<u>OmadaTrak Meet Keeper - Diving Web Entry System Instructions</u>

1. Go to *http://divingentries.omadatrak.com*

2. Verify that " *Midpenns AAA 2019* " is in the list of available meets and the Entry Status is listed as "Open".

3. If you have not previously registered with this system, register yourself (click on Not Registered – click here, and follow the screens) – be sure to remember the User Name and the password you provide! After completing the forms, click the Create User button.

Note: After you have registered, the web entry system will put you back at the log in screen.

4. Enter the registration name and password that you just registered into the system to log into the entry system. Press the **Log In** button.

5. After you log in, click on the green box next to the **meet in which you are competing**. The meet will become highlighted and a black triangle will appear in the green box.

6. *This meet is not password protected.*

7. Register your team.

> (a) Under the logo for the diving software is the menu bar (in the green bar). Click on **My Teams.**

>> (b)If your team is found, continue to register your diver(s). Otherwise, click on the **Add Team** button.

>> (c) Fill in your team name, an abbreviation (5 character max) and the Team Contact Email address (by default, your address). Click **Save Team**.

Note: If you are not the Team Admin, you should have the correct person register the team. The Team Admin is a contact point in the event that the Meet Director has a question concerning team entries.

8. Register your diver(s).

> (a) Under the logo for the diving software is the menu bar (in the green bar). Choose **My Divers**:

> (b) Click the **Add Diver** button.

> (c) Fill in the necessary information (usually First Name, Last Name, Team, Gender and School Year and click **Save Diver.** After every athlete, return to the **My Divers** page.

> (d) Repeat for each diver

9. Enter your divers program.

> (a) Under the logo for the diving software is the menu bar (in the green bar). After your athletes are registered, choose **My Entries**.

> (b) Click on the athlete (top left grid) you would like to enter or verify entry. The page will now reload with a list of available events.

> (c) Click on the event (top right grid) you would like this diver entered in. To enter the diver in this event, click the corresponding check box in the "Entered" column so that a check mark appears. The page will reload with the dive program.

Note: If you wish to remove a diver from an event follow the procedure above, except click the corresponding check box in the "Entered" column to remove the check mark.

> (d) Proceed to the Dive Program grid. Optionally select the level from the drop down box that appears. Click in the Dive # column for round 1. Type in the Dive Number (ex. 103C). Press the Tab key or click in another column. Description, Position and DD will automatically fill in. If this dive is a voluntary dive, click the Voluntary checkbox so that the box is checked. Repeat for each dive in the program.

(e) When you have completed entering the dive program, click **Save Program & Check against Rules** button – If you have a legal entry, the red outlined boxes will change to green outlined boxes. If you still have red boxes, please make the necessary changes to correct the dive sheet. Click **Save Program & Check against Rules** when all changes have been made to save the new dive sheet and check the dives against the rules.

Note: Your dive program is not saved until you click **Save Program** & **Check against Rules.**

(f) Repeat for each diver

10. Print out a summary of your entries.

(a) After you have completed your entries, click **Reports** in the menu bar.

(b) Click **Entry Summary Report** and print the page previewed.
This is the verification of your entries. Bring this page with you to the meet.

(c) You may close the browser window containing this report after printing.

11. Logout of the system by clicking **Logout** from the menu bar.

You may begin entering diving entries online beginning **1/21/2019** at **8:00AM**. All entries submitted using the internet must be completed by **2/4/2019** on **9:00PM**.