



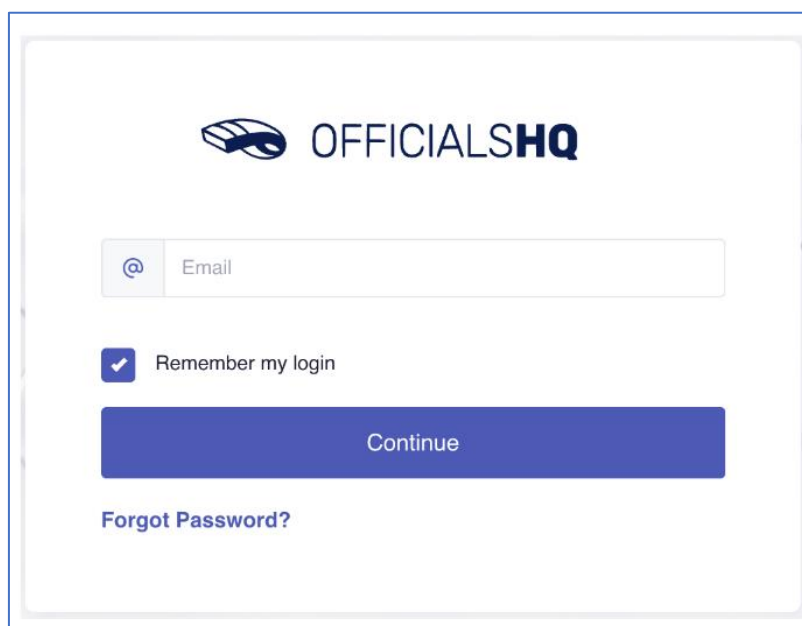
## Re-Registration Guide – Season 2025

Umpires need to re-Register for the 2025 SANFL Juniors season from November 1<sup>st</sup>, 2024. The below is for Umpires who previously registered on Officials HQ. If you don't remember your login email or if you wish to change your log-in email address, you will need to contact SANFL Juniors Umpiring – [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au)

**Please do not start a new account if you have had one previously – this will cause a duplication and create disruption.** If you have never registered on Officials HQ previously, please refer to the new umpire registration instructions provided separately.

**Step 1** – Log In to Officials HQ via <https://home.officialshq.com/> using your registered email address and password

- Enter email address login and click continue. Password entry will show – enter password, click Login.



The screenshot shows the login interface for OfficialsHQ. At the top, there is the OfficialsHQ logo. Below it is a text input field for the email address, with an '@' icon on the left and the placeholder text 'Email'. Underneath the email field is a checked checkbox labeled 'Remember my login'. A large blue button labeled 'Continue' is positioned below the checkbox. At the bottom left of the login area, there is a link that says 'Forgot Password?'.

Terms and Conditions will come up. To accept, toggle the button and then click Ok.

Terms and Conditions

Thank you for registering with your umpire club / league. We wish you well in your umpiring journey this season and greatly appreciate your involvement in our great game.

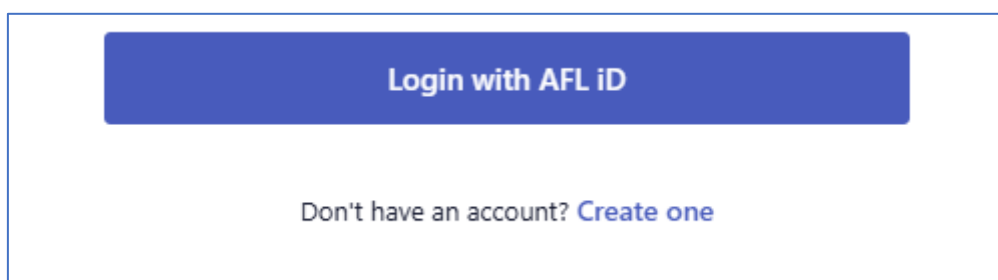
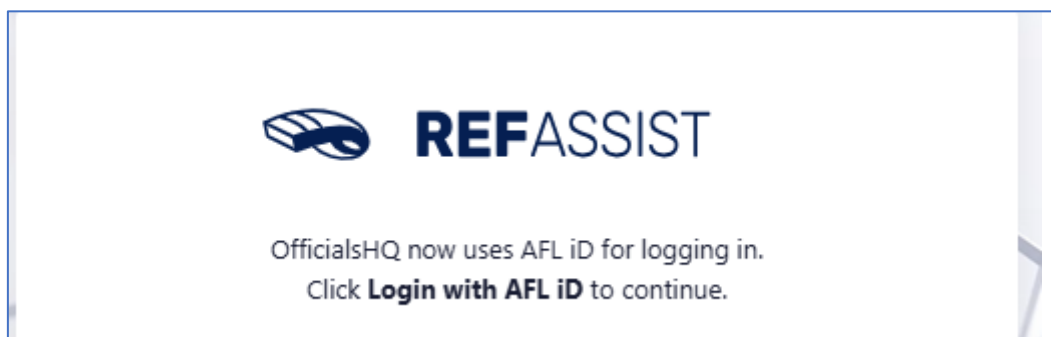
To support that objective, all umpires are required to complete an annual education module in order to be considered for match appointments within your local umpire club / league. To access the relevant education module for your registration please use the user guide available [here](#).

I understand that by submitting this application for registration I declare that I have read and understood, and agree to be bound by, the [Umpire Terms & Conditions](#).

