Post-Meet Officials Roster of Sessions Worked for OTS Reporting - Introduction

This spreadsheet has been designed to assist Meet Referees in reporting the sessions worked by each official. The Meet Referee may enter this information into OTS themselves, or the information can be forwarded to Tom Colasduro for entry. Arranging the information in this format will greatly facilitate entry into OTS.

The first and last name of each official should be entred into the spreadsheet. The position they worked should then be entered under the appropriate session number. OTS will only accept one position per session. If an individual works at multiple positions during a session then the Meet Referee will have to select a single position for that session. As an example, an indivdual working at both Timing Judge and Recorder in session one and session two could be given credit for Timing Judge in the first session and Recorder in the second. If the individual works two positions but only in a single session, the individual could designate which position they prefer (or need for recertfication).

OTS uses two letter codes for all certified and apprentice positions, with all apprentice positions beginning with an "X". Because the apprentice codes can be a little confusing we've created our own codes for use within the spreadsheet. The apprentice codes for use within the spreadsheet are the standard two letter code preceeded by an "X". The codes are as follows with the apprentice codes in parentheses:

OTS Designation	Spreadsheet Designation	Appentice Position
MR (XM)	MR (XMR)	Meet Referee (Apprentice)
AR (XA)	AR (XAR)	Administrative Referee (Apprentice)
DR (XR)	DR (XDR)	Deck Referee (Apprentice)
SR (XS)	SR (XSR)	Starter (Apprentice)
CJ (XC)	CJ (XCJ)	Chief Judge (Apprentice)
ST (XJ)	ST (XST)	Stroke and Turn (Apprentice)
TO	TO (XTO)	Timing Operator (Apprentice) - Same as CTS or DTS Operator
TJ	TJ (XTJ)	Timing Judge (Apprentice)
CO	CO (XCO)	Computer Operator (Apprentice) - Same as Recorder
CC	CC (XCC)	Clerk of Course (Apprentice)

When entering the position worked into the spreadsheet you must use the spreadhseet codes.
When entering the sessions worked into OTS you will chose from the OTS codes.
Although we will track apprenticeship at Timing Operator (XTO), Timing Judge (XTJ), Computer Operator (XCO), and Clerk of Course (XCC) within the spreadsheet, apprenticeship at these positions cannot be entered in OTS. Because of this limitation apprenticeship at these positions will need to be entered into OTS with the certified official codes.

Spreadsheet Instructions

Data entry begins by clicking on the "Sessions Worked" tab at the bottom of the page. This will bring up a template that looks like the following:

Meet Name:
Meet Referee:
Dates:

Name		Session #												Total in Position																		
First	Last	1	2	3	4	5	6	7	8	9	10	11	12	MR	AR	DR	SR	CJ	ST	TO	TJ	CO	CC	XM XMR	XA XAR	XR XDR	XS XSR	XC XCJ	XJ XST	XTO	XTJ	XCO
Session Count of Officials		0	0	0	0	0	0	0	0	0	0	0	0																			

The meet name, Meet Referee name, and meet dates are entered at the top of the form. The first and last name of each official are entered in the first two columns. The code for the position worked at each session is then entered under the appropriate session number. Everytime a position is entered, the total number of sessions worked in that position will automatically update. To assist in data entry, the entry page has been split so that the header information always displays at the top of the spreadhseet, even when you've scrolled down into the table (the first entry row is row 7). Here's an example of entered data:

Meet Name: Snowflake Classic
Meet Referee: Santa Clause
Dates: 25-Dec-09

Name		Session #												Total in Position																		
First	Last	1	2	3	4	5	6	7	8	9	10	11	12	MR	AR	DR	SR	CJ	ST	TO	TJ	CO	CC	XM XMR	XA XAR	XR XDR	XS XSR	XC XCJ	XJ XST	XTO	XTJ	XCO
Santa	Clause	MR	MR											2																		
Elf	One	SR	ST														1		1													
Reinder	Two	ST	CO																1			1										
Egg	Nogg	XTJ	XCO																												1	1
Session Count of Officials		4	4	0	0	0	0	0	0	0	0	0	0																			

*At any time during or after the data entry the table can be sorted alphabetically by first **(CTRL-F)** or last **(CTRL-L)** name. (Depending upon the security level of your computer this feature may or may not be available. If not, a manual sort can be done using the Data-Sort command (although the row highlights will not automatically format correctly).*
Sorted by last name:

Name		Session #												Total in Position																		
First	Last	1	2	3	4	5	6	7	8	9	10	11	12	MR	AR	DR	SR	CJ	ST	TO	TJ	CO	CC	XM XMR	XA XAR	XR XDR	XS XSR	XC XCJ	XJ XST	XTO	XTJ	XCO
Santa	Clause	MR	MR											2																		
Egg	Nogg	XTJ	XCO																												1	1
Elf	One	SR	ST														1		1													
Reinder	Two	ST	CO																1			1										
Session Count of Officials		4	4	0	0	0	0	0	0	0	0	0	0																			

As illustrated, the spreadsheet will count the number of officials and apprentices working each session and report this number at the bottom of each session column. This number can be double checked against the meet roster to help ensure that the correct number of officials has been recorded.

*The print area has already been setup for the table. A **File>Print>OKAY** should generally be al that is needed to print.*

To get started click on the "Sessions Worked" tab below.

Meet Name:

Meet Referee:

Dates:

Name		Session #												Total in Position																			
																								XM	XA	XR	XS	XC	XJ				
First	Last	1	2	3	4	5	6	7	8	9	10	11	12	MR	AR	DR	SR	CJ	ST	TO	TJ	CO	CC	XMR	XAR	XDR	XSR	XCJ	XST	XTO	XTJ	XCO	XCC

Name		Session #																														
First	Last	1	2	3	4	5	6	7	8	9	10	11	12	MR	AR	DR	SR	CJ	ST	TO	TJ	CO	CC	XM XMR	XA XAR	XR XDR	XS XSR	XC XCJ	XJ XST	XTO	XTJ	XCO	XCC
Session Count of Officials		0	0	0	0	0	0	0	0	0	0	0	0																				