



Officials Meeting

October 13, 2024

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Meeting Agenda

Start	End	Duration	Topic	Presenter
12:00	12:02	02 min	Agenda Review	Holly Russell
12:02	12:05	03 min	Committee Introduction	Holly Russell
12:05	12:15	10 min	Expectations for Officials	Holly Russell
12:15	12:35	20 min	R-9	Cynda Avery
12:35	12:45	10 min	Recruitment	Adam Forbes
12:45	1:00	15 min	National Advancement	Casey Kern
1:00	1:20	20 min	OTS	Dean Schroeder
1:20	1:30	10 min	Closing Comments & Adjournment	Holly Russell

Committee Introduction



Expectations for Officials

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Expectations for a Michigan Swim Official

- Arrive on time for the session, in proper uniform with the necessary equipment, ready to officiate, and attend the officials briefing. Be in position on time, must work the entire session, be focused on your assignment, and perform your duties to the best of your ability
- Know the rules, interpretations, and procedures, continually review, ask questions, and stay informed. Always be consistent in the application of the rules and at all levels of competition.
- Enforce all rules fairly and equitably. Do not allow rule infractions to go uncalled simply because no one has gained an advantage. If you see a violation and you are sure of what you saw, CALL IT. But remember that the benefit of doubt always goes to the swimmer.

Expectations for a Michigan Swim Official

- Disregard a swimmer's identity or club affiliation at all levels of competition and avoid any appearance of bias or favoritism.
- Never warn swimmers (or coaches) that they were almost disqualified. A violation either happened or it did not. A warning constitutes coaching, and officials are present to officiate, not coach.
- The Meet Referee is the final authority at the meet; Follow his/her instructions and guidance. The Deck Referee (and Chief Judge) directly represent the Meet Referee.
- Never engage in cell phone conversations or texting while performing your duties on deck.

Expectations for a Michigan Swim Official

- Never enter into discussions with swimmers, coaches or parents regarding violations, disqualifications, or rule interpretations (unless you are the Referee for the session).
 - ❖ Answer appropriate inquiries in a polite, brief, and professional manner. Further inquiries should be referred to the Deck Referee.
 - ❖ No one should never become hostile or abusive to officials. Such incidents should be reported promptly to the Referee.
 - ❖ Parents and other spectators should never be allowed to interfere with or argue about calls and/or decisions of officials. They should be referred to their coach.
- Only offer private constructive criticism of fellow officials. Serious concerns should only be reported to the Meet Referee or the Officials Committee.

Expectations for a Michigan Swim Official

- Admit when you have made a mistake and correct the mistake according to the rules. Never make a decision to “make up” for a poor decision made earlier. If you have a second thought about a call discuss it with the Meet Referee. There is no dishonor or disgrace in the withdrawal of a disqualification.
- Be aware of unsportsmanlike conduct and report such acts to the Referee.
- Beware of safety concerns, stop unsafe acts. Report unsafe conditions to the Referee
- If asked to assist with the education of apprentice officials, do your best to convey your knowledge and experience in a positive manner. Report your observations about the apprentice’s ability to the Referee at the end of the session.

Expectations for a Michigan Swim Official

- Proper/Professional radio etiquette should be followed (be mindful that the radio may have other listeners).
- When on deck, present a professional appearance.
 - ❖ When seated be comfortable, but appear professional
 - ❖ When observing the pool keep attention on the pool



Thank you



R-9

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https://www.gomotionapp.com/MI/UserFiles/Image/QuickUpload/officials-certification-standards-april-2024_071073.pdf



Thank you



Recruiting

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A large challenge facing MI LSC is the recruitment and retention of certified officials

Recruiting is an opportunity that needs to be approached from multiple sources:

- **Current officials**
- **Coaches**
- **Club leaders (President, Meet Director, Board,...)**
- **All MI LSC members**

How can officials help recruit new officials?

Different officials can have different impacts:

- **Stroke & Turn** Spreading the word to other parents and swimmers in their club whenever possible
- **Starters** Brief mention to volunteers during timer talks.
- **Referees/Administrative Officials** Incorporating verbiage into meet packets that prioritize entry to those teams bringing officials. Include the officials site in signature lines
- **Everyone** Talk to current swimmers that are 16&older about the Junior Officials program
 - <https://www.gomotionapp.com/team/MI/page/advancement/stroke--turn-jr>

There is a nation wide shortage of officials for all sports and all associations, whilst youth sports continue to grow

Why do people show reluctance to participate?

Why do people show reluctance to participate?

- **Too busy**
 - You are at the meet with your athlete already
 - Only work sessions you have an athlete participating
- **Too difficult to become official**
 - Tons of resources online
 - <https://www.gomotionapp.com/team/MI/page/become-an-official>
 - <https://www.usaswimming.org/officials/how-to-become-an-official>
 - No rush on becoming an official, one can apprentice as long as they want to
- **Not knowledgeable enough about the sport**
 - Again, tons of resources online
 - Nobody knows everything before they are an official and good officials are always learning
 - Did you know everything about your job before you started, did you know everything about being a parent before you had kids?
- **Have younger family that needs attention**
 - Work when you can and it works with your family, any help helps
 - Other family/friends to sit in stands with younger family?
- **Don't want to commit entire weekend to event**
 - Again, only work sessions you have an athlete participating



Thank you



Advanced Certifications N2 and N3

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NATIONAL CERTIFICATION LEVELS

There are two levels of National Certification – N2 and N3 – for each of 5 positions:

- Stroke and Turn Judge
- Chief Judge
- Starter
- Deck Referee
- Administrative Referee
- N2 for Administrative Official

Purpose of the Mentoring Program:

- Improve the level of officiating with USA Swimming
- Encourage officials to expand their knowledge of the rules of the sport, officiating, and the officiating program
- Motivate officials to improve their skills and remain in the program

How do you seek N2 or N3 certifications?

Michigan typically has an observer invited to the following meets:

- SC States (ULTRA)
- Namesnik (Ann Arbor)
- Others?

If you are attending the above meets anyway, sign up in advance to be observed and receive feedback to further improve your officiating skills and for N2 and/or N3 certification. You are going to be there anyway, so why not?

Just do it!

Why would you “just do it?”

What have others said that have started in this direction?

Michigan Officials with N2 or N3 Certifications

Michigan has:

- 26 officials with a N2 or N3 certification
- A total of 57 N2 or N3 certifications

WE ARE MENTORS

Workshop

Sponsored by USA Swimming

The Professional Official:

Stroke and Turn Official
or
Eyes of the Referee

<https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/national-certification-and-evaluation/professional-official/professional-stroke-and-turn-official-apr24.pdf>

The Professional Official:

Administrative Official

or

We're here to help

<https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/national-certification-and-evaluation/professional-official/professional-administrative-official-apr24.pdf>

The Professional Official:
Chief Judge
or
Assistant and mentor to all officials

<https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/national-certification-and-evaluation/professional-official/professional-chief-judge-apr24.pdf>

The Professional Official:
Starter
or
It's more than three short words!

