



Schedula Season Setup

Logging into Schedula

<http://www.schedula.com.au/login>

You will have received an email from Schedula with your login details. This will have been sent to the email address that you registered in FoxSportsPulse.

The Dashboard

When you login to Schedula, you will be presented with your customised Dashboard. This screen brings together your appointments, availability and messages from the League. Use this screen to navigate around and update your information, availability and to view and respond to your appointments.

The screenshot shows the Schedula dashboard interface. At the top right, it says "Logged in as Anthony Moore" with a "Logout" button. The main navigation bar includes "Dashboard" and "Schedula Profile". The "Schedula Profile" dropdown menu is expanded, showing "Manage Availability", "Manage Your Profile" (circled in red), and "Your Appointment History". The dashboard content includes sections for "Upcoming Appointments" (with a table showing no appointments), "News and Messages" (with a "Competition Match Report" link), "Availability" (with a calendar for February 2012 showing availability status), and "Previous Appointments" (with a table of past matches).

Manage Your Profile

From the Dashboard menu, select Schedula Profile > Manage Your Profile

This image is a close-up of the "Schedula Profile" dropdown menu. The menu items are "Manage Availability", "Manage Your Profile" (which is circled in red and has a mouse cursor pointing to it), and "Your Appointment History". Below this menu, the "Help and Support" link is partially visible.



You can add, edit or delete any contact details, such as address, phone numbers and email addresses. You can also change your password.

Add Your Bank Details

- From the Dashboard menu, select Schedula Profile > Manage Your Profile
- Scroll down to the Attributes section and click on Add Attribute.

Attributes		
Attribute	Value	
Occupation	Storeman	<input type="button" value="Remove"/>
Accreditation Level	Level 2 Goal	<input type="button" value="Remove"/>
<input type="button" value="Add Attribute"/>		

- From the Attribute Type drop down, select Bank Account. Enter in your bank account BSB and account numbers and click Add Attribute.

Add Attribute

Add Attribute	
Attribute Type	<input type="text" value="Bank Account"/>
Attribute Value	BSB: <input type="text" value="123123"/> Account Number: <input type="text" value="123456"/>
<input type="button" value="Add Attribute"/> <input type="button" value="Close Window"/>	

- Your Bank Account is now successfully recorded in Schedula.



Attributes		
Attribute	Value	
Occupation	Storeman	<input type="button" value="Remove"/>
Accreditation Level	Level 2 Goal	<input type="button" value="Remove"/>
Bank Account	(123-123) 123456	<input type="button" value="Remove"/>

Availability Management

Managing your availability online using Schedula allows the coaches making the appointments to only appoint those who are available. You can access and edit your availability settings by clicking the **Update Availability** button on the Dashboard, or selecting **Dashboard > Schedula>Profile > Manage Availability** from the menu bar.



Availability

General Availability

You are generally available all day Saturdays

Remove

You are generally available from 12:00pm onwards on Sundays

Remove

Add Additional General Availability

Specific Availability

You have no specific availability settings.

Add Additional Specific Availability

The system sets you to unavailable as the default option. If you do not update your availability settings you cannot be appointed to games.

There are two different types of availability you can set -



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General Availability: This setting specifies when you are generally available. For example, you may be generally available all day Saturdays, but only available from 12pm onwards on Sundays.

Specific Availability: This setting allows you to enter in one-off notifications of availability or unavailability. For example, you may be generally available all day Saturdays, however on Saturday 4th June 2016 you are unavailable for some reason. You would leave your general availability to 'available all day Saturdays' but would enter in a specific entry making you unavailable on Saturday 4th June.

If you are associated with two leagues (e.g. WAAFL & Central Conference) you need to set your availability for each league.