Using USA Swimming's OME (Online Meet Entry) for
North Carolina Swimming (NCS) Championship Meet Entry

OME is a service provided by USA Swimming that North Carolina Swimming uses for entries into its Championship meets. OME is the ONLY method you can use to enter NCS Champs meets. Sectional, Grand Prix, and national level meets also use OME. OME is linked to the SWIMS database so that you can enter your swimmers with actual times your swimmers have achieved otherwise known as **provable times**. OME also allows you to enter a time that is not in SWIMS—an **override time**—but you will need to prove that your overrides are valid times before your swimmers will be seeded into the event. (See "Proving Overrides")

BEFORE YOU GET STARTED:
- Make sure your USA Swimming registration is completely up to date. The program will not allow you to make OME entries for your team if your membership and safety certifications are not current.
- Get access to the Meet Announcement (MA) for the meet you want to enter. You can find the MA on the www.NCSwim.org under the MEETS tab. The MA will give you critical information on daily and meet event entry limits, deadlines, fees, special entry instructions for certain events, and other information you need to correctly enter your swimmers.
- The Team Manager Events file is usually posted on the website adjacent to the MA if you want to download it and use it for organizing your entries and team billing. But remember that you will still have to enter online through OME. Emailed entry files are not accepted for NCS Championship meets.
- For NCS Championships, OME opens about 4 weeks before the meet. OME closes the Monday of the meet week. Make sure you are aware of all deadlines to avoid entry penalties and fines. These dates will be detailed in the MAs.

MAKING ENTRIES IN OME:
1. Log into USA Swimming.org. Create an account if you don't have one and link it to your USA Swimming registration number. Only USA Swimming members registered as coaches with a team can make OME entries for that team.
2. Go to Events/Online Meet Entry.
3. Search for the meet you want to enter. Be sure to select the correct meet—NCS AG or Senior, Long Course or Short Course or Open Water. After you select a meet, it should show up in your My Meets list.
4. OME will step you through the entry process. Click Next to move between the steps. You don't have to finish everything in one session but be sure to click "Next" to save your work-in-progress on each step. You can come back to work on any portion of your entry at any time before the entry deadline when OME closes.
5. On TEAM INFORMATION: fill in the appropriate contact information. Make sure emails are correct as these will be the addresses that are used for OME communications including entry confirmation and exported to the meet host for other email updates. List ALL the coaches on your team who need to receive these emails.

6. On ROSTER: OME will show you a list of all swimmers currently registered with your team, not just the ones qualified for the meet. You need to select the swimmers you want to enter, including Relay Only Swimmers. You can add unattached/unregistered swimmers to your roster by clicking the button above your roster. Keep in mind that any unregistered swimmers must become registered before the Monday 6:00PM deadline to be eligible to enter the meet. Their entries will be treated as overrides until they are registered. Contact the NCS Registrar at registration@ncswim.org to handle the registration process. Also, unattached swimmers are not eligible to swim on relays until the NCS Registrar clears their transfer to your team. (If the effective date is after the Monday deadline, list the swimmer on your roster as UN then show the clearance email to the Meet Director to have the swimmer's team affiliation changed as of the effective date. Affiliation can change during a meet.) Once you've built your roster, confirm it then indicate which athletes are Relay Only swimmers by checking that box by their names. You can go back and add swimmers to your roster and change their status and entry times as necessary until the Monday deadline.

