AFL

UMPIRE ADMIN

OFFICIALSHQ USER GUIDE

Version 3, 17th February 2023

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1. Terminology

The change of the online umpire management platforms has resulted in some changes to the terminology as follows.

OfficialsHQ formerly known as Schedula in the GameDay (SportsTG) system.

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

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

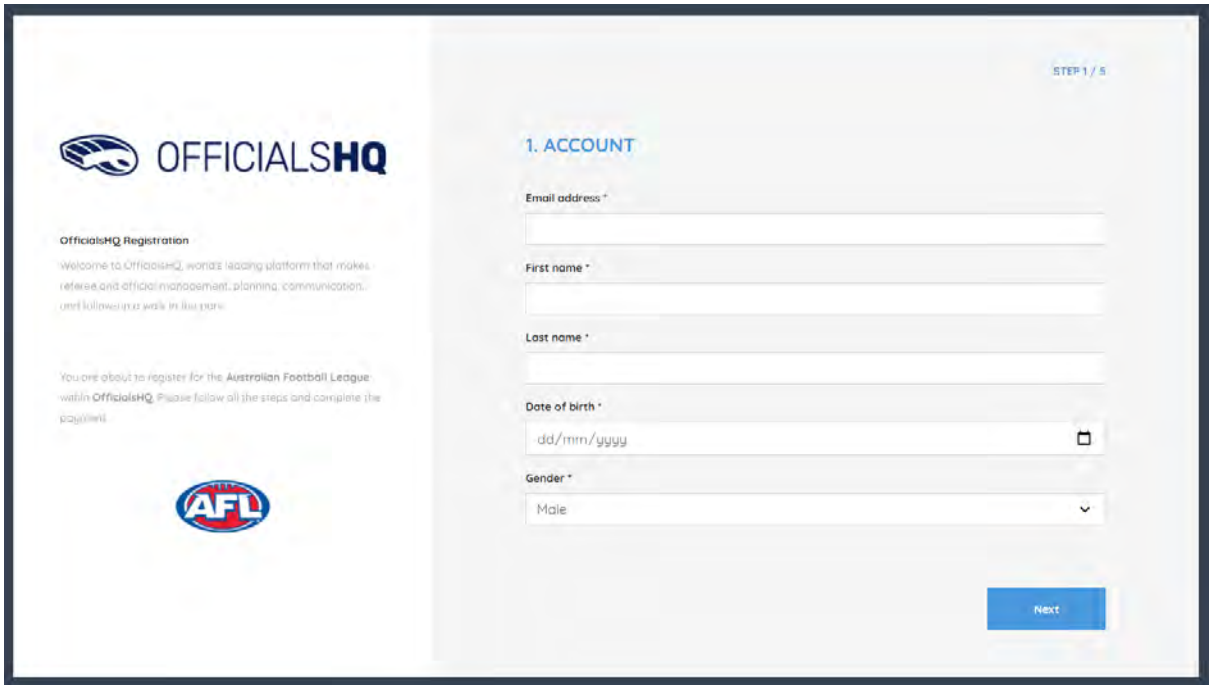
2. Umpire / Umpire Coach Registration

New Registration

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

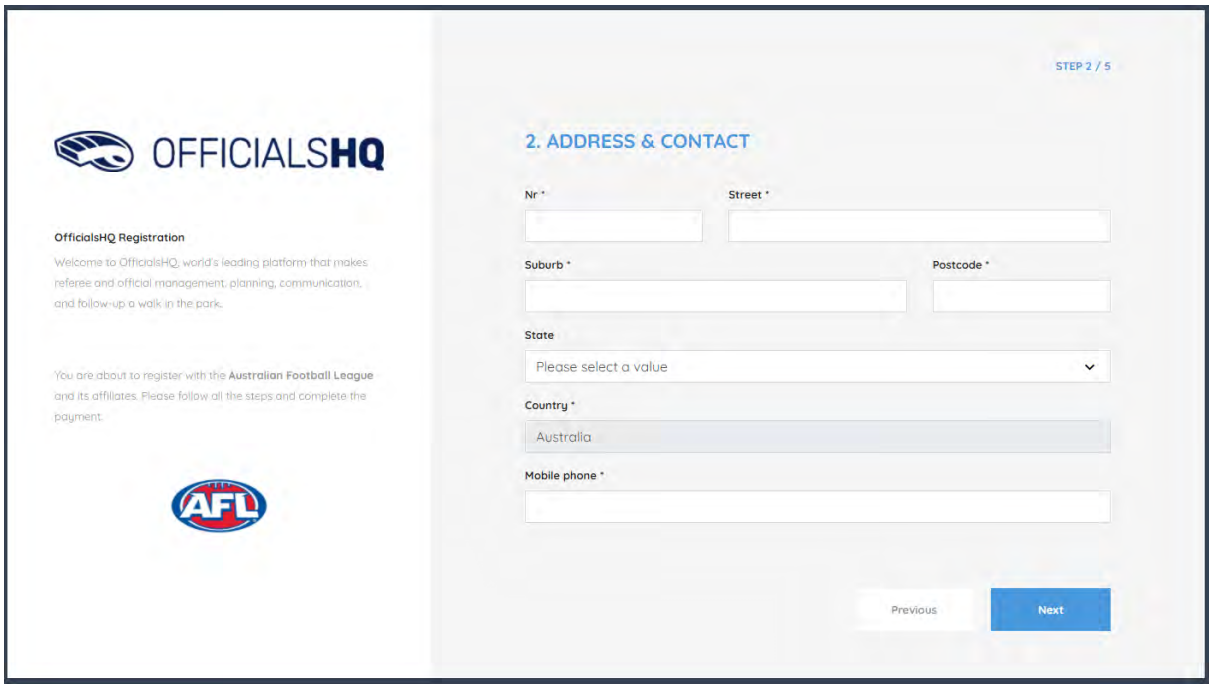
Step 1. Account

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



Step 2. Address & Contact

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



Umpire / Umpire Coach Registration (cont)

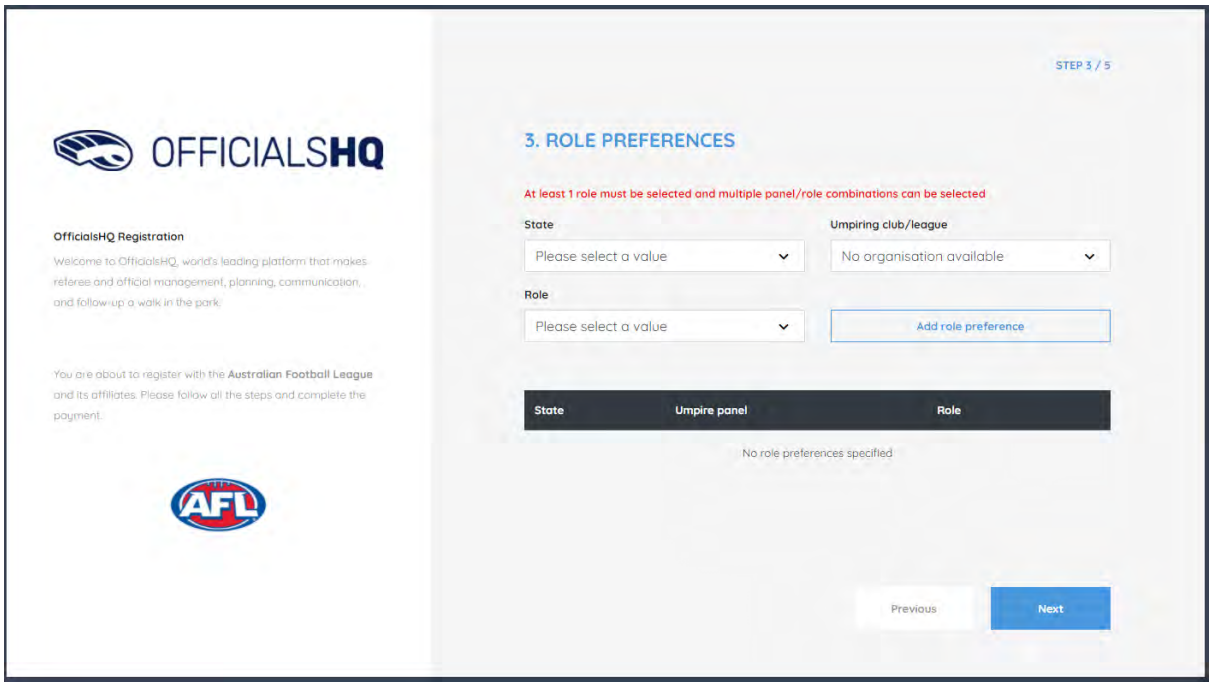
Step 3. Role Preferences

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

Please note you can select more the one Umpire club/league and Role or more than one Role in the same Umpire club/league.

If you select a club/league and role mistakenly you can click on the icon to remove it.

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



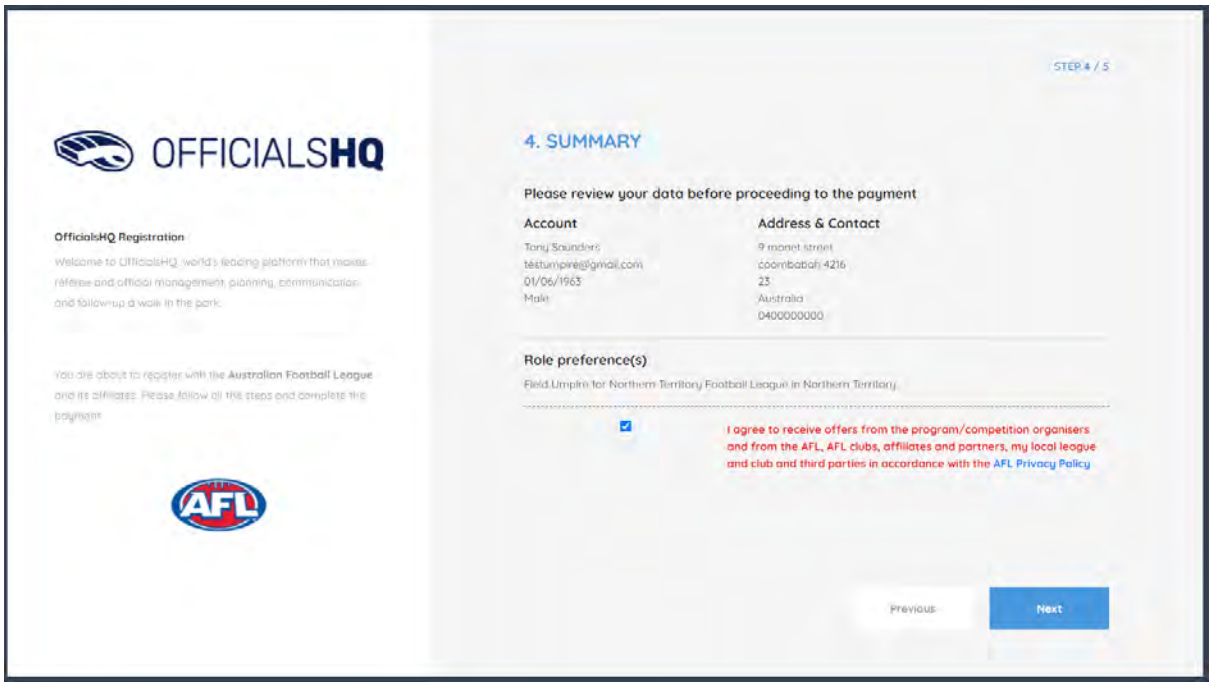
Umpire / Umpire Coach Registration (cont)

Step 4. Summary

Review the details on the **Summary** page.

If the details are not correct click on the **Previous** button to go back and change them.

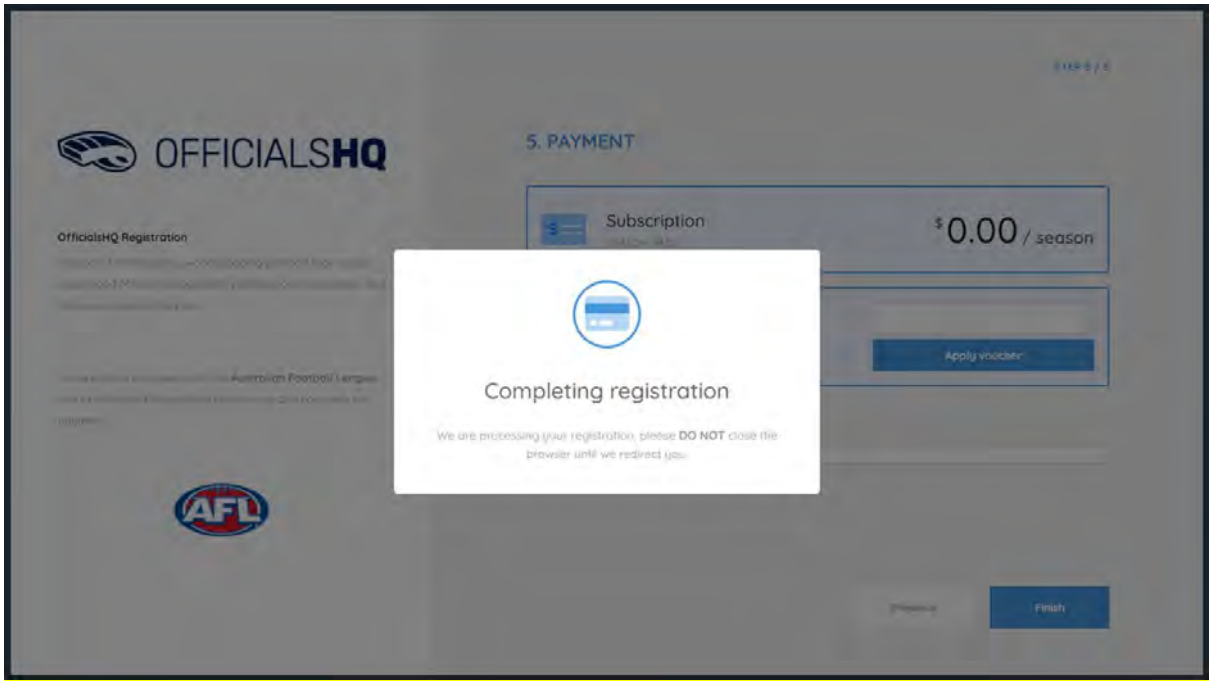
If the details are correct, click or unclick the opt-in agreement and click on the **Next** button.



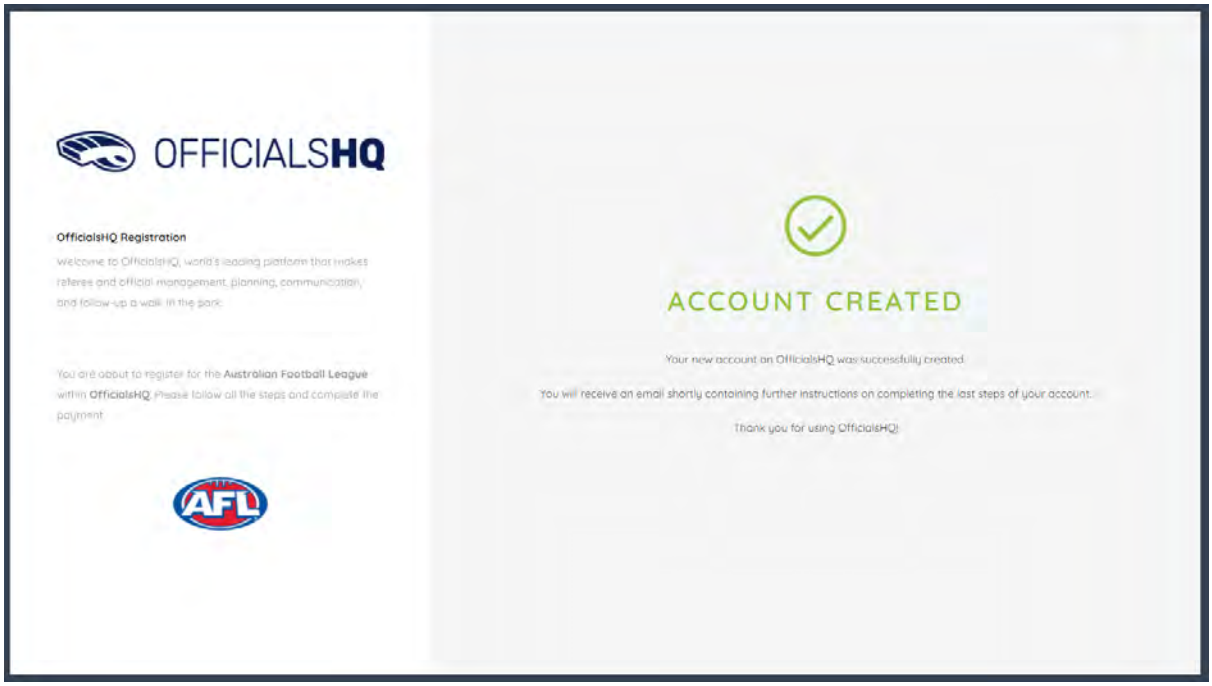
Umpire / Umpire Coach Registration (cont)

Step 5. Payment

No payment is required.



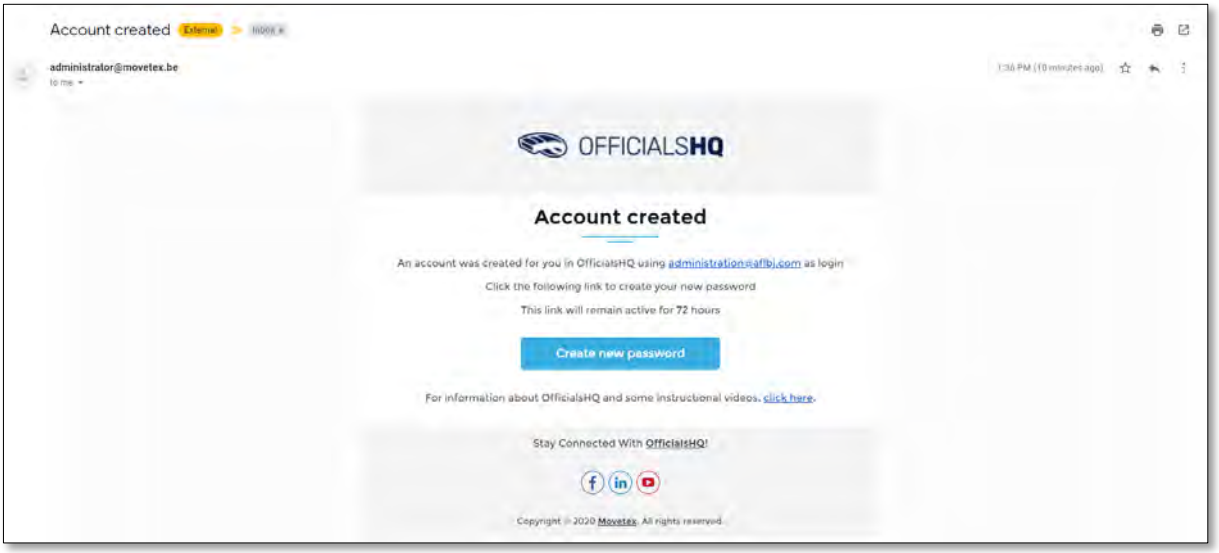
You will be taken to the **Account Created** page.



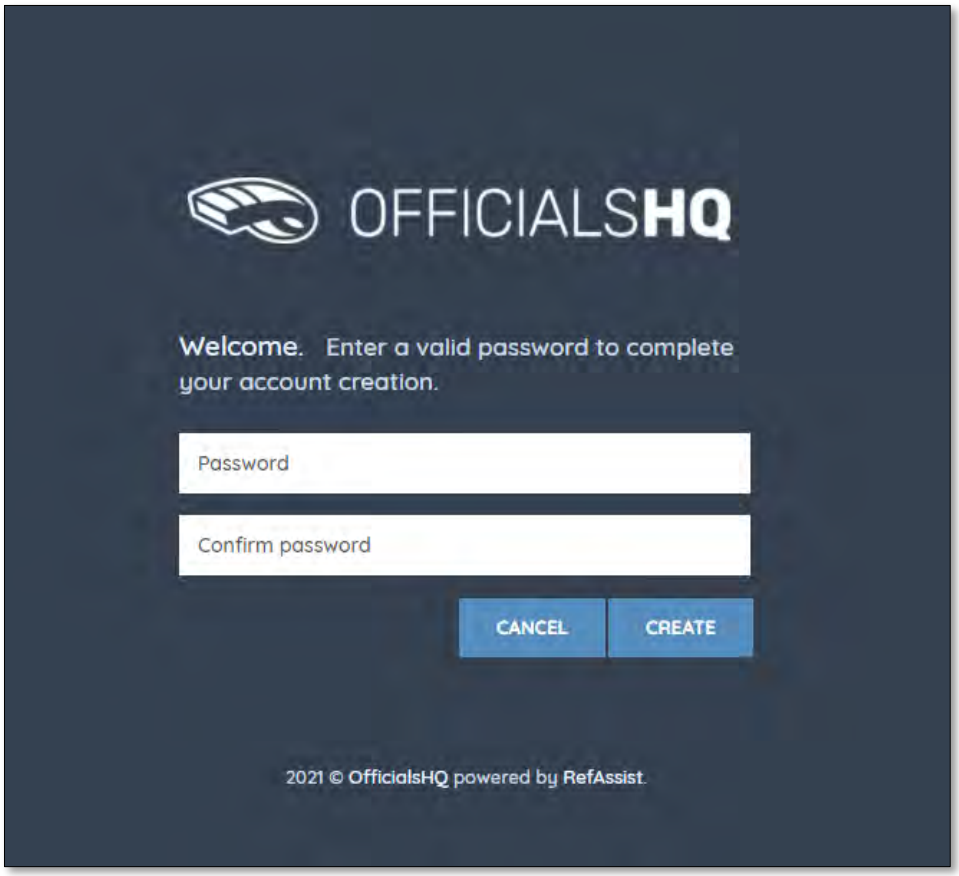
Account Creation

Check your email for an email with the subject line **Account created**.

Open the email and click on the **Create new password** button.



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

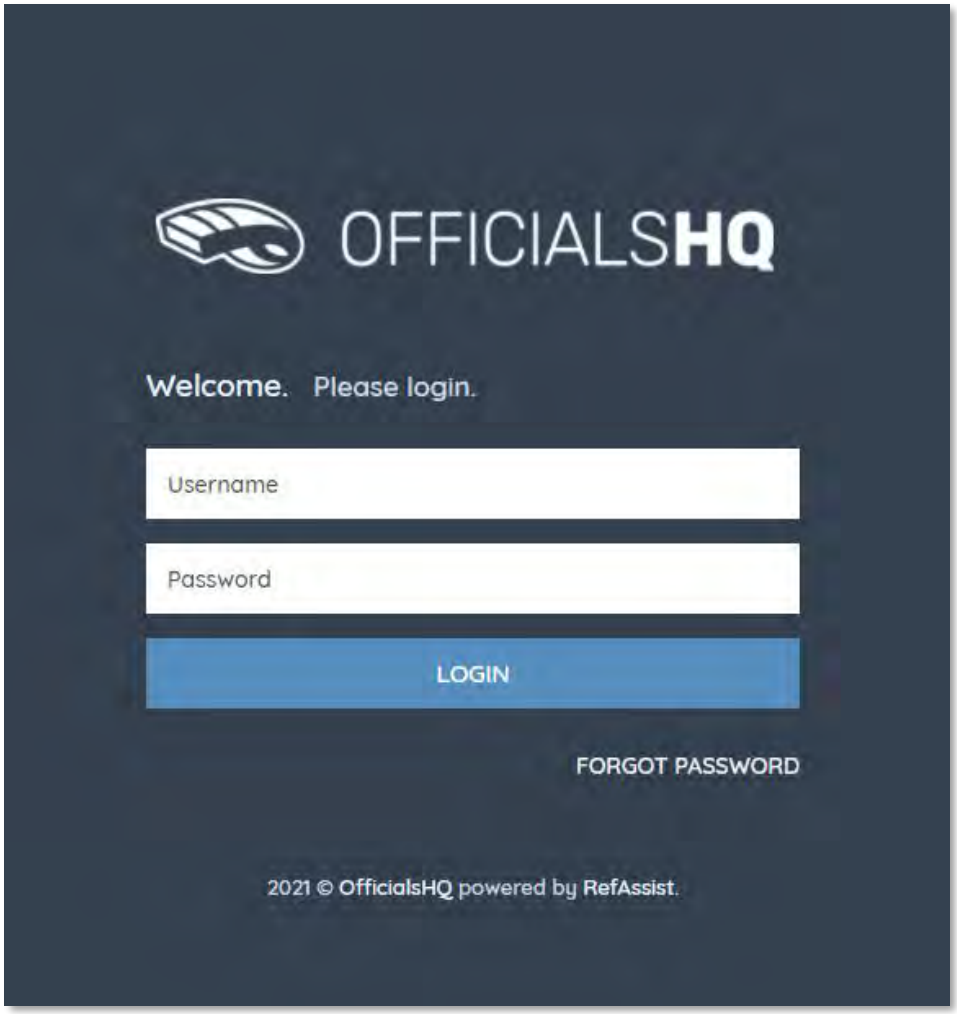


Umpire / Umpire Coach Registration – Account Creation (cont)

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

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

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

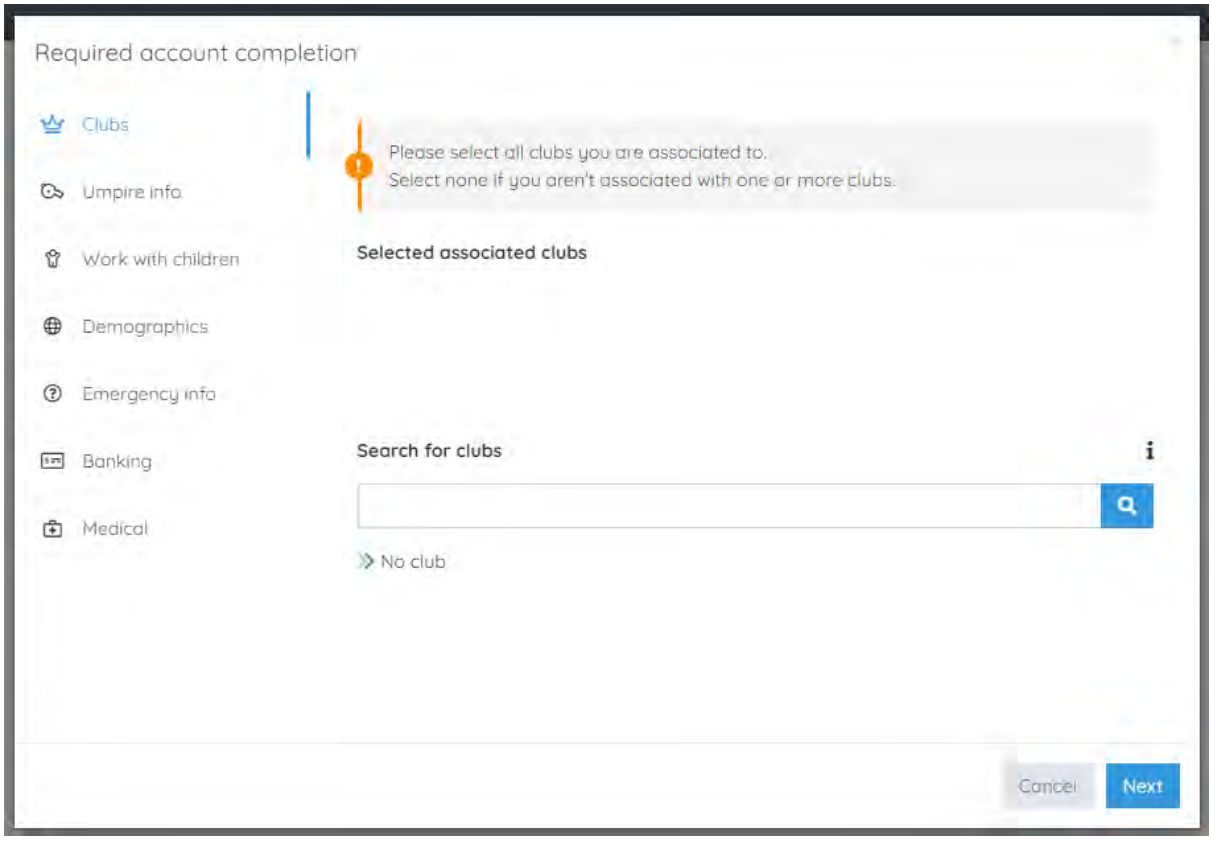


Required Account Completion

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

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

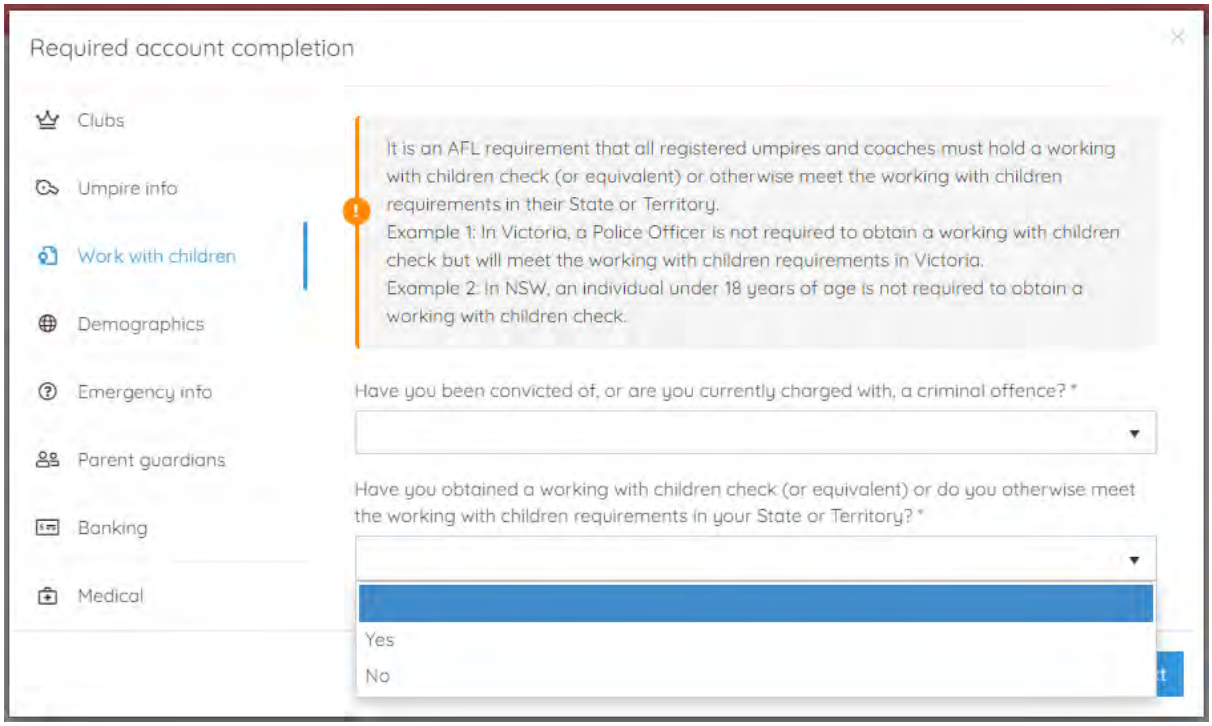
Clubs tab – select all community clubs you are associated or registered to.



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

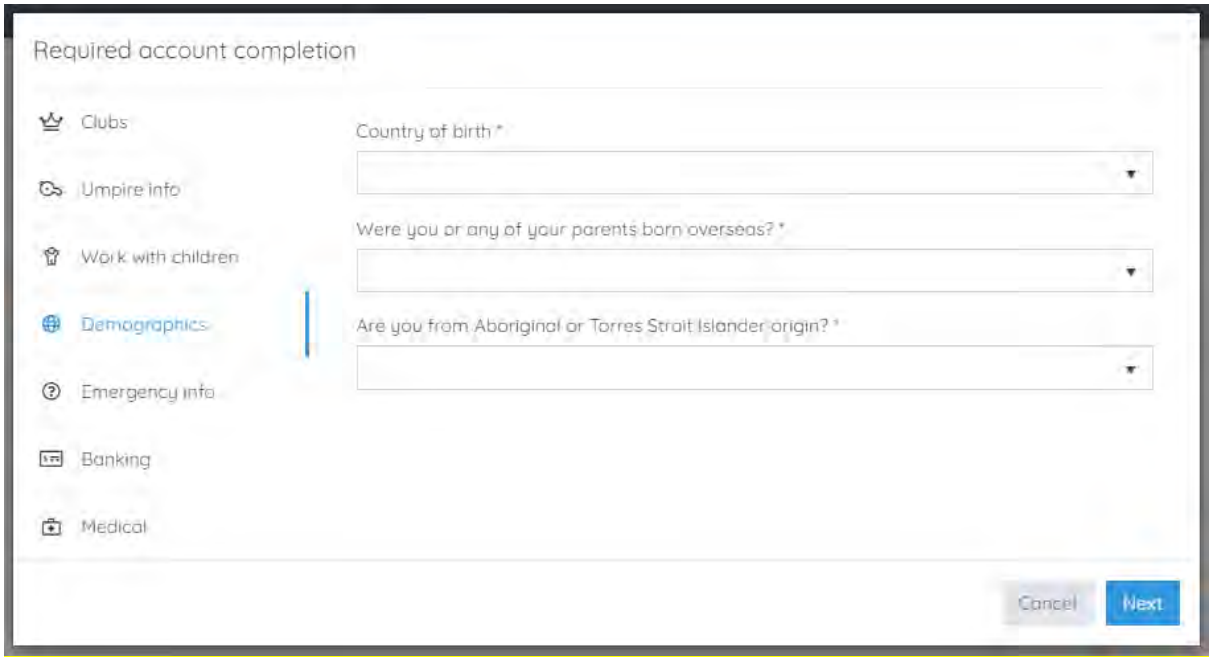
Umpire info tab – select **Active player** option, select **Year started umpiring** option and select **How did you find out about us** option.

Work with children tab – select answers for both questions.



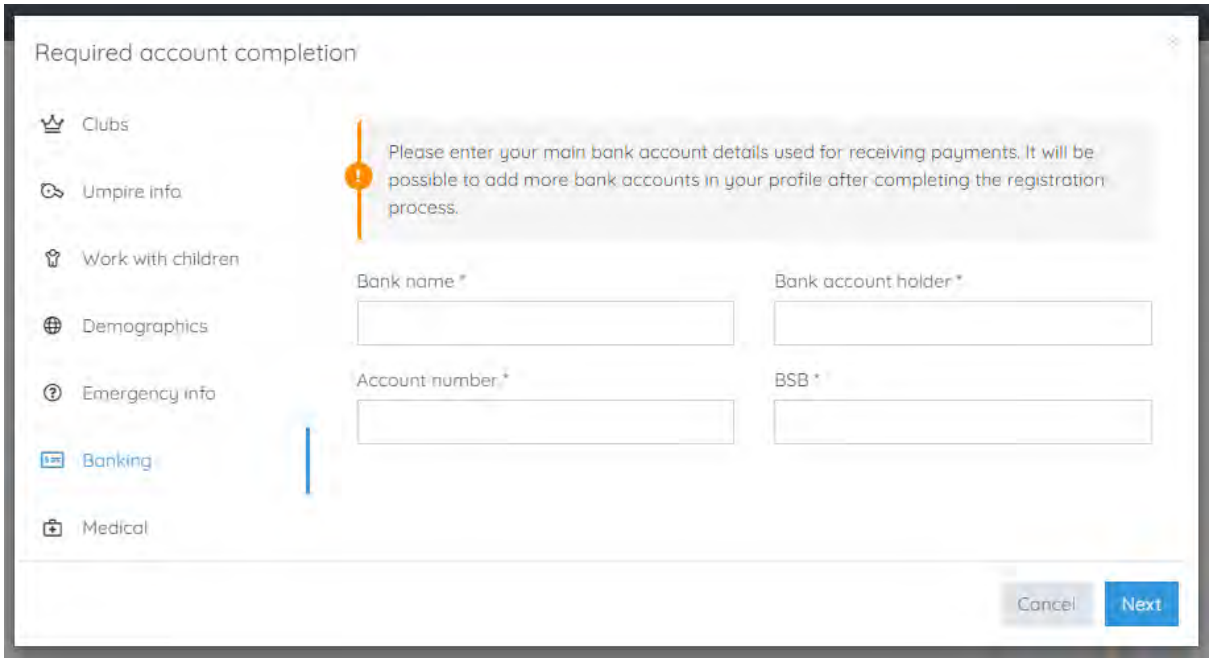
Umpire / Umpire Coach Registration – Required Account Completion (cont)

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

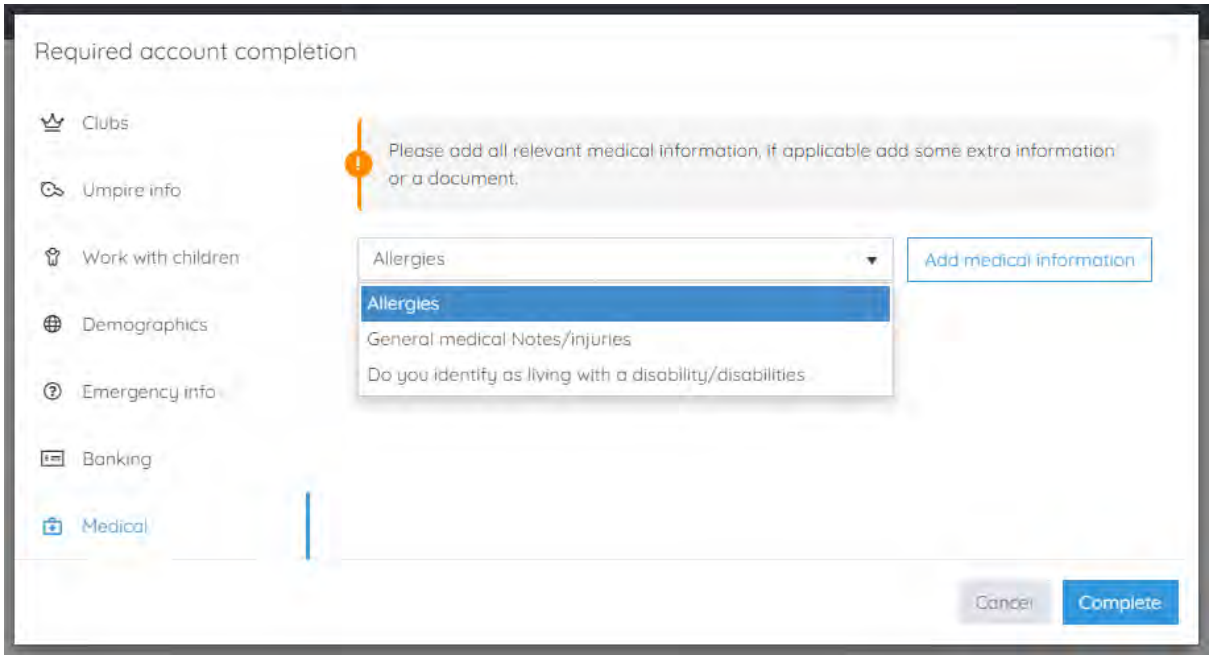


Emergency info tab – add **Name**, add **Telephone number** and add **Relationship**.

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



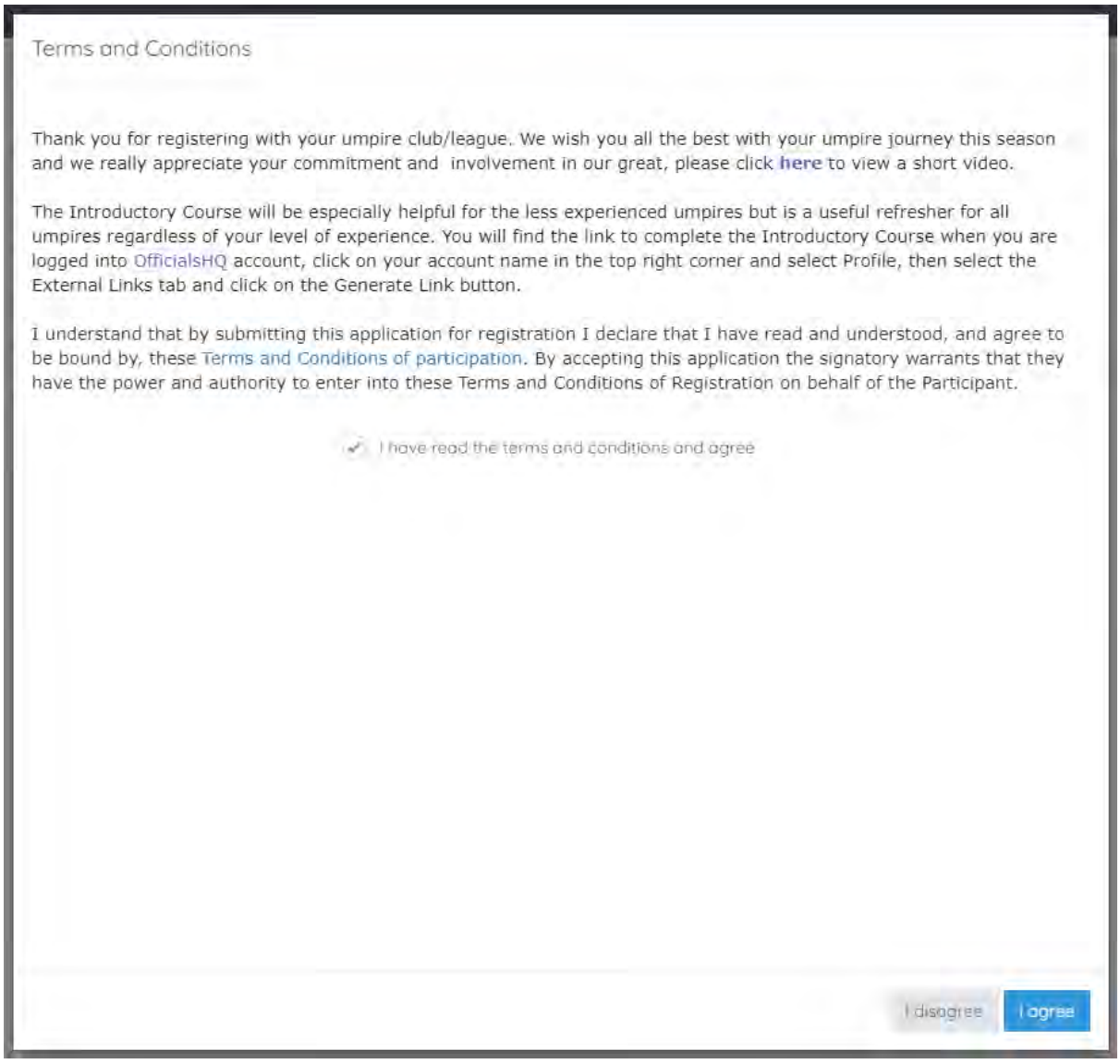
Medical tab – select **Allergies**, **General medical Notes/injuries** and **Do you identify as living with a disability/disabilities** from the drop-down box, click on the **Add medical information** button and add information in the **Additional info** area.



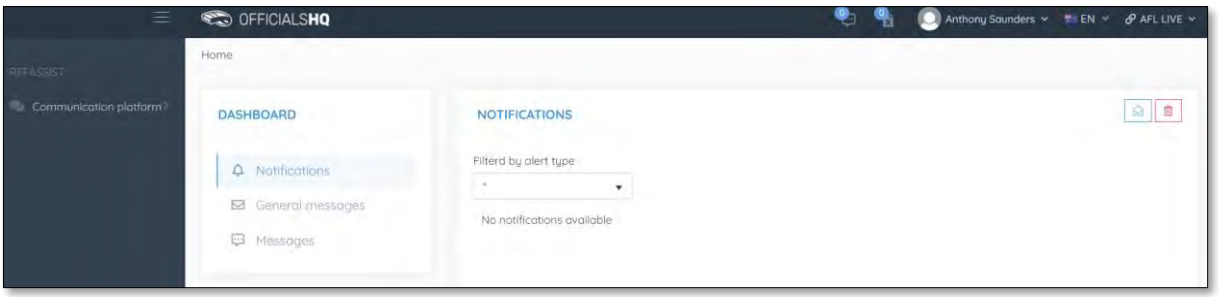
Umpire / Umpire Coach Registration – Required Account Completion (cont)

When mandatory information in **ALL** of the tabs has been completed click on the **Complete** button.

The **Terms and Conditions** pop-up will appear, click the box **I have read the terms and conditions and agree** and click the **I agree** button in the bottom right corner.



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

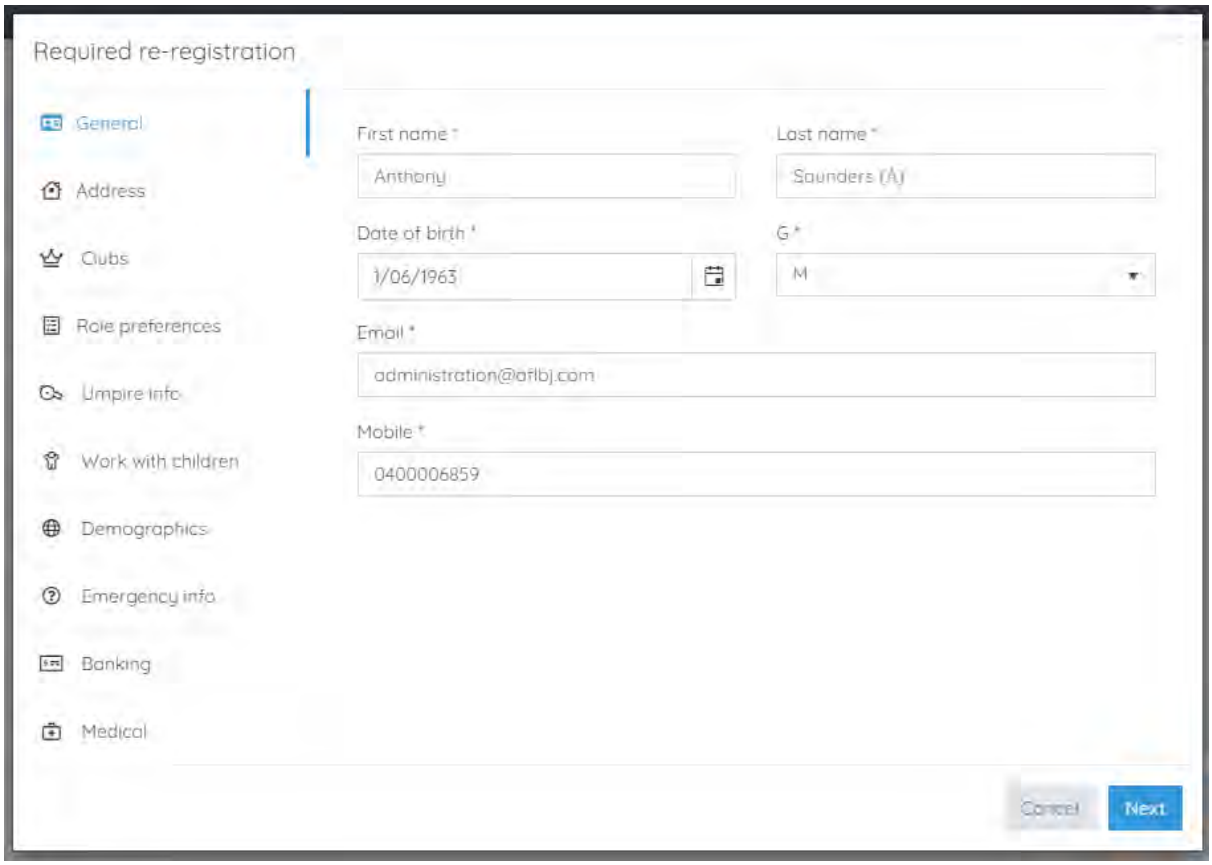


Re-Registration

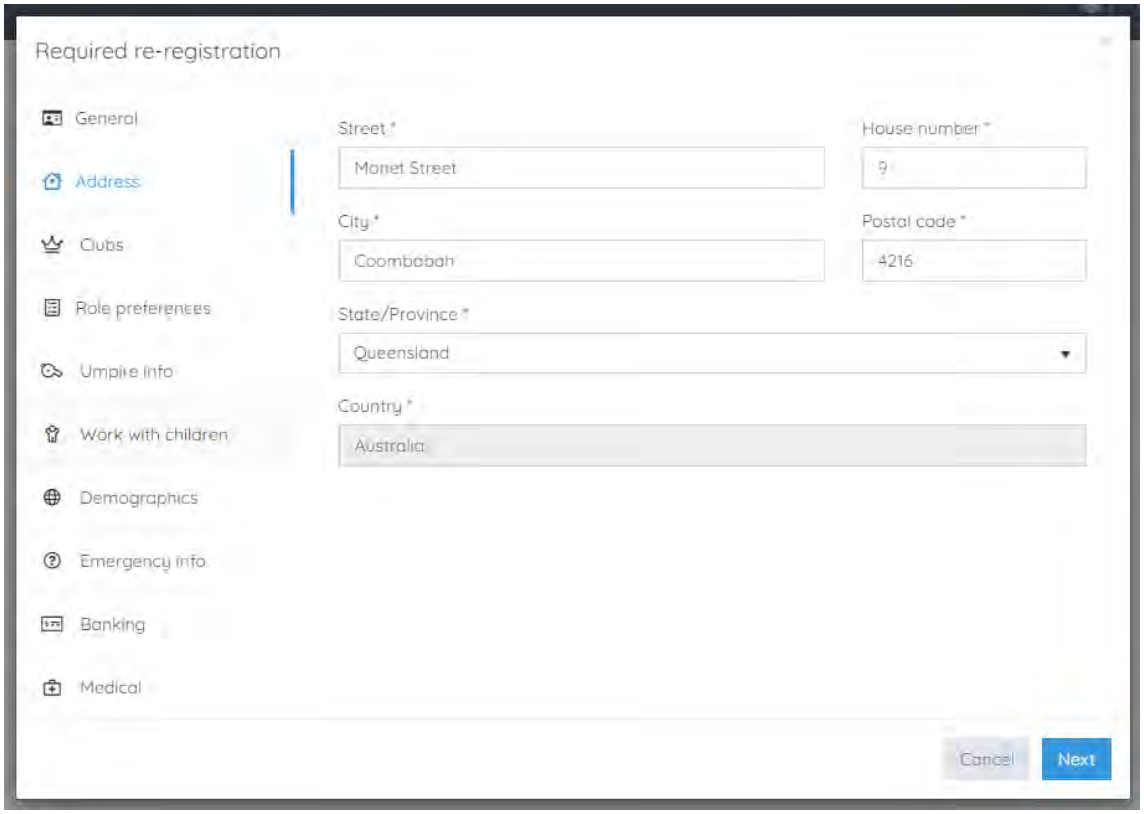
To re-register as an Umpire or Umpire Coach login with your account details via https://app.officialshq.com.

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

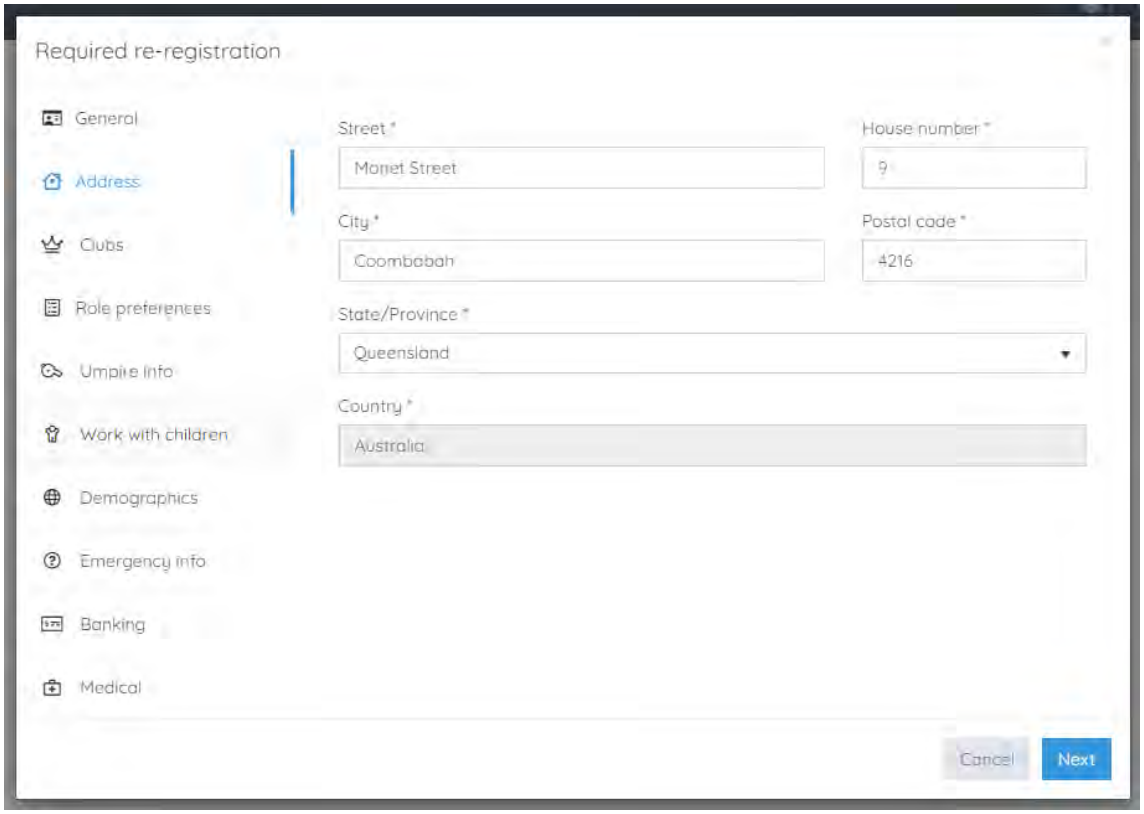
General tab



Address tab

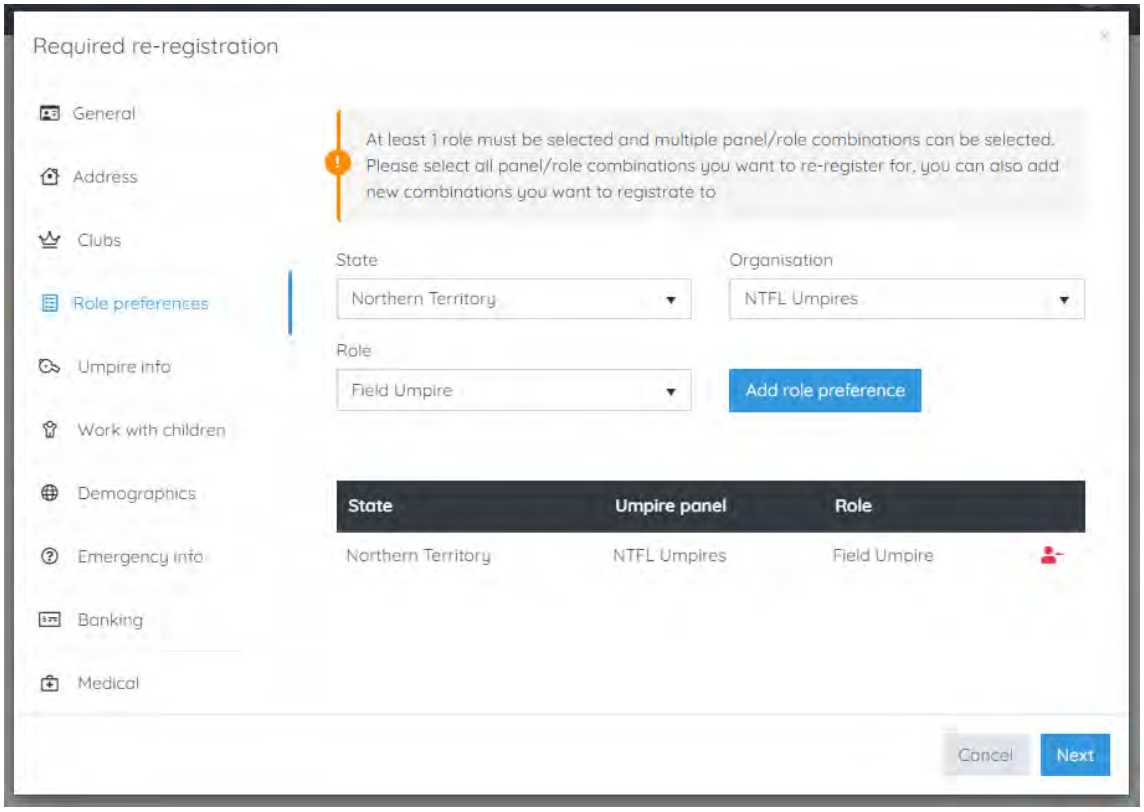


Clubs tab

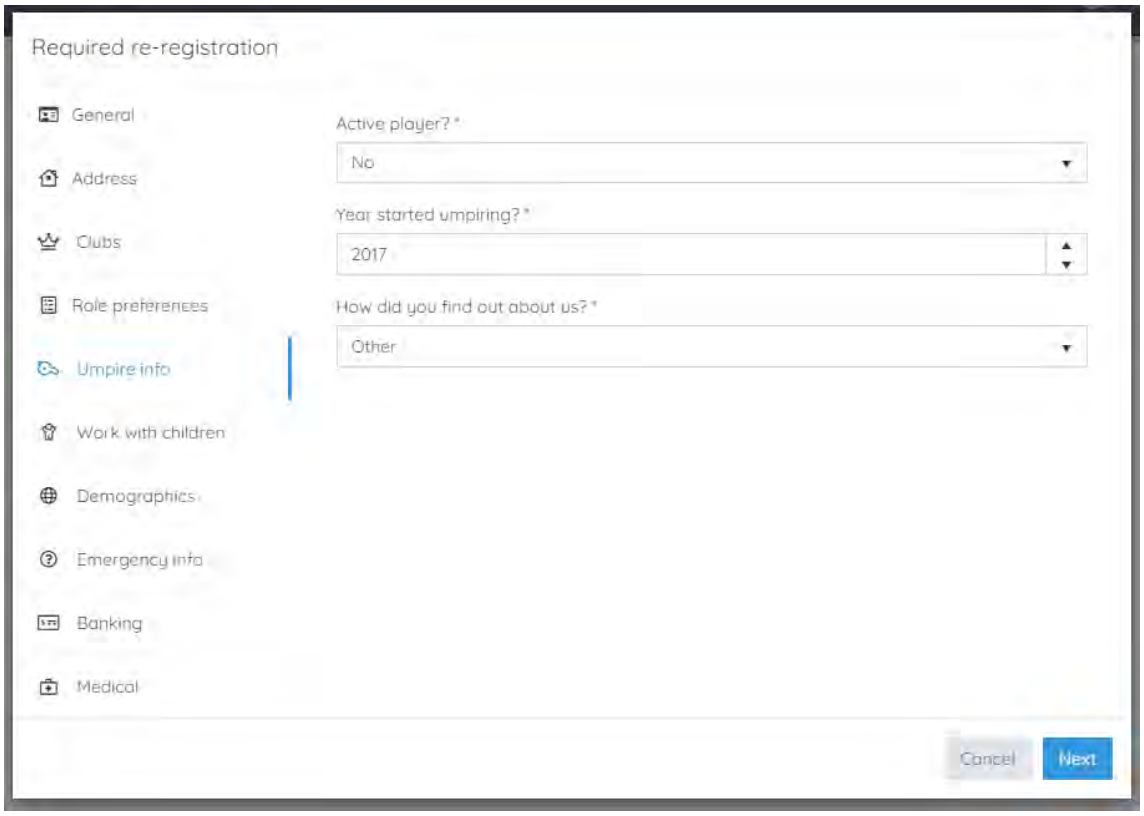


Umpire / Umpire Coach Registration – Re-Registration (cont)

Role Preferences tab

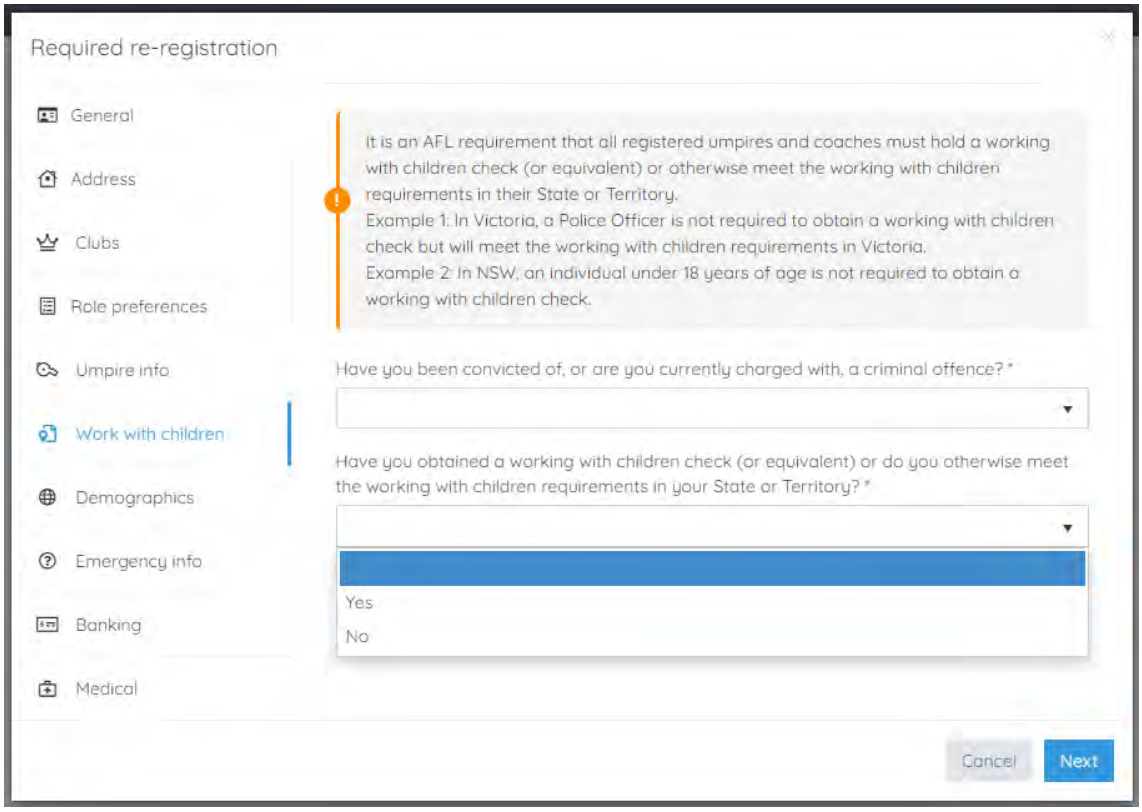


Umpire Info tab

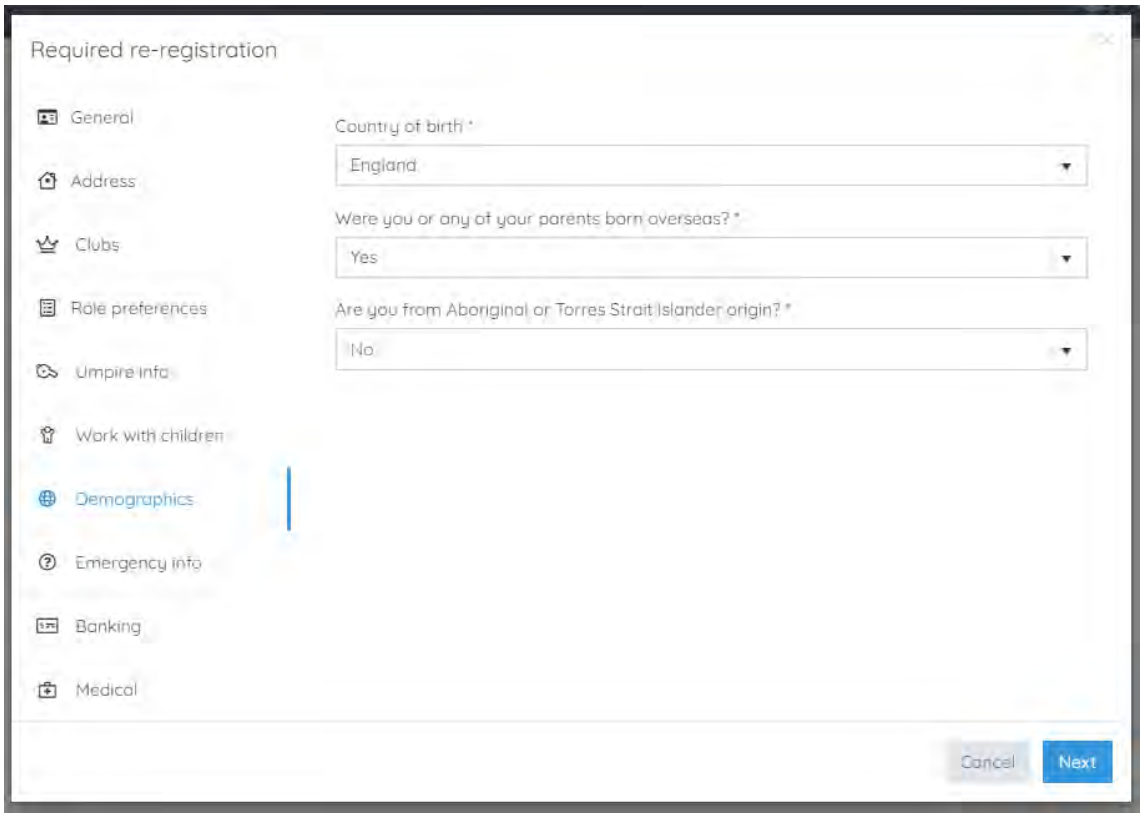


Umpire / Umpire Coach Registration – Re-Registration (cont)

