



Schedula for Officials | Overview

Last Modified on 13/08/2024 2:00 pm AEST

Schedula Online Appointments

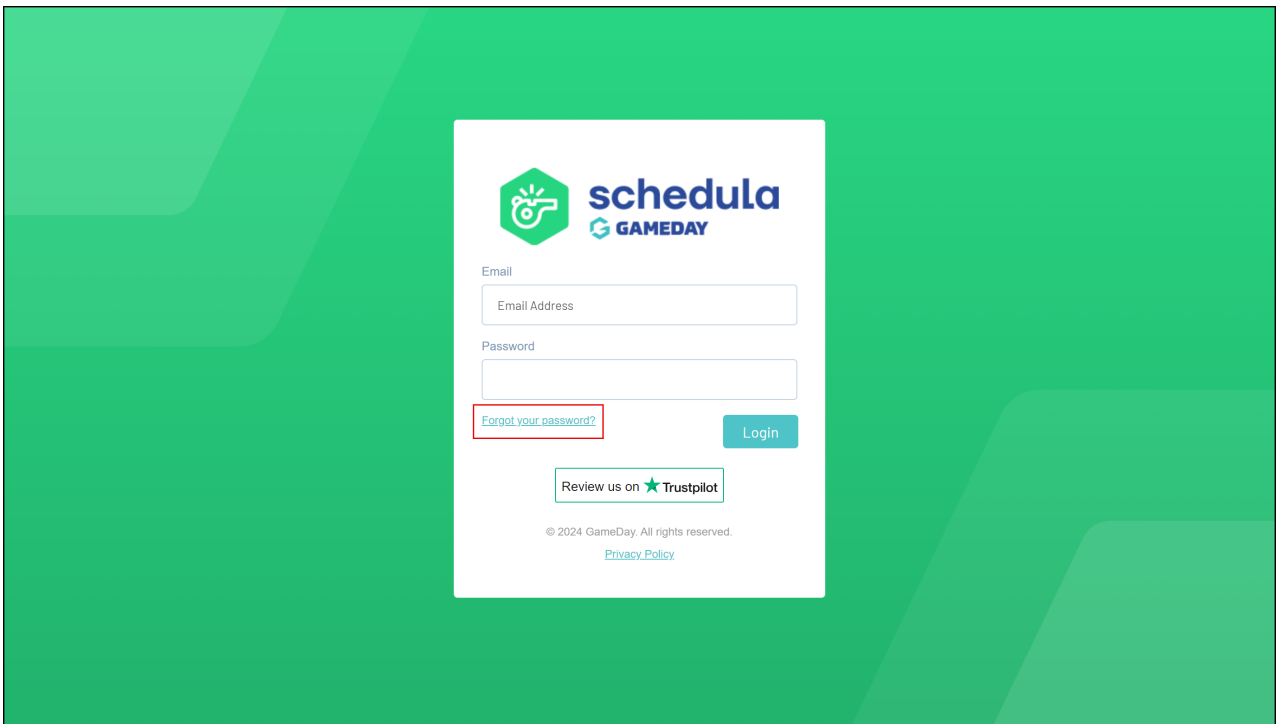
This guide covers the use of Schedula for match officials. Along with distributing appointments, this tool can also be used for the management of an official's availability throughout the season. This guide describes how you, as an official, can use Schedula to update your availability and manage your appointments.

Logging In

Schedula URL: <https://schedula.mygameday.app/>

At the start of the season, you will be sent your Schedula login credentials to your registered email address. If you have not received an email with your credentials, your registration may not yet be approved/confirmed by your umpire organisation, so please contact them to double check this.

If you have any issues logging into Schedula, please contact your umpire organisation, who can assist with account details, including changing email addresses, appointments, and other tasks. If you already have Schedula access and you are unsure of your details, you can reset your password from the [Schedula login](#) screen by selecting the **FORGOT YOUR PASSWORD?** option



Dashboard

When you login to Schedula, you will be presented with your customised dashboard. This screen brings together your appointments, availability, and messages from any organisations with which you have an active membership. Use this screen to update your information and availability, view and respond to your appointments, and more.

The screenshot shows the Schedula dashboard interface. At the top left is the Schedula logo with 'GAMEDAY' underneath. To the right of the logo are icons for a home page, help, settings, and a user profile labeled 'AS'. Below the header, there are two main sections. The first is 'Upcoming Appointments' with a notification badge '1'. Below this section is a message: 'You have no upcoming appointments.' The second section is 'Unread Pay Advices' with a notification badge '2'. This section contains a table with two columns: 'Pay Period' and 'Action'. Each row in the table represents a pay period with a 'Download' button next to it.

Pay Period	Action
6/05/2021 to 12/05/2021	Download
6/05/2021 to 12/05/2021	Download
6/05/2021 to 12/05/2021	Download
13/05/2021 to 19/05/2021	Download
13/05/2021 to 19/05/2021	Download
13/05/2021 to 19/05/2021	Download

🕒 **Availability** 3

📘 You have not specified your general availability.

Update Availability

← Nov
December
2023
Jan →

Legend

Available

Partially Available

Days with no colour markings means you are unavailable.

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

📅 **Previous Appointments** 4

Below are your previous five appointments.

Competition	NPLSA State League 1 Finals Reserves 2020
Type	Assistant Referee 2
Date	07/11/23
Time	12:45 PM
Teams	West Adelaide v White City
Venue	

1. Upcoming Appointments: See whether you have any upcoming appoints that have been allocated to you

2. Unread Pay Advices: View and download any pay advices that you haven't yet seen

3. Availability: Manage your availability preferences including general and specific availability, and see a calendar of your upcoming availability

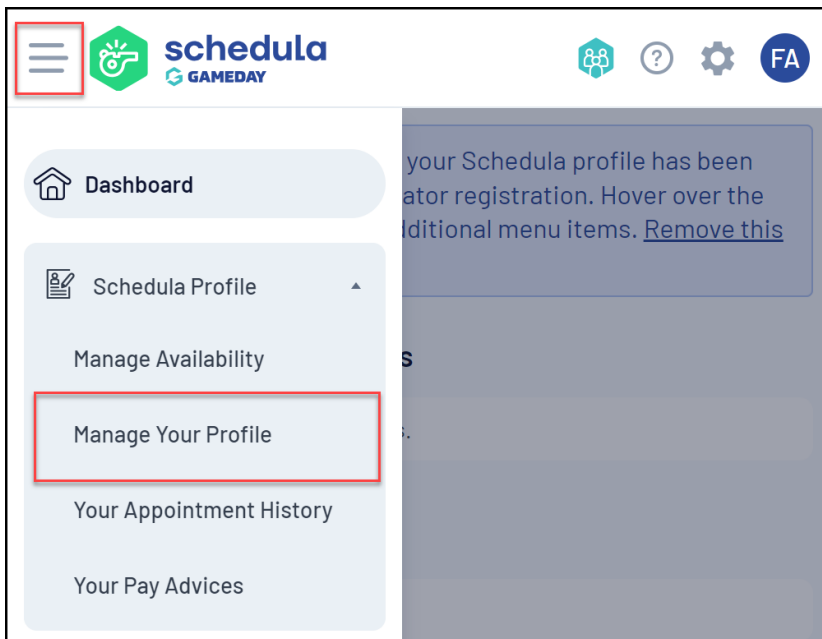
4. Previous Appointments: See a log of the last five appointments of fixtures you have officiated

Confirming your Bank Account

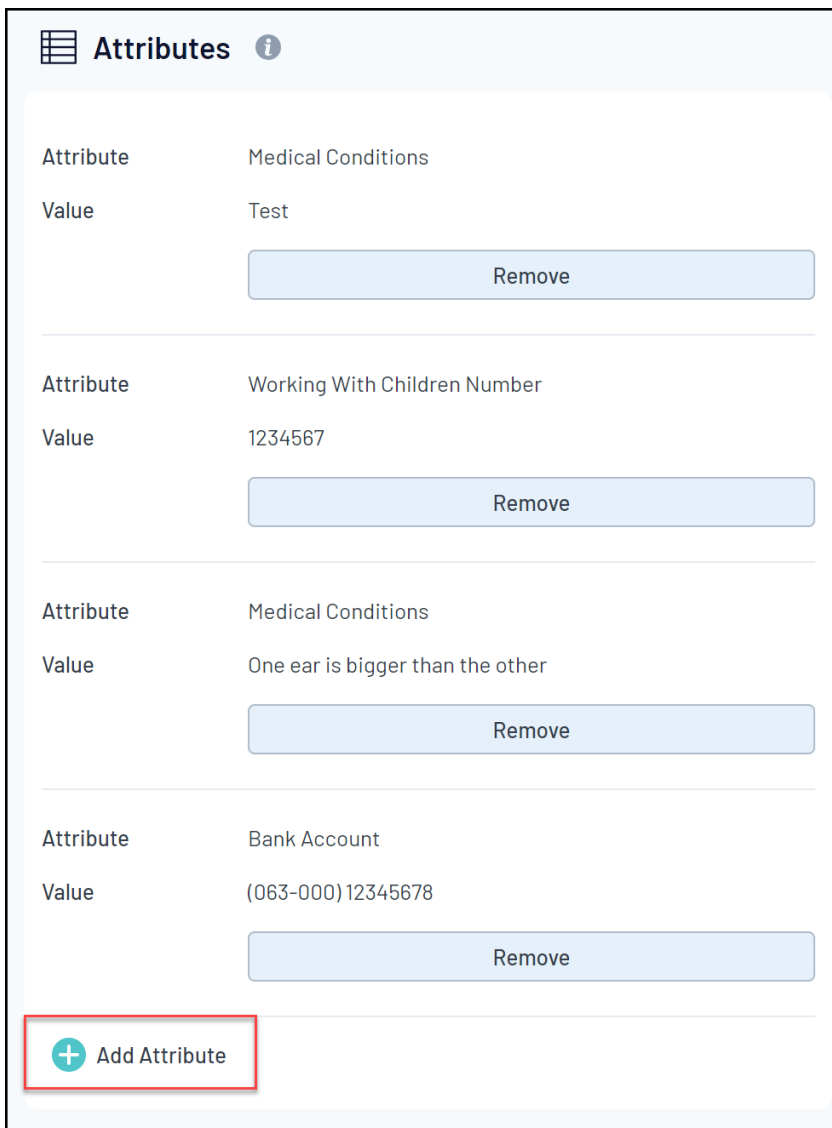
As a Schedula user, adding an **Attribute** to your profile allows you to nominate the bank account into which you want to receive your official payments.

