SCHEDULA QUICK USER GUIDE

UPDATED OCTOBER 2026

schedula GAMEDAY

Overview

This Quick User Guide provides a brief overview of the online appointments system, Schedula and outlines the processes that must be followed to update your availability each week and provide additional useful information for appointments.

This Quick User Guide includes screenshots of Schedula and outlines;

- How to check and update Specific Availability.
- The time by when your availability MUST be updated each week.
- The time that appointments are generally posted on Schedula each week.
- How to check and CONFIRM your appointments.
- What to do when you have new appointments (or have a change in an appointment – i.e. venue change).

Please take the time to read this Quick User Guide fully and carefully. If you have any questions please contact referees@ffnc.net.au or 0434 856 992.

Schedula can easily be accessed via your mobile phone, tablet or computer.

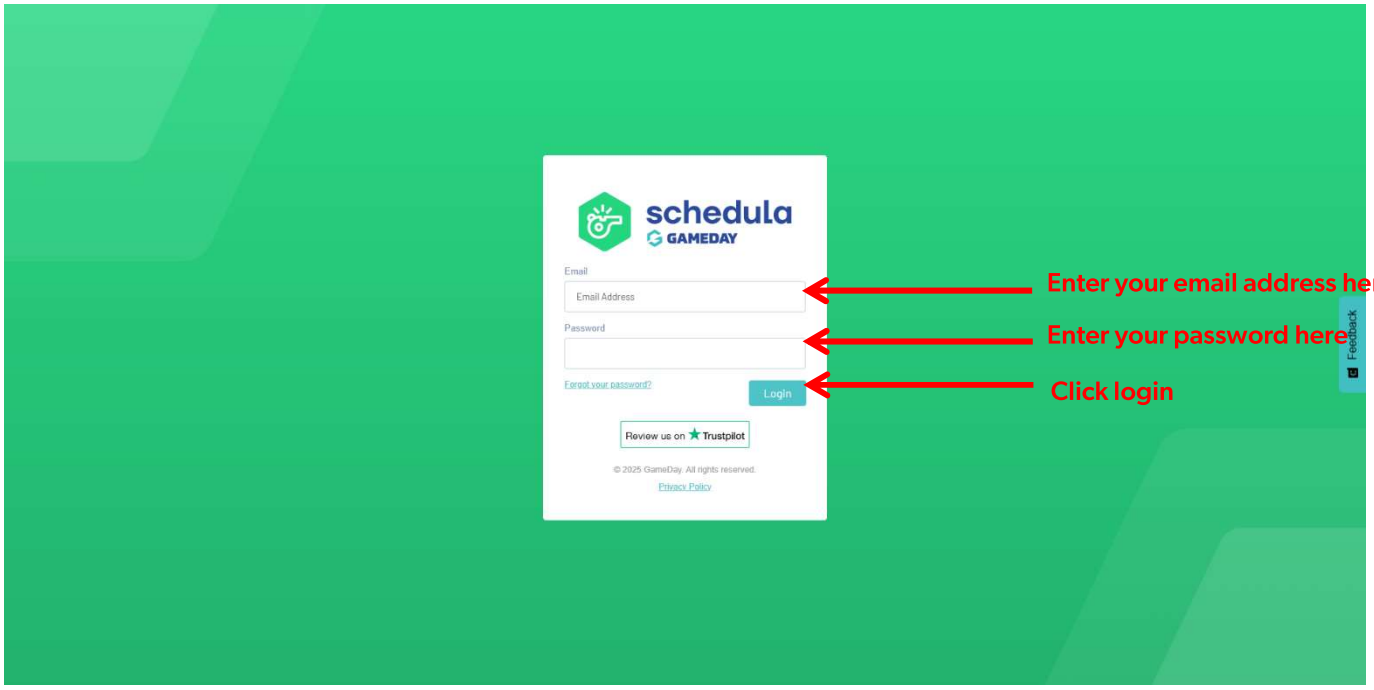
1. Login to Schedula (www.schedula.com.au)

Your default username will generally be the email address that was entered when you registered as a match official through the PlayFootball website*.

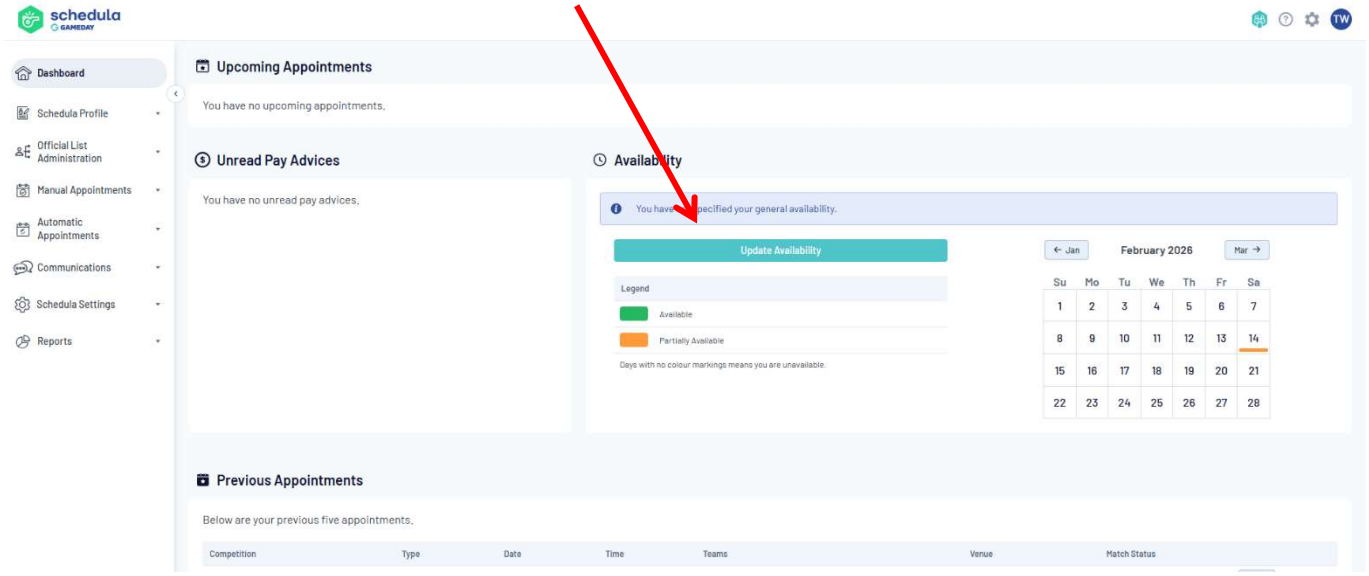
Confirmation of your username and password should have been emailed to you by Schedula, with a follow up email from FFNC.

