

Setting up activities for a meet in OTS

The Meet Referee for any given meet now has OTS access to add activities for that meet. Activities that might happen at a meet include deck mentoring of trainee officials, a deck tour for a new trainee or giving a stroke briefing during the officials meeting. These are all training experiences that our trainers can use for re-certification. To ensure that these activities are recorded into OTS and to have them listed as system tracked activities we are asking Meet Referees to do this. Step by step directions follow, it seems like a lot of steps but actually goes quite quickly and easily.

The first step is to enter the officials who were at your meet as usual. When this is completed go to the “Officials” tab.

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OFFICIALS TRACKING SYSTEM - MEET SETUP [Return to Meet Search](#)

Meet Information Evaluators/Meet Administrators **Officials** Evaluations

Officials for: 2013 OR MSC McSwimville Invitational

- Save your changes periodically if you are going to spend more than 10 minutes editing the officials values on this page so that you don't lose your changes if your browser session times out.
- Hover your mouse pointer over the Positions abbreviation in the 'Positions and Sessions' title to see their translations. Hover over the officials name to see their current certifications.
- If the number of sessions displays in red, there are more evaluation sessions entered for the position than sessions listed here.
- The officials name is in bold if they are also an evaluator, administrator, or referee for the meet.

Add Officials [Activities for this Meet](#) [Refresh Officials Data](#) [Refresh Emails](#)

Name	LSC/Club	Non-Athlete Reg. Expires	Email	Positions and Sessions							To Be Eval'd?	Evaluation Status	Actions	
				ST	CJ	SR	DR	AR	Other ?	Other ?				
Ashland, Sandie	OR/CAT	12/31/2013	ashland4@comcast.net	1										Delete
Breuer, Shari	OR/TOR	12/31/2014	shaken@easystreet.net							XR	1			Delete
Carlson, Eric	OR/THSC	12/31/2014	ejcarl1@gmail.com							XJ	1			Delete
Cobb, Margaret	OR/BEND	12/31/2013	mcobb@bendbroadband.com	1		1								Delete
Criscione, Anicia	OR/CAT	12/31/2014	anicia.criscione@gmail.com	1										Delete
Dalrymple, Gary	OR/MAC	12/31/2013	Dalrymple.gary@gmail.com	2										Delete
De La Mare, Melisse	OR/MAC	12/31/2014	melissedelamare@gmail.com							XJ	2			Delete
DePaepe, Joe	OR/RCAC	12/31/2013	jdpaepe@mcgriff.com	1			1							Delete
Fairbank, John	OR/MSC	12/31/2013	johnf@haganhamilton.com							XJ	1			Delete
Fost, Shannon	OR/MSC	12/31/2014	s.fost@comcast.net							TJ	2			Delete
Foutch, Carol	OR/MSC	12/31/2014	foutch@viclink.com							AC	5			Delete
Gipes, Dan	OR/UN	12/31/2013	gipes@earthlink.net											Delete

Just above the officials' names, to the right of “Add Officials” and to the left of the Save/Cancel buttons you'll see “Activities for this Meet.” Click this.

OFFICIALS TRACKING SYSTEM - MEET SETUP [Return to Meet Search](#)

Meet Information Evaluators/Meet Administrators **Officials** Evaluations

Officials for: 2013 OR MSC McSwimville Invitational

Add Activity for this Meet [Return to Officials List](#)

Description	Date	Type	Position	Options
There are no activities created for this meet.				

Next step, click “Add Activity for this Meet”

OFFICIALS TRACKING SYSTEM - ACTIVITY [Return to Meet](#)

Activity Information **Participants**

Save Cancel

* An * next to a field label indicates the field is required and must be entered.

* Activity Description:

* Date: 11/8/2013

* Type:

Positions: [Add Position](#)

Meet Name: 2013 OR MSC McSwimville Invitational

* Location City: McMinnville

* Location State: Oregon

* Host LSC: OREGON SWIMMING

Administrators: [Add Administrator](#) Save the activity in order to add administrators.

