

Create Unattached Athlete Entry in OME

1. Log in to your USA Swimming account at <https://hub.usaswimming.org/>.

Login

Please login with your username and password.

Username

Password

LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN

2. Click “Competition” and select “My Athlete Meet Entries”



- This page works by looking at the logged-in user and finding any athlete memberships associated with that user. The logged-in user might be an athlete, or they might be a parent, and the athletes would be their children added in the “My Family” section on the dashboard. This page will show any meets that the athletes are eligible to enter or were already entered into by their team.
- Use the filters on this page to find the meet you are looking for. The meet name is in the second column. If applicable, identify the OME Meet name in the first column that you’d like to enter. The meet organizer should have them labeled clearly. Please contact them if you have any questions about which OME Meet you should use.

My Athlete Meet Entries

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

1 Search Result

OME MEET NAME		MEET NAME		MEET HOST	MEET START - END DATES
2025 Toyota US Open Championships		2025 Toyota US Open Championships		USA Swimming Root	12/03/2025 - 12/06/2025
ATHLETE NAME (AGE AT MEET)	COMPETITION CATEGORY	BIRTH DATE	ATHLETE ENTRY STATUS	TEAM NAME	
[REDACTED] (12)	Male	06/07/2013	Not Entered	Unattached - Alaska Swimming (AK) +	
[REDACTED] (11)	Male	06/18/2014	Not Entered	Unattached - Colorado Swimming (CO) +	
[REDACTED] (11)	Female	04/28/2014	Not Entered	Unattached - Colorado Swimming (CO) +	
[REDACTED] (7)	Male	05/01/2018	Not Entered	Unattached - Colorado Swimming (CO) +	

- To create an athlete entry, click the plus sign button(+) on the right. To delete an entry in progress, click the trash can button (🗑). To edit an entry for an athlete, click the edit button (✎) to the left of the trash can.

3. After clicking the plus sign or the edit button, you will be taken to the Online Meet Entry – Athlete Entry page. By default, you will be on the **Contacts** page, where you will add an entry contact.
 - a. Click the blue “Add Entry Contact” button if one is not already provided. Enter the USA Swimming Member ID and the email of the person who should be contacted with any questions or concerns about your entry. They are not required to attend the competition.
 - b. 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. Click “Save.”

Online Meet Entry - Athlete Entry

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

Athlete Entry Status:
Event Entry Required

* **Contacts**

Entries

✓ **Credentials**

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

Athlete: [REDACTED]

Athlete Birth Date: 06/07/2013

Athlete Entry Status: Event Entry Required

Team Name: Unattached - Alaska Swimming (AK)

OME Meet Name: 2025 Toyota US Open Championships

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

Entry Contacts

Provide at least one Entry Contact.

ADD ENTRY CONTACT

0 Entry Contacts

ENTRY CONTACT NAME	EMAIL
No Entry Contacts	

EXIT

CONTINUE

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

4. Manage your event entries on the **Entries** page. Click “Select Events” or “Select Bonus Events,” if applicable.

Athlete: [REDACTED]

SELECT EVENTS

SELECT BONUS EVENTS

0 Individual Event Entries

EVENT	COMP. CATEGORY	AGE GROUP	SESSION	ENTRY TIME	TIME EVENT	BONUS?	OVERRIDE?
No Individual Event Entries							

BACK

- a. 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

- b. 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 will need to check the box in the “Select” column and click “Save” to add the event to the athlete’s lineup.

Individual Event Entry Override Time

Individual Event: 500 Yard Freestyle - SCY (Male, 18 & Under), Session 2 (Prelim 12/04/2025)

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

Swim Time*	Event*	Swim Date*		
	-- ▾	Month ▾	Day ▾	Year ▾
Meet Name*				
				BACK SAVE

Individual Event Selection

Add or Remove Individual Event Entries.

Event		FILTER	CLEAR FILTER	
			UNSELECT ALL CHECKBOXES	SELECT ALL CHECKBOXES
			BACK	SAVE

13 Search Results

EVENT	COMP. CATEGORY	AGE GROUP	SESSION	ENTRY TIME	TIME EVENT	SELECT
500 FR SCY	Male	18 & Under	2 (Prelim 12/04/2025)	4:00.00 SCY	500 FR SCY	☒ EDIT OVERRIDE TIME

- c.  Delete an event using the trash can button.
- d. If your team is submitting your entry, you can stop here. If not, please click “Continue” to move on to the **Credentials** page.

5. Select a deck pass for any participating staff member on the **Credentials** page. This step is optional. Click the blue “Select Credentials” button. Select the type of credential (Coach, Massage, or Team Support) to be purchased according to the desired user’s membership.
 - a. To search for a staff member, please provide at least one of the following filters: First or Preferred Name, Last Name, Member ID, or Email. 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
SEARCH CLEAR FILTER		

1 Search Result

NAME	ORGANIZATION	MEMBER ID	EMAIL	IS IN GOOD STANDING? (EXPIRATION DATE)	SELECT
				Yes (01/01/3000)	☐

BACK

SAVE

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

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

Submit

Make Purchases and Submit the Athlete Entry.

Requirements to be able to Make Purchases and Submit Entry

- At least one entry contact must be provided (**Requirement Completed**)
- Athlete must have a status of 'Events Approved' or 'Submitted' 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 Credential	\$20.00	1	\$20.00	▼
Cost Per Individual Athlete	\$0.00	1	\$0.00	▼
Cost Per Athlete Individual Event Entry	\$20.00	1	\$20.00	^
ITEM DESCRIPTION		ITEM PRICE		
Individual Event Entry - 500 FR		\$20.00		

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. 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 Athlete 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 \$40.00

- a. Click “Download Receipt” to save a copy of your purchase for your records. An entry is not considered submitted until it is paid for.
- b. Once an item has been purchased, you do not have the option to delete that item. For example, an event cannot be removed if the event has been paid for.
- c. Click “Return” to navigate back to the **Contacts** page. Click “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.