OME Instructions

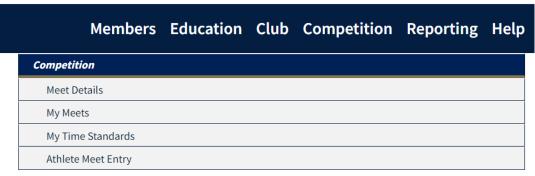
Multiple individuals from a team can access OME and enter athletes into the meet provided they have been assigned Club OME Access as one of their Staff roles. Your Club Administrator can assign that role through the club portal by following these steps:

- 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.

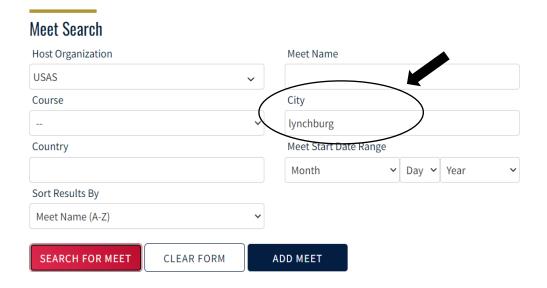
Accessing OME for this meet:

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.



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.



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.)



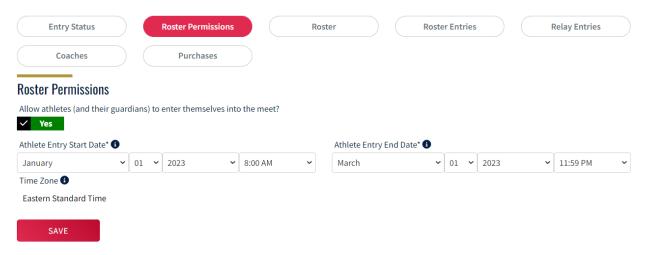
5. Click the blue 'Enter Meet' button.

View/Edit Team Entry

6. Your Team Entry Status will be "In Progress."

← Back to Team Entry Manage	ement		
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 - 07/16/2	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 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.

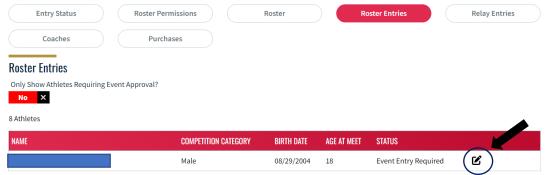


8. **Roster:** Click *Select Athletes* to select athletes. You can filter for specific athletes by using CTRL F to open a window to enter a name.



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.



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

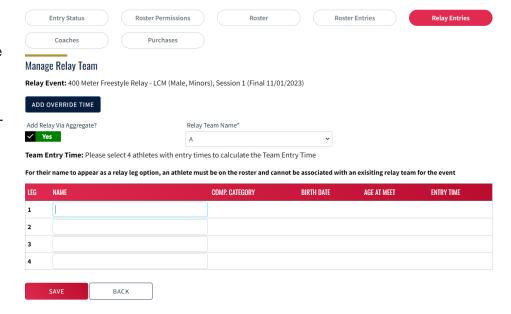
Times that meet the meet QTs will appear when *Select Events* is chosen. If your athlete's time is not visible, you may click 'Add Override Time' and enter their qualifying time. Please note: after entering the information for the override time and clicking 'Save,' you will be directed back to the Individual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

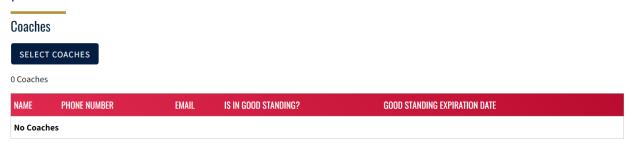


All athletes on the roster must have a status of *Events Approved* or *Relay Only* in order to submit your entries.

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 nonconforming times earlier this year. I'm not certain if that issue has been fixed at this point. More info to follow.)



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.



- 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:
 - a. you can't remove a coach if you have paid for their credential.
 - b. you can't remove an athlete.
 - c. 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.