

## How do I copy Official Allocation Configurations?

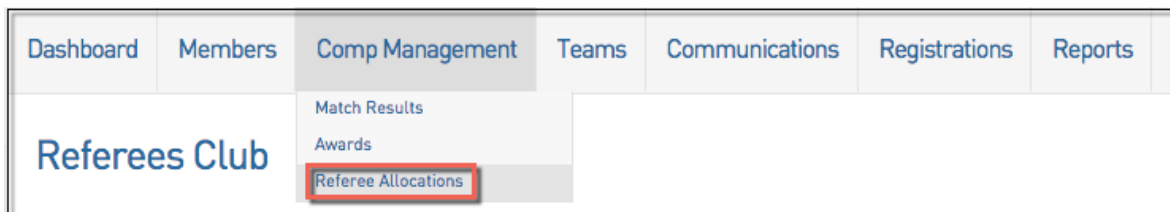
Last Modified on 30/11/2023 2:10 pm AEDT

Rather than set up separate Umpire Configurations for each of the competitions in an association you also have the option of copying the configurations from one to another. This means one competition needs to be configured manually but once this done you can copy across this configuration to all the other competitions if they all use the same umpire types and payment schemes.

**Please note:** As the terms Referee and Umpire differ from sport to sport, for this example the term will be Match Official. The screen shots will show the Referee examples.

To copy an Umpire Configuration to another competition:

1. Click on the Umpire/Referee/Match Official Allocations option from the top menu



2. Click on the Configuration tab



3. Select the competition from the drop down box that you would like to configure. This will be the

competition you wish to carry across previous configurations to.

4. Select the competition from the down down box that you would like to copy the configurations from. This will be the competition that you have previously set up/configured.

The screenshot shows the 'Referee Configuration' interface. At the top, there is a header 'Referee Configuration' and a sub-header 'See your next game and use our maps to get there on time'. Below this, a text box says 'Below is a list of the Referees for Touch Football SWOL Demo - Conference Test'. A form field contains the text 'Select a Competition from below to copy the Referee allocations from:'. A dropdown menu is open, showing a list of competitions. A red arrow points to the first option, 'Touch Football SWOL Demo - Test'. To the right of the dropdown, a button labeled 'Copy Referee Allocation' is highlighted with a red box. Below the dropdown, a table is visible with columns: 'Rate', 'Triple Pay Rate', 'Quad Pay Rate', 'Driver Per KM Rate', and 'Association Per KM Rate'. The first row of data shows all rates as '\$0.00'.

Rate	Triple Pay Rate	Quad Pay Rate	Driver Per KM Rate	Association Per KM Rate
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

5. Click Copy Umpire/Referee/Match Official Allocation to copy configurations from the selected Competition

6. Click OK to complete the Copy Umpire/Referee/Match Official Allocation process

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