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# Managing Match Officials

**Mode:** Competition Management  
**Menu:** Match official -> Person List/Search

'Match Official' is one of many Roles available that can be applied to a person's record.

People with the 'Match Official' role have access to unique functions and system features which allow them to set their availability for matches, check their match allocation and submit votes for awards.

## Assigning the match official role to a person

From person search list, double click on any participant record and a new pop up window will appear. Click on the **Roles** tab and assign a **match official**

| Role   | Sub Role | Auto-remove date     | Last Re-conf. date |
|--------|----------|----------------------|--------------------|
| UMPIRE | JUNIOR   | Remove Re-confirm NA | 3 Feb 12           |

| Role   | Sub Role(s)  |
|--------|--|
| UMPIRE | <input type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN |

| Role   | Sub Role | Entity                     | Date From  | Date To |
|--------|----------|----------------------------|------------|---------|
| UMPIRE | JUNIOR   | Football & Netball Geelong | Feb 3 2012 | CURRENT |

Match official roles can be assigned in bulk via People --> Reconfirm/Change Person Roles

1. Click one of the *Display* links in the Role summary to display records in the Person List.

**Role summary:**

| Role          | Sub-role      | Total |                               | Requires reconfirmation |
|---------------|---------------|-------|-------------------------------|-------------------------|
| PLAYER        | SENIOR        | 5     | <a href="#">Display All</a> ✓ | 0                       |
| PLAYER        | JUNIOR        | 3     | <a href="#">Display All</a>   | 0                       |
| UMPIRE        | SENIOR        | 26    | <a href="#">Display All</a>   | 0                       |
| UMPIRE        | JUNIOR        | 22    | <a href="#">Display All</a>   | 0                       |
| OFFICE BEARER | PRESIDENT     | 1     | <a href="#">Display All</a>   | 0                       |
| OFFICE BEARER | OTHER         | 1     | <a href="#">Display All</a>   | 0                       |
| SUBSCRIBER    | MEDIA REPORTS | 6     | <a href="#">Display All</a>   | 0                       |
| NO ROLE       |               | 698   | <a href="#">Display All</a>   | 0                       |

**Person List**

Displaying *all records* for:  
 Role: **PLAYER** Sub-role: **SENIOR**  
 5 records. Number selected: 5

Items in Red require reconfirmation before the Remove date.

| Search* |                   |            |             |
|---------|-------------------|------------|-------------|
| ID      | Name              | DOB        | Remove date |
| 908952  | Bushby, Alana     | Jan 1 1992 |             |
| 945581  | Cunningham, Helen | Jan 1 1968 |             |
| 449944  | Jenner, Grace     | Jan 1 1993 |             |
| 1108858 | Maher, Luke       | Jan 1 1976 |             |
| 445377  | Mckay, Bernie     | Jan 1 1953 |             |

**2. (Optionally) Bulk Select Records:**

Select all  
 Select records where DOB on or before    
 Include records with no DOB

**3. Select Action:**

Re-confirm selected records with current Role/Sub-role (where applicable)  
 Change Sub-role of selected records to:   
 Add Role/Sub-role to selected records of:   
 Remove current Role/Sub-role from selected records

**4. Commit changes**

1

**Notes**

- \*Type in the Search box and hit Enter to filter the list.
- Sort the table by clicking a column heading
- Changing the page, sorting, or filtering the table does not affect any selected records.

## Adding new match official to system

Menu **Mode**: *Competition Management* **Menu**: *Match official* -> *Add new match official*

The system will perform a duplicate check before creating a new record. If the person already exists in the system, their record can be transferred (copied) to the new association/club with a role as match official. Otherwise, a new person record can be created by selecting "**Create new person**"

Before creating a new person record, please search for an existing record.  
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

### Search Criteria

The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Search By:  Name  ID

First Name Middle Name Bell

Show Extra Filtering

SEARCH

### Search Results

If the person record you wish to create was not found in the search, please create a new record.

CREATE NEW PERSON

Too many records returned - only showing top 200. Please narrow your search.

| ID      | NMAS ID | Name        | Year of birt | Age | Organisation                 | Location     | Reg Type | Reg Perioc | Transfer                   |
|---------|---------|-------------|--------------|-----|------------------------------|--------------|----------|------------|----------------------------|
| 0423788 | 83134   | Bell, Laura | 1991         | 22  | Geelong Cougars              | Suburb (VIC) |          |            | <a href="#">Add to FNG</a> |
| 0423788 | 83134   | Bell, Laura | 1991         | 22  | Geelong Central Netball A... | Suburb (VIC) |          |            | <a href="#">Add to FNG</a> |
| 0423788 | 83134   | Bell, Laura | 1991         | 22  | South Barwon                 | Suburb (VIC) |          |            | <a href="#">Add to FNG</a> |
| 0423788 | 83134   | Bell, Laura | 1991         | 22  | Geelong Flyers               | Suburb (VIC) |          |            | <a href="#">Add to FNG</a> |
| 0423788 | 83134   | Bell, Laura | 1991         | 22  | Ocean Grove                  | Suburb (VIC) | Senior   | 2013       | <a href="#">Add to FNG</a> |
| 0423788 | 83134   | Bell, Laura | 1991         | 22  | UB Ballarat Pride            | Suburb (VIC) |          |            | <a href="#">Add to FNG</a> |

## Settings for a match official

### Match official setting

General **Umpire**

Umpire Settings  Panel Assignments  Allocation History  Availability Settings  Availability

\*Denotes a mandatory field.

Class

Allocation Region

Location Zone

Accreditation Level

Accreditation, Year Attained

Passed Fitness Test

Fitness Test Date  (dd/mm/yyyy)

Medical Certificate

Registration Status

Registration ID

First Registered  (dd/mm/yyyy)

Registration Paid To  (dd/mm/yyyy)

Double Up (weekend)

Double Up (reserves)

Available Mon-Fri Daytime

Allocation Weight (0-200, 100 is normal weight)

Print Preferred

Update

Umpire settings

Details

|   |   |
|---|---|
| Class   | choices: JUNIOR, SENIOR. Indicates the class for the match official (Not Available in all sports) |
| Allocation Region                               | Display particular region this match official works   |
| Location Zone                                   | Display particular geographical zone this match official works                                    |
| Accreditation Level                             | Show qualification information (if any)   |
| Accreditation, Year attained                    | Show year of qualification attained (if any)  |
| Passed Fitness Test                             | Show information of passed fitness test (if any - checked box)                                    |
| Fitness Test Date                               | Show date of fitness test (if any)  |
| Medical Certificate                             | Show checked box if any   |
| Registration Status                             | Display registration status if any  |
| Registration ID                                 | Display registration ID if any  |
| First Registered                                | First date of registration  |
| Registration Paid to                            | Payment of registration   |
| Double Up (weekend)                             | The official can officiate multiple matches on weekends   |
| Double Up (reserves)                            | The official can officate Seniors and Reserves on the same day                                    |
| Available Mon-Fri Daytime                       | Weekday availability  |
| Allocation Weight (0-200, 100 is normal weight) | Officials with a higher weighting will be allocated before officials with a lower weighting       |
| Print Preferred                                 | Officials need to check this to enable 'mail merge' notification (see notifications section)      |

## Panel Assignments

|              | OFF1                             | OFF2                  | OFF3                  |
|--------------|----------------------------------|-----------------------|-----------------------|
| FNG Panel    | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> |
| Friday Night | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Clear Panel](#)    [Clear Panel](#)    [Clear Panel](#)

**Update**

This display indicates the panels that officials have been assigned to and their designated roles within those panels

## Allocation history

General **Umpire**

Umpire Settings
  Panel Assignments
  **Allocation History**
 Availability Settings
  Availability

**Number of appearances by club**

| Club Name              | Num of Appearances |
|------------------------|--------------------|
| Geelong West St Peters | 1                  |
| St Josephs             | 1                  |

**Number of appearances by role**

| Role Name      | Num of Appearances |
|----------------|--------------------|
| Call offs      | 0                  |
| Umpire1 (Day1) | 1                  |

**Number of appearances by panel**

| Panel Name | Num of Appearances |
|------------|--------------------|
| FNG Panel  | 1                  |

**Last 10 clubs allocated to**

| Club Name              | Date              | Role Name      | View Match           | View Report          |
|------------------------|-------------------|----------------|----------------------|----------------------|
| Geelong West St Peters | 13/7/2013 2:30 PM | Umpire1 (Day1) | <a href="#">View</a> | <a href="#">View</a> |
| St Josephs             | 13/7/2013 2:30 PM | Umpire1 (Day1) | <a href="#">View</a> | <a href="#">View</a> |

**All allocation days for selected season**

| Date             | Role           | Match   |
|------------------|----------------|---|
| 13 Jul 13 2:30PM | Umpire1 (Day1) | <a href="#">GFNL A Grade Bendigo Bank Cup: St Josephs v GWSP (Rnd 12)</a> |

1 Page 1 of 1 (1 items)

[Download data...](#)

History of match official allocation will be displayed as above throughout each selected season. In particular,

| Allocation History                       | Details   |
|--|---|
| Per club                                 | Number of appearances   |
| Per role                                 | Official 1 (main role), Official 2 (assistant), Official 3 (reserve) or Call offs (Abandoned match) |
| Per panel                                | Number of appearances   |
| Per list of 10 clubs allocated in season | Club name list/date/Role name & match detail view link  |
| Per allocation days in a season          | Date/Role/Match detail link   |

## Availability Settings

Allows officials to set general availability rules across an entire season

General **Umpire**

Umpire Settings Panel Assignments Allocation History **Availability Settings** Availability

- These settings can be used to set availability across the entire season for the days indicated below.
- WARNING: Clicking the link below will overwrite any previous availability settings

Days Available

Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

[Apply availability settings across entire season.](#)

## Availability

Officials can use drop down selectors to indicate their availability on specific dates. Additional comments can be added if required.

General **Umpire**

Umpire Settings Panel Assignments Allocation History Availability Settings **Availability**

### Availability of: Barclay, Georgina

| Date          | Availability  | Comment              |
|---------------|---------------|----------------------|
| Sat 10 Aug 13 | Unavailable ▼ | <input type="text"/> |
| Mon 12 Aug 13 | Available ▼   | <input type="text"/> |
| Thu 15 Aug 13 | Unavailable ▼ | <input type="text"/> |
| Fri 16 Aug 13 | Unavailable ▼ | <input type="text"/> |

# Automatic Allocation

**i** **Mode:** Competition Management  
**Menu:** Match Official -->Match Official Allocation Setup

Auto allocation of **Match Officials** is one of the powerful features in the competition management system. Before this process can be activated it must be correctly configured:

## Auto Allocation Configuration

### Step 1 - Configure Panel

**Menu mode:** Competition Management **Menu:** Match Official -->Match Official Allocation Setup --> Configure Panels

▢ Add New Panel

| Panel Name                                 | Abbreviation | Description                                | Sort Order | Level ID |                            |
|--|--------------|--|------------|----------|----------------------------|
| Victoria amateur match official delegation | Amateurs     | Victoria amateur match official delegation | 0          | 0        | <a href="#">Edit Panel</a> |
| Victoria junior match official delegation  | Juniors      | Victoria veteran match official delegation | 0          | 0        | <a href="#">Edit Panel</a> |
| Victoria senior match official delegation  | Senior       | Victoria senior match official delegation  | 0          | 0        | <a href="#">Edit Panel</a> |
| Victoria veteran match official delegation | Veterans     | Victoria veteran match official delegation | 0          | 0        | <a href="#">Edit Panel</a> |

Total Records: 4

Panels should be added and set up and used to categorise Match Officials by their accreditation level. These panels are then mapped to grades, ensuring that only **Match Officials** with appropriate qualifications will be assigned during automatic allocation.

Allocating **Match Officials** to panels makes it easier to manage allocation when you have grades of varying standards.

▢ Back to Panel List

\*Denotes a manda

Panel settings

|                                   |   |
|-----------------------------------|---|
| Panel Name *                      | <input type="text" value="Victoria amateur match official delegation"/>                               |
| Panel Abbreviation (10 chars max) | <input type="text" value="Amateurs"/>   |
| Panel Description (200 chars max) | <input type="text" value="Victoria amateur match official delegation"/>                               |
| Panel Sort order                  | <input type="text" value="0"/>  |
| Panel Level ID                    | <input type="text" value="0"/>  |
| Max Level Drop Down               | <input type="text" value="100"/> (enter 0 to prevent allocation drop down or leave at 100 for r down) |

Up

## Notes

**Panel level ID** - Used to group panels into same group of similar qualification criteria.

E.g. there is an elite junior development grade that has its own panel but you want to group it with lower level senior grades so that overflow occurs from that panel to lower grades instead of to higher level senior grades. More often than not you will just keep this the same as the panel sort order.

### Max level drop down

Sometimes you will want to limit the amount of "overflow" from the members of higher panels to lower grades so that your elite match officials do not end up being assigned to too low a grade. Generally you will set this to 0 which indicates no maximum drop down.

## Step 2 - Assign to Panels

**Menu mode:** Competition Management **Menu:** Match Official -->Match Official Allocation Setup --> Configure Panels



Panel **Victoria amateur match official delegation** Role **Official 1** **Go**

### Available Umpires

- Ferguson, Jodie
- Fulton, Amy
- Gallichan, Amelia
- Hamence, Kerry
- Hampton, Bridget
- Harbison, Holly
- Holmes, Tamara
- Honner, Victoria
- Jolly, Megan
- Kennedy, Vanessa
- King, Lacey
- Loone, Jessica
- McElligott, Bridey
- Moreland, Trent
- Mortimer, Melissa
- O'Brien, Carla
- O'Neill, Stacey
- O'Neill, Vicki
- Peatling, Keely
- Prior, Jessica
- Purves, Nicki
- Rundle, Caitlyn
- Scott, Sarah
- Shell, Stephanie
- Sim, Amelia

### Umpires in Panel (Count:13)

- Barclay, Georgina
- Barton, Michelle
- Beckingham, Lee-Anne
- Boseley, Jenna
- Brkic, Natalie
- Brown, Stephanie
- Brunton, Leanne
- Clark, Abbey
- Cockerell, Mark
- Demko, Sachi-Mae
- Doak, Linley
- Dunlop, Jacquie
- Fagan, Shirley

**Note:** Umpires can only be assigned to one panel per role. Assigning to a panel will delete the previous panel assignment for that role.

- Select Panel and role from drop down list to assign
- Move those you want from the left to right text box
- Hit 'Update' for confirmation

## Notes

### Roles options vs. Match Official designated function:

- OFF 1 equivalent to REF - Main Match official
- OFF 2 equivalent to AR1 - Senior Assistant
- OFF 3 equivalent to AR2 - Junior Assistant

### Panel vs Roles restriction

- An official is only allowed ONE role per panel
- A Person can take multiple roles across panels. For example, an official allocated to panel 1, with role A will have a designation 1A which means for role A they are also qualified to officiate in panel 2 matches for role A. They may also have a 2B designation for the role B and so on
- This panel overflow rule means that officials that don't get allocated to matches in their designated panel can then be used in lower grades. The overflow can be restricted such that officials don't get allocated too low.

With this setup, referees can be allocated a C and D role thereby allowing them to officiate at both the senior and reserves game at the same venue in football or As for cricket, with this setup umpires can simply be given the UMP2 role insuring they only officiate with other umpires and not on their own.

## Step 3 - Configure Region

The automatic allocation process takes into account a number of variables. *Allocation Regions* are useful for designating a geographical area for a grade and indicating a preferred geographical region for match officials so that they will only be allocated to matches in their area.

Go to **Mode: Competition Management Menu: Referees** -> *Referee Allocation Setup* -> *Configure Regions*

▢ Add New Region

| Region Name             | Description  |                             |                        |
|-------------------------|--|-----------------------------|------------------------|
| Darebin                 | Inclusive of Preston, Reservoir, Ruthven           | <a href="#">Edit Region</a> | <a href="#">Delete</a> |
| Whitehorse              | Inclusive of Waverley, Blackburn, Boxhill          | <a href="#">Edit Region</a> | <a href="#">Delete</a> |
| Melbourne Outer Suburbs | Suburbs that are more than 25kms far away from CBD | <a href="#">Edit Region</a> | <a href="#">Delete</a> |
| Melbourne Inner Suburbs | Suburbs that are less than 25kms away from CBD     | <a href="#">Edit Region</a> | <a href="#">Delete</a> |

Total Records: 4

- Add New Region

▢ Back to Region List

\*Denotes a mandatory field.

### Region settings

|                                       |   |
|---------------------------------------|---|
| Region Name *                         | <input type="text" value="Melbourne Inner Suburbs"/>                        |
| Region Description (200 chars max)    | <input type="text" value="Suburbs that are less than 25kms away from CBD"/> |
| <input type="button" value="Update"/> |   |

When creating a region only the name and a description are required. Once a regions has been saved it will appear in the Allocation Region drop down box in the Allocation Grade Config screen and the referee settings screen accessible from the Referee Edit page.

Because Regions are attached to Grades, it is important to understand that automatic appointments for grades which span across regions or where regions are larger in scope may not be effective.

In such cases, using the *Allocate by location* feature in the *Referee Automatic Allocation* screen will achieve better results.

## Step 4 - Configure Location Venues

Go to **Mode: Competition Management Menu: Referees -> Referee Allocation Setup -> Configure Locations**

This is used for designating a geographic location to each venue and match official, ensuring officials will only be allocated to matches in their immediate area.

This screen allows the adding, deleting and editing of *Allocation Locations* used in the referee allocation process.

- Add location and map it to certain region - The newly created location will appear on the list for auto allocation or in Drop down list in **Manual allocation by Zone**

|                       |   |
|-----------------------|---|
| Location name:        | Yarra Valley  |
| Location Description: | Yarra Valley  |
| Region:               | Melbourne Outer Suburbs   |
| Sort Order:           | Darebin<br>Whitehorse<br>Melbourne Outer Suburbs<br>Melbourne Inner Suburbs |

|               |               |
|---------------|---------------|
| Add Location  |               |
| Venue List    | Assign Venues |
| Location name |               |
| Yarra Valley  |               |
| 1             |               |

- Assign available venues to location

Location Yarra Valley Go

Add Location

Venue List Assign Venues Location list

**Available Venues**

- Court 1
- Court 2
- Court 3
- Court 4
- Court 5
- Court 6
- Court 7
- Court 8
- Court 9
- Douglass Street
- Drew Reserve
- Drysdale Recreation Reserve
- Elderslie Recreation Reserve
- Ellimatta Reserve
- Grinter Reserve
- Hamlyn Park
- Highton Reserve
- Kardinia Park West
- Lara Reserve
- Leopold Memorial Park
- McDonalds Reserve
- Mount Moriac Recreation Reserve
- Ocean Grove Recreation Reserve
- Portarlington Recreation Reserve
- Queens Park

Add ->

<- Remove

**Chosen Venues** (Count:4)

- Alcoa Reserve
- Barwon Heads Foreshore Reserve
- Burdoo Reserve
- Central Reserve

Upd

- View venue listed attaching with location as well as regions ready for auto allocation

Add Location

Venue List Assign Venues Location list

| Venue                          | Location     |
|--------------------------------|--------------|
| Alcoa Reserve                  | Yarra Valley |
| Barwon Heads Foreshore Reserve | Yarra Valley |
| Burdoo Reserve                 | Yarra Valley |
| Central Reserve                | Yarra Valley |

1 Page 1 of 1 (4 items)

## Step 5 - Configure grade for auto Match Official allocation

This will allow the mapping of each grade to particular Panel, Region and Venues

**Menu Mode:** Competition Management Menu: Match Officials -> Match Officials Allocation Setup -> Configure Grade Settings or Configure Payment Settings

| Grade Name                                 | Panel Name | Region Name | Sort Order |                             |
|--|------------|-------------|------------|-----------------------------|
| Interleague                                |            |             | 0          | <a href="#">Edit Config</a> |
| Test Grade for Training                    |            |             | 0          | <a href="#">Edit Config</a> |
| GFNL A Grade Bendigo Bank Cup              |            |             | 1          | <a href="#">Edit Config</a> |
| GFNL B Grade Buckleys Cup                  |            |             | 2          | <a href="#">Edit Config</a> |
| GFNL C Grade Toyota Yaris Cup              |            |             | 3          | <a href="#">Edit Config</a> |
| GFNL D Grade Corio Bay Health Group Cup    |            |             | 4          | <a href="#">Edit Config</a> |
| GFNL 19 & Under Brazilian Butterfly Cup    |            |             | 5          | <a href="#">Edit Config</a> |
| GFNL 17/U Div 1 Kempe Cup                  |            |             | 6          | <a href="#">Edit Config</a> |
| GFNL 17/U Div 2 Corio Bay Health Group Cup |            |             | 7          | <a href="#">Edit Config</a> |
| GFNL 15/U Div 1 Alcoa Cup                  |            |             | 9          | <a href="#">Edit Config</a> |
| GFNL 15/U Div 2 Corio Bay Health Group Cup |            |             | 10         | <a href="#">Edit Config</a> |
| GFNL 13/U Div 1 Kempe Cup                  |            |             | 11         | <a href="#">Edit Config</a> |
| GFNL 13/U Div 2 Corio Bay Health Group Cup |            |             | 12         | <a href="#">Edit Config</a> |
| BFNL A Dow Grade Cup                       |            |             | 30         | <a href="#">Edit Config</a> |
| BFNL B Grade Buckleys Cup                  |            |             | 31         | <a href="#">Edit Config</a> |
| BFNL C Grade Brazilian Butterfly Cup       |            |             | 32         | <a href="#">Edit Config</a> |
| BFNL D Grade Espresso Alfresco Cup         |            |             | 33         | <a href="#">Edit Config</a> |



▶ Back to List

Match Official Al

Allocati

Main Rate: Indicate

Alt Rate: Indicates t

| #  | Grade Configuration - Match official allocation  |
|--|--|
| <b>Panel</b>                               | <ul style="list-style-type: none"> <li>• COMPULSORY for AUTO ALLOCATION</li> <li>• Maps a Panel to the selected grade so that Match Officials can be auto allocated.</li> </ul>  |
| <b>Region</b>                              | <ul style="list-style-type: none"> <li>• OPTIONAL</li> <li>• If selected, then only Match Officials with the same allocation region will be considered in the Auto Allocation process.</li> </ul>  |
| <b>Is Reserve Grade</b>                    | <ul style="list-style-type: none"> <li>• Indicates if this grade a Reserve Grade for another grade. If checked then some Umpire roles will only apply to this grade</li> </ul>   |
| <b>Associated Grade</b>                    | <ul style="list-style-type: none"> <li>• If the competition is structured into Senior and Reserve grades then choose the related grade using the dropdown box. For instance, if this grade is a Senior grade then choose the associated Reserve grade and vice-versa.</li> </ul>   |
| <b>Number of officials to allocate</b>     | <ul style="list-style-type: none"> <li>• This will set the maximum number of match officials to allocate for this grade.</li> </ul>  |
| <b>Allocation Club Repeat rule (weeks)</b> | <ul style="list-style-type: none"> <li>• To control the minimum number of weeks between allocation that a club in the grade will "see" the same Match Official</li> </ul>  |
| <b>Payment Settings (Football only)</b>    | <ul style="list-style-type: none"> <li>• Enabled to nominate payment rates for each role in football by keying in the values for each role.</li> <li>• Payment rates are used to calculate individual match payments for each referee and are pivotal for calculation in the <i>Referee Payment Summary</i> report.</li> </ul> |

## Start Auto Allocation process

**Menu Mode:** *Competition Management Menu: Match Officials > Match Official Allocation ->Auto Allocation*

As soon as the above 5 steps have been configured for Auto Allocation system, the grade will be available & auto allocation process can be initiated as below screenshot.

**Automatic Process Options**

Allocation Mode

Only allocate main umpire

Allocate by location

**Available Grades**

Interleague

**Selected Grades** (Count:0)

| #                         | Auto Allocation Screen  |
|---------------------------|---|
| <b>Week Of</b>            | <ul style="list-style-type: none"> <li>In the selected season a list of match round weeks is populated in the "Week Of" drop down box.</li> <li>This is the Saturday of the week that includes matches from the preceding Wednesday and the following Tuesday.</li> <li>The screen will default to the upcoming Saturday.</li> </ul>  |
| <b>Selected Grades</b>    | <ul style="list-style-type: none"> <li>The selected grades will be the ones that the process will allocate match officials to.</li> </ul>   |
| <b>Allocation Mode</b>    | <ul style="list-style-type: none"> <li><b>Allocate and Preserve current allocations:</b> Current allocations are preserved while the automatic process tries to allocate officials to unassigned matches</li> <li><b>Allocate and Overwrite current allocations:</b> Current allocations are first cleared then then the process allocates matches officials to matches</li> <li><b>Clear current allocations:</b> All allocations are cleared for the selected grades</li> </ul> |
| <b>Only Allocate Main</b> | <ul style="list-style-type: none"> <li>Prevents secondary officials from being automatically allocated to matches.</li> </ul>   |

**Checklist for auto allocation**

- Match Officials are assigned to panels for given match officiating associated with grades, regions and venues per configuration
- Match Officials can be set so that they are qualified for different roles for different panels (ie Main Referee for B Grade but only Senior Assistant in A Grade)
- Allocations take into account allocation history so that does not visit the same team for a certain period. This can be adjusted per panel.

- Members not allocated from a higher panel are made available to grades for a lower panel. This can be configured per panel.
  - Per grade or league the number of officials to allocate can be set for instances where they don't need all officials allocated.
  - The "main" match official is allocated first, to all grades then supporting officials are allocated after that. This ensures every match gets at least one the main official(s)
  - The automatic allocation process can preserve current allocations allowing manual allocations to take place first
  - The allocation process can be run across all grades in the competition or just across a selection of grades
  - Allows for Match Officials to officiate at multiple matches per weekend or just one.
  - The configuration allows for s to officiate at a reserves and seniors match on the same match day at the same venue.
  - Match Official availability settings are taken into account.
  - Match Officials can be given a plus or minus rating so that they get allocated first or last within a given panel.
  - The automatic allocation process gives feedback when finished indicating the number of match official positions that could not be allocated.
  - An allocation "health" report is available listing various instances where umpires had to double up or missed out on matches altogether
- 

## Manual Allocation



**Mode:** Competition Management

**Menu:** Match Officials -> Match Official Allocation -> Manually Allocate Match Official

This page allows match officials to be manually allocated to matches. The page has four sections:

|                                   |  |
|-----------------------------------|--|
|                                   |  |
| <b>Grade Details</b>              | Displays drop down options to filter by season, week of upcoming matches and Grade         |
| <b>Match List</b>                 | Displays the filtered match results by Grade or Zone                                       |
| <b>Match Official List</b>        | Display all people who have umpire roles, availability status and assigned panels (if any) |
| <b>Match Official Allocations</b> | To confirm name & position of allocated match official                                     |

Season 2013 Week of 06 Jul 2013 (Sat) Grade Interleague

| Match List                       |        |                              |           |                      |               |
|----------------------------------|--------|------------------------------|-----------|----------------------|---------------|
| Rnd                              | Dates  | Home Team                    | Away Team | Venue                | Main Official |
| <b>Grade: (1000) Interleague</b> |        |                              |           |                      |               |
| 1                                | 06 Jul | Geelong Football Netball ... | v TBA     | Spring Creek Reserve |               |

| Umpire Allocations |  |               |
|--------------------|--|---------------|
| Grade: Interleague |  |               |
| Round 1            | Venue: Spring Creek Reserve                  |               |
| 6 Jul 13           | Geelong Football Netball League v TBA        |               |
| Role               | Name   | Actions       |
| Umpire1            | <input type="radio"/> Purves, Nicki          | Clear CallOff |
| Umpire2            | <input checked="" type="radio"/> ---Empty--- | Clear CallOff |
| Res Umpire         | <input type="radio"/> ---Empty---            | Clear CallOff |

| Umpire List  |             |      |
|--|-------------|------|
| Click a row to allocate the umpire to a role.<br>Mouse over the status image to get availability information.            |             |      |
| <input type="checkbox"/> Refresh List after Saving Allocations   |             |      |
| <input type="button" value="Qualified"/> <input type="button" value="Active Panels"/> <input type="button" value="All"/> |             |      |
| Filter <input type="text"/>  |             |      |
| Name   | Home Suburb | Stat |
| Purves, Nicki ()   | Suburb      |      |
| Sobey, Sarah ()  | Suburb      |      |

Page 1 of 1 (2 it)

## Steps to allocate match officials to a particular match

1. There are filters for 'season', 'week of matches' and 'grade'
2. Select either 'Allocation by Grade' or 'Zone' to view relevant match list for allocation
3. Click on one of the matches displayed to activate umpire allocation
4. Select the umpire slot and click on an available umpire to allocate them to the match
5. Click "Save Allocations" to confirm

## Allocation Reports

**Mode:** Competition Management

**Menu:** Match Officials >> Match Official Allocation Reports

Almost all administrative queries regarding Match Official allocation can be found via the list of reports:

- Allocation Health Report
- Allocations By Round
- Status List
- Panel Allocation Summary
- Allocation List
- Allocation Clashes
- Double Ups
- Availability Summary
- Matches without Match Officials

- [Payment Summary](#)

## Health Report

This page shows administrators any anomalies of official allocation

- **Unavailable** - List of match officials who are unavailable for the period
- **Club Repeat** - Lists allocations that violate the repeat rule for a match official during a fixed period - eg. allocated more than once for 1 week for the same club
- **Not Allocated** - List of non-allocated officials

### Allocation Health Report ? Help on this topic

Season 2013 Week of 09 Mar 2013 (Sat) Go

Unavailable
Club Repeat
Not Allocated

#### Umpires without allocations

| Name                 | Panels       | Status |
|----------------------|--------------|--------|
| Bardlay, Georgina    | AmateursOFF1 | AVAIL  |
| Barton, Michelle     | AmateursOFF1 | AVAIL  |
| Beckingham, Lee-Anne | AmateursOFF1 | AVAIL  |
| Boseley, Jenna       | AmateursOFF1 | AVAIL  |
| Briic, Natalie       | AmateursOFF1 | AVAIL  |
| Brown, Stephanie     | AmateursOFF1 | AVAIL  |
| Brunton, Leanne      | AmateursOFF1 | AVAIL  |
| Clark, Abbey         | AmateursOFF1 | AVAIL  |
| Cockerell, Mark      | AmateursOFF1 | AVAIL  |
| Demko, Sachi-Mae     | AmateursOFF1 | AVAIL  |
| Doak, Linley         | AmateursOFF1 | AVAIL  |
| Dunlop, Jacquie      | AmateursOFF1 | AVAIL  |
| Fagan, Shirley       | AmateursOFF1 | AVAIL  |

1
Page 1 of 1 (13 items)

## Allocations By Round

Allocations by round are available for viewing/extracting as soon as match official allocations have been made.

Go to **Mode**: *Competition Management* **Menu**: *Match Officials -> Match Official Allocation Reports -> Match Official Allocations By Round*



Season 2013 Week of 30 Mar 2013 (Sat) Grade Test Grade for Training Go

By Grade By Division By Zone

| Rn   | Dates              | Home Team      | Away Team         | Venue                       | Umpire1          | Umpire2         |
|--|--------------------|----------------|-------------------|-----------------------------|------------------|-----------------|
| <b>Grade: (1000) Test Grade for Training</b> |                    |                |                   |                             |                  |                 |
| 1  | 30 Mar 13 12:00... | Bye v Anglesea |                   |                             |                  |                 |
| 1  | 30 Mar 13 12:00... | Ocean Grove    | v Drysdale        | Ocean Grove Recreation...   | Georgina Barclay | Jenna Boseley   |
| 1  | 30 Mar 13 12:00... | Torquay        | v Modewarre       | Spring Creek Reserve        | Jenna Boseley    | Abbey Clark     |
| 1  | 30 Mar 13 12:00... | Queenscliff    | v Geelong Amateur | Queenscliff Recreation ...  | Natalie Brkic    | Stephanie Brown |
| 1  | 30 Mar 13 12:00... | Portarlington  | v Newcomb         | Portarlington Recreation... | Peter Turner     | Jayme Fagan     |
| 1  | 30 Mar 13 12:00... | Anglesea       | v Barwon Heads    | Ellimatta Reserve           |                  |                 |

[Download data...](#)

It is possible to filter by season/the week of competition (starting with previous Wednesday & ending on the following Tuesday) and Grade

## Status list

This section displays status of all officials so that allocation can be made without breaking any rules.

Season 2013 Week of 30 Mar 2013 (Sat) Grade Test Grade for Training Role Official 1 Go

By Grade By Zone

| Name                                 | 2W | 2R | Assigned Matches  |
|--------------------------------------|----|----|---|
| <a href="#">Barclay, Georgina</a>    | ✗  | ✗  | (Umpire1 (Day1)) 30 Mar 12:00PM Test Grade for Training Ocean Grove v Drysdale        |
| <a href="#">Barton, Michelle</a>     | ✗  | ✗  | (Umpire1 (Day1)) 30 Mar 2:15PM BFNL A Dow Grade Cup Ocean Grove v Drysdale            |
| <a href="#">Beckingham, Lee-Anne</a> | ✗  | ✗  | (Umpire2 (Day1)) 30 Mar 2:15PM BFNL A Dow Grade Cup Torquay v Modewarre               |
| <a href="#">Boseley, Jenna</a>       | ✗  | ✗  | (Umpire2 (Day1)) 30 Mar 12:00PM Test Grade for Training Ocean Grove v Drysdale        |
| <a href="#">Brkic, Natalie</a>       | ✗  | ✗  | (Umpire1 (Day1)) 30 Mar 12:00PM Test Grade for Training Queenscliff v Geelong Amateur |
| <a href="#">Brown, Stephanie</a>     | ✗  | ✗  | (Umpire2 (Day1)) 30 Mar 12:00PM Test Grade for Training Queenscliff v Geelong Amateur |
| <a href="#">Brunton, Leanne</a>      | ✗  | ✗  | (Reserve (Day1)) 30 Mar 12:00PM Test Grade for Training Torquay v Modewarre           |
| <a href="#">Clark, Abbey</a>         | ✗  | ✗  | (Umpire2 (Day1)) 30 Mar 12:00PM Test Grade for Training Torquay v Modewarre           |
| <a href="#">Cockerell, Mark</a>      | ✗  | ✗  | (Umpire1 (Day1)) 30 Mar 12:15PM BFNL A Dow Grade Cup Portarlington v Newcomb          |
| <a href="#">Demko, Sachi-Mae</a>     | ✗  | ✗  |   |
| <a href="#">Doak, Linley</a>         | ✗  | ✗  |   |
| <a href="#">Dunlop, Jacquie</a>      | ✗  | ✗  |   |
| <a href="#">Fagan, Shirley</a>       | ✗  | ✗  | (Umpire2 (Day1)) 30 Mar 12:15PM BFNL A Dow Grade Cup Portarlington v Newcomb          |
| <a href="#">Purves, Nicki</a>        | ✗  | ✗  |   |
| <a href="#">Sobey, Sarah</a>         | ✗  | ✗  |   |

Note: Grades without panel assignments will list all active match officials

| Legends |   |
|---------|---|
| Avail   | This person is available for allocation |

|          |   |
|----------|---|
| Assigned | This person has been assigned but CAN be allocated more matches                                 |
| Unavail  | This person has indicated that he/she is not available for one or a certain period              |
| Assigned | This person has been assigned fully and could not officiate any more matches                    |
| Unavail  | This person has indicated that he/she is not available for all dates                            |
| 2W       | This person can serve multiple matches in a weekend   |
| 2R       | This person can server both Seniors and a Reserve at the same venue (Applicable to soccer only) |

## Panel Summary

This summary provides the details of allocation status for active panel

This reports shows the numbers of each match official that are allocated to each role within a given panel. Click on the number displayed for each panel/role to view the full list.

|  | OFF1               | OFF2              | OFF3              |
|--|--------------------|-------------------|-------------------|
| Victoria senior match official delegation  | <a href="#">0</a>  | <a href="#">0</a> | <a href="#">0</a> |
| Victoria veteran match official delegation | <a href="#">0</a>  | <a href="#">0</a> | <a href="#">0</a> |
| Victoria junior match official delegation  | <a href="#">0</a>  | <a href="#">0</a> | <a href="#">0</a> |
| Victoria amateur match official delegation | <a href="#">13</a> | <a href="#">0</a> | <a href="#">0</a> |

## Allocation list

Displays details of the matches where an official has been assigned to.

Go to **Mode**: Competition Management **Menu**: Match Officials -> Match Official Allocation Reports -> Match Officials Allocation list

| Umpire Name          | Match Details   | View match           |
|----------------------|---|----------------------|
| Barday, Georgina     | Test Grade for Training (Rnd 1) : Ocean Grove v Drysdale<br>Ocean Grove Recreation Reserve Draper Street, Ocean Grove, 3226 [Melways Map 483 K11]           | <a href="#">View</a> |
| Barton, Michelle     | BFNL A Dow Grade Cup (Rnd 1) : Ocean Grove v Drysdale<br>Shell Rd Recreation Reserve Shell Rd Recreation Reserve []   | <a href="#">View</a> |
| Beckingham, Lee-Anne | BFNL A Dow Grade Cup (Rnd 1) : Torquay v Modewarre<br>Spring Creek Rerserve Great Ocean Road, Torquay, 3228 [Melways Map 505 J7]                            | <a href="#">View</a> |
| Boseley, Jenna       | Test Grade for Training (Rnd 1) : Ocean Grove v Drysdale<br>Ocean Grove Recreation Reserve Draper Street, Ocean Grove, 3226 [Melways Map 483 K11]           | <a href="#">View</a> |
|                      | Test Grade for Training (Rnd 1) : Torquay v Modewarre<br>Spring Creek Rerserve Great Ocean Road, Torquay, 3228 [Melways Map 505 J7]                         | <a href="#">View</a> |
| Brkic, Natalie       | Test Grade for Training (Rnd 1) : Queenscliff v Geelong Amateur<br>Queenscliff Recreation Reserve Hesse Street, Queenscliff, 3225 [Melways Map 499 E12]     | <a href="#">View</a> |
| Brown, Stephanie     | Test Grade for Training (Rnd 1) : Queenscliff v Geelong Amateur<br>Queenscliff Recreation Reserve Hesse Street, Queenscliff, 3225 [Melways Map 499 E12]     | <a href="#">View</a> |
| Brunton, Leanne      | Test Grade for Training (Rnd 1) : Torquay v Modewarre<br>Spring Creek Rerserve Great Ocean Road, Torquay, 3228 [Melways Map 505 J7]                         | <a href="#">View</a> |
|                      | Test Grade for Training (Rnd 1) : Ocean Grove v Drysdale<br>Ocean Grove Recreation Reserve Draper Street, Ocean Grove, 3226 [Melways Map 483 K11]           | <a href="#">View</a> |
| Clark, Abbey         | Test Grade for Training (Rnd 1) : Torquay v Modewarre<br>Spring Creek Rerserve Great Ocean Road, Torquay, 3228 [Melways Map 505 J7]                         | <a href="#">View</a> |
| Cockerell, Mark      | BFNL A Dow Grade Cup (Rnd 1) : Portarlinton v Newcomb<br>Portarlinton Recreation Reserve Sproat Street & Boat Road, Portarlinton, 3223 [Melways Map 444 F6] | <a href="#">View</a> |
| Demko, Sachi-Mae     |   |                      |
| Doak, Linley         |   |                      |
| Dunlop, Jacquie      |   |                      |
| Fagan, Shirley       | BFNL A Dow Grade Cup (Rnd 1) : Portarlinton v Newcomb<br>Portarlinton Recreation Reserve Sproat Street & Boat Road, Portarlinton, 3223 [Melways Map 444 F6] | <a href="#">View</a> |
| Ferguson, Jodie      |   |                      |
| Fulton, Amy          |   |                      |
| Gallichan, Amelia    |   |                      |

## Clash Report

Displays all instances where match officials are allocated to more than one match at a time or for matches that overlap.

Go to **Mode**: *Competition Management Menu*: *Match Officials* -> *Match Official Allocation Reports* -> *Match Officials Allocation Clashes*

| Date              | Name            | Clash Matches   |
|-------------------|-----------------|---|
| 30 Mar 13 12:00PM | Boseley, Jenna  | <ul style="list-style-type: none"> <li><input type="checkbox"/> (Umpire2) 30 Mar 2013 Test Grade for Training 12:00PM Ocean Grove v Drysdale</li> <li><input type="checkbox"/> (Umpire1) 30 Mar 2013 Test Grade for Training 12:00PM Torquay v Modewarre</li> </ul> |
| 30 Mar 13 12:00PM | Brunton, Leanne | <ul style="list-style-type: none"> <li><input type="checkbox"/> (Reserve) 30 Mar 2013 Test Grade for Training 12:00PM Ocean Grove v Drysdale</li> <li><input type="checkbox"/> (Reserve) 30 Mar 2013 Test Grade for Training 12:00PM Torquay v Modewarre</li> </ul> |

### NOTES

- Filter by Season & Date range (max. 31 days only)
- Clash report is listed per official who is allocated to more than one match on the same day.

- If match times are used then the clash will consider the match start time and length before flagging them as clash

## Allocation Double Up Report

This report identifies those referees that have more than one match allocation for a given weekend of matches. It is useful to balance the assignment between those who are assigned too many or too few games.

The "Week Of" drop down selector determines the *week of* matches form the previous Wednesday to the following Tuesday.

| Name            | Panels       | Matches  |
|-----------------|--------------|--|
| Boseley, Jenna  | AmateursOFF1 | <input type="checkbox"/> (Umpire2 (Day1)) 30 Mar 12:00PM Test Grade for Training Ocean Grove v Drysdale  |
| Brunton, Leanne | AmateursOFF1 | <input type="checkbox"/> (Reserve (Day1)) 30 Mar 12:00PM Test Grade for Training Torquay v Modewarre   |
| Turner, Peter   |              | <input type="checkbox"/> (Umpire1 (Day1)) 30 Mar 12:00PM Test Grade for Training Portarlington v Newcomb<br><input type="checkbox"/> (Umpire2 (Day1)) 30 Mar 2:15PM BFNL A Dow Grade Cup Anglesea v Barwon Heads |

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## Availability Summary

This report shows the availability of officials for the upcoming matches. The availability can be indicated by the officials themselves or by the association's admin users.

Go to **Mode**: *Competition Management* **Menu**: *Match Officials -> Match Official Allocation Reports -> Match Officials Availability*

Season 2013

Availability was last requested via email on: Never.

Match Dates Selected Dates (Count:7)

|           |  |           |
|-----------|--|-----------|
| 20 Apr 13 | <input type="button" value="Add -&gt;"/><br><input type="button" value="Add All -&gt;&gt;"/><br><input type="button" value="&lt;- Remove"/><br><input type="button" value="&lt;&lt;- Remove All"/> | 7 Mar 13  |
| 25 Apr 13 |  | 14 Mar 13 |
| 26 Apr 13 |  | 30 Mar 13 |
| 27 Apr 13 |  | 6 Apr 13  |
| 3 May 13  |  | 12 Apr 13 |
| 4 May 13  |  | 13 Apr 13 |
| 5 May 13  |  | 19 Apr 13 |
| 10 May 13 |  |           |
| 11 May 13 |  |           |
| 16 May 13 |  |           |

Show extended details

Key: A: Available U: Unavailable C: Conditional

| Name                                | Thu<br>7<br>Mar | Thu<br>14<br>Mar | Sat<br>30<br>Mar | Sat<br>6<br>Apr | Fri<br>12<br>Apr | Sat<br>13<br>Apr | Fri<br>19<br>Apr | Location | Comment                                       |
|-------------------------------------|-----------------|------------------|------------------|-----------------|------------------|------------------|------------------|----------|---|
| <a href="#">Bardley, Georgina</a>   |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Barton, Michelle</a>    |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Bedingham, Lee-Anne</a> |                 |                  | A                | U               |                  | A                |                  | Suburb   | 12 Apr: is this for ump juniors kardina park? |
| <a href="#">Roseley, Jenna</a>      |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Bric, Natalie</a>       |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Brown, Stephanie</a>    |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Brunton, Leanne</a>     |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Clark, Abbey</a>        |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Cokerell, Mark</a>      |                 |                  | A                | U               |                  | A                |                  | Suburb   | 06 Apr: Mens National Grand Finals            |
| <a href="#">Demko, Sachi-Mae</a>    |                 |                  |                  |                 |                  |                  |                  | Suburb   |   |
| <a href="#">Doak, Linley</a>        |                 |                  |                  |                 | U                | A                | U                | Suburb   |   |
| <a href="#">Dunlop, Jacquie</a>     |                 |                  |                  |                 |                  |                  | U                | Suburb   |   |
| <a href="#">Fagan, Shirley</a>      |                 |                  |                  |                 |                  | U                |                  | Suburb   |   |
| <a href="#">Ferguson, Jodie</a>     |                 |                  | U                |                 |                  |                  |                  | Suburb   | 30 Mar: Easter                                |

**NOTES:**

|                            |  |
|----------------------------|--|
| <b>Availability Status</b> | Available, Unavailable and Conditional (i.e. may be available depending on certain factors)  |
| <b>Comments</b>            | Be entered by admin users/officials to further clarify the availability status   |
| <b>Availability</b>        | Be specified separately for each day on which a match is scheduled - for example if a match is played over 2 days, a player/umpire can indicate a different availability for each date. The availability information is available throughout a given season - which means that a player/umpire can fill in availability for any future match in the current season at any time, or even the entire season at once. |

## Matches without officials

This report shows a list of matches that do not have an official assigned yet.



Go to **Mode**: Competition Management **Menu**: Match Officials -> Match Official Allocation Reports -> Match without officials

| Season  | 2013              | Week of      | 30 Mar 2013 (Sat) | Role    | Official 1          | Division | ALL DIVISIONS | Go |
|---|-------------------|--------------|-------------------|---------|---------------------|----------|---------------|----|
| <input type="button" value="By Grade"/> <input type="button" value="By Division"/> <input type="button" value="By Zone"/> |                   |              |                   |         |                     |          |               |    |
| Rnd   | Dates             | Home Team    | Away Team         | Umpire1 | Umpire2             |          |               |    |
| <b>Grade: (1000) Test Grade for Training</b>  |                   |              |                   |         |                     |          |               |    |
| 1   | 30 Mar 13 12:00AM | Bye          | v Anglesea        |         |                     |          |               |    |
| 1   | 30 Mar 13 12:00PM | Anglesea     | v Barwon Heads    |         |                     |          |               |    |
| <b>Grade: (1030) BFNL A Dow Grade Cup</b>   |                   |              |                   |         |                     |          |               |    |
| 1   | 30 Mar 13 2:15PM  | Torquay      | v Modewarre       |         | Lee-Anne Beckingham |          |               |    |
| <b>Grade: (1031) BFNL B Grade Buckleys Cup</b>  |                   |              |                   |         |                     |          |               |    |
| 1   | 30 Mar 13 11:00AM | Portarlinton | v Newcomb         |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Anglesea     | v Barwon Heads    |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Ocean Grove  | v Drysdale        |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Torquay      | v Modewarre       |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Queenscliff  | v Geelong Amateur |         |                     |          |               |    |
| <b>Grade: (1032) BFNL C Grade Brazilian Butterfly Cup</b>   |                   |              |                   |         |                     |          |               |    |
| 1   | 30 Mar 13 12:00PM | Portarlinton | v Newcomb         |         |                     |          |               |    |
| 1   | 30 Mar 13 2:00PM  | Anglesea     | v Barwon Heads    |         |                     |          |               |    |
| 1   | 30 Mar 13 2:00PM  | Ocean Grove  | v Drysdale        |         |                     |          |               |    |
| 1   | 30 Mar 13 2:00PM  | Torquay      | v Modewarre       |         |                     |          |               |    |
| 1   | 30 Mar 13 2:00PM  | Queenscliff  | v Geelong Amateur |         |                     |          |               |    |
| <b>Grade: (1033) BFNL D Grade Espresso Alfresco Cup</b>   |                   |              |                   |         |                     |          |               |    |
| 1   | 30 Mar 13 11:00AM | Portarlinton | v Newcomb         |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Anglesea     | v Barwon Heads    |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Ocean Grove  | v Drysdale        |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Torquay      | v Modewarre       |         |                     |          |               |    |
| 1   | 30 Mar 13 1:00PM  | Queenscliff  | v Geelong Amateur |         |                     |          |               |    |

## Match Official Payments

Shows a summary of the payment total per official according to the number of matches they are allocated for. Click on each official's name to display detailed information.

Go to **Mode**: *Competition Management Menu*: *Match Officials* -> *Match Official Allocation Reports* -> *Match Official Payment*

Date From:  
 Date To:  
 Grade:

| ID       | Umpire                             | Num Matches | Num Paymen | Umpire1 | Umpire2 | Res Umpire |
|----------|------------------------------------|-------------|------------|---------|---------|------------|
| 448564   | <a href="#">Barclay, Georgina</a>  | 1           | 1          |         |         |            |
| 448738   | <a href="#">Boseley, Jenna</a>     | 2           | 2          |         |         |            |
| 448174   | <a href="#">Brkic, Natalie</a>     | 1           | 1          |         |         |            |
| 448173   | <a href="#">Brown, Stephanie</a>   | 1           | 1          |         |         |            |
| 448815   | <a href="#">Brunton, Leanne</a>    | 2           | 2          |         |         |            |
| 448987   | <a href="#">Clark, Abbey</a>       | 1           | 1          |         |         |            |
| 451754   | <a href="#">Stepancio, Marissa</a> | 1           | 1          |         |         |            |
| 451414   | <a href="#">Thomas, Jaymee</a>     | 1           | 1          |         |         |            |
| 12812... | <a href="#">Turner, Peter</a>      | 1           | 1          |         |         |            |
| 451645   | <a href="#">Wilkens, Jaimee M</a>  | 1           | 1          |         |         |            |

1 Page 1 of 1




Date From:  
 Date To:  
 Grade:

| ID     | Date       | Grade                   | Rnd | Match                          | Umpire           | Role    | Um |
|--------|------------|-------------------------|-----|--------------------------------|------------------|---------|----|
| 448173 | 30/03/2013 | Test Grade for Training | 1   | Queenscliff vs Geelong Amateur | Brown, Stephanie | Umpire2 | No |

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## Notify Allocations

 **Mode:** Competition Management  
**Menu:** Match Official-> Match Official Allocation -> Notify Match Official Allocations

This page allows you notify the umpires of their allocations via email or SMS.

### Email notifications

An email will be generated which contains match and allocation details for each umpire that has been allocated.

Round Date 06 Jul 2013 (Sat) Grade Interleague By Division By Zone Go

|   |   |          |  |   |  |
|---|---|----------|--|---|--|
| Email   | SMS   | Download | History  |   |  |
| <b>ResultsVault MAIL</b>  |   |          |  |   |  |
| From  | Default eid:39527 <email56062@email.com>  |          | Send EMAIL..   |   |  |
| Subject   | Member appointment advice   |          |  |   |  |
| Message (Optional)  |   |          |  |   |  |
| Attachments   | No Attachments.<br><a href="#">Attach Files...</a><br><input type="button" value="Browse..."/> No file selected. <input type="button" value="Attach"/><br>Maximum file upload size is 5MB.                    |          | Large files should not be attached, as this will cause delays in uploading and sending. Attaching files in breach of the <a href="#">Terms and Conditions</a> could result in immediate cancellation of service. |   |  |
| Options   | <input type="checkbox"/> Send a copy of message back to sender<br><input type="checkbox"/> Only display recipients with a valid email address<br><input type="checkbox"/> Hide email addresses                |          |  |   |  |
| Recipients  | Number listed: 2<br>Number selected/entered: 2  |          | <input type="checkbox"/> Select All/No Recipients  |   |  |
| Recipient List  | <table border="1"> <tr> <td><input checked="" type="checkbox"/> Nicki Purves<br/>email450915@email.com</td> <td><input checked="" type="checkbox"/> Sarah Sobey<br/>email448154@email.com</td> </tr> </table> |          |  | <input checked="" type="checkbox"/> Nicki Purves<br>email450915@email.com | <input checked="" type="checkbox"/> Sarah Sobey<br>email448154@email.com |
| <input checked="" type="checkbox"/> Nicki Purves<br>email450915@email.com | <input checked="" type="checkbox"/> Sarah Sobey<br>email448154@email.com  |          |  |   |  |
| <input type="button" value="Download selected email addresses"/>          |   |          | Send EMAIL..   |   |  |

1. Select the grade (or choose *ALL GRADES*), and select a 'week of' date from the selector bar and click Go. The date range returned will be the week from the Wednesday prior to the date selected, up to the following Tuesday.
2. Optionally enter a message which will be included within the email
3. Deselect any recipients that you do not wish to notify
4. Note: People that do not have a valid email address are not able to be selected
5. Click *Send Email*

## Notes

- Only users that have EMAIL\_SENDER user role & a valid email address can send emails
- **Subject:** Pre-filled and can be adjusted
- **Message:** Enter the email/SMS message here if you want to add information to default content ie. Match, Date, allocation position
- **Attached files:** Max. 100-200 KB in size recommended

## SMS notifications

An SMS message will be generated which contains match details for each umpire that has been allocated. Before sending the notifications please ensure enough SMS credits are available. For further information, please read:

[\[About ResultsVault SMS\]](#)



Round Date  Grade   By Division  By Zone

---

**ResultsVault SMS**

**Important!** [Read this information](#) before sending SMS messages.

Current number of SMS credits: 22  View Account History  Purchase Credits

|   |  |  |   |   |  |   |   |   |  |  |
|---|--|--|---|---|--|---|---|---|--|--|
| <b>From</b>   | Default eid:39527 <email56062@email.com>   | <input type="button" value="Send SMS..."/>                     |   |   |  |   |   |   |  |  |
| <b>Message</b>  | Automatically set, cannot be edited.   |  |   |   |  |   |   |   |  |  |
| <b>Options</b>  | <input type="checkbox"/> Only display recipients with a valid mobile number<br><input type="checkbox"/> Hide mobile numbers  |  |   |   |  |   |   |   |  |  |
| <b>Recipients</b>   | Number listed: 6<br>Number selected/entered: 6   | <input type="checkbox"/> Select All/No Re                      |   |   |  |   |   |   |  |  |
| <b>Recipient List</b>   | <table border="1"> <tr> <td><input checked="" type="checkbox"/> Lee-Anne Beckingham<br/>0410000000</td> <td><input checked="" type="checkbox"/> Lee-Anne Beckingham<br/>0410000000</td> <td><input checked="" type="checkbox"/> Nicki Purves<br/>0410000000</td> <td><input checked="" type="checkbox"/> Kerry Hamence<br/>0410000000</td> </tr> <tr> <td><input checked="" type="checkbox"/> Kerry Hamence<br/>0410000000</td> <td><input checked="" type="checkbox"/> Sarah Sobey<br/>0410000000</td> <td></td> <td></td> </tr> </table> |  | <input checked="" type="checkbox"/> Lee-Anne Beckingham<br>0410000000 | <input checked="" type="checkbox"/> Lee-Anne Beckingham<br>0410000000 | <input checked="" type="checkbox"/> Nicki Purves<br>0410000000 | <input checked="" type="checkbox"/> Kerry Hamence<br>0410000000 | <input checked="" type="checkbox"/> Kerry Hamence<br>0410000000 | <input checked="" type="checkbox"/> Sarah Sobey<br>0410000000 |  |  |
| <input checked="" type="checkbox"/> Lee-Anne Beckingham<br>0410000000 | <input checked="" type="checkbox"/> Lee-Anne Beckingham<br>0410000000  | <input checked="" type="checkbox"/> Nicki Purves<br>0410000000 | <input checked="" type="checkbox"/> Kerry Hamence<br>0410000000       |   |  |   |   |   |  |  |
| <input checked="" type="checkbox"/> Kerry Hamence<br>0410000000       | <input checked="" type="checkbox"/> Sarah Sobey<br>0410000000  |  |   |   |  |   |   |   |  |  |
|   |  | <input type="button" value="Send SMS..."/>                     |   |   |  |   |   |   |  |  |

To send SMS:

1. Select the desired week and grade and click Go
2. Deselect any recipients that you do not wish to notify
3. Note: People that do not have a valid mobile number are not able to be selected
4. Click *Send SMS*

## Notes

You must have the SMS\_SENDER user role to be able to send SMS.


## Other features

### Downloading data for mail merge

This feature supports umpires that do not have access to email and/or SMS. In this case the 'Print Preferred' check box must be checked on the umpire's Settings tab on their person record.

Round Date  Grade   By Division  By Zone

Download data file for mail merge (only records with the 'Print Preferred' option are extracted):

 [Download data...](#)

To download data:

- Select the desired week and grade and click **Go**
- The recipients that have their *Print Preferred* setting checked will be displayed
- Click the *Download Data* link
- Save the file (zip format) to a suitable location on your hard disc
- Unzip the files to a suitable location

The zip file contains a data file (allocations.txt) in tab delimited format which has all fields required for a mail merge. This file does not contain the match information however, instead formatted data for each match is contained in a separate HTML file named `_matchid.htm`.

## Notification history

An audit history is kept of all notifications sent by email and SMS.

Click the history tab, select the grade and click **Go**.

The audit history will be displayed including the type of notification, number of messages sent, and user that sent the notifications.

SMS history information is also available from the *Communications...SMS...Account and message history* screen (with the message recorded as 'Ump allocation sms'.

Grade  Go

Email
SMS
Download
History

| Date              | Type               | Number sent | Sent to grade                 | User              |
|-------------------|--------------------|-------------|-------------------------------|-------------------|
| 19 Jun 13 1:15PM  | EMAIL NOTIFICATION | 7           | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 19 Jun 13 1:14PM  | EMAIL NOTIFICATION | 3           | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 19 Jun 13 1:13PM  | EMAIL NOTIFICATION | 9           | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 4 Jun 13 3:18PM   | EMAIL NOTIFICATION | 10          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 4 Jun 13 3:15PM   | EMAIL NOTIFICATION | 11          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 22 May 13 10:23AM | EMAIL NOTIFICATION | 11          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 22 May 13 10:20AM | EMAIL NOTIFICATION | 12          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 22 May 13 10:19AM | EMAIL NOTIFICATION | 11          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 10 May 13 2:51PM  | EMAIL NOTIFICATION | 9           | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 7 May 13 3:01PM   | EMAIL NOTIFICATION | 7           | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 26 Apr 13 2:47PM  | EMAIL NOTIFICATION | 13          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 23 Apr 13 1:20PM  | EMAIL NOTIFICATION | 10          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 21 Apr 13 11:49AM | EMAIL NOTIFICATION | 2           | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 9 Apr 13 3:18PM   | EMAIL NOTIFICATION | 11          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 3 Apr 13 12:24PM  | EMAIL NOTIFICATION | 12          | GFNL A Grade Bendigo Bank Cup | Sarah Scott       |
| 15 Mar 13 2:56PM  | EMAIL NOTIFICATION | 1           | ALL GRADES                    | Default eid:39527 |

Total Records: 16