

HOW TO REGISTER AS AN UMPIRE IN OFFICIALSHQ

(Courtesy Matthew Skinner, QC Umpire Co-ordinator 11-Jul-2023)

- Qld Sub Districts Cricket has moved away from **MyCricket** and is now on **Play HQ** and **Officials HQ** for their competition and officials management.
- **Each and every Umpire needs to register into Officials HQ prior to the season commencing.**
- All remaining Australian Cricket competitions will be moving to Officials HQ in the 23-24 season, so registering early will get us ready prior to using it this season.

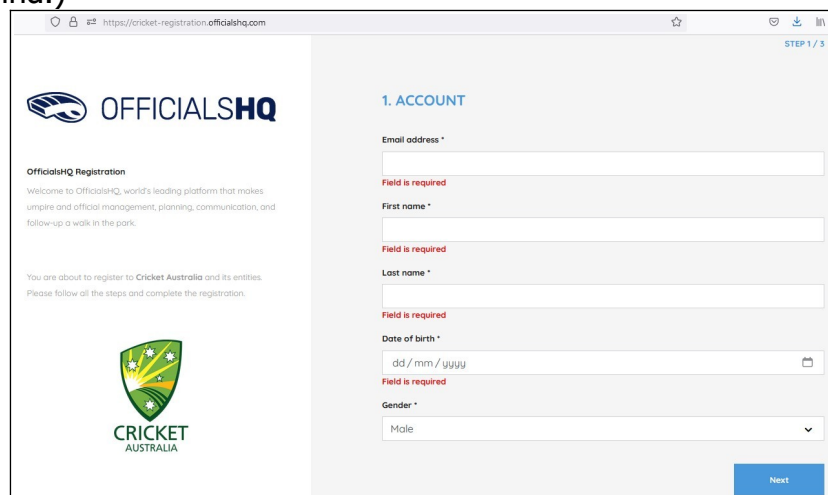
VIDEO ALTERNATIVE:

Cricket Australia has several videos that assist with sign up at

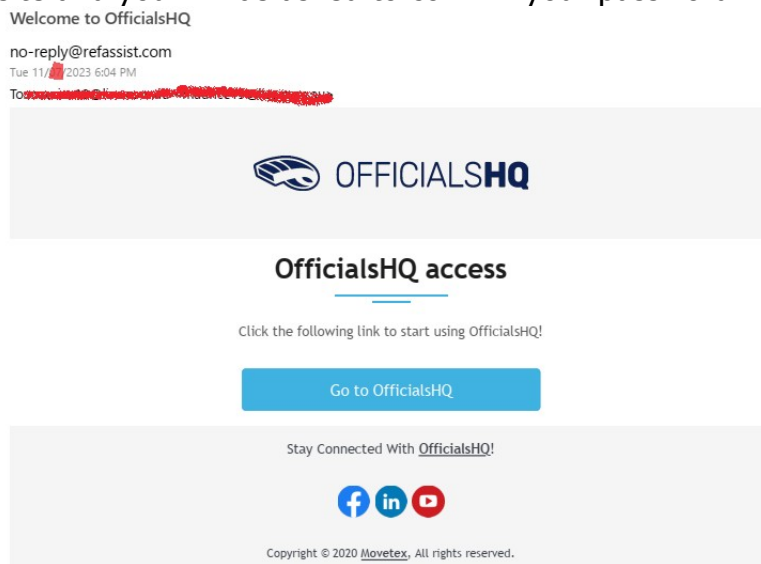
<https://www.community.cricket.com.au/umpire/officialshq/officials-hq-how-to-videos-and-guides>. The "Registering in Officials HQ" video is quite easy to follow and will help with the below steps for umpires to sign up to Officials HQ.

The steps to Registration for Officials HQ are as follows:

1. Head to <https://cricket-registration.officialshq.com> and complete the name, address etc to steps to provide your information. An email will be sent to you. (Look in the junk folder if it's hard to find.)

