

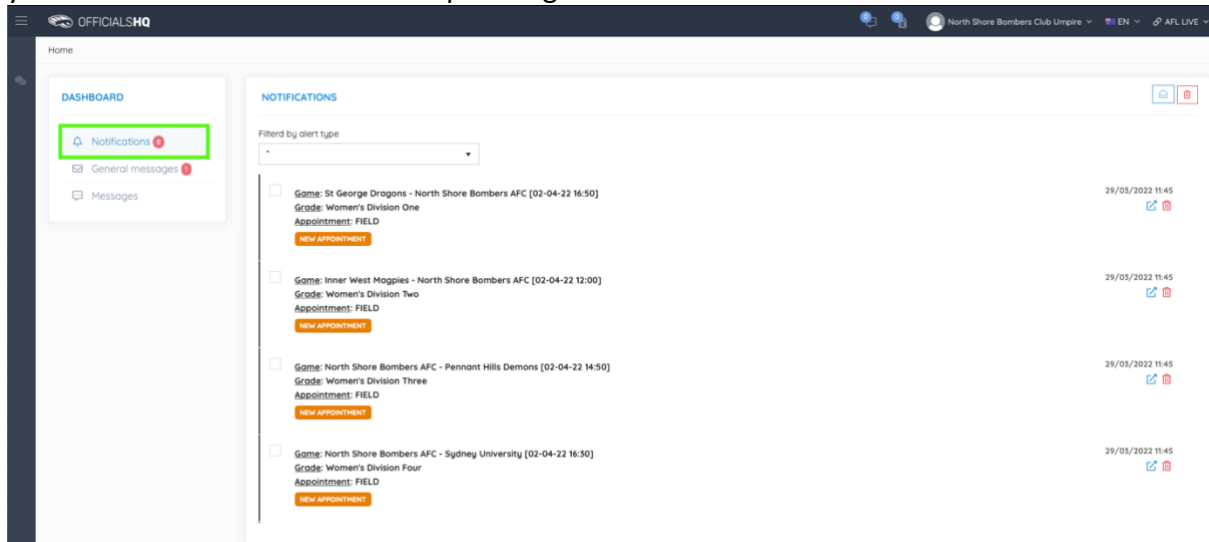
AFL NSW/ACT OfficialsHQ Club Umpire User Guide

ACCEPTING APPOINTMENTS PROCESS

PRE-MATCH

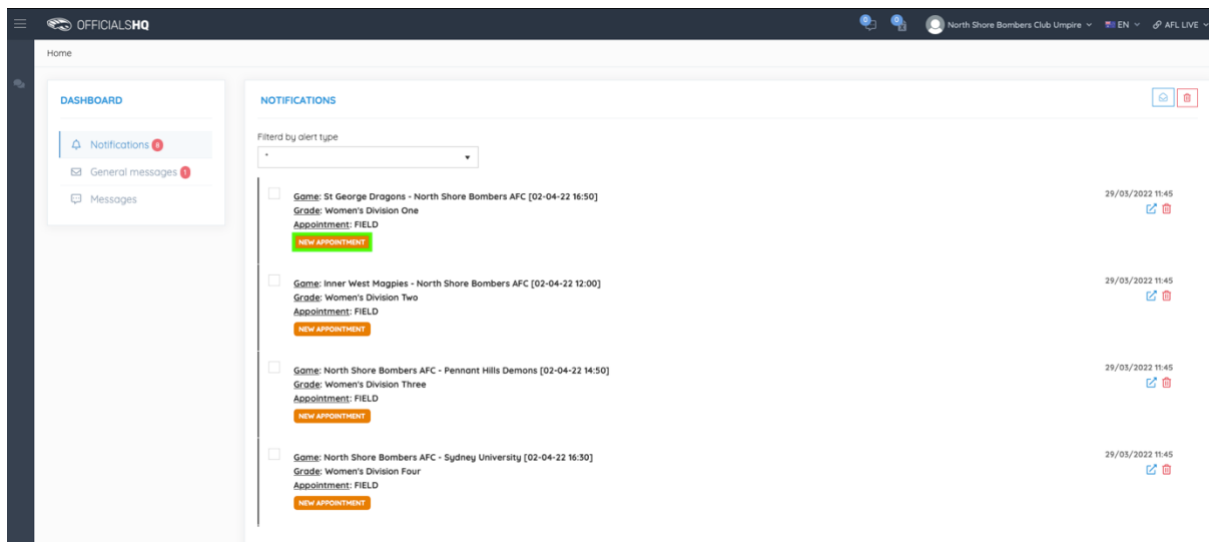
STEP 1:

Login to your OfficialsHQ profile, you should land on this display (if not click on the OfficialsHQ logo in the top left) This is where you will be able to see the number of matches your club will need to fill for the upcoming weekend.



STEP 2:

Click on 'New Appointment' to see the details of the match.



STEP 3:

Click on 'Appointments'. This will provide an overview of the Match Information.

The screenshot shows the 'OFFICIALSHQ' dashboard. On the left, there is a 'FILTERS' sidebar with fields for 'Start date', 'End date', 'Seasons' (set to 2022), and a checkbox for 'Appointment has documents'. The main area is titled 'FUTURE APPOINTMENTS' and lists several matches. Each match entry includes the match name, start time, competition, field, and location, along with a '999 Distance' indicator and a bell icon. The first match is 'St George Dragons - North Shore Bombers AFC' starting on 02/04/2022 at 16:30. Other matches include 'North Shore Bombers AFC - Sydney University', 'North Shore Bombers AFC - Pennant Hills Demons', 'Inner West Magpies - North Shore Bombers AFC', and 'North Shore Bombers AFC - Western Magic'. Each entry has links for 'APPOINTMENTS', 'CONFIRMATION NEEDED', 'MATCH REPORTS', and 'AWARDS'.

The Match Information will display like this.

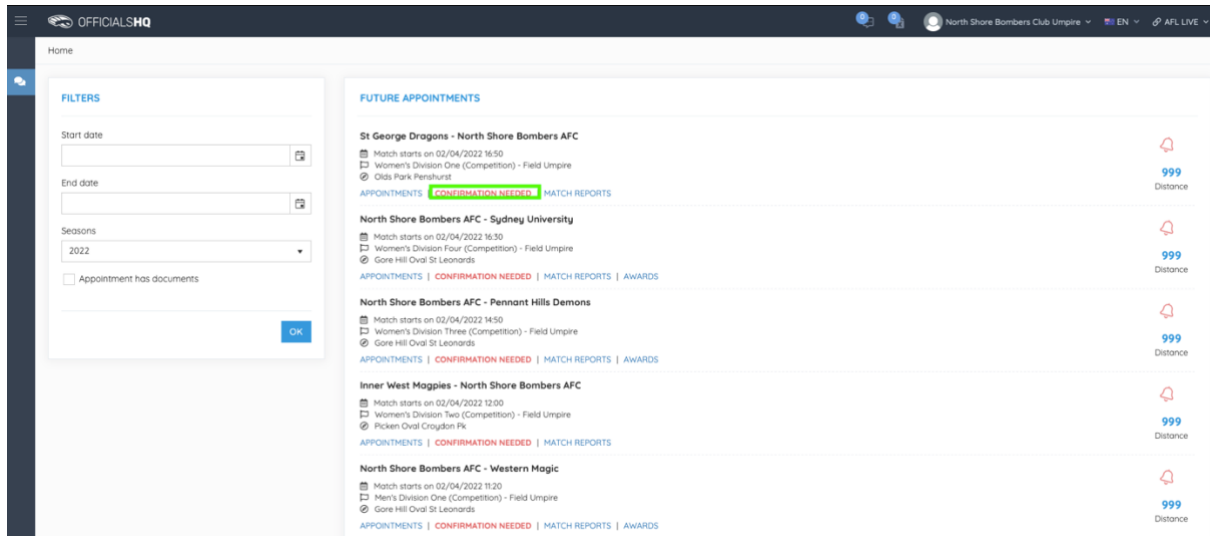
The 'Match information' modal window displays the following details:

- TEAM 1:** St George Dragons
- TEAM 2:** North Shore Bombers AFC
- Match Details:** Start time: 2/04/2022 4:50 PM; Location: Olds Park; Address: Forest Road, 2222 Penshurst; Series: Women's Division One
- Umpire Information:**
 - St George Dragons Club Umpires (FIELD 1):** Phone, Mobile, Email, City: Moore Park
 - North Shore Bombers Club Umpire (FIELD 2):** Phone, Mobile, Email, City: Moore Park

A 'Download' button is located at the bottom right of the modal.

