

HOW TO REGISTER

Via <https://registration.officialshq.com> the umpires can start registering for an umpire body.

There is a short YouTube video created by the OfficialsHQ: <https://www.youtube.com/watch?v=vu3pgnJojGw>

Part 1 – Account Creation

Step 1 - Account

1. Add a valid email address.

If for some reason the email address is already known to the system a warning will be displayed and the registration process cannot be continued. Please use this email address to login to your account on <https://app.officialshq.com>.

2. First Name
3. Last name
4. Date of Birth
5. Gender

The screenshot shows the '1. ACCOUNT' registration step. On the left, there is a welcome message from OfficialSHQ and the AFL logo. On the right, the form fields are: 'Email address *', 'First name *', 'Last name *', 'Date of birth *' (with a calendar icon and 'dd/mm/yyyy' placeholder), and 'Gender *' (with a dropdown menu showing 'Male'). A blue 'Next' button is located at the bottom right of the form area.

Step 2 – Address & contact

All required address and contact information should be added.

1. House number
2. Street
3. Suburb
4. Postcode
5. Select State from dropdown
6. Add a mobile number

OfficialsHQ Registration

Welcome to OfficialsHQ, world's leading platform that makes referee and official management, planning, communication, and follow-up a walk in the park.

You are about to register with the **Australian Football League** and its affiliates. Please follow all the steps and complete the payment.

STEP 2 / 5

2. ADDRESS & CONTACT

Nr * Street *

Suburb * Postcode *

State

Country *

Mobile phone *

Step 3 – Role preference

The umpire must select at least one umpire club and role combination to register to the system. It is possible to add multiple umpire club/role combinations at one time.

For every umpire club/ role the user wishes to add:

1. Select the state **(SA)**
2. Select the umpire club/league **(Adelaide FL Umpires)**
3. Select the role
4. Click “Add role preference”

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STEP 3 / 5

3. ROLE PREFERENCES

At least 1 role must be selected and multiple panel/role combinations can be selected

State

Umpiring club/league

Role

State	Umpire panel	Role
No role preferences specified		

Step 4 - Summary

A summary will be shown with all data that was entered by the user.

STEP 4 / 5

4. SUMMARY

Please review your data before proceeding to the payment

Account	Address & Contact
Tony Saunders testumpire@gmail.com 01/06/1985 Male	9 monet street coonababah 4216 23 Australia 0400000000

Role preference(s)

Field Umpire for Northern Territory Football League in Northern Territory

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and third parties in accordance with the [AFL Privacy Policy](#)

Previous Next

Step 5 – Completing registration

STEP 5 / 5

5. PAYMENT

Subscription \$0.00 / season

Apply voucher

Previous Finish

Completing registration

We are processing your registration, please **DO NOT** close the browser until we redirect you.

Step 6 – Account Created

ACCOUNT CREATED

Your new account on OfficialsHQ was successfully created.

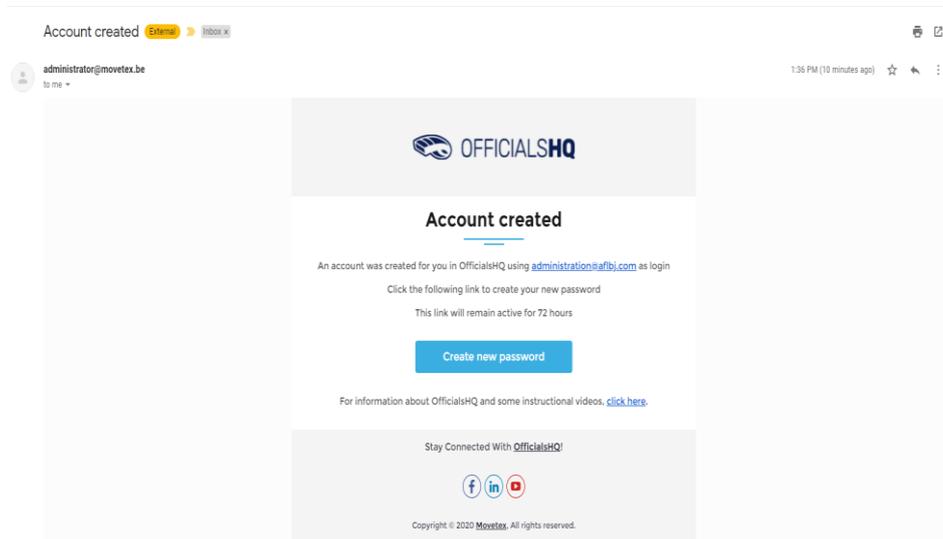
You will receive an email shortly containing further instructions on completing the last steps of your account.

