

Set up Meet Hosting in OME

1. Log in to your USA Swimming account at <https://hub.usaswimming.org/>.

Login

Please login with your username and password.

Username

Password

LOGIN

FORGOT USERNAME

FORGOT PASSWORD

CREATE A LOGIN

- There are two ways to navigate to the Meet Host setup in OME. The first way is to click "Competition" and select "Meet Details". Search for a meet and click the meet name in the search results. Click the gray "Meet Host" tab and click the "Host Management" pill.



Meet Search

Host Organization:

Meet Name:

Meet Start Date Range:

Meet End Date Range:

Sort Results By:

1 Search Result

Hide Filters

| MEET NAME | CLASSIFICATION | START DATE - END DATE | LOCATION | ORGANIZATION |
|-----------------------------------|----------------|-----------------------|-----------|--------------|
| 2025 Toyota US Open Championships | US Open | 12/03/2025-12/06/2025 | Austin/TX | USAS |

View/Edit Meet

← Back to Meet Search

Meet Name: 2025 Toyota US Open Championships

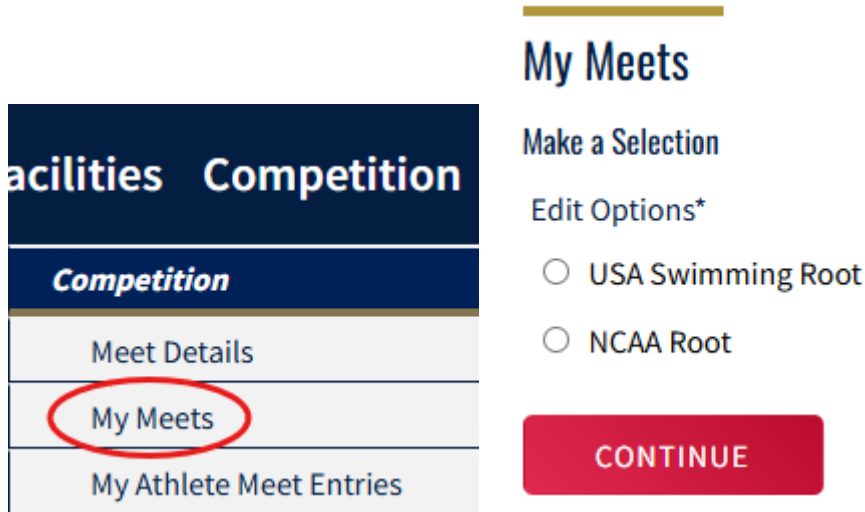
Meet Dates: 12/03/2025 - 12/06/2025

General Administrative **Meet Host** Team Entry

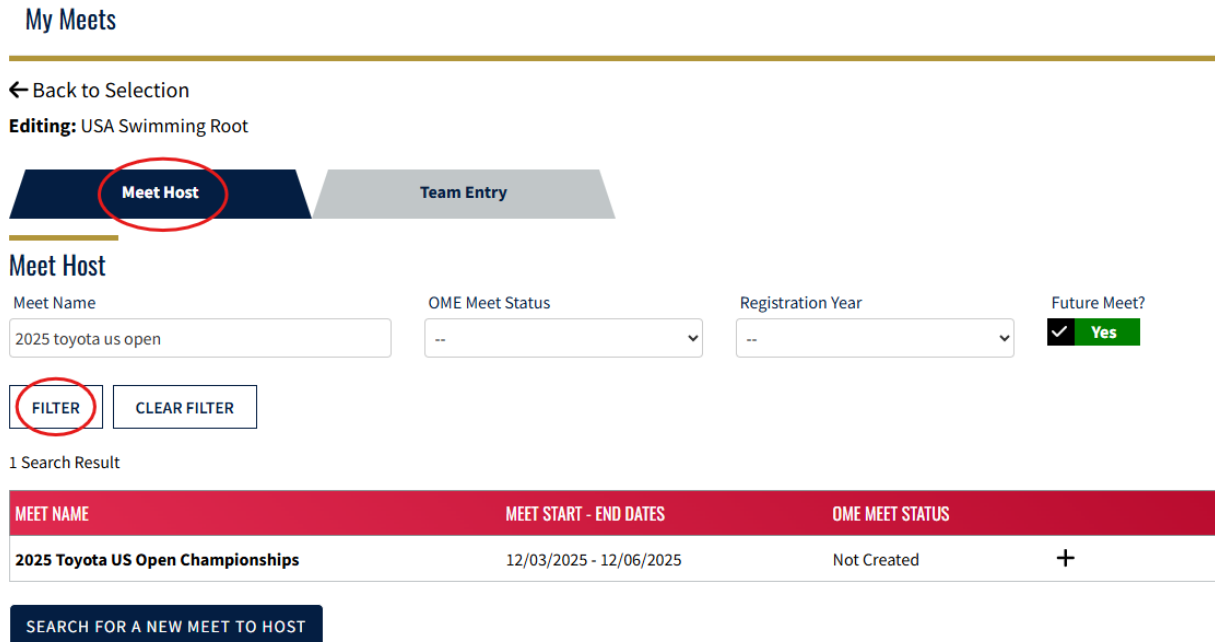
Host Management Export Entries Meet Host Reports

