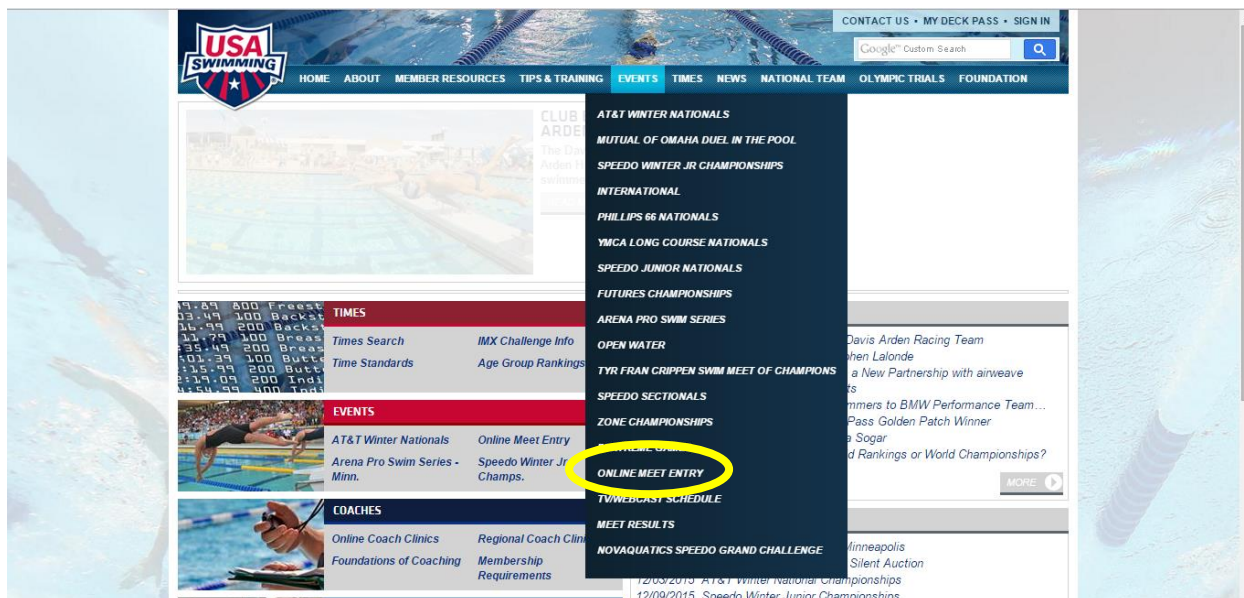
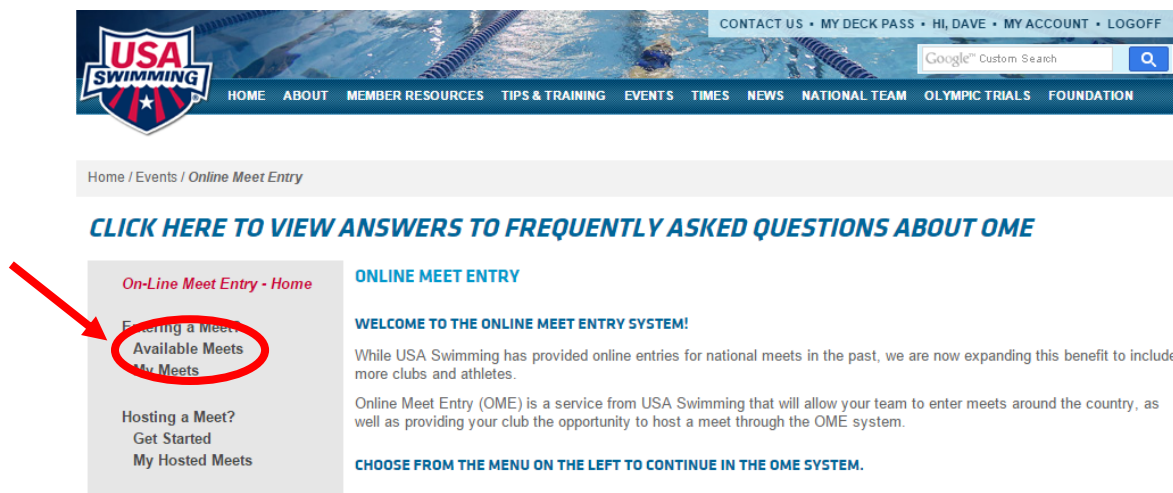


Directions for Online Meet Entry

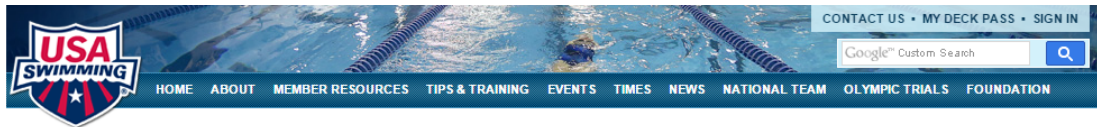
1. Go to www.usaswimming.org
2. Across the top of the page is a menu bar – scroll your mouse over EVENTS to make the drop down menu appear and click on ONLINE MEET ENTRY