<https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialdocuments/national-certification-and-evaluation/professional-official/professional-starter-apr24.pdf>

The Professional Official:
Referee
or
It's more than blowing a whistle!

<https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialdocuments/national-certification-and-evaluation/professional-official/professional-deck-referee-apr24.pdf>

The Professional Official:
Administrative Referee
or
It's More Like Service with a Smile!

<https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/national-certification-and-evaluation/professional-official/the-professional-administrative-referee-apr24.pdf>

How do I find the N2, N3 requirements?

To find the documents for each position (ST, SR, AO, AR, REF) go to:

USA Swimming site, then officials tab, then officials documents, then under the officials training section go to professional document for each position.



Thank you



How to Enter Officials into OTS

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Officials Tracking System

INTRODUCTION

Officials Tracking System (OTS) is the tracking system for USA Swimming officials to track their officiating history and certifications.

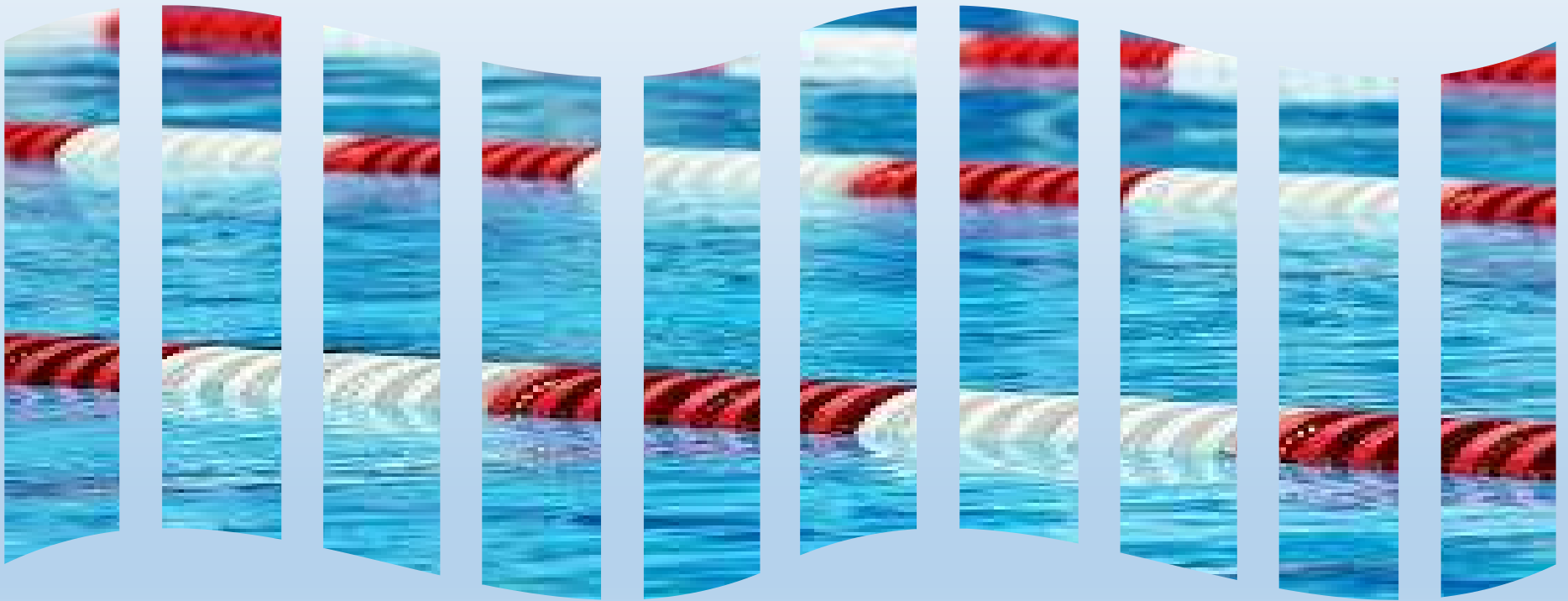
LEVEL OF ACCESS

The level of access and permissions are granted by USA Swimming based upon roles within each LSC. The LSC Officials Chair is responsible for updating the USA Swimming OTS coordinator as LSC administrators change.

WHO ASSIGNS MEET REFEREES

As part of the updates to SWIMS 3.0 and OTS, “**Michigan LSC Sanctions Chair**” is responsible for adding the “**Meet Referees**” to your club-hosted meets so that officials who work your meet can be credited with sessions worked.

