



INSTRUCTIONS FOR ONLINE MEET ENTRY (OME)

Two ways to access the OME system

1. Links on the JETS website under the SWIM MEETS menu and on the meet schedule
2. Via a link in an email that will be sent to you each time a meet opens for entry

Using the OME system to enter meets

1. Access the OME system via one of the methods listed above
2. Login to your account, or create an account if it is your first time
3. Select the meet you wish to enter from the list of available meets. If you linked via an email you received when a specific meet opened for entry, you will be automatically directed to that meet.

NOTE: All meets will not open up at the same time. Meets will open as early as possible to maximize the amount of time families have to enter and make changes; however, this sometimes depends on when the host team makes the event list available via the meet packet or events file for the coach.

4. Pay attention to the **entry deadline**. After this deadline, the meet will no longer be open for entry and will disappear from the list of available meets. Any requests after this deadline need to be directed to the head coach.

Upcoming meets

Champaign Illinois Open - 6/11
June 24 to 26, 2011
Entry deadline: May 23, 2011
University of Illinois ARC, Champaign, IL
Champaign, IL 61891

TOPS Y Dual - 6/11
June 5, 2011
Entry deadline: May 29, 2011
West Cook YMCA, Oak Park, IL
255 S. Marion St
Oak Park, IL 60302

St. Charles Summer Time Trial - 7/11
July 16 to 17, 2011
Entry deadline: June 15, 2011
St Charles East High School, St Charles, IL
1050 Dunham Road
St Charles, IL 60174

This is the date at which the team will stop accepting entries for this meet, and it will no longer appear on this list.

Click this button for the meet you wish to enter.

5. Upon your first login, you will be directed to enter some basic information about yourself and to start adding swimmers from your family. If you have already logged in and added your athletes, you can select them from the drop down list.

Meet entry form

Your information

* First name

* Last name

* Date of birth

Email address

* Relationship You are the parent or legal guardian of the swimmer.
 You are the swimmer.

Swimmer information

Swimmer

* First name

* Last name

* Date of birth

[Look up by ID](#)

Clicking this link will ask you to identify your athlete by USA Swimming ID instead of by name & birth date.

Entry selections

Swimmer surcharge: \$5.00 | Individual event fees: \$3.00 to \$7.00

Continue ▶

Enter parent's name, birth date & relationship status

Enter athlete's legal first name, last name & birth date, then click CONTINUE

6. After adding your athlete and clicking the 'Continue' button, you will be asked to declare what sessions your athlete will be attending for this meet.

NOTE: If you choose to log back in at a later time to make changes, understand that your changes will completely override your previous entry.

* Will the swimmer be attending this meet? Yes No

Select 'No' if you previously entered your athlete into this meet but now wish to pull them out of it.

Entry selections

Swimmer surcharge: \$5.00 | Individual event fees: \$3.00 to \$7.00

* Select sessions **Saturday, October 8, 2011 | 8:00 AM**

Entry fees are listed above.

Select the checkbox for each session you wish your athlete to be entered. The only sessions that will be shown will be those that offer events that your athlete is eligible for.

Click on the 'Eligible events' link under each session to see what events are offered for that session that your athlete is eligible for.

Each athlete is only allowed to swim ONE SESSION PER DAY. If your athlete is eligible for more than one session in a given day, you will have to choose which session has the more appropriate age group.

Session 1 | [Eligible events](#)

Event 1: Women's 25 free | Ages 8 and under | \$3.00
Event 3A: Women's 100 free | Ages 8 and under | \$3.00
Event 7A: Women's 50 fly | Ages 8 and under | \$3.00
Event 11A: Women's 200 medley | Ages 8 and under | \$3.00
Event 15A: Women's 50 back | Ages 8 and under | \$3.00
Event 19: Women's 25 breast | Ages 8 and under | \$3.00
Event 21A: Women's 100 breast | Ages 8 and under | \$3.00

Saturday, October 8, 2011 | 1:10 PM

Session 2 | [Eligible events](#)

Sunday, October 9, 2011 | 8:00 AM

Session 3 | [Eligible events](#)

Sunday, October 9, 2011 | 1:10 PM

Session 4 | [Eligible events](#)

Continue ▶

7. After you choose the sessions you want to enter, click on 'Continue' to view your shopping cart.


NOTE: This will not truly be an 'estimated total' as it will only show the swimmer surcharge, which will include the Illinois Swimming surcharge fee and/or a flat fee to cover relay entries. Entry fees per event will be listed in the meet packet as well as on a number of pages throughout the OME process, and each athlete will be entered in roughly 2-4 events per day. You can use that information to roughly estimate what your total will be.

Your cart

Test Invitational Meet - [Edit](#) | [Delete](#)
Swimmer: Lisa Simpson

Items	Total
Test Invitational Meet swimmer surcharge	\$5.00
Session 1 - Saturday, October 8, 2011 8:00 AM	\$0.00

This 'estimated total' will ONLY show the swimmer surcharge fee. Once the coach does entries, you will receive an email confirmation with your FINAL TOTAL.	Subtotal: \$5.00
	Estimated total: \$5.00

 This is an estimate, and may change based on adjustments made by the team.

Either add another swimmer or proceed with checkout.

Add a swimmer

Check out ▶

8. From here, you can add another swimmer or click 'Check out' to start entering your credit card information.
9. During check out, you will enter your billing information and credit card number. Upon your first login, at this point you will also be required to select a password for your account. **You must then click the 'Complete purchase' button. If you do not complete your purchase on this page, your entries will not be received.** You will be shown a confirmation screen that your entries have been received, and will also receive a confirmation email.

NOTE: Your credit card will not be billed at time of check out. Your information will be stored on file with active.com and once the coach has finalized entries you will receive an email showing those entries along with the final total. **If you see any mistakes when you receive this final confirmation email, contact the head coach immediately.** In every possible situation, this final email will be sent out at least 1-2 days before entries and payment are submitted to the host team. Therefore, if you contact the coach soon enough after spotting a mistake, sometimes we can make the correction before entries are sent to the host. Once entries and payment are submitted to the host team, **there are no refunds.**

Please do not hesitate to contact the head coach with any questions or problems you experience throughout any stage of the process.