**ENTERING OFFICIALS/SESSIONS TO THE**

**OFFICIALS TRACKING SYSTEM**

If you are assigned as the meet referee:

 -Go to the USA Swimming website.

 -Log in to your own personal page.

 -Click “for you” and then officials(underlined in red).

-Scroll down to the picture “officials tracking system” and click.

-Go to OTS sections and click on, “meets and evaluations”

The next page is the page to enter parameters to search for your meet. Your meet should have been already set up for you.

You can search by several methods:

1. Enter the sanction number of the meet. Plus Alaska Swimming for the LSC, (you should always set the LSC to Alaska Swimming, this minimizes the search).

or

1. Enter the date, the City plus the State and the LSC.

The less information , the easier it is to search.

NEVER USE THE MEET NAME. (I use specific codes for meet names, zone, host team, and other information.)

Click on SEARCH.

 The meet should pop up with the meet name, start date, and other information. (If you can not find your meet, email Heather Snelders (alaskaofficials@gmail.com) and she will assist you.

Click on “Edit” at the right hand side of the page under action.

The next screen that shows on your computer is the meet set up and usually the meet information screen. Next click on Officials, which is next to Meet Information, Evaluators, Officials, and Evaluations at the top of the screen.

You will notice that you, the meet referee, and the meet director and possibly the head starter are already listed. Your name should be in **BOLD** letters.

To enter the other officials, click on “Add Officials” which is on the upper left. Set the LSC parameters to “Alaska Swimming” by clicking on the arrow head and select “Alaska Swimming”; on gender click on both male and female; on Non-Athlete type, use “Officials Only”. Then click on search and you should see a long list of Alaska Swimming Officials. Click in the check box to the left of all names that you need then move up to the top of the form and click on “Add selected officials. If you move on to the next page the names you checked will automatically be selected. Sometimes if you can’t find the name under “Officials Only” you may have to select “All” and/or current or prior year. You now have a list of certified officials with Alaska Swimming.

If you are looking for a specific official you can enter their first and last names. If you are still unable to find them remove either their first or last name and enter an “\*” or a partial first or last name with a “\*” wild card in case you do not know how to spell the name. Use no spaces when using the \* wild card. This is a wild card and will search for everyone with this first name or last name which ever you select.

**MAKE SURE YOU SAVE YOUR WORK CONTINUALLY THROUGHOUT THIS PROCESS.**

For Officials from another LSC Enter the LSC. In the last name field, enter just a few letters followed by \*, you can do more names by placing ,’, between names in the field. As above just click in the box for the correct official and move to the top and select Add selected official.

When you have all the officials listed, you will click in the upper tab “Officials”, to add the sessions worked in each position. Remember for Stroke & Turn (ST), Chief Judge (CJ), Starter (SR), and Deck Referee (DR), all you need to do is to enter the number of sessions worked. For the other positions, you will need to enter the position and next to it the number of sessions worked.

There is now a listing for TRAINEE, so just list them as XJ, XS, XR etc. If some of the officials helped with training or mentoring other newer officials, some of their sessions can be credited as trainers, but remember each official cannot be credited with more than the total sessions of the meet.

Abbreviations used on the OTS:

Abbrev: Position:

ST Stroke & Turn

CJ Chief Judge

ST Starter

DR Referee/Deck Referee

AR Administrative Referee

MR Meet Referee

OJ Open Water Judge

EV Evaluator

XJ Apprentice Stroke & Turn Judge

XC Apprentice Chief Judge

XS Apprentice Starter

XR Apprentice Deck Referee

XM Apprentice Meet Referee

XA Apprentice Administrative Referee

TR Trainer

MD Meet Director

CC Clerk of Course

AN Announcer

MA Marshal

TJ Timing Judge

CO Computer Operator

TO Timing Equipment Operator

TC Chief Timer

TI Timer

NS Deck Official – Referee/nonstarter

**When you are done, just click on *SAVE* and log off.**

If you have the ability to write this better and easier to understand please send me a re-write and I will submit it to the webmaster. Gary Martin – SwimOfficialAK@hotmail.com.