7. Next you will enter INDIVIDUAL EVENTS for your qualifiers:

   a. Click on Enter Events by each swimmer's name. Select each qualifying swimmer's individual events keeping in mind any daily or meet event limits. You must actively CHECK the box next to the event you want to enter. The SWIMS database will automatically show you the swimmer's fastest time for each event for which he qualifies. Some meets require you to use this time but you may enter NCS Champs meets with ANY provable time from the times drop down list. If a time doesn't show up for an event, that means there isn't a time in SWIMS that meets the entry criteria.

   b. You may choose to enter a swimmer with an override time. If so, check the event and select "Override" from the times drop down list. A screen to enter the override time will pop up next. Be sure to select Override again, pick the correct event and course (SCY or LCM), then enter the time you want to use. This entry will show up in the swimmer's entry list with an asterisk indicating that it must be proved to be seeded. See below for situations when an override is the right choice and also guidance on proving the overrides you use.

   c. For our Senior Championship meets with bonus events, OME will show you bonus entry times in the adjacent column. You can select your swimmer's bonus events there in the same way. We do not require provable times for bonus events. You can enter with 59:59.59 SYR/LCM override if your swimmer doesn't have a provable time. This override will be accepted without any additional proof from you.

   d. If you make a mistake, you can X out an incorrect or unwanted entry for a swimmer then go back to Enter Events to reenter an event correctly or enter other events.

   e. For DISTANCE FREE EVENTS, swimmers qualifying in the 1650/1500 automatically qualify for the 1000/800 and vice versa even if they don't have a qualifying time in the second event. Instead of using an override time to enter the second event, use the special events have been set up in OME for these entries. For example, in the SC Champs meets, 1650Y qualifiers who want to swim the 1000Y but don't have a provable qualifying time should enter event **901/902 ENTER 1000 W/ 1650/1500 QT** qualifying

time. 1000Y qualifiers should enter event **651/652 ENTER 1650 W/ 1000/800 QT** if they want to swim the 1650 but don't have a qualifying time. The LC Champs meets have similar events: **501/502 ENTER 1500 W/ 800/1000 QT** and **801/802 ENTER 800 W/ 1500/1650 QT**.

8. RELAY EVENT entries are next. OME will show you the relays by gender. If your team has logged a relay time for the age group/relay event, it should show up in the entry time drop down box. You may use that time or you can enter a team override time or build an estimated team time or **aggregate time** based on the swimmers who will make up the relay at the meet. Unlike individual event overrides, NCS does not require you to use provable times for relay entries. The OME official will automatically clear any relay overrides and your teams will be seeded according to the entry time you provide. Nothing further is required from you. The important thing is to make sure you enter the right number of relay teams for each event and then confirm that any swimmers you may want to swim on a relay at the meet—that means ALL RELAY ONLY swimmers—are included on your roster. Using a swimmer in an aggregate time override does NOT automatically add them to your roster for the meet. You must do that separately. You will be asked to provide relay cards for each relay at the meet (relay cards don't transfer over from OME) and may choose from all the eligible swimmers who are included ON YOUR ROSTER.

9. SUMMARY and CHECK OUT are the last steps. The last screen shows you a summary of your entries by swimmer.
   a. At any point during the entry process, you can print out a copy of your entries—even entries in progress—by selecting "Print Receipt" from the left hand column. This will generate a PDF of your roster and entries that you can print out for proofing.
   b. You can also save the PDF to your computer and email it to other coaches, swimmers, or parents for proofing. Or you can post it on your team website.
   c. You can also export an OME entry file to Team Manager for proofing and billing.
   d. You are not required to check out until the entry deadline. You can make changes to your entries until you check out. If you do check out early, you can still add swimmers or events or update entry times in OME. Just log back in, select the meet from My Meets, and make the changes. Changes that cannot be made in OME must be emailed to OME@NCswim.org before the Monday 6:00PM deadline to be considered on time.

10. PROOF OF OME ENTRIES: When you do check out by Monday 6:00PM, print your receipt (see left hand column on OME) which will list your swimmer roster and their events as entered in OME. This is the only document that will be accepted as proof of your on time entries and of any administrative errors made during the conversion of OME entries. Team Manager reports will not be accepted as proof.

