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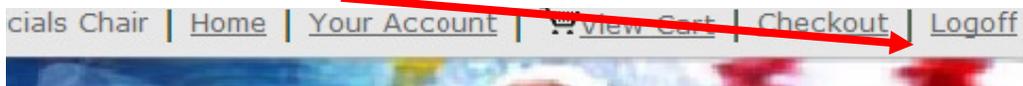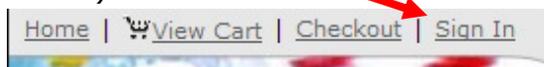Officials Tracking System (OTS) on the USA
Swimming Website

Officials

USA Swimming has designed a web based application that will assist the documentation of individual official's participation in the officiating program and manage the qualifications achievement of officials. As an Official, you will be able to view your participation in Officials Qualifying Meets (OQMs) in the National certification program, any evaluations and, if entered by your LSC, participation in LSC meets and LSC activities. You will also be able to enter your participation in meets and activities that your LSC does not enter. You may also apply for National Advancement and re-certification if you have met all of the requirements.

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

Access the Officials Tracking System - OTS

- To access any data in the **OTS** a you must be signed in with a <u>linked account</u> created on the USA Swimming website. This is the same account that you may have 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)

Home | View Cart | Checkout | Sign In

Account Login

- If you have never created an account, click at **Need to create an account?** and follow the instructions. You need to link the account to your registration account in SWIMs to have access to the OTS.

Username

Password

- If you already have an account, enter "**Username**" and "**Password**".

☐ Remember Login   Login

- Once the sign in procedure is successfully completed, the right-hand corner will change to show **Logoff** and your account name will appear to the left of "Home".

Need to create an account? Click Here.

cials Chair | Home | Your Account | View Cart | Checkout | Logoff

Forgot your username or password? Click Here.

NOTE: Only Non-athlete members of USA Swimming who are recorded as an "<u>Official</u>" have access to the OTS. Data may be recorded for all Non-athlete members; however they may not be included in all reports. Contact your LSC Registration Chair to add "**Official**" to your SWIMs record if you are only recorded as Non-athlete – "other" or "coach".

Create an Account

For new accounts the fields indicated need to be filled in.

Officials need to check the "**I am a registered USA Swimming Member**" box and then click on "**Create Account.**"

The "Link to your USA Swimming Membership" screen will appear.

Username:	*Please enter a username
Last Name:	*Please enter your last name
First Name:	*Please enter your first name
Middle Name:	
Suffix:	
Email Address:	*Please enter your email address
Contact Phone #:	
Password:	*Please enter a password
Confirm Password:	*Please enter your password again

☑ I am a registered USA Swimming Member

[Create Account] [Cancel]

Link to your USA Swimming Membership

If you have a current USA Swimming membership you can create a link to your membership record and have access to many additional features including:

* Personalized information on the My USA Swimming page (times information relevant to athletes and coaches)
* Free access to member portions of the site
* Member discounts at the online store (when offered)

In order for you to link your membership we need you to perform a 'Member Search' so that we can link your website account to the correct USA Swimming membership. This way we can ensure that we provide you with accurate personalized data.

In order for us to do that please enter as much of the information that you can into the form below and click the 'Search for Membership' button.

Note: If you are unable to find the correct membership record to link to please contact customer service at CustomerService@USASwimming.org.

First Name:
Last Name:
Date of Birth:

