

Entering Officials into the NEW OTS

(The system times out quickly, after a few minutes of inactivity, you will need to go out and sign back in for it to work again)

1. In SWIMS click on Officials and then on OTS Meet Search
2. The new OTS is VERY specific. Only enter the Host LSC and the date range for the meet you are looking for.

OTS Meet Search

Meet Name

Host LSC Southern California

Meet Start Date Range June 16 2023

Sanction Number

Host Club Name (Club Code)

Meet End Date Range June 19 2023

OQM Number

Meet Classification ▼

Sort Results By Meet Date (Most Recent to Oldest)

SEARCH FOR OTS MEET
CLEAR FORM

3 Search Results Hide Filters

MEET NAME	SANCTION #	OQM #	ORGANIZATION	CLASSIFICATION	START DATE - END DATE	
2023 CA SCS/CANY June Age Group Invite	S23-174		CA - CANY	Invitational	06/16/2023-06/19/2023	
2023 CA SCS/NOVA June Age Group Invite	S23-176		CA - NOVA	Invitational	06/16/2023-06/19/2023	+
2023 CA SCS/RMDA June Age Group Invite	S23-175		CA - RMDA	Invitational	06/16/2023-06/19/2023	



You must enter both the start and end dates in their entirety.

3. Click on Search for OTS Meet. All the meets in SCS during the date range will show up. There is no need to enter the other information. The new OTS requires 2 items to be entered but may not work if any of the entries are incomplete or not exactly what was originally entered.
4. Once the meets show in the results, click on the “+” sign for the meet you want to enter officials for. The “+” sign only appears the first time it is shown.
5. Once you open the meet once the name becomes blue. Click on the name and the meet will open for entry.

View/Edit OTS Meet

[← Back to OTS Meet Search](#)

Meet Name: 2023 CA SCS/RMDA June Age Group Invite

Sanction Number: S23-175

Meet Classification: Invitational

Meet Dates: 06/16/2023-06/19/2023

Officials Tracking

Meet Officials

ADD OFFICIAL

NAME	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SESSIONS	POSITIONS	
Mickey Mouse	CA / UN	12/31/2023	01/02/2024	01/31/2025	No Expiration	3	SR	✎ 🗑️ ▼
	CA / UN	12/31/2023	08/24/2023	01/31/2024	No Expiration	5	DR, SR	✎ 🗑️ ▼
	CA / CLSS	12/31/2023	07/16/2023	05/31/2025	No Expiration	11	AR	✎ 🗑️ ▼
	CA / CCAT	12/31/2023	12/17/2023	05/31/2025	No Expiration	11	MR	✎ 🗑️ ▼
	CA / UN	12/31/2023	05/31/2024	05/31/2025	No Expiration	6	DR, SR	✎ 🗑️ ▼
	CA / LKWD	12/31/2023	10/31/2023	06/30/2025	No Expiration	11	AR	✎ 🗑️ ▼

6. In the View/Edit OTS Meet screen click on “Add Official”.

7. In the “Meet Official Selection” screen click on the “LSC” dropdown and select “Southern California”. Then click on “Filter”. This will bring up the names of all the registered officials in SCS (it may take a few minutes, depending on your internet connection).

NAME - MEMBER ID	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SELECT
	CA / CARP	12/31/2023	02/20/2024	02/28/2025	Not Completed	<input type="checkbox"/>
	CA / RTLRL	12/31/2023	11/09/2023	01/31/2025	No Expiration	<input type="checkbox"/>
	CA / CCAQ	12/31/2023	06/21/2023	07/31/2023	No Expiration	<input type="checkbox"/>
	CA / CROC	12/31/2023	09/07/2023	03/31/2025	No Expiration	<input type="checkbox"/>
	CA / PVAC	12/31/2023	04/30/2024	05/31/2025	No Expiration	<input type="checkbox"/>
	CA / COMM	12/31/2023	01/25/2024	02/28/2025	No Expiration	<input type="checkbox"/>
	CA / UN	12/31/2023	11/07/2023	01/31/2025	No Expiration	<input type="checkbox"/>
	CA / SCAT	12/31/2023	05/08/2024	01/31/2024	No Expiration	<input type="checkbox"/>
	CA / CANY	12/31/2023	02/12/2024	10/31/2023	No Expiration	<input type="checkbox"/>
	CA / SBSC	12/31/2023	08/10/2023	08/31/2023	No Expiration	<input type="checkbox"/>

8. As you scroll through the list names in RED have an expired cert/registration.
 - a. Click the select box along the right side of the table for any official that worked the meet. You can select all the officials at once (RECENTLY ADDED).
 - b. Once you have selected all the officials, click on SAVE.
9. In the ‘Officials Tracking’ screen click on the pencil in the box on the right side of the screen.

Meet Officials

ADD OFFICIAL

NAME	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SESSIONS	POSITIONS	
Names hidden to protect individuals	CA / UN	12/31/2023	01/02/2024	01/31/2025	No Expiration	3	SR	  
	CA / UN	12/31/2023	08/24/2023	01/31/2024	No Expiration	5	DR, SR	  
	CA / CLSS	12/31/2023	07/16/2023	05/31/2025	No Expiration	11	AR	  
	CA / CCAT	12/31/2023	12/17/2023	05/31/2025	No Expiration	11	MR	  
	CA / UN	12/31/2023	05/31/2024	05/31/2025	No Expiration	6	DR, SR	  
	CA / LKWD	12/31/2023	10/31/2023	06/30/2025	No Expiration	11	AR	  
	CA / ROSE	12/31/2023	06/02/2024	06/30/2025	No Expiration	8	ST	  
	CA / DARE	12/31/2023	10/05/2023	08/31/2024	No Expiration	4	AO	  
	CA / RMDA	12/31/2023	10/18/2023	10/31/2023	No Expiration	6	ST	  
	CA / UN	12/31/2023	12/14/2023	08/31/2024	No Expiration	11	DR	  

10. This will open the 'Edit Meet Official' screen. Click on the 'ADD SESSION POSITION' box.

Edit Meet Official

Official Name:

Member ID: 2A

ADD SESSION POSITION

POSITION WORKED

Starter (SR)  

BACK

11. In the 'Add Meet Official Session Position' Screen click on the dropdown for 'Position Worked' and pick the position from the list. Click on the 'Session(s)'. Click on the box for each session the official worked in the position. Click on SAVE. If the official worked in another position, follow the same procedure add the sessions for that position. There can only be one position per session.

Add Meet Official Session Position

Official Name:

Member ID: 2A

Position Worked*

Session(s)*

SAVE

BACK

Add Meet Official Session Position

Official Name:

Member ID: 2A

Position Worked*

Starter (SR)

SAVE

BACK

Session(s)*

- 1 (Prelim 06/16/2023)
- 2 (Final 06/16/2023)
- 3 (Prelim 06/17/2023)
- 4 (Final 06/17/2023)
- 5 (Final 06/17/2023)
- 6 (Prelim 06/18/2023)
- 7 (Final 06/18/2023)
- 8 (Final 06/18/2023)
- 9 (Prelim 06/19/2023)

12. Once all the sessions and positions have been entered for an officials click on the SAVE button and repeat the procedure for another official.
13. When all the officials and positions have been entered, you can exit the site or click on 'Back to OTS Meet Search' at the top of the screen to enter another meet.