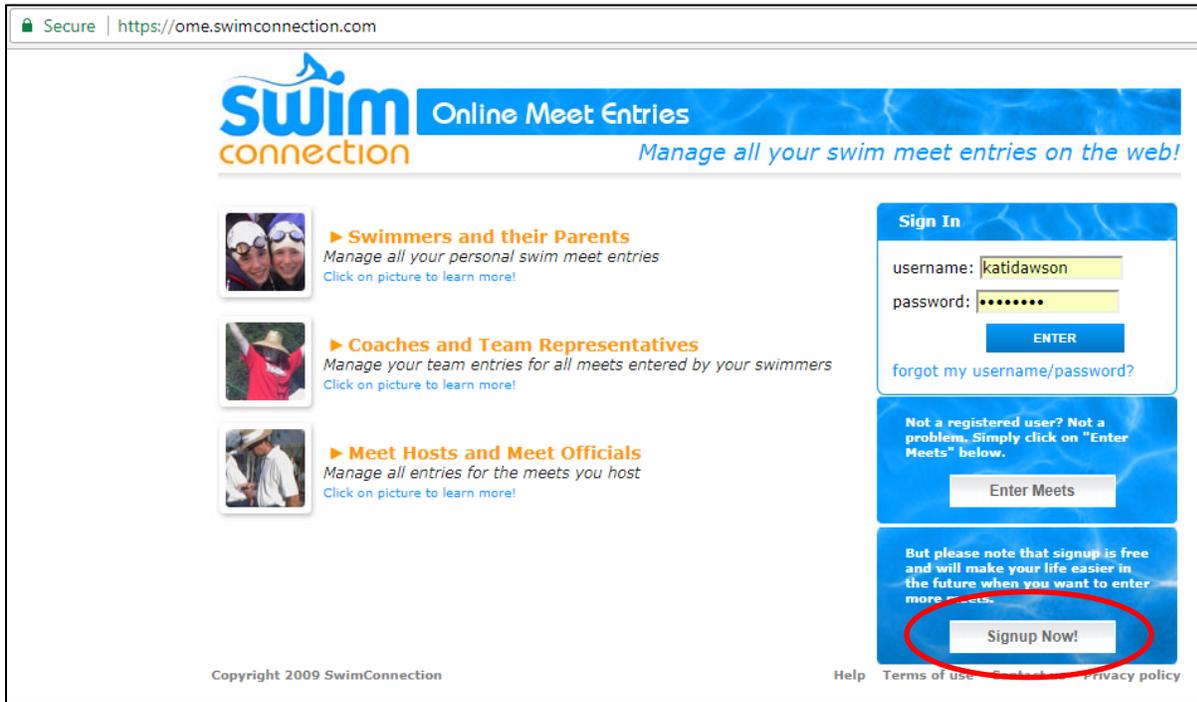


How to Enter a Meet

- Go to the following website:
ome.swimconnection.com



- Press the Signup Now! Button (circled above)

The screenshot shows the user registration form on the Swim Connection website. The browser address bar shows "https://ome.swimconnection.com/users/new". The page has a navigation bar with "Enter Meets", "Registration", and "Help" tabs. The form is divided into several sections: "Identification" with fields for "Username", "Password", and "Confirm Password"; "Personal Information" with fields for "First Name", "Last Name", and "Email"; "Convenience" with a "Show Meets For" dropdown menu (set to "All Swimming Associations") and a "Notify me when new meets are posted" dropdown menu (set to "<Yes/No>"); and "Privileges" with a paragraph of text and two bullet points. At the bottom of the form, there are "Save" and "Cancel" buttons. The footer contains "©2009 SwimConnection" and links for "FAQ", "Terms of use", "Contact us", and "Privacy policy".

- Fill in the Account ID and Personal Information

- Under Convenience, please choose:
 - **Show Meets For** All Swimming Associations
 - **Notify me when new meets are posted** Your choice, but you can always delete the e-mail (I would choose **Yes**)
- Click **Save**
- Get back to the Entries page (shown below).

Swim online connection meet entries

Enter Meets My Swimmers My Meets My Account Help

Meets Standards

My Swimmers Meet Entries 0 swimmers - 0 meets

Display by Meet Swimmer Group <select group>

Please use the "Group" selection box above to select the group of swimmers you want to see meet entries for. Note that you can define groups of swimmers for your team under the "My Swimmers" tab.

