

***AFL COMMUNITY FOOTBALL  
LEAGUE ADMIN  
PLAYHQ USER GUIDE***



Version 4, 18<sup>th</sup> November 2022



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## 1. Terminology

The change of the online competition management platforms has resulted in some changes to the terminology as follows.

**Admins** in **PlayHQ** formerly known as Users in the GameDay (SportsTG) system.

**Admin Body** in **PlayHQ** formerly known as State or Region in the GameDay (SportsTG) system.

**Admin Portal** in **PlayHQ** formerly known as Database in the GameDay (SportsTG) system.

**Allocations** in **PlayHQ** formerly known as Fixture Grid in the GameDay (SportsTG) system.

**Competition** in **PlayHQ** is an extra level within an League which allows League Admins to create more than one Competition in an League i.e. League Seniors & League Juniors.

**Discipline** in **PlayHQ** is a new term which is related to Incidents & Suspensions.

**Domestic** in **PlayHQ** formerly known as Venue Allocation in the GameDay (SportsTG) system.

**Fees** in **PlayHQ** formerly known as Products in the GameDay (SportsTG) system.

**Format** in **PlayHQ** formerly known as Type in the GameDay (SportsTG) system.

**Gameday Permit** in **PlayHQ** formerly known as Type 1 Match Day Permit in the GameDay (SportsTG) system.

**Game Day** in **PlayHQ** formerly known as Match Results in the GameDay (SportsTG) system.

**Game Sheet** in **PlayHQ** formerly known as Team Sheet in the GameDay (SportsTG) system.

**Grade** in **PlayHQ** formerly known as Competition in the GameDay (SportsTG) system.

**Ladder points average** in **PlayHQ** formerly known as Percentage Wins Ladder (Match Ratio) in the GameDay (SportsTG) system.

**Life Ban** in **PlayHQ** formerly known as Deregistered in the GameDay (SportsTG) system.

**Line-up** in **PlayHQ** formerly known as Selected Players in the GameDay (SportsTG) system.

**OfficialsHQ** in **PlayHQ** formerly known as Schedules in the GameDay (SportsTG) system.

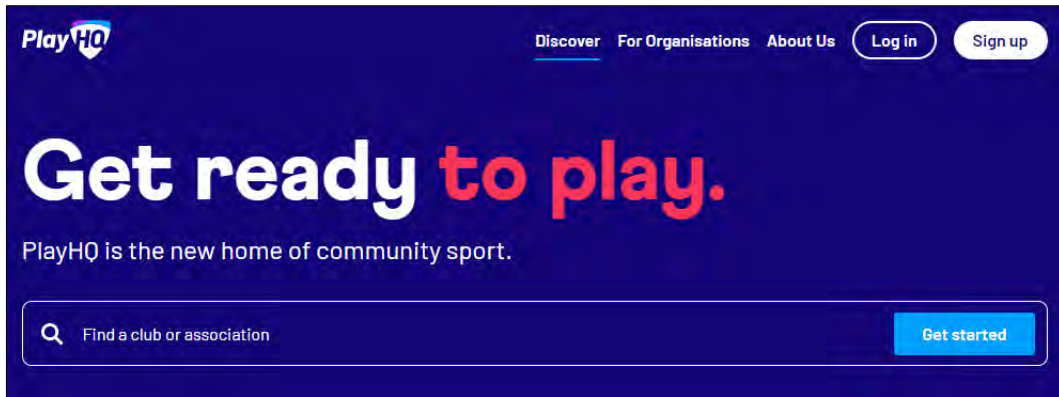
**Participant** in **PlayHQ** formerly known as Member in the GameDay (SportsTG) system.

**Season Permit** in **PlayHQ** formerly known as Type 2 Local Interchange Permit or Type 3 Temporary Transfer in the GameDay (SportsTG) system.

**Tournament** in **PlayHQ** formerly known as Pools Competition in the GameDay (SportsTG) system.

## 2. Creating a PlayHQ Account

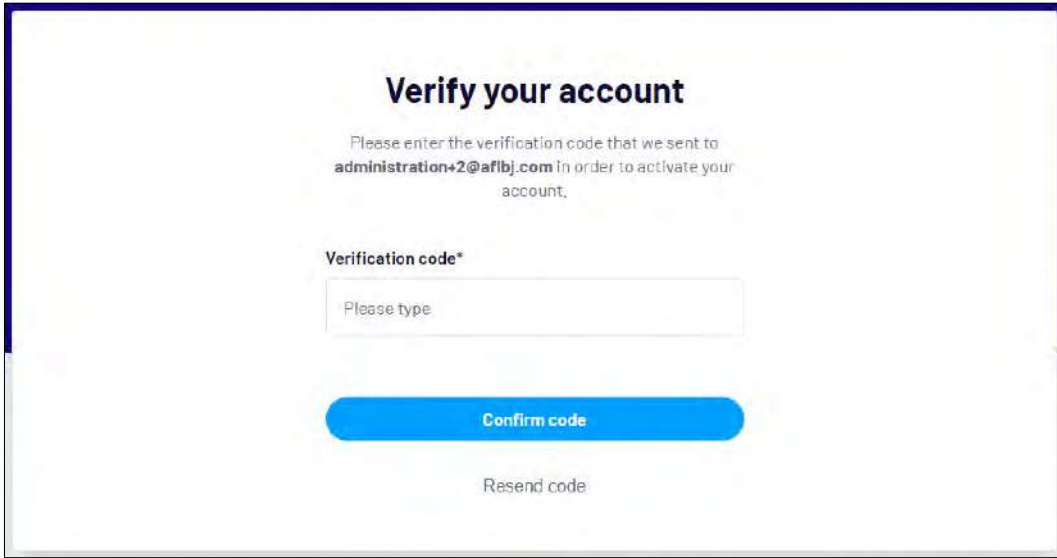
To create a PlayHQ account go to <https://playhq.com> and in the top right corner click on the **Sign up** button.



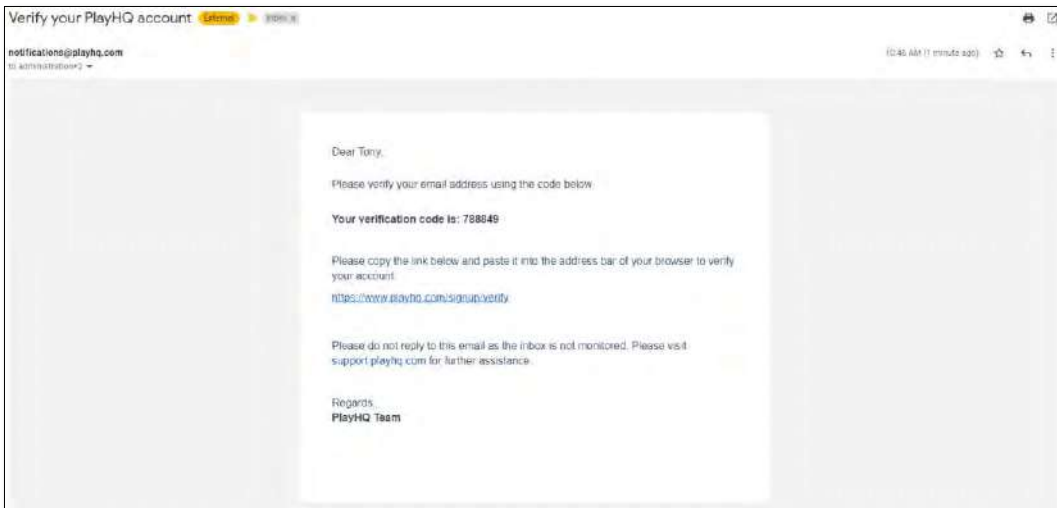
You will land on the **Sign up to PlayHQ** page. Add **Your first name**, add **Your Last Name**, add **Your email**, add **Your mobile number**, add a password in **Set a password** and click on the **Sign up** button.

### Creating a PlayHQ Account (cont)

You will be taken to the **Verify your account** page and you will be sent an email with a **Verification code**.



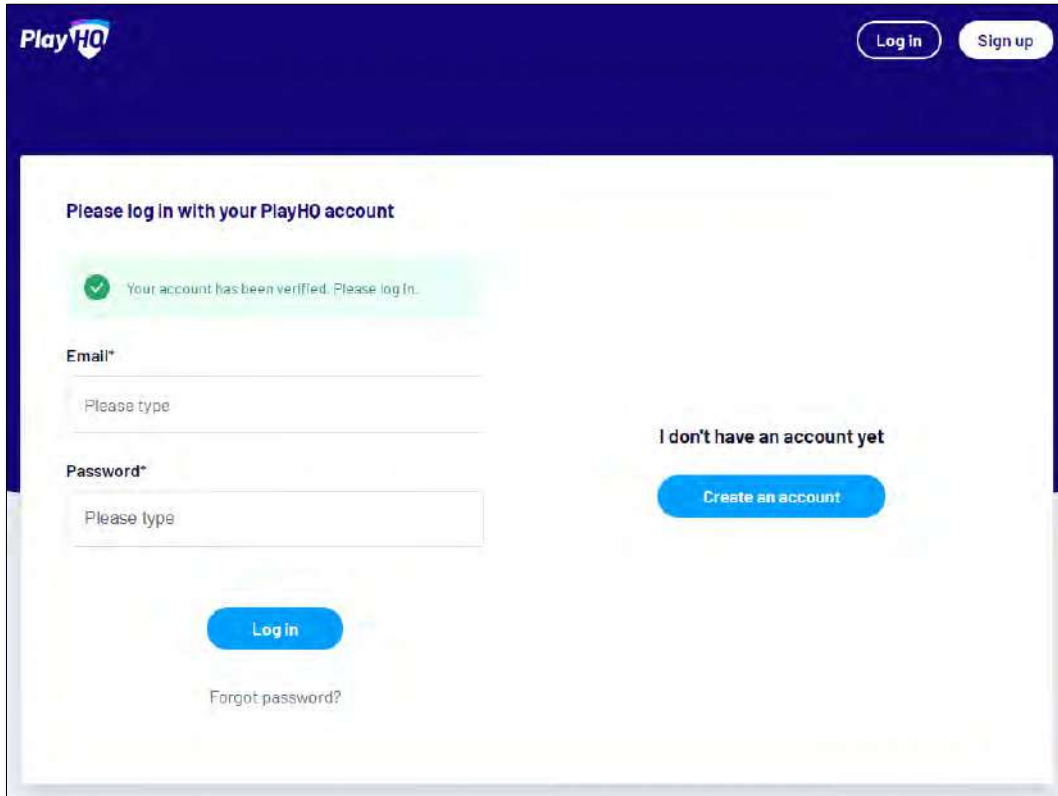
The screenshot shows a web page titled "Verify your account". The page has a white background with a blue border. At the top, the title "Verify your account" is centered in a bold, black font. Below the title, there is a paragraph of text: "Please enter the verification code that we sent to **administration+2@afibj.com** in order to activate your account." Below this text is a label "Verification code\*" followed by a text input field containing the placeholder text "Please type:". Below the input field is a large, rounded blue button with the text "Confirm code" in white. Below the button is a link that says "Resend code".



### Creating a PlayHQ Account (cont)

Add the **Verification code** on the **Verify your account** page and click on the **Confirm code** button.

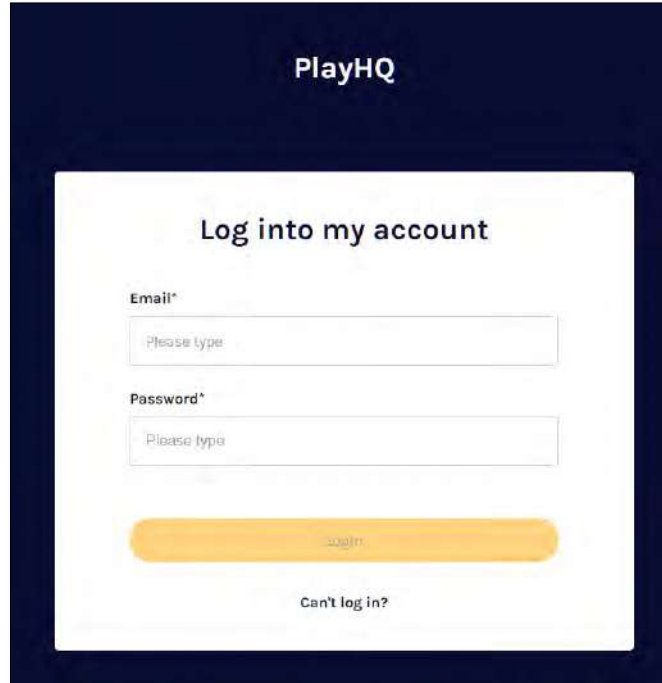
You will be taken to the login page and confirmation message – **Your account has been verified. Please log in.** – where you be able to enter your **Email** and **Password** and click on the **Login** button.



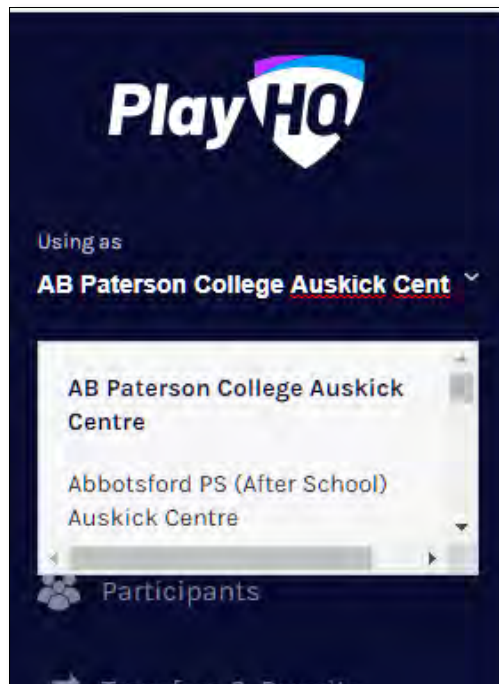
The screenshot shows the PlayHQ login interface. At the top right, there are 'Log in' and 'Sign up' buttons. The main heading is 'Please log in with your PlayHQ account'. A green message box states 'Your account has been verified. Please log in.' Below this, there are input fields for 'Email\*' and 'Password\*', both with placeholder text 'Please type'. A blue 'Log in' button is positioned below the password field. To the right, there is a link 'I don't have an account yet' and a blue 'Create an account' button. At the bottom left, there is a 'Forgot password?' link.

### 3. Logging in and accessing your database as a League Admin

To login and access any database go to <https://afl.playhq.com/> and enter the username & password you have registered.



When you have logged in you see the name of the organisation you are **Using as** in the top left corner. If you are an admin for more than one organisation you can click in the **Using as** area and it will show you a list of all of the organisation you have access to.



## 4. My Organisation – Admins

In the left-hand menu click on **My Organisation** then select **Admins**.

In the **Active Users** tab click on the **Invite new admin** button.



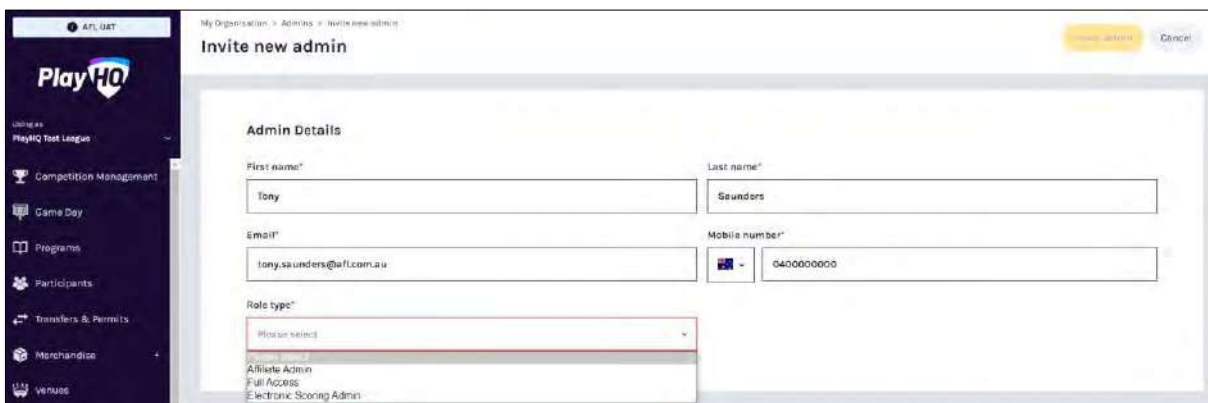
Add the administrator's details and click on the **Invite Admin** button in the top right corner.

There are 3 types of access:

**Affiliate Admin** – gives access to the Association and Clubs affiliated to the Association

**Full Access** – gives access to the Association only

**Electronic Scoring Admin** – gives access to the Electronic Scoring portal only

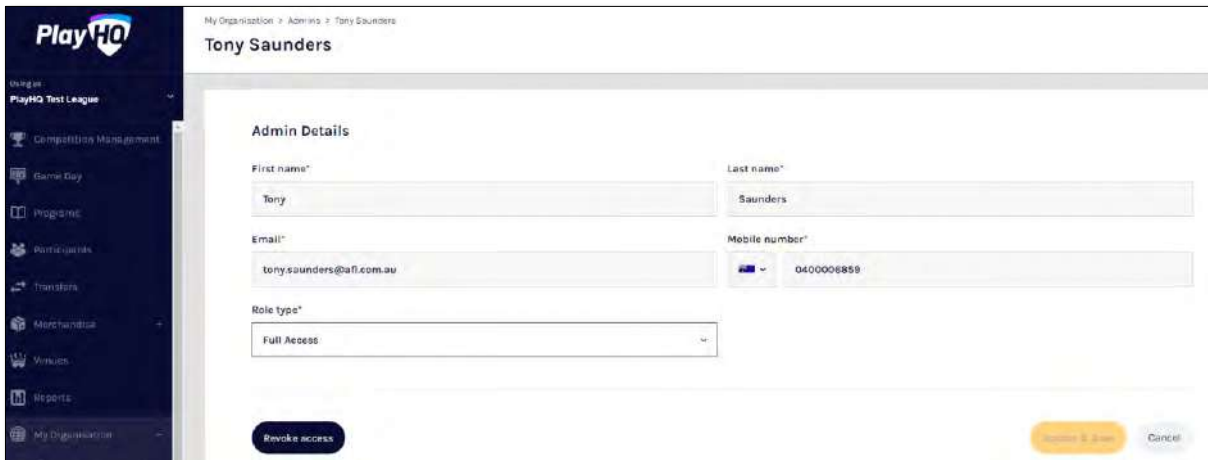


The administrator will be added and you will return to the **Active Users** list with confirmation message. The administrator will receive an email from PlayHQ inviting them to either create an account or login to the platform.

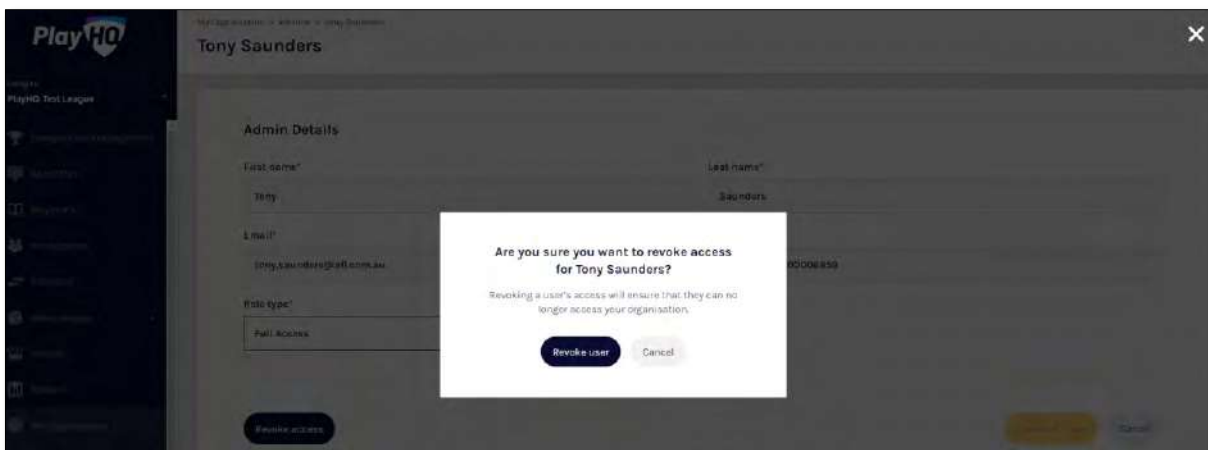


### My organisation – Admins (cont)

To remove an administrator in the **Active Users** list click on the **Edit** button for the user you want to remove and click on the **Revoke User** button.



A warning message will pop up, to continue click on the **Revoke User** button or if you do not want to remove click on the **Cancel** button.



The administrator will be removed and you will return to the **Active Users** list with confirmation message.



## 5. My Organisation – Overview

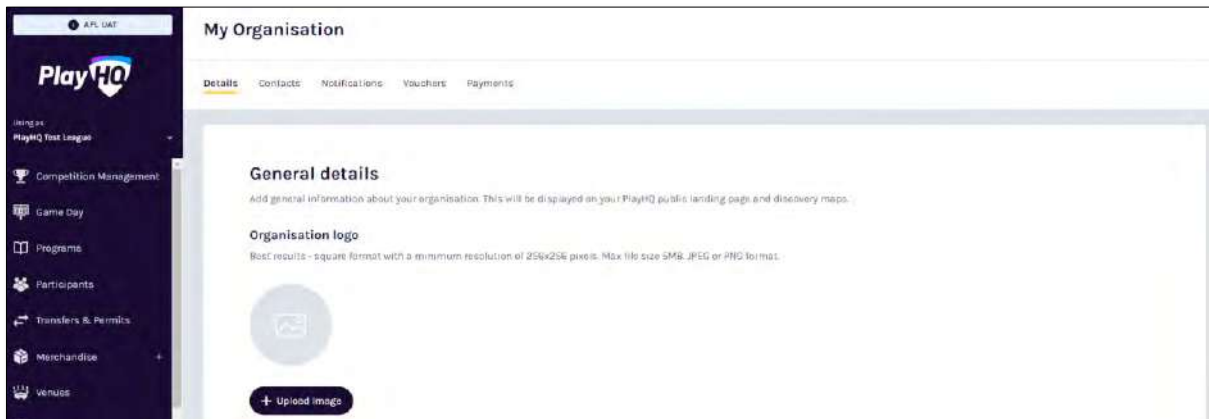
In the left-hand column go to **My Organisation** then select **Overview**.

### Adding/Updating Details

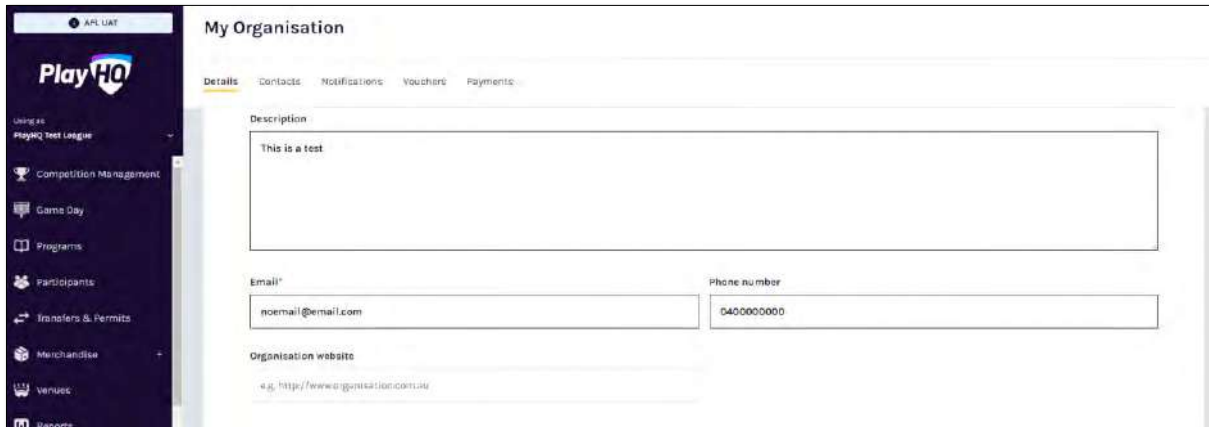
Click on the **Details** tab.

*Please note this information is important as it appears on your organisation's PlayHQ registration page.*

To add your organisation's logo click on the **Upload Image** button and follow the prompt to locate and upload the file.



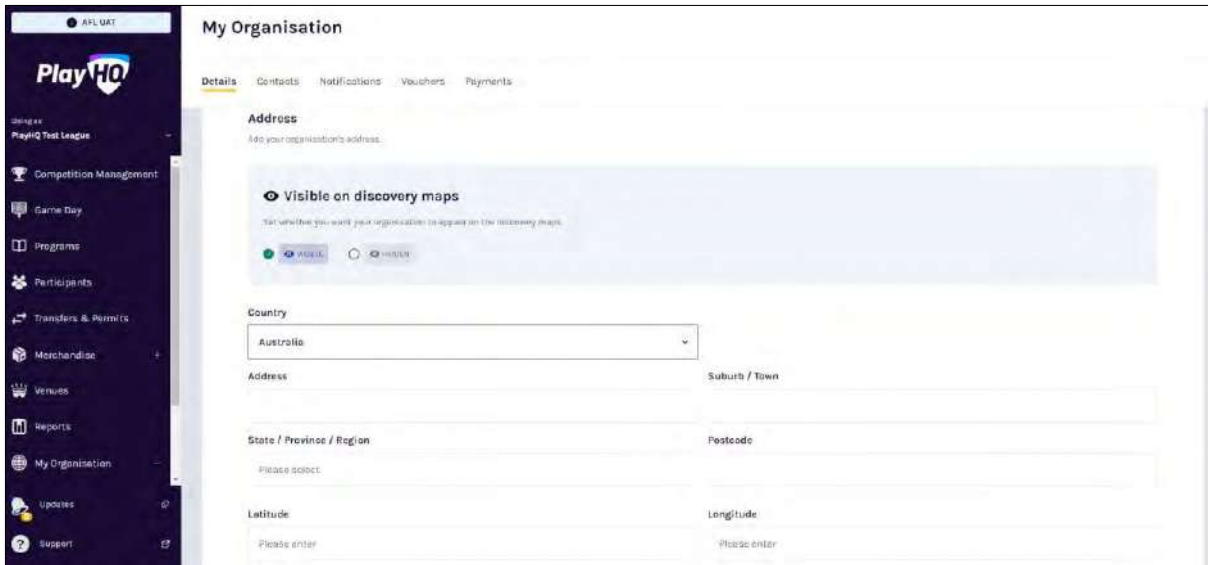
In the **Description** area you can information about your organisation, add a primary contact **Email**, add a primary contact **Phone number** and add an **Organisation website** URL if applicable.



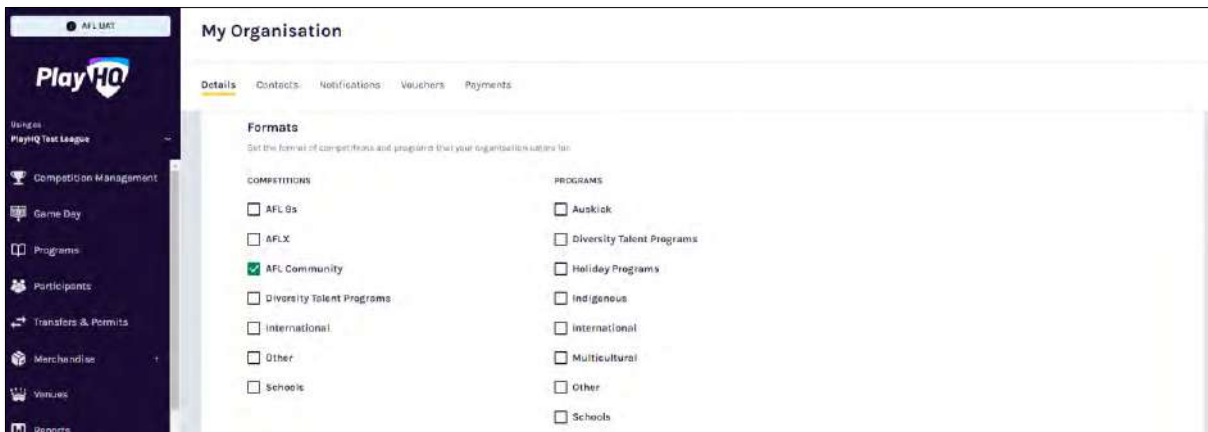
### My Organisation – Overview – Adding/Updating Details (cont)

In the **Address** area, if you are club click on the **Visible** button in the **Visible on discovery maps** section, add **Address**, add **Suburb**, select **State**, add **Postcode** and add **Latitude & Longitude** if known.

**Please note this information is important as it appears on your organisation’s PlayHQ registration page and selecting Visible makes your organisation active on the [www.play.afl](http://www.play.afl) locator.**



In the **Formats** area please ensure the only box that is ticked is **AFL Community** in the **Competitions** column.



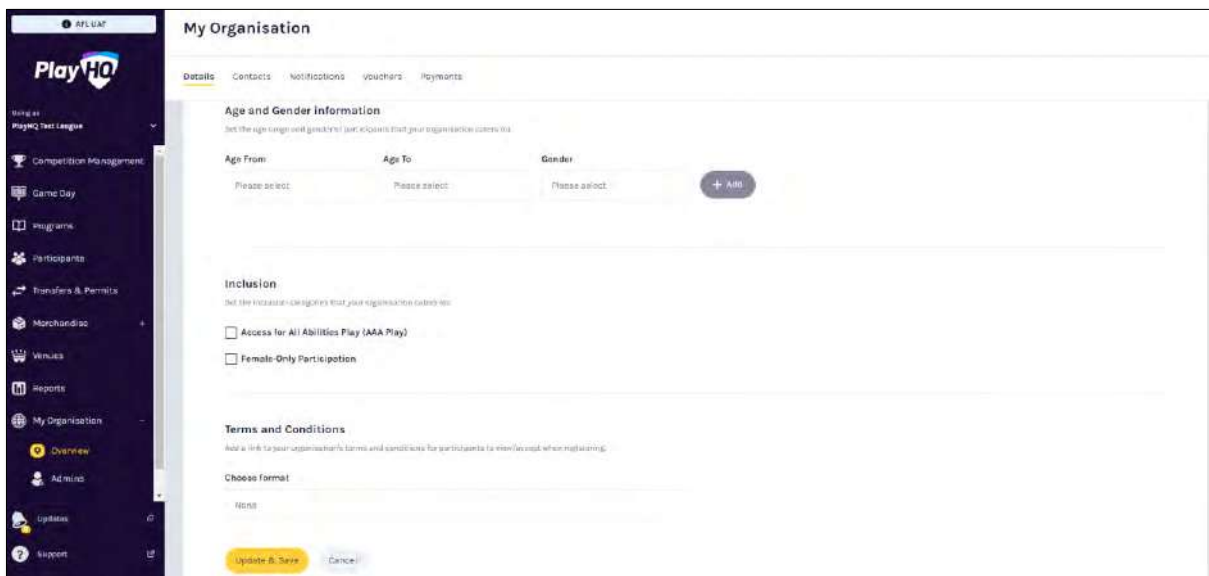
### *My Organisation – Overview – Adding/Updating Details (cont)*

The **Age and Gender information** area is optional but if you wish to show on the public website select **Age From**, select **Age To** and select **Gender**.

The **Inclusion** area is optional but if you wish to show on the public website tick the box for **Access for All Abilities (AAA Play)** and/or **Female-Only Participation**.

Adding your organisation's **Terms and Conditions** is optional but if you would to add there is two options available – **Website URL** or **Text Input**.

Click on the **Update & Save** button at the bottom of the page.



## Adding/Updating Contacts

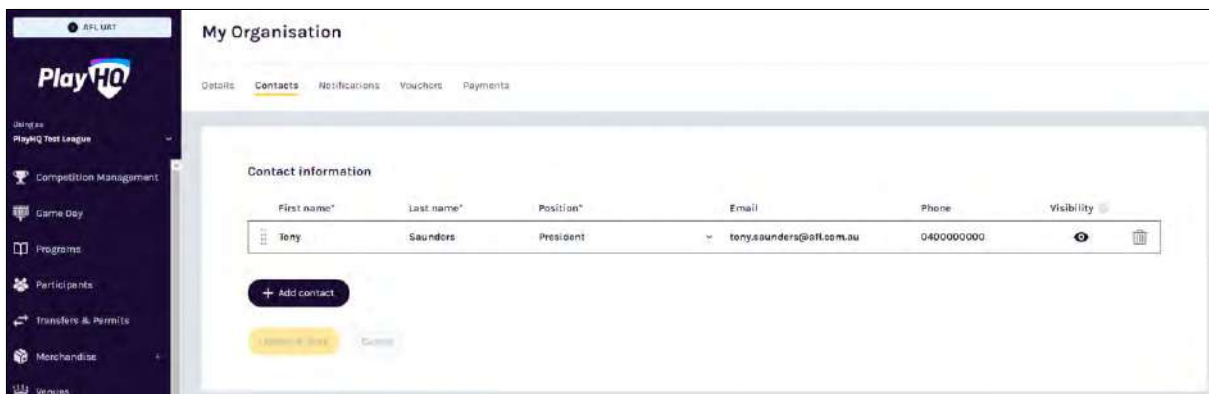
Click on the **Contacts** tab. Add one or more contact for your organisation, it is mandatory to add **First Name, Last Name** and select **Position** fields.

To make a contact visible on the organisation's PlayHQ website page click on the (**Visibility**) icon and it will change to the icon.

To remove a contact click on the icon.

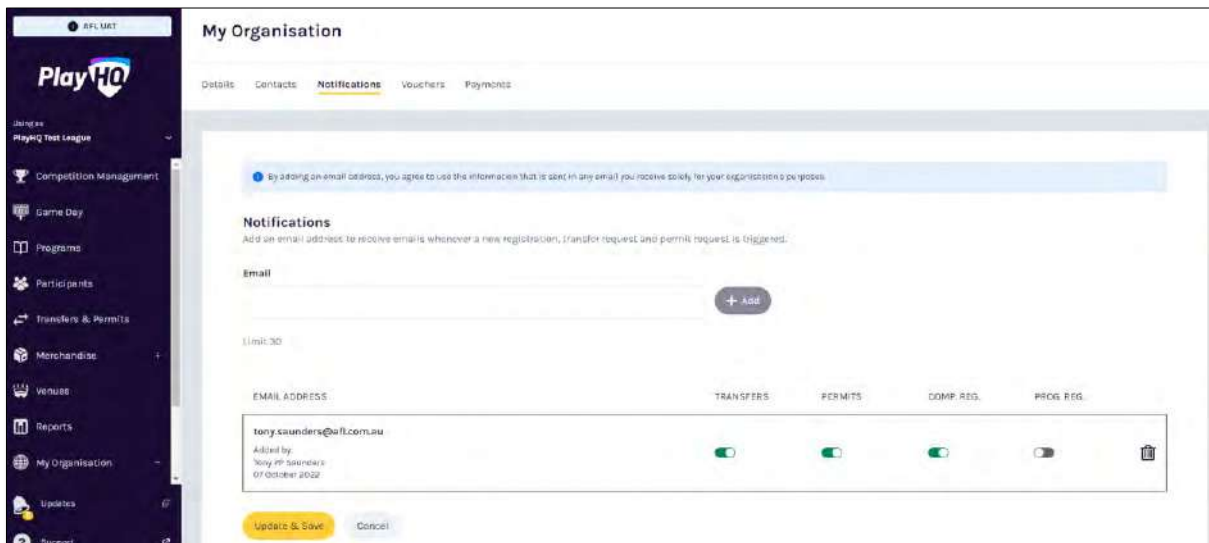
Click on the **Update & Save** button at the bottom of the page.

**Please note this information is important as it appears on your organisation's PlayHQ registration page.**



## Adding/Updating Notifications

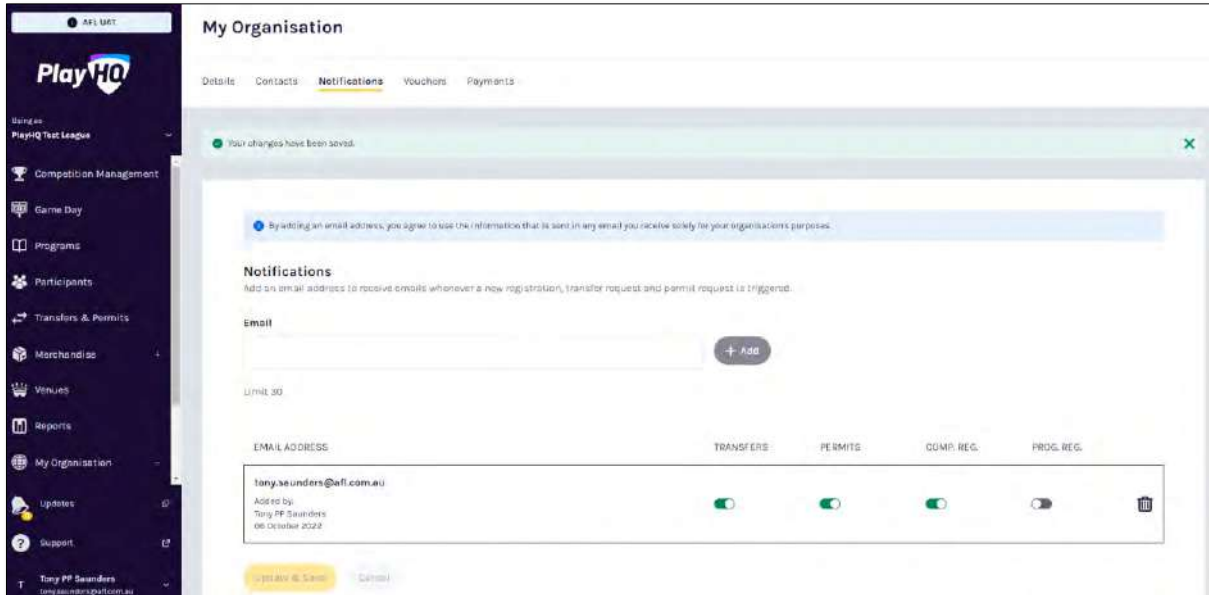
Click on the **Notifications** tab, you can add up to 30 **Email** contacts to receive transfers, permits and competition registrations notifications via email. Add an email address in **Email** area, click on the **+ Add** button, turn on the options and click on the **Update & Save** button.



### My Organisation – Overview – Adding/Updating Notifications (cont)

The contact will be added with a confirmation message advising the changes have been saved.

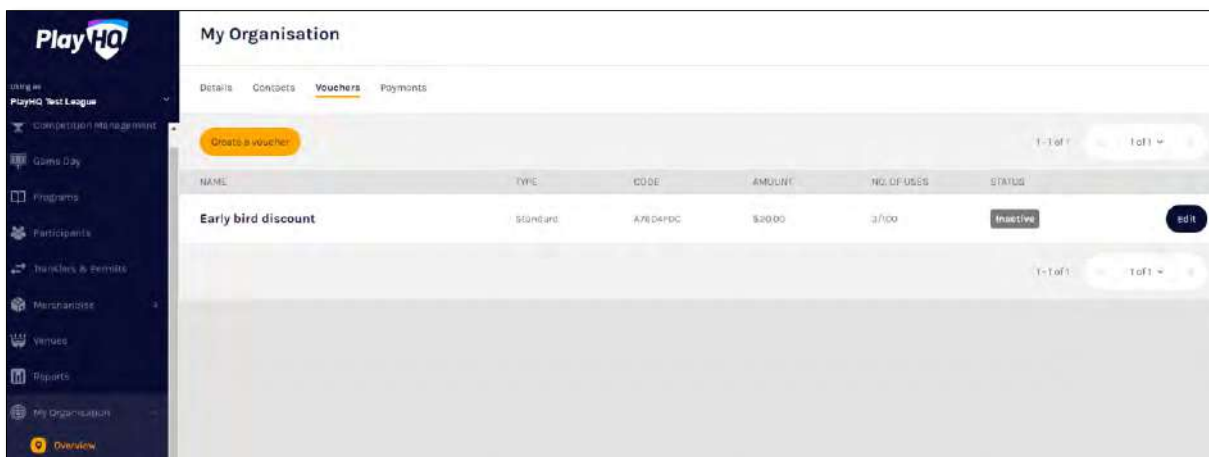
To remove a contact, click on the icon and click on the **Update & Save** button.



### Creating Vouchers

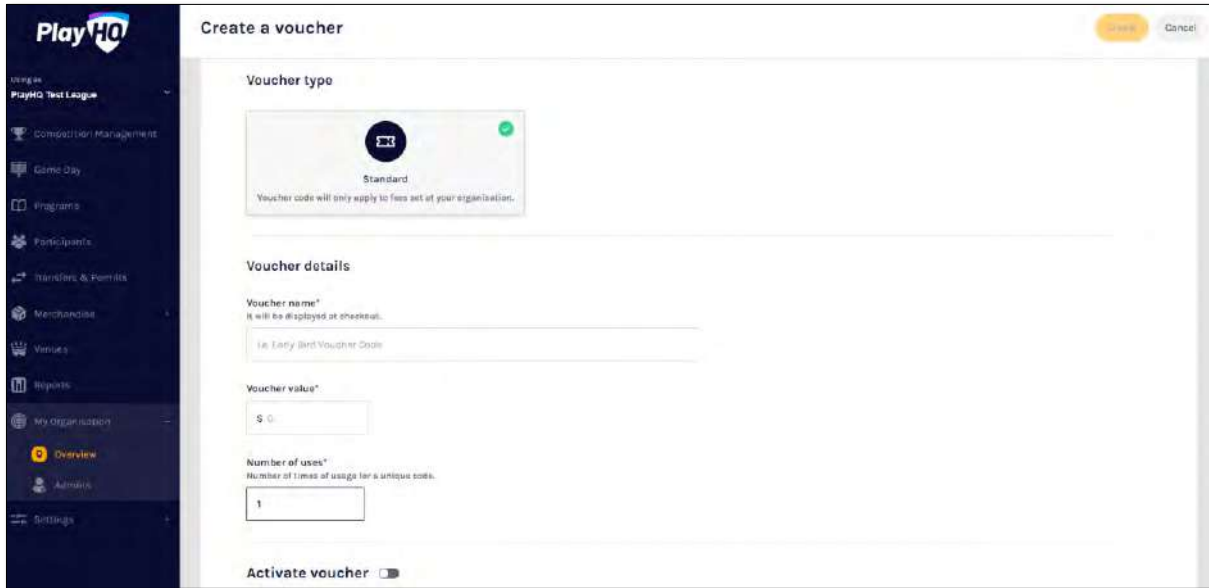
*Vouchers are an exciting new feature in the PlayHQ platform which enable Community Football Leagues and Clubs to provide a discount to their organisation registration fees at the payment stage of the registration process.*

Click on the **Vouchers** tab. If you wish to add a voucher, click on the **Create a Voucher** button.



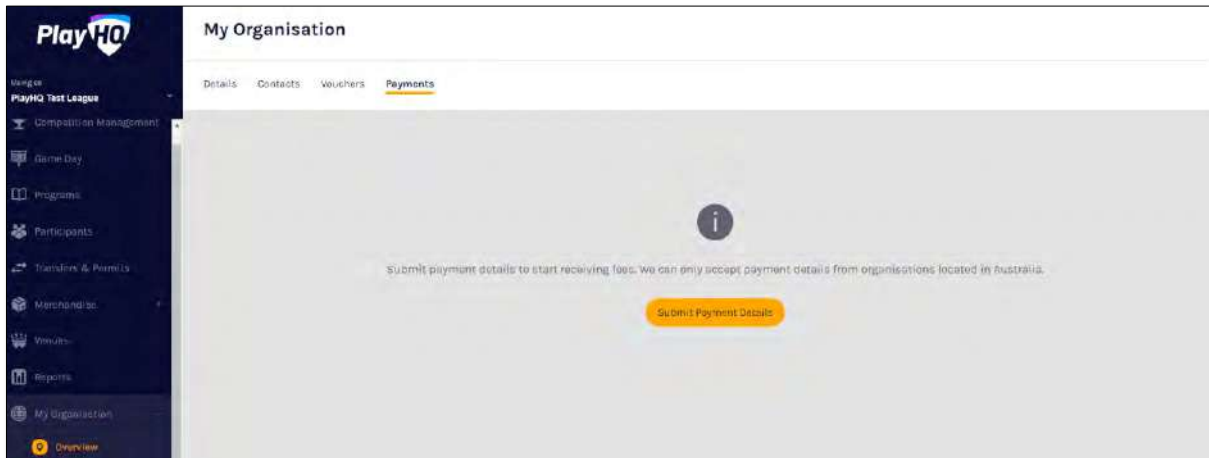
### My Organisation – Overview – Creating Vouchers (cont)

Add **Voucher name**, add **Voucher value**, add **Number of uses**, turn on **Activate voucher** and click on the **Create** button in the top right corner.



### Setting Up Online Payments

Click on the **Payments** tab, click on the **Submit Payment Details** button and complete the required fields.



## My Organisation – Overview – Setting Up Online Payments (cont)

Add Organisation details and select answers to GST questions.

The screenshot shows the 'Submit Payment Details' form in the PlayHQ Admin interface. The left sidebar contains navigation options: 'My Organisation', 'Overview', 'Admins', 'Settings', and 'Support'. The main content area is titled 'Submit Payment Details' and includes a 'Submit' button and a 'Cancel' link. A warning message states: 'Please ensure the accuracy of these details as this submission process can only be completed once. For any amendments please contact support.' The 'Organisation Details' section includes the following fields: 'Address Line 1\*', 'Address Line 2', 'Town/Suburb\*', 'State\*', 'Postcode\*', 'Phone\*', and 'Website URL (or social media page)\*'. Below these fields are two questions with radio button options: 'Is your organisation registered for GST?' (Yes/No) and 'Does your organisation have an ABN?' (Yes/No).

Add Organisation bank details and representative details.

The screenshot shows the 'Submit Payment Details' form in the PlayHQ Admin interface, continuing from the previous form. The left sidebar is the same. The main content area is titled 'Submit Payment Details' and includes a 'Submit' button and a 'Cancel' link. The 'Nominated Bank Account Details' section includes the following fields: 'BSB\*' and 'Account Number\*'. Below this is the 'Authorised Organisation Representative Details' section, which includes: 'First Name\*', 'Last Name\*', 'Position at Organisation\*', 'Email\*', 'Mobile\*', 'Date of Birth\*' (with DD, MM, and YYYY dropdowns), 'Address Line 1\*', 'Address Line 2', 'Town/Suburb\*', 'State\*', and 'Postcode\*'. The 'Date of Birth\*' field is a date picker.

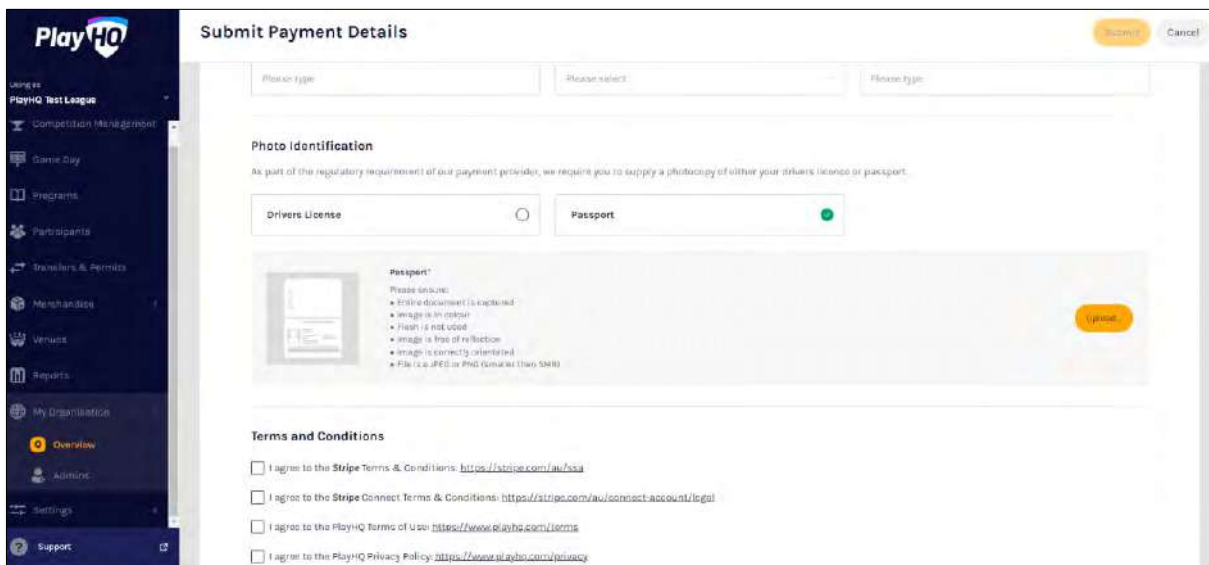
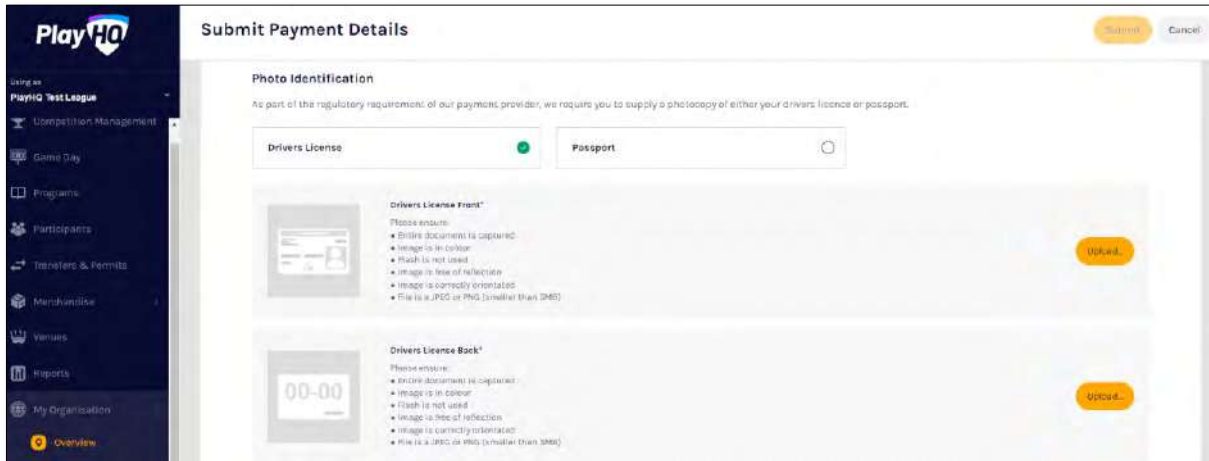
### My Organisation – Overview – Setting Up Online Payments (cont)

Select **Photo Identification** method, either Drivers License OR Passport and upload image(s).

**Please note if you choose the Drivers License option you must upload both front and back.**

Agree to all of the **Terms and Conditions**.

Click on the **Submit** button in the top right corner.



## 6. Settings – General

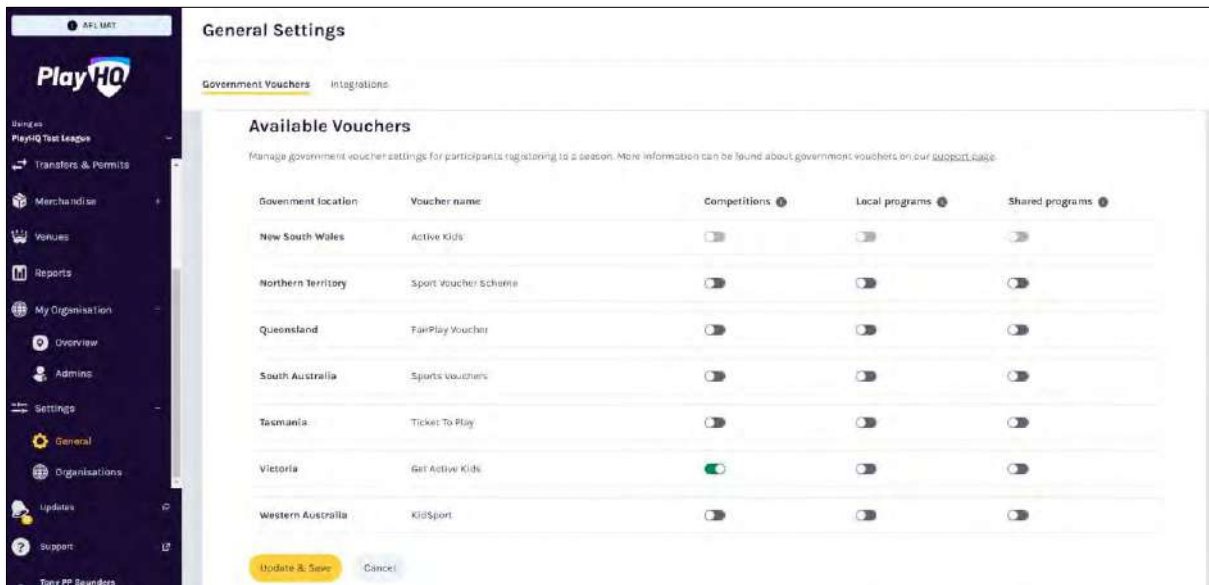
In the left-hand column go **Settings** then select **General**.

### Government Vouchers

If your organisation is registered with your state government voucher program you can turn on the button in the **Competitions** column and click on the **Update & Save** button.

*Please note for Associations in New South Wales your your POSID number has to be added to your organisation by a Super User to enable turning on the button.*

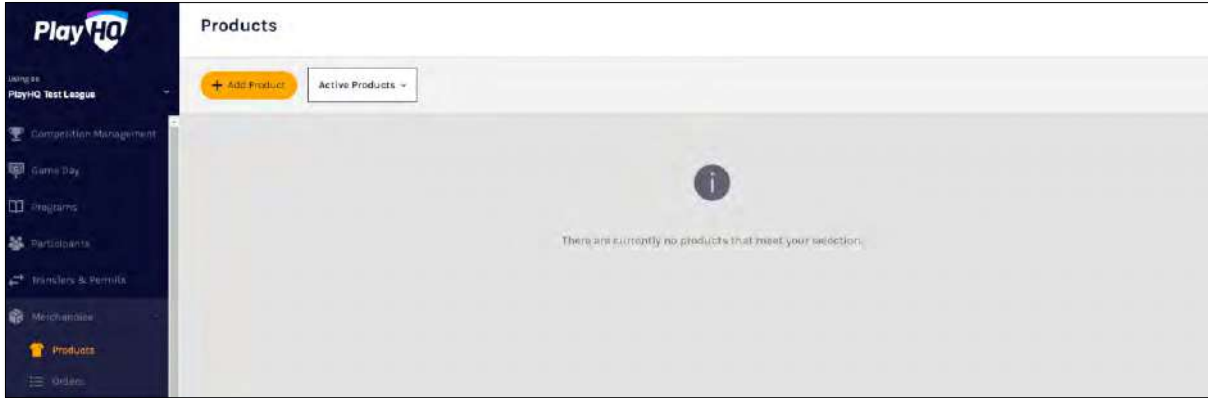
*Please note you can turn on more than one state for those organisations that cross a state border.*



## 7. Merchandise

This section is optional and is only required to be completed if your organisation wishes to sell merchandise.

In the left-hand column go to **Merchandise**, select **Products** and click on the **Add Product** button.



On the **Add Product** page add the **Product Name** and **Description**. Turn **Product Active** on or off, the default would be on but if the product becomes unavailable change to off.



Upload an **Image** of the product if you have one (optional), up to 10 images can be uploaded.

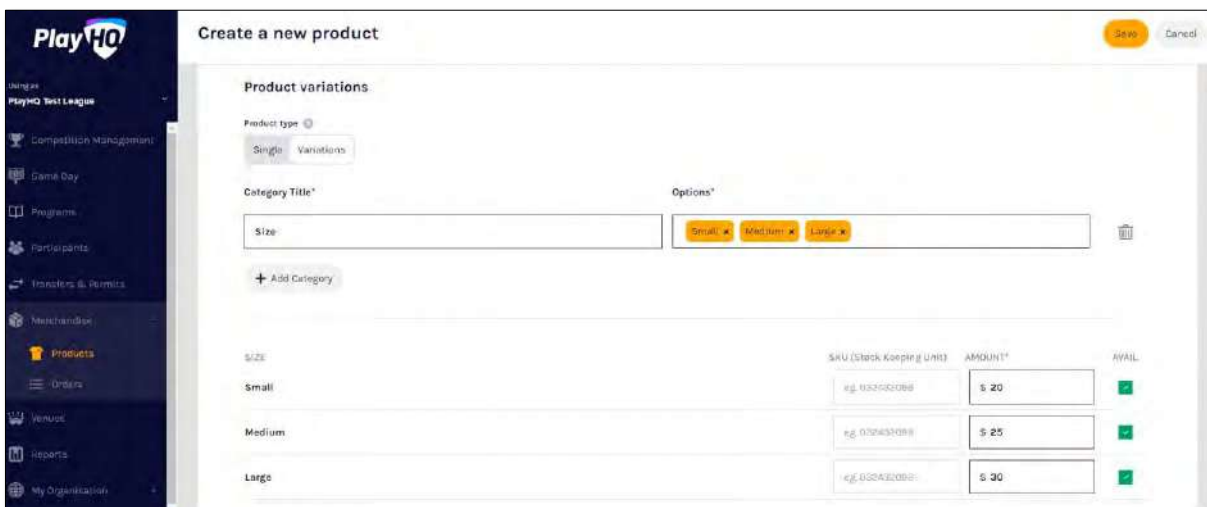


**Merchandise (cont)**

Select **Product Single** and add one value for the product.

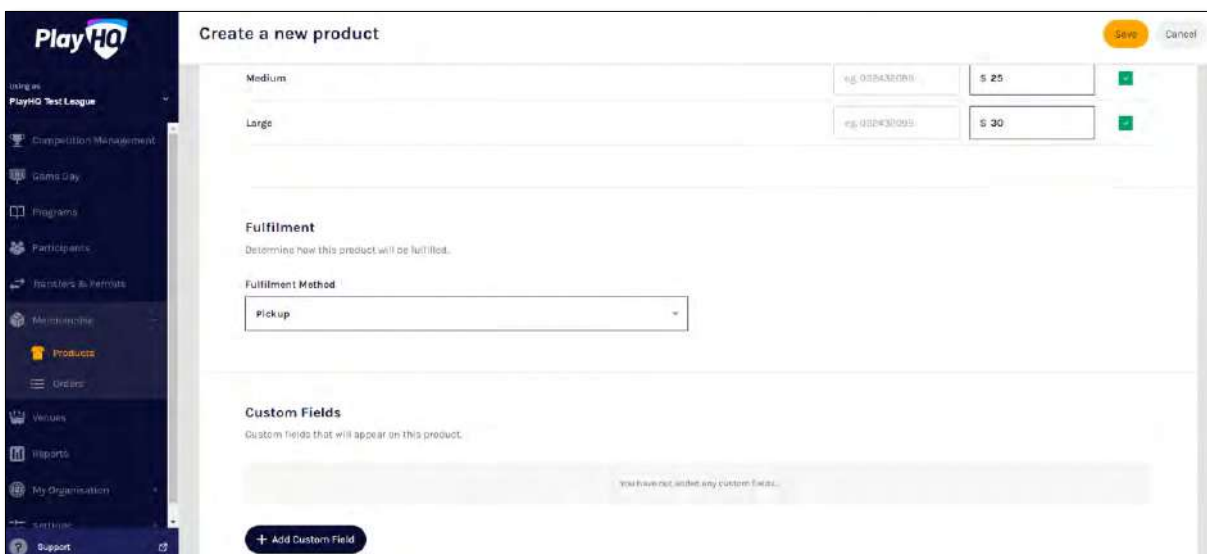


Or select **Product Variations** and add the variations with their value.



Select **Fulfilment Method – Pickup or Delivery** – if **Delivery** is selected it will prompt the customer to add a shipping address in the registration process.

If you wish add a custom field linked to a variant, under **Custom Fields** click on the **Add Custom Field** button.



### Merchandise (cont)

On the **New Custom Field** page add a **Field Label** and select the **Type**.

Turn on **Link to an Option**, select a **Category** and an **Option**.

Under **Visibility** select **Visible** or **Hidden**.

Click on the **Create Custom Field** button in the top right corner.

You will be returned to the **Create a new product** page, click the **Save** button in the top right corner.

*Merchandise (cont)*

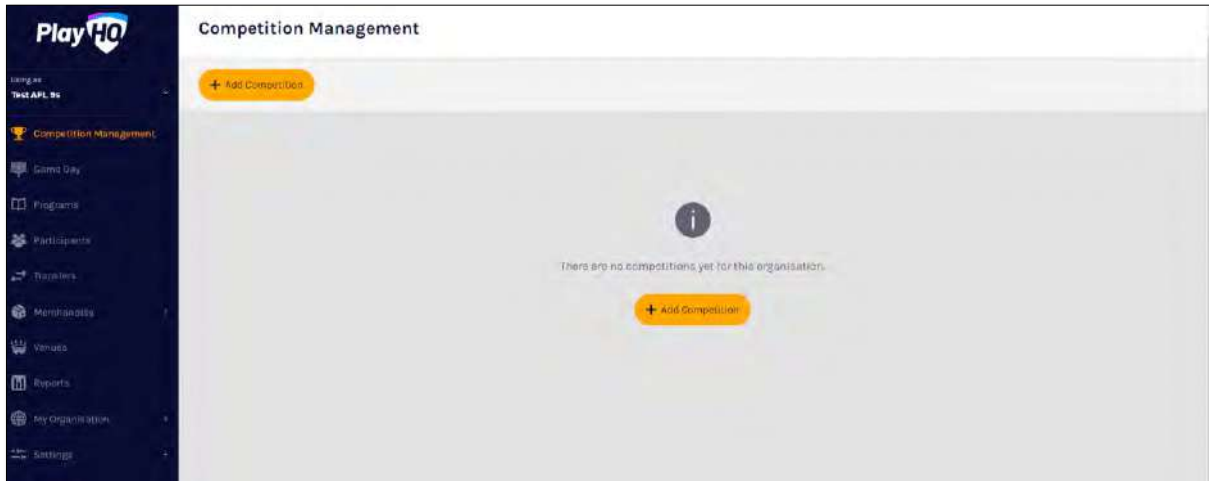
You will be returned to the **Products** page with confirmation message that the product was created successfully.



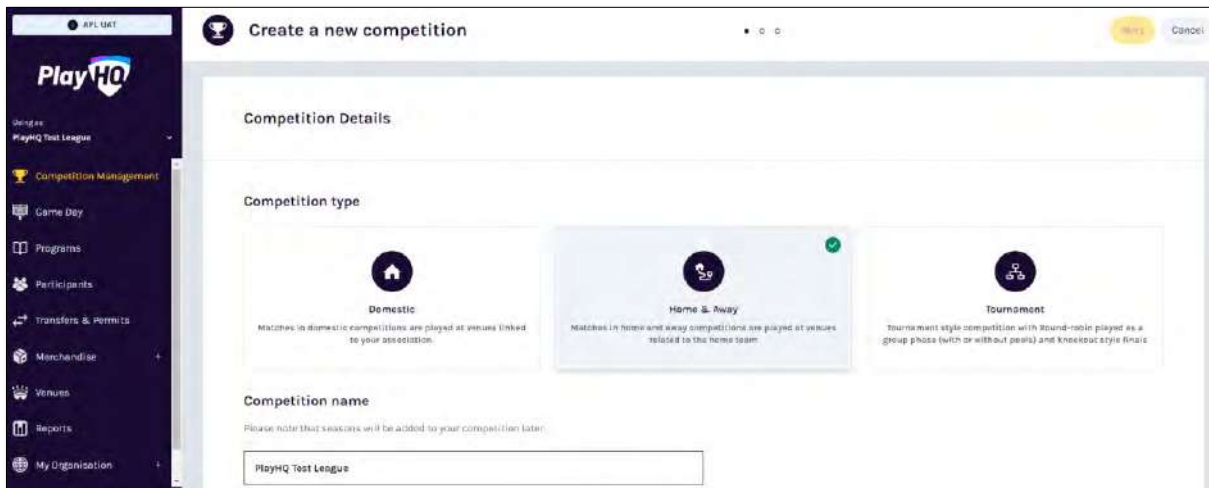
## 8. Create Competition

To **Create a new competition**, in the left menu click on **Competition Management** and click on the **Add Competition** button.

*Please note there will be an existing Competition in your Association and a new Competition does not need to be added. Creating a new Competition will affect players registering into your Association and having to transfer to the new Competition.*



In **Competition type** select **Home & Away** and add a **Competition Name** (this can be the same as the League name).



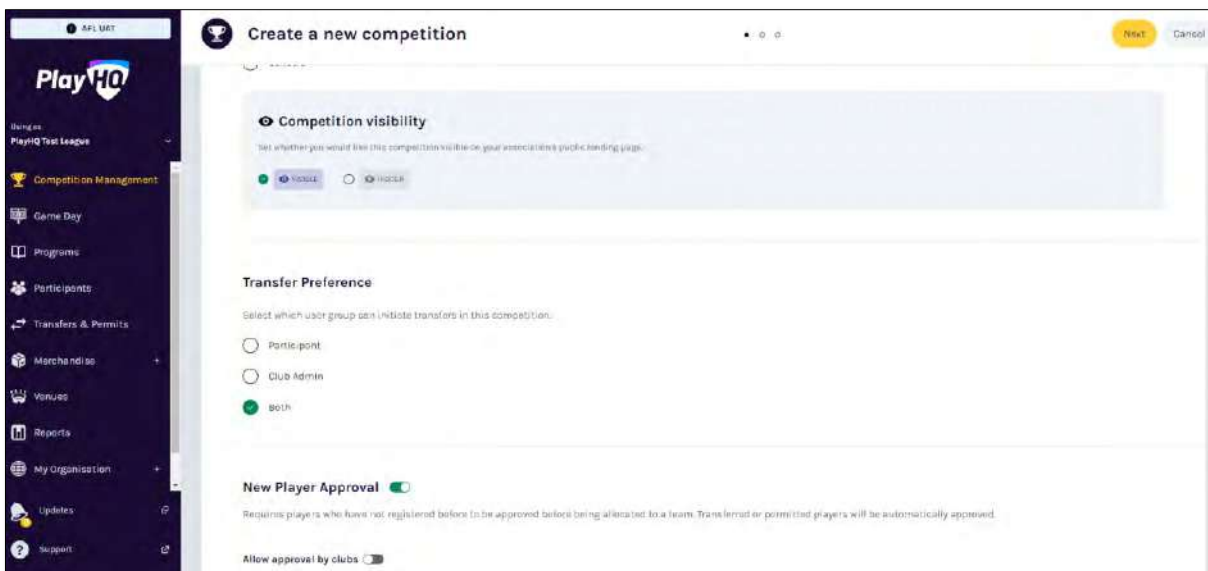
## Create a Competition (cont)

In the **Format** area select **AFL Community**.



In the **Competition Visibility** area select **Visible**. In the **Transfer Preference** area select an option for who is able to initiate **Transfers**. If your **League** would like new player registrations to appear as pending registrations and have the ability to approve them, in the **New Player Approval** area turn the button on. The option to give clubs the ability to approve pending registrations is also available.

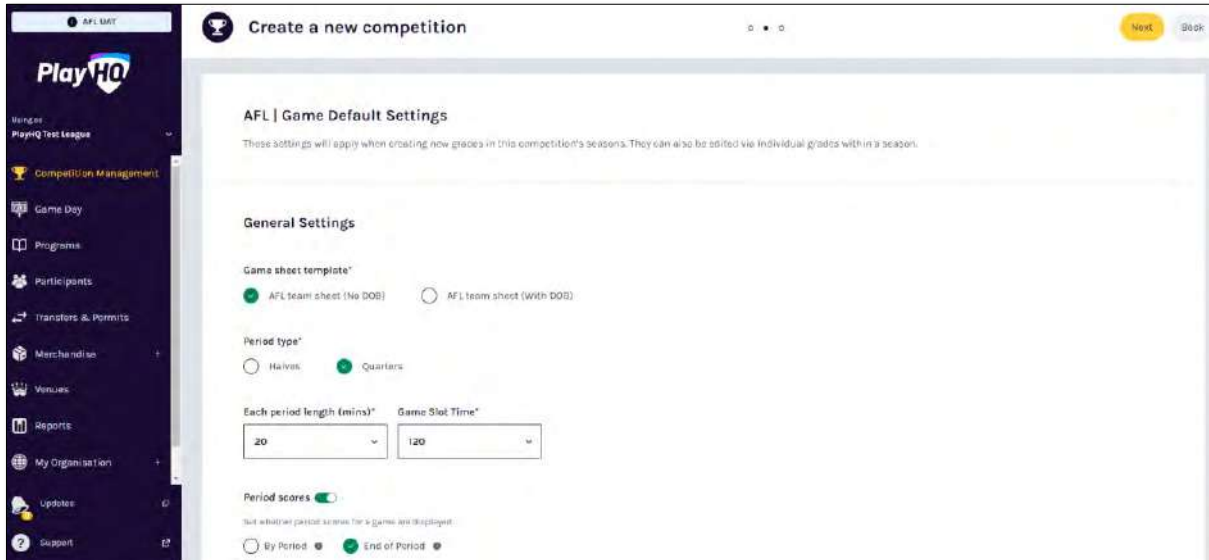
Click on the **Next** button in the top right corner.



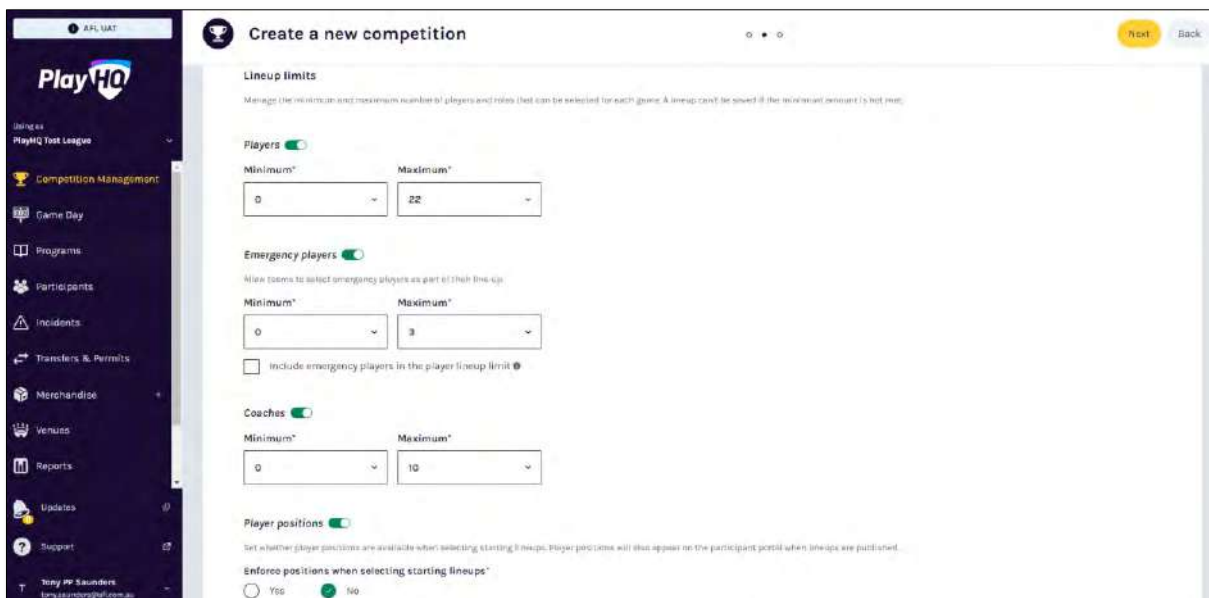
## Configure the Game Default Settings.

Please note Game & Grade Default Settings can be changed when creating a Grade.

Under **Game Settings** select a **Game sheet template**, select the **Period type**, select the **Each period length (mins)**, select the **Total game slot time (mins)**, select the **Period scores** option – **By Period** or **End of Period**.

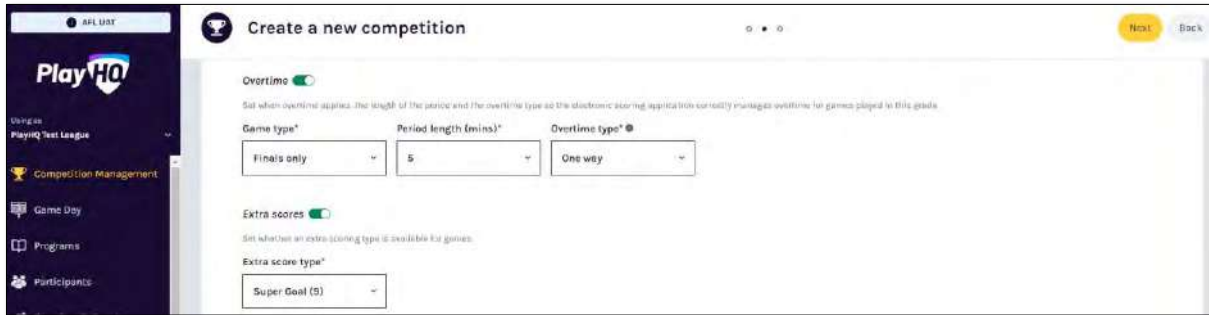


Under **Lineup limits** turn on **Players** button (optional) and select **Minimum** and **Maximum**, turn on **Coaches** button (optional) and select **Minimum** and **Maximum**, turn on **Emergency players** (optional) and select **Maximum amount** and turn on **Player positions** (optional) and select **Enforce positions when selecting starting lineups** option.



### Create a Competition – Configure the Game Default Settings (cont)

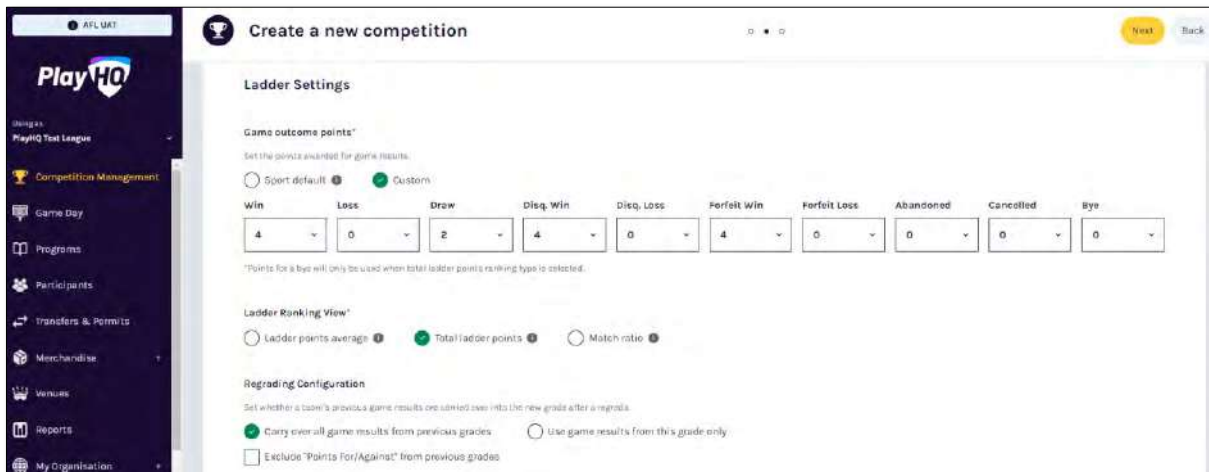
Turn on **Overtime** (optional) and select option for **Game type**, **Period length (mins)** and **Overtime type**. Turn on **Extra scores** (optional) select an **Extra score type** option.



In **Ladder Settings**, under **Game outcome points** click on the information icon for **Sport Default** to view the points outcomes or you can select **Custom** to add your own points outcomes.

Under **Ladder Ranking View** select **Ladder points average** or **Total ladder points** or **Match ratio** – there is an information icon that you click on to get information about all types.

Under **Regrading Configuration** select an option for previous game results.

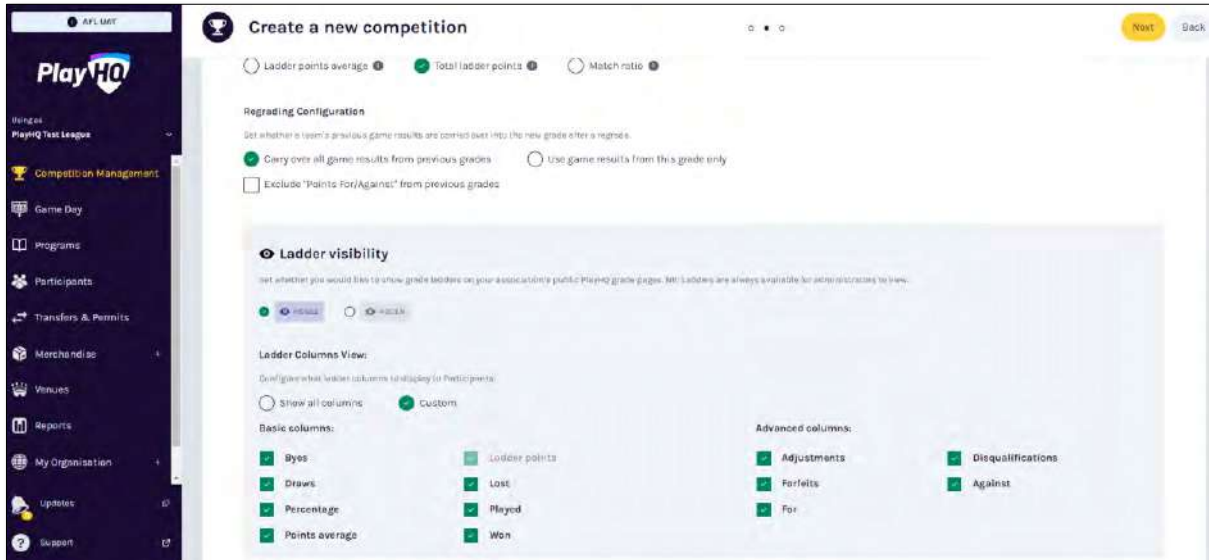


### Create a Competition – Configure the Game Default Settings (cont)

Under **Ladder visibility** select **Visible** or **Hidden** for the public website.

