



# Meet Referee Resource

## Official Tracking System (OTS) Instructions

- 1) Log into the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) with your username and password.
- 2) Click on **OFFICIALS** on the Blue Menu Banner and then Click on **Officials Tracking System**.
- 3) Scroll down to **Section 1** click on **Meets and Evaluations**.
- 4) Now search for the meet by filling in the following and clicking on **Search**.
  - a) Meet Date (Start and End Date)
  - b) LSC – Minnesota Swimming
- 5) The list of meets that meet those criteria will come up. (You may need to scroll down the screen to see the list.) You will have “edit” access along the right side of the screen for the meets that you are listed as the Meet Referee or meets that you are listed as an Administrator. Click on **Edit**.
- 6) On the first page that comes up (Meet Information), you can fill in the **Meet Referee’s Report** if you had any shadow’s that aren’t completely registered yet at the meet, any problems at the meet. Keep this pretty general. The Official’s Chair gets these and can contact clubs if serious problems are showing up in the reports. Be sure to click on **SAVE** before going to the next page.
- 7) To add the officials to the meet, click on the **Officials** tab
- 8) You’ll see that you’re already in the meet, but not with any sessions. To add other officials, click on the **Add Officials** link (right above the NAME column)
- 9) Now search for each official by name/LSC/Club. If you’re not sure on spelling, you can use wild card search option “\*\*”

**Example:** To search for Tracy Meece: Enter **Meece**. Select **Minnesota Swimming** and then click on **Search**. At the bottom of the page a list that meets these criteria comes up. If you only knew a portion of the name you could enter **Me\*** and click on **Search**. Anything that meets those criteria will come up.

Another way to add several officials from the same club would be to just fill out the **Club Code** and click on **Search**.

To add the officials to the meet: Put a **check mark** in the box in front of his/her name and then click on **Add Selected Officials**.

Note: If you searched by club code (ALEX) you can select several people at once to save yourself a bit of time.

- 10) To give credit for sessions worked. Click on **Return to Officials List** after you’ve added everyone at the meet. Fill in the boxes for each position worked (only 1 per session so give credit for the highest level that they worked).

**Example:** If a DR worked both S&T and DR, then credit the DR, but not the S&T.

For other codes than the ones listed use the drop-down menu (You’ll need to do this to give yourself credit as Meet Ref).

To see what each abbreviation means you can expand the **Show Position Abbreviations** and get a full list. Some of the Shadow positions are not as obvious as others.

- 11) Click on **SAVE** and everything you did should be saved.