Upcoming Meets 19 meets shown

Swimming Association All Swimming Associations Month All

Date	Status	Meet	Course	Association	Host	Location	Closes
01/19/2018 - 01/19	Closed	PLS January Mini-Meet	SCY	Pacific Swimming	Pleasanton Seahawks	DBAC	01/17/2018 11:59 PM
01/20/2018 - 01/21	Closed	Zone 1 North Short Course S...	SCY	Pacific Swimming	Zone 1 North	College of San Mateo	01/10/2018 11:59 PM
01/20/2018 - 01/21	Closed	Rocklin Mavericks Ice Breaker	SCY	Sierra Nevada Swimming	Rocklin Mavericks	Whitney High School	01/11/2018 11:59 PM
01/26/2018 - 01/28	Closed	Vallejo Aquatic Club SC C/B/A+	SCY	Pacific Swimming	Vallejo Aquatic Club	Cunningham Pool	01/15/2018 11:59 PM
01/27/2018 - 01/28	Closed	Zone 2 Championship Meet	SCY	Pacific Swimming	Zone 2	Soda Aquatic Center	01/17/2018 11:59 PM
01/27/2018 - 01/28	Closed	SCSC SCY Senior Open Meet	SCY	Pacific Swimming	Santa Clara Swim Club	George Haines International...	01/17/2018 11:59 PM
01/27/2018 - 01/28	Closed	QSS Pacific Swimming Short ...	SCY	Pacific Swimming	Quicksilver Swimming	Morgan Hill Aquatics Center	01/17/2018 11:59 PM
01/27/2018 - 01/28	Open	STAS Bud Meyer Memorial Mee...	SCY	Sierra Nevada Swimming	Spare Time Aquatics	Rio del Oro Racquet Club	01/18/2018 11:59 PM
02/03/2018 - 02/03	Open	10 & Under Short Course Cha...	SCY	Pacific Swimming	SUNN Swimming (Sunnyvale Sw...	Sunnyvale Swim Complex (@ F...	01/24/2018 11:59 PM
02/09/2018 - 02/11	Open	DDST Mardi Gras Mania Meet	SCY	Pacific Swimming	Douglas Dolphins Swim Team	Carson Valley Swim Center	01/31/2018 11:59 PM
02/09/2018 - 02/11	Open	2018 Last Chance Qualifier	SCY	Sierra Nevada Swimming	Solano Aquatic Sea Otters	Solano Community College	02/01/2018 11:59 PM
02/09/2018 - 02/11	Open	2018 FRAC AGO Invitational	SCY	Sierra Nevada Swimming	Feather River Aquatic Club	Gauche Aquatic Center	02/01/2018 11:59 PM
02/10/2018 - 02/11	Open	LAC Zone 2 C/B/BB+	SCY	Pacific Swimming	Livermore Aquacowboys	Robert Livermore Community ...	01/27/2018 11:59 PM
02/10/2018 - 02/11	Open	RAM Stockton Swim Club C/R/...	SCY	Pacific Swimming	Stockton Swim Club	St. Mary's High School	01/31/2018 11:59 PM
02/10/2018 - 02/11	Closed	GGST Short Course C/B/A+	SCY	Pacific Swimming	Gilroy Gators	Gilroy, CA	01/31/2018 11:59 PM
02/17/2018 - 02/19	Open	ACSC Senior II Trials & Fin...	SCY	Pacific Swimming	Aptos Cabrillo Swim Club	UC Santa Cruz Pool, East Fi...	02/07/2018 11:59 PM
02/23/2018 - 02/23	Open	DACA February Short Course...	SCY	Pacific Swimming	De Anza Cupertino Aquatics	Saratoga High School	02/21/2018 11:59 PM
02/24/2018 - 02/25	Open	NVST Short Course PC-C/B/A+	SCY	Pacific Swimming	Napa Valley Swim Team	Napa Valley College	02/14/2018 11:59 PM
03/03/2018 - 03/04	Open	PLS Short Course Senior Ope...	SCY	Pacific Swimming	Pleasanton Seahawks	Delores Bengston Aquatic c...	02/21/2018 11:59 PM

