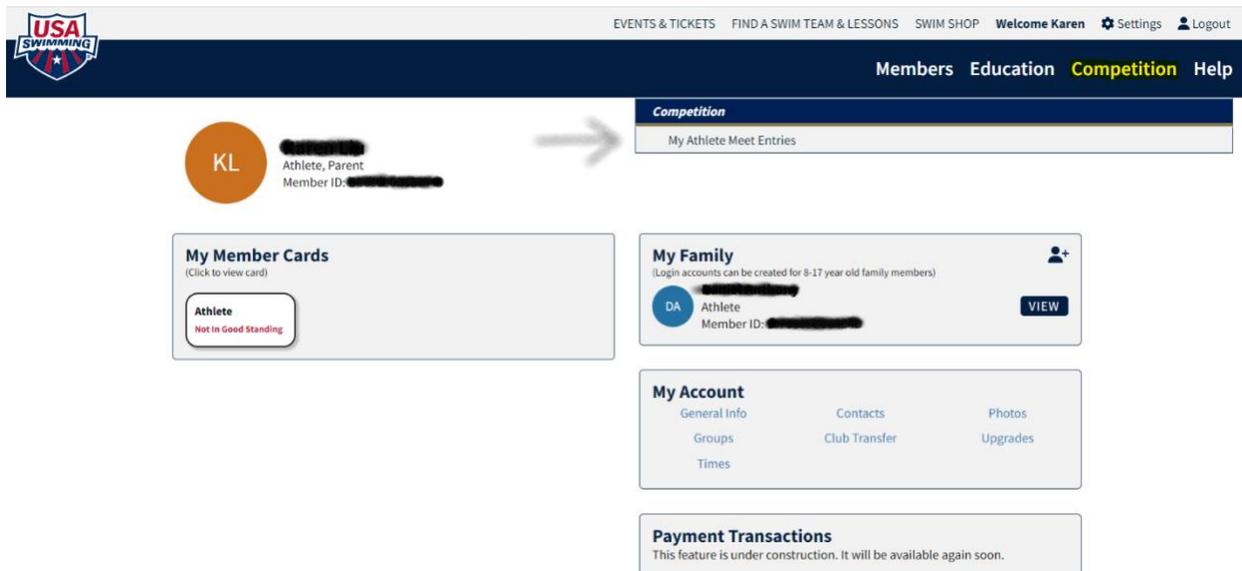


How do I enter myself or my athlete(s) into an OME meet?

- 1) Log into your USA Swimming account.
- 2) Click 'Competition' in the blue navigation bar at the top of your screen.
- 3) Click 'My Athlete Meet Entries' from the dropdown (pictured immediately below).



You will be taken here:

USA SWIMMING

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Welcome Karen Settings Logout

Members Education Competition Help

My Athlete Meet Entries

Meet Name

Athlete Entry Status

Registration Year

Future Meet? Yes

4 Search Results

MEET NAME	MEET HOST	MEET START - END DATES
[REDACTED]	USA Swimming Root	09/17/2023 - 09/17/2023
[REDACTED]	Illinois Swimming	02/24/2023 - 02/26/2023
[REDACTED]	USA Swimming Root	03/01/2023 - 03/04/2023
[REDACTED]	NCAA Div I	01/01/2024 - 01/01/2024

USA SWIMMING

FOLLOW

This page (My Athlete Meet Entries - above) works by looking at the logged-in user and finding any athletes associated with that user (the logged-in user themselves might be an athlete, or they might be a parent and the athletes would be their children added in the 'My Family' section of the landing page), and then showing any meets that those athletes are eligible to enter or were already entered into by their team.

