

## How do I appoint an Official to a match in Schedula?

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As a Schedula administrator, one of your most important tools is the ability to manually appoint your officials to matches. This process ensures that each match in your league's fixture has sufficient official resourcing, allows you to report on and track the appointment history of individual officials, and triggers appointment notifications to officials based on your organisation's Schedula configuration.

To appoint an official to a match in Schedula:

1. In the left-hand menu, click **Manual Appointments**, then select one of the following options:

- Appoint by Competition: Search for matches to appoint officials by competition
- Appoint by Week: Search for matches to appoint officials by a specific week within a season
- Appoint by Ground: Search for matches to appoint officials by a specific ground/venue
- Appoint by Matrix: Appoint officials on a visual matrix of matches and venues



2. When you've found a match, click **APPOINTMENTS** to appoint an official to that match

Appoint by	y Competition					
League STGS	Season 2019	Competi ▼ Wats	tion onia S	Round	▼ Show Fixture	
STGS Wats	sonia Soccer Compe	etition - All Ro	und	s		
Date	Time	Home		Away	Ground	
Thu Oct 6	9:00 AM	Green Zebra's	v	Blue Hippo's	Anfield	Appointments
Thu Oct 6	9:00 AM	Red Lion's	v	Yellow Lizard's	Etihad Stadium	Appointments
Thu Oct 6	11:00 AM	Aqua Horses	v	Black Eagles	St James Park	Appointments
Thu Oct 6	11:00 AM	Orange Bee's	v	Pink Magpies	Upton Park	Appointments
Thu Oct 6	11:00 AM	Gold Stars	v	Silver Tails	Stamford Bridge	Appointments
Thu Oct 6	1:00 PM	Bronze Sharks	v	Platinum Warriors	The Emirates	Appointments

3. Filter the officials by **Panel** and **Appointment type;** you can also choose to only show officials that have made themselves available on the match date

🛃 Match Details	🕞 Official Panel
<b>Green Zebra's v Blue Hippo's</b> <b>STGS Watsonia Soccer Competition</b> Thursday 6 October 2022 starting at 9:00am Anfield	Selected Panel     Umpires       Appointment Type     Boundary Umpire       Only Show Available Officials     Re-Calculate Availabilities
Appointed Officials	ADMIN, FSP Profile Previous Appointments Appoint
No umpires appointed yet.	JONES, Chris Profile Previous Appointments Appoint
Fixture ID: 40657572 🛕 Pending Acceptance 🥑 Appointment Accepted	UMPIRE, Jorge <u>Profile</u> <u>Previous Appointments</u> Appoint
	Discard Changes Save & Close Lock & Close Close

4. Use the **APPOINT** button to appoint an official to the match

🛃 Match Details	🕞 Official Panel
<b>Green Zebra's v Blue Hippo's</b> <b>STGS Watsonia Soccer Competition</b> Thursday 6 October 2022 starting at 9:00am Anfield	Selected Panel       Umpires         Appointment Type       Boundary Umpire         Only Show Available Officials       Re-Calculate Availabilities
Appointed Officials           Name         Role         Show on website	ADMIN, FSP Profile Previous Appointments Appoint
No umpires appointed yet.	JONES, Chris <u>Profile</u> <u>Previous Appointments</u> Appoint
Fixture ID: 40657572 🛕 Pending Acceptance 🔗 Appointment Accepted	UMPIRE, Jorge Profile Previous Appointments Appoint
	Discard Changes         Save & Close         Lock & Close         Close

5. Click **SAVE & CLOSE** once you're happy with your appointments for the match

🛃 Match Details	🕞 Official Panel
<b>Green Zebra's v Blue Hippo's</b> STGS Watsonia Soccer Competition Thursday 6 October 2022 starting at 9:00am	Selected Panel Umpires   Appointment Type Boundary Umpire
Anfield	Only Show Available Officials Re-Calculate Availabilities
Name Role Show on website	ADMIN, FSP <u>Profile</u> <u>Previous Appointments</u> Already Appointed
ADMIN, FSP Boundary Ump   Remove	JONES, Chris <u>Profile</u> <u>Previous Appointments</u> Already Appointed
▲ JONES, Chris Boundary Ump ▼ Remove	UMPIRE, Jorge         Profile         Previous Appointments         Already Appointed
▲ UMPIRE, Jorge Boundary Ump ▼ Remove	
No umpires appointed yet.	
Fixture ID: 40657572 🛕 Pending Acceptance 🥏 Appointment Accepted	
	Discard Changes Save & Close Close Close

Appointed officials will then receive a notification advising they have been appointed to the match:

Se Se	chedula
Hi Ash,	
This emai	I is to let you know that you have been appointed to an upcoming match in the . Your appointment details are now available online for you to view and
respond to	D.
Please log	n to your Dashboard by visiting <u>https://schedula.mygameday.app/login</u>
Regards,	
GameDay	
	This email was sent to
	G GAMEDAY
	© Copyright GameDay. All rights reserved.
This	email is subject to GameDay Privacy Policy: https://mygameday.app/privacy-policy/
	Login to Schedula   Online Help

Administrators will also receive an email if the official declines the appointment:

	EDAY			
HI,				
You are rece	iving this email t	because Ash	has declined t	heir appointment.
The details o	f the match this	person has declir	ned are as follows	21
Date	Time	Competition	Round	Match
Sat Mar 2	4:00 PM	2024 Seniors	60	Seyfer v Sck
an appointme	ent			
an appointme Regards,	ent			
an appointme Regards, GameDay	ent			
an appointme Regards, GameDay	ent This ema	il was sent to <u>ashle</u> i	gh black@stackspor	<u>ts.com</u>
an appointme Regards, GameDay	ent This ema	il was sent to <u>ashlei</u> <b>G GAM</b>	gh black@stackspor	<u>ts.com</u>
an appointmo Regards, GameDay This en	This ema mail is subject to G	il was sent to <u>ashlei</u> G GAM Copyright GameDay ameDay Privacy Po	gh.black@stackspor IEDAY / All rights reserved. ifoy: https://mygame	<u>ts.com</u> day.app/privacy-policy/