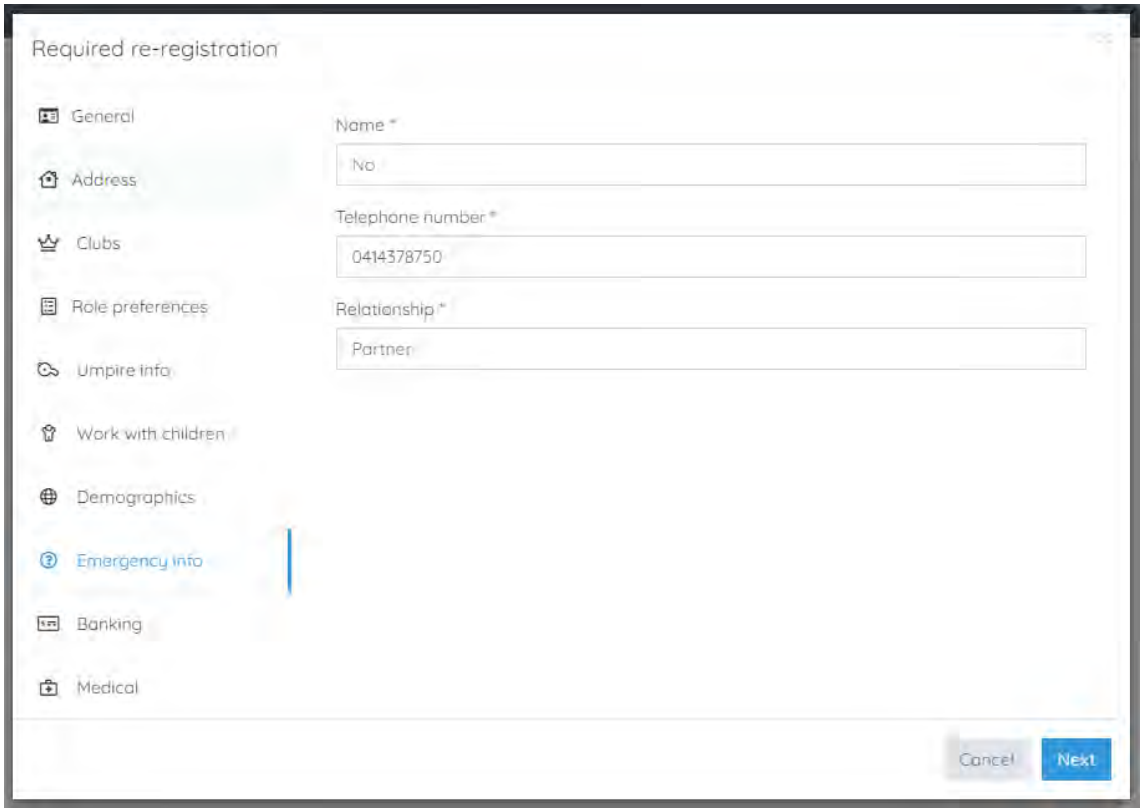
Work With Children tab



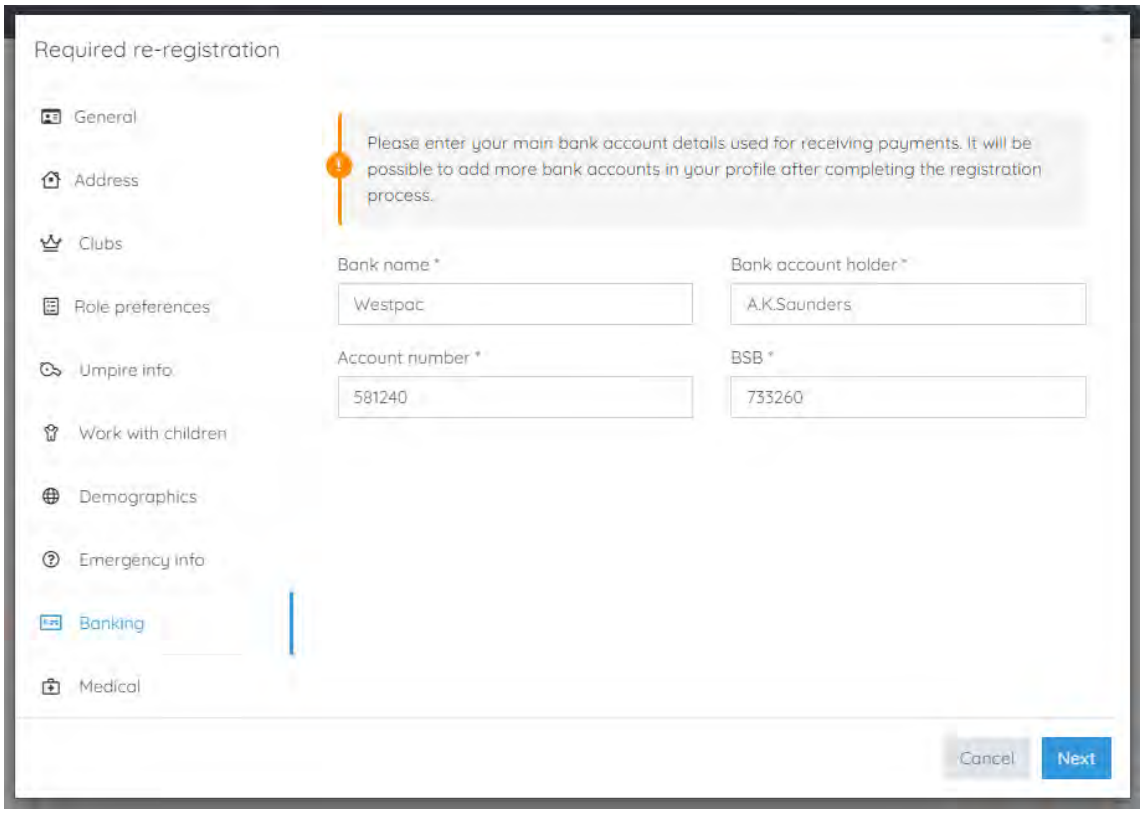
Demographics tab



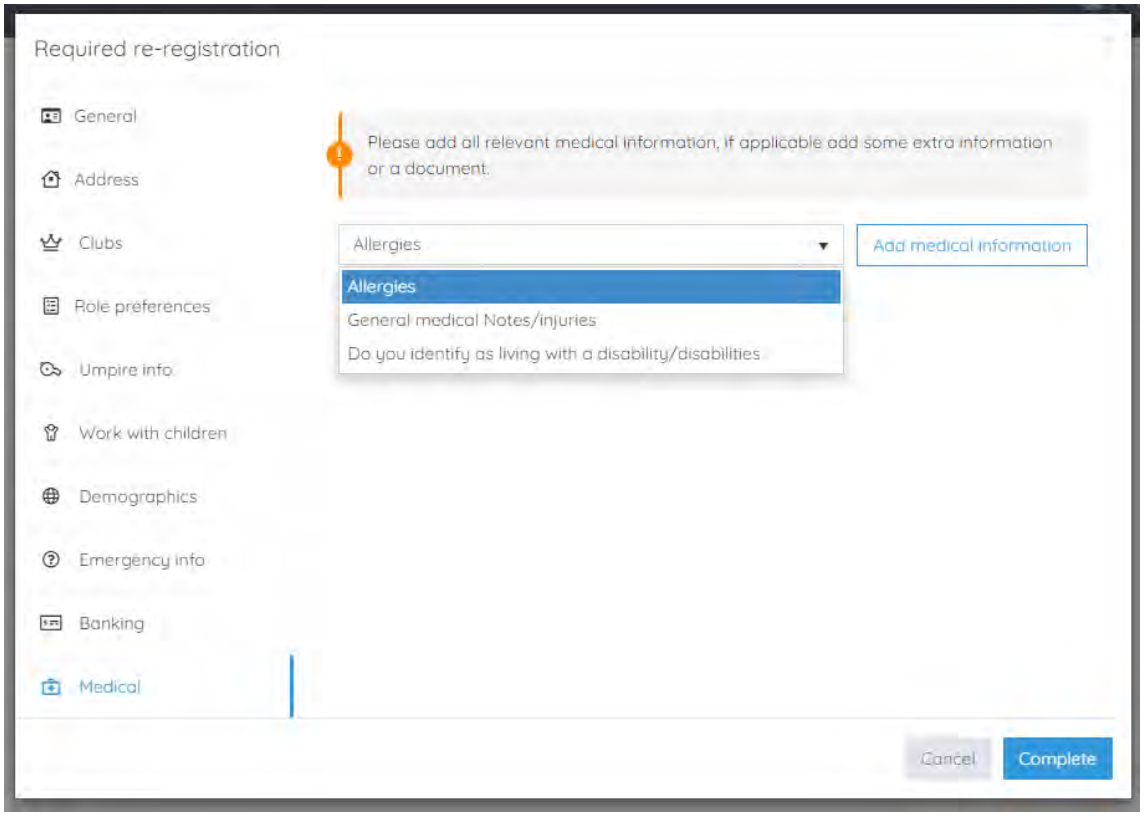
Emergency Info tab



Banking tab



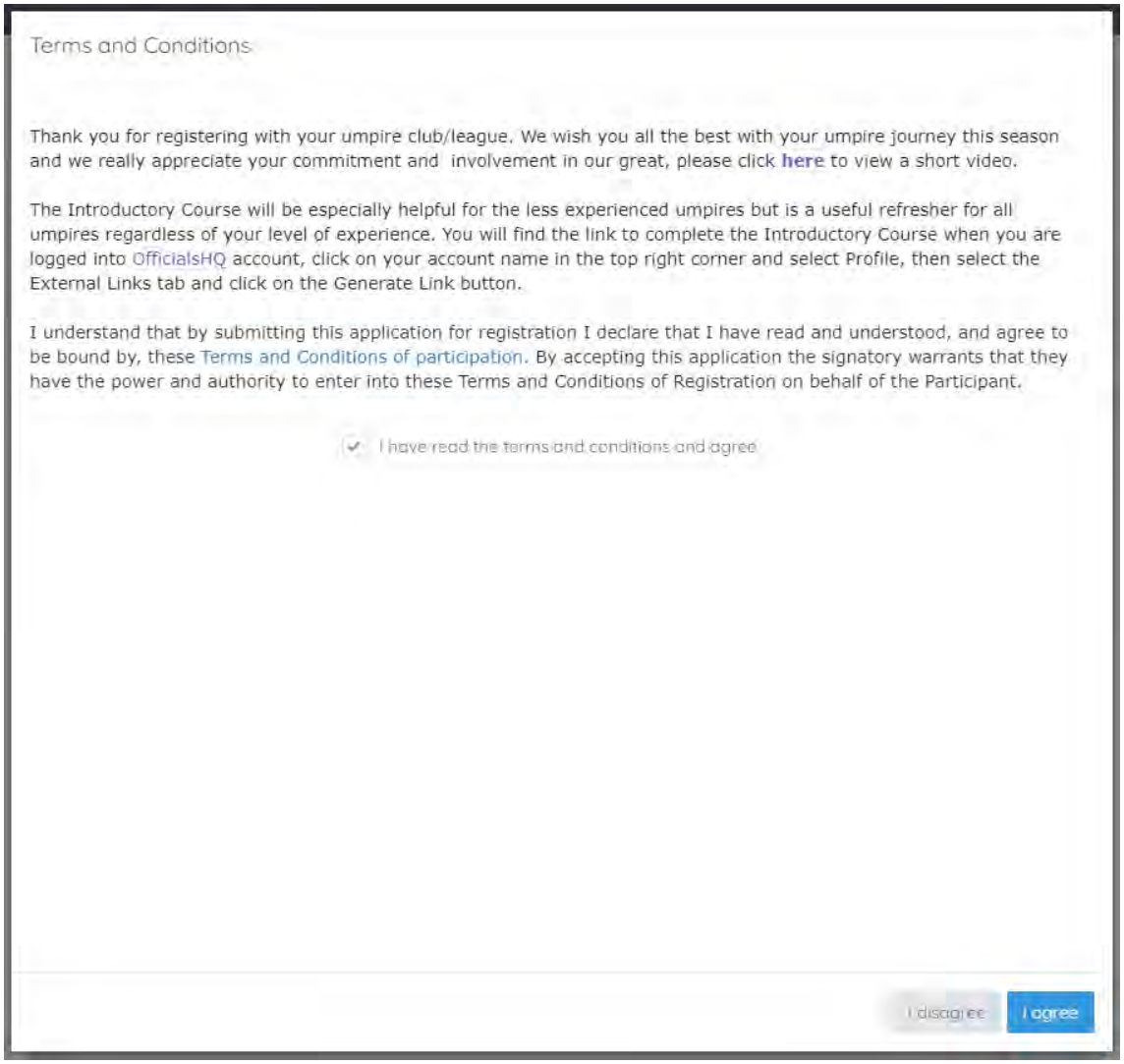
Medical tab


Required re-registration
General
Address
Clubs
Role preferences
Umpire info
Work with children
Demographics
Emergency info
Banking
Medical
Please add all relevant medical information, if applicable add some extra information or a document.
Allergies
Add medical information
Allergies
General medical Notes/injuries
Do you identify as living with a disability/disabilities
Cancel
Complete

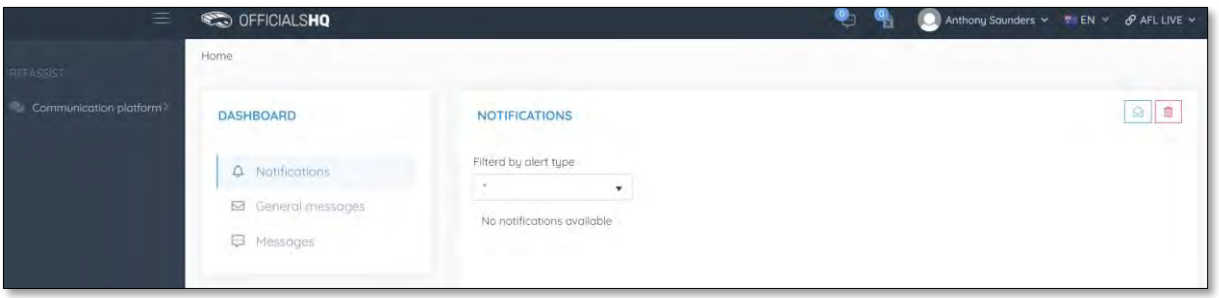
Umpire / Umpire Coach Registration – Re-Registration (cont)

Terms and Conditions

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

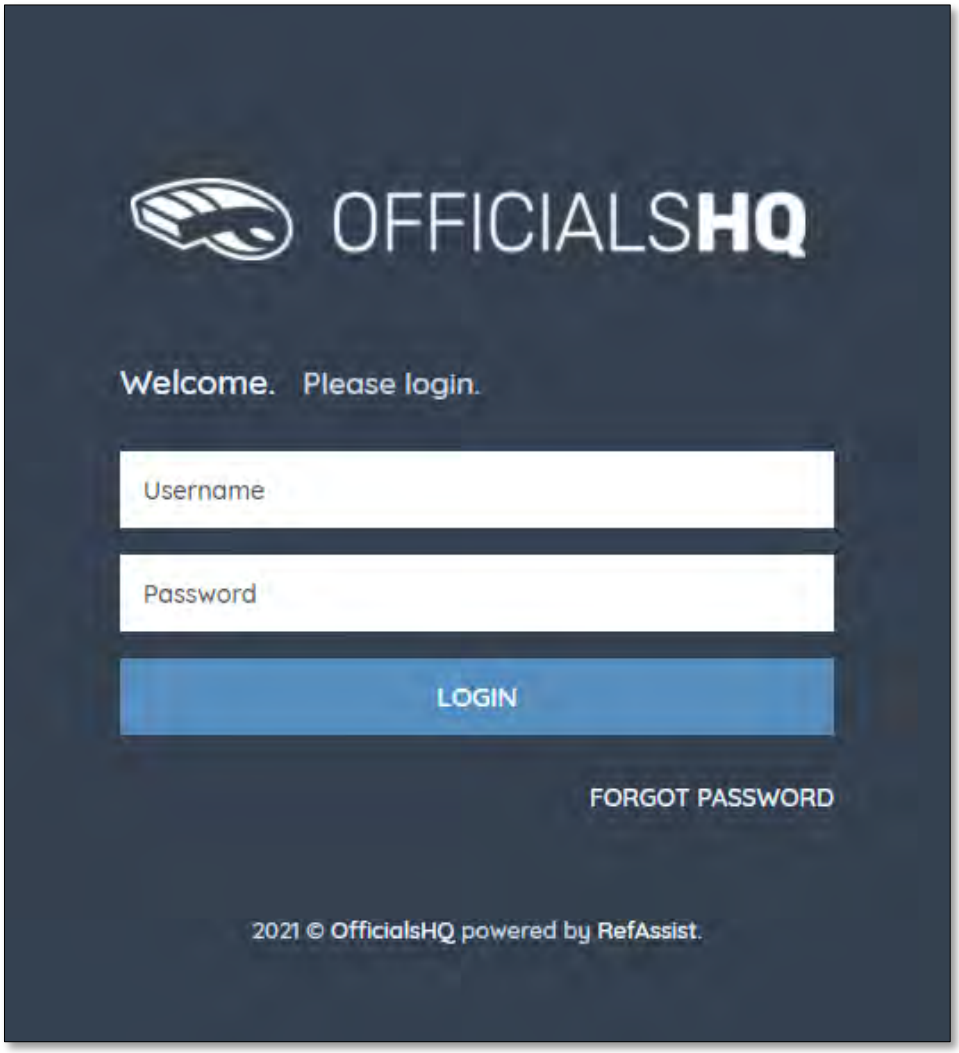


You will be logged in to the **OfficialsHQ** platform and taken to your **Dashboard**.



3. Logging in and accessing OfficialsHQ

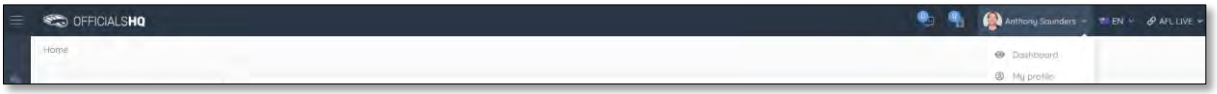
To login and access OfficialsHQ go to https://app.officialshq.com and enter the username & password you have registered.



Dashboard

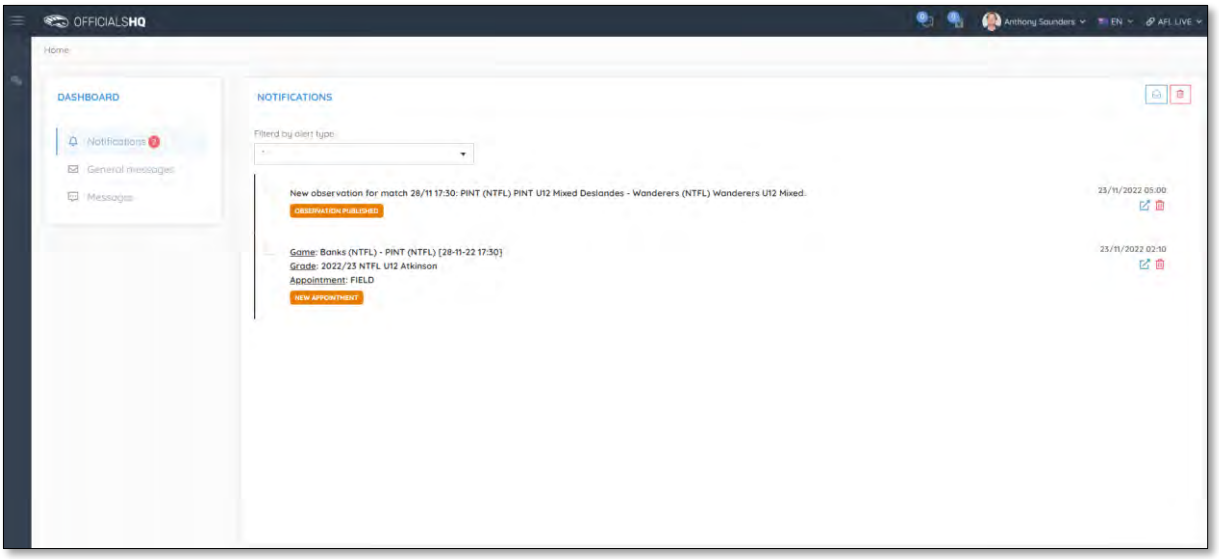
When you login to the platform by default you always be taken to the **Dashboard**.

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

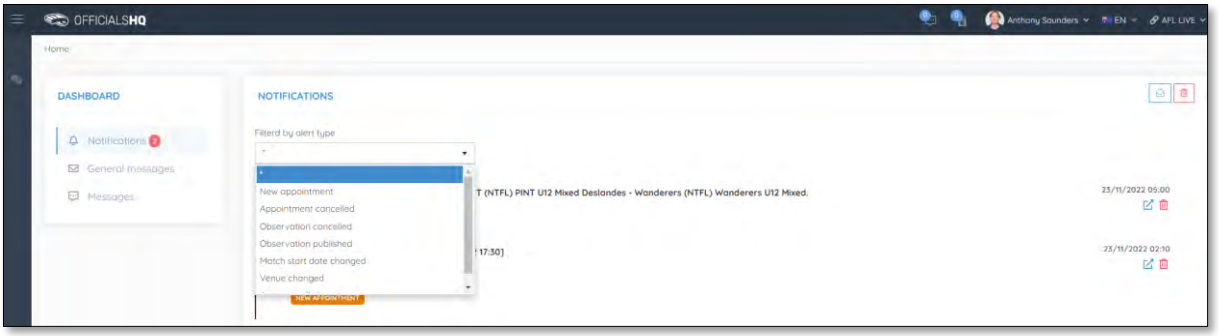


Notifications

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

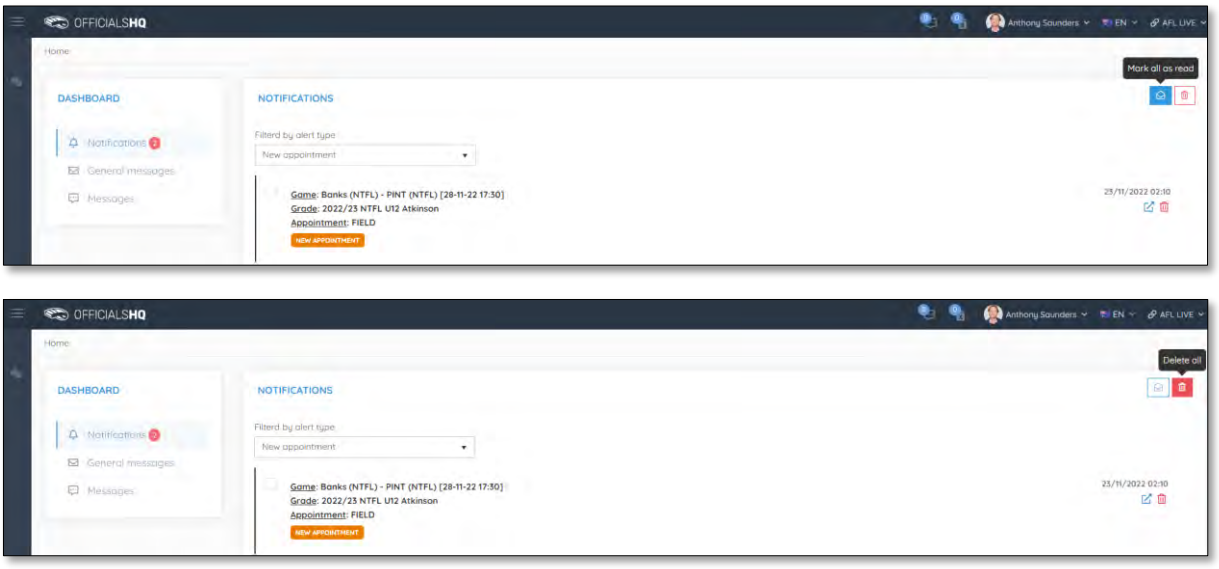


To manage the notifications you can use the **Filter by alert type** drop down.



Dashboard – Notifications (cont)

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



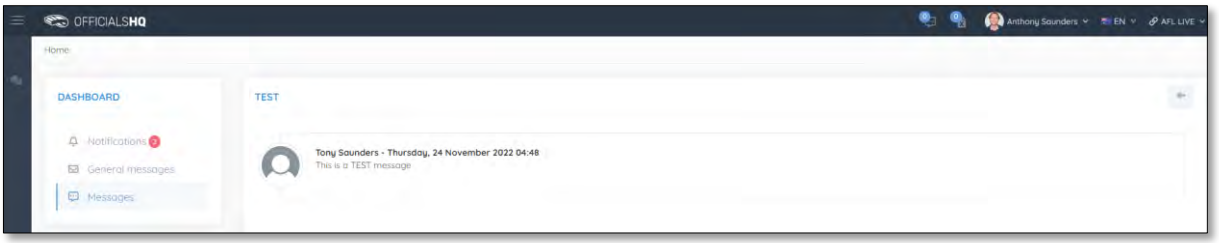
Clicking the icon will take you immediately to the **Umpire Application** page to view the appointment.

Messages

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

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

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



Profile

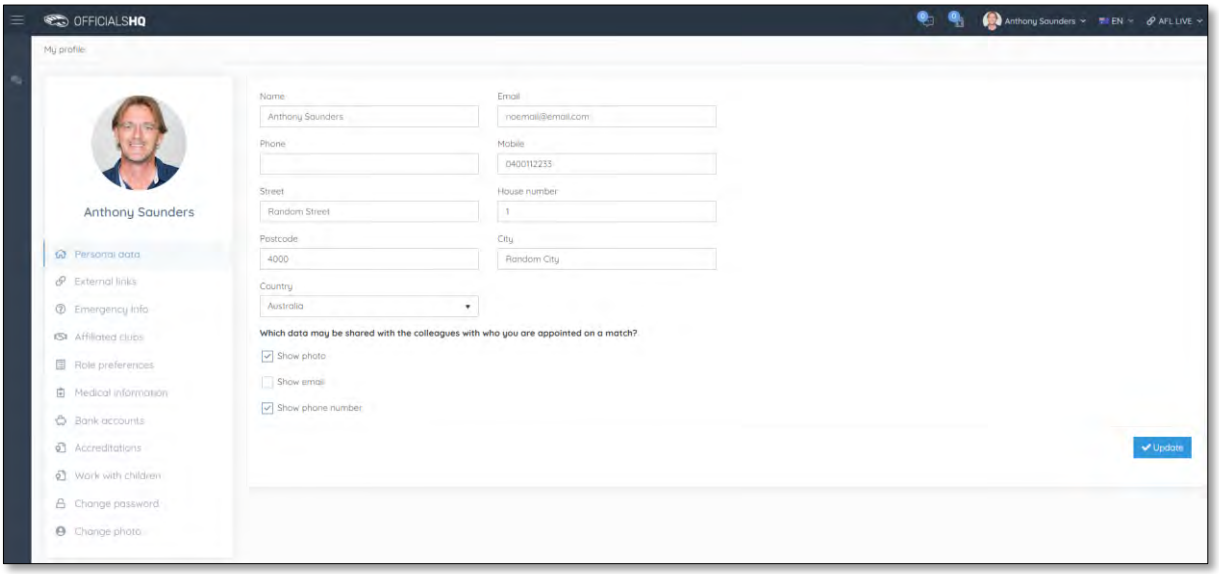
To access your profile from anywhere in the platform in the top right corner click on the account name and select **My Profile**.

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

Personal Data

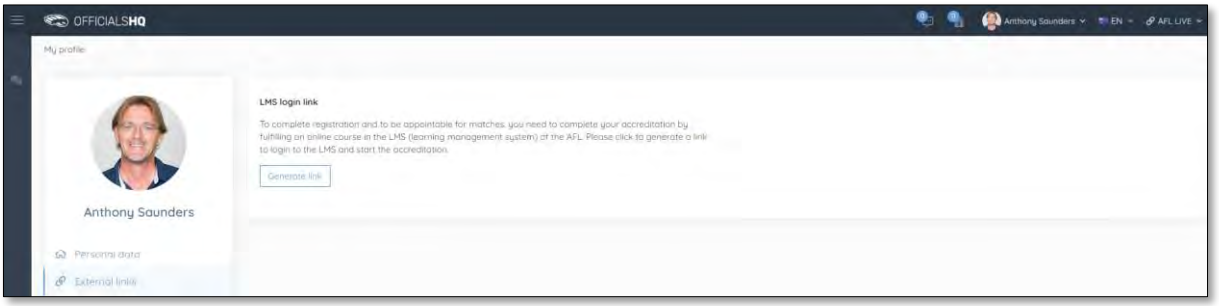
Please note updating your **Email** on this page only updates your contact email. To change the **Email** linked to your account as your username, please contact your umpire admin.

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



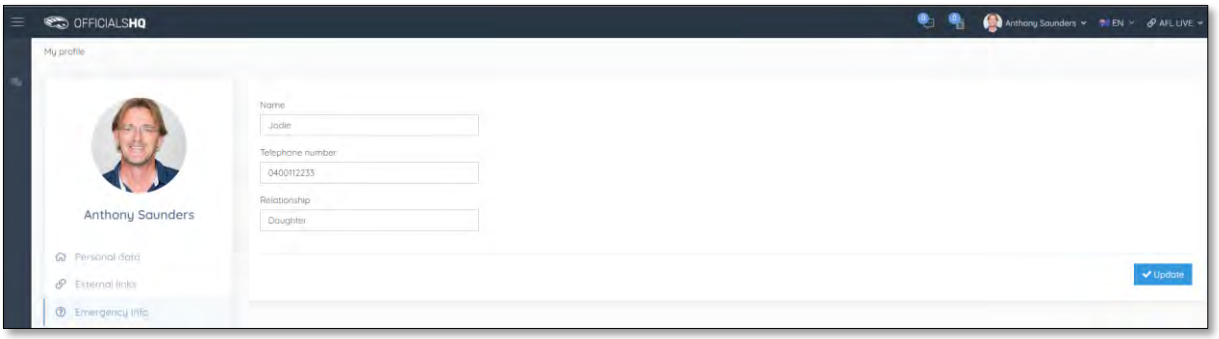
External Links

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



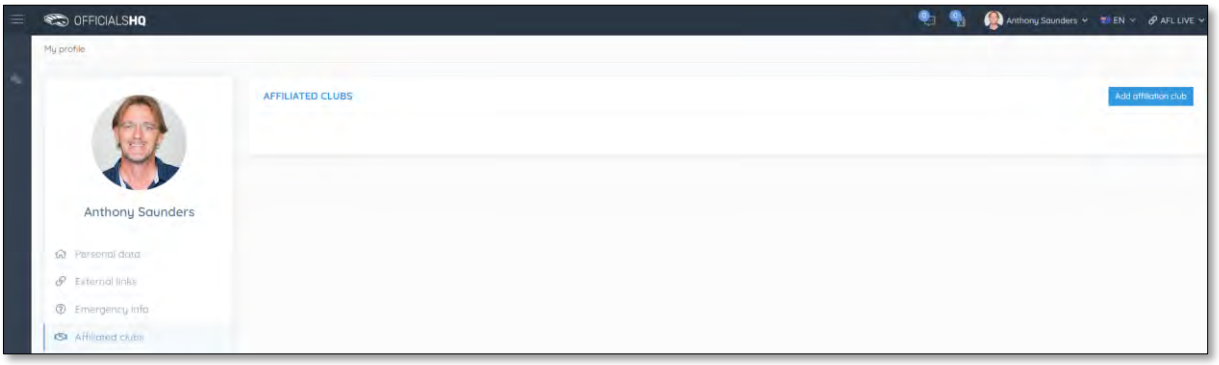
Emergency Info

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

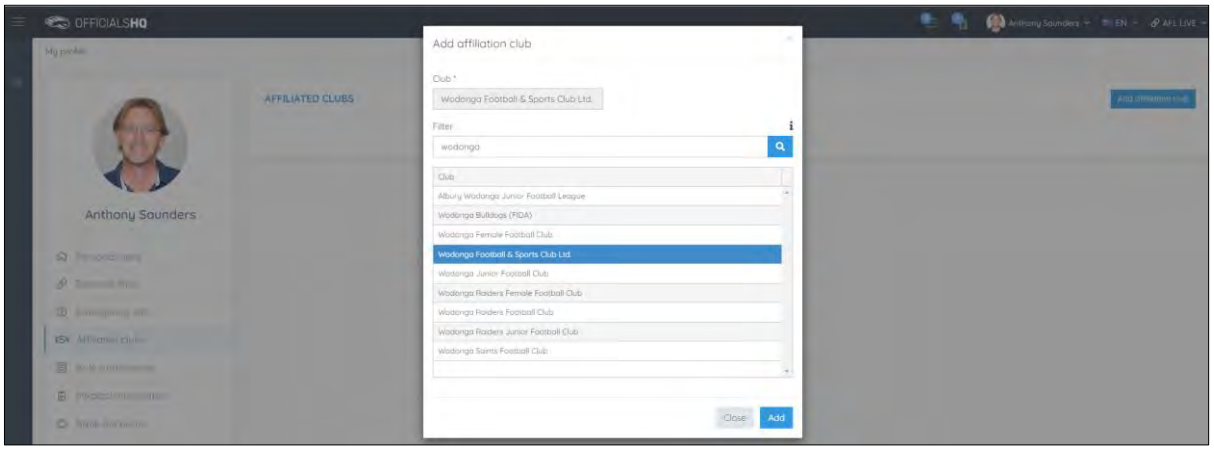


Affiliated Clubs

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.



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

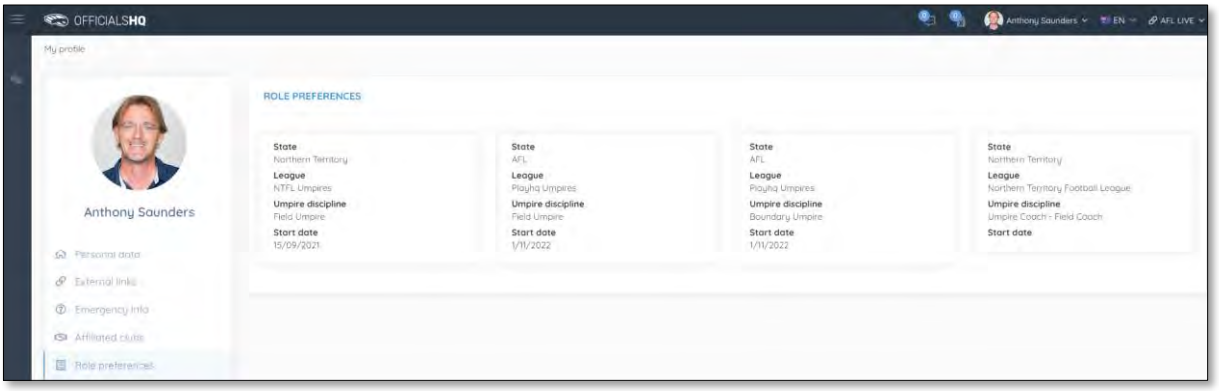


Profile – Affiliated Clubs (cont)

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

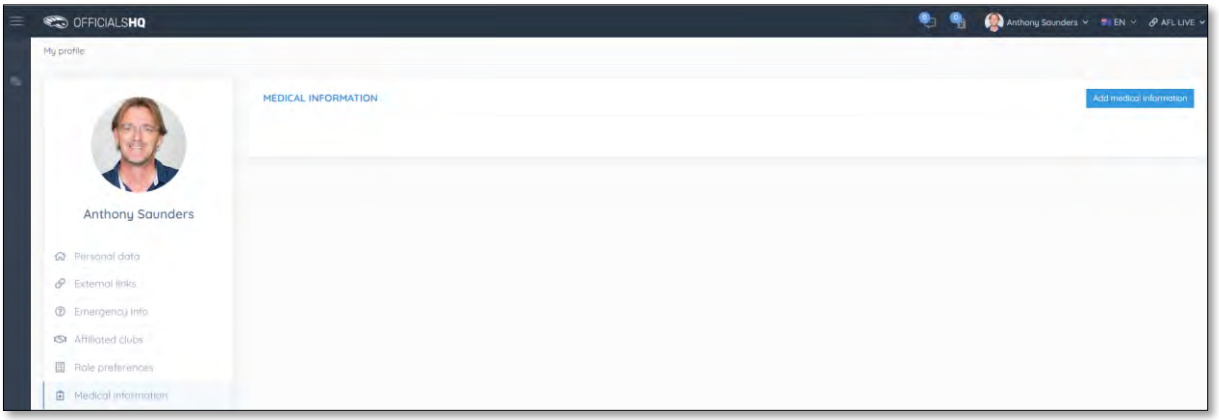
Role Preferences

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



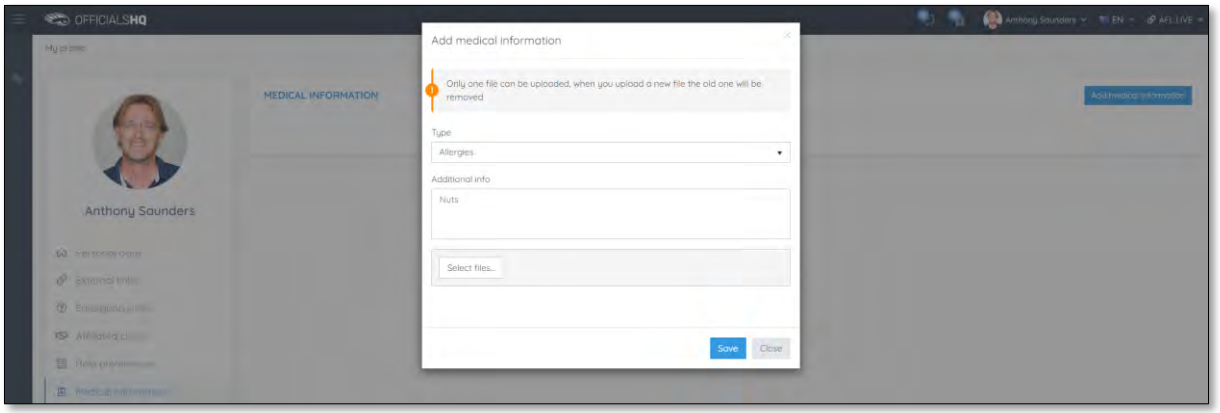
Medical Information

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

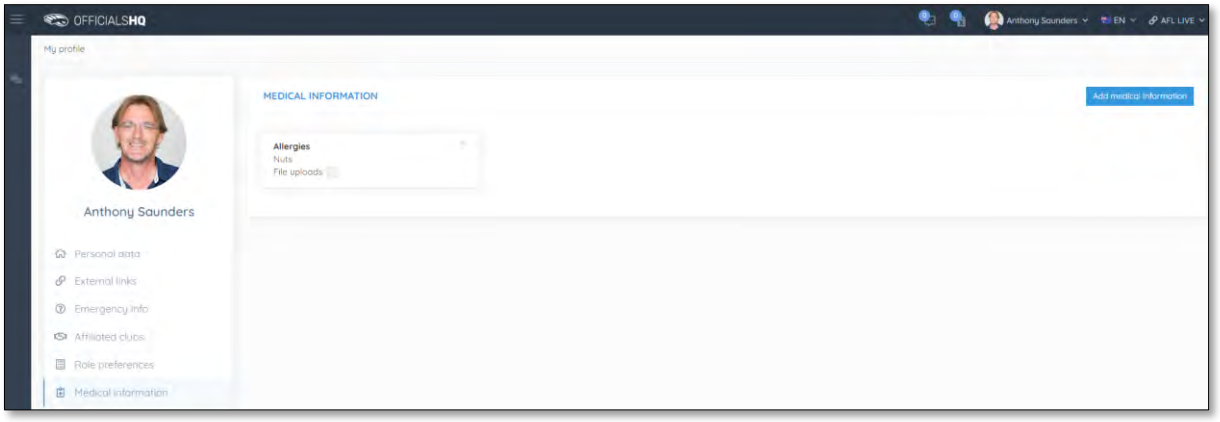


Profile – Medical Information (cont)

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

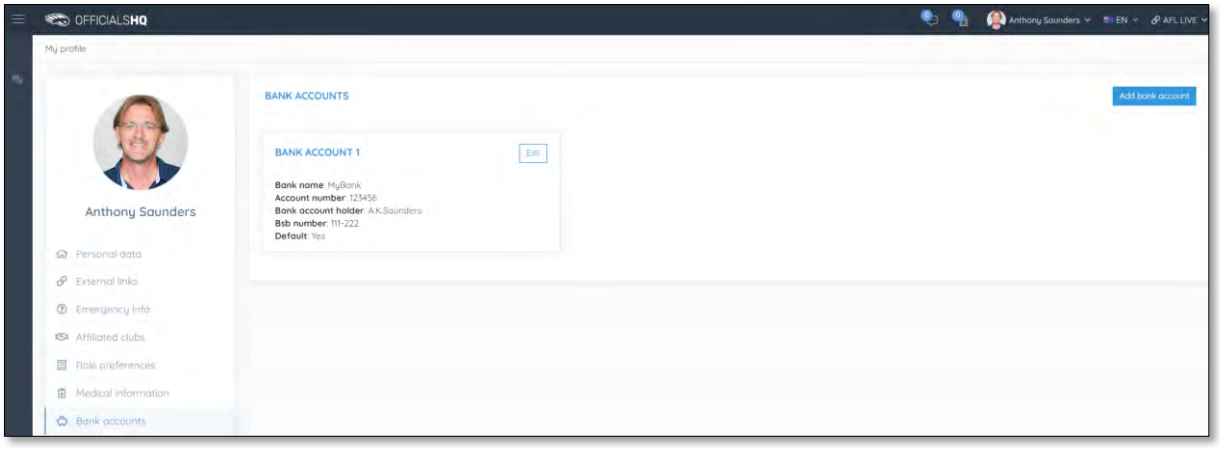


When you return to the **Medical Information** page, the information will be added. To remove the information click on the **X**.

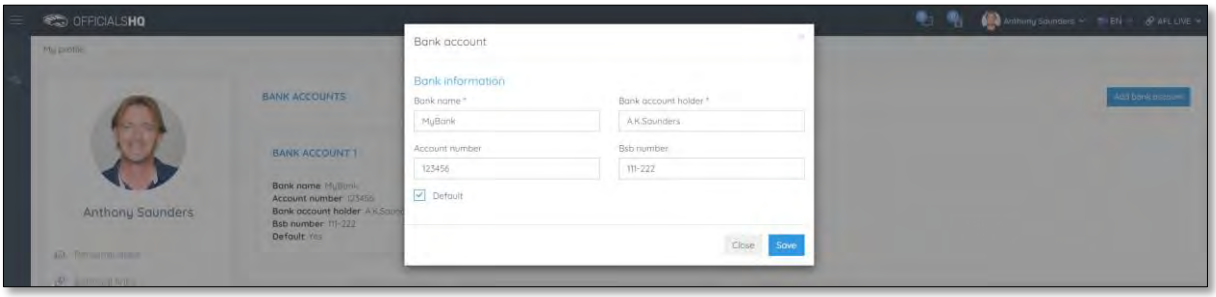


Bank Accounts

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



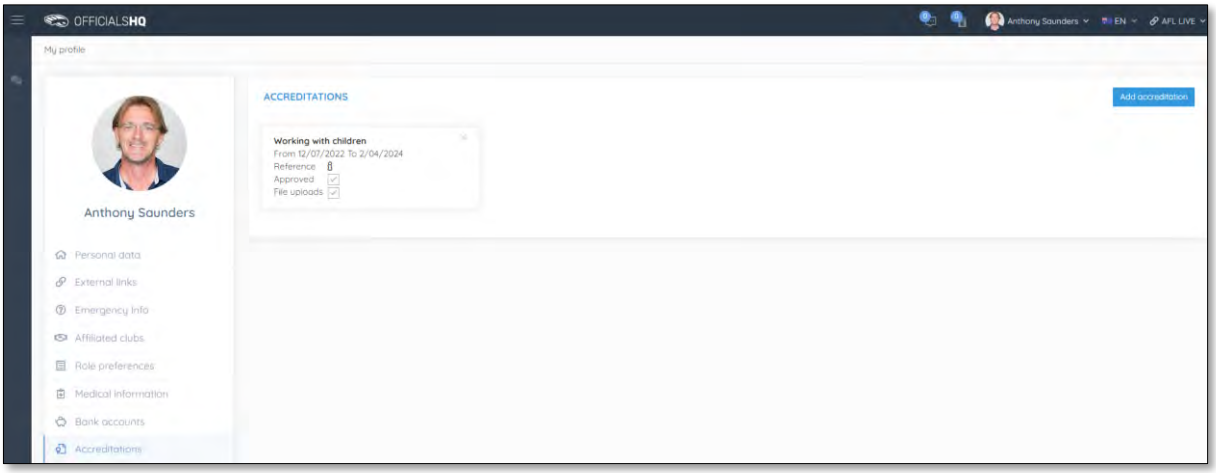
On the **Bank account** page, edit any details where required and click on the **Save** button.



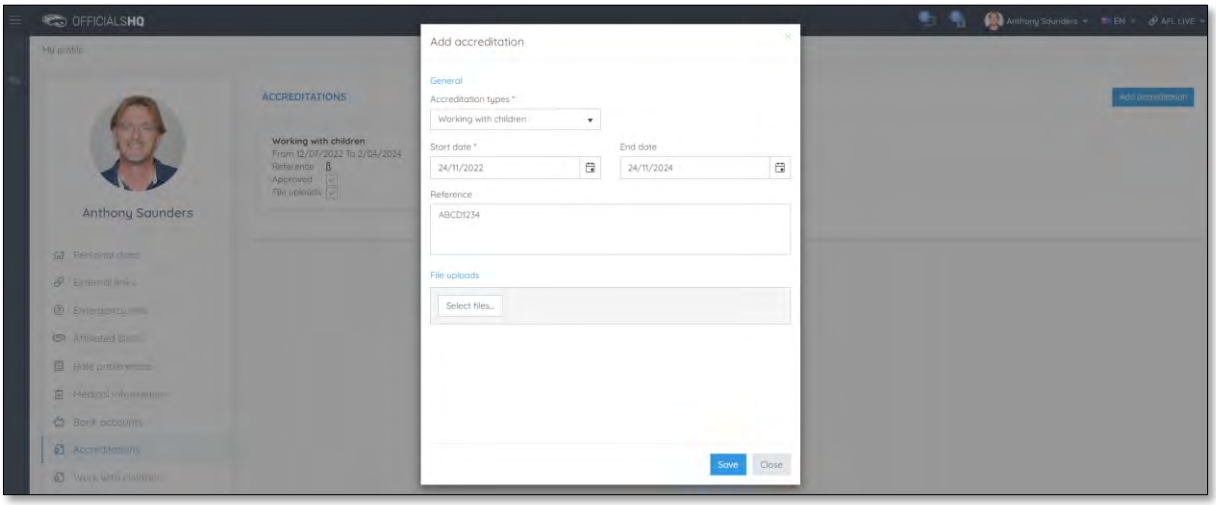
When you return to the **Bank Accounts** page, the information will be updated.

Accreditations

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

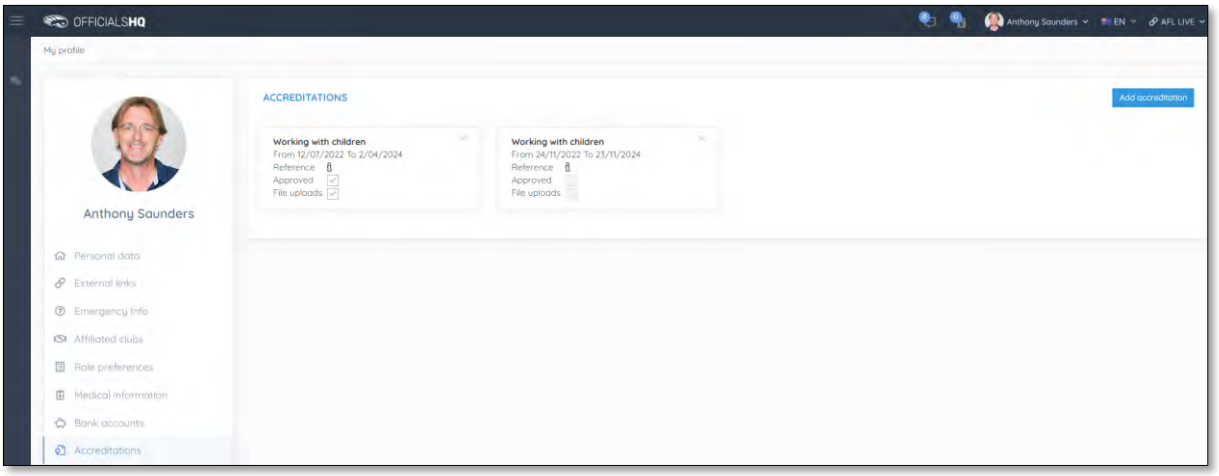


On the **Add Accreditation** page, select an **Accreditation type**, add **Start date**, add **End date**, add a **Reference**, upload documentation (if required) by clicking on the **Select files** button and click on the **Save** button.



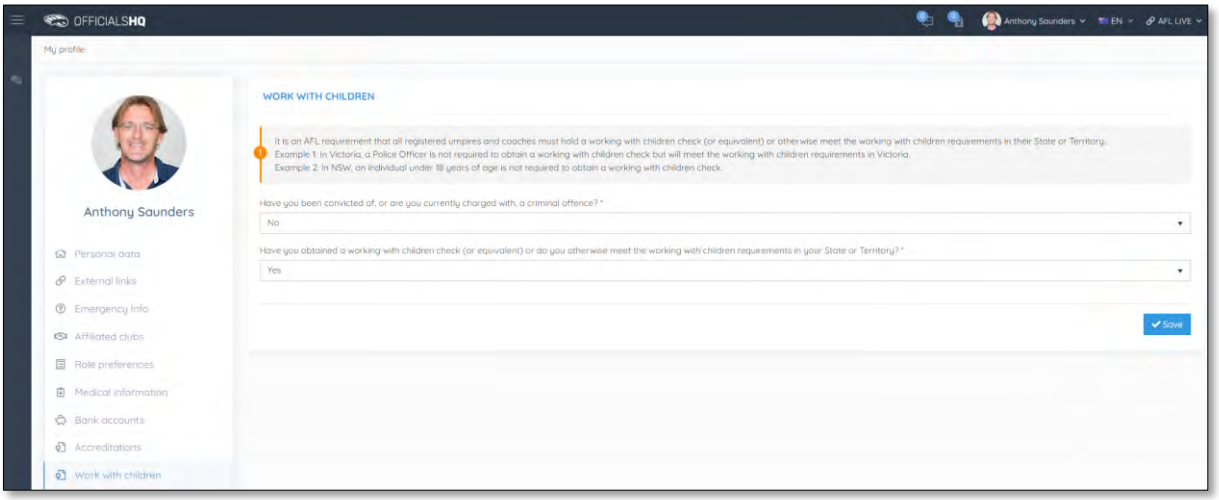
Profile – Accreditations (cont)

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



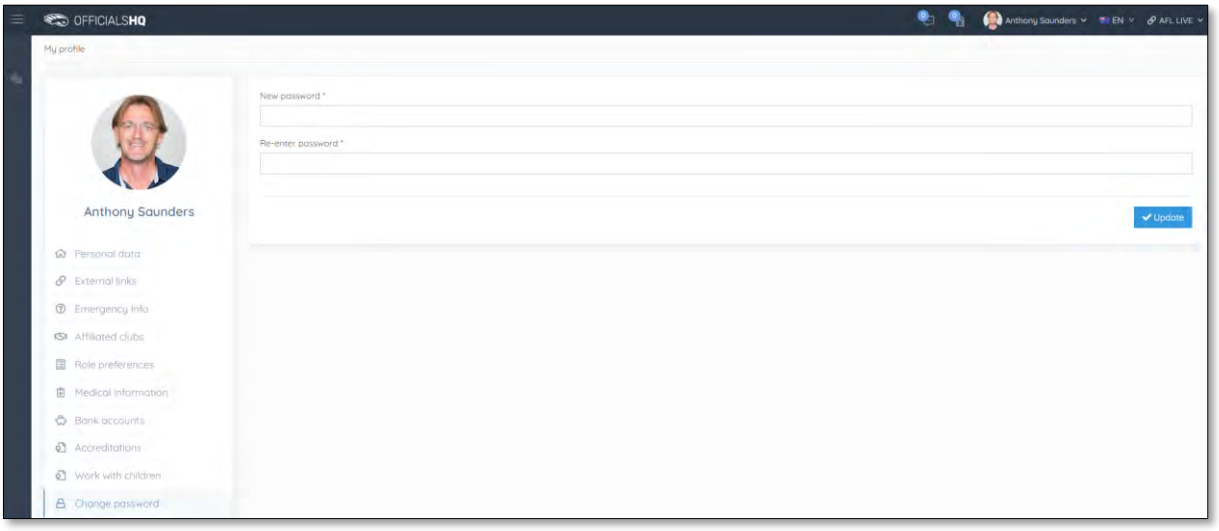
Work With Children

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



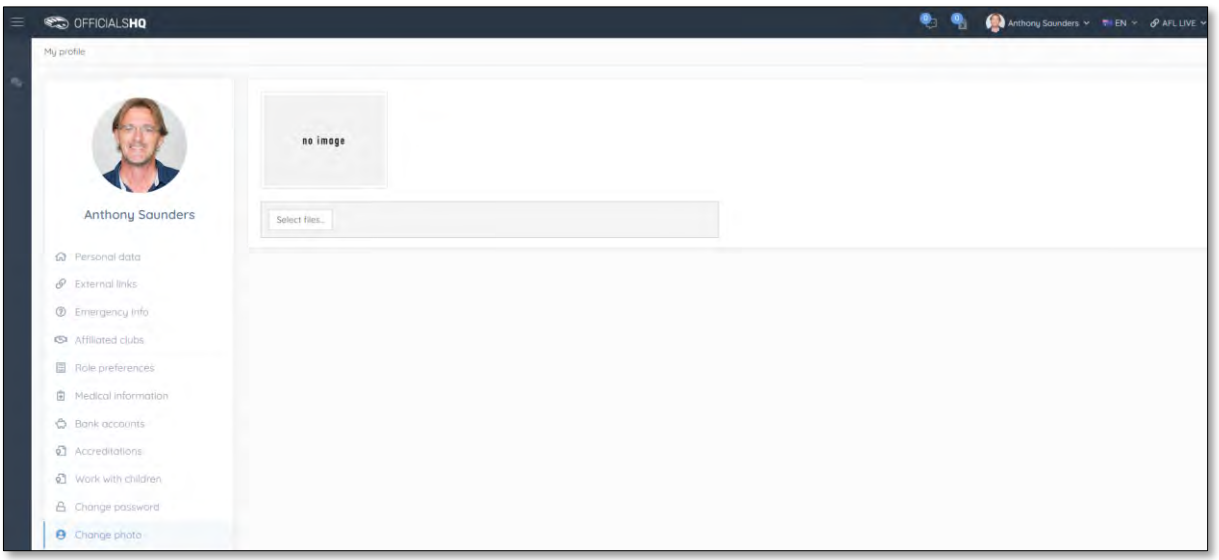
Change Password

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



Change Photo

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

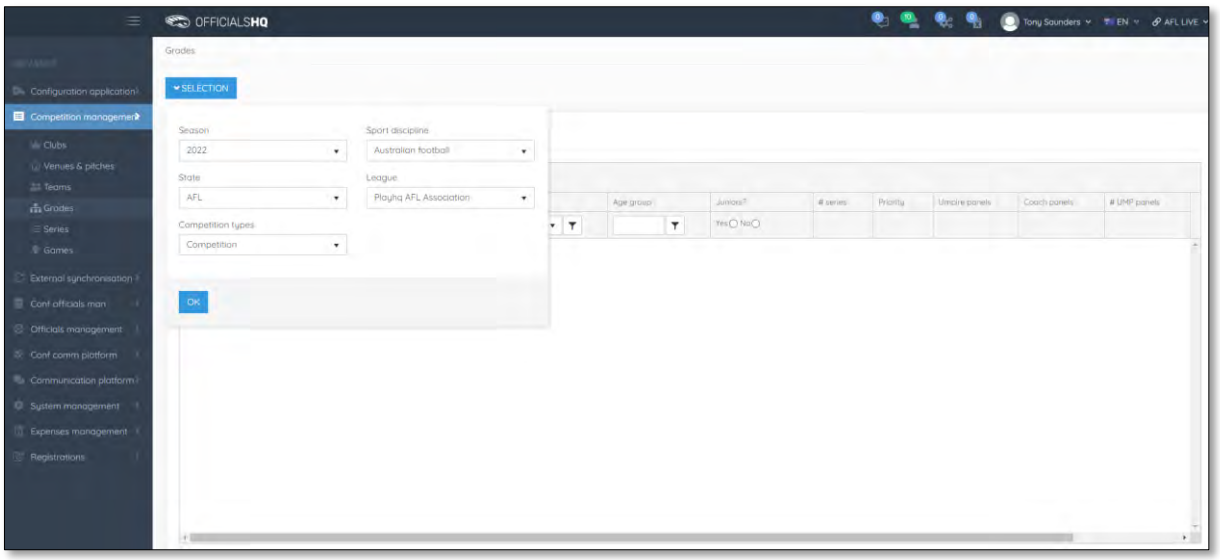


4. Competition Management

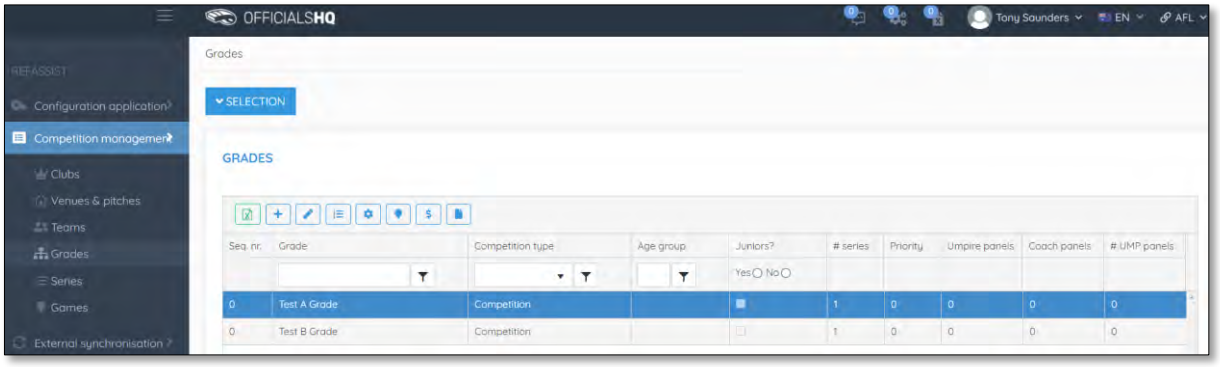
Grades

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** 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), select an **Umpire discipline** option and click on the **OK** button.



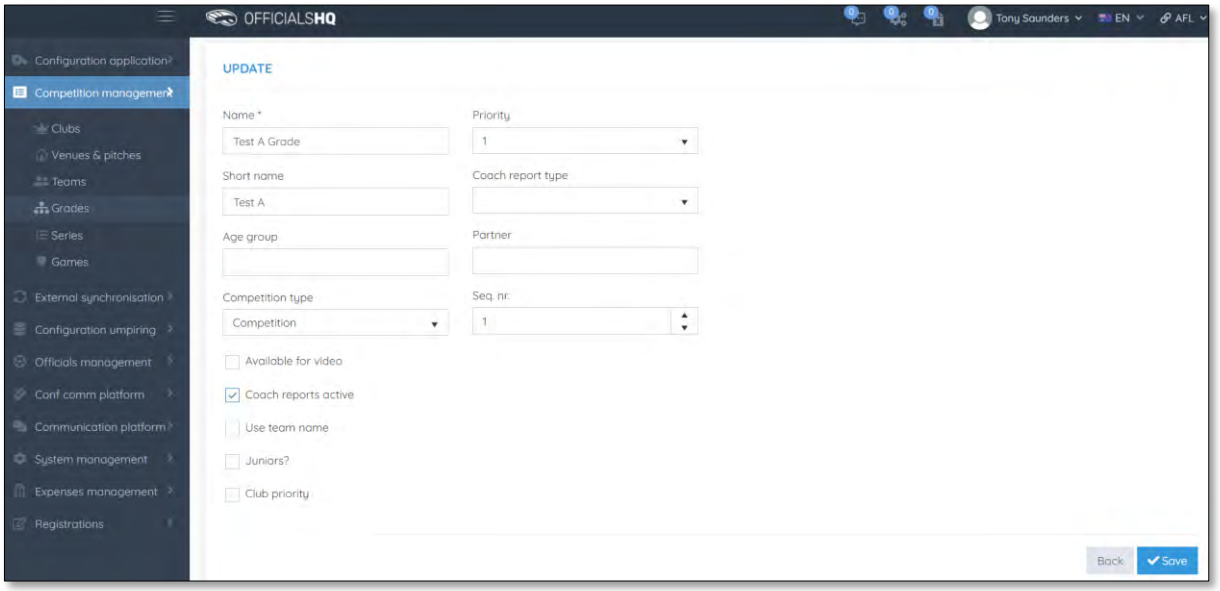
Click on the **Grade** you want to configure.



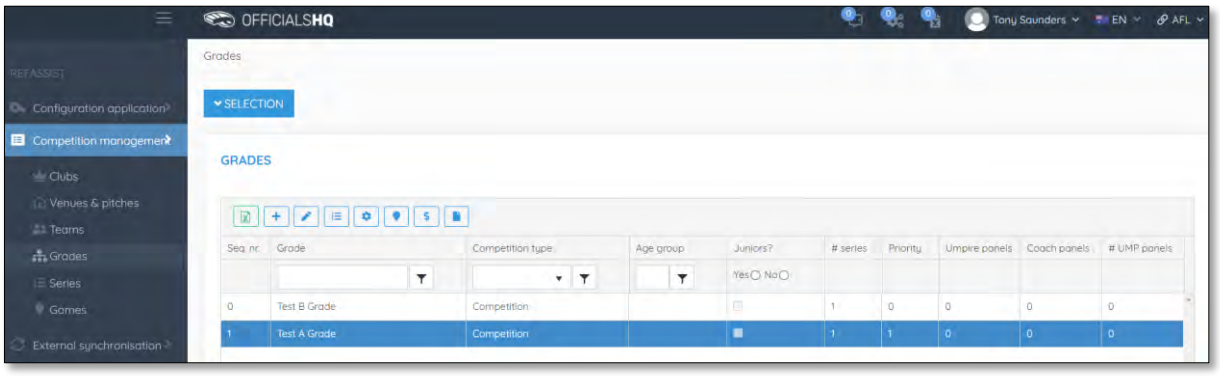
Edit Grade

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

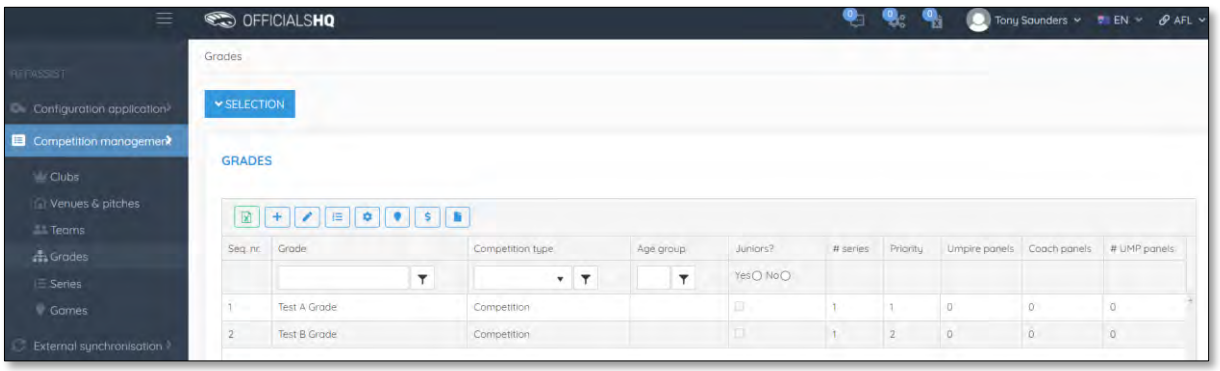
On the **Update** page select the **Priority**, select the **Seq. nr.** for order appearance in the list, tick the box for **Coach reports active** (if required), tick the box for **Use team name** and click on the **Save** button in the bottom right corner.



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



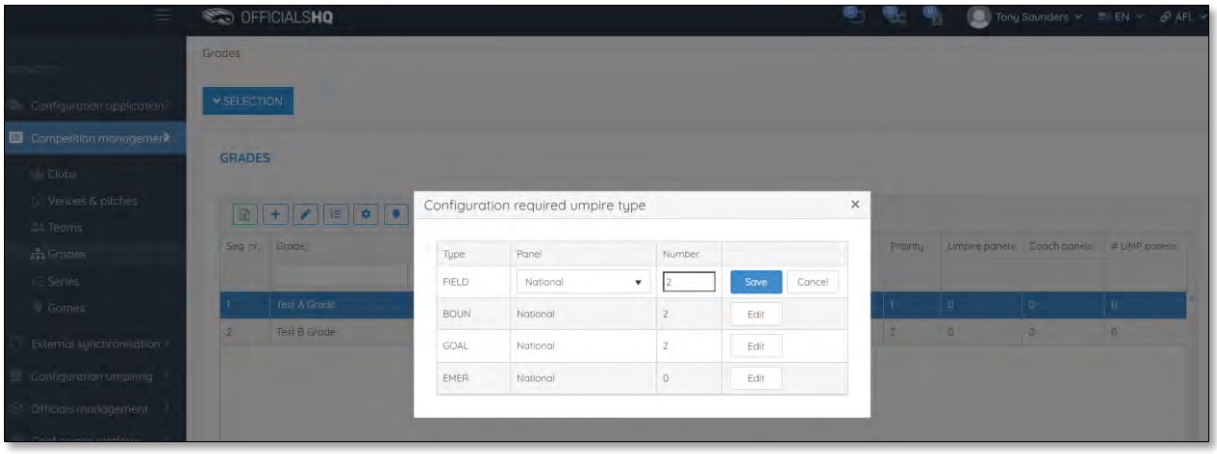
Edit other **Grades** as required.



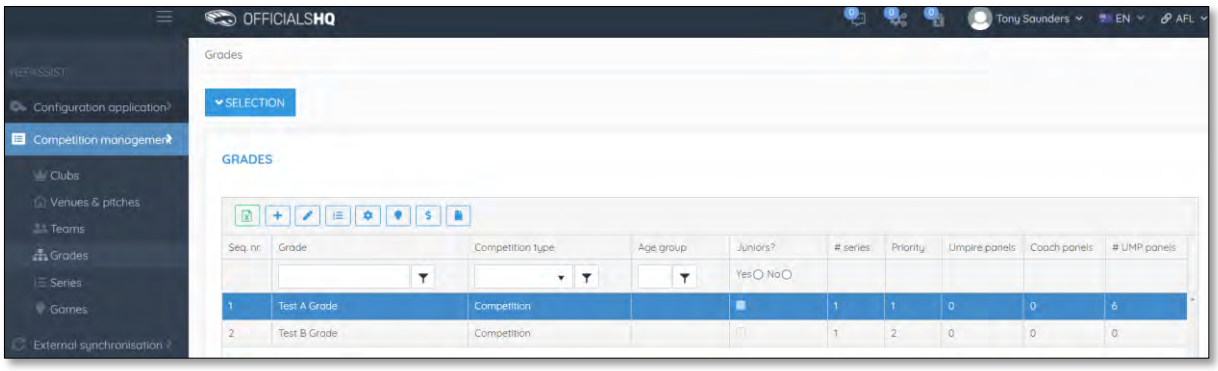
Select Umpire Configuration

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.