Before the Meet



WHO IS RESPONSIBLE FOR ENTERING

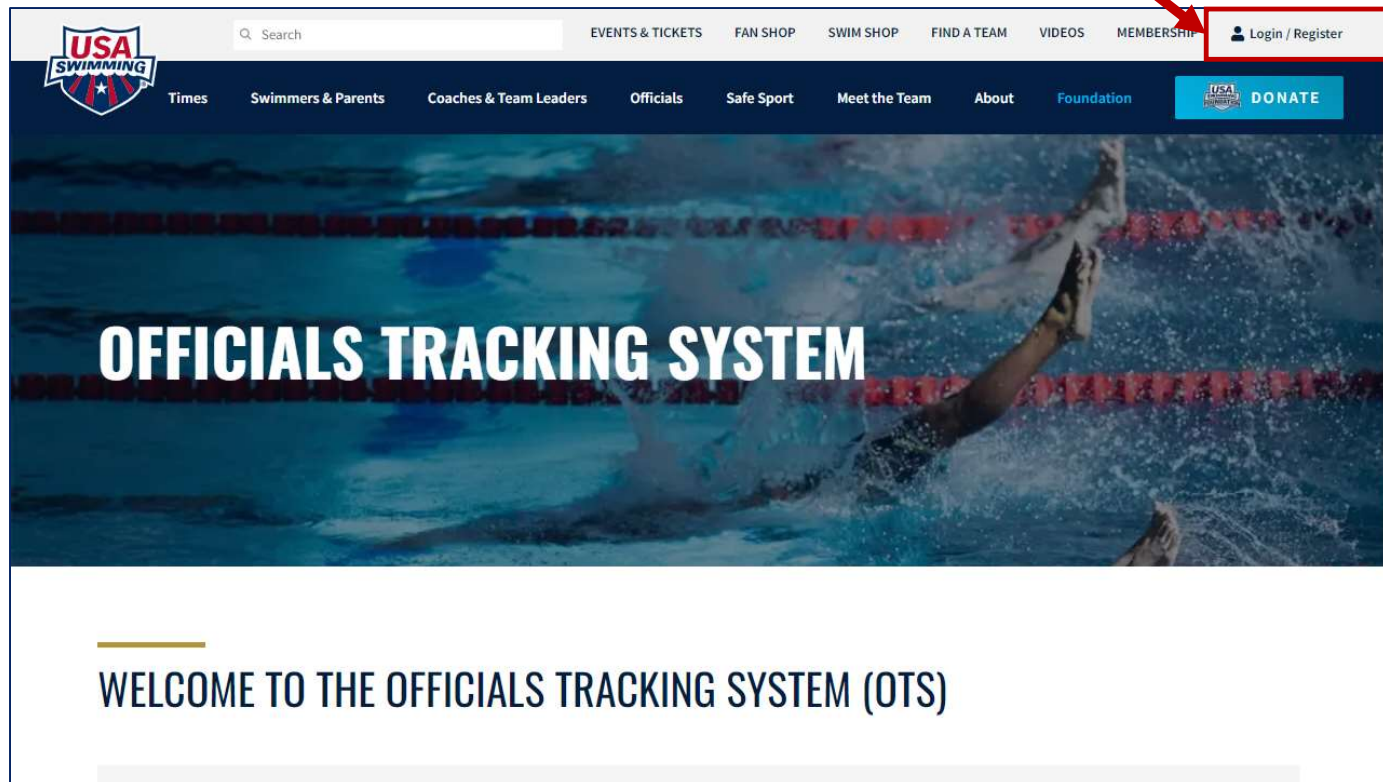


Meet Referees are responsible for entering officials into OTS.

You will find meets to which you have been assigned as Meet Referee (for entering officials' sessions into OTS) by clicking on the Officials tab, then on My OTS Meets.

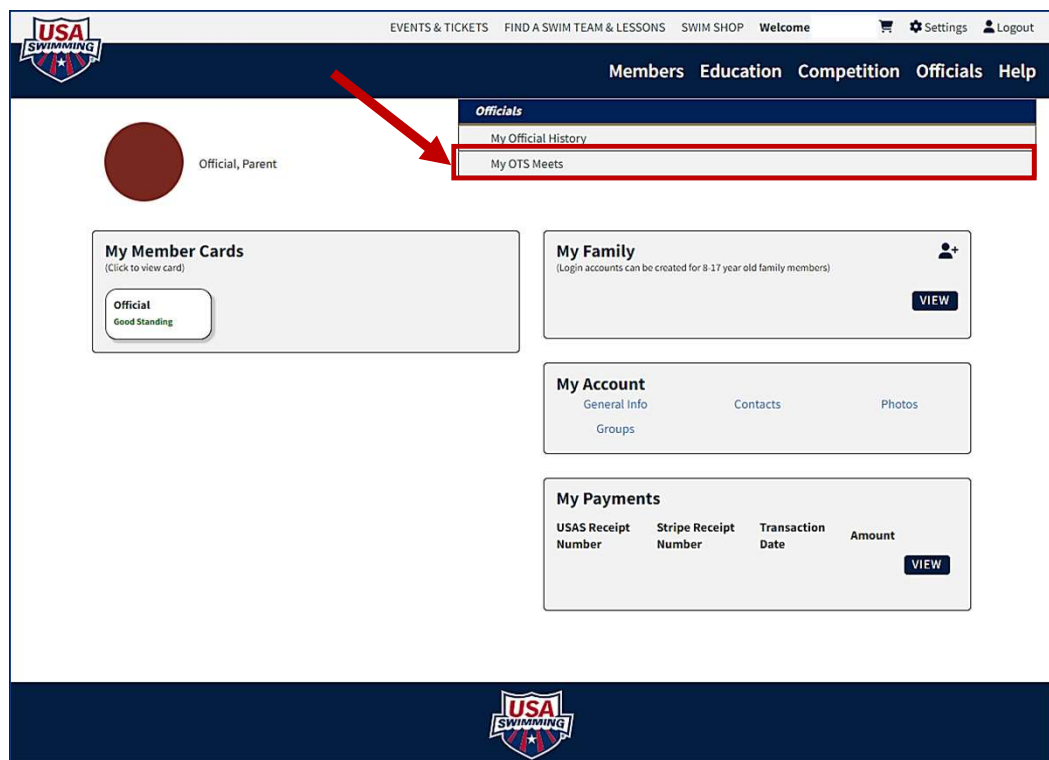


WHERE TO FIND ASSIGNED MEETS



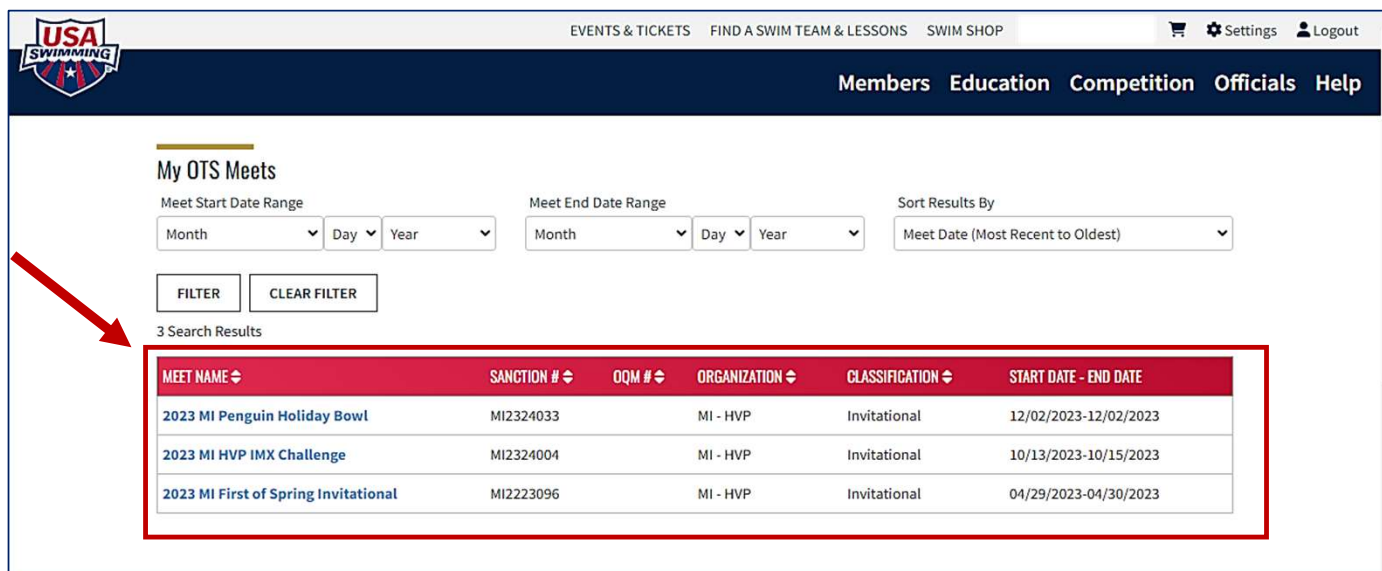
Go to USA Swimming website (<https://www.usaswimming.org/>) and Login

WHERE TO FIND ASSIGNED MEETS



You will find meets to which you have been assigned as Meet Referee (for entering officials' sessions into OTS) by clicking on the **Officials tab**, then on **My OTS Meets**. When the next page opens, the meets in **BLUE** will have been assigned to you as Meet Referee.

