# Match official User Guide

Schedula Online Appointments

This Getting Started guide covers the use Schedula for match officials. Along with distributing appointments, this tool will also be used for the management of an official's availability throughout the season. This guide describes how you as an official can use Schedula to update your availability and manage your appointments.
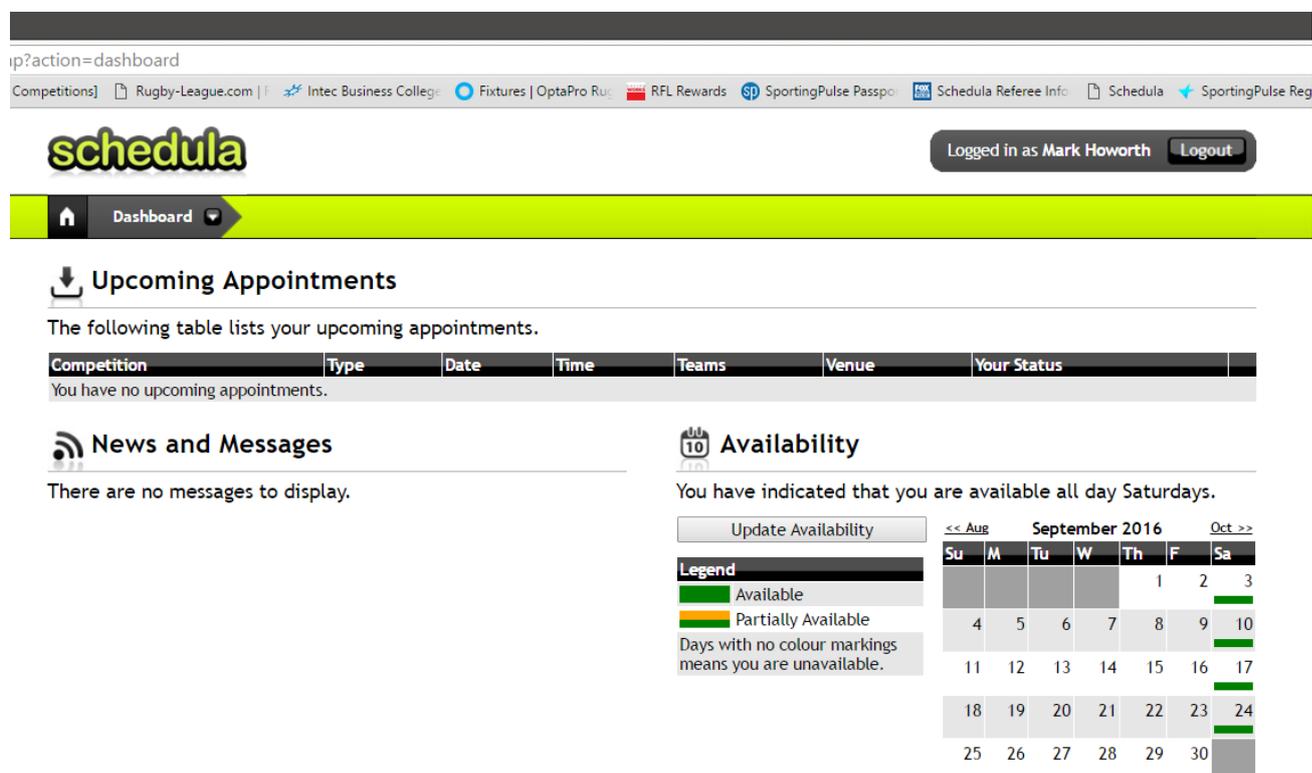
1. Logging into Schedula – http://www.schedula.com.au/login

