

Here is a step-by-step guideline you may follow for signing your child up for a swim meet on Swim Connection.

- Step 1. Go to WWW.DACA.ORG
- Step 2. Click on “**Competitive**” located in the orange bar on the top left of the page.
- Step 3. Click on “**Swim Meets**” located on the left hand side of the page.
- Step 4. Scroll down to the desired swim meet your child will be attending.
- Step 5. Click on “**Online Entry**”. This is located in the 4th column under the Meet Information.

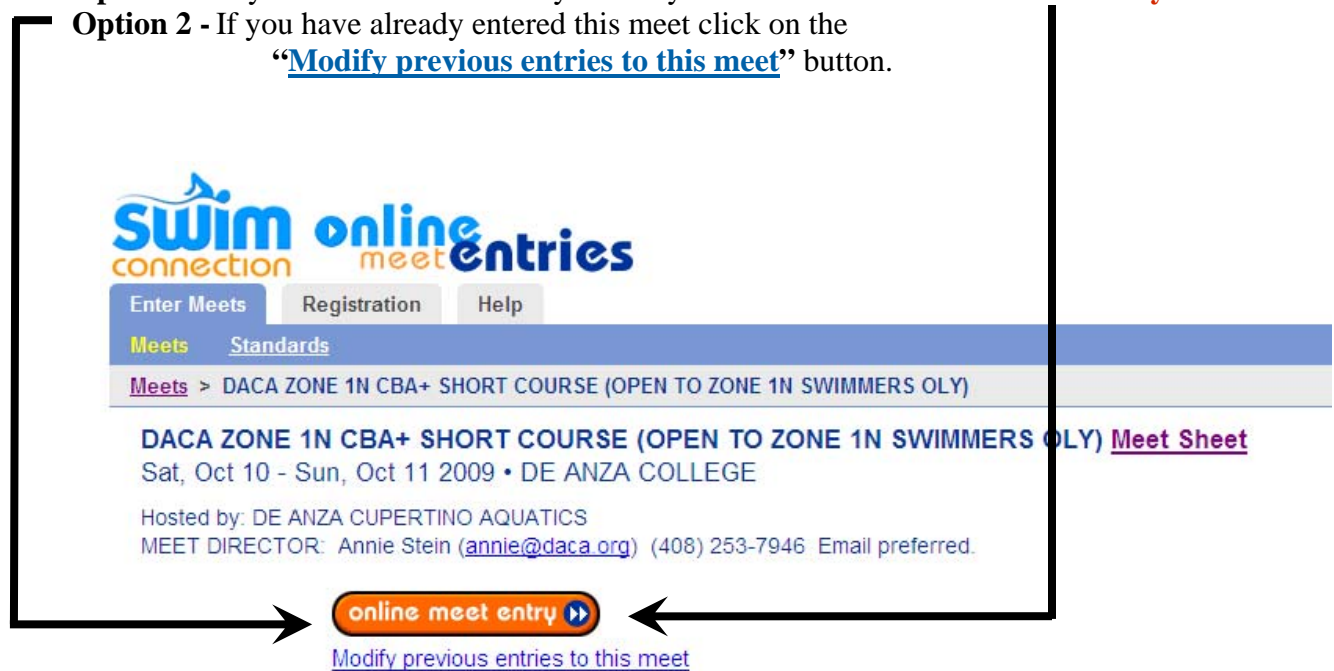
You are now on Swim Connections website for online meet entries

<https://ome.swimconnection.com/meets>

Step 6.

Option 1 - If you have not entered any events yet then click the “**Online Meet Entry**” button.

Option 2 - If you have already entered this meet click on the “[Modify previous entries to this meet](#)” button.



- Step 7. You will now be asked if you are either a
1. **Registered OME User** (if you are a registered user then you or someone in your family has created an account in the Swim Connection OME system for your family.
 - or
 2. **NOT a registered OME User.**

If you are a registered OME user then log into your account and continue with your entries. If you are **NOT a registered OME user** you may create an account or proceed without creating an account. To continue without creating an account click on **I am NOT a Registered OME User** and fill in the required information for the parent and then click continue. (see next page for image)

User Identification

I am a Registered OME User

Your SwimConnection account at SwimConnection Club Pages Central (<http://swimconnection.com>) **does not work as an OME account**. Sincere apologies for the inconvenience. You need to create a new account (free) for OME. Note that it is not required to be a registered user to use OME, although it has many advantages. [Signup for an OME Account](#).

I am NOT a Registered OME User

No Problem! Simply enter your name and email address below and you'll be all set!

First Name *

Last Name *

Email address *

Retype Email address *

Please fill in the Parents Information.

Step 8. Under the 3rd Blue Stripe click on the “Enter Swimmer” button.

