

How do I appoint an Official to a match in Schedula?

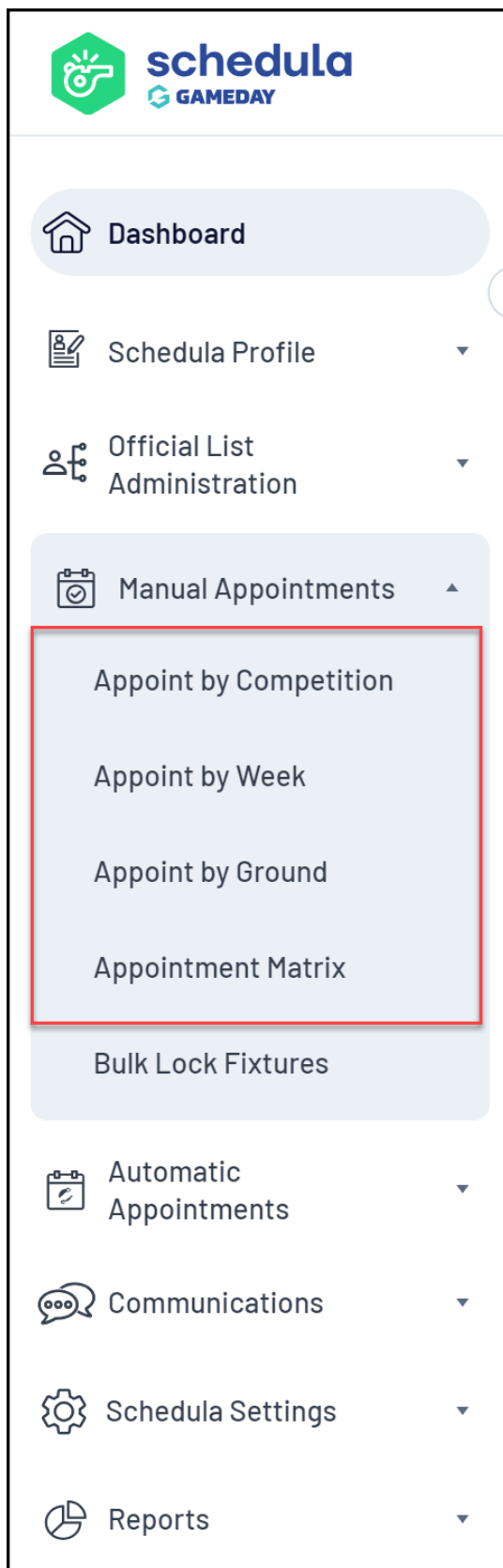
05/01/2026 3:53 pm AEDT

As a Schedula administrator, one of your most important tools is the ability to manually appoint your officials to matches. This process ensures that each match in your league's fixture has sufficient official resourcing, allows you to report on and track the appointment history of individual officials, and triggers appointment notifications to officials based on your organisation's Schedula configuration.

To appoint an official to a 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 match, click **APPOINTMENTS** to appoint an official to that match

Appoint by Competition

League
Season
Competition
Round

STGS
2019
Watsonia Socce...
— All —
Show Fixture

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	Appointments
Thu Oct 6	9:00 AM	Red Lion's	v Yellow Lizard's	Etihad Stadium	Appointments
Thu Oct 6	11:00 AM	Aqua Horses	v Black Eagles	St James Park	Appointments
Thu Oct 6	11:00 AM	Orange Bee's	v Pink Magpies	Upton Park	Appointments
Thu Oct 6	11:00 AM	Gold Stars	v Silver Tails	Stamford Bridge	Appointments
Thu Oct 6	1:00 PM	Bronze Sharks	v Platinum Warriors	The Emirates	Appointments

3. Filter the officials by **Panel** and **Appointment type**; you can also choose to only show officials that have made themselves available on the match date

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
No umpires appointed yet.		

Fixture ID: 40657572
 Pending Acceptance
 Appointment Accepted

Official Panel

Selected Panel
Umpires

Appointment Type
Boundary Umpire

☐ Only Show Available Officials
Re-Calculate Availabilities

ADMIN, FSP	Profile	Previous Appointments	Appoint
JONES, Chris	Profile	Previous Appointments	Appoint
UMPIRE, Jorge	Profile	Previous Appointments	Appoint

Discard Changes
Save & Close
Lock & Close
Close

4. Use the **APPOINT** button to appoint an official to the match

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
No umpires appointed yet.		

Fixture ID: **40657572** ⚠ Pending Acceptance ✅ Appointment Accepted

Official Panel

Selected Panel

Umpires

Appointment Type

Boundary Umpire

☐ Only Show Available Officials

Re-Calculate Availabilities

ADMIN, FSP	Profile	Previous Appointments	Appoint
JONES, Chris	Profile	Previous Appointments	Appoint
UMPIRE, Jorge	Profile	Previous Appointments	Appoint

Discard Changes

Save & Close

Lock & Close

Close

5. Click **SAVE & CLOSE** once you're happy with your appointments for the match

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... ▼	✅ <div>Remove</div>
⚠ JONES, Chris	Boundary Ump... ▼	✅ <div>Remove</div>
⚠ UMPIRE, Jorge	Boundary Ump... ▼	✅ <div>Remove</div>

No umpires appointed yet.

Fixture ID: **40657572** ⚠ Pending Acceptance ✅ Appointment Accepted

Official Panel

Selected Panel

Umpires

Appointment Type

Boundary Umpire

☐ Only Show Available Officials

Re-Calculate Availabilities

ADMIN, FSP	Profile	Previous Appointments	Already Appointed
JONES, Chris	Profile	Previous Appointments	Already Appointed
UMPIRE, Jorge	Profile	Previous Appointments	Already Appointed

Discard Changes

Save & Close

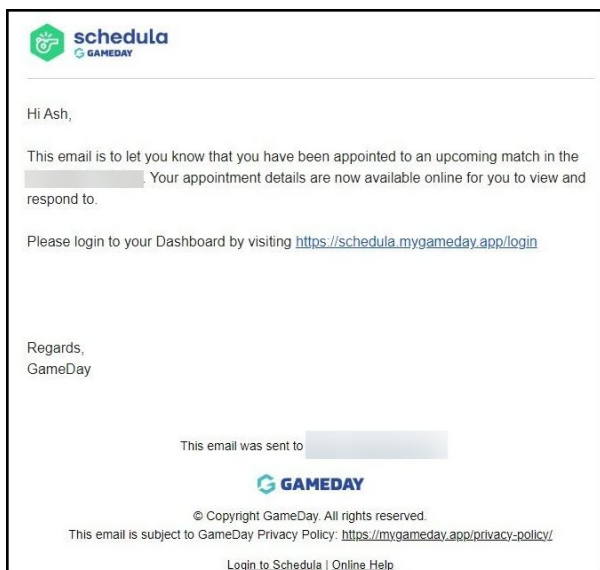
Lock & Close

Close



Note: Multiple Officials can be allocated to the same Appointment Type for each match.

Appointed officials will then receive a notification advising they have been appointed to the match:



Administrators will also receive an email if the official declines the appointment:

