OSOA
Ontario Swimming Officials Association

2014

SWIMMING OFFICIALS REGISTRATION SYSTEM

Part 1, Individual Users

May 2014

Table of Contents

User Guide for OSOA Website

Once you log in, you will reach the Home screen. It's the gateway to the system. Access to the menus is dependent on your level of administrative authority. If you are a Club Officials Chair, you will have different access than will a system administrator or Regional Officials Rep. Menu items in *italics* below are intended for administrators and are described in Part 2 of the guide.
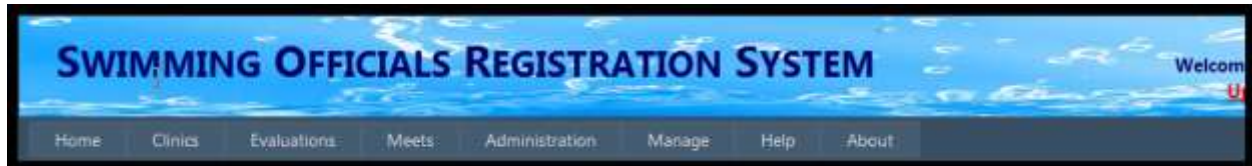
Menus

- Home
- Clinics
    - Register for Clinic
    - Add Past Clinic
    - Add Past Clinic Instructor/Evaluator
    - Online Clinics...
- Evaluations
    - Add Evaluation
- Meets
    - Register for Meet
    - Your Registered Sessions & Sessions Worked
    - *Manage Meets*
- Administration
    - *Officials List*
    - *Clinics*
    - *Evaluations*
    - *Sessions Worked/Point Allocation*
    - *New Accounts to be Approved*
- Manage
    - *Past Clinic Instructors to be Verified*
    - *Manage Clubs*
    - *Create Account*
- Help
    - Officials Help...
    - COC Help...
    - ROR Help...
- About

Conventions Used in this Document and/or on the Site

Clinics – Register for a Clinic
The name of the menu followed by the name of a dropdown item

Register (Bold, blue, underlined)
An item from the page that will open a new page or perform a function such as updating a record

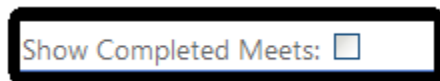**Role** (Bold, black)
A section or column title from the page

Delete	Session	Date (m/d/y)	War Tir

A column title bar from the site where the column order is fixed

Start Date	End Date	M

A column title bar from the site that can be sorted by category – note the underlining.

Club: - All -   A dropdown box – clicking will show a list

Show Completed Meets: ☐   A check box – clicking in the box toggles it checked or unchecked

≤		April 2014				≥
Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

A calendar – click a date selects it

⊙ Instructor   A radio button – click toggles it on or off

Individual User Functions - Clinics

## Clinics – Register for a Clinic

Clicking leads you to a list of upcoming clinics that have been put in the system – for example:

You can **Register** or **Cancel** your attendance at any clinic listed.

By going to the **Region:** dropdown menu, you can limit your search to a particular region, then by clicking on the **Club:** dropdown menu, you can search a particular club for upcoming clinics as in the examples below. In this example, it's Central Region and Lakeshore Swim Club:
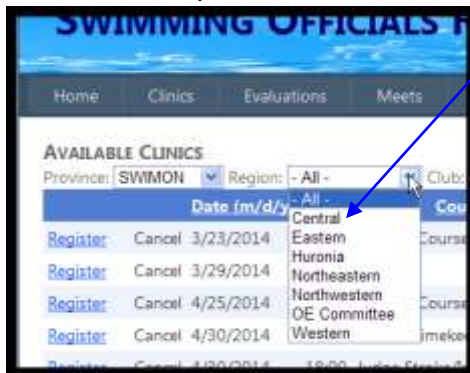
Pick a Region from the list.

Select your club or another club that is allowing outside registrations.

Clinics – Add Past Clinic

Clicking allows you to update your records or add a clinic that is not in the system.

Select the Clinic, the Month and the Year from the dropdowns, and the appropriate date from the month shown. You can also advance the month by clicking < or >.

Then click **Insert** or **Cancel**. This screen shows a Level 1 Timekeeper clinic on August 31, 2011.

Clinics – Add Past Clinic Instructor/Evaluator

If you instructed a clinic or if you were the evaluator for a clinic given by someone else, this screen allows you to manage that record.

Select your **Role** in the clinic (**Instructor** or **Evaluator**) with the appropriate radio button then select the **Clinic**, the month and the year from the dropdowns, and the appropriate date from the month shown. Then click **Insert** or **Cancel**. This example shows instructing a Level 1 clinic on December 31, 2011.

Clinics – Online Clinics...

This option takes you to the clinic pages on the Educational Website. In order to use the pages, you must have a key from your Club Officials Chair.

Individual User Functions – Evaluations

Evaluations – Add Deck Evaluation

This dropdown allows you to update your deck evaluations. When you successfully complete an evaluation for a position, you should record the information here.