A screenshot of the '1. ACCOUNT' registration page on the OfficialsHQ website. The page has a light grey background. On the left, there's a sidebar with the OfficialsHQ logo and a 'CRICKET AUSTRALIA' logo. The main content area contains a form with fields for 'Email address', 'First name', 'Last name', 'Date of birth', and 'Gender'. Each field has a red error message 'Field is required' below it. The 'Date of birth' field has a placeholder 'dd/mm/yyyy'. At the bottom right of the form is a blue 'Next' button.

2. Click on the blue **[Create new password]** button in the email sent to you. This will take you back to the website and you will be asked to confirm your password.



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- Once created, you can then login at <https://app.officialshq.com> with your email address and password. **Write down your login email and password in a secure place.**
- Under **Club affiliation**, click on the blue “no club” hyperlink, rather than searching for a club to be affiliated with.

The screenshot shows a web browser window with the 'Required account completion' dialog box open. The 'Clubs' tab is selected in the left-hand menu. The main content area has a message: 'Please select all clubs you are associated to. Select none if you aren't associated with one or more clubs.' Below this, there is a section titled 'Selected associated clubs' with a blue link that says 'No club'. At the bottom, there is a 'Search for clubs' input field with a magnifying glass icon. The 'Cancel' and 'Next' buttons are at the bottom right.

- Under **Role preferences** (left-hand column), select Queensland as State, “Queensland Sub Districts Cricket Association” as Organisation, Umpire as Role, then click the blue [Add preference] button.

The screenshot shows the same 'Required account completion' dialog box, but now the 'Role preferences' tab is selected. A message at the top says: 'At least 1 role must be selected and multiple panel/role combinations can be selected'. Below this, there are three dropdown menus: 'State' (set to 'Queensland'), 'Organisation' (set to 'Queensland Sub Districts Cricket As...'), and 'Role' (set to 'Umpire'). A blue 'Add role preference' button is to the right of the 'Role' dropdown. Below these fields is a table showing the selected preferences:

State	Umpire panel	Role
Queensland	Queensland Sub Districts Cricket Association	Umpire

The 'Cancel' and 'Next' buttons are at the bottom right.

Any umpire who is already registered in OfficialsHQ (eg. through Winter Warehouse) may need to contact Matthew Skinner to get QSDCA panel added to their account.

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6. Under **Umpire info**, umpires please select community.cricket.com.au from the drop-down as "How did you find out about us?"

Required account completion

Crown Clubs

Role preferences

Umpire info

WWC / Blue card

Emergency info

Banking

How did you find out about us? *

Community.cricket.com.au

Cancel

Next

7. Under **WWC/Blue card**, umpires may add their Blue Card number (including / symbol), State and Expiry date.

Please note that if you provide your WWC/Blue Card details then you will also be required to upload a photo of the Blue Card in this tab.

Please also note that this step is optional. QSDCA uses the Qld Government Blue Card Services website to maintain Blue Card records.

Clubs

Role preferences

Umpire info

WWC / Blue card

Emergency info

Banking

Please add your 'WWC / Blue card' license information if you want to be appointable for youth games. When no license information is added you will not be appointed for youth games

