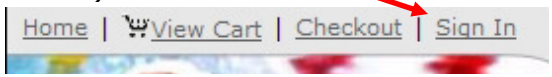
Instructions for using the Officials Tracking System (OTS) on the USA Swimming Website

National Evaluators

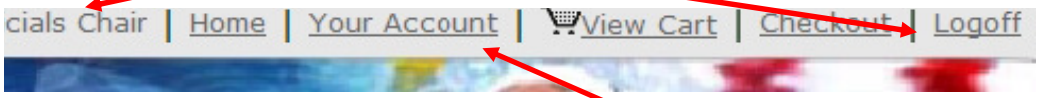
USA Swimming has designed a web based application that will assist the documentation of individual official's participation as an official and track their progress towards LSC and National certification. As an approved National Evaluator for an Officials Qualifying Meet (OQM) you will be able to find the meet in the OTS, load officials into the meet (if not already done by the Meet Referee) and enter evaluation results and details for evaluated officials. Unless the meet is an approved OQM and you are approved as an evaluator for that meet, you will not be able to enter evaluations. See the other Manuals for guidance on using other features of the OTS.

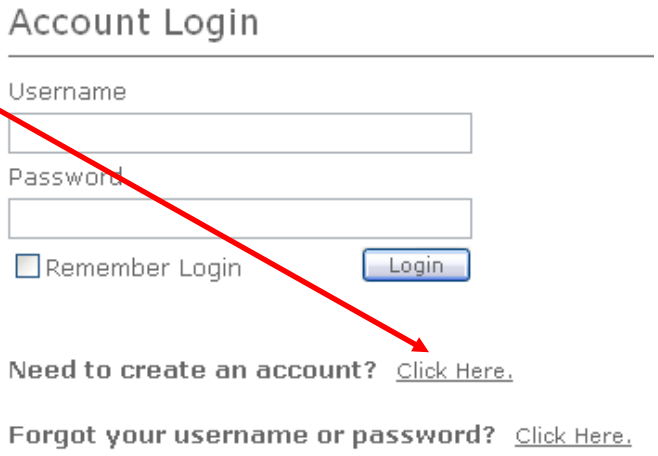
There are additional guides for Officials and LSC Officials Chairs and those with similar meet and activity setup authority.

- To access any data in the **OTS** a user must be signed in with a **linked account** created on the USA Swimming website. This is the same account that may have been set up for the officials testing program or "My USA Swimming"
- First click on **Sign In** found in the upper right-hand corner of the home page (this same screen is found on virtually every page of the website)



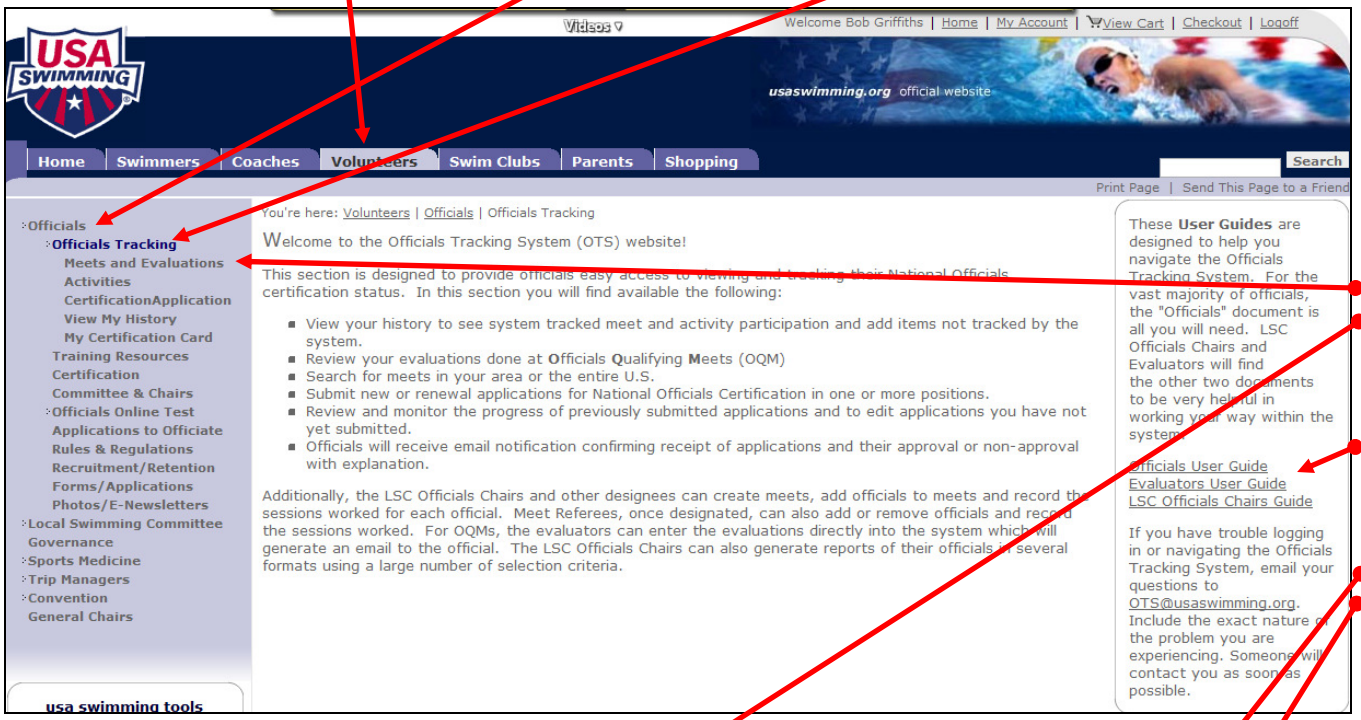
- If you have never created an account, click at "**Need to create an account?"** and follow the instructions. Be sure to "Link" your account to USA Swimming registration record.
- If you already have an account, enter **Username** and **Password**.
- Once the sign in procedure is successfully completed, the right-hand corner will change to show **Logoff** and the user's account name will appear next to "Home".

