AFL

UMPIRE FINANCE ADMIN OFFICIALSHQ USER GUIDE





Version 3, 17th February 2023





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Umpire Resources	<u>)</u>
AFL Customer Service Team	<u>)</u>







1. Terminology

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

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

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

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







2. Umpire / Umpire Coach Registration

New Registration

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

Step 1. Account

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

Solution Solution <th></th> <th></th>		
DifficialsHQ Registration Welcome to OfficialsHQ, world's leading plotform that makes efferee and official management, planning, communication, and follow-up a walk in the park. Frost name • (commonstration) tota are about to register for the Australian Football League within OfficialsHQ. Please follow all the steps and complete the cogment. Commonstration Commonstration Image: Commonstration C		STEP 1 / 5
DificialsHQ Registration Welcome to OfficialsHQ, world's leading platform that makes eferee and official management, planning, communication, and follow-up a walk in the park: First name * (ou are about to register for the Australian Football League within OfficialsHQ, Please follow all the steps and complete the sourment: (dmm/ygyg) Cender * Male	🐑 officials hq	1. ACCOUNT
We know to Officials HQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park. First name* four are about to register for the Australian Football League within OfficialsHQ, Please follow all the steps and complete the bournert. Correct dd/mm/yuyu Gender* Male		Emoil address *
referee and official management, planning, communication, and follow-up a walk in the park. for our are about to register for the Australian Football League within OfficialsHQ. Please follow all the steps and complete the augment. Date of birth * Image: Image	OfficialsHQ Registration	
Fou are about to register for the Australian Football League within OfficialisHQ. Please follow all the steps and complete the conjument. Conter of birth * Idd/mm/yyyy Image: Imag	Welcome to OfficialsHQ, world's leading platform that makes referee and official management, planning, communication, and following a wolk in the party.	First nome *
within OfficialsHQ. Please follow all the steps and complete the bogment. Date of birth • Image: I	and ranker up a wark in the park.	Last name *
bate of birth* Idd/mm/yyyy Gender* Mole	You are about to register for the Australian Football League	
dd/mm/yyyy Gender * Mole	within OfficialsHQ . Please follow all the steps and complete the	Date of birth *
Mole ~	pogrimin	dd/mm/yyyy
		Gender *
Next	(AFL)	Male 🗸
Next		
		Next

Step 2. Address & Contact

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

	STEP 2	/ 5
Corricials hq	2. ADDRESS & CONTACT	
OfficialsHQ Registration		
Welcome to OfficialsHQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park.	Suburb * Postcode *	
	State	
You are about to register with the Australian Football League	Please select a value	•
and its affiliates. Please follow all the steps and complete the payment.	Country *	
	Australia	
	Mobile phone *	
	Previous Next	

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Umpire / Umpire Coach Registration (cont)

Step 3. Role Preferences

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

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

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

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

		STEP 3 / 5	
Corricials HQ	3. ROLE PREFERENCES At least 1 role must be selected and multiple State	ple panel/role combinations can be selected Umpiring club/league	
OfficialsHQ Registration Welcome to OfficialsHQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park.	Please select a value Role Please select a value	No organisation available Add role preference	
You are about to register with the Australian Football League and its affiliates. Please follow all the steps and complete the payment.	State Umpire panel		
AFL	No	io role preferences specified	
		Previous Next	







Umpire / Umpire Coach Registration (cont)

Step 4. Summary

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

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

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

		STEP 4 / 5
COFFICIALS HQ	4. SUMMARY	
	Please review your data	before proceeding to the payment
	Account	Address & Contact
OfficialsHQ Registration Velcome to OfficialsHQ, world's leading platform that makes eferee and official management, planning, communication, and follow-up a walk in the park.	Tony Saunders testumpire@gmail.com 01/06/1963 Male	9 monet street coombabah 4216 23 Australia 0400000000
ou are about to register with the Australian Football League and its affiliates. Please follow all the steps and complete the	Role preference(s) Field Umpire for Northern Territo	ary Football League in Northern Territory
oyment.		I agree to receive offers from the program/competition organisers and from the AFL_AFL clubs, affiliates and partners, my local league and club and third parties in accordance with the AFL Privacy Policy
		Previous Next







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

No payment is required.

COFFICIALS HQ	5. PAYMENT	STEP 5 / 5
OfficialsHQ Registration	Subscription SEASON PASS	\$ 0.00 / season
Welcome to OfficialsHQ, world's leading platform that makes impire and official management, planning, communication, and ollow-up a walk in the park.		
fou are about to register with the Australian Football League and its atfiliates. Please follow all the steps and complete the bayment.	Completing registration We are processing your registration, please DO NOT close the browser until we redirect you.	Apply voucher
		Previous Finish

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

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

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Umpire / Umpire Coach Registration (cont)

Account Creation

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

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

Account created (Externa) > Inbox x			e	9 2
administrator@movetex.be to me -		1:36 PM (10 minutes ago) 🏅	۴ ۲	. :
	CFICIALSHQ			
	Account created			
An acc	ount was created for you in OfficialsHQ using <u>administration@aflbj.com</u> as login Click the following link to create your new password This link will remain active for 72 hours			
	Create new password			
Fi	or information about OfficialsHQ and some instructional videos, <u>click here</u> .			
	Stay Connected With OfficialsHQ!			
	(f) in 😐			
	Copyright © 2020 Movetex. All rights reserved.			_

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

C OFF		
Welcome. Enter a val your account creation.	lid password to complete	
Password		
Confirm password		
	CANCEL CREATE	
2021 © OfficialsHQ	powered by RefAssist.	







