

Navigating OTS for Meets

Pre-Meet: Using the Meet Referee Google Sheet and OTS

- All referees in Illinois should have read-only access to the Google Sheet “IL Officials Certifications”. If you do not, please contact Officials@ilswim.org to get access.
- The sheet can be used pre-meet as a contact list to recruit officials.
- The sheet is NOT a live document, so it may lag what is in OTS for certifications, BGC, APT, and Registration. Certifications can be found in a report in OTS (slides 8-9).
- If there is a discrepancy between the sheet and OTS for USA Swimming registration, Background Checks, Athlete Protection, or Concussion Protocol training, OTS or a current USA Swimming member card take precedence over the sheet.
- Officials who don't pre-RSVP need to have their membership account checked prior to being allowed on deck. Please be sure to have access to at least one of OTS or the Google Sheet at the meet to check certification levels for walk-ins. If you cannot verify certifications in OTS, DO NOT allow an official to work at that position
- Junior Officials are a special case, but are on the sheet.

Select “My OTS Meets”

The screenshot shows the USA Swimming website interface. At the top, the navigation bar includes links for EVENTS & TICKETS, FIND A SWIM TEAM & LESSONS, SWIM SHOP, and a welcome message for Aleksey. A dark blue secondary navigation bar contains links for Members, Education, Competition, Officials, and Help. The 'Officials' link is highlighted, and a dropdown menu is visible with three options: 'My Official History', 'My OTS Meets' (circled in red), and 'My OTS Evaluations'. A large blue arrow points from the 'My OTS Meets' option towards the right. On the left, the user profile for Alex Abramovich is shown, including a circular avatar with 'AA', his name, role as 'Official, Parent', and Member ID: D6EBEC0B37E240. Below the profile is a 'My Member Cards' section with a card showing 'Official' and 'Good Standing'. To the right of the profile is a 'My Family' section with a 'RENEW MEMBERSHIPS' button. At the bottom, a 'My Account' section contains links for General Info, Groups, Contacts, and Photos.

USA SWIMMING

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

Members Education Competition Officials Help

Officials

- My Official History
- My OTS Meets**
- My OTS Evaluations

Alex Abramovich
Official, Parent
Member ID: D6EBEC0B37E240

My Member Cards
(Click to view card)

Official
Good Standing

My Family
(Login account for year old family members)

RENEW MEMBERSHIPS

My Account
General Info Groups Contacts Photos

Once you are logged in, select “Officials”, then select “My OTS Meets”

Select A Meet



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

Members Education Club Facilities Competition Reporting 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)

FILTER

CLEAR FILTER

13 Search Results

MEET NAME	SANCTION #	OQM #	ORGANIZATION	CLASSIFICATION	START DATE - END DATE
2024 IL Illinois Swimming Summer Age Group Championships	IN24296	24-0153 N3	Central - IL	LSC Championship	07/18/2024-07/21/2024
2024 IL MMSC Time Trial	ILL0734-24		Central - IL	Intra-Squad	07/05/2024-07/06/2024
2024 WI MMSC LAST DANCE	WI2024-579S		Central - WI	Open	06/28/2024-06/30/2024
2024 WI RMSC-IL LISA COOLE MEMORIAL CLASSIC	WI2024-530S		Central - WI	Open	06/08/2024-06/09/2024
2024 WI MMSC-IL WINTER OPEN	WI2024-023S		Central - WI	Open	01/19/2024-01/21/2024
2023 WI MMSC FALL FRENZY MEET	WI2023-1026S		Central - WI	Open	10/21/2023-10/22/2023
2023 WI MMSC LAST DANCE	WI2023-223S		Central - WI	Open	07/07/2023-07/09/2023
2023 WI RMSC LISA COOLE MEMORIAL CLASSIC	WI2023-220S		Central - WI	Open	05/27/2023-05/28/2023
2023 IL WDST Wave Into The Championships			Central - IL	Open	02/19/2023-02/19/2023
2023 IL MMSC vs COHO	ILS0257-23		Central - IL	Dual Meet	02/04/2023-02/04/2023
2023 WI MMSC WINTER OPEN	WI2023-017S		Central - WI	Open	01/20/2023-01/22/2023
2022 WI LFSC MONSTER MASH	WI2022-557S		Central - WI	Open	10/29/2022-10/30/2022

Choose a Meet to
Edit/Add officials.