Thank you for using OfficialsHQ!

Step 7 – Email confirmation

An email (as shown below) with further details will be sent to the registered email address as confirmation.

1. Check spam/junk in email account if not received
2. If still NOT received email umpire.afl@afl.com.au & ask for it to be re-issued
3. **DO NOT proceed until email is received**

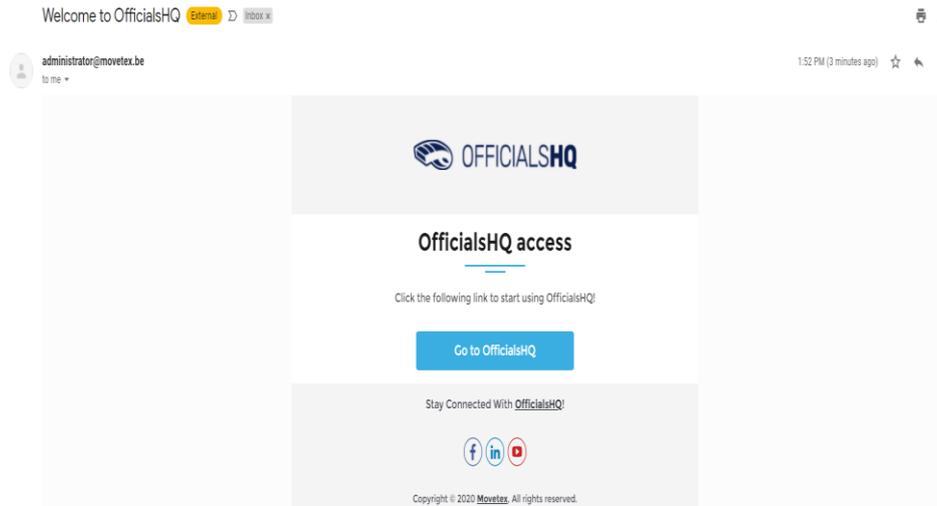


Step 8 – Create password

The email you'll receive from OfficialsHQ will allow you to set your password. Click on "Create new password" to create a password.

A dark-themed form for creating a password. At the top is the OfficialsHQ logo. Below it, the text reads: 'Welcome. Enter a valid password to complete your account creation.' There are two white input fields: the first is labeled 'Password' and the second is labeled 'Confirm password'. At the bottom right of the form are two blue buttons: 'CANCEL' and 'CREATE'. At the very bottom of the form, there is a small copyright notice: '2021 © OfficialsHQ powered by RefAssist.'

Step 9 – Email confirmation to access to OfficialsHQ



Step 10 – Login to OfficialsHQ

From now you'll be able to login to OfficialsHQ through: <https://app.officialshq.com>

Fill out the username (email address) and the password the user has created to enter OfficialsHQ.

The screenshot shows the login page for OfficialsHQ. The background is dark blue. At the top, there is the OfficialsHQ logo and the text "OFFICIALSHQ". Below that, it says "Welcome. Please login." There are two white input fields: "Username" and "Password". Below the "Password" field is a blue button labeled "LOGIN". To the right of the "LOGIN" button is a link labeled "FORGOT PASSWORD". At the bottom, it says "2021 © OfficialsHQ powered by RefAssist."

Part 2 – Account Completion

Step 11 - Club Association

When login on to their OfficialsHQ account for the first time, newly registered users have to provide detailed account

- No club is to be selected if you are not playing
- Select your football club you play for (REQUIRED)

The screenshot shows a window titled "Required account completion" with a sidebar on the left containing menu items: Clubs, Umpire info, Work with children, Demographics, Emergency info, Banking, and Medical. The "Clubs" menu item is selected and highlighted in blue. The main content area contains a message: "Please select all clubs you are associated to. Select none if you aren't associated with one or more clubs." Below this is a section titled "Selected associated clubs" which is currently empty. There is a search bar labeled "Search for clubs" with a magnifying glass icon and an information icon. Below the search bar is a link that says "No club" with a right-pointing arrow. At the bottom right of the window are "Cancel" and "Next" buttons.

