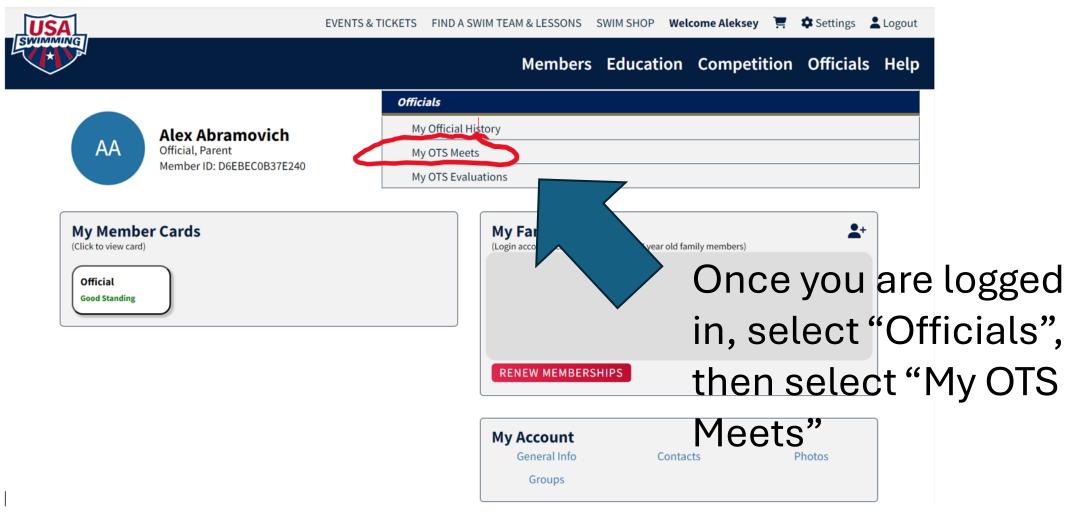
Navigating OTS for Meets

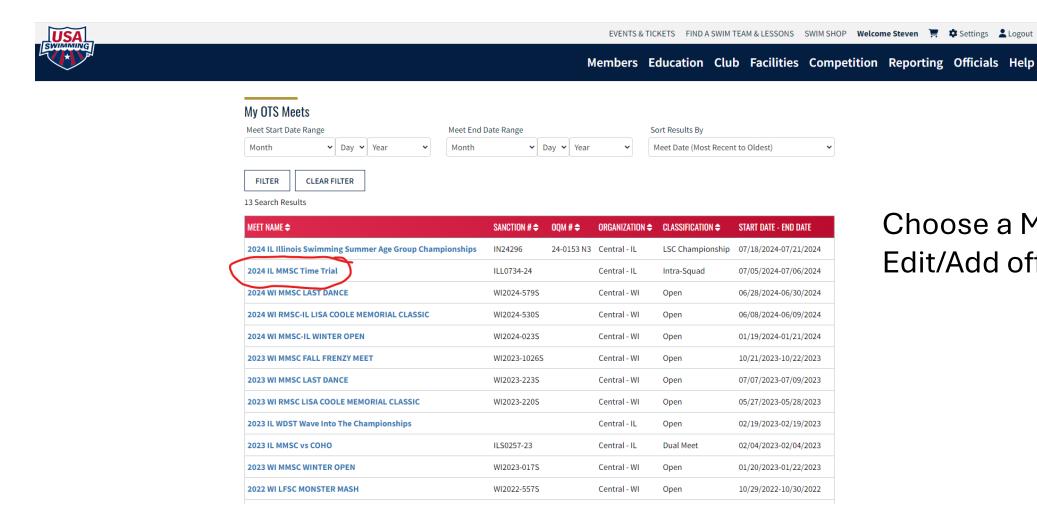
Pre-Meet: Using the Meet Referee Google Sheet and OTS

- 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"

