## AFL

# UMPIRE ADMIN OFFICIALSHQ USER GUIDE





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 <u>https://registration.officialshq.com</u>.

#### Step 1. Account

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

		STEP 1/5
Contraction of the second seco	1. ACCOUNT	
OfficialsHO Benistration	Emoil address *	
Wescone to OfficialmeD, world's ungering platform inct mains (where and finite-in mesogenein), planning, communicately and failum-up a wells in the parts	First name *	
	Last name *	
Too one about to register for the Australian Football League within Officiality. Please follow all the steps and complete the pourtent.	Date of birth "	
	dd/mm/yyyy	
	Gender *	
(AFL)	Male	~
		-
		Next .





#### 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.

-	Nr *	Street *	
OfficialsHQ Registration			
vincome to DifficultHQ, world's leading platferm that making efferive and atflacit management), planning convenintation, ind follow-up o walk in the park.	Suburb *		Postcode *
	State		
on are about to register with the Australian Football League	Please select a value		~
nd its affiliates. Please foliow of the areas and complete the autwent	Country *		
	Australia		
	Mobile phone *		
(AFL)			





#### 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.

				STEP 3 / 5
COFFICIALSHQ	3. ROLE PREFERENCES			
	At least 1 role must be selected and multiple	e ponel/role con	nbinations can be selected	
OfficialsHO Registration	State	Ur	npiring club/league	
Welcome to Official-HQ work/Turissing platform that make	Please select a value	~	No organisation available	~
eferes and official management; planning, communication	Role			
and the state of t	Please select a value	~	Add role preference	
Novine blood to regular with the Australian Postboll League and its offlictes. Proceed follow of the tasks and convolute the engineeri	State Umpire panel	role preferences	Role	
AFI				
				10.00







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 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
CO OFFICIALSHQ	5. PAYMENT	
OfficialsHQ Registration Welcome to OfficialsHQ, world's leading platforms that molecule release and official management. Johanna, communications	S Subscription	\$22 / season
and follow-up a walk is this pase	Voucher MEASE ENTER & VALEX YOUCHER	Apply voucher
Too,ore about to regulate for the Australian Football League writin DfficialaNg. Please follow of the steps and complete the utiligment.	Cord	
AFD	Card number	MM/YY CVC
		Previous Finish

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

C OFFICIAL SHO	
OfficialsHQ Registration Welcome to OfficialsHQ, world's leading platform that makes referse and official management, planning, communication, and follow-up a walk in the park	ACCOUNT CREATED
You are about to register for the Australian Football League within OfficialsHQ. Please follow all the steps and complete the polyment.	Your new account on OfficialisHQ was successfully created. You will receive an email shartly containing further instructions on completing the last steps of your account. Thank you for using OfficialisHQ

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#### **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.

- 3	Account created (Trans) > 1000 x administrator@movetex.be		1:35 PM (10 minutes equ)	\$ 4	
		C OFFICIALSHQ			
		Account created			
		An account was created for you in OfficialisHQ using <u>administrationixaffbj.com</u> as login Click the following link to create your new password This link will remain active for 72 hours.			
		Create new password For information about OfficialsHQ and some instructional videos, <u>click here</u> .			
		Stay Connected With OfficialsHQ!			
		Copyright is 2020 Mignatus, All hights reserved.			

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

CO OFFICIALSHQ
Welcome. Enter a valid password to complete
your account creation. Password
Confirm password
CANCEL CREATE
2021 © OfficialsHQ powered by RefAssist.







#### *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.

Welcome to OfficialsHQ (Etems) D ==== >			. 0	5 0
administrator@movetex.be terme =		T-S2 FM (3 minutes ago)	☆ +	• 1
	OfficialsHQ access			
	Click the following link to start using OfficialsHQI			
	Co to OfficialsHQ			
	Stay Connected With OfficialsHQ!			
	(f)(in)(=)			
	Copyright = 2020 Moyeles, All rights reserved			

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

CO OFFICIALS <b>HQ</b>
Welcome. Please login.
Username Password
LOGIN
FORGOT PASSWORD 2021 © OfficialsHQ powered by RefAssist.







#### **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 <u>BEFORE</u> you click on the Complete button.

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

살	Clubs	Please select all clubs you are associated to
05	Umpire info	Select none if you aren't associated with one or more clubs.
ជ	Work with children	Search
•	Demographics	No club
1	Emercency info	
5 -	Banking	
٦	Medical	







#### *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.

¥ (	Clubs	Active player?
05	Umpire info	•
Ŷ	Work with children	Age group you currently play?
•	Demographics	Year started umpiring?
0	Emercency info	How did you find out about ye?
57	Banking	How all gou find out about as:
۵ (	Medical	

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.

