

OTS Entry for SWIMS3.0 Update

As of 10/13/2022

Log on to USASWIMMING.Org

The screenshot shows the user profile for John Jewell, an official. The page includes a navigation bar with links for Events & Tickets, Find a Swim Team & Lessons, Swim Shop, Welcome John, Settings, and Logout. Below the navigation bar are links for Members, Education, Officials, and Help. The user's profile information is displayed, including a yellow circular avatar with the initials 'JJ', the name 'John Jewell', the role 'Official', and a partially visible 'Member ID:'. A red banner at the top of the main content area reads 'SWIMS MAINTENANCE BETWEEN 5:30PM AND 6:30PM MT THURSDAY NIGHT'. The main content area is divided into several sections: 'My Member Cards' (with a 'Click to view card' link and a card showing 'Official' and 'Good Standing'), 'My Family' (with a '+ person' icon and 'No Family Members'), 'My Account' (with links for 'General Info', 'Contacts', 'Photos', and 'Groups'), and 'Payment Transactions' (with a 'View All' link and a table showing a transaction on 09/16/2022 for \$80.64, which is 'Paid').

USA SWIMMING

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Welcome John Settings Logout

Members Education Officials Help

JJ John Jewell
Official
Member ID: _____

SWIMS MAINTENANCE BETWEEN 5:30PM AND 6:30PM MT THURSDAY NIGHT

My Member Cards
(Click to view card)

Official
Good Standing

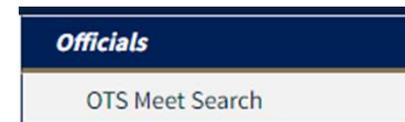
My Family +
No Family Members

My Account
General Info Contacts Photos
Groups

Payment Transactions View All

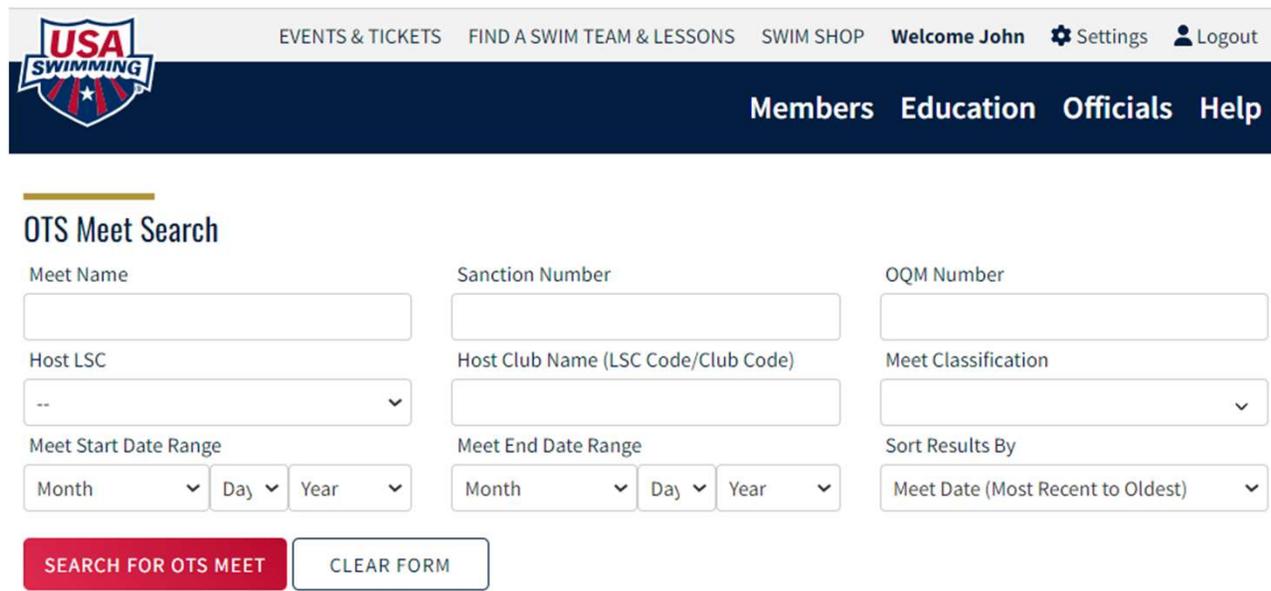
09/16/2022	\$ 80.64	Paid	VIEW
------------	----------	------	-------------

