



Updating Times in OME



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 **Update Individual Entry Times** or **Update Relay Entry Times** will also take you to these pages.

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
Print Cost by Swimmer
Export Entries for TM

Waivers
Delete My Entry

Step 5: Find the time that you want to update in the list of Individual or Relay Entries and click on the time. You will be taken to the entry time page seen below. If the selected athlete or relay has swum a faster time and it *has* been uploaded to the database, it will populate in the **Time in National Database** field. Simply click **OK** and the entry time will be updated.

200 FL, OPEN

Time in Database 1:58.57 SCY

Override Time 00:00.00

Entry Event: 200 FL LCM

Meet Name:

Meet Date: (mm/dd/yyyy)

Qualifying Times	
SCY	LCM