

2024



OFFICIALS HQ - AFL BARWON NETBALL USER GUIDE

AFL BARWON

aflbarwon.com.au

REGISTERING TO OFFICIALS HQ NETBALL PLATFORM

Registration link: <https://registration-netball-au.officialshq.com/>

Step 1: Register via the link or QR code

Step 2: Activate your account by logging in via the activation email

Step 3: Enter all relevant details when logging into your account

Register now via the QR code



ACCEPTING APPOINTMENTS

To confirm the appointments on a smart phone

1. Click on the bars in the top right hand corner
2. Click 'My OfficialsHQ'
3. Select 'umpire allocations '
4. Scroll down to upcoming appointments
5. Click the bell for each of the appointments and click 'accept'

To confirm the appointments on desktop:

- Click 'My OfficialsHQ'
- Select 'umpire allocations '
- Scroll down to upcoming appointments
- Click the bell for each of the appointments and click 'accept'

ENTERING AVAILABILITY

How to enter availability

On a smart phone

- Log into your account
- Tap the bars on the top right hand corner and select 'My OfficialsHQ'
- Select 'leaves'
- Select the date/s and click the plus button
- Enter the time you are unavailable and other required information
- Click 'Add' to save the requested day off.

On desktop

- Log into your account
- Select 'My OfficialsHQ' from the top tab
- Select 'leaves'
- Follow steps 4, 5 & 6 above

If the dates you are unavailable are green, then you have successfully added your leave.

ENTERING AVAILABILITY CONTINUED

Entering multiple days in a row as unavailable

You can select multiple days in a row by clicking the first date, holding shift and selecting the last date.

Entering reoccurring days in a row as unavailable

You can select multiple separate dates by selecting command/control and clicking the different dates.

Unavailable for certain times

To block out only particular times click the date, then click the plus button. It will open up a box where you will need to unselect 'full day' and then you can block out from 6:30pm onwards.

VIEWING YOUR PAYSLLIP

Step 1. Go to MyOfficialsHQ'.

Step 2. Select 'Payslips'.

Step 3. Select the dates you are wishing to view.

'FIND A GAME' FUNCTION FOR MID-WEEK UMPIRES

**This function is currently not available but will be released on the platform soon.