11. CONFIRMING YOUR ENTRIES: Since the meet is only days after the Monday entry deadline, it's wise to double check your entries well before that. On Monday evening, you will receive an email with your entry summary that shows you the entries that transferred from OME to the Meet Manager file that will be used to run the meet. Compare it to your OME receipt to make sure everything downloaded correctly. Email discrepancies to OME@NCswim.org by Tuesday 6:00PM. If you have entry time updates or event swaps for currently entered swimmers at this point, you must email them to OME@NCswim.org by 6:00PM Tuesday. Any entry times that are

asterisked still require proof. Work with the OME official to prove those times by Tuesday 6:00PM in order for your swimmer to be seeded into that event.

12. ENTRY ADDS AFTER MONDAY: Any new swimmers added to the meet or any new events added for a swimmer after Monday at 6:00PM are subject to late entry fees (double) and administrative late fees ($50 per team). These changes can be emailed to OME@NCswim.org before Tuesday at 6:00PM.

13. POINT OF NO RETURN: After Tuesday 6:00PM, the entry process closes and the meet will be seeded. Any changes at that point may not be accommodated and will only be considered at the discretion of the OME official, the Meet Referee, and the Senior or Age Group Chair. If you have overrides that have not been proven by this time, these entries will not be seeded and will only be considered for empty lanes providing you can prove the times by the beginning of warm ups on Thursday. If you can't prove the times, the swimmer will not be permitted to swim in the disputed events.

14. PAYMENT: For NCS Champs meets, we do not accept credit card payments through OME. Host teams usually prefer check payments to avoid credit card surcharges but you can contact the host team to see if they will accept your credit card payment directly. Use the Meet Entry Summary Form in the MA to determine exactly what you owe the host team and for your billing purposes. OME doesn't accommodate the fee structure we set for our Champs meets so the price you see on the OME checkout receipt will not be accurate if you have relay only swimmers. You are responsible for full payment as calculated on the Meet Entry Summary Form which trumps any fees calculated in OME.

USING OVERRIDES: Even though an override time must be proven, sometimes using one is worth the trouble. Here are some examples of using overrides for NCS Championship meets.

- NCS will accept provable splits as entry times, e.g., a 1000 split from a 1650 for entry into the 1000 event or to qualify for the 800, as long as the split is deemed legitimate and is published in a Meet Manager results report. To expedite proof of split times, be sure to reference the meet and event where the split was swum when you enter the override. An example might be: 1000 split of 1650 at Qualifier Meet on 2/14/14.

- Relay entries frequently require overrides, especially if you choose to build a relay team with legs by specific swimmers to estimate a relay time based on the swimmers who will actually compete at the meet. These will be automatically cleared without proof from you.

PROVING OVERRIDES:

- Just because a time is in your Team Manager file doesn't necessarily mean it is provable. You may have imported results from a meet that was not sanctioned, approved, or observed such as an intrasquad or college dual meet. These times are not acceptable for entry into NCS Championship meets.

- Another possibility is that the time was from the meet that was sanctioned but was never submitted to NCS or the appropriate LSC for inclusion in SWIMS. In order to prove these times, you must get the meet host to submit the results for SWIMS, provide a link to a site where the Meet Manager results are posted, or send a scan/picture of the Meet Manager results report

showing the sanction number and the swimmer's results. Team Manager reports are not acceptable as proof.

- Be sure the override time occurred within the qualifying period for the meet. Even if it is legitimate, it had to be achieved during the right period of time. For SC Championships, that period is from September 1 a year and a half before the meet through the Sunday before the meet. For LC Championships, the period is January 1 of the year before the meet through the Sunday before the meet. Times achieved outside these qualifying periods won't be displayed in OME and can't be used for entries. The only exception to this may be new qualifiers or new qualifying entries achieved in the NCSIAA meet if it is held on the Monday of the meet week. See the MA for details on this exception.

- The OME official will work with you to prove your overrides (hopefully well before the entry deadline) but the ultimate responsibility for doing so before the Tuesday 6:00PM deadline rests with you. The OME official won't see your override until you check out. So if you have a questionable override or several overrides or just want to be proactive, contact OME@NCswim.org and get the process started early, even before checkout.

Don't hesitate to contact OME@NCswim.org if you have questions or issues with the OME process or your team's entries.