

← Back to Team Entry Management

**Meet Name:** HG Winter Classic **Team Name:** Bolles School Sharks  
**Meet Host:** USA Swimming Root **Team Entry Status:** In Progress  
**Meet Dates:** 12/01/2022 - 12/03/2022  
**Entry Dates:** 10/31/2022 12:00 PM - 11/30/2022 11:59 PM Central Standard Time  
**Entry Change Deadline:** 11/30/2022 11:59 PM Central Standard Time  
**Qualifying Date Range:** N/A (Meet does not use Time Standards)

**Entry Status** Roster Permissions Roster Roster Entries Relay Entries  
Coaches Purchases

TEAM NAME	TEAM ENTRY STATUS
Bolles School Sharks	In Progress

7. The following requirements must be met in order to submit your entry:

1. *At least one athlete must be on the roster*
2. *The number of athletes on the roster is allowed according to the meet's max number of athletes.*
3. *All athletes on the roster must have a status of 'Events Approved.' 'Relay Only Swimmer' status is not allowed.*
4. *The number of coaches is allowed according to the meet's coach pass rule*

1. *At least one athlete must be on the roster:* Click the 'Roster' pill > click the blue 'Select Athletes' button > select athletes for your roster > indicate Relay Only Yes/No > click 'Save.'

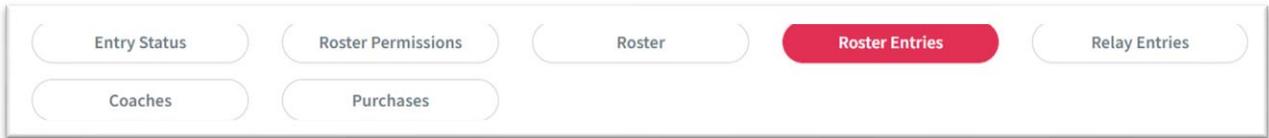
The screenshot shows a navigation bar with several tabs: 'Entry Status', 'Roster Permissions', 'Roster' (highlighted in red), 'Roster Entries', and 'Relay Entries'. Below this are 'Coaches' and 'Purchases' tabs. Underneath the tabs is a section titled 'Roster' with a prominent blue button labeled 'SELECT ATHLETES'.

The screenshot shows the 'View/Edit Team Entry' page for 'Aces Swim Club'. It includes a navigation bar with 'Roster' selected. Below the navigation bar are various filters for 'Roster Selection':  
- Competition Category: Female  
- Min Age: 1, Max Age: 18  
- Club Practice Group: (empty)  
- Only Show Athletes Eligible for Individual Events?: No  
- Search for Unattached Athlete?: No  
Buttons include 'SELECT ALL RESULTS', 'UNSELECT ALL RESULTS', 'SELECT ALL RESULTS AND SET RELAY ONLY SWIMMER TO 'YES'', 'SELECT ALL RESULTS AND SET RELAY ONLY SWIMMER TO 'NO'', 'SAVE', and 'BACK'.  
The page shows 125 search results in a table:

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	SELECT	RELAY ONLY SWIMMER?
[REDACTED]	Female	10/09/2008	14	<input type="checkbox"/>	
[REDACTED]	Female	06/09/2012	10	<input type="checkbox"/>	
[REDACTED]	Female	05/23/2011	11	<input type="checkbox"/>	

2. Max number of athletes will only be displayed when the host has set a max number of athletes allowed

3. All athletes on the roster must have a status of Events Approved. 'Relay Only Swimmer' status is not allowed. Whether the Relay Only Swimmer status is allowed depends on the host setup. If Relay Only Swimmers are not allowed by the host, then Relay Only Swimmer will not be mentioned at all. To update Event Status: Click 'Roster Entries' >



click the 'Edit' button in the right-hand column for the athlete you are entering into events >

COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	
Female	08/24/2009	13	Event Entry Required	

click either 'Select Events' or 'Select Bonus Events' >

The screenshot shows the 'Manage Athlete Events' interface. At the top is a navigation bar with buttons for 'Entry Status', 'Roster Permissions', 'Roster', 'Roster Entries' (highlighted), and 'Relay Entries'. Below this are buttons for 'Coaches' and 'Purchases'. The main section is titled 'Manage Athlete Events' and shows 'Athlete: [redacted] (Female, 13)'. There are two buttons: 'SELECT EVENTS' and 'SELECT BONUS EVENTS'. Below these, it says '0 Individual Event Entries'. A table header is visible with columns: 'EVENT - COURSE', 'COMPETITON CATEGORY', 'AGE GROUP', 'SESSION', 'ENTRY TIME', 'BONUS?', 'OVERRIDE?', and 'STATUS'. Below the header, it says 'No Individual Event Entries'. At the bottom left is a 'BACK' button.

choose which events you want to enter the athlete into > click 'Save.'