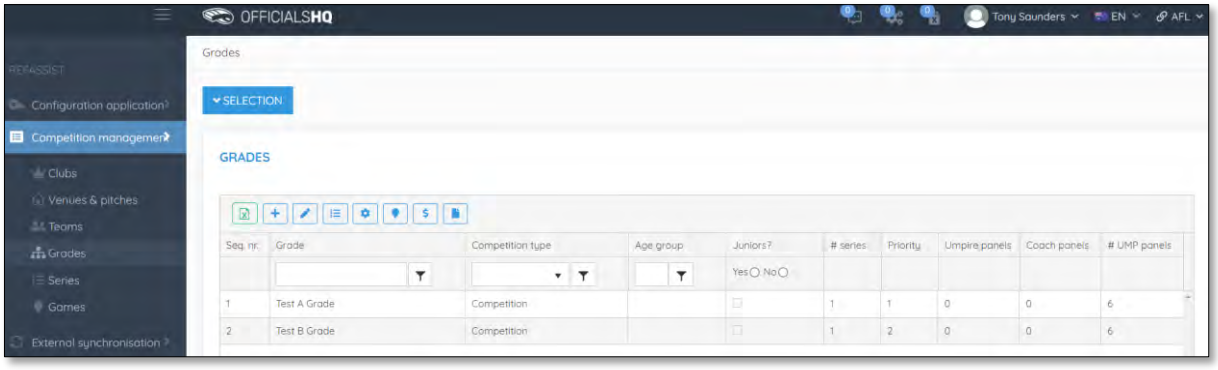
The **Configuration required umpire type** pop-up will appear. When you click on the **Edit** button for each **Type** the **Number** field becomes active for you select the required number, select the **Number** and click on the **Save** button.



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.



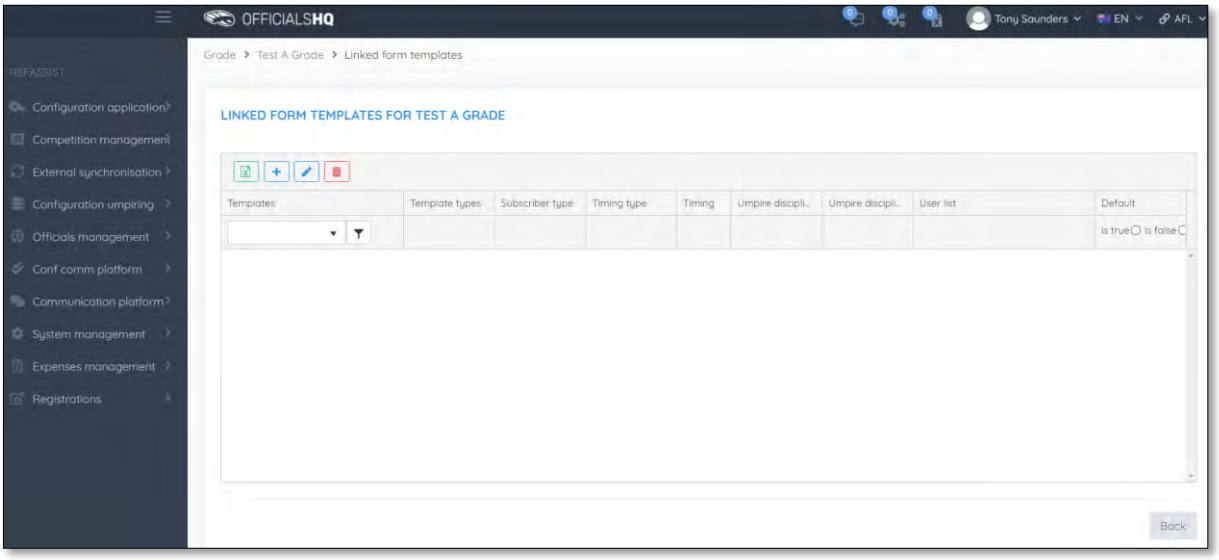
Configure other **Grades** as required.



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.

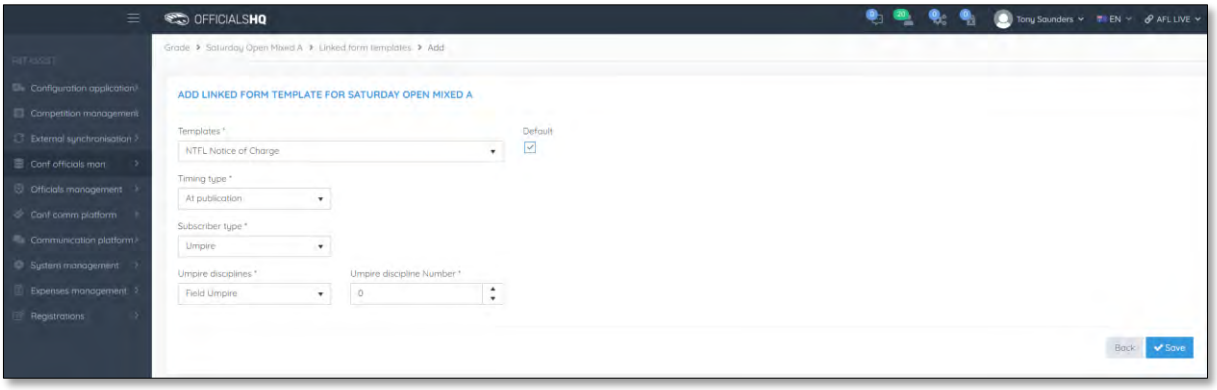
To link match reports to the **Grade**, on the **Grades** page click on the **Grade** and click on the (**Linked form templates**) icon. On the **Linked Form Templates** page click on the (**Add**) icon.



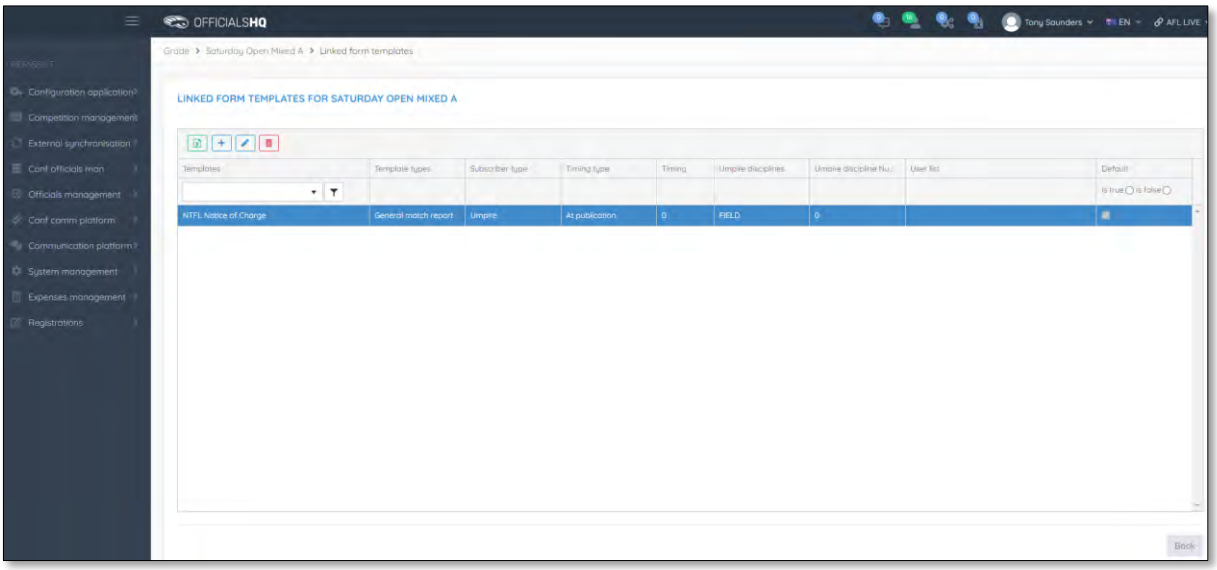
Competition Management – Link Match Reports (cont)

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.



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



Link other templates to the **Grade** as required.

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

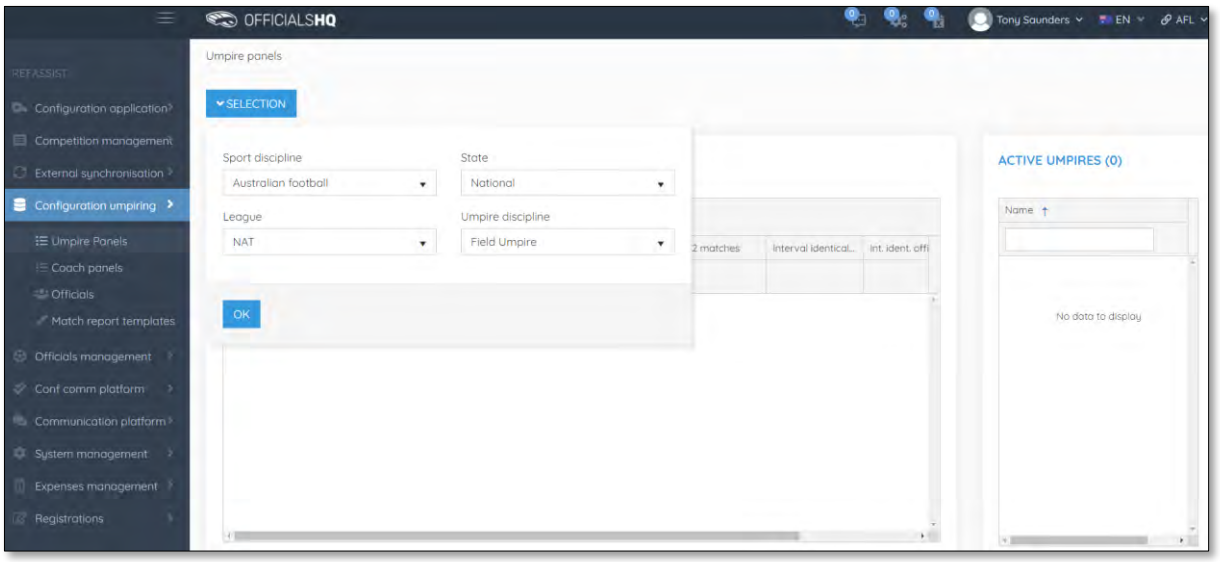
5. Configure Officials Management

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

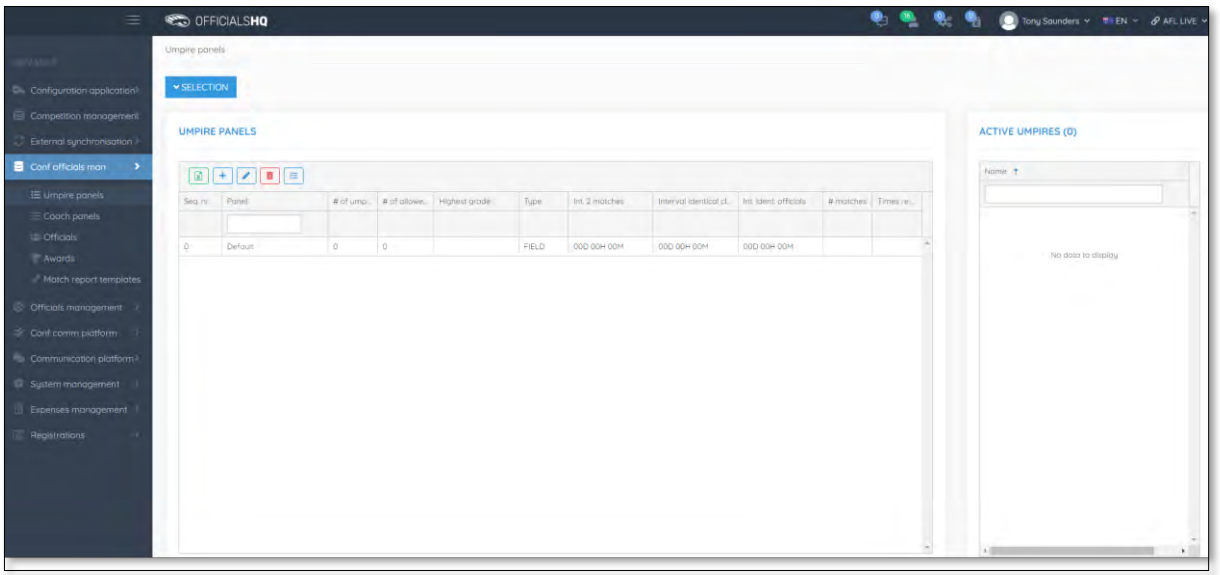
Umpire Panels

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

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



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.



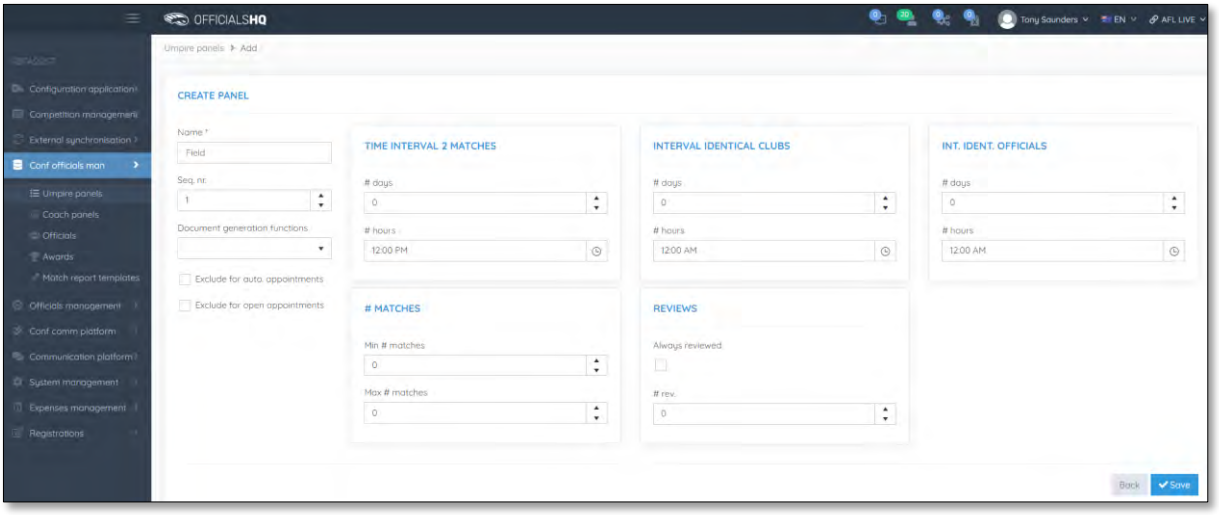
Configure Officials Management – Umpire Panels (cont)

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

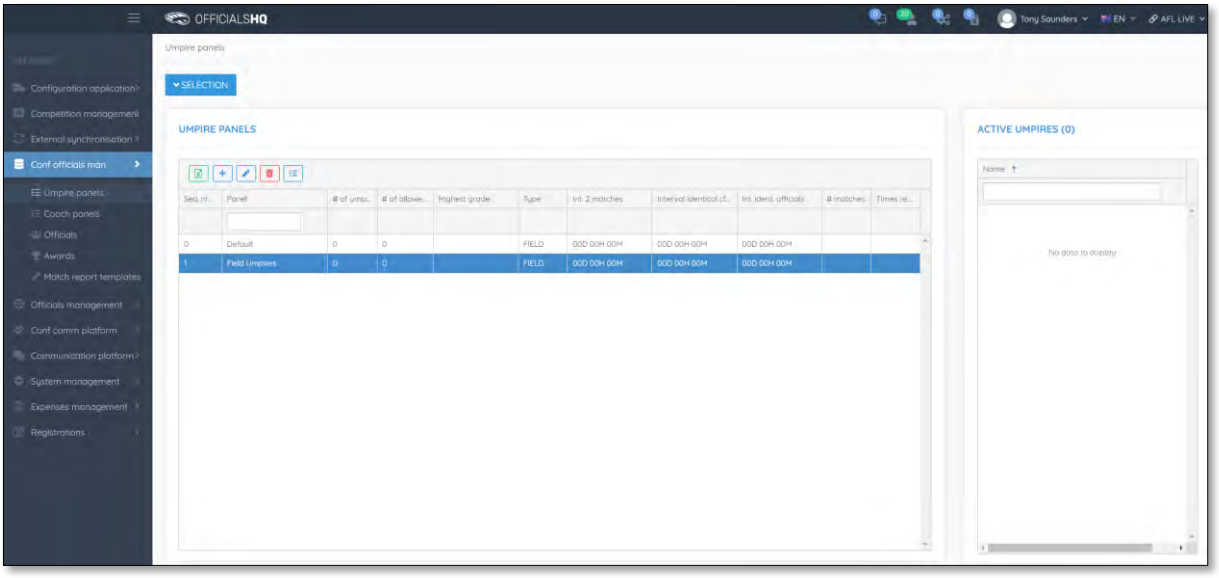
There are multiple parameters that can be configured to assist with the **Auto Appointment** feature. Please note if you only want to use the manual appointment feature you do not need to set any parameters.

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.



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



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

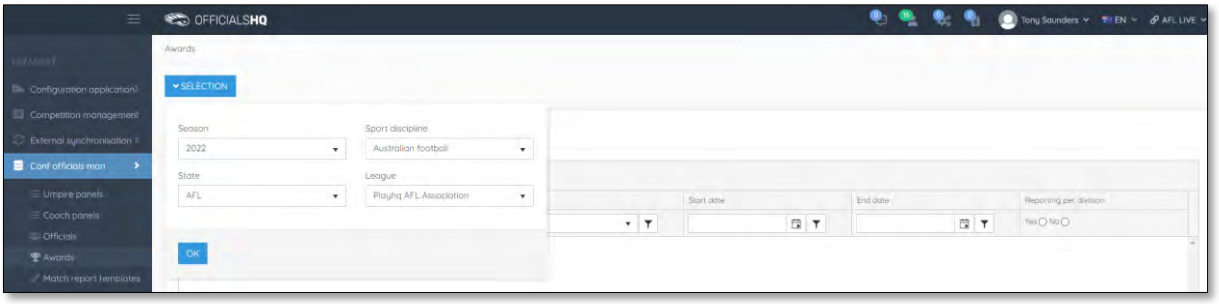
Coach Panels

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

Awards

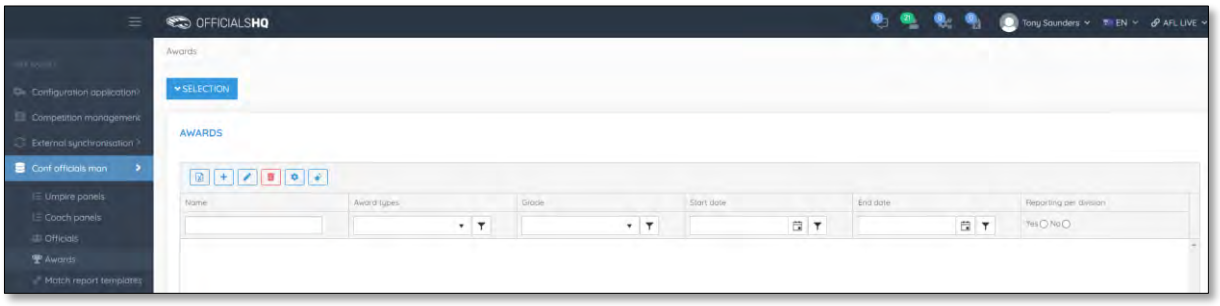
To create or edit **Awards** in the left menu click on **Conf officials man** and click on **Awards**.

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



Add Award

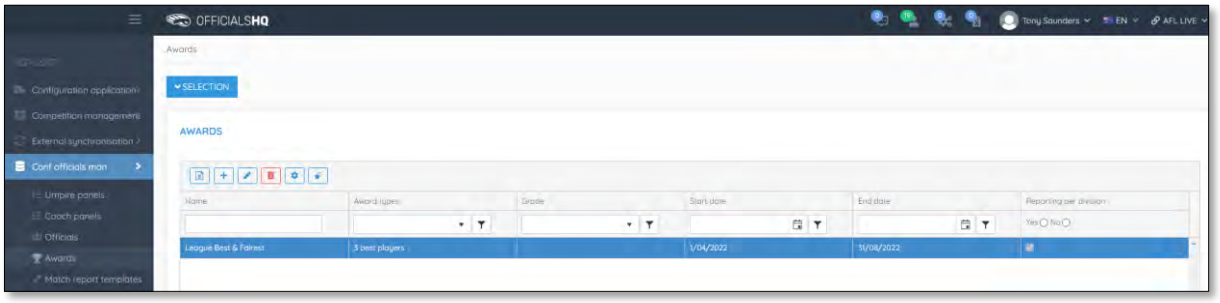
On the **Awards** page click on the + (**Add**) icon.



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.

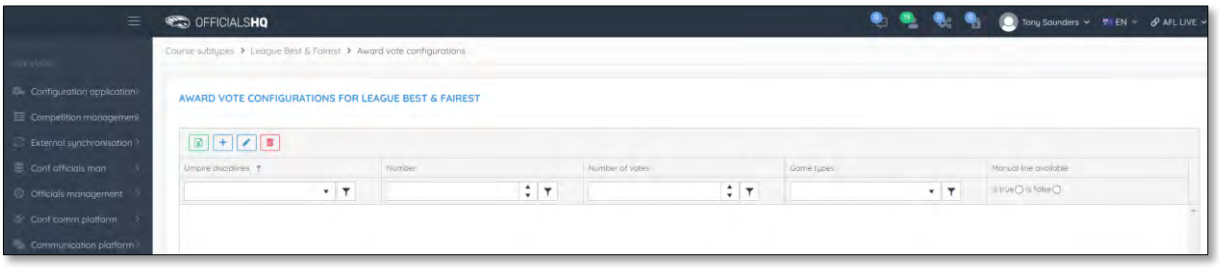
Please note you can select each grade individually or select * for all grades. If you select * ensure you tick the **Reporting per division** box before saving.

You will be returned to the **Awards** page, click on the ⚙ (**Award vote configurations**) icon.



Configure Officials Management – Add Award (cont)

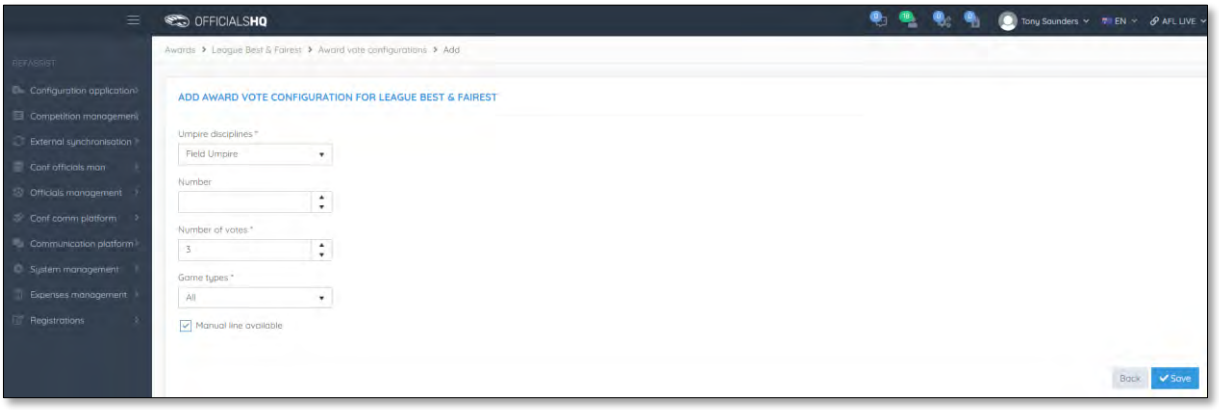
On the **Award Vote Configurations** page, click on the + (**Add**) icon.



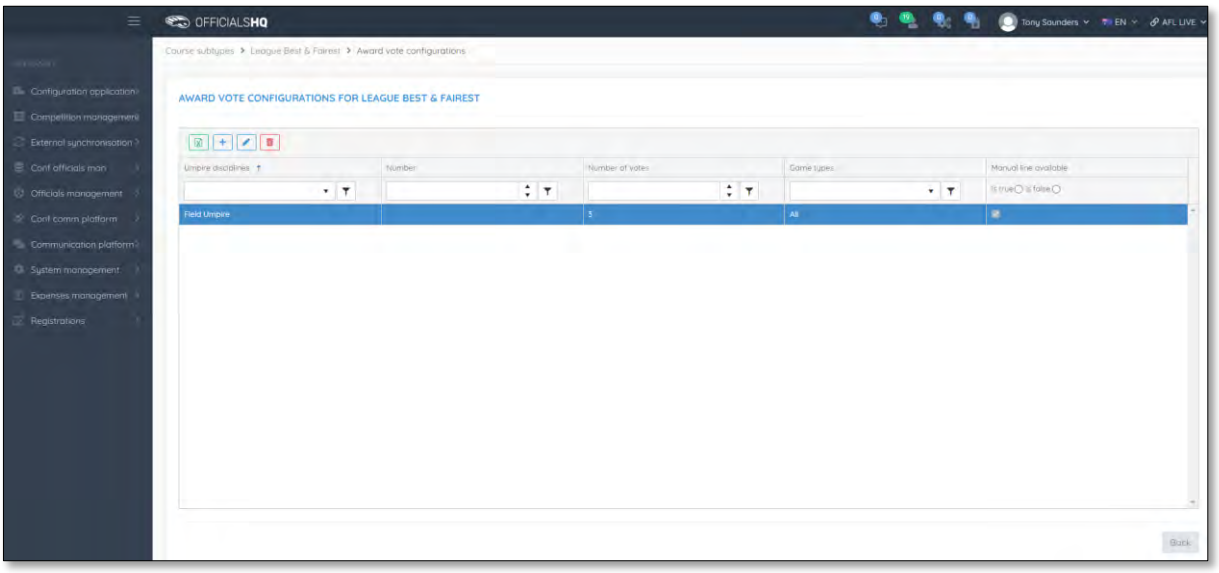
On the **Add Award Vote Configuration** page, select the a **Umpire disciplines** option, select **Number***, select **Number of votes****, tick the **Manual line available** and click on the **Save** button in the bottom right corner.

* 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.

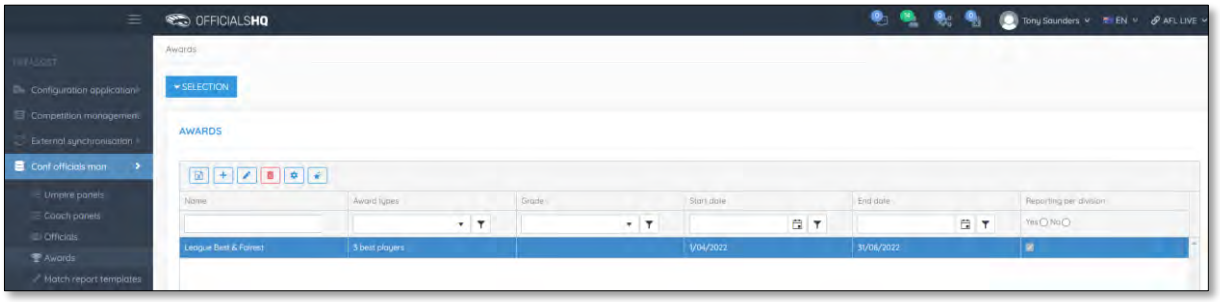
** this must be the same as the **Award type** on the **Add Award** page.



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

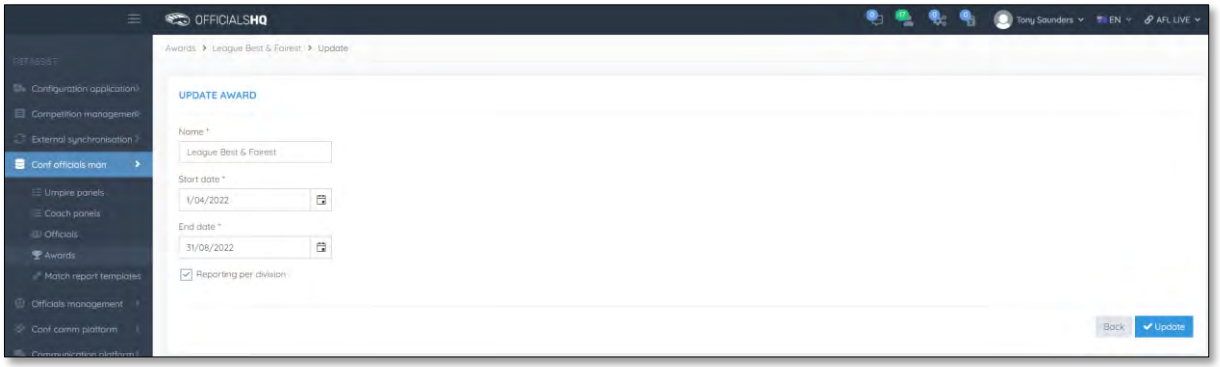


You will be returned to the **Awards** page.



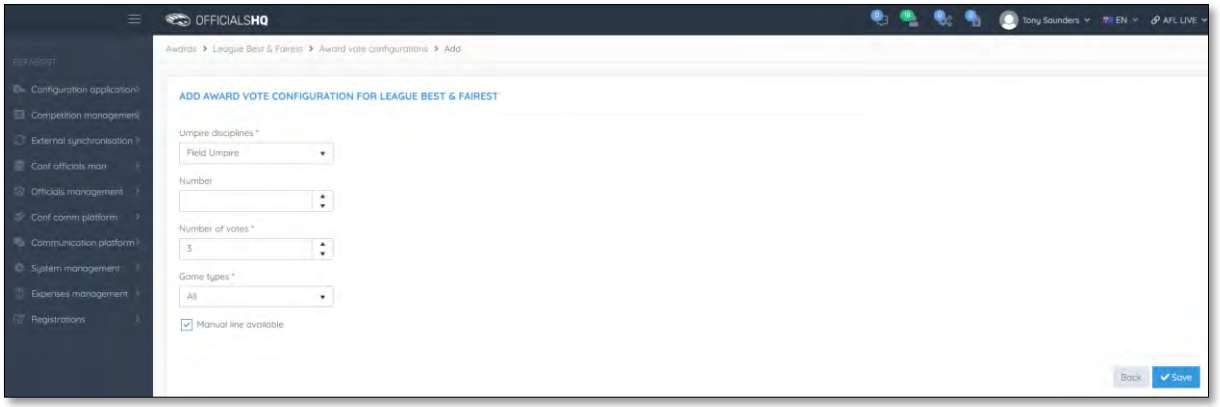
Edit/Update Award

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



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.

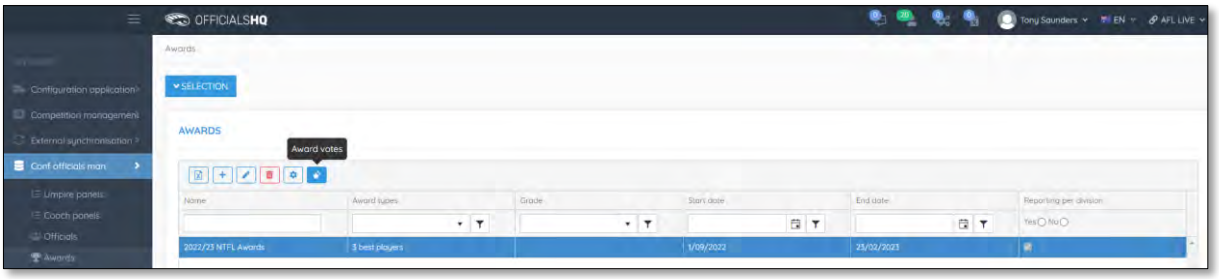


Award Report

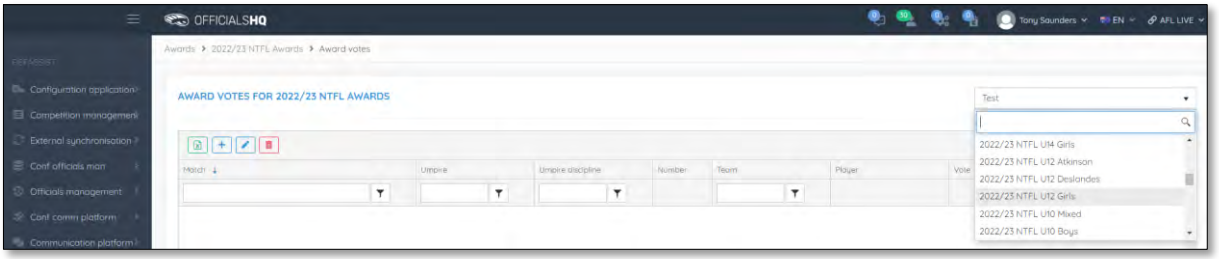
To download the award report with round by round votes and tally totals for each **Grade** on the **Awards** page click on the (**Excel export for award votes**) icon, a link to the exported file will appear in the bottom left corner, click on the link to open.

Award Votes

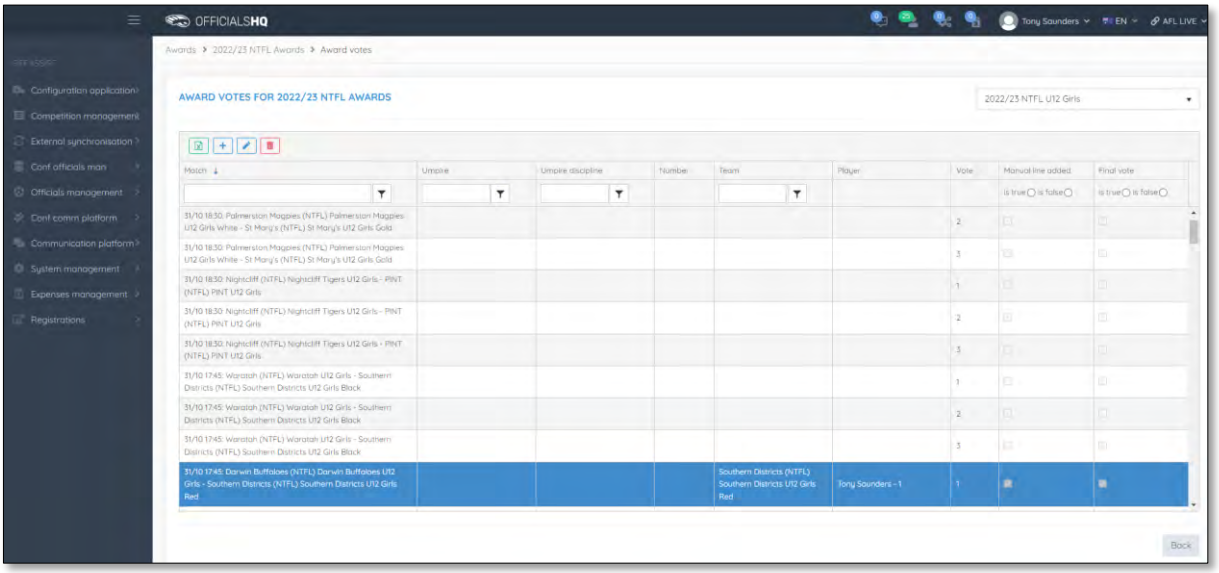
On the **Awards** page click on the **Award** and click on the (**Award votes**) icon.



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

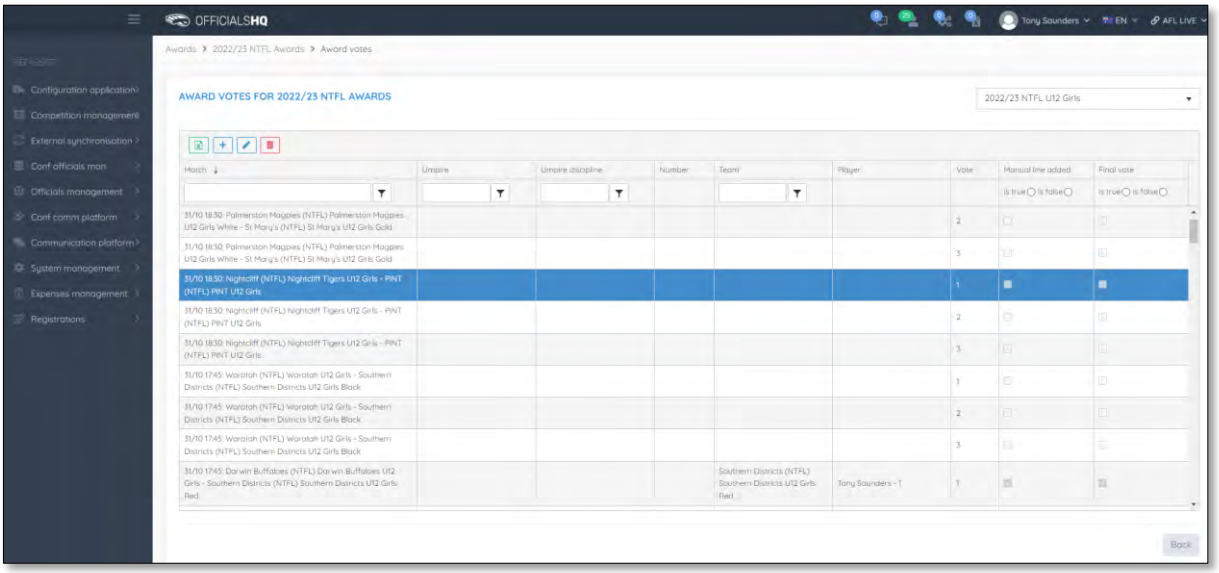


The **Award Votes** page will show line by line entries for each vote in each match for all umpire appointments in the **Grade** – some will have votes entered and some will votes not entered depending on whether the umpire has completed the task.



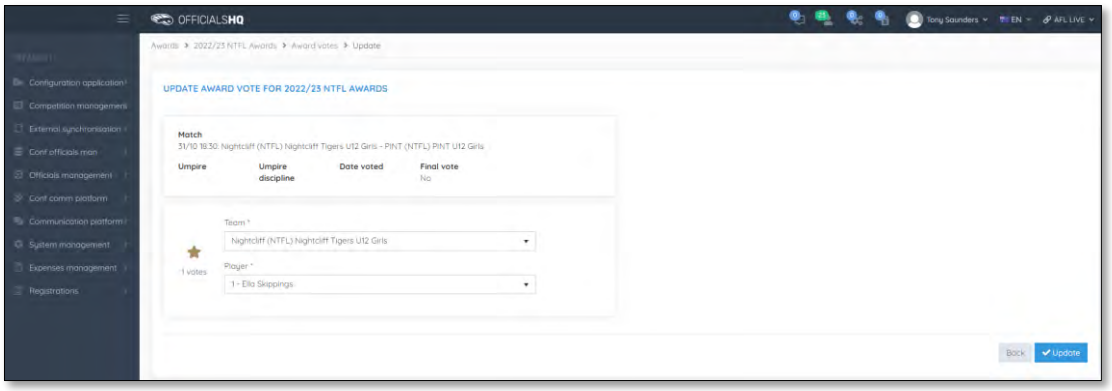
Add Award Votes

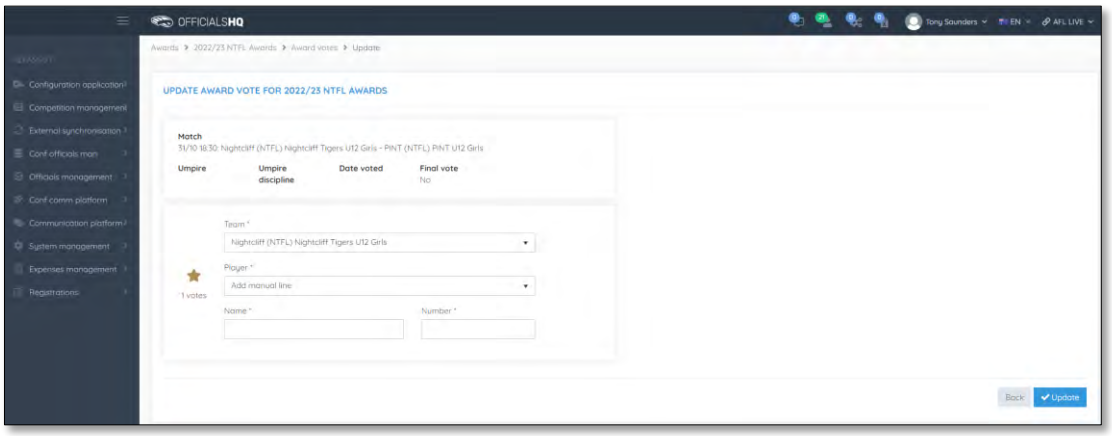
To add votes where the umpire has not completed the task, on the **Award Votes** page click on the **Match/Vote** and click on the (**Update**) icon.



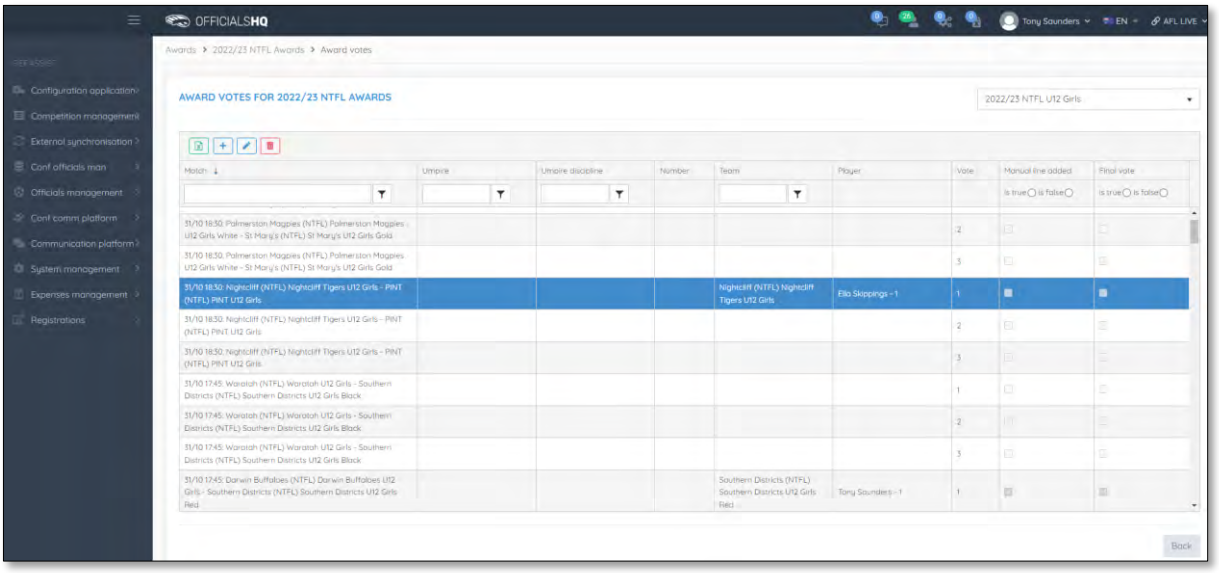
On the **Update Award Vote** page you must select a **Team** option first then select a **Player** option and click on the **Update** button.

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.





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.

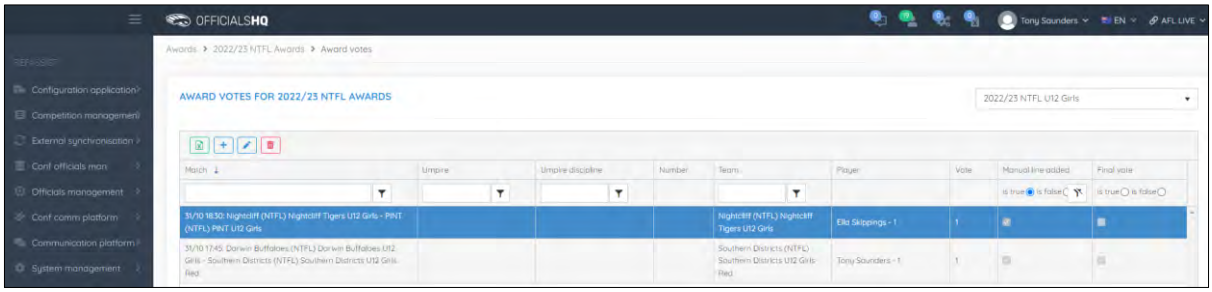


Edit Award Votes

To edit votes the umpire has added click on the (**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.



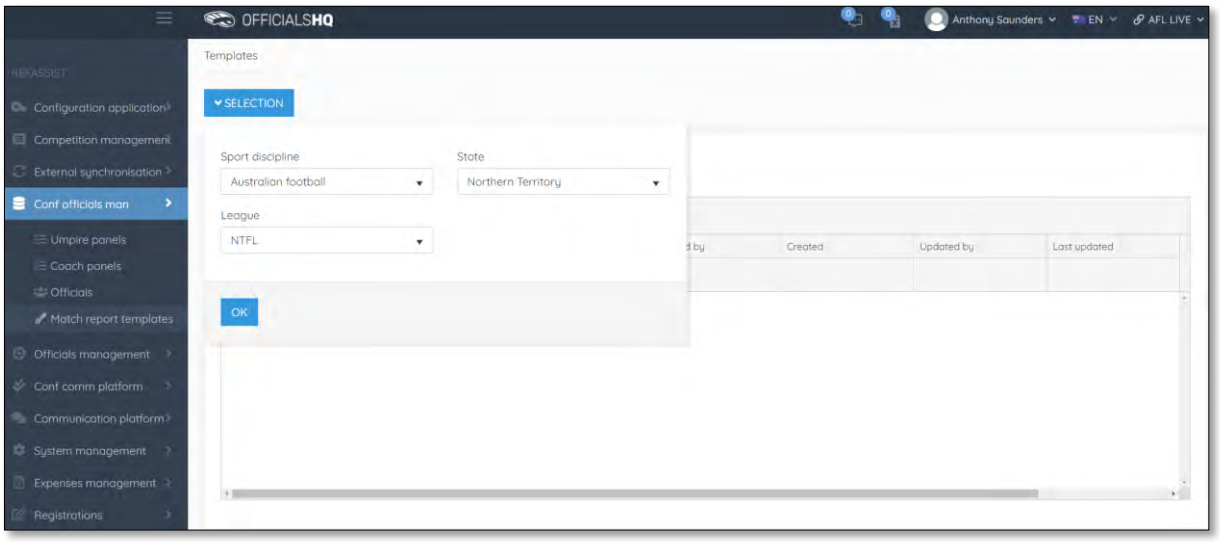
Award Votes Report

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.

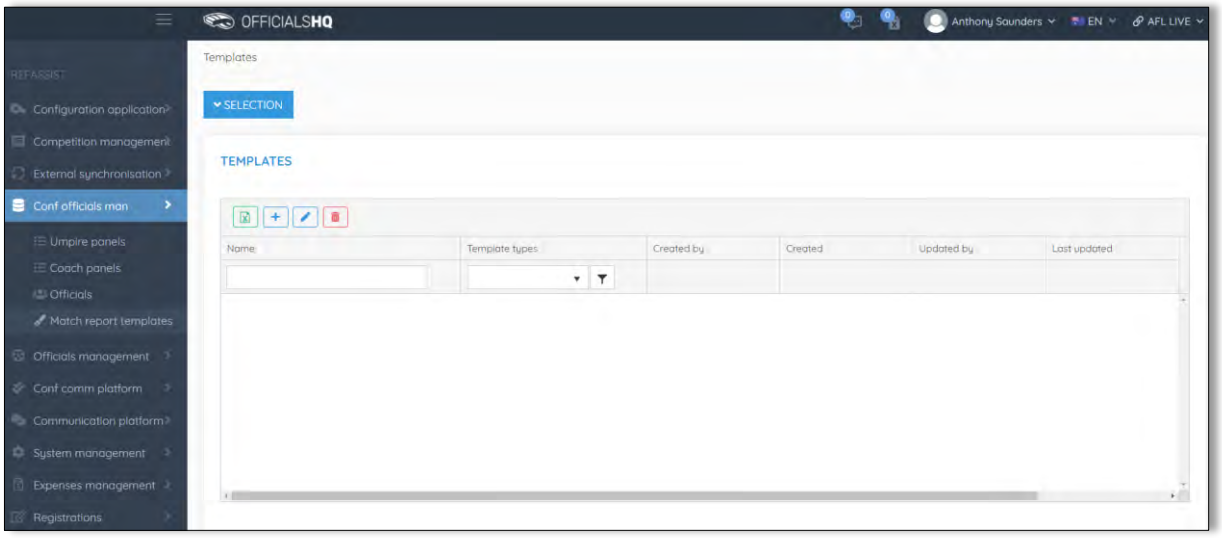
Match report templates

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.



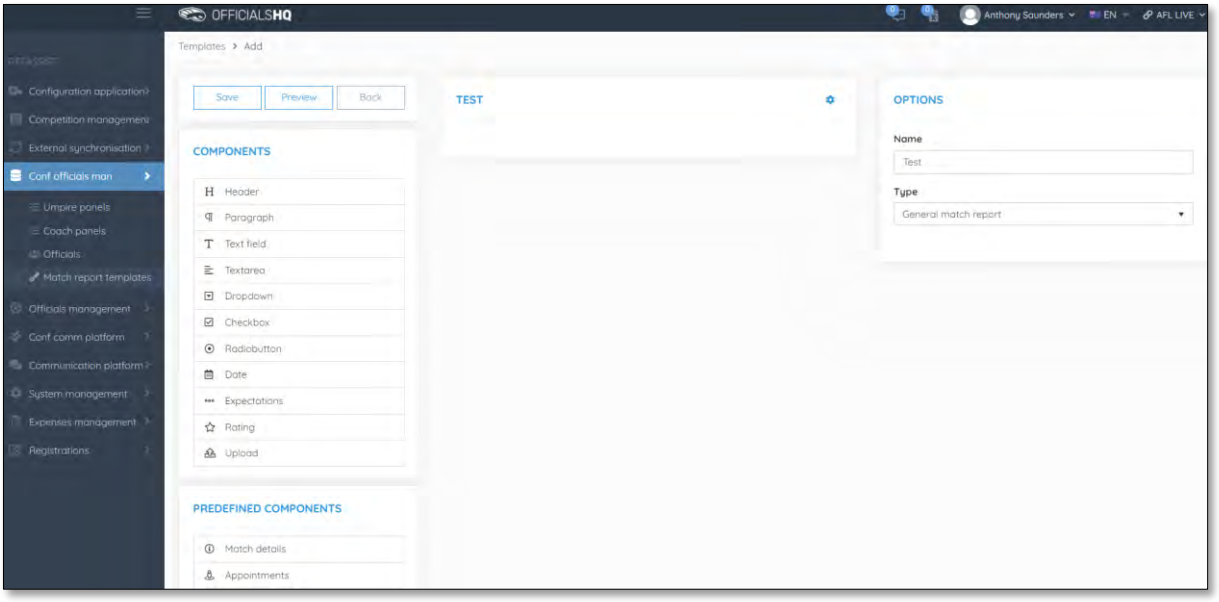
On the **Templates** page click on the + (**Add**) icon.



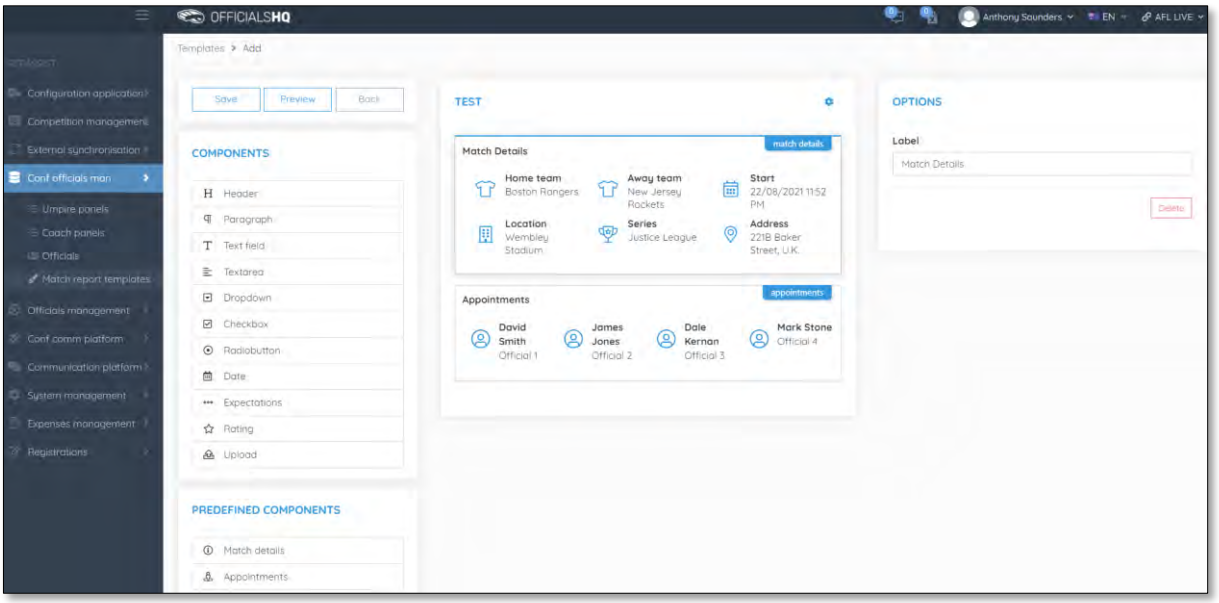
Configure Officials Management – Match report templates (cont)

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.



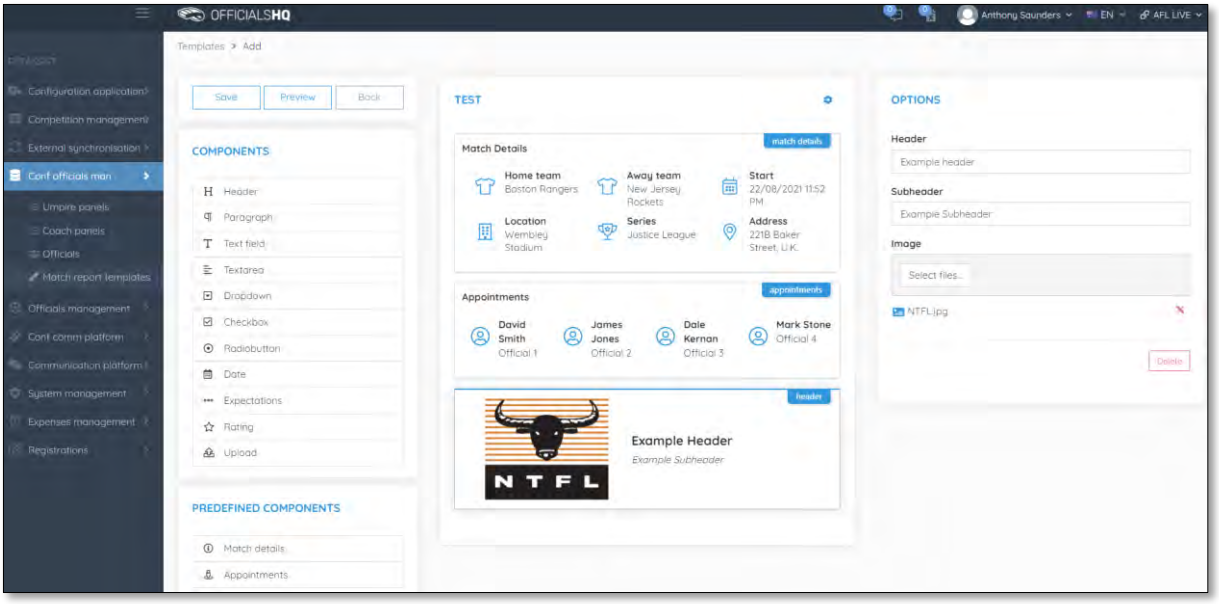
To add the match information, in the **Predefined Components** section click and drag **Match details** and **Appointments** into the report area. In the **Options** area add a **Name**.



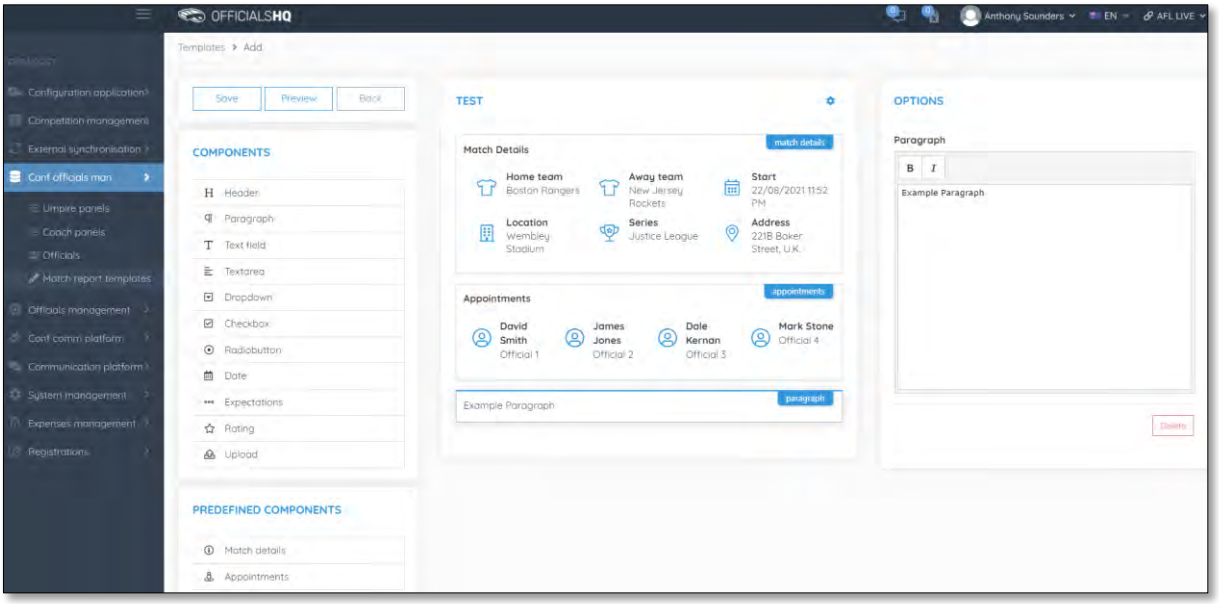
Configure Officials Management – Match Report Templates (cont)

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.

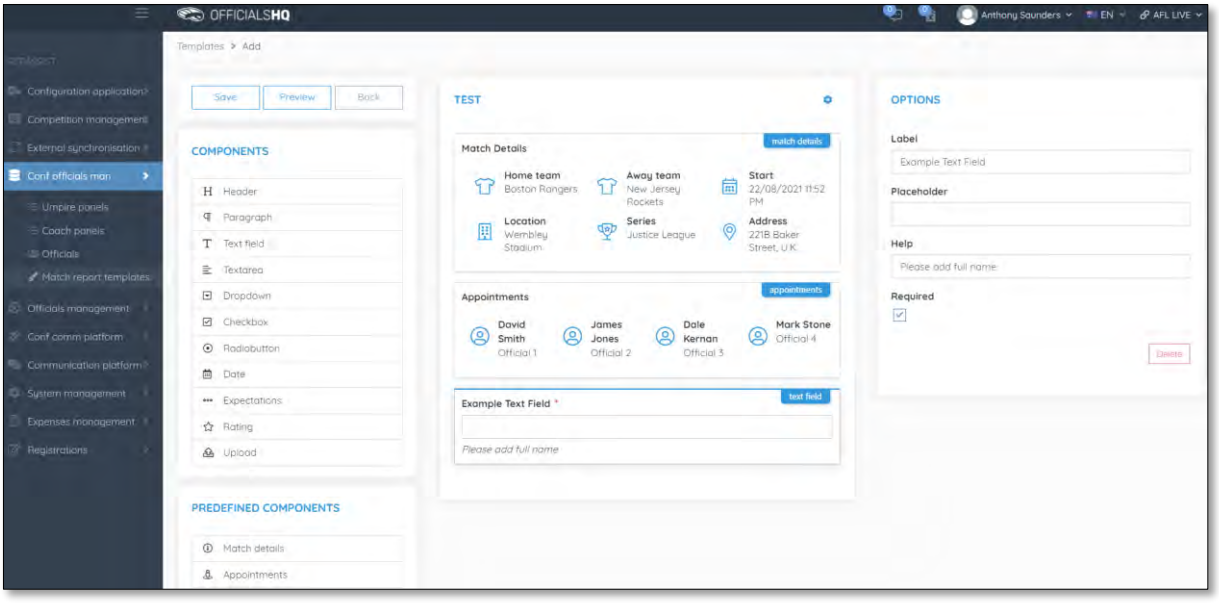


Component – **Paragraph** – when added in the **Options** area add **Paragraph** information. If you want to remove the **Paragraph** component in the **Options** area click on the **Delete** button.

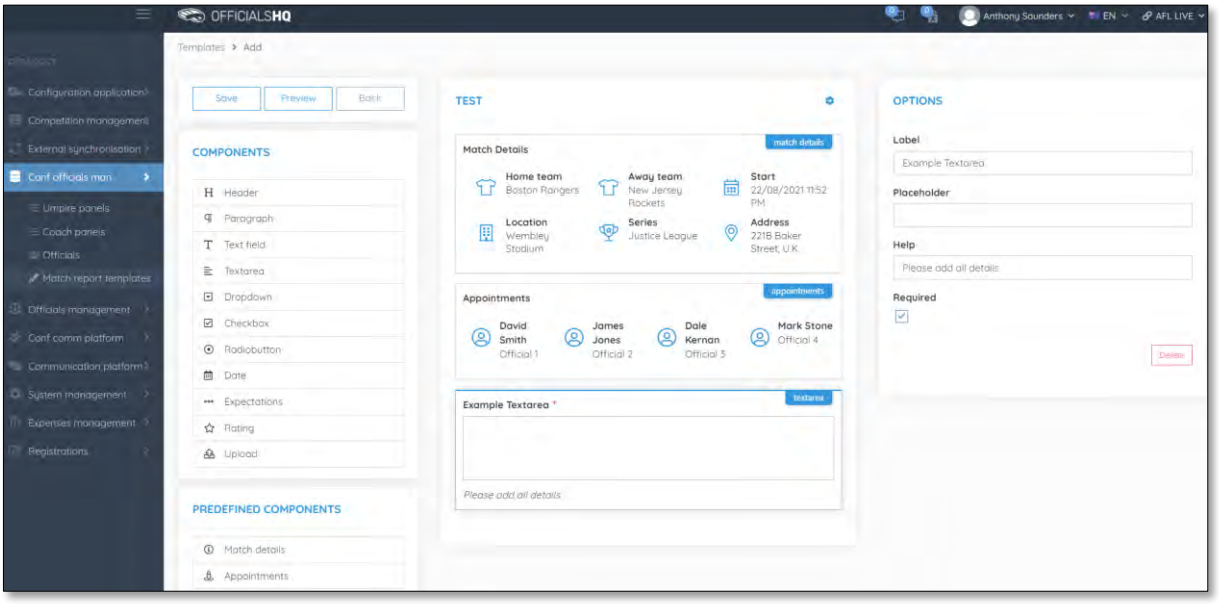


Configure Officials Management – Match Report Templates (cont)

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.

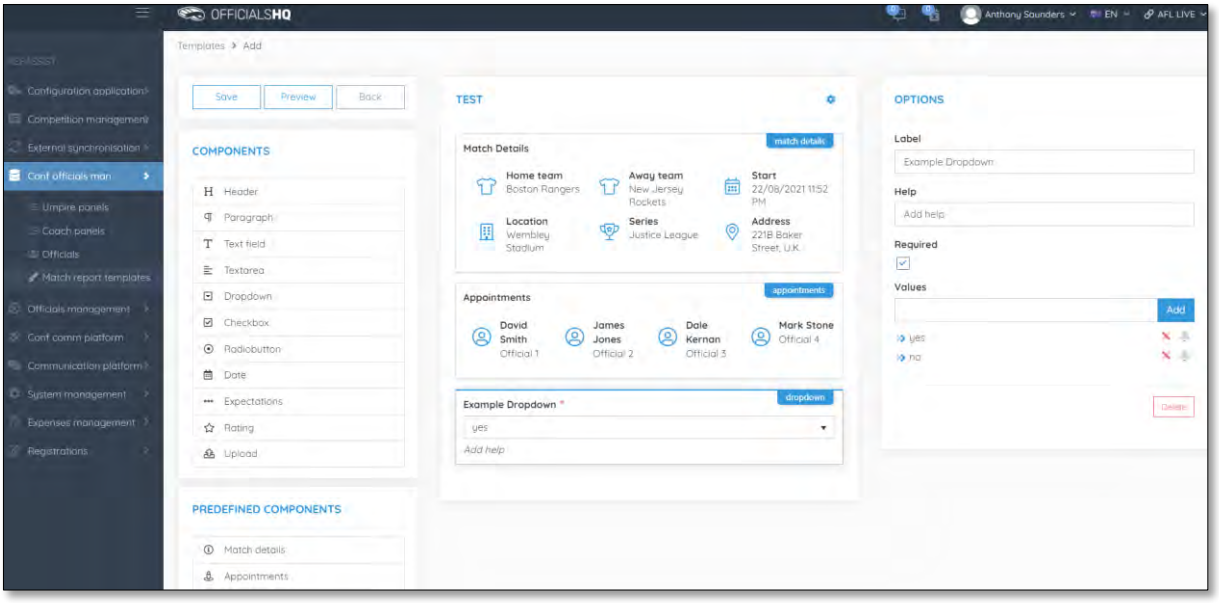


Component – **Textarea** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Textarea** component in the **Options** area click on the **Delete** button.

