AFL

NATIONAL & STATE 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
C OFFICIALSHQ	1. ACCOUNT	
	Email address *	
OfficialsHQ Registration		
Welcome to Officialistic, wontax leading platform that makes refere e.e.ans official management, planning, communication, and followean a walk in its park	First name *	
	Lost nome *	
You one about to register for the Australian Football League		
within OfficialsHQ. Please follow all the steps and complete the popularities.	Date of birth *	
	-dd/mm/yyyy	D
	Gender *	
	Male	о. -

Step 2. Address & Contact

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

			STEP 2 / 5
Corricials HQ	2. ADDRESS & CON	TACT	
	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 *
an the standard of the standard for a second s	State		
You are about to register with the Australian Football League	Please select a value		*
and its affiliates. Please follow all the steps and complete the	Country *		
payment.	Australia		
	Mobile phone *		
AFD			
			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 PREFERENCE At least 1 role must be selected and r		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 🗸
referee 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 artiliates Please follow oil the steps and complete the payment.	State Umpire p	anel	Role
		No role prefere	inces specified
AFL			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.

		ISTER+/S
C OFFICIALSHQ	4. SUMMARY	
	Please review your data	before proceeding to the payment
	Account	Address & Contact
OfficialsHQ Registration Weldome to UltificialHQ, world's leading platform that makes réferese and official management, platfining, communication and follow-up a walk in the parts	Tany Sounders testumper@gmail.com 01/06/1963 Malir	9 monet smet coombatish 4216 23 Australia 040000000
You die about to reagter with the Australian Football League	Role preference(s)	
Tou die about to register with the Australian Football Lengue and its alfinates. Rease follow all the steps and complete the		any Football League in Northern Territory
pognem	2	I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, offiliates 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.

Contraction of the second seco	
OfficialsHQ Registration Welcome to OfficialsHQ, world's leading platform that makes release and official management, planning, communication, and follow-up a walk in the park	ACCOUNT CREATED
You are about to register for the Australian Football League within OfficialsHQ. Please follow all the steps and complete the payment	Your new account an OfficialsHQ was successfully created. You will receive an small shortly containing further instructions on completing the last steps of your account. Thank you for using OfficialsHQ:
AFI	

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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 (Discol) > Internet				0	ß
-administrator@movetex.be		1:36 PM (10 minutes ago)	☆	*	1
	Account created				
	An account was created for you in OfficialsHQ using administration#aflb).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 have.				
	Stay Connected With OfficialsHQ!				
	f in 😐				
	Copyright = 2020 Movetex, All rights memoried				

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

CO 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.

Welcome to OfficialsHQ (Education) D: (Interaction)			ę	9 12
administrator@movetex.be to mé =		1.52 RM (a revealed ago)	ά *	÷ 1
	OfficialsHQ access			
	Click the following link to start using OfficialsHQ:			
	Stay Connected With OfficialsHQ			
	(f) (n) 😐			
	Copyright = 2020 Moyates, All mints 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.	

12





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
4	Clubs	Please select all clubs you are associated to.
©>	Umpire info	Select none if you aren't associated with one or more clubs.
Ŷ	Work with children	Selected associated clubs
۲	Demographics	
(?)	Emergency info	
575	Banking	Search for clubs i
ŧ	Medical	No 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.

Red	quired account comp	letion	×
≌	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.	
ସ	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	
۲	Demographics	working with children check.	
3	Emergency info	Have you been convicted of, or are you currently charged with, a criminal offence?*	
ŝ	Parent guardians.	Have you obtained a warking with children check (or equivalent) or do you otherwise meet	
6 75	Banking	the working with children requirements in your State or Territory?*	1
Î	Medical		
		Yes No	t







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*	
60	Umpire info		•
~		Were you or any of your parents barn overseas? *	
Û	Work with children		•
	Demographics	Are you from Aboriginal or Torres Strait Islander origin? *	
3	Emergency Info		Ť
177	Banking		
•	Medical		

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

Rec	quired account comp	rtion
쌀	Clubs	Name.*
©>	Umpii e Info	
Ŷ	Work with children	Telephone-number *
۲	Demographics	Relationship *
1	Emergency into	
575	Banking	
ŧ	Medical	
	-	Spridel Next







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

₫	Clubs	Please enter your main bank	account details used for receiving payments. It will be
0.	Umpire infa		ccounts in your profile after completing the registration
Ŷ	Work with children	Bank name "	Bank account halder*
•	Demographics		
1	Emergency info	Account number *	BSB *
530	Banking		
÷	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	uired account compl	etion	
≌	Clubs	Disease and all value and condinal information of applicability	and come autor information
05	Umpire info	Please add all relevant medical information, if applicable or a document.	e doo some extra mornidilon
ຜ	Work with children	Allergies	Add medical information
•	Demographics	Allergies General medical Notes/injuries	
?	Emergency info	Do you identify as living with a disability/disabilities	
•==	Banking		
Ð	Medical		
			Cander 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.
 I 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**.

	CFFICIALSHQ		🧐 🧌 🔘 Anthony Saunders 🗸 📂 EN 👻 🔗 AFL LIVE	*
RAFASSIST	Home			
	DASHBOARD	NOTIFICATIONS		[
	Q Notifications	Filterd by alert type		
	General messages	No notifications available		

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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*	
🕁 .Clubs	1/06/1963		М	
Role preferences	Email *			
Se Umpire info	administration@aflbj.com	1		
	Mobile *			
Work with children	0400006859			
Demographics				
Emergency infa				
🖻 Banking				
Medical				







Address tab

E General	Street *	House number *
Address	Monet Street	9
n + 1	City*	Postal code *
🕁 Clubs	Coombabah	4216
Role preferences	State/Province *	
🖎 Umpire Info	Queensland	•
	Country *	
😭 Work with children	Australia	
Demographics		
Emergency info		
छि Banking		
Medical		

