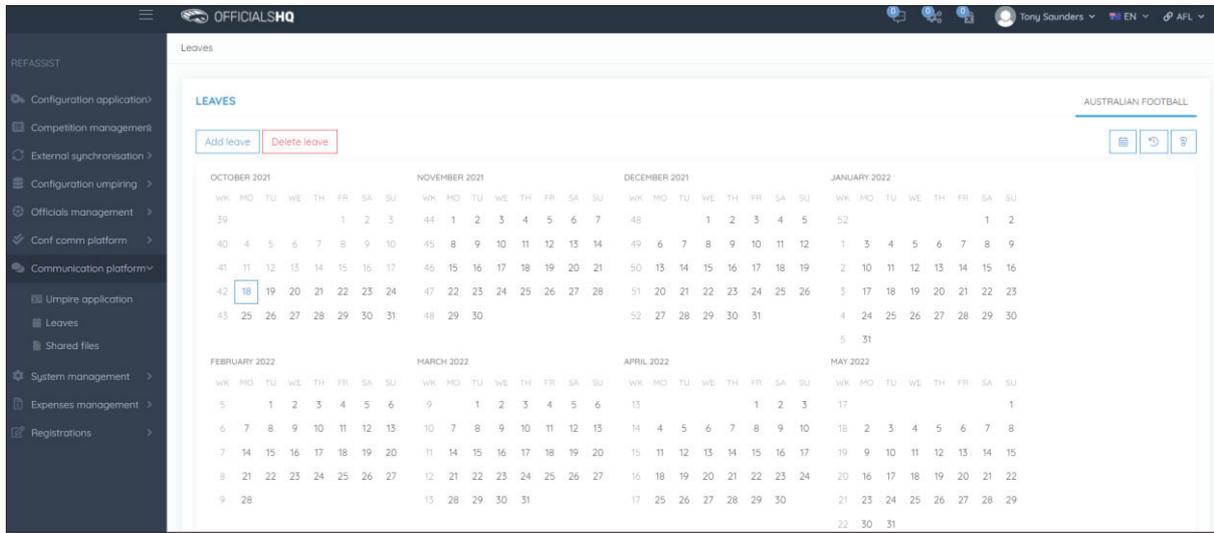


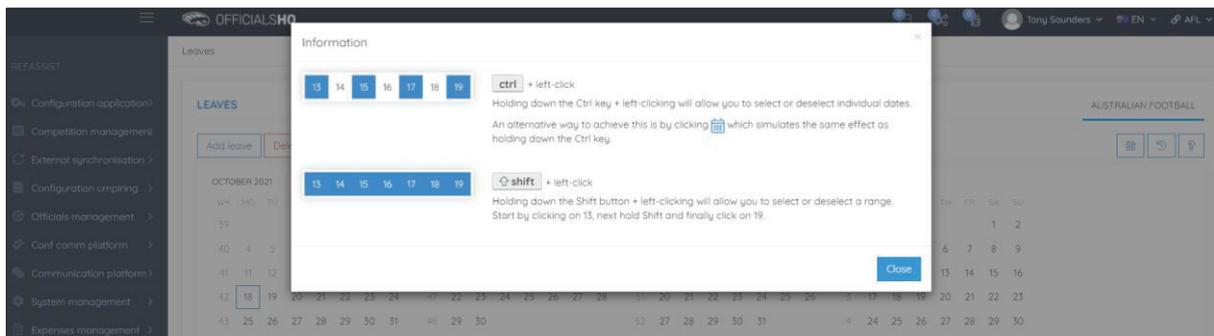
Leaves

In the left menu click on **Communication platform** and click on **Leaves**.