ASSIGNED MEETS



The screenshot shows the USA Swimming website interface. At the top, there's a navigation bar with links: EVENTS & TICKETS, FIND A SWIM TEAM & LESSONS, SWIM SHOP, Settings, and Logout. Below this is a dark blue header with links: Members, Education, Competition, Officials, and Help. The main content area is titled 'My OTS Meets'. It features filters for 'Meet Start Date Range' and 'Meet End Date Range', each with dropdowns for Month, Day, and Year. There's also a 'Sort Results By' dropdown set to 'Meet Date (Most Recent to Oldest)'. Below the filters are 'FILTER' and 'CLEAR FILTER' buttons. A red arrow points to the '3 Search Results' section, which contains a table with 3 rows. The table has columns: MEET NAME, SANCTION #, OQM #, ORGANIZATION, CLASSIFICATION, and START DATE - END DATE. The first two rows have blue text, indicating they are assigned to the user as Meet Referee.

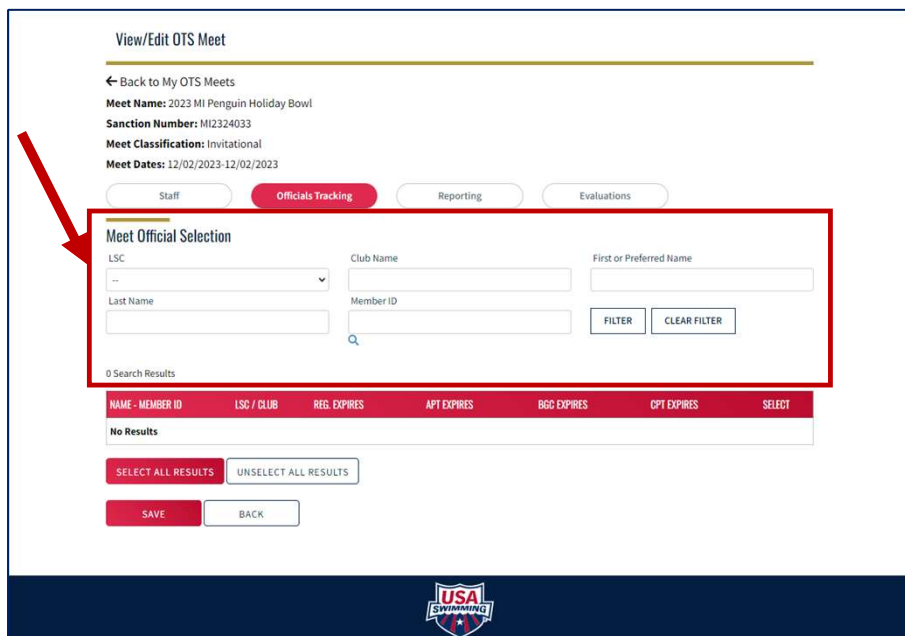
MEET NAME	SANCTION #	OQM #	ORGANIZATION	CLASSIFICATION	START DATE - END DATE
2023 MI Penguin Holiday Bowl	MI2324033		MI - HVP	Invitational	12/02/2023-12/02/2023
2023 MI HVP IMX Challenge	MI2324004		MI - HVP	Invitational	10/13/2023-10/15/2023
2023 MI First of Spring Invitational	MI2223096		MI - HVP	Invitational	04/29/2023-04/30/2023

The meets in **BLUE** will have been assigned to you as Meet Referee.

If you do not see the meet, you can enter filter criteria by entering the appropriate information and click “Search For OTS Meet ” (i.e. Host Club Code, Date)

FINDING AND ASSIGNING OFFICIALS

1. Enter the First and Last Name of the Official. Enter as much/little info to search. *See Tip below*
2. Click on Filter for result



The screenshot displays the 'View/Edit OTS Meet' page. At the top, there's a header with a back arrow and 'Back to My OTS Meets'. Below this, meet details are listed: 'Meet Name: 2023 MI Penguin Holiday Bowl', 'Sanction Number: MI2324033', 'Meet Classification: Invitational', and 'Meet Dates: 12/02/2023-12/02/2023'. A navigation bar contains buttons for 'Staff', 'Officials Tracking' (highlighted in red), 'Reporting', and 'Evaluations'. The 'Meet Official Selection' section is highlighted with a red box. It includes a red arrow pointing to the 'LSC' dropdown menu. The search form contains fields for 'LSC', 'Club Name', 'First or Preferred Name', 'Last Name', and 'Member ID', along with a magnifying glass icon and 'FILTER' and 'CLEAR FILTER' buttons. Below the search form, it shows '0 Search Results' and a table with columns: 'NAME - MEMBER ID', 'LSC / CLUB', 'REG. EXPIRES', 'APT EXPIRES', 'BGG EXPIRES', 'OPT EXPIRES', and 'SELECT'. The table currently displays 'No Results'. At the bottom of the search section are buttons for 'SELECT ALL RESULTS', 'UNSELECT ALL RESULTS', 'SAVE', and 'BACK'. The USA Swimming logo is visible in the bottom right corner.

TIP: The fastest way to enter more than one official at a time is by choosing Michigan LSC. This will display all officials registered with MI LSC.

FINDING AND ASSIGNING OFFICIALS ~ Alternate Way to Search

1. Select the drop-down under LSC and choose Michigan Swimming
2. Click on Filter to display all officials in Michigan LSC.
3. Search results will display all officials register with Michigan LSC.
4. Check the SELECT box next to the official's name.
5. Click SAVE.