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- Look for the meet you wish to sign up for
- For this example, look at DDST Mardi Gras Mania Meet
 - The far left column shows the dates of the meet – 02/09/18-02/11
 - The Status tells if the meet is still **Open** for entries or **Closed** to entries
 - A meet can close because it is beyond the entry date or the meet has reached it's entry cap (maximum number of swimmers for that meet or session)
 - Course tells if it is SCY, SCM, or LCM
 - SCY – Short Course Yards – 25 yard pool (like Alf's)
 - SCM – Short Course Meters – 25 meter pool (we don't do these meets)
 - LCM – Long Course Meters – 50 meter pool (Olympic pool length)
 - Association or LSC – we are part of Sierra Nevada, however, we do attend a lot of Pacific Swimming meets.
- Location – tells where the meet is to be held
- Closes – the date the meet will close to entries, unless it meets its capacity of swimmers

- Click on the meet you wish to enter (as shown below)

02/09/2018 - 02/11 Open [DDST Mardi Gras Mania Meet](#) SCY Pacific Swimming Douglas Dolphins Swim Team Carson Valley Swim Center 01/31/2018 11:59 PM

Meet Screen:

The screenshot shows the 'Meet Entries' page for the 'DDST Mardi Gras Mania Meet'. At the top right, it says 'katidawson | [Help](#) | [Contact Us](#) | [Sign Out](#)'. The page has a navigation bar with 'Enter Meets', 'My Swimmers', 'My Meets', 'My Account', and 'Help'. Below this is a sub-navigation bar with 'Meets' and 'Standards'. The main content area shows the meet details: 'DDST Mardi Gras Mania Meet [Meet Sheet](#)', 'Fri, Feb 09 - Sun, Feb 11 2018 • Carson Valley Swim Center', 'Hosted by: Douglas Dolphins Swim Team', and 'Meet Director: Wendy Yturbe (yturbe@mac.com) (775)901-6317'. There is a prominent orange button labeled 'online meet entry >>'. Below this is a 'Sessions' table with five rows of session information.

Open	Friday Afternoon Session 5:00	Warm Up 3:45 - 4:45PM. Session starts at 5:00PM
Open	Saturday Morning 13 & Over Session	Warm up 7:45AM - 8:45AM. Session starts at 9:00AM
Open	Saturday PM 12 and Under Session	Warm ups will not begin before 10:45PM
Open	Sunday AM 13 and Over Session	Warm up 7:45AM - 8:45AM. Session starts at 9:00AM
Open	Sunday PM 12 and Under Session	Warm ups will not begin before 10:45PM

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1. Click on **Meet Sheet** (above) – very important ... it tells you a lot about the meet (will go over later)
2. Notice the various sessions and times.
3. Click on **online meet entry** button

The screenshot shows the 'Entries Summary' page for the 'DDST Mardi Gras Mania Meet'. At the top right, it says 'katidawson | [Help](#) | [Contact Us](#) | [Sign Out](#)'. The page has a navigation bar with 'Enter Meets', 'My Swimmers', 'My Meets', 'My Account', and 'Help'. Below this is a sub-navigation bar with 'Meets' and 'Standards'. The main content area shows the 'Entries Summary' for the meet. There is a section titled 'Ready for Payment' with a table with columns: 'Registration Id', 'Name', 'Team', 'Age', and 'Gender'. Below this table, it says 'You have not entered any swimmer for that meet yet.' There is another section titled 'Enter Swimmers to the Meet' with a dropdown menu for 'Group' and a table with columns: 'Registration Id', 'Name', 'Team', 'Age', 'Gender', and 'Group'. Below this table, it says 'Please select a group to show the swimmers associated with that group.' There are buttons for 'Enter Swimmer' and 'Guide me on how to enter a swimmer to this meet'.

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1. Click on **Enter Swimmer** (lower left hand corner)
2. Choose **Registration Number**

The screenshot shows the 'Enter Swimmer' form. At the top right, it says '0 swimmers'. There is a dropdown menu for 'Group' with '<select group>' selected. Below this is a table with columns: 'Registration Id', 'Name', 'Team', 'Age', 'Gender', and 'Group'. Below the table, it says 'Please select a group to show the swimmers associated with that group.' There are buttons for 'Enter Swimmer' and 'Guide me on how to enter a swimmer to this meet'. Below this is a section for identifying the swimmer to register by, with radio buttons for 'Name', 'Registration Number', and 'Entries File (SDIF format)'. The 'Registration Number' option is selected. Below this is a dropdown menu for 'Swimming Association' with 'Sierra Nevada Swimming' selected, and a text input field for 'Registration No' with an 'Enter' button. Below this, it says 'You may also identify the swimmer in the following ways: [By Name and Birthdate](#) [Enter all info manually](#)'.

