

Create Team Entry in OME

1. Log in to your USA Swimming account at <https://hub.usaswimming.org/>.
 - a. If you have a direct link to the meet's team entry page, please log in first and then access the link.

Login

Please login with your username and password.

Username

Password

LOGIN

[FORGOT USERNAME](#)

[FORGOT PASSWORD](#)

[CREATE A LOGIN](#)

2. There are two ways to navigate to your Team Entry in OME without the direct entry page link. The first way is to click "Competition" and select "Meet Details". Search for the meet and click the meet name in the search results. Click the gray "Team Entry" tab and click the blue "Enter Meet" button.

The screenshot shows the OME Competition page. At the top, there is a navigation menu with the following items: Facilities, Competition, Meet Details, My Meets, and My Athlete Meet Entries. The 'Competition' item is highlighted, and 'Meet Details' is circled in red. Below the navigation menu, there is a 'Meet Search' section. It contains several input fields: 'Host Organization' (set to USAS), 'Meet Name' (set to 2025 Toyota US Open), 'Meet Start Date Range' (Month, Day, Year), 'Meet End Date Range' (Month, Day, Year), and 'Sort Results By' (set to Meet Name (A-Z)). A red circle highlights the 'SEARCH FOR MEET' button. Below the search section, it says '1 Search Result' and 'Hide Filters'. A table displays the search results with the following columns: MEET NAME, CLASSIFICATION, START DATE - END DATE, LOCATION, and ORGANIZATION. The first row is circled in red and contains the text: 2025 Toyota US Open Championships, US Open, 12/03/2025-12/06/2025, Austin/TX, and USAS. Below the table, the 'Meet Name' and 'Meet Dates' are displayed. At the bottom, there are two tabs: 'General' and 'Team Entry'. The 'Team Entry' tab is circled in red. Below the tabs, there is a 'Team Entry Management' section. It contains a red 'ENTER MEET' button, which is circled in red. Below the button, there are two dropdown menus: 'OME Meet' (set to --) and 'Team Entry Status' (set to --). To the right of these dropdowns are 'FILTER' and 'CLEAR FILTER' buttons. Below the dropdowns, there is a red header bar with the text 'TEAM NAME' and a white bar with the text 'No Team Entries'.

Competition

Competition

Meet Details

My Meets

My Athlete Meet Entries

Meet Search

Host Organization: USAS

Meet Name: 2025 Toyota US Open

Meet Start Date Range: Month Day Year

Meet End Date Range: Month Day Year

Sort Results By: Meet Name (A-Z)

SEARCH FOR MEET **CLEAR FORM**

1 Search Result **Hide Filters**

MEET NAME	CLASSIFICATION	START DATE - END DATE	LOCATION	ORGANIZATION
2025 Toyota US Open Championships	US Open	12/03/2025-12/06/2025	Austin/TX	USAS

Meet Name: 2025 Toyota US Open Championships
Meet Dates: 12/03/2025 - 12/06/2025

General **Team Entry**

Team Entry Management

ENTER MEET

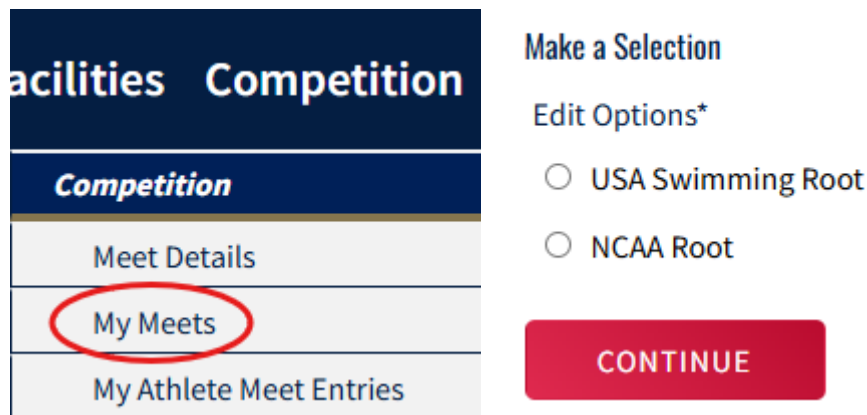
OME Meet: -- Team Entry Status: -- **FILTER** **CLEAR FILTER**

TEAM NAME

No Team Entries

- a. Select the OME Meet you'd like to enter, if applicable. The meet organizer should have them labeled clearly. Please contact them if you have any questions about which OME Meet your team should use.