Umpire / Umpire Coach Registration – Account Creation (cont)

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

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

Welcome to OfficialsHQ (External) Σ Inbox x			ē	ß
administrator@movetex.be to me ▼		1:52 PM (3 minutes ago) 🕺	*	:
	OfficialsHQ access			
	Click the following link to start using OfficialsHQ!			
	Co to OfficialsHQ			
	Stay Connected With OfficialsHO!			
	Copyright © 2020 <u>Movetex</u> . All rights reserved.		_	

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

(COS OFFICIALS HQ
°∨	Velcome. Please login.
	Username
	Password
	LOGIN
	FORGOT PASSWORD
	2021 © OfficialsHQ powered by RefAssist.







Required Account Completion

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

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

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

Required account comple	tion	×
살 Clubs	Please select all clubs you are associated to.	
🖏 Umpire info	Select none if you aren't associated with one or more clubs.	
✿ Work with children	Selected associated clubs	
Demographics		
② Emergency info		
sn Banking	Search for clubs	i
Medical	Q ≫ No club	
	Cancel	ext







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

Required account comple	etion	×
살 Clubs	Active player? *	
🖎 Umpire info		•
😭 Work with children	Year started umpiring? *	▲ ▼
Demographics	How did you find out about us? *	
② Emergency info		•
57 Banking		
Medical		
	Cancel	Next

Work with children tab – select answers for both questions.

Required account complet	ion	×
살 Clubs	It is an AFL requirement that all registered umpires and coaches must hold a working	
🖏 Umpire info	with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.	
ර Work with children	Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria. Example 2: In NSW, an individual under 18 years of age is not required to obtain a	
Demographics	working with children check.	
② Emergency info	Have you been convicted of, or are you currently charged with, a criminal offence? *	
음 Parent guardians	▼ Have you obtained a working with children check (or equivalent) or do you otherwise meet	
🖙 Banking	the working with children requirements in your State or Territory?*	
Medical		
	Yes No	t







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

Required account comple	tion	×
살 Clubs	Country of birth *	
🖎 Umpire info		•
🛱 Work with children	Were you or any of your parents born overseas? *	•
Demographics	Are you from Aboriginal or Torres Strait Islander origin? *	
② Emergency info		•
ST Banking		
Medical		
	Cancel	Next

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

Required account comple	ition	×
살 Clubs	Name *	_
🖏 Umpire info		
☆ Work with children	Telephone number *	
Demographics	Relationship *	_
② Emergency info		
ध्न Banking		
Medical		
	Cancel Ne	ext







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

Required account compl	etion		×
살 Clubs	Please enter your main bank a	ccount details used for receiving payments. It will be	
🖎 Umpire info		counts in your profile after completing the registration	
🛱 Work with children	Bank name *	Bank account holder *	
Demographics			
② Emergency info	Account number *	BSB *	
📼 Banking			
Medical			
		Cancel	Next

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.

Required account comp	letion	×
살 Clubs	Please add all relevant medical information, if applicable ac	ld some extra information
🖏 Umpire info	or a document.	
ີ່ ₩ork with children	Allergies	Add medical information
Demographics	Allergies General medical Notes/injuries	
② Emergency info	Do you identify as living with a disability/disabilities	
5 Banking		
Medical		
		Cancel Complete







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

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

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

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

	C OFFICIALS HQ		Ф.	%	O Anthony Sounders 🛩	
REFASSIST	Home					
Communication platform ³	DASHBOARD	NOTIFICATIONS				
	 ▲ Notifications ☑ General messages 	Filterd by olert type				
	Messages	No notifications available				







Re-Registration

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

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

General tab

Required re-registration			×
🖪 General	First name *	Last name *	
Address	Anthony	Saunders (A)	
살 Clubs	Date of birth * 1/06/1963	G*	
Role preferences	Email *		
🖎 Umpire info	administration@aflbj.com		
✿ Work with children	Mobile * 0400006859		
Demographics			
② Emergency info			
E Banking			
Medical			
		Cancel Nex	ct







Address tab

Required re-registration			×
🖭 General	Street *	House number *	
Address	Monet Street	9	
	City *	Postal code *	
살 Clubs	Coombabah	4216	
Role preferences	State/Province *		
🖎 Umpire info	Queensland	•	
😭 Work with children	Country * Australia		1
Demographics			
② Emergency info			
57 Banking			
Medical			
		Cancel	ext

Clubs tab

Required re-registration			×
🖬 General	Street *	House number *	
Address	Monet Street	9	
살 Clubs	City *	Postal code * 4216	
Role preferences	State/Province *		
🖎 Umpire info	Queensland		•
😭 Work with children	Country * Australia		
Demographics			
② Emergency info			
En Banking			
Medical			
		Cancel	Next

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Role Preferences tab

Required re-registration				×
GeneralAddress		role combinations you w	nel/role combinations can be sel rant to re-register for, you can als	
살 Clubs	State	Or	rganisation	
Role preferences	Northern Territory	▼	NTFL Umpires	•
🖎 Umpire info	Role Field Umpire	•	Add role preference	
🛱 Work with children				
Demographics	State	Umpire panel	Role	
② Emergency info	Northern Territory	NTFL Umpires	Field Umpire	*
En Banking				
Medical				
			Cance	el Next

