

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



OFFICIALSHQ

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



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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 Schedula in the GameDay (SportsTG) system.

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

**Leaves** in **OfficialsHQ** formerly known as Availability in the Schedula 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 with a calendar icon and a placeholder "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**, and click on the **Next** button.

The screenshot shows a registration form for OfficialsHQ. The left sidebar contains the OfficialsHQ logo and registration information. The main content area is titled '2. ADDRESS & CONTACT' and includes the following fields:

- Nr \***: Text input field for street number.
- Street \***: Text input field for street name.
- Suburb \***: Text input field for suburb.
- Postcode \***: Text input field for postcode.
- State**: Dropdown menu with the text 'Please select a value' and a downward arrow.
- Country \***: Dropdown menu with 'Australia' selected.
- Mobile phone \***: Text input field for mobile number.

At the bottom right of the form, there are two buttons: 'Previous' (disabled) and 'Next' (active).



## Umpire / Umpire Coach Registration (cont)

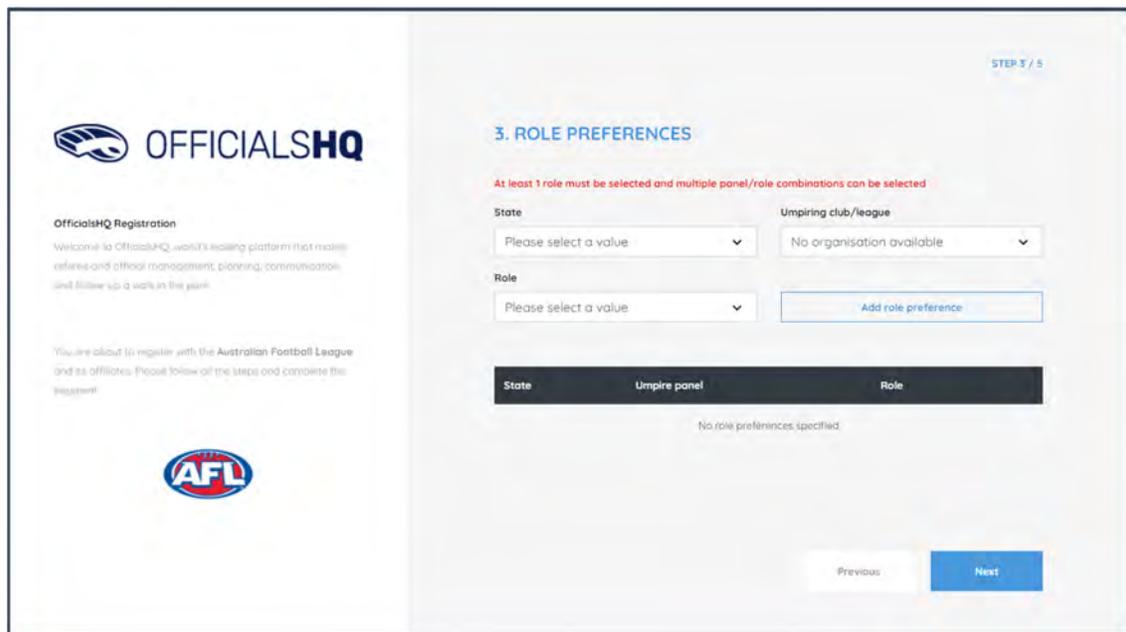
### Step 3. Role Preferences

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

**Please note you can select more the 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 selected 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 'AFL' logo, and a 'Welcome to OfficialsHQ' message. The main content area is titled '3. ROLE PREFERENCES' and includes a red warning: 'At least 1 role must be selected and multiple panel/role combinations can be selected'. Below this, there are three dropdown menus: 'State' (with 'Please select a value'), 'Umpiring club/league' (with 'No organisation available'), and 'Role' (with 'Please select a value'). An 'Add role preference' button is located to the right of the 'Role' dropdown. Below the dropdowns is a table with three columns: 'State', 'Umpire panel', and 'Role'. The table is currently empty, with the text 'No role preferences specified' centered below it. At the bottom right, there are 'Previous' and 'Next' buttons.



## 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 or unclick the opt-in agreement and click on the **Next** button.

STEP 4 / 5

**4. SUMMARY**

Please review your data before proceeding to the payment

Account	Address & Contact
Tony Saunders testumpire@gmail.com 01/06/1963 Male	9 monet street coombabah 4216 23 Australia 0400000000

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

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and third parties in accordance with the [AFL Privacy Policy](#)

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.

STEP 5 / 5

5. PAYMENT

Subscription \$22 / season

Voucher PLEASE ENTER A VALID VOUCHER Apply voucher

Card

Card number MM / YY CVC

Previous Finish

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

ACCOUNT CREATED

Your new account on OfficialSHQ was successfully created.

You will receive an email shortly containing further instructions on completing the last steps of your account.

Thank you for using OfficialSHQ

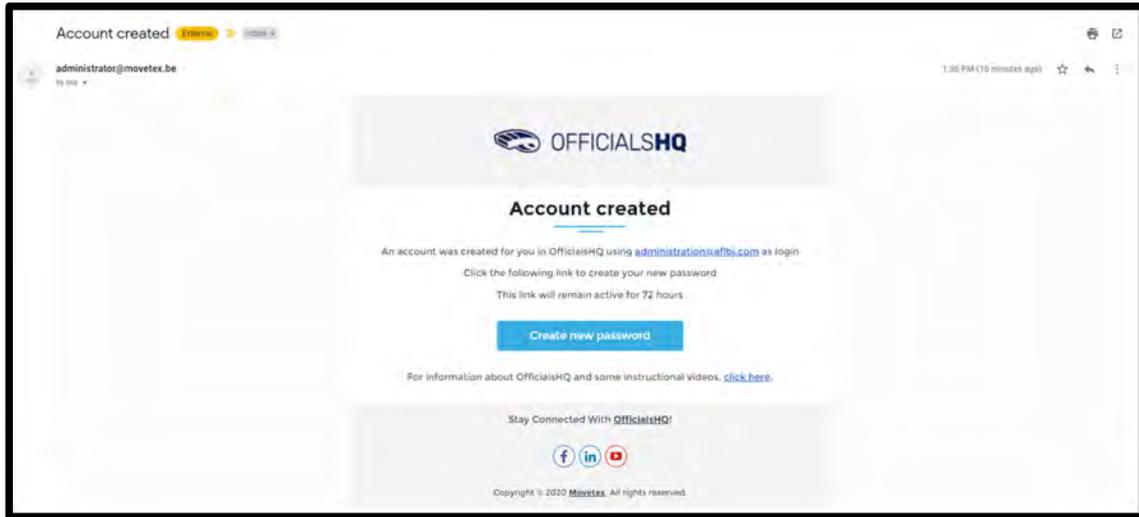


## Umpire / Umpire Coach Registration (cont)

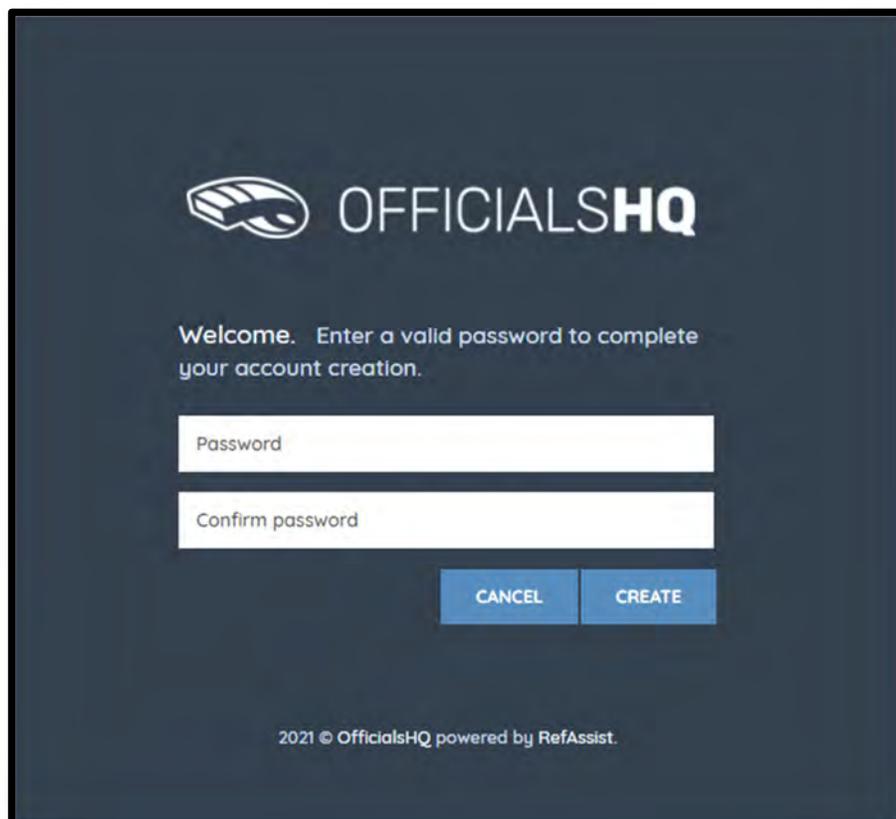
### Account Creation

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.

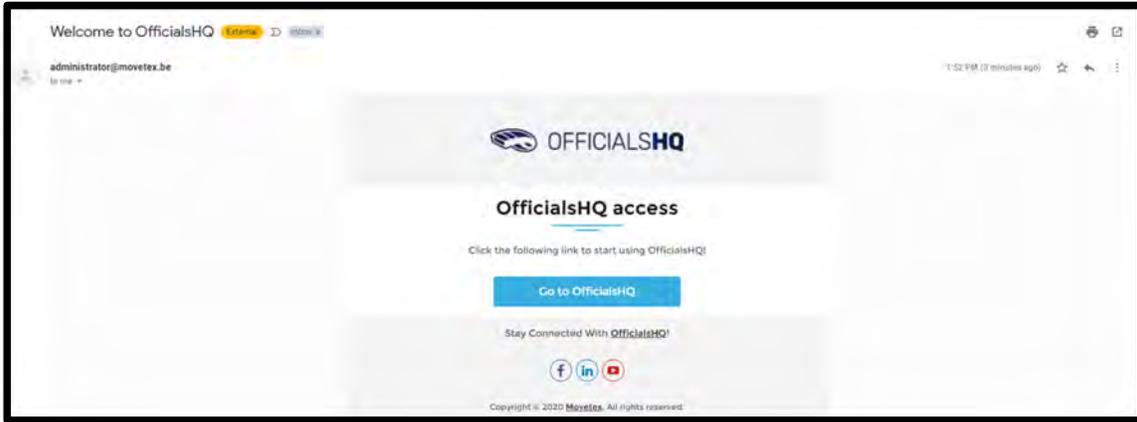




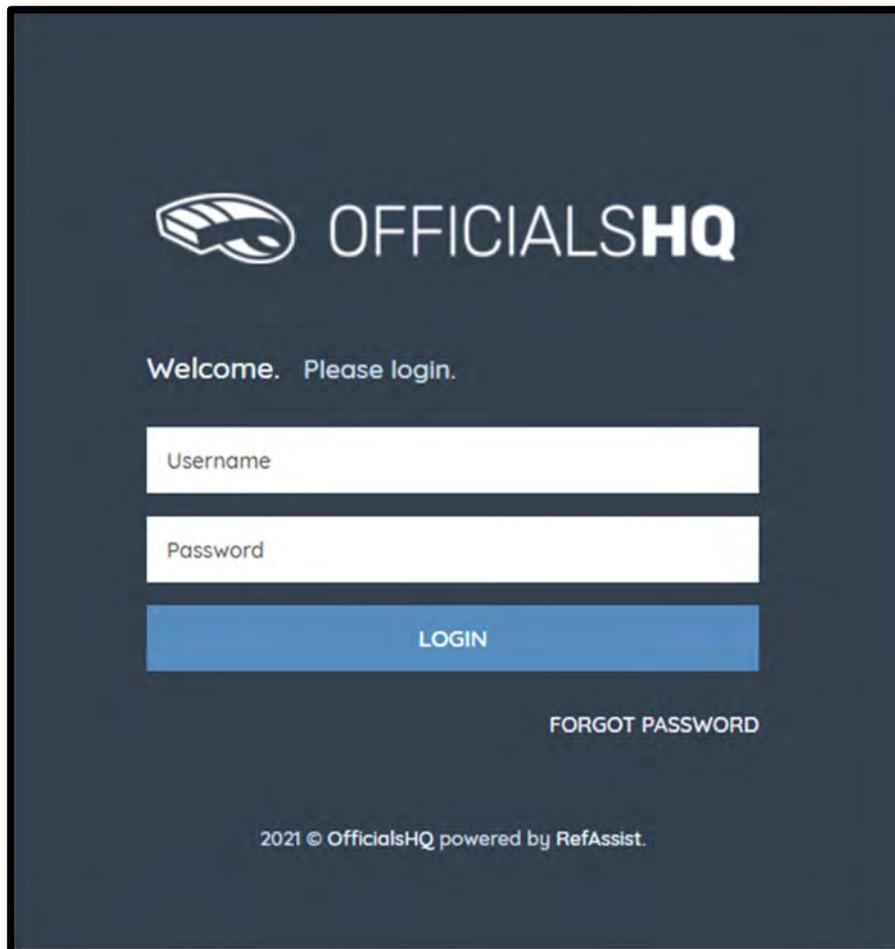
### Umpire / Umpire Coach Registration – Account Creation (cont)

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.

The screenshot shows a 'Required account completion' dialog box with a sidebar on the left containing the following tabs: Clubs (selected), Umpire info, Work with children, Demographics, Emergency info, Banking, and Medical. The main content area has a message: 'Please select all clubs you are associated to. Select none if you aren't associated with one or more clubs.' Below this is a search bar with a magnifying glass icon and a 'No club' checkbox. At the bottom right are 'Cancel' and 'Complete' buttons.

### 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 the 'Required account completion' window with the 'Umpire info' tab selected. The left sidebar contains menu items: Clubs, Umpire info (highlighted), Work with children, Demographics, Emergency info, Banking, and Medical. The main content area has four dropdown menus: 'Active player?' (empty), 'Age group you currently play?' (empty), 'Year started umpiring?' (empty), and 'How did you find out about us?' (empty). At the bottom right 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 'Required account completion' window with the 'Work with children' tab selected. The left sidebar contains menu items: Clubs, Umpire info, Work with children (highlighted), Demographics, Emergency info, Banking, and Medical. The main content area features a grey informational box with a red exclamation mark icon: '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 are three fields: 'License number' (empty), 'Expiry date' (empty with a calendar icon), and 'License' (a grey box with a 'Select files...' button). At the bottom right 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.

The screenshot shows a 'Required account completion' dialog box with a sidebar on the left containing menu items: Clubs, Umpire info, Work with children, Demographics (highlighted), Emergency info, Banking, and Medical. The main content area has three dropdown menus: 'Country of birth', 'Were you or any of your parents born overseas?', and 'Are you from Aboriginal or Torres Strait Islander origin?'. At the bottom right are 'Cancel' and 'Complete' buttons.

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

The screenshot shows the same 'Required account completion' dialog box, but with the 'Emergency info' tab selected in the sidebar. The main content area now has three text input fields: 'Name', 'Telephone number', and 'Relationship'. The 'Cancel' and 'Complete' buttons remain at the bottom right.

### 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 the 'Required account completion' form with the 'Banking' tab selected. A message box states: '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.' The form contains four input fields: 'Bank name \*', 'Bank account holder \*', 'Account number \*', and 'BSB \*'. At the bottom right, there 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 'Required account completion' form with the 'Medical' tab selected. A message box states: 'Please add all relevant medical information, if applicable add some extra information or a document.' The form features a dropdown menu with options: 'Allergies', 'Allergies', 'General medical Notes/injuries', and 'Do you identify as living with a disability/disabilities'. The 'Allergies' option is currently selected. To the right of the dropdown is an 'Add medical information' button. Below the dropdown is an 'Additional info' text area and a 'Remove' button. At the bottom left, there is a 'Select files...' button. At the bottom right, there are 'Cancel' and 'Complete' buttons.



### *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.

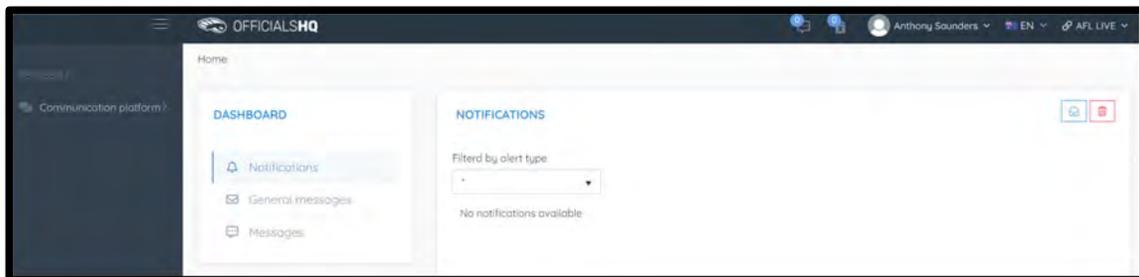
Terms and Conditions

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.

I have read the terms and conditions and agree

I disagree I agree

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





### 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.

OFFICIALSHQ

Welcome. Please login.

Username

Password

LOGIN

FORGOT PASSWORD

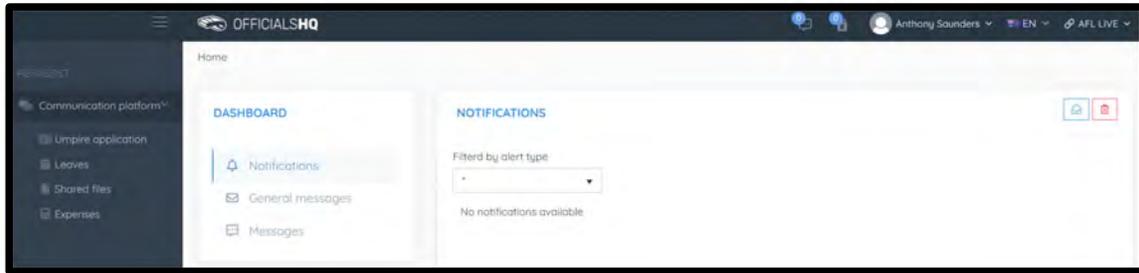
2021 © OfficialsHQ powered by RefAssist.

## 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.

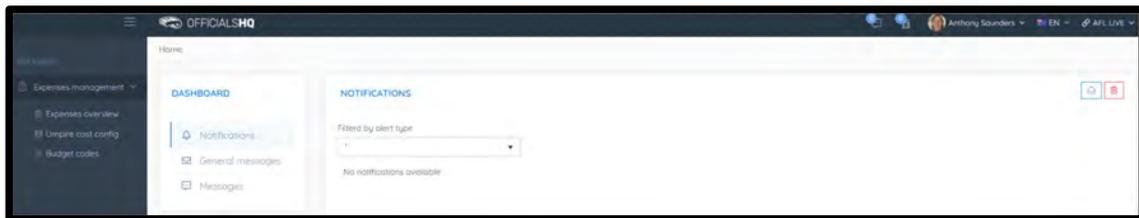
### Umpire & Umpire Coach

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



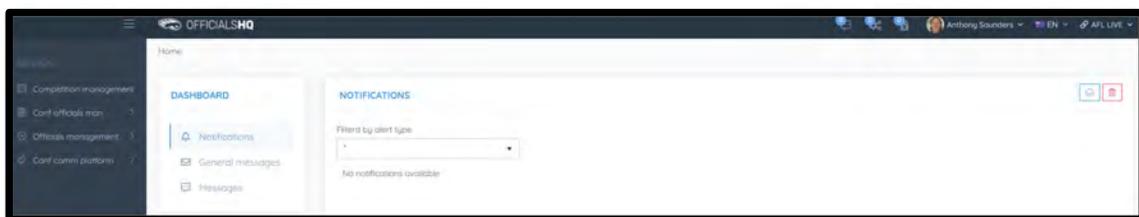
### Finance

**FINANCE** access gives the user access to **Expenses management** for expenses overview, umpire cost config and budget codes.



### Appointments

**RA** access gives the user access to **Competition management**, **Configure officials management**, **Officials management** and **Configure communication platform**.



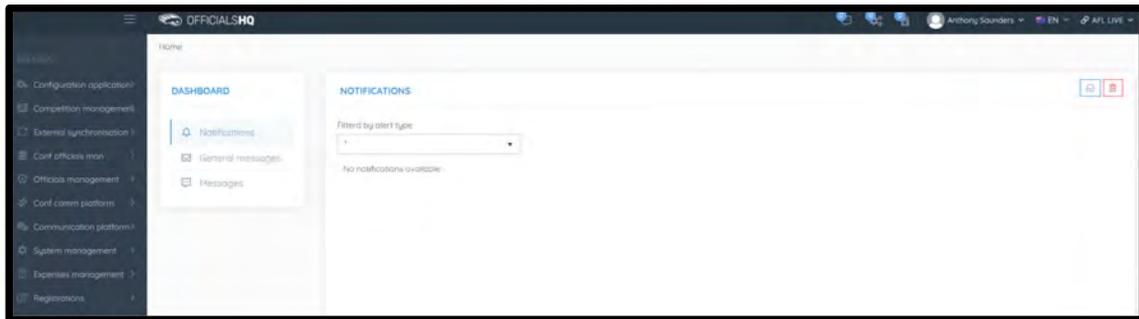


## Admin Access (cont)

### Client Admin

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

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



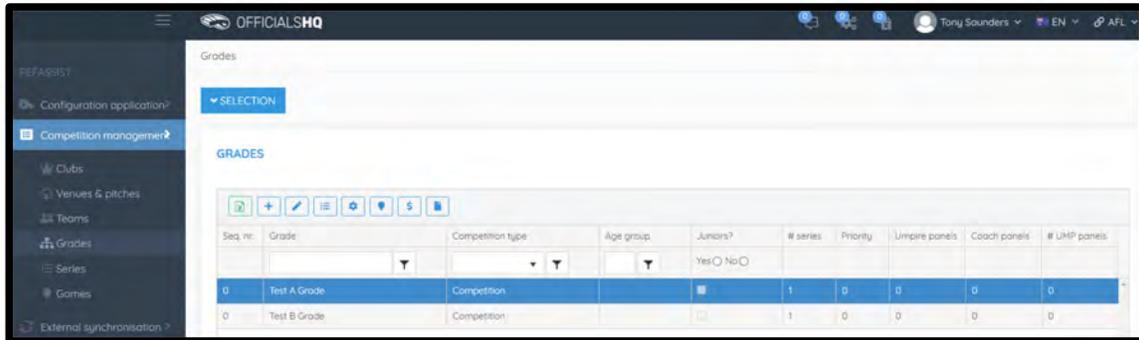
**For assistance with granting admin access please contact your State Umpire Manager.**

## 5. Competition Management

### Grades

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

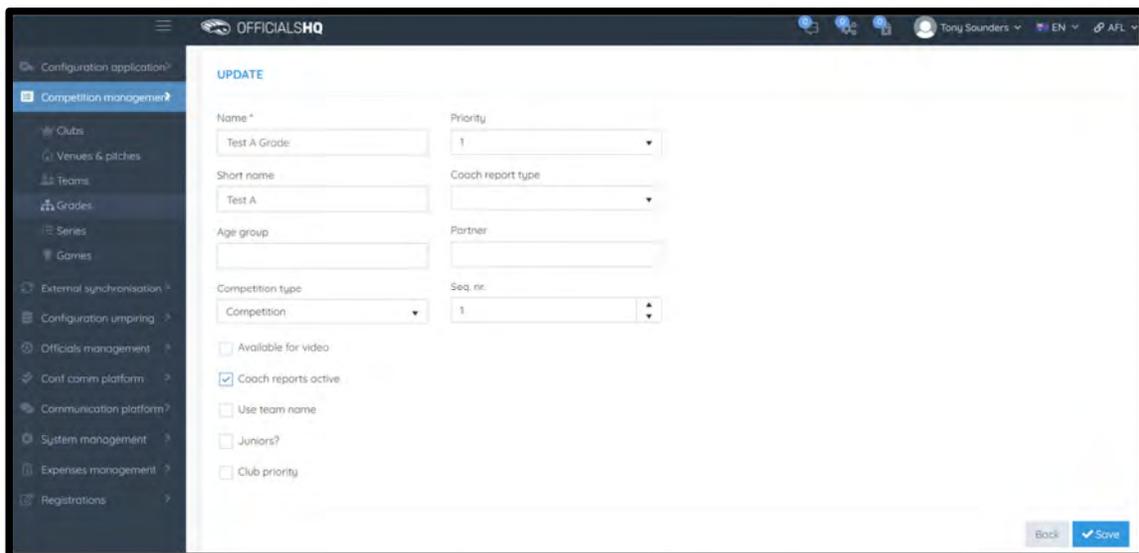
To configure the **Grades**, in the left hand menu click on **Competition management**, click on **Grades** and click on the **Grade** you want to configure.



### Edit Grade

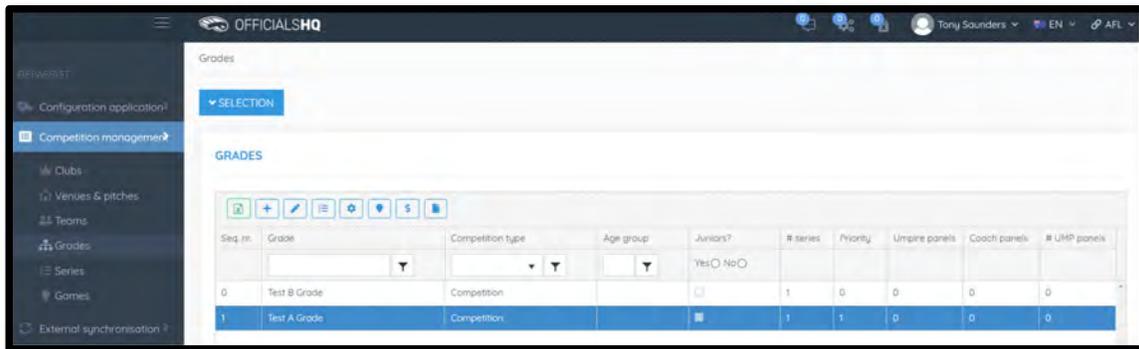
To edit the **Grade** details and configure the priority and order appearance click on the (**Update**) icon.

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.

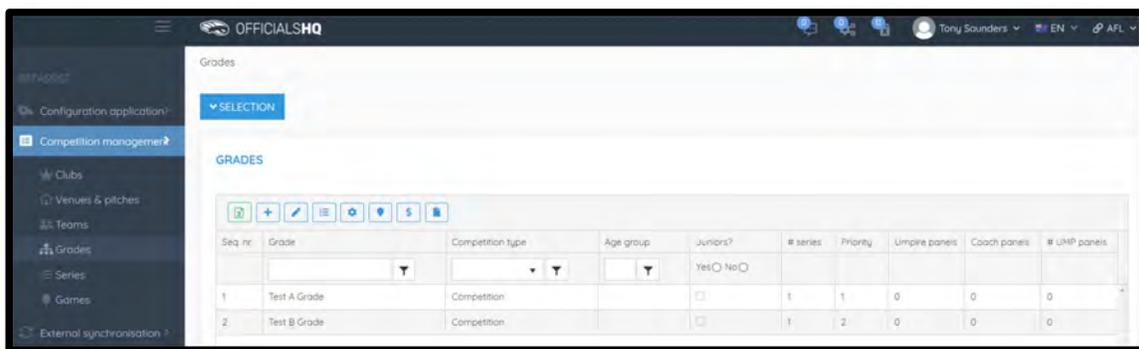


### Competition Management – Edit Grades (cont)

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



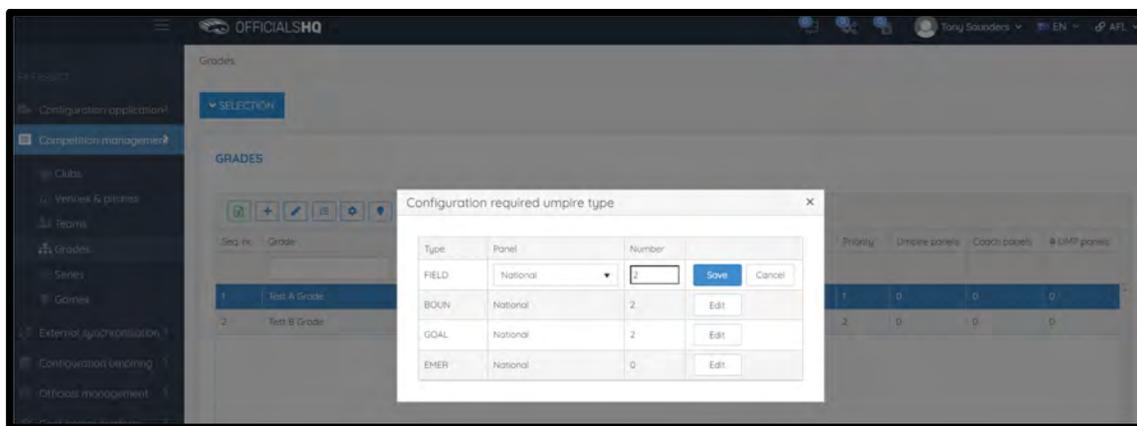
Edit other **Grades** as required.



### Select Umpire Configuration

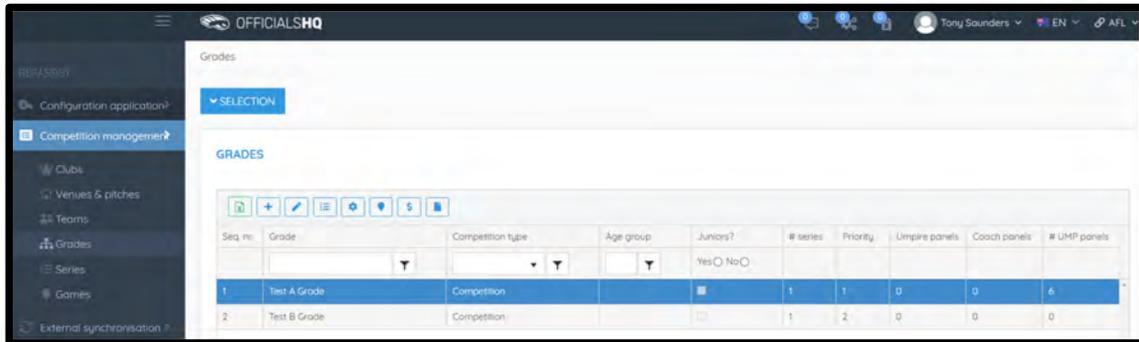
To select the number of umpires to be appointed to the **Grade**, on the **Grades** page click on the **Grade** and click on the (**Configuration required umpire type**) icon.

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.

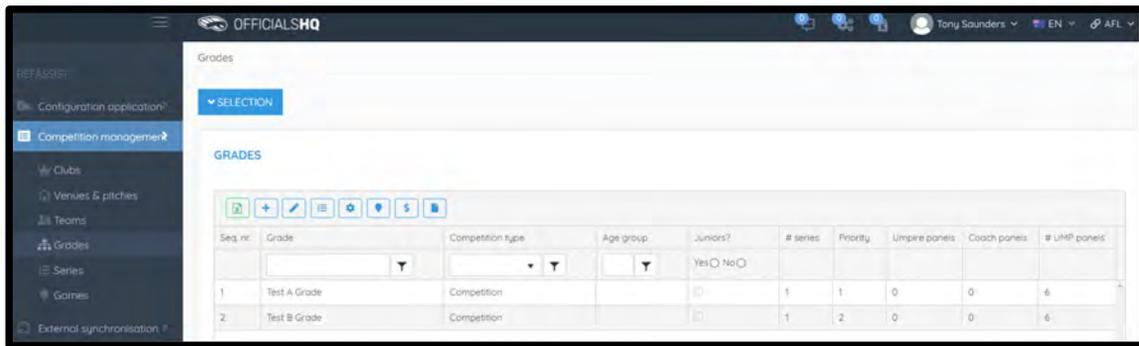


### Competition Management – Select Umpire Configuration (cont)

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.

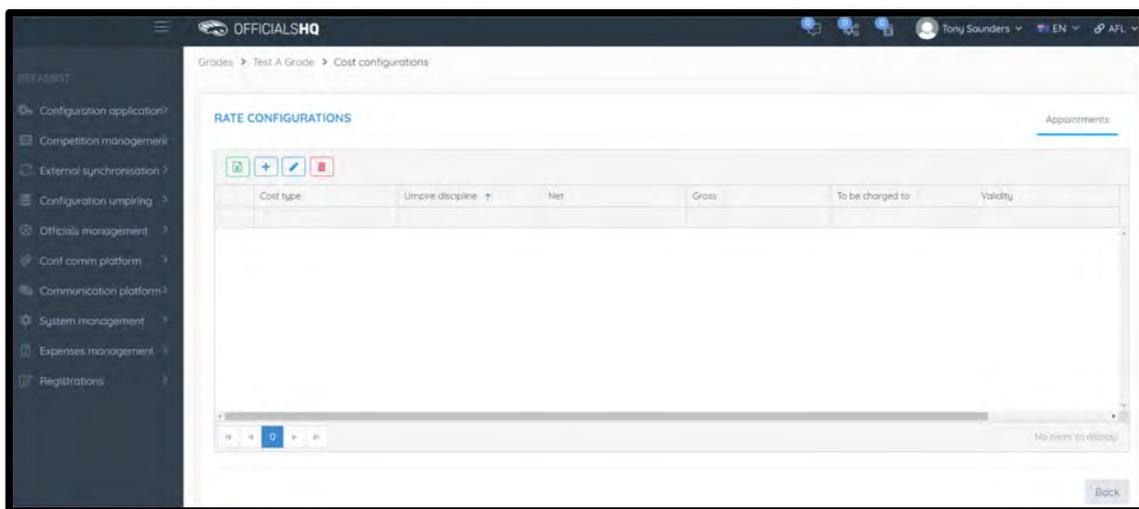


Configure other **Grades** as required.