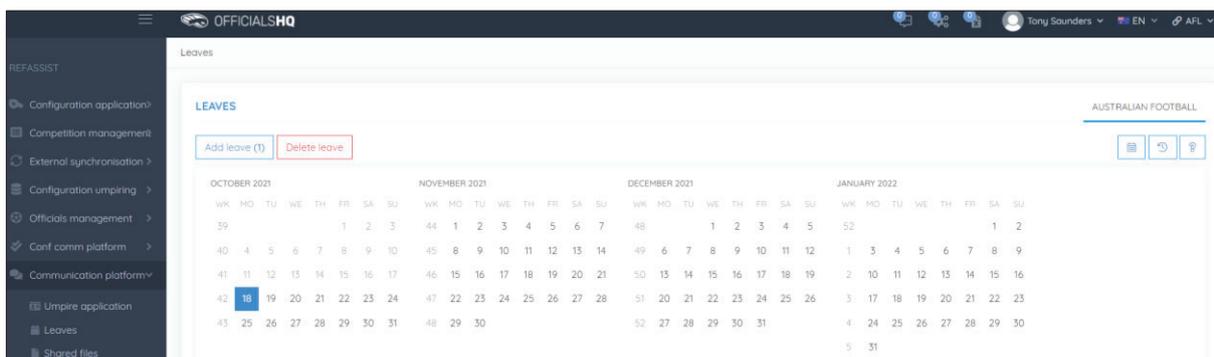


Please note in the OfficialsHQ platform umpires are always available by default. To add a day or days or times in a day when an umpire is unavailable Leaves need to be added.

On the Leaves page if you click on the  icon it will open an **Information** pop-up for instructions how to add Leaves.

