



NEW OFFICIALS GUIDE FOR ONLINE SERVICES

Thank you for wanting to become an official with Virginia Swimming. This document is meant to help you with the administrative process of getting registered.

It is divided into 5 sections

- **Registration**
- **Setting up your US Swimming Account**
- **Online Testing**
- **Level II Background Check**
- **Athlete Protection Course**
- **Stroke and Turn.com**

Any suggestions that you believe would improve this document, please send them to officialschair@virginiawimming.org

Registration-

Every official must complete and submit the Non-Athlete Registration Form. It is found on the [Virginia Swimming Web-site](http://www.virginiasswimming.org) in the columns on the left hand side of the page under Registration. You can also pay for the registration using the Payment Center section on the web. **REMINDER:** Talk to your Team Official Chair to see if your team pays this differently.



Non-Athlete Registration

Anyone who doesn't compete registers as a Non-Athlete. Members of the LSC's Board of Directors, Delegates to the LSC's House of Delegates, and Officials must register annually with the LSC and USA Swimming.

[USA Swimming Background Check](#)

[USA Swimming Athlete Protection Training](#)

[Non-Athlete Registration Form](#)

Contact the [Virginia Swimming Registration Chair](#) for assistance.

Setting up your US Swimming Account

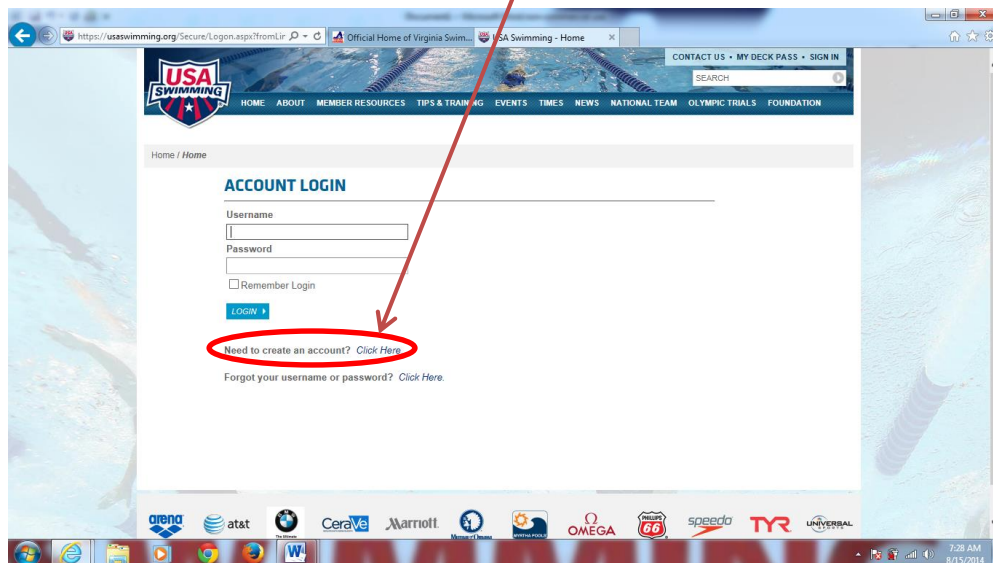
Setting up your account on the US Swimming Website.

Prior to taking any test on the USA Swimming website as well as taking the Athlete Protection Course you must set up an account with US Swimming.

