



How do I activate an Official Type?

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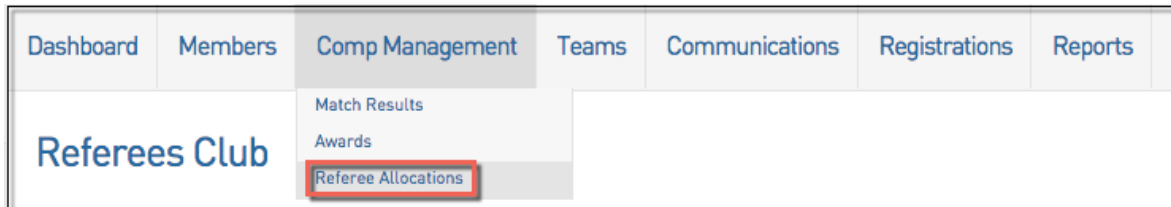
Before you can commence using the umpire allocation functionality there needs to be at least one active club in your database and the umpire database needs to have at least one active member who is a Umpire/Referee/Match Official. Once you have created a club to house your Umpire/Referee/Match Official, the Umpire/Referee/Match Official Allocation system can then be linked to that club (SportsTG will need to switch on the Umpire Allocation functionality for that club).

The first step in allocating officials to your matches is to configure the umpire types. Configuring and activating your Umpire Types will need to be done before you can allocate officials to a match.

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 configure your umpire types:

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



2. In Umpire Allocations click on the Configuration tab. Select a competition from drop down list and hit Continue.



3. From there you will need to select an Umpire/Referee/Match Official Type that you wish to activate. The Umpire Types are set on a sport by sport basis.

Click on the Umpire/Referee/Match Official Type you wish to activate (ie. Umpire/Referee/Match Official #1)

Referee Type	Active ?	Base Pay Rate	Double Pay Rate
Referee	<input type="checkbox"/>		
Assistant Referee 1	<input type="checkbox"/>		
Assistant Referee 2	<input type="checkbox"/>		

4. Click on the Active tick box to activate the Umpire/Referee/Match Official Type

Details

Referee Type: Referee

Active ? :

Base Rate(ddd.cc):

Double Allocation Rate(ddd.cc):

Triple Allocation Rate(ddd.cc):

Quad Allocation Rate(ddd.cc):

Driver per / KM Rate(ddd.cc):

Association per / KM Rate(ddd.cc):

Percentage Rate Retained:

Allow Home Team checkbox? :

Allow Away Team checkbox? :

Allow Is Driving checkbox? :

Allow Referee KMs field? :

Allow Association KMs field?:

Update Referee Configuration

5. Once your Umpire/Referee/Match Official Type has been set as Active, it will display as shown below.

Select a Competition from below to copy the R

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Referee Type	Active ?	Base Pay
Referee	Yes	\$0.00
Assistant Referee 1	Yes	\$0.00
Assistant Referee 2	Yes	\$0.00

6. Once you have activated the Umpire/Referee/Match Official Type you will then be able to allocated a match official as Umpire/Referee/Match Official #1 for example. If you require additional member types you will need to activate those Umpire/Referee/Match Official Types.
