

1. Go to USA Swimming.com and Sign in
2. Under For You, there is a drop down for officials, click on that
3. Scroll down to Officials Tracking System and click on that



OFFICIALS TRACKING SYSTEM

4. Scroll down to OTS Sections and click on the first line "Use this View My History link if you want to manually add meets or activities that are not system tracked."

OTS SECTIONS

SECTION 1

For all Officials - you must be logged in to your account as an official to access the OTS sections below.

[Use this View My History link if you want to manually add any meets or activities that are not system-tracked.](#)

[Meets and Evaluations](#)

[Activities](#)

[National Certification Application \(not for LSC certification\)](#)

5. The screen should look like this. Your name should appear next to System Tracked Meets for: (Not mine unless you hacked my account!). Just below you name, click on Activity History tab

OFFICIALS TRACKING SYSTEM - NATIONAL CERTIFICATION APPLICATION [Return to Prior Applications](#)

Application for National Certification	Meets/Evaluation History	Activity History	Test History	LSC Certification History			
Show History: <input type="text" value="66"/> Months on National Championship Meets, <input type="text" value="39"/> Months on Non-National Championship Meets <input type="button" value="Refresh List"/>							
SYSTEM TRACKED MEETS FOR: DAN DEMERS							
Meet Name	LSC	Meet Date	Meet Type	Level	Positions/Sessions	# of Evaluations	Actions
Speedo Junior Championships Time Trials	US	07/31/2018	Time Trial	LSC	ST-2 CJ-1	0	
Speedo Junior Nationals	US	07/31/2018	National Championship	National Qualifying	ST-10	1	View Evaluations
2018 VSI LC Senior Championships	VA	07/19/2018	LSC Championship	National Qualifying	CJ-8	0	

6. This screen should pop up. Scroll down to you see Other Activities

OTHER ACTIVITIES FOR: DAN DEMERS [Add Other Activity](#)

Description	Type/ Position	Date/ LSC	Location	Role	Meet Name / Comments	Actions
Masters Stroke Briefing	Briefing Referee/Deck Referee	03/17/2018 VA	Williamsburg VA	Instructor	3rd Annual Tribe Masters Meet	Edit Delete
Stroke and Turn Clinic	Clinic Stroke & Turn	11/12/2016 VA	Newport News VA	Instructor	8th Annual Carl Warner Meet New Stroke and Turn officials,	Edit Delete
Mentored Recorder	Deck Instruction Apprentice Administrative Official	10/30/2016 VA	Norfolk VA	Deck Mentor	TAC Monster Bash	Edit Delete
Stroke and Turn	Clinic	10/29/2016	Norfolk	Instructor	TAC Monster Bash	Edit Delete

7. The drop down fields with an ‘*’ are required to be filled in. The remaining fields are optional. Below is an example of how to fill in the information for mentoring a S&T Official.

Application for National Certification	Meets/Evaluation History	Activity History	Test History	LSC Certification History
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ADD OTHER ACTIVITY FOR: DAN DEMERS

* Activity Description:

* Date: 

* Type:

Position:

Meet Name:

* Location City:

* Location State:

* Host LSC:

* Role:

Comments:

Application for National Certification	Meets/Evaluation History	Activity History	Test History	LSC Certification History
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ADD OTHER ACTIVITY FOR: DAN DEMERS

* Activity Description:

* Date:  

* Type:

Position:

Meet Name:

* Location City:

* Location State:

* Host LSC:

* Role:

Comments:

8. The LSC is normally Virginia, unless you trained outside of our LSC. This is rare but does happen for time to time. You can add the person's name that you trained in comment if you wish, but is not required. When you are finished with filling in the information, click on SAVE and it will appear as a line item under "Other Activities".