Meet Dates: 12/02/2023-12/02/2023

Staff Officials Tracking Reporting Evaluations

Meet Official Selection

LSC: Michigan Swimming Club Name: Unattached (UN) First or Preferred Name:

Last Name: Member ID:

FILTER CLEAR FILTER

SELECT ALL RESULTS UNSELECT ALL RESULTS

SAVE BACK

55 Search Results

NAME - MEMBER ID	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	OPT EXPIRES	SELECT
Charles Amaro - 115F4C06F61546	MI / UN	12/31/2024	11/19/2024	08/31/2025	12/18/2025	☐
Brett Austin - BE01A3534E7E47	MI / UN	12/31/2023	05/07/2025	09/30/2025	06/05/2026	☐
Cynda Avery - 5D6C1125564F46	MI / UN	12/31/2023	01/25/2025	01/31/2025	02/24/2026	☐
David Bello - A6942ABE4AFA44	MI / UN	12/31/2024	02/04/2025	09/30/2025	01/20/2026	☐
Coleen Bender - 872FAE6B59F949	MI / UN	12/31/2024	12/31/2024	11/30/2025	12/21/2024	☐
Michael Bender - 90F9DD536F204F	MI / UN	12/31/2024	11/24/2024	11/30/2025	12/27/2024	☐
Alexander Buckheim - A62846628637EF	MI / UN	12/31/2023	10/01/2024	10/31/2024	05/12/2024	☐
Nicholas Case - D2A0F0553DDDD42	MI / UN	12/31/2023	03/03/2025	01/31/2025	05/16/2026	☐
William Case - B243071FDF1A48	MI / UN	12/31/2023	02/04/2025	02/28/2025	05/16/2026	☐
James Chapman - CBB454C148F746	MI / UN	12/31/2024	01/02/2025	10/31/2024	11/25/2024	☐
Mlyssa De Leon - B573B6162CC448	MI / UN	12/31/2023	01/04/2025	01/31/2026	01/03/2025	☐

TIP: As officials sign up for your meet enter them in OTS. By entering officials in before a meet you can mitigate any certification issues.



CAUTION



OFFICIALS WITH CERTIFICATION ISSUES

1. Officials with a Red Triangle next to their name have certification issues.
2. Officials with certification issues must correct the issues before being allowed on deck.

