How do I set up Meet Hosting?

To set up Meet Hosting:

1. Log into your USAS account at hub.usaswimming.org.

2. Click on "Competition" in the navigation bar and select "My Meets" from the dropdown. If you only have access to one team/organization, you will be taken to your "My Meets" landing page. (*For an alternative way to navigate to the Meet Host setup, please scroll down to the bottom of instruction #4).

2a. If you have access to more than one organization or team, you will need to select the team you'd like to view "My Meets" for. If you need to edit your selection, you will be able to click "Back to Selection" on the next screen. Here's what the selection screen will look like:

My Meets

Make a Selection

Edit Options*

○ USA Swimming Root

○ Sun Belt

○ Aces Swim Club

○ Team Dolphins

CONTINUE

3. On the "My Meets" landing page, click the grey "Meet Host" tab.

Meet Host	Team Entry

Welcome to your 'My Meets' landing page. Please select a tab to view associated information.

4. Find the Meet you are looking for in the Meet Host table and click the "Create" button (plus sign) in the far-right column. If you are returning to a Meet setup in progress, click the "Edit" button. To delete a created meet, click the trash can icon.

Please note:

- Creating an OME Meet is only allowed up until the Meet Start Date.
- Editing an OME Meet is only allowed up until the Meet Entry Change Deadline.
- Deleting an OME Meet is only allowed up until the Meet Entry Start Date.

2022 Test Meet 06082022	01/01/2023 - 01/01/2023			Not Created	+
2022 Winter Juniors	12/01/2022 - 12/03/2022	10/07/2022 11:59 PM - 11/29/2022 11:59 PM	Central Standard Time	In Progress	✎
2023 CO Swim Test	01/01/2023 - 01/01/2023	10/01/2022 12:00 AM - 10/22/2023 8:00 PM	Mountain Standard Time	In Progress	✎
2023 FL FLAGS Test	07/14/2023 - 07/17/2023	06/01/2023 12:00 AM - 07/13/2023 12:00 AM	Eastern Standard Time	Created	✎ 🗑

*Alternatively, you can get to the Meet Host setup this way: click "Competition" > select "Meet Details" > search for a meet > click the Meet Name in the search results > click the grey "Meet Host" tab > click the "Host Management" pill.

5. If this is a new entry, you will be given information about Meet Templates and given the option to use one. Make a selection and click "Continue." Please note: Meet Templates automatically carry over all of the information from the template meet to the meet you are setting up. However, there are a few pieces of information that do *not* carry over:

- The dates and the Meet Packet URL on the Meet Info page:

Meet Publish Date* ⓘ
| January | 01 | 2022 | 8:00 PM |

Athlete Age As Of Date* ⓘ
| January | 16 | 2023 |

Meet Entry Start Date* ⓘ
| December | 07 | 2022 | 12:00 PM |

Meet Entry End Date* ⓘ
| December | 11 | 2022 | 12:00 PM |

Meet Entry Change Deadline* ⓘ
| December | 31 | 2022 | 8:00 PM |

Meet Results Publish Date ⓘ
| Month | Day | Year |

Meet Packet URL ⓘ
https://google.com

- The qualifying start date and qualifying end date on the Time Standards page:

Qualifying Start Date* ⓘ
| January | 01 | 2019 |

Qualifying End Date* ⓘ
| January | 01 | 2023 |

- The entry contact and payment contact Member IDs on the Submit page.

6. Next, you will be taken to a set of forms starting with the **Meet Info** form. This form will primarily focus on the important times and dates for the meet. Complete this form and click

"Continue."