Clubs tab

General	Street *	House number
Address	Monet Street	9
🕁 Clubs	City*	Postal cade "
ODDS CLODES	Coombobah	4216
Role preferences	State/Province *	
🖎 Umpire Info	Queensiond	·
	Country *	
😭 Work with children	Australia	
Demographics		
Emergency info		
छन्न Banking		
Medical		

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Role Preferences tab

	General	At least 1 role must be s	elected and multiple p	canel/role combinations can	be selected.
3	Addrēss		role combinations you	i want to re-register for, you	
≌	Clubs	State		Organisation	
	Role preferences	Northern Territory	•	NTFL Umpires	•
0	Umpire info	Role Field Umpire		Add role preference	
Ŷ	Work with children	pied ompire		Mod role preference	
•	Demographics	State	Umpire panel	Role	
?	Emergency info	Northern Territory	NTFL Umpires	Field Umpire	*
575	Banking				
Ê	Medical				

Umpire Info tab

🗊 General	Active player? *	
Address	No	•
=	Year started umpiring? *	
🕁 Clubs	2017	÷.
Role preferences	How did you find out about us? *	
🖎 Umpire info	Other	
업 Work with children		
Demographics		
Emergency into		
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	a tot traduce	
	Country of birth *	
Address	England	
	Ware you or any of your parents born overseas? *	
🕹 Clubs	Yes	×.
Role preferences	Are you from Aboriginal or Torres Strait Islander origin? *	
🔉 Umpire Infa	No	•
🛱 Work with children		
Demographics		
 Emergency info 		
Banking		
Medical		

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Emergency Info tab

Required re-registrat	011	
🖬 General	Nome *	
🖸 Address	No	
🕁 Clubs	Telephone number *	
	0414378750	
Role preferences	Relationship *	
🖒 Umpire info	Partner	
🖞 Work with children		
Demographics	2	
Emergency into		
📼 Banking		
🗈 Medical		
		Concel Next

Banking tab

General	Please enter your m	rain bank account details used for receiving payments. It will be
🖸 Address		re bank accounts in your profile after completing the registration
🕁 Clubs	Bank name *	Bank account holder *
Role preferences	Westpac	A.K.Saunders
🕞 Umpire info	Account number *	BSB *
압 Work with children	581240	733260
Demographics		
② Emergency Info		
Banking		
🗈 Medical		

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Medical tab

	General	Please add all relevant medical information, if applicable a	dd some extra information
0	Address	or a document.	
≌	Clubs	Allergies	Add medical information
	Role preferences	Allergies General medical Notes/injuries	
Ċ5	Umpire info	Do you identify as living with a disability/disabilities	
T	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.
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**.

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 Sounders 🗸 🎫 EN 👻 🔗 AFL LIVE 🗸
Hone DASHBOARD ANdtifications Cannel Investigates Messages Messages	NOTIFICATIONS Filterd by deley hype: New observation for match 28/11 17:30: PNT (NTFL) PINT U12 Mixed Designdes - Wonderers (NTFL) Wanderers U12 Mixed. Catterd Concentration Same: Banks (NTFL) - PNT (NTFL) (28-1-22 17:30) Grade: 2022/23 NTFL U12 Alkinon Applicate: 2022/23 NTFL U12 Alkinon Applicate: 2022/23 NTFL U12 Alkinon	23/11/3022 06:00 23.711/3022 06:00 23.711/3022 02:10 23.711/3022 02:10 23.711/302 02:10 23.711/30
	Appointment: FRLD	

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

= 🖘 Officialshq		🎨 🍓 🎯 Arthony Sounders 👻 👦 EN 🛩 🔗 AFL LIVE 🗸
+Horme-		
DASHBOARD	NOTIFICATIONS	8
A Notifications 2	Filterd by alert type	
General messages		
P Messages	New appointment T (NTFL) PINT U12 Mixed Deslandes - Wanderers (NTFL) Wanderers Wanderers	xed. 23/11/2022 05:00
	Observation cancelled	
	Observation published 17:30] Match start date changed	-23/11/2022 02:10
	Venue changed	
	THEW AN SCHWITERNT	
= 🌑 OFFICIALSHQ		🧶 🍓 🥘 Anthony Saunders 🔶 🖘 EN 👳 🔗 AFL LIVE 👻
Home		
DASHBOARD	NOTIFICATIONS	6 1
A Hotifications	Filted by alert type	
🖾 General messages	New appointment	
🛱 Messages	Same: Banks (NTFL) - PINT (NTFL) (28-11-22 17:30) Grade: 2022/23 NTFL UI2 Atkinson Academisment: FELD	ユンババ/2022 02:10 ビア 前







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 Saunders 🗸 🕷 EN 🗸 🖉 AFL LIVE 🗸
	Home		
	A Hotifications G General messages Messages	TEST Tony Sounders - Thursday, 24 November 2022 04:48 This is a TEST message	*







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				•	•	Anthony Sounders 🛩	THE EN ~	₽ AFL LIVE ~
	My profile								
	Arthony Sounders Arthony Soun	Name Anthong Sounders Prione Stireet Random Street Postcode 4000 Country Australia Which data may be shared with the colleagues with Shave photo Shave photo Shave photo Shave photo Shave photo email Shave photo email							¥ Ujudute -

External Links

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

=	C OFFICIALSHO		 👰 Anthiony Saunders 👻 🎫 EN 🔹 🔗 AFL LIVE 🛩
	My profile		
	Anthony Sounders	LMS login link To consiste explanation and to be appointable for matches, you need to consister your accreditation by fulfilling on trainine cause in the LVS (learning management autobry) of the XFL Rease click is generate a link to login to the LVS and start the occreditation. Connects link	
	 Personni data External linka 		







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.

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	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.

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	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.

