

Entering Observed, Approved or other meets into OTS:

1. Go to USASwimming.org
2. Log into your account
3. Under Member Resource tab
4. Click on Official Tracking System
5. On the left column - select View my history
6. A new page with all the meets that you worked that are entered into OTS appear in a table format
7. Scroll to bottom of the page
8. There is a 2nd table with OTHER MEETS FOR : Your Name on the left hand side of the table (in blue)
9. On the right hand side on the line below the title, "*Add Other Meet*" also in blue. Click on the blue letters
10. A new table will appear where you can fill in all the pertinent meet information and the position(s) and sessions you officiated
11. After you have finished with data entry, Click on [Save] button
12. The meet information and the position and number of sessions that you worked will appear in the OTHER MEETS table.