If you have not received any email, please contact the referee's mobile number (0434 856 992).

*Please note that every user MUST have a unique email address in order to login, so an alternative email address will be used to setup your login if the email address entered in PlayFootball has already been used by another match official for their Schedula login.



2. Click 'Update Availability'.

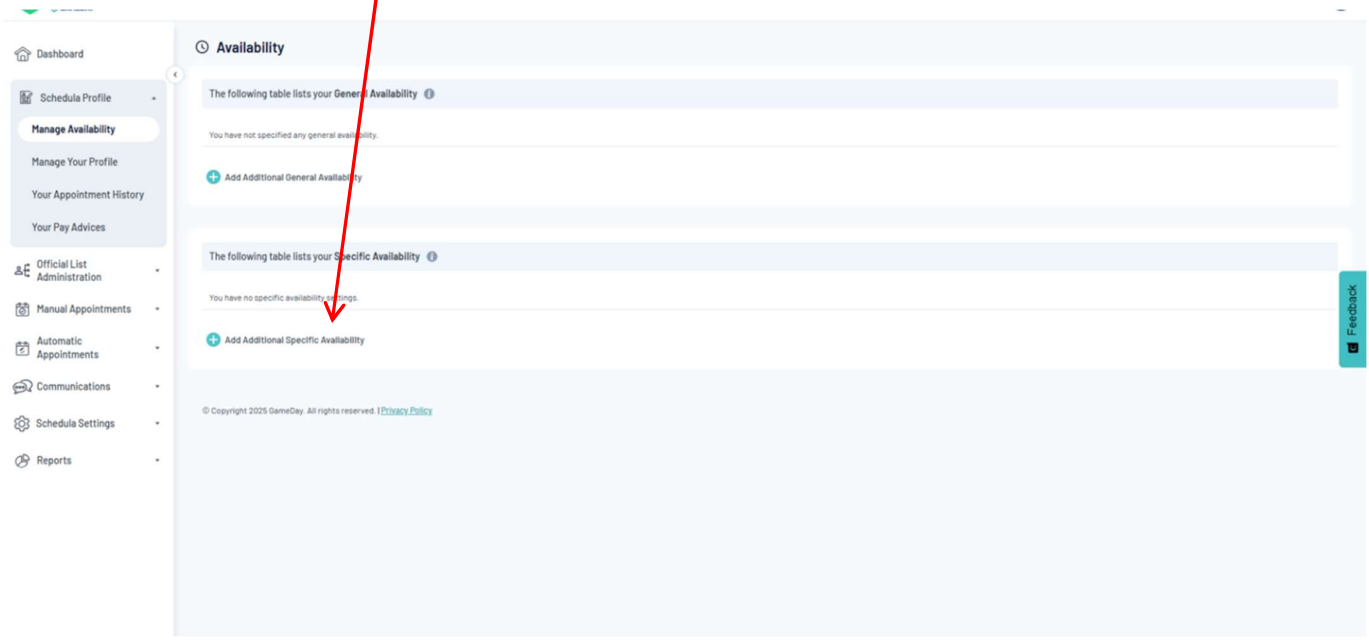


3. Update your Specific Availability

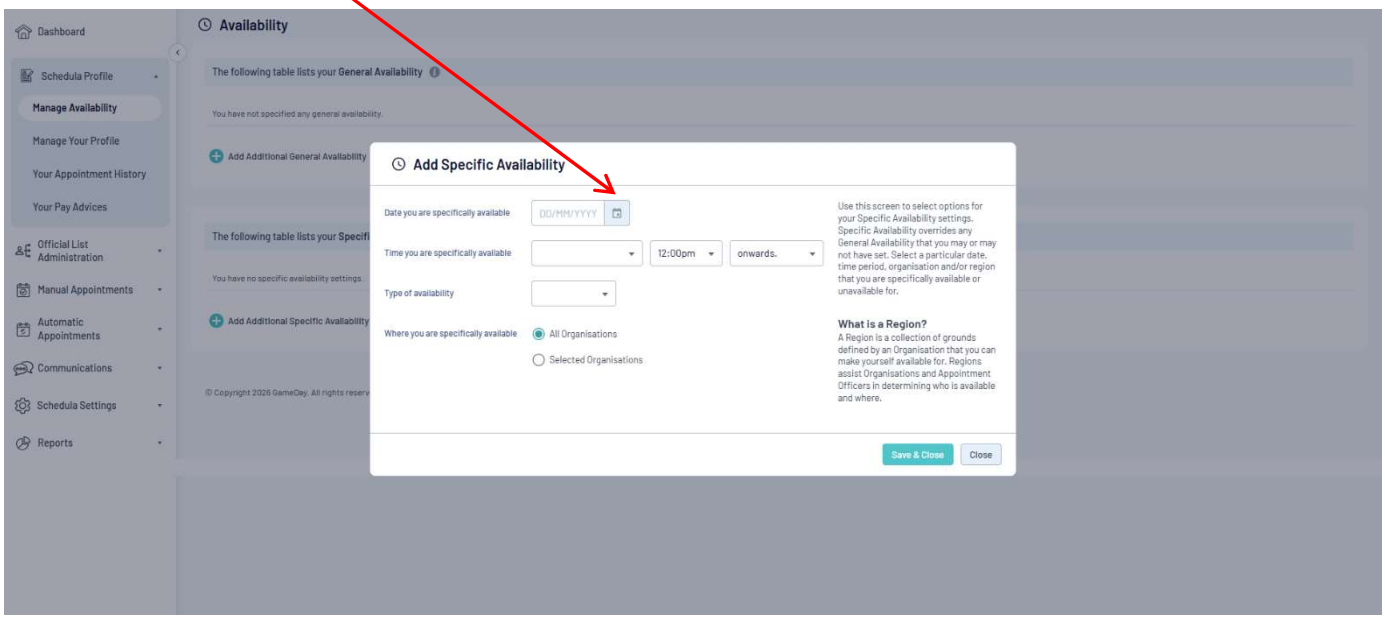
This must be done not later than 6pm each Sunday to ensure that your availability is correct for the upcoming week. If you need to correct your availability after this time, please email referees@ffnc.net.au, however do not change your availability in Schedula.

