

## Using the Officials Tracking System (OTS)

- You now print your own Connecticut Officials certification card using the Officials Tracking System (OTS) at [usaswimming.org](http://usaswimming.org). You will still receive a membership card (year in big numbers) in the mail from USA Swimming.
- When you complete the requirements for re-certification or advancement at any level, you must send an email to [officials@ctswimming.org](mailto:officials@ctswimming.org) with “Certify Me” in the subject line.

OTS will allow you to:

- See your LSC (Connecticut Swimming) and national certifications
- Review your sessions worked at meets. Contact the meet referee if all your sessions do not appear.
- See your test dates and scores
- See your other activities, such as clinics, annual officials meetings and Swimposia
- Print out your own Officials card.

To explore OTS:

1. Go to “[usaswimming.org](http://usaswimming.org)”
2. Log in using your ID and password. Click on “My Account” at the top of the home page and make sure your accounts are “linked.” (You will not have access to your test scores otherwise.)
3. Select “Member Services”
4. Select “Officials”
5. Select “Officials Tracking System”

To view all your activity, select “View My History” and select the appropriate tabs. To print your card, select “My Certification Card.”

If information in OTS is not correct or up to date, email [ebecker@optonline.net](mailto:ebecker@optonline.net)