4	Clubs		
05	Umpire info	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.	
Û	Work with children	License number	
	Demographics		
0	Emercency info	Expiry date	
•=	Banking	License	
٤	Medical	Select files	1







#### *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.

≌	Clubs	Country of birth
0	Umpire info	•
	Work with children	Were you or any of your parents born overseas?
•	Demographics	Are you from Aboriginal or Torres Strait Islander origin?
0	Emercency info	•
10	Banking	
÷	Medical	

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

4	Clubs	Name
05	Umpire info	
ជ	Work with children	Telephone number
•	Demographics	Relationship
3	Emercency info	
10	Banking	
٤	Medical	
		Cancel Complete







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

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

≌	Clubs	Please enter your main bank	account details used for receiving payments. It will be
0	Umpire info	possible to add more bank a process.	ccounts in your profile after completing the registration
Û	Work with children	Bank name *	Bank account holder *
•	Demographics		
0	Emercency info	Account number *	BSB *
111	Banking		
٢	Medical		

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.

		Mease add all relevant medical information, if applicable as	dd some extra information
⊙s U	mpire info	or a document.	
<b>ଝ</b> W	/ork with children	Allergies	Add medical information
D	emographics	Allergies General medical Notes/înjuries	Descoula
② Er	mercency info	Do you identify as living with a disability/disabilities Additional info	Remove
se Bo	anking		
₿ M	ledical	Select files	







#### *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**.

=	C OFFICIALSHQ		🤹 🖣	Anthony Sounders *	TEN Y & AFLLIVE Y
menant/	Home				
Communication platform	DASHBOARD	NOTIFICATIONS			
	Notifications     General intersoges     Messages	Filterd by olert type  *  No notifications available			

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#### 3. Logging in and accessing OfficialsHQ

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

OFFICIALSHQ
Welcome. Please login. Username
Password
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.

	CO OFFICIALSHQ		🍨 🍨 💽 Anthony Sounders 🗸 🖘 EN 🗸 🔗 AFL LIVE 🗸
REFERENT	Home		
Communication platform* Umpire application Leaves Shared files Expenses	A Notifications	NOTIFICATIONS Filterd by alert type * Na notifications available	
Expenses	Messages	No notifications available	

#### Finance

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

=	CO OFFICIALSHO		🐑 🍨 🎆 🍈 Anthony Sounders 👻 BEEN 👻 🔗 AFC LIVE 🛩
	Home:		
Expenses management ~  Expenses management ~  Expenses over view  Umpre cost contro  Blumpre cost contro  Blumpre cost codes	Notifications     General messoges     Messoges	NOTIFICATIONS Fitterd by allert type No notifications available	08

#### **Appointments**

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

i i i i i i i i i i i i i i i i i i i	C OFFICIALS HQ		😒 🎭 🐴 🍈 Anthony Sounders 🗠 🎫 EN 🗸 🔗 AFL LIVE 🗸
An and	Home		
Condetition management     Condetition management     Condetition management     Softwals management     Softwals management	A Nochosions General messages Hasoges	NOTIFICATIONS Pitters by silent types * * Kei notifications by satuble	<u>o</u> e







#### 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.

=	CO OFFICIALSHO		🧐 🎭 🍢 🛄 Anthony Sounders 🛩 🖬 EN 👻 🔗 AFL LIVE 🛩
lan ano	Home		
Configuration application     Configuration management     Configuration management     Configuration     Configura	DASHBOARD	NOTIFICATIONS  Interd by dier Type  *  Korrelationary overapper	

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.

=	CO OFF	ICIALSHQ						6	<b>8</b> ; 0	👌 🔘 Toroj	JSounders ↔	EN Y & A
	Grodes	-										
	✓ SELECTI	ON										
Competition management	CD 100											
	GRADE											
		+										
affi Grades	Seq. m:	Grade		Competition type		Age group	Junors?	W series	Priority	Umpire panels	Coach panels	# UMP panels
			т		т	T	Yes O No O					
	a	Test A Grode		Competition				(1)	0	٥	ø	0
	o	Test B Grode		Competition				4	0	0	O	U

