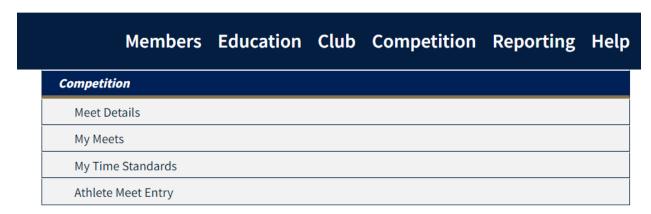
How do I search for meets and complete Team Entry?

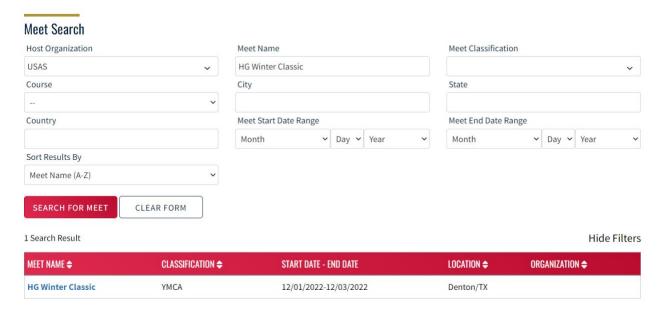
*Please note: To complete Team Entry, one of the following roles is required: Club Admin, Head Coach, or OME Admin.

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.



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

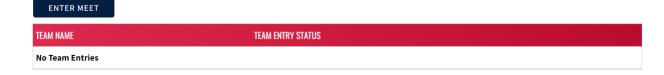
5. Click the blue 'Enter Meet' button.



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



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 Star	ndard Time
Entry Change Deadline: 11/30/2022 11:59 PM Central Standard Time	e
Qualifying Date Range: N/A (Meet does not use Time Standards)	
Entry Status Roster Permissions	Roster Entries Relay Entries
Coaches Purchases	
Entry Status	
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.'

Entry Status	Roster Permissions	Roster	Roster Entries	Relay Entries
Coaches	Purchases			
Roster				
SELECT ATHLETES				

View/Edit Team Entry

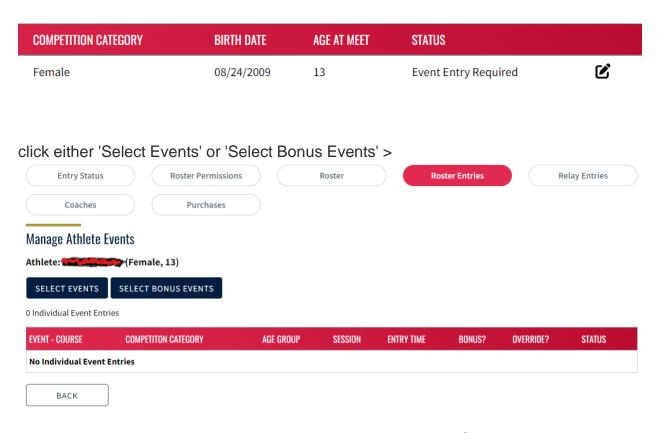
← Back to Team Entry Management						
Meet Name: Control of the last		Team N	ame: Aces Sv	vim Club		
Meet Host: USA Swimming Root		Team E	ntry Status:	In Progress		
Meet Dates: 01/01/2023 - 01/04/2023						
Entry Dates: 12/01/2022 12:00 PM - 12/25/20	22 11:59 PM Central	Standard Time				
Entry Change Deadline: 12/25/2022 11:59 PM	M Central Standard	Time				
Qualifying Date Range: N/A (Meet does not u	use Time Standards)					
Entry Status Roster Peri	missions	Roster		Roster Entries		Relay Entries
Coaches Purcha	ases					
Roster Selection						
Competition Category	Min Age	Max Age		Club Pract	ce Group	
Female	~ 1	18				
First or Preferred Name	Last Name			Only Show	Athletes E	ligible for Individual Events?*
				No ×		
Search for Unattached Athlete?*						
No ×	FILTER	CLEAR FILTER				
SELECT ALL RESULTS UNSELECT ALL RE	SULTS					
SELECT ALL RESULTS AND SET RELAY ONLY S	SWIMMER TO 'YES'	SELECT ALL RESU	IITS AND SET	RELAY ONLY SV	VIMMERT	0 'NO'
SEEEL NEE KESSEIS AND SET KEEM SHELL	JWIIIII ER TO TES	SEEEGI ALE KESC		KEEMI ONEI SI	VIIII EIX I	
SAVE BACK						
125 Search Results						
NAME	COMPET	TITION CATEGORY	BIRTH DATE	AGE AT MEET	SELECT	RELAY ONLY SWIMMER?
Shavna Joelle Adler	Female		10/09/2008	14		
OCCUPANTION OF	Female	!	06/09/2012	10		
CAMPINE EXCENTION OF THE	Female		05/23/2011	11		