- Click on Officials for a Drop-down



- Click on OTS Meet Search

Search for Your Meet



The screenshot shows the top navigation bar of the USA Swimming website. It includes the USA Swimming logo on the left, and links for 'EVENTS & TICKETS', 'FIND A SWIM TEAM & LESSONS', 'SWIM SHOP', 'Welcome John', 'Settings', and 'Logout' on the right. Below the navigation bar is a dark blue header with links for 'Members', 'Education', 'Officials', and 'Help'. The main content area is titled 'OTS Meet Search' and contains a search form with the following fields:

- Meet Name: Text input field
- Sanction Number: Text input field
- OQM Number: Text input field
- Host LSC: Dropdown menu with '--' selected
- Host Club Name (LSC Code/Club Code): Text input field
- Meet Classification: Dropdown menu
- Meet Start Date Range: Three dropdown menus for Month, Day, and Year
- Meet End Date Range: Three dropdown menus for Month, Day, and Year
- Sort Results By: Dropdown menu with 'Meet Date (Most Recent to Oldest)' selected

At the bottom of the form are two buttons: a red 'SEARCH FOR OTS MEET' button and a white 'CLEAR FORM' button.

- Select Host LSC from drop down
- Enter Meet Start Date, AND.... Meet End Date
- Click “Search for OTS Meet”

Open your Meet to View / Edit

SEARCH FOR OTS MEET CLEAR FORM

1 Search Result

Hide Filters

MEET NAME	SANCTION #	OQM #	ORGANIZATION	CLASSIFICATION	START DATE - END DATE	
2022 NC WOW vs WAVE Dual Meet			NC - WOW	Dual Meet	10/15/2022-10/16/2022	+

← Click on “+” sign near your meet

This Window will Open →

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: 2022 NC WOW vs WAVE Dual Meet

Meet Classification: Dual Meet

Meet Dates: 10/15/2022-10/16/2022

Officials Tracking

Meet Officials

ADD OFFICIAL

← Click on “ADD OFFICIALS”

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED
No Meet Officials			

Find Officials

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: 2022 NC WOW vs WAVE Dual Meet

Meet Classification: Dual Meet

Meet Dates: 10/15/2022-10/16/2022

Officials Tracking

Add Meet Official

Official Member Id



SAVE

BACK

Click on →

This Window Opens →

Official Member ID Lookup



NAME	LSC/CLUB	SELECT
John M Jewell	NC/UN	+ ← Click Here

First Name

John

Last Name

Jewell

LSC

North Carolina Swimming

SEARCH

CANCEL

- Enter Complete First and Last Name
 - There is no “wild card” or bulk search (yet)
- LSC drop down is Optional
- Click “SEARCH”
- Select the Official by clicking “+”

Save Selected Official

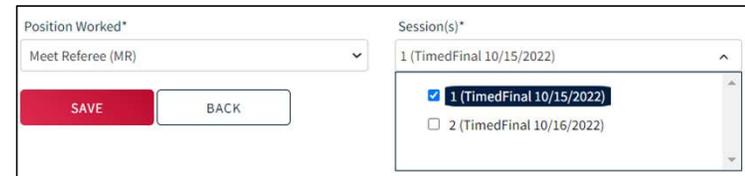
- Click “ADD SESSION POSITIONS” button

ADD SESSION POSITION

- Use Drop-down to select position and session



- It will look like this



- Finish by clicking “SAVE” button
- Click “BACK” Button to add the next official

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: 2022 NC WOW vs WAVE Dual Meet

Meet Classification: Dual Meet

Meet Dates: 10/15/2022-10/16/2022

Officials Tracking

Add Meet Official

Official Member Id

1AX2Y3467###X



SAVE

BACK

- Click “SAVE” button

- Member ID will populate →

NOTE: In the old system, you could add people to your meet without assigning them to a position. Current system requires you to assign a session or the entries will be lost, i.e. you cannot preload officials before your meet without giving them at least 1 session

When Done: Entries will look like this...

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: 2022 NC WOW vs WAVE Dual Meet

Meet Classification: Dual Meet

Meet Dates: 10/15/2022-10/16/2022

Officials Tracking

Meet Officials

ADD OFFICIAL

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED		
Debra Langtry	A696E7FED79C4A	NC	2		
Timothy Steele	DC4B88387FB742	NC	2		
John Jewell	3A1C0799977F46	NC	2		
Steven Swiss	0C9C5278F36A4F	NC	1		

- Edit using 

- Review by clicking on 