The screenshot shows the 'Enter Swimmers to the Meet' section of the website. It features a table with columns for Registration Id, Name, Team, Age, and Gender. Below the table, there is a message: 'No swimmer specified yet.' At the bottom of the section, there is a button labeled 'Enter Swimmer'. A black arrow points from the right side of the page towards this button.

Step 9. Select **Pacific Swimming** for the “Swimming Association”

Step 10. You now have 3 different options to either look up or enter your swimmers USA-S Registration No.

Option 1- You may enter your swimmers Registration ID number manually. **(Go to step 11)**

Option 2- You may look up your swimmers by Name and Birth date. **(Go to step 12)**

Option 3- You may Enter all info Manually. **(Go to step 13)**

** (Use this option if your swimmer does not appear in the Swim Connection database)

** (Use this option if you have transferred to DACA from another swim team and this is your first swim meet with DACA)

Step 11. Enter your swimmers USS number. This is the swimmers ID # that was handed out by the coach on the pool deck. All swimmers ID #'s Follow the same format:

- Birth date in two digit format
 - 010299 for January 2, 1999
 - First 3 letters of the swimmers first name
 - Middle initial (if provided on your DACA registration form)
 - First four letters of the swimmers last name
- Note: if use an * to replace missing letters

EX 1: Mary Ellen Doe born on January 2, 1999
USS ID #- 010299MAREDOE*

EX 2: John Doe born on December 20, 2001
USS ID #- 122001JOH*DOE*

After all information is entered click Enter. If you receive the error message below proceed to **Step 13.**

No swimmer was found in the Registration Database of "Pacific Swimming" for the Registration Number you have specified

The reason your swimmer is **not found** in their database is because Swim Connection has not updated their database with the current USA-S registrations from Pacific Swimming. Please go to **step 13.

Step 12. Fill in your swimmers Name, MI, and DOB information as indicated in the picture below. All information should be the same as on your DACA Application. **Then click Enter.**

*If you receive the error message below proceed to **Step 13.***

No swimmer was found in the Registration Database of "Pacific Swimming" for the Registration Number you have specified

The reason your swimmer is **not found** in their database is because Swim Connection has not updated their database with the current USA-S registrations from Pacific Swimming. Please go to **step 13.

Enter Swimmers to the Meet

Registration Id	Name	Team	Age
No swimmer specified yet.			

Enter Swimmer

Swimming Association: Pacific Swimming

First Name: Last Name: Initial: Birthdate: Enter

You may also identify the swimmer in the following ways: [By Registration Number](#) [Enter all info manually](#)

Step 13. Click on the link that reads “[Enter all info Manually](#)” and fill out the requested information. Then click **Save**.

1. The **Swimming Association** should already be set to **Pacific Swimming**.
2. Type in the **Registration No** using the format found under **Step 11**.
3. Click the check box for **Pending**. (Do not check this box if you are from another USA-S team).
4. Enter the swimmers first name, middle initial, last name, birthdate and gender as provided on your DACA application. You can also look up this info in your Team Unify billing account.
5. Enter **DACA** in the Team Code Box.
6. If you have transferred to DACA from another team you must be unattached for 120 days from the last swim meet you attended for your previous club. If this applies to your swimmer please check the **Unattached box**.

Swimming Association * Pacific Swimming

Registration No * 122001JOH*DOE* Pending

First Name * JOHN

Initial

Last Name * DOE

Birthdate * 12/20/2001

Gender * Male

Team Code * DACA Unattached

Save Cancel

Step 14. The next page you will be taken to is the events page. Listed here are all of the available events that your swimmers is qualified to swim in. If you have an entry time (this means your child has swam the event before) you may do 1 of 2 things.

Option 1- You may type your swimmers entry time into the field titled “**Entry Time**”

Option 2- You may place a check mark in the check box found on the left hand side of the screen and then click on the get best time’s button at the top. (See example below)

****** If your swimmer has never swam the event before or has never been to a swim meet before place the letters NT in the entry time box to indicate that your swimmer has No Time.**

******** Only events that have an **entry time** or the letters **NT** in the entry time field, will be accepted for registration when you click save. (See example below)

Example: John Doe is signing up for the following events:

8 & Under **25 Free**
10 & Under **50 Breast**
10 & Under **50 Fly**
10 & Under **100 I.M.**
10 & Under **100 Breast**
10 & Under **200 Free**
8 & Under **25 Back**

Because John has not participated in a USA Swimming swim meet he is not able to use the “Get Best Times” feature.

