AFL

UMPIRE

OFFICIALSHQ USER GUIDE

Version 1, 27th October

Contents

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

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.

Step 2. Address & Contact

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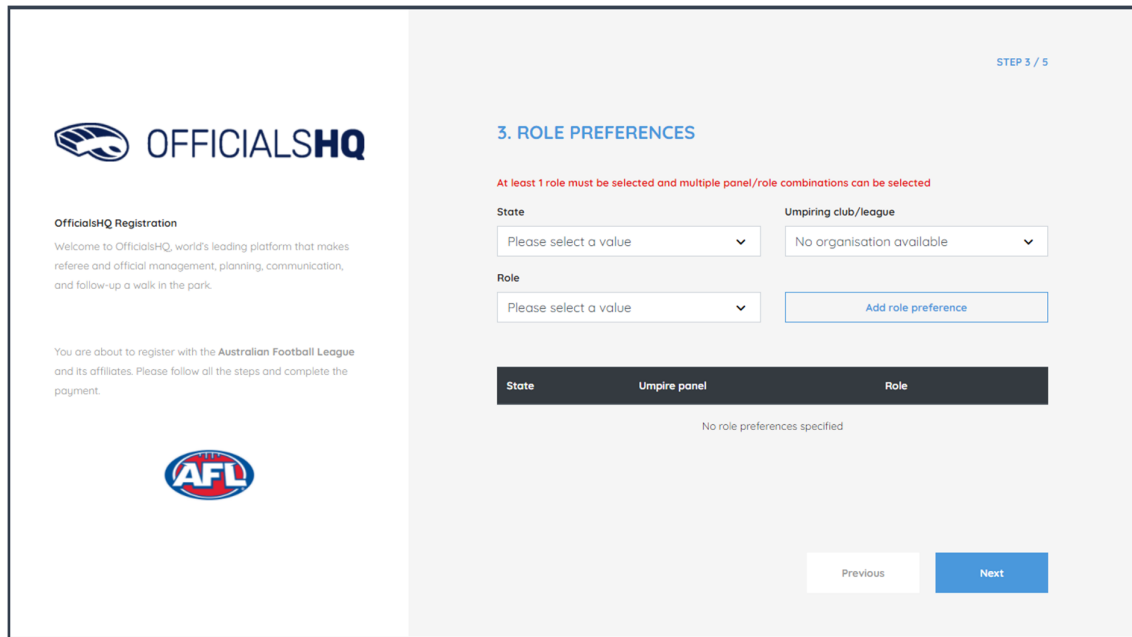
Umpire / Umpire Coach Registration (cont)

Step 3. Role Preferences

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

Please note you can select more the 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] icon to remove it.

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

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.

Umpire / Umpire Coach Registration (cont)

Step 5. Payment

If you have been supplied with a **Voucher**, enter the **Voucher code**, click on the **Apply voucher** button and click on the **Finish** button.

If you have not been supplied with **Voucher**, add the credit card details and click on the **Finish** button.

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

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.
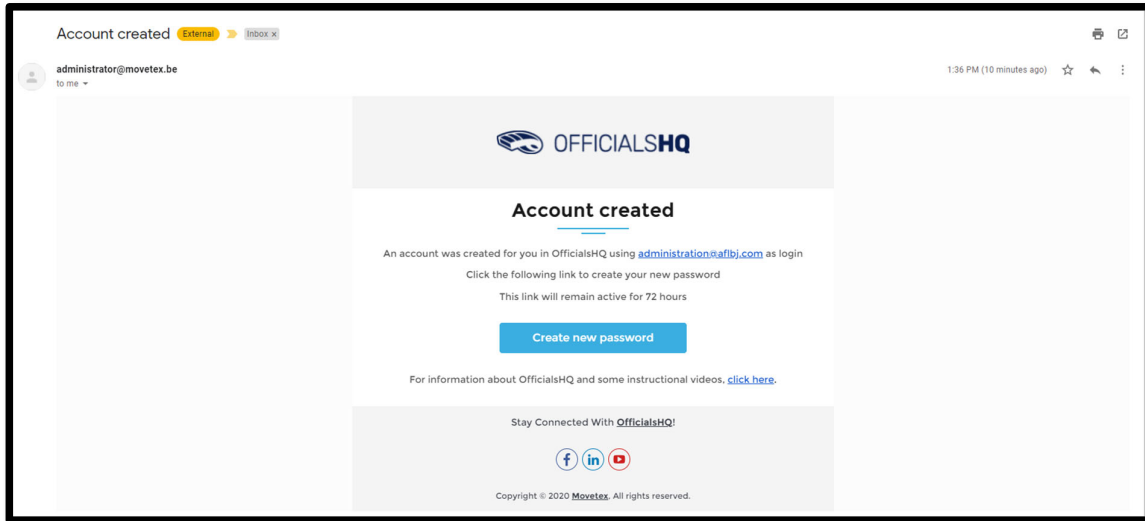
Enter a **Password**, enter **Confirm password** and click on the **Create** button.

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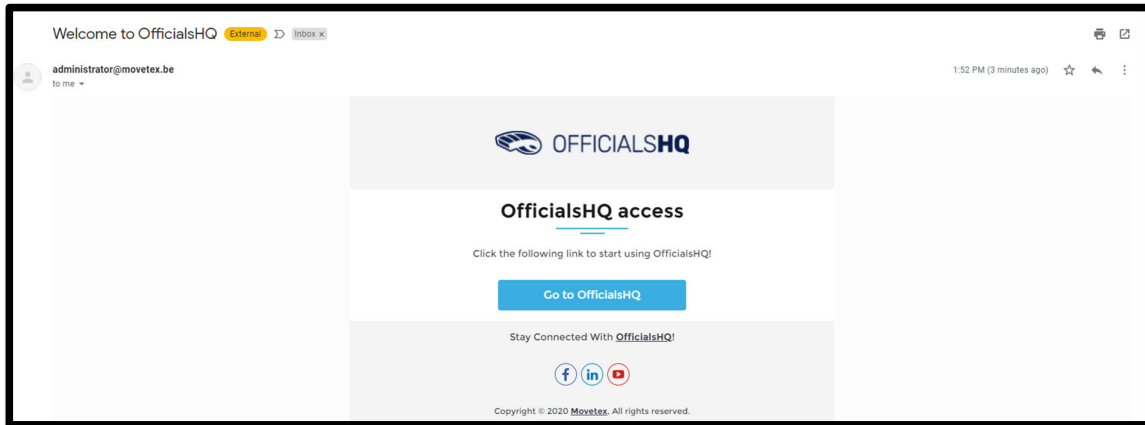
Enter a **Username**, enter **Password** and click on the **Login** button.
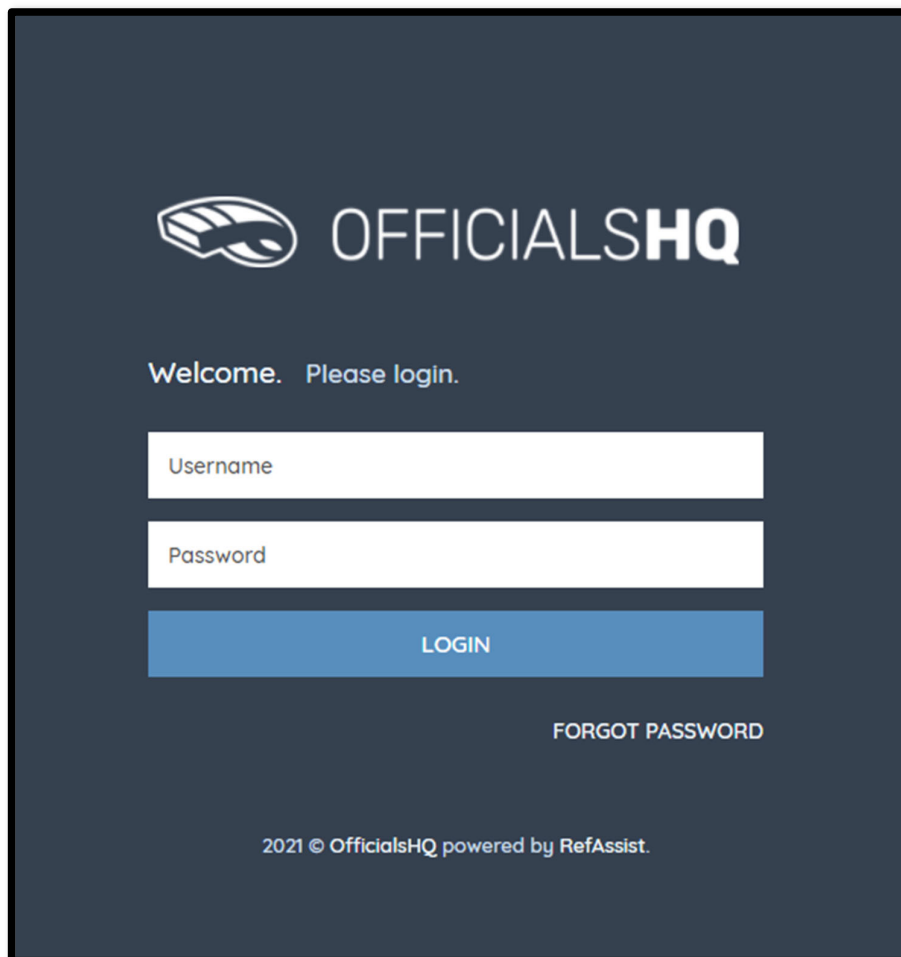
Required Account Completion

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 <u>BEFORE</u> you click on the Complete button.

