

Schedula Availability User Guidelines

Availability




There are 2 different types of availability you can set. All referees must set their general availability in the first instance and use the specific availability feature for one off notifications of availability or unavailability. FV will appoint referees to matches on a week to week basis in its absolute sole discretion.


General Availability: This specifies when you are generally available. You may generally be available all-day Saturdays, but only available from 12pm onwards on Sundays.

Specific Availability: This allows you to enter in one-off notifications of availability or unavailability. For example, you may generally be available all-day Saturdays, however on Saturday 7 April you are unavailable. You would leave your general availability to 'available all-day Saturdays' but would enter in a specific entry making you unavailable on 7 April.

Change in Availability: Should a referee become unavailable and change their availability within 14 days of a fixture, they must notify the Football Victoria Referees Department via email for all NPL Senior competitions and Men's State League. For all other competition's referees must notify their branch appointments officer via email.




[Dashboard](#)

[Manage Availability](#)




Availability

The following table lists your **General Availability**

You are generally available all day Sundays for any Organisation

You are generally available all day Saturdays for any Organisation

[Add Additional General Availability](#)

The following table lists your **Specific Availability**

Date	Status	Time Period	Organisation/Region
Sunday 7 April 2019	Unavailable	All day	All Organisations

When entering your general and specific availability on schedula you must ensure that you select '**all organisations**', if you do not you will show as unavailable on schedula for appointments and **will not receive any appointments**.

Furthermore, please do not enter any availability for specific zones, leagues or competitions this will not recognise your availability. Your branch will then filter your name and appoint you to games only if the above guideline is followed.

Appointment Guidelines

- FV will appoint referees to matches on a week to week basis in its absolute sole discretion.
- All referees must set their availability for fixtures at least 14 days in advance.
- Branch Appointments Officers will appoint to all NPL Junior and Community Competition fixtures and should be contacted for any queries.
- Appointments are released on Schedula every Tuesday at 3:00pm.
- At this time each week, a notification email will be sent from Schedula informing you have received an appointment.
- You must login to Schedula within 24 hours to accept your appointment.
- On receiving your appointment, if you do not want to be considered for further appointments that weekend, please update your specific unavailability for the remainder of the weekend.
- It is vital that the above deadlines are met as the administration record of referees is considered for future appointments.
- All referees should review their schedula accounts to ensure they are setup correctly.



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

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