

# Process for Evaluation Entry into OTS

## Process for evaluation entry in OTS since OTS shutdown on September 1, 2022 thru April/May 2024.

- **Sanctioning Chair** set up meets in OTS, assigned the Meet Referee to the meet through staffing tab.
- **LSC OC** applied for an OQM
- **OQM Working Group**
  - Reviewed the request and if approved sent the OQM approval to the Meet Ref, LSC Officials Chair, and Mentors
  - Entered/still entering approved mentors into OTS as the final step
    - N2 mentors cannot be added as of 3/28/2024 or N3 mentors of N2 positions
- **LSC Officials Chairs**
  - Need to set up a tracking system for your LSC to identify the correct evaluations and mentors
  - Highlight, copy, and paste the relevant information from the N2/N3 Mentor Evaluations Holding Tank List workbook
  - [N2/N3 Mentor Evaluations Holding Tank List](#)(link) - 3 worksheets to cross reference
    - Meet Names by LSC – identifies OQM number, meet name and status of evaluator entry into OTS
      - Complete indicates all approved mentors have been entered into OTS for the OQM
      - Partially complete indicates some or none of the approved mentors have been entered into OTS by OQM working group due to N2 mentor situation
    - Once OQM number is identified use the #OQM worksheet to locate all evaluations submitted to the holding tank, who the mentor and mentee were, the position, and level N2/N3.
      - Further discussion will be needed with mentors regarding the type of evaluation: advancement, recertify N3i or N3f.
      - This last part may be completed by LSC OC or Meet Referee.
    - Share the gathered information with the Meet Referees assigned to the OQMs.
- **Meet Referees**
  - Locate the OQM under MY OTS MEETS
  - Make sure all officials were added who were evaluated at the meet via OFFICIALS TRACKING
  - Discuss with the mentors who completed which evaluations and levels
  - Discuss with mentors if the evaluations were for advancement, recertification, N3i or N3f
  - Assign mentee, position, evaluation level, and mentor under EVALUATIONS
  - Post-meet follow-up with any missing evaluations not marked YES under Completed column
    - Suggest sending information back to the LSC OC and the master LSC spreadsheet to track which evaluations have been entered from the holding tank

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- **Mentors**
  - Review the [N2/N3 Mentor Evaluations Holding Tank List](#) (link) to identify all the evaluations submitted to the holding tank by you
  - Locate the evaluation on personal computer or find hard copies
    - If a copy of the eval is required for entry into OTS, contact [Lisa Vetterlein](#) who will be able to provide a hard copy to you from the holding tank
  - Email Meet Referee and LSC OC and assist with identification of N2/N3 level and whether evals were advancements, recertifications, N3i or N3f evals
    - Meet Referee will need the information before any assignments can be made in OTS
  - Navigate to OTS MY EVALUATIONS
    - Use the slider on the top right if needed for older meet dates
    - Identify the correct person and meet
  - Click the pencil and paper link next to the name to open the form
  - Complete the form
    - All fields must have a response. Comment field if no 2 or below may use NA.
  - Save
    - Edit may be completed for 21 days post-meet by clicking on the mentees name, making edits and resaving.

## Process for evaluation entry in OTS after April/May 2024 moving forward.

- **Sanctioning Chair** sets up meet in OTS, including assigning the Meet Referee to the meet through staffing.
- **LSC OC**
  - More than 1 month out
  - Works with Meet Referee to identify appropriate mentors
  - Works with mentors to make sure meet is covered appropriately in numbers and levels and understanding of an OQM
  - Applies for an OQM no later than 30 days from start of meet
- **OQM Working Group**
  - Reviews and if approved the OQM approval is sent to Meet Ref, LSC Officials Chair, and Mentors
  - Enters approved mentors into OTS as the final step of approval
- **LSC Officials Chairs**
  - May assist Meet Referee through MY OTS MEET SEARCH
- **Meet Referees**
  - 2-3 weeks out minimum
  - Locate the OQM under MY OTS MEETS
  - Add officials via OFFICIALS TRACKING in the meet who will be evaluated
  - Discuss with mentors who will be completing which evaluations and N2/N3 levels

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- Must include whether evaluation is for advancement, recertification, N3i or N3f
- Add mentee, position, evaluation level, and mentor assignments under EVALUATIONS
- Reassign as necessary
- Post-meet follow-up with any missing evaluations not marked YES under Completed column
- **Mentors**
  - Work with the Meet Referee to divide up evaluations
  - Start vetting under MY OTS EVALUATIONS
  - Identify the assigned official(s)
  - VIEW HISTORY shows the entire meet history of the official
  - Click on the pencil and scroll to bottom of the evaluation form to view the full EVALUATION HISTORY
  - Navigate to OTS MY EVALUATIONS
  - Click the pencil and paper link next to the name to open the form
  - Complete the form
    - All fields must have a response. Comment field if no 2 or below may use NA.
  - Save
    - Edit may be completed for 21 days post-meet by clicking on the mentees name, making edits and resaving.