

## OTS Instructions for Referees

Indiana Swimming now utilizes the OTS (Online Tracking System) program (through the USA Swimming database) for tracking our officials. By using the USA website and OTS, the referee (or his designee/designees) at the completion of each meet, is required to input the officials, their positions worked and number of sessions worked. Beginning with your 2011 registration, officials will receive only the USA Swimming Non-Athlete membership card from Indiana Swimming.

At each of the Officials Briefings before each session of your meet, please make sure to inform the officials about the OTS process, who will be inputting the data and the approximate time it will be completed. Please inform the officials they should periodically check their history on the USA website to make sure they are receiving credit for the proper sessions/meets which they have worked. They also may print out their Officials Cards from the USA website.

There is an Officials Summary page located on the IS website which should be helpful in consolidating the session officials assignments forms and make it quicker for the inputting of the officials into the OTS system.

Here are the instructions for inputting

- ✓ Go to [www.usaswimming.org](http://www.usaswimming.org)
- ✓ Go to the following tabs:
- ✓ Member Resources
- ✓ Officials
- ✓ Officials Tracking System
- ✓ You will need to sign in -- if you have never setup an account, you will need to do so (simply follow the steps/directions on the web). Should you have more than one account setup, you may have to attempt to find the correct one by trial and error for it to allow you to continue.
- ✓ Meets & Evaluations
- ✓ At this point put in the date/dates of your meet and select Indiana Swimming at the LSC box – DO NOT PUT IN THE MEET NAME!
- ✓ Search - there will be several meets shown in the lower portion of this page
- ✓ Click "edit" to the right end of your meet
- ✓ Go to the officials tab
- ✓ Add Officials
  - You may put in a first letter and an asterisk (this is a wildcard) for any of the last name/names, be sure to enter Indiana Swimming for the LSC (this will limit the names selected) and it will bring up all officials from Indiana with that letter.
  - Should you have several officials from one club, select the LSC and the club, leaving the name field blank which will bring up all officials for that club. Then you can simply check all that worked the meet.
  - Should you have an apprentice for the meet that is not in the system, you will need to re-check later to see if they have been added or you may contact your Regional Official's Chair or Lucy Duncan (OTS Coordinator) to follow-up on the apprentice.
- ✓ Select the official/officials you wish & click "add officials"
- ✓ When finished adding officials (which will be on the right side of the screen), click return to officials list and you will see the officials which you have added and boxes to input the positions and number of sessions worked during the meet. You will not need/be able to put in anything as evaluations for our LSC meets.
- ✓ If you should have an official from outside our LSC, then you can find/add them by changing the LSC to where they're from or searching all LSCs.
- ✓ If you would like to have another official added as an administrator to help with inputting, simply contact your Regional Officials Chair or the OTS Coordinator (Lucy Duncan, [LucyUSS@aol.com](mailto:LucyUSS@aol.com))

Should you have any questions or comments, please contact your Regional Officials Chair or the OTS Coordinator, Lucy Duncan.