STEP 4:

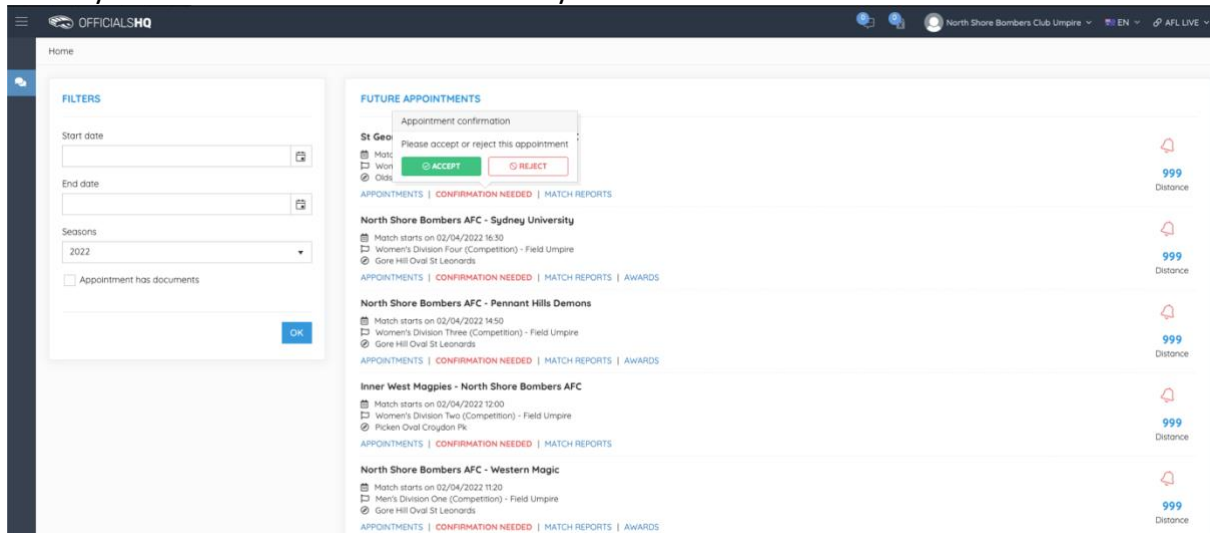
We want all clubs to accept all their Match Appointments. To do this, please click on 'Confirmation Needed'.



The screenshot shows the 'OFFICIALSHQ' dashboard for 'North Shore Bombers Club Umpire'. On the left is a 'FILTERS' panel with fields for 'Start date', 'End date', 'Seasons' (set to 2022), and a checkbox for 'Appointment has documents'. The main area is titled 'FUTURE APPOINTMENTS' and lists five matches, each with a 'CONFIRMATION NEEDED' status highlighted in green. The matches are:

- St George Dragons - North Shore Bombers AFC (Match starts 02/04/2022 16:50)
- North Shore Bombers AFC - Sydney University (Match starts 02/04/2022 16:30)
- North Shore Bombers AFC - Pennant Hills Demons (Match starts 02/04/2022 14:50)
- Inner West Magpies - North Shore Bombers AFC (Match starts 02/04/2022 12:00)
- North Shore Bombers AFC - Western Magic (Match starts 02/04/2022 11:20)

When you click on 'Confirmation Needed' you will need to click on the 'ACCEPT' button.



This screenshot shows the same dashboard as above, but with an 'Appointment confirmation' modal window open over the first appointment. The modal contains the text 'Please accept or reject this appointment' and two buttons: a green 'ACCEPT' button and a red 'REJECT' button. The background appointments list remains visible but is partially obscured by the modal.