FFNC makes it known that you should only update your availability by specific availability. Utilising the 'General Availability' function creates various issues every week where match officials are incorrectly shown as being 'available' when they are 'unavailable'.

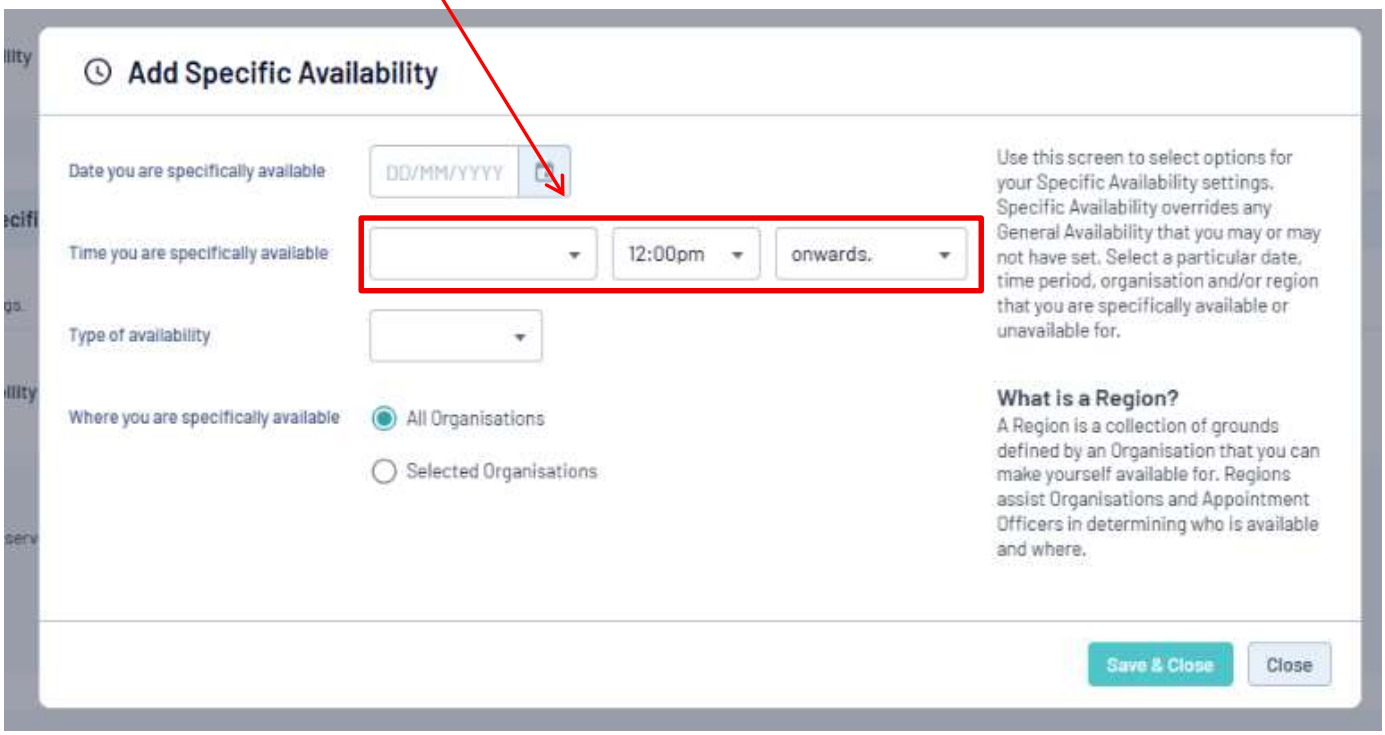
Select 'Add Additional Specific Availability'