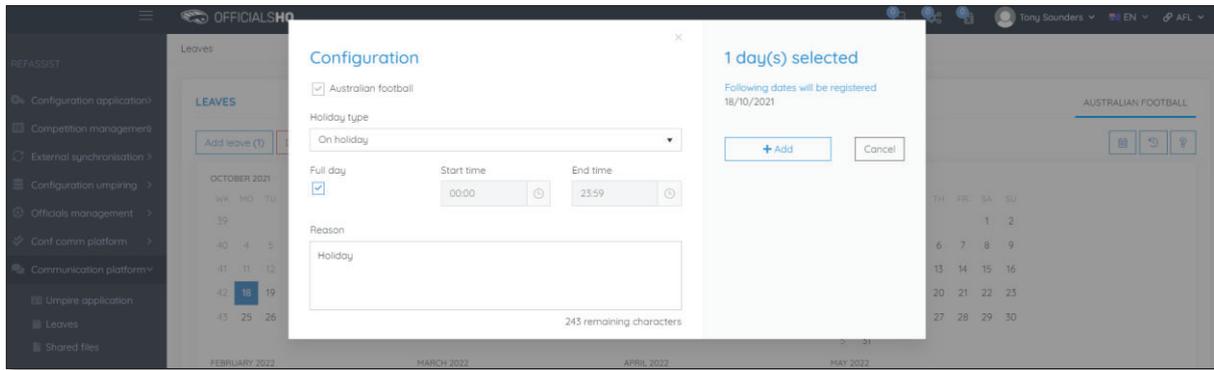


To add unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

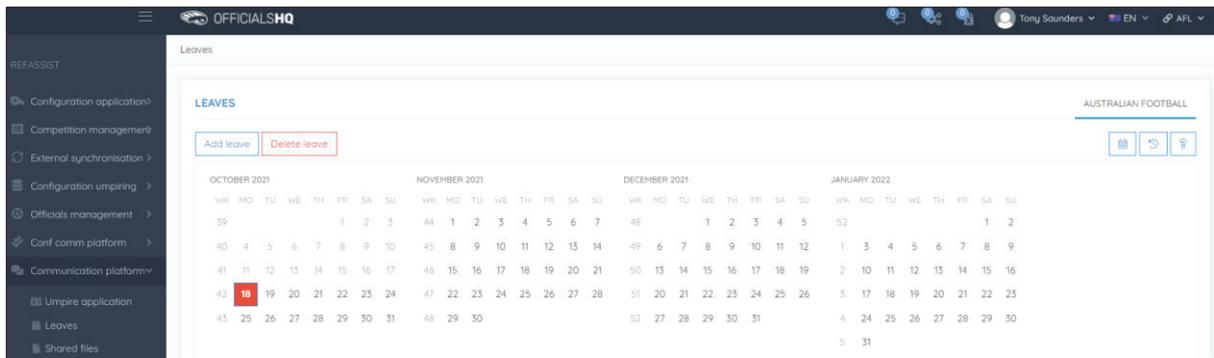


Communication platform – Leaves (cont)

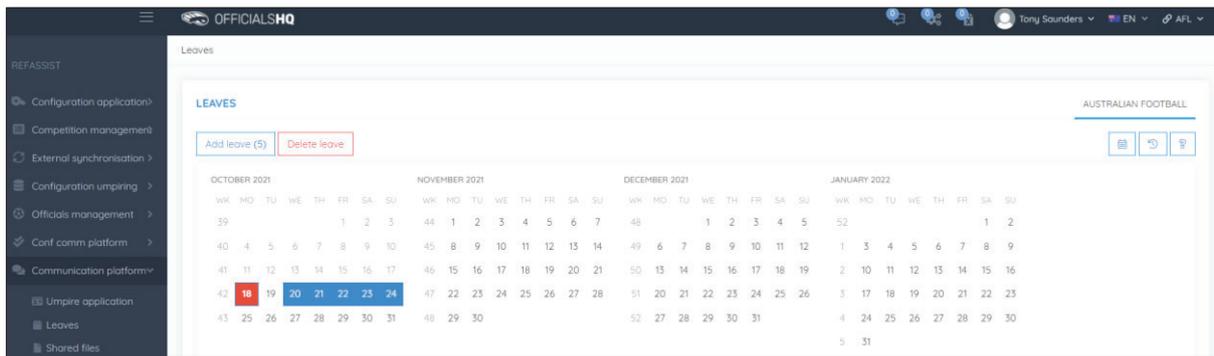
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



You will be returned to the **Leaves** page and the added leave will be shown.

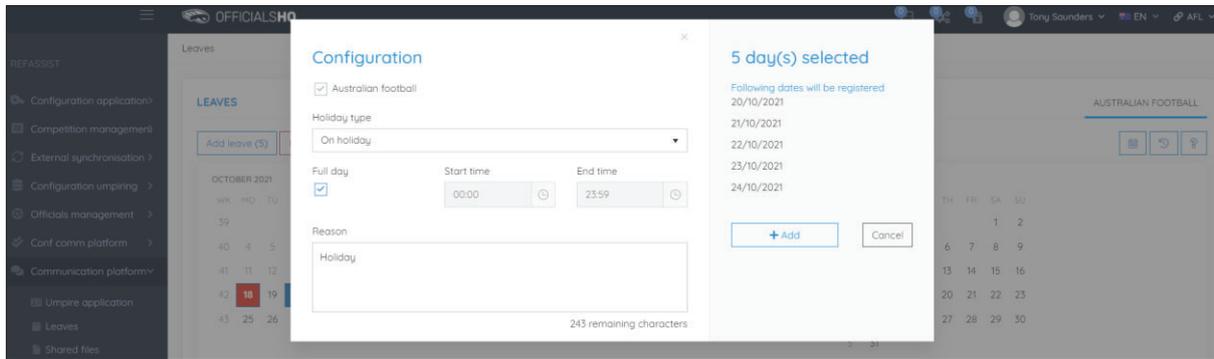


To add unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Add Leave** button.