The screenshot shows a web-based interface for entering swim meet entries. At the top, there are navigation tabs for 'Enter Meets' and 'Help'. Below that, there are tabs for 'Meets' and 'Standards'. The main content area shows a breadcrumb trail: 'Meets > DACA ZONE 1N CBA+ SHORT COURSE (OPEN TO ZONE 1N SWIMMERS OLY) > Entries Summary > Event Entries'. A text block explains the 'Entry Time' field: 'To enter an event, fill in the "Entry Time" box with the swimmer's best time. A blank entry time means the event will not be entered. If Swim Connection has a record of the swimmer being entered, entry times can be automatically filled in with a swimmer's best times by simply clicking on the "Get Best Times" button below. Erase the Entry Times from any events you do not wish to enter. A time is entered using the standard "swim time notation", for example: 5:30.20 or 24.99. No need to enter punctuation if you enter a time with the hundredths of seconds (e.g. 12450 converts to 1:24.50). Use "NT" to enter an event without an entry time.' Below this, the swimmer's information is displayed: '122001JOH*DOE* DOE, JOHN M 7 PC DACA Unattached: '. The main table lists events with columns for 'No', 'Gender', 'Age Group', 'Event', 'Entry Time', and 'Message'. The 'Entry Time' column contains input fields, some of which are pre-filled with times like '40.78', '1:45.20', and '1:12.65', while others are empty or contain 'NT'. A 'Get Best Times' button is located above the table. Two callout boxes provide instructions: one on the right says 'Click the check boxes and click Get Best Times to fill in swimmers best times from past meets. ** If you have not attended a swim meet in the past this feature will not work.' and one at the bottom right lists three steps: 1. Under the Entry Time column select which events your swimmer will swim. 2. Place your swimmers time into the entry time field. 3. If your swimmer has not swam the event before or does not have a time enter the letters NT. At the bottom left, there are 'Save' and 'Cancel' buttons.

No	Gender	Age Group	Event	Entry Time	Message
SATURDAY AM Warm up 7:00 - 8:15 AM. Session starts at 8:30 AM					
<input type="checkbox"/>	2	M	10 & Under	100 Back	<input type="text"/> SCY
<input type="checkbox"/>	6	M	8 & Under	25 Free	<input type="text" value="NT"/> SCY
<input type="checkbox"/>	8	M	10 & Under	50 Breast	<input type="text" value="NT"/> SCY
<input type="checkbox"/>	12	M	10 & Under	50 Fly	<input type="text" value="40.78"/> SCY
<input type="checkbox"/>	16	M	8 & Under	25 Breast	<input type="text"/> SCY
<input type="checkbox"/>	18	M	10 & Under	100 Free	<input type="text"/> SCY
<input type="checkbox"/>	22	M	10 & Under	100 IM	<input type="text" value="1:12.65"/> SCY
SUNDAY AM Warm Up 7:00 - 8:15 AM. Session starts at 8:30 AM					
<input type="checkbox"/>	58	M	10 & Under	50 Free	<input type="text"/> SCY
<input type="checkbox"/>	62	M	8 & Under	25 Fly	<input type="text"/> SCY
<input type="checkbox"/>	64	M	10 & Under	100 Breast	<input type="text" value="1:45.20"/> SCY
<input type="checkbox"/>	68	M	10 & Under	200 Free	<input type="text" value="NT"/> SCY
<input type="checkbox"/>	72	M	8 & Under	25 Back	<input type="text" value="NT"/> SCY
<input type="checkbox"/>	74	M	10 & Under	50 Back	<input type="text"/> SCY
<input type="checkbox"/>	78	M	10 & Under	100 Fly	<input type="text"/> SCY

Step 15. Click **Save** in the bottom left corner of the screen to proceed to the entry summary page.

Step 16. This next page is your entries summary page. Here you can modify your swimmer's entries, enter a new swimmer or proceed to the payments page. If everything looks ok then click the “Go to Payment Page”.

(See image below)

Enter Meets Help

Meets Standards

Meets > [DACA ZONE 1N CBA+ SHORT COURSE \(OPEN TO ZONE 1N SWIMMERS OLY\)](#) > Entries Summary

Ready for Payment Go to Payment Page Go to Payment Page

Registration Id	Name	Team	Age	Gender	
122001JOH*DOE*	DOE, JOHN	PC-DACA	7	M	Modify Delete

SATURDAY AM: [#6] 25 Free NT SCY [#8] 50 Breast NT SCY [#12] 50 Fly 40.78 SCY [#22] 100 IM 1:12.65 SCY
 SUNDAY AM: [#64] 100 Breast 1:45.20 SCY [#68] 200 Free NT SCY [#72] 25 Back NT SCY

Enter Swimmers to the Meet ? Modify current swimmers events

Registration Id	Name	Team	Age	Gender
No swimmer specified yet.				

Enter Swimmer Enter new swimmer

Step 17. This final page summarizes the event fees for each swimmer and gives you the total cost to enter the swim meet. Enter all payment information and click **“Submit Entries”**. Please read all notices and agreements that you agree to upon submitting your entries.