AFL

UMPIRE ADMIN OFFICIALSHQ USER GUIDE





Version 3, 17th February 2023





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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

New Registration

To register as an Umpire or Umpire Coach go to <u>https://registration.officialshq.com</u>.

Step 1. Account

Add Email address, First name, Last name, Date of birth, select Gender and click on the Next button.

		STEP 1 / 5
Corricials HQ	1. ACCOUNT	
	Email address+	
fficialsHQ Registration		
veloome ta Officialiska), wonaz lacang platform that makes Meres ana afficial management, planning, communication, mi followenyce walk in liku pare	First name *	
	Last name *	
ou one about the register for the Australian Football League		
whin OfficialsHQ. Prease follow all the steps and complete the applications	Date of birth *	
	-dd/mm/yyyy	D .
	Gender*	
(AFL)	Male	Ŷ
		Next

Step 2. Address & Contact

Add Nr (street number), Street, Suburb, select State, add Mobile Number, and click on the Next button.

				EP 2 / 5
Corricials HQ	2. ADDRESS &			
	Nr *	Street *		
OfficialsHQ Registration				
Welcome to OfficialsHQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park.	Suburb *		Postcode *	
	State			
You are about to register with the Australian Football League	Please select a va	lue		~
and its affiliates. Please follow all the steps and complete the payment.	Country *			
Seal Learner	Australia			
	Mobile phone *			
(AFL)				
			Previous Next	

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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 to remove it.

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

			STEP 3 / 5
COFFICIALSHQ	3. ROLE PREFERENCES		e combinations can be selected
	State		Umpiring club/league
OfficialsHQ Registration Welcome to OfficialsHQ, world's leading platform that makes	Please select a value	~	No organisation available 🗸 🗸
référee and official management, planning, communication, . and follow-up a walk in the park:	Role		
	Please select a value	~	Add role preference
You are about to register with the Australian Football League and its affiliates. Please follow all the steps and complete the payment.	State Umpire pa	inel	Role
		No role prefere	nces specified
AFD			Previous Next







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.

		STEP # / S
C OFFICIALSHQ	4. SUMMARY	
	Please review your data	before proceeding to the payment
	Account	Address & Contact
OfficialsHQ Registration Weldome to CITICalLHQ, world's leading platform that makes referee and official microagement, planning, communication and failow-up d walk in the parts	Tany Sounders testumpressignal.com 01/06/1963 Malin	9 monet stratet doombabah 4216 23 Australid D400000000
You drie about to reagine with the Australian Foatball League	Role preference(s) Field Umpire for Northern Terril	tory Football Leogue in Northern Territory.
and its difficute. Firease follow all this steps and complete the program		Lagree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and third parties in accordance with the AFL Privacy Palicy
		Previous Next







Umpire / Umpire Coach Registration (cont) Step 5. Payment

No payment is required.

CO OFFICIALSHQ	5. PAYMENT	
ficialsHQ Registration	Subscription	\$0.00 / season
Aurora da Pasateri i sergen	Completing registration	Apply voicher
10	We are processing your registration, please DO NOT close the browsite until we redirect your	
(III)		

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

C OFFICIALSHQ	
• OfficialsHQ Registration Welcome to OfficialsHQ, world's leading platform that makes referse and official monogement, planning, communication, and follow-up a walk in the park	ACCOUNT CREATED
You are obout to register for the Australian Football League writer OfficialsHQ (Peace follow all the steps and complete the payment	Your new account an OfficialsHQ was successfully created. You will receive an email shortly containing further instructions on completing the last steps of your account. Thank you for using OfficialsHQ:
AF	

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Umpire / Umpire Coach Registration (cont)

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.

Account created (Diene) > Inter +				Ð	ß
administrator@movetex.be		(36 PM (10 mm3es ago)		*	100
	C OFFICIALSHQ				
	Account created				
	An account was created for you in OfficialsHQ using administration safib).com as login				
	Click the following link to create your new password				
	This link will remain active for 72 hours				
	Create new password				
	For information about OfficialsHQ and some instructional videos. click here.				
	Stay Connected With OfficialsHQ1				
	(f) 🐚 😐				
	Copyright = 3020 Movetex, All rights reserved				

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.

Welcome to OfficialsHQ (Edense) D	Tridder ie		8 12
administrator@movetex.be		1.63 GM (3 moultur ago) 🖓 🦛	- 1
	C OFFICIALSHQ		
	OfficialsHQ access		
	Click the following link to start using OfficialsHQ		
	Stay Connected With OfficialsHQ		
	(f) (in) 😐		
	Copyright © 2020 Moyetes, All rights reserved.		

Enter a Username, enter Password and click on the Login button.

CO OFFICIALSHQ	
Welcome. Please login.	
Username	
Password	
LOGIN	
FORGOT PASSWORD	
2021 © OfficialsHQ powered by RefAssist.	







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.

Rec	quired account comple	etion
≌	Clubs	Please select all clubs you are associated to.
03	Umpire info	Select none if you aren't associated with one or more clubs.
٢	Work with children	Selected associated clubs
۲	Demographics	
(?)	Emergency info	
575	Banking	Search for clubs
٤	Medical	Q
		>> Na club
		Caniciel Next







Umpire info tab – select Active player option, select Year started umpiring option and select How did you find out about us option.

살	Clubs	Active player?"	
05	Umpire info		
		Year started umpiring?*	
Û	Work with children		\$
•	Demographics	How did you find out about us? *	
3	Emergency Info		Ť
1.11	Banking		
٤	Medical		

Work with children tab – select answers for both questions.

Rec	quired account comp	letion	×
쌀	Clubs	It is an AFL requirement that all registered umpires and coaches must hold a working	
0	Umpire info	with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.	
e)	Work with children	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	
•	Demographics	working with children check.	
3	Emergency info	Have you been convicted of, or are you currently charged with, a criminal offence? *	
89	Parent guardians.	Have you obtained a working with children check (or equivalent) or do you otherwise meet	
5 ===	Banking	the working with children requirements in your State or Territory? *	
ŧ	Medical		
		Yes	
		No	a







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.

4	Clubs	Country of birth*	
05	Umpire info		•
¢,	Man of the officer	Were you or any of your parents barn overseas?*	
đ	Work with children	1	•
	Demographics	Are you from Aboriginal or Torres Strait Islander origin?*	
3	Emergency info		•
577	Banking		
٤	Medical		

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

Rec	uired account comp	letion	
살	Clubs	Name *	
C>	Umpire Info		
Ŷ	Work with children	Telephone number *	
۲	Demographics	Relationship *	
1	Emergency into		
975	Banking		
٤	Medical		
		Spreel	Nex1







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

≌	Clubs	Bloom and a sector sector basely	and the second for some from the second s
05	Umpire info		account details used for receiving payments. It will be ccounts in your profile after completing the registration
Ŷ	Work with children	Bank name "	Bank account holder *
⊕	Demographics		
1	Emergency info	Account number *	BSB *
5 35	Banking	· · · · · · · · · · · · · · · · · · ·	
Ē	Medical		

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.

Rec	quired account con	pletion	
≌	Clubs	Please add all relevant medical information, if appli	cable add some extra information
Cs.	Umpire info	or a document.	
Ŷ	Work with children	Allergies	Add medical information
⊕	Demographics	Allergies General medical Notes/injuries	
7	Emergency info	Do you identify as living with a disability/disabilities	
•=	Banking		
Ē	Medical		
			Cancel Complete







When mandatory 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.

Terms and Conditions
Thank you for registering with your umpire club/league. We wish you all the best with your umpire journey this season and we really appreciate your commitment and involvement in our great, please click here to view a short video.
The Introductory Course will be especially helpful for the less experienced umpires but is a useful refresher for all umpires regardless of your level of experience. You will find the link to complete the Introductory Course when you are logged into OfficialsHQ account, click on your account name in the top right corner and select Profile, then select the External Links tab and click on the Generate Link button.
I understand that by submitting this application for registration I declare that I have read and understood, and agree to be bound by, these Terms and Conditions of participation. By accepting this application the signatory warrants that they have the power and authority to enter into these Terms and Conditions of Registration on behalf of the Participant.
) have read the terms and conditions and agree
I disogree lagree

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

	C OFFICIALSHQ		🤓 🧌 🚺 Anthony Sounders 🗸 📂 EN 👻 🖉 AFL LIVE 🗸
REFASSIST	Home		
	DASHBOARD	NOTIFICATIONS	
	Q Notifications	Filterd by alert type	
	General messages	No notifications available	







Re-Registration

To re-register as an Umpire or Umpire Coach login with your account details via <u>https://app.officialshq.com</u>.

The first time you login when the new season is created on 1st November each year, you will be prompted to complete **Required Re-registration**. Please update any information that has changed.

