



How do I share my contact numbers with other Officials in Schedula?

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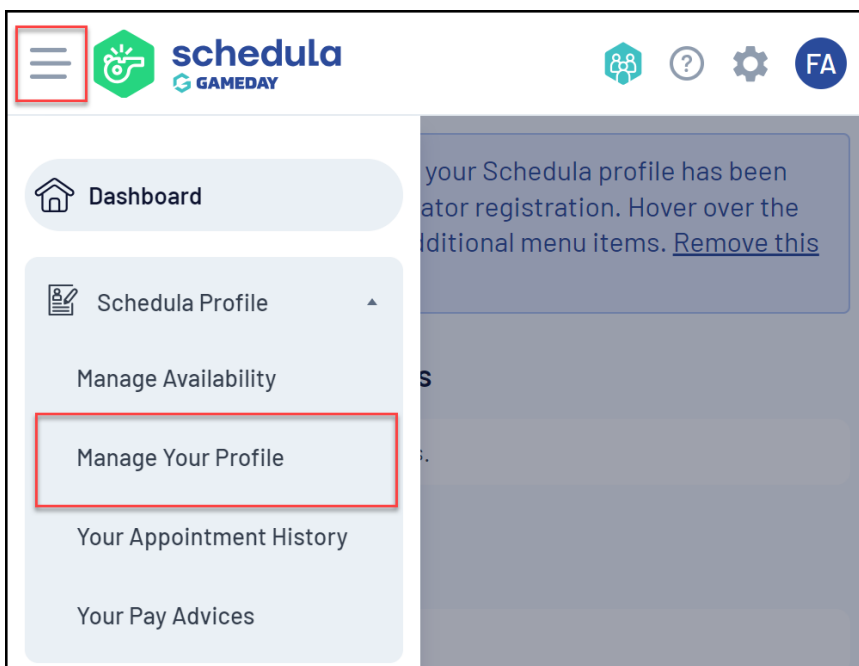
Schedula provides officials with the ability to share phone numbers with other officials online. By sharing your details, others can contact you to either arrange a car pool or contact another official if someone is running late. Sharing a phone number is optional, and your number is not shared with others by default.

Note: Only you have the ability to share your numbers with others. Administrators and Appointments Officers cannot share your numbers with others on your behalf. Schedula respects your privacy and understands that you may not want to share your phone numbers with others. This system is completely opt-in, and you are always in full control of your share settings.

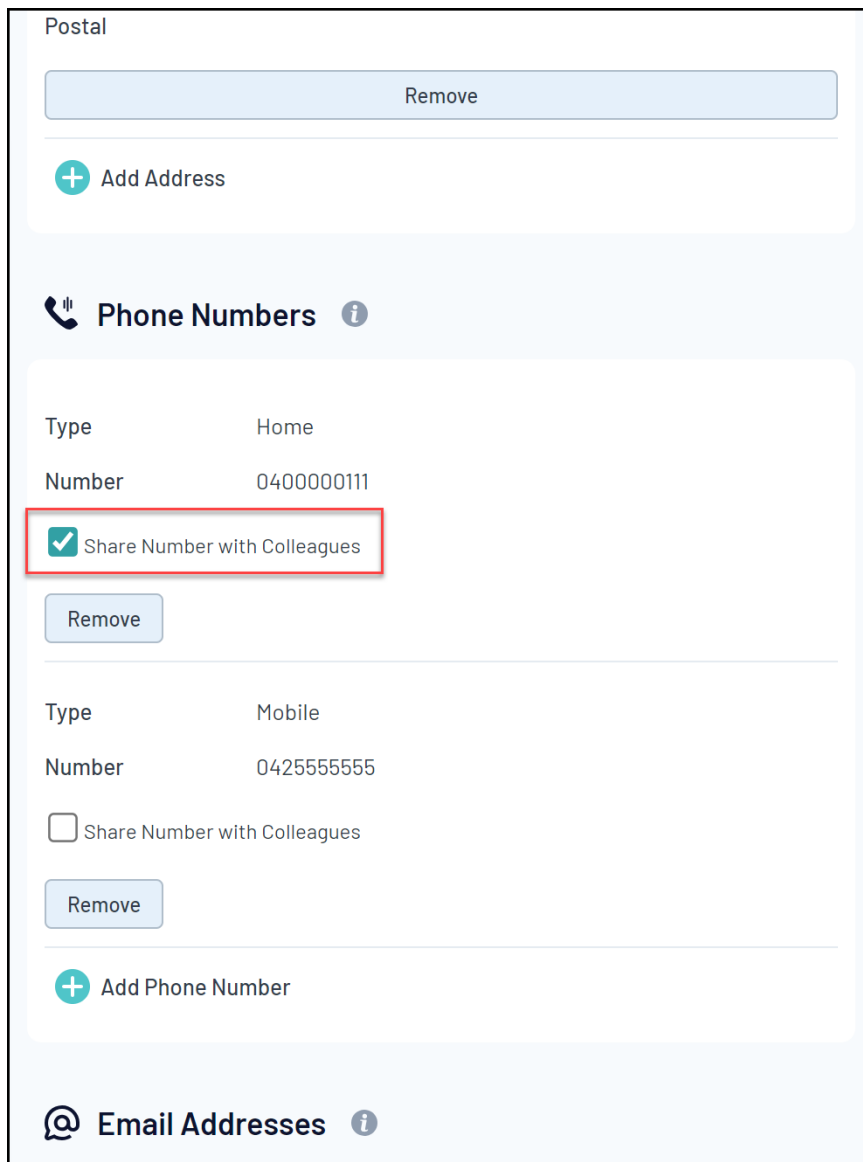
To share a phone number, you first must make sure you have a phone number registered in your profile. Once you have phone numbers attached to your profile, you can choose to share them with others.

To share your contact numbers:

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



2. On your profile, scroll down to the **Phone Numbers** section, then select the **SHARE NUMBER WITH COLLEAGUES** check-box. You will see a popup dialog appear confirming you have shared your number.



When you share your number, you and other officials appointed to the same match as you will be able to see it on the **Match Details** screen when viewing a match in Schedules