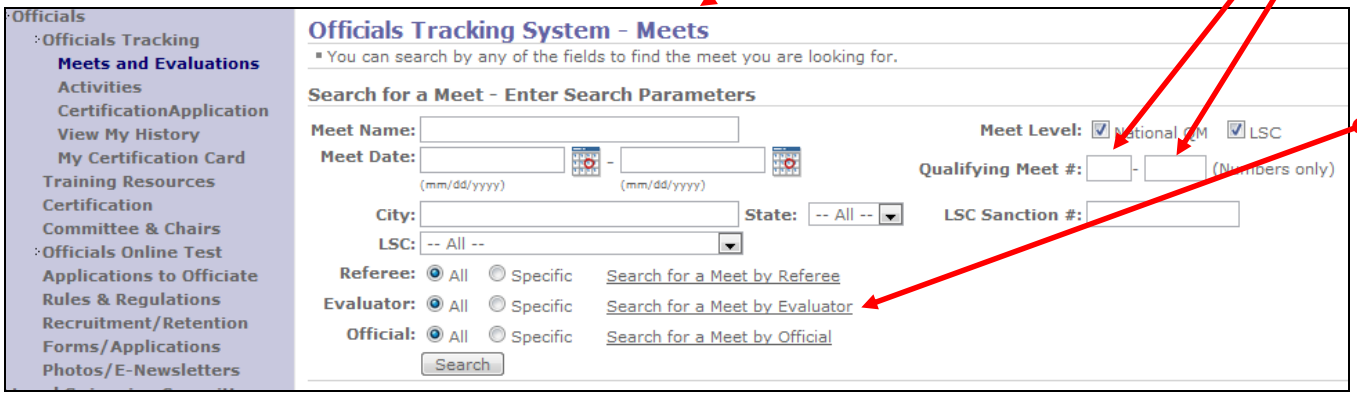




- Any time after you have created your account you can revise you account details, including password, by going to "**Your Account**"

- Click on the **Volunteers** tab found on the top of the navigation bar.
- On the **Volunteers** home page click on **Officials** and then **Officials Tracking** on the left-hand navigation and the following sub menu will appear.

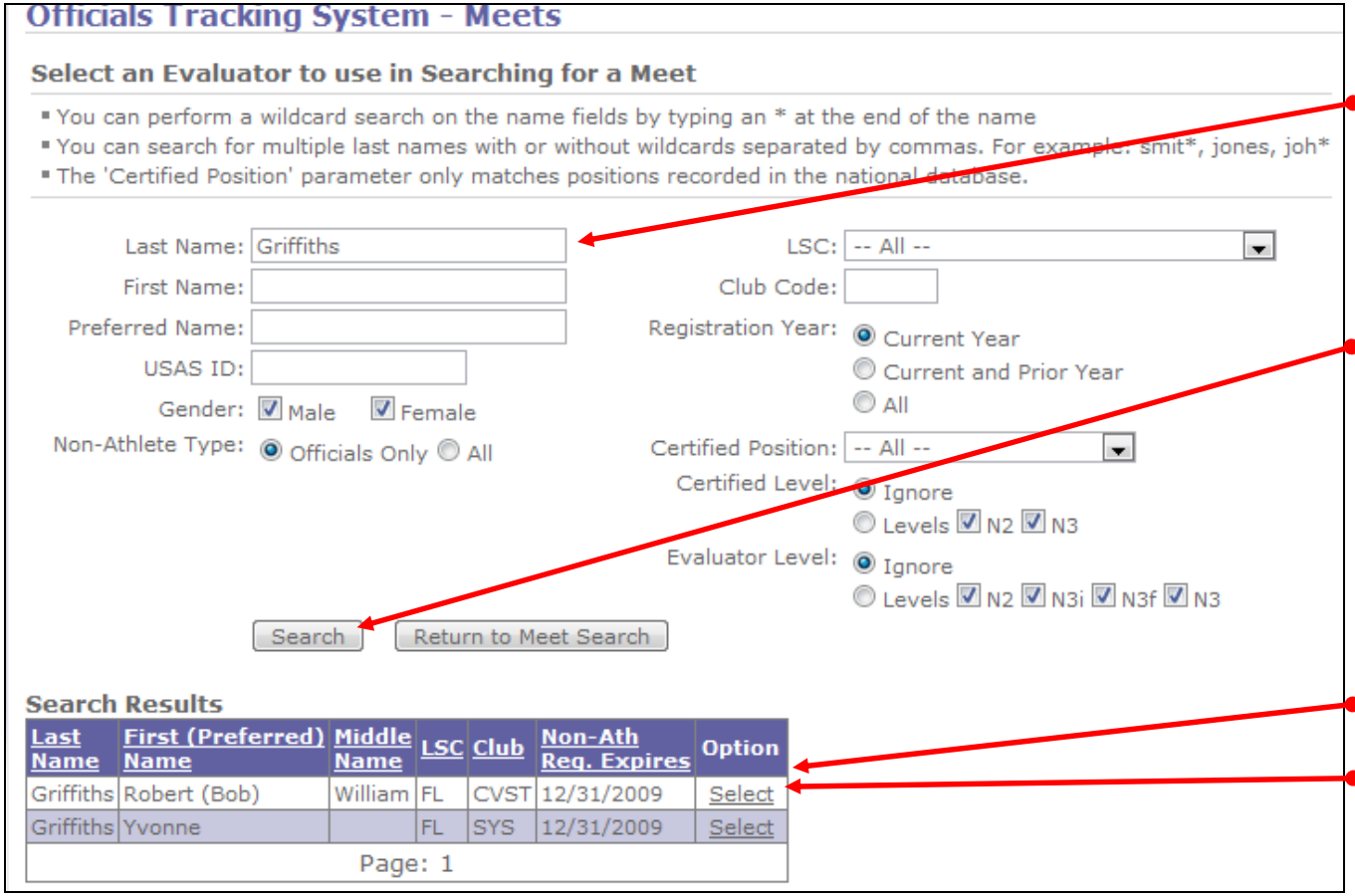




- To find the Meet for which you are an approved evaluator click on "**Meets and Evaluations**". This will take you to the Meet Search page.

Guidelines for use of the OTS can be viewed, printed or downloaded by clicking on these links.