3. Click on Available Meets on the left side of the screen (you will eventually be asked to log in)



4. On the right hand side of the screen are two options – USA Swimming or Other – choose other and make sure the drop down box says NCAA Div III (see image below)



Home / Events / Online Meet Entry

[CLICK HERE TO VIEW ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT OME](#)

On-Line Meet Entry - Home

Entering a Meet?
[Available Meets](#)
[My Meets](#)

Hosting a Meet?
[Get Started](#)
[My Hosted Meets](#)

AVAILABLE MEETS

SEARCH MEETS AVAILABLE FOR ENTRY

Organization: USA Swimming Other (Required when 'Other' selected)

2016 JAMES E. LONGNECKER INVITATIONAL

Location: Grove City College, Grove City, PA

Meet Date(s): Wednesday, February 10, 2016 - Saturday, February 13, 2016

Entry Period: Mon, Sep 7, 2015 12:00 AM - Mon, Feb 8, 2016 5:00 PM (UTC - 05:00) Eastern

[Enter Team](#)

5. Underneath James E. Longnecker Invitational is a link for Enter Team (or Edit My Entry if you've already started your entry) – click on this
 - a. If you haven't logged in yet you will have to after you click next on the next page
6. Click Next on the first page or use the links in the menu on the left to navigate through the process
7. The Team Information page is relatively self-explanatory. Make sure you add your email to the Enter Psych Sheet email to add box and click add. You can enter as many email addresses as you would like.
 - a. In order to progress to the next page you must complete the primary contact information.
 - b. You can return to this page at a later time to add additional contact information
 - c. Click Next when done with this section
8. On the team roster page you will need to add your men and women separately – they do not appear on the screen at the same time. There are two tabs in the Registered Members box (that has the roster beneath it) for each gender.
 - a. There is a select all button underneath the roster to make adding your roster more efficient
 - b. This list will include any athlete who may participate in championships, including exhibition athletes
 - c. **DO NOT** include divers unless they are also swimming (there is a glitch in the system that the NCAA is trying to get remedied)
 - d. Click Next when done with this section
9. You will be taken to a menu where you can designate relay only swimmers and divers.
 - i. **You should NOT list any athlete as Relay Only or as a Diver**
 1. There is a glitch in the online entry system that will not recognize divers

2. The only reason you would designate someone as relay only is if they were not going to compete in any individual events
- ii. Click Next when done with this section

10. Step 4 allows you to enter individual events.

- a. Click on **Enter Events** next to the athlete that you would like to submit entries for
- b. A list of all eligible events will display
 - i. Click the check box next to any events that you would like to enter
 - ii. Remember – you may only enter events that have an entry time, no NT entries are accepted. Do not choose “—Override” – you must choose the entry time!
 - iii. If you would like to use an initial split as an entry time you will need to contact Anthony Buhr at ncaa@usaswimming.org to have those times added to the database
- c. Enter all athletes, including exhibition swimmers, in the same manner
- d. **IF YOU ARE RETURNING TO THE OME SYSTEM AND WANT TO UPDATE OR CHANGE YOUR ENTRY:**
 - i. You must remove a person from an event by clicking the blue x first
 - ii. You must re-enter the person in the event to update their time
- e. Click Next when finished with individual entries

11. Step 5 is for entering relay events

- a. Click the **Enter Events** button in the middle of the screen
- b. You will be entering all of your A relays first
 - i. Check the box next to any relay event you would like to enter
 - ii. The entry system will require that you choose the faster of the actual and aggregate entry time
 - iii. Click OK
 - iv. If any of your relays were aggregate the system will ask you to confirm the swimmers used to create the aggregate times. These names can be changed at the meet – these athletes do not have to compete on the relay
- c. Repeat the previous step to enter B relays with the following exceptions:
 - i. If the team time is faster than the aggregate choose Team Override
 1. Write down the aggregate time before clicking OK – the aggregate may be faster than what you can choose on the next page
 2. The aggregate will probably be faster than the Team Override time with the exception of the 200 Medley Relay
 - ii. You will be given the option of choosing a time that was performed for the Time in Database
 1. Choose the fastest time that does not have ** next to it
 2. If the fastest time is slower than the aggregate choose cancel and restart the entry for this event but choose the aggregate time
- d. **IF YOU ARE RETURNING TO THE OME SYSTEM AND WANT TO UPDATE OR CHANGE YOUR ENTRY:**
 - i. You must remove a relay from an event by clicking the blue x first
 - ii. You must re-enter the relay in the event to update their time
- e. **RELAY NAMES WILL NOT APPEAR ON THE PSYCH SHEET**

12. On the final page you may edit entries or Submit Final Entry

- a. DO NOT submit your final entry until you are completely done with it. The system will save your entry at this point for future editing!