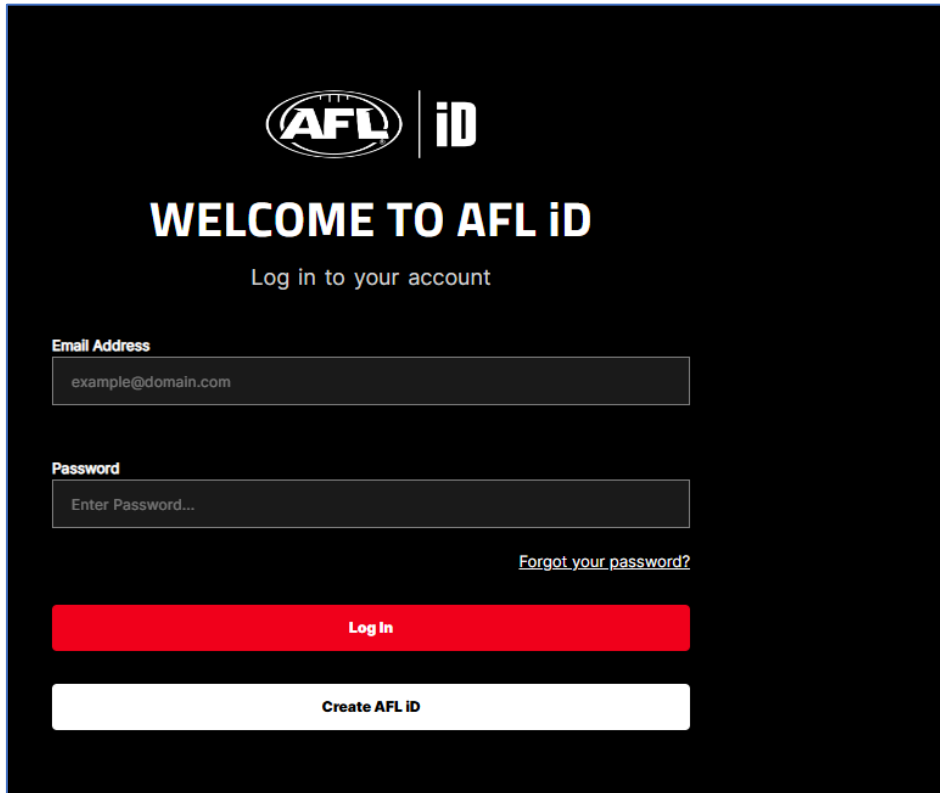
I have read the terms and conditions and agree

[Logout](#) [Ok](#)

**Step 2 –** Returning Umpires will also need to either link their AFL ID if they already have one or create and link one if they don't. You will be automatically prompted to complete this by arriving at the following page. Click the blue Login with AFL ID button (even if you don't have an AFL ID yet, **DON'T** click the "Don't have an account? Create One" button on this page.



**Step 3** – You will then arrive at the following page. If you have an existing AFL iD you can put in the details and click log in (please note this is separate details to your Officials HQ account) you can then skip directly to step 4. If you don't have an AFL iD, click the create AFL iD button.



The screenshot shows the AFL iD login and registration interface. At the top, the AFL logo and 'iD' are displayed. Below this is the heading 'WELCOME TO AFL iD' and the sub-heading 'Log in to your account'. There are two input fields: 'Email Address' with the placeholder 'example@domain.com' and 'Password' with the placeholder 'Enter Password...'. A link for 'Forgot your password?' is located below the password field. At the bottom, there are two buttons: a red 'Log In' button and a white 'Create AFL iD' button.

Complete the prompts and hit create your AFL ID account as per the following two screenshots. Ensure you remember your password as you will need this to regularly login to Officials HQ moving forward.



## SET UP YOUR AFL iD

Step 1/2

Email Address

example@domain.com

Password

Enter Password...

I would like to receive communications from the AFL and AFL partners about other products and initiatives.

I agree to the terms and conditions of the [AFL Privacy Policy](#).

Next



## A FEW MORE DETAILS

Step 2/2


First name

e.g. Sam

Last name

e.g. Jackson

Mobile phone

 e.g. +61403123456

We require mobile to enable sms password reset. You will be asked to verify this during AFL iD activation

Club of support

Club membership number (optional)

