

How to Print Your Certification Card from OTS

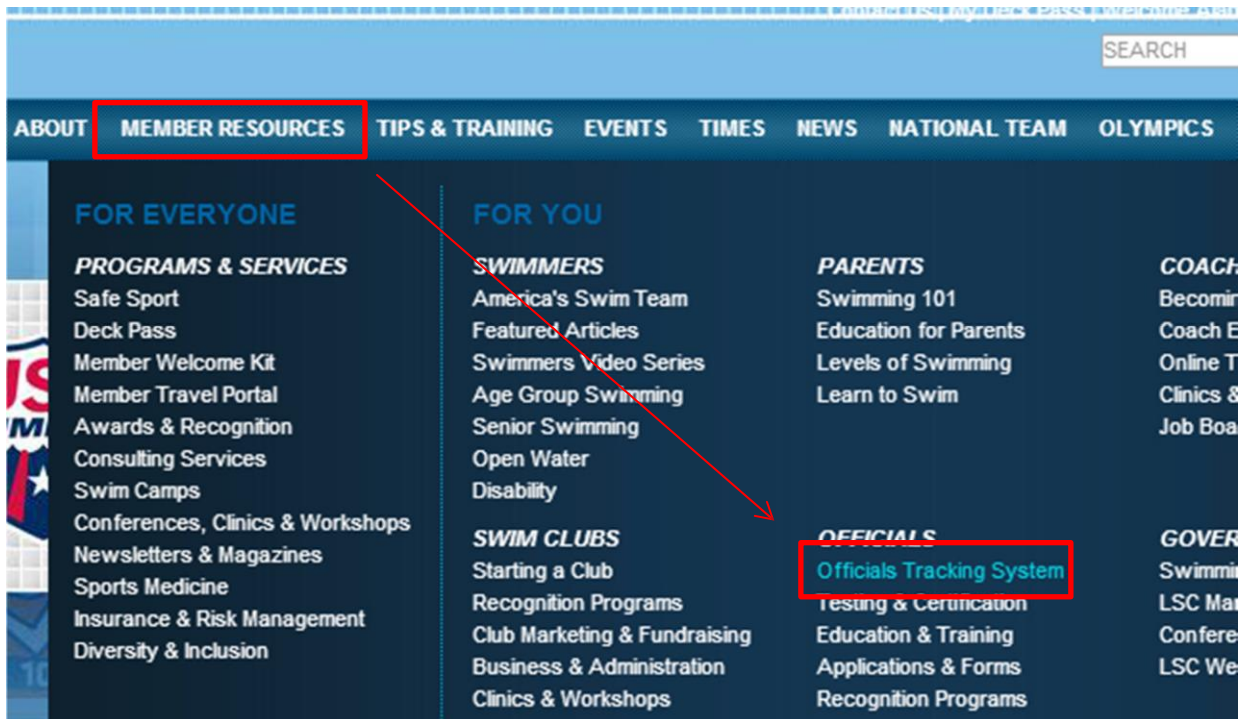
This document is a quick guide on how to print your Certification Card from the Officials Tracking System.

Step 1: Go to USA Swimming Web Site

<http://www.usaswimming.org/DesktopDefault.aspx>

Step 2: Member Resources, Official Tracking System

From the main menu, select Member Resources, Official Tracking System. You will be presented with the Officials page.



Step 3: My Certification Card

From the left navigation menu on the Officials page, select My Certification Card.



If you have not logged in prior to doing this, you will be prompted to input your account information before accessing your card.

ACCOUNT LOGIN

Username

Password

Remember Login

LOGIN ▶

Need to create an account? [Click Here.](#)

Forgot your username or password? [Click Here.](#)

If you do not currently have a USA Swimming account, please refer to page 2 of the document below for instruction on how to create an account.

<http://www.usaswimming.org/Rainbow/Documents/9c117993-a2d0-445a-9686-7965a551d170/Instructions%20for%20using%20OTS.pdf>

Step 4: Print Your Card

On the bottom right of the page will be an image of your certification card. You can either:

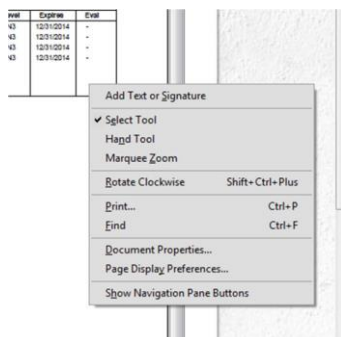
- click on the link to have a copy of the card e-mailed to yourself (good for MAC users and to save a .pdf version on your smartphone).

OFFICIALS CARD

Note: If your card displays 'invalid' for your B/C Exp, this indicates that you took a Level 1 background check. A Level 2 background check is required for officials.

[Send me an Officials Certification Card Email to Print](#)

- Or, right click on the card image and select print.



- NOTE: Depending on how you have set up your browser, you may get a notice at the bottom of the page to open a .pdf file in Adobe Reader, or a new Adobe Reader will appear with your card in it.