3. Alternatively, you can get to OME by clicking on "Competition" in the navigation bar and selecting "My Meets" from the dropdown. If you only have access to one team or organization, you will be taken to the "My Meets" landing page.
 - a. If you have access to more than one team or organization, you will need to select which one you'd like to view Team Entry for. If you need to edit your selection, you can click "Back to Selection" on the next screen.



- b. On the "My Meets" landing page, click the gray "Team Entry" tab and find the meet you are looking for. Click on the name of the OME Meet or the button in the far-right column to create (+) or edit (✎) your team's entry.

Meet Host

Team Entry

Team Entry

Meet Name

2025 speedo winter

Team Entry Status

--

Registration Year

--

Future Meet?

☒ Yes

FILTER

CLEAR FILTER

1 Search Result

MEET NAME	MEET HOST	MEET START - END DATES	TEAM NAME
2025 Speedo Winter Junior Championships - East	USA Swimming Root	12/10/2025 - 12/13/2025	Aces Swim Club (CO)

OME MEET NAME	ENTRY START - END DATES	TIME ZONE	TEAM ENTRY STATUS
2025 Speedo Winter Junior Championships - East	08/26/2025 6:00 AM - 12/02/2025 5:00 AM	Mountain Standard Time	Submitted - 09/30/2025 15:04 Mountain Standard Time
Late Entry	09/19/2025 9:00 AM - 12/07/2025 4:59 PM	Mountain Standard Time	Submitted - 08/21/2025 11:54 Mountain Standard Time
New Qualifying Swims	09/19/2025 2:00 PM - 12/07/2025 4:59 PM	Mountain Standard Time	Not Entered

SEARCH FOR A NEW MEET TO ENTER

4. Start your Team Entry with the **Meet Info** page. This page offers roster permissions and asks for your team's entry contact.
 - a. Roster permissions can be used to allow athletes and their guardians to manage their meet entries with approval from the coaching staff. Select "Yes" and list an entry window for your athletes, or select "No."
 - i. Only select "Yes" if you want to allow athletes on the roster to add their own individual events via My Athlete Meet Entries under the website's Competition header. These events require approval from a coach or administrator.
 - b. When adding an entry contact, please list a staff member who should be contacted with any questions or concerns about your team's entry. They are not required to attend the competition. Listing someone here does not purchase them a credential and does not permit deck access at the competition. This can be done on the **Credentials** page.
 - c. Please complete all required fields and click "Continue."

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

Team Entry Status:
In Progress

* **Meet Info**

Roster Entries

✓ **Relay Entries**

✓ **Credentials**

✓ **Entry Reports**

✗ **Submit**
(complete other steps first)

Team Name: [REDACTED]

Team Entry Status: In Progress

OME Meet Name: 2025 Toyota US Open Championships

Entry Dates: 01/01/2025 7:00 AM - 12/03/2025 6:59 AM Mountain Standard Time

Entry Change Deadline: 12/03/2025 6:59 AM Mountain Standard Time

Qualifying Date Range: 01/01/1900 - 12/02/2025

Meet Info

Determine Roster Permissions and Provide at least one Entry Contact.

Roster Permissions

Allow athletes (and their guardians) to enter themselves into the meet?

☒ ☐ ☐

Entry Contacts

ADD ENTRY CONTACT

0 Entry Contacts

ENTRY CONTACT NAME	EMAIL
No Entry Contacts	

EXIT

SAVE & EXIT

CONTINUE

5. Manage your team's roster on the **Roster Entries** page. Click the blue "Select Athletes" button to add athletes to your roster.
 - a. Check the box at the far right of each athlete you would like to register for the meet.
 - b. If relay-only swimmers are permitted, designate if the athlete is a relay-only swimmer using the toggle to the right of the checkbox. Click "Save."

Team Name: [REDACTED]

Team Entry Status: In Progress

OME Meet Name: 2025 Toyota US Open Championships

Entry Dates: 01/01/2025 7:00 AM - 12/03/2025 6:59 AM Mountain Standard Time

Entry Change Deadline: 12/03/2025 6:59 AM Mountain Standard Time

Qualifying Date Range: 01/01/1900 - 12/02/2025

Roster Selection

Add or Remove Roster Athletes.

Competition Category	Min Age	Max Age	Club Practice Group
Female	1	99	
First or Preferred Name	Last Name	Only Show Athletes Eligible for Individual Events?* ☒ Yes	
Search for Unattached Athlete?*			
☒ No ☒			
FILTER		CLEAR FILTER	

4 Search Results

NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	SELECT	RELAY ONLY SWIMMER?
[REDACTED]	Female	10/24/2004	21	☒	☐ No ☒
[REDACTED]	Female	01/27/2009	16	☒	☒ Yes
[REDACTED]	Female	01/27/2009	16	☒	☐ No ☒
[REDACTED]	Female	01/12/2006	19	☒	☐ No ☒

- c.  Edit secondary affiliation using the edit button, if enabled for this meet.
- d.  Update individual event entry times using the stopwatch button. Times do not automatically update in a Team Entry if a newer time has been uploaded to SWIMS since adding the event to the athlete's lineup.
- e.  View events added to this athlete's lineup with this arrow button.
- f.  Delete an athlete from the roster using the trash can button.

NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	SECONDARY REPRESENTATION
	Female	10/24/2004	21	Events	 
				Approved	 
					

- g. Add new event entries and manage existing event entries using the plus sign button (+).
 - i. Click "Select Events" or "Select Bonus Events," if applicable.

- ii. Any eligible event entry times uploaded to the SWIMS database will populate on this page. Check the box in the “Select” column and click “Save” to add the event to the athlete’s lineup.

Athlete: [REDACTED]

Event

[FILTER](#)

[CLEAR FILTER](#)

[UNSELECT ALL CHECKBOXES](#)

[SELECT ALL CHECKBOXES](#)

[BACK](#)

[SAVE](#)

17 Search Results

EVENT	COMP. CATEGORY	AGE GROUP	SESSION	ENTRY TIME	TIME EVENT	SELECT	
100 BR SCY	Female	19 & Over	4 (Prelim 12/05/2025)	1:02.37 SCY	100 BR SCY	☒	ADD OVERRIDE TIME
100 BK SCY	Female	19 & Over	4 (Prelim 12/05/2025)	NT			ADD OVERRIDE TIME
1650 FR SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME
200 BK SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME
100 FR SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME
200 BR SCY	Female	19 & Over	6 (Prelim 12/06/2025)	2:15.31 SCY	200 BR SCY	☒	ADD OVERRIDE TIME
200 FL SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME

[UNSELECT ALL CHECKBOXES](#)

[SELECT ALL CHECKBOXES](#)

[BACK](#)

[SAVE](#)

- iii. If your athlete's time does not show, you may click "Add Override Time" and enter their qualifying time with the required information. After entering the information and clicking "Save," you will be directed back to the *Individual Event Selection* Page. You must check the box in the "Select" column and click "Save" to add the event to the athlete's lineup.

