



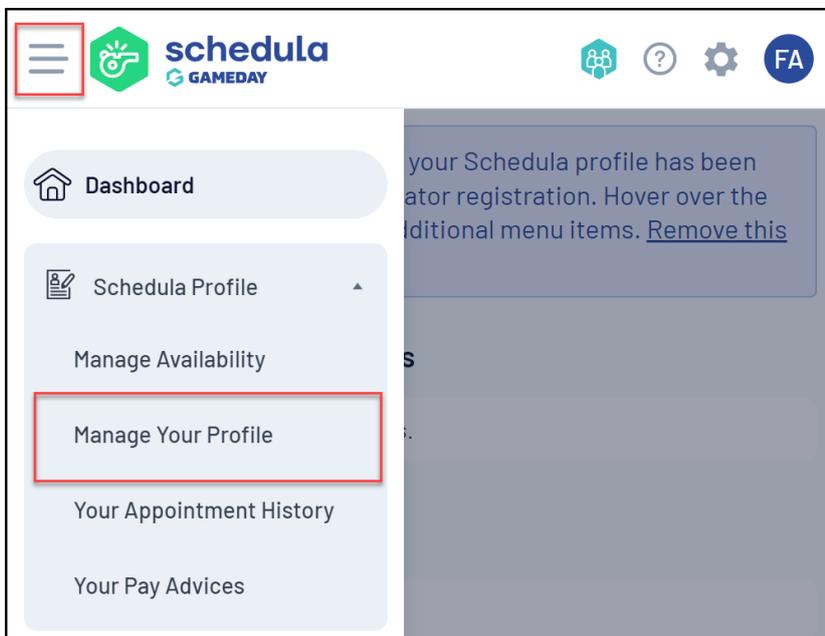
How do I add my Bank Account details as an Official in Schedula?

Last Modified on 21/12/2023 8:03 am AEDT

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**

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"/>	

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 Schedula record which can be seen by league Schedula administrators and will be used to deposit payments owed

Attributes

Attribute Medical Conditions

Value Test

Remove

Attribute Working With Children Number

Value 1234567

Remove

Attribute Medical Conditions

Value One ear is bigger than the other

Remove

Attribute Bank Account

Value (063-000)12345678

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