



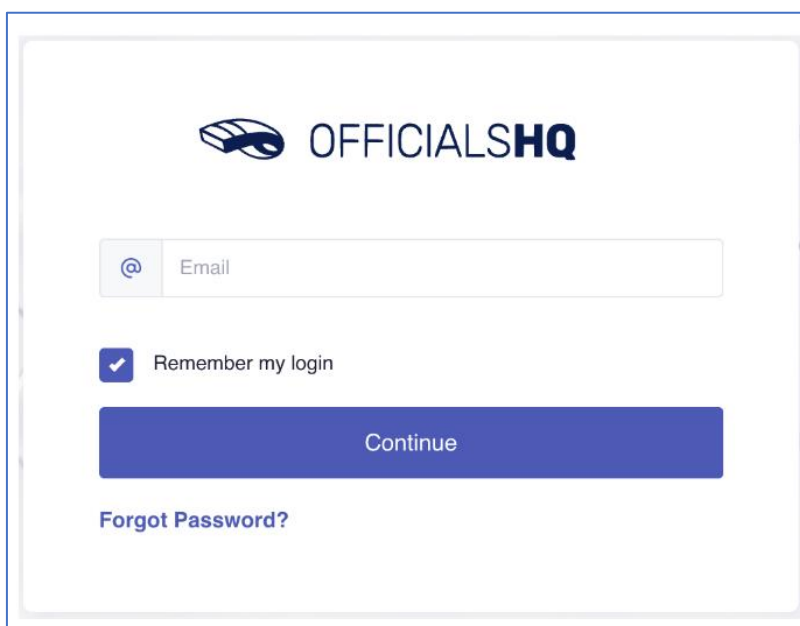
Re-Registration Guide – Season 2025

Umpires need to re-Register for the 2025 SANFL Juniors season from November 1st, 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

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 image shows a screenshot of the Officials HQ login page. At the top is the Officials HQ logo, which consists of a blue shield with a white 'S' and a yellow football in the center, followed by the text 'OFFICIALSHQ'. Below the logo is a login form. The form has a text input field for 'Email' with a blue '@' icon on the left. Below the email field is a checkbox labeled 'Remember my login' which is checked. Below the checkbox is a blue button labeled 'Continue'. At the bottom of the form is a link labeled '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.

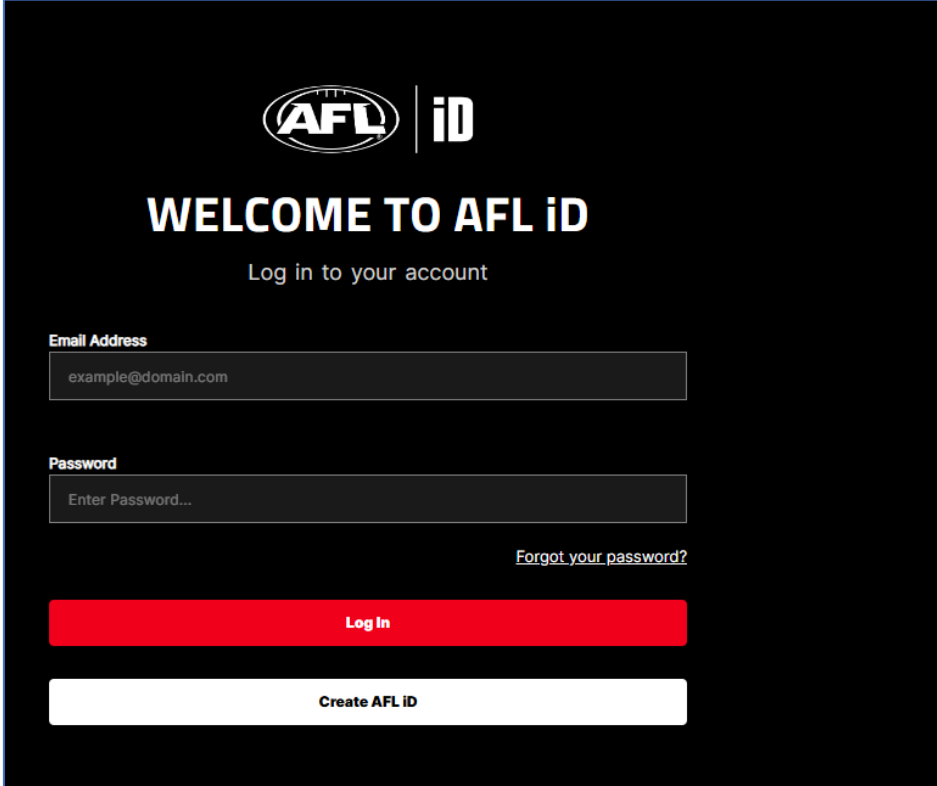

REFASSIST

Officialshq now uses AFL iD for logging in.
Click **Login with AFL iD** to continue.