Host Management

3. Alternatively, you can get to the Meet Host setup by clicking on "Competition" in the navigation bar and selecting "My Meets" from the dropdown. If you only have access to one team or organization, you will be taken to the "My Meets" landing page.
 - a. If you have access to more than one team or organization, you will need to select which one you'd like to view "My Meets" for. If you need to edit your selection, you can click "Back to Selection" on the next screen.



- b. On the "My Meets" landing page, click the grey "Meet Host" tab and filter for the meet you are looking for in the Meet Host table.



4. In either method, click the plus sign in the far-right column. If you are returning to an in-progress Meet Host setup, click the "Edit" button in the right column. To delete a created meet, click the trash can icon in the right column.

View/Edit Meet

← Back to Meet Search


Meet Name: 2025 Toyota US Open Championships

Meet Dates: 12/03/2025 - 12/06/2025

General Administrative **Meet Host** Team Entry

Host Management Export Entries Meet Host Reports

Host Management

| MEET HOST | OME MEET STATUS | |
|-------------------|-----------------|---|
| USA Swimming Root | Not Created |  |

Please note:

- Creating an OME Meet is only allowed until the Meet Start Date.
 - Editing an OME Meet is only allowed until its Meet Entry Change Deadline.
 - Deleting an OME Meet is only allowed until its Meet Entry Start Date.
5. If this is a new meet, you will be given information about Meet Templates and given the option to use one. Make a selection using the Meet Template Search or click "Continue." Meet Templates automatically carry over most of the information from the template meet to the meet you are setting up. However, there are a few pages that do not carry over:
 - a. The Meet Info page.
 - b. The OME Meets page.
 - c. The Submit page.

Time standards carry over when you elect to use a template from a previous meet. Time standards must be changed manually for the existing events from the template on the Events page. Changing the time standards on the Time Standard page will not change the time standards assigned to the existing events.

As you navigate your way through each page setup, you will see a green check mark next to the page you have completed, and you will see a red "X" next to any page that requires your attention. An asterisk (*) will indicate which page you are currently viewing. You may click the red "Save & Exit" button at the bottom of the page to save your progress and close at any time.

6. Start Meet Host setup with the **Meet Info** page. This page asks for general information about the competition. At the top of the page, there is a direct link to the team entry page for coaches' use.
 - a. All OME Meets must have a Meet Entry Start Date in the future to edit the Course Priorities. The rest of the page can be edited until the latest Meet Entry Change Date across all OME Meets has passed.
 - b. Please complete all required fields and click "Continue."

