

OME Instructions

6/12/2023

Multiple individuals from a team can access OME and enter athletes into the meet provided they have been assigned Club OME Access as one of their Staff roles. Your Club Administrator can assign that role through the club portal by following these steps:

- Club Admin logs into account.
- Go to Club → My Club
- Select Team Management → Staff → Add Staff
- Search for and add individual who will be accessing OME
- Select Staff Role → Club Non-Coaching Position → Club OME Access
- These steps can be repeated for each individual or coach who will be entering athletes in a meet using OME.

Accessing OME for this meet:

To search for upcoming meets and complete Team Entry:

1. Log in to your USAS account.
2. Click on 'Competition' from the top right navigation options and select 'Meet Details' from the dropdown.

Members	Education	Club	Competition	Reporting	Help
Competition					
Meet Details					
My Meets					
My Time Standards					
Athlete Meet Entry					

3. To search for the meet, select USAS → Central Zone → Ohio Swimming the Host Organization and enter the city where the meet will be held in the *City* field. Click *Search For Meet*.

Meet Search

Host Organization	Meet Name	
USAS		
Course	City	
--	lynchburg	
Country	Meet Start Date Range	
	Month Day Year	
Sort Results By		
Meet Name (A-Z)		
SEARCH FOR MEET	CLEAR FORM	ADD MEET

4. Select the meet by clicking on the appropriate meet name in blue. To complete Team Entry, click the gray 'Team Entry' tab. The following screenshots are from the LC Sectional Meet but are appropriate for any meet.)

← Back to Meet Search

Meet Name: 2023 OH Central Zone LC East Sectional

Meet Dates: 07/13/2023 - 07/16/2023

Meet Packet: [Click Here to View](#)

General

Team Entry

5. Click the blue 'Enter Meet' button.
6. Your Team Entry Status will be "In Progress."

View/Edit Team Entry

← Back to Team Entry Management

Meet Name: 2023 OH Central Zone LC East Sectional

Team Name: Bobcat Swim Club (OH)

Meet Host: Ohio Swimming

Team Entry Status: In Progress

Meet Dates: 07/13/2023 - 07/16/2023

Entry Dates: 06/10/2023 12:00 PM - 07/05/2023 5:00 PM Eastern Standard Time

Entry Change Deadline: 07/05/2023 5:00 PM Eastern Standard Time

Qualifying Date Range: 01/01/2022 - 07/05/2023

Entry Status

Roster Permissions

Roster

Roster Entries

Relay Entries

Coaches

Purchases

Manage Entry

TEAM NAME	TEAM ENTRY STATUS
Bobcat Swim Club (OH)	In Progress

7. **Roster Permissions:** Completing this is optional. It's only necessary to fill out if you want to allow athletes on the roster to enter themselves into individual events (via 'My Athlete Meet Entries' under the website's 'Competition' header). Approval for events for which athletes have entered themselves will be required by the Admin user.

Entry Status

Roster Permissions

Roster

Roster Entries

Relay Entries

Coaches

Purchases

Roster Permissions

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

✓ Yes

Athlete Entry Start Date*

January 01 2023 8:00 AM

Athlete Entry End Date*

March 01 2023 11:59 PM

Time Zone

Eastern Standard Time

SAVE

8. **Roster:** Click *Select Athletes* to select athletes. You can filter for specific athletes by using CTRL F to open a window to enter a name.

Entry Status

Roster Permissions

Roster

Roster Entries

Relay Entries

Coaches

Purchases

Roster

SELECT ATHLETES

The number of athletes allowed on the roster is determined by the max number of athletes if specified by the host.

9. **Roster Entries:** After selecting the athletes who will attend the meet, move to *Roster Entries* and select the edit icon to add their events.

Entry Status

Roster Permissions

Roster

Roster Entries

Relay Entries

Coaches

Purchases

Roster Entries

Only Show Athletes Requiring Event Approval?

No X

8 Athletes

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	
	Male	08/29/2004	18	Event Entry Required	

Add events for the athlete by clicking the appropriate tab in the *Manage Athlete Events* window.

Manage Athlete Events

Athlete:

SELECT EVENTS

SELECT BONUS EVENTS

Times that meet the meet QTs will appear when *Select Events* is chosen. If your athlete's time is not visible, you may click 'Add Override Time' and enter their qualifying time. Please note: after entering the information for the override time and clicking 'Save,' you will be directed back to the Individual Event Selection Page. You will need to click the 'Select' box next to the override time you've entered. Then click 'Save.'

All events for which an athlete has a time within the qualifying window will appear for *Select Bonus Events* and as well as the option for adding override times for any event.

Roster

SELECT ATHLETES

8 Athletes

NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	RELAY ONLY SWIMMER?
	Male	08/29/2004	18	Events Approved	No
	Female	01/22/2006	17	Relay Only Swimmer	Yes

All athletes on the roster must have a status of *Events Approved* or *Relay Only* in order to submit your entries.

10. **Relay Entries:** There are four ways to enter relays under the *Relay Entries* tab - aggregate regular, aggregate override, non-aggregate regular, non-aggregate override. (There were issues with entering relays with non-conforming times earlier this year. I'm not certain if that issue has been fixed at this point. More info to follow.)

Entry Status

Roster Permissions

Roster

Roster Entries

Relay Entries

Coaches

Purchases

Manage Relay Team

Relay Event: 400 Meter Freestyle Relay - LCM (Male, Minors), Session 1 (Final 11/01/2023)

ADD OVERRIDE TIME

Add Relay Via Aggregate?

Yes

Relay Team Name*

A

Team Entry Time: Please select 4 athletes with entry times to calculate the Team Entry Time

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

LEG	NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	ENTRY TIME
1					
2					
3					
4					

SAVE

BACK

11. **Coaches:** Click on *Select Coaches* to request deck passes for those coaches who will be attending. Please note that the number of deck passes may be limited according to any coach pass rules as specified in the meet announcement.

Coaches

SELECT COACHES

0 Coaches

NAME	PHONE NUMBER	EMAIL	IS IN GOOD STANDING?	GOOD STANDING EXPIRATION DATE
No Coaches				

12. Once you have at least one athlete on the roster and all athletes on the roster have a status of *Events Approved* or *Relay Only*, a 'Pay & Submit' button should be available on the Purchases page. Click this button, and you'll be taken to a payment screen listing all of the items you have to purchase. Click 'Check Out' and you'll be directed to a page where you can enter your credit card information. Finally, click 'Pay' to complete the 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 or change that item.
13. A team entry will be completed after a purchase has been completed/submitted. When you hit 'Return' after making a purchase, you will be redirected to the 'Entry Status' pill where you will see that the entry status has changed to 'Submitted.' Please note after completing the team entry process, you will still be able to view the entry as "read only" for reference but changes will no longer be allowed. That is:
- you can't remove a coach if you have paid for their credential.
 - you can't remove an athlete.
 - you can't change an athlete's event(s).
14. **Reports:** A listing of the entries for the meet can be found under your Reporting → My Reports tab. In the *Reporting Category Name Filter* dropdown select *OME Reports*. The *Club OME Team Entry Report* will include an athlete roster as well as their entries.
15. **Updating Entry Times:** If allowed by the meet host, entry times can be updated even after entries have been submitted. For an individual athlete this can be done by clicking on the stopwatch icon by the athlete's name or can be done for everyone on the roster by clicking: found at the bottom of the list.



UPDATE INDIVIDUAL EVENT ENTRY TIMES FOR ENTIRE ROSTER

16. As in the past, additional athletes and/or entries may be submitted through OME up until the entry deadline.