Search for Membership   Cancel

The Registration "**First Name**," "**Last Name**" and "**Date of Birth**" need to be entered and then "**Search for Membership**" clicked on.
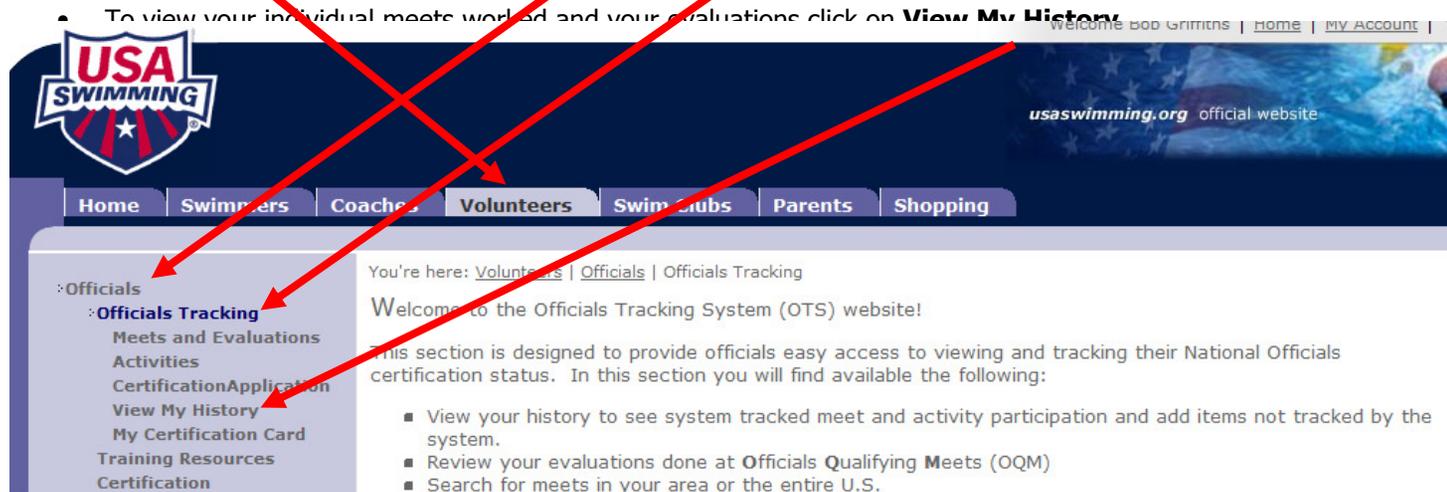
Membership Search Results should appear. Click on "**This is Me**" in the link column. The linked account will be created.

Membership Search Results

Last Name	First Name	Middle Name	Club	Registration Expires	Link
Griffiths	Robert	William	CVST	12/31/2009	This is Me
				1	

Once logged in; 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 view your individual meets worked and your evaluations click on **View My History**.

View My History

Default display periods for Meet History are 66 and 27 months for National Championship Meets and all other meet respectively. Users can change these and refresh the list to show shorter or longer lists. The defaults reset with the next return to the Page.

Exit from this page by clicking on "Return to Prior Applications."

System Tracked Meets include all Officials Qualifying meets (**OQM**s) that you may have attended since at least October 2007. If your LSC uses the system to track all meets, or you have attended meets in LSCs that do use it, then they will also be in the "**System Tracked Meets for:**" section.

From this page you can also view any evaluations that were done for you at OQMs by clicking on **View Evaluations**. The full evaluation will be shown.

If your LSC does not use the OTS to track meets and sessions worked, or you attended early OQMs and weren't recorded as working the meets, you can enter them as "**Other Meets for:**" by clicking on **Add Other Meet**. This will take you to the following page.

Officials Tracking System – Certification Application

Return to Prior Applications

Application for Certification	Meets/Evaluation History	Activity History

Show History: 66 Months on National Championship Meets, 27 Months on Non-National Championship Meets   [Refresh List]

System Tracked Meets for: Bob Griffiths

Meet Name	LSC	Meet Date	Meet Type	Level	Positions/ Sessions	# of Evaluations	Actions
2009 Southern Zone Eastern Sectional Senior Champi	NC	03/05/2009	Sectional	National Qualifying	EV-7	0	
2009 FL Spring Senior Champs	FL	02/26/2009	LSC Championship	National Qualifying	EV-7	0	
2009 FS Spring Jr. Olympic Championships	FL	02/19/2009	LSC Championship	LSC	AR-7	0	
2009 Al Soltis Memorial Winter Open	FL	01/16/2009	Open Meet	LSC	MR-5	0	
Speedo Short Course Junior Nationals/LC Junior Inv	US	12/11/2008	National Championship	National Qualifying	CJ-6 EV-2	1	View Evaluations
2008 Gator Swim Club Holiday Classic	FL	12/05/2008	Invitational	LSC	MR-9	0	

Other Meets for: Bob Griffiths

Add Other Meet

Meet Name	LSC	Meet Date	Meet Type	LSC Meet Sanction #	Positions/ Sessions	Actions
2007 Florida High School Championships	FL	11/01/2007	Invitational	-	MR-6	Edit Delete
2007 Tampa Bay Swim Classic	FL	06/01/2007	Invitational		SR-2 DR-3	Edit Delete
2007 Boys & Girls Club National Championships	FL	04/05/2007	Invitational		MR-7	Edit Delete
CFM Tiathlon Meet	FL	04/05/2007	Open Meet		MR-3	Edit Delete

Adding Other Meets

Officials Tracking System - Certification Application   Return to Prior Applications

| Application for Certification | Meets/Evaluation History | Activity History |

Add Other Meet for: Bob Griffiths

* by entering this information you certify that you have participated in the meet in the positions and number of sessions listed

*Meet Name: OTS Test Meet

*Meet Date: 5/15/2009

*Meet Type: Invitational

*Host LSC: FLORIDA SWIMMING

LSC Meet Sanction Number: 1234

*Positions Worked:

Position	# of Sessions
Stroke & Turn	4
Chief Judge	
Starter	
Referee/Deck Referee	
Administrative Referee	
Marshal	1

Comments: I drove 428 miles to go to this meet in Remote Town Florida.

[Save] [Cancel]

Here you can add details for the meet.

The fields marked with an ***** are required. The others are optional.

The total of sessions worked in various positions should not exceed the total **# of Sessions** that you actually worked at the meet. If you worked in two or more positions during a sessions either choose one position to show the activity or distribute the sessions amongst the positions to approximate your time in each. At this time, only full sessions can be recorded.

You can also add some comments about the meet.

When you are done, click on "**Save"** and the data will be saved in your personal file in the **OTS**. The data will remain in the database unless you delete it. If the meet date is more than 27 months ago, change the default 27 months on the "**Meets/Evaluation History**" page to as many as you'd like to view.

If the meet, and your participation, is entered later as a "tracked" meet, you should **delete** it from your "**other meet**" list.

When you are done, click on any of the "**tabs**" or **Return to Prior Application**.

If you return to **Meets/Evaluation History**, the new "**Other Meet**" will show up on your list. From here you can **Add** more **Other Meet**s, "**edit**" or "**delete**" them or review your **Activity History** by clicking on the **Activity History** tab.

Activity History

Similar to meets, your LSC can track participation in various activities such as seminars, workshops, clinics, meetings, etc related to officiating.

Again, the default display is for the last 27 months. You can overwrite the default with a longer or shorter period and **Refresh** the **List**s. The Default resets to 27 when you leave the page.

Officials Tracking System - Certification Application   Return to Prior Applications

| Application for Certification | Meets/Evaluation History | Activity History |

Show History for: 27 Months   [Refresh List]

System Tracked Activities for: Bob Griffiths

Description	Type/Position	Date/LSC	Location	Role	Meet Name
Evaluator Training March 5 - 8	Clinic Evaluator	03/06/2009 US	Raleigh, NC	Presenter	Southern Zone Eastern Sectional
Open Water Officials Clinic	Clinic	03/16/2008 FL	Orlando, FL	Student	
Referee Clinic	Briefing Referee/Deck Referee	03/01/2008 FL	Clearwater, FL	Student	2008 SC Senior Championships
2008 FS Officials Recertification Clinic	Clinic	02/24/2008 FL	Clearwater, FL	Student	2008 FS SC Junior Olympics

Other Activities for: Bob Griffiths

Add Other Activity

Description	Type/Position	Date/LSC	Location	Role	Meet Name / Comments	Actions
Explaining OTS to Jeff Sm		11/30/2007 FL	Gainesville FL	Instructor	x	Edit Delete
S&T Judge graduation clin	Clinic Stroke & Turn	02/16/2007 FL	Tampa FL	Instructor	3 S&T Judges	Edit Delete

You can similarly **Add Other Activities** that your LSC, another LSC or USA Swimming did not record for you, or that you did independently, eg deck mentored an official or gave, or attended, a mini clinic.

Even if your LSC records larger meetings or clinics, this area is probably best used for individuals to track any teaching, mentoring or learning activity that involves small numbers of officials, say up to 5.

You can **Edit** or **Delete** activities that you've entered.

Clicking on "**Add Other Activity**" will take you to the following page.

Adding Other Activities page.

Officials Tracking System – Certification Application   Return to Prior Applications

| Application for Certification | Meets/Evaluation History | Activity History |

Add Other Activity for: Bob Griffiths

* Activity Description: OTS Demo Clinic
* Date: 5/15/2009
* Type: Clinic
Position:
Meet Name:
* Location City: Minneapolis
* Location State: Minnesota
* Host LSC: USA SWIMMING
* Role: Instructor
Comments: Demonstrated LSC module to LSC Officials Chairs.

Save   Cancel

Fields with an * are required.

You can add comments, if you wish.

When done, click on "Save" and you will be returned to the "Activity History" page.

From there, you can add another "Other Activity" or go to another tab.

If you are ready and believe you have met all of the requirements, you may go to the "**Application for Certification**" tab and fill out and submit an application to advance to, or re-certify or be reinstated at, National levels (N2 or N3) in the Stroke and Turn Judge (ST), Chief Judge (CJ), Starter (SR), Deck Referee (DR) or Administrative Referee (AR) positions.

You can click on "**Application for Certification**" on any of the pages that displays that tab.

Application for <u>National Certification</u>

If you selected Certification Application from the Main Menu on the left side, you will arrive at the "Prior Applications Page"

Officials Tracking - Apply for Certification

Officials Tracking System - Certification Applications

- *Submit a New Certification Application* to apply for Officials Certification in one or more positions.
- *View Your History* to see system tracked meet and activity participation and add items not tracked by the system.
- *Review your Prior Applications* to monitor the progress of previously submitted applications and to edit applications you have not yet submitted.

Official: Bob Griffiths

Monitor My Participation History and Submit a Certification Application

Click the link below to review your Meet, Evaluation, and Activity history
View My History

Click the link below to submit a new Application for Officials Certification
Submit a New Application

Prior Applications

Submit Date	Application For	Status	Status Date	Actions
8/27/2007	Stroke & Turn - Recertify at N3 Chief Judge - Recertify at N3 Starter - Recertify at N3 Referee/Deck Referee - Recertify at N3	Approved	08/31/2007	View Delete
4/1/2008	Stroke & Turn - Recertify at N3 Chief Judge - Recertify at N3 Starter - Recertify at N3 Referee/Deck Referee - Recertify at N3 Administrative Referee - Advance (No Prior National Cert)	Approved	04/09/2008	View Delete

NOTE: To officials applying for certification or re-certification in the Officials Tracking System, the application page has a few idiosyncrasies! *Click here to find out more...*

If you are unsure about what you need or may be missing in order to submit the Certification Application, *click here* for the "Certification" page. Review the "National Official Advancement Summary" (pages 2-4) and/or the "National Official Re-certification Requirements" document.

Left navigation menu:
- Officials
  - Officials Tracking
    - Meets and Evaluations
    - Activities
    - **CertificationApplication**
    - View My History
    - My Certification Card
  - Training Resources
  - Certification
  - Committee & Chairs
  - Officials Online Test
  - Applications to Officiate
  - Rules & Regulations
  - Recruitment/Retention
  - Forms/Applications
  - Photos/E-Newsletters
- Local Swimming Committee
- Governance
- Sports Medicine
- Trip Managers
- Convention
  - General Chairs

usa swimming tools
- Join USA Swimming
- Join SplashNation
- Find a Swim Club
- My USA Swimming

Right side annotations:

This page shows any prior applications, if any, and their status.

You can go to the "My History" pages by clicking on "**View My History**" or you can Edit a "Pending" or a "Stored" application.

You can also submit a new application by clicking on "**Submit a New Application**."

"**Click here to find out more...**" to view some more explanation about the application process.

You can also access the "**Certification Application**" page from the "**My History**" pages. Either way, you will arrive at the following page.