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
In Progress

- * Meet Info**
- × Eligibility
(complete other steps first)
- × Restrictions
(complete other steps first)
- × Sessions
(complete other steps first)
- × Age Groups
(complete other steps first)
- × Time Standards
(complete other steps first)
- × Events
(complete other steps first)
- × OME Meets
(complete other steps first)
- × Submit
(complete other steps first)

Meet Info

Provide a Meet Time Zone, all required Meet Dates, at least one Course Priority, and determine if Secondary Representation is allowed. Entry Times for any Event Time Standard Cuts will only be considered if they were achieved in a Course with an associated Course Priority.

Team Entry URL ⓘ
<https://meet.usaswimming.org/teamentry/management/272216>

Meet Time Zone* ⓘ
Time Zone

Meet Publish Date* ⓘ
Month Day Year Time

Athlete Age As Of Date* ⓘ
Month Day Year

Meet Results Publish Date ⓘ
Month Day Year

Meet Packet URL ⓘ

Allow Secondary Representation for Athletes?*
No X

ADD COURSE PRIORITY

| COURSE | PRIORITY |
|-----------------------------|----------|
| No Course Priorities | |

7. Next, complete the **Eligibility** page. This page asks you to provide information to determine events and coach eligibility. More applicable settings will appear with proper selection.
 - a. If a Deck Pass Rule is not provided, a Deck Pass Rule allowing zero coach passes when there are zero athletes will automatically be created upon saving the page.
 - b. If a Bonus Event Rule is not provided, a Bonus Event Rule allowing zero bonus events when an athlete has zero qualifying events will automatically be created upon saving the page.
 - c. This page can be edited before the earliest Meet Entry Start Date across all OME Meets. After that date has passed, the page is read-only.
 - d. Click “Continue” to move on to the **Restrictions** page.

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
In Progress

✓ **Meet Info**

* **Eligibility**

✗ **Restrictions**
(complete other steps first)

✗ **Sessions**
(complete other steps first)

✗ **Age Groups**
(complete other steps first)

✗ **Time Standards**
(complete other steps first)

✗ **Events**
(complete other steps first)

✗ **OME Meets**
(complete other steps first)

✗ **Submit**
(complete other steps first)

Eligibility

Provide information to determine Event and Deck Pass Eligibility. At least one Deck Pass Rule is required. At least one Bonus Event Rule is required if the Meet allows Bonus Events.

Max Events Per Individual Per Meet ⓘ

Max Events Per Individual Per Session ⓘ

Meet uses Altitude Adjusted Times to Qualify for Events?*

Meet has Relay Events?*

Meet allows Bonus Events?*

Meet allows Massage Therapists outside Deck Pass Rules?*

ADD DECK PASS RULE **If a Deck Pass Rule is not provided, a Deck Pass Rule allowing 0 deck passes when there are 0 athletes will automatically be created upon saving the page.

| MIN # ATHLETES | MAX # ATHLETES | ALLOWED # DECK PASSES |
|---------------------------|----------------|-----------------------|
| No Deck Pass Rules | | |

8. If your meet has membership restrictions, set them on the **Restrictions** page. Adding an age restriction is mandatory. If your meet is open to all ages, we recommend setting the age restriction to 1-99.
 - a. To add a restriction, click the blue 'Add Restriction' button and select your restriction type. When you add a restriction, you are indicating which Memberships, Competition Categories, or Ages are *eligible* to compete, rather than indicating which ones you would like to exclude.
 - b. This page can be edited before the earliest Meet Entry Start Date across all OME Meets. After that date has passed, the page is read-only.
 - c. Click “Continue” to move on to the **Sessions** page.

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
In Progress

- ✓ **Meet Info**
- ✓ **Eligibility**
- * **Restrictions**
- × Sessions
(complete other steps first)
- × Age Groups
(complete other steps first)
- × Time Standards
(complete other steps first)
- × Events
(complete other steps first)
- × OME Meets
(complete other steps first)
- × Submit
(complete other steps first)

Restrictions

Provide information to determine Athlete Restrictions. Add Restrictions (Required: Age, Optional: Membership and/or Competition Category) to the table below.