### 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.

Grades > Test A Grade > Cost configurations > Add rate

**ADD RATE**

Cost type\*  
Match fee

Umpire discipline  
FIELD

To be charged to\*  
Other

Effective date\*  
17/08/2021

Net\*  
\$ 100

Gross\*  
\$ 100

Taxes\*  
\$ 0

End date

Back Save

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

Grades > Test A Grade > Cost configurations

**RATE CONFIGURATIONS**

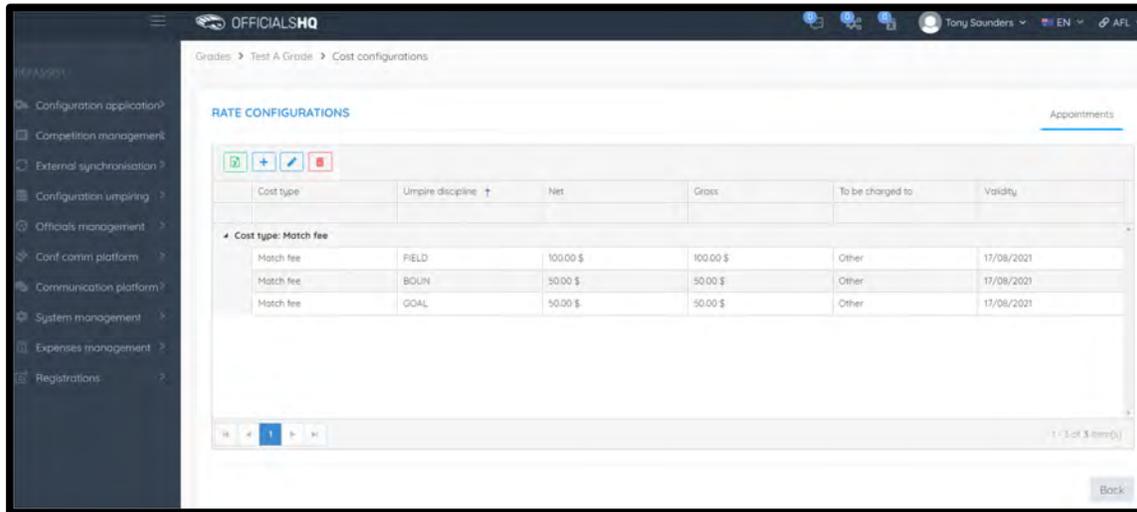
Appointments

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

Back

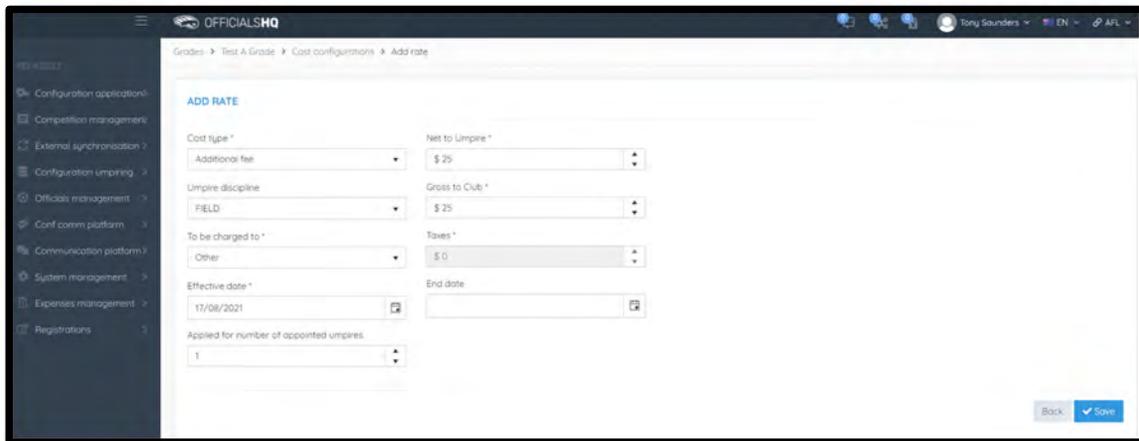
### Competition Management – Add Grade Pay Rates (cont)

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



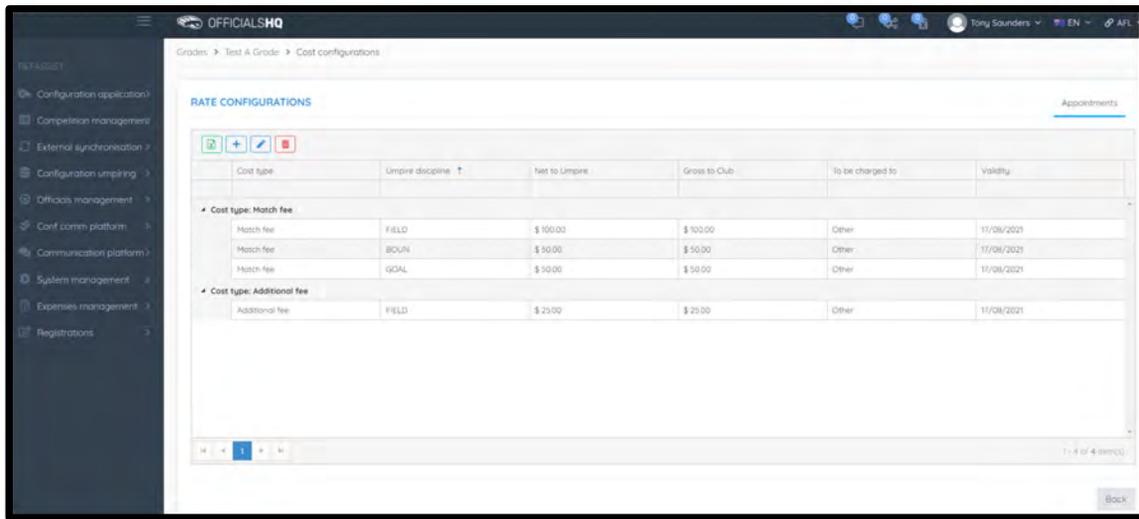
In the instance where you have added an individual pay rate but if there is less umpires and pay rate increases you can use the **Additional fee** option as follows.

In the previous example we have set the pay rate as \$100 for field umpire appointments. In the following example we will set an additional rate as \$25 when only one field umpire is appointed.



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

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

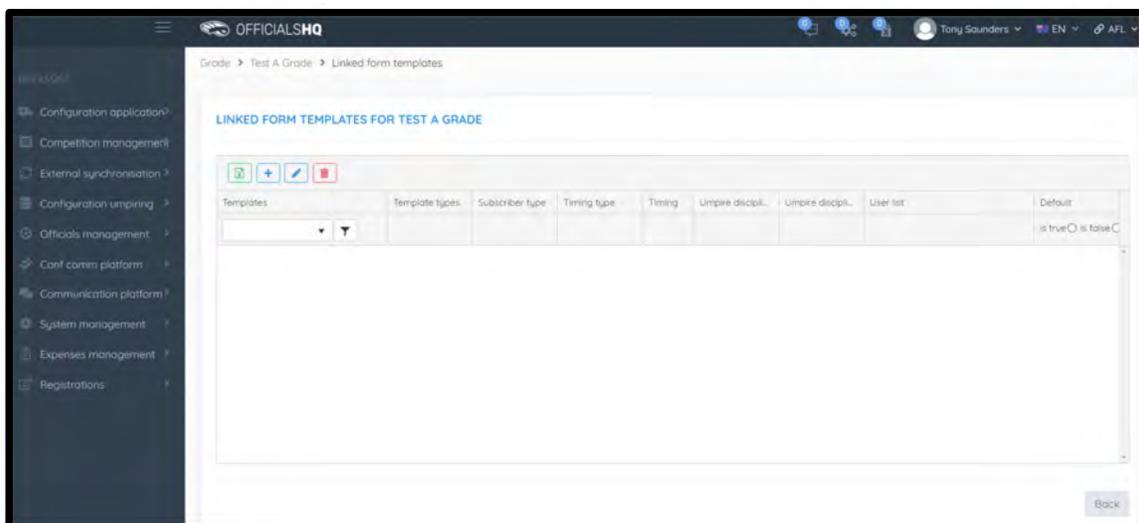


To go back to the **Grades** page to set pay rates for other **Grades**, click on the **Back** button in the bottom right corner.

### Link Match Reports

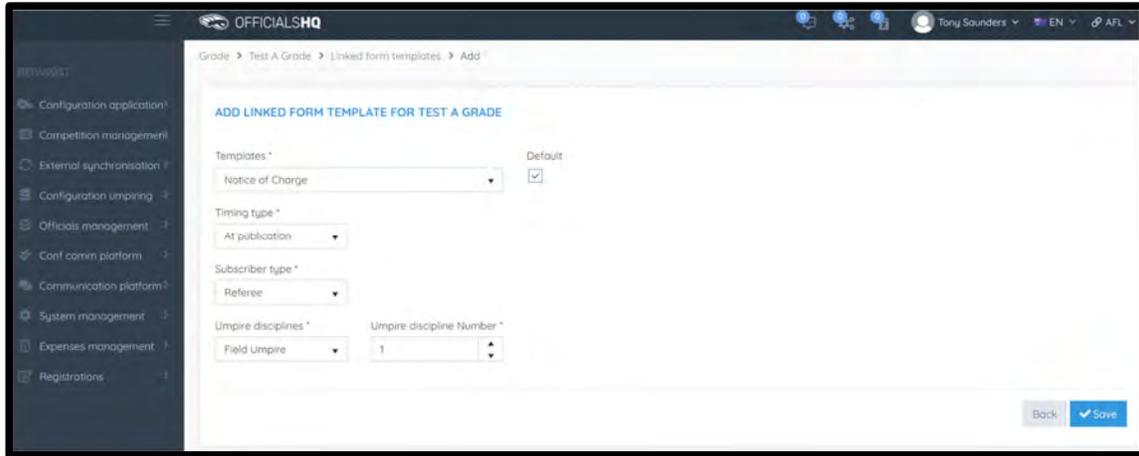
All umpire club/leagues are able to create fully configurable match report templates (see **Configure Officials Management – Match report templates** section following in this guide) to be completed by umpires post match or they are able to use match report templates that have been created at the national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

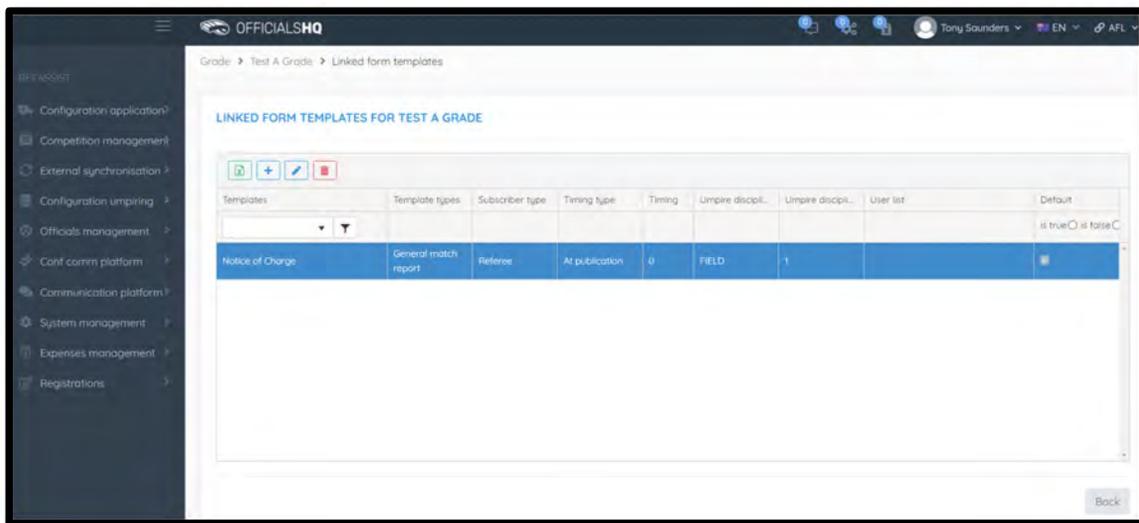


**Competition Management – Link Match Reports (cont)**

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.



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

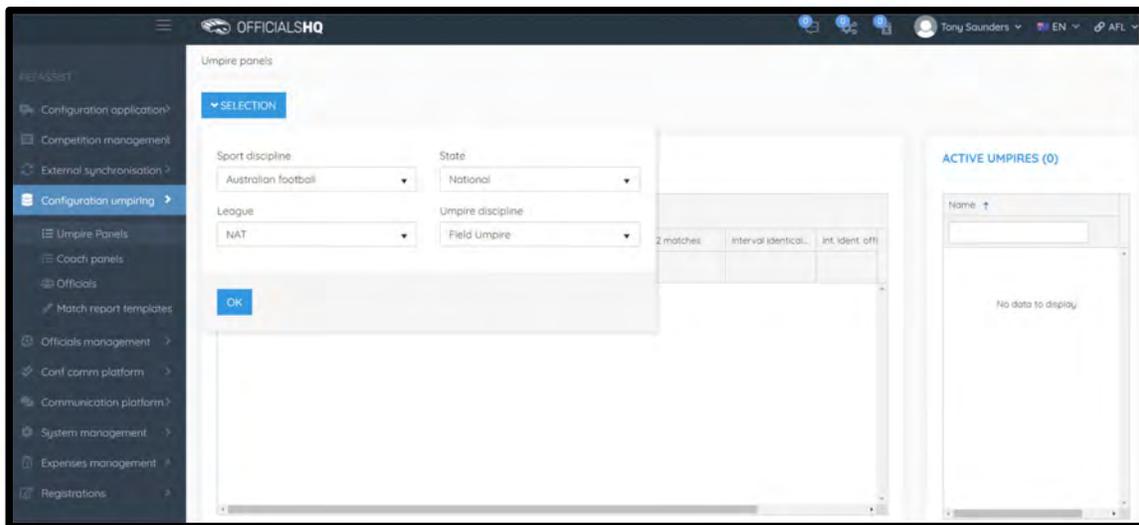
## 6. Configure Officials Management

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

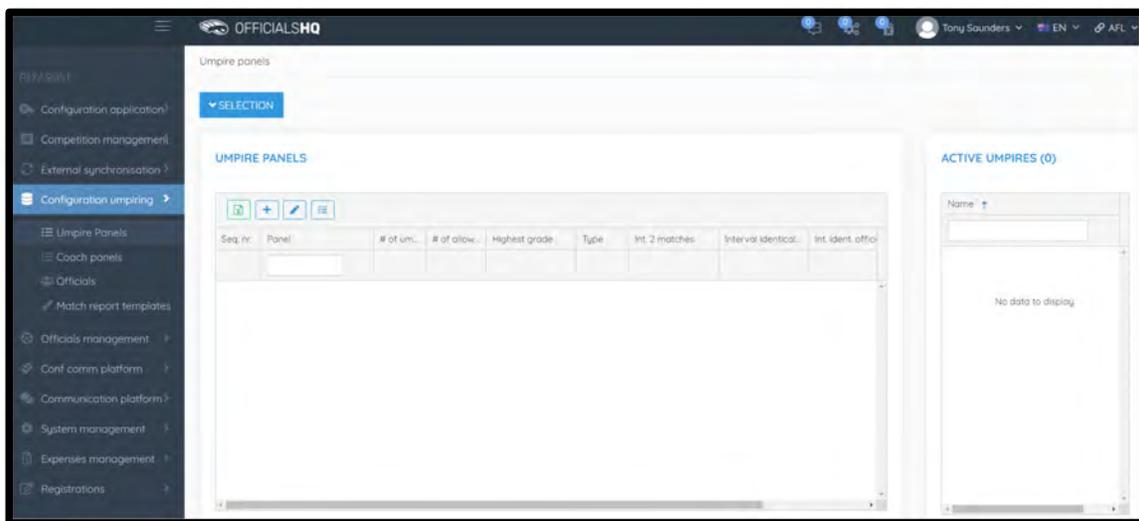
### Umpire Panels

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.

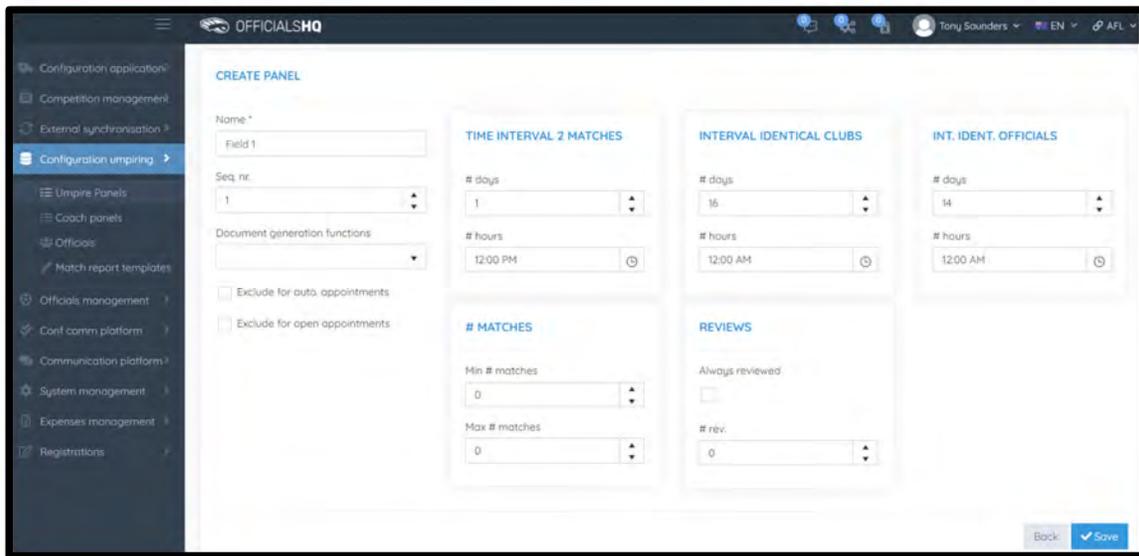
There are multiple parameters that can be configured to assist with the **Auto Appointment** feature. Please note if you only want to use the manual appointment feature you do not need to set any parameters.

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

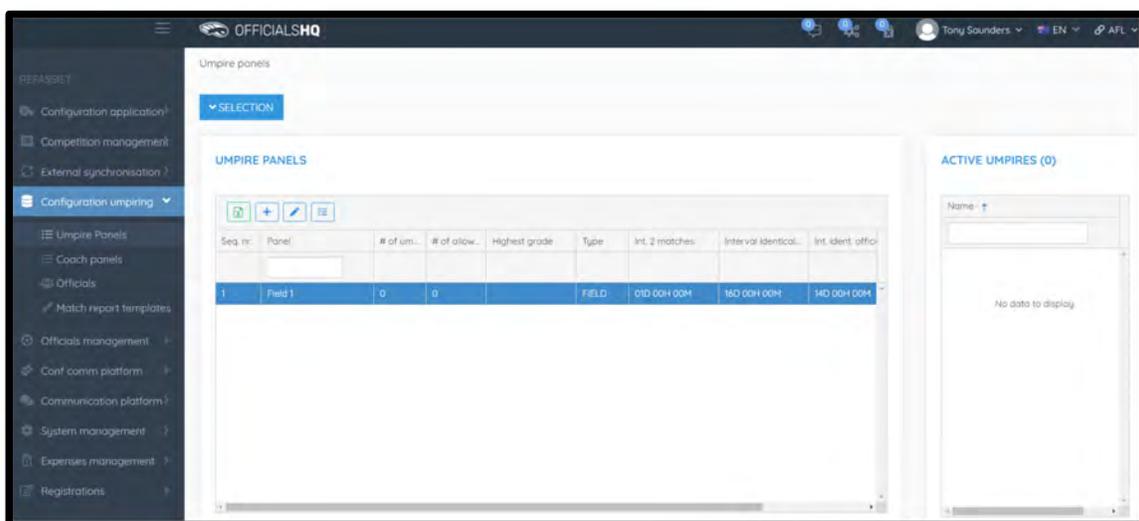
**Interval Identical Clubs** is the number of days between matches with the same clubs for umpires in this panel.

**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.



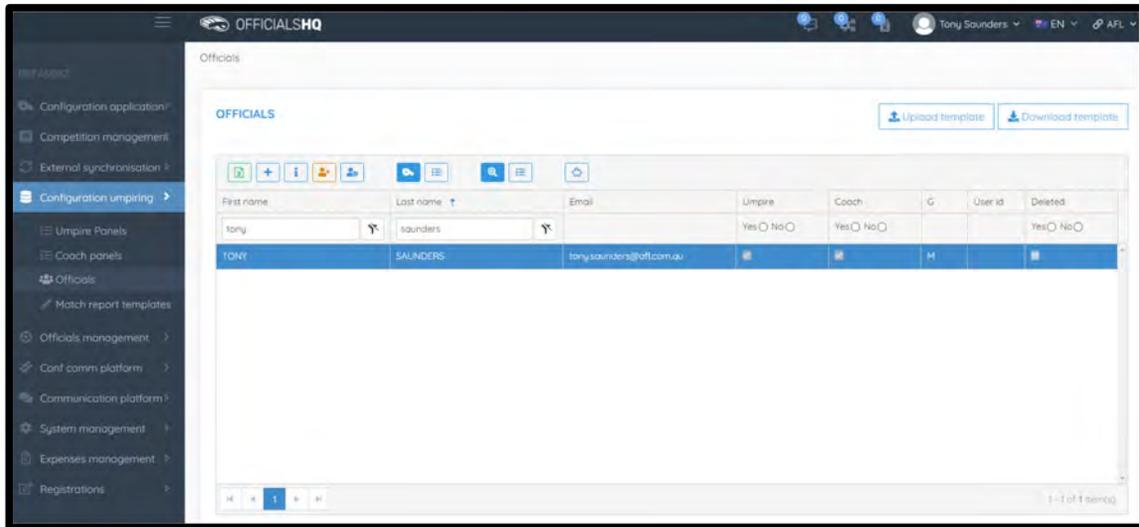
## Coach Panels

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.

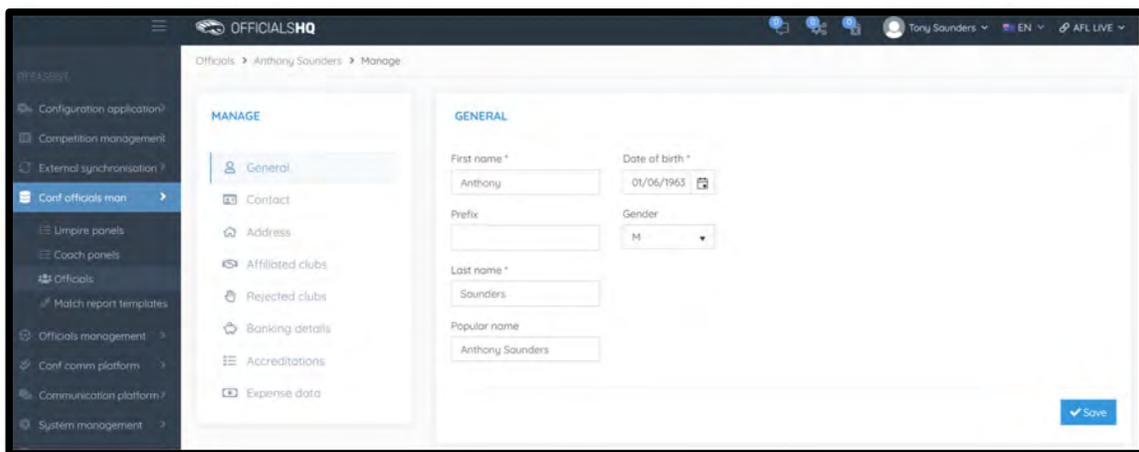
In the left hand menu click on **Conf officials man** and click on **Officials**.



## Manage Official

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

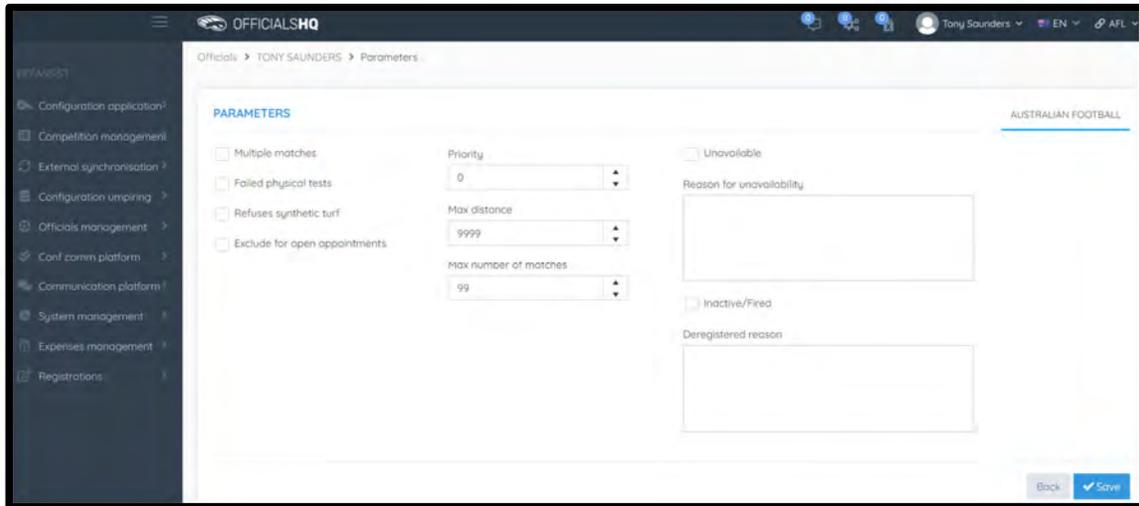
On the **Manage** page, in the **Manage** section click on any of the tabs, edit details as required and click on the **Save** button in the bottom right hand corner.



### 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.

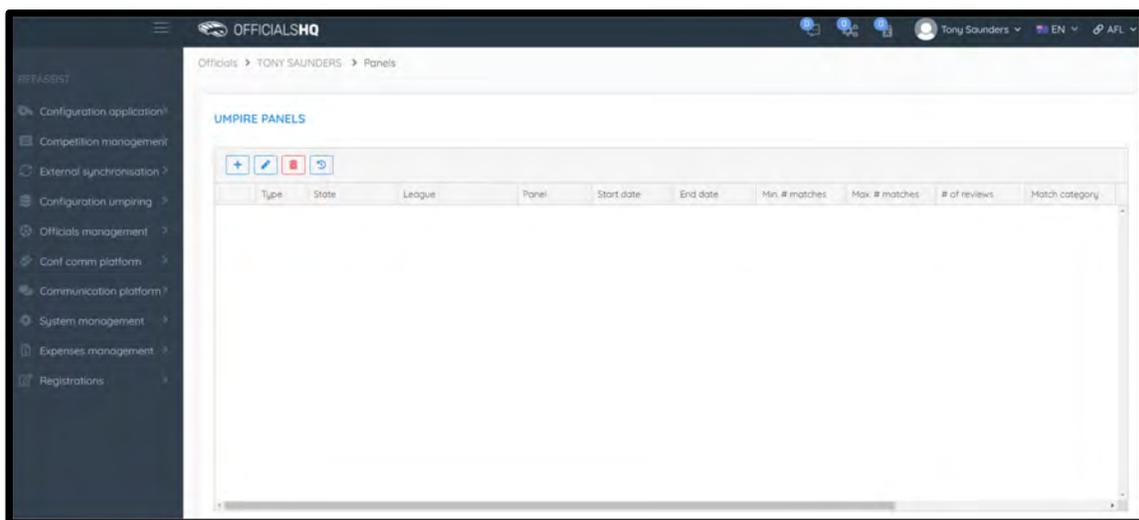


When officials register they select whether they are registering as an umpire or an umpire coach, therefore on the **Officials** page the (**Mark official as umpire**) and/or the (**Mark official as coach**) icons should be automatically bold depending on their selections.

### 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 – Add Official to Umpire Panel (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.

OFFICIALSHQ

Officials > Panels > Add

#### ADD UMPIRE PANEL

Sport discipline: Australian football | League: NAT | Min. # matches (0): 0 | Match category: [dropdown]

Umpire discipline: Field Umpire | Panel: Field 1 | Max. # matches (0): 0 | Start date: 19/08/2021

State: National | # of reviews (0): 0 | End date: [dropdown]

Back Save

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

OFFICIALSHQ

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 to an official as required.

## Add Official to Coach Panel

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

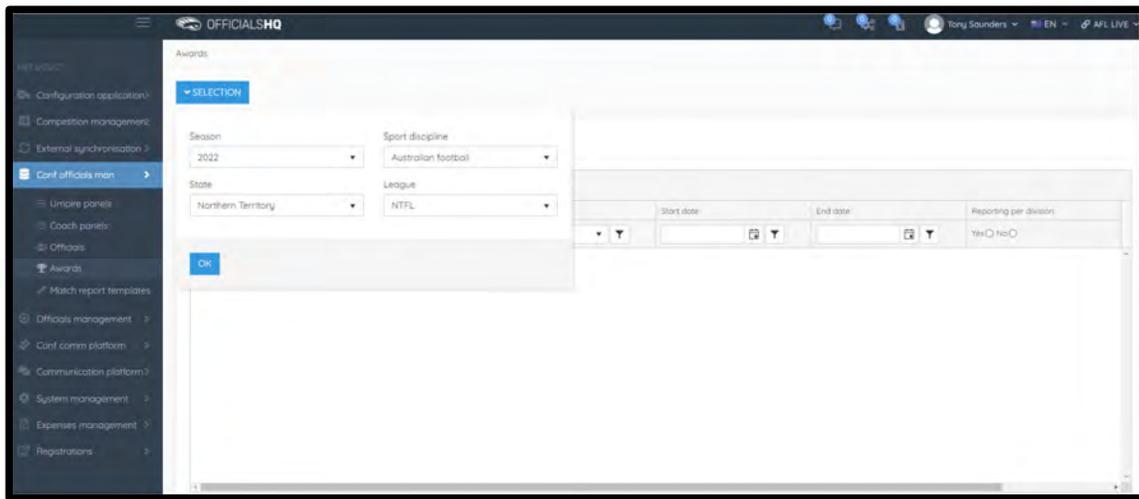
On the **Umpire Coach Panels** page to add an official to an umpire coach panel click on the official and click on the (**Add umpire panel**) icon.

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

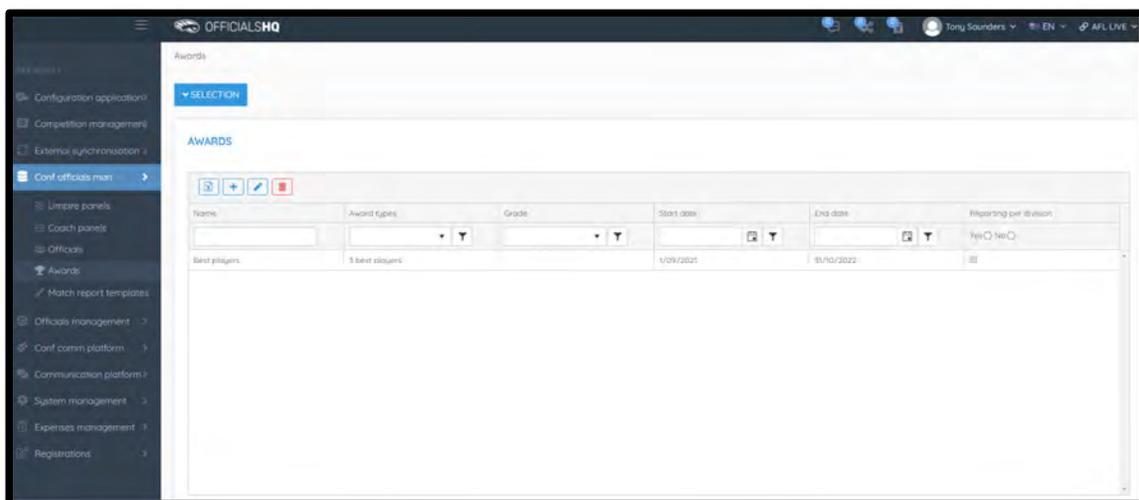
## Awards

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

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



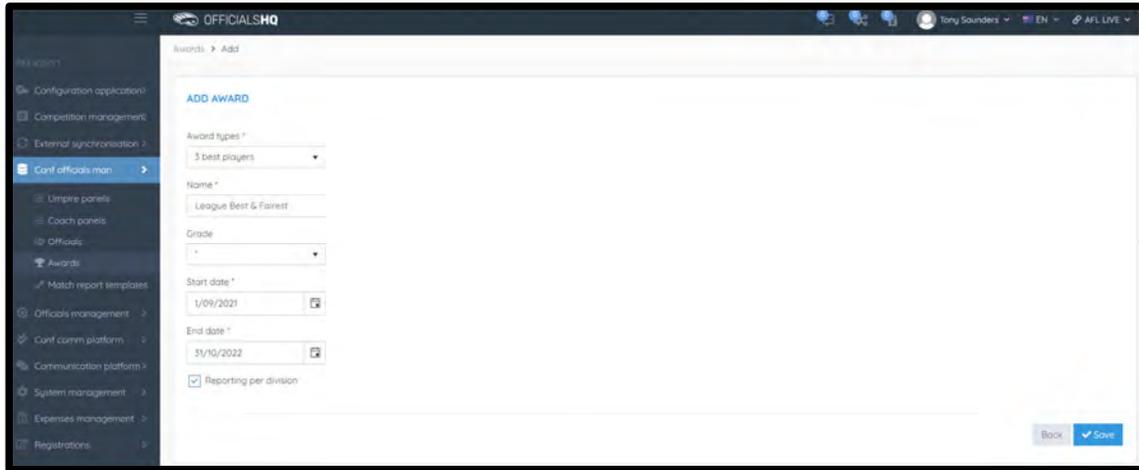
On the **Awards** page click on the (**Add**) icon.



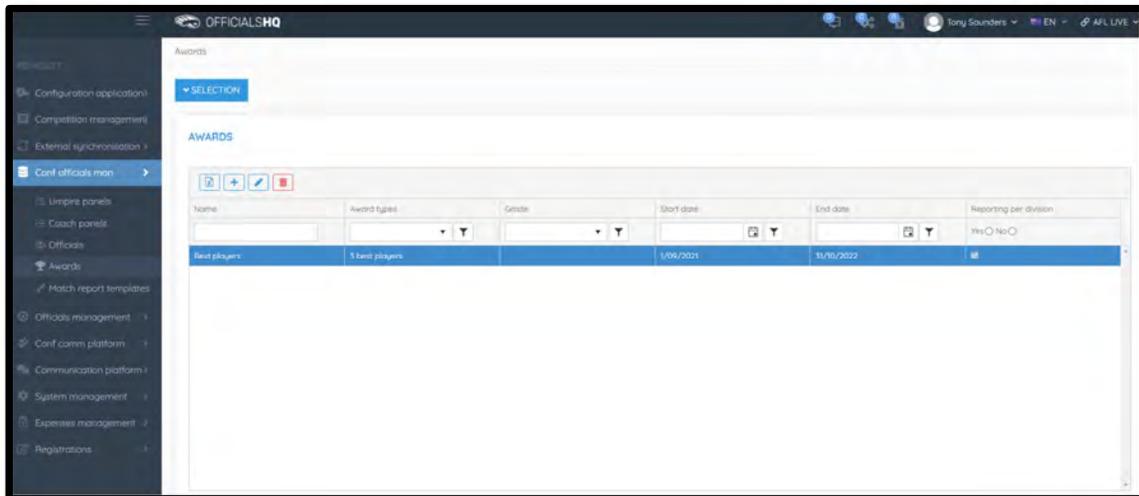
### Configure Officials Management – Awards (cont)

On the **Add Award** page select the **Award types**, add a **Name**, select the **Grade**, select the **Start date**, select the **End date** and click on the **Save** button in the bottom right hand corner.

Please note you can select each grade individually or select \* for all grades. If you select \* ensure you tick the **Reporting per division** box before saving.

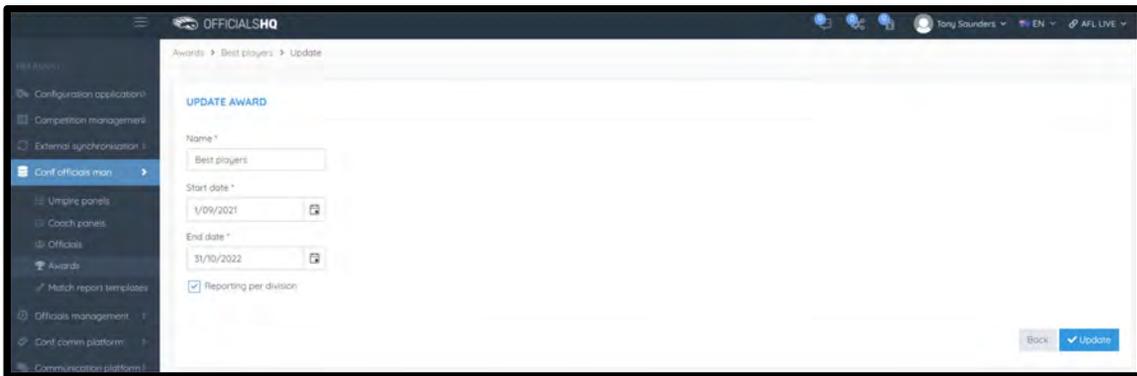


To edit an **Award** click on the award you would like to edit and click on the  (**Update**) icon.



### Configure Officials Management – Awards (cont)

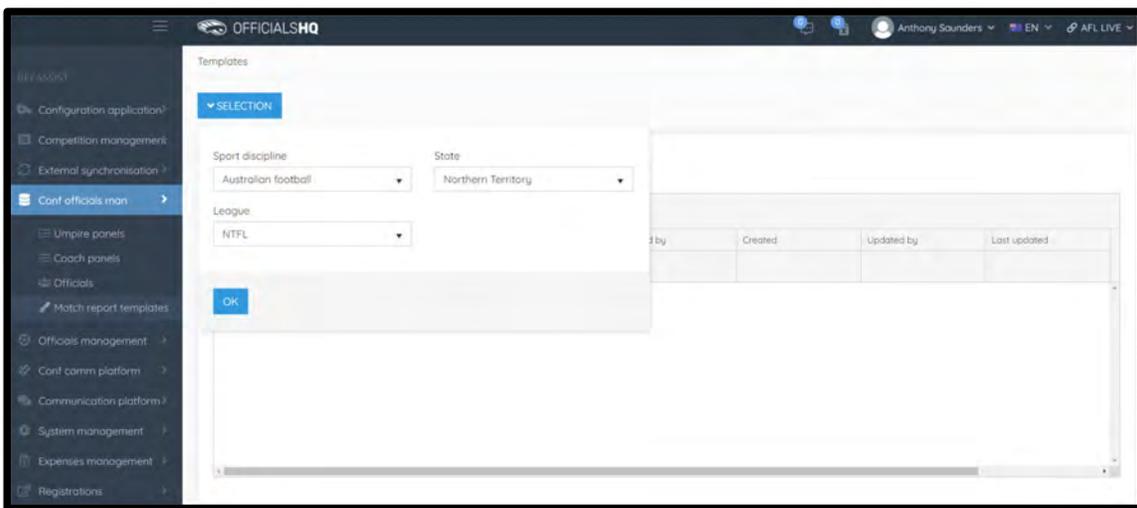
On the **Awards > Update** page make your changes and click on the **Update** button in the bottom right hand corner.



### Match report templates

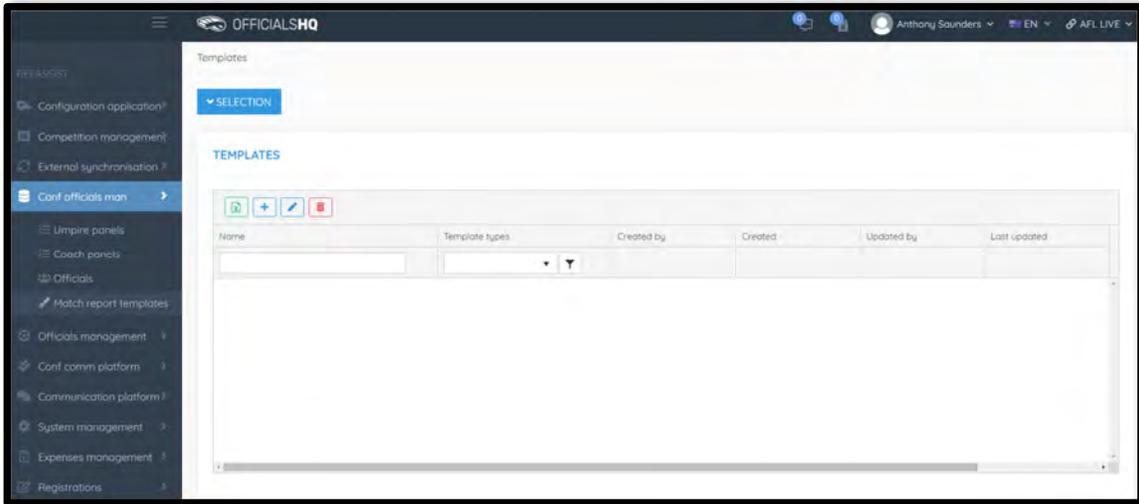
To create or edit **Match Reports** in the left hand menu click on **Conf officials man** and click on **Match report templates**.

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

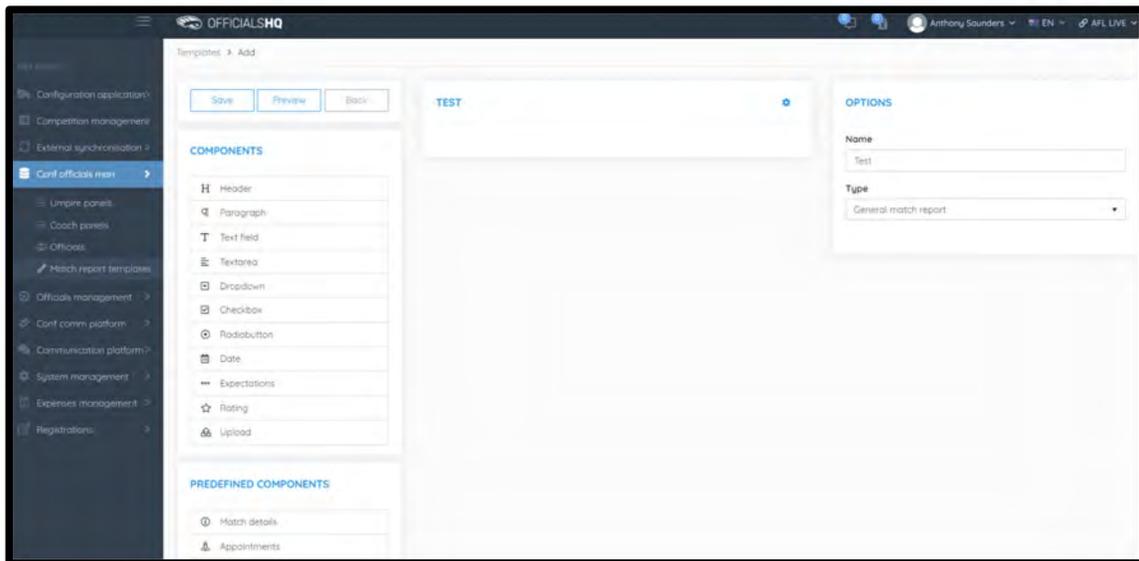


### Configure Officials Management – Match report templates (cont)

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



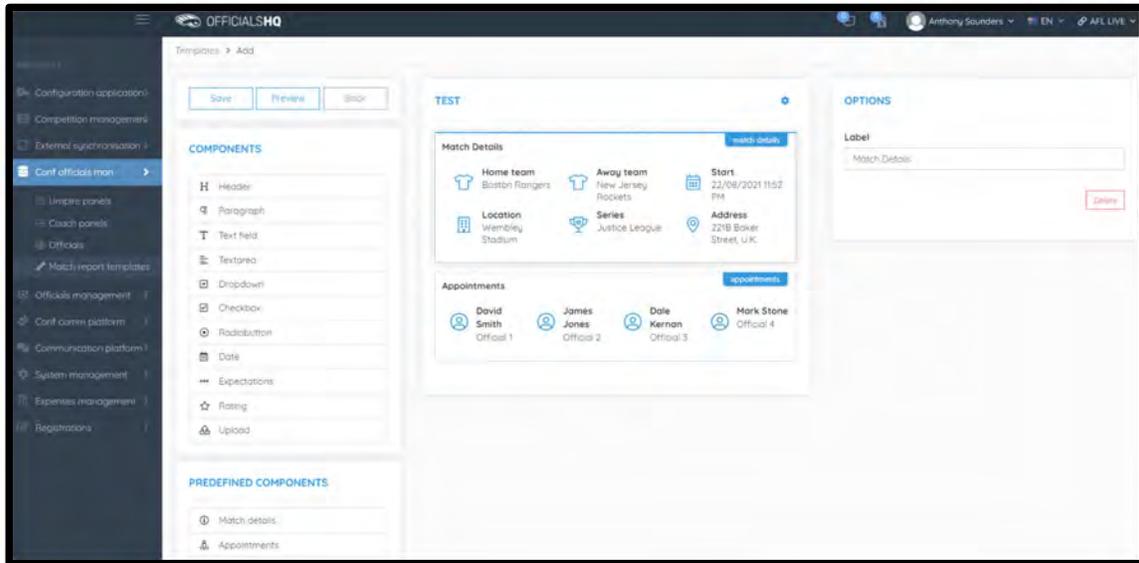
The **Templates > Add** page is a form builder, in the **Options** area add the **Name** of your report and select a **Type** option.





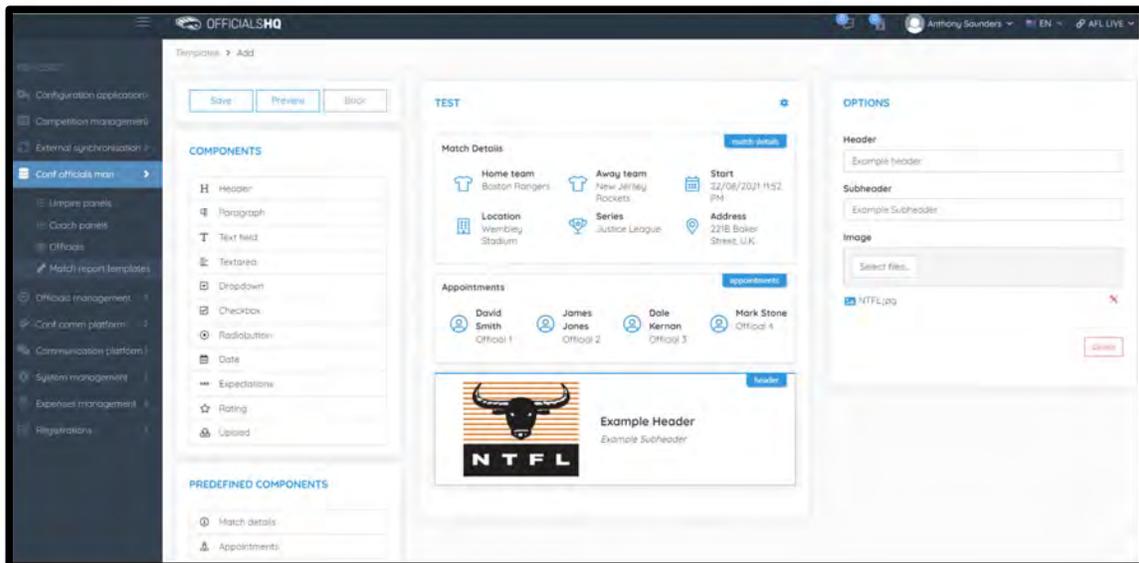
### Configure Officials Management – Match Report Templates (cont)

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**.



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

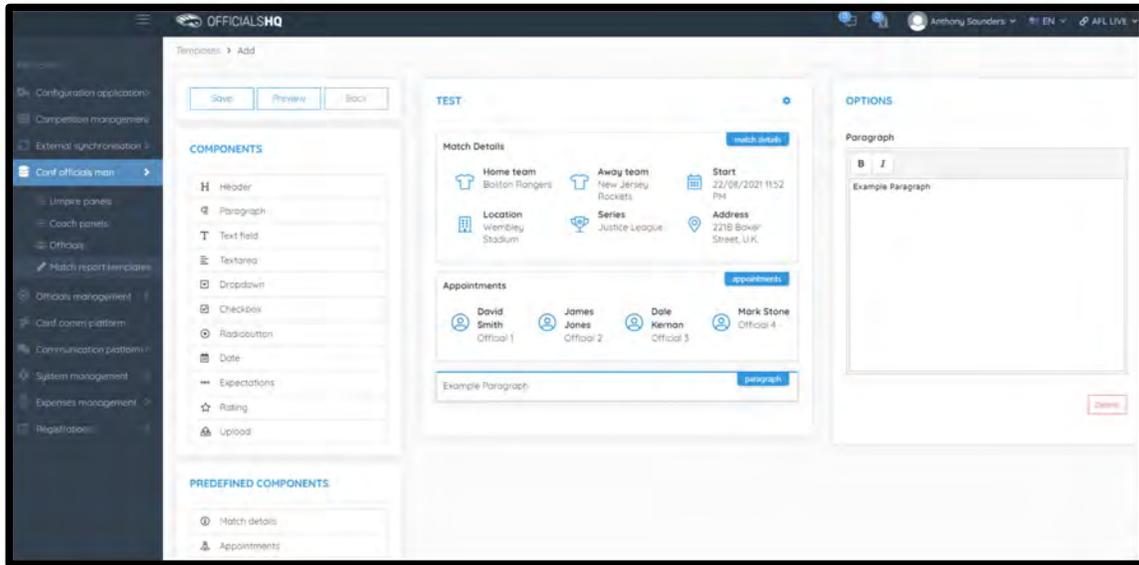
Component – **Header** – when added in the **Options** area add the **Header**, add **Subheader** and in **Image** click on the **Select files** button to upload an image. If you want to remove the **Header** component in the **Options** area click on the **Delete** button.



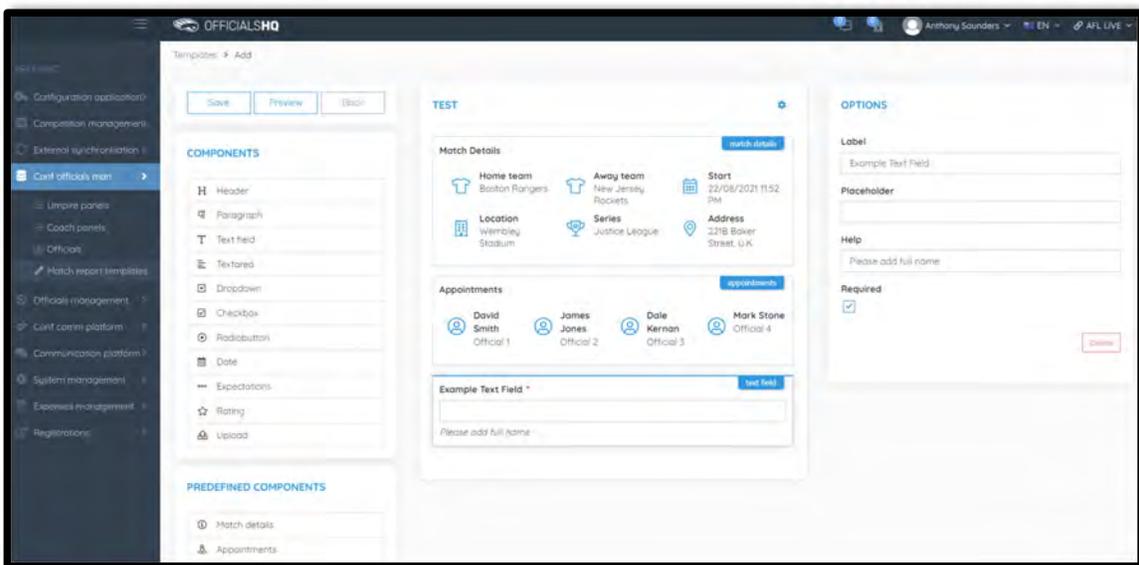


### Configure Officials Management – Match Report Templates (cont)

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.



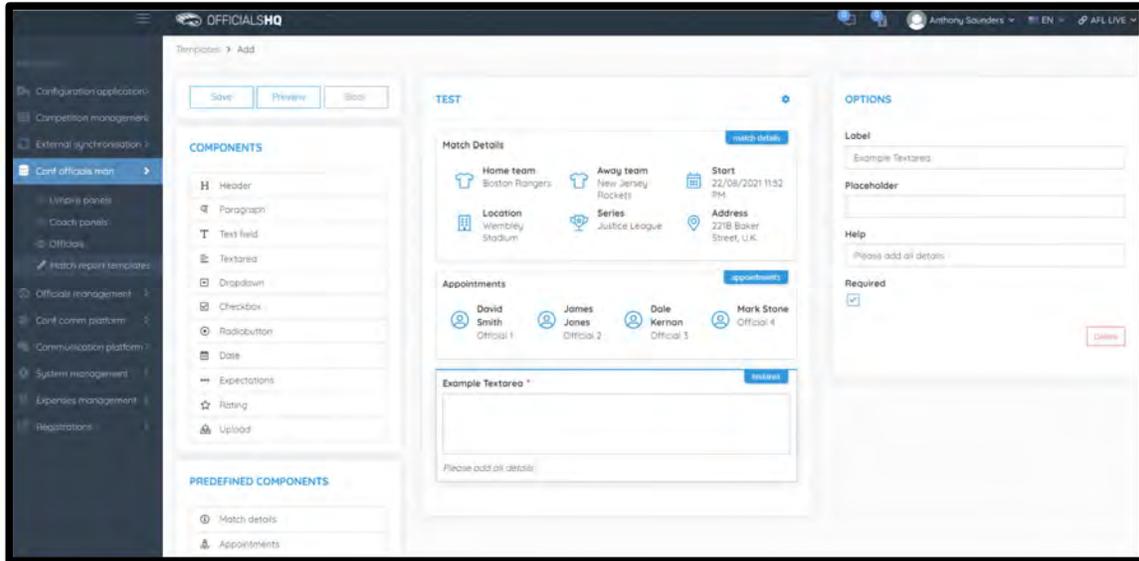
Component – **Text field** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Text field** component in the **Options** area click on the **Delete** button.



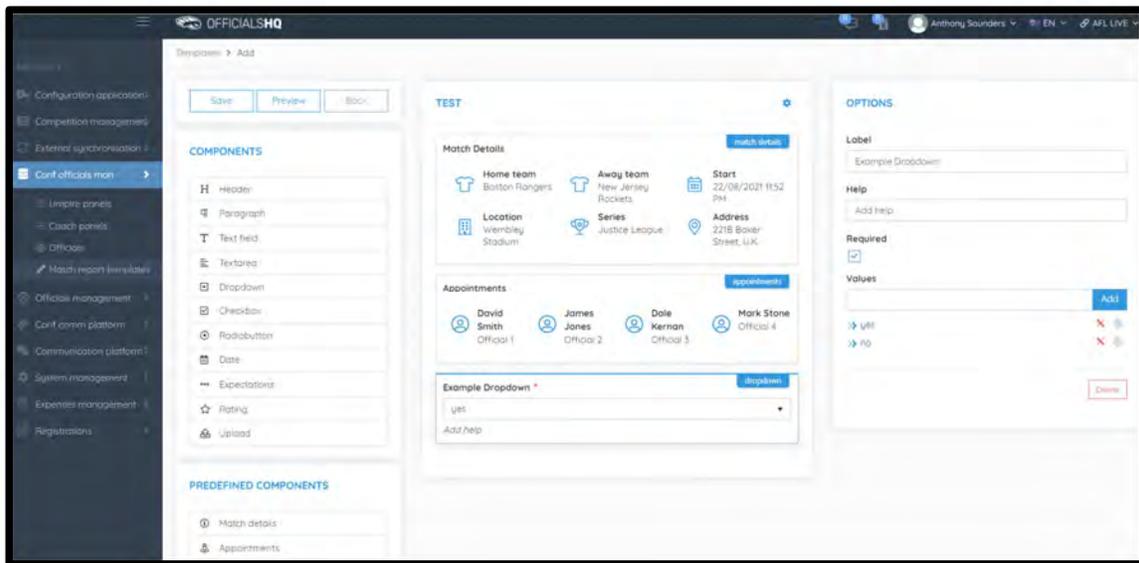


### Configure Officials Management – Match Report Templates (cont)

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.



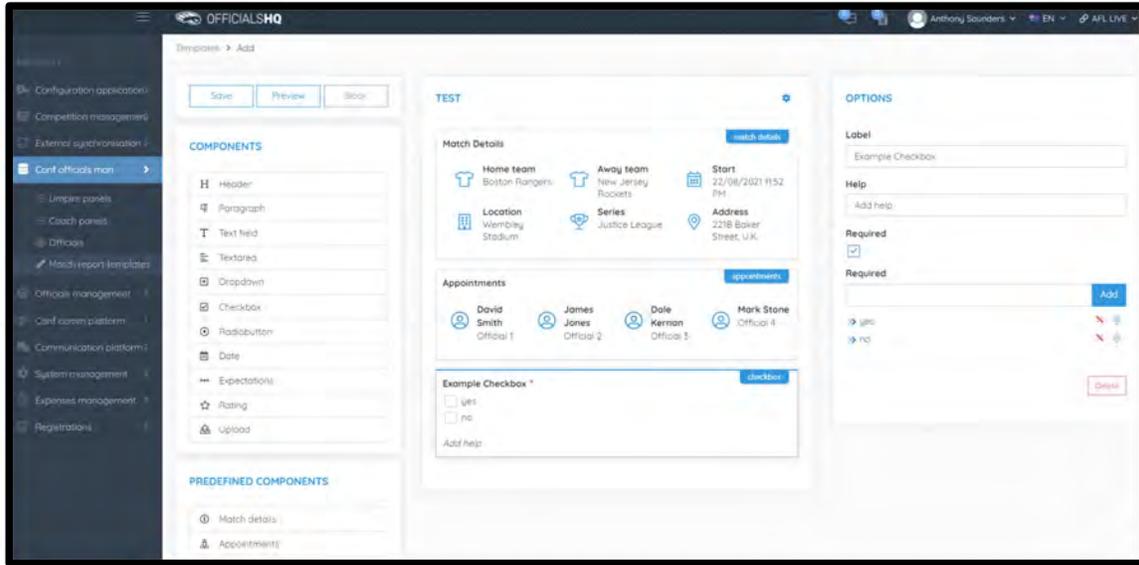
Component – **Dropdown** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Dropdown** component in the **Options** area click on the **Delete** button.



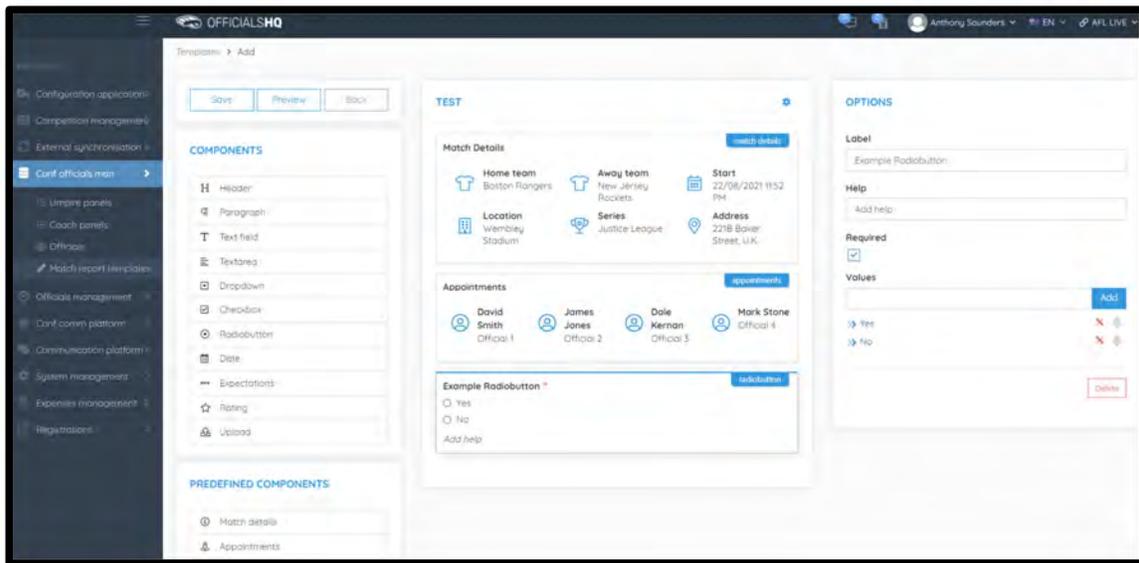


### Configure Officials Management – Match Report Templates (cont)

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.

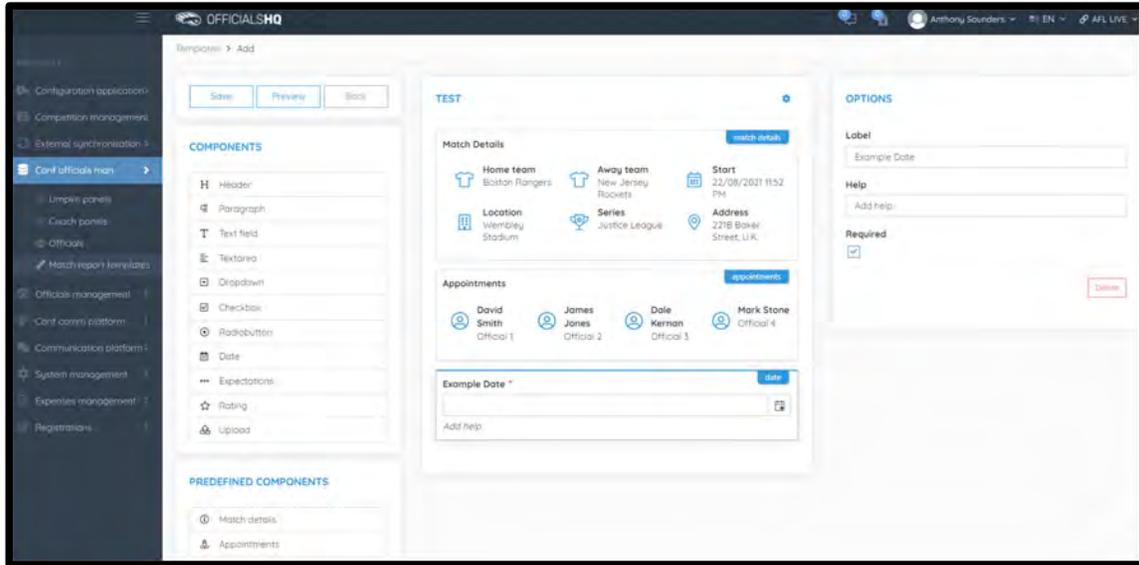


Component – **Radiobutton** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Radiobutton** component in the **Options** area click on the **Delete** button.

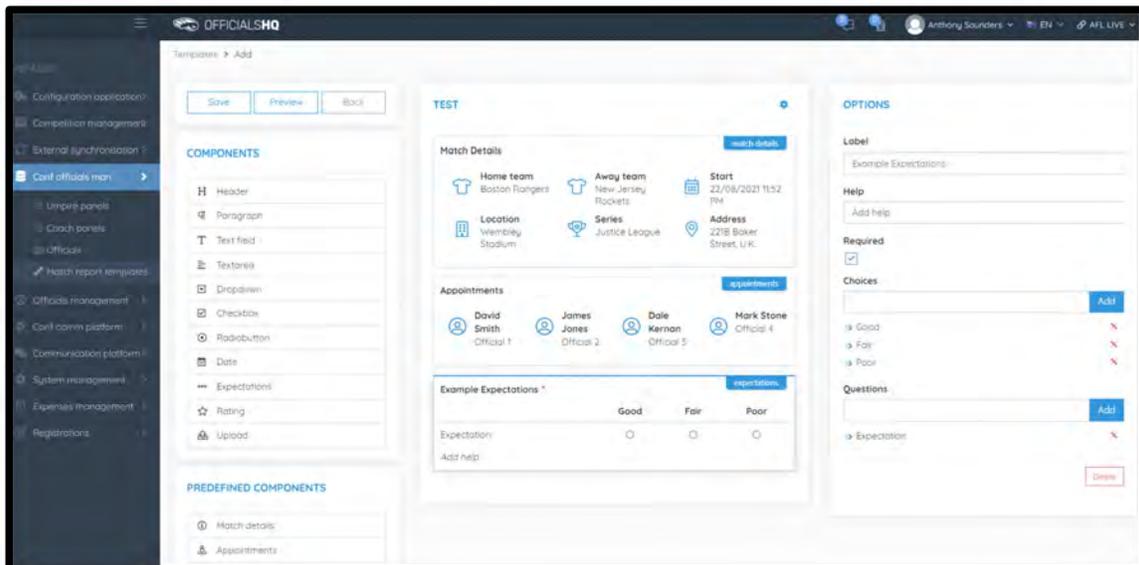


### Configure Officials Management – Match Report Templates (cont)

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.

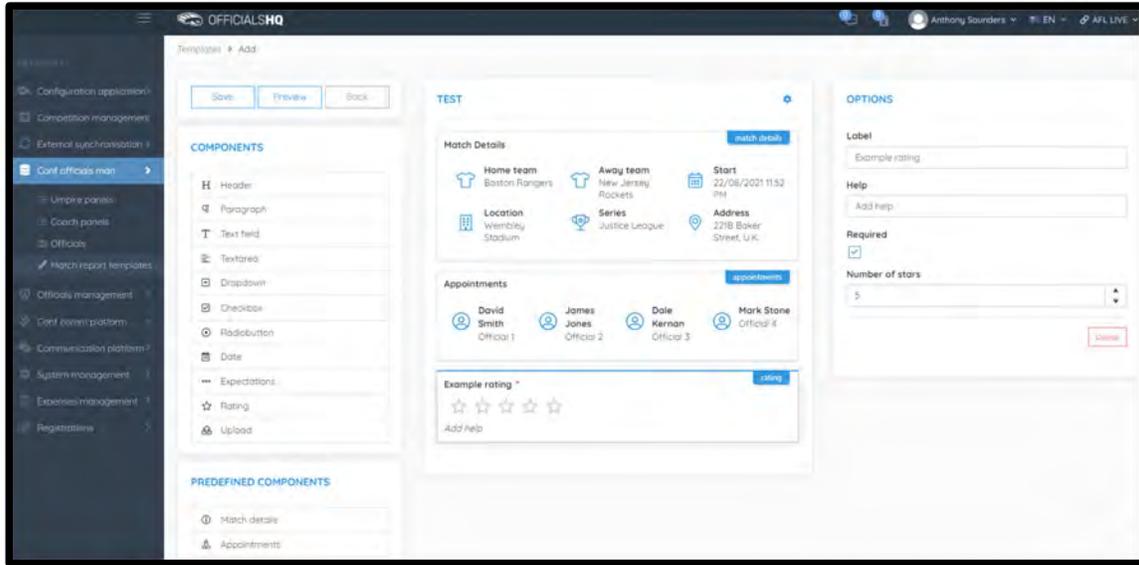


Component – **Expectations** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox, add **Choices** and add **Questions**. If you want to remove the **Expectations** component in the **Options** area click on the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

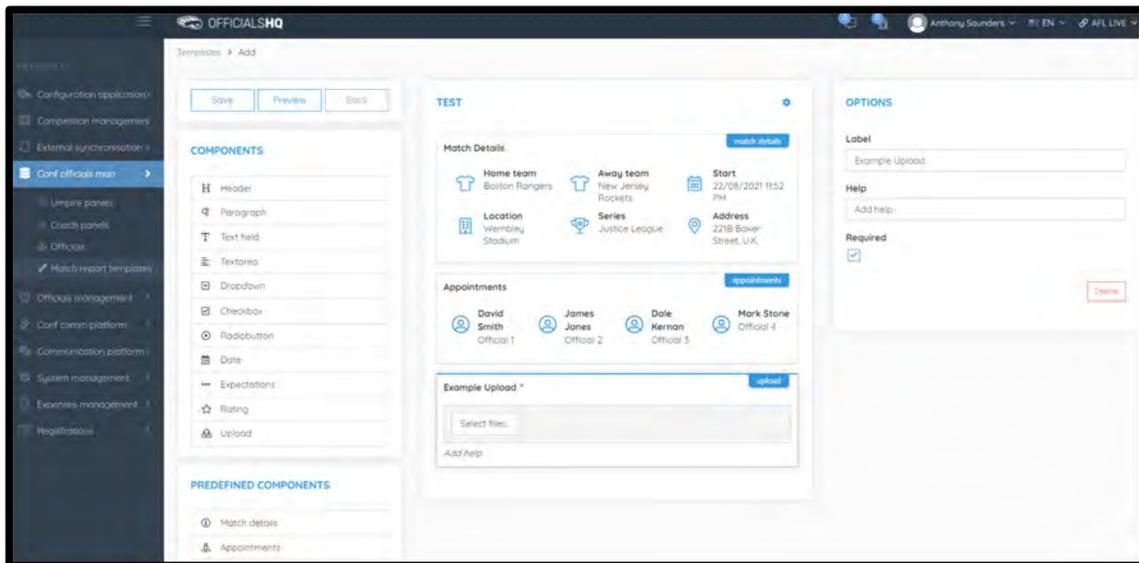


### Configure Officials Management – Match Report Templates (cont)

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.



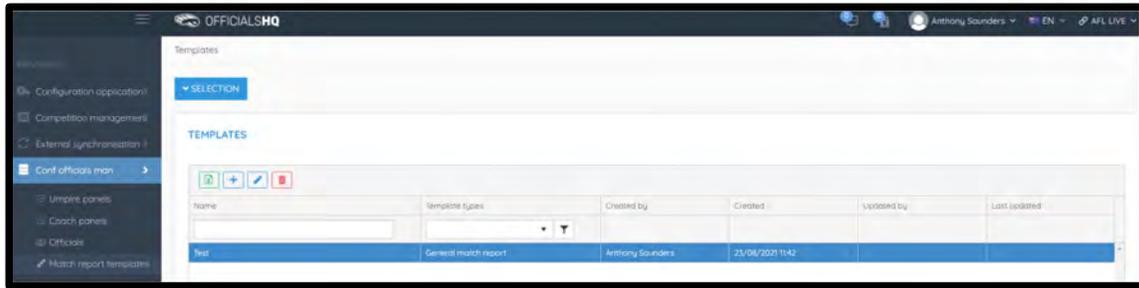
Component – **Upload** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Upload** component in the **Options** area click on the **Delete** button.



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

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.

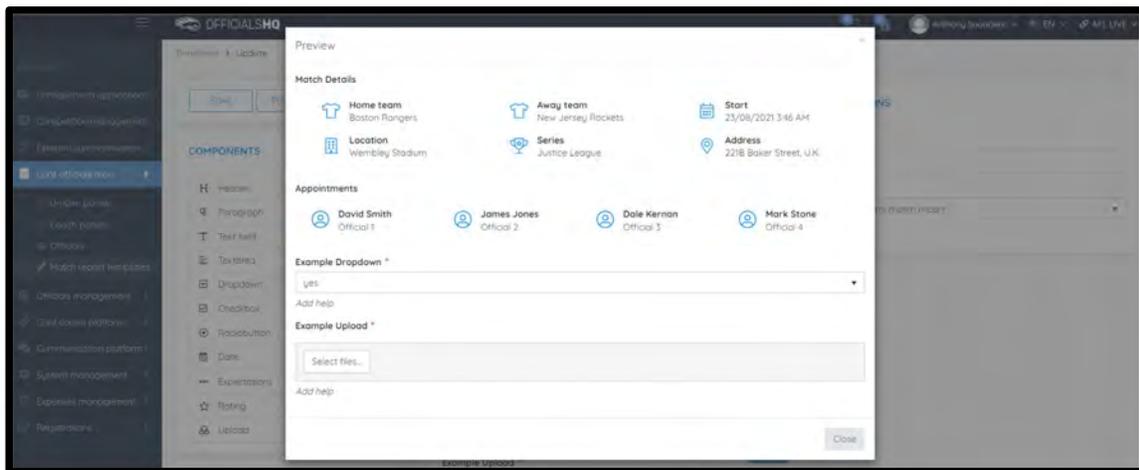
To edit a **Template** click on the template you would like to edit and click on the  (**Update**) icon.



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.

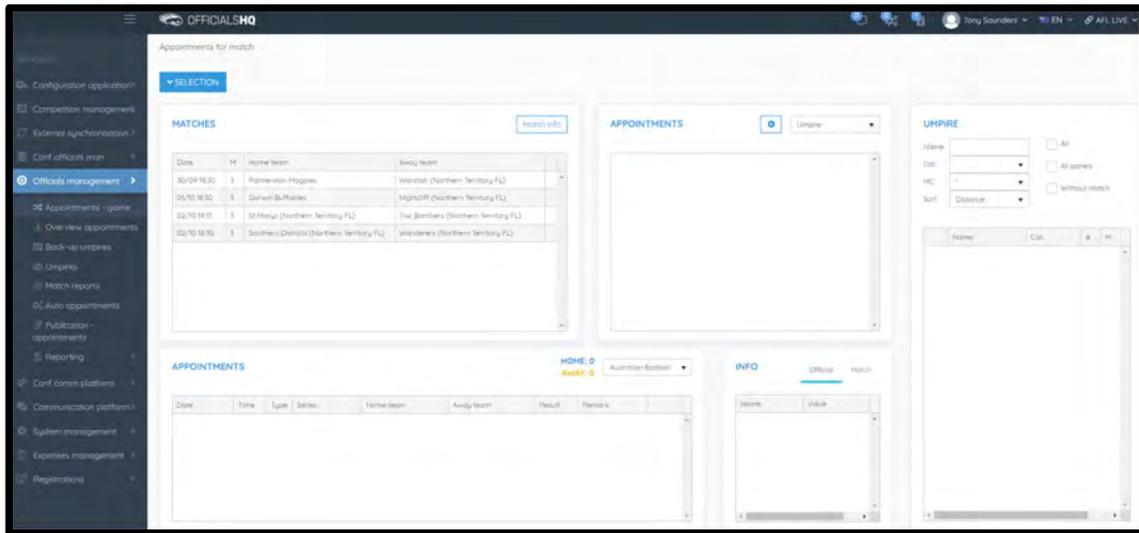


## 7. Officials Management

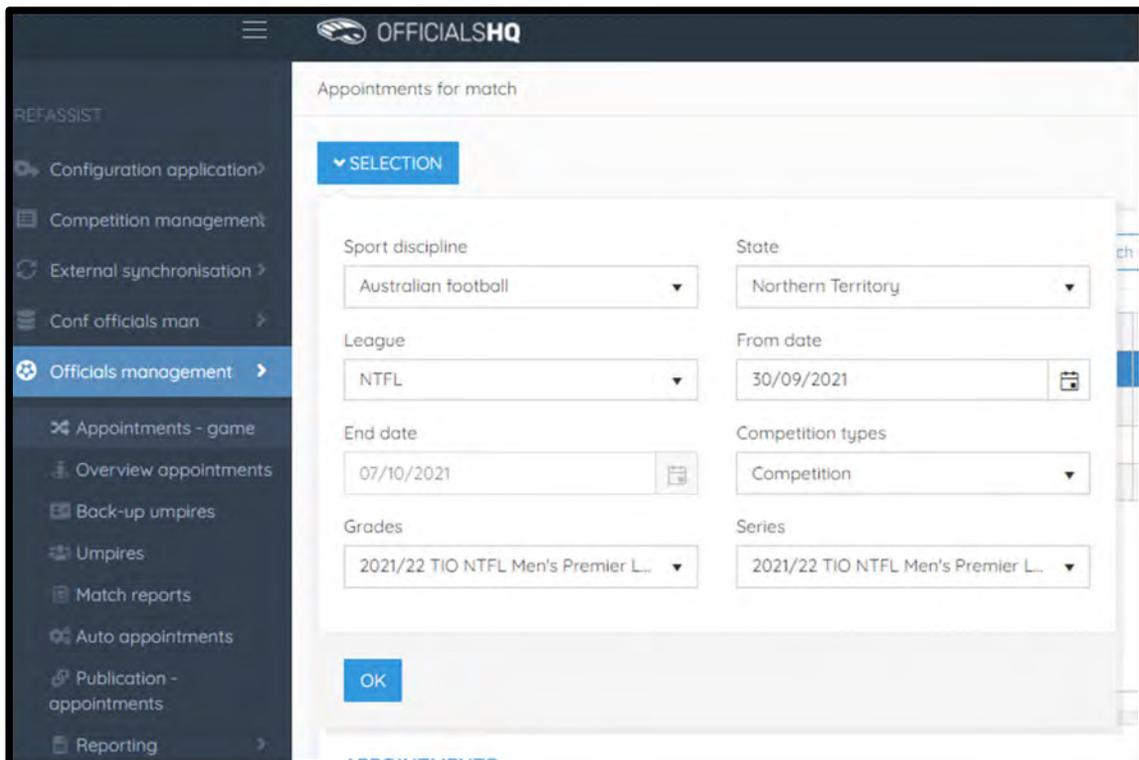
### Appointments - game

This feature is used to manually appoint umpires to matches.

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



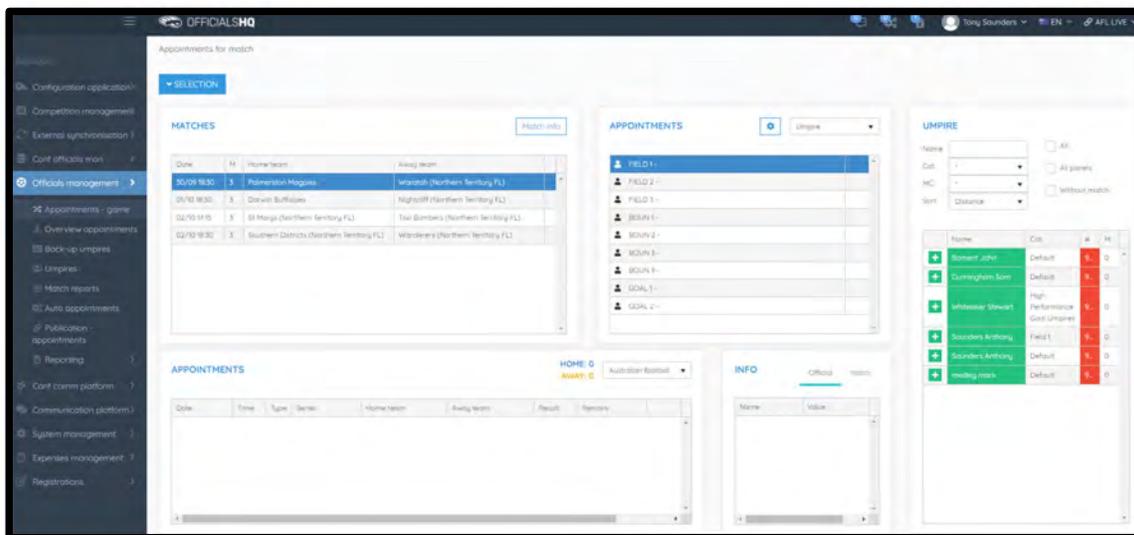
To select the **Grade** to manually appoint umpires click on the **Selection** button in the top left hand corner, select the **From date**, select the **Grade** and click on the **OK** button.





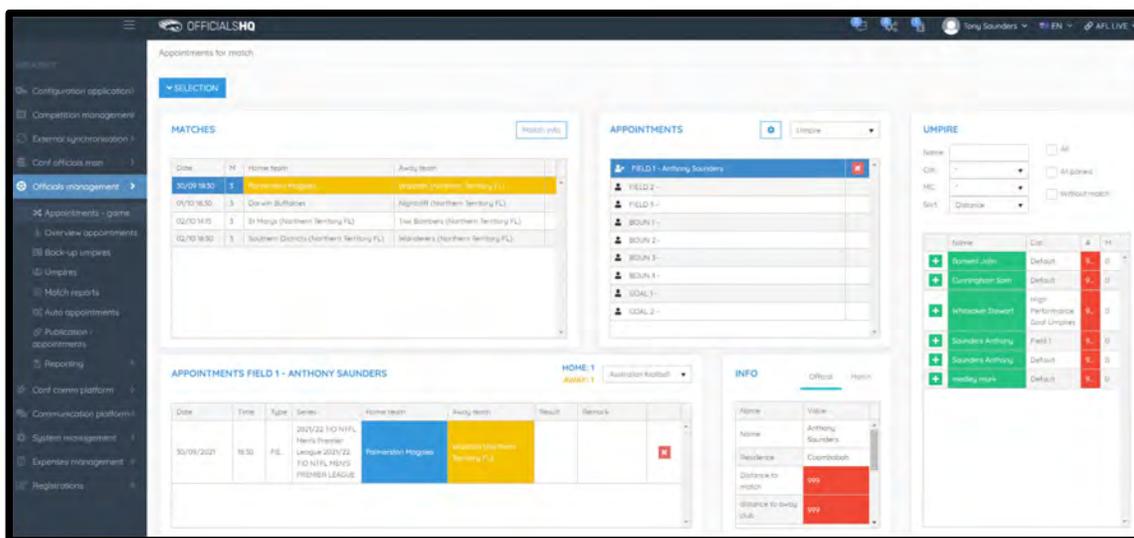
## Officials Management – Appointments- game (cont)

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.

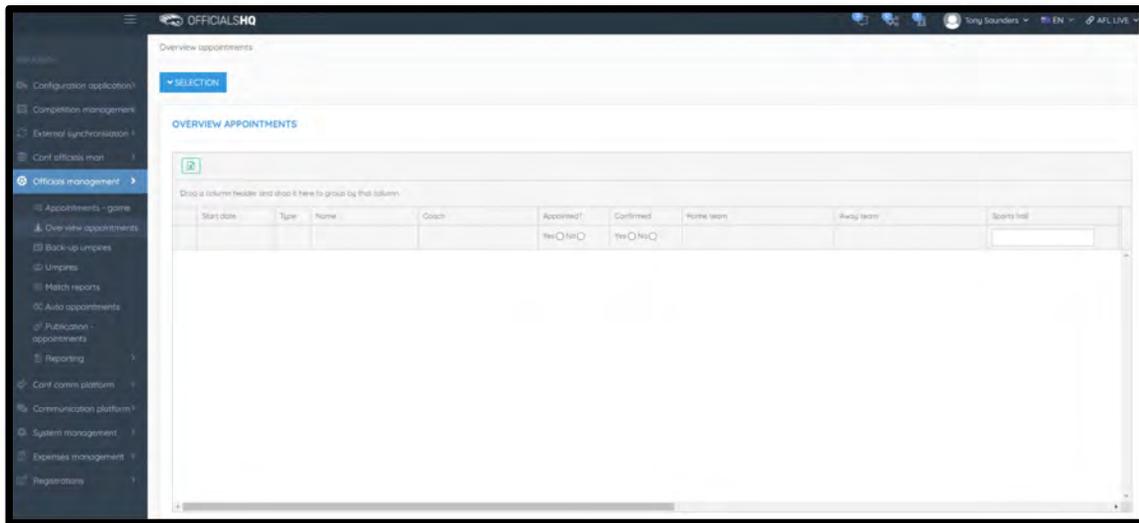
Please note when an umpire is appointed the appointment will be automatically saved.



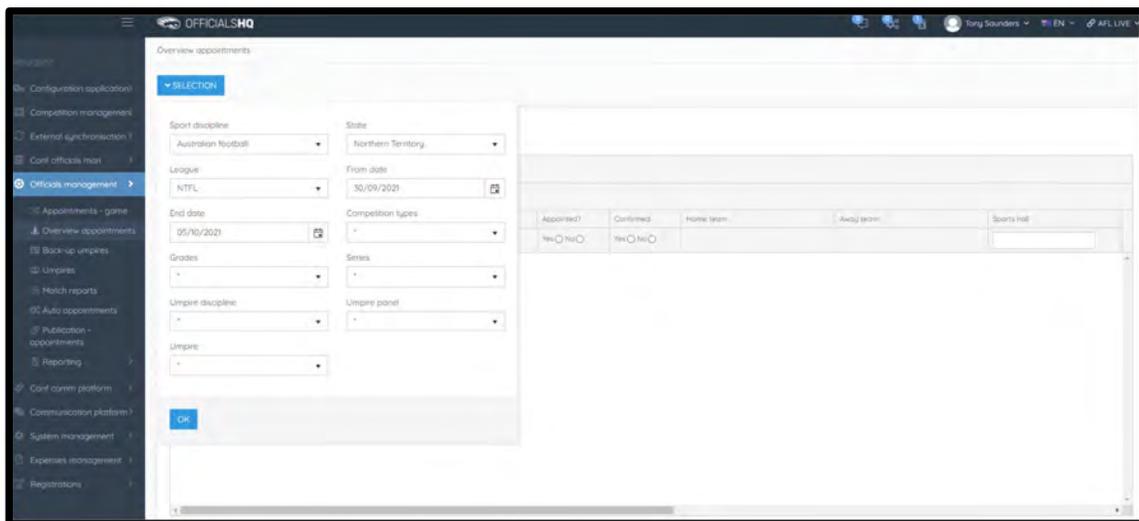
To remove an appointed umpire in the **Appointments** area click on the  icon.

## 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?	Confirmed?	Home team	Away team	Sports hall
1/10/2021 02:30	FIELD	Anthony Saunders		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Palmerston Magpies	Warrach (Northern Territory FL)	NT - TD Stadium (Maningrida) (AFL W Oval 1)
1/10/2021 02:30	FIELD			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Palmerston Magpies	Warrach (Northern Territory FL)	NT - TD Stadium (Maningrida) (AFL W Oval 1)
1/10/2021 02:30	FIELD			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Palmerston Magpies	Warrach (Northern Territory FL)	NT - TD Stadium (Maningrida) (AFL W Oval 1)
1/10/2021 02:30	BOUN			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Palmerston Magpies	Warrach (Northern Territory FL)	NT - TD Stadium (Maningrida) (AFL W Oval 1)
1/10/2021 02:30	BOUN			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Palmerston Magpies	Warrach (Northern Territory FL)	NT - TD Stadium (Maningrida) (AFL W Oval 1)

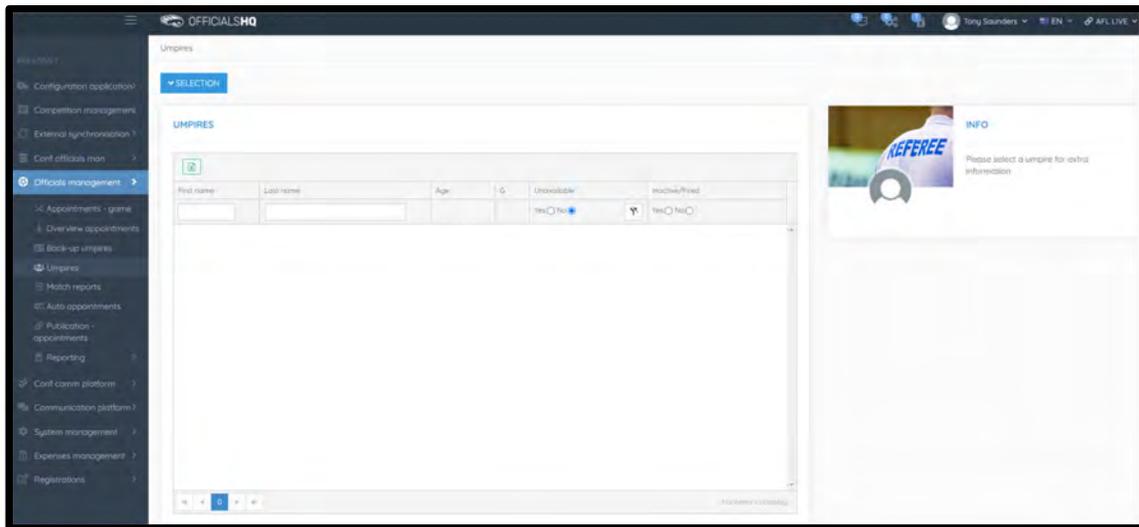
You can also export a copy of the **Overview appointments**, click on the  (**Export to Excel**) button. A link to the exported file will appear in the bottom left corner, click on the link to open.

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

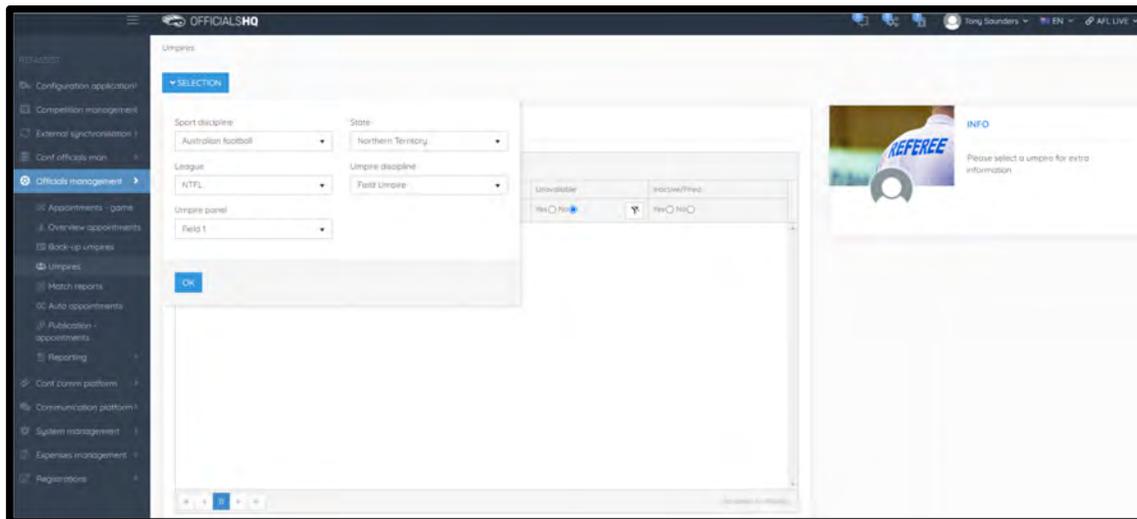
Overview appoint\_...\_xls Show all

## Umpires

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



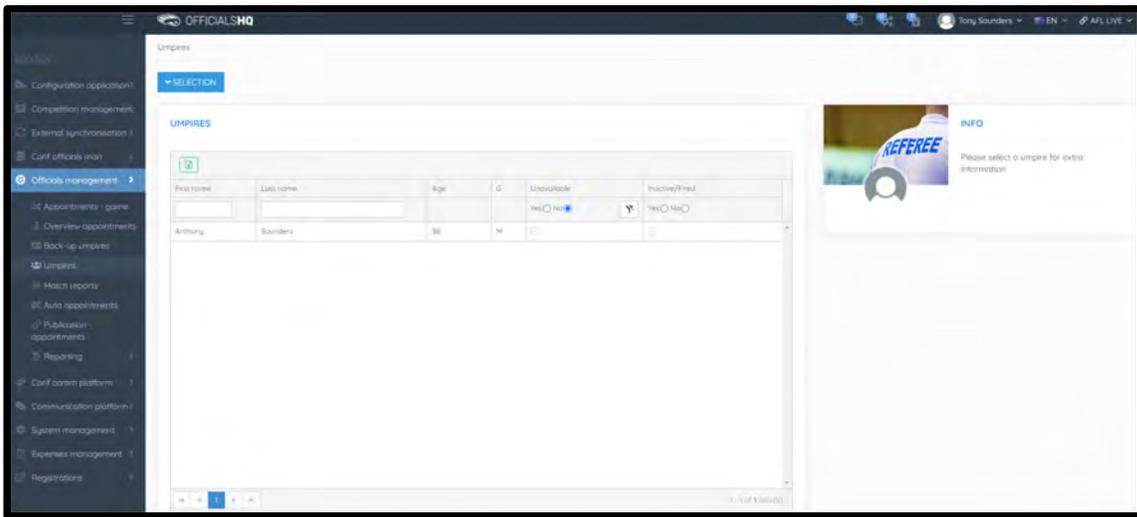
Click on the **Selection** button in the top left hand corner, select the **Umpire discipline**, select the **Umpire panel** and click on the **OK** button.



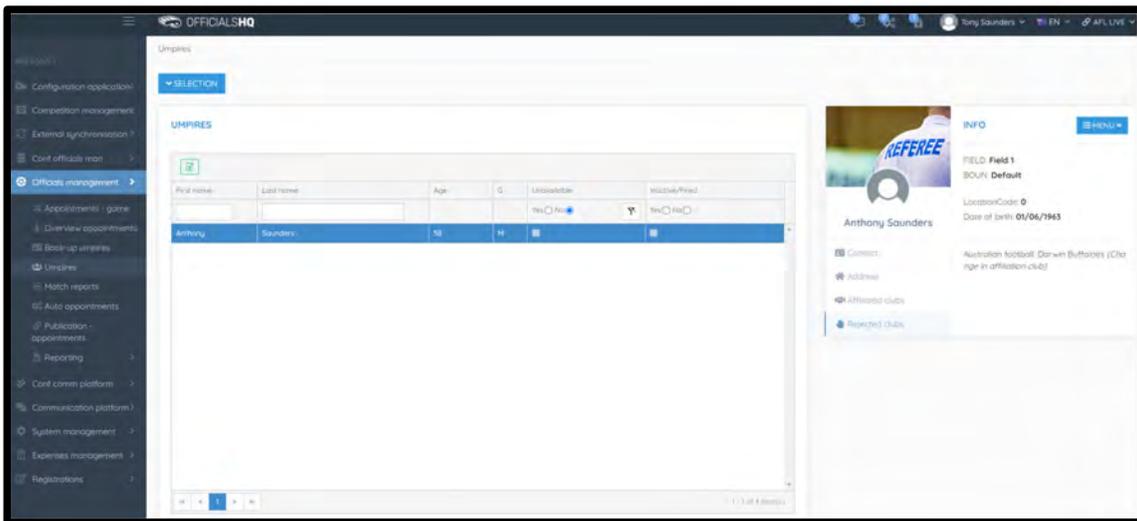


### Officials management – Umpires (cont)

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.

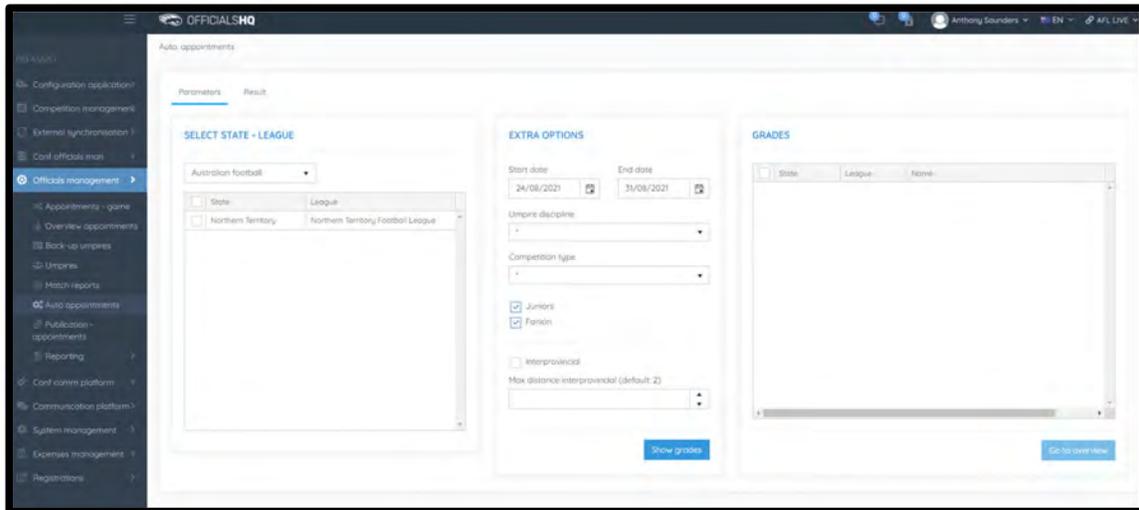




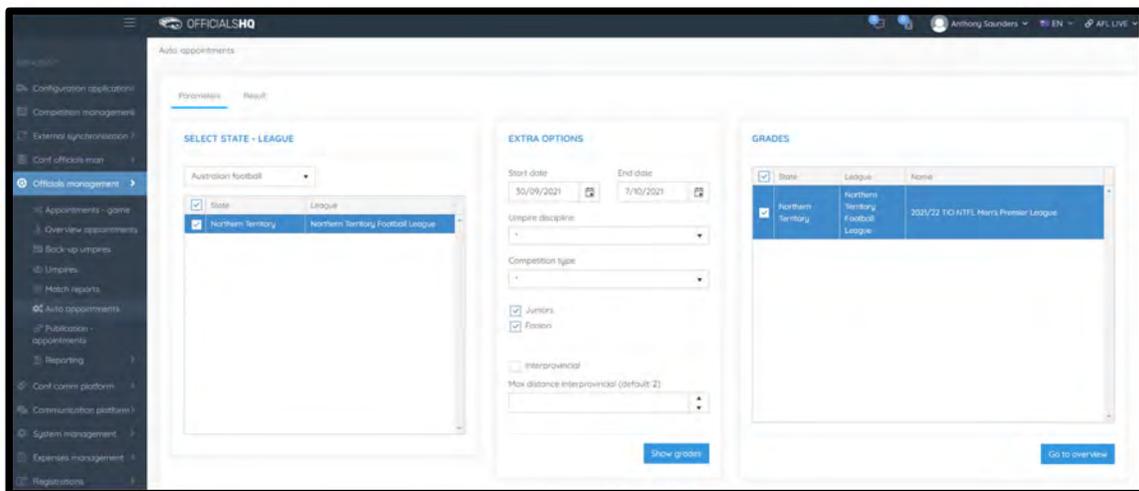
## Auto appointments

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.

Grade	State	League	Total	N/B/E	Manual	Unknown	OFFICIALHQ
2021/22 TFL NTFL Males Premier League	Northern Territory	Northern Territory Football League	36	0	0	36	0

Date	Time	Match	Source	Type	Umpire	Main cat	Cat	Dist	User	Price
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	FELD1						0.00
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	FELD2						0.00
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	FELD3						0.00
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN1						0.00
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN2						0.00
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN3						0.00
5/0/2021	18:30	Palmerston Magpies - Waratah (Northern Territory FL)	Unknown	BOUN4						0.00

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

Optimize assignments

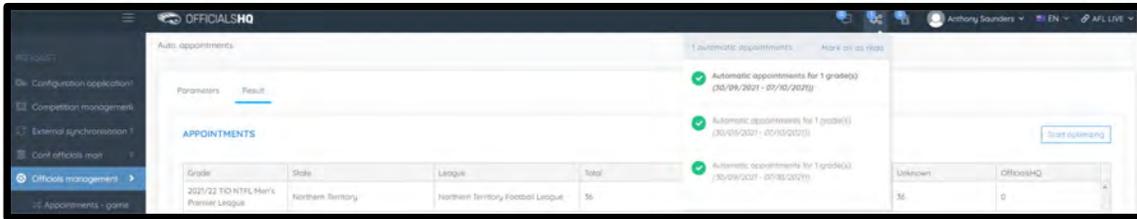
Are you sure you want to start optimizing?

No Yes

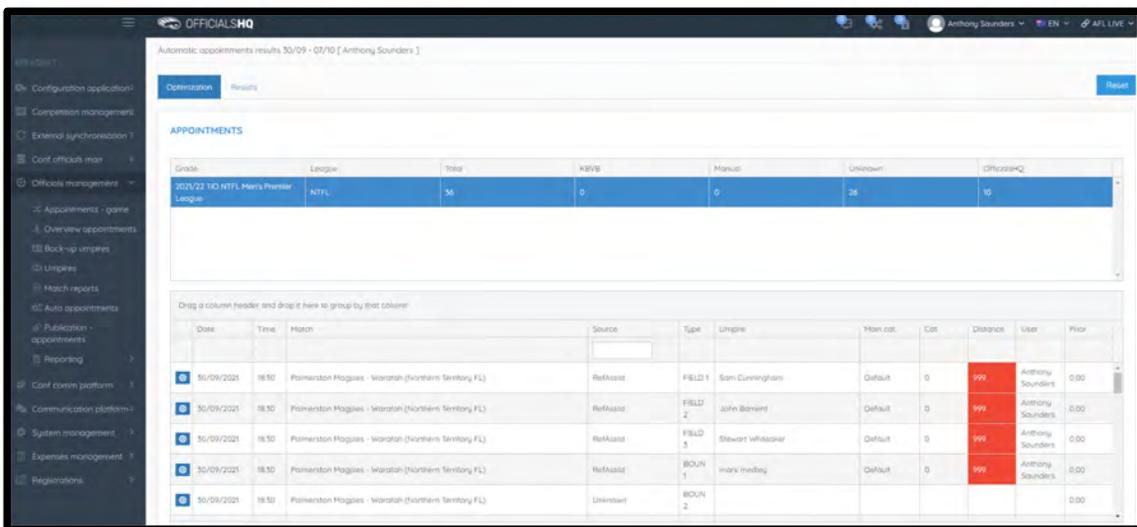


### Officials management – Auto appointments (cont)

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.



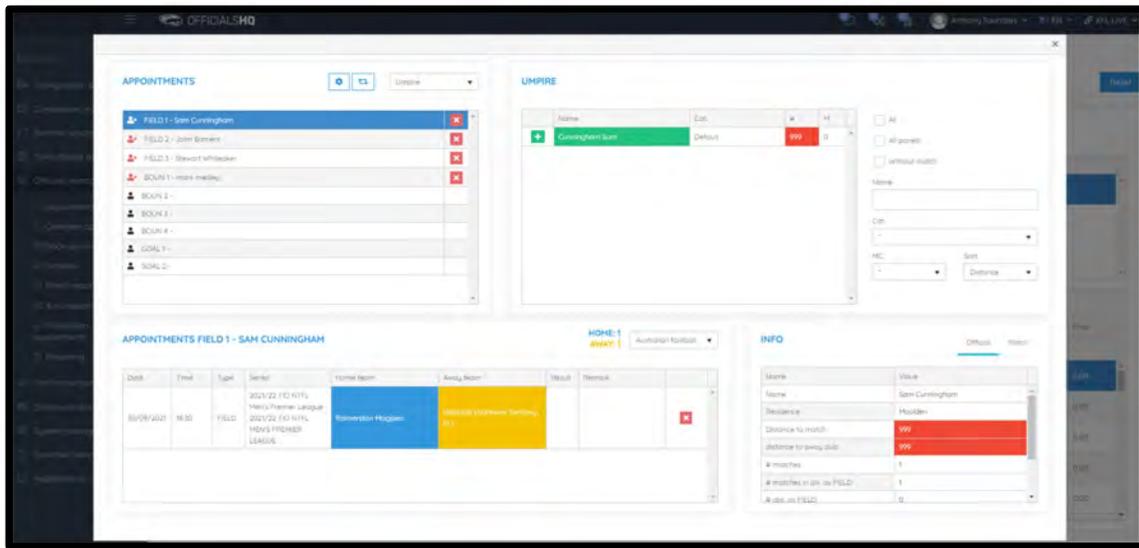


### Officials management – Auto appointments (cont)

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**.

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.

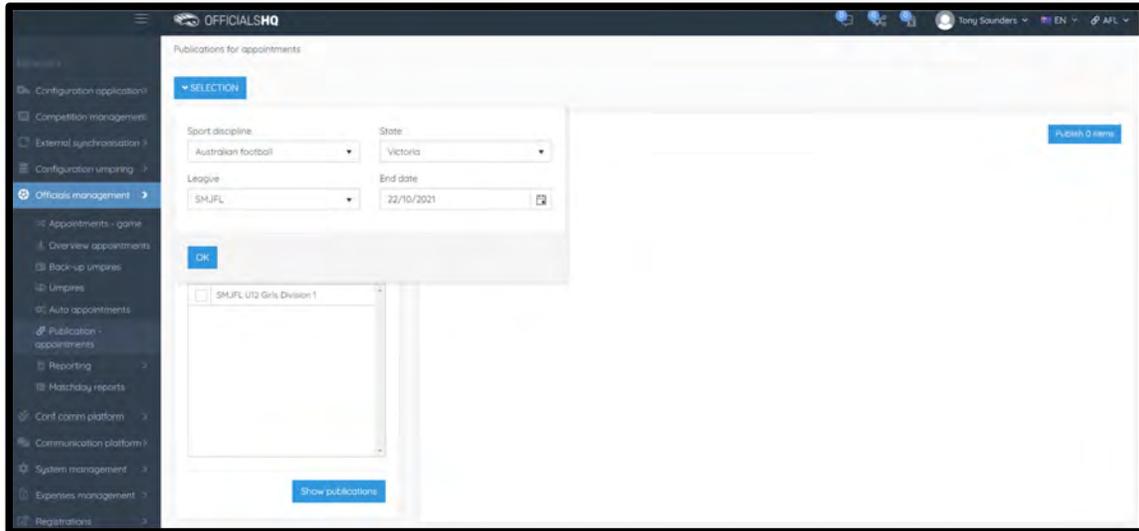


## Publication – appointments

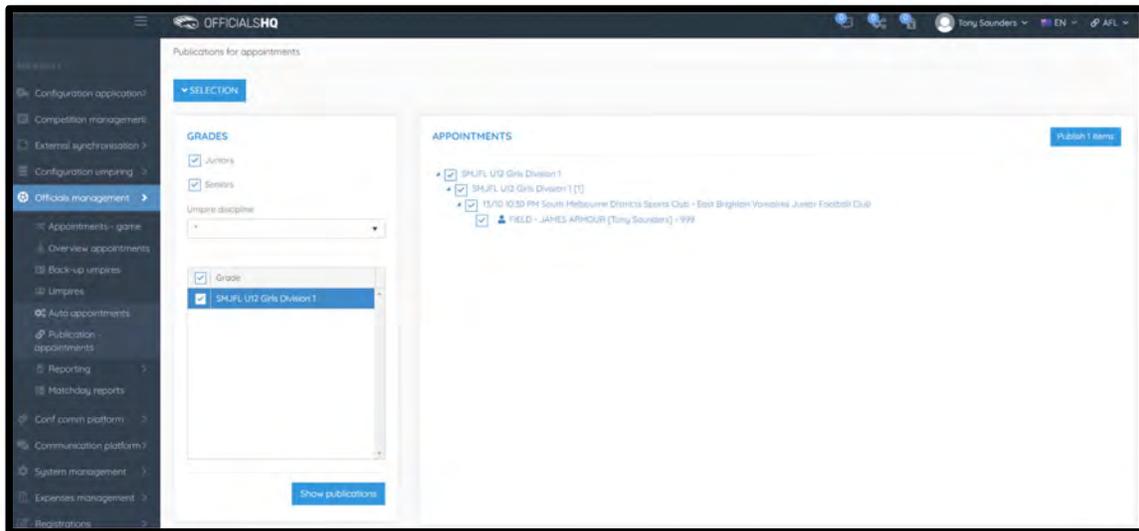
Umpire admins are able to publish appointments whenever they are ready and as many times as they need to as well as selecting which **Grade** they would like to publish and when.

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.

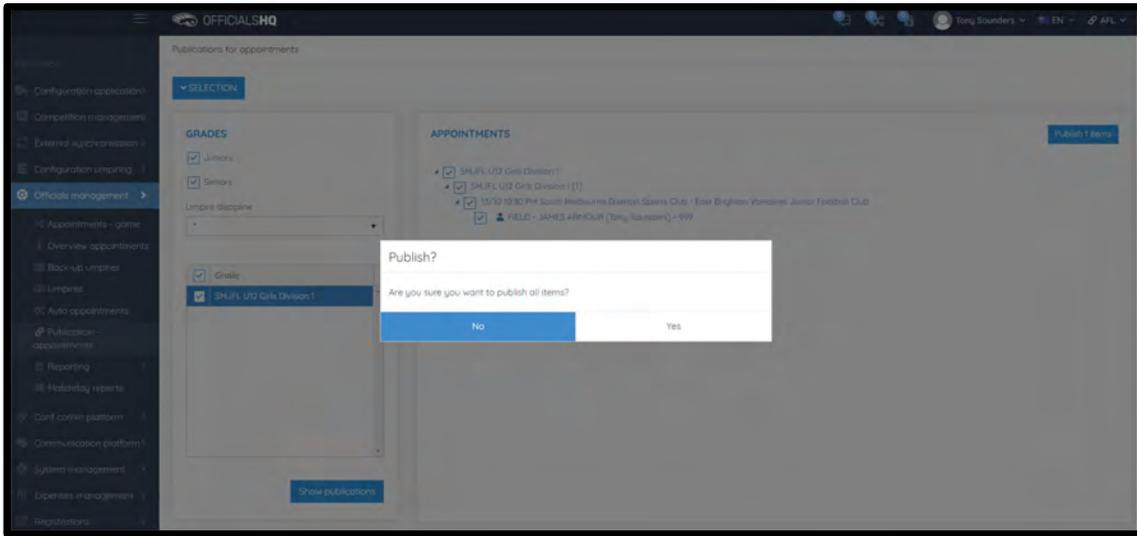


On the **Publications for appointments** page select the **Grade** and click on the **Show publications** button. All unpublished appointments will appear in the **Appointments** area, click on the **Publish x items** button.

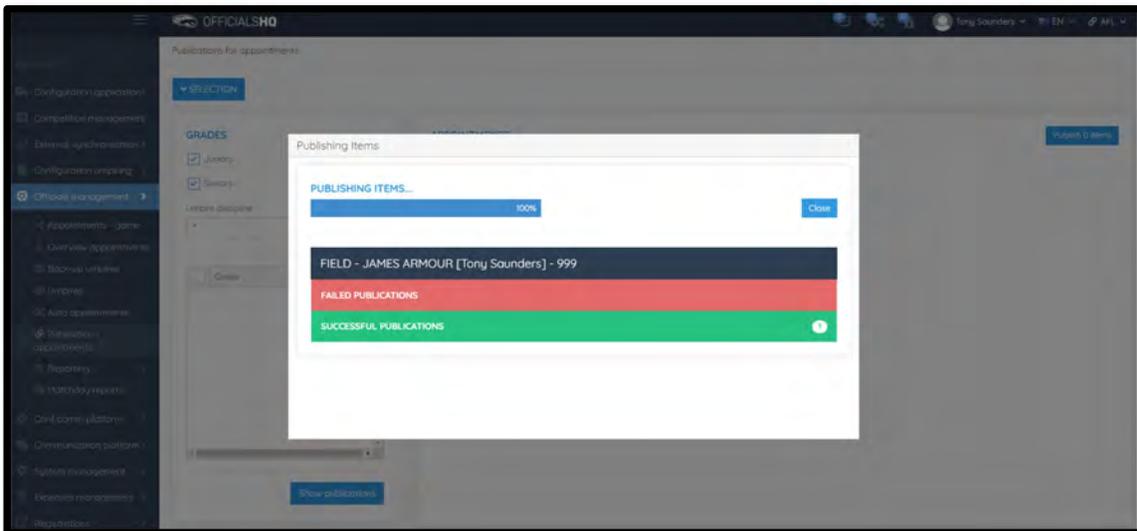


### Officials management – Publication - appointments (cont)

A warning pop-up will appear, if you are ready to proceed click on **Yes**.

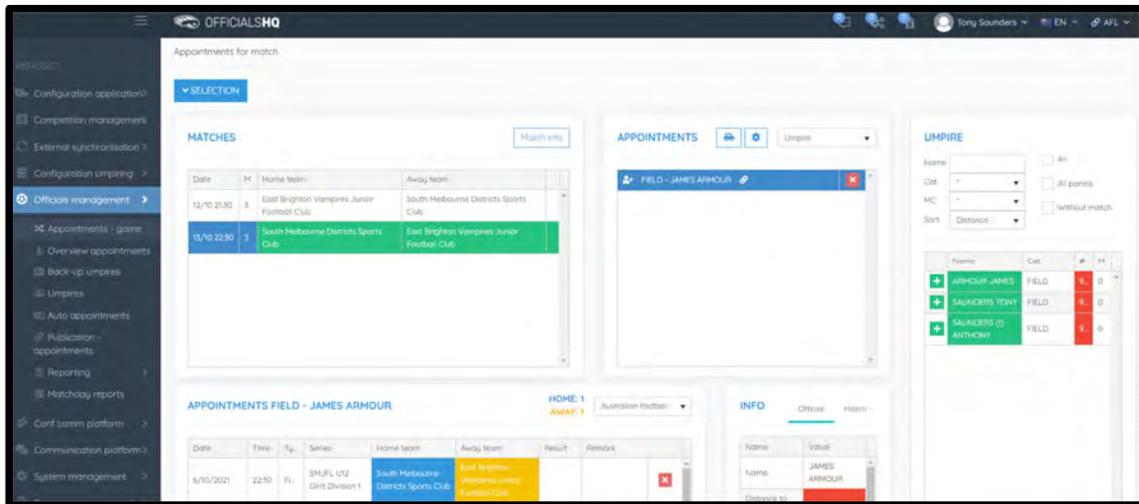


The **Publishing Items** pop-up will appear showing any **Failed Publications** and **Successful Publications**, click on the **Close** button.



### Officials management – Publication - appointments (cont)

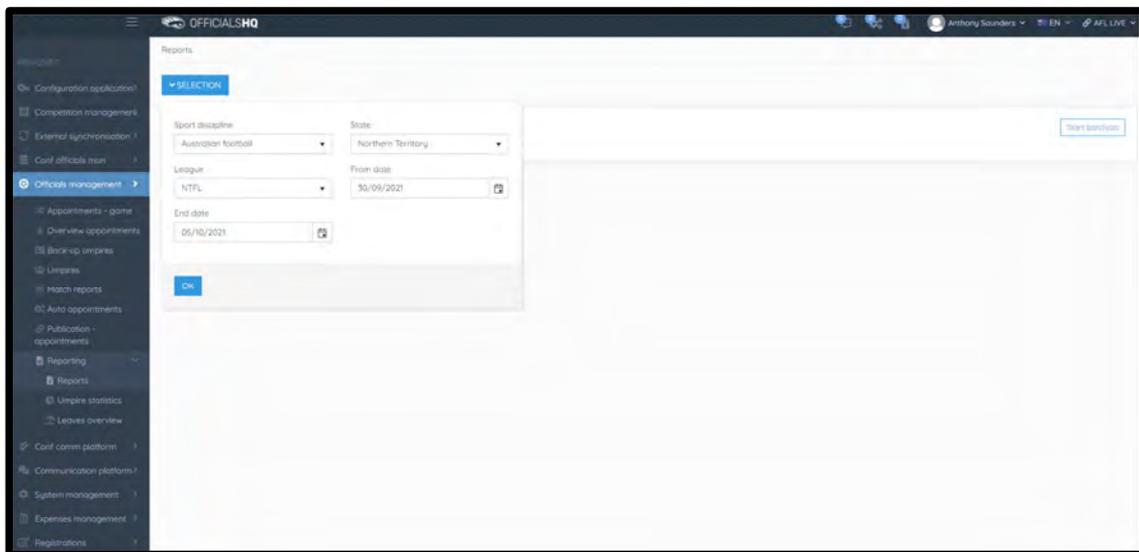
In the **Officials management > Appointments – game** area the  icon will appear next to an umpire’s name to show the appointment has been published.



### Statistics & Reports – Reports

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

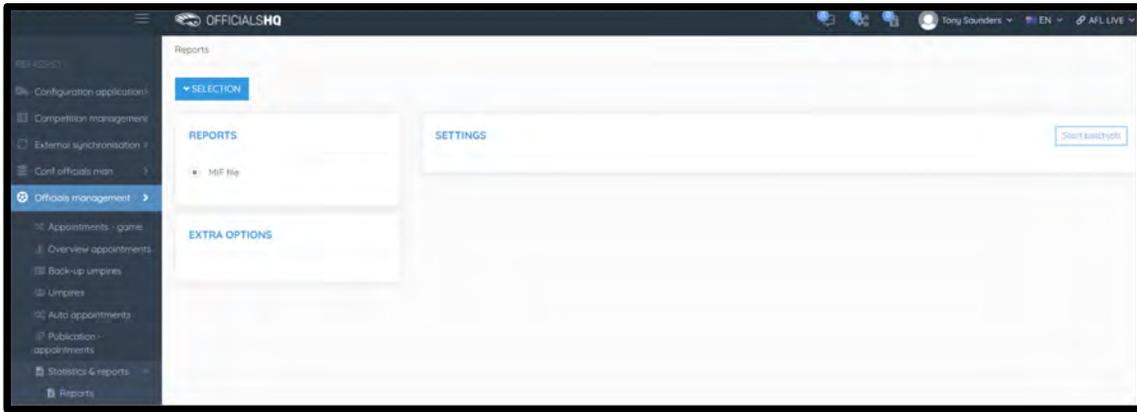
In the **Selection** pop-up add the **From date**, add the **End date** and click on the **OK** button.



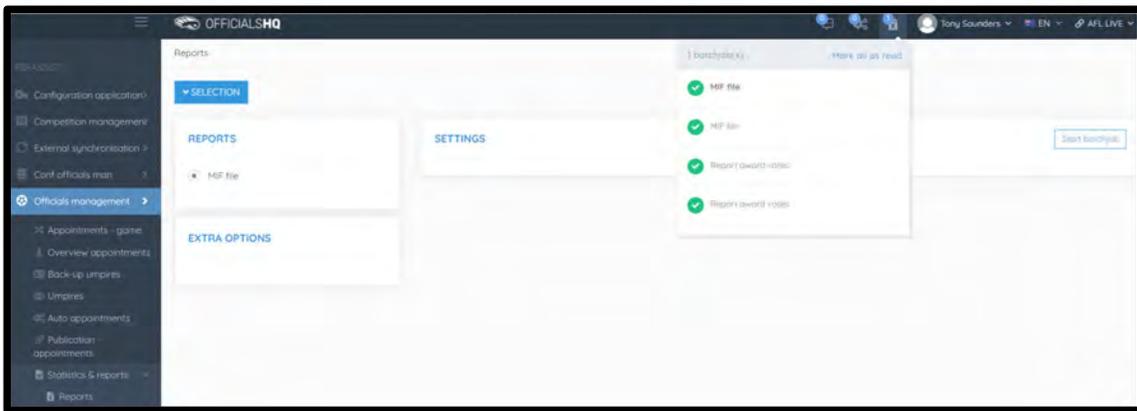


### Officials management – Statistics & reports – Reports (cont)

To create a **MIF file** click on the **Start batchjob** button.

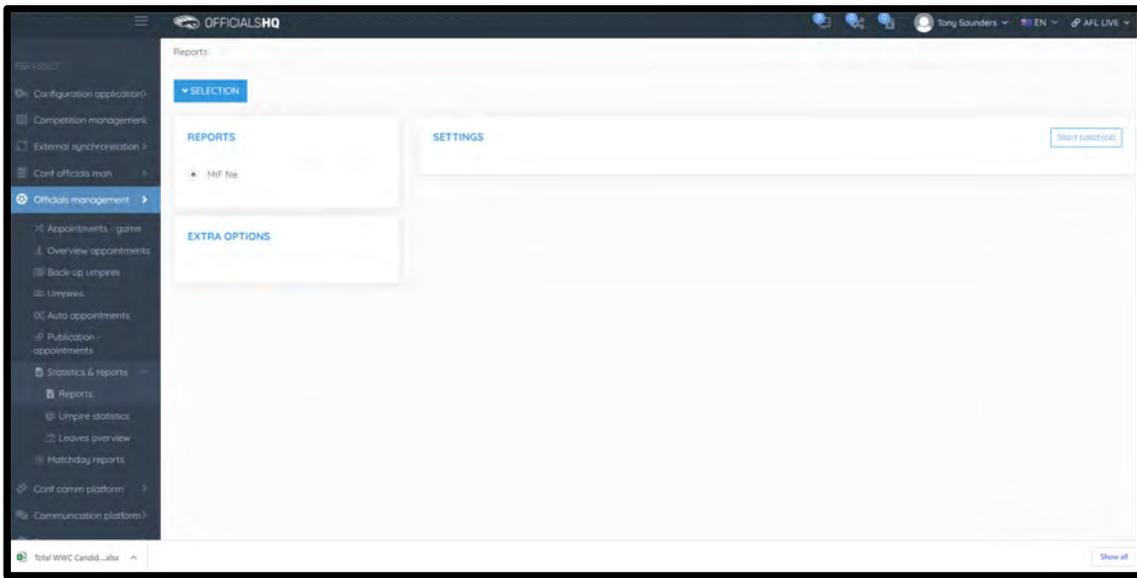


When the report is ready click on the  icon in the top menu and select **MIF file**.



### Officials management – Statistics & reports – Reports (cont)

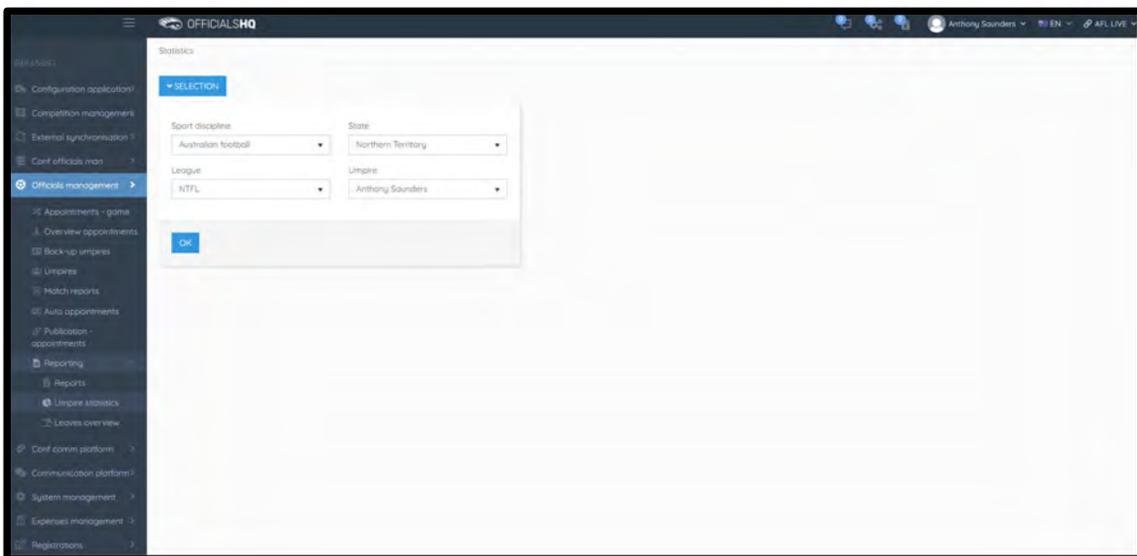
The link for the file will appear in the bottom left hand corner of the screen, click on the link to open the **Report**.



### Statistics & Reports – Umpire statistics

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

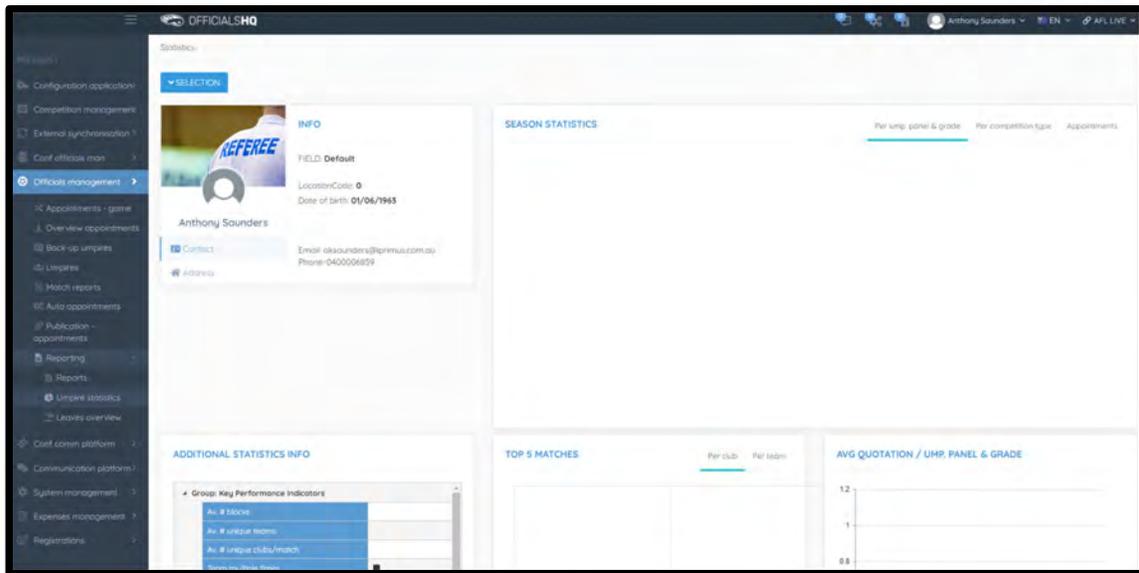
In the **Selection** pop-up select an **Umpire** and click on the **OK** button.





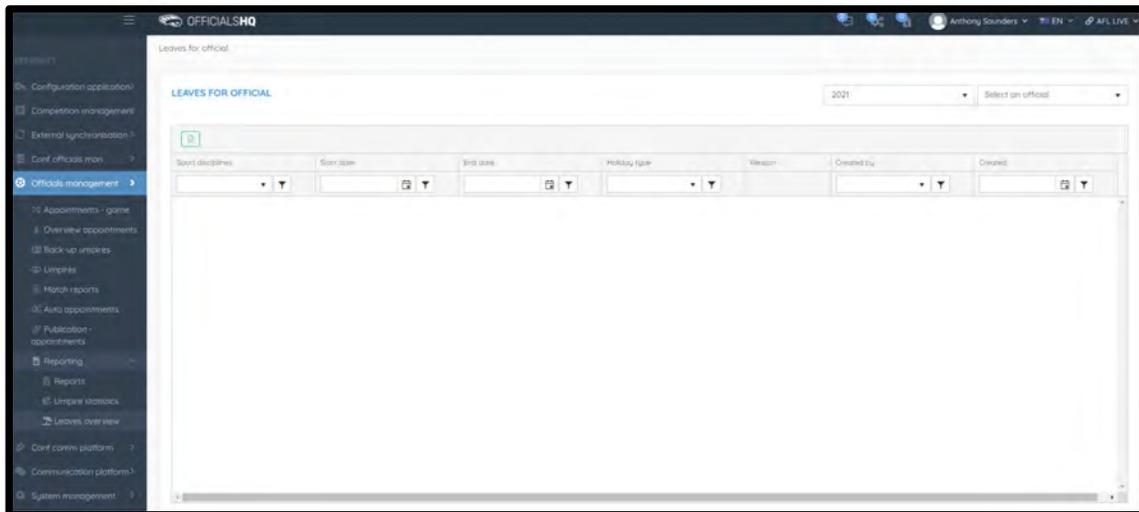
## Officials management – Statistics & reports – Umpire Statistics (cont)

The **Statistics** page will show all a selected umpire's statistics.



## Statistics & Reports – Leaves overview

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





### Officials management – Statistics & reports – Leaves Overview (cont)

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

Sport discipline	Start date	End date	Holiday type	Reason	Created by	Created
Australian football	1/09/2021 8:00 AM	2/09/2021 1:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	2/09/2021 8:00 AM	3/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	3/09/2021 8:00 AM	4/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	4/09/2021 8:00 AM	5/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	5/09/2021 8:00 AM	6/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	6/09/2021 8:00 AM	7/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	7/09/2021 8:00 AM	8/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	8/09/2021 8:00 AM	9/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	9/09/2021 8:00 AM	10/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	10/09/2021 8:00 AM	11/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	11/09/2021 8:00 AM	12/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	12/09/2021 8:00 AM	13/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	13/09/2021 8:00 AM	14/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	14/09/2021 8:00 AM	15/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	15/09/2021 8:00 AM	16/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	16/09/2021 8:00 AM	17/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM
Australian football	17/09/2021 8:00 AM	18/09/2021 7:59 AM	On holiday		Anthony Saunders	26/08/2021 8:29 AM

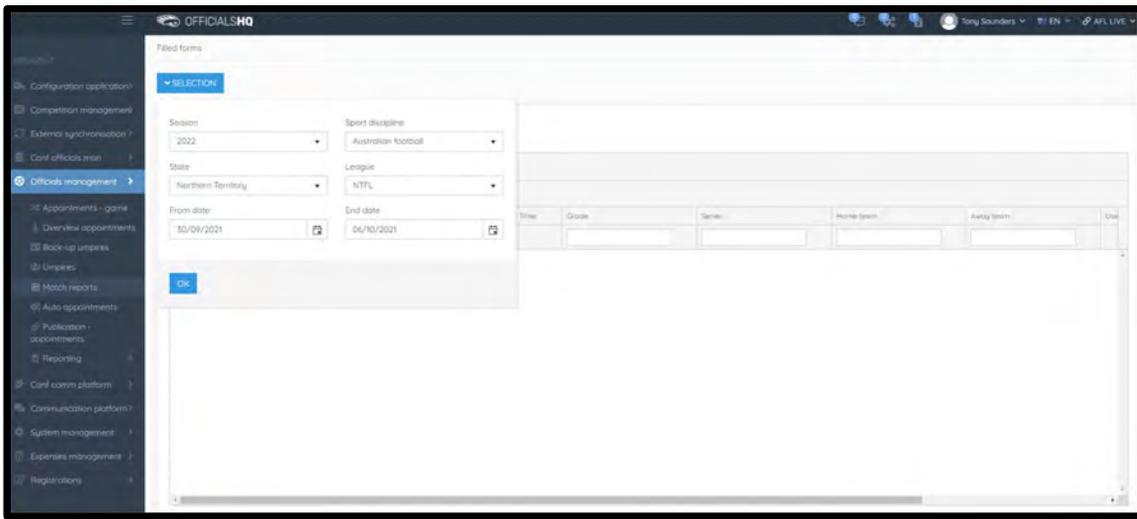
### Matchday reports

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

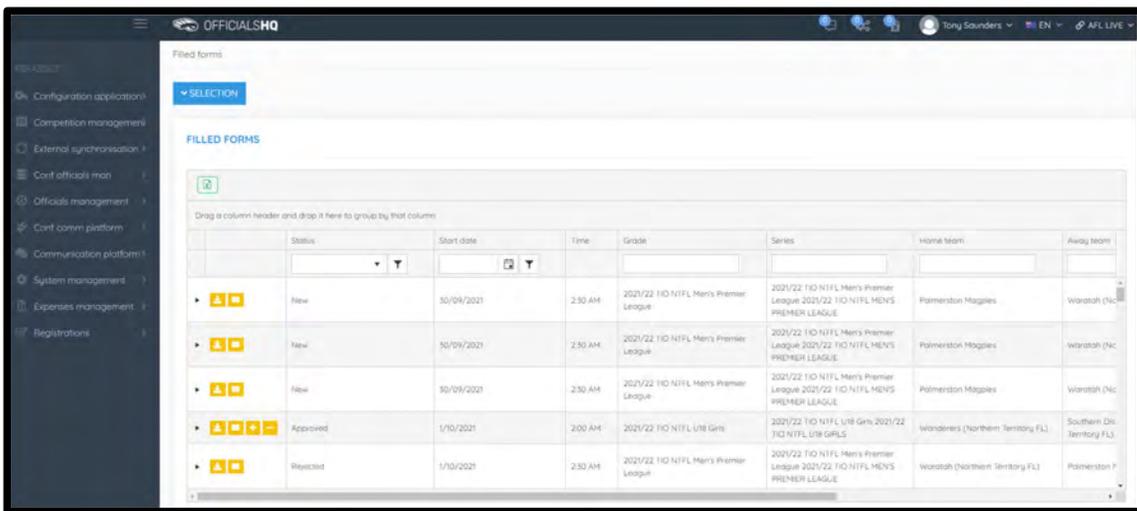
Status	Start date	Time	Grade	Series	Home team	Away team	User
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### Officials management – Matchday reports (cont)

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

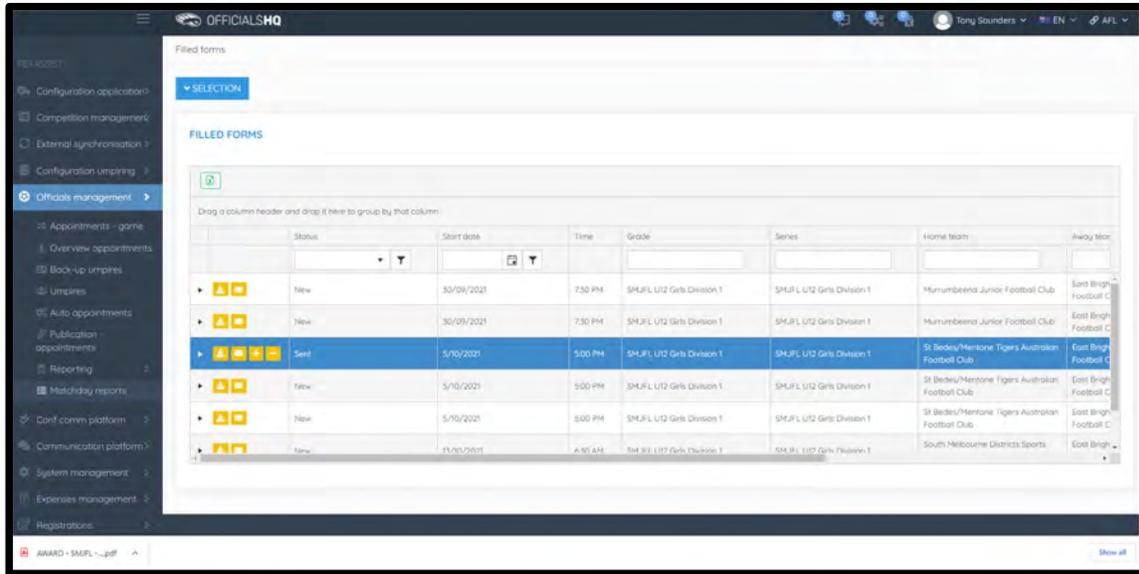


On the **Filed forms** page there will be a list of completed **Match reports**.



### Officials management – Matchday reports (cont)

To view a completed report click on the icon and a link to the completed report will appear in the bottom left hand corner of the screen. Click on the link to download.

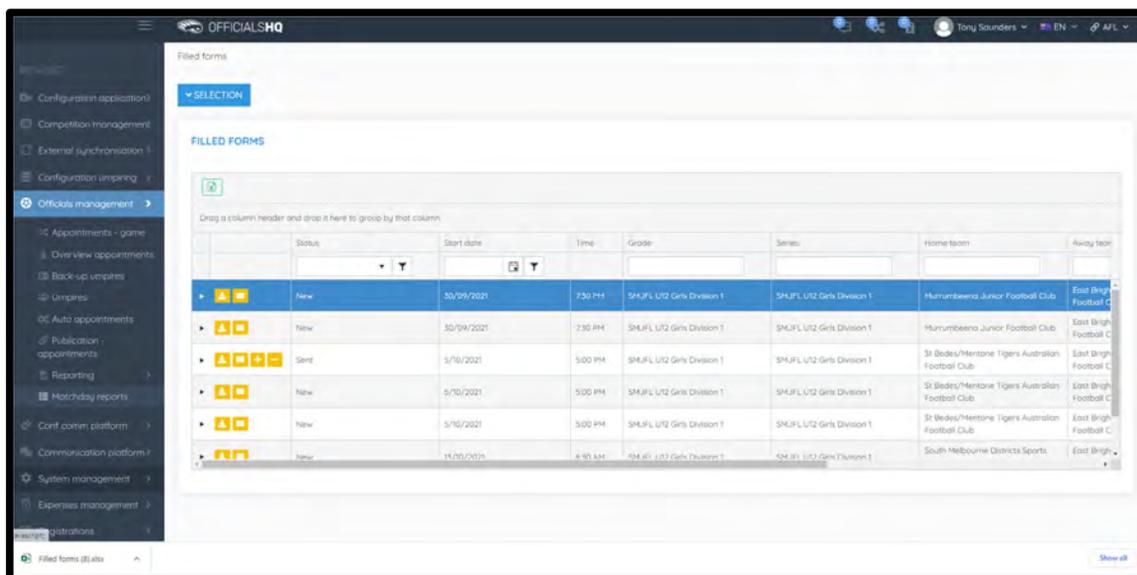


To email a completed report click on the icon.

To accept/approve a completed report click on the icon and the **Status** will change to **Approved**.

To reject a completed report and request further information from the umpire click on the icon.

To download a spreadsheet of completed reports click on the (**Export to Excel**) icon and a link will appear in the bottom left hand corner of the screen. Click on the link to download.

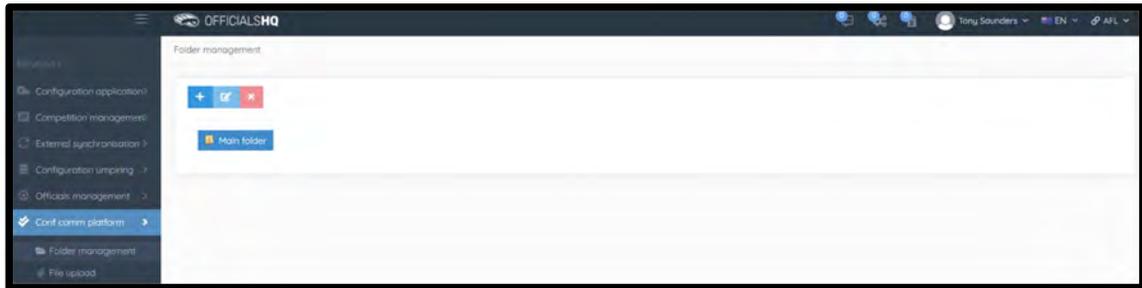


## 8. Configure Communication Platform

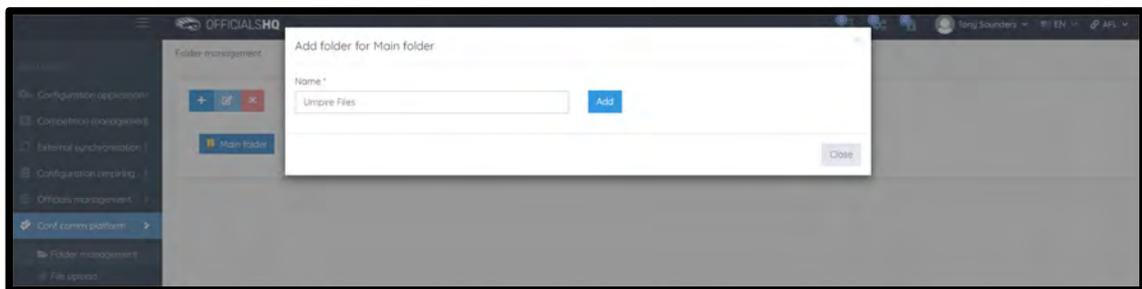
### Folder Management

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

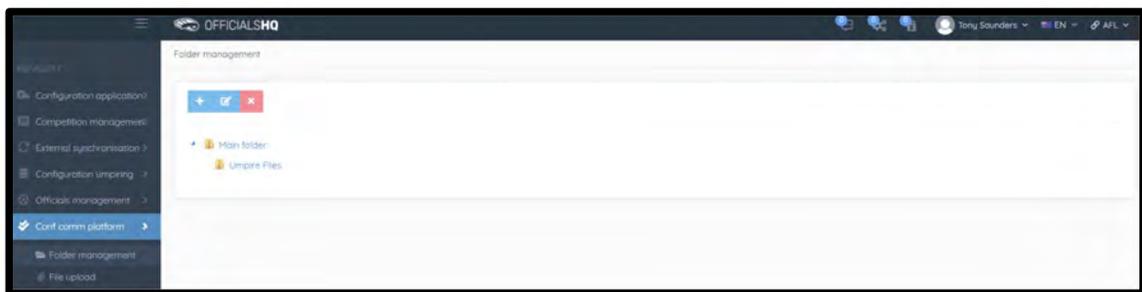
On the **Folder** management page to create a new folder click on a folder and click on the  icon.



The **Add folder for Main folder** pop-up will appear, add a **Name** and click on the **Add** button



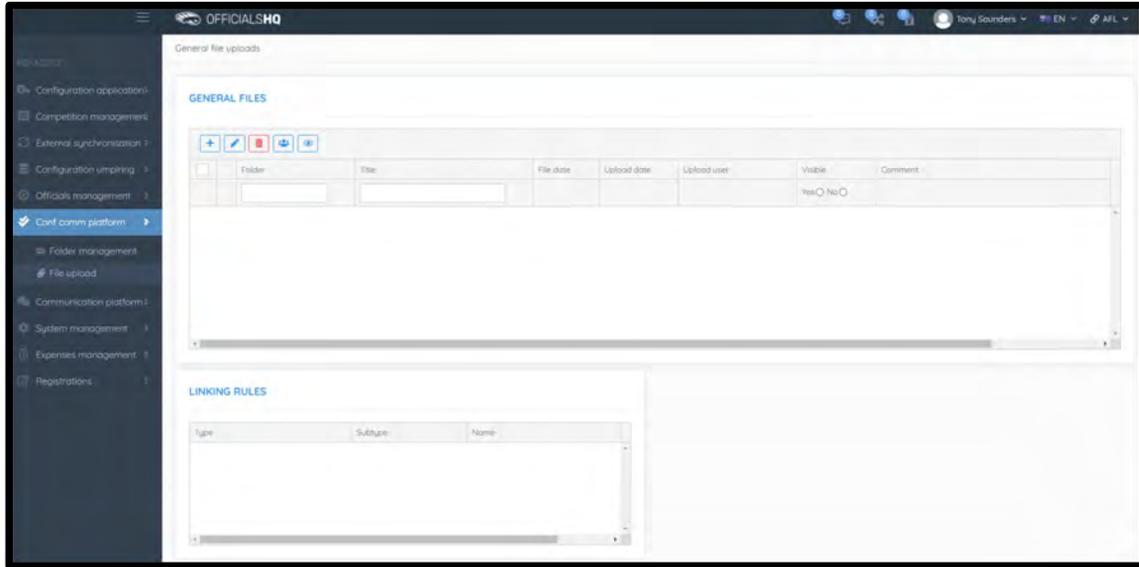
You will be returned to the **Folder management** page and the new folder will be added.



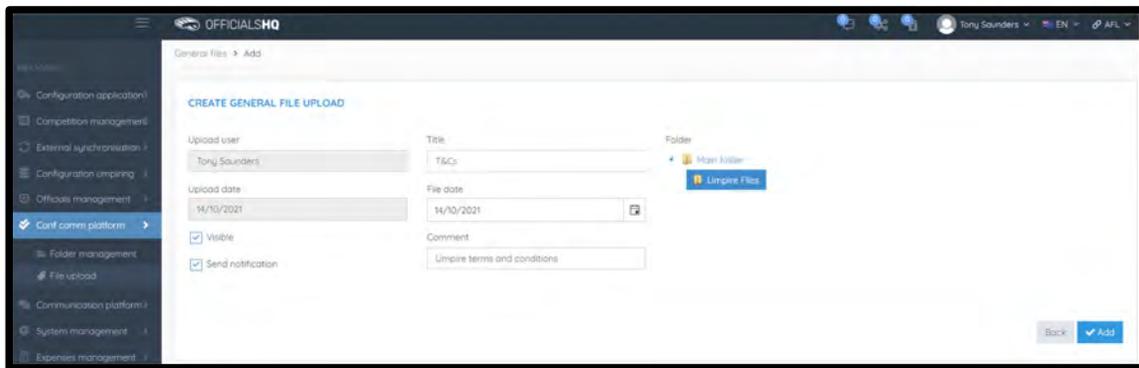
## File Upload

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

On the **General file uploads** page in the **General Files** section click on the  (**Add a general file upload**) icon.

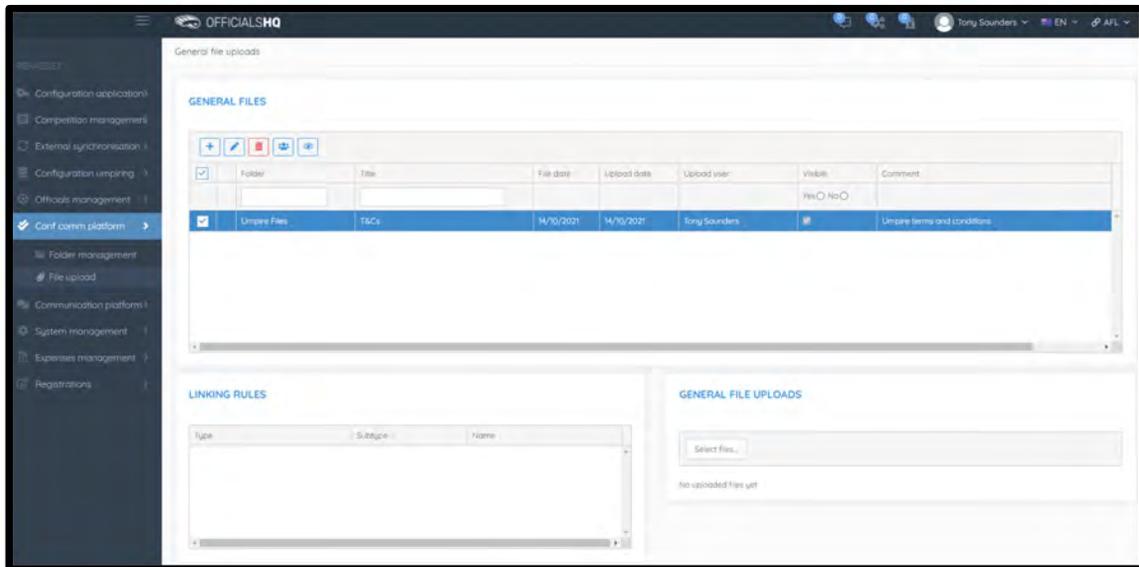


On the **General files > Add** page add the **Title**, add a **Comment**, select the **Folder** and click on the **Add** button.



### Configure communication platform – File upload (cont)

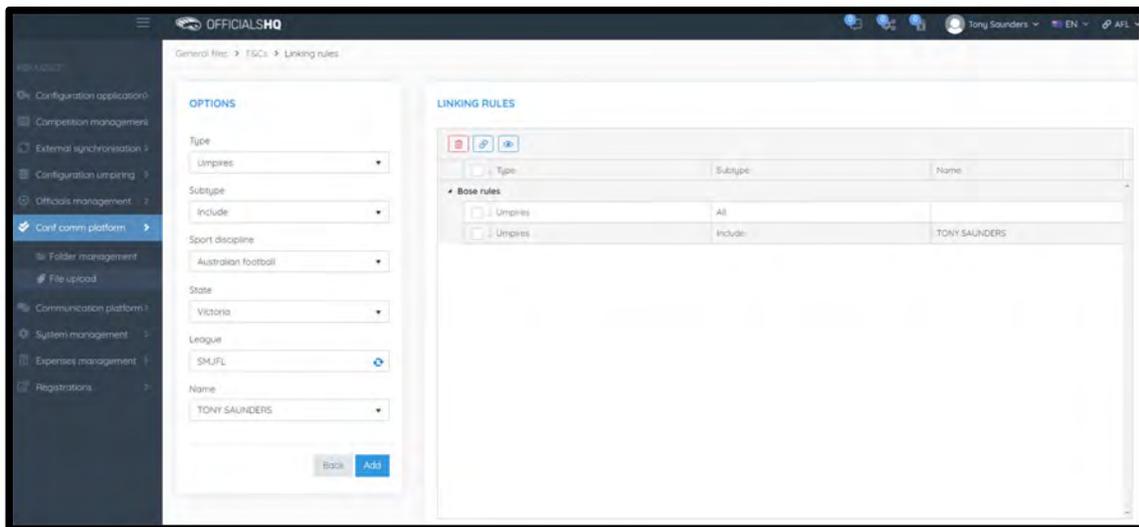
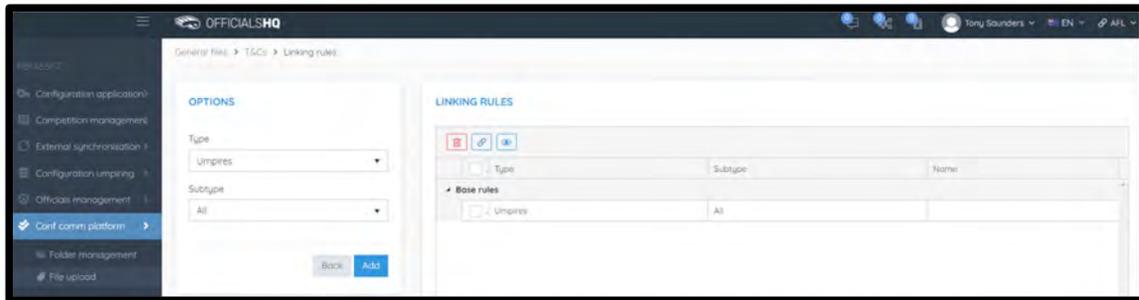
You will be returned to the **General file uploads** page and the file will be added. In the **General Files** section click on the file and click on the  (**Linking rules**) icon.



### Configure communication platform – File upload (cont)

On the **General files > Linking rules** page in the **Options** section you can either link the file to all umpires or selected umpires and click on the **Add** button and links will automatically be saved.

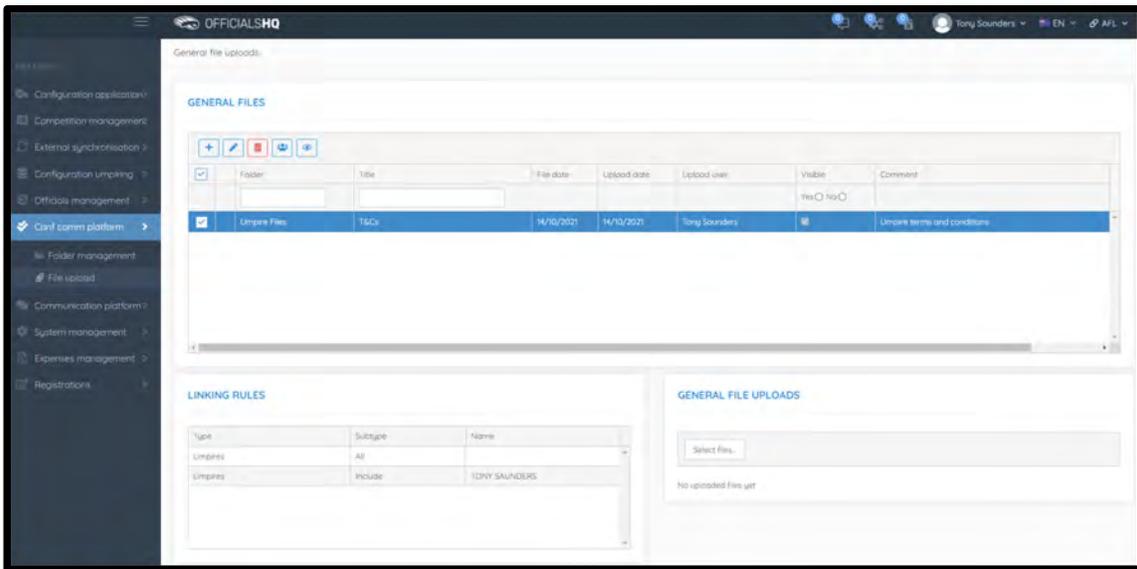
To return to the **General file uploads** page click on file name in the top right corner.



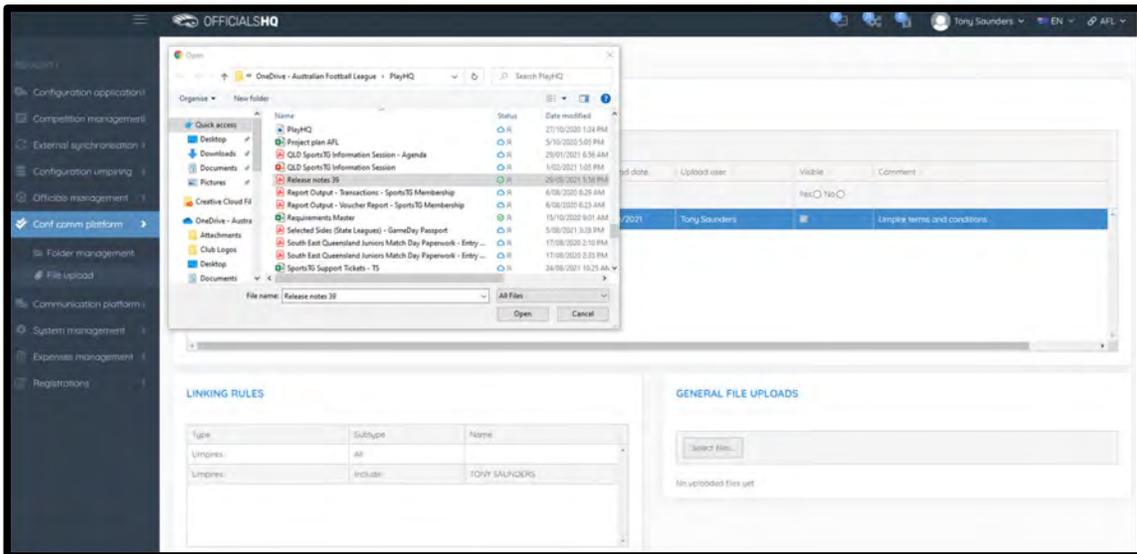


### Configure communication platform – File upload (cont)

To upload a file in the **General File Uploads** section click on the **Select Files** button.



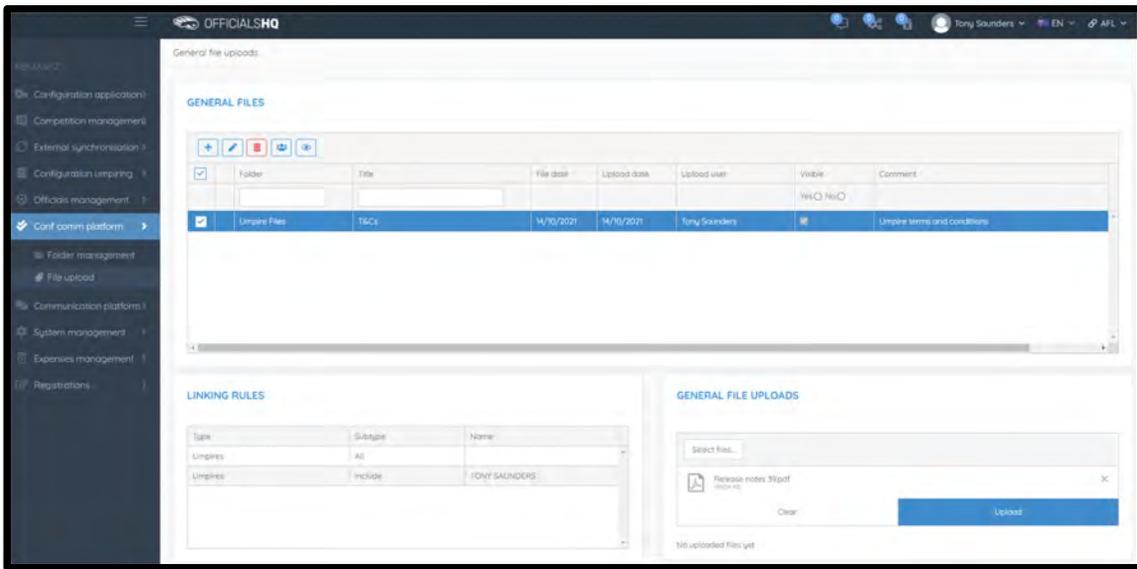
Select a file and click on the **Open** button.



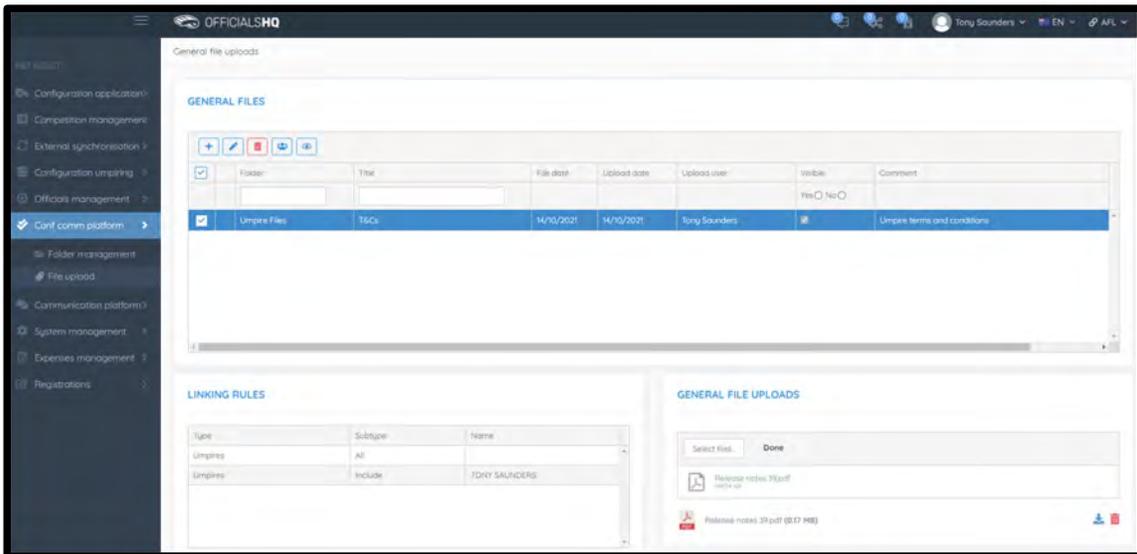


### Configure communication platform – File upload (cont)

You will be returned to the **General file uploads** page, click on **Upload** in the bottom right hand corner.



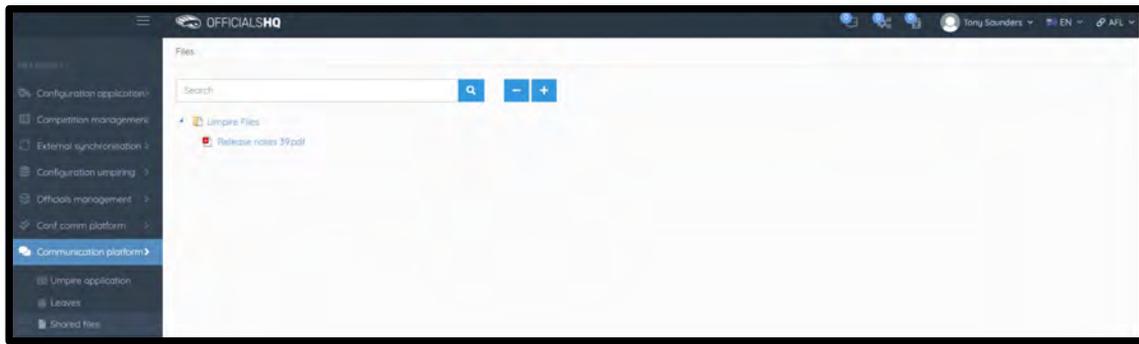
The file will be uploaded.





### *Configure communication platform – File upload (cont)*

An umpire will be able to go to their **Communication Platform > Shared Files** area to open and view the shared file.



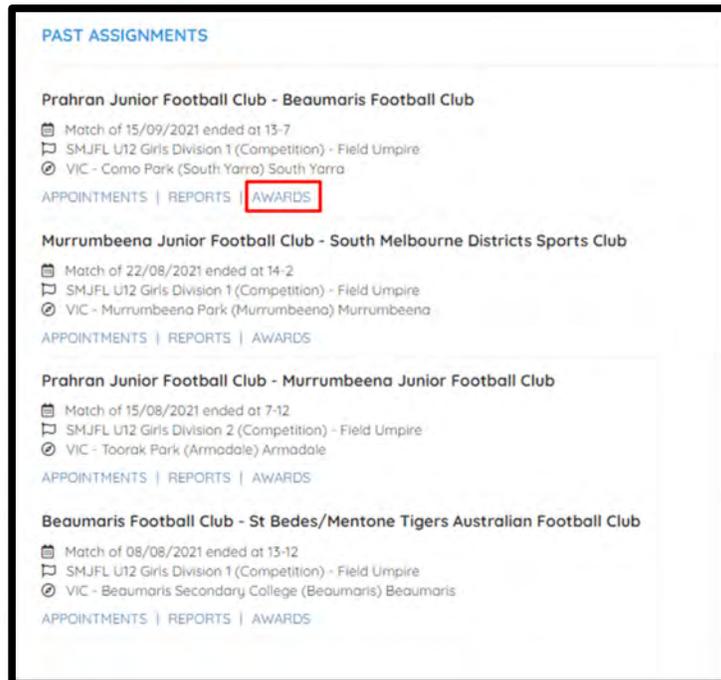
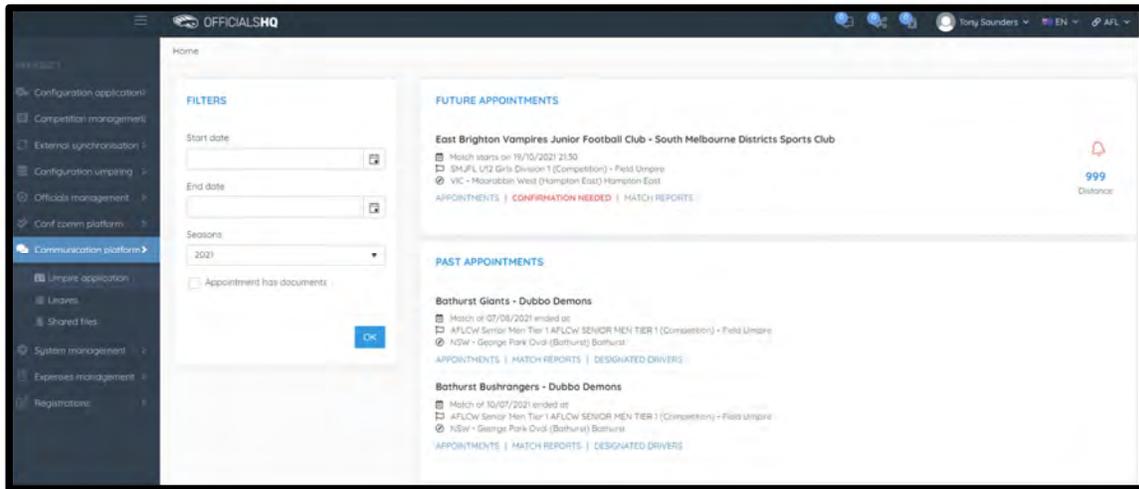


## 9. Communication Platform

### Umpire Application

In the left hand menu click on **Communication platform** and click on **Umpire application**.

On the **Home** page any **Future Appointments** and **Past Appointments** will be listed.

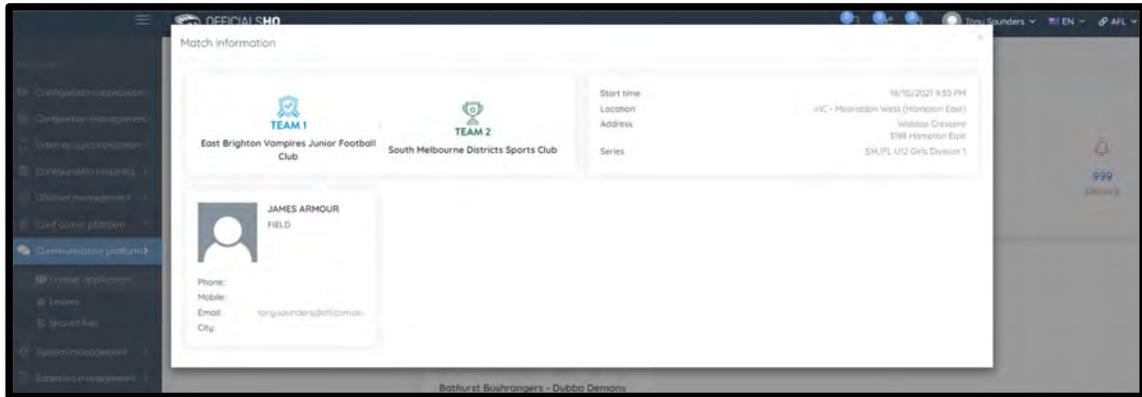




## Communication platform – Umpire application (cont)

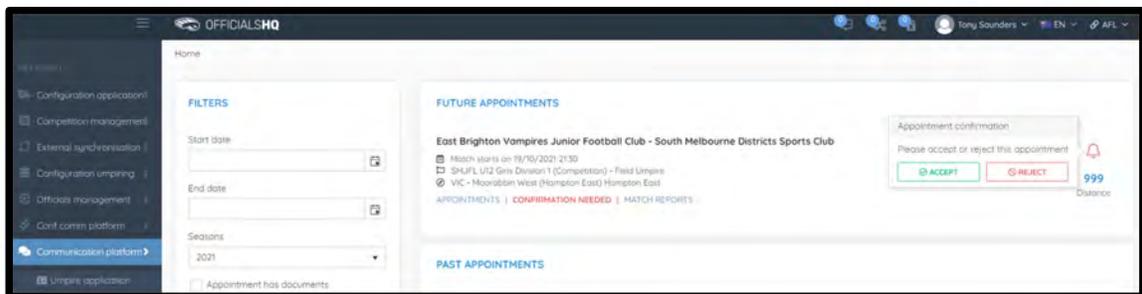
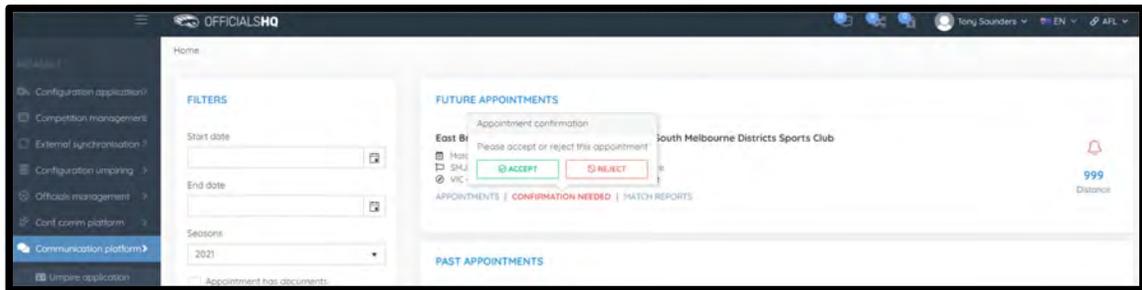
### Appointments

To view all of the umpires appointed to the match click on the **Appointments** link.



### Confirmation Needed

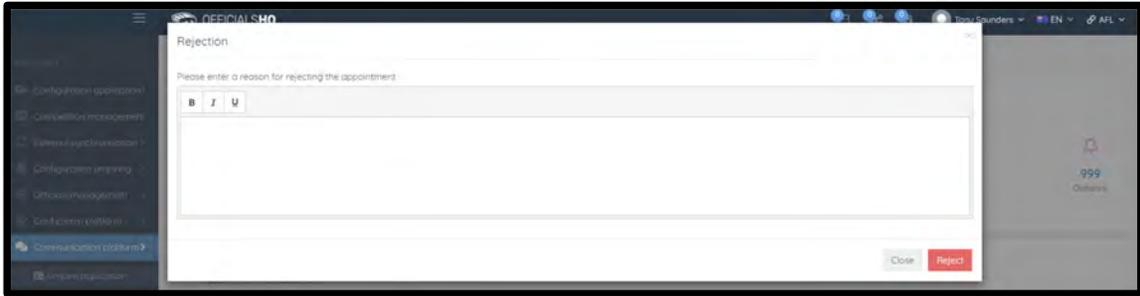
To accept or reject an appointment click on the **Confirmation Needed** link or the  icon.



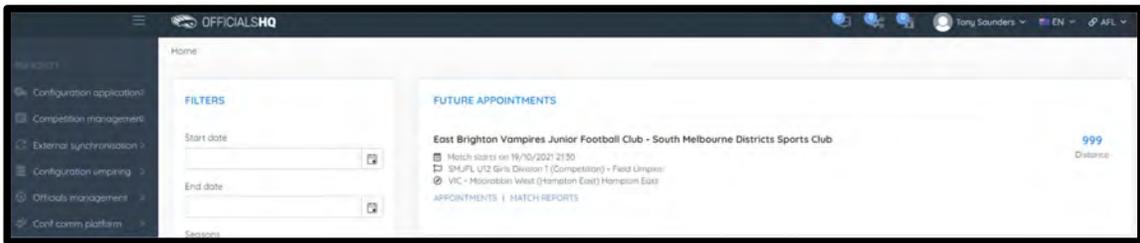


### Communication platform – Umpire application - Appointments (cont)

When rejecting an appointment the **Rejection** pop-up will appear, a reason must be entered and click on the **Reject** button.

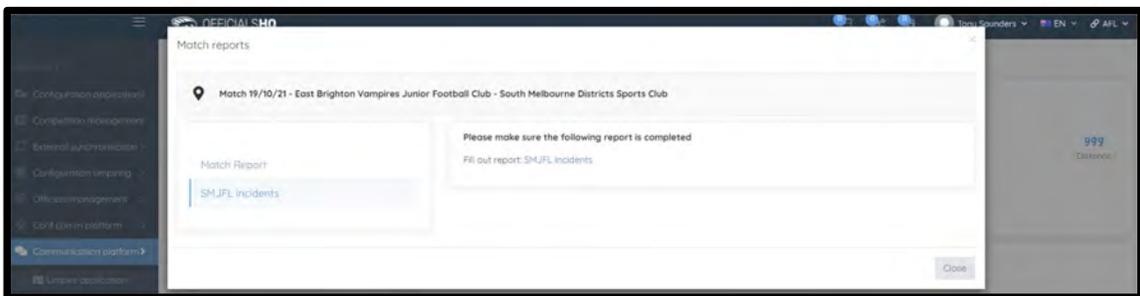
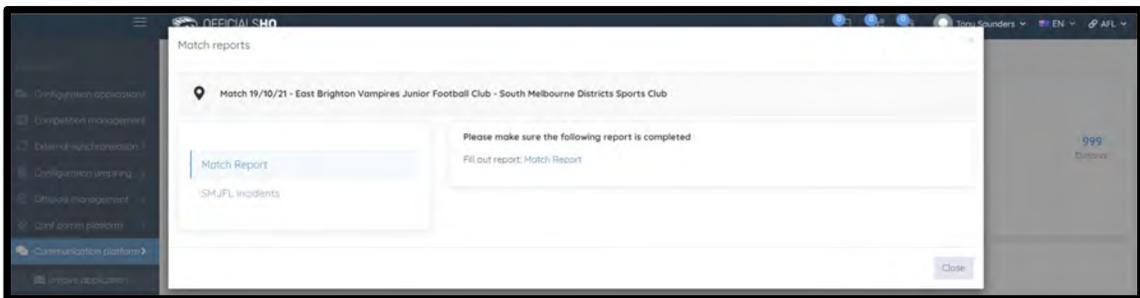


When accepting an appointment the match details in the **Future Appointments** section will update.



### Match Reports

To view and complete any match reports that have been added to an appointment click on the **Match Reports** or **Reports** link. On the **Match reports** page on the hand side will be a list of match reports linked to the appointment, click on each match report and click on the **Fill out report** link to open the match report.





### Communication platform – Umpire application - Appointments (cont)

Complete the match report and click on the **Submit** button in the top right corner.

OFFICIALSHQ

SAVE SUBMIT

**Home team**  
East Brighton Vampires Junior Football Club

**Away team**  
South Melbourne Districts Sports Club

**Location**  
VIC - Moorabbin West (Hampton East)

**Series**  
SMJFL U12 Girls Division 1

**Start**  
19/10/2021 21:30

**Address**  
Widdop Crescent

**JAMES ARMOUR**  
FIELD 1

Number of Yellow Cards \*

Yellow Cards 0

Player team \*

Player name \*

Player number \*

A **Submit** pop-up will appear, click on **Yes**.

OFFICIALSHQ

SAVE SUBMIT

Description \*

Number of Incident \*

Incidents 0 \*

**Submit**

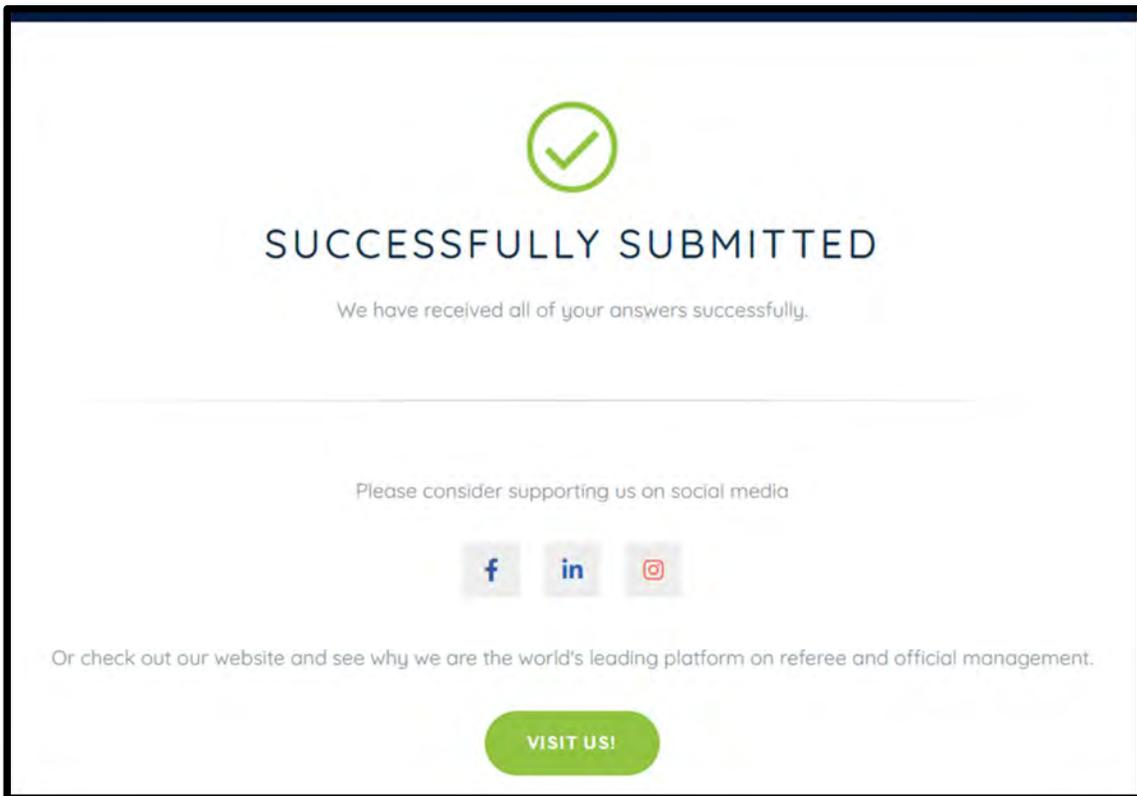
You are about to submit the following form.  
Once submitted the form will become unavailable for further editing.

Are you sure you want to continue?

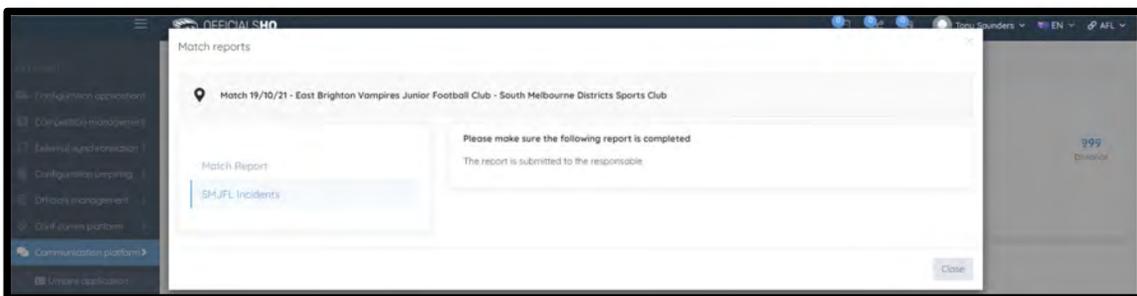
NO YES

**Communication platform – Umpire application - Appointments (cont)**

A message will show when the match report has been submitted successfully.



On the **Match reports** page if a match report has been completed and submitted the link will no longer be available.





### Communication platform – Umpire application (cont)

#### Awards

To view and complete any awards that have been added to an appointment click on the **Awards** link. Complete the award information required and click on the **Save** button in the bottom right hand corner.

3 best players

**First**

Team: Prahran Junior Football Club Prahran U12 Girls Loughton

Player: Annabel Atkins

**Second**

Team: Prahran Junior Football Club Prahran U12 Girls Loughton

Player: Amelia Anderson

**Third**

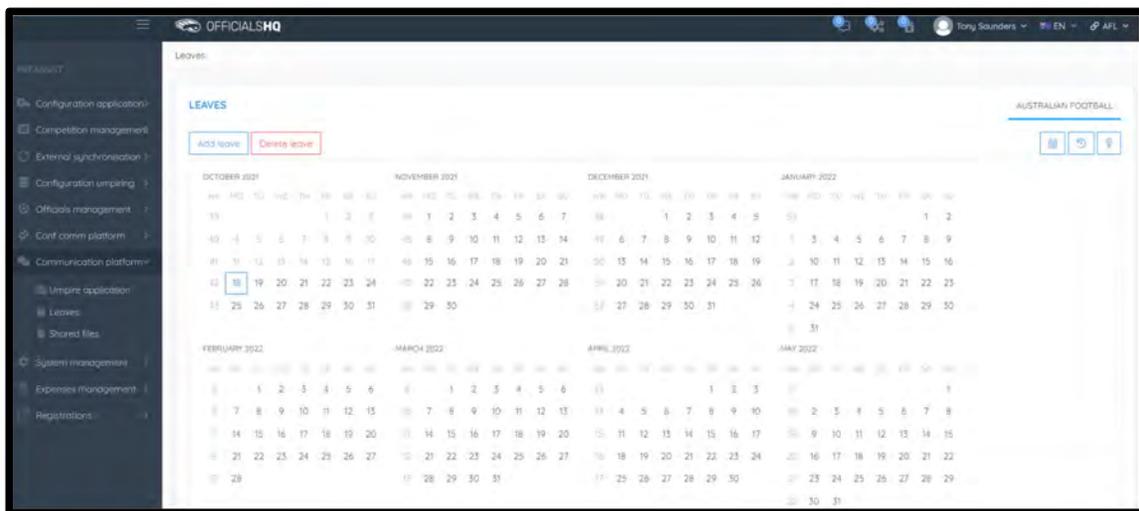
Team: Prahran Junior Football Club Prahran U12 Girls Loughton

Player: Sibella Deague

Close Save

#### Leaves

In the left hand menu click on **Communication platform** and click on **Umpire application**.

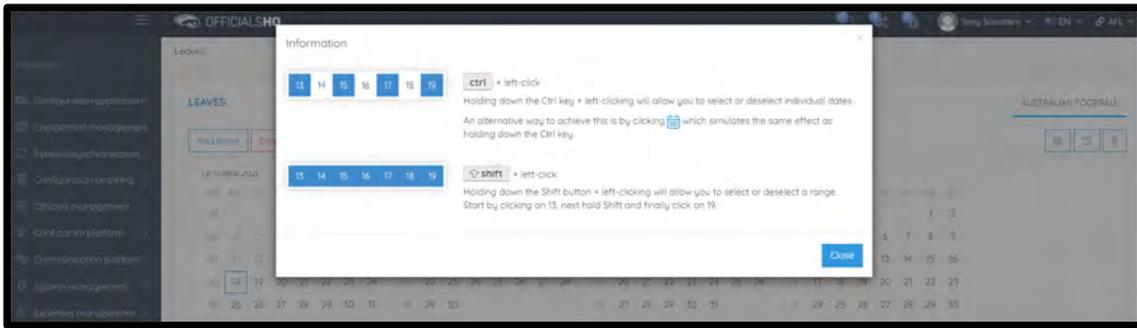




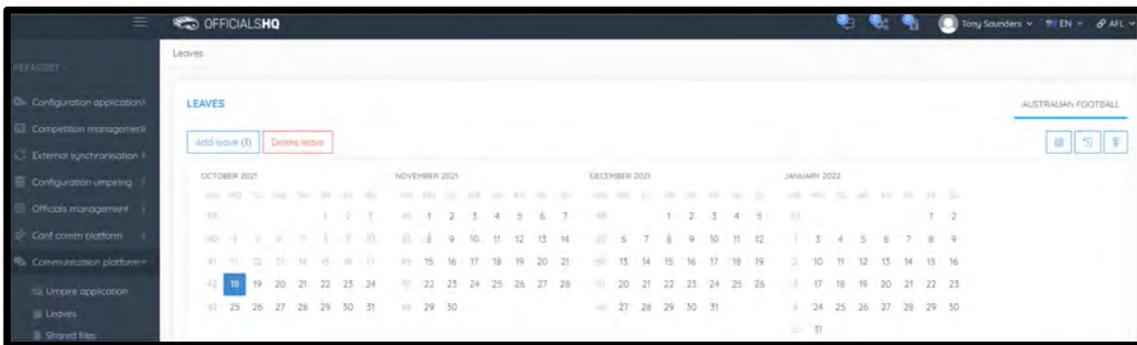
### Communication platform – Leaves (cont)

Please note in the OfficialsHQ platform umpires are always available by default. To add a day or days or times in a day when an umpire is unavailable Leaves need to be added.

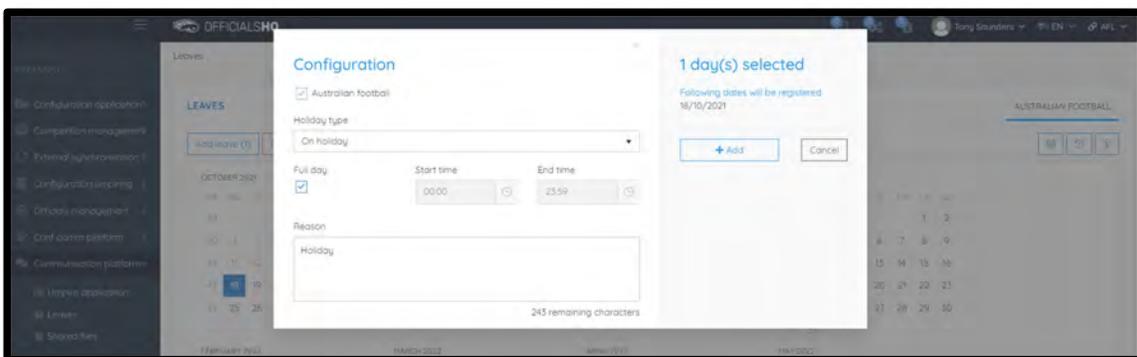
On the **Leaves** page if you click on the  icon it will open an **Information** pop-up for instructions how to add Leaves.



To add unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

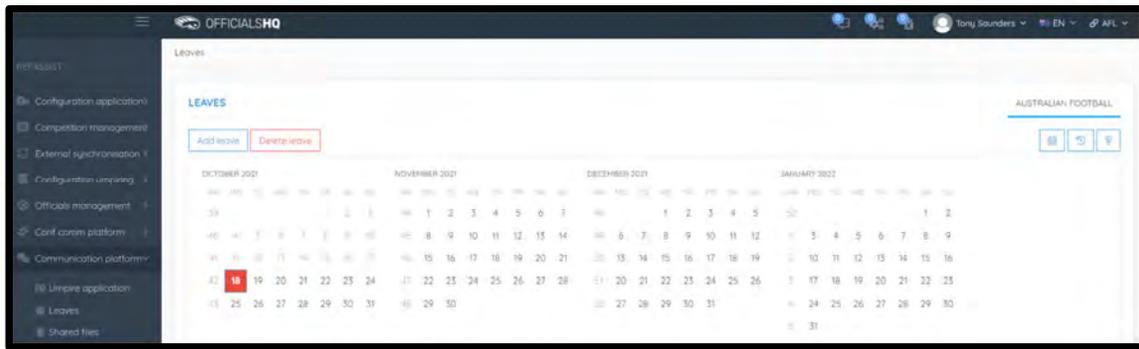


On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.

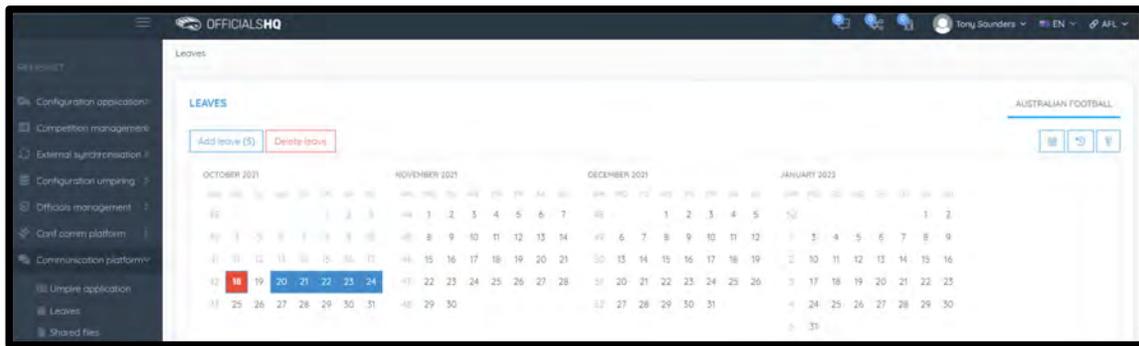


### Communication platform – Leaves (cont)

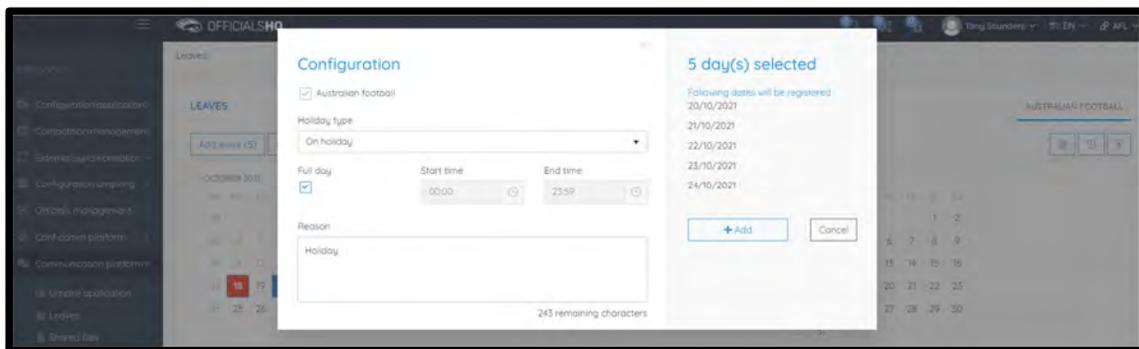
You will be returned to the **Leaves** page and the added leave will be shown.



To add unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Add Leave** button.



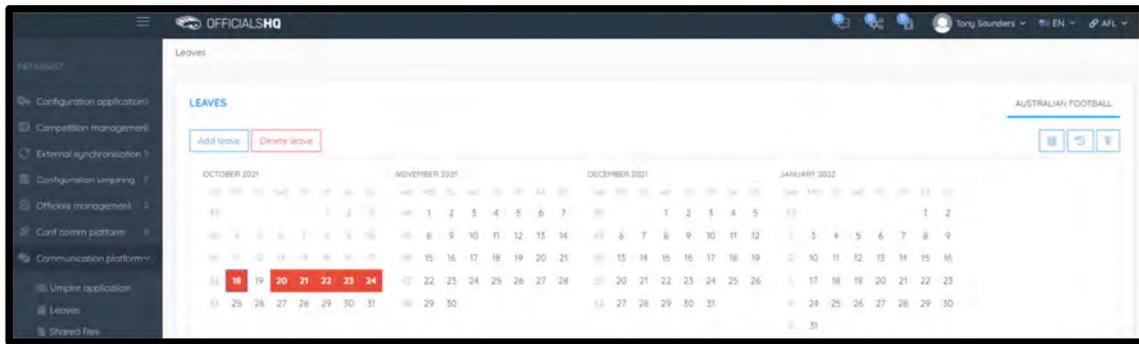
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



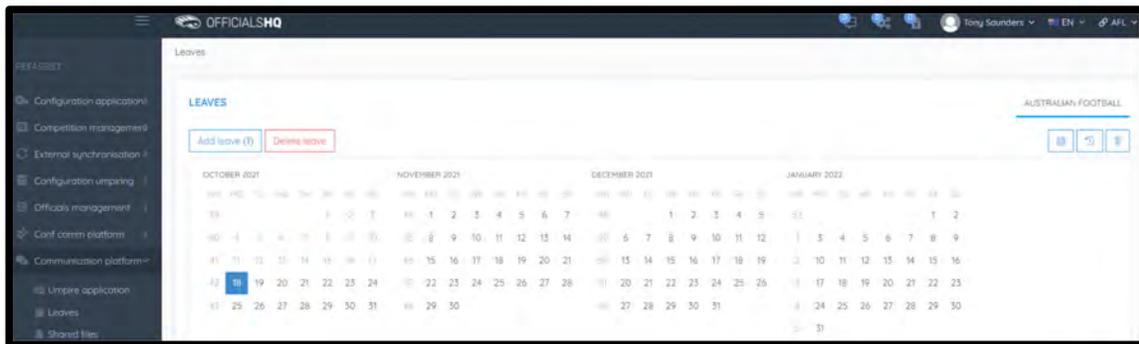


### Communication platform – Leaves (cont)

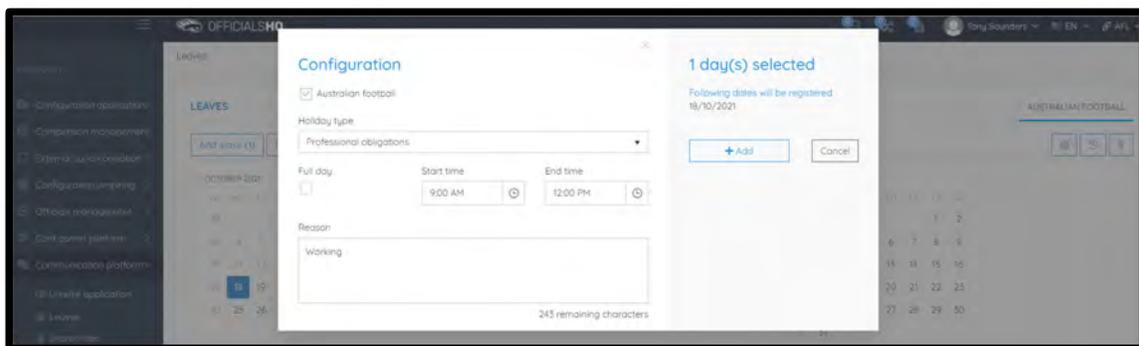
You will be returned to the **Leaves** page and the added leave will be shown.



To add unavailability for a period of time on one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

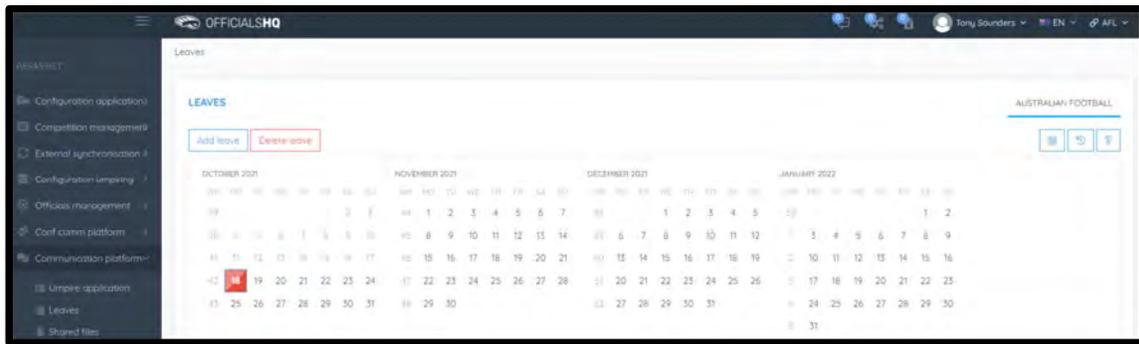


On the **Configuration** page select the **Holiday type**, untick the **Full day** box, select the **Start time**, select the **End time** add a **Reason** and click on the **+Add** button.

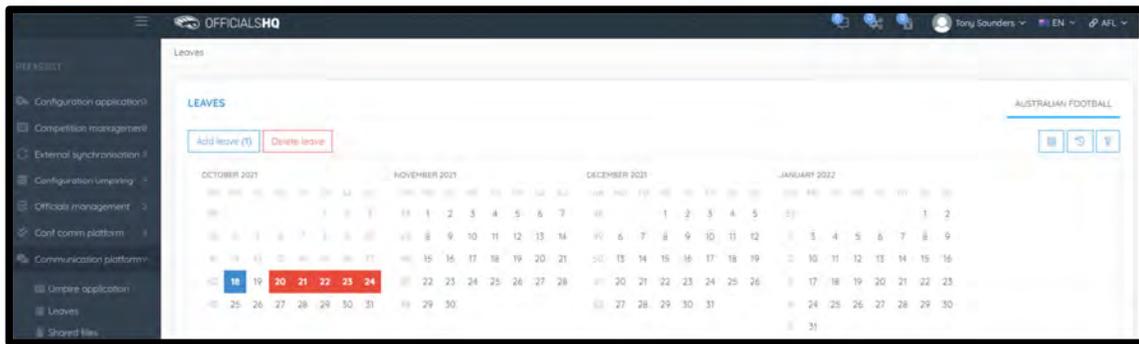


### Communication platform – Leaves (cont)

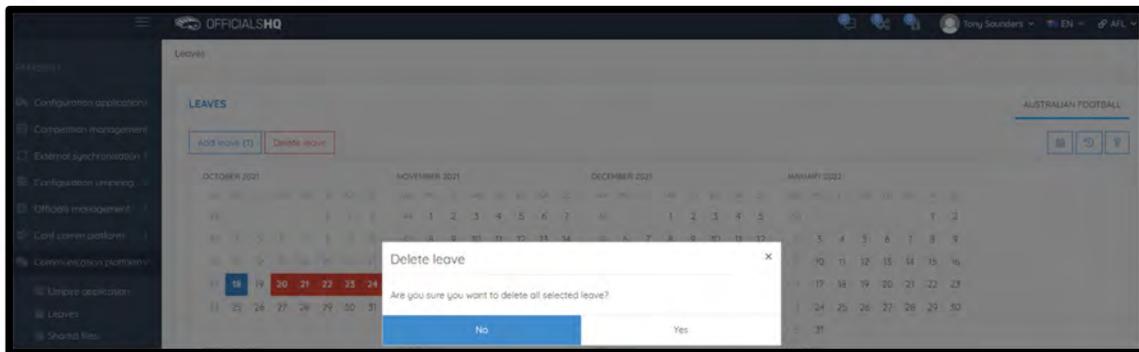
You will be returned to the **Leaves** page and the added leave will be shown.



To remove unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Delete Leave** button.

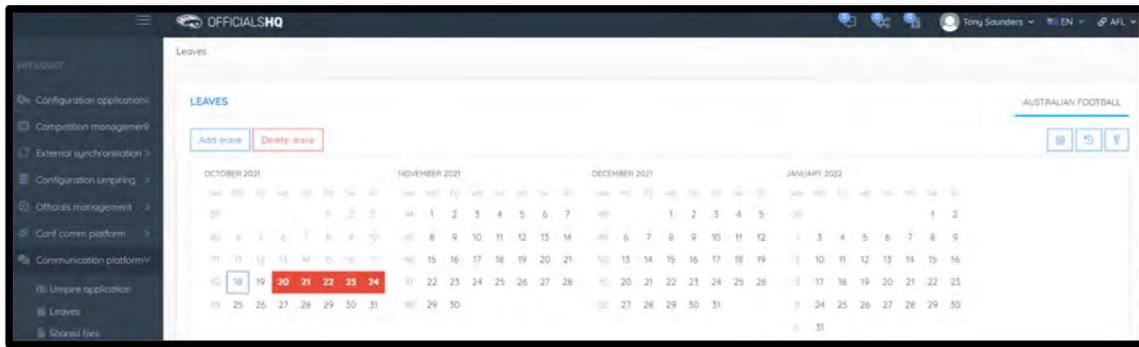


The **delete leave** pop-up will appear, click on **Yes**.

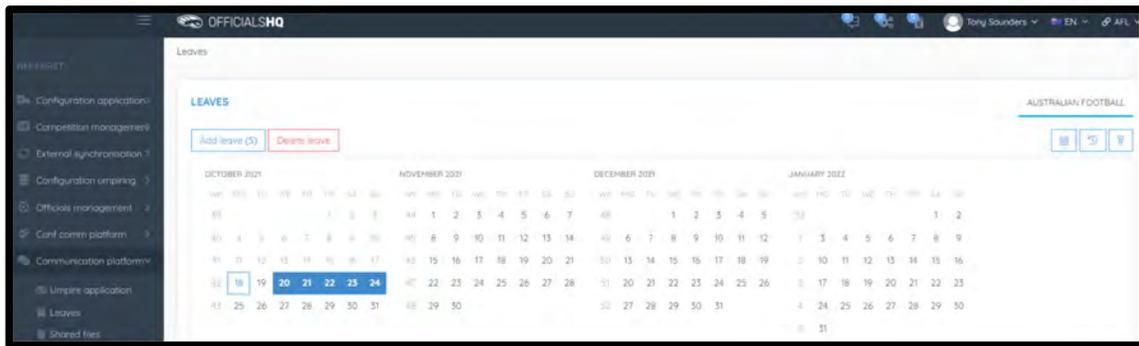


### Communication platform – Leaves (cont)

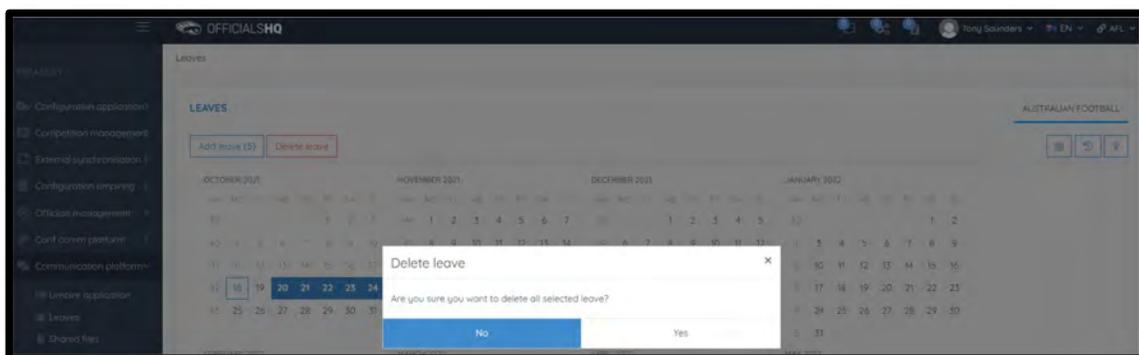
You will be returned to the **Leaves** page and the leave will be removed.



To remove unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Delete Leave** button.



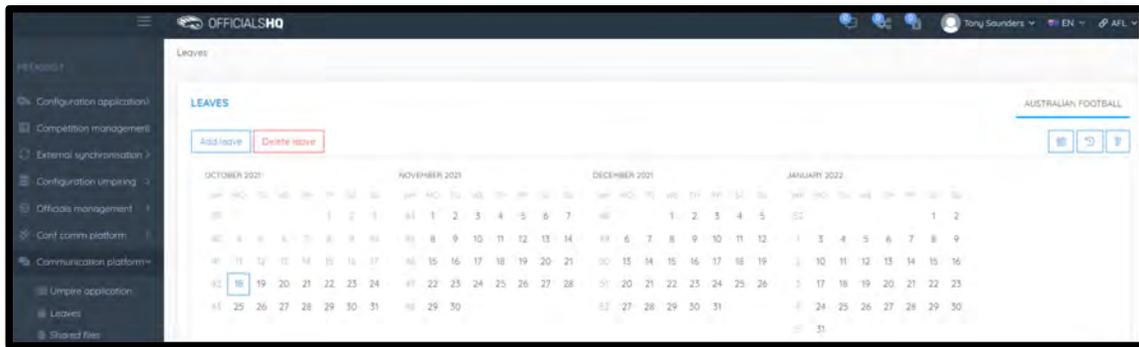
The **delete leave** pop-up will appear, click on **Yes**.





### Communication platform – Leaves (cont)

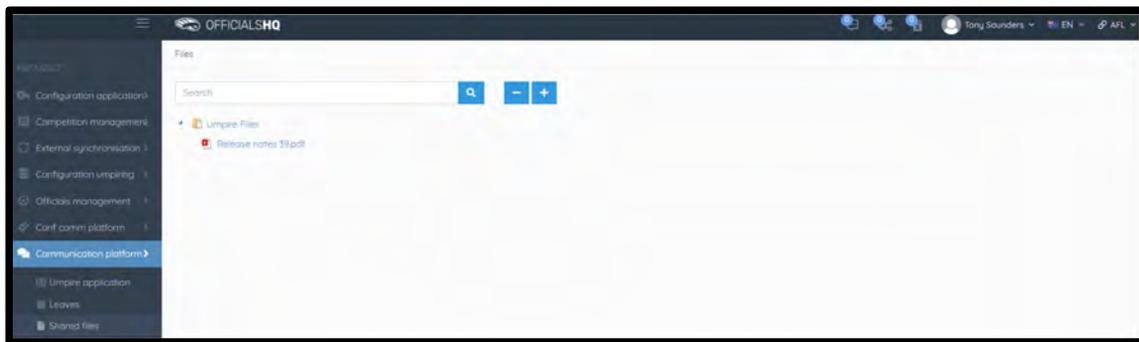
You will be returned to the **Leaves** page and the leave will be removed.



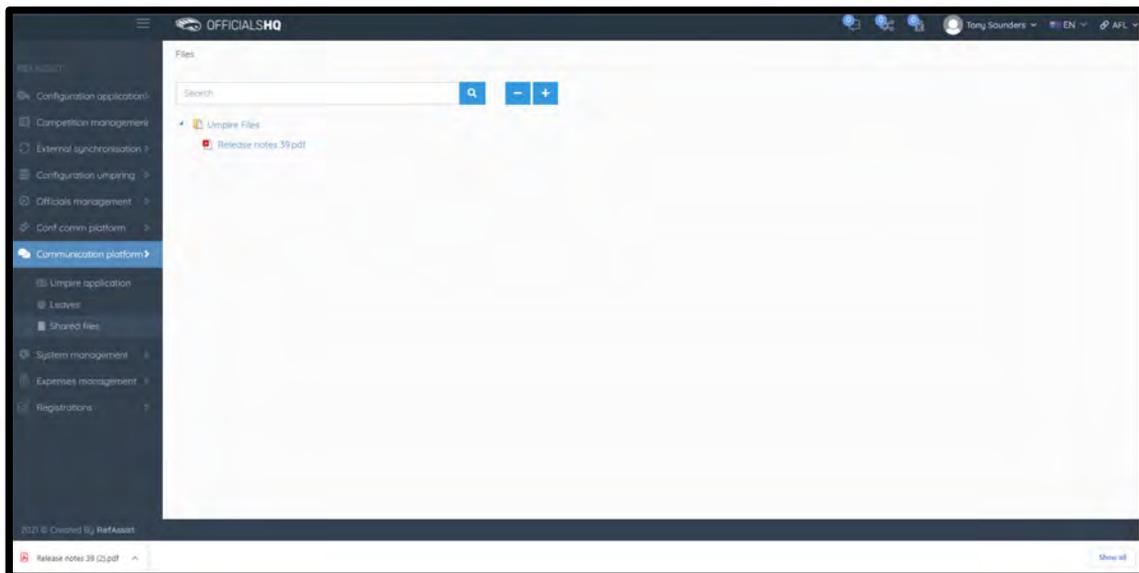
### Shared Files

In the left hand menu click on **Communication platform** and click on **Shared files**.

If any files have been shared with the umpire they appear on the **Files** page, click on the link to download the file.



The download link will appear in the bottom left corner of the screen, click on the link to open the file.

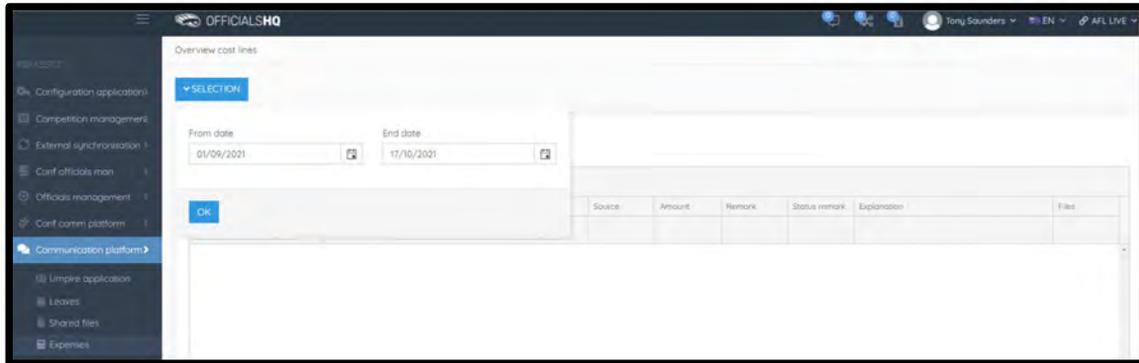


## Communication platform (cont)

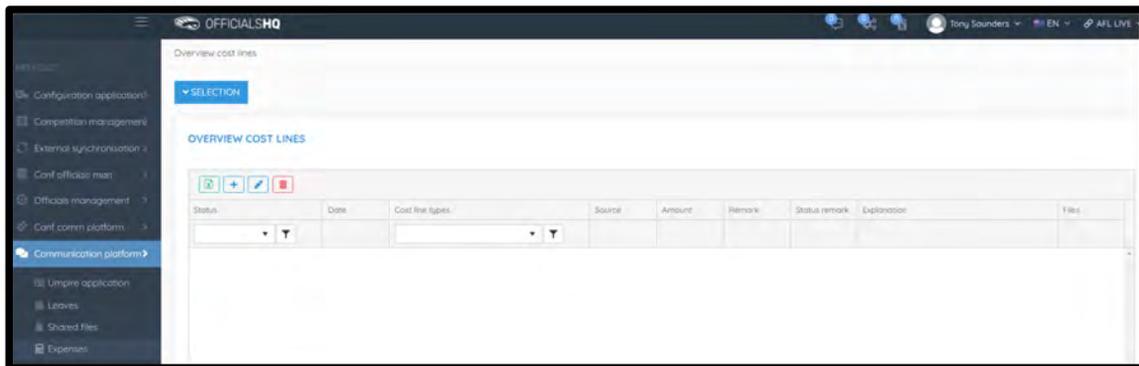
### Expenses

In the left hand menu click on **Communication platform** and click on **Expenses**.

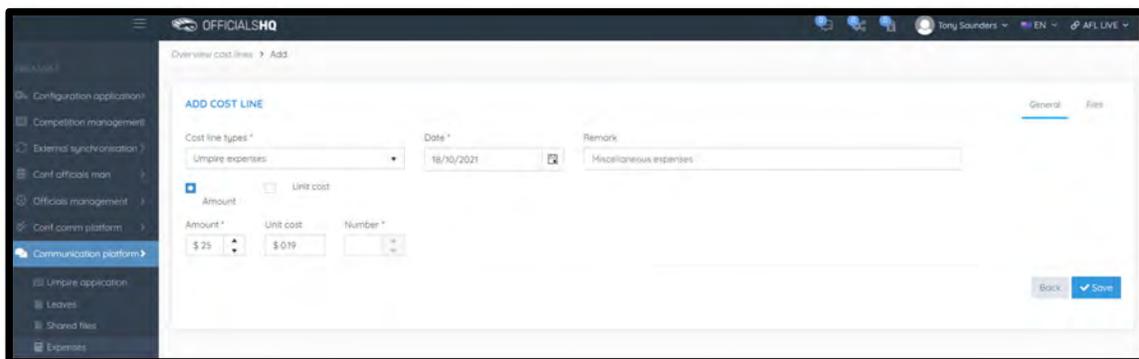
To view all the current expenses for an umpire, on the **Overview cost lines** page in the **Selection** area select the **From date**, select the **End date** and click on the **Ok** button.



To add an expense, on the **Overview cost lines** page click on the **(Add)** icon.



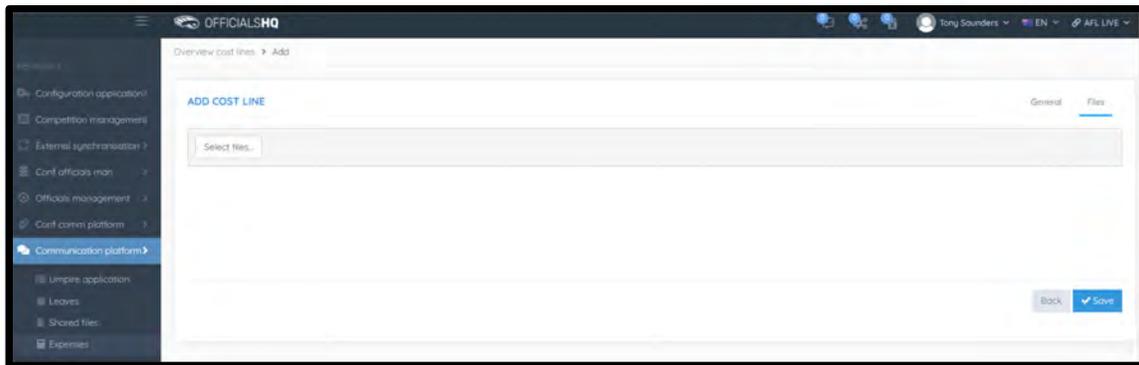
On the **Add Cost Line** page select, the **Cost line type**, select the **Date**, add a **Remark**, select either **Amount** or **Unit cost** and add the **Amount** or **Unit cost**. To upload a document click on the **Files** tab in the top right hand corner.



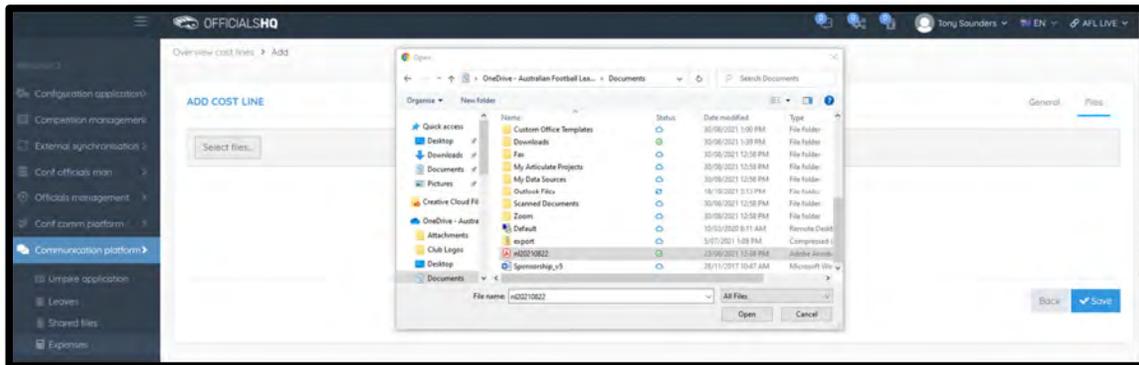


### Communication platform - Expenses (cont)

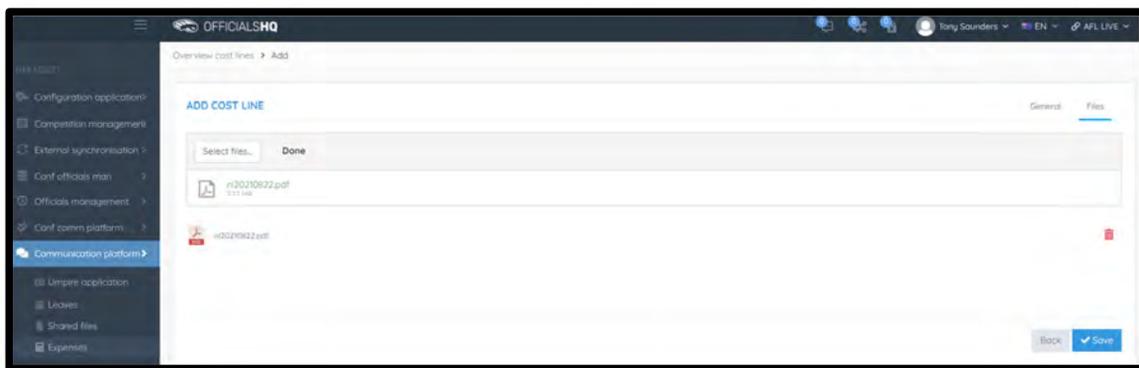
Click on the **Select files** button.



In the **Open** pop-up select the file.

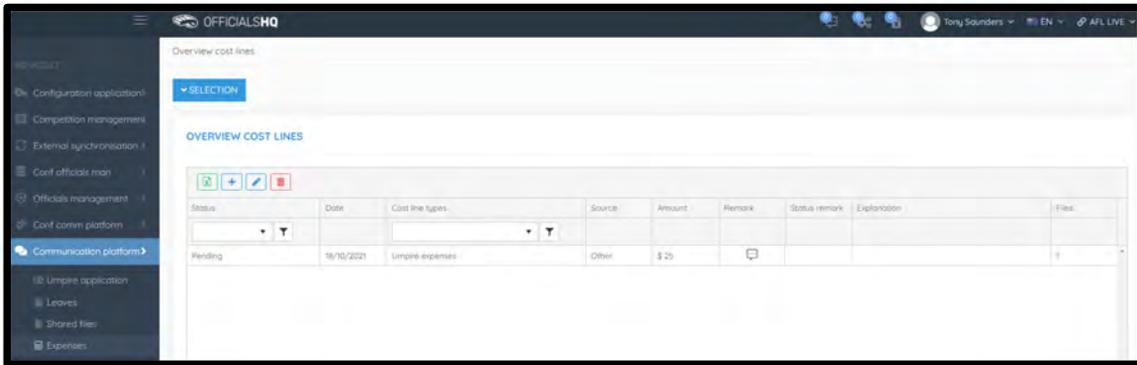


The file will upload, click on the **Save** button.

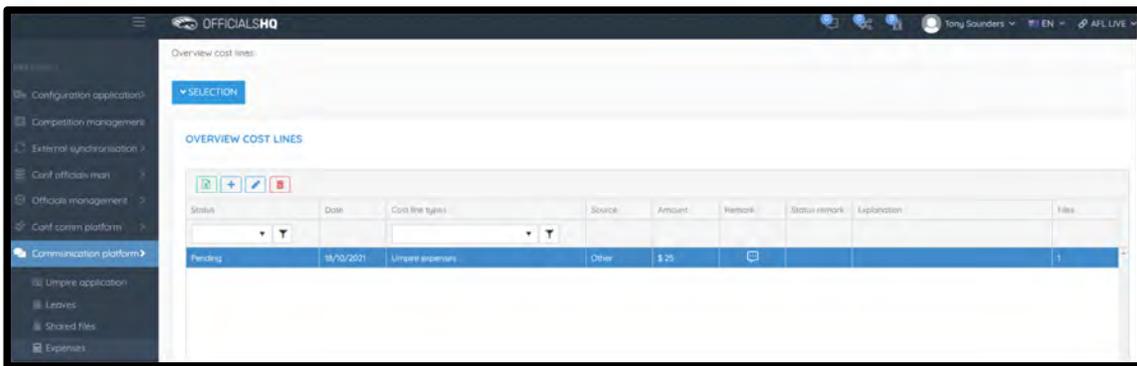


### Communication platform - Expenses (cont)

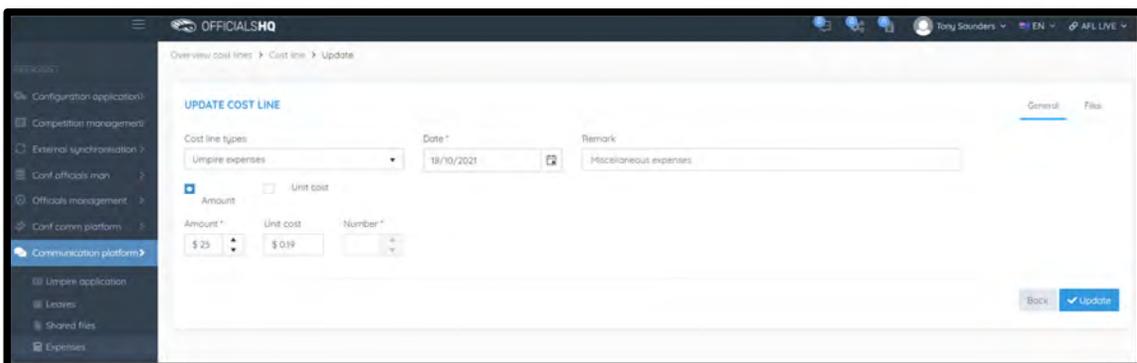
You will be returned to the **Overview Cost Lines** page and the expense will be added as **Pending** awaiting approval by the umpire admin.



To edit an expense on the **Overview Cost Lines** page click on the **Expense** and click on the (**Update**) icon.

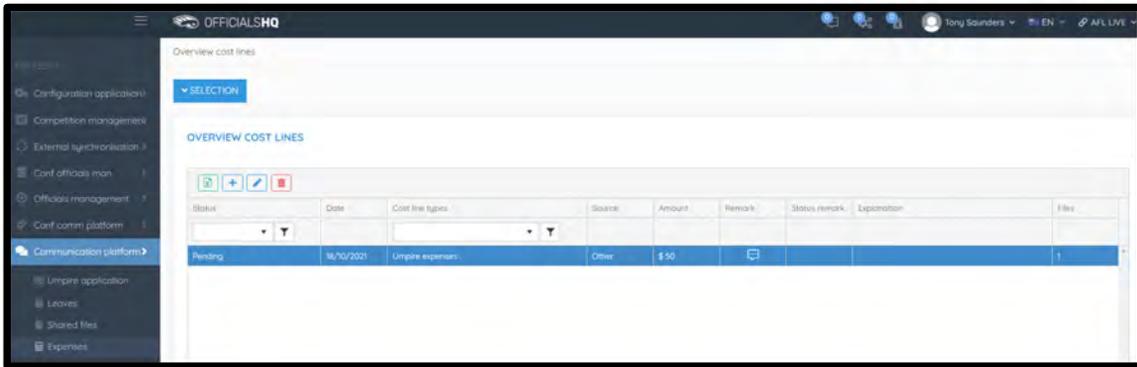


Edit the details of the expense in the **General** and/or **Files** tab and click on the **Update** button in the bottom right hand corner.



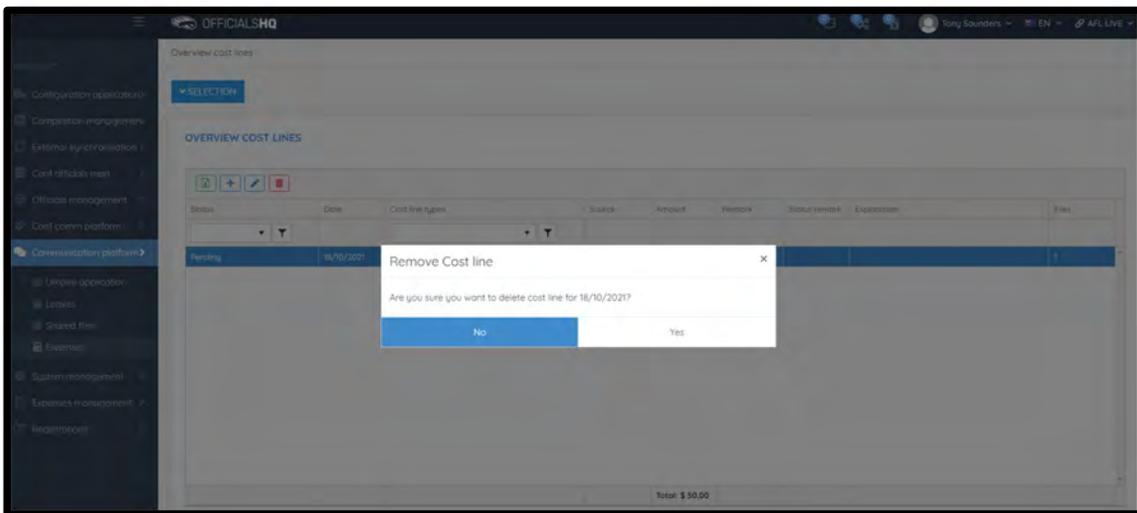
### Communication platform - Expenses (cont)

You will be returned to the **Overview Cost Lines** page and the expense will be updated as **Pending** awaiting approval by the umpire admin.

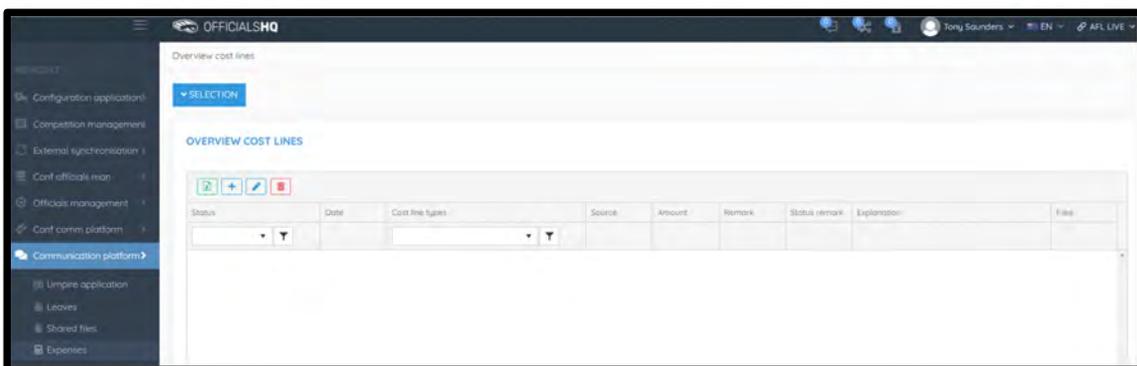


To remove an expense on the **Overview Cost Lines** page click on the **Expense** and click on the  (**Delete**) icon.

The **Remove Cost Line** pop-up will appear, click on **Yes**.



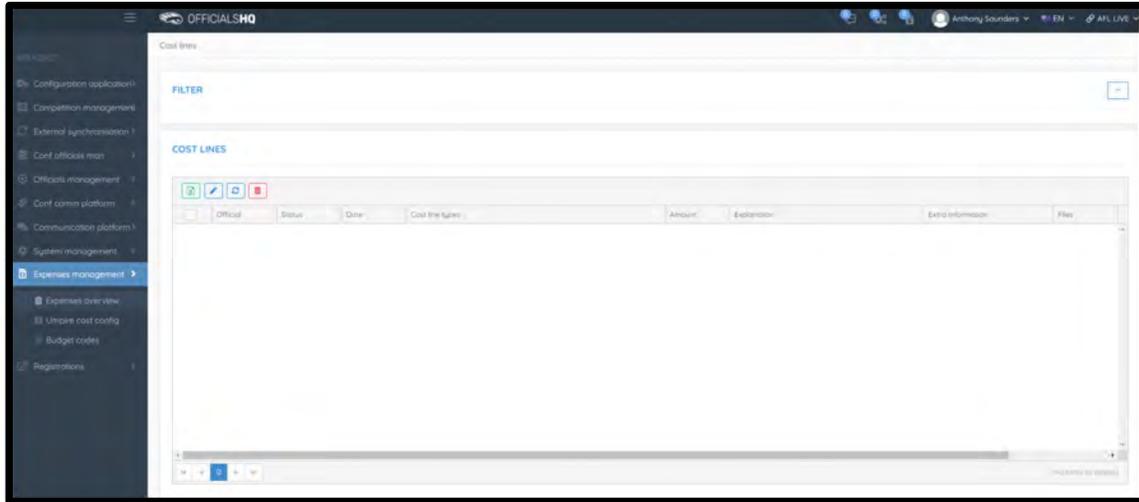
You will be returned to the **Overview Cost Lines** page and the expense will be removed.



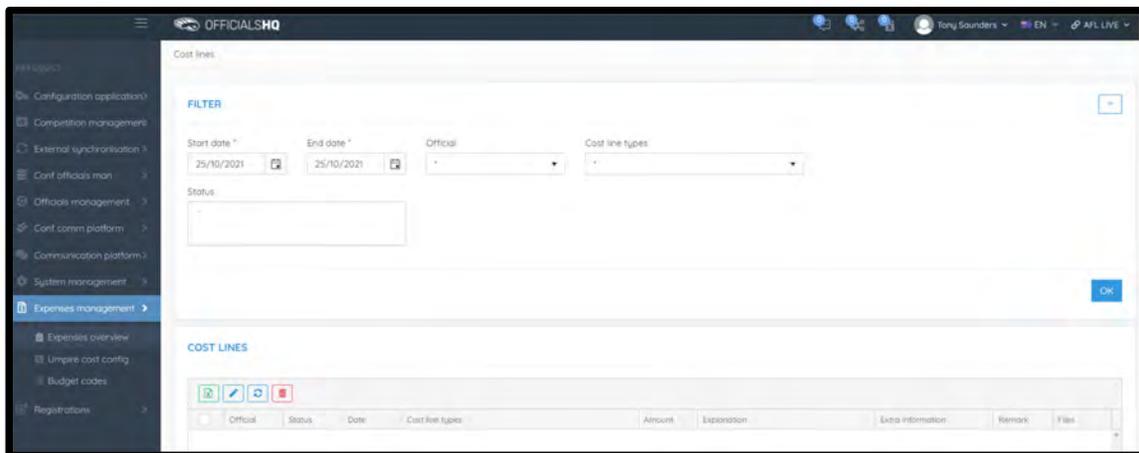
## 10. Expenses Management

### Expenses overview

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

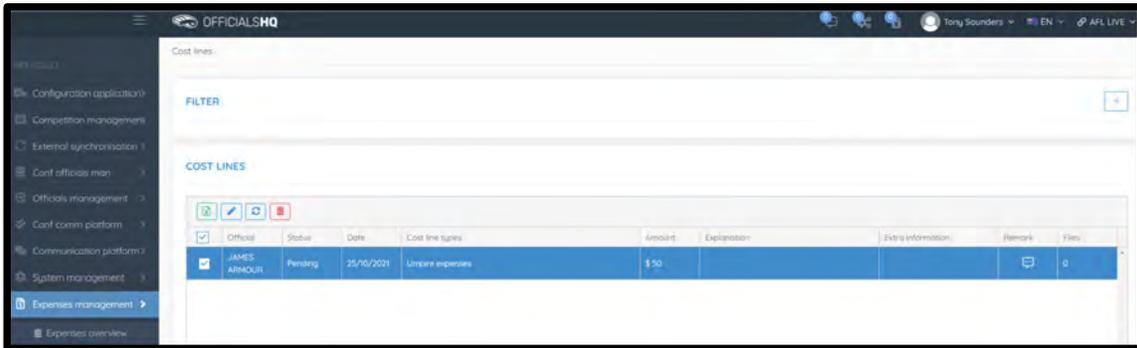


On the **Cost Lines** page, in the **Filter** section, in the top right hand corner click on the  icon to open the filter fields. Add the **Start date** and add the **End date**. If required select an **Official** and select a **Status**. Click on the **OK** button.

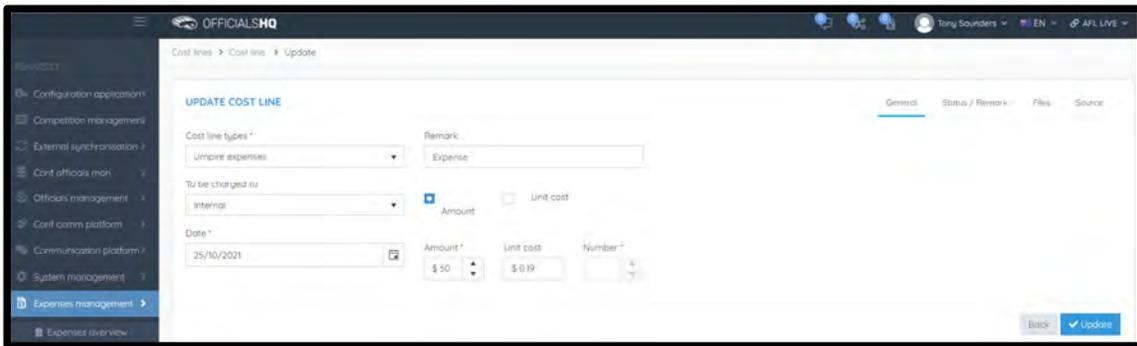


### Expense Management – Expenses Overview (cont)

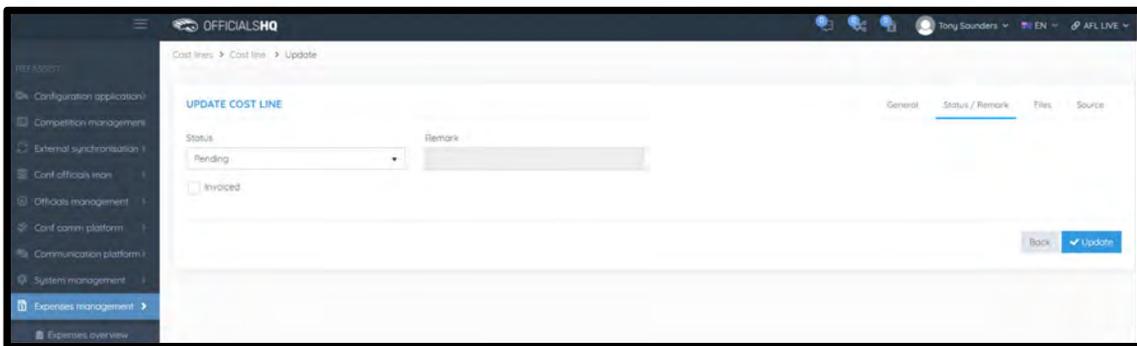
To view an **Expense** line click on the expense and click on the  (**Update**) icon.



On the **Update Cost Line** page in the **General** tab the expense can be updated.

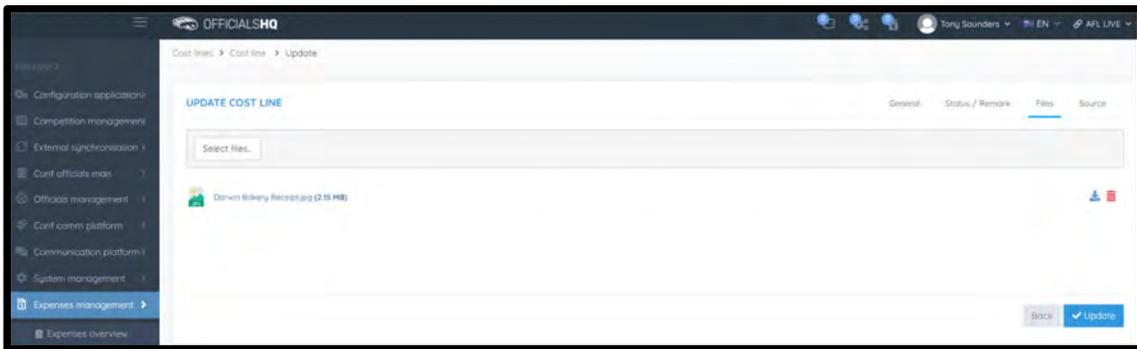


On the **Update Cost Line** page in the **Status/Remark** tab the status can be updated and a remark added.



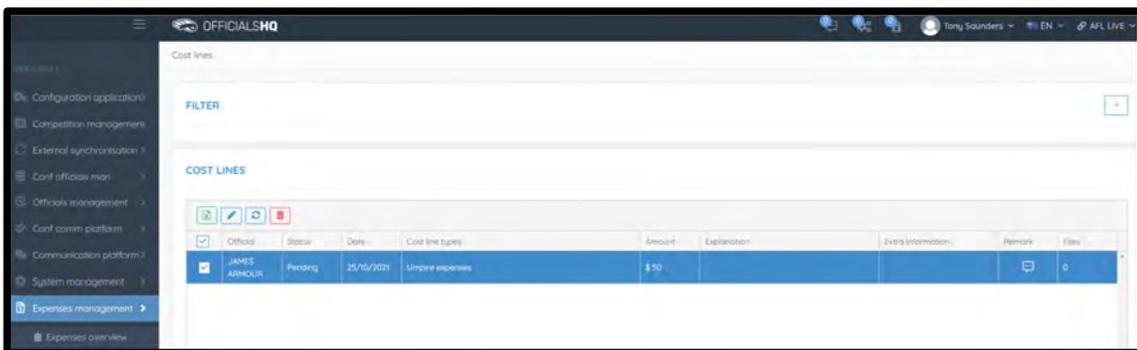
### Expense Management – Expenses Overview (cont)

On the **Update Cost Line** page in the **Files** tab if a file has been uploaded click on the link to view.

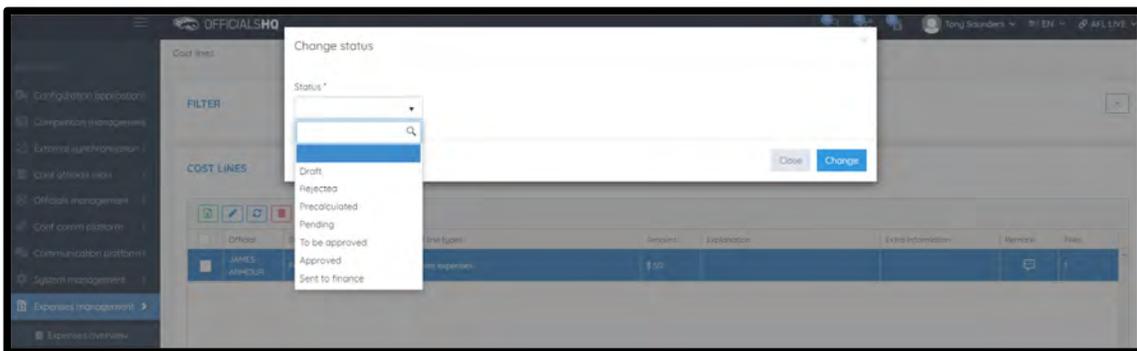


Click on the **Update** button and you will return to the **Cost Lines** page.

To change the status of an **Expense** line click on the expense and click on the  (**Change Status**) icon.



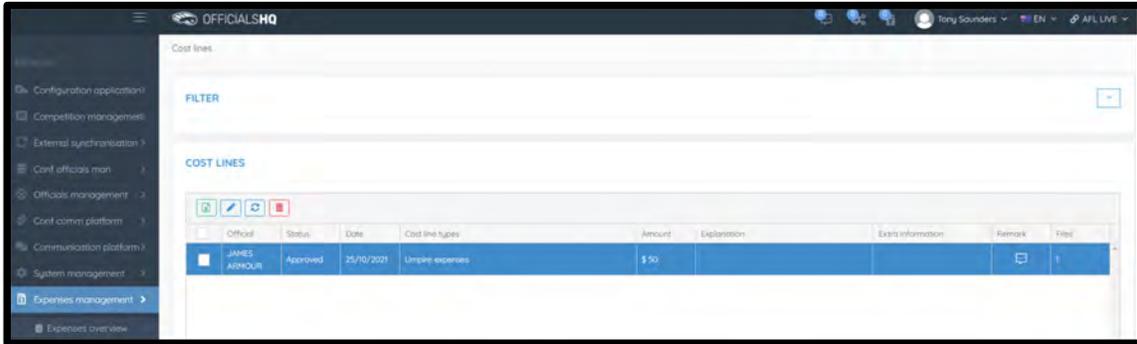
The **Change Status** pop-up will appear, select a **Status** and click on the **Change** button.



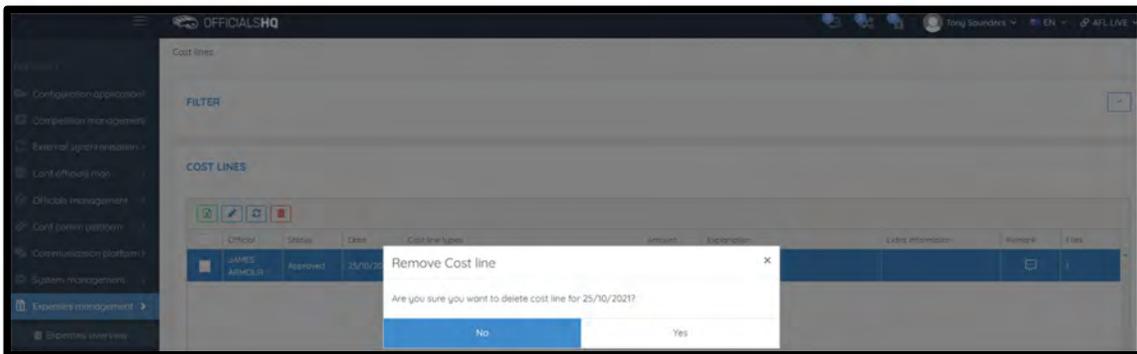
### Expense Management – Expenses Overview (cont)

You will return to the **Cost Lines** page and the status will be changed.

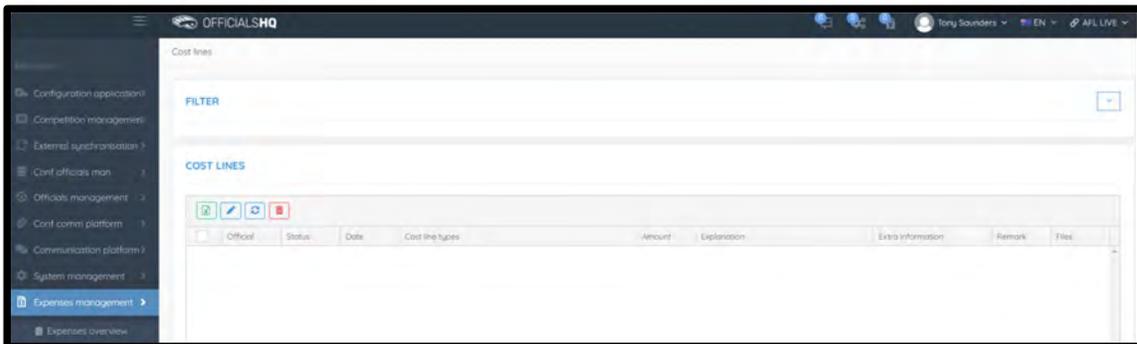
To delete an **Expense** line click on the expense and click on the  (**Delete**) icon.



The **Remove Cost Line** pop-up will appear, click on **Yes**.



You will return to the **Cost Lines** page and the expense will be deleted.

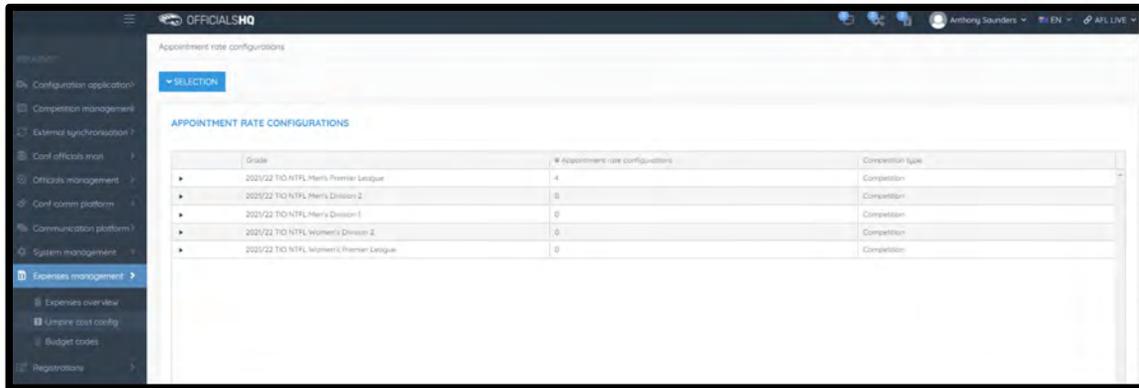




## Umpire cost config

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

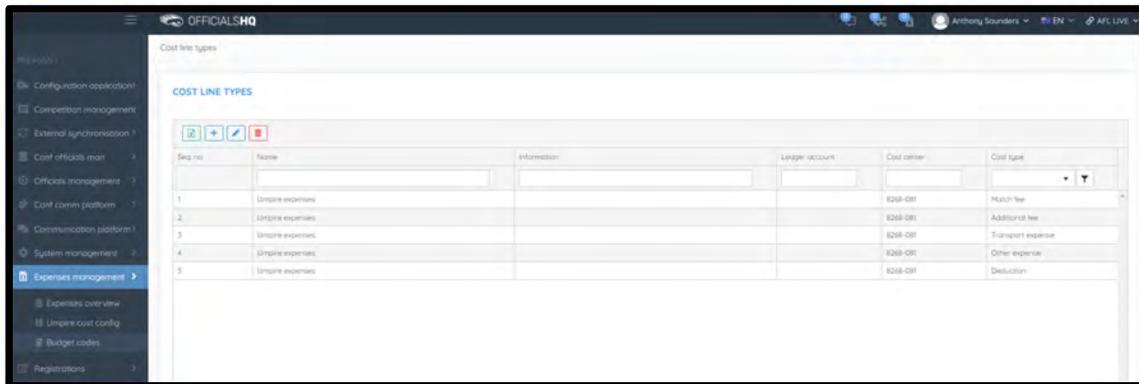
On the **Appointment Rate Configurations** page click on the  icon to view the pay rates for the **Grade**.



## Budget codes

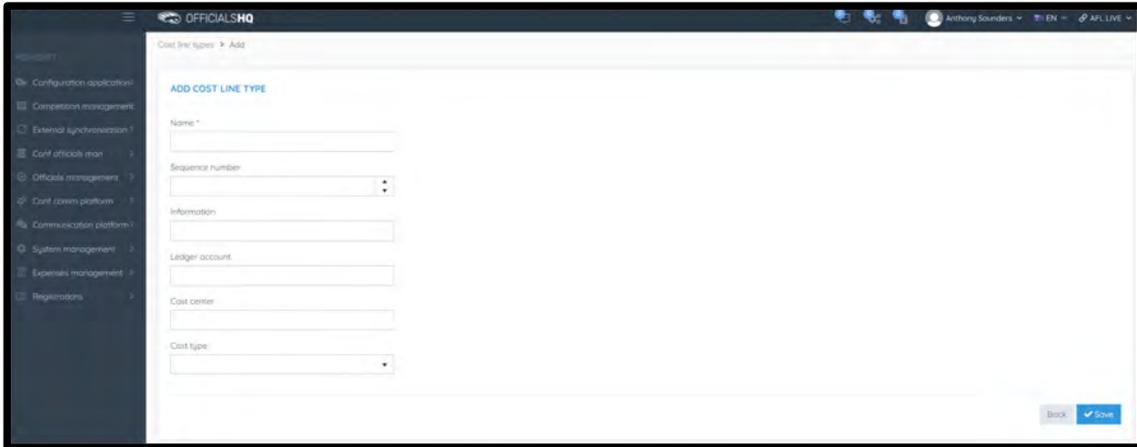
In the left hand menu click on **Expenses management** and click on **Budget codes**.

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



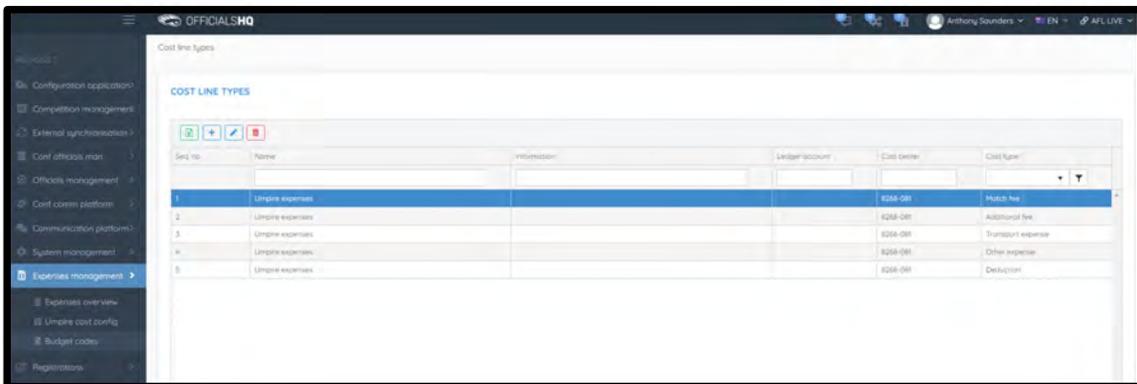
### Expenses management – Budget codes (cont)

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.



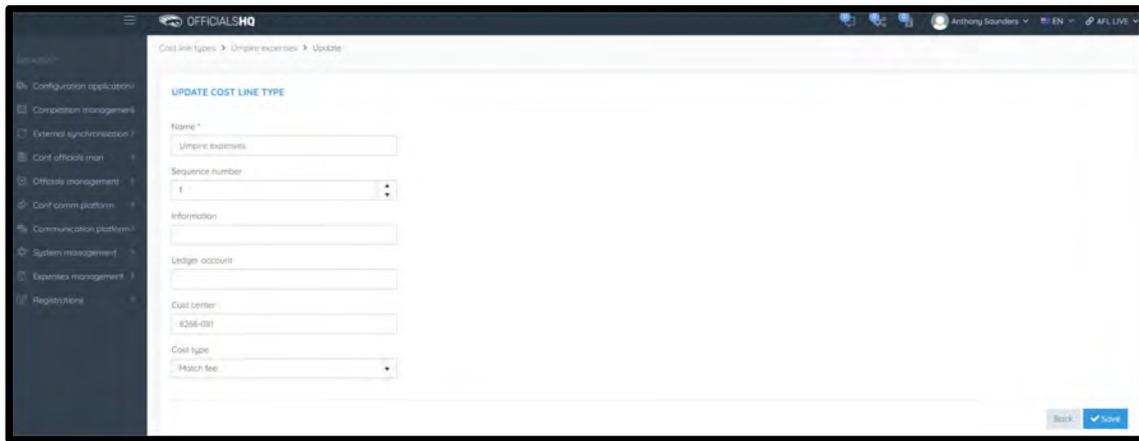
You will be returned to the **Cost Line Types** page.

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



### Expenses management – Budget codes (cont)

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

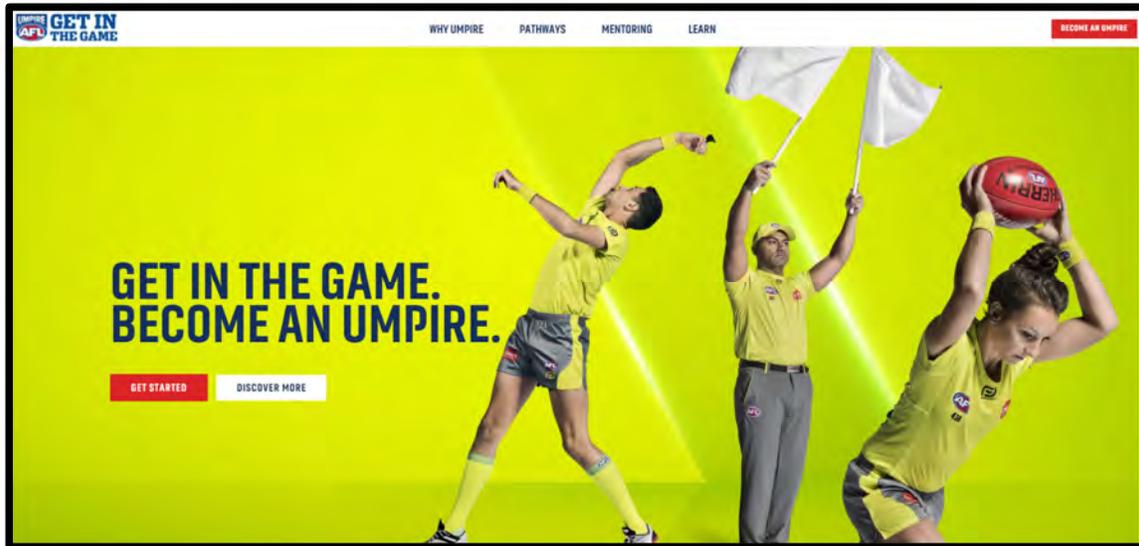


You will be returned to the **Cost Line Types** page.

## 11. 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.

## OfficialsHQ Umpire Support Process

