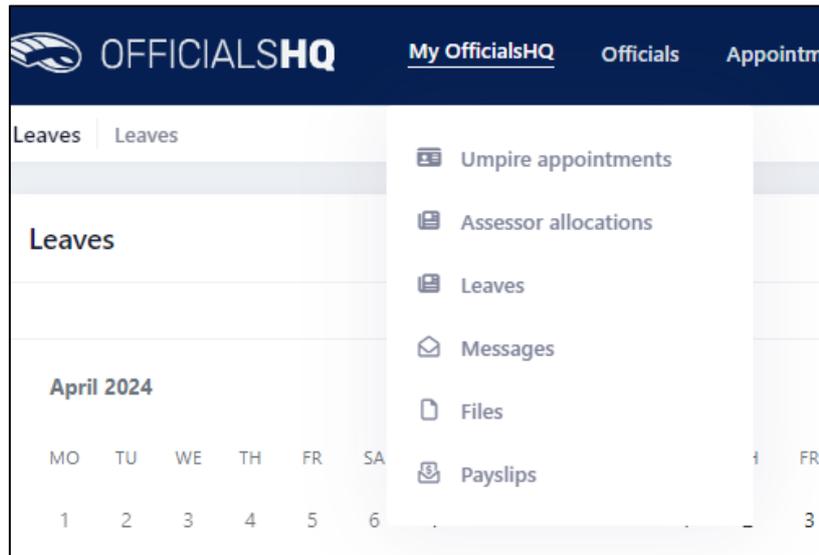


Adding Leave to Officials HQ

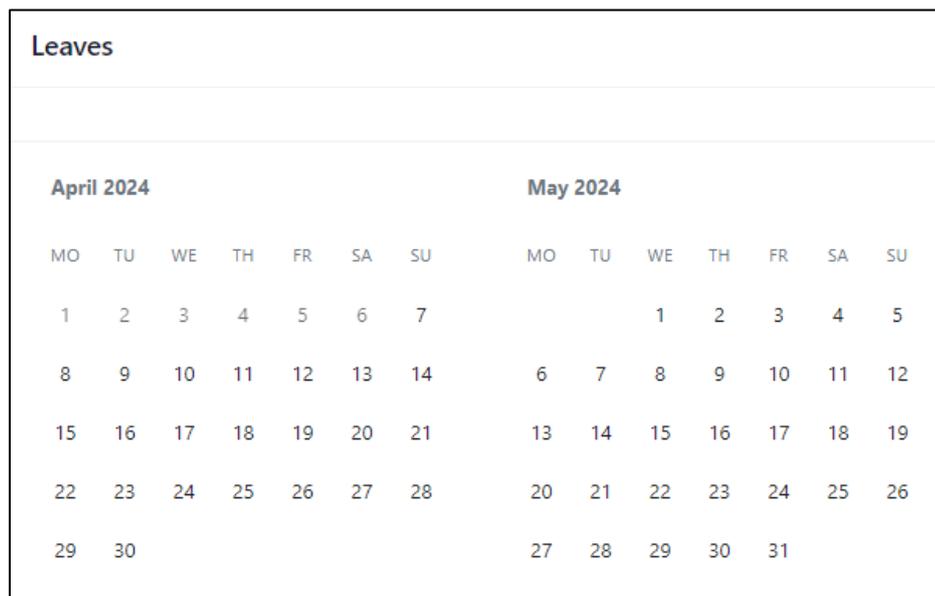
Umpires must ensure they enter times and/or dates they are unavailable on Officials HQ.

Please follow the steps below to do this:

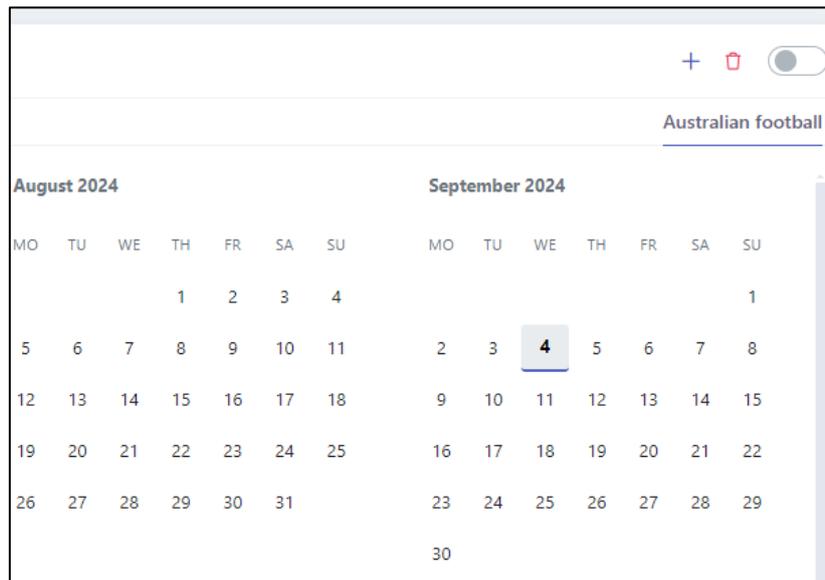
- Log into Officials HQ at home.officialshq.com
- Click on My OfficialsHQ and select “Leaves”.



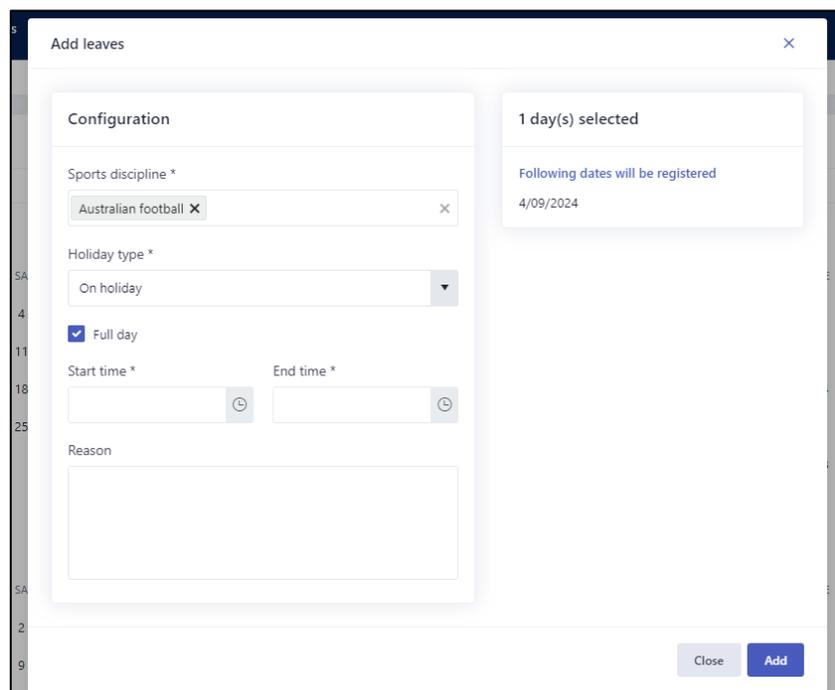
- A large calendar will appear.



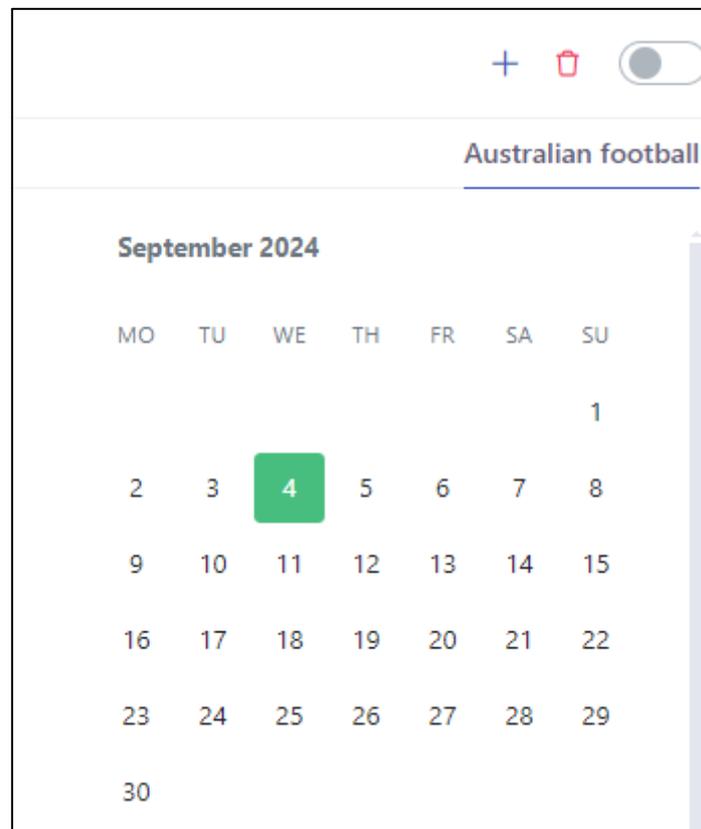
- To add a day, left click on a day, or to select multiple days in a row, left click the first day, hold shift, then left click on the last day, and click on the PLUS sign, top right.



- 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 un-ticking 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.



- 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.