e.g. 123456

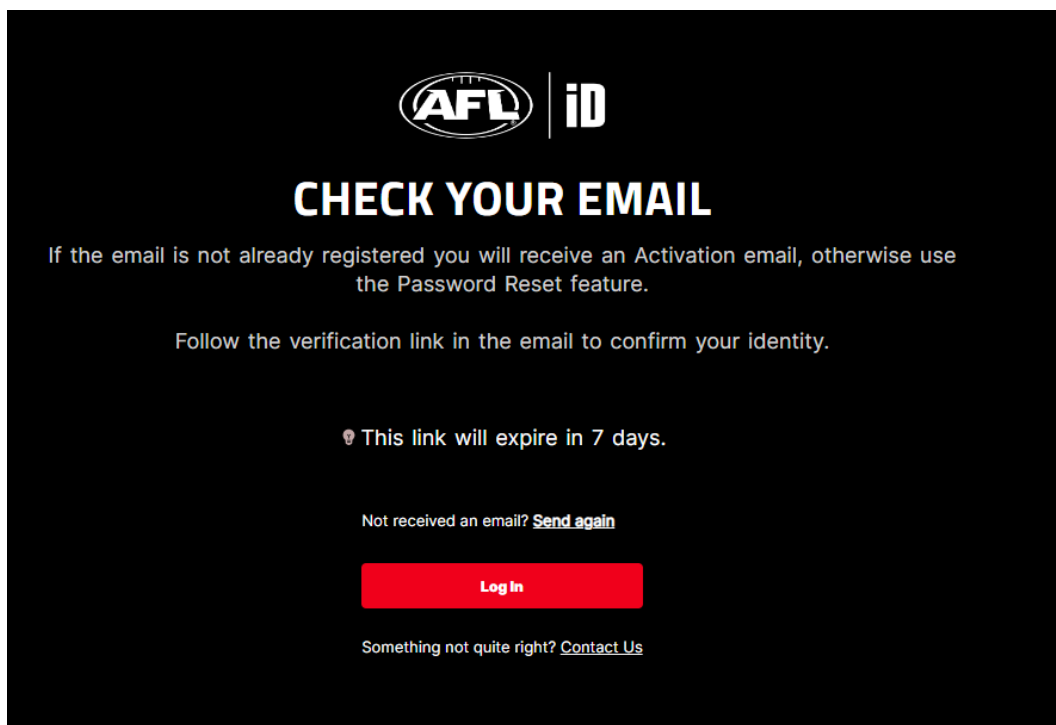
Country of residence

Postcode

eg 3000

Create AFL iD

Once you have completed your details and clicked Create AFL ID You will receive another email to activate your account to confirm it. Check spam/junk in email account if not received. If still NOT received email [umpire.afl@afl.com.au](mailto:umpire.afl@afl.com.au) & ask for it to be re-issued **DO NOT proceed until email is received**



**AFL | iD**

## CHECK YOUR EMAIL

If the email is not already registered you will receive an Activation email, otherwise use the Password Reset feature.

Follow the verification link in the email to confirm your identity.

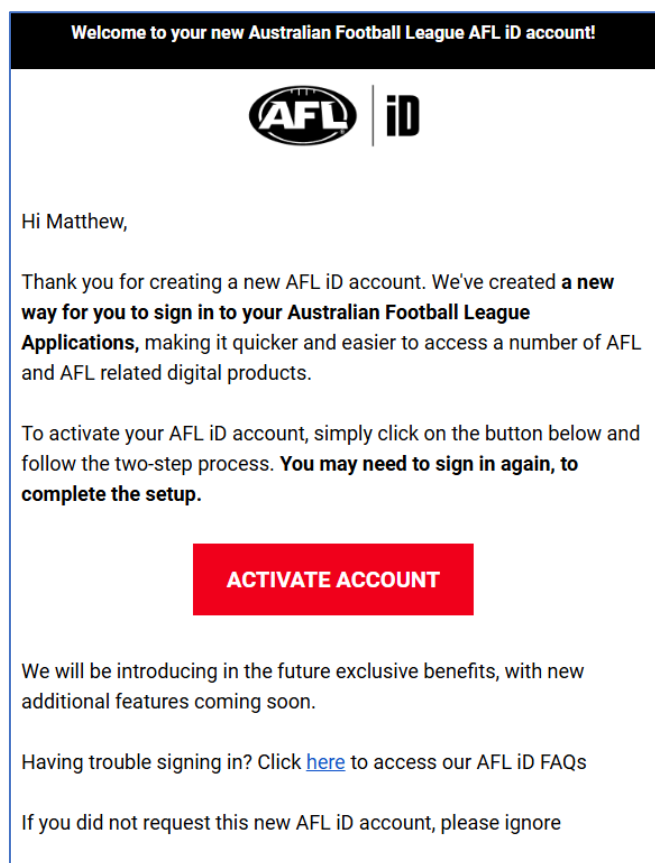
🕒 This link will expire in 7 days.

Not received an email? [Send again](#)

**Log In**

Something not quite right? [Contact Us](#)

The email is as follows,



**Welcome to your new Australian Football League AFL iD account!**

**AFL | iD**

Hi Matthew,

Thank you for creating a new AFL iD account. We've created a **new way for you to sign in to your Australian Football League Applications**, making it quicker and easier to access a number of AFL and AFL related digital products.

To activate your AFL iD account, simply click on the button below and follow the two-step process. **You may need to sign in again, to complete the setup.**

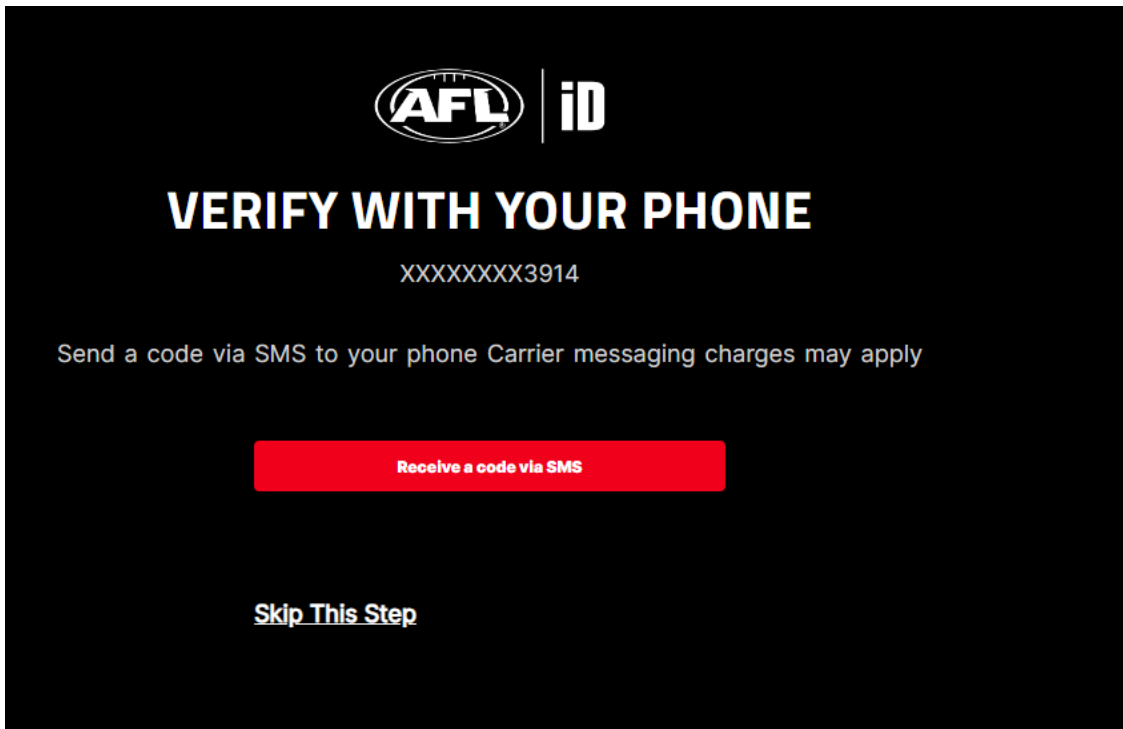
**ACTIVATE ACCOUNT**

We will be introducing in the future exclusive benefits, with new additional features coming soon.

