

AMS Officials Sessions Worked Entry into OTS

Effective with the beginning of the 2012-2013 Short Course season, the entry of Officials sessions worked into the Officials Tracking System (OTS) will be completed by the host club's Officials Contact or their designee. Each meet's Officials Contact as identified in your Meet Announcement will be listed as a "Meet Administrator" for your team's hosted meet(s).

Within 3 days of the completion of your club's meet, the host club's Officials Contact is to follow the following procedures to enter sessions worked by all officials who worked their meet:

1. Go to USA Swimming's website at www.usaswimming.org. Log onto the website using your username and password.
2. Click on the "Member Resources"/"Officials Tracking System" tab. Go to "Meets and Evaluations" on the left hand side of the page.
3. Change the LSC selection to "Allegheny Mountain Swimming".

The screenshot shows the USA Swimming website's "Officials Tracking System - Meets" page. The top navigation bar includes the USA Swimming logo and links for "HOME", "ABOUT", "MEMBER RESOURCES", "TIPS & TRAINING", "EVENTS", "TIMES", "NEWS", "NATIONAL TEAM", "OLYMPICS", and "FOUNDATION". A search bar is located in the top right corner. The main content area is titled "OFFICIALS TRACKING SYSTEM - MEETS" and includes a search instruction: "You can search by any of the fields to find the meet you are looking for." Below this is a section for "SEARCH FOR A MEET - ENTER SEARCH PARAMETERS" with the following fields and options:

- Meet Name: [Text Input]
- Meet Date: [Date Picker] - [Date Picker] (format: mm/dd/yyyy)
- City: [Text Input]
- State: [Dropdown Menu] (set to "All")
- LSC: [Dropdown Menu] (set to "ALLEGHENY MOUNTAIN SWIMMING")
- Meet Level: National QM LSC
- Qualifying Meet #: [Text Input] - [Text Input] (Numbers only)
- LSC Sanction #: [Text Input]
- Referee: All Specific [Search for a Meet by Referee](#)
- Evaluator: All Specific [Search for a Meet by Evaluator](#)
- Official: All Specific [Search for a Meet by Official](#)

A "Search" button is located at the bottom of the search parameters section. The left sidebar menu is expanded to "Officials" and "Officials Tracking System", with "Meets and Evaluations" highlighted in red. Other menu items include "Programs & Services", "Swimmers", "Parents", "Coaches", "Swim Clubs", "Activities", "National Certification Application", "View My History", "My Certification Card", "Reports", "LSC Certifications", "LSC Admin", "Testing & Certification", "Education & Training", "Applications & Forms", "Recruitment, Retention & Reciprocity", "Recognition Programs", "Admin for Online Tests", "Governance & LSCs", and "Volunteers".

4. Click "Search" to see all meets entered for AMS. Find your meet and click "Edit" on the right side of your meet listing.

USA SWIMMING

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SEARCH

Home / Member Resources / Officials / Officials Tracking System / Meets and Evaluations

OFFICIALS TRACKING SYSTEM - MEETS

You can search by any of the fields to find the meet you are looking for.

SEARCH FOR A MEET - ENTER SEARCH PARAMETERS

Meet Name:

Meet Date: -
(mm/dd/yyyy) (mm/dd/yyyy)

City: State: LSC Sanction #:

LSC:

Referee: All Specific [Search for a Meet by Referee](#)

Evaluator: All Specific [Search for a Meet by Evaluator](#)

Official: All Specific [Search for a Meet by Official](#)

Search Results [Add Officials Tracking Meet](#)