General tab

General	First name 1	Last name *	
Address	Anthony	Sounders (Å)	
	Date of birth *	G*	
∆ Qubs	1/06/1963	м	
Role preferences	Email *		
🔈 Umpire info	administration@ailbj.com		
	Mobile *		
Work with children	0400006859		
Demographics			
2 Emergency info			
Banking			
Medical			







Address tab

🖬 General	Street *	House number *	
Address	Monet Street	9	
10 × 4	City *	Postal cade *	
🕁 Clubs	Coombabah	4216	
Role preferences	State/Province *		
🕞 Umpire Info	Queensland	Queensiond	
	Country *		
😭 Work with children	Australia		
Demographics			
Emergency info			
ात्र Banking			
Medical			

Clubs tab

🖭 General	Street *	House number *
Address	Monet Street	9
	City *	Postal cade *
🕁 Clubs	Coombabah	4216
Role preferences	State/Province *	
🕞 Umpire Info	Queensland	•
	Country *	
🖞 Work with children	Australia	
Demographics		
② Emergency info		
Banking		
🗗 Medical		

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Role Preferences tab

23	General	At least 1 role must be s	selected and multiple p	panel/role combinations ca	n be selected.
1	Address		role combinations you	i want to re-register for, you	
≌	Clubs	State		Organisation	
	Role preferences	Northern Territory	•	NTFL Umpires	٠
0	Umpire info	Role		Applicate assessments	
Ť	Work with children	Field Umpire		Add role preference	
•	Demographics	State	Umpire panel	Role	
3	Emergency info	Northern Territory	NTFL Umpires	Field Umpire	*
575	Banking				
(÷)	Medical				

Umpire Info tab

	Active player? *	
Address	No	1
	Year started umpiring? "	
🕁 Clubs	2017	<u>ل</u> ۲
Role preférences	How did you find out about us? *	
🖎 Umpire info	Other	
🛱 Work with children		
Demographics		
Emergency Infa		
C Line genegina		
Banking		

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Work With Children tab

🖬 General	
Address	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.
🕁 Clubs	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
Role preferences	working with children check.
🕉 Umpire info	Have you been convicted of, or are you currently charged with, a criminal offence?*
Work with children	T
Demographics	Have you obtained a warking with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? *
② Emergency info.	•
5 Banking	Yes No
Medical	

Demographics tab

General	Country of birth *		
Address	England		
	Were you or any of yo	our parents born overseas? *	
🕹 Clubs	Yes		l÷.
Role preferences	Are you from Aborigin	nal or Torres Strait Islander origin? "	
S Umpire Info	No		
🛱 Work with children			
Demographics			
Emergency info			
Banking			
Medical			

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Emergency Info tab

-		
General	Nome *	
🖸 Address	No	
1. m.	Telephone number *	
🕁 Clubs	0414378750	
Role preferences	Relationship *	
🕞 Umpire info	Partner	
🛱 Work with children		
Demographics		
Emergency info		
5. Banking		
🗈 Medical		

Banking tab

General	Please enter your main bank	account details used for receiving payments. It will be
Address		counts in your profile after completing the registration
🗠 Clubs	Bank name *	Bank account holder *
Bole preferences	Westpac	A.K.Saunders
🖎 Umpire info	Account number *	BSB *
압 Work with children	581240	733260
Demographics		
Emergency info	7	
Banking		
1 Medical	1	

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Medical tab

=	General	Please add all relevant medical information, if applicable or	ad some extra information
Ø	Address	or a document.	
≌	Clubs	Allergies	Add medical information
	Role preferences	Allergies General modical Notes/injuries	
05	Umpire info	Do you identify as living with a disability/disabilities	
Ŷ	Work with children		
⊕	Demographics		
1	Emergency info		
5 ===	Banking		
Ē	Medical		
			Cancel Com







Terms and Conditions

Click the box I have read the terms and conditions and agree and click the I agree button in the bottom right corner.

Terms and Conditions
Thank you for registering with your umpire club/league. We wish you all the best with your umpire journey this season and we really appreciate your commitment and involvement in our great, please click here to view a short video.
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I understand that by submitting this application for registration I declare that I have read and understood, and agree to be bound by, these Terms and Conditions of participation. By accepting this application the signatory warrants that they have the power and authority to enter into these Terms and Conditions of Registration on behalf of the Participant.
 I have read the terms and conditions and agree
i disagree i agree

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

Ξ	C OFFICIALS HQ		🎨 🧠 🜔 Anthony Saunders 🗸 📧 EN 👻 🔗	AFL LIVE 👻
	Home			
	DASHBOARD	NOTIFICATIONS	K	
		Filterd by alert type		
	General messages	No notifications available		
				_







3. Logging in and accessing OfficialsHQ

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

CO OFFICIALSHQ
Welcome. Please login.
Username
Password
LOGIN
FORGOT PASSWORD
2021 © OfficialsHQ powered by RefAssist.

Dashboard

When you login to the platform by default you always be taken to the **Dashboard**.

To access the **Dashboard** from anywhere in the platform in the top right corner click on the account name and select **Dashboard**.









Notifications

In the **Dashboard** area click on **Notifications** to show all notifications in relation to appointments – new, cancelled and changed.

CFFICIALSHQ		🐑 🌯 👰 Anthony Saunders 🗸 🎫 EN 🗸 🖉 AFL LIVE 🗸
Hore	NOTIFICATIONS Filered by eller type: Wew observation for match 28/11 (7:30: PNIT (V17EL) PINT U12 Maxed Destandes - Wanderers (V17EL) Wanderers U12 Maxed. Research Destandards Games Banks (V17EL) - PNIT (V17EL) (28-11-22 1730): Games Banks (V17EL) - PNIT (V17EL) (V17EL) - PNIT (V17EL) (V17EL) - PNIT	31/17/3022 05:00 23/17/2002 00:10 23/17/2002 00:10

To manage the notifications you can use the **Filter by alert type** drop down.

= Corficialshq		🧶 🍓 👰 Anthony Sounders 🗸 🖬 EN 🛩 🔗 APL LIVE 🗸
Home	NOTIFICATIONS	88
Notifications Several messages Messages	Filterd by olern Hype	23/11/2022 05:00 ☑ 1 23/11/2022 02:30 ☑ 1 23/11/2022 02:30 ☑ 1
= 🍋 OFFICIALSHQ		🌒 🍓 🧕 🧟 Anthony Saunders 🗸 🕬 EN 🕫 🔗 AFL LIVE 🗸
Home		
DASHBOARD	NOTIFICATIONS	9 1
Motifications Generical messages Messages	Fitterd by oler (type New opportman) Secol: Bonks (NTFL) - 9NT (NTFL) (28-11-22 17-30) Secol: 3022/73 NTFL U12 Atkinson Appointment: FELD we second	23/11/2022 02/10 🗹 💼







Dashboard – Notifications (cont)

There is also a (Mark all as read) icon and a (Delete all) icon.

C OFFICIALSHQ		🌒 🌯 🍘 Anthony Saunders 🛩 🔊 EN 👻 & AFL LIVE 🗸
Home		Mark all as read
DASHBOARD	NOTIFICATIONS	
A Notifications	Filterd by olert type	
Ed General messages	New oppointment	
Messages	Game: Banks (NTFL) - PINT (NTFL) [28-11-22 17:30] Grade: 2022/33 NTFL UT2 Atkinson Appointment: TEUD www.avecuster.	23/11/2022 02:10 20 🔞
C OFFICIALSHQ		📚 🍕 😥 Antony Sounders 🗸 🕫 EN 🔶 & AFLLIVE 🗸
CFFICIALSHQ		
	NOTIFICATIONS	🐑 🍕 🧟 Asthony Sounders 🔹 🕏 EN ∻ 🖉 AFL LIVE 🗸 Datete git 💽 🧧
Home	Filterd by olert type	Delete oli
Home		Delete oli

Clicking the 🗹 icon will take you immediately to the **Umpire Application** page to view the appointment.

Messages

In the Dashboard area click on Messages to show all messages you have received from admins.

It will also show messages you have sent to admins and umpires – if you have the **MSGADMIN** level of access.

Ξ	CFFICIALSHQ		🍢 🧠 🧟 Anthony Saunders 🗸 🐄 EN 🗸 🔗 AFL LIVE 🗸
	Home		
	DASHBOARD	MESSAGES	
	A Notifications	TEST	
	General messages	0	
	C Messages	Last comment by: tong sounders. The H o TEST message	
		Read more	

Click on the **Read more** button to open the message. To go back to the **Messages** page click on the **final** icon in the top right corner.

=	C OFFICIALSHQ		🧶 🍓 🥵 Anthony Sounders 🗸 🚿 EN 🗸 🖉 AFL LIVE 🗸
	Home		
	DASHBOARD	TEST	14
	Notifications General messages	Tony Sounders - Thursday, 24 November 2022 D4:48 This is a TEST message	
	🔛 Messages		







Profile

To access your profile from anywhere in the platform in the top right corner click on the account name and select **My Profile**.



You are able to update your information using the tabs under your name.

Personal Data

Please note updating your **Email** on this page only updates your contact email. To change the **Email** linked to your account as your username, please contact your umpire admin.

If you make any changes on this page, please click on the **Update** button in the bottom right corner to save the changes.

=	C OFFICIALSHQ			Q.	9	Anthony Sounders 🛩	THE EN ~	8 AFL LIVE -
	My profile.							
	Anthony Sounders Anthony Sou	Name: Anthony Sounders Phone Sheet Rondom Street Postcode 4000 Country Austrolia Which data may be shored with the colleogues with Show photo Show email Show phote number:						✓ Update

External Links

To access the LMS (Learning Management System) and complete accreditation click on the **Generate Link** button and follow the prompts.