Here are the four ways that athletes can enter/view meets on the My Athlete Meet Entries view:

- 1. Attached Athlete: The athlete's team has started their team entry, allowed athletes to enter into events themselves, and added the athlete to the roster. In this scenario, the athlete can enter individual events. These events will need to be approved by the team's admin. When an Attached Athlete has completed steps 1-7, their Entry Status will show as 'Event Approval Required' in the My Athlete Meet Entries table. An athlete attending a meet through their team cannot make purchases. Under the 'Purchases' pill, Attached Athletes will see a message that says, "Only Unattached Athletes can make purchases. Teams will complete any purchases associated with their athletes through the Team Entry process."
- 2. Unattached Athlete Option 1: The athlete's team is invited and going to the meet but not taking the athlete to the meet. The athlete can enter

the meet as Unattached. The athlete will be able to enter events without needing approval and make purchases.

- 3. Unattached Athlete Option 2: The athlete's team is not going to the meet, but the team is invited. The athlete can enter the meet as Unattached. The athlete will be able to enter events without needing approval and make purchases.
- 4. Unattached Athlete Option 3: The athlete is currently Unattached and not associated with a team. The athlete can enter the meet as Unattached as long as the LSC they are associated with is invited to the meet. The athlete will be able to enter events without needing approval and make purchases.

4) Click the down arrow on the right side of the table for a given meet to display the personal information (name, competition category, and birthdate) for the athletes who are eligible for that meet. Their entry status and team name (or LSC name if they are Unattached) will also be displayed. To create an athlete entry, click the '+' on the right. To delete an entry in progress, click the trash can. To edit an entry for an athlete, click the 'Edit' button to the left of the trash can.

My Athlete Meet Entries

Meet Name: Athlete Entry Status: Registration Year: Future Meet? Yes

4 Search Results

MEET NAME	MEET HOST	MEET START - END DATES			
[REDACTED]	USA Swimming Root	09/17/2023 - 09/17/2023	▼		
[REDACTED]	Illinois Swimming	02/24/2023 - 02/26/2023	▼		
[REDACTED]	USA Swimming Root	03/01/2023 - 03/04/2023	▲		
ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED]	Male	05/11/2010	Not Entered	Unattached - Adirondack Swimming (AD)	+
[REDACTED]	Female	08/25/1999	Submitted	Unattached - Metropolitan Swimming (MR)	🗑️
[REDACTED]				NCAA Div I	01/01/2024 - 01/01/2024 ▼



My Athlete Meet Entries

Meet Name Athlete Entry Status Registration Year Future Meet? Yes

4 Search Results

MEET NAME	MEET HOST	MEET START - END DATES			
[REDACTED]	USA Swimming Root	09/17/2023 - 09/17/2023	^		
ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED]	Male	05/11/2010	Event Entry Required	Adirondack Bluefins (AD)	<input type="checkbox"/> <input type="checkbox"/>
[REDACTED]	Female	08/25/1999	Events Approved	Unattached - Metropolitan Swimming (MR)	<input type="checkbox"/> <input type="checkbox"/>
[REDACTED]				Illinois Swimming	02/24/2023 - 02/26/2023 v
[REDACTED]				USA Swimming Root	03/01/2023 - 03/04/2023 v
[REDACTED]				NCAA Div I	01/01/2024 - 01/01/2024 v

5) After clicking the '+' or the 'Edit' button, you will be taken to the View/Edit Athlete Entry page (pictured below). By default, you will be on the 'Entries' pill, where you will manage athlete events.



View/Edit Athlete Entry

← Back to My Athlete Meet Entries

Meet Name: [REDACTED] Athlete: [REDACTED]
Meet Host: USA Swimming Root Athlete Birth Date: 05/11/2010
Meet Dates: 09/17/2023 - 09/17/2023 Athlete Entry Status: Event Approval Required
Qualifying Date Range: 01/01/2020 - 01/01/2023 Team Name: Adirondack Bluefins (AD)
Athlete Entry Dates: 02/09/2023 6:00 AM - 03/31/2023 7:00 AM Mountain Standard Time