Individual Event Entry Override Time

Athlete: [REDACTED] (Female, 21)

Individual Event: 1650 Yard Freestyle - SCY (Female, 19 & Over), Session 6 (Prelim 12/06/2025)

Qualifying Date Range: 01/01/1900 - 12/02/2025

Swim Time*

16:30.30

Event*

1650 Yard Freestyle - SCY

Swim Date*

January

01

2025

Meet Name*

2025 SC Championships

BACK

SAVE

100 BR SCY	Female	19 & Over	4 (Prelim 12/05/2025)	1:02.37 SCY	100 BR SCY	☒	ADD OVERRIDE TIME
100 BK SCY	Female	19 & Over	4 (Prelim 12/05/2025)	NT			ADD OVERRIDE TIME
1650 FR SCY	Female	19 & Over	6 (Prelim 12/06/2025)	16:30.30 SCY	1650 FR SCY	☒	EDIT OVERRIDE TIME
200 BK SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME
100 FR SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME
200 BR SCY	Female	19 & Over	6 (Prelim 12/06/2025)	2:15.31 SCY	200 BR SCY	☒	ADD OVERRIDE TIME
200 FL SCY	Female	19 & Over	6 (Prelim 12/06/2025)	NT			ADD OVERRIDE TIME

UNSELECT ALL CHECKBOXES

SELECT ALL CHECKBOXES

BACK

SAVE

- h. If your swimmers have faster times uploaded to SWIMS since you started or submitted your entries, you must manually update their entry times. Click the “Update Individual Event Entry Times For Entire Roster” button at the bottom of the page to update your whole team’s entry times. This can only be done BEFORE the entry deadline passes.

4 Athletes

NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	SECONDARY REPRESENTATION
[REDACTED]	Female	10/24/2004	21	Events	 
[REDACTED]				Approved	 
					
[REDACTED]	Female	01/27/2009	16	Relay Only	 
[REDACTED]				Swimmer	
[REDACTED]	Female	01/27/2009	16	Events	 
[REDACTED]				Approved	 
					
[REDACTED]	Female	01/12/2006	19	Events	 
[REDACTED]				Approved	 
[REDACTED]					

UPDATE INDIVIDUAL EVENT ENTRY TIMES FOR ENTIRE ROSTER

BACK

EXIT

CONTINUE

- i. Click “Continue” to move on to the **Relay Entries** page.

6. If relay events are offered at this meet, use the **Relay Entries** page to add them for your team. Click the edit button (✎) to the right of the relay you want to enter, then click the blue “Add Relay Team” button on the next page.

Manage Relay Teams

Add, Edit, or Delete Relay Teams.

Relay Event: 400 Yard Freestyle Relay - SCY (Female, Open), Session 6 (Prelim 12/06/2025)

ADD RELAY TEAM

0 Relay Teams

TEAM	ENTRY TIME	TIME EVENT	AGGREGATE?	OVERRIDE?	STATUS
No Relay Teams					

BACK

- a. Select the relay team name. If a previous qualifying team entry time within the qualifying window exists, it should populate. If it does not, you can click “Yes” under “Add Relay Via Aggregate?”

Manage Relay Team

Provide Relay Team Information.

Relay Event: 400 Yard Freestyle Relay - SCY (Female, Open), Session 6 (Prelim 12/06/2025)

Qualifying Date Range: 01/01/1900 - 12/02/2025

ADD OVERRIDE TIME

Add Relay Via Aggregate?

No X

Relay Team Name*

A

Team Entry Time: 3:57.40 LCM

Time Event: 400 Meter Freestyle Relay - LCM

Athletes: [REDACTED] (Female, 17), [REDACTED] (Female, 17), [REDACTED] (Female, 16), [REDACTED] (Female, 16)

BACK

SAVE

- b. Select the event to be used for the entry time and 4 athletes with entry times within the qualification window to calculate an aggregate time under the qualifying standard for the event. For their name to appear as a relay leg option, an athlete cannot be associated with an existing relay team for the event.

Manage Relay Team

Provide Relay Team Information.

Relay Event: 400 Yard Freestyle Relay - SCY (Female, Open), Session 6 (Prelim 12/06/2025)

Qualifying Date Range: 01/01/1900 - 12/02/2025

ADD OVERRIDE TIME

Add Relay Via Aggregate?