Clubs tab – select all community clubs you are associated or registered to.

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

Umpire info tab – select **Active player** option, select **Age group you currently play** option (if required), select **Year started umpiring** option and select **How did you find out about us** option.

Work with children tab – select **State**, add **WWC number**, add **Expiry date** and under **Card** click on the **select files** button to upload a copy of your WWC card.

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.

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

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

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

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.

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

When 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.

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

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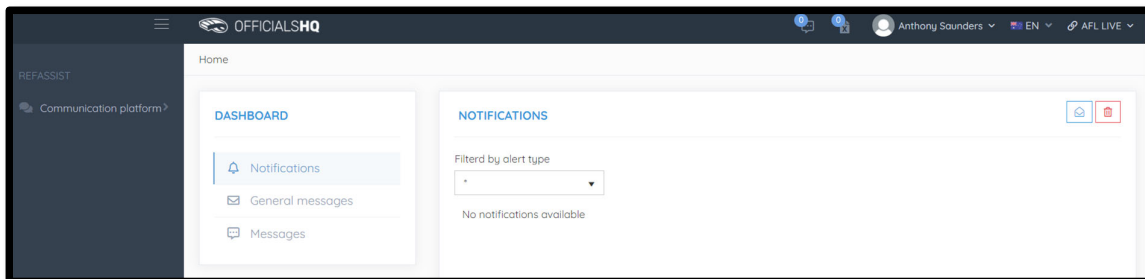
3. Logging in and accessing OfficialsHQ

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

4. Admin Access

There five levels of admin access in the **OfficialsHQ** platform as follows. When an umpire has registered, any user with full admin access is able to allocate umpire with the relevant admin access.

Umpire & Umpire Coach

UMPIRE & **UMPIRECOACH** access gives the user access to **Communication platform** for basic information like appointments, leaves, shared files & expenses.
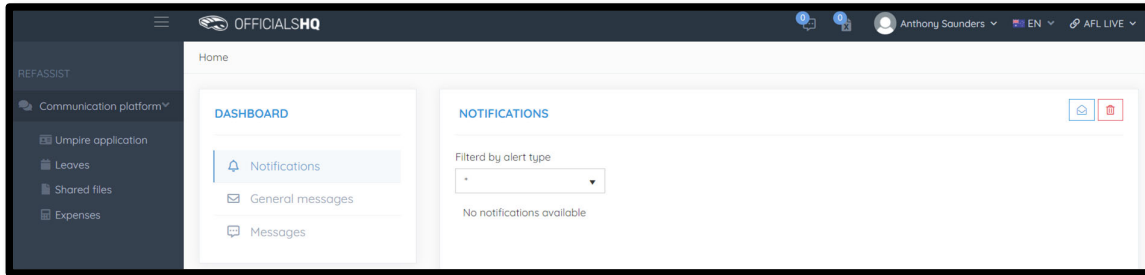
Finance

FINANCE access gives the user access to **Expenses management** for expenses overview, umpire cost config and budget codes.
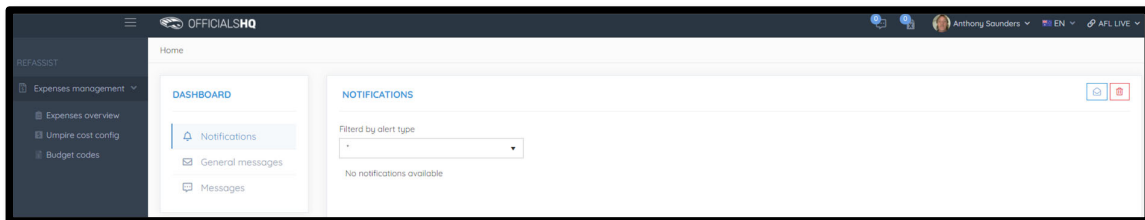
Appointments

RA access gives the user access to **Competition management**, **Configure officials management**, **Officials management** and **Configure communication platform**.
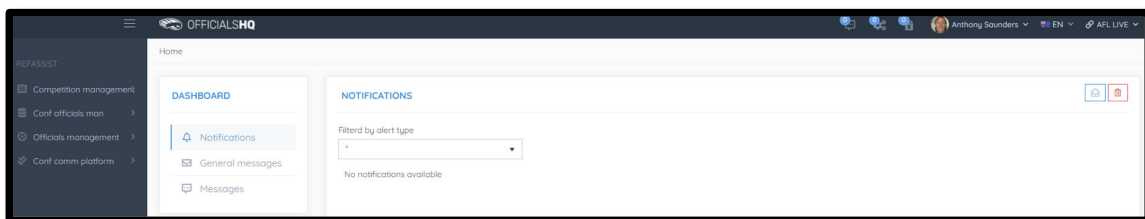
Admin Access (cont)

Client Admin

CLIENTADMIN access gives the user access to all functions of the platform.

Please note this access should only be given to National or State admins only.
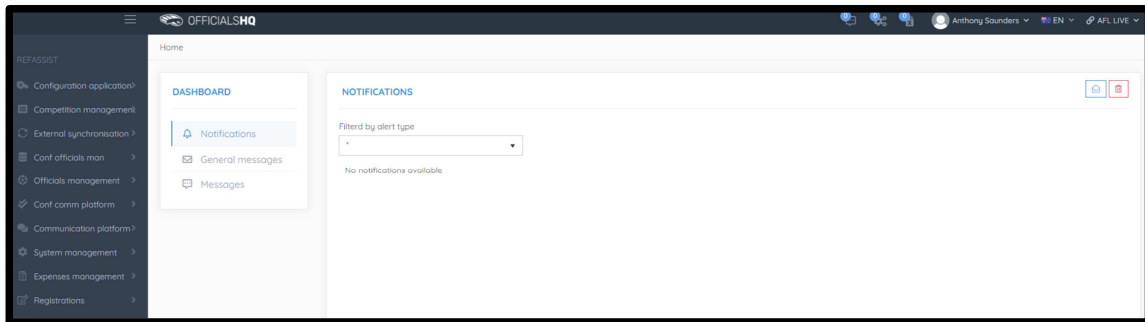
For assistance with granting admin access please contact your State Umpire Manager.

5. Communication Platform

Umpire Application

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

On the **Home** page any **Future Appointments** and **Past Appointments** will be listed.
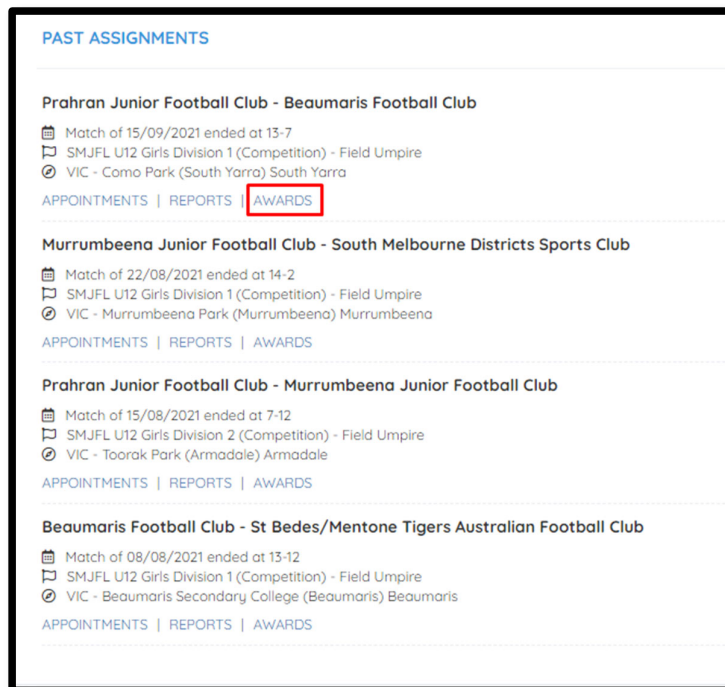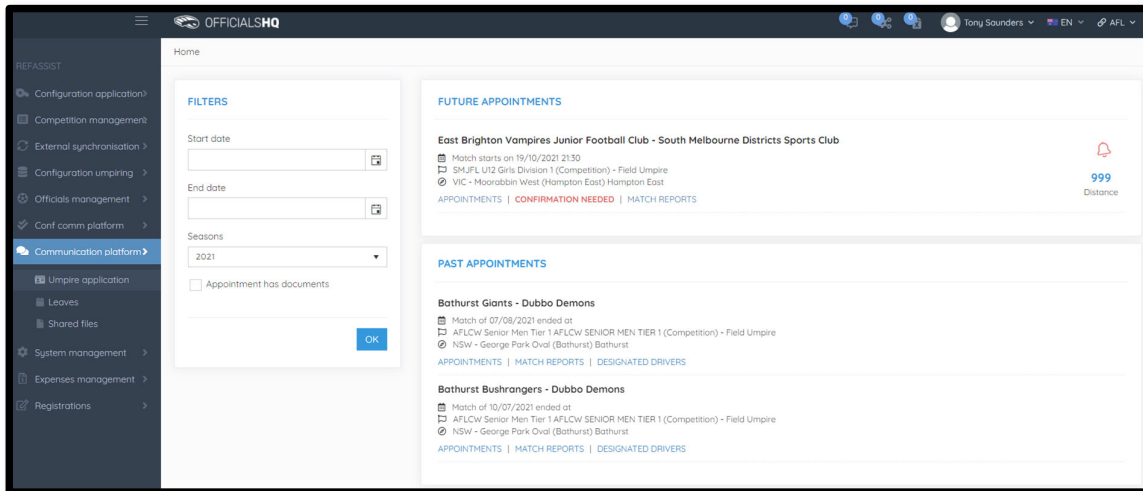
Communication platform – Umpire application (cont)

