Adding Leave to Officials HQ

Umpires must ensure they enter times and/or dates they are unavailable on Officials HQ.

Please follow the steps below to do this:

- Log into Officials HQ at home.officialshq.com
- Click on My OfficialsHQ and select "Leaves".

	OF	-ICI	ALS	HQ		My	OfficialsHQ	Officials	Ар	pointm
Leaves	Leav	es					Umpire app	ointments		
Leaves							Assessor all	ocations		
						e	Leaves			
						\bigcirc	Messages			
April	2024					٥	Files			
MO	TU	WE	тн	FR	SA	Col	Payslips			I FR
1	2	3	4	5	6					3

• A large calendar will appear.

L	eave	es												
	April	2024						May	2024					
	МО	TU	WE	тн	FR	SA	SU	МО	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6	7			1	2	3	4	5
	8	9	10	11	12	13	14	6	7	8	9	10	11	12
	15	16	17	18	19	20	21	13	14	15	16	17	18	19
	22	23	24	25	26	27	28	20	21	22	23	24	25	26
	29	30						27	28	29	30	31		

• To add a day, left click on a day, or to select multiple days in a row, left click the first day, hold shift, then left click on the last day, and click on the PLUS sign, top right.

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											۵	'	ian fo	otball
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Augu	ist 202	24					Sep	tembe	r 2024					
мо	TU	WE	тн	FR	SA	SU	МО	TU	WE	тн	FR	SA	SU	
			1	2	3	4							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28	29	
							30							

- Add Leave screen will pop up. Sports Discipline will be Australian Football. You can select your Holiday Type by the drop down.
- Full Day is pre-ticked. You can change this to certain times of the day by unticking full day box, and entering in the start and end time. These are the times you are UNAVAILABLE.
- Comments can be added such as "playing footy" and you can let us know any details which may help to appoint you to a game around the those times.

Add leaves				×
Configuration			1 day(s) selected	
Sports discipline *			Following dates will be registered	
Australian football >	:	×	4/09/2024	
Holiday type *				
On holiday		•		
✓ Full day				
Start time *	End time *			
	(9		
Reason				

• Click on Add, and this will go back to the Calendar and highlight the unavailable date as green.



• If you need to delete, left click on the green date, and left click on the red Bin as above. This will ask to delete, click OK, and it will be removed.