#### **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.

Ŧ	C OFFICIALSHQ			۹ 😪 🧐	Tony Sounders 🗸	EN V & AFL V
Configuration application?	UPDATE					
Competition managemen?						
- Clubs	Name *	Priority				
() Verwes & nitches	Test A Grade	1				
La Teams	Short name	Coach report type				
A Grades	Test A		•			
(E Series	Age group	Partner				
Games						
External synchronisation	Competition type	Seq. nr.				
	Competition •	1	\$			
Officials management	Available for video					
Seconf commister 2	Coach reports active					
Communication platform?	Use team name					
System management	Juniors?					
Expenses management ?	Club priority					
Registrations						
						Back Save







#### Competition Management - Edit Grades (cont)

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

=	CO OFF	ICIALSHQ					6	<b>e</b> : •	Tony	Sounders 🛩	EN - 6	AFL ~
REPASSIST	Grodes											
Configuration application	♥ SELECTI	ON										
Competition management												
vi Clubs	GRADES	i .										
(ii) Venues & pitches		+ / 🖻 🗘	• •									
Grodes	Seq.m.	Grade		Competition type	Age group	Juniors7	# series	Priority	Umpire panels	Coach panels	# UHP pane	8
IE Series			Ŧ	· T	T	YesO NoO						
Games	0	Test B Grade		Competition			1	0	0	0	Ô	*
C External synchronisation	1	Test A Grade		Competition			4	1	0	0	0	

#### Edit other **Grades** as required.

Ē	CO OFF	ICIALSHQ							9		ti 🔘 Tony	Saunders ~	EN Y d	P AFL Y
arrists	Grodes													
Configuration application>	♥ SELECT	ON												
Competition management	CRAPE													
W Clubs	GRADES													-
Gr Venues & pitches		+ / = 0	• 5											
A Grades	Seq.nt	Grape		Competition type	e .	Agé g	reup	Juniors?	# series	Priority	Umplie panels	Coach panes	# UMP pan	eis.
😑 Series			T		* T		Ŧ	YesO NoO						
Games	1	Test A Grade		Competition					1	1	Ø	0	0	
External synchronisation *	z.	Test B Grade		Competition					t	2	0	0	0	

#### **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 **Impiretype**) 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.

=	CO OFF	FICIALSHQ						-	<b>@</b> : q	tony		
La Susurr	Grodes											
En Configuration application <sup>3</sup>	·* SELECT	ion -										
🔲 Competition management	GRADE											
Clubs	Groupes	3										
1.) Venines & pilohes	0	+/=0.	Configuratio	on required umpl	re type			×				
an Grades	Seq. no	Grode	Type	Panèl	Number			1	Priority	Umpere ponelo	Coach papels	a UMP ponets
- SerNei			FIELD	National	• 2	Sove	Cancel					
Gomes	1	Fest A Grode	BOUN	National	2	Edit			1	0		P -
C External synchronitiation		Tett B Grode	GOAL	National	2	Edit						
Controviation Unclime			EMER	National	0	Edit						
Difficial monopriment			-									

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#### 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.

=	CO OFF	ICIALSHQ							6	<b>Q</b> 2 <b>G</b>	👌 🔘 Tony	Saunders 🛩	EN ~ & AF
REFASSION	Grodes												
De Configuration application <sup>2</sup>	* SELECTI	DN											
Competition management	GRADES												
W Clubic													
11 Teams		+ / = 0											
rth Grades	Seq re	Grade		Competition type		Áge gro	up	Juniors?	# series	Priority	Umpire panels	Coach panels	# UMP panels
(∃ Series			Ŧ		Ŧ		Ŧ	YesO NoO					
Games	4	Test A Grode		Competition					1	1	0	0	6
External synchronisation P	2	Test B Grode		Competition					4	2	0	Ó	0

#### Configure other Grades as required.

B	Co CFF	ICIALSHQ					-	<b>8</b> ; 6	tony	Saunders ~	EN Y 🔗	AFL Y
REFASSION	Grodes											
E Configuration application?	♥ SELECT	ON										
Competition management	CRADE											_
W Clubs	GRADE	,										
() Venues & pitches		+//=0										
Lil Teams	Seam	Grade		Competition type	Age group	Juniors?	# series	Prioritu	Limpire panels	Coach parteis	# UMP ponels	
A Grades						YesO NoO						
l≣ Series			1	• •								
Gomes	1	Test A Grade		Competition			1	1	0	0	6	
External synchronisation, 7	2	Test B Grade		Competition			1	2	0	0	6	-

