

Setting Up Officials

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To assign officials to matches the officials must first be attached to an 'Official Type'. To create an Official Type please follow the instructions below

1. Go to **Officials**
2. Click **Official Type/Add**
3. Enter the title of the Official Type (eg Senior), a Code and a Match Charge
4. Click **Save**

Please Note: the Match Charge is purely a reference. Sports is not a transaction based module.

Adding Officials

1. Go to **Officials/Add**
2. Select member and attach

Records: 1-20 of 1,169 Pages: 1 2 3 4 5 6 ... 55 56 57 58 59 | First | Previous | Next | Last

Name	Company	Code	Status
Ainsworth, Maya			
Alanson, Jasper			
Albert, Beau			
Alden, Jade			
Alder, Layla			

3. Click **Listing**
4. Click **Edit** on relevant member
5. Select relevant Official Type and click **Save**

Officials

Name: Lucinda Ahern

Official Type: Junior

- Junior
- Senior
- Technical Officer
- Test

If a club is responsible for umpiring the match you can assign a club directly to the match.

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