



MIDDLE
ATLANTIC
SWIMMING



USA SWIMMING – ON-LINE MEET ENTRY HIGHLIGHTS

Ensure that swimmers times are loaded into the USA Swimming SWIMS database – Particular attention should be given to times achieved at observed and approved meets. Do not wait until immediately before the entry deadline to discover the time has not been loaded. Coaches and swimmers can verify that times are in the database by using the times look up at www.usaswimming.org/times. Contact the host LSC National Times Coordinator of the meet at which the times were achieved to have the missing times loaded.

Only one account per team (Head Coach) can be used for team entries. The USAS ID number of the head coach will be required to begin the entry process.

Read the tutorial comments on each page during the entry process. Most questions will be answered if the instructions are read.

When advancing to through the entry process, each time the “NEXT” link is pressed, the information on that page is saved. This allows the entry to be processed during multiple sessions. Coaches can start an entry, save it as-you-go and OME will retain the progress that has been made on the entry.

Use the links on the left side of the entry page to jump forward or backwards to specific sections of the entry process (i.e. Relay, etc.). Using these links also saves the information on the previous page.

Entries will be accepted beginning Wednesday, June 1, 2011 (9:00 am EDT) and will close on Monday, July 11, 2011 at 11:59 pm EDT. Payment for OME is requested using Visa, MasterCard, American Express or Discover; there is an option to pay by check directly to Middle Atlantic Swimming. If you are paying by check, please send the check to:
Middle Atlantic Swimming 2150 New Castle Ave New Castle, DE 19720

Do NOT bring checks with you to the meet. If you are paying by check, an email must be sent to senior@maswim.org by Monday, July 18 indicating your check number and amount that was sent to the Middle Atlantic office. Your athletes will NOT be permitted to swim without payment.

After you complete your online entry, you will be sent confirmation via e-mail. Bring all communications with you to the meet in case of problems with entries. You can return to your entry to modify entry times should they improve during the entry period. You can also add events to your entry but **you cannot delete events**.

Teams do not have to wait until the entire entry is completed. Teams can enter some athletes, then return at a later date and add more events, relays, or athletes.

An athlete is not entered in the meet until the entries have been finalized/checked out.

When entering “Override Times” (times not currently showing up in the SWIMS database), in the meet name field, give meet name and brief details on where the time was achieved – i.e.: PAHSSTATES– There is room for 25 characters of data. Also enter the date of the meet in the date field. The Meet Director will pre-clear as many (*) times as possible.

Relays: When entering more than one relay per event (A and B), OME selects the fastest time in the database for the A relay and the fastest remaining time in the database for the B relay. If one of the athletes on the B relay (that OME selected) was also an athlete on the A relay, OME will signify that time with a (**). That time is not eligible for entry for the “B” relay. Select another listed time for the “B” relay or enter an aggregate time. As an alternative to using the OME best relay time, select Team (from the dropdown), then enter an override time for the relay.

Hy-Tek Team Manager can be used as a tool to assist in the OME process.

1. First load the “Meet Events File”.
2. In the Meet Maintenance panel, set the minimum age for open events as desired.
3. Click on the “Enforce Qualifying Times”.
4. Set the “Use Times Since” date to the beginning of the qualifying period for the meet.
5. Create a “Meet Eligibility” report. REPORTS/PERFORMANCE/MEET ELIGIBILITY. Select “Only Eligible Swimmers”. This report shows all eligible swimmers for the meet.
6. Highlight events to be entered for each swimmer.
7. Proceed with On-Line Meet Entry