3. Swimming Association: **Sierra Nevada Swimming**

4. Registration No: mmddyFFMLLLL
 - a. mm – 2 number birthday month
 - b. dd – 2 number birthday day
 - c. yy – 2 number birthday year
 - d. FFF – First 3 letters of first name
 - e. M – Middle Initial or * if your swimmer doesn't have a middle name
 - f. LLLL – First 4 letters of last name

This is your USA Swimming ID that you will use to enter all meets!

5. Click **Enter**
6. If it finds your swimmer, you will get an entry screen similar to the one below. It will be different for different ages. (If it doesn't find your swimmer, please skip to #9)

The screenshot shows the 'Swim Connection meet entries' interface. At the top, there are navigation tabs: 'Enter Meets', 'My Swimmers', 'My Meets', 'My Account', and 'Help'. Below these, there are links for 'Meets > DDST Mardi Gras Mania Meet > Entries Summary > Event Entries'. A user ID '091303ERIADAWS DAWSON, ERIN A F 14 SN SPKS' is displayed, along with an 'Unattached' checkbox. The main area is titled 'Events' and contains a table of events with columns for 'No', 'Gender', 'Age Group', 'Event', 'Entry Time', and 'Message'. The events are grouped by session: 'Friday Afternoon Session 5:00', 'Saturday Morning 13 & Over Session', and 'Sunday AM 13 and Over Session'. Each event row includes a numeric ID, gender (F), age group, event name, an entry time input field, and 'SCY', 'Best', and 'Clear' buttons. At the bottom of the table are 'Save' and 'Cancel' buttons. The footer contains copyright information for SwimConnection and links to FAQ, Terms of use, Contact us, and Privacy policy.

7. Enter **NT** for the events you wish to enter or click "Best" and it will enter a NT for you. The meet sheet will tell you the maximum number of events that can be entered per day and the maximum that can be entered for the entire meet. Some meets/events won't allow NT – talk to your coach.
8. When done, press **Save** (now skip to #19)

9. If your swimmer was not found, please notify me (billing@sparkspiranhasaquatics.com).
10. Instead of entering in the registration number by hand, please choose the blue link labeled **Enter all info manually**

11. Swimming Association: **Sierra Nevada Swimming**
12. Registration No: (enter what you entered in #4 – mmddyyFFFMLLLL)
13. Select the box **Pending**
14. Enter First Name, Initial, Last Name
15. Enter birthdate and then Gender
16. Team Code: **SPKS – SPARKS PIRANHAS SWIM TEAM** (this is very important!)
17. *If your swimmer is coming from another swim team (not Silver Bear), please select the **Unattached** box*
18. Click **Save** (go through #6 thru #8.)

19. Your screen will look similar to the one below. It lists the swimmer as well as the events.
20. If you have another swimmer to enter, press on **Enter Swimmer** before going to the Payment Page.

21. Be sure to click **Go to Payment Page** – you may come back later, however, if the meet closes, those sessions won't be open to pay for anymore. (This has happened to me!)

Enter Meets | My Swimmers | My Meets | My Account | Help

Meets | Standards

Meets > DDST Mardi Gras Mania Meet > Entries Summary > Payment

Billing Information

DAWSON, ERIN A F 14 091303ERIADAWS SN-SPKS

	Splash Fee:	\$9.00
	8 events @ \$4.00	\$32.00
	Swimmer's Total:	\$41.00

TOTAL

	Entry Fees:	\$41.00
	Service Fee:	\$3.05
	Total:	\$44.05

Payment Information

Email

I have read and agree to the terms and conditions as described in the Meet Sheet. I UNDERSTAND THAT ALL TRANSACTIONS ARE FINAL AND THAT NO REFUNDS WILL BE GIVEN. If the swim meet is cancelled, SwimConnection will reimburse all entry fees less the Internet Processing fees.

[Submit Payment](#) | [More Entries](#)

22. The meet sheet will tell what the splash fee and per event fee is for each meet. Sparks Piranhas will bill the Meet Travel Fee on your monthly invoice. This is charged if the swimmer is entered into the meet, whether they attend or not.
23. Enter your e-mail address and click on the box for **I have read ...**
24. Click **Submit Payment** and follow the prompts.
25. An e-mail will be sent to you with the meet entries and another one with the billing information.
26. Your swimmer(s) is now entered into the meet! Congratulations!

I hope this help! If you have any questions or find anything I missed, please let me know!

Thank you!

Kati Dawson

communications@sparkspiranhasaquatics.com