

AFL
UMPIRE
OFFICIALSHQ USER GUIDE



OFFICIALSHQ

Version 2, 25th November



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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

New 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 '1. ACCOUNT' registration step. On the left, there is a sidebar with the OfficialsHQ logo and registration instructions. The main area contains a form with the following fields: 'Email address *', 'First name *', 'Last name *', 'Date of birth *' (with a calendar icon), and 'Gender *' (a dropdown menu currently showing 'Male'). A blue 'Next' button is located at the bottom right of the form area. The page is labeled 'STEP 1 / 5' in the top right corner.

Step 2. Address & Contact

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

The screenshot shows the '2. ADDRESS & CONTACT' registration step. On the left, there is a sidebar with the OfficialsHQ logo and registration instructions. The main area contains a form with the following fields: 'Nr *', 'Street *', 'Suburb *', 'Postcode *', 'State' (a dropdown menu with 'Please select a value'), 'Country *' (a dropdown menu with 'Australia'), and 'Mobile phone *'. A 'Previous' button and a blue 'Next' button are located at the bottom right of the form area. The page is labeled 'STEP 2 / 5' in the top right corner.



Umpire / Umpire Coach Registration (cont)

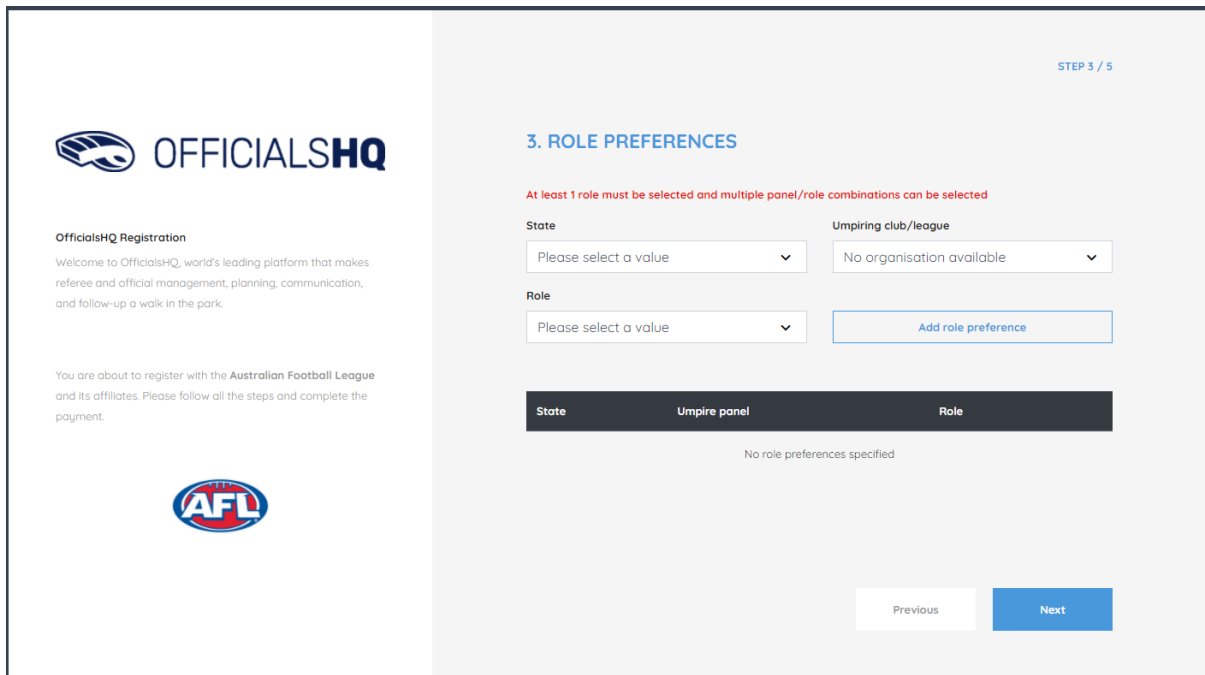
Step 3. Role Preferences

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

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

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

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



The screenshot shows the '3. ROLE PREFERENCES' step of the registration process. On the left is a sidebar with the OfficialsHQ logo and registration information. The main content area has a title '3. ROLE PREFERENCES' and a red warning: 'At least 1 role must be selected and multiple panel/role combinations can be selected'. Below this 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 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 are 'Previous' and 'Next' buttons. The top right corner of the form area shows 'STEP 3 / 5'.



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



OfficialSHQ Registration

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

You are about to register with the Australian Football League and its affiliates. Please follow all the steps and complete the payment.



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](#)

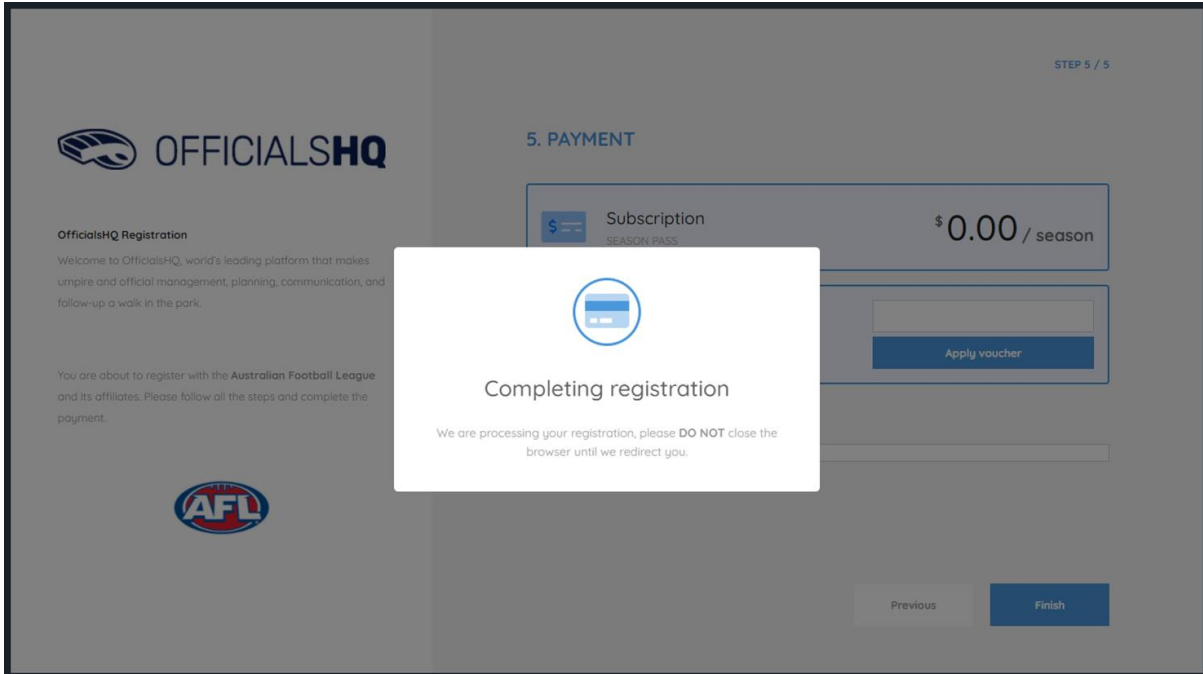
Previous Next



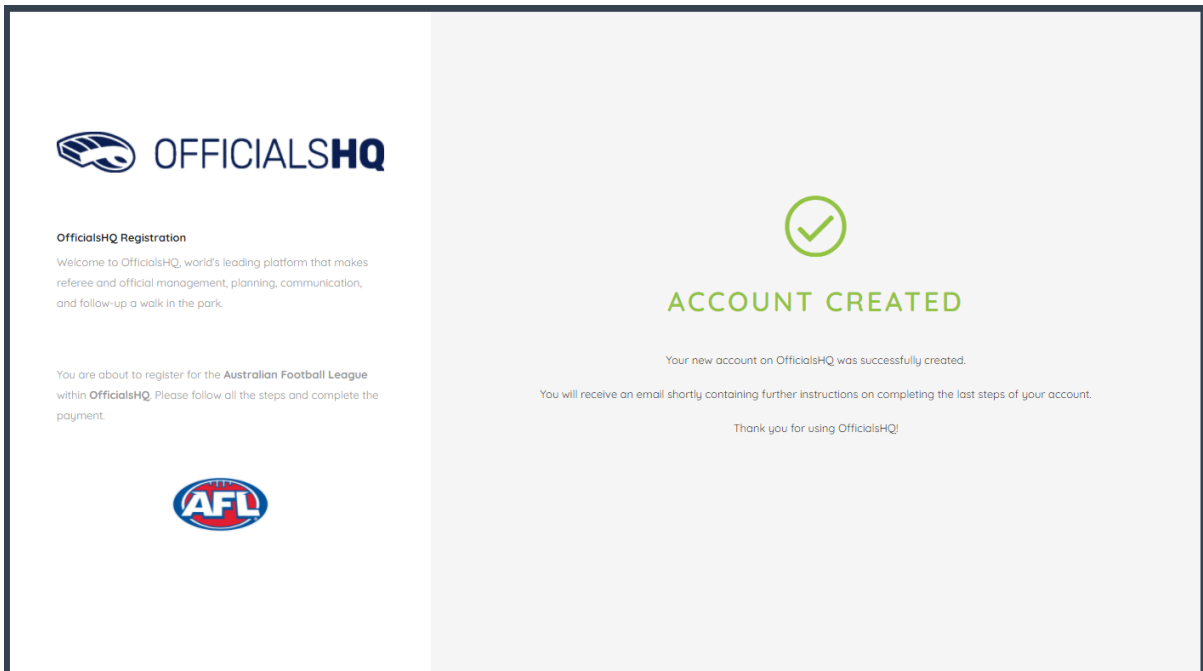
Umpire / Umpire Coach Registration (cont)

Step 5. Payment

No payment is required.



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



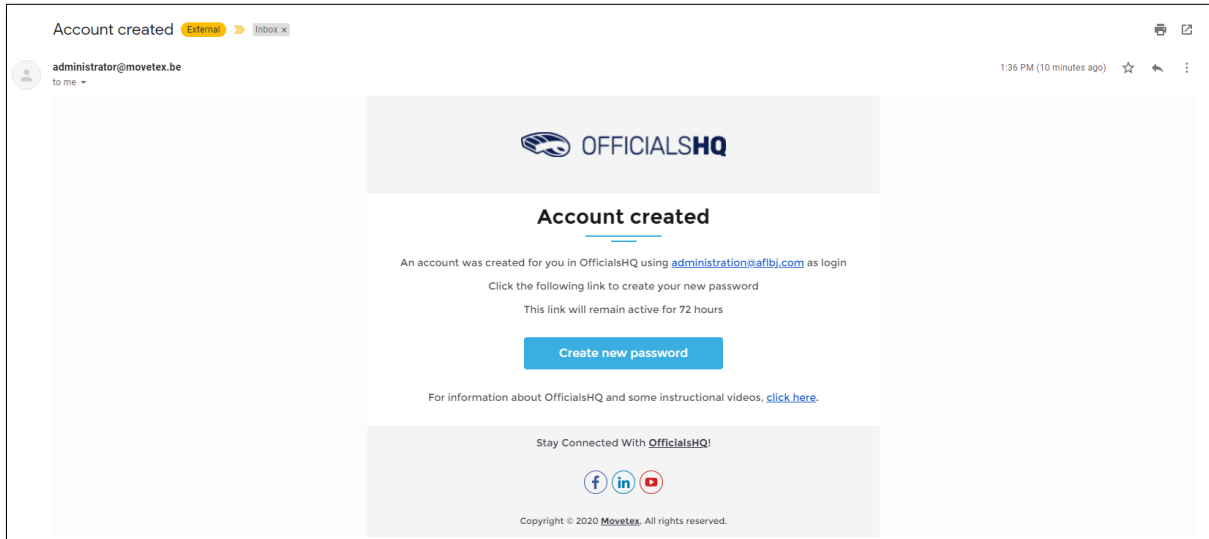


Umpire / Umpire Coach Registration (cont)

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.

OFFICIALSHQ

Welcome. Enter a valid password to complete your account creation.

Password

Confirm password

CANCEL CREATE

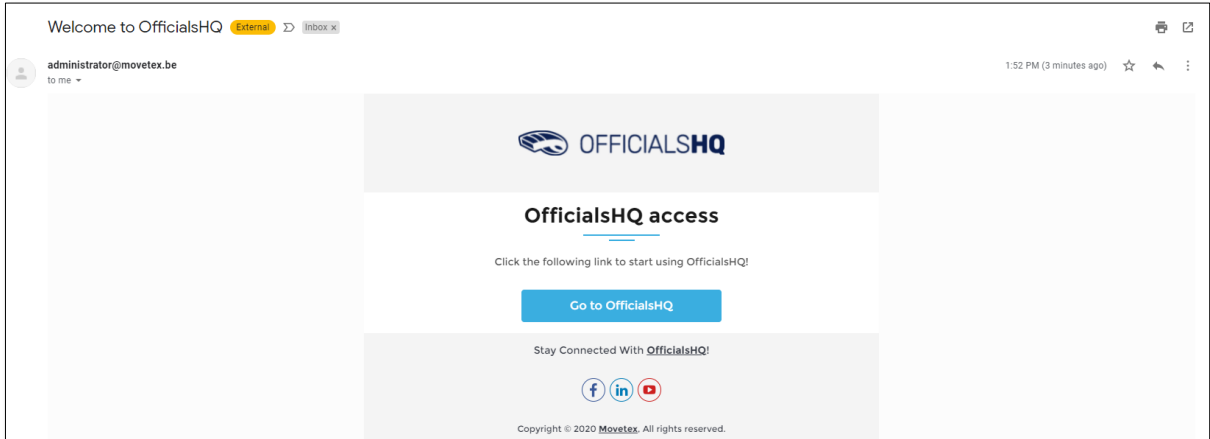
2021 © OfficialsHQ powered by RefAssist.



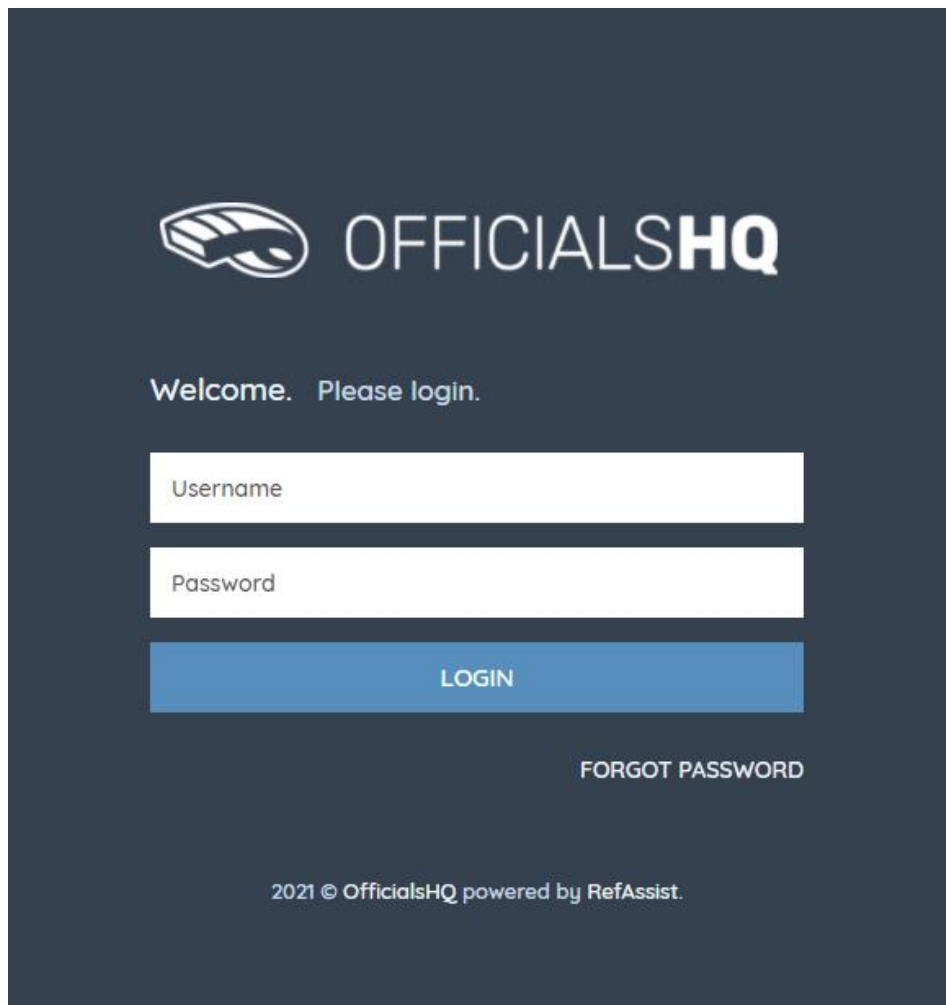
Umpire / Umpire Coach Registration – Account Creation (cont)

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

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



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



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 pop-up window titled "Required account completion" with a close button (X) in the top right corner. On the left side, there is a vertical navigation menu with the following items: "Clubs" (highlighted with a blue bar), "Umpire info", "Work with children", "Demographics", "Emergency info", "Banking", and "Medical". The main content area of the pop-up contains the following elements:

- A grey instruction box with an orange exclamation mark icon: "Please select all clubs you are associated to. Select none if you aren't associated with one or more clubs."
- A section titled "Selected associated clubs" which is currently empty.
- A search section titled "Search for clubs" with an information icon (i) on the right. It includes a search input field and a blue search button with a magnifying glass icon.
- A link below the search field: ">> No club".
- At the bottom right, there are two buttons: "Cancel" (grey) and "Next" (blue).

