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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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.

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Next step, click "Add Activity for this Meet"

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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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Next step, click the "Participants" tab.

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Then click "Add Participants"

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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.

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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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Then click Return to Participant List

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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