=	C OFFICIALSHO		 🚇 Anttiony Sounders 🛩 📑 EN	- 8 AFLLIVE -
. 4	My profile			
	Anthony Saunders	LMS login link To consider instance on the background bis for matches, you need to consists your accreditation by fulfilling on thinke course in the LMS (learning management automy) of the XFL Piecoe, dick to generate a link to orge to the LMS and start the occreditation. Connected link		
	 Personni data External linki 		 	







Emergency Info

If you make any changes on this page, please click on the **Update** button in the bottom right corner to save the changes.

Ξ	C OFFICIALSHQ		🌒 📲 🚱 Anthany Sounders 🛩 🕬 EN 🗵 🔗 AFL LIVE 🛩
	My profile		
9	Anthony Saunders	Name Jode Telsphore number 040012233 Relationship Doughter	
	ଜ Personal data ଙ Eiternal links		✓ Updam
	Emergency INfo		

Affiliated Clubs

This page will show the football clubs you play at or are a member of that you selected as part of registration. To add a club click on the **Add affiliation club** button.

	C OFFICIALSHO	🧶 🍓 Banthony Sounders 🛩 🖬 EN 🗸 🔗 AFL LIVE 🛩
	My profile	
4	and the second second second	
	AFFILIATED CLUBS	Add pittistion (s.b.)
	Anthony Saunders	
	ଲ Personal data	
	8 Esternal links	
	Emergency Info	
	S Alfiliated clubs	

On the **Add affiliation club** page type the name of the club in the **Filter** box and click on the **a** icon. A list of clubs will appear, select one or more clubs and click on the **Add** button.

C OFFICIALSHO			🕒 🆷 🚇 Anlitany Salundera 🗠 🖘 EN – 🛷 AFL LIVE
big packas		Add affiliation club	
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Profile – Affiliated Clubs (cont)

When you return to the Affiliated Clubs page, the club(s) will be added. To remove the club click on the X.

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My profile		
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Emergency Info		
Affiliated clubs		

Role Preferences

This page will show the umpire groups and disciplines you selected as part of registration. You are not to edit this page, to remove or add a preference please contact your umpire admin.

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8 External links				
D Emergency Info				
Affiliated clubs				
Role preferences				

Medical Information

This page will show the medical information that you selected as part of registration. To add a club click on the **Add medical information** button.

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I	Role preferences		
	Medical Information		







Profile – Medical Information (cont)

On the Add medical information page, select a **Type**, add **Additional info**, upload documentation (if required) by clicking on the **Select files** button and click on the **Save** button.

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When you return to the **Medical Information** page, the information will be added. To remove the information click on the **X**.

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	Anthony Saunders		
	Personal data		
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	S Affiliated clubs		
	Role preferences		
	B Medical Information		

Bank Accounts

This page will show the banking details that you added as part of registration. To edit the bank details click on the **Edit** button. **Please do not add a second bank account, only one account is required.**

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	€ External links		
	② Emergency Info		
	S Affiliated clubs		
	E Role preferences		
	Medical information		
	C Bank accounts		







Profile - Bank Accounts (cont)

On the **Bank account** page, edit any details where required and click on the **Save** button.

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BARK ACCOUNT 1 Account number Bab number 12345 117-222	
Anthony Sounders Bork occur holder AkSonn Bork occur holder AkSonn Bork occur holder AkSonn Bork occur holder AkSonn	
Ab. Tenueros.esus	

When you return to the Bank Accounts page, the information will be updated.

Accreditations

This page will show LMS accreditations you have completed as well as any **Working with children** or **National Police Clearance** information. To add an accreditation click on the **Add accreditation** button.

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My profile		
Anthony Sounders	Add of a	noreditation
🙃 - Personal data		
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S Affiliated clubs		
Role preferences		
Medical information		
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Accreditations		

On the **Add Accreditation** page, select an **Accreditation type**, add **Start date**, add **End date**, add a **Reference**, upload documentation (if required) by clicking on the **Select files** button and click on the **Save** button.

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AFL Umpire Admin OfficialsHQ User Guide







Profile – Accreditations (cont)

When you return to the **Accreditations** page, the accreditation will be added. To remove the accreditation click on the **X**.

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	Anthony Sounders					
	G Personal data					
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	S Affiliated clubs					
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	Bank accounts.					
	Accreditations					

Work With Children

This page will show the answers to the questions that you selected as part of registration.

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My profile.			
	WORK WITH CHILDREN It is an AFL requirement that all registered unpress and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children Example 1 in Victoria, a Police Officer is not required to obtain a working with children check. Example 2 in NSW, on individual under III years of age is not required to obtain a working with children check.	requirements in their State or Terri	orų.
Anthony Saunders	Have gou been convicted of, or are you currently charged with, a criminal offence? * No		
 Personari data Personari data External Inisia Emergency Info Affiliated clubs Role preferences Medical information Bank accounts Accreditations Werk with children 	How you ablaned a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory?* Yes		√Save







Change Password

This page gives you the option to create a **New Password**, **Re-enter Password** and click on the **Update** button.

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Change Photo

This page gives you the option to add a profile image. Click on the **Select files** button and follow the prompts.

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4. Competition Management

Grades

All grades and fixtures are created by competition managers in the **PlayHQ** platform and integrated across to **OfficialsHQ** platform.

To configure the **Grades**, in the left menu click on **Competition management** and click on **Grades**. A **Selection** popup screen will appear. Select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select an **Umpire discipline** option and click on the **OK** button.

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	Grades													
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Click on the Grade you want to configure.

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Games	0	Test A Grade		Competition					1	0	0	0	0
C External synchronisation ?	0	Test B Grade		Competition					1	0	0	0	0







Edit Grade

To edit the **Grade** details and configure the priority and order appearance click on the *I* (**Update**) icon.

On the **Update** page select the **Priority**, select the **Seq. nr.** for order appearance in the list, tick the box for **Coach reports active** (if required), tick the box for **Use team name** and click on the **Save** button in the bottom right corner.

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						Back 🗸	Save

You will be returned to the **Grades** page and the **Grade** details will be updated.

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Edit other Grades as required.

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	2	Test B Grade		Competition				jt.	2	0	Ō	0	

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Select Umpire Configuration

To select the number of umpires to be appointed to the Grade, on the Grades page click on the Grade and click on

the 🕐 (Configuration required umpire type) icon.

The **Configuration required umpire type** pop-up will appear. When you click on the **Edit** button for each **Type** the **Number** field becomes active for you select the required number, select the **Number** and click on the **Save** button.

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When you have selected and saved the **Number** of each **Type** click on the **X** icon in the top right corner to close the pop-up, the **#UMP panels** column on the **Grades** page for the **Grade** will be updated.

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Configure other Grades as required.

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Link Match Reports

All umpire club/leagues are able to create fully configurable match report templates (see **Configure Officials Management – Match report templates** section following in this guide) to be completed by umpires post match or they are able to use match report templates that have been created at the national level.

To link match reports to the **Grade**, on the **Grades** page click on the **Grade** and click on the **Inked form templates**) icon. On the **Linked Form Templates** page click on the (Add) icon.

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System management									
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Competition Management - Link Match Reports (cont)

On the Add Linked Form Templates page, select an option in Templates, select an option in Timing type, select an option in Subscriber type, select an option in Umpire disciplines, select an option in Umpire discipline number and click on the Save button in the bottom right corner.

Please note with the **Umpire discipline number** field, if 0 is selected the template link will be sent all umpires of the discipline selected in contrast to if a number is selected e.g. 1 or 2, the template link will only be sent to the umpire in that appointment e.g. FIELD 1 or FIELD 2.

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You will be returned to the Add Linked Form Templates page.

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Communication platform										
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Link other templates to the Grade as required.

To go back to the **Grades** page to link templates for other **Grades**, click on the **Back** button in the bottom right corner.







5. Configure Officials Management

Umpire administrators are able to group umpires and umpire coaches into one or more umpire or umpire coach panel for each discipline.

Umpire Panels

To create or edit **Umpire Panels** in the left menu click on **Conf officials man** and click on **Umpire panels**.

A **Selection** pop-up screen will appear. Select a **State** option, select a **League** option (please ensure to select the umpire group e.g. UC-xxx), select an **Umpire discipline** option and click on the **OK** button.

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On the **Umpire Panels** page, the **Default** panel is used when new umpires register for the first time. To create a new **Umpire Panel** click on the + (Add a umpire panel) icon.

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Configure Officials Management – Umpire Panels (cont)

On the Create Panel page add a Name and select the Seq. nr. for order appearance in the list.

There are multiple parameters that can be configured to assist with the **Auto Appointment** feature. Please note if you only want to use the manual appointment feature you do not need to set any parameters.

Time Interval 2 Matches is the number of days between matches for umpires in this panel.

Interval Identical Clubs is the number of days between matches with the same clubs for umpires in this panel. **Int. Ident. Officials** is the number of days between matches by the same umpires in this panel.

When you have selected the parameters you wish to use click on the **Save** button in the bottom right corner.

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You will be returned to the **Umpire Panels** page.

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Add other **Umpire Panels** as required, you can add more than one panel for the same discipline. Please ensure you add the panels in the correct discipline using the **Selection** box.







Coach Panels

To create or edit **Coach Panels** follow the same process as **Umpire Panels** except in the left menu click on **Conf** officials man and click on **Coach panels**.

Awards

To create or edit Awards in the left menu click on Conf officials man and click on Awards.

A **Selection** pop-up screen will appear. Select a **Season** option, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx) and click on the **OK** button.

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THEFT	Awards											
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Add Award

On the **Awards** page click on the (**Add**) icon.