WWC / Blue card number

State


Queensland

Expiry date

31/10/2024

License to upload

Select files... Done

 C:\Users\user\Downloads\image.jpg 251 MB

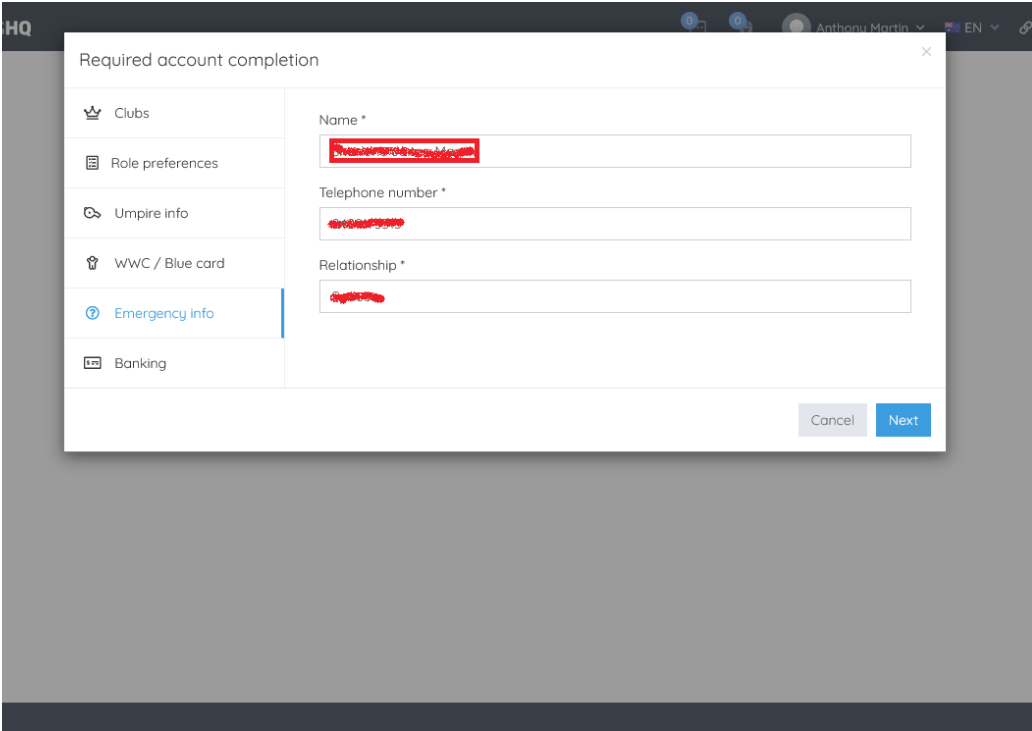
Cancel

Next

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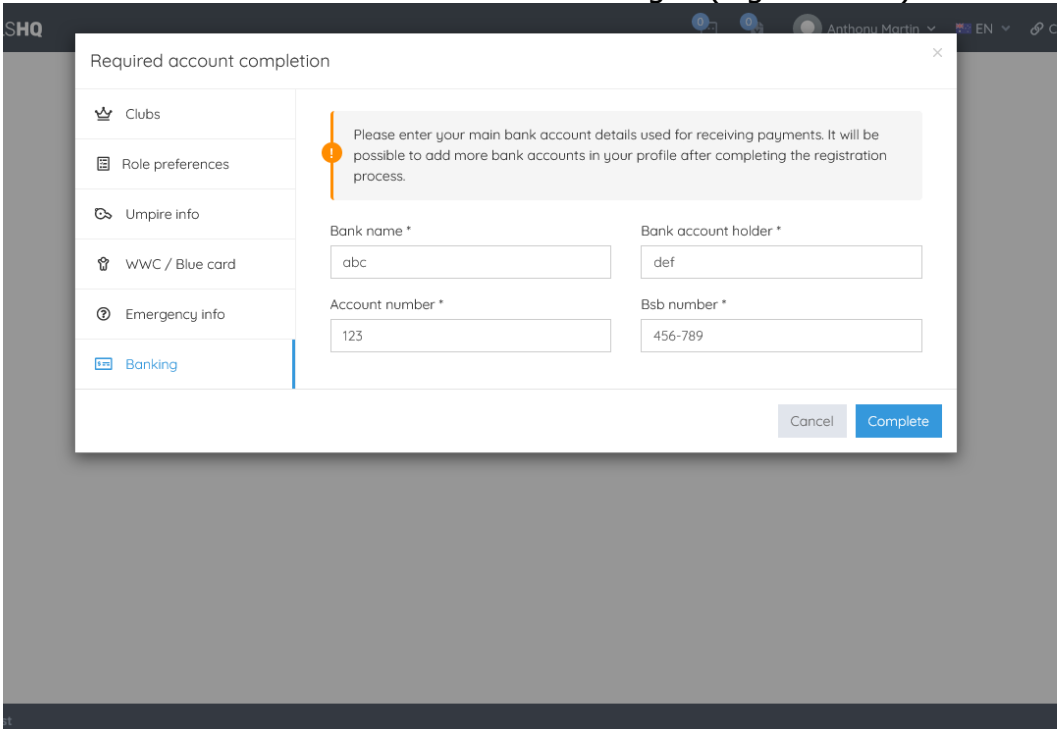
8. Under **Emergency Info**, please provide a name, phone number and relationship (to themselves) for records.