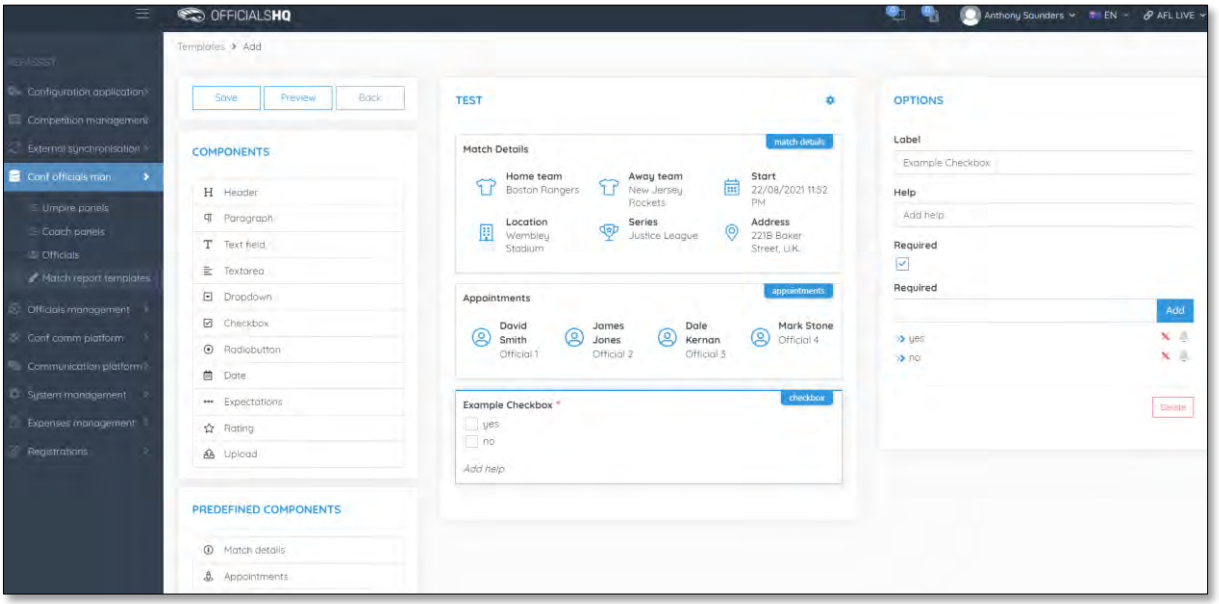


Configure Officials Management – Match Report Templates (cont)

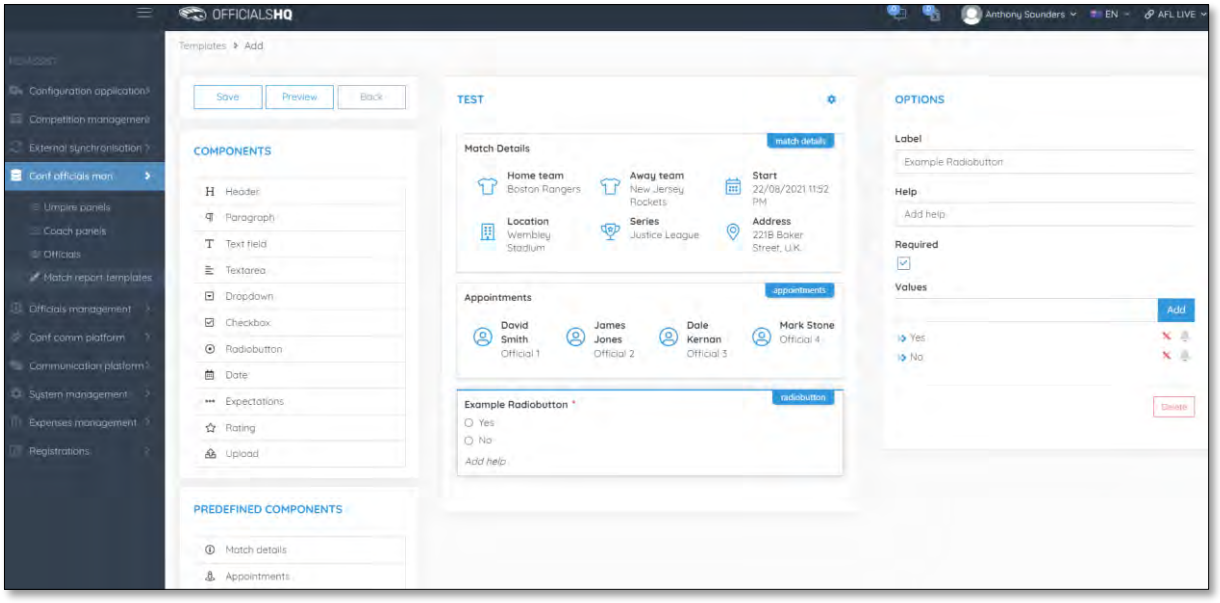
Component – **Dropdown** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Dropdown** component in the **Options** area click on the **Delete** button.



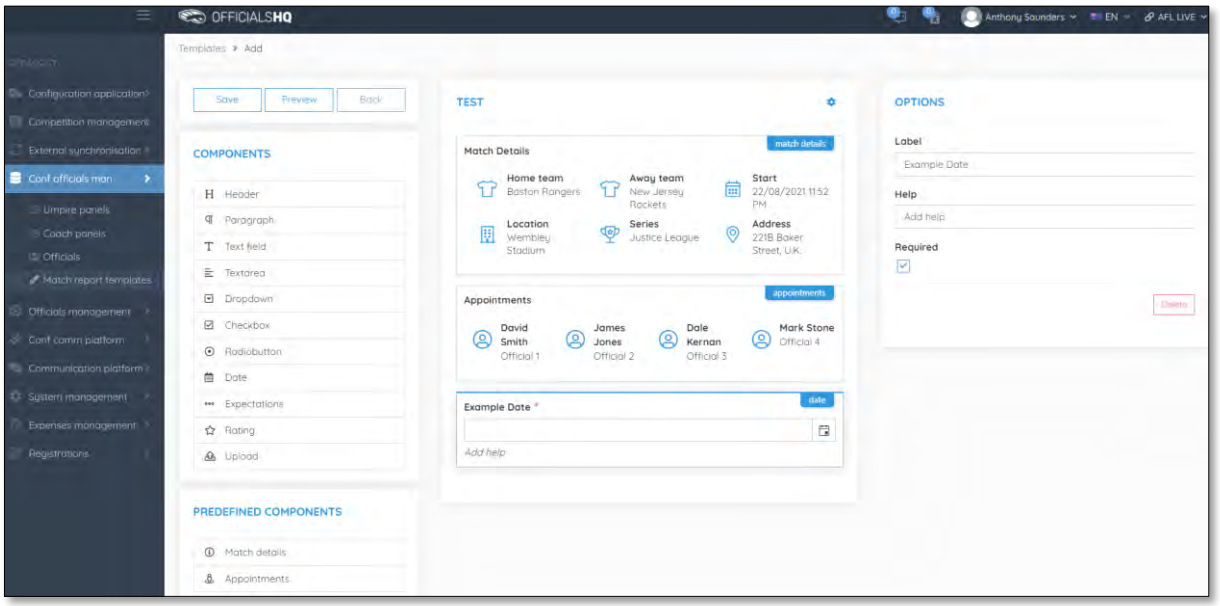
Component – **Checkbox** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and add **Values**. If you want to remove the **Checkbox** component in the **Options** area click on the **Delete** button.



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.

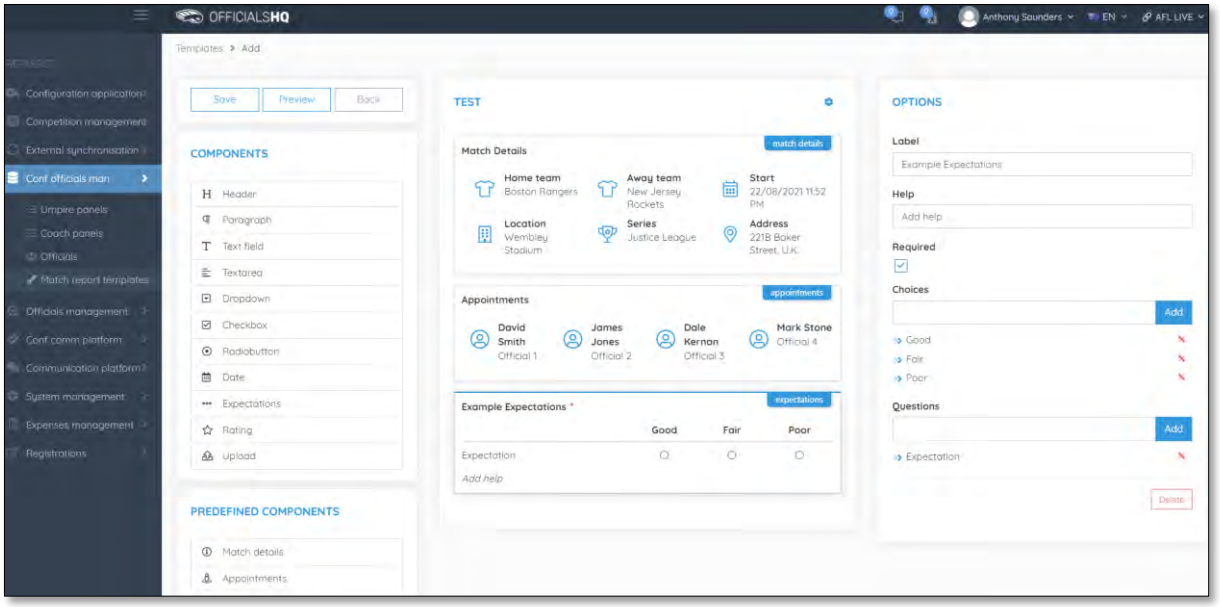


Component – **Date** – when added in the **Options** area add the **Label**, add **Help** (if required) and if the field is mandatory click the **Required** checkbox. If you want to remove the **Date** component in the **Options** area click on the **Delete** button.

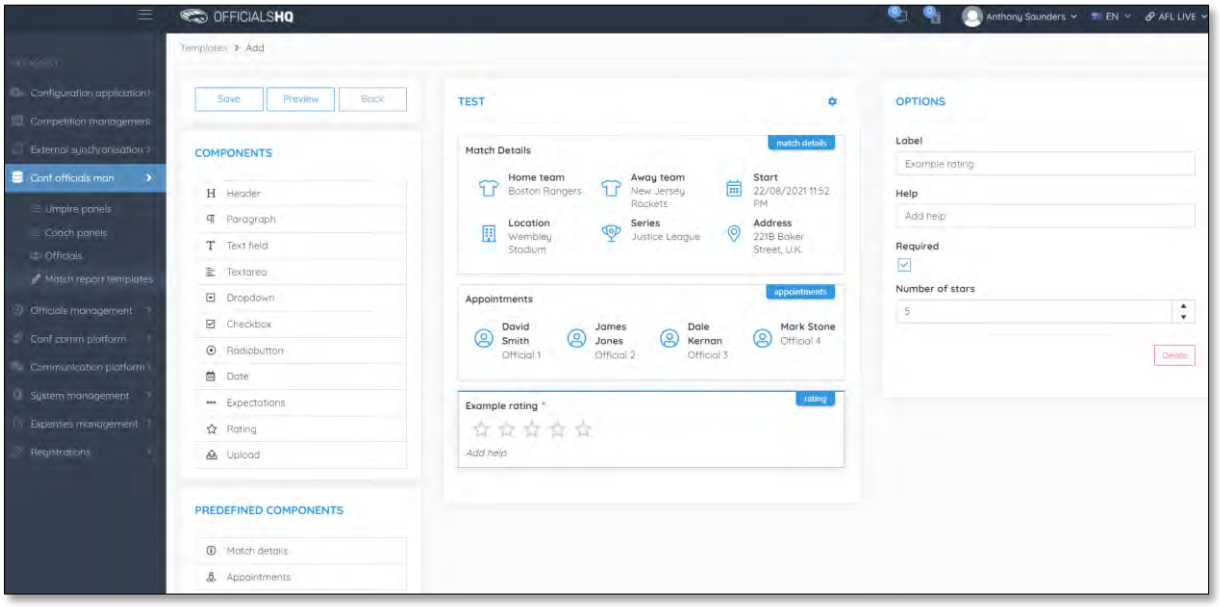


Configure Officials Management – Match Report Templates (cont)

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.

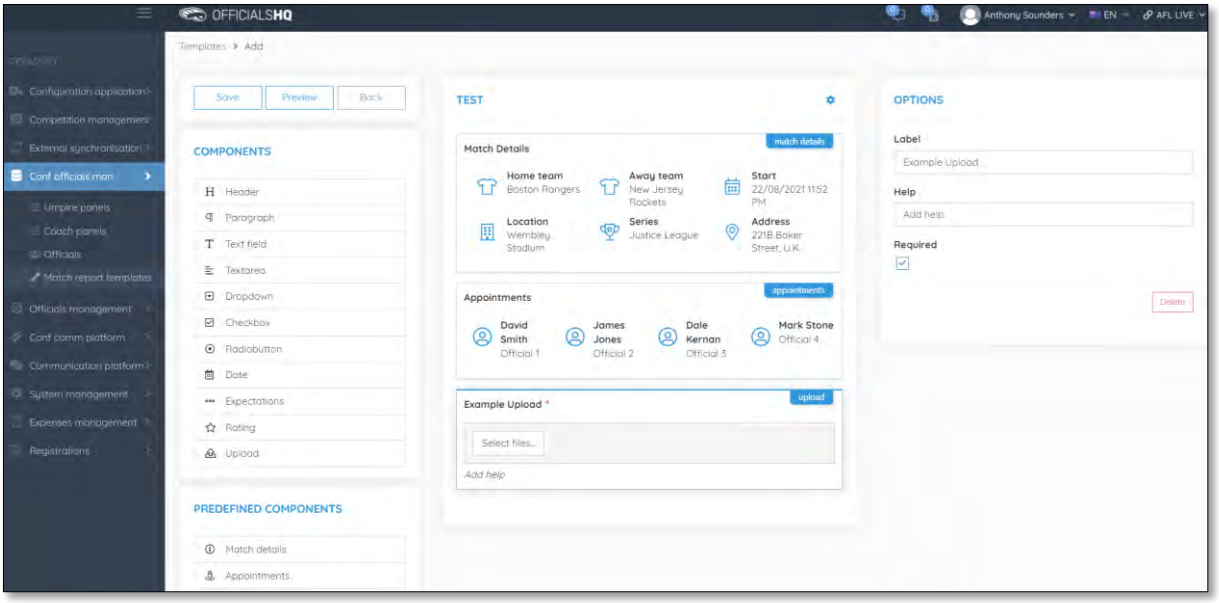


Component – **Rating** – when added in the **Options** area add the **Label**, add **Help** (if required), if the field is mandatory click the **Required** checkbox and select option in **Number of stars**. If you want to remove the **Rating** component in the **Options** area click on the **Delete**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



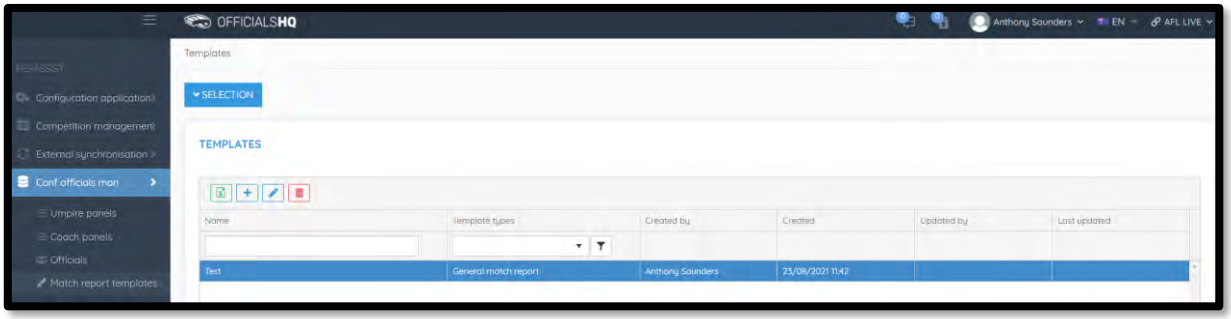
Configure Officials Management – Match Report Templates (cont)

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.



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.

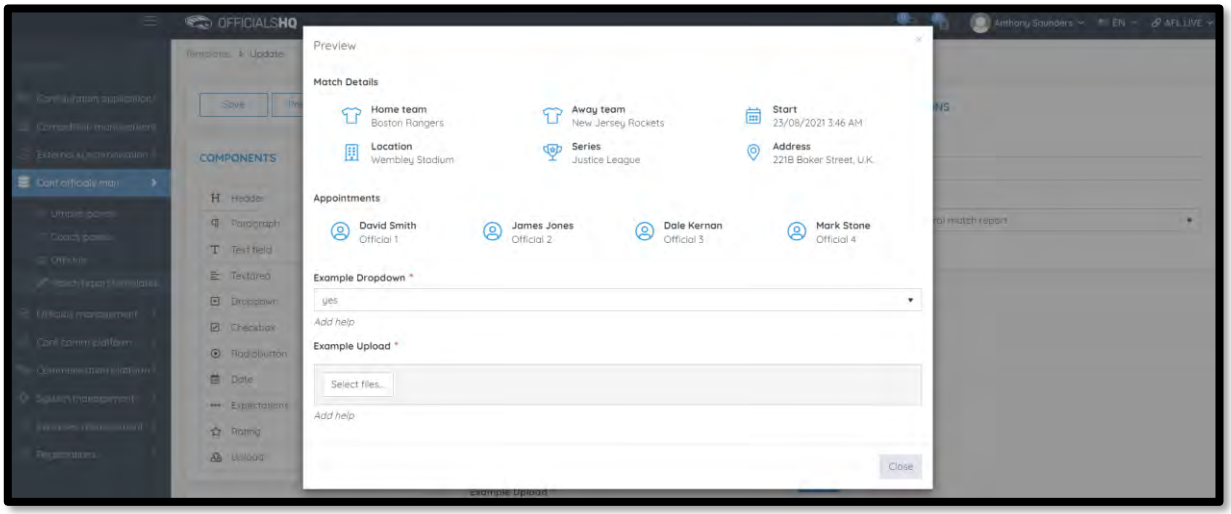


Configure Officials Management – Match Report Templates (cont)

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.



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

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

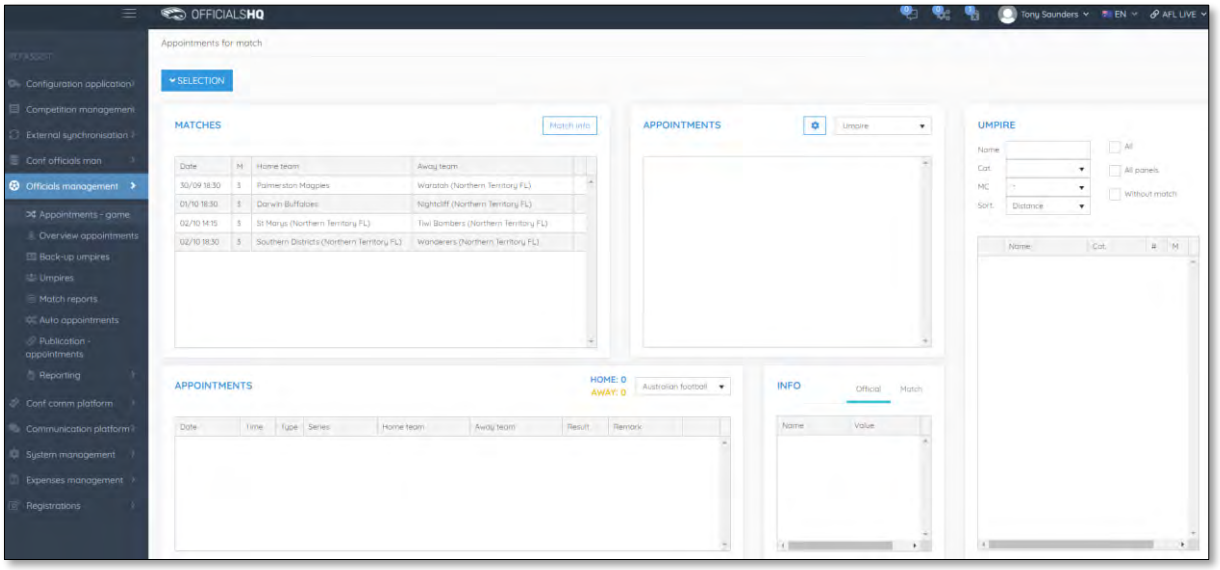
To link a **Template** to a **Grade** refer to the **Competition Management – Link Match Reports** section earlier this guide.

6. Officials Management

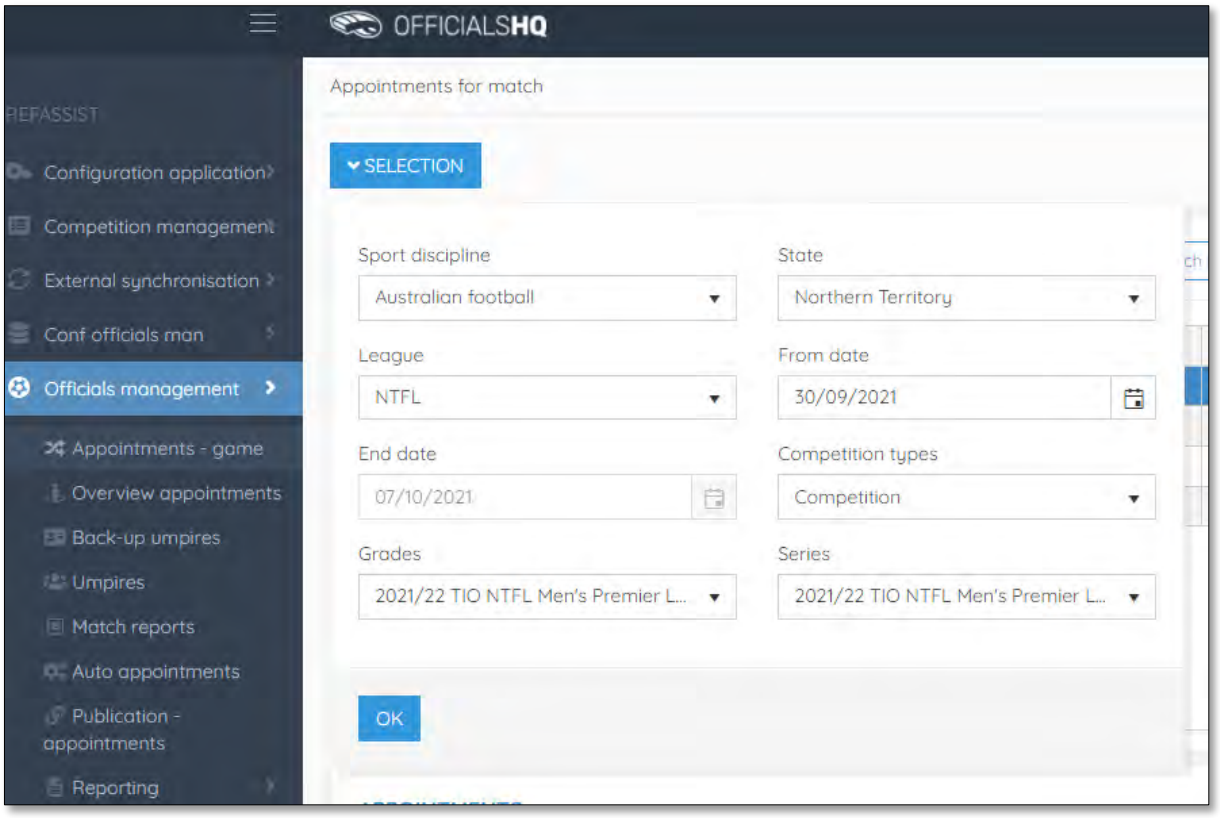
Appointments – game (Umpires)

This feature is used to manually appoint umpires to matches.

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

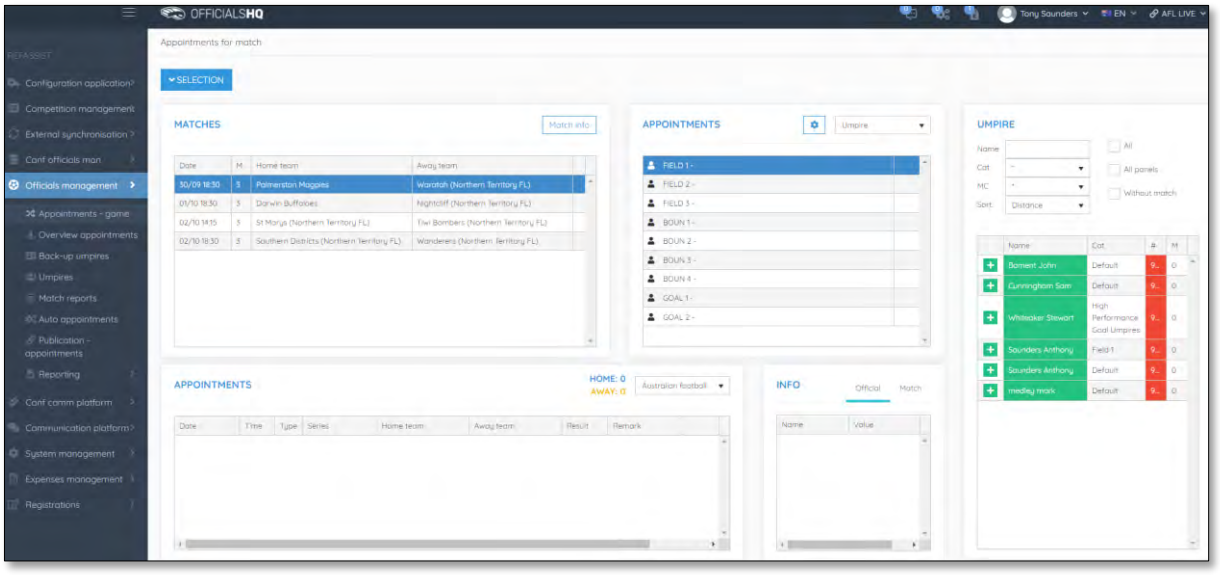


To select the **Grade** to manually appoint umpires click on the **Selection** button in the top left corner, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select the **From date**, select the **Grade** and click on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



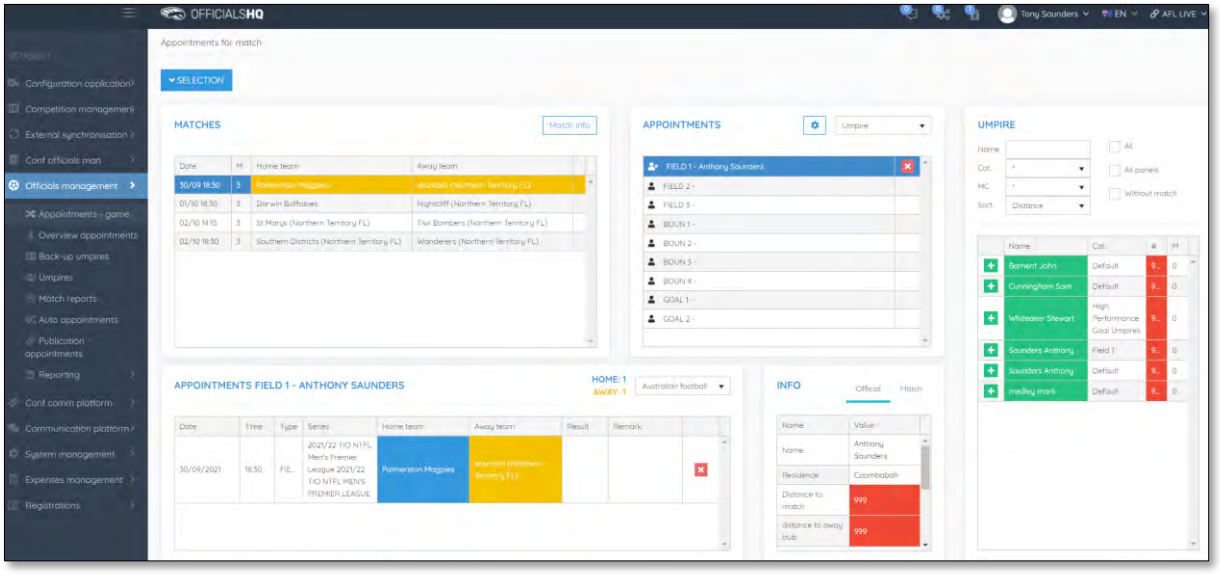
Officials Management – Appointments – game (Umpires) (cont)

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.



To appoint an umpire click on the role in the **Appointments** area, click on the + icon next an **Umpire** and proceed to appoint umpires for all roles.

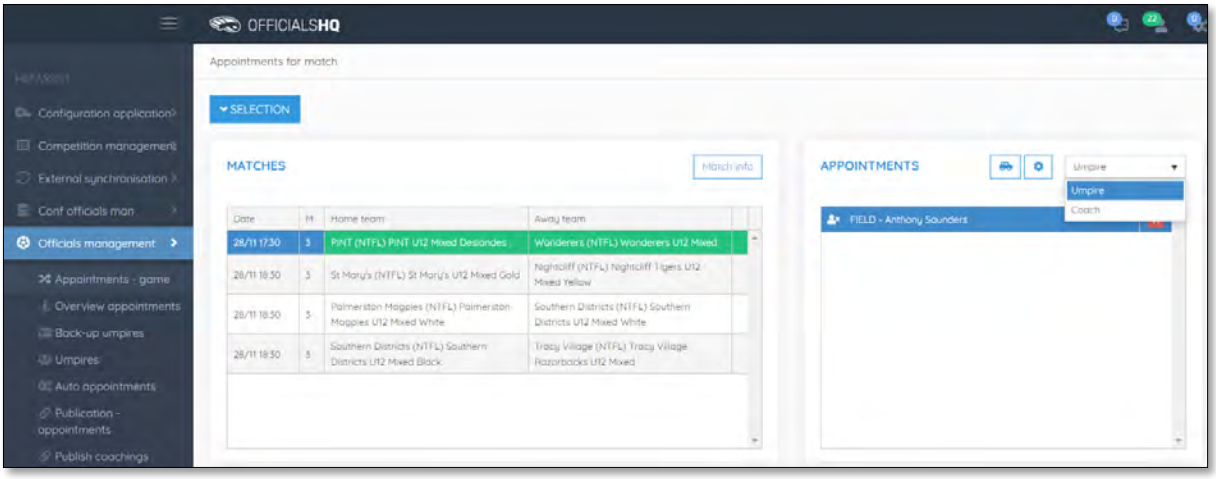
Please note when an umpire is appointed the appointment will be automatically saved.



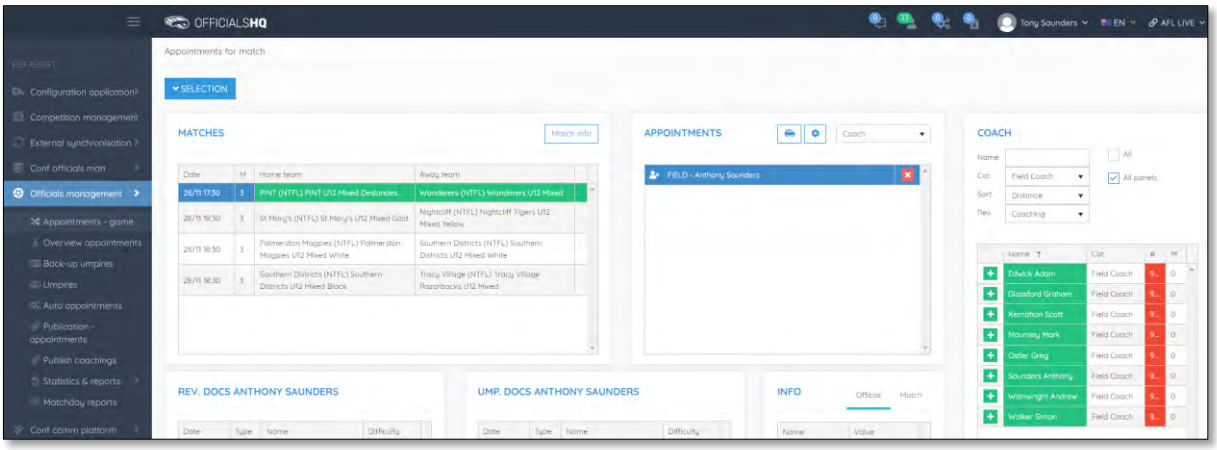
To remove an appointed umpire in the **Appointments** area click on the × icon.

Appointments – game (Coaches)

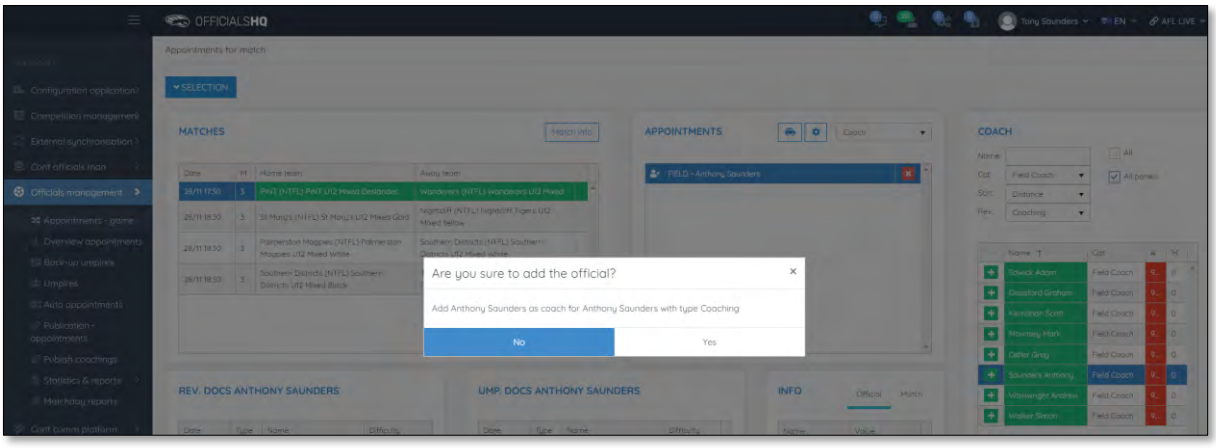
On the **Appointments for match** page when you click on a **Match** the list of **Appointments** will appear. In the **Appointments** area click on the umpire appointment you would like to add a **Coach** to and change the drop down from **Umpire** to **Coach**.



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

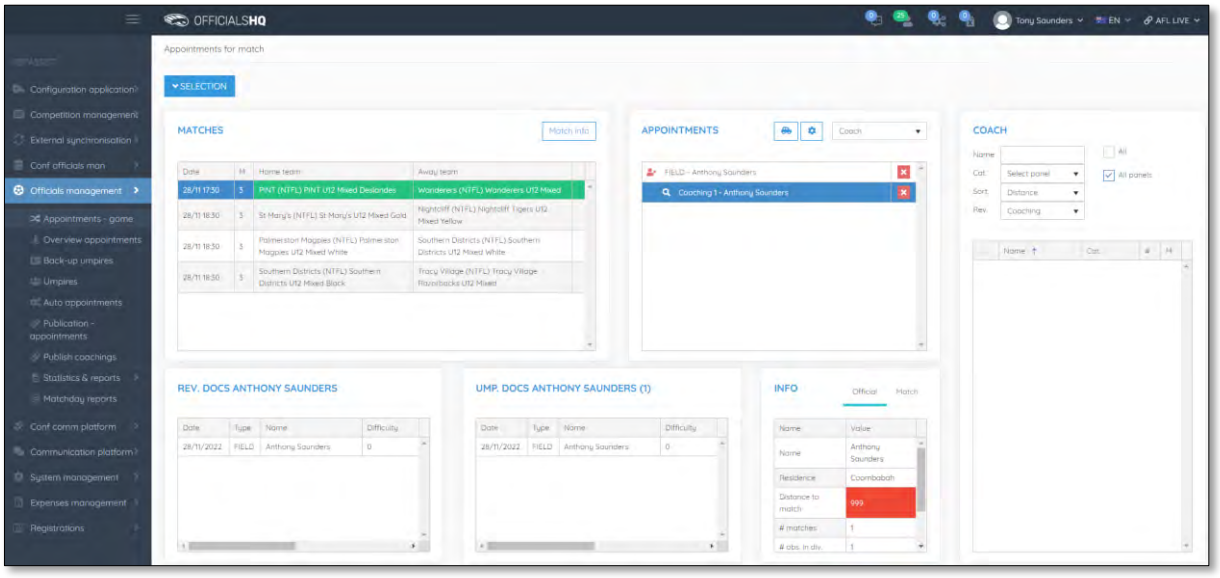


When you click on the + icon next a **Coach** the **Are you sure to add the official** pop-up will appear, click on **Yes**.



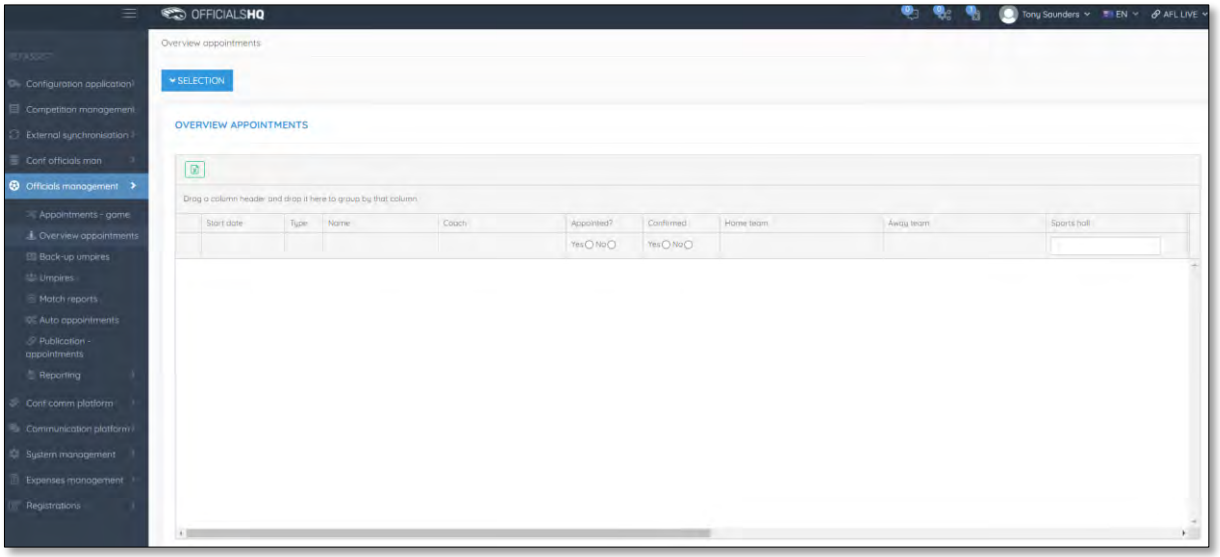
Officials Management – Appointments – game (Coaches) (cont)

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



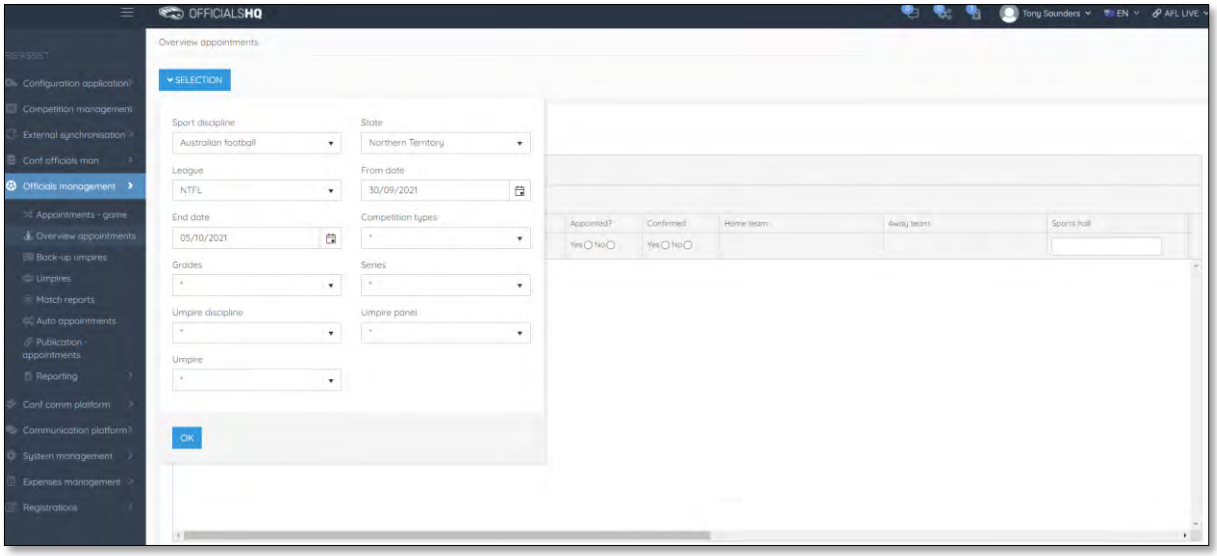
Overview appointments

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

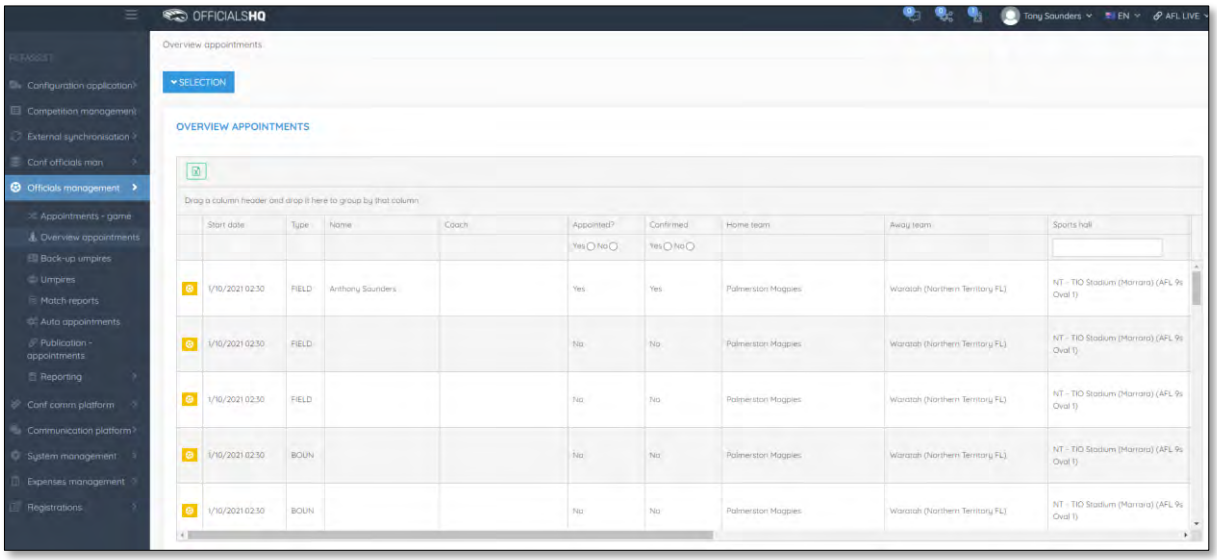


Officials Management – Overview Appointments (cont)

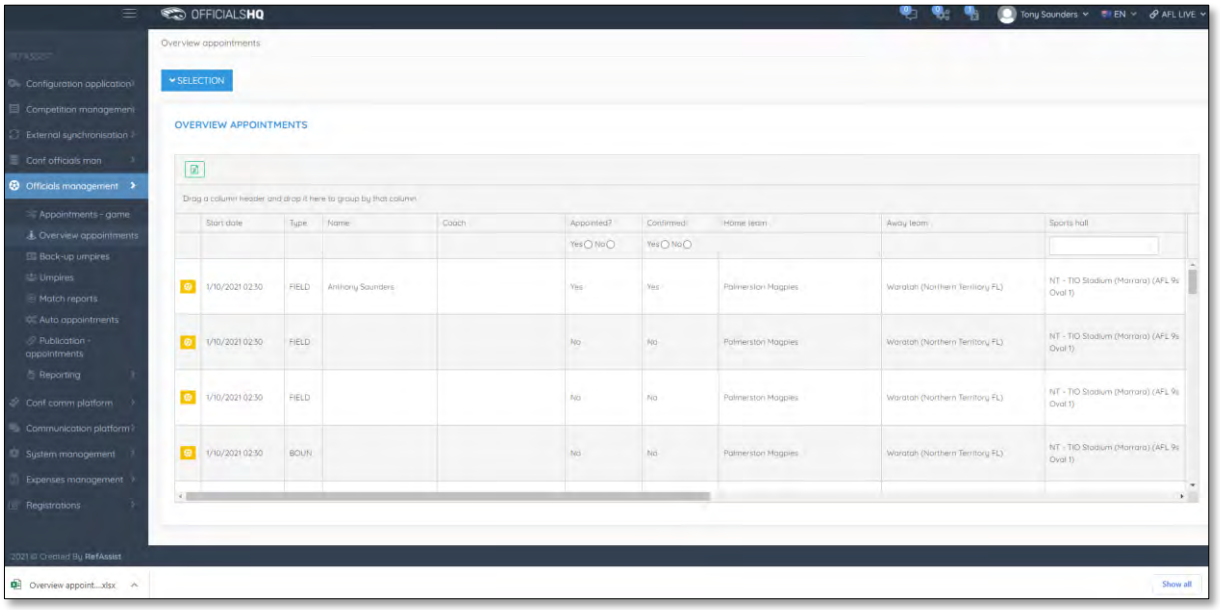
Click on the **Selection** button in the top left corner, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select the **From date**, select the **End date** and click on the **OK** button.



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

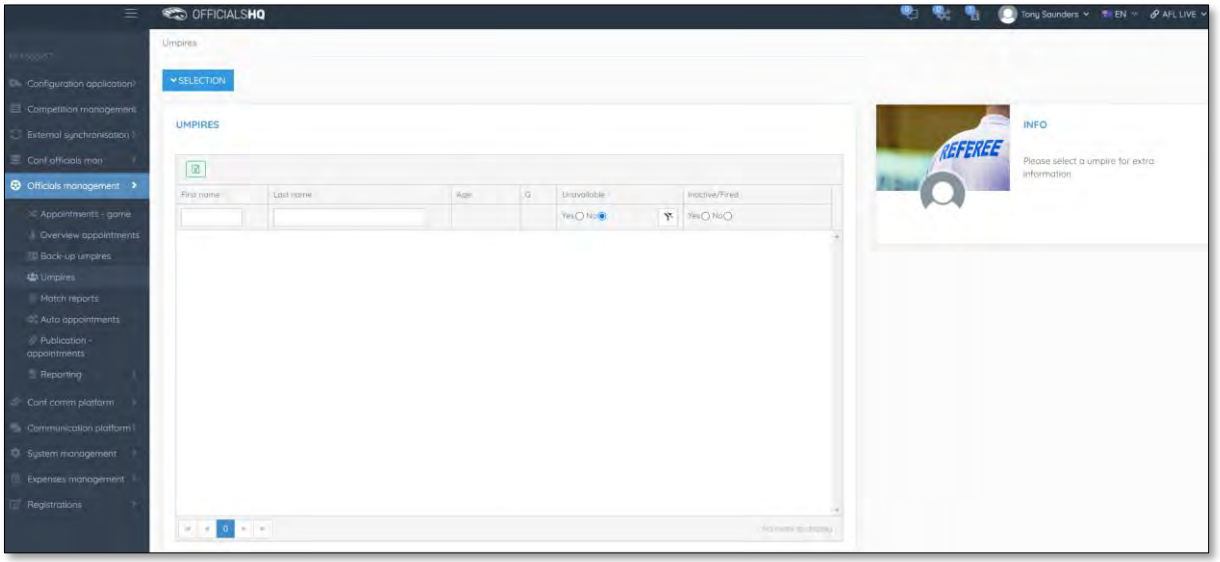


You can also export a copy of the **Overview appointments**, click on the (**Export to Excel**) button. A link to the exported file will appear in the bottom left corner, click on the link to open.



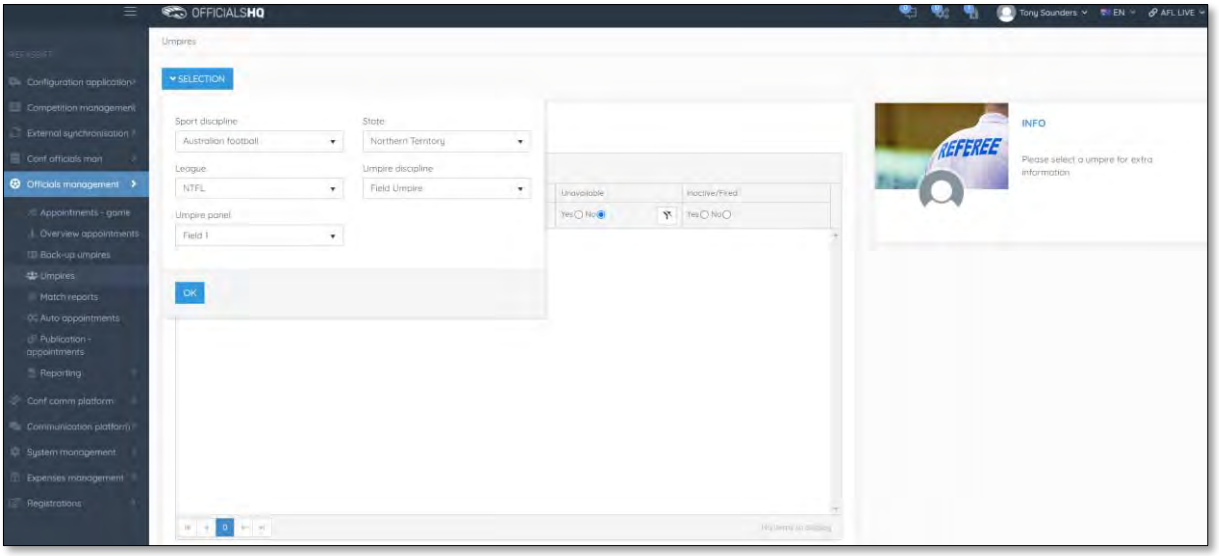
Umpires

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

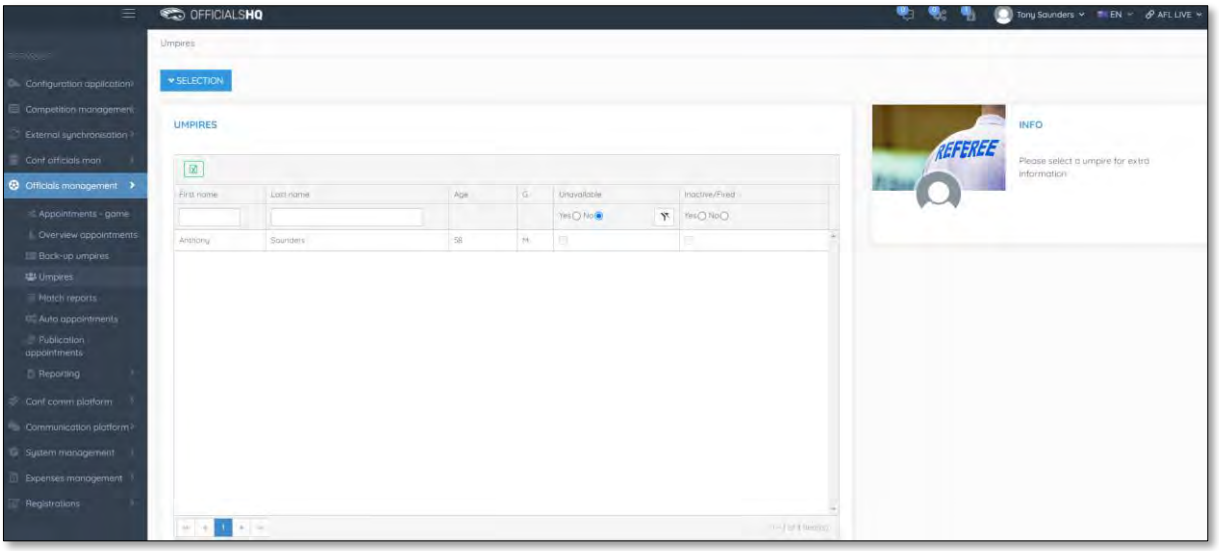


Officials Management – Umpires (cont)

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 *****.

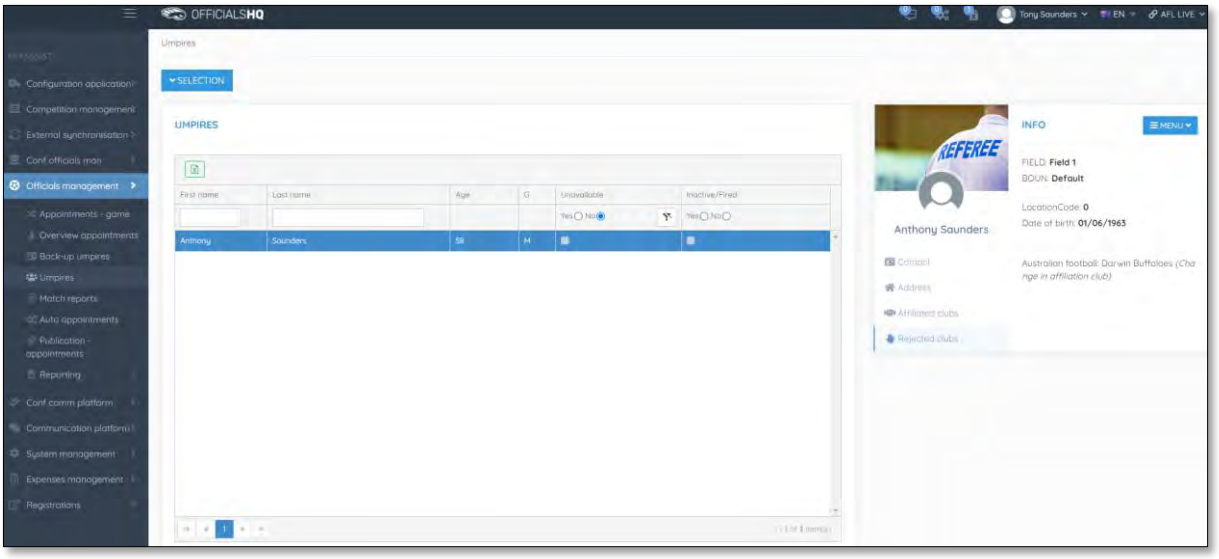


The list of **Umpires** will appear based on the selection.



Officials management – Umpires (cont)

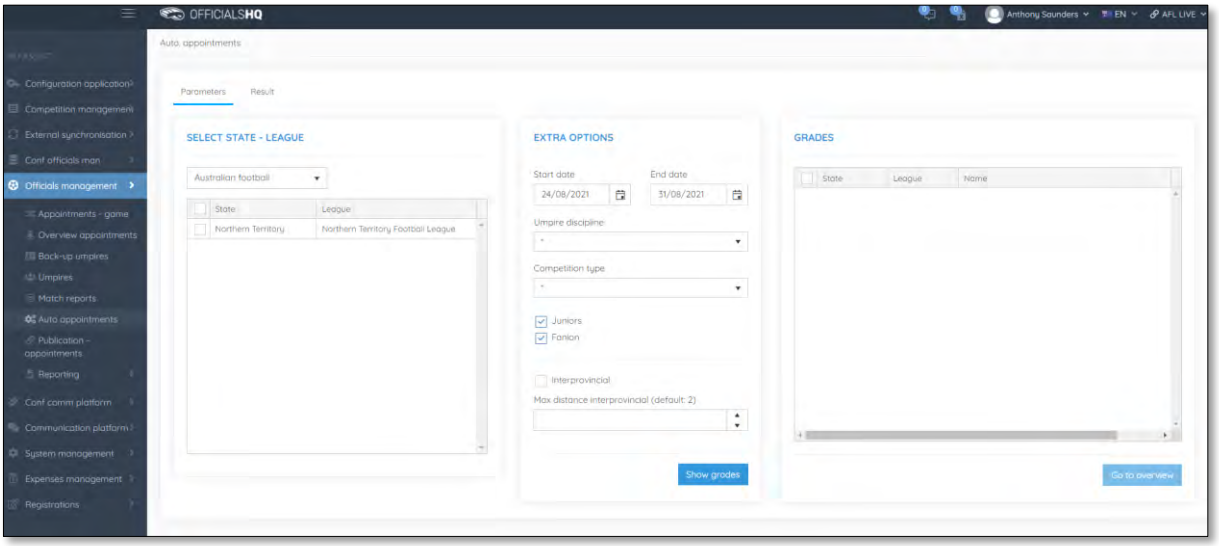
Click on an **Umpire** to view the **Info** box in their profile. Click on **Contact**, **Address**, **Affiliated clubs** or **Rejected clubs** to view that information. Click on the **Menu** button to see items that you can open and edit or view.



Auto appointments

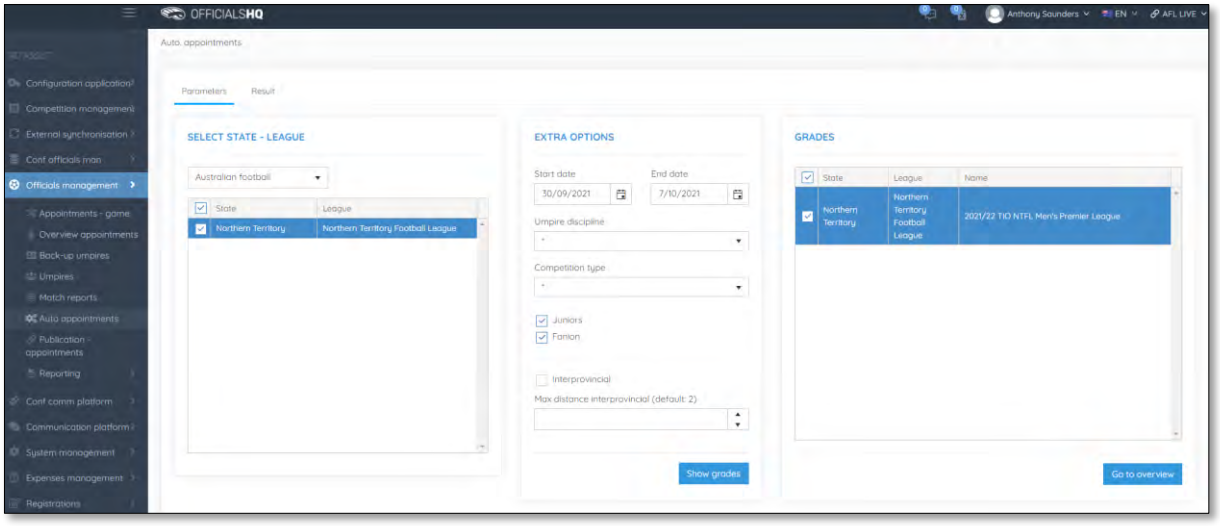
This feature is used to automatically appoint umpires to matches based on the parameters you have set in each **Grade**, **Umpire panel** and **Umpire**.

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

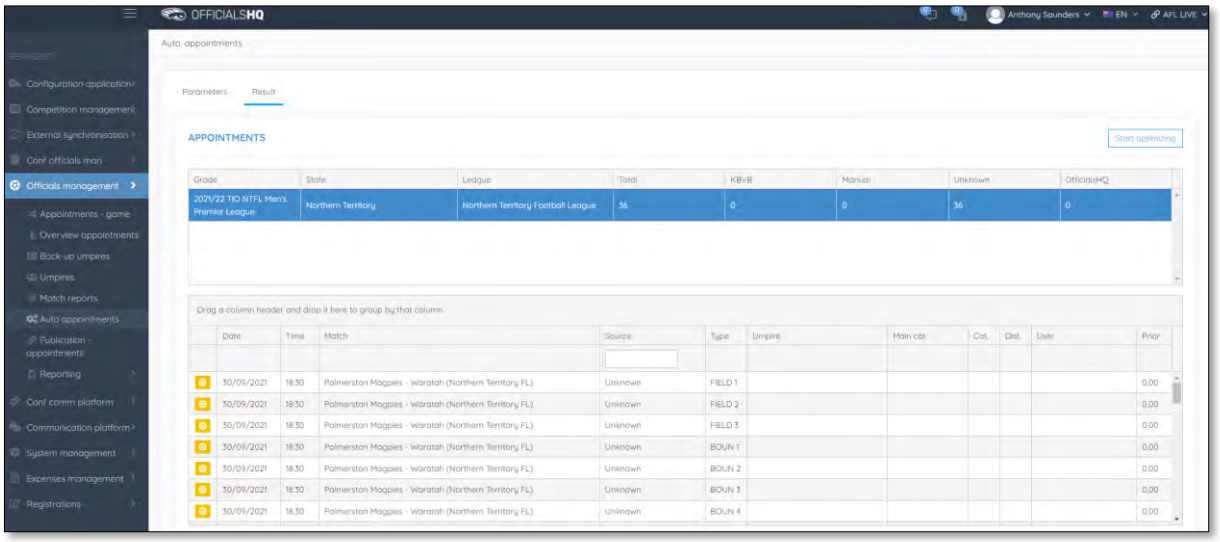


Officials management – Auto Appointments (cont)

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.

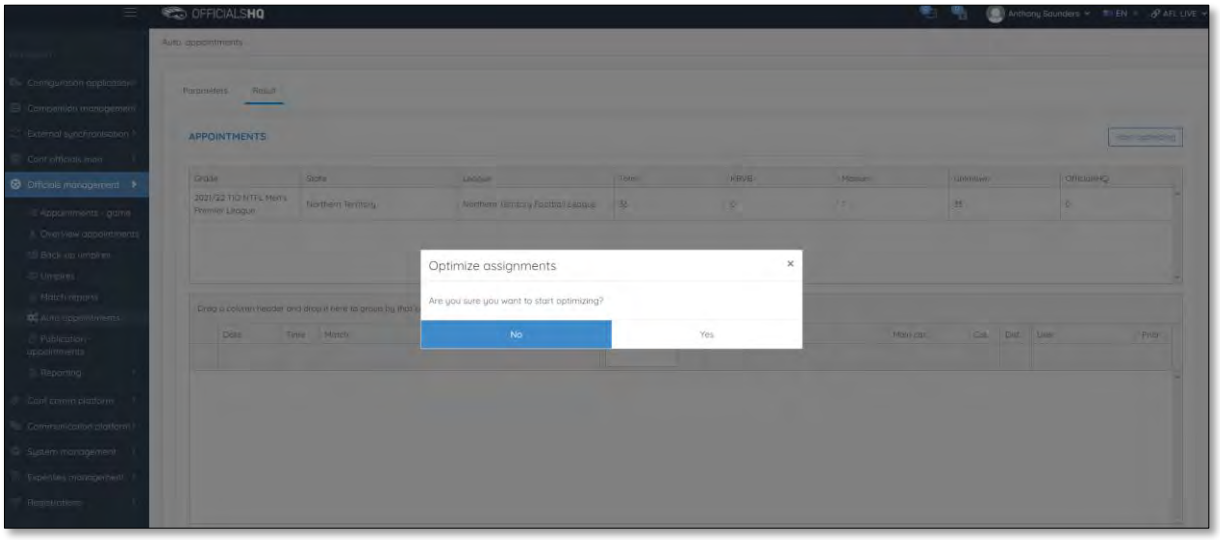


On the **Auto. appointments – Result** page click on the Grade and click on the **Start optimizing** button in the top right corner.

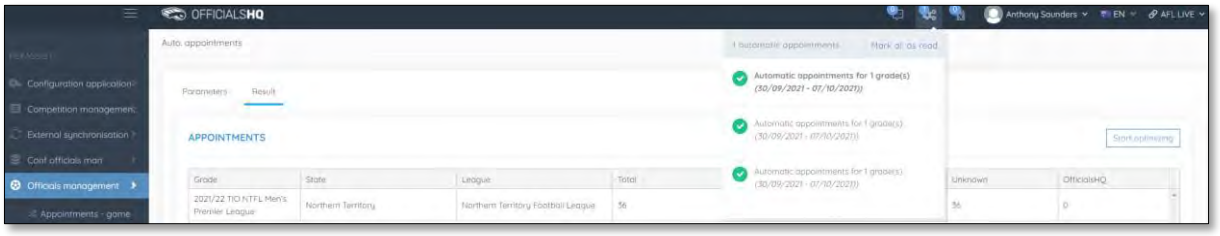


Officials management – Auto appointments (cont)

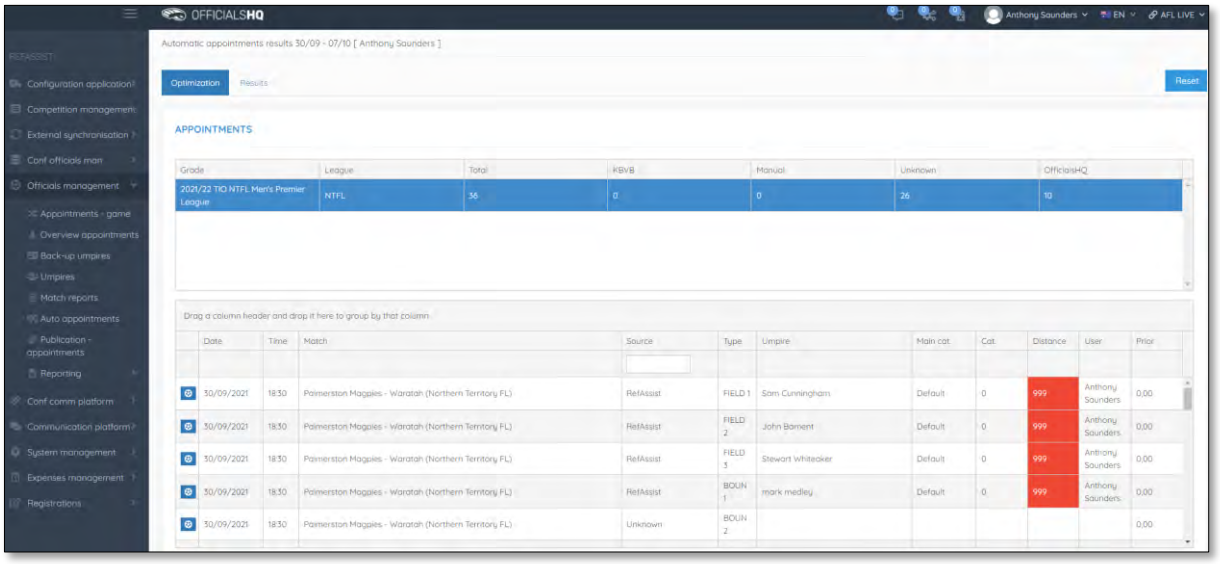
The **Optimize assignments** pop-up will appear, click on **Yes** if you wish to continue.



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



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

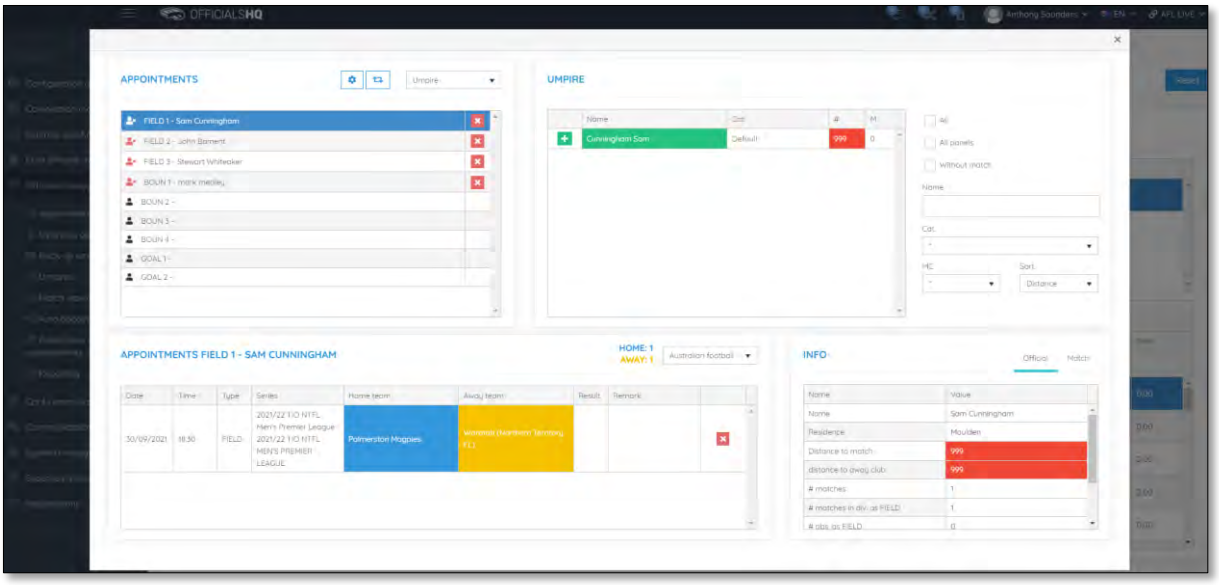


Officials management – Auto appointments (cont)

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 icon for 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.

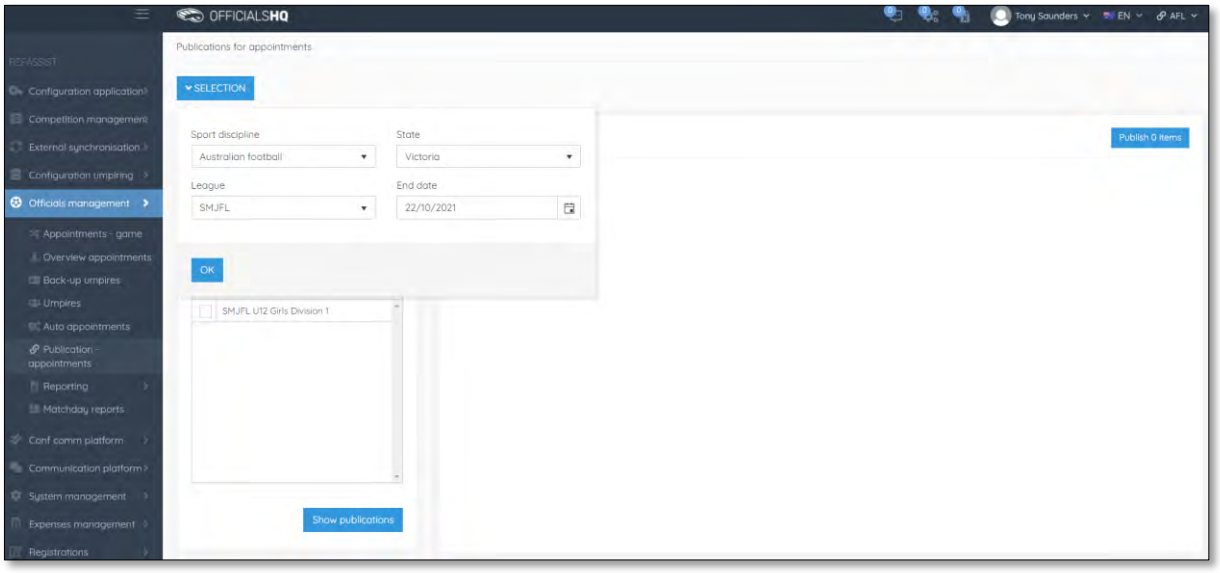


Publication – appointments

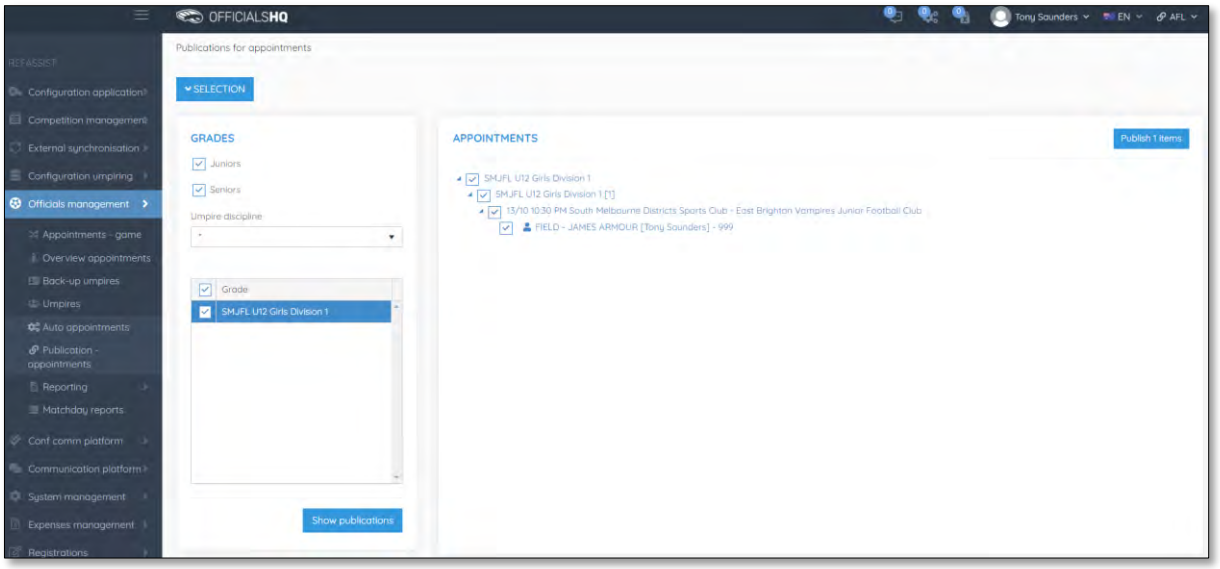
Umpire admins are able to publish appointments whenever they are ready and as many times as they need to as well as selecting which **Grade** they would like to publish and when.

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

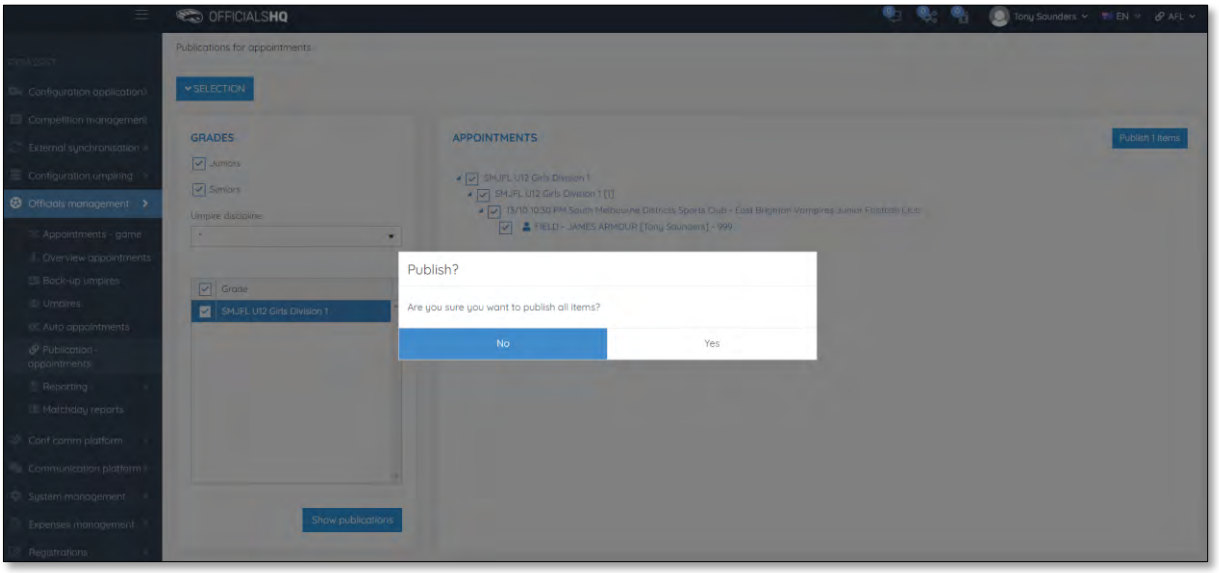
In the **Selection** pop-up select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), add the **End date** and click on the **OK** button.



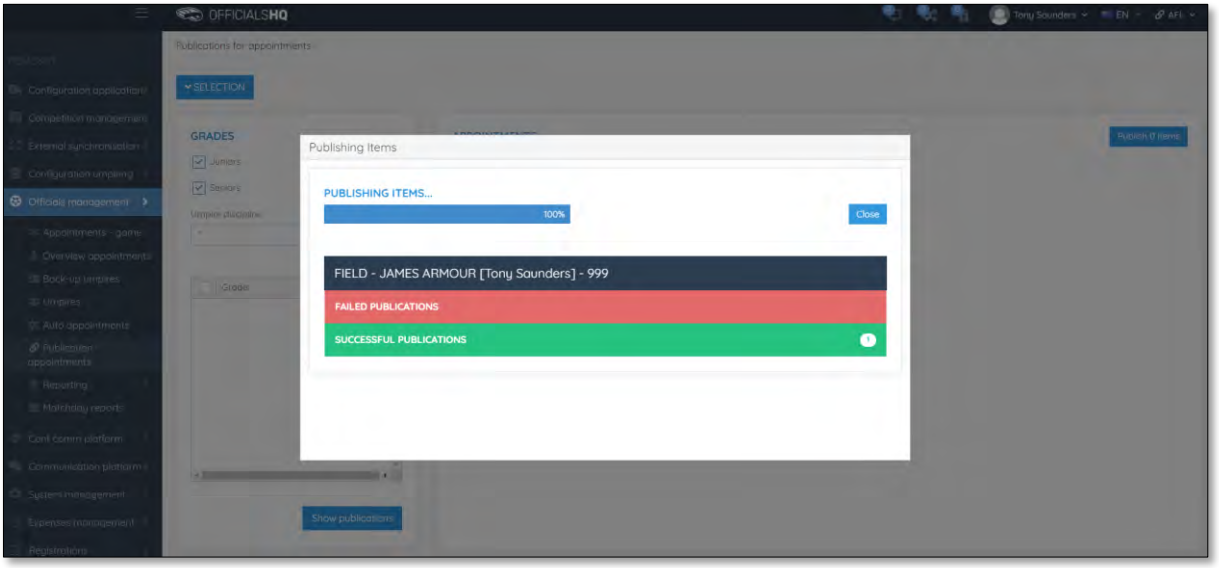
On the **Publications for appointments** page select the **Grade** and click on the **Show publications** button. All unpublished appointments will appear in the **Appointments** area, click on the **Publish x items** button.



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

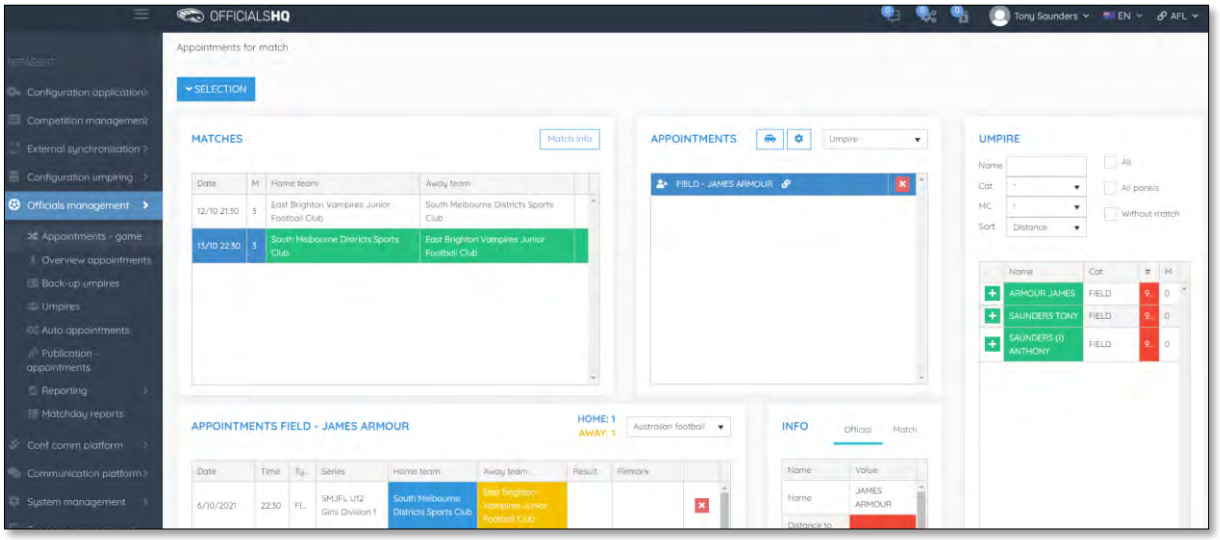


The **Publishing Items** pop-up will appear showing any **Failed Publications** and **Successful Publications**, click on the **Close** button.

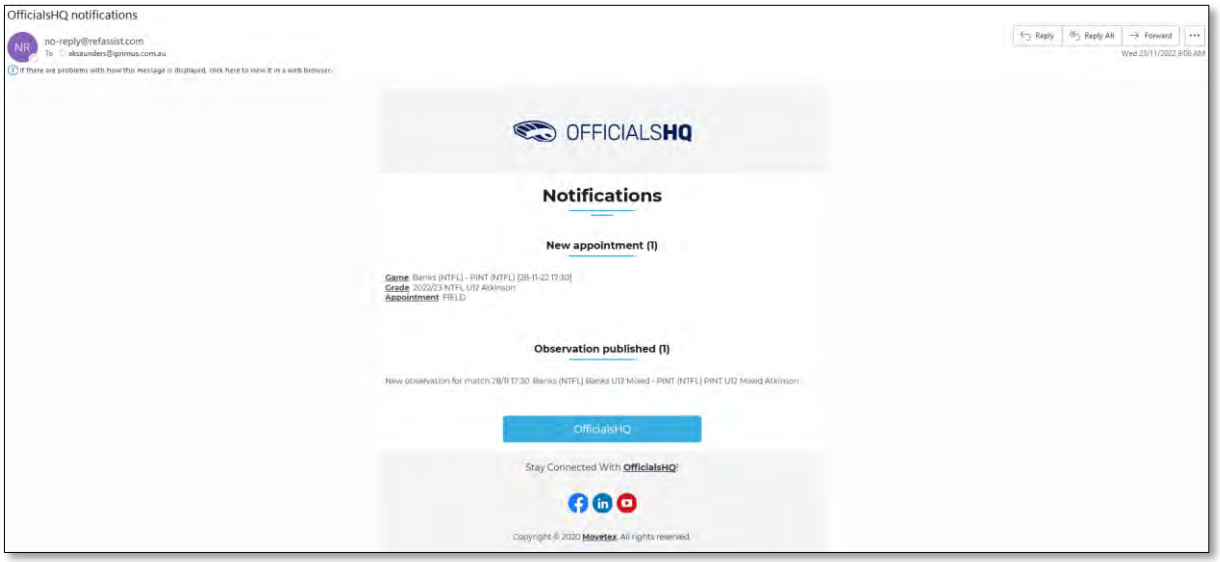


Officials management – Publication - appointments (cont)

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



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

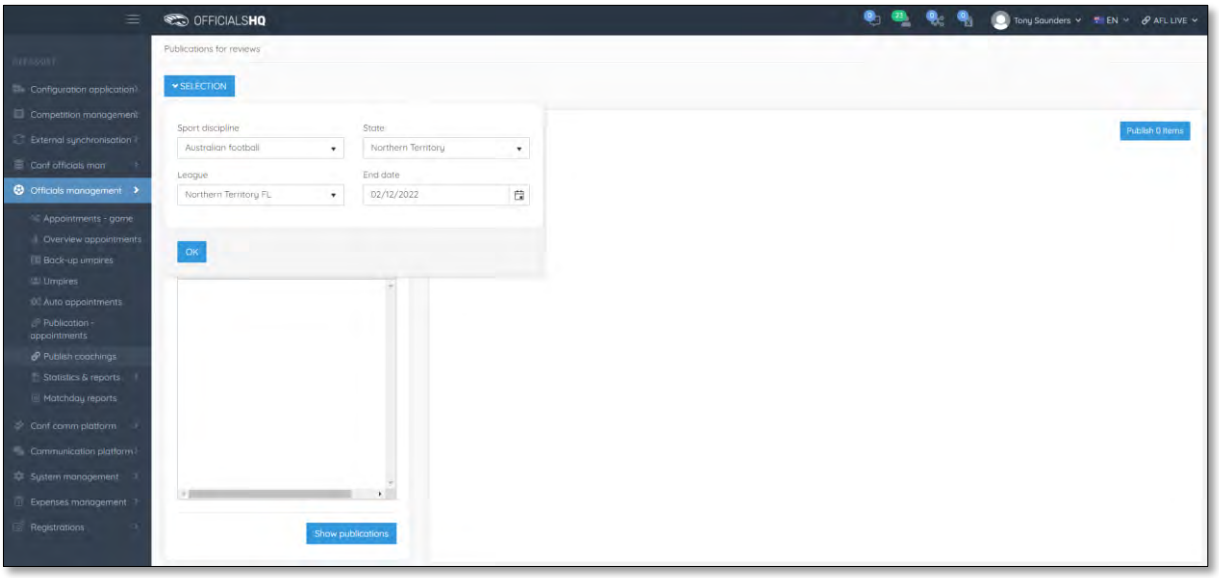


Publish Coachings

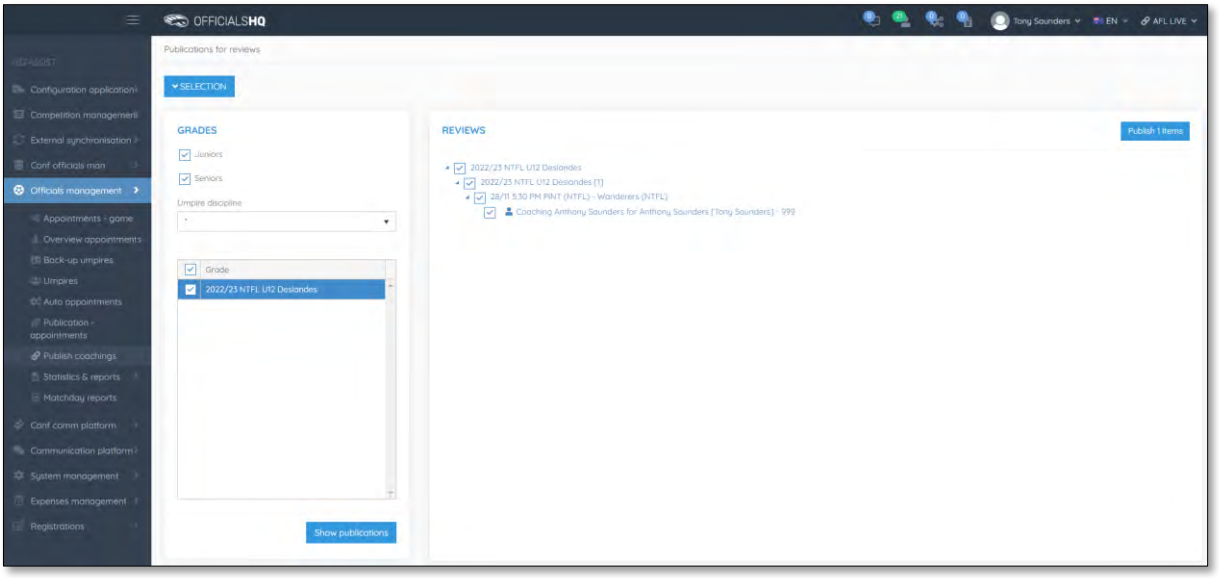
Umpire admins are able to publish appointments whenever they are ready and as many times as they need to as well as selecting which **Grade** they would like to publish and when.

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

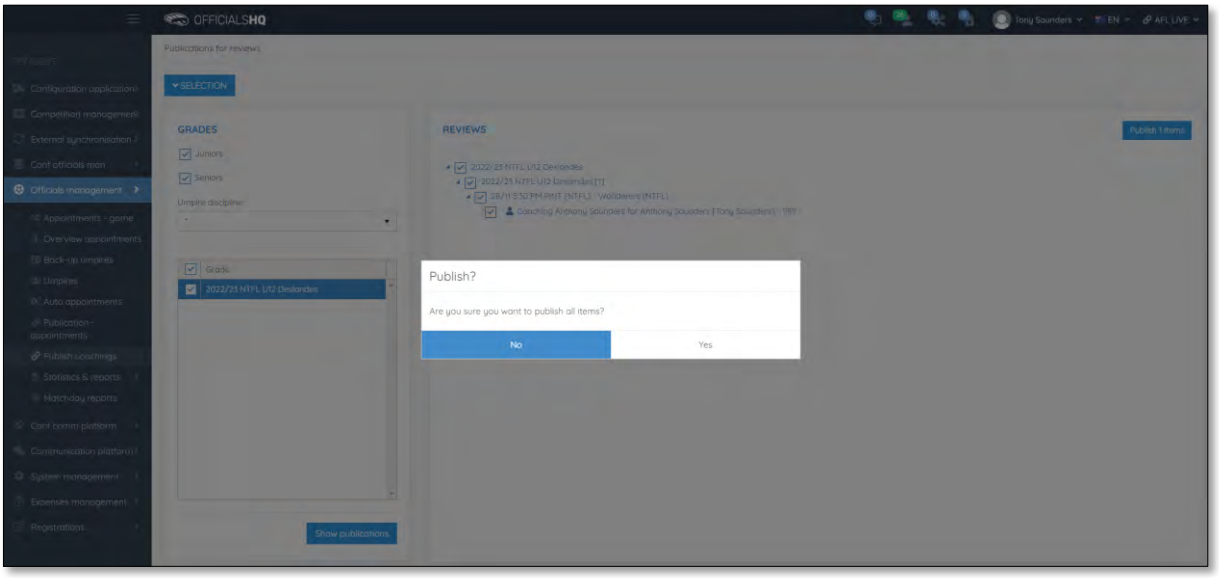
In the **Selection** pop-up select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), add the **End date** and click on the **OK** button.



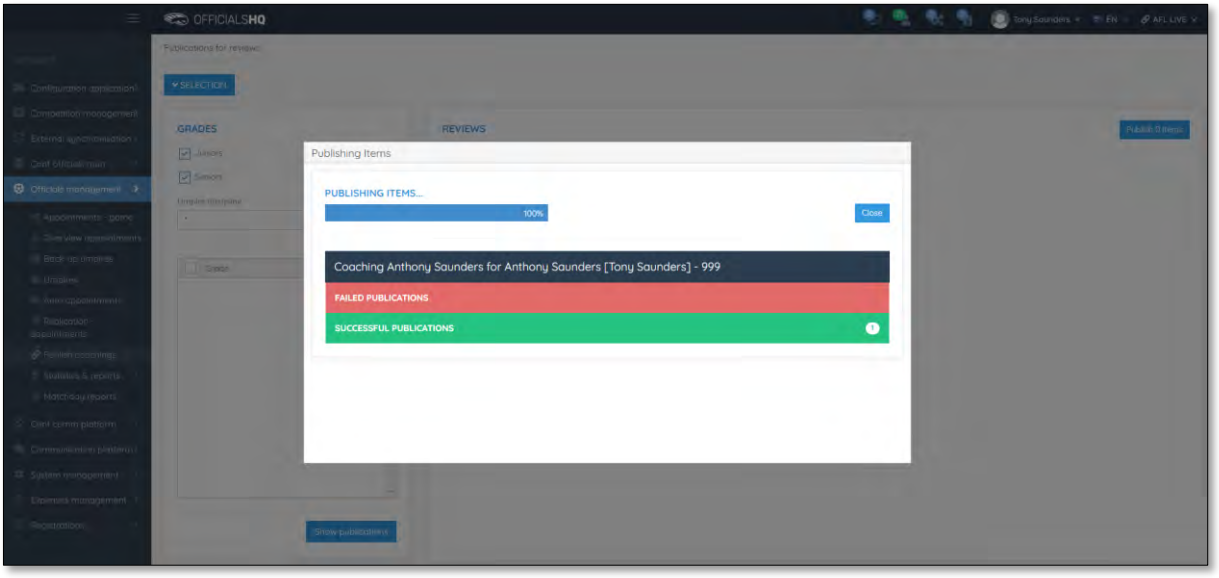
On the **Publications for reviews** page select the **Grade** and click on the **Show publications** button. All unpublished appointments will appear in the **Reviews** area, click on the **Publish x items** button.



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

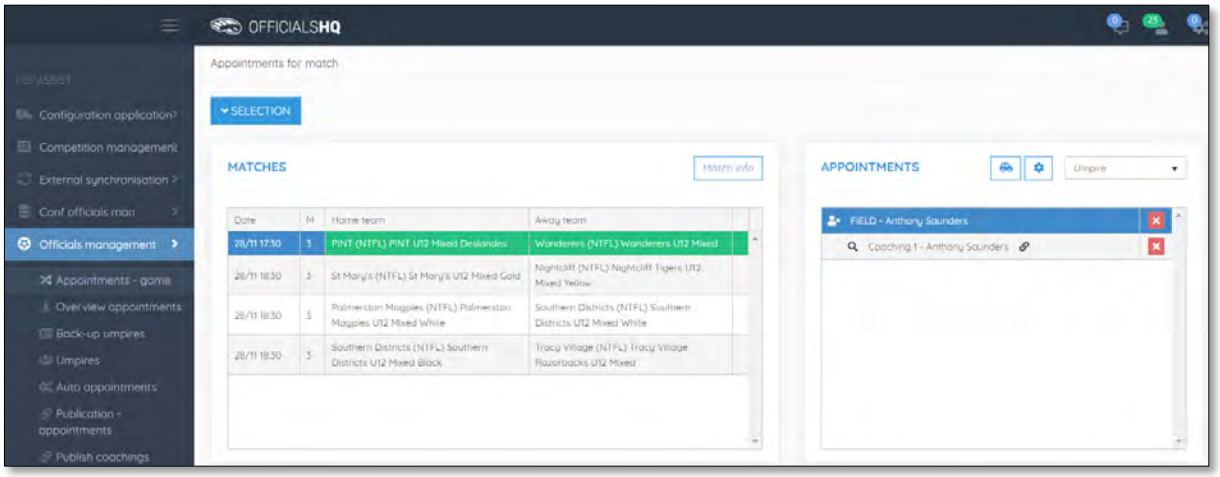


The **Publishing Items** pop-up will appear showing any **Failed Publications** and **Successful Publications**, click on the **Close** button.

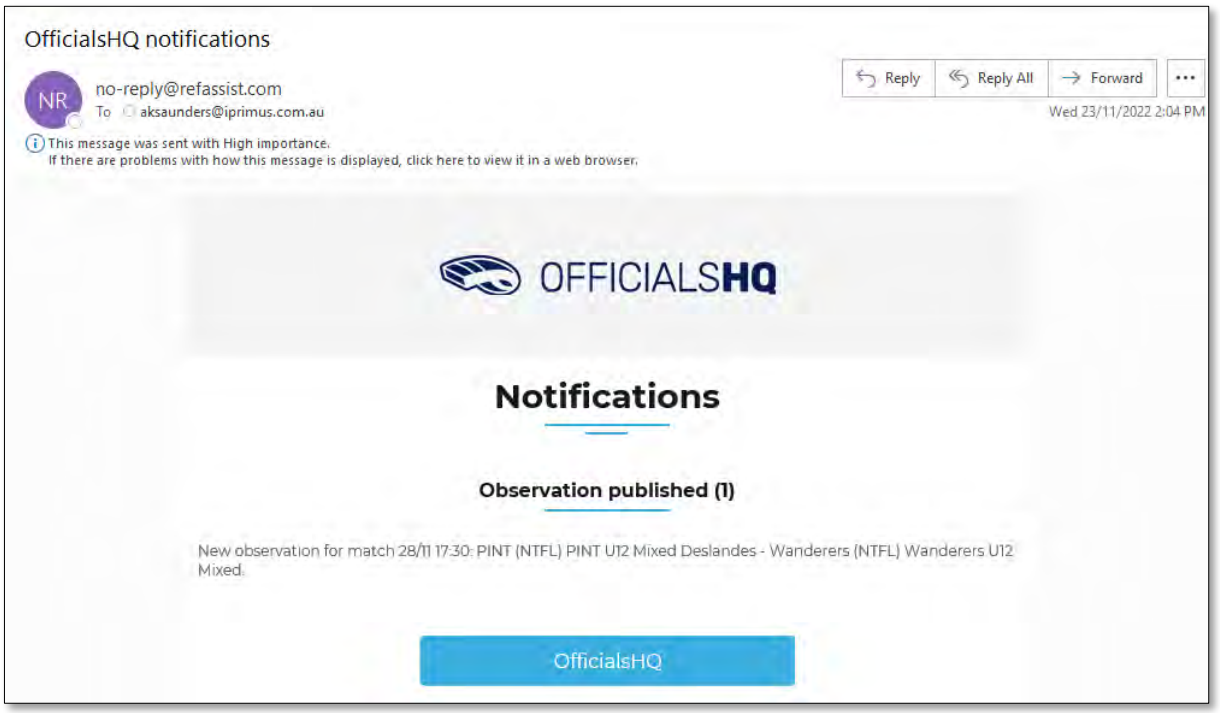


Officials management – Publish Coachings (cont)

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



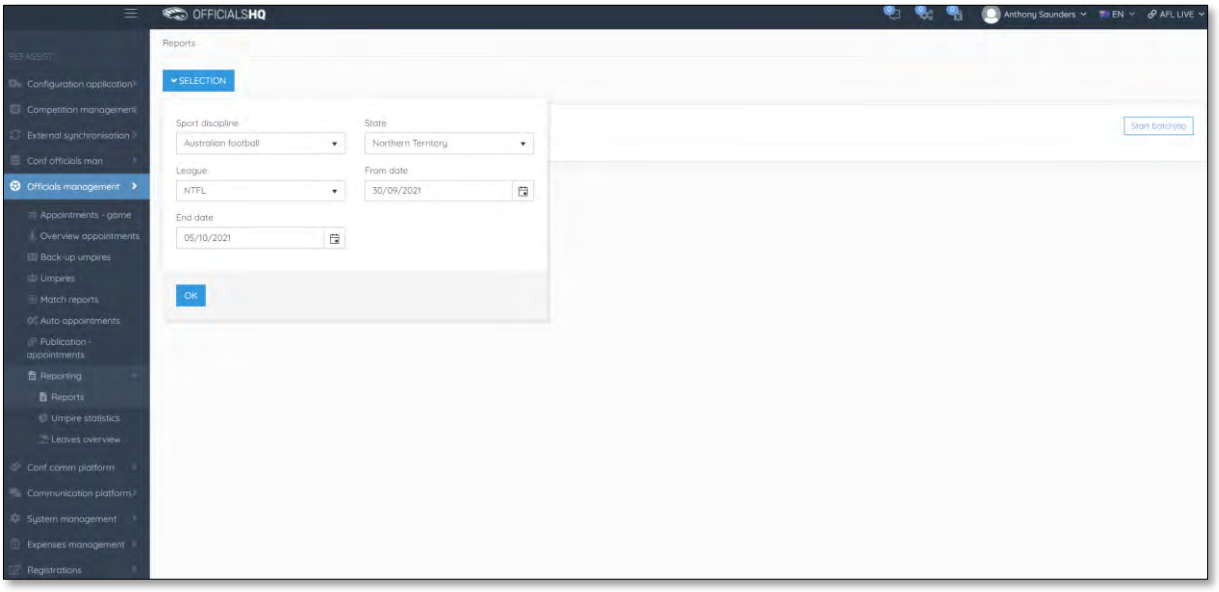
When appointments are published the coaches will receive an email notification.



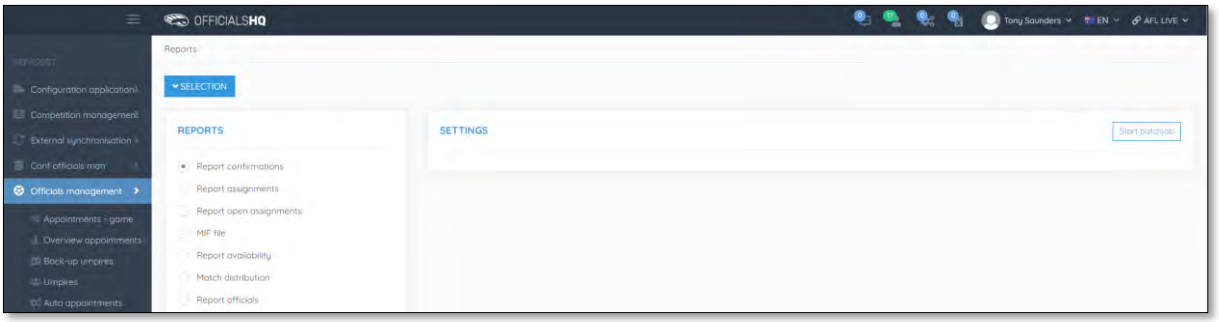
Statistics & Reports – Reports

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

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



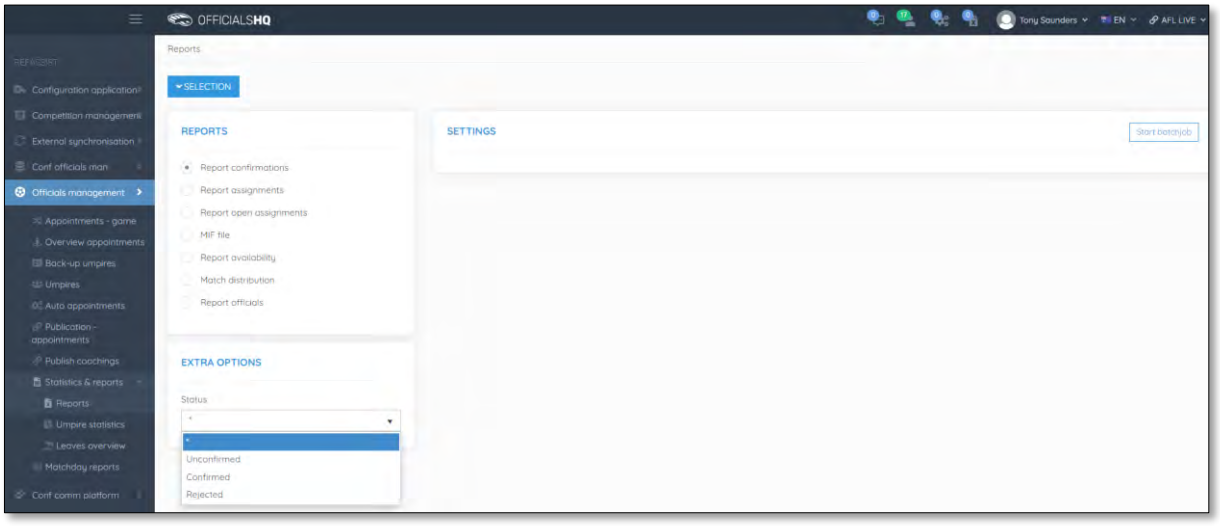
There are multiple report options.



Report confirmations

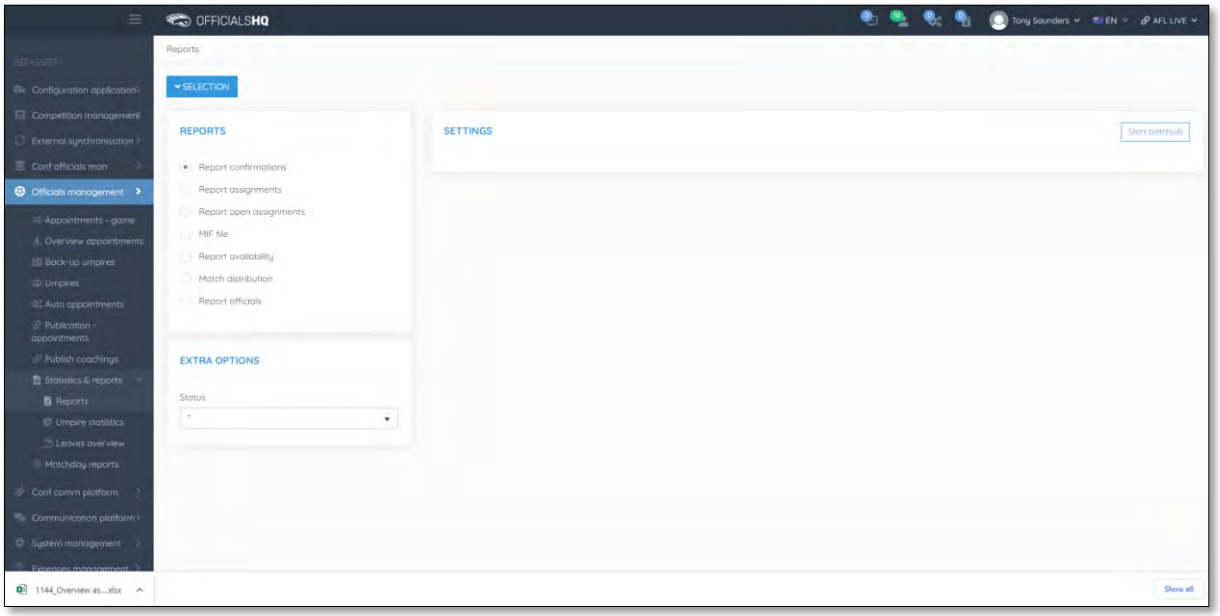
In the **Selection** box please ensure you select the league.

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



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

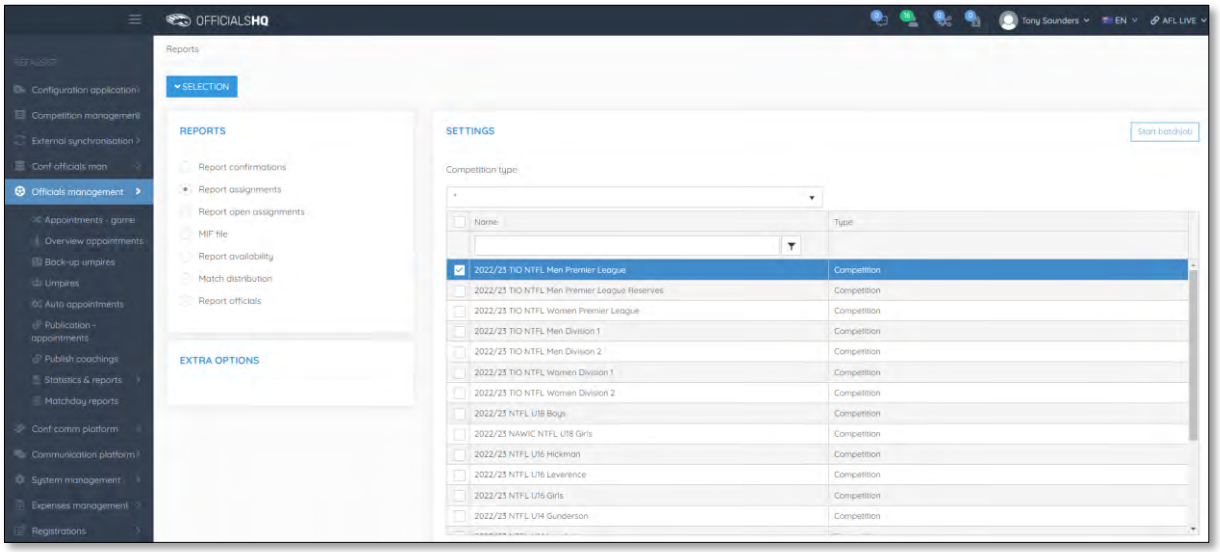
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.



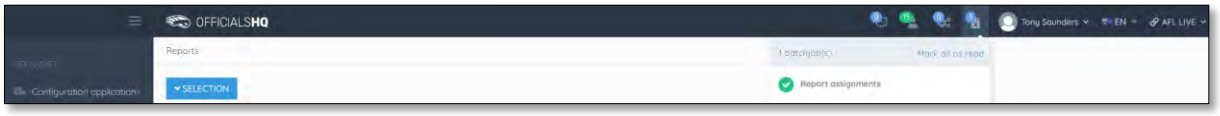
Report assignments

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.

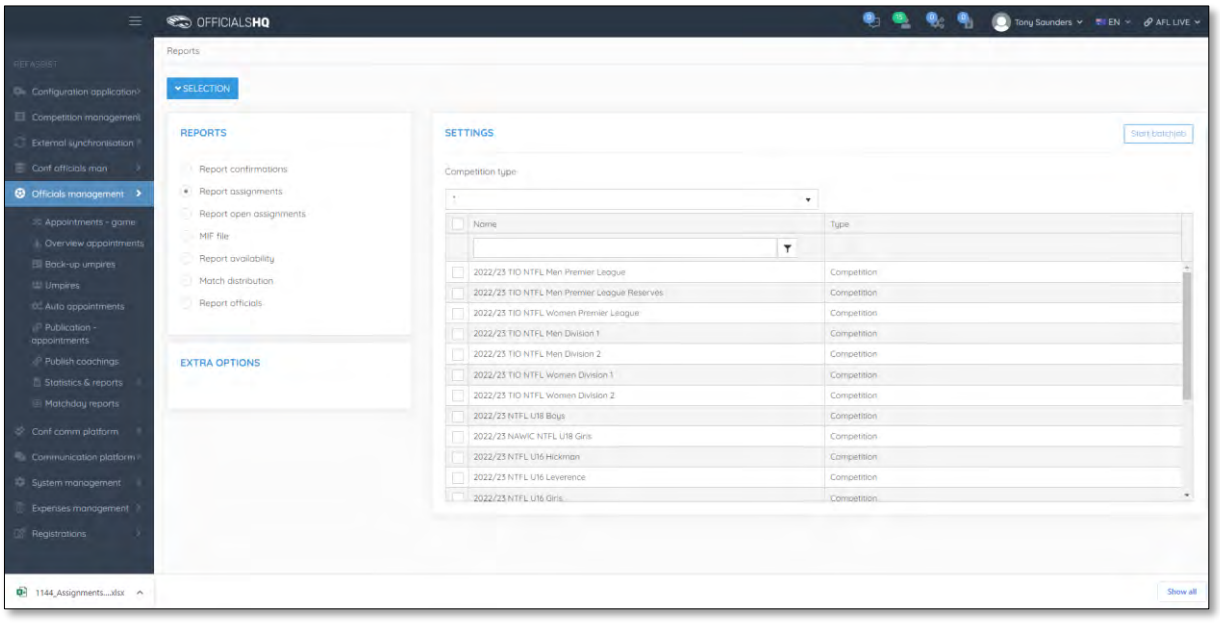


When the report is ready click on the icon in the top menu and select **Report assignments**.



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

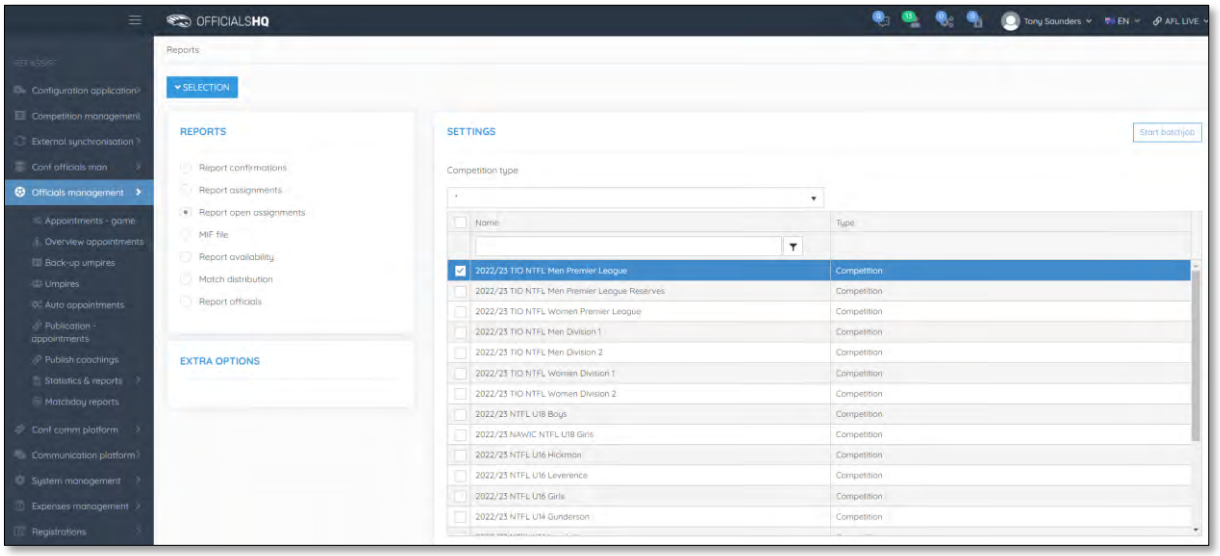
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.



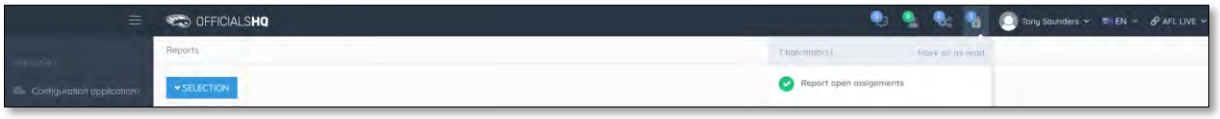
Report open assignments

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

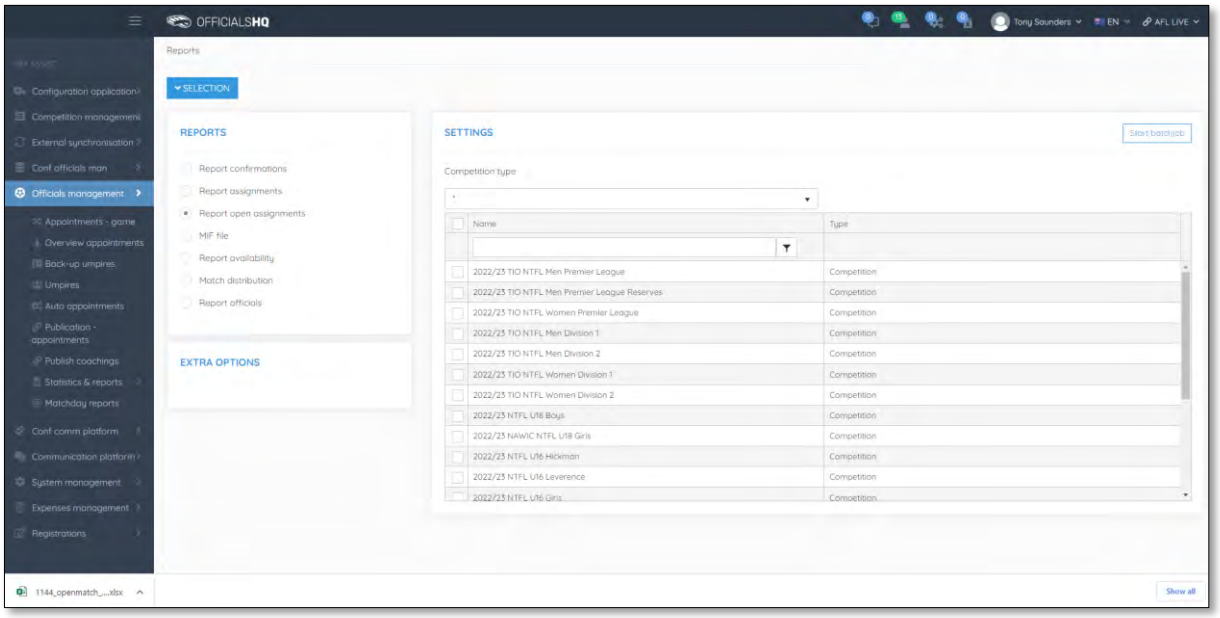
Select the **Report assignments** option, select a **Settings** option (select one or multiple grades) and click on the **Start batchjob** button.



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



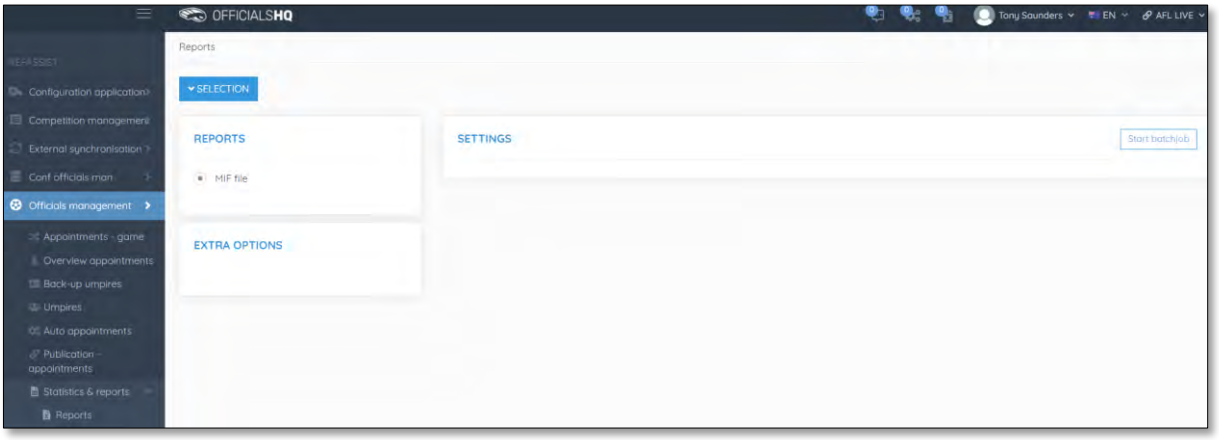
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**. The report will also be sent via email to the admin running the report.



MIF file

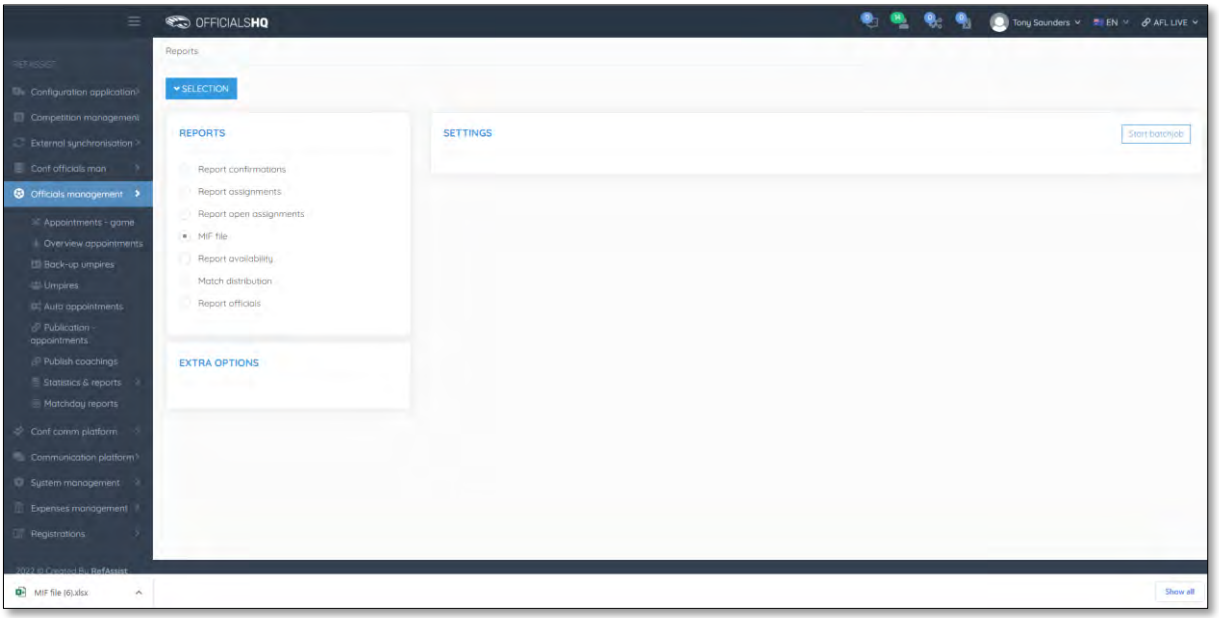
In the **Selection** box please ensure you select the league.

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



When the report is ready click on the icon in the top menu and select **MIF file**.

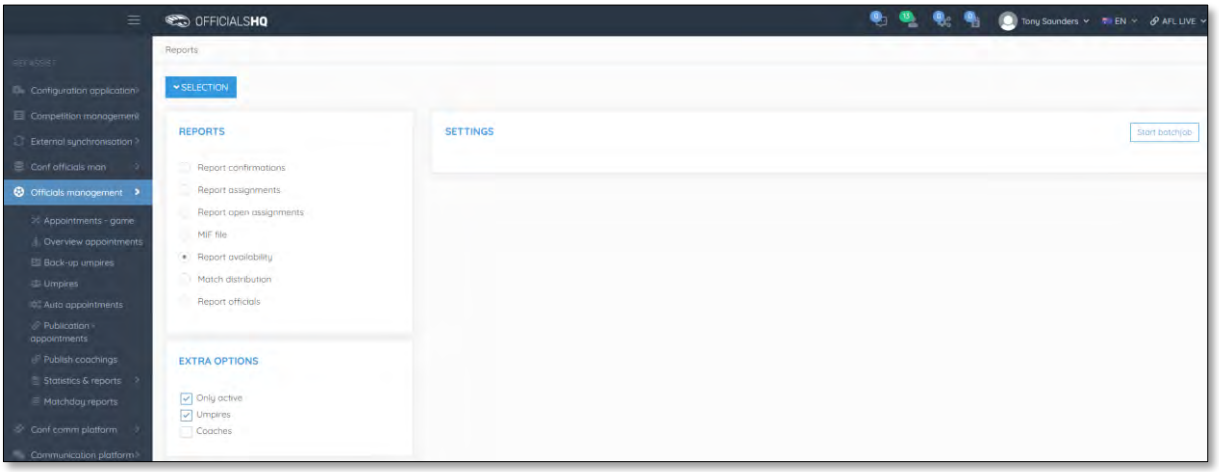
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.



Report availability

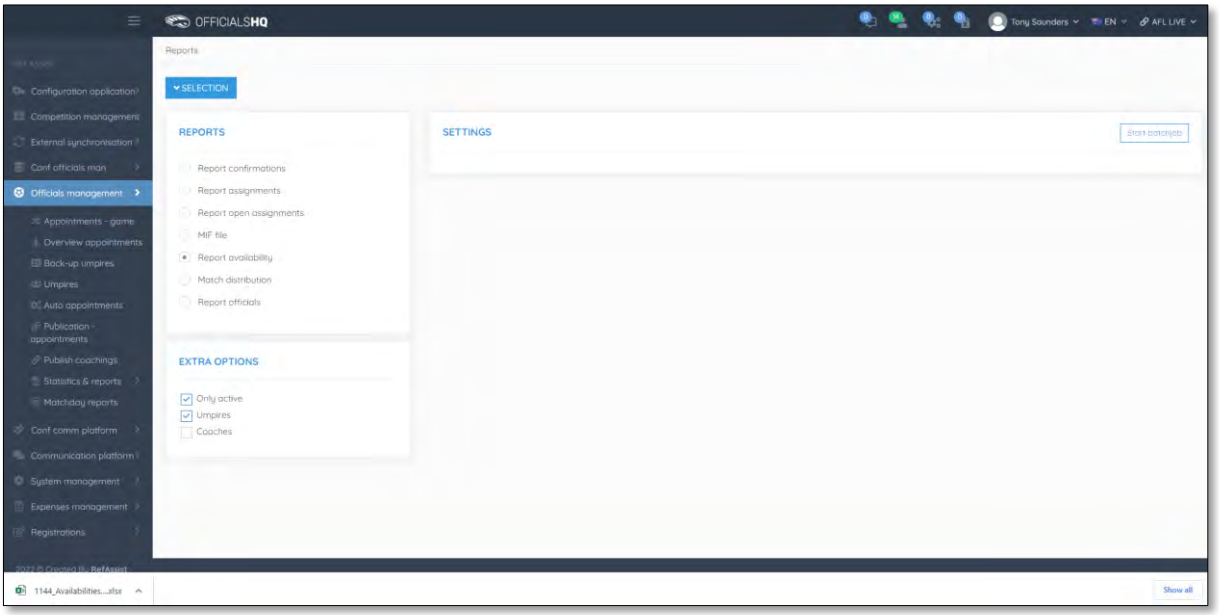
In the **Selection** box please ensure you select the umpire group.

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



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

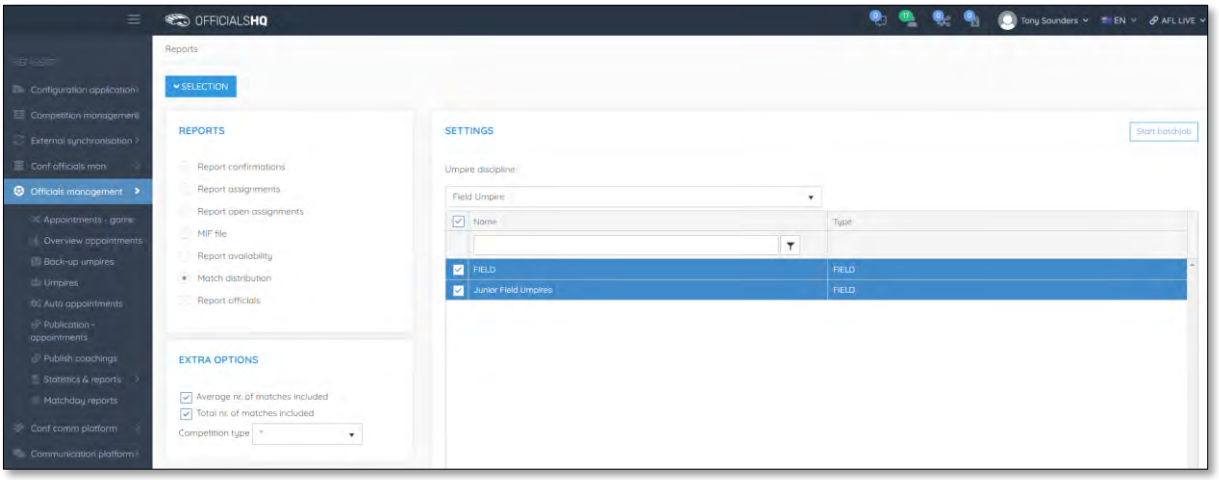
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.



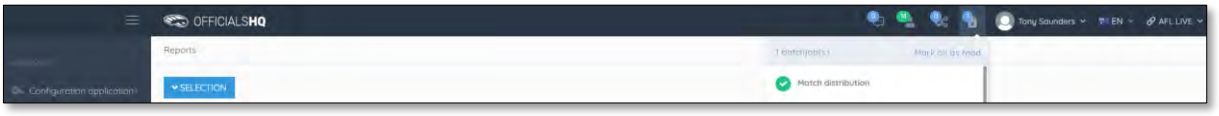
Match distribution

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

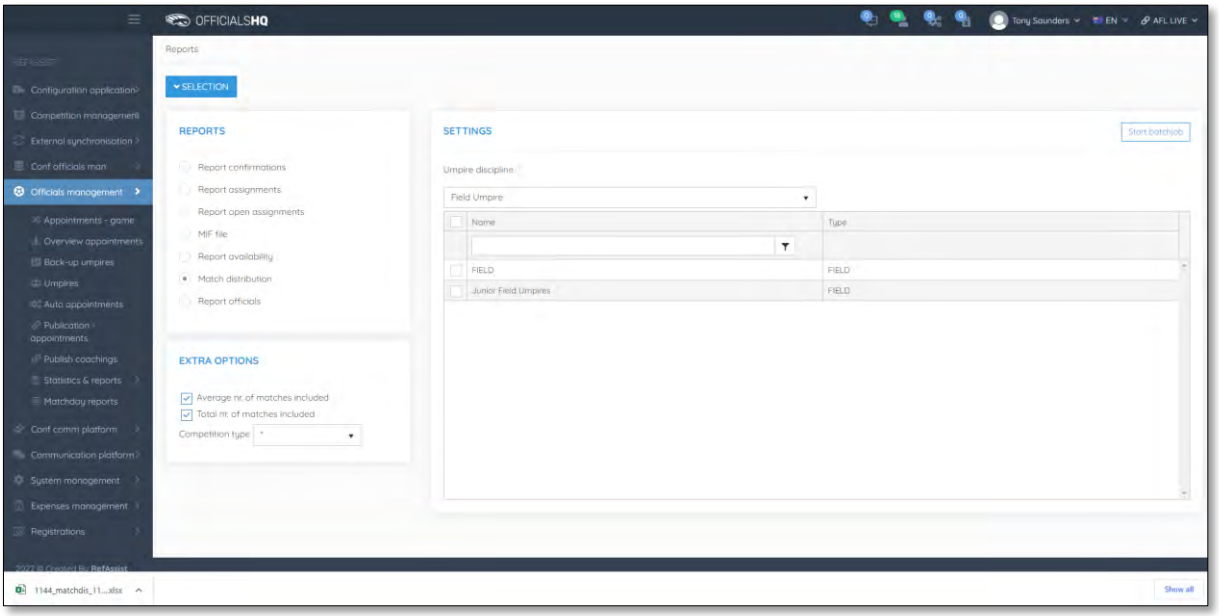
Select the **Match distribution** option, select options in **Extra options**, select options in **Settings** and click on the **Start batchjob** button.



When the report is ready click on the icon in the top menu and select **Match distribution**.



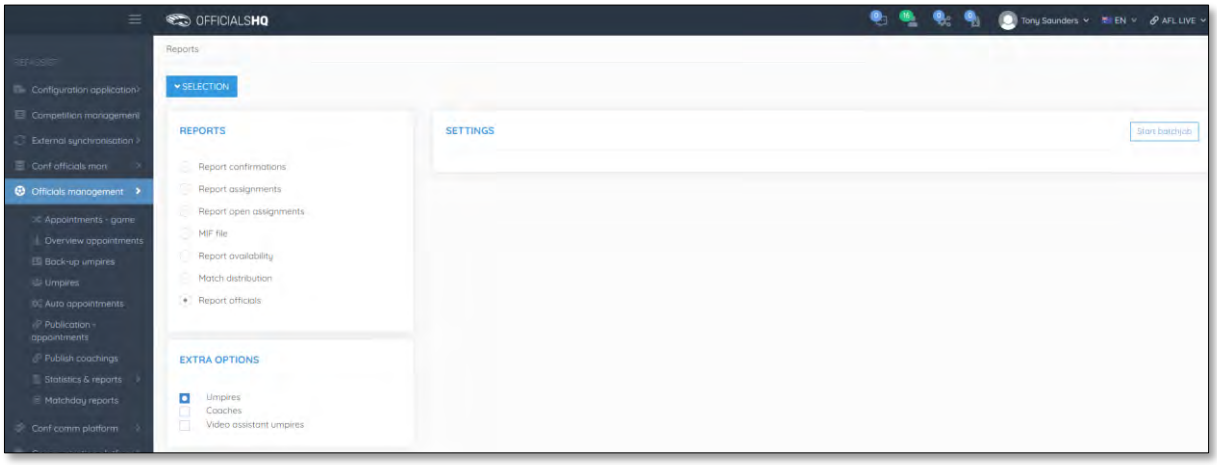
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.



Report officials

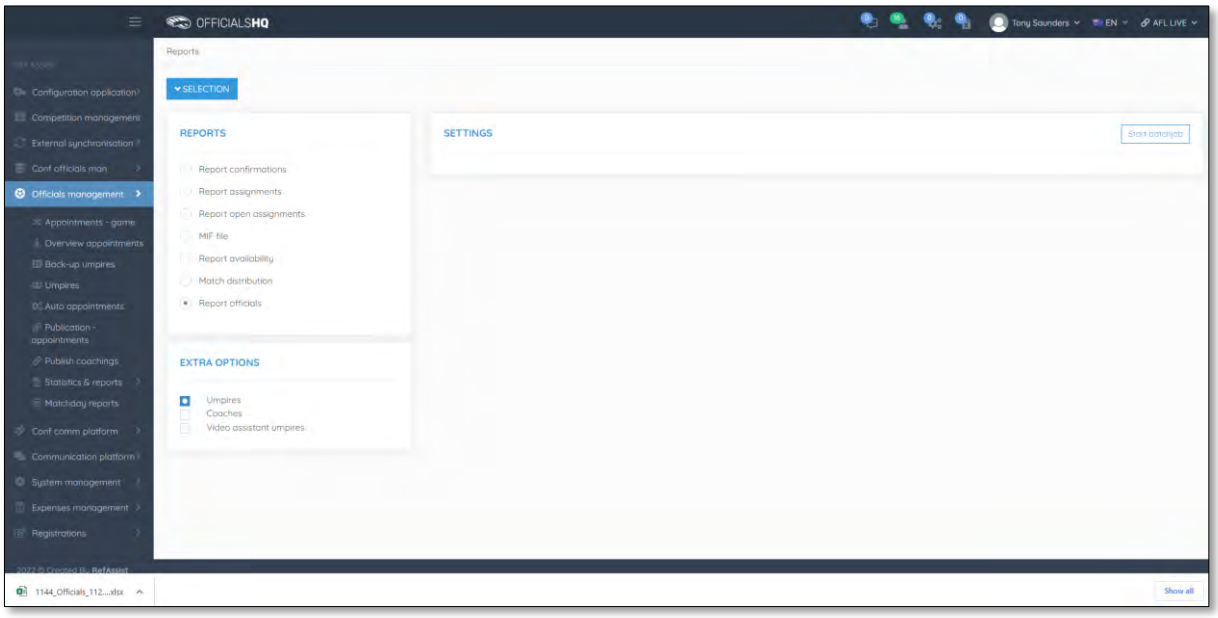
In the **Selection** box please ensure you select the umpire group.

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



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

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



Statistics & Reports – Umpire statistics

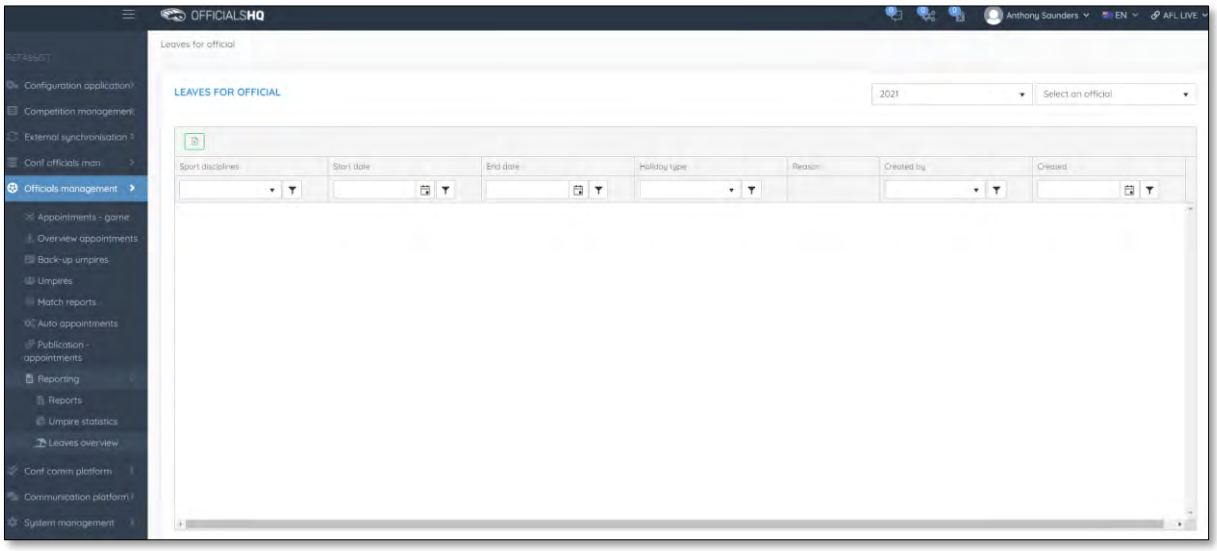
To view statistics for all umpires in an umpire group please use the **Officials management > Statistics & reports > Reports > Match distribution** option.

