

**AFL**  
**UMPIRE ADMIN**  
**OFFICIALSHQ USER GUIDE**



**OFFICIALSHQ**

Version 1, 27<sup>th</sup> August



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## 1. Terminology

The change of the online umpire management platforms has resulted in some changes to the terminology as follows.

**OfficialsHQ** formerly known as Scedula in the GameDay (SportsTG) system.

**Grade** in **OfficialsHQ** formerly known as Competition in the Scedula system.

**Leaves** in **OfficialsHQ** formerly known as Availability in the Scedula system.





## 2. Umpire / Umpire Coach Registration

### Registration

To register as an Umpire or Umpire Coach go to <https://registration.officialshq.com>.

#### Step 1. Account

Add **Email address**, **First name**, **Last name**, **Date of birth**, select **Gender** and click on the **Next** button.

The screenshot shows the registration interface for OfficialSHQ. On the left, there is a welcome message and the AFL logo. On the right, the form is titled "1. ACCOUNT" and includes the following fields:

- Email address \***: A text input field.
- First name \***: A text input field.
- Last name \***: A text input field.
- Date of birth \***: A date picker field with the format "dd/mm/yyyy".
- Gender \***: A dropdown menu with "Male" selected.

A blue "Next" button is located at the bottom right of the form area. The top right corner of the page indicates "STEP 1 / 5".



## Umpire / Umpire Coach Registration (cont)

### Step 2. Address & Contact

Add **Nr** (street number), **Street**, **Suburb**, select **State**, add **Mobile Number**, **Home Number** (optional) and click on the **Next** button.

The screenshot shows a registration form for OfficialsHQ. On the left, there is a sidebar with the OfficialsHQ logo and registration information. The main content area is titled '2. ADDRESS & CONTACT' and contains several input fields: 'Nr \*', 'Street \*', 'Suburb \*', 'Postcode \*', 'State \*', 'Country \*' (with 'Australia' selected), and 'Phone \*'. At the bottom right, there are 'Previous' and 'Next' buttons. The top right corner of the form area indicates 'STEP 2 / 5'.

**OfficialsHQ Registration**  
Welcome to OfficialsHQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park.

You are about to register for the Australian Football League within OfficialsHQ. Please follow all the steps and complete the payment.

**2. ADDRESS & CONTACT**

Nr \*  Street \*

Suburb \*  Postcode \*

State \*

Country \*

Phone \*

Previous Next



## Umpire / Umpire Coach Registration (cont)

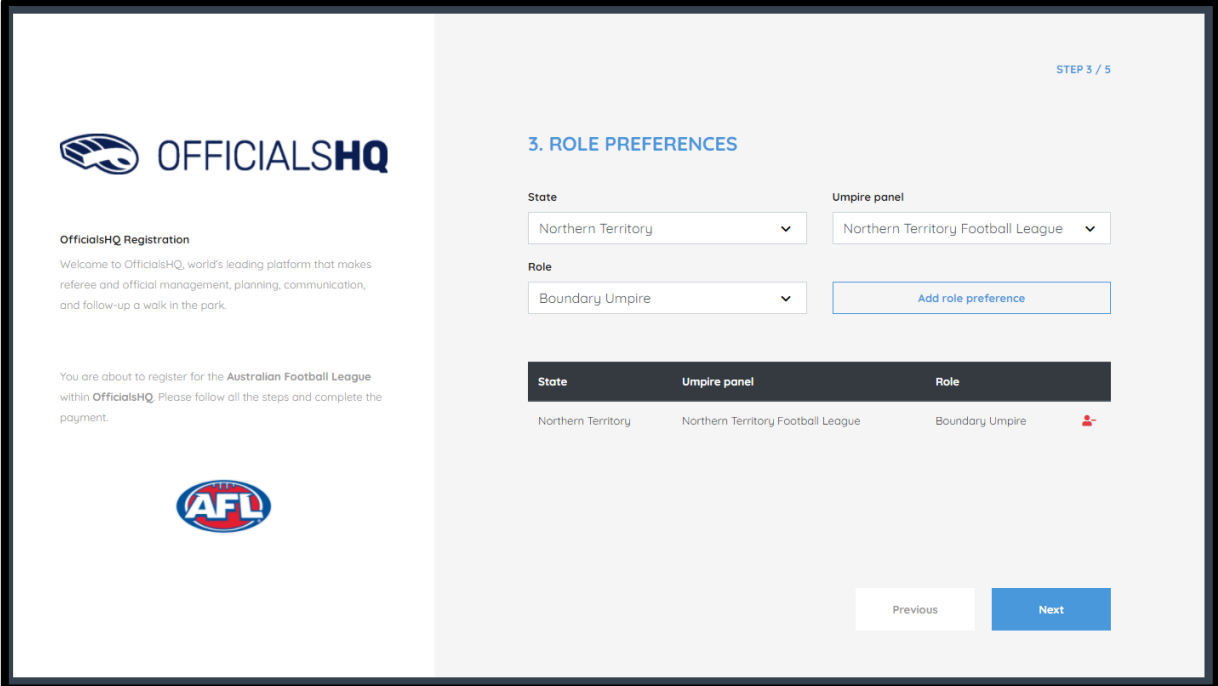
### Step 3. Role Preferences

Select **State**, **Umpiring club/league**, **Role** and click on the **Add role preference** button.

**Please note you can select more than one Umpire club/league and Role or more than one Role in the same Umpire club/league.**

If you select a club/league and role mistakenly you can click on the  icon to remove it.

When all role preferences are select click on the **Next** button.



The screenshot shows the '3. ROLE PREFERENCES' step of the registration process. On the left, there is a sidebar with the 'OFFICIALSHQ' logo and registration information. The main content area contains three dropdown menus: 'State' (Northern Territory), 'Umpire panel' (Northern Territory Football League), and 'Role' (Boundary Umpire). An 'Add role preference' button is located to the right of the 'Role' dropdown. Below these is a table with columns for 'State', 'Umpire panel', and 'Role', showing the selected values and a red minus icon for removal. At the bottom, there are 'Previous' and 'Next' buttons.

STEP 3 / 5


### 3. ROLE PREFERENCES

State: Northern Territory

Umpire panel: Northern Territory Football League

Role: Boundary Umpire

Add role preference

State	Umpire panel	Role
Northern Territory	Northern Territory Football League	Boundary Umpire 

Previous Next




## Umpire / Umpire Coach Registration (cont)

### Step 4. Summary

Review the details on the **Summary** page.

If the details are not correct click on the **Previous** button to go back and change them.


If the details are correct click on the **Next** button.



**OfficialSHQ Registration**

Welcome to OfficialSHQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park.

You are about to register for the Australian Football League within OfficialSHQ. Please follow all the steps and complete the payment.



STEP 4 / 5

#### 4. SUMMARY

Please review your data before proceeding to the payment

**Account**  
Anthony Saunders  
administration@afb.com  
6/1/1963  
Male

---

**Address & Contact**  
9 Monet Street  
Coombah 4216  
Qld  
Australia  
040006859

---

**Role preference(s)**  
Boundary Umpire for Northern Territory Football League in Northern Territory

Previous Next



## Umpire / Umpire Coach Registration (cont)

### Step 5. Payment

If you have been supplied with a **Voucher**, enter the **Voucher code**, click on the **Apply voucher** button and click on the **Finish** button.

If you have not been supplied with **Voucher**, add the credit card details and click on the **Finish** button.

The screenshot shows the '5. PAYMENT' step of the registration process. On the left, there is a sidebar with the OfficialSHQ logo and registration information. The main content area is titled '5. PAYMENT' and includes a 'Subscription' option for \$22/season, a 'Voucher' section with an input field and 'Apply voucher' button, and a 'Card' section with input fields for 'Card number' and 'MM / YY CVC'. At the bottom right, there are 'Previous' and 'Finish' buttons.

You will be taken to the **Account Created** page.

The screenshot shows the 'ACCOUNT CREATED' confirmation page. On the left, there is a sidebar with the OfficialSHQ logo and registration information. The main content area features a large green checkmark icon, the text 'ACCOUNT CREATED', and a message stating 'Your new account on OfficialSHQ was successfully created.' Below this, it says 'You will receive an email shortly containing further instructions on completing the last steps of your account.' and 'Thank you for using OfficialSHQ!'.

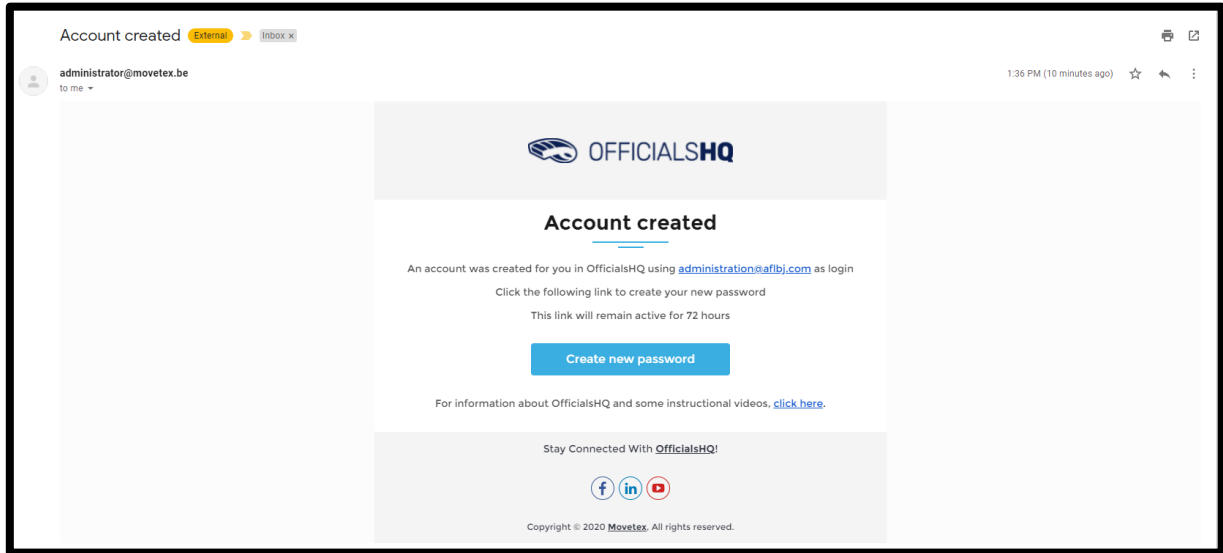


## Umpire / Umpire Coach Registration (cont)

### Account Creation

Check your email for an email with the subject line **Account created**.

Open the email and click on the **Create new password** button.



Enter a **Password**, enter **Confirm password** and click on the **Create** button.



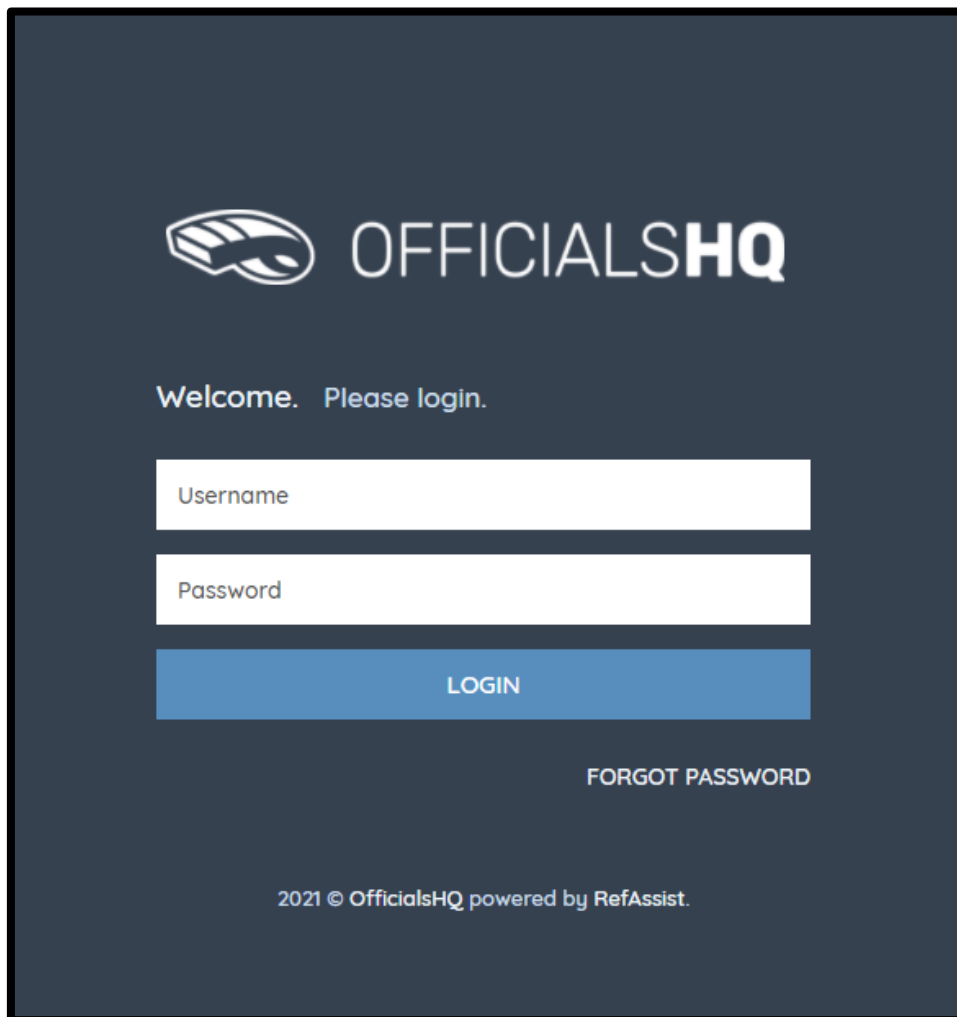
### Umpire / Umpire Coach Registration – Account Creation (cont)

Check your email for an email with the subject line **Welcome to OfficialsHQ**.

Open the email and click on the **Go to OfficialsHQ** button.



Enter a **Username**, enter **Password** and click on the **Login** button.



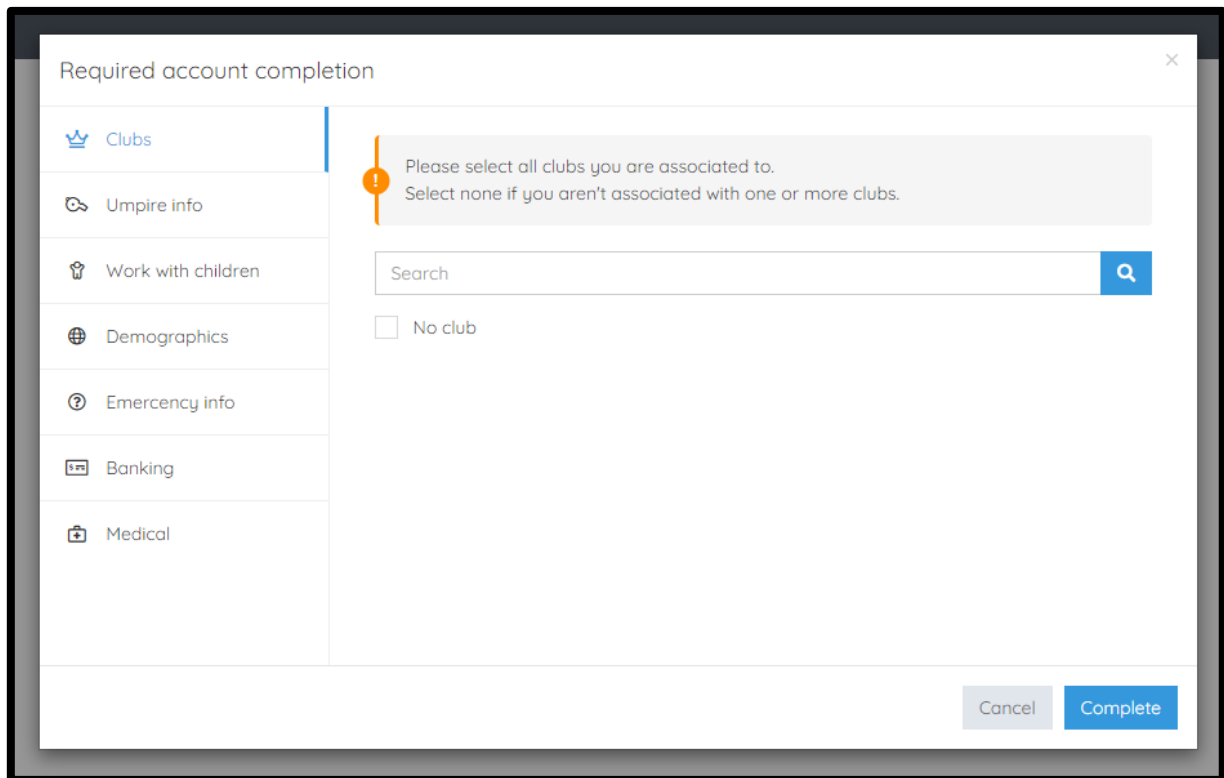
## Umpire / Umpire Coach Registration (cont)

### Required Account Completion

The first time you login to your new account you will be asked to add information to the **Required account competition** pop-up.

**Please ensure you add information to ALL of the tabs on the left hand side BEFORE you click on the Complete button.**

**Clubs** tab – select all community clubs you are associated or registered to.



Required account completion

- Clubs
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Please select all clubs you are associated to.  
Select none if you aren't associated with one or more clubs.

Search

No club

Cancel Complete



### Umpire / Umpire Coach Registration – Required Account Completion (cont)

**Umpire info** tab – select **Active player** option, select **Age group you currently play** option (if required), select **Year started umpiring** option and select **How did you find out about us** option.

The screenshot shows a web form titled "Required account completion" with a sidebar menu on the left. The "Umpire info" tab is selected. The main content area contains four dropdown menus: "Active player?", "Age group you currently play?", "Year started umpiring?", and "How did you find out about us?". At the bottom right, there are "Cancel" and "Complete" buttons.

**Work with children** tab – select **State**, add **WWC number**, add **Expiry date** and under **Card** click on the **select files** button to upload a copy of your WWC card.

The screenshot shows the same "Required account completion" form, but with the "Work with children" tab selected. A grey informational box with an orange exclamation mark icon contains the text: "Please add your 'Work with children' license information if you want to be appointable for youth games. When no license information is added you will not be appointed for youth games." Below this, there are three input fields: "License number", "Expiry date" (with a calendar icon), and "License" (with a "Select files..." button). At the bottom right, there are "Cancel" and "Complete" buttons.

**Umpire / Umpire Coach Registration – Required Account Completion (cont)**

**Demographics** tab – select **Country of birth** option, select **Were you or any of your parents born overseas** option and select **Are you from Aboriginal or Torres Strait Islander origin** option.

Required account completion

Clubs

Umpire info

Work with children

**Demographics**

Emergency info

Banking

Medical

Country of birth

Were you or any of your parents born overseas?

Are you from Aboriginal or Torres Strait Islander origin?

Cancel Complete

**Emergency info** tab – add **Name**, add **Telephone number** and add **Relationship**.

Required account completion

Clubs

Umpire info

Work with children

Demographics

**Emergency info**

Banking

Medical

Name

Telephone number

Relationship

Cancel Complete

### Umpire / Umpire Coach Registration – Required Account Completion (cont)

**Banking** tab – add **Bank name**, add **Bank account holder**, add **Account number** and add **BSB**.

The screenshot shows a web form titled "Required account completion" with a sidebar on the left containing menu items: Clubs, Umpire info, Work with children, Demographics, Emergency info, Banking (highlighted), and Medical. The main content area has a grey instruction box with an exclamation mark icon: "Please enter your main bank account details used for receiving payments. It will be possible to add more bank accounts in your profile after completing the registration process." Below this are four input fields: "Bank name \*", "Bank account holder \*", "Account number \*", and "BSB \*". At the bottom right are "Cancel" and "Complete" buttons.

**Medical** tab – select **Allergies**, **General medical Notes/injuries** and **Do you identify as living with a disability/disabilities** from the drop-down box, click on the **Add medical information** button and add information in the **Additional info** area.

The screenshot shows the same "Required account completion" form but with the "Medical" tab selected in the sidebar. The instruction box now says: "Please add all relevant medical information, if applicable add some extra information or a document." Below the instruction is a dropdown menu with "Allergies" selected. Other options in the dropdown are "General medical Notes/injuries" and "Do you identify as living with a disability/disabilities". To the right of the dropdown is an "Add medical information" button. Below the dropdown is a text area labeled "Additional info" and a "Remove" button. At the bottom is a "Select files..." button. "Cancel" and "Complete" buttons are at the bottom right.

### *Umpire / Umpire Coach Registration – Required Account Completion (cont)*

When information in **ALL** of the tabs has been completed click on the **Complete** button.

The **Terms and Conditions** pop-up will appear, click the box **I have read the terms and conditions and agree** and click the **I agree** button in the bottom right corner.

The screenshot shows a 'Terms and Conditions' pop-up window. At the top, it says 'Terms and Conditions'. Below that, there is a paragraph of text: 'I understand that by submitting this application for registration I declare that I have read and understood, and agree to be bound by, these Terms and Conditions of participation. By accepting this application the signatory warrants that they have the power and authority to enter into these Terms and Conditions of Registration on behalf of the Participant.' Below the text is a checkbox that is checked, followed by the text 'I have read the terms and conditions and agree'. At the bottom right of the window, there are two buttons: 'I disagree' (grey) and 'I agree' (blue).

You will be logged in to the **OfficialsHQ** platform and taken to your **Dashboard**.

The screenshot shows the OfficialsHQ dashboard. The top navigation bar includes the 'OFFICIALSHQ' logo, a user profile for 'Anthony Saunders', and language and live status options ('EN', 'AFL LIVE'). The main content area is titled 'Home' and is divided into two sections: 'DASHBOARD' and 'NOTIFICATIONS'. The 'DASHBOARD' section has three items: 'Notifications' (highlighted), 'General messages', and 'Messages'. The 'NOTIFICATIONS' section has a 'Filtered by alert type' dropdown menu and a message that says 'No notifications available'. There are also icons for a home page and a notification bell in the top right of the notifications section.



### 3. Logging in and accessing OfficialsHQ

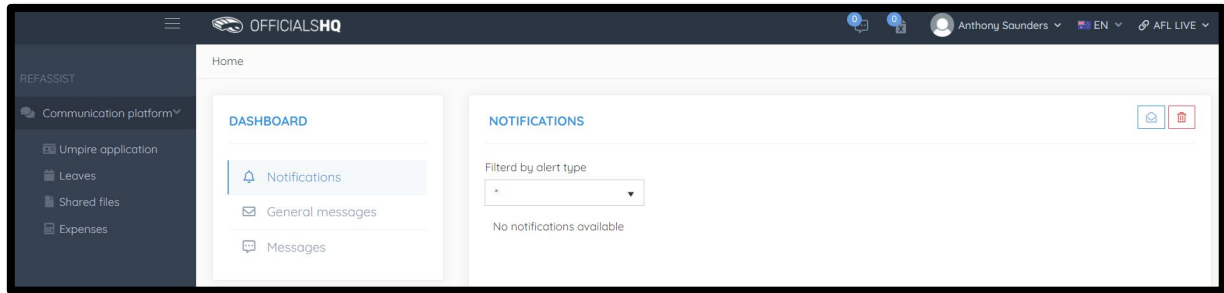
To login and access OfficialsHQ go to <https://app.officialshq.com> and enter the username & password you have registered.

## 4. Admin Access

There five levels of admin access in the **OfficialsHQ** platform as follows. When an umpire has registered, any user with full admin access is able to allocate umpire with the relevant admin access.

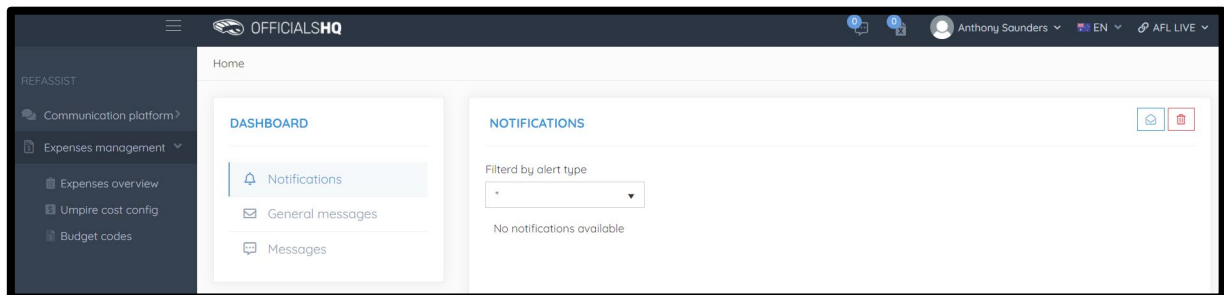
### Umpire & Umpire Coach

**UMPIRE & UMPIRECOACH** access gives the user access to **Communication platform** for basic information like appointments, leaves, shared files & expenses.



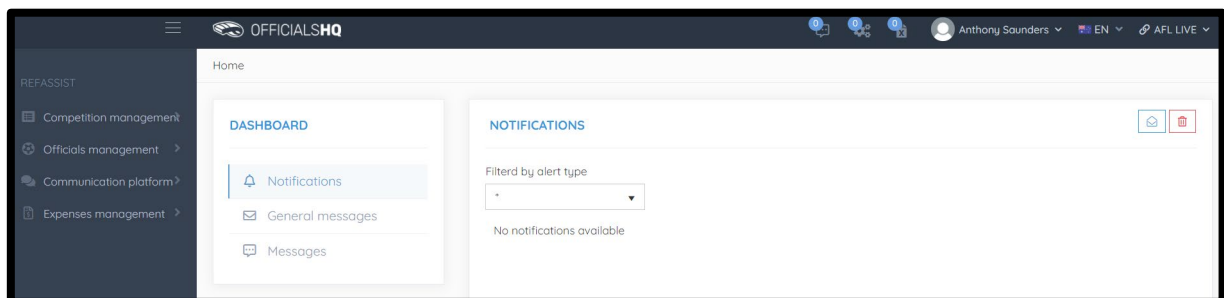
### Finance

**FINANCE** access gives the user access to **Communication platform** for basic information like appointments, leaves, shared files & expenses and **Expenses management** for expenses overview, umpire cost config and budget codes.



### Appointments

**RA** access gives the user access to **Communication platform** for basic information like appointments, leaves, shared files & expenses, **Expenses management** for expenses overview, umpire cost config and budget codes, **Competition management** and **Officials management**.

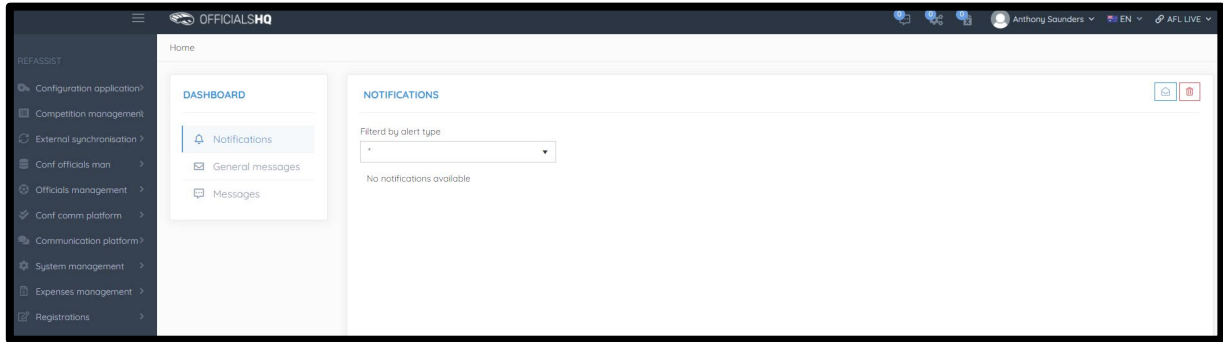


## Admin Access (cont)

### Client Admin

**CLIENTADMIN** access gives the user access to all functions of the platform.

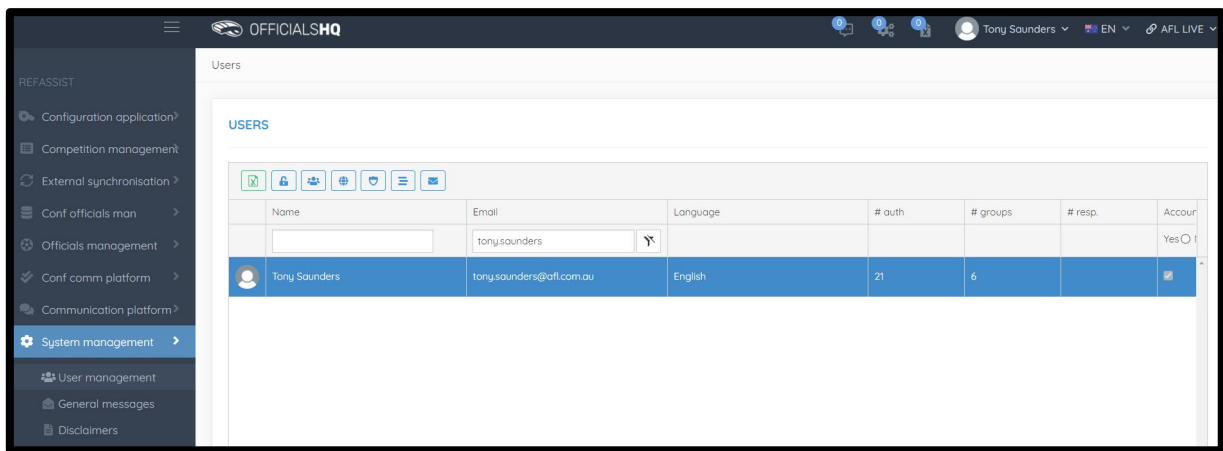
**Please note this access should only be given to National, State or Region admins only.**



### User Management

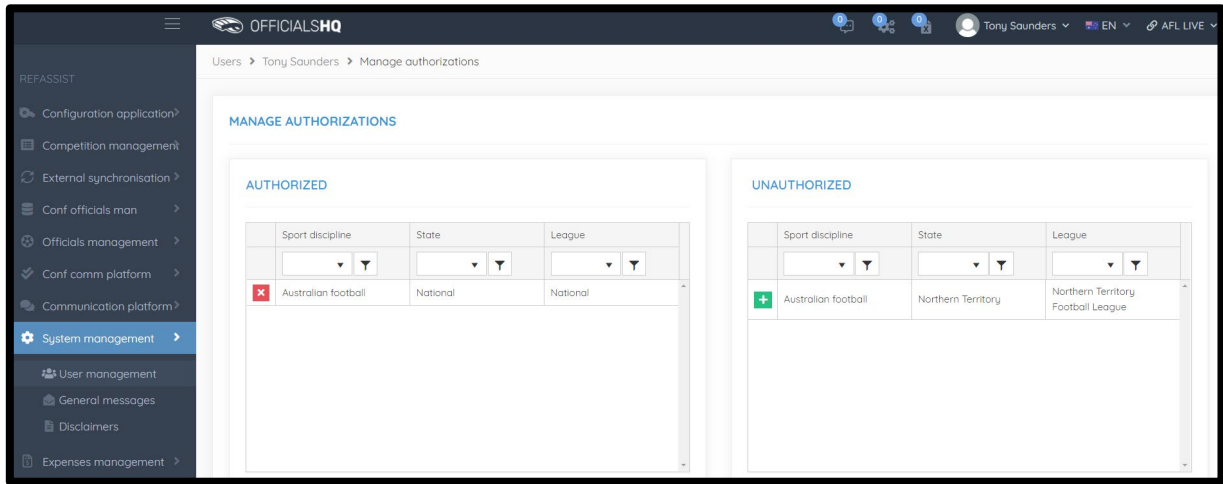
To give a user admin access in the left hand menu click on **System management** and click on **User management**. Search for the user and click on their profile.

To add the user to an umpire club/league click on the  (**Manage authorizations**) icon.

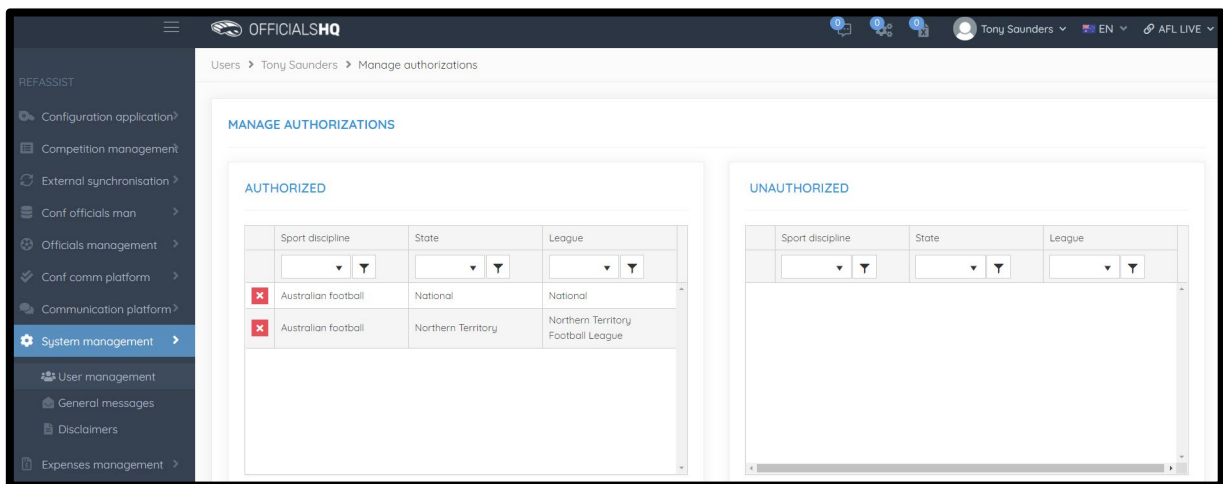


## Admin Access - User Management (cont)

On the **Manage Authorizations** page in the **Unauthorized** section click on the icon of the umpire club/league.



The umpire club/league will move into the **Authorized** section and immediately save.




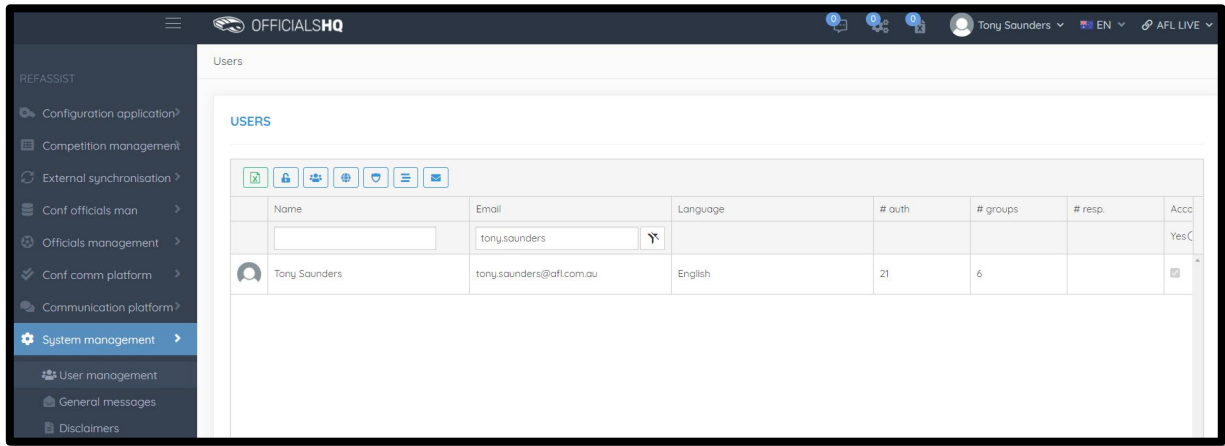
Alternatively, if you wish to remove an umpire club/league in the Authorized section click on the icon.


When you have added or removed the umpire club/leagues click on the **Back** button in the bottom right hand corner.

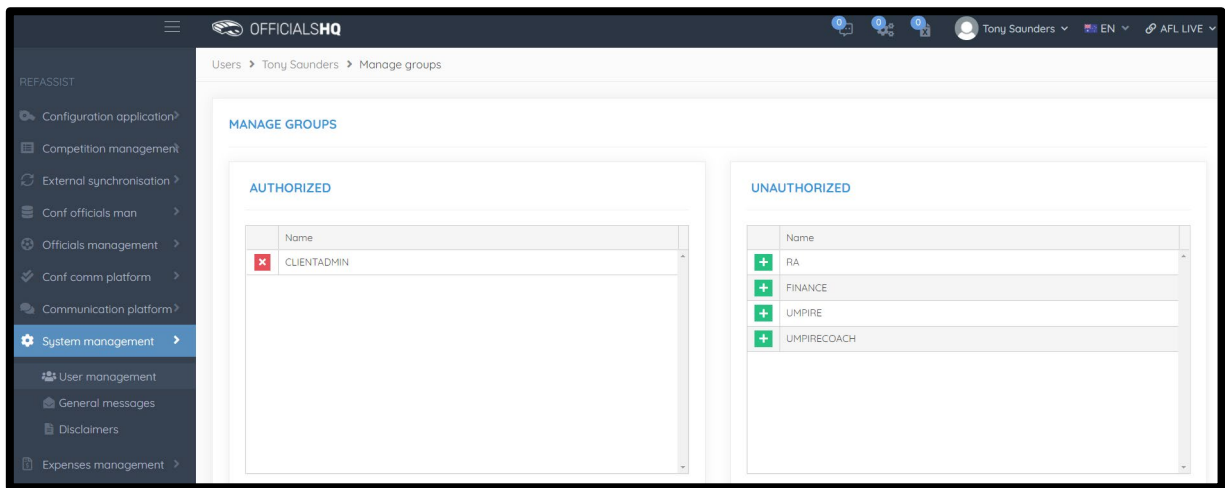


### Admin Access - User Management (cont)

To edit/add the level of admin access for the user click on the  (Manage groups) icon.

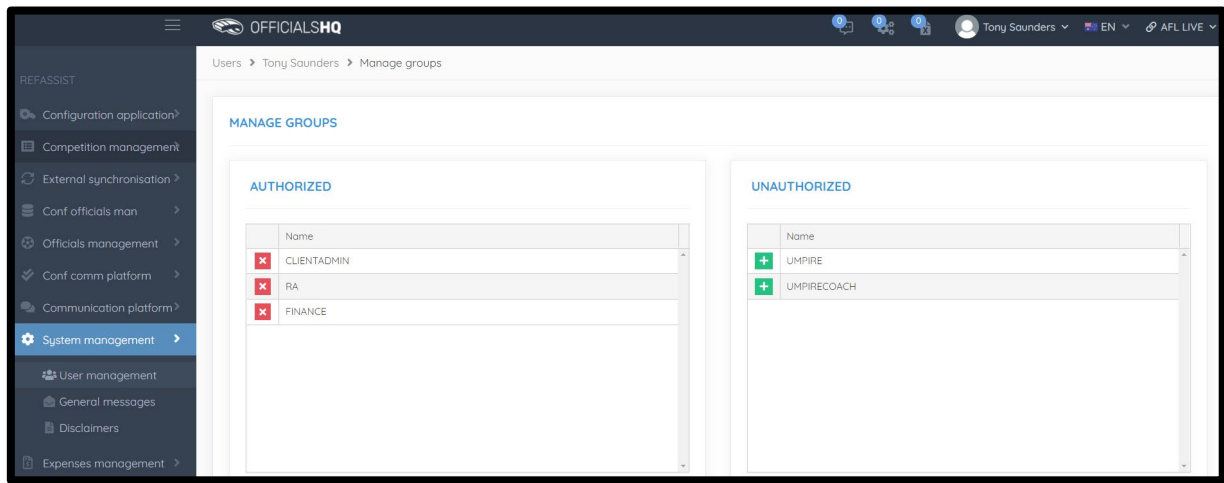


On the **Manage Groups** page in the **Unauthorized** section click on the  icon of the level of access.



### Admin Access - User Management (cont)

The level of access will move into the **Authorized** section and immediately save.



Alternatively, if you wish to remove a level of access in the Authorized section click on the icon.

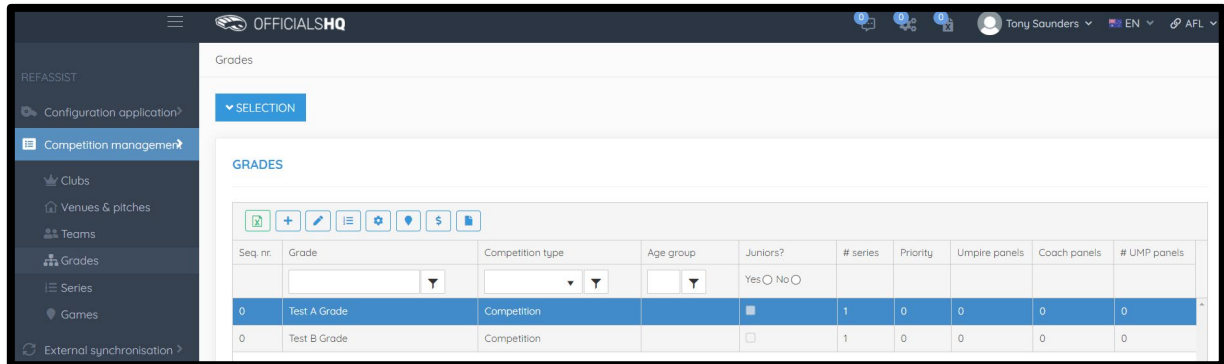
When you have added or removed the level of access click on the **Back** button in the bottom right hand corner.

## 5. Competition Management


### Grades

All grades and fixtures are created by competition managers in the **PlayHQ** platform and integrated across to **OfficialsHQ** platform.

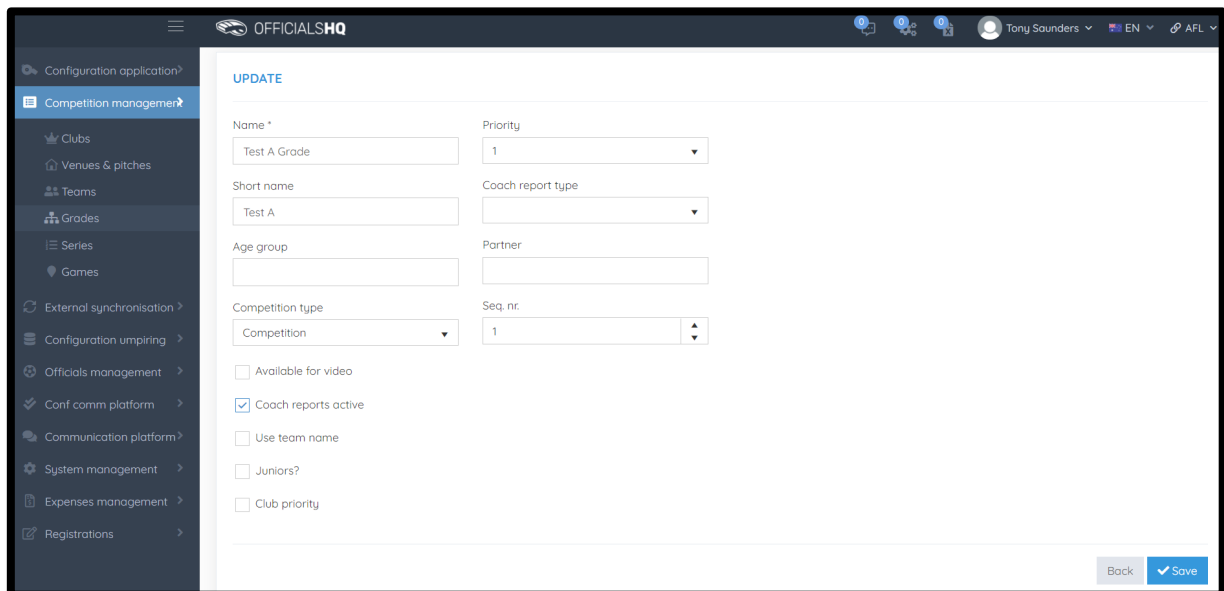
To configure the **Grades**, in the left hand menu click on **Competition management**, click on **Grades** and click on the **Grade** you want to configure.



### Edit Grade

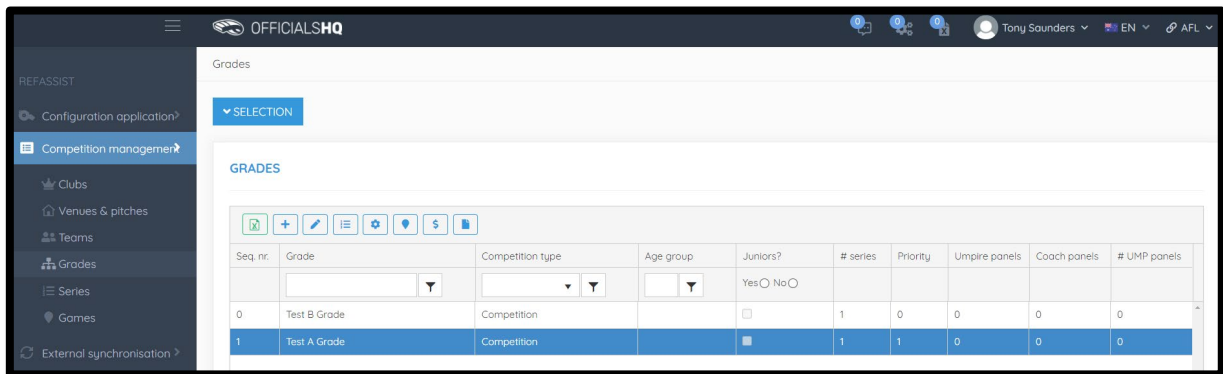
To edit the **Grade** details and configure the priority and order appearance click on the  (**Update**) icon.

On the **Update** page select the **Priority**, select the **Seq. nr.** for order appearance in the list and tick the box for **Coach reports active** (if required) and click on the **Save** button in the bottom right hand corner.

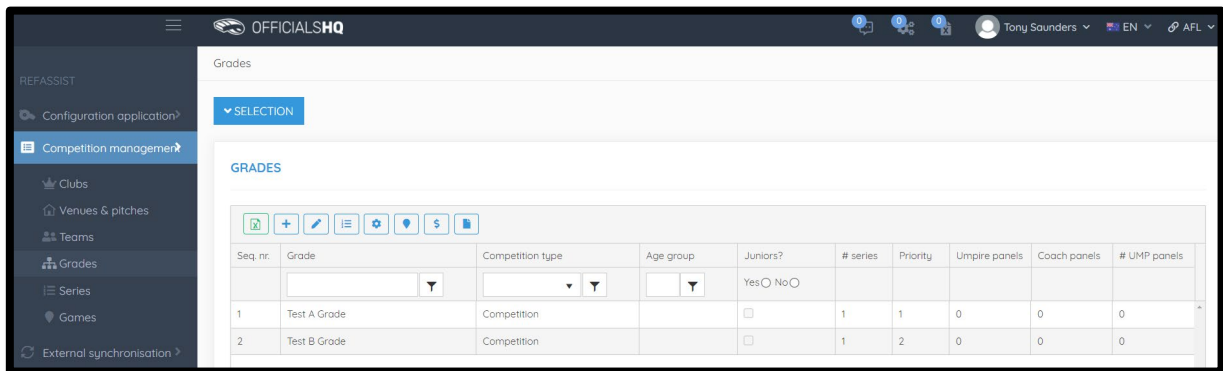


### Competition Management – Edit Grades (cont)


You will be returned to the **Grades** and the **Grade** details will be updated.



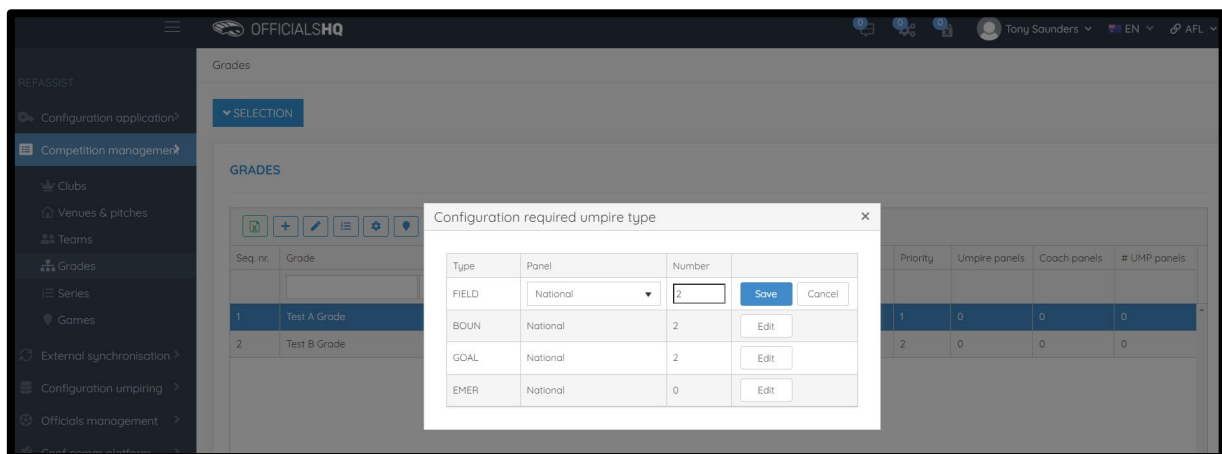
Edit other **Grades** as required.



### Select Umpire Configuration

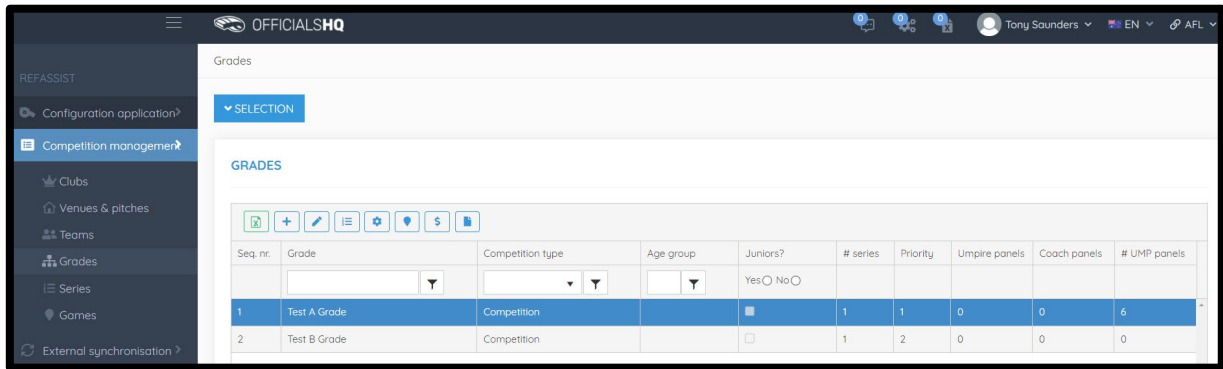
To select the number of umpires to be appointed to the **Grade**, on the **Grades** page click on the **Grade** and click on the  (**Configuration required umpire type**) icon.

The **Configuration required umpire type** pop-up will appear. When you click on the **Edit** button for each **Type** the **Number** field becomes active for you select the required number, select the **Number** and click on the **Save** button.