2 Search Results

EVENT - COURSE	COMPETITON CATEGORY	AGE GROUP	SESSION	ENTRY TIME	SELECT
100 Yard Backstroke - SCY	Female	U18	1 (Prelim 12/01/2022)	1:14.39 SCY	<input checked="" type="checkbox"/>
100 Yard Butterfly - SCY	Female	U18	1 (Prelim 12/01/2022)	1:33.50 SCY	<input type="checkbox"/>

**SELECT ALL CHECKBOXES** UNSELECT ALL CHECKBOXES

**SAVE** BACK

If your athlete's time does not show, you may click 'Add Override Time' and enter their qualifying time. Please note: after entering the information for the override time and clicking 'Save,' you will be directed back to the Individual Event Selection Page. You will need to click the 'Select' box next to the override time you've entered. Then click 'Save.'

### Individual Event Selection

**Athlete: Sarah Burns (Female, 16)**

Event  **FILTER** **CLEAR FILTER**

1 Search Result

EVENT - COURSE	COMPETITON CATEGORY	AGE GROUP	SESSION	ENTRY TIME	SELECT
200 Yard Freestyle - SCY	Female	Open	1 (Prelim 11/09/2022)		<b>ADD OVERRIDE TIME</b> 

**SELECT ALL RESULTS** UNSELECT ALL RESULTS

### Add Individual Event Entry Override Time

**Athlete:** Sarah Burns (Female, 16)  
**Individual Event:** 200 Yard Freestyle - SCY (Female, Open), Session 1 (Prelim 11/09/2022)  
**Qualifying Time:** (SCY No Slower Than 2:09.49)  
**Qualifying Date Range:** 01/01/2019 - 11/07/2022

Swim Time\*  Course\*  Swim Date\*

Meet Name\*

1 Search Result

EVENT - COURSE	COMPETITION CATEGORY	AGE GROUP	SESSION	ENTRY TIME	SELECT
200 Yard Freestyle - SCY	Female	Open	1 (Prelim 11/09/2022)	2:03.00 SCY	<input type="checkbox"/>

4. The number of coaches is allowed according to the meet's coach pass rule.

8. To add Coaches: Click the Coaches pill > click the blue 'Select Coaches' button > click the 'Select' box in the right-hand column for the coach(es) you want to add > click 'Save.'

### Coaches

0 Coaches

NAME	PHONE NUMBER	EMAIL	IS IN GOOD STANDING?	GOOD STANDING EXPIRATION DATE
No Coaches				

IS IN GOOD STANDING?	GOOD STANDING EXPIRATION DATE	SELECT
Yes	12/31/2022	<input type="checkbox"/>
Yes	12/31/2022	<input type="checkbox"/>
Yes	12/31/2022	<input type="checkbox"/>

9. Roster Permissions: this is optional to fill out. It's only necessary to fill out if you want to allow athletes on the roster to enter themselves into individual events (via 'My Athlete Meet Entries' under the website's 'Competition' header). Approval for events that athletes have entered themselves into will be required by the Admin user.

Entry Status
Roster Permissions
Roster
Roster Entries
Relay Entries

Coaches
Purchases

### Roster Permissions

Allow athletes (and their guardians) to enter themselves into the meet?

Yes

Athlete Entry Start Date\* <sup>i</sup>

January | 01 | 2023 | 8:00 AM

Athlete Entry End Date\* <sup>i</sup>

March | 01 | 2023 | 11:59 PM

Time Zone <sup>i</sup>  
Eastern Standard Time

SAVE

10. Relay Entries: there are four ways to enter relays - aggregate regular, aggregate override, non-aggregate regular, non-aggregate override.

