

# Schedula Basics

# Main Dashboard

**schedula**

Logged in as Steven Boyle [Logout](#)

[Dashboard](#)

## Upcoming Appointments

The following table lists your upcoming appointments.

Competition	Type	Date	Time	Teams	Venue	Your Status	
SCF McDonald's Premier Reserve Men	Referee	25/03/17	3:00 PM	Gympie Diggers Fc v Coolum Fc	Gympie Diggers Fc F1	Unconfirmed	<a href="#">More</a>
SCF 3rd Division Men	Referee	24/03/17	8:30 PM	Coolum Fc v Maleny Fc	Coolum Fc F1	Unconfirmed	<a href="#">More</a>
SCF 4th Division Men Nth	AR1	24/03/17	6:30 PM	Coolum Fc v Cooroora Fc	Coolum Fc F1	Unconfirmed	<a href="#">More</a>

Click 'More' to confirm your games

## Unread Pay Advices

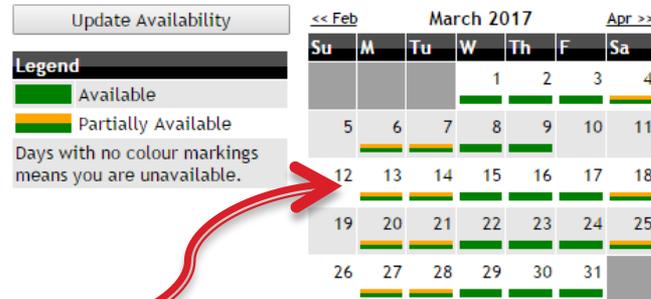
Pay Period	
17/02/2017 to 23/02/2017	<a href="#">Download</a>
22/02/2017 to 28/02/2017	<a href="#">Download</a>
24/02/2017 to 2/03/2017	<a href="#">Download</a>
3/03/2017 to 9/03/2017	<a href="#">Download</a>

## News and Messages

There are no messages to display.

## Availability

You have indicated that you are available all day Wednesdays, all day Thursdays, all day Fridays, from 5:00pm onwards on Mondays, from 5:00pm onwards on Tuesdays and from 3:00pm onwards on Saturdays.



Watch your availability calendar

# Game Confirmations

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[Dashboard](#) [View Match Details](#)

## Match Details

Gympie Diggers Fc v Coolum Fc  
at Gympie Diggers Fc F1,  
SCF McDonald's Premier Reserve Men

Round	Date	Time	Discipline
6	Saturday 25 March 2017	3:00pm	Referee

The following people have been appointed to this match:

Referee	Contact Number(s)
Steven Boyle	<input type="text"/>
AR1	Contact Number(s)
Thomas Nafzger	<input type="text"/>
AR2	Contact Number(s)
Bassem Fakhreddine	<input type="text"/>

## Confirmation

Click 'Confirm Appointment'

You have not acknowledged your appointment.

## Maps and Directions

Gympie Diggers Fc F1

[Get driving directions](#)



Even a map to fields is available!

Note who you're working with and their contact number, just in case you're running late to the match

# Confirmations

- ▶ Confirm your match early
  - ▶ Must be done by the Wednesday before the weekend
  - ▶ If you decline, it better be for a good reason
  - ▶ If you decline after Thursday, you must find your own substitute
- 

# Managing Availability

## Availability

You have indicated that you are available all day Wednesdays, all day Thursdays, all day Fridays, from 5:00pm onwards on Mondays, from 5:00pm onwards on Tuesdays and from 3:00pm onwards on Saturdays.

Update Availability

### Legend

 Available

 Partially Available

Days with no colour markings means you are unavailable.

<< Feb      March 2017      Apr >>

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	29	30	31	

Avoid the dreaded decline, keep up to date on your availability

# Managing Availability

## Availability

The following table lists your **General Availability**

[What is General Availability?](#)

You are generally available all day Wednesdays for any Organisation

Remove

You are generally available all day Thursdays for any Organisation

Remove

You are generally available all day Fridays for any Organisation

Remove

You are generally available from 5:00pm on Mondays for any Organisation

Remove

You are generally available from 5:00pm on Tuesdays for any Organisation

Remove

You are generally available from 3:00pm on Saturdays for any Organisation

Remove

Add Additional General Availability

General Availability tells Tahlia when you are available on an usual basis

Here, you can set general days or general days with specific times

# Managing Availability



## Add General Availability

Day you are generally available

Time you are generally available

Where you are generally available

- All Organisations
- Selected Organisations

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

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

Use this screen to select options for your General Availability settings. General Availability is when you are generally available. Select a particular day, time period, organisation and/or region that you are generally available for.

