



Schedula for Administrators | Overview

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Schedula allows competition administrators to manage their end-to-end match official allocation process using data from a corresponding GameDay Passport database, including the ability to:

- Assign Officials to fixtures across multiple competitions
- Allow Officials to manage their availability for appointments
- Manage appointment clashes with availability markers
- Schedule notifications for Officials with fixture details
- Customise Official 'Panels' for different appointment types
- Set and manage pay rates that are applied to Officials
- Access a full suite of reports based on appointments, finances, official payments, and more

Click [here](#) to login to Schedula

As an administrator, Schedula offers several useful features:

The screenshot displays the Schedula dashboard interface. On the left is a navigation menu with items: Dashboard (1), Schedula Profile (2), Official List Administration (3), Manual Appointments (4), Automatic Appointments (5), Communications (6), Schedula Settings (7), and Reports (8). The main content area is divided into several sections:

- Upcoming Appointments:** A table with columns: Competition, Type, Date, Time, Teams, Venue, and Your Status. One entry is shown: VCFL Senior Competition, Field Umpire, 02/03/24, 10:00 AM, Hawks v Devils, Arden Street, Unconfirmed. A 'More' button is next to the status.
- Unread Pay Advices:** A section with a dollar sign icon and the text: "You have no unread pay advices."
- Availability:** A section with a clock icon and the text: "You have not specified your general availability." Below this is an "Update Availability" button and a calendar for February 2024. The calendar shows days 1 through 29. A legend indicates that green means "Available" and orange means "Partially Available". A note states: "Days with no colour markings means you are unavailable."

1. **Official Dashboard:** Allows officials to:

- Check Upcoming and Previous Appointments - [Learn More](#)
- View and Download Unread Pay Advices - [Learn More](#)
- Manage Availability - [Learn More](#)

2. **Schedula Profile:** Allows officials to:

- Manage Availability - [Learn More](#)
- Manage official profile details including [login credentials](#) and [bank account details](#)
- View Appointment History - [Learn More](#)
- View and Download Unread Pay Advices - [Learn More](#)

3. **Official List Administration:** Allows administrators to

- Search for and view official profiles - [Learn More](#)
- Manage Official Panels - [Learn More](#)

4. **Manual Appointments:** Allows administrator to manually appoint administrators to matches - [Learn More](#)

5. **Automatic Appointments:** Allows administrators to set up an appointment automation to allocate officials to matches - [Learn More](#)

6. **Communications:** Allows administrators to communicate with officials by [email](#) or [SMS](#)

7. **Schedula Settings:** Allows administrator to:

- Set up Pay Periods - [Learn More](#)
- Set up availability Regions - [Learn More](#)
- Set up Pay Rates - [Learn More](#)

8. **Reports:** Run various types of reports on your official database - [Learn More](#)
