

Attention AD Officials

Beginning this season, 2008-2009, you will be responsible for entering the meet sessions you work to the USA Swimming database. This will be necessary to maintain your certification. JoAnn has entered all of your sessions worked from last season, however, this is an inordinate amount of work for one person and the responsibility needs to be in each individuals hands. Instructions follow for the process. If you have any questions, please let JoAnn know.

Official Tracking System Update Instructions

- Go to www.usaswimming.org
- Create an account (if you have not already done so) – this will only need to be done once
- Sign in to your account
- Select the **VOLUNTEERS** tab along the top of the page
- Select the **Officials** option in menu on the left side of the page
- Select the **Officials tracking** option in menu on the left side of the page
- Select the **View My History** option in menu on the left side of the page
- Click on the **View My History** link, which opens the Meets/Evaluation History tab of the Officials Tracking System – Certification Application and shows your system tracked meets
- Click on the **Add Other Meet** link (**located in the lower right corner of the page, right above the "Actions" tab in the Other Meets section of the page**) and you will be able to enter the Meet Name, Meet Date, Meet Type, Host LSC, LSC Meet Sanction Number, Positions Worked (including number of sessions) and Comments.