Step 12 – Umpire information

All 3 fields must be entered

The screenshot shows the same "Required account completion" window, but now the "Umpire info" menu item is selected and highlighted in blue. The main content area contains three required fields, each with an asterisk: "Active player?*" with a dropdown menu, "Year started umpiring?*" with a date picker, and "How did you find out about us?*" with a dropdown menu. At the bottom right of the window are "Cancel" and "Next" buttons.

Step 13 – Working with Children *this a MANDATORY field & must be completed*

- If you DO NOT have a Working with Children Check, the question “have you obtained a working with children check or do you otherwise meet the working with children requirements in your State or Territory”, you are required to select 'No'.

Required account completion

Clubs

Umpire info

Work with children

Demographics

Emergency info

Parent guardians

Banking

Medical

It is an AFL requirement that all registered umpires and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.
 Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.
 Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.

Have you been convicted of, or are you currently charged with, a criminal offence? *

Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? *

Yes

No

The SANFL Umpiring Department can assist you with your Working with Children Check if you are yet to apply or obtained a check

Step 14 – Demographics

- Country of birth
- Born overseas?
- Origin

Required account completion

Clubs

Umpire info

Work with children

Demographics

Emergency info

Banking

Medical

Country of birth *

Were you or any of your parents born overseas? *

Are you from Aboriginal or Torres Strait Islander origin? *

Cancel Next

Step 15 – Emergency contact

A user can add an emergency contact. This is the first person that will be contacted when a problem occurs. An name, telephone number and the relationship with the user are required.

Required account completion

- Clubs
- Umpire info
- Work with children
- Demographics
- Emergency info**
- Banking
- Medical

Name *

Telephone number *

Relationship *

Cancel Next

Step 16 – Banking *this a MANDATORY field & must be completed*

This is a mandatory field set by OfficialsHQ. This must be complete correctly or the set-up will not be completed.

Note: When entering the BSB, please enter in this format: XXX-XXX

Required account completion

- Clubs
- Umpire info
- Work with children
- Demographics
- Emergency info
- Banking**
- Medical

Please enter your main bank account details used for receiving payments. It will be possible to add more bank accounts in your profile after completing the registration process.

Bank name *

Bank account holder *

Account number *

BSB *

Cancel Next

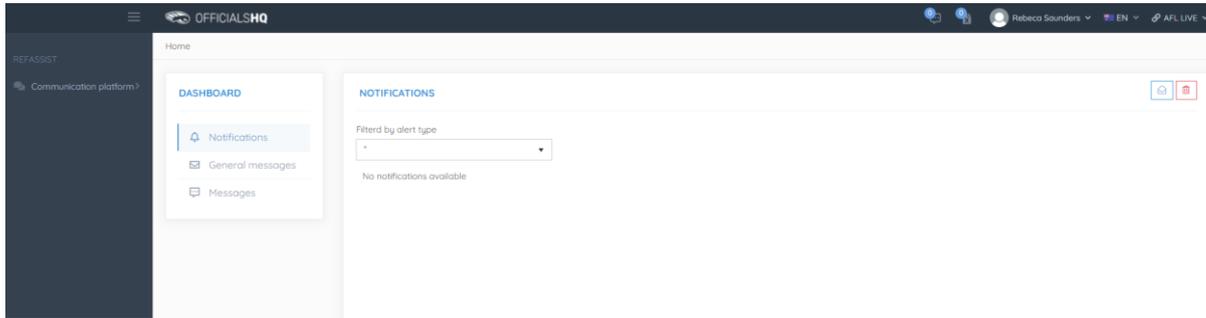
Step 17 – Medical

A user can choose to share some medical information with the league administration (allergies, disabilities, ...)

Step 18 – Terms and Conditions

Step 19 – OfficialsHQ Dashboard

Your registration is now complete



LOGGING IN TO OFFICIALSHQ

LIVE - <https://app.officialshq.com>