Login with AFL iD

Don't have an account? [Create one](#)

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 'WELCOME TO AFL iD' login page. At the top, there is the AFL iD logo. Below it, the text 'WELCOME TO AFL iD' is displayed in large, bold letters, followed by 'Log in to your account' in a smaller font. There are two input fields: 'Email Address' with the placeholder 'example@domain.com' and 'Password' with the placeholder 'Enter Password...'. To the right of the password field is a link that says 'Forgot your password?'. 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

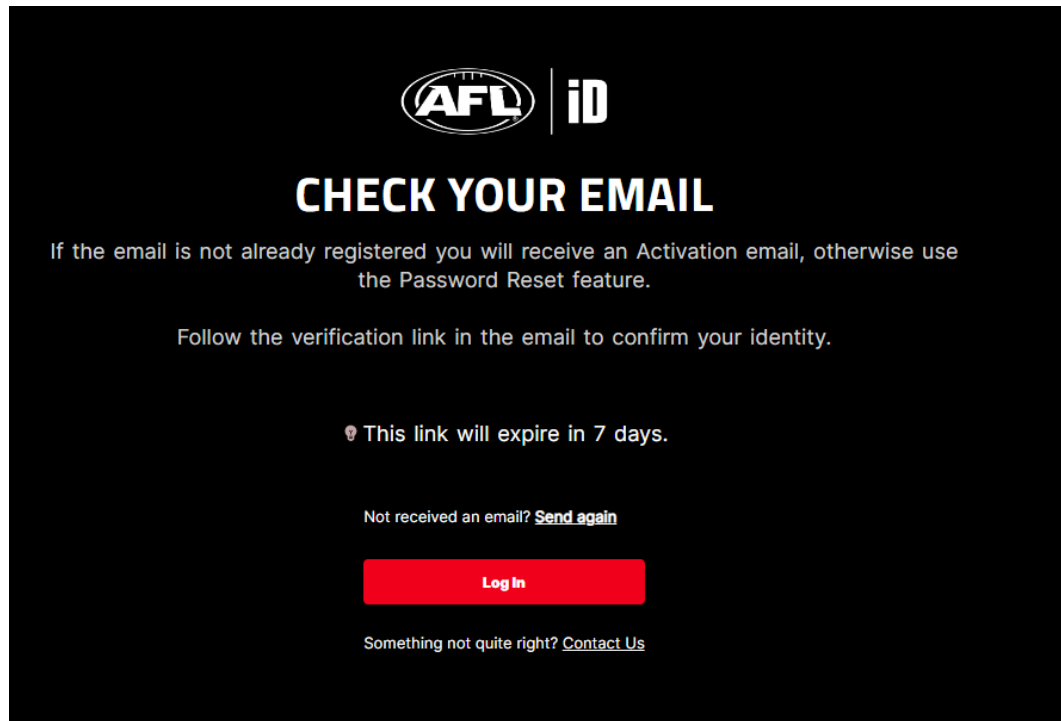
Country of residence

Postcode

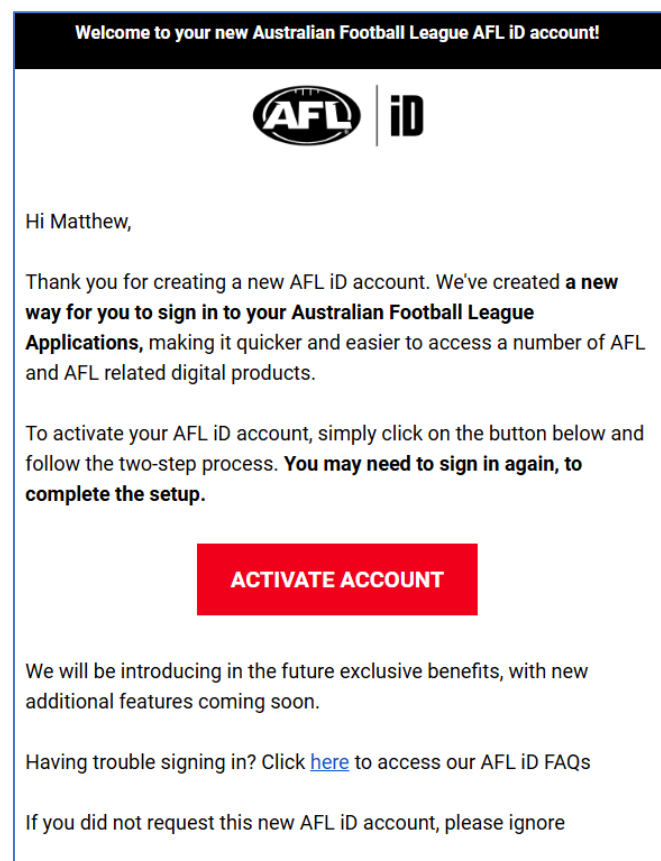
eg 3000

Create AFL iD

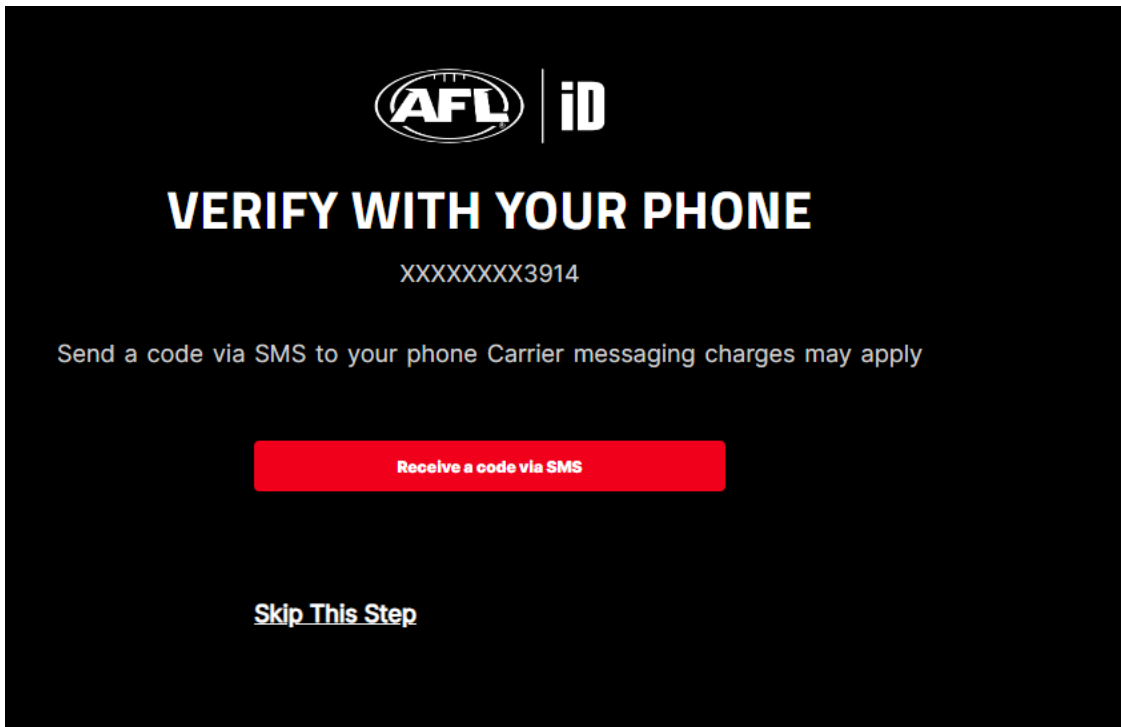
Once you have completed your details and clicked Create AFL ID You will receive another email to activate your account to confirm it. Check spam/junk in email account if not received If still NOT received email umpire.afl@afl.com.au & ask for it to be re-issued **DO NOT proceed until email is received**



