

Athlete to Jr. Official Registering with USA Swimming:

These instructions should be followed only by:

- Athletes currently registered with USA Swimming wishing to add the Jr. Official Role
- Athletes must be currently 16 or 17 years of age
- Athletes team must include Jr athlete on their list of roles available for their team

Complete Jr Official registration on USA Swimming:

1. Double check your club has added the JR Official Role to their USA Swimming portal with your team admin. Directions on the bottom if they have not yet added it. Also verify if your club registers your team members each year or you register yourself with USA Swimming.
2. On <https://hub.usaswimming.org/landing> verify you have an athlete and parent account with the login information available for your athlete account.
 1. If only a parent account, log into parent account and click view under the family section next to the athlete wishing to create their own login, click create login and follow until you have an athlete account and log in in addition to the parent account
3. If club registers members, request the role to be added to you by your club admin. If individuals register themselves, Request the registration link from your club that you used to register for the year if you no longer have it. It is the same link if you do.
4. Click on the Online Member Registration (OMR) link sent to you by your club. (Counterintuitive but the only way to get to the add roles screen) This will take you to the USA Swimming website membership menu. Login if not automatically logged in. Click add new role to existing member. Select the athlete, click the check box to the right of junior athlete and save
5. If Jr official is not listed check with your team again if it has been added to your club's usa swimming portal offerings
6. To check completion - Return to the members dashboard, check for athlete and jr official listed under your athlete member card (not in good standing is fine for training)

Once registration is completed, the next steps online and at meets can be done in any order.

Next Steps online, while logged in on athlete account:

1. Go to Education, course catalog, officials, Foundations of Officiating. Complete course
2. Go to Education, course catalog, officials, Stroke and Turn Certification Course. Complete course
3. Go to Education, Safe Sport, Safe Sport for youth 13-17. Check if it is listed as complete, complete if not currently completed
4. Go to Education, Officials, Concussion Protocol training, this sends you to an outside link, complete course, screen shot the complete page and email that to nmregs@comcast.net. Kathy will update your status on the USA web site.

Next step at meets:

Find 4 sessions for training/shadowing

Optional steps:

Once all requirements are met please submit the online google form below or from the officials page on the New Mexico Swimming Web Site to have your certification added and Name tag and shirt ordered

<https://forms.gle/UTBzDgQhJ1MS6s8N9>

If you have any questions please contact us at officials@nmswimming.org.

Club Directions to add the Jr Official Role: On USA Swimming -Click on Club tab at the top, then My Club in the drop down. Click on the Registration tab on the far right middle and then Click on the Manage Offerings Oval on the far right middle, turn on the Jr Official Offering