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

Umpire info tab – select **Active player** option, select **Year started umpiring** option and select **How did you find out about us** option.

Required account completion

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

Active player? *

Year started umpiring? *

How did you find out about us? *

Cancel Next

Work with children tab – select answers for both questions.

Required account completion

- Clubs
- Umpire info
- Work with children**
- Demographics
- Emergency info
- Parent guardians
- Banking
- Medical

It is an AFL requirement that all registered umpires and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.
Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.
Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.

Have you been convicted of, or are you currently charged with, a criminal offence? *

Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? *

Yes
No

Cancel Next

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

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

Required account completion

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

Country of birth *

Were you or any of your parents born overseas? *

Are you from Aboriginal or Torres Strait Islander origin? *

Cancel Next

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

Required account completion

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

Name *

Telephone number *

Relationship *

Cancel Next

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

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

The screenshot shows a web form titled "Required account completion" with a close button (X) in the top right corner. On the left is a vertical navigation menu with icons and labels: Clubs, Umpire info, Work with children, Demographics, Emergency info, Banking (highlighted in blue), and Medical. The main content area features a grey informational box with an orange exclamation mark icon and the text: "Please enter your main bank account details used for receiving payments. It will be possible to add more bank accounts in your profile after completing the registration process." Below this are four input fields: "Bank name *" and "Bank account holder *" in the top row, and "Account number *" and "BSB *" in the bottom row. At the bottom right of the form are two buttons: "Cancel" and "Next".

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

The screenshot shows the same "Required account completion" form, but with the "Medical" tab selected in the left-hand navigation menu. The informational box now contains the text: "Please add all relevant medical information, if applicable add some extra information or a document." Below the box is a dropdown menu with three options: "Allergies" (highlighted in blue), "General medical Notes/injuries", and "Do you identify as living with a disability/disabilities". To the right of the dropdown is a button labeled "Add medical information". At the bottom right of the form are two buttons: "Cancel" and "Complete".



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

When mandatory 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

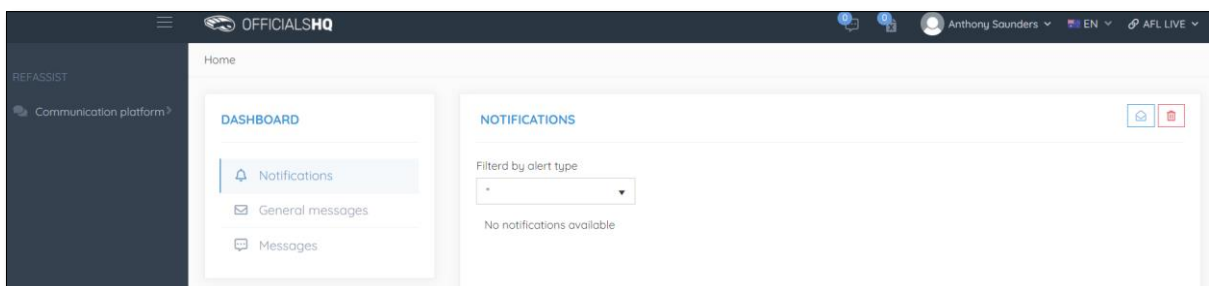
Thank you for registering with your umpire club/league. We wish you all the best with your umpire journey this season and we really appreciate your commitment and involvement in our great, please click [here](#) to view a short video.

The Introductory Course will be especially helpful for the less experienced umpires but is a useful refresher for all umpires regardless of your level of experience. You will find the link to complete the Introductory Course when you are logged into [OfficialsHQ](#) account, click on your account name in the top right corner and select Profile, then select the External Links tab and click on the Generate Link button.

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

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





Re-Registration

To re-register as an Umpire or Umpire Coach login with your account details via <https://app.officialshq.com>.

The first time you login when the new season is created on 1st November each year, you will be prompted to complete **Required Re-registration**. Please update any information that has changed.

General tab

The screenshot shows a web form titled "Required re-registration" with a close button (X) in the top right corner. On the left is a vertical navigation menu with the following items: "General" (selected), "Address", "Clubs", "Role preferences", "Umpire info", "Work with children", "Demographics", "Emergency info", "Banking", and "Medical". The main content area contains the following fields:

- First name ***: Text input field containing "Anthony".
- Last name ***: Text input field containing "Saunders (A)".
- Date of birth ***: Text input field containing "1/06/1963" with a calendar icon to its right.
- G ***: Dropdown menu with "M" selected.
- Email ***: Text input field containing "administration@afbj.com".
- Mobile ***: Text input field containing "0400006859".

At the bottom right of the form are two buttons: "Cancel" (grey) and "Next" (blue).

Umpire / Umpire Coach Registration – Re-Registration (cont)

Address tab

Required re-registration

- General
- Address**
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Street * House number *

City * Postal code *

State/Province *

Country *

Clubs tab

Required re-registration

- General
- Address**
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Street * House number *

City * Postal code *

State/Province *

Country *

Umpire / Umpire Coach Registration – Re-Registration (cont)

Role Preferences tab

Required re-registration
✕

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

At least 1 role must be selected and multiple panel/role combinations can be selected. Please select all panel/role combinations you want to re-register for, you can also add new combinations you want to register to

State

Organisation

Role

Add role preference

State	Umpire panel	Role	
Northern Territory	NTFL Umpires	Field Umpire	

Cancel
Next

Umpire Info tab

Required re-registration
✕

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Active player? *

Year started umpiring? *

How did you find out about us? *

Cancel
Next

Umpire / Umpire Coach Registration – Re-Registration (cont)

Work With Children tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children**
- Demographics
- Emergency info
- Banking
- Medical

It is an AFL requirement that all registered umpires and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.
Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.
Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.

Have you been convicted of, or are you currently charged with, a criminal offence? *

Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? *

Yes
No

Cancel Next

Demographics tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics**
- Emergency info
- Banking
- Medical

Country of birth *

England

Were you or any of your parents born overseas? *

Yes

Are you from Aboriginal or Torres Strait Islander origin? *

No

Cancel Next

Umpire / Umpire Coach Registration – Re-Registration (cont)

Emergency Info tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info**
- Banking
- Medical

Name *

Telephone number *

Relationship *

Cancel Next

Banking tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking**
- Medical

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.

Bank name *

Bank account holder *

Account number *

BSB *

Cancel Next

Umpire / Umpire Coach Registration – Re-Registration (cont)

Medical tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical**

Please add all relevant medical information, if applicable add some extra information or a document.

Allergies

- Allergies
- General medical Notes/injuries
- Do you identify as living with a disability/disabilities



Umpire / Umpire Coach Registration – Re-Registration (cont)

Terms and Conditions

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

Thank you for registering with your umpire club/league. We wish you all the best with your umpire journey this season and we really appreciate your commitment and involvement in our great, please click [here](#) to view a short video.

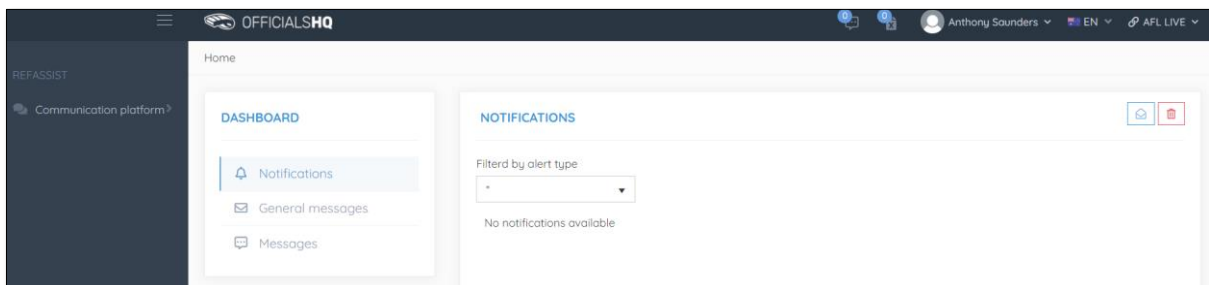
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I have read the terms and conditions and agree

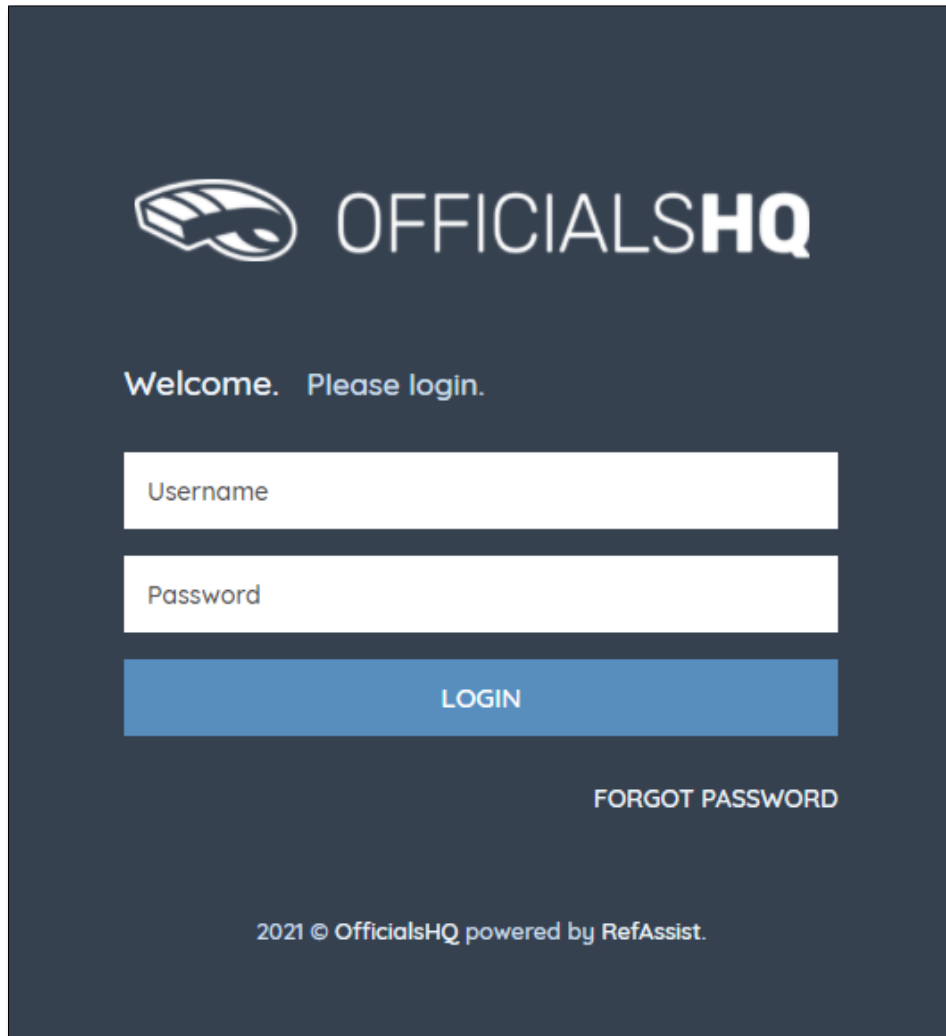
I disagree I agree

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



3. Logging in and accessing OfficialsHQ

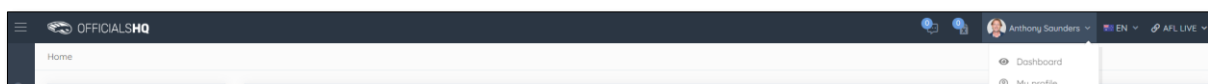
To login and access OfficialsHQ go to <https://app.officialshq.com> and enter the username & password you have registered.



Dashboard

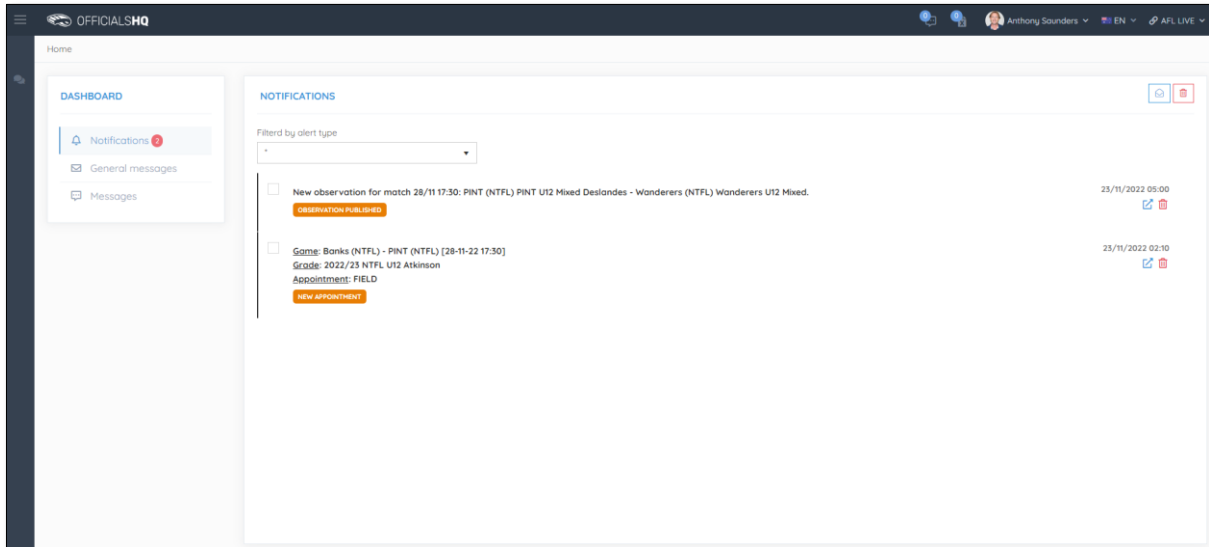
When you login to the platform by default you always be taken to the **Dashboard**.

To access the **Dashboard** from anywhere in the platform in the top right corner click on the account name and select **Dashboard**.

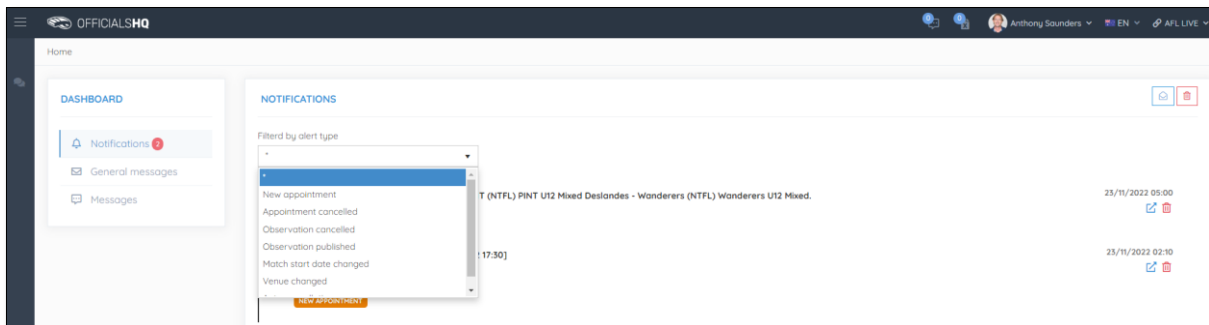


Notifications

In the **Dashboard** area click on **Notifications** to show all notifications in relation to appointments – new, cancelled and changed.

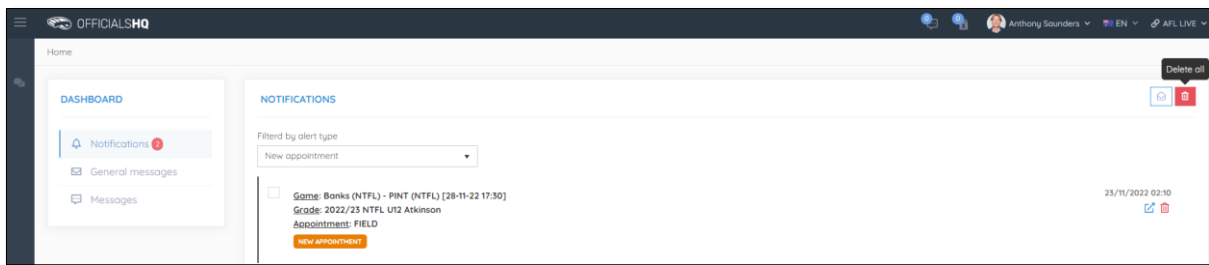
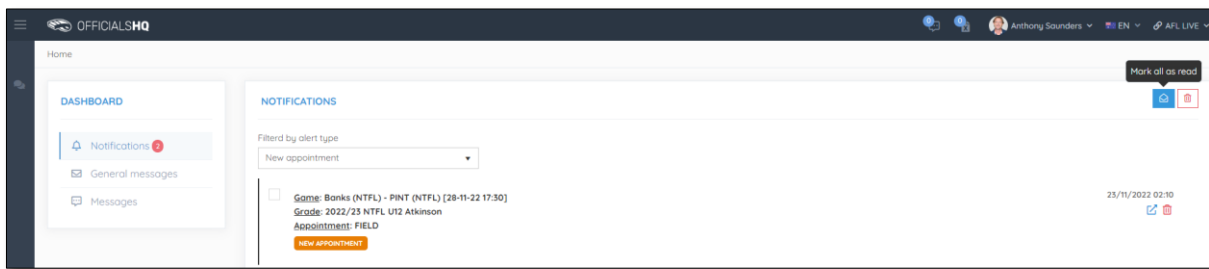



To manage the notifications you can use the **Filter by alert type** drop down.



Dashboard – Notifications (cont)

There is also a  (Mark all as read) icon and a  (Delete all) icon.

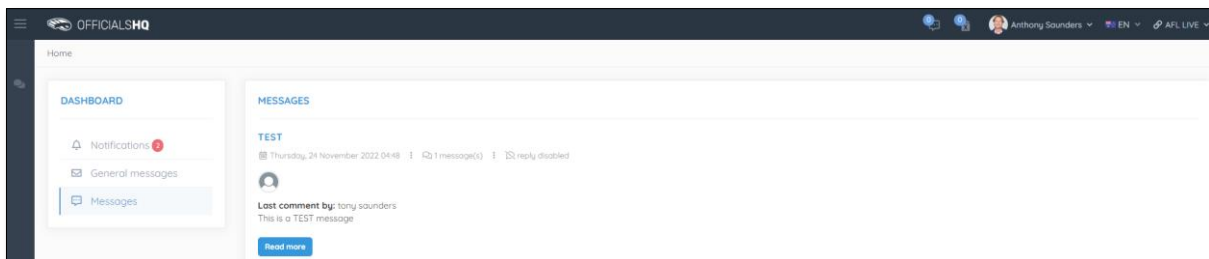



Clicking the  icon will take you immediately to the **Umpire Application** page to view the appointment.

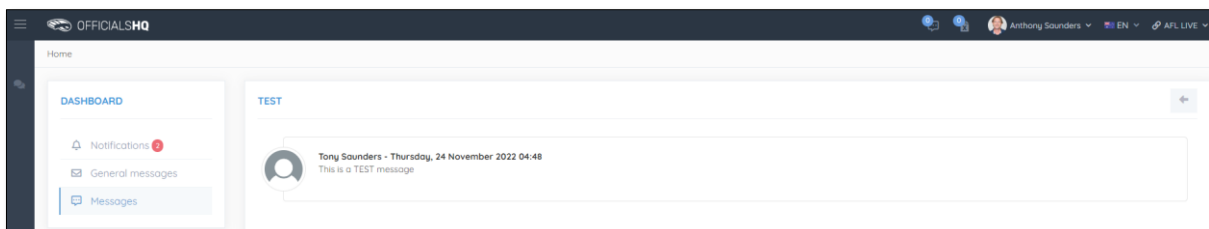
Messages

In the **Dashboard** area click on **Messages** to show all messages you have received from admins.

It will also show messages you have sent to admins and umpires – if you have the **MSGADMIN** level of access.



Click on the **Read more** button to open the message. To go back to the **Messages** page click on the  icon in the top right corner.





Profile

To access your profile from anywhere in the platform in the top right corner click on the account name and select **My Profile**.

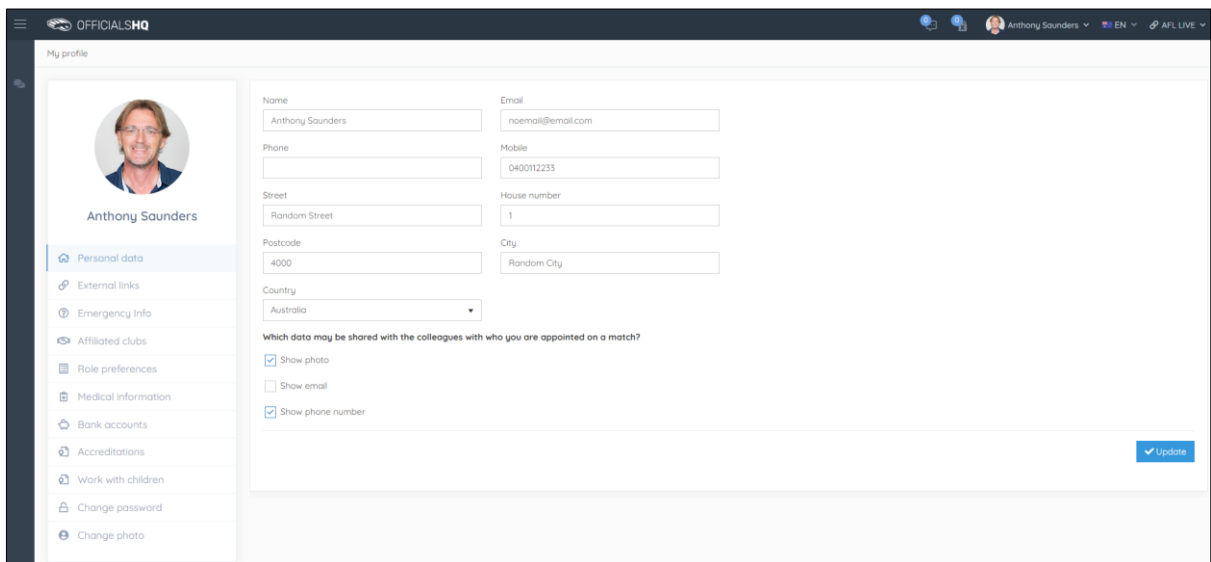


You are able to update your information using the tabs under your name.

Personal Data

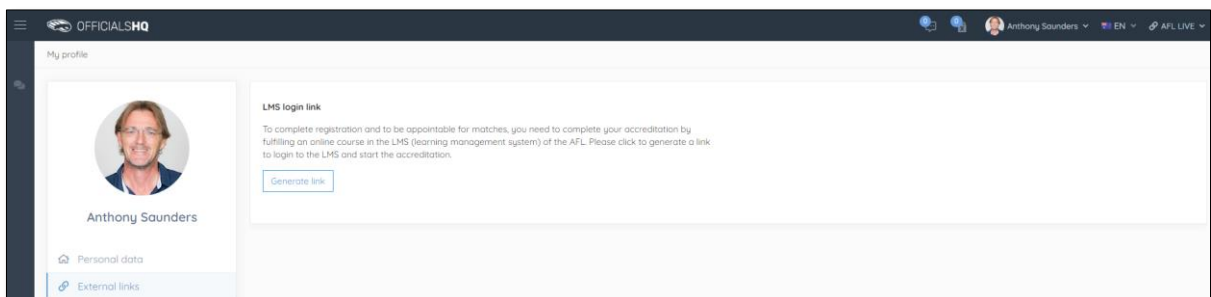
Please note updating your **Email** on this page only updates your contact email. To change the **Email** linked to your account as your username, please contact your umpire admin.

If you make any changes on this page, please click on the **Update** button in the bottom right corner to save the changes.



External Links

To access the LMS (Learning Management System) and complete accreditation click on the **Generate Link** button and follow the prompts.





Emergency Info

If you make any changes on this page, please click on the **Update** button in the bottom right corner to save the changes.

My profile

Anthony Saunders

Personal data

External links

Emergency Info

Name
Jodie

Telephone number
0400112333

Relationship
Daughter

Update

Affiliated Clubs

This page will show the football clubs you play at or are a member of that you selected as part of registration. To add a club click on the **Add affiliation club** button.

My profile

Anthony Saunders

Personal data


External links

Emergency Info

Affiliated clubs

AFFILIATED CLUBS

Add affiliation club

On the **Add affiliation club** page type the name of the club in the **Filter** box and click on the  icon. A list of clubs will appear, select one or more clubs and click on the **Add** button.

Add affiliation club

Club *

Wodonga Football & Sports Club Ltd.

Filter

wodonga

Club

Albury Wodonga Junior Football League

Wodonga Bulldogs (FID4)

Wodonga Female Football Club

Wodonga Football & Sports Club Ltd.

Wodonga Junior Football Club

Wodonga Raiders Female Football Club

Wodonga Raiders Football Club

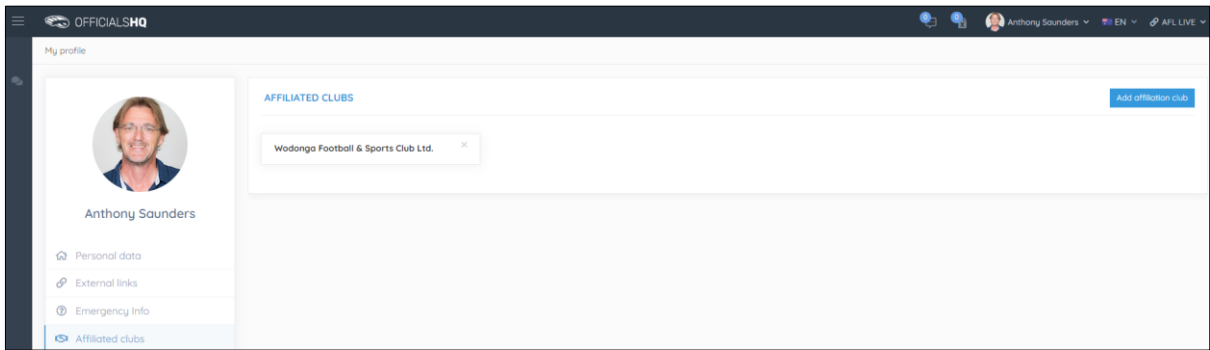
Wodonga Raiders Junior Football Club

Wodonga Saints Football Club

Close Add

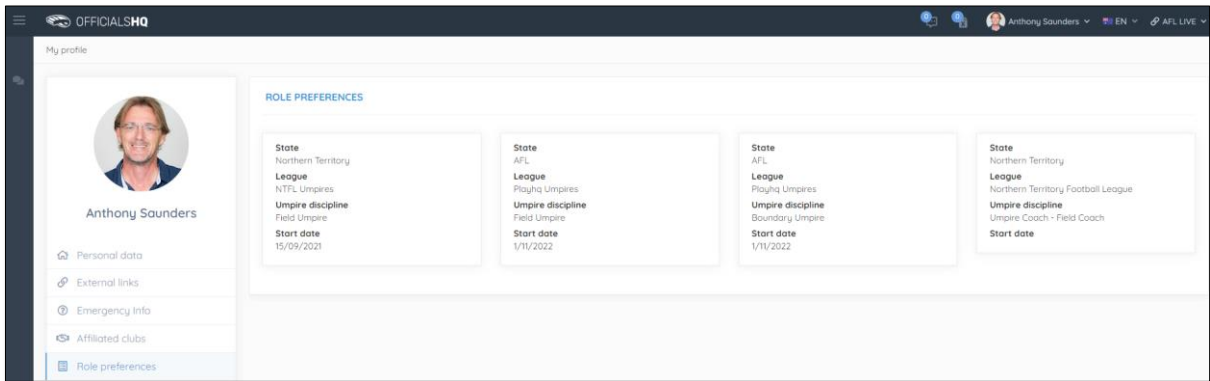
Profile – Affiliated Clubs (cont)

When you return to the **Affiliated Clubs** page, the club(s) will be added. To remove the club click on the **X**.



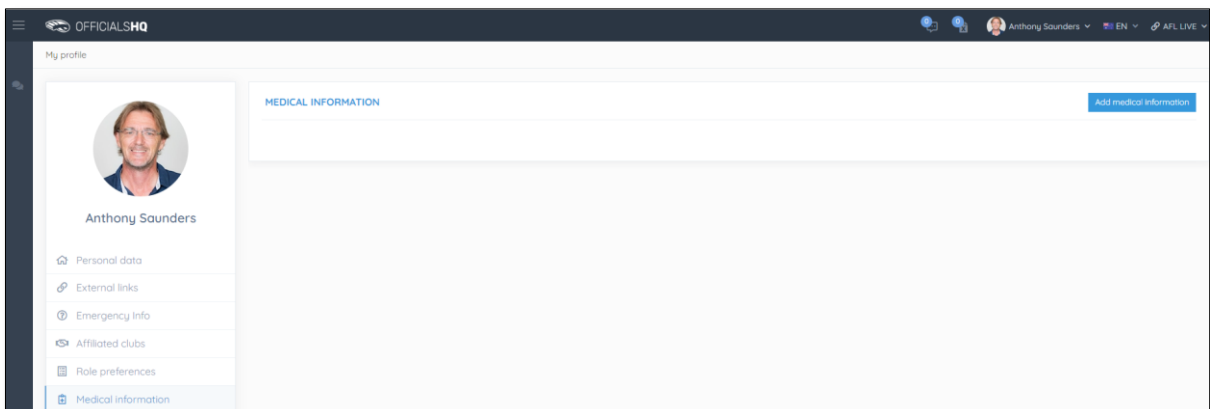
Role Preferences

This page will show the umpire groups and disciplines you selected as part of registration. You are not to edit this page, to remove or add a preference please contact your umpire admin.



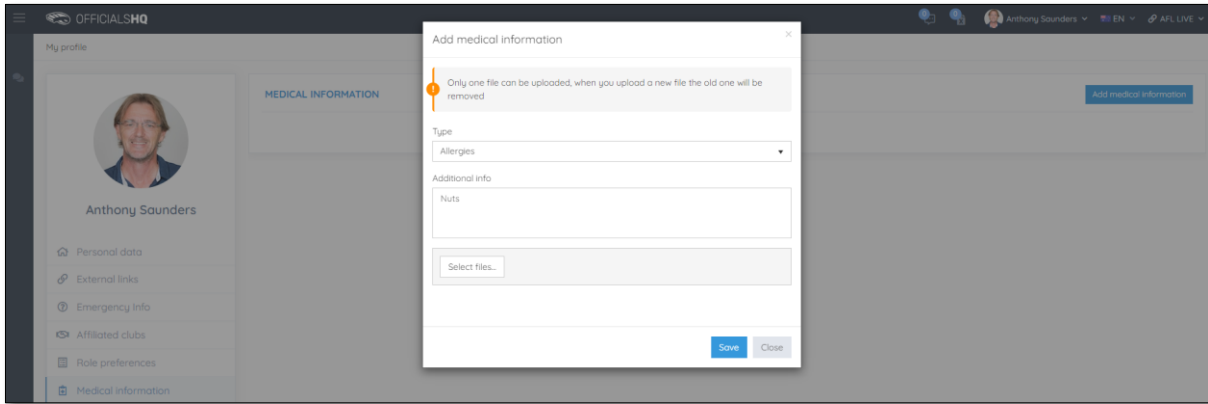
Medical Information

This page will show the medical information that you selected as part of registration. To add a club click on the **Add medical information** button.

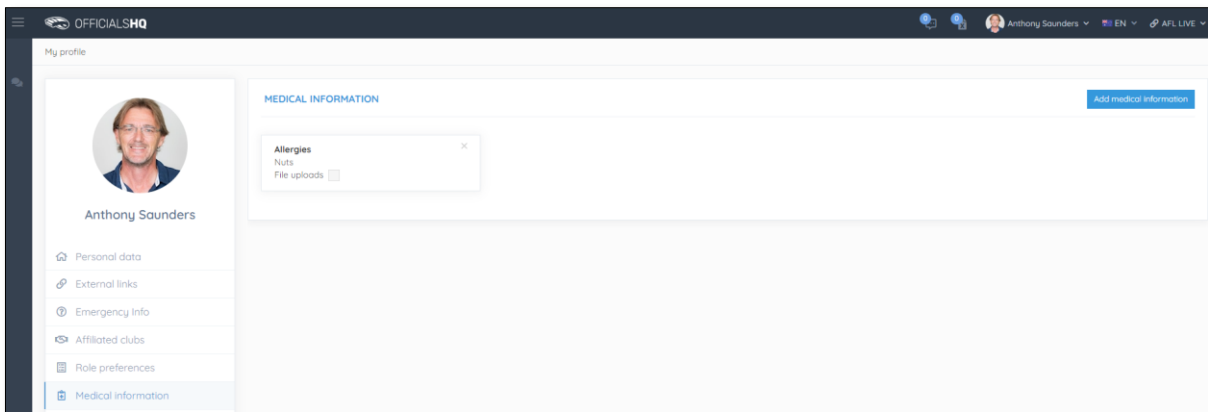


Profile – Medical Information (cont)

On the Add medical information page, select a **Type**, add **Additional info**, upload documentation (if required) by clicking on the **Select files** button and click on the **Save** button.

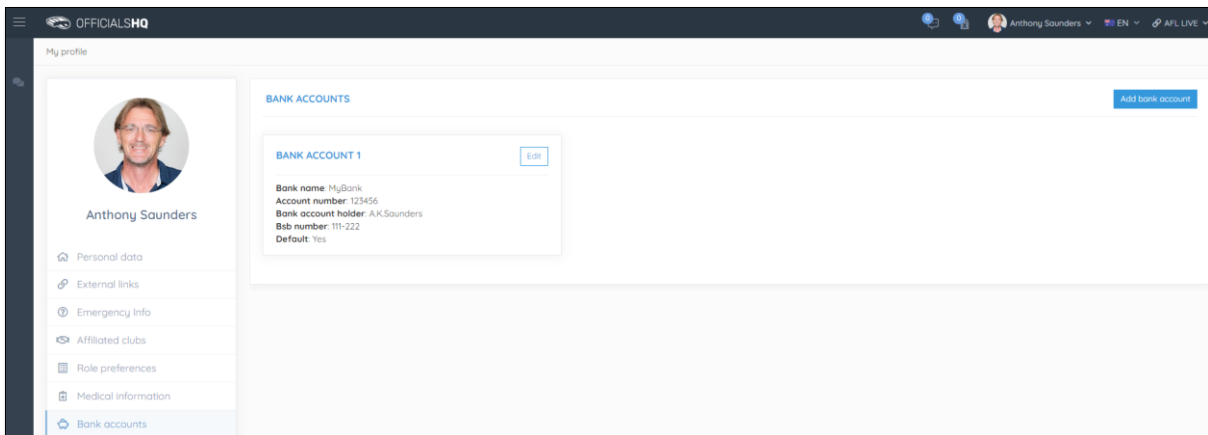


When you return to the **Medical Information** page, the information will be added. To remove the information click on the **X**.



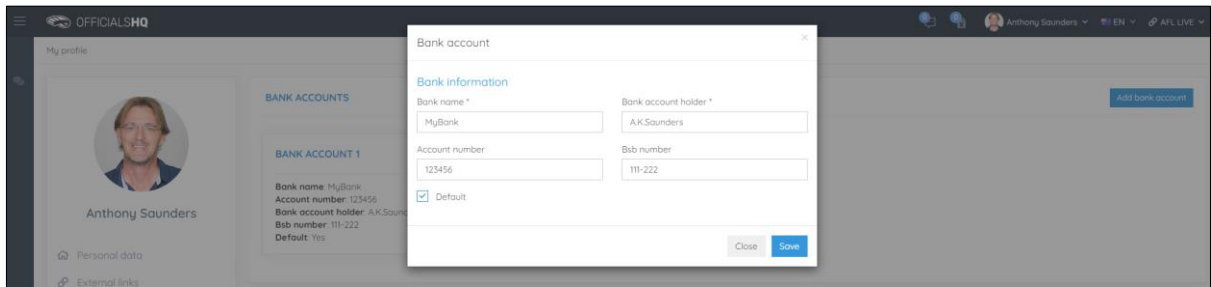
Bank Accounts

This page will show the banking details that you added as part of registration. To edit the bank details click on the **Edit** button. **Please do not add a second bank account, only one account is required.**



Profile – Bank Accounts (cont)

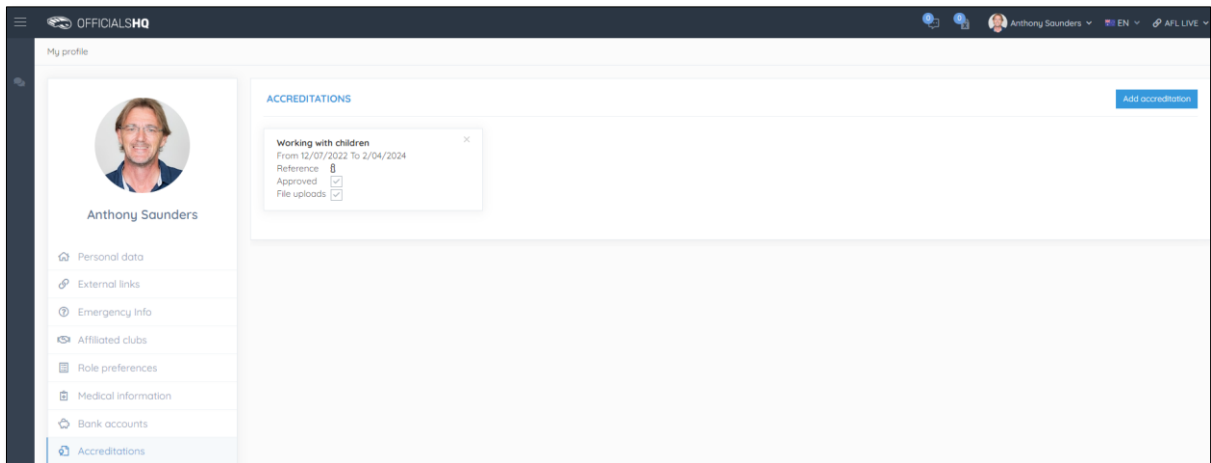
On the **Bank account** page, edit any details where required and click on the **Save** button.



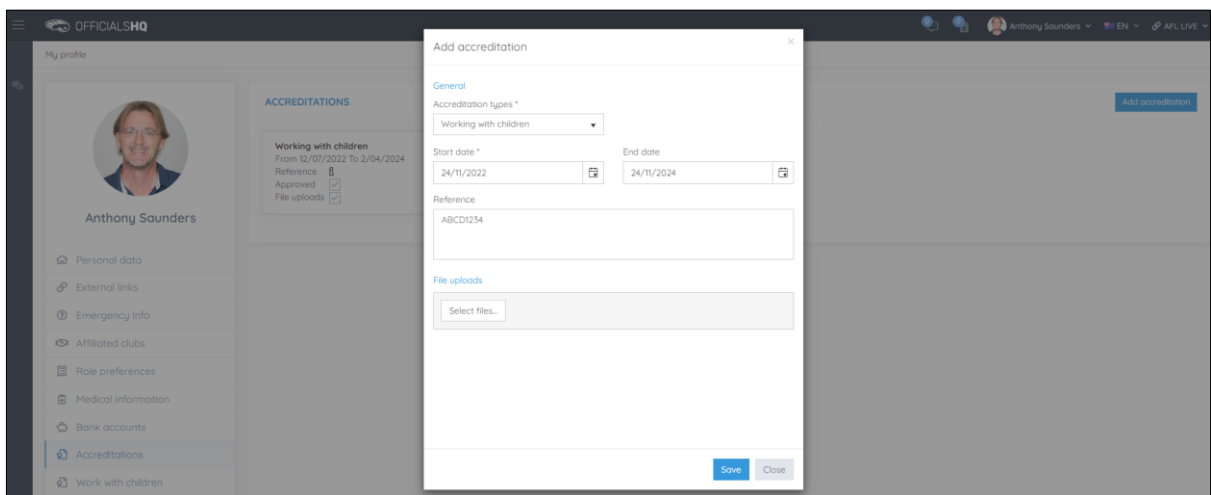
When you return to the **Bank Accounts** page, the information will be updated.

Accreditations

This page will show LMS accreditations you have completed as well as any **Working with children** or **National Police Clearance** information. To add an accreditation click on the **Add accreditation** button.

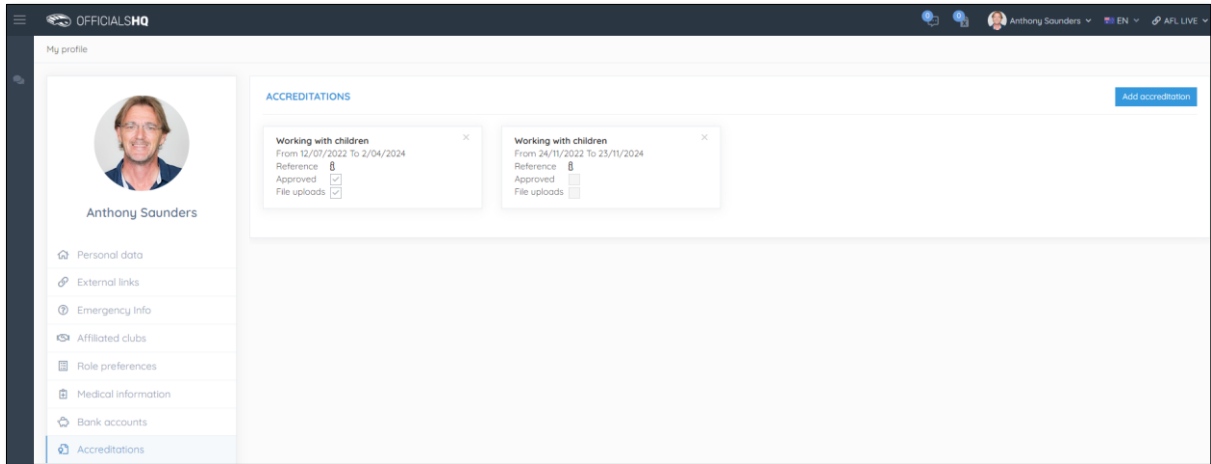


On the **Add Accreditation** page, select an **Accreditation type**, add **Start date**, add **End date**, add a **Reference**, upload documentation (if required) by clicking on the **Select files** button and click on the **Save** button.



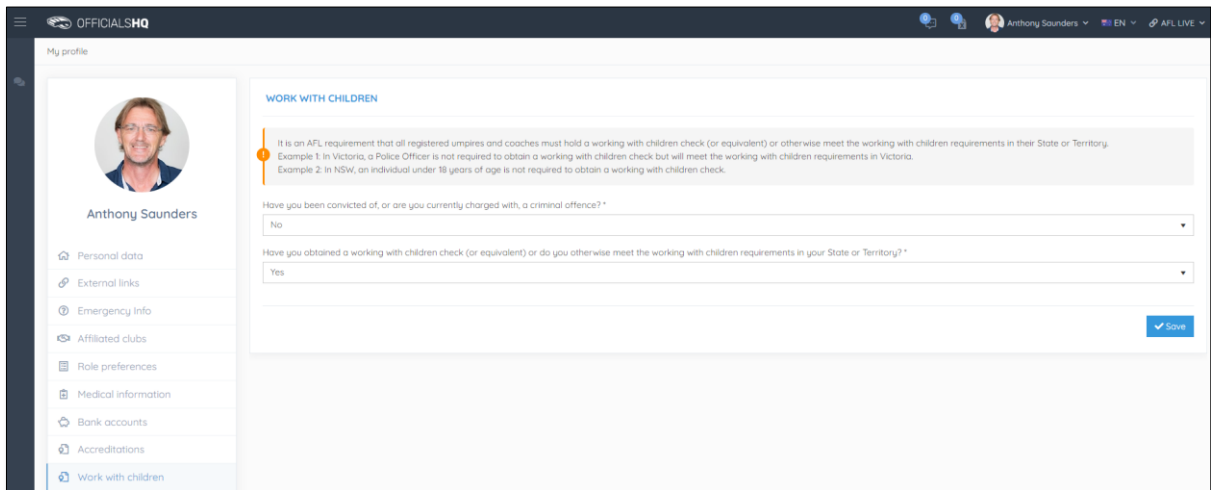
Profile – Accreditations (cont)

When you return to the **Accreditations** page, the accreditation will be added. To remove the accreditation click on the **X**.



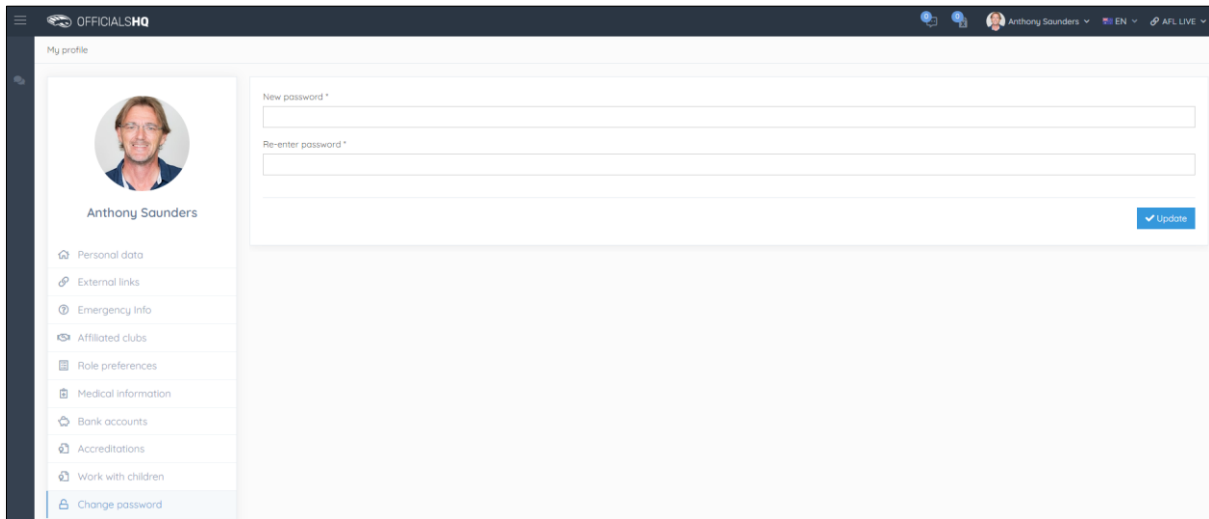
Work With Children

This page will show the answers to the questions that you selected as part of registration.



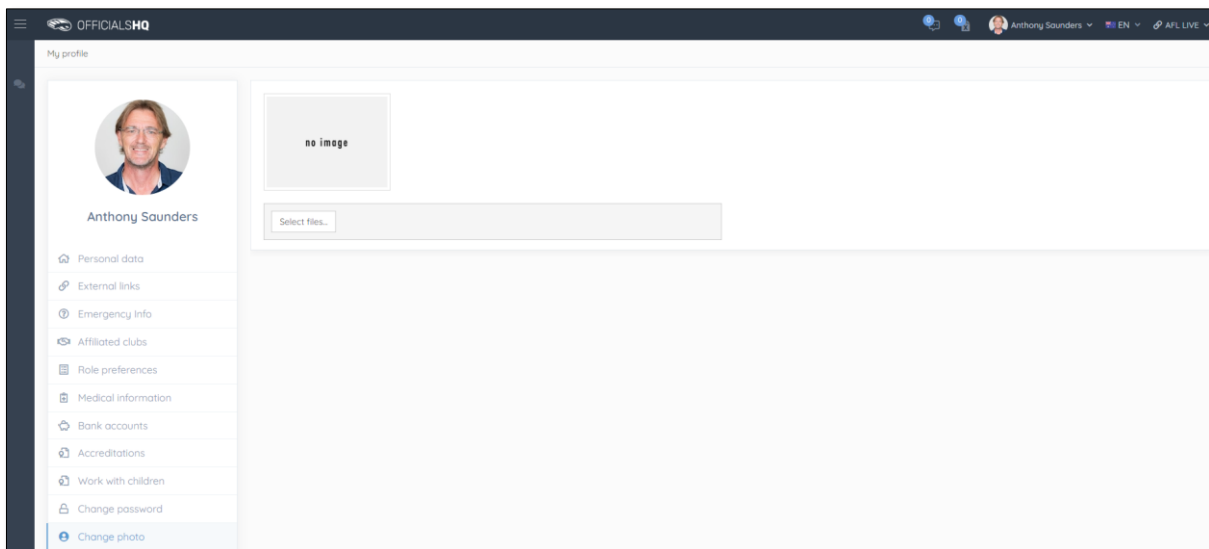
Change Password

This page gives you the option to create a **New Password**, **Re-enter Password** and click on the **Update** button.



Change Photo

This page gives you the option to add a profile image. Click on the **Select files** button and follow the prompts.



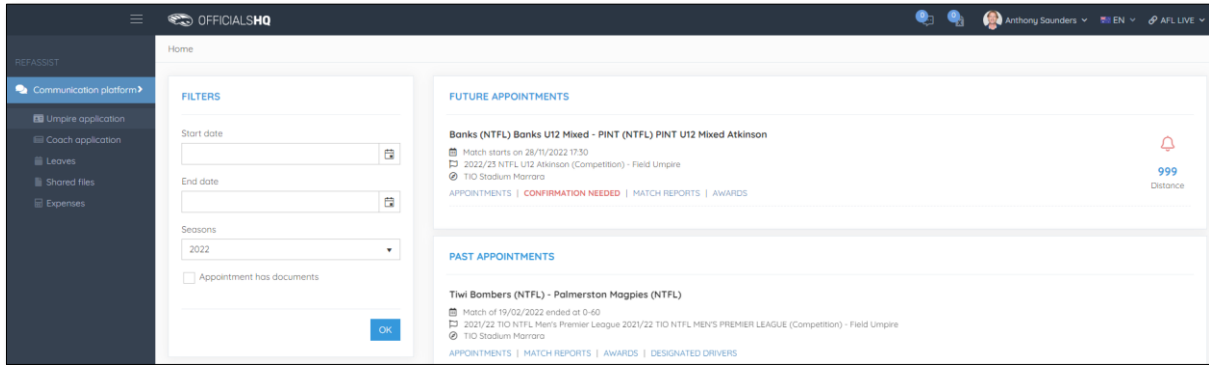


4. Communication Platform

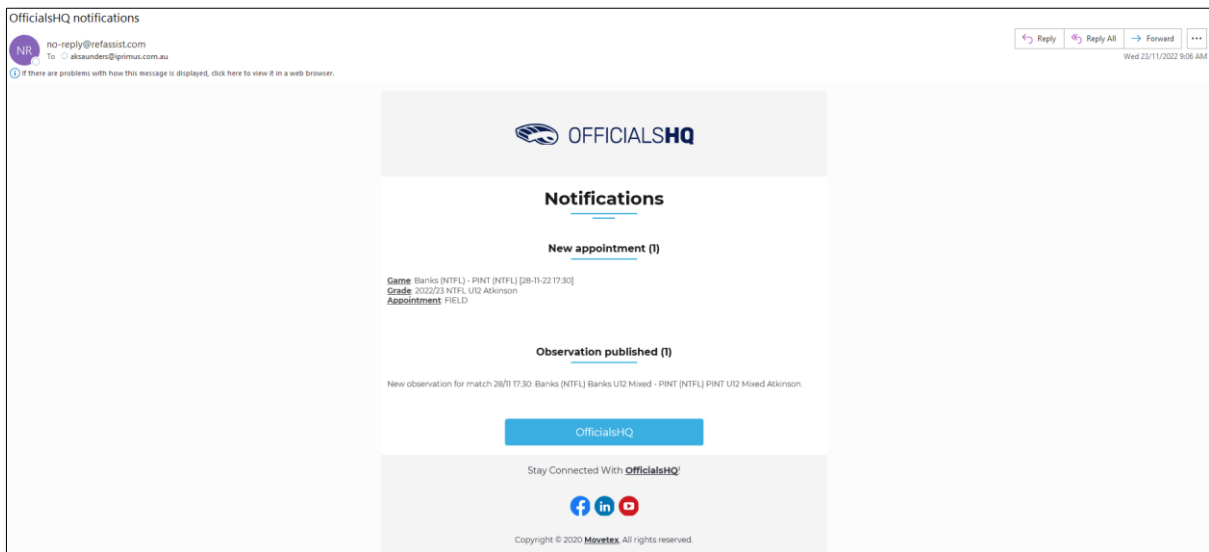
Umpire Application

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

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



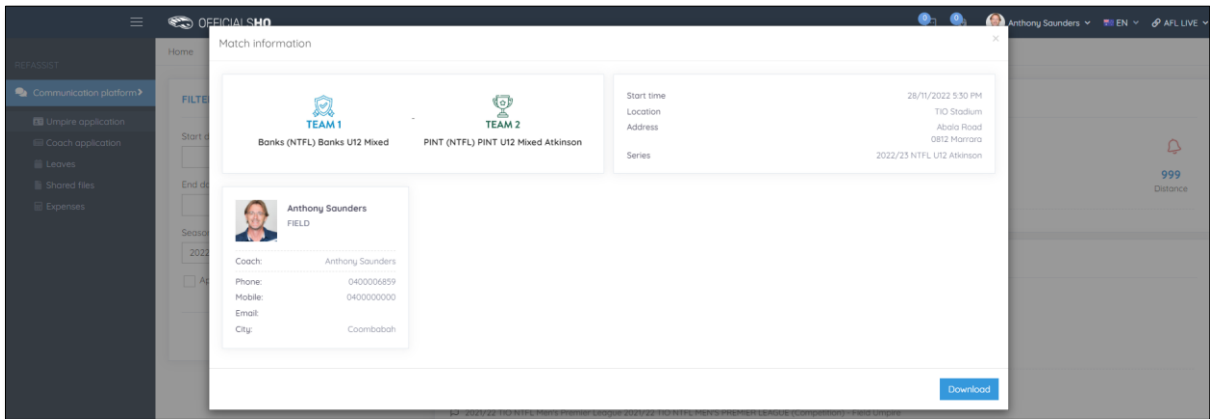
When appointment is published the umpire will also receive an email notification.






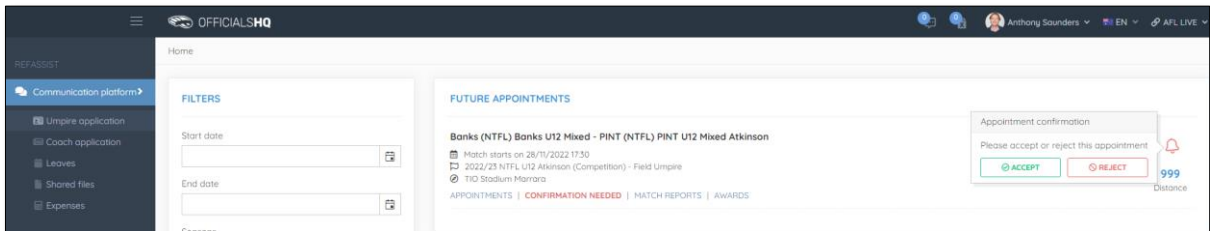
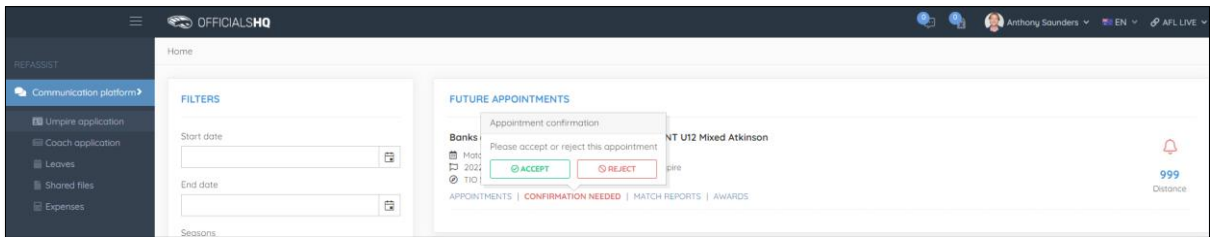
Appointments

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

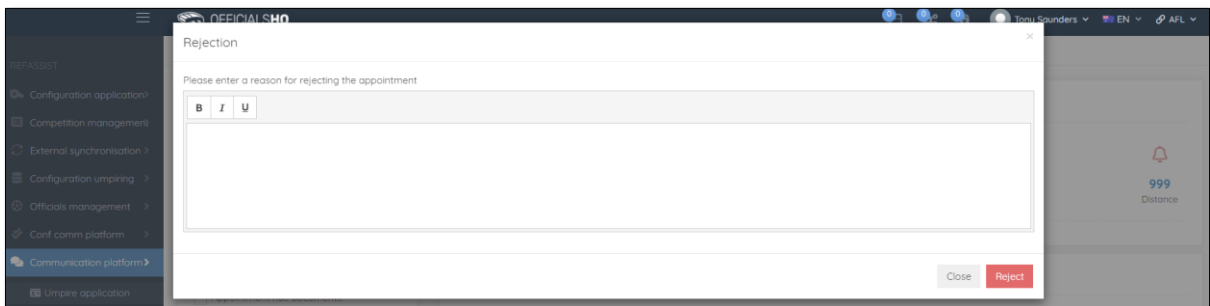


Confirmation Needed

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

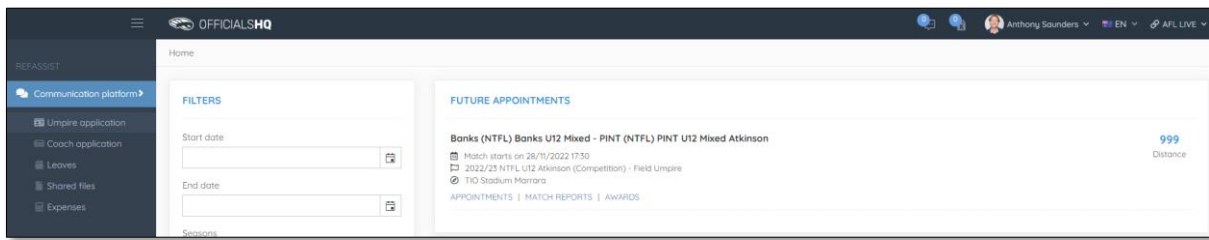


When rejecting an appointment the **Rejection** pop-up will appear, a reason must be entered and click on the **Reject** button.



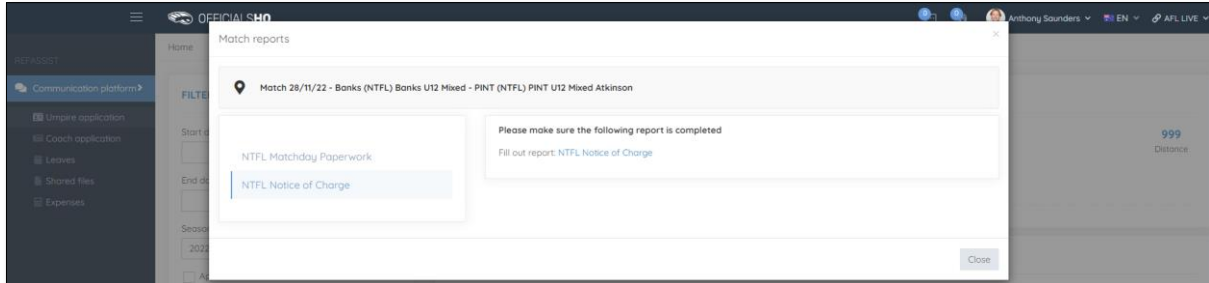
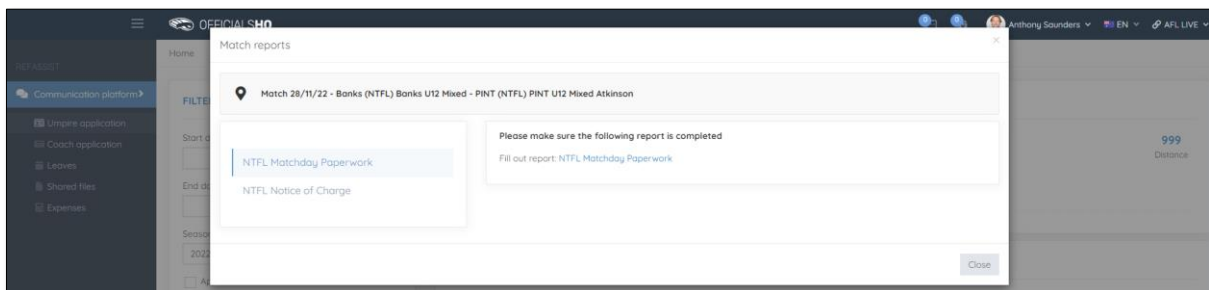
Communication platform – Umpire application – Confirmation Needed (cont)

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** 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 – Match Reports (cont)

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

OFFICIALSHQ

SAVE SUBMIT

Home team
Banks (NTFL) Banks U12
Mixed

Away team
PINT (NTFL) PINT U12
Mixed Atkinson

Start
28/11/2022 17:30

Location
TIO Stadium

Series
2022/23 NTFL U12
Atkinson

Address
Abala Road

Anthony Saunders
FIELD 1

Home Team Sheet *
Select files...

Away Team Sheet *
Select files...

Goal Card 1 *
Select files...

Goal Card 2 *
Select files...

Match Information

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

OFFICIALSHQ

SAVE SUBMIT

Description *
Striking

Number of Incidents
0

Incidents 0 *
Zero incidents

Submit

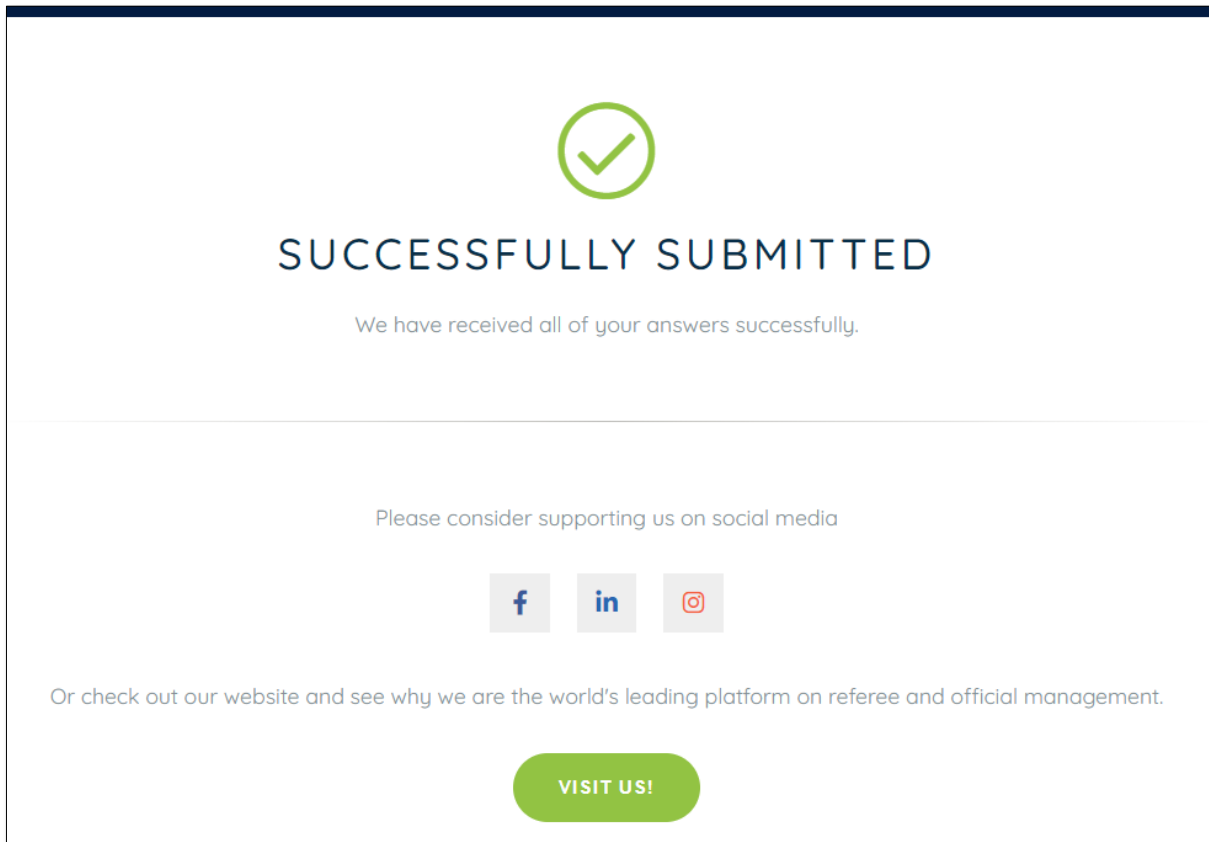
You are about to submit the following form.
Once submitted the form will become unavailable for further editing.

Are you sure you want to continue?

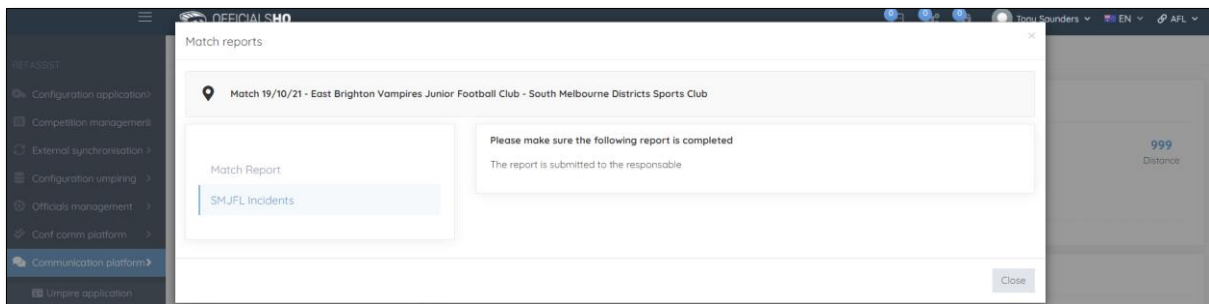
NO YES

Communication platform – Umpire application – Match Reports (cont)

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



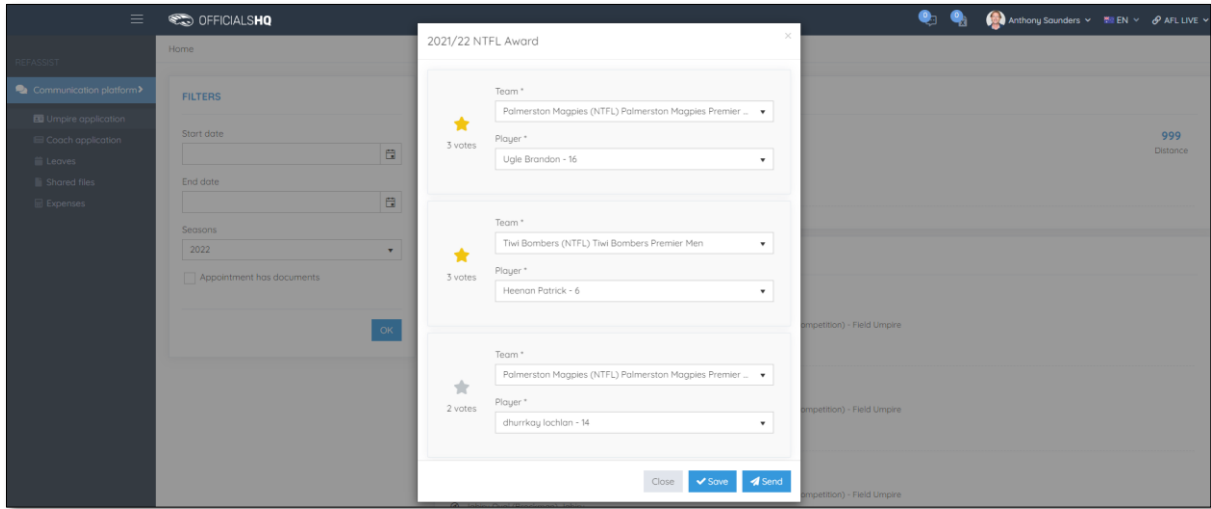
On the **Match reports** page if a match report has been completed and submitted the link will no longer be available.





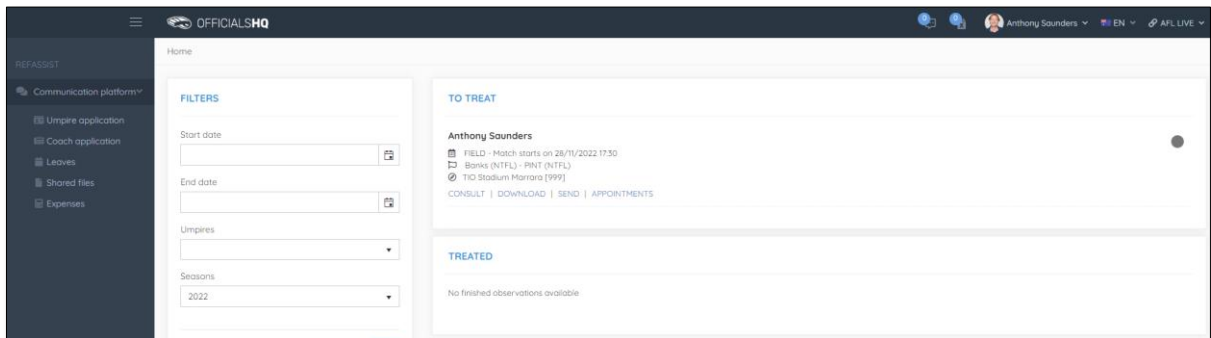
Awards

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 **Send** button in the bottom right corner.



Coach Application

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





Consult

To view and complete any observations that have been added to an appointment click on the **Consult** link. Complete the information required in the **Observation** and **Conclusion** tabs and click on the **Home** in the top left corner to return to the appointment page.

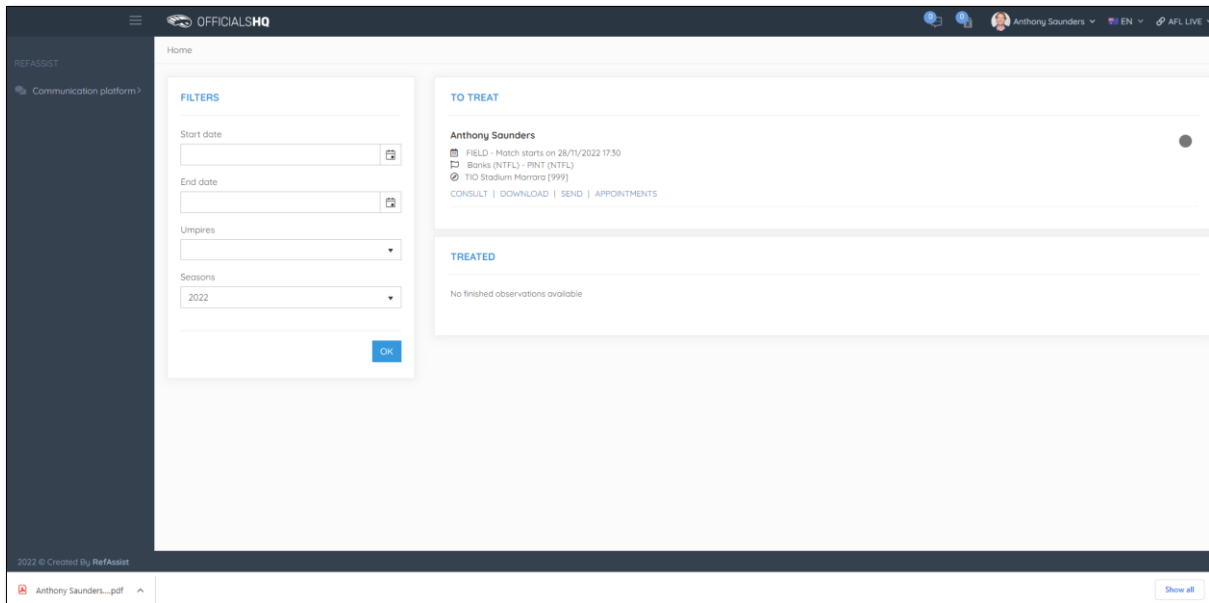
The screenshot shows the 'Observation' tab in the OFFICIALSHQ system. The interface includes a sidebar with 'REFASSIST' and 'Communication platform' options. The main content area is divided into two sections: 'MATCH INFO' and 'OBSERVATION'. The 'MATCH INFO' section contains several data fields: 'Banks (NTFL)' vs 'PINT (NTFL)', '2022/23 NTFL U12 Atkinson', '28/11/2022 5:30:00 PM', 'FIELD', and 'Coaching'. The 'OBSERVATION' section has a 'Difficulty' dropdown, 'Quotation' and 'Quotation *' input fields, and checkboxes for 'Referee absent', 'Observer absent', and 'Match cancelled'. A large 'Match description' text area is at the bottom of the observation section.

The screenshot shows the 'Conclusion' tab in the OFFICIALSHQ system. The interface includes a sidebar with 'REFASSIST' and 'Communication platform' options. The main content area is divided into three sections: 'POSITIVE POINTS', 'POINTS FOR IMPROVEMENT', and 'GLOBAL ANALYSIS'. The 'POSITIVE POINTS' and 'POINTS FOR IMPROVEMENT' sections each have a list of three numbered input fields. The 'GLOBAL ANALYSIS' section has a large text area for notes.



Download

To view and download completed observations click on the **Consult** link. The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

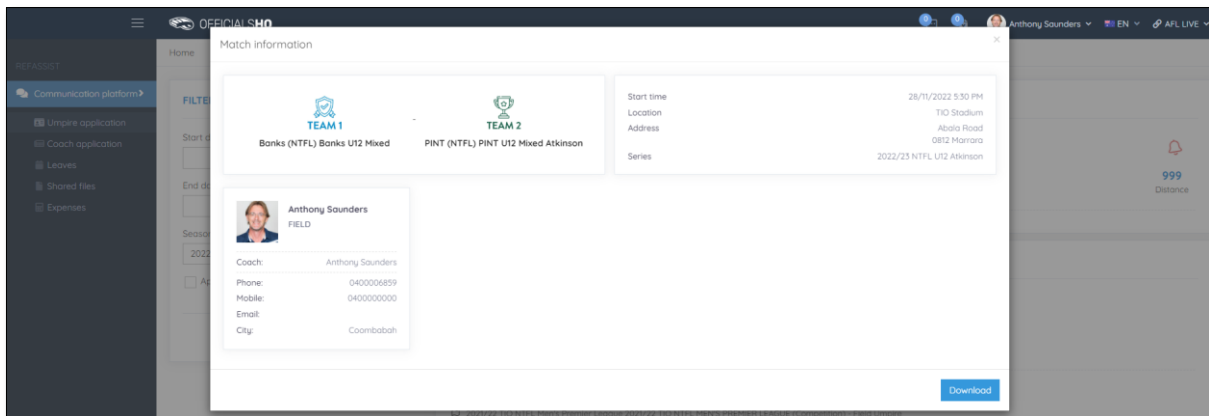


Send

To submit completed observations click on the **Send** link.

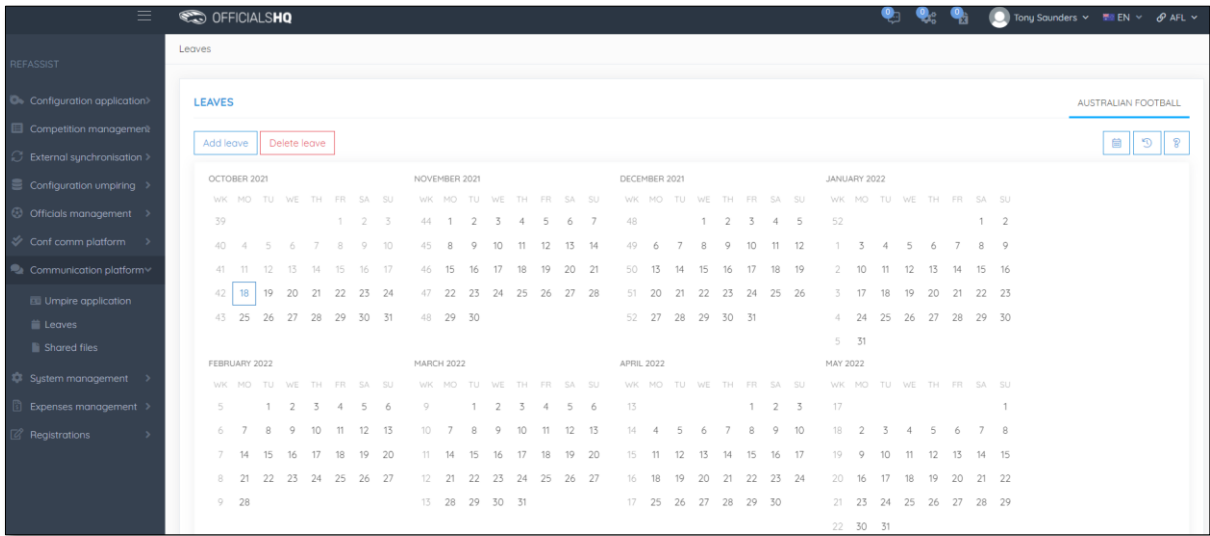
Appointments

To view the umpire appointed to coach in the match click on the **Appointments** link.




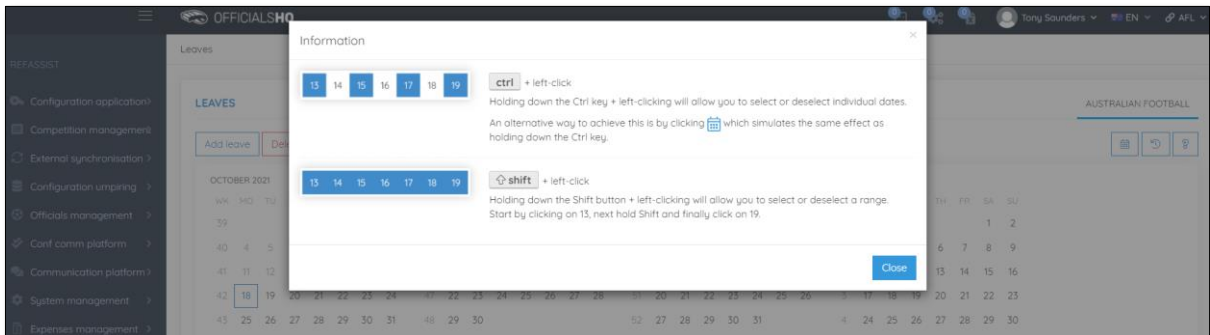
Leaves

In the left menu click on **Communication platform** and click on **Leaves**.

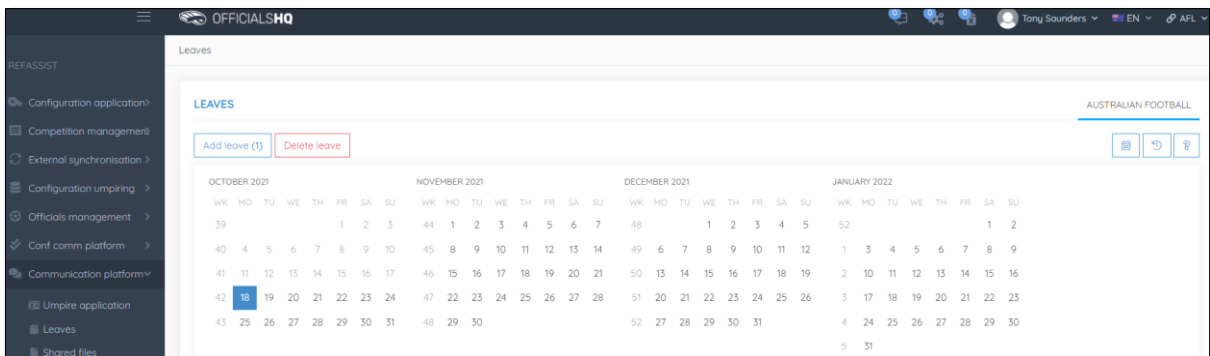


Please note in the OfficialSHQ platform umpires are always available by default. To add a day or days or times in a day when an umpire is unavailable Leaves need to be added.

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

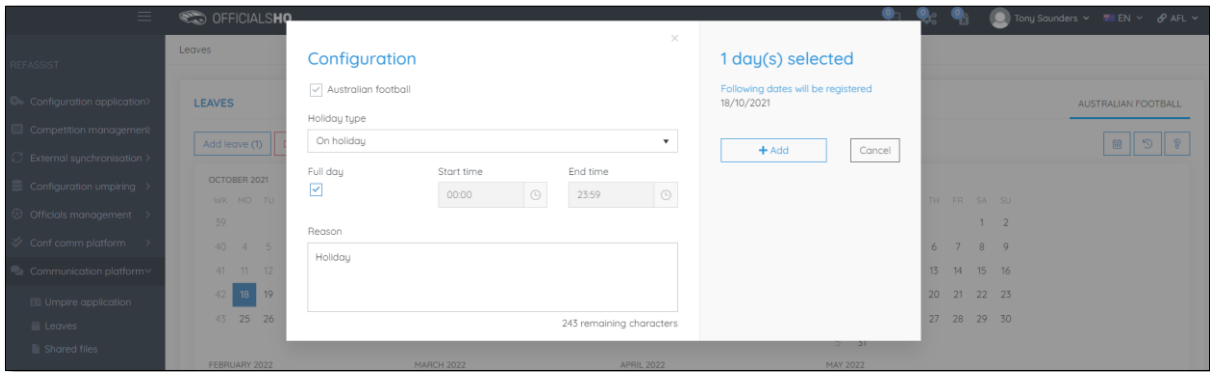


To add unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

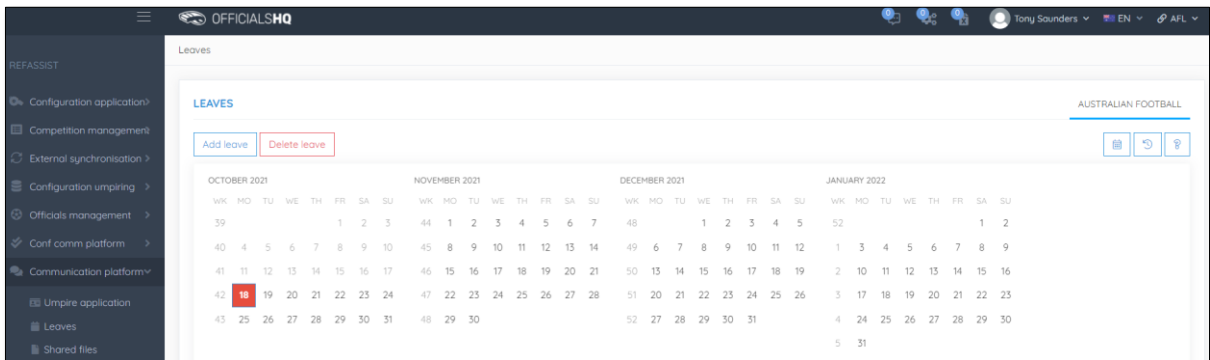


Communication platform – Leaves (cont)

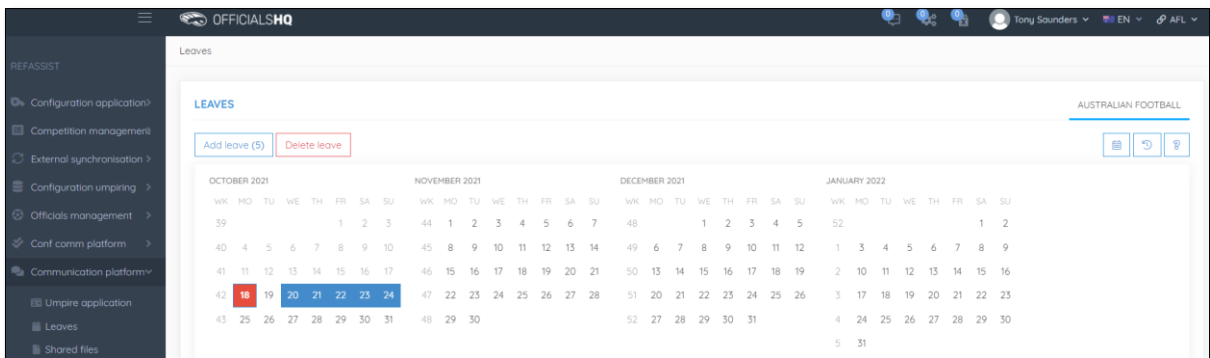
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



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

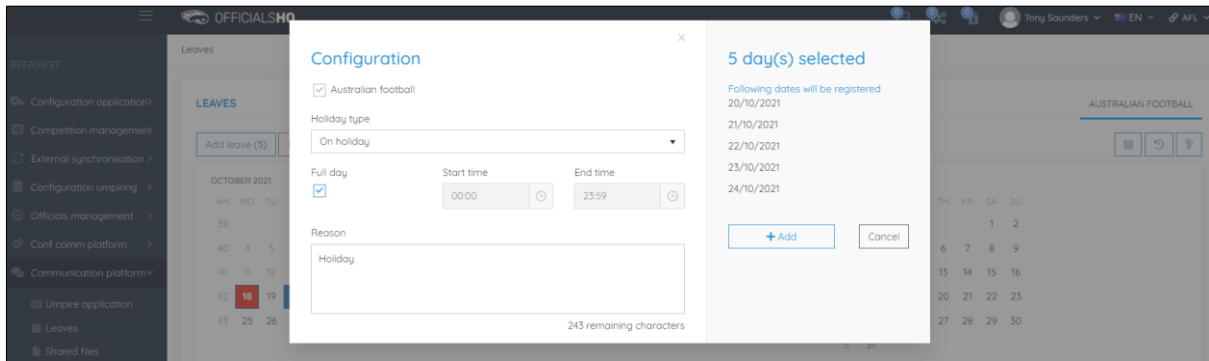


To add unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Add Leave** button.

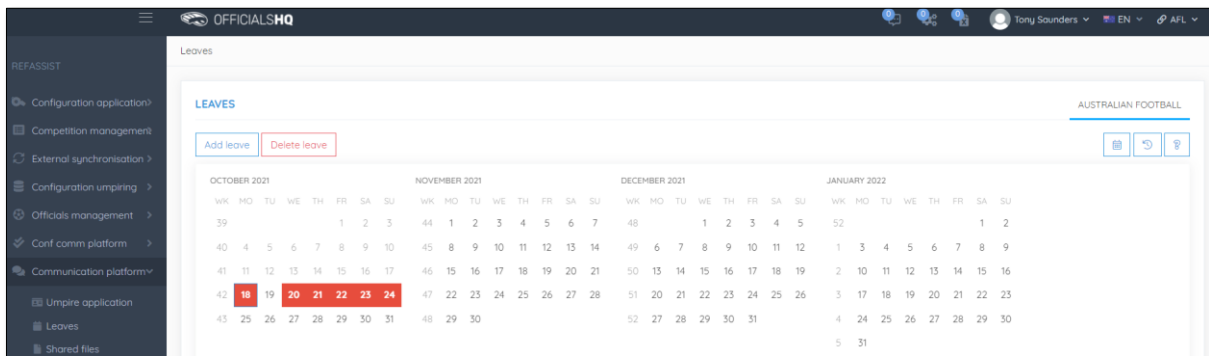


Communication platform – Leaves (cont)

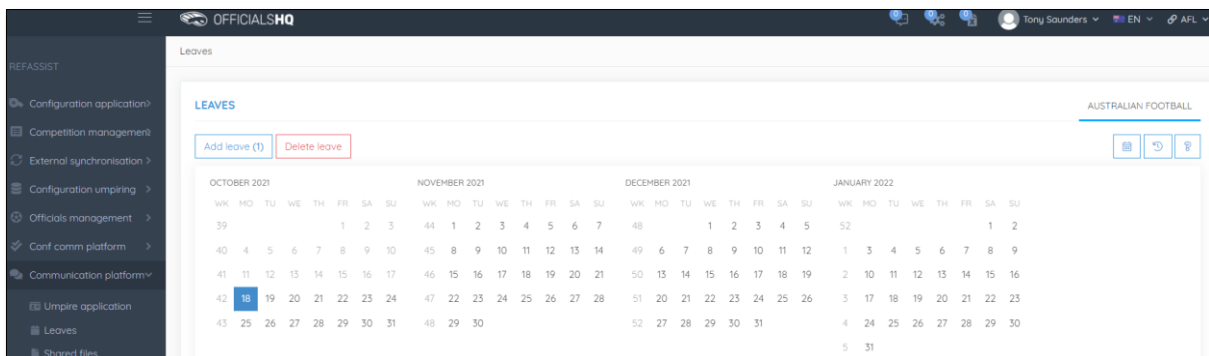
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



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

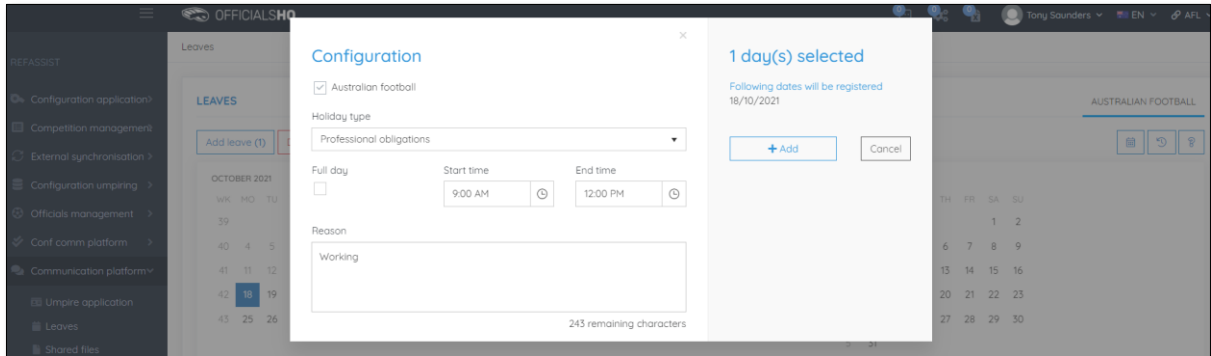


To add unavailability for a period of time on one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

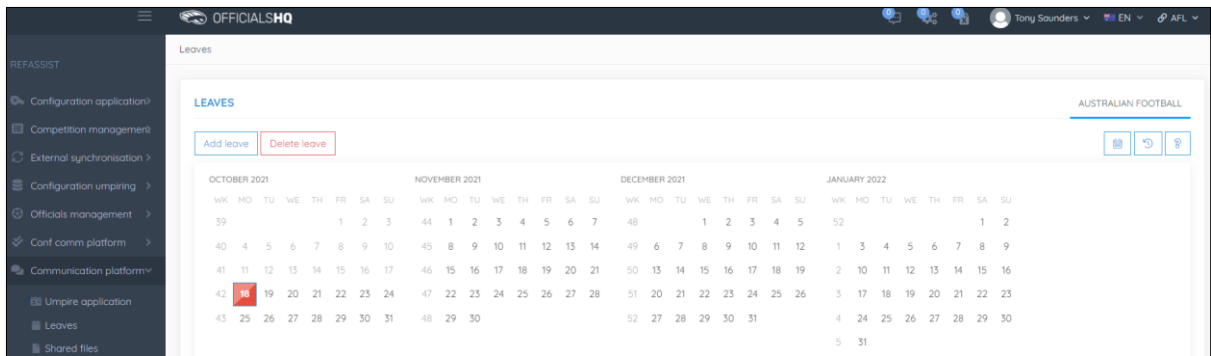


Communication platform – Leaves (cont)

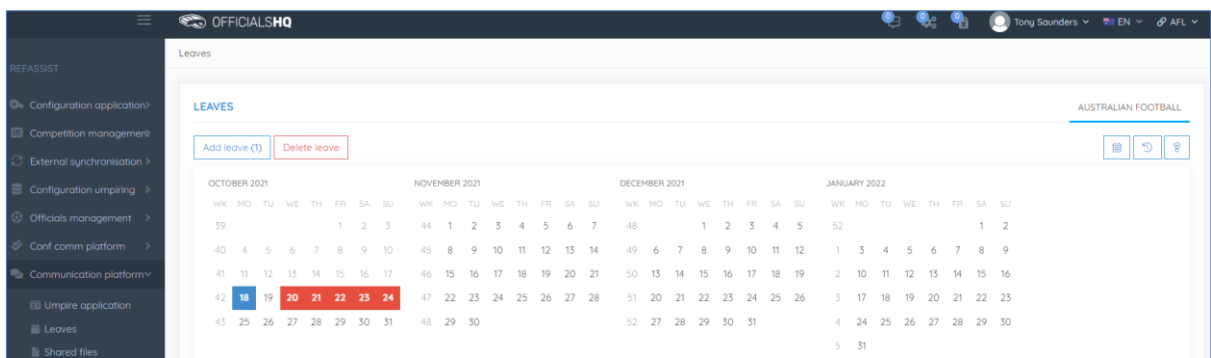
On the **Configuration** page select the **Holiday type**, untick the **Full day** box, select the **Start time**, select the **End time** add a **Reason** and click on the **+Add** button.



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

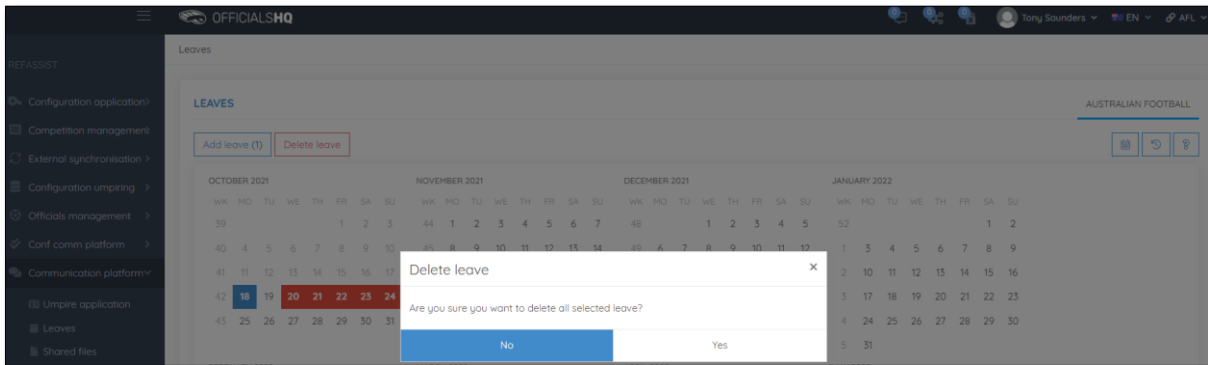


To remove unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Delete Leave** button.

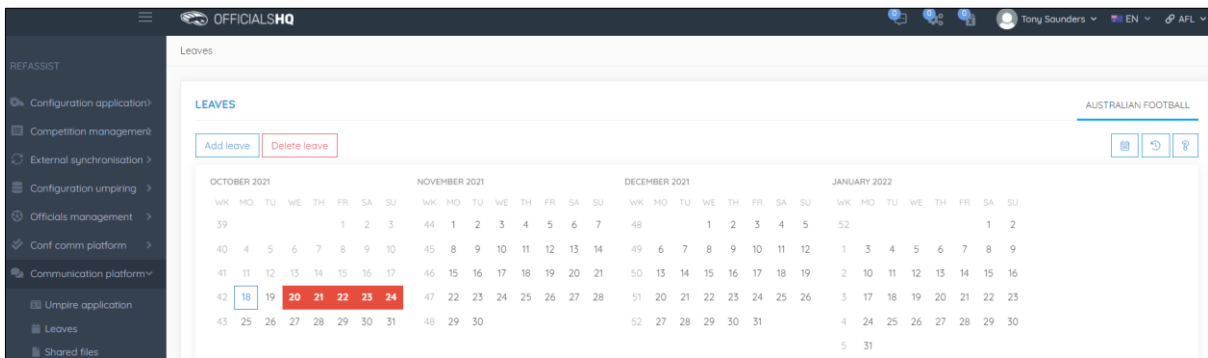


Communication platform – Leaves (cont)

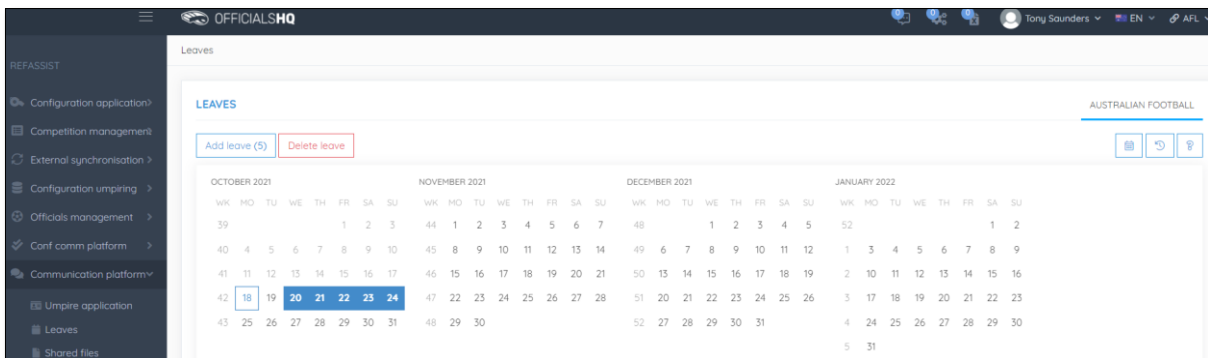
The delete leave pop-up will appear, click on **Yes**.



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

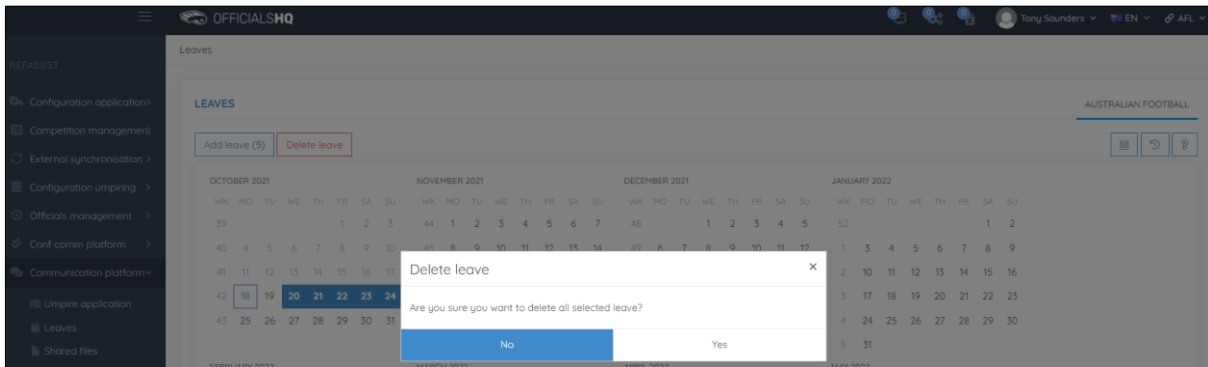


To remove unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Delete Leave** button.

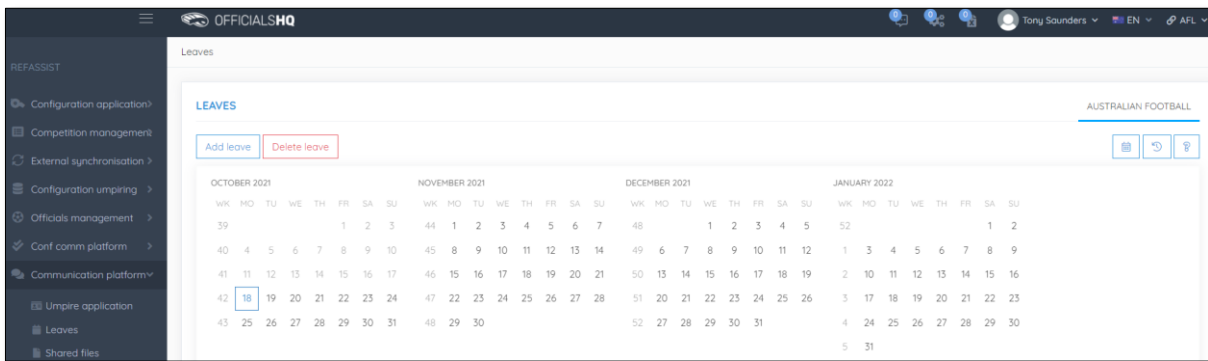


Communication platform – Leaves (cont)

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



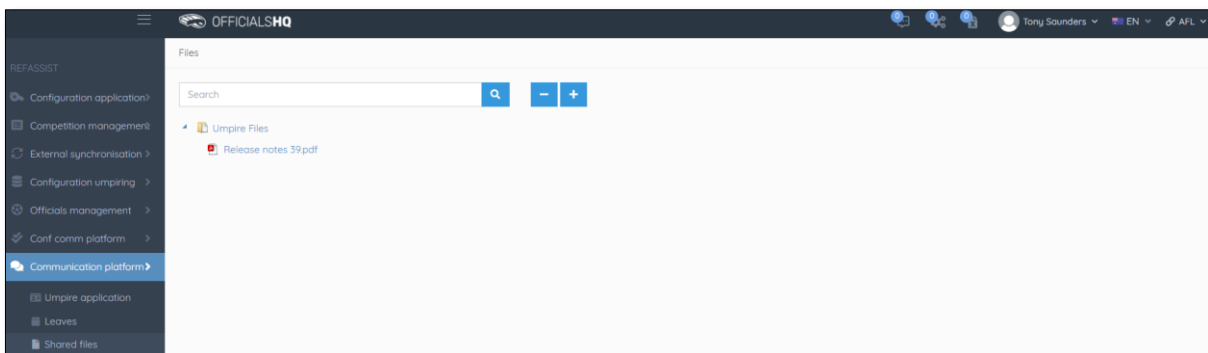
You will be returned to the **Leaves** page and the leave will be removed.



Shared Files

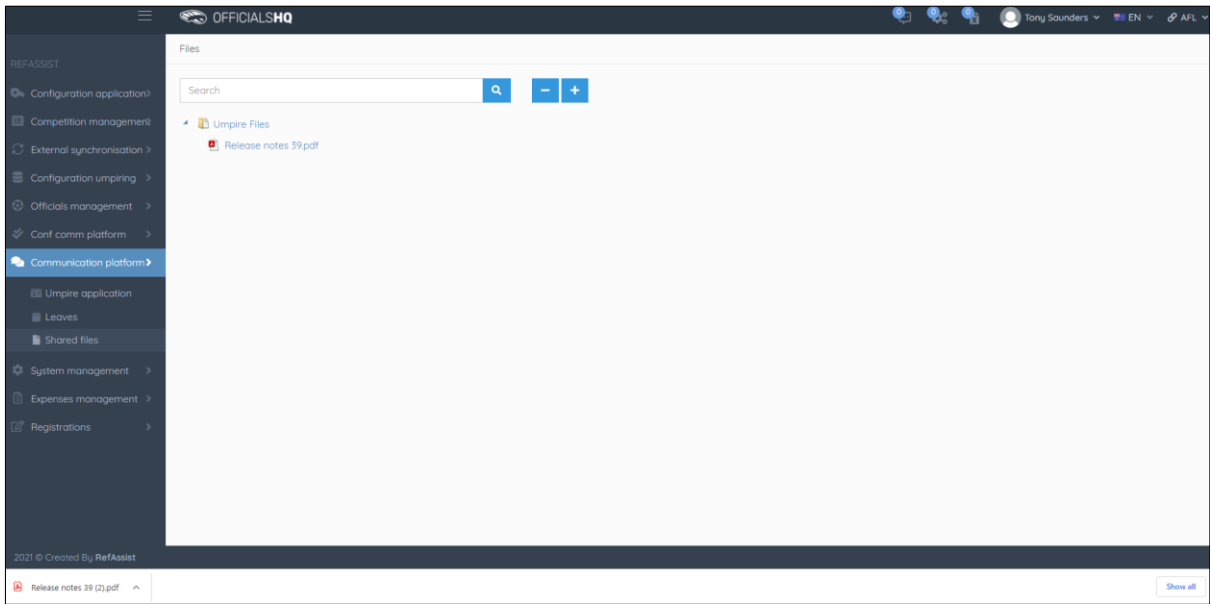
In the left menu click on **Communication platform** and click on **Shared files**.

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



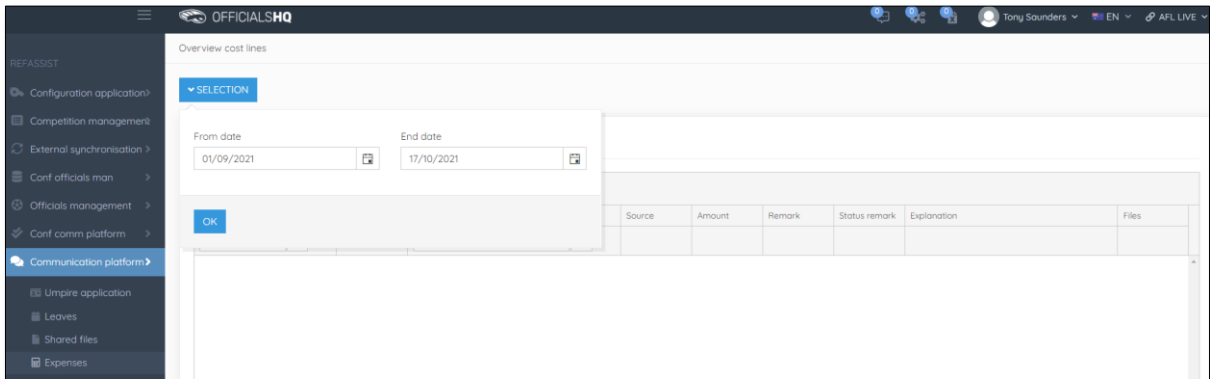
Communication platform – Shared Files (cont)

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



Expenses

In the left menu click on **Communication platform** and click on **Expenses**, in the **Selection** area select the **From date**, select the **End date** and click on the **Ok** button.





Communication platform – Expenses (cont)

The **Overview Cost Lines** page will show all of the appointments for the umpire as well as the related **Cost line types** and **Amount**.

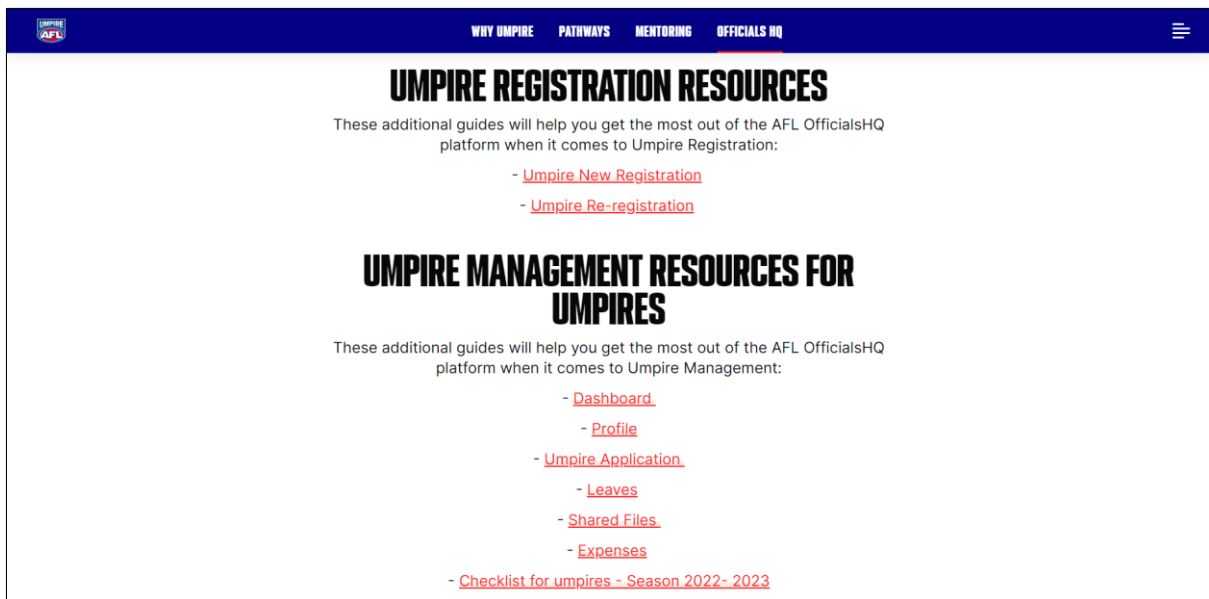
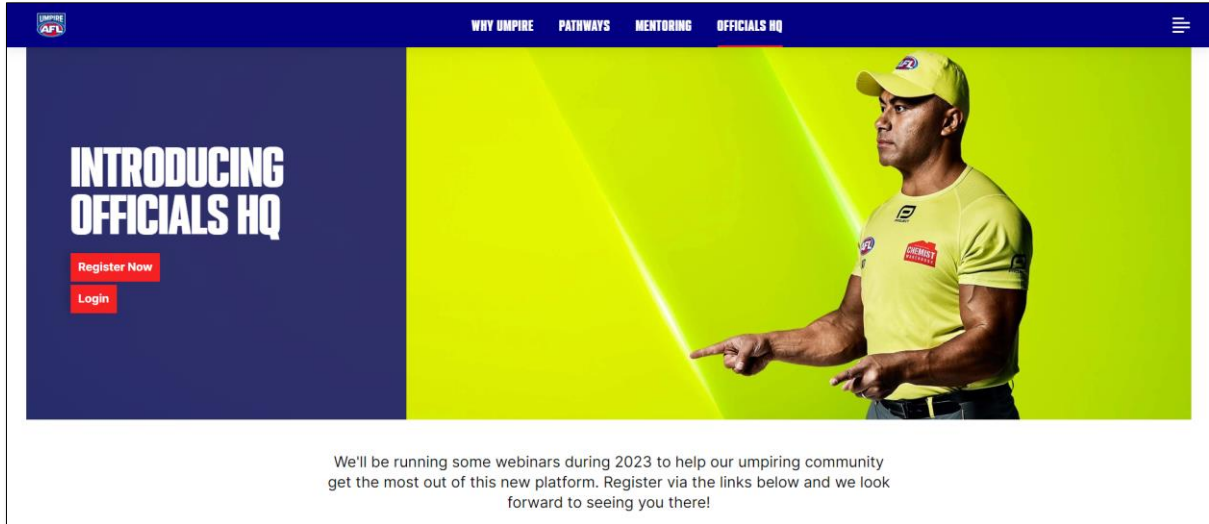
To reconcile amounts paid to bank account click on the **Selection** button and adjust the **From date** and **End date** to reflect a pay period.

Status	Date	Cost line types	Source	Amount	Remark	Status remark	Explanation	Files
Approved	15/01/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Tiwi Bombers (NTFL) - Wanderers (NTFL)	0
Approved	29/01/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	0
Approved	29/01/2022	NT-NTFL Transport Expense	Appointments	\$ 80			FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	0
Approved	5/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Tiwi Bombers (NTFL) - Southern Districts (NTFL)	0
Approved	19/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Tiwi Bombers (NTFL) - Palmerston Magpies (NTFL)	0
Approved	19/02/2022	NT-NTFL Transport Expense	Appointments	\$ 80			FIELD Tiwi Bombers (NTFL) - Palmerston Magpies (NTFL)	0
Approved	19/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Tiwi Bombers (NTFL) - Palmerston Magpies (NTFL)	0
Approved	26/11/2022	NT-NTFL Match Fee	Appointments	\$ 48.56			FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	0
				Total:	\$ 1360.96			

5. Support

Umpire Resources

A one stop shop for all your Umpire needs including registration links, user guides, short videos and links to online training sessions for the OfficialsHQ platform, visit <https://www.play.afl/umpire/officials-hq>.



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 who will be able to assist and make your valuable role that much easier.