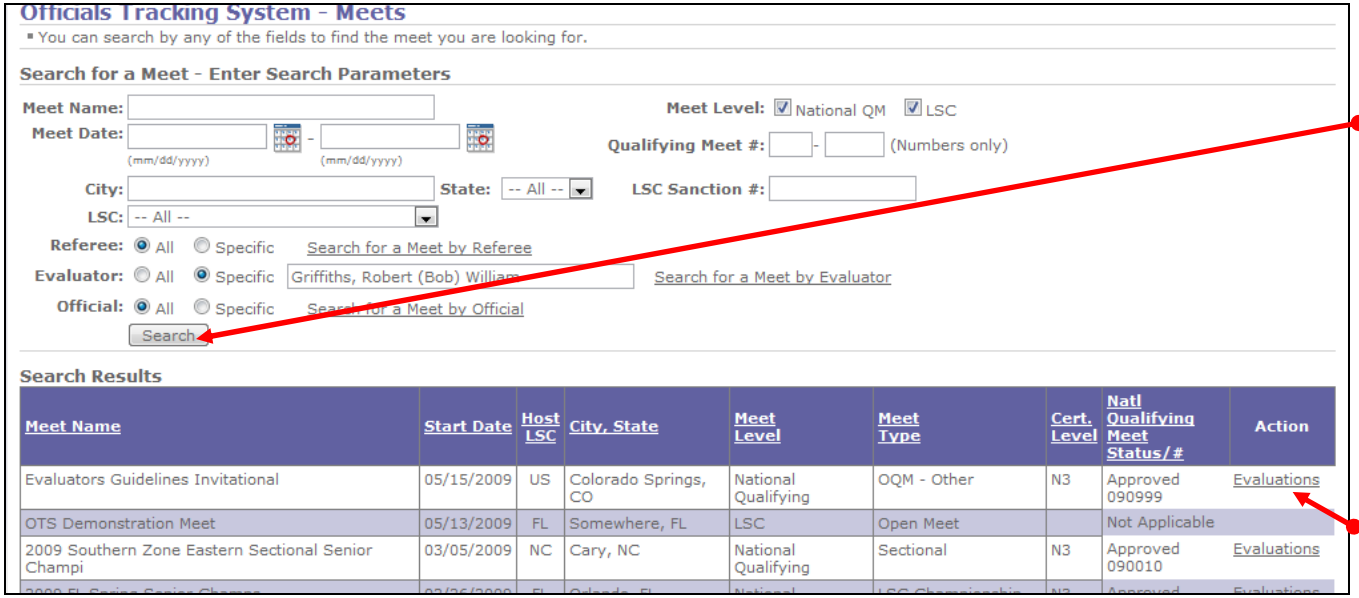
- If you know the OQM number, say 07 199, you can enter the number here. Enter **7** or **07** in the first box and **199** or **0199** in the second. The first box is related to the year of the meet; the second is a serial number allocated to the meet. Then click on **Search**.
- If you don't recall the OQM number, you can search by your name in the Evaluator area. Click on **Search for a Meet by Evaluator**.
  It is probably best to search only by those parameters that will limit the choice of meets. Eg., Your name and, if you've been an evaluator at many meets, just the **year** in the **OQM number** field.

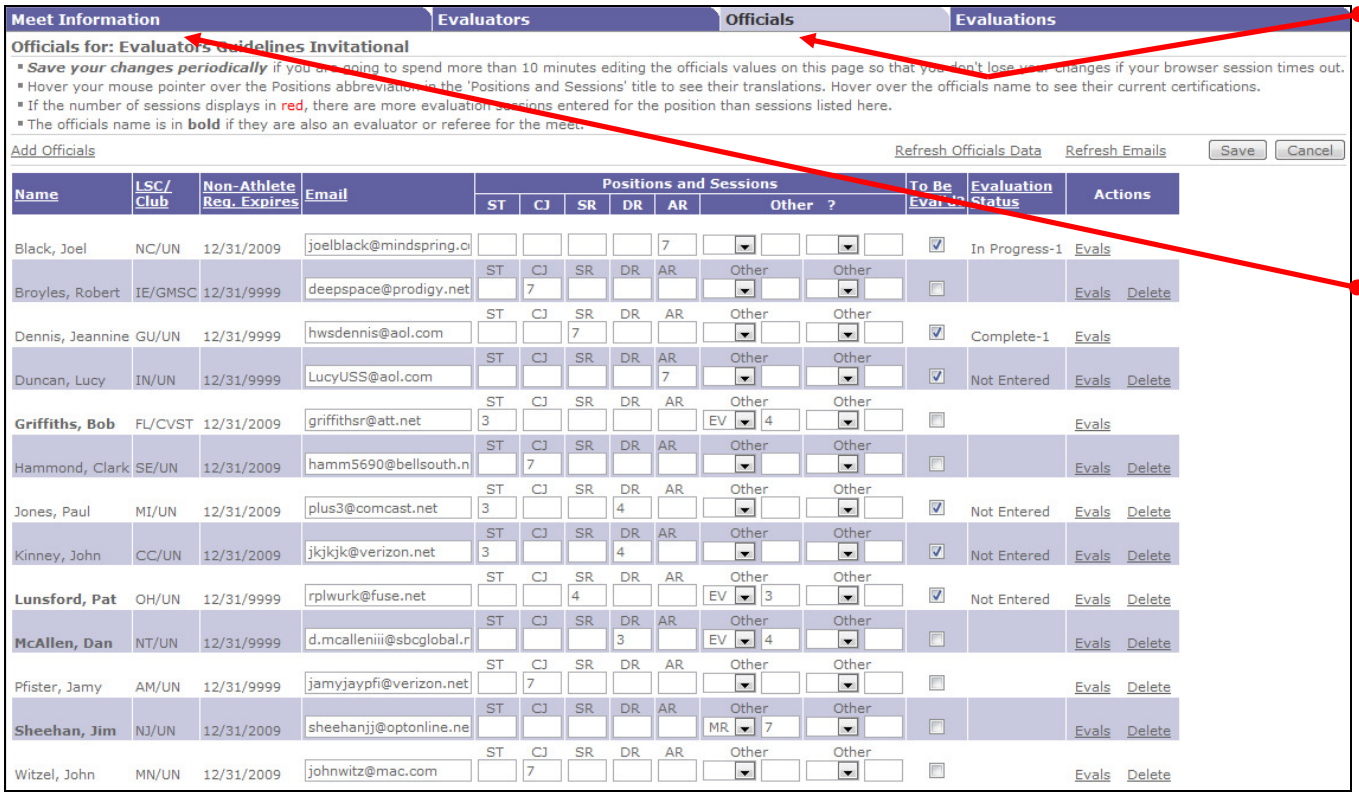


- If you choose to search by **Evaluator,** you'll arrive at this page. Enter **your** "**Last Name:**" here. You can also limit the returned possibilities by selecting your **LSC**, first name or other parameters. With most searches in the OTS use the least number of search parameters. "**Less is always best!**"
- Then click on "**Search**".

Note: The default setting for Registration Year is "**Current Year**". On Sept 1 each year the default automatically changes to "**Current and Prior Year**" so that late renewals (those entered between Sept 1 and Jan 1) can be found. It changes back in January. You will not have access to the OTS if your registration has expired.

- A list of Officials with the same parameters will return.
- "**Select**" your name. You will be returned to the Meet Search page with you in the "Evaluator:" box.





When you have entered the search criteria, click on "**Search"** to find meets that satisfy them. Be careful not to limit the search accidentally by leaving search criteria in place when you don't need them: e.g. LSC if you've used your name or an OQM number.

