



Official Tracking System (OTS) Instructions Adding Activities for the Meet

- 1) Log into the USA Swimming website (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 OTS SECTIONS. Under **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) Go to the **Officials** tab and click on **Activities for this Meet**.
- 7) A new screen will come up. Click on **Add Activity for this Meet**.
- 9) Fill in each of the required fields under **Activity Information Tab** and Click **Save**.
 - Activity Description** – Examples would be On-Deck Stroke & Turn Mentoring, On-Deck Starter Mentoring, On-Deck Referee Mentoring, On-Deck Admin Referee/Official Mentoring.
 - Date** – Fill in the date of the activity
 - Type** – Use the drop-down menu to select where the activity took place.
 - Position** – Use the drop-down menu to select the position
 - Report** – Meet Ref can use this area to add comments about the activity.
- 9) Click on **Participants Tab**. Click on **Add Participants**
- 10) 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 activity: Put a **check mark** in the box in front of his/her name. Use the drop-down menu **to select their Role** 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.

- 11) To show which officials you’ve added and his/her role: Click on **Return to Participant List** after you’ve added everyone to the activity.
- 12) Click on **SAVE** and everything you did should be saved.