To add a new Bank Account Attribute to your Schedula profile:

1. Open the menu using the Burger icon, then click **Schedula Profile > MANAGE YOUR PROFILE**



2. Scroll down to the **Attributes** section, then click **ADD ATTRIBUTE**



3. Select **Bank Account** as your **Attribute Type**, and enter your **BSB** and **Account Number**

Add Attribute

All fields marked with a * are compulsory.

Type *

Bank Account ▼

Attribute Value *

BSB:

06300

Account Number:

12345678

Close Window

Add Attribute

Your Bank Account will then be saved to your Schedule record which can be seen by league Schedule administrators and will be used to deposit payments owed


Attributes

Attribute	Medical Conditions
Value	Test
<input type="button" value="Remove"/>	

Attribute	Working With Children Number
Value	1234567
<input type="button" value="Remove"/>	

Attribute	Medical Conditions
Value	One ear is bigger than the other
<input type="button" value="Remove"/>	

Attribute	Bank Account
Value	(063-000)12345678
<input type="button" value="Remove"/>	

 Add Attribute

Note: If you need to change your Bank Account details, you will need to remove your existing Bank Account attribute and add a new one to your profile

Managing Availability

Managing your availability online using Schedula allows administrators making the appointments to only appoint those who are available on the date of the match.

You can access and edit your availability settings by clicking the **UPDATE AVAILABILITY** button on the dashboard, or selecting **Dashboard > Schedula Profile > MANAGE AVAILABILITY** from the menu. For more information on setting your availability, please [click here](#).

Availability

You have not specified your general availability.

[Update Availability](#) ← Nov **December 2023** Jan →

Legend		Su	Mo	Tu	We	Th	Fr	Sa
■	Available						1	2
■	Partially Available	3	4	5	6	7	8	9
	Days with no colour markings means you are unavailable.	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						

Confirming Appointments

At a time specified by your league/association, you will receive an email from Schedula informing you that you have been appointed to a match. It is then your responsibility to login to Schedula, read the appointment details, and respond to them by clicking the **MORE** button under your **Upcoming Appointments**

↓ Upcoming Appointments

The following table lists your upcoming appointments.

Competition	Type	Date	Time	Teams	Venue	Your Status	
IVNL JY 12. flokkur karla	Referee 2	10/12/23	3:00 PM	Ía 12.fl.kk. v Grindavík 12.fl.kk.	Jaðarsbakkar	Confirmed	More
IVNL JY Ungmennaflokkur karla	Referee 2	09/12/23	2:00 PM	Skallagrímur U.fl.kk. v Þór Þ. U.fl.kk.	Borgarnes	Unconfirmed	More

You can then confirm or deny this appointment and see any relevant match details:

Match Details

Skallagrímur U.fl.kk. v Þór Þ. U.fl.kk.
at Borgarnes,
IVNL JY Ungmennaflokkur karla

Round	Date	Time	Discipline
15	Saturday 9 December 2023	2:00pm	Referee 2

The following people have been appointed to this match:

Referee 1	Contact Number(s)
■ Einar Thor Skarphedinsson	Not shared
Referee 2	Contact Number(s)
■ Magnus Logi Sigurbjornsson	Not shared

The colours to the left of each name in the table above indicates the response received from each of those people. Green means they have confirmed their appointment, red means they have declined and orange means they are yet to provide a response.

Confirmation

You have not acknowledged your appointment. 3

[Confirm Appointment](#) [Decline Appointment](#)

Maps and Directions

Borgarnes [Get driving directions](#)

Weather Forecast

Can not determine weather details. Fixture not within the next 7 days.

To see more about upcoming and previous appointments, [click here](#).