Yes

Relay Team Name*

A

Event*

400 Yard Freestyle Relay - SCY

Team Entry Time: 3:28.21 SCY

For their name to appear as a relay leg option, an athlete cannot be associated with an existing relay team for the event

LEG	NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	ENTRY TIME
1		Female	06/12/2008	17	52.28 SCY
2		Female	01/22/2008	17	52.80 SCY
3		Female	01/27/2009	16	49.92 SCY
4		Female	01/27/2009	16	53.21 SCY

BACK

SAVE

- c. Click “Save” to add the relay event and review your relay entries for the event. Review your entries and click “Back” to navigate back to the main **Relay Entries** page.

Manage Relay Teams

Add, Edit, or Delete Relay Teams.

Relay Event: 400 Yard Freestyle Relay - SCY (Female, Open), Session 6 (Prelim 12/06/2025)

ADD RELAY TEAM

1 Relay Team

TEAM	ENTRY TIME	TIME EVENT	AGGREGATE?	OVERRIDE?	STATUS			
A	3:57.40 LCM	NC: 400 Meter Freestyle Relay - LCM	No	No	Approved			

BACK

10 Relay Events

EVENT	COMPETITION CATEGORY	AGE GROUP	SESSION	
200 Yard Medley Relay - SCY	Female	Junior	1 (TimedFinal 12/10/2025)	
200 Yard Medley Relay - SCY	Male	Junior	1 (TimedFinal 12/10/2025)	
800 Yard Freestyle Relay - SCY	Female	Junior	1 (TimedFinal 12/10/2025)	
800 Yard Freestyle Relay - SCY	Male	Junior	1 (TimedFinal 12/10/2025)	
400 Yard Medley Relay - SCY	Female	Junior	2 (Prelim 12/11/2025)	
400 Yard Medley Relay - SCY	Male	Junior	2 (Prelim 12/11/2025)	
200 Yard Freestyle Relay - SCY	Female	Junior	4 (Prelim 12/12/2025)	
200 Yard Freestyle Relay - SCY	Male	Junior	4 (Prelim 12/12/2025)	
400 Yard Freestyle Relay - SCY	Female	Junior	6 (Prelim 12/13/2025)	 
400 Yard Freestyle Relay - SCY	Male	Junior	6 (Prelim 12/13/2025)	

BACK

EXIT

CONTINUE

- d. Click “Continue” to move on to the **Credentials** page.

7. Select deck passes for your participating staff members on the **Credentials** page. Click the blue “Select Credentials” button. Select the type of credential (Coach, Massage, or Team Support) to be purchased according to the user’s membership. Check the box in the “Select” column and click “Save” to add a credential for the staff member.

Credentials Selection

Filter by a Credential. Then Select or Unselect Members to Assign to that Credential. Please Save Any Changes Before Filtering by a Different Credential or Clicking 'Clear Filter' - Unsaved Changes Will Not be Retained.

Credential*	First or Preferred Name	Last Name
Coach		
Member Id	Email	Is In Good Standing?
		☒ Yes

3 Search Results

NAME	MEMBER ID	EMAIL	IS IN GOOD STANDING? (EXPIRATION DATE)	SELECT
[REDACTED]	[REDACTED]	[REDACTED]..	Yes (12/31/2025)	☐
[REDACTED]	[REDACTED]	[REDACTED]..	Yes (12/31/2025)	☐
[REDACTED]	[REDACTED]	[REDACTED]	Yes (12/31/2025)	☐

UNSELECT ALL RESULTS

SELECT ALL RESULTS

BACK

SAVE

- a. Only members affiliated with your team will be shown for Coach or Team Support credentials. To search for a massage therapist who is unaffiliated with your team, please provide at least one of the following filters: First or Preferred Name, Last Name, Member ID, or Email. These users must be current USA Swimming “Other” Members in good standing and must not hold an active coach membership to be added to your team entry. Check the box in the “Select” column and click “Save” to add a credential for the staff member.

