

# Getting Started with 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. If you have not done so, please contact your League official.

## 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 from the League. Use this screen to navigate around and update your information, availability and to view and respond to your appointments.

The screenshot shows the Schedula dashboard for a user logged in as Anthony Moore. The dashboard includes sections for 'Upcoming Appointments', 'News and Messages', 'Availability', and 'Previous Appointments'. The 'Availability' section shows a calendar for February 2012 with a legend indicating 'Available' (green), 'Partially Available' (yellow), and 'Unavailable' (grey). The 'Previous Appointments' section shows a table of past matches.

## 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**

The screenshot shows the 'Availability' management page. It has a menu bar with 'Dashboard' and 'Manage Availability'. The 'Availability' section is active. Under 'General Availability', there are two settings: 'You are generally available all day Saturdays' and 'You are generally available from 12:00pm onwards on Sundays'. Each has a 'Remove' button. There is also an 'Add Additional General Availability' button. Under 'Specific Availability', it says 'You have no specific availability settings.' and there is an 'Add Additional Specific Availability' button.

**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. 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. For example, you may be generally available all day Saturdays, however on

Saturday 16th April 2011 you are unavailable for some reason. You would leave your general availability to 'available all day Saturdays' but would enter in a specific entry making you unavailable on Saturday 16th April.

## 4. Receiving and Responding to Appointments

At a time specified by your League, you will receive an email from Schedula informing you that you have been appointed to a match. 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:

 **Match Details**


**Scoresby v Balwyn**  
**EFL Division One Seniors**

Round	Date	Time	Dicipline
2	Saturday 5 March 2011	2:00pm	Goal Umpire


**Venue**  
Scoresby Recreation Reserve - (Melways Ref 72 H7)

The following people have been appointed to this match:


Field Umpire	Boundary Umpire	Goal Umpire	Emergency Umpire
Andrew Agars	Kaye Barrows	Andrew Bennett	
Albert Allen	Anna Bartisch	Chris Jones	

 **Match Notes**

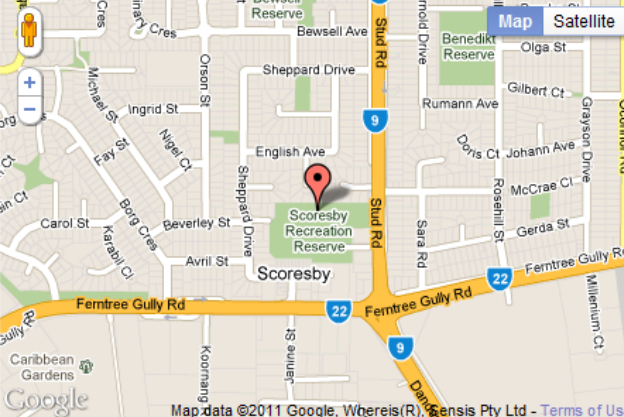
Umpires are reminded to be at the ground at least 60 mins prior to the start of a match. If you are running late, please contact your respective coach

 **Confirmation**

You have not acknowledged your appointment.

 **Maps and Directions**


**Scoresby Recreation Reserve**  
Stud Rd, Scoresby (Mel 72 H7)



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 the League 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.

 **Confirmation**

You have confirmed your appointment.