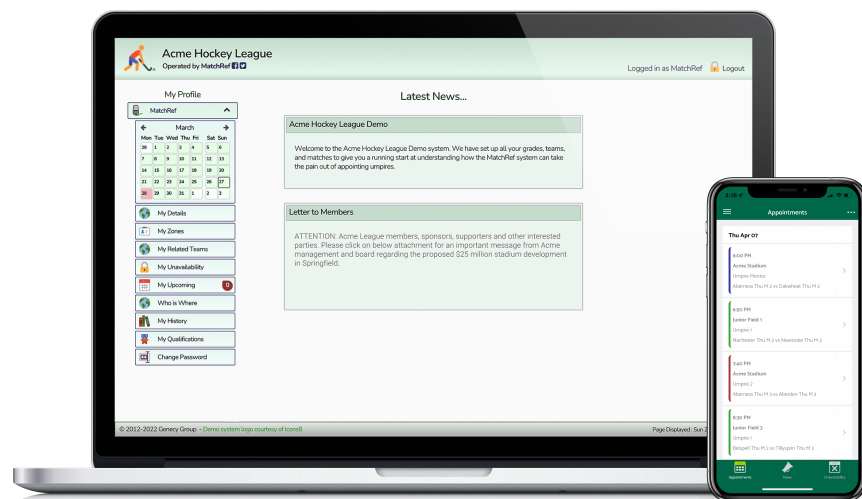




# Umpire Quick Start Guide



---

## Welcome to MatchRef.

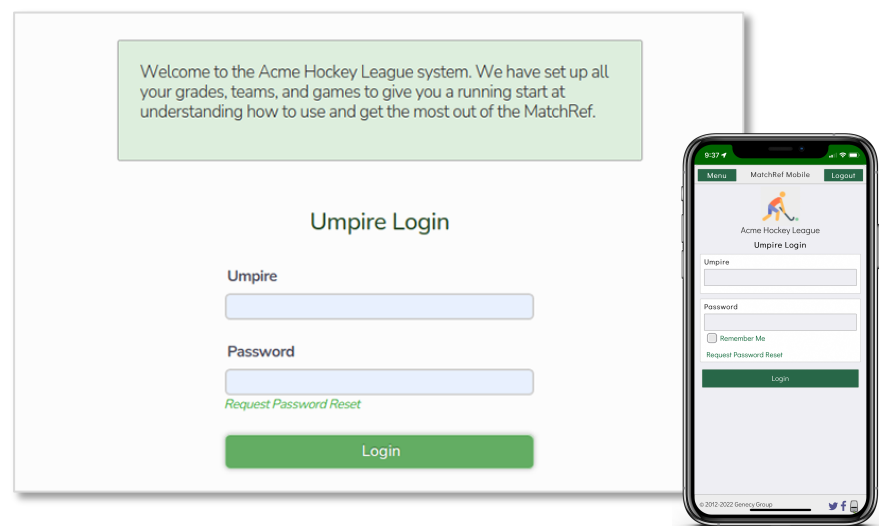
MatchRef has been selected by your association to manage umpire appointments.

This document contains instructions for some of the features you will likely use during the course of the season.

MatchRef allows your association to manage and appoint you to matches effectively and efficiently, and at the same time reducing the errors like time clashes and appointing you where you are not available.

You can access MatchRef via the web with your computer, phone or tablet. MatchRef is also available as an app for Apple and Android. Just search for MatchRef in Apple App Store or Google Play Store.

If you haven't already accessed MatchRef, you can use your email address (or ID if used) to identify yourself at the login page.

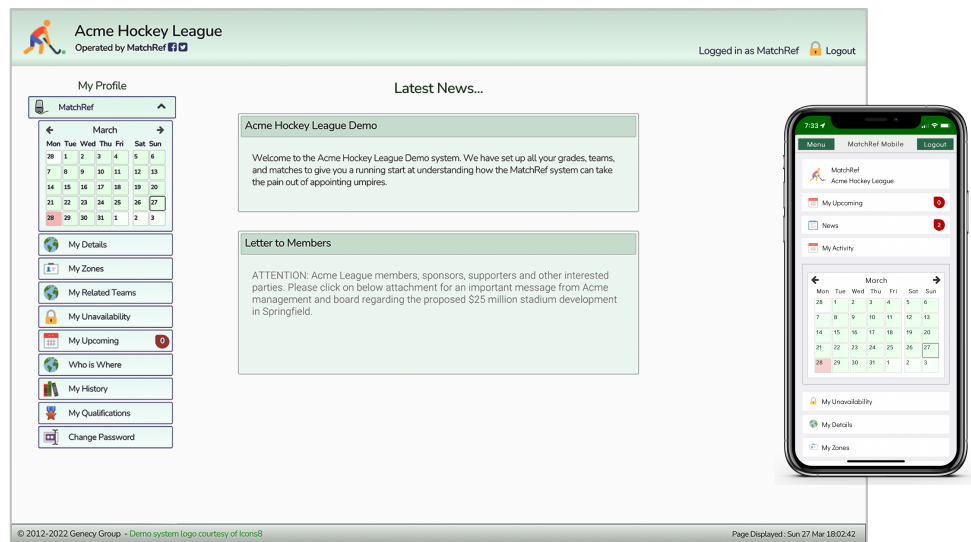


MatchRef enables you to keep all your details up to date and tell your association about where and when you can umpire. It allows you to view at any time the upcoming matches you have been appointed to, and your match appointment history.

---

## Main Menu.

Once you are logged in, the menu on the left hand side of the page will direct you to everything you need. In the centre of the main page when you login is a list of the latest news items posted by your association.