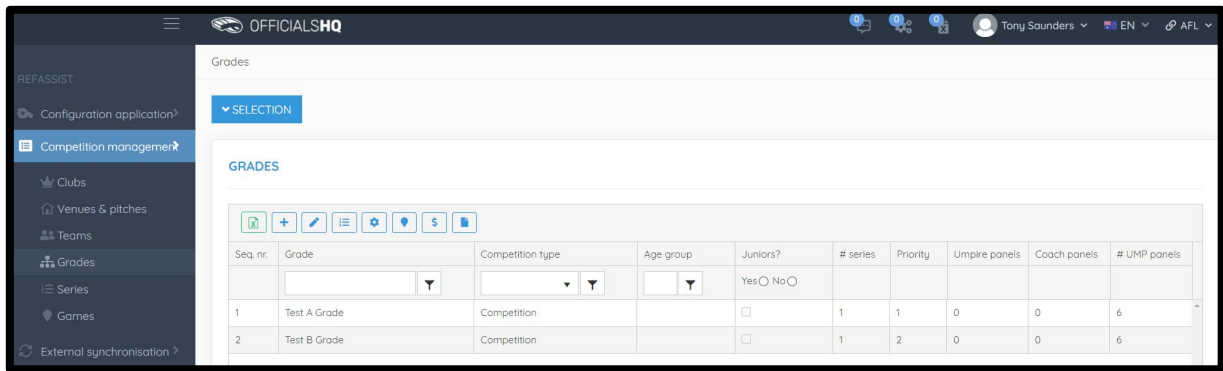


### Competition Management – Select Umpire Configuration (cont)

When you have selected and saved the **Number** of each **Type** click on the **X** icon in the top right hand corner to close the pop-up and the **#UMP panels** column on the **Grades** page for the **Grade** will be updated.

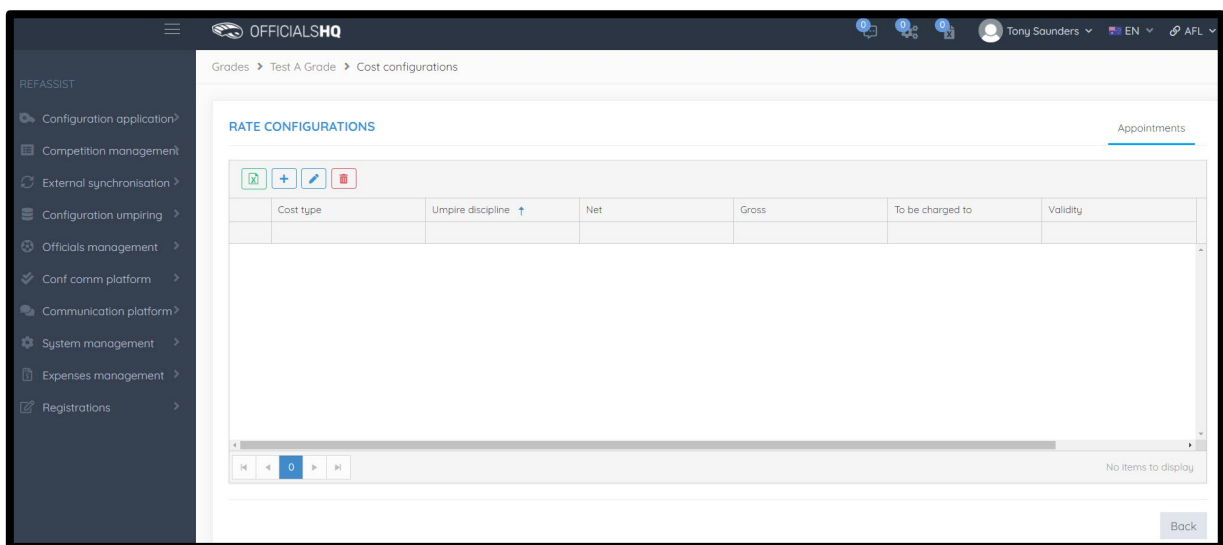


Configure other **Grades** as required.



### Add Grade Pay Rates

To add the pay rates for the **Grade**, on the **Grades** page click on the **Grade** and click on the (**Rate configurations**) icon. On the **Rate Configurations** page click on the (**Add**) icon.



### Competition Management – Add Grade Pay Rates (cont)

On the **Add Rate** page select a **Cost type** option, select an **Umpire discipline**, select a **To be charged to** option, select the **Effective date**, add a **Net** value, add a **Gross** value, leave the **End date** blank and click on the **Save** button in the bottom right corner.

The screenshot shows the 'ADD RATE' form with the following data:

Cost type *	Match fee	Net *	\$ 100
Umpire discipline	FIELD	Gross *	\$ 100
To be charged to *	Other	Taxes *	\$ 0
Effective date *	17/08/2021	End date	

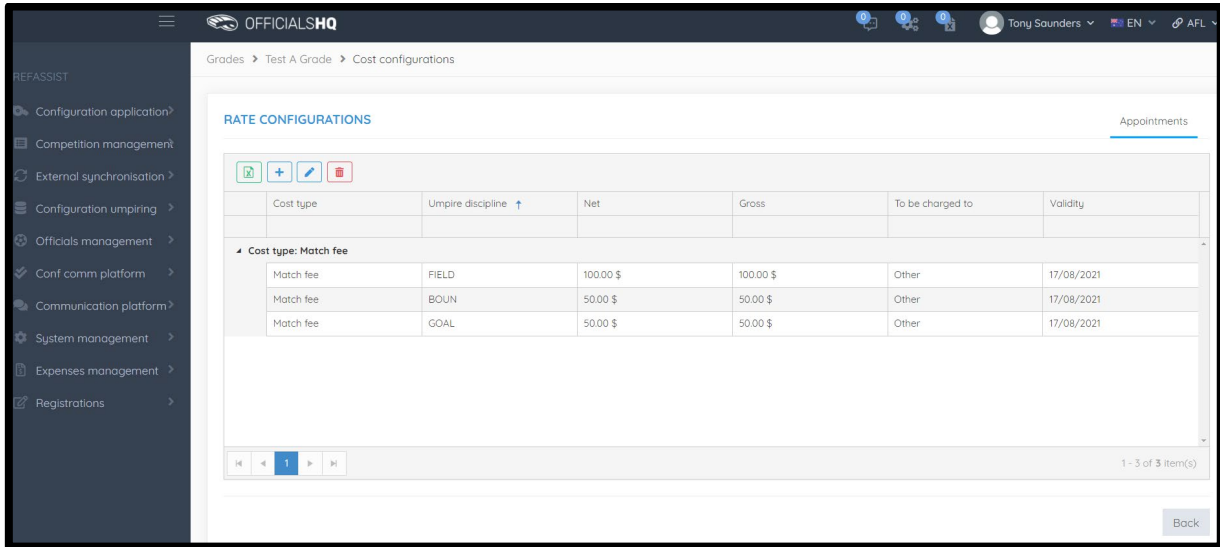
You will be returned to the **Rate Configurations** page.

The screenshot shows the 'RATE CONFIGURATIONS' page with the following table:

Cost type	Umpire discipline	Net	Gross	To be charged to	Validity
<b>Cost type: Match fee</b>					
Match fee	FIELD	100.00 \$	100.00 \$	Other	17/08/2021

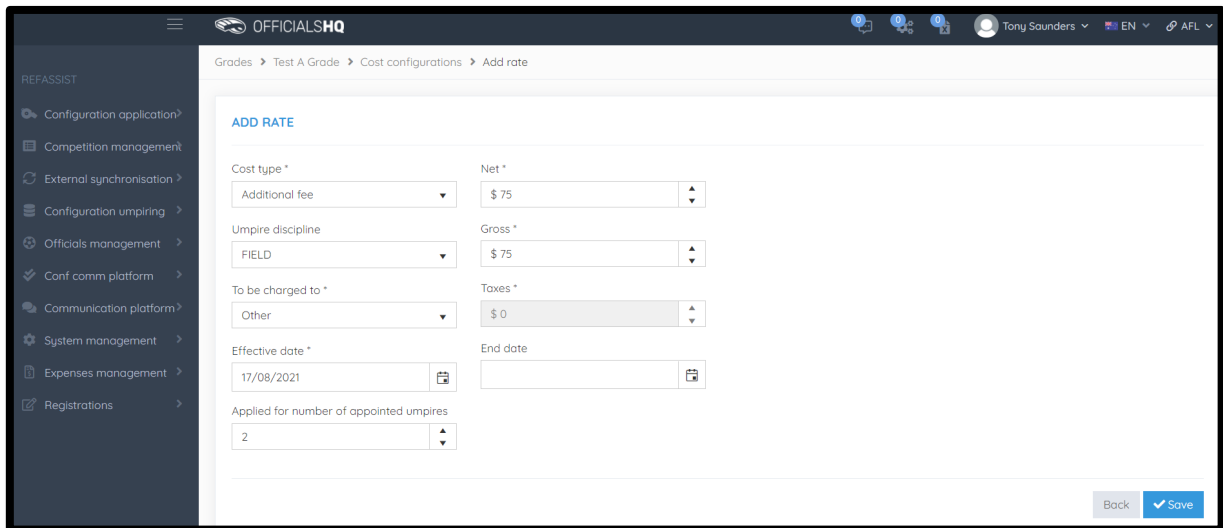
### Competition Management – Add Grade Pay Rates (cont)

Add **Pay rates** for other disciplines as required.



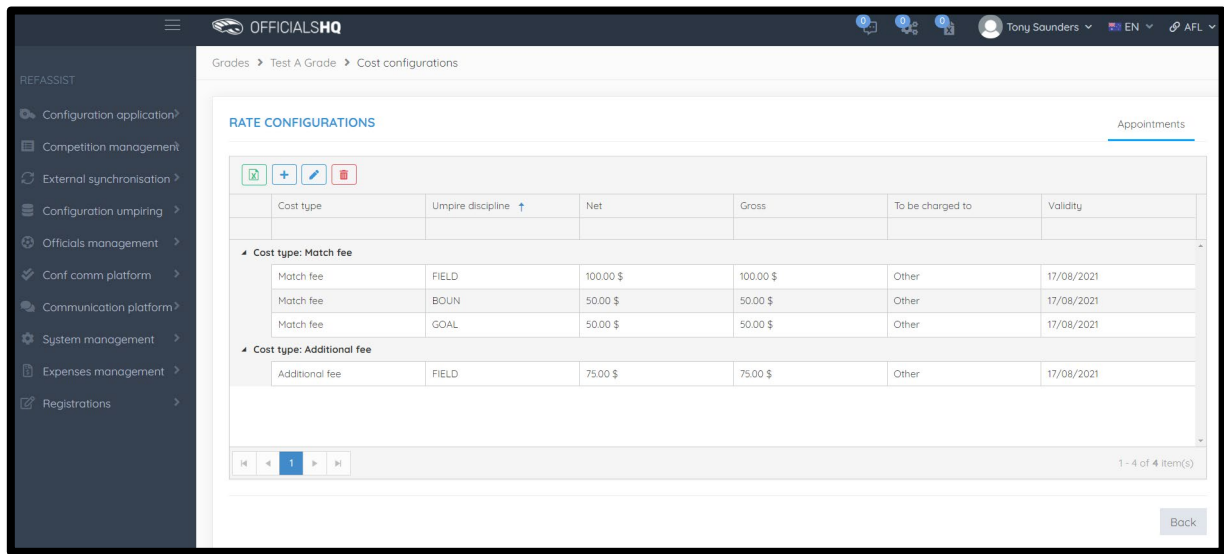
In the instance where you have added an individual pay rate but if there is more umpires and pay rate reduces you can use the **Additional fee** option as follows.

In the previous example we have set the pay rate as \$100 when one field umpire is appointed. In the following example we will set the pay rate as \$75 when two or more field umpires are appointed.



### Competition Management – Add Grade Pay Rates (cont)

Each **Type** of fee will be grouped together on the **Rate Configurations** page.

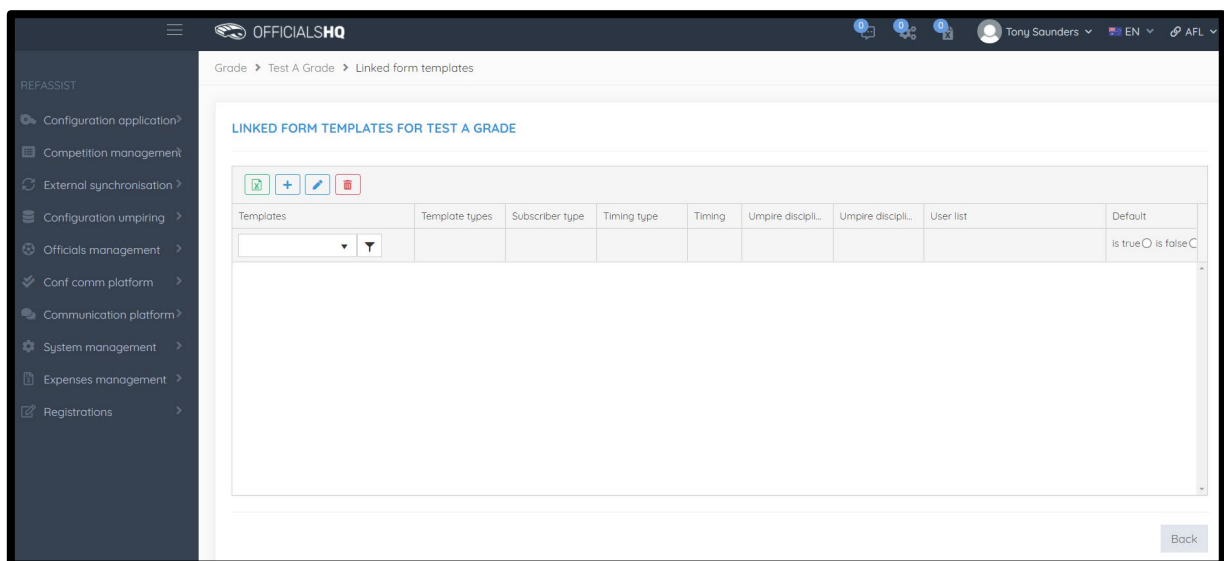


To go back to the **Grades** page to set pay rates for other **Grades**, click on the **Back** button in the bottom right corner.

### Link Match Reports

All umpire club/leagues are able to create fully configurable match report templates (see **Configure Officials Management – Match report templates** section following in this guide) to be completed by umpires post match or they are able to use match report templates that have been created at the national level.

To link match reports to the **Grade**, on the **Grades** page click on the **Grade** and click on the (**Linked form templates**) icon. On the **Linked Form Templates** page click on the (**Add**) icon.





### Competition Management – Link Match Reports (cont)

On the **Add Linked Form Templates** page, select an option in **Templates**, select an option in **Timing type**, select an option in **Subscriber type**, select an option in **Umpire disciplines**, select an option in **Umpire discipline number** and click on the **Save** button in the bottom right hand corner.

You will be returned to the **Add Linked Form Templates** page.

Templates	Template types	Subscriber type	Timing type	Timing	Umpire discipl.	Umpire discipl.	User list	Default
Notice of Charge	General match report	Referee	At publication	0	FIELD	1		<input checked="" type="checkbox"/>

Link other match reports to **Grades** as required.

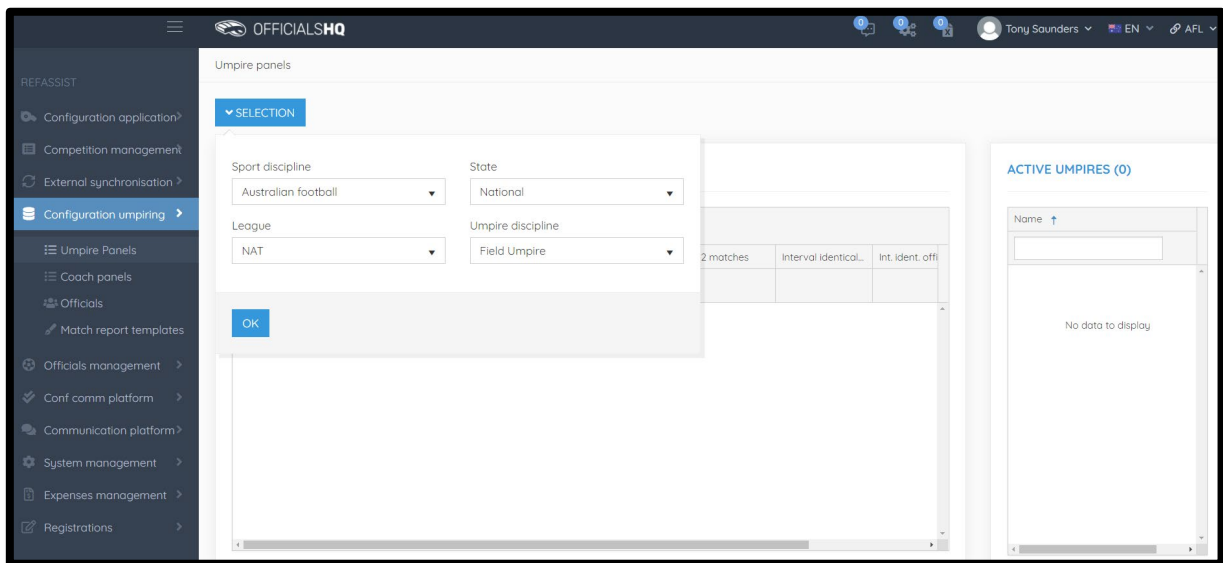
## 6. Configure Officials Management

Umpire administrators are able to group umpires and umpire coaches into one or more umpire or umpire coach panels for each discipline.

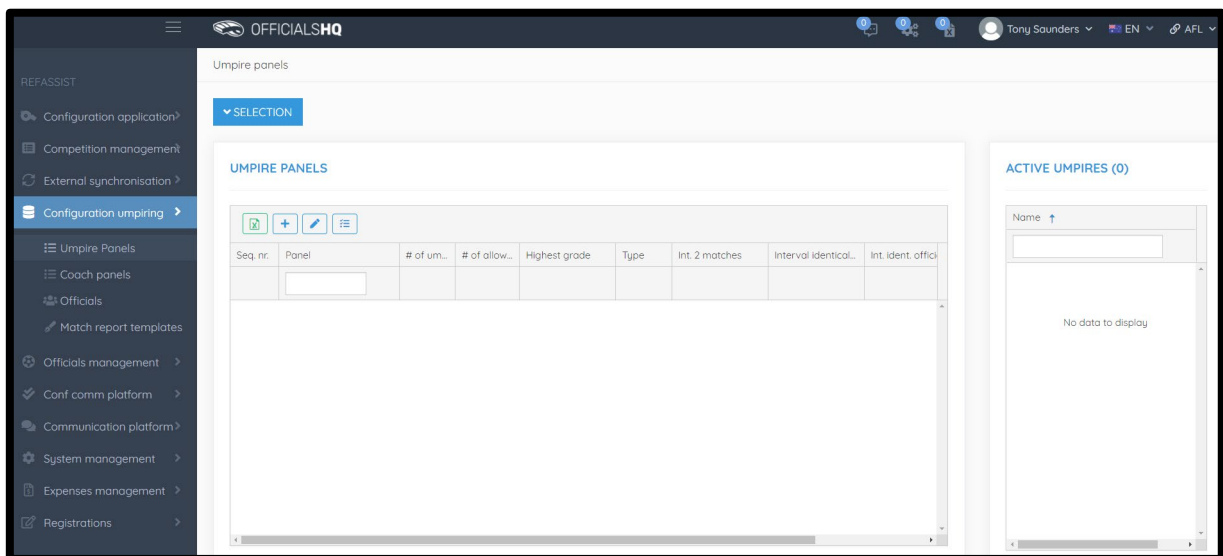
### Umpire Panels

To create or edit **Umpire Panels** in the left hand menu click on **Conf officials man** and click on **Umpire panels**.

A **Selection** pop-up screen will appear. Select a **State** option, select a **League** option, select a **Umpire discipline** option and click on the **OK** button.



On the **Umpire Panels** page to create a new **Umpire Panel** click on the (Add a umpire panel) icon.



### Configure Officials Management – Umpire Panels (cont)

On the **Create Panel** page add a **Name** and select the **Seq. nr.** for order appearance in the list.

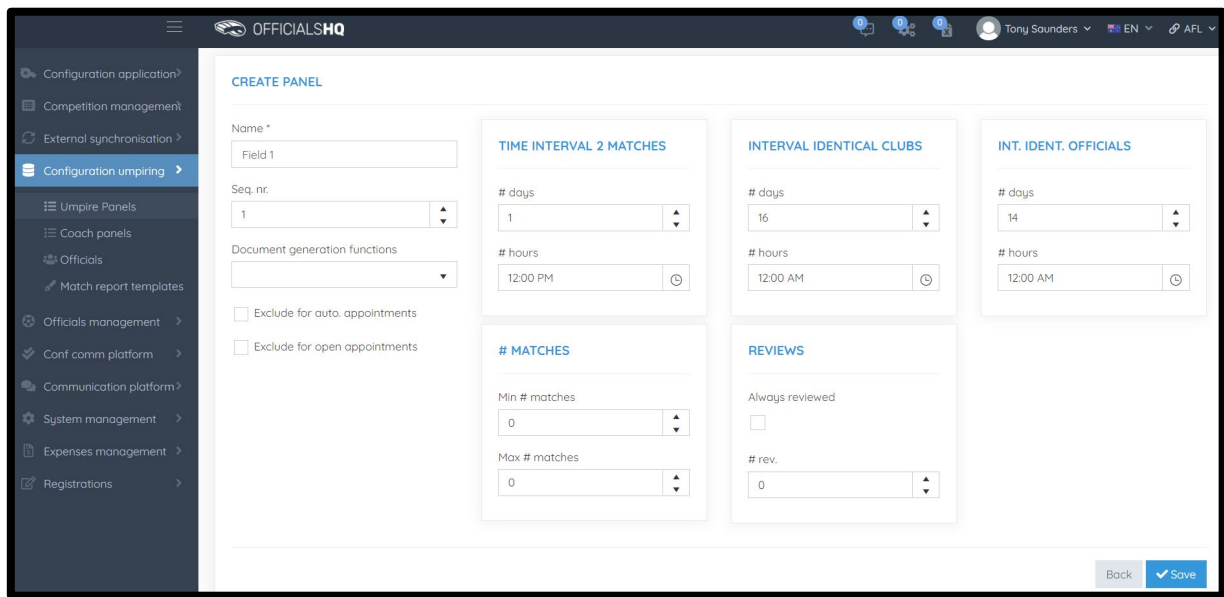
There are multiple parameters that can be configured to assist with the **Auto Appointment** feature. Please note if you only want to use the manual appointment feature you do not need to set any parameters.

**Time Interval 2 Matches** is the number of days between matches for umpires in this panel.

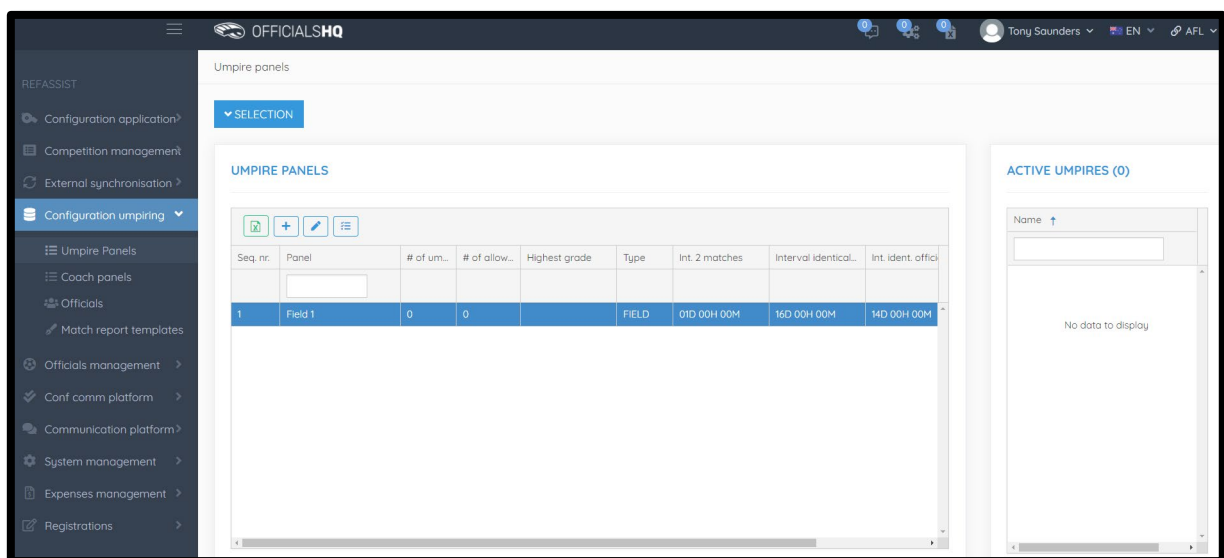
**Interval Identical Clubs** is the number of days between matches with the same clubs for umpires in this panel.

**Int. Ident. Officials** is the number of days between matches by the same umpires in this panel.

When you have selected the parameters you wish to use click on the **Save** button in the bottom right hand corner.



You will be returned to the **Umpire Panels** page.



Add other **Umpire Panels** as required, you can add more than one panel for the same discipline.

## Configure Officials Management (cont)

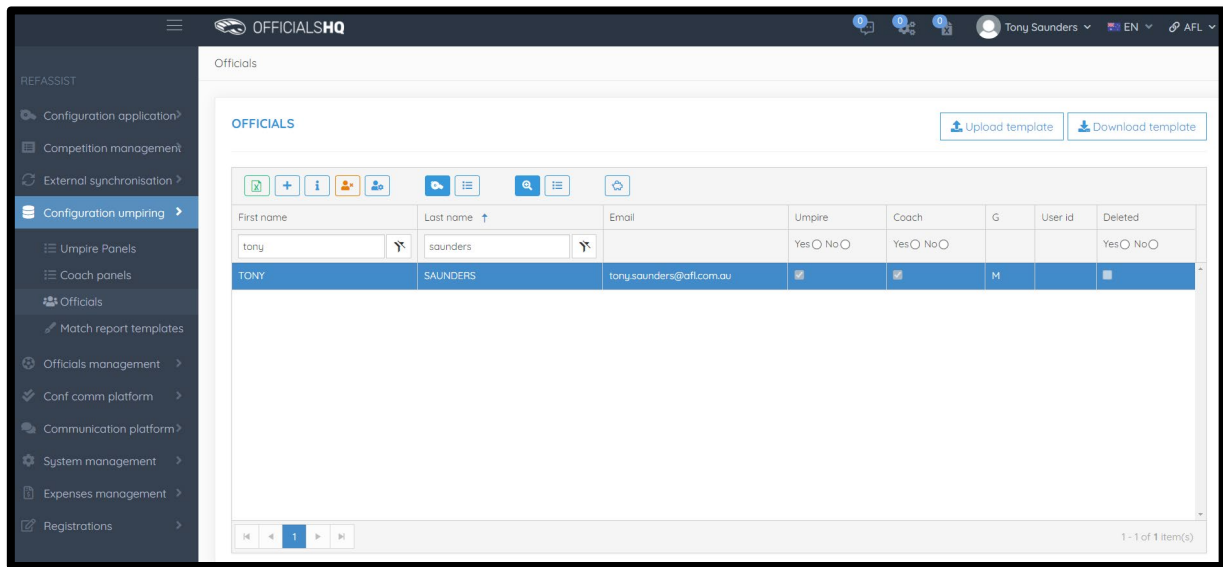
### Coach Panels

To create or edit **Coach Panels** follow the same process as **Umpire Panels** except in the left hand menu click on **Conf officials man** and click on **Coach panels**.

### Officials

Users with full admin access are able to add or edit umpire information, add or edit umpire parameters and add or edit umpires to umpire panels or umpire coach panels.

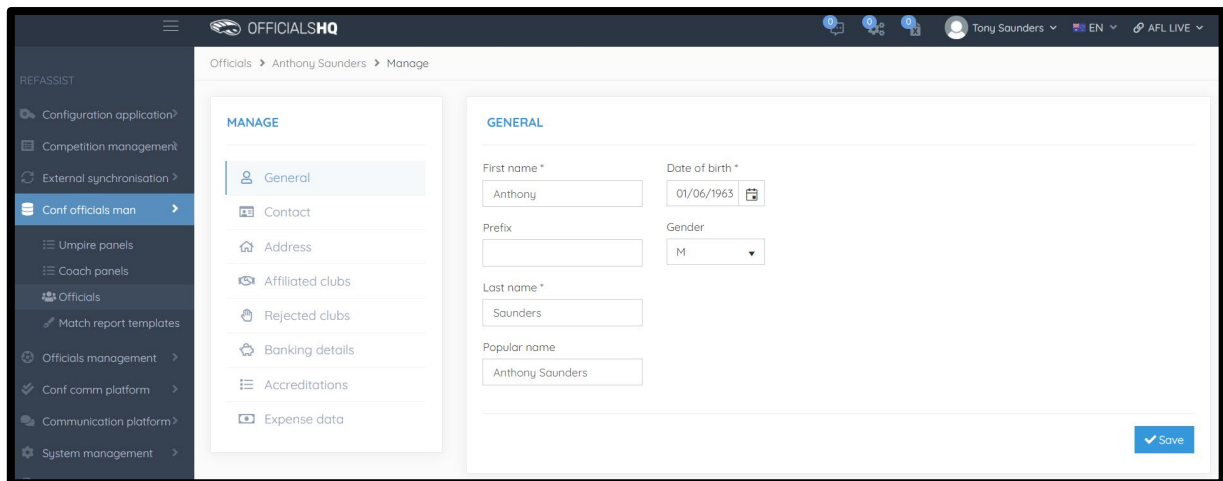
In the left hand menu click on **Conf officials man** and click on **Officials**.



### Manage Official

On the **Officials** page to edit details click on the official and click on the (**Manage**) icon.

On the **Manage** page, in the **Manage** section click on any of the tabs, edit details as required and click on the **Save** button in the bottom right hand corner.

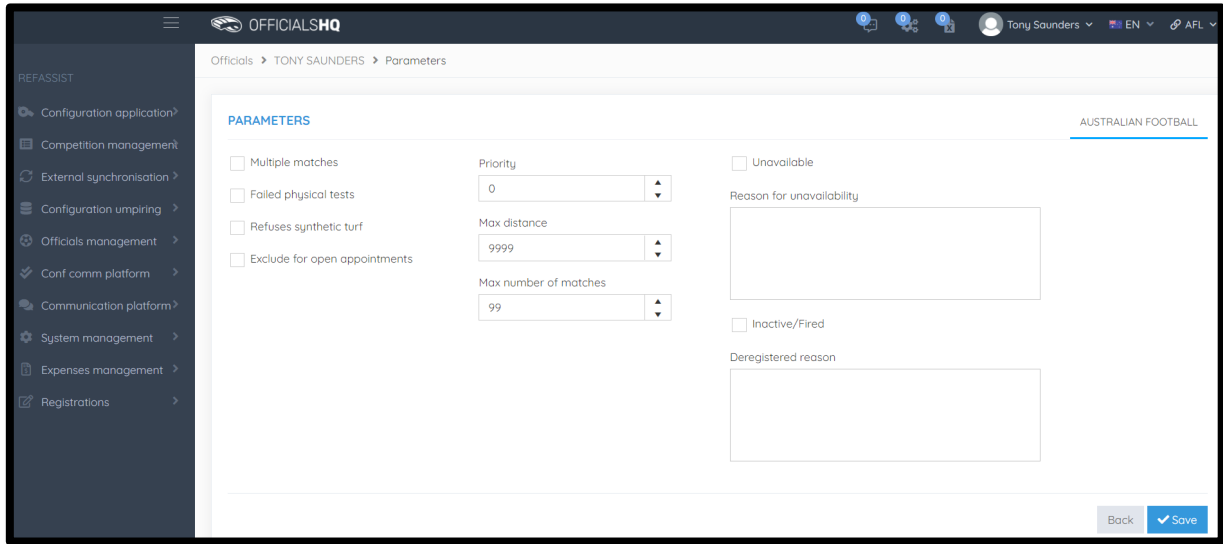


## Configure Officials Management – Officials (cont)

### Add Official Parameters

On the **Officials** page to edit parameters click on the official and click on the (**Parameters**) icon.

On the **Parameters** page, edit details as required and click on the **Save** button in the bottom right hand corner.

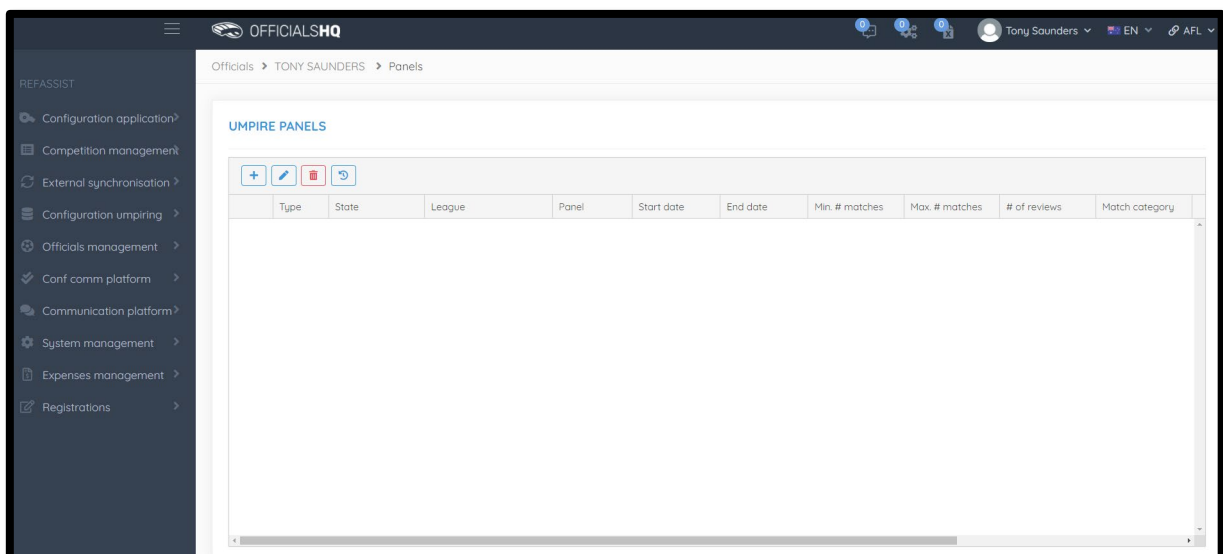


When officials register they select whether they are registering as an umpire or an umpire coach, therefore on the **Officials** page the (**Mark official as umpire**) and/or the (**Mark official as coach**) icons should be automatically bold depending on their selections.

### Add Official to Umpire Panel

On the **Officials** page to edit panels click on the official and click on the (**Panels**) icon.

On the **Umpire Panels** page to add an official to an umpire panel click on the official and click on the (**Add umpire panel**) icon.



### Configure Officials Management – Officials (cont)

On the **Add Umpire Panel** page select an option in **Umpire discipline** and select an option in **Panel**. You can also add parameters in the **Min. # matches** and **Max. # matches** fields. When you have add the information click on the **Save** button in the bottom right hand corner.

Officials > Panels > Add

**ADD UMPIRE PANEL**

Sport discipline: Australian football  
League: NAT  
Umpire discipline: Field Umpire  
Panel: Field 1  
State: National

Min. # matches (0)  
Max. # matches (0)  
# of reviews (0)

Match category  
Start date: 19/08/2021  
End date

Back Save

You will return to the **Umpire Panels** page and the panel that you added will show.

Officials > TONY SAUNDERS > Panels

**UMPIRE PANELS**

	Type	State	League	Panel	Start date	End date	Min. # matches	Max. # matches	# of reviews	Match category
Sport discipline: Australian football										
	FIELD	National	National	Field 1	19/08/2021		0	0	0	0

Add extra panels as required.

## Configure Officials Management – Officials (cont)

### Add Official to Coach Panel

On the **Officials** page to edit panels click on the official and click on the (**Coach Panels**) icon.

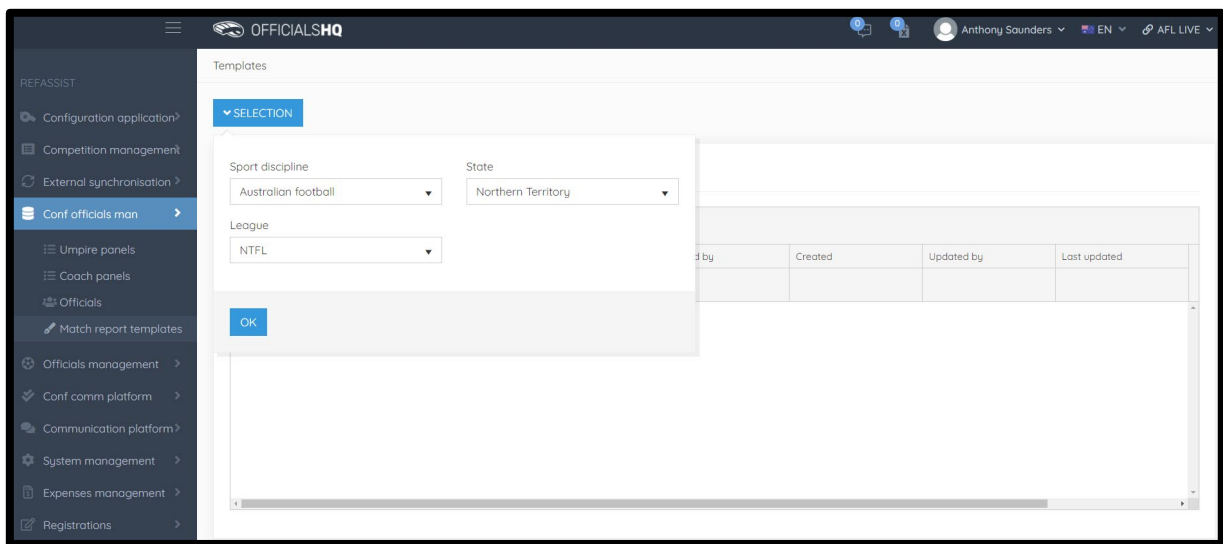
On the **Umpire Coach Panels** page to add an official to an umpire coach panel click on the official and click on the (**Add umpire panel**) icon.

To add an official to **Coach Panels** follow the same process as **Add Official to Umpire Panels**.

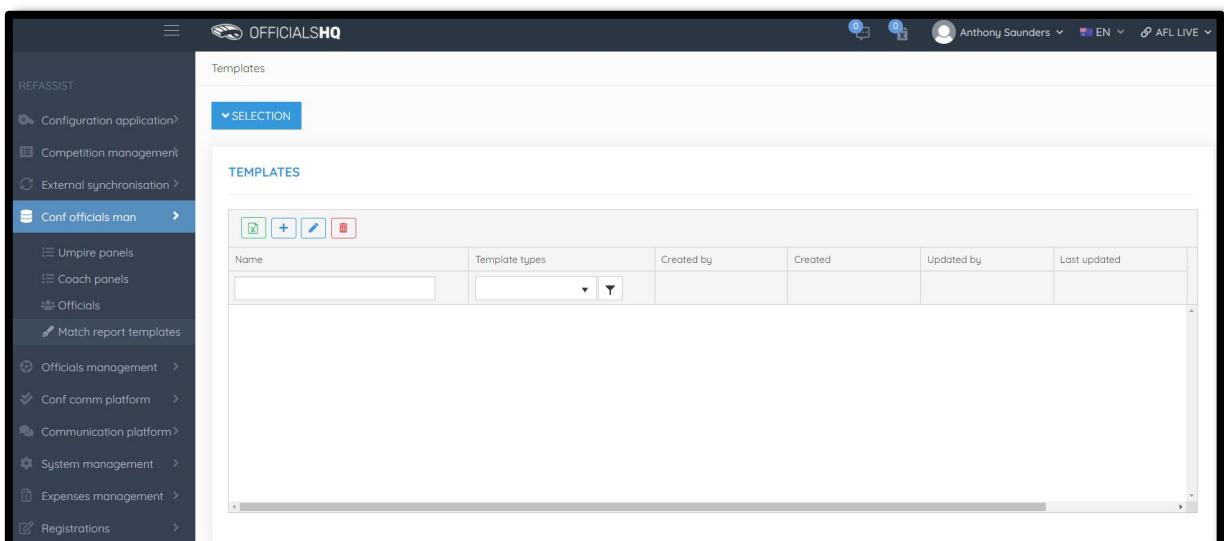
### Match report templates

To create or edit **Umpire Panels** in the left hand menu click on **Conf officials man** and click on **Umpire panels**.

A **Selection** pop-up screen will appear. Select a **State** option, select a **League** option, select a **Umpire discipline** option and click on the **OK** button.

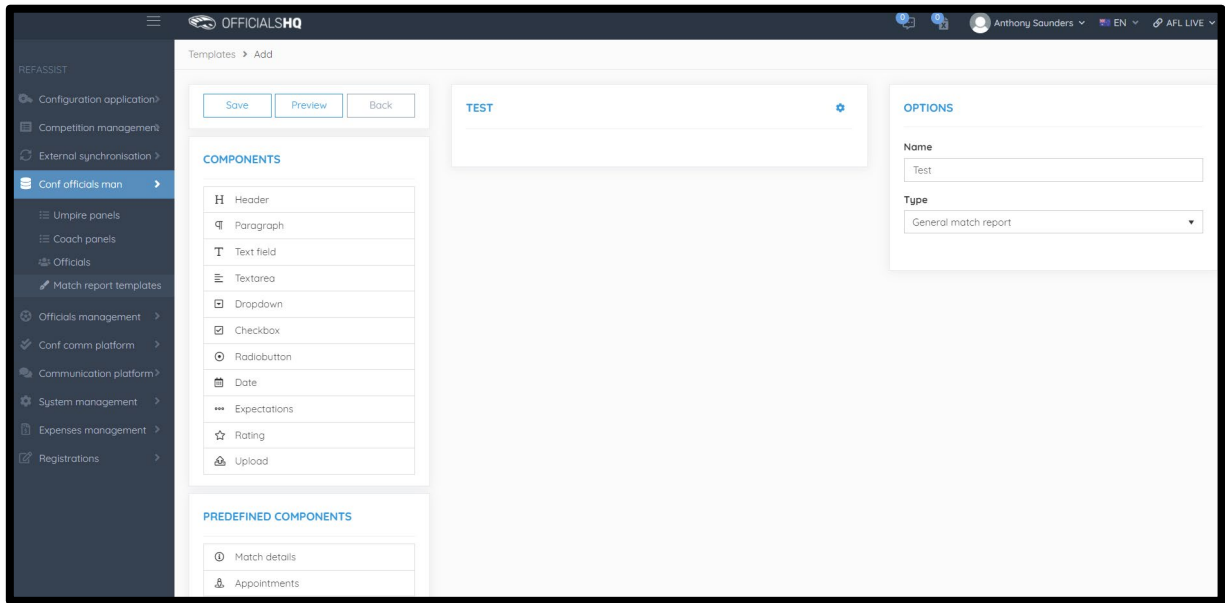


On the **Templates** page click on the (**Add**) icon.

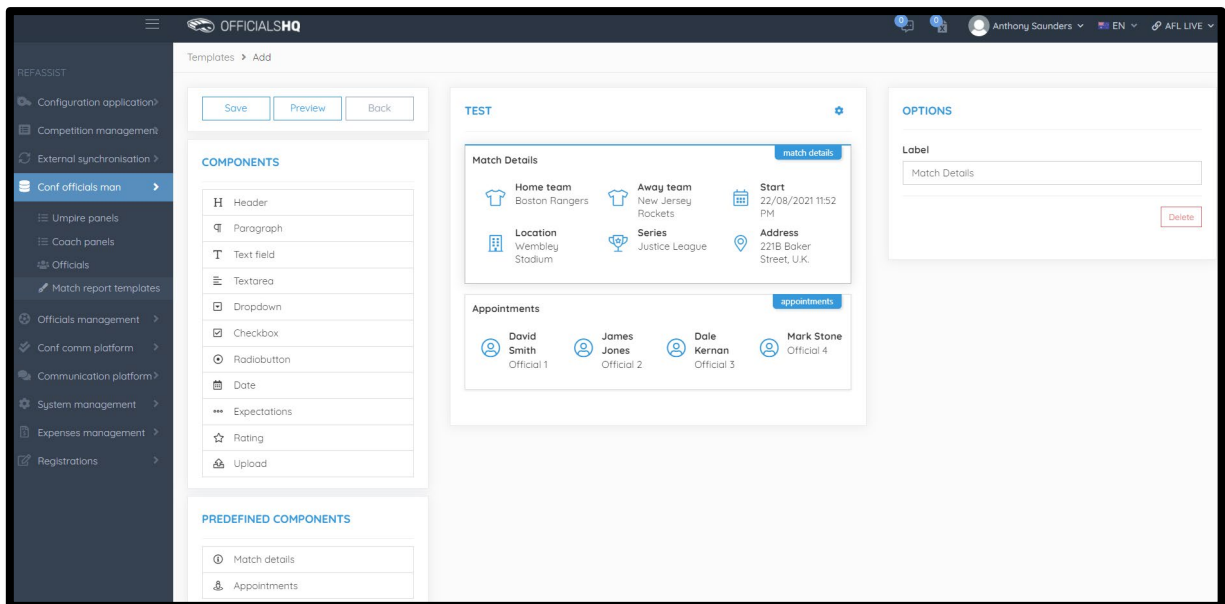


### Configure Officials Management – Match Report Templates (cont)

The **Templates > Add** page is a form builder, in the **Options** area add the **Name** of your report and select a **Type** option.



To add the match information, in the **Predefined Components** section click and drag **Match details** and **Appointments** into the report area. In the **Options** area add a **Name**.

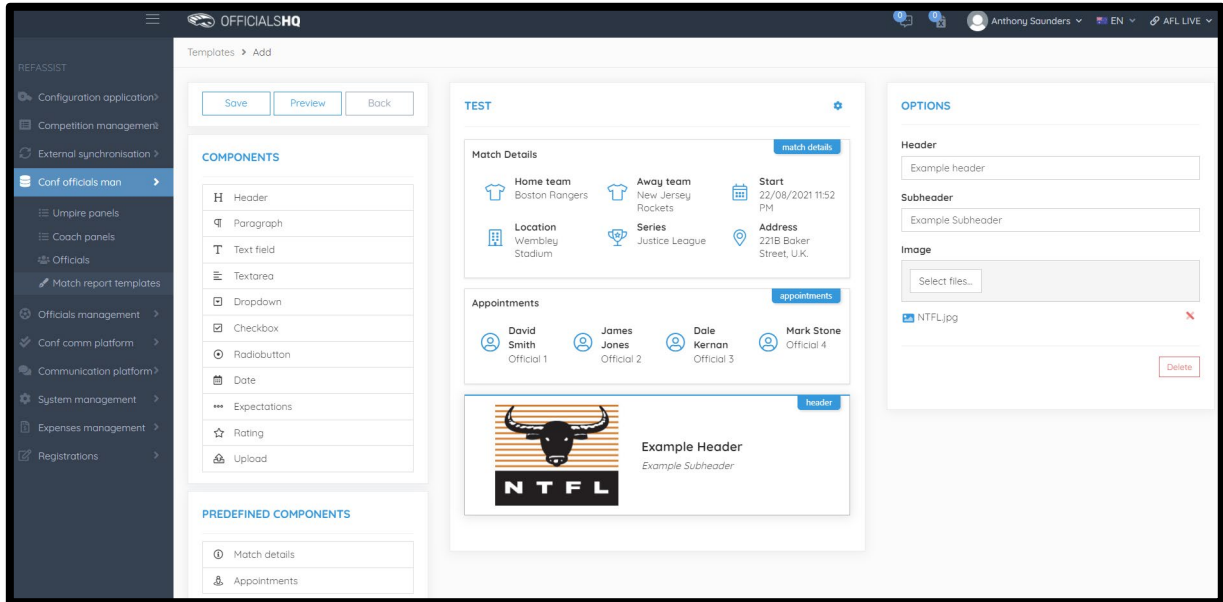




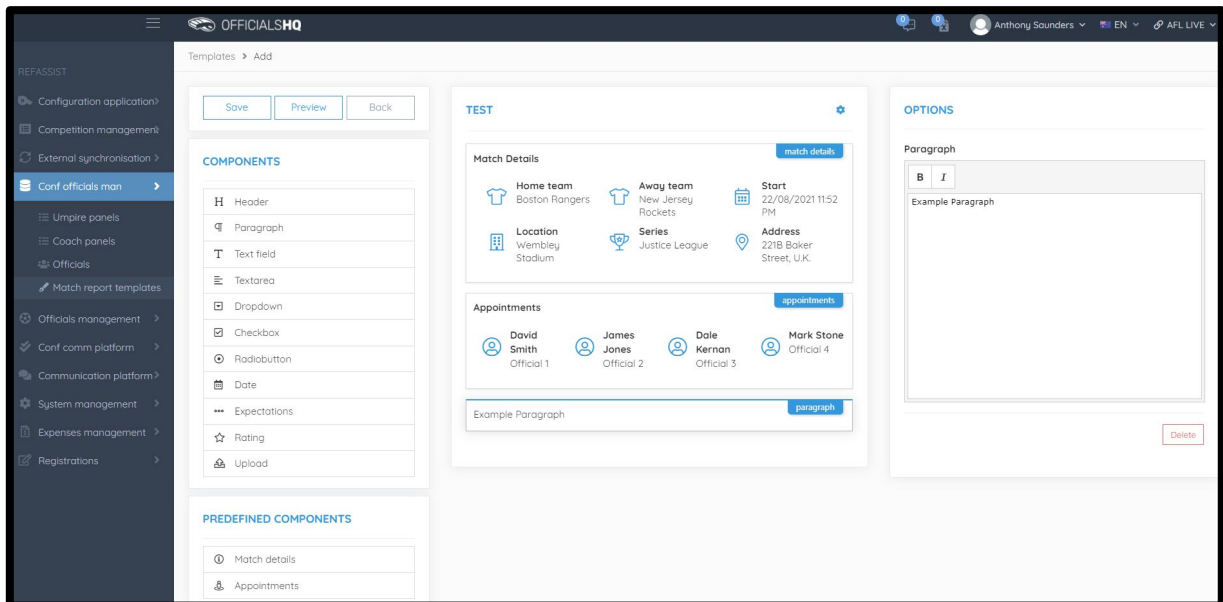
## Configure Officials Management – Match Report Templates (cont)

To add other fields, in the **Components** section click and drag the fields into the report area.

Component – **Header** – when added in the **Options** area add the **Header**, add **Subheader** and in **Image** click on the **Select files** button to upload an image. If you want to remove the **Header** component in the **Options** area click on the **Delete** button.

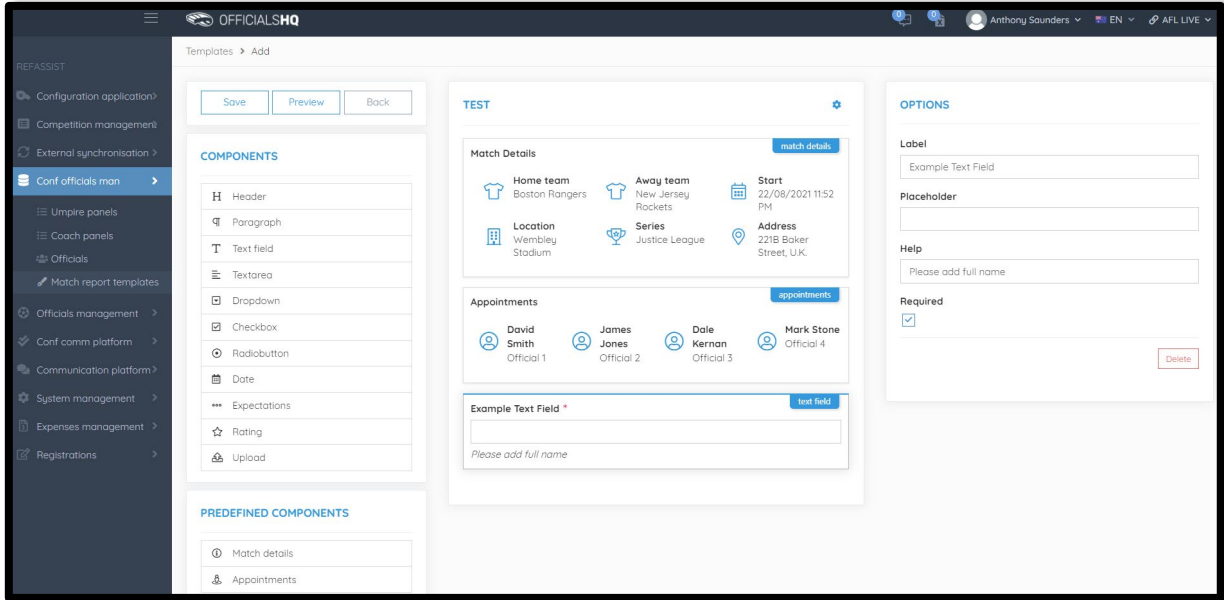


Component – **Paragraph** – when added in the **Options** area add **Paragraph** information. If you want to remove the **Paragraph** component in the **Options** area click on the **Delete** button.

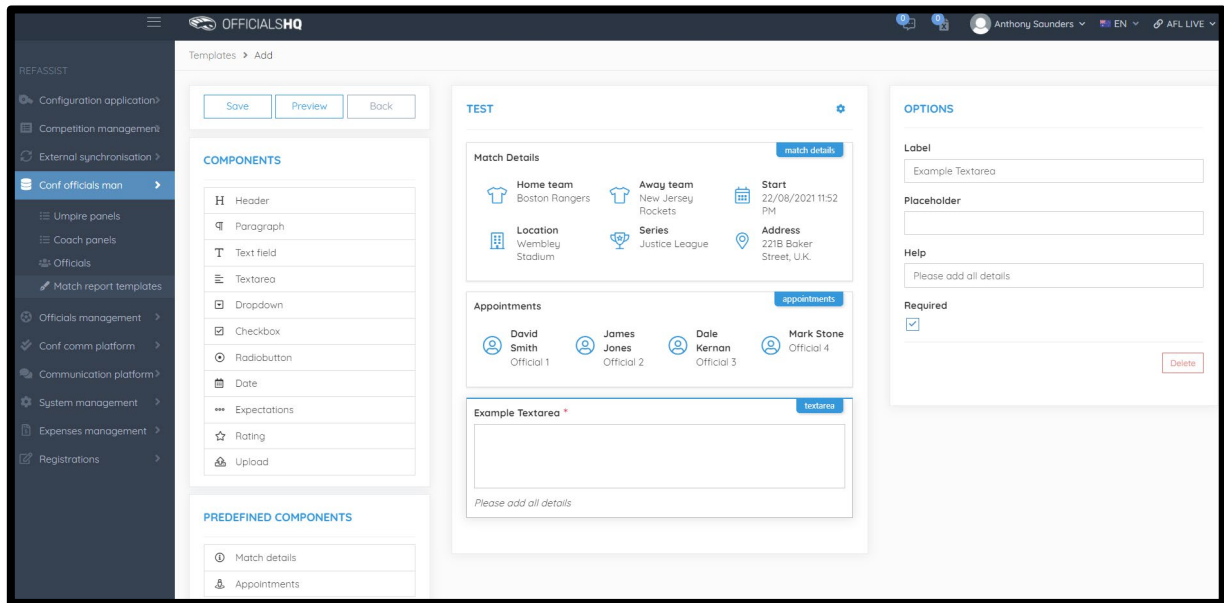


### Configure Officials Management – Match Report Templates (cont)

Component – **Text field** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Text field** component in the **Options** area click on the **Delete** button.

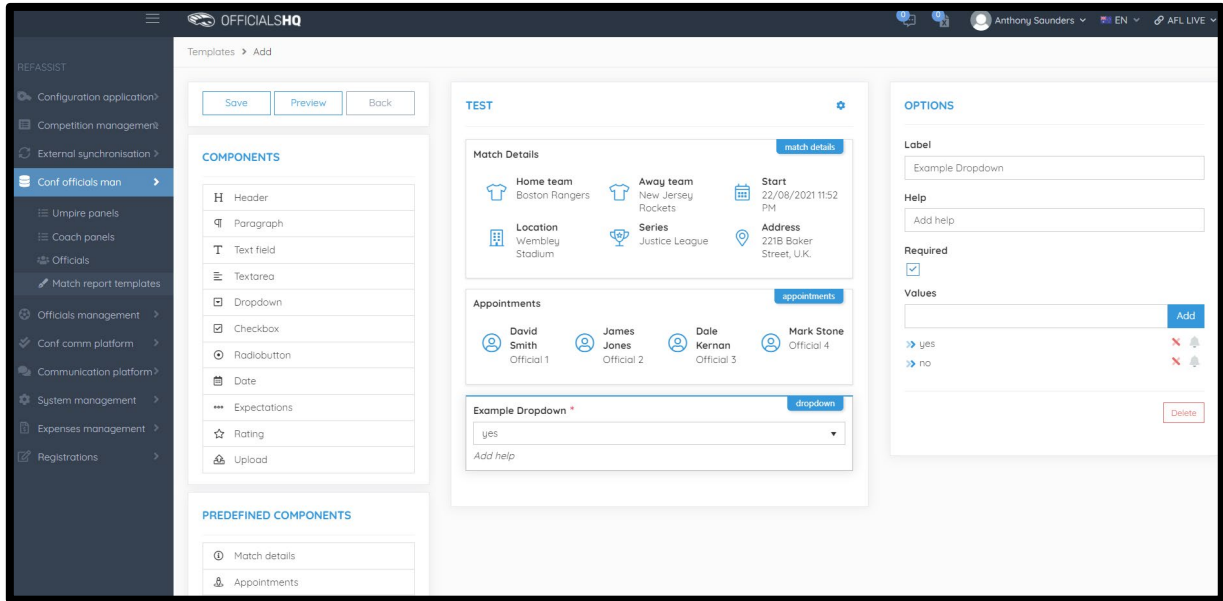


Component – **Textarea** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Textarea** component in the **Options** area click on the **Delete** button.

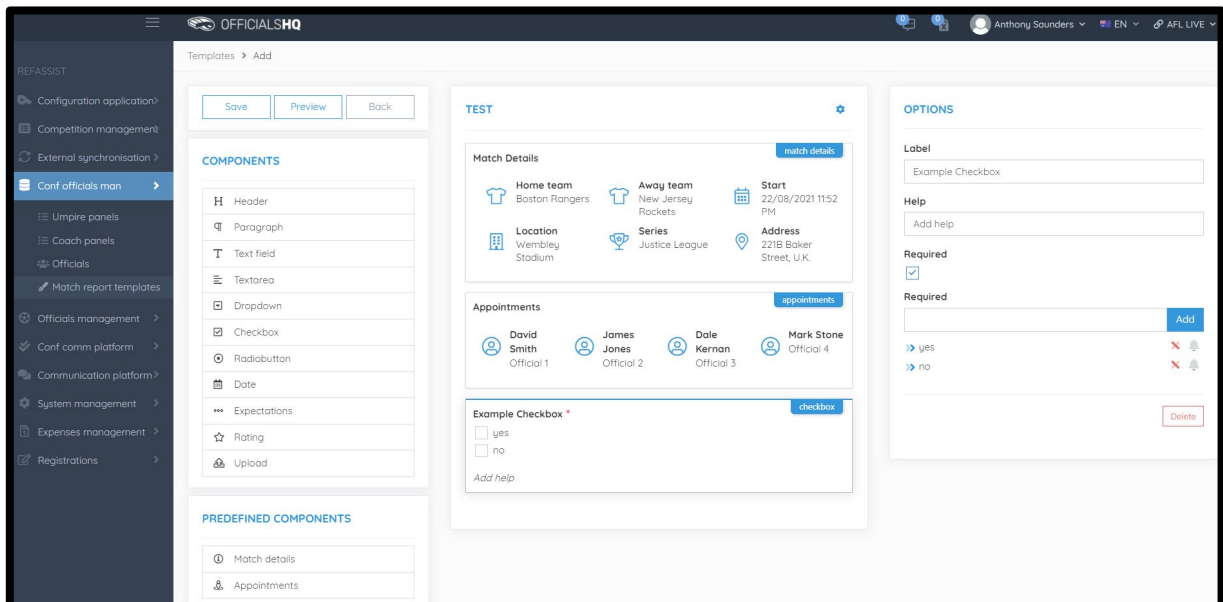


### Configure Officials Management – Match Report Templates (cont)

Component – **Dropdown** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Dropdown** component in the **Options** area click on the **Delete** button.

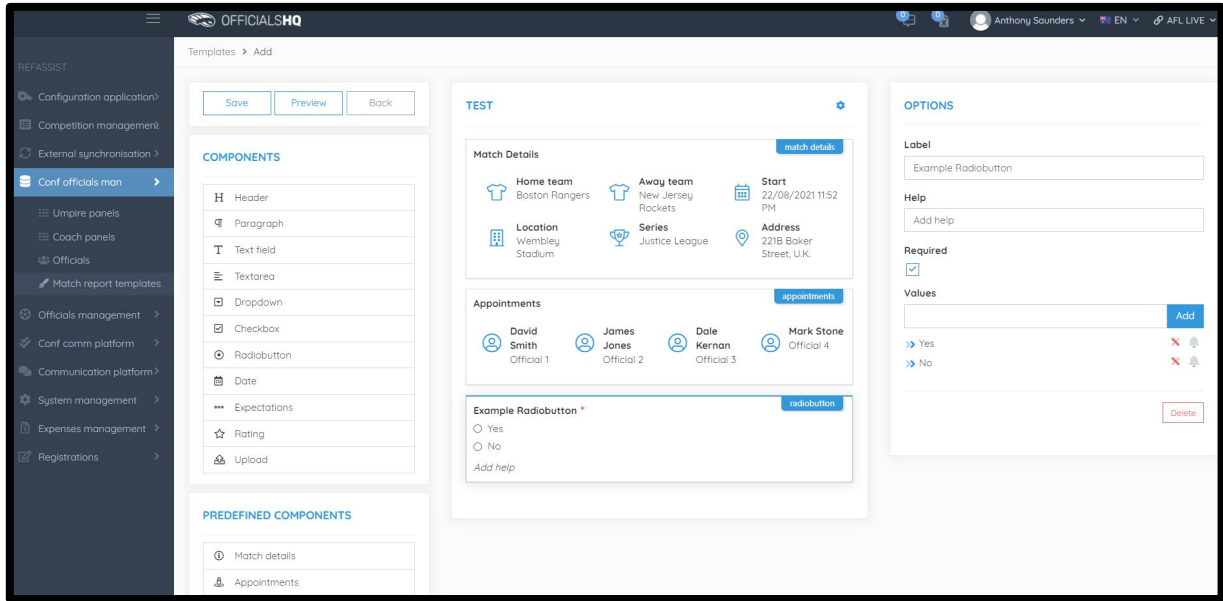


Component – **Checkbox** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Checkbox** component in the **Options** area click on the **Delete** button.

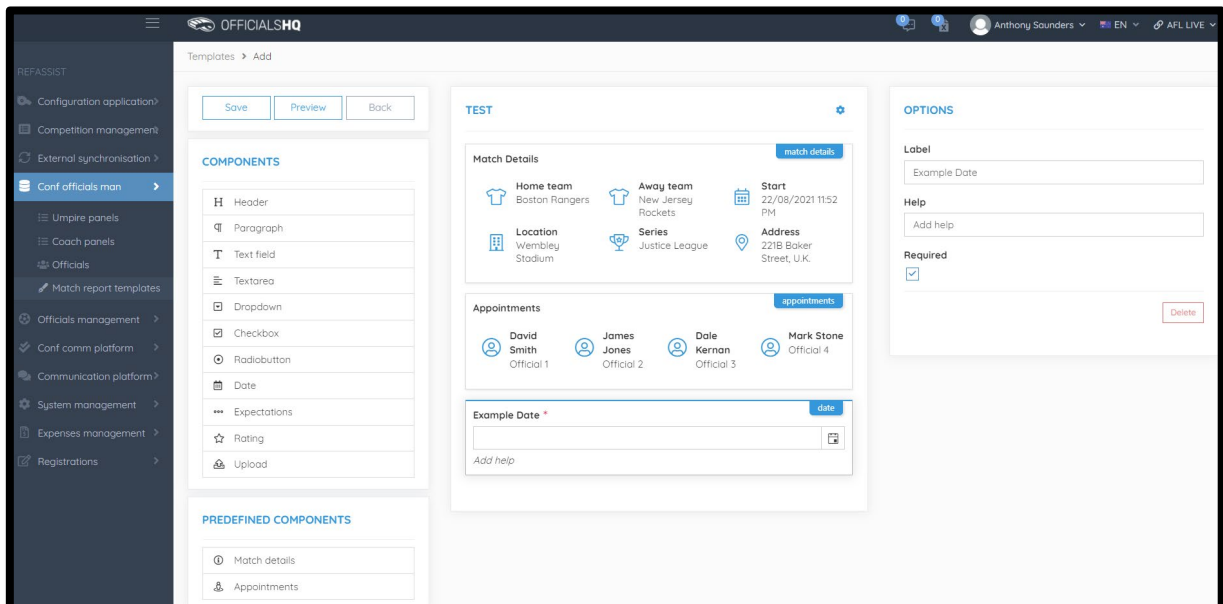


### Configure Officials Management – Match Report Templates (cont)

Component – **Radiobutton** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Radiobutton** component in the **Options** area click on the **Delete** button.

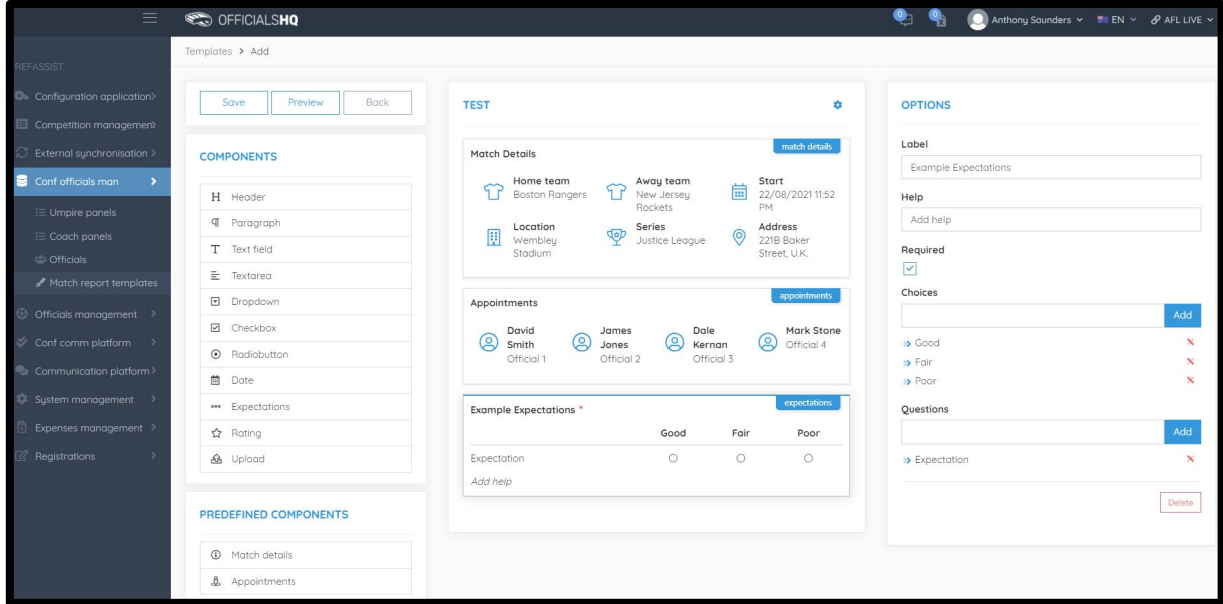


Component – **Date** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Date** component in the **Options** area click on the **Delete** button.

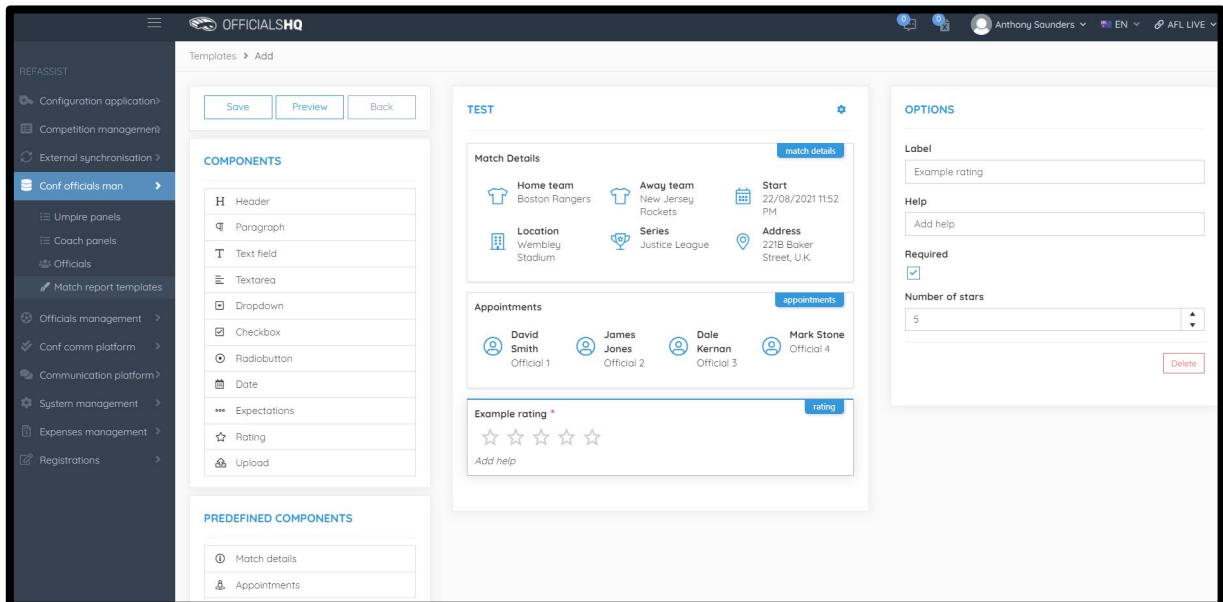


### Configure Officials Management – Match Report Templates (cont)

Component – **Expectations** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox, add **Choices** and add **Questions**. If you want to remove the **Expectations** component in the **Options** area click on the **Delete** button.

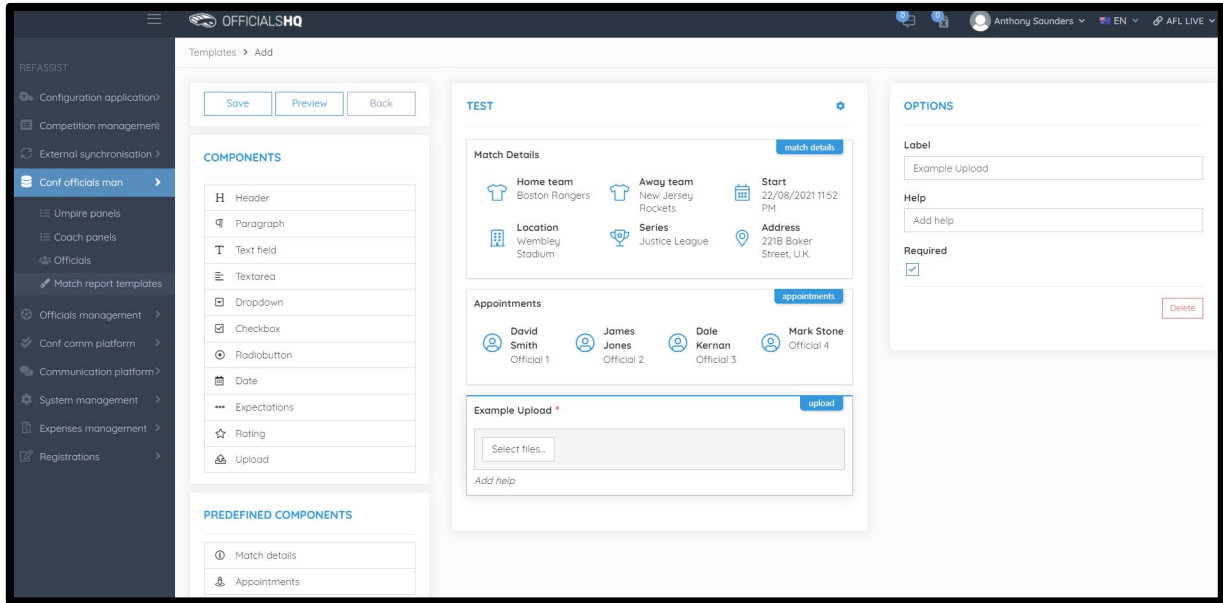


Component – **Rating** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and select option in **Number of stars**. If you want to remove the **Rating** component in the **Options** area click on the **Delete** button.



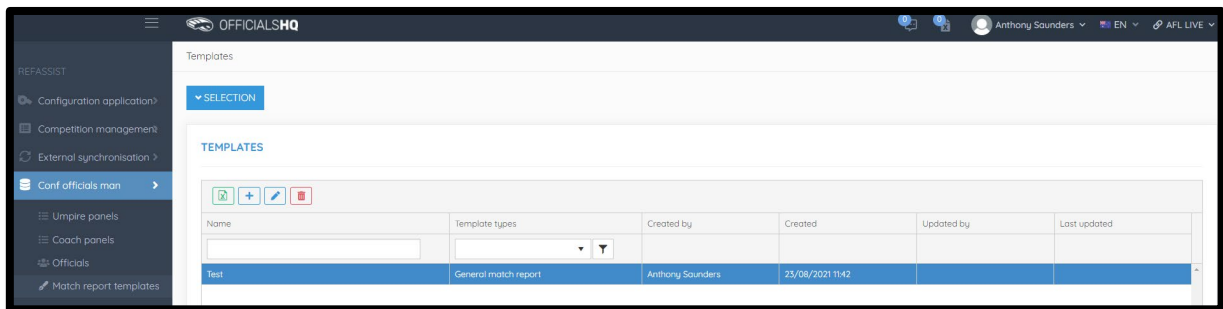
### Configure Officials Management – Match Report Templates (cont)

Component – **Upload** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Upload** component in the **Options** area click on the **Delete** button.



When you have added the **Components** that you require you can click on the **Save** button in the top left hand corner. You will be taken back to the **Templates** page.

To edit a **Template** click on the template you would like to edit and click on the (**Update**) icon.

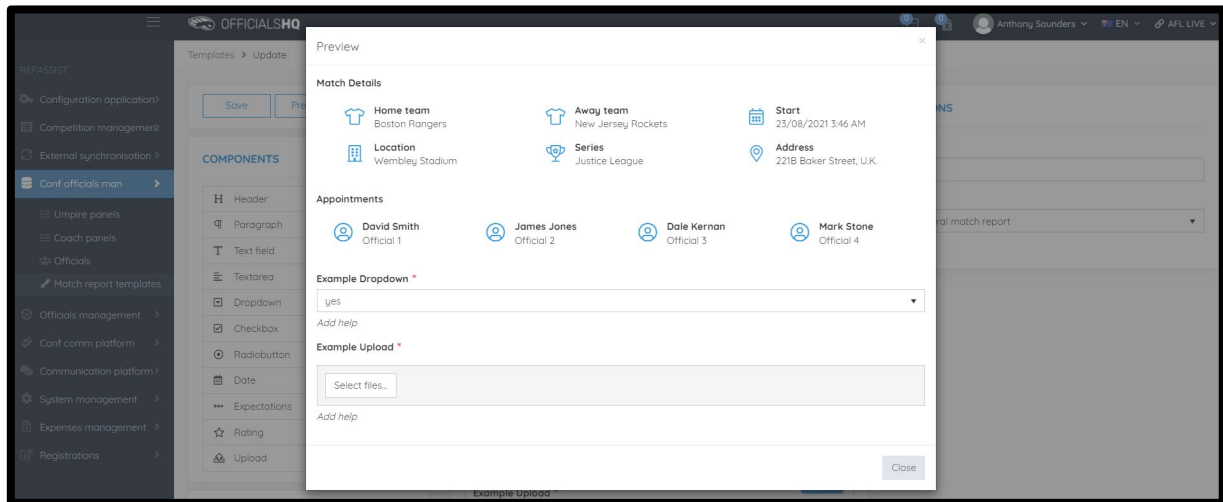


## Configure Officials Management – Match Report Templates (cont)

On the **Templates > Update** page make your changes.

To reorder the **Components** you can click and drag a **Component** and click on the **Save** button in the top left hand corner.

To view the **Template** click on the **Preview** button in the top left hand corner.



To close the **Preview** page click on the **Close** button.

To return to the **Templates** page at any time click on the **Back** button in the top left hand corner.

To link a **Template** to a **Grade** refer to the **Competition Management – Link Match Reports** section earlier this guide.

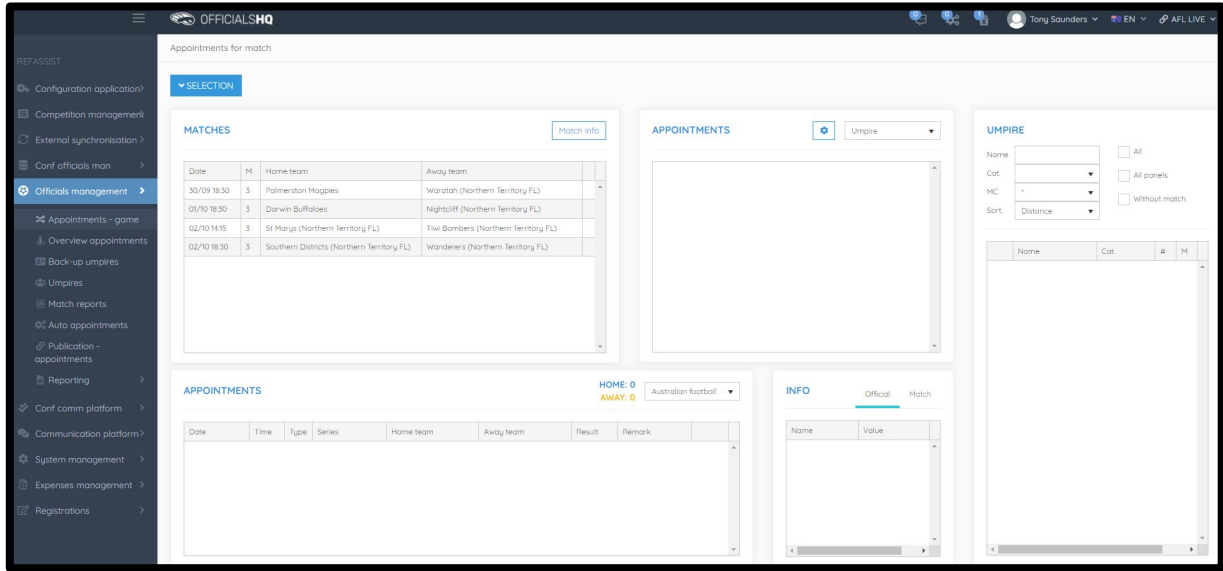


## 7. Officials Management

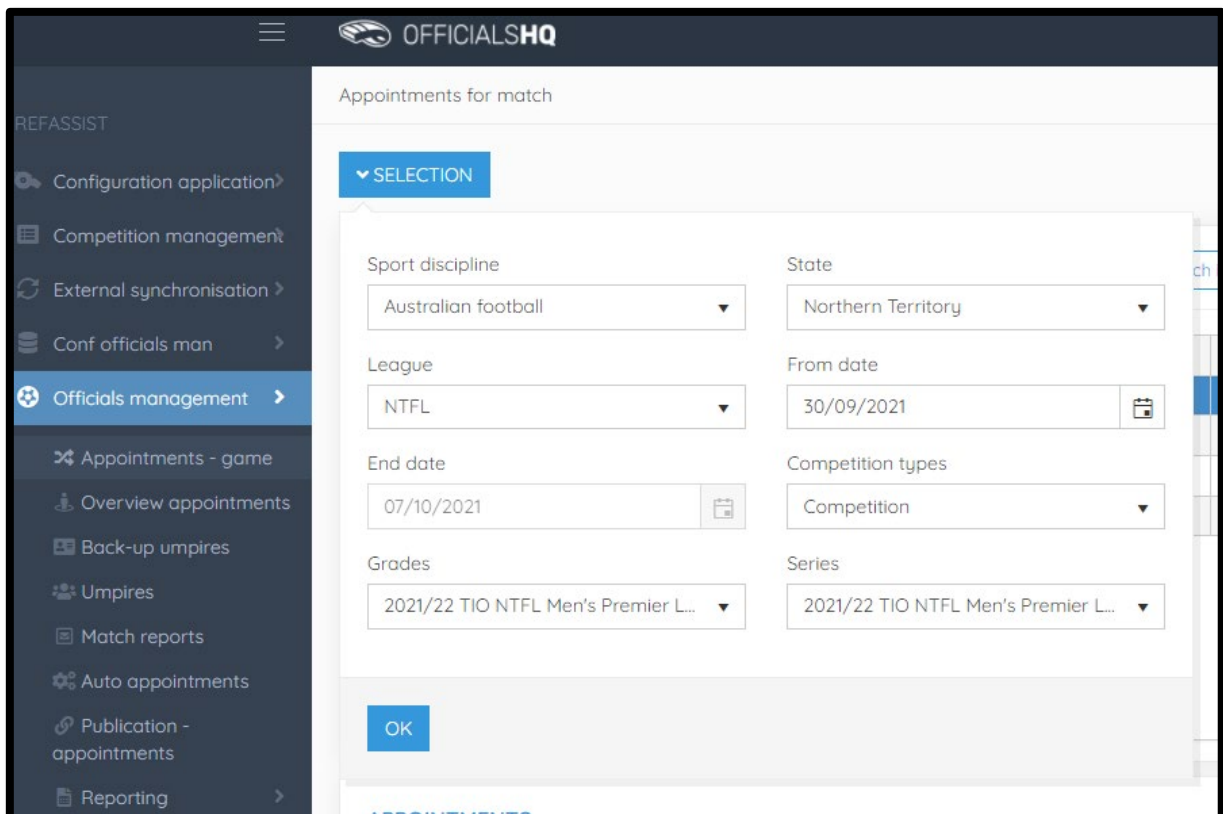
### Appointments - game

This feature is used to manually appoint umpires to matches.

In the left hand menu click on **Officials Management** and click on **Appointments – Game**.



To select the **Grade** to manually appoint umpires click on the **Selection** button in the top left hand corner, select the **From date**, select the **Grade** and click on the **OK** button.

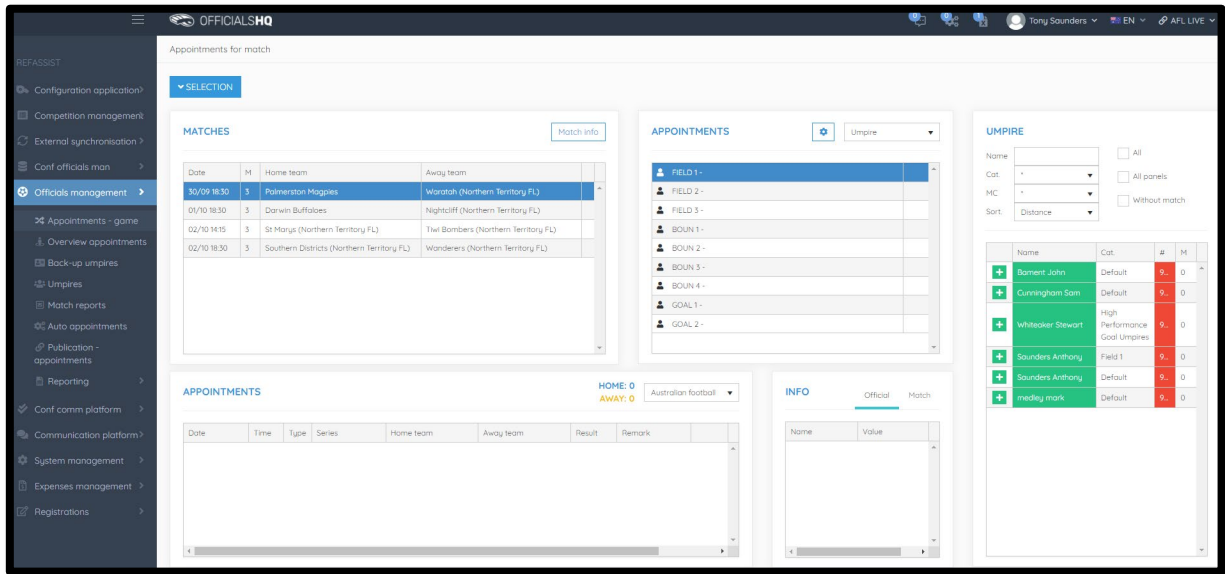






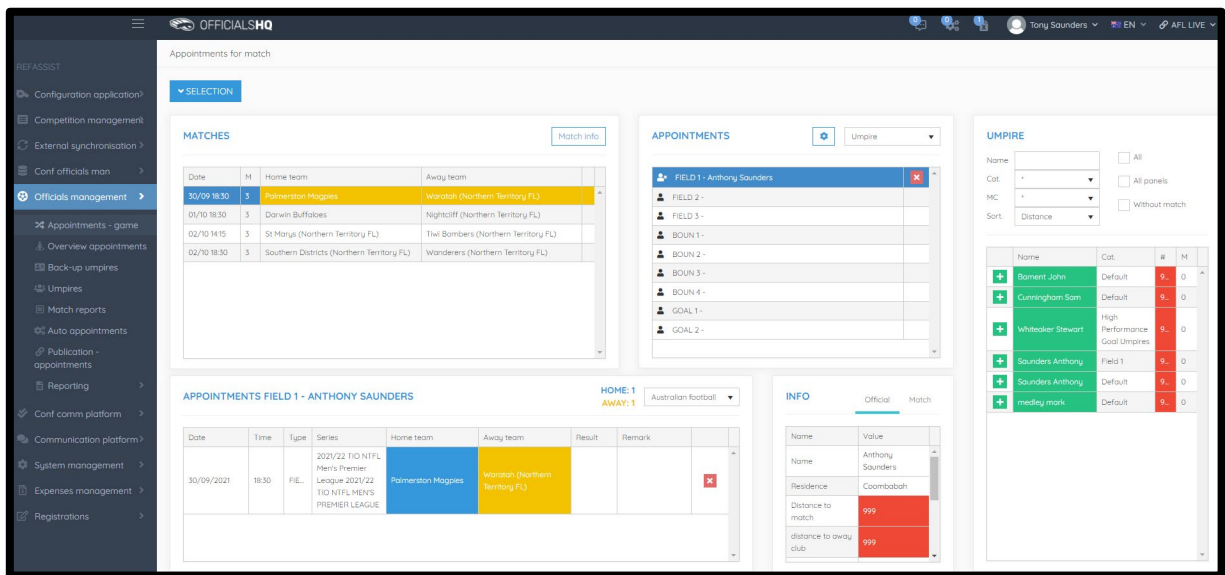
## Officials Management – Appointments- game (cont)

On the **Appointments for match** page when you click on a **Match** the list of **Appointments** will appear as well as the list of **Umpires** showing their availability – Green is available & Red is not available.



To appoint an umpire click on the role in the **Appointments** area, click on the **+** icon next an **Umpire** and proceed to appoint umpires for all roles.

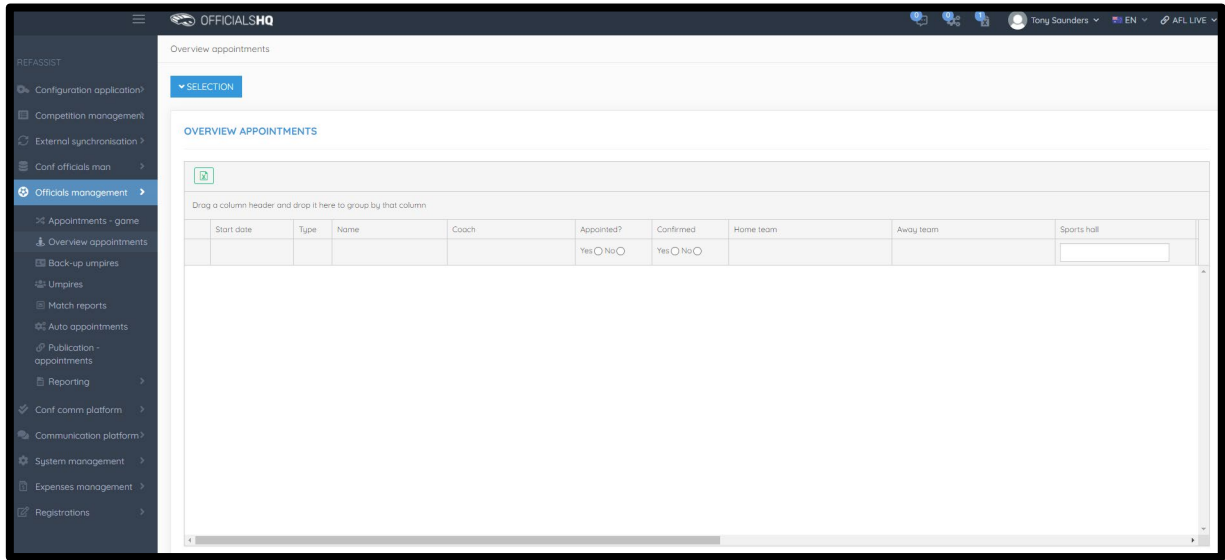
Please note when an umpire is appointed the appointment will be automatically saved.



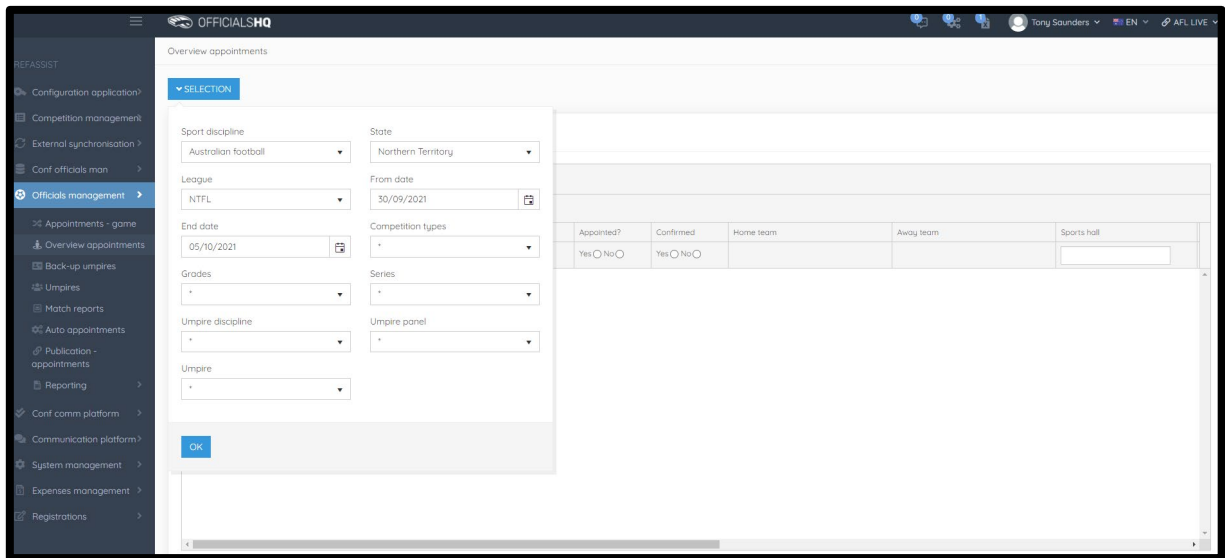
To remove an appointed umpire in the **Appointments** area click on the **x** icon.

## Overview appointments

In the left hand menu click on **Officials management** and click on **Overview appointments**.




Click on the **Selection** button in the top left hand corner, select the **From date**, select the **End date** and click on the **OK** button.



## Officials Management – Overview appointments (cont)

On the **Overview appointments** page you are able to view all matches for the period and the appointments for those matches.

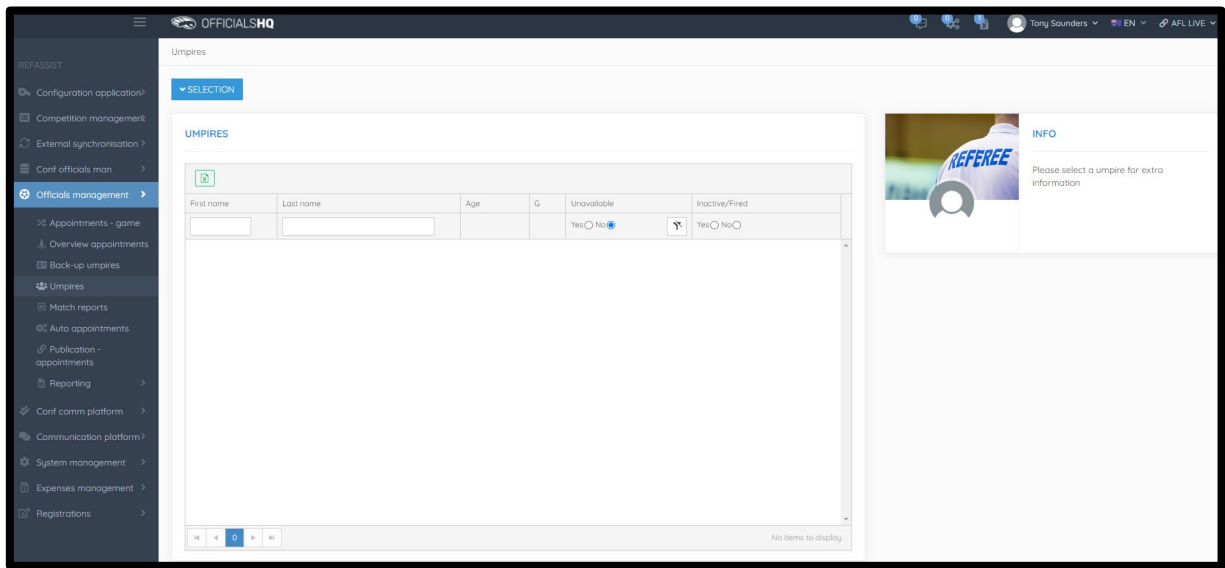
Start date	Type	Name	Coach	Appointed? Yes <input type="radio"/> No <input type="radio"/>	Confirmed Yes <input type="radio"/> No <input type="radio"/>	Home team	Away team	Sports hall
1/10/2021 02:30	FIELD	Anthony Saunders		Yes	Yes	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	FIELD			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	FIELD			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	BOUN			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	BOUN			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)

You can also export a copy of the **Overview appointments**, click on the  (**Export to Excel**) button. A link to the exported file will appear in the bottom left corner, click on the link to open.

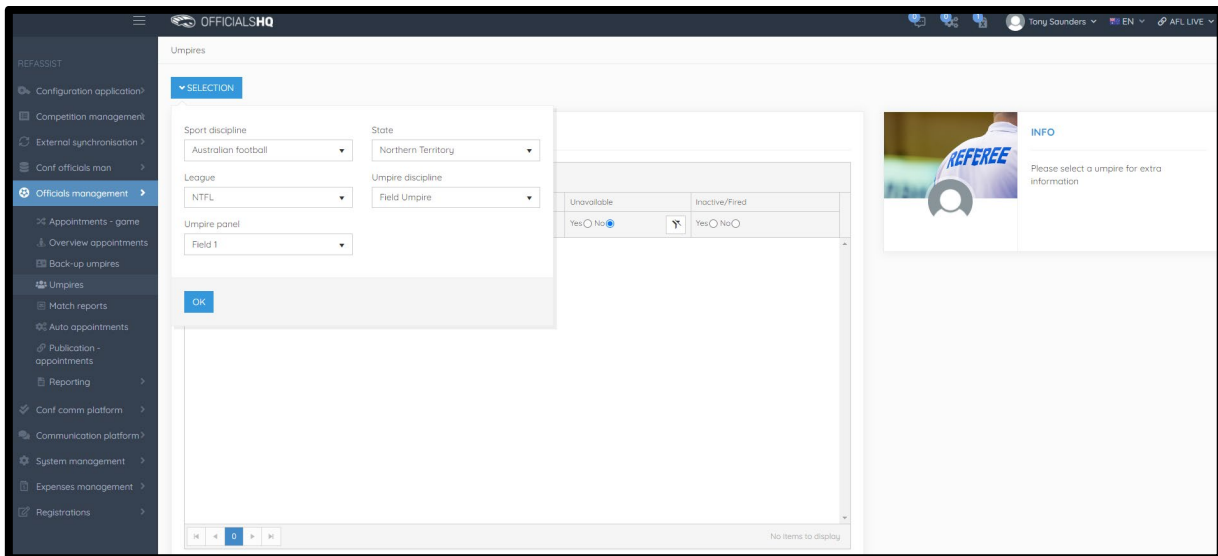
Start date	Type	Name	Coach	Appointed? Yes <input type="radio"/> No <input type="radio"/>	Confirmed Yes <input type="radio"/> No <input type="radio"/>	Home team	Away team	Sports hall
1/10/2021 02:30	FIELD	Anthony Saunders		Yes	Yes	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	FIELD			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	FIELD			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)
1/10/2021 02:30	BOUN			No	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFL 9s Oval 1)

## Umpires

In the left hand menu click on **Officials management** and click on **Umpires**.

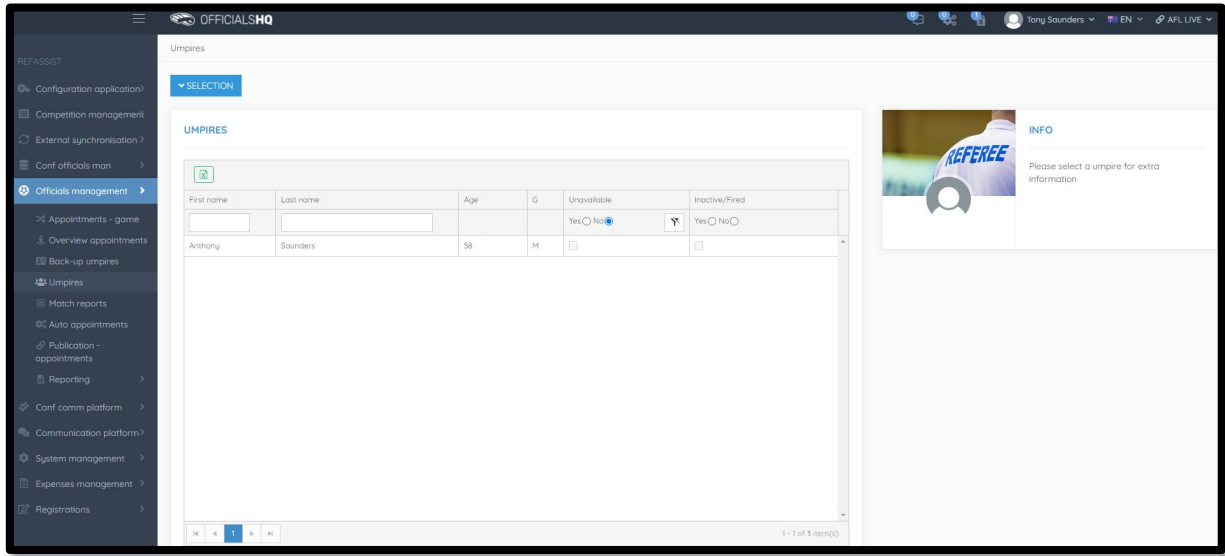


Click on the **Selection** button in the top left hand corner, select the **Umpire discipline**, select the **Umpire panel** and click on the **OK** button.

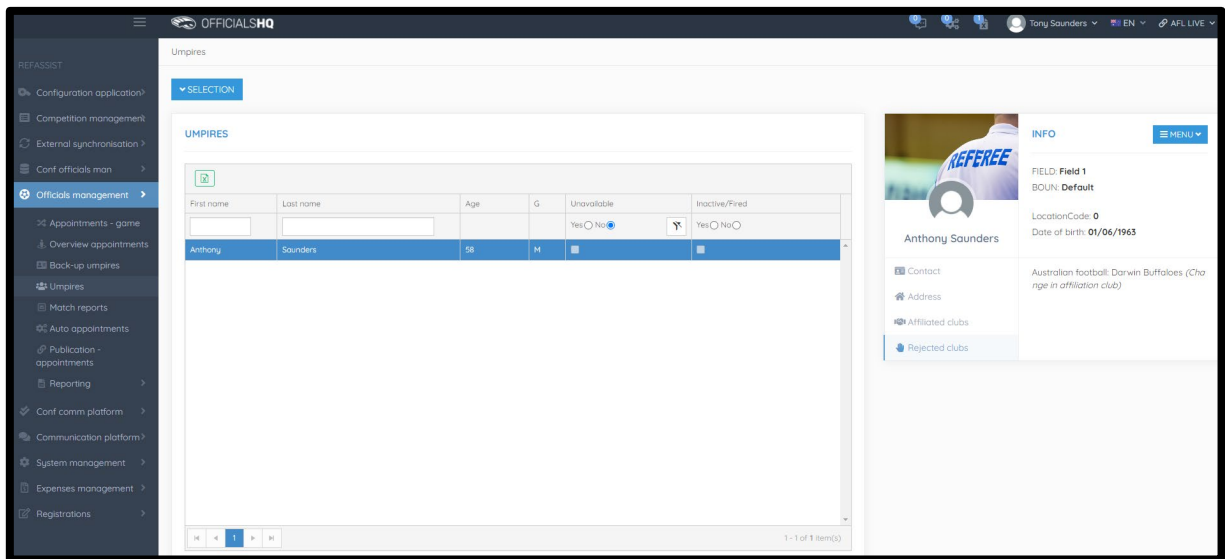


## Officials management – Umpires (cont)

The list of **Umpires** will appear based on the selection.

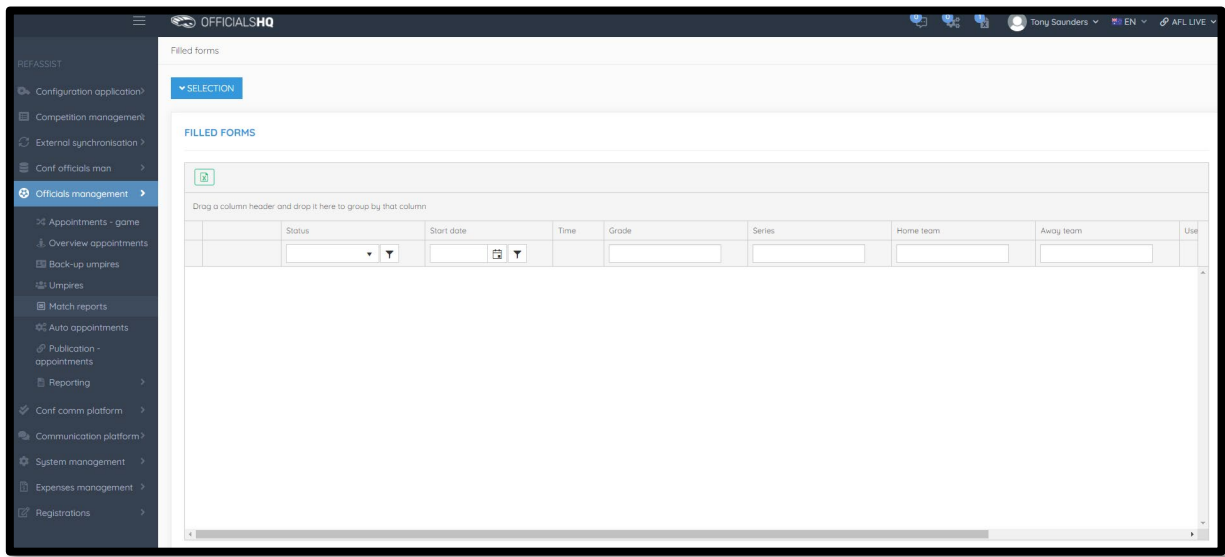


Click on an **Umpire** to view the **Info** box in their profile. Click on **Contact**, **Address**, **Affiliated clubs** or **Rejected clubs** to view that information. Click on the **Menu** button to see items that you can open and edit or view.

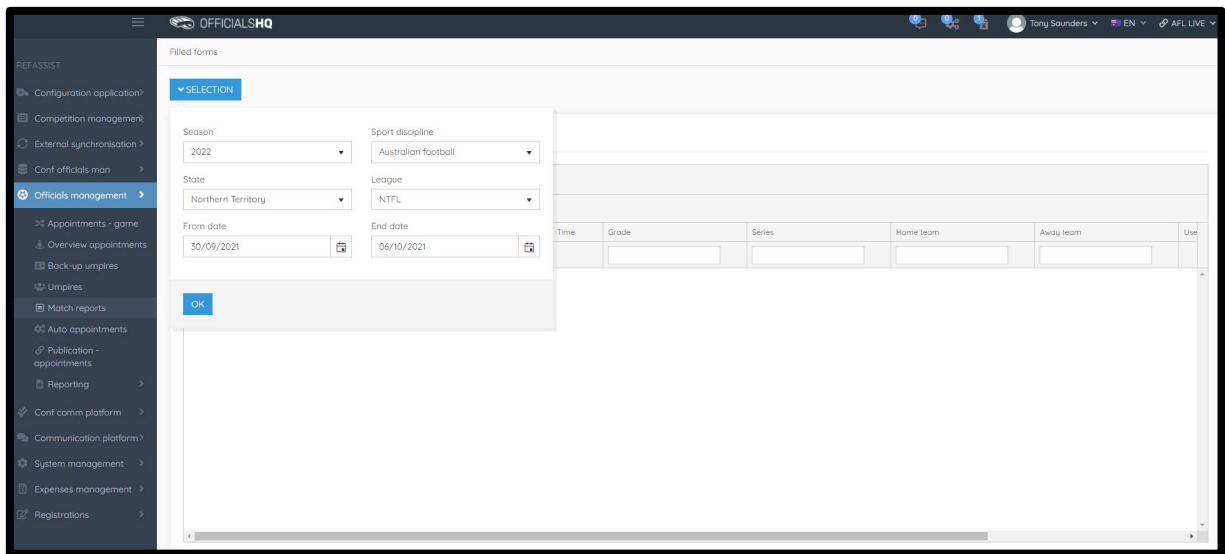


## Match reports

In the left hand menu click on **Officials management** and click on **Match reports**.



Click on the **Selection** button in the top left hand corner, select the **From date**, select the **End date** and click on the **OK** button.

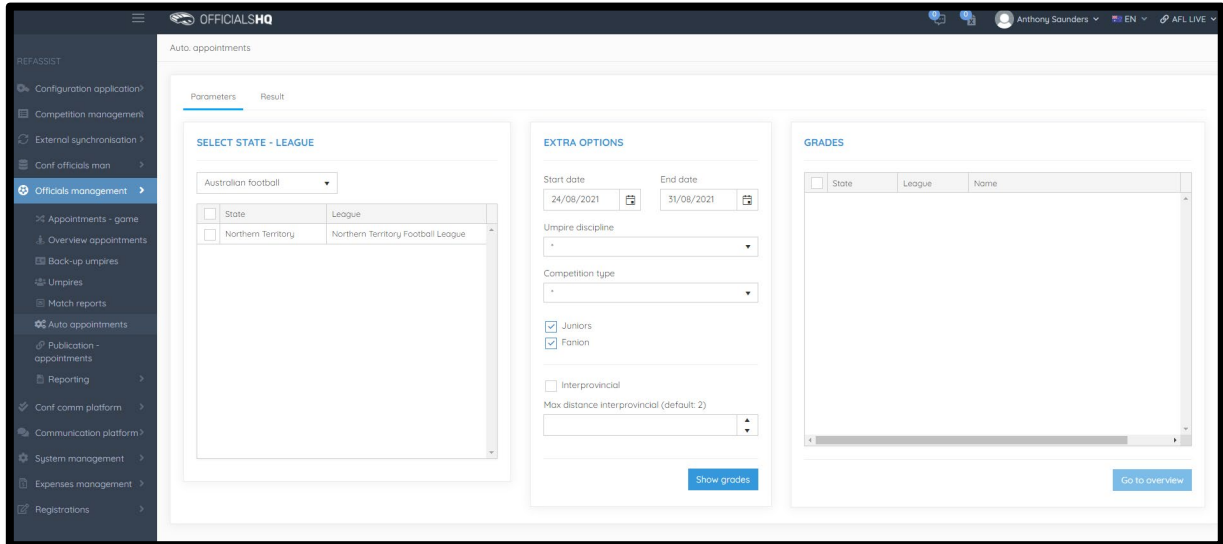


On the **Filled forms** page there will be a list of completed **Match reports**.

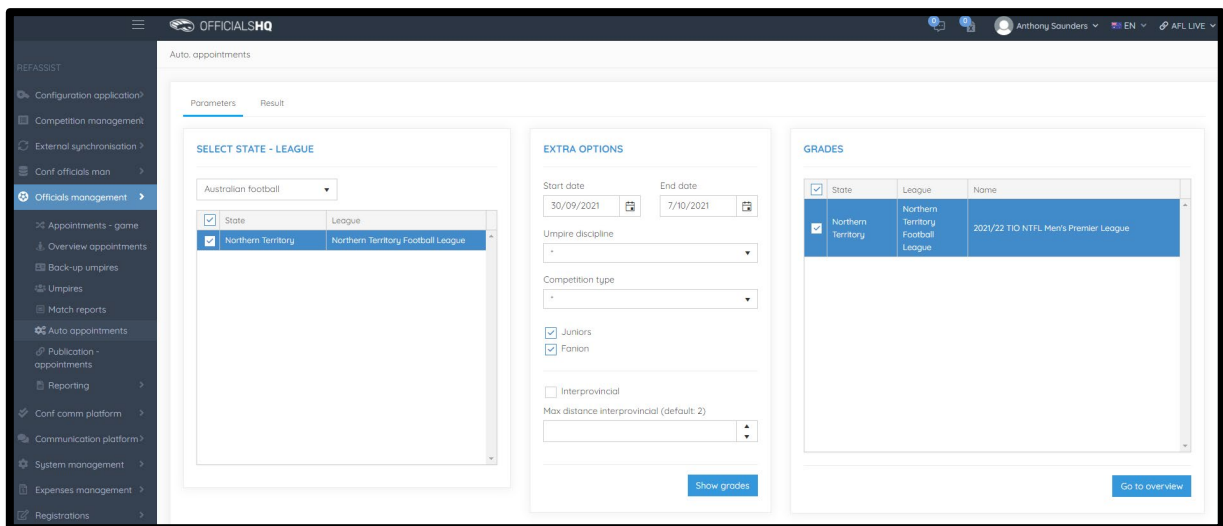
## Auto appointments

This feature is used to automatically appoint umpires to matches based on the parameters you have set in each **Grade, Umpire panel and Umpire**.

In the left hand menu click on **Officials Management** and click on **Auto appointments**.



On the **Auto. appointments – Parameters** page in the **Select State – League** section select the league. In the **Extra Options** section select the **Start date**, select the **End date** and click on the **Show grades** button. In the **Grades** section select the grades. Click on the **Go to overview** button in the bottom right hand corner.



### Officials management – Auto appointments (cont)

On the **Auto. appointments – Result** page click on the Grade and click on the **Start optimizing** button in the top right hand corner.

The screenshot shows the 'Auto. appointments' page in the OFFICIALSHQ system. The 'Parameters' tab is selected, and the 'Result' sub-tab is active. A 'Start optimizing' button is visible in the top right corner. Below the button is a summary table for the '2021/22 TIO NTFL Men's Premier League' in Northern Territory, showing 36 total appointments, 0 KBVB, 0 Manual, and 36 Unknown appointments. Below this is a detailed list of appointments with columns for Date, Time, Match, Source, Type, Umpire, Main cat., Cat., Dist., User, and Prior.

Grade	State	League	Total	KBVB	Manual	Unknown	OfficialsHQ
2021/22 TIO NTFL Men's Premier League	Northern Territory	Northern Territory Football League	36	0	0	36	0

Date	Time	Match	Source	Type	Umpire	Main cat.	Cat.	Dist.	User	Prior
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	FIELD 1						0.00
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	FIELD 2						0.00
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	FIELD 3						0.00
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN 1						0.00
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN 2						0.00
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN 3						0.00
30/09/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN 4						0.00

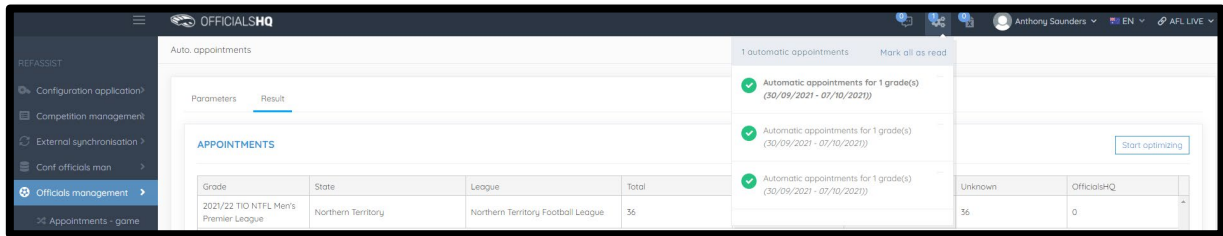
The **Optimize assignments** pop-up will appear, click on **Yes** if you wish to continue.

This screenshot shows the same 'Auto. appointments' page as above, but with a 'Start optimizing' button that has been clicked. A pop-up dialog box titled 'Optimize assignments' is now displayed in the center of the screen. The dialog box contains the question 'Are you sure you want to start optimizing?' and two buttons: 'No' and 'Yes'.

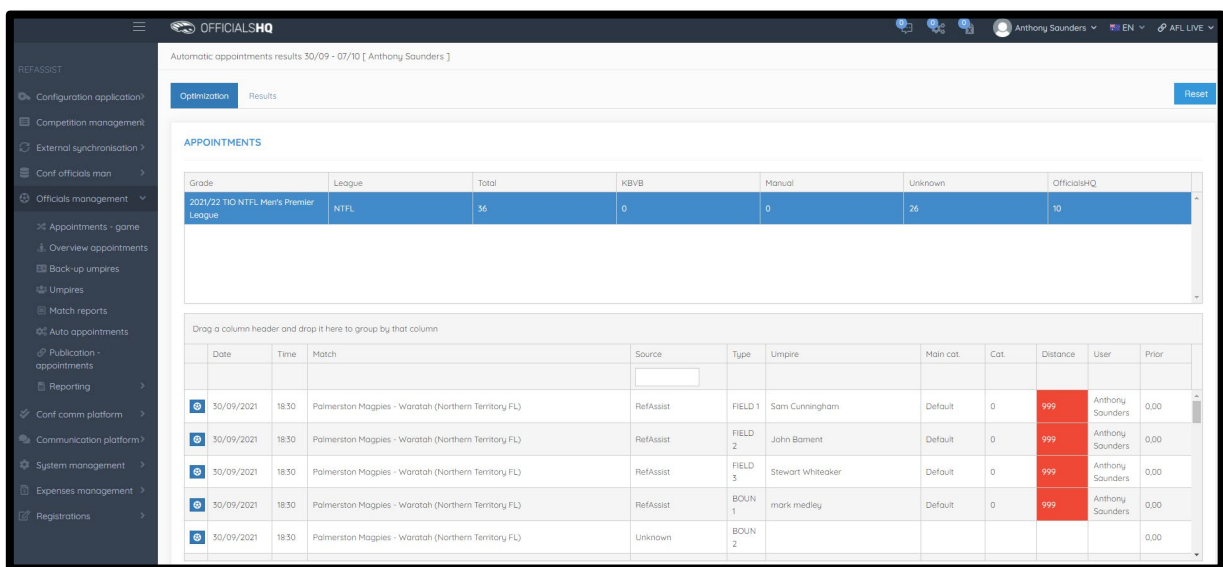


## Officials management – Auto appointments (cont)

When the optimizing has completed, in the menu bar at top right hand corner of page click on the icon and select the unread **Automatic appointments** item.



You will be returned to the **Optimization** page, click on the **Grade** to view the results.

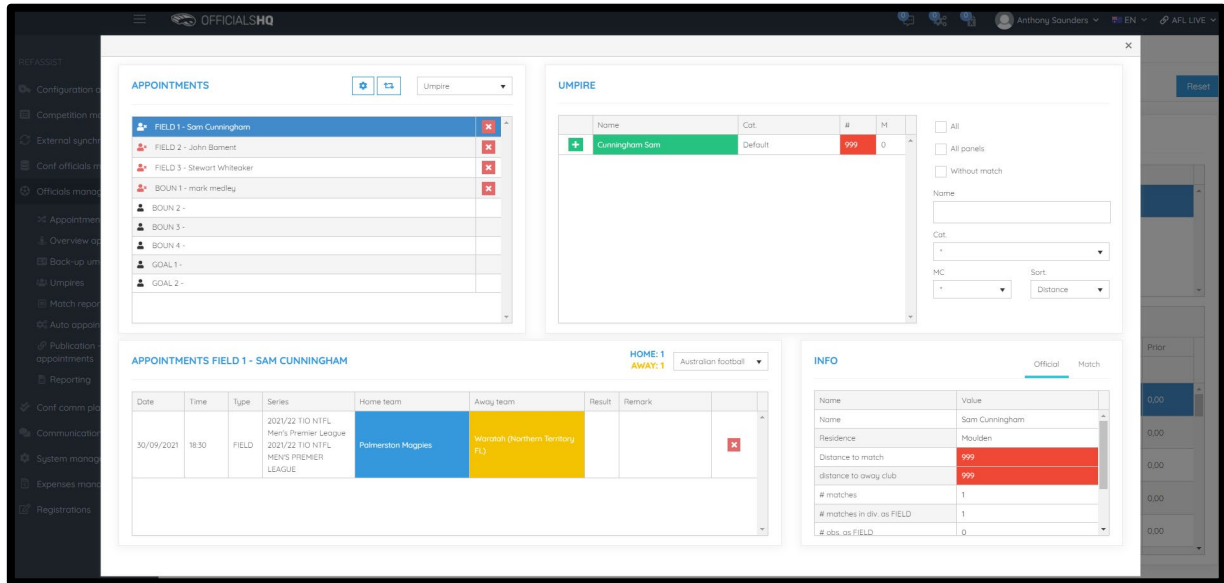


If the results do not meet your requirements there are two options available.

Option 1 – click on the **Reset** button in the top right hand corner which will remove all of the appointments. You can go and change the parameters you have set in each **Grade**, **Umpire panel** and **Umpire** and rerun the **Auto appointments**.

### Officials management – Auto appointments (cont)

Option 2 – click on the icon for a match and you will be able to manually adjust the appointments. When you complete the manual adjustments click on the **X** in the top right corner of the pop-up window and you will be returned to the **Optimization** page.

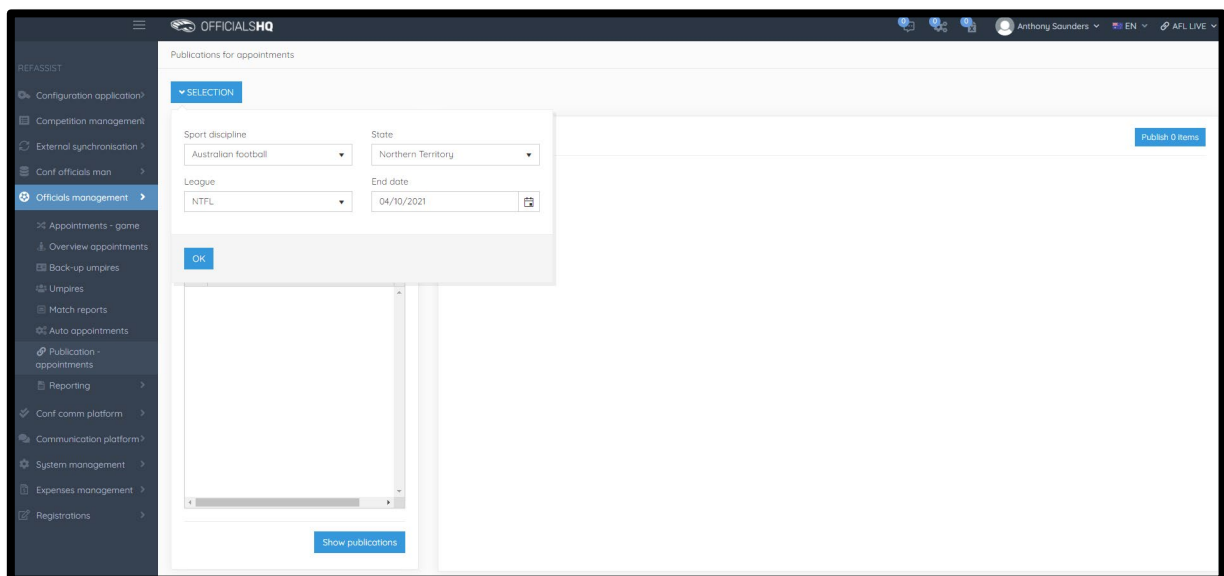


### Publication – appointments

Umpire admins are able to publish appointments when ever they are ready as well as selecting which **Grade** they would like to publish and when.

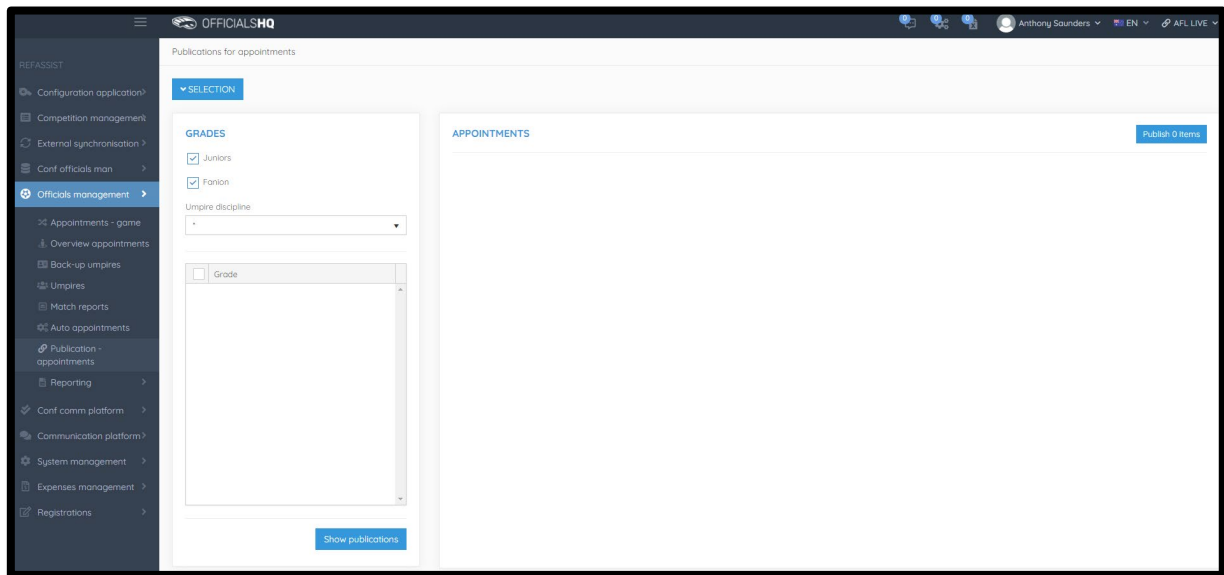
In the left hand menu click on **Officials Management** and click on **Publication - appointments**.

In the **Selection** pop-up add the **End date** and click on the **OK** button.



## Officials management – Publication - appointments (cont)

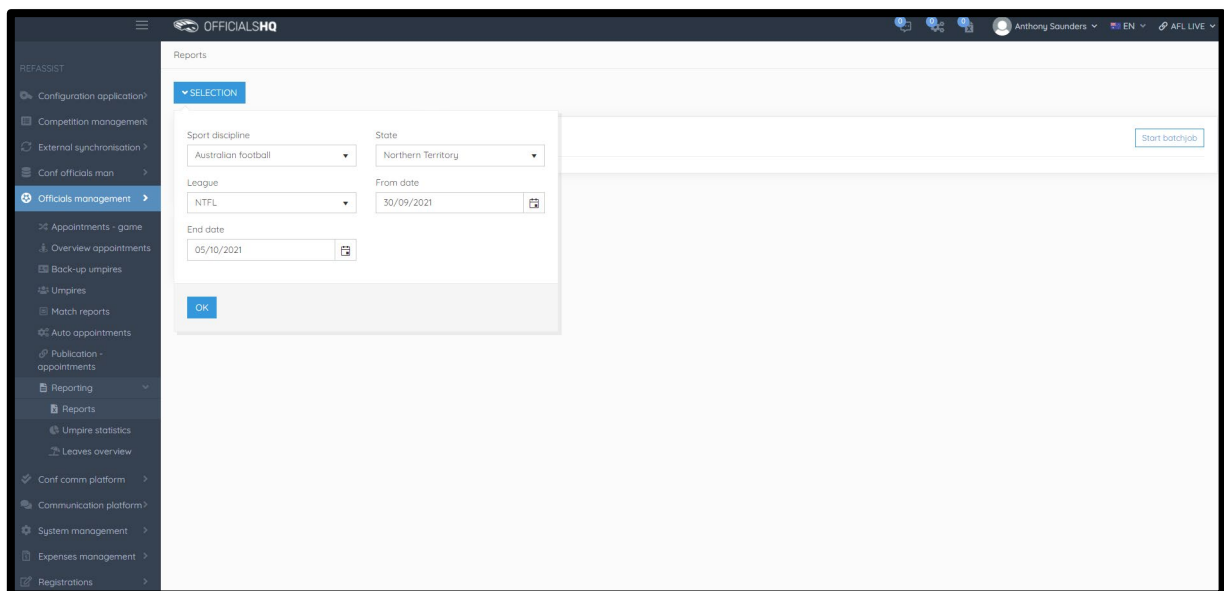
On the **Publications for appointments** page select the **Grade** and click on the **Show publications** button.



## Reporting - Reports

In the left hand menu click on **Officials Management** click on **Reporting** and click on **Umpire statistics**.

In the **Selection** pop-up add the **From date**, add the **End date** and click on the **OK** button.