Manage Athlete Events

3 Individual Event Entries

EVENT - COURSE	COMP. CATEGORY	AGE GROUP	SESSION	ENTRY TIME	TIME EVENT	BONUS?	OVERRIDE?	STATUS	
50 Meter Backstroke - LCM	Male	Open	1 (TimedFinal) 09/17/2023	5:23.45 LCM	50 Meter Backstroke - LCM	Yes	Yes	Pending Approval	<input type="checkbox"/>
200 Meter Butterfly - LCM	Male	Open	1 (TimedFinal) 09/17/2023	52.34 LCM	200 Meter Butterfly - LCM	Yes	Yes	Pending Approval	<input type="checkbox"/>
50 Meter Butterfly - LCM	Male	Open	1 (TimedFinal) 09/17/2023	1:00.01 LCM	50 Meter Butterfly - LCM	No	Yes	Pending Approval	<input type="checkbox"/>

6) To add events, click the blue 'Select Events' button (to add bonus events, click 'Select Bonus Events'). You will be taken to the Individual Event Selection table (pictured below). In the 'Select' column (far right), click the open checkbox (available when you have an entry time for the event) to mark it as selected, or click the 'Add Override Time' button to enter the event using an override time (for override times, you'll be asked to enter the Swim Time, Event, Swim Date, and Meet Name). Click the red 'Save' button (above or

below the table) to enter the selected event(s). After clicking 'Save,' you will be taken back to the default View/Edit Athlete Entry page, and the event(s) you selected will appear in the Manage Athlete Events table.



[EVENTS & TICKETS](#)
[FIND A SWIM TEAM & LESSONS](#)
[SWIM SHOP](#)
[Welcome Karen](#)
[Settings](#)
[Logout](#)

[Members](#)
[Education](#)
[Competition](#)
[Help](#)

View/Edit Athlete Entry

← [Back to My Athlete Meet Entries](#)

Meet Name: ██████████

Meet Host: USA Swimming Root

Meet Dates: 09/17/2023 - 09/17/2023

Qualifying Date Range: 01/01/2020 - 01/01/2023

Athlete: ██████████

Athlete Birth Date: 08/25/1999

Athlete Entry Status: Events Approved

Team Name: Unattached - Metropolitan Swimming (MR)

Entries
Purchases

Individual Event Selection

Event: FILTER CLEAR FILTER

SELECT ALL CHECKBOXES
UNSELECT ALL CHECKBOXES

SAVE
BACK

17 Search Results

EVENT - COURSE	COMP. CATEGORY	AGE GROUP	SESSION	ENTRY TIME	TIME EVENT	SELECT
1500 Meter Freestyle - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
100 Meter Freestyle - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
100 Meter Breaststroke - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
50 Meter Backstroke - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
200 Meter Butterfly - LCM	Female	Open	1 (TimedFinal 09/17/2023)	1:58.61 SCY	NC: 200 Yard Butterfly - SCY	<input checked="" type="checkbox"/> ADD OVERRIDE TIME
400 Meter Freestyle - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
200 Meter Freestyle - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
50 Meter Breaststroke - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
50 Meter Butterfly - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
200 Meter Backstroke - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
400 Meter Individual Medley - LCM	Female	Open	1 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
800 Meter Freestyle - LCM	Female	Open	2 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
100 Meter Backstroke - LCM	Female	Open	2 (TimedFinal 09/17/2023)	NT		ADD OVERRIDE TIME
200 Meter Breaststroke - LCM	Female	Open	2 (TimedFinal 09/17/2023)	2:14.71 SCY	NC: 200 Yard Breaststroke - SCY	<input checked="" type="checkbox"/> ADD OVERRIDE TIME

Selected events shown in the Manage Athlete Events table:

The screenshot shows the 'View/Edit Athlete Entry' interface. At the top, there's a navigation bar with the USA Swimming logo and user information like 'Welcome Karen'. Below that, the page title is 'View/Edit Athlete Entry'. There are two main sections: 'Manage Athlete Events' and a table of 'Individual Event Entries'.

Manage Athlete Events section includes:

- Buttons: 'SELECT EVENTS' (highlighted in blue) and 'SELECT BONUS EVENTS'.
- Text: '2 Individual Event Entries'.