SELECT ALL RESULTS

UNSELECT ALL RESULTS

SAVE

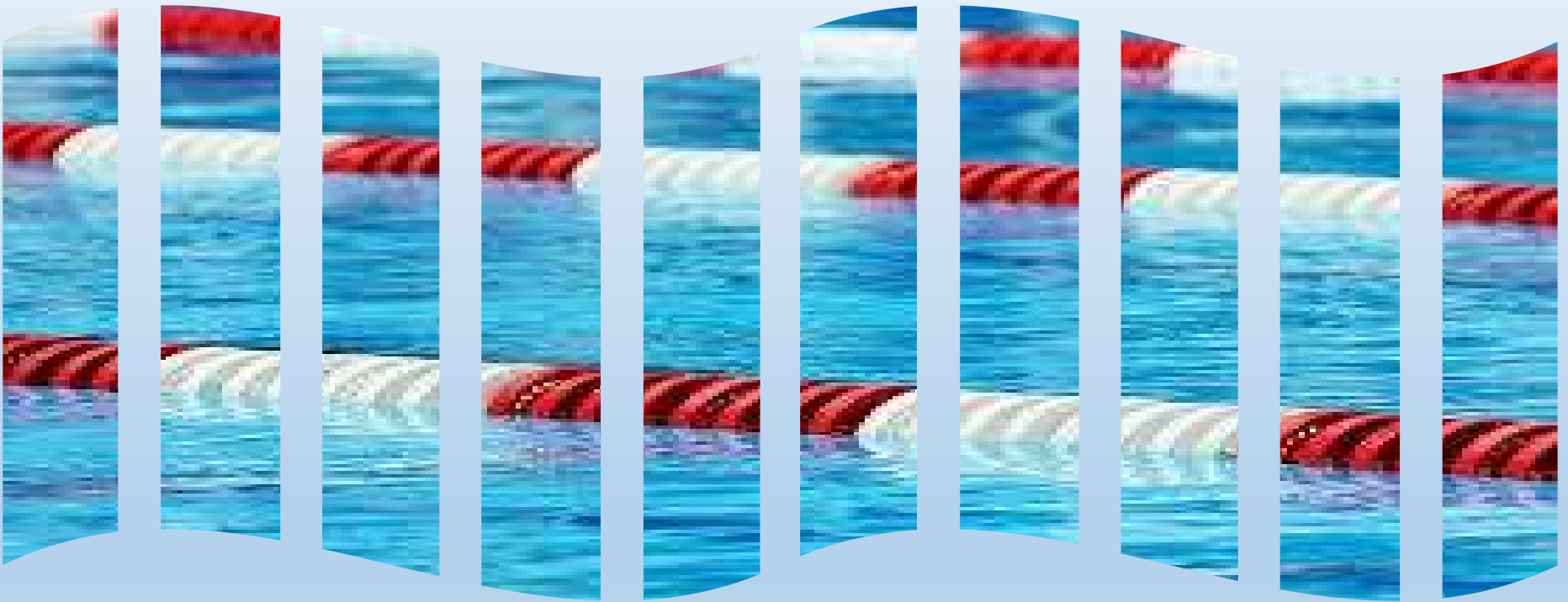
BACK

119 Search Results

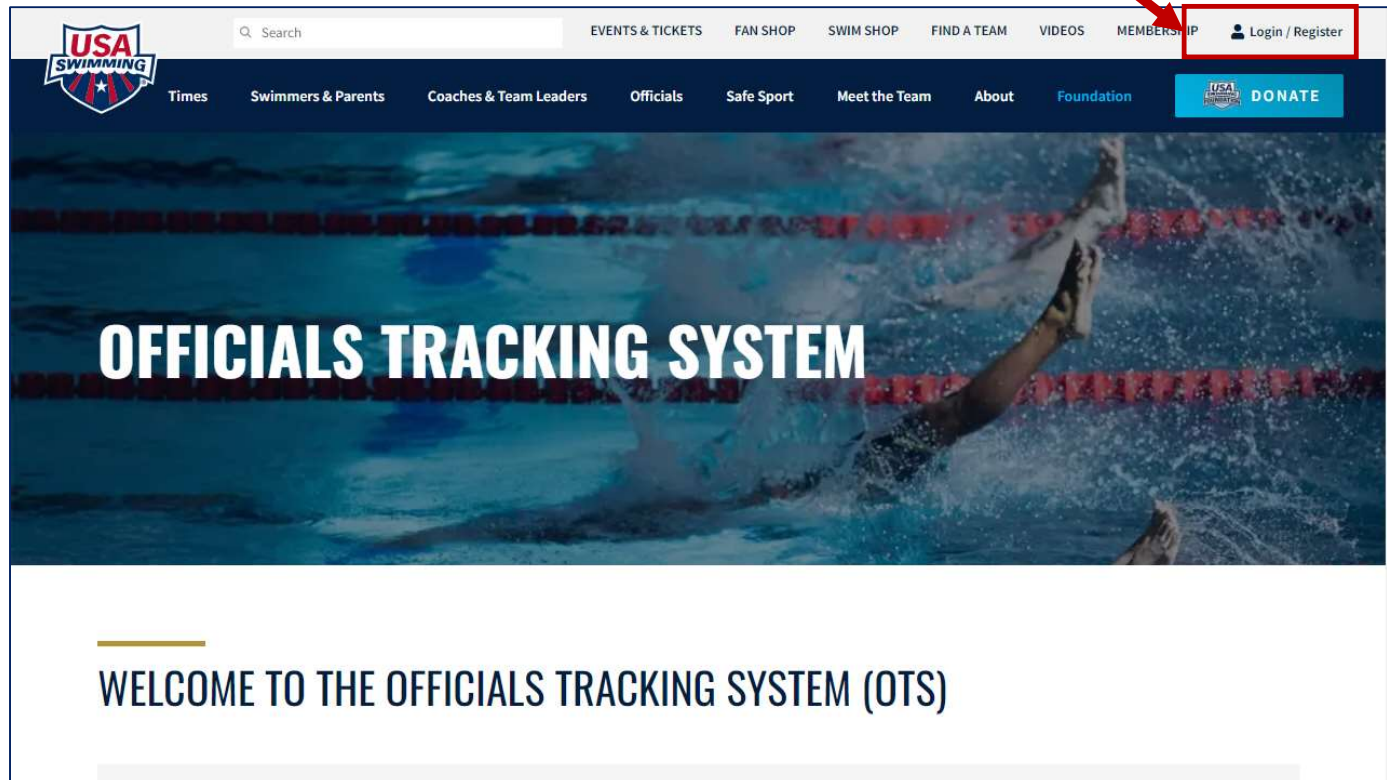
NAME - MEMBER ID	ISC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SELECT
Kent Alles - 7AF1EC87507743	MI / GKC	12/31/2024	10/01/2024	10/31/2025	10/18/2024	☐
Charles Amaro - 115F4C06F61546	MI / UN	12/31/2024	11/19/2024	08/31/2025	12/18/2025	☐
Maritza Amaro - DB84B2EC77AB48	MI / GKC	12/31/2024	02/26/2025	08/31/2024	08/30/2026	☐
Ruth Andegeko - FC6E7A3AC43B4E	MI / EGRA	12/31/2024	02/15/2024	10/31/2025	02/14/2026	☐
Brett Austin - BE01A3534E7E47	MI / LCSC	12/31/2023	05/07/2025	09/30/2025	06/05/2026	☐
Cynda Avery - 5D6C1125564F46	MI / UN	12/31/2023	01/25/2025	01/31/2025	02/24/2026	☐
David Bello - A6942ABE4AFA44	MI / UN	12/31/2024	02/04/2025	09/30/2025	01/20/2026	☐
Felix Martinez - A21F184F3F7D4C	MI / DCAC	12/31/2024	01/16/2025	12/31/2025	04/05/2026	☐
Cory McClure - F5334049A7AEF3	MI / UN	12/31/2023	02/09/2024	02/28/2025	02/01/2026	☐
John Mihalik - 13317090553D4E	MI / DRD	12/31/2024	09/18/2024	06/30/2024	05/23/2026	☐
Tavis Millerov - EAF0847AE75649	MI / MMA	12/31/2024	01/16/2025	01/31/2025	01/18/2026	☐
Katarzyna Minous - D7049208F73249	MI / USSC	12/31/2024	01/10/2024	12/31/2023	03/31/2023	☐
Randy Motyka - 8E0F7061B14E4C	MI / UN	12/31/2024	10/20/2024	04/30/2026	03/12/2026	☐
Lakshmi Narayanaswamy - 66B828B8761F42	MI / PCC	12/31/2024	02/03/2025	02/28/2025	02/11/2025	☐
Ahern Naylis - 0DE4E536EEAF49	MI / USSC	12/31/2024	11/01/2024	10/31/2025	05/12/2026	☐
Kurt Nickerson - 17434CB8B7EC07	MI / UN	12/31/2024	11/26/2024	11/30/2025	11/22/2026	☐
Silke Osterhus - 9DD9B755309C40	MI / USSC	12/31/2024	02/24/2025	05/31/2025	02/25/2026	☐
Mary Perczak - 732550594F6049	MI / UN	12/31/2023	02/20/2025	01/31/2025	02/20/2027	☐
Vaseliki Peristeridis - 9E25593E7C064F	MI / GKC	12/31/2024	02/16/2025	10/31/2025	06/12/2026	☐
Gregory Phill - 0E9E118658BF4C	MI / UN	12/31/2024	11/29/2024	10/31/2025	No Expiration	☐
Logan Potvin - ACC0127F116B4D	MI / UN	12/31/2023	01/20/2023	12/31/2023	03/31/2023	☐
James Pouillon - C5BB65C42D2943	MI / EGRA	12/31/2024	03/05/2025	02/28/2025	03/04/2027	☐

TIP: By entering in officials into OTS before the meet many of the issues can be mitigated