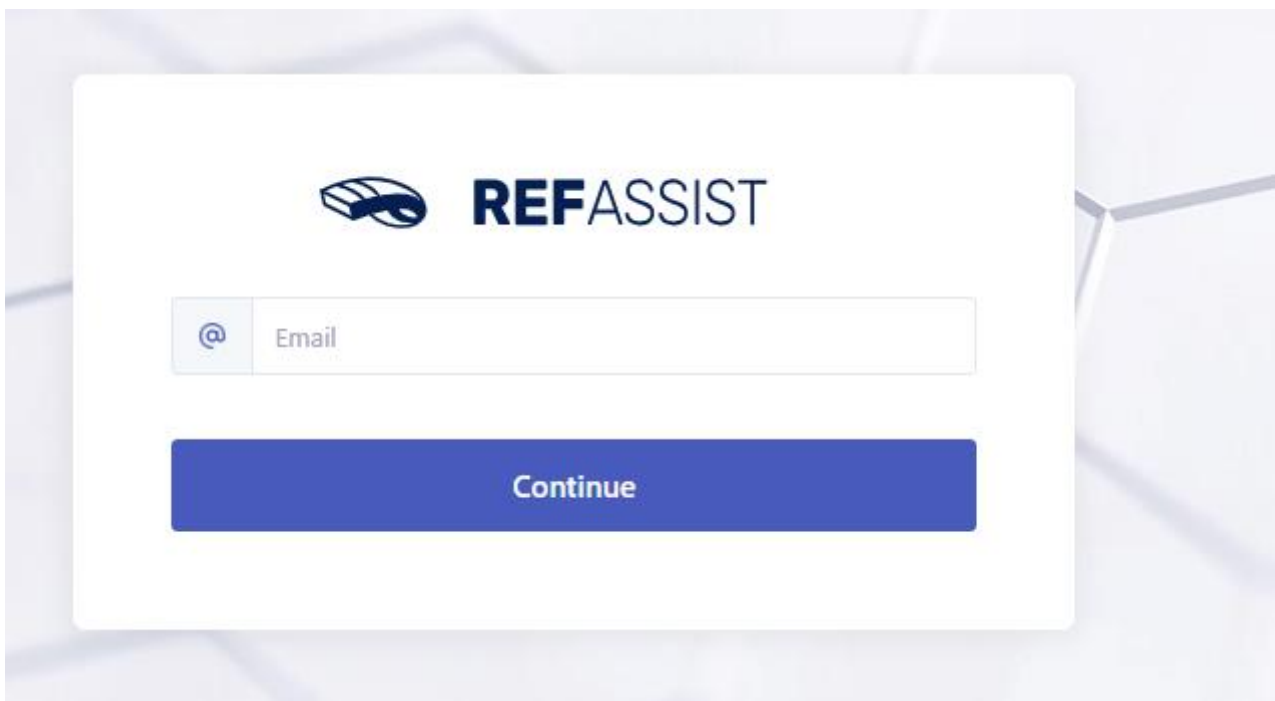
Having trouble signing in? Click [here](#) to access our AFL iD FAQs

If you did not request this new AFL iD account, please ignore

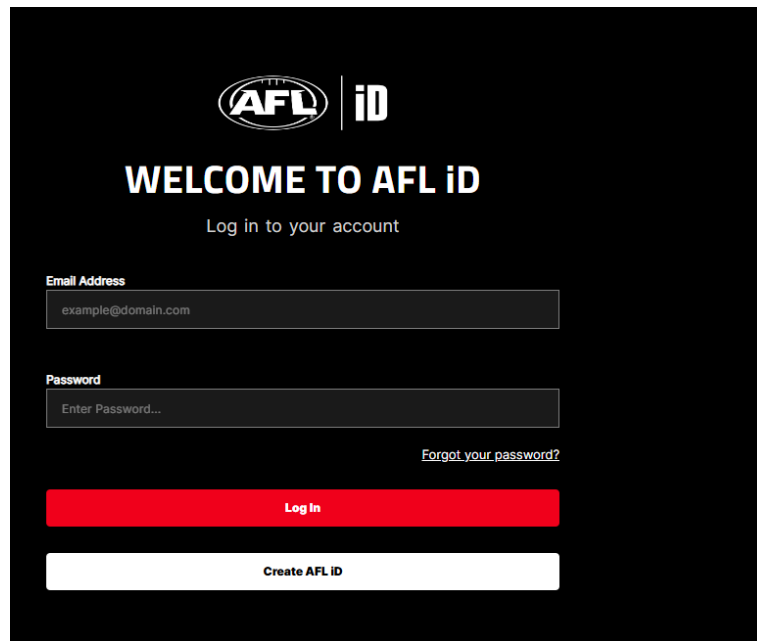
Clicking on the activate link will bring you to the following page, you can either click on the receive a code by SMS and confirm using the mobile number you signed up with for your AFL ID account for two factor authentication or click skip this step



**Step 4** – Once you have completed the details and confirmed your AFL ID account you should land back at the following page. Input your officials HQ email then hit continue.

