

## **Schedula for Administrators | Overview**

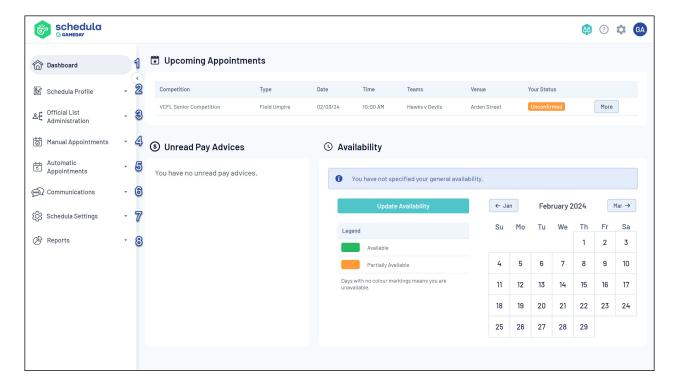
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Schedula allows competition administrators to manage their end-to-end match official allocation process using data from a corresponding GameDay Passport database, including the ability to:

- Assign Officials to fixtures across multiple competitions
- Allow Officials to manage their availability for appointments
- Manage appointment clashes with availability markers
- Schedule notifications for Officials with fixture details
- Customise Official 'Panels' for different appointment types
- Set and manage pay rates that are applied to Officials
- Access a full suite of reports based on appointments, finances, official payments, and more

## Click here to login to Schedula

As an administrator, Schedula offers several useful features:



1. Official Dashboard: Allows officials to:

- Check Upcoming and Previous Appointments Learn More
- View and Download Unread Pay Advices Learn More
- Manage Availability Learn More
- 2. Schedula Profile: Allows officials to:
  - Manage Availability Learn More
  - Manage official profile details including login credentials and bank account details
  - View Appointment History Learn More
  - View and Download Unread Pay Advices Learn More
- 3. Official List Administration: Allows administrators to
  - Search for and view official profiles Learn More
  - Manage Official Panels Learn More
- 4. **Manual Appointments**: Allows administrator to manually appoint administrators to matches Learn More
- 5. **Automatic Appointments**: Allows administrators to set up an appointment automation to allocate officials to matches Learn More
- 6. Communications: Allows administrators to communicate with officials by email or SMS
- 7. **Schedula Settings**: Allows administrator to:
  - Set up Pay Periods Learn More
  - Set up availability Regions Learn More
  - Set up Pay Rates Learn More
- 8. **Reports**: Run various types of reports on your official database Learn More