The email is as follows,

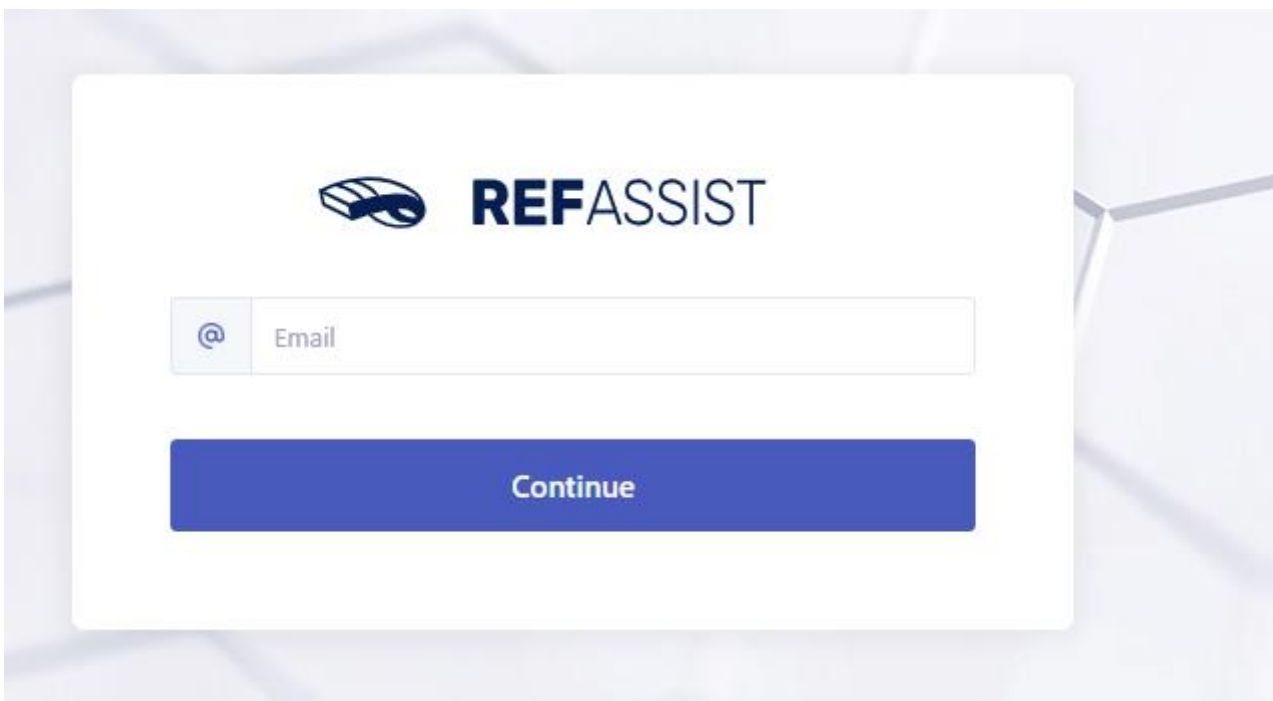


Clicking on the activate link will bring you to the following page, you can either click on the receive a code by SMS and confirm using the mobile number you signed up with for your AFL ID account for two factor authentication or click skip this step



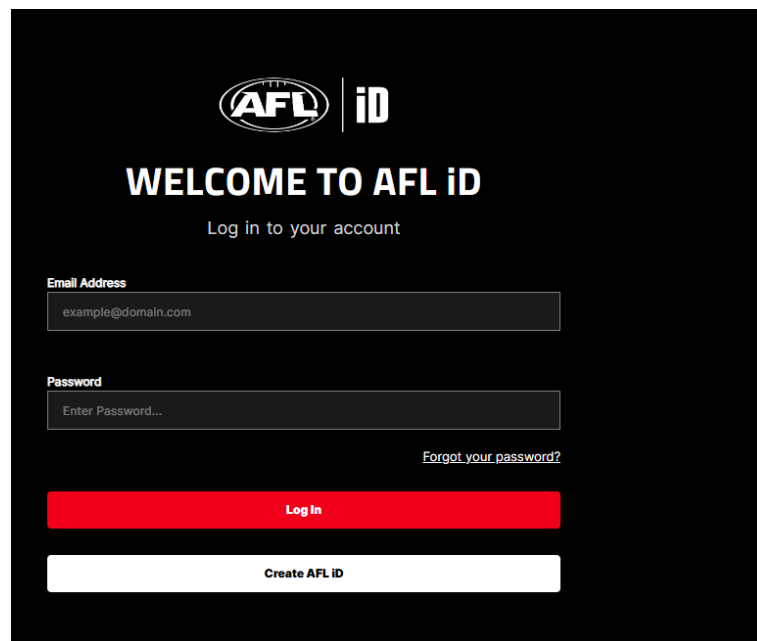
The image shows a black screen with the AFL ID logo at the top. Below the logo, the text "VERIFY WITH YOUR PHONE" is displayed in large white letters. Underneath, the phone number "XXXXXXXX3914" is shown. A message states "Send a code via SMS to your phone Carrier messaging charges may apply". There are two options: a red button labeled "Receive a code via SMS" and a link labeled "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.