- 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' >

Entry Status	Roster Permissions	Roster	Roster Entries	Relay Entries
Coaches	Purchases			

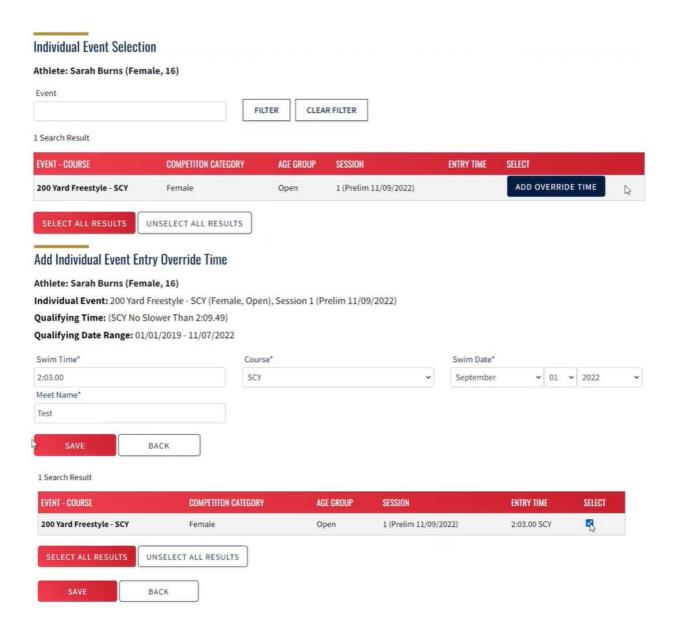
click the 'Edit' button in the right-hand column for the athlete you are entering into events >



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



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.'

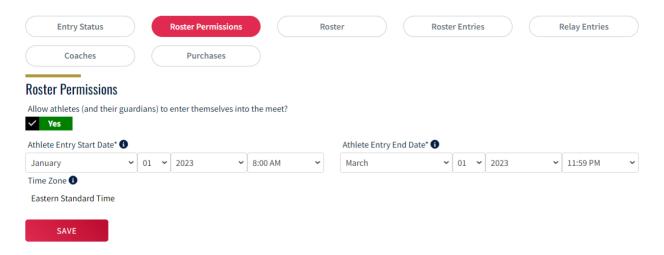


- 4. The number of coaches is allowed according to the meet's coach pass rule.
- 8. To add Coaches: Click the Coaches pill > click the blue 'Select Coaches' button > click the 'Select' box in the right-hand column for the coach(es) you want to add > click 'Save.'

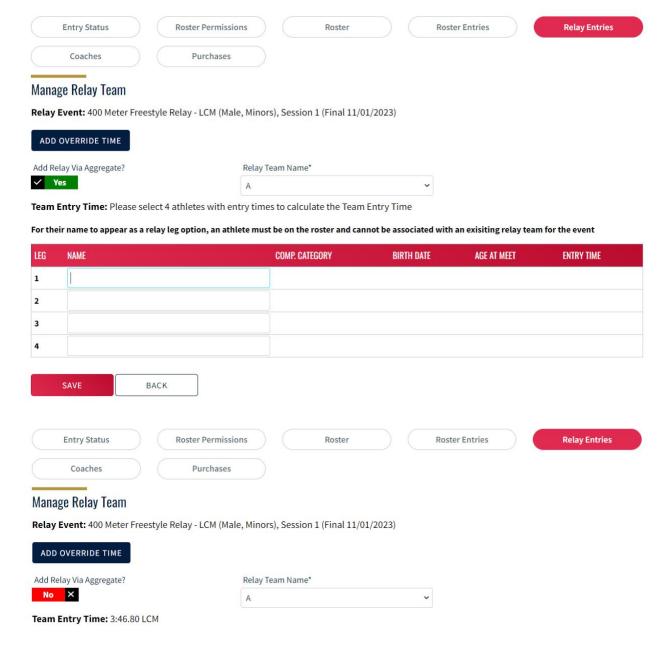


IS IN GOOD STANDING?	GOOD STANDING EXPIRATION DATE	SELECT
Yes	12/31/2022	
Yes	12/31/2022	
Yes	12/31/2022	

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.



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



- 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		\$0.00

PAY & SUBMIT

Payment

Pay for OME Team Entry Items

ITEM	DESCRIPTION	AMOUNT
OME Team Entry - Required	Cost Per Athlete Individual Event Entry	\$1.00

Sub Total: \$1.00
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.



Total Amount: \$1.00

CANCEL

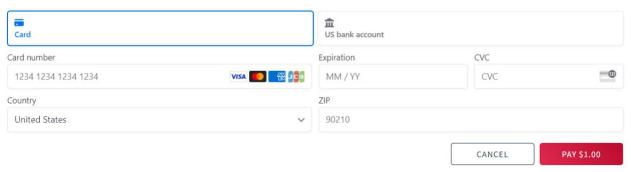
CHECK OUT

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 to check if your payment has gone through before making any new payment attempts.



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.