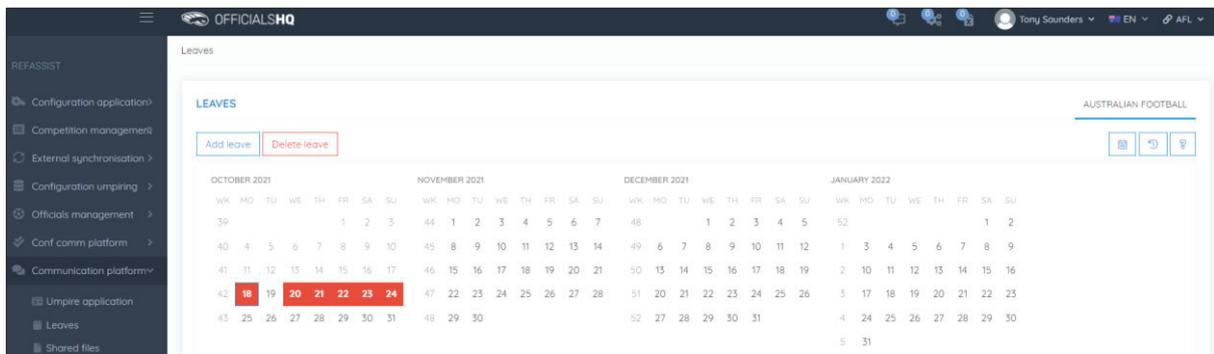


Communication platform – Leaves (cont)

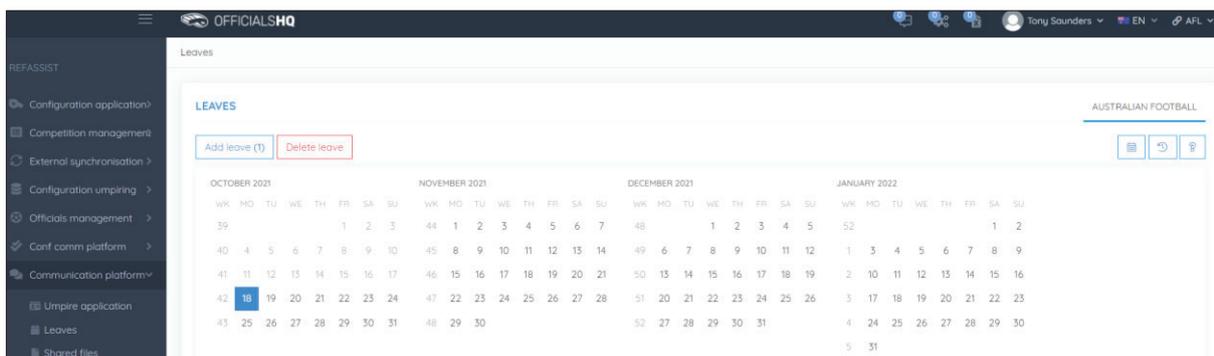
On the **Configuration** page select the **Holiday type**, add a **Reason** and click on the **+Add** button.



You will be returned to the **Leaves** page and the added leave will be shown.

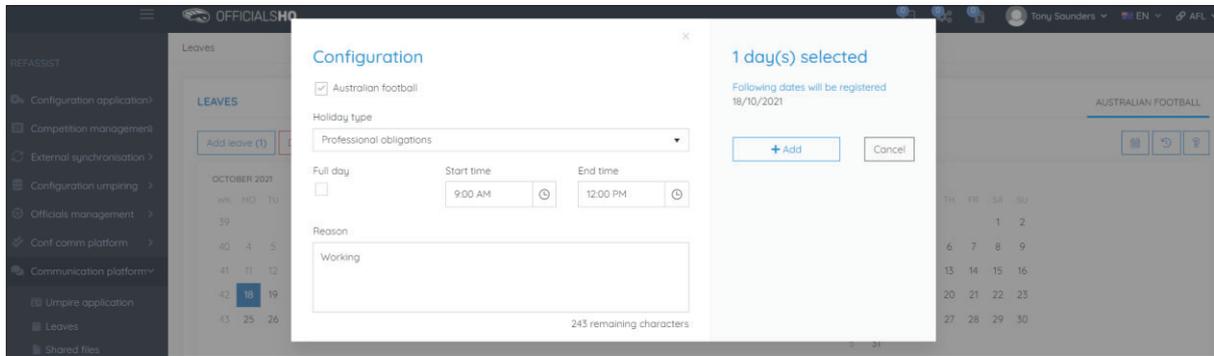


To add unavailability for a period of time on one day, on the **Leaves** page click on the day in the calendar and click on the **Add Leave** button.

