

OME Instructions for EZ LC Super Sectionals

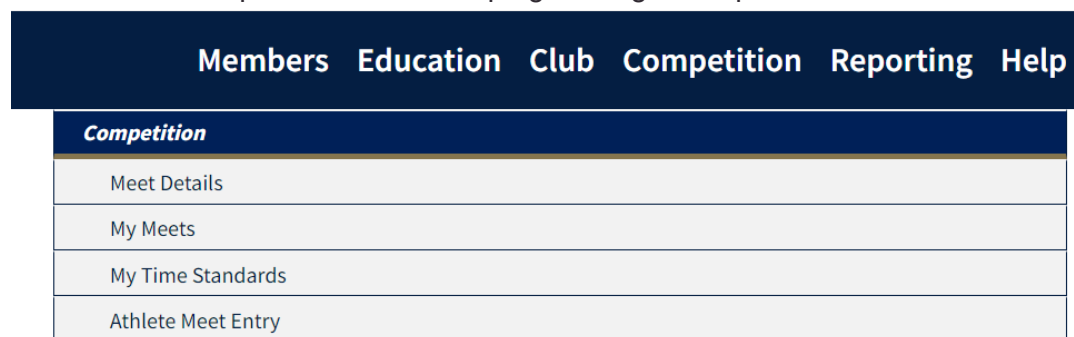
Multiple individuals from a team can access OME and enter athletes into the meet provided they have been assigned Club OME Access as one of their Staff roles. Your Club Administrator can assign that role through the club portal by following these steps:

- 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 as the Host Organization and enter 2023 VA EZ LC Speedo Super Sectional in the *Meet Name* field. Click *Search For Meet*. Select the meet by clicking on the meet name in blue.

Meet Search

Host Organization	Meet Name	Meet Classification
USAS	2023 VA EZ LC Speedo Super Sectional	
Course	City	State
--		
Country	Meet Start Date Range	Meet End Date Range
	Month Day Year	Month Day Year
Sort Results By		
Meet Name (A-Z)		
SEARCH FOR MEET	CLEAR FORM	ADD MEET

1 Search Result

Hide Filters

MEET NAME	CLASSIFICATION	START DATE - END DATE	LOCATION	ORGANIZATION
2023 VA EZ LC Speedo Super Sectional	Sectionals	05/18/2023-05/21/2023	North Chesterfield/VA	Eastern - VA

4. To complete Team Entry, click the gray 'Team Entry' tab.

← Back to Meet Search

Meet Name: 2023 VA EZ LC Speedo Super Sectional

Meet Dates: 05/18/2023 - 05/21/2023



5. Click the blue 'Enter Meet' button.

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

View/Edit Team Entry

← Back to My Meets

Meet Name: 2023 VA Test Sectional Meet

Team Name: Unattached - Virginia Swimming (VA)

Meet Host: Virginia Swimming

Team Entry Status: In Progress

Meet Dates: 04/30/2023 - 05/01/2023

Entry Dates: 04/13/2023 8:00 PM - 04/25/2023 11:59 PM Eastern Standard Time

Entry Change Deadline: 04/28/2023 12:00 PM Eastern Standard Time

Qualifying Date Range: 01/01/1900 - 04/25/2023

Entry Status Roster Permissions Roster Roster Entries Relay Entries
Coaches Purchases

Manage Entry

TEAM NAME	TEAM ENTRY STATUS
Unattached - Virginia Swimming (VA)	In Progress

7. **Roster Permissions:** this is optional to fill out. 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 that athletes have entered themselves into 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 by searching your entire roster or to filter by name.

Entry Status Roster Permissions Roster Roster Entries Relay Entries
Coaches Purchases

Roster

SELECT ATHLETES

The number of athletes on the roster is allowed according to the meet's max number of athletes if the meet host has specified a limit.

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.

Roster Entries

Only Show Athletes Requiring Event Approval?

No

8 Athletes

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE AT MEET	STATUS
[Redacted]	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: [Redacted]

Times that meet the meet QTs will appear when *Select Events* is chosen. If your athlete's time does not show, 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 in the qualifying window will appear for *Select Bonus Events* and as well as the option for adding override times for any event.

Roster

8 Athletes

NAME	COMP. CATEGORY	BIRTH DATE	AGE AT MEET	STATUS	RELAY ONLY SWIMMER?
[Redacted]	Male	08/29/2004	18	Events Approved	No
[Redacted]	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.

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*

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	<input type="text"/>				
2	<input type="text"/>				
3	<input type="text"/>				
4	<input type="text"/>				

11. **Coaches:** The number of coaches is allowed according to the meet's coach pass rule as specified by the meet host. Click on *Select Coaches* to request deck passes for those coaches who will be attending.

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 that item (e.g. you can't remove a coach if you have paid for their credential, can't remove an individual athlete if you have paid for their cost per individual athlete, and can't remove an athlete individual event entry if you have paid for the cost per athlete individual event entry).

13. A team entry will be completed after a purchase has been completed. 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, changes will no longer be allowed. However, you will still be able to view the entry as "read only" for reference. (#12 & 13 have been directly copied from the *OME Team Entry Guide* posted in SWIMS under *Help*. I have not been able to verify the information to see if it is up to date.)