The screenshot shows a web browser window with a modal dialog titled "Required account completion". On the left is a sidebar menu with options: Clubs, Role preferences, Umpire info, WWC / Blue card, Emergency info (highlighted with a blue bar), and Banking. The main area of the dialog shows the "Emergency info" section with three input fields: "Name *", "Telephone number *", and "Relationship *". Each field contains redacted text. At the bottom right of the dialog are "Cancel" and "Next" buttons.

9. Under **Banking info**, umpires must complete these fields, however Queensland Cricket won't be using it, so just input dummy information.

Note the BSB field must have a dash in between the six digits (e.g. 123-456) to be accepted.



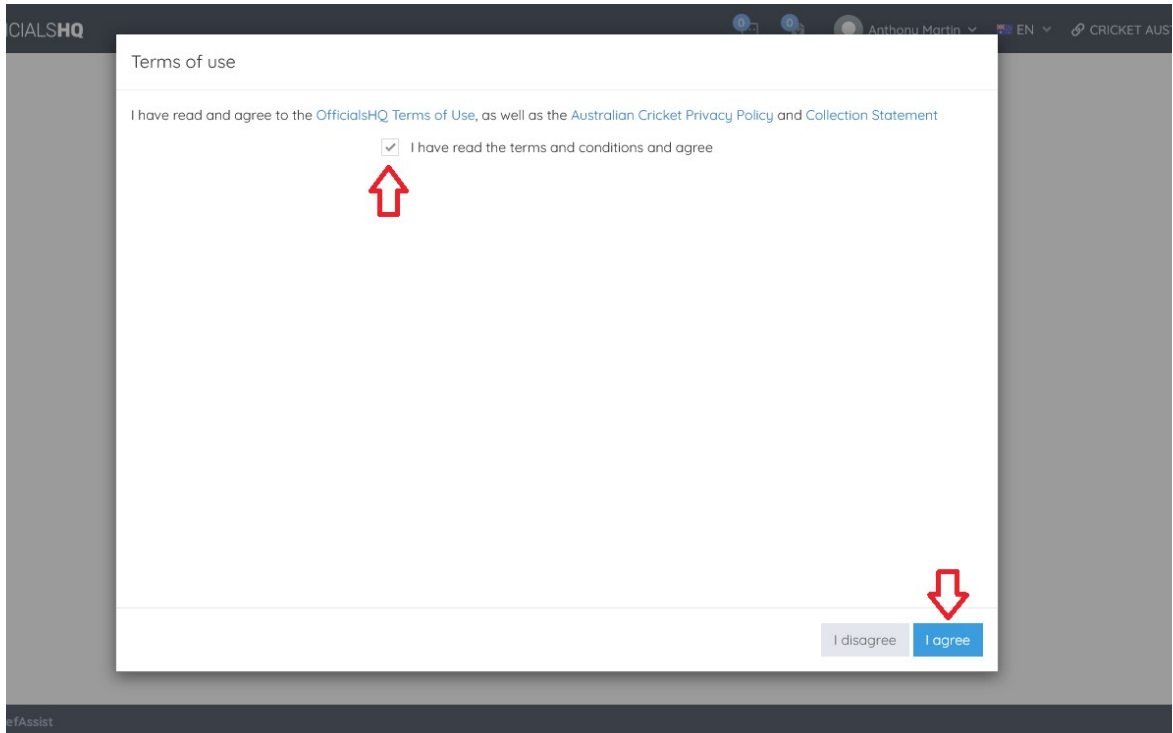
The screenshot shows the same "Required account completion" dialog box, but now the "Banking" section is selected in the sidebar. A grey informational box at the top of the main area states: "Please enter your main bank account details used for receiving payments. It will be possible to add more bank accounts in your profile after completing the registration process." Below this are four input fields: "Bank name *" (containing "abc"), "Bank account holder *" (containing "def"), "Account number *" (containing "123"), and "Bsb number *" (containing "456-789"). At the bottom right are "Cancel" and "Complete" buttons.