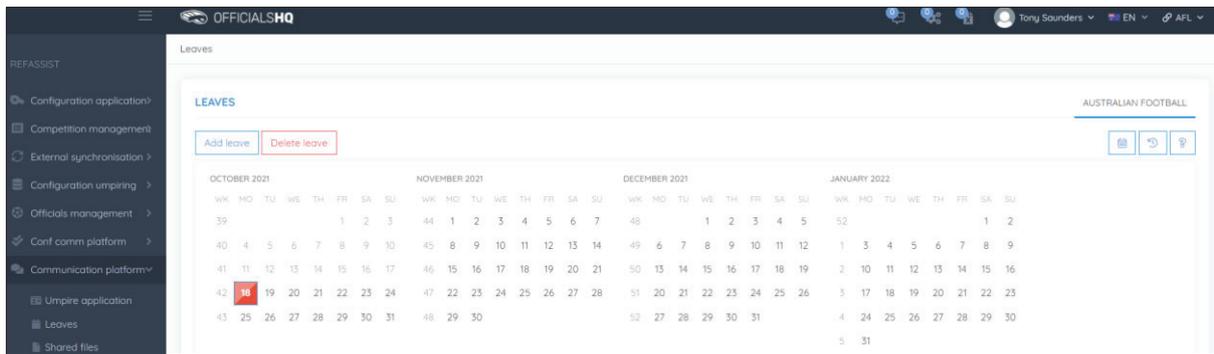


Communication platform – Leaves (cont)

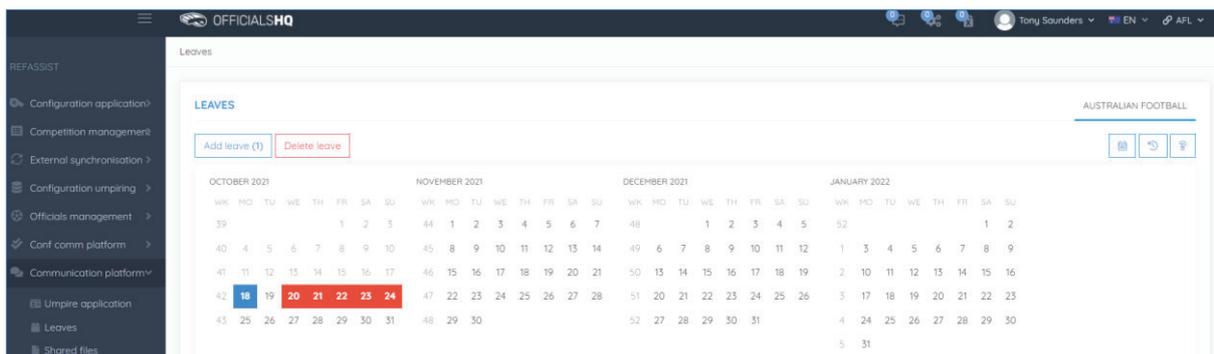
On the **Configuration** page select the **Holiday type**, untick the **Full day** box, select the **Start time**, select the **End time** add a **Reason** and click on the **+Add** button.



You will be returned to the **Leaves** page and the added leave will be shown.