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.
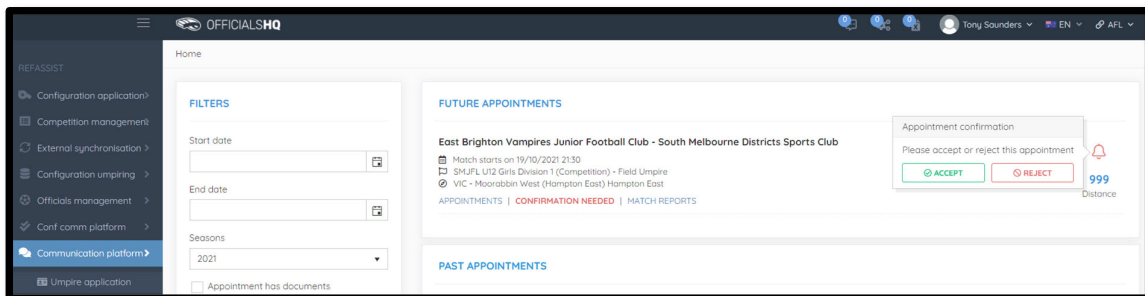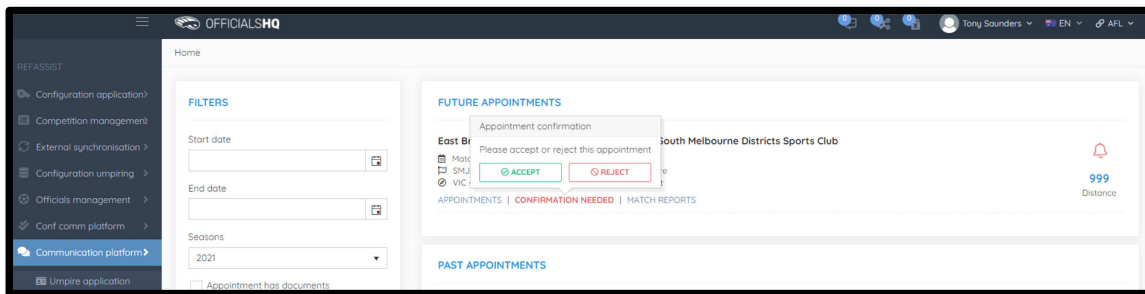
Communication platform – Umpire application - Appointments (cont)

When rejecting an appointment the **Rejection** pop-up will appear, a reason must be entered and click on the **Reject** button.
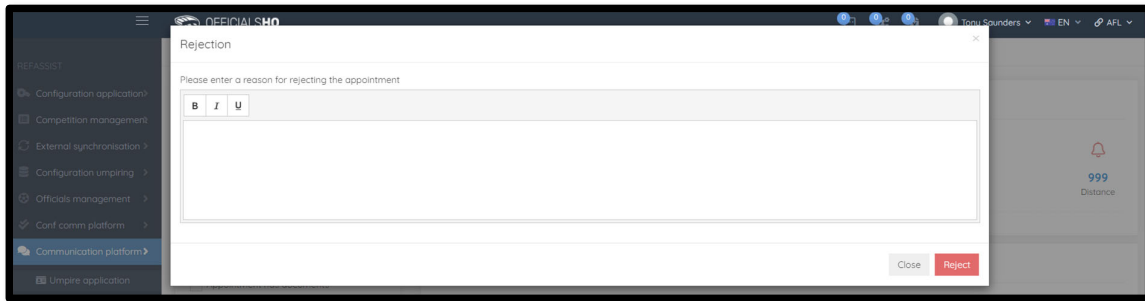
When accepting an appointment the match details in the **Future Appointments** section will update.
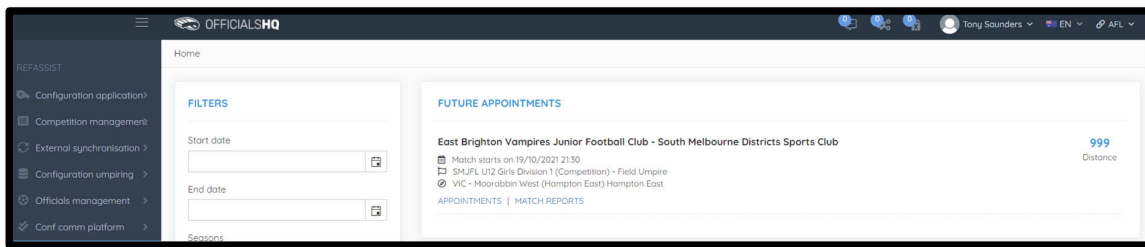
Match Reports

To view and complete any match reports that have been added to an appointment click on the **Match Reports** or **Reports** link. On the **Match reports** 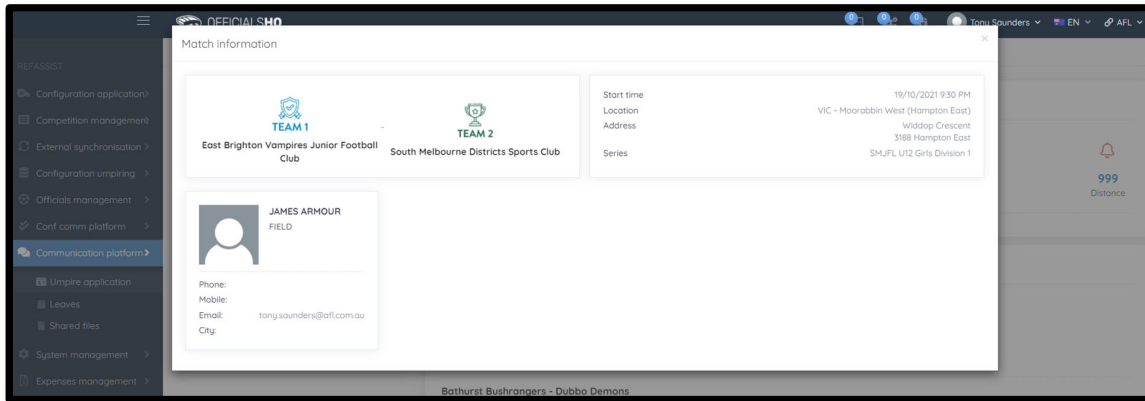page on the hand side will be a list of match reports linked to the appointment, click on each match report and click on the **Fill out report** link to open the match report.

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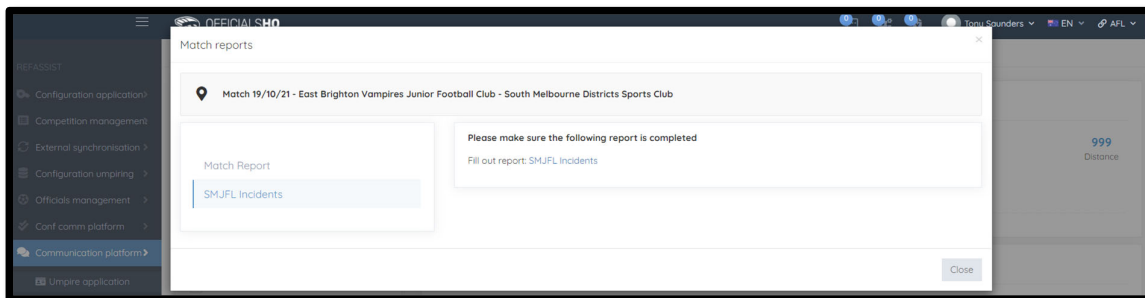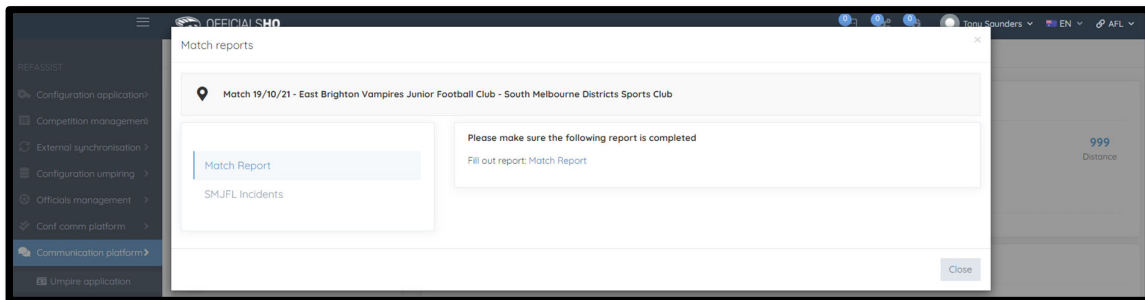
Complete the match report and click on the **Submit** button in the top right corner.