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

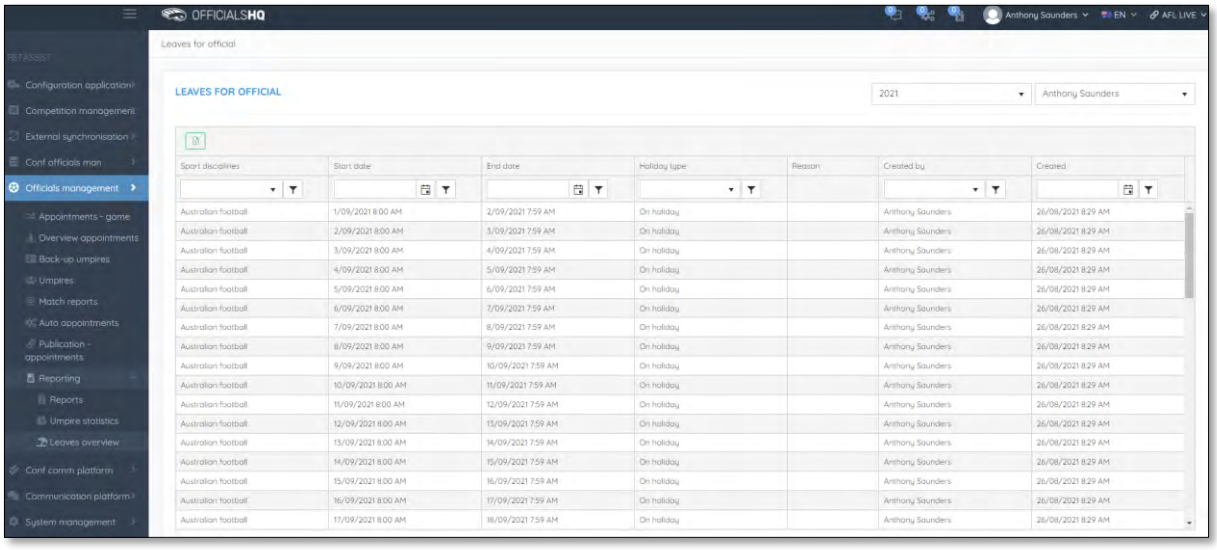
Statistics & Reports – Leaves overview

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**.

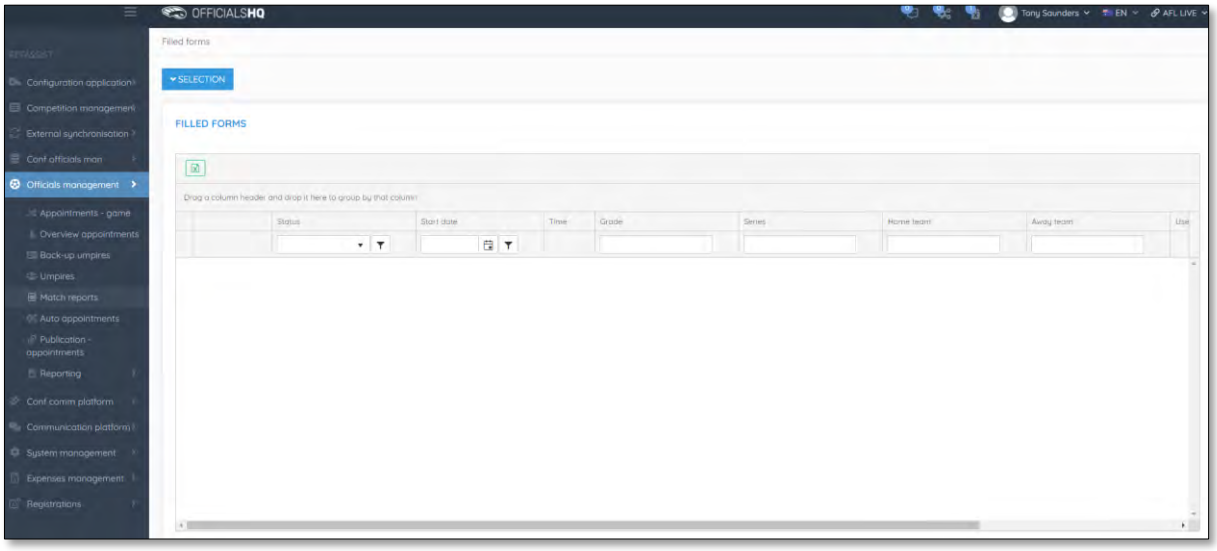


On the **Leaves for official** page in the top right corner, search for an umpire via **Select an official** and the leaves for that official will appear.

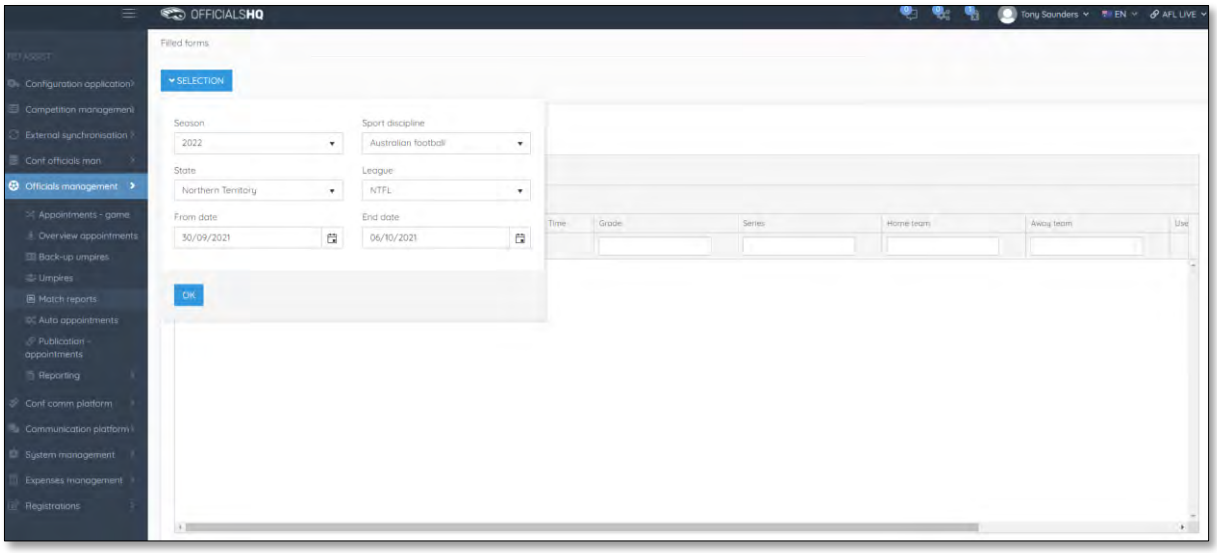


Matchday reports

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

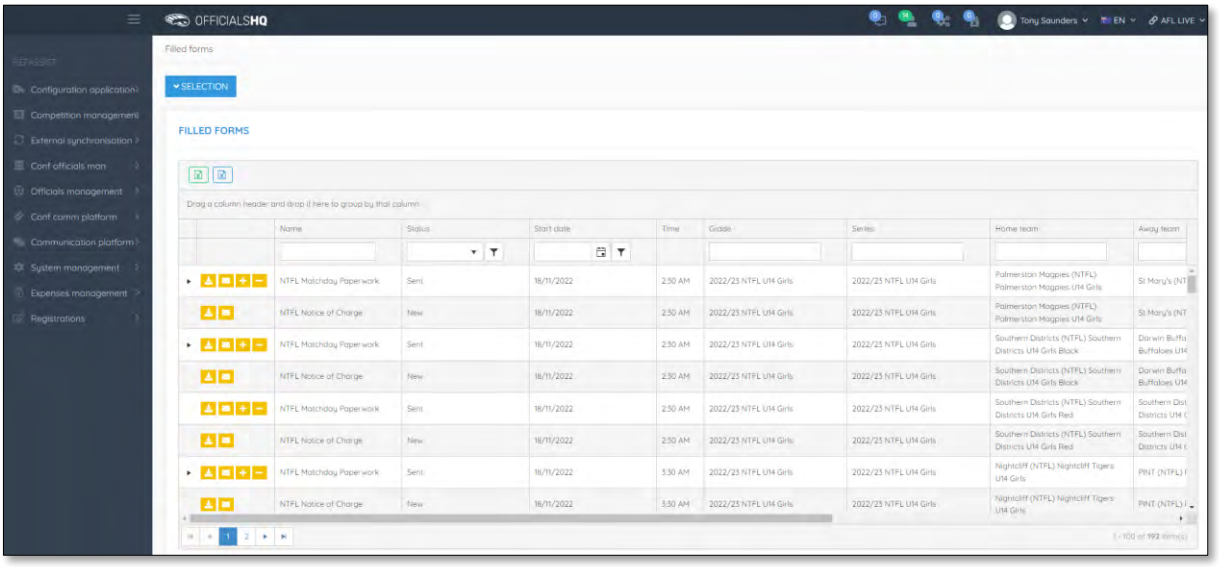


In the **Selection** pop-up select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx), select the **From date**, select the **End date** and click on the **OK** button.



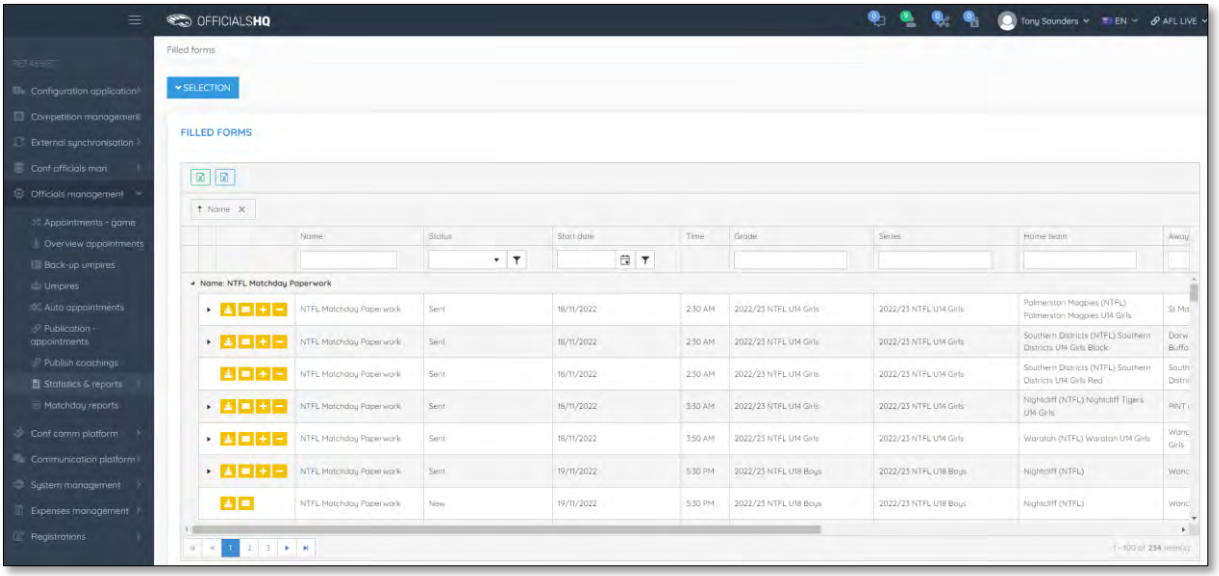
Officials management – Matchday reports (cont)

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



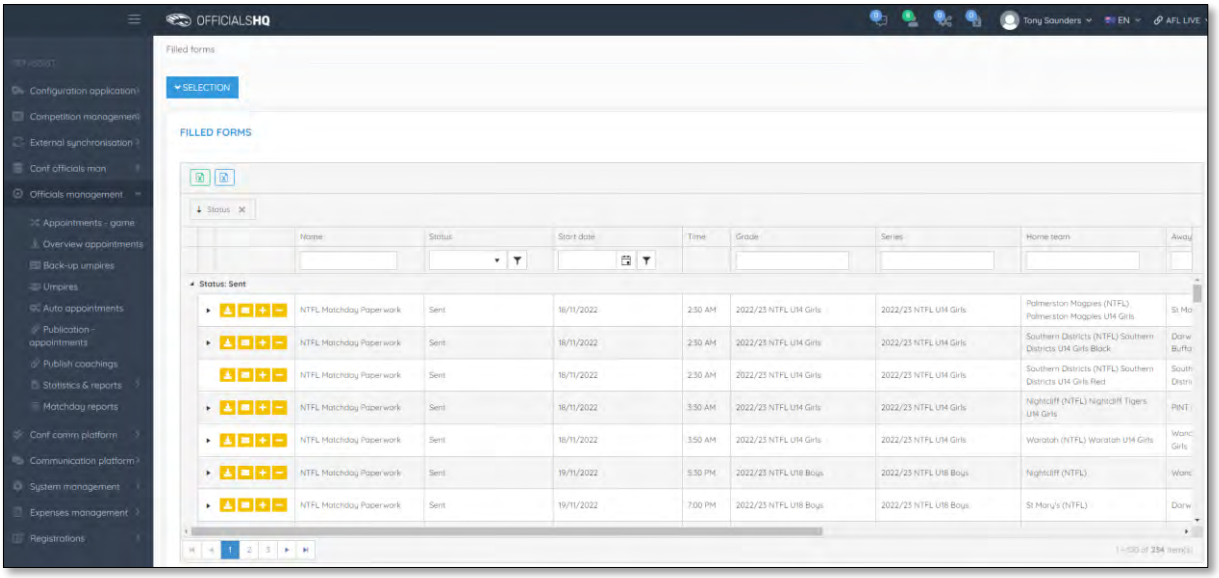
There are multiple ways to filter the list.

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

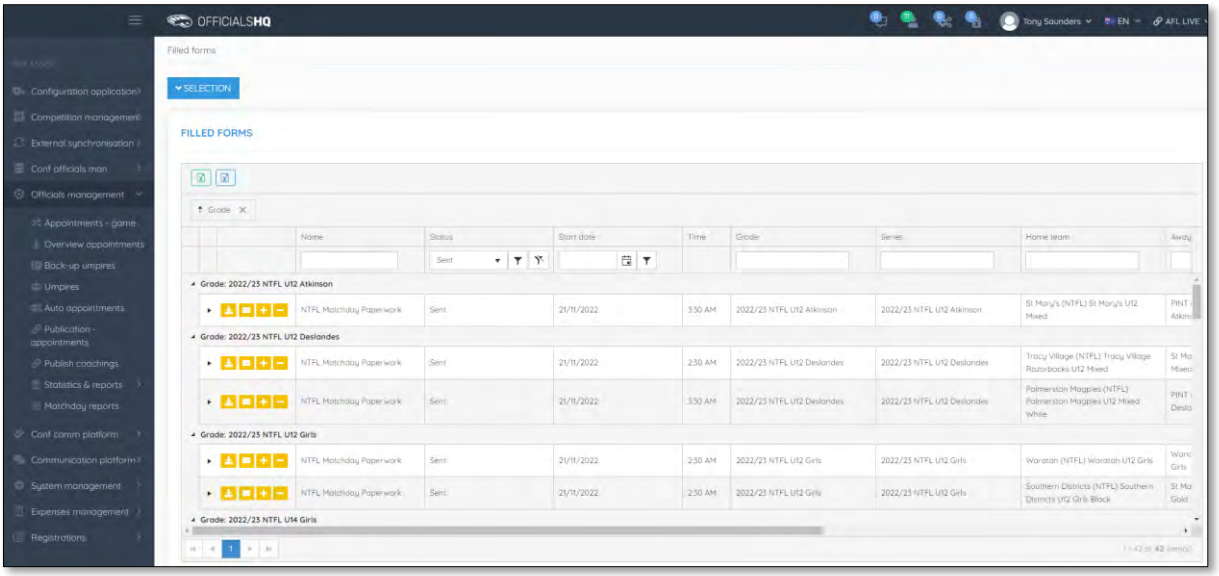


Officials management – Matchday reports (cont)

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.

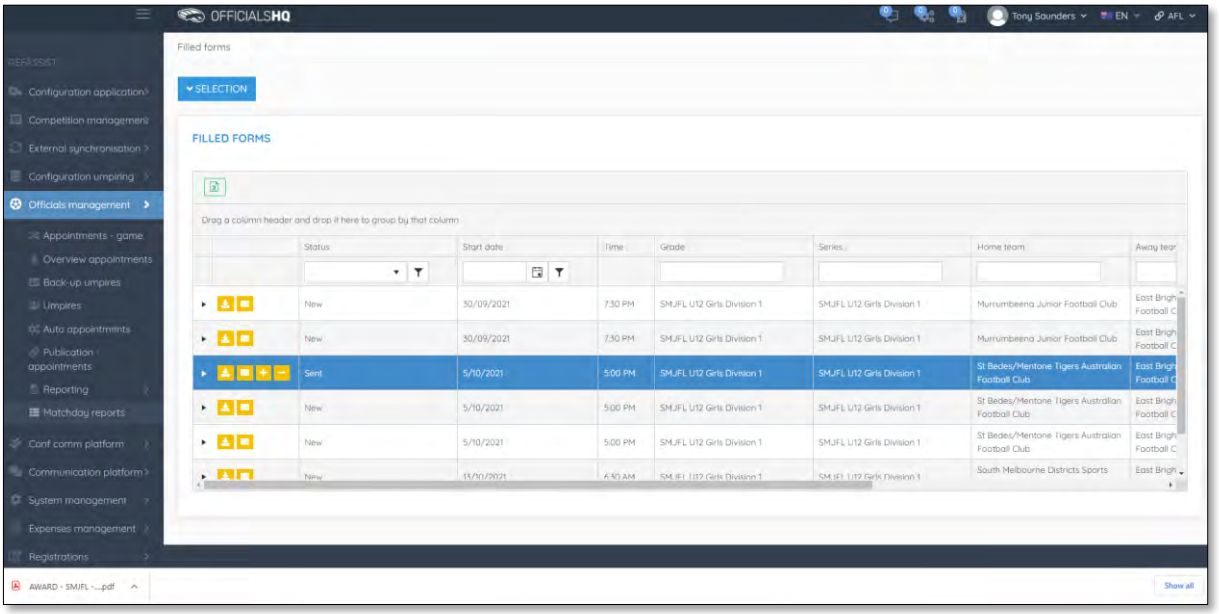


To show the grades grouped together click and drag the **Grade** column header into the space provided.



View/Download Completed Report

To view a completed **(Sent)** report click on the 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.



Email Completed Report

To email a completed report click on the icon.

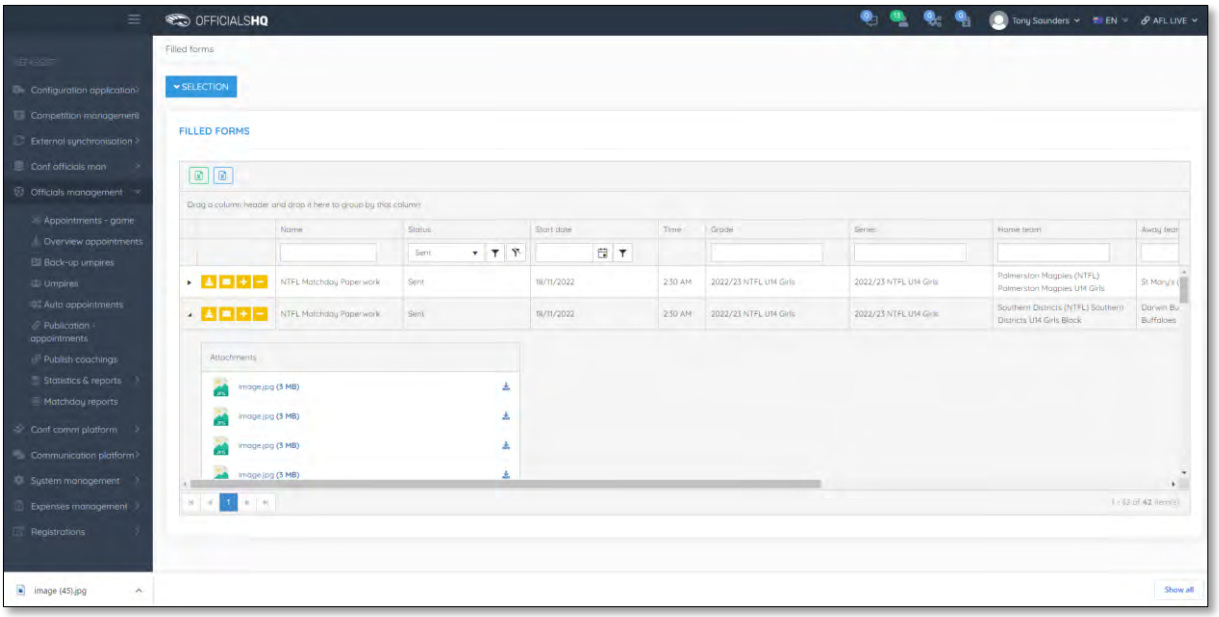
Change Status of Completed Report

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 icon.

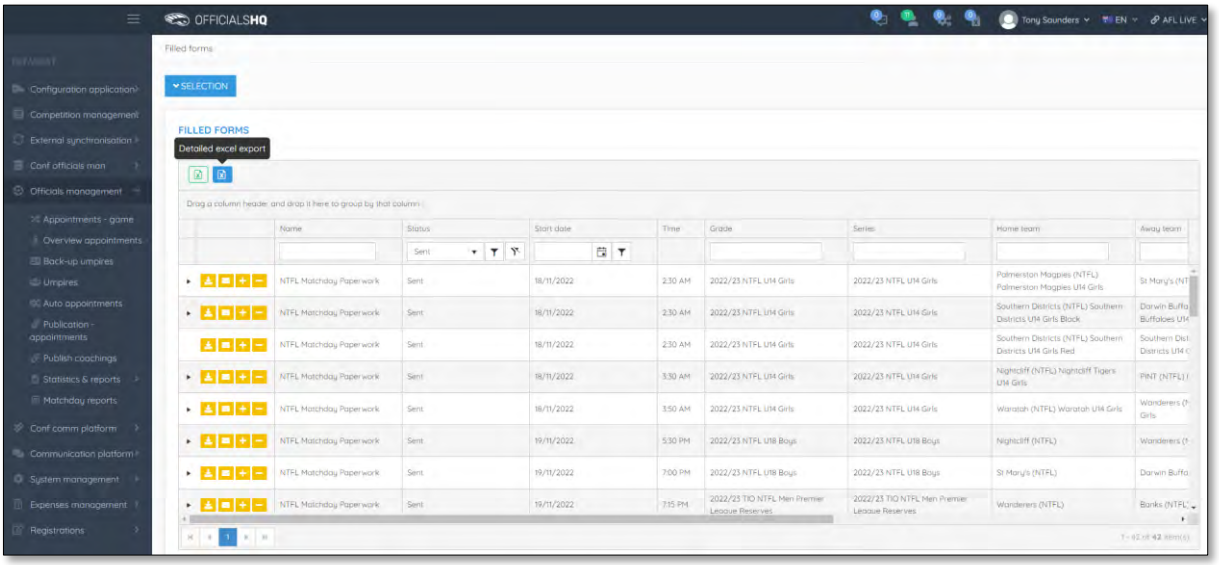
View Uploaded Images

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.



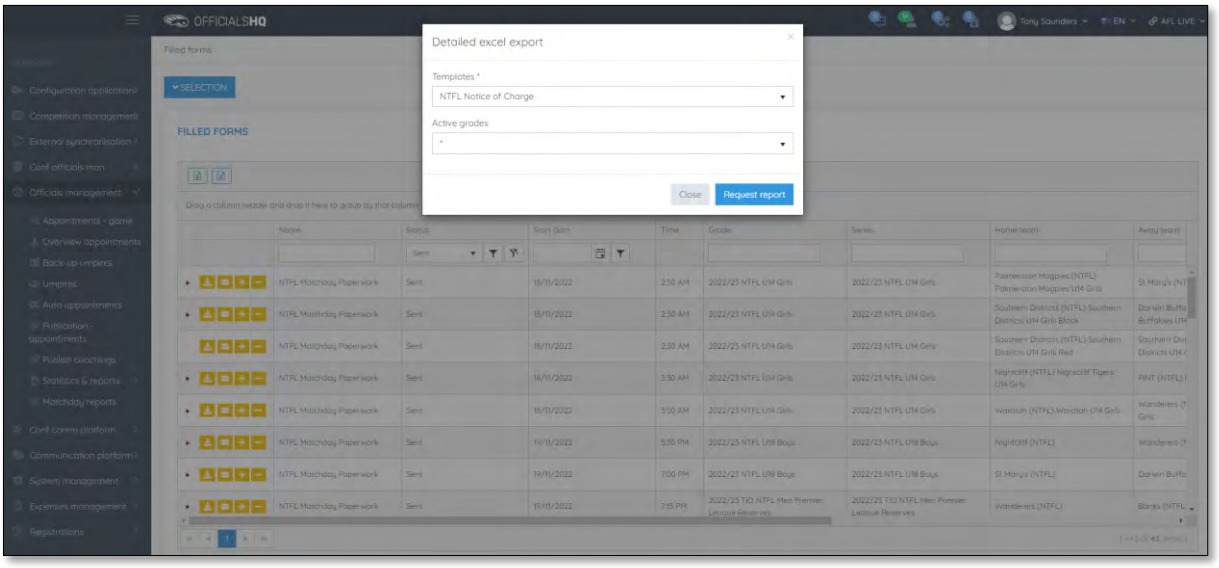
Consolidated Completed Reports

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

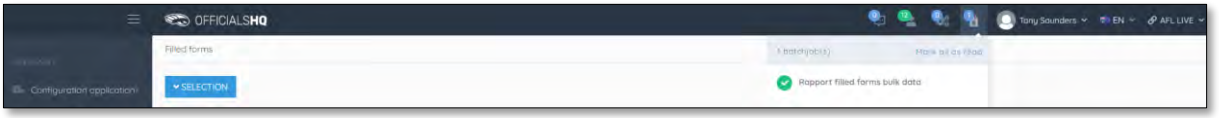


Officials management – Matchday reports – Consolidated Completed Reports (cont)

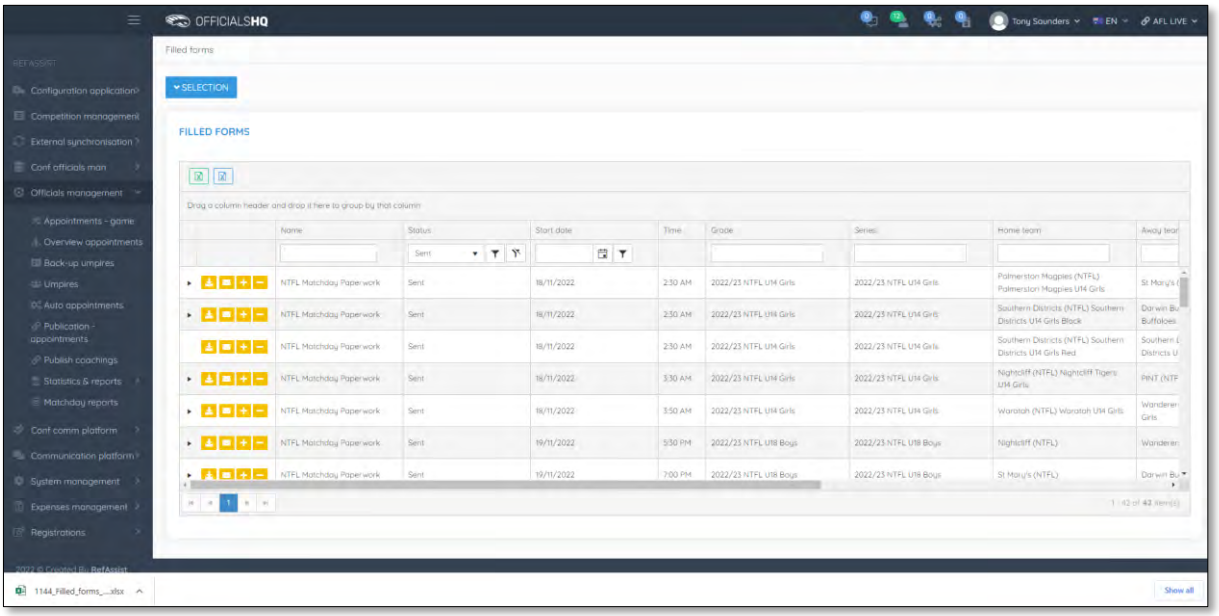
On the **Detailed excel export** pop-up select a **Template**, select an **Active grade** or leave ***** for all grades and click on the **Request report** button.



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



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

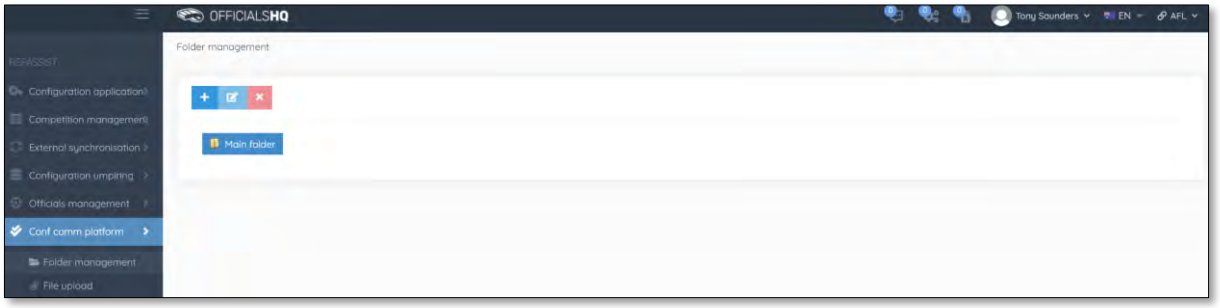


7. Configure Communication Platform

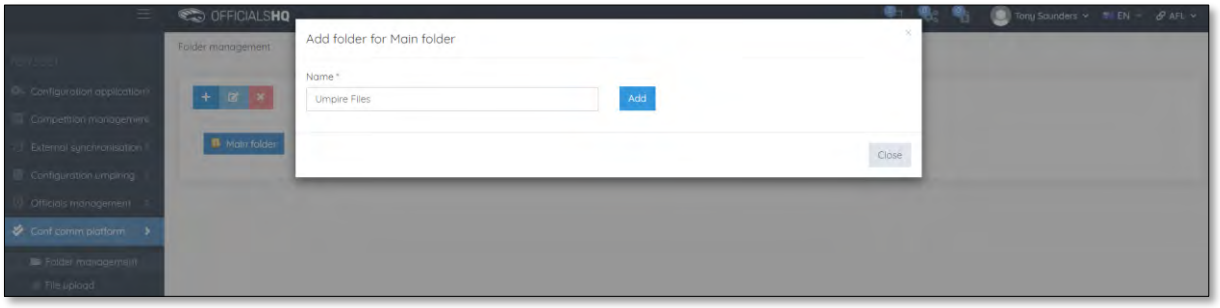
Folder Management

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

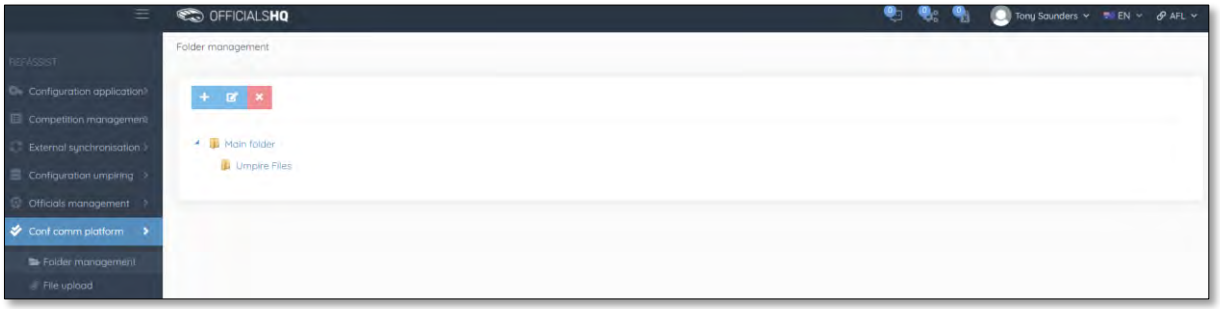
On the **Folder** management page to create a new folder click on a folder and click on the + icon.



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



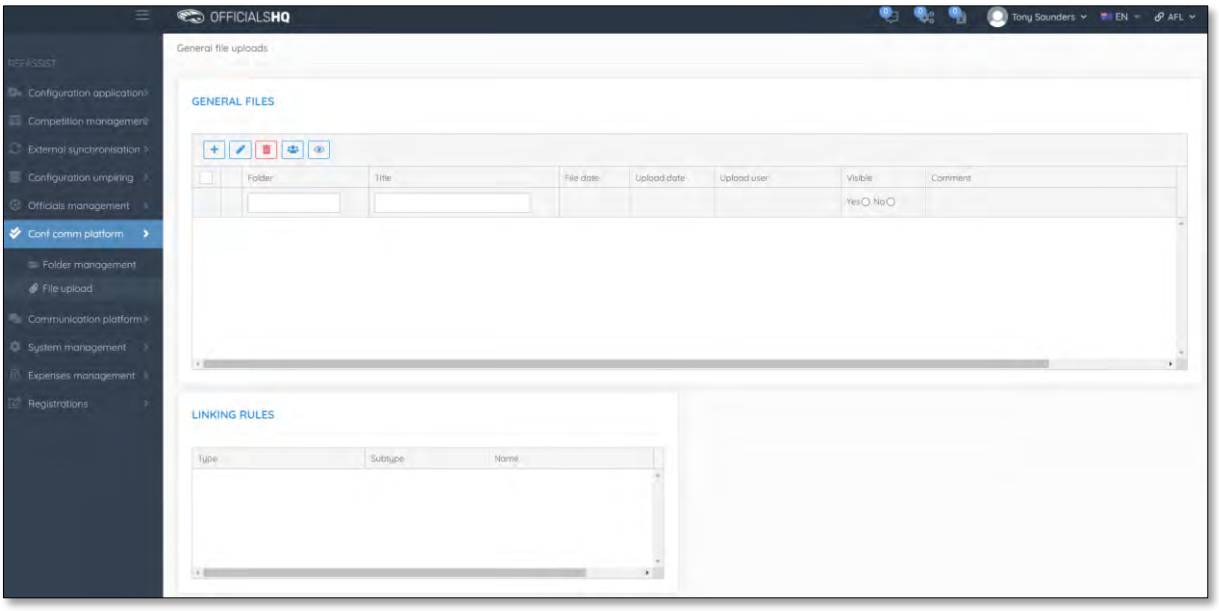
You will be returned to the **Folder management** page and the new folder will be added.



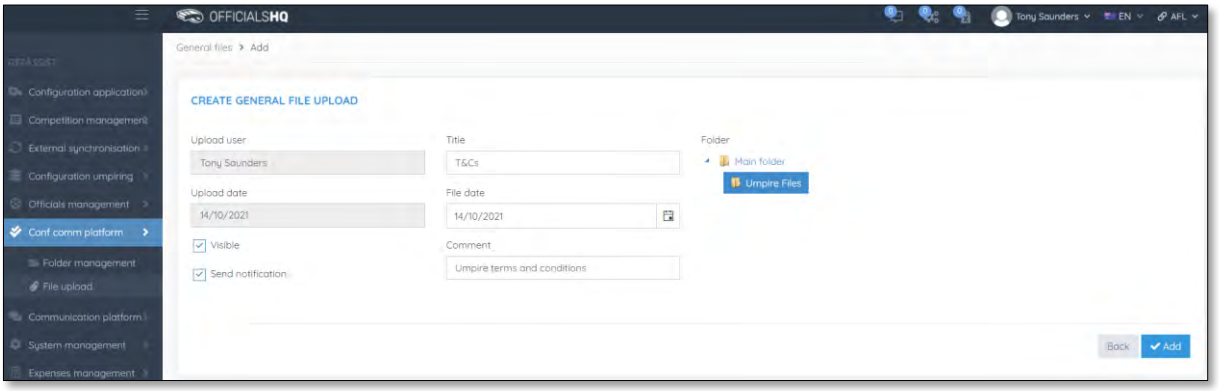
File Upload

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.

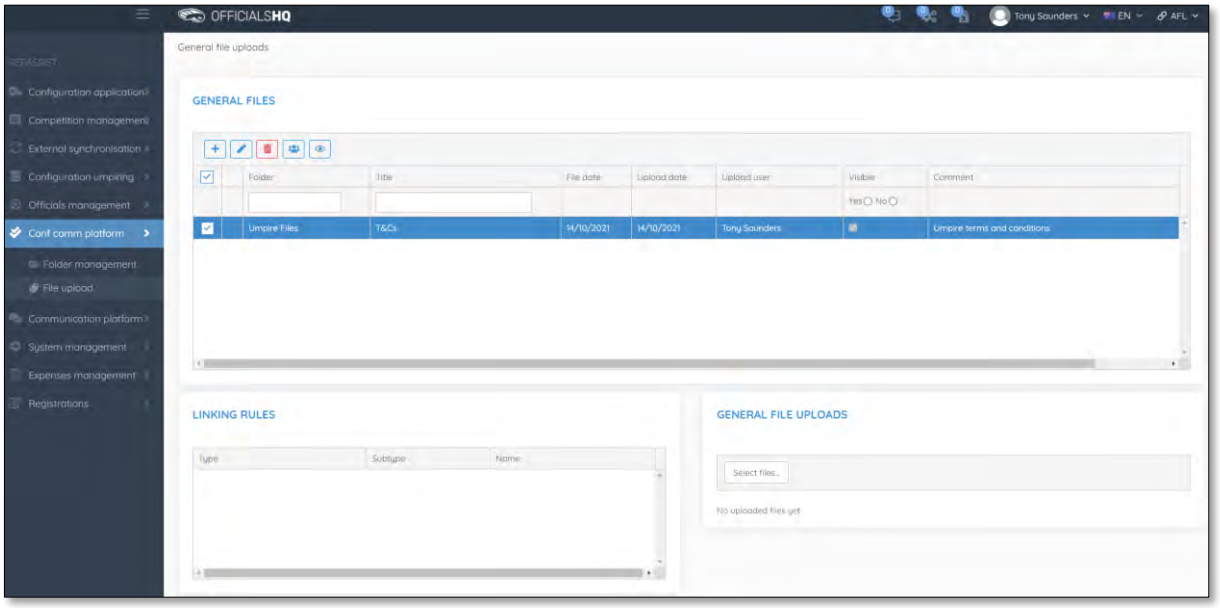


On the **General files > Add** page add the **Title**, add a **Comment**, select the **Folder** and click on the **Add** button.



Configure communication platform – File upload (cont)

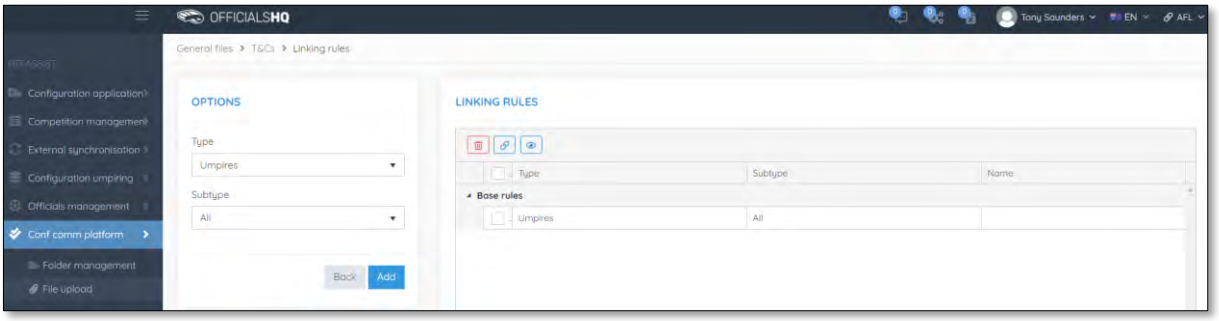
You will be returned to the **General file uploads** page and the file will be added. In the **General Files** section click on the file and click on the **(Linking rules)** icon.

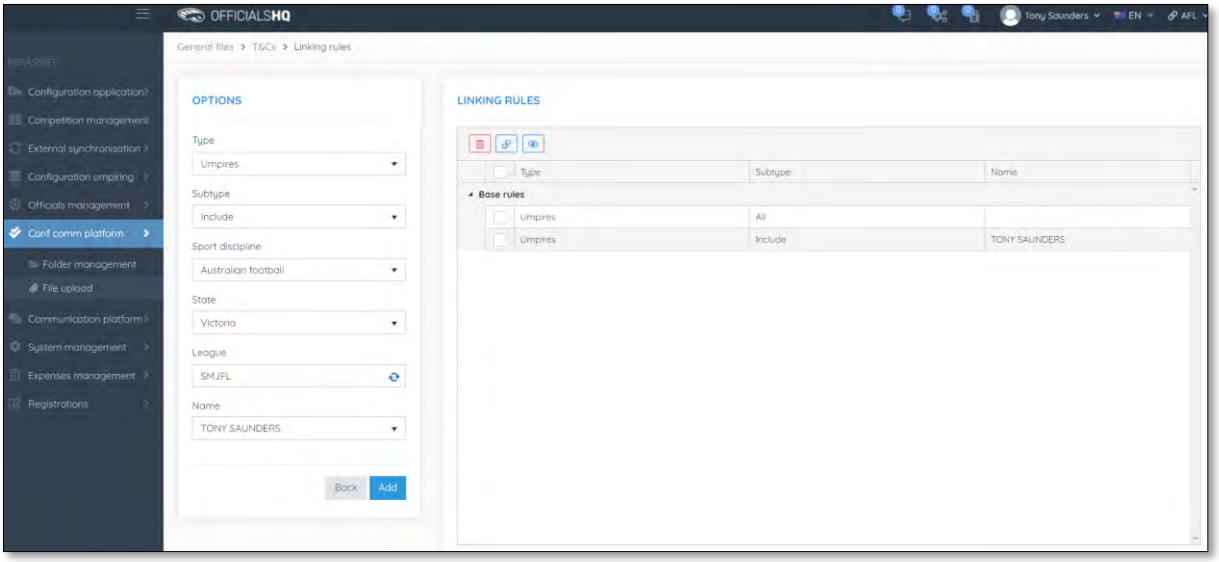


Configure communication platform – File upload (cont)

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.

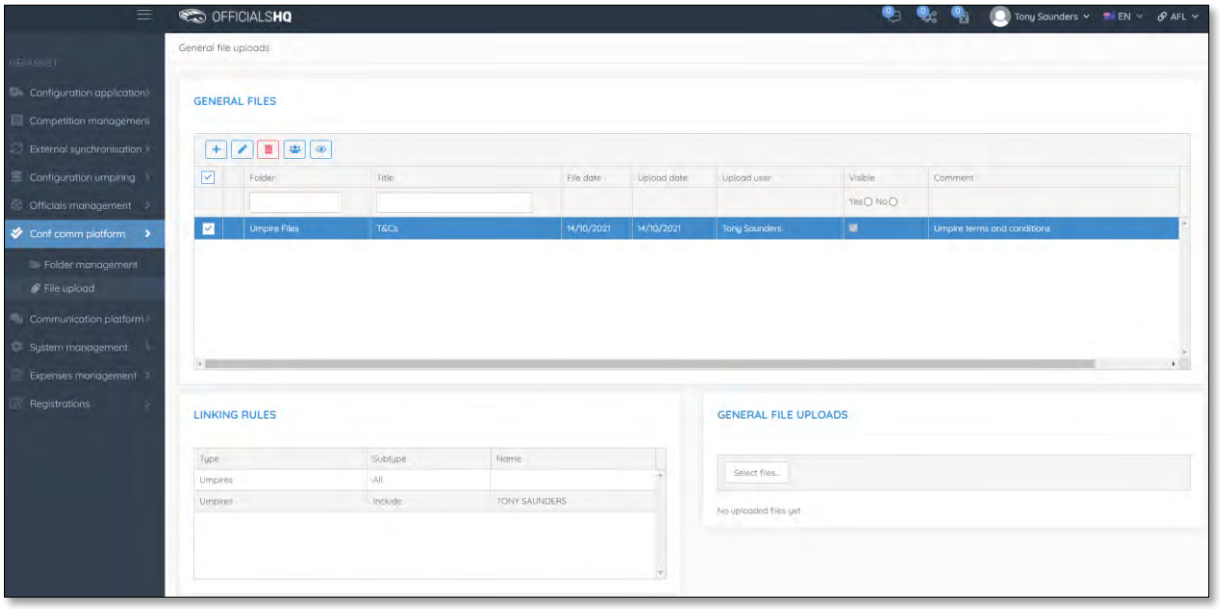
To return to the **General file uploads** page click on file name in the top right corner.



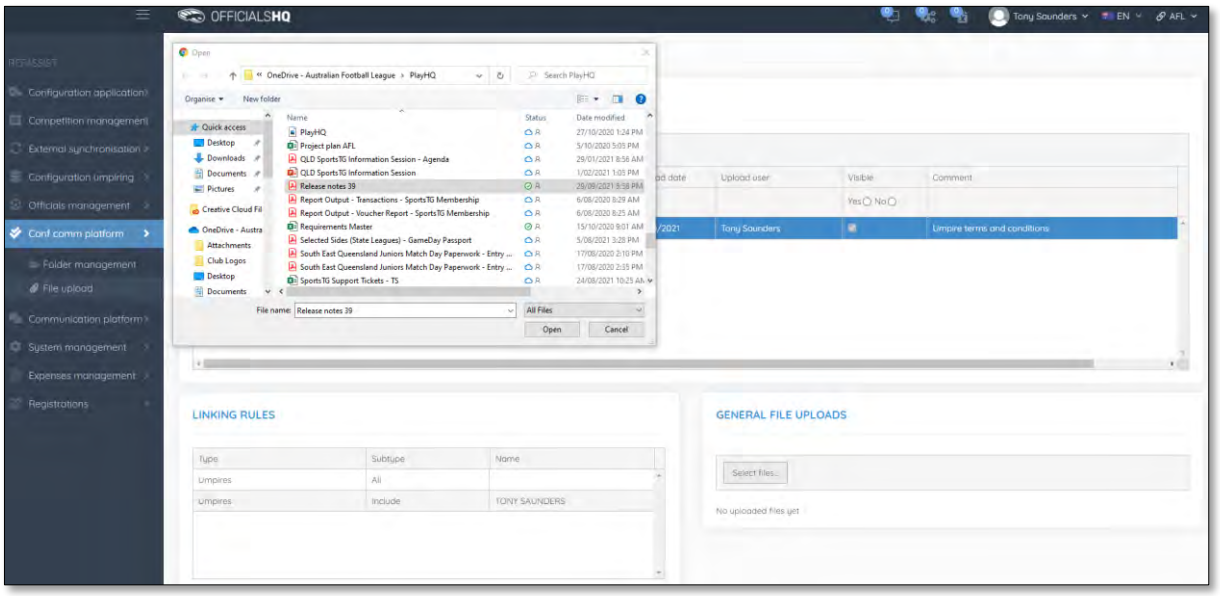


Configure communication platform – File upload (cont)

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

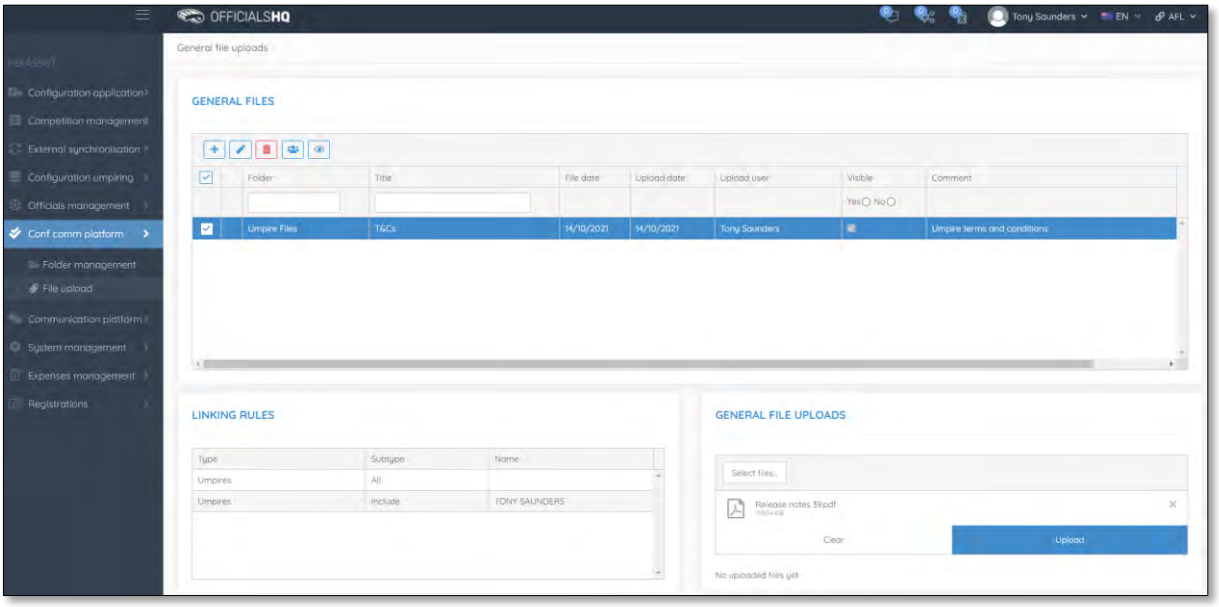


Select a file and click on the **Open** button.

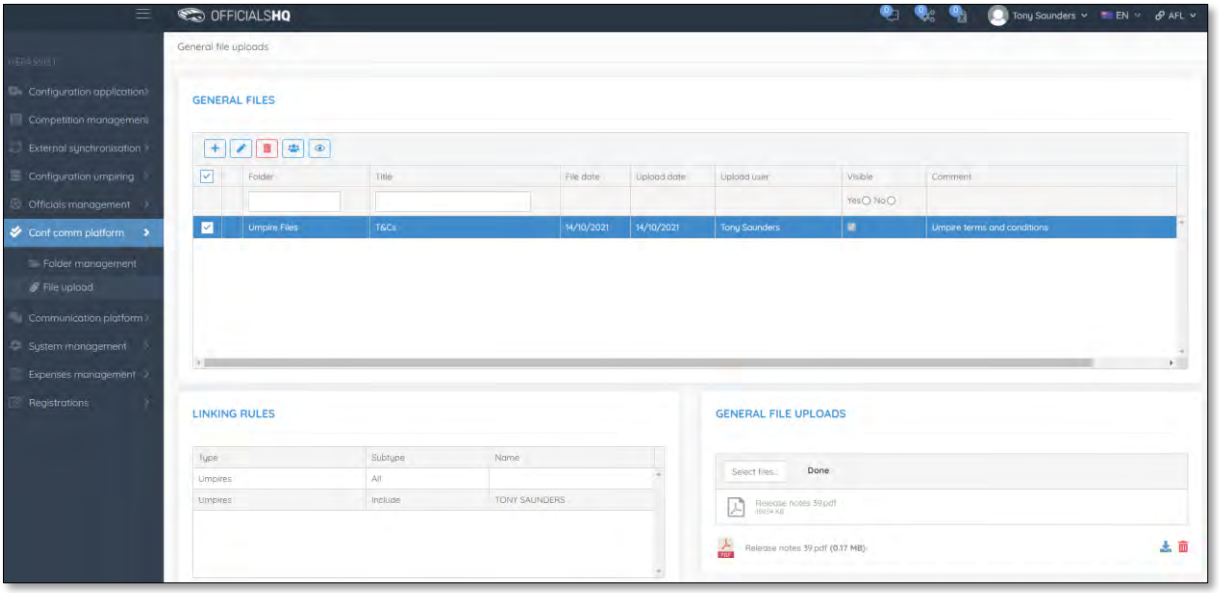


Configure communication platform – File upload (cont)

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

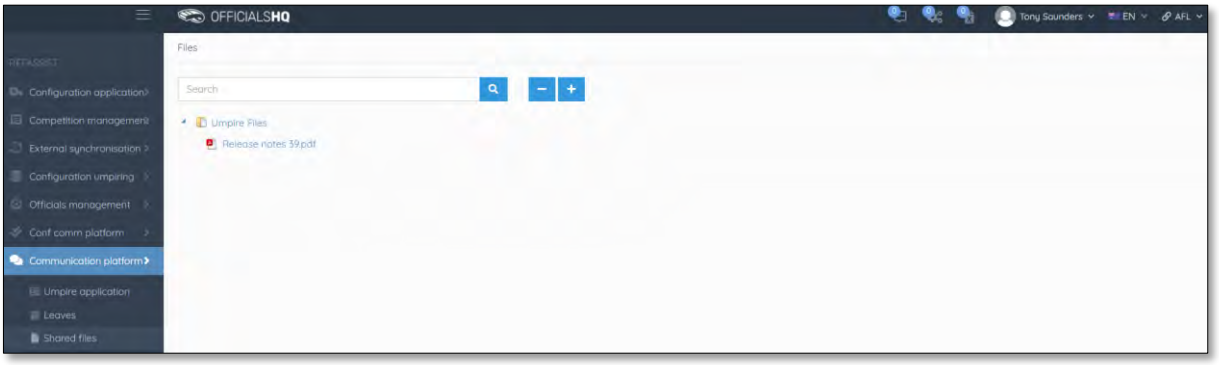


The file will be uploaded.



Configure communication platform – File upload (cont)

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

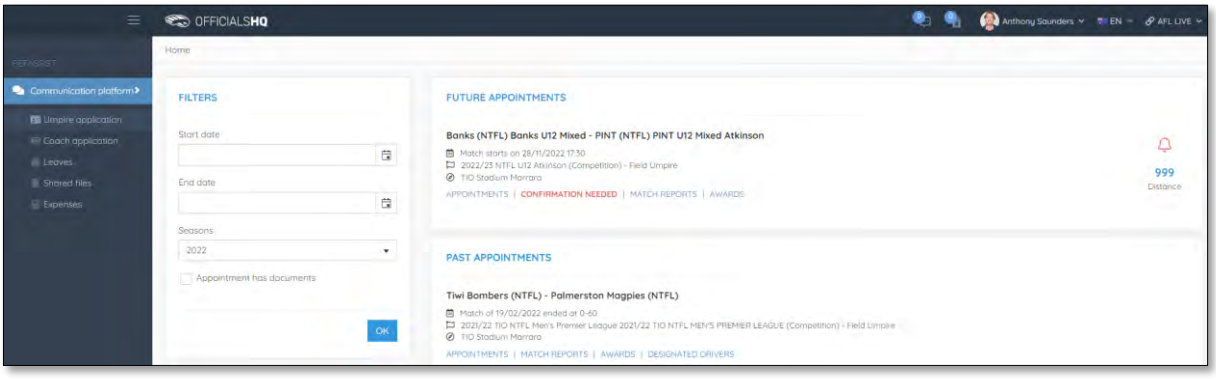


8. Communication Platform

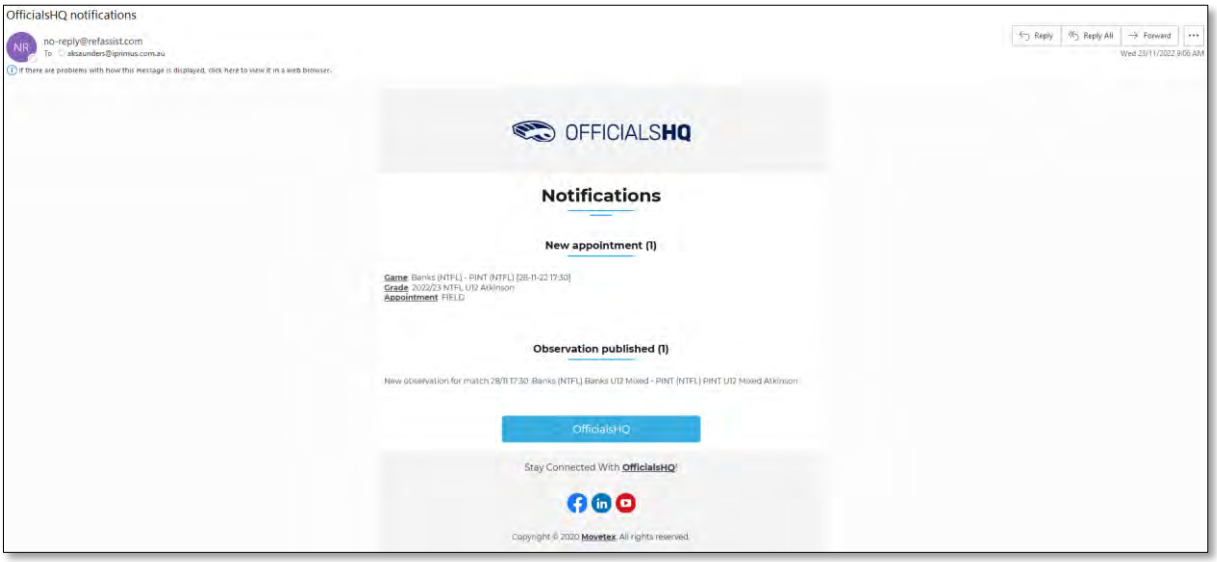
Umpire Application

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

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

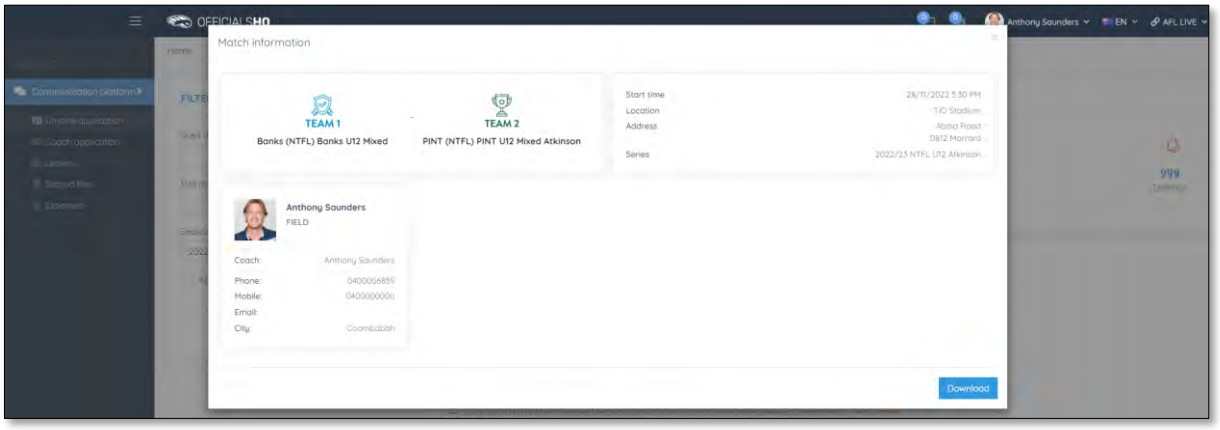


When appointment is published the umpire will also receive an email notification.



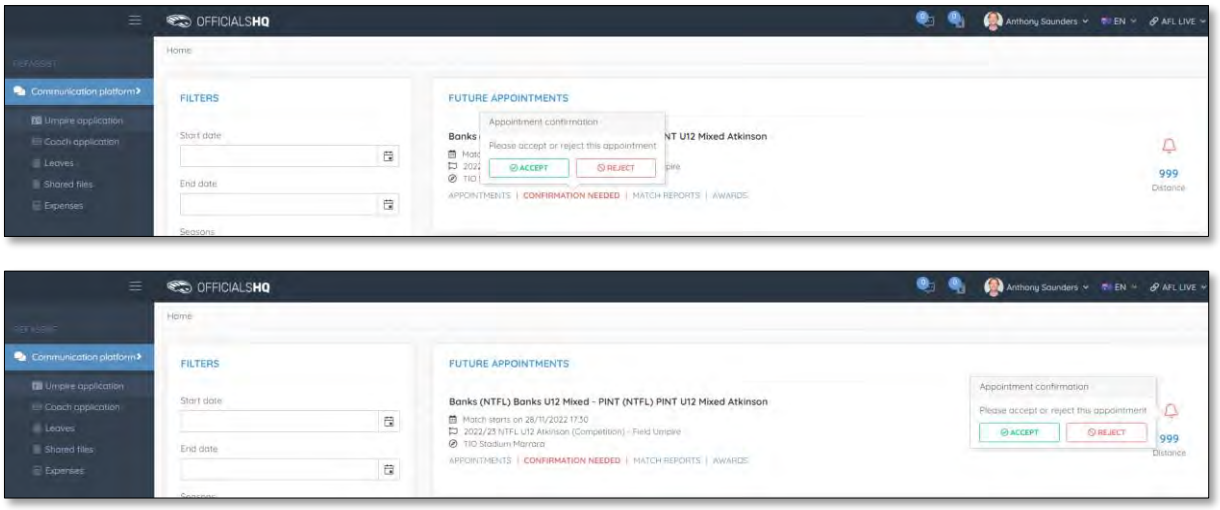
Appointments

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

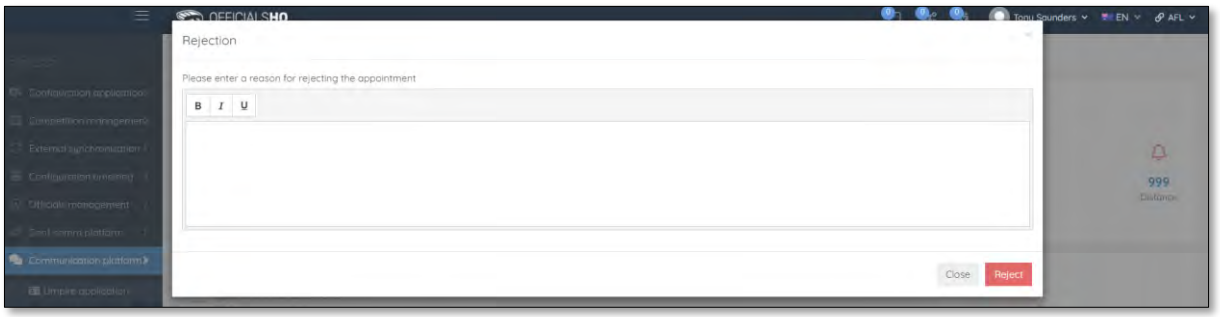


Confirmation Needed

To accept or reject an appointment click on the **Confirmation Needed** link or the icon.