#### **Add Grade Pay Rates**

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

I	C OFFICIALSHQ				۱ 🔮 🏶 🧐	ony Saunders 👻 💼	EN ~ @ AFL ~
REFASSIST	Grodes > Test A Grode > Cost o	configurations					
D= Configuration application?	RATE CONFIGURATIONS					Å	ppointments
Competition management     External synchronisation 3							
Configuration umpiring 2	Cost type	Umpire discipline 🕇	Net	Gross	To be charged to	Validity	
Officials management 2							
🔗 Conf comm platform 🔿							
Communication platform >							
System management							
Expenses management							
Registrations							
						_	· *
	8 8 0 8 8					Mol	ierrs (a dilata)
							Bock







#### 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.

=	C OFFICIALSHQ				😫 📽 📲	O Tony Sounders ~	TEN Y &	P AFL Y
REPASSION	Grades > Test A Grade > Cost co	infigurations	> Add rate			_		
Configuration application	ADD RATE							
Competition management  External synchronisation ?	Cost type*		Net+					
Configuration umpiring	Match fee	•	\$ 100 Gross *	\$				
<ul> <li>Officials management</li> <li>Conf.comm.platform</li> </ul>	FIELD	•	\$ 100	:				
Communication platform	To be charged to * Other	•	Taxes * \$ 0	4 *				
System management	Effective date *		End date					
Expenses management	17/08/2021	贷		Ċ.				
2 Registrations						1	Bbck 🗸 S	iave

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

=	C OFFICIALSHQ				🐑 👯 🐴 🔘	ony Saunders 👻 🎫 EN 🛩	8 AFL ~
REFASSIST	Grodes > Test A Grode > Cost o	configurations.					
Configuration application	RATE CONFIGURATIONS					Appointm	ents
<ul> <li>External synchranisation ?</li> </ul>							
Configuration umpiring	Cost type	Umpire discipline. †	Net	Gross	To be charged to	Volidity	
Officials management. 3	✓ Cost type: Motch fee						
🤣 Conf comm platform 🔅	Match fee	FIELD	100,00 \$	100.00 \$	Other	17/08/2021	
Communication platform  System monagement  Expenses management							
Registrations							
	H H 1 P H					1 - Col 10	* nov(1)
							Bock







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

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

	C OFFICIALSHQ				🖲 🗣 📲 🔘	Tony Sounders 🛩 📰 EN 🐃 🔗 AFL
	Grades > Test A Grade > Cos	t configurations				
	RATE CONFIGURATIONS					Appointments
	Cost type	Umpire discipline +	Net	Gross	To be charged to	Validity
	<ul> <li>Cost tupe: Match fee</li> </ul>					
	Match fee	FIELD	100.00 \$	100.00 \$	Other	17/08/2021
	Match fee	BOUN	50.00 \$	50.00.\$	Other	17/08/2021
	Motch fee	GOAL	50.00 \$	50.00 \$	Other	17/08/2021
Registrations						
	14 14 1 14 H					1 - 3 - cit, <b>3</b> - trans(5)
						Bock

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.

Ξ	C OFFICIALSHQ				🐑 😪 🎙	O Tony Saunders → ■ EN → Ø AFL →
	Grades -> Test A Grade -> Cost co	nfigurations & Add (	ate			
D- Configuration application	ADD RATE					
Competition management						
External synchronisation ?	Cost type "		Net to Umpire *			
	Additional felt	•	\$ 25			
	Umpire discipline		Gross to Club *			
Condas management	FIELD	•	\$ 25	:		
Conficorum picitiarm	To be charged to *		Taxes *			
Communication platform?	Other		\$0	:		
System monagement     P	Effective date *		End date			
🗍 Expenses management 🧧	17/08/2021			C2		
17 Registrations	Applied for number of oppointed	umpires.				
	1					
						Back Save







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

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

Centar					u	iong sounders + s
Groues	> Test A Grode > Cost confi	gurations				
RAT	E CONFIGURATIONS					
	Cost type	Umpire discipline 1	Net to Limpire	Gross to Club	To be charged to	Valdity
	Cost type: Match fee					
	Match Nee	FIELD	\$ 100.00	\$ 103.00	Other	17/08/2021
	Match fee	BOUN	\$ 50.00	\$ 50.00	Other	17/0H/2021
	Match fee	GDAL	\$ 50.00	\$ 50.00	(D9NH)	17/08/2021
	Cost type: Additional fee					
	Additional feet	VILLD	\$ 25.00	\$ 25.00	Other	17/08/2021

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 **Inked form templates**) icon. On the **Linked Form Templates** page click on the **(Add)** icon.

