

OmadaTrak Meet Keeper - Diving Web Entry System Instructions

1. Go to <http://divingentries.omadatrak.com>
2. For returning coaches, please sign in with your username/password.
3. *If you have not previously registered with this online entry system, register yourself (click on the link below the login boxes and complete the registration process) – be sure to remember the user name and the password you provide!

***Note: After you have registered, the web entry system will return to the log in screen.**

4. After you log in, search for and click on the button next to the 2019 PIAA District 4 championship. This meet is password protected. The contest password is **d4championship** – Enter the password in the box below the list of meets.
5. **Register your team.**
 - (a) Under the logo for the diving software is the menu bar (Home | Team | Diver etc.) Click on **Team**
 - (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, it may be an abbreviation (5 character max) and the Team Contact Email address (by default, your address). Make any necessary changes to your team info. 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 person in the event that the Meet Director has a question concerning team entries.

6. **Register your diver(s).**
 - (a) Under the logo for the diving software is the menu bar. Choose **Diver**:
 - (b) Click the Add Diver button.
 - (c) Fill in the necessary information (usually First Name, Last Name, Team, Gender and School Year or Age/Birthdate) and click Save Diver. After every athlete, you will return to the My Divers page.
 - (d) Repeat for each diver

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7. Enter your diver(s) program.

- (a) Under the logo for the diving software is the menu bar. Choose **Entry**.
- (b) Click to select a diver by name (top left dropdown).
- (c) Click to select an event (top left dropdown).
- (d) To enter the diver in this event, click the corresponding check box "Entered."
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.**

- (e) Click in the Dive # column for round 1.
- (f) 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.
- (g) 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.**

- (h) Repeat for each diver.

8. Print out a summary of your entries.

- (a) After you have completed your entries, click **Report** in the menu bar.
- (b) Click **Entry Summary** 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.

You may begin entering diving entries online beginning at any time after reading this. All entries submitted using the Internet must be completed by 04:00 PM on Tuesday, 02/14/2019. Please contact the Meet Director, Brad Smith at 570-594-5485 or district4swim@gmail.com with any questions or problems.