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

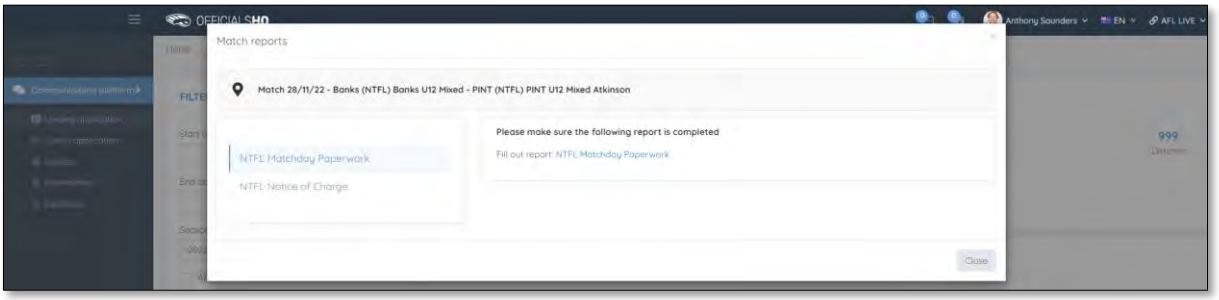


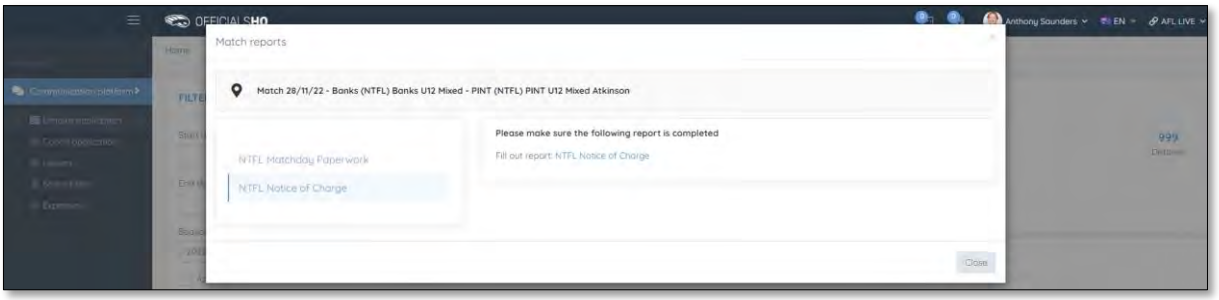
Communication platform – Umpire application – Confirmation Needed (cont)

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

Match Reports

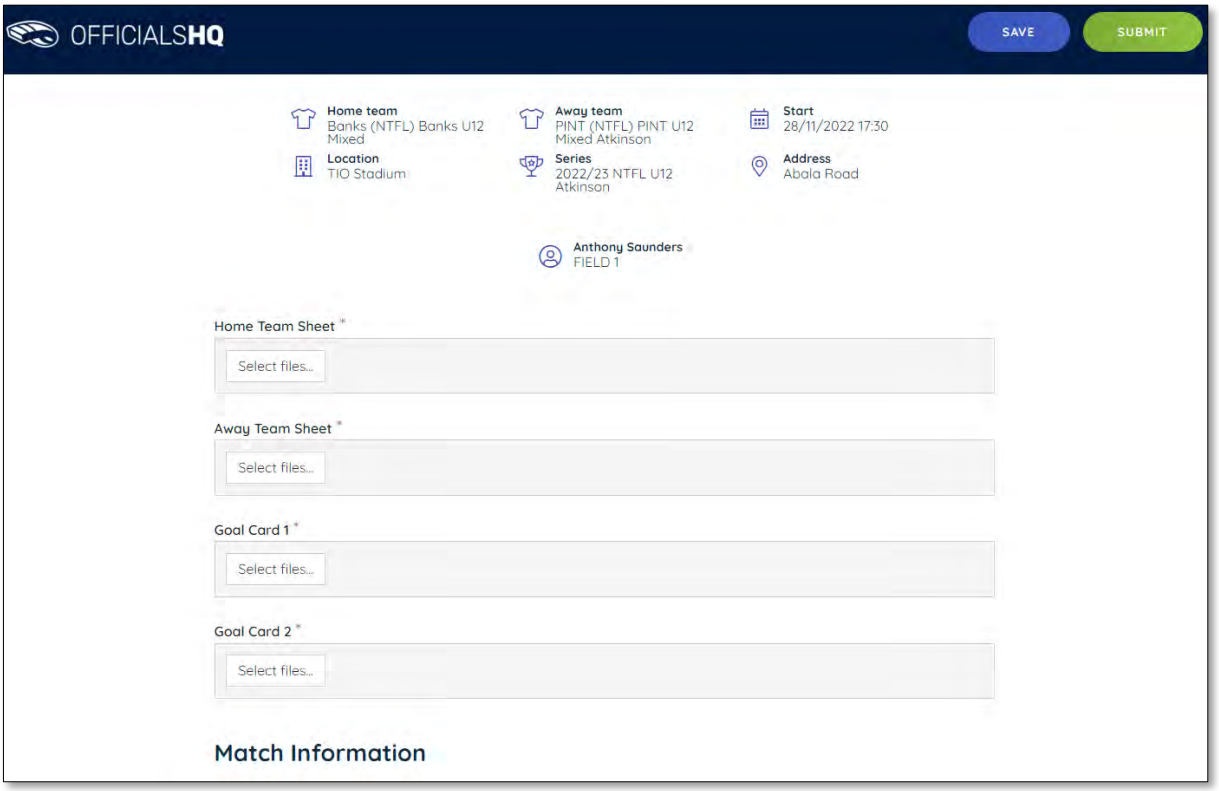
To view and complete any match reports that have been added to an appointment click on the **Match Reports** link. On the **Match reports** page on the hand side will be a list of match reports linked to the appointment, click on each match report and click on the **Fill out report** link to open the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



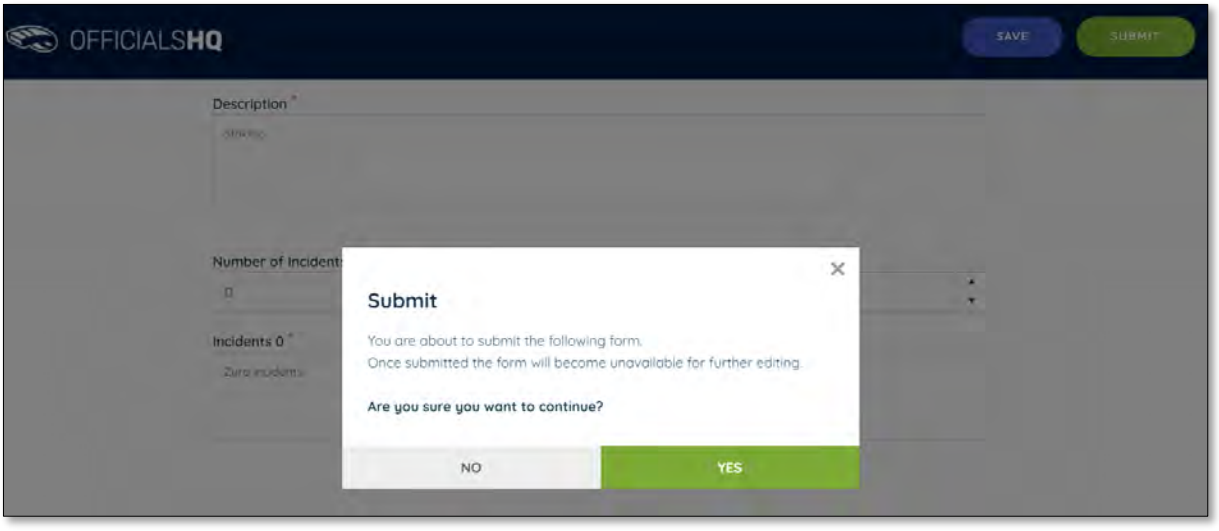


Communication platform – Umpire application – Match Reports (cont)

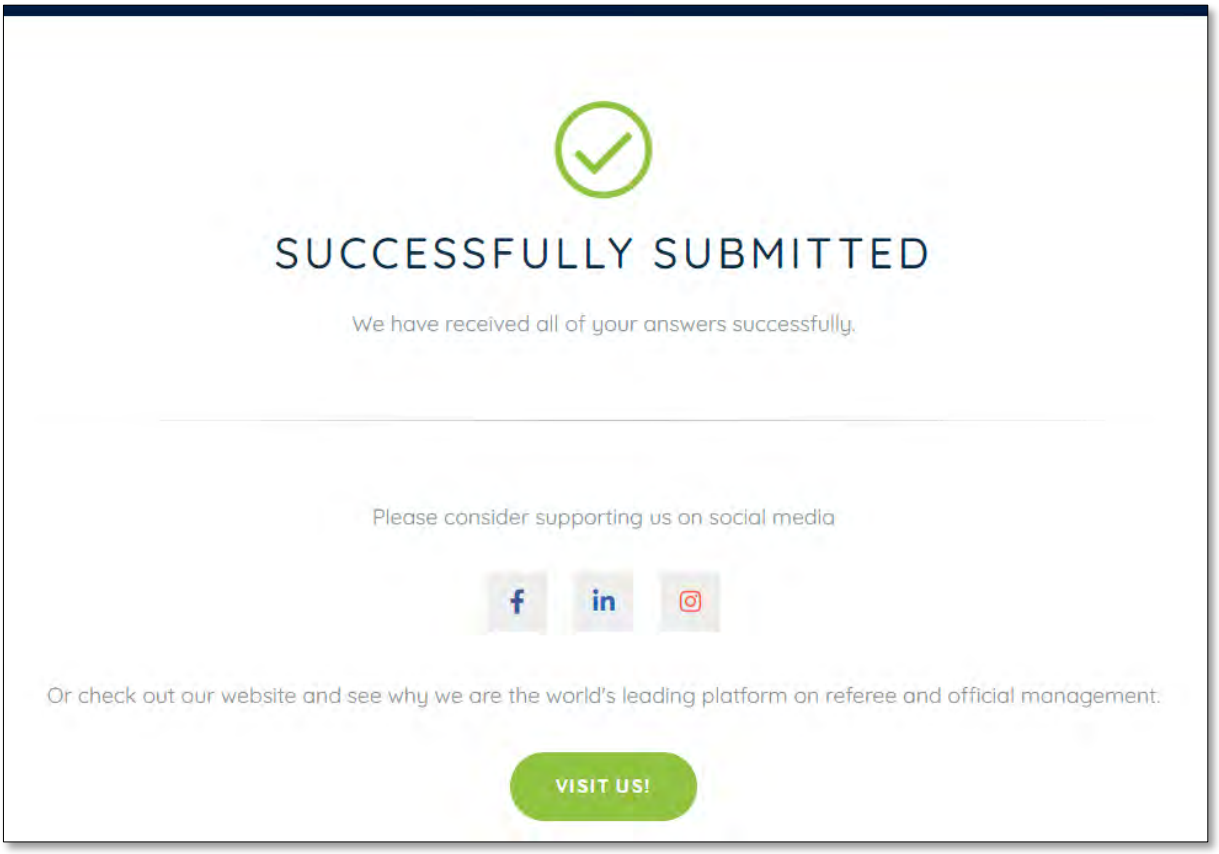
Complete the match report and click on the **Submit** button in the top right corner.



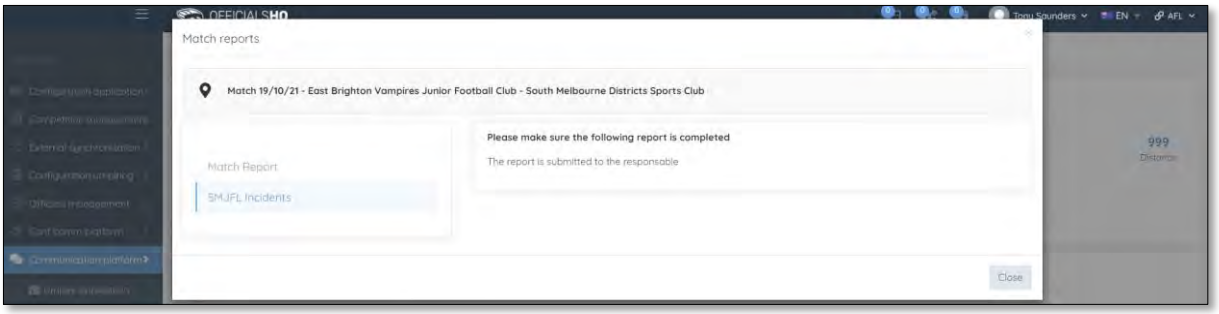
A **Submit** pop-up will appear, click on **Yes**.



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

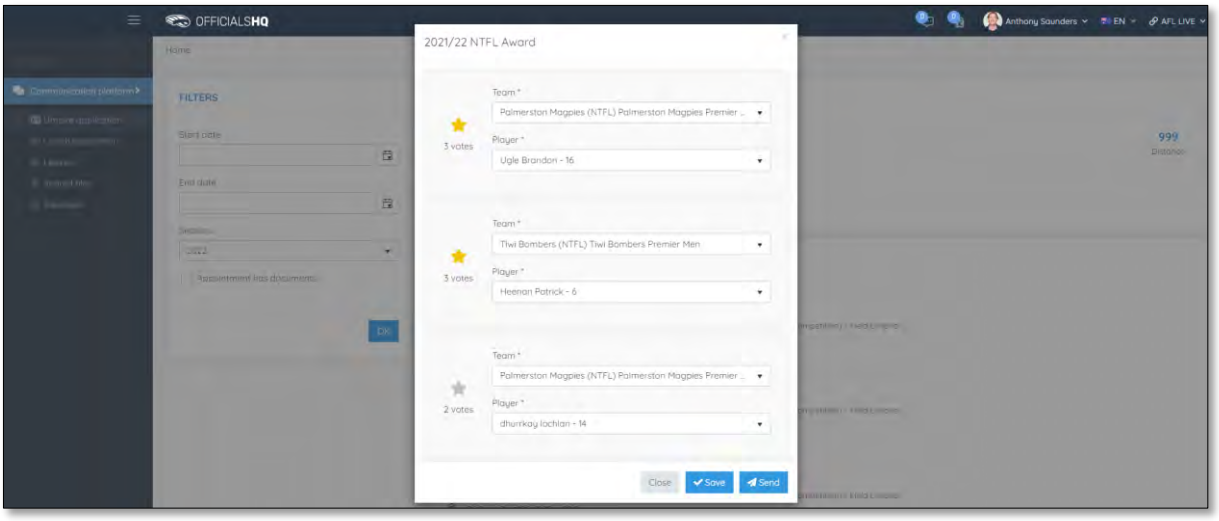


On the **Match reports** page if a match report has been completed and submitted the link will no longer be available.



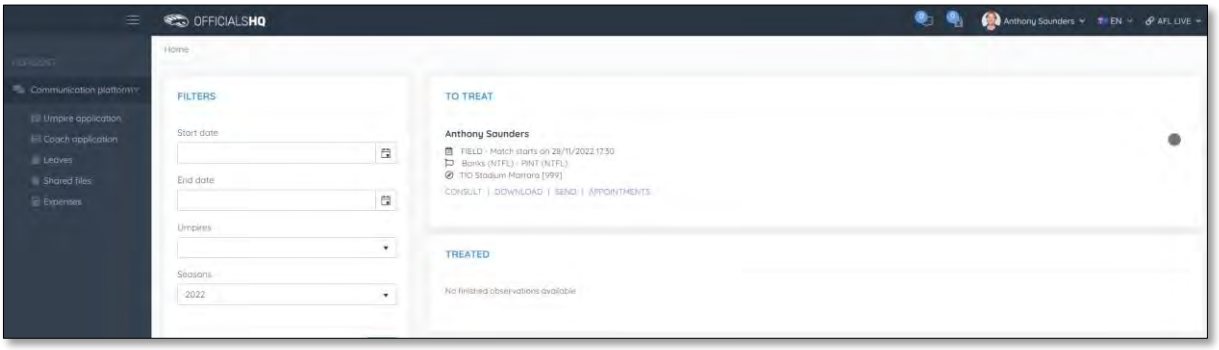
Awards

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.



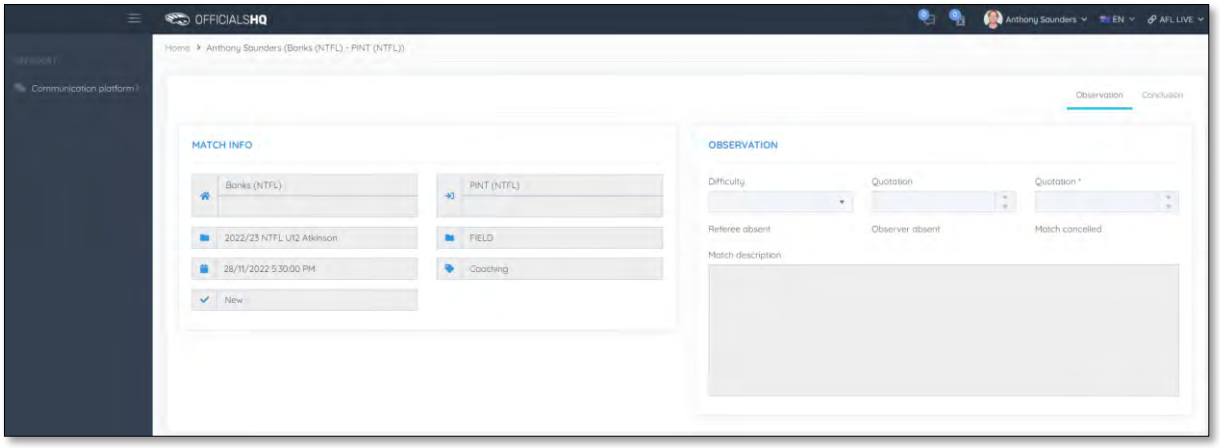
Coach Application

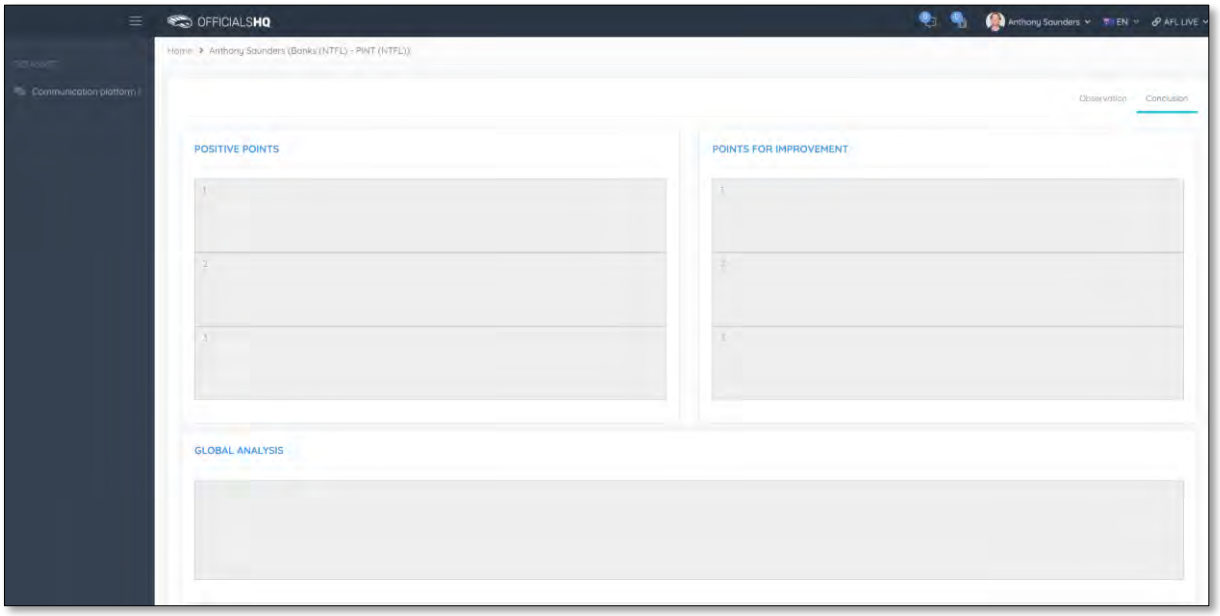
In the left menu click on **Communication platform** and click on **Coach application**.



Consult

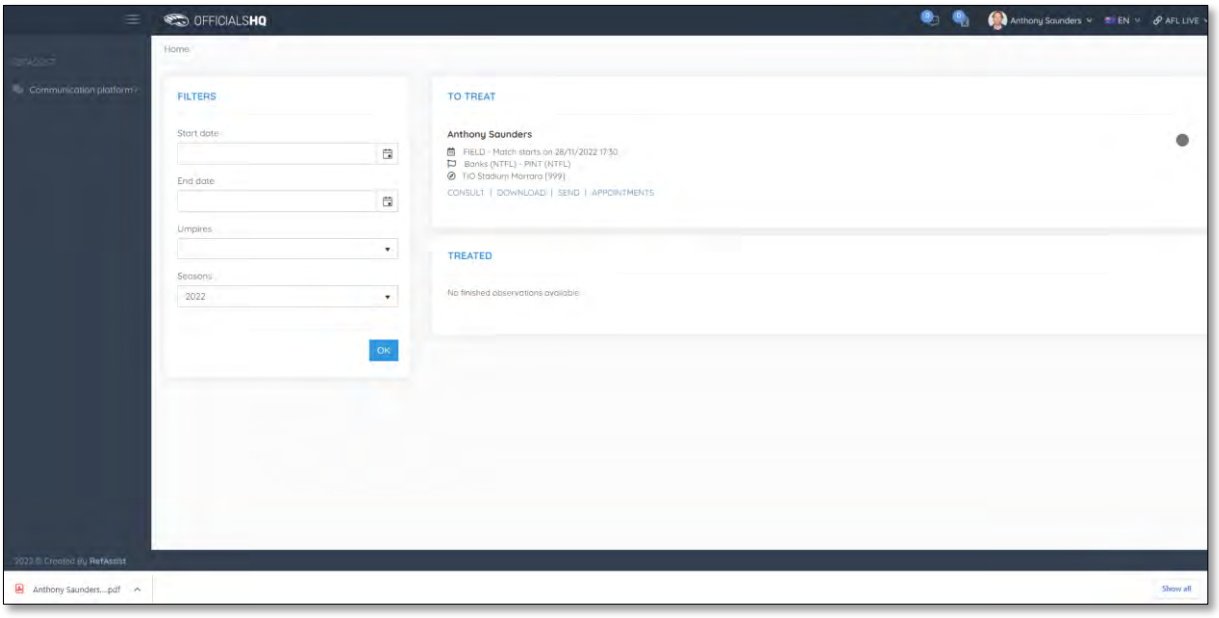
To view and complete any observations that have been added to an appointment click on the **Consult** link. Complete the information required in the **Observation** and **Conclusion** tabs and click on the **Home** in the top left corner to return to the appointment page.





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**.

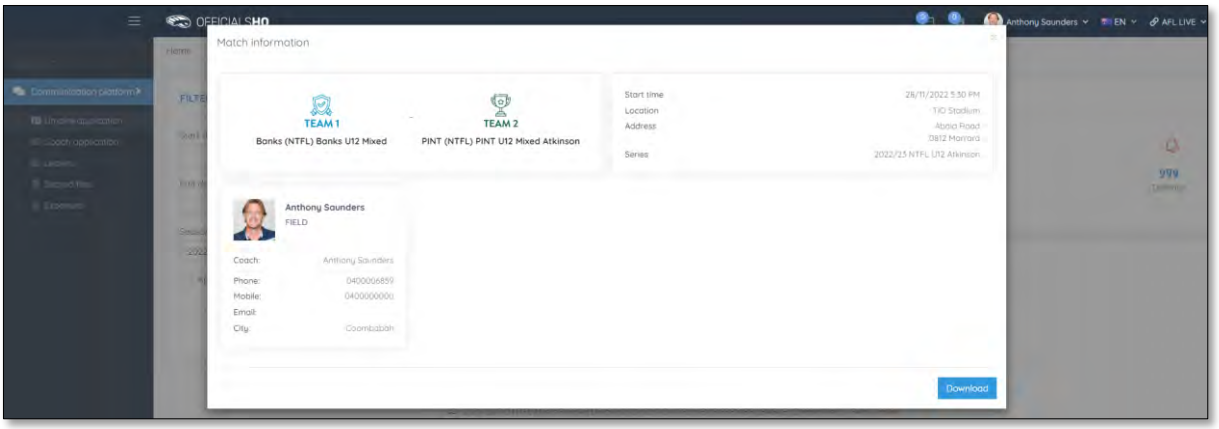


Send

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

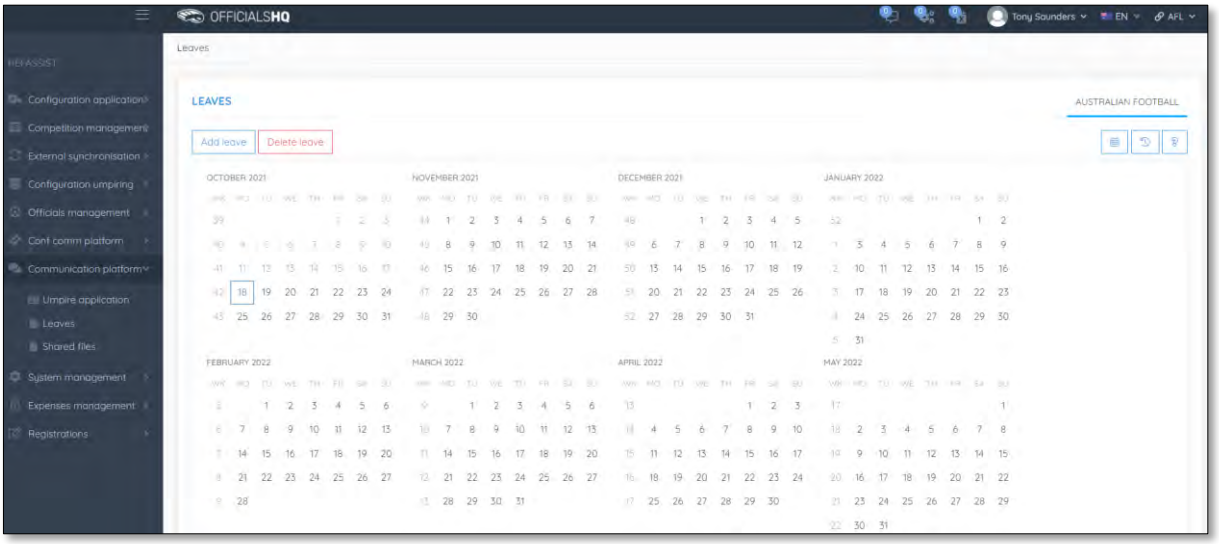
Appointments

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



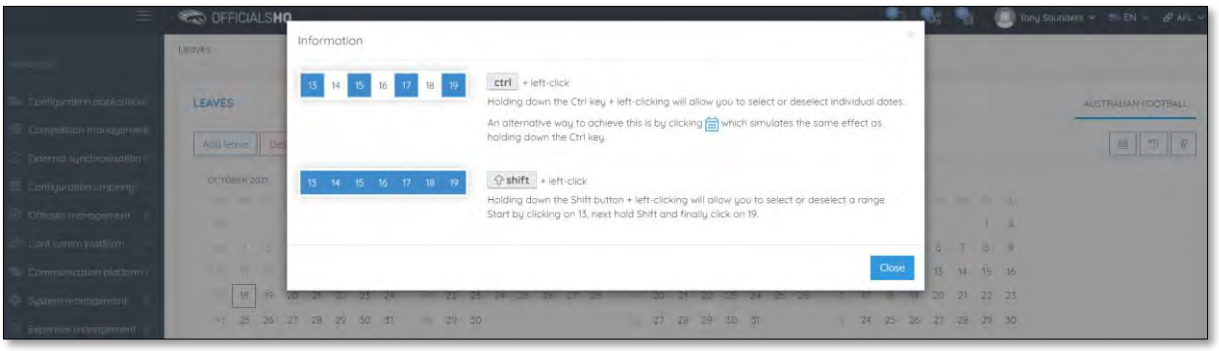
Leaves

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

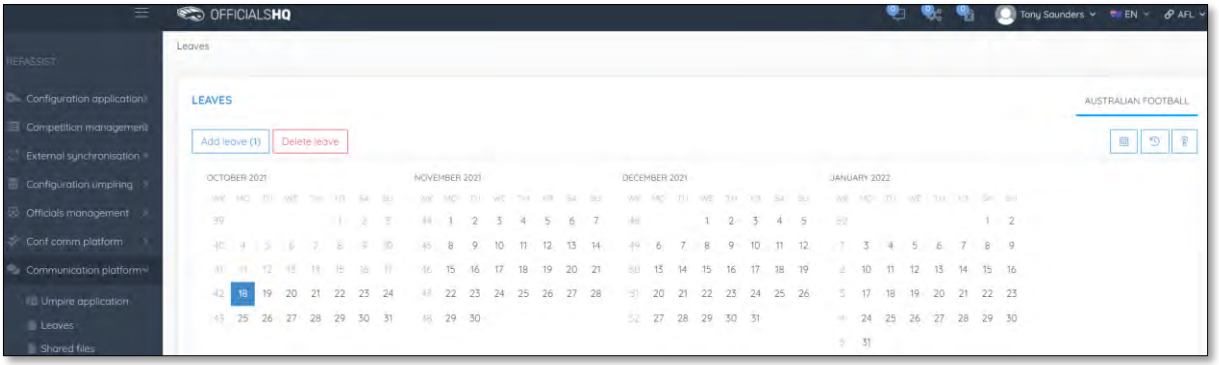


Please note in the OfficialsHQ platform umpires are always available by default. To add a day or days or times in a day when an umpire is unavailable Leaves need to be added.

On the **Leaves** page if you click on the icon it will open an **Information** pop-up for instructions how to add **Leaves**.

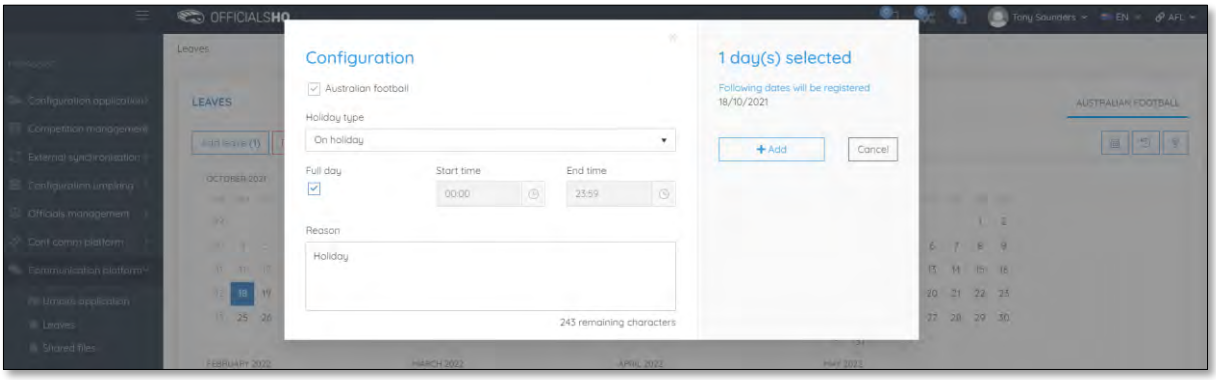


To add unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

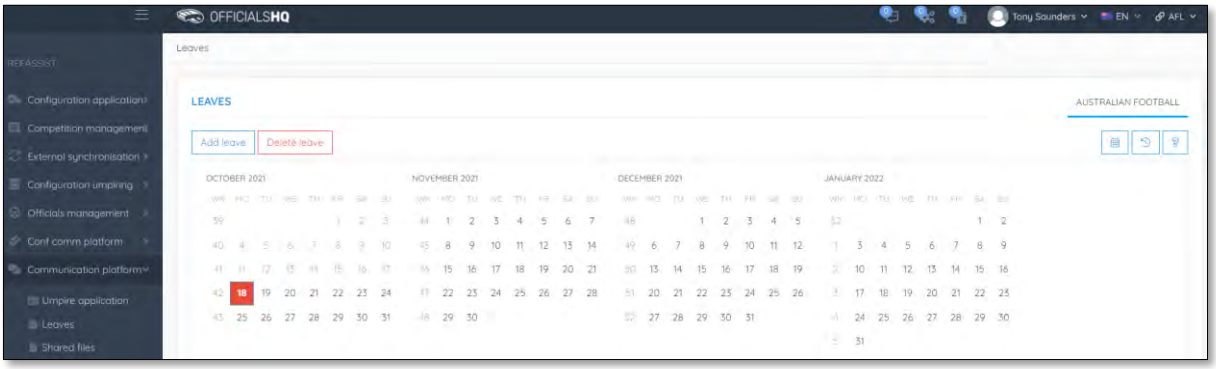


Communication platform – Leaves (cont)

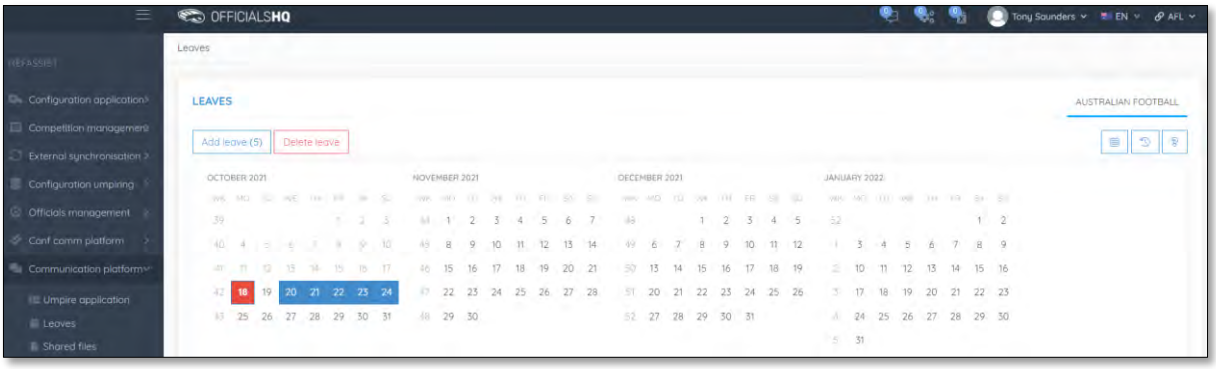
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



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

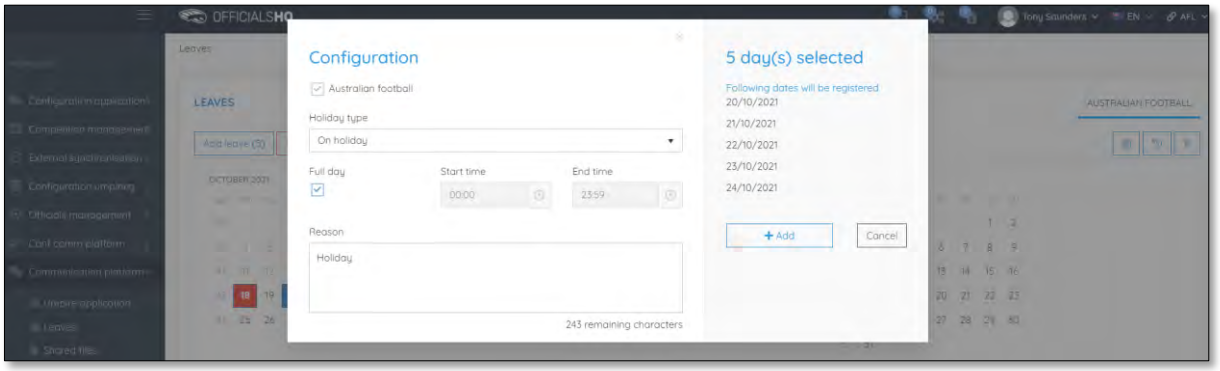


To add unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Add Leave** button.

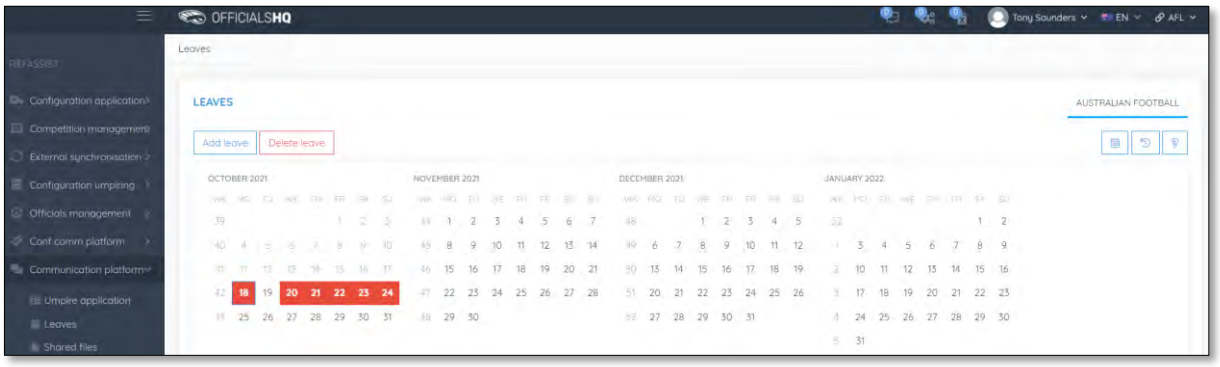


Communication platform – Leaves (cont)

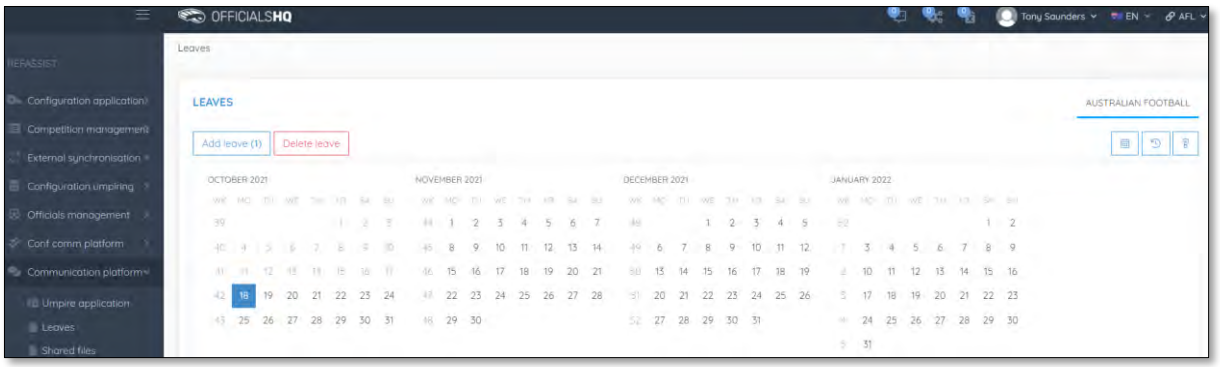
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



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

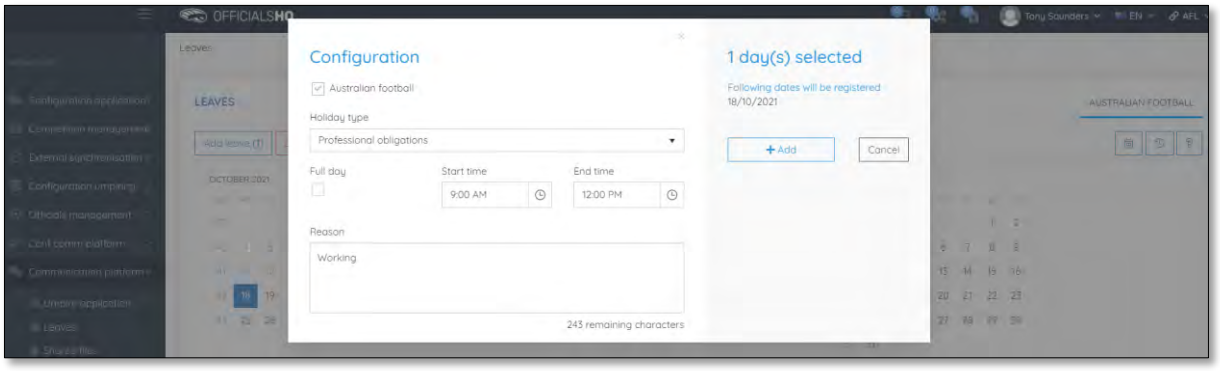


To add unavailability for a period of time on one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

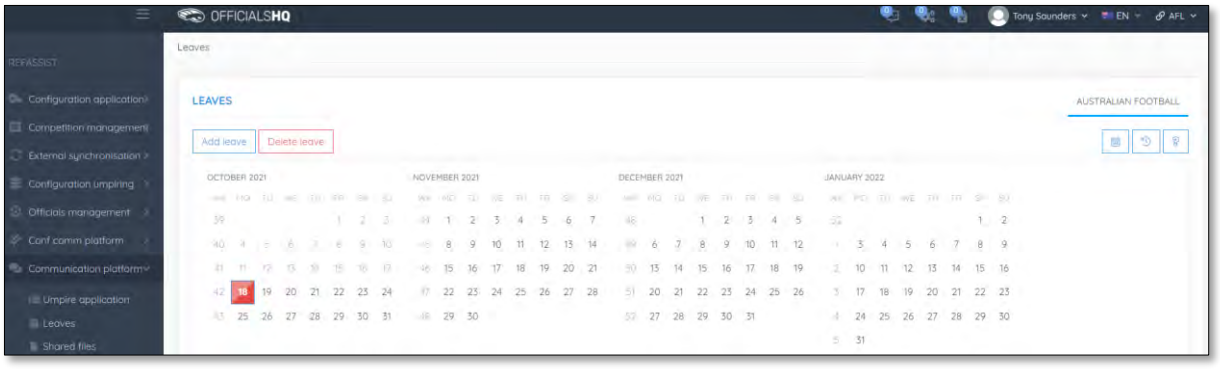


Communication platform – Leaves (cont)

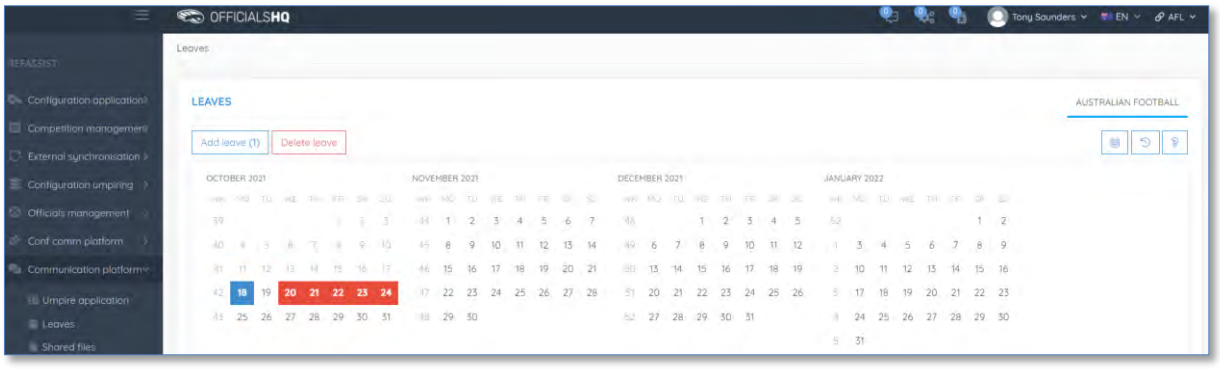
On the **Configuration** page select the **Holiday type**, untick the **Full day** box, select the **Start time**, select the **End time** add a **Reason** and click on the **+Add** button.



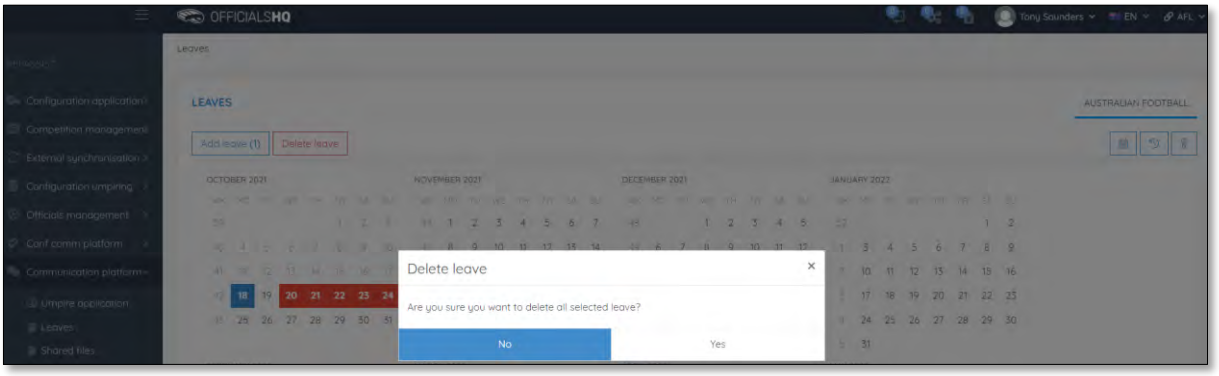
You will be returned to the **Leaves** page and the added leave will be shown.



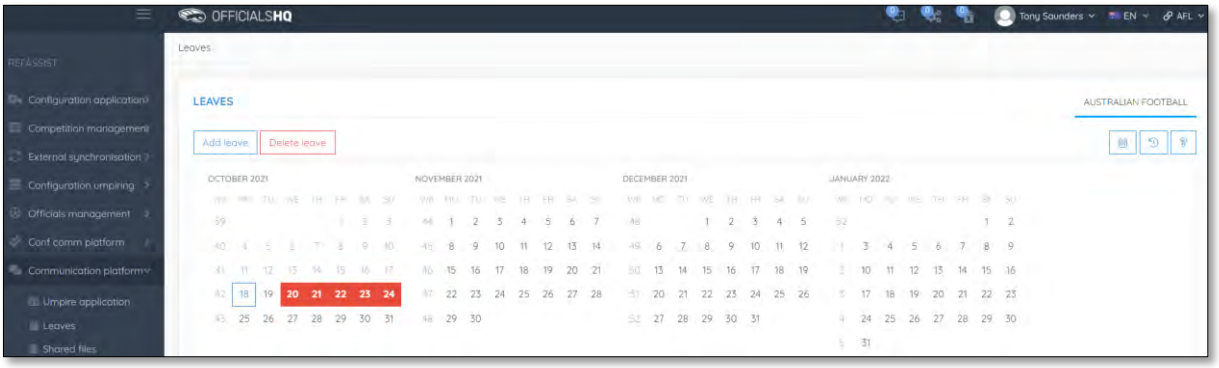
To remove unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Delete Leave** button.



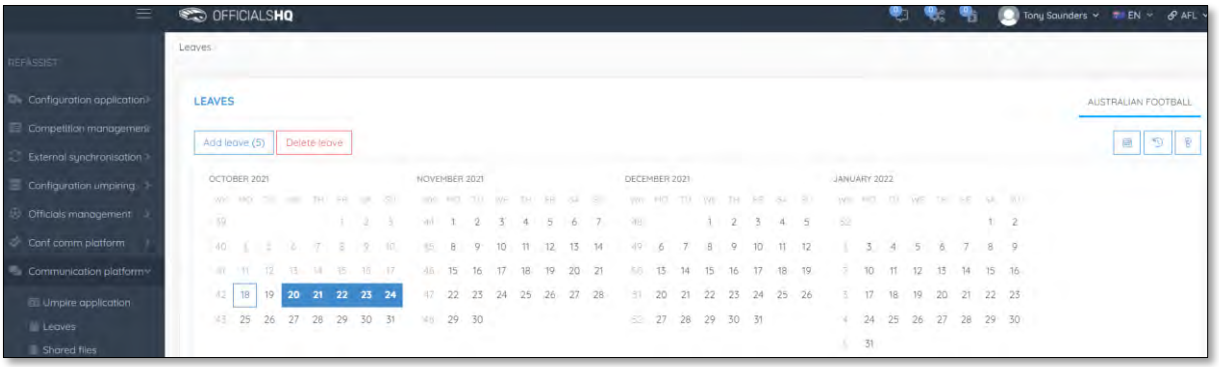
The **delete leave** pop-up will appear, click on **Yes**.



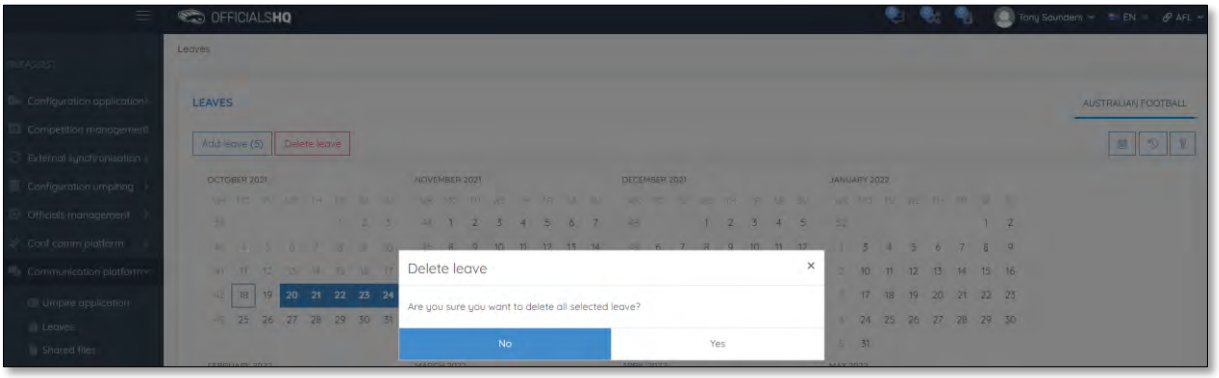
You will be returned to the **Leaves** page and the leave will be removed.



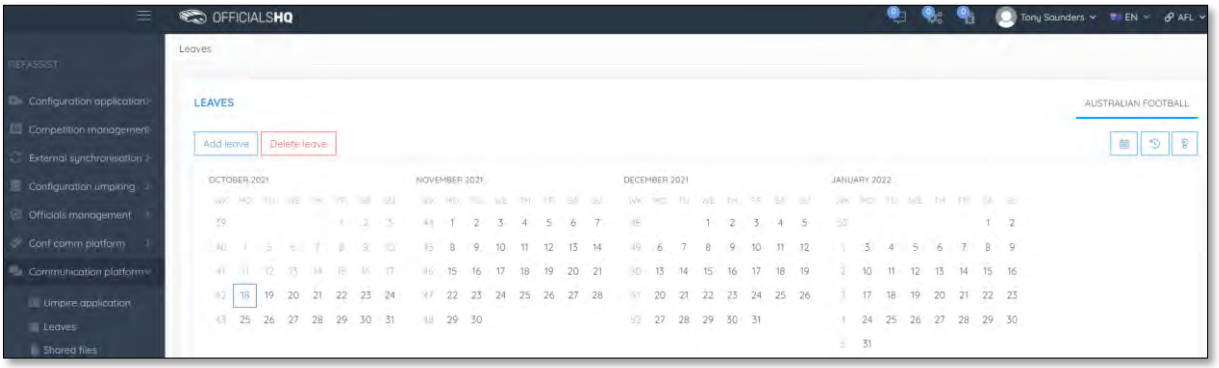
To remove unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Delete Leave** button.



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



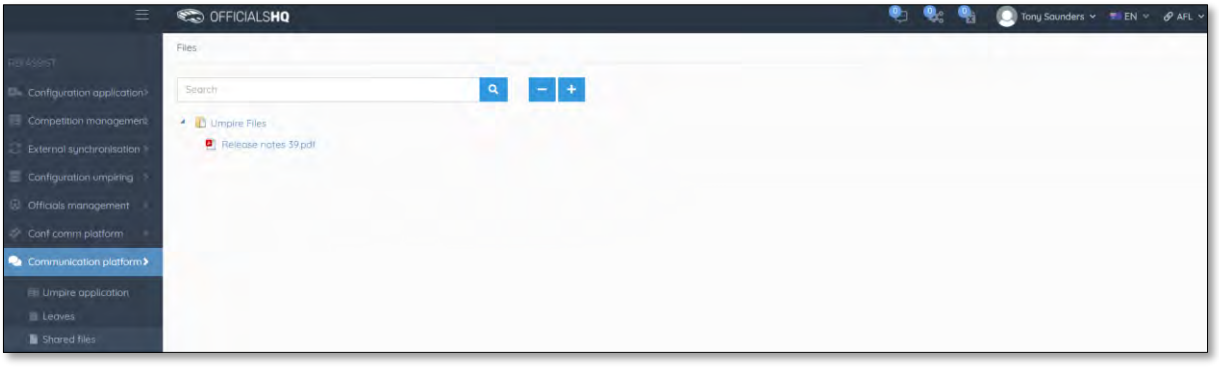
You will be returned to the **Leaves** page and the leave will be removed.



Shared Files

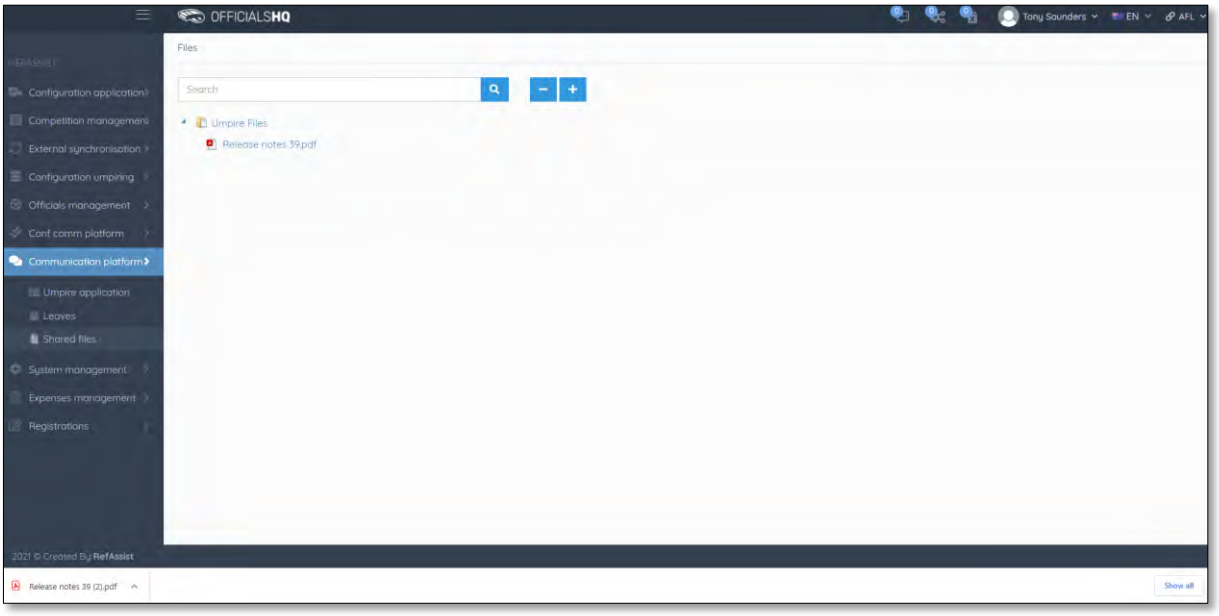
In the left menu click on **Communication platform** and click on **Shared files**.

If any files have been shared with the umpire they appear on the **Files** page, click on the link to download the file.



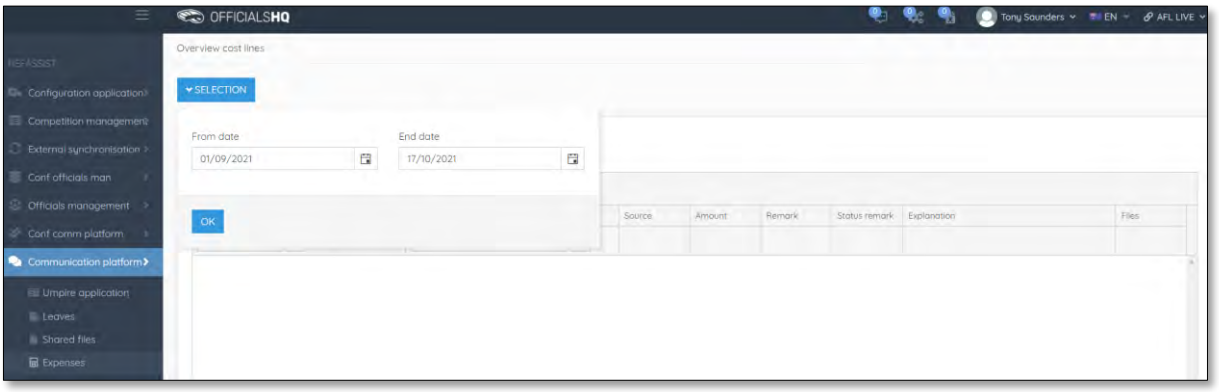
Communication platform – Shared Files (cont)

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



Expenses

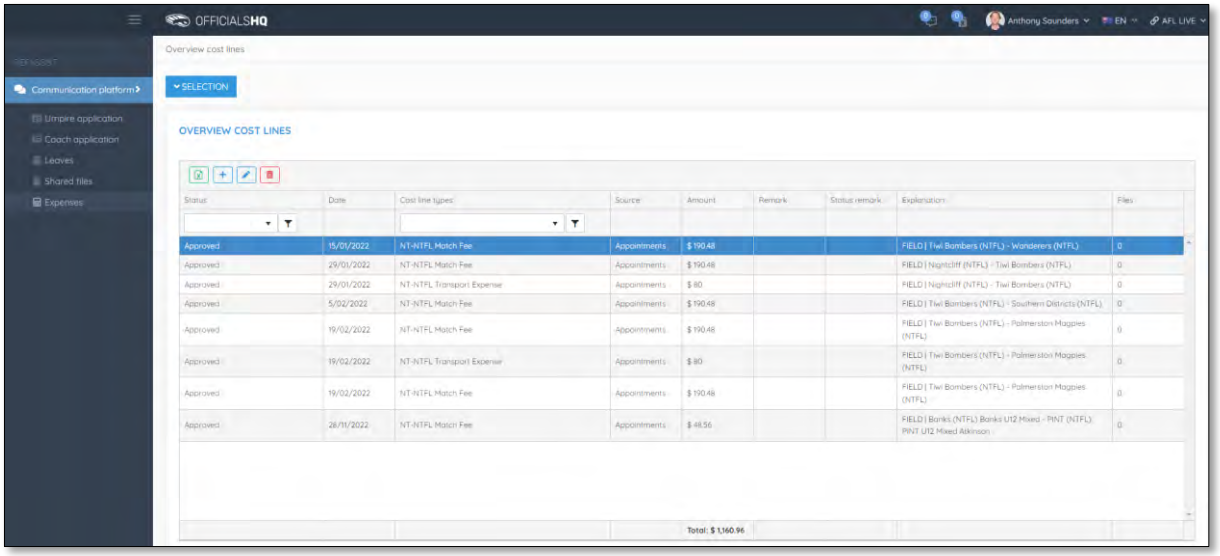
In the left menu click on **Communication platform** and click on **Expenses**, in the **Selection** area select the **From date**, select the **End date** and click on the **Ok** button.



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**.

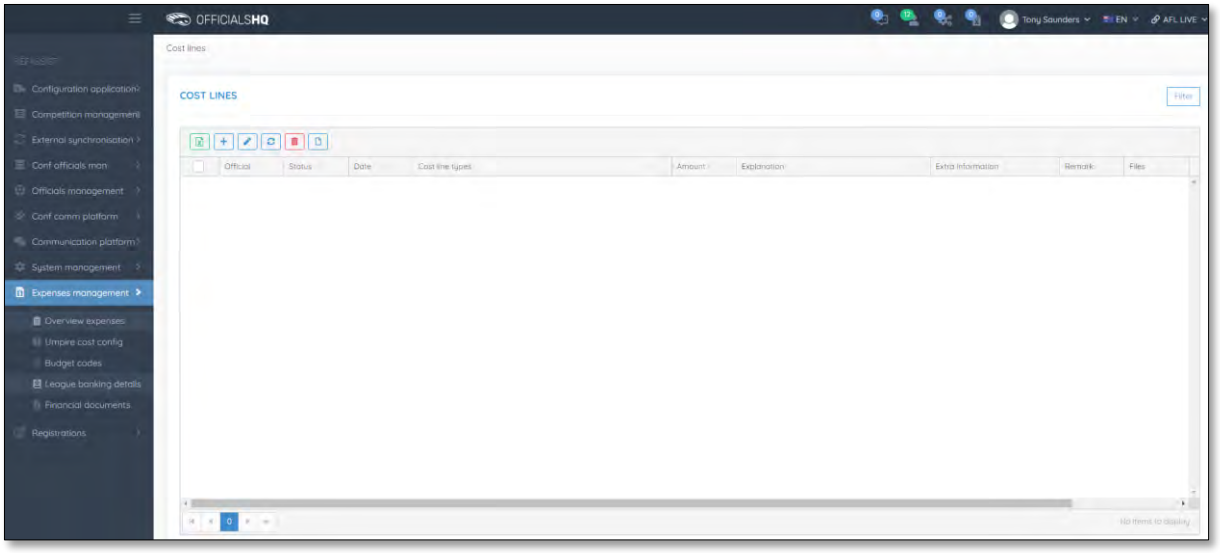
To reconcile amounts paid to bank account click on the **Selection** button and adjust the **From date** and **End date** to reflect a pay period.



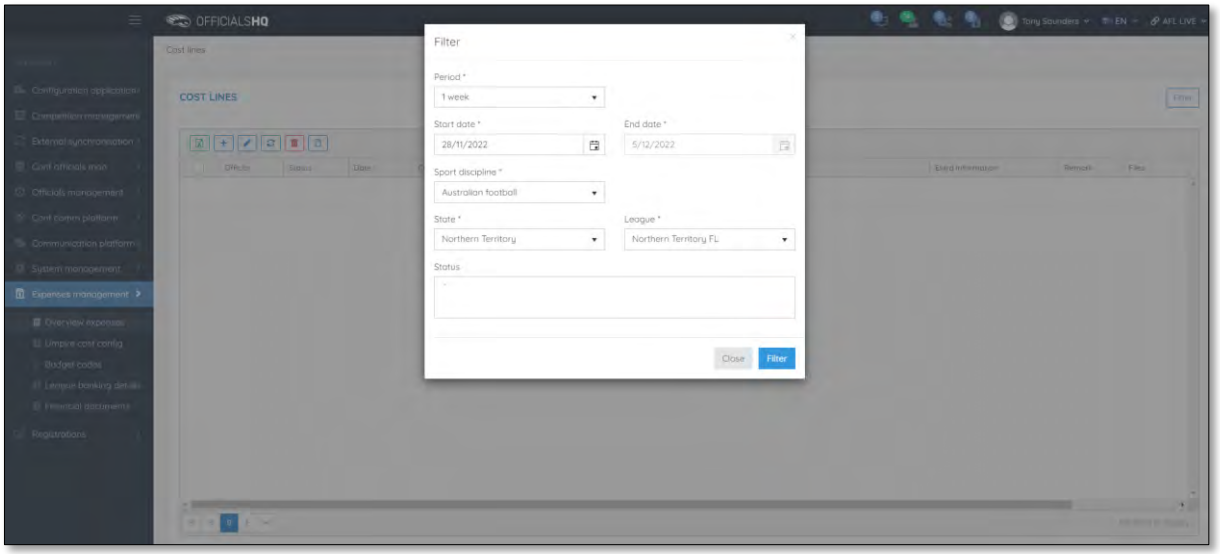
9. Expenses Management

Overview Expenses

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



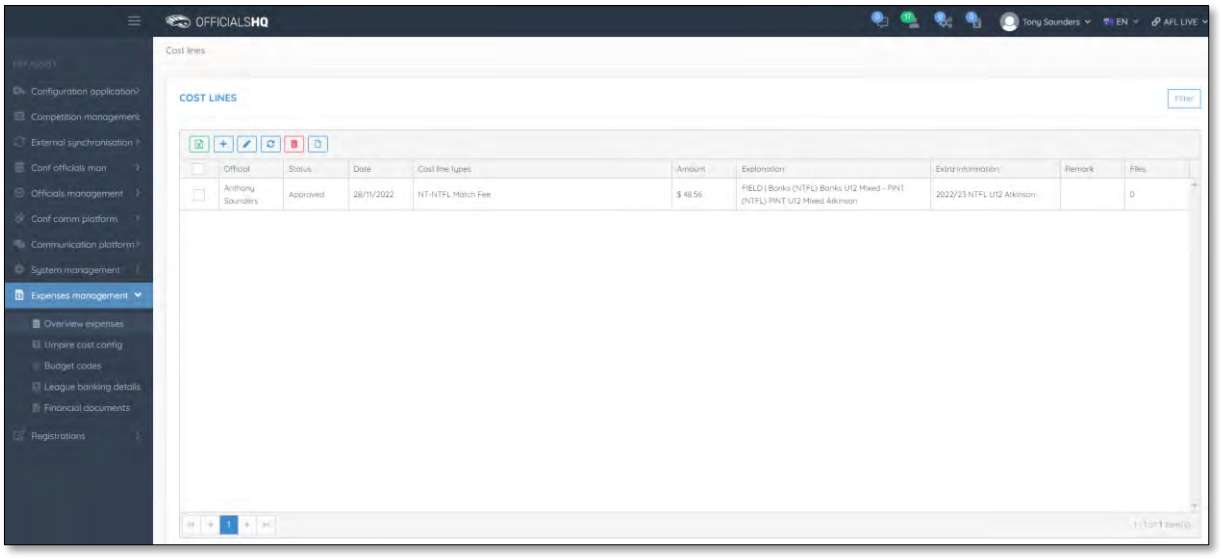
In the **Filter** pop-up select the **Period**, add the **Start date**, select the **Sport discipline**, select a **State** option, select a **League** option (please ensure select the league e.g. do not select org with prefix UC-xxx) and click on the **Filter** button.



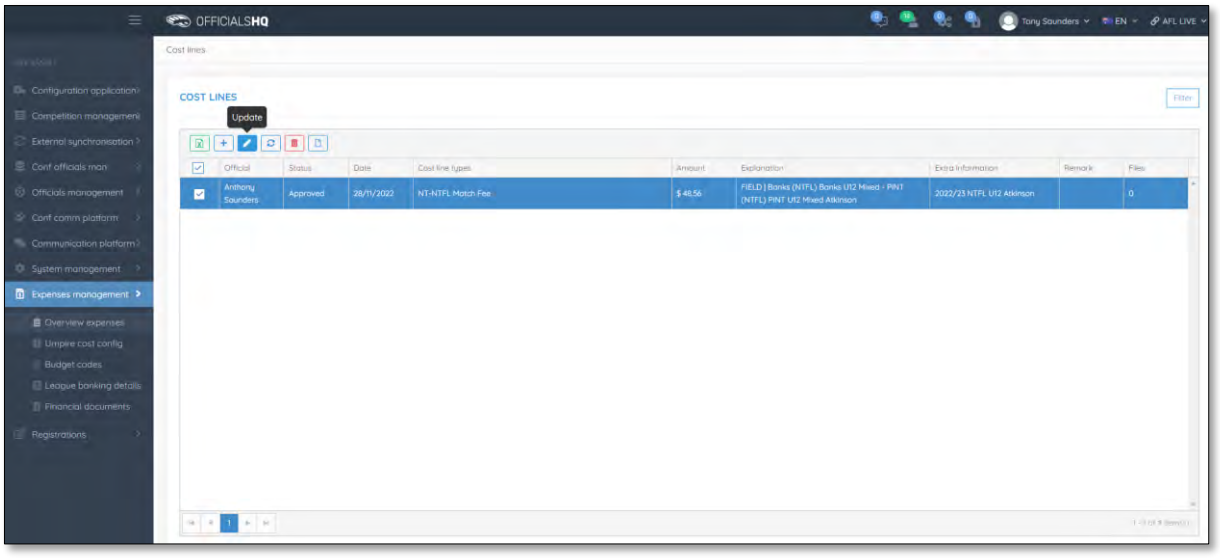
Expenses Management – Overview Expenses (cont)

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

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

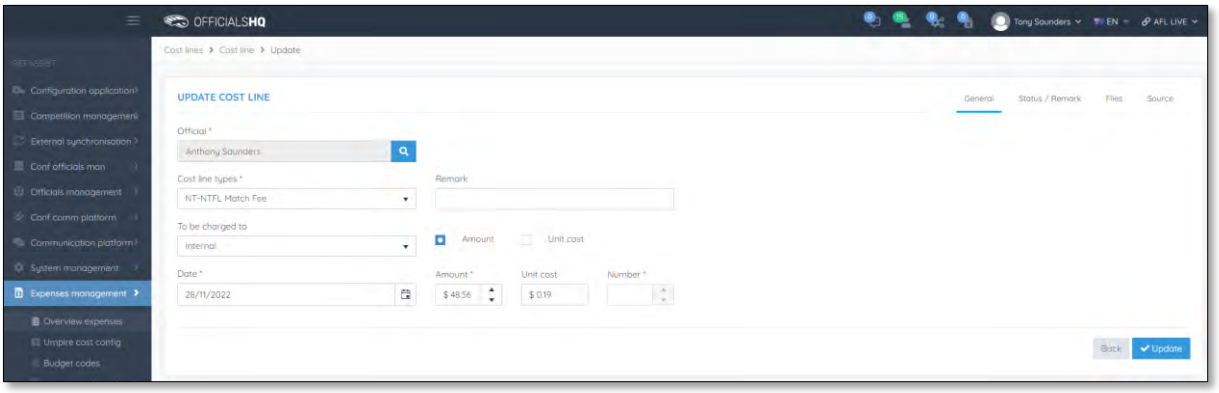


If required an existing **Cost Line** can be updated, click on the **Cost line** and click on the **(Update)** icon.



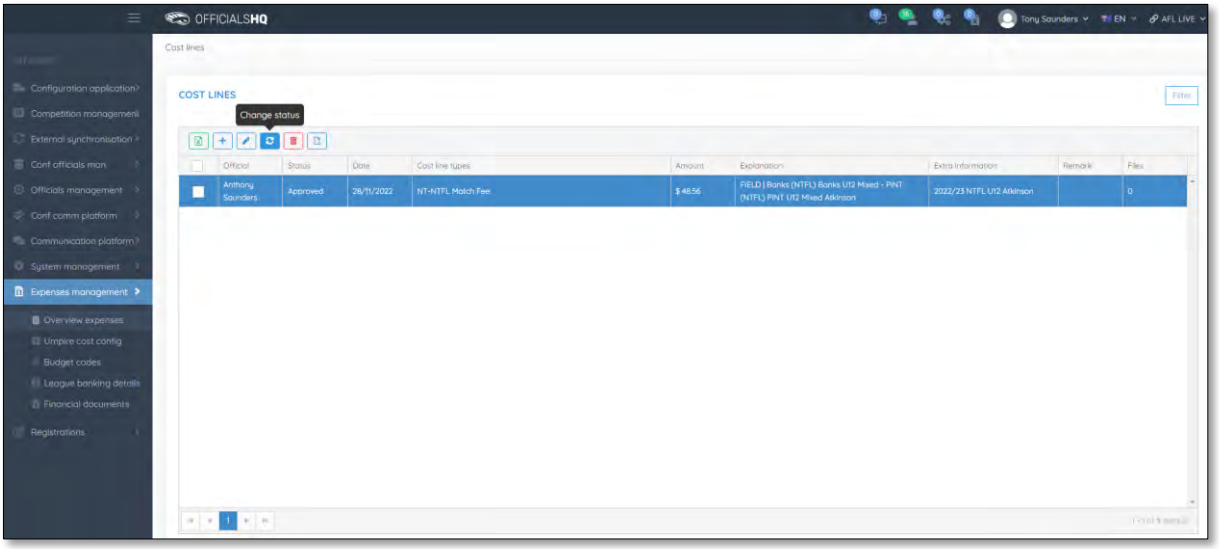
Expenses Management – Overview Expenses (cont)

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

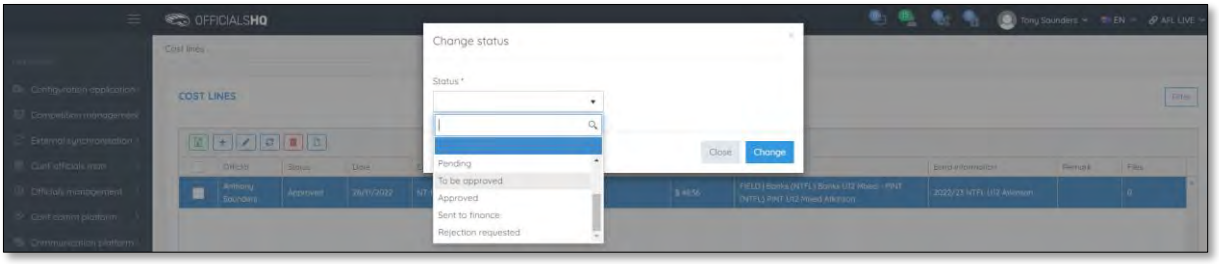


You will returned to the **Cost Lines** page and the **Cost line** will be updated.

