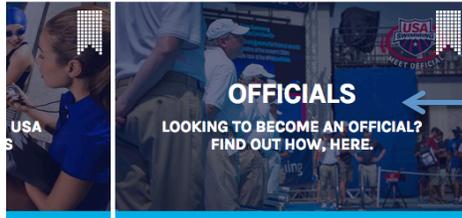


How to add a mentoring session to OTS

Sign into USA Swimming website (www.usaswimming.org)

From USA Swimming home page, Navigate to Officials Page (near bottom of homepage):



From Officials home page, navigate to OTS (Officials Tracking System):

OFFICIALS



Next, navigate to Use this View My History link (under OTS Sections):

Officials members only. If you have a problem you cannot resolve, have trouble logging in or navigating OTS, email National Headquarters.

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 \(not for LSC certification\)](#)

SECTION 2



Select the 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: Months on National Championship Meets, Months on Non-National Championship Meets

SYSTEM TRACKED MEETS FOR: BARBARA SHIP

Meet Name	LSC	Meet Date	Meet Type	Level	Positions/Sessions	# of Evaluations	Actions
Autumn Mini Meet	PV	11/04/2017	Age Group	LSC	MR-2	0	
RMSC Distance Freestyle Meet	PV	11/04/2017	Open Meet	LSC	AR-2	0	

Scroll down page past any System Tracked Activities. Lower on page is Other Activities for Barbara Ship (or you!):

PVS Officials Committee Meeting	LSC Offis Committee Migs	08/24/2014	Camp Springs, MD	Committee Member	
---------------------------------	--------------------------	------------	------------------	------------------	--

OTHER ACTIVITIES FOR: BARBARA SHIP Add Other Activity

Description	Type/Position	Date/LSC	Location	Role	Meet Name / Comments	Actions
Evaluator	Deck Instruction Stroke & Turn	03/20/2016 PV	Boyds MD	Deck Mentor	Spring Finale S&T Evaluator	Edit Delete
Mentor/Trainer	Deck Instruction Referee/Deck Referee	03/20/2016 PV	Boyds MD	Deck Mentor	Spring Finale Mentored Referee Trainee Chong	Edit Delete
Evaluation	Deck Instruction	03/19/2016	Level	Deck Mentor	Spring Champ	Edit Delete

Click the Add Other Activity on the right:

OFFICIALS TRACKING SYSTEM - NATIONAL CERTIFICATION APPLICATION Return to Prior Applications

Application for National Certification | Meets/Evaluation History | **Activity History** | Test History | LSC Certification History

ADD OTHER ACTIVITY FOR: BARBARA SHIP

* Activity Description:

* Date:

* Type:

Position:

Meet Name:

* Location City:

* Location State:

* Host LSC:

* Role:

Comments:

Complete the form and save. (Activity description is typically Deck Mentoring). Select Deck Instruction for type. The rest should be pretty obvious.

Barb Ship, November 2017