

***AFL***  
***UMPIRE FINANCE ADMIN***  
***OFFICIALSHQ USER GUIDE***



**OFFICIALSHQ**

Version 3, 17<sup>th</sup> 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 Schedules in the GameDay (SportsTG) system.

**Grade** in **OfficialsHQ** formerly known as Competition in the Schedules system.

**Leaves** in **OfficialsHQ** formerly known as Availability in the Schedules system.



## 2. Umpire / Umpire Coach Registration

### New Registration

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

#### Step 1. Account

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

The screenshot shows the '1. ACCOUNT' registration step. On the left, there is a sidebar with the OfficialsHQ logo and registration details. The main content area contains the following fields:

- 1. ACCOUNT** (Section Header)
- Email address \*** (Text input field)
- First name \*** (Text input field)
- Last name \*** (Text input field)
- Date of birth \*** (Date picker field with format dd/mm/yyyy)
- Gender \*** (Dropdown menu with 'Male' selected)
- Next** (Blue button)

#### Step 2. Address & Contact

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

The screenshot shows the '2. ADDRESS & CONTACT' registration step. On the left, there is a sidebar with the OfficialsHQ logo and registration details. The main content area contains the following fields:

- 2. ADDRESS & CONTACT** (Section Header)
- Nr \*** (Text input field)
- Street \*** (Text input field)
- Suburb \*** (Text input field)
- Postcode \*** (Text input field)
- State** (Dropdown menu with 'Please select a value')
- Country \*** (Dropdown menu with 'Australia' selected)
- Mobile phone \*** (Text input field)
- Previous** (White button)
- Next** (Blue button)




## Umpire / Umpire Coach Registration (cont)

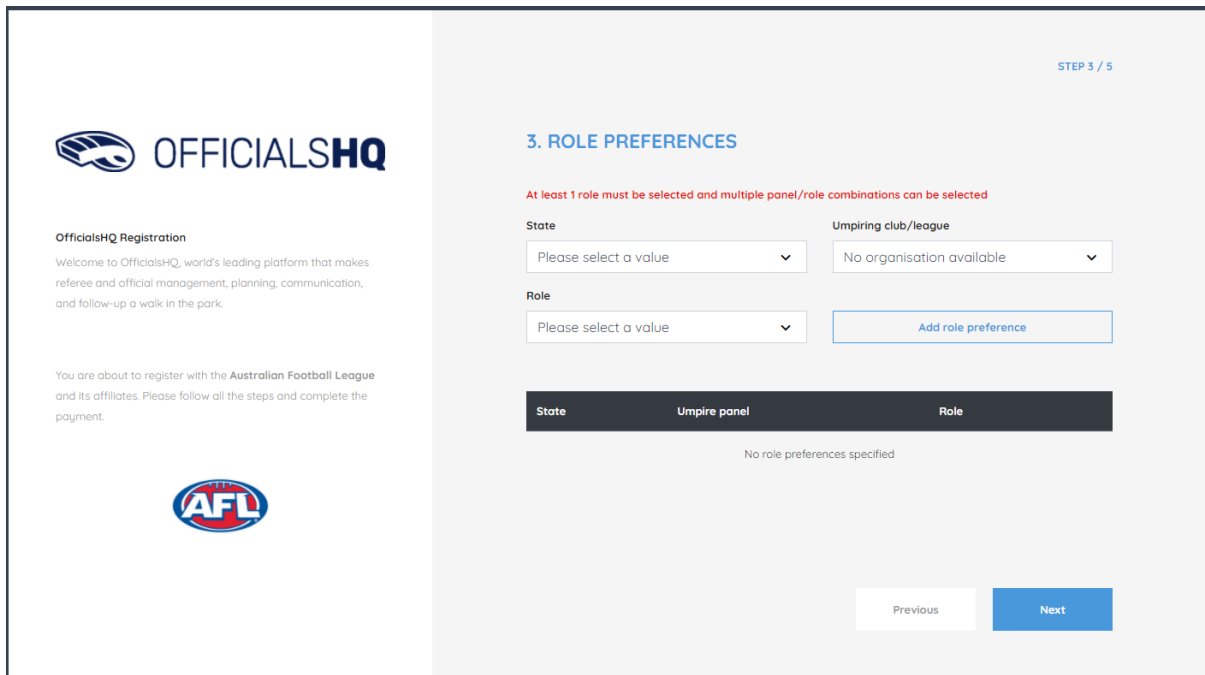
### Step 3. Role Preferences

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

**Please note you can select more than 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.



The screenshot shows the '3. ROLE PREFERENCES' step of the registration process. On the left is a sidebar with the OfficialsHQ logo and registration information. The main content area has a title '3. ROLE PREFERENCES' and a red warning: 'At least 1 role must be selected and multiple panel/role combinations can be selected'. Below this are three dropdown menus: 'State' (with 'Please select a value'), 'Umpiring club/league' (with 'No organisation available'), and 'Role' (with 'Please select a value'). An 'Add role preference' button is to the right of the Role dropdown. Below the dropdowns is a table with three columns: 'State', 'Umpire panel', and 'Role'. The table is currently empty, with the text 'No role preferences specified' centered below it. At the bottom right are 'Previous' and 'Next' buttons. The top right corner of the form area says 'STEP 3 / 5'.



## 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 4 / 5



**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.

You are about to register with the Australian Football League and its affiliates. Please follow all the steps and complete the payment.



### 4. SUMMARY

Please review your data before proceeding to the payment

|   |   |
|---|---|
| <b>Account</b>  | <b>Address &amp; Contact</b>                                      |
| Tony Saunders<br>testumpire@gmail.com<br>01/06/1963<br>Male | 9 monet street<br>coombabah 4216<br>23<br>Australia<br>0400000000 |

---

**Role preference(s)**

Field Umpire for Northern Territory Football League in Northern Territory

I agree 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 Policy](#)

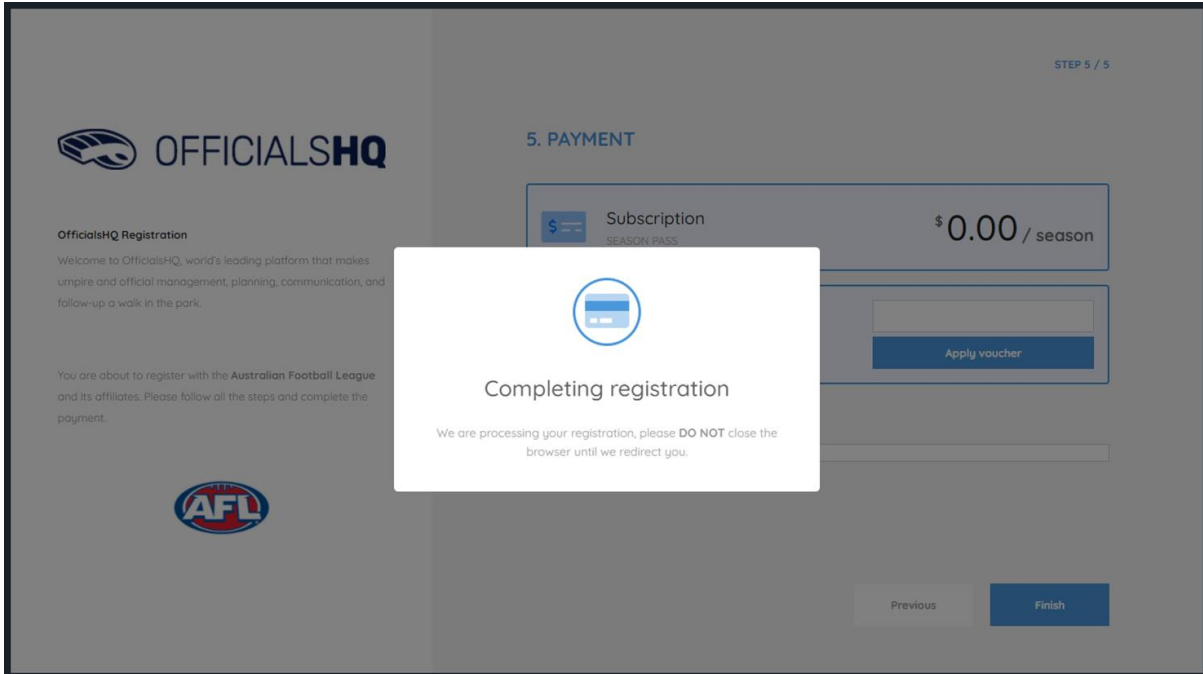
Previous Next



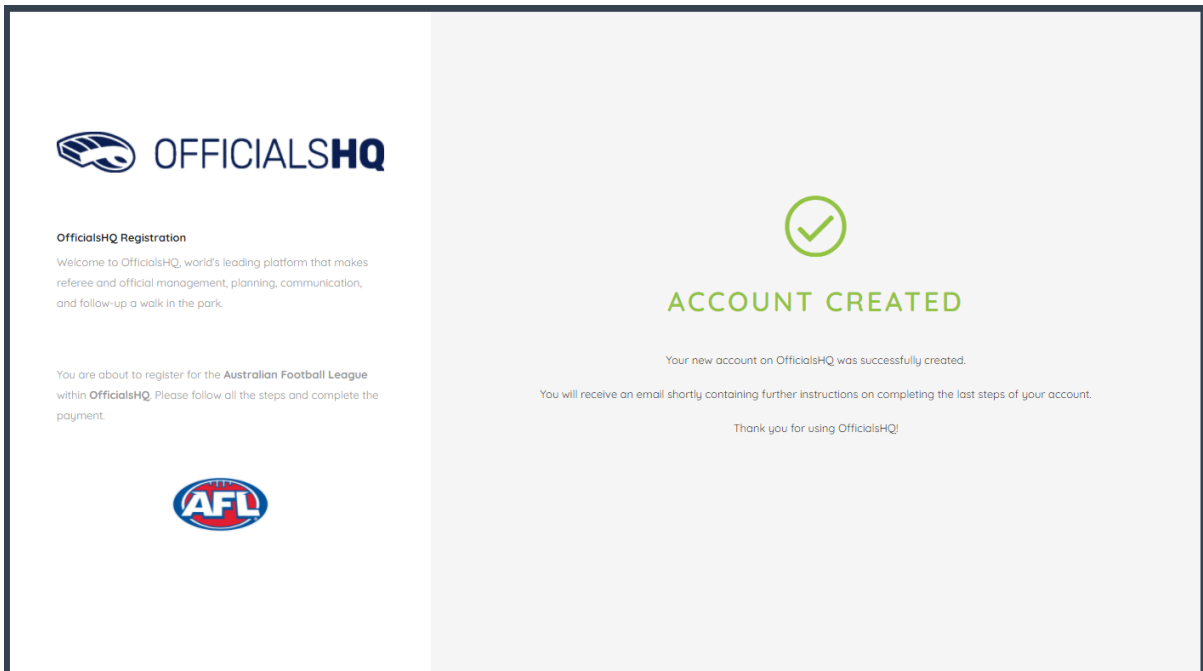
## Umpire / Umpire Coach Registration (cont)

### Step 5. Payment

No payment is required.



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





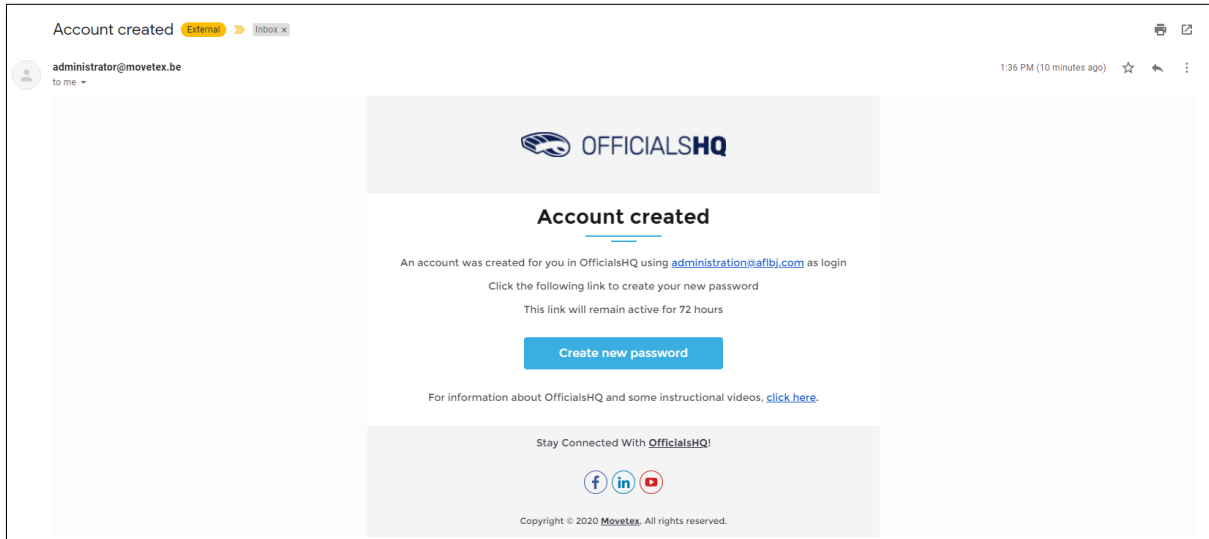


## Umpire / Umpire Coach Registration (cont)

### 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.



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

OFFICIALSHQ

Welcome. Enter a valid password to complete your account creation.

Password

Confirm password

CANCEL CREATE

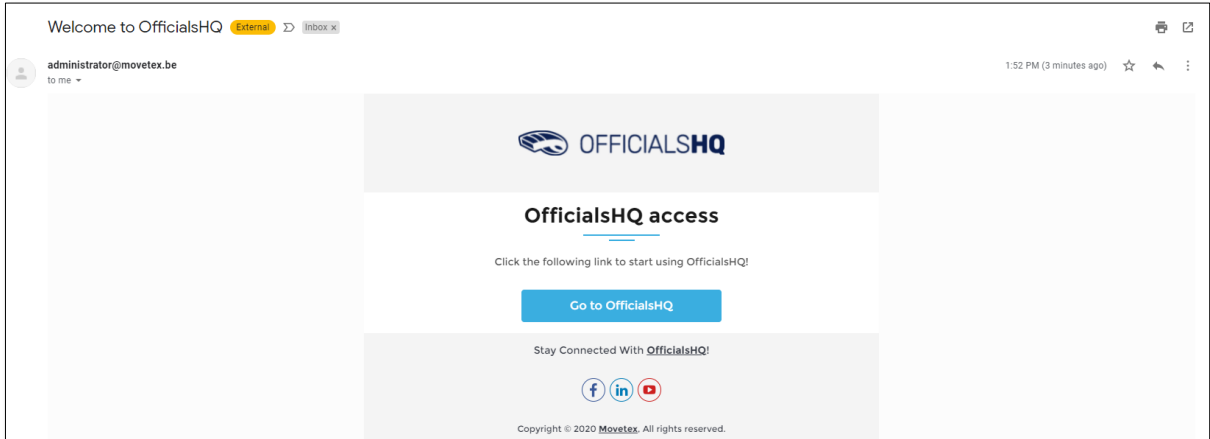
2021 © OfficialsHQ powered by RefAssist.



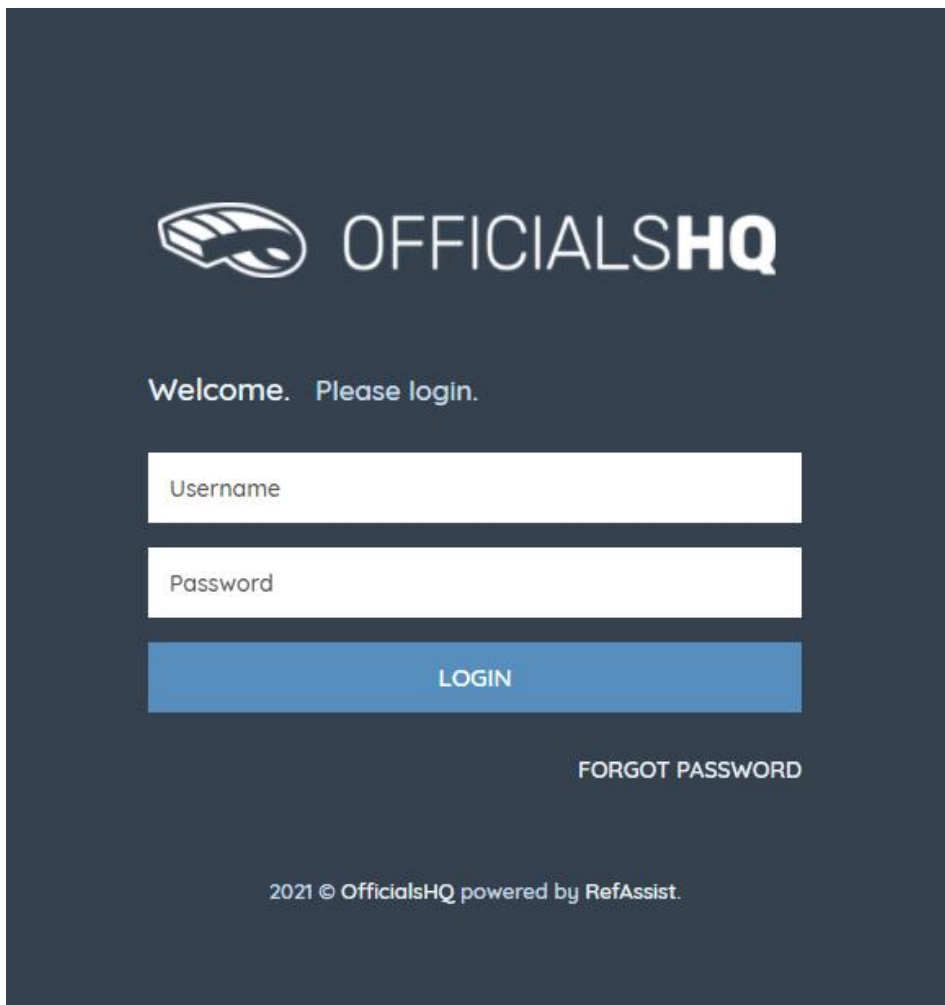
### Umpire / Umpire Coach Registration – Account Creation (cont)

Check your email for an email with the subject line **Welcome to OfficialsHQ**.