Select “Add Official”



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

Members Education Club Facilities Competition Reporting Officials Help

View/Edit OTS Meet

[← Back to My OTS Meets](#)
Meet Name: 2024 IL MMSC Time Trial
Sanction Number: ILL0734-24
Meet Classification: Intra-Squad
Meet Dates: 07/05/2024-07/06/2024

Staff

Officials Tracking

Reporting

Evaluations

Meet Officials

ADD OFFICIAL

NAME ↕	LSC / CLUB ↕	REG. EXPIRES ↕	APT EXPIRES ↕	BGC EXPIRES ↕	CPT EXPIRES ↕	SESSIONS ↕	ROLES ↕
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Search for Officials

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 IL MMSC Time Trial

Sanction Number: ILL0734-24

Meet Classification: Intra-Squad

Meet Dates: 07/05/2024-07/06/2024

Staff

Officials Tracking

Reporting

Evaluations

Meet Official Selection

LSC

Illinois Swimming

Last Name

Club Name

First or Preferred Name

Member ID

FILTER

CLEAR FILTER

0 Search Results

NAME - MEMBER ID	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SELECT
No Results						

SELECT ALL RESULTS

UNSELECT ALL RESULTS

SAVE

BACK

- Easiest if the LSC is selected. You can then pull all officials from a club using “club name”, or for a specific official by Last Name.
- Using too many filters will confuse the system. Use only LSC and one of Last Name or Club Name.
- Once search criteria are selected, click “FILTER”. In OTS, “FILTER” can generally be thought of as “Search”.

Select Officials to Add to the Meet

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 IL MMSC Time Trial

Sanction Number: ILL0734-24

Meet Classification: Intra-Squad

Meet Dates: 07/05/2024-07/06/2024

Staff

Officials Tracking

Reporting

Evaluations

Meet Official Selection

LSC

Illinois Swimming

Last Name

Fidanze

Club Name

Mundelein Mustang Swim Club (MMSC)

Member ID

First or Preferred Name

FILTER

CLEAR FILTER

1 Search Result

NAME - MEMBER ID	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SELECT
Steven Fidanze - 7D0F255AAC034F	IL / MMSC	12/31/2024	11/16/2024	04/30/2025	No Expiration	☒

SELECT ALL RESULTS

UNSELECT ALL RESULTS

SAVE

BACK

- Click the “SELECT” Checkbox, then “SAVE” to add the official to the meet.
- If you filter by club name, you can add all officials coming from a club in a single step here.

Pre-Meet Recon

The screenshot displays the USA Swimming Pre-Meet Recon interface. At the top, the USA Swimming logo is on the left, and navigation links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome Steven', 'Settings', and 'Logout' are on the right. A dark blue header bar contains links for 'Members', 'Education', 'Club', 'Facilities', 'Competition', 'Reporting', 'Officials', and 'Help'. The main content area is titled 'View/Edit OTS Meet'. Below this, there is a 'Back to My OTS Meets' link and meet details: 'Meet Name: 2024 IL MMSC Time Trial', 'Sanction Number: ILL0734-24', 'Meet Classification: Intra-Squad', and 'Meet Dates: 07/05/2024-07/06/2024'. A row of four buttons is shown: 'Staff', 'Officials Tracking', 'Reporting' (highlighted with a red circle), and 'Evaluations'. Below the buttons, the section 'OTS Meet Reports' is visible. It features a red header bar labeled 'REPORT NAME' and a list item 'Ots Meet Participation Certifications' (also highlighted with a red circle).

After you have added all officials to the meet, select “Reporting”, then “Ots Meet Participation Certifications”

The Report – Last Step Pre-Meet

USA SWIMMING

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

Members Education Club Facilities Competition Reporting Officials Help

Ots Meet Participation Certifications

8/16/2024 7:05:50 PM

LSC Officials Certification Report -

Official	Member Id	Lsc/C lub	Annual Meets	Requirements	Pos.	Lsc Eff.	Lsc Expires	Lsc Lvl	Natl Eff.	Natl Expires	Natl Lvl	Annual Meets	Annual Sess.	Test	Pass ed	Date
[REDACTED]	[REDACTED]	[REDACTED]	5	REG 12/31/24 BGC 04/30/25 APT 10/04/24 CPT 01/01/00	AO	07/25/17	12/31/26	C				5	14			
[REDACTED]	[REDACTED]	[REDACTED]	11	REG 12/31/24 BGC 03/31/26 APT 03/01/25 CPT 01/01/00	ST	04/30/22	12/31/26	C				7	9			
[REDACTED]	[REDACTED]	[REDACTED]	6	REG 12/31/24 BGC 10/31/24 APT 12/02/24 CPT 01/01/00	ST	12/11/18	12/31/26	C				6	12			
Fidanze, Steve	7DOF25SAAC034F	IL/MM SC	12	REG 12/31/24 BGC 04/30/25 APT 11/16/24 CPT 01/01/00	ST	07/03/13	12/31/26	C	08/29/16	06/30/27	N3	4	7	Foundations of Officiating	P	04/04/24
[REDACTED]	[REDACTED]	[REDACTED]	19	REG 12/31/24	ST	10/23/16	12/31/26	C	08/01/21	12/31/27	N3	6	9			