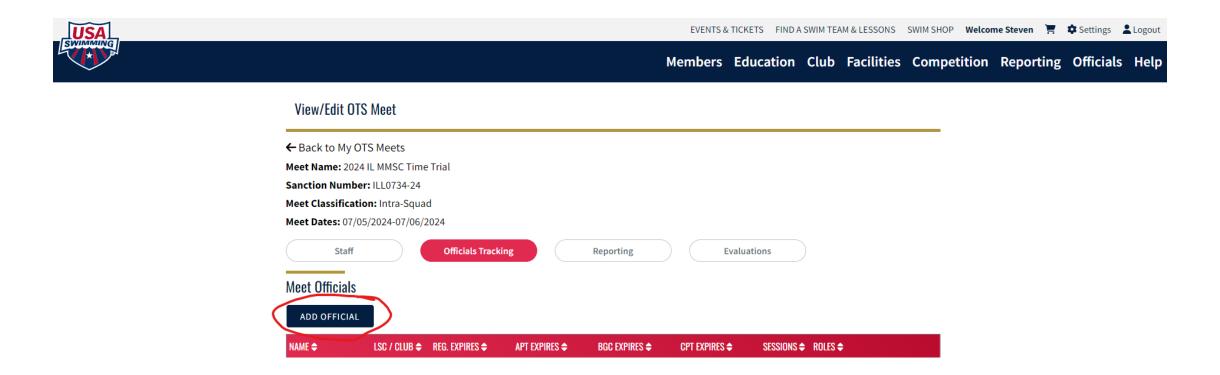


Select A Meet



Choose a Meet to Edit/Add officials.

Select "Add Official"



Search for Officials



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 Club Name First or Preferred Name Illinois Swimming Last 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	Hack to My OTS I	Meets					
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SELECT ALL RESULTS UNSELECT ALL RESULTS	No Results						
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- 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

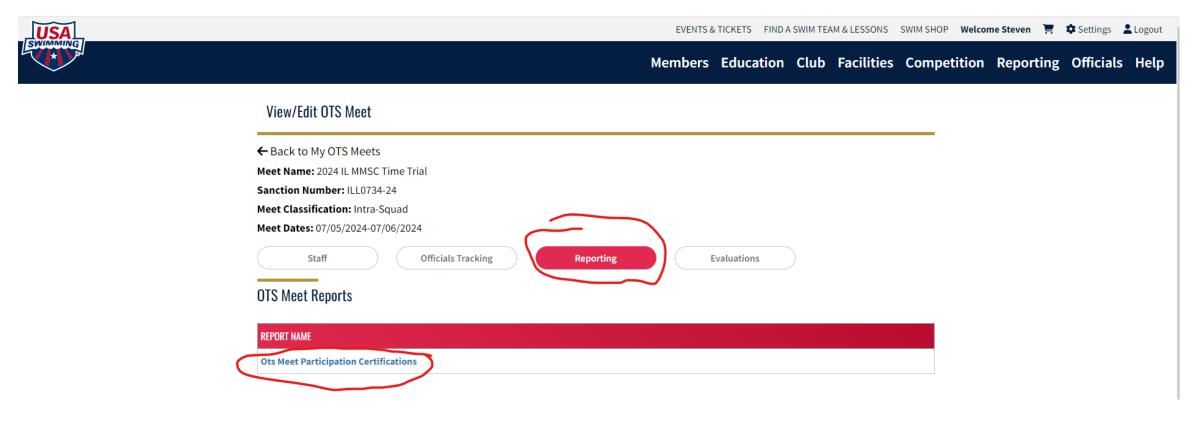
Viow/Edit OTS Moot



← 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	icials Tracking	Repor	rting	Evaluations			
Meet Official Selection							
LSC	Club N	Club Name			First or Preferred Name		
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Last Name	Memb	er ID					
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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 A	ALL RESULTS					~	
SAVE BACK							

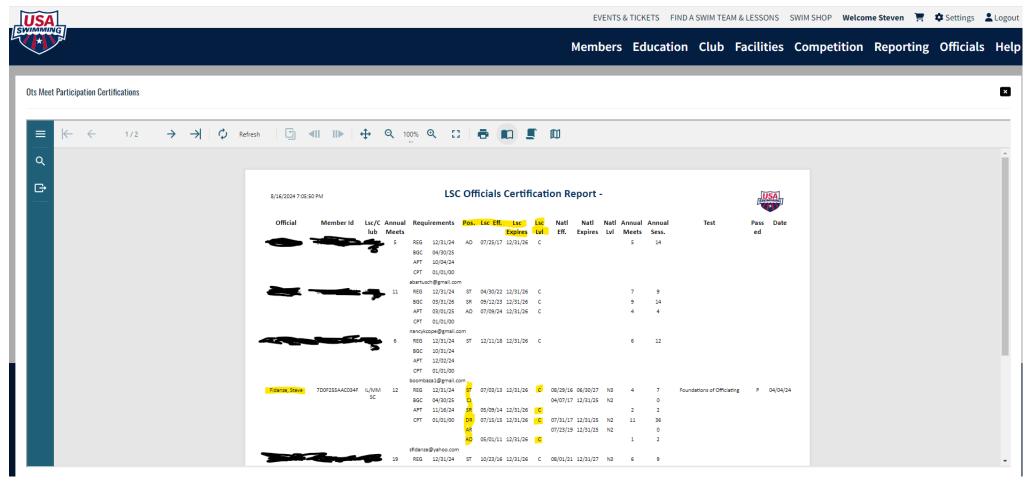
- Click the "SELECT"
 Checkbox, then
 "SAVE" to add the
 official to the meet.
- If you filter by club name, you can add all officials coming from a club in a single step here.

Pre-Meet Recon

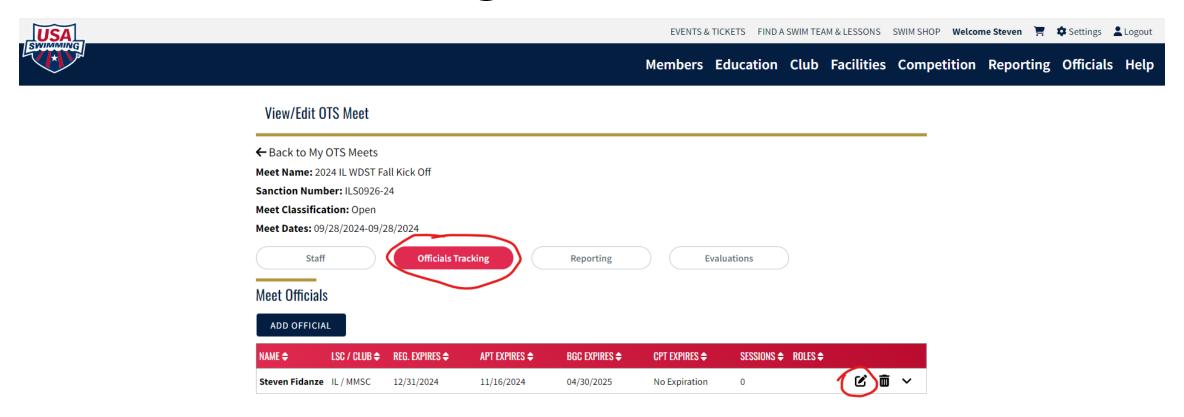


After you have added all officials to the meet, select "Reporting", then "Ots Meet Participation Certifications"