Open the email and click on the **Go to OfficialsHQ** button.



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



## Required Account Completion

The first time you login to your new account you will be asked to add information to the **Required account competition** pop-up.

Please ensure you add information to **ALL** of the tabs on the left hand side **BEFORE** you click on the Complete button.

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

The screenshot shows a 'Required account completion' window with a sidebar on the left containing the following tabs: Clubs (selected), Umpire info, Work with children, Demographics, Emergency info, Banking, and Medical. The main content area has a grey instruction box with an exclamation mark icon: 'Please select all clubs you are associated to. Select none if you aren't associated with one or more clubs.' Below this is a section titled 'Selected associated clubs' which is currently empty. A search bar is labeled 'Search for clubs' and contains a search icon. Below the search bar is a blue button with a right-pointing arrow and the text 'No club'. At the bottom right of the window are 'Cancel' and 'Next' buttons.

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

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

Required account completion

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

Active player? \*

Year started umpiring? \*

How did you find out about us? \*

Cancel Next

**Work with children** tab – select answers for both questions.

Required account completion

- Clubs
- Umpire info
- Work with children**
- Demographics
- Emergency info
- Parent guardians
- Banking
- Medical

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.  
Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.  
Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.

Have you been convicted of, or are you currently charged with, a criminal offence? \*

Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? \*

Yes  
No

Cancel Next

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

**Demographics** tab – select **Country of birth** option, select **Were you or any of your parents born overseas** option and select **Are you from Aboriginal or Torres Strait Islander origin** option.

Required account completion

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

Country of birth \*

Were you or any of your parents born overseas? \*

Are you from Aboriginal or Torres Strait Islander origin? \*

Cancel Next

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

Required account completion

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

Name \*

Telephone number \*

Relationship \*

Cancel Next

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

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

The screenshot shows a web form titled "Required account completion" with a close button (X) in the top right. On the left is a vertical navigation menu with icons and labels: Clubs, Umpire info, Work with children, Demographics, Emergency info, **Banking** (highlighted with a blue bar), and Medical. The main content area has a grey informational box with an orange exclamation mark icon: "Please enter your main bank account details used for receiving payments. It will be possible to add more bank accounts in your profile after completing the registration process." Below this are four input fields: "Bank name \*" and "Bank account holder \*" on the top row, and "Account number \*" and "BSB \*" on the bottom row. At the bottom right are "Cancel" and "Next" buttons.

**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.

The screenshot shows the same "Required account completion" form, but with the **Medical** tab selected in the navigation menu. The informational box now says: "Please add all relevant medical information, if applicable add some extra information or a document." Below it is a dropdown menu with the following options: "Allergies" (highlighted in blue), "General medical Notes/injuries", and "Do you identify as living with a disability/disabilities". To the right of the dropdown is an "Add medical information" button. At the bottom right are "Cancel" and "Complete" buttons.



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

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

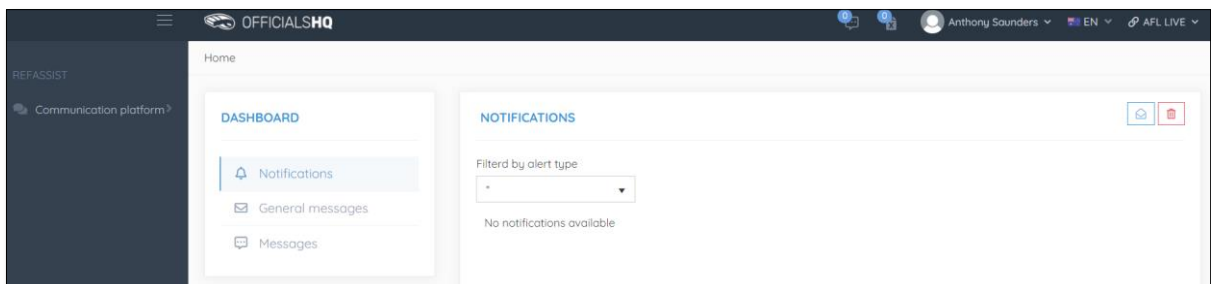
Thank you for registering with your umpire club/league. We wish you all the best with your umpire journey this season and we really appreciate your commitment and involvement in our great, please click [here](#) to view a short video.

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.

I have read the terms and conditions and agree

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





## Re-Registration

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

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

### General tab

The screenshot shows a web form titled "Required re-registration" with a close button (X) in the top right corner. On the left is a vertical navigation menu with the following items: "General" (selected), "Address", "Clubs", "Role preferences", "Umpire info", "Work with children", "Demographics", "Emergency info", "Banking", and "Medical". The main content area contains the following fields:

- First name \***: Text input field containing "Anthony".
- Last name \***: Text input field containing "Saunders (A)".
- Date of birth \***: Text input field containing "1/06/1963" with a calendar icon to its right.
- G \***: Dropdown menu with "M" selected.
- Email \***: Text input field containing "administration@afbj.com".
- Mobile \***: Text input field containing "0400006859".

At the bottom right of the form are two buttons: "Cancel" (disabled) and "Next" (active).



## Umpire / Umpire Coach Registration – Re-Registration (cont)

### Address tab

Required re-registration

- General
- Address**
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Street \*  
Monet Street

House number \*  
9

City \*  
Coomabah

Postal code \*  
4216

State/Province \*  
Queensland

Country \*  
Australia

Cancel Next

### Clubs tab

Required re-registration

- General
- Address**
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Street \*  
Monet Street

House number \*  
9

City \*  
Coomabah

Postal code \*  
4216

State/Province \*  
Queensland

Country \*  
Australia

Cancel Next

## Umpire / Umpire Coach Registration – Re-Registration (cont)

### Role Preferences tab

#### Required re-registration

- General
- Address
- Clubs
- Role preferences**
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

At least 1 role must be selected and multiple panel/role combinations can be selected. Please select all panel/role combinations you want to re-register for, you can also add new combinations you want to register to

State: Northern Territory  
Organisation: NTFL Umpires  
Role: Field Umpire  
[Add role preference](#)

| State              | Umpire panel | Role         |
|--------------------|--------------|--------------|
| Northern Territory | NTFL Umpires | Field Umpire |

[Cancel](#) [Next](#)

### Umpire Info tab

#### Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info**
- Work with children
- Demographics
- Emergency info
- Banking
- Medical

Active player? \*  
No

Year started umpiring? \*  
2017

How did you find out about us? \*  
Other

[Cancel](#) [Next](#)

## Umpire / Umpire Coach Registration – Re-Registration (cont)

### Work With Children tab

### Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children**
- Demographics
- Emergency info
- Banking
- Medical

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.  
Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.  
Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.

Have you been convicted of, or are you currently charged with, a criminal offence? \*

Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? \*

Yes  
No

Cancel Next

### Demographics tab

### Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics**
- Emergency info
- Banking
- Medical

Country of birth \*

England

Were you or any of your parents born overseas? \*

Yes

Are you from Aboriginal or Torres Strait Islander origin? \*

No

Cancel Next

## Umpire / Umpire Coach Registration – Re-Registration (cont)

### Emergency Info tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info**
- Banking
- Medical

Name \*

Telephone number \*

Relationship \*

Cancel Next

### Banking tab

Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking**
- Medical

Please enter your main bank account details used for receiving payments. It will be possible to add more bank accounts in your profile after completing the registration process.

Bank name \*

Bank account holder \*

Account number \*

BSB \*

Cancel Next

## Umpire / Umpire Coach Registration – Re-Registration (cont)

### Medical tab

#### Required re-registration

- General
- Address
- Clubs
- Role preferences
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking
- Medical**

Please add all relevant medical information, if applicable add some extra information or a document.

Allergies

- Allergies
- General medical Notes/injuries
- Do you identify as living with a disability/disabilities



## Umpire / Umpire Coach Registration – Re-Registration (cont)

### 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.

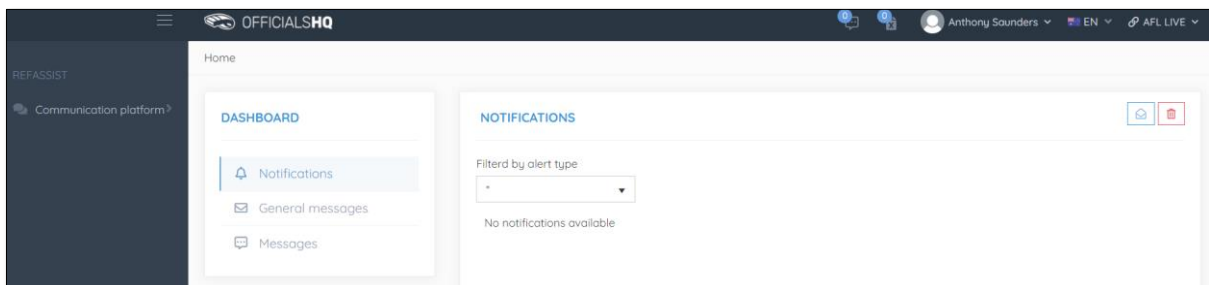
The Introductory Course will be especially helpful for the less experienced umpires but is a useful refresher for all umpires regardless of your level of experience. You will find the link to complete the Introductory Course when you are logged into [OfficialsHQ](#) account, click on your account name 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.

I have read the terms and conditions and agree

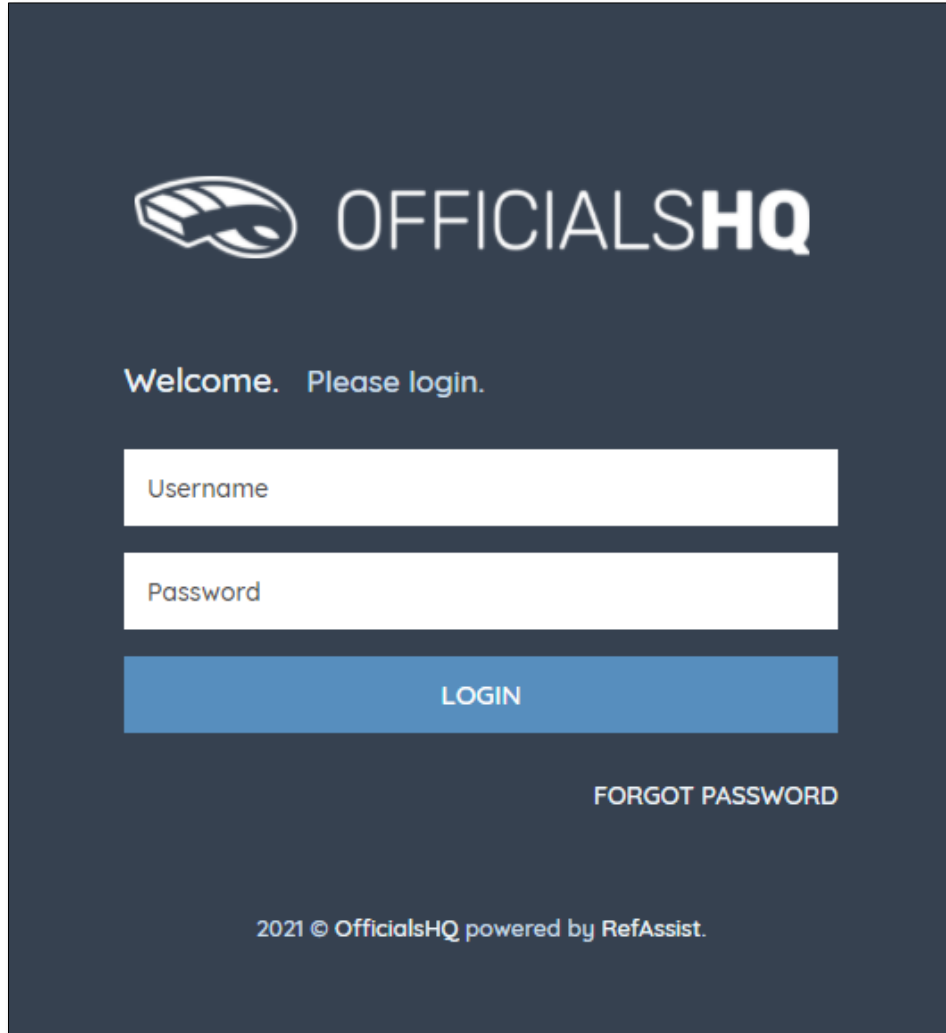
I disagree I agree

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



### 3. Logging in and accessing OfficialsHQ

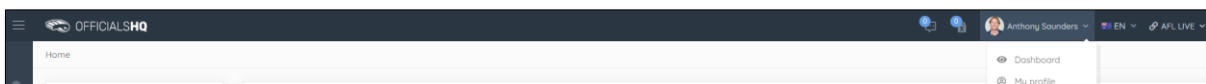
To login and access OfficialsHQ go to <https://app.officialshq.com> and enter the username & password you have registered.



#### Dashboard

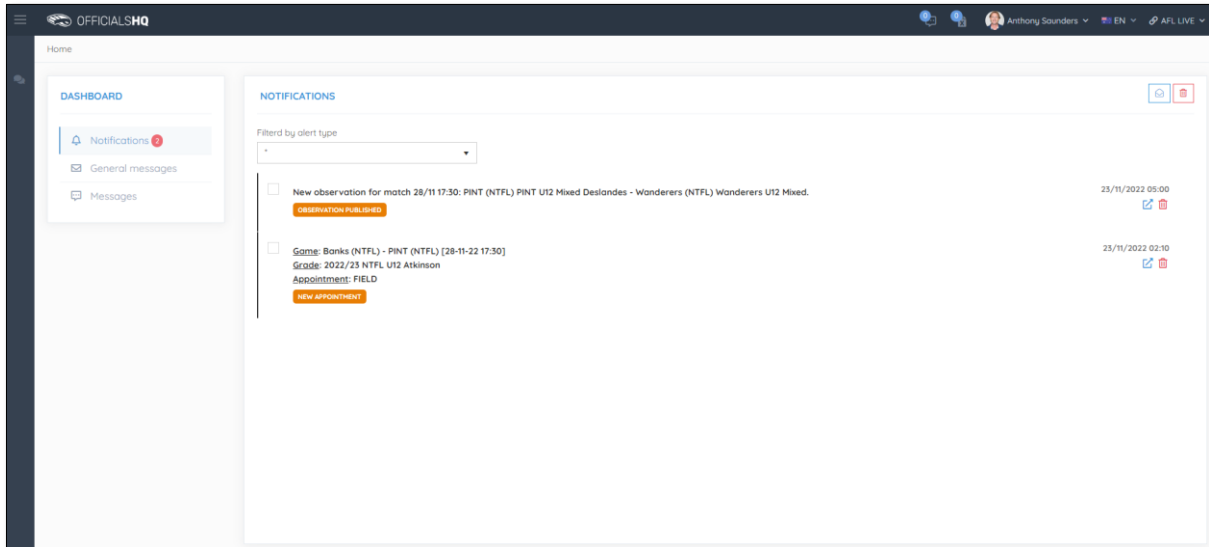
When you login to the platform by default you always be taken to the **Dashboard**.

