

How do I add an official to a meet if I don't know their ID?

Members with access to the Officials Tracking System will all have the same ability to add an official to a meet. Once you have accessed your meet, if you are an LSC Officials Chair or a Meet Referee, you will be taken to the "Officials Tracking" page.

[View/Edit OTS Meet](#)

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Meet Name: 2022 CO PPA January Meet















Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022

[Officials Tracking](#)

Meet Officials

[ADD OFFICIAL](#)

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED	
Eugene Carrigan	EB8A0F785A9447	OH	3	 
Michael Sullivan	AB054D1581BAAD	FL	3	 
Jacqueline Stiff	E98642E0B3620F	NI	6	 
Jennifer Matthews	1E744169B150EE	NI	2	 
Anissa Kanzari	0B6A4BBC98E5AC	NI	4	 
Lisa Olack	EB4D4AE08AA549	NI	3	 
Eric Stimson	9DE8477D97A338	NI	3	 

If you are a member with national level permissions, you will be taken to the "Meet Info" page and will need to click on the "Officials Tracking" pill to see the following:

View/Edit OTS Meet

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Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022







Meet Info

Meet Sessions

Officials Tracking

Meet Officials

ADD OFFICIAL

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED	
Eugene Carrigan	EB8A0F785A9447	OH	3	 
Michael Sullivan	AB054D1581BAAD	FL	3	 
Jacqueline Stiff	E98642E0B3620F	NI	6	 
Jennifer Matthews	1E744169B150EE	NI	2	 
Anissa Kanzari	0B6A4BBC98E5AC	NI	4	 
Lisa Olack	EB4D4AE08AA549	NI	3	 
Eric Stimson	9DE8477D97A338	NI	3	 

To add an official to a meet, you will click the "Add Official" button to be taken

to the "Add Meet Official" page:

View/Edit OTS Meet

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Meet Name: 2022 CO PPA January Meet

Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022

Meet Info

Meet Sessions

Officials Tracking

Add Meet Official

Official Member Id



SAVE

BACK

Here you will see a field for the "Official Member ID." If you know the official's Member ID, you would enter it here and then click the "Save" button. If you do not know the official's Member ID, you can click on the magnifying glass icon

below the field where you will see the following pop-

Official Member ID Lookup ✕

NAME	LSC/CLUB	SELECT
No Results		

First Name

Last Name

LSC

up:

You will need to enter the official's full first and last name and then click on the "Search" button. You can also select the official's LSC, but this is optional and

will narrow your search for the

Official Member ID Lookup ✕

NAME	LSC/CLUB	SELECT
Axl Rose	NI/TIDE	+

First Name

Last Name

LSC

official.

Once you have the official in the grid, you will click the "+" icon to retrieve the Member

ID.

View/Edit OTS Meet

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Meet Name: 2022 CO PPA January Meet

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Meet Dates: 01/14/2022-01/16/2022

Meet Info

Meet Sessions

Officials Tracking

Add Meet Official

Official Member Id

44B64B8C94C1FD



SAVE

BACK

You will then click on the "Save" button to be taken to the "Add Meet Official Session Position" page. Shown below are the "Position Worked" and "Session(s)" dropdowns open. You will select the "Position Worked" and the "Session(s)" that the position was

worked.

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Meet Name: 2022 CO PPA January Meet

Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022

Meet Info

Meet Sessions

Officials Tracking

Add Meet Official Session Position

Official Name: Axl Rose

Member ID: 44B64B8C94C1FD

Position Worked*

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-
- Stroke & Turn (ST)
- Chief Judge (CJ)
- Starter (SR)
- Referee/Deck Referee (DR)
- Administrative Referee (AR)
- Administrative Official (AO)
- Meet Referee (MR)
- Open Water Referee (OR)
- Open Water Assistant Referee (OA)
- Open Water Judge (OJ)
- Open Water Finish Judge (OF)
- Open Water Timing Judge (OT)
- Open Water Clerk (Nails, Numbering) (ON)
- Replay Referee (RR)
- Evaluator (EV)
- Provisional Official (PO)
- Apprentice Stroke & Turn Judge (XJ)
- Apprentice Starter (XS)
- Apprentice Chief Judge (XC)

Session(s)*

- 1 (Prelim 01/14/2022)
- 2 (Final 01/14/2022)
- 3 (Prelim 01/15/2022)
- 4 (Final 01/15/2022)
- 5 (Prelim 01/16/2022)
- 6 (Final 01/16/2022)

FOLLOW



ABOUT

Overview

Once you have made your selections, you will see the following:

View/Edit OTS Meet

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Meet Name: 2022 CO PPA January Meet

Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022

Meet Info

Meet Sessions

Officials Tracking

Add Meet Official Session Position

Official Name: Axl Rose

Member ID: 44B64B8C94C1FD

Position Worked*

Stroke & Turn (ST)

Session(s)*

1 (Prelim 01/14/2022), 3 (Prelim 01/15/2022), 5 (Prelim 01/16/2022)

SAVE

BACK

You will then click the "Save" button to be taken back to the "Edit Meet Official" page where you will see the official and the selections you made in the previous page. Here you can make edits to those selections.

View/Edit OTS Meet

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Meet Name: 2022 CO PPA January Meet

Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022

Meet Info

Meet Sessions

Officials Tracking

Edit Meet Official

Official Name: Axl Rose

Member ID: 44B64B8C94C1FD

ADD SESSION POSITION

POSITION WORKED

Stroke & Turn (ST)



BACK

You will need to click the "Back" button to be taken back to "Meet Officials" page where you can see the official that you have added in the "Officials List."

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: 2022 CO PPA January Meet

Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022



















Meet Info

Meet Sessions

Officials Tracking

Meet Officials

ADD OFFICIAL

OFFICIAL	MEMBER ID	LSC	NUMBER OF SESSIONS WORKED	
John Pharris	B318EF38CA8749	NI	3	 
Eugene Carrigan	EB8A0F785A9447	OH	4	 
Michael Sullivan	AB054D1581BAAD	FL	3	 
Jacqueline Stiff	E98642E0B3620F	NI	6	 
Jennifer Matthews	1E744169B150EE	NI	2	 
Anissa Kanzari	0B6A4BBC98E5AC	NI	4	 
Lisa Olack	EB4D4AE08AA549	NI	3	 
Axl Rose	44B64B8C94C1FD	NI	3	 
Eric Stimson	9DE8477D97A338	NI	3	 

To go back to the "Edit Meet" page, you will click on the "Edit" icon. Once on the "Edit Meet" page, you can add sessions or remove sessions or edit the

current sessions selections.

View/Edit OTS Meet

← Back to OTS Meet Search

Meet Name: 2022 CO PPA January Meet

Meet Classification: Invitational

Meet Dates: 01/14/2022-01/16/2022

Meet Info

Meet Sessions

Officials Tracking

Edit Meet Official

Official Name: Axl Rose

Member ID: 44B64B8C94C1FD

ADD SESSION POSITION

POSITION WORKED

Stroke & Turn (ST)



SESSION	OQM SESSION?	
1 (Prelim 01/14/2022)	Yes	
3 (Prelim 01/15/2022)		
5 (Prelim 01/16/2022)	Yes	

BACK

Once you have added an official or made edits to an official, they are saved to the database.