At the start of the season, you will be emailed your login credentials to your registered email address. In order to have access to Schedula, you must advise the league of a valid email address that is unique to you. This will be obtained during your registration so you must ensure that your email address that is put onto your registration form is correct.
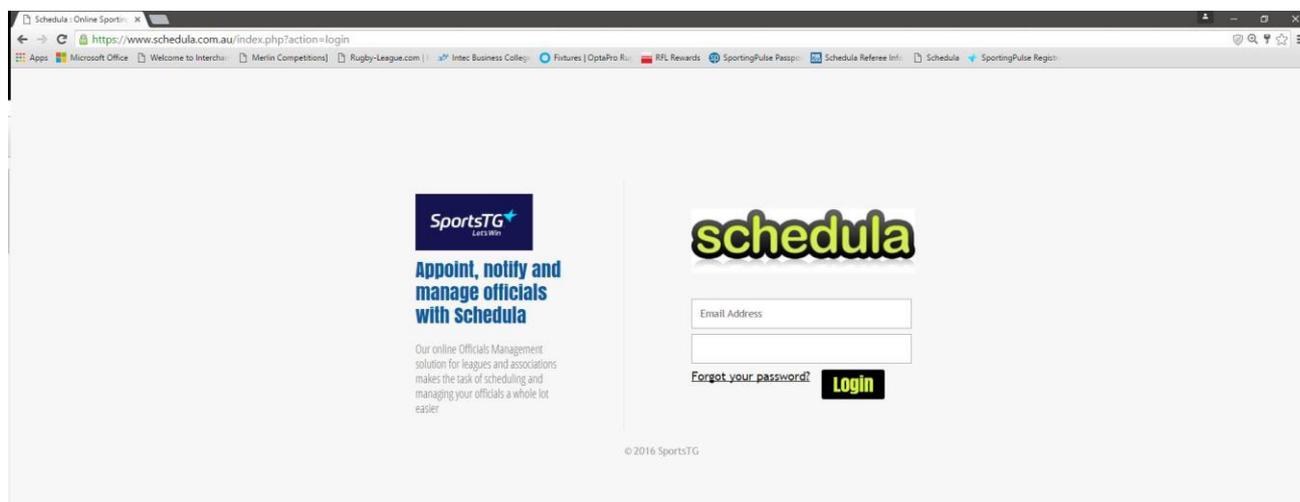
2. The Dashboard

When you login to Schedula, you will be presented with your customised "Dashboard". This screen brings together your appointments, availability and messages. Use this screen to navigate around and update your information, availability and to view and respond to your appointments.

3. Availability Management
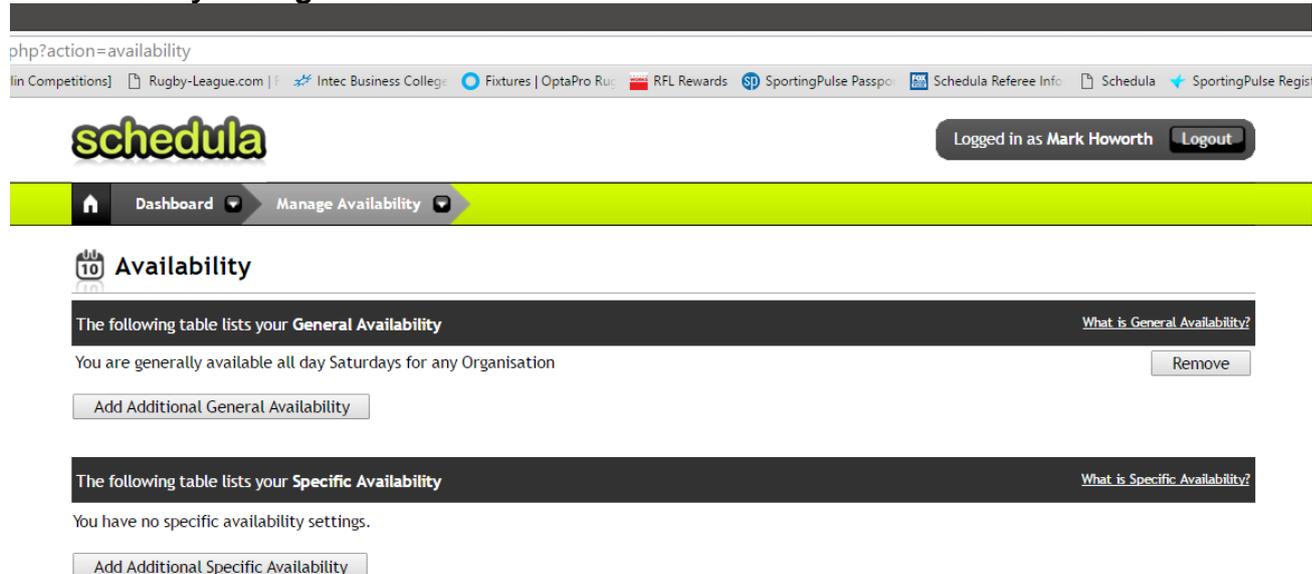
Managing your availability online using Schedula allows the coaches making the appointments to only appoint those who are available.

