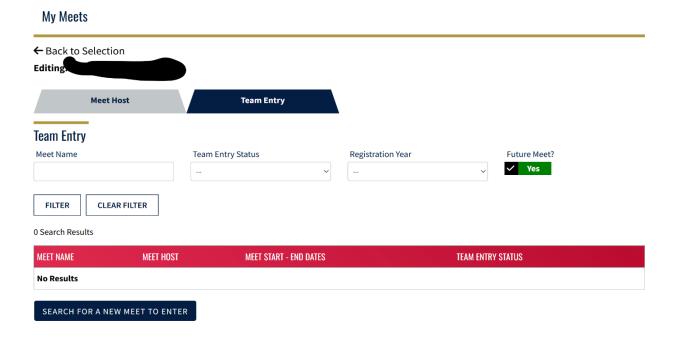
How do I enter my athlete(s) into an OME meet?

- 1) Log into your USA Swimming account.
- 2) Click 'Competition' located in the blue navigation bar at the top of your screen.
- 3) Click 'My Meets' from the dropdown.
- 4) Click on the name of the team or unattached.

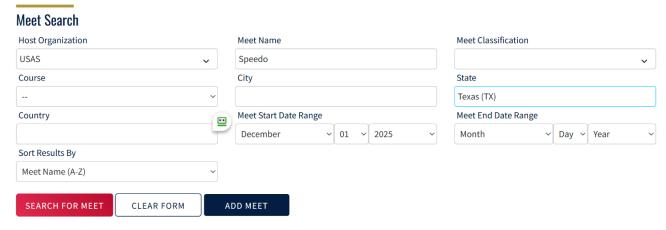
You will be taken here:

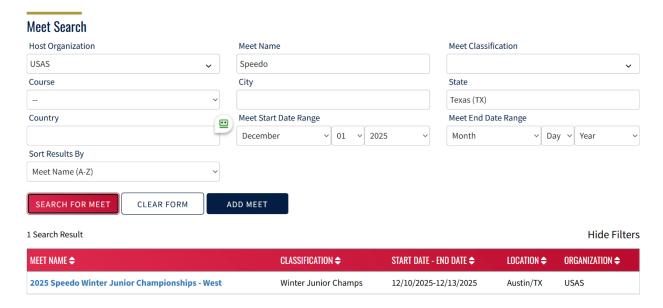


5) Click on Team Entry.

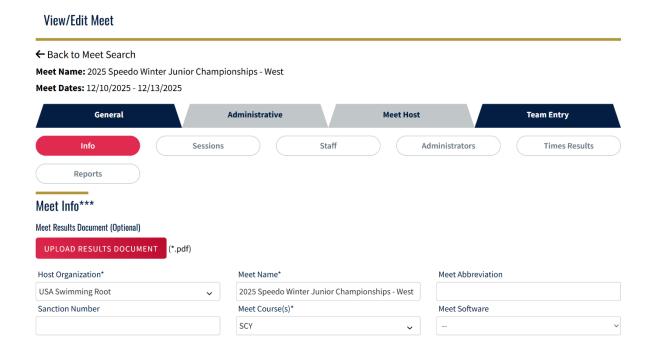
OR

6) Search for a new meet to enter.



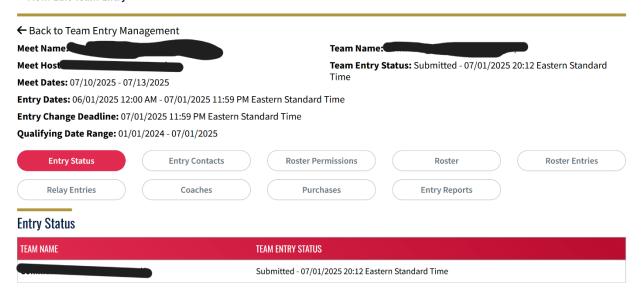


8) Click on the name of the meet.

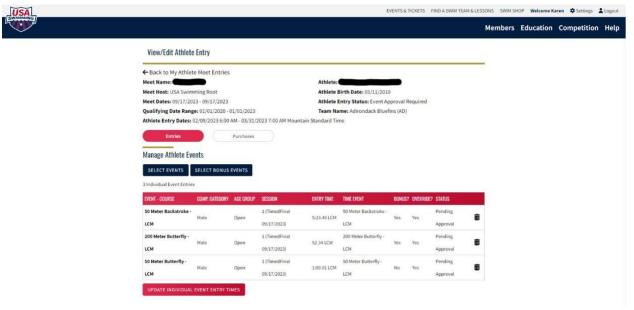


9) Click on Team Entry.

View/Edit Team Entry



- 10) Click on Entry Contacts to add the entry person.
- 11) Click on roster permissions if you want athletes to select their own events. If the club selects this option, the club is allowing athletes to enter events themselves. In this scenario, the athlete can enter individual events. These events will need to be approved by the team's admin. When an athlete has added events, their Entry Status will show as 'Event Approval Required' in the My Athlete Meet Entries table. An athlete attending a meet through their team cannot make purchases.
- 12) Click on roster and add the athletes.
- 13) Click on roster entries to add their events. The club admin will select the events unless the roster permission is selected to allow athletes to enter their own events. Under the 'Purchases' pill Teams will complete any purchases associated with their athletes through the Team Entry process."



14) Click on relays to add any relays.

- 15) Click on coaches to add the coaches attending the meet.
- 16) Click on purchases and check out even if the cost is \$0 to pay later.
- 17) Click on Entry Reports to print entries for posting or billing.