Individual Event Entries Table:

EVENT - COURSE	COMP. CATEGORY	AGE GROUP	SESSION	ENTRY TIME	TIME EVENT	BONUS?	VERRIDE?	STATUS
200 Meter Butterfly - LCM	Female	Open	1 (Timed/Final 09/17/2023)	1:58.61 SCY	NC: 200 Yard Butterfly - SCY	No	No	Approved
200 Meter Breaststroke - LCM	Female	Open	2 (Timed/Final 09/17/2023)	2:14.71 SCY	NC: 200 Yard Breaststroke - SCY	No	No	Approved

At the bottom of the table, there is a red button labeled 'UPDATE INDIVIDUAL EVENT ENTRY TIMES'.

7) If you are an Attached Athlete (entering with your club), please skip to number 8. If you are an Unattached Athlete, click the 'Purchases' pill (pictured below), add any additional purchases you would like to make, and click the red 'Pay & Submit' button. You'll be taken to a checkout page where you will enter your payment information and complete your 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 an individual athlete if you have paid for their cost per individual athlete, and can't remove an individual event entry if you have paid for the cost per athlete individual event entry).

View/Edit Athlete Entry

← Back to My Athlete Meet Entries

Meet Name: [REDACTED] **Athlete:** [REDACTED]
Meet Host: USA Swimming Root **Athlete Birth Date:** 08/25/1999
Meet Dates: 09/17/2023 - 09/17/2023 **Athlete Entry Status:** Events Approved
Qualifying Date Range: 01/01/2020 - 01/01/2023 **Team Name:** Unattached - Metropolitan Swimming (MR)

Requirements to be able to Make Purchases and Submit Entry

- Athlete must have a status of 'Events Approved' or 'Submitted' or 'Relay Only Swimmer' (Requirement Completed)

Required Purchases

LINE ITEM	LINE ITEM COST	QUANTITY	TOTAL COST
Cost Per Individual Athlete	\$0.00	1	\$0.00
Cost Per Athlete Individual Event Entry	\$20.00	2	\$40.00
Cost Per Athlete Individual Bonus Event Entry	\$2.00	0	\$0.00

Additional Purchases

LINE ITEM	DESCRIPTION	LINE ITEM COST	QUANTITY	TOTAL COST
Cost Per Massage Table	For clubs that wish to bring one certified massage...	\$100.00	<input type="text"/>	\$0.00

8) Navigate back to the My Athlete Meet Entries page by clicking 'Back to My Athlete Meet Entries' on the top left of the page.

9) Attached Athletes will now show an Athlete Entry Status of 'Event Approval Required' in the My Athlete Meet Entries table. No action is required on your part. Your team admin will now approve your entry. Please reach out to your team admin if you have any questions regarding your Athlete Entry Status.

ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED]	Male	05/11/2010	Event Approval Required	Adirondack Bluefins (AD)	

Unattached Athletes will show one of the following for their Athlete Entry Status in the My Athlete Meet Entries table. Each status will have different required action items.

- Event Entry Required: Please complete steps 1-6 (enter your events) and then complete step 7 (make your payment).

ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED]	Female	08/25/1999	Event Entry Required	Unattached - Metropolitan Swimming (MR)	

- Events Approved: Please complete step 7 (make your payment).

ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✎ 🗑
[REDACTED]	Female	08/25/1999	Events Approved	Unattached - Metropolitan Swimming (MR)	✎ 🗑

- Submitted: You are all set. No further action is required.

ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✎ 🗑
[REDACTED]	Female	08/25/1999	Submitted	Unattached - Metropolitan Swimming (MR)	✎

- Not Entered: please reach out to your Team/LSC.

ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME
[REDACTED]	Male	05/11/2010	Not Entered	Unattached - Adirondack Swimming (AD)
[REDACTED]	Female	08/25/1999	Not Entered	Unattached - Metropolitan Swimming (MR)

Please note: you will be able to view entries as "ready only" when edits to athlete's entries are no longer allowed. The read only view will be indicated by a link appearing on the athlete's name.