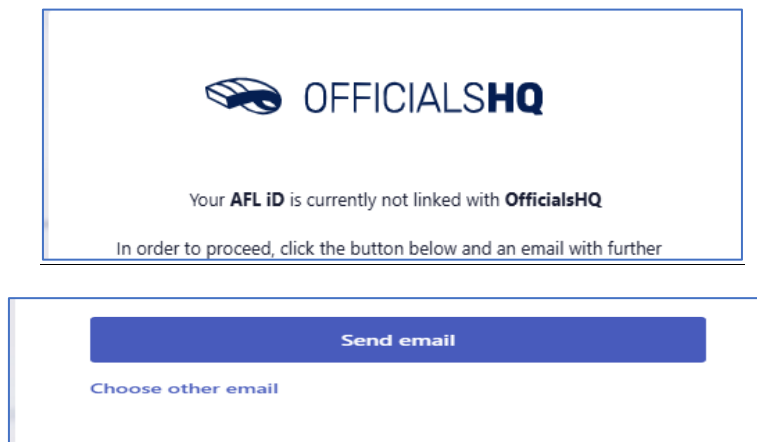
The image shows a white screen with the REFASSIST logo at the top. Below the logo, there is an email input field with a placeholder text "Email" and an "@" symbol. A blue button labeled "Continue" is positioned below the input field.

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



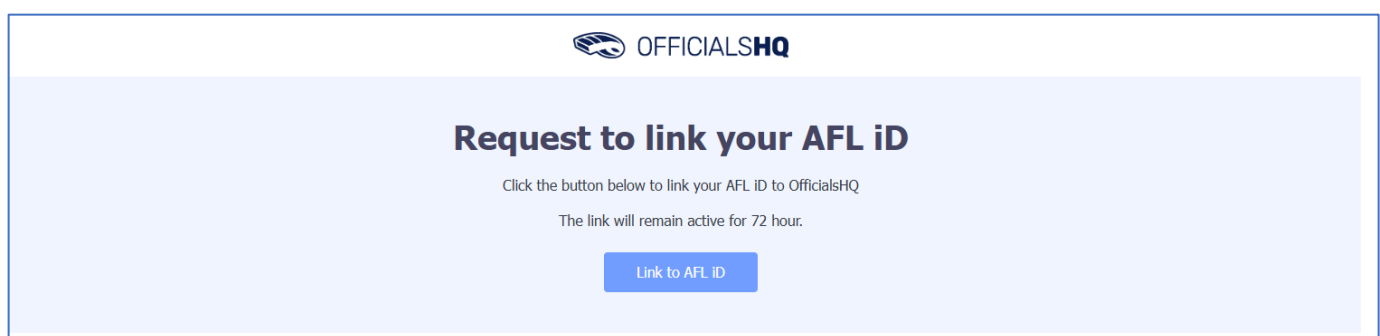
The login screen features the AFL iD logo at the top. Below it, the text 'WELCOME TO AFL iD' is displayed, followed by 'Log in to your account'. There are two input fields: 'Email Address' with the placeholder 'example@domain.com' and 'Password' with the placeholder 'Enter Password...'. A link 'Forgot 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 message screen displays the OFFICIALSHQ logo. The text reads: 'Your AFL iD is currently not linked with OfficialsHQ'. Below this, it says 'In order to proceed, click the button below and an email with further'. At the bottom, there is a blue 'Send email' button and a link 'Choose other email'.

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



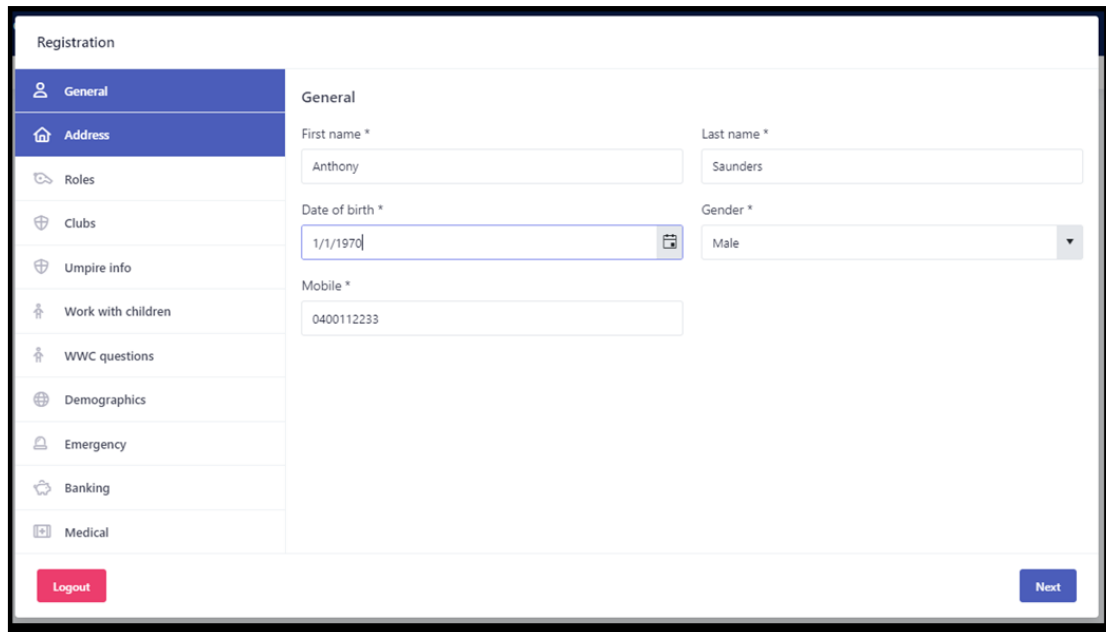
The email template features the OFFICIALSHQ logo at the top. The main heading is 'Request to link your AFL iD'. Below this, it says 'Click the button below to link your AFL ID to OfficialsHQ' and 'The link will remain active for 72 hour.' At the bottom, there is a blue button labeled 'Link to AFL ID'.

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

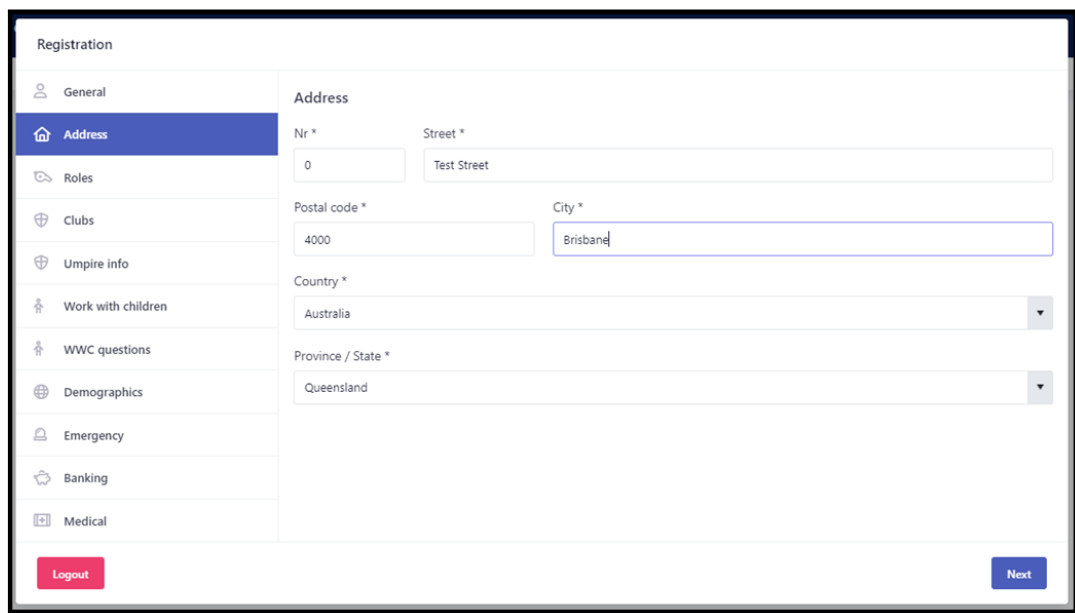


The screenshot shows the 'Registration' page with the 'General' tab selected. The left sidebar contains a list of tabs: General, Address, Roles, Clubs, Umpire info, Work with children, WWC questions, Demographics, Emergency, Banking, and Medical. The 'General' tab is active, displaying the following fields:

- First name ***: Anthony
- Last name ***: Saunders
- Date of birth ***: 1/1/1970 (with a calendar icon)
- Gender ***: Male (dropdown menu)
- Mobile ***: 0400112233

At the bottom of the form, there are two buttons: 'Logout' (red) and '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 left sidebar contains the same list of tabs as the previous screenshot. The 'Address' tab is active, displaying the following fields:

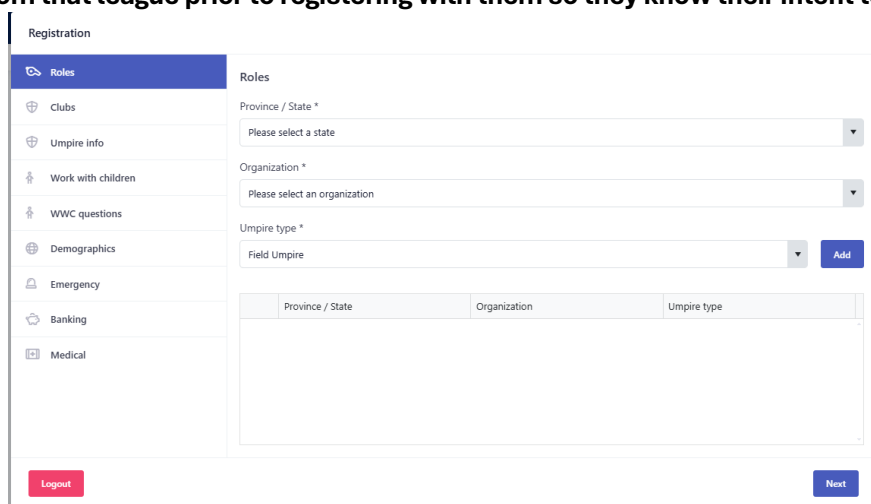
- Nr ***: 0
- Street ***: Test Street
- Postal code ***: 4000
- City ***: Brisbane
- Country ***: Australia (dropdown menu)
- Province / State ***: Queensland (dropdown menu)

At the bottom of the form, there are two buttons: 'Logout' (red) and '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:

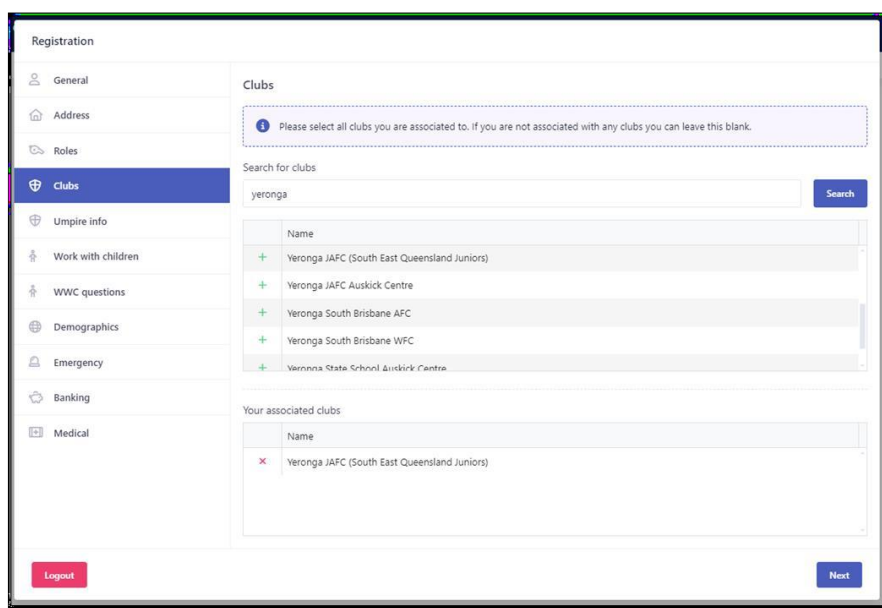
1. In Province / State, Select the state **(SA)**
2. In Organization, Select the umpire club/league you intend to umpire with **(e.g Adelaide Plains FL Umpires)**
3. In Umpire Type, select your discipline **(Field, Boundary Goal etc.)**
4. Click Add
5. **Note – if umpires are interested in doing more 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**



The screenshot shows the 'Registration' page with the 'Roles' tab selected. The form includes dropdown menus for 'Province / State *' (set to 'Please select a state'), 'Organization *' (set to 'Please select an organization'), and 'Umpire type *' (set to 'Field Umpire'). An 'Add' button is next to the 'Umpire type' dropdown. Below these is a table with columns 'Province / State', 'Organization', and 'Umpire type'. At the bottom are 'Logout' and 'Next' buttons.

Clubs

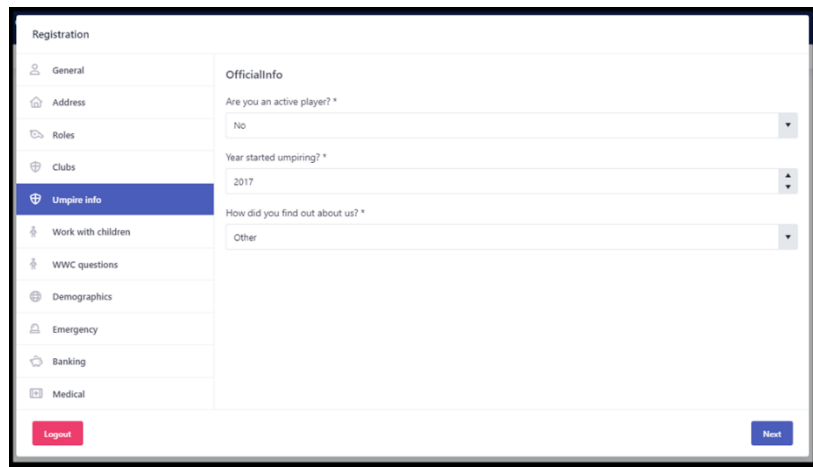
If you are a current player or hold an official capacity with a club, search for their name by typing in the text box and click on the green plus to add. If you are not involved with a club in any official capacity, this can be left blank.



The screenshot shows the 'Registration' page with the 'Clubs' tab selected. It features a search bar with the text 'yeronga' and a 'Search' button. Below the search bar is a list of clubs with a green plus icon next to each name: 'Yeronga JAFAC (South East Queensland Juniors)', 'Yeronga JAFAC Auskick Centre', 'Yeronga South Brisbane AFC', 'Yeronga South Brisbane WFC', and 'Yeronga State School Auskick Centre'. At the bottom is a section 'Your associated clubs' with a table showing 'Yeronga JAFAC (South East Queensland Juniors)' with a red minus icon. 'Logout' and 'Next' buttons are at the bottom.