Report:

Save Cancel

In this screen enter a title for the activity into “Activity Description,” such as Stroke Briefing, Deck Tour, Deck Mentor, Stroke and Turn Trainer, etc. The default date is the first day of your meet, this can be changed to one of the other days if desired. Enter the “Type of Activity,” either “Briefing” or “Deck Instruction.” Clinics can be entered as well but if you do a clinic at your meet it’s best to go through the usual process for that. The “Position” can also be entered but is optional if you have it included in the “Activity Description.”

When all this is entered click “Save.” Older meets will show you and the AOC of that area as administrators, newer meets will not as recent changes in OTS has made this unnecessary.

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OFFICIALS TRACKING SYSTEM - ACTIVITY [Return to Meet](#)

Activity Information **Participants**

Saved data for activity: ET Trainer Save Cancel

* An * next to a field label indicates the field is required and must be entered.

* Activity Description: ET Trainer

* Date: 11/8/2013

* Type: Deck Instruction

Positions: --- Select Position and click 'Add Position' --- Add Position

Meet Name: 2013 OR MSC McSwimville Invitational

* Location City: McMinnville

* Location State: Oregon

* Host LSC: OREGON SWIMMING

Administrators: [Add Administrator](#)

Name	Registration Expires	Action
Gipe, Daniel	12/31/15	Delete
Dahl, Joseph	12/31/15	Delete

Report:

Save Cancel

Next step, click the “Participants” tab.

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OFFICIALS TRACKING SYSTEM - ACTIVITY [Return to Meet](#)

Activity Information **Participants**

Participants for: Deck mentor Save Cancel

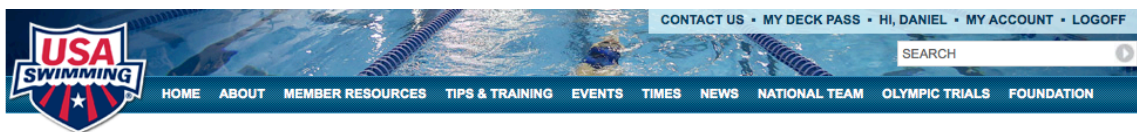
[Add Participants](#)

Name	LSC	Club	Email	Role	Action
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[View Participant Report](#)

Save Cancel

Then click “Add Participants”



Home / Member Resources / Officials / Officials Tracking System / Meets and Evaluations

OFFICIALS TRACKING SYSTEM - ACTIVITY

[Return to Meet](#)

Activity Information		Participants									
<p>SEARCH PARAMETERS</p> <ul style="list-style-type: none"> You can perform a wildcard search on the name fields by typing an * at the end of the name You can search for multiple last names with or without wildcards separated by commas. For example: smit*, jones, joh* Use Last Name and, possibly, LSC as the only search parameters <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Preferred Name: <input type="text"/></p> <p>USAS ID: <input type="text"/></p> <p>Gender: <input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female</p> <p>Non-Athlete Type: <input checked="" type="radio"/> Officials Only <input type="radio"/> All <input type="checkbox"/> Include Apprentice Officials <small>Note: Set 'Registration Year' to 'All' if you wish to return Non-member Apprentice Officials.</small> <input type="radio"/> Only show Non-member Apprentice Officials expiring on or after <input type="text" value="10/26/2014"/></p> <p>Meet: <input type="radio"/> All <input checked="" type="radio"/> 2013 OR MSC McSwimville Invitational</p> <p><input type="button" value="Search"/> <input type="button" value="Return to Participant List"/></p>		<p>LSC: <input type="text" value="-- All --"/></p> <p>Club Code: <input type="text"/></p> <p>Registration Year: <input type="radio"/> Current Year <input checked="" type="radio"/> Current and Prior Year <input type="radio"/> All</p> <p>Certified Position: <input type="text" value="-- All --"/></p> <p>National Certified Level: <input type="radio"/> Ignore <input type="radio"/> Levels <input checked="" type="checkbox"/> N2 <input checked="" type="checkbox"/> N3</p> <p>National Evaluator Level: <input type="radio"/> Ignore <input type="radio"/> Levels <input checked="" type="checkbox"/> N2 <input checked="" type="checkbox"/> N3i <input checked="" type="checkbox"/> N3f <input checked="" type="checkbox"/> N3</p>									
		<p>Activity Participants already added</p> <table border="1"> <thead> <tr> <th>Name</th> <th>LSC</th> <th>Non-Athlete Expiration</th> <th>Option</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 100px;"> </td> </tr> </tbody> </table>		Name	LSC	Non-Athlete Expiration	Option				
Name	LSC	Non-Athlete Expiration	Option								

Then, without putting any information into the search parameters click “Search” and you get a list of the officials you earlier entered into the meet.