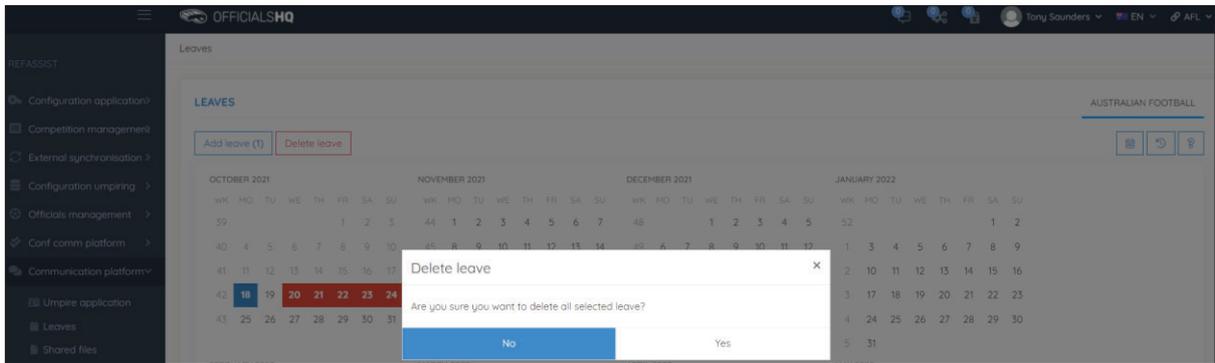


To remove unavailability for one day, on the **Leaves** page click on the day in the calendar and click on the **Delete Leave** button.

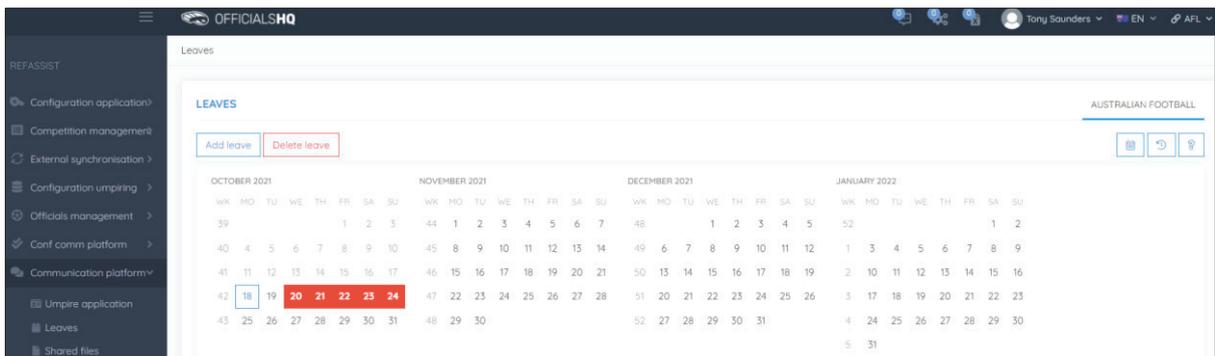


Communication platform – Leaves (cont)

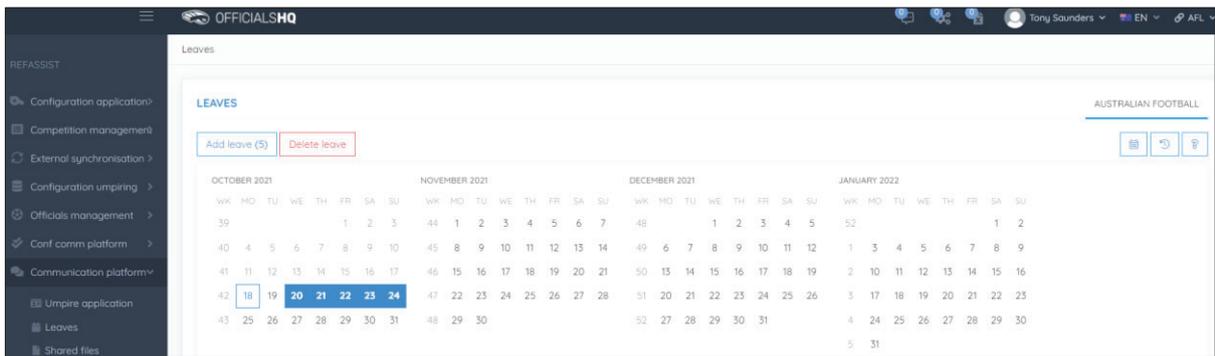
The delete leave pop-up will appear, click on **Yes**.



