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.
Step 5: Update Individual Entry Times:

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

**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.

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.