Umpire Info

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



Registration

- General
- Address
- Roles
- Clubs
- Umpire info**
- Work with children
- WWC questions
- Demographics
- Emergency
- Banking
- Medical

OfficialInfo

Are you an active player? *

No

Year started umpiring? *

2017

How did you find out about us? *

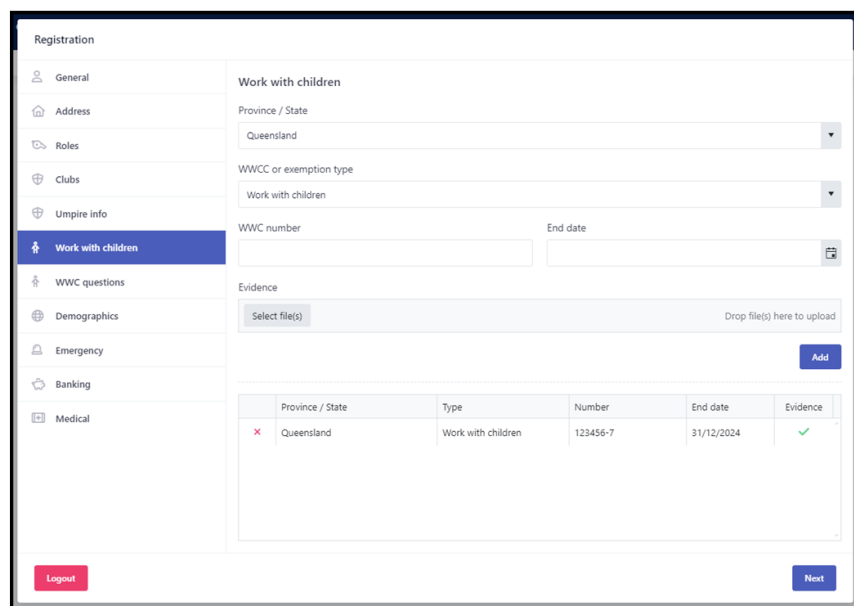
Other

Login Next

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.



Registration

- General
- Address
- Roles
- Clubs
- Umpire info
- Work with children**
- WWC questions
- Demographics
- Emergency
- Banking
- Medical

Work with children

Province / State

Queensland

WWCC or exemption type

Work with children

WWC number

End date

Evidence

Select file(s)

Drop file(s) here to upload

Add

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

Login Next

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.

Registration

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

WWC questions

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.

i 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 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? *

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? *

Logout
Next

Demographics

Complete section on Demographics

Registration

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

Demographics

Are you from Aboriginal or Torres Strait Islander origin? *

Were you or any of your parents born overseas? *

Country of birth *

Ethnicity *

Do you identify as living with a disability/disabilities? *

Logout
Next

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	
Emergency	
Banking	
Medical	
<div>Logout</div> <div>Next</div>	

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

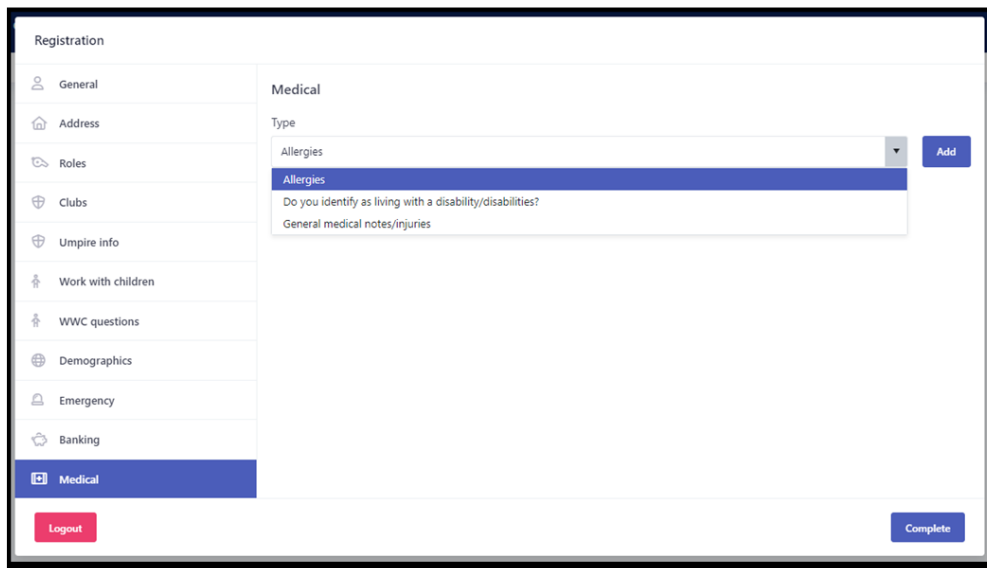
Account number: 1000 0000

BSB: 000-000

Registration	
General	<h3>Banking</h3> <p>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.</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	
Banking	
Medical	
<div>Logout</div> <div>Next</div>	

