



How to Enter a Swim Meet – Electronic Entry

- 1 Go to the Swim Connection “Enter Meets” page at <https://ome.swimconnection.com/meets>
- 2 Click on the meet your coach has instructed you to enter.
- 3 Click on the button labeled “Online Meet Entry”.
- 4 If you are not a member click on the button labeled “non-member” (if you plan to enter most meets this way, you might want to become a member – you can learn about his on the swim connection website.)
- 5 Enter your name and email address.
- 6 Next to the “LSC:” field select “PC.Pacific”, next to your “USA-S Reg No” field enter your swimmer’s USA Swimming Number. Each swimmer’s ID number is “mmddyAAABCCCC” where mmddy = the swimmer’s birthday, AAA are the first three letters of the swimmer’s first name, B is the swimmer’s middle initial (or ‘*’ if the swimmer does not have a middle name) and CCCC are the first four letters of the swimmer’s last name (again ‘*’ to fill in if less than 4 letters in last name). As an example, Swimmer John D. Smith with a birthday of 03/01/97 would have a USA Reg No of 030197JOHDSMIT while John Doe with the same birth date would be 030197JOH*DOE*.
- 7 Click the box next to the “Reg No. pending?” if you have a new swimmer who has not yet received his or her USA Swimming card. Otherwise, leave this box blank. Click on the “Continue” icon.
- 8 Your swimmer’s information should appear on the next page along with the events offered for his or her age group. Click on the “Get All Best Times” button to obtain all your swimmer’s previous best times as stored in Swim Connection’s database, or click “Best” next to an individual event to select by event. Click on “Clear” to remove events. Times will only be stored if your swimmer participated in a USA Swimming sanctioned event. If no times are available, ask your swimmer’s coach to give you entry times or enter “NT” (for no time.)
- 9 Once all entry times are entered, press the “Save” button and proceed to paying for the meet entry. You will see a confirmation page. Print it out for proof of registration. You will also receive confirmation via email. NOTE: Swim Connection adds a transaction fee. If you do not want to pay this fee, print out the meet sheet and follow the “How to Enter a Swim Meet – Paper Entry” instructions below.