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

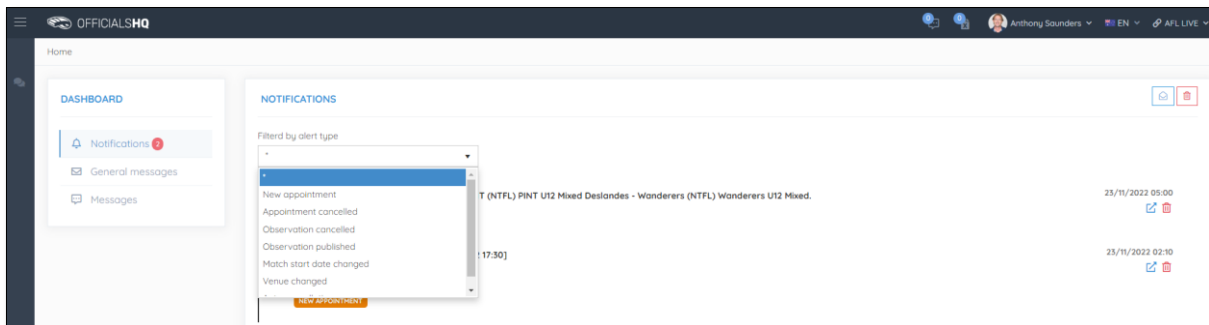


## Notifications

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



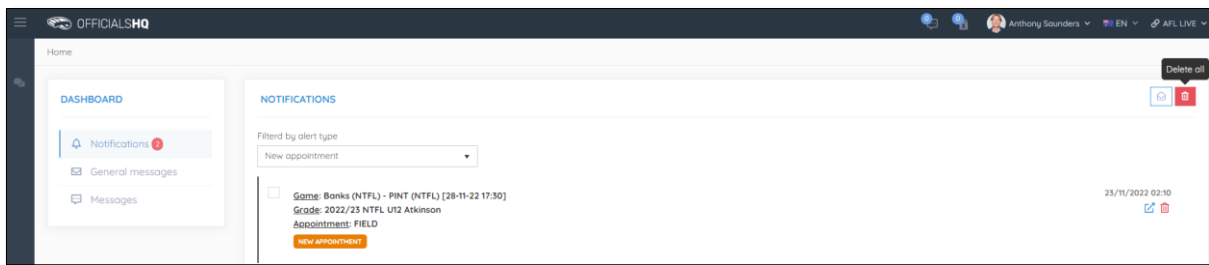
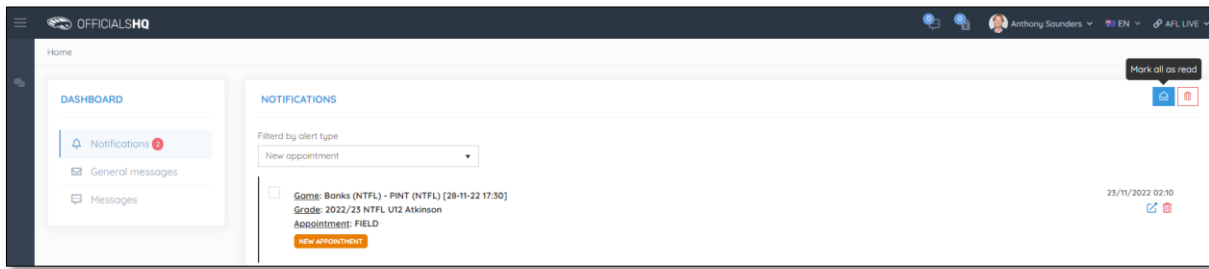
To manage the notifications you can use the **Filter by alert type** drop down.






## Dashboard – Notifications (cont)

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

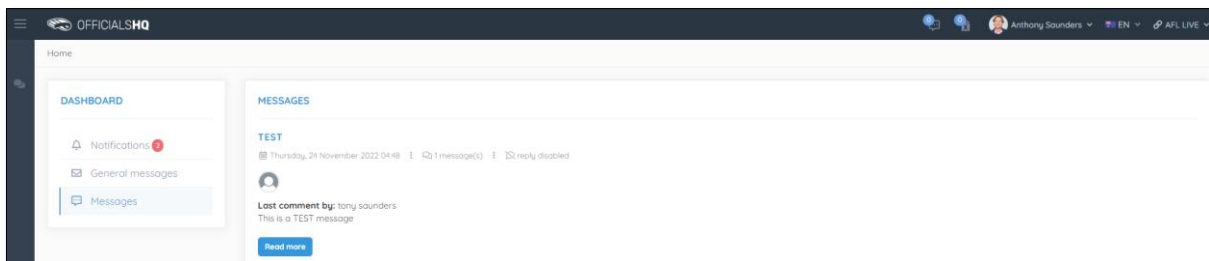



Clicking the  icon will take you immediately to the **Umpire Application** page to view the appointment.

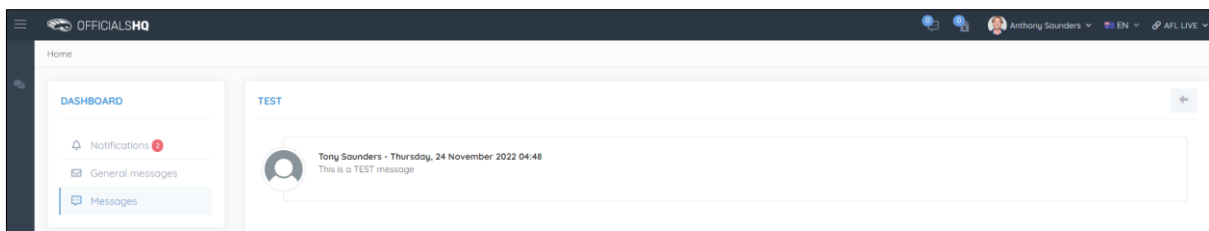
## Messages

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.



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





## Profile

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

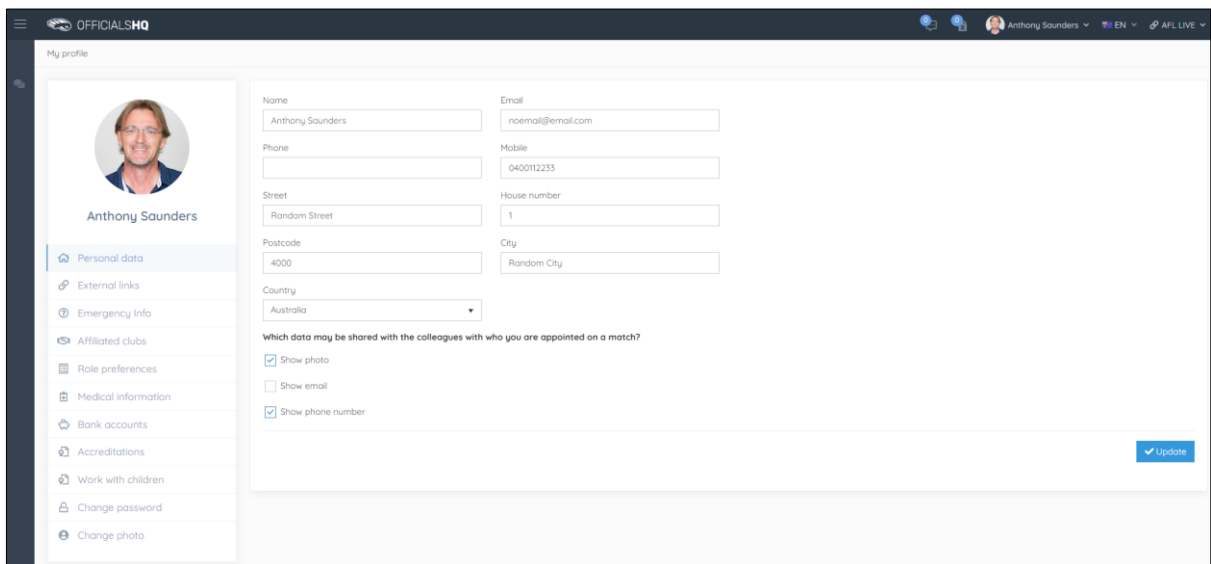


You are able to update your information using the tabs under your name.

## Personal Data

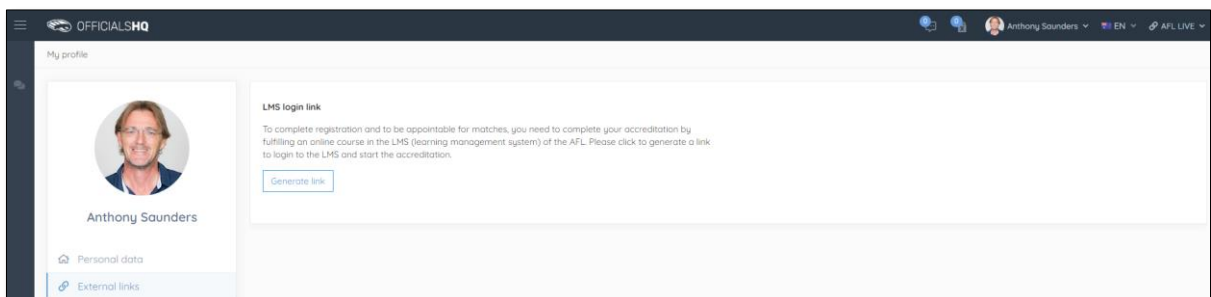
Please note updating your **Email** on this page only updates your contact email. To change the **Email** linked to your account as your username, please contact your umpire admin.

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



## External Links

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





## 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.

My profile

Anthony Saunders

Personal data

External links

Emergency Info

Name  
Jodie

Telephone number  
0400112233

Relationship  
Daughter

Update

## 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.

My profile

Anthony Saunders

Personal data


External links

Emergency Info

Affiliated clubs

AFFILIATED CLUBS

Add affiliation club

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

Add affiliation club

Club \*

Wodonga Football & Sports Club Ltd.

Filter

wodonga

Club

Albury Wodonga Junior Football League

Wodonga Bulldogs (FID4)

Wodonga Female Football Club

Wodonga Football & Sports Club Ltd.

Wodonga Junior Football Club

Wodonga Raiders Female Football Club

Wodonga Raiders Football Club

Wodonga Raiders Junior Football Club

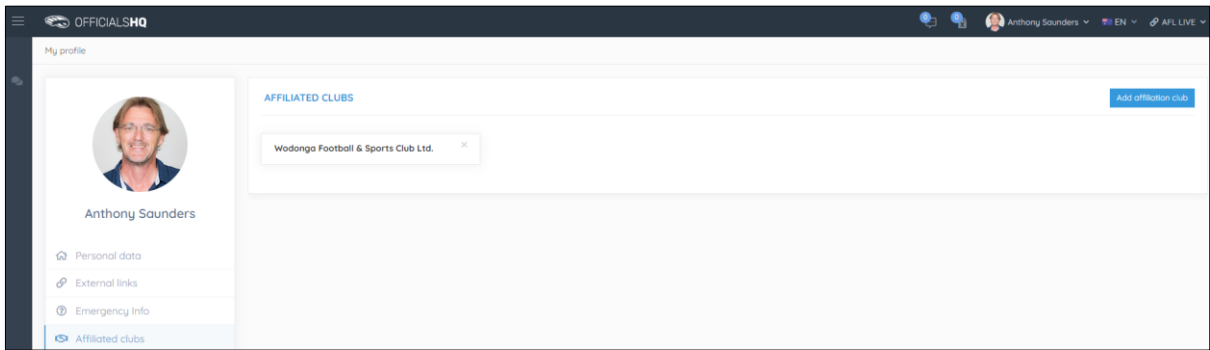
Wodonga Saints Football Club

Close Add



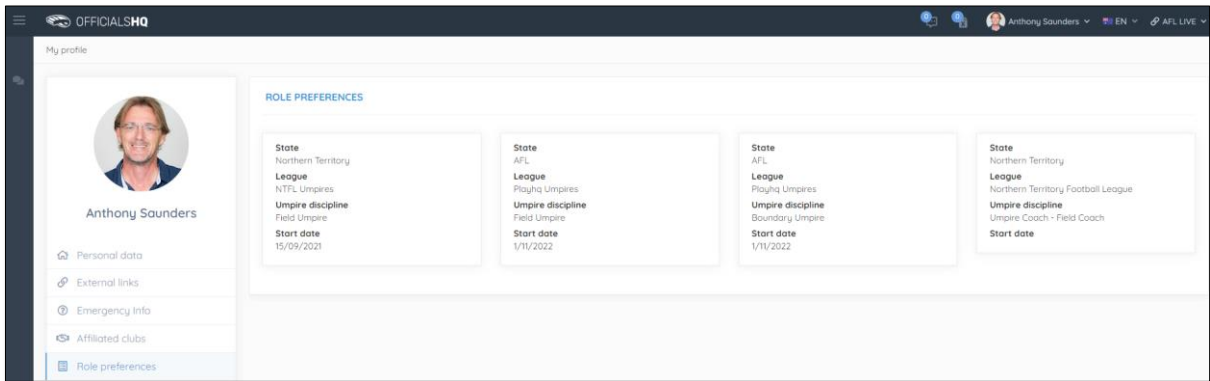
### Profile – Affiliated Clubs (cont)

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



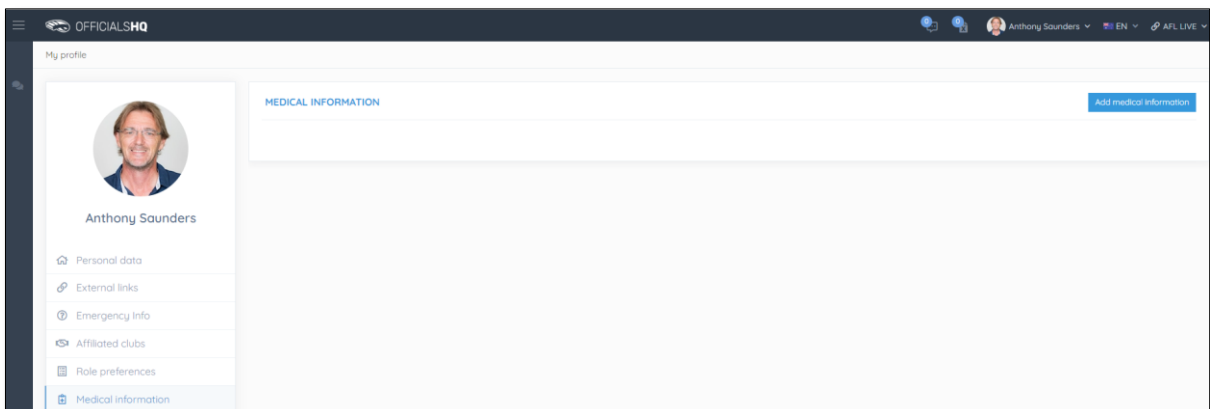
### Role Preferences

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.



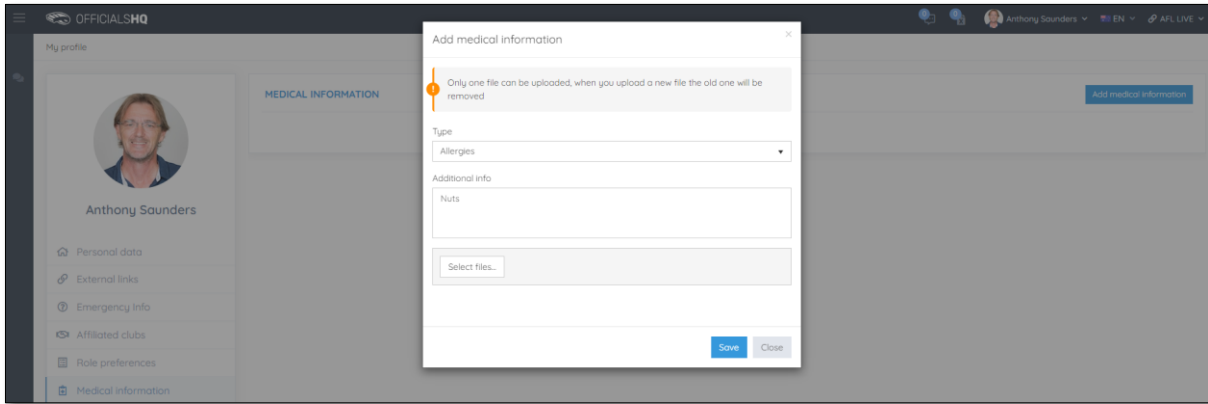
### Medical Information

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.

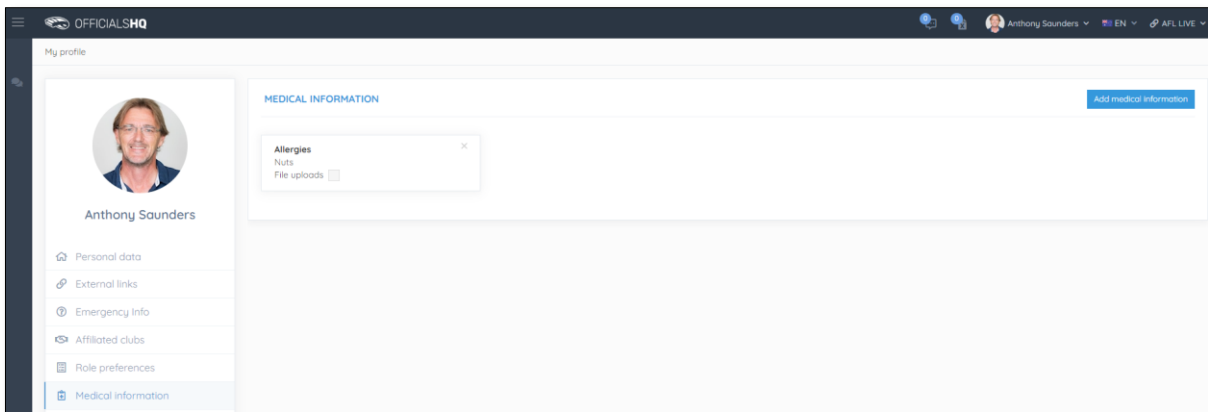


### Profile – Medical Information (cont)

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.

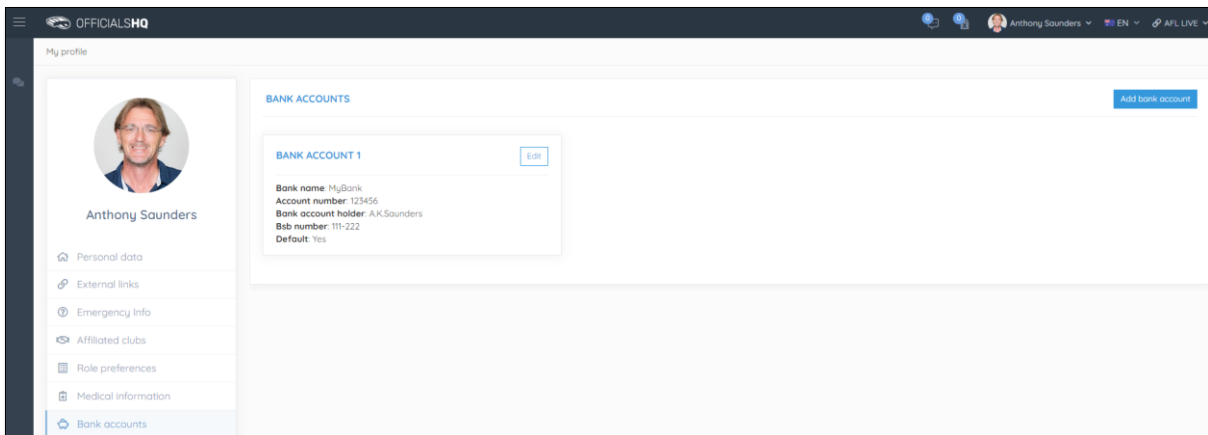


When you return to the **Medical Information** page, the information will be added. To remove the information click on the **X**.



