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 2016-17 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.

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’. 

ACCOUNT LOGIN

Username

Password

Remember Login

LOGIN

Need to create an account? Click Here.

Forgot your username or password? Click Here.
STEP 4: Once signed in, hover over ‘Events’ on the top ribbon and select ‘Online Meet Entry’ from the dropdown box. You can also navigate directly to the Online Meet Entry system.

www.usaswimming.org/ome

STEP 5: Once at the Online Meet Entry homepage, select ‘Available Meets’.

STEP 6: Click the radio button next to ‘Other’ organizations and select your Division from the dropdown list. Click ‘Search’.
STEP 7: Information specific to your meet will appear in the search results below. Click 'Enter Team'.

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’.
STEP 10: You should now be at the meet welcome page. Click ‘Next’.

STEP 11: The contacts we have for your team will be listed in the contacts category. If these are incorrect, please notify Jaime Lewis at jlewis@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.
STEP 12: You will now have the opportunity to build your championship meet roster. This should include any swimmer eligible to participate in the championship meet (refer to Pre-Championships Manual for Diving Entry Process). 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 your swimmers. (Note: Division 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. Divisions I and II will only add swimmers that have an individual A or B standard).
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 Pre-Championships manual).

STEP 14a: On the ‘Individual Events’ page, select ‘Enter Events’ for the swimmer you would like to add individual events for.

STEP 14b: Enter the swimmer in his/her 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.
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 relays at this time. Division I and II Institutions are eligible to participate in relays based on the time standard achieved and number of student-athletes selected. Division III must enter optional relays here as well to be considered.)

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 III is required to enter the fastest actual team time, or the aggregate
time if it is faster. Divisions I and II are allowed to choose between either the fastest
actual team time or the fastest aggregate time).

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.)

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 Final Entry' when you are ready to submit your entry.

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

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.

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!

Good luck!