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

Communication platform – Umpire application - Appointments (cont)

A message will show when the match report has been submitted successfully.
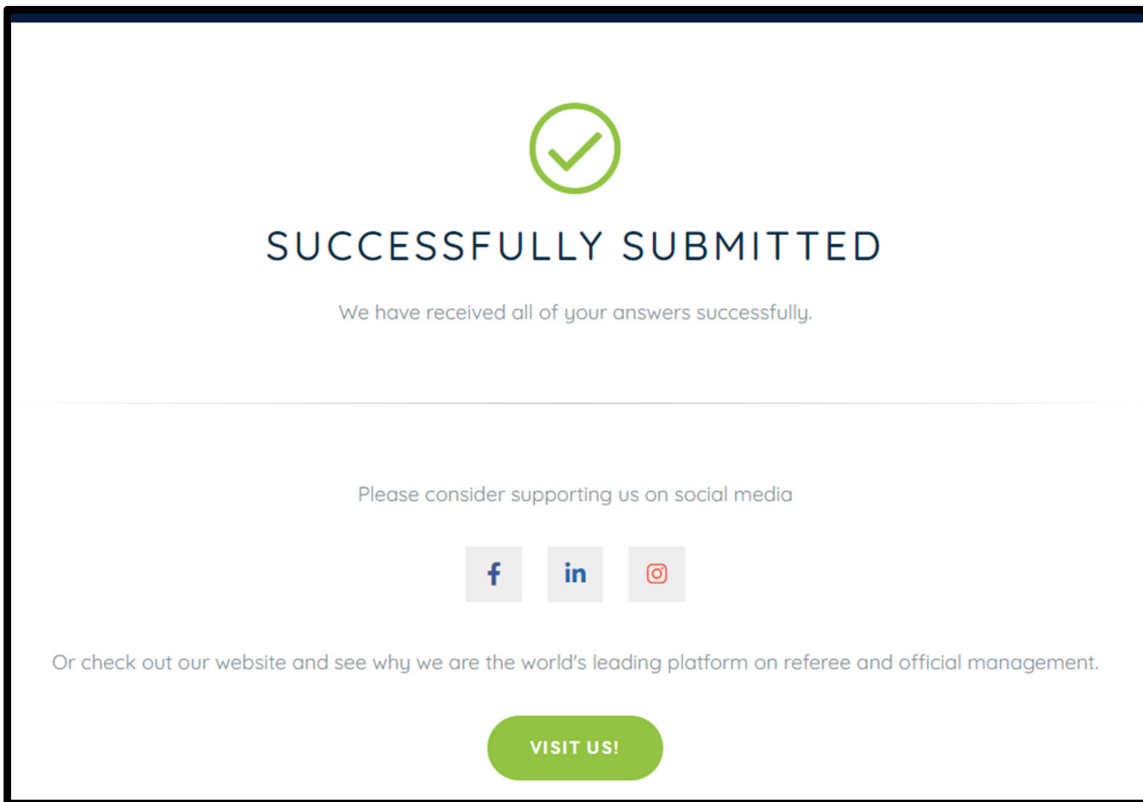
On the **Match reports** page if a match report has been completed and submitted the link will no longer be available.
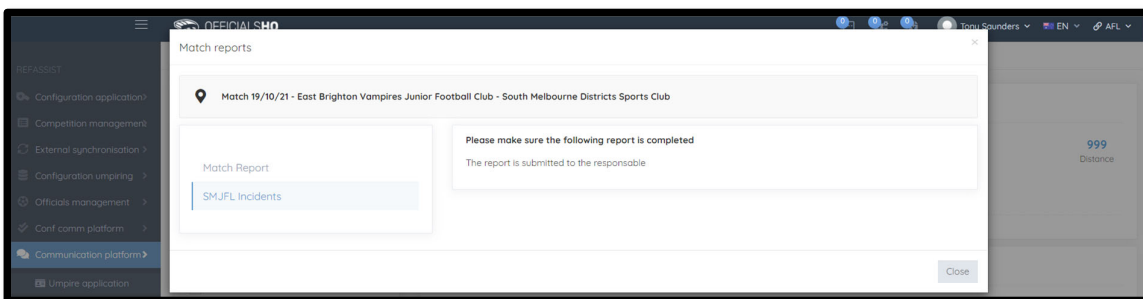
Communication platform – Umpire application (cont)

### 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 **Save** button in the bottom right hand corner.

Leaves

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

Communication platform – Leaves (cont)

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.

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

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Communication platform – Leaves (cont)

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.

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

Communication platform – Leaves (cont)

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.

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.

Communication platform – Leaves (cont)

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.
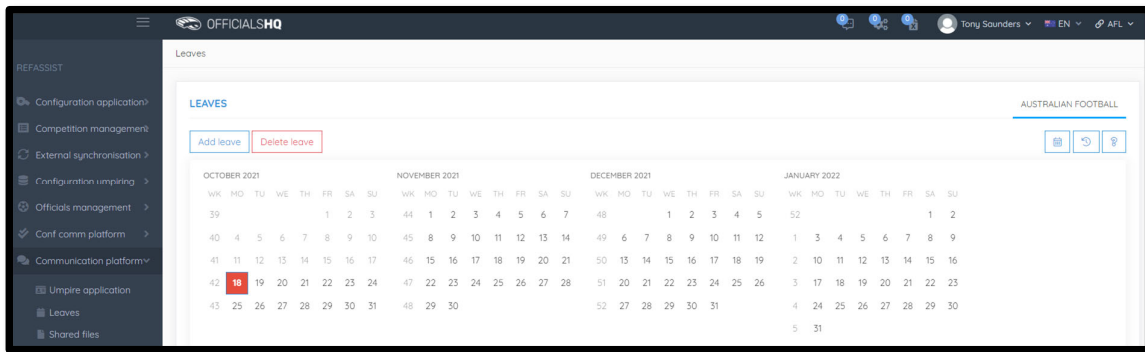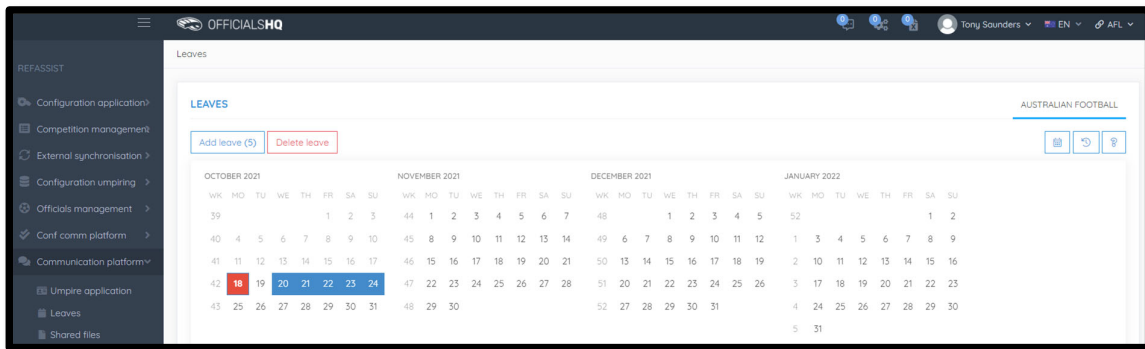

The **delete leave** pop-up will appear, click on **Yes**.

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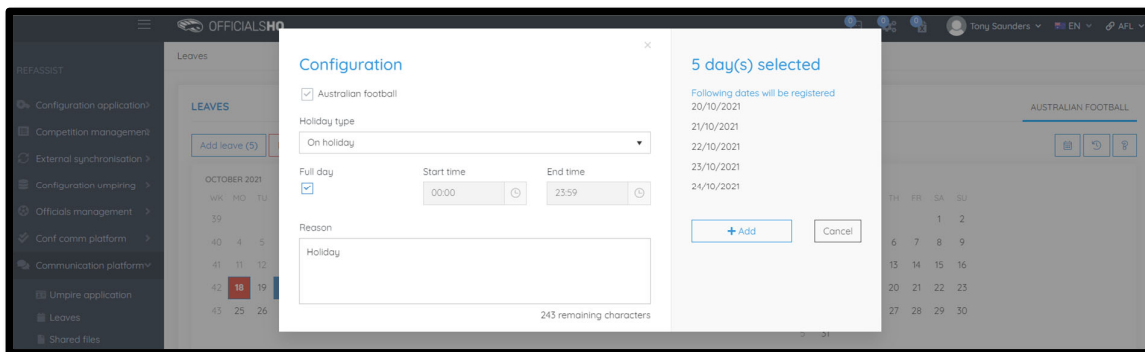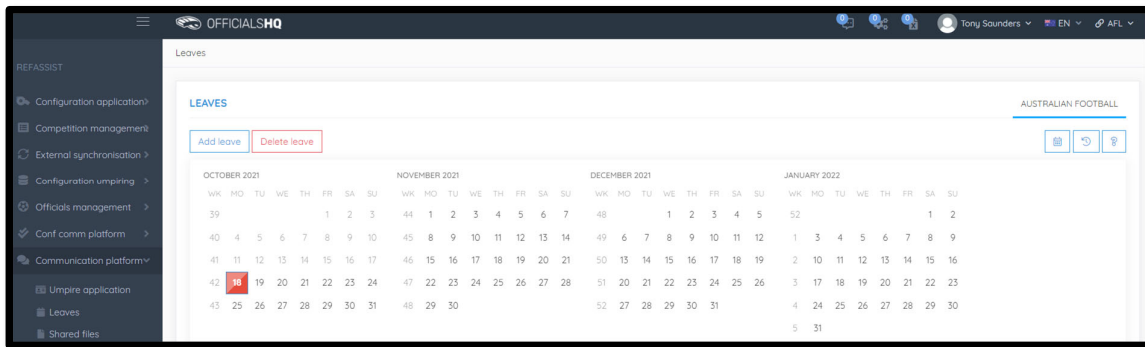
Communication platform – Leaves (cont)