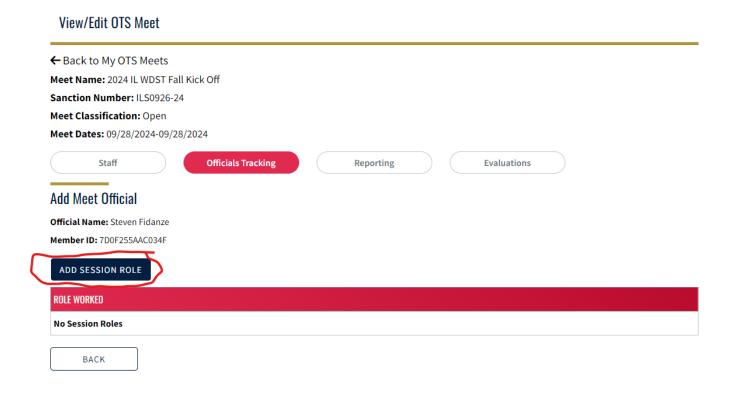
The Report – Last Step Pre-Meet



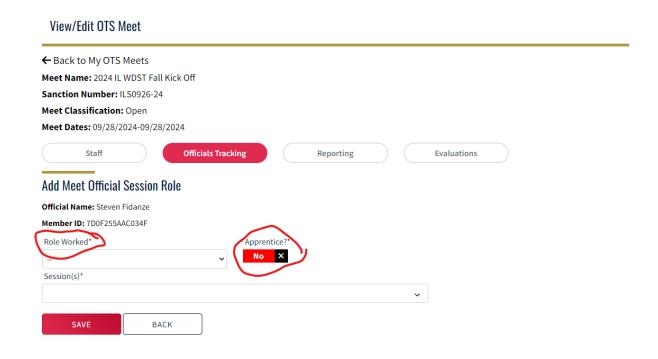
This report will show what positions each official is certified in. If the Lsc Lvl says "C", the official is certified at that spot. If it says "A", the official is an apprentice. DO NOT allow an official to work in a position other than CJ that they have no certification for.



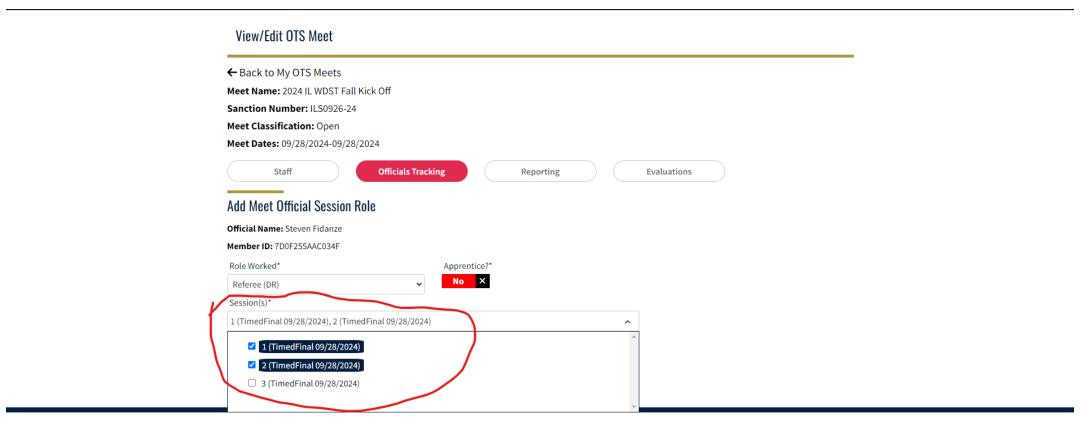
- Go into the meet following the procedure on slides 3 and 4.
- Select "Officials Tracking", then the edit icon for the official to add sessions worked to.



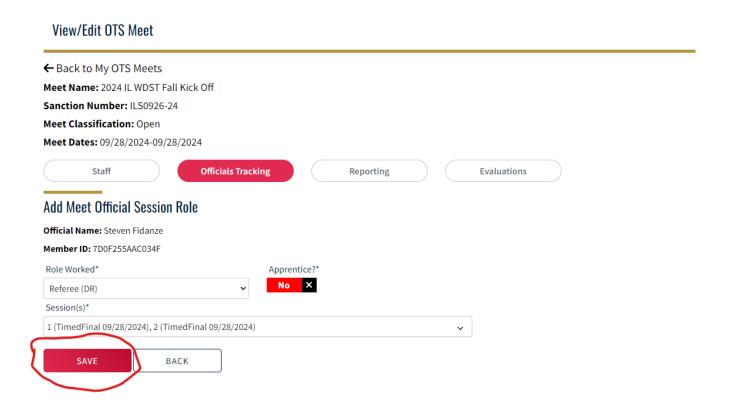
Select "ADD SESSION ROLE"



- 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".



Select which sessions the official worked in this role.



- 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.