### What is a Region?

A Region is a collection of grounds defined by an Organisation that you can make yourself available for. Regions assist Organisations and Appointment Officers in determining who is available and where.

Save & Close

Close

Select the day, select the time, select your region. Click save and close

For Sunshine Coast, if you need a specific part (i.e. Northern section), email Tahlia

# Managing Availability

The following table lists your Specific Availability

[What is Specific Availability?](#)

You have no specific availability settings.

Add Additional Specific Availability

Specific availability allows you to select specific dates that you are or are not available to referee.

<< Mar	April 2017						May >>
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	29	
30							

For example, I am unavailable to referee on the 22<sup>nd</sup> of April  
My General availability has me available after 3:00pm

You are generally available from 3:00pm on Saturdays for any Organisation

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

Sunshine Coast Football  
 ▼  
[What grounds are in this region?](#)

available or unavailable for.

**What is a Region?**  
A Region is a collection of grounds defined by an Organisation that you can make yourself available for. Regions assist Organisations and Appointment Officers in determining who is available and where.

Select date from calendar or type the date in the field  
Choose "for entire day" or specific times  
Select "Unavailable"

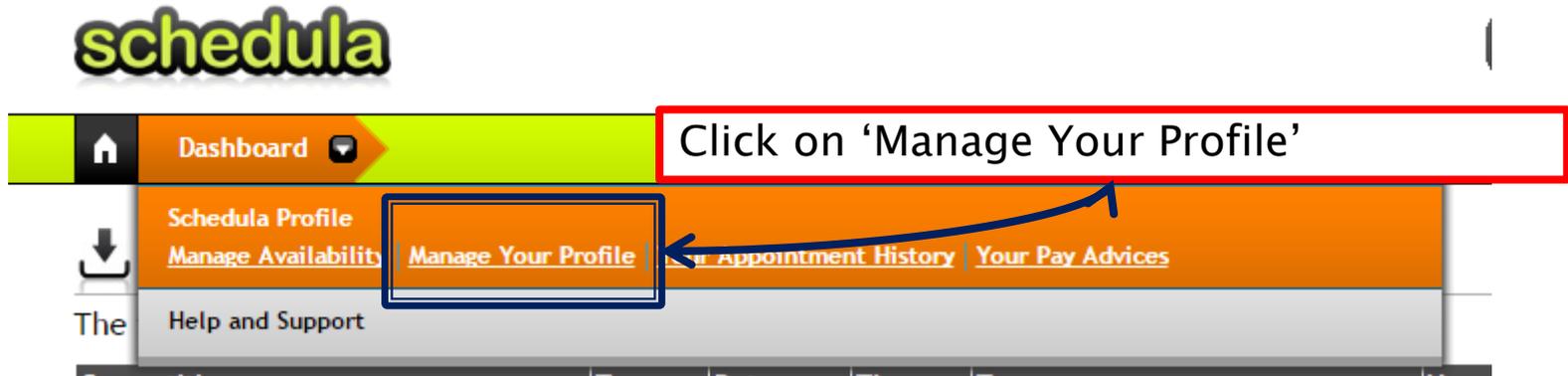
Save and close



# Managing Availability

- ▶ Have your availability up to date at least two weeks in advance
  - ▶ If you're a player, coach, or have specific team commitments, make sure availability matches
  - ▶ Email Tahlia your other football commitments
- 

# Bank Details



Scroll down the page until you find “Attributes”

Attributes		
Attribute	Value	

Attributes are additional pieces of information about you.

# Bank Details

Click

Add Attribute

Home Add Attribute

Add Attribute

Attribute Type

Attribute Value Select attribute type.

Close Window

Select "Bank Account" from drop down

Type in BSB and account number for Attribute Value

Close Window and confirm that Bank Account was added to Attributes

Attributes

Attribute

FFA Number

Bank Account