Online Meet Entry - Host

Meet Info

Meet Host:
USA Swimming Root
Meet Name:
~~████████~~

Meet Start - End Dates:
01/01/2023 - 01/04/2023
Meet Classification:
YMCA
OME Meet Status:
In Progress

* **Meet Info**

  Eligibility

✕ Restrictions
(complete other steps first)

✕ Invitations
(complete other steps first)

✕ Sessions
(complete other steps first)

✕ Age Groups
(complete other steps first)

✕ Time Standards
(complete other steps first)

✕ Events
(complete other steps first)

✕ Pricing
(complete other steps first)

✕ Submit
(complete other steps first)

Provide a Meet Time Zone, all required Meet Dates, and at least one Course Priority. Entry Times for any Event Time Standard Cuts will only be considered if they were achieved in a Course with an associated Course Priority.

Meet Time Zone* ⓘ

| Central Time Zone | ▾ |

Meet Publish Date* ⓘ

| December ▾ | 01 ▾ | 2022 ▾ | 8:00 AM ▾ |

Meet Entry Start Date* ⓘ

| December ▾ | 01 ▾ | 2022 ▾ | 12:00 PM ▾ |

Meet Entry Change Deadline* ⓘ

| December ▾ | 25 ▾ | 2022 ▾ | 11:59 PM ▾ |

Athlete Age As Of Date* ⓘ

| January ▾ | 01 ▾ | 2023 ▾ |

Meet Entry End Date* ⓘ

| December ▾ | 25 ▾ | 2022 ▾ | 11:59 PM ▾ |

Meet Results Publish Date ⓘ

| January ▾ | 11 ▾ | 2023 ▾ |

Meet Packet URL ⓘ

| https://google.com |

ADD COURSE PRIORITY

COURSE	PRIORITY		
SCY	1	✎	🗑
LCM	2	✎	🗑

| EXIT | **SAVE & EXIT** | **CONTINUE** |

Please note: as you navigate your way through the forms, you will see a green check mark next to the forms you have completed, and you will see a red "X" next to any forms that require your attention. An asterisk (*) will indicate which form you are currently viewing. You may click the red "Save & Exit" button to save your progress and close at any time.

Additionally, all of these pages can be edited at any time before the Meet Host setup has been submitted. After submission, these pages become read-only (no editing allowed) at different times. Here is a list of what can be edited when:

Meet Info: the entire page can be edited before the Meet Entry Start Date. After that date has passed and before the Meet Entry Change Deadline has passed, course priorities can no longer be added/edited/deleted, but everything else can be edited. After the Meet Entry Change Deadline has passed, the entire Meet Info page is read-only.

Eligibility, Restrictions, Sessions, Age Groups, and Pricing: the entire page can be edited before the Meet Entry Start Date. After that date has passed, the page is read-only.

Invitations and Submit: the entire page can be edited before the Meet Entry End Date. After that date has passed, the page is read-only.

Time Standards and Events: the entire page can be edited before the Meet Entry Change Deadline. After that date has passed, the page is read-only.

7. Next, you will fill out **Eligibility**: this form will ask you to provide information to determine event and coach eligibility.

Please note:

- If a Coach Pass Rule is not provided, a Coach Pass Rule allowing zero coach passes when there are zero athletes will automatically be created upon saving the page.
- If a Bonus Event Rule is not provided, a Bonus Event Rule allowing zero bonus events when an athlete has zero qualifying events will automatically be created upon saving the page.

Online Meet Entry - Host

Meet Host:
USA Swimming Root

Meet Name:
~~████████████~~

Meet Start - End Dates:

01/01/2023 - 01/04/2023

Meet Classification:

YMCA

OME Meet Status:

In Progress

- ✓ **Meet Info**
- ✱ *Eligibility*
- ✗ Restrictions
  (complete other steps first)
- ✗ Invitations
  (complete other steps first)
- ✗ Sessions
  (complete other steps first)
- ✗ Age Groups
  (complete other steps first)
- ✗ Time Standards
  (complete other steps first)
- ✗ Events
  (complete other steps first)
- ✗ Pricing
  (complete other steps first)
- ✗ Submit
  (complete other steps first)

Eligibility

Provide information to determine Event and Coach Eligibility. At least one Coach Pass Rule is required. At least one Bonus Event Rule is required if the Meet allows Bonus Events.

