

Instructions for Using Meet Officials Online Tracking System

Entering Officials into the Online Tracking System:

1. Log into OTS using your own password.
2. Search for your meet (enter Wisconsin Swimming as the LSC, click search, scroll down to your meet, on the right-hand side click "edit").
3. When your meet comes up, across the middle blue bar click on "officials".
4. In the middle of the new page click "add officials".
5. Into LSC enter Wisconsin Swimming, press search.
6. Scroll through the 3 pages of Wisconsin Swimming officials, checking off all who worked your meet.
7. Click "add selected officials" at the top of the list. (They should now all come up in a box in the upper right-hand corner.)
8. Go back to "officials" on the blue bar. Now all your officials should be on a chart of possible jobs. Enter how many sessions each worked at which job. (e.g. 2 st, 1 sr). Apprentice sessions, meet ref, and any other non-listed jobs are in the "other" drop-down. Apprentices are XJ/XS/XC etc. (Apprentices MAY NOT enter properly if their registration has not yet been processed. Email Cynthia Raatz (raatzharp@hotmail.com) about this if you have any trouble.)
9. CLICK "SAVE" when you are done.

If you do not recall logging into OTS before, try this:

Go to **usaswimming.org** , put your cursor on **Member Resources** , under **Officials** click **Officials Tracking System**. Anything you click on under that brings up the log-in page. What you want for now is **Meets and Evaluations**. First try to establish a password. Then, if that doesn't work, there is a spot to click if you forgot your password.

Once you get on this page, enter **Wisconsin Swimming** as the LSC and click SEARCH. That brings up all our LSC meets. Click **edit** on the right side of your meet and follow the rest of the directions above.

After that, for your own interest, check out **View My History** and **Activities** and see what has been entered into your account already.