

ENTERING OFFICIALS/SESSIONS TO THE OFFICIALS TRACKING SYSTEM

If you are assigned as the meet referee:

Go to the USA Swimming website.

Log in to your own personal page.

Click on Volunteers (middle of page in red), then click on Officials (right hand side of page).

Now click on “Official Tracking.”

Then click on “Meets and Evaluations” (just below "Official Tracking").

The next screen is the page to enter parameters to search for your meet. Your meet should have been already set up for you.

You can search by several methods:

1) Enter the sanction number of the meet, plus Pacific Swimming for the LSC, (you should always set the LSC to Pacific Swimming, this minimizes the search).

or

2) enter the date, the city plus state and the LSC

The less information, the easier is to search.

NEVER USE MEET NAME. (I use specific codes for meet names, zone, host team and other informations.)

Click on SEARCH.

The meet should pop up with meet name, start date and other information. (If you cannot find your meet, email me.)

Click on “Edit” at the right hand of the page under action.

The next screen that shows on your computer is the meet set up and usually the meet information screen. Next click on Officials, which is next to Meet Information, Evaluators, Officials and Evaluations at the top of the screen.

You will notice that you, the Meet Referee, and the meet director and head starter, are already listed. Your name is in bold letters.

To enter other officials, click on "Add Officials" which is on the upper left. Set the LSC parameter to "Pacific Swimming" by clicking on the arrow head and scroll down to "Pacific Swimming"; on Gender, click on both male and female; on Non-athlete type, use "officials only," sometimes if you cannot find the name under "Officials only" you might have to also click on "all".

On this screen, you will enter search parameter following direction on the page, but remember, less is best. In the last name field, enter just a few letters followed by star '*', you can do more names by placing a comma ',' between names in the field. If you want to search official one at a time, just use the last name.

You now have a list of the current certified Officials in Pacific Swimming.

Just click on the little box, by their name, if they worked. When you get down to the bottom of the page, go onto the next page. That will save the Officials you have added, or you can go back up to the top and click on "Add Select officials" on the right hand side of Search Results. As above just click box for the correct official.

MAKE SURE YOU SAVE THROUGHOUT THIS PROCESS

For Officials from other LSC's, Enter the LSC. In the last name field, enter just a few letters followed by star '*', you can do more names by placing a comma ',' between names in the field. As above just click in the box for the correct official.

When you have all the Officials listed, you will click on Officials to add the sessions worked in each position. Remember for the Stroke and Turn (ST), Chief Judge (CJ), Starter (SR), and Deck referee (DR), all you need to do is to enter the number of sessions worked. For the other positions, you will need to enter the position and next to it the number of sessions worked.

There is now a listing for TRAINEE, so just list them XJ, XS, XR etc.

And if some of the officials helped with training other newer officials, some of their sessions can be credited as trainers, but remember each official cannot be credited with more than the total sessions of the meet.

Abbreviations used on the OTS:

Abbrev.	Position
ST	Stroke & Turn
CJ	Chief Judge
SR	Starter
DR	Referee/Deck Referee
AR	Administrative Referee
MR	Meet Referee
OR	Open Water Referee

OJ Open Water Judge
EV Evaluator
XJ Apprentice Stroke & Turn Judge
XS Apprentice Starter
XC Apprentice Chief Judge
XR Apprentice Deck Referee
XM Apprentice Meet Referee
XA Apprentice Admin Referee
TR Trainer
MD Meet Director
CC Clerk of Course
AN Announcer
MA Marshal
TJ Timing Judge
CO Computer Operator
TO Timing Equipment Operator
TC Chief Timer
TI Timer
NS Deck Official - Referee/nonstarter

When you are done, just click on SAVE and logoff.

Remember, you are still required to fill out the Pacific version of the two page meet report, This can be downloaded from the Pacswim.org Officials' page and email to me. All you need to do after completing the report and is click on the " send to Officials chair" button.

Hope this handout helps and if it doesn't, let me know and we can change a task here and there.