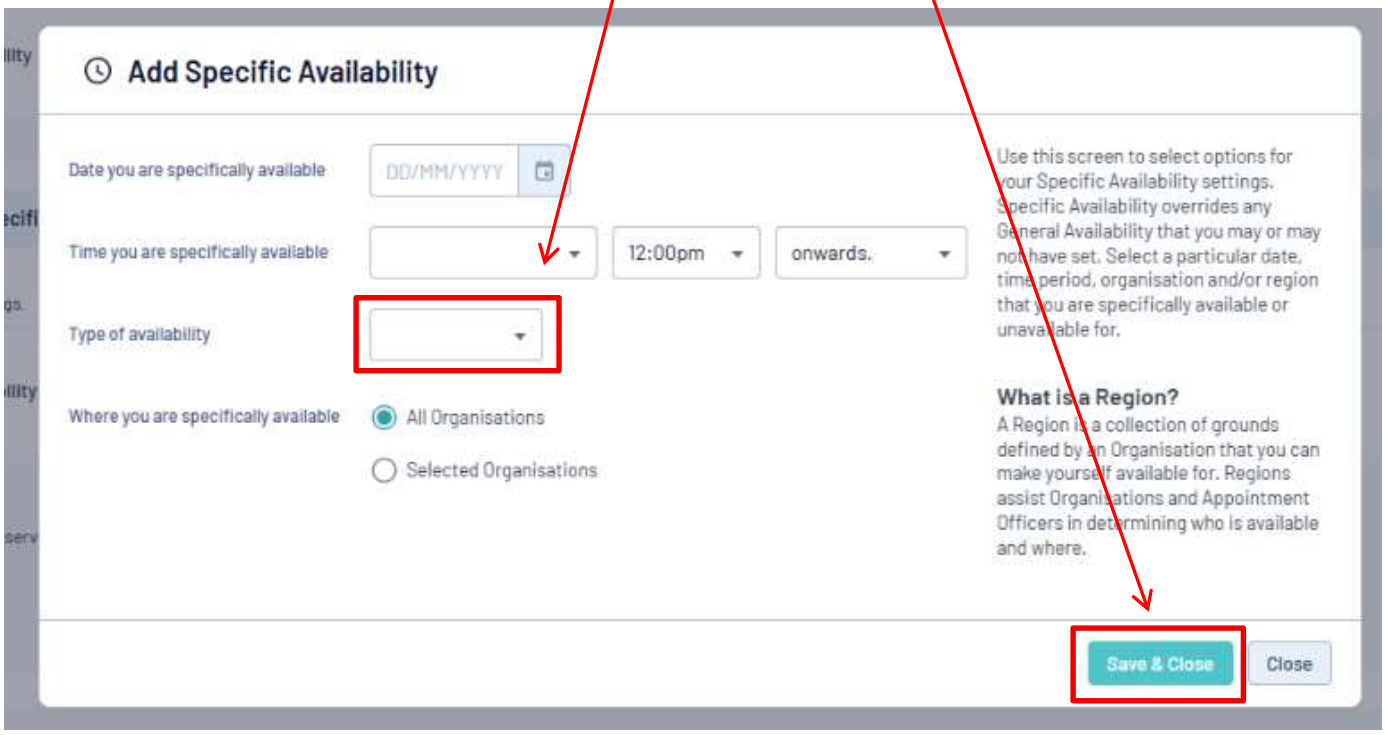
Click on the calendar icon and select a specific date that you are available.



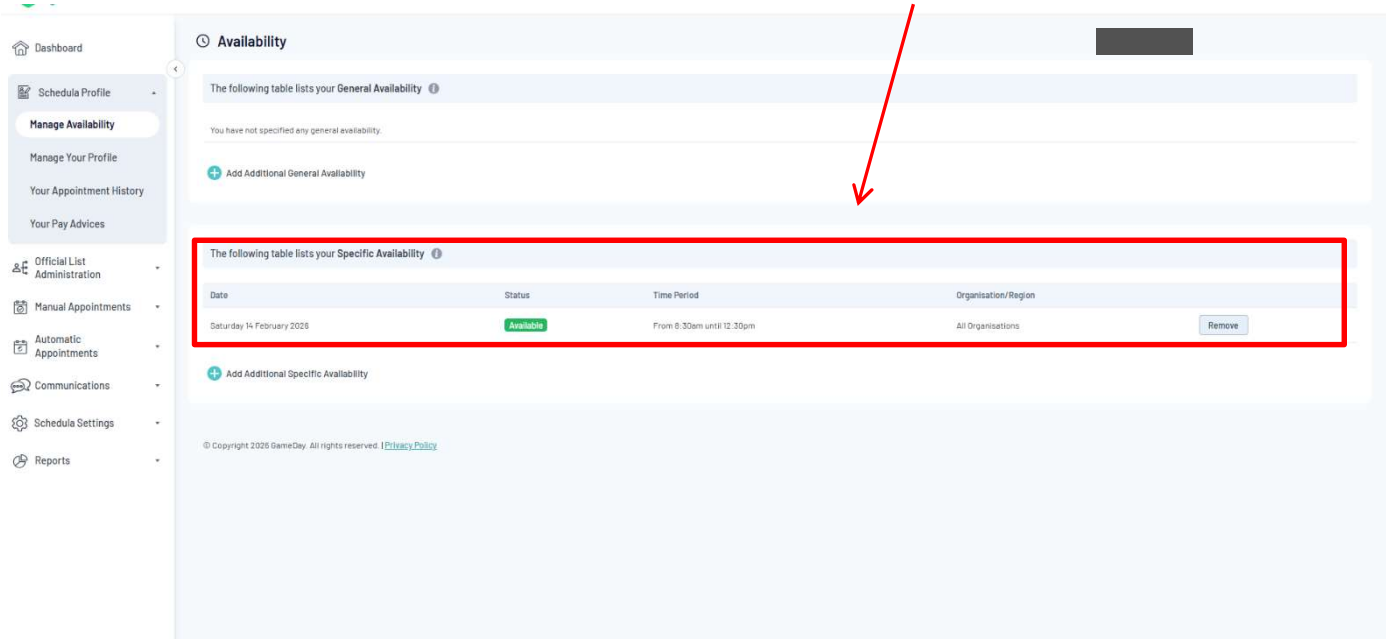
Click on the dropdown box/s to add a time that you are specifically available.