[Redacted]

[Redacted]

Allow unattached swimmer entry to meet?* Allow adding unattached swimmer to roster?*

ADD RESTRICTION

| RESTRICTION TYPE | RESTRICTION |
|------------------------|-------------|
| No Restrictions | |

BACK

SAVE & EXIT

CONTINUE

9. The **Sessions** page gives you the option to set warm-up and/or start times for meet sessions. Setting these times is optional, but every meet must have at least one session. Sessions are added during the initial steps of creating the meet in SWIMS.
 - a. If there are no sessions or you would like to add/edit/delete the listed sessions, you must first exit the Meet Host setup by clicking "Exit" at the bottom of the page. Then, click "Competition" in the blue navigation menu at the top of the page and click "Meet Details." Search for the meet, then navigate to the "General" tab and click the "Sessions" pill.
 - b. This page can be edited before the earliest Meet Entry Start Date across all OME Meets. After that date has passed, the page is read-only.
 - c. Click "Continue" to move on to the **Age Groups** page.

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
In Progress

- ✓ **Meet Info**
- ✓ **Eligibility**
- ✓ **Restrictions**
- * **Sessions**
- Age Groups
- ✗ **Time Standards**
(complete other steps first)
- ✗ **Events**
(complete other steps first)
- ✗ **OME Meets**
(complete other steps first)
- ✗ **Submit**
(complete other steps first)

Sessions

Optional: Provide a Warm Up Time and/or a Start Time for any Meet Sessions.

| SESSION NUMBER | SESSION TYPE | SESSION DATE | WARM UP TIME | START TIME | |
|----------------|--------------|--------------|--------------|------------|--|
| 1 | TimedFinal | 12/03/2025 | | | |
| 2 | Prelim | 12/04/2025 | | | |
| 3 | Final | 12/04/2025 | | | |
| 4 | Prelim | 12/05/2025 | | | |
| 5 | Final | 12/05/2025 | | | |
| 6 | Prelim | 12/06/2025 | | | |
| 7 | Final | 12/06/2025 | | | |

BACK

EXIT

CONTINUE

10. The **Age Groups** page requires you to add at least one age group for the meet. Click the blue “Add Age Group” button. Enter your choice of name, the minimum age, and the maximum age for your age group, and click "Save."
- Your age group settings must be inclusive of the entire age range set on the Restrictions page. Please account for all ages in your age group(s).
 - This page can be edited before the earliest Meet Entry Start Date across all OME Meets. After that date has passed, the page is read-only.
 - Click “Continue” to move on to the **Time Standards** page.

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
In Progress

✓ **Meet Info**

✓ **Eligibility**

✓ **Restrictions**

✓ **Sessions**

* **Age Groups**

× **Time Standards**
(complete other steps first)

× **Events**
(complete other steps first)

× **OME Meets**
(complete other steps first)

× **Submit**
(complete other steps first)

Age Groups

Provide Age Groups for the Meet. At least one Age Group is required.

ADD AGE GROUP

| AGE GROUP NAME | MIN AGE | MAX AGE |
|----------------------|---------|---------|
| No Age Groups | | |

BACK

EXIT

CONTINUE

11. You can add time standards to the host setup using the **Time Standards** page. If your meet uses time standards, you will be asked to enter additional information to specify time standard details.
 - a. Click the "Edit" icon for each age group to select their time standards. Pre-existing time standards created in the Time Standards section of SWIMS will be available to choose from the dropdown menu. If the age group does not require a time standard, please select the "No Time Standard" option at the top of the list.
 - b. If the time standard you need does not already exist in the dropdown menu, you may add the time standard to SWIMS. Please click "Save & Exit" at the bottom of the page, click "Competition" in the blue navigation bar at the top of the page, then click "Time Standards." Click add Time Standard and fill out the Time Standard form.
 - c. This page can be edited before the latest Meet Entry Change Deadline across all OME Meets. After that date has passed, the page is read-only.
 - d. Click "Continue" to move on to the **Events** page.

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
In Progress

- ✓ **Meet Info**
- ✓ **Eligibility**
- ✓ **Restrictions**
- ✓ **Sessions**
- ✓ **Age Groups**
- * **Time Standards**
- ✗ **Events**
(complete other steps first)
- ✗ **OME Meets**
(complete other steps first)
- ✗ **Submit**
(complete other steps first)

Time Standards

Indicate whether or not the Meet uses Time Standards. If the Meet uses Time Standards, additional information is required.

Meet uses Time Standards?*

Yes

Meet has No Slower Than Time Standards?*

Meet has No Faster Than Time Standards?*

Meet has Bonus Time Standards?*

Time Standard information is required for each Age Group. Select Time Standards for an Age Group by clicking the edit icon. If an Age Group does not use a Time Standard Type, select the 'No Time Standard' option on the detail page.

| AGE GROUP NAME | MIN AGE | MAX AGE | |
|-----------------|---------|---------|---|
| 18&U | 1 | 18 | ▼ |
| 19&O | 19 | 99 | ▼ |

BACK

SAVE & EXIT

CONTINUE

12. Enter the event information for all events at your meet on the **Events** page. Click “Add Event” and enter all required information. More applicable settings will appear with proper selection. Click “Save” at the bottom for every event.
- When you go to the Event Details page for an event, the associated time standard will automatically populate after selecting the event, competition category, and age group. You are free to edit the time standard cut, and this edit will be applied only to this specific event at this specific meet.
 - If a meet has time standards, you can click the blue "Add Alternate Event" button to include an additional event to be used for entry in this event. For example, add the 1000 freestyle as an alternative event to allow entry in the 1650 free using a 1000 freestyle time.

Event

Provide Event Information.

| | |
|--|---|
| Event Number* | Event* |
| <input type="text" value="1"/> | <input type="text" value="1500 Meter Freestyle - LCM"/> |
| Competition Category* | Age Group* |
| <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Mixed | <input type="text" value="18&U (1 - 18)"/> |
| Session* | |
| <input type="text" value="1 (TimedFinal 12/03/2025)"/> | |
| No Slower Than Time Standard Name (Time Standard Cut for Selected Event and Competition Category) | |
| Winter US Open - 2025 Winter US Open (LCM) - Open (SCY: 16:24.29) (LCM: 17:07.99) | |
| Event uses No Slower Than Time?* | SCY No Slower Than Time* |
| <input checked="" type="checkbox"/> Yes | <input type="text" value="16:24.29"/> |
| LCM No Slower Than Time* | |
| <input type="text" value="17:07.99"/> | |
| Bonus Time Standard Name (Time Standard Cut for Selected Event and Competition Category) | |
| Winter US Open - 2025 Winter US Open (LCM) - 18 & Under - Bonus (SCY: 16:51.49) (SCM: No Associated Time Standard Cut) (LCM: 17:26.79) | |
| Event offers Bonus Event?* | Event uses Bonus Time?* |
| <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> Yes |
| SCY Bonus Time* | LCM Bonus Time* |
| <input type="text" value="16:51.49"/> | <input type="text" value="17:26.79"/> |

ADD ALTERNATE EVENT **Please provide all required information on this page before clicking 'Add Alternate Event'. Clicking this button will save any changes you have made on this page.

ALTERNATE EVENT

No Alternate Events

BACK

SAVE

- c. Click the “v” at the far right of each event to view a summary of the time standards associated with the event.

Events

Provide All Events for Each Session. Each Age Group must have at least one Event. If an Individual Event uses Time Standards Cuts, then that Individual Event must have a Time Standard Cut for each Course Priority.

ADD EVENT

Event

| # | EVENT | COMP. CATEGORY | AGE GROUP | SESSION | |
|--------------------|----------------------------|----------------|----------------------------|---------------------------|------------------|
| 1 | 1500 Meter Freestyle - LCM | Female | 18&U (1 - 18) | 1 (TimedFinal 12/03/2025) | |
| TIME STANDARD TYPE | | TIME | TIME STANDARD EVENT | | ALTERNATE EVENT? |
| SCY No Slower Than | | 16:24.29 | 1650 Yard Freestyle - SCY | | No |
| LCM No Slower Than | | 17:07.99 | 1500 Meter Freestyle - LCM | | No |
| SCY Bonus | | 16:51.49 | 1650 Yard Freestyle - SCY | | No |
| LCM Bonus | | 17:26.79 | 1500 Meter Freestyle - LCM | | No |
| 2 | 1500 Meter Freestyle - LCM | Female | 19&O (19 - 99) | 1 (TimedFinal 12/03/2025) | |
| 3 | 1500 Meter Freestyle - LCM | Male | 18&U (1 - 18) | 1 (TimedFinal 12/03/2025) | |
| 4 | 1500 Meter Freestyle - LCM | Male | 19&O (19 - 99) | 1 (TimedFinal 12/03/2025) | |
| 5 | 50 Meter Backstroke - LCM | Female | 18&U (1 - 18) | 2 (Prelim 12/04/2025) | |
| 6 | 50 Meter Backstroke - LCM | Female | 19&O (19 - 99) | 2 (Prelim 12/04/2025) | |

BACK

EXIT

CONTINUE

- d. This page can be edited before the latest Meet Entry Change Deadline across all OME Meets. After that date has passed, the page is read-only.
- e. Click “Continue” to move on to the **OME Meets** page.

13. The **OME Meets** page is designed to allow one competition to accept entries under different entry conditions if desired. Additional OME Meets can be added until the Meet Start Date. Additional OME Meets are not required to complete host setup.
- First, complete the setup steps for the main or only OME Meet by clicking the edit button to the right of the main OME Meet.
 - Select the Entry Start and Entry End Dates. Optionally, input the maximum number of athletes allowed for the meet.
 - Invite at least one organization or team to the meet. You can invite from USAS, FINA, and NCAA, and you can choose how specific or general you would like the invitation to be. Click the checkbox to select the group you'd like to invite or click the plus sign for a subset of that group.

OME Meet

Provide an OME Meet Name and Entry Dates. Provide information to determine Event Eligibility. If applicable, Provide information to determine Athlete Restrictions. Select Invited Organizations/Teams. If the Meet uses Time Standards, Provide information to determine the Qualifying Window. Provide Pricing Information. Optional: Provide Pricing Information for any Additional Purchase Items (Parking Passes, etc.).

Meet Info

| | |
|---|--|
| OME Meet Name* ? <input type="text" value="2025 Toyota US Open Championships"/> | Main OME Meet?* ? <input checked="" type="checkbox"/> Yes |
| Meet Entry Start Date* ? <input type="text" value="October"/> <input type="text" value="07"/> <input type="text" value="2025"/> <input type="text" value="12:00 AM"/> | Meet Entry End Date* ? <input type="text" value="November"/> <input type="text" value="25"/> <input type="text" value="2025"/> <input type="text" value="11:59 PM"/> |
| Meet Entry Change Deadline* ? <input type="text" value="November"/> <input type="text" value="25"/> <input type="text" value="2025"/> <input type="text" value="11:59 PM"/> | Meet Time Zone* ? Mountain Standard Time |

Eligibility

Max Number of Athletes For Meet ?

Invitations

Organization*

- USAS
- Central
- Eastern
- Southern
- Western
- FINA

- d. Select a qualifying window if time standards are enabled for this competition.
- e. Assign prices to entry items. If you choose not to accept payment through OME, please list the cost as \$0.00. Adding additional purchase items is optional. Pricing fields are editable until the Meet Entry Start Date deadline passes or until the first payment is received, whichever comes first.
- f. OME Meets can be edited until the Meet Entry Change Deadline for the specific OME Meet passes. After that date has passed, the page is read-only.