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#### 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.

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

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System management									
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									Bock

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.

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

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#### 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.

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

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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**.

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#### **Manage Official**

On the **Officials** page to edit details click on the official and click on the **i** (**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.

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E Coach panels	<ul> <li>Affiliated clubs</li> <li>Rejected clubs</li> </ul>	Last name * Sounders				
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<ul> <li>Communication platform -</li> <li>System management - 2</li> </ul>	Expense dota					<b>√</b> Save







#### **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.

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Registrations					
					Back Save

When officials register they select whether they are registering as an umpire or an umpire coach, therefore on the **Officials** page the **Official as umpire**) and/or the **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.

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#### 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.

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System management							
Expenses management *						Berte	Al Source
Registrations 5						Duck	

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

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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.

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

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Registrations 7									







#### 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.

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

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#### 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.

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THE ASSIST	Awards > Best players	> Update
	UPDATE AWARD	
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	1/09/2021	6
di Officiale 2 Avarda	End date * 31/10/2022	6
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#### **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.

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

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

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Communication platform     System management							
Expenses management     F     Registrations	i -						

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

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Expenses monogement >     Registrations >	☆ Roting			
	PREDEFINED COMPONENTS			
	Match details			
	<ol> <li>Appointments</li> </ol>			







#### 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**.

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System manogement     System manogement     Expenses manogement	<ul> <li>Date</li> <li>Expectations</li> <li>Rating</li> </ul>		
1. Regultations			
	Match details     Appointments		

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.

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Exercises inprogenities)		Example Header NTFL	
	Appointments		






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.

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T Registration	Rang     Auprood  PREDEFINED COMPONENTS  Match defass		
	& Appointments		

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.

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	Match details     Appointments				







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.

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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.

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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.

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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.

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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.

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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.

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# CO OFFICIALSHO

## 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.

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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.

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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.

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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.

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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**.

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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.

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AFL Umpire Admin OfficialsHQ User Guide







## **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.

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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.

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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**.

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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.

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## **Officials Management - Overview appointments (cont)**

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

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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.

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#### **Umpires**

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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.

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## Officials management – Umpires (cont)

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

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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.

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#### 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.

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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.

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## 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.

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

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## Officials management - Auto appointments (cont)

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

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

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## 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 local 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 retuen to the **Optimization** page.

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#### **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.

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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.

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## Officials management - Publication - appointments (cont)

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

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

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

In the **Officials management > Appointments – game** area the *legitical is in the appear next to an umpire's name to show the appointment has been published.* 

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#### **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.

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

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

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

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## 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**.

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#### **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.

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

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

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## **Statistics & Reports – Leaves overview**

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

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## 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.

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## Matchday reports

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

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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.

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

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## Officials management - Matchday reports (cont)

To view a completed report click on the <sup>2</sup> 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.

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To email a completed report click on the  $\square$  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.

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AFL Umpire Admin OfficialsHQ User Guide







# 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.

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

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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.

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

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## 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 **Example 1** (Linking rules) icon.

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## *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.

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

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

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

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## 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.

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## 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.

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## 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.



PAST ASSIGN	MENTS
Prahran Junic	or Football Club - Beaumaris Football Club
Match of 15/0 SMJFL U12 G	09/2021 ended at 13-7 irls Division 1 (Competition) - Field Umpire Park (South Yarra) South Yarra
APPOINTMENTS	REPORTS AWARDS
Murrumbeend	a Junior Football Club - South Melbourne Districts Sports Club
Match of 22/	08/2021 ended at 14-2 irls Division 1 (Campetitian) - Field Umpire Ibeena Park (Murrumbeena) Murrumbeena
APPOINTMENTS	REPORTS   AWARDS
Prahran Junio	or Football Club - Murrumbeena Junior Football Club
Match of 15/1 SMJFL U12 G	08/2021 ended at 7-12 iris Division 2 (Competition) – Field Umpire Park (Armadale) Armadale
APPOINTMENTS	REPORTS   AWARDS
Beaumaris Fo	otball Club - St Bedes/Mentone Tigers Australian Football Club
Match of 08/	08/2021 ended at 13-12 irls Division 1 (Competition) - Field Umpire aris Secondary College (Beaumaris) Beaumaris
APPOINTMENTS	REPORTS AWARDS







## Communication platform - Umpire application (cont)

#### **Appointments**

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

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## **Confirmation Needed**

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## *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.

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

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#### 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.