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.
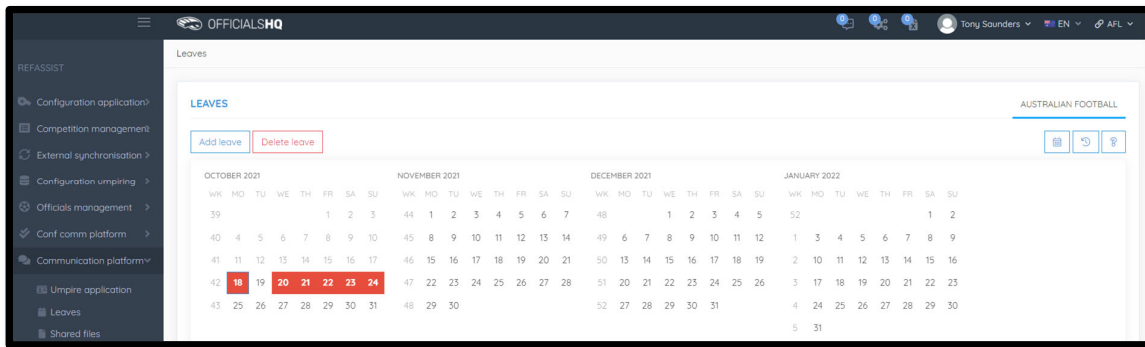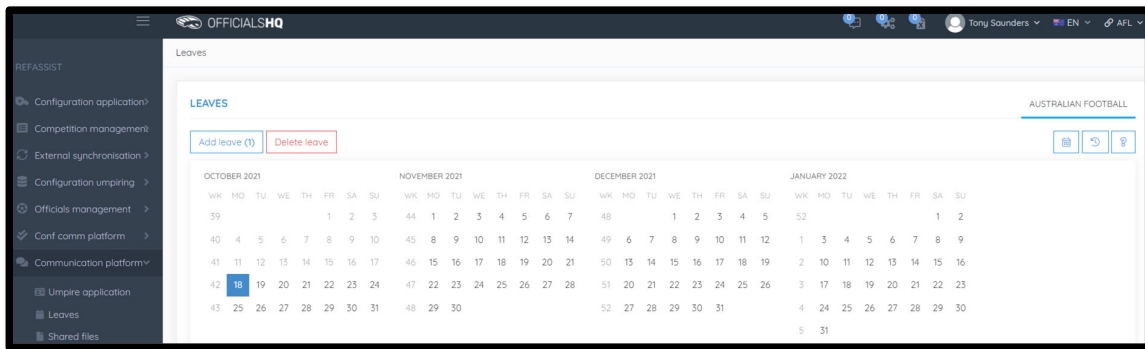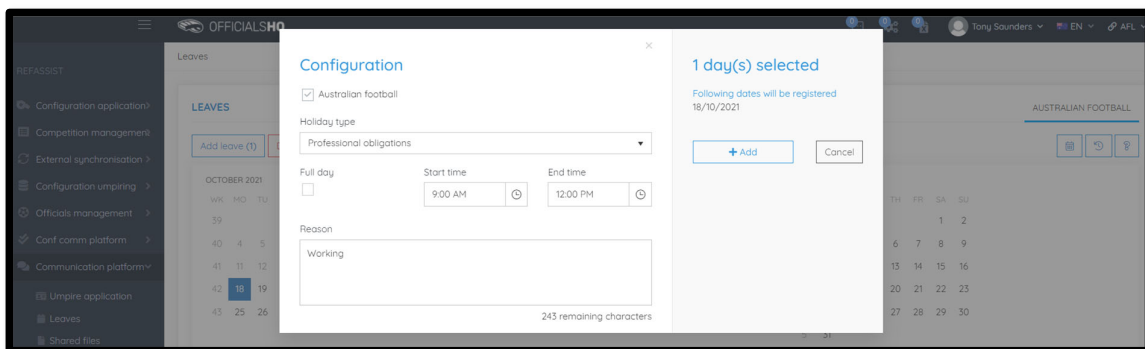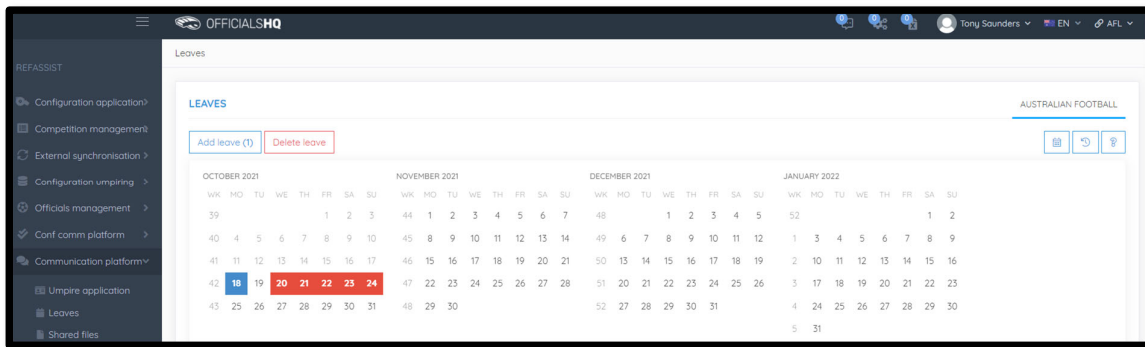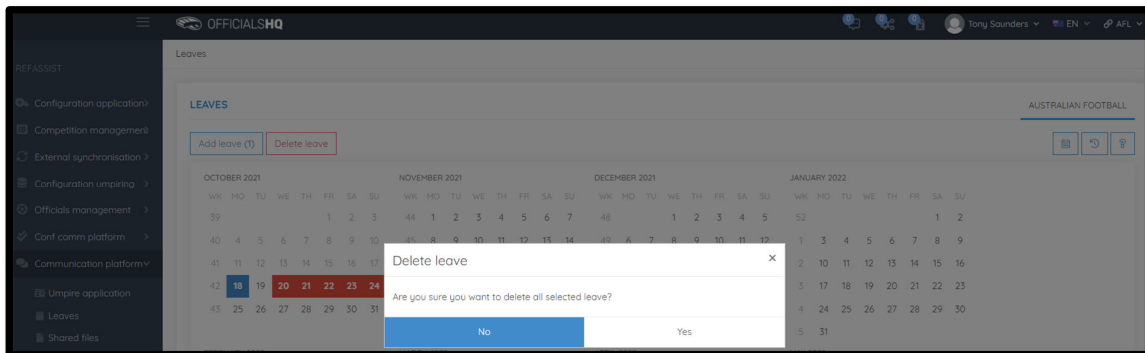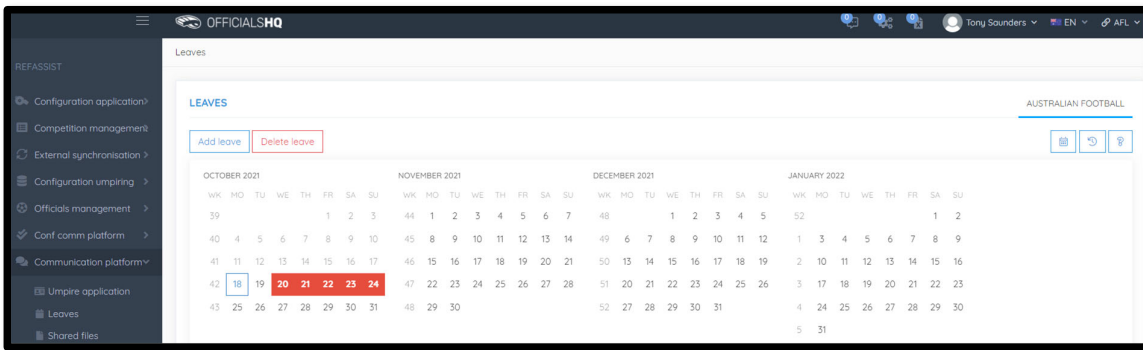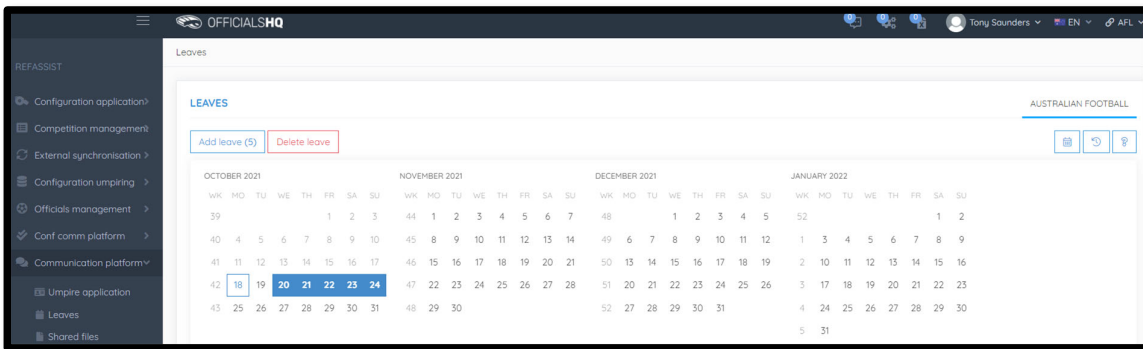

