

INTRODUCTION

This document covers the use of Schedula for match officials in the Football Queensland South-West Zone. Along with distributing appointments, this tool is also 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. All registered referees across Queensland have access to Schedula.

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FIRST-TIME ACCESS



SportsTG
Let's Win

Appoint, notify and manage officials with Schedula

Our online Officials Management solution for leagues and associations makes the task of scheduling and managing your officials a whole lot easier


Email

Password

[Forgot your password?](#) **Login**

- If you are new to refereeing, you will be granted access to Schedula once you have paid your registration for the current season and your membership has been approved and activated by Football Queensland South-West.
- Go to www.schedula.com.au and log in using the following details:
 - **Email** – this is the email that you used to register as a referee with
 - **Password** – this is your Date of Birth in the format DDMMYYYY (*example: if you were born on 13/04/2001 your password will be 13042001*)
 - If this does not work, use the “Forgot your Password?” feature. If this still does not work, please contact the FQSW Office.

THE DASHBOARD



Logged in as Kehan Ryley Logout

Dashboard

Upcoming Appointments

The following table lists your upcoming appointments.

Competition	Type	Date	Time	Teams	Venue	Your Status	
FQ FQPL Men	AR2	24/02/18	6:30 PM	Eastern Suburbs Fc v Mitchelton Fc	Heath Park 1	Confirmed	More
FQ U18 - FQPL Boys	Referee	24/02/18	4:15 PM	Eastern Suburbs v Mitchelton	Heath Park 1	Confirmed	More
FQ NPL QLD	AR2	18/02/18	5:00 PM	Olympic Fc v Lions Fc	Goodwin Park 1	Confirmed	More

Unread Pay Advices

Pay Period	
9/02/2018 to 15/02/2018	Download

Availability

You have indicated that you are available all day Sundays, from 5:00pm onwards on Tuesdays, all day Saturdays, from 5:00pm onwards on Wednesdays, from 5:00pm onwards on Thursdays and from 5:00pm onwards on Fridays.

Legend

Available

Partially Available

Days with no colour markings means you are unavailable.

February 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

News and Messages

There are no messages to display.

Previous Appointments

Below are your previous five appointments.

Competition	Type	Date	Time	Teams	Venue	Match Status	
SWQF 2018 TFL - Winstanley Shield	Referee	14/02/18	7:00 PM	Willowburn v Rockville Blue	Commonwealth Oval Field 1	Confirmed	More
FQ FQPL Men	AR1	10/02/18	6:30 PM	Eastern Suburbs Fc v Peninsula Power	Heath Park 1	Confirmed	More
FQ U18 - FQPL Boys	AR1	10/02/18	4:15 PM	Eastern Suburbs v Peninsula Power	Heath Park 1	Confirmed	More
FQ NPL QLD	AR2	06/02/18	7:00 PM	Brisbane Roar Fc Youth v Swq Thunder Fc	Gatton Football Club Field 1	Confirmed	More
FQ NPL Women's QLD	AR1	03/02/18	3:00 PM	Swq Thunder Fc v Western Pride Fc	Gatton Football Club Field 1	Confirmed	More

- Above is an example of what your Dashboard will look like.
- From here you can access all aspects of Schedula.

MANAGING YOUR PROFILE



- To manage your profile, hover your mouse over the down arrow next to “Dashboard”.
- Hover your mouse over “Schedula Profile” and then click “Manage Your Profile”.

Kehan Ryley

Change Your Password

Address

Address	Postal	
██████████, Toowoomba QLD 4350		Remove

Specify at least one address that your Association can use to post material to you (if required) and for Schedula to calculate driving directions. You can specify as many addresses as you like.

Phone Numbers

Type	Number		
Mobile	██████████	<input checked="" type="checkbox"/> Share Number with Colleagues	Remove

Specify at least one phone number to be contacted on. It's probably best to use your mobile number as your Association will be able to send you SMS messages.

Email Addresses

Email	Type	
kryley@hotmail.com	Primary	Remove

You are able to specify as many email addresses as you like. You must have at least one primary address in order to be able to login.

Attributes

Attribute	Value	
Working With Children Number	██████████	Remove
FFA Number	28586691	Remove
Occupation	Theatre Technician	Remove
Bank Account	██████████	Remove

Attributes are additional pieces of information about you.

ADDING BANK ACCOUNT DETAILS

- In the “Attributes” section of your profile page, click “Add Attribute”.
- In the pop-up window, select “Bank Account” in the “Attribute Type” box.
- Input your bank account details, then click “Add Attribute”.

MANAGING YOUR AVAILABILITY

schedula Logged in as Kehan Ryley [Logout](#)

Dashboard Manage Availability

Availability

The following table lists your **General Availability** [What is General Availability?](#)

You are generally available all day Sundays for any Organisation	Remove
You are generally available from 5:00pm on Tuesdays for any Organisation	Remove
You are generally available all day Saturdays for any Organisation	Remove
You are generally available from 5:00pm on Wednesdays for any Organisation	Remove
You are generally available from 5:00pm on Thursdays for any Organisation	Remove
You are generally available from 5:00pm on Fridays for any Organisation	Remove

[Add Additional General Availability](#)


The following table lists your **Specific Availability** [What is Specific Availability?](#)

Date	Status	Time Period	Organisation/Region	
Saturday 17 February 2018	Unavailable	All day	All Organisations	Remove

[Add Additional Specific Availability](#)