OFFICIALS TRACKING SYSTEM - ACTIVITY

Activity Information | **Participants**

SEARCH PARAMETERS

- You can perform a wildcard search on the name fields by typing an * at the end of the name
- You can search for multiple last names with or without wildcards separated by commas. For example: smit*, jones, joh*
- Use Last Name and, possibly, LSC as the only search parameters

Last Name: LSC:

First Name: Club Code:

Preferred Name: Registration Year: Current Year Current and Prior Year All

USAS ID:

Gender: Male Female

Non-Athlete Type: Officials Only All

Include Apprentice Officials

Note: Set "Registration Year" to "All" if you wish to return Non-member Apprentice Officials.

Only show Non-member Apprentice Officials expiring on or after:

Meet: All 2013 OR MSC McSwimville Invitational

Certified Position:

National Certified Level: Ignore Levels N2 N3

National Evaluator Level: Ignore Levels N2 N3 N3 N3

Activity Participants already added

Name	LSC	Non-Athlete Expiration	Option
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Search Results

Select All | Unselect All

Add	Role	Name	LSC	Club	USAS ID	Non-Ath Reg. Exp.	BGC Exp.	APT Exp.	Appr. Off. Exp.
<input type="checkbox"/>	Student	Ashland, Sandle S	OR	CAT	022069SANSASHL	12/31/2014	01/31/15 Level II	12/31/15	
<input type="checkbox"/>	Student	Breuer, Shari L	OR	MAC	072762SHALBREU	12/31/2014	10/31/16 Level II	12/31/16	
<input type="checkbox"/>	Student	Carlson, Eric J	OR	THSC	081066ERIJCARL	12/31/2015	10/31/15 Level II	12/31/15	

Then similar to adding officials to a meet you check the box by the names of the officials who you want to add and also change their role from “Student” to “Deck Mentor” or “Presenter.” For example you can set up one “Stroke and Turn Trainer” activity and include all the officials who worked with Stroke and Turn trainees for the entire weekend. Don’t worry about whether a given official is an OSI certified trainer or not, they can all be added. You only enter those doing the training into the activity as trainees are still logging sessions on their paper training logs.

Once you've checked all the officials for the activity click "Add Selected Participants."



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OFFICIALS TRACKING SYSTEM - ACTIVITY [Return to Meet](#)

Activity Information

Participants

SEARCH PARAMETERS

* You can perform a wildcard search on the name fields by typing an * at the end of the name
 * You can search for multiple last names with or without wildcards separated by commas. For example: smit*, Jones, Joh*
 * Use Last Name and, possibly, LSC as the only search parameters

Last Name:

First Name:

Preferred Name:

USAS ID:

Gender: Male Female

Non-Athlete Type: Officials Only
 All
 Include Apprentice Officials
Note: Set 'Registration Year' to 'All' if you wish to return Non-member Apprentice Officials.
 Only show Non-member Apprentice Officials expiring on or after

Meet: All
 2013 OR MSC McSwimville Invitational

LSC:

Club Code:

Registration Year: Current Year
 Current and Prior Year
 All

Certified Position:

National Certified Level: Ignore
 Levels N2 N3

National Evaluator Level: Ignore
 Levels N2 N3i N3f N3

Activity Participants already added

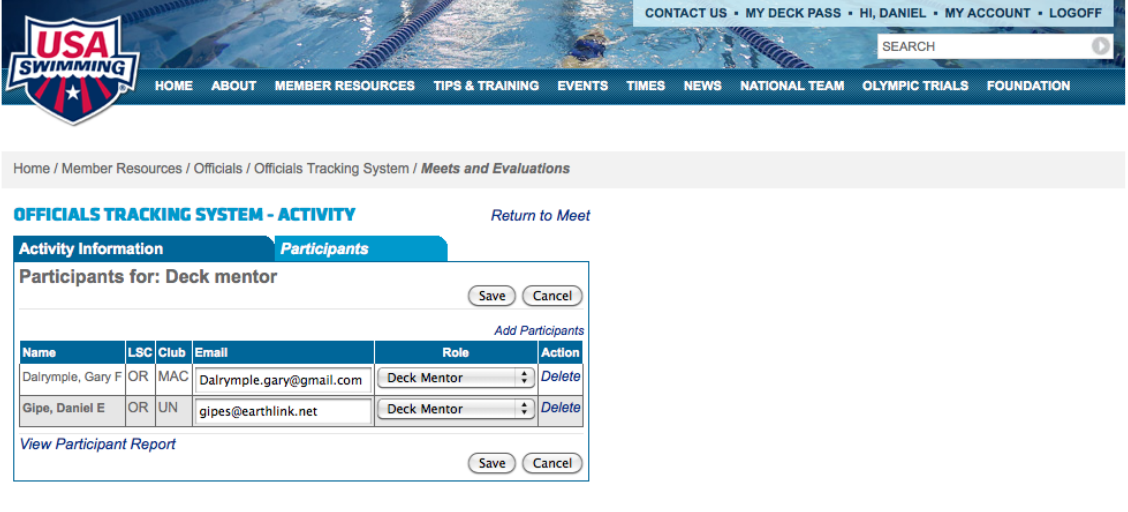
Name	LSC	Non-Athlete Expiration	Option
Dalrymple, Gary F	OR	12/31/2014	Delete
Gipe, Dan E	OR	12/31/2015	Delete

Search Results

[Select All](#) | [Unselect All](#)

Add	Role	Name	LSC	Club	USAS ID	Non-Ath Reg. Exp.	BGC Exp.	APT Exp.	Appr. Off. Exp.
<input type="checkbox"/>	Student	Ashland, Sandle S	OR	CAT	022069SANSASHL	12/31/2014	01/31/15 Level II	12/31/15	
<input type="checkbox"/>	Student	Breuer, Shari L	OR	MAC	072762SHALBREU	12/31/2014	10/31/16 Level II	12/31/16	
<input type="checkbox"/>	Student	Carlson, Eric J	OR	THSC	081066ERIJCARL	12/31/2015	10/31/15 Level II	12/31/15	

Then click Return to Participant List



The screenshot shows the USA Swimming website's navigation bar with links for HOME, ABOUT, MEMBER RESOURCES, TIPS & TRAINING, EVENTS, TIMES, NEWS, NATIONAL TEAM, OLYMPIC TRIALS, and FOUNDATION. A search bar is located on the right. Below the navigation bar is a breadcrumb trail: Home / Member Resources / Officials / Officials Tracking System / Meets and Evaluations. The main content area is titled 'OFFICIALS TRACKING SYSTEM - ACTIVITY' and includes a 'Return to Meet' link. The 'Participants' tab is active, showing a form for 'Participants for: Deck mentor' with 'Save' and 'Cancel' buttons. Below the form is a table of participants:

Name	LSC	Club	Email	Role	Action
Dalrymple, Gary F	OR	MAC	Dalrymple.gary@gmail.com	Deck Mentor	Delete
Gipe, Daniel E	OR	UN	gipes@earthlink.net	Deck Mentor	Delete

Below the table are links for 'Add Participants', 'View Participant Report', and 'Save'/'Cancel' buttons.

Then click “Save” and your activity is completed. Click “Return to Meet” and repeat the process to add additional activities as needed.

One inconvenience in the system is that there is not a way to indicate the number of sessions a trainer worked, each activity is a single event. If a given official worked with trainees during 2 sessions, to have them credited for both would require 2 separate activities. Another possible solution to this, for example an ET trainer who worked with trainees for 5 sessions might be to title the “Activity Description” ET Trainer – 5 sessions.

If you run into questions or problems feel free to get in touch with me, gipes@earthlink.net

Dan Gipe
OSI Training Coordinator