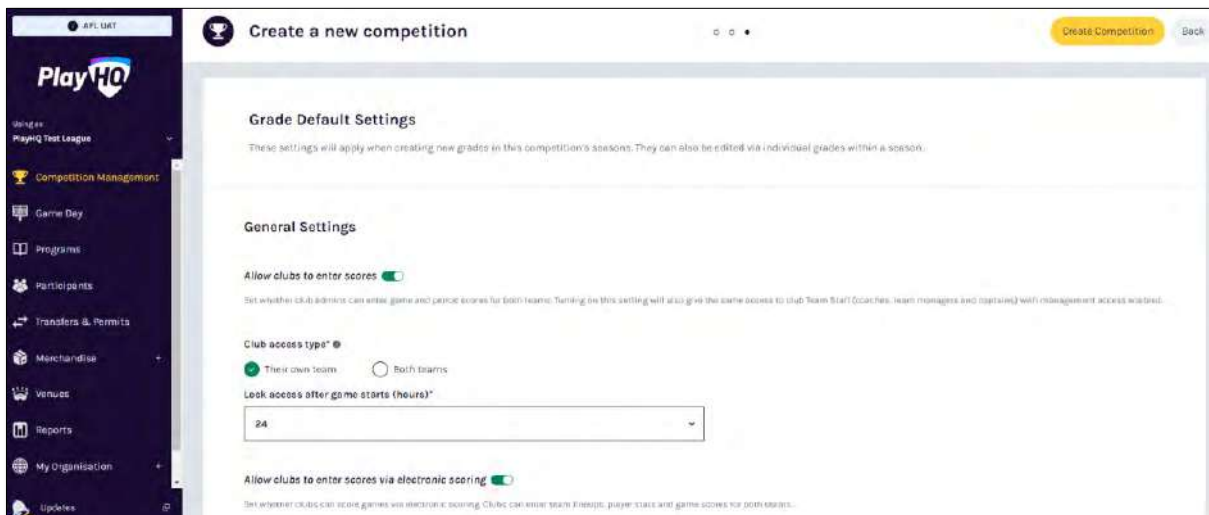
Under **Ladder Columns View** select **Show all columns** or **Custom**.

Click on the **Next** button in the top right corner.



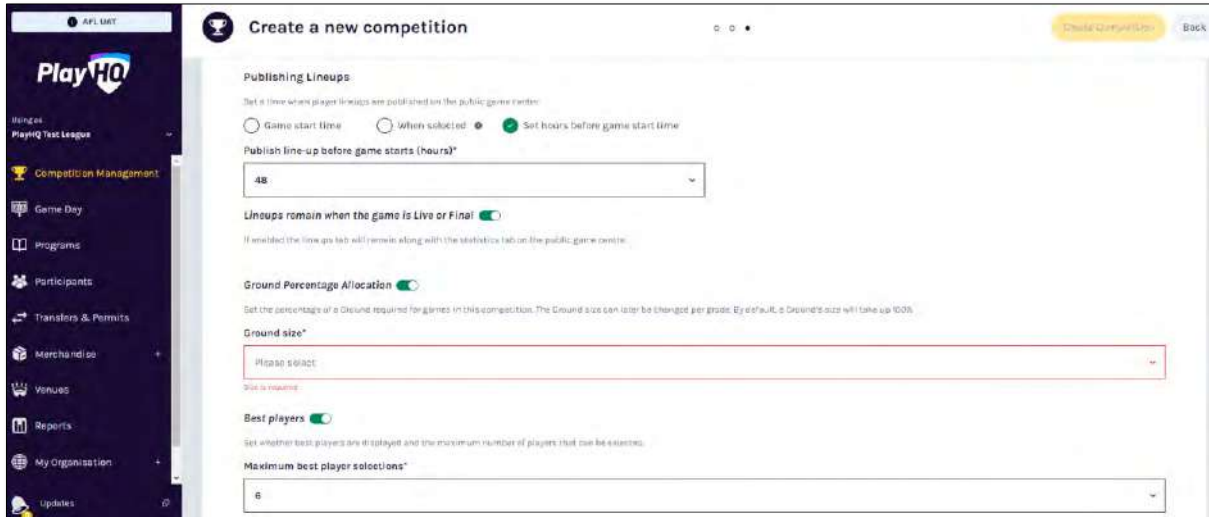
### Configure Grade Default Settings

For clubs to enter match results turn **Allows clubs to enter scores** on, select a **Club access type** option and select a **Lock access after game starts (hours)** option. For clubs to live score matches turn on **Allow clubs to enter scores via electronic scoring**.



### Create a Competition – Configure the Grade Default Settings (cont)

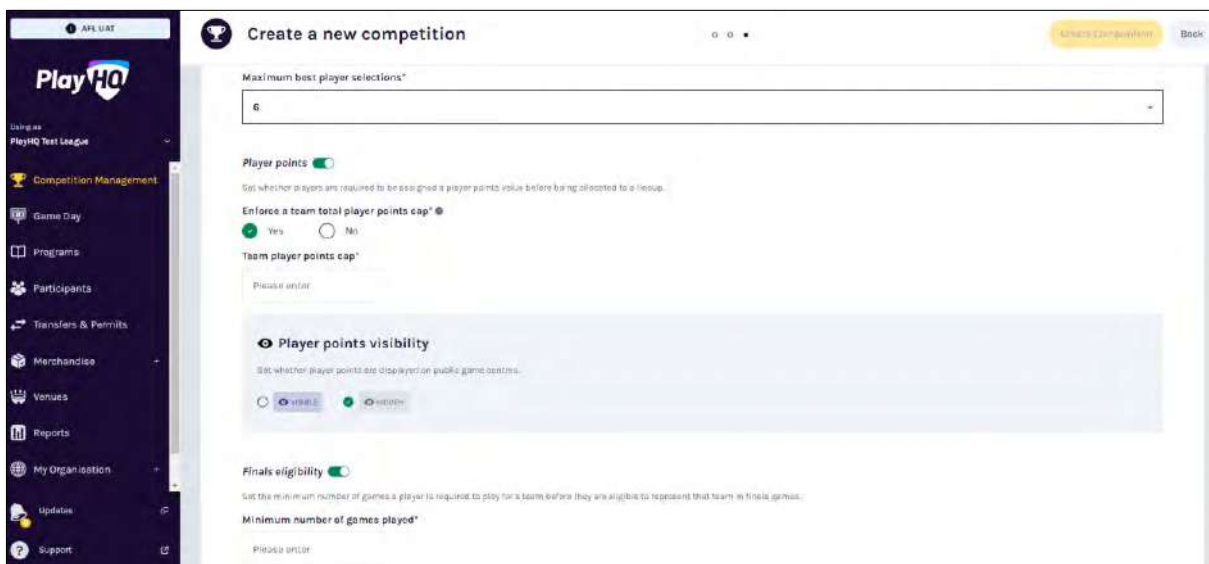
Under **Publishing Lineups** select **Game start time** or **When selected** or **Set hours before start time** and select **Publish line-up before game start time (hours)** and turn on **Lineups remain when the game is Live or Final**.  
 If required, under **Ground Percentage Allocation** you can select the percentage of a ground required for games in the **Competition** – options are **50% (2 games)**, **33% (3 games)**, **25% (4 games)** or **12.5% (8 games)**.  
 Under **Best players** (optional) select an option in **Maximum best player selections**.



Under **Player points** (optional), select an option for **Enforce a team total player points cap**, if **Yes** is selected add the **Team player points cap** and select an option for **Player points visibility**.

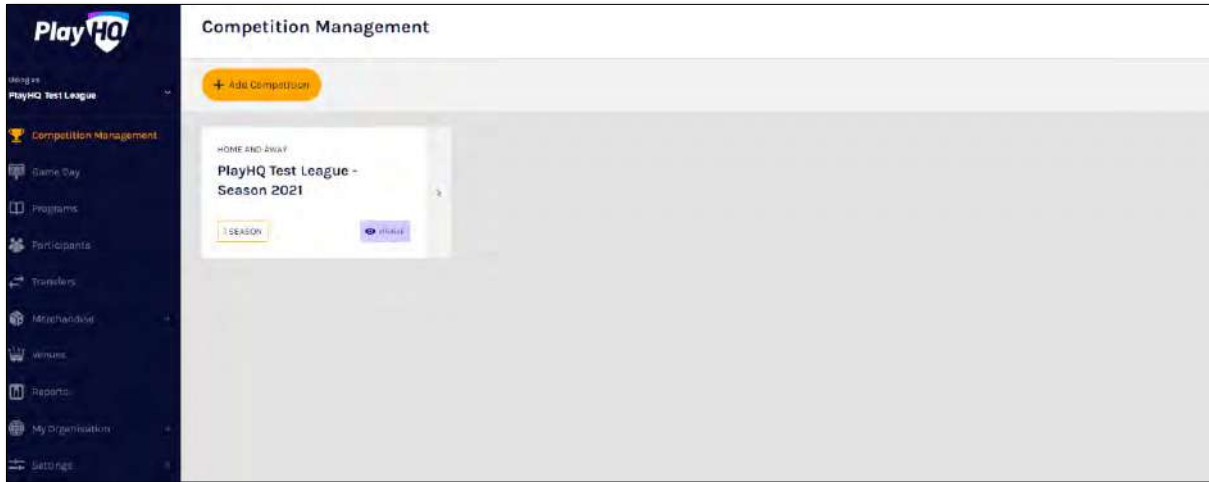
Under **Finals eligibility** (optional) add the **Minimum number of games** to be eligible to play final matches.

Click on the **Create Competition** button in the top right corner.



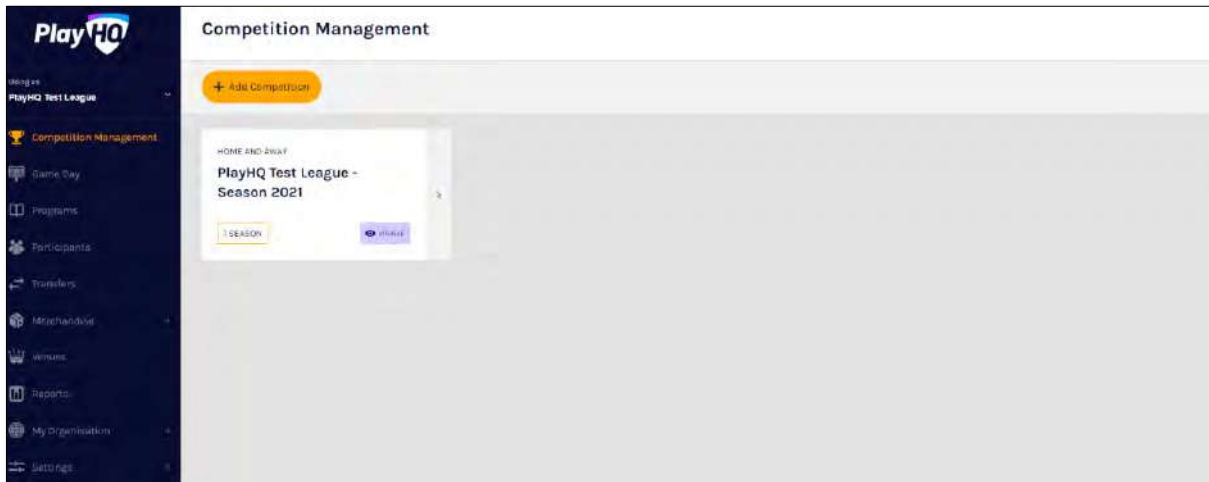
### Create a Competition – Configure the Grade Default Settings (cont)

The **Competition** will be created with a confirmation message and the **Competition** will be shown in the **Competition Management** list.



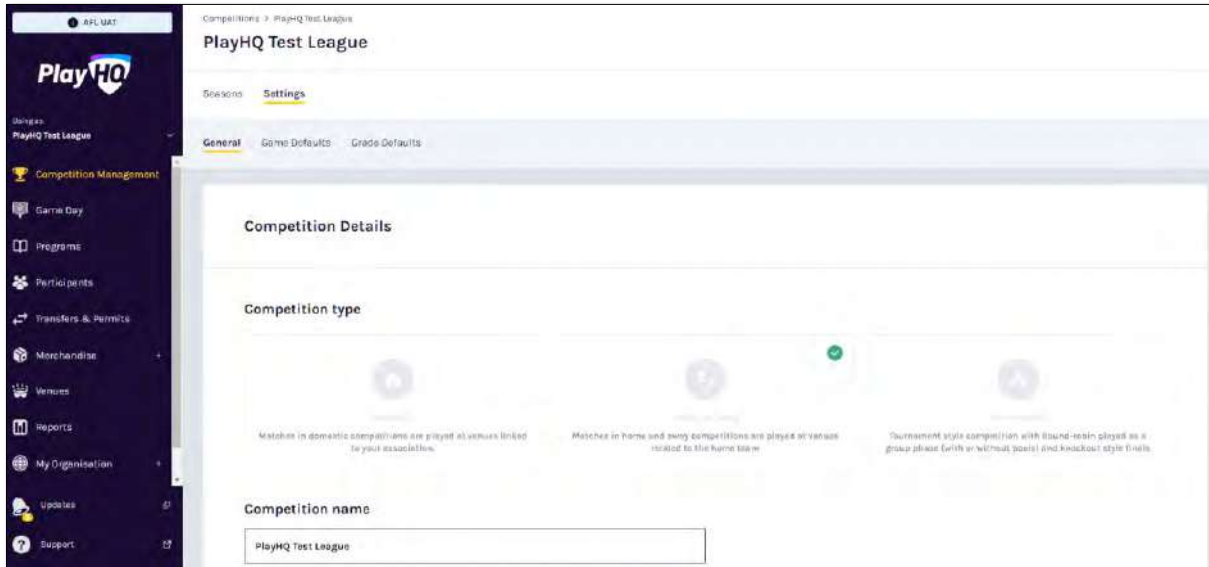
### Edit Competition Settings

If you need to change the settings in the **Competition**, in the left menu select **Competition Management** and click on the **Competition**.



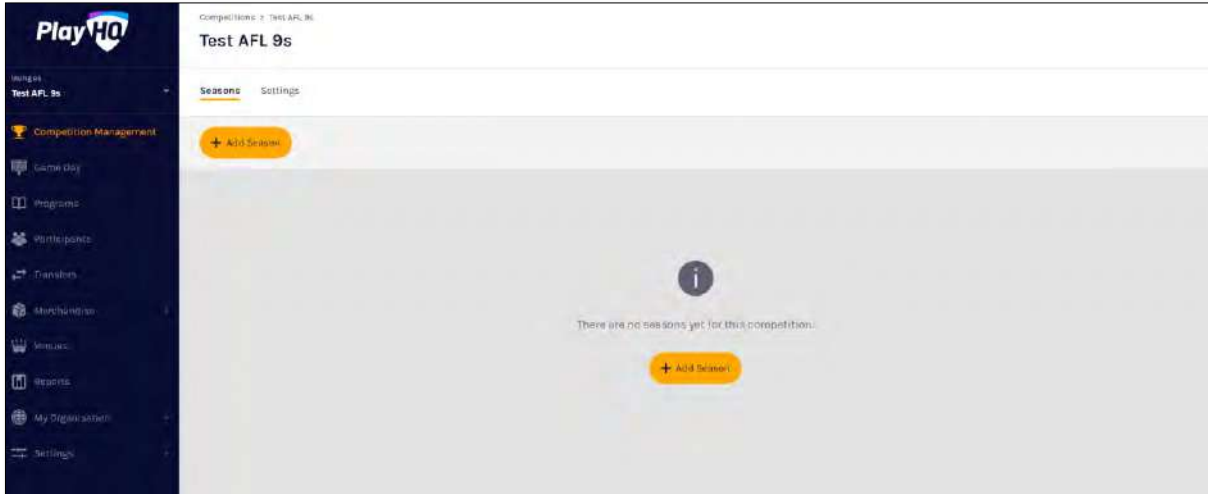
### Create a Competition – Edit Competition Settings (cont)

Click on the **Settings** tab in top menu, select either the **General** tab or the **Game Defaults** tab or the **Grade Defaults** tab and make the changes.



## 9. Create a Season

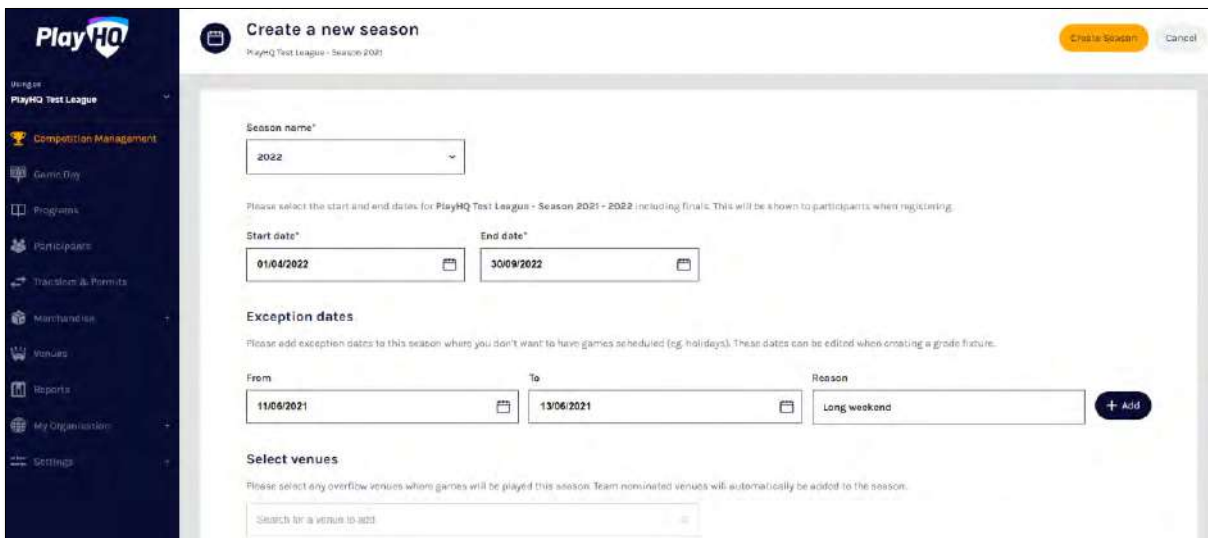
To create a **Season**, in the left menu click on **Competition Management**, click on the **Competition** and click on the **Add Season** button.



Select the **Season name**, add the **Start date** and add the **End date** for the **Season**.

In the **Exception dates** section add a **From** date, add a **To** date, add a **Reason** and click on the **Add** button.

In the **Select venues** area you do not need make any selections, a venue and home ground can be added when creating a team.



**Please note venues are created at the national level, to have a venue added please contact your Region or State administrator.**

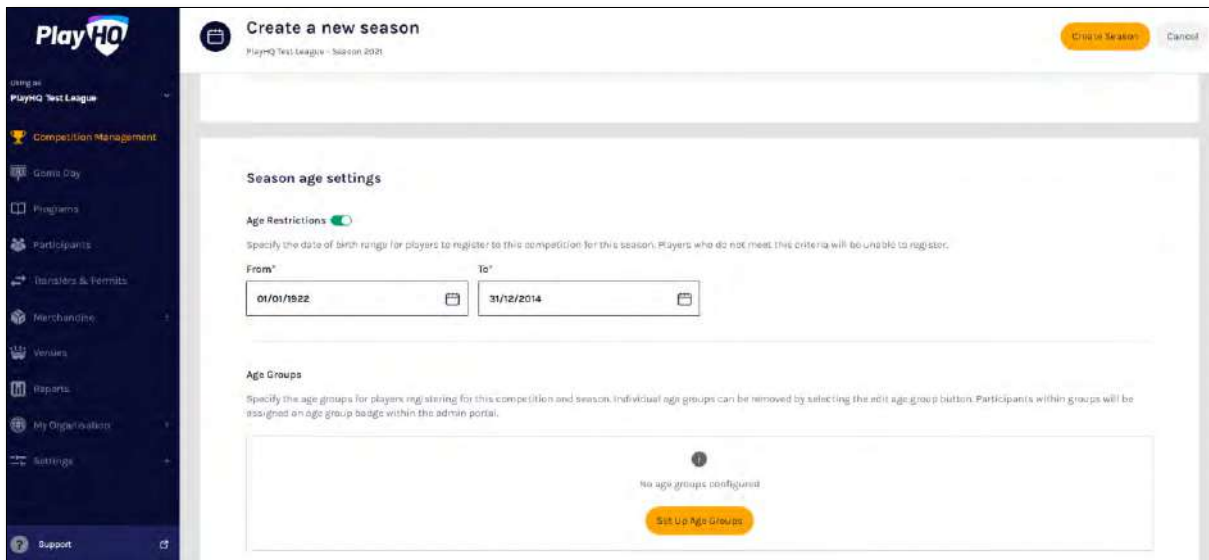
### Create a Season (cont)

Under **Season Visibility** select either **Visible** or **Hidden**.



Under **Season age settings** if you wish to set restrictions turn on the **Age Restrictions** toggle and enter **From** date and **To** date.

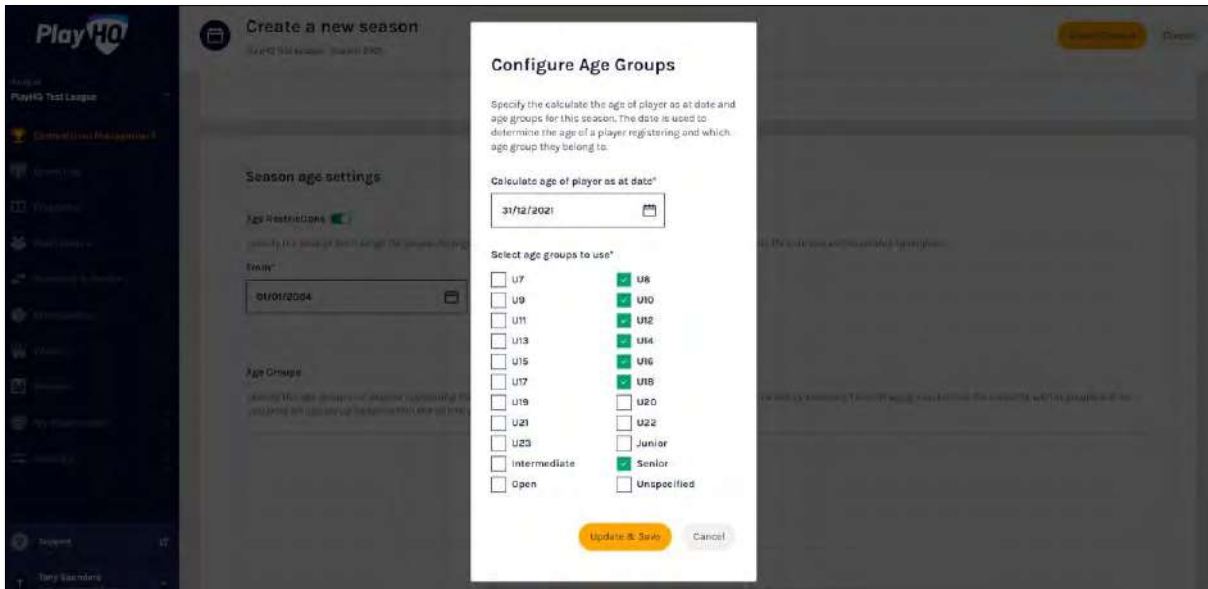
If you would like to assign players with an age group badge, in the **Age Groups** area click on the **Set Up Age Groups** button. *Please note this feature is to badge and group players by age group only – it does not add restrictions.*



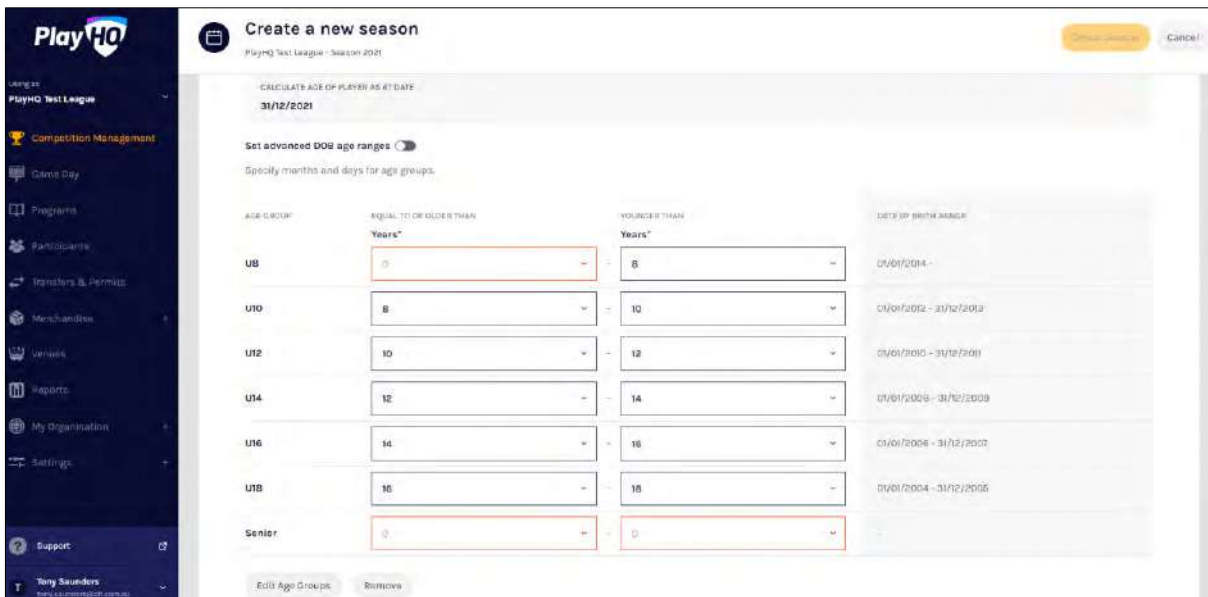
### Create a Season (cont)

On the **Configure Age Groups** page add the **Calculate age of player as a date** and select options in **Select age groups to use** to use. Click on the **Update & Save** button.

*Please note the example below is for an League with age groups based on the calendar year. For Leagues with age groups not based on the calendar year please enter relevant date e.g. for half year enter 30<sup>th</sup> June. The age groups options you select should be relevant to our League.*



You will be returned to the **Create a new season** page.



### Create a Season (cont)

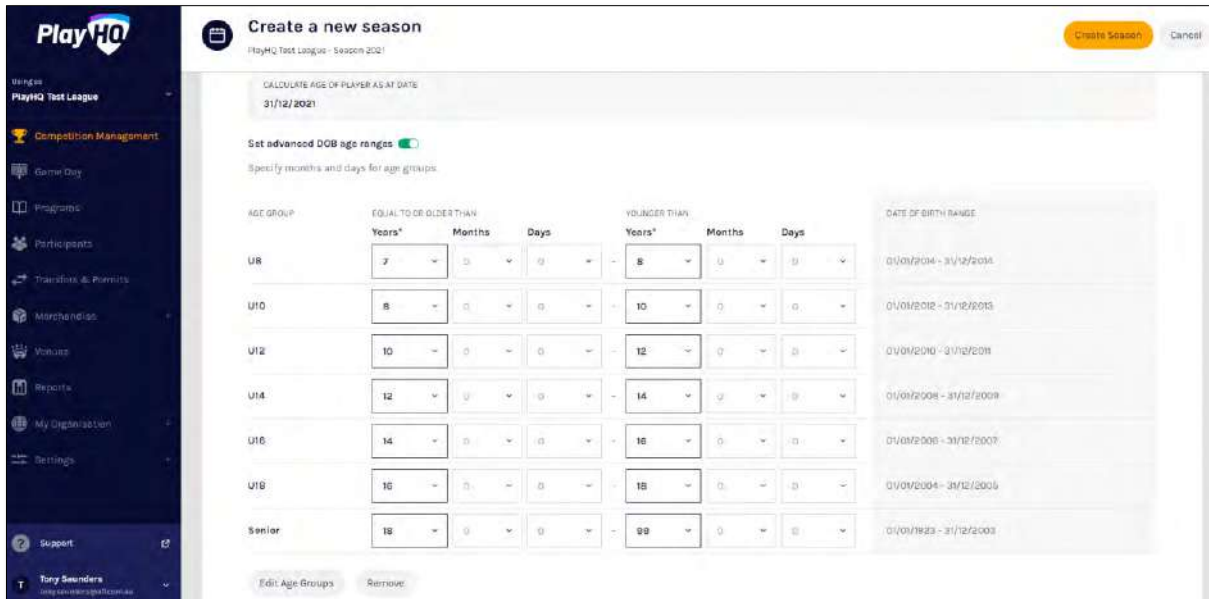
Select an option in the **Years** columns where required.

Turn on **Set advanced DOB age ranges** to open **Month** and **Day** options where required.

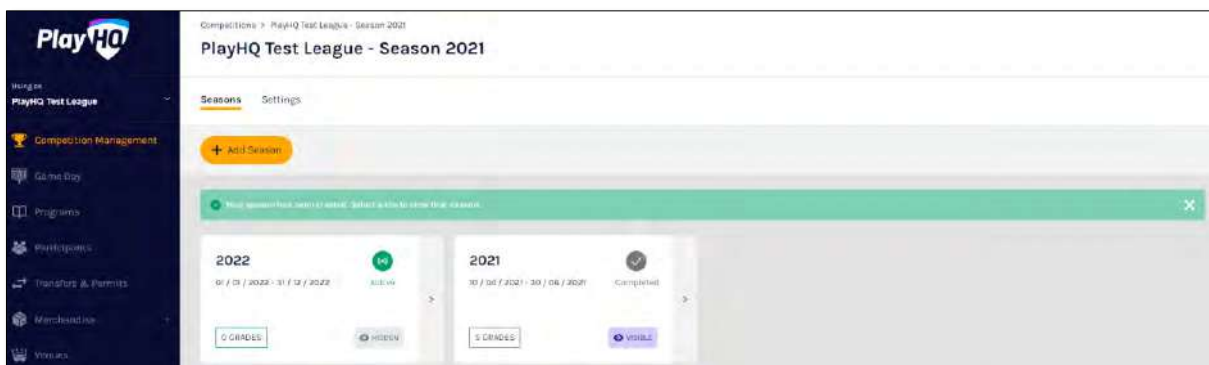
Click on the **Edit Age Groups** at the bottom of the page to change the age groups where required.

Click on the **Remove** button at the bottom of the page to turn off the **Age Groups** feature.

Click on the **Create Season** button in the top right corner.

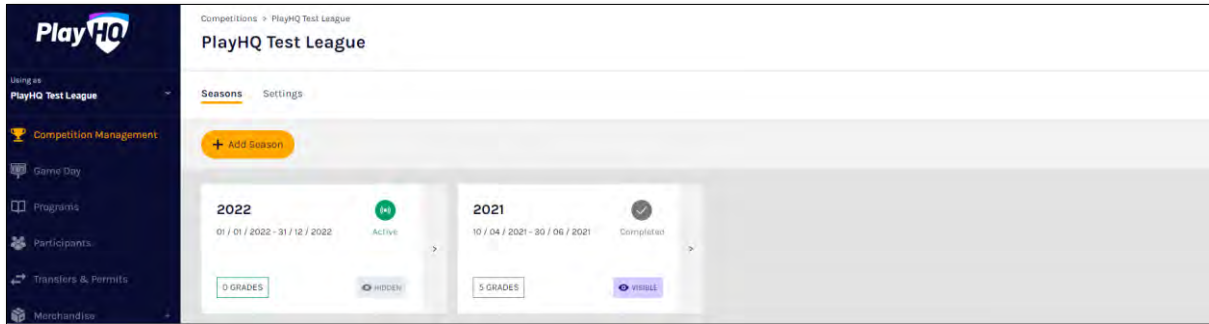


The **Season** will be created with a confirmation message and the **Season** will be shown in the **Seasons** list.

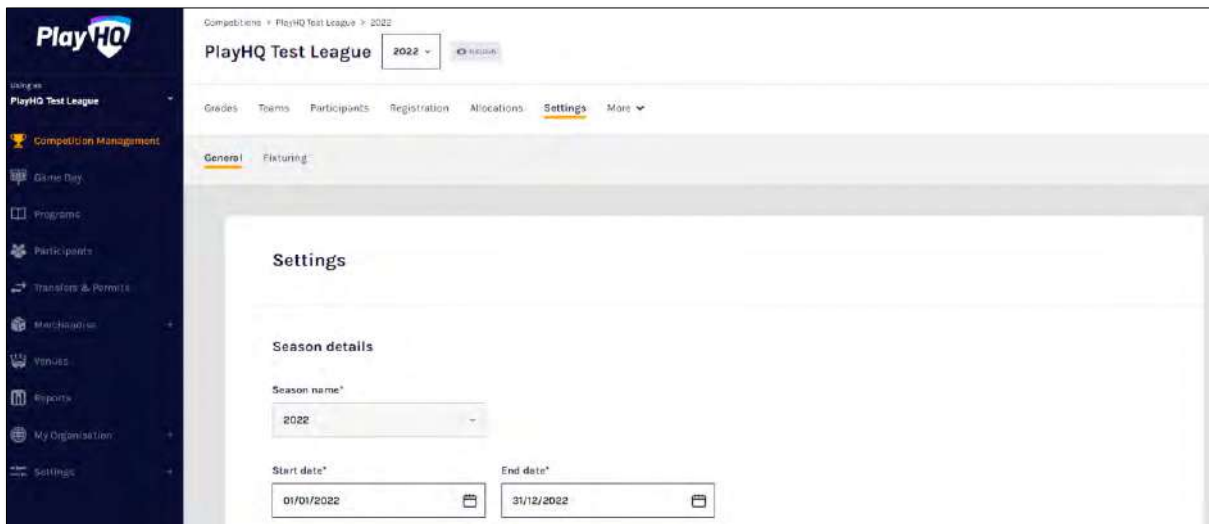


## Edit Season Settings

If you need to change the settings in the **Season**, in the left menu select **Competition Management**, click on the **Competition** and click on the **Season**.

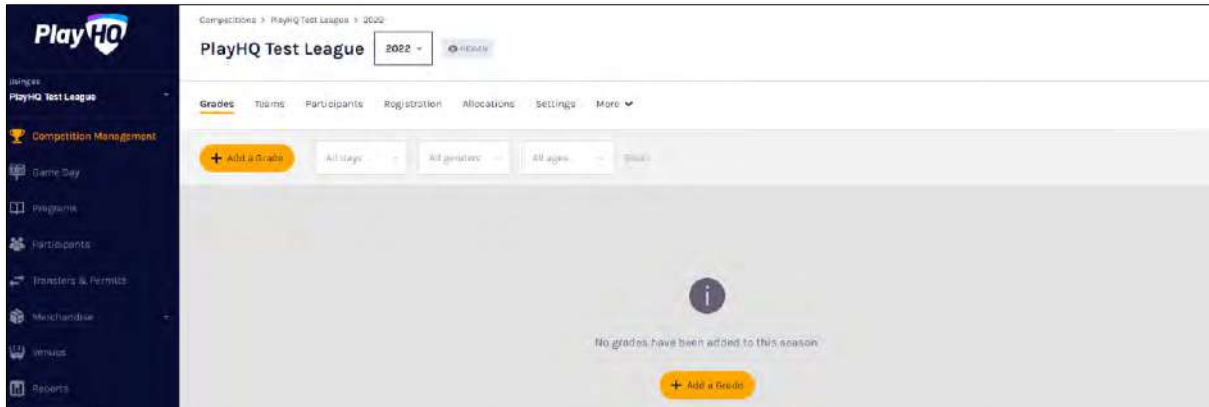


Click on the **Settings** tab in the top menu, select the **General** tab and make the changes.

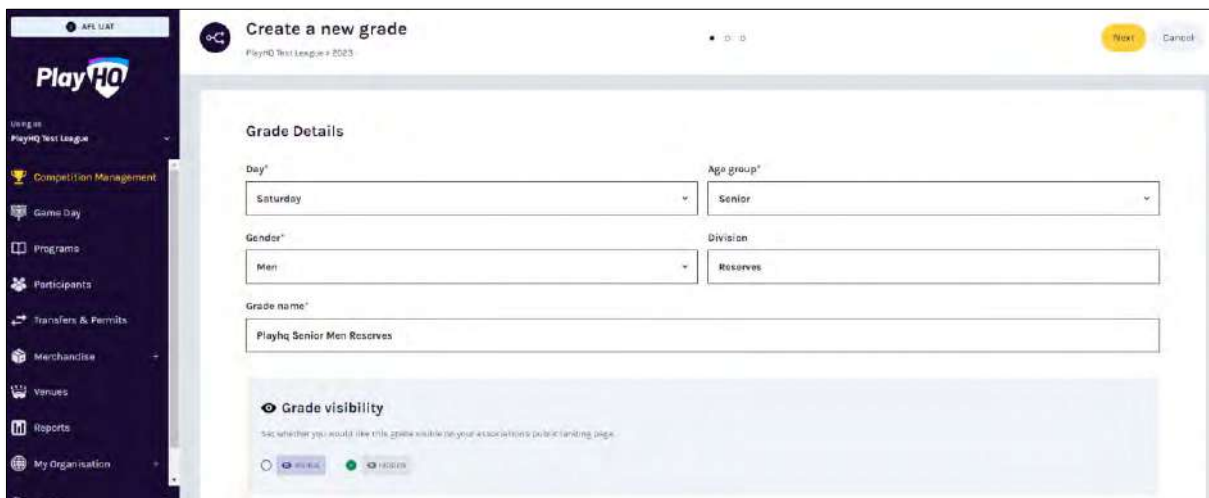


## 10. Create Grades

To create a **Grade** in the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Add a Grade** button.

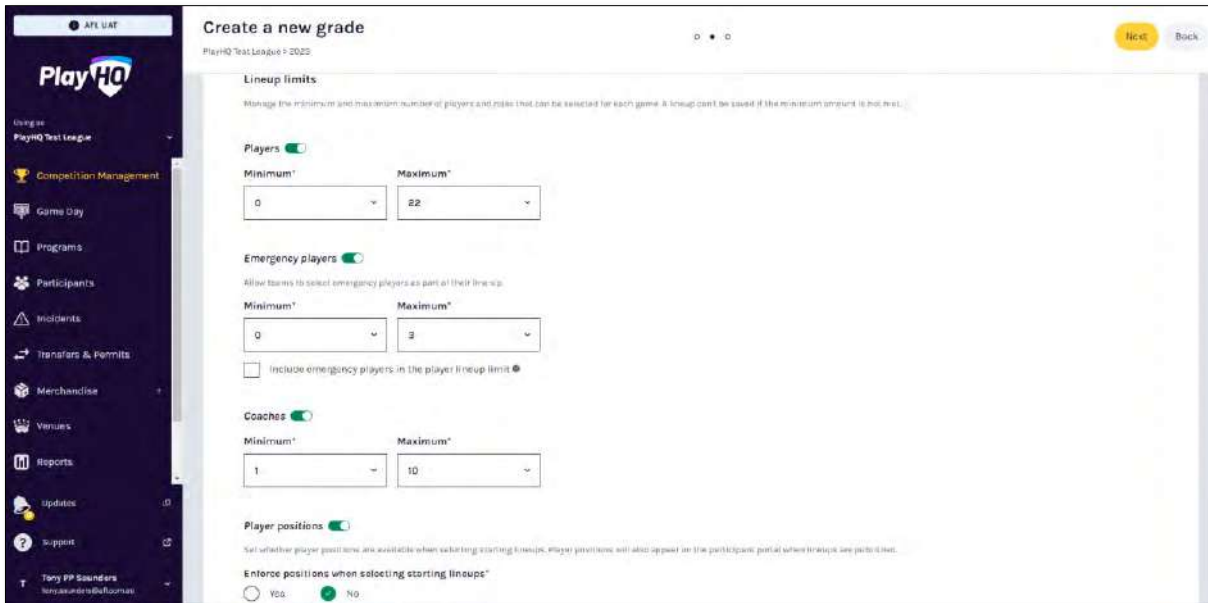
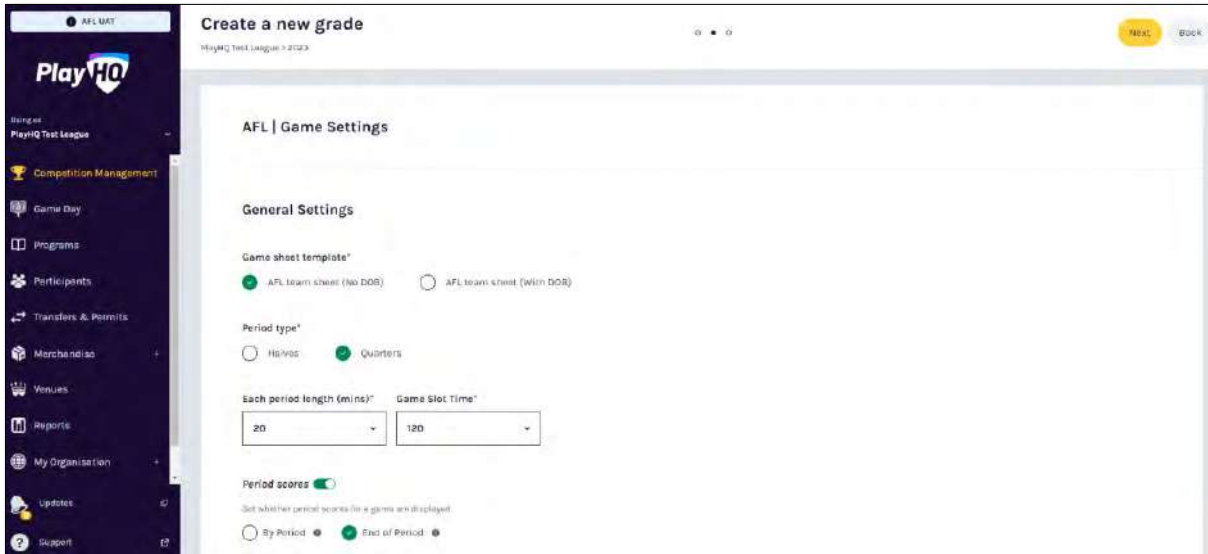


As you select the **Day**, **Age group**, **Gender** and **Division** (if required) the **Grade Name** will automatically populate. The **Grade Name** can also be edited if required. Select the **Grade Visibility** and click on the **Next** button in the top right corner.



### Create Grades (cont)

The default **Competition Settings** selected when the **Competition** is created will be passed down to the **Grade** but can be adjusted if required.



## Create Grades (cont)

**Create a new grade**

PlayHQ Test League > 2023

**Overtime**

Set when overtime applies, the length of the period and the overtime type to the electronic scoring application; correctly manage overtime for games played in this grade.

Game type\*  Period length (mins)\*  Overtime type\*

**Extra scores**

Set whether an extra scoring type is available for games.

**Ladder Settings**

**Game outcome points\***

Set the points awarded for game results.

Sport default  Custom

Win	Loss	Draw	Disq. Win	Disq. Loss	Forfeit Win	Forfeit Loss	Abandoned	Cancelled	Bye
<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

\*Points for a bye will only be used when total ladder points ranking type is selected.

**Ladder Ranking View\***

Ladder points average  Total ladder points  Match ratio

**Create a new grade**

PlayHQ Test League > 2023

**Regrading Configuration**

Set whether a team's previous game results are carried over into the new grade after a regrade.

Carry over all game results from previous grades  Use game results from this grade only

Exclude "Points For/Against" from previous grades

**Ladder visibility**

Set whether you wish to show a ladder on your association's public PlayHQ grade page. All ladders are always available for administrators to view.

Visible  Hidden

**Ladder Columns View**

Configure what ladder columns to display to participants.

Show all columns  Custom

Basic columns:		Advanced columns:	
<input checked="" type="checkbox"/> Byes	<input checked="" type="checkbox"/> Ladder points	<input checked="" type="checkbox"/> Adjustments	<input checked="" type="checkbox"/> Disqualifications
<input checked="" type="checkbox"/> Draws	<input checked="" type="checkbox"/> Lost	<input checked="" type="checkbox"/> Forfeits	<input checked="" type="checkbox"/> Against
<input checked="" type="checkbox"/> Percentage	<input checked="" type="checkbox"/> Played	<input checked="" type="checkbox"/> For	
<input checked="" type="checkbox"/> Points average	<input checked="" type="checkbox"/> Won		

Click on the **Next** button in the top right corner.

## Create Grades (cont)

**Create a new grade** Add grade Back

PlayHQ Test League > 2023

### Grade Settings

#### General Settings

**Allow clubs to enter scores**

Set whether club administrators enter game and period scores for both teams. Turning on this setting will also give the same access to club Team Staff (as above), team managers and captains (with management access enabled).

**Club access type\***  Their own team  Both teams

**Lock access after game starts (hours)\***

24

**Allow clubs to enter scores via electronic scoring**

Set whether clubs can score games via electronic scoring. Clubs can enter team lineups, player stats and game scores for both teams.

**Create a new grade** Add grade Back

PlayHQ Test League > 2023

### Publishing Lineups

Set a time when player lineups are published on the public game centre.

Game start time  When selected  Set hours before game start time

**Publish line-up before game starts (hours)\***

24

**Lineups remain when the game is Live or Final**

If enabled, the lineups will remain along with the statistics tab on the public game centre.

**Ground Percentage Allocation**

Set the percentage of a Ground required for games in this competition. The Ground size can later be changed per grade. By default, a Ground's size will take up 100%.

**Best players**

Set whether best players are displayed and the maximum number of players that can be selected.

**Maximum best player selections\***

6

**Create a new grade** Add grade Back

PlayHQ Test League > 2023

**Player points**

Set whether players are required to be assigned a player points value before being allocated to a team.

**Enforce a team total player points cap\***

Yes  No

**Team player points cap\***

40

**Player points visibility**

Set whether player points are displayed on public game centre.

Visible  Hidden

**Finals eligibility**

Set the minimum number of games a player is required to play for a team before they are eligible to represent that team in final games.

**Minimum number of games played\***

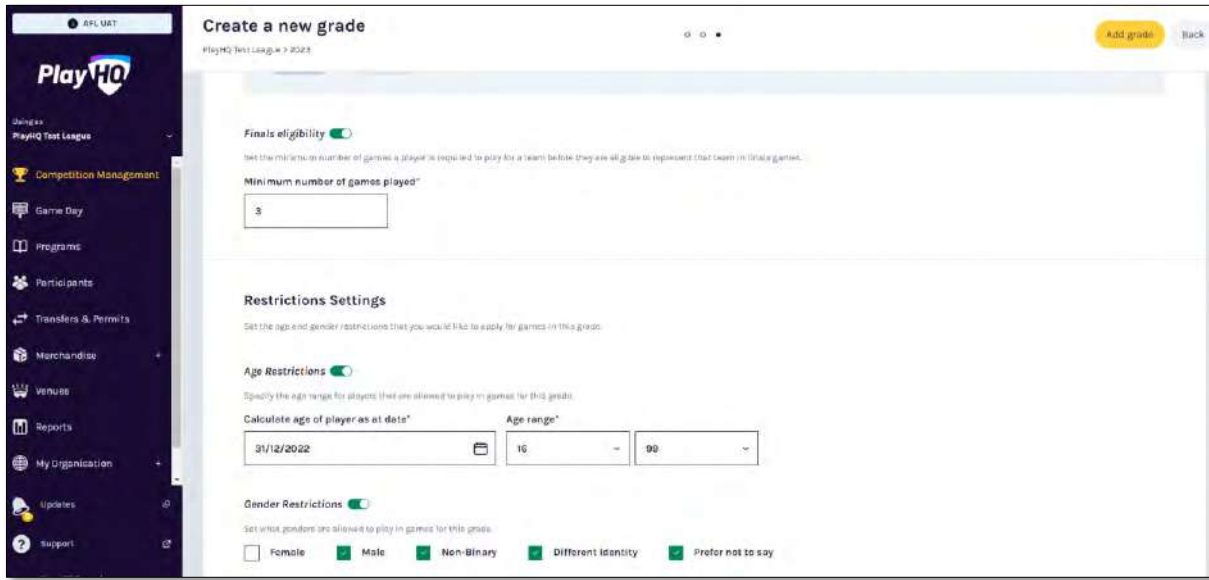
3

### Create Grades (cont)

To set age and gender restrictions for a **Grade** (optional), under **Restriction Settings** turn on **Age Restrictions** and select **Calculate age of player as at date** and **Age range**.

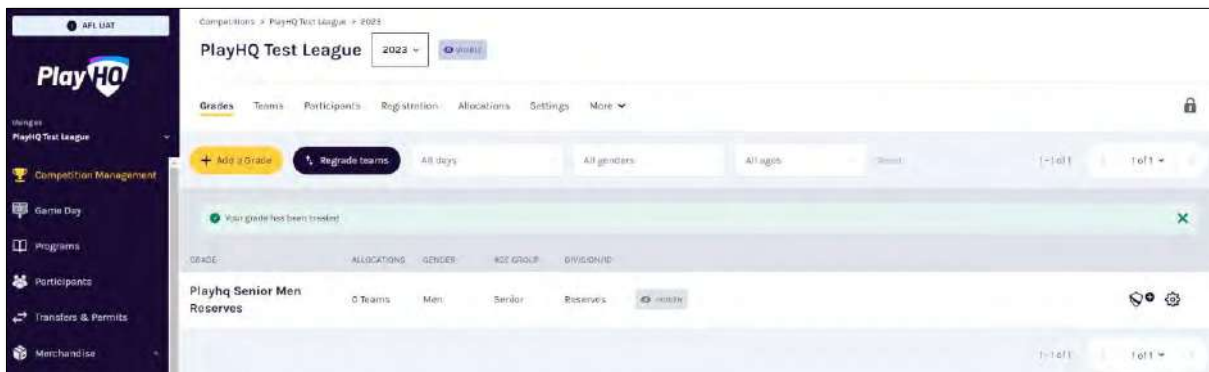
Turn on **Gender Restrictions** and select gender option(s).

It is recommended that all options except Female are selected for Male only grades and all options except Male are selected for Female only grades.




Click on the **Add Grade** button in the top right corner.

The **Grade** will be created with a confirmation message and the new **Grade** will be shown in the **Grades** list.



## Edit Grade Settings

If you need to change the settings in a **Grade**, in the left menu select **Competition Management**, click on the **Competition**, click on the **Season** and click on  icon for the **Grade**. Select the **Game** or **Grade** tab to make the changes.



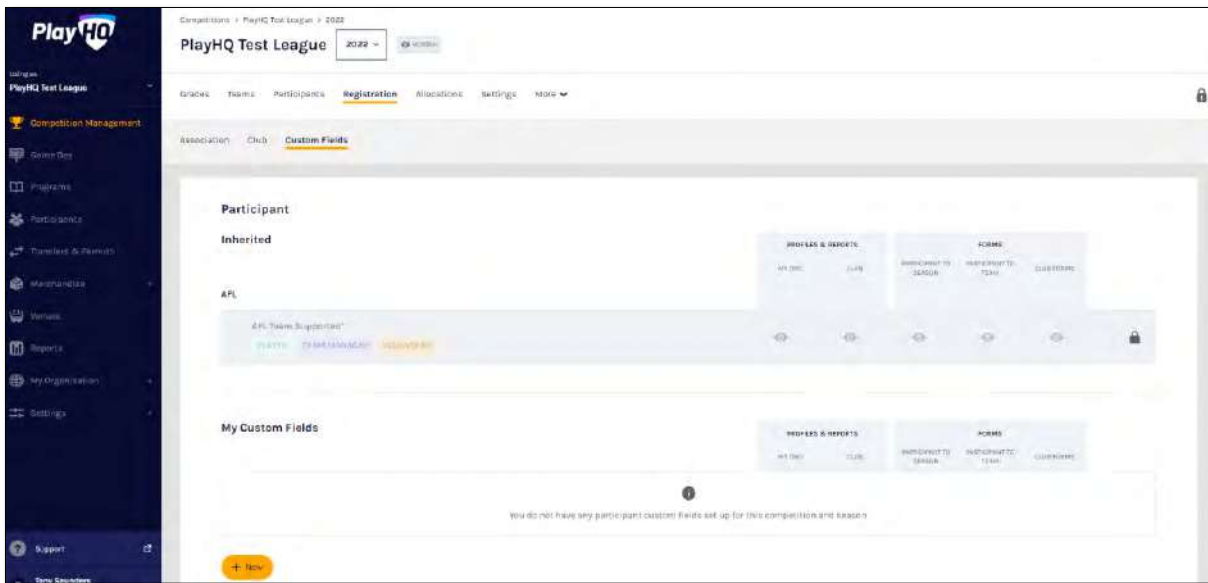
## 11. Registration Setup

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Registration** tab.

### League Custom Fields

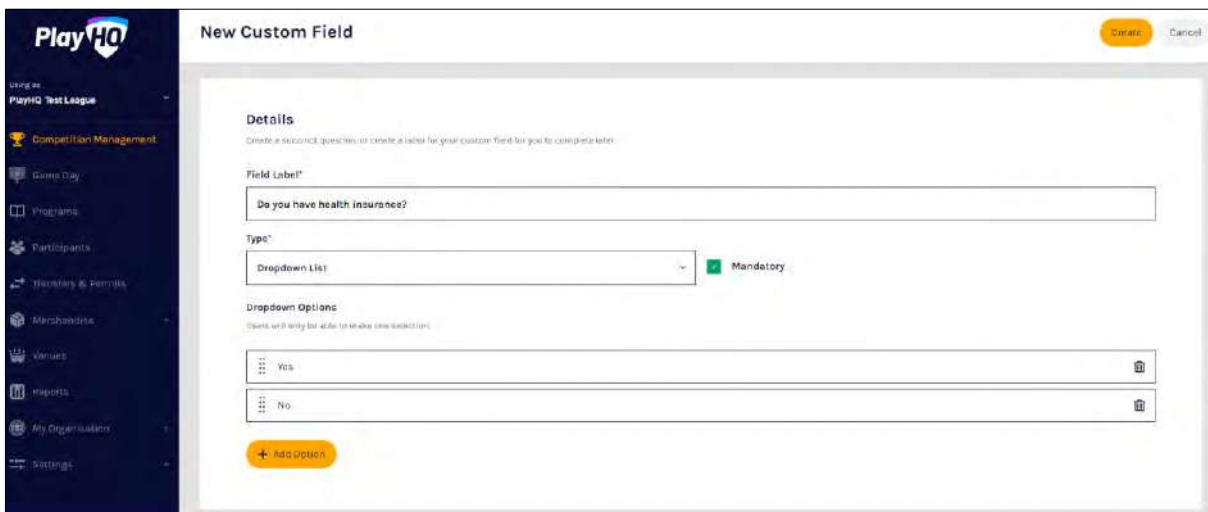
**Custom Fields** can be added by **Leagues** to **Participant** and **Team** registration forms that will be passed down to the club registration forms.

To add a **Custom Field** click on the **Custom Fields** tab and click on the **+ New** button in the **Participant** or **Team** section.



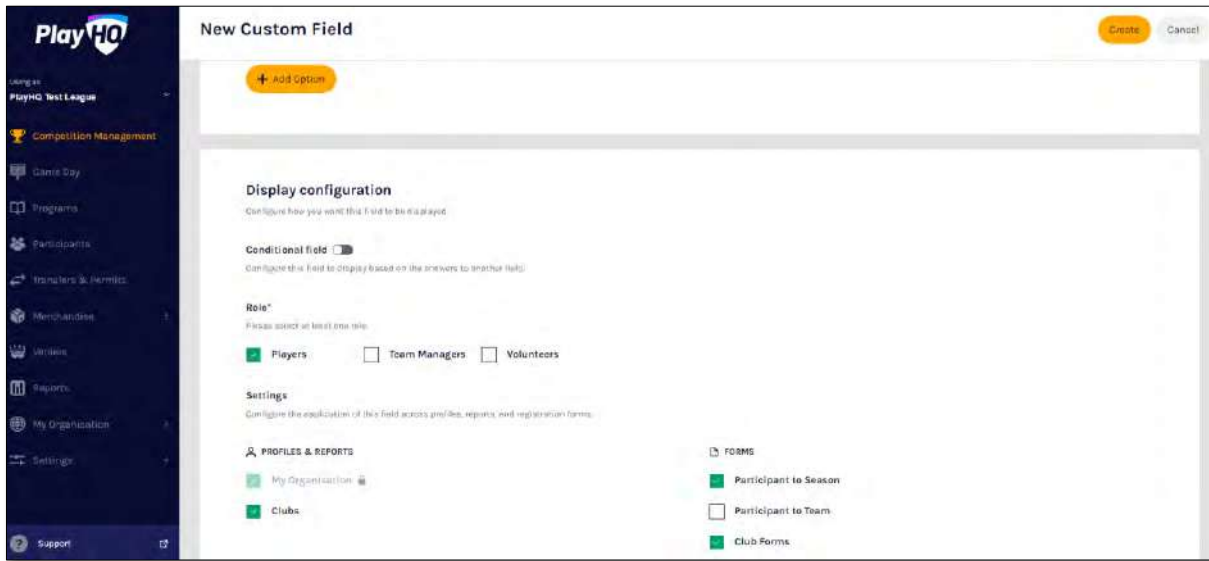
Under **Details** add the **Field Label**, select the **Type** and select if the field is **Mandatory**.

In the **Type** area the options are **Text Box** or **Dropdown List**. If you select **Dropdown List** you will be able to add the **Dropdown Options**. For more options click on the **+ Add Option** button. To remove an option click on the icon.



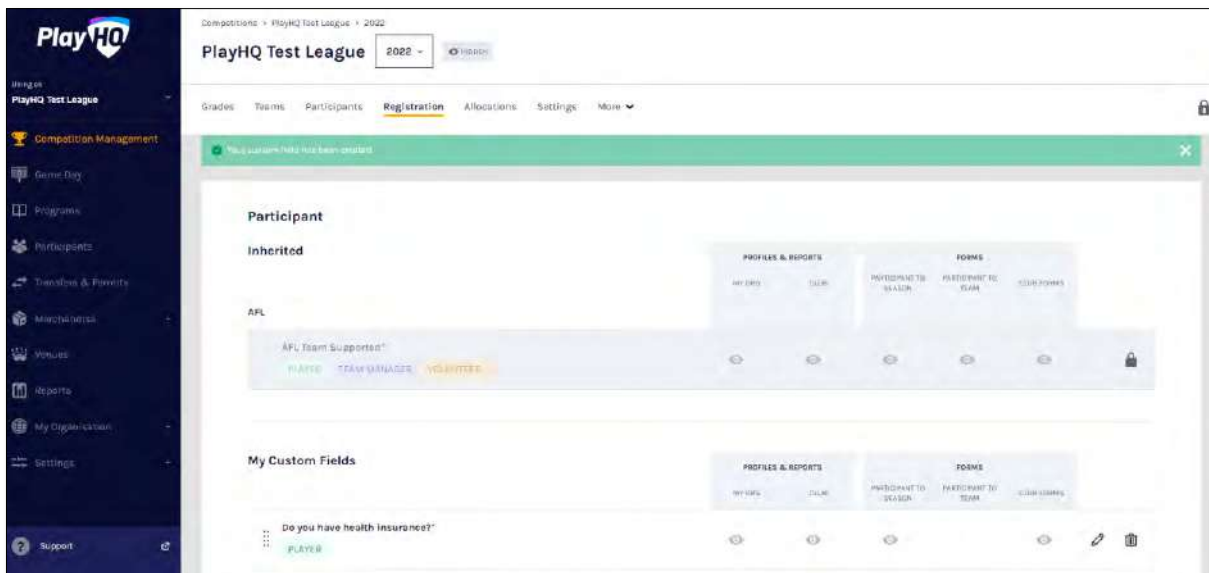
### Registration Setup – League Custom Fields (cont)

Under **Display configuration** select the **Role** to link **Custom Field** to and select the **Settings** for the **Custom Field**.



Click on the **Create** button in the top right corner and the **Custom Field** will be created with a confirmation message and the new **Custom Field** will be shown in the **Custom Fields** list.

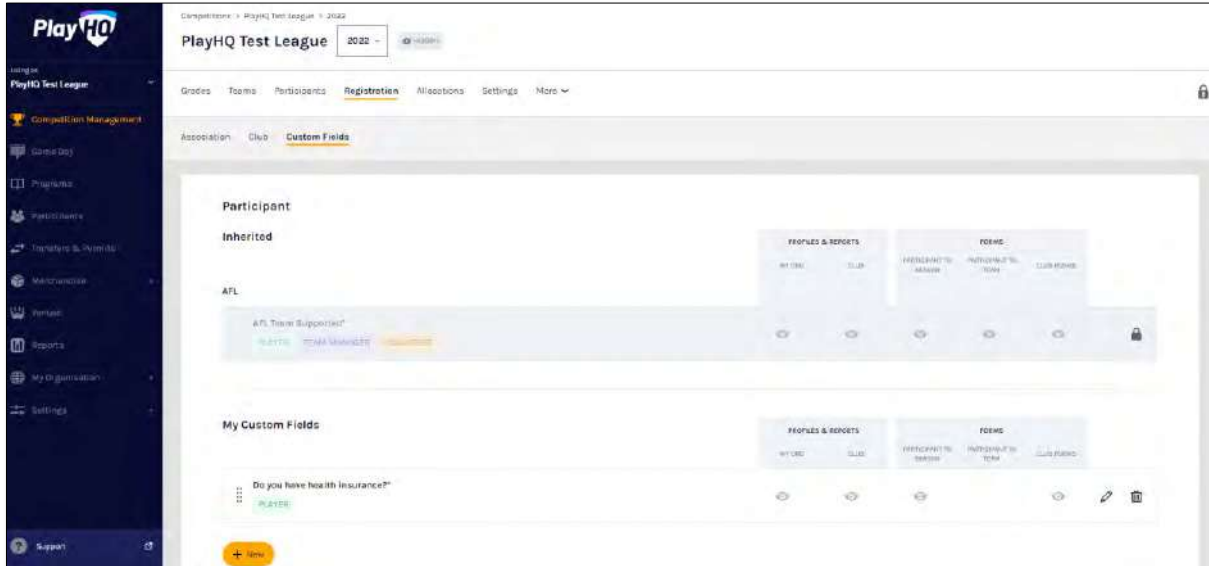
If you need to change the **Custom Field** click on the **Edit** icon or if you need delete the **Custom Field** click on the **Delete** icon.



## League Conditional Custom Fields

**Conditional Custom Fields** are custom fields that will appear, or not, based on the answer to another custom field.

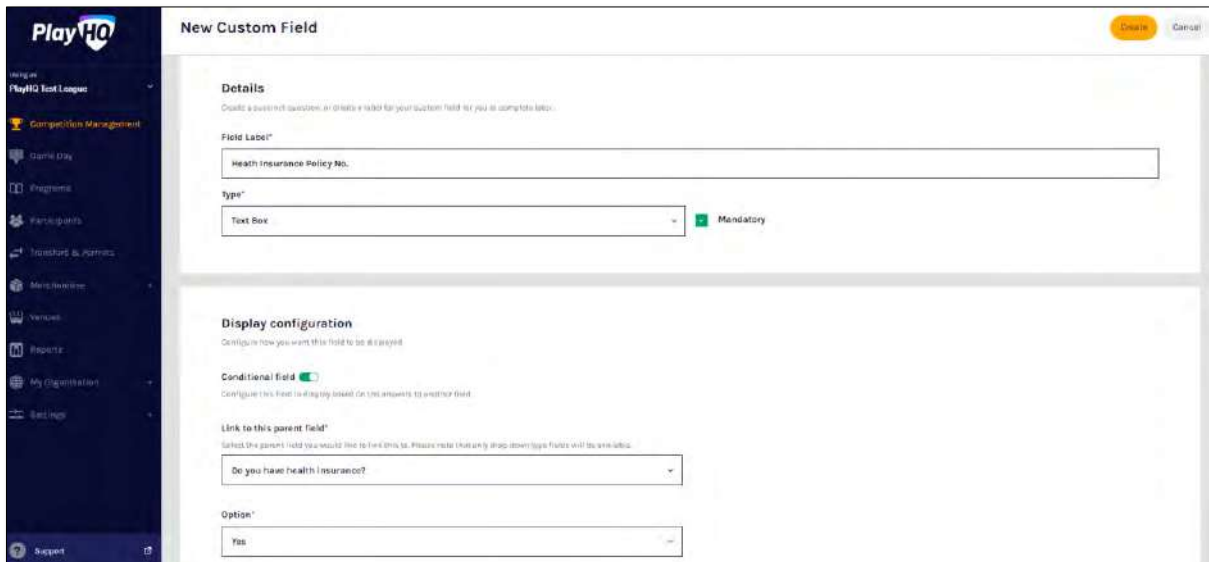
To add a **Conditional Custom Field** click on the **Custom Fields** tab and click on the **+ New** button.



Under **Details** add the **Field Label**, select the **Type** and select if the field is **Mandatory**.

In the **Type** area the options are **Text Box** or **Dropdown List**.

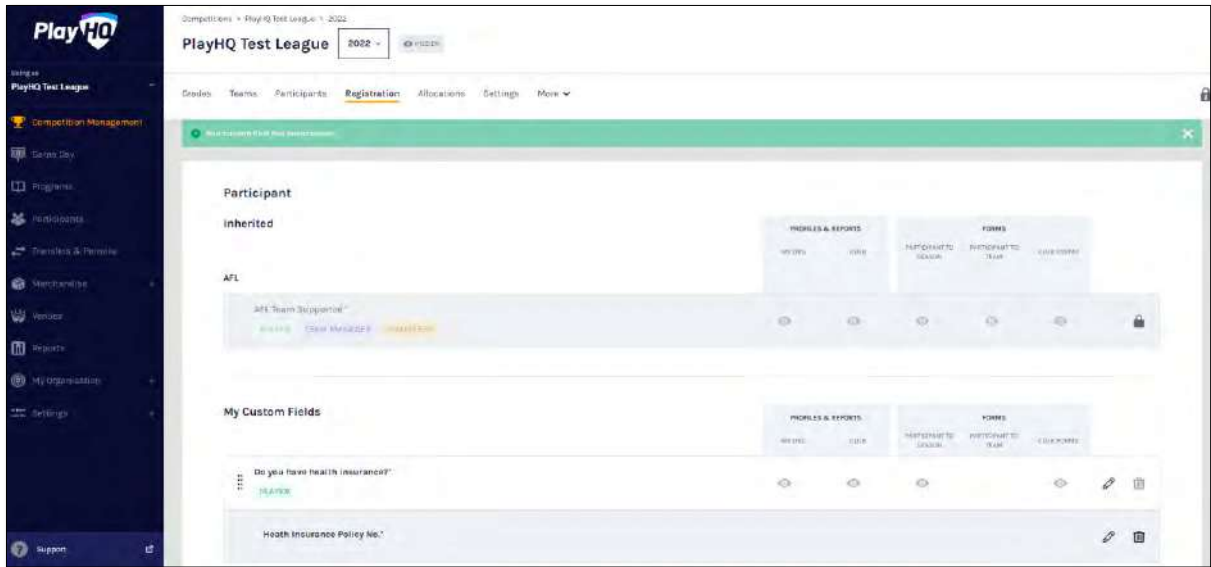
Under **Display configuration** turn on **Conditional field** and select an option in **Link to this parent field** and **Option**.



### Registration Setup – League Conditional Custom Fields (cont)

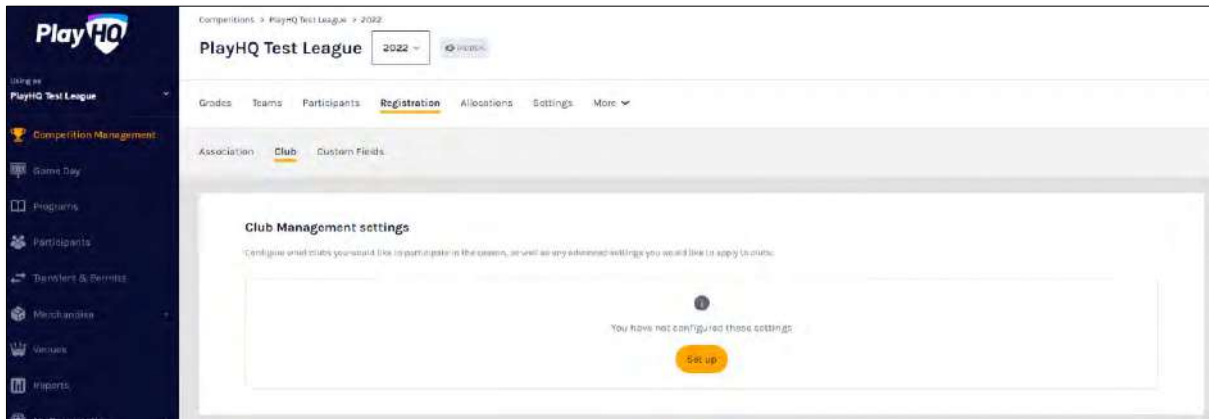
Click on the **Create** button in the top right corner and the **Conditional Custom Field** will be created with a confirmation message and will be shown in the **Custom Fields** list.

If you need to change the **Conditional Custom Field** click on the **Edit** icon or if you need delete the **Custom Field** click on the **Delete** icon



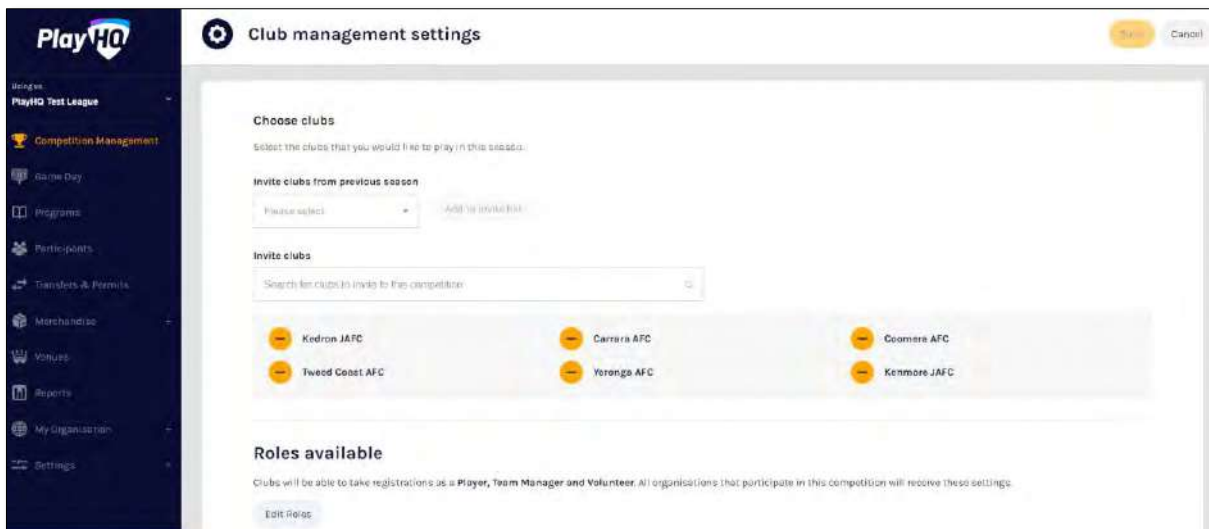
## Club

In the **Club Management settings** section click on the **Set up** button.



Under **Choose clubs** select a season in the **Invite clubs from previous season** drop-down and click on the **Add to invite** list button or begin to type the name of the **Club** in the **Invite clubs** search box to select all clubs in the season in the competition.

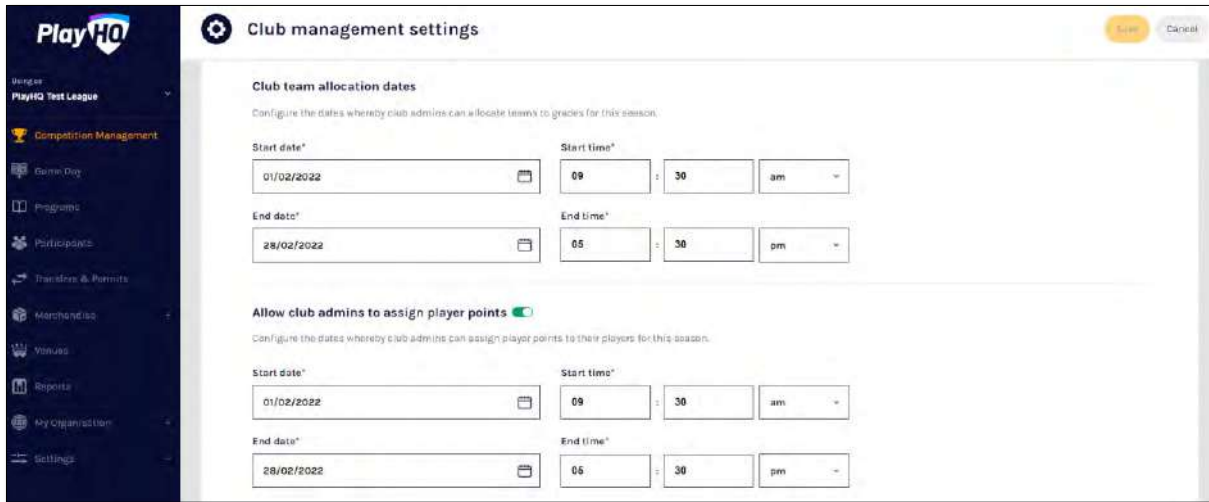
Under **Roles available** you will see the **Roles** that have been set at the national level. To add extra **Roles** click on the **Edit Roles** button.



### Registration Setup – Club Management Settings (cont)

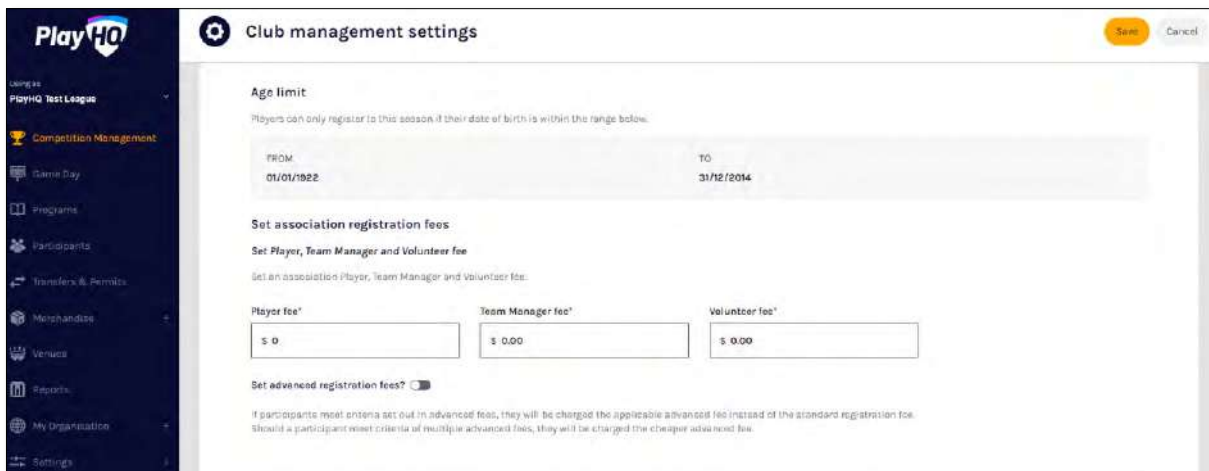
Leagues are able to give Clubs access to allocate Teams to Grades if required. Under Club team allocation dates add the Start date, Start time, End date & End time.

Leagues are able to give Clubs access to allocate Assign Player Points if required. Under Allow club admins to assign player points add the Start date, Start time, End date & End time.



Under Age limit you will see any settings that have been added creating a season.

Under Registration fees you can add a League fee to be passed down to Clubs in the Player fee, Team Manager fee and Volunteer fee area by adding an amount in each of the Roles.

