



2017 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 2016-17 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.



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

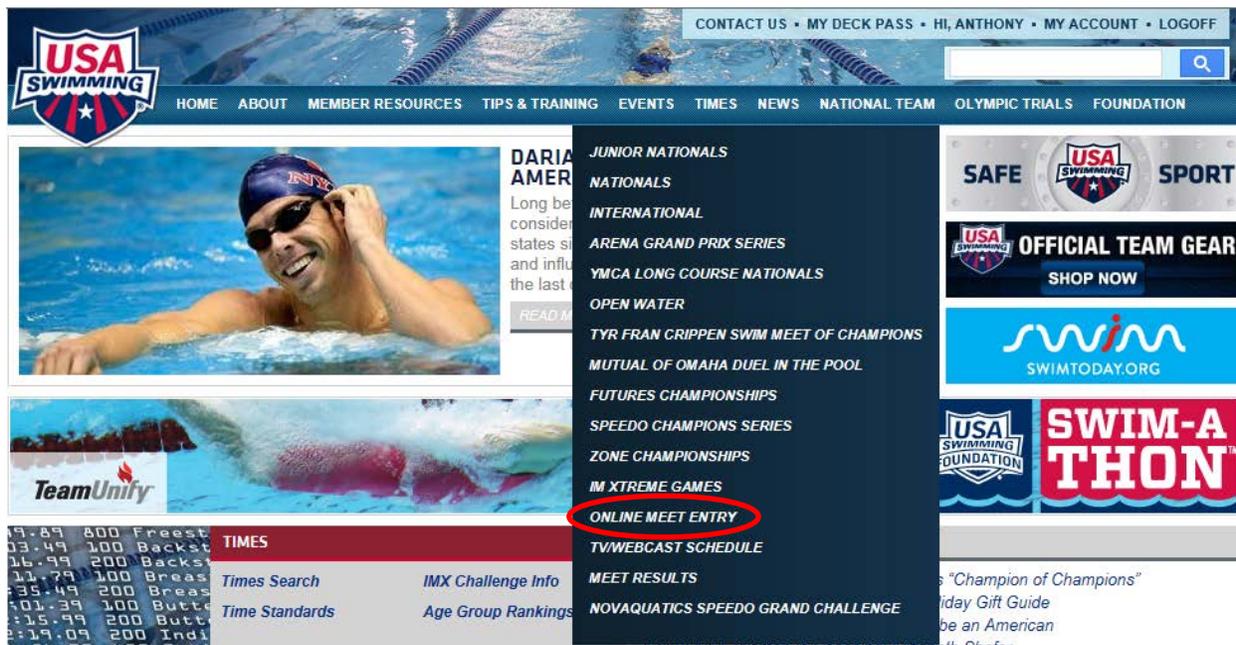
LOGIN ▶

Need to create an account? [Click Here.](#)

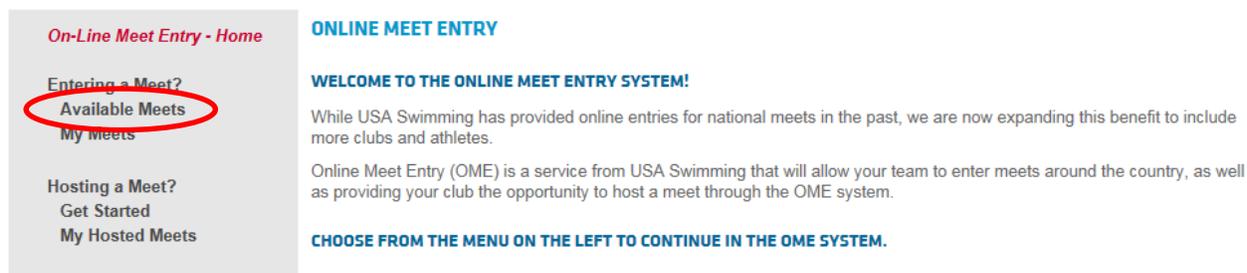
Forgot your username or password? [Click Here.](#)

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’.