The **delete leave** pop-up will appear, click on **Yes**.
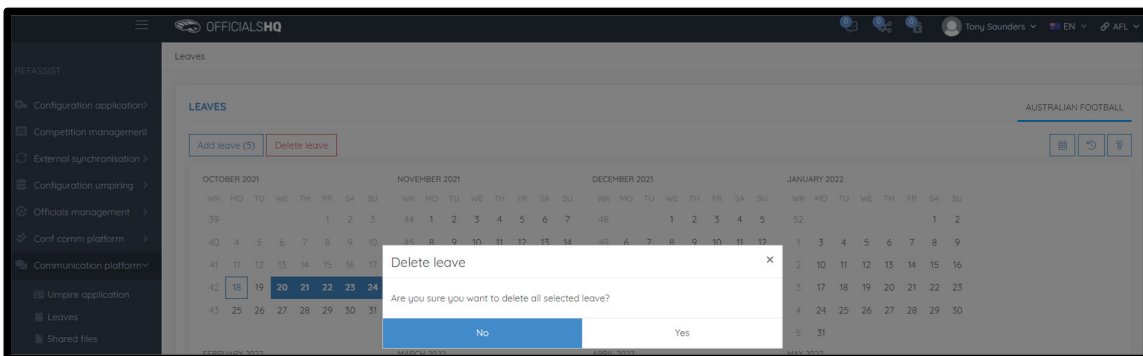
Communication platform – Leaves (cont)

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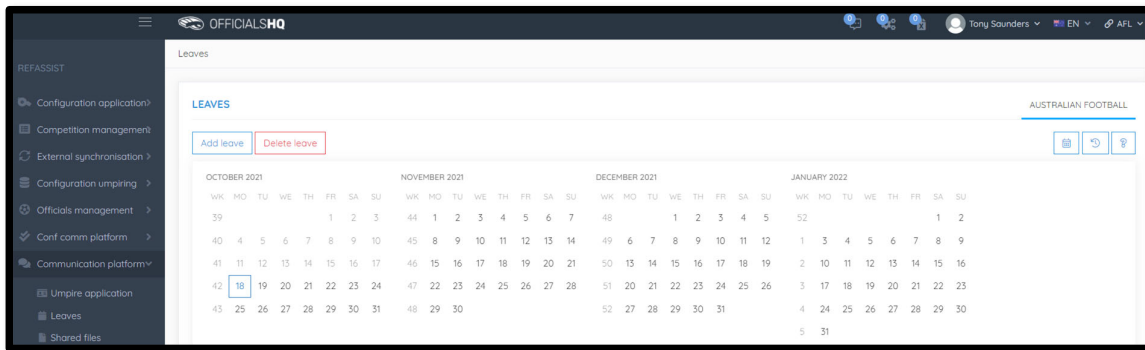
Shared Files

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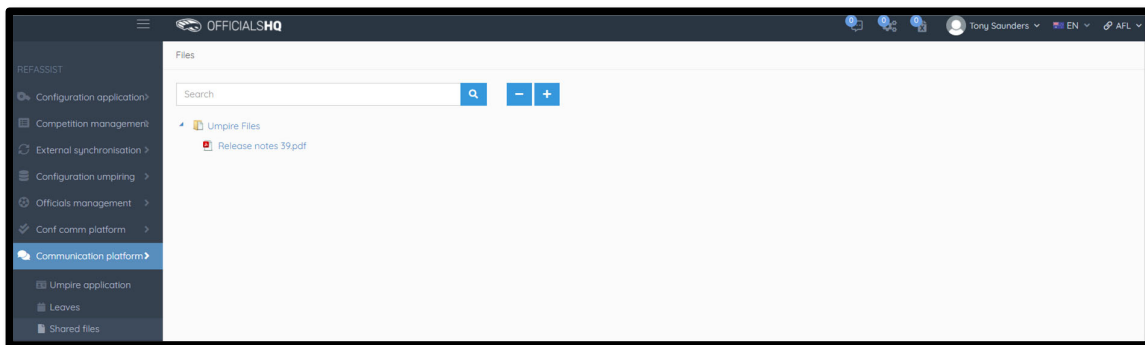
The download link will appear in the bottom left corner of the screen, click on the link to open the file.

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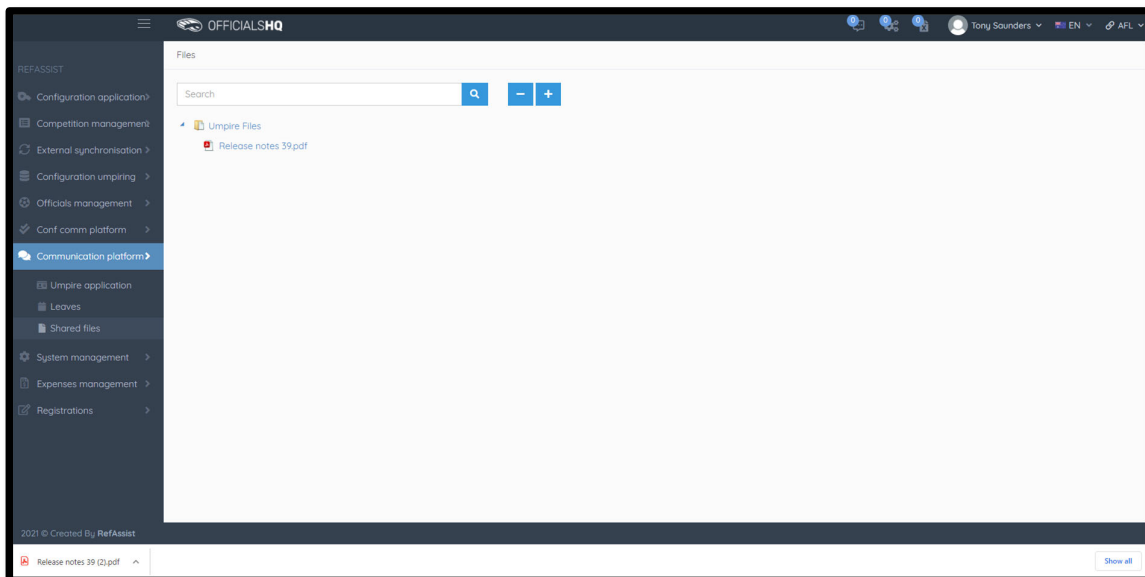
Expenses

In the left hand menu click on **Communication platform** and click on **Expenses**.

To view all the current expenses for an umpire, on the **Overview cost lines** page in the **Selection** area select the **From date**, select the **End date** and click on the **Ok** button.

To add an expense, on the **Overview cost lines** page click on the [+] **(Add)** icon.
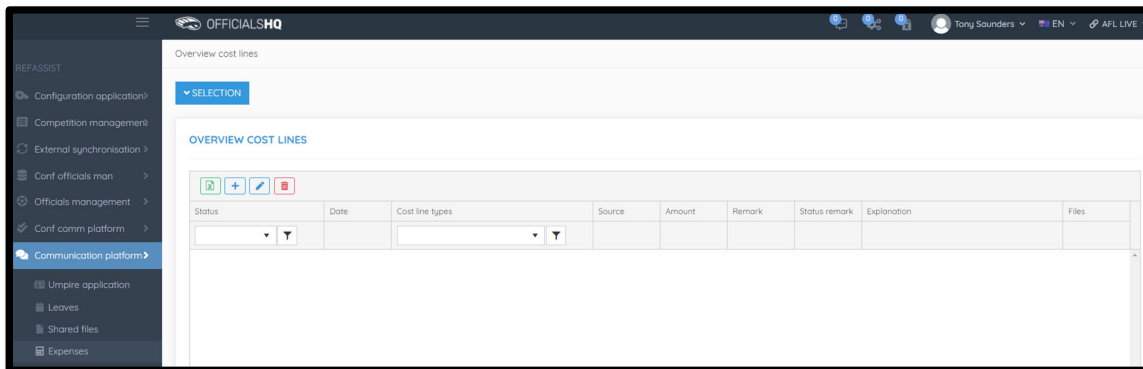
On the **Add Cost Line** page select, the **Cost line type**, select the **Date**, add a **Remark**, select either **Amount** or **Unit cost** and add the **Amount** or **Unit cost**. To upload a document click on the **Files** tab in the top right hand corner.

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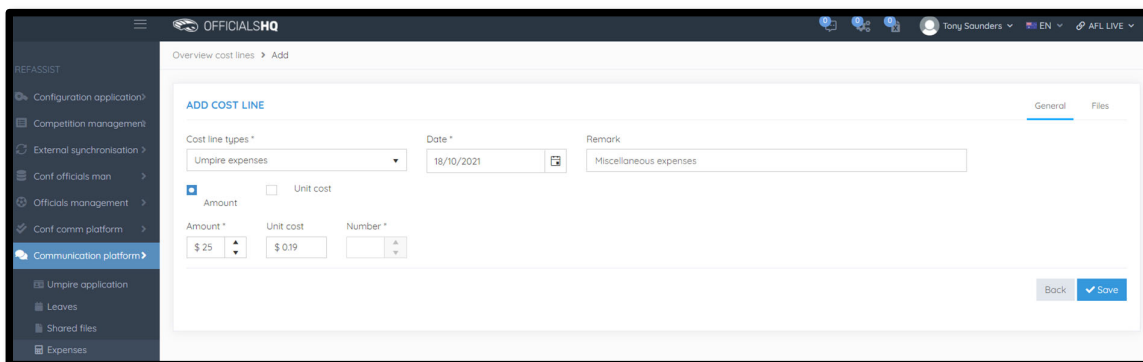
Communication platform - Expenses (cont)

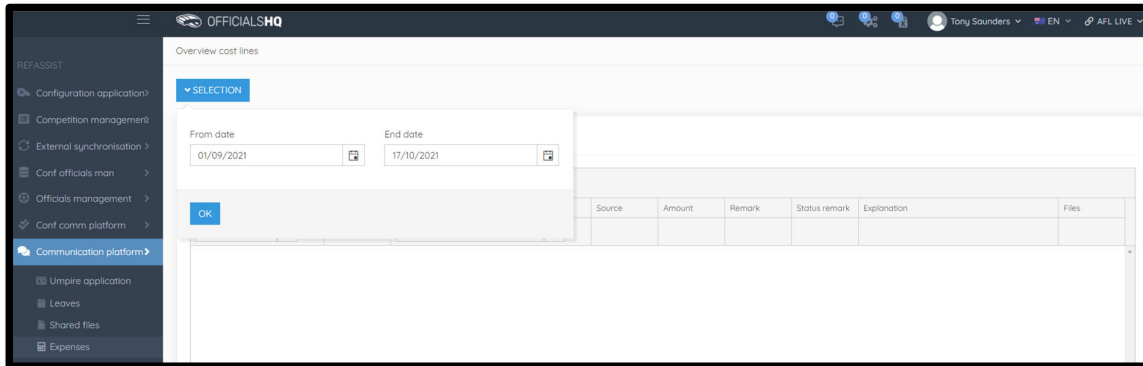Click on the **Select files** button.
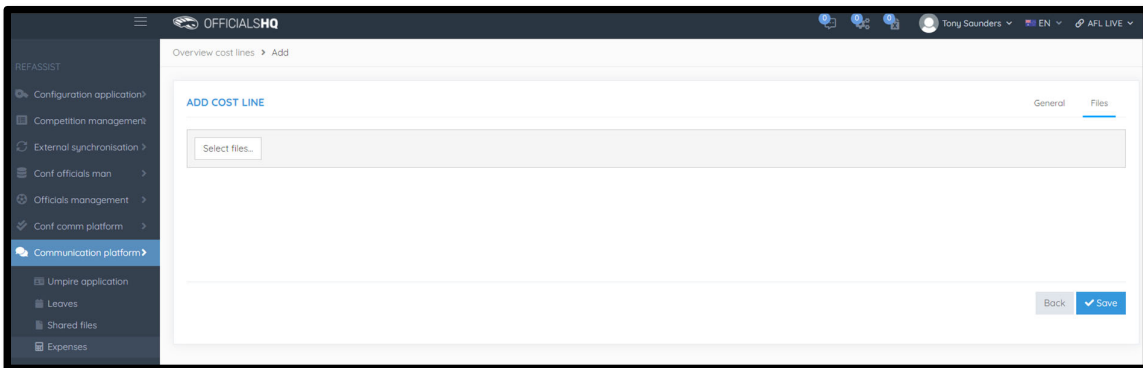
In the **Open** pop-up select the file.

The file will upload, click on the **Save** button.

Communication platform - Expenses (cont)

You will be returned to the **Overview Cost Lines** page and the expense will be added as **Pending** awaiting approval by the umpire admin.
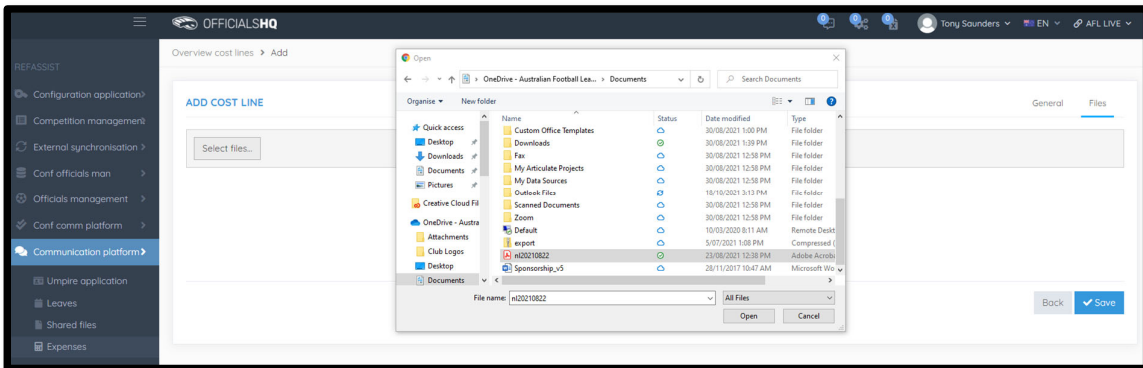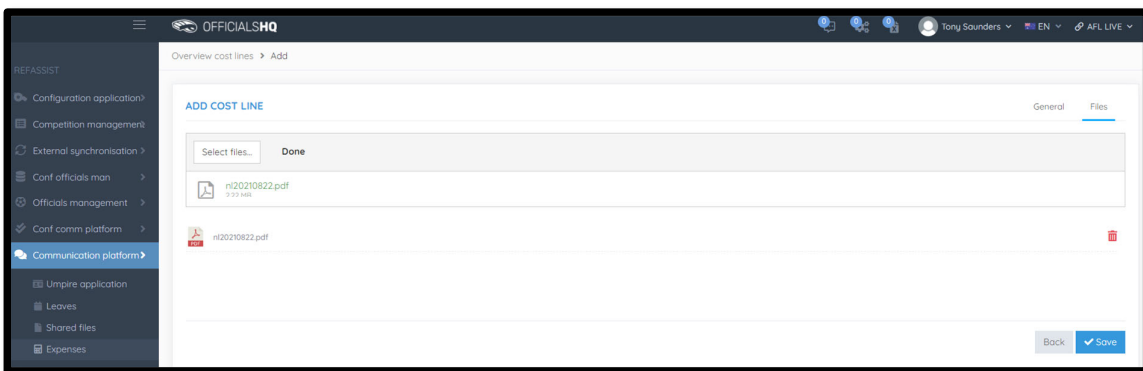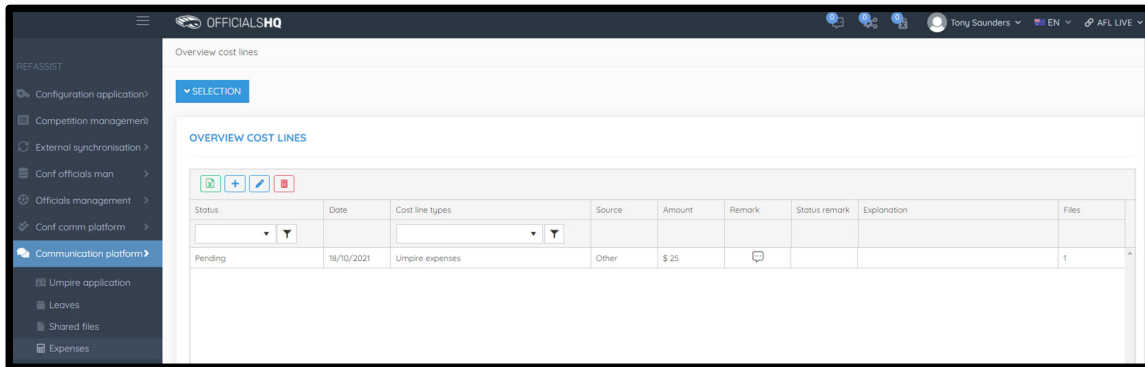

To edit an expense on the **Overview Cost Lines** page click on the **Expense** and click on the ✏ **(Update)** icon.

Edit the details of the expense in the **General** and/or **Files** tab and click on the **Update** button in the bottom right hand corner.