### My Details

Keep all your contact information up to date.

### My Related Teams

Enter who you play for, coach, manage. We'll make you unavailable.

### My Zones

Update the regions where you are available to umpire.

### My Unavailability

Make sure you not appointed when you're not available.

### My Upcoming

See your upcoming appointments as soon as they're published.

### My History

View all of the appointments you're had for the season.

 *By the way, all of these are available from your mobile as well.*

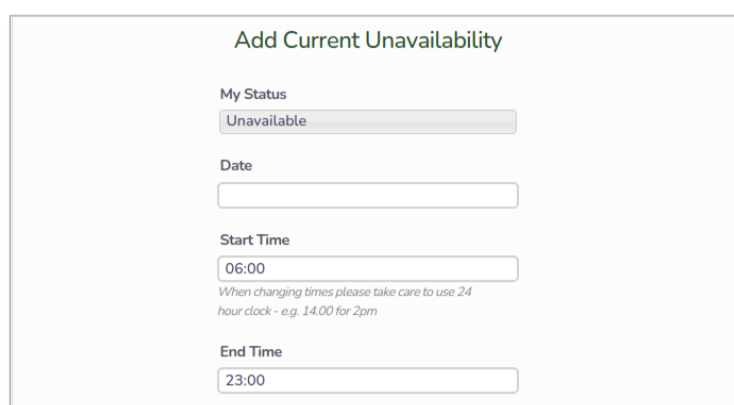
---

## Unavailability.

You'll be available for appointments right from the start. There is no need to enter when you're available. MatchRef only needs to know if you're going to be unavailable for umpiring.

If there are times when you can't umpire, all you need to do is login to MatchRef and enter when you're unavailable.

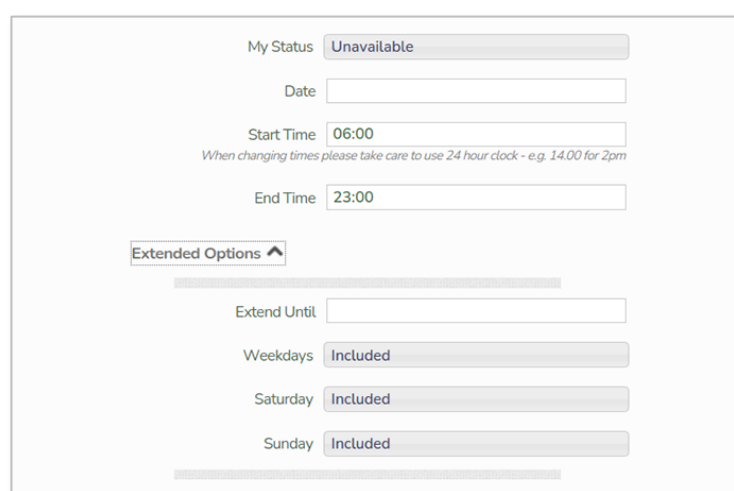
If you cannot umpire on a particular day, you simply choose the date, and confirm. MatchRef will take it from there.



The screenshot shows a form titled "Add Current Unavailability". It contains the following fields and options:

- My Status:** A dropdown menu with "Unavailable" selected.
- Date:** An empty text input field.
- Start Time:** A text input field with "06:00" entered.
- When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm
- End Time:** A text input field with "23:00" entered.

If you need to make yourself unavailable at the same time and day each week, you can open then extended options and enter a start and end date and time.



The screenshot shows the "Extended Options" section of the form, which is expanded. It contains the following fields and options:

- My Status:** A dropdown menu with "Unavailable" selected.
- Date:** An empty text input field.
- Start Time:** A text input field with "06:00" entered.
- When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm
- End Time:** A text input field with "23:00" entered.
- Extended Options:** A section header with a small upward arrow icon.
- Extend Until:** An empty text input field.
- Weekdays:** A dropdown menu with "Included" selected.
- Saturday:** A dropdown menu with "Included" selected.
- Sunday:** A dropdown menu with "Included" selected.

 This section also lets you block out particular days or weekends.

To remove an entry, all you need to do is click the cross next to the appropriate entry in the list.

Type	Date	Extend Until	From	Until	Status by Day	
Unav...	Mon 28th		6:00	11:00	Monday 28th Only	
Unav...	Sat 9th		6:00	11:00	Saturday 9th Only	

## Related Teams.

If you play in, coach or manage a team or one of your relatives plays in a team, you can declare that relationship in MatchRef.

When you declare this relationship you can select to be unavailable automatically the time that the team plays. No matter where the team plays in the draw.

Simply select the team from the list, the type of relationship, and whether or not you should be considered unavailable.

Add Existing Team Relationships

Team

Relationship

Unavailability

Excluded Until

Existing Team Relationships

Team Description	Relationship	Status	
Aberness Thu M 2 [Thu Men 2]	Player	Unavailable	

If a match will take you out of your preferred zone, you can choose to have MatchRef try to pick up an out of zone match.

By entering a time between matches, you are able to specify an amount of time you would like to have before you're appointed to

---

another match. If you would prefer to rest after a match, this will allow you to stop yourself being appointed to umpire a match immediately after one you play.

## Preferred Zone.

If you need to restrict the area in which you can umpire, you can enter this in My Zones. You can enter one or more zones where you would prefer to umpire.

If you do not enter any zones, it will be assumed that you are able to umpire in all zones.

Add Declared Zones

Venue Zone  
Unassigned

Create

Declared Zones

Venue Zone	Description	
1	Melbourne	
2	Geelong	

*✎ Be aware that the appointments officer may decide to override the zone restrictions in making manual appointments.*