Umpire Info tab

Required re-registration		×
🖭 General	Active player?*	
🙆 Address	No	•
살 Clubs	Year started umpiring? * 2017	* *
Role preferences	How did you find out about us? *	
🕒 Umpire info	Other	•
🛱 Work with children		
Demographics		
② Emergency info		
Sanking		
🔁 Medical		
	Cancel	Next

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Work With Children tab

Required re-registration		×
📧 General	It is an AFL requirement that all registered umpires and coaches must hold a working	
🙆 Address	with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.	
살 Clubs	Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria. Example 2: In NSW, an individual under 18 years of age is not required to obtain a	
Role preferences	working with children check.	
🖎 Umpire info	Have you been convicted of, or are you currently charged with, a criminal offence? *	7
Work with children	Have you obtained a working with children check (or equivalent) or do you otherwise meet	
Demographics	the working with children requirements in your State or Territory?*	
② Emergency info		Í.
💷 Banking	Yes No	
Medical		
	Cancel	xt

Demographics tab

Required re-registration		×
🖭 General	Country of birth *	
🙆 Address	England	•
살 Clubs	Were you or any of your parents born overseas? * Yes	•
Role preferences	Are you from Aboriginal or Torres Strait Islander origin? *	
🕞 Umpire info	No	•
🛱 Work with children		
Demographics		
② Emergency info		
Sanking		
Medical		
	Cancel	Next

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Emergency Info tab

Required re-registration		×
📰 General	Name *	
▲ Address	No	
살 Clubs	Telephone number * 0414378750	
Role preferences	Relationship *	
🖎 Umpire info	Partner	
✿ Work with children		
Demographics		
② Emergency info		
5 Banking		
Medical		
	Cancel	ext

Banking tab

Required re-registration		>	×
🖭 General	Please enter your main bank account de	tails used for receiving payments. It will be	
🙆 Address		our profile after completing the registration	
살 Clubs	Bank name *	Bank account holder *	
Role preferences	Westpac	A.K.Saunders	
🖎 Umpire info	Account number *	BSB *	
✿ Work with children	501210	755200	
Demographics			
② Emergency info			
E Banking			
Medical			
		Cancel Next	

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Medical tab

Required re-registration		×
📧 General	Please add all relevant medical information, if applicable add some extra information	
Address	or a document.	
살 Clubs	Allergies Add medical information	
Role preferences	Allergies General medical Notes/injuries	
🖎 Umpire info	Do you identify as living with a disability/disabilities	
🛱 Work with children		
Demographics		
② Emergency info		
Sen Banking		
Medical		
	Cancel Compl	ete







Terms and Conditions

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

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

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

≡	C OFFICIALS HQ		•) 🔍 Anthony Saunders 🗸	🎫 EN 🗵	
REFASSIST	Home DASHBOARD A Notifications	NOTIFICATIONS Filterd by clert type				
	General messages	No notifications available				







3. Logging in and accessing OfficialsHQ

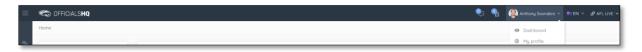
To login and access OfficialsHQ go to <u>https://app.officialshq.com</u> and enter the username & password you have registered.

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

Dashboard

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

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









Notifications

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

≡	CFFICIALSHQ		۰	🍨 👰 Anthony Saunders 🗸	🖬 EN 👻	🔗 AFL LIVE 🗸
	Home					
	DASHBOARD	NOTIFICATIONS				
	Notifications General messages Messages	Filterd by olert type			23/11/202	2 05:00
		Some: Bonks (NTFL) - PINT (NTFL) [28-11-22 17-30] Grade: 7027/23 MTL UT2 Atimson Accounter: FILD Met Arecompart			23/11/202	2 02:10

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

≡	CFICIALSHQ		۰ 🗣	👰 Anthony Saunders 🗸	🖬 EN 🗸	🔗 AFL LIVE 🗸
	Home					
•	DASHBOARD	NOTIFICATIONS				
	A Notifications 2	Filterd by olert type				
	General messages	Mew appointment Appointment Appointment			23/11/2022	2 05:00
		Clever varian cancelled Clever varian published Match start date changed Verwe changed			23/11/202	2 02:10
=	🖏 officials hq		e ; e ,	👰 Anthony Saunders 🛩	-	0.00.000.00
-	Home			Anthony Sounders *	THEN Y	Ø AFLLIVE V
•	DASHBOARD	NOTIFICATIONS				6
	Notifications General messages	Fitterd by diert type New appointment				
	🛱 Messages	Gome: Banks (NTFL) - PINT (NTFL) [24-11-22 17:30] Grade: 2022/32 NTFL UIZ Atkinson Accoliment: FIELD			23/11/202	2 02:10







Dashboard – Notifications (cont)

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

≡	CFFICIALSHQ		Q	Q	👰 Anthony Saunders 🗸		🕈 AFL LIVE 🗸
٩	Home	NOTIFICATIONS				Mark	all as read
	Notifications General messages Messages	Filterd by oliert type New appointment Game: Bonks (NTFL) - PINT (NTFL) [28-11-22 17:30] Grade: 2022/25 NTFL UIZ Atkinson Associationtent: TELD				23/11/2022 0	02:10) 🔟
=	CFFICIALSHQ Home		ę	٩	👰 Anthony Sounders 🗸	₩EN Y d	
=		NOTIFICATIONS	ę.		nthony Sounders 🗸		9 AFL LIVE V Delete all

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.

≡	CFFICIALSHQ		٩	•	👰 Anthony Saunders 🛩	TEN Y	🔗 AFL LIVE 👻
	Home						
•	DASHBOARD	MESSAGES					
	A Notifications (2)	TEST @ Thursday_29 November 2022.04-8 1 - Qo1 messopa(c) 1 - SQ reply disobled					
	General messages	0					
	Messages Message The is a TEST message						
		Read more					

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

≡	CFFICIALSHQ		•	e	👰 Anthony Saunders 🗸	TR EN 🗸	🔗 AFL LIVE 👻
	Home						
•	DASHBOARD	TEST					+
	A Notifications 2	Tony Sounders - Thursday, 24 November 2022 04:48					
	General messages	This is a TEST message					
	🛱 Messages		_				







Profile

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



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

Personal Data

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

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

≡	CFFICIALSHQ			ې 🐏	👰 Anthony Sounders 🗸	🎫 EN 👻	🔗 AFL LIVE 🗸
	My profile						
•	Arthony Sounders Arthony Soun	Name Email Anthony Sounders Inemail@email.com Phone Mobile Phone 0400112233 Street House number Random Street 1 Postcode City 4000 Random City Country Nutricition Mutch data may be shared with the colleagues with who you are appointed on a r Image: Show phone Show phone number	atch?				
	Accreditations						Update
	Work with children						_
	Change password						
	Change photo						

External Links

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

≡	🖘 Officialshq	٩	•	👰 Anthony Saunders 🗸	TI EN Y	𝔗 AFL LIVE ∽
	My profile					
e.	Anthony Sounders					
	Personal data Personal lata External links					







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.

≡	C OFFICIALSHQ		٩.	Q	👰 Anthony Saunders 🗸	🎫 EN 🗵	🔗 AFL LIVE 🗸
	My profile						
Ø	Anthony Saunders	Name Jode Telephone number Ø40012233 Relationship Daughter					
	ᢙ Personal data						✓ Update
	Æ External links						
	② Emergency Info						

Affiliated Clubs

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

CFFICIALSHQ		🎭 🗣	👰 Anthony Saunders 👻 🎫 EN 👻 🔗 AFL LIVE 🗸
My profile			
	AFFILIATED CLUBS		Add offiliation club
Anthony Saunders			
Personal data			
Emergency Info			
S Affiliated clubs			

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.

CO OFFICIALS HQ		10		🐮 🐴 🚇 A	
My profile		Add affiliation club	×		
	AFFILIATED CLUBS	Club * Wadanga Football & Sports Club Ltd. Filter			Add offlication club
THIT .		wodonga	4		
		Club			
		Albury Wadanga Juniar Football League	1		
Anthony Sounders		Wodonga Bulldogs (FIDA)			
		Wodonga Female Football Club			
		Wadanga Football & Sports Club Ltd.			
& External links		Wodonga Junior Football Club			
		Wodonga Raiders Female Football Club			
Emergency Info		Wodonga Raiders Football Club			
Affiliated clubs		Wodonga Raidens Junior Football Club			
		Wadanga Saints Foatboll Club			
Medical Information					
Bank accounts			Close Add		







Profile – Affiliated Clubs (cont)

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

	CFFICIALSHQ		Q	👰 Anthony Saunders 🗸		🔗 AFL LIVE 🗸
	My profile					
0		AFFILIATED CLUBS			Add affi	liation club
	Anthony Saunders					
	<i> </i>					
	② Emergency Info					
	S Affiliated clubs		_			

Role Preferences

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

=	CFFICIALSHQ				🎨 🇌 🤬 Anthony Saunders 🗸 🖬 EN 👻 🖉 AFL LIVE 🗸
4	My profile	ROLE PREFERENCES			
	Anthony Sounders	Stote Northern Territory Leogue NTFL: Umpires Umpire diacipline Field Umpire Stort dote 15/09/3021	State AFL League Playha Umpires Umpire discipline Field Umpire Start date 1/11/2022	Stote AFL Leogue Piouhq Umpires Umpire discipline Boundary Umpire Stort date 1/th/2022	State Northern Territory League Northern Territory Football League Umpire discipline Umpire Coach - Field Coach Stort date
	External links				
	Emergency Info Affiliated clubs				
	Role preferences				

Medical Information

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

	CFICIALSHQ		🎨 🍓 👰 Anthony Sounders 🗸 📰 EN 🗸 🔗 AFL LIVE 🗸
	My profile		
•		MEDICAL INFORMATION	Add medical information
	Anthony Saunders		
	🔂 Personal data		
	🔗 External links		
	② Emergency Info		
	S Affiliated clubs		
	Role preferences		
	Medical information		







Profile – Medical Information (cont)

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

\equiv	C OFFICIALS HQ			🍭 🍕 🎆 Anthony Saunders 🗸 🎫 EN 🗸 🔗 AFL LIVE 🗸
	My profile		Add medical information ×	
ø	Anthony Saunders	MEDICAL INFORMATION	Only one file can be uploaded, when you upload a new file the old one will be removed Type Allergies Additional info Nuts	Add midlor Information
			Select files.	
	Emergency Info			
	S Affiliated clubs		Sove Close	
			Juve Cuse	
	Medical information			