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LE Coach panels		· · ·	* T	11 T	G 7	Tes O No O
Awards Match report templates						

On the Add Award page select the Award types, add a Name, select the Grade, select the Start date, select the End date and click on the Save button in the bottom right corner.

Please note you can select each grade individually or select * for all grades. If you select * ensure you tick the **Reporting per division** box before saving.

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	Awards > Add				-		
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You will be returned to the **Awards** page, click on the 💌 (Award vote configurations) icon.

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Configure Officials Management - Add Award (cont)

On the Award Vote Configurations page, click on the 🛨 (Add) icon.

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On the Add Award Vote Configuration page, select the a Umpire disciplines option, select Number*, select Number of votes**, tick the Manual line available and click on the Save button in the bottom right corner.

* leave blank for the link to be sent to all umpires or add number e.g. 1 or 2, the template link will only be sent to the umpire in that appointment e.g. FIELD 1 or FIELD 2.

** this must be the same as the **Award type** on the **Add Award** page.

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You will be returned to the Award Vote Configurations page, click on the Back button in the bottom right corner.

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AFL Umpire Admin OfficialsHQ User Guide







Configure Officials Management - Add Award (cont)

You will be returned to the **Awards** page.

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Edit/Update Award

To edit/update an **Award** click on the award you would like to edit and click on the *(Update)* icon. On the **Update Award** page make your changes and click on the **Update** button in the bottom right corner.

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Edit/Update Award Vote Configurations

To edit/update the award vote configurations, on the Awards page click on the award and click on the 💌 (Award

vote configurations) icon. On the **Award Vote Configurations** page click on the configuration and click on the **(Update)** icon. On the **Update Award Vote Configuration** page make your changes and click on the **Update** button in the bottom right corner.

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	V Manual line available					Back	✓ Save







Award Report

To download the award report with round by round votes and tally totals for each **Grade** on the **Awards** page click on the (Excel export for award votes) icon, a link to the exported file will appear in the bottom left corner, click on the link to open.

Award Votes

On the Awards page click on the Award and click on the 📧 (Award votes) icon.

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On the Award Votes page in the top right corner select the Grade to update/add votes.

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The **Award Votes** page will show line by line entries for each vote in each match for all umpire appointments in the **Grade** – some will have votes entered and some will votes not entered depending on whether the umpire has completed the task.

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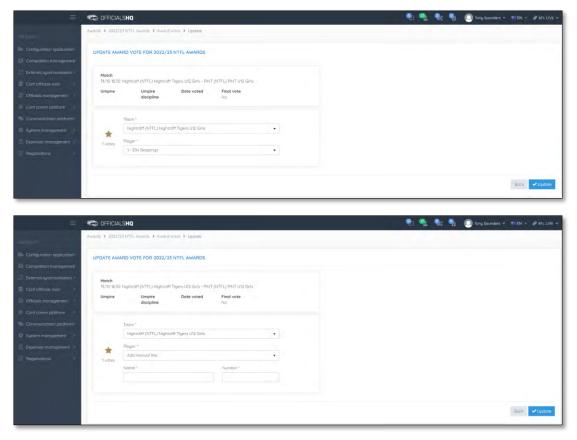
Add Award Votes

To add votes where the umpire has not completed the task, on the **Award Votes** page click on the **Match/Vote** and click on the **I (Update**) icon.

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On the **Update Award Vote** page you must select a **Team** option first then select a **Player** option and click on the **Update** button.

Please note the Player options will be those players that have been selected in the lineup in the PlayHQ platform, however there is Add Manual Line option for any very late changes that have not been updated in PlayHQ.



AFL Umpire Admin OfficialsHQ User Guide







Configure Officials Management - Add Award Votes (cont)

You will be returned to the **Award Votes** page and **Match/Vote** will be added. Click on the **Back** button in the bottom right to return to the **Awards** page.

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Edit Award Votes

To edit votes the umpire has added click on the *logate* (**Update**) icon. On the **Update Award Vote** page change **Team** option and/or the **Player** option and click on the **Update** button.

Manual Votes

In some instances an umpire may use the **Add Manual Line** option. To check to see if there are any manual entries on the **Award Votes** page click on **is true** in the **Manual line added** column. If required you can edit the award votes and select the player (if available in the list) to replace the manual entry.

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Award Votes Report

To download the award votes for the **Grade** on the **Award Votes** page click on the **(Export to Excel**) icon, a link to the exported file will appear in the bottom left corner, click on the link to open.







Match report templates

To create or edit Match Reports in the left menu click on Conf officials man and click on Match report templates.

A **Selection** pop-up screen will appear. Select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx) and click on the **OK** button.

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On the **Templates** page click on the 😐 (Add) icon.

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Configure Officials Management - Match report templates (cont)

The **Templates > Add** page is a form builder, in the **Options** area add the **Name** of your report and select a **Type** option.

Please note we recommend that the league short name e.g. AFLQ is added to the start of the Name for easy identification when linking to a grade.

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	& Appointments			

To add the match information, in the **Predefined Components** section click and drag **Match details** and **Appointments** into the report area. In the **Options** area add a **Name**.

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Configure Officials Management - Match Report Templates (cont)

To add other fields, in the **Components** section click and drag the fields into the report area.

Component – Header – when added in the **Options** area add the **Header**, add **Subheader** and in **Image** click on the **Select files** button to upload an image. If you want to remove the **Header** component in the **Options** area click on the **Delete** button.

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Component – **Paragraph** – when added in the **Options** area add **Paragraph** information. If you want to remove the **Paragraph** component in the **Options** area click on the **Delete** button.

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Configure Officials Management – Match Report Templates (cont)

Component – **Text field** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Text field** component in the **Options** area click on the **Delete** button.

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Component – **Textarea** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Textarea** component in the **Options** area click on the **Delete** button.

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Configure Officials Management – Match Report Templates (cont)

Component – **Dropdown** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Dropdown** component in the **Options** area click on the **Delete** button.

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Component – **Checkbox** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Checkbox** component in the **Options** area click on the **Delete** button.

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Configure Officials Management – Match Report Templates (cont)

Component – **Radiobutton** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Radiobutton** component in the **Options** area click on the **Delete** button.

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Component – **Date** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Date** component in the **Options** area click on the **Delete** button.

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Configure Officials Management – Match Report Templates (cont)

Component – **Expectations** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox, add **Choices** and add **Questions**. If you want to remove the **Expectations** component in the **Options** area click on the **Delete** button.

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Component – **Rating** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and select option in **Number of stars**. If you want to remove the **Rating** component in the **Options** area click on the **Delete** button.

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Configure Officials Management - Match Report Templates (cont)

Component – **Upload** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Upload** component in the **Options** area click on the **Delete** button.

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When you have added the **Components** that you require you can click on the **Save** button in the top left corner. You will be taken back to the **Templates** page.

To edit a **Template** click on the template you would like to edit and click on the 🖉 (**Update**) icon.

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Configure Officials Management – Match Report Templates (cont)

On the **Templates > Update** page make your changes.

To reorder the **Components** you can click and drag a **Component** and click on the **Save** button in the top left hand corner.

To view the **Template** click on the **Preview** button in the top left hand corner.

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To close the **Preview** page click on the **Close** button.

To return to the **Templates** page at any time click on the **Back** button in the top left corner.

To link a **Template** to a **Grade** refer to the **Competition Management – Link Match Reports** section earlier this guide.







6. Officials Management

Appointments - game (Umpires)

This feature is used to manually appoint umpires to matches.

In the left menu click on Officials Management and click on Appointments – Game.

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To select the **Grade** to manually appoint umpires click on the **Selection** button in the top left corner, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select the **From date**, select the **Grade** and click on the **OK** button.

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Competition management	Sport discipline	State
External synchronisation *	Australian football	State Northern Territory
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Match reports		
- Auto appointments		
Publication - appointments	ок	
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AFL Umpire Admin OfficialsHQ User Guide







Officials Management - Appointments - game (Umpires) (cont)

On the **Appointments for match** page when you click on a **Match** the list of **Appointments** will appear as well as the list of **Umpires** showing their availability – Green is available & Red is not available.

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	02/10 18:30 5 Southern Districts (Northern Territory FL)	Wanderers (Northern Territory FL)		BOUN 2 -			Name	Cot. # M
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						. *		

To appoint an umpire click on the role in the **Appointments** area, click on the $\stackrel{\bullet}{=}$ icon next an **Umpire** and proceed to appoint umpires for all roles.

Please note when an umpire is appointed the appointment will be automatically saved.

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To remove an appointed umpire in the **Appointments** area click on the **E** icon.







Appointments – game (Coaches)

On the **Appointments for match** page when you click on a **Match** the list of **Appointments** will appear. In the **Appointments** area click on the umpire appointment you would like to add a **Coach** to and change the drop down from **Umpire** to **Coach**.

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i. Overview appointments	28/11 18:50	5	Palmerston Magples (NTFL) Palmerston Magples U12 Mixed White	Southern Districts (NTFL) Southern Districts U12 Mixed White						
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al Auto appointments										
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In the Coach area tick the All panels box, select a Coach panel and the list of Coaches in the panel will appear.

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Matchday reports										+ Walker Simon	Field Corport	

When you click on the 📑 icon next a **Coach** the **Are you sure to add the official** pop-up will appear, click on **Yes**.

