



GAMEDAY

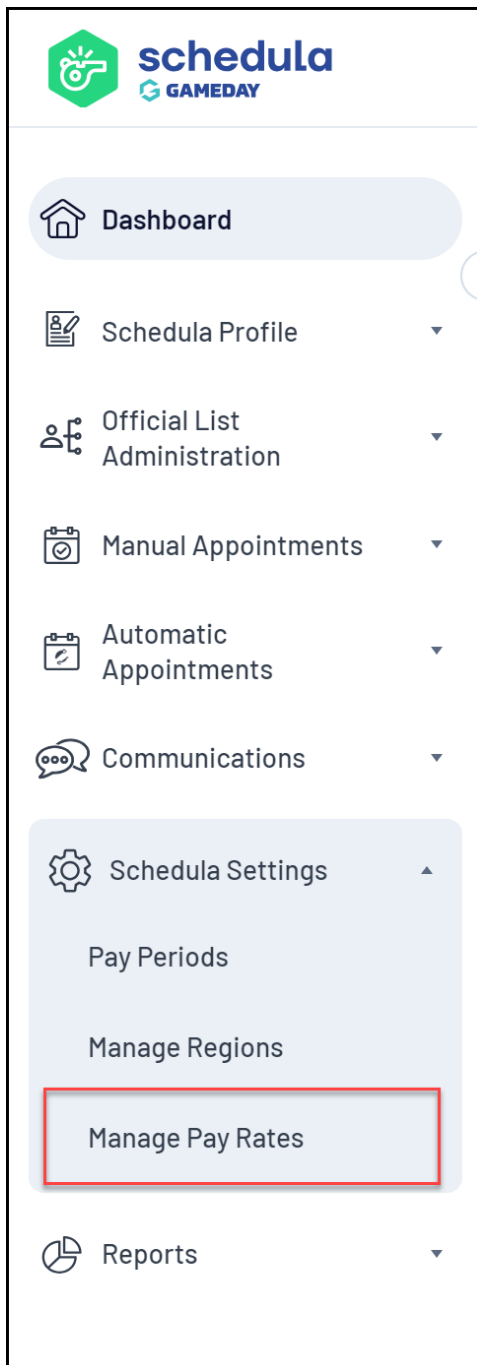
How do I add new Pay Rates in Schedula?

Last Modified on 04/01/2024 8:39 am AEDT

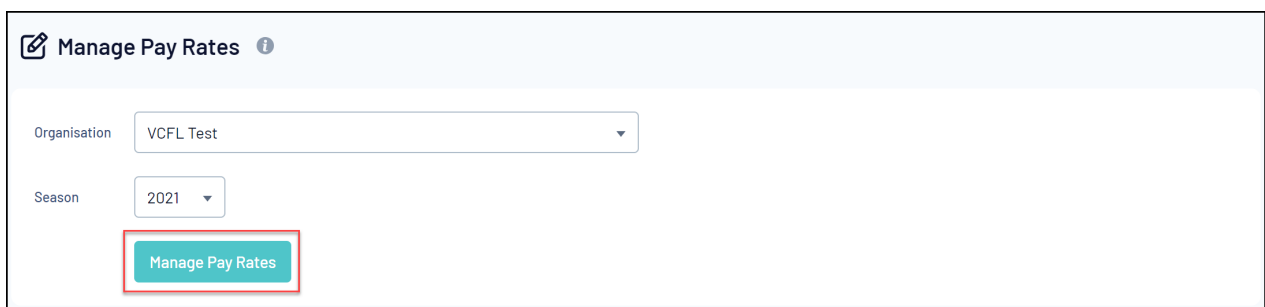
Schedula allows administrators to define customise Pay Rates to allow the system to calculate how much an official is owed when appointed to a match. Pay Rates are based on a number of variables including the competition, official type, and number of officials appointed to a single match, allowing your payment processing algorithm the flexibility needed to generate accurate bank files and payment reports.

To create a new Pay Rate in Schedula:


1. From the left-hand Schedula menu, select **Schedula Settings > MANAGE PAY RATES**



2. Select your **Organisation** and **Season**, then click **MANAGE PAY RATES**



3. Find the relevant competition in the list provided, then click **ADD NEW RATE**

 **Manage Pay Rates** ?

Organisation: VCFL Test

Season: 2021

Manage Pay Rates

2021 Test Competition

Appointment Type	Rule	Pay Official	Charge Club	Effective Date	Item Code
No rates defined for this competition.					

+ Add New Rate

4. Fill in the below information

- **Appointment Type:** Choose which type of official the rate will apply to
- **Rule:** Choose how many officials need to be allocated to a single match for this rate to take effect
- **Pay Official:** Enter the amount to pay the official for this rate
- **Charge Club:** Enter the amount to charge the club for this rate
- **Effective Date:** Enter the date at which the pay rate will start to take effect
- **Item Code:** Enter a unique code for the rate. This is used to match your item codes when [importing payment data to MYOB](#)

Test Competition

Use this form to add a new rate to the **Test Competition** competition.

Appointment Type: Field Umpire

Rule: When only 1 official is appointed

Pay Official: 100 (in dollars)

Charge Club: 10 (in dollars)

Effective Date: 01/01/2024 (dd/mm/yyyy)

Item Code: ABC123

Add New Pay Rate **Discard**

5. Click **ADD NEW PAY RATE**

Test Competition

Use this form to add a new rate to the Test Competition competition.

Appointment Type

Rule

Pay Official (in dollars)

Charge Club (in dollars)

Effective Date (dd/mm/yyyy)

Item Code

Any officials who are appointed and complete a match within this competition - and whom qualify under the parameters you entered - will have their owed amounts generated in your payment reports based on this rate.