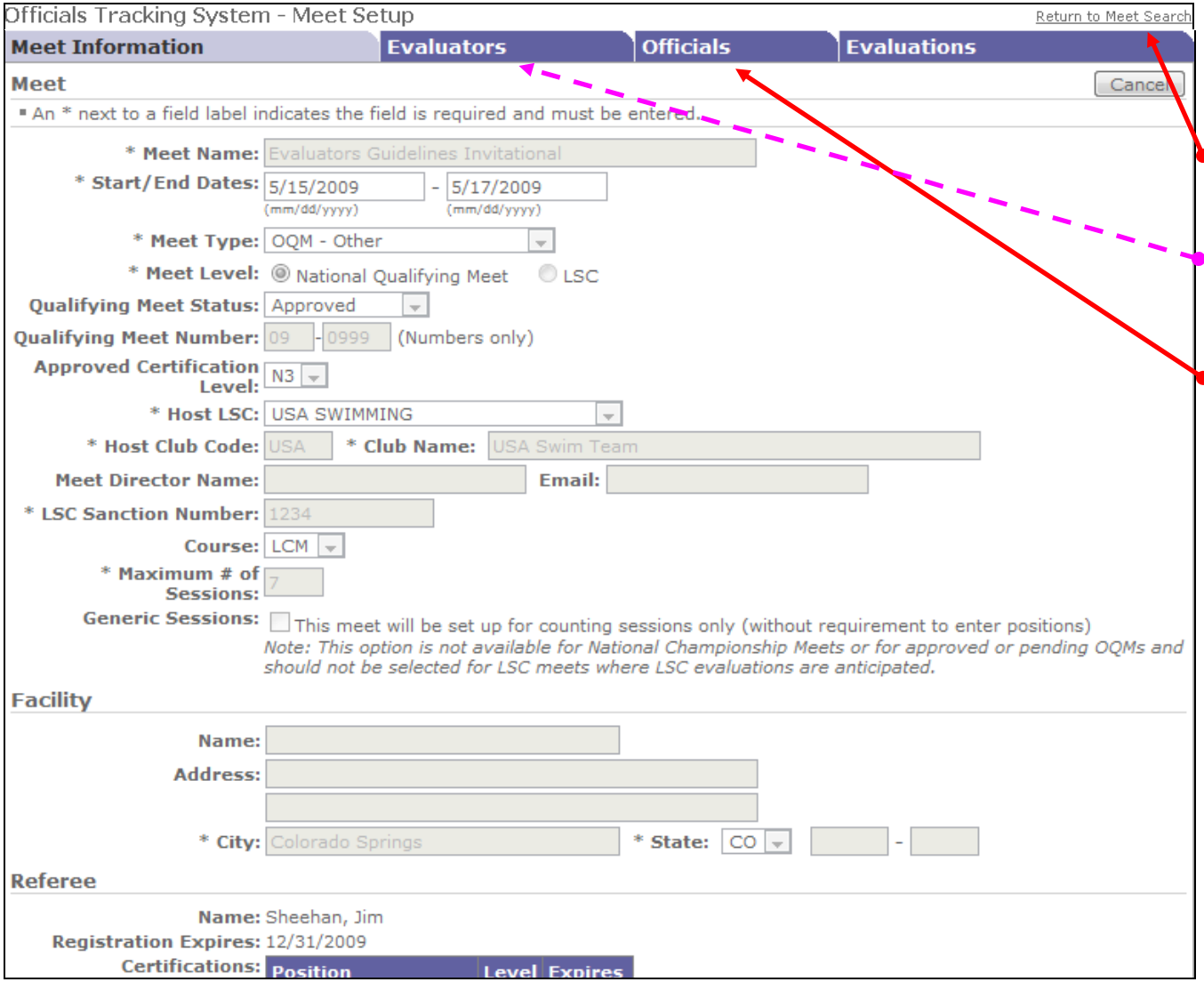
If you used the OQM number to search for the meet, it will be listed here.
If you used your name, the list will include all meets for which you are an approved evaluator.

Select "**Evaluations**" for the meet.

The "**Officials"** tab page of the selected meet will be returned.

Note that your name, the Meet Referee's name and other evaluators' names are bold, indicating they have rights to access and edit some of the file.

Click on the "**Meet Information**" tab.