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

≡	CFFICIALSHQ		Q: Q:	👰 Anthony Saunders 👻 🎫 EN 👻 🔗 AFL LIVE 👻
	My profile			
0		MEDICAL INFORMATION		Add medical information
	Anthony Saunders	Nuts File uploads		
	🔂 Personal data			
	Æ External links			
	② Emergency Info			
	S Affiliated clubs			
	Role preferences			
	Medical information			

Bank Accounts

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

	CFFICIALSHQ		🎨 🧌 🎊 Anthony Sounders 🗸 🖬 EN 🗸 🔗 AFL LIVE 🗸
	My profile		
•		BANK ACCOUNTS	Add bonk occount
		BANK ACCOUNT 1 Edit	
	Anthony Saunders	Bonk name MyBank Account number 123456 Bonk number 112426 Bob number 111-222 Defout Y tos	
	Personal data		
	🔗 External links		
	② Emergency Info		
	S Affiliated clubs		
	Role preferences		
	Medical information		
	Bank accounts		

AFL Umpire Finance Admin OfficialsHQ User Guide







Profile - Bank Accounts (cont)

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

=	C OFFICIALSHQ		9.		🤨 🐴 🚇 🗛	
	Mg profile	_	Bank account	×		
0	0	BANK ACCOUNTS	Bank information Bank name *	Bank account holder * A.K.Saunders		Add bonk account
		BANK ACCOUNT 1	Account number	Bsb number 111-222		
	Anthony Saunders	Bank name MyBank Account number 123456 Bank account holder A.K.Soune Bsb number: 111-222	Default			
		Default Yes		Close Sove		
	& External links					

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.

	CFFICIALSHQ		🎨 🍓 🧟 Anthony Saunders 👻 🎫 EN 🗸 🔗 AFL LIVE 🗸
	My profile		
•		ACCREDITATIONS	Add accreditation
	Anthony Saunders	Working with children × From 12/07/0022 To 2/04/2024 Reference Ø Approved File uploads	
	🔂 Personal data		
	② Emergency Info		
	SI Affiliated clubs		
	Role preferences		
	Medical information		
	Bank accounts		
	Accreditations		

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

≡	CFFICIALSHQ						🍭 🏩 🤬 Anthony Sounders 🗸 🐄 EN 🗸 🔗 AFL LIVE 🗸
	My profile		Add accreditation			×	
•		ACCREDITATIONS	General Accreditation types *				Add accreditation
	le la		Working with children 👻				
	A A	Working with children From 12/07/2022 To 2/04/2024	Start date *		End date		
		Reference B Approved	24/11/2022	1	24/11/2024		
		File uploads 🗸	Reference				
	Anthony Saunders		ABCD1234				
			File uploads				
	<i>e</i> External links		Select files				
	② Emergency Info		Select files				
	S Affiliated clubs						
	Medical information						
	Bank accounts						
	Accreditations						
	Work with children			_	Sav	e Close	

AFL Umpire Finance Admin OfficialsHQ User Guide







Profile – Accreditations (cont)

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

≡	CFICIALSHQ			•	- 🏩 👰 Anthony Saunders 🗸 🛤 EN 👻 🔗 AFL LIVE 🛩
	My profile				
•		ACCREDITATIONS			Add accreditation
Ø.	Anthony Saunders	Working with children × From 12/07/2022 To 2/04/2024 Reference β Approved ✓ ✓ File uploads ✓	Working with children × From 24/11/2022 To 23/11/2024 × Reference 8 Approved * File uploads *		
	🕼 Personal data				
	② Emergency Info				
	S Affiliated clubs				
	Role preferences				
	Medical information				
	Bank accounts				
	Accreditations				

Work With Children

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

= •	C OFFICIALS HQ	🌒 🍨 🌚 Anthony Sounders 👻 📰 EN 🗸 & AFL LIVE 🗸
1	ly profile	
		WORK WITH CHILDREN
l		It is an AFL requirement that all registered umpires and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory. Cample 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria. Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.
	Anthony Saunders	Have you been convicted of, or are you currently charged with, a criminal offence?*
	,	No
	Personal data	Have gou obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory?*
		Yes
	Temergency Info	
	Affiliated clubs	✓ fare
	Role preferences	
	Medical information	
	Bank accounts	
	Accreditations	
	Work with children	







Change Password

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

≡	🖘 officials hq	🌒 🍨 🕼 Anthony Sounders 🗸 🕫 EN 🗸 🔗 AFL LIV	e 🗸
	My profile		
•		New password *]
	Anthony Saunders	✓ Update	L
	🕼 Personal data		
	② Emergency Info		
	S Affiliated clubs		
	Role preferences		
	Medical information		
	Bank accounts		
	2 Accreditations		
	Work with children		
	Change password		

Change Photo

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

= 🖘 (DFFICIALS HQ			🎨 🍕	👰 Anthony Saunders 🗸	🔜 EN 🗸	🔗 AFL LIVE 🗸
My profi	le						
		no image					
	Anthony Saunders	Select files.					
6	Personal data						
Ø E	External links						
() E	Emergency Info						
IS 1 /	Affiliated clubs						
E F	Role preferences						
÷ 1	Medical information						
0	Bank accounts						
ହ /	Accreditations						
2 V	Work with children						
A (Change password						
e (Change photo						







4. Expenses Management

Overview Expenses

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

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REFASSIST	Cos	st lines												
Configuration application>		COST LINES												Filter
Competition management														
\bigcirc External synchronisation >		×+	/ 0											
Conf officials man		Offici	al	Status	Date	Cost line types	Amount	Explanation		Extra informatio	n	Remark	Files	
Officials management >														^
Conf comm platform														
Communication platform>														
System management >														
Expenses management >														
Overview expenses														
Umpire cost config														
Budget codes														
League banking details Financial documents														
Registrations >														
														~
		н н 0	F H										No items to	

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.

≡	C OFFICIALS HQ			Q.	🐏 🎨 🍨 💽 Tony	Saunders 🗸 📰 EN 🗸 🔗 AFL LIVE 🗸
REFASSIST	Cost lines	Filter		×		
Seconfiguration application	COST LINES	Period * 1 week				Filter
Competition management External synchronisation >		Start date * 28/11/2022	End date *	a		
☐ Conf officials man	Official Status Date C	Sport discipline *				Remark Files
 Officials management Conf comm platform 		Australian football	League *			
 Communication platform> System management > 		Northern Territory •	Northern Territory FL	•		
Expenses management >		*				
Overview expenses Umpire cost config						
Budget codes League banking details			Close	Filter		
Financial documents						
Registrations >						
						No items to display







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.

								🎨 船 🔘 Tony Sc		EN Y 🔗 AF	
FASSIST	Cost lines										
Configuration application>	COST L	INES								Г	FI
Competition management										L	
External synchronisation >		+ 🖍 🕫									
Conf officials man		Official	Status	Dote	Cost line types	Amount	Exploration	Extra information	Remark	Files	
Officials management >		Anthony Sounders	Approved	28/11/2022	NT-NTFL Match Fee	\$ 48.56	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson		0	
Conf comm platform											
Communication platform>											
System management >											
Expenses management 👻											
Overview expenses											
Overview expenses Umpire cost config											
Overview expenses Umpire cost config Budget codes											
Overview expenses Umpire cost config Budget codes Logue banking details											
Overview expenses Umpire cost config Umpire cost config Umpire codes League banking details											
Cverview expenses Umpire cost config Budget codes Leogue bonking details Financial documents											
Coverview expenses Umpire cost config Umpire cost config Lacque bonking details Financial documents Registrations											
Cverview expenses Umpire cost config Budget codes League banking details Financial documents											
Overview expenses Umpire cost config Budget codes League banking details Financial documents											

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

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REFASSIST	Cos	st lines											
Configuration application>		COST LI	INES									Filt	ter
Competition management			Update										_
\bigcirc External synchronisation >			+ 🖊 🕫										
Conf officials man			Official	Status	Date	Cost line types	Amount	Explanation	Extra informatio	n	Remark	Files	
Officials management >			Anthony Sounders					FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson					^
🖑 Conf comm platform >													11
Communication platform>													
System management >													
Expenses management >													
Overview expenses													
El Umpire cost config													
Budget codes League banking details													
Financial documents													
☑ Registrations >													
													~
		H 4	1 F H									1 - 1 of 1 item(s	s)







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.

Ξ	🖏 officials hq	ې 🗞	. 🔩 🍕	🔘 Tony Saunders 🗸	📰 EN 👻 🕜 AFL LIVE 🛩
REFASSIST	Cost lines > Cost line > Update				
Configuration application>	UPDATE COST LINE		Gener	al Status / Remark	Files Source
Competition management External synchronisation >	Official * Anthony Saunders Q				
Conf officials man	Cost line types *	Remark			
Conf comm platform	NT-NTFL Motch Fee To be charged to				
Communication platform> Sustem management >	Internal	Amount Unit cost			
Expenses management	Dote *	Amount * Unit cost Number * \$48.56 \$ \$0.19			
Overview expenses Umpire cost config					_
Budget codes					Back Vpdate

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 ² (**Change status**) icon.

≡	CFFICIALSHQ	1				Q	🎨 🌯 🔘 Tony S	aunders 🖌 📱	EN Y 🔗 AFL LIVE 🔨
REFASSIST	Cost lines								
D ₆ Configuration application>	COST LINES								Filter
Competition management	Chang	e status							
\bigcirc External synchronisation >		3 🔳 🗈							
Conf officials man	Official	Status	Dote	Cost line types	Amount	Explanation	Extra information	Remark	Files
Officials management >	Anthony Sounders					FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson			0
Conf comm platform									
Communication platform>									
System management >									
Expenses management >									
Overview expenses									
Umpire cost config									
Budget codes									
Leogue banking details Financial documents									
Registrations									
Hegistrations >									
	H 4 1 P P								1 - 1 of 1 item(s)

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

=		r -	🍭 🧕 🍕 🌒 💿 Tony Sounders 🗸 🐮 EN 🗸 🖉 AFL LIVE
	Cost lines	Change status	×
	COST LINES	Status *	THE
		•	
		Close	Change
	Chiffood Stotus Date	Pending *	Extra information Remark Files
	Anthony Approved 28/11/2022		IELO (Bonks (NTFL) Banks U12 Mixed - PINT 2022/23 NTFL U12 Atlanson 0
		Sent to finance	
		Rejection requested	







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 \pm (**Add**) icon.

=	CFICIALSHQ	🎨 🤒 🎨 🌚 Onry Sounders v 🕫 EN v 🔗 AFL LIVE v
REFASSIST	Cost lines	
Configuration application>	COST LINES	Filter
Competition management	Add	
\bigcirc External synchronisation >		
Conf officials man	Official Status Date Cost line types	Amount Explanation Extra information Remark Files
Officials management >	Sounders Approved 28/11/2022 NT-NTFL Motch Fee	\$48.56 FIELD Banks (NTFL) Banks U12 Mixed - PINT 2022/23 NTFL U12 Atkinson 0
Conf comm platform >		
Sector Communication platform>		
System management >		
Expenses management >		
Overview expenses		
Umpire cost config		
Budget codes League banking details		
E League banking details Financial documents		
Registrations >		
		v
	A A	1 - 1 of 1 item(s)

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

=	C OFFICIALSHQ		₫_	Q;	9	🔘 Tony Saunders 🗸	🎫 EN 👻	🔗 AFL LIVE 👻
REFASSIST	Cost lines > Add							
D. Configuration application>	ADD COST LINE				General	i Status / Remark	Files	Source
Competition management						_		
${\mathbb C}$ -External synchronisation ${}^{\flat}$	Official *							
Conf officials man	Cost line tupes *	Remark						
Officials management >	NT-NTFL Transport Expense							
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	To be charged to							
Communication platform >	Internal 👻	Amount Unit cost						
System management >	Date *	Amount * Unit cost Number *						
Expenses management >	28/11/2022	\$ 50 🗘 \$ 0.19 0 🖕						
Overview expenses								
Umpire cost config							Bock	✓ Save
Budget codes								







#### 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.

≡	🖏 officials <b>hq</b>		Q.	0 0	<b>9</b>	Tony Saunders 🗸	₩2 EN 🗸	🔗 AFL LIVE 🗸
	Cost lines > Add	Search Official ×	_			·	_	_
REFASSIST		Filter <b>i</b>						
© Configuration application	ADD COST LINE	anthony saunders			General		Files	
Competition management		Official						
$\ensuremath{\mathcal{G}}$ External synchronisation $\geq$	Official*	Anthony Sounders						
$\equiv$ Conf officials man $\rightarrow$	Cost line types *	Anthony Saunders (A)						
$\odot$ Officials management $\rightarrow$	NT-NTFL Transport Expense	Anthony Sounders (G)						
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	To be charged to							
Communication platform>	Internal							
\oplus System management \rightarrow	Date *							
Expenses management >	28/11/2022							
Overview expenses								
Umpire cost config								✓ Sove
Budget codes		Close OK						
📃 League banking details								

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.

	C OFFICIALSHO	Q.	9	9 1	🔘 Tony Saunders 🗸		🔗 AFL LIVE 👻
	Cost lines → Add						
	ADD COST LINE			Genero	al Status / Remark	Files	Source
	Official * Anthony Sounders Q						
	Cost line types *	Remark					
	NT-NTFL Transport Expense To be charged to						
	Internal 🔹	Amount Unit cost Amount * Unit cost Number *					
Expenses management >	28/11/2022	\$50 \$0.19 0 \$					
						Back	✓ Save







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**.

≡	CFFICIALS HQ			•	اي 🗳	% : %	📃 🔘 Tony Saunders 🛩	🎫 EN 👻	🔗 AFL LIVE 🗸
REFASSIST	Cost lines > Add								
Configuration application>	ADD COST LINE					G	eneral Status / Remark	Files	Source
Competition management C External synchronisation >	Appointments	Ø 8							
Conf officials man	Link	Date	Explanation	Extra information					
Officials management >	Reviews								
Conf comm platform Conf communication platform	Link								
System management >									
Expenses management Overview expenses									
 Overview expenses Umpire cost config 									
 Budget codes League banking details 									
Financial documents									
Registrations >						v			
								Back	✓ Save

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

≡	🖏 OFFICIALS HQ				ې 💁 🥹	🎗: 🌯 🄇) Tony Saunders 🗸	🎫 EN 👻 🥜 AFL LIVE 👻
REFASSIST	Cost lines > Add							
 Configuration application> Competition management 	ADD COST LINE	Link				General	Status / Remark	Files Source
Competition management External synchronisation >	Appointments		8					
Conf officials man	Link		Dote	Explanation	Extra information			
Officials management >	Reviews	Ø	29/11/2022	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson			
Conf comm platform	Link	8	19/02/2022	FIELD Tiwi Bombers (NTFL) - Palmerston Magples (NTFL)	2021/22 TIO NTFL Men's Premier Leogue			
Communication platform> System management >		8	19/02/2022	FIELD Tiwi Bombers (NTFL) - Palmerston Magpies (NTFL)	2021/22 TIO NTFL Men's Premier Leogue			
Expenses management		ø	5/02/2022	FIELD Tiwi Bombers (NTFL) - Southern Districts (NTFL)	2021/22 TIO NTFL Men's Premier League			
Overview expenses		ø	29/01/2022	FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	2021/22 TIO NTFL Men's Premier League			
Umpire cost config Budget codes		8	15/01/2022	FIELD Tiwi Bombers (NTFL) - Wanderers (NTFL)	2021/22 TIO NTFL Men's Premier Leogue			
League banking details								
Financial documents								
☑ Registrations →								
								Back Save







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.