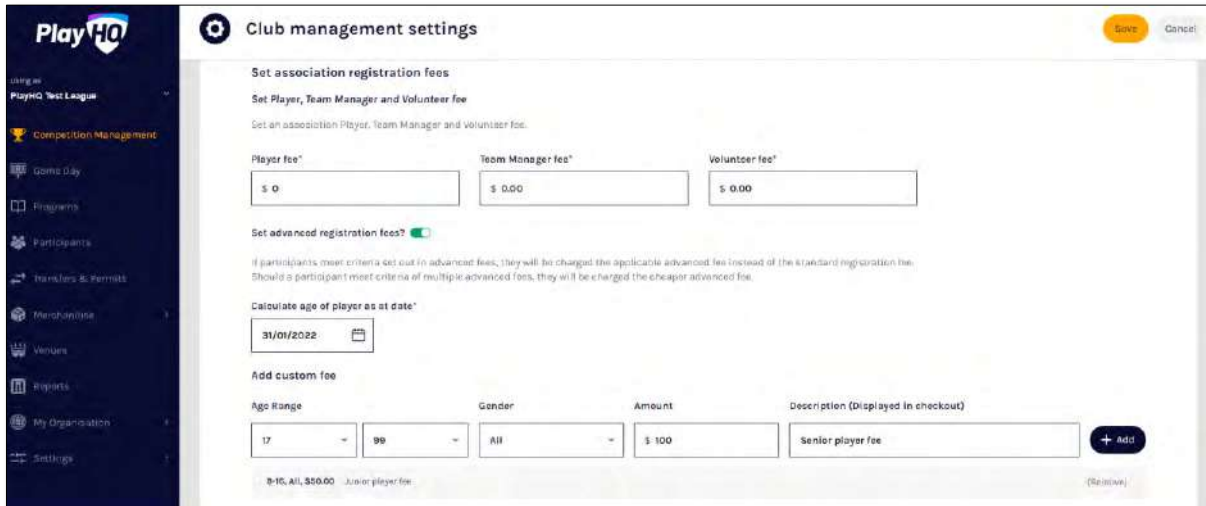


### Registration Setup – Club Management Settings (cont)

If you have different fees for different age groups and/or genders you can use the **Set advanced registration fees** area.

Under **Calculate age of player as at date** add a date.

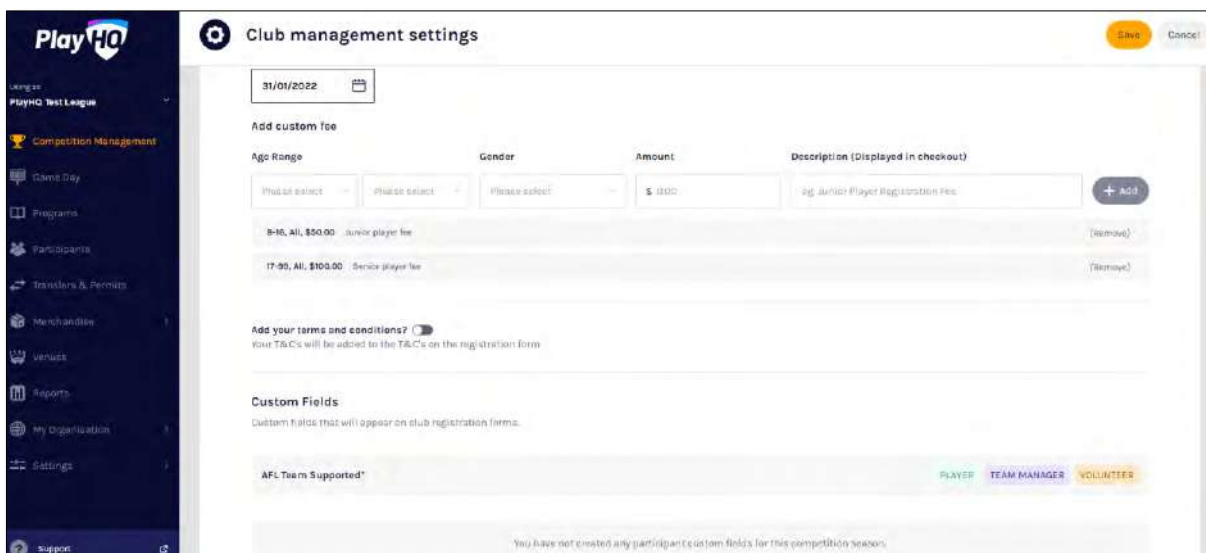
Under **Add custom fee** select **Age Range & Gender**, add **Amount & Description** and click on the **+ Add** button.



Under **Add your terms and conditions** if you added **Terms and conditions** in **My Organisation – Overview – Details**, you can make them visible on the club registration form by turning on.

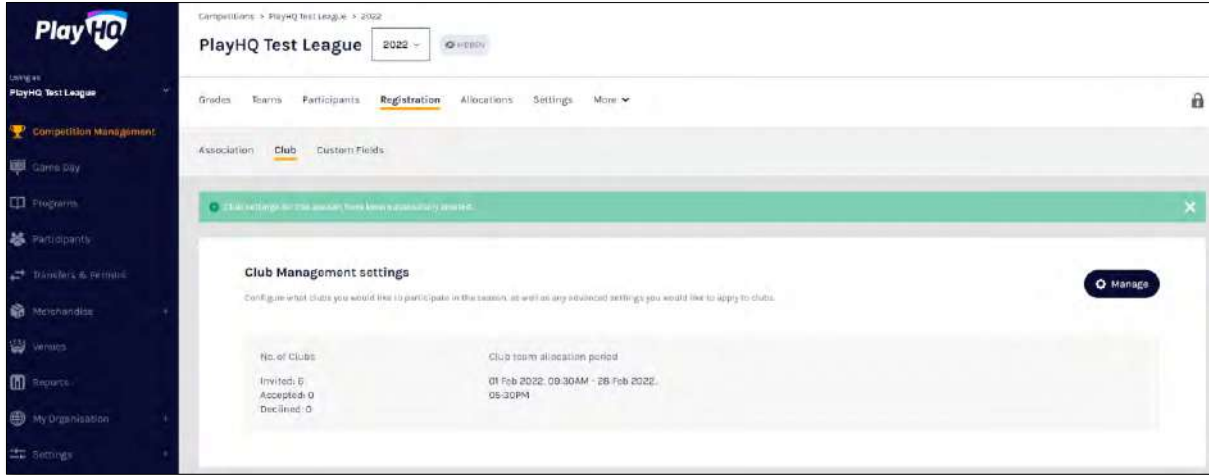
Under **Custom Fields** you will see any that have been added at all levels.

Click on the **Save** button in the top right corner.



### Registration Setup – Club Management Settings (cont)

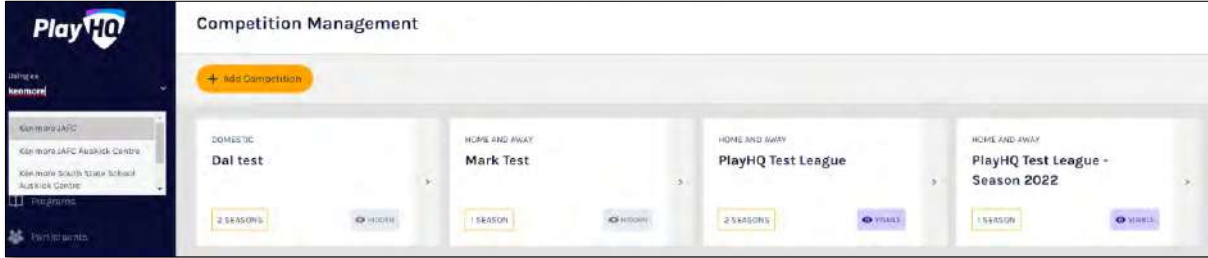
The settings will be created, you will be taken back to the **Club Management settings** page with a confirmation message that the **Club settings** have been created. To make changes to the settings you can click on the **Manage** button.



## 12. Club Management

### Accept Competition Invitation

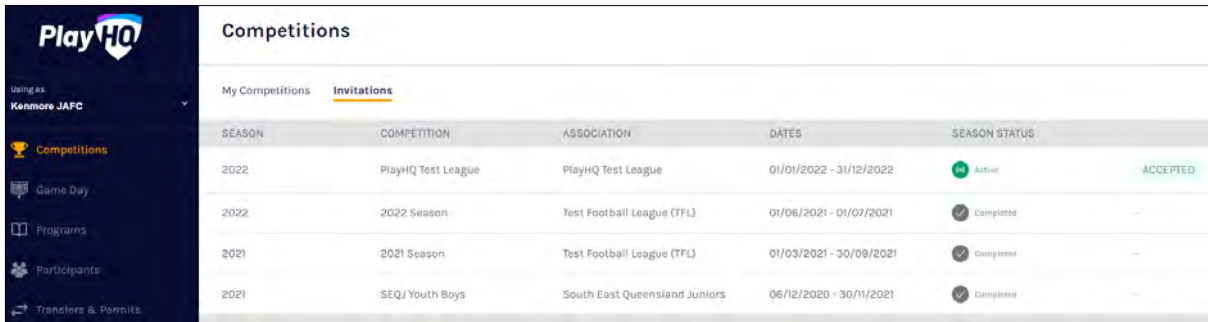
Click in the **Using as** area and begin to type the name of the **Club** and select the **Club** when it appears.



In the left menu click on **Competitions**, click on the **Invitations** tab and click on the **Accept** button.



The status for the competition will change to **Accepted**.



## Club Custom Fields

In the left menu click on **Competitions**, under the **My Competitions** tab click on the **View** button

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2022	PlayHQ Test League	PlayHQ Test League	01/09/2022 - 31/12/2022	Active	View
2022	2022 Season	Test Football League (TFL)	01/06/2021 - 01/07/2021	Completed	View
2021	2021 Season	Test Football League (TFL)	01/03/2021 - 30/08/2021	Completed	View
2021	SEQ Youth Boys	South East Queensland Juniors	06/12/2020 - 30/11/2021	Completed	View

Click on the **Registration** tab and the select **Custom Fields** tab.

Any **Custom Fields** created at national, state, region or League levels will be shown and locked.

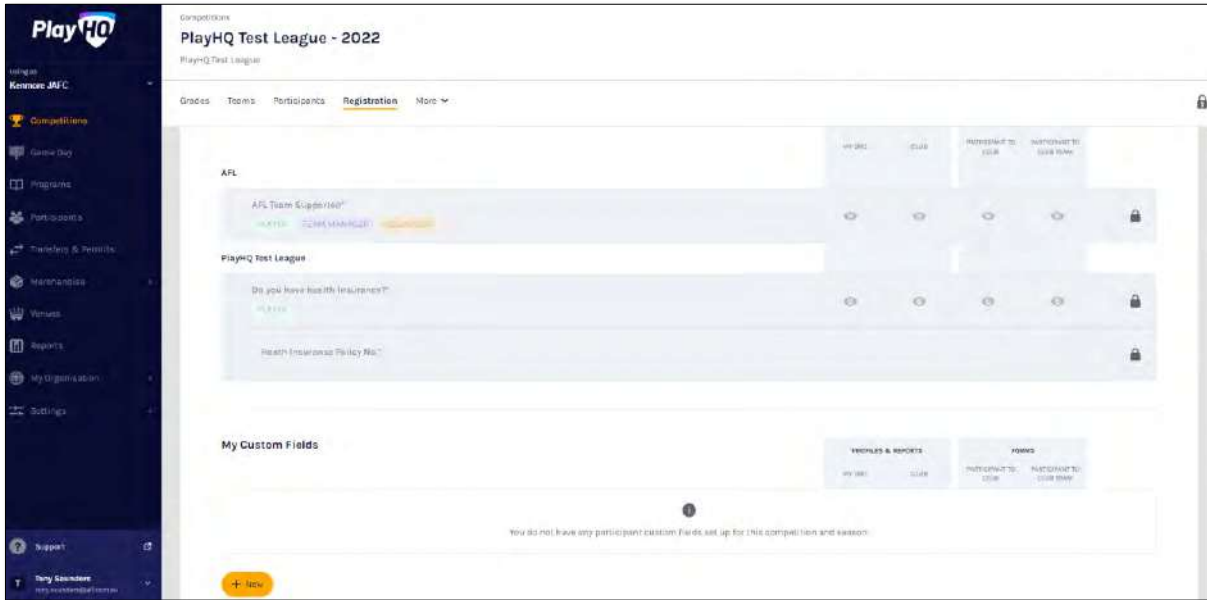
The **Club** can create any **Custom Fields** they may require by clicking on the **+ New** button and follow the instructions earlier in the guide for League.

The screenshot shows the 'Registration' tab for the 'PlayHQ Test League - 2022'. It displays a 'Participant' section with 'Inherited' fields from 'AFL', including 'AFL Team Supporter?' which is locked. Below this is a 'My Custom Fields' section, which is currently empty and contains a message: 'You do not have any participant custom fields set up for this competition and season.' A '+ New' button is visible at the bottom left of the custom fields section.

### Club Conditional Custom Fields

**Conditional Custom Fields** are custom fields that will appear (or not) based on the answer to another custom field.

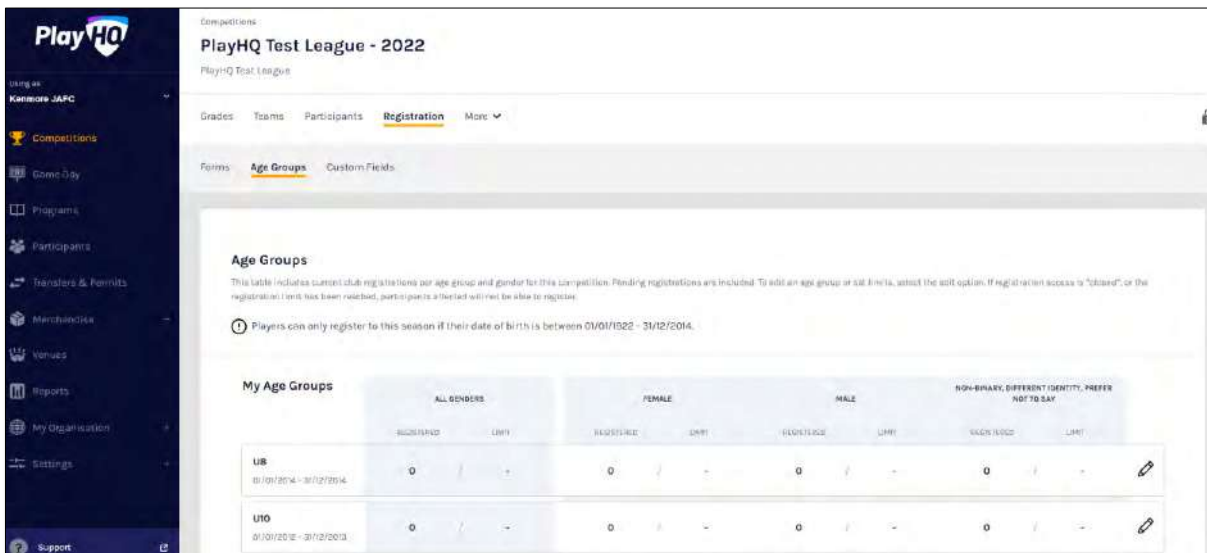
The **Club** can create any **Conditional Custom Fields** they may require by clicking on the **+ New** button and follow the instructions earlier in the guide for League.



### Age Groups

*Please note if the League has turned on age group badging clubs will be able to view the number of registrations for each gender in each group as well as be able to set caps on the number of registrations.*

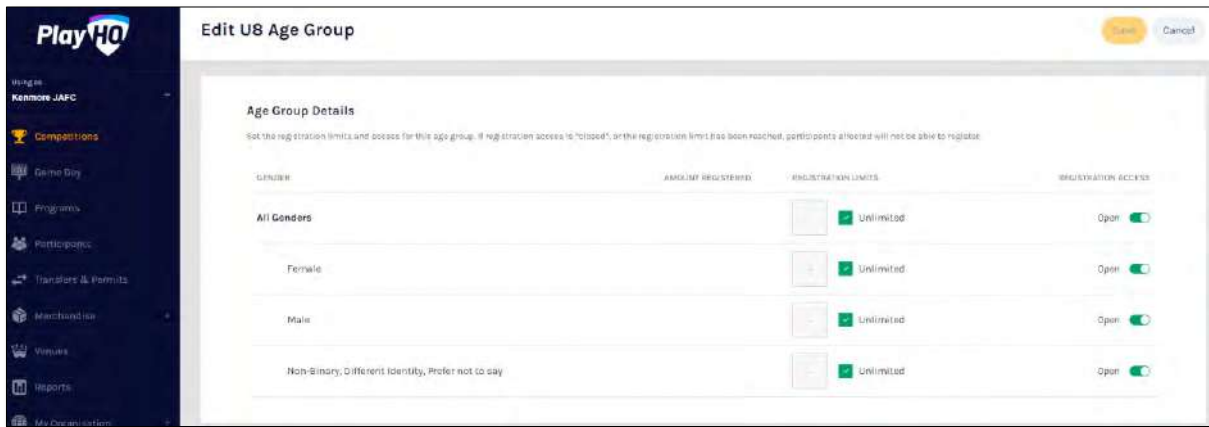
Click on the **Registration** tab and the select **Age Groups** tab.



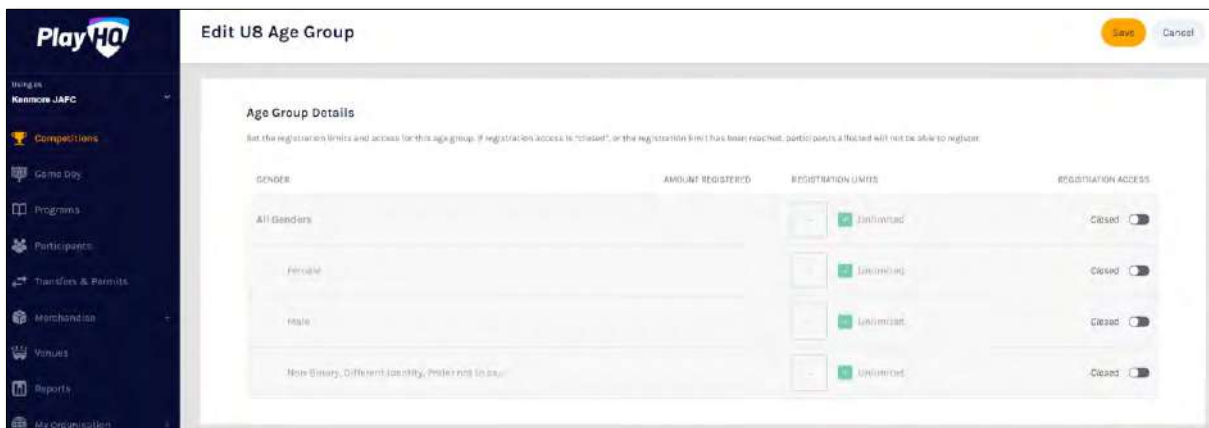
On the **Age Groups** page you will be able to view the age groups created by the League as well as the number of registered players in age group.

### Club Management – Age Groups (cont)

To edit an age group click on the icon of an age group.

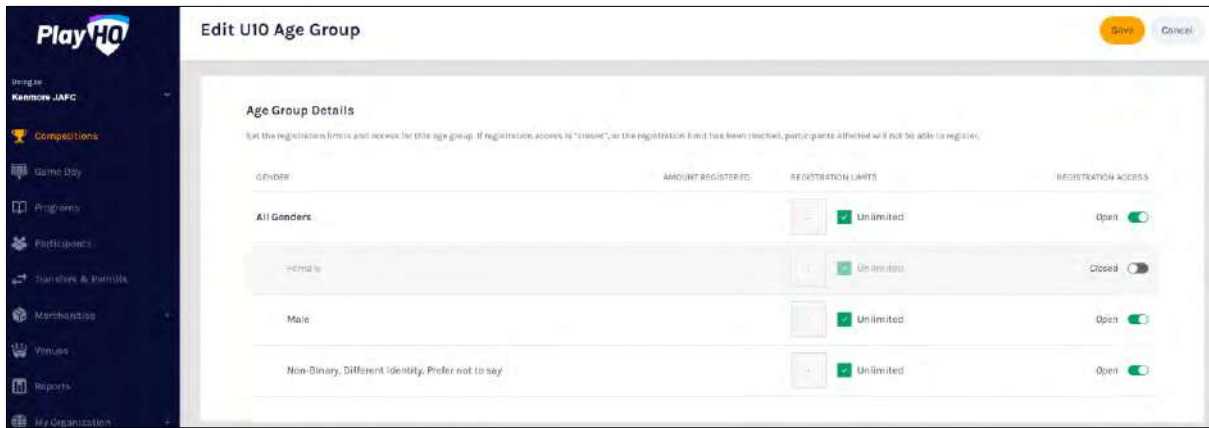


To turn off all registrations in an age group, toggle off the button for **All Genders** and click on the **Save** button in the top right corner.

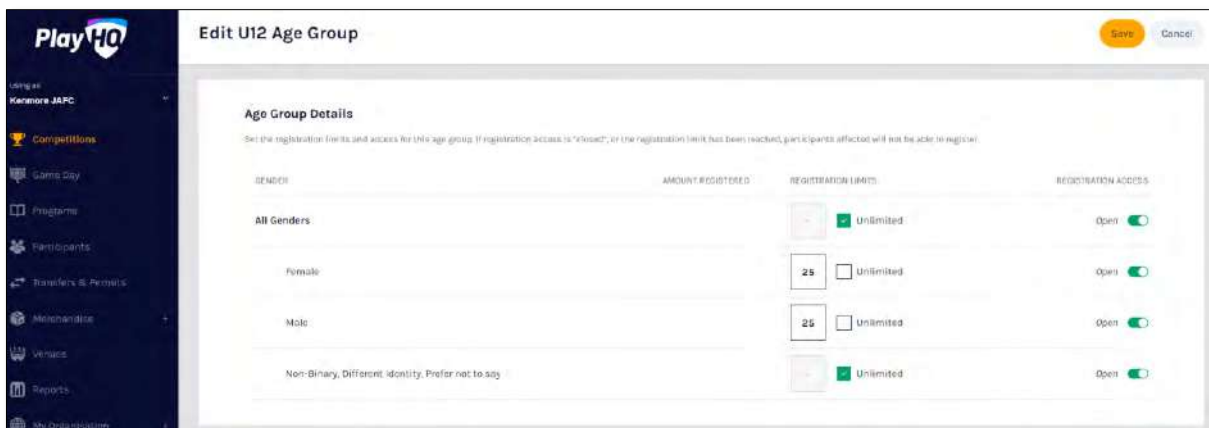


### Club Management – Age Groups (cont)

Alternatively to turn off registrations for a particular gender in an age group, toggle off the button for either **Female** or **Male** or **Non-Binary, Different Identity, Prefer not to say** and click on the **Save** button in the top right corner.



To set caps on the number of registrations in an age group, in the **Registration Limits** column untick the relevant **Unlimited** box, add a value and click on the **Save** button in the top right corner.



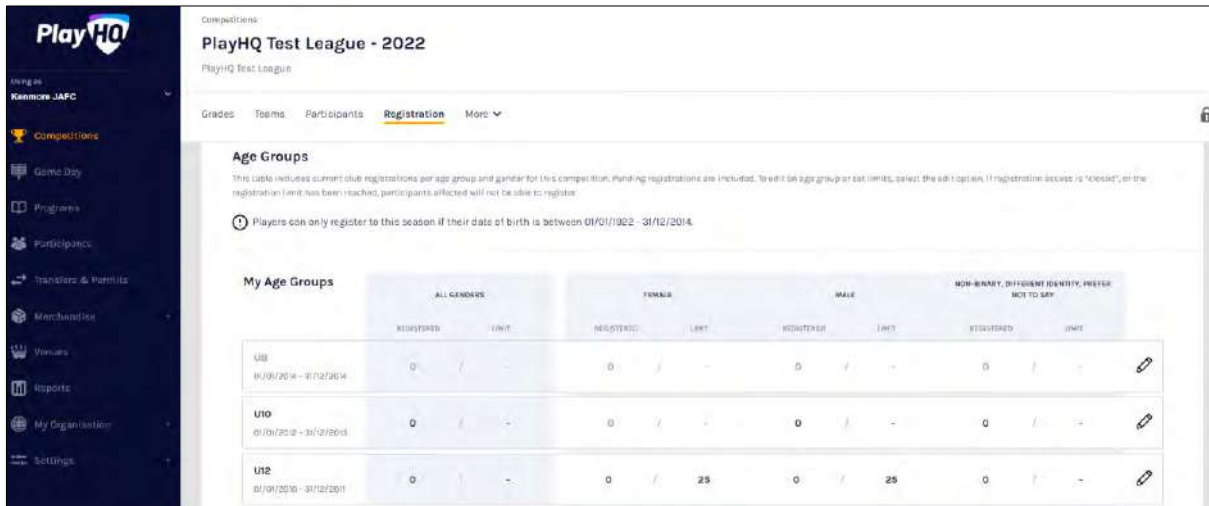
### Club Management – Age Groups (cont)

You will be returned to the **Age Groups** page and the changes will be reflected.

Where registrations have been turned off this will be shown as the age group and /or gender greyed out.

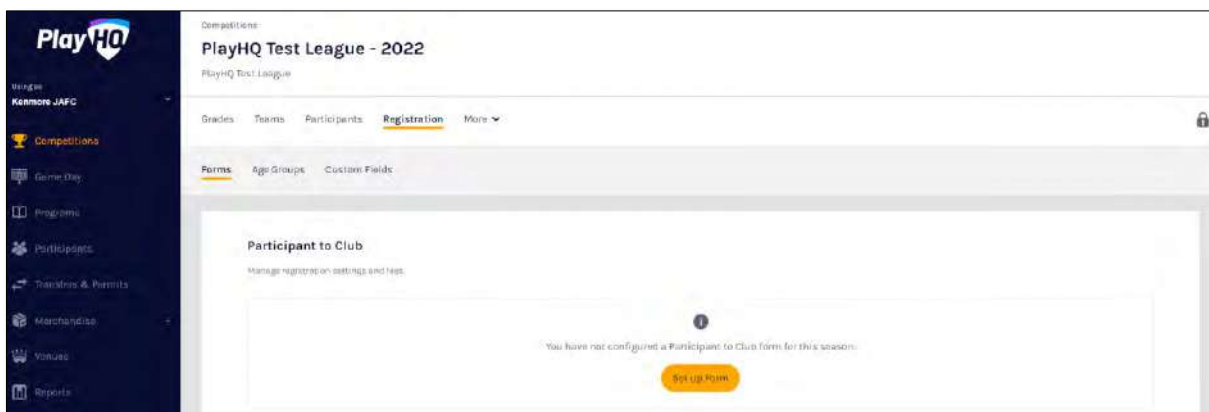
Where registrations have been capped the cap number will be shown in the **Limit** column of the age group.

**Please note this information will also be reflected on the club's registration form on the public website for participants when registering.**



### Registration Form Setup

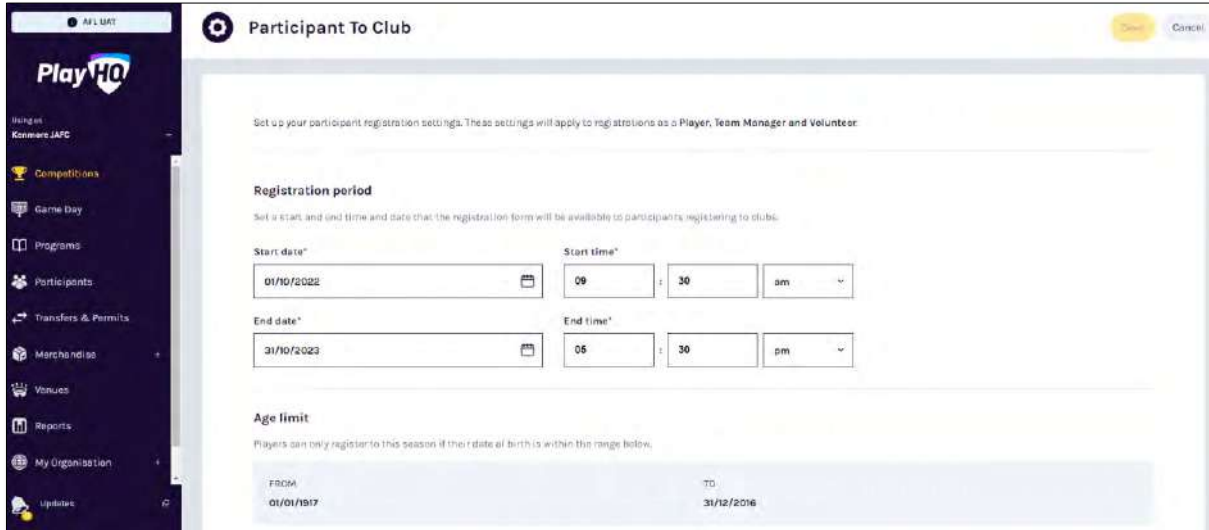
Click on the **Registration** tab and then select **Forms** tab. In the **Participant to Club** area click on the **Set up Form** button.



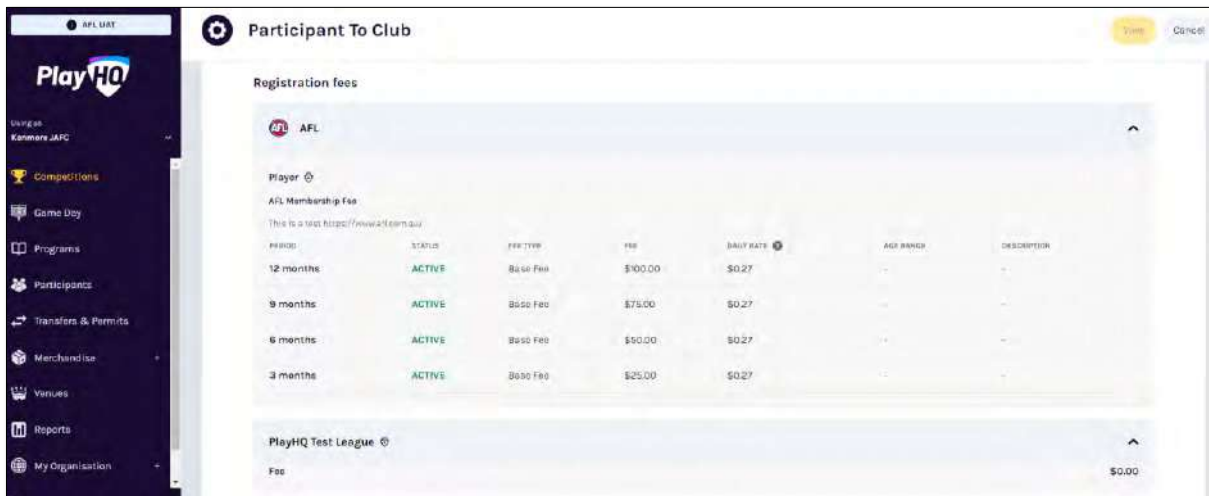
### Club Management – Registration Form Setup (cont)

Under **Registration Period** section add the **Start date & End date** for the club to accept participant registrations.

Under **Age limit** you will see any age restrictions that have been created.



Under **Registration fees** you may see a fee that has been set at the national, state, region or League level and passed down, these fees cannot be removed or edited.



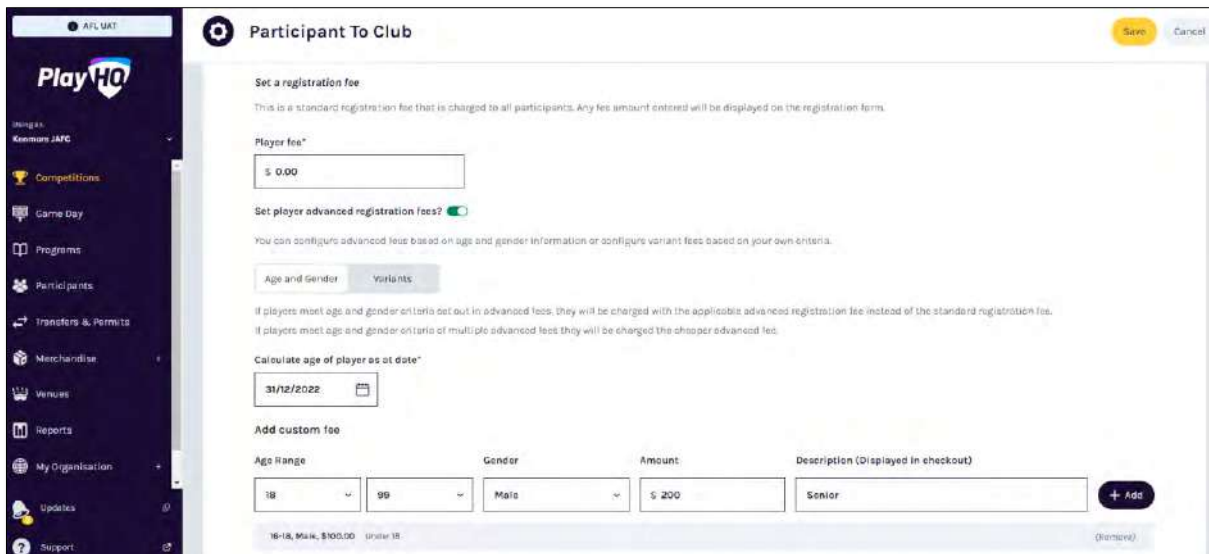
### Club Management – Registration Form Setup (cont)

Under **Set a registration fee** you can add a **Club** fee in the **Player fee, Team Manager fee and Volunteer fee** area by adding an amount in each of the **Roles**.



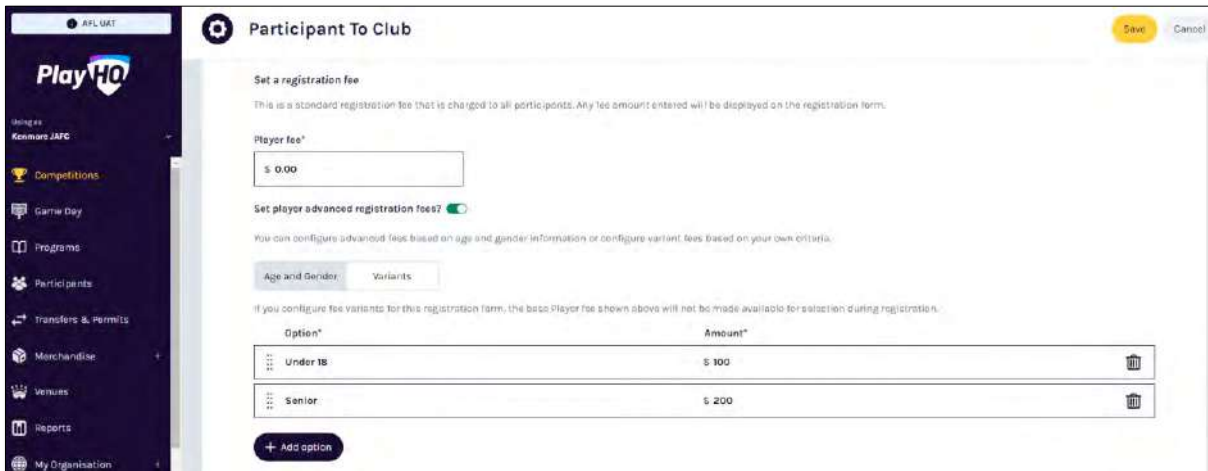
If you have different **Player** fees for different age groups and/or genders turn on **Set advanced registration fees** and select the **Age and Gender** or **Variants** option.

For the **Age and Gender** option, add date in **Calculate age of player as at date**. In **Add custom fee** select **Age Range**, select **Gender**, add **Amount**, add **Description** and click on the **+ Add** button.



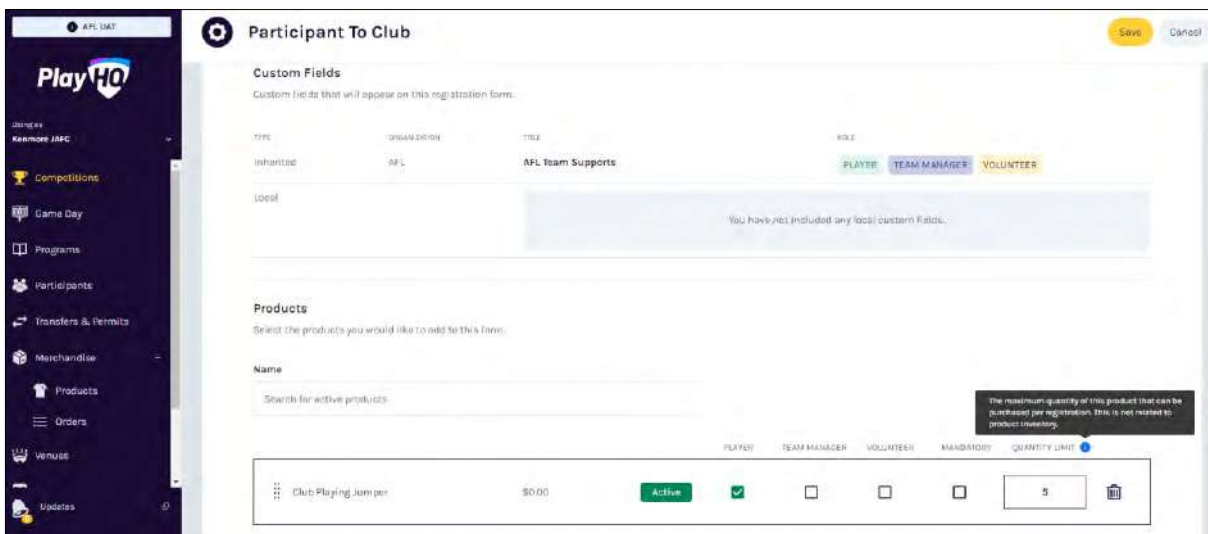
### Club Management – Registration Form Setup (cont)

For the **Variants** option, add **Option**, add **Amount**, and click on the **+ Add option** button.



Under **Custom Fields** you will see any that have been added at all levels.

Under **Products** any Products created by the **Club** can be added. Select the registration types who will see the **Product**. If **Mandatory** is ticked the **Quantity Limit** will default to 1 but if unticked the **Quantity Limit** can be added.



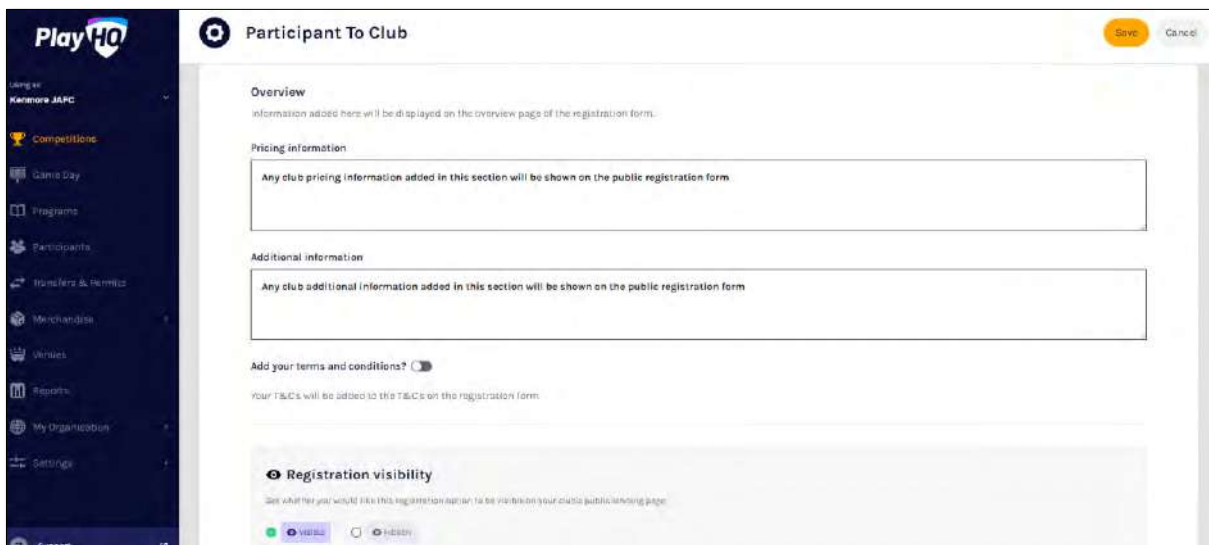
### Club Management – Registration Form Setup (cont)

Under **Overview** add information in **Pricing information** and **Additional information** areas.

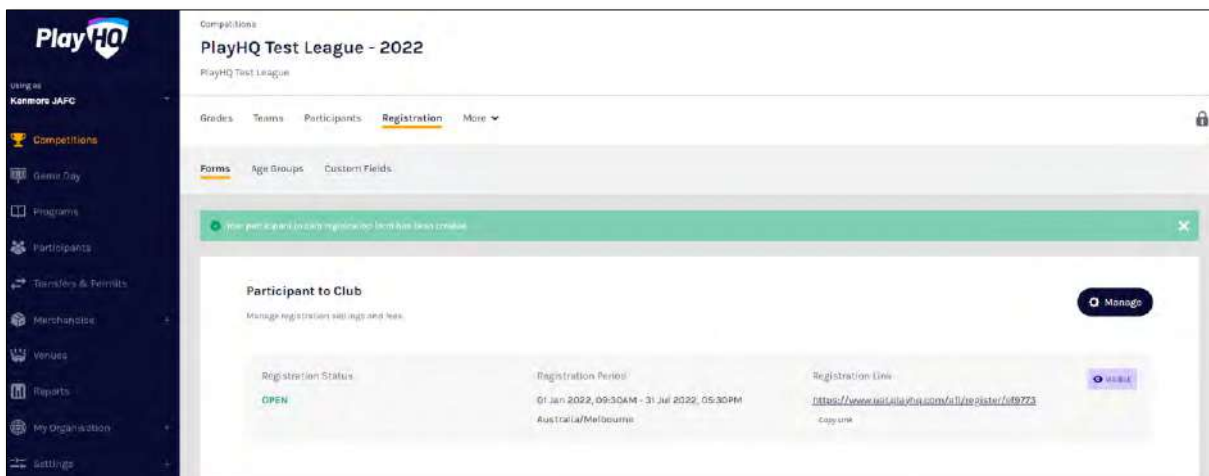
Under **Add your terms and conditions** if you added **Terms and conditions** in **My Organisation – Overview – Details**, you can make them visible on the club registration form by turning on.

Under **Registration visibility** select either **Visible** or **Hidden**. This will determine whether the **Club** registration form is visible by the public. The **Club** may elect to hide the registration form but use the link to the form to send out to their participants as a way of restricting registrations.

Click on the **Save** button in the top right corner.

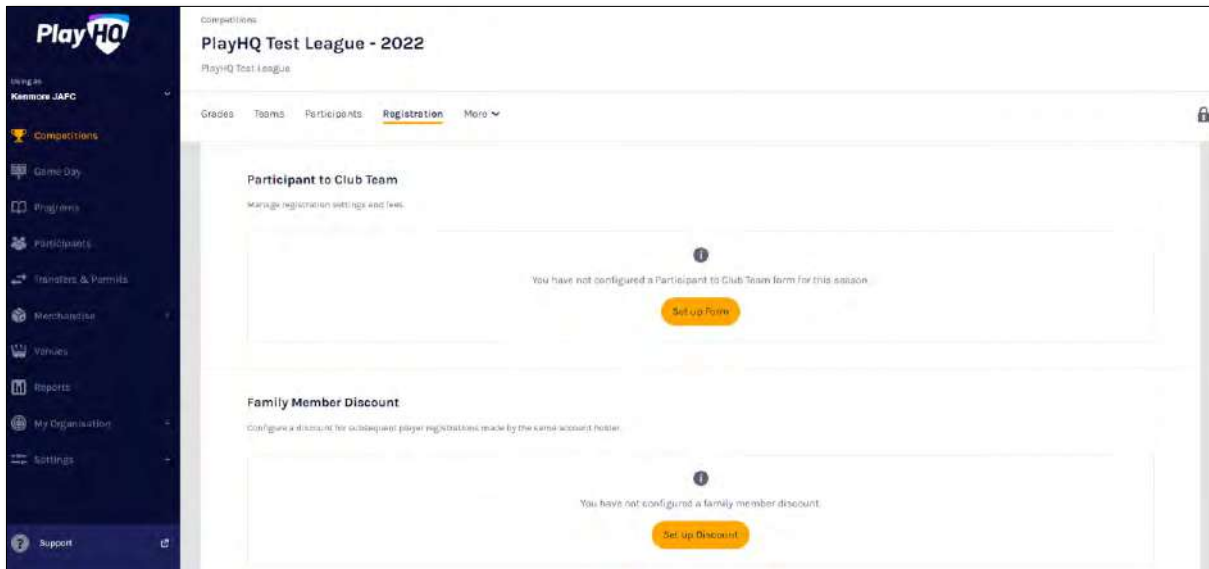


The **Club** registration form will be created, you will be taken back to the **Forms** page with a confirmation message that the **Club** registration form has been created. To make changes to the registration form settings you can click on the **Manage** button.



## Family Member Discount

Click on the **Registration** tab and the select **Forms** tab. Scroll to the bottom of the page and in the **Family Member Discount** area click on the **Set up Discount** button.

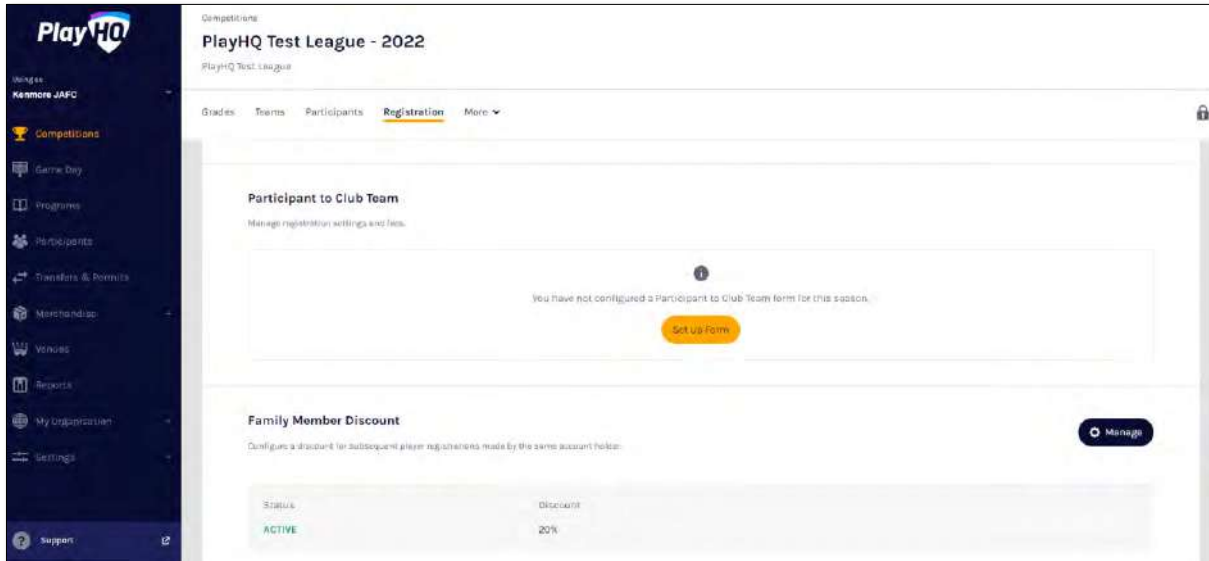


Turn the **Status** button on, add a percentage amount in the **Discount** area and click on the **Save** button in the top right hand corner.



### Club Management – Family Member Discount (cont)

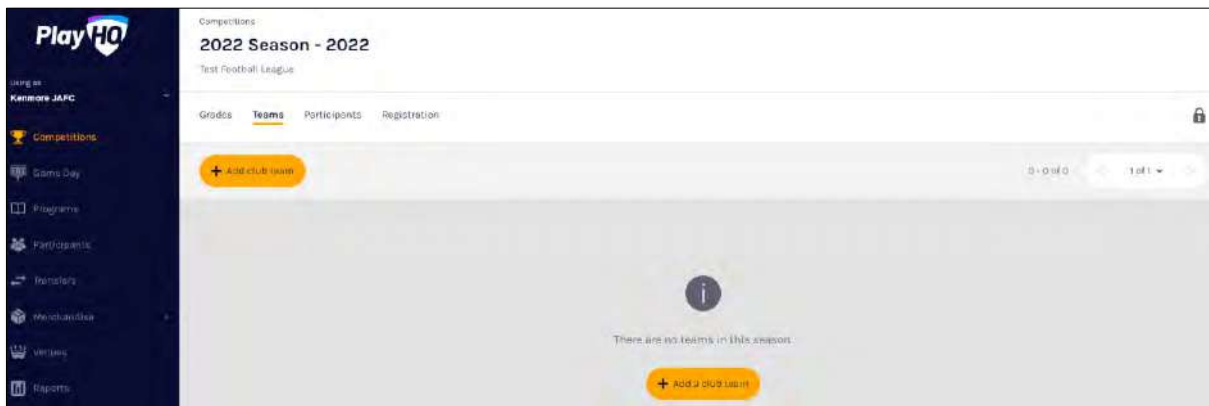
The **Family Member Discount** will be created, you will be taken back to the **Registrations** page with a confirmation message that the **Family Member Discount** is **Active**.



### Create Teams

*Please note all Teams must be created while Using as the Club level.*

In the left hand menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab and click on the **Add club team** button.

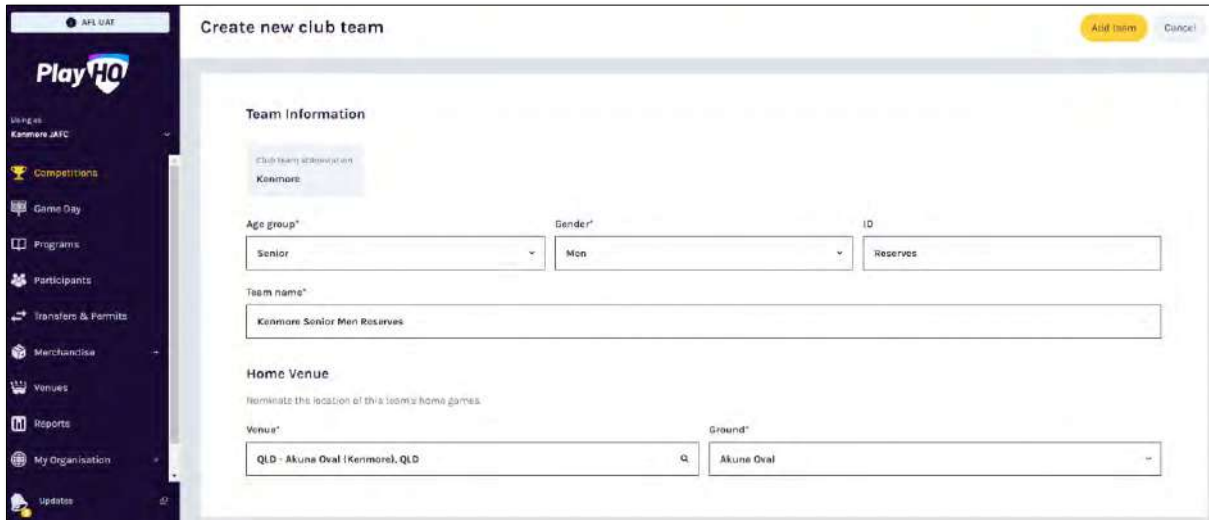


### Club Management – Create Teams (cont)

Under **Team Information** as the **Age Group**, **Gender** & **ID** are selected the **Team Name** will begin to populate which can also be edited.

In the **Home Venue** area add the **Venue & Ground** for the team.

Click on the **Add team** button in the top right corner.

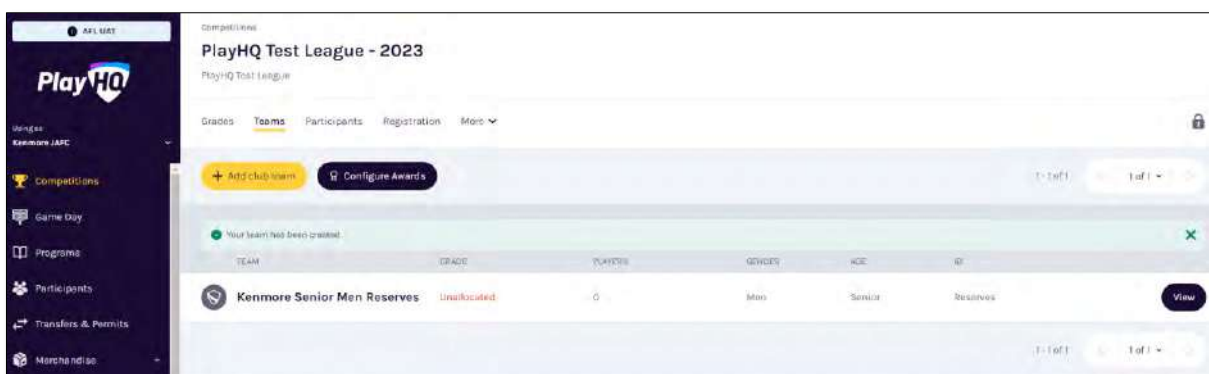


The **Team** will be created and you will be taken back to the **Teams** page with a confirmation message showing the **Team** has been created.

Repeat this process to add **Teams** for all other **Clubs** with **Teams** in the **Grade**.

### Edit Team Settings

To make changes to the team settings you can click on the **View** button.



## Club Awards

There are two options available for **Clubs** for setting up **Awards**.

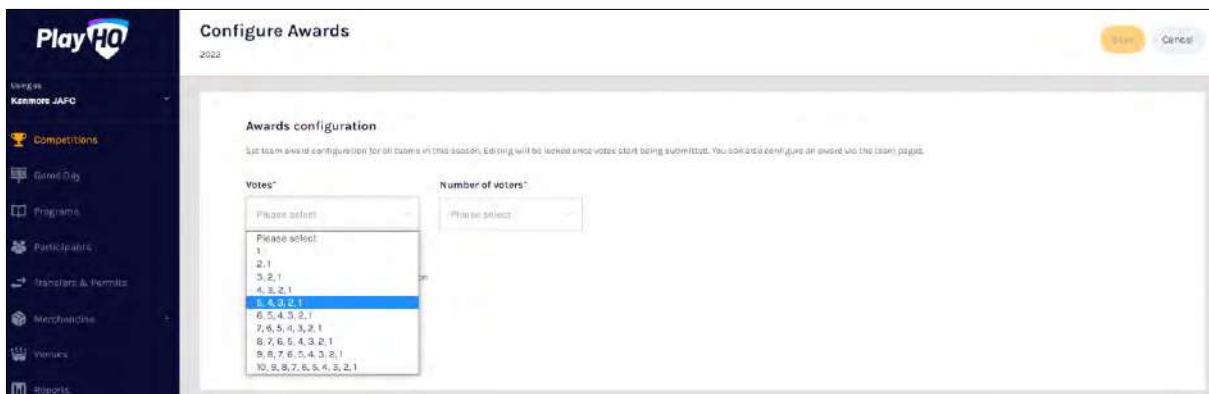
**Club Awards** can be setup where the award configuration covers all teams in the season.

**Team Awards** can be setup where each team can have different award configuration.

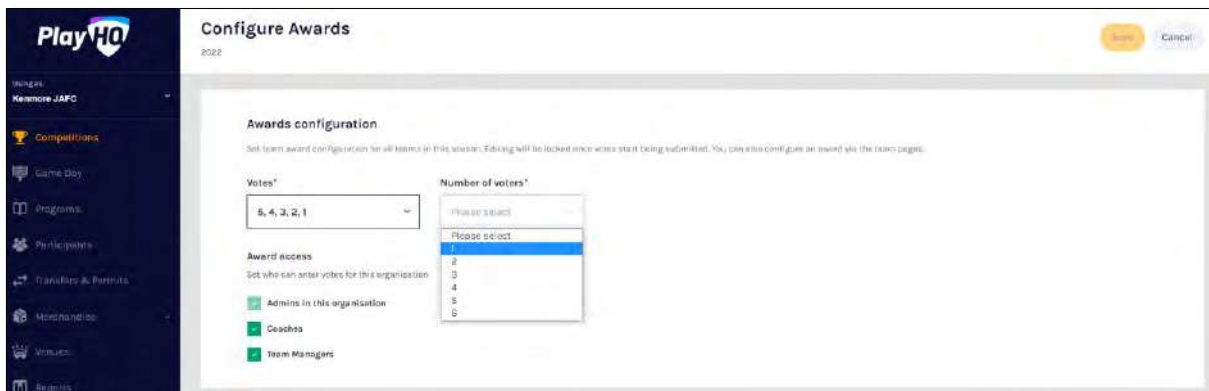
## Setup Club Award

In the left menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab and click on the **Configure Awards** button.

On the **Award configuration** page select a **Votes** option.

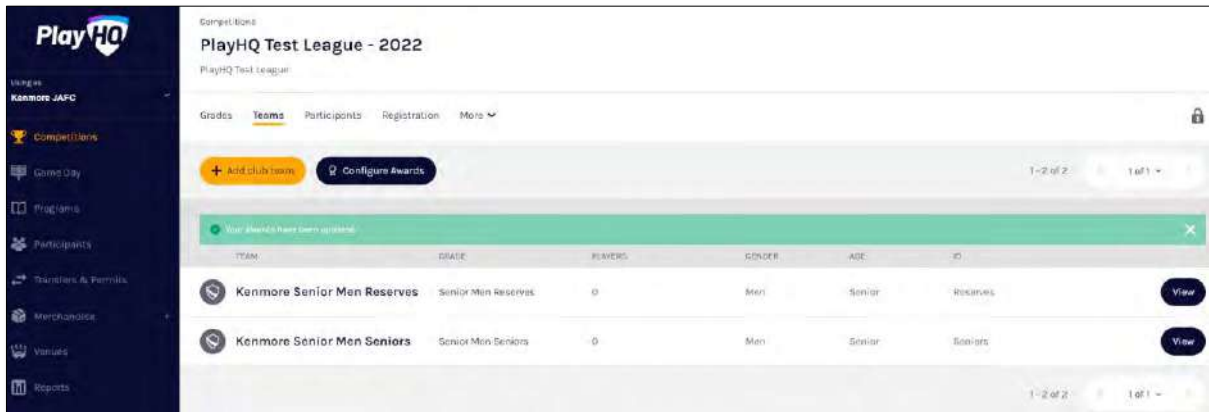


Select a **Number of voters** option, the **Award access** options and click on the **Save** button in the top right corner.



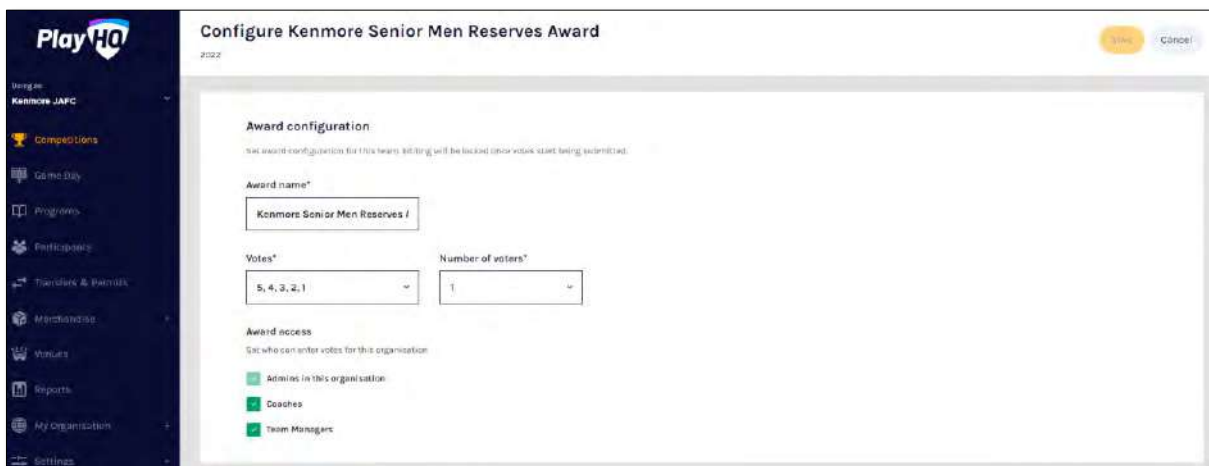
### Club Management – Setup Club Award (cont)

You will be returned to the **Teams** tab with a confirmation message that the award has been created.



Prior to any votes being entered, if required the configuration for a **Club Award** for a **Team** can be changed.

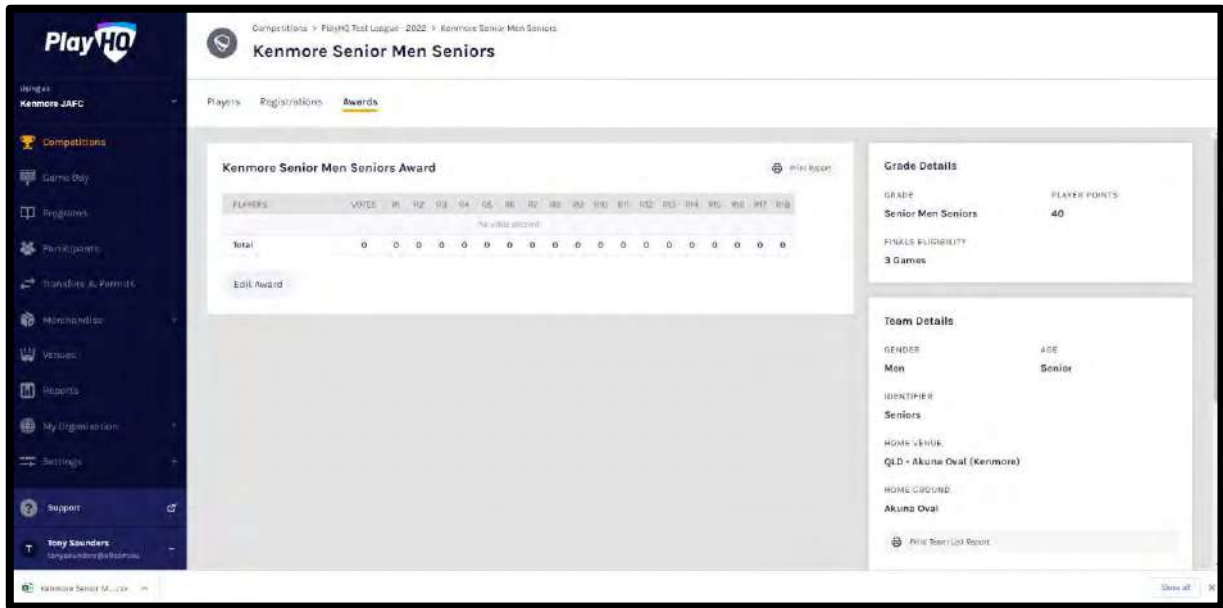
Click on the **View** button for the **Team**, click on the **Awards** tab and click on the **Edit Award** button.



Make the changes required and click on the **Save** button in the top right corner.

### Club Management – Setup Club Award (cont)

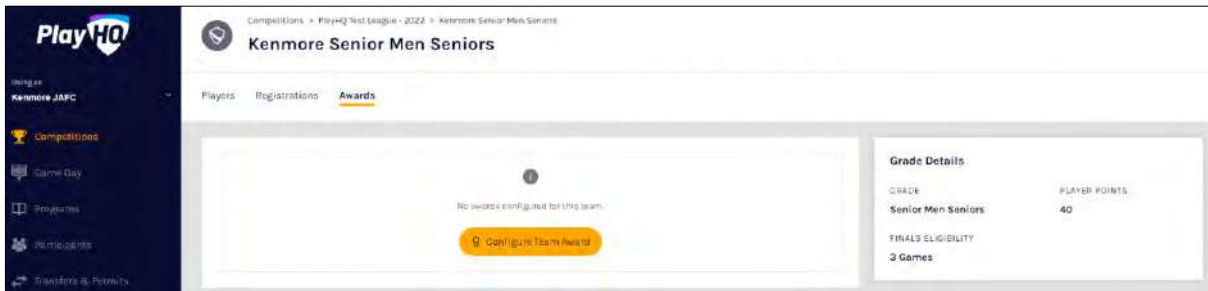
To print a team award report, click on the **Print Report** button. A link to the report will appear in the bottom left corner, click on the link and file will open.



### Setup Team Award

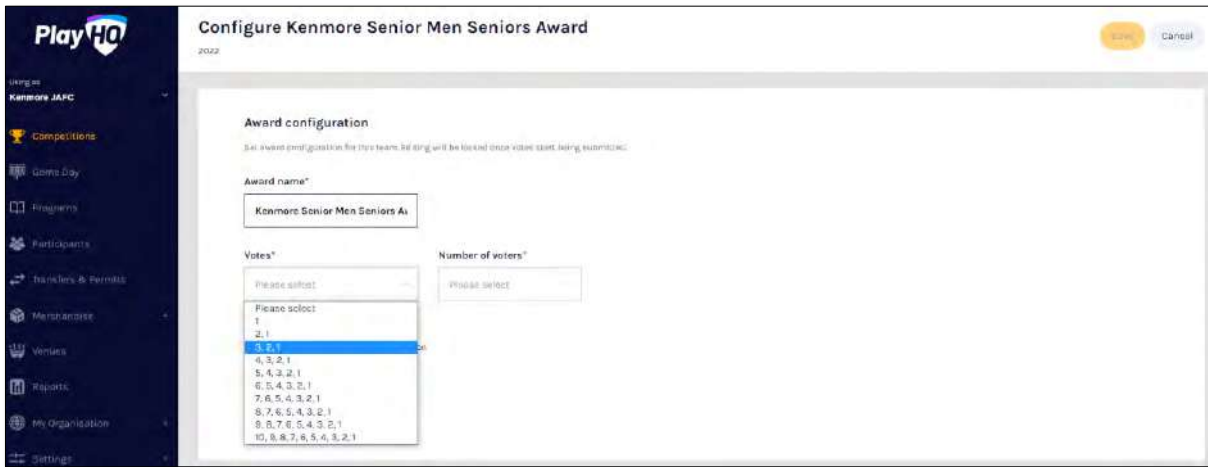
In the left menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab, click on the **View** button for the **Team** and click on the **Awards** tab.

Click on the **Configure Team Award** button.

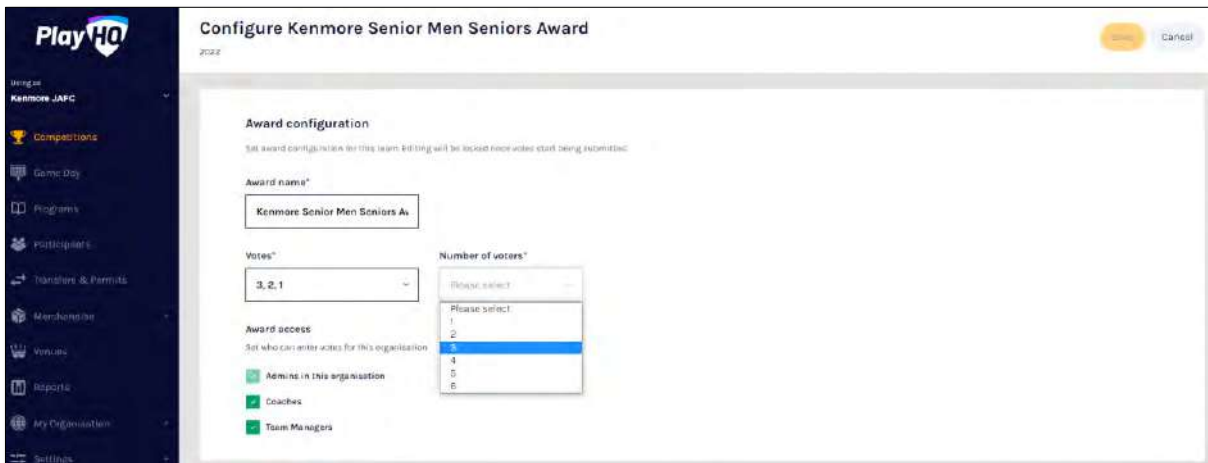


### Club Management – Setup Team Award (cont)

On the **Award configuration** page, add an **Award name** and select a **Votes** option.



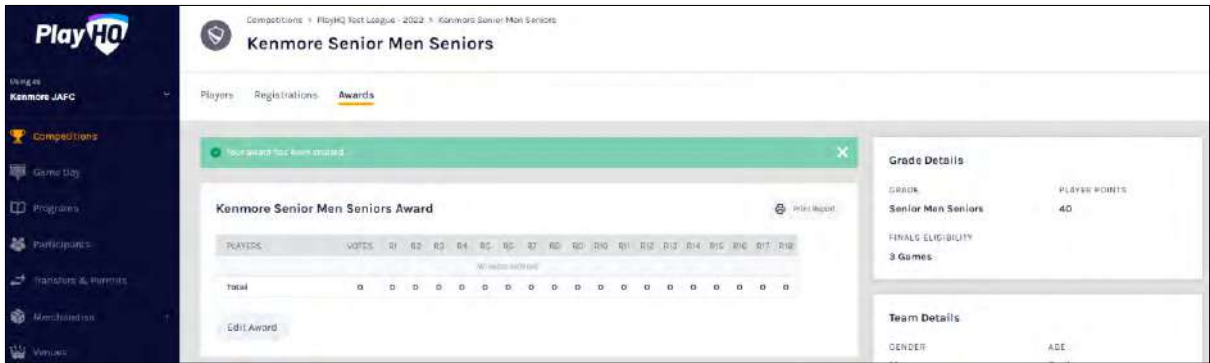
Select a **Number of voters** option, the **Award access** options and click on the **Save** button in the top right corner.



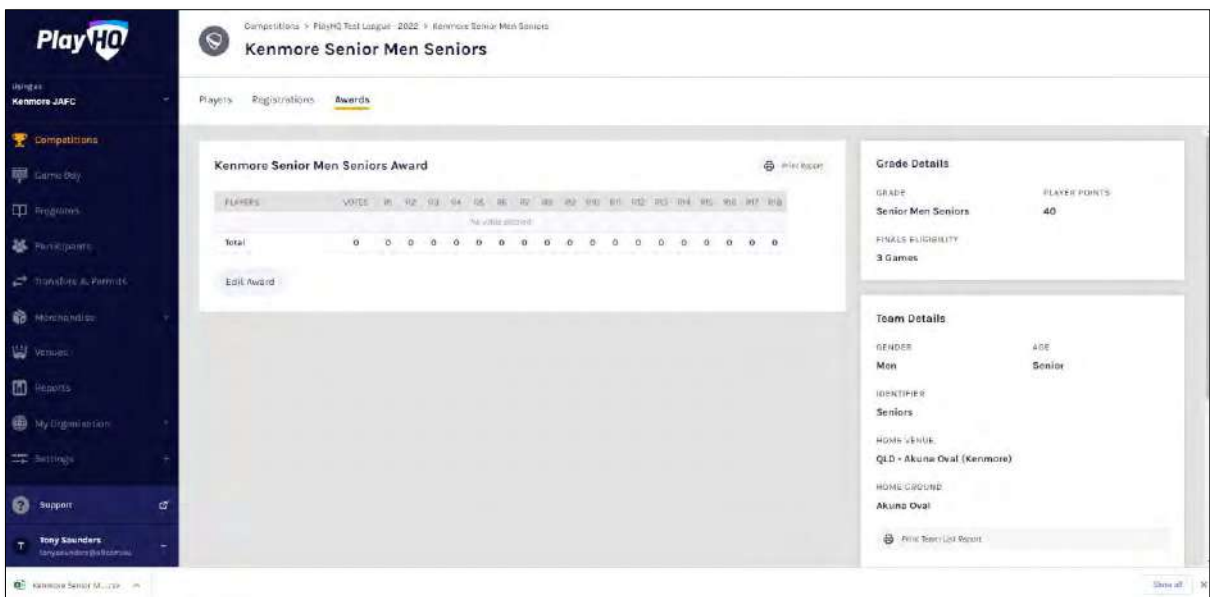
### Club Management – Setup Team Award (cont)

You will be returned to the **Awards** tab with a confirmation message that the award has been created and you will be able to view a list of votes as they are entered.

If you would like to make any changes, click on the **Edit Award** button. **Please note you will not be able to edit the award after votes have been entered without removing the votes that have entered.**



To print a team award report, click on the **Print Report** button. A link to the report will appear in the bottom left corner, click on the link and file will open.




## Allocate Teams to Grades

In the left menu click on **Competitions**, click on the **View** button for the **Competition** and click on the **Grades** tab.

The **Club Team Allocation** period is set by the League.

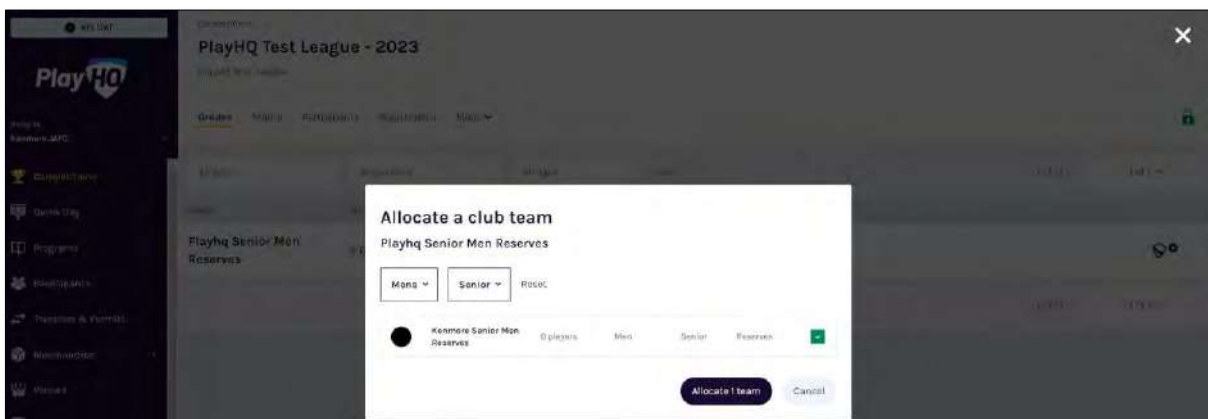
If it shown as locked **Clubs** will not be able to **Allocate Teams to Grades**, you must change the **Using as** organisation back to the **League**.



If it is shown as unlocked click on the  icon for the **Grade** you wish to allocate the team to.



Select the **Team** and click on the **Allocate 1 team** button.

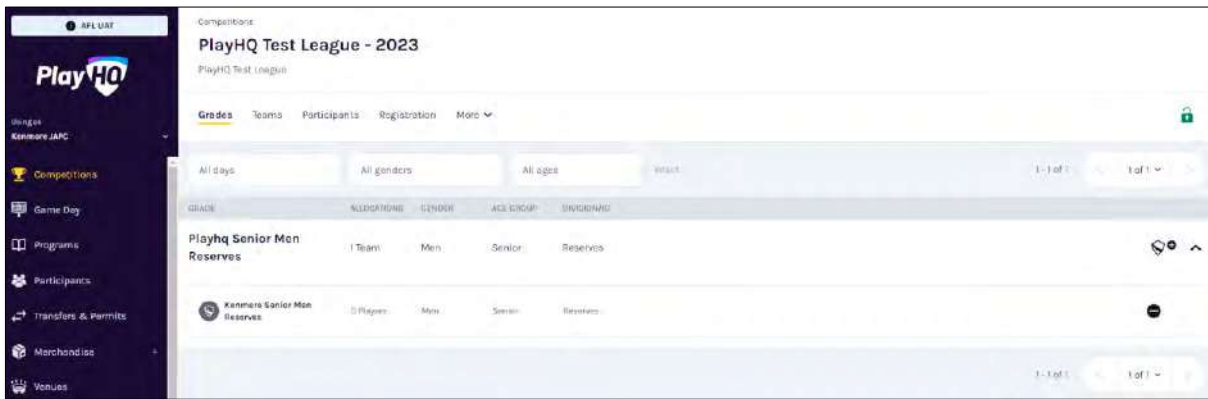


### Club Management – Allocate Teams to Grades (cont)

When the **Team** has been allocated you will return to the **Grades** page and new  icon will appear in the **Grade**.



Click on the icon to view the team allocated to the **Grade**.




Repeat this process to add **Teams** for all other **Clubs** in the **Grades**.

