



# GAMEDAY

## How do I download my Pay Advices as an Official in Schedula?







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As an official, you can quickly and easily download Pay Advices from your account to reconcile the payments you have received from officiating.

To download a Pay Advice in Schedula:

1. Login to Schedula, then direct your attention to the **Unread Pay Advices** section on your dashboard

The screenshot shows the Schedula Gameday interface. At the top, there is a navigation bar with a menu icon, the Schedula Gameday logo, and user icons for a group, help, settings, and a user profile labeled 'AS'. Below the navigation bar, there are three main sections: 'Upcoming Appointments', 'Unread Pay Advices', and 'Availability'. The 'Upcoming Appointments' section shows a message: 'You have no upcoming appointments.' The 'Unread Pay Advices' section is highlighted with a red border and contains a table with the following data:

Pay Period	Action
 6/05/2021 to 12/05/2021	<a href="#">Download</a>
 6/05/2021 to 12/05/2021	<a href="#">Download</a>
 6/05/2021 to 12/05/2021	<a href="#">Download</a>
 13/05/2021 to 19/05/2021	<a href="#">Download</a>
 13/05/2021 to 19/05/2021	<a href="#">Download</a>
 13/05/2021 to 19/05/2021	<a href="#">Download</a>

The 'Availability' section shows a message: 'You have not specified your general availability.'

2. Click on the **DOWNLOAD** button to download a Pay Advice

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

You can then open your file once it is downloaded in your browser's downloads section

3. If you want to view a Pay Advice you have already downloaded before, you can access a complete list by opening the burger menu in the top-left corner, then selecting **Schedula Profile** > **YOUR PAY ADVICES**

The image shows a screenshot of the Schedula GAMEDAY user interface. At the top left, there is a menu icon (three horizontal lines) and the Schedula GAMEDAY logo. To the right of the logo are several icons: a group of people, a question mark, a gear, and a circular profile icon labeled 'AS'. Below the navigation bar is a sidebar with the following items:

- Dashboard (with a home icon)
- Schedula Profile (with a document icon and a dropdown arrow)
- Manage Availability
- Manage Your Profile
- Your Appointment History
- Your Pay Advices (highlighted with a red box)

The main content area is partially visible, showing a table with an 'Action' column. Each row in the table has a 'Download' button. The table content is mostly obscured by a grey overlay.