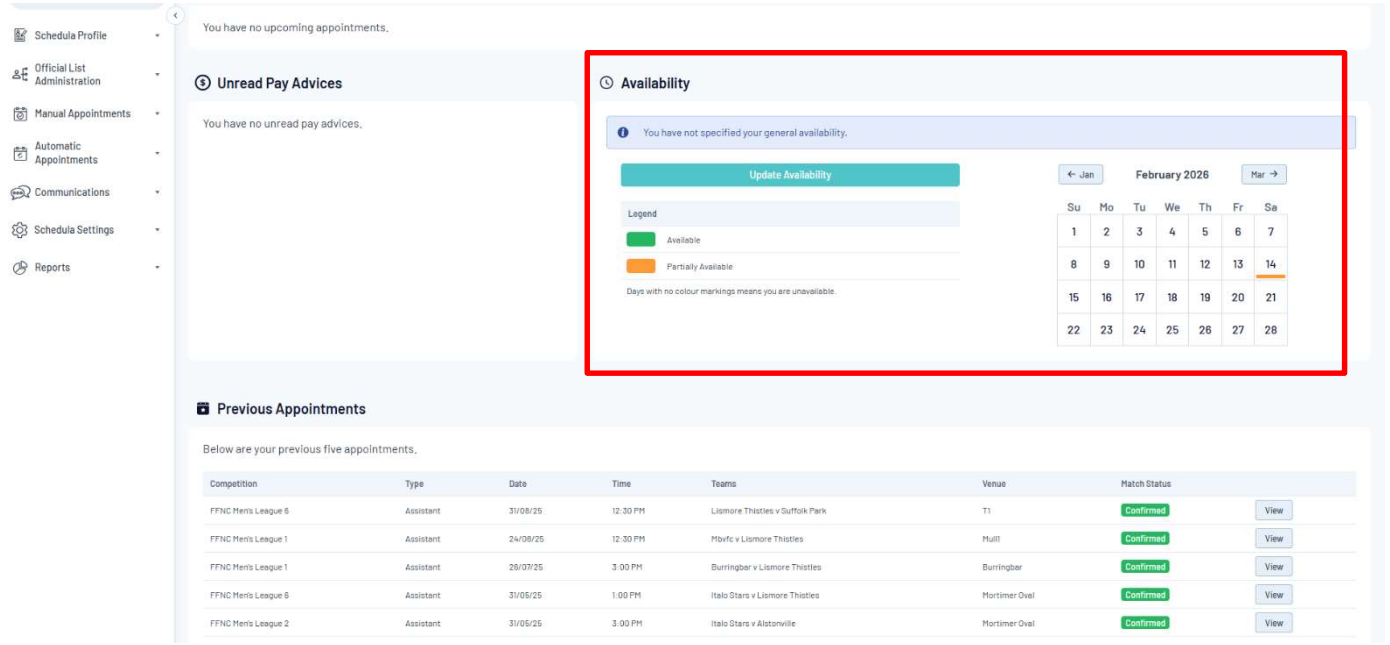
Click on the dropdown box and select 'Available, then select 'Save & Close'.



When you have updated your availability it will appear in your 'Manage Availability' section, as below;



A summary of your current availability can also be found on the 'Dashboard' screen. This is the first page you see after you login to Schedula.



Continue the process so that your 'availability' (meaning specific times and days) is correct.

Important things to consider are;

- **Update your availability every week by 6pm every Sunday night** (remembering you are updating your availability for the upcoming week).
- If you need to update your availability after 6pm one week (for unexpected reasons), then please email referees@ffnc.net.au or text 0434 856 992.
- When are you playing? If you play (or coach etc.), please ensure you are NOT available during these times, otherwise you are likely to be appointed to a fixture at the same time.
- Appointments are posted online every Tuesday afternoon (generally by 5:30pm).
- **You need to confirm ALL of your appointments. You have until 9am on Wednesday to confirm appointments.**

If you are unavailable for an appointed match, you can decline an appointment HOWEVER you need to specify a reason. Saying you are going on holidays or have something else on is NOT acceptable, given that you have ample opportunity to update your availability prior to appointments being completed.

Match Officials who don't update their availability correctly (or on time) and those who do not confirm all their appointments on time will be noted.

- **Please ensure your availability is up to date by 6pm every Sunday night** (for the following week) to avoid mistakes in appointments.

Match Officials who don't update their availability correctly or don't confirm their appointments on time each week may be stood down from future appointments.

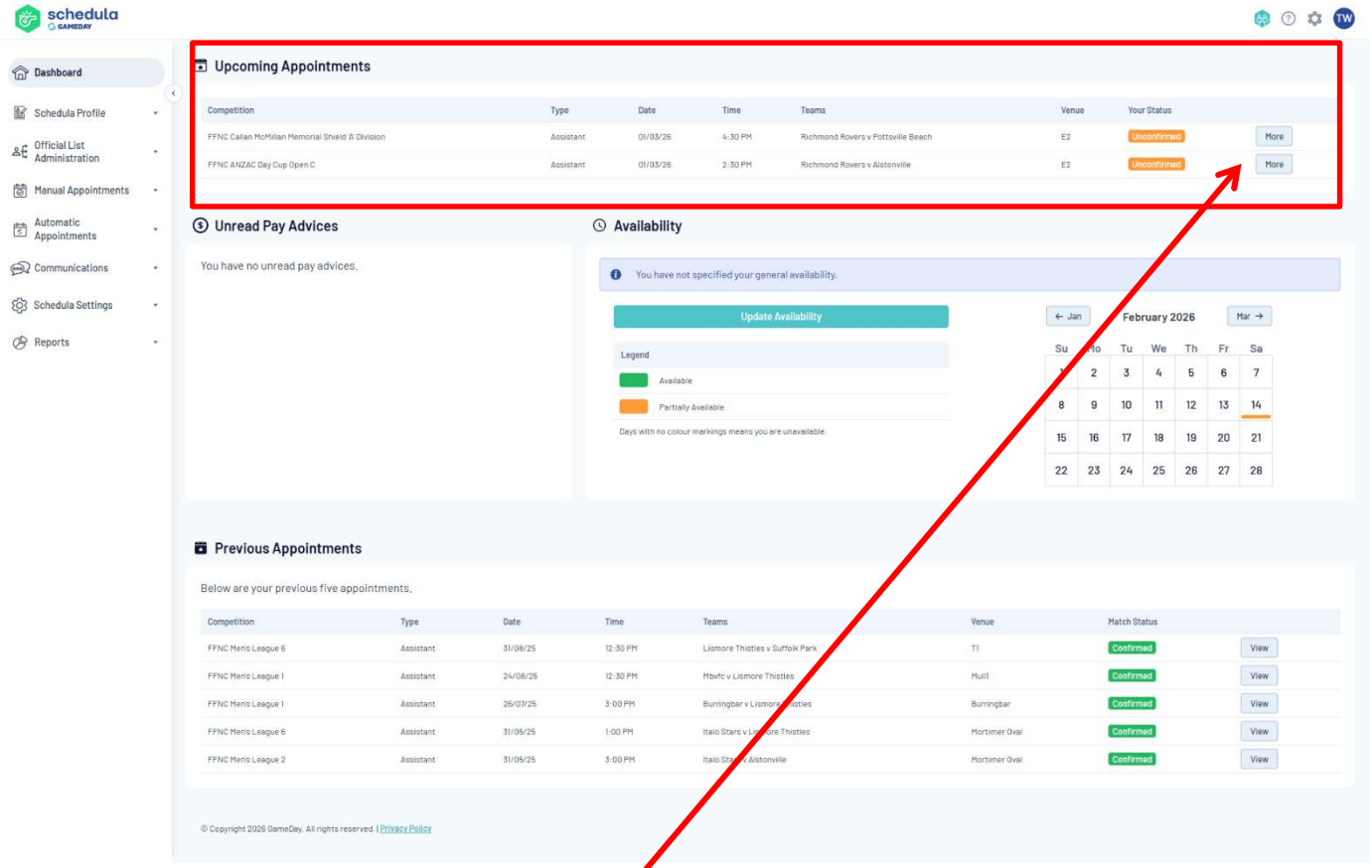
If you have any requirements relating to your availability please contact 0434 856 992 (or email in advance to referees@ffnc.net.au).

The more information you provide relating to your availability, the less chance of making mistakes and the more we can accommodate your needs.

4. Checking and Confirming Your Appointments

Appointments are published in Schedula generally by 5:30pm every Tuesday afternoon. When appointments have been published you *may* receive an email from Schedula saying that you have received an appointment. Regardless of whether you receive this email or not **you should ALWAYS login to Schedula** to check if you have received an appointment.

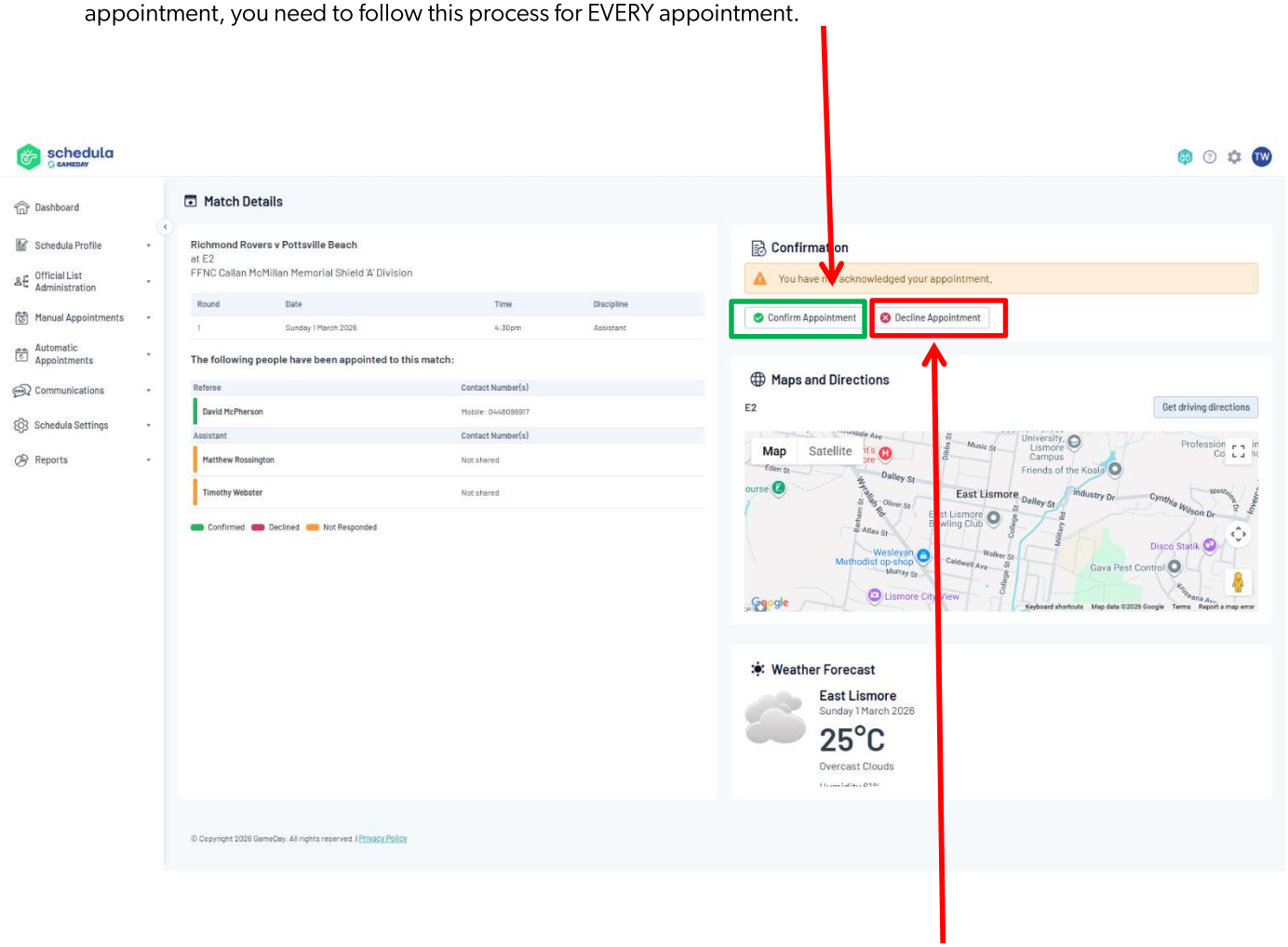
Appointments MUST be confirmed (or declined only if absolutely necessary) by NO LATER than 9am every Wednesday.



After you select "more" (next to your appointment) on the 'Dashboard', the following page will open. This page outlines the date, time, venue and names of the other officials appointed on your match, as well as other information.

In order to confirm your appointment you need to select "Confirm Appointment".

Please remember that this will only confirm your current appointment. If you have more than one appointment, you need to follow this process for EVERY appointment.

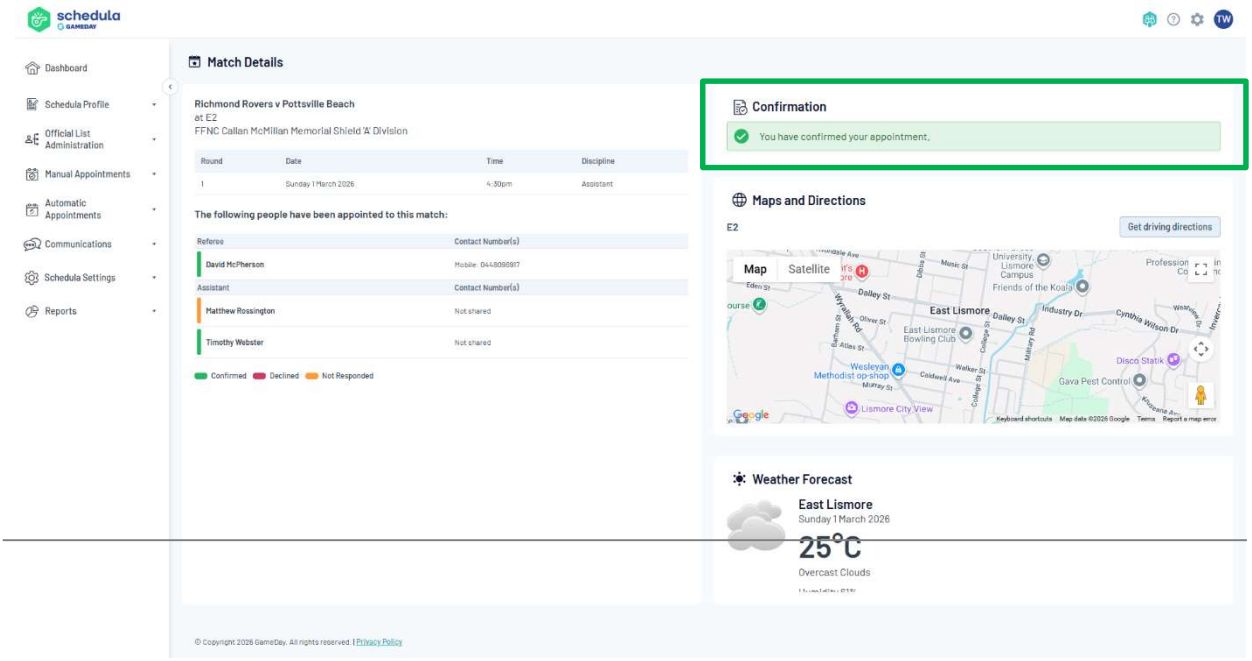


There should be NO need to decline an appointment (unless FFNC have made a mistake), but IF you need to decline your appointment you can select "Decline Appointment".

NOTE that you will then be prompted to specify a valid reason. You should also follow this up with a text/phone call to 0434 856 992.