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AFL Umpire Admin OfficialsHQ User Guide







Officials Management - Appointments - game (Coaches) (cont)

You will return to the **Appointments for match** page and the **Coach** appointment will be added.

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Overview appointments

In the left menu click on **Officials management** and click on **Overview appointments**.

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Officials Management - Overview Appointments (cont)

Click on the **Selection** button in the top left corner, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select the **From date**, select the **End date** and click on the **OK** button.

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On the **Overview appointments** page you we able to view all matches for the period and the appointments for those matches.

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Officials Management – Overview appointments (cont)

You can also export a copy of the **Overview appointments**, click on the 📧 (**Export to Excel**) button. A link to the exported file will appear in the bottom left corner, click on the link to open.

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Umpires

In the left menu click on Officials management and click on Umpires.

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Officials Management – Umpires (cont)

Click on the **Selection** button in the top left corner, select a **State** option, select a **League** option (please ensure to select the umpire group e.g. UC-xxx), select the **Umpire discipline**, select the **Umpire panel** and click on the **OK** button. To view all umpires in **Umpire discipline** and **Umpire panel** select *.

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The list of **Umpires** will appear based on the selection.

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Officials management – Umpires (cont)

Click on an **Umpire** to view the **Info** box in their profile. Click on **Contact**, **Address**, **Affiliated clubs** or **Rejected clubs** to view that information. Click on the **Menu** button to see items that you can open and edit or view.

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Auto appointments

This feature is used to automatically appoint umpires to matches based on the parameters you have set in each **Grade**, **Umpire panel** and **Umpire**.

In the left menu click on Officials Management and click on Auto appointments.

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Officials management - Auto Appointments (cont)

On the Auto. appointments – Parameters page in the Select State – League section select the league. In the Extra Options section select the Start date, select the End date and click on the Show grades button. In the Grades section select the grades. Click on the Go to overview button in the bottom right corner.

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On the **Auto. appointments – Result** page click on the Grade and click on the **Start optimizing** button in the top right corner.

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Officials management - Auto appointments (cont)

The **Optimize assignments** pop-up will appear, click on **Yes** if you wish to continue.

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When the optimizing has completed, in the menu bar at top right corner of page click on the silence icon and select the unread **Automatic appointments** item.

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You will be returned to the **Optimization** page, click on the **Grade** to view the results.

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Officials management - Auto appointments (cont)

If the results do not meet your requirements there are two options available.

Option 1 – click on the **Reset** button in the top right corner which will remove all of the appointments. You can go and change the parameters you have set in each **Grade**, **Umpire panel** and **Umpire** and rerun the **Auto appointments**.

Option 2 – click on the confor a match and you will be able to manually adjust the appointments. When you complete the manual adjustments click on the **X** in the top right corner of the pop-up window and you will be return to the **Optimization** page.

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Publication – appointments

Umpire admins are able to publish appointments whenever they are ready and as many times as they need to as well as selecting which **Grade** they would like to publish and when.

In the left menu click on Officials Management and click on Publication - appointments.

In the **Selection** pop-up select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), add the **End date** and click on the **OK** button.

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On the **Publications for appointments** page select the **Grade** and click on the **Show publications** button. All unpublished appointments will appear in the **Appointments** area, click on the **Publish x items** button.

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Publicition - popolitiments Reporting Matchday reports Confliction Contravisation platform System management Expenses management Repstrations	Show publications	







Officials management - Publication - appointments (cont)

A warning pop-up will appear, if you are ready to proceed click on **Yes**.

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The **Publishing Items** pop-up will appear showing any **Failed Publications** and **Successful Publications**, click on the **Close** button.

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Officials management – Publication - appointments (cont)

In the **Officials management > Appointments – game** area the *left* icon will appear next to an umpire's name to show the appointment has been published.

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00 Auto appointments											SAUNDERS (I)		
Publication - appointments											ANTHONY	FIELD	9. 0
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System management	6/10/2021	22.10	O FIL SMUFL U12	South Melbourns Districts Sports Club	ightan: es Junior		×	Name	JAMES *				

When appointments are published the umpires will receive an email notification.

OfficialsHQ notifications		
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	Copyright © 2020 Movetex. All rights reserved.	







Publish Coachings

Umpire admins are able to publish appointments whenever they are ready and as many times as they need to as well as selecting which **Grade** they would like to publish and when.

In the left menu click on Officials Management and click on Publish coachings.

In the **Selection** pop-up select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), add the **End date** and click on the **OK** button.

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On the **Publications for reviews** page select the **Grade** and click on the **Show publications** button. All unpublished appointments will appear in the **Reviews** area, click on the **Publish x items** button.

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(UT-LEGIST)	Publications for reviews			
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Officials management - Publish Coachings (cont)

A warning pop-up will appear, if you are ready to proceed click on Yes.

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The **Publishing Items** pop-up will appear showing any **Failed Publications** and **Successful Publications**, click on the **Close** button.

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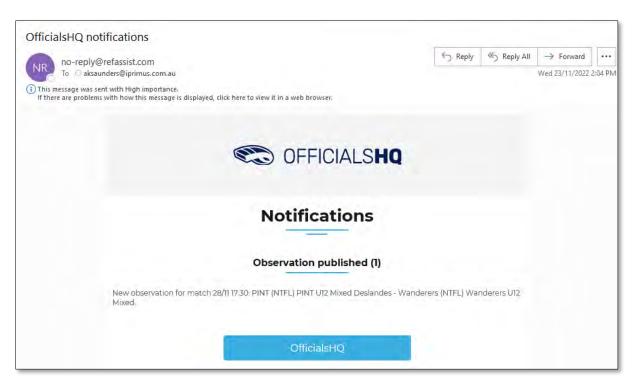


Officials management - Publish Coachings (cont)

In the **Officials management > Appointments – game** area the *left* icon will appear next to an umpire's name to show the appointment has been published.

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@ Publish coachings								_	

When appointments are published the coaches will receive an email notification.









Statistics & Reports - Reports

In the left menu click on Officials Management, click on Statistics & Reports and click on Reports.

In the **Selection** pop-up select a **State** option, select a **League** option (this could either a league or an umpire group), add the **From date**, add the **End date** and click on the **OK** button.

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Report confirmations

In the **Selection** box please ensure you select the league.

Select the **Report confirmations** option, select a **Status** option and click on the **Start batchjob** button.

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Report assignments

In the **Selection** box please ensure you select the league.

Select the **Report assignments** option, select a **Settings** option (select one or multiple grades) and click on the **Start batchjob** button.

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Officials management - Statistics & reports - Reports - Report assignments (cont)

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AFL Umpire Admin OfficialsHQ User Guide







Report open assignments

In the **Selection** box please ensure you select the league.

Select the **Report assignments** option, select a **Settings** option (select one or multiple grades) and click on the **Start batchjob** button.

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When the report is ready click on the Sicon in the top menu and select **Report open assignments**.

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AFL Umpire Admin OfficialsHQ User Guide







MIF file

In the **Selection** box please ensure you select the league.

Select the **MIF file** option and click on the **Start batchjob** button.

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Report availability

In the **Selection** box please ensure you select the umpire group.

Select the **Report availability** option, select a **Settings** option and click on the **Start batchjob** button.

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Match distribution

In the **Selection** box please ensure you select the umpire group.

Select the **Match distribution** option, select options in **Extra options**, select options in **Settings** and click on the **Start batchjob** button.

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Report officials

In the **Selection** box please ensure you select the umpire group.

Select the **Report officials** option, select options in **Extra options** and click on the **Start batchjob** button.

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Statistics & Reports - Umpire statistics

To view statistics for all umpires in an umpire group please use the **Officials management > Statistics & reports > Reports > Match distribution** option.

To view statistics for individual umpires please use the **Official management > Umpires > Menu > Statistics** option.

Statistics & Reports - Leaves overview

To view Leaves for all umpires in an umpire group please use the Officials management > Statistics & reports > Reports > Report availability option.

To view Leaves for an individual umpire in the left menu click on Officials Management, click on Statistics & reports and click on Leaves overview.

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On the **Leaves for official** page in the top right corner, search for an umpire via **Select an official** and the leaves for that official will appear.

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Matchday reports

In the left menu click on **Officials management** and click on **Matchday reports**.

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In the **Selection** pop-up select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select the **From date**, select the **End date** and click on the **OK** button.

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Officials management - Matchday reports (cont)

On the **Filled forms** page there will be a list of published and completed **Match reports**.

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There are multiple ways to filter the list.

If you have more than one template, to show each template grouped together click and drag the **Name** column header into the space provided.

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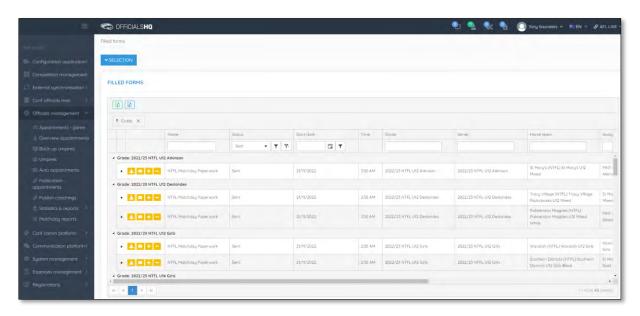
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Officials management - Matchday reports (cont)

To show the status of each template grouped together click and drag the **Status** column header into the space provided. Please note the **Sent** status is for reports that an umpire has completed and the **New** status is for reports that an umpire has not completed.

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To show the grades grouped together click and drag the **Grade** column header into the space provided.









View/Download Completed Report

To view a completed **(Sent)** report click on the ¹ icon and a link to the completed report will appear in the bottom left hand corner of the screen. Click on the link to download.

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Email Completed Report

To email a completed report click on the 🔛 icon.

Change Status of Completed Report

To accept/approve a completed report click on the 🔁 icon and the **Status** will change from **Sent** to **Approved**.

To reject a completed report and request further information from the umpire click on the \Box icon.







View Uploaded Images

To view any images uploaded by the umpire click on the 🕨 icon for the match and the **Attachments** box will open. Click on the attached image, a link to the image will appear in the bottom left corner of the screen. Click on the link to download.

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Consolidated Completed Reports

To download a spreadsheet summary of completed reports, on the **Filled Forms** page click on the **Detailed** excel export) icon.

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Officials management - Matchday reports - Consolidated Completed Reports (cont)

On the **Detailed excel export** pop-up select a **Template**, select an **Active grade** or leave * for all grades and click on the **Request report** button.

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When the report is ready click on the sicon in the top menu and select **Rapport filled forms bulk data**.

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7. Configure Communication Platform

Folder Management

In the left menu click on **Conf comm platform** and click on **Folder management**.

On the **Folder** management page to create a new folder click on a folder and click on the **+** icon.

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The Add folder for Main folder pop-up will appear, add a Name and click on the Add button

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File Upload

In the left menu click on Conf comm platform and click on File upload.

On the General file uploads page in the General Files section click on the 🛨 (Add a general file upload) icon.

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On the **General files > Add** page add the **Title**, add a **Comment**, select the **Folder** and click on the **Add** button.

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You will be returned to the **General file uploads** page and the file will be added. In the **General Files** section click on the file and click on the **(Linking rules)** icon.

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On the **General files > Linking rules** page in the **Options** section you can either link the file to all umpires or selected umpires and click on the **Add** button and links will automatically be saved.

To return to the **General file uploads** page click on file name in the top right corner.

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To upload a file in the **General File Uploads** section click on the **Select Files** button.

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Select a file and click on the **Open** button.

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You will be returned to the **General file uploads** page, click on **Upload** in the bottom right hand corner.

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An umpire will be able to go to their **Communication Platform > Shared Files** area to open and view the shared file.

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8. Communication Platform

Umpire Application

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

On the Home page any Future Appointments and Past Appointments will be listed.

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When appointment is published the umpire will also receive an email notification.

OfficialsHQ notifications		
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Appointments

To view all of the umpires appointed to the match click on the **Appointments** link.

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Communication plottorm?	FILTE	TEAM 1 Bonks (NTFL) Bonks U12 Mixed	TEAM 2 PINT (NTFL) PINT U12 Mixed Atkinson	Start time Location Address Sarrae	28/17/2922 5.0 PM 1/O Stadium Aboo Hood - 2022/25 NTFL L72 AMMion	Q 949
1 Sound New	3000 40 2022 41	Anthony Sounders FiED Code: Antienry Sounders Prone: 040000000 Errols Connections City: Connections				239 Comme
					Download	

Confirmation Needed

To accept or reject an appointment click on the **Confirmation Needed** link or the $\, \bigcirc \,$ icon.

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ŧ	CFFICIALSHQ		🌒 🌒 👰 Anthony Soundars v 🕫 EN 4 & Art LIVE V
Communication platform Communication platform Current application Coordr applicatio	FRITERS Start date Evid date Constant	FUTURE APPOINTMENTS Bonks (NTFL), Bonks U12 Mixed - PINT (NTFL), PINT U12 Mixed Atkinson Match storation 20/07/2022 0130 D 2022/20 HTFL U12 Mixeds (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles O 102-2004 HTFL U12 Mixed Atkinson (Competition) - Field Ungles	Appointment confirmation Please accept or reject this oppointment @Accent Distance

When rejecting an appointment the **Rejection** pop-up will appear, a reason must be entered and click on the **Reject** button.

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	Rejection	
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E Umpire application		







Close

Communication platform - Umpire application - Confirmation Needed (cont)

When accepting an appointment the match details in the **Future Appointments** section will update.

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Match Reports

To view and complete any match reports that have been added to an appointment click on the **Match 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.

=		DEFICIAL SHO		🔍 🔍 🧟 Anthony Sounders 🛩 😁	EN · Ø AFL LIVE ·
	1 tonno	Match reports			
🔹 (crossedending plannem)	FILT	Match 28/11/22 - Banks (NTFL) Banks U12	2 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson		
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Communication platform – Umpire application – Match Reports (cont)

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

C OFFICIALS HQ				SAVE SUBMIT
۲ ۱	Home team Banks (NTFL) Banks U12 Mixed Location TIO Stadium	Away team PINT (NTFL) PINT U12 Mixed Atkinson Series Atkinson Anthony Saunders	Start 28/11/2022 17:30 Address Abola Road	
Home Team She Select files Away Team She		Anthony Sounders FIELD 1		
Select files Goal Card 1 * Select files				
Goal Card 2 *	formation			

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

C OFFICIALS HQ			SAVE
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	NO		







Communication platform – Umpire application – Match Reports (cont)

A message will show when the match report has been submitted successfully.

	\bigcirc	
	SUCCESSFULLY SUBMITTED	
	We have received all of your answers successfully.	
	Please consider supporting us on social media	
	f in 💿	
r cł	heck out our website and see why we are the world's leading platform on referee and official managen	ner
	VISIT US!	

On the Match reports page if a match report has been completed and submitted the link will no longer be available.

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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 **Send** button in the bottom right corner.

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Coach Application

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

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Consult

To view and complete any observations that have been added to an appointment click on the **Consult** link. Complete the information required in the **Observation** and **Conclusion** tabs and click on the **Home** in the top left corner to return to the appointment page.

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Download

To view and download completed observations click on the **Consult** link. The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

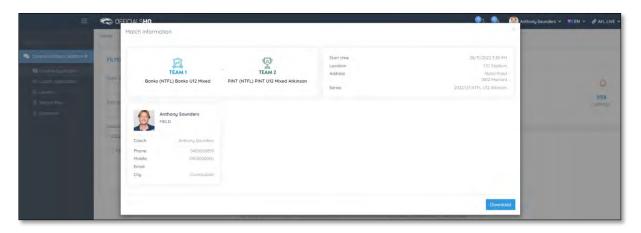
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antari	Home						
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2022 © Created By RefAssist							Show all

Send

To submit completed observations click on the **Send** link.

Appointments

To view the umpire appointed to coach in the match click on the **Appointments** link.









Leaves

In the left menu click on **Communication platform** and click on **Leaves**.

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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 **s** icon it will open an **Information** pop-up for instructions how to add **Leaves**.

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To add unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

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AFL Umpire Admin OfficialsHQ User Guide







Communication platform - Leaves (cont)

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

Leaves	Configurat	ion			1 day(s) select	ad				
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You will be returned to the Leaves page and the added leave will be shown.

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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.

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Communication platform - Leaves (cont)

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

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скатовек зода	Full day	Start time	End time 23:59		23/10/2021 24/10/2021			
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You will be returned to the Leaves page and the added leave will be shown.

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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.

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Communication platform - Leaves (cont)

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.

=	CO OFFICIALSHO	1					9 1	8: ¶	Tony Sa	unders 🛩 👘 EN 🚽 🔗 AFL 🗤
	Leaves	Configuration			*	1 day(s) selec	ted			
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You will be returned to the Leaves page and the added leave will be shown.

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Communication platform	1 1 12 13 19 1	15 18 17 48 15 16 17	7 18 19 20 21 50	13 14 15 16 17 18 19	2 10 11 12 13 14 15 16	
Umpire application	42 18 19 20 21 3	22 23 24 17 22 23 24	4 25 26 27 28 5) 3	20 21 22 23 24 25 26	3 17 18 19 20 21 22 23	
Leoves	3 25 26 27 28	29 30 31 de 29 30	57 :	27 28 29 30 31	4 24 25 26 27 28 29 30	
Shared files					5 31	

To remove unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Delete Leave** button.

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Conf comm platform	10 0 3 6 7 0	9 10 45 8 9	10 11 12 13 14	19 6 7 8 9 10	11 12 1 3 4 5 6 7	8 9
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Communication platform – Leaves (cont)

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

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	LEAVES		AUSTRALIAN FOOTS
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	15 25 26 27 28 29 30 31	He god able god walk to delete dillaciento (EDRE)	1 24 25 26 27 28 29 30
		No Yes	5 31

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

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REFASSIST	Leaves				
Configuration application	LEAVES				AUSTRALIAN FOOTBALL
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Leaves	k3 25 26 27 28 29 30	0 31 48 29 30	53 27 28 29 30 31	4 24 25 26 27 28 29 3	50
Shared files				31	

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.

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Communication platform – Leaves (cont)

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

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Shared files																Y	es														

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

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Conf comm platform	40 1 9 6 7	1.18.1	0 15 8 9.	10, 11, 12	13 14 49 6 7	7 8 9 10 11 12	3 4 5 6	7 8 9	
Communication platform	di 11 12 13 14	18 16 1	17 46 15 16	17 18 19 2	20 21 30 13 14	4 15 16 17 18 19	2 10 11 12 13	14 15 16	
Umpire application	12 18 19 20 21	22 23 2	24 97 22 23	24 25 26 2	27 28 67 20 2	1 22 23 24 25 26	3 17 18 19 20	21 22 23	
Leaves	43 25 26 27 28	29 30 3	31 18 29 30		52 27 2	8 29 30 31	1 24 25 26 27	28 29 30	
Shored files							31		

Shared Files

In the left 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.

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Configuration umpiring		
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Communication platform – Shared Files (cont)

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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System management						
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Release notes 39 (2).pdf						Show all

Expenses

In the left menu click on **Communication platform** and click on **Expenses**, in the **Selection** area select the **From date**, select the **End date** and click on the **Ok** button.

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	Overview cost lines										
Competition management Contraits underonisotion > Controllers man Controllers management Controllers management Controllers management Communication platform Communication platform Communication Communication Com	From date 01/09/2021	End date 17/10/2021	a	Source	Amount	Remark	Status remark	Explanation		Tiles	







Communication platform - Expenses (cont)

The **Overview Cost Lines** page will show all of the appointments for the umpire as well as the related **Cost line types** and **Amount**.

To reconcile amounts paid to bank account click on the **Selection** button and adjust the **From date** and **End date** to reflect a pay period.

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ommunication platform>	✓ SELECTION								
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Leaves Shared files									
Expenses	Status	Date	Cost line types	Source	Amount	Remark	Status remark.	Explanation	Fies
	Approved	15/01/2022	NT-NTFL Motch Fee	Appointments	\$ 190.48			FIELD Tiwi Bambers (NTFL) - Wanderers (NTFL)	0
	Approved	29/01/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	0
	Approved	29/01/2022	NT-NTFL Transport Expense	Appointments	\$80			PIELD Nightcliff (NTPL) - Tiwi Bombers (NTPL)	ū.
	Approved	5/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Tiwi Bombers (NTFL) - Southern Districts (NTFL).	0
	Approved	19/02/2022	747-NTFL Motch Fee	Appointments	\$ 190.48			PIELD Twi Bombers (NTFL) - Polmerston Magples (NTFL)	0
	Approved	19/02/2022	NT-NTFL Transport Expense	Appointments	\$80			FIELD (Twi Bombers (NTFL) + Polmerston Mogples. (NTFL)	ō.
	Approved	19/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Twi Bombers (NTFL) - Palmerston Magpies. (NTFL)	a.
	Approved	28/11/2022	NT-NTFL Match Fee	Appointments	\$ 48.56			FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Ablinson	a







9. Expenses Management

Overview Expenses

In the left menu click on **Expenses management** and click on **Expenses overview**. On the **Cost Lines** page in the top right corner click on the **Filter** button to open the filter fields.

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■ Conf officials man	Official Status Date Cost line types Amount Explanation	6	Extra Information	Remark	Files	
(3) Officials management						-
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Budget codes						
Financial documents.						
Registrations						
and the second						
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In the **Filter** pop-up select the **Period**, add the **Start date**, select the **Sport discipline**, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx) and click on the **Filter** button.

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	COST LINES	1 week		1770
		Start date *	End date *	
		28/11/2022	5/12/2022	
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		Australian football 🔹		
		State *	Leogue *	
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			Close Filter	
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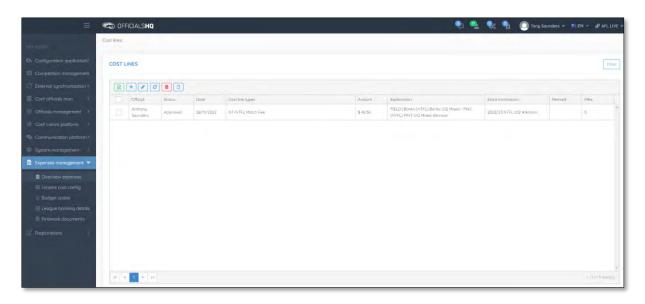




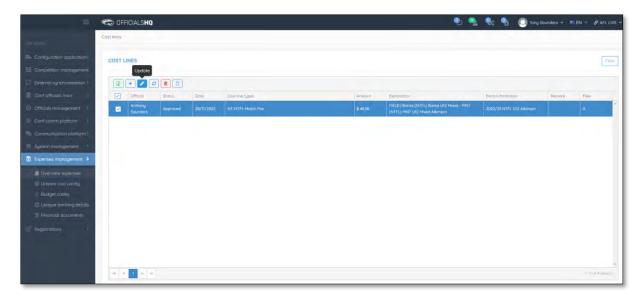


You will be returned to the **Cost Lines** page and all of the cost lines for the period and league selected will appear. The **Official**, **Status**, **Date**, **Cost line types** and **Amount** columns are dynamic and the column headings can be clicked on to sort the **Cost Lines**.

Please note cost lines are automatically created when umpire appointments are published and Additional Fees are automatically calculated when the match status is finalised.



If required an existing **Cost Line** can be updated, click on the **Cost line** and click on the **Cost line** (**Update**) icon.









On the **Update Cost Line** page in the **General** tab the details of expense can be updated and click on the **Update** button.

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Configuration application)	UPDATE COST LINE						Gér	ieral Status / Remark	Flies	Source
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External synchronisation 3	Official*	-								
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	Cost line types *		Remark							
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xpenses management	28/11/2022	6	\$ 48.56	\$ 0.19						
Overview expenses										
El Umpire cost config									Back	✓ Update
Budget codes									Soca	e opound

You will returned to the **Cost Lines** page and the **Cost line** will be updated.

To change the status of a **Cost line**, on the **Cost Lines** page click on a **Cost line** and click on the ^(C) (**Change status**) icon.

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	Cost lines								
	COST LINES								-
	Change	e status							
	Qfficial	Storios	Dote	Cost line tupes	Amount	Explanation	Extra Information	Remark	Files
	Anthony Sounders					FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson			
Expenses management									
Overview expenses									

The Change Status pop-up will appear, select a Status and click on the Change button.

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10.10		Sent to finance:						
		Rejection requested	5					







You will return to the **Cost Lines** page and the status will be changed.

If required, to add a **Cost line** on the **Cost Lines** page click on the \pm (**Add**) icon.

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OFF ASSIST	Cost lines.		
Configuration application>	COST LINES		Filter
Competition management	Add		
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Conf officials man	Official Status Date Cost line types	Amount Explanation	Extra Information Remark Files
Officials management	Anthony Approved 28/11/2022 NT-NTFL Match Fee	\$ 48:56 FIELD Banks (NTFL) Banks U12 Mixed - PNT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTEL U12 Atkinson 0
Second commission of the commi		a 4000 10 a 2000 10 a	
Communication platform?			
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Expenses management >			
Overview expenses			
II Umpire cost config			
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On the **Add Cost Line** page to search for an umpire in the **Official** area click on the icon.

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intrilociti"	Cost lines > Add								
Configuration application)	ADD COST LINE					General	Status / Remark	Files	Source
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Officials management	NT-NTFL Transport Expense:								
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Overview expenses									
Umpire cost config								Bock	✓ Sove
Budget codes								_	







On the **Search Official** page in the **Filter** box type the name of the umpire and options will appear in the **Official** list. Select an option and click on the **OK** button.

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	Cost lines # Add	Search Official	× *	_		
artest.		Filter	4			
Configuration application:	ADD COST LINE	anthony saunders			enera: Status / Remark	FHB Bart-
E Competition management	Official*	Official			_	
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🔲 Conflàtficials man 🔅	Cost line types *	Anthony Saunders (A)				
(2) Officials management	NT-NTFL Transport Expense	Anthony Sounders (G)				
Conticomm platform	To be charged to					
Communication platform	Internal					
0 System monogement	Diate *					
Expenses monogement	26/11/2022	C2				
Country expenses			*			
E Umpire cost contig						- Emek Seve
Budget codes			Close OK			-
Locons bonking distalls						

You will be returned to the Add Cost Line page and the umpire will added in the Official area.

Select a **Cost line type** option, select a **To be charge to** option, select the **Date**, add the **Amount** and click on the **Save** button.

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Configuration application	ADD COST LINE					Gener	ral	Status / Remark	Eiles	Source
External synchronisation Conf officials man	Official * Anthony Sounders Q									
 Officials management Conf comm platform 	Cost line types * NT-NTFL Transport Expense	Remark								
Communication platform?	To be charged to Internal Date *	Amount Unit cost								
Expenses management	28/11/2022	Amount Unit cost Number \$ 50 \$ 0.19 0 +								
Overview expenses Umpire cost config Budget codes									Back	✓ Save







You will be taken to the **Source** tab to link the **Cost line** to an existing appointment for the umpire.

In the **Appointments** area click on **Link**.

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Configuration application	ADD COST LINE							Genero	status / Remark	Files	Source
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Overview expenses Umpire cost config											
Budget codes											
Financial documents Registrations											
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The appointments for the umpire will be shown. Click on an appointment and click on the 🧖 (Link) icon.

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RETINGORT	Cost lines > Add								
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External synchronisation >	Appointments	2							
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Conf comm platform	Link	8	19/02/2022	FIELD Tiwl Bombers (NTFL) - Polmerston Mogoles (NTFL)	2021/22 TIO NTFL Men's Premier League				
Communication platform		8	19/02/2022	FJELD Tive Bombers (NTFL) - Polmerston Mogples (NTFL)	2021/22 TIO NTFL Men's Premier Leogue				
Expenses management		8	5/02/2022	FIELD (Twi Bambers (NTFL) - Southern Didnicts (NTFL)	2021/22 110 NTFL Mer/s Premier Leogue				
Overview expenses Umpire cost config		8	29/01/2022	FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	2021/22 TIO NTFL Men's Premier Leogue 2021/22 TIO NTFL Men's Premier				
Budget codes		8	15/01/2022	FELD (Twi Bombers (NTFL) - Wanderers (NTFL)	Leogue				
Registrations									
								Bock	√ Sove







The **Cost line** will be linked to the appointment and show in the **Appointments** area. Click on the **Back** button in the bottom right corner.

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-101102257	Cost lines > Add									
Configuration application	ADD COST LINE						General	Status / Rémärk	Files	Source
External synchronisation	Appointments	8	8							
Conf officials man	Link		Done	Explanation	Extra information					
Officials management	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson		29/11/2022	FIELD Banks (NTFL) Banks Ut2 Mixed - PINT (NTFL) PINT Ut2 Mixed Atkinson	2022/23 NTFL U12 Atkinson	-				
Conf comm platform	Reviews	8	19/02/2022	FIELD Tiw Bombers (NTFL) - Polnterston Magples (NTFL)	2021/22 TIO NTFL Men's Premier Leogue					
Communication platform?	Link	8	19/02/2022	FIELD This Bombers (NTFL) - Palmerston Mogples (NTFL)	2021/22 TIO NTFL Men's Premier Leogue					
System management Expenses management >		8	5/02/2022	FIELD (Tiwi Bombers (NTFL) - Southern Districts (NTFL)	2021/22 TIO NTFL Men's Premier League					
B Overview expenses		8	29/01/2022	FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	2021/22 TIO NTFL Men's Premier League					
Umpire cast config			15/01/2022	FIELD (Tiwl Bombers (NTFL) - Wonderers (NTFL)	2021/22 TIO NTFL Men's Premier Leogue					
Budget codes League banking details Financial documents										
Registrations										
									Bock	✓ Save

You will be returned to the **Cost Lines** page and the **Cost line** will be added with the **Status** as **Pending** which needs to be changed to **Approved** to be included in the ABA file.

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Configuration application	COST LINES								Filter
C External synchronisation >									
E Conf officials man	Official	Stolus	Date	Cost line types	Amount	Explanation	Extra information	Remark	Files
Officials management	Anthony Sounders	Approved	28/11/2022	NT-NTFL Mosch Fee	\$ 48.56	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson		0
Conf comm platform	Anthony. Sounders	Pending	28/11/2022	NT-NTEL Transport Expense	\$ 50	FIELD Banks (NTFL) Banks U12 Moved - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson		Ø
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If required a spreadsheet of the **Cost Lines** can be downloaded by clicking on the 📧 (**Export to Excel**) icon.







Create ABA File

Before an ABA file can be generated the organisation bank account needs to be added in the **Expenses Management** > League Banking Details section.

	Cost lines.									
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Configuration application?	COST LIN	ES								
Competition management			Export Financi	ol file						
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On the **Cost Lines** page click on the D (**Export Financial File**) icon.

Please note when selecting to create an ABA file the system will create the file for all cost lines with status **Approved**. When **Draft** is not selected the status of the cost lines will change to **Sent to finance** indicating the cost lines were sent for payment to the umpires. Selecting **Draft** will create an ABA file for verification but will not change the status of the cost lines.

On the **Export ABA file page** click on the **Export** button.

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When the report is ready click on the 🔊 icon in the top menu and select **Rapport filled forms bulk data**.

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Expenses Management - Create ABA File (cont)

The link for the file will appear in the bottom left corner of the screen, click on the link to save and/or open the File.

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If you did not select **Draft**, when you refresh the **Cost Lines** page the **Cost lines** for umpires with correct bank details in their profile will update to **Sent to finance**.

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Umpire cost config

In the left menu click on **Expenses management** and click on **Umpire cost config**. In the **Selection** box, select the **State** and select the **League**.

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On the Appointment Rate Configurations page there is a For League area and For Grades area.

Umpire pay rates that are added in the **For League** area will automatically pass down into all **Grades**. However if there umpire pay rates added in a **Grade**, these will override the league umpire pay rates of the same type.

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Add/Edit Umpire Pay Rates

To add umpire pay rates in **For Leagues** area **click on the** + **(Add) icon**.

To add umpire payrates in the **For Grades** area click on the **i**con to open the grade and **click on the (Add) icon**.

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On the Add Rate page select a Cost type option, select an Umpire discipline, select a To be charged to option, select the Effective date, select the End date, add a Cost line type, add a Net to Umpire value, add a Gross to Club value (if required) and click on the Save button in the bottom right corner.

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Expenses Management – Add/Edit Umpire Pay Rates (cont)

You will be returned to the **Appointment Rate Configurations** page.

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Add **Pay rates** for other disciplines and periods of time as required.

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		Match fee	GOAL	20.00		22.00	Both teams	1/04/2	023 - 31/08/2023		







Expenses Management - Add/Edit Umpire Pay Rates (cont)

In the instance where you have added an individual pay rate but there are less umpires and the pay rate increases you can use the **Additional fee** option as follows.

In the previous example we have set the pay rate as \$50 for field umpire appointments when 2 umpires are appointed. In the following example we will set an additional rate as \$25 when only one field umpire is appointed.

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Each Type of fee will be grouped together on the Appointment Rate Configurations page.

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Follow the same process for all other Grades as required.







Budget codes

In the left menu click on Expenses management and click on Budget codes.

To create a new cost line on the **Cost Line Types** page click on the 🛨 (**Add**) icon

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	3	Umpire expenses			8268-081	Transport expense
	-4	Umpire expenses			8268-081	Other expense
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On the Add Cost Line Type page add a Name, select a Sequence number (if required), add Information (if required), add Ledger account (if required), add Cost center (if required), select Cost type and click on the Save button in the bottom right hand corner.

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Expenses management - Budget codes (cont)

You will be returned to the **Cost Line Types** page.

To edit an existing cost line on the **Cost Line Types** page click on an existing cost line and click on the *C* (**Update**) icon.

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Expenses management - Budget codes (cont)

On the **Update Cost Line Type** page edit the details required and click on the **Save** button.

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You will be returned to the **Cost Line Types** page.







Financial Documents

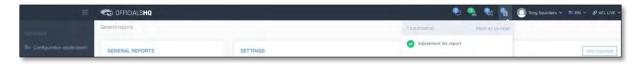
In the left menu click on **Expenses management** and click on **Financial documents**. You will land on the **General reports** page where there are three financial reports available.

Adjustment List Report

On the **General Reports** page in the **General Reports** area select **Adjustment list report**, add a **From date**, add an **End date**, select a **State** option, select a **League** option and click on the **Start batchjob** button.

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When the report is ready click on the 💁 icon in the top menu and select **Adjustment list report**.









Expenses Managements - Adjustment List Report (cont)

The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

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Report Club Levy Summary

On the **General Reports** page in the **General Reports** area select **Report club levy summary**, add a **From date**, add an **End date**, select a **State** option, select a **League** option, if required tick the **Include invoices** box and click on the **Start batchjob** button.

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When the report is ready click on the 🕒 icon in the top menu and select **Report club levy summary**.

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Expenses Management - Report Club Levy Summary (cont)

The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

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Report Umpire Payment Summary

On the **General Reports** page in the **General Reports** area select **Report umpire payment summary**, add a **From date**, add an **End date**, select a **State** option, select a **League** option and click on the **Start batchjob** button.

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Expenses Management - Report Umpire Payment Summary (cont)

The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

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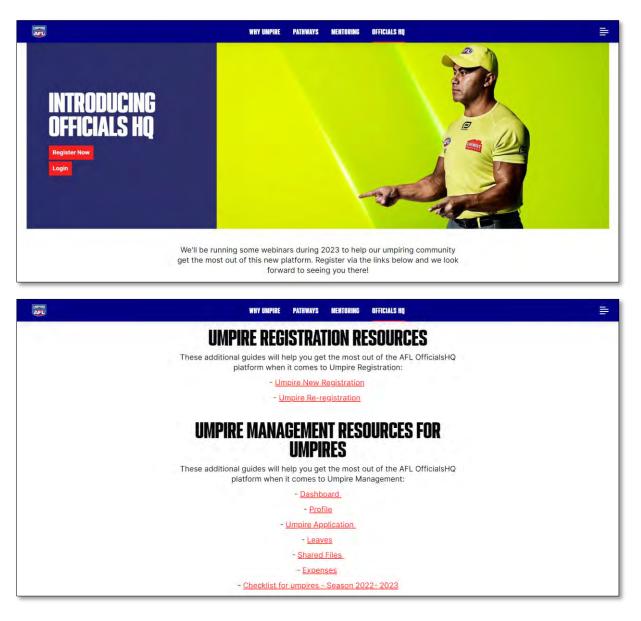




10. Support

Umpire Resources

A one stop shop for all your Umpire needs including registration links, user guides, short videos and links to online training sessions for the OfficialsHQ platform, visit <u>https://www.play.afl/umpire/officials-hq</u>.



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 <u>here</u> and update their details at their leisure on their profile once logged in <u>here</u>.

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 <u>umpire.afl@afl.com.au</u> who will be able to assist and make your valuable role that much easier.