This report will show what positions each official is certified in. If the Lsc Lvl says “C”, the official is certified at that spot. If it says “A”, the official is an apprentice. DO NOT allow an official to work in a position other than CJ that they have no certification for.

Post Meet – Adding Sessions Worked

USA SWIMMING

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

Members Education Club Facilities Competition Reporting Officials Help

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 IL WDST Fall Kick Off

Sanction Number: ILS0926-24

Meet Classification: Open

Meet Dates: 09/28/2024-09/28/2024

Staff **Officials Tracking** Reporting Evaluations

Meet Officials

ADD OFFICIAL

NAME	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SESSIONS	ROLES
Steven Fidanze	IL / MMSC	12/31/2024	11/16/2024	04/30/2025	No Expiration	0	  

- Go into the meet following the procedure on slides 3 and 4.
- Select “Officials Tracking”, then the edit icon for the official to add sessions worked to.

Post Meet – Adding Sessions Worked

View/Edit OTS Meet

[← Back to My OTS Meets](#)

Meet Name: 2024 IL WDST Fall Kick Off
Sanction Number: ILS0926-24
Meet Classification: Open
Meet Dates: 09/28/2024-09/28/2024

[Staff](#) [Officials Tracking](#) [Reporting](#) [Evaluations](#)

Add Meet Official

Official Name: Steven Fidanze
Member ID: 7D0F255AAC034F

[ADD SESSION ROLE](#)

ROLE WORKED
No Session Roles

[BACK](#)

Select “ADD SESSION ROLE”

Post Meet – Adding Sessions Worked

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 IL WDST Fall Kick Off
Sanction Number: ILS0926-24
Meet Classification: Open
Meet Dates: 09/28/2024-09/28/2024

Staff Officials Tracking Reporting Evaluations

Add Meet Official Session Role

Official Name: Steven Fidanze
Member ID: 7D0F255AAC034F

Role Worked* Apprentice?* **No** ✕

Session(s)*

SAVE BACK

- Select “Role Worked*”. This is typically stroke and turn (ST), administrative official (AO), starter (SR), or referee (DR).
- If the official is already certified in the role, leave the button under “Apprentice?*” at “No”.
- If this is a training session, click the button under “Apprentice” to toggle it to “Yes”.

Post Meet – Adding Sessions Worked

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 IL WDST Fall Kick Off

Sanction Number: ILS0926-24

Meet Classification: Open

Meet Dates: 09/28/2024-09/28/2024

Staff

Officials Tracking

Reporting

Evaluations

Add Meet Official Session Role

Official Name: Steven Fidanze

Member ID: 7D0F255AAC034F

Role Worked*

Referee (DR)

Apprentice?*

No

X

Session(s)*

1 (TimedFinal 09/28/2024), 2 (TimedFinal 09/28/2024)

☒ 1 (TimedFinal 09/28/2024)

☒ 2 (TimedFinal 09/28/2024)

☐ 3 (TimedFinal 09/28/2024)

- Select which sessions the official worked in this role.

Post Meet – Adding Sessions Worked

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 IL WDST Fall Kick Off
Sanction Number: ILS0926-24
Meet Classification: Open
Meet Dates: 09/28/2024-09/28/2024

Staff Officials Tracking Reporting Evaluations

Add Meet Official Session Role

Official Name: Steven Fidanze
Member ID: 7D0F255AAC034F

Role Worked* Apprentice?*
Referee (DR) No X

Session(s)*
1 (TimedFinal 09/28/2024), 2 (TimedFinal 09/28/2024)

SAVE BACK

- Select “SAVE”.
- If the official worked different roles at different sessions, repeat the process starting at slide 11.
- Repeat the process starting from slide 10 for each official in the meet.

Where Do I Go with Questions?

- If you have problems with this process, please contact Officials@ilswim.org.
- Have a good idea of who is coming a few days ahead of time. If there are any issues with registration or certification this will give you time to address them.
- Please resolve any issues with officials as early as possible prior to the meet! Friday night at 8:00 PM is too late.