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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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	Personal data		
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	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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My profile				
	ROLE PREFERENCES			
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A Personal data	Stort date 15/09/2021	Start date 1/11/2022	Start date 1/11/2022	Start date
🖉 External links				
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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Anthony Saunders			
🞧 Personal data			
& External links			
Emergency Info			
S Affiliated clubs			
B 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		
	€ External links		
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	ISI Affiliated clubs		
	Role preferences		
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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.**

	C OFFICIALSHO		🐑 🌯 🧟 Anthony Saunders 🗸 🖬 EN 👻 🔗 AFL LIVE 🛩
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	A Personal data		
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	Emergency Info		
	S Affiliated clubs		
	Role preferences		
	Medical information		
	C Bank accounts		

AFL National & State Admin OfficialsHQ User Guide







Profile - Bank Accounts (cont)

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

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×	0	BANK ACCOUNTS	Bank information Bank name * MyBank	Bank account holder *		Add bank motour
	1	BANK ACCOUNT 1	Account number 123456	Bsb number 111-222		
	Anthony Saunders	Bank name MyBank Account number 123455 Bank account holder AK-Sourc Bsb number 111-222 Default Yks	Default			
	10. Permanenan	Defoult res		Cicse Sove		
	A CONTRACT DATE					

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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 External links Emergency Info 				
Affiliated clubs.				
Role preferences				
Medical Information				
C Bank accounts				

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.

=	C OFFICIALSHO		5				Anthony Sounders 🛩 🕫 🛃 AFL LIVE 🛩
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-	-	ACCREDITATIONS	General Accreditation types *				Add Introduction
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	O Work with clisterion				Save	Close	

AFL National & State 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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	P External links				
	Emergency Info				
	S Affiliated clubs				
	B Role preferences				
	Medical information				
	C 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 regulated unpiess and coactes 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 NUchria, 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, on edividual under III years of age is not required to obtain a working with children check.	
Anthony Saunders	Have you been convicted of, or are you currently charged with, a criminal offence?* No	•
@ Personal data	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?*	
P External links	Yes	•
③ Emergency Info		_
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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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My pr	otile					
		New password * Re-enter password *				
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	Role preferences					
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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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My profile			
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4. Admin Access

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

Umpire & Umpire Coach

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

	C OFFICIALSHQ		🎭 🧌 🔘 Anthony So	unders 👻 🎫 EN 🤟 🔗 AFL LIVE 🛩
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Expenses	 General messages Messages 	No notifications available		

Finance

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

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moviesum	Home		
 Expenses management ~ Expenses over view Umpire cost config Budget codes 	ASHBOARD Notifications General messages Hessages	NOTIFICATIONS Filted by olert type	
		* • •	

Appointments

RA access gives the user access to Competition management, Configure officials management (but not Awards), Officials management and Configure communication platform.

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	Home		
Competition management Conf officials man	DASHBOARD	NOTIFICATIONS	6
 Officials management Conf.comm.platform 	Notifications General messages Messages	Filterd by alert type	
		No nonfications available	







Awards

AWARDS access gives the user access to the Awards feature in Configure officials management.

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	Home				
	DASHBOARD	APPOINTMENTS			2022 •
	Appointments				
	E Personal Info	Date Type	Gronie	Home team	Away team
	Notifications Appointments General messages Messages				

Message Admin

MSGADMIN access gives the user access to **Compose new mail** feature in the **Messages** tab in the **Dashboard** of the platform.

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Configuration application	DASHBOARD	MESSAGES	8
C External synchronisation	8 Appointments	HELLO	
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Conficomm platform	Appointments	Last comment by: koen de smet test message	
Communication platform System management	🖾 General méssagés	Read more	
Expenses management	C Messoges		

Client Admin

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

Please note this access should only be given to National or State admins only.

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	Home		
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User Management

To give a user admin access in the left menu click on **System management** and click on **User management**. Search for the user and click on their profile.

To add the user to an umpire club/league click on the <a>[(Manage authorizations) icon.

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🐵 Officials management 🤌			tony.sounders	ÿ.						YesO I
Conf comm platform	0		tony.saunders@afl.com.au							
Communication platform?										
System management >										
🐸 User management										
General messages										
Disclaimers										

On the Manage Authorizations page in the Unauthorized section click on the 📑 icon of the umpire club/league.

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🔅 System management 🕨													
😂 User management													
General messages													
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🗓 Expenses management 🐣					-							-	







Admin Access - User Management (cont)

The umpire club/league will move into the **Authorized** section and immediately save.

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Communication platform	×	Australian footbali	National	National *								*
System management	×	Australian football	Northern Territory	Northern Territory Football League								
🖴 User management												
General messages												
Disclaimers												
Expenses management					-						_	

Alternatively, if you wish to remove an umpire club/league in the Authorized section click on the 💌 icon.

When you have added or removed the umpire club/leagues click on the **Back** button in the bottom right corner.

To edit/add the level of admin access for the user click on the 😐 (Manage groups) icon.

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Communication platform?											
System management >											
🖶 User management											
📖 General messages											
Disclaimers											







Admin Access - User Management (cont)

On the **Manage Groups** page in the **Unauthorized** section click on the 🛨 icon of the level of access.

=	C OFFICIALSHQ		🎭 🤹 🌯 🔘 Tony Saund	ers 👻 🎫 EN 👻 🔗 AFL LIVE 👻
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Expenses management		-		

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😂 User management					
General messages					
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Expenses management					-

Alternatively, if you wish to remove a level of access in the **Authorized** section click on the 💌 icon.

When you have added or removed the level of access click on the **Back** button in the bottom right corner.





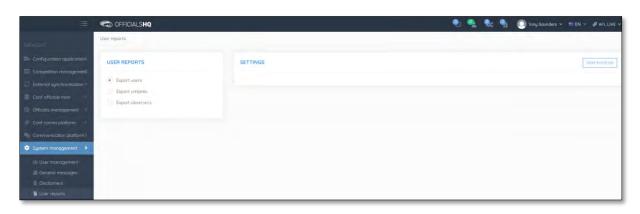


User Reports

There are multiple reports available for admins, in the left menu click on **System management** and click on **User reports**.

Export Users

On the User Reports page, in the User Reports area, select Export users and click on the Start batchjob button.



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

Start batchiop
ľ

The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.

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2022 C Crected By RefAssist									
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Export Umpires

On the User Reports page, in the User Reports area select Export umpires, in the Settings area select a State option (for National report leave as *), select a League option (for State report leave as *), tick the Include banking details box (If required) and click on the Start batchjob button.

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 General messages Disclaimers User reports 			

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

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The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.

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2022 to Created By RefAsset		Show all







Export Observers

On the User Reports page, in the User Reports area select Export umpires, in the Settings area select a State option (for National report leave as *), select a League option (for State report leave as *), tick the Include banking details box (If required) and click on the Start batchjob button.

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Communication platform Commu							

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

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The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.

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5. 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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W Venues & pitches	State	League											
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Click on the Grade you want to configure.

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C External synchronisation ?	0	Test B Grade		Competition				0	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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T Clubs T	ne * est A Grade int name est A e group	Priority 1 Coach report type Partner	₹ ₹				
Configuration umplifing 3 Configuration umplifing 3 Configuration umplifing 3 Configuration platform 3 Communication platform 3 Communication platform 3 System management 3 Expenses management 3 Communication platform 3 C	npetition type ompetition • Available for video Coach reports active Use team name Juniars? Club priority	Seq. nr.	•				
Registrations						Back 🗸	Save

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

	CO OFF	ICIALSHQ					9	Q . 9	Tony	Saunders 🛩 👘	EN ~ ØAF
	Grades										
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Edit other Grades as required.

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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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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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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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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.







6. 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**.

Officials

Users with full admin access are able to add or edit umpire information, add or edit umpire parameters and add or edit umpires to umpire panels or umpire coach panels.

In the left menu click on Conf officials man, click on Officials and search for an Official.

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Manage Official

On the **Officials** page to edit details click on the official and click on the \square (Manage) icon.

On the **Manage** page, in the **Manage** section click on any of the tabs, edit details as required and click on the **Save** button in the bottom right corner.

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External synchronisation > External synchronisation > Conf officials man	2 General	First name * Anthony	Date of birth * 01/06/1963				
E Umpire ponels.	Address	Prefix	Gender •				
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System management Expenses management Registrations	Expense doto Medical Information						
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Add Official Parameters

On the **Officials** page to edit parameters click on the official and click on the 🚨 (**Parameters**) icon.

On the **Parameters** page, edit details as required and click on the **Save** button in the bottom right corner.

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				Back Save

Mark Official as Umpire and/or Umpire Coach

When officials register they select whether they are registering as an umpire or an umpire coach, therefore on the

Officials page the **(Mark official as umpire**) and/or the **(Mark official as coach**) icons should be automatically bold depending on their selections.

Add/Edit Official to Umpire Panel

On the **Officials** page to add/edit panels click on the official and click on the 트 (**Panels**) icon.

On the **Umpire Panels** page to edit a panel for an umpire click on the panel and click on the *Impire* (**Update umpire** panel) icon. Please note if Default is the only panel for an umpire, it must be changed to one the umpire club/league's panels.

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Configure Officials Management – Add/Edit Official to Umpire Panel (cont)

On the **Update Umpire Panel** page change the **Panel** and click on the **Update** button in the bottom right corner.

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You will be returned to the **Umpire Panels** page and the panel will be updated.

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	Officials > Anthony Sour	nders > Panels								
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On the **Umpire Panels** page to add an official to an umpire panel click on the official and click on the (Add umpire panel) icon.

On the Add Umpire Panel page select an option in Umpire discipline, select an option State, select an option in League (please ensure to select the umpire group e.g. UC-xxx), select an option in Panel and add the Start Date. You can also add parameters in the Min. # matches and Max. # matches fields. When you have added the information click on the Save button in the bottom right corner.

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Configure Officials Management - Add Official to Umpire Panel (cont)

You will return to the **Umpire Panels** page and the panel will be added.

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Add/edit other panels to an official as required.

Add Official to Coach Panel

On the **Officials** page to edit panels click on the official and click on the 💷 (**Coach Panels**) icon.

On the Umpire Coach Panels page to add an official to an umpire coach panel click on the official and click on the

(Add umpire panel) icon.

To add an official to Coach Panels follow the same process as Add Official to Umpire 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.









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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onf officials man	3 best players.						
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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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Configure Officials Management - Add Award (cont)

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

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T Awards	League Best & Fairest	3 best players		1/04/2022		31/06/2022		2	-

Edit/Update Award

To edit/update an **Award** click on the award you would like to edit and click on the *Ipdate* (**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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HEFASIST	Awards 🔸 League Best & Faire	est > Update							
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-III Officials T Awards	31/08/2022	6							
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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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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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AFL National & State Admin OfficialsHQ User Guide







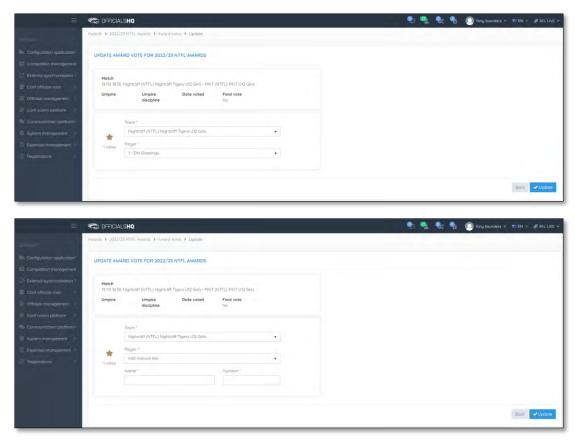
Add Award Votes

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 National & State 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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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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CONTRACTOR OFFICIALS

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.







7. 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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	Appointments for match	
	* SELECTION	
	MATCHES Matchine APPOINTMENTS O Lessere •	UMPIRE Ad
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24 Appointments - game	01/01 1030 1 Convert Bull Babries Togetabli (Northern Tentory FL) 02/101 1030 3 St Marya (Northern Tentory FL) Thal Bandees (Northern Tentory FL) 02/101 1030 5 Southern Districts (Northern Tentory FL) wonderess (Northern Tentory FL)	Sort Datance •
	APPOINTMENTS HOME 0 Avatroitan footboll • INFO Official House	
	Date time type Series Hometeam Awayteam Result Remote Name Value	
	2 A +	

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.

E	C OFFICIALSHQ	
REFASSIST	Appointments for match	
Configuration application		
Competition management	Sport discipline	State
C External synchronisation >	Australian football	Northern Territory
Conf officials man	League	From date
Officials management >	NTFL 👻	30/09/2021
🛪 Appointments - game	End date	Competition types
). Overview appointments	07/10/2021	Competition 👻
Back-up umpires	Grades	Series
😩 Umpires	2021/22 TIO NTFL Men's Premier L 🔻	2021/22 TIO NTFL Men's Premier L 🔻
Motch reports		
🖳 Auto appointments		
Publication - appointments	OK	
E Reporting	Provide state	

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AFL National & State 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.

=	C OFFICIALSHQ					₽: 9 : 9	O Tony Saunders	V EN N & AFL LIVE
	Appaintments for match							
	- SELECTION							
			-					
	MATCHES		Match info-	APPOINTMENTS	Cumpire Umpire	*	UMPIRE	
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	01/10 18:30 3 Danvin Bufforces	Nightcliff (Northern Territory FL)		A FIELD 3 -				Without match
	02/10 1415 5 St Morys (Northern Territory FL)	Tiwi Bombers (Northern Territory)	FLQ	BOUN 1-				
	02/10 18:30 5 Southern Districts (Northern Territory FL)	Wanderers (Northern Territory FL)		BOUN 2 -			Name	Cot. # M
				A BOUN 3 -			+ Barnent John	Default 9. 0 *
				BOUN 4 -			+ Cunninghom Sam	Defauit 9, 0
				SOAL 1-				High
				GOAL 2 -			+ Whiteaker Stewart	Performance 9. 0 Gad Limpires
 Publication - appointments 						3	+ Sounders Anthony	Feld1 9. 0
	The second s						+ Sounders Anthony	Default 9- 0
	APPOINTMENTS		HOME: AWAY:		INFO Official 1	fatch	+ medley mark	Default 9. 0
	Date Time Type Series Home	team Away team	Result R	emark	Name Value			
						. *		

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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Officials management >	30/09 18:30	3 Poir	merston N	Nagpies.	Wara	tan (Northern Territory	FLI	+		FELD 2-					MC			thout match
X Appointments - game	01/10 1830	3 Dor	win Bolfo	ikies.	Night	stiff (Northern Territory	(PL)		1	FIELD 5 -					Soit.	Distance	•	under midsen
Overview appointments	02/10 14 15			rthern Territory FL)		lombers (Northern Ten	ntory FL)		4	BOUN 1-								
	02/10 18:50	3 Sou	them Dis	tricts (Northern Territ	any (FL) Wand	lerers (Northern Territo	ary FL)			BOUN 2 -						Name	Cat	a. ++:
Ell Back-up umpires										BOUN S :					+	Boment John	Default	9_ 0 =
al Umpires										BOUN # -						Cunningham Sam	Default	9_ 0
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Registrations				PREMIER LEAGUE								Distonce to match	999					
											. 4	distance to oway .outi	999					

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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TestAssent	Appointments f	or ma	ich							
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Competition management	-				_					
External synchronisation).	MATCHES			Manch	n'inita	APPOINTMENTS	🖶 Q Megare Umpre		•	
E Conf officials man >	Date	11	Home team	Away team		FIELD - Anthony Sounders	Coast			
Officials management >	28/11 17:30	5	PINT (NTFL) PINT U12 Moved Designdes	Wanderers (NTFL) Wanderers U12 Mixed						
🛪 Appaintments - game	28/11 18:50	3	St Mary's (NTFL) St Mary's U12 Mixed Gold	Nightcliff (NTFL) Nightcliff Tigers U12 Mixed Yellow						
i. Overview appointments	28/11 18:50	5	Palmerston Magples (NTFL) Palmerston Magples U12 Mixed White	Southern Districts (NTFL) Southern Districts U12 Mixed White						
C Back-up umpires	28/11 18:50	3	Southern Districts (NTFL) Southern Districts L12 Mwed Black	Tracy Village (NTFL) Tracy Village Razorbacks LT2 Mixed						
al Auto appointments										
 Publication - appointments. 										
Publish coachings										

In the Coach area tick the All panels box, select a Coach panel and the list of Coaches in the panel will appear.

	Appointments (or ma	tch										
F/SPIRT													
Configuration application?	* SELECTION												
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Overview appointments	28/11 18:50	5	Palmerston Magpies (NTFL) Palmerston Magpies UT2 Mixed White	Southern Districts (NTFL) Souther Districts UT2 Mixed White	ITT						Joanne 1	Cut.	.
Back-up umpires Umpires	28/11 18:30	A.	Southern Districts (NTFL) Southern Districts LR2 Mixed Black	Tracy Village (NTFL) Tracy Villag Razarbacks U12 Mixed	iκ.					Ð	Edwick Adam	Field Cooch	9. 0
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Publication - appointments											Mounsey Mark	Field Cooch	9. 0
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Statistics & reports	REV. DOCS		HONY SAUNDERS	UMP. DOCS	ANTHONY SAL	INDERS	INFO	Official M	nich	1		Field Cooch	9. 0 9. 0
Matchday reports											Walker Simon	Field Coach	

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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an and a second s	Appointmen	s tor m	atch								
D Configuration opplication?	* SELECTI	DN.									
Externel synchronisation ?	MATCHE	s			APPOINTMENTS	Centri	•	COAC	н		
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Officials management >	28/11 17:5	3	PeriT (HTFL) PeriT UT2 Mixed Destances	Wanderers (NITE) Wanderers U.Z. Hwed					Distance •		
24 Appointments - game			St Mong's (NTFL) St Mong's UT2 Moved Gold	Nagenzel H (NTFL) hegistel if Tigers Litz Moed Tellow				Rev.	Cooching		
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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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	Appointments for match			
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U Back-up umpires		cy Vilage (NTFL) Tracy Vilage nibacks UTZ Mixed		*
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Communication platform?	28/11/2022 FIELD Anthong Sounders 0	28/11/2022 FIELD Anthony Sounders 0	Nome Anthony *	
D System management			Residence Coombabah	
Expenses management			Distance to 999	
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Overview appointments

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

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					Yes O NOO	Yes O No O				
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Communication platform										
🕸 System management 🕴										







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.

=	C OFFICIALSHQ							۰ 🗣 😒	🕘 Tony Saunders 👻 👘 EN 👻	& AFL LIVE
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De Configuration application)										
Competition management	Sport discipline		State							
External synchronisation *	Australian football		Northern Territory							
🗧 Cont officials man 🔹	League		From date							
Officials management >	NTFL		30/09/2021	6						
24 Appointments - game	End date		Competition types		Appointed?	Confirmed	Home team	Áway team	Sports hall	
d. Overview appointments	05/10/2021	6			Yes O No O	YesONOO				
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Expenses management >										
Registrations										
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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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ck-up umpires npires itch reports	0	1/10/2021 02:30	FIELD	Anthony Sounders		Yes	Yes	Palmerston Magpies	Warotoh (Northern Territory FL)	NT - TIO Stadium (Mainara) (AF Oval 1)
appointments										
icotion - ments	0	1/10/2021 02:30	FIELD			No.	ND	Paimerston Magples	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AF Oval 1)
omm platform	0	1/10/2021 02:30	FIELD			Na	No	Palmerston Magples	Waratah (Northern Territory FL)	NT – TIO Stadium (Marrara) (AF Qval 1)
unication platform>										
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ses management										
mations 5		1/10/2021 02:30	BOUN			NO	No	Palmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (AFI Oval 1)







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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als management >			nd drop /L he	ere to group by that column						
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ipires itch reports	0	1/10/2021 02:30	FIELD	Anthony Sounders		Yes	Yes:	Polmerston Magples	Waratati (Northern Tentiony FL)	NT - TIO Stadium (Marrara) (A Oval 1)
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olication - Aments	0	1/10/2021 02:50	FIELD			No	No	Polmerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stadium (Marrara) (/ Oval 1)
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omm platform	0	1/10/2021 02:30	FIELD			No	No	Polimeration Magpiles	Waratah (Northern Territory $FL)$	NT - TIO Stadium (Mamara) (A Oval 1)
unication platform										
m management 3	8	1/10/2021 02:30	BOUN			No	Nic	Paimerston Magpies	Waratah (Northern Territory FL)	NT - TIO Stodium (Morrara) (A Oval 1)
ises management	1									
trations >										

Umpires

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

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1010007	Umpires								
Configuration application?									
Competition management									
C External synchronisation (UMPIRES								INFO
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Officials management >	Eirstingme	Last nome	Age	ā	Unavailable		Institive/Fired	A Sau	information
Appointments - gome					Yes O No®	*	Yes() No()		
1 Overview oppointments							-		
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Match reports									
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Expenses monogement									
Registrations									
	XX • •						Asimen Galany		







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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A 55 (50 FT	Umpires			
Configuration application	- SELECTION			
Competition management External synchronisation /	Sport discipline Australian football	State Northern Terntory		INFO
Conf afficials man	League	Umpire discipline		Please select a umpre for extra
Officials management		Field Umpire	Unavpilable inactive/Fixed	
. Appointments - gome	Umpire panel		Yes() No() Yes() No()	~
1. Overview appointments	Field 1	•		
🖶 Umpires. Match reports	OK			
 Auto appointments Publication - appointments Reporting 				
 Reporting Conf.comm.platform 				
Communication platform				
🔅 System management.				
Expenses management				
E Registrations			<i>π</i>	
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The list of **Umpires** will appear based on the selection.

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200 6	Umpires							
C Configuration application)	* SELECTION							
Competition management	UMPIRES							INFO
Cont officials man							REFERE	Please select a umpire for extra
Officials management >	First nome	Lost nome	Age	à.	Unavallable	Inactive/Fired	1240	information
Appointments - game					Tes O No 🔹 🦷 🏋	YesQ NoQ	***	
Overview oppointments	Anthiony	Sounders	58	14			2	
III Back-up umpires Umpires								
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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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100,00057	Umpires								
D+ Configuration application	SELECTION								
Competition management External synchronisation >	UMPIRES							REFEREE	INFO EMENU -
E Conf officials man								ALT LALL	FIELD: FIEID F
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Coverview appointments	Antmony	Sounders	59 ·····	M.	Yes () No()	4	74sONoO	+ Anthony Saunders	Date of birth: 01/06/1963
10 Back-up umpires								📾 Contact	Australian football: Darwin Buffalaes (Cha nge in affiliation club)
C Auto appointments								Afrikaned clubs	
Publication - appointments								 Rejected dubs 	
Conf comm platform									
Communication platform)									
System management									
Expenses management									
E Registrations								-	
	11 1 1	А.					111 M Loureta		

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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#1850F	Auto, appointments		
C+ Configuration application	Parameters Result		
Competition management			
C External synchronisation >	SELECT STATE - LEAGUE	EXTRA OPTIONS	GRADES
Conf officials man		Start date End date	
Officials management >	Australian football	24/08/2021 🛱 31/08/2021 🛱	State League Nome
	State League	Umpire discipline	
Overview appaintments	Northern Territory Northern Territory Football League	e	
III Back-up umpires		Competition type	
(d) Umpires			
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Publication – appointments		✓ Fanian	
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System monogement			· · · · · · · · · · · · · · · · · · ·
Expenses management *		Show grodes	Go to overview
Registrations			







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.

=	C OFFICIALSHQ						\$	📲 🔘 Anthony Saunders 👻 💐 EN 😕 🔗 AFL
R/14525	Auto. appointments							
Configuration application	Parameters Result							
C External synchronisation >	SELECT STATE - LEAGU	JE .	EXTRA OPTIONS			GRADES		
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System monogement Expenses management Registrations				Show g	rades			Ge to overview

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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	Auto, appoint	tments													
	Paramete	ters Result													
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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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AFL National & State Admin OfficialsHQ User Guide







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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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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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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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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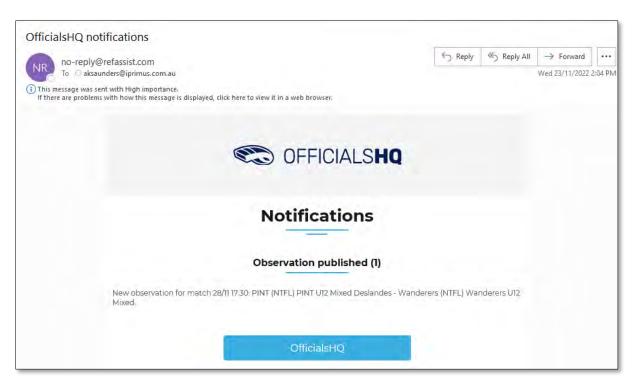


Officials management - Publish Coachings (cont)

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



AFL National & State Admin OfficialsHQ User Guide







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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	Reports			
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There are multiple report options.

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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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When the report is ready click on the sicon in the top menu and select **Report confirmations**.

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De Configuration application)	* SELECTION	Report confirmations

The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.

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

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

The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.

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Communication platform		2022/23 NTFL U16 Hickman	Competition	
System management		2022/23 NTFL U16 Leverence	Competition	
Expenses management		2022/23 NTFL U16 Girls	Competition	
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AFL National & State 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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The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.

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AFL National & State 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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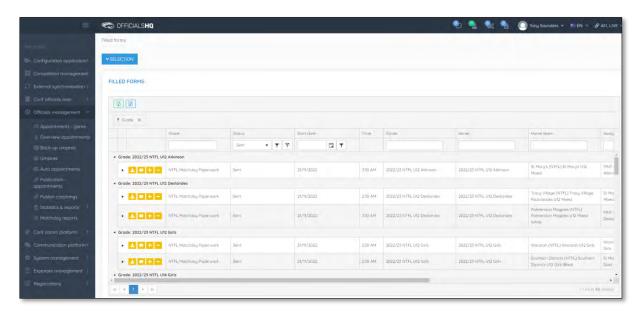


Officials management - Matchday reports (cont)

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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8. 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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You will be returned to the **Folder management** page and the new folder will be added.

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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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9. 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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	OfficialsHQ	
	Stay Connected With OfficialsHQ!	
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	Copyright © 2020 Marrier, All rights reserved.	







Appointments

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

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Confirmation Needed

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

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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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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.

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	i tomo Mata	ch reports			
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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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Number of Incident D Incidents 0 * Zuro moderns	Submit You are about to submit the following form. Once submitted the form will become unavailable for further editing. Are you sure you want to continue?	×	*
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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 O
)r check out our website and see why we are the world's leading platform on referee and official managemen
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**.

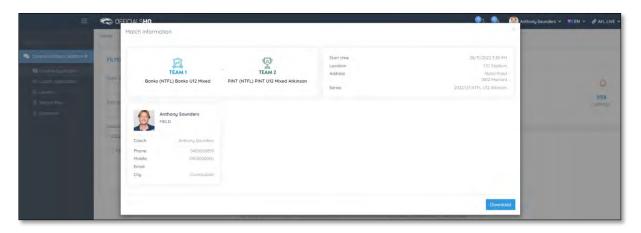
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Send

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



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

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AFL National & State 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.

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1 millioner	Leaves	Configuration				1 day(s) selected		
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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.

ian football se Start time End time 0000 (3) 2359	•	Following dates will be registered 20/10/2021 21/10/2021 22/10/2021 23/10/2021		AUSTRALIAN FOOTBALL
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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.

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You will be returned to the Leaves page and the added leave will be shown.

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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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Shared files					5 31	







Communication platform – Leaves (cont)

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

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

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

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Shared 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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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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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										
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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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	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			FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	0
	Approved	5/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Twi Bombers (NTFL) - Southern Districts (NTFL)	0
	Approved	19/02/2022	NT-NTEL Motch Fee	Appointments	\$ 190,48			FIELD Twi Bombers (NTFL) - Polmerston Magples (NTFL)	0
	Approved	19/02/2022	NT-NTFL Transport Expense	Appointments	\$30			FIELD (Twi Bombers (NTFL) + Palmerston Magples (NTFL)	ā.
	Approved	19/02/2022	NT-NTFL Match Fee	Appointments	\$ 190.48			FIELD Twi Bombers (NTFL) - Palmerston Magpies. (NTFL)	a.
	Approved	26/11/2022	NT-NTFL Match Fee	Appointments	\$ 49.56			FIELD Banks (NTFL) Banks U12 Moved - PINT (NTFL) PINT U12 Moved Ablinson	à







10. 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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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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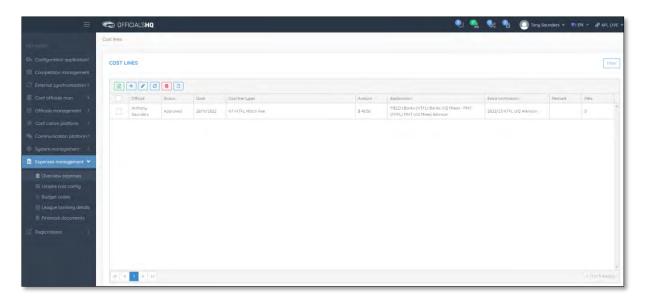




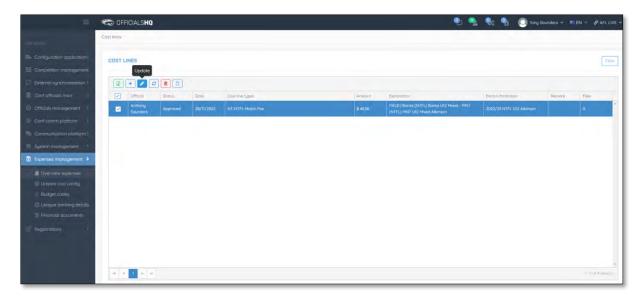


You will be returned to the **Cost Lines** page and all of the cost lines for the period and league selected will appear. The **Official**, **Status**, **Date**, **Cost line types** and **Amount** columns are dynamic and the column headings can be clicked on to sort the **Cost Lines**.

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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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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	Anthony Sounders					FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson			
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The Change Status pop-up will appear, select a Status and click on the Change button.

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

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intricotti	Cost lines > Add								
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 Overview expenses Umpire cost config Budget codes 								Back	✓ Sove







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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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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Expenses management Overview expenses Urigine cost config Budget codes	28/11/2022	\$50 ÷ \$0.19 0 ÷					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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The appointments for the umpire will be shown. Click on an appointment and click on the 🥙 (Link) icon.

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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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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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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.

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		Anthony Sounders	Approved	28/11/2022	NT-NTFL Match Fee	\$ 48.56	FIELD (Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson		D
		Anthony Sounders	Approved	28/11/2022	NT-NTFL Transport Expense	\$50	FIELD] Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Abkinson	2022/23 NTFL U12 Atkinson		ò
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System management > Depenses management > Cverview express Umpre cost contig Budget codes League banking details Financial documents										

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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S Cont commi plottarm		Aparenty Sacatra			-	Close Export	FLABORE (10 Mand, 1997) Tang Allowar			

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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		Anthony Sounders	Sent to finance	28/11/2022	NT-NTFL Match Fee	\$ 48.56	FIELD (Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/25 NTFE U12 Atkinson		α
		Anthony Sourcers	Sent to lindince	28/11/2022	NT-NTFL Transport Expense	\$ 30	FIELD J Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Alkinson	2022/23 NTFL UI2 Atkinson		α







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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				No assignment cast configuratio	on's for this division.		
	. Sorv	urday N7 Boys 1		à		Competition	,

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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		Saturday U7 Boys 1 Monday U7 Boys			с с		Competition	
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Add Pay rates for other disciplines and periods of time as required.

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		March fee	BOUN	30.00	33.00	Both teams	1/04/2023 - 31/08/2025	
		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.

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

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		Additional fee	FIELD	25.00		0.00	Internal	1/04/2023 - 31	/08/2023 1				
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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

Configuration application	COST LINE T	YPES				
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	2	Umpre expenses			8268-081	Additional fee
ammunication platform ²	3	Umpire expenses			8268-081	Transport expense
ystem management	-4	Umple expenses			8268-081	Other expense
xpenses management	\$	Umplie expenses			8268-081	Déduction

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.

Ξ	C OFFICIALS HQ	🗣 🏶 🐴	O Anthony Saunders 🗸	■EN × d	9 AFL LIVE ~
	Cost line types Add				
	ADD COST LINE TYPE				
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	Lødger bocount				
	Cost center				
	Cost type				
				Back	✓ Sove







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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	Cost line types > Umpire expenses > Update	
	UPDATE COST LINE TYPE	
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	Cost center	
	8268-081	
	Cost type	
	Match fee 🔹	

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**.

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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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Adjustment List Repdf					Show all

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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2022 © Created BJ RefAssist					Show all

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

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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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11. Registrations

In the left menu click on **Registrations** and click on **Registrations**. On the selection page select a **From date**, select an **End date** and click on the **OK** button.

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Registrations										
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01/11/2022	6	24/11/2022								
ок			User	Credied	Completed	Date of birth	G		Store/Province	League
				1	YesO No O	100				

To download a spreadsheet that includes all of the registration data click on the 🔳 (Detailed excel export) icon.

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Registrations												
* SELECTION												
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Email	Fits4 name	Last name	Customerid	User	Created.		Completed	Date of birth	G		State/Province	League
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In the **Detailed excel export** pop-up select a **State** option (for a national report leave as *), select a **League** option (for a state report leave as *) and click on the **Request report** button.

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When the report is ready click on the 🔊 icon in the top menu and select **Rapport registrations**.

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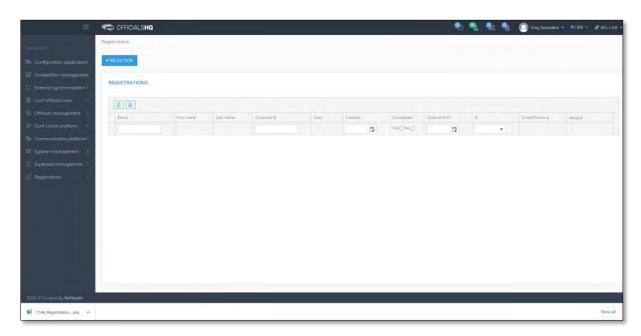






Registrations (cont)

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





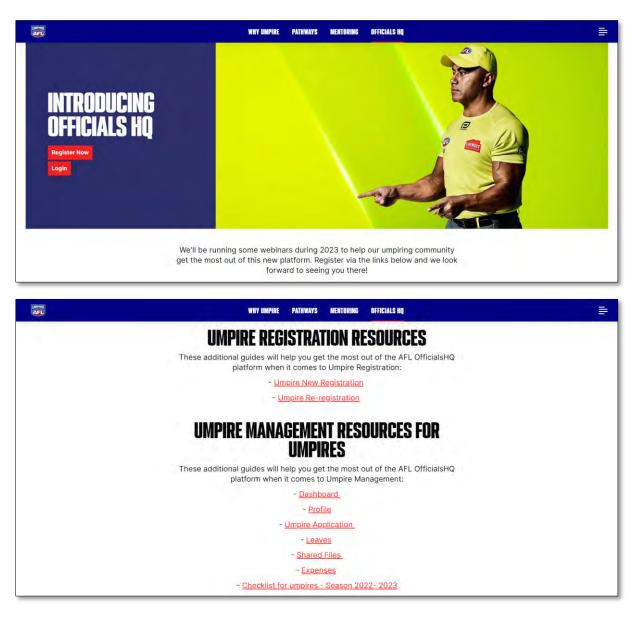




12. Support

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.