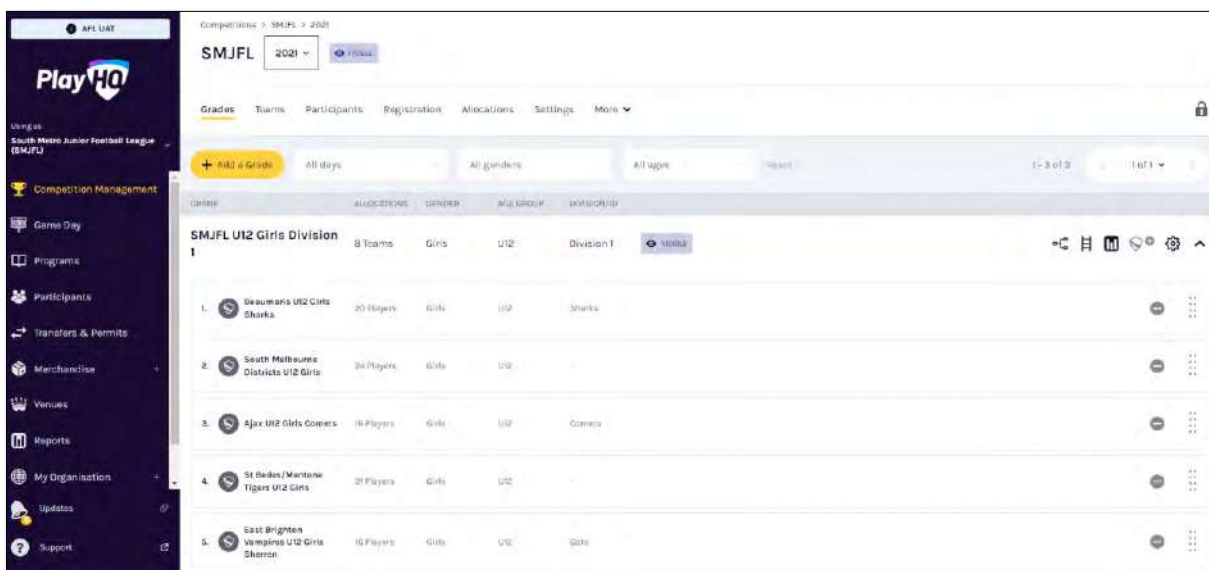
## Allocate Players to Teams

In order for **Players** to be selected in **Team Lineup** they need to be registered to be able to be allocated to the team. This can be done when selecting a lineup for a match however performing this task will make selecting a lineup a much quicker process. **Players can be allocated to multiple teams.**

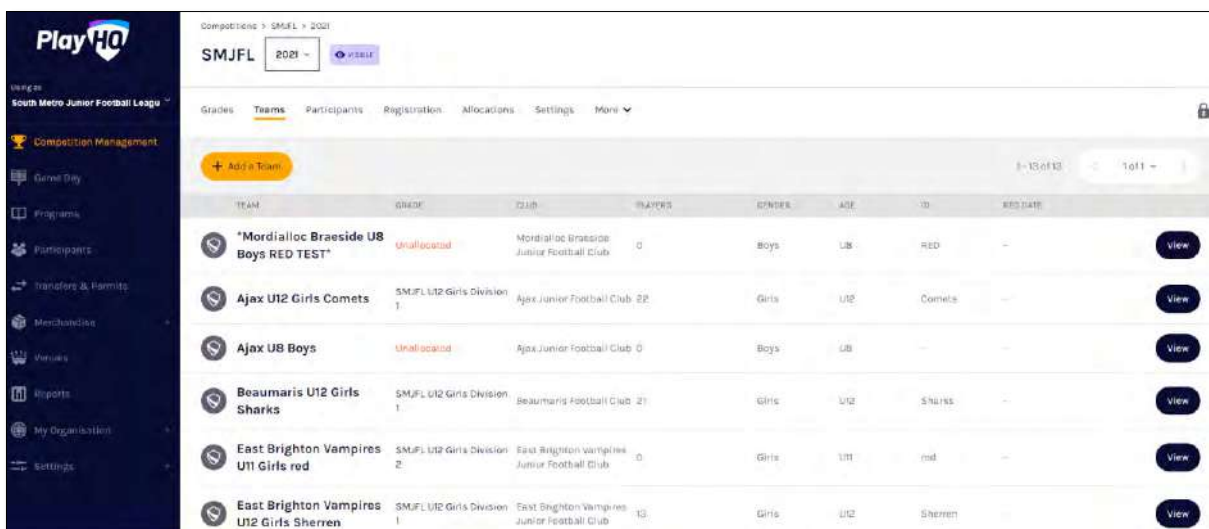
*Please note clubs will always have access to be able to allocate players to teams and we strongly encourage that Leagues advise the clubs to perform this task. However this task can also be done from the League level if assistance is required.*

In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**.

Under the **Grades** tab click on the  icon for the **Grade** the **Team** is in and click on the **Team**.

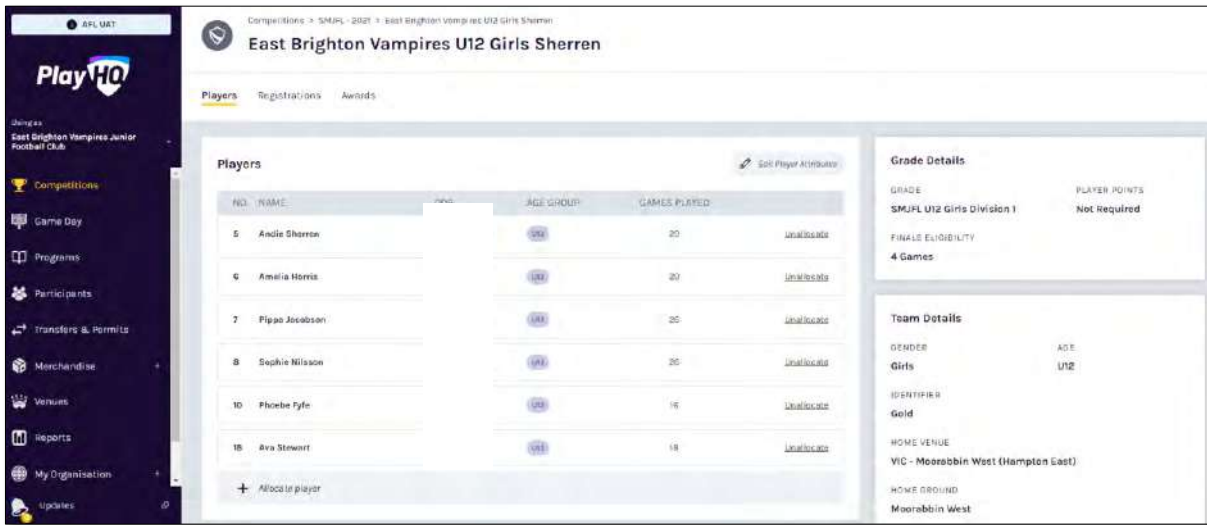


OR under the **Teams** tab search for the **Team** and click on the **View** button for the **Team**.

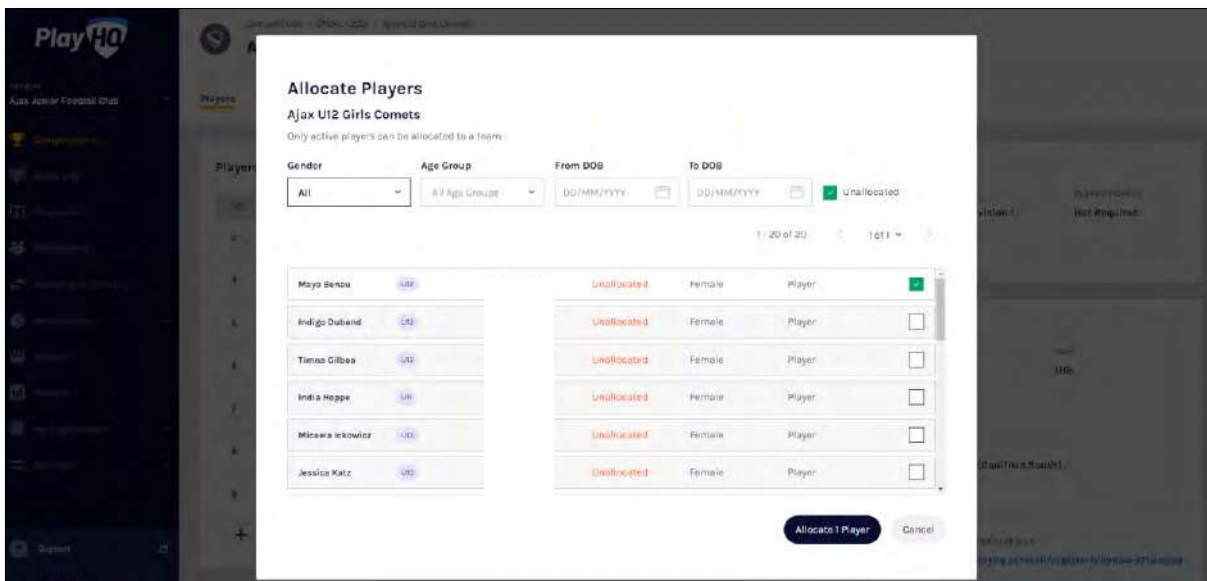


### Club Management - Allocate Players to Teams (cont)

In the **Players** section click on **+ Allocate Player**.

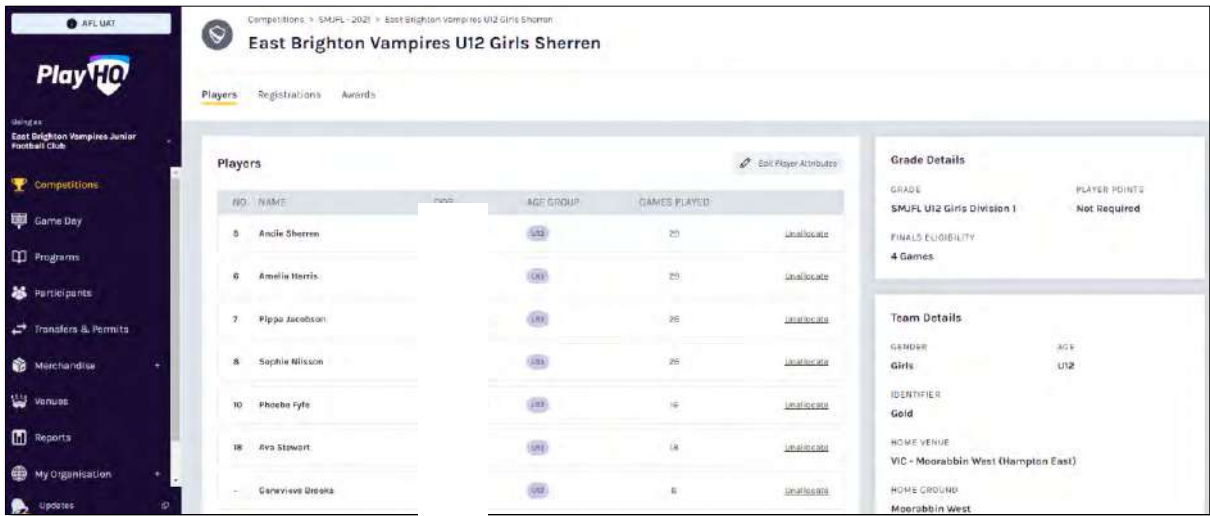


The **Allocate Players** pop up box will appear that will show a list of the **Unallocated** players. To **Allocate Players** to the **Team** click the tick box for each **Player** and click on the **Allocate x Players** button.



### Club Management - Allocate Players to Teams (cont)

You will be returned to the Team Players page and the players will appear in the **Players** list.

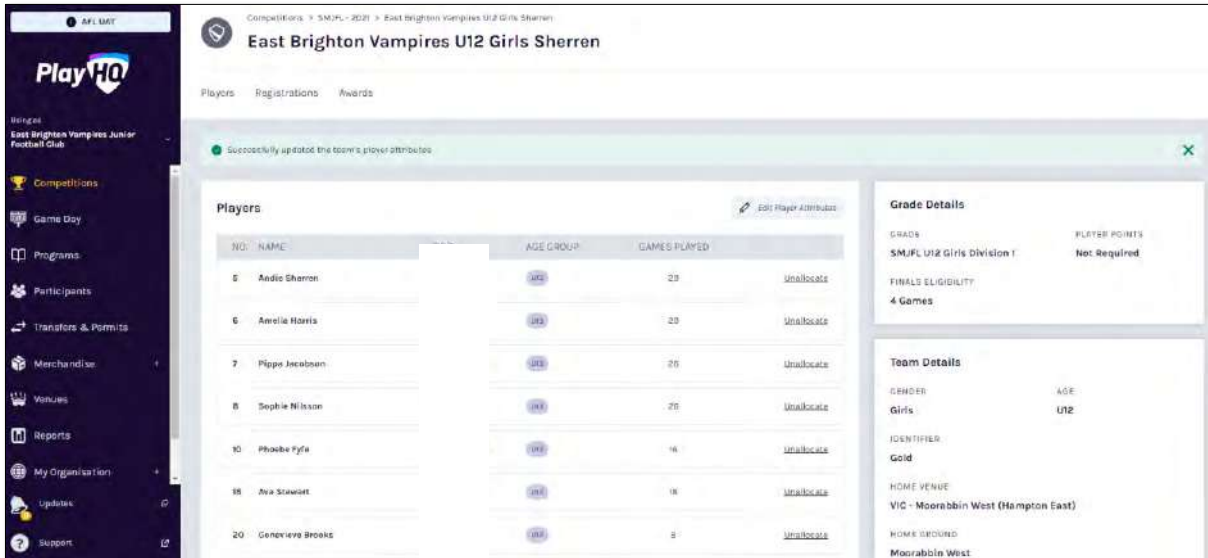


If the **Players** wear the same jumper number in matches for the **Team** and you wish to allocate them click on **Edit Player Attributes**. Add the numbers in the box provided and click on the **Save** button in the top right corner.



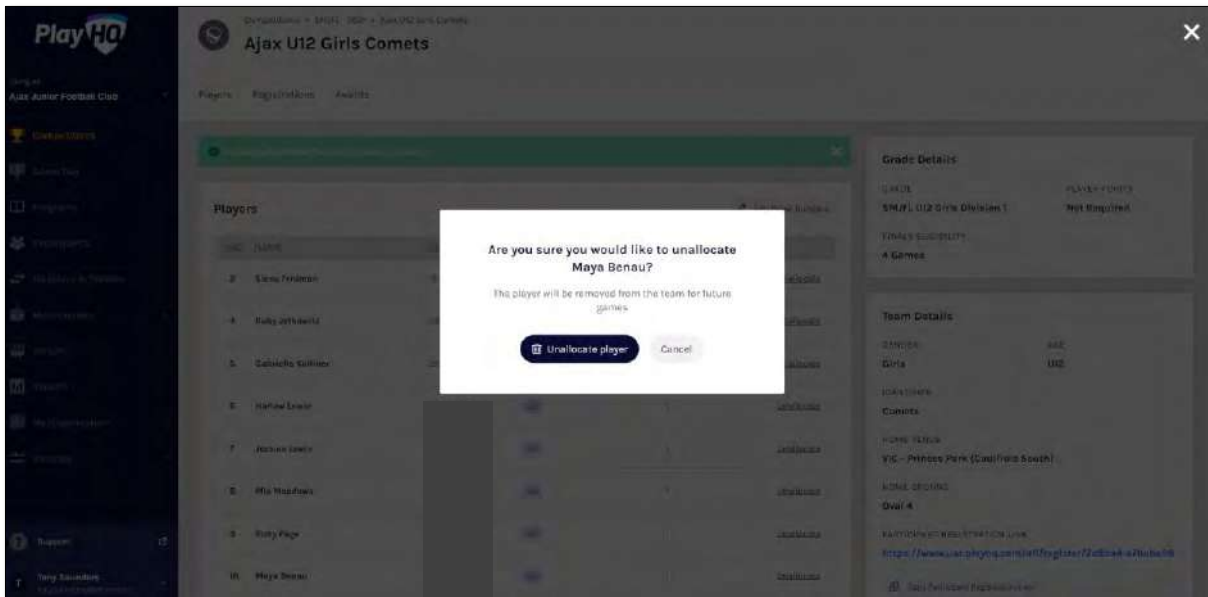
### Club Management - Allocate Players to Teams (cont)

You will be returned to the Team Players page and the player jumper numbers will appear with the players in the Players list.



To unallocated players from the team click on **Unallocate** for a player.

The unallocated pop-up will appear, click on the **Unallocate player** button.



You will be returned to the Team Players page and the player will be removed in the **Players** list.

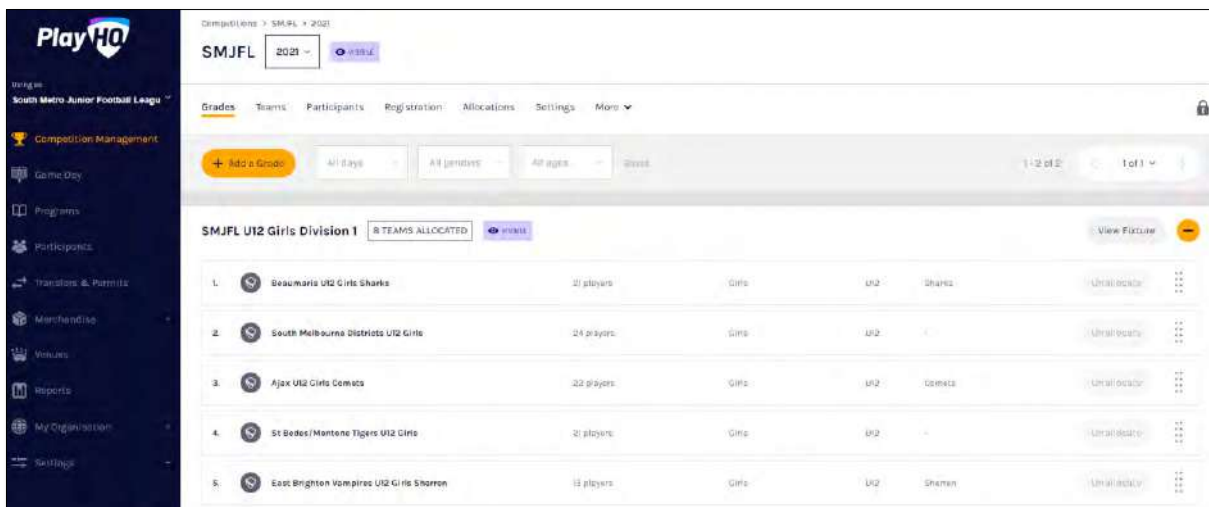
## Allocate Coaches, Assistant Coaches & Team Managers to Teams

In order for **Coaches** and **Assistant Coaches** to be able to be selected in **Team Lineup** they need to complete their [www.coach.afl](http://www.coach.afl) requirements and allocated to the team. **Coaches & Assistant Coaches can be allocated to multiple teams.**

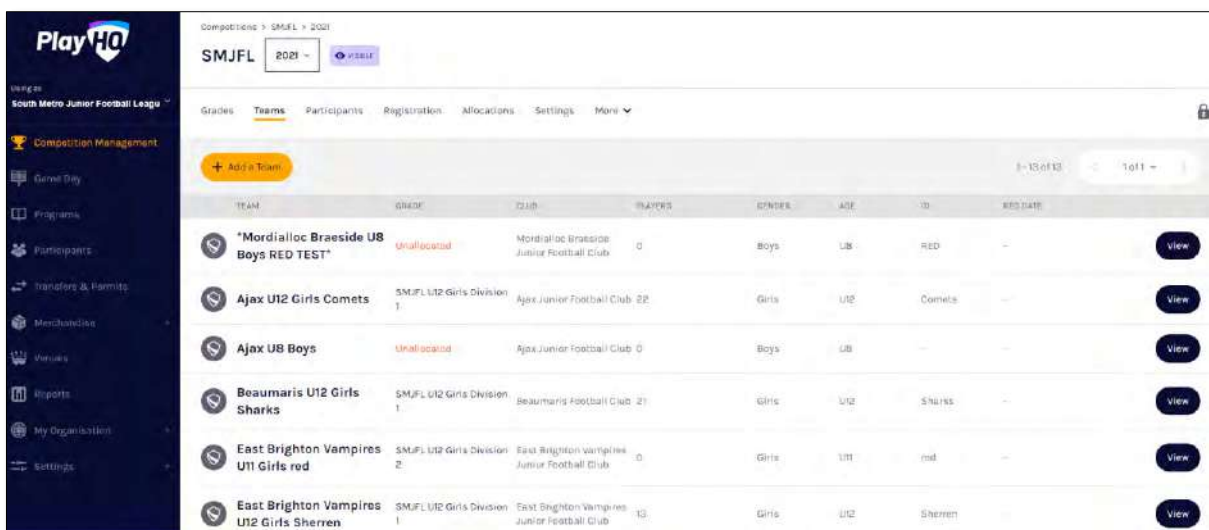
In order for **Team Managers** to be selected in **Team Lineup** they need to be register and allocated to the team. **Team Managers can be allocated to multiple teams.**

*Please note clubs will always have access to be able to allocate officials to teams and we strongly encourage that Leagues advise the clubs to perform this task. However this task can also be done from the League level if assistance is required.*

Under the **Grades** tab click on the **+** button for the **Grade** the **Team** is in and click on the **Team**.



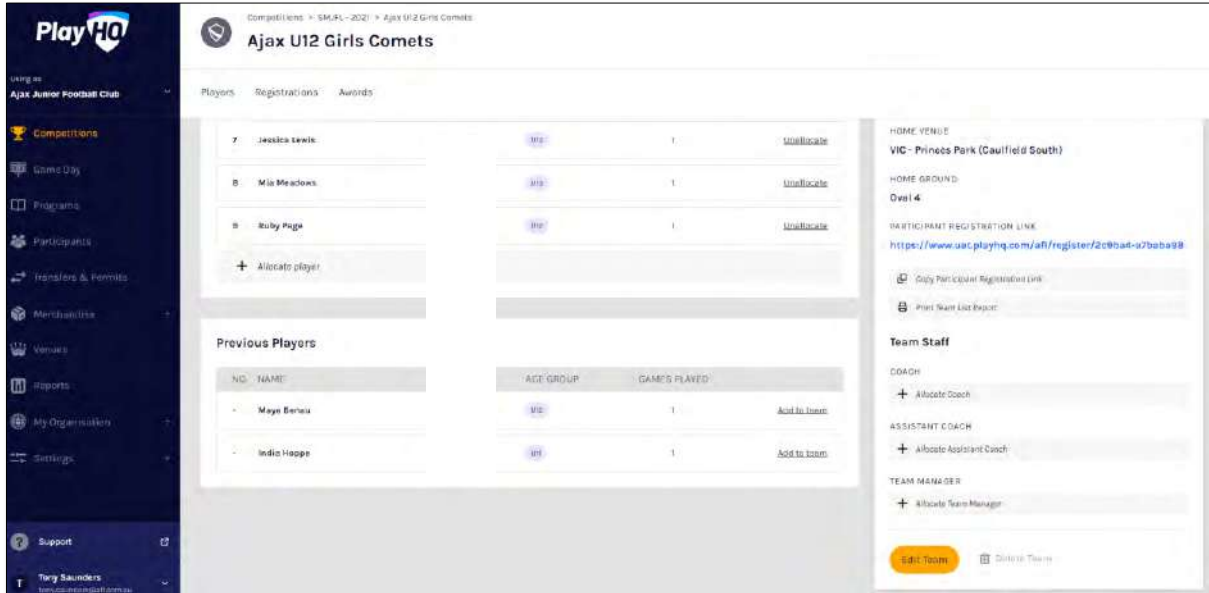
OR under the **Teams** tab search for the **Team** and click on the **View** button for the **Team**.



### Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

On the **Players** page scroll down to the **Team Staff** section in the bottom right of the page.

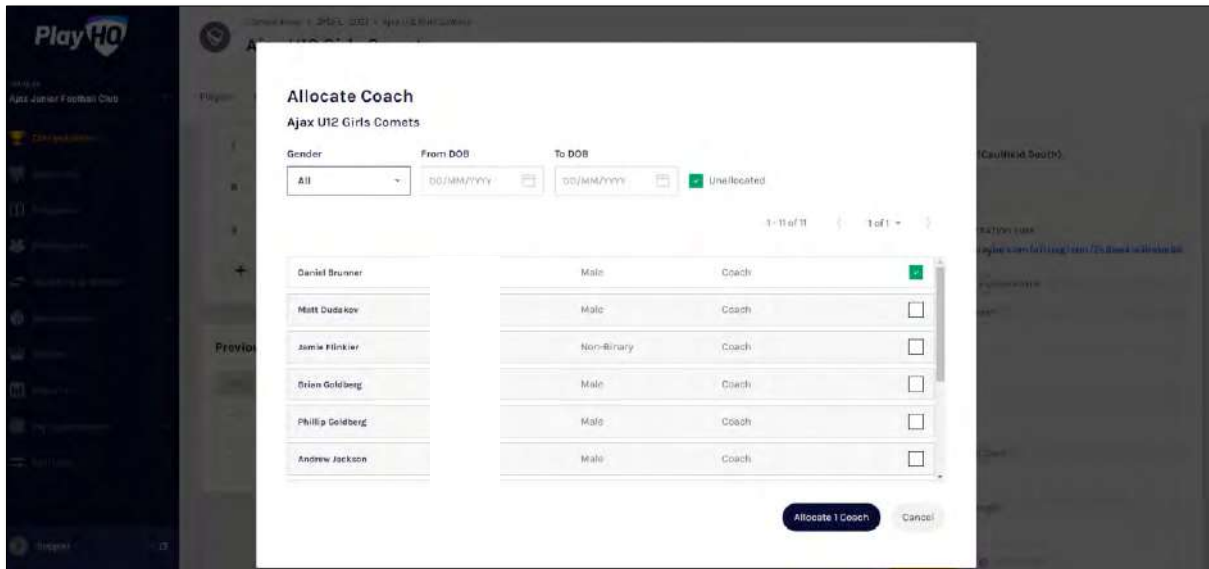
To **Allocate** a Coach to a **Team**, click on **Allocate Coach**.



The **Allocate Coach** pop up box will appear that will show a list of the **Unallocated** coaches.

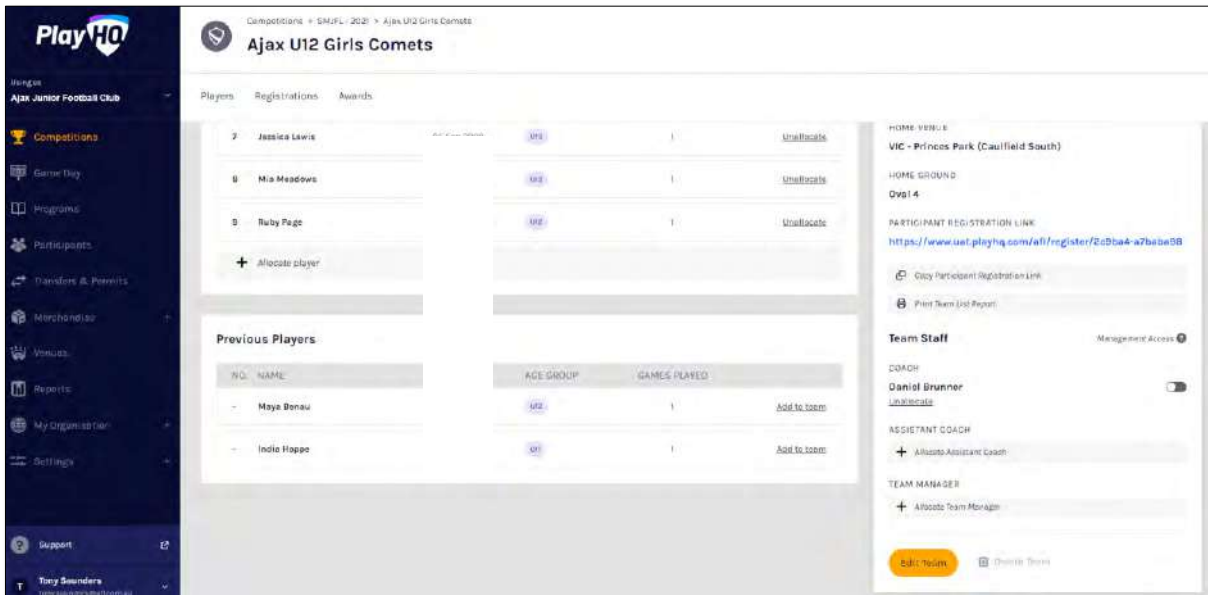
To **Allocate Coach** to the **Team** click the tick box for a **Coach** and click on the **Allocate 1 Coach** button.

**Please note only 1 Coach can be allocated to a team.**



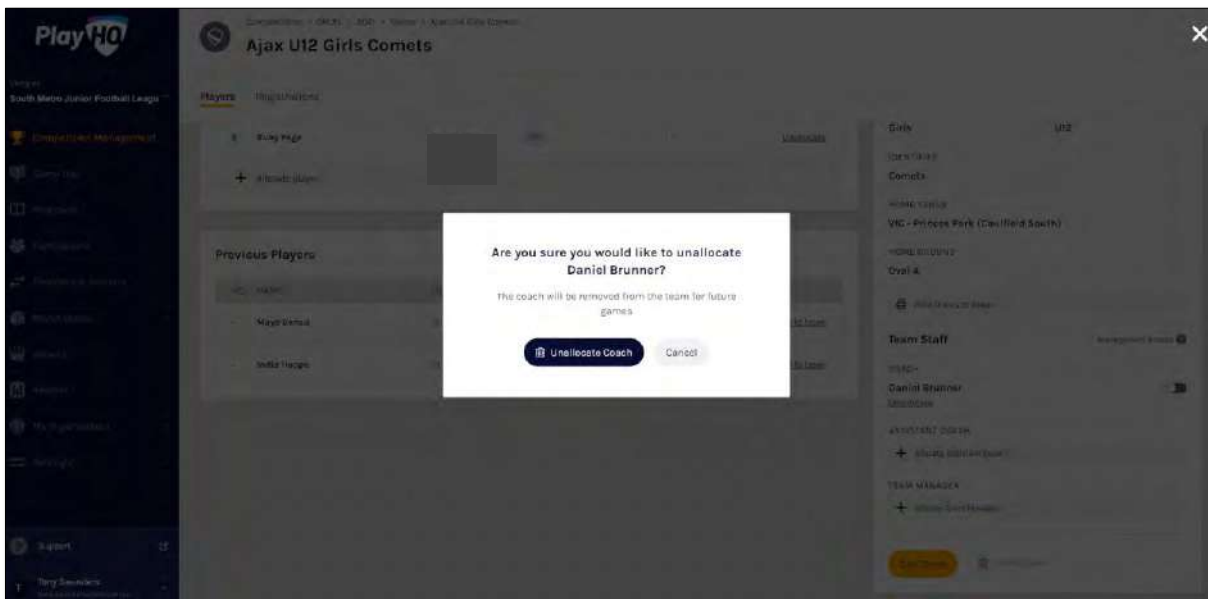
### Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

You will be returned to the Team Players page and the coach will appear in the **Team Staff** list.



To unallocate a coach from the team click on **Unallocate** for the coach.

The unallocated pop-up will appear, click on the **Unallocate Coach** button.



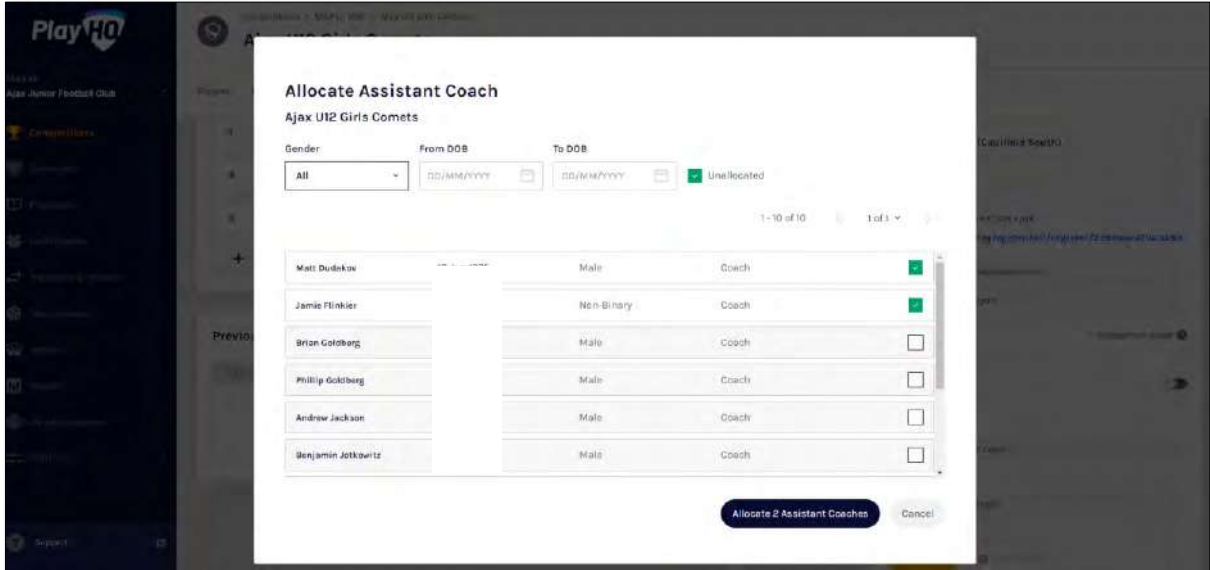
You will be returned to the Team Players page and the coach will be removed in the **Team Staff** list.

### Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

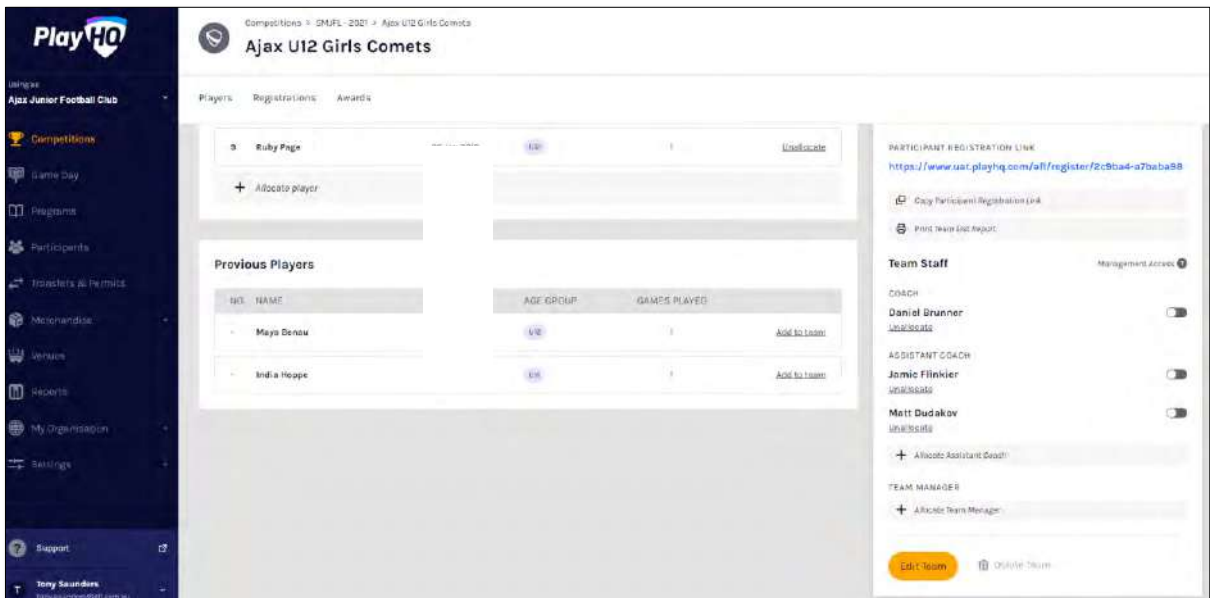
To **Allocate** an **Assistant Coach** to a **Team**, click on **+ Allocate Assistant Coach**.

To **Allocate Assistant Coach** to the **Team** click the tick box for a **Coach** and click on the **Allocate x Assistant Coaches** button.

*Please note multiple Assistant Coaches can be allocated to a team.*



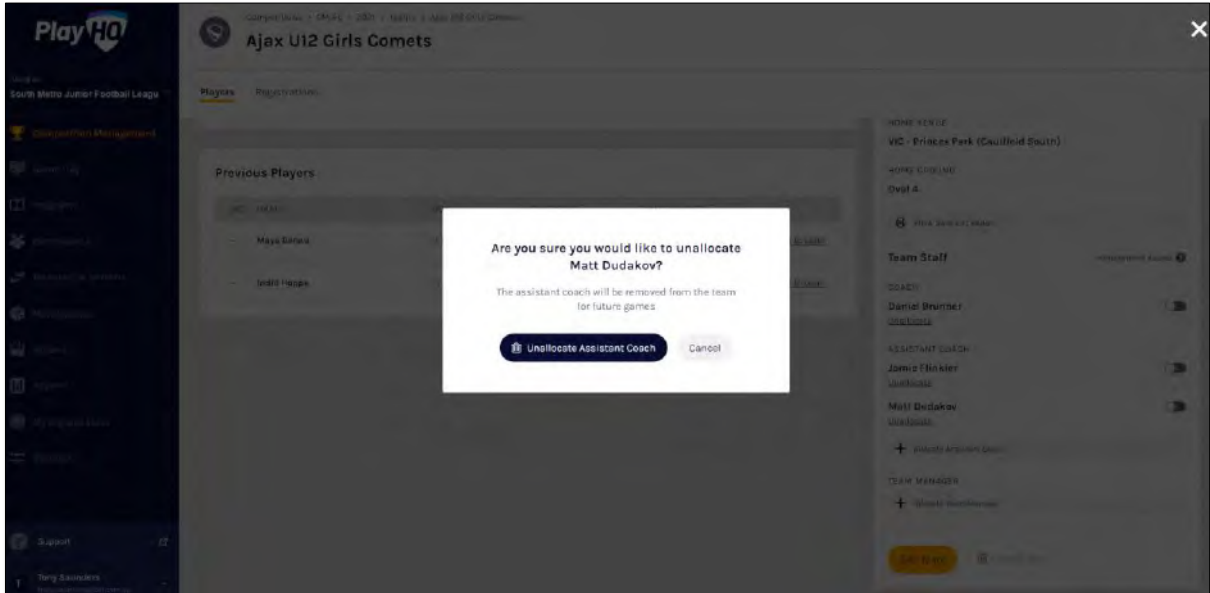
You will be returned to the Team Players page and the assistant coach will appear in the **Team Staff** list.



### Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

To unallocate assistant coaches from the team click on **Unallocate** for an assistant coach.

The unallocated pop-up will appear, click on the **Unallocate Assistant Coach** button.

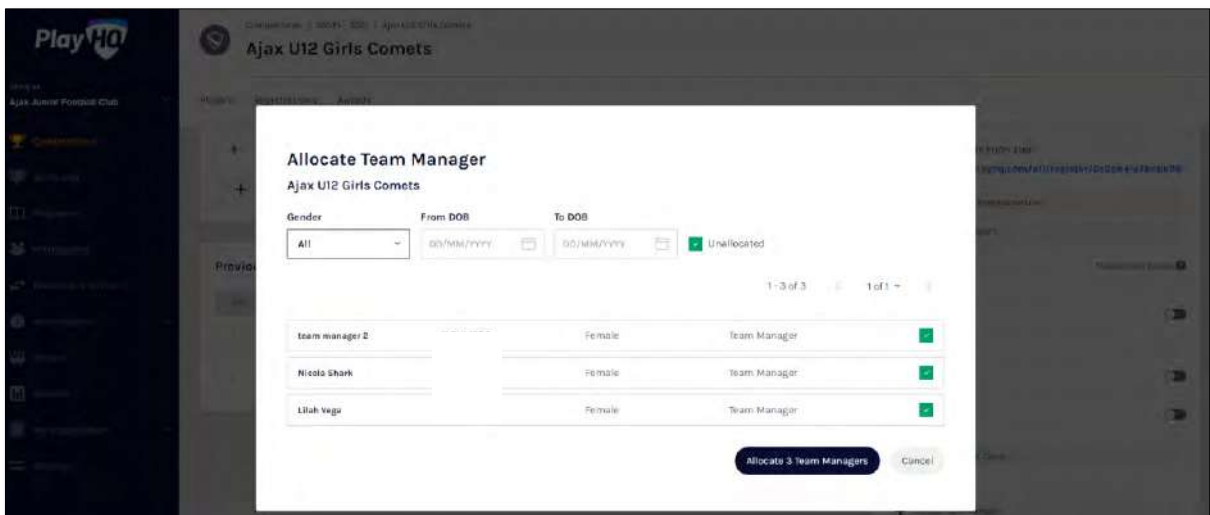


You will be returned to the Team Players page and the assistant coach will be removed in the **Team Staff** list.

To **Allocate** a **Team Manager** to a **Team**, click on **+ Allocate Team Manager**.

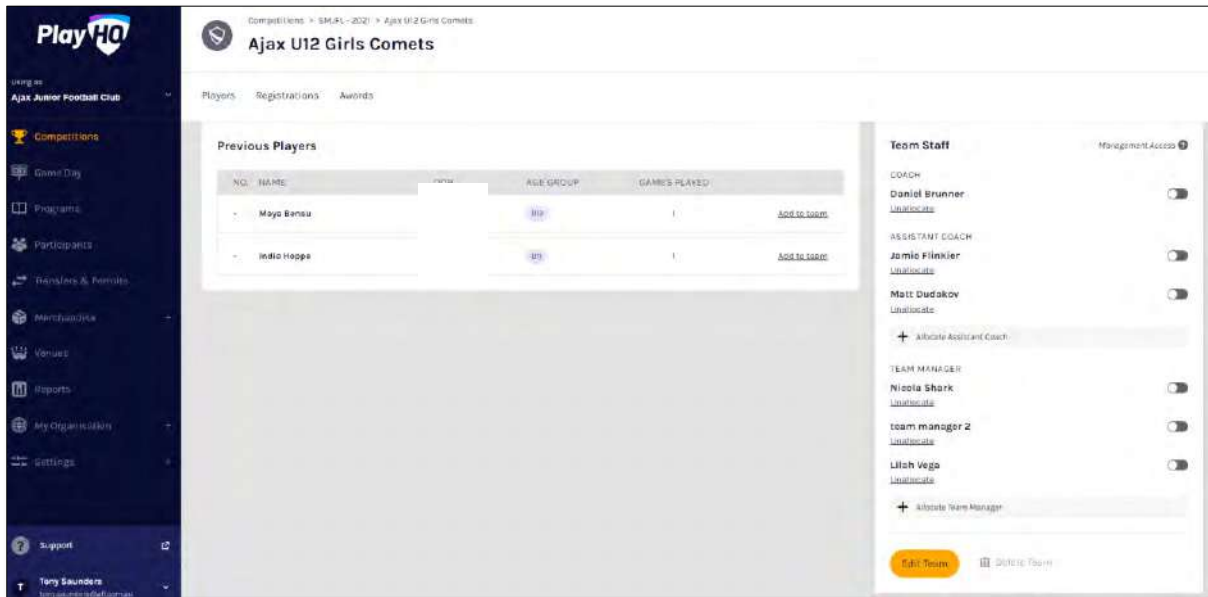
Click the tick box for a **Team Manager** and click on the **Allocate x Team Managers** button.

**Please note multiple Team Managers can be allocated to a team.**



### Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

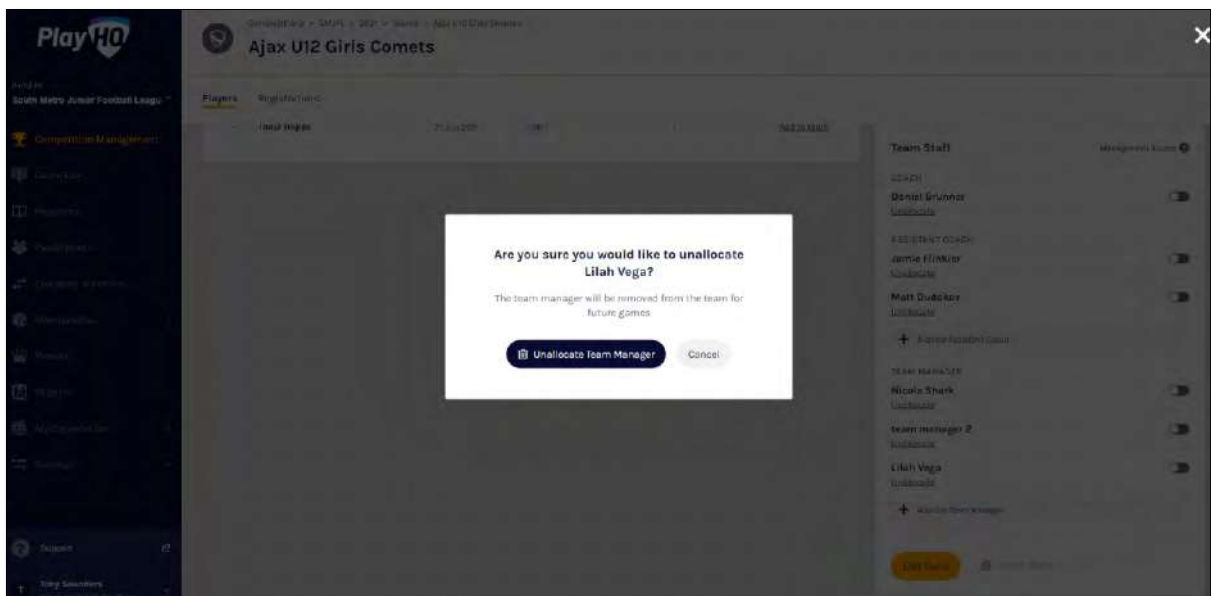
You will be returned to the Team Players page and the team manager will appear in the **Team Staff** list.



At this point if you wish give **Management Access** to any of the **Team Staff** you can toggle the switch to on. This will enable those **Team Staff** to create & change lineups as well enter match results & add player statistics using **My Teams** in the account profile.

To unallocated team managers from the team click on **Unallocate** for a team manager.

The unallocated pop-up will appear, click on the **Unallocate Team Manager** button.



You will be returned to the Team Players page and the team manager will be removed in the **Team Staff** list.

## Captain Management

On the **Players** page scroll down to the **Captains** section in the bottom right of the page. To add **Captain(s)**, **Vice Captain(s)** and **Deputy Vice Captain(s)** to a **Team**, click on **+ Edit Captains**.



On the **Edit player attributes** page select an option for players from the **Captains** drop down.

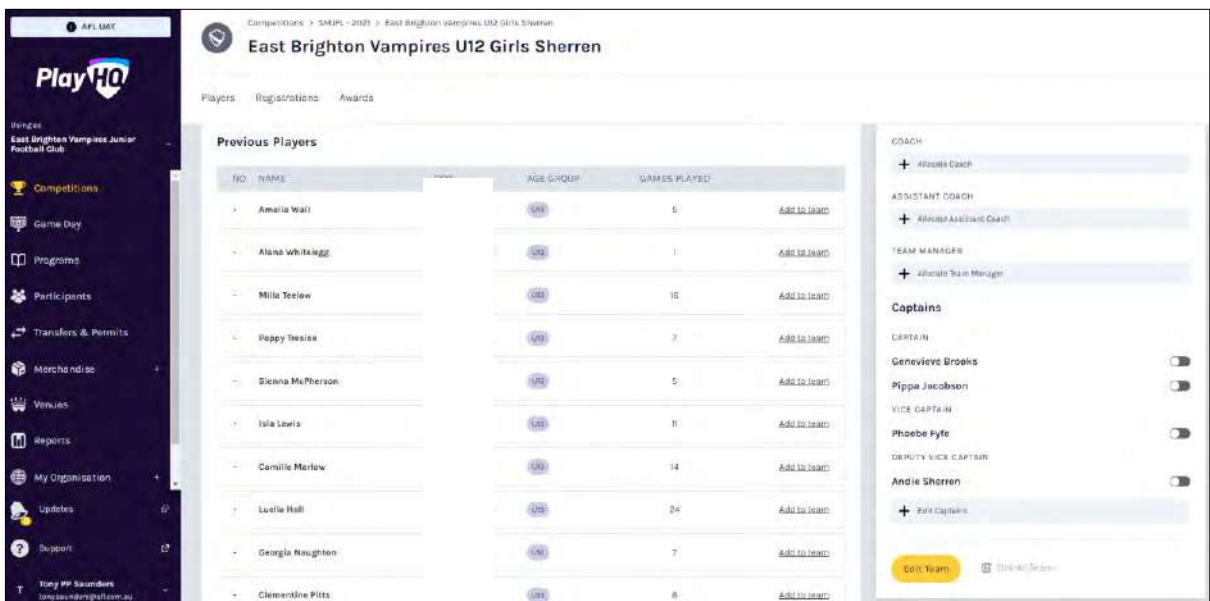


### Club Management – Captain Management (cont)

Click on the **Save** button in the top right corner.




You will be returned to the Team Players page and the captains will appear in the **Captains** list.



## 13. Competition Management

### Change Team Fixture Number

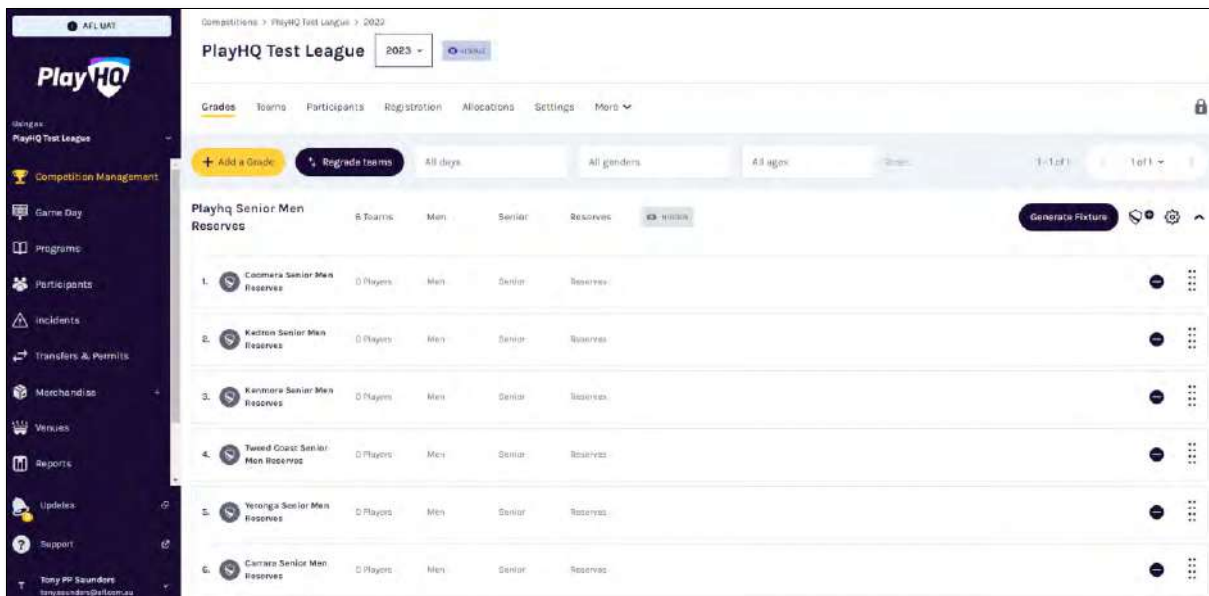
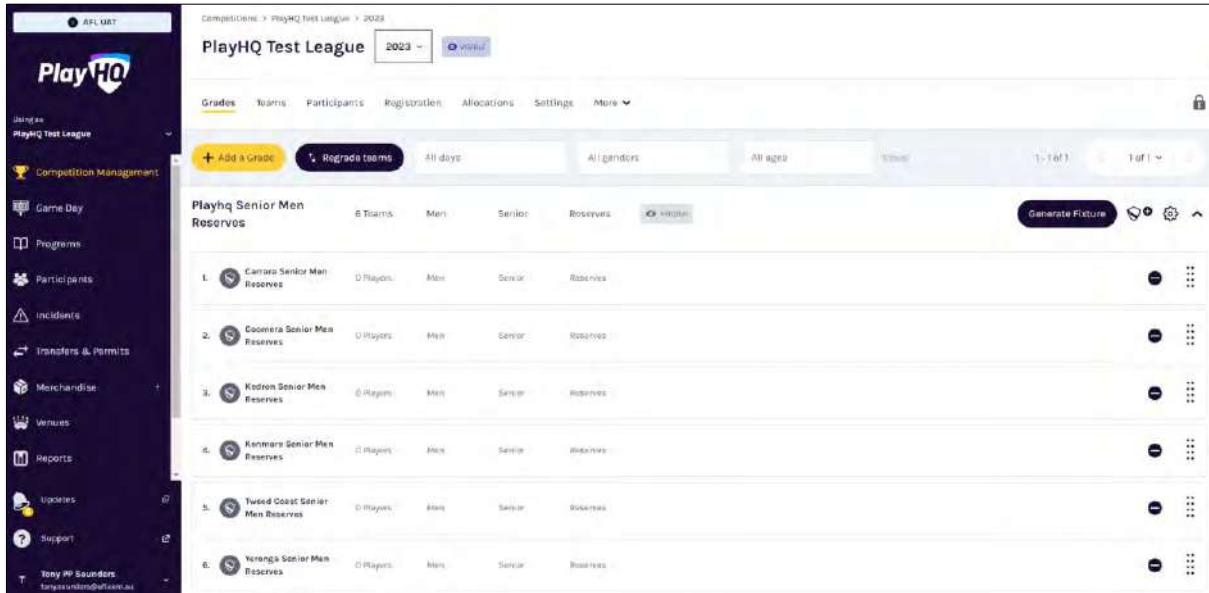
In preparation for generating fixtures, the fixture key number for each team allocated to the Grade is able to be changed.

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season**, under the **Grades** tab click on the  icon for the **Grade** you want to create a fixture for.



## Competition Management – Change Team Fixture Number (cont)

Each team has a number which relates to the position in the fixture key, to change this number click on the ☰ icon for the **Team** and drag the **Team** up or down. The new position will automatically save.

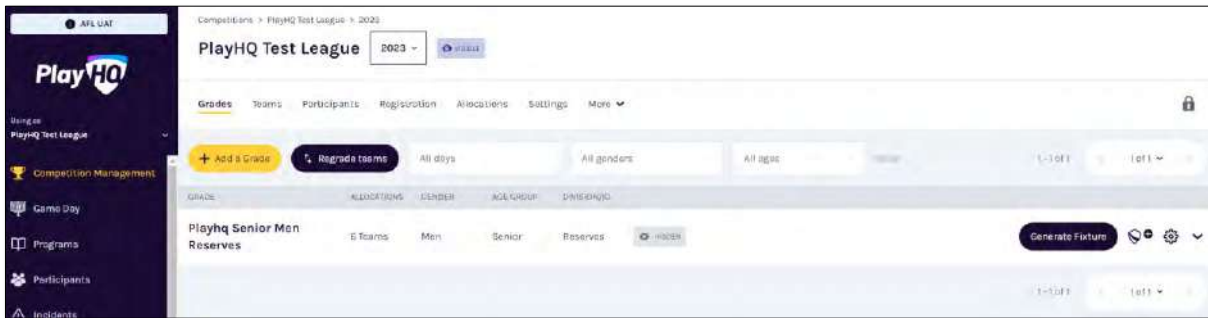


**Please note once fixtures are generated or uploaded the team fixture number cannot be changed. However if a fixture is generated and deleted this would open up the option to change the team numbers.**

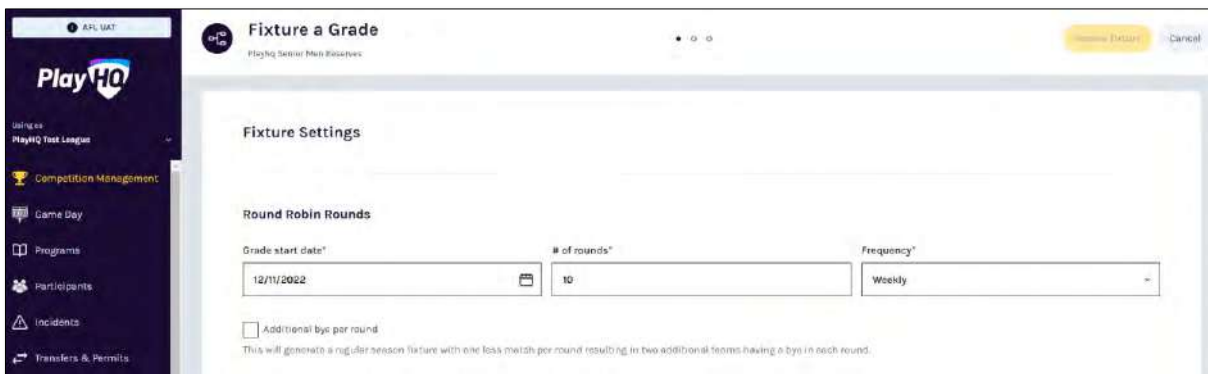
**More information, including excel templates, about fixture keys is available [here](#).**

## Generate Fixture

On the **Grades** Page, click on the **Generate Fixture** button for the **Grade** you want to create a fixture for.



On the **Fixture a Grade** page in the **Regular Season** section add the **Grade start date**, **# of rounds** and select the **Frequency**.



### Competition Management - Generate Fixture (cont)

In the **Finals** section **Select finals format**.

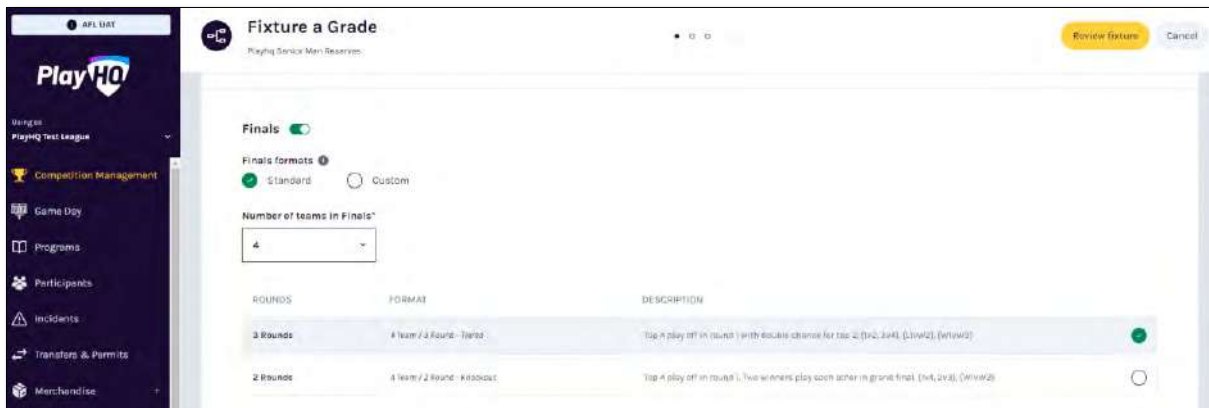
There are two options available or the **Finals** button can be turned off and finals fixtures can be generated later in the season.

The first option is **Standard Format** which provides all of the options available in the platform based on the number of teams in the **Grade**. This option will automatically add teams based on ladder positions at the end of the regular season, however these can be edited manually.

First select the **Number of teams in Finals**, options provided will be based on the number of **Teams** in the **Grade**.



Tick the option that is required.



### Competition Management - Generate Fixture (cont)

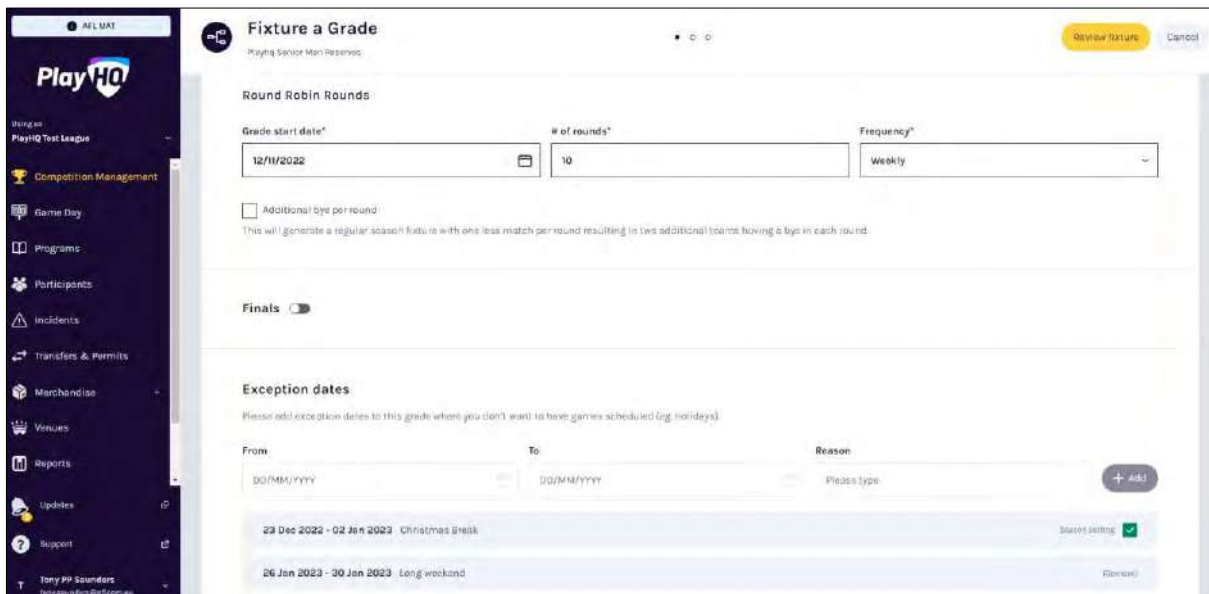
The second option is **Custom Format** which enables admins to select the number rounds for the finals series and add the date, time, teams and venues manually.



In the **Exception dates** section any exception dates added when the season was created will show, if you wish to remove these dates untick the **Season Setting** box.

If you wish to add other exception dates select the **From** date, the **To** date, add a **Reason** and click on the **+ Add** button. If you make a mistake adding other exception dates you can click on **Remove**.

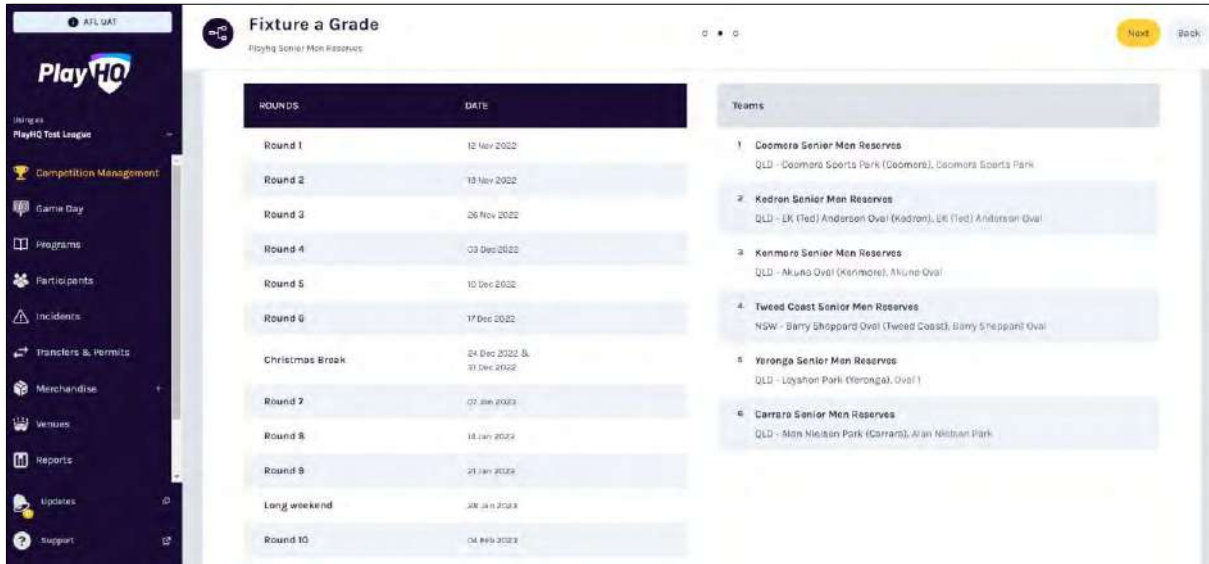
Click on the **Review fixture** button in the top right corner.



### Competition Management - Generate Fixture (cont)

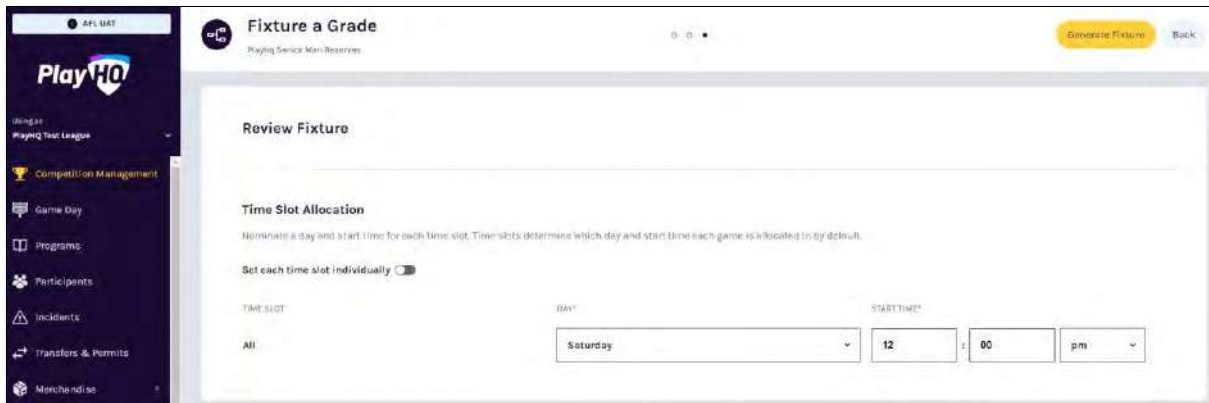
The **Review Fixture** page will give you a summary of the **Rounds**, as well as a summary the **Finals** (if this option was selected) and a summary of the **Teams** with their home venues.

Click on the **Next** button in the top right corner.



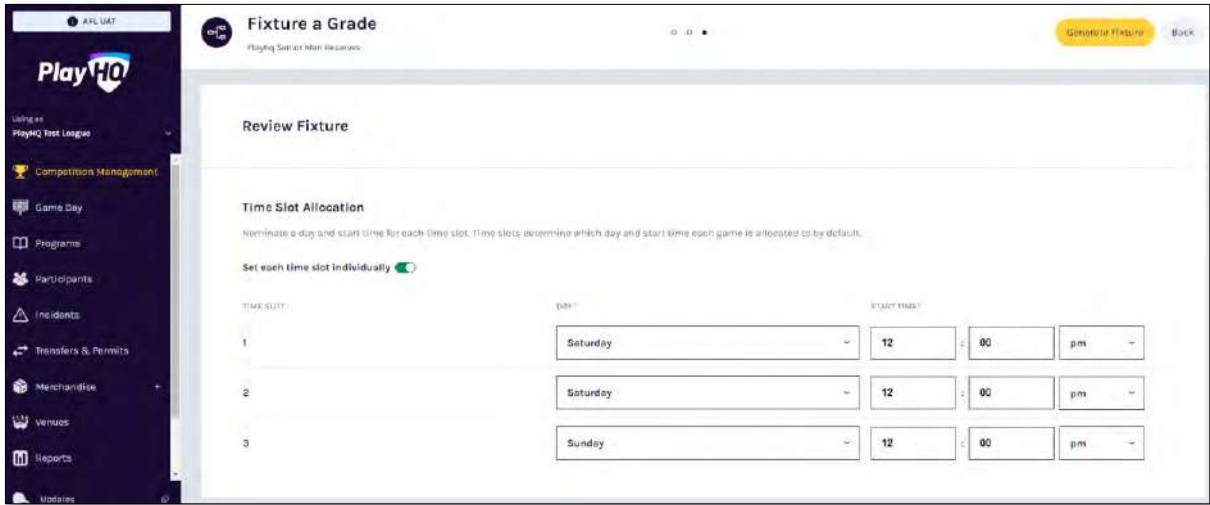
In the **Time Slot Allocation** section there two options available.

With the first option leave **Set each time slot individually** turned off and select the **Day** and **Start Time** for ALL matches in the **Grade**.



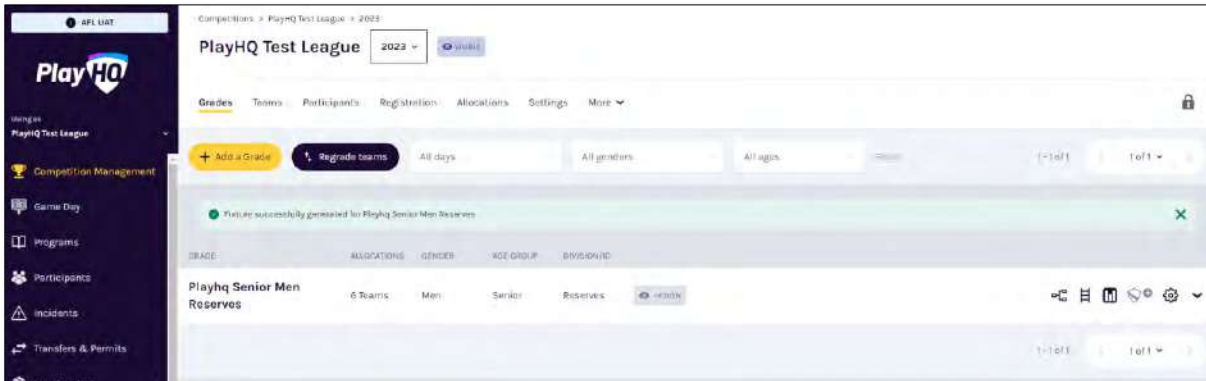
### Competition Management - Generate Fixture (cont)

With the second option turn on **Set each time slot individually** and select the **Day** and **Start Time** for each **Time Slot** individually. This option might be used as example for a match of the round.




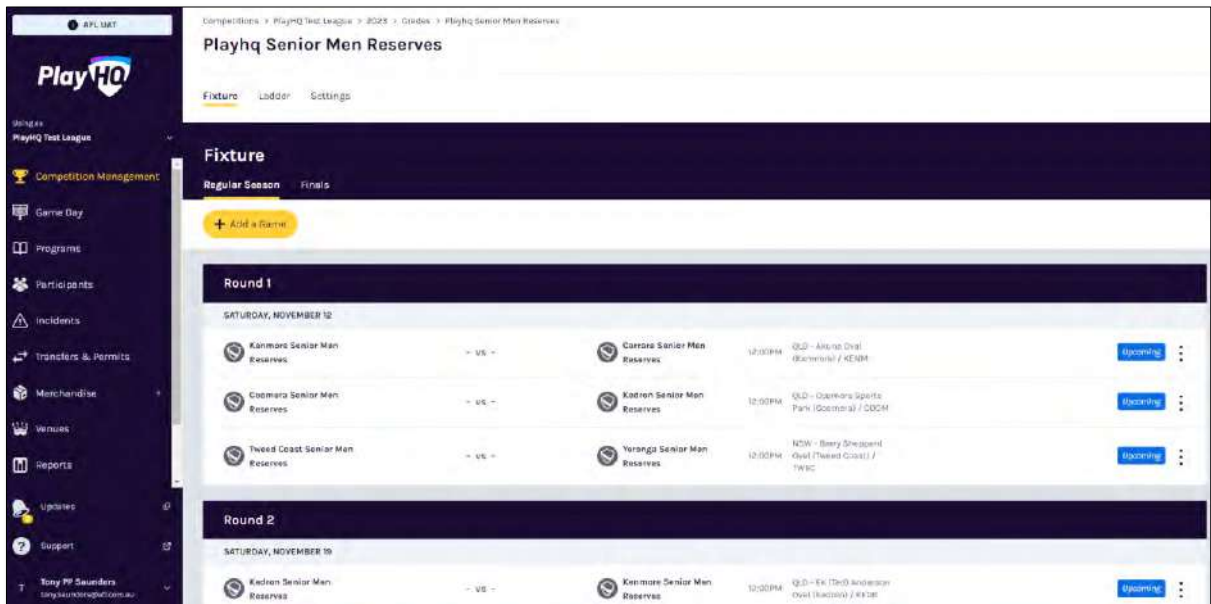
Click on the **Generate Fixture** button in the top right corner.

You will be returned to the **Grades** page with a confirmation message that the fixture was successfully generated.



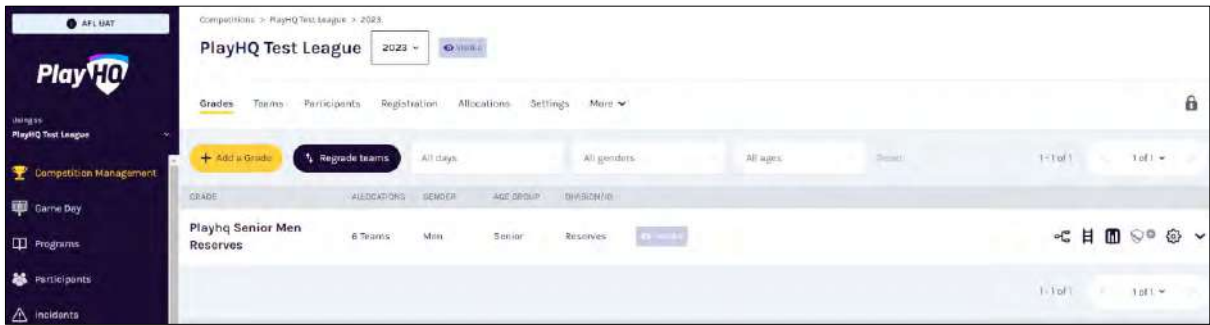
### Competition Management - Generate Fixture (cont)

To view the fixture click on the  icon for the **Grade** or click on the **Grade** name.

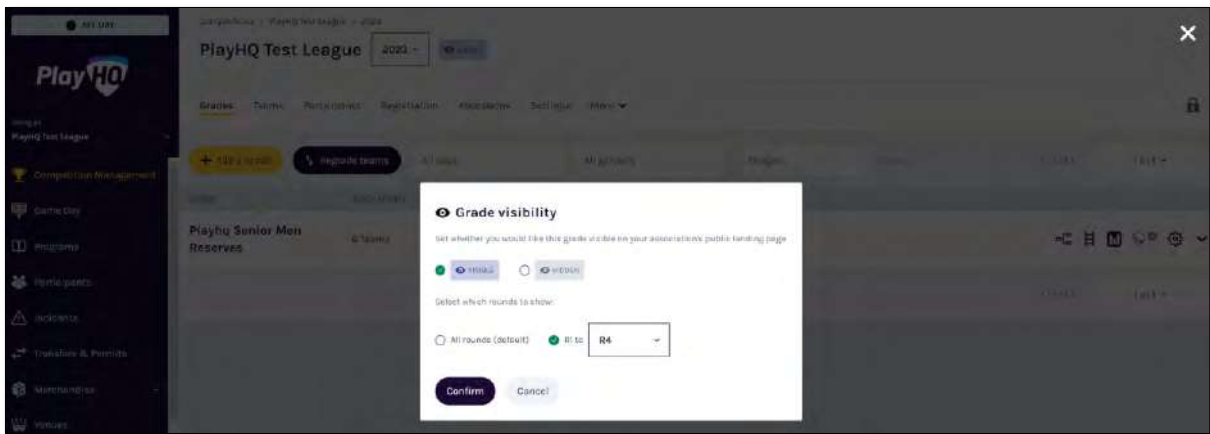


## Make Fixtures Visible/Hide Rounds

On the **Grades** page click on the **Hidden/Visible** button for the **Grade**.

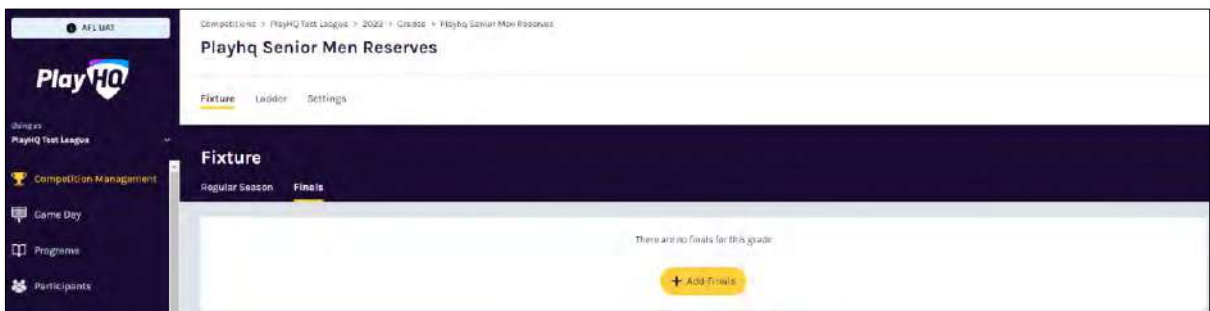


In the **Grade Visibility** pop-up select **Hidden** to hide the fixtures from the public view or select **Visible** and **All Rounds** or select which **Rounds** for the public view and click on the **Confirm** button.



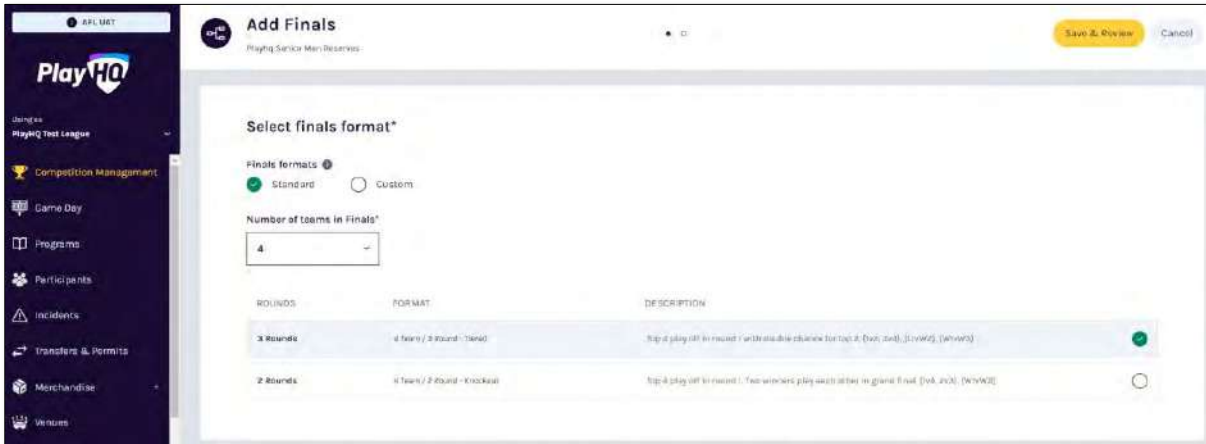
## Add Finals Fixtures

Click on the **Finals** tab and click on the **+ Add Finals** button.

