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.

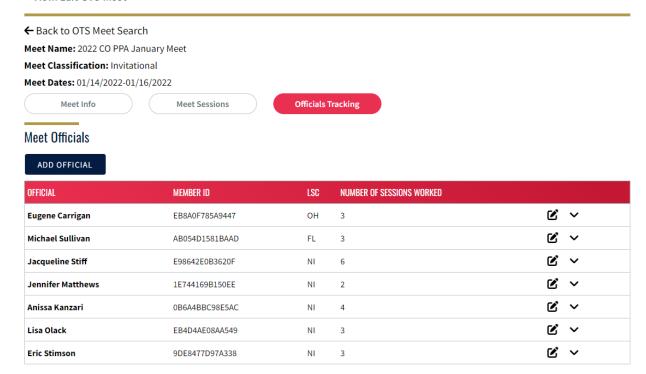
View/Edit OTS Meet



6 ~ **6** ~ **E** ~ Jacqueline Stiff E98642E0B3620F NI 6 **6** ~ Jennifer Matthews 1E744169B150EE NI 2 **6** ~ Anissa Kanzari 0B6A4BBC98E5AC **6** ~ Lisa Olack EB4D4AE08AA549 NI 3 **6** ~ **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



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

← Back to OTS Mee	t Search			
Meet Name: 2022 CO	PPA January I	Meet		
Meet Classification:	Invitational			
Meet Dates: 01/14/20)22-01/16/2022	2		
Meet Info		Meet Sessions	Offici	ials Tracking
Add Meet Official				
Official Member Id				
Q				
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

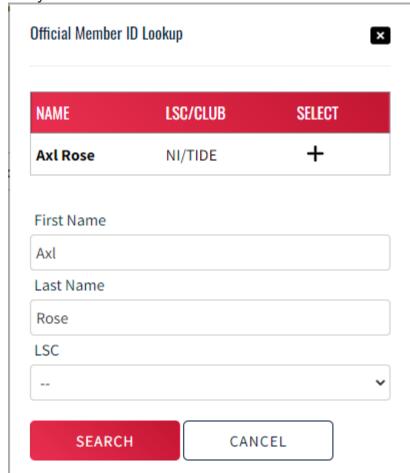
below the field where you will see the following pop-

NAME	LSC/CLUB	SELECT
No Result	s	
First Name	2	
Last Name		
LSC		
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

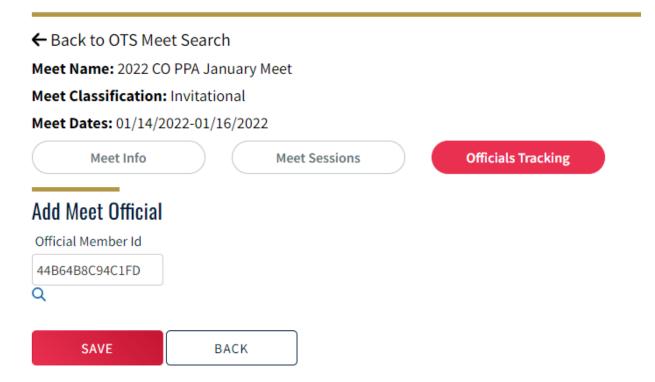
will narrow your search for the



official.

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

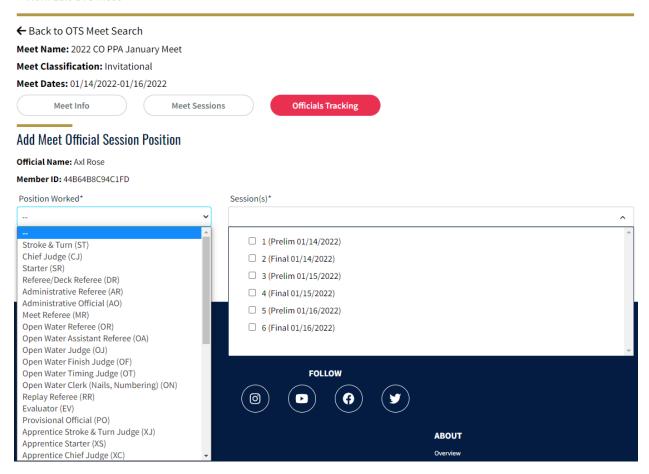
View/Edit OTS Meet



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

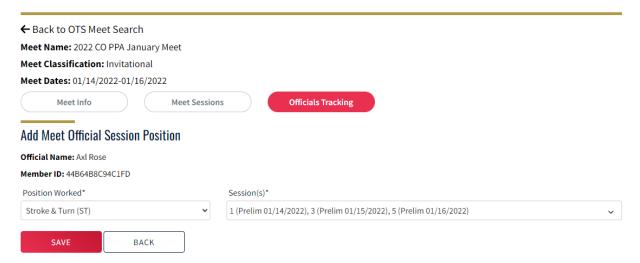
worked.

View/Edit OTS Meet



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

View/Edit OTS Meet

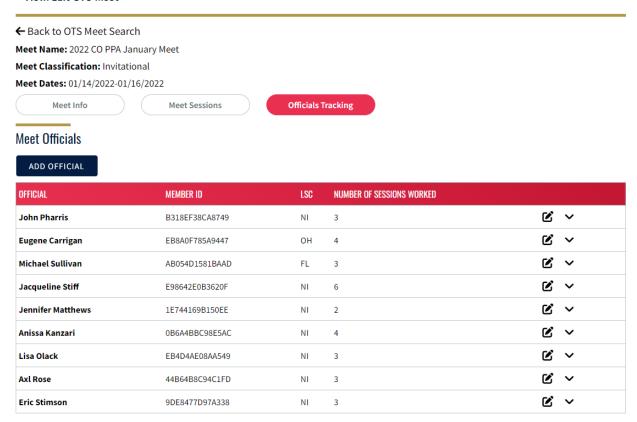


You will then click the "Save" button to be taken back to the "Edit Meet Official" page where you will see the official and the selections you made in the previous page. Here you can make edits to those selections.

View/Edit OTS Meet ← Back to OTS Meet Search Meet Name: 2022 CO PPA January Meet Meet Classification: Invitational Meet Dates: 01/14/2022-01/16/2022 Officials Tracking Meet Info **Meet Sessions Edit Meet Official** Official Name: Axl Rose Member ID: 44B64B8C94C1FD ADD SESSION POSITION POSITION WORKED **6** ~ 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."

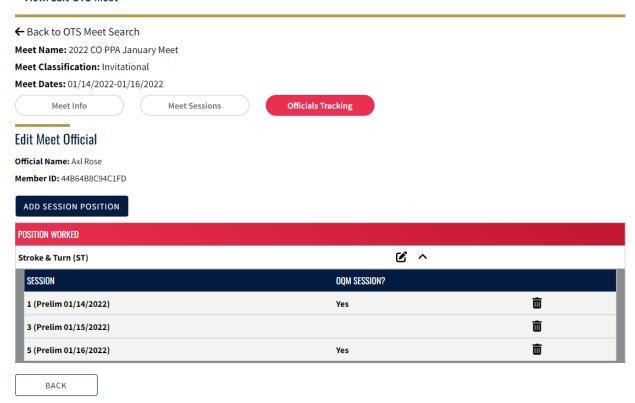
View/Edit OTS Meet



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



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