On-Line Meet Entry - Home

Entering a Meet?
Available Meets
 My Meets

Hosting a Meet?
 Get Started
 My Hosted Meets

AVAILABLE MEETS

SEARCH MEETS AVAILABLE FOR ENTRY

Organization: USA Swimming
 Other (Required when 'Other' selected)

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

On-Line Meet Entry - Home

Entering a Meet?
Available Meets
 My Meets

Hosting a Meet?
 Get Started
 My Hosted Meets

AVAILABLE MEETS

SEARCH MEETS AVAILABLE FOR ENTRY

Organization: USA Swimming
 Other (Required when 'Other' selected)

NCAA CHAMPIONSHIPS

Location:
 Meet Date(s):
 Entry Period:

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 entering?: * Men's Women's

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: _____

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.

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.

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 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
- 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:
Conferences:
Team Code:
Team Name for Program:

I am entering events for the: Men's Team Women's Team
When you select a Men's or Women's value here it will prevent other registrants from entering events for this gender.

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:	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email: *	<input type="text"/>	<input type="text"/>	<input type="text"/>

< Back **Next >** Cancel

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 NCAA 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).

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 3 - MEET ROSTER
Team:
For Help, Contact:

- This is the current roster for your entire team. An athlete listed here will not necessarily have qualifying times for the meet you are entering.
- Only those athletes who are currently registered to your team will appear here.

Create Team Roster

Registered Members

Male	Female	Age = Age at Meet
<input type="checkbox"/>	<input type="checkbox"/>	19
<input type="checkbox"/>	<input type="checkbox"/>	18
<input type="checkbox"/>	<input type="checkbox"/>	20
<input type="checkbox"/>	<input type="checkbox"/>	22
<input type="checkbox"/>	<input type="checkbox"/>	22
<input type="checkbox"/>	<input type="checkbox"/>	23
<input type="checkbox"/>	<input type="checkbox"/>	21
<input type="checkbox"/>	<input type="checkbox"/>	19

Meet Roster

Del	Name	Age	Gender	Eligibility Period
No one has been added to the meet roster.				

Switch to Roster Details / Relay Only view

Buttons: Add >, < Remove

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-Championships manual).

Team Roster Summary

Name	Age at Meet	Gender	Relay Only
	19	M	<input type="checkbox"/>

Buttons: < Back, Next >, Cancel

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 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.

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	<input checked="" type="checkbox"/> SCY (B)	Mar
500 FR	<input checked="" type="checkbox"/> SCY (B)	Mar
100 BK		Mar
100 BR		Mar
200 FL		Mar
1650 FR	<input checked="" type="checkbox"/> 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 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.)

Start Relay Event Entry:

Male
 Female
 Enter Events >

Relay Events Entered:

Relay Event	Gender	Entry Time	Event Date	Type	Delete Event
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No Relay Events have been entered.

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 must choose the fastest relay time or aggregate if that is faster. 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).

Select Male Relay Events:

Select	Relay Event	Entry Time	Best Available Times	Gender	Event Date	SCY Qual. Time	SCM Qual. Time	LCM Qual. Time
<input type="checkbox"/>	200 MED-R	SCY (B)	Team: SCY Aggr: N/A	M	Mar			
<input type="checkbox"/>	200 FR-R	SCY (A)	Team: SCY Aggr: SCY	M	Mar			
<input type="checkbox"/>	400 MED-R	SCY (B)	Team: SCY Aggr: SCY	M	Mar			
<input type="checkbox"/>	800 FR-R	SCY (B)	Team: SCY Aggr: SCY	M	Mar			
<input type="checkbox"/>	400 FR-R	SCY (A)	Team: SCY Aggr: SCY	M	Mar			

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

Deck Pass Recipients

No deck pass recipients have been added.

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.



WARNING - YOU HAVE NOT ENTERED INTO THIS MEET UNTIL YOU SUBMIT YOUR ENTRY!

Good luck!