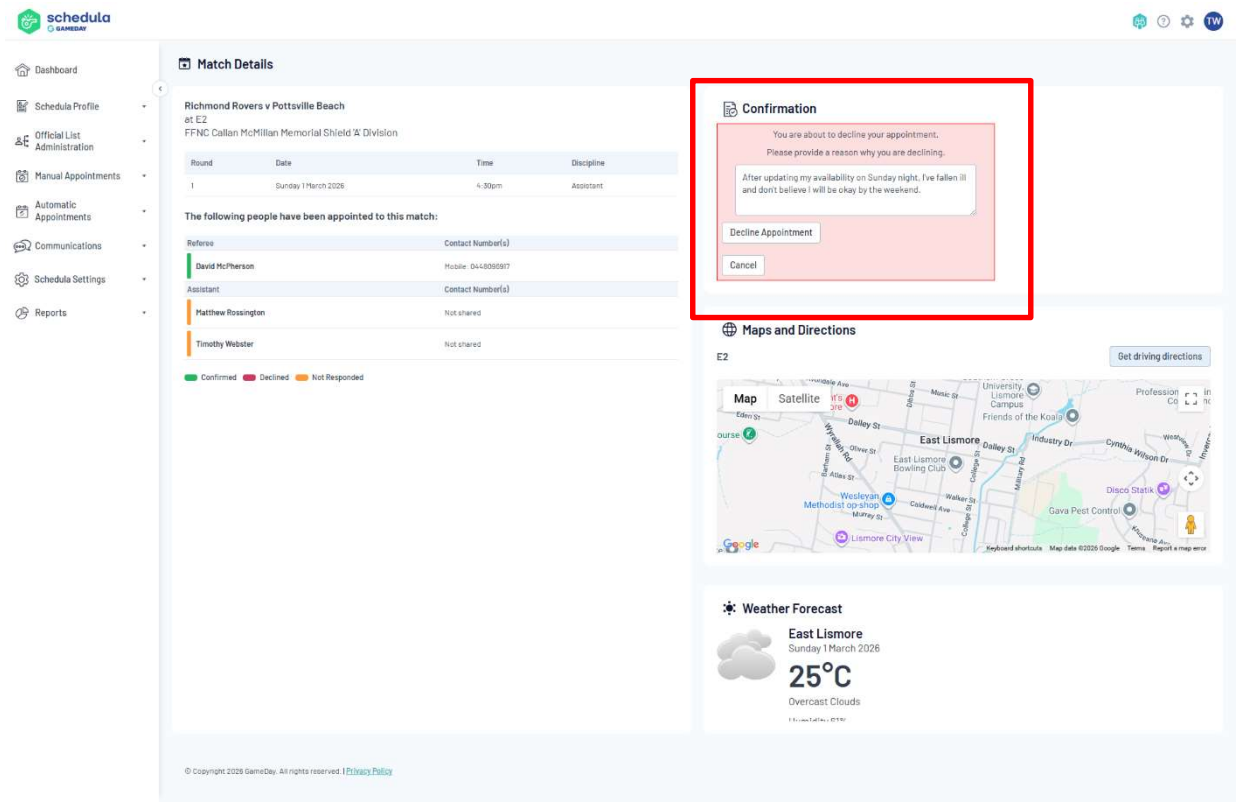
CONFIRM Appointment

When you confirm your appointment, this message will appear in a green box.



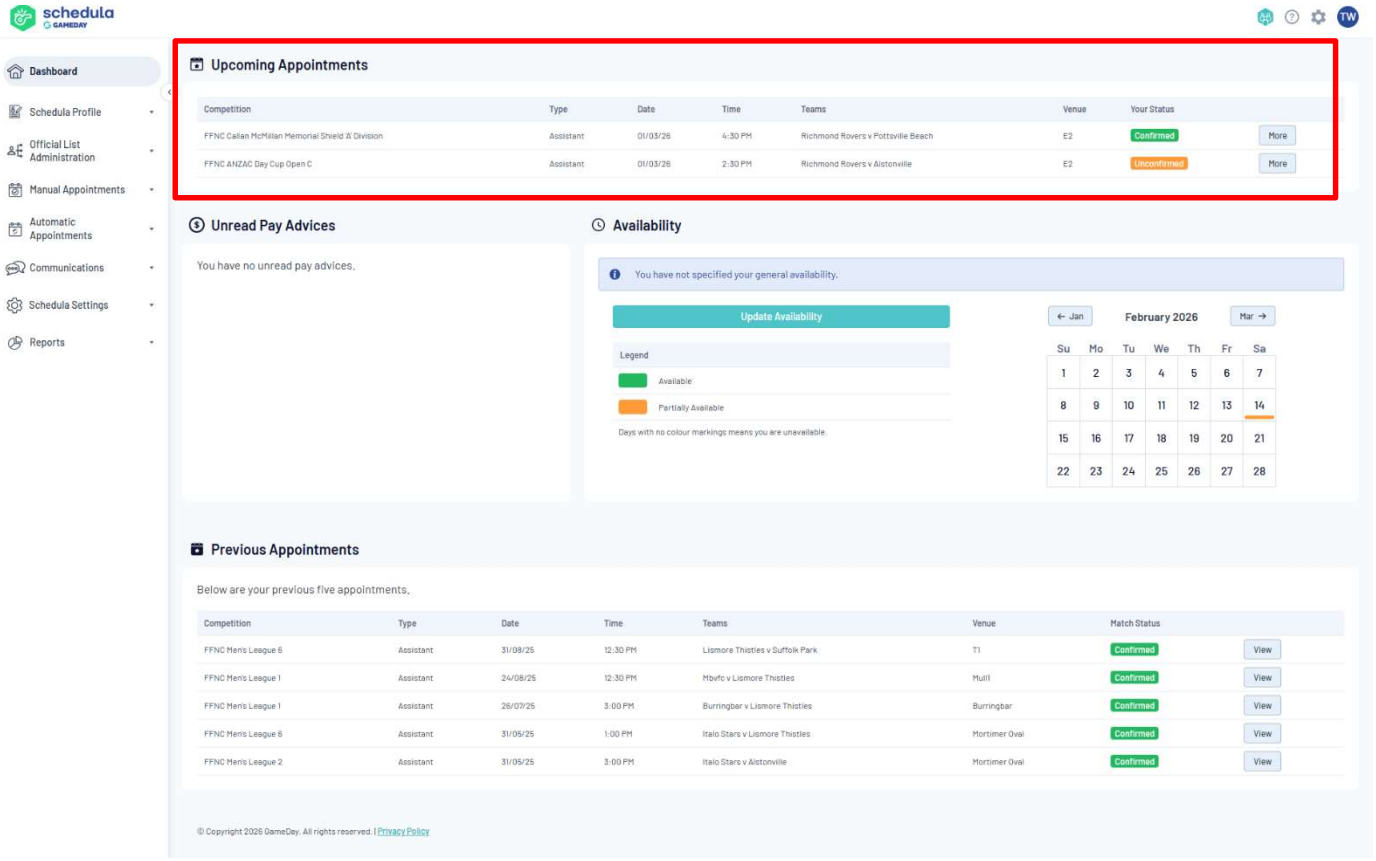
DECLINE Appointment

If you decline your appointment a message in a red box will say that you have declined your appointment.



Once you have confirmed your appointment, return to your 'Dashboard'. All of your upcoming appointments will be shown, with your confirmation status.

Please ensure ALL your appointments have been confirmed.



Remember, appointments MUST be confirmed by 9am every Wednesday. If you have any problems or questions, please call 0434 856 992.