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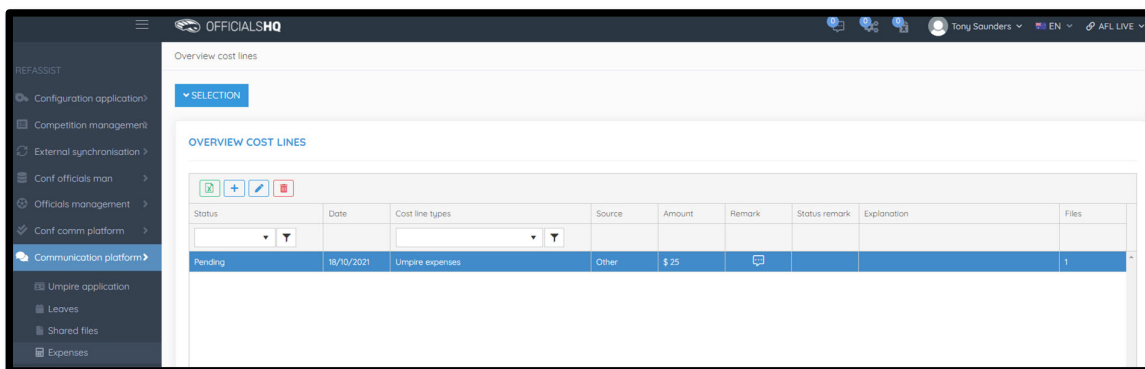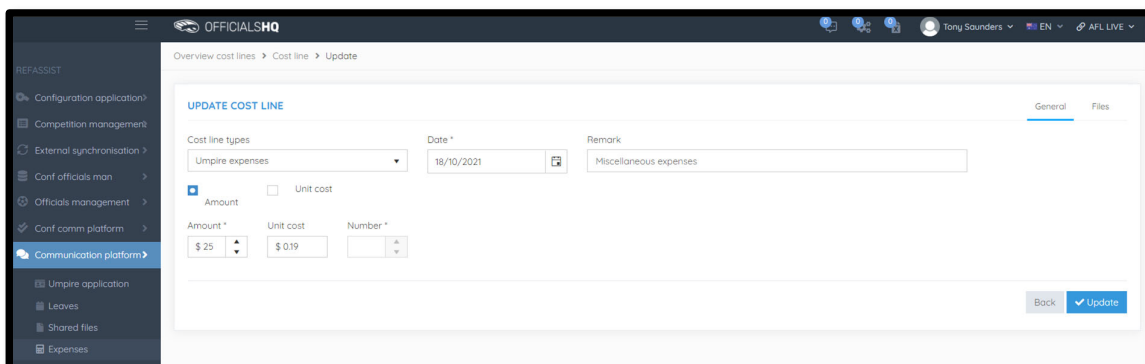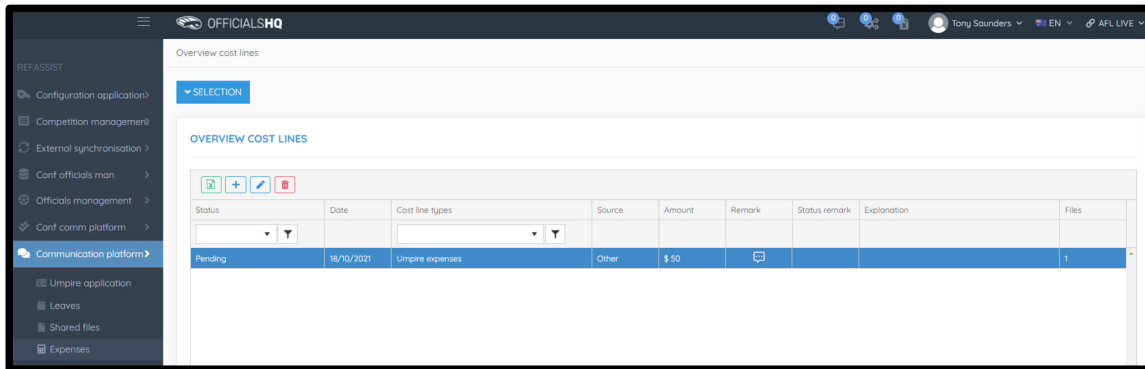*Communication platform - Expenses (cont)*

You will be returned to the **Overview Cost Lines** page and the expense will be updated as **Pending** awaiting approval by the umpire admin.

To remove an expense on the **Overview Cost Lines** page click on the **Expense** and click on the 🗑 **(Delete)** icon.
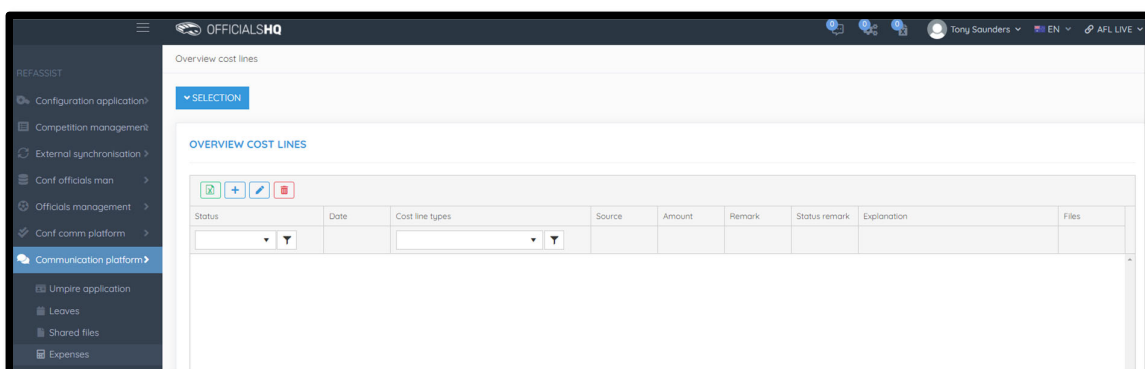
The **Remove Cost Line** pop-up will appear, click on **Yes**.
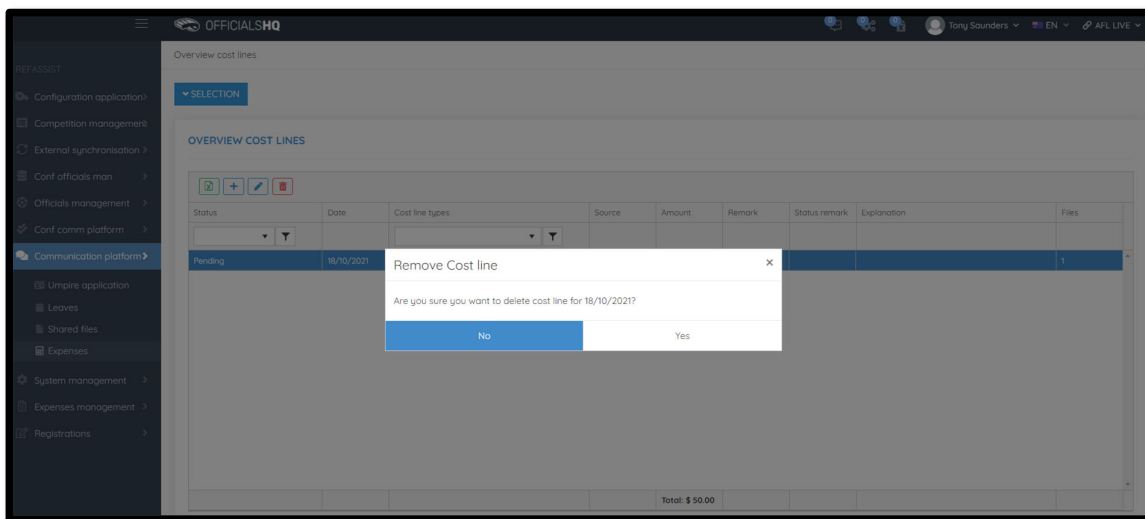
You will be returned to the **Overview Cost Lines** page and the expense will be removed.
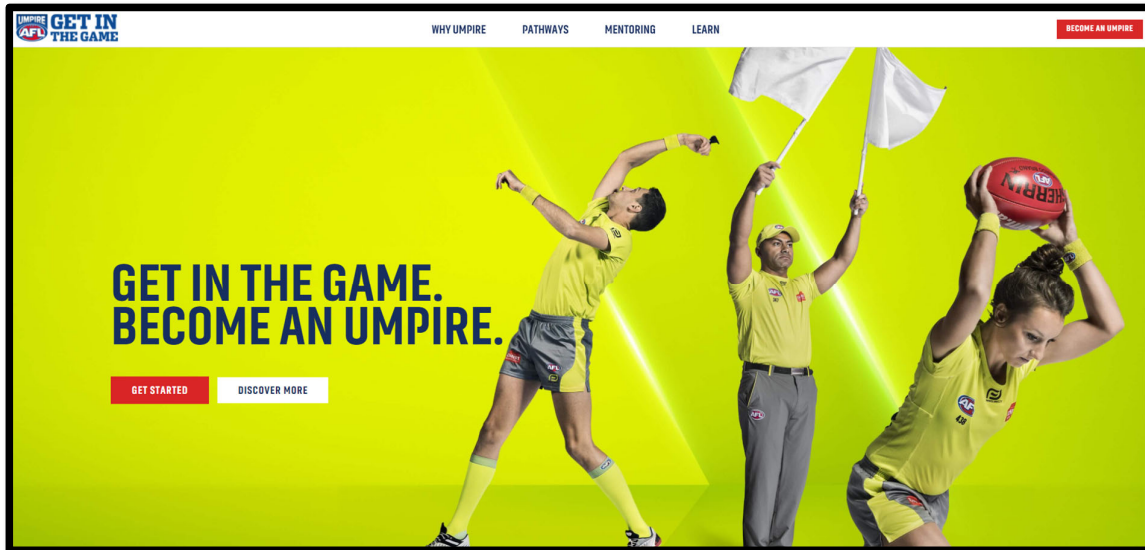

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6. Support

Umpire Resources

A one stop shop for all your Umpire needs including user guides and short videos for the OfficialsHQ platform, visit https://umpire.afl.

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.

OfficialsHQ Umpire Support Process