Meet Name	Start Date	Host LSC	City, State	Meet Level	Meet Type	Cert. Level	Nat'l Qualifying Meet Status#	Action
2012 Mini/Distance Meet - MOON	10/13/2012	AM	MOON TOWNSHIP, PA	LSC	Age Group		Not Applicable	Edit
2012 First Splash - ANSC	10/06/2012	AM	Wexford, PA	LSC	Age Group		Not Applicable	Edit
2012 First Splash - CVSC	10/06/2012	AM	BRIDGEVILLE, PA	LSC	Age Group		Not Applicable	Edit
June 2012 Age Group Open - HD	06/02/2012	AM	Pittsburgh, PA	LSC	Age Group		Not Applicable	Edit
PRA Last Splash	03/24/2012	AM	Gibsonia, PA	LSC	Age Group		Not Applicable	Edit
2012 Age Group Championship	03/08/2012	AM	Pittsburgh, PA	LSC	Age Group		Not Applicable	Edit

5. There are 4 tabs at the top of the meet listing. Click on the "Officials" tab.

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Home / Member Resources / Officials / Officials Tracking System / Meets and Evaluations

OFFICIALS TRACKING SYSTEM - MEET SETUP

[Return to Meet Search](#)

Meet Information **Officials** Evaluators/Meet Administrators Evaluations

Officials for: 2012 First Splash - ANSC

Save your changes periodically if you are going to spend more than 10 minutes editing the officials values on this page so that you don't lose your changes if your browser session times out.

Hover your mouse pointer over the Positions abbreviation in the "Positions and Sessions" title to see their translations. Hover over the officials name to see their current certifications.

If the number of sessions displays in red, there are more evaluation sessions entered for the position than sessions listed here.

The officials name is in bold if they are also an evaluator, administrator, or referee for the meet.

[Add Officials](#) [Refresh Officials Data](#) [Refresh Emails](#)

Name	LSC/ Club	Non-Athlete Reg. Expires	Email	Positions and Sessions						To Be Eval'd?	Evaluation Status	Actions
				ST	CJ	SR	DR	AR	Other ?			
Rousseau, Andrea	AM/ANSC	12/31/2013	asrousseau@verizon.net									Delete

[Print Officials and their Positions Worked](#) Include Audit Information

Show position abbreviations [Top of page](#)

6. You'll notice that you are already listed as an Official as a result of being a Meet Administrator. Click on "Add Officials", as shown.

7. You must now search and add each official that worked any sessions of your meet. Change the LSC to “Allegheny Mountain Swimming” and click “Search”. You’ll see a list of all registered Officials within our LSC. Once you find the Officials that worked your meet check them off and click “Add Selected Official”. If an Official from an LSC other than AMS, you’ll need to search for them and add them separately.
8. You’ll see the Officials that you’ve added to your meet on the right hand column. Once all Officials have been added, you’re ready to add the number of sessions worked at specific positions. To begin to enter these sessions worked, click on the “Return to Official List”.
9. You are now on the page of OTS that allows you to enter the number of sessions that an Official worked at each position. The codes for positions is as follows:

Abbrev.	Position
ST	Stroke & Turn
CJ	Chief Judge
SR	Starter
DR	Referee/Deck Referee
AR	Administrative Referee
GO	Generic Official
MR	Meet Referee
OR	Open Water Referee
OJ	Open Water Judge
EV	Evaluator
RR	Replay Referee
XJ	Apprentice Stroke & Turn Judge
XS	Apprentice Starter
XC	Apprentice Chief Judge
XR	Apprentice Deck Referee
XM	Apprentice Meet Referee
XA	Apprentice Admin Referee

10. There are spaces for entering sessions worked for ST, CJ, SR, DR, AR. Other positions are entered into one of the “Other” drop down menus. Here you’ll add training sessions for existing officials who are training for a higher level position. Note, we do not track trainees for ST through the OTS system as most of our prospective officials are not yet members of USAS.
11. Once you have successfully entered the sessions worked at your meet for each Official, simply click “Save” in order for their sessions to be added to OTS. If you’d like, you can print the officials and their sessions worked (there’s a link for this in the bottom left hand corner of the page).

It’s that simple! If you have any questions about this process, please contact Bob Mermelstein, AMS Officials Chair at bob.mermelstein@gmail.com or 412-867-6687.