Log on to the site ([LINK](http://usaswimming.org)) and SIGN IN



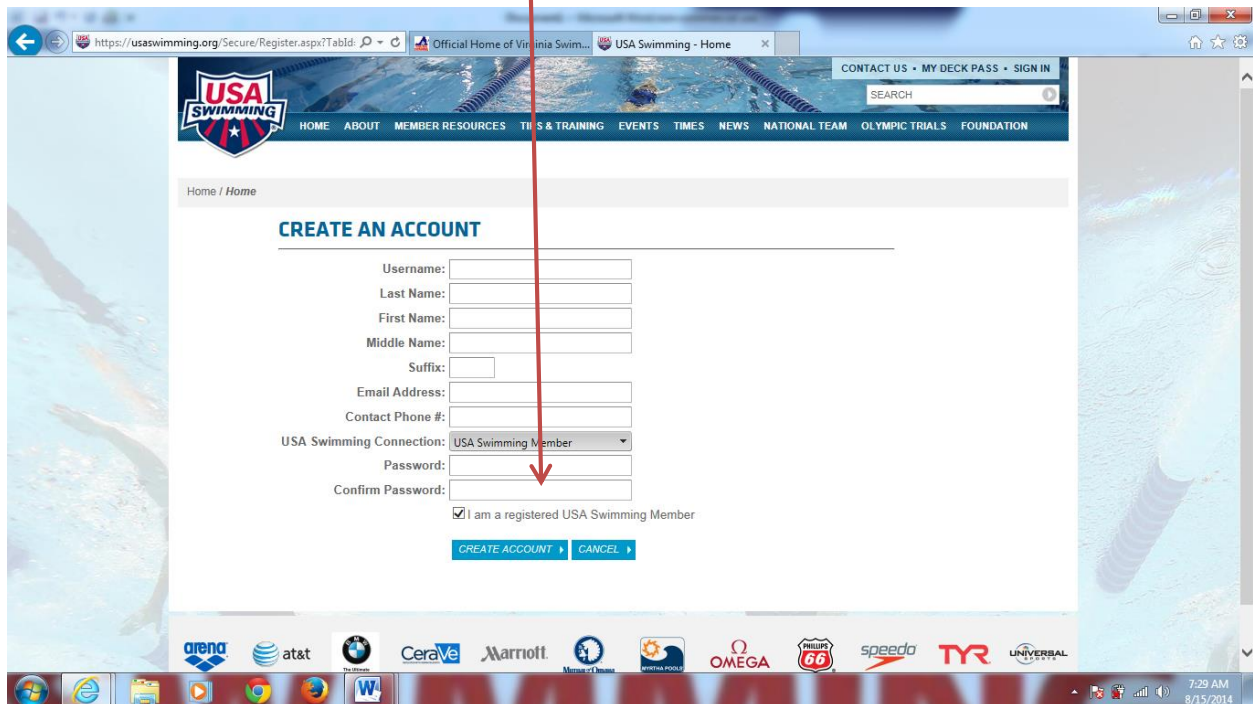
Then select the Need to create an account? *Click Here*



Create the account

If you have already registered and received your membership card, make sure you check the I am a registered USA Swimming Member.

If you haven't registered or received your card yet, you can link your account later.



The screenshot shows the 'CREATE AN ACCOUNT' form on the USA Swimming website. The form includes fields for Username, Last Name, First Name, Middle Name, Suffix, Email Address, Contact Phone #, Password, and Confirm Password. A dropdown menu for 'USA Swimming Connection' is set to 'USA Swimming Member'. A red arrow points to the checkbox labeled 'I am a registered USA Swimming Member', which is currently checked. The form also features 'CREATE ACCOUNT' and 'CANCEL' buttons. The browser's address bar shows the URL 'https://usaswimming.org/Secure/Register.aspx?TabId:'. The taskbar at the bottom displays various application icons and the system clock showing 7:29 AM on 8/15/2014.

Home / Home

CREATE AN ACCOUNT

Username:

Last Name:

First Name:

Middle Name:

Suffix:

Email Address:

Contact Phone #:

USA Swimming Connection: USA Swimming Member

Password:

Confirm Password:

☒ I am a registered USA Swimming Member

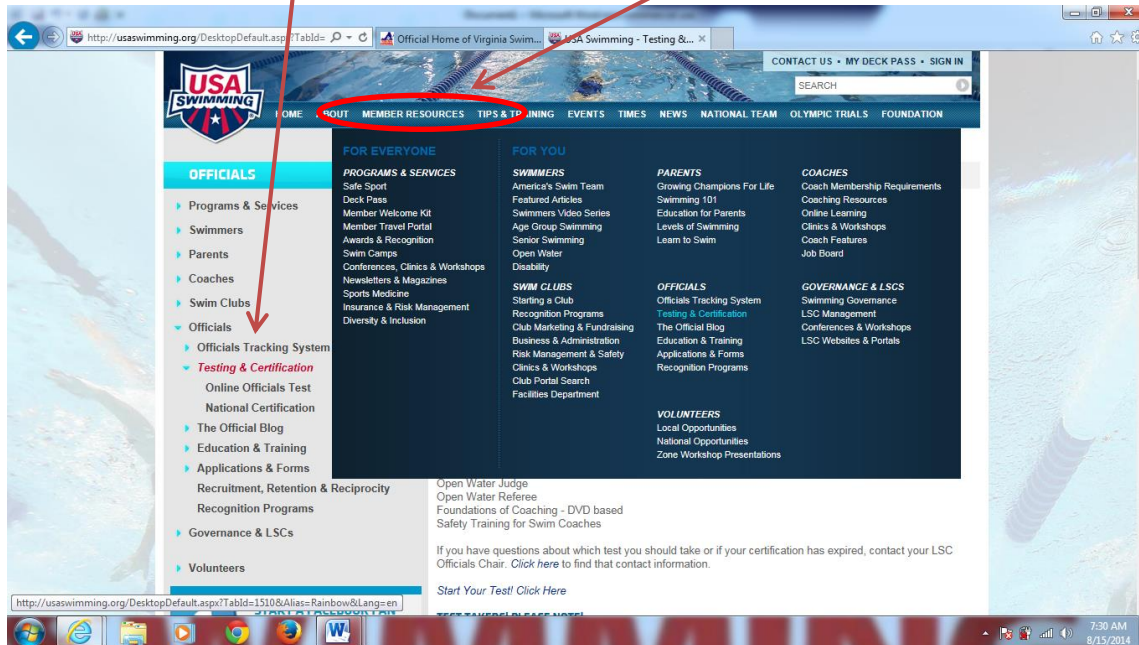
[CREATE ACCOUNT](#) [CANCEL](#)

Make sure to use an email address not associated with your swimmer.

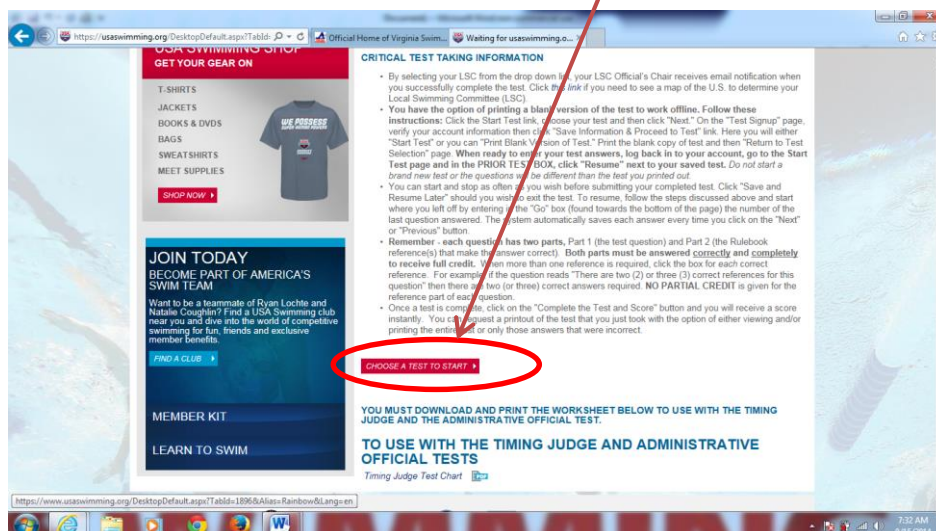
Online Testing

When you are ready to take your online test.

Simply go to the main page on the USA Swimming website—Under MEMBER RESOURCES—click Testing and Certification