- Click on the “Update Availability” button on the Dashboard to access this part of Schedula.
- There are two kinds of availability in Schedula:
 - **General Availability** – this setting determines when someone is generally available. *For example, a person may be “generally available” all day Saturdays. This means that this person can be appointed to any games the occur at any time on any Saturday.*
 - **Specific Availability** – this setting determines when someone is specifically available that falls outside of the General Availability. Your Specific Availability overrides your General Availability. *For example, if you have a party to attend on Saturday 19th May, you can set your specific availability to just be unavailable on that day and not affect your availability for any further Saturdays.*

ADDING GENERAL AVAILABILITY



Add General Availability

Day you are generally available Sundays ▼

Time you are generally available for the entire day. ▼

Where you are generally available


- All Organisations
- Selected Organisations
- Football Queensland

-- All Regions -- ▼
[What grounds are in this region?](#)
- South West Queensland Football


-- All Regions -- ▼
[What grounds are in this region?](#)

- Click on the “Add Additional General Availability” button on the Update Availability page.
- On the “Add General Availability” pop-up, select the options that apply 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 time periods.
 - **Where you are generally available** – If you are registered with 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.
- When you are finished, click “Save & Close”.

ADDING SPECIFIC AVAILABILITY



Add Specific Availability

Date you are specifically available 

Time you are specifically available

Type of availability

Where you are specifically available

- All Organisations
- Selected Organisations
 - Football Queensland

-- All Regions --

[What grounds are in this region?](#)
 - South West Queensland Football

-- All Regions --

[What grounds are in this region?](#)

- Click on the “Add Additional Specific Availability” button on the Update Availability page.
- On the “Add Specific Availability” pop-up, select the options that apply to you:
 - **Day you are specifically available** – Select the day you are specifically available for.
 - **Time you are specifically 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 time periods.
 - **Type of availability** – Select whether you are Available or Unavailable for this setting.
 - **Where you are specifically available** – If you are registered with 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.
- When you are finished, click “Save & Close”.

EXAMPLE: The snapshot above would be the settings you would input if you’re not available on Sunday, 25th February 2018 after 3:00pm.


MANAGING APPOINTMENTS

 **Upcoming Appointments**

The following table lists your upcoming appointments.

Competition	Type	Date	Time	Teams	Venue	Your Status	
FQ U20 - NPL QLD	AR1	04/03/18	6:00 PM	Brisbane Strikers Fc v Gold Coast United Football Club	Perry Park 1	Unconfirmed	More
FQ NPL QLD	AR1	03/03/18	7:00 PM	Western Pride Fc v Sunshine Coast Fc	Briggs Road Sporting Complex 1	Confirmed	More
FQ NPL Women's QLD	AR1	03/03/18	5:00 PM	Western Pride Fc v Sunshine Coast Wanderers	Briggs Road Sporting Complex 1	Unconfirmed	More
FQ NPL Women's QLD	AR2	25/02/18	4:00 PM	Souths United v Brfc/ntc	Wakerley Park 2 (synthetic Pitch)	Confirmed	More
FQ FQPL Men	AR2	24/02/18	6:30 PM	Eastern Suburbs Fc v Mitchelton Fc	Heath Park 1	Confirmed	More
FQ U18 - FQPL Boys	Referee	24/02/18	4:15 PM	Eastern Suburbs v Mitchelton	Heath Park 1	Confirmed	More

- To view the details of an appointments, click on the “More” link next to the relevant appointment.

 **Match Details**


Western Pride Fc v Sunshine Coast Wanderers
at Briggs Road Sporting Complex 1,
FQ NPL Women's QLD

Round	Date	Time	Discipline
5	Saturday 3 March 2018	5:00pm	AR1


The following people have been appointed to this match:

Referee	Contact Number(s)
Lucinda Robertson	Mobile: [REDACTED]
AR1	Contact Number(s)
Kehan Ryley	Mobile: [REDACTED]
AR2	Contact Number(s)
Alexander Hohn	Mobile: [REDACTED]


The colours to the left of each name in the table above indicates the response received from each of those people. Green means they have confirmed their appointment, red means they have declined and orange means they are yet to provide a response.

 **Confirmation**

You have not acknowledged your appointment.

 **Maps and Directions**

Briggs Road Sporting Complex 1




- To accept your appointment, click the “Confirm Appointment” button.

 **Confirmation**

You have confirmed your appointment.

- To decline your appointment, click the “Decline Appointment” button.
 - If you choose to decline your appointment, you will need to provide a reason as to why you are declining (minimum of 100 characters). This will be sent to the relevant Appointments Officer.

 **Confirmation**

You are about to decline your appointment.
Please provide a reason why you are declining.

PAY ADVICES

VIEWING PAY ADVICES



- On the Dashboard, you will see all your unread pay advices under the Unread Pay Advices area.
- To download and view a specific pay advice, click on the “Download” button next to it.

Note: Pay Advices are provided in PDF format only.

REMOVING PAY ADVICES

- As soon as a pay advice is downloaded, it will be removed from the Dashboard page.

VIEWING OLD PAY ADVICES



- To view old pay advices, hover your mouse over the down arrow next to “Dashboard”.
- Hover your mouse over “Schedula Profile” and then click “Your Pay Advices”.
- All your pay advices are available to be downloaded again from this page.

MORE INFORMATION AND HELP

- Schedula has an online help page which covers most items mentioned here:
 - <https://support.sportstg.com/help/schedula-for-officials>
- If you still require more help, please contact the Football Queensland South West office.