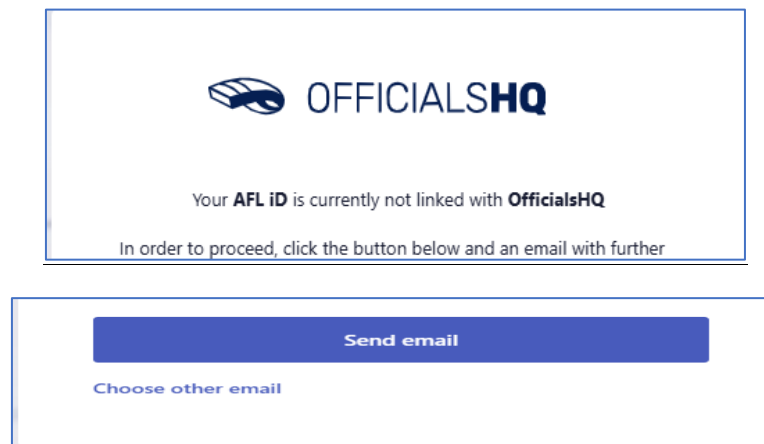


Then input your newly created AFL ID email address and password and hit login.



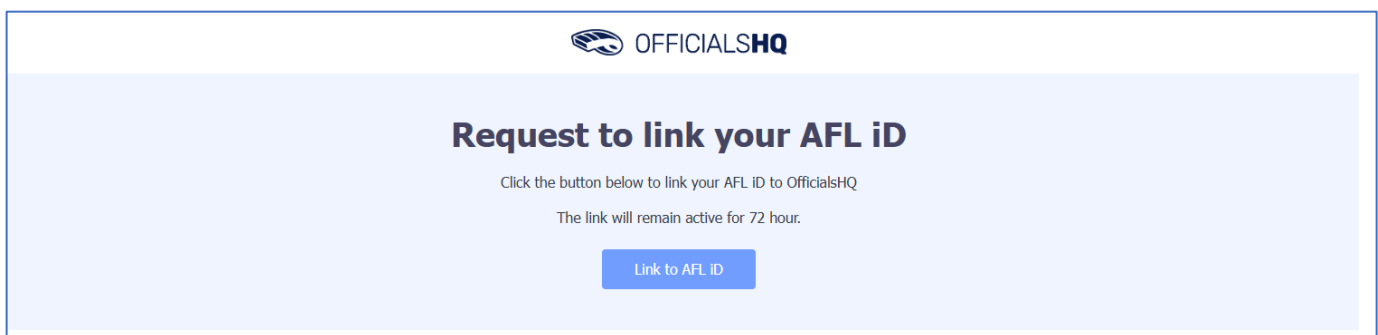
The image shows a login interface for AFL ID. At the top, there is the AFL ID logo. Below it, the text reads "WELCOME TO AFL ID" and "Log in to your account". There are two input fields: "Email Address" with the placeholder "example@domain.com" and "Password" with the placeholder "Enter Password...". A link "Forgot your password?" is located below the password field. At the bottom, there are two buttons: a red "Log In" button and a white "Create AFL ID" button.

A message will tell you that your AFL ID is not linked as per the following screen. Click on the send email button to begin linking process



The image shows a message box from OFFICIALSHQ. The text reads: "Your AFL ID is currently not linked with OfficialsHQ. In order to proceed, click the button below and an email with further". Below the message is a blue button labeled "Send email" and a link "Choose other email".

You will receive the following email, click on the Link to AFL ID button



The image shows an email template from OFFICIALSHQ. The text reads: "Request to link your AFL ID. Click the button below to link your AFL ID to OfficialsHQ. The link will remain active for 72 hour." Below the text is a blue button labeled "Link to AFL ID".

### Step 5 – Required Registration Profile Details

Registration Profile Details page will then load. All details from the previous season will be ‘pre-filled’ and must be checked to ensure correctness.

- If any changes need to be made, please do so prior to clicking “Next”.

General Details – Name, Date of Birth, Gender, Mobile Number

The screenshot shows the 'Registration' page with the 'General' tab selected. The form contains the following fields:

- First name \***: Anthony
- Last name \***: Saunders
- Date of birth \***: 1/1/1970
- Gender \***: Male
- Mobile \***: 0400112233

Navigation buttons: Logout (red), Next (blue).

**Address** – House Number and Street Name, Post Code, City (the suburb you live in), Country (Australia) and State (SA).

The screenshot shows the 'Registration' page with the 'Address' tab selected. The form contains the following fields:

- Nr \***: 0
- Street \***: Test Street
- Postal code \***: 4000
- City \***: Brisbane
- Country \***: Australia
- Province / State \***: Queensland

Navigation buttons: Logout (red), Next (blue).



## Roles

The umpire must select at least one umpire club and role combination to register to the system. It is possible to add multiple umpire club/role combinations at one time but your first add will be considered your first preference. For every umpire club/role the user wishes to add:

1. In Province / State, Select the state **(SA)**
2. In Organization, Select the umpire club/league you intend to umpire with **(e.g Adelaide Plains FL Umpires)**
3. In Umpire Type, select your discipline **(Field, Boundary Goal etc.)**
4. Click Add
5. **Note – if umpires are interested in doing more than one discipline or intend to umpire across multiple leagues they can add further roles. Umpires should ensure they have made contact with the umpire coach / coordinator from that league prior to registering with them so they know their intent to umpire with them**

## Clubs

If you are a current player or hold an official capacity with a club, search for their name by typing in the text box and click on the green plus to add. If you are not involved with a club in any official capacity, this can be left blank.

## Umpire Info

Are you an active player? What year did you begin Umpiring? How did you find out about Umpiring?