Select the **Position**, (the dropdown is shown at the left) month and year from the menus. Click on the date. Complete the information as to the **Meet** at which you were evaluated and the name of the official who observed and approved your work (**Evaluator**). Then click **Insert** or **Cancel**.

Individual User Functions – Meets

Meets – Register for Meet

Click on the **Meets** and select **Register for Meets** from the dropdown to indicate your wish to work at a particular meet.

By selecting from the dropdown for **Region,** you can filter for the region in which you wish to search. By selecting from the dropdown for **Club,** you can filter for the meet host for which you wish to search. The example above shows **All** coming meets in the **Central** region.

The final column, **Officials Registered**, allows administrators to see which officials from their club have registered for a particular meet. The example above shows the column for an administrator associated with COBRA.

The **Show Completed Meets** checkbox allows you to get details for historical meets.

Clicking any <u>underlined</u> column heading in the blue bar allows you to sort by priority.

Clicking on a name in the **Meet Referee** column allows you to email that individual regarding your special requests for the meet. For example, if you wish to arrange a PTR, or if you need to work a specific position with a request for a deck evaluation, you can let the meet referee know that directly.

Click Here in the **Meet Package URL** column takes you to swimming.ca for full information about a particular meet. If registration for the meet is complete, **Click Here** becomes inactive.

Select a session... under the Volunteer for Session(s) column takes you to the **Available Sessions** screen below:

7

You must register for each session of a meet separately.

AVAILABLE SESSIONS

	Date (m/d/y)	Meet Name	Pool Name	Session Number	Start Time	Warmup Time	Type	AgeGroup Males	AgeGroup Females
Register	4/24/2014	MAC April Invitational	Cornell Pool	1	15:30	14:30	Timed Finals	12 & Under	12 & Under
Register	4/25/2014	MAC April Invitational	Cornell Pool	2	08:00	07:00	Prelims	13 & Over	13 & Over
Register	4/25/2014	MAC April Invitational	Cornell Pool	3	11:15	10:15	Timed Finals	12 & Under	12 & Under
Register	4/25/2014	MAC April Invitational	Cornell Pool	4	18:30	17:30	Finals	13 & Over	13 & Over
Registered	4/26/2014	MAC April Invitational	Cornell Pool	5	08:00	07:00	Prelims	13 & Over	13 & Over
Register	4/26/2014	MAC April Invitational	Cornell Pool	6	13:00	12:00	Timed Finals	12 & Under	12 & Under
Register	4/26/2014	MAC April Invitational	Cornell Pool	7	18:30	17:30	Finals	13 & Over	13 & Over
Register	4/27/2014	MAC April Invitational	Cornell Pool	8	08:00	07:00	Prelims	13 & Over	13 & Over
Register	4/27/2014	MAC April Invitational	Cornell Pool	9	12:45	11:45	Timed Finals	12 & Under	12& Under
Register	4/27/2014	MAC April Invitational	Cornell Pool	10	18:30	17:30	Finals	13 & Over	13& Over

Review Registered Sessions

<< Back To Meet List

The **Review Registered Sessions** link allows you to see all sessions for all meets for which you have registered. It takes you to **Your Registered Sessions & Sessions Worked.** See below for more information.

The **Register** link takes you to the following screen:

The **Request Officiating Position...** box allows you to type in special requests of the Meet Referee. For example, you may be looking for a deck evaluation for a particular position. The box lets you make that request directly**.**

The **Meet Positions/ # Available** number dropdown shows positions available allowing you to select a position from the dropdown menu.

Once you are certain, you simply click on **Register** at the bottom of the screen. If you change your mind, simply click **Cancel**. Once you click either link, you will be returned to the previous screen.

Again, the **Review Registered Sessions** link on the **Available Sessions** screen allows you to review your commitments or unregister for any session. You can always go to the review page by clicking **Your Registered Sessions & Sessions Worked** item in the **Meets** tab in the main menu.

Meets – Your Registered Sessions & Sessions Worked

This screen gives you access to information about:

- **Sessions You Are Registered to Work**
- **Historical Sessions**, and
- **Sessions Worked & Verified Using This System**

Sessions You Are Registered to Work

All sessions for which you have registered using the OSOA system will be displayed in date order. For each, you have access to the **Meet Package** by clicking **Click Here**. In most cases, you will also have the opportunity to **Unregister** for the session *unless* the meet management has set a deadline for on-line deregistration. In that case, the **Unregister** option will disappear as in the case of the first session in the screen shot above.

Historical Sessions

You can enter the data for **Historical Sessions Worked** by clicking the **Add sessions worked to your record** button at the bottom left of the page.

The following dialog box will open:

Enter the **Date (m/d/y)** in the correct format, the **Meet Name** and in the text boxes the **Position** worked from the dropdown. Click **Update** to record. Repeat the process until you have logged all sessions you wish to record.

Sessions Worked & Verified Using This System lists all sessions for which there is a current electronic record in the system. The sessions are organized chronologically.