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AFL Umpire Admin OfficialsHQ User Guide







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

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

C OFFICIALSHQ				SAVE SUBMIT
۲ II	Home team East Brighton Vampires Junior Football Club Location VIC - Moorabbin West (Hampton East)	Away team South Melbourne Districts Sports Club Series Series 1 J. Lu12 Girls Division	Stort 19/10/2021 21:30 Address Widdop Crescent	
		JAMES ARMOUR FIELD 1		
Number of Yello	w Cards			:
Yellow Ca	rds 0			
				•
Player nome *				
Player number "				

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

C OFFICIALS <b>HQ</b>			SAVE
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Number of Incidents C Incidents 0 * Coro address	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.

$\bigotimes$
SUCCESSFULLY SUBMITTED
We have received all of your answers successfully.
Please consider supporting us on social media <b>f in O</b> Or check out our website and see why we are the world's leading platform on referee and official management.

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

	Match reports		🞯 א 🕲 האד Tonu Saunders	IV TEN V PAFLV
	Match 19/10/21 - East Brighton Var	mpires Junior Football Club - South Melbourne Districts Sports Club		
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E Office ( nanagement ) :	SHUFL Incidents			10.0
Communication platform>			Cose	







# 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.

	Team	
+	Prahran Junior Football Club Prahan U12 Girls Laughton	,
First	Player	
	Annabel Atkins	
	Team	
*	Prahran Junior Football Club Prahan U12 Girls Laughton	
Second	Player	
	Amelia Anderson	
	Teom	
*	Prahran Junior Football Club Prahan U12 Girls Laughton	
Third	Player	
	Sibella Deague	

#### Leaves

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

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	28 29 50 51 17 25 26 27 58 29 50 23 24 25 26 27 28 29
	2 X 1

AFL Umpire Admin OfficialsHQ User Guide







#### 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 right 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.

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Leaves	0 25 26 27 28 29 50 3	1 \cdots 29 30 🚥	27 28 29 30 31 24	25 26 27 28 29 30	
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On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.

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# *Communication platform – Leaves (cont)*

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

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Shared files				8 31	

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.

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Shared files				31	

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

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#### Communication platform - Leaves (cont)

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

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III Leaves	11 25 26 27 28 29 30 31	29 30	(1 27 28 29 50 31	24 25 26 27 28 29 30	
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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.

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Lanves	13 25 26 27 28 29 30 31 11 29 30 11 22 28 29 30 31 124 25 26 27 28 29 30	
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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.

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# *Communication platform – Leaves (cont)*

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

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Shared files				8 31	

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

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

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On Configuration application	LEAVES										AUSTRALIAN FOOTBALL
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# *Communication platform – Leaves (cont)*

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

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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.

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

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#### Communication platform - Leaves (cont)

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

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E Shored files																51								

#### **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.

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

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### 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.

3	CO OFFICIALSHO							9	St 9 1	🔘 Tony Saunders 🛩	EN ~ 81	NFL LIVE 🛩
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To add an expense, on the **Overview cost lines** page click on the 主 (Add) icon.

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Competition management	OVERVIEW COST LINES											
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Communication platform Us: Umpire opplication Leaves Shared Files. Expenses												

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.



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# Communication platform - Expenses (cont)

#### Click on the **Select files** button.

	C OFFICIALSHQ	🐑 🎭 🐴 🔘 Tony Sounders 🗸 🎫 EN 👳 🔗 AFL LIVE 🛩
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Competition management	Para cost suite	Methoda 7 ma
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Expenses		

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

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#### 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.

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

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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.

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#### 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.

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

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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.

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AFL Umpire Admin OfficialsHQ User Guide







# 10. Expenses Management

#### **Expenses overview**

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

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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.

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# Expense Management – Expenses Overview (cont)

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

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

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

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#### 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.

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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.

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

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# 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.

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

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# **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 **b** icon to view the pay rates for the **Grade**.

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Expenses management     Expenses overview     Umpire cost config     Budget codes     Fig. Registrations				

# **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  $\textcircled{ extsf{thm:start}}$  (Add) icon

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#### 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.

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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 *I* (**Update**) icon.

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# Expenses management – Budget codes (cont)

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

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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 <u>https://umpire.afl</u>.



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 <u>here</u> and update their details at their leisure on their profile once logged in <u>here</u>.

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 <u>umpire.afl@afl.com.au</u> who will be able to assist and make your valuable role that much easier.



# **OfficialsHQ Umpire Support Process**

📚 OFFICIALSHQ