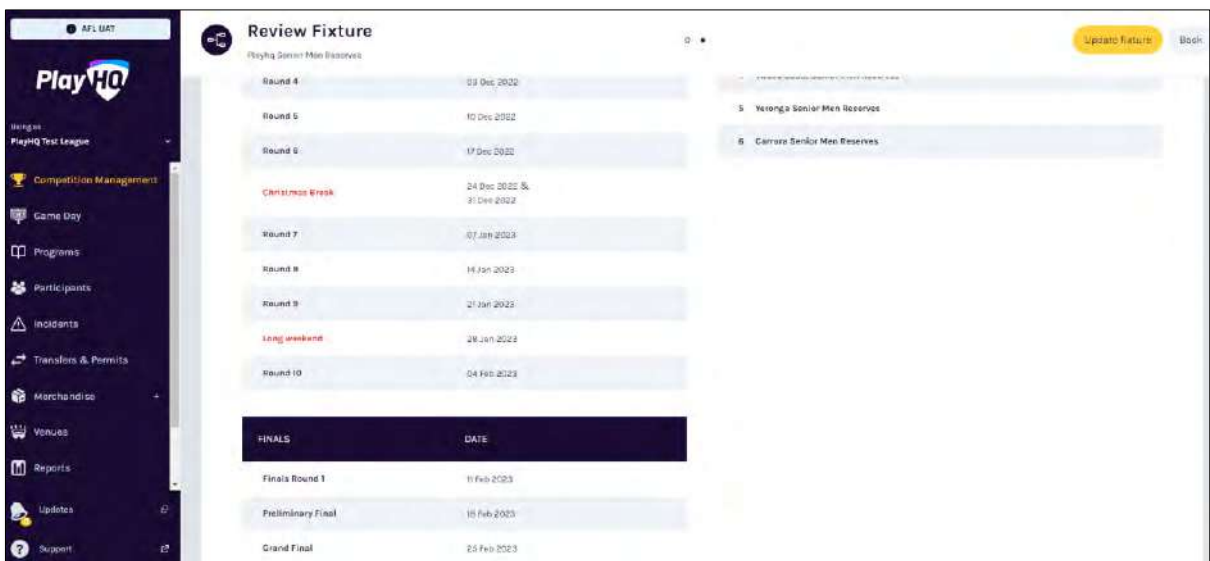


### Competition Management – Add Finals Fixtures (cont)

On the **Add Finals** page under **Select finals format**, choose an option under **Standard format** or **Custom Format** and click on the **Save & Review** button in the top right corner.

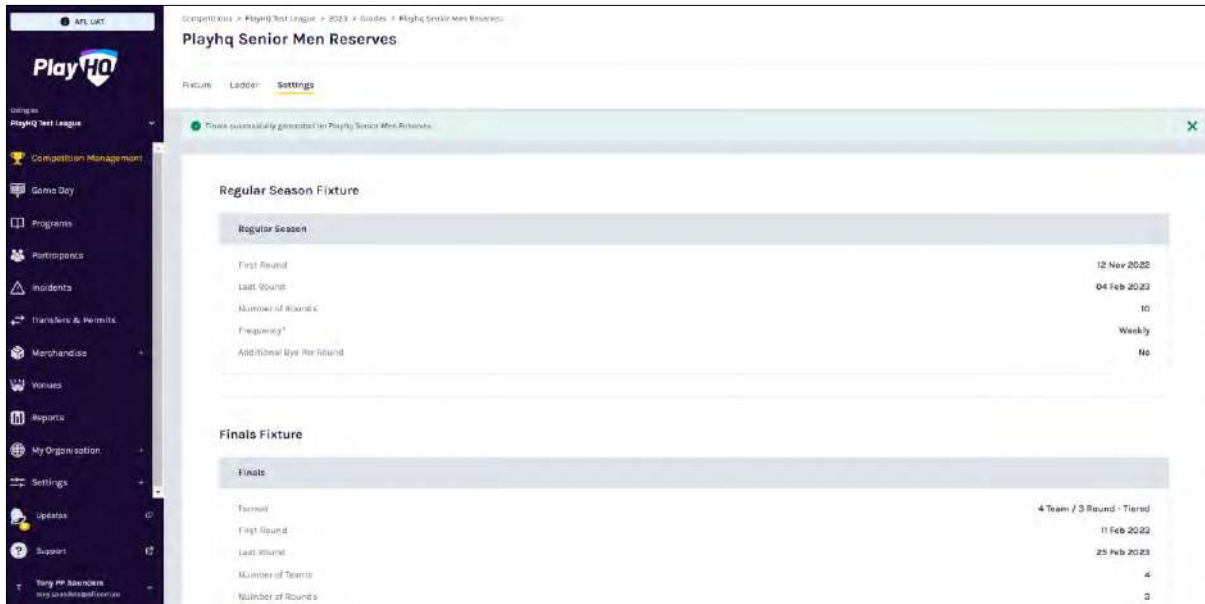


On the **Review Fixture** page scroll to the bottom, check the finals rounds under **Finals** and click on the **Update fixture** button in the top right corner.



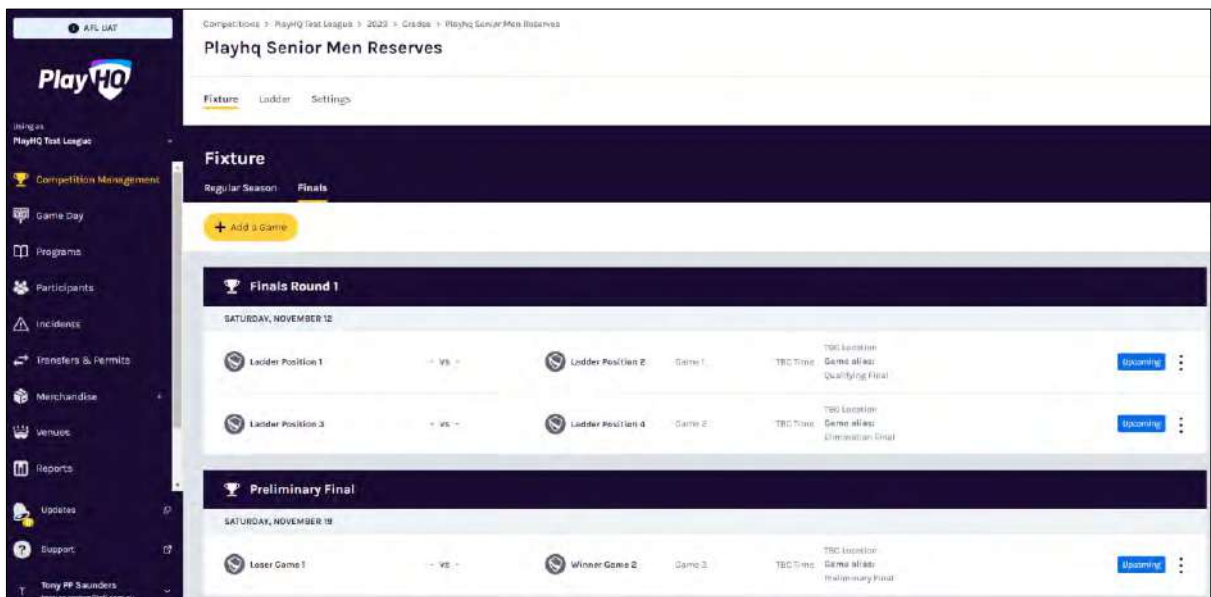
### Competition Management – Add Finals Fixtures (cont)

You will be returned to the **Settings** -> **Fixturing** page with a confirmation message that the finals have been successfully generated.



### Generate Finals Fixtures – Standard Format

To view the finals fixture structure added, click on the **Fixture** tab and click on the **Finals** tab.

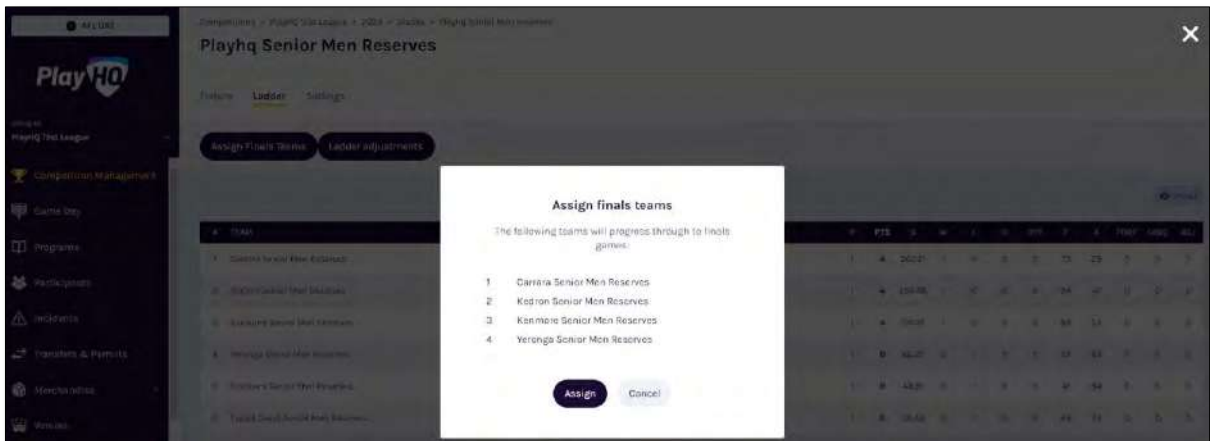


**Competition Management – Generate Finals Fixtures – Standard Format (cont)**

At the completion of the regular season when all of the matches have been finalised select the **Ladder** tab and click on the **Assign Finals Teams** button.

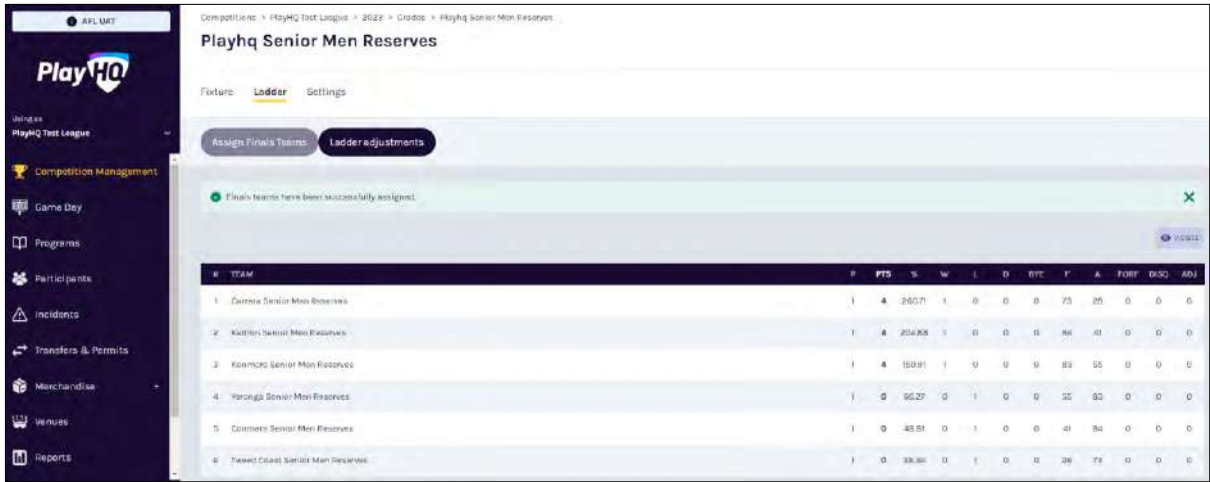


The **Assign Finals Teams** pop-up will appear. If the teams and positions are not correct click on the **Cancel** button to return to the ladder to make any adjustments required. If the teams and positions are correct click on the **Assign** button.

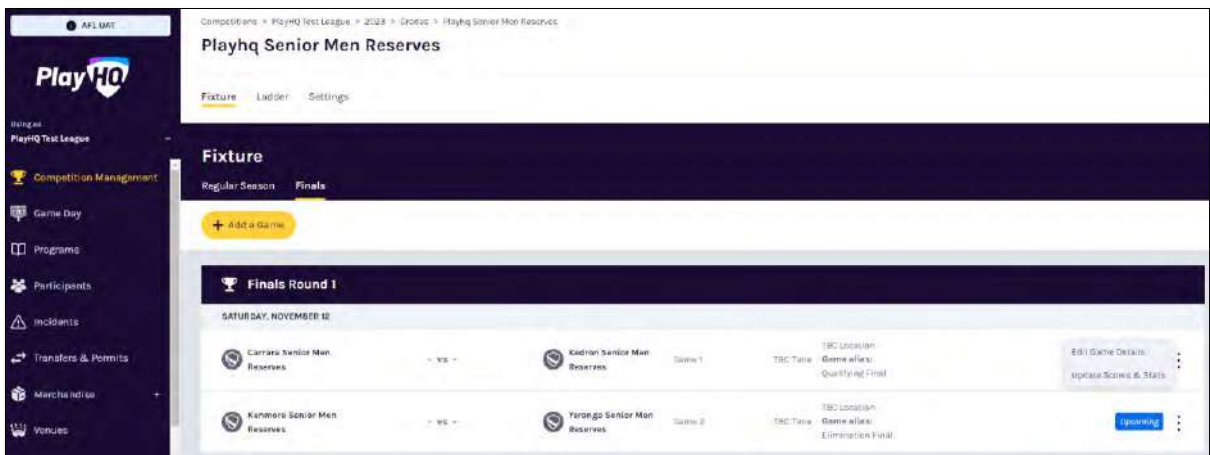


**Competition Management – Generate Finals Fixtures – Standard Format (cont)**

You will be returned to the **Ladder** with a confirmation message that the finals teams have successfully been assigned.

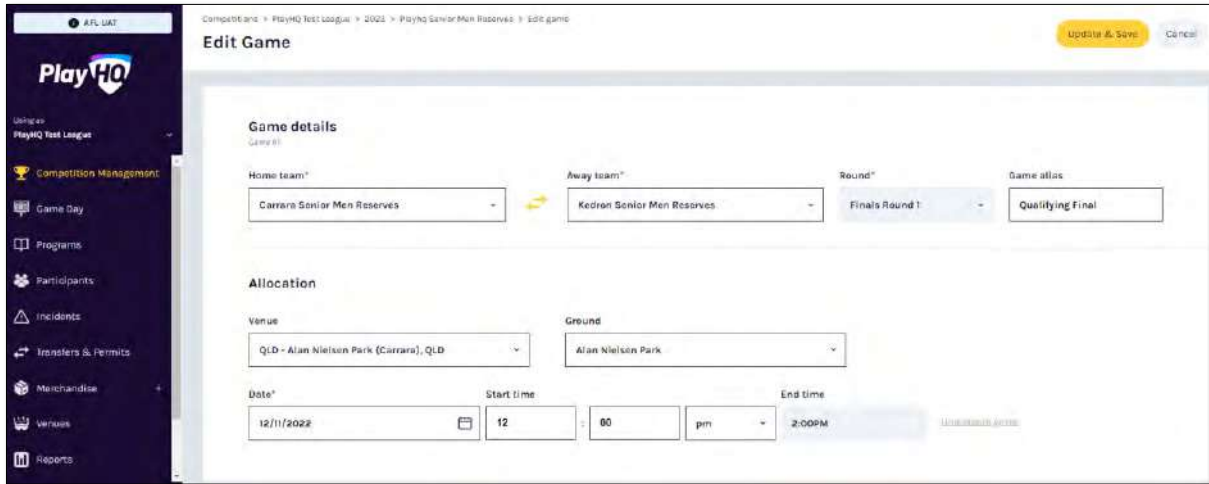


To view the finals fixtures click on the **Fixture** tab and click on the **Finals** tab. The teams will have been added, to add the time and venue to a fixture click on the icon for the match and select **Edit Game Details**.

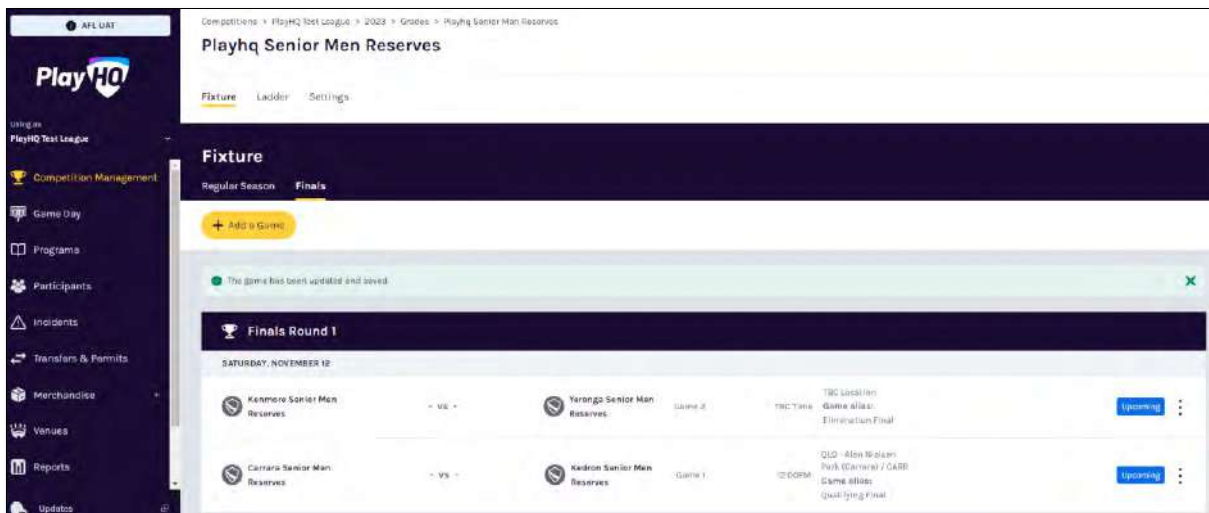


### Competition Management – Generate Finals Fixtures – Standard Format (cont)

On the **Edit Game** page in the **Allocation** area, select the **Venue** and **Ground**, edit the **Date** (if required), add the **Start Time** and click on the **Update & Save** button in the top right corner.



You will be returned to the finals fixtures and the match will be updated and saved.



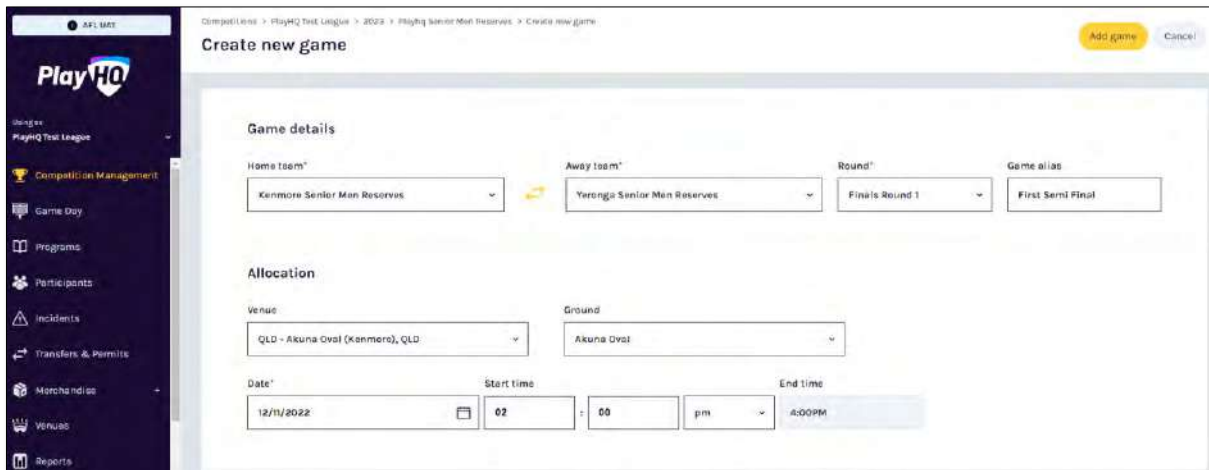
Repeat the process for all other finals fixtures. When using the **Standard Format** teams will automatically populate finals fixtures as results are added during the finals series.

## Generate Finals Fixtures – Custom Format

To view the finals fixture structure added, click on the **Fixture** tab and click on the **Finals** tab. To add finals fixtures click on the **+ Add a Game** button.

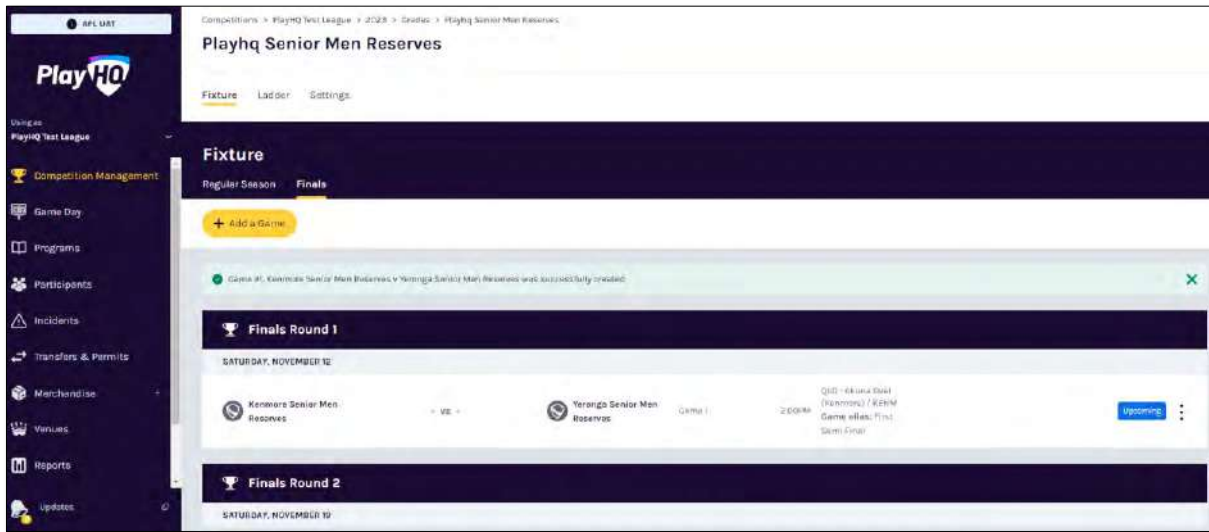


On the **Create New Game** page in the **Game Details** area select the **Home Team**, **Away Team**, **Round** and add a **Game Alias**. In the **Allocation** area select the **Venue** and **Ground** and add the **Date** and **Start Time** and click on the **Add Game** button in the top right corner.

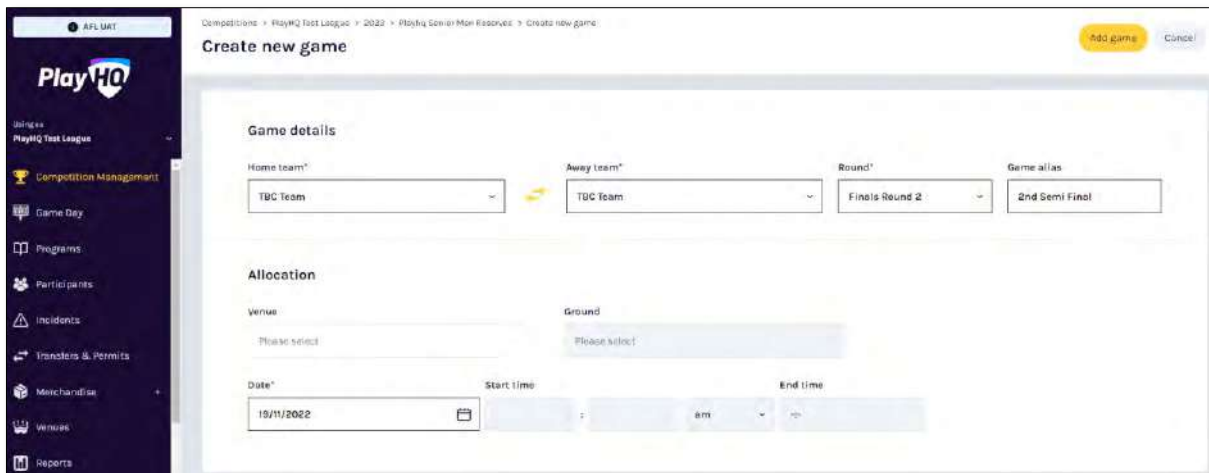


### Competition Management – Generate Finals Fixtures – Custom Format (cont)

You will be returned to the finals fixtures and the match will be added.

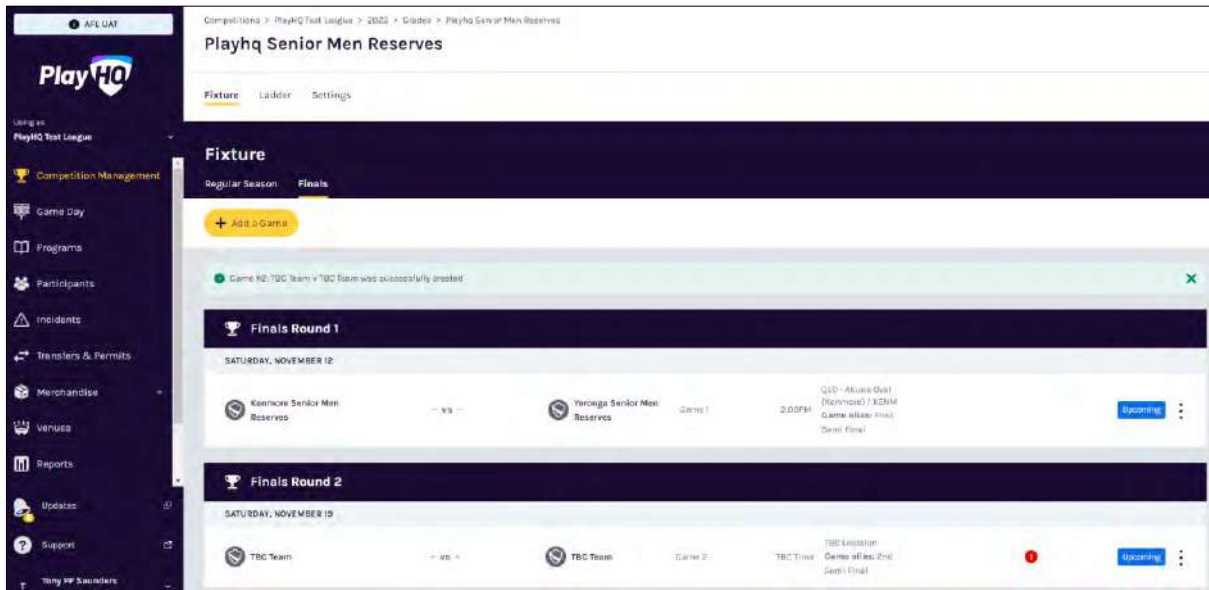


Repeat the process for all other finals fixtures. When using the **Custom Format** teams and matches will need to be added manually during the finals series. If you would like to add finals fixtures but are unsure of the teams, venue and time, on the **Create New Game** page add **TBC Teams**, select the **Round**, add **Game Alias** and add the **Date**.



## Competition Management – Generate Finals Fixtures – Custom Format (cont)

The fixture will be added and the extra details can be added when they are known via the **Edit Game Details** feature.



## Edit Fixture Settings

To remove the **Finals** fixtures, scroll down the page and under **Finals Fixture** click on the **Remove Finals Fixture** button.



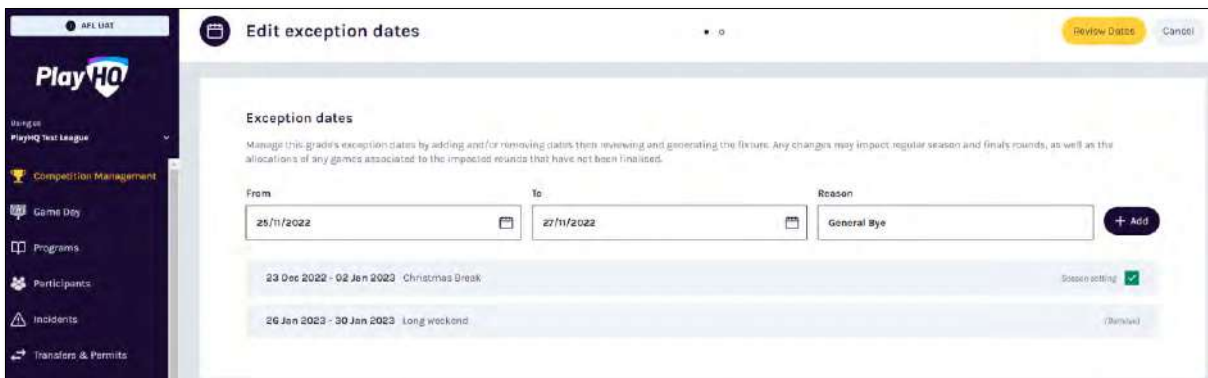
### Competition Management – Edit Fixture Settings (cont)

To add or edit exception dates, scroll down the page and under **Exception Dates** click on the **Edit Exception Dates** button.



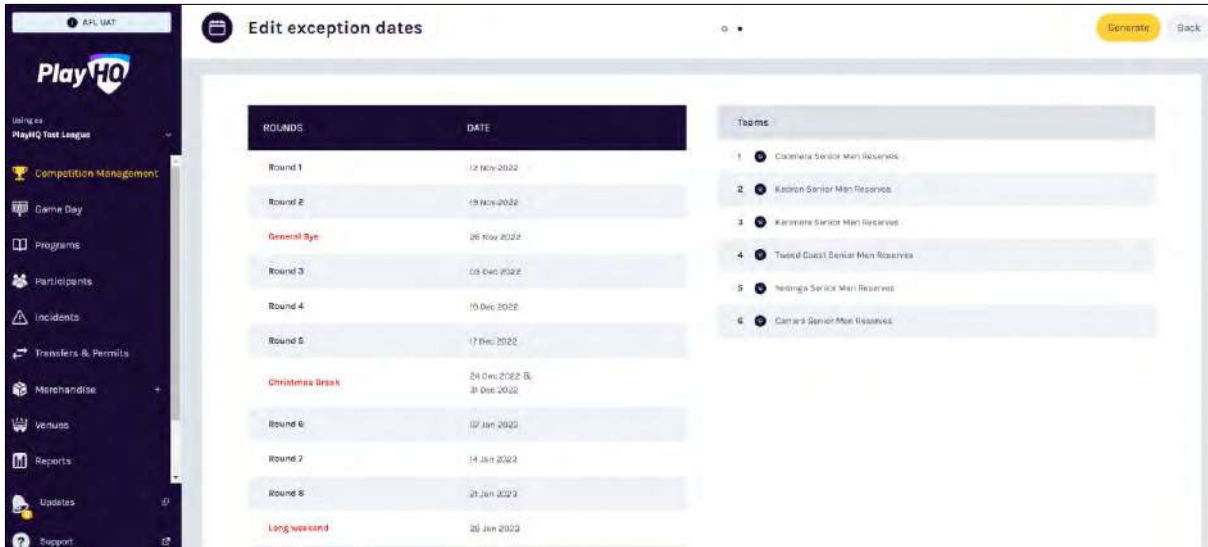
On the **Edit exception dates** page under **Exception dates** add a date in **From**, add a date in **To** and click on the **+ Add** button.

Add as many exception dates as needed and click on the **Review Dates** button in the top right corner.

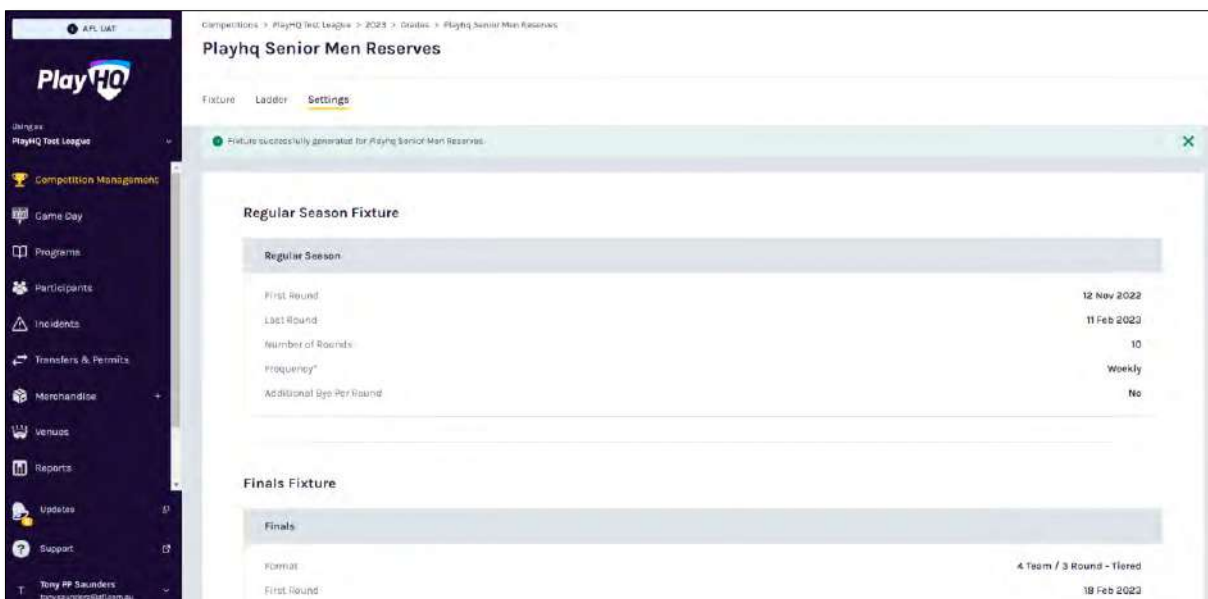


### Competition Management – Edit Fixture Settings (cont)

The exception date round will be added and the rounds following will be updated, click on the **Generate** button in the top right corner.

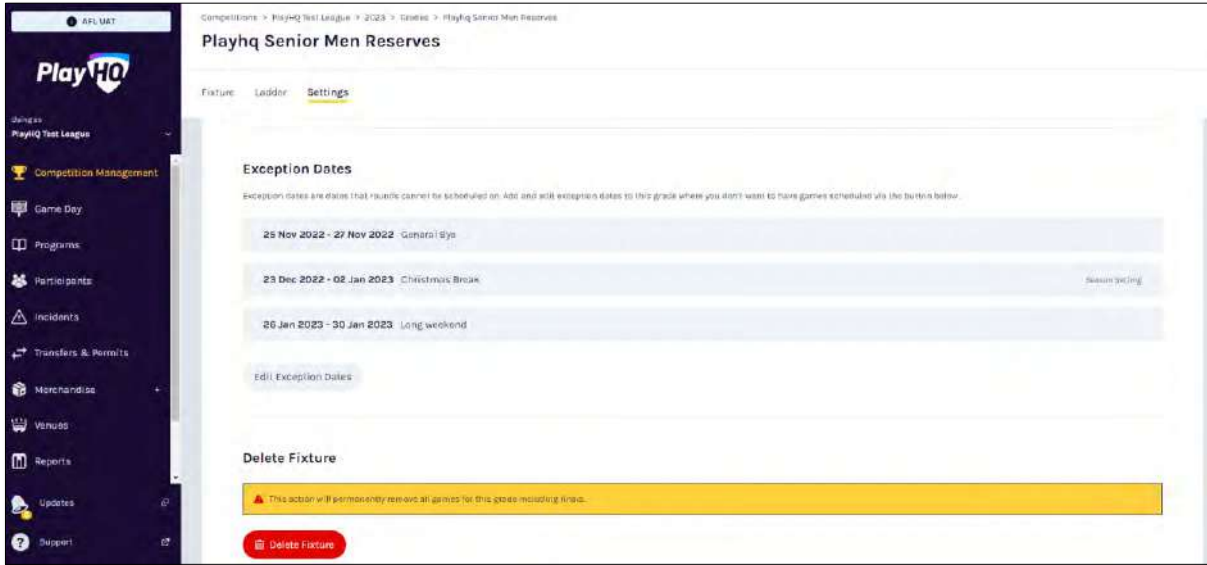


You will be returned to the **Settings -> Fixturing** page with a confirmation message that the fixture has been successfully generated.

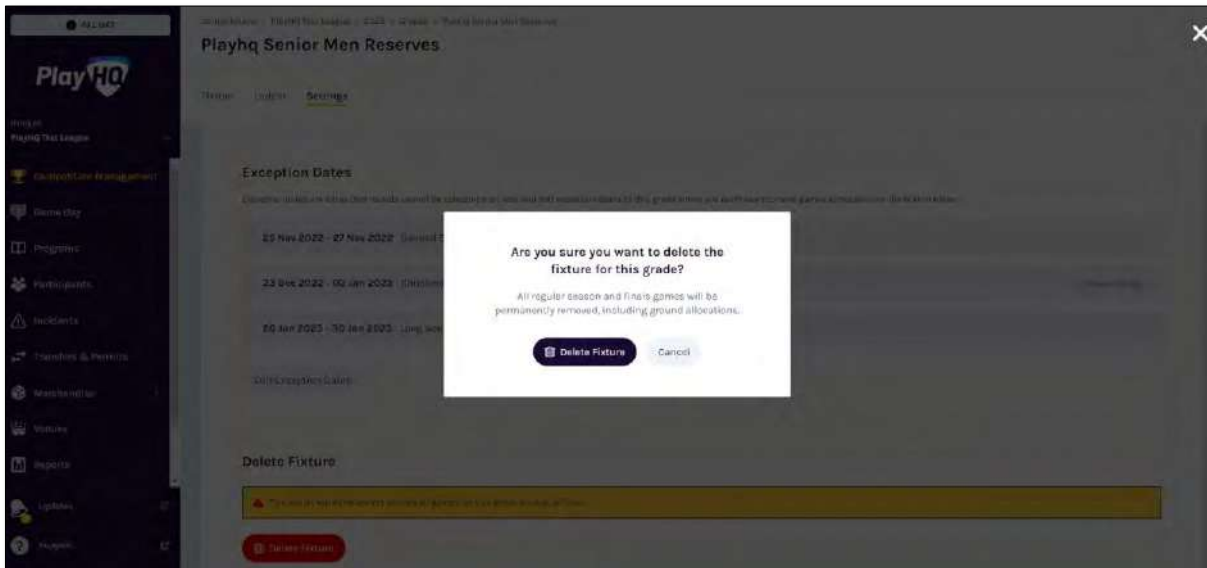


## Delete Fixture

To delete the fixture you have generated, scroll to the bottom the page and click on the **Delete Fixture** button.

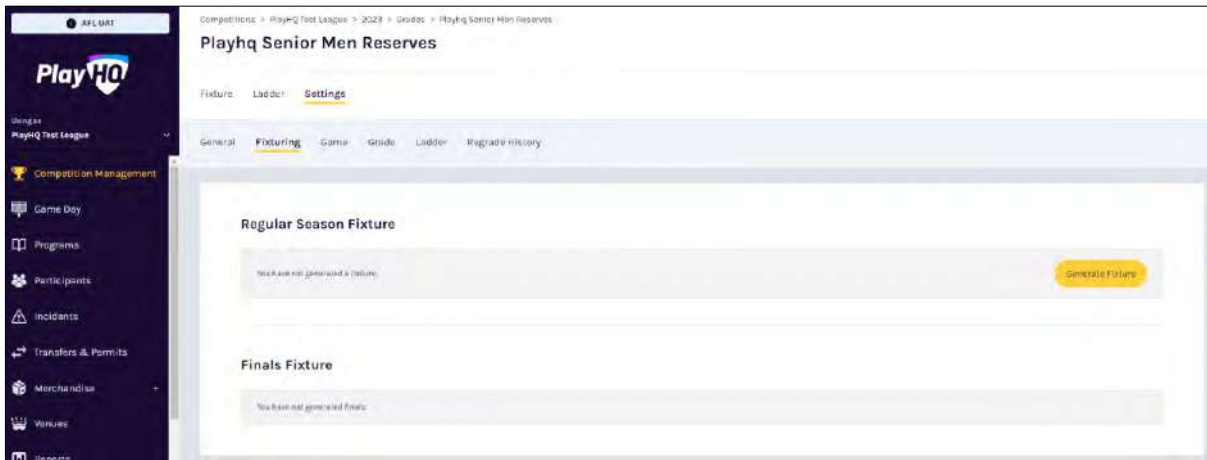


A warning message will pop up, to continue click on the **Delete Fixture** button or if you do not want to delete click on the **Cancel** button.




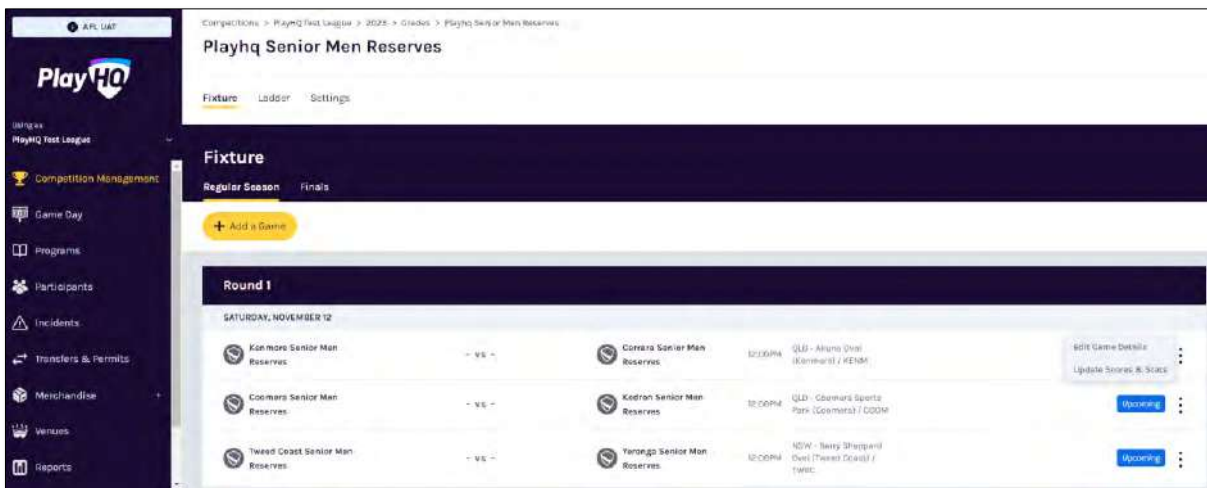
### Competition Management – Delete Fixture (cont)

You will be returned to the **Settings** -> **Fixturing** page and the **Generate Fixture** button will be available.



### Edit Game

To manually change or edit games in the fixture go the **Fixture** for the **Grade**. Click on the  icon and select **Edit Game Details**.

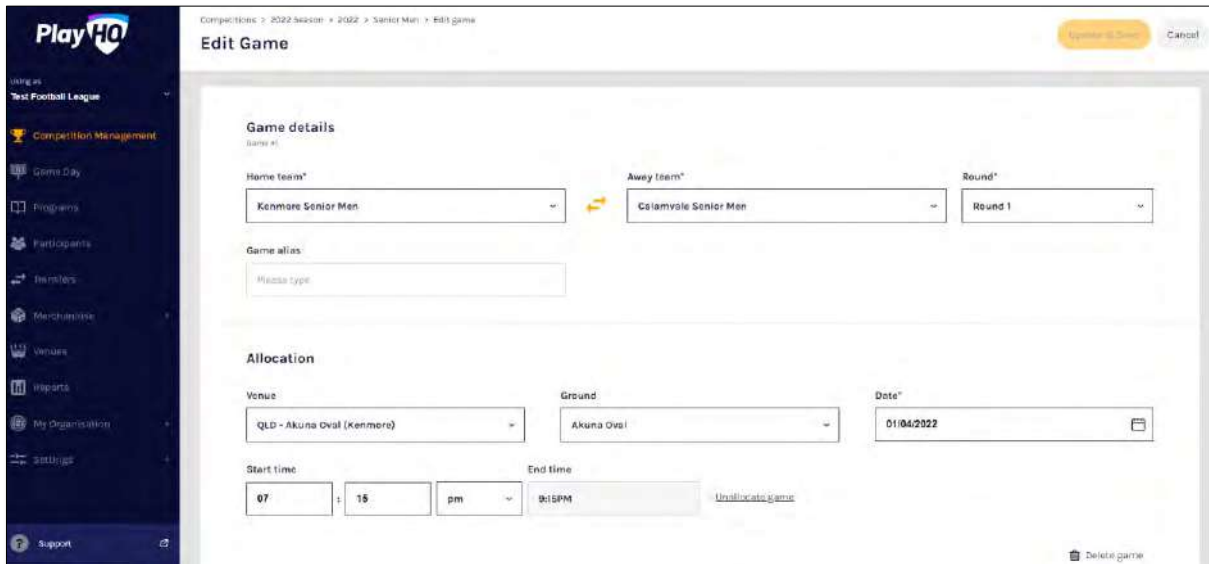


### Competition Management – Edit Game (cont)

On the **Edit Game** page in the **Game Details** section you can edit the **Home Team**, **Away Team** or **Round**. There is also a switch function (↔) which will swap the **Home Team** and **Away Team**.

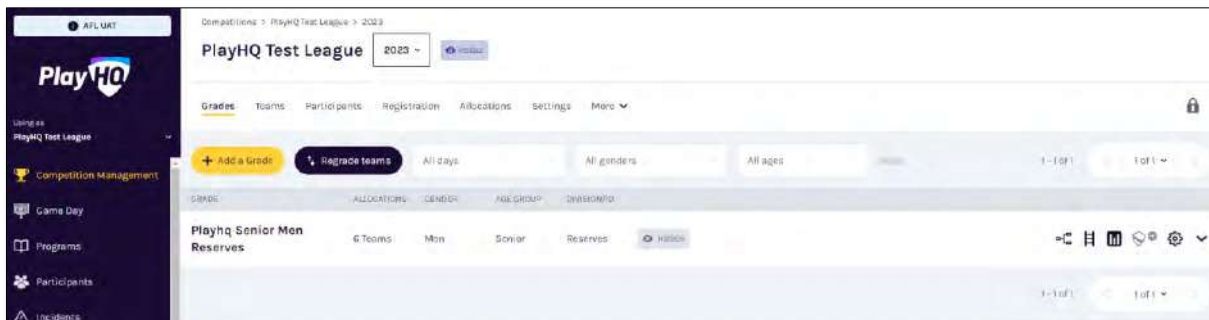
In the **Allocation** section you can edit the **Venue**, **Ground**, **Date** or **Start Time**. There is also the option to delete the game.

If you edit any game details click on the **Update & Save** button in the top right corner.



### Edit Grade General Settings

To change grade visibility, show/hide rounds or show scores on public website, on the **Grades** page click on the ⚙️ icon for the **Grade**.



## Competition Management – Edit Grade General Settings (cont)

Select the **General** tab, you can set the **Grade Visibility** to either **Visible** or **Hidden** on the public website.

The screenshot shows the 'Playhq Senior Men Reserves' settings page in the 'General' tab. The 'Grade visibility' section is expanded, showing two radio button options: 'Visible' (selected) and 'Hidden'. Below this, there is a dropdown menu for 'Select which rounds to show' set to 'All rounds (default)'. At the bottom of the form, there is an 'Update & Save' button and a 'Cancel' button.

You can **Select which rounds to show** on the public website.

You can set **Show scores and outcomes on the public facing site** to either **Yes** or **No** on the public website.

There is also the option to **Delete Grade** but certain criteria must be met before you can proceed.

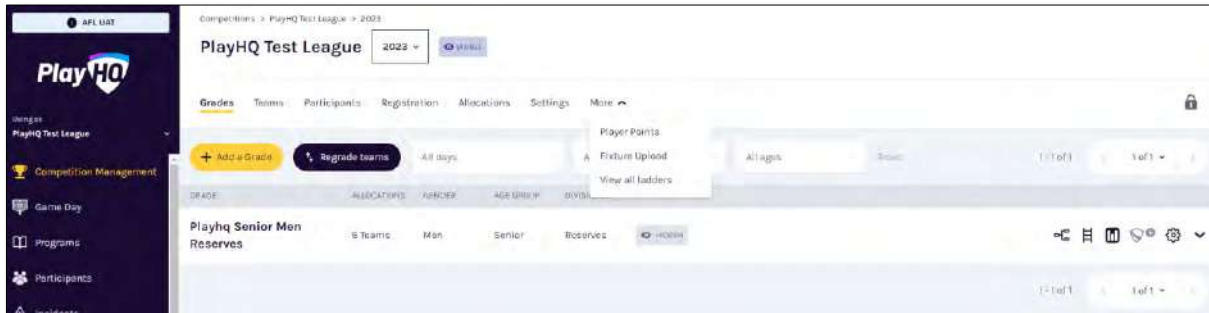
If you make any changes click on the **Update & Save** button at the bottom of the page.

This screenshot shows the same 'Playhq Senior Men Reserves' settings page, but with the 'Grade visibility' section expanded further. It shows the 'Visible' radio button selected, the 'All rounds (default)' dropdown, and the 'Show scores and outcomes on the public facing site?' section with the 'Yes' radio button selected. The 'Update & Save' button is highlighted in yellow.

## Upload Fixture

**Upload Fixture is an exciting new feature in the PlayHQ platform which will enable Community Football League administrators the ability to create fixtures in a spreadsheet and upload them into the platform. This function can be used to upload full season fixtures for more than one grade at the time of upload or multiple uploads for individual rounds of fixtures in a grade. If there are changes to the teams in the grades it will also take care of the regrading.**

In the left hand menu click on **Competition Management**, click on the **Competition**, click on the **Season**, under the **More** tab click on **Fixture Upload**.



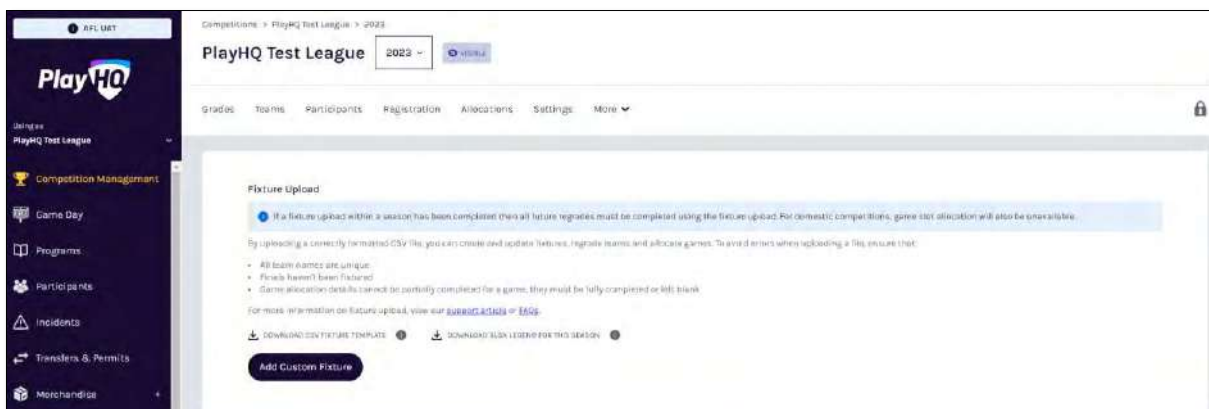
On the **Upload Fixture** page there is two templates to download to assist with creating the correct file to upload.

**Fixture Template** is used to upload the fixture csv file template in order to input your new fixture details into it prior to uploading the file. The template includes the correct column names that are expected when completing a fixture upload.

**Legend for this season** is used to download the legend for this season to view examples based on the formatting the template requires. The legend also includes the names of the organisation, competition, season, grade, team, venue and ground names required for a successful upload.

***It is strongly recommended when creating your fixture template csv file that you copy and paste the names in the legend so that they match exactly with what has been created in the platform.***

When have created your fixture template file to upload click on the **Add Custom Fixture** button.



### Competition Management – Upload Fixture (cont)

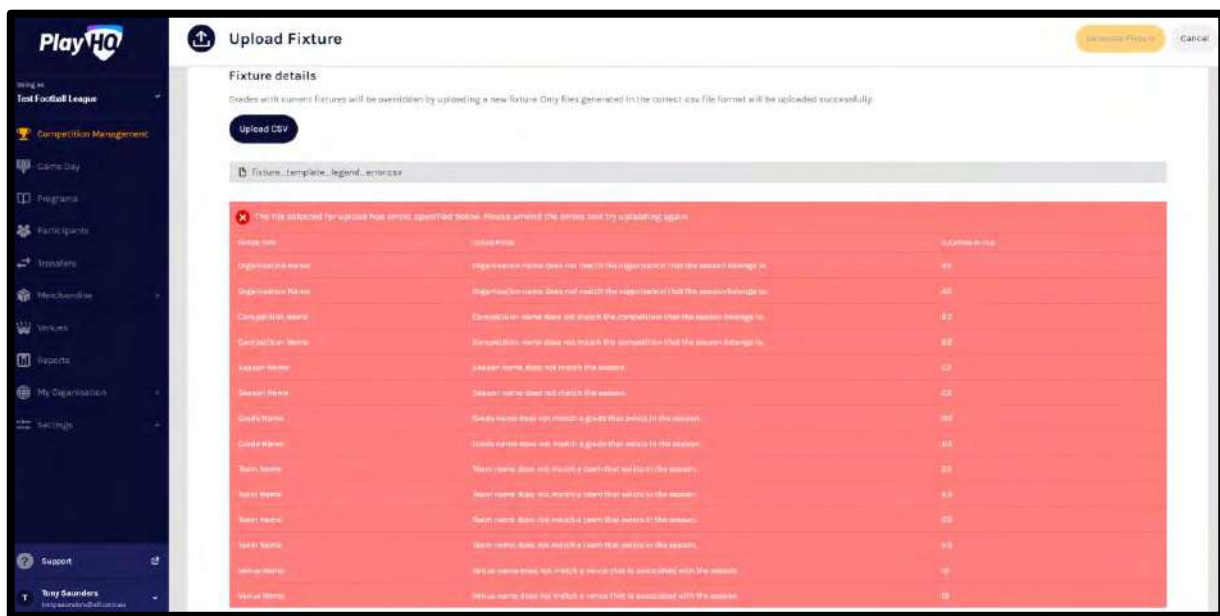
On the **Fixture Details** page click on the **Upload CSV** button.



If there are no errors in the file the fixtures will be generated.

If there are errors in the file the errors will be displayed with columns for **Error Type**, **Description** and **Location in File**.

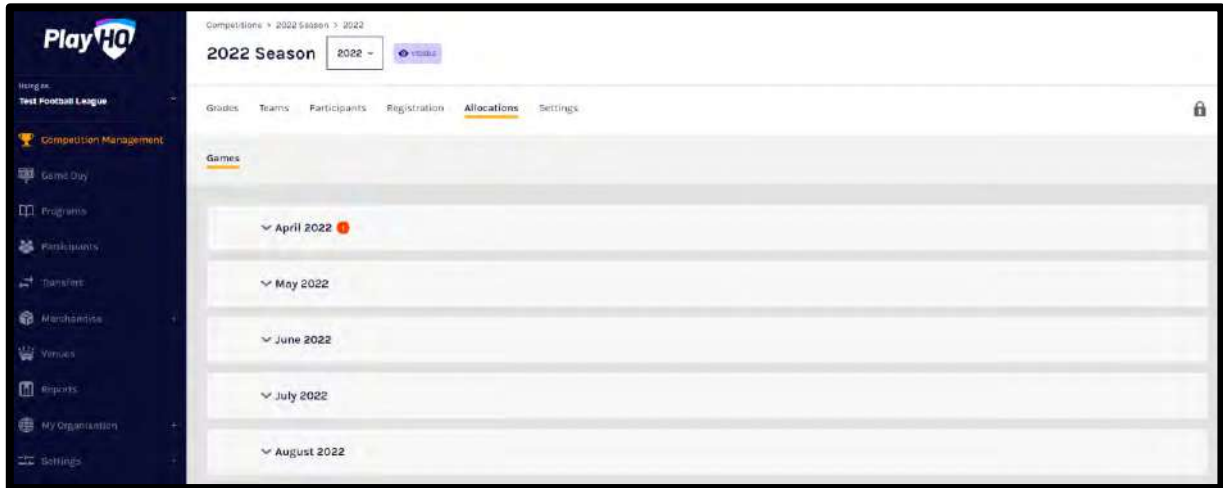
The **Location in File** column refers to the actual cell in the fixture template file so you can locate easily, make required adjustment, save the file and upload again.



## Fixture Clash Resolution



In the left hand menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Allocations** tab.

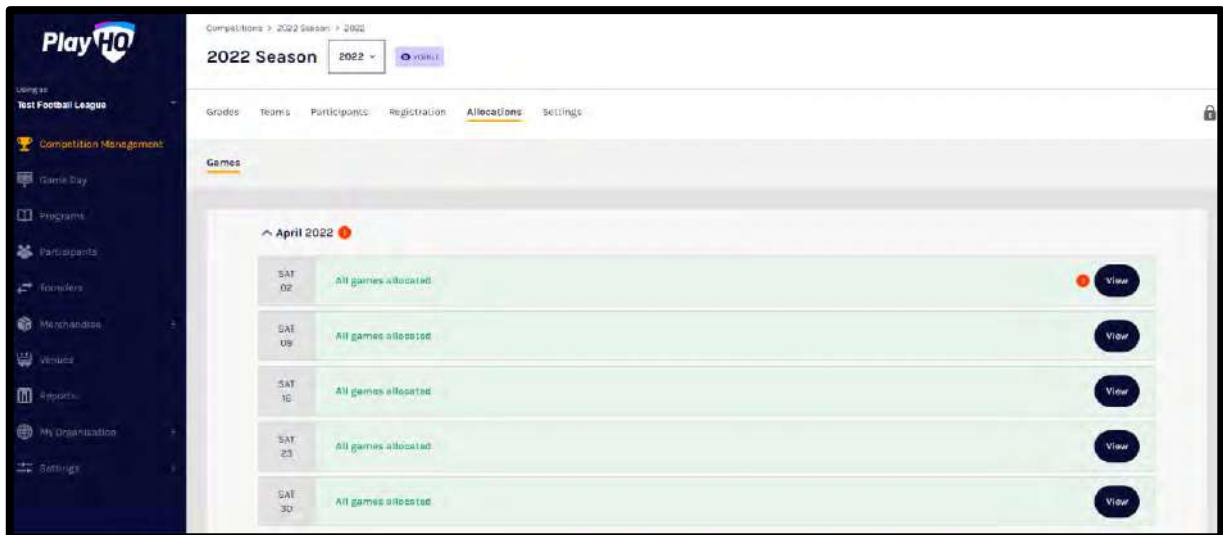
If there is a fixture clash a  icon will appear in the month.



There two options available to resolve the clash.

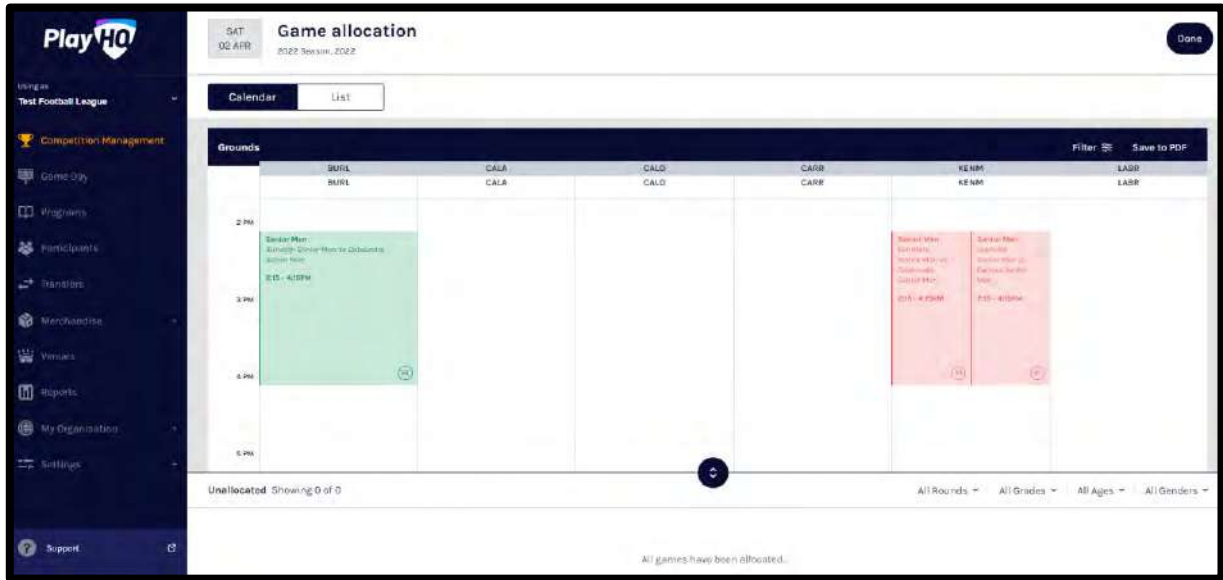
The first option is use the **Edit Game** function previously described.

The second option is open the month by clicking on the  icon, then click on the **View** button where the  icon appears.

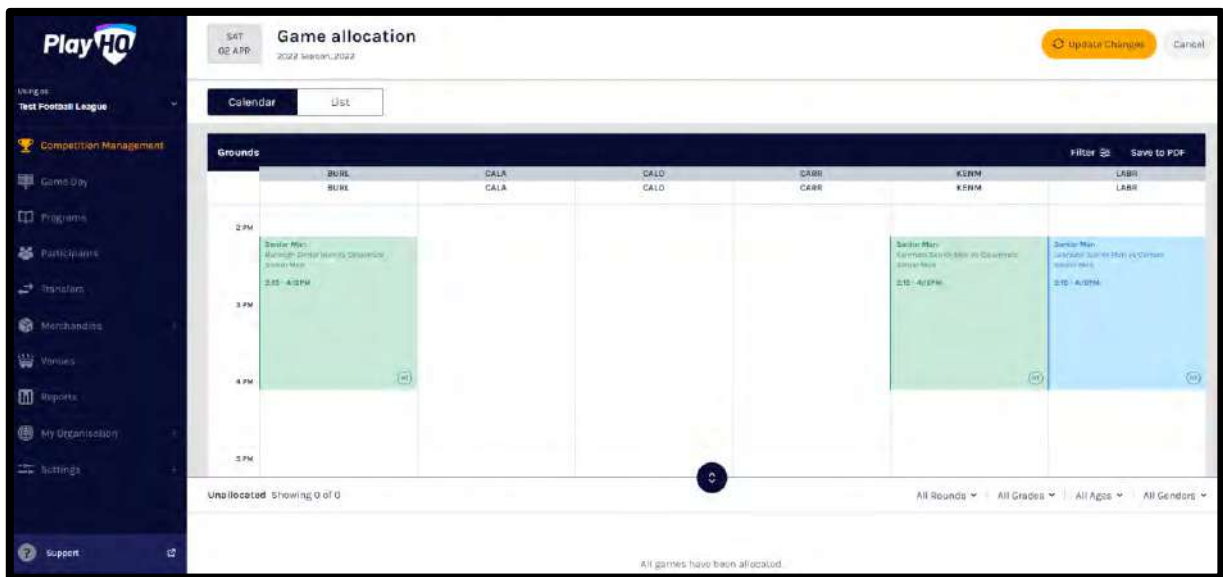


### Competition Management – Fixture Clash Resolution (cont)

This will open up the **Game allocation** page and the clashing games will be shown in red.

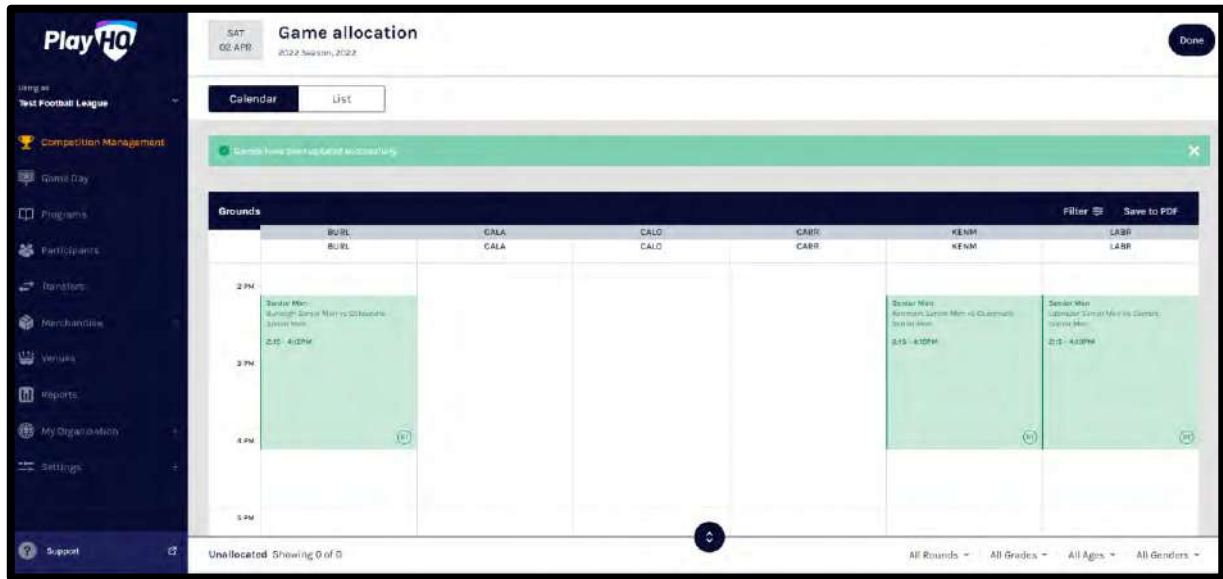


Click and drag one of the clashing games into another **Ground** or **Time Slot**. If there is no longer a clash the game will change color to blue.

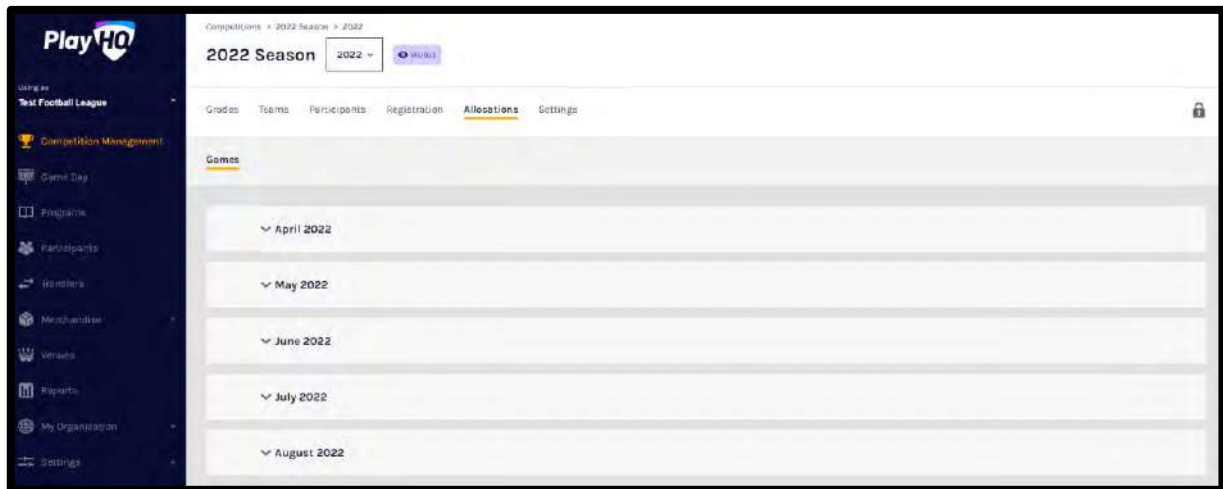


### Competition Management – Fixture Clash Resolution (cont)

Click on the **Update Changes** button in the top right corner and the game will update successfully and change color to green.



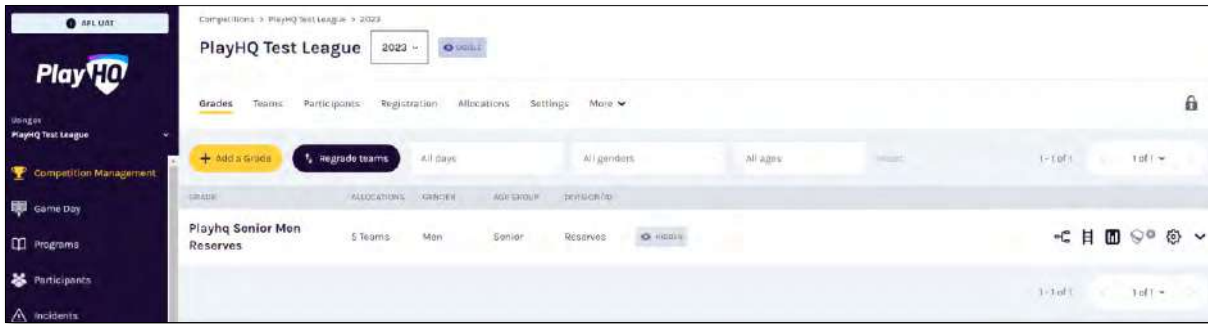
Click on the **Done** button in the top right corner, you will return to the **Allocations** page and clash icon will be gone.



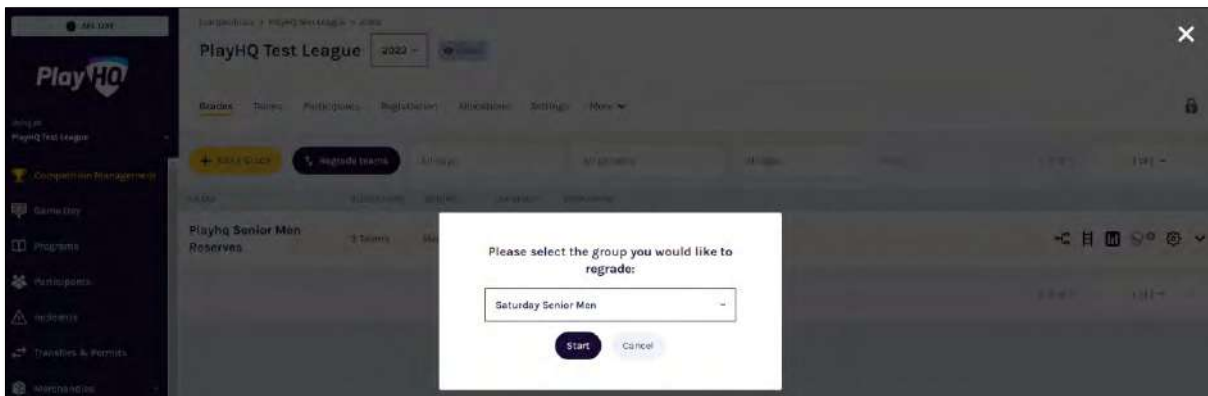
## Regrade Teams

*Please note Regrade Teams button will only appear if you have used the Generate Fixture feature. If you have used the Upload Fixture feature the Regrade Teams button will disappear and you will need to continue to use the Upload Fixture feature to grade teams.*

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Regrade Teams** button.

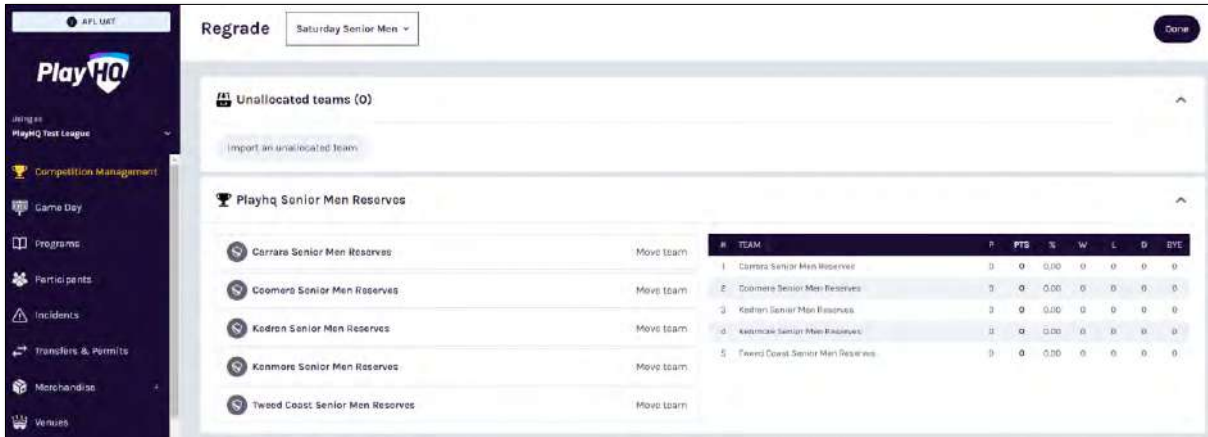


A pop-up box will appear, select the group you would like to regrade and click on the **Start** button.

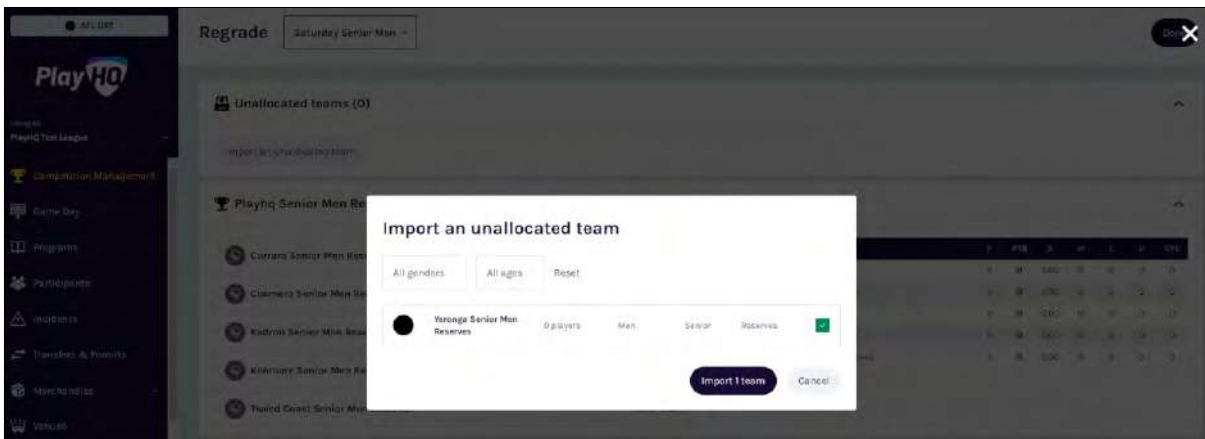


### Competition Management – Regrade Teams (cont)

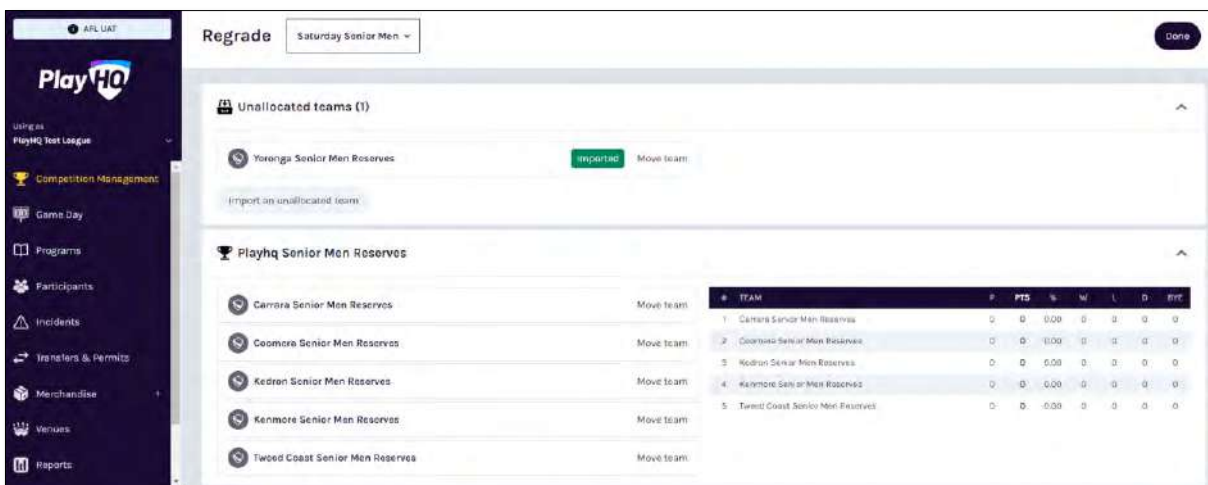
If you are regrading a **Team** that has not yet been allocated to a **Grade**, in the **Unallocated teams** area click on the **Import an unallocated team** button.



The **Import an unallocated team** option will appear, select a **Team** and click on the **Import Team** button.

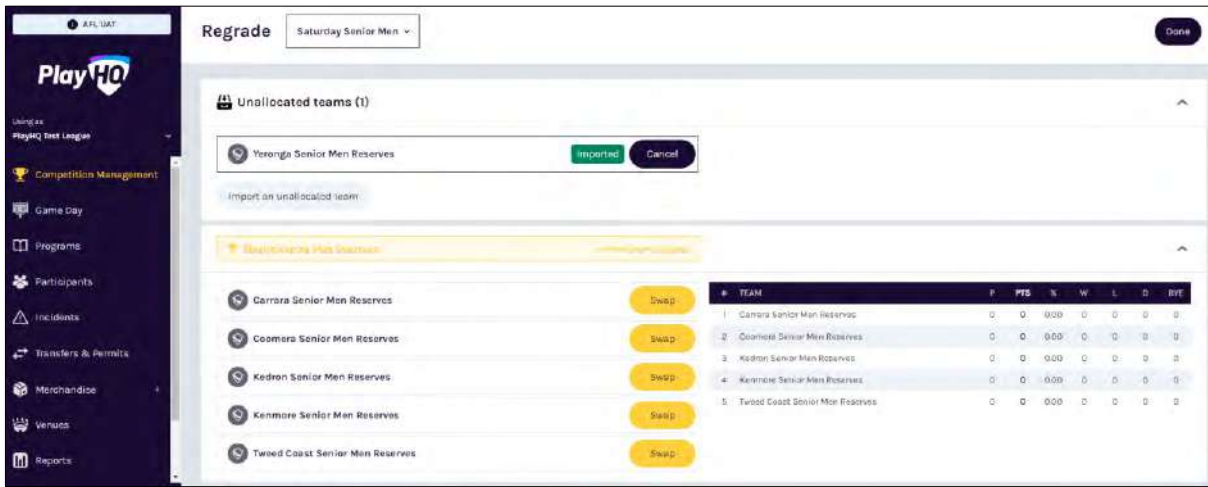


To move the **Team**, in the **Unallocated Teams** area click on **Move Team**.