You will be returned to the **Leaves** page and the leave will be removed.

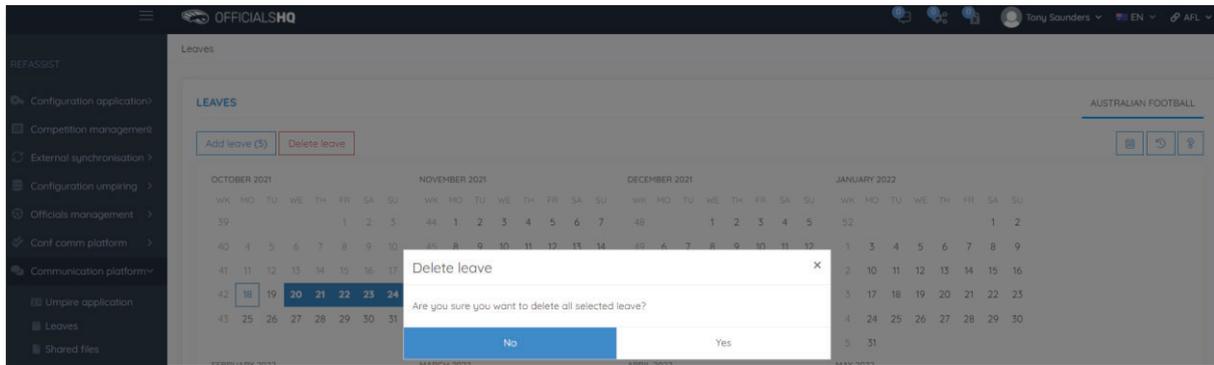


To remove unavailability for more than one day, on the **Leaves** page click on the first day, hold the shift button and click on the last day in the calendar and click on the **Delete Leave** button.

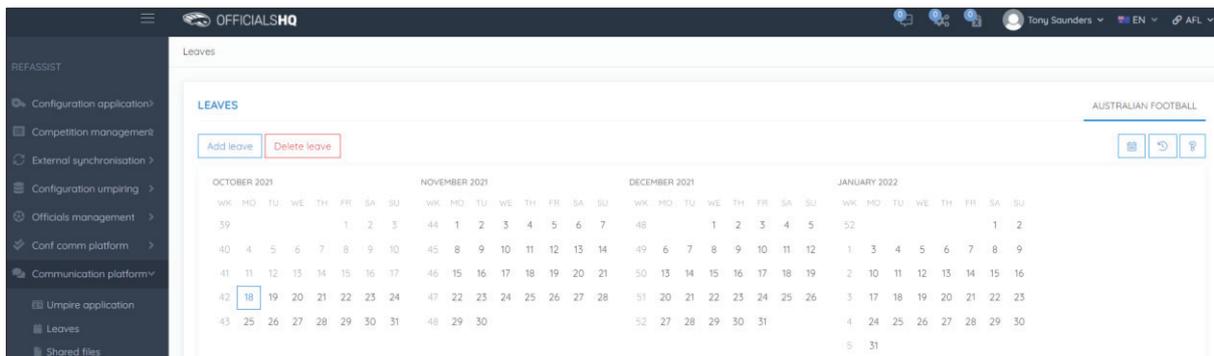


Communication platform – Leaves (cont)

The delete leave pop-up will appear, click on **Yes**.



You will be returned to the **Leaves** page and the leave will be removed.



Shared Files

In the left menu click on **Communication platform** and click on **Shared files**.

If any files have been shared with the umpire they appear on the **Files** page, click on the link to download the file.