Time Standards

Time Standards use a Qualifying Window?*

Yes

Qualifying Start Date* i

November 01 2024

Qualifying End Date* i

November 25 2025

Pricing

Cost Per Team*

\$ 0.00

Cost Per Credential* i

\$ 20.00

Cost Per Individual Athlete*

\$ 0.00

Cost Per Athlete Individual Event Entry*

\$ 20.00

Cost Per Athlete Individual Bonus Event Entry*

\$ 20.00

ADD ADDITIONAL PURCHASE ITEM

| FEE TYPE | COST | DESCRIPTION |
|-------------------------------------|------|-------------|
| No Additional Purchase Items | | |

BACK

SAVE

- g. Ensure all required fields are complete and click “Save.” The status should now read as “Complete.”
- h. You may continue to the Submit page to complete the OME setup without adding any additional OME Meets. Additional OME Meets are not required. The main OME Meet can never be deleted unless the entire Meet Host Setup is deleted.




14. If your meet offers multiple entry policies for different conditions, you have the option to create an additional OME Meet to cater to those policies. You may click “Add Additional OME Meet” to add an OME Meet with a different name, entry window, maximum number of athletes, invitations, qualifying window, or pricing than the main OME Meet uses.
- a. Examples of these conditions may include the following:
 - i. A Late Entry Policy with an entry window that opens after the Main OME Meet’s entry window and has higher prices on entry fees.
 - ii. An Out of Section Policy that is limited to a certain number of athletes and open only to selected LSCs.
 - b. If the status of an OME Meet is listed as “In Progress,” there are more selections needed before it is ready to accept entries.
 - c. The “Add Additional OME Meet” button is hidden after the latest Meet Entry Change Deadline across all OME Meets passes. Additional OME Meets can be deleted until a payment has been submitted for entry into that OME Meet.
 - d. All settings assigned on the **Meet Info, Eligibility, Restrictions, Sessions, Age Groups, Time Standards, Events, and Submit** pages will apply to all additional OME Meets.
 - e. Click “Continue” to move on to the **Submit** page.

OME Meets

Provide information for the main OME Meet. Optional: Create additional OME Meets to handle different entry circumstances - like Late Entries or Out of Section Teams.

ADD ADDITIONAL OME MEET

Time Zone: Mountain Standard Time

| OME MEET NAME | ENTRY START - END DATES | STATUS | |
|--|---|----------|---|
| 2025 Toyota US Open Championships | 10/07/2025 12:00 AM - 11/25/2025 11:59 PM | Complete |  |
| Late Entry | 11/25/2025 4:59 PM - 11/30/2025 4:59 PM | Complete |   |

BACK

EXIT

CONTINUE

15. Add an entry and a payment contact on the **Submit** page. Click the “Submit” button to finish the Meet Host setup process.
- Ensure all pages on the left navigation have a green checkmark next to them before submission.
 - This page can be edited before the latest Meet Entry End Date across all OME Meets. After that date has passed, the page is read-only.
 - Click “Save & Exit” to exit the Meet Host setup.

Meet Host:
USA Swimming Root

Meet Name:
2025 Toyota US Open Championships

Meet Start - End Dates:
12/03/2025 - 12/06/2025

Meet Classification:
US Open

OME Meet Status:
Created

✓ **Meet Info**

✓ **Eligibility**

✓ **Restrictions**

✓ **Sessions**

✓ **Age Groups**

✓ **Time Standards**

✓ **Events**

✓ **OME Meets**

* **Submit**

OME Meet is Submitted & Created

Optional: Update the Entry Contact and/or the Payment Contact.

Entry Contact Member Id* Entry Contact Name

Entry Contact Email

Payment Contact Name* Payment Contact Email* To Whom To Make Out Payment*

Country* Address Line 1* Address Line 2

City* State* Zip Code*

This OME Meet is submitted & created. Feel free to review and/or make changes to the Host setup by using the left navigation, or by using the navigation buttons at the bottom of each page. You do not need to revisit this page to submit any changes made on other pages of the Host setup. On every page, any changes made will be submitted when you save the page.

Have any additional questions? Please submit a SWIMS Help Ticket at <https://swimssupport.usaswimming.org/support/home> or contact ktrace@usaswimming.org.