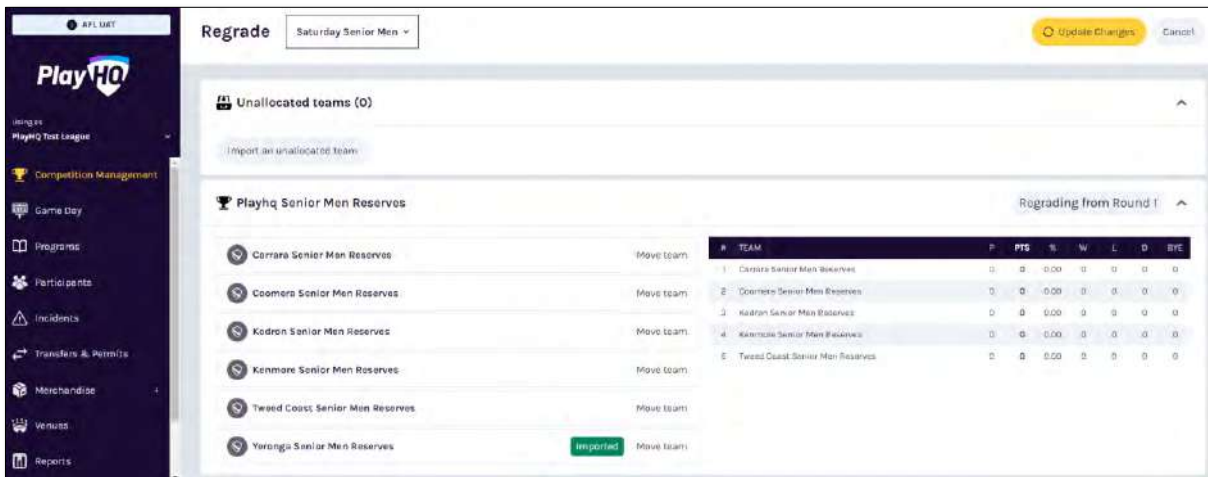


### Competition Management – Regrade Teams (cont)

In the **Grade** click on **Move Team to Grade**.

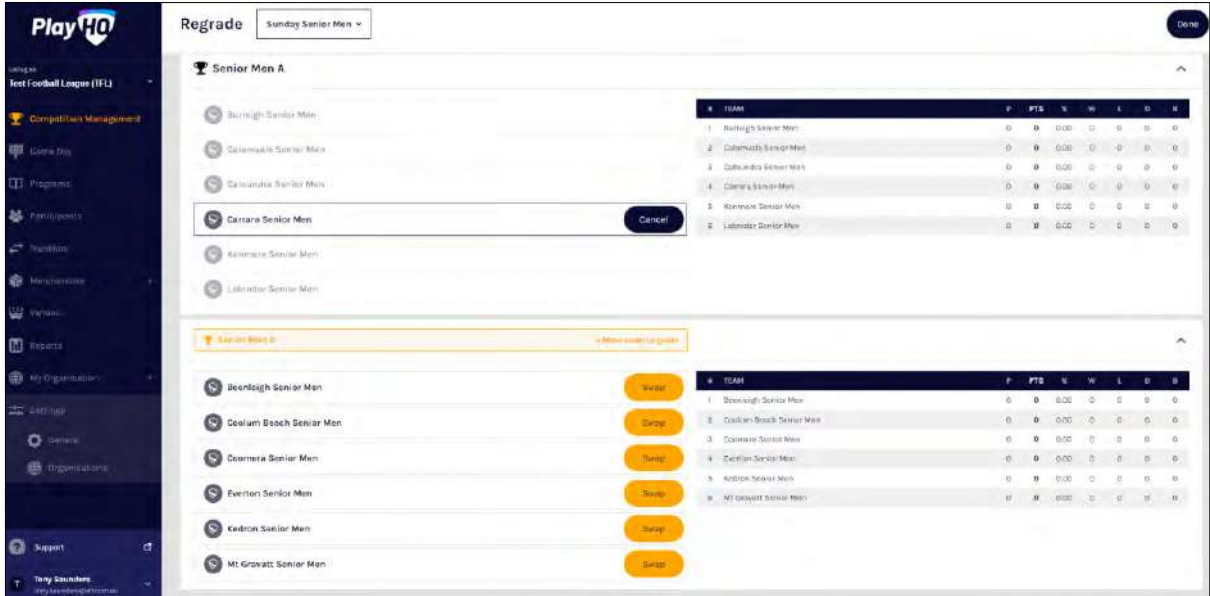


Click on the **Update Changes** button in the top right corner.

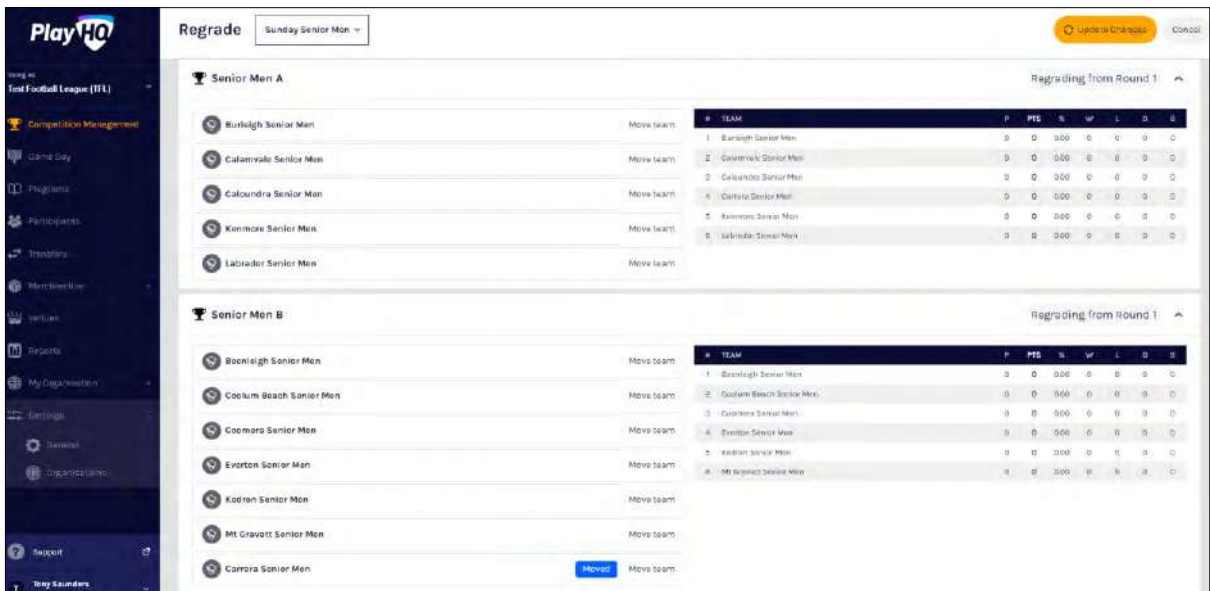


### Competition Management – Regrade Teams (cont)

If you are regrading teams between **Grades**, click on **Move team** for the **Team** you wish to regrade. This **Team** will now be highlighted and you can either click on the **Cancel** button, click on the **Move team to grade** option or click on the **Swap** button for a **Team** in another **Grade**.

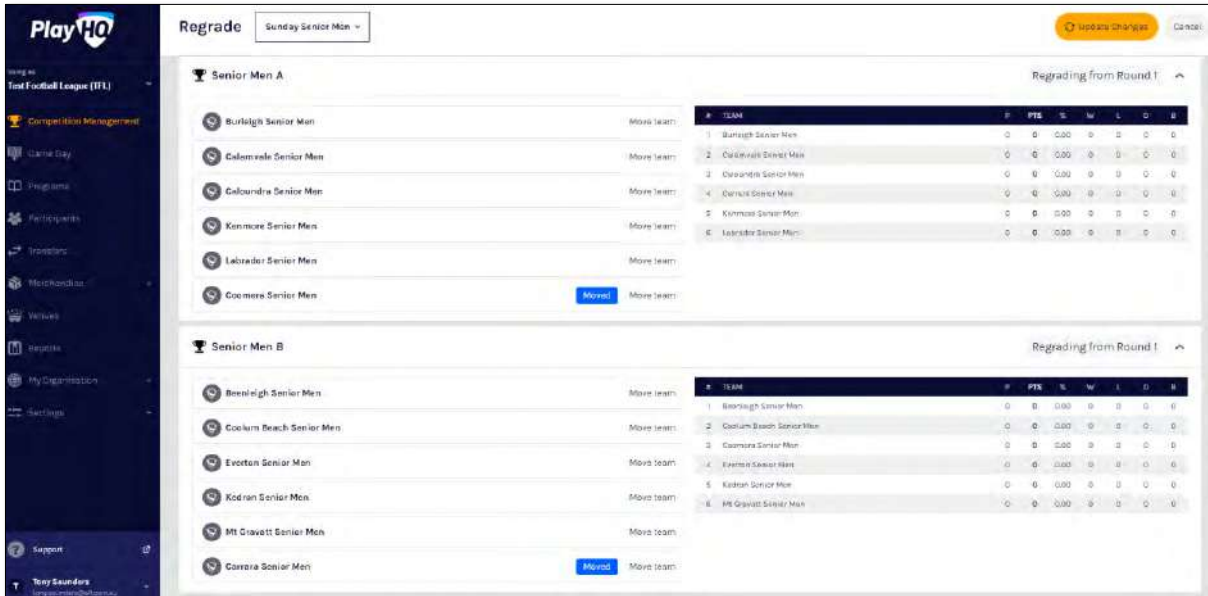


If you use the **Move team to grade** option the **Team** will be moved, to finalise the process click on the **Update Changes** button in the top right corner.

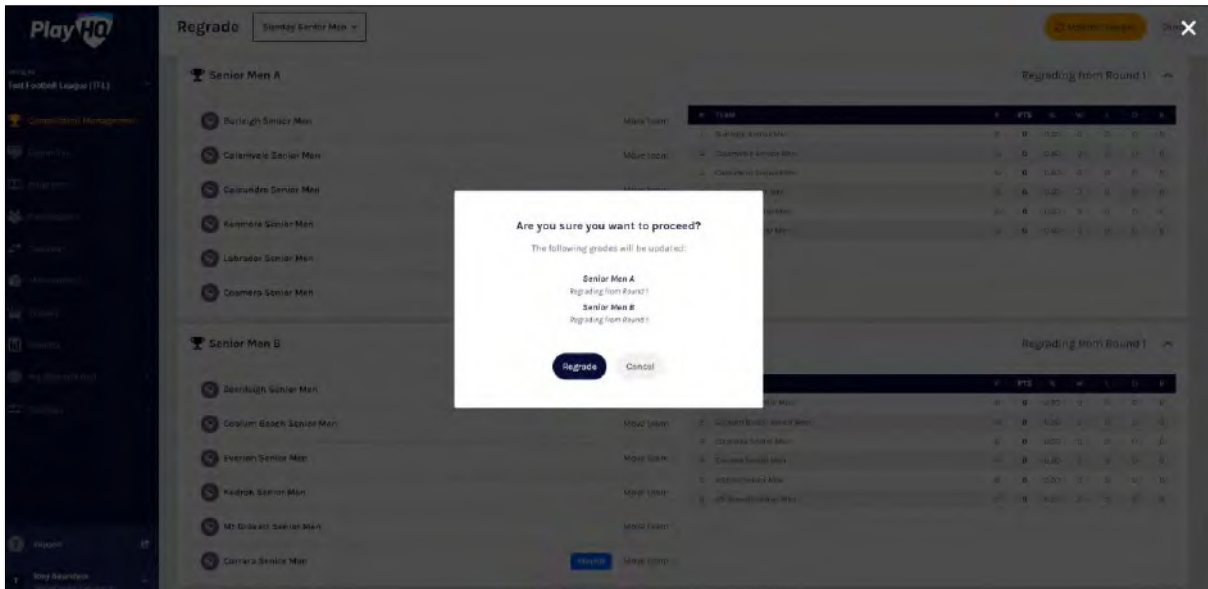


### Competition Management – Regrade Teams (cont)

If you use the **Swap** option both **Teams** will be moved, to finalise the process click on the **Update Changes** button in the top right corner.



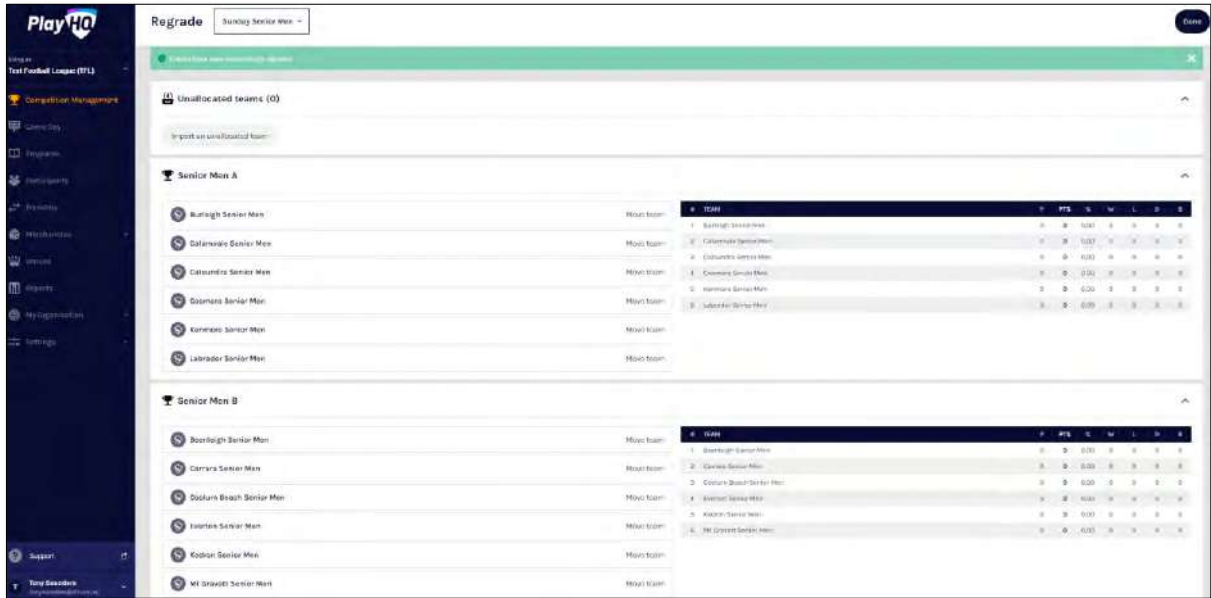
A warning message will pop up asking **Are you sure you want to proceed?**, click either the **Regrade** or **Cancel** button.



### Competition Management – Regrade Teams (cont)

You will return to the **Regrade** page with confirmation message that the grades have been successfully regraded. The **Teams** in the **Grades**, the **Ladders** for the **Grades** and the **Fixture** for the **Grades** will all have been updated.

If you have finished **Regrading**, click on the **Done** button in the top right corner.



### View Regrade History

On the **Grades** page click on the icon for the **Grade** and click on the **Regrade History** tab.



## View Ladder

On the **Grades** page click on the icon for the **Grade**.

#	TEAM	P	PTS	%	W	L	D	B	F	A	FOR%	DISQ	ADJ
1	Burreigh Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
2	Calmerwa Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
3	Calburners Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
4	Calmer Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
5	Kenmore Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
6	Latrobe Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0

## Ladder Adjustments

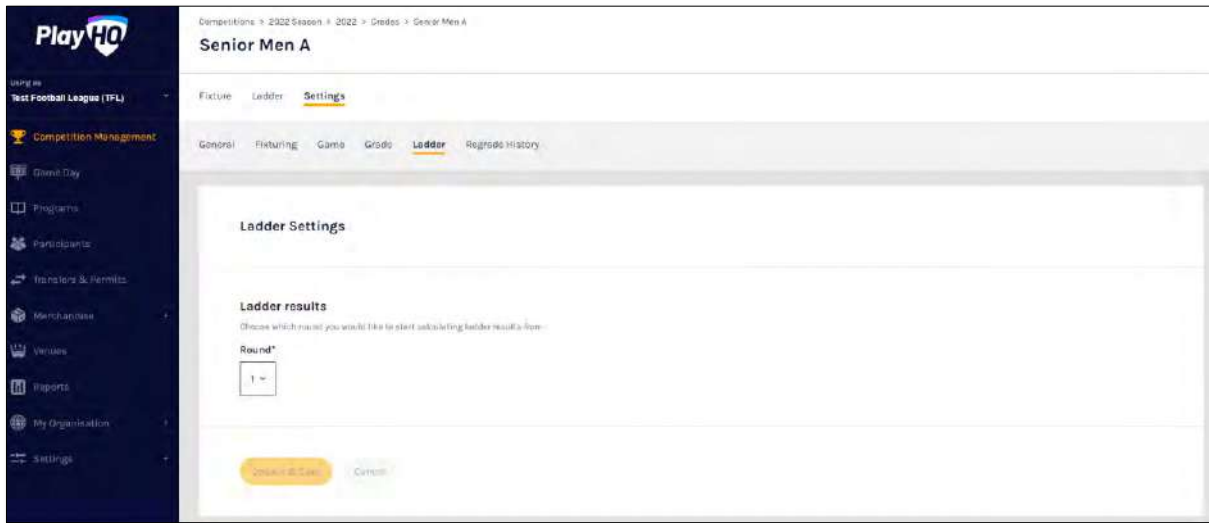
Click on the **Ladder adjustments** button.

On the **Manage Ladder Adjustments** page you will need to select an option for the **Round, Team & Type**, add an **Amount & Reason for adjustment** and click on the **Add** button.

Follow the same process to add further ladder adjustments and when finished click on the **Done** button in the top right corner.

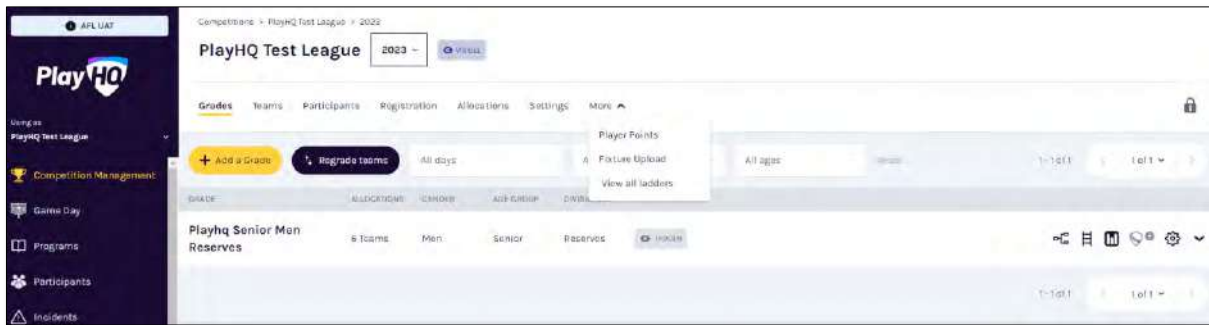
## Ladder Grade Settings

Click on the **Settings** tab and click on the **Ladder** tab.




## View All Ladders

On the **Grades** page, click on the **More** tab and select **View All Ladders**.

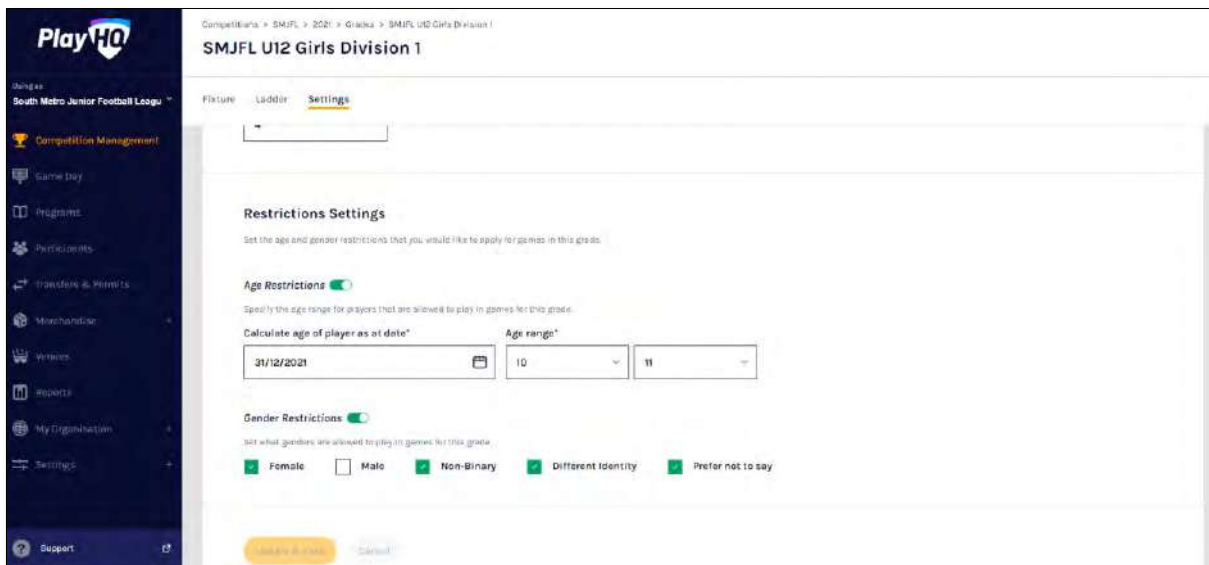


## Player Restriction Exemption

The **Restrictions Settings** are configured when the **Grade** is created – please refer to the **Create a Grade** section earlier in this guide.


To edit the **Restrictions Settings** in a **Grade** click on **Competition Management**, click on the **Season**, select the **Settings**  icon for the **Grade** and select the **Grade** tab.

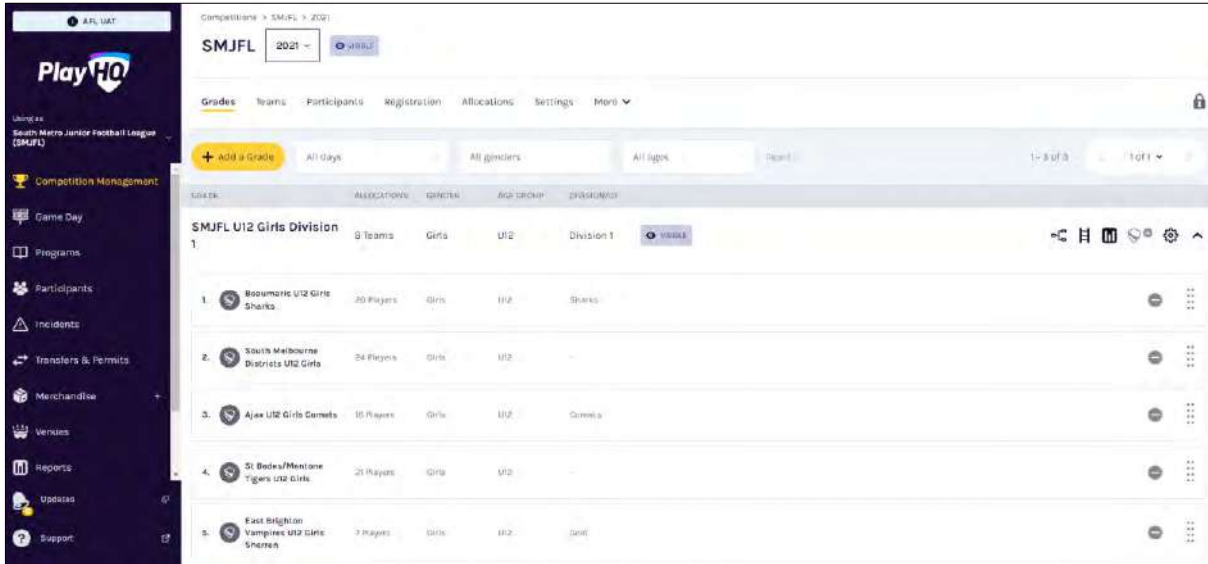
Scroll down the page, under **Restrictions Settings** you will see the **Age Restrictions** and **Gender Restrictions** that were added when the **Grade** was created. You can adjust these settings and click on the **Update & Save** button at the bottom of the page.



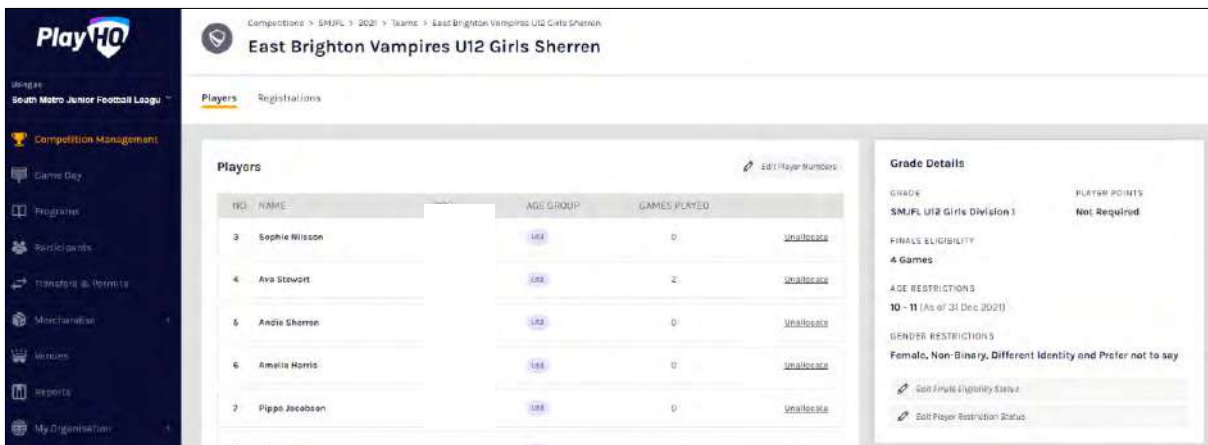
### Competition Management – Player Restriction Exemption (cont)

The platform gives League admins the capability to override the **Restriction Settings** for **Players** in a Team that may have been given exemption.

In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the  button for the **Grade** the **Team** is in and click on the **Team**.



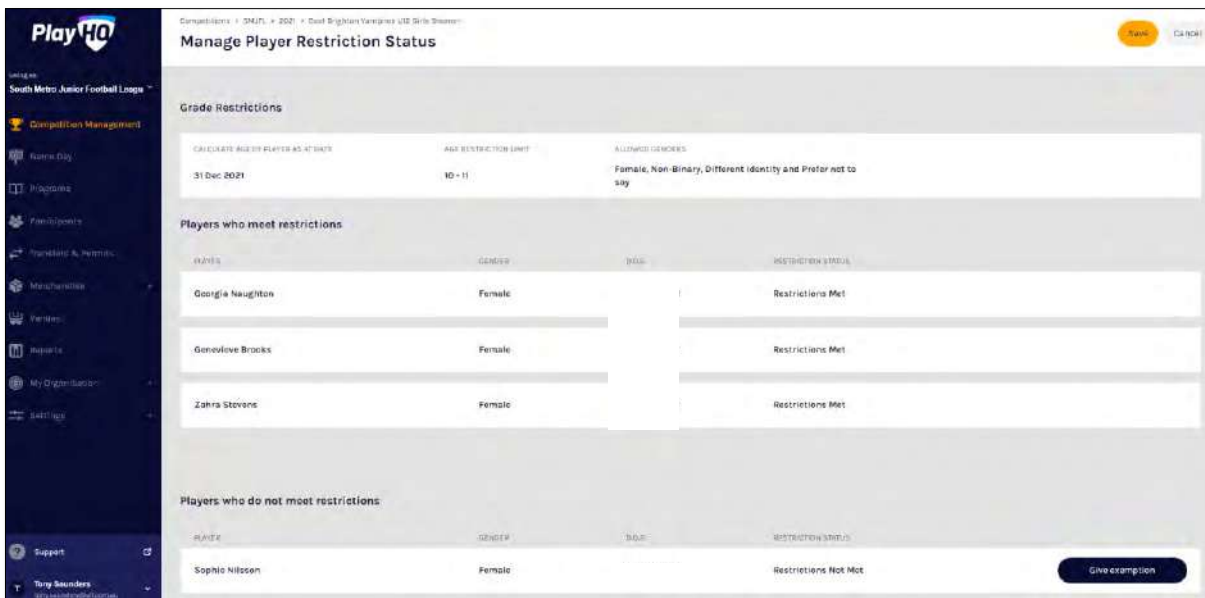
Under **Grade Details** click on **Edit Player Restriction Status**.



### Competition Management – Player Restriction Exemption (cont)

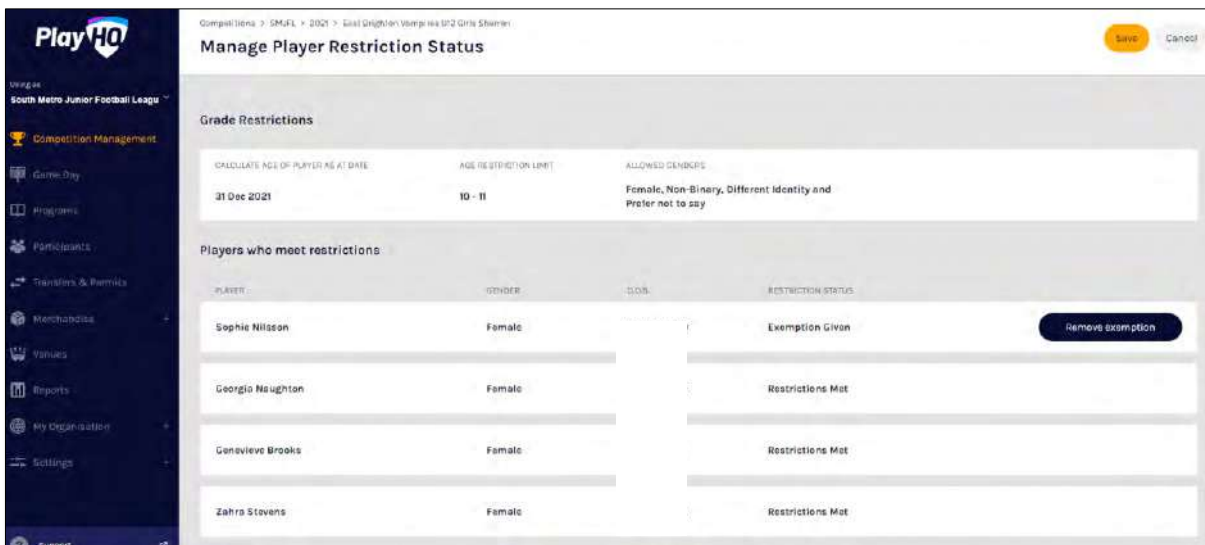
On the **Manage Player Restriction Status** page any restrictions will be shown under **Grade Restrictions**. Players allocated to the team that meet the restrictions will be shown under **Players who meet restrictions**. Players allocated to the team that do not meet the restrictions will be shown under **Players who do not meet restrictions**.

To move a player from **Players who do not meet restrictions** to **Players who meet restrictions** click on the **Give exemption** button for the player.



The player will be moved to **Players who meet restrictions** and the **Restriction Status** will change to **Exemption Given**.


If at any point during the season the exemption is revoked click on the **Remove exemption** button.



When changes are completed please ensure to click on the **Save** button in the top right corner.

## Finals Eligibility

The **Grade Default Settings** including **Finals Eligibility** are configured when the **Competition** is created – please refer to the **Create a Competition** section earlier in this guide. However, the configuration set when the **Competition** was created can be overridden in each **Grade**.


To edit the **Finals Eligibility** in a **Grade** click on **Competition Management**, click on the **Season**, click on the **Grade**, select the **Settings**  icon for the **Grade** and select the **Grade** tab.

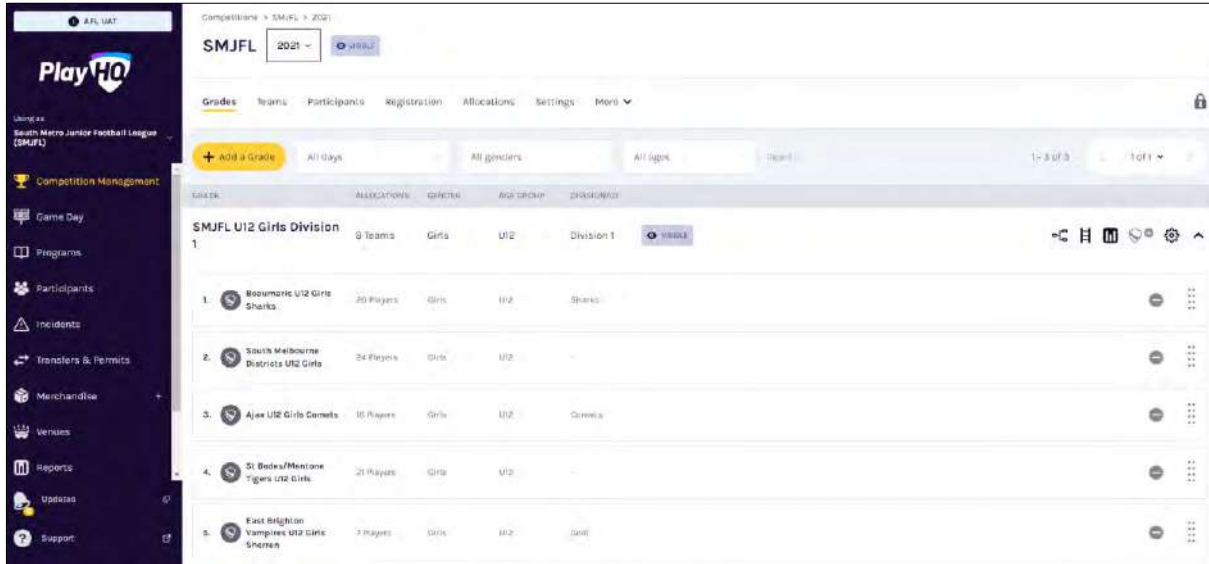
Scroll down the page, under **Finals Eligibility** you will see the **Minimum number of games played** that was added when the **Competition** was created. You can adjust this setting and click on the **Update & Save** button at the bottom of the page.



### Competition Management – Finals Eligibility (cont)

The platform gives League admins the capability to override the **Finals Eligibility** for **Players** in a Team that may have been given exemption.

In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the  icon for the **Grade** the **Team** is in and click on the **Team**.



In the **Grade Details** section click on **Edit Finals Eligibility Status**.

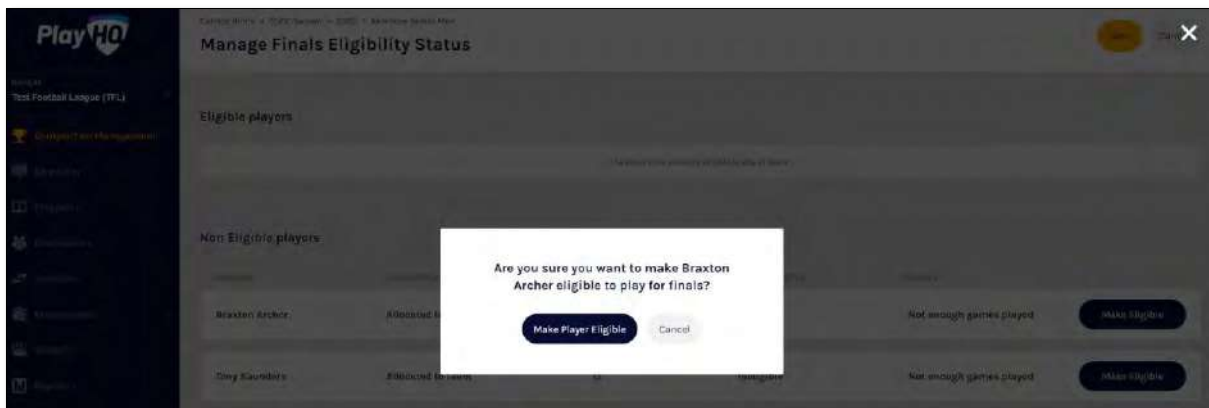


### Competition Management – Finals Eligibility (cont)

On the **Manage Finals Eligibility Status** page click on the **Make Eligible** button for the **Player** that has been given the exemption.



A warning will pop up will appear, click on the **Make Player Eligible** button.



You will return to the **Manage Finals Eligibility Status** page and the **Player** will show in the **Eligible Players** area.



If at any point during the finals the exemption is revoked click on the **Make Ineligible** button.

When changes are completed please ensure to click on the **Save** button in the top right corner.

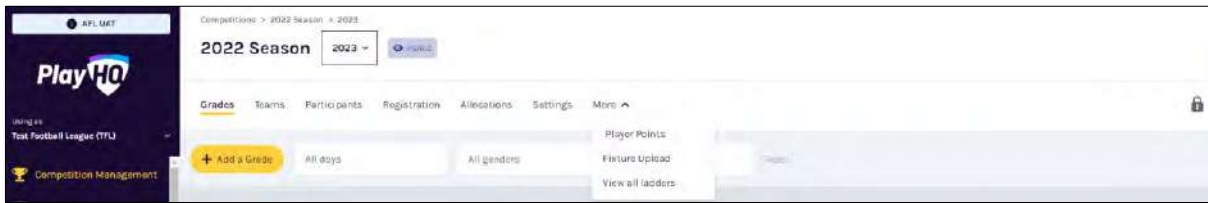
## Player Points


If your League uses a player points system turn on **Players Points** when you create the **Grade**. Toggle on the **Player Points** button on, select an option in **Enforce a team total player points cap** and select the **Team player points cap**. Select **Visible** or **Hidden** in the **Players Points Visibility** area.

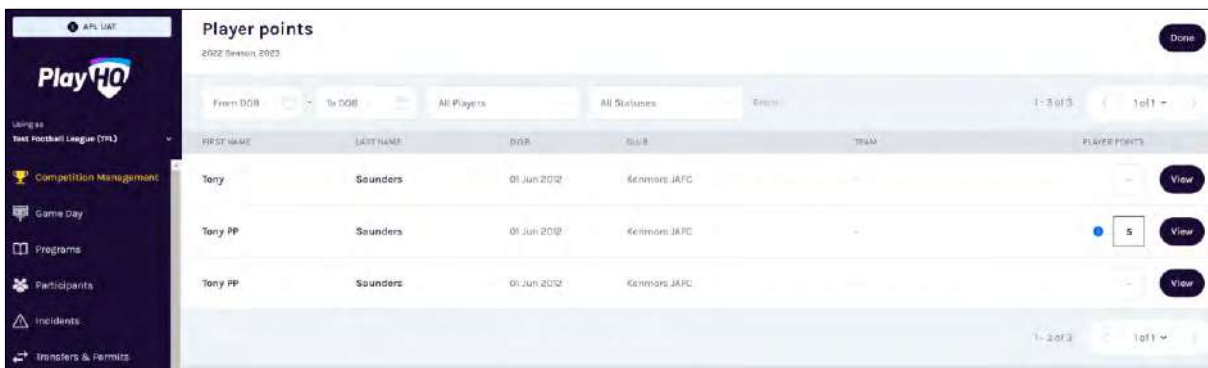
## Setting Player Points to Players

If the **League** has **Player Points** turned on for a **Competition**, there is two options for the administrator to add **Player Points** to a **Player** or to edit the **Player Points** for a **Player**.

Option 1 – **Using as the League** in the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the **More** tab and select **Player Points**.




On the **Player points** page, player point values that have been rolled over from a previous season will be marked with the  icon.



Add the relevant number of player points for each player in the **Player Points** column and when completed click on the **Update Changes** button in the top right corner. Please note there are filter boxes above the list to assist with locating players if required.



### Competition Management – Setting Player Points to Players (cont)

The page will display a confirmation message that the player points have been successfully updated. If the player point value is changed the  icon will be removed. You can either add or edit player points or if you have finished click on the **Done** button in the top right corner.



Option 2 – Using as the **Club** in the left menu click on **Competitions** and click on the **View** button for the **Competition**. On the **Grades** page click on the **More** tab and select **Player Points**.

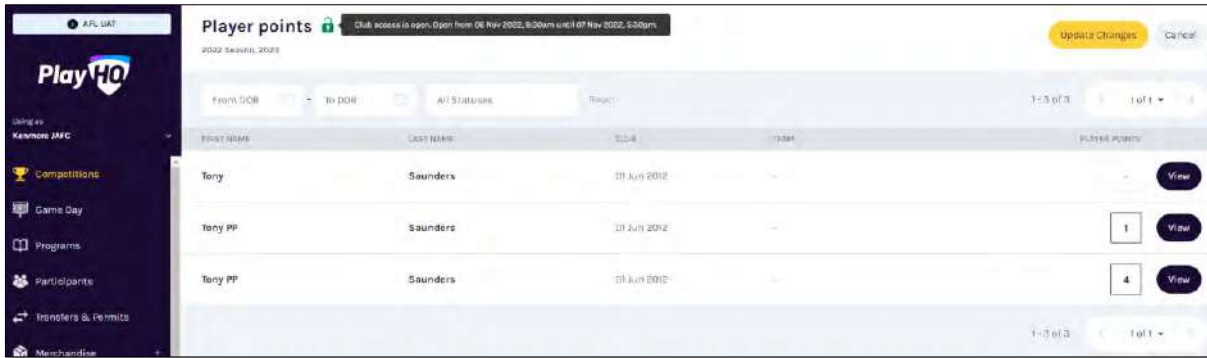


On the **Player points** page if the **League** has **not** given the club access to add or edit **Player Points** the page will be locked and no additions or changes can be made.

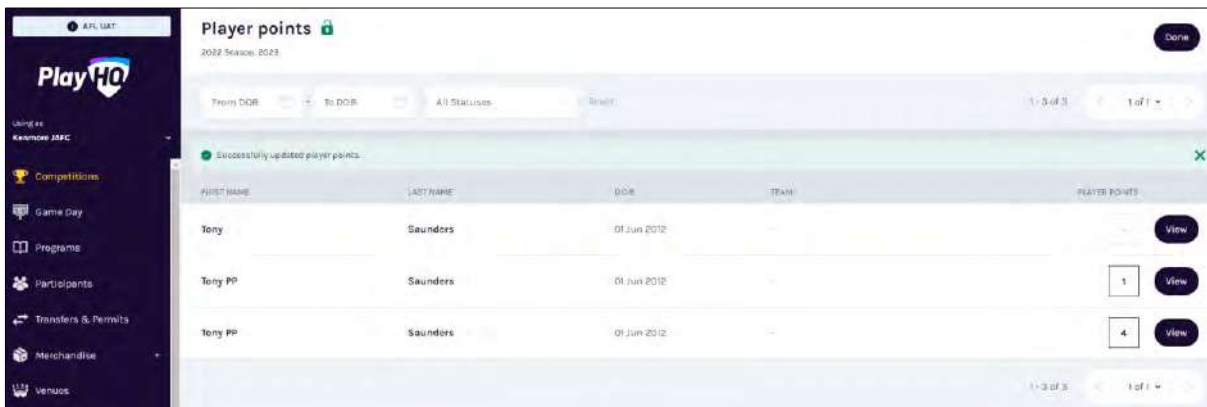


### Competition Management – Setting Player Points to Players (cont)

On the **Player points** page if the **League** has given the club access to add or edit **Player Points**, add the relevant number of player points for each player in the **Player Points** column and when completed click on the **Update Changes** button in the top right corner. Please note there are filter boxes above the list to assist with locating players if required.



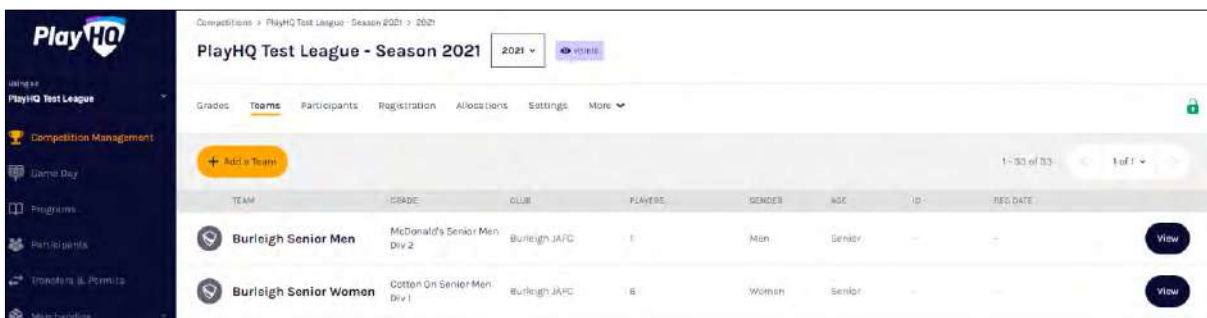
The page will display a confirmation message that the player points have been successfully updated. You can either add or edit player points or if you have finished click on the **Done** button in the top right corner.



### Setting Player Points Limit to Teams

The **Players Points Limit** for all **Teams** is set when the **Competition** and **Grades** are created. There may be instances where a **Team** may be given a higher or lower **Player Points Limit**.

Adjusting the **Player Points Limit** can only be done while **Using as the League**. In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the **Teams** tab and click on the **View** button for the **Team**.

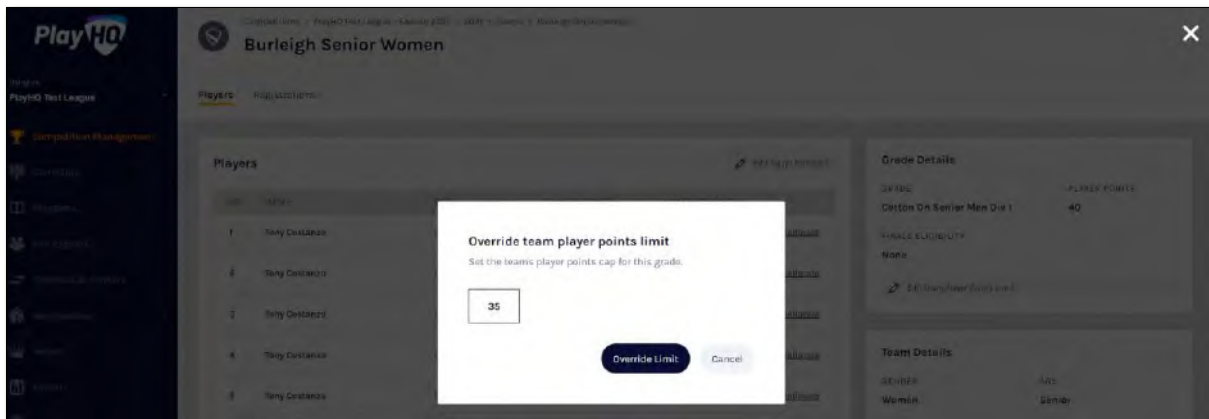


## Competition Management – Setting Player Points Limit to Teams (cont)

In the **Grade Details** area click on the **Edit Team Player Points Limit** link.



The **Override team player points limit** pop-up will appear. Change the limit number and click on the **Override Limit** button.



You will return to the **Team** page, a confirmation message will appear and **Player Points** limit will be updated.

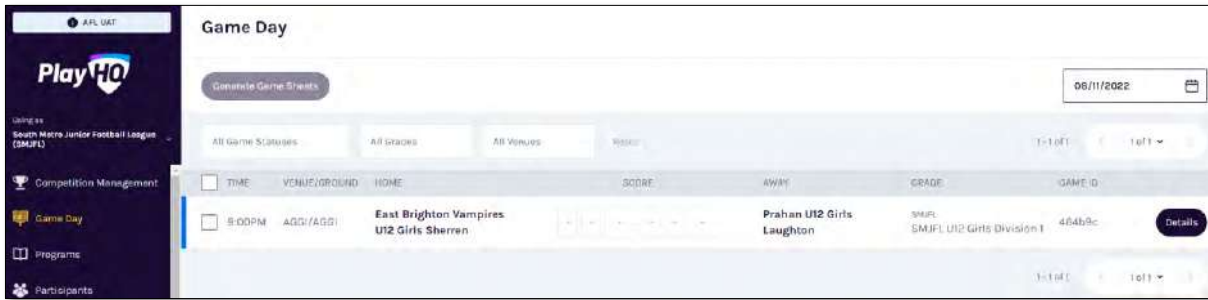


## 14. Game Day

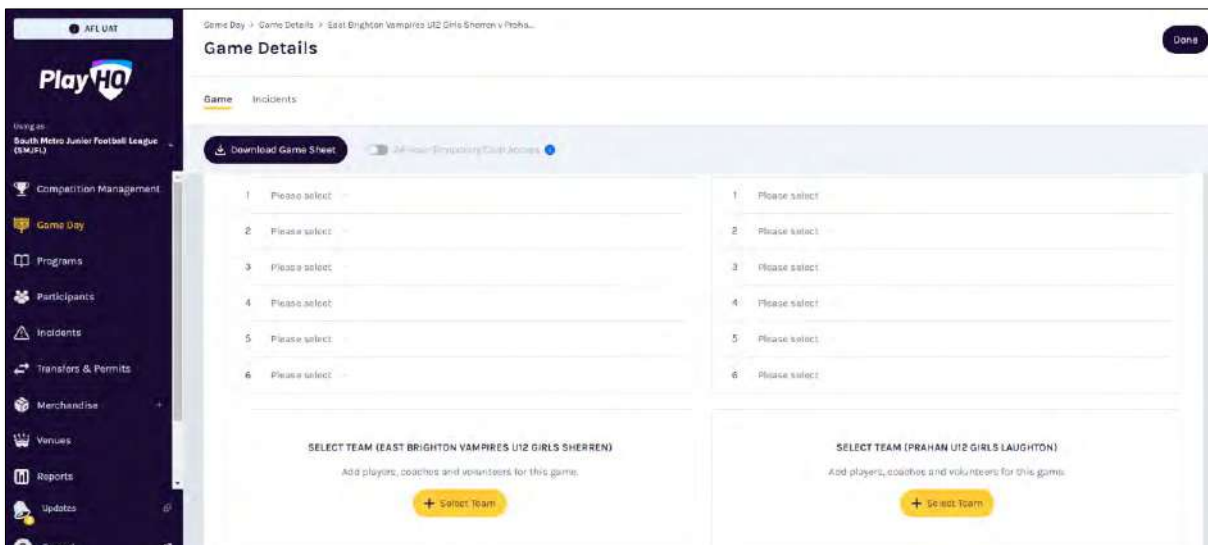
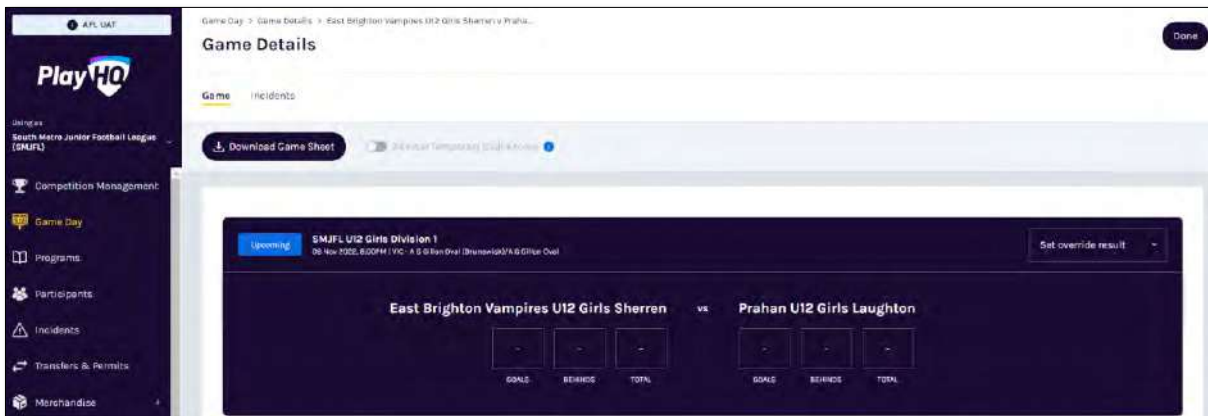
### Create Line-up

Please note club admins who have been given admin access will always have access to Game Day to create Line-ups. This task can also be done from the League level to provide assistance to Clubs if required.

In the left menu click on **Game Day**, select the date for the match and click on the **Details** button for the match.

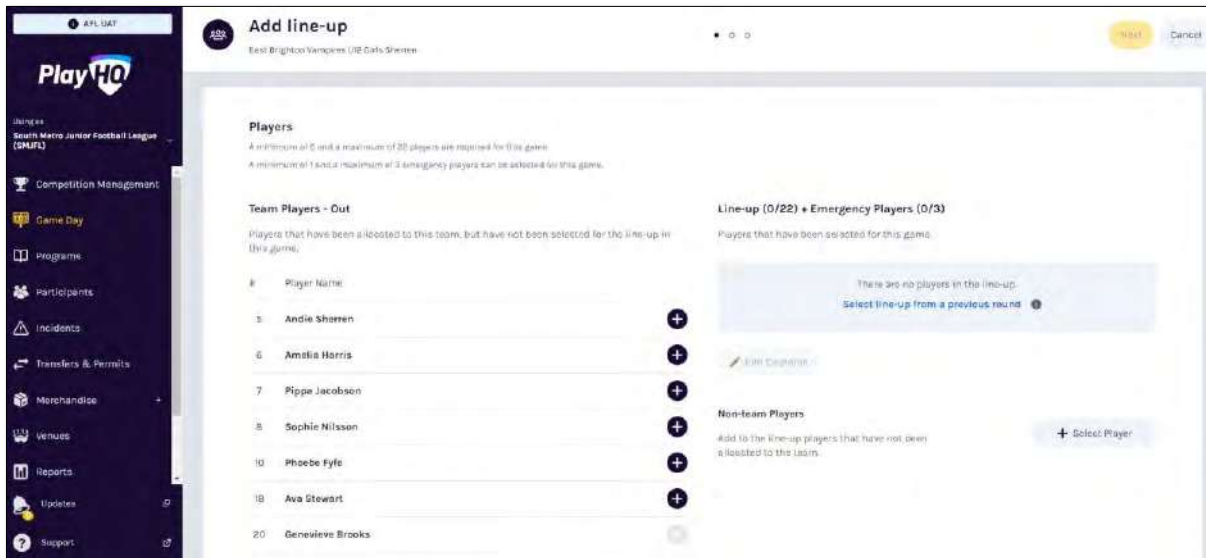


You will land on the **Game Details** page, scroll down the page and click on the **+ Select Team** button.

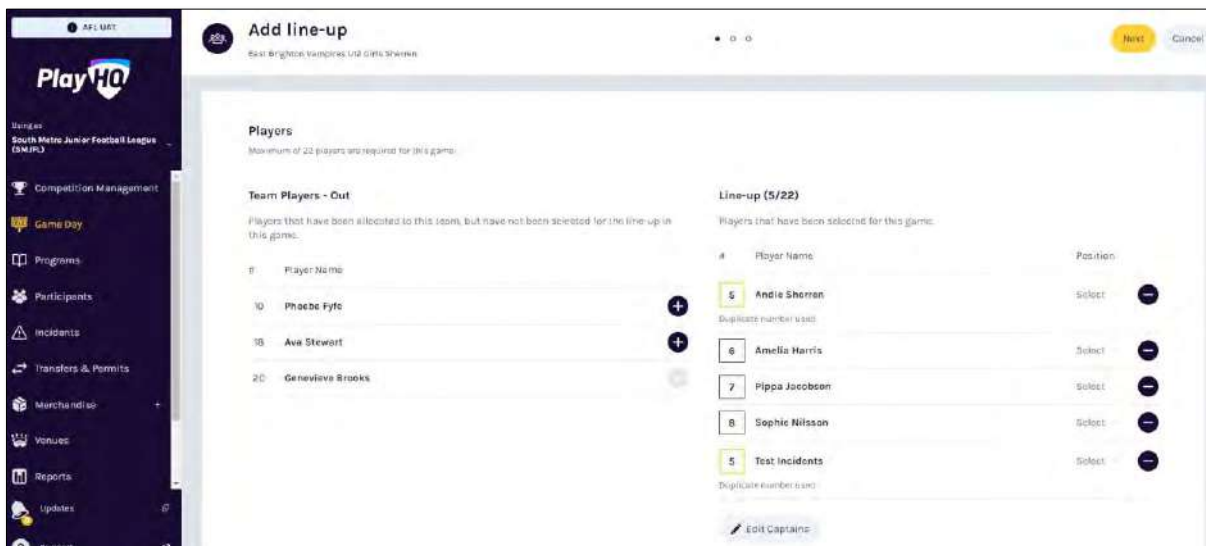


### Game Day - Create Line-up (cont)

On the **Add line-up** page any restrictions for the **Grade** will appear in the top right corner and all of the **Players** allocated to the **Team** will appear in the **Team Players – Out** area.

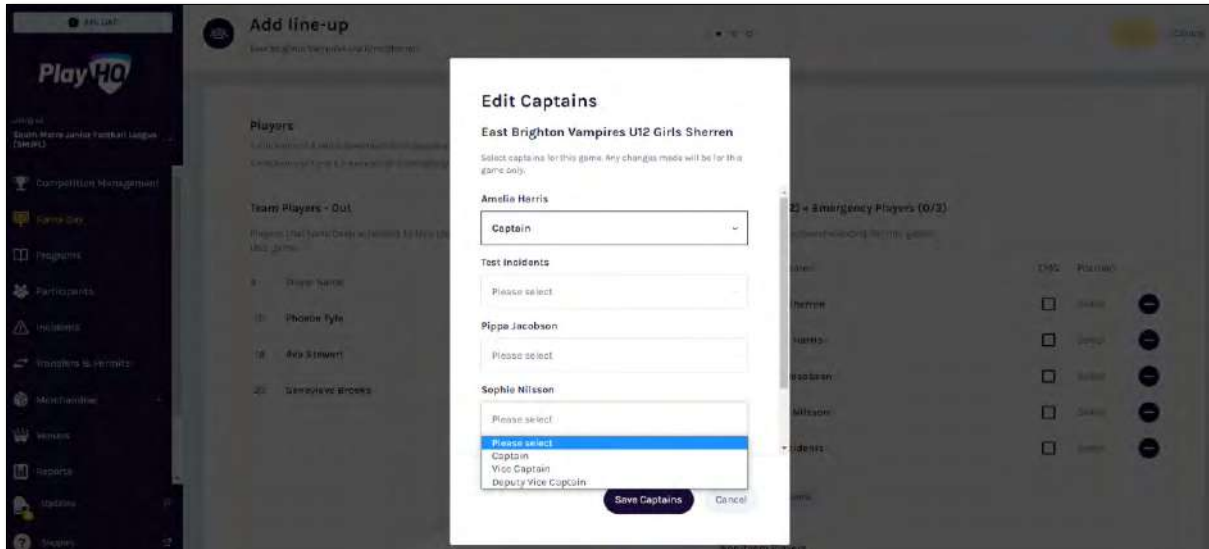


To add **Players** to the **Line-up** click on **Select line-up from a previous round** to add of players selected in the previous finalised match. Click on the **–** icon to remove a **Player** from the line-up and click on the **+** icon for the **Player** in the **Out** area to add a **Player** to the line-up. When you have added **Players** to the **Line-up** you are able to edit the jumper number if required, if there are duplicate jumper numbers there will be a warning. The **Next** button in the top right corner will not be available until the grade restrictions have been met.

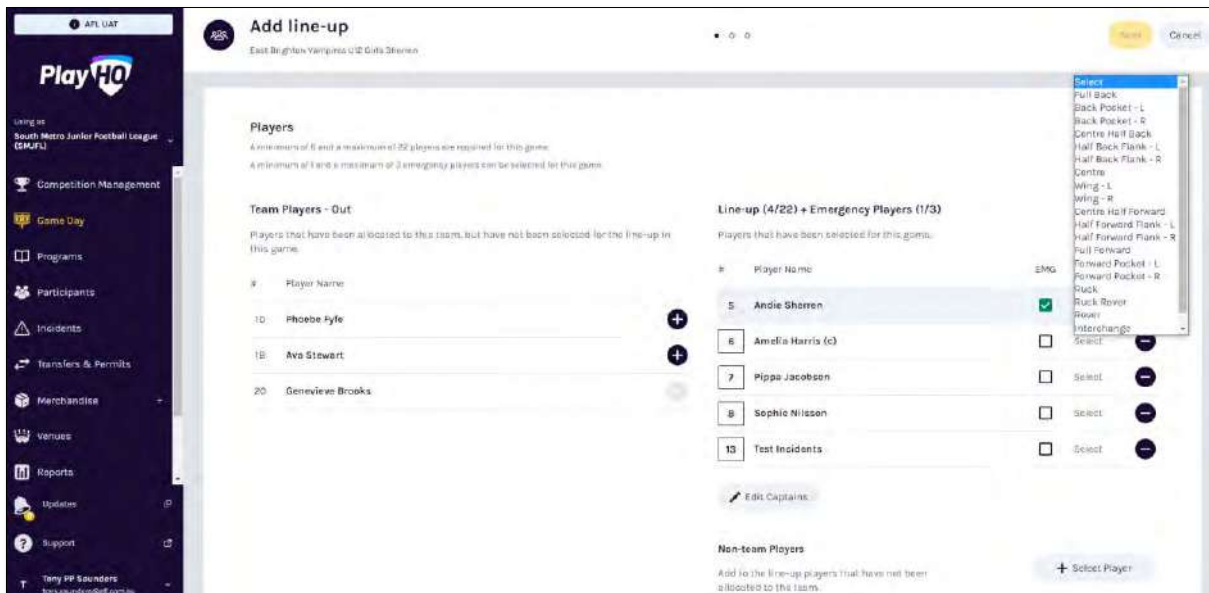


### Game Day - Create Line-up (cont)

To add or edit the captain status for players click on the **Edit Captains** button. The **Edit Captains** pop-up will appear, select from drop-down box for each player where required and click on the **Save Captains** button.

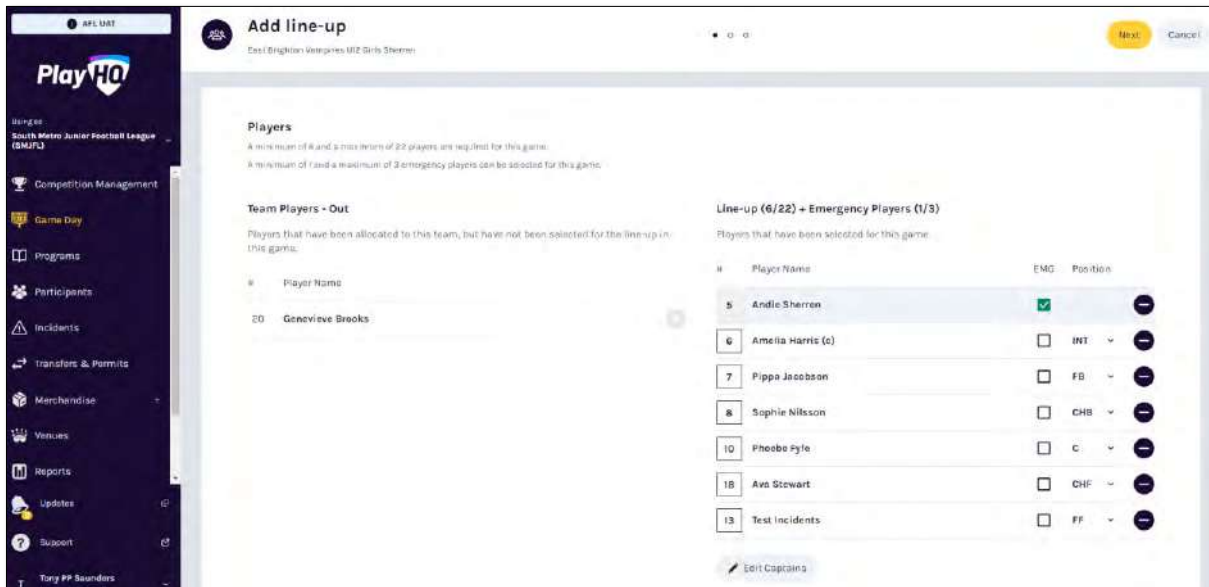


If **Emergency Players** and/or **Player Positions** have been turned on for the **Grade**, select as required.

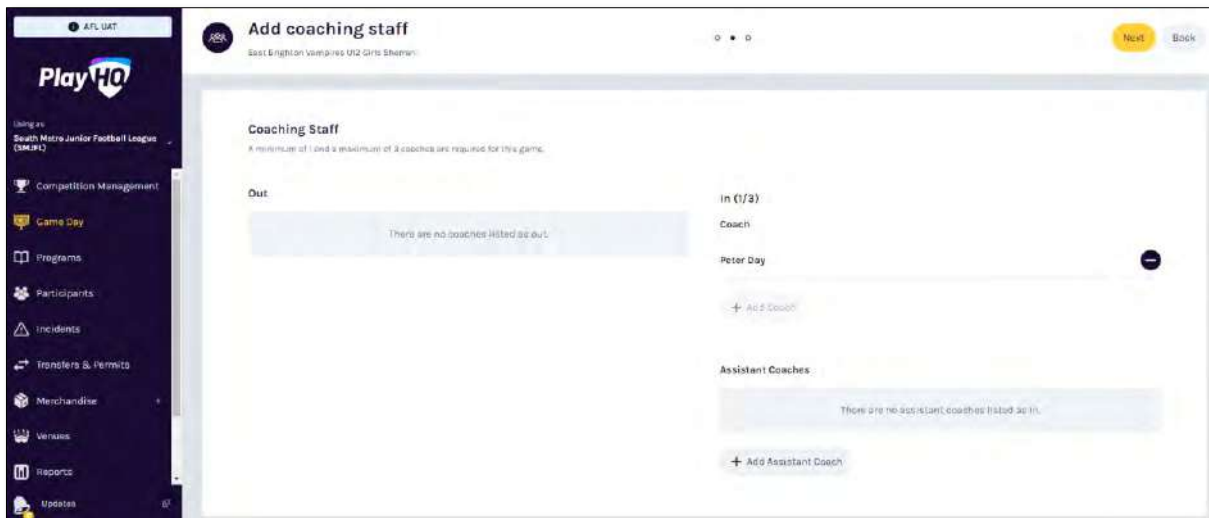


### Game Day - Create Line-up (cont)

When you have added **Players** playing the **Match** and met the grade restrictions, click on the **Next** button in the top right corner.

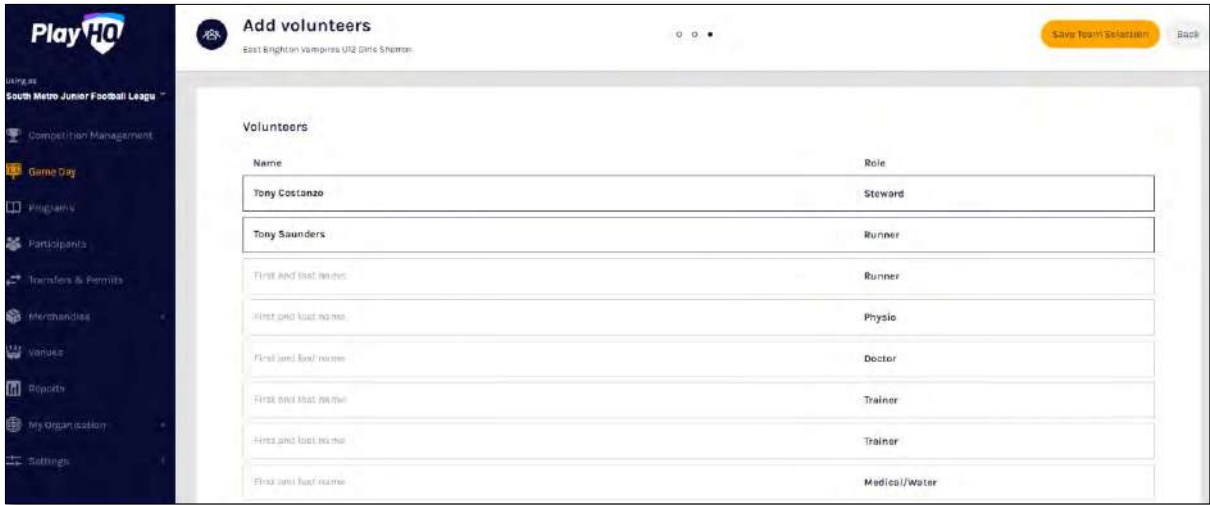


You will be taken to the **Add coaching staff** page. The **Coach** and **Assistant Coaches** that have been allocated to the team will show as **In** by default, click on the **Next** button in the top right corner.



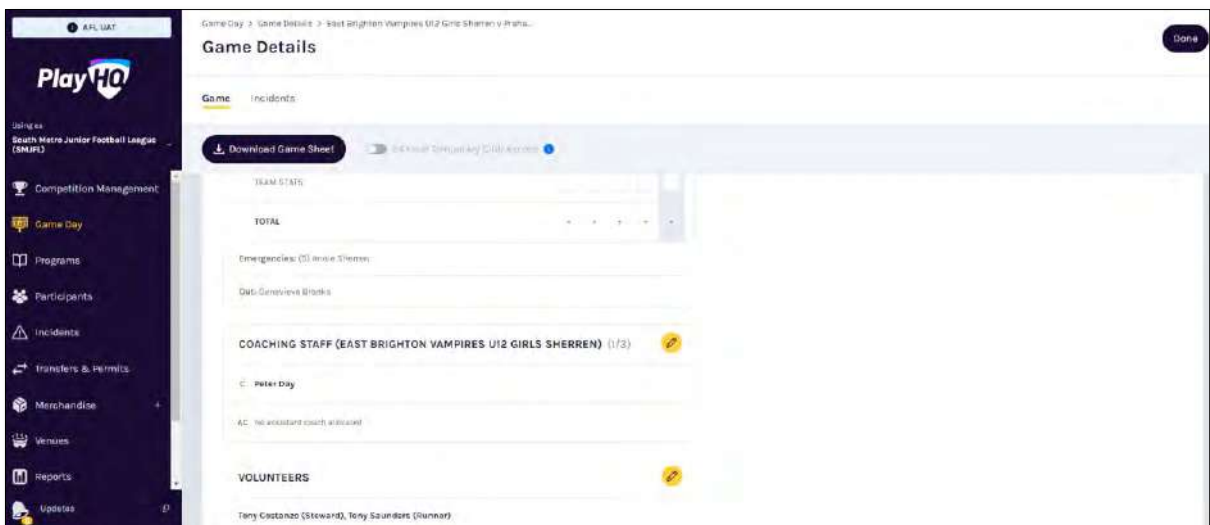
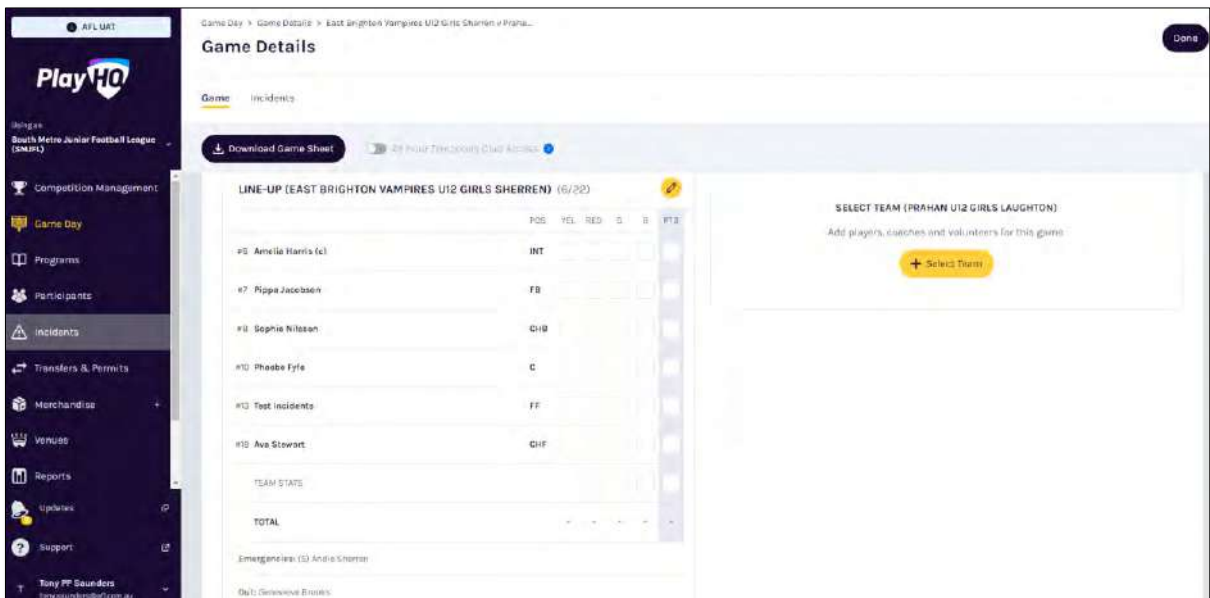
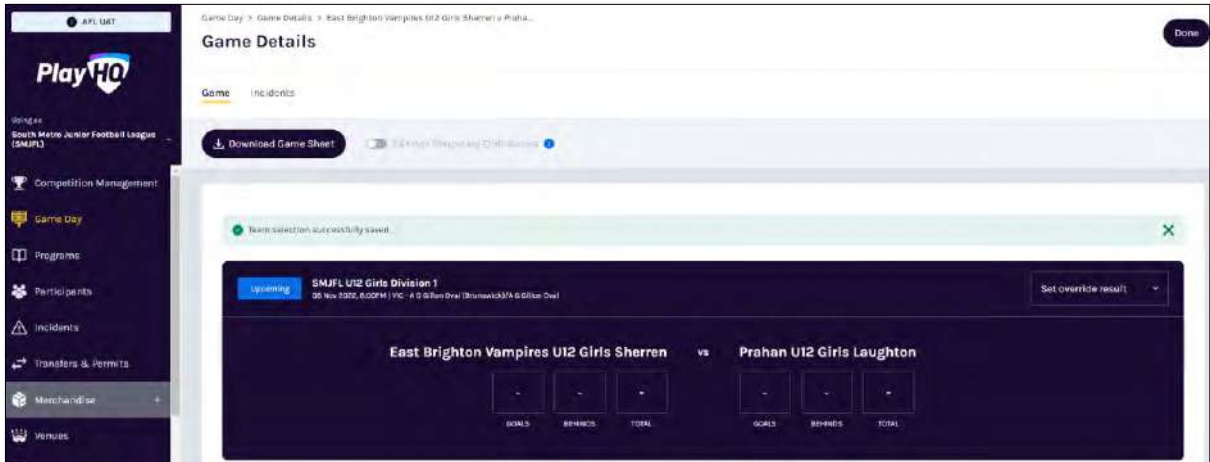
### Game Day - Create Line-up (cont)

You will be taken to the **Add volunteers** page. To add volunteers type the name of the volunteer for the respective role and click on the **Save Team Selection** button in the top right corner.



### Game Day - Create Line-up (cont)

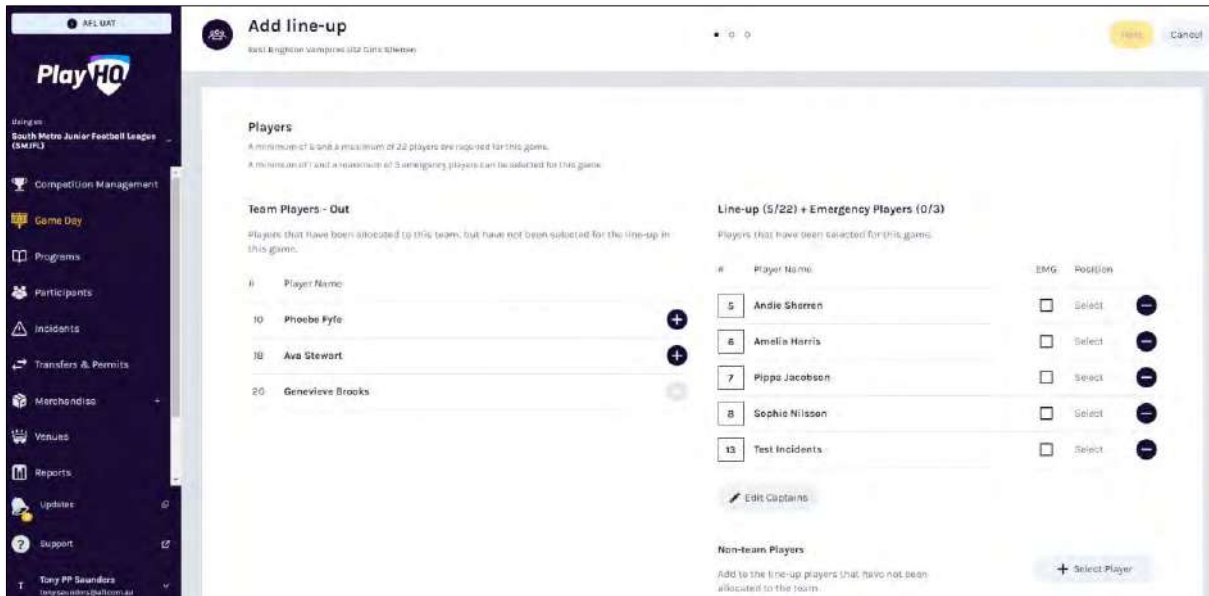
You will be returned to the **Game Details** page with confirmation message and when you scroll to the bottom of the page the **Line-up, Coaching Staff** and **Volunteers** areas will be updated.



## Edit Line-up

On the **Game Details** page in the **Line-up** area click on the icon.

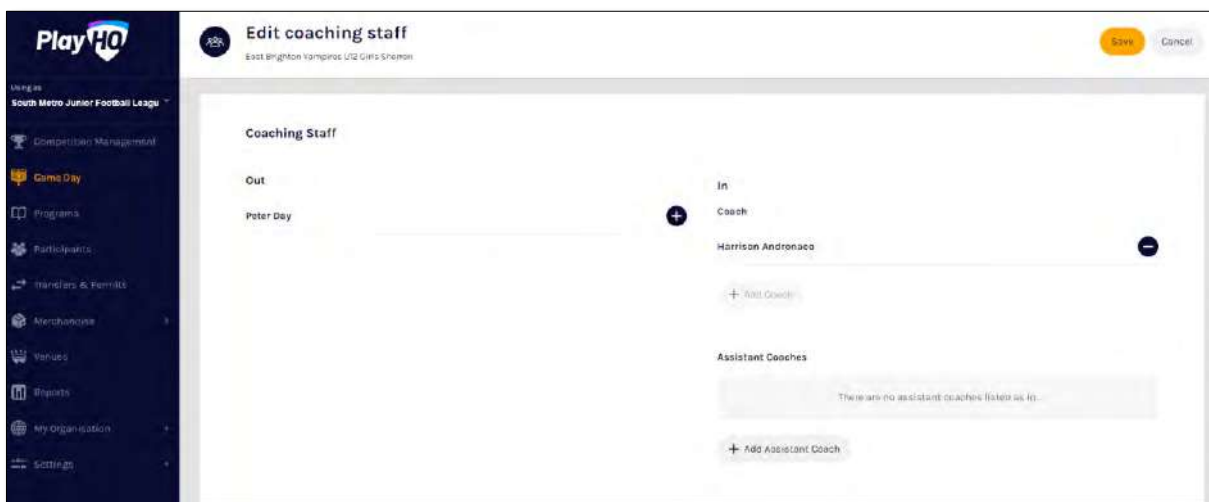
On the **Edit line-up** page click on the icon to remove players from the **Line-up** to **Out** and click on the icon to add players from **Out** to the **Line-up**. Click on the **Save** button in the top right corner.



## Edit Coaching Staff

On the **Game Details** page in the **Coaching Staff** area click on the icon.

On the **Edit Coaching Staff** page click on the icon to remove the coach or assistant coaches from **In** to **Out** and click on the icon to add the coach or assistant coaches from **Out** to **In**. Click on the **Save** button in the top right corner.



## Edit Volunteers

On the **Game Details** page in the **Volunteers** area click on the icon.

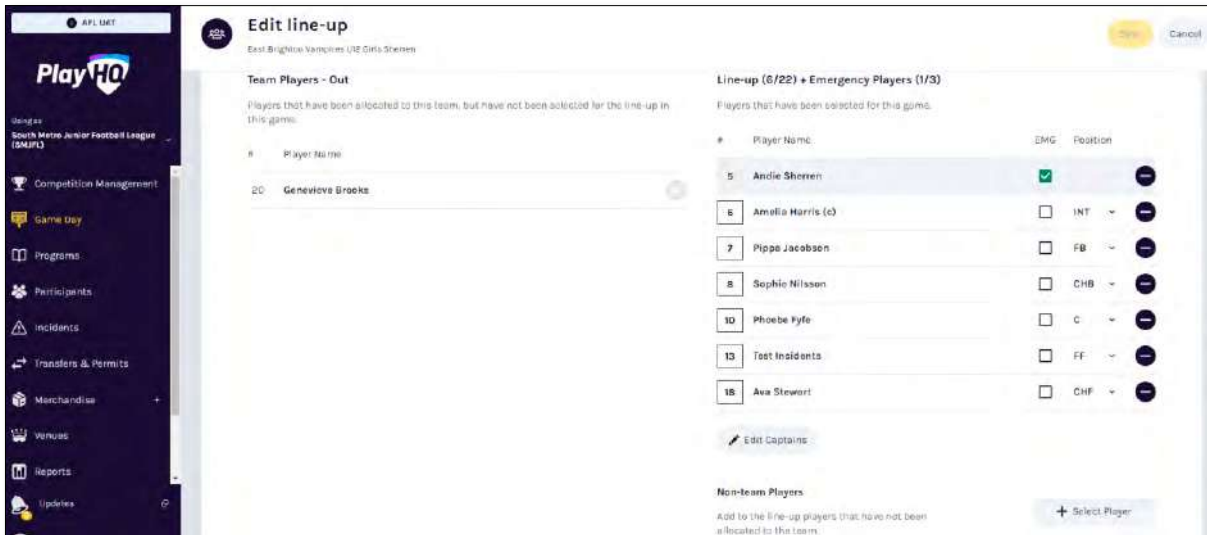
On the **Edit Volunteers** page to add a volunteer type the name of a volunteer in the respective role and to remove a volunteer delete the name of the volunteer in the respective role. Click on the **Save** button in the top right corner.



## Add Unallocated Players to Line-up

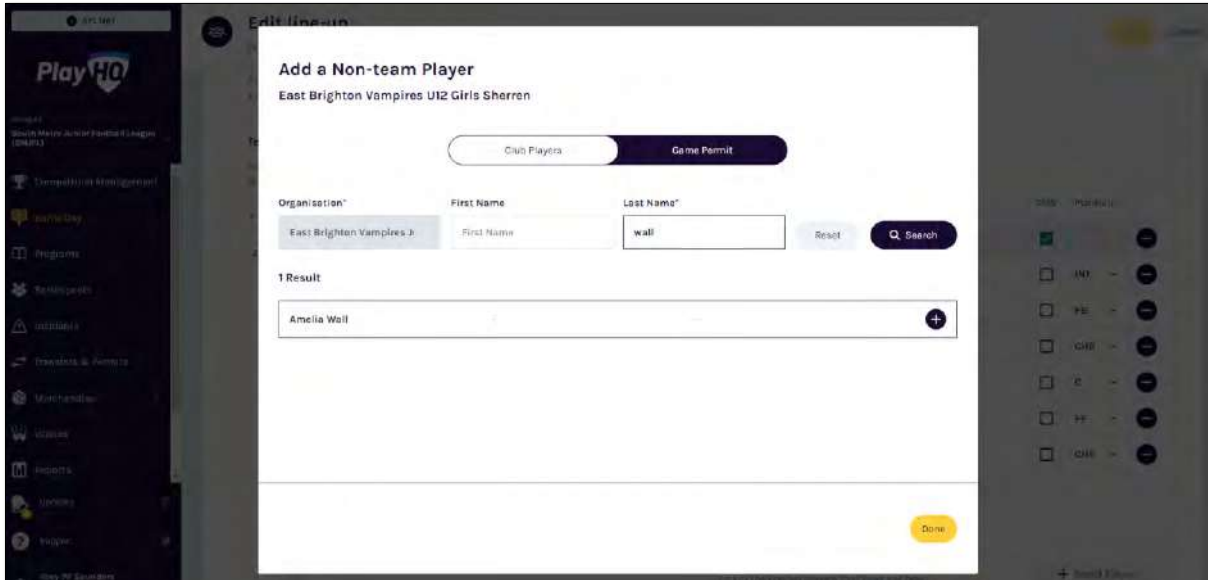
*Please note this feature is only available with admin portal access.*

To add players registered with the club in the current season but not allocated to the team, on the **Game Details** page in the **Line-up** area click on the icon. On the **Edit line-up** page click on the **+ Select Player** button.

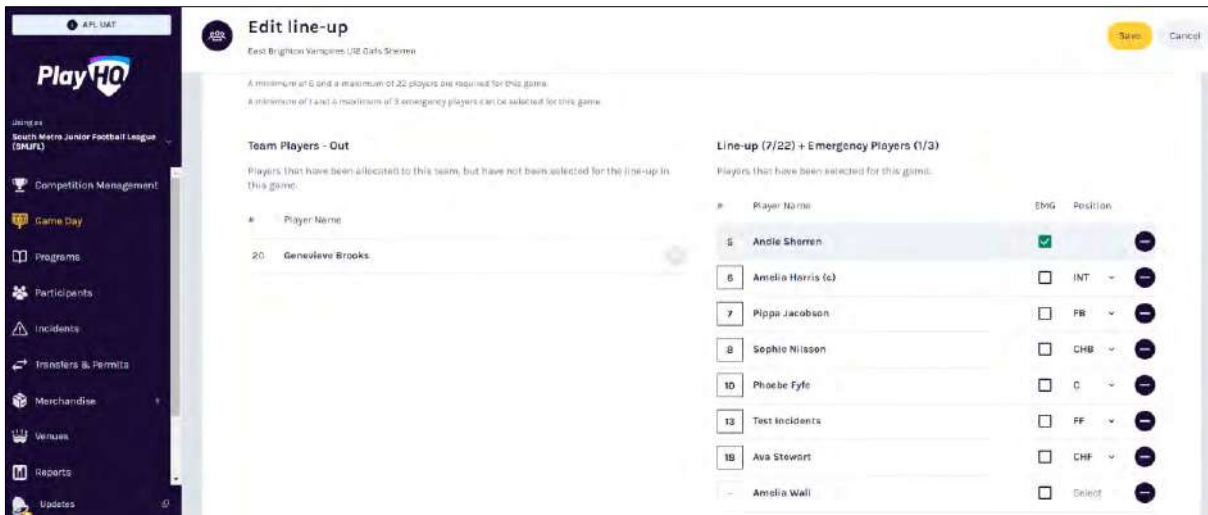


### Game Day – Add Unallocated Players to Line-up (cont)

On the **Add a Non-Team Player** page select the **Club Players** button, type in all or part of the player's **Last Name** and click on the **Search** button. Click on the **+** icon for the **Player** you wish to add and click on the **Done** button in the bottom right corner.

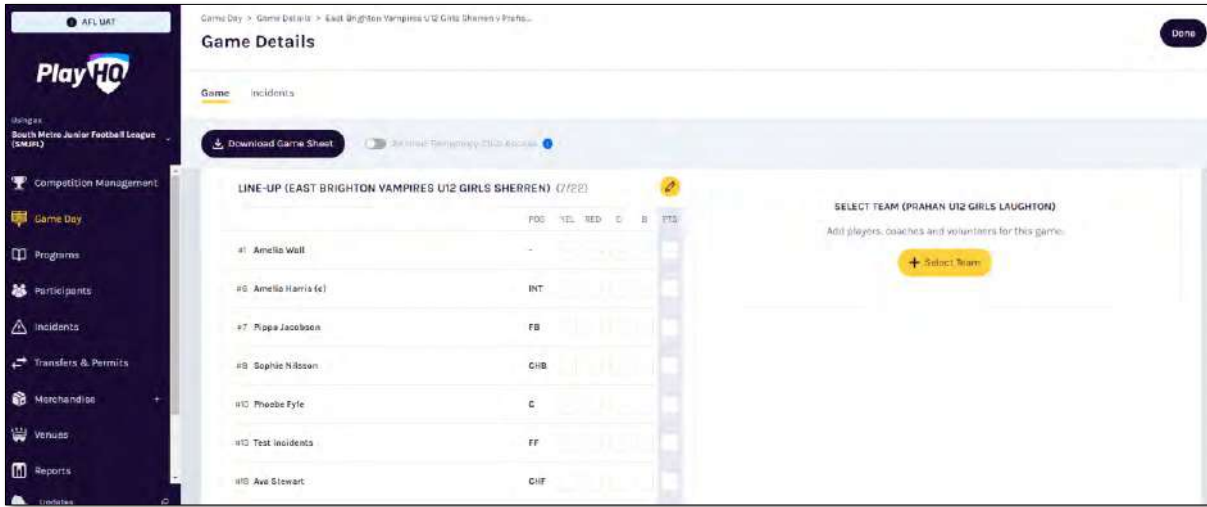


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up**. You can add the player's jumper number and click on the **Save** button in the top right corner.



### Game Day – Add Unallocated Players to Line-up (cont)

You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.




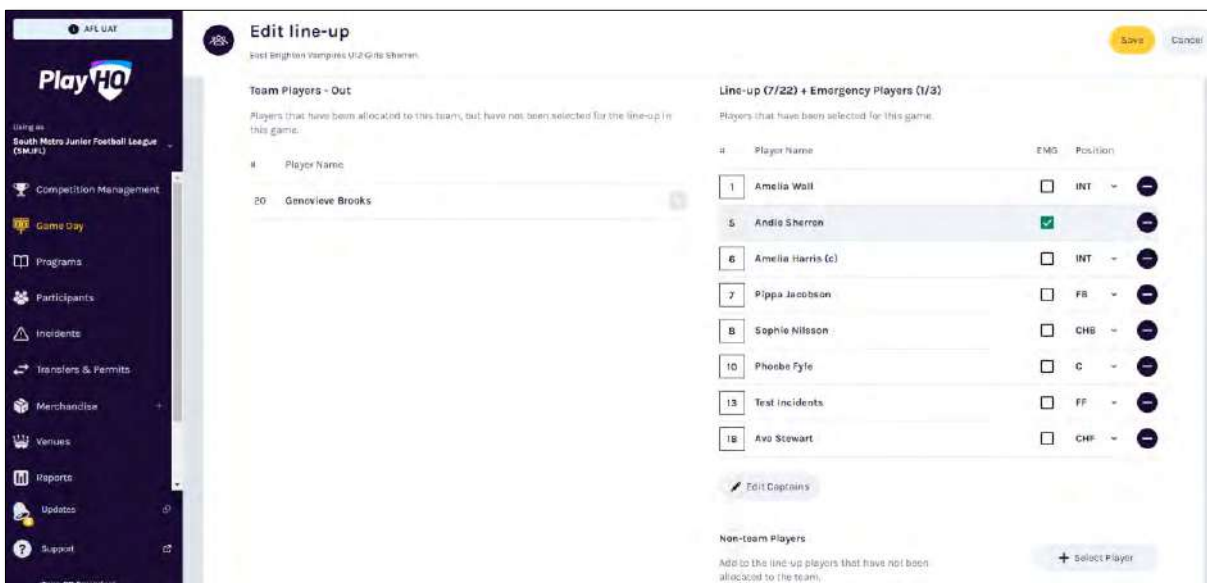
### Game Permits

**Please note to be able to use the Game Permit feature to permit players between different Leagues there must be a Permit Agreement in place in the system.**

**Game Permits must not be used to permit a player into a team where the Grade settings have Player Points turned on – a Season Permit must be used to enable the League Admin to allocate the Player with the relevant Player Point value.**

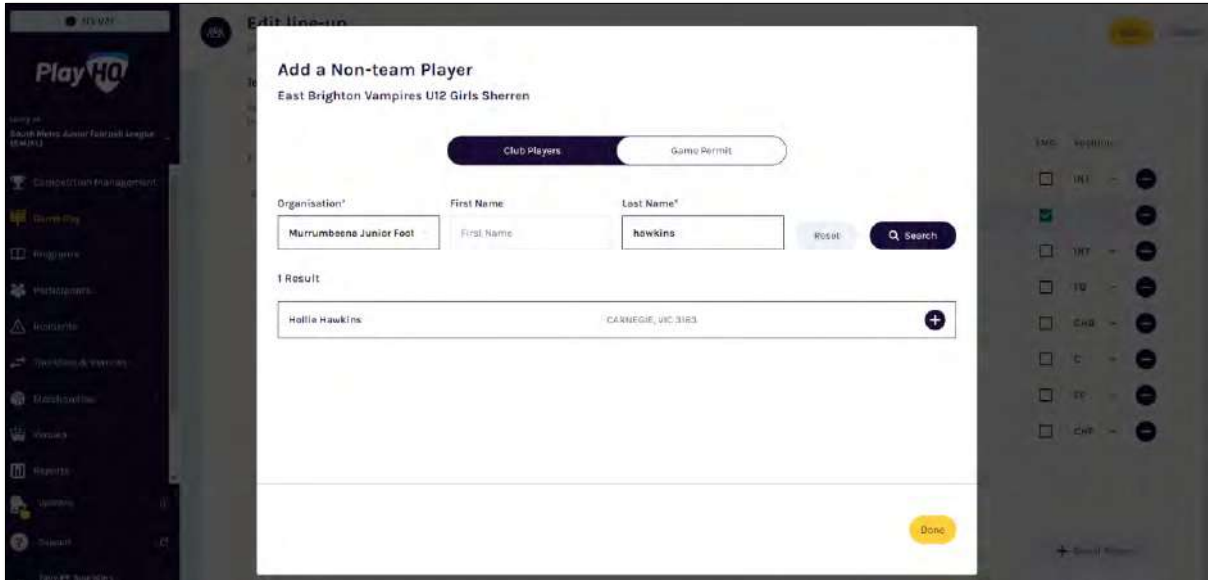
**This feature is only available with admin portal access, it is not available for Team Managers via My Teams.**

To add players registered with another club in the current season on a **Game Permit**, on the **Game Details** page in the **Line-up** area click on the  icon. On the **Edit line-up** page click on the **+ Select Player** button.

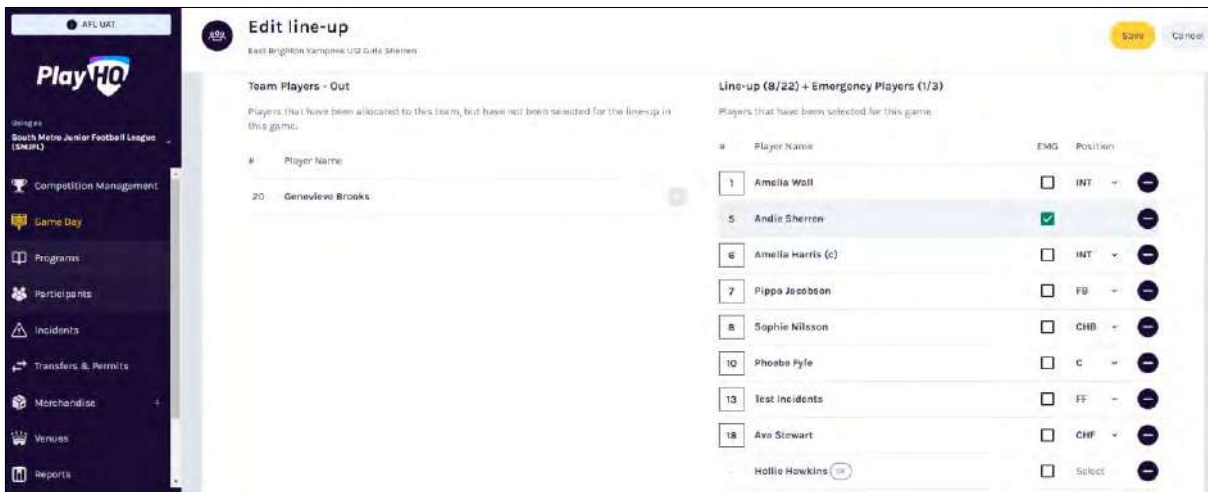


### Game Day – Game Permits (cont)

On the **Add a Player** page select the **Game Permit** button, type in the **Organisation** (player’s registered club name), type in all or part of the player’s **Last Name** and click on the **Search** button. Click on the **+** icon for the **Player** you wish to add and click on the **Done** button in the bottom right corner.

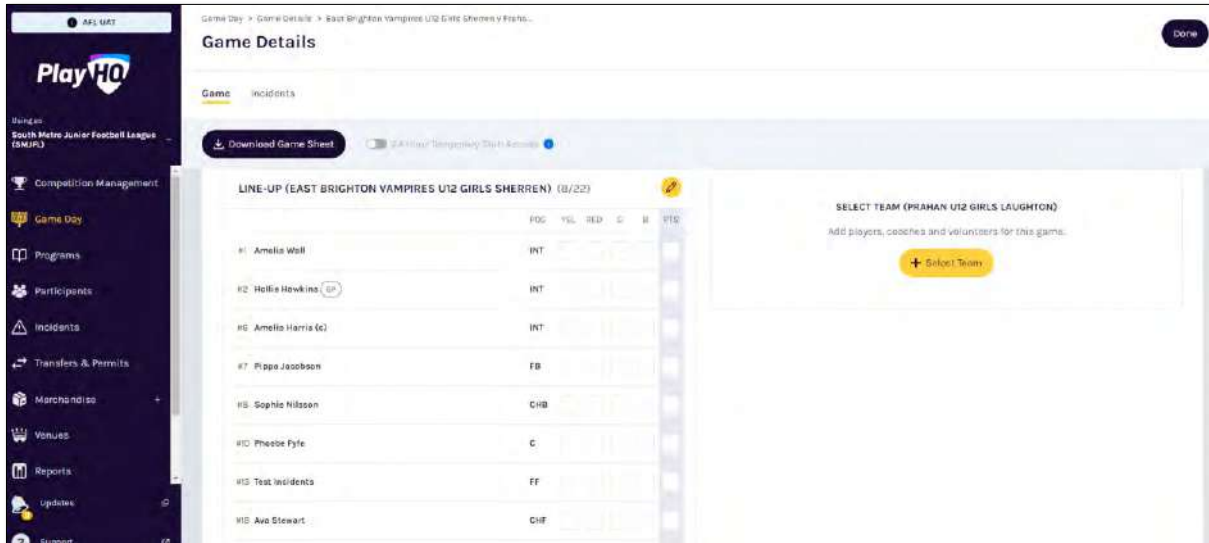


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up** with a **GP** icon. You can add the player’s jumper number and click on the **Save** button in the top right corner.



### Game Day – Game Permits (cont)

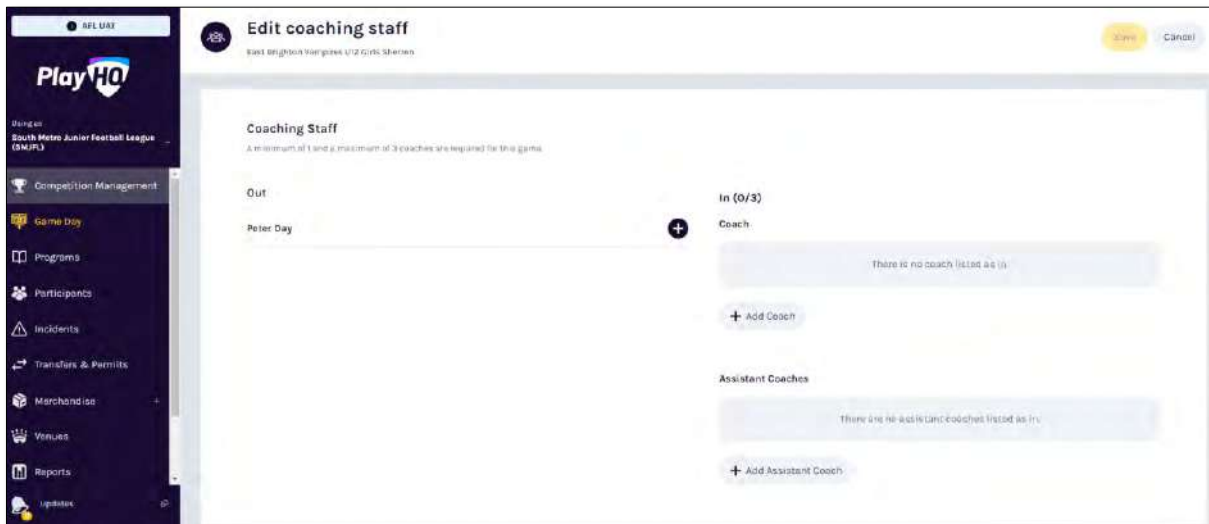
You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.



### Add Unallocated Coach to Coaching Staff

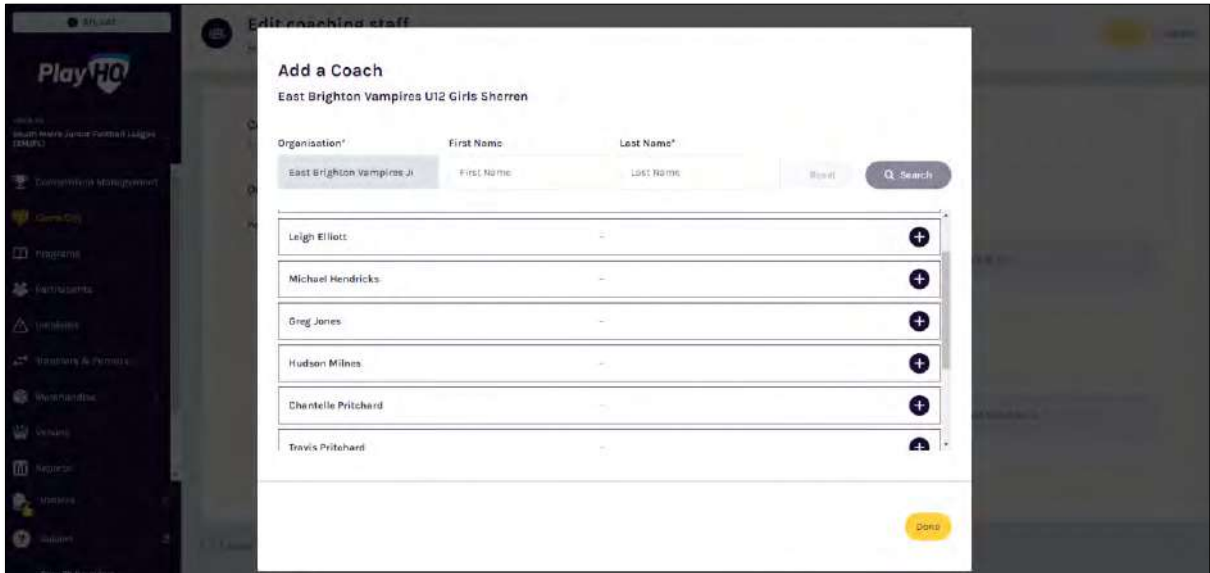
*Please note this feature is only available with admin portal access.*

To add a coach registered with the club in the current season but not allocated to the team, on the **Game Details** page in the **Coaching Staff** area click on the icon. On the **Edit coaching staff** page you must firstly remove the Coach from the **In** area and the **+ Add Coach** button will become available. Click on the **+ Add Coach** button.

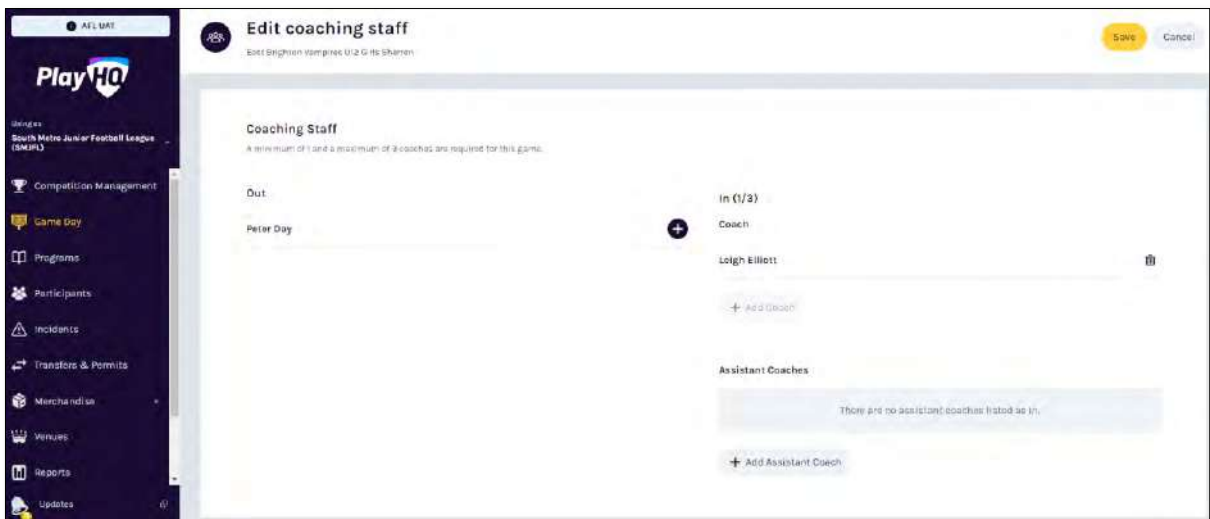


### Game Day – Add Unallocated Coach to Coaching Staff (cont)

On the **Add a Coach** page click on the **+** icon for the **Coach** you wish to add and click on the **Done** button in the bottom right corner.

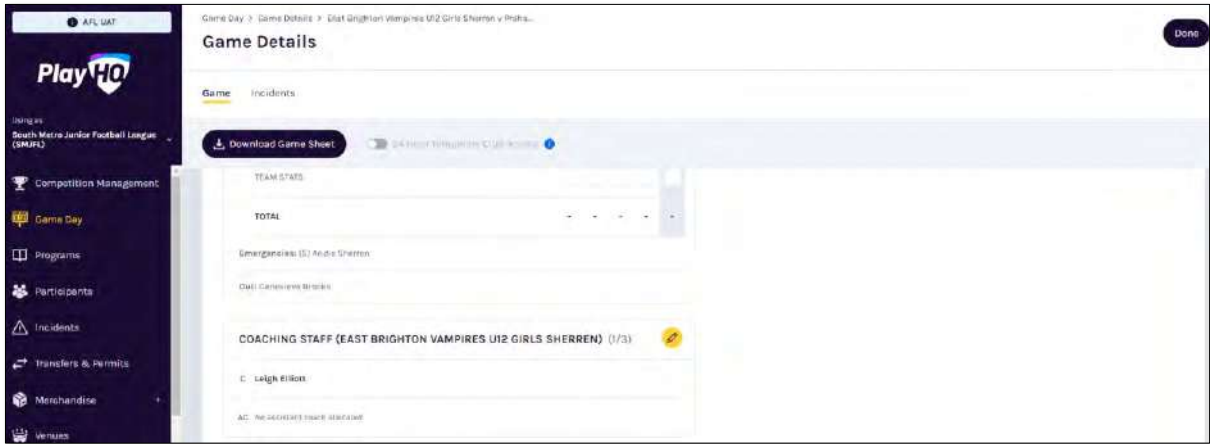


You will be returned to the **Edit Coaching staff** page and the **Coach** will be in the **In** area. Click on the **Save** button in the top right corner.




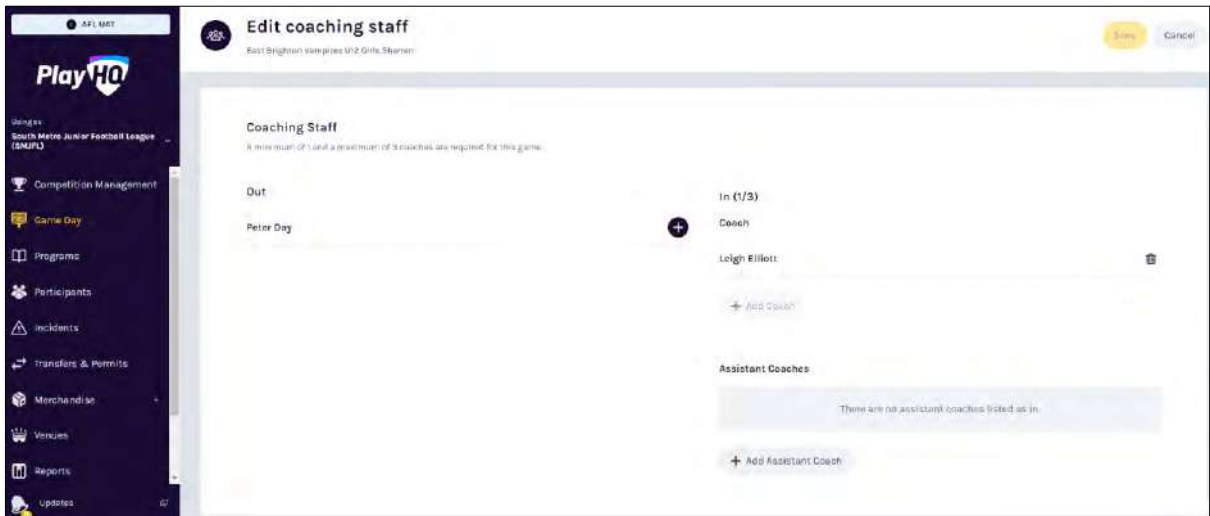
### Game Day – Add Unallocated Coach to Coaching Staff (cont)

You will be returned to the **Game Details** page and the **Coach** will be in the **Line-up**. Click on the **Done** button in the top right corner.



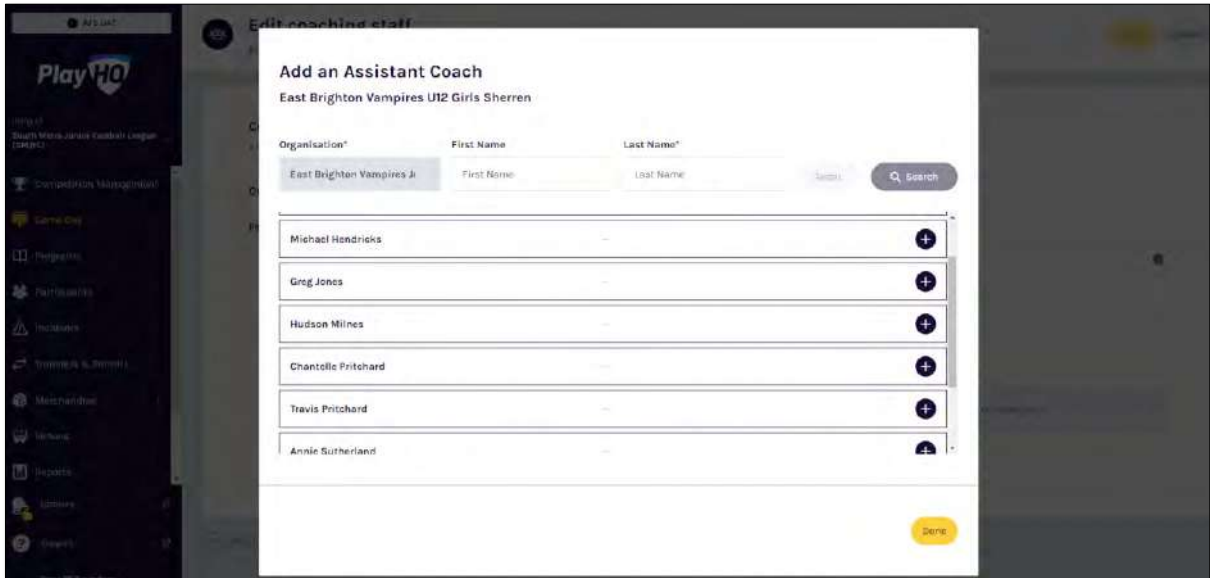
### Add Unallocated Assistant Coaches to Coaching Staff

To add assistant coaches registered with the club in the current season but not allocated to the team, on the **Game Details** page in the **Coaching Staff** area click on the  icon. On the **Edit coaching staff** page click on the **+ Add Assistant Coach** button.

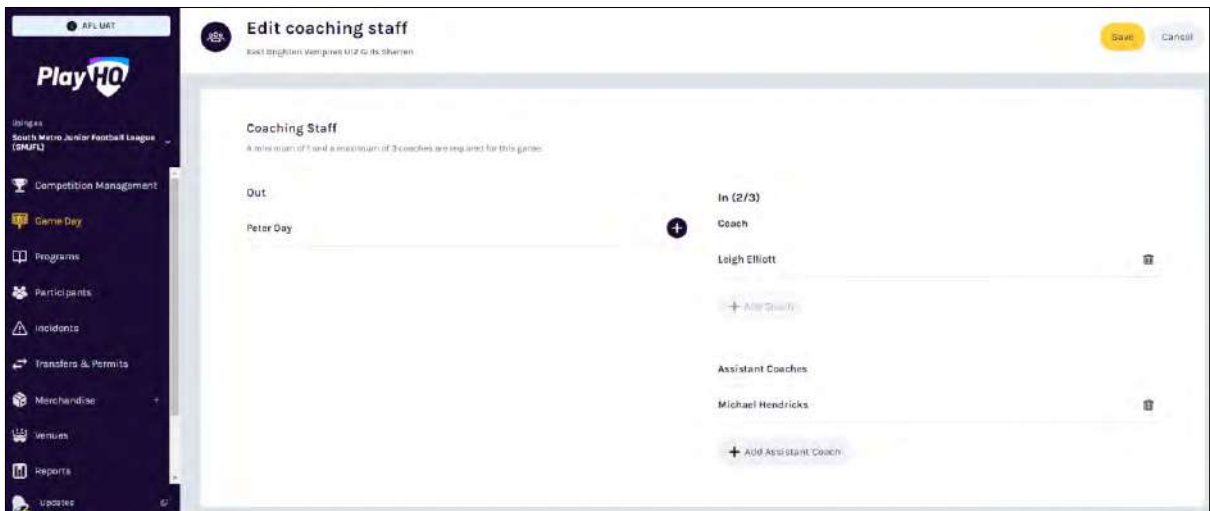


### Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

On the **Add an Assistant Coach** page click on the **+** icon for the **Assistant Coach** you wish to add and click on the **Done** button in the bottom right corner.

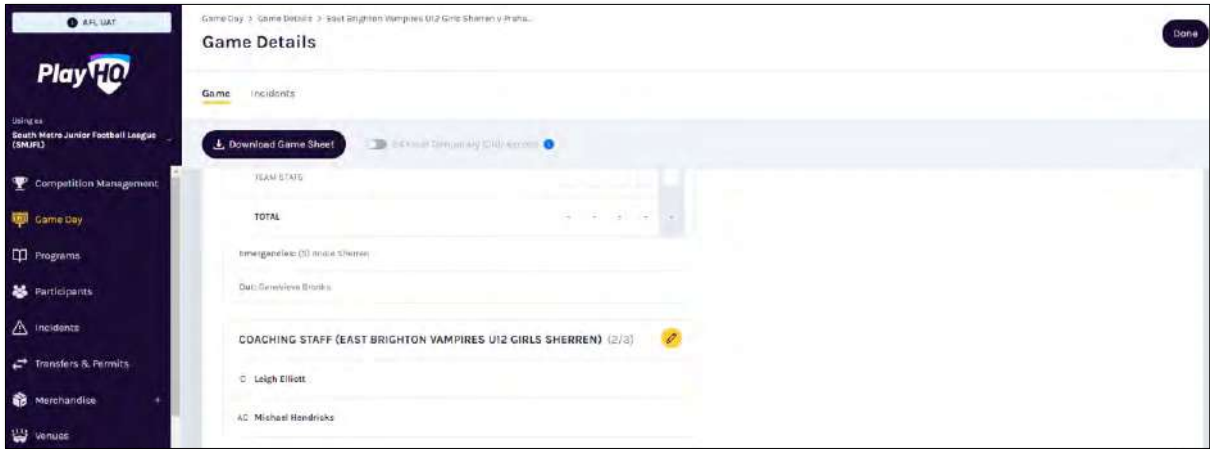


You will be returned to the **Edit Coaching staff** page and the **Assistant Coach** will be in the **In** area. Click on the **Save** button in the top right corner.



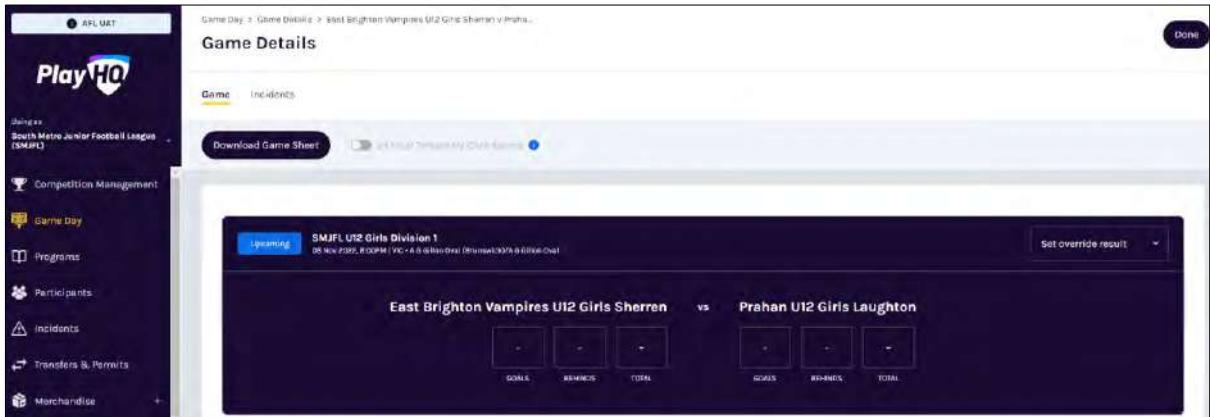
### Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

You will be returned to the **Game Details** page and the **Assistant Coach** will be in the **Line-up**. Click on the **Done** button in the top right corner.



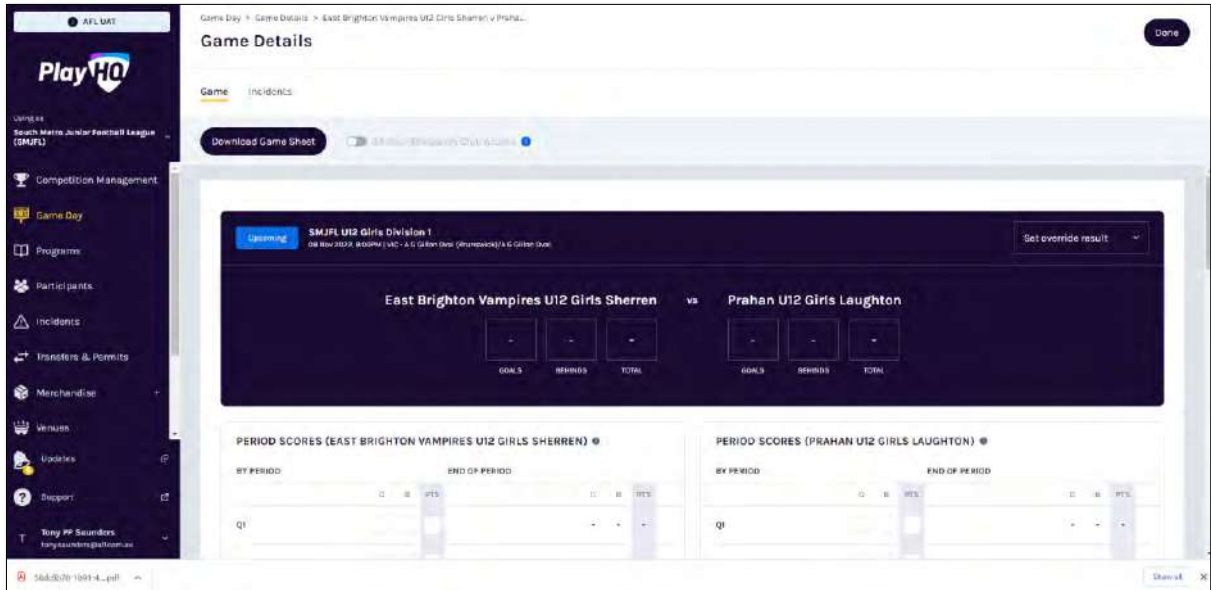
### Game Sheet

To download and print the **Game Sheet**, on the **Game Details** page click on the **Download Game Sheet** button.



### Game Day – Game Sheet(cont)

A link to the downloaded file will appear in the bottom left corner, click on the link to view, print and save if required.

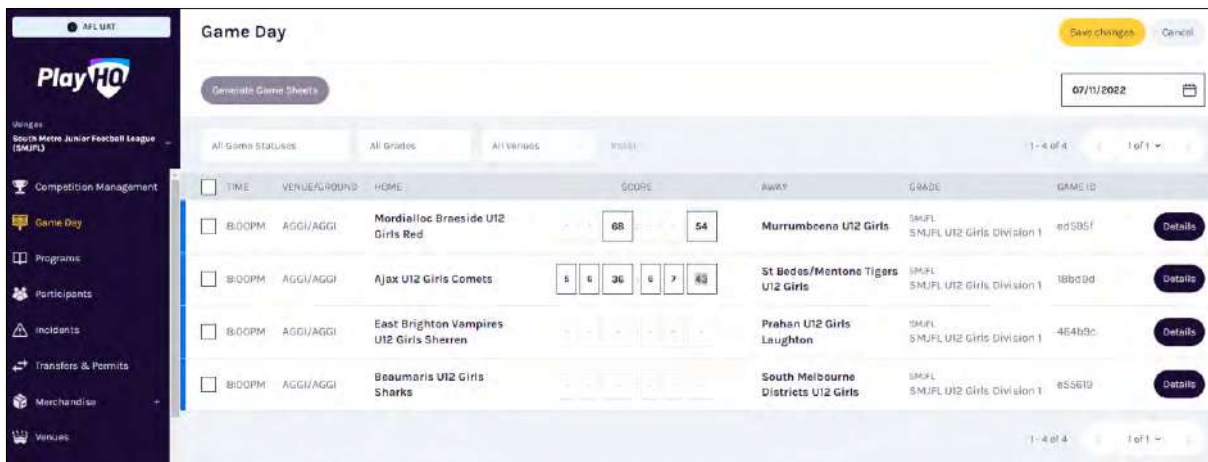


South Metro Junior Football League (SMJFL)   EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN										TEAM SHEET										
East Brighton Vampires U12 Girls Sherren					vs					Prahan U12 Girls Laughton					464bdc					
2021					SMJFL U12 Girls Division 1					AGGI / AGGI					08 Nov 2022		8:00 pm		1	
SEASON					GRADE					GROUND					DATE		TIME		ROUND	
TEAM A: East Brighton Vampires U12 Girls Sherren										TEAM B: Prahan U12 Girls Laughton										
NO.	PLAYERS	PLAYER SIGNATURES			PP	GOALS	BEHINDS	BEST	YEL CARD	RED CARD										
1	Amelia Wall					1														
2	Iselle Hawkins					0														
3	Amelia Harris (c)																			
4	Pippa Jacobson																			
5	Sophie Nilsson					1														
6	Phoebe Fyfe																			
7	Test incidents					0														
8	Ava Stewart					1														
9	Andie Sherren (emg)																			
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
COACH: Leigh Elliott					TRAINER 1:															
ASST COACH: Michael Hendricks					MEDICAL/WATER 1:															
ASST COACH:					MEDICAL/WATER 2:															
ASST COACH:					MEDICAL/WATER 3:															
TEAM MGR: Braxton Saunders					MEDICAL/WATER 4:															
STEWARDS: Tony Costanzo					FIELD UMPIRE:															
RUNNER: Tony Saunders					GOAL UMPIRE:															
PHYSIO:					GOAL UMPIRE:															
DOCTOR:					BOUNDARY UMPIRE:															
TRAINER 1:					UMPIRE ESCORT:															
TEAM A: East Brighton Vampires U12 Girls Sherren										TEAM B: Prahan U12 Girls Laughton										
GOALS	BEHINDS	TOTAL			GOALS	BEHINDS	TOTAL													
Q1					Q1															
Q2					Q2															
Q3					Q3															
Q4					Q4															
T					T															
INCIDENT 1 (Empire Team Manager, Coach, League Admin only)										INCIDENT 1 (Empire Team Manager, Coach, League Admin only)										
<input type="checkbox"/> OFFENCE/NEAR/OUS <input type="checkbox"/> REPLY <input type="checkbox"/> VENUE ISSUE <input type="checkbox"/> OTHER										<input type="checkbox"/> OFFENCE/NEAR/OUS <input type="checkbox"/> REPLY <input type="checkbox"/> VENUE ISSUE <input type="checkbox"/> OTHER										
TEAM MANAGER SIGNATURE:										UMPIRE SIGNATURE:										

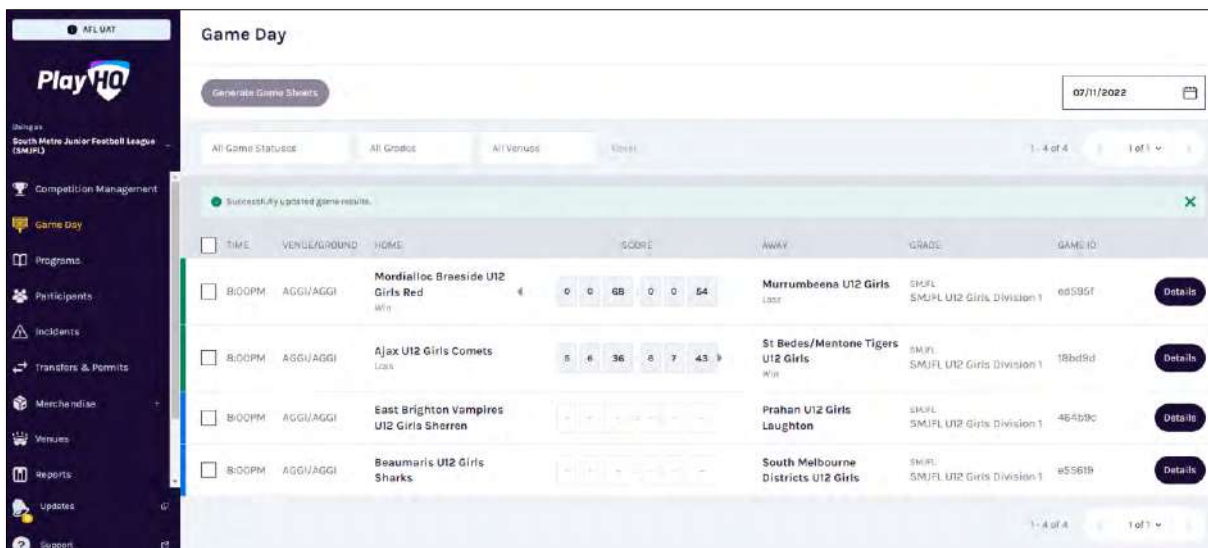
### Add Match Results & Player Statistics

In the left menu click on **Game Day** and select the date for the matches. There are multiple options for adding **Match Results** depending on the regulations of your **League**.

The final score can be entered on the **Game Day** page and the score can be entered with total points only or by adding goals & behinds. Whichever option you choose when the final score has been entered click on the **Save changes** button in the top right corner.



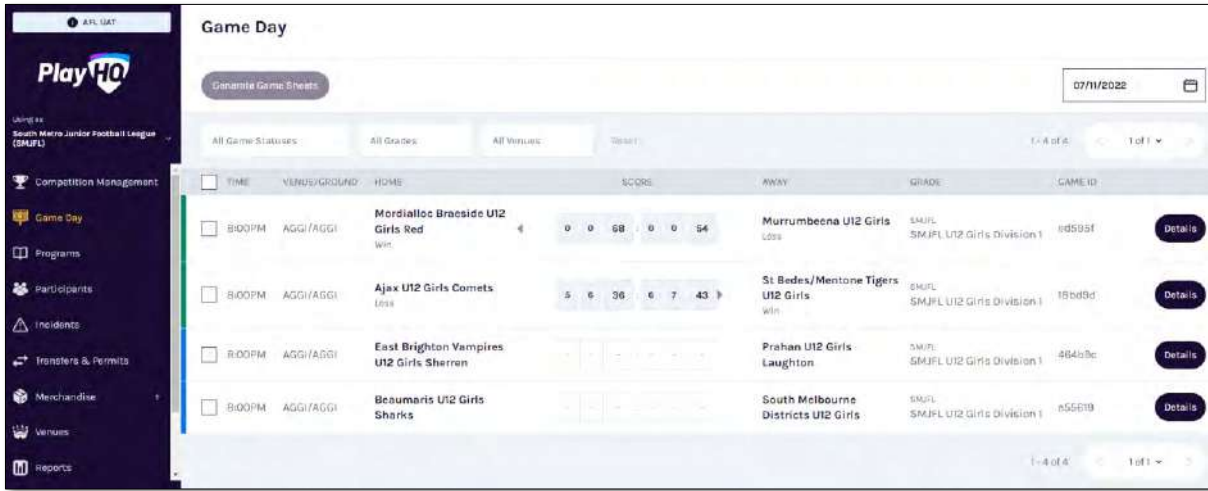
The page will update with a confirmation message and a result for each match will be added.



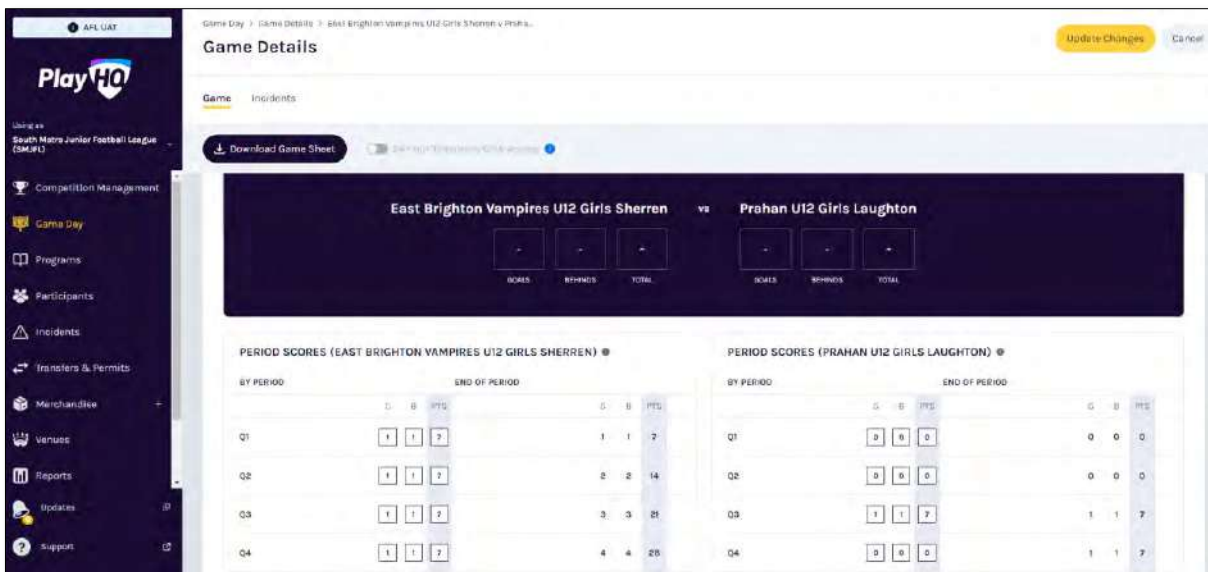
At this point the **Score** areas will be locked for the finalised matches and further changes cannot be made on this page. If you wish to edit the scores for finalised matches click on the **Details** button for the match.

### Game Day - Add Match Results & Player Statistics (cont)

To add the full match results including quarter scores and the player statistics, on the **Game Day** page click on the **Details** button for a match.

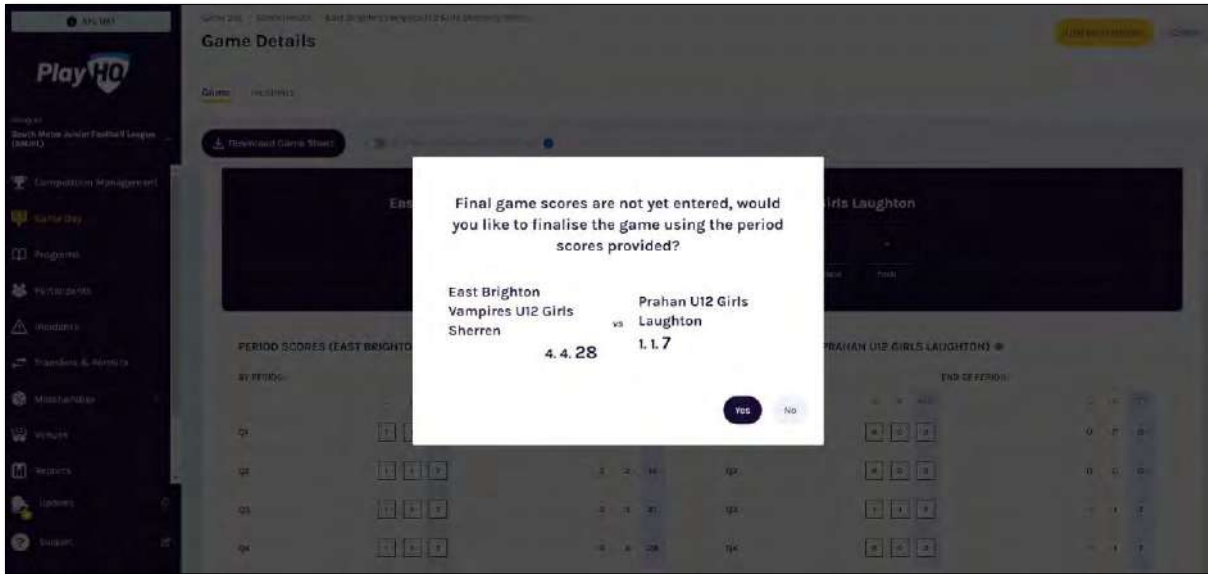


On the **Game Details** page for the **Match** add the **Period Scores** and click on the **Update Changes** button in the top right corner.

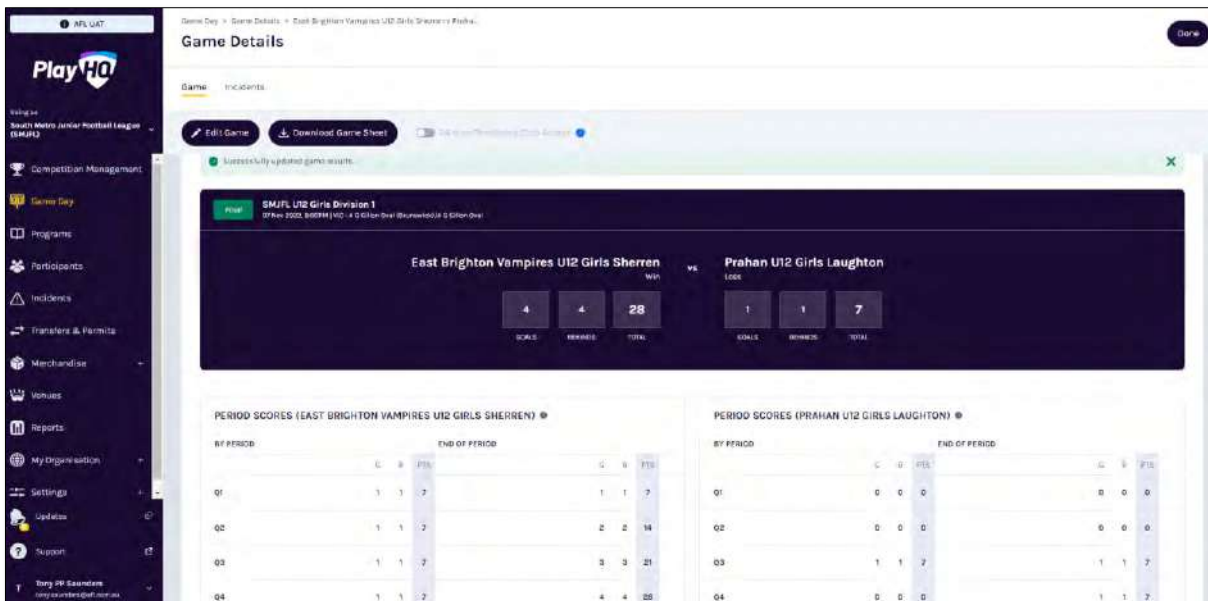


### Game Day - Add Match Results & Player Statistics (cont)

The **Final Game Score** pop-up will appear, if total of the period scores correctly reflect the final score click on the **Yes** button. If they do not click on the **No** button to back to make changes.



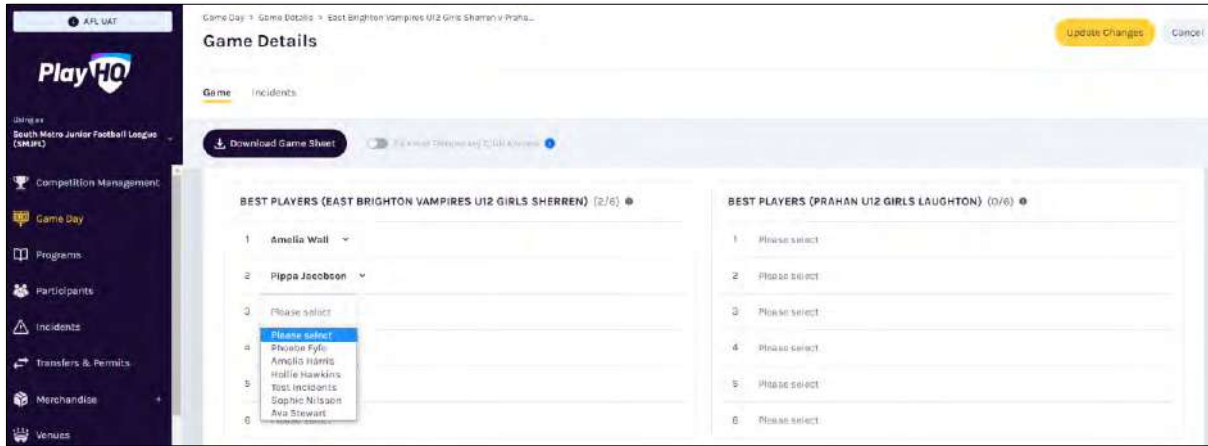
You will be returned to the **Game Details** page with a confirmation message that the game result – match score and period scores – have successfully updated.



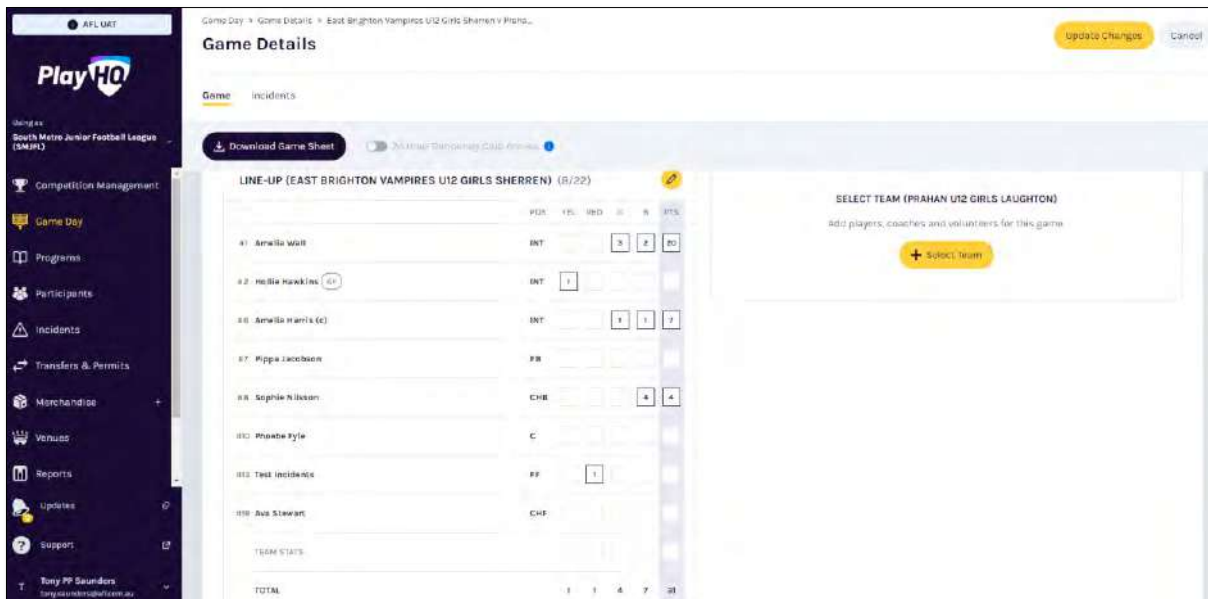
### Game Day - Add Match Results & Player Statistics (cont)

To add other statistics click on the **Edit Game** button.

Select the **Best Players** by clicking in each slot and a drop down list of the players selected in the line-up will appear. Please note **Best Player 1** is the best, **Best Player 2** is the 2<sup>nd</sup> best, etc.

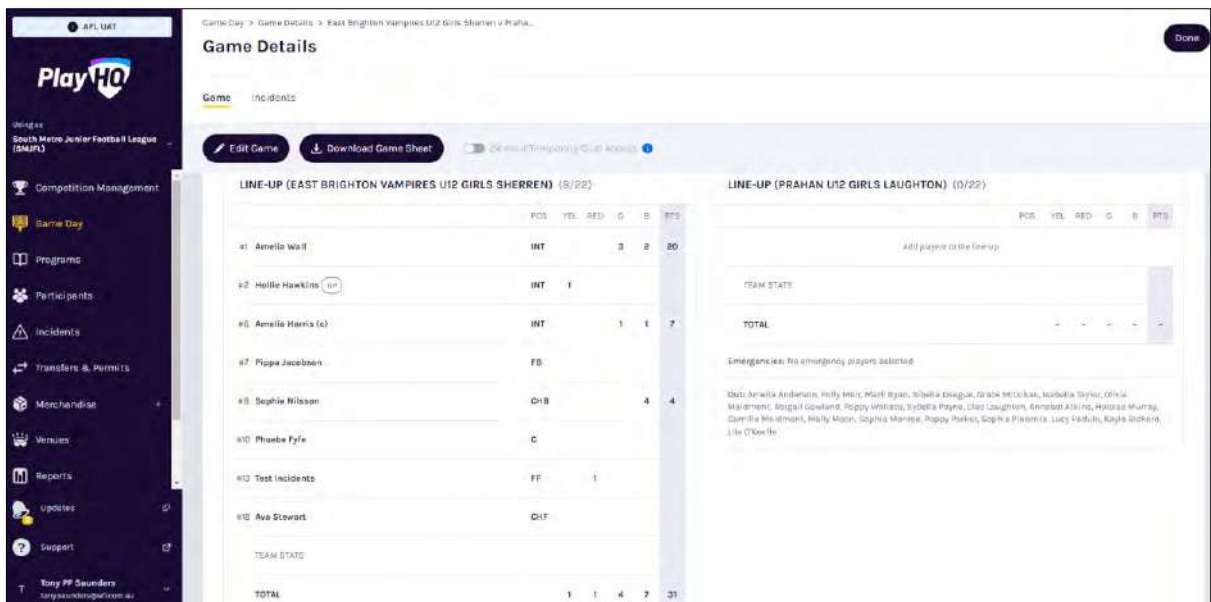
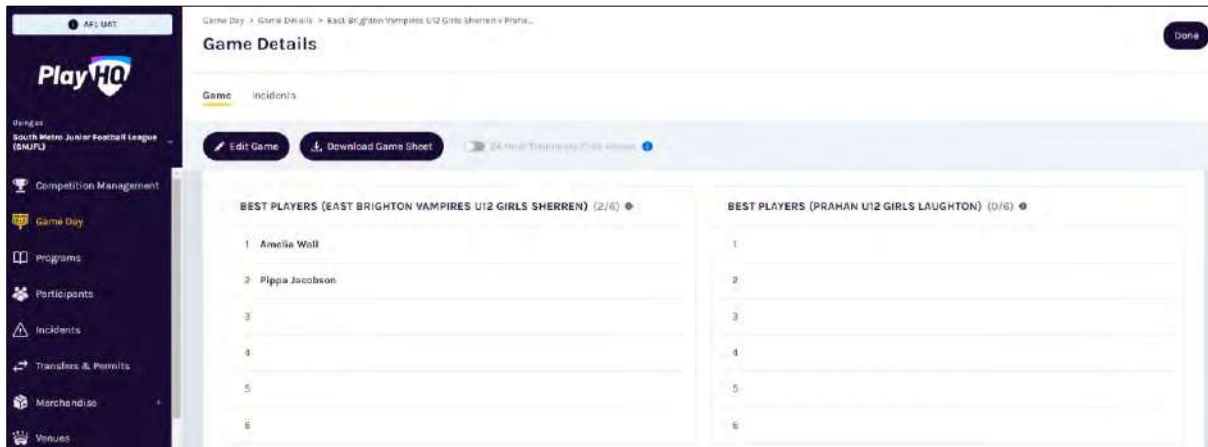


If required in the **Line-up** area add the player statistics – **YEL** = yellow cards, **RED** = Red cards, **G** = goals and **B** = behinds. Click on the **Update Changes** button in the top right corner.



### Game Day - Add Match Results & Player Statistics (cont)

The page will update with a confirmation message and the statistics will be saved.



If you have made a mistake or wish to add further details click on the **Edit Game** button, make the changes and click on the **Update Changes** button in the top right corner.

When you have finished adding all the details for the **Match** click on the **Done** button in the top right corner and you will be taken back to the **Game Day** page.

## Add Club Award Votes


On the **Game Details** page, click on the **Awards** tab and click on the  icon for the award.



On the **Enter votes** page, add a name in **Voter 1**, select vote getter for **3 Votes**, **2 Votes** & **1 Vote** and click on the **Save** button in the top right corner.



You will be returned to the **Awards** tab and information entered will be shown.

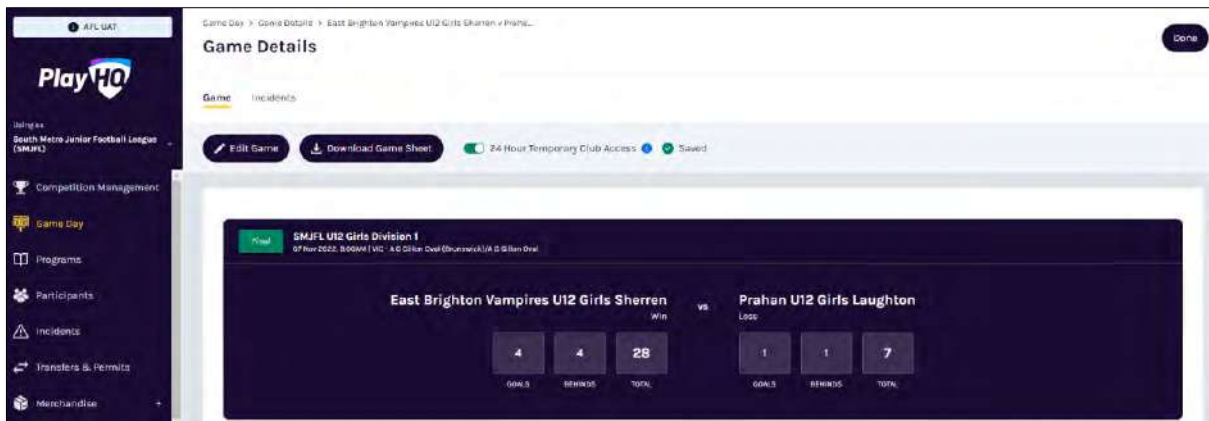
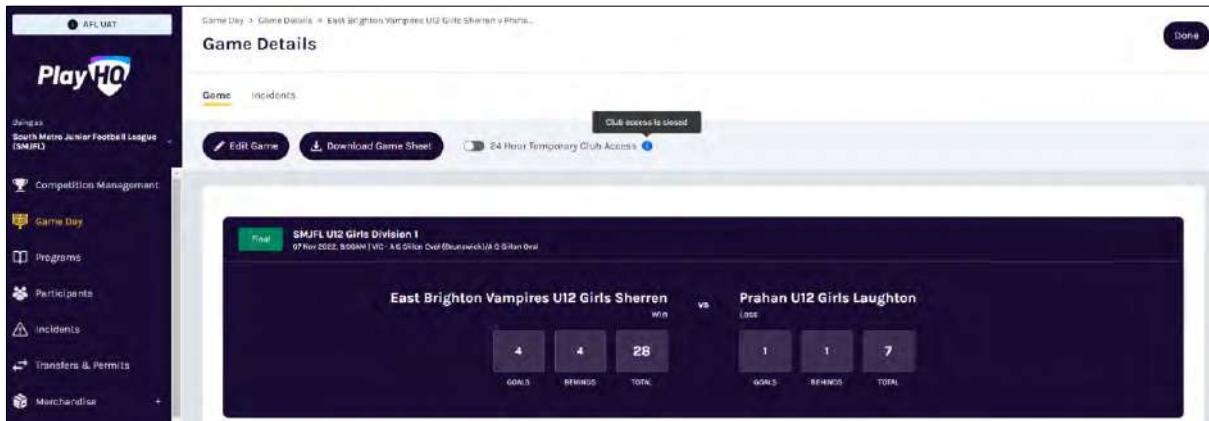
If changes need to be made click on the  icon and make the changes.





### Game Day – Temporary Game Access for Clubs (cont)

On the **Game Details** page, if **Club access is locked** turn on the **24 Hour Temporary Access**.



If the match details are updated by the club within the 24 hour period, the **24 Hour Temporary Club Access** can be manually turned off if required.

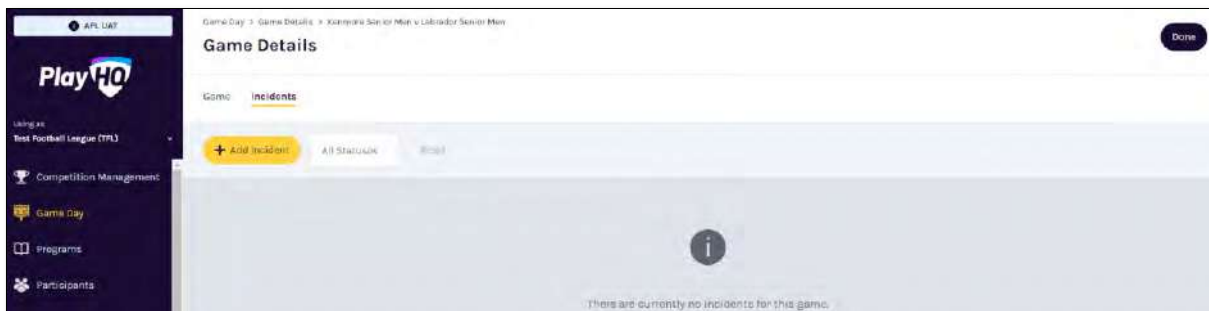
## Game Incidents & Outcomes

League admins will be able to add incidents for poor player/coach behaviour that may happen in matches and add an outcome.

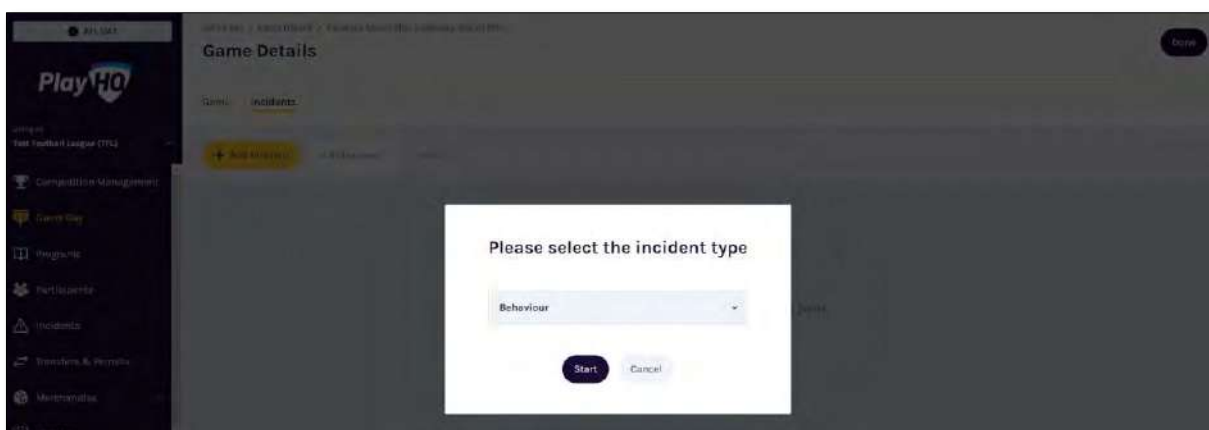
To add a **Game Incident**, in the left hand menu select **Game Day**, select the date of the **Match** and click on the **Details** button for the **Match**.



On the **Game Details** page select the **Incidents** tab and click on the **+ Add Incident** button.



The **Please select the incident type** pop up will appear to select the incident type, select **Behaviour** and click on the **Start** button.



### Game Day – Game Incidents & Outcomes (cont)

On the **Create a new incident** page in the **Incident Details** section select the **Team**, select the **Participant**, select the **Offence** and add a **Note**.

**Create a Game Incident**

Incident Details

An incident needs to be created first for an outcome to be entered i.e. guilty (with a suspension, warning, fine) or not guilty.

Incident type\*  
Behaviour

Team\*  
Kenmore Senior Men

Participant\*  
Tony PP Saunders

Offence\*  
22.2.2 (a) (1) intentionally or carelessly striking another person

Note\*  
Striking Labrador #14

In the **Reported by** section add the **First name**, **Last Name**, **Email** & **Mobile** number if available. Click on the **Create Incident** button in the top right corner.

**Create a Game Incident**

Team\*  
Kenmore Senior Men

Participant\*  
Tony PP Saunders

Offence\*  
22.2.2 (a) (1) intentionally or carelessly striking another person

Note\*  
Striking Labrador #14

**Reported by**

First name  
Field

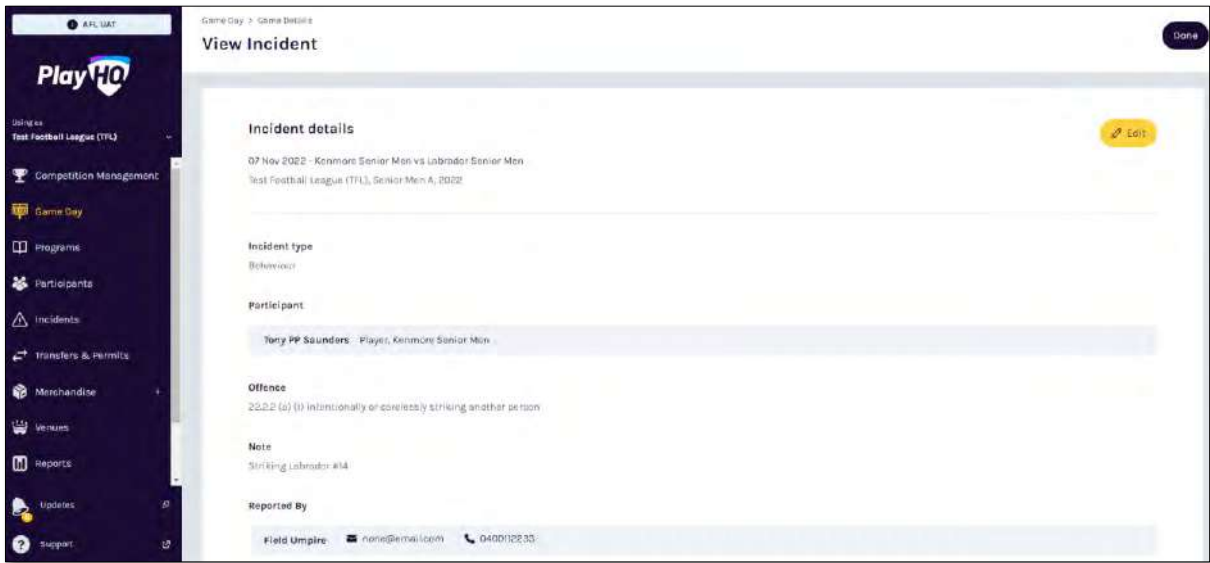
Last name  
Umpire

Email  
none@email.com

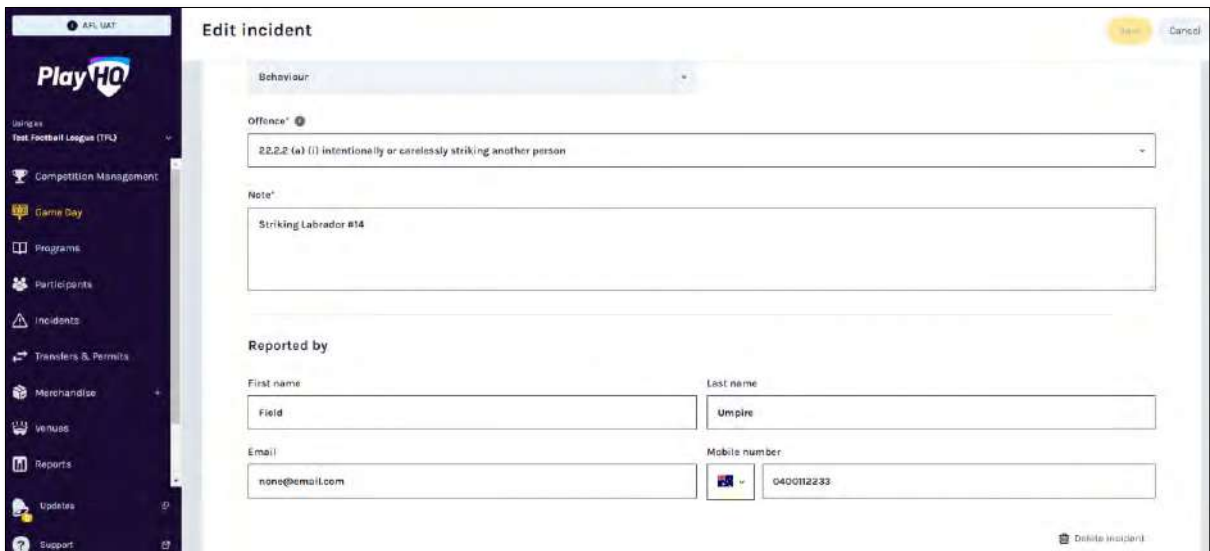
Mobile number  
040012233

### Game Day – Game Incidents & Outcomes (cont)

The **View Incident** page will show the details that have been entered.



To change any of the details click on the **Edit** button. On the **Edit incident** page you have the option to **Delete incident** if required.

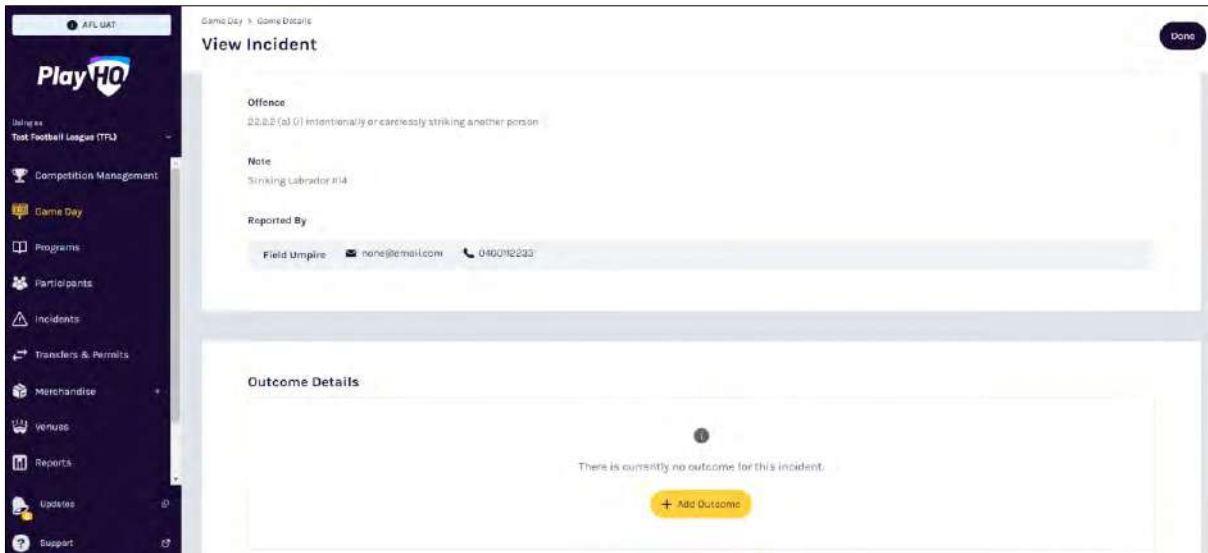


### Game Day – Game Incidents & Outcomes (cont)

On the **View Incident** page, if all the details are correct and there is no **Outcome** click on the **Done** button in the top right corner. You will be returned to the **Game Details** page on the **Incidents** tab showing there is an **Incident** created.



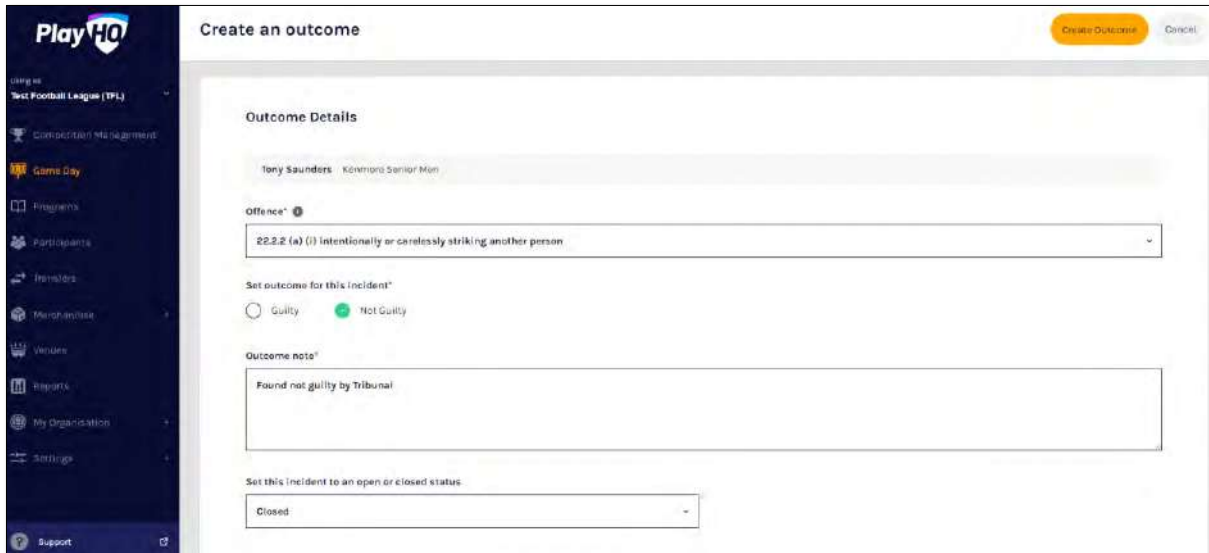
To add an **Outcome**, on the **View Incident** page scroll down and under **Outcome Details** click on the **+ Add Outcome** button.



### Game Day – Game Incidents & Outcomes (cont)

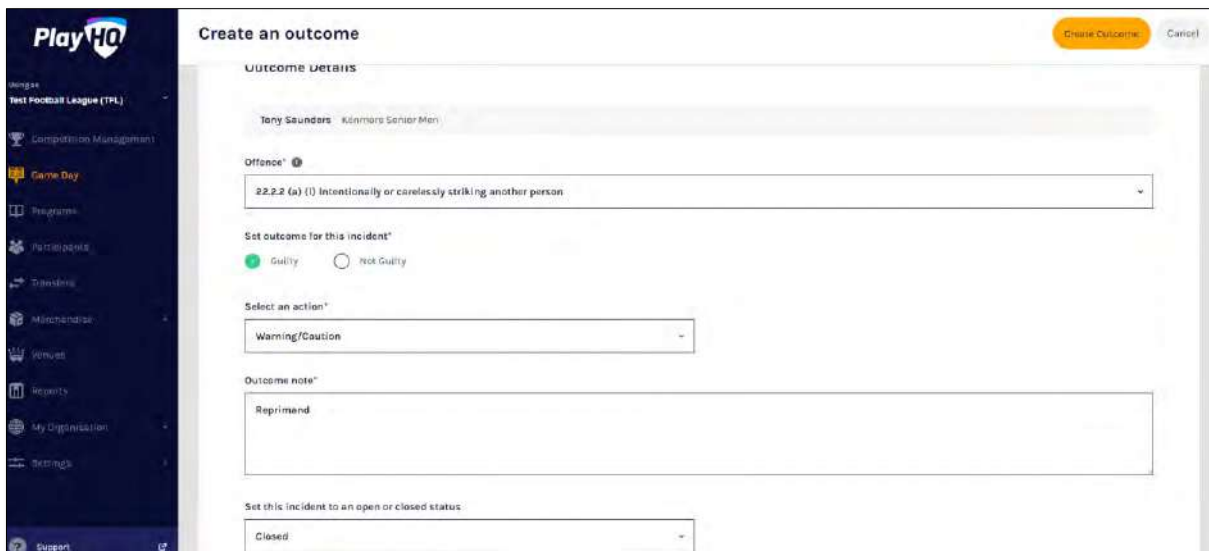
On the **Create an outcome** page under **Outcome Details** you have the option to change the **Offence** or leave as selected when the **Incident** was created. Select either **Guilty** or **Not Guilty** in the **Set outcome for this incident** area.

If **Not Guilty** is selected you will be required to add an **Outcome Note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.



If **Guilty** is selected you be required to **Select an action**.

If **Warning/Caution** is selected you be required to add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.



### Game Day – Game Incidents & Outcomes (cont)

If **Fine** is selected you be required to an add an **Amount**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

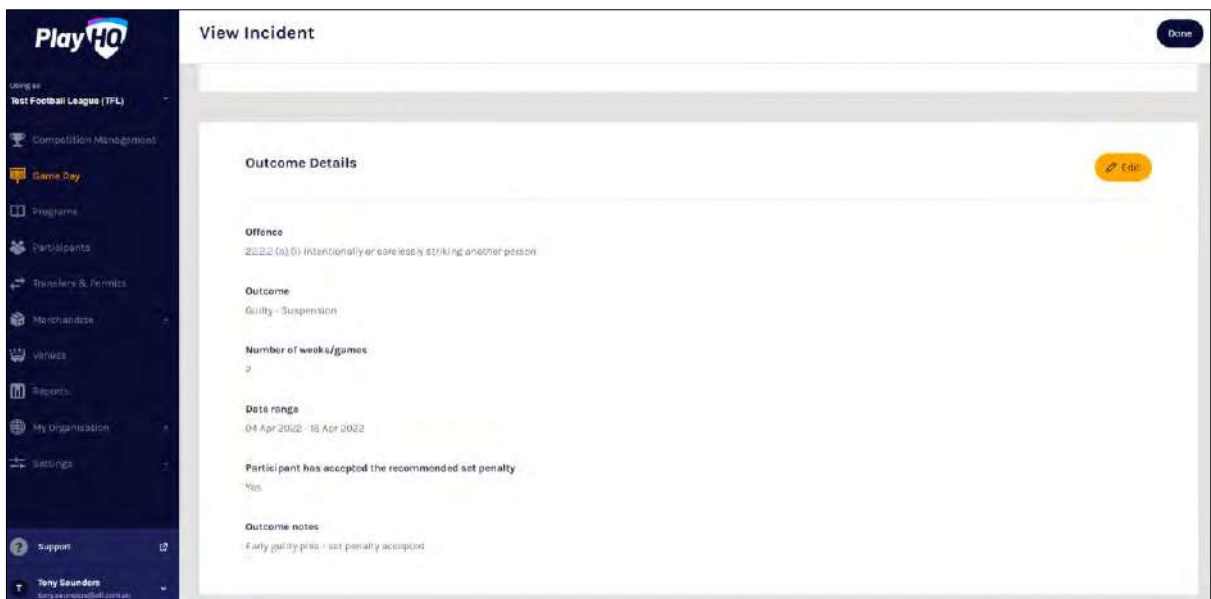
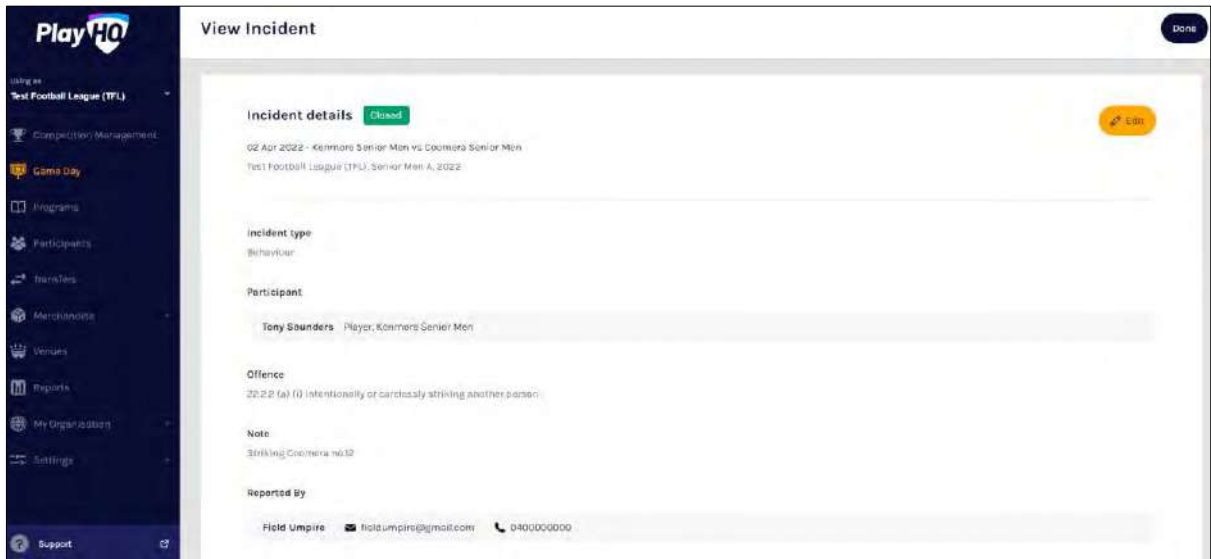
The screenshot shows the 'Create an outcome' form in PlayHQ. The form is for a player named Tony Saunders from the Kenmore Senior Men team. The 'Offence' dropdown is set to '22.2.2 (a) (i) intentionally or carelessly striking another person'. Under 'Set outcome for this incident', the 'Guilty' radio button is selected. The 'Select an action' dropdown is set to 'Fine'. The 'Amount' field contains '\$ 250'. The 'Outcome note' field contains 'Fine'. The 'Set this incident to an open or closed status' dropdown is set to 'Closed'. A 'Create Outcome' button is visible in the top right corner.

If **Suspension** is selected, under **Standard penalty** you have the option to tick that a set penalty has been accepted. Add the **Number of weeks/games**, add the **Start** date, add the **End** date, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' form in PlayHQ. The form is for a player named Tony Saunders from the Kenmore Senior Men team. The 'Set outcome for this incident' section has the 'Not guilty' radio button selected. The 'Select an action' dropdown is set to 'Suspension'. Under 'Standard penalty', the checkbox 'Participant has accepted the recommended set penalty' is checked. The 'Number of weeks/games' field contains '2'. The 'Start date' field contains '04/04/2022' and the 'End date' field contains '18/04/2022'. The 'Outcome note' field contains 'Early guilty plea - set penalty accepted'. The 'Set this incident to an open or closed status' dropdown is set to 'Closed'. A 'Create Outcome' button is visible in the top right corner.

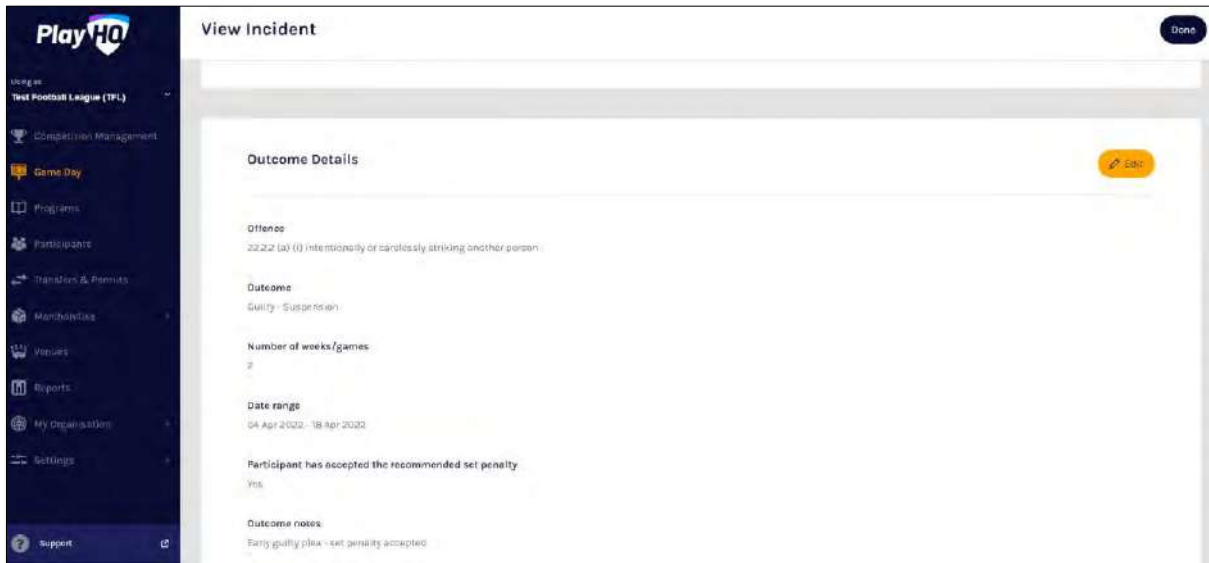
### Game Day – Game Incidents & Outcomes (cont)

You will be returned to the **View Incident** page.

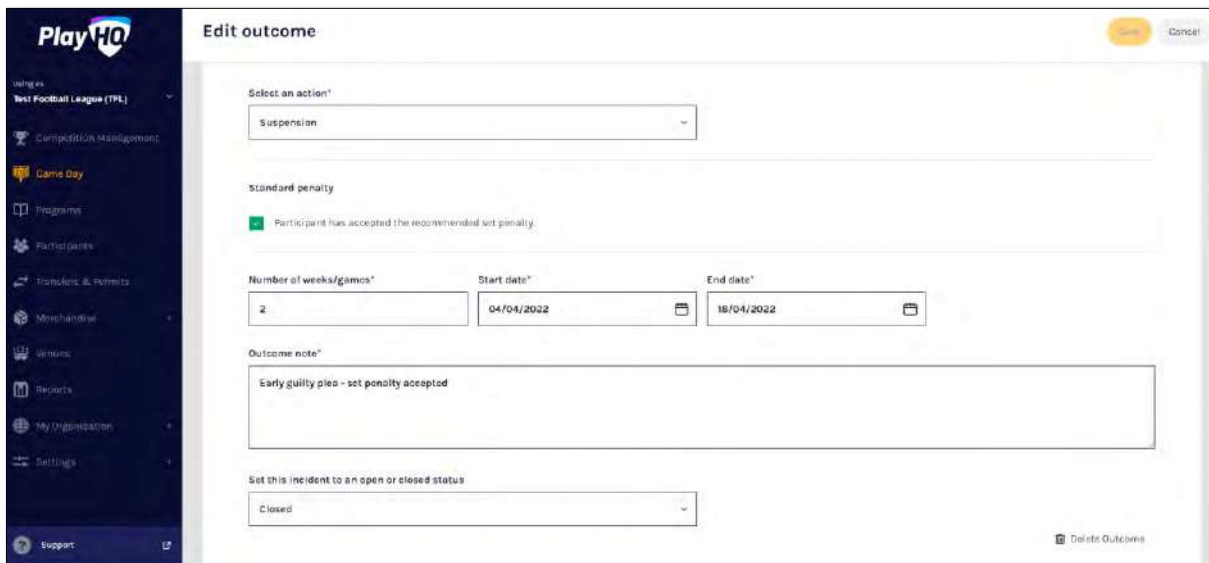


## Game Day – Game Incidents & Outcomes (cont)

To delete an **Outcome** click on the **Edit** button.



Scroll to the bottom of the page, in the bottom right corner click on **Delete Outcome**.



Click on the **Done** button in the top right corner and you will be returned to the **Game Details – Incidents** page.



## View All Game Incidents

In the left hand menu select **Incidents** and select the **Game** tab. Select a date range and all of the **Game Incidents** will appear. Click on the **Details** button of an **Incident** to view the **Incident Details** and **Outcome Details**.

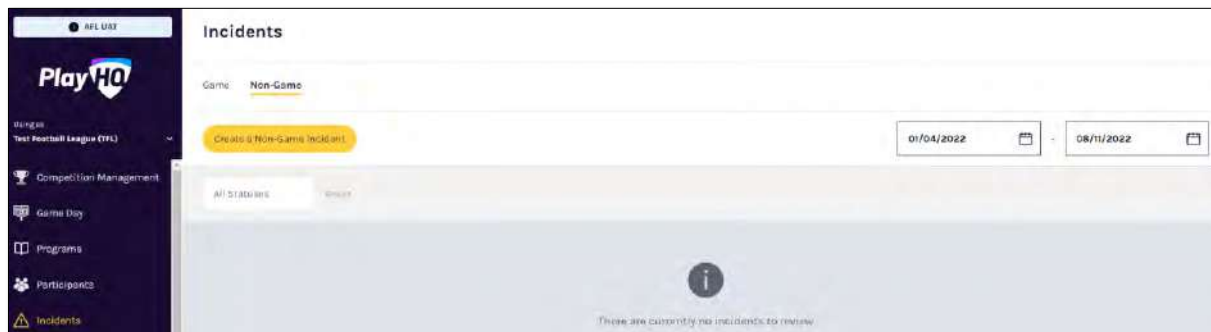


## Non-Game Incidents & Outcomes

A **Non-Game Incident & Outcome** can be applied to any **Participant** that has a **Profile** in the platform. Examples of non-game incident could be a social media breach or a participant performing a volunteer role.

There are two options available for league admins to add **Non-Game Incidents & Outcomes** – via the **Incidents** tab or via a **Participant's Profile**.

To add an **Incident & Outcome** via the **Incidents** tab, in the left hand menu select **Incidents**, select the **Non-Game** tab and click on the **Create a Non-Game Incident** button.



### Game Day – Non-Game Incidents & Outcomes (cont)

On the **Create a Non-Game Incident** page search for **Participant** by adding **First Name**, **Last Name** (mandatory), **Email** or **Date of Birth** and click on the **Search** button. Select the **Participant** and click on the **Next** button in the top right corner.

NAME	EMAIL ADDRESS	D.O.B.	ADDRESS
Anthony Saunders	tonysaunders@afl.com.au	01 Jun 1963	COOMBAH QLD 4216

On the **Incident Details** page, add the **Incident Date**, **Related Season**, **Offence**, **Note** and **Reported By** details.

Click on the **Create Incident** button in the top right corner.

Incident Date: 08/11/2022

Related Season: 2022

Participant: Anthony Saunders

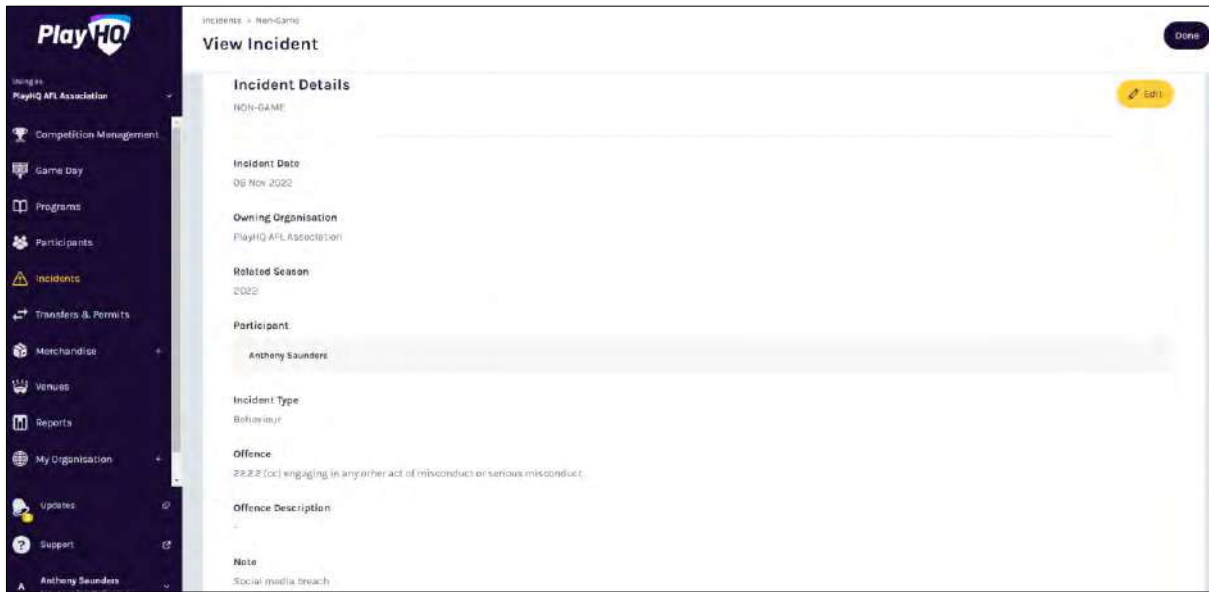
Offence: 22.2.2 (c) engaging in any other act of misconduct or serious misconduct

Note: Social media breach

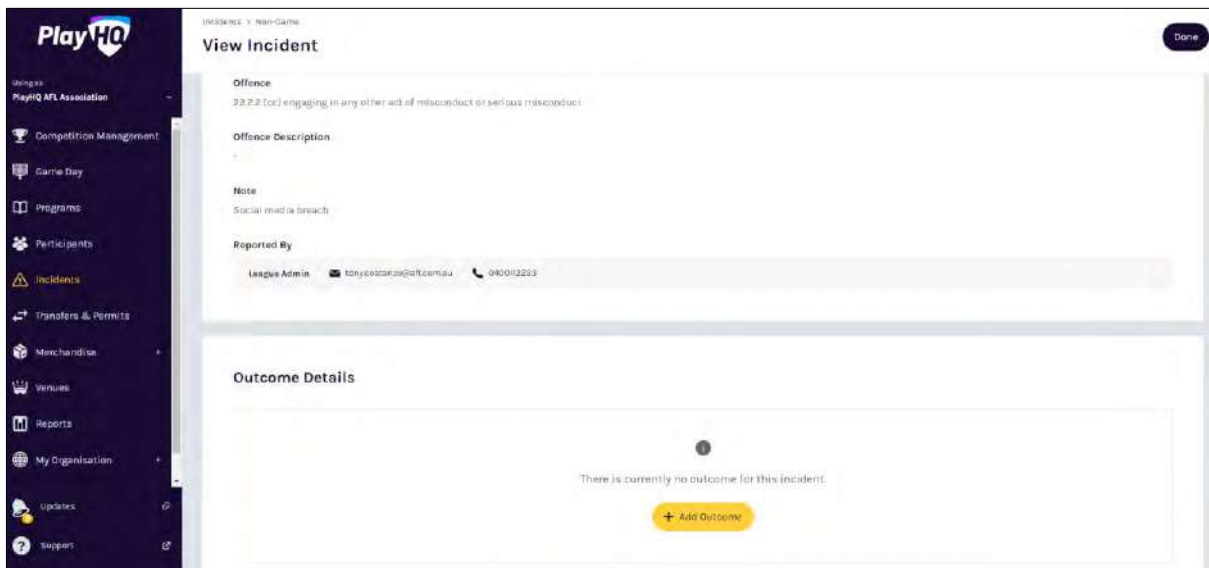
Reported By: League (First name), Admin (Last name), Email: tony.costanzo@afl.com.au, Mobile number: 040012223

### Game Day – Non-Game Incidents & Outcomes (cont)

Review the information on the **Incident Details** page. If changes need to be made click on the **Edit** button.



To add an outcome, scroll down the page and in the **Outcome Details** area click on the **+ Add Outcome** button.



### Game Day – Non-Game Incidents & Outcomes (cont)

On the **Create an outcome** page under **Outcome Details** you have the option to change the **Offence** or leave as selected when the **Incident** was created. Select either **Guilty** or **Not Guilty** in the **Set outcome for this incident** area.

If **Not Guilty** is selected you will be required to add an **Outcome Note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' page in the PlayHQ system. The page title is 'Create an outcome' and it has a 'Create Outcome' button in the top right corner. The main content area is titled 'Outcome Details' and shows the following information:

- Incident: Tony Saunders - Kilmara Senior Men
- Offence: 22.2.2 (a) (i) Intentionally or carelessly striking another person
- Set outcome for this incident:  Guilty  Not Guilty
- Outcome note: Found not guilty by Tribunal
- Set this incident to an open or closed status: Closed

If **Guilty** is selected you be required to **Select an action**.

If **Warning/Caution** is selected you be required to add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' page in the PlayHQ system. The page title is 'Create an outcome' and it has a 'Create Outcome' button in the top right corner. The main content area is titled 'Outcome Details' and shows the following information:

- Incident: Tony Saunders - Kilmara Senior Men
- Offence: 22.2.2 (a) (i) Intentionally or carelessly striking another person
- Set outcome for this incident:  Guilty  Not Guilty
- Select an action: Warning/Caution
- Outcome note: Reprimand
- Set this incident to an open or closed status: Closed

### Game Day – Non-Game Incidents & Outcomes (cont)

If **Fine** is selected you be required to an add an **Amount**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

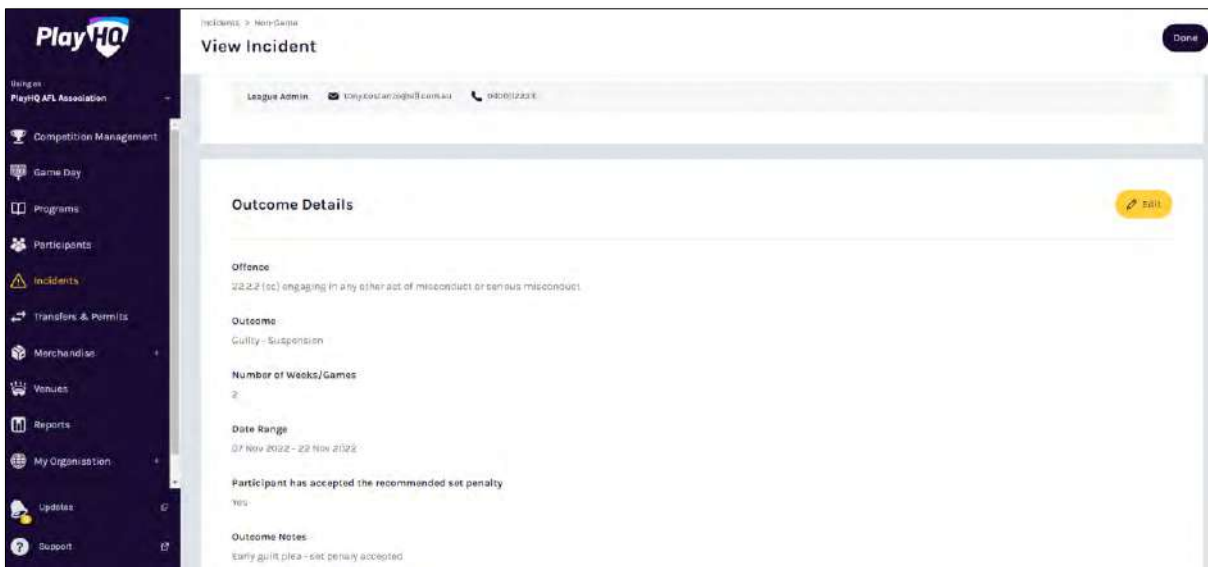
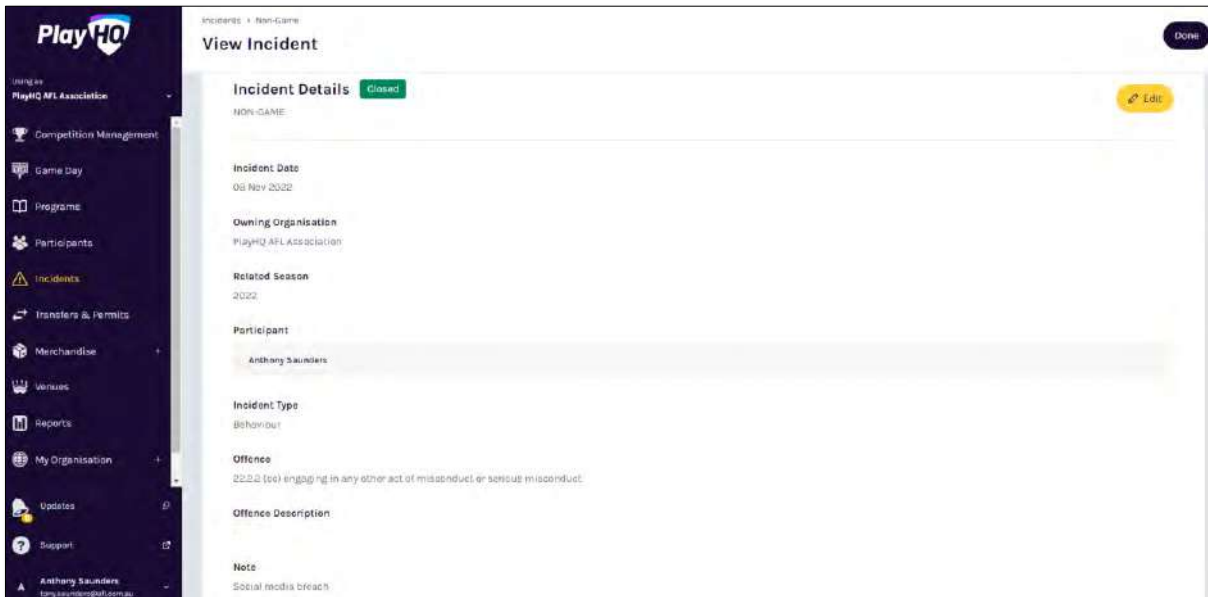
The screenshot shows the 'Create an outcome' form in PlayHQ. The user is logged in as Tony Saunders. The form is for a player named Tony Saunders from the Kenmore Senior Men team. The 'Offence' dropdown is set to '22.2.2 (a) (i) intentionally or carelessly striking another person'. Under 'Set outcome for this incident', the 'Guilty' radio button is selected. The 'Select an action' dropdown is set to 'Fine'. The 'Amount' field contains '\$ 250'. The 'Outcome note' text area contains 'Fine'. The 'Set this incident to an open or closed status' dropdown is set to 'Closed'. A 'Create Outcome' button is visible in the top right corner.

If **Suspension** is selected, under **Standard penalty** you have the option to tick that a set penalty has been accepted. Add the **Number of weeks/games**, add the **Start** date, add the **End** date, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' form in PlayHQ. The user is logged in as Tony Saunders. The form is for a player named Tony Saunders from the Kenmore Senior Men team. The 'Set outcome for this incident' section has the 'Guilty' radio button selected. The 'Select an action' dropdown is set to 'Suspension'. Under 'Standard penalty', the checkbox 'Participant has accepted the recommended set penalty' is checked. The 'Number of weeks/games' field contains '2'. The 'Start date' field contains '04/04/2022' and the 'End date' field contains '18/04/2022'. The 'Outcome note' text area contains 'Early guilty plea - set penalty accepted'. The 'Set this incident to an open or closed status' dropdown is set to 'Closed'. A 'Create Outcome' button is visible in the top right corner.

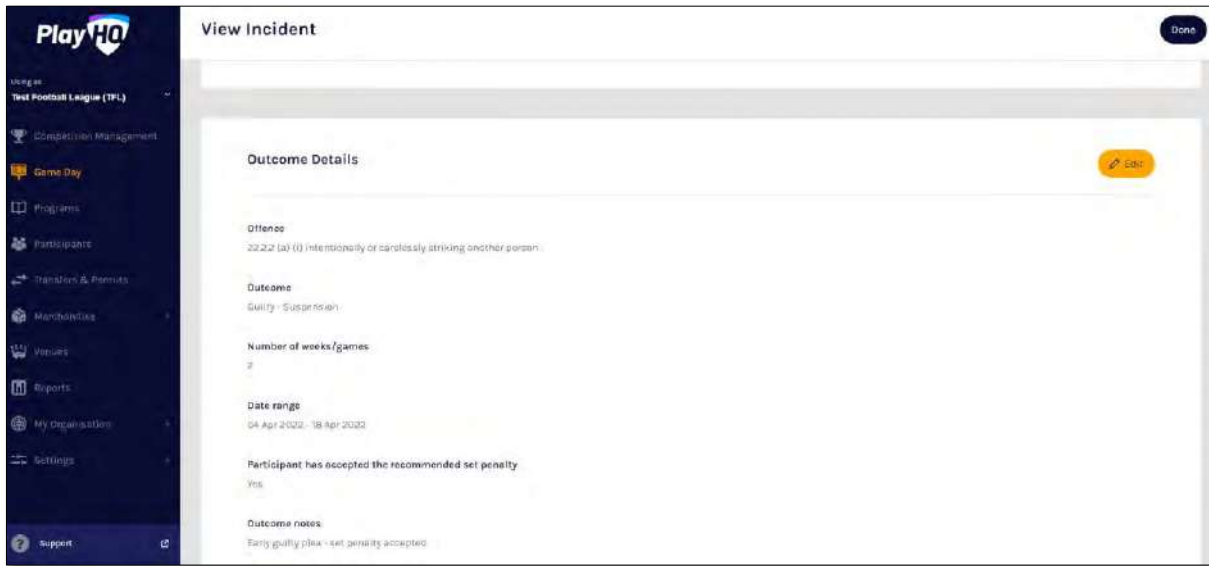
### Game Day – Non-Game Incidents & Outcomes (cont)

You will be returned to the **View Incident** page.

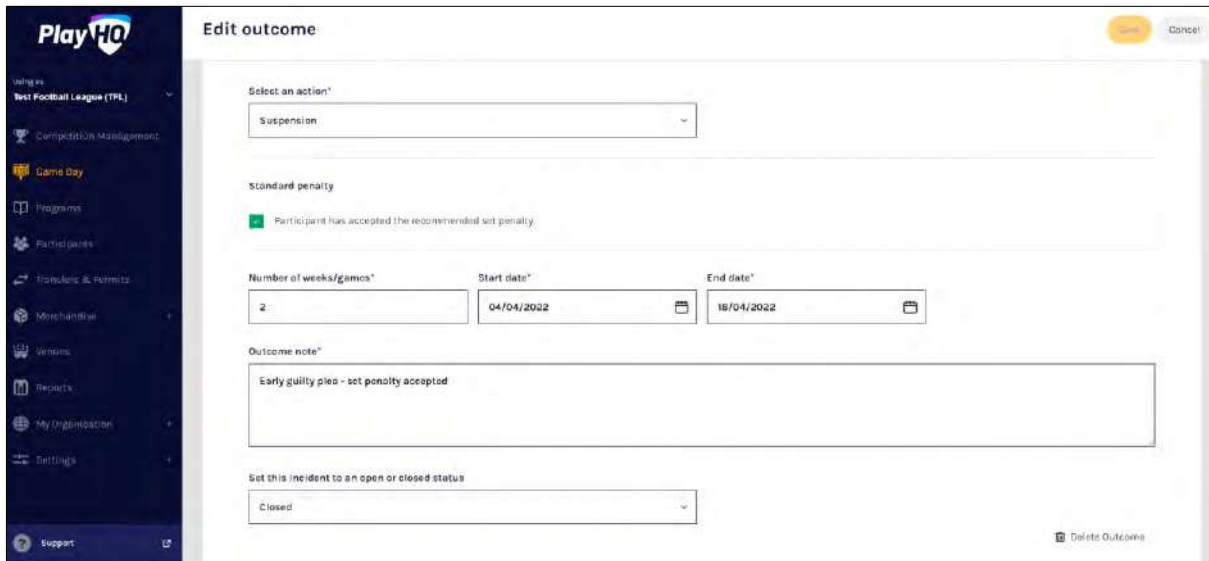


### Game Day – Non-Game Incidents & Outcomes (cont)

To delete an **Outcome** click on the **Edit** button.



Scroll to the bottom of the page, in the bottom right corner click on **Delete Outcome**.



Click on the **Done** button in the top right corner and you will be returned to the **Incidents – Non-Game** page.

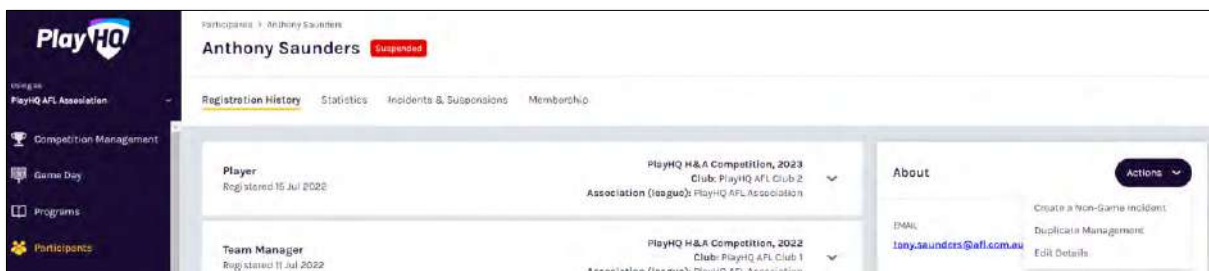


### Game Day – Non-Game Incidents & Outcomes (cont)

To add an **Incident & Outcome** via the **Participant's Profile**, in the left hand menu select **Participants**, search for the **Participant** and click on the **View** button for the participant.

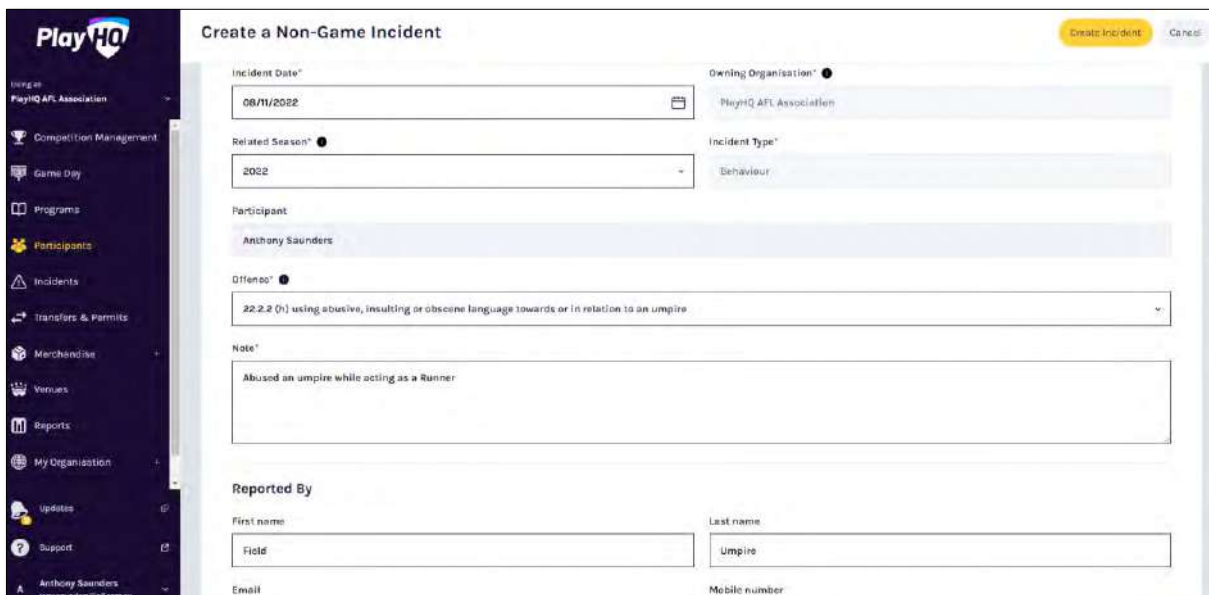


In the **Participant's Profile** in the **About** area, click on the **Actions** button and select **Create a Non-Game Incident**.



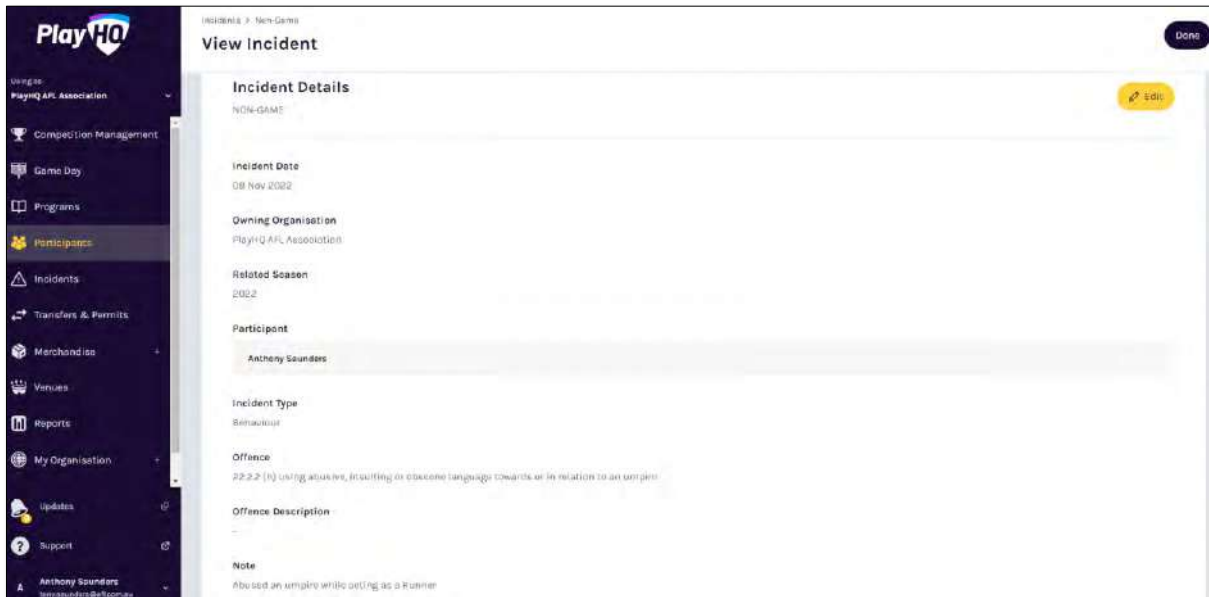
On the **Incident Details** page, add the **Incident Date**, **Related Season**, **Offence**, **Note** and **Reported By** details.

Click on the **Create Incident** button in the top right corner.

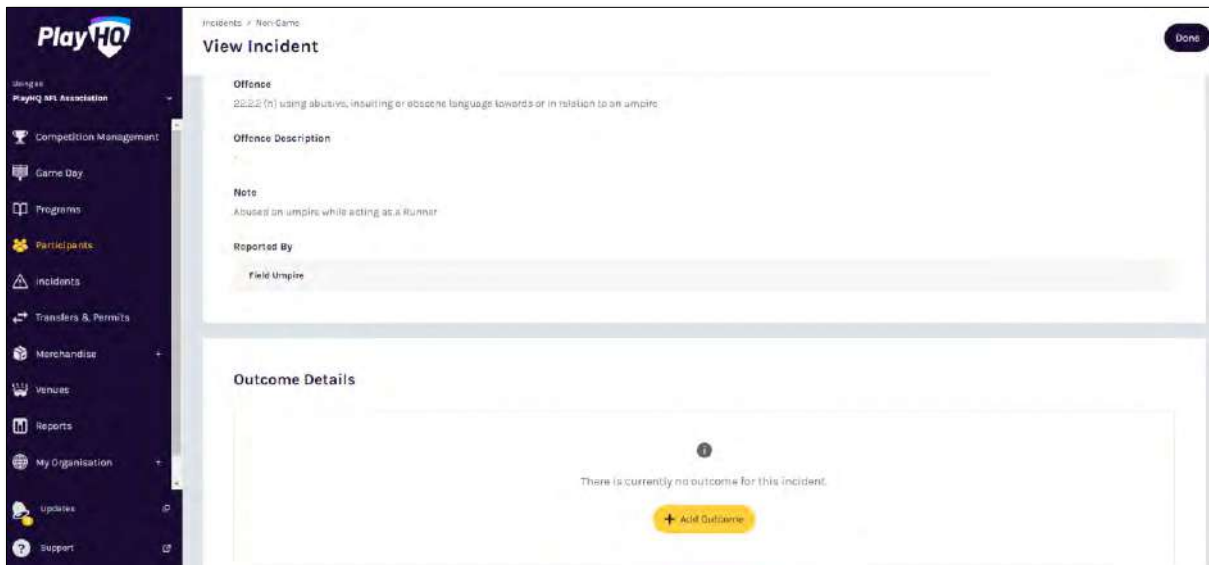


### Game Day – Non-Game Incidents & Outcomes (cont)

Review the information on the **Incident Details** page. If changes need to be made click on the **Edit** button.



To add an outcome, scroll down the page and in the **Outcome Details** area click on the **+ Add Outcome** button.



### Game Day – Non-Game Incidents & Outcomes (cont)

On the **Create an outcome** page under **Outcome Details** you have the option to change the **Offence** or leave as selected when the **Incident** was created. Select either **Guilty** or **Not Guilty** in the **Set outcome for this incident** area.

If **Not Guilty** is selected you will be required to add an **Outcome Note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' form in the PlayHQ system. The form is titled 'Create an outcome' and has a 'Create Outcome' button in the top right corner. The form is divided into several sections:

- Outcome Details:** Shows the incident name 'Tony Saunders - Kilmora Senior Men'.
- Offence:** A dropdown menu showing '22.2.2 (a) (i) Intentionally or carelessly striking another person'.
- Set outcome for this incident:** Two radio buttons are present: 'Guilty' (unselected) and 'Not Guilty' (selected).
- Outcome note:** A text area containing the note 'Found not guilty by Tribunal'.
- Set this incident to an open or closed status:** A dropdown menu showing 'Closed'.

If **Guilty** is selected you be required to **Select an action**.

If **Warning/Caution** is selected you be required to add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' form in the PlayHQ system. The form is titled 'Create an outcome' and has a 'Create Outcome' button in the top right corner. The form is divided into several sections:

- Outcome Details:** Shows the incident name 'Tony Saunders - Kilmora Senior Men'.
- Offence:** A dropdown menu showing '22.2.2 (a) (i) Intentionally or carelessly striking another person'.
- Set outcome for this incident:** Two radio buttons are present: 'Guilty' (selected) and 'Not Guilty' (unselected).
- Select an action:** A dropdown menu showing 'Warning/Caution'.
- Outcome note:** A text area containing the note 'Reprimand'.
- Set this incident to an open or closed status:** A dropdown menu showing 'Closed'.

### Game Day – Non-Game Incidents & Outcomes (cont)

If **Fine** is selected you be required to an add an **Amount**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' form in PlayHQ. The user is logged in as Tony Saunders. The form is for a 'Test Football League (TFL)' incident involving Tony Saunders. The 'Offence' is '22.2.2 (a) (i) intentionally or carelessly striking another person'. The 'Set outcome for this incident' is 'Guilty'. The 'Select an action' is 'Fine'. The 'Amount' is '\$ 250'. The 'Outcome note' is 'Fine'. The 'Set this incident to an open or closed status' is 'Closed'. The 'Create Outcome' button is highlighted in yellow.

If **Suspension** is selected, under **Standard penalty** you have the option to tick that a set penalty has been accepted. Add the **Number of weeks/games**, add the **Start date**, add the **End date**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

The screenshot shows the 'Create an outcome' form in PlayHQ. The user is logged in as Anthony Saunders. The form is for a 'PlayHQ AFL Association' incident. The 'Set outcome for this incident' is 'Guilty'. The 'Select an action' is 'Suspension'. The 'Standard penalty' is checked, with the note 'Participant has accepted the recommended set penalty'. The 'Number of weeks/games' is '4'. The 'Start date' is '08/11/2022'. The 'End date' is '06/12/2022'. The 'Outcome note' is 'Tribunal outcome - Guilty'. The 'Set this incident to an open or closed status' is 'Closed'. The 'Create Outcome' button is highlighted in yellow.

### Game Day – Non-Game Incidents & Outcomes (cont)

You will be returned to the **View Incident** page.

**View Incident** Done

Incidents > Non-Game

**Incident Details** Closed Edit

NON-GAME

Incident Date: 06 Nov 2022

Owning Organisation: PlayHQ AFL Association

Related Season: 2022

Participant: Anthony Saunders

Incident Type: Behaviour

Offence: 22.2.2 (f) using abusive, insulting or obscene language towards or in relation to an umpire

Offence Description: -

Note: Abused on umpire while being as a runner

**View Incident** Done

Incidents > Non-Game

Field Umpire

**Outcome Details** Edit

Offence: 22.2.2 (f) using abusive, insulting or obscene language towards or in relation to an umpire

Outcome: Guilty - Suspension

Number of Weeks/Games: 4

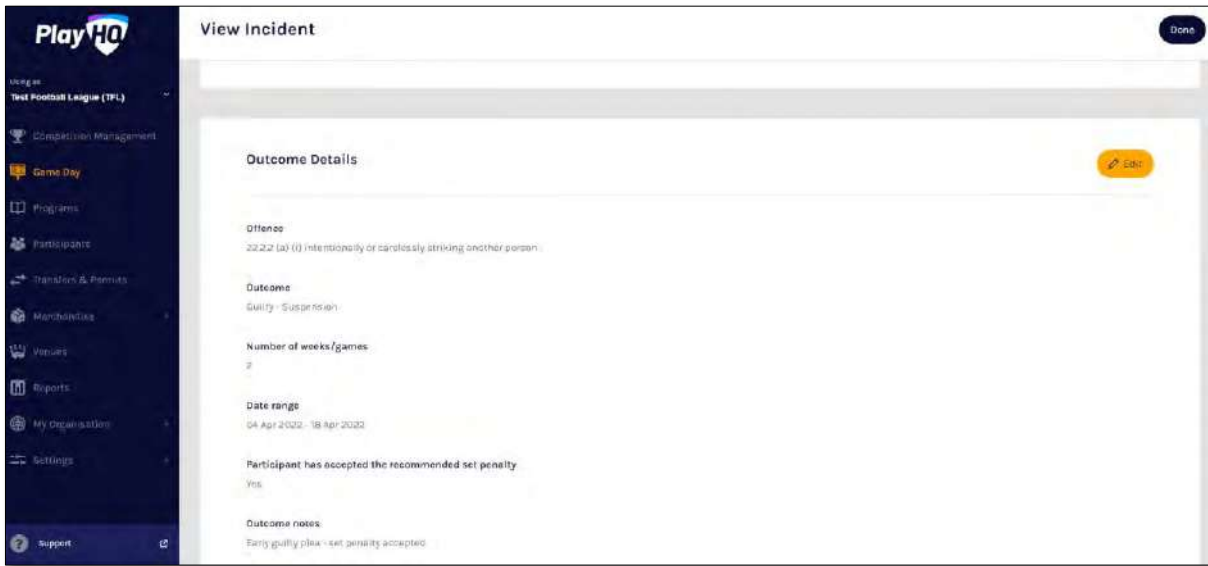
Date Range: 07 Nov 2022 - 06 Dec 2022

Participant has accepted the recommended set penalty: Yes

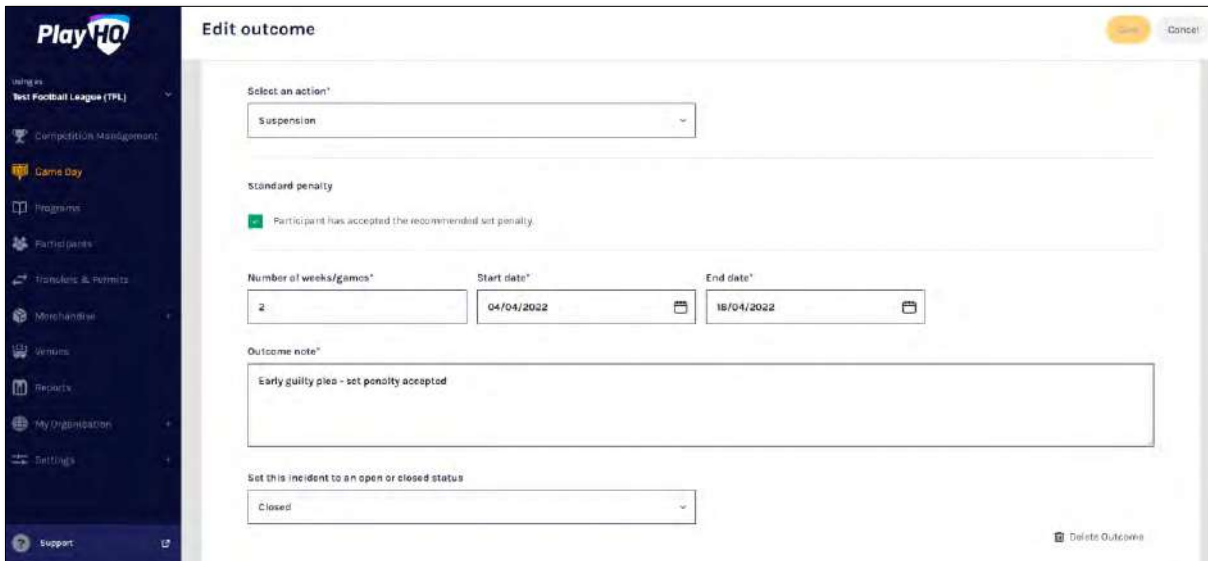
Outcome Notes: Tribunal outcome - Guilty

### Game Day – Non-Game Incidents & Outcomes (cont)

To delete an **Outcome** click on the **Edit** button.

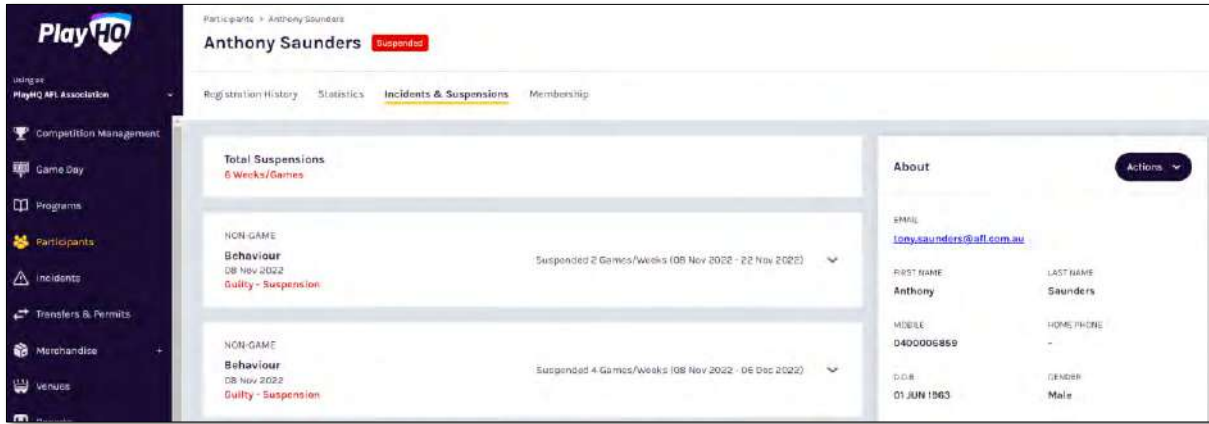


Scroll to the bottom of the page, in the bottom right corner click on **Delete Outcome**.



### Game Day – Non-Game Incidents & Outcomes (cont)

Click on the **Done** button in the top right corner and you will be returned to the **Participant’s Profile – Incidents & Suspensions** page.



### View All Non-Game Incidents

In the left hand menu select **Incidents** and select the **Non-Game** tab. Select a date range and all of the **Non-Game Incidents** will appear. Click on the **Details** button of an **Incident** to view the **Incident Details** and **Outcome Details**.



### Life Bans

**Life Bans** that need to be entered for a player/official that have met the criteria outlined in the National Player & Official Deregistration Policy can only be added by an admin with National Super User access.

## LiveScore

To login and access **Electronic Scoring** go to <https://afl.score.playhq.com/auth/login> and enter the username & password you have registered.

PlayHQ

Log in with your PlayHQ account

Email\*

tony.saunders@afl.com.au

Password\*

.....

[Forgot password?](#)

Log in

You will land on the **New Scoring Session** page.

Log out

PlayHQ

## New Scoring Session

Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start your session.

### Session Detail

**Venue**

Select a venue to get started.

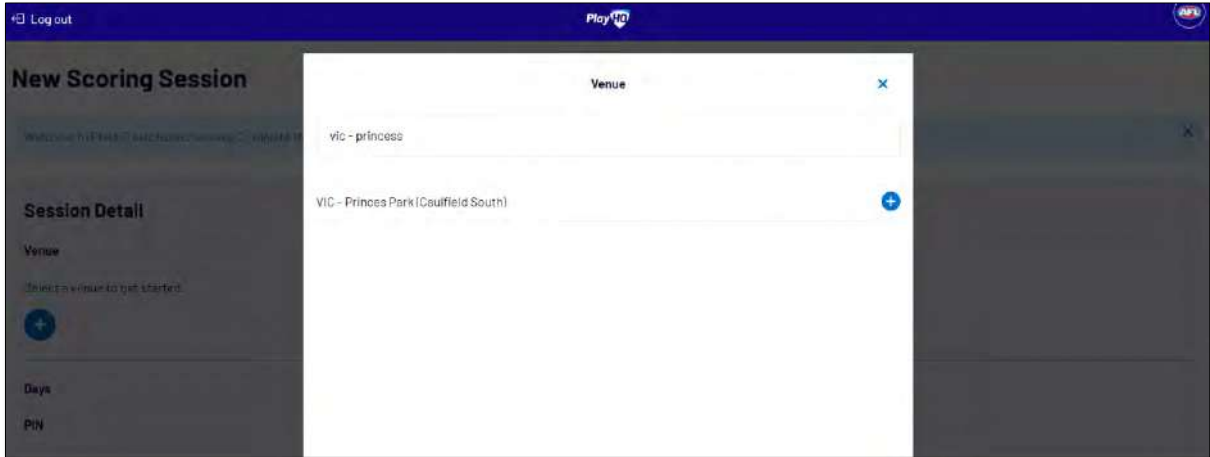
+

**Days**

**PIN**

### Game Day - LiveScore (cont)

Click on the icon to select the **Venue** for the match you wish to score is being played. Start typing the name of the **Venue** in the search bar and click on the icon when the venue appears.

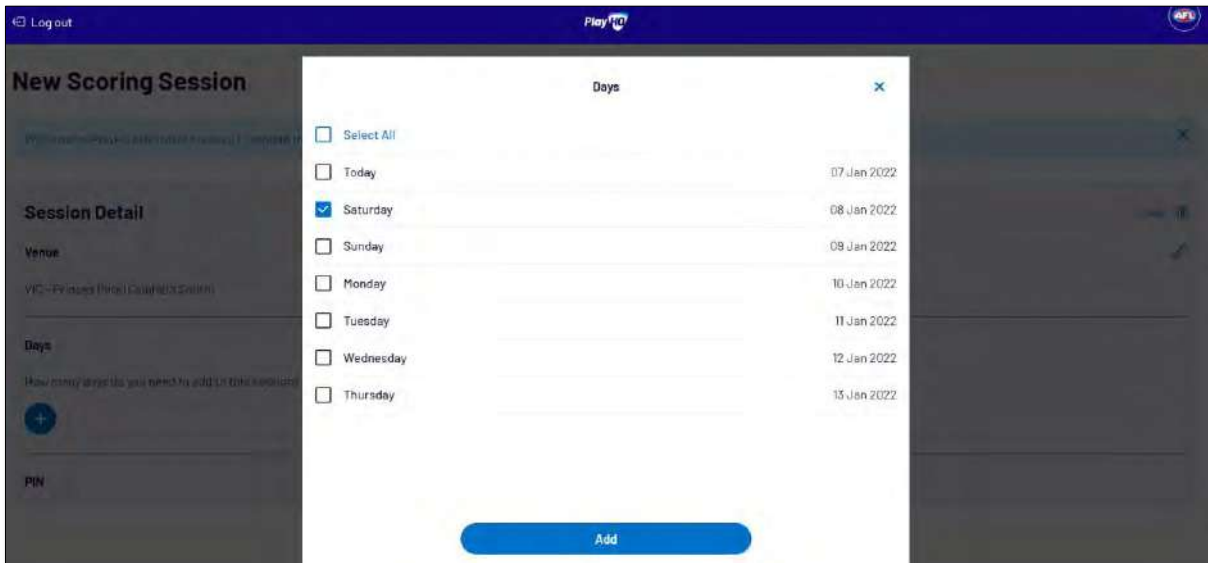



You will be returned to the **New Scoring Session** page. Click on the icon to select the **Day** for the match you wish to score is being played.

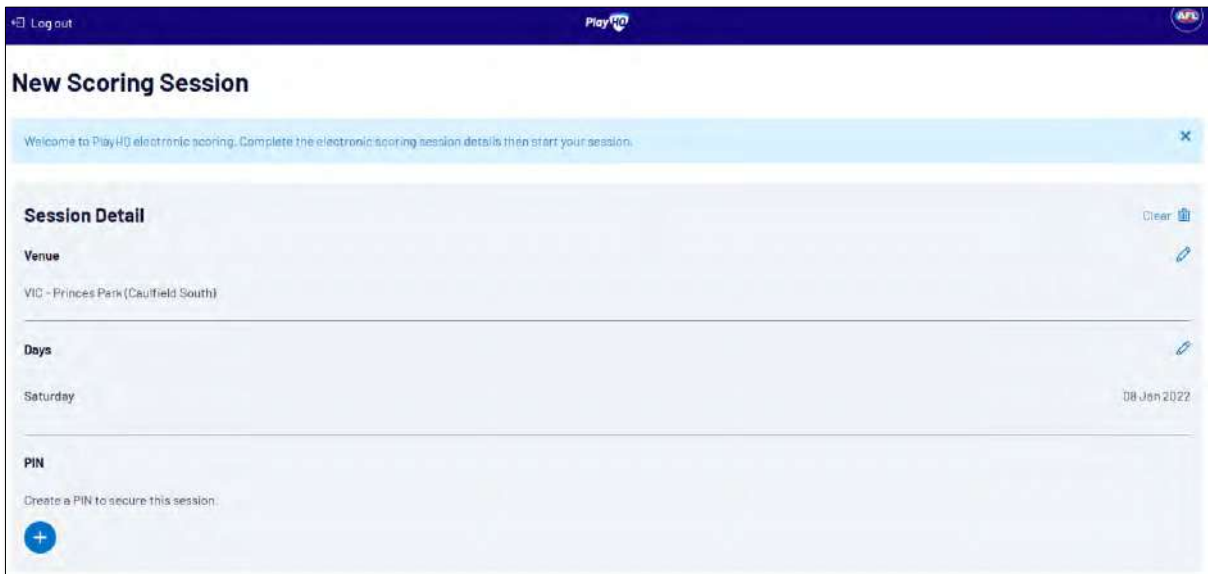


### Game Day - LiveScore (cont)

Select the **Day** of the match and click on the **Add** button.



You will be returned to the **New Scoring Session** page. Click on the  icon to create a **PIN** for the session.



### Game Day - LiveScore (cont)

Add a **New PIN** in the area provided, add **Confirm PIN** in the area provided and click on the **Done** button.

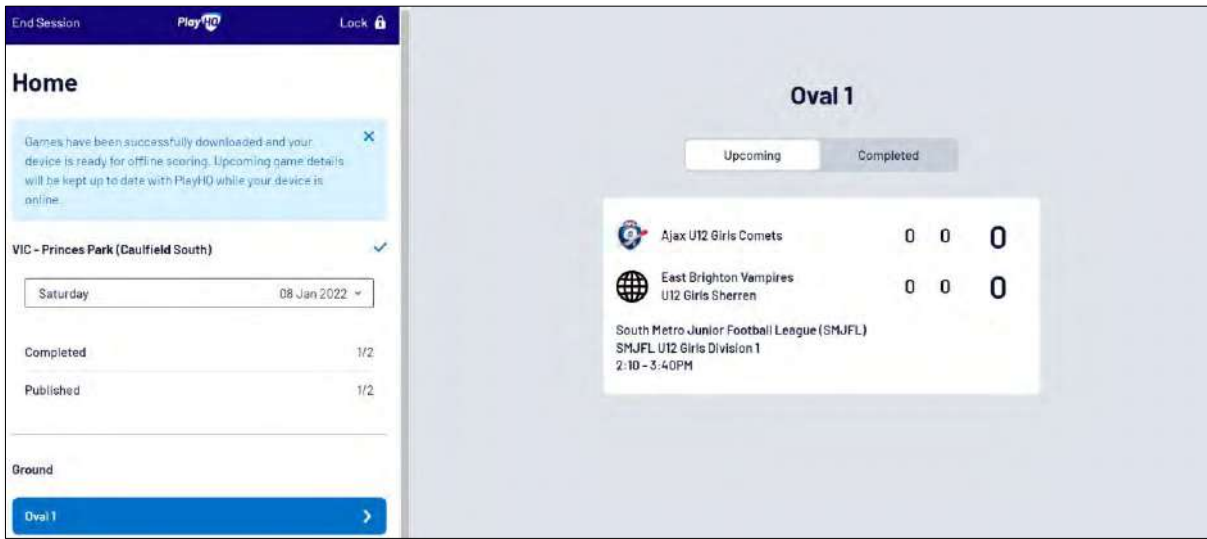
The screenshot shows a modal window titled "PIN" with a close button (X) in the top right corner. It contains two input fields: "New PIN\*" and "Confirm PIN\*", both with masked characters (\*\*\*\*) and an eye icon to toggle visibility. A blue "Done" button is centered at the bottom of the modal. The background shows a dimmed "New Scoring Session" page with a sidebar menu.

You will be returned to the **New Scoring Session** page. Click on the **Start Session** button.

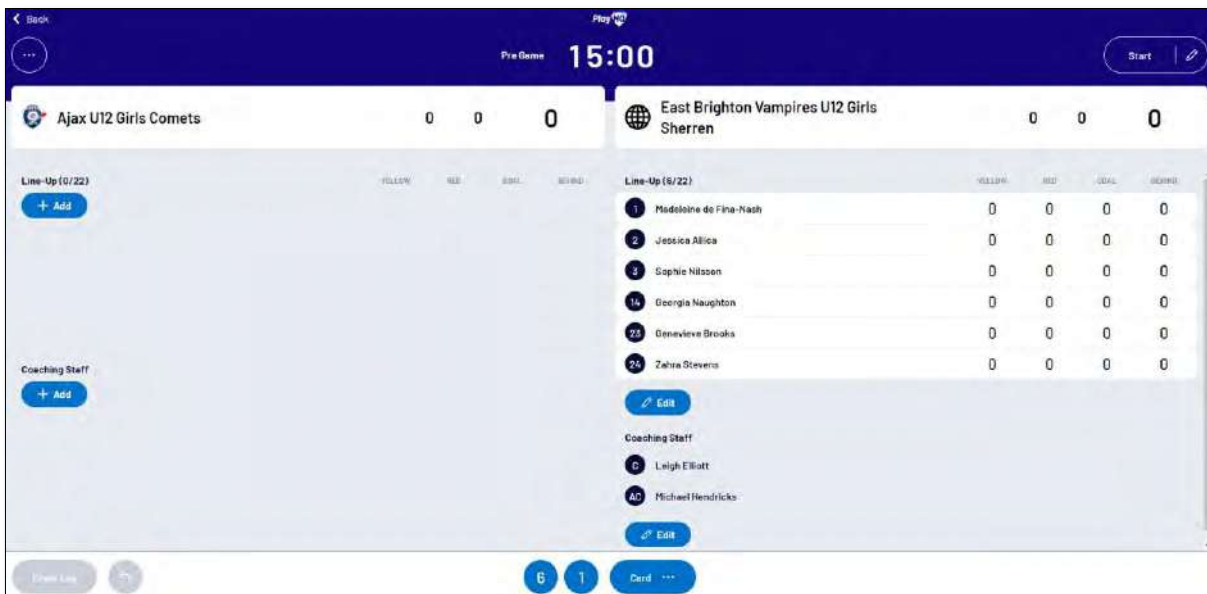
The screenshot shows the "New Scoring Session" page. At the top, there is a "Log out" button and the PlayHQ logo. Below the title, a light blue banner contains the text: "Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start your session." Below this is the "Session Detail" section with a "Clear" button. It includes three rows: "Venue" (VIC - Princes Park (Caulfield South)), "Days" (Saturday, 08 Jan 2022), and "PIN" (\*\*\*\*). Each row has an edit icon. A blue "Start Session" button is at the bottom center.

### Game Day - LiveScore (cont)

You will be taken to the **Home** page which will show matches at the **Venue** for that day.



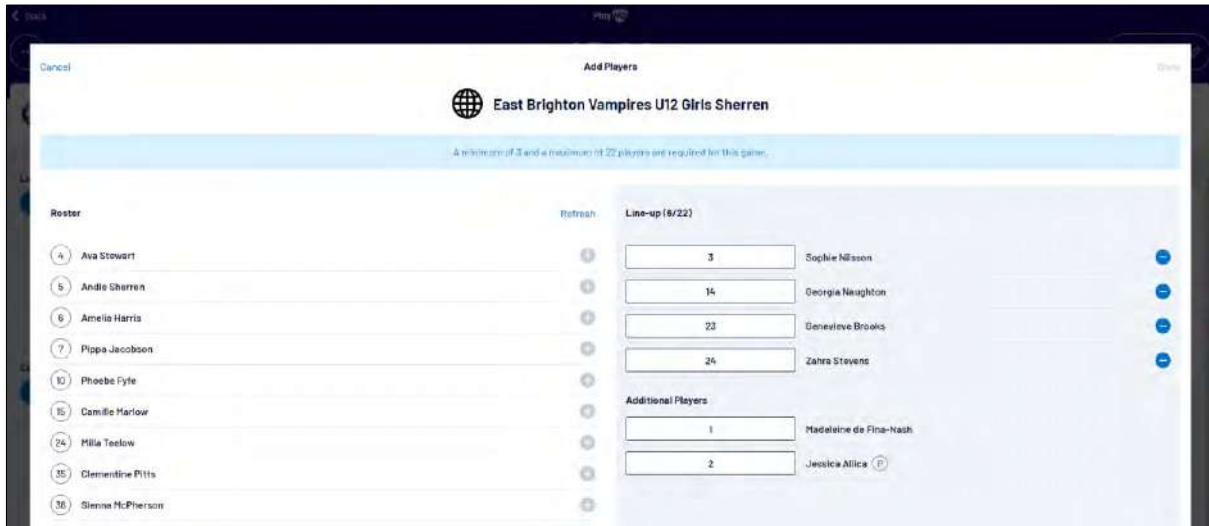
Click on the **Match** and you will be taken to the **Electronic Scoring** page. The **Teams** will show with the **Players & Coaching Staff** that have been selected.



### Game Day - LiveScore (cont)

