



**schedula**

**Schedula Online Appointments**

# The Dashboard

- Fully customised per Referee.
- Brings together all of the information related to an individual Referee.
- Allows you to see what appointments you have upcoming.
- Allows you to manage your availability settings.

The logo for 'schedula' is displayed in a bold, rounded, lowercase font. The letters are a vibrant yellow-green color with a thick black outline. The text is set against a white background and has a subtle reflection effect beneath it.

## Upcoming Appointments

The following table lists your upcoming appointments.

Competition	Type	Date	Time	Teams	Venue	Your Status	
EFL 1st Div Reserves 2011	Goal	25/02/12	11:45 AM	Scoresby v East Ringwood	Bayswater Oval	<b>Unconfirmed</b>	<a href="#">More</a>

## News and Messages

There are no messages to display.

## Availability

You have indicated that you are available all day Saturdays and before 12:00pm on Sundays.

[Update Availability](#)

### Legend

 Available

 Partially Available

Days with no colour markings means you are unavailable.

<< Jan		February 2012					Mar >>
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				

## Previous Appointments

Below are your previous five appointments.

Competition	Type	Date	Time	Teams	Venue	Match Status	
EFL 1st Div Colts 2011	Goal	10/09/11	9:40 AM	Vermont v Blackburn	Bayswater Oval	<b>Confirmed</b>	<a href="#">More</a>

# Managing Availability

- Allows the coaches making the appointments to only appoint those who are available.
- You can update your availability settings at any time throughout the season.
- Two kinds of availability settings:
  - **General** Availability; and
  - **Specific** Availability.

The logo for 'schedula' is written in a bold, rounded, lowercase font. The letters are a bright yellow-green color with a thick black outline. The text is positioned in the bottom right corner of the slide and has a subtle drop shadow effect.

# Managing Availability

- **General Availability** is when you are generally available. For example, you are generally available to officiate all day Saturdays.



## Availability

### General Availability

You are generally available all day Saturdays

Remove

You are generally available before 12:00pm on Sundays

Remove

Add Additional General Availability

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# Managing Availability

- **Specific Availability** is when you are available for a 'one-off' match, or when you may be unavailable on a day when you are generally available.
- **Specific Availability** will always override your General availability settings.

Specific Availability			
Date	Status	Period	
Saturday 10 March	<b>Unavailable</b>	All day	<a href="#">Remove</a>
<a href="#">Add Additional Specific Availability</a>			

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# Receiving and Responding to Appointments

- You will automatically receive an email from Schedula advising of your appointment.
- When you login to Schedula, you will see the following entry for your appointment (or appointments if you have multiple matches).

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The logo for Schedula, featuring the word "schedula" in a bold, rounded, yellow-green font with a black outline and a slight shadow effect.

# Receiving and Responding to Appointments

## ↓ Upcoming Appointments

The following table lists your upcoming appointments.

Competition	Type	Date	Time	Teams	Venue	Your Status	
EFL 1st Div Reserves 2011	Goal	25/02/12	11:45 AM	Scoresby v East Ringwood	Bayswater Oval	Unconfirmed	<a href="#">More</a>

- Click **More** to see the details.

**schedula**



# Receiving and Responding to Appointments



Dashboard



View Match Details



## Match Details

**Scoresby v East Ringwood**  
at Bayswater Oval, Bayswater Rd, Bayswater  
EFL 1st Div Reserves 2011

Round	Date	Time	Dicipline
4	Saturday 25 February 2012	11:45am	Goal

The following people have been appointed to this match:

Field	Boundary	Goal	Emergency
Jason Moore	Jordan Pleiter	Greg Alford	Mark Baker
Jack Murfett	Jacob Wright	Zac Gemenis	Christopher Piastrino
Timothy Phillips			



## Match Notes

You are reminded to be at the ground at least 30 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.

Confirm Appointment

Decline Appointment

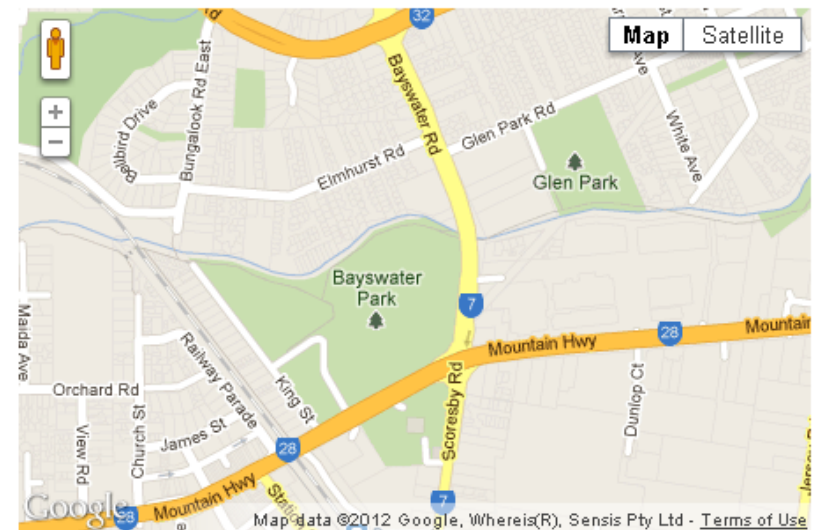


## Maps and Directions

### Bayswater Oval

Bayswater Rd, Bayswater

Get driving directions



# Receiving and Responding to Appointments

Dashboard View Match Details

## Match Details

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## Confirmation

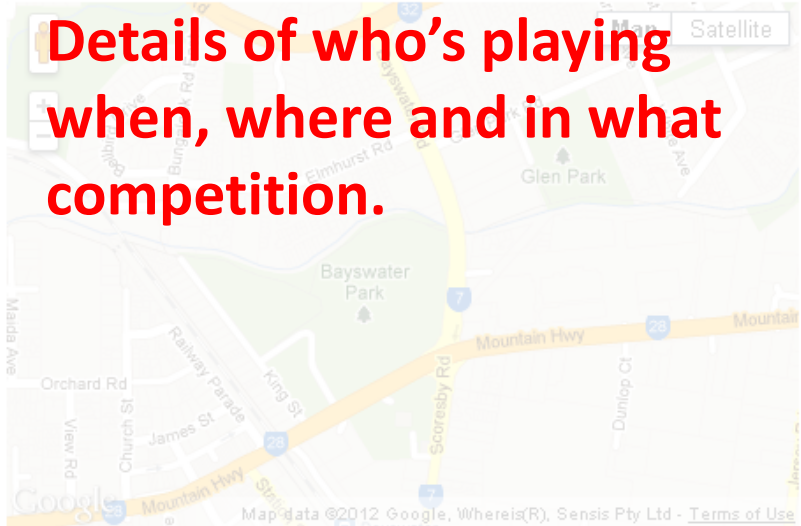
You have not acknowledged your appointment.

[Confirm Appointment](#) [Decline Appointment](#)

## Maps and Directions

**Bayswater Oval** [Get driving directions](#)

Bayswater Rd, Bayswater



**Details of who's playing when, where and in what competition.**

Match Notes

You are reminded to be at the ground at least 30 mins prior to the start of a match. If you are running late, please contact your respective coach.

# Receiving and Responding to Appointments

## Match Details

Scoresby v East Ringwood  
at Bayswater Oval, Bayswater Rd, Bayswater  
EFL 1st Div Reserves 2011

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## Match Notes

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## Confirmation

You have not acknowledged your appointment.

Confirm Appointment

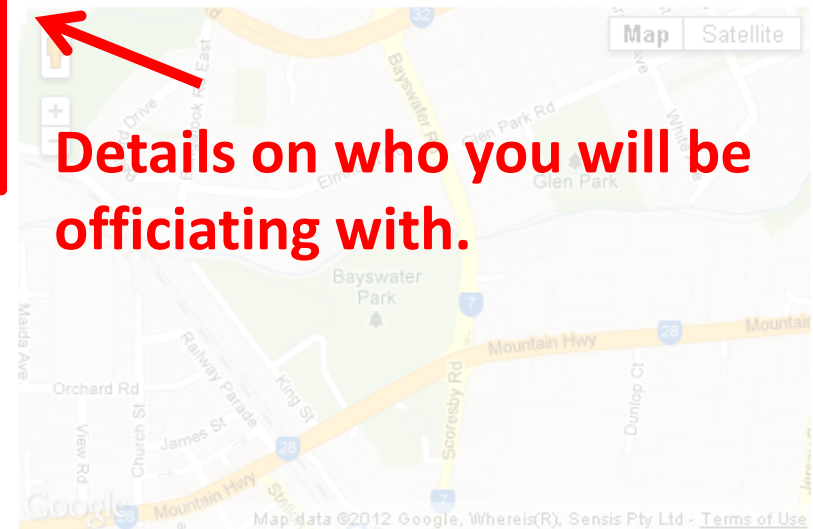
Decline Appointment

## Maps and Directions

### Bayswater Oval

Bayswater Rd, Bayswater

Get driving directions



# Receiving and Responding to Appointments

## Match Details

Scoresby v East Ringwood  
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Confirm Appointment

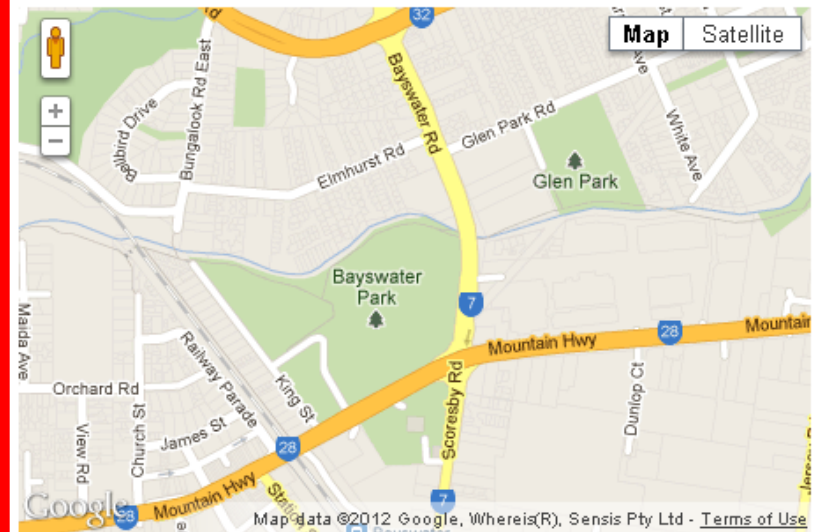
Decline Appointment

## Maps and Directions

### Bayswater Oval

Bayswater Rd, Bayswater

Get driving directions



**Map showing the ground.  
Use this to get Driving Directions  
(from your registered Home address).**

## Match Notes

You are reminded to be at the ground at least 30 mins prior to the start of a match. If you are running late, please contact your responsible person.

# Receiving and Responding to Appointments

Dashboard View Match Details

## Match Details

Scoresby v East Ringwood  
at Bayswater Oval, Bayswater Rd, Bayswater  
EFL 1st Div Reserves 2011

Round	Date	Time	Dicipline
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Field	Boundary	Goal	Emergency
Jason Moore	Jordan Pleiter	Greg Alford	Mark Baker
Jack Moffatt	Jacob Wright	Zac Cemenis	Christopher
Timothy Phillips			

**Provide a response to the appointment by either confirming your attendance, or declining.**

## Confirmation


You have not acknowledged your appointment.

Confirm Appointment Decline Appointment

## Maps and Directions

Bayswater Oval  
Bayswater Rd, Bayswater

Get driving directions



Map Satellite

Map data ©2012 Google, Whereis(R), Sensis Pty Ltd - Terms of Use

# Responding to Appointments

## Confirmation

You have not acknowledged your appointment.

Confirm Appointment

Decline Appointment

- If you **Decline** your appointment, an email will instantly be sent to your Coaches advising them of your Declined response.
- If you have **Confirmed** your appointment and can not officiate, you can not pull out of the match using Schedula. You must contact your Coach/League Administrator.

# Help and Support

For any assistance throughout the season:

- Visit [www.schedula.com.au/support](http://www.schedula.com.au/support)
- Email [support@schedula.com.au](mailto:support@schedula.com.au)

The logo for 'schedula' is located in the bottom right corner. It features the word 'schedula' in a bold, rounded, lowercase font. The letters are a vibrant yellow-green color with a thick black outline. A subtle reflection effect is visible beneath the text, giving it a three-dimensional appearance.