

## **ADD OFFICIALS & SESSIONS WORKED USA SWIMMING OFFICIALS TRACKING SYSTEM INSTRUCTIONS**

To give credit to the officials who worked a meet already set up in USA Swimming's Officials Tracking System:

- Log onto the USA Swimming website with your user name; go to Member Resources, then Officials, Officials Tracking, then Meets and Evaluations.
- Search for your meet by putting in the date range for your meet and make sure to specify Florida Swimming in the LSC box. That's the only information you need to put in there to activate the search.
- The search should bring up your meet and you have automatic access since you are listed as the meet referee. No one else has access and cannot change or update the information you put in.
- Click on "edit", which brings up a page with 4 purple tabs at the top...followed by your name below! Click on the Officials tab.
- Above your name you'll see a spot where you can "Add Officials"....click on that.
- That takes you to a spot where you can narrow your search of officials. Make sure to designate Florida Swimming in the LSC box...and then I'll give you the quick version of getting names. Say you want to add Lorne Wenzel, Bill Taft, Brian McCaffrey (along with others, of course!). In the "last name" box type in wenz\*,taft\*,mcca\* -- no spaces between the stars and commas. Click on "Search." Under "Non-Athlete Type," you may need to select "All" rather than just "Officials."
- That will bring up another list at the bottom of the page. Next to each name, there's a box where you can put a check for the officials who were at the meet. When you have all the boxes checked, click "add officials" located at the top of the list.
- Once you get everyone listed on the right side box (no apprentices), click on the purple "officials" tab again....that will refresh the list so that you can start adding the number of sessions worked by position. For instance, with a stroke & turn official who worked two morning sessions you would put 2 in the box for ST (stroke & turn). SR is starter and DR is deck ref...CJ chief judge and AR admin ref. Apprentice positions are preceded with an X – for instance an apprentice stroke & turn judge is XJ.
- \*\*Just remember, you can't put more than the total number of sessions of your meet in for any one official (ie: one official can't have a total of six sessions listed if the meet only had 5 sessions)!!! Believe it or not, that's a common mistake! Save the data and you're all set! Click on "return to meet search" at the top right to get out of the meet.
- Just to check it, you can go into "View my history" on the far left then click on "view my history" in the middle of the page. Your meet and sessions should show up there on your own personal history!

Any questions, don't hesitate to drop me an email me at [mhellervikbing@hotmail.com](mailto:mhellervikbing@hotmail.com) or Matt Wilson at [mpwilson1205@gmail.com](mailto:mpwilson1205@gmail.com).

Good luck!

Melissa