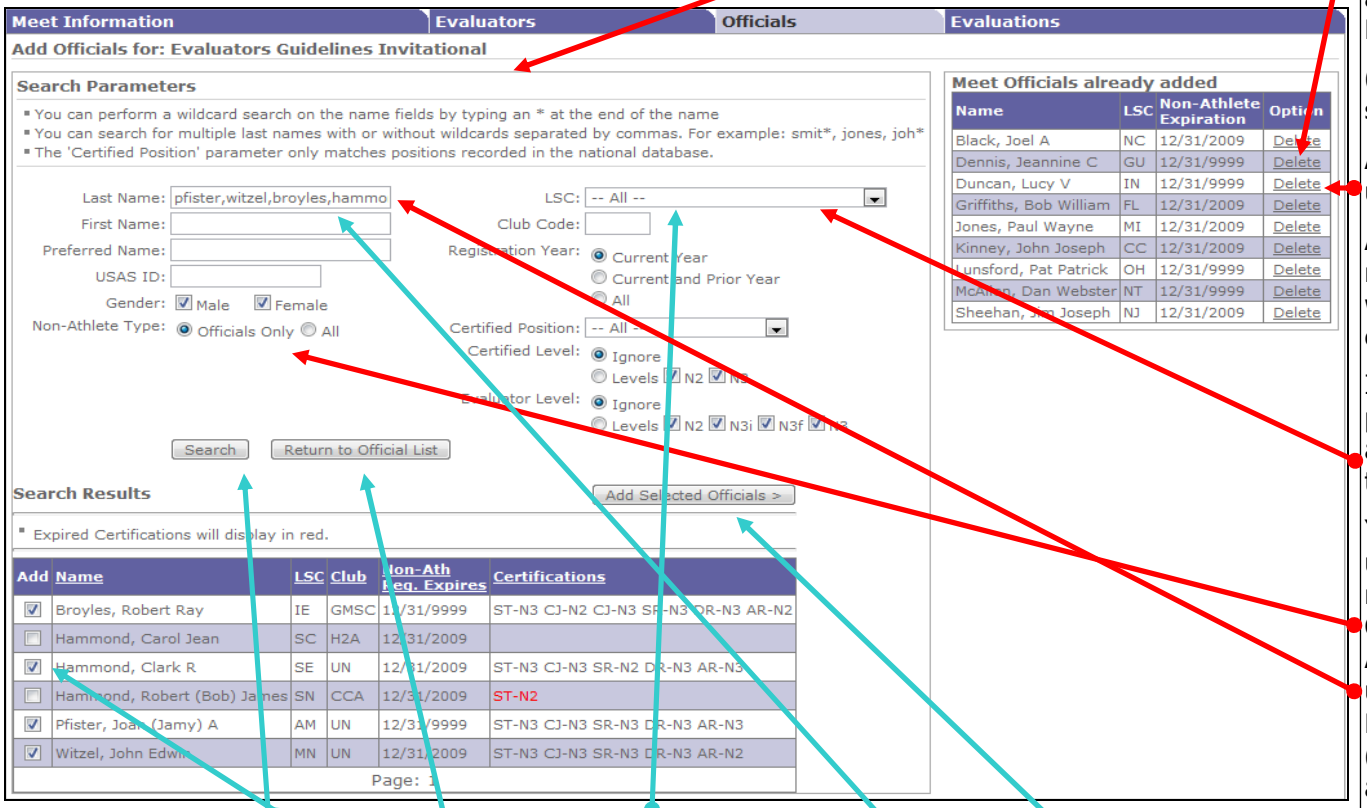


Check that you have the correct Meet. If not, Click on the "**Return to Meet Search**" link and try again.

(Clicking on the **Evaluators** tab will give a list of the evaluators for the meet and their evaluation status.)

Click on the "**Officials**" tab to return to the List of Officials.

Warning: Turn off any automatic form filling software that works when you are online. It may inappropriately auto fill some fields in the OTS.



If this list does not include all of the officials at the meet click on the "**Add Officials**" link. The **Add Officials** page will be returned.

The **Meet Referee** and **Evaluators** automatically get added to this list. If they, or any other officials who are pre-loaded into the meet, don't participate in the meet at all, they can be "**Delete**d" here by anyone with authority. For an **approved OQM** the Meet Referee and Evaluators can only be changed, added or removed from those lists by the National Officials Committee.

(No official with an entered evaluation or sessions worked can be deleted from a meet!)

All officials that have been "input" will show up here.

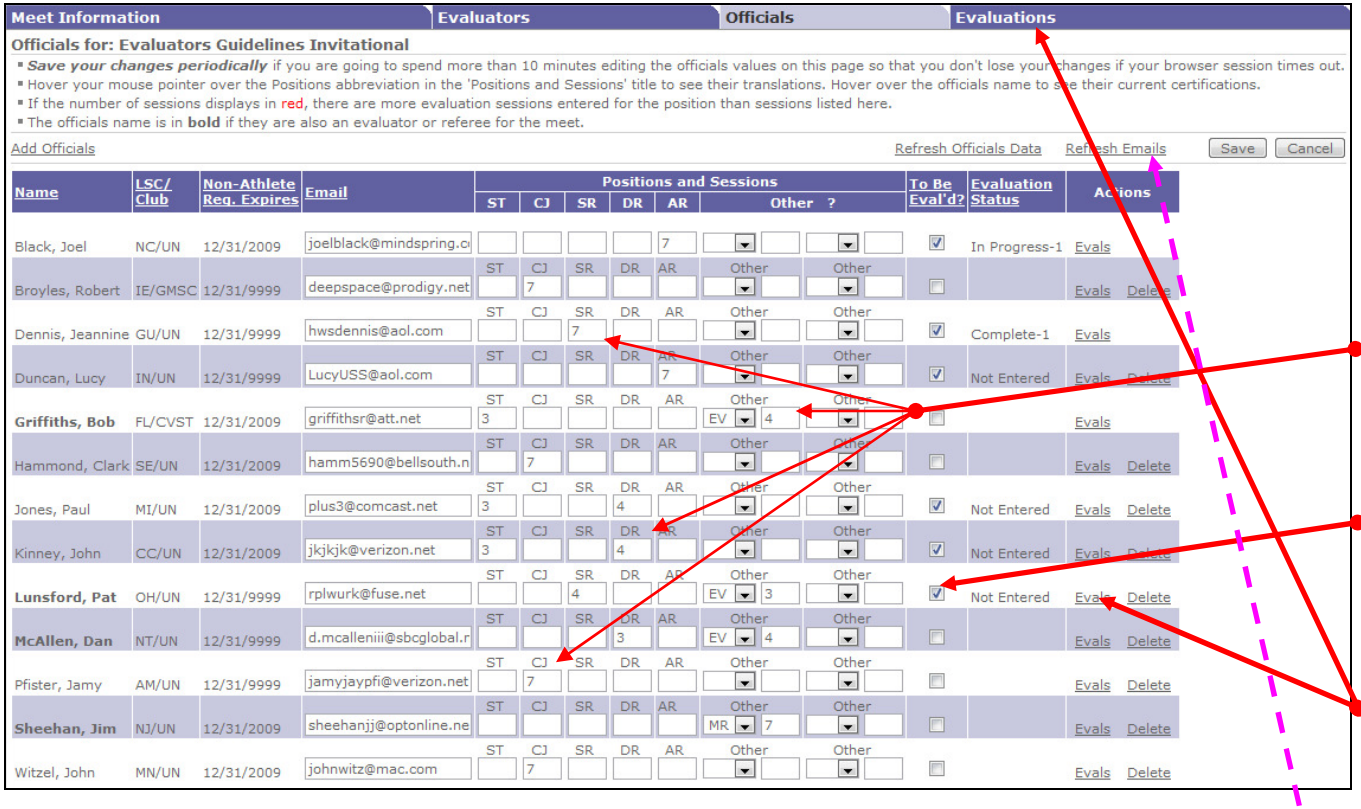
At this page you can **search** for officials in many ways. The function is the same as when you searched for your name as an evaluator.

If it is a meet **with officials predominantly from one LSC**, and there are many of them, it is probably best to set the "**LSC**" first.

You can then reduce the selection list by using some of the other parameters to, say, return females first and then males later. Only check the "**All**" button in the **Non-Athlete Type** if specific officials don't show up on the list. Use their "**Last Name**" and LSC, after you've completed other selections. (**All** will return officials, coaches, administrators etc.)

If **officials are from many LSCs**, leave LSC as "- -**All- -**" and use "**Last Names**" separated by commas (don't leave a space after the "**,**"), like the example, to return mixed lists. You can put 20, or so, names in this area. Then click the "**Search**" button. The **OTS** will return up to 300 names in the **Search Results** list; 100 to a page.

To add officials to the meet mark the **check box** against their names and then click "**Add Selected Officials>**" or, if more than one page, go to the next page, which also acts like "**Add Selected Officials**", to continue selecting. When finished selecting from the list click "**Add Selected Officials**" and either: modify the search parameters to build another list to continue adding officials; or hit the "**Return to Official List**" button if you are finished.