If you arrive at this page by clicking an **Application for Certification** tab, you will start a new application and the entry in the **Certification Request Status** box will be "**New**". If you had retrieved it as a **Started** application from the **Prior Applications** list (started earlier and **"Saved" for Submitting Later**) the status will be "**New – Not Submitted**". If the application had been submitted you can check to see if it has been reviewed.

Fill out the form.

Officials Tracking System - Certification Application					Return to Prior Applications

Application for Certification   **Meets/Evaluation History**   **Activity History**

Submit for Certification   Save for Submitting Later   Cancel

Your card will be mailed to the address on file for your membership registration.

Name: Bob Griffiths
LSC: FL

Contact Phone: [_____] xxx-xxx-xxxx

Contact Email: griffithsr@att.net

Certification Request Status

Status: New
Date Submitted: Not Submitted
Date Reviewed: Not Reviewed

Apply for Certification:

Position	Current Level Held	Effective	Expires	Months at Level	Certify me in the position(s) selected below:
Stroke & Turn	N3	12/31/2005	6/30/2011	41	● No Change ○ Recertify ○ Advance
Chief Judge	N3	12/31/2005	6/30/2011	41	● No Change ○ Recertify ○ Advance
Starter	N3	12/31/2005	6/30/2011	41	● No Change ○ Recertify ○ Advance
Referee/Deck Referee	N3	12/31/2005	6/30/2011	41	● No Change ○ Recertify ○ Advance
Administrative Referee	N2	4/1/2008	6/30/2011	13	● No Change ○ Recertify ○ Advance

Certification Requirement	Months Included	System Tracked # Achieved	Manually Entered # Achieved	Total Achieved	Required to Re-Certify at N2/N3	Required to Advance to N2/N3
LSC Level Sessions Worked	27	96	21	117	12 OK	12 OK
LSC Level Meets Worked	27	29	4	33	4 OK	4 OK
National Qualifying Sessions Worked	27	56	-	56	8 OK	8 OK
National Qualifying Meets Worked	27	8	-	8	2 OK	2 OK
National Champ. Sessions Worked	27	32	-	32	-	-
National Champ. Meets Worked	27	3	-	3	-	-
National Champ. Meets Worked - Long Term	66	8	-	8	***	***
Learning Activities	27	10	0	10	1 OK	1 OK
Teaching and Mentoring Activities	27	9	3	12	1 OK	1 OK

*** If advancing to N3 Chief Judge, Starter, Deck Referee, attendance at 1 championship meet in last 5 years is required.

Confirm: ☐ I certify that I have read, and am familiar with, the applicable sections of the current version of the Officials Manual published in the Officials section of the USA Swimming web pages.

Submit for Certification   Save for Submitting Later   Cancel

Your name and LSC will already be filled in.

Enter a phone number where the reviewer can reach you.

You can change the email address if it is not the one you'd like to be contacted at. It will not change the email address for you in SWIMs or anywhere else in the OTS.

You can apply to **advance** or **re-certify** in any positions **for which you are eligible** and have met **ALL** of the requirements. Go to the Certification pages or: National Certification Requirements and National Re-certification Requirements for details. Incomplete or errant applications will not be processed.

You will not be able to select "advance" to N3 if you have not been at N2 in a position for at least 12 months.

This area summarizes your activities over the 27 months prior to this application, and gives an indication whether the requirements have been met.

Please Note: "OK" is required for **either** "Learning Activities" **OR** "Teaching and Mentoring Activities," not necessarily both.

Clicking the "**…. History**" tabs will take you to the "History" pages where you review the source of the summarized data and enter additional meets and activities that are not already in the OTS, including National Championship meets.

You must be able to **check this box** before the application can be submitted.

Submit the application when everything is complete. Your LSC Officials chair will automatically be sent an email advising that you have applied and giving 7 days to comment on the application from an LSC participation perspective. No response is assumed as "No Objection."

You will generally receive a response to your application 10 to 14 days after it is submitted. If all requirements to advance or re-certify have been satisfied, you will receive an email notice advising you of your new levels, if any, and your new expiry dates. You will also be emailed a pdf file of your new certification card as soon as HQ enters the changes into SWIMs. You can also go to "My Certification Card" to access the same file. This may be a few days after the first notice of the application approval. Your LSC Officials Chair will also receive a similar notice advising of your accomplishment.

If your application is deficient or incomplete, you may receive notice sooner. The "deficient" application that you submitted can be used as the base for a second application once you have addressed the problems or issues.

If your application and supporting materials indicate that you are not eligible or qualified to recertify or advance, you and your LSC Officials Chair will receive an email notice.

Note:

- Applications for LSC advancement and recertification remain with your LSC. **DO NOT USE this site for LSC applications**.
- There is no fee for National certification and recertification.
- You may submit constructive comments or questions regarding the OTS and applications to the email address - **ots@usaswimming.org**

My Certification Card

You may now print your National Certification Card at any time by going to the **link** on the main menu.

IF your LSC uses the LSC Certification Tracking module of the OTS, your LSC certifications may also be available through this link. LSCs that do use the module can elect not to make the online LSC certification card available to their officials and continue with their traditional issuing methods.

The LSC Certification Tracking module allows LSCs to track up to 10 other positions in addition to the 5 used for National Certification. Up to seven can be shown on the online card.

The online cards are designed to print in typical business card size.

EVALUATORS, MEET REFEREES and ACTIVITY ADMINISTRATORS

See the **OTS Guidelines** for "**LSC Users**" and "**Evaluators**" for details on how to enter officials into meets or activities or to enter evaluations.

Evaluators (OQMs only)

If you are named as an **Evaluator at an OQM**, you will have edit authority at the meet. This will enable you to add officials and sessions worked at the meet and enter evaluations. You can search for the meet in many ways; however the most efficient are **1**, **2** or **3** below:

1 By the OQM approval number using the year and serial portion or just the serial portion, and then clicking on "**Search**". Click on "**Evaluations**" for the appropriate meet. Remember "less is better" when searching! ....
or,

Select an Evaluator to use in Searching for a Meet

- You can perform a wildcard search on the name fields by typing an * at the end of the name
- You can search for multiple last names with or without wildcards separated by commas. For example: smit*, jones,joh*
- The 'Certified Position' parameter only matches positions recorded in the national database.

Last Name: griffiths   LSC: -- All --

First Name: Club Code:

Preferred Name: Registration Year: ○ Current Year ○ Current and Prior Year ○ All

USAS ID:

Gender: ☑ Male ☑ Female

Non-Athlete Type: ○ Officials Only ○ All   Certified Position: -- All --

Certified Level: ○ Ignore ○ Levels ☑ N2 ☑ N3

Evaluator Level: ○ Ignore ○ Levels ☑ N2 ☑ N3i ☑ N3f ☑ N3

[Search] [Return to Meet Search]

Search Results

Last Name	First (Preferred) Name	Middle Name	LSC	Club	Non-Ath Req. Expires	Option
Griffiths	Robert (Bob)	William	FL	CVST	12/31/2009	Select

Officials Tracking System - Meets
- You can search by any of the fields to find the meet you are looking for.

Search for a Meet - Enter Search Parameters

Meet Name: Meet Level: ☑ National QM ☑ LSC

Meet Date: (mm/dd/yyyy) - (mm/dd/yyyy)   Qualifying Meet #: - (Numbers only)

City: State: -- All --   LSC Sanction #:

LSC: -- All --

Referee: ○ All ○ Specific   Search for a Meet by Referee

Evaluator: ○ All ○ Specific Griffiths, Robert (Bob) William   Search for a Meet by Evaluator

Official: ○ All ○ Specific   Search for a Meet by Official

[Search]

Search Results

Meet Name	Start Date	Host LSC	City, State	Meet Level	Meet Type	Cert. Level	Natl Qualifying Meet Status/#	Action
2009 Southern Zone Eastern Sectional Senior Champi	03/05/2009	NC	Cary, NC	National Qualifying	Sectional	N3	Approved 090010	Evaluations
2009 FL Spring Senior Champs	02/26/2009	FL	Orlando, FL	National Qualifying	LSC Championship	N3	Approved 090036	Evaluations
Speedo Short Course Junior Nationals/LC Junior Inv	12/11/2008	US	Austin, TX	National Qualifying	National Championship	N3	Approved 080123	Evaluations

Officials Tracking System - Meets
- You can search by any of the fields to find the meet you are looking for.

Search for a Meet - Enter Search Parameters

Meet Name: Meet Level: ☑ National QM ☐ LSC

Meet Date: 2/25/2009 - 3/3/2009 (mm/dd/yyyy)   Qualifying Meet #: - (Numbers only)

City: State: All --   LSC Sanction #:

LSC: -- All --

Referee: ○ All ○ Specific   Search for a Meet by Referee

Evaluator: ○ All ○ Specific   Search for a Meet by Evaluator

Official: ○ All ○ Specific   Search for a Meet by Official

[Search]

Search Results

Meet Name	Start Date	Host LSC	City, State	Meet Level	Meet Type	Cert. Level	Natl Qualifying Meet Status/#	Action
2009 IES Short Course Championships	02/27/2009	IE	Walla Walla, WA	National Qualifying	LSC Championship	N3	Approved 090041	
SD State Swimming	02/27/2009	SD	Sioux Falls, SD	National Qualifying	LSC Championship	N2	Approved 090018	
2009 FL Spring Senior Champs	02/26/2009	FL	Orlando, FL	National Qualifying	LSC Championship	N3	Approved 090036	Evaluations
OSI 2009 Speedo SC 11-14 Age Group Champs	02/26/2009	OR	Corvallis, OR	National Qualifying	LSC Championship	N3	Approved 090034	
Southeastern SC Champs	02/26/2009	SE	Nashville, TN	National Qualifying	LSC Championship	N3	Approved	

2 Searching for yourself as an evaluator, by leaving everything else blank or unchanged. Click on "**Search for a Meet by Evaluator.**" The search page will be returned. Enter your **Last Name**, and, if you have a common last name, your **LSC**. Click on "**Search**".

Select yourself from the Search results and you will be returned to the "Meet Search" Page. Your name will be filled in. Click on "**Search**" then click on "**Evaluations**" for the meet you are looking for.

Or,

3 Searching with the "**LSC**" box **unchecked**, the start "**Meet** start **Date**" and with an "end **Meet Date**" on or after the meet end date. Click on "**Evaluations**" with the appropriate meet.

Note: The "Evaluations" link will only show for meets where you are named as an evaluator in the Meet set up. You can add officials to a meet before the date of the meet; however you cannot add sessions or evaluations until the start date of the meet, or later.

Meet Referees (all meets)

If you are named as **Meet Referee at any meet** in the OTS, you will have **OTS edit** authority at the meet. This will enable you to add all USA Swimming Officials (and other non-athlete members) and sessions worked at the meet. You can search for the meet in many ways; however the most efficient are probably **1** or **2** below:

1 Searching for yourself as Meet Referee, by leaving everything else blank or unchanged. Click on "**Search for a Meet by Referee.**" The search page will be returned. Enter your **Last Name**, and, if you have a common last name, your **LSC**.

● Click on "**Search**".

● **Select** yourself from the Search results and you will be returned to the "Meet Search" Page. Your name will be filled in.

● Click on "**Search**" then click on "**Edit**" for the meet you are looking for.

Or,

Officials Tracking System - Meets
- You can search by any of the fields to find the meet you are looking for.

Search for a Meet - Enter Search Parameters

Meet Name: [   ]

Meet Date: [1/1/2009] - [5/11/2009]
(mm/dd/yyyy)   (mm/dd/yyyy)

Meet Level: ☑ National QM ☑ LSC

Qualifying Meet #: [   ]-[   ] (Numbers only)

City: [   ] State: [-- All -- ▾]

LSC Sanction #: [   ]

LSC: [FLORIDA SWIMMING ▾]

Referee: ⦿ All ○ Specific   Search for a Meet by Referee

Evaluator: ⦿ All ○ Specific   Search for a Meet by Evaluator

Official: ⦿ All ○ Specific   Search for a Meet by Official

[Search]

Search Results

Meet Name	Start Date	Host LSC	City, State	Meet Level	Meet Type	Cert. Level	Natl Qualifying Meet Status/#	Action
19th CVST Blue/Green Meet	04/25/2009	FL	Tampa, FL	LSC	Invitational		Not Applicable	Edit
Highland Long Course Invitational	04/24/2009	FL	Orlando, FL	LSC	Age Group		Not Applicable	
Rotary of Bonita Springs Invitational	04/17/2009	FL	Ft. Myers, FL	LSC	Invitational		Not Applicable	
St. Pete Friday/Saturday at the Races	04/17/2009	FL	St. Petersburg, FL	LSC	Age Group		Not Applicable	
The Rowdy Cup	04/17/2009	FL	Winter Haven, FL	LSC	Open Meet		Not Applicable	

2 Searching with the "**LSC**" box **unchecked**, the start "**Meet** start **Date**" and with an "end **Meet Date**" on or after the meet end date. Click on "**Edit**" with the appropriate meet.

Note: The "<u>Edit</u>" link will only show for meets where you are named as **Meet Referee** in the Meet set up. You can add officials to a meet before the date of the meet; however you cannot add sessions until the start date of the meet, or later.

Activity Administrators

If you are named as an **Activity Administrator** for any Activity in the OTS, you will have **edit** authority for the Activity. This will enable you to add any USA Swimming Officials (and other non-athlete members) attending the activity. You can search for the Activity in many ways, similar to Meets; however the most efficient is probably by **"Select an Administrator"** as shown below:

You're here: Volunteers | Officials | Officials Tracking | Activities

Officials Tracking System - Activities
- You can search by any of the fields to find the activity you are looking for.

Search Parameters

Activity Description:
Date: ___ through ___
Type: -- All --   Position: -- All --
LSC: -- All --
City: ___   State: -- All --
Participant Name: ⦿ All ○ Specific ___   Select a Participant
Participant Role: -- All --
Administrator Name: ⦿ All ○ Specific ___   Select an Administrator
Search

Officials Tracking System - Activities

search for an Administrator
- You can perform a wildcard search on the name fields by typing an * at the end of the name
- You can search for multiple last names with or without wildcards separated by commas. For example: smit*, jones, joh*
- The 'Certified Position' parameter only matches positions recorded in the national database.

Last Name: griffiths   LSC: -- All --
First Name: ___   Club Code: ___
Preferred Name: ___   Registration Year: ⦿ Current Year
USAS ID: ___   ○ Current and Prior Year
Gender: ☑ Male ☑ Female   ○ All
Non-Athlete Type: ⦿ Officials Only ○ All   Certified Position: -- All --
                              Certified Level: ⦿ Ignore
                              ○ Levels ☑ N2 ☑ N3
                              Evaluator Level: ⦿ Ignore
                              ○ Levels ☑ N2 ☑ N3i ☑ N3f ☑ N3

Search   Return to Activity Search

Search Results

Last Name	First (Preferred) Name	Middle Name	LSC	Club	Non-Ath Reg. Expires	Option
Griffiths	Robert (Bob)	William	FL	CVST	12/31/2009	Select

Officials Tracking System - Activities
- You can search by any of the fields to find the activity you are looking for.

Search Parameters

Activity Description: ___
Date: ___ through ___
Type: -- All --   Position: -- All --
LSC: -- All --
City: ___   State: -- All --
Participant Name: ⦿ All ○ Specific ___   Select a Participant
Participant Role: -- All --
Administrator Name: ○ All ⦿ Specific Griffiths, Robert (Bob) William   Select an Administrator
Search

Search Results

Description	Date	Location	Host LSC	Role	Type	Position	Options
Evaluator Training March 5 - 8	03/06/09	Raleigh, NC	US		Clinic	Evaluator	Edit

Searching for yourself as Activity Administrator, by leaving everything else blank or unchanged. Click on "**Select an Administrator.**"

The search page will be returned. Enter your **Last Name**, and, if you have a common last name, your **LSC**.

Click on "**Search**".

Select yourself from the Search results and you will be returned to the "Activity Search" Page. Your name will be filled in. Click on "**Search**".

Then click on "**Edit**" for the Activity you are looking for.

Note: You cannot enter participants into an Activity until the date of the activity, or later.

See "OTS Guide – LSC User" to see how to add participants into Meets and Activities.