The screenshot shows the 'Registration' page with the 'OfficialInfo' section selected. The form contains the following fields:

- Are you an active player? \* (Dropdown menu with 'No' selected)
- Year started umpiring? \* (Dropdown menu with '2017' selected)
- How did you find out about us? \* (Dropdown menu with 'Other' selected)

Buttons for 'Logout' and 'Next' are visible at the bottom.

## Working with Children

Where possible we would like to have umpires WWCC details recorded in Officials HQ, however more importantly we require you to submit a copy of your check to your League Umpire Coach or Coordinator to retain a copy, please discuss this with them. **If you do not currently have a WWCC, please refer separate WWCC application guide for instructions of how to apply for one – this is compulsory under state law for any umpire over 14 years of age.** If you do have one, you can upload details to your profile as follows:

- Select your State (SA) and WWCC or Exemption Type
  - For Working with Children Check, select “Work with children”.
  - Exemptions
    - Underage – If you are under the age of 14 currently
    - SAPOL – Police Officer
- WWCC Number and End date should be entered (End date is 5 years from date of issue).
- If possible, Please upload a file as evident of proof for the check (email file, PDF, Word doc).
- Click on Add and details will show in the below information boxes.

The screenshot shows the 'Registration' page with the 'Work with children' section selected. The form contains the following fields:

- Province / State (Dropdown menu with 'Queensland' selected)
- WWCC or exemption type (Dropdown menu with 'Work with children' selected)
- WWC number (Text input field)
- End date (Text input field with a calendar icon)
- Evidence (File upload area with 'Select file(s)' and 'Drop file(s) here to upload' text, and an 'Add' button)

Below the form is a table showing the details of the uploaded WWCC:

Province / State	Type	Number	End date	Evidence
Queensland	Work with children	123456-7	31/12/2024	✓

Buttons for 'Logout' and 'Next' are visible at the bottom.

## WWCC questions

ensure you answer the queries on 1. Conviction of a criminal offence 2. Have you obtained a WWCC that meets state law requirements? If you answer no to the second question, you should not be permitted to umpire a game until you do so, unless you are under 14 years old. **If you do not currently have a WWCC, please refer separate WWCC application guide for instructions of how to apply for one – this is compulsory under state law for any umpire over 14 years of age**

You must answer these questions truthfully and accept liability for your answers.

The screenshot shows a registration form with a sidebar menu on the left containing: Roles, Clubs, Umpire info, Work with children, **WWC questions**, Demographics, Emergency, Banking, and Medical. The main content area is titled 'WWC questions' and contains the following text: '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.' Below this are two examples: '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.' and 'Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.' There are two dropdown menus: 'Have you been convicted of a criminal offence (other than a spent or annulled conviction under relevant spent conviction or crimes legislation in Australia) or are you currently charged with a criminal offence? \*' and '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? \*'. At the bottom are 'Logout' and 'Next' buttons.

## Demographics

Complete section on Demographics

The screenshot shows a registration form with a sidebar menu on the left containing: Roles, Clubs, Umpire info, Work with children, WWC questions, **Demographics**, Emergency, Banking, and Medical. The main content area is titled 'Demographics' and contains the following questions with dropdown menus: 'Are you from Aboriginal or Torres Strait Islander origin? \*', 'Were you or any of your parents born overseas? \*', 'Country of birth \*', 'Ethnicity \*', and 'Do you identify as living with a disability/disabilities? \*'. At the bottom are 'Logout' and 'Next' buttons.

## Emergency

Input Emergency Contact Details in case you have an incident on the field, and we need to contact someone

Registration	
Roles	<h3>Emergency</h3> <p>Name *</p> <input type="text"/> <p>Phone *</p> <input type="text"/> <p>Relationship *</p> <input type="text"/>
Clubs	
Umpire info	
Work with children	
WWC questions	
Demographics	
<b>Emergency</b>	
Banking	
Medical	
<p>Logout <span style="float: right;">Next</span></p>	

## Banking

Input your Banking details. Please note your BSB number must have a “dash” (-) between the first three and second three numbers. If your League is using Officials HQ for Match Payments, please ensure that the details are correct so you receive your fees accordingly. If Your League is not using Officials HQ for Match payments and you would prefer not to list your bank account, feel free to input:

Bank name – Umpire

Account Holder: Umpire

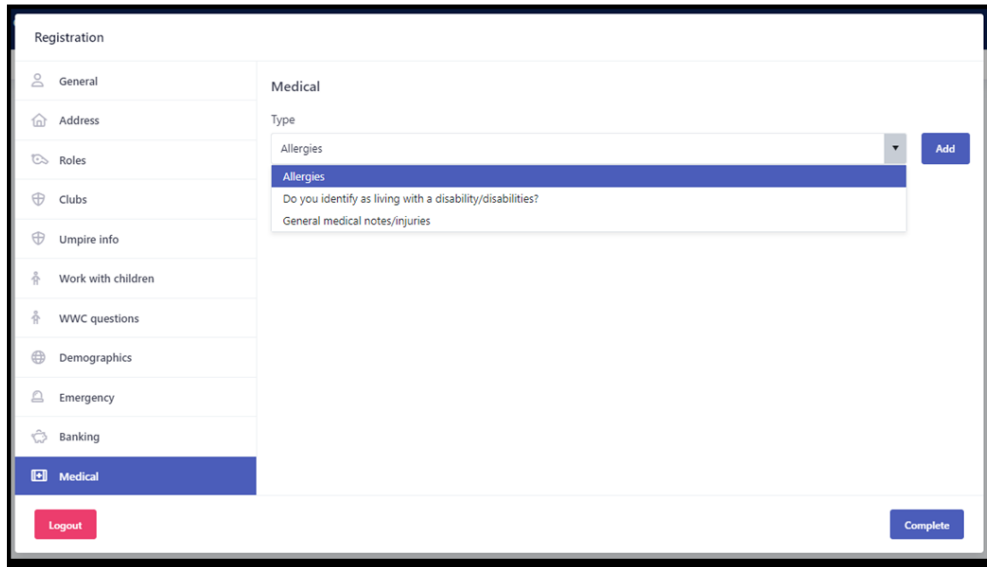
Account number: 1000 0000

BSB: 000-000

Registration	
General	<h3>Banking</h3> <p><i>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.</i></p> <p>Bank name *</p> <input type="text" value="Test Banks"/> <p>Account holder *</p> <input type="text" value="Test Person"/> <p>Account number *</p> <input type="text" value="123456"/> <p>BSB number *</p> <input type="text" value="123-456"/>
Address	
Roles	
Clubs	
Umpire info	
Work with children	
WWC questions	
Demographics	
Emergency	
<b>Banking</b>	
Medical	
<p>Logout <span style="float: right;">Next</span></p>	

