

OpenCorp SMJFL Officials HQ Registration Cheat Sheet

Access via AFL website or registration.officialshq.com

1. Email address, first name, last name, date of birth and gender
 - a. **Must** be a unique email address
 - i. If email is already used in platform, you will receive an error message
 - b. If you have already registered, you must **re-register**
 - i. **DO NOT** create a new account as OfficialsHQ cannot merge accounts
2. Address & contact details
3. Role preferences
 - a. State, Umpiring club/League, Role
 - i. **State** – Victoria; **Umpiring club/League** – OpenCorp SMJFL Umpire Academy; **Role** = Discipline: Field or Boundary – **DO NOT** register as goal
4. Summary of the information just lodged – If you wish to go back and edit, you can click ‘previous’ at any time
 - a. There is an opt in to receive offers from the AFL and competition organisers and affiliates with a link to the AFL Privacy Policy. You do not have to click this.
5. Payment screen – There is no registration fee so it will automatically complete.

Once this has been completed, there will be an email that is sent from administrator@refassist.com with subject ‘Account created’. This email will contain a link to create your new password for your OfficialsHQ account. If you have not received this email, please log into your email account and check spam/junk, otherwise, go to the OfficialsHQ login page app.officialshq.com, and hit ‘forgot password’ and it will take you to the same link to create your password.

Once that has been completed, you will receive another email welcoming you to OfficialsHQ with a link to the website. You will need to enter your login details on that link.

Username = Email registered with the Officials HQ account

Upon logging in for the first time, you will need to fill out required *account completion information*.

- ❖ Clubs
 - Refers to any clubs that you may have an affiliation with (I.e. Play football for East Brighton)
 - If no affiliation, select no club
- ❖ Umpire info
- ❖ Working with children
 - This does **not** store any Working with Children Check details
 - This ensures that you meet the requirements to obtain a Working with Children Check for your relevant state/territory, as it’s a national platform
 - If you are under 18 years old, you are **not** required to obtain a Working with Children Check, so you **do** meet the requirements.
- ❖ Demographic
- ❖ Emergency info
 - Please ensure these details are correct and updated whenever necessary
- ❖ Banking
 - Account numbers must have a minimum 6 numbers. If your account number has less than 6 numbers, you need to add “0” before the number, to add it up to 6 numbers
 - I.e. If your account number is “1234”, you will need to enter it as “001234
 - When adding the BSB, you must use a hyphen i.e., xxx-xxx
- ❖ Medical
 - If you select any of the options in the medical tab, select ‘Add medical information’ after that to
- ❖ Once finished, click complete, agree to the terms and conditions
 - First paragraph thanks you for registering to become an umpire with a link to a short video
 - Second paragraph mentions the Learning Management System (LMS) and where to find it. Here, you will have access to a vast range of courses to help improve your umpiring knowledge as well as access to the Introductory Umpire Course
 - Third paragraph refers to agreeing to any terms of participation as an umpire. Once you have read and agreed to the terms and conditions, you must click the check box and you will be able to proceed and finish up

The best part about OfficialsHQ is that once you have registered, to re-register for the following season, after November 1, you simply need to login and it will automatically ask you if you would like to re-register with us and it’s as simple as that!

If you encounter any further issues, please don’t hesitate to contact:

Doug Haworth – umpiring@smjfl.com.au

OfficialsHQ Support – 1800 PLAYAFL (1800 7529 235)

Or head to play.afl/umpire/officials-hq/