Max Number of Athletes For Meet ⓘ

| 30 |

Max Events Per Individual Per Session ⓘ

| 1 |

Relay Entry Times must be from Swimmers on Roster?*

✓ **Yes**

Include Relay Only Swimmers in Max Number of Athletes?

✓ **Yes**

Max Relay Events Per Individual Per Meet ⓘ

| 1 |

Max Events Per Individual Per Meet ⓘ

| 3 |

Meet has Relay Events?*

✓ **Yes**

Meet allows Relay Only Swimmers?*

✓ **Yes**

Include Relay Only Swimmers in Count for Coach Passes?*

✗ **No**

Meet allows Bonus Events?*

✓ **Yes**

ADD COACH PASS RULE   **If a Coach Pass Rule is not provided, a Coach Pass Rule allowing 0 coach passes when there are 0 athletes will automatically be created upon saving the page.

MIN # ATHLETES	MAX # ATHLETES	ALLOWED # COACH PASSES
No Coach Pass Rules		

ADD BONUS EVENT RULE   **If a Bonus Event Rule is not provided, a Bonus Event Rule allowing 0 bonus events when an athlete has 0 qualifying events will automatically be created upon saving the page.

MIN # QUALIFYING EVENTS	MAX # QUALIFYING EVENTS	ALLOWED # BONUS EVENTS		
0	0	0	✎	🗑
1	2	1	✎	🗑

| BACK | SAVE & EXIT | CONTINUE |

8. **Restrictions**: if your meet has membership restrictions, you will set them here. Adding an age restriction is mandatory. If your meet is open, we recommend setting the age restriction to 1-99.

Restrictions

Provide information to determine Athlete Restrictions. Add Restrictions (Required: Age, Optional: Membership and/or Competition Category) to the table below.

Allow unattached swimmer entry to meet?*

✓ Yes

Allow adding unattached swimmer to roster?*

✓ Yes

ADD RESTRICTION

RESTRICTION TYPE	RESTRICTION		
Membership	Premium Athlete, Outreach Athlete	✎	🗑

BACK   SAVE & EXIT   CONTINUE

To add a restriction, click the blue 'Add Restriction' button and select your restriction type. Please note that when you add a restriction, you are indicating which Memberships, Competition Categories, or Ages are eligible to compete rather than indicating which ones you would like to exclude. For example, in the picture above, only Premium Athletes and Outreach Athletes would be allowed to participate.

9. **Invitations**: this form will ask you to invite at least one Organization/Team to the meet.

Online Meet Entry - Host

Meet Host:
USA Swimming Root
Meet Name:
~~███████~~
Meet Start - End Dates:
01/01/2023 - 01/04/2023
Meet Classification:
YMCA
OME Meet Status:
In Progress

✓ **Meet Info**

✓ **Eligibility**

✓ **Restrictions**

✳ *Invitations*

✗ Sessions
(complete other steps first)

✗ Age Groups
(complete other steps first)

✗ Time Standards
(complete other steps first)

✗ Events
(complete other steps first)

✗ Pricing
(complete other steps first)

✗ Submit
(complete other steps first)

Invitations

Select the Organizations/Teams Invited to the Meet. At least one Organization/Team selection is required.

Organization*   Selected Organizations/Teams

[⌄]

[BACK]   [SAVE & EXIT]   [CONTINUE]

Please note: you can invite from USAS, FINA, and NCAA, and you can choose how specific or general you would like the invitation to be. Click the box to select the group you'd like to invite or click the "+" for a subset of that group. For example, you could invite the entire NCAA by clicking the box next to NCAA:
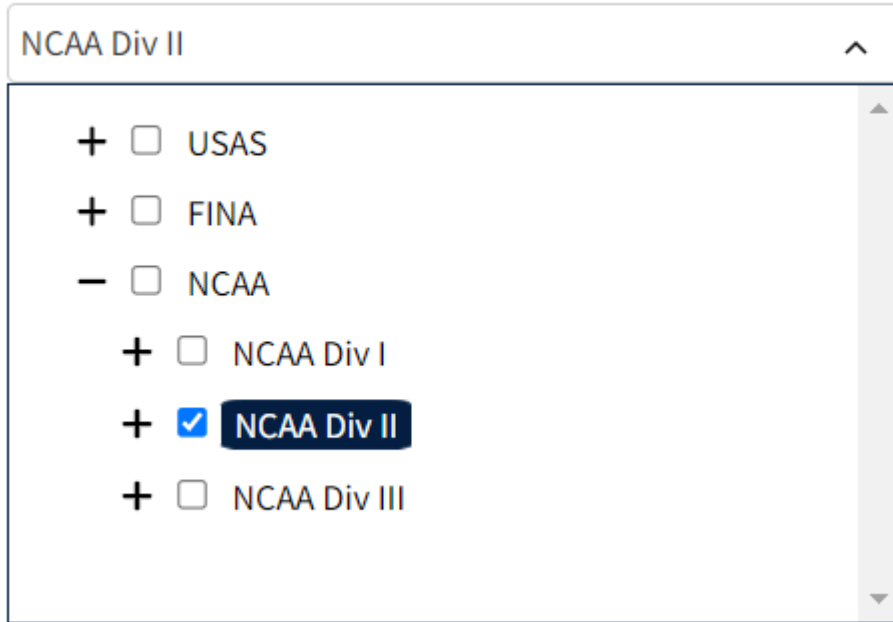
Organization*

[NCAA   ^]

+ ☐ USAS

+ ☐ FINA

+ ☑ **NCAA**

You could invite a particular NCAA division by clicking the "+" next to NCAA and then clicking the box next to the division:

Organization*
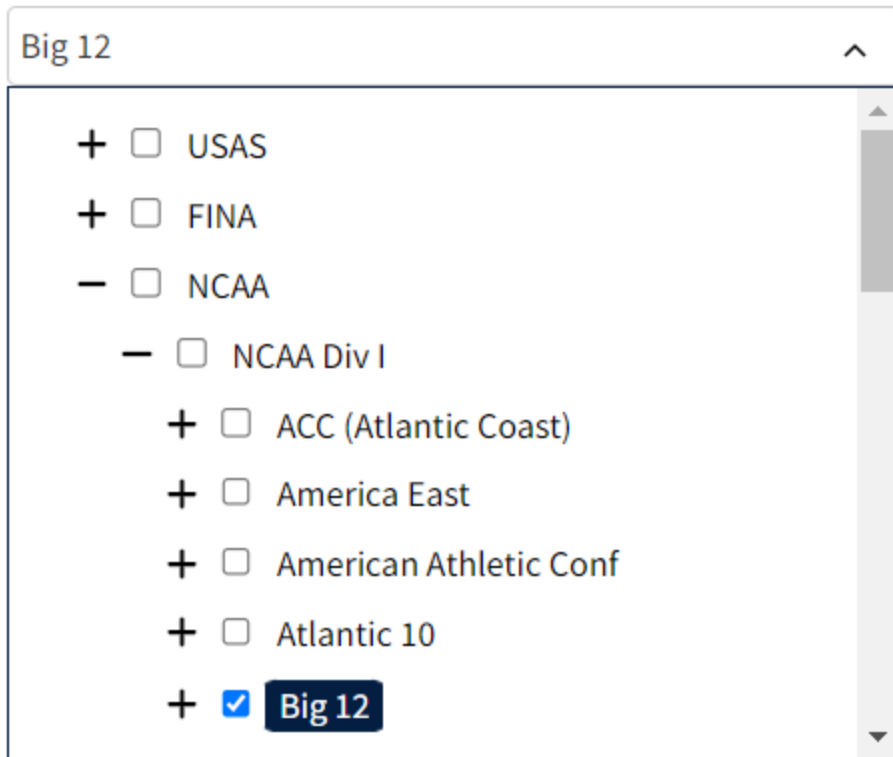
NCAA Div II ⌃

+ ☐ USAS

+ ☐ FINA

− ☐ NCAA

    + ☐ NCAA Div I

    + ☑ NCAA Div II

    + ☐ NCAA Div III

You could invite a particular conference within a division by clicking the "+" next to the division and then clicking the box next to the conference:

Organization*

Big 12 ⌃

+ ☐ USAS

+ ☐ FINA

− ☐ NCAA

    − ☐ NCAA Div I

        + ☐ ACC (Atlantic Coast)

        + ☐ America East

        + ☐ American Athletic Conf

        + ☐ Atlantic 10

        + ☑ Big 12

Or you could invite a particular school by clicking the "+" next to the conference and clicking the box next to the school:

10. **Sessions**: this form will give you the option to set warm-up and/or start times for meet sessions.

Please note: Meets must have at least one session. If there are no sessions or you would like to add/edit/delete sessions, you must exit the Meet Host setup, search for the Meet under Meet Details, and then navigate to the "General" tab and click the "Sessions" pill.

Sessions

Optional: Provide a Warm Up Time and/or a Start Time for any Meet Sessions.

SESSION NUMBER	SESSION TYPE	SESSION DATE	WARM UP TIME	START TIME	
1	TimedFinal	12/07/2022	4:00 PM	6:00 PM	✏
2	Prelim	12/08/2022			✏
3	Final	12/08/2022			✏
4	Prelim	12/09/2022			✏
5	Final	12/09/2022			✏
6	Prelim	12/10/2022			✏
7	Final	12/10/2022			✏

BACK   EXIT   CONTINUE

11. **Age Groups**: this form will ask you to add at least one age group for the meet. Click the blue 'Add Age Group' button. Enter the name, min age, and max age for your age group, and click "Save."

Age Groups

Provide Age Groups for the Meet. At least one Age Group is required.

ADD AGE GROUP

AGE GROUP NAME	MIN AGE	MAX AGE	
18 & under	1	18	✏ 🗑

BACK   EXIT   CONTINUE

12. **Time Standards:** this form will ask you to indicate whether your meet will use time standards. If so, you will be asked to enter additional information to specify time standard details. Click the "Edit" icon for each age group to select their time standards. Time standards created in the Time Standards section of the application will be available to choose from here. (To add a time standard, please click "Save & Exit" > click "Competition" in the blue navigation

bar at the top of the page > Time Standards > Add Time Standard > Fill out the Time Standard form).

Click on the "Edit" button for a given Age Group to select their Time Standards. This will bring you to the page below. If a Time Standard is not applicable, please select the "No Time Standard" option at the top of the list.

Online Meet Entry - Host

Meet Host:
USA Swimming Root
Meet Name:

Meet Start - End Dates:
01/01/2023 - 01/04/2023
Meet Classification:
YMCA
OME Meet Status:
In Progress

✓ **Meet Info**

✓ **Eligibility**

✓ **Restrictions**

✓ **Invitations**

✓ **Sessions**

✓ **Age Groups**

   Time Standards

✗ Events
(complete other steps first)

✗ Pricing
(complete other steps first)

✗ Submit
(complete other steps first)

Age Group Time Standard

Select Time Standards for the Age Group. Time Standards cannot be created within the OME Host setup process. To create new or update existing Time Standards, navigate to 'Time Standards' under the 'Competition' portion of the website, or use the button below.

If the Meet has more than one Time Standard Type, a different Time Standard must be selected for each Time Standard Type. If a Time Standard Type is not applicable, select the 'No Time Standard' option.

CREATE OR UPDATE TIME STANDARDS

Age Group Name	Min Age	Max Age
U18	1	18

No Slower Than Time Standard*

No Faster Than Time Standard*

Bonus Time Standard*

BACK   **SAVE**

13. **Events**: this form will ask you to provide the events for each session. Click "Add Event" and enter the event information for all events.

Meet Host:

USA Swimming Root

Meet Name:

Meet Start - End Dates:

09/17/2023 - 09/17/2023

Meet Classification:

Invitational

OME Meet Status:

Created

✓ **Meet Info**

✓ **Eligibility**

✓ **Restrictions**

✓ **Invitations**

✓ **Sessions**

✓ **Age Groups**

✓ **Time Standards**

✓ **Events**

✓ **Pricing**

✓ **Submit**

Event

Provide Event Information.

Event Number*

17

Event*

200 Yard Breaststroke - SCY

Competition Category*

● Male   ○ Female   ○ Mixed

Age Group*

Open (1 - 99)

Session*

1 (TimedFinal 09/17/2023)

No Slower Than Time Standard Name (Time Standard Cut for Selected Event and Competition Category)

A - 'A' - 11-12 (SCY: 2:46.39)

Event uses No Slower Than Time?*

✓ **Yes**

SCY No Slower Than Time*

2:46.39

No Faster Than Time Standard Name (Time Standard Cut for Selected Event and Competition Category)

A - 2016-2020 A - 11-12 (SCY: 2:47.09)

Event uses No Faster Than Time?*

✓ **Yes**

SCY No Faster Than Time*

2:47.09

Bonus Time Standard Name (Time Standard Cut for Selected Event and Competition Category)

B - B - Open (SCY: 2:05.58) (SCM: No Associated Time Standard Cut)

Event offers Bonus Event?*

✓ **Yes**

Event uses Bonus Time?*

✓ **Yes**

SCY Bonus Time*

2:05.58

ADD ALTERNATE EVENT   **Please provide all required information on this page before clicking 'Add Alternate Event'. Clicking this button will save any changes you have made on this page.

ALTERNATE EVENT

No Alternate Events

BACK   SAVE

Events

Provide All Events for Each Session. Each Age Group must have at least one Event. If an Individual Event uses Time Standards Cuts, then that Individual Event must have a Time Standard Cut for each Course Priority.

ADD EVENT

Event

#	EVENT	COMP. CATEGORY	AGE GROUP	SESSION			
1	100 Yard Freestyle - SCY	Male	10&Under (5 - 10)	1 (Prelim 07/14/2023)	✎	🗑	⌄
2	100 Meter Backstroke - LCM	Male	11-12 (11 - 12)	1 (Prelim 07/14/2023)	✎	🗑	⌄
3	100 Yard Backstroke - SCY	Male	13-14 (13 - 14)	1 (Prelim 07/14/2023)	✎	🗑	⌄
4	50 Yard Freestyle - SCY	Female	10&Under (5 - 10)	1 (Prelim 07/14/2023)	✎	🗑	⌄
5	50 Yard Freestyle - SCY	Female	11-12 (11 - 12)	1 (Prelim 07/14/2023)	✎	🗑	⌄
6	50 Yard Freestyle - SCY	Female	13-14 (13 - 14)	1 (Prelim 07/14/2023)	✎	🗑	⌄

BACK   **EXIT**   **CONTINUE**

Please note: when you go to the Event Details page for an Event, if there is a time standard cut associated with a course, it will pull in automatically to the in input box. You are free to edit the time standard cut, and this edit will be applied to this specific meet. To globally add or edit a Time Standard: click "Competition" in the blue navigation bar at the top of the page > My Time Standards > Add a Time Standard or Edit a Time Standard in the table.

If a meet has time standards, you can click the blue "Add Alternate Event" button, which will take you to the screen shown immediately below. You can add your alternate event information here:

Meet Host:
Illinois Swimming
Meet Name:

Meet Start - End Dates:
01/17/2023 - 01/17/2023
Meet Classification:
Dual Meet
OME Meet Status:
Created

- ✓ **Meet Info**
- ✓ **Eligibility**
- ✓ **Restrictions**
- ✓ **Invitations**
- ✓ **Sessions**
- ✓ **Age Groups**
- ✓ **Time Standards**
- ✓ **Events**
- ✓ **Pricing**
- ✓ **Submit**

Alternate Event

Provide Alternate Event Information for the Selected Event.

Selected Event: 1650 Yard Freestyle - SCY (Female, Open (1 - 99)), Session 1 (TimedFinal 01/17/2023)

Alternate Event*

1000 Yard Freestyle - SCY

No Slower Than Time Standard Name (Time Standard Cut for Selected Alternate Event and Event Competition Category)

BB - 2016-2020 BB - 17-18 (SCY: 12:47.19)

Alternate Event uses No Slower Than Time?*	SCY No Slower Than Time*
✓ Yes	12:47.19

No Faster Than Time Standard Name (Time Standard Cut for Selected Alternate Event and Event Competition Category)

A - 2016-2020 A - 17-18 (SCY: 11:48.19)

Alternate Event uses No Faster Than Time?*	SCY No Faster Than Time*
✓ Yes	11:48.19

Bonus Time Standard Name (Time Standard Cut for Selected Alternate Event and Event Competition Category)

B - 2016-2020 B - 17-18 (SCY: 13:46.19) (SCM: 12:03.09)

Alternate Event uses Bonus Time?*	SCY Bonus Time*
✓ Yes	13:46.19

BACK | SAVE

To see if a time standard is for an alternate event or not, click the down arrow next to the event you would like to check from the Events grid, as shown below:

Events

Provide All Events for Each Session. Each Age Group must have at least one Event. If an Individual Event uses Time Standards Cuts, then that Individual Event must have a Time Standard Cut for each Course Priority.

ADD EVENT

Event

#	EVENT	COMP. CATEGORY	AGE GROUP	SESSION			
1	100 Yard Backstroke - SCY	Male	Open (1 - 99)	1 (TimedFinal 01/17/2023)	✎	🗑	⌄

TIME STANDARD TYPE	TIME	TIME STANDARD EVENT	ALTERNATE EVENT?
SCY No Slower Than	1:01.49		Yes
SCY No Faster Than	56.79		Yes
SCY Bonus	1:06.29		Yes

14. **Pricing**: this form will ask you to provide pricing information. Click the blue "Add Additional Purchase Item" button to add other items such as parking passes, meal tickets, meet programs, etc.

15. **Submit**: you will add an entry contact and a payment contact here. Click "Submit" to finish the process.

Please note: after submission, host changes will no longer be allowed. However, you will still be able to view the host setup as "read-only" for reference.

Online Meet Entry - Host

Meet Host:
USA Swimming Root

Meet Name:

████████████

Meet Start - End Dates:

01/01/2023 - 01/04/2023

Meet Classification:

YMCA

OME Meet Status:

Created

- ✓ **Meet Info**
- ✓ **Eligibility**
- ✓ **Restrictions**
- ✓ **Invitations**
- ✓ **Sessions**
- ✓ **Age Groups**
- ✓ **Time Standards**
- ✓ **Events**
- ✓ **Pricing**
- ✱ *Submit*

OME Meet is Submitted & Created

Optional: Update the Entry Contact and a Payment Contact.

Entry Contact Member Id*

████████████

🔍

Entry Contact Name

██████

Entry Contact Email

████████████████

Payment Contact Member Id*

████████████

🔍

Payment Contact Name

██████

Payment Contact Email

██████████

This OME Meet is submitted & created. Feel free to review and/or make changes to the Host setup by using the left navigation, or by using the navigation buttons at the bottom of each page. You do not need to revisit this page to submit any changes made on other pages of the Host setup. On every page, any changes made will be submitted when you save the page.

BACK   SAVE & EXIT   SAVE