Credentials Selection

Filter by a Credential. Then Select or Unselect Members to Assign to that Credential. Please Save Any Changes Before Filtering by a Different Credential or Clicking 'Clear Filter' - Unsaved Changes Will Not be Retained.

Credential*	First or Preferred Name	Last Name
Massage		
Member Id	Email	Is In Good Standing?
		☒ Yes
FILTER	CLEAR FILTER	

1 Search Result

NAME	MEMBER ID	EMAIL	IS IN GOOD STANDING? (EXPIRATION DATE)	SELECT
			Yes (12/31/2025)	☒

- b. The meet host setup determines the quantity of credentials allowed per team.
- c. Click “Save” and review your selections. Click “Continue” to move on to the **Entry Reports** page.

8. Review your Team Entry selections on the **Entry Reports** page. This is your opportunity to review your entry details before submitting payment. Click the name of each report and select the desired criteria.
 - a. The Overrides report presents a list of entry times that have not yet been proven.
 - b. The Team Entry report shows your roster for the meet and any events added.
 - c. The Team Roster report lists every athlete added to your roster for the competition.
 - d. Click “Continue” to move on to the **Submit** page.

Entry Reports

Run Reports on the Team Entry.

Filter report list by

List All Reports

REPORT NAME

Overrides

Team Entry

Team Roster

BACK

EXIT

CONTINUE

9. Once you have finalized your selections on the previous pages and fulfilled every requirement listed, complete your Team Entry on the **Submit** page. This will show you a summary of the outstanding charges for your entry. Click the dropdown arrow (▼) to view details of the charges. Entries are not accepted until payment is complete.

Submit

Make Purchases and Submit the Team Entry.

Requirements to be able to Make Purchases and Submit Entry

- At least one entry contact must be provided **(Requirement Completed)**
- At least one athlete must be on the roster **(Requirement Completed)**
- All athletes on the roster must have a status of 'Events Approved' or 'Relay Only Swimmer' **(Requirement Completed)**
- The number of credentials is allowed according to the meet's deck pass rules **(Requirement Completed)**

Required Purchases

LINE ITEM	LINE ITEM COST	QUANTITY	TOTAL COST	
Cost Per Team	\$0.00	1	\$0.00	
Cost Per Credential	\$20.00	2	\$40.00	▼
Cost Per Individual Athlete	\$0.00	3	\$0.00	^
ITEM DESCRIPTION		ITEM PRICE		
Individual Entry		\$0.00		🗑
Individual Entry		\$0.00		🗑
Individual Entry		\$0.00		🗑
Cost Per Relay Only Swimmer	\$20.00	1	\$20.00	▼
Cost Per Athlete Individual Event Entry	\$20.00	5	\$100.00	▼
Cost Per Relay Event Entry	\$40.00	1	\$40.00	▼

BACK

EXIT

PAY & SUBMIT

- a. Click the red “Pay & Submit” button at the bottom of the page. The next screen lists all the outstanding items needing to be purchased. Please review it for accuracy. Click the red “Check Out” button, and you will be directed to a page where you can enter your credit card information. Finally, click “Pay” to complete the purchase.

Submit

Make Purchases and Submit the Team Entry.

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

 Secure, fast checkout with Link 

Card number	Expiration date	Security code
1234 1234 1234 1234 	MM / YY	CVC 
Country	ZIP code	
United States 	12345	
CANCEL		PAY \$200.00

- b. Click “Download Receipt” to save a copy of your purchase for your records. An entry is not considered submitted until it is paid for.
- c. Once an item has been purchased, you do not have the option to delete that item. For example, a coach cannot be removed once their credential has been paid for. An event cannot be removed if the event has been paid for.
- d. Click “Return” to navigate back to the **Meet Info** page. Click “Exit” or “Save & Exit” to exit OME.

Have any additional questions? Please submit a SWIMS Help Ticket at

<https://swimssupport.usaswimming.org/support/home>

or contact ktrace@usaswimming.org.