

OFFICIALSHQ

APPOINTMENTS / VOTES

Firstly – type this into your browser (chrome / edge etc) address bar or click on this link

app.officialshq.com

It looks like there are some issues saving this address so you may need to type it in each time.

You will then see your home page which will look like this if you have received any notifications.

The screenshot shows the 'Home' page of the OFFICIALSHQ application. The top navigation bar includes the logo, user name 'Jason Edwards', language 'EN', and 'AFL LIVE'. The main content area is divided into two sections: 'DASHBOARD' on the left and 'NOTIFICATIONS' on the right. The dashboard lists 'Notifications' (with a red badge '2'), 'General messages', and 'Messages'. The notifications section is filtered by alert type and shows two entries for a match between Imperial Football Club Inc. and Mannum Football Club (River Murray Football League) 2 on 31/03/2022 at 01:51. Both entries are for 'FIELD' appointments and are marked as 'NEW APPOINTMENT' and 'PRIORITY HIGH'. Each notification has a blue square icon with a white arrow and a red bin icon.

Click 'NEW APPOINTMENT' or the 'Blue Square with an arrow' (next to the Bin icon)

A new window will open showing your future and past appointments

The screenshot shows the 'Future Appointments' and 'Past Appointments' page. The top navigation bar is the same as the previous screenshot. The left sidebar contains 'FILTERS' with fields for 'Start date', 'End date', 'Seasons' (set to 2022), and a checkbox for 'Appointment has documents'. The main content area is divided into two sections: 'FUTURE APPOINTMENTS' and 'PAST APPOINTMENTS'. The 'FUTURE APPOINTMENTS' section shows two entries for the same match as in the notifications, with details like 'Match starts on 02/04/2022 16:45' and 'Senior Men Reserves (Competition) - Field Umpire'. The 'PAST APPOINTMENTS' section shows two entries for matches that have already occurred, with details like 'Match of 26/03/2022 ended at 78-12' and 'U16 Boys Under 16 (Competition) - Field Umpire'.

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Click on CONFIRMATION NEEDED

FUTURE APPOINTMENTS

Imperial Football Club Inc. (River Murray Football League) 2 - Mannum Football Club (River Murray Football League) 2

Appointment confirmation

Please accept or reject this appointment

ACCEPT REJECT

999
Distance

APPOINTMENTS | CONFIRMATION NEEDED | MATCH REPORTS | AWARDS

Select ACCEPT or REJECT – if you select REJECT you need to let me know ASAP (0412429961) – text will do as I'll need to make several changes.

FUTURE APPOINTMENTS

Imperial Football Club Inc. (River Murray Football League) 2 - Mannum Football Club (River Murray Football League) 2

999
Distance

Match starts on 02/04/2022 16:45

Senior Men Reserves (Competition) - Field Umpire

Johnstone Park Murray Bridge

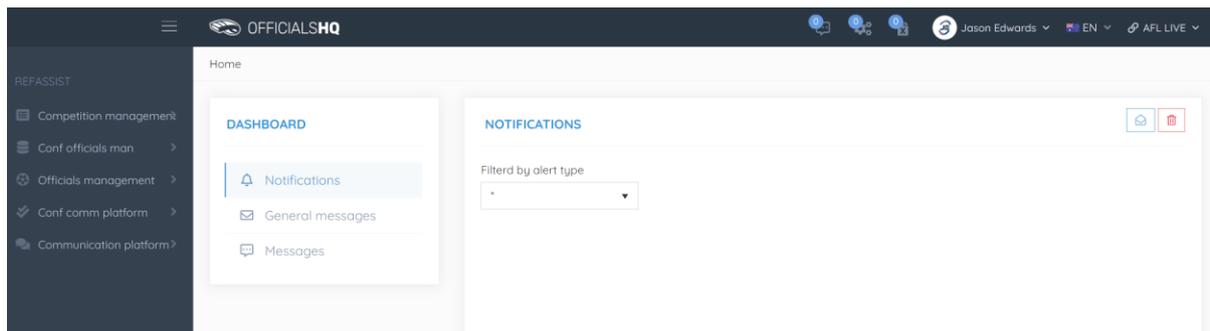
APPOINTMENTS | MATCH REPORTS | AWARDS

Once ACCEPTED you will now see the 'MATCH REPORTS' and 'AWARDS'

Don't worry about the Match Reports at the moment but the AWARDS will let you input votes. You aren't able to input the votes until the teams have submitted team sheets.

To access the AWARDS (votes) section after your game, login to OfficialsHQ.

app.officialshq.com



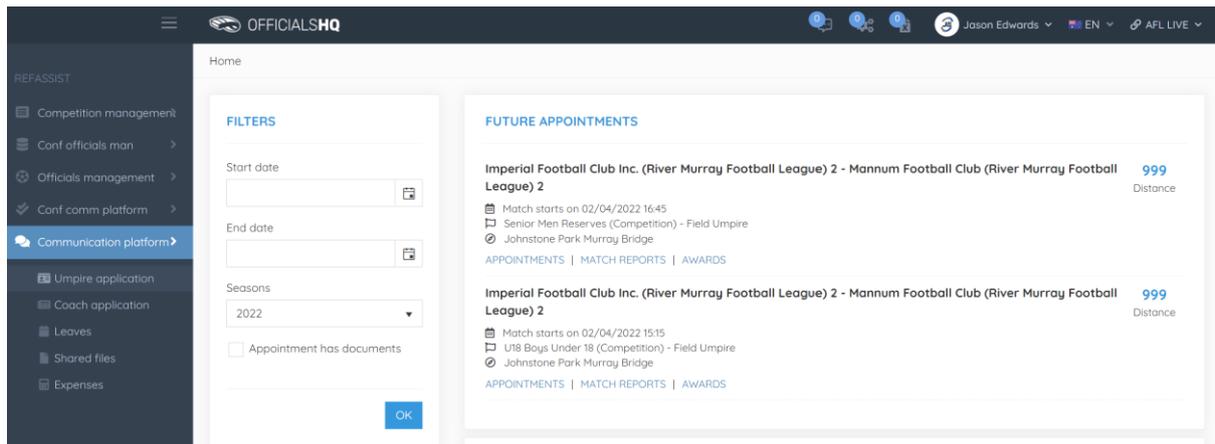
Click on the three lines in the top left hand corner and a menu will open up.

Disregard what you see here I have more access – the menu item you need to open is

'COMMUNICATION PLATFORM' then

'UMPIRE APPLICATION' which will show your FUTURE and PAST APPOINTMENTS – you will then be able to select the AWARDS tab and enter the votes.

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Just another thing to be aware of – OfficialsHQ looks like this on a laptop / computer.

If you are using a mobile phone or ipad / tablet the icons for MATCH REPORTS and AWARDS are different.

They are in the same place but the MATCH REPORTS icon is a piece of folded paper and the AWARDS icon is a Trophy.

Hope this helps – let me know if you have any issues.