After the Meet – Assigning Officials & Roles

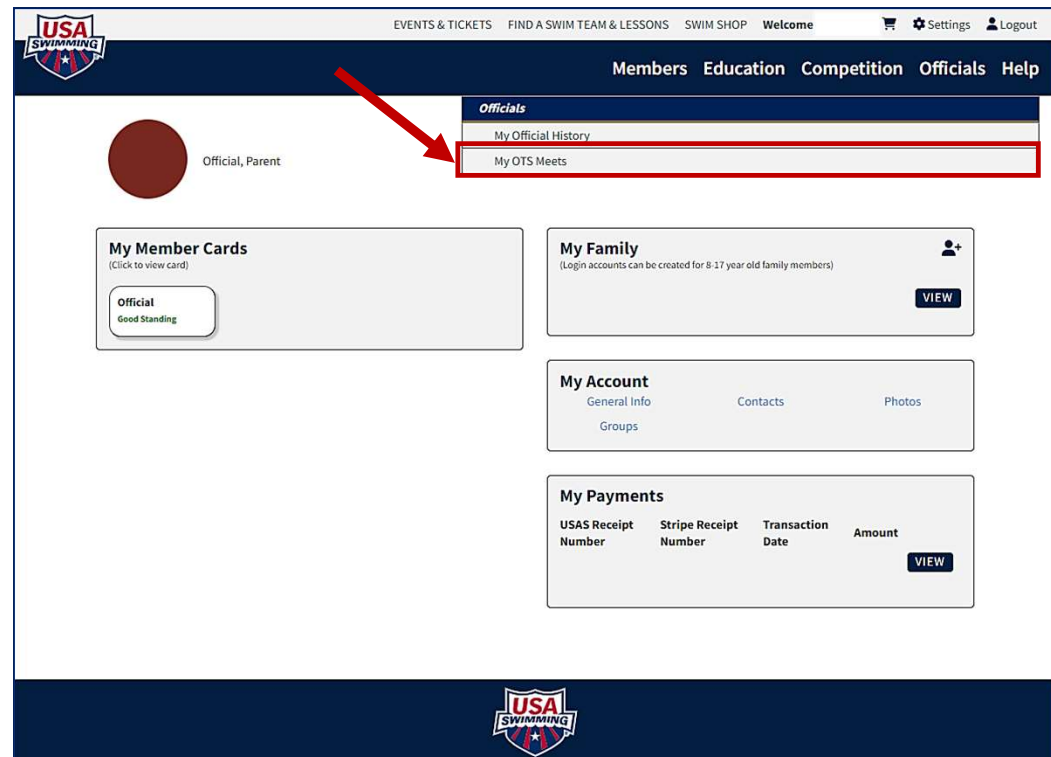


WHERE TO FIND ASSIGNED MEETS



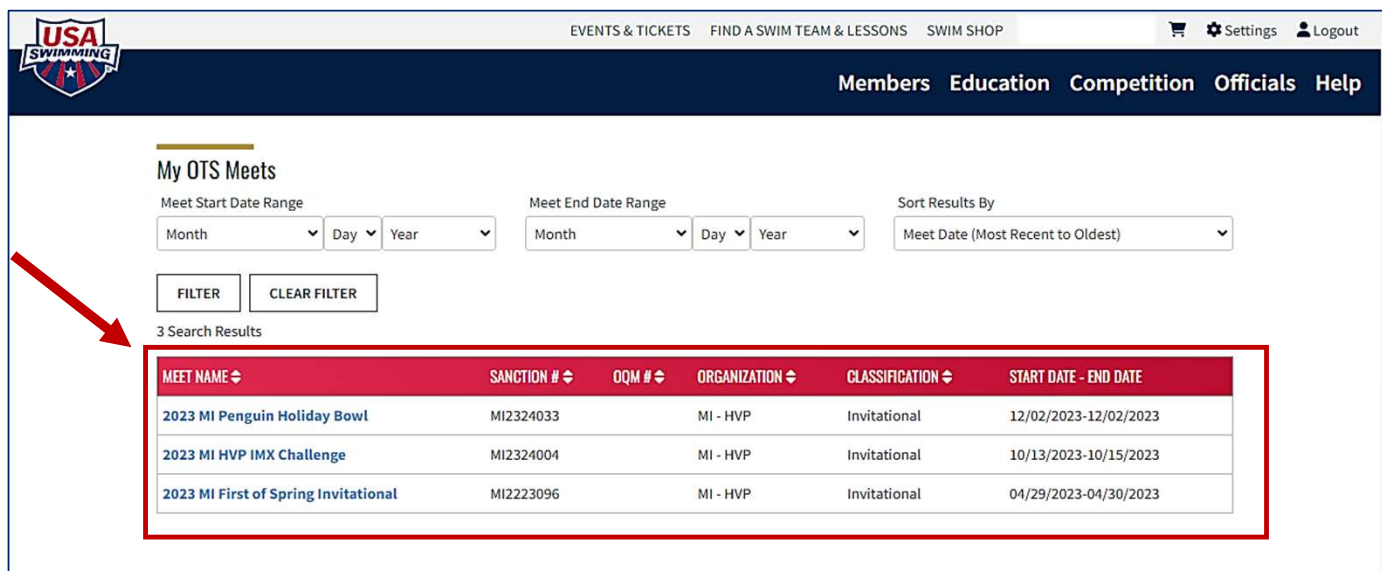
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ASSIGNED MEETS



USA SWIMMING

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Settings Logout

Members Education Competition Officials Help

My OTS Meets

Meet Start Date Range: Month Day Year

Meet End Date Range: Month Day Year

Sort Results By: Meet Date (Most Recent to Oldest)

3 Search Results

MEET NAME	SANCTION #	OQM #	ORGANIZATION	CLASSIFICATION	START DATE - END DATE
2023 MI Penguin Holiday Bowl	MI2324033		MI - HVP	Invitational	12/02/2023-12/02/2023
2023 MI HVP IMX Challenge	MI2324004		MI - HVP	Invitational	10/13/2023-10/15/2023
2023 MI First of Spring Invitational	MI2223096		MI - HVP	Invitational	04/29/2023-04/30/2023

The meets in **BLUE** will have been assigned to you as Meet Referee.

If you do not see the meet, you can enter filter criteria by entering the appropriate information and click “Search For OTS Meet ” (i.e. Host Club Code, Date)

Finding and Assigning Officials

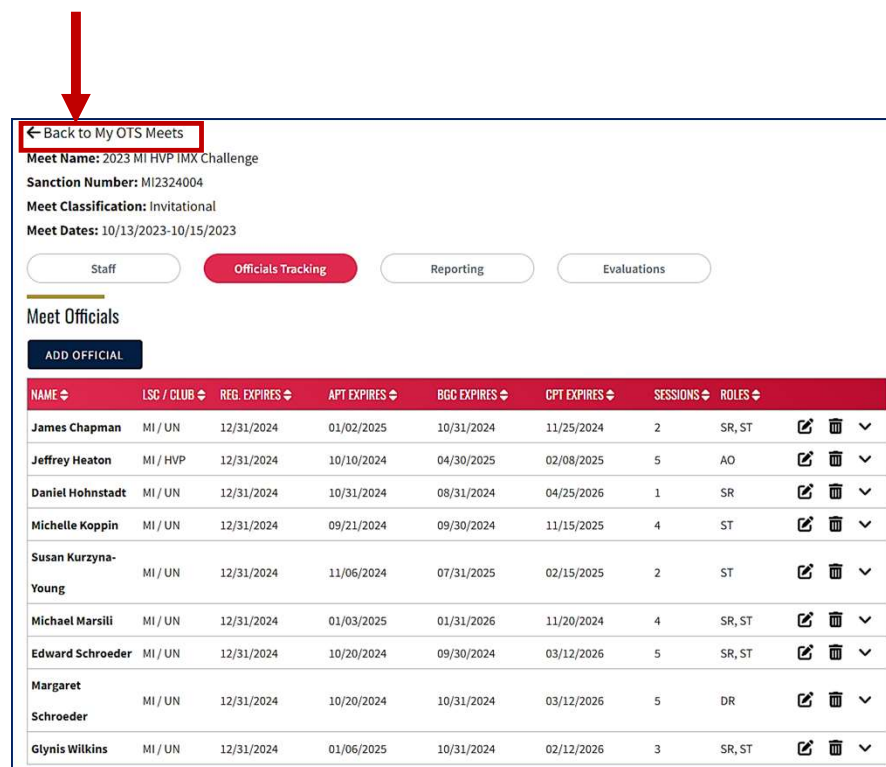
1. If needed you can add Officials, by clicking the Add Official button.
2. Click the edit icon to add position(s)/sessions worked.
3. Select the “Add Session Role”
4. Select Role Worked drop down and select role officials worked.
5. Select “Session(s)” and select all that apply to the role worked by the officials.
6. Note: Officials may work in more than one role during a meet and/or session. Recommend splitting the role for example for a 4 session meet the officials worked as a S&T and a Starter. Assigned 2 sessions as a S&T and 2 sessions as a Starter.
7. If they are an apprentice, select the yes.
8. Click Save, and then Back.