It is best to **enter the number of sessions worked for officials <u>prior</u> to entering their evaluation**. The number of sessions worked in a position should be at least the number required for the type of evaluation. The total sessions in all positions for an evaluated official should equal or exceed 4, the minimum required at an OQM for any evaluations to be given.

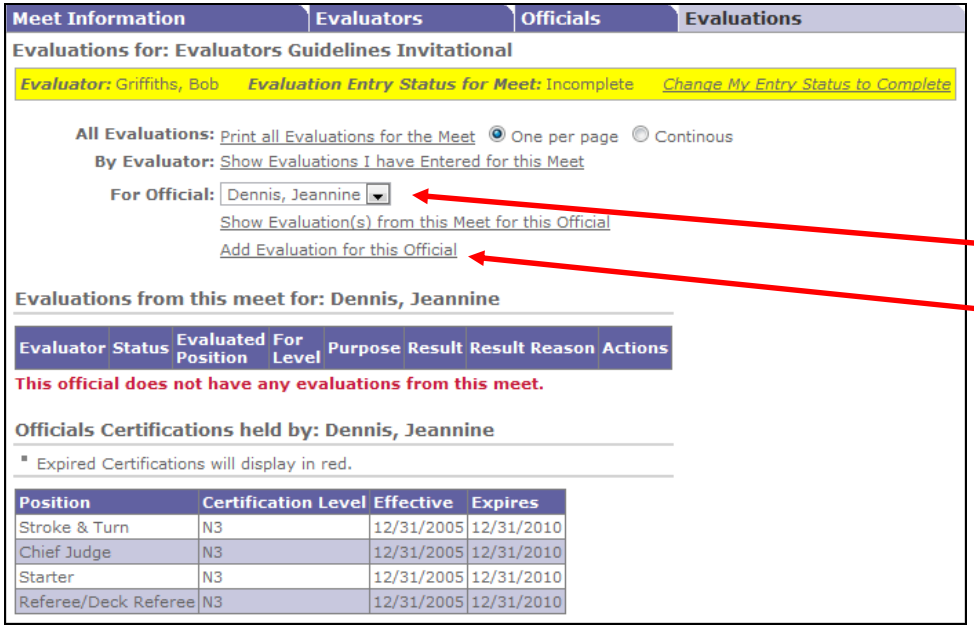
The number of full time equivalent sessions worked in each position should be entered. **The total number of sessions for each official cannot exceed the number of sessions in the meet.**

You can mark officials **to be evaluated**. (This has no effect on the process except to place a "Not Entered" message in the Evaluation Status column if the evaluation has not been done.)

When you are ready to enter an evaluation, click on the **<u>Evaluations</u>** tab **or** "**<u>Evals</u>**" in the **Actions** column.

Note: Save frequently when entering data on the Officials page. Occasionally, data loss (some sessions worked and email addresses) has been reported. Therefore it may be advisable to highlight, copy and paste this page into another document or spreadsheet as a backup in case the sessions worked need to be re-entered. If some email addresses are lost, all email addresses can be refreshed by clicking on the "**<u>Refresh Emails</u>**" link. All email addresses will be refreshed to the last email address associated with the officials linked account or to the email address in the SWIMs registration data base, if any, if the official does not have a linked account. Any email addresses that were modified at the meet will be overwritten, and will have to be re-entered.

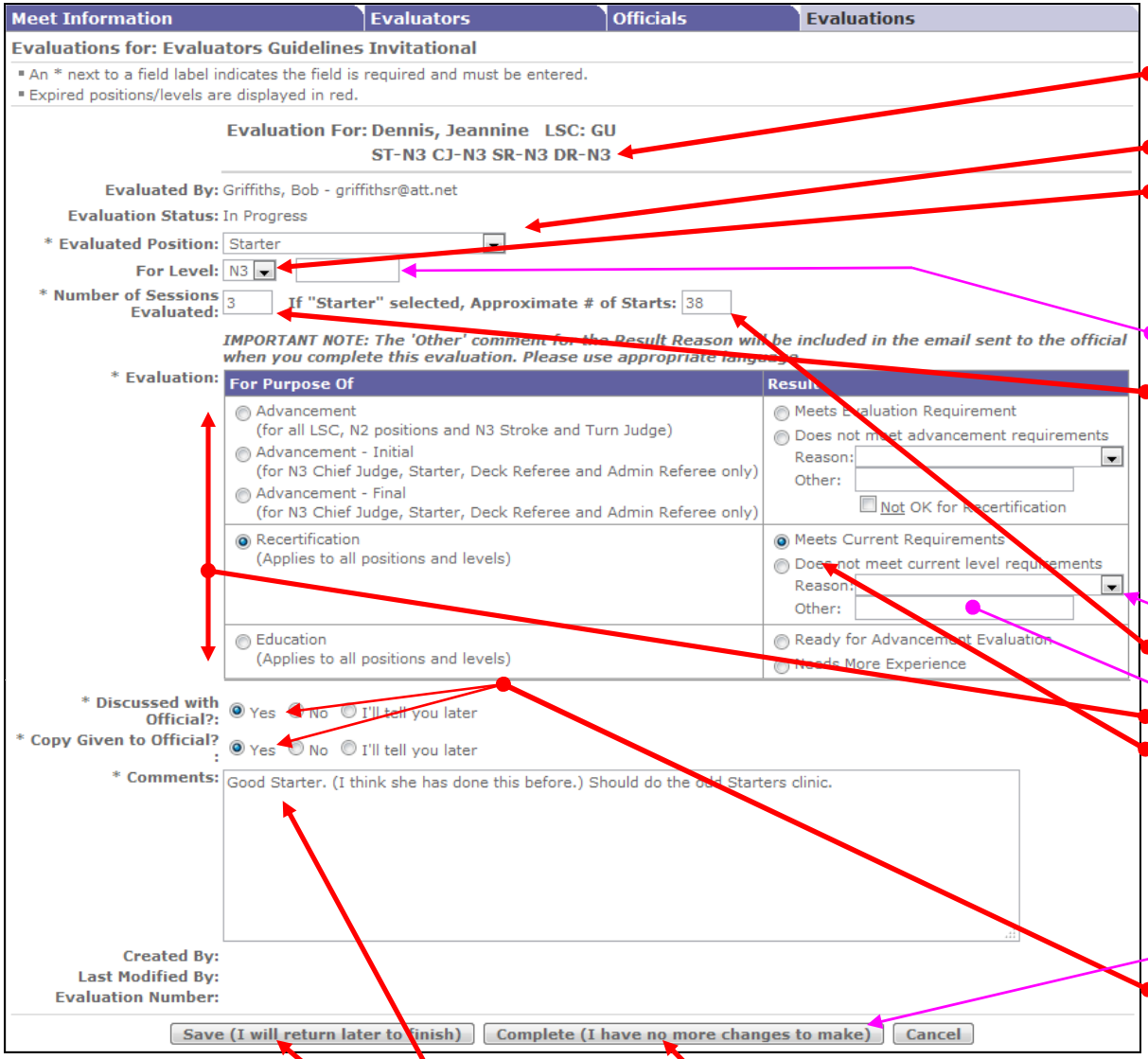
Using the "**<u>Refresh Officials Data</u>**" link updates the registration status and National Certifications (which can be viewed by "hovering" the cursor over the official's name). The "**<u>Refresh</u>**" links are particularly useful if the meet is takes place early in the calendar year and some of the officials were entered into the meet prior to the previous year end. Unless refreshed, all data attached to the meet is "fixed" on the day it is entered.