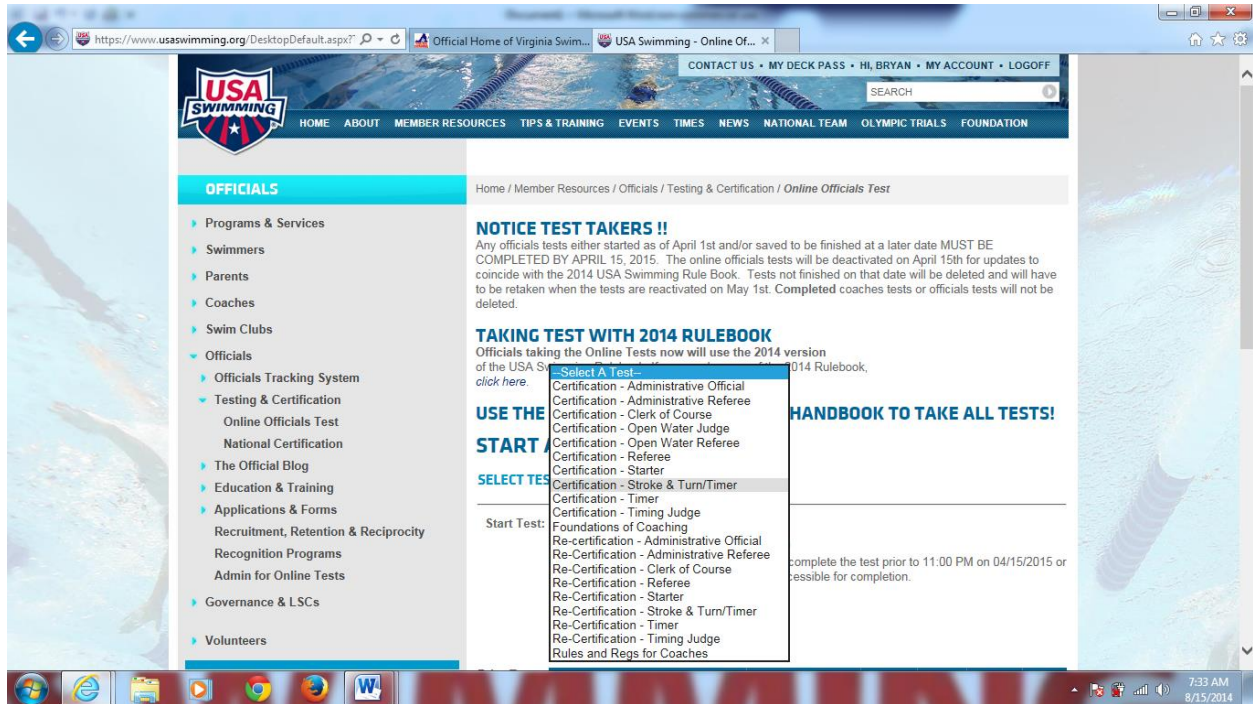


*****Select the CHOOSE A TEST TO START*****



Then just pick which test you want to take.

You can print the test and complete it then go back online and take it. Please note, the questions will be renumbered and the potential answers won't be in the same order



You will need a current copy of the USA-S Rulebook. Click the below link for a PDF version.

[2014 USA Swimming Rules and Regulations](#)

Level II Back-Ground Check

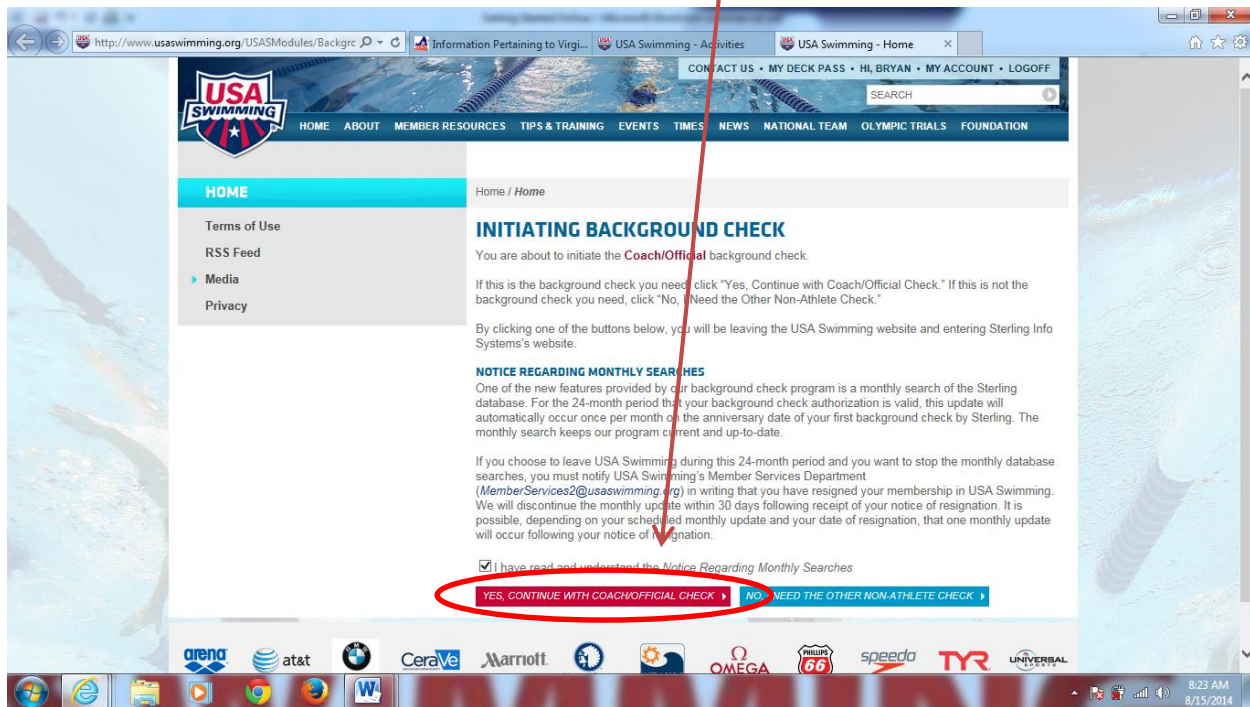
Each Official is required to take a LEVEL II Background Check.

Depending on how often you've moved or the townships you may have lived in, this could take anywhere from 24 hours to 4 days.

Like the registration, please contact your Team Chair and see what your team's policy is on reimbursement for this cost.

****THE BELOW CAPTION HAS AN EMBEDDED LINK TO THE REFERENCED SECTION ON THE WEBSITE**

Then click the YES, CONTINUE WITH COACH/OFFICIAL CHECK and remember it's a Level II for officials and coaches



Athlete Protection Training Course

- 1- Unlike the Background Check, you must be registered with US Swimming before taking this course.
2. Click on the button/link that says “Take Athlete Protection Training Course”.
3. Enter your first name, last name, and birthday. Make sure to use your legal name. Then click the “Locate APT Info” button.
4. If you get a “No Results Found” message, one of three things has happened.
 - a. You typed something incorrectly, so double check your entries, or
 - b. If everything is correct, there may be a typo in your name or birthday in USA Swimming’s database. If you think you are in this category, contact Virginia Swimming.
5. When the system finds you, click the “This is me” link. If there are multiple results displayed, make sure you pick yourself. This is not likely to happen, but it might.
6. The system will refresh, bringing back information about you. Check the information displayed, and if it NOT you, click the “This Is Not Me” button, otherwise click the “Athlete Protection Training Course” button.
7. You will be taken to a page that displays a warning about not completing the Athlete Protection Training. After reviewing this page click the “Yes, Continue with Athlete Protection Training”

****THE BELOW CAPTION HAS AN EMBEDDED LINK TO THE REFERENCED SECTION ON THE WEBSITE**

The screenshot shows a web browser window with the URL <http://www.usaswimming.org/DesktopDefault.aspx?T...>. The page is titled "USA Swimming - Athlete Protection Training Course". On the left is a navigation menu with categories like "Safe Sport", "Training & Education", "Awards & Recognition", "Swim Camps", "Newsletters & Magazines", "Sports Medicine", "Insurance & Risk Management", "Diversity & Inclusion", "Swimmers", "Parents", "Coaches", "Swim Clubs", "Officials", and "Governance & LSCs". The "Athlete Protection Training Course" link is highlighted in red. The main content area contains instructions for completing the course, a "Printable Instructions" link, and a section titled "INITIATE ATHLETE PROTECTION TRAINING COURSE" with input fields for "First Name", "Last Name", and "Date of Birth". Below these fields is a "LOCATE APT INFO" button. At the bottom of the main content area is a "TROUBLE SHOOTING" section. The Windows taskbar at the bottom shows the time as 8:24 AM on 8/15/2014.

Please note: This course is for Coaches and Non-Athlete members of USA Swimming and is a requirement of membership. Parents should [click here for the customized course for parents](#).

To complete the Athlete Protection Training Course, please follow the directions below:

1. Enter your first name, last name, and birthday. Make sure to use your legal name. Click the "Locate APT Info" button.
2. When the system finds you, click the "This is Me" link.
3. The system will refresh and return information about your membership. Verify that the information is correct and click the "Athlete Protection Training Course" button.