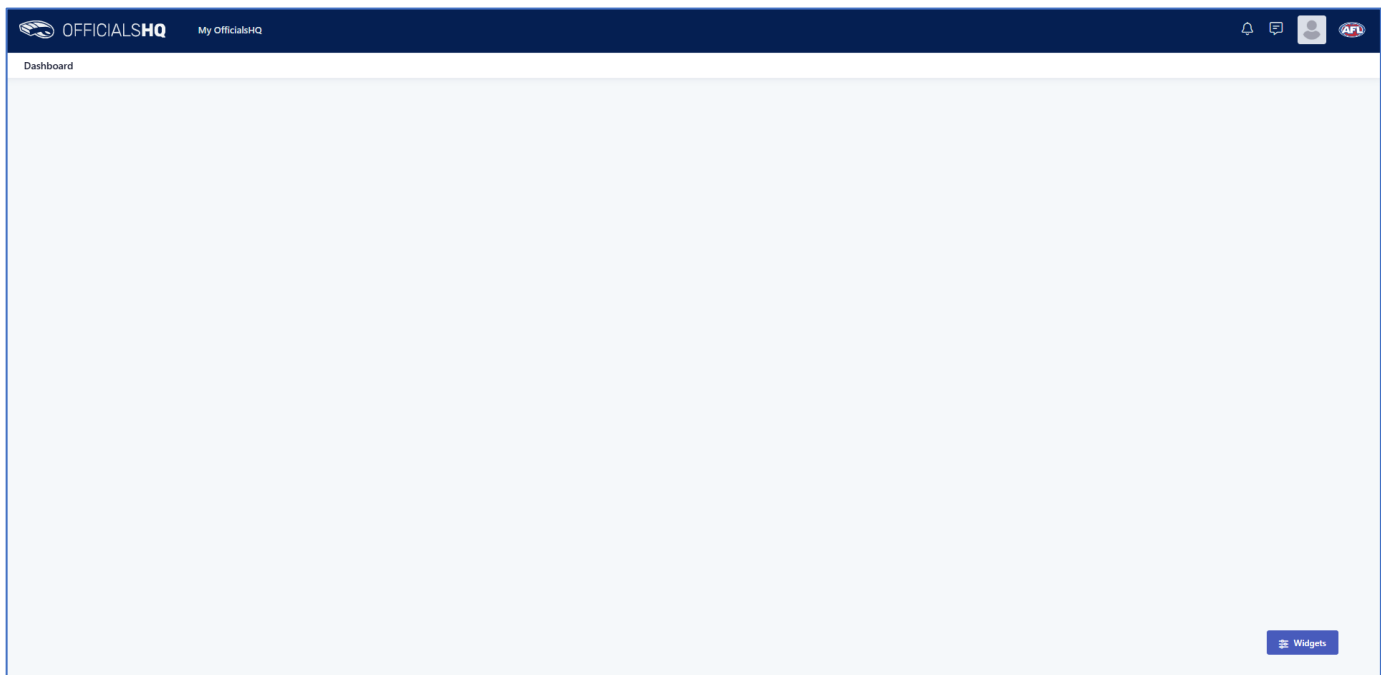
## Medical

Input appropriate medical details and hit the complete button



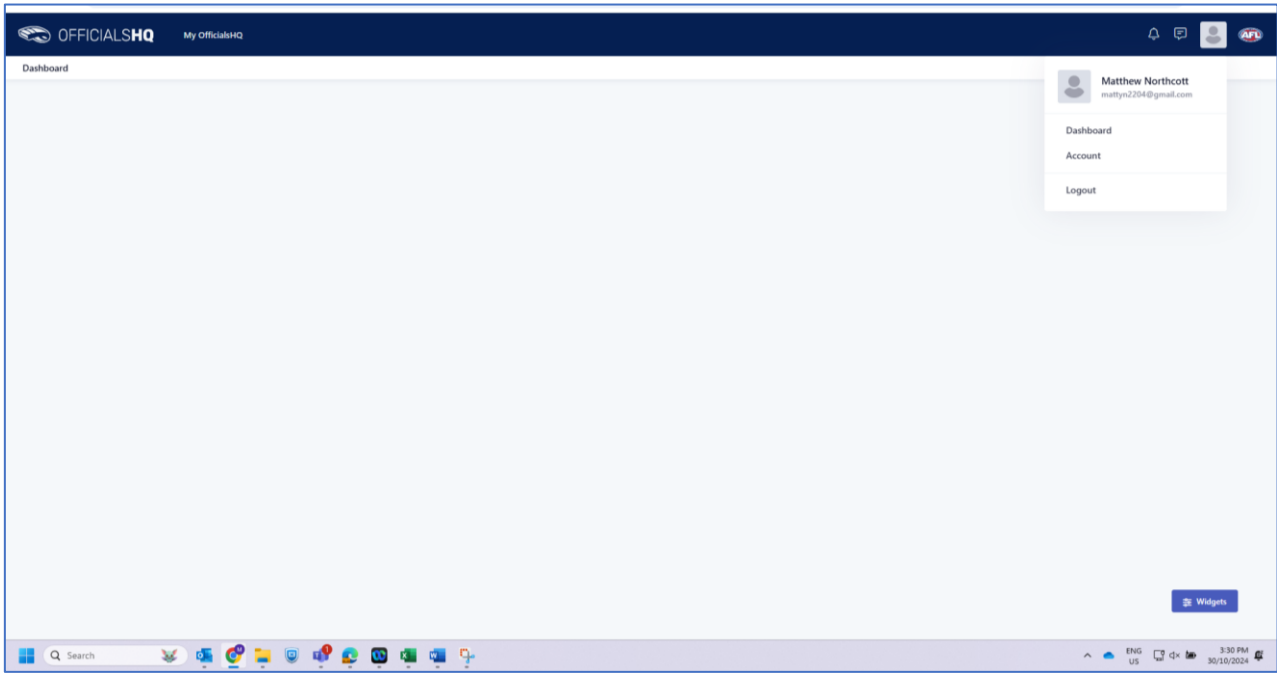
The screenshot shows the 'Registration' page with the 'Medical' tab selected. The 'Medical' section contains a 'Type' dropdown menu with 'Allergies' selected. Below the dropdown are two text input fields: 'Do you identify as living with a disability/disabilities?' and 'General medical notes/injuries'. A blue 'Add' button is located to the right of the dropdown. At the bottom of the page, there is a red 'Logout' button on the left and a blue 'Complete' button on the right.

**Step 6 –** Once you Click Complete this will take you to the Dashboard indicating your re-registration is now complete. You can navigate the dashboard to utilise different functions within Officials HQ

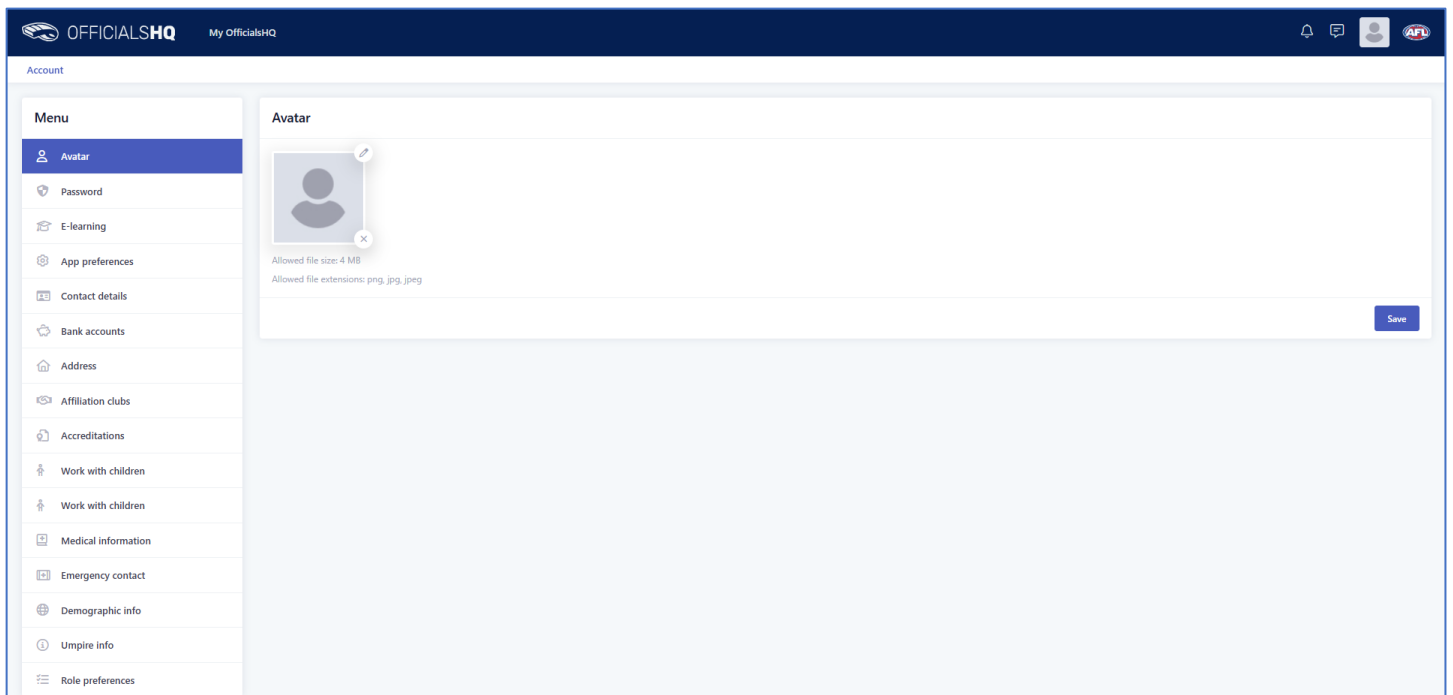


**Step 7 -** You can log back into your Officials HQ account anytime at: <https://home.officialshq.com/>

You can also update any of the data you have input in Officials HQ during re-registration (except for your login email address) by clicking on your profile picture in the top right-hand corner and then account as per the screenshot below. If you wish to change your log-in email address, you will need to contact SANFL Juniors Umpiring to change this.



This will take you to the following page where you can update the details by clicking on the appropriate tab on the left hand side



If anyone has any queries or gets stuck on any section when re-registering, please contact [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au) or Steven Paunovic (Umpiring Manager – Junior Programs) on 0458 459 840