More about this later!

Select the official you wish to report on from this **drop down** list.

Then select "**Add Evaluation for this Official**".



"The Evaluation Entry Page will be returned.

Official's current National Levels in Positions, if any. (LSC certifications are not shown in this version of the OTS)

Select the "**Position**" being evaluated.

Select the "**Level**" at which you evaluated. (If for re-certification - select the official's current level. If for advancement - select the next level. If for education - select the appropriate level.)

This box is for future use. **Leave it blank**.

Enter the "**Number of Sessions**" that you "**Evaluated**" the official in the position. (If the number is greater than the number of sessions worked in the position as shown on the **Officials** list, you will get an error message when you try to save the evaluation. You can choose to leave it at the number at that time. A Red 0 (or the number already there) will show for the position on the Officials list, until it is revised to the same or greater number shown in the evaluation. Not necessarily a "big deal".)

If you are evaluating a Starter, enter the approximate total number of starts that you evaluated for this official.

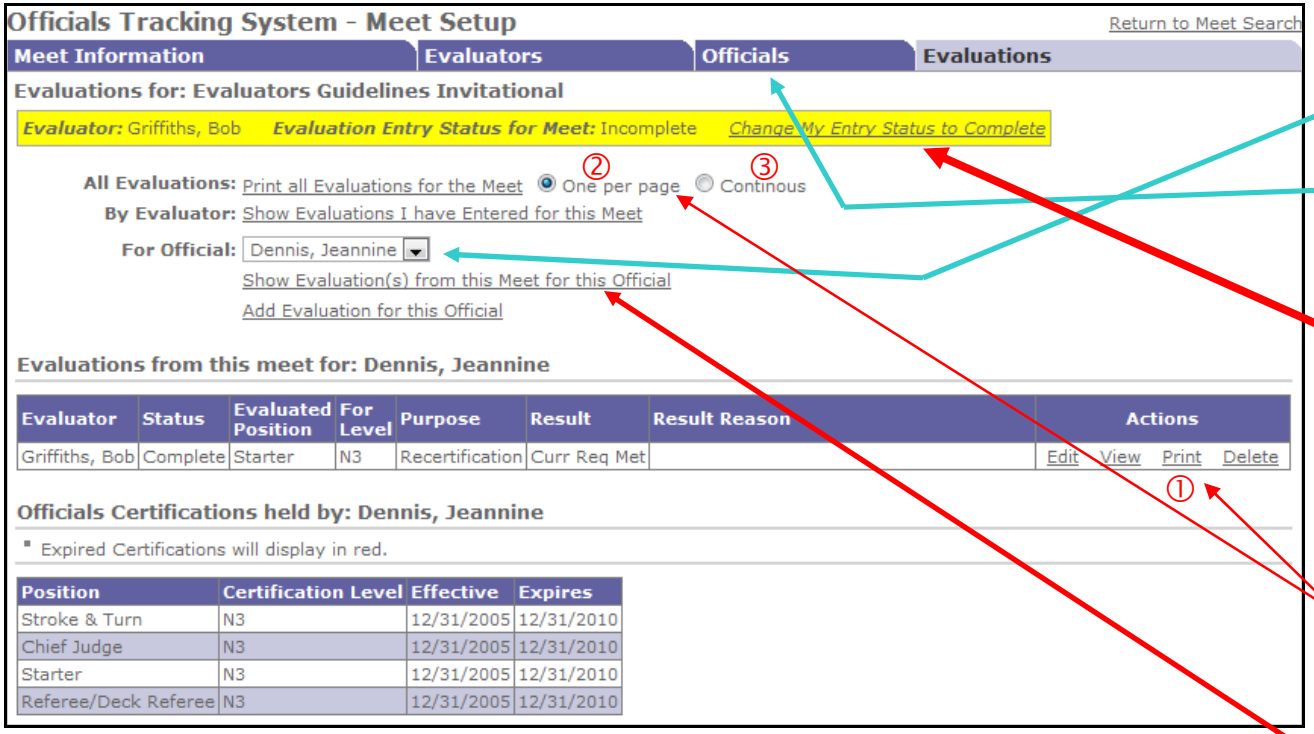
Indicate the **Purpose** of the evaluation **AND** the **Result**.

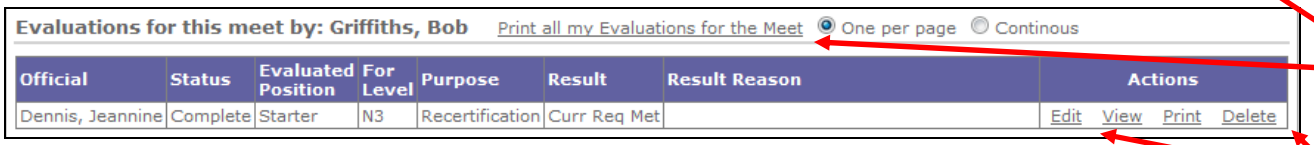
If an evaluation **does not meet the requirements**, you must either select a brief reason from the "**drop down**" box, or enter text in the "**Other**" box, or **both**. These reasons will be included in an email that is automatically sent to the official when the evaluation is "**complete**".

"**Yes**" or "**No**" in both of these lines needs to be selected in order to complete the evaluation. A "**Yes**" in the first line is expected. A "**Yes**" in the second line is preferred.

You must enter something in the **Comments:** Area. This is the place to enter guidance remarks, note outstanding performance, or other things that need to be addressed. The official will have access to the comments. You will be able to generate a printout of the evaluation to give to them if you wish.
When you are done you can select the **Save (for finishing later)** or "**Complete**" button. Selecting "**Complete**" will, if there are no errors, send an email to the official.
You must **complete** all of your evaluations at some time or you may keep getting reminder emails.

If you are jointly evaluating an official – only one evaluator should enter an evaluation. Note the secondary evaluator in the Comments box.