You can access and edit your availability settings by clicking the "Update Availability" button on the Dashboard, or selecting Dashboard > Schedula Profile > Manage Availability from the menu bar.
There are two different types of availability you can set:

General Availability: This setting specifies when you are generally available throughout the season. For example, you may be generally available all day Saturdays, but only available from 12pm onwards on Sundays.

Specific Availability: This setting allows you to enter in one-off notifications of availability or unavailability – such as holidays or important dates. For example, you may be generally available all day Saturdays, however on Saturday 22nd July 2017 you are unavailable.
You can also specify which region you are available in and be specific as to the timing of your availability or unavailability.
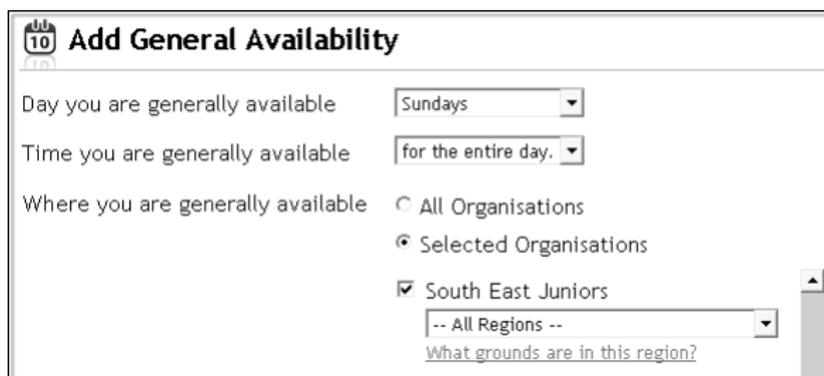
Adding General Availability
To add General Availability to your Profile:
1. Click on the Add Additional General Availability button.
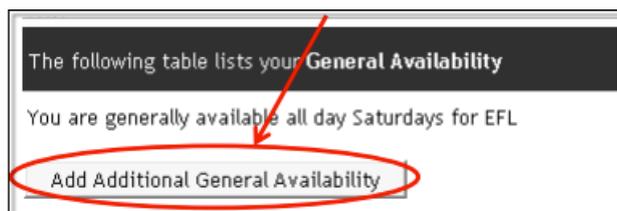
2. On the Add General Availability popup, select the different options applicable to you:

Day you are generally available: Select the day you are Generally Available for.
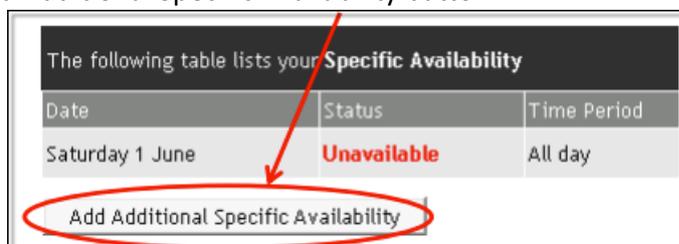
Time you are generally available: Select the time you are Generally Available for. As you select different options, different drop down boxes will appear allowing you to be specific with your time periods.

Where you are generally available: If you are registered at multiple Organisations, you can choose which Organisation you want to be available for. You can also choose which Region within that Organisation you want to be available for.