The screenshots illustrate the steps for adding a session role for an official:

- Top Screenshot:** Shows the 'Add Meet Official Session Role' form. A red arrow points to the 'Role Worked*' dropdown menu, which is open, displaying a list of roles including Stroke and Turn (ST), Evaluator (EV), Chief Judge (CJ), Starter (SR), Referee (DR), Administrative Referee (AR), Administrative Official (AO), Meet Referee (MR), Open Water Referee (OR), Open Water Assistant Referee (OA), Open Water Judge (OJ), Open Water Finish Judge (OF), Open Water Timing Judge (OT), Open Water Clerk (N/A, Numbering) (ON), Replay Referee (RR), Clerk of Course (CC), Scoring Personnel (Computer Operator) (CO), Timing Equipment Operator (TO), and Entry/Chair/Registration (EC).
- Middle Screenshot:** Shows the same form with the 'Role Worked*' dropdown set to 'Stroke and Turn (ST)'. A red arrow points to the 'Session(s)*' section, which lists five sessions: 1 (TimedFinal 10/13/2023), 2 (TimedFinal 10/14/2023), 3 (TimedFinal 10/14/2023), 4 (TimedFinal 10/15/2023), and 5 (TimedFinal 10/15/2023). The first two sessions are selected with checkboxes.
- Bottom Screenshot:** Shows the 'Edit Meet Official' form. It displays the official's name (James Chapman) and member ID (CBB454C148F746). Below, the 'ROLE WORKED' section shows 'Stroke and Turn (ST)' and 'Starter (SR)' with edit icons and dropdown arrows. A 'BACK' button is at the bottom.

FINDING AND ASSIGNING OFFICIALS ~ Alternate Way to Search

1. You will be returned to the “Add Officials” screen where you can see all officials and their sessions and add/update/delete officials.
2. After all officials have been added, click “Back to OTS Meet



← Back to My OTS Meets

Meet Name: 2023 MI HVP IMX Challenge
 Sanction Number: MI2324004
 Meet Classification: Invitational
 Meet Dates: 10/13/2023-10/15/2023

Staff Officials Tracking Reporting Evaluations

Meet Officials

ADD OFFICIAL

NAME	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SESSIONS	ROLES			
James Chapman	MI / UN	12/31/2024	01/02/2025	10/31/2024	11/25/2024	2	SR, ST			
Jeffrey Heaton	MI / HVP	12/31/2024	10/10/2024	04/30/2025	02/08/2025	5	AO			
Daniel Hohnstadt	MI / UN	12/31/2024	10/31/2024	08/31/2024	04/25/2026	1	SR			
Michelle Koppin	MI / UN	12/31/2024	09/21/2024	09/30/2024	11/15/2025	4	ST			
Susan Kurzyna-Young	MI / UN	12/31/2024	11/06/2024	07/31/2025	02/15/2025	2	ST			
Michael Marsili	MI / UN	12/31/2024	01/03/2025	01/31/2026	11/20/2024	4	SR, ST			
Edward Schroeder	MI / UN	12/31/2024	10/20/2024	09/30/2024	03/12/2026	5	SR, ST			
Margaret Schroeder	MI / UN	12/31/2024	10/20/2024	10/31/2024	03/12/2026	5	DR			
Glynis Wilkins	MI / UN	12/31/2024	01/06/2025	10/31/2024	02/12/2026	3	SR, ST			

TIP: The fastest way to enter more than one official at once is by choosing Michigan LSC. This will display all officials registered with MI LSC.

1. Select MI Swimming under LSC.
2. Check the SELECT Box for all officials who have signed up for the meet.
3. Click SAVE

RESOURCES

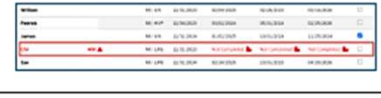
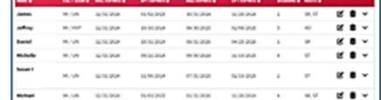
Enter Officials into OTS

As part of the updates to SWIMS 3.0 and OTS, "Michigan LSC Sanctions Chair" is responsible for adding the "Meet Referees" to your club-hosted meets so that officials who work your meet can be credited with sessions worked. You will find meets to which you have been assigned as Meet Referee (for entering officials' sessions into OTS) by clicking on the Officials tab, then on My OTS Meets. When the next page opens, the meets in **BLUE** will have been assigned to you as Meet Referee.

STEP / ACTION	EXAMPLE
1. Login to USA Swimming	
2. Click on "Officials", and select "My OTS Meets"	
3. Meet Search	
4. Enter the appropriate information and click	
5. "Search For OTS Meet" (i.e. Host Club Code, Date)	
6. Assigned meets are highlighted in Blue.	
7. Click on the meet you want to update.	
8. The Next screen shows any/all officials already added and an "Add Official" button.	
9. Click "Add Official" button.	
10. There are 2 ways you can search for members. 1) Click on the magnifying glass to open a search screen or enter Meet Official Selection	
11. Select LSC and click Filter.	
12. Check Select Box to the right of the officials to add.	
13. Click Save.	

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STEP / ACTION	EXAMPLE
14. Non-Compliant Officials	
15. Click the edit icon to add position(s) /sessions worked	
16. Select Position Worked and Session(s) from the dropdown.	
17. Click Save.	
18. If the official worked in multiple roles at the meet, click "ADD SESSION POSITION"	
19. Select the other Position Worked and the Session(s) and Save again.	
20. When all sessions for that official have been entered, click the "Back" button.	
21. You will be returned to the "Add Officials" screen here you can see all officials and their sessions and add/update/delete officials.	
22. After all officials have been added, click "Back to OTS Meet Search"	

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Thank you

Closing Comments & Adjournment