

# 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

Dashboard

Schedula Profile

Official List Administration

Manual Appointments

Appoint by Competition

Appoint by Week

Appoint by Ground

Appointment Matrix

Bulk Lock Fixtures

Automatic Appointments

Communications

Schedula Settings

Reports

2. When you've found a match, click **APPOINTMENTS** to appoint an official to that match

**Appoint by Competition**

League: STGS    Season: 2019    Competition: Watsonia Socce...    Round: 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	<b>Appointments</b>
Thu Oct 6	9:00 AM	Red Lion's	v	Yellow Lizard's	<b>Appointments</b>
Thu Oct 6	11:00 AM	Aqua Horses	v	Black Eagles	<b>Appointments</b>
Thu Oct 6	11:00 AM	Orange Bee's	v	Pink Magpies	<b>Appointments</b>
Thu Oct 6	11:00 AM	Gold Stars	v	Silver Tails	<b>Appointments</b>
Thu Oct 6	1:00 PM	Bronze Sharks	v	Platinum Warriors	<b>Appointments</b>

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

**Official Panel**

Selected Panel: Umpires  
Appointment Type: Boundary Umpire  
 Only Show Available Officials    **Re-Calculate Availabilities**

**Appointed Officials**

Name	Role	Show on website	
No umpires appointed yet.			
Fixture ID: 40657572 <span style="color: orange;">⚠ Pending Acceptance</span> <span style="color: green;">✓ Appointment Accepted</span>			
ADMIN, FSP	Profile	<a href="#">Previous Appointments</a>	<b>Appoint</b>
JONES, Chris	Profile	<a href="#">Previous Appointments</a>	<b>Appoint</b>
UMPIRE, Jorge	Profile	<a href="#">Previous Appointments</a>	<b>Appoint</b>

**Actions:** 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	<a href="#">Profile</a>	<a href="#">Previous Appointments</a>	<span style="border: 1px solid #ccc; padding: 2px; border-radius: 5px;">Appoint</span>
JONES, Chris	<a href="#">Profile</a>	<a href="#">Previous Appointments</a>	<span style="border: 1px solid #ccc; padding: 2px; border-radius: 5px;">Appoint</span>
UMPIRE, Jorge	<a href="#">Profile</a>	<a href="#">Previous Appointments</a>	<span style="border: 1px solid #ccc; padding: 2px; border-radius: 5px;">Appoint</span>

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...	<input checked="" type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Remove</span>
JONES, Chris	Boundary Ump...	<input checked="" type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Remove</span>
UMPIRE, Jorge	Boundary Ump...	<input checked="" type="checkbox"/> <span style="border: 1px solid #ccc; padding: 2px;">Remove</span>
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	<a href="#">Profile</a>	<a href="#">Previous Appointments</a>	<span style="background-color: #f08080; color: white; border: 1px solid #f08080; padding: 2px; border-radius: 5px;">Already Appointed</span>
JONES, Chris	<a href="#">Profile</a>	<a href="#">Previous Appointments</a>	<span style="background-color: #f08080; color: white; border: 1px solid #f08080; padding: 2px; border-radius: 5px;">Already Appointed</span>
UMPIRE, Jorge	<a href="#">Profile</a>	<a href="#">Previous Appointments</a>	<span style="background-color: #f08080; color: white; border: 1px solid #f08080; padding: 2px; border-radius: 5px;">Already Appointed</span>

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:



Hi Ash,

This email is to let you know that you have been appointed to an upcoming match in the [REDACTED]. Your appointment details are now available online for you to view and respond to.

Please login to your Dashboard by visiting <https://schedula.mygameday.app/login>

Regards,  
GameDay

This email was sent to [REDACTED]



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



Hi [REDACTED],

You are receiving this email because Ash [REDACTED] has declined their appointment.

The details of the match this person has declined are as follows:

Date	Time	Competition	Round	Match
Sat Mar 2	4:00 PM	2024 Seniors	60	Seyfer v Sck

The reason why Ash has declined this appointment is: Unable to make it because i have an appointment

Regards,  
GameDay

This email was sent to [ashleigh.black@stacksports.com](mailto:ashleigh.black@stacksports.com)



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