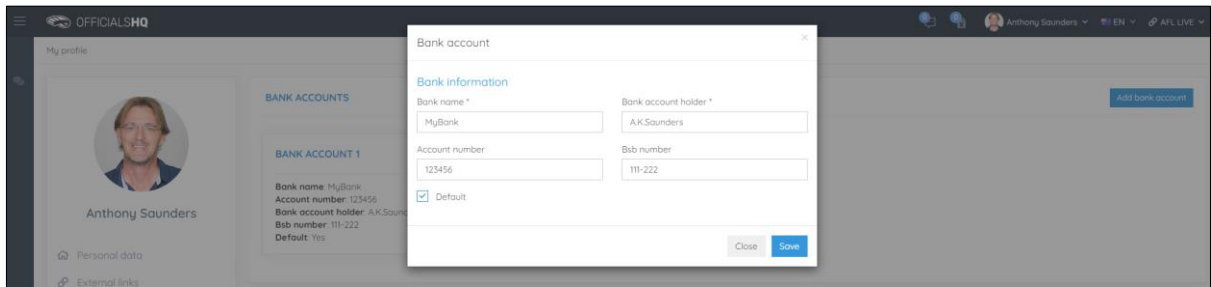
### Bank Accounts

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.**



### Profile – Bank Accounts (cont)

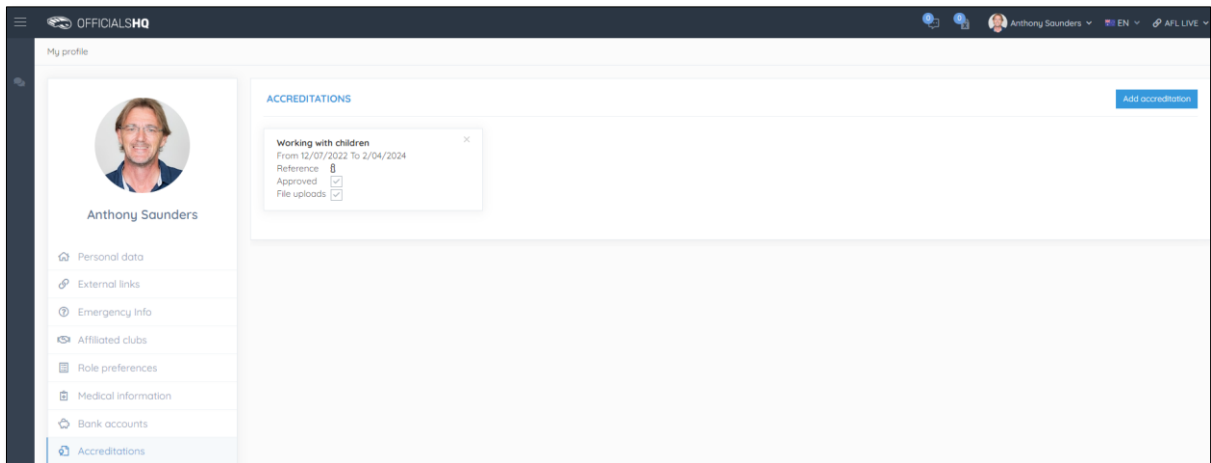
On the **Bank account** page, edit any details where required and click on the **Save** button.



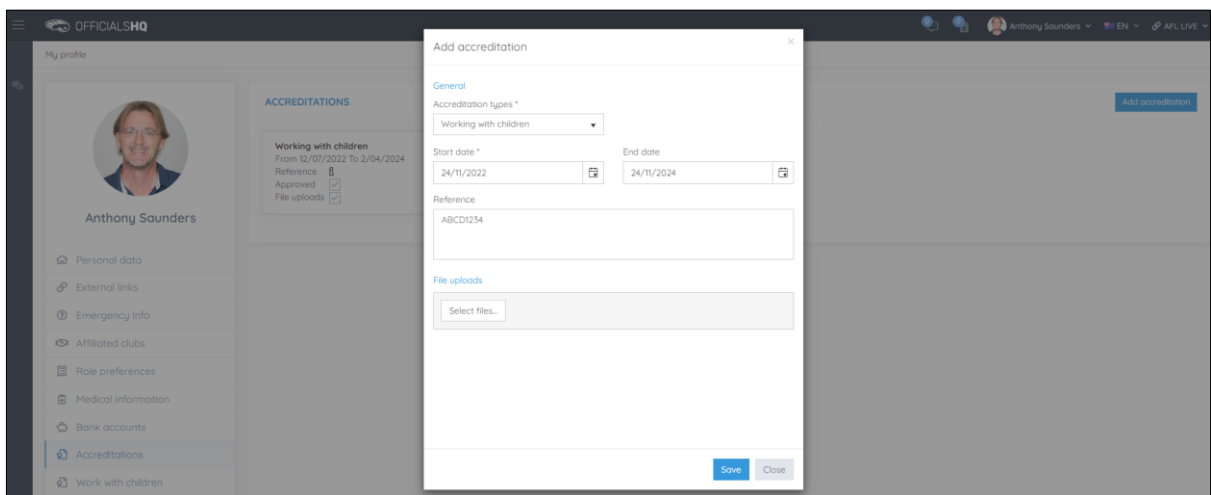
When you return to the **Bank Accounts** page, the information will be updated.

### 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.

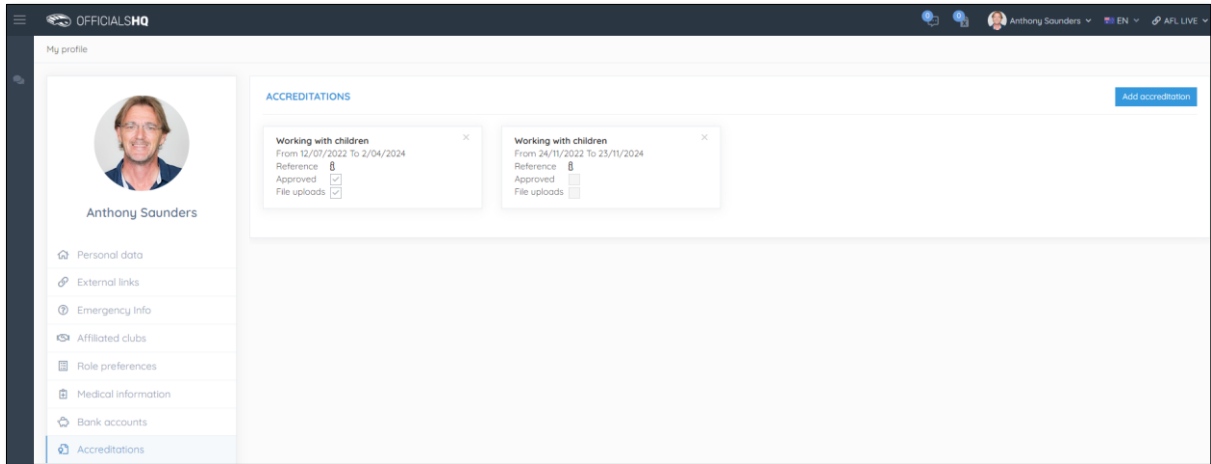


On the **Add Accreditation** page, select an **Accreditation type**, add **Start date**, add **End date**, add a **Reference**, upload documentation (if required) by clicking on the **Select files** button and click on the **Save** button.



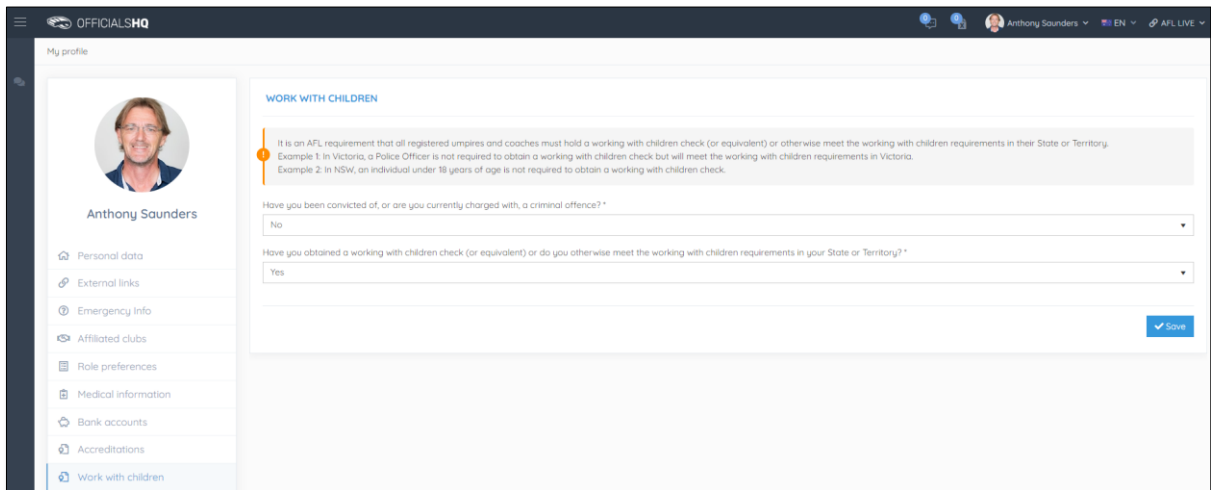
### Profile – Accreditations (cont)

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



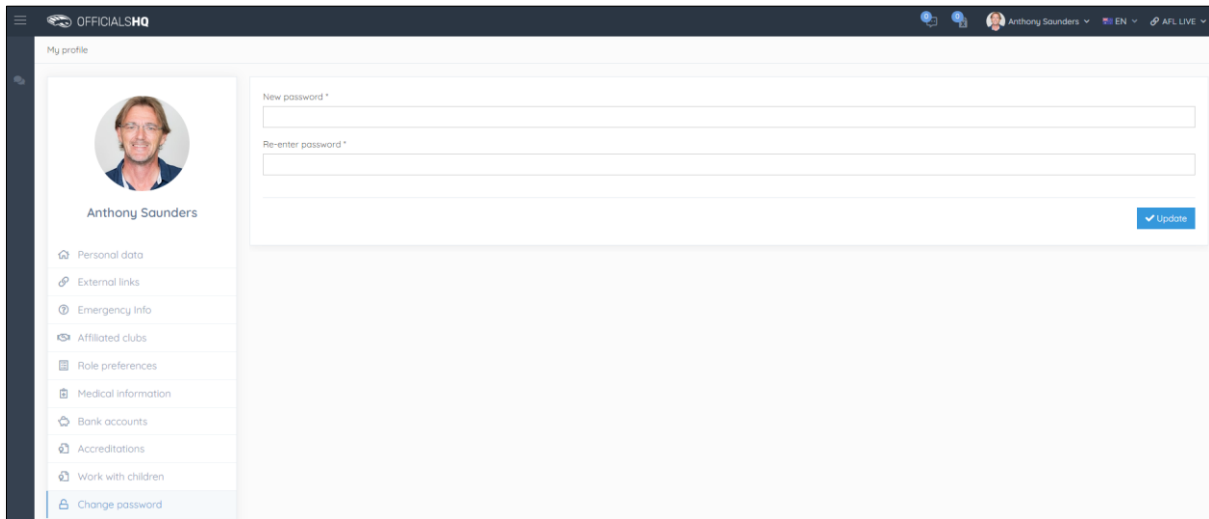
### Work With Children

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



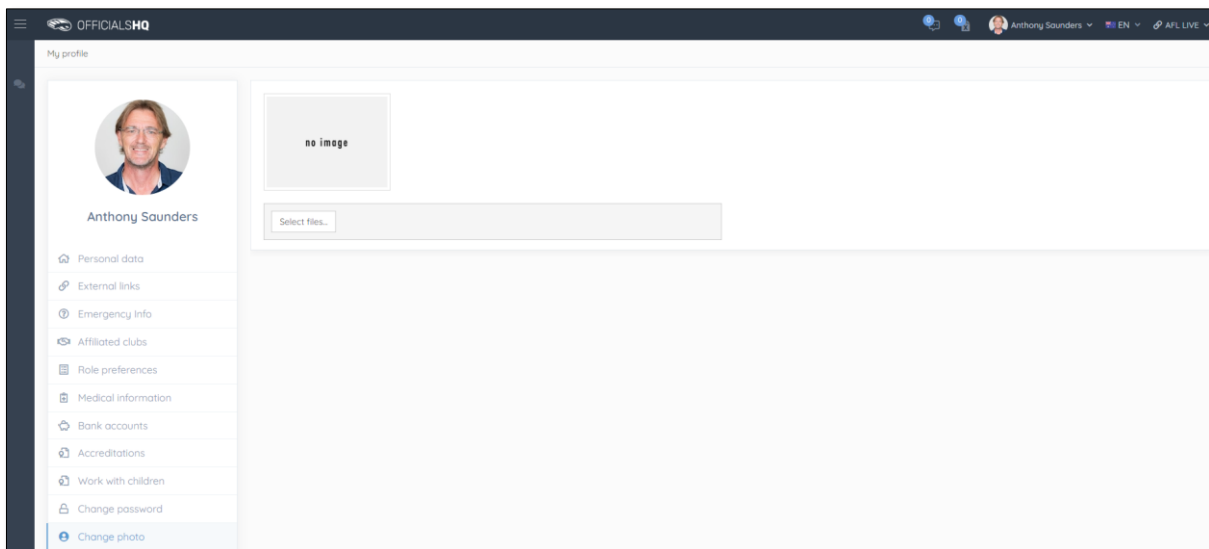
## Change Password

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



## Change Photo

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

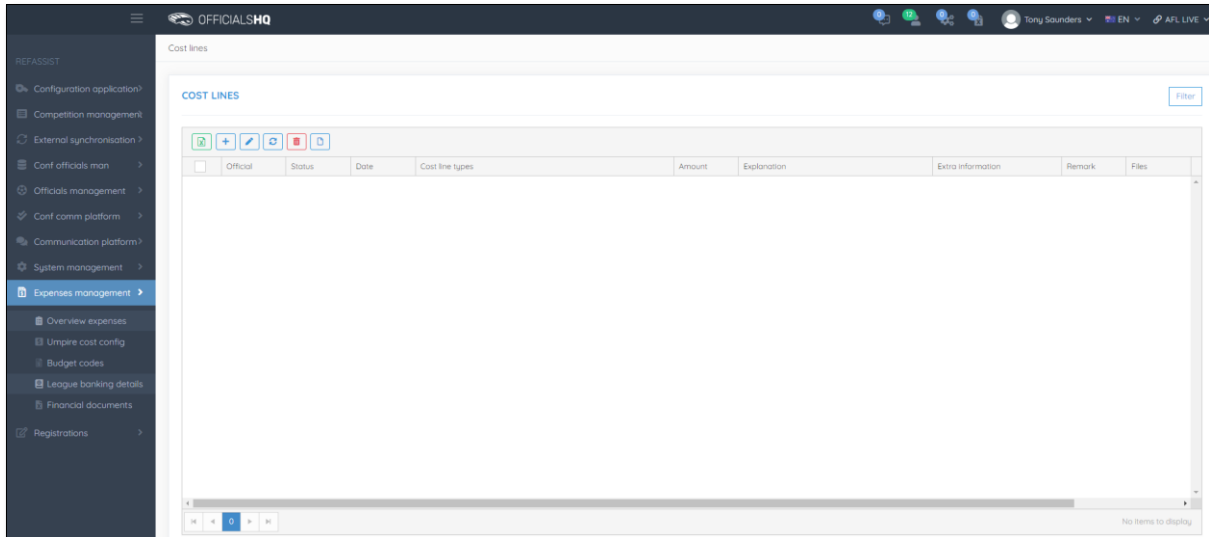




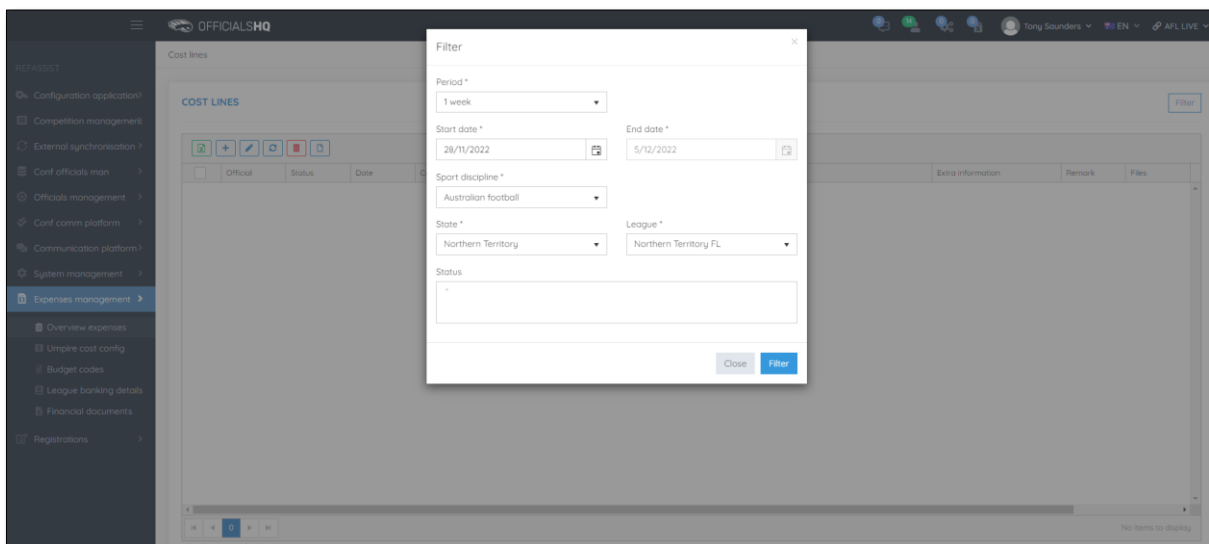
## 4. Expenses Management

### 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.



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.