3. When you are finished, click Save & Close.

4. Adding Specific Availability
1. Click on the Add Additional Specific Availability button.

2. On the Add Specific Availability popup, select the different options applicable to you:
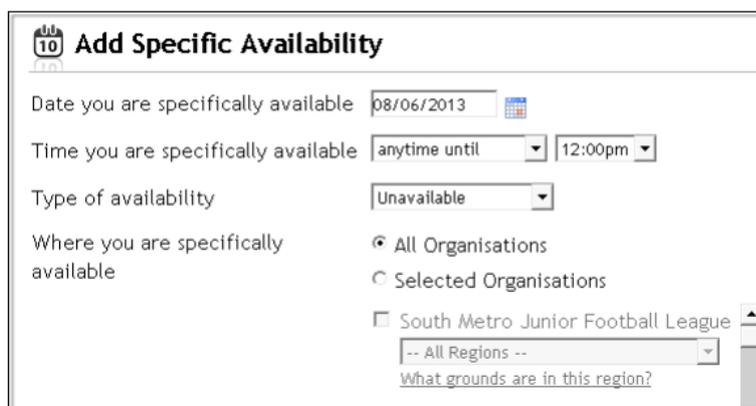
Date you are specifically available: Select the day you are Specifically Available for.

Time you are specifically available: Select the time you are Specifically Available for. As you select different options, different drop down boxes will appear allowing you to be specific with your time periods.

Type of availability: Select whether you are **Available** or **Unavailable** for this setting.

Where you are specifically available: If you are registered at multiple Organisations, you can choose which Organisation you want to be available for. You can also choose which Region within that Organisation you want to be available for.

3. When you are finished, click Save & Close.

4. Receiving and Responding to Appointments

When you are appointed to a fixture, you will receive an email from Schedula informing you that you have been appointed. It is then your responsibility to login to Schedula, read the appointment details and respond to them. Below is a screen shot of the Match Details screen:
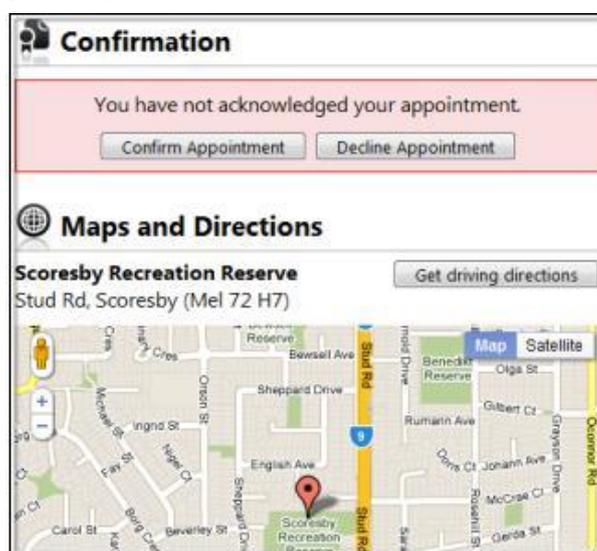
There are three main areas to this screen. First, the Match Details shows details such as the match date, time and location. You are also able to see who else is officiating in this match. The next main area is the Maps and Directions area which shows you a map and is able to generate driving directions for you (from your home address). The third and most important area is the Confirmation dialog.

You are required to respond to your appointment by using the Confirmation dialog. By confirming (or declining) your appointment, you are advising of your commitment for the upcoming match.

To confirm you have read and received your appointment, and that you will be officiating, click on the Confirm Appointment button. The Confirmation area will then change to a green box acknowledging that you have confirmed your appointment.

Share Contact Numbers with Colleagues
Schedula provides Officials the ability to share phone numbers with other Officials online. By sharing your details, others can contact you to either arrange a car pool or contact another Official if someone is running late. Sharing a phone number is optional, and your number is not shared with others by default.

Note: Only you have the ability to share your numbers with others. Administrators and Appointments Officers cannot share your numbers with others on your behalf. Schedula respects your privacy, and understands that you may not want to share your phone numbers with others. This system is completely opt-in, and you are always in full control of your share settings.

1. Getting Started
To share a phone number, you first must make sure you have a phone number registered in your Profile. Once you have phone numbers attached to your profile, you can choose one or many to share with others. When you do share your number, it will appear on the Match Detail screen where others appointed to the same match will be able to see.

2. Sharing and Un-Sharing your Contact Numbers
To share your contact numbers:

1. Open your Profile by navigating to Dashboard>Manage Your Profile.

2. On your profile, scroll down to Phone Numbers.

3. To share your number, select the Share Number with Colleagues check-box. You will see a popup dialog appear confirming you have shared your number.

4. To un-share your number, deselect the Share Number with Colleagues check-box. You have now changed the share options for your phone number(s).

When you share your number, you will be able to see it on the Match Details screen below: