

NOTES FOR OFFICIALS CHAIRS – MAY 12, 2017

COMBINED MEMBERSHIP AND CERTIFICATION CARD

This is the new combined membership/certification card for officials and is available to print from Deck Pass (www.usaswimming.org/deck-pass, under “current status”). It shows all your membership info on the left upper corner and both your national and LSC certifications. This is a valid card to show for membership and certification at meets and is color-coded as in the past. The separate membership card with only membership information is no longer available for printing. The LSC logo will be added to the card on the right-hand side soon.

National				LSC			
National	Level	Expires	Instr/Eval	LSC	Level	Expires	Eval

USA SWIMMING
Official's LSC Certifications

Gina Mensay
US/UN 110468GINTMENS
Valid To: 12/31/2017
B/C Exp: 05/31/2019
APT Exp: 12/31/2017

CLEAR CACHE OR USE DIFFERENT BROWSER

There have been a lot of inquiries lately about officials not being able to access OTS or other parts of the new website. Much of the time this has to do with data and log in information that is hanging up in the officials' cache on their system. We are always happy to assist any officials that call with this issue, but if you get inquiries as well, please suggest they try clearing their cache and/or using a different browser. That will usually do the trick.

SHORTLINKS AND FAVORITES

We have established a number of shortlinks on the new website that you may want to be aware of. These are listed below. You may also wish to bookmark (favorite) these pages in your Deck Pass Dashboard. To save something in your favorites in Deck Pass, simply click the bookmark icon (see below) on that item. It will then show in your favorites on Deck Pass.

YOUR FAVORITES

FILTER BY: ALL NEWS EVENTS VIDEOS DOCUMENTS LANDING PAGES

OFFICIALS TRACKING SYSTEM

DP DASHBOARD
CERTIFICATIONS
UPDATE TESTS
NEWS
ACTIVITIES
PROFILES
PROVIDER

OFFICIALS TRACKING SYSTEM

SHORTLINKS (www.usaswimming.org/XXXX, fill in the XXXX with the shortlink)

Officials Tracking System - /OTS

Officials Main Page - /officials

Deck Pass Dashboard - /deck-pass

Athlete Protection Training - /APT

Background Checks - /backgroundcheck

National Certification and Evaluation -
/nationalcertification

National Championship Meet Applications -
/NatlMeetApp

Officials Online Tests - /onlinetesting

NCAA Officials Page - /NCAAofficials

Create a website (Deck Pass) account - /register

Log in to USA Swimming - /sign-in

Annual Convention Page - /convention

NATIONAL MEET OFFICIATING APPLICATIONS

There is not a hard and fast rule as to when these applications are posted or when they close. We generally try to post them several months in advance of the meet date and they will close when a sufficient number of applications have been received in order to staff the meet. Suggest you bookmark the page (/NatlMeetApp) and check it frequently to see if new applications have been posted. Once a meet application is closed, the link will no longer appear on the page. Winter meet applications will be posted very soon.

ONE YEAR REQUIREMENT FOR NATIONAL CERTIFICATION HAS BEEN REMOVED

The programming has been completed so that you can now apply for national certification without having to have served in the applied for position for one year. You must still meet all the other requirements of course which are found on the [National Certification and Evaluation page](#).

OFFICIALS WITH CHILDREN'S ACCOUNTS

The number one issue for new officials is that they try to do things (take an online test or view officiating history) using their children's log in and account on www.usaswimming.org. Please remind your officials that once they decide to become an official, they will need their own website account and that the account must be linked to their own member record and not their child's. The new website does allow you to switch between accounts now without having to log off. Once the official creates an account, they should select the option to show content relevant to a Parent.

USA SWIMMING MEMBERSHIP LINK

Your web account is currently linked to a USA Swimming Membership record. If you no longer wish to have your account linked to this membership record, click the following button.

[UNLINK MY MEMBERSHIP RECORD](#)

SHOW ME CONTENT RELEVANT TO A...

Coach

Official

Parent

Swimmer

Team Leader

None of the above

[SAVE PREFERENCES](#)

DP DASHBOARD

CERTIFICATIONS

ONLINE TESTS

MEETS

ACTIVITIES

PATCHES

FRIENDS

FAVORITES

DP PARENT

Once you do that, the DP Parent icon will appear on the right-hand side of Deck Pass Dashboard.

Click on that icon and you can add your children's account(s).

YOUR CONNECTED CHILDREN ACCOUNTS

Track your children in Deck Pass! Create a connection to each one and view their

- ◆ Times
- ◆ Goals
- ◆ IMX Scores

and more!

[ADD CHILD >](#)

You can then use the two Deck Pass Dashboard icons to switch back and forth between accounts.