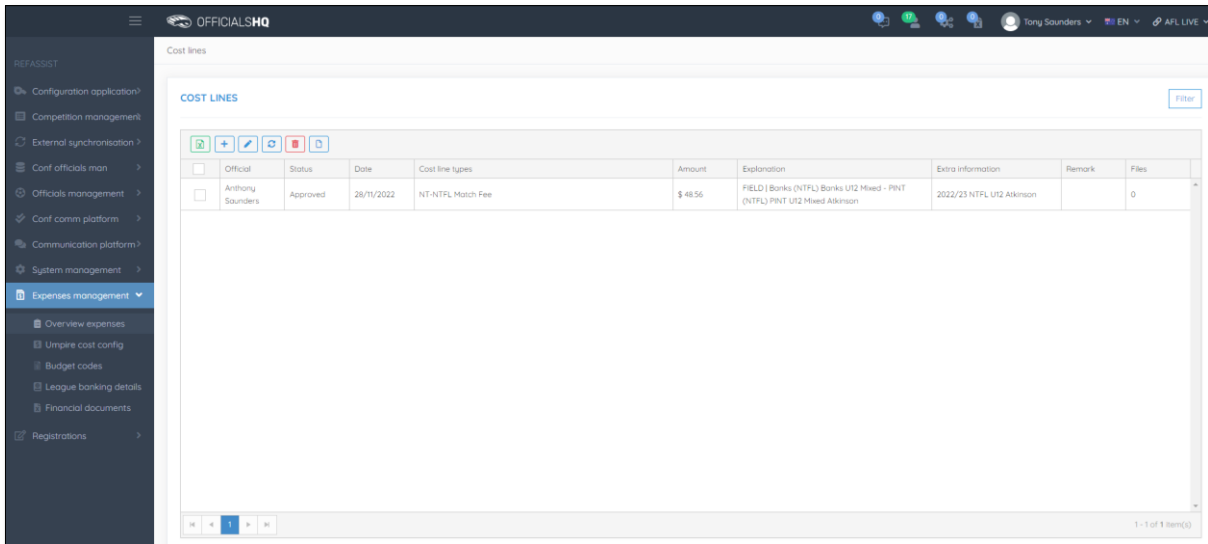





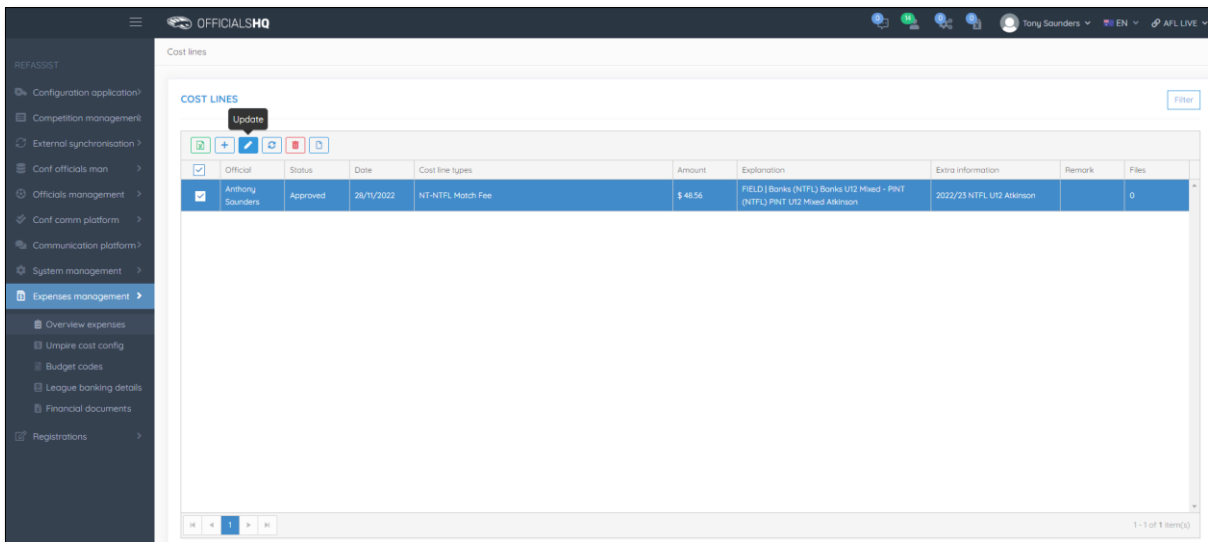
### Expenses Management – Overview Expenses (cont)

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.**

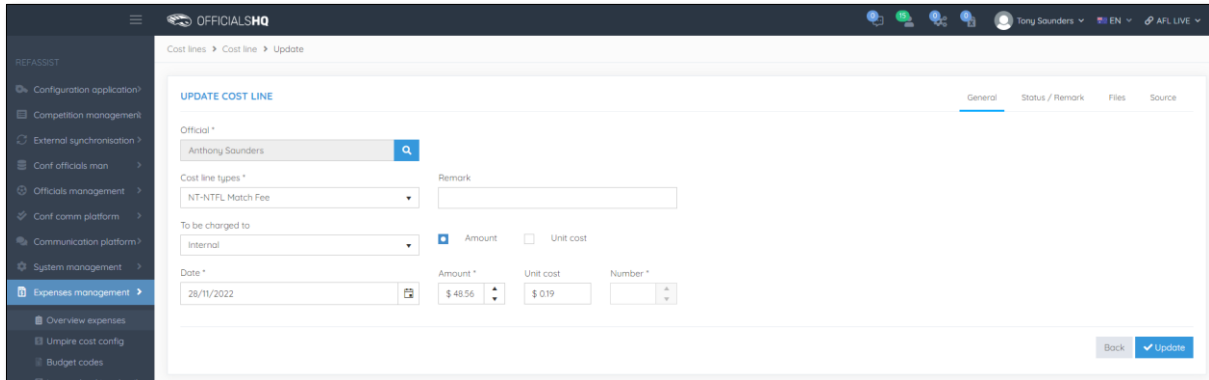


If required an existing **Cost Line** can be updated, click on the **Cost line** and click on the  **(Update)** icon.




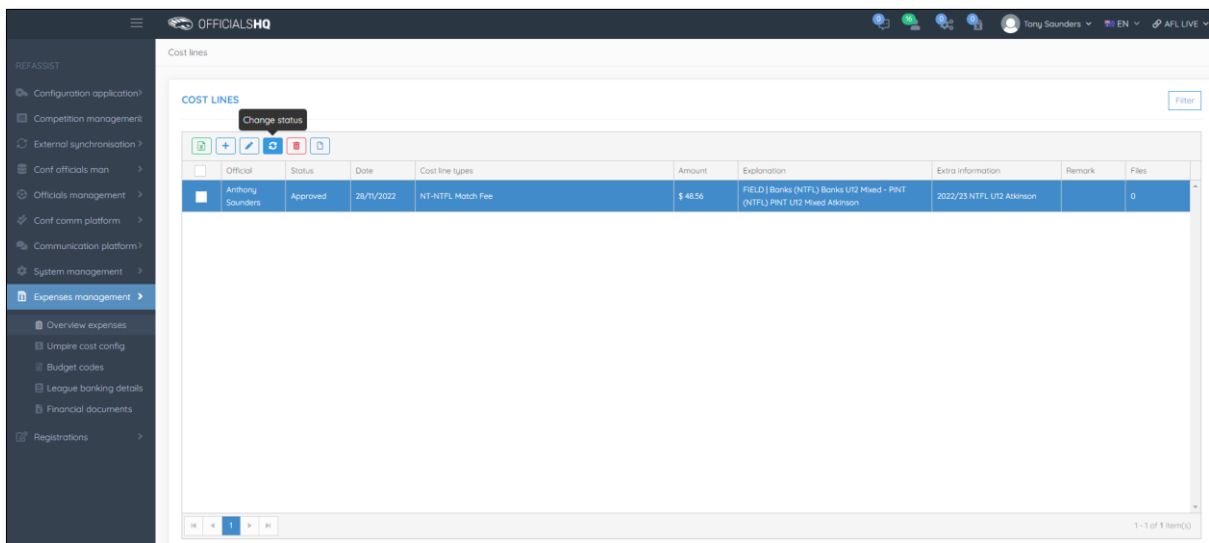
### Expenses Management – Overview Expenses (cont)

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

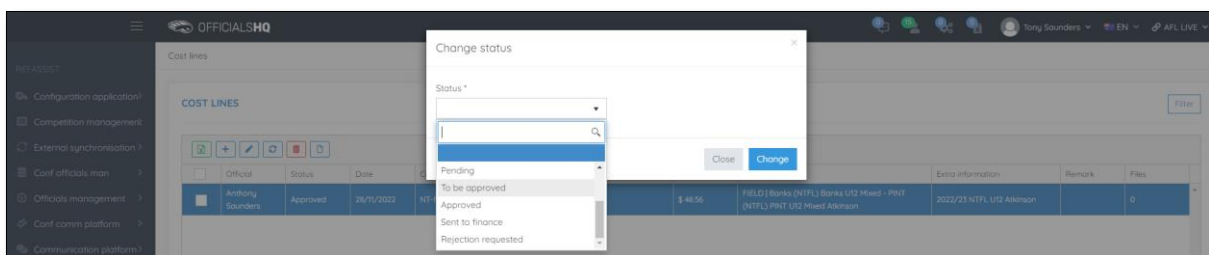


You will returned to the **Cost Lines** page and the **Cost line** will be updated.

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



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

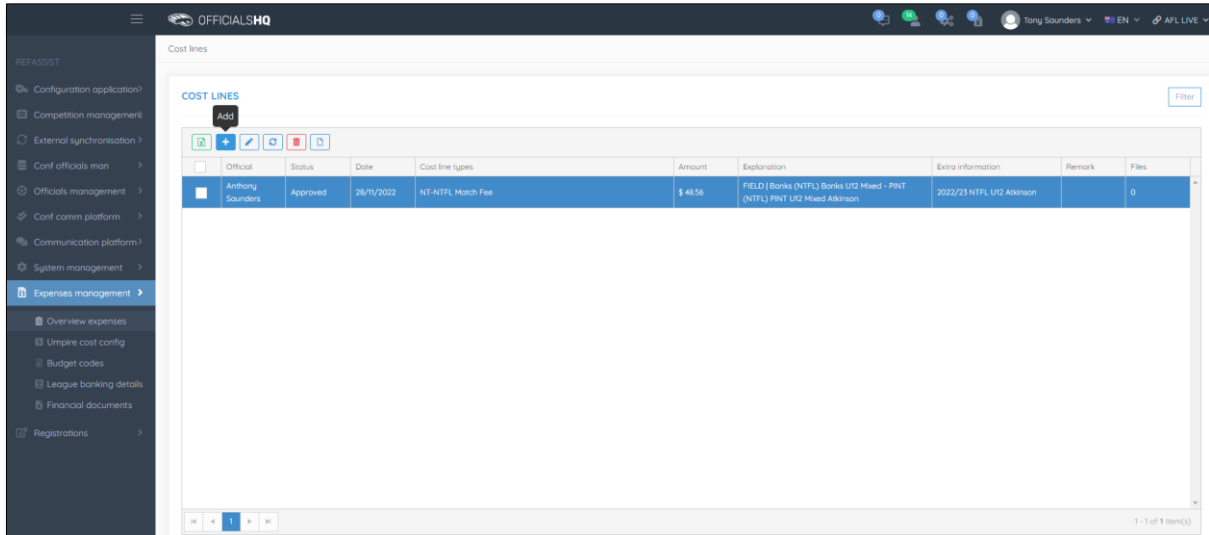





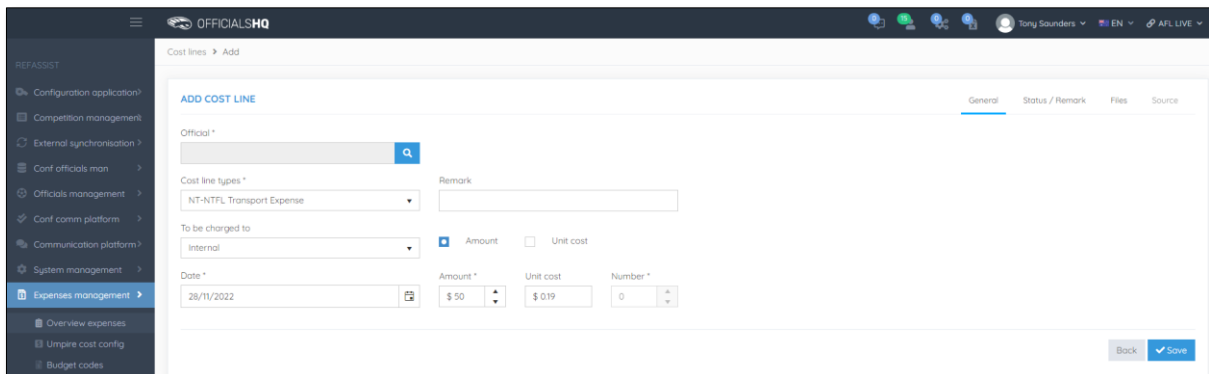
## Expenses Management – Overview Expenses (cont)

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  (**Add**) icon.

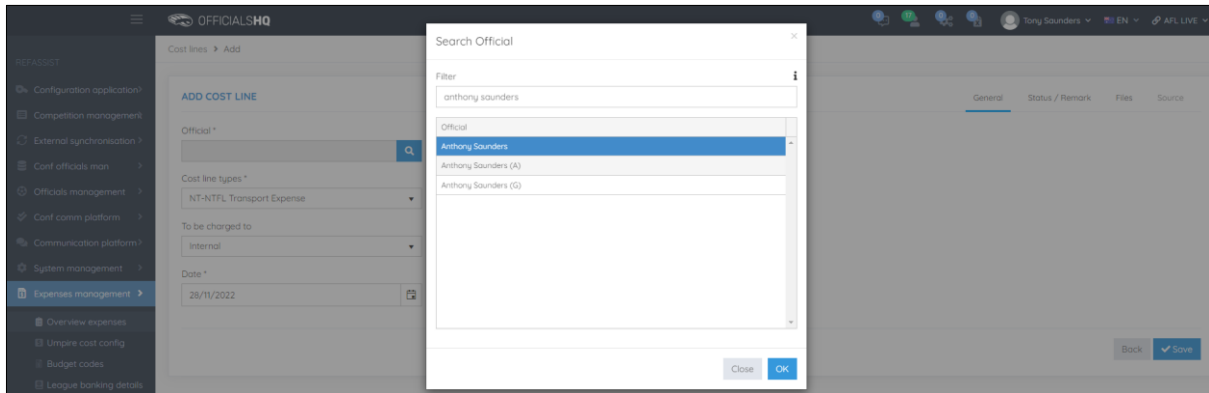


On the **Add Cost Line** page to search for an umpire in the **Official** area click on the  icon.



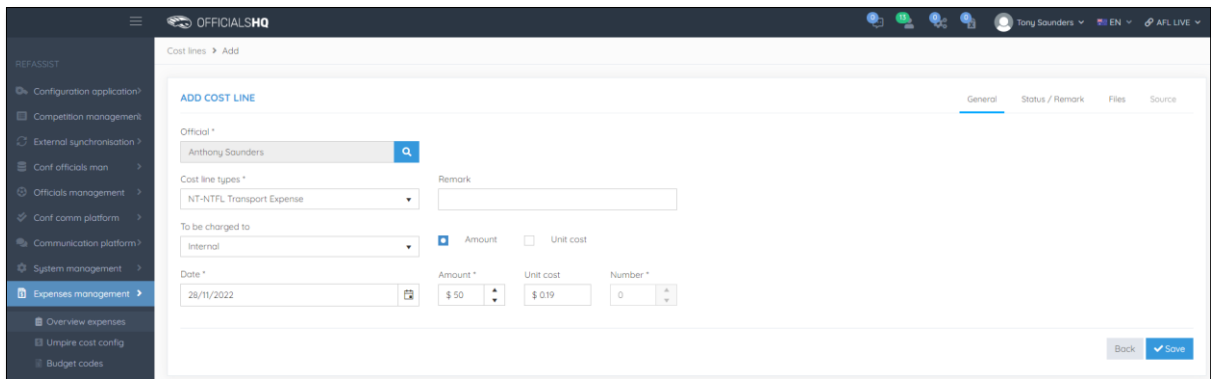
### Expenses Management – Overview Expenses (cont)

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.



