

## STEPS TO COMPLETE MEET REPORTS IN OTS

We made this step-by-step to make it relatively easy to follow--even though it is a lot of steps. If you have any questions, please do not hesitate to ask anyone on the Officials Committee.

1. First, log into the USA Swimming website--just as you would to see your Deck Pass or to access other features, like background checks, etc. [USA Swimming](#)
2. Then go to the Officials tab and select "Officials Tracking System (OTS)".
3. On the OTS page scroll down and select "Meets and Evaluations".
4. Under "Search Parameters" select Wisconsin Swimming as "LSC", enter the respective date in then "Date Range" field. You may but do not have to enter other parameters, such as city or state. Now, scroll down to the red "Search" button and click on it.
5. Below the red "Search" button meets will be displayed. Make sure the browser window is large enough on your screen, so you either see a blue "edit" or can scroll to the far right to see it in the "Action" column. You will only see "edit" for meets, for which you are listed as "Meet Referee".
6. Click on "edit" and a screen titled "Meet" will be displayed. This page will list information about your meet. If at some point you discover you meet has been set with the wrong number of sessions, please let the LSC OTS Chair know.
7. On that page you see several tabs, including "Officials". Before the meet, please take the time and list all officials who indicated that they will attend the meet. This will allow you to check, if all their requirements and/or credentials are up to date. If anything is not current, you will not be able to select the respective official; certain missing requirements are displayed in red. Also, you can then go to your own email and remind the official to take care of what may be missing. Sometimes apprentices might not be listed.
8. To add officials, click on the blue "Add Officials" in the top left above the officials listing. Fill in one last name at a time and click the red Search bar. Scroll down to find your person, click the Add box to the left of said person, and then scroll up and click on the big black Add Selected Official box. After adding your officials (esp. if it is a long list), periodically click "Save" so you don't lose your work.
9. Sometimes the system has glitches, and someone does not appear when you search for them. Less is more!! Watch spelling/do not use full name--only last name/or try searching through the Wisconsin Swimming list by entering the LSC name instead of the person's last name--3 pages for Wisconsin. Some people go by nick name. You can also try "all" instead of "officials only" and "all" for year. Late on a Saturday or Sunday night the system is sometimes down for revision/updating attention.

10. Also, apprentices may not show up or be selectable for various reasons. If you cannot access them, just mention them in the Meet Report box on the first page by name, position, and number of sessions so there is a record.
11. Back at the main “Meet page”, scroll to the bottom of the page for the Referee Report a.k.a. meet report.
  - There you enter, for instance, Saturday AM, 8:30-11:00=2:30 to indicate start and end time, as well as the length of the session. Do that for each session please.
  - Then write up any short commentary you may have. It should be short and informative. It could be:
    - a. Everything went well.
    - b. 20-minute delay in the morning session due to timing system.
    - c. One swimmer fell in the bleachers and was treated for minor injuries by the lifeguard, etc.
  - Please list the items out. If there was an injury or illness that required attention, you also need to fill out a Report of Occurrence form with USA Swimming. If you do not have all the information, just provide what you can. Sources for such information would guard staff or the respective coaches. This information and report are important as USA Swimming members have insurance coverage through USA Swimming. To find this form, go to [wisconsinswimming.org](http://wisconsinswimming.org) and hover over Forms. Select Report of Occurrence and start filling out online. You should be sent an email confirmation.) If there is such a form to be filled out at any of your meets, mention in the meet report that you have already filed that form.
12. Once you are done with your referee report, go back to the officials page and select the appropriate boxes for the jobs they did and enter how many sessions, e.g. 2 sessions at S&T and one at Starter. Some positions need hand entering. Here are some of the codes: AO for Administrative Official, XJ for Apprentice Stroke and Turn Judge, XS for Starter Apprentice, XR for Deck Ref Apprentice, YA for AO Apprentice, AC for CJ Apprentice.
13. After you have entered and saved everything, go back to the meet information page (by clicking on Meet Information in the heading bar) and, below the Meet Report box, click on Meet Detail Report. Download this to your desktop. You now have a full meet report. Send this as an attachment to your Meet Director, Head Coach, Admin Official and the LSC Officials Chair ([officialschair@wisconsinswimming.org](mailto:officialschair@wisconsinswimming.org)). If you ever are the Meet Referee for the State Championship, you also send a copy to the LSC Treasurer.

14. Any more questions, here is a link to another very detailed explanation: [OTS Instructions](#)