



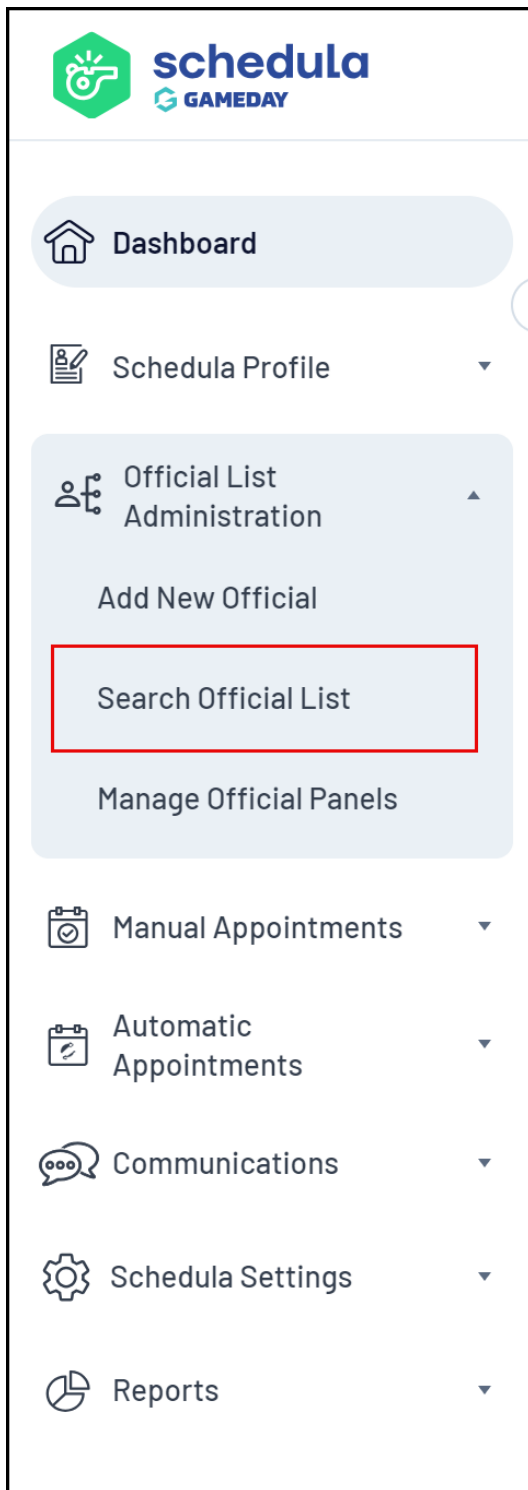
How do I view an Official's Schedula record?

Last Modified on 21/12/2023 9:57 am AEDT

As a Schedula administrator, you can access any officials that have registered in your Passport database and fed through to Schedula. This allows you to view any information the official has provided, including their general details, contact details, availability, attributes and more. It also allows you to perform relevant functions, including updating availability, changing details manually, resetting admin passwords and more.

To view an official record in Schedula:

1. In the left-hand menu, click **Official List Administration** > **SEARCH OFFICIAL LIST**



2. Enter in some search criteria, then click **SEARCH**

Search Official List ⓘ

All fields marked with a * are compulsory.

Name

Gender Both Male Female

Date of Birth between and

Address

Suburb

Organisation *

Season

Registration Type Administrator
 Umpire
 Field Umpire
 Boundary Umpire
 Goal Umpire

<< < 1 > >>

3. Click the **OFFICIAL NAME** to access their Schedules profile

Season

Registration Type Administrator
 Umpire
 Field Umpire
 Boundary Umpire
 Goal Umpire

<< < 1 > >>

There are 1 results.


Name	DOB	Gender	Address
<input type="text" value="James"/>	1989-08-26	Male	<input type="text"/>

<< < 1 > >>

4. On the Official record, you can see:

- **Profile:** This includes general information such as the official's name and date of birth, address and contact details, account details and active or expired memberships
- **Attributes:** This includes any custom Attributes that the official has added to their record, such as a nominated bank account, occupation, medical conditions and accreditations
- **Availability:** This includes the general and specific availability specified by the official, which is used when allocating appointments

- **Appointments:** This includes any appointments given to the official, including the competition, round, date and location of the appointment
- **Payments:** Allows you to view and add any payment adjustments to the official's record

 **James** [Redacted]
Person ID: 19796040

Personal Details

Full Name	James [Redacted]
Date of Birth	26 August 1989

Address

Address	Postal
[Redacted]	[Redacted]

[Remove](#)

[+ Add Address](#)

Phone Numbers

Type	Number	
Mobile	[Redacted]	<input type="checkbox"/> Share Number with Colleagues

[Remove](#)

[+ Add Phone Number](#)

- Profile
- Attributes
- Availability
- Appointments
- Payments