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

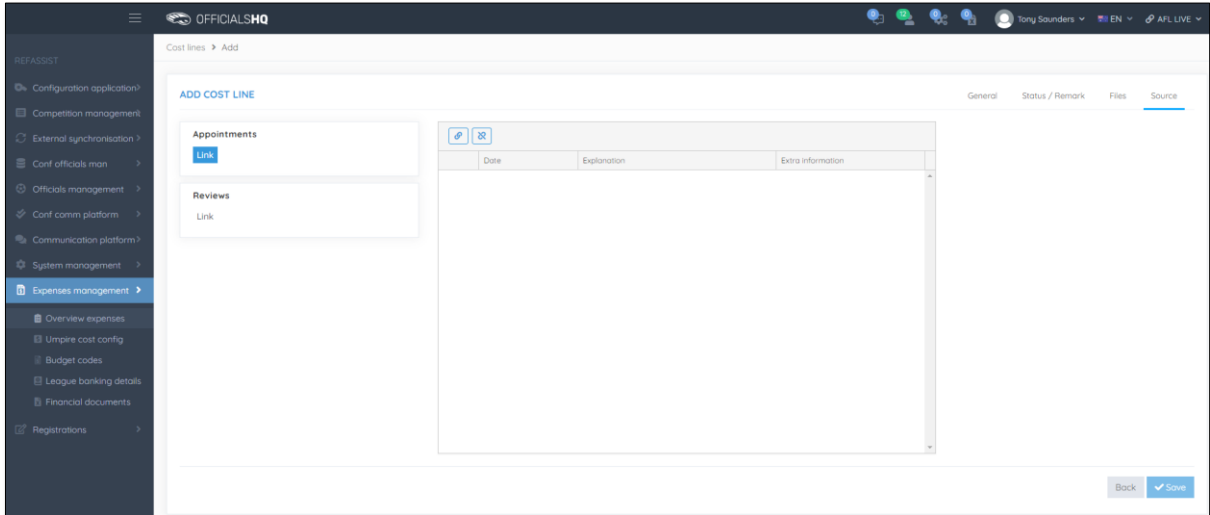
Select a **Cost line type** option, select a **To be charge to** option, select the **Date**, add the **Amount** and click on the **Save** button.




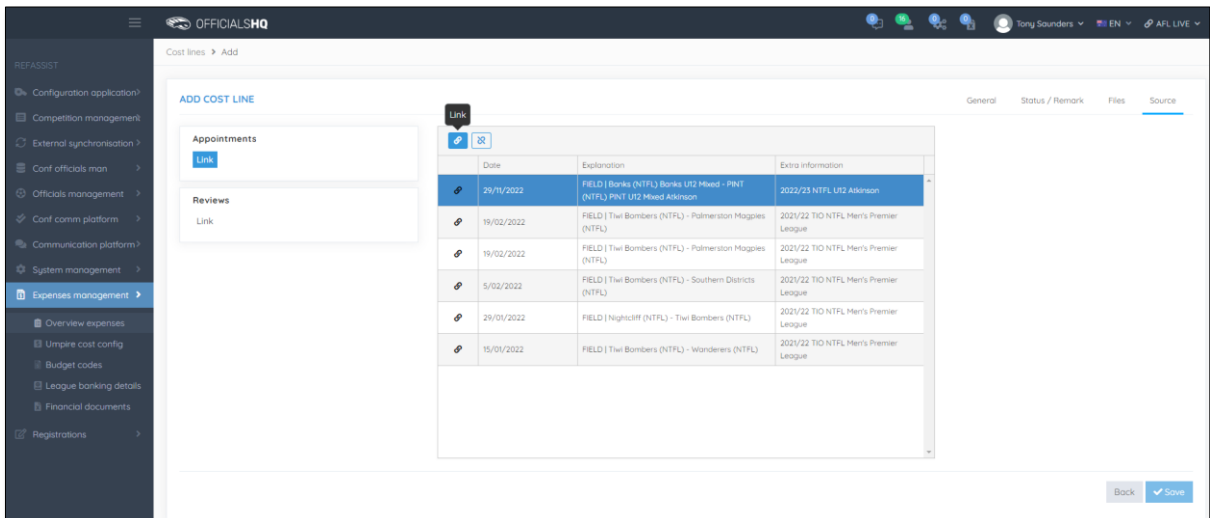
### Expenses Management – Overview Expenses (cont)

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**.



The appointments for the umpire will be shown. Click on an appointment and click on the  (**Link**) icon.






## Expenses Management – Overview Expenses (cont)

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.

| Date       | Explanation  | Extra information                     |
|------------|--|---------------------------------------|
| 29/11/2022 | FIELD   Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson | 2022/23 NTFL U12 Atkinson             |
| 19/02/2022 | FIELD   Tiv Bombers (NTFL) - Palmerston Magpies (NTFL)                     | 2021/22 TIO NTFL Mer's Premier League |
| 19/02/2022 | FIELD   Tiv Bombers (NTFL) - Palmerston Magpies (NTFL)                     | 2021/22 TIO NTFL Mer's Premier League |
| 5/02/2022  | FIELD   Tiv Bombers (NTFL) - Southern Districts (NTFL)                     | 2021/22 TIO NTFL Mer's Premier League |
| 29/01/2022 | FIELD   Nightsliff (NTFL) - Tiv Bombers (NTFL)                             | 2021/22 TIO NTFL Mer's Premier League |
| 15/01/2022 | FIELD   Tiv Bombers (NTFL) - Wanderers (NTFL)                              | 2021/22 TIO NTFL Mer's Premier League |

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.


| Official         | Status   | Date       | Cost line types           | Amount  | Explanation  | Extra information         | Remark | Files |
|------------------|----------|------------|---------------------------|---------|--|---------------------------|--------|-------|
| Anthony Saunders | Approved | 28/11/2022 | NT-NTFL Match-Fee         | \$ 4856 | FIELD   Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson | 2022/23 NTFL U12 Atkinson |        | 0     |
| Anthony Saunders | Pending  | 28/11/2022 | NT-NTFL Transport Expense | \$ 50   | FIELD   Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson | 2022/23 NTFL U12 Atkinson |        | 0     |

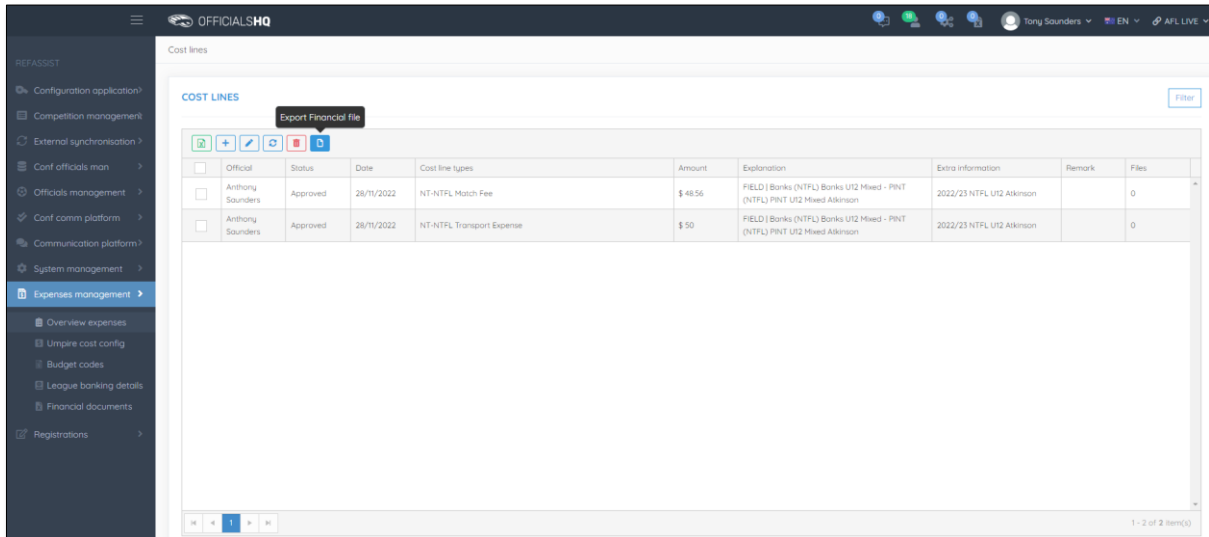
If required a spreadsheet of the **Cost Lines** can be downloaded by clicking on the  (**Export to Excel**) icon.



## Create ABA File

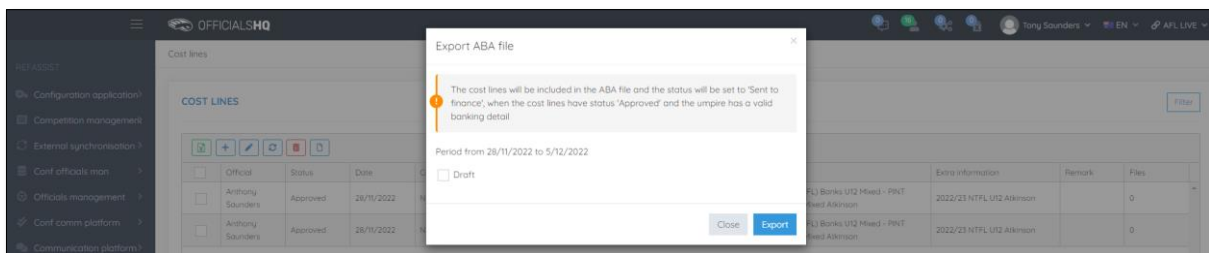
Before an ABA file can be generated the organisation bank account needs to be added in the **Expenses Management > League Banking Details** section.


On the **Cost Lines** page click on the  (**Export Financial File**) icon.

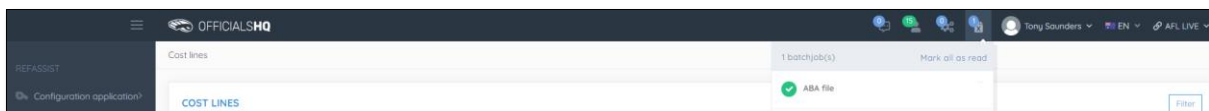


Please note when selecting to create an ABA file the system will create the file for all cost lines with status **Approved**. When **Draft** is not selected the status of the cost lines will change to **Sent to finance** indicating the cost lines were sent for payment to the umpires. Selecting **Draft**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



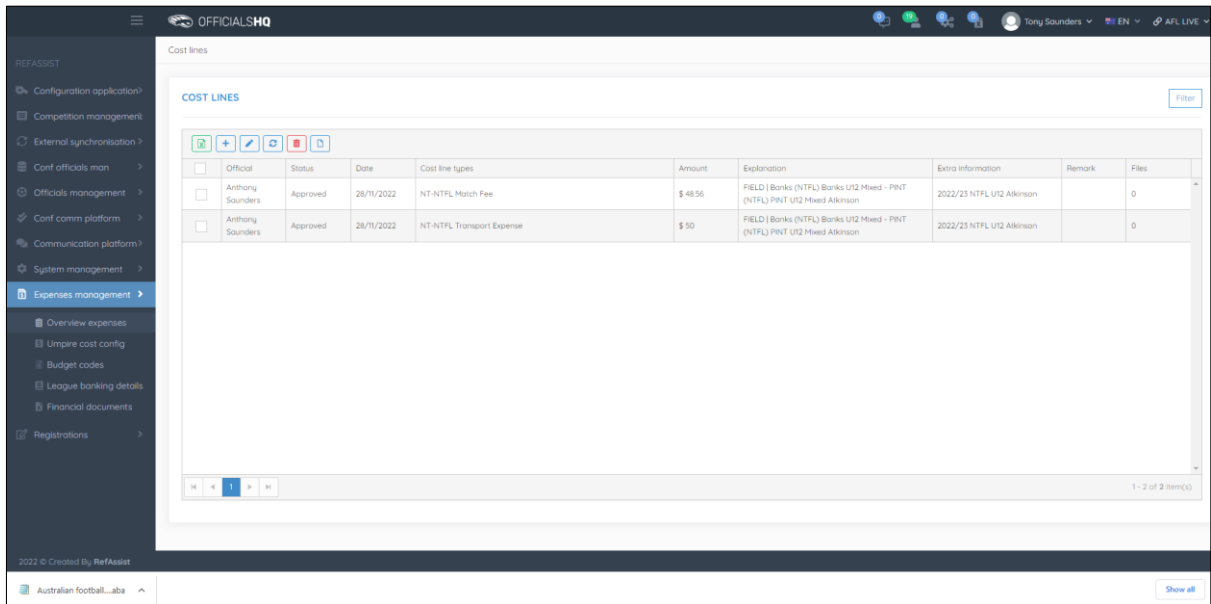
When the report is ready click on the  icon in the top menu and select **Rapport filled forms bulk data**.



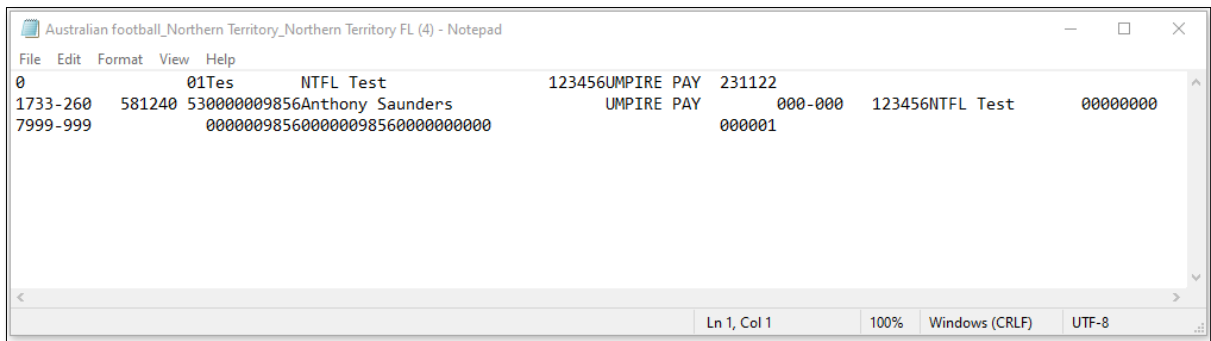


### Expenses Management – Create ABA File (cont)

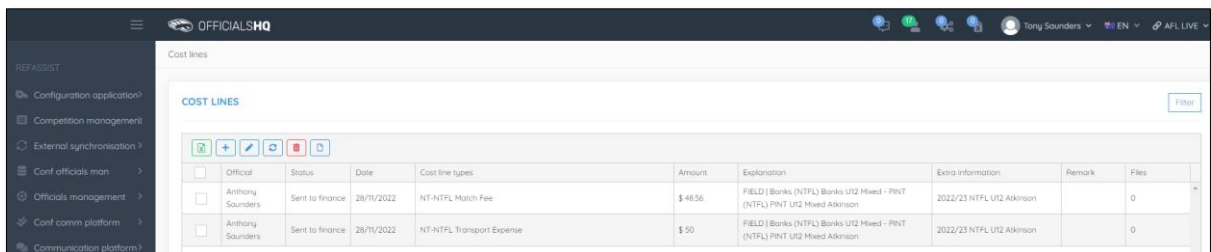
The link for the file will appear in the bottom left corner of the screen, click on the link to save and/or open the **File**.



This saved file can be used to process via online banking or sent to your financial institution for processing – following is an example of information shown in the file.

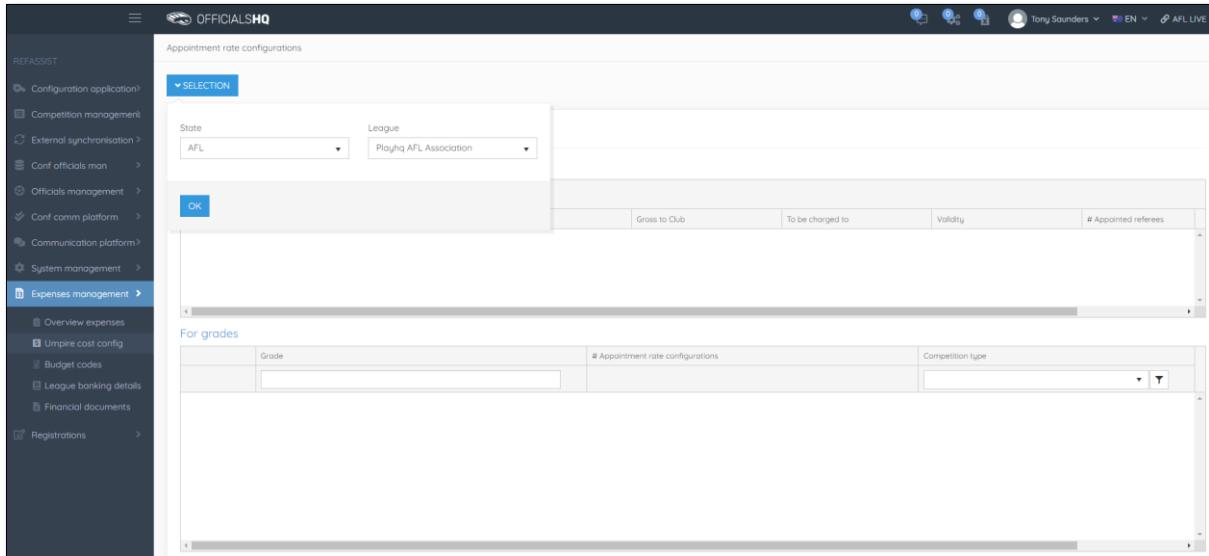


If you did not select **Draft**, when you refresh the **Cost Lines** page the **Cost lines** for umpires with correct bank details in their profile will update to **Sent to finance**.