Entry Status   Roster Permissions   Roster   Roster Entries   **Relay Entries**

Coaches   Purchases

### Manage Relay Team

**Relay Event:** 400 Meter Freestyle Relay - LCM (Male, Minors), Session 1 (Final 11/01/2023)

**ADD OVERRIDE TIME**

Add Relay Via Aggregate?  **Yes**   Relay Team Name\*

**Team Entry Time:** Please select 4 athletes with entry times to calculate the Team Entry Time

For their name to appear as a relay leg option, an athlete must be on the roster and cannot be associated with an existing relay team for the event

LEG	NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	ENTRY TIME
1	<input type="text"/>				
2	<input type="text"/>				
3	<input type="text"/>				
4	<input type="text"/>				

**SAVE**   **BACK**

Entry Status   Roster Permissions   Roster   Roster Entries   **Relay Entries**

Coaches   Purchases

### Manage Relay Team

**Relay Event:** 400 Meter Freestyle Relay - LCM (Male, Minors), Session 1 (Final 11/01/2023)

**ADD OVERRIDE TIME**

Add Relay Via Aggregate?  **No** ✕   Relay Team Name\*

**Team Entry Time:** 3:46.80 LCM

11. Once you have at least one athlete on the roster and all athletes on the roster have a status of 'Events Approved,' you will see a 'Pay & Submit' button at the bottom of the Purchases page. Click this button, and you'll be taken to a payment screen listing all of the items you have to purchase. Click 'Check Out' and you'll be directed to a page where you can enter your credit card information. Finally, click 'Pay' to complete the purchase.

\* Before an item has been purchased, you will have the option to delete that item. Once an item has been purchased, you will NOT have the option to delete that item (e.g. you can't remove a coach if you have paid for their credential, can't remove an individual athlete if you have paid for their cost per individual athlete, and can't remove an athlete individual event entry if you have paid for the cost per athlete individual event entry).

### Requirements to be able to Make Purchases and Submit Entry

At least one athlete must be on the roster **(Requirement Completed)**  
All athletes on the roster must have a status of 'Events Approved' or 'Relay Only Swimmer' **(Requirement Completed)**

### Required Purchases

LINE ITEM	LINE ITEM COST	QUANTITY	TOTAL COST
Cost Per Team	\$10.00	1	\$10.00
Cost Per Credential	\$5.00	0	\$0.00
Cost Per Individual Athlete	\$1.00	4	\$4.00
Cost Per Relay Only Swimmer	\$1.00	0	\$0.00
Cost Per Athlete Individual Event Entry	\$1.00	4	\$4.00
Cost Per Athlete Individual Bonus Event Entry	\$1.00	0	\$0.00
Cost Per Relay Event Entry	\$1.00	0	\$0.00

### Additional Purchases

LINE ITEM	DESCRIPTION	LINE ITEM COST	QUANTITY	TOTAL COST
Cost Per Parking Pass	Pass	\$1.00	<input type="text"/>	\$0.00

**PAY & SUBMIT**

### Payment

Payment for OME Team Entry Items

ITEM	DESCRIPTION	AMOUNT
OME Team Entry - Required	Cost Per Athlete Individual Event Entry	\$1.00
		<b>Sub Total: \$1.00</b>

### Optional

#### Donate to the USA Swimming Foundation (icon here)

Help save lives and build champions.

#### Cover the \$0.34 Credit Card Transaction Fee?

You have the option to help USA Swimming cover the cost of your credit card transaction fee. Note: USA Swimming cannot accept transaction fee contributions if you are paying by e-check or debit card; only opt to cover the transaction fee if you are paying by credit card. If you also elected to donate to the USA Swimming Foundation, that transaction fee is included below.

**No**

\$0.00

**Total Amount: \$1.00**

CANCEL

**CHECK OUT**

**Payment**  
Pay for OME Team Entry Items

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to [support@usaswimming.org](mailto:support@usaswimming.org) to check if your payment has gone through before making any new payment attempts.

Card

US bank account

Card number  
1234 1234 1234 1234 

Expiration  
MM / YY

CVC  
CVC 

Country  
United States

ZIP  
90210

12. A team entry will be completed after a purchase has been completed. When you hit 'Return' after making a purchase, you will be redirected to the 'Entry Status' pill where you will see that the entry status has changed to 'Submitted.' Please note: after completing the team entry process, changes will no longer be allowed. However, you will still be able to view the entry as "read only" for reference.