After clicking on "**Complete**" for an evaluation you will be returned to this page.

You can **select** another official to report on.

or

you can click on one of the other Tabs,

or,

if you have **completed ALL of your evaluations**, you **MUST** click "**Change My Entry Status to Complete**" link. See ** below.

If you don't do this you may receive emails asking if you've completed your evaluation assignment. You will not be able to change to this status if you have any evaluations still tagged "(I will return later to finish)" and showing "In progress" in the "Status" column.

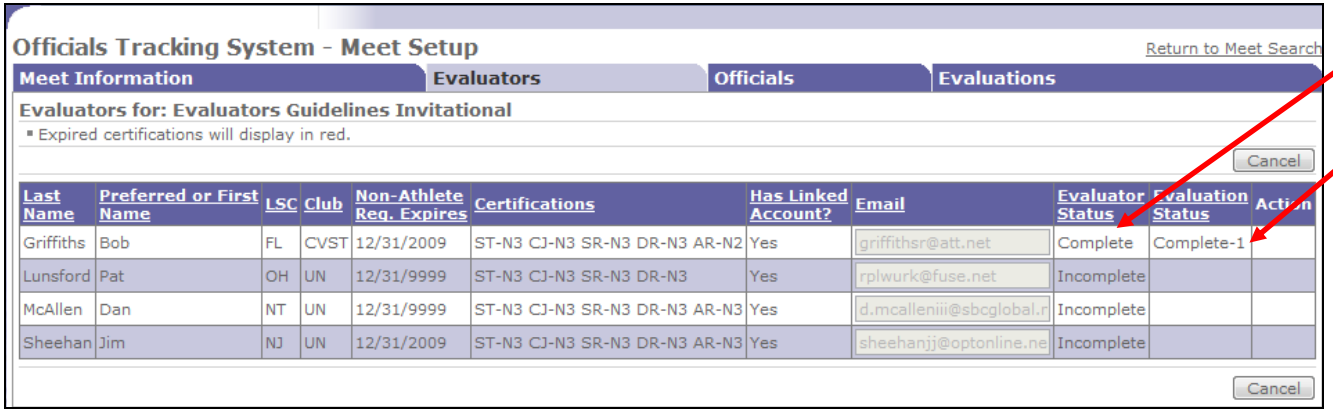
Note: From this page you can Print evaluations in several ways: ① just a single evaluation, ② all evaluations done at the meet – one per page, or ③ continuously.

You can also click on the "**Show Evaluations I have Entered for this Meet**" link and then **Print** all evaluations that you have done; one per page or continuously.

You may also "**Delete**" or "**Edit**" the evaluation, if you wish. However, if the **Status** is "Complete", the official has already been sent an email reflecting this evaluation and will get another with your revised evaluation.

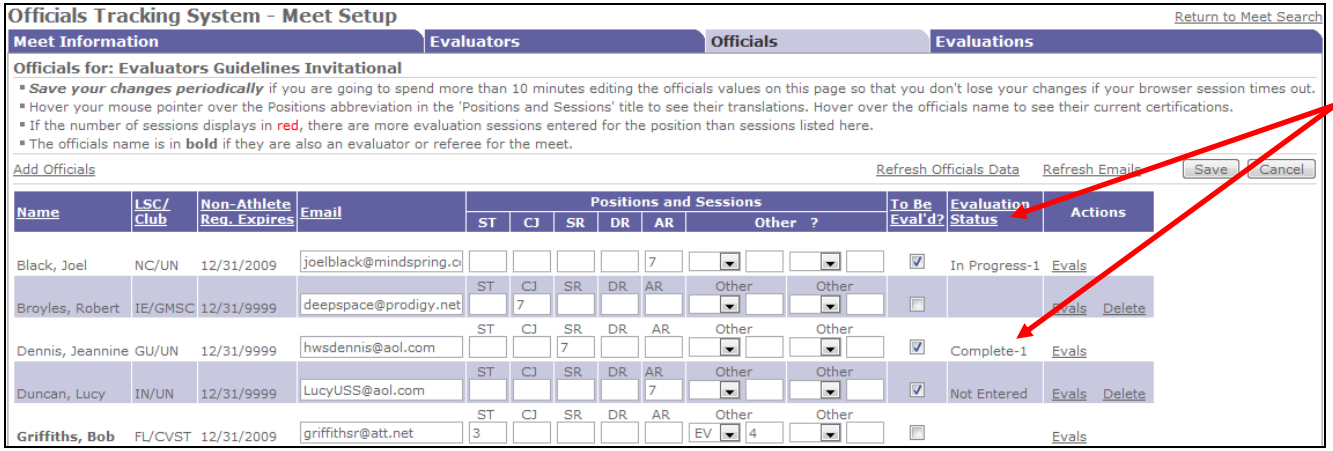
** After Clicking on "Change My Entry Status to Complete" The link will change to "**Change My Entry Status to Incomplete**". You may "toggle" it back and forth as necessary.

You can then Click on the "**Evaluators**" tab.



Note that the "Evaluator Status" has changed to "**Complete**".

Also, the "Evaluation Status" will reflect the number of "**Complete-1**" (or more if you or others do more evaluations on the same official) and "**In progress-x**" for any individual evaluations that were tagged "**I will return later to finish**".



When done, you can return to the "**Officials**" List. The status of each evaluation will show in the "**Evaluation Status**" column.

Notes for Evaluators:

- This version of the OTS does not restrict the type and level of National Evaluation to those approved for the OQM and approved for evaluators. **Please do not evaluate positions and levels that you, and the meet, are not approved to do! – e.g. You may be approved to do N3 Initial Deck Referee evaluations however; you should only do them if the meet is also approved for that position and level.** You are provided with that information when the OQM is approved. Future upgrades to the OTS may have Evaluator and Meet limitation restrictions built in so that non valid evaluations cannot be entered.
- Evaluators can only be added to an approved OQM by the National Officials Committee. So, if evaluators are changed (removed or proposed for addition) for the meet, a request needs to be submitted either prior to the meet or it can be done afterwards. If approved prior to the meet, evaluators can go on-line at the meet to enter evaluations. If afterwards: 1) there is a risk that approval may be denied and "evaluations" may be invalid, and 2) the evaluations will have to recorded on paper and entered later.
- Previous evaluations and official's history will not be available to most evaluators with this version of the OTS. You will have to rely on the official to provide you with eligibility information and details of previous evaluations; or approved N3 Final Evaluators can submit a request for history on specific officials to the **officials committee certification sub group**, prior to the meet if you know you will be doing an N3 Final evaluation. Future enhancements may allow Final Evaluators to make these inquiries directly.