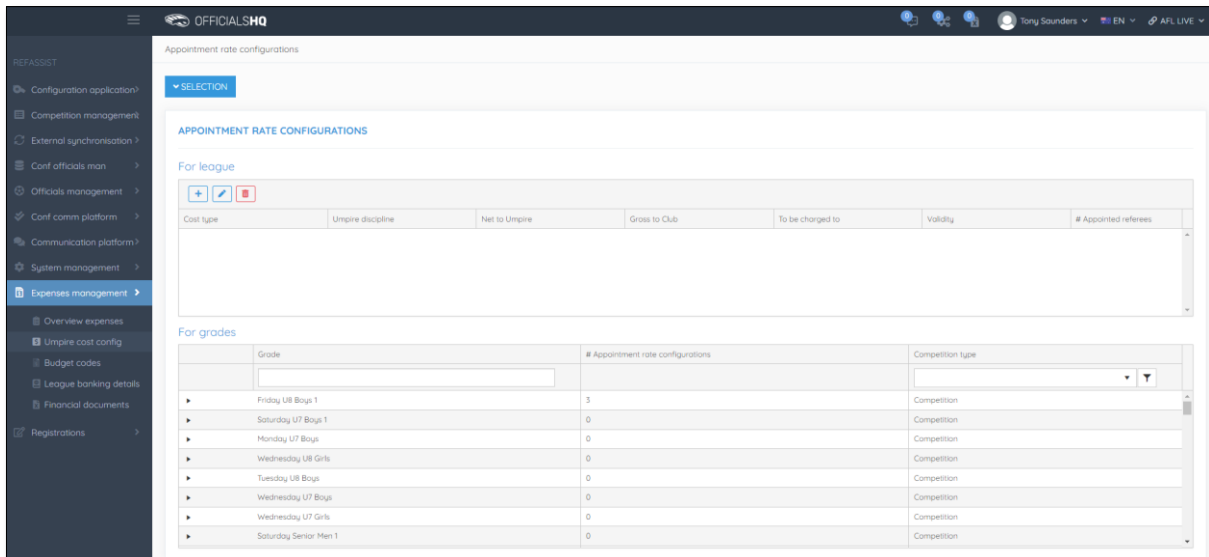
## Umpire cost config

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**.



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

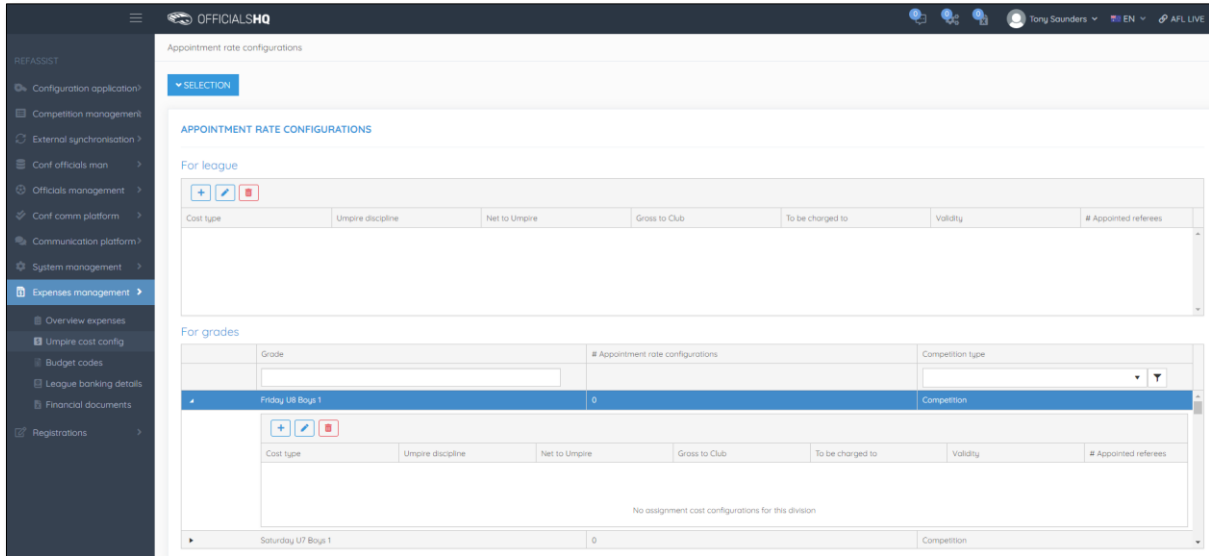
Umpire pay rates that are added in the **For League** area will automatically pass down into all **Grades**. However if there umpire pay rates added in a **Grade**, these will override the league umpire pay rates of the same type.



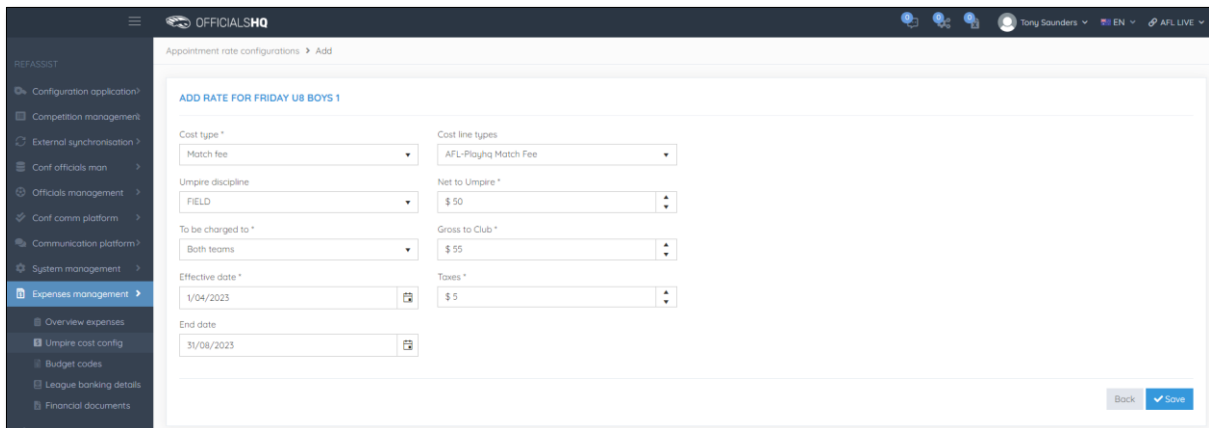
## Add/Edit Umpire Pay Rates

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 icon to open the grade and click on the (Add) icon.



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.





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

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

| Grade             | # Appointment rate configurations | Competition type |
|-------------------|-----------------------------------|------------------|
| Friday U18 Boys 1 | 1                                 | Competition      |

| Cost type | Umpire discipline | Net to Umpire | Gross to Club | To be charged to | Validity               | # Appointed referees |
|-----------|-------------------|---------------|---------------|------------------|------------------------|----------------------|
| Match fee | FIELD             | 50.00         | 55.00         | Both teams       | 1/04/2023 - 31/08/2023 |                      |

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

| Grade             | # Appointment rate configurations | Competition type |
|-------------------|-----------------------------------|------------------|
| Friday U18 Boys 1 | 4                                 | Competition      |

| Cost type | Umpire discipline | Net to Umpire | Gross to Club | To be charged to | Validity               | # Appointed referees |
|-----------|-------------------|---------------|---------------|------------------|------------------------|----------------------|
| Match fee | FIELD             | 50.00         | 55.00         | Both teams       | 1/04/2023 - 31/08/2023 |                      |
| Match fee | FIELD             | 100.00        | 0.00          | Internal         | 1/09/2023 - 30/09/2023 |                      |
| Match fee | BOUN              | 30.00         | 35.00         | Both teams       | 1/04/2023 - 31/08/2023 |                      |
| Match fee | GOAL              | 20.00         | 22.00         | Both teams       | 1/04/2023 - 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.

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

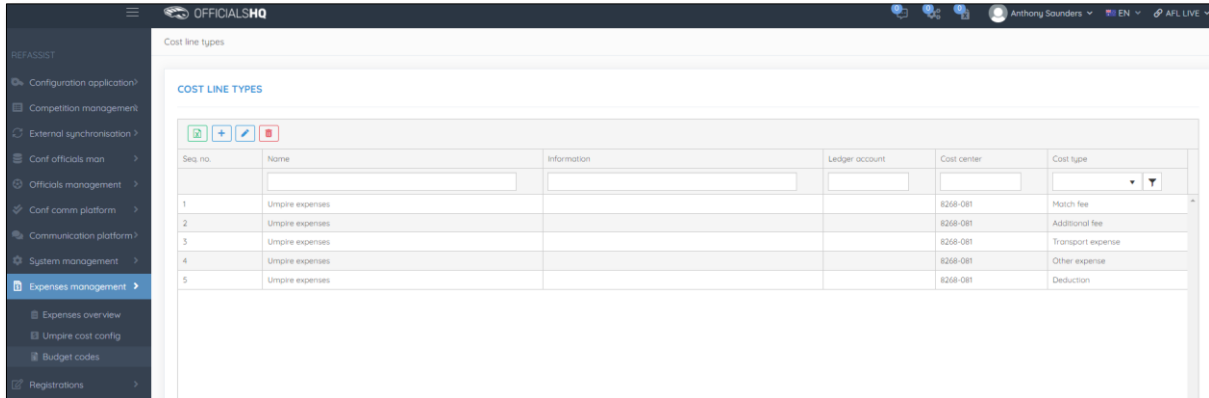
| APPOINTMENT RATE CONFIGURATIONS |                                   |               |                  |                  |                        |                      |  |
|---------------------------------|-----------------------------------|---------------|------------------|------------------|------------------------|----------------------|--|
| For league                      |                                   |               |                  |                  |                        |                      |  |
| Cost type                       | Umpire discipline                 | Net to Umpire | Gross to Club    | To be charged to | Validity               | # Appointed referees |  |
|                                 |                                   |               |                  |                  |                        |                      |  |
| For grades                      |                                   |               |                  |                  |                        |                      |  |
| Grade                           | # Appointment rate configurations |               | Competition type |                  |                        |                      |  |
|                                 |                                   |               |                  |                  |                        |                      |  |
| Cost type                       | Umpire discipline                 | Net to Umpire | Gross to Club    | To be charged to | Validity               | # Appointed referees |  |
| Match fee                       | FIELD                             | 50.00         | 55.00            | Both teams       | 1/04/2023 - 31/08/2023 |                      |  |
| Match fee                       | FIELD                             | 100.00        | 0.00             | Internal         | 1/09/2023 - 31/09/2023 |                      |  |
| Match fee                       | BOUN                              | 30.00         | 33.00            | Both teams       | 1/04/2023 - 31/08/2023 |                      |  |
| Match fee                       | GOAL                              | 20.00         | 22.00            | Both teams       | 1/04/2023 - 31/08/2023 |                      |  |
| Additional fee                  | FIELD                             | 25.00         | 0.00             | Internal         | 1/04/2023 - 31/08/2023 | 1                    |  |

Follow the same process for all other **Grades** as required.

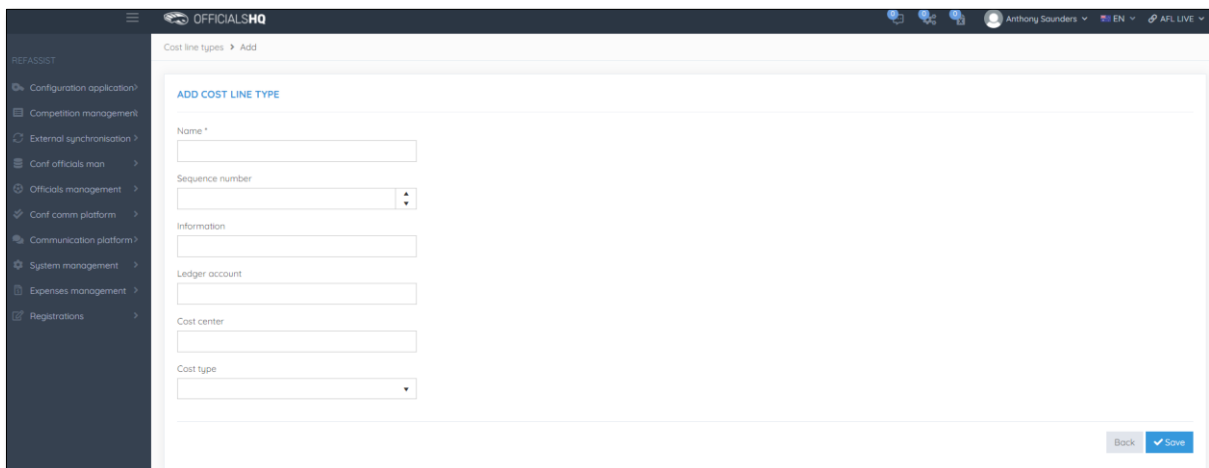
## Budget codes

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




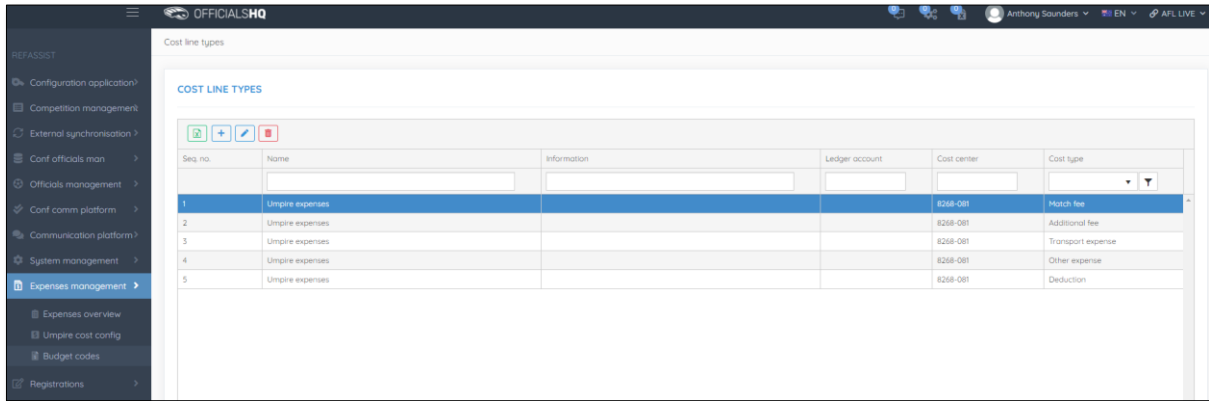
On the **Add Cost Line Type** page add a **Name**, select a **Sequence number** (if required), add **Information** (if required), add **Ledger account** (if required), add **Cost center** (if required), select **Cost type** and click on the **Save** button in the bottom right hand corner.



### Expenses management – Budget codes (cont)

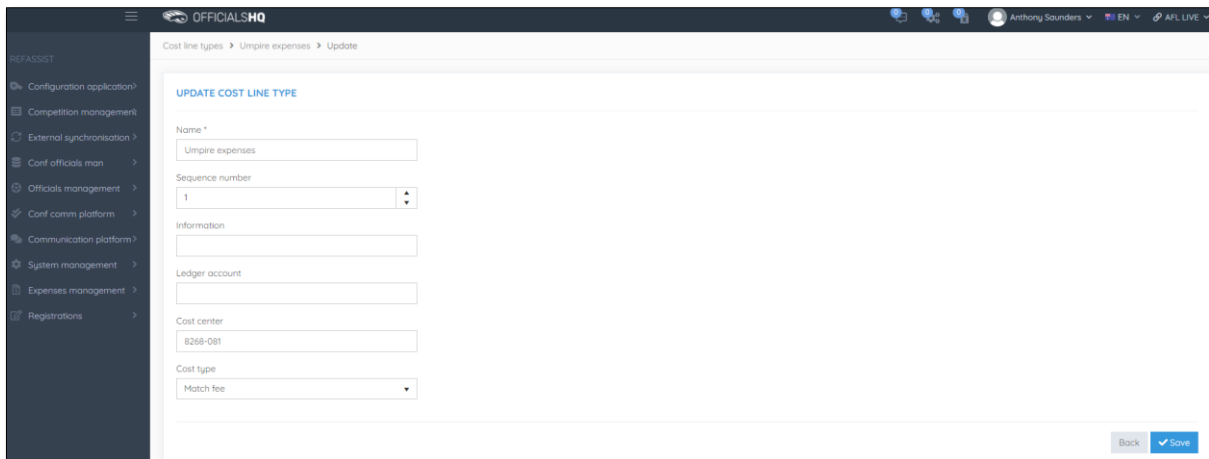
You will be returned to the **Cost Line Types** page.

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



### Expenses management – Budget codes (cont)

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



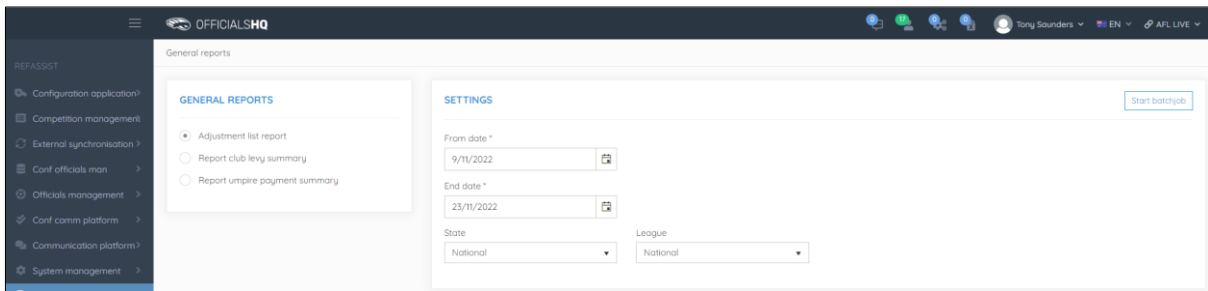
You will be returned to the **Cost Line Types** page.


## Financial Documents

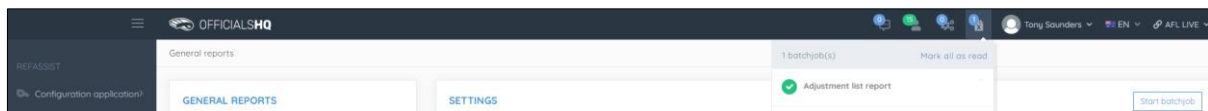
In the left menu click on **Expenses management** and click on **Financial documents**. You will land on the **General reports** page where there are three financial reports available.

## 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.



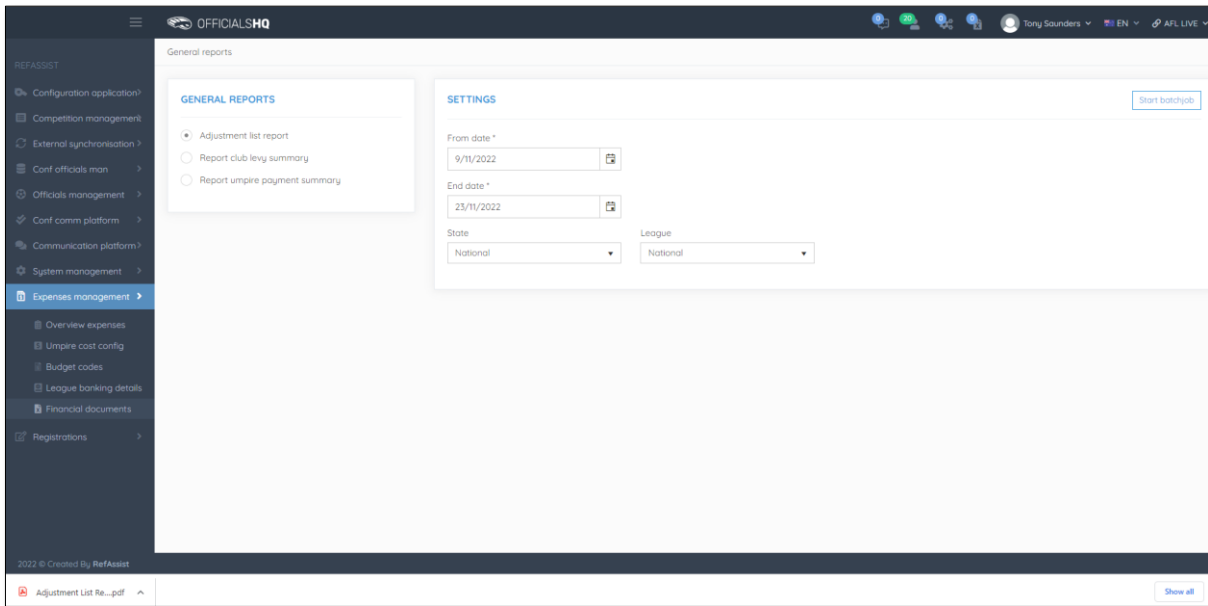
When the report is ready click on the  icon in the top menu and select **Adjustment list report**.





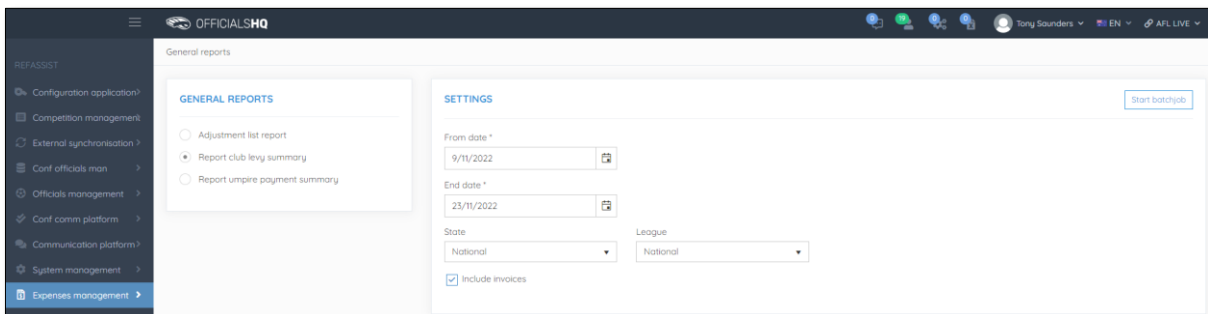
## Expenses Managements – Adjustment List Report (cont)


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

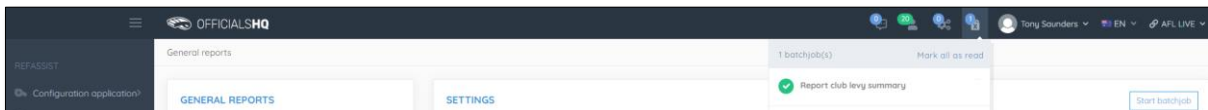


## Report Club Levy Summary

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.

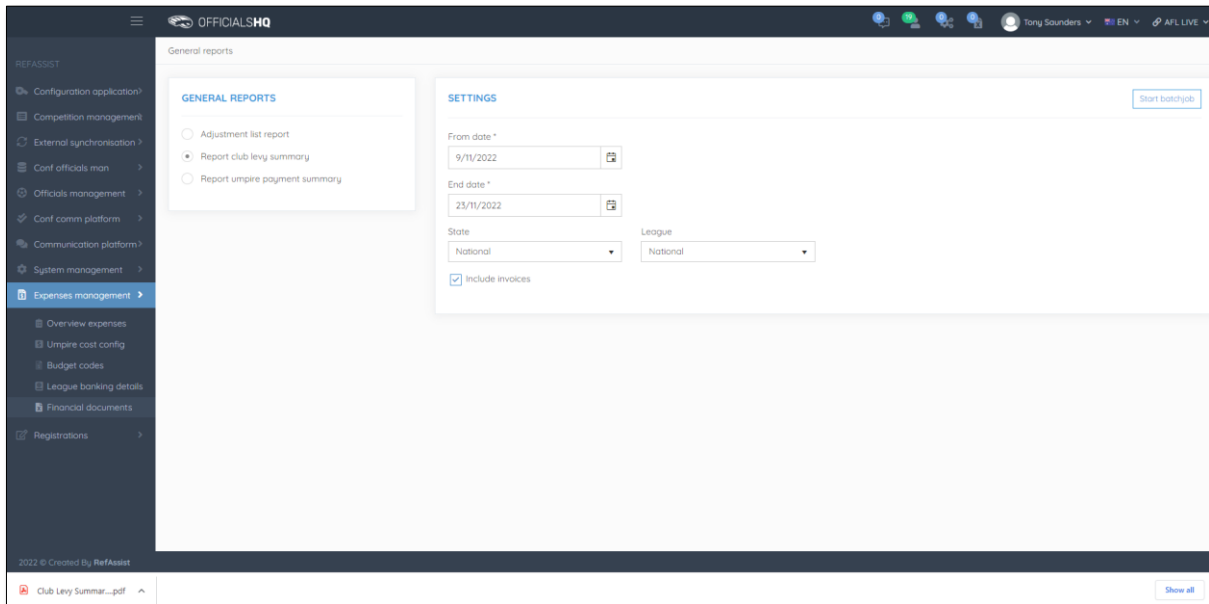


When the report is ready click on the  icon in the top menu and select **Report club levy summary**.



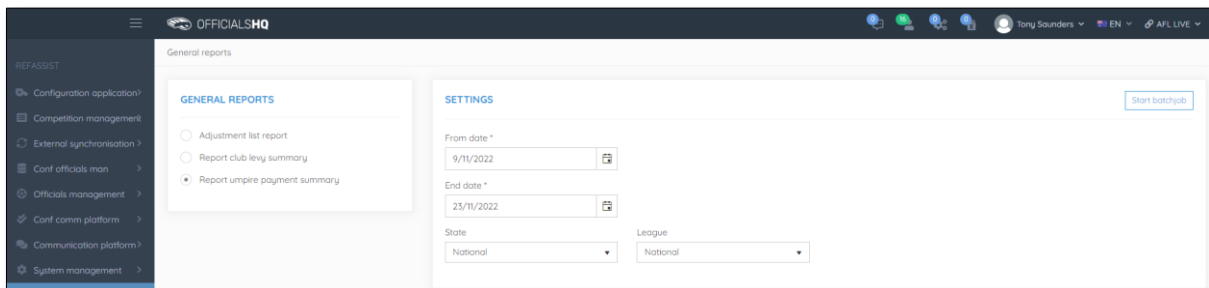
## Expenses Management – Report Club Levy Summary (cont)


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

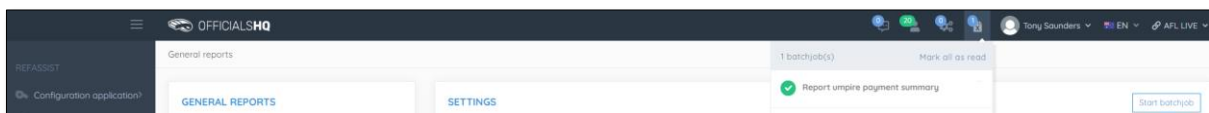


## Report Umpire Payment Summary

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.



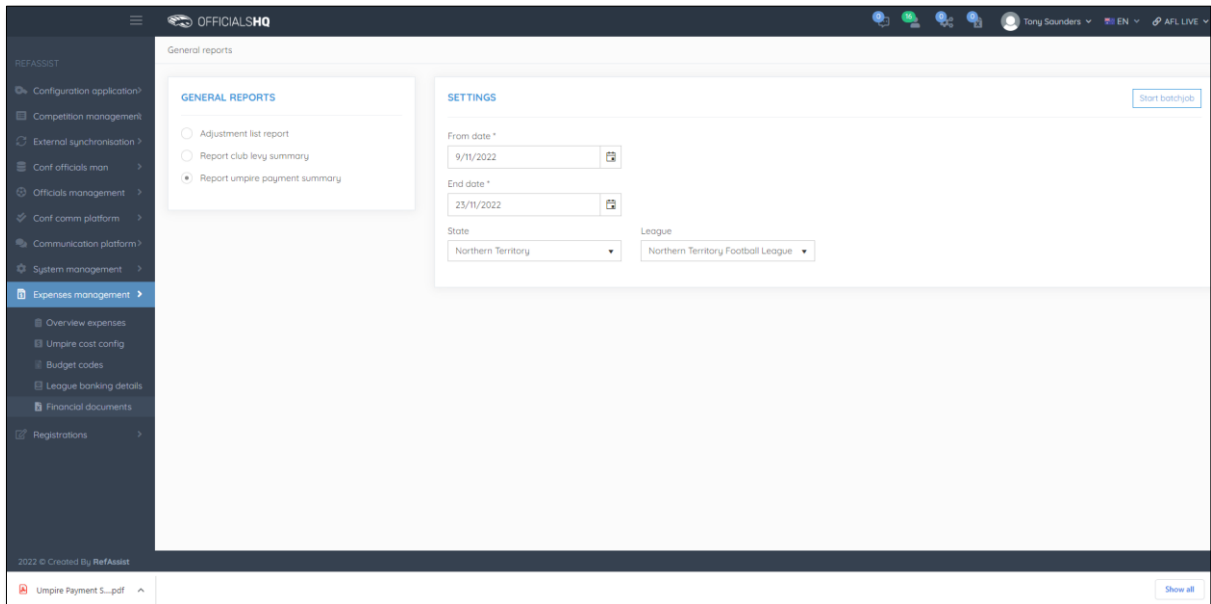
When the report is ready click on the  icon in the top menu and select **Report umpire payment summary**.





### Expenses Management – Report Umpire Payment Summary (cont)

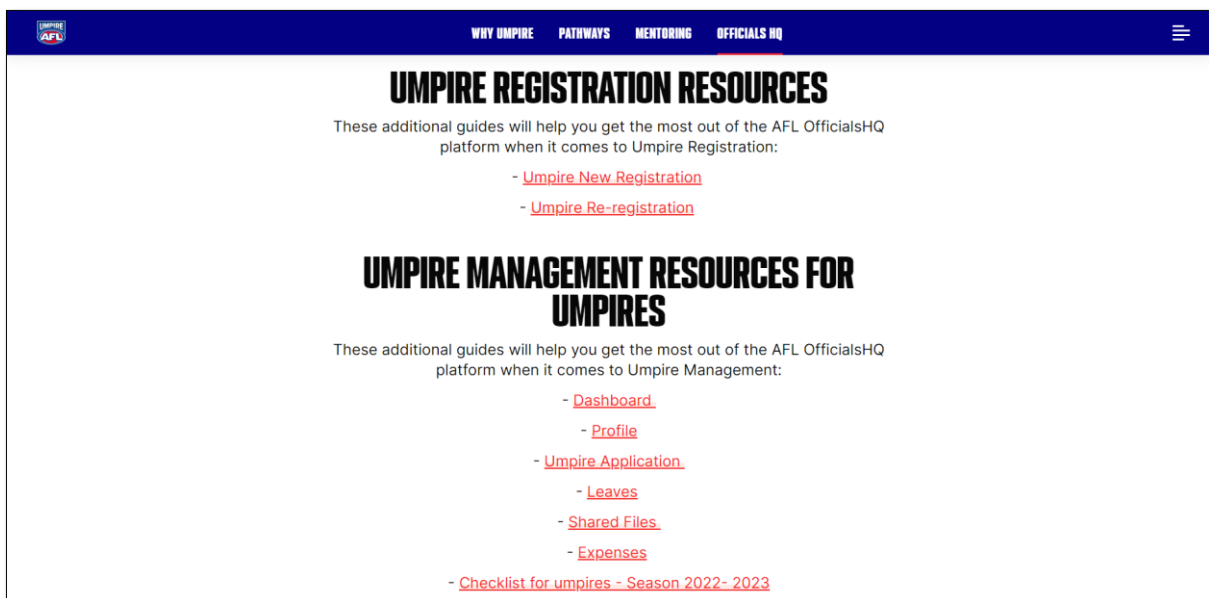
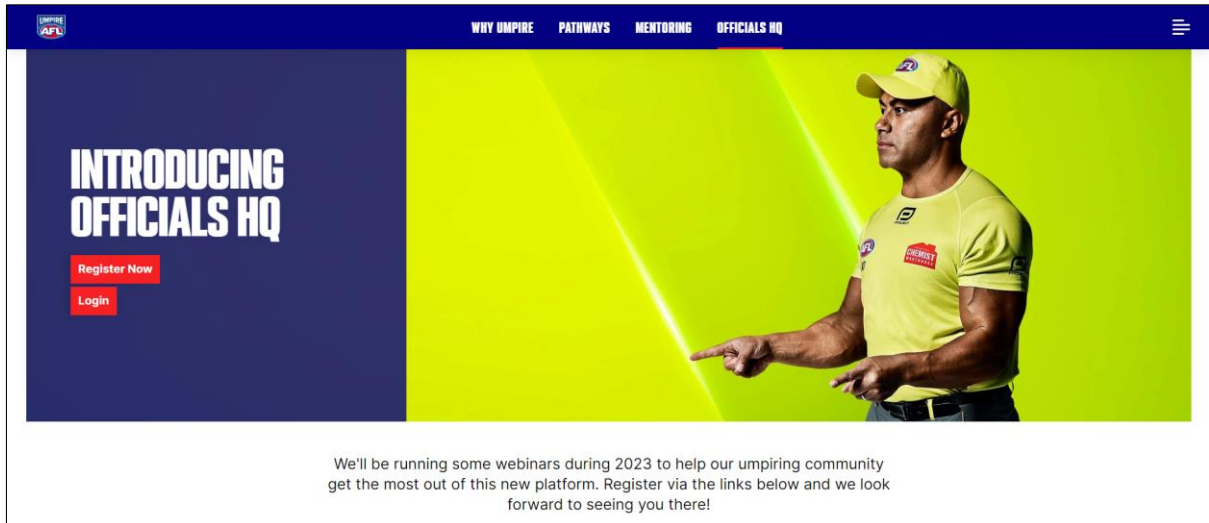
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.



## 5. 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 <https://www.play.afl/umpire/officials-hq>.



Other short videos created by the OfficialsHQ team are also available on their YouTube channel, to access click [here](#).

### AFL Customer Service Team

Participants can register in the OfficialsHQ platform by clicking [here](#) and update their details at their leisure on their profile once logged in [here](#).

The first line of support for **Umpires** is your umpire group administrator however our friendly staff are always here to assist with questions relating to the OfficialsHQ platform. Please contact our Customer Service staff on 1800 PLAYAFL or [umpire.afl@afl.com.au](mailto:umpire.afl@afl.com.au) who will be able to assist and make your valuable role that much easier.