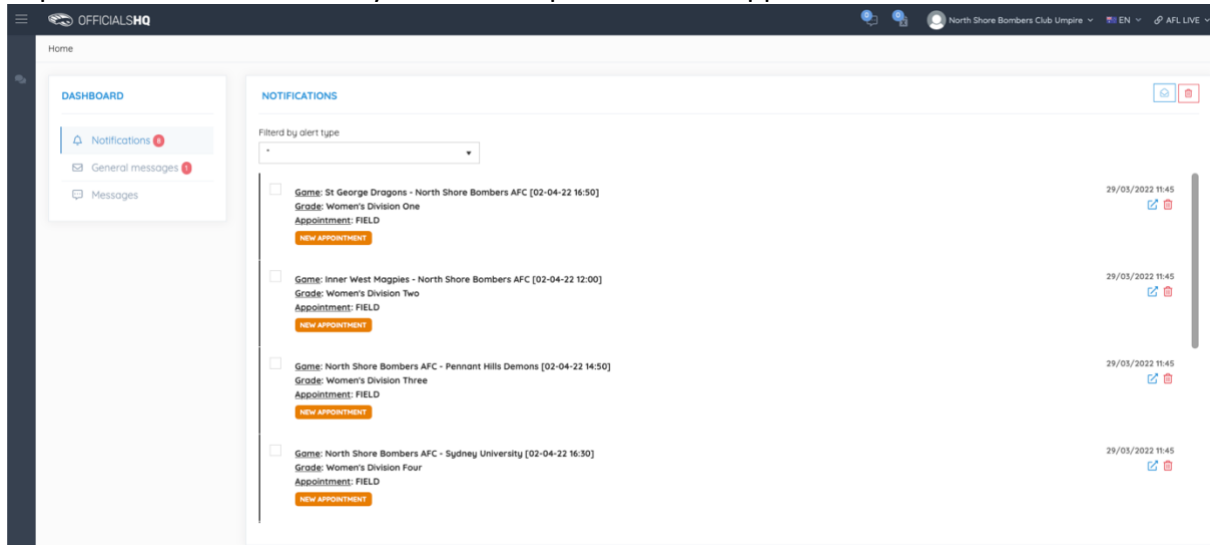
AFL NSW/ACT OfficialsHQ Club Umpire User Guide

COMPLETING MATCHDAY PAPERWORK PROCESS

POST MATCH

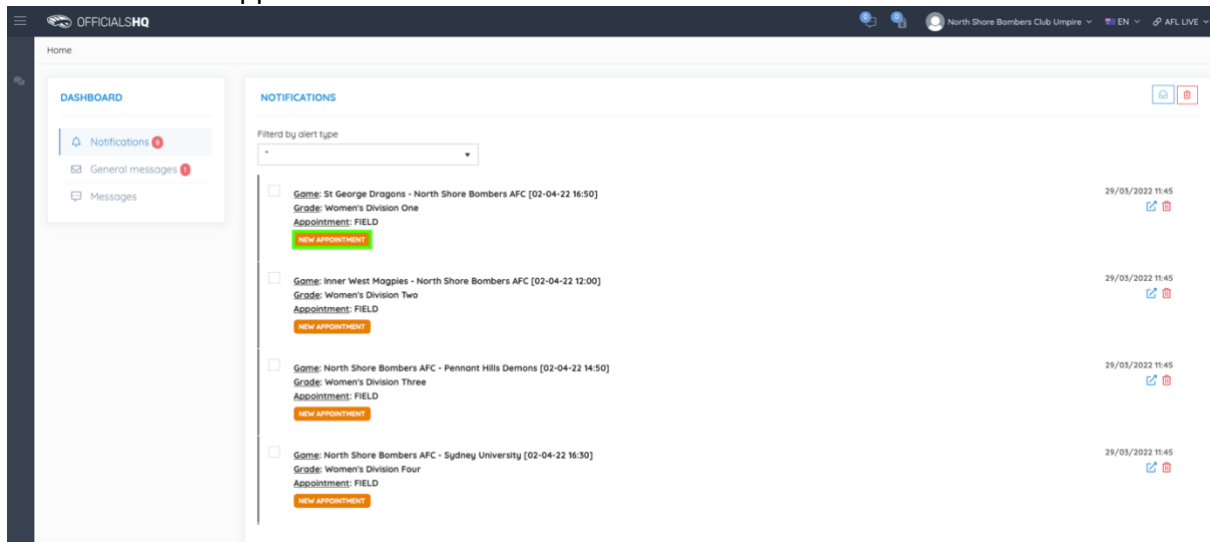
STEP 1:

Login to your OfficialsHQ profile, you should land on this display (if not click on the OfficialsHQ logo in the top left) This is where you will be able to complete the Match Day Paperwork for the Matches your Club Umpire has been appointed to.



STEP 2:

To access your Matchday Paperwork, Notice of Reports & Awards (B&F votes), you will need to click on 'New Appointment'.



STEP 3:

After clicking 'New Appointment' you will need to click on Match Reports.

The screenshot shows a web interface with a 'Home' header. On the left, there is a 'FILTERS' section with fields for 'Start date', 'End date', 'Seasons' (set to 2022), and a checkbox for 'Appointment has documents'. On the right, the 'FUTURE APPOINTMENTS' section displays details for 'North Shore Bombers AFC - Macquarie University', including match start time and competition. The 'MATCH REPORTS' tab is highlighted in green. Below it, the 'PAST APPOINTMENTS' section shows 'No past appointments'.

STEP 4:

To complete the Matchday Paperwork report, you will need to click on 'AFL Sydney Senior Match Day Paperwork'. If a Club Umpire has made a report during the match, you will need to click on 'AFL NSW/ACT Notice of Report Form'.

The screenshot shows a 'Match reports' window for 'Match 02/04/22 - North Shore Bombers AFC - Sydney University'. On the left, there are two links: 'AFL Sydney Senior Match Day Paperwork' (highlighted in green) and 'AFL NSW/ACT Notice Of Report Form'. On the right, a message states: 'Please make sure the following report is completed. Fill out report: AFL Sydney Senior Match Day Paperwork. Forward the report to one of your colleagues'. A 'Close' button is at the bottom right.

PLEASE NOTE: The HOME club will have the only access to Matchday Paperwork for the match, the HOME club umpire will be required to complete the Matchday Paperwork form. However, we want both umpires to complete this form together after the match.

The screenshot shows a 'Match reports' window for 'Match 02/04/22 - North Shore Bombers AFC - Sydney University'. On the left, there are two links: 'AFL Sydney Senior Match Day Paperwork' and 'AFL NSW/ACT Notice Of Report Form' (highlighted in green). On the right, a message states: 'Please make sure the following report is completed. Fill out report: AFL NSW/ACT Notice Of Report Form. Forward the report to one of your colleagues'. A 'Close' button is at the bottom right.

PLEASE NOTE: All appointed umpires will have access to the AFL NSW/ACT Notice of Report form. The umpire who makes the report, must complete this form.

STEP 5:

After completing the Matchday Paperwork, Club Umpires will be required to complete the Awards (B&F votes) for their Match.

The screenshot shows a web application interface with a dark sidebar on the left and a main content area. The sidebar has a 'Home' label at the top and a blue icon. The main content area is divided into two sections. The left section is titled 'FILTERS' and contains three date input fields: 'Start date', 'End date', and 'Seasons'. The 'Seasons' dropdown is set to '2022'. Below these is a checkbox labeled 'Appointment has documents' and a blue 'OK' button. The right section is titled 'FUTURE APPOINTMENTS' and shows a match for 'North Shore Bombers AFC - Macquarie University'. The match details include 'Match starts on 02/04/2022 13:30', 'Women's Premier Division (Competition) - Field Umpire', and 'Gore Hill Oval St Leonards'. Below the match details are two tabs: 'APPOINTMENTS' and 'MATCH REPORTS'. The 'AWARDS' link is highlighted with a green box. Below this is a section titled 'PAST APPOINTMENTS' which states 'No past appointments'.

PLEASE NOTE: Only the HOME club will have access to the AWARDS for the match, the HOME club umpire will be required to complete the AWARDS. However, we want both umpires to complete this form together after the match.