



GAMEDAY

How do I unlock a match in Schedula?

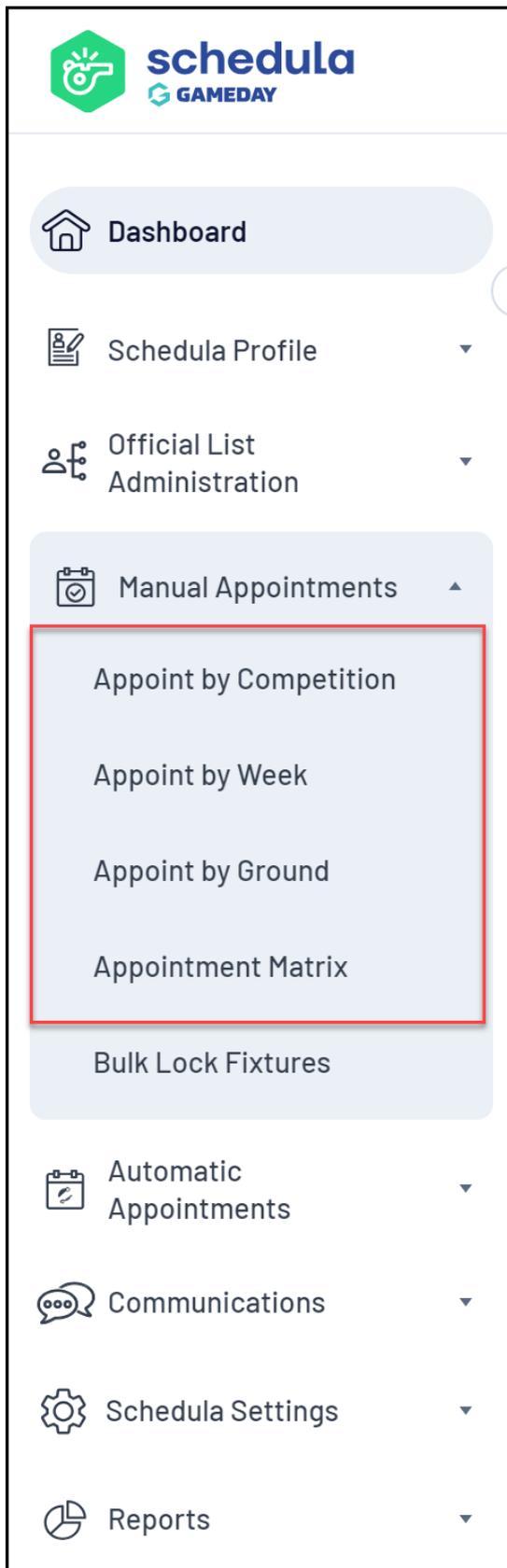
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Unlocking a fixture in Schedula allows you to make any adjustments to your Pay Rates and Pay Periods where they pertain to a specific match before processing the relevant Pay Period.

Note: Matches can only be unlocked if the match is in a pay period that has not yet been processed

To unlock a specific 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 locked match, click **APPOINTMENTS**

Appoint by Competition

League: Season: Competition: Round:

STGS Watsonia Soccer Competition - All Rounds

Round 1

Date	Time	Home	Away	Ground		
Thu Oct 6	9:00 AM	Green Zebra's	v Blue Hippo's	Anfield		<input type="button" value="Appointments"/>
Thu Oct 6	9:00 AM	Red Lion's	v Yellow Lizard's	Etihad Stadium		<input type="button" value="Appointments"/>
Thu Oct 6	11:00 AM	Aqua Horses	v Black Eagles	St James Park		<input type="button" value="Appointments"/>
Thu Oct 6	11:00 AM	Orange Bee's	v Pink Magpies	Upton Park		<input type="button" value="Appointments"/>
Thu Oct 6	11:00 AM	Gold Stars	v Silver Talls	Stamford Bridge		<input type="button" value="Appointments"/>
Thu Oct 6	1:00 PM	Bronze Sharks	v Platinum Warriors	The Emirates		<input type="button" value="Appointments"/>

3. Click **UNLOCK** at the bottom of the page



This fixture is locked but the pay period that it belongs to is not yet processed. Click Unlock if you would like to unlock it.
Date Locked: **Thursday 14 December 2023** Locked by: **FSP Admin**



Match Details

Green Zebra's v Blue Hippo's
STGS Watsonia Soccer Competition
Thursday 6 October 2022 starting at 9:00am
Anfield



Appointed Officials

Name	Role	Show on website	
ADMIN, FSP	Boundary Ump... <input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
JONES, Chris	Boundary Ump... <input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
UMPIRE, Jorge	Boundary Ump... <input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>



Official Panel

Selected Panel:

Appointment Type:

Only Show Available Officials

ADMIN, FSP [Profile](#) [Previous Appointments](#)

JONES, Chris [Profile](#) [Previous Appointments](#)

UMPIRE, Jorge [Profile](#) [Previous Appointments](#)