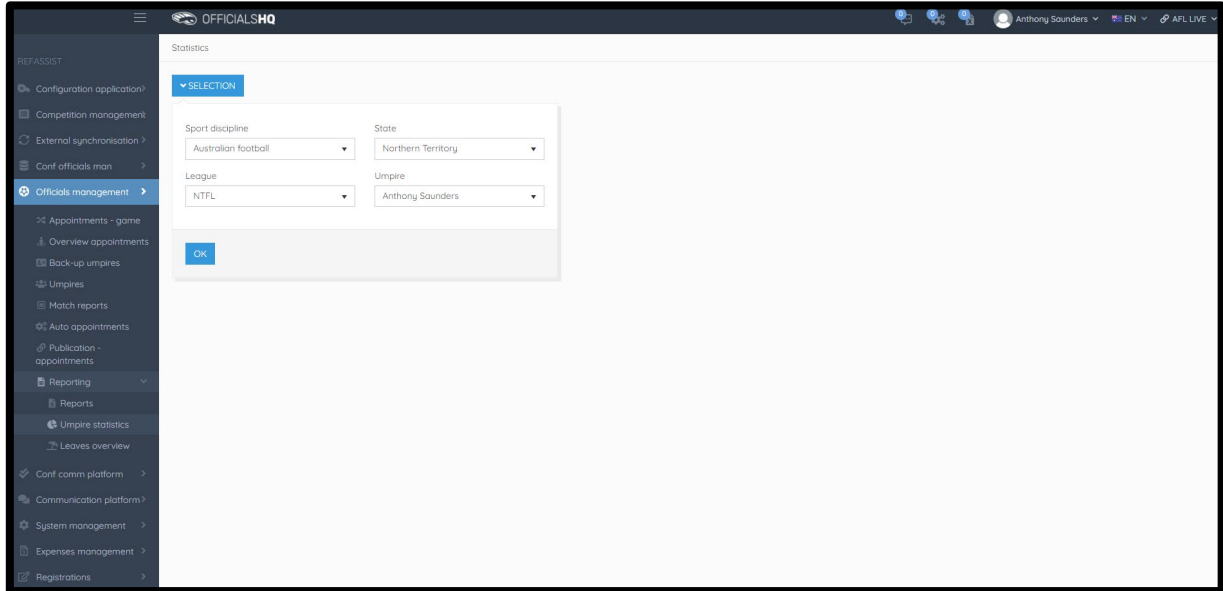




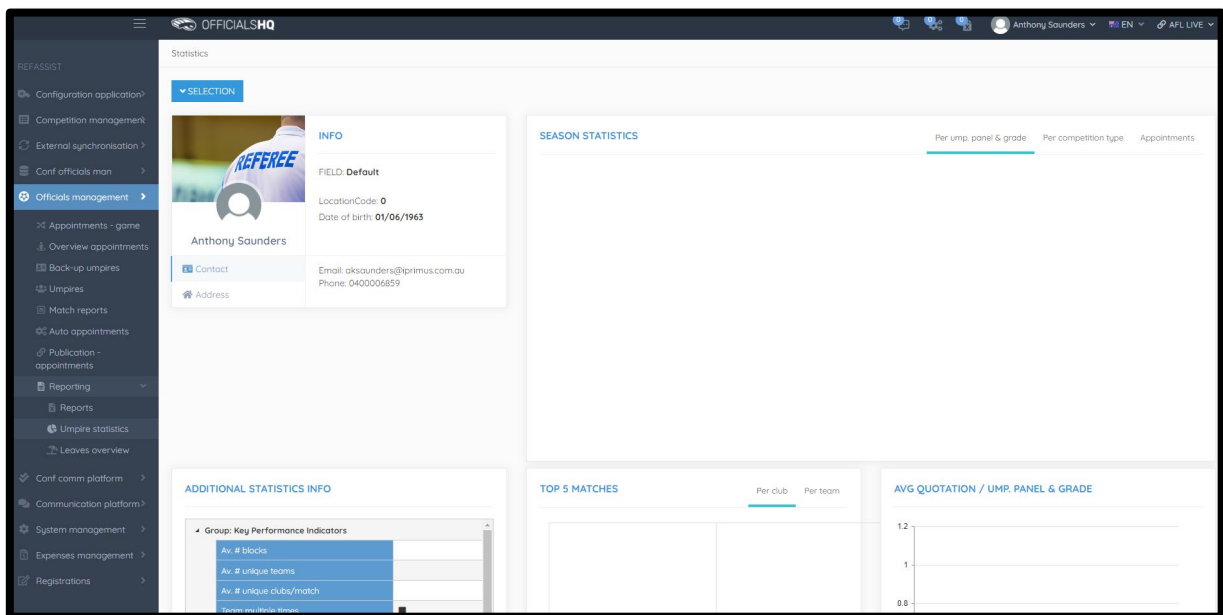
## Reporting – Umpire statistics

In the left hand menu click on **Officials Management** click on **Reporting** and click on **Umpire statistics**.

In the **Selection** pop-up select an **Umpire** and click on the **OK** button.

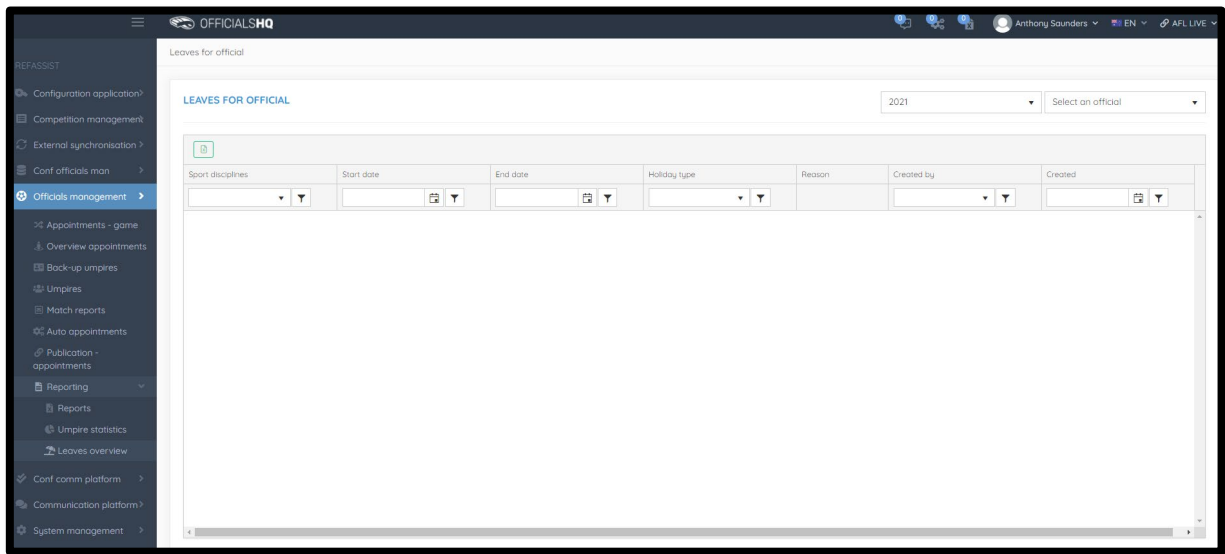


The **Statistics** page will show all of the umpire's statistics.

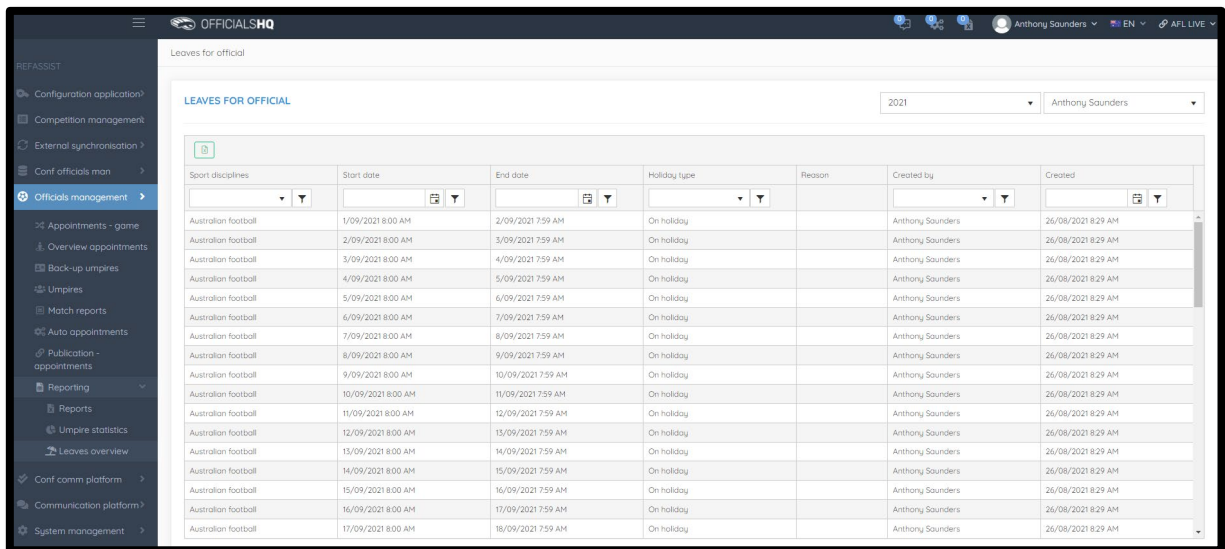


## Reporting – Leaves overview

In the left hand menu click on **Officials Management** click on **Reporting** and click on **Leaves overview**.



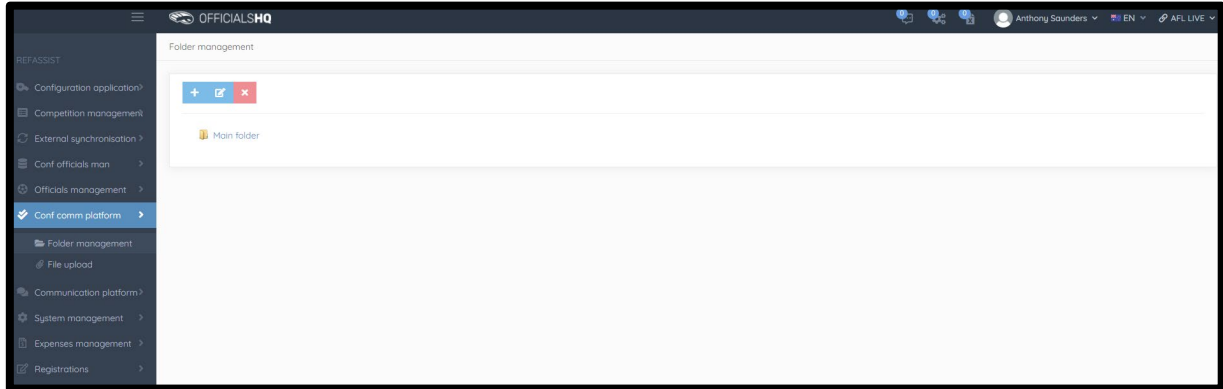
On the **Leaves for official** page in the top right hand corner **Select an official** and the leaves for that official will appear.



## 8. Conf Comm Platform

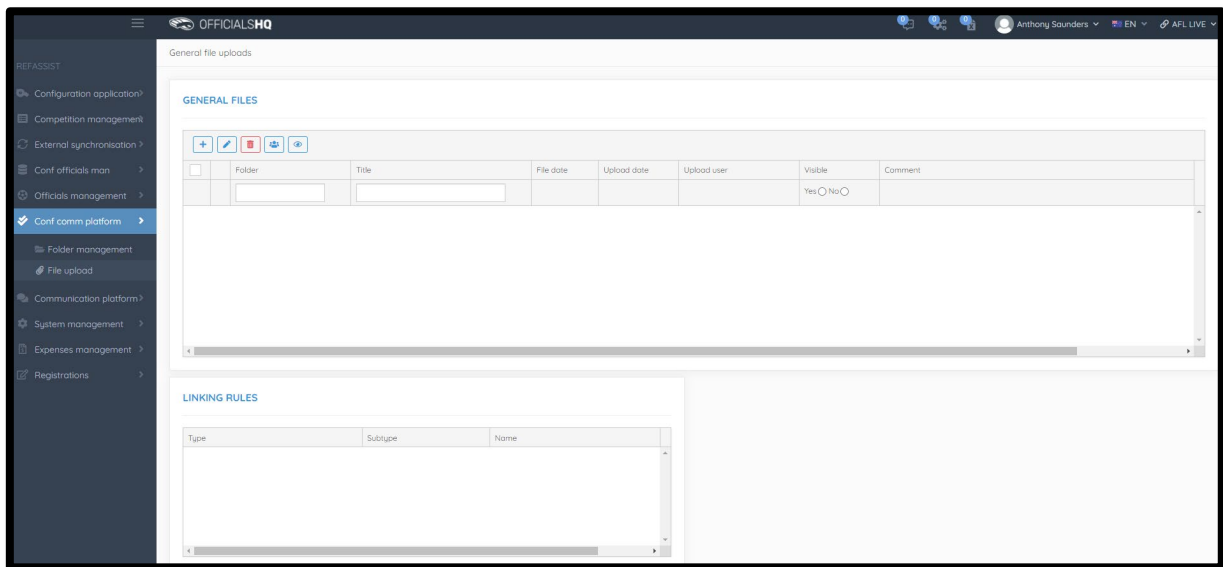
### Folder Management

In the left hand menu click on **Conf comm platform** and click on **Folder management**.



### File Upload

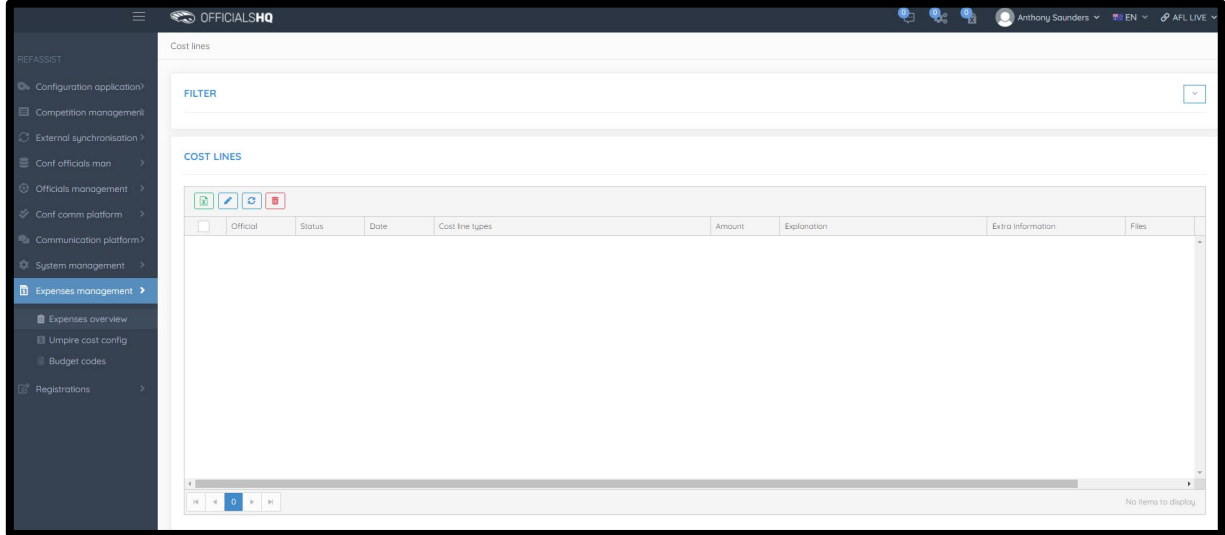
In the left hand menu click on **Conf comm platform** and click on **File upload**.



## 9. Expenses Management


### Expenses overview

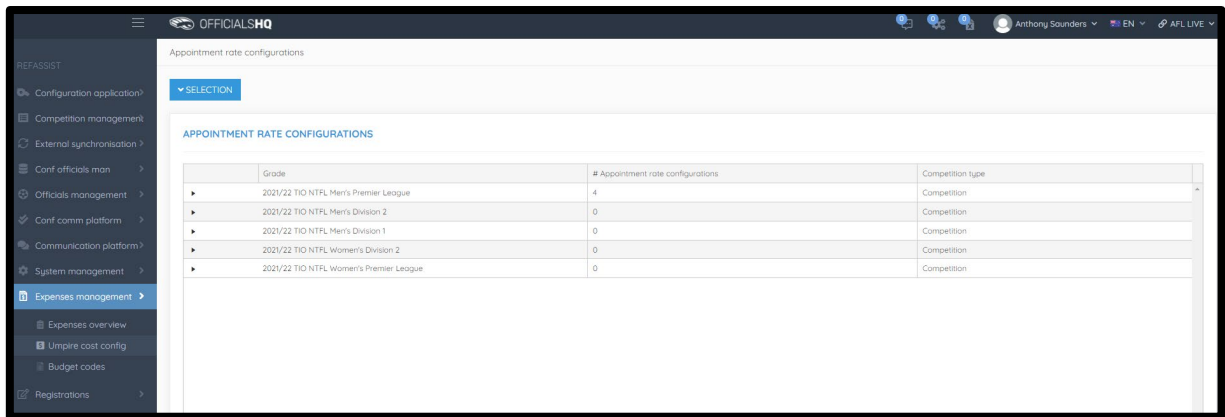
In the left hand menu click on **Expenses management** and click on **Expenses overview**.



### Umpire cost config

In the left hand menu click on **Expenses management** and click on **Umpire cost config**.

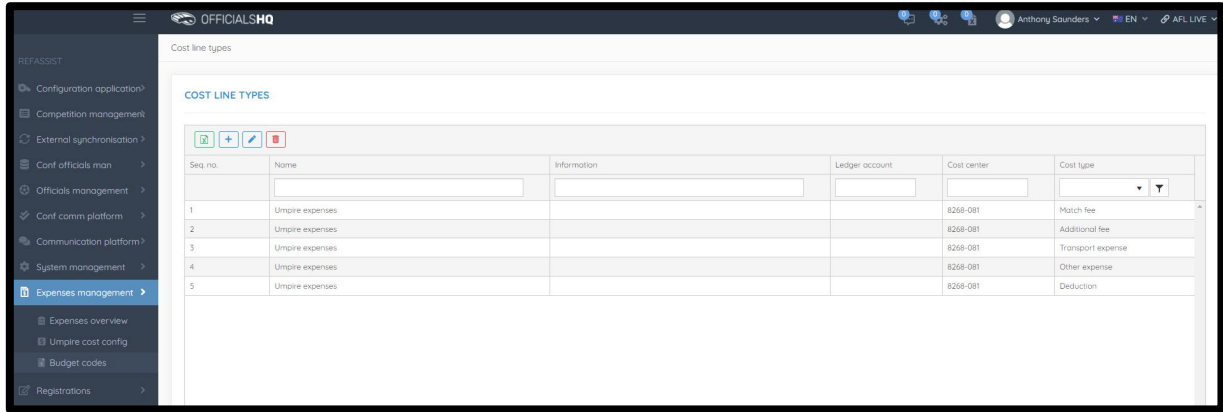
On the **Appointment Rate Configurations** page click on the  icon to view the pay rates for the **Grade**.



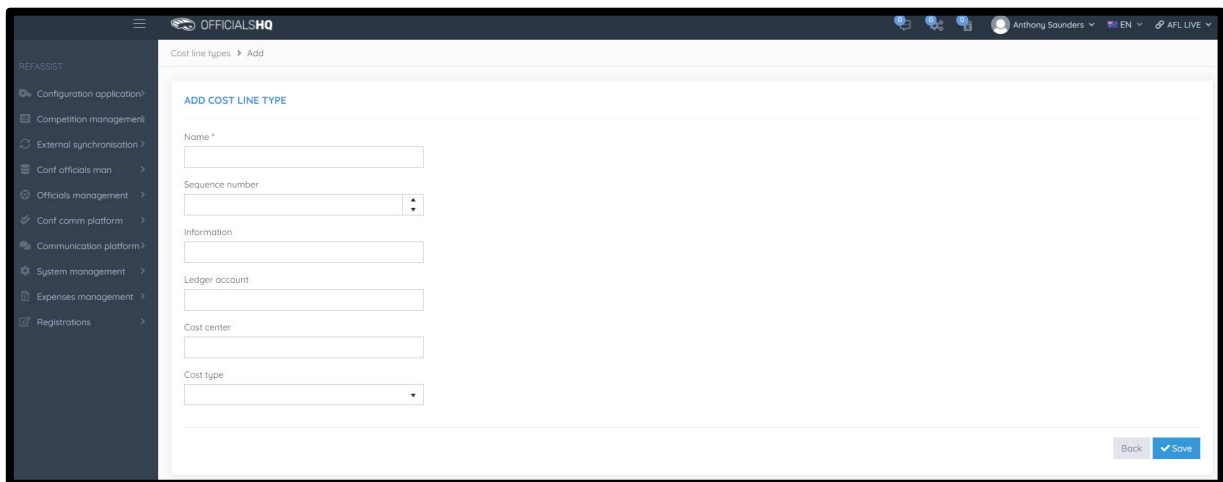
## Budget codes

In the left hand menu click on **Expenses management** and click on **Budget codes**.

To create a new cost line on the **Cost Line Types** page click on the  (**Add**) icon




On the **Add Cost Line Type** page add a **Name**, select a **Sequence number** (if required), add **Information** (if required), add **Ledger account** (if required), add **Cost center** (if required), select **Cost type** and click on the **Save** button in the bottom right hand corner.

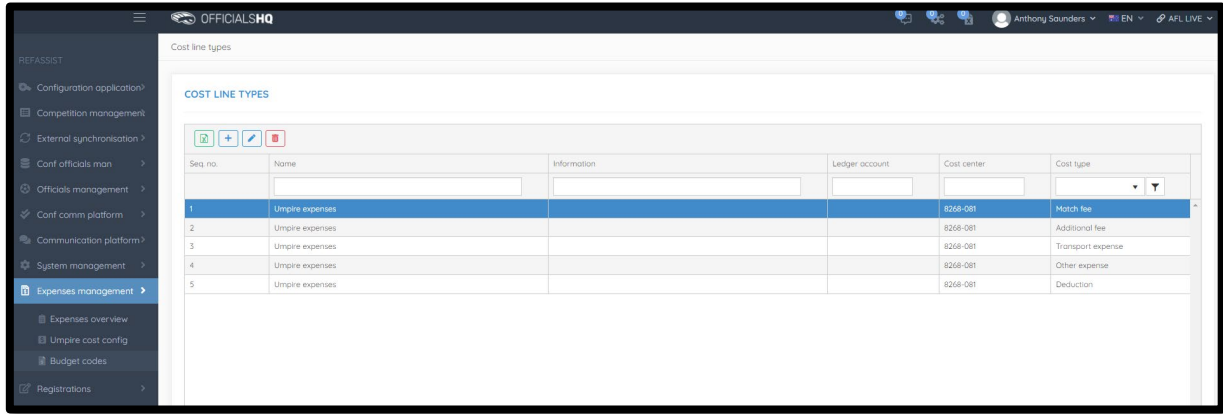


You will be returned to the **Cost Line Types** page.

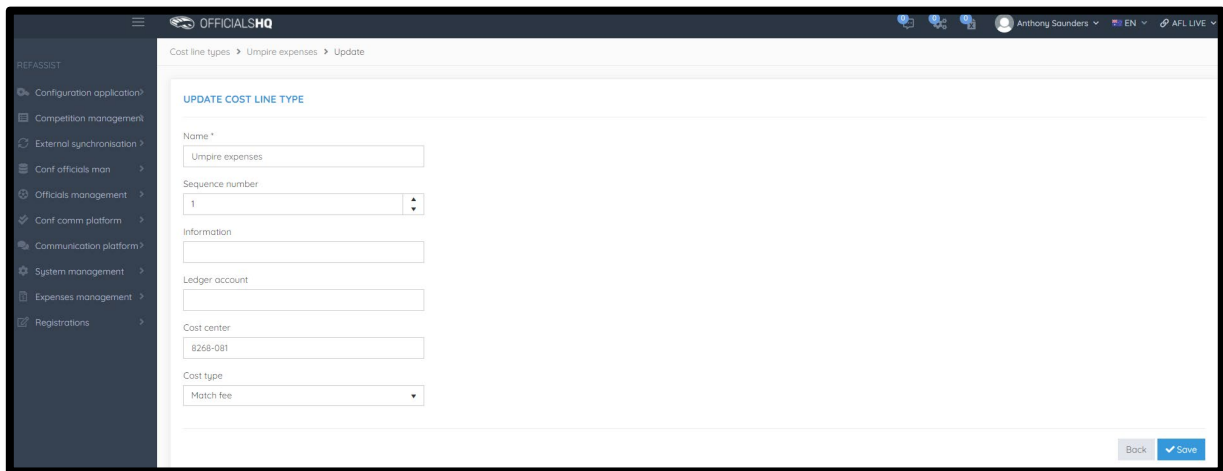


## Expenses management - Budget codes (cont)

To edit an existing cost line on the **Cost Line Types** page click on an existing cost line and click on the  (**Update**) icon.



On the **Update Cost Line Type** page edit the details required and click on the **Save** button.

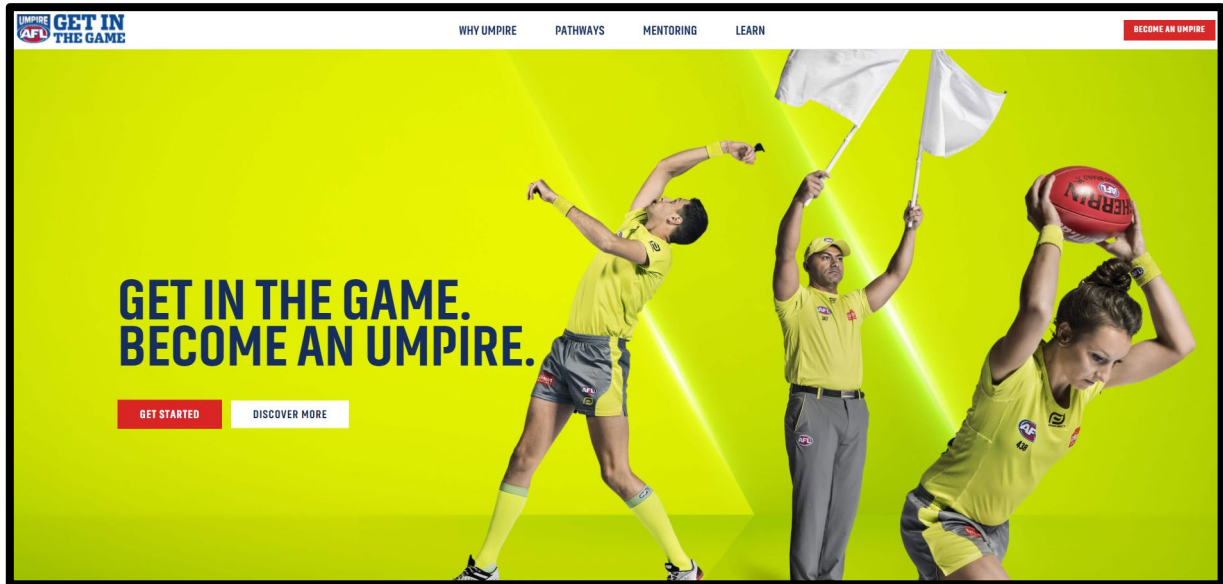


You will be returned to the **Cost Line Types** page.

## 10. Support

### Umpire Resources

A one stop shop for all your Umpire needs including user guides and short videos for the OfficialsHQ platform, visit <https://umpire.afl>.



Other short videos created by the OfficialsHQ team are also available on their YouTube channel, to access click [here](#).

### AFL Customer Service Team

Participants can register in the OfficialsHQ platform by clicking [here](#) and update their details at their leisure on their profile once logged in [here](#).

The first line of support for **Umpires** is your umpire group administrator however our friendly staff are always here to assist with questions relating to the OfficialsHQ platform. Please contact our Customer Service staff on 1800 PLAYAFL or [umpire.afl@afl.com.au](mailto:umpire.afl@afl.com.au) who will be able to assist and make your valuable role that much easier.