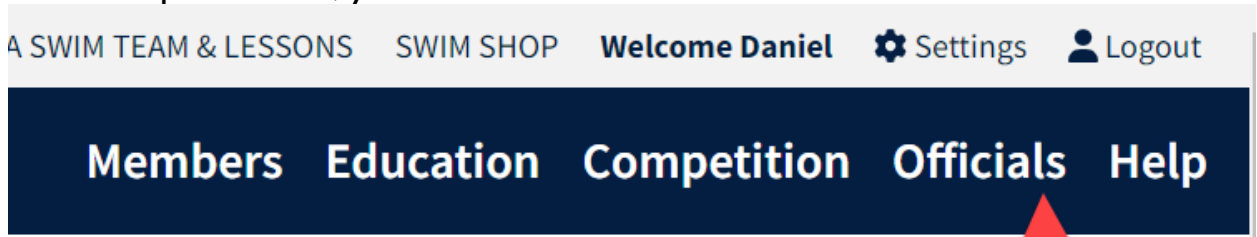


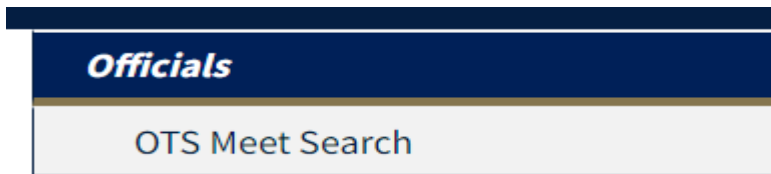
Instructions for Entering Officials Session in the OTS as of 10/23/2022

To enter sessions in OTS, you must be the designated Meet Referee. Currently, there is no function to delegate session entry to another person. We hope that will be an added feature in the future, but not yet.

1. If you are a MR for a meet, log onto USA Swimming.
2. On the top menu bar, you should see Officials and click on that.



3. A submenu will appear that looks like this, click on OTS Meet Search



4. Then OTS Meet Search screen will appear: Fill in Host LSC, Meet start date range and Meet end date range. You can also search by Meet Name and Sanction #. Example below

A screenshot of the 'OTS Meet Search' form. The form has a title 'OTS Meet Search' and several input fields. The fields are: 'Meet Name' (text input), 'Sanction Number' (text input), 'OQM Number' (text input), 'Host LSC' (dropdown menu with 'Virginia Swimming' selected), 'Host Club Name (Club Code)' (text input), 'Meet Classification' (dropdown menu), 'Meet Start Date Range' (three dropdown menus for month, day, and year, with 'October', '01', and '2022' selected), 'Meet End Date Range' (three dropdown menus for month, day, and year, with 'October', '27', and '2022' selected), and 'Sort Results By' (dropdown menu with 'Meet Date (Most Recent to Oldest)' selected). At the bottom of the form are two buttons: 'SEARCH FOR OTS MEET' (red) and 'CLEAR FORM' (white).

5. Click on Search for OTS Meet
6. At the bottom, the search results will appear as shown. If you are the designated MR, a + sign will show up at the right of the meet name. If you are not, there will not be a + sign. If it is not showing and you are the MR, contact Mary or Emily to make sure they have designated you as the MR. Click on the +

Instructions for Entering Officials Session in the OTS as of 10/23/2022

13 Search Results

Hide Filters

MEET NAME	SANCTION #	OQM #	ORGANIZATION	CLASSIFICATION	START DATE - END DATE	
VA 757 Fall Fiesta			VA - 757	Invitational	10/22/2022-10/23/2022	+
VA LY YMCA October Meet	VS-23-01A		VA - LY	YMCA	10/22/2022-10/23/2022	+
VA HOKI/Marlins Dual			VA - HOKI	Dual Meet	10/21/2022-10/22/2022	+

7. Clicking on the + will give you a screen as shown below: Click on Add Official

[← Back to OTS Meet Search](#)

Meet Name: VA 757 Fall Fiesta

Meet Classification: Invitational

Meet Dates: 10/22/2022-10/23/2022

[Officials Tracking](#)

Meet Officials

[ADD OFFICIAL](#)

8. When you click on that, this screen will pop up. Click on the magnifying glass to search for the official, unless you know the Officials Member ID.

Add Meet Official

Official Member Id



Instructions for Entering Officials Session in the OTS as of 10/23/2022

9. This search screen will pop up. Fill in information and click search

Official Member ID Lookup ✕

NAME	LSC/CLUB	SELECT
No Results		

First Name

Last Name

LSC

SEARCH

10. Then the official will populate unless you spelled their name incorrectly.

Instructions for Entering Officials Session in the OTS as of 10/23/2022

Official Member ID Lookup ✕

NAME	LSC/CLUB	SELECT
Daniel Francis Demers	VA/TIDE	+

First Name

Last Name

LSC

11. Click the + sign to their right of the LSC/Club and click Save. This will bring you back to this screen and their member ID will show up, click Save. Then click add Session Position

Instructions for Entering Officials Session in the OTS as of 10/23/2022

← Back to OTS Meet Search

Meet Name: VA 757 Fall Fiesta

Meet Classification: Invitational

Meet Dates: 10/22/2022-10/23/2022

Officials Tracking

Add Meet Official

Official Name: Daniel Demers

Member ID: 095045853CE24D

ADD SESSION POSITION

POSITION WORKED

No Session Positions

12. This screen will pop up. Using the drop down, select position and session(s)

Instructions for Entering Officials Session in the OTS as of 10/23/2022

[← Back to OTS Meet Search](#)

Meet Name: VA 757 Fall Fiesta

Meet Classification: Invitational

Meet Dates: 10/22/2022-10/23/2022

Officials Tracking

Add Meet Official Session Position

Official Name: Daniel Demers

Member ID: 095045853CE24D

Position Worked*

Session(s)*

SAVE

BACK

13. Once all sessions are recorded, click on Save. Repeat steps 8-13 for each official

[← Back to OTS Meet Search](#)

Meet Name: VA 757 Fall Fiesta

Meet Classification: Invitational

Meet Dates: 10/22/2022-10/23/2022

Officials Tracking

Add Meet Official Session Position

Official Name: Daniel Demers

Member ID: 095045853CE24D

Position Worked*

Session(s)*

SAVE

BACK

14. When you are done, click on official tracking and it will list all the officials that have been entered for that meet.

Instructions for Entering Officials Session in the OTS as of 10/23/2022

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: VA 757 Fall Fiesta

Meet Classification: Invitational

Meet Dates: 10/22/2022-10/23/2022

Officials Tracking

Meet Officials

ADD OFFICIAL

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED	
Daniel Demers	095045853CE24D	VA	2	 

15. Click on the down arrow to the right to see the sessions and positions.

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED	
Daniel Demers	095045853CE24D	VA	2	 
SESSION	OQM SESSION?		POSITION WORKED	
1 (TimedFinal 10/22/2022)			Starter (SR)	
2 (TimedFinal 10/22/2022)			Starter (SR)	

16. If you need to correct an error, click on the Pencil, which will then show an option to delete the session(s) using the trash can emoji. When you click the trash can, a pop-up screen will show, asking you to confirm deletion of the Meet Officials Position. Click delete and the session(s) will be removed.