

## **VIEW MY HISTORY & ADD OTHER MEETS – USA SWIMMING OFFICIALS TRACKING SYSTEM INSTRUCTIONS**

This procedure can be used when manually logging sessions worked at a high school, college, Special Olympics, Disability or Masters swim meet to the Officials Tracking System. This procedure can only be done for your own history.

- Log onto the USA Swimming website with your user name; go to Member Resources, then Officials, Officials Tracking, then View My History on the far left.
- At the top of that page, click on the tab that reads Meet/Evaluation History. That page will show you all the meets, by session and position, for which you have volunteered.
- Scroll to the very bottom of that page and look for the section titled “Other Meets For: YOU.” This is where you can add the meets that aren’t tracked by the Florida Swimming Officials Committee for recertification purposes.
- Click on the “Add Other Meet” wording to the very right of that section. You will be taken to a new page that allows you to add your volunteer effort at a swim meet.
- Enter the name of the meet and the date at which it started.
- Under “Meet Type” use the drop-down box and give it your best guess on the type of meet category it fits. Very often “age group” or “invitational” are the best choices.
- For “Host LSC,” choose the LSC in which the meet took place. In most cases, it will be Florida Swimming. A sanction number will likely not be available, so leave that section blank.
- Fill in the positions you filled by the number of sessions. For instance, if there were two sessions to the meet, and you served one session as deck referee and one session as stroke & turn judge, put a “1” in the box next to each of those two positions. There are two drop-down boxes where you can add meet referee, scorer, timing judge, etc. and accompanying boxes for the number of sessions you served in each of those positions.
- Save the data and you’re all set!
- 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) .

Good luck!

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