=	CFFICIALSHQ				Q. Q.	0	0. (🕽 Tony Saunders 🗸	-	0.15.15.5
=					÷ 7	- 70		Tony Sounders Y	EN Y	Ø AFL LIVE ♥
REFASSIST	Cost lines > Add									
Configuration application>										
Competition management	ADD COST LINE						General	Status / Remark	Files	Source
C External synchronisation >	Appointments	Ø	8							
Conf officials man	Link		Date	Explanation	Extra information					
Officials management >	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	8	29/11/2022	FIELD Bonks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson	^				
	Reviews	ø	19/02/2022	FIELD Tiwi Bombers (NTFL) - Palmerston Magpies (NTFL)	2021/22 TIO NTFL Men's Premier Leogue					
Communication platform>	Link	ø	19/02/2022	FIELD Tiwi Bombers (NTFL) - Palmerston Magpies (NTFL)	2021/22 TIO NTFL Men's Premier League					
System management Expenses management		ø	5/02/2022	FIELD Tiwi Bombers (NTFL) - Southern Districts (NTFL)	2021/22 TIO NTFL Men's Premier League					
Overview expenses		ø	29/01/2022	FIELD Nightcliff (NTFL) - Tiwi Bombers (NTFL)	2021/22 TIO NTFL Meri's Premier League					
Umpire cost config		ø	15/01/2022	FIELD Tiwi Bombers (NTFL) - Wanderers (NTFL)	2021/22 TIO NTFL Men's Premier League					
 Budget codes League banking details 										
Financial documents										
Registrations >										
						Ψ				
									Back	✓ Sove

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

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REFASSIST	Cost line:	5								
Configuration application Competition management	COS	T LINES								Filter
\bigcirc External synchronisation >		+/0								
Conf officials man		Official	Status	Date	Cost line types	Amount	Explanation	Extra Information	Remark	Files
Officials management >		Anthony Sounders	Approved	28/11/2022	NT-NTFL Match Fee	\$ 48.56	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkin	son	0
Conf comm platform		Anthony Sounders	Pending	28/11/2022	NT-NTFL Transport Expense	\$ 50	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkin	son	0
Communication platform> System management >										
Expenses management										
Overview expenses										
Umpire cost config Budget codes										
League banking details										
Financial documents										
Registrations >										
	н	4 1 × H								* 1 - 2 of 2 item(s)

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







Create ABA File

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

	Cost lines								
	Cost lines								
	COST LINES								
		Export Financia	l file						
		2 🔳 🖻	_						
	Official	Status	Dote	Cost line types	Amount	Explanation	Extra information	Remark	Files
	Anthony Sounders	Approved	28/11/2022	NT-NTFL Match Fee	\$ 48.56	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson		0
	Anthony Sounders	Approved	28/11/2022	NT-NTFL Transport Expense	\$ 50	FIELD Banks (NTFL) Banks U12 Mixed - PINT (NTFL) PINT U12 Mixed Atkinson	2022/23 NTFL U12 Atkinson		0
Expenses management >									

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

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

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

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

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Expenses Management - Create ABA File (cont)

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

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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.

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

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AFL Umpire Finance Admin OfficialsHQ User Guide







Umpire cost config

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

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

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

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Add/Edit Umpire Pay Rates

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

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

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

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

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

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

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

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

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

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

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Follow the same process for all other Grades as required.







#### **Budget codes**

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

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

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

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## Expenses management - Budget codes (cont)

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

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

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#### Expenses management - Budget codes (cont)

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

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







#### **Financial Documents**

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

#### **Adjustment List Report**

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

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

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#### Expenses Managements - Adjustment List Report (cont)

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

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#### **Report Club Levy Summary**

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

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

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

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

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League banking details					
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☑ Registrations →					
2022 © Created By RefAssist					
Club Levy Summarpdf ^					Show all

#### **Report Umpire Payment Summary**

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

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System management >									

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

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

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

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Overview expenses Umpire cost config		
Budget codes		
League banking details Financial documents		
☑ Registrations >		
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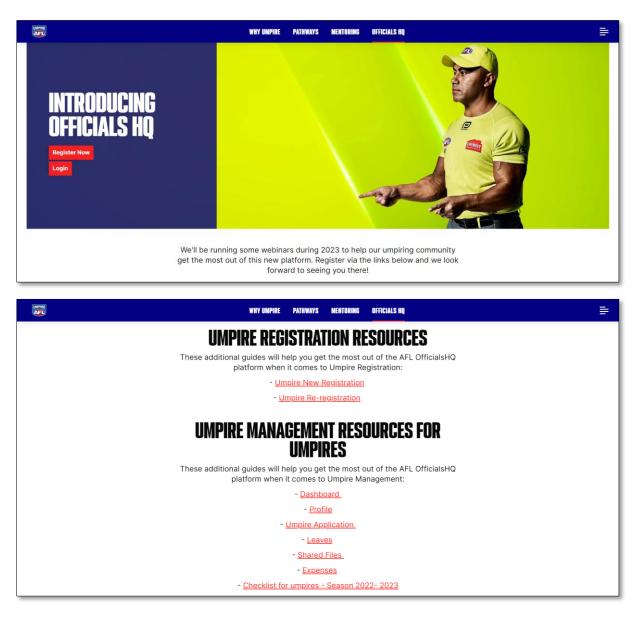




# 5. Support

#### **Umpire Resources**

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



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

## **AFL Customer Service Team**

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

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