Medical

Input appropriate medical details and hit the complete button



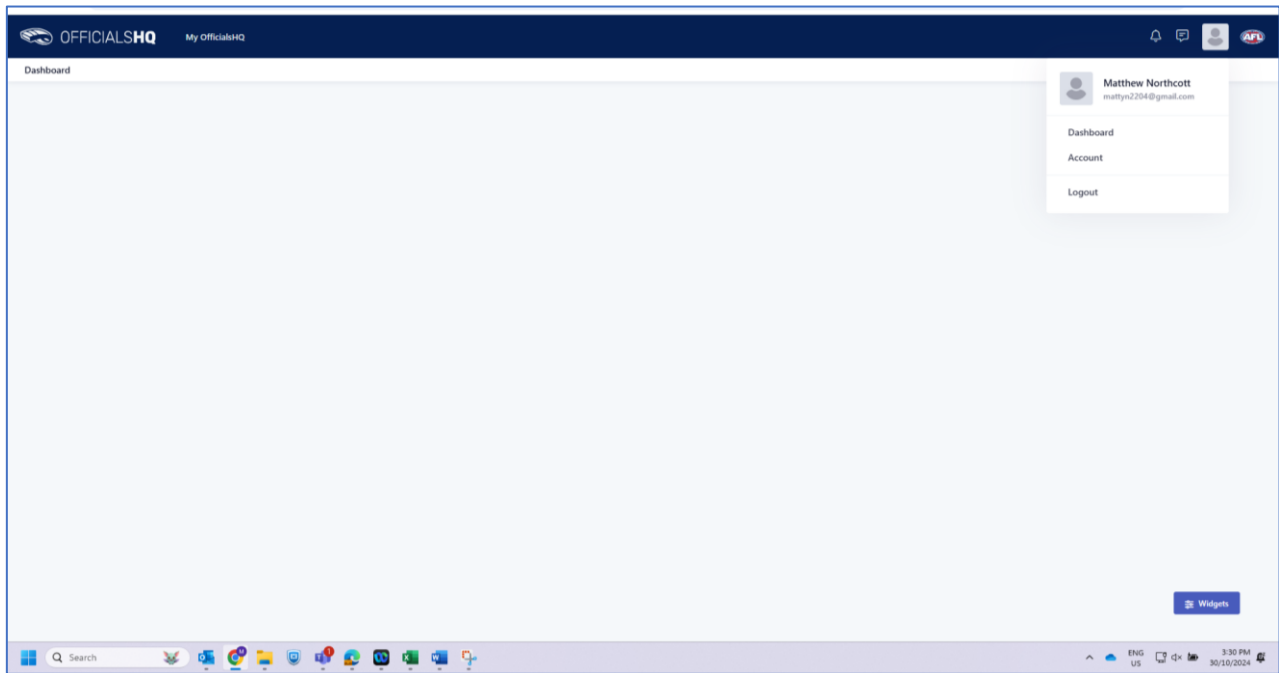
The screenshot shows the 'Registration' page with the 'Medical' tab selected. The left sidebar contains various registration categories: General, Address, Roles, Clubs, Umpire info, Work with children, WWC questions, Demographics, Emergency, Banking, and Medical (highlighted). The main content area is titled 'Medical' and features a 'Type' dropdown menu with 'Allergies' selected. Below the dropdown, there are two input fields: 'Do you identify as living with a disability/disabilities?' and 'General medical notes/injuries'. A blue 'Add' button is positioned to the right of the dropdown. At the bottom of the form, 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

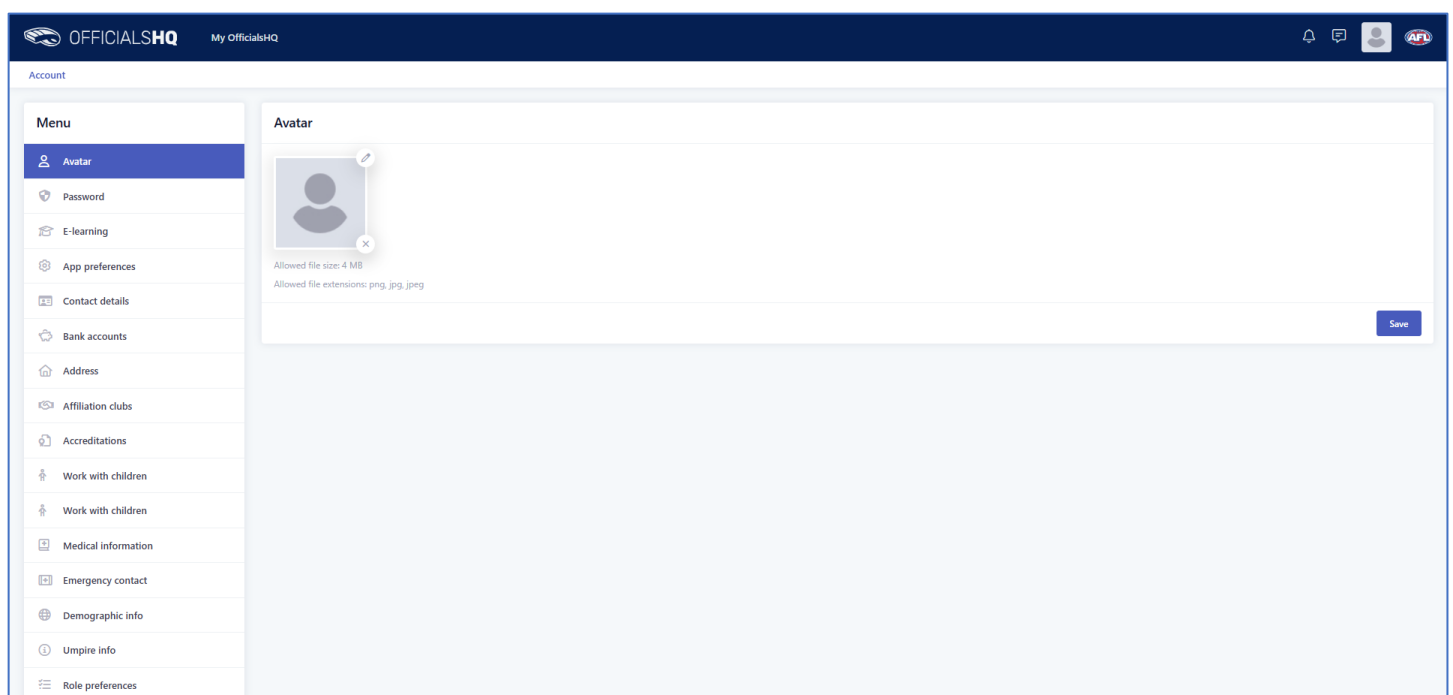


Step 7 - You can log back into your Officials HQ account anytime at: <https://home.officialshq.com/>

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 or Steven Paunovic (Umpiring Manager – Junior Programs) on 0458 459 840