[Printable Instructions](#)

If you get a "No Results Found" message, one of three things has happened:

1. You may have made a typo on your name and birthday. Double check and resubmit.
2. If everything is correct and you are or have ever been a member of USA Swimming, it is possible that there is a typo in your membership information in the USA Swimming database. Contact your LSC registrar.
3. You have never been registered with USA Swimming. You must join through your LSC. New members will be required to have your non-athlete application form and payment processed by your LSC registrar before you can sign in to complete the course. Click this link to contact your LSC: [LSC Registrars Contact List](#)

INITIATE ATHLETE PROTECTION TRAINING COURSE

First Name:

Last Name:

Date of Birth:

[LOCATE APT INFO](#)

TROUBLE SHOOTING

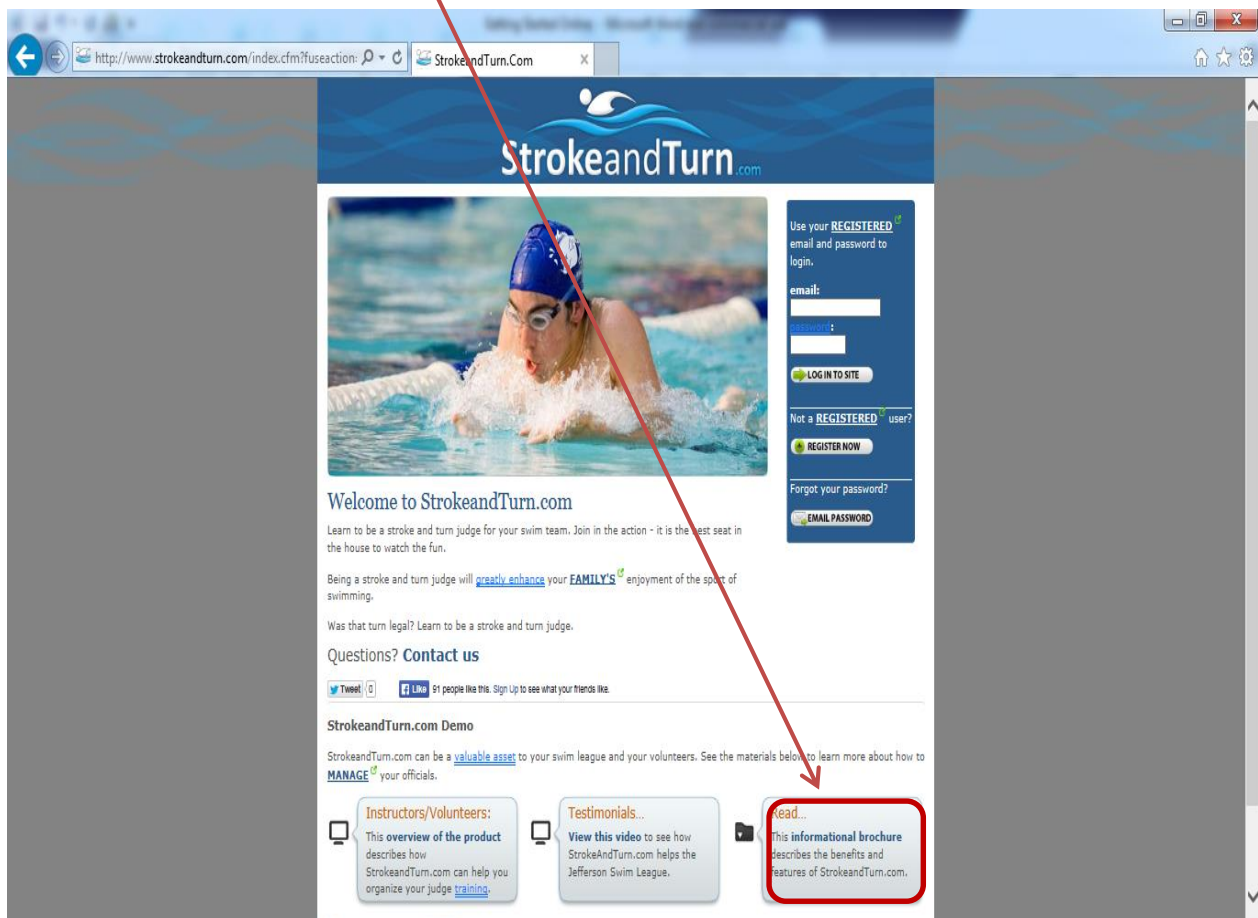
Stroke and Turn.com

Along with the LSC orientation clinic you've taken there is a stroke and turn practicum you must also take.

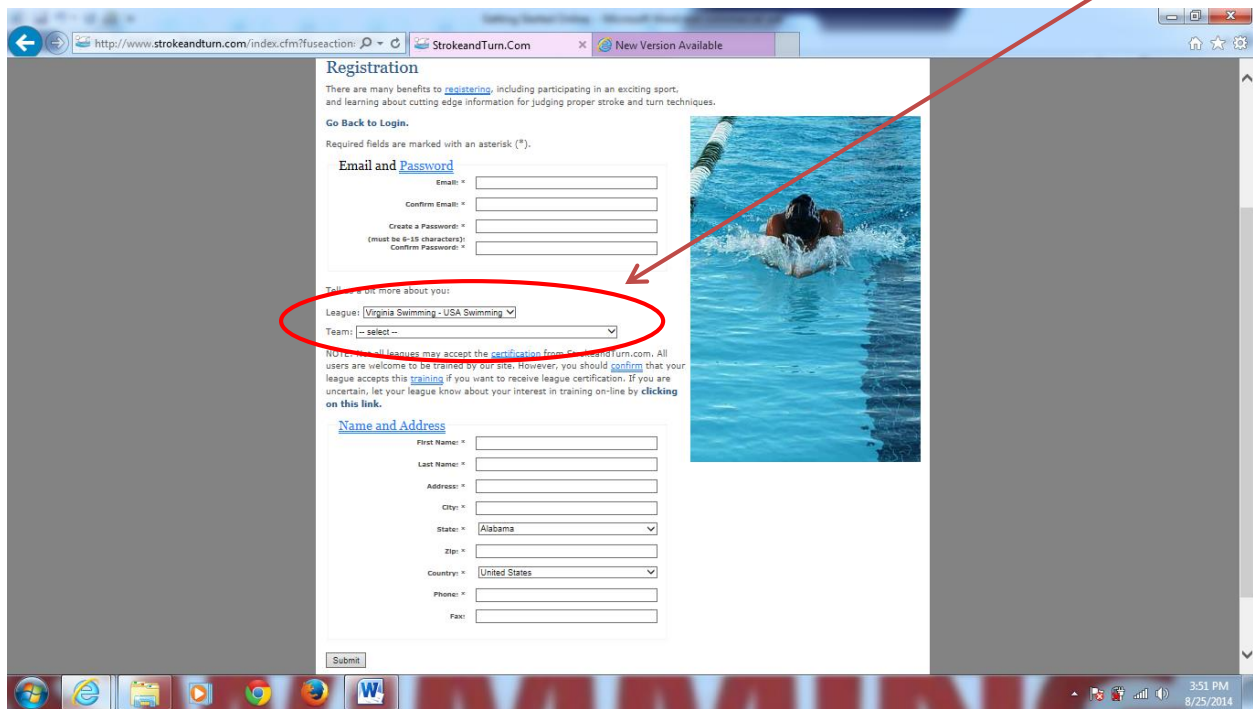
You may choose one of the following three options:

- 1> Stroke and Turn video that accompanies the orientation clinic.
- 2> On Deck instruction that may be given at meets.
- 3> Stroke and Turn.com- Online

If you've chosen the Online component. After you click the below caption. Then read the information brochure which will help you get started.



During the registration process make sure you attach yourself to Virginia Swimming and your Team.



Registration

There are many benefits to [registering](#), including participating in an exciting sport, and learning about cutting edge information for judging proper stroke and turn techniques.

[Go Back to Login.](#)

Required fields are marked with an asterisk (*).

Email and [Password](#)

Email: *

Confirm Email: *

Create a Password: *
(must be 6-15 characters)

Confirm Password: *

Tell us more about you:

League: **Virginia Swimming - USA Swimming** ▼

Team: **-- select --** ▼

NOTE: All leagues may accept the [certification](#) from [StrokeandTurn.com](#). All users are welcome to be trained by our site. However, you should [confirm](#) that your league accepts this [training](#) if you want to receive league certification. If you are uncertain, let your league know about your interest in training on-line by [clicking on this link](#).

[Name and Address](#)

First Name: *

Last Name: *

Address: *

City: *

State: **Alabama** ▼

Zip: *

Country: **United States** ▼

Phone: *

Fax:

Once you complete the course, print out the certificate and bring to your next meet.