

FAQ on OTS for Referees

(How to record Officials' sessions)

- Go to USA Swimming Website at www.usaswimming.org and sign-in by clicking of the "sign-in" button in upper right corner.
- Choose Volunteers from horizontal navigation bar.
- Choose Officials from menu on left.
- Choose Officials Tracking and then Meets and Evaluations
- Search for a meet type and choose the search parameters to find your meet. If you choose Search by Referee enter the Last Name and First Name and hit Search.
- When the Search results appear, choose the referee and hit Select.
- This should bring you back to the Search for Meet Screen but now the Referee you selected should appear. Now hit Search.
- Choose the meet you want by clicking on edit.
- Choose Officials tab across the top.
- Click on Add Officials located above the "Name" column.
- This will take you to a search screen in which you can search for the officials who worked your meet. One option is to choose LSC and Club Code to search. This will provide you a list of all the officials for that club. Just click on the box next to names and choose. Add Selected Officials.
- Alternately you can search by name and choose one official at a time.
- Either method will allow you to build your list of all officials who worked the meet.
- Return to Officials List will allow you to return to the listing of officials for the specific meet and now you can enter their sessions worked.
- Scroll down to bottom left-hand corner of the screen until you see a small box with a plus sign in it. Click here to show position abbreviations. This will show you the abbreviations (X is used for training sessions).
- Enter the number of sessions worked for each position. Use TJ (Timing Judge) for AJ.
- For a quick tutorial you can refer to the User's Guide located on the USA Swimming website at http://www.usaswimming.org/USASWeb/_Rainbow/Documents/3b606f44-a8f2-4aa3-8a85-5133f2e09a39/OTS%20Guidelines%20-%20Officials%202009%2006%2001.1.pdf.