10. Once completed, click the blue **[Complete]** button at the bottom right-hand corner of the box.

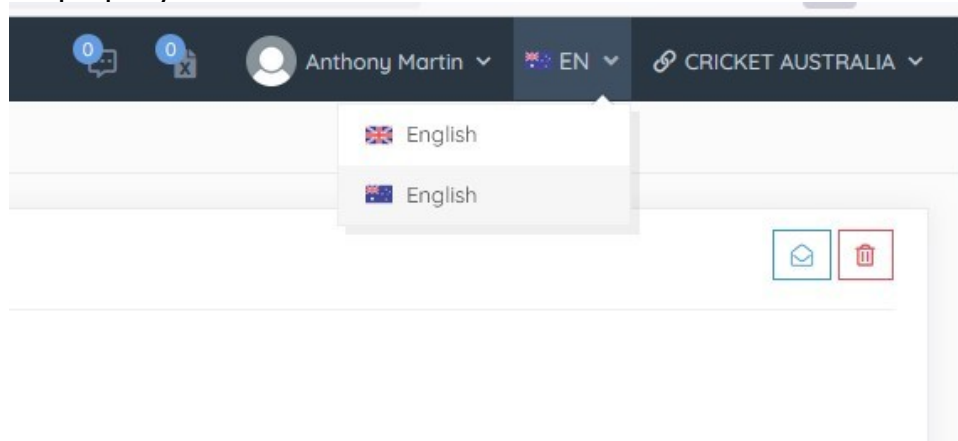
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11. Umpires must then **tick the box to confirm that they agree to the OfficialsHQ Terms of Use and Australian Cricket Privacy Policy and Collection Statement**, and then click the blue **[I agree]** button at the bottom right-hand corner of the box.

A screenshot of a web browser showing the 'Terms of use' form in the OfficialsHQ system. The form has a title bar 'Terms of use' and a header area with the text 'I have read and agree to the OfficialsHQ Terms of Use, as well as the Australian Cricket Privacy Policy and Collection Statement'. Below this, there is a checkbox with a checkmark and the text 'I have read the terms and conditions and agree'. A red arrow points to this checkbox. At the bottom right of the form, there are two buttons: 'I disagree' and 'I agree'. A red arrow points to the 'I agree' button. The browser's address bar shows 'OfficialsHQ' and the user's name 'Anthony Martin'.

12. The final step is to click on the British flag in the top right-hand corner (next to the umpire's name) and **select the Australian flag** instead. Umpires must do this, otherwise the system will not work properly.

A screenshot of the language selection dropdown menu in the OfficialsHQ system. The menu is open, showing two options: 'English' with a British flag icon and 'English' with an Australian flag icon. The user's name 'Anthony Martin' is visible in the top right corner of the interface. The dropdown menu is positioned below the user's name.

There are four main steps to complete your introduction to OfficialsHQ. That was step 1.

The next 3 are: Leaves, Allocations, and Match Reports.

Watch out for the pre-season training session about these.