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



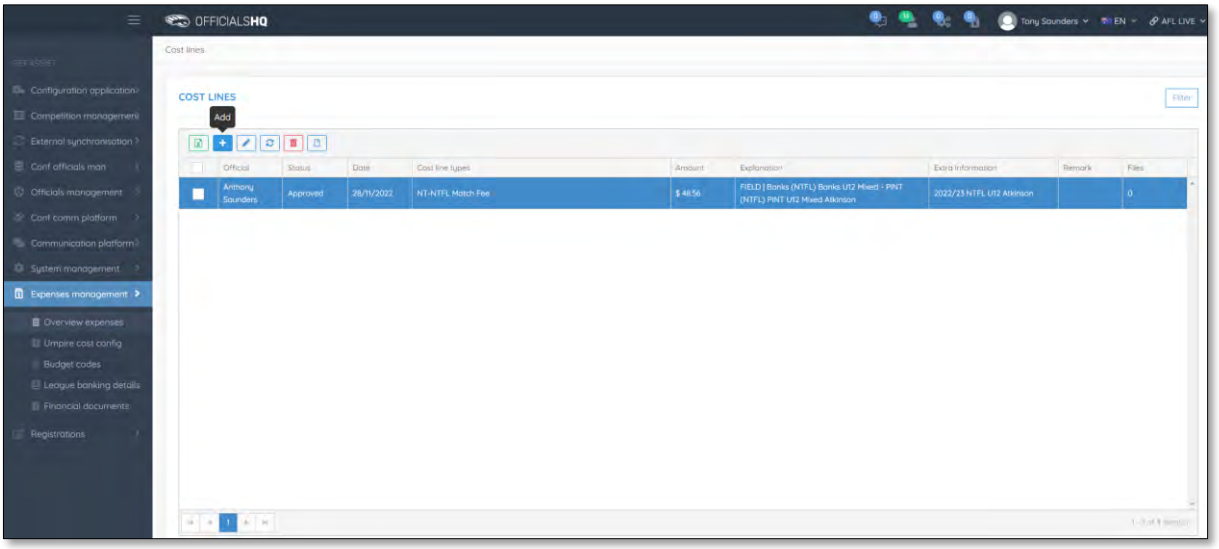
The **Change Status** pop-up will appear, select a **Status** and click on the **Change** button.



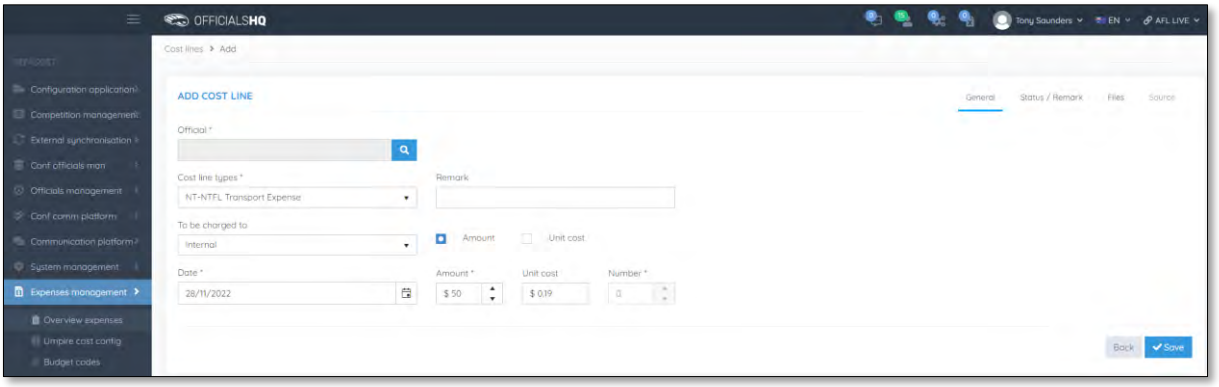
Expenses Management – Overview Expenses (cont)

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

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

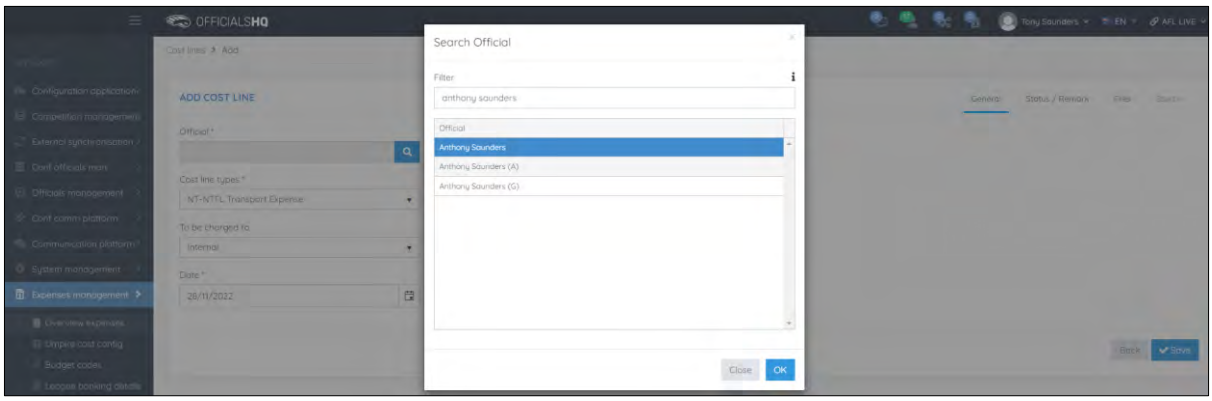


On the **Add Cost Line** page to search for an umpire in the **Official** area click on the icon.



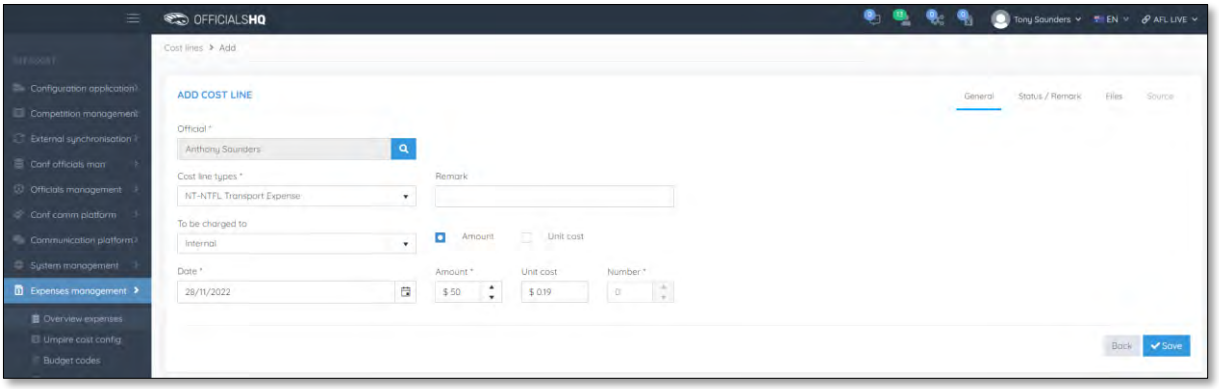
Expenses Management – Overview Expenses (cont)

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



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

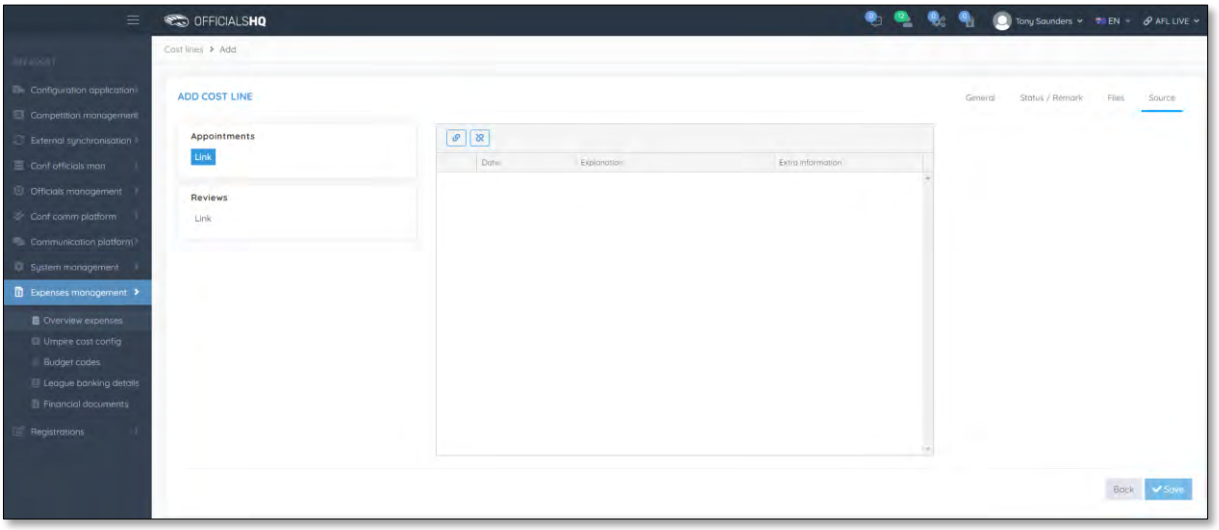
Select a **Cost line type** option, select a **To be charge to** option, select the **Date**, add the **Amount** and click on the **Save** button.



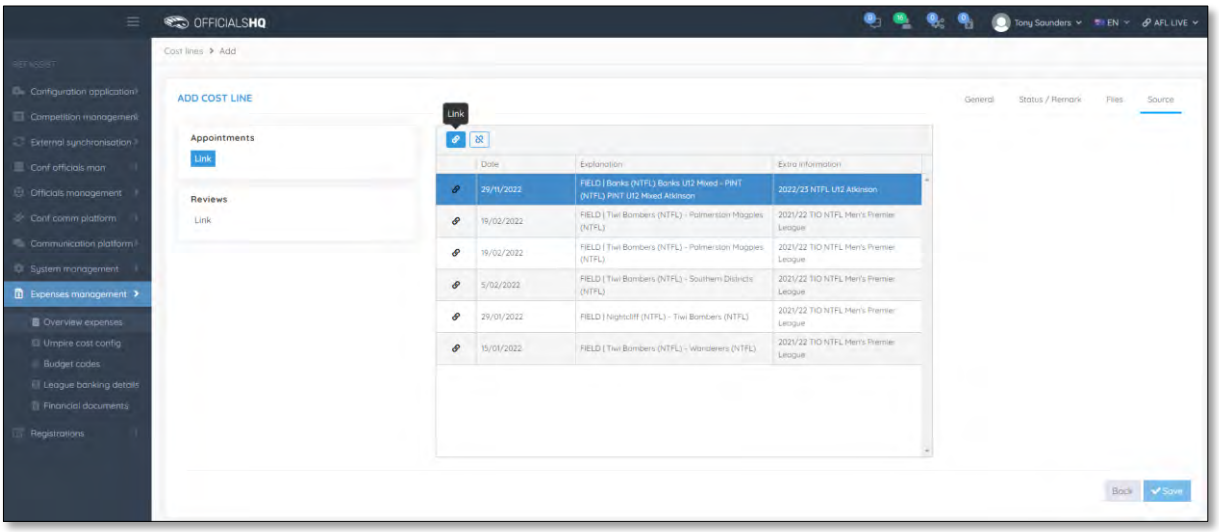
Expenses Management – Overview Expenses (cont)

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

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

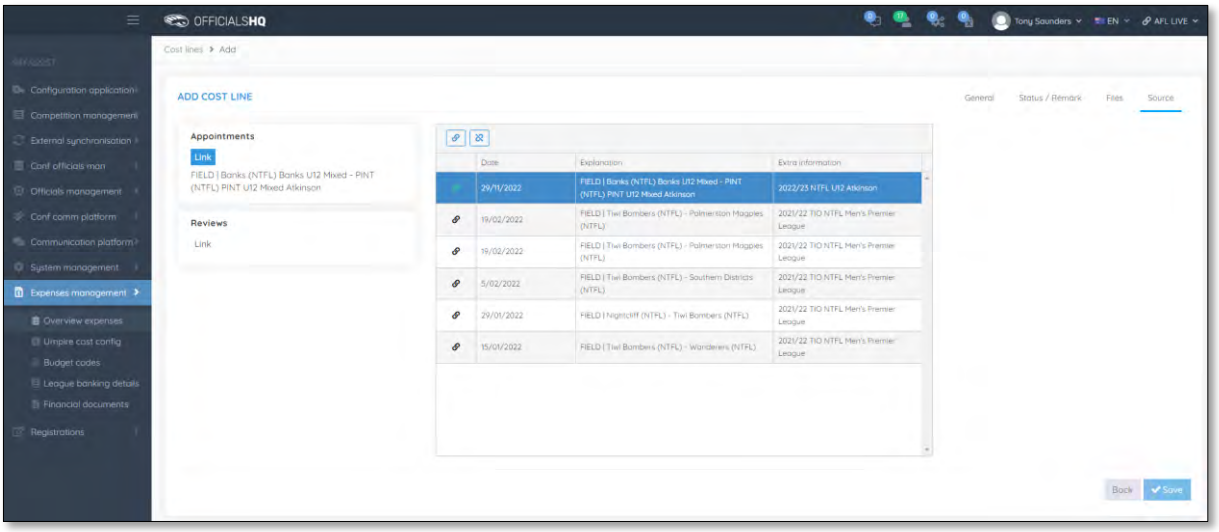


The appointments for the umpire will be shown. Click on an appointment and click on the (**Link**) icon.

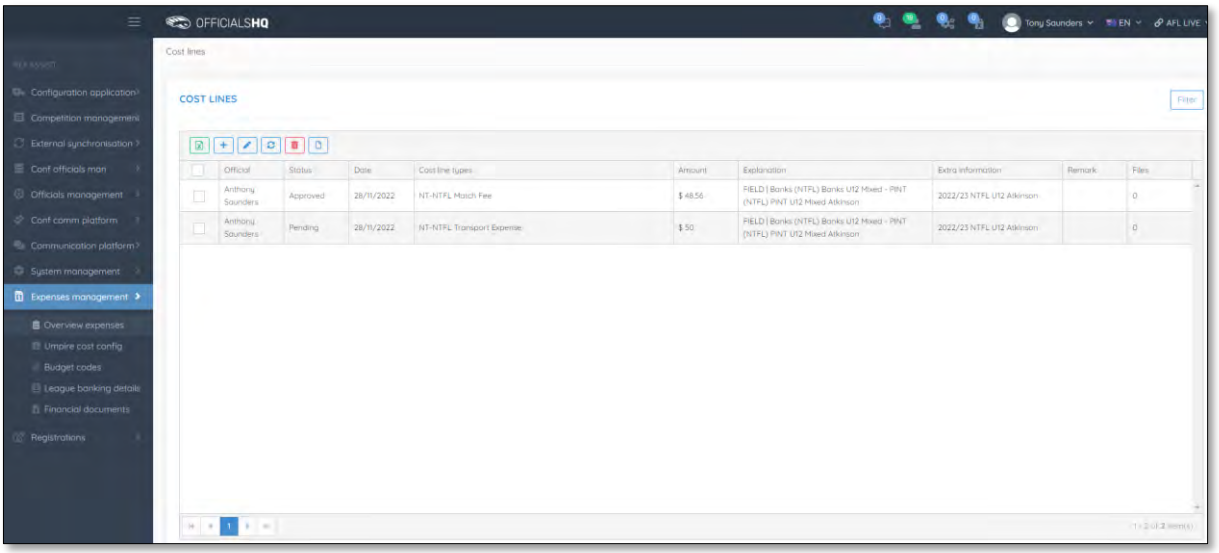


Expenses Management – Overview Expenses (cont)

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



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.

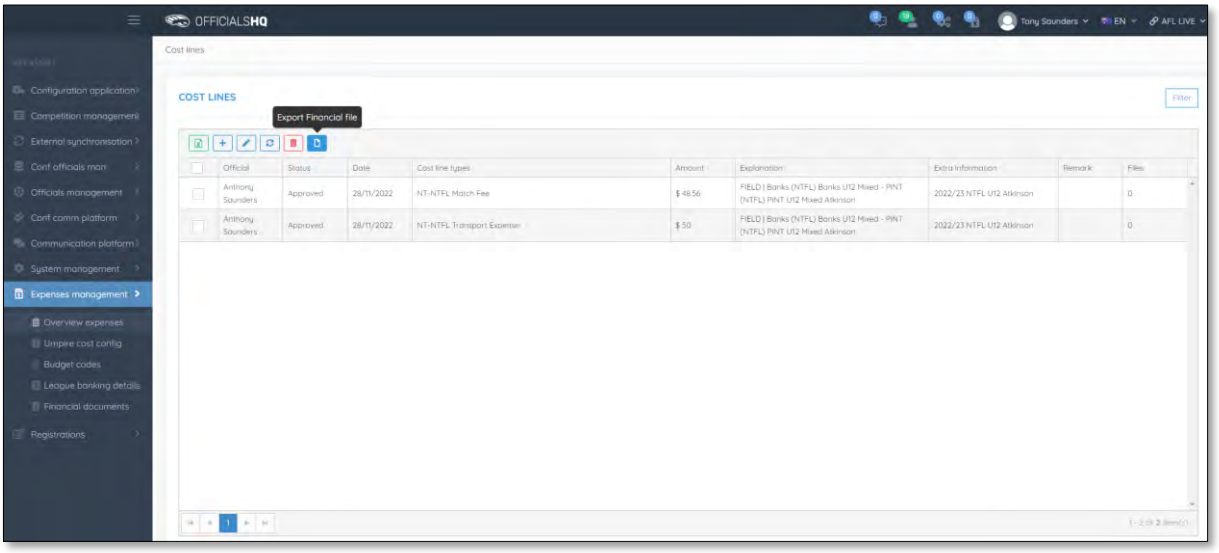


If required a spreadsheet of the **Cost Lines** can be downloaded by clicking on the (**Export to Excel**) icon.

Create ABA File

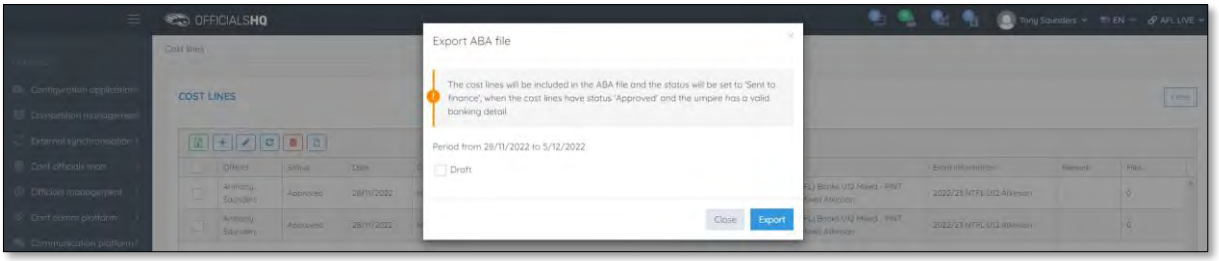
Before an ABA file can be generated the organisation bank account needs to be added in the **Expenses Management > League Banking Details** section.

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

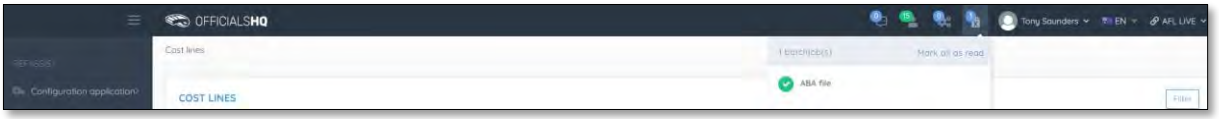


Please note when selecting to create an ABA file the system will create the file for all cost lines with status **Approved**. When **Draft** is not selected the status of the cost lines will change to **Sent to finance** indicating the cost lines were sent for payment to the umpires. Selecting **Draft**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

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

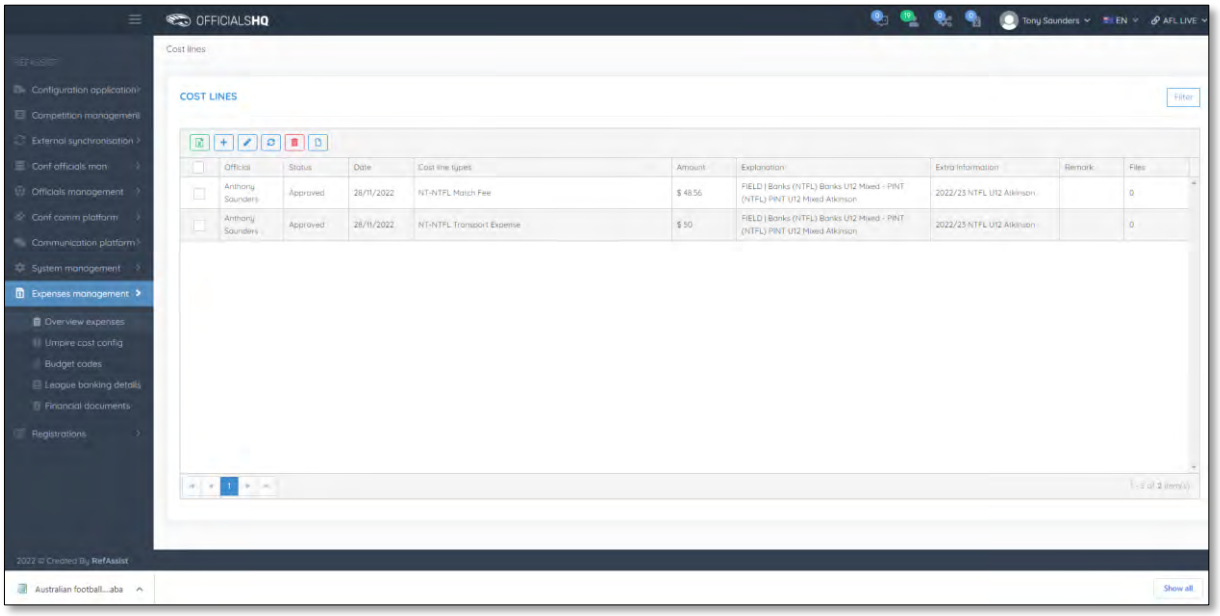


When the report is ready click on the icon in the top menu and select **Rapport filled forms bulk data**.

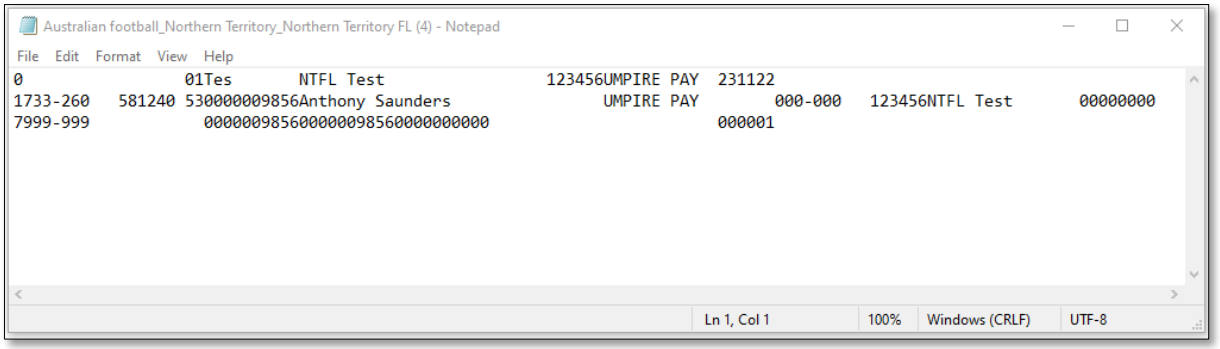


Expenses Management – Create ABA File (cont)

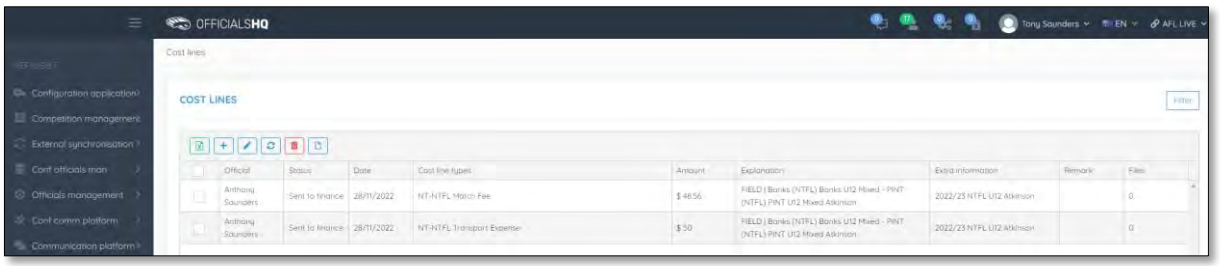
The link for the file will appear in the bottom left corner of the screen, click on the link to save and/or open the **File**.



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

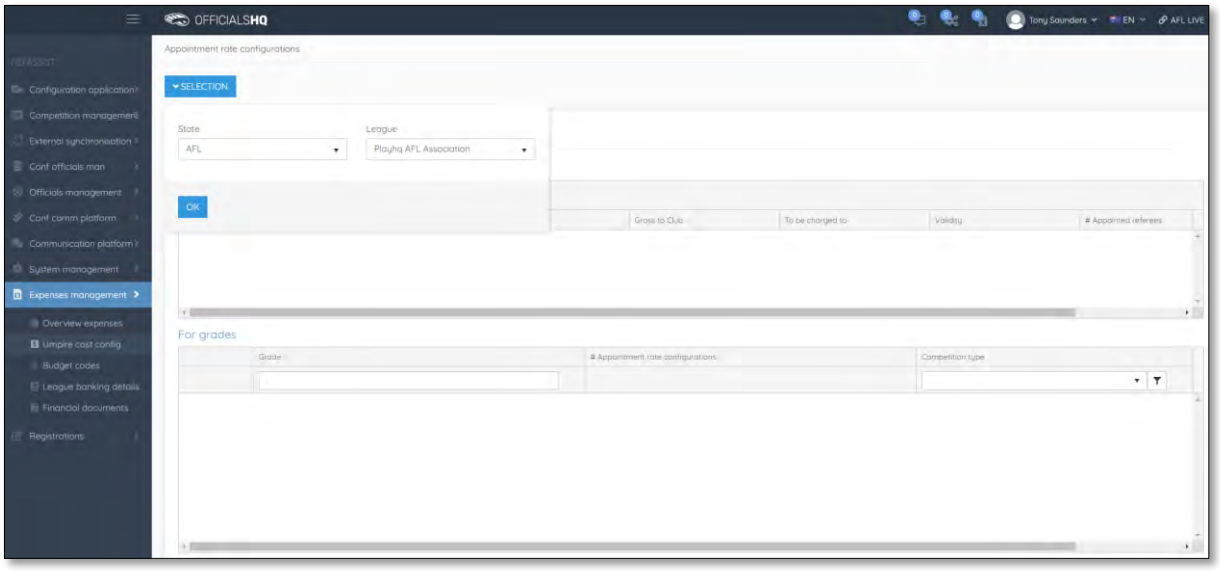


If you did not select **Draft**, when you refresh the **Cost Lines** page the **Cost lines** for umpires with correct bank details in their profile will update to **Sent to finance**.



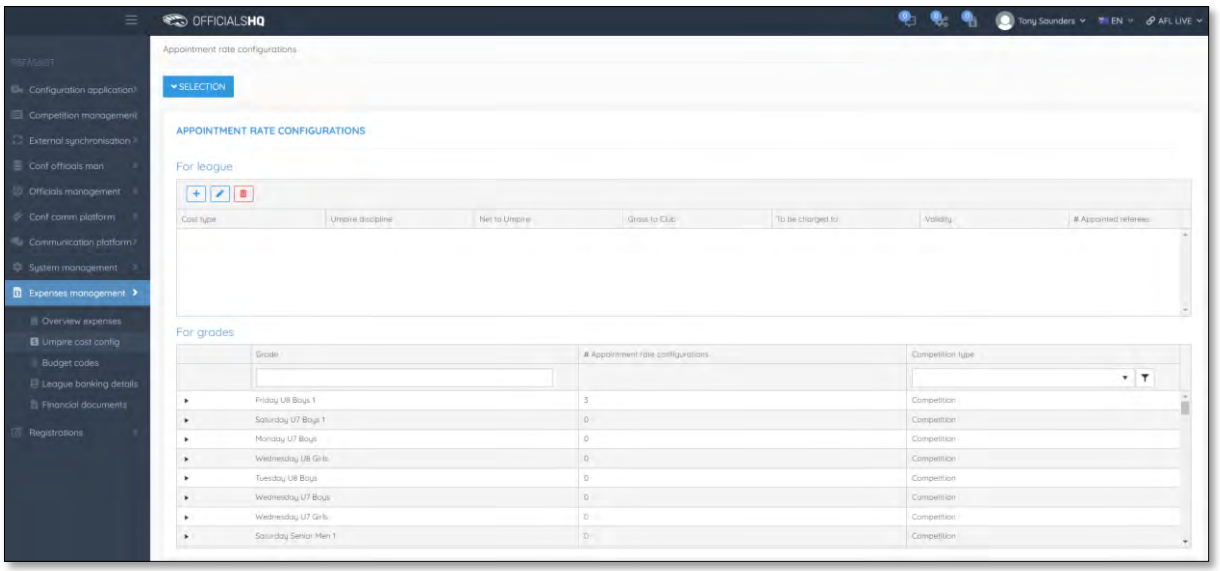
Umpire cost config

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



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

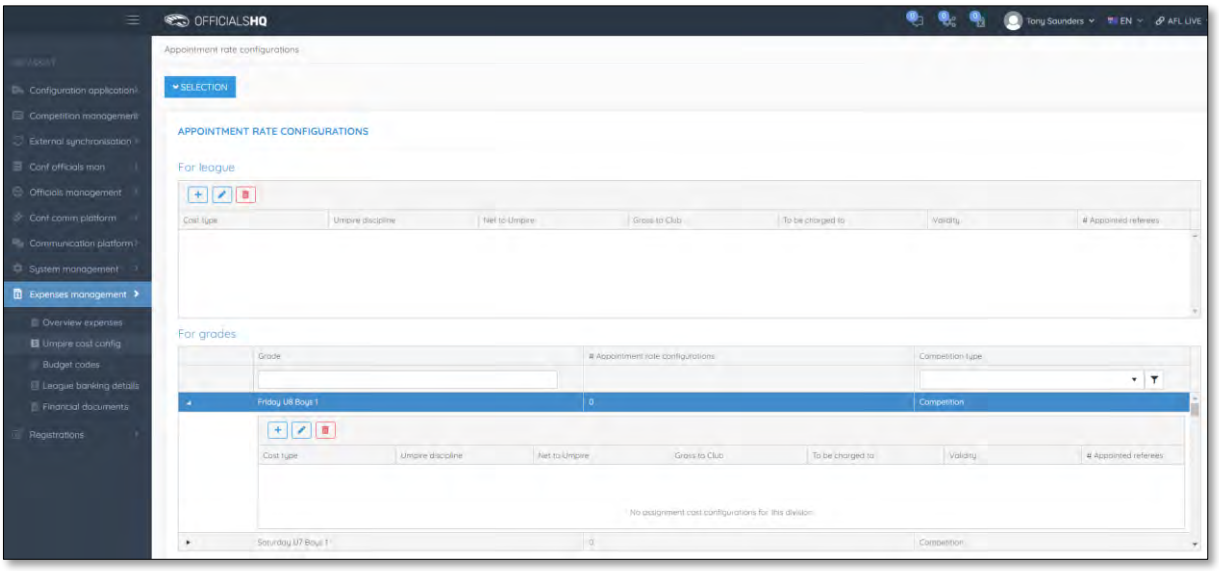
Umpire pay rates that are added in the **For League** area will automatically pass down into all **Grades**. However if there umpire pay rates added in a **Grade**, these will override the league umpire pay rates of the same type.



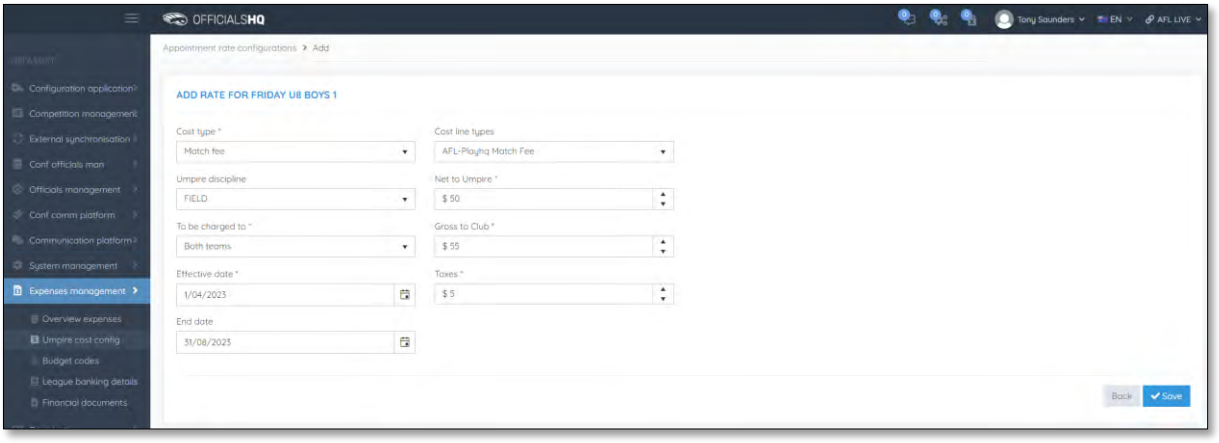
Add/Edit Umpire Pay Rates

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

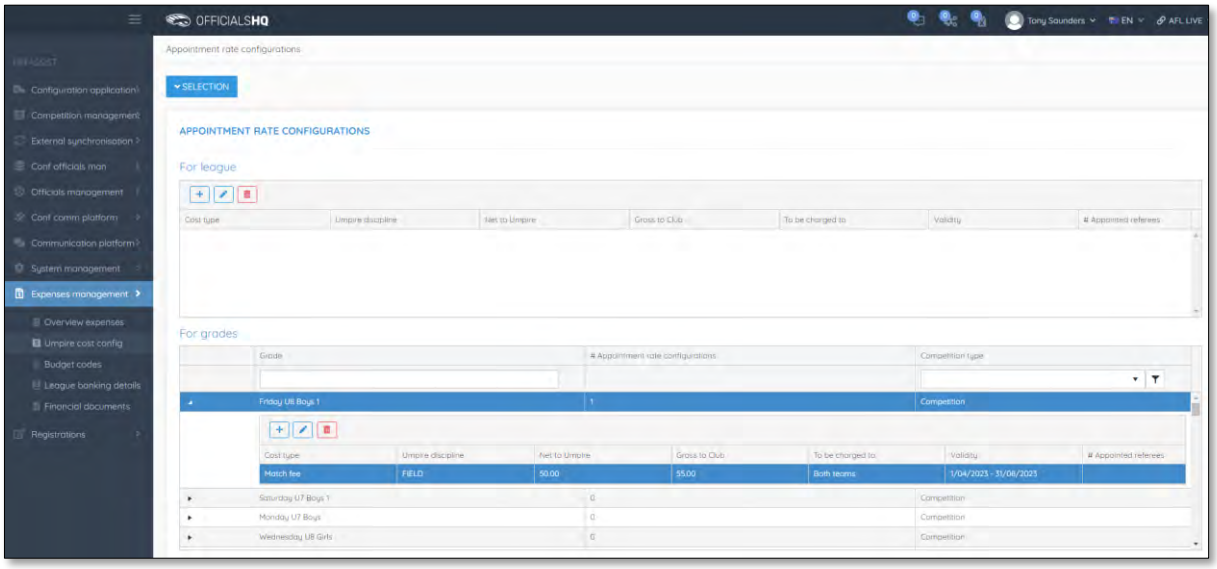
To add umpire payrates in the **For Grades** area click on the icon to open the grade and **click on the** **(Add) icon**.



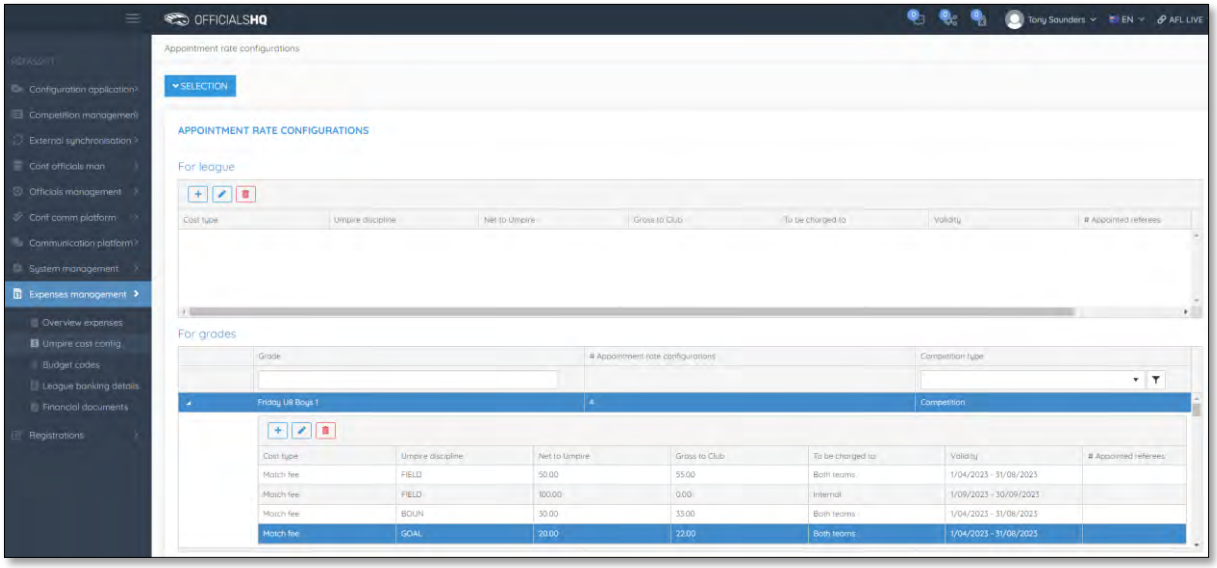
On the **Add Rate** page select a **Cost type** option, select an **Umpire discipline**, select a **To be charged to** option, select the **Effective date**, select the **End date,** add a **Cost line type**, add a **Net to Umpire** value, add a **Gross to Club** value (if required) and click on the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



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



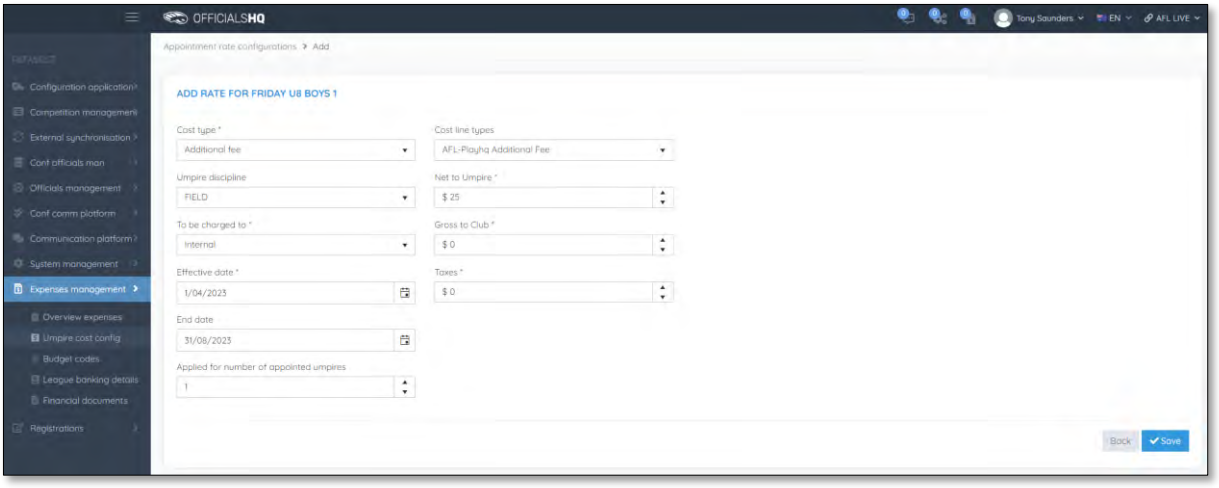
Add **Pay rates** for other disciplines and periods of time as required.



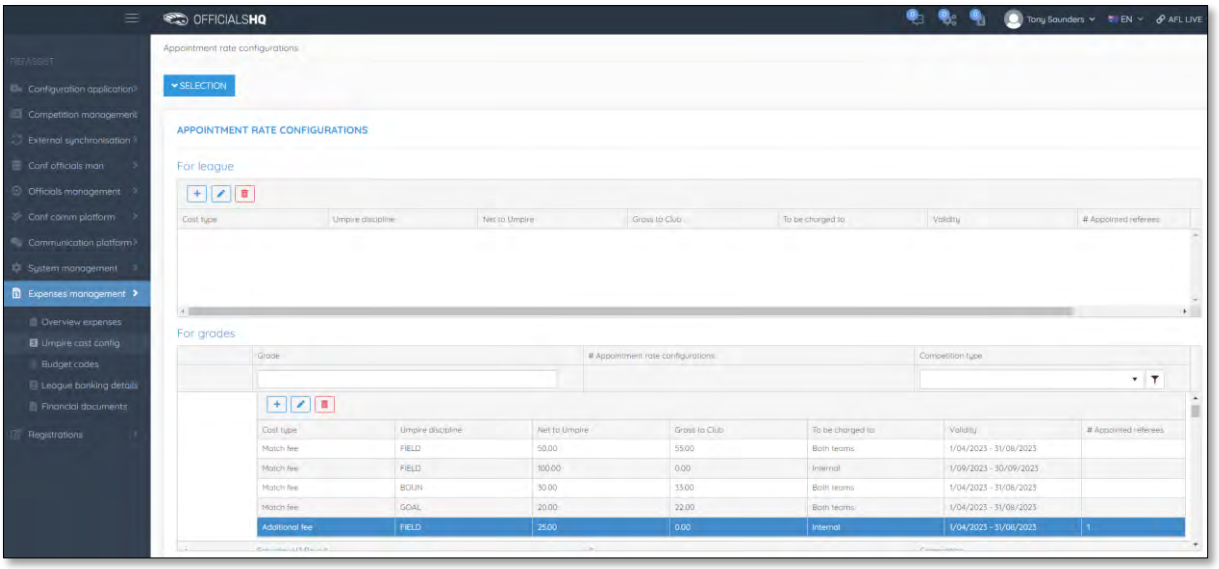
Expenses Management – Add/Edit Umpire Pay Rates (cont)

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

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



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

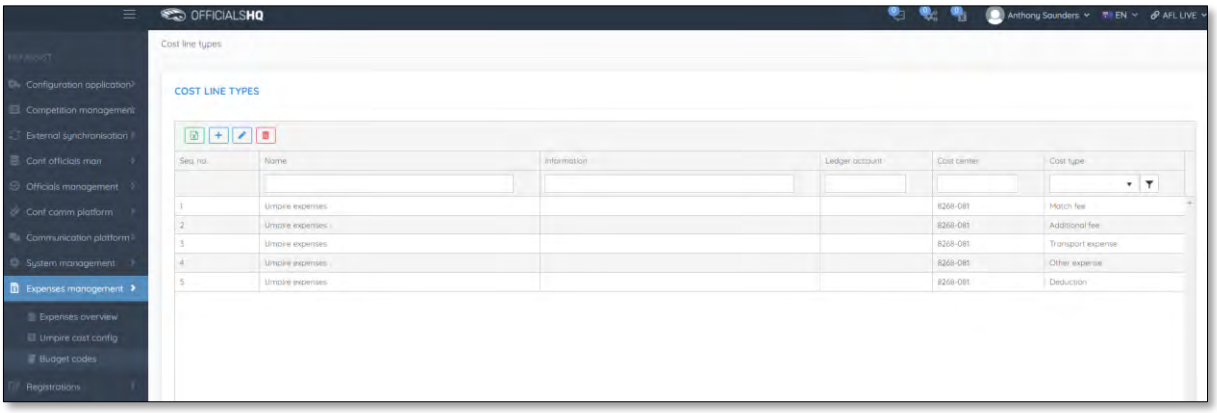


Follow the same process for all other **Grades** as required.

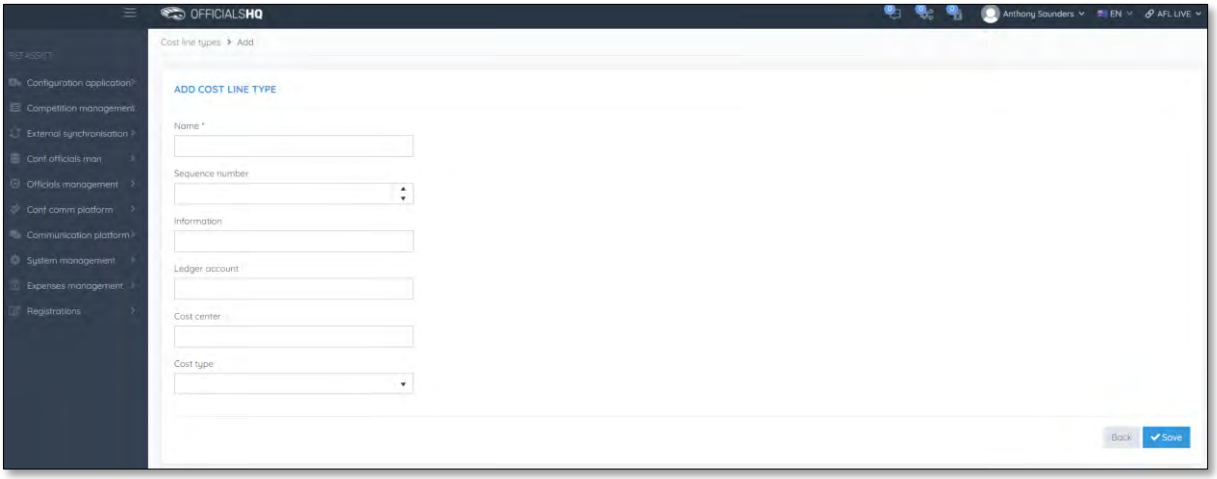
Budget codes

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

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



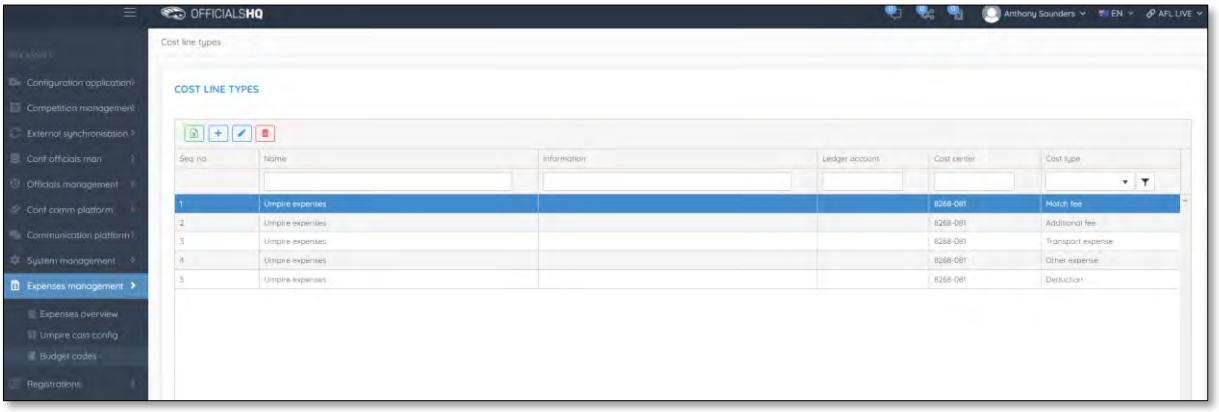
On the **Add Cost Line Type** page add a **Name**, select a **Sequence number** (if required), add **Information** (if required), add **Ledger account** (if required), add **Cost center** (if required), select **Cost type** and click on the **Save** button in the bottom right hand corner.



Expenses management – Budget codes (cont)

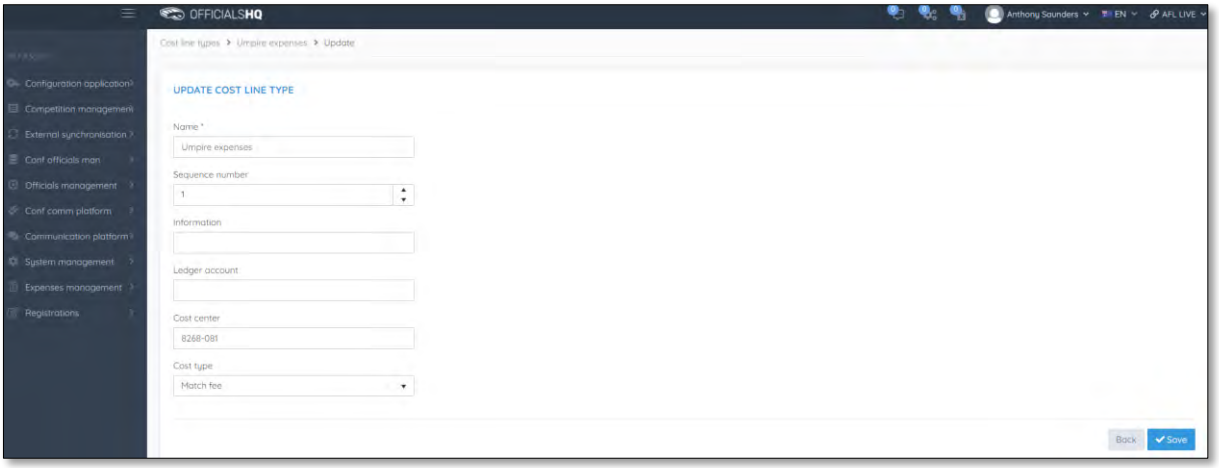
You will be returned to the **Cost Line Types** page.

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



Expenses management – Budget codes (cont)

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



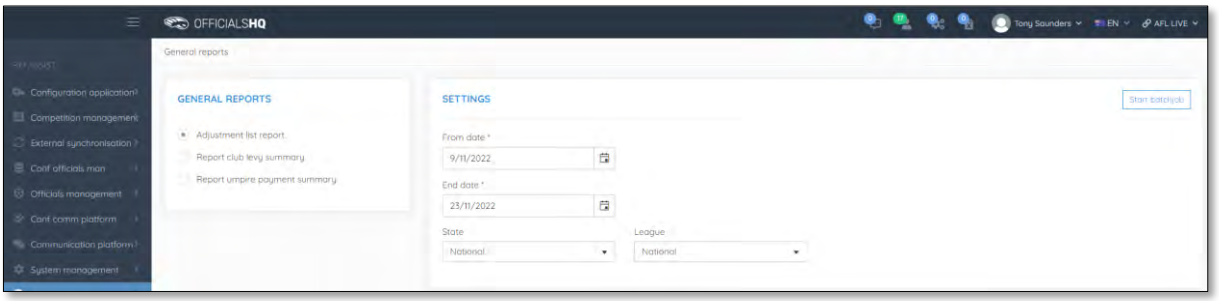
You will be returned to the **Cost Line Types** page.

Financial Documents

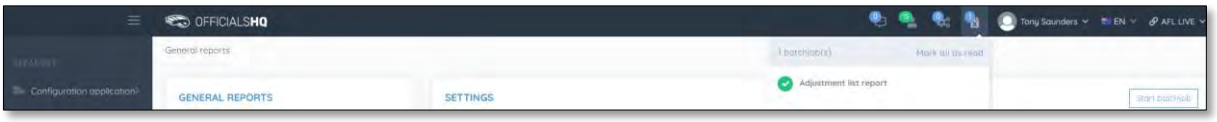
In the left menu click on **Expenses management** and click on **Financial documents**. You will land on the **General reports** page where there are three financial reports available.

Adjustment List Report

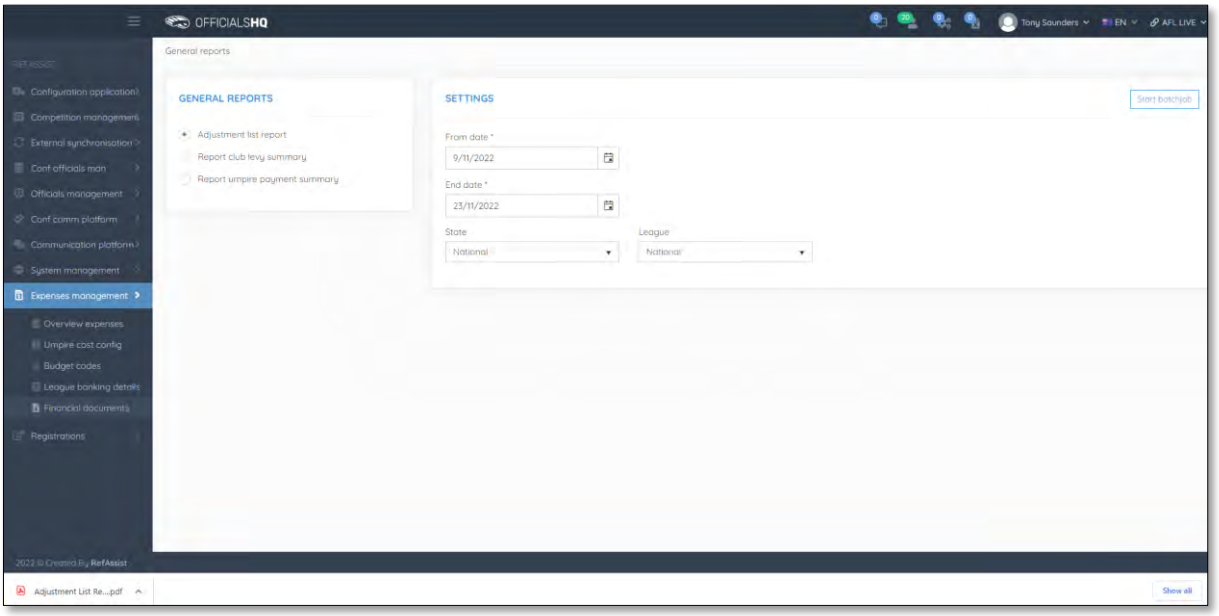
On the **General Reports** page in the **General Reports** area select **Adjustment list report**, add a **From date**, add an **End date**, select a **State** option, select a **League** option and click on the **Start batchjob** button.



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

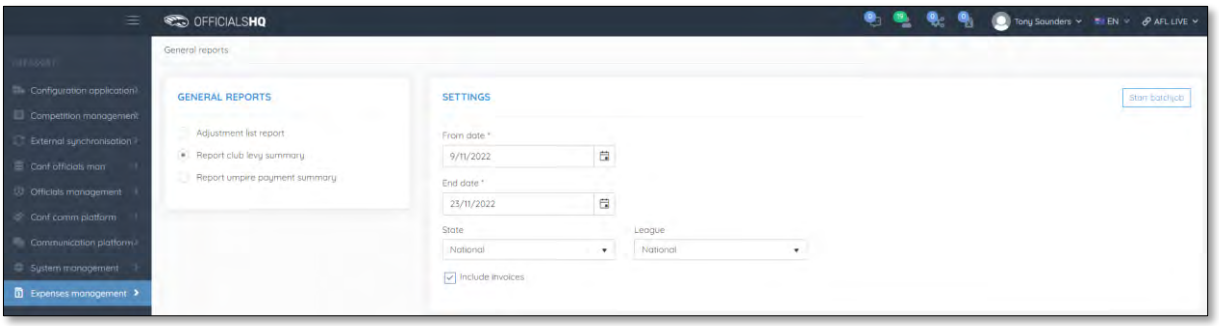


The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

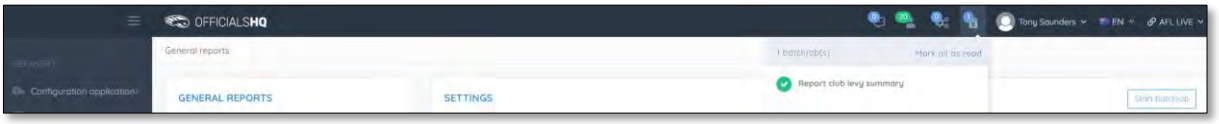


Report Club Levy Summary

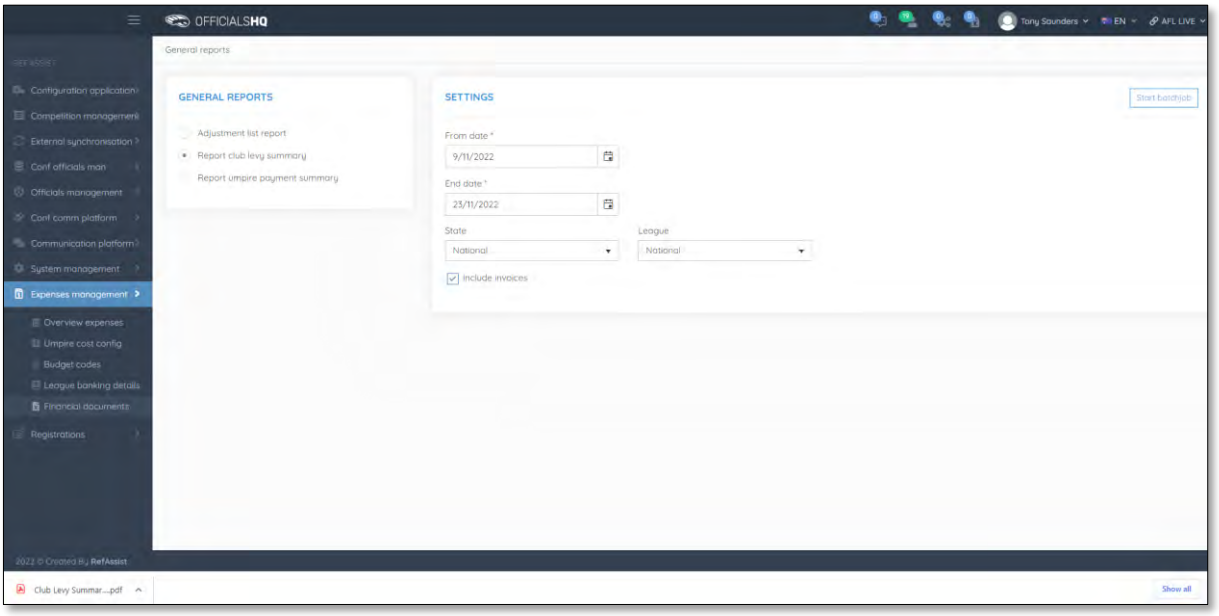
On the **General Reports** page in the **General Reports** area select **Report club levy summary**, add a **From date**, add an **End date**, select a **State** option, select a **League** option, if required tick the **Include invoices** box and click on the **Start batchjob** button.



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

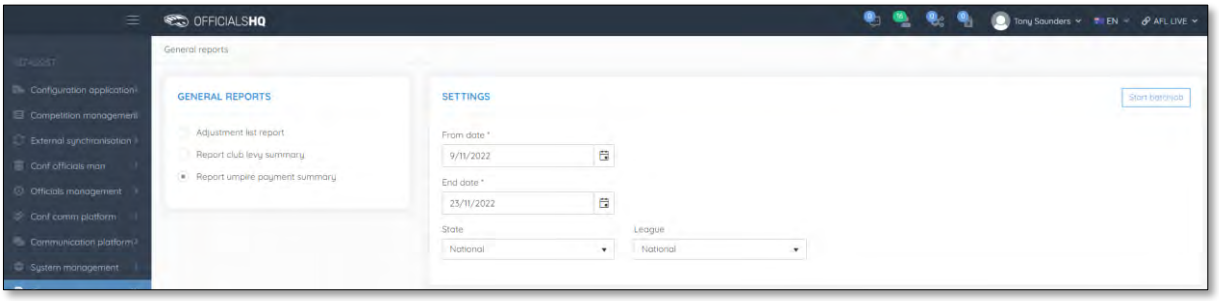


The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.

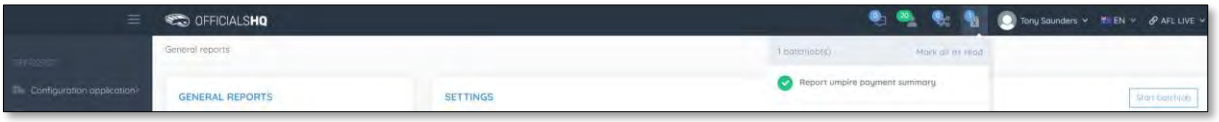


Report Umpire Payment Summary

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

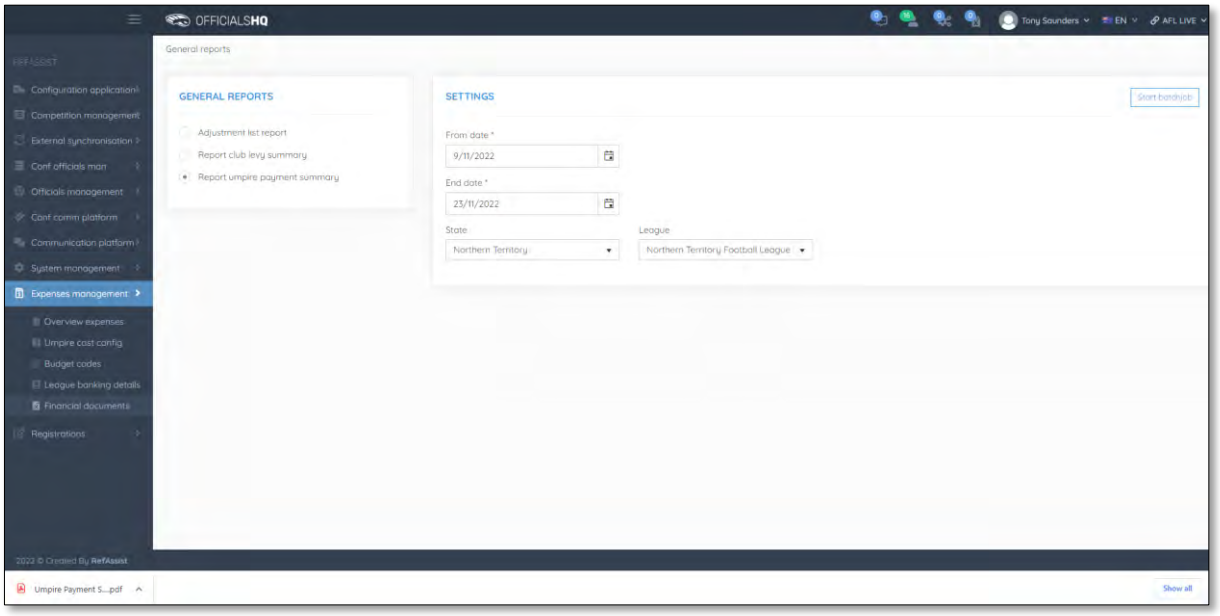


When the report is ready click on the icon in the top menu and select **Report umpire payment summary**.



Expenses Management – Report Umpire Payment Summary (cont)

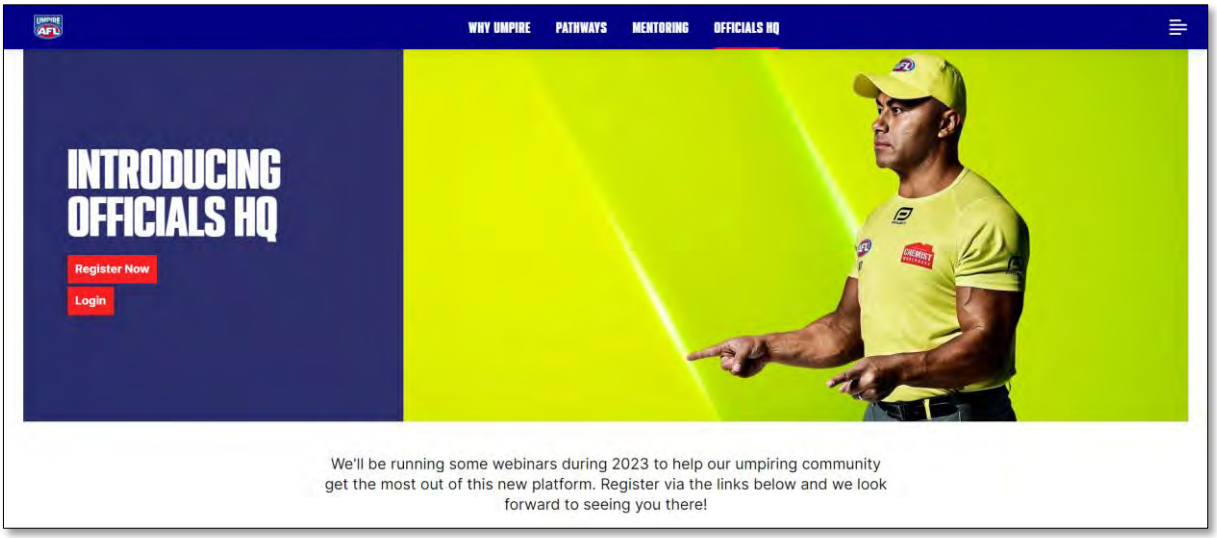
The link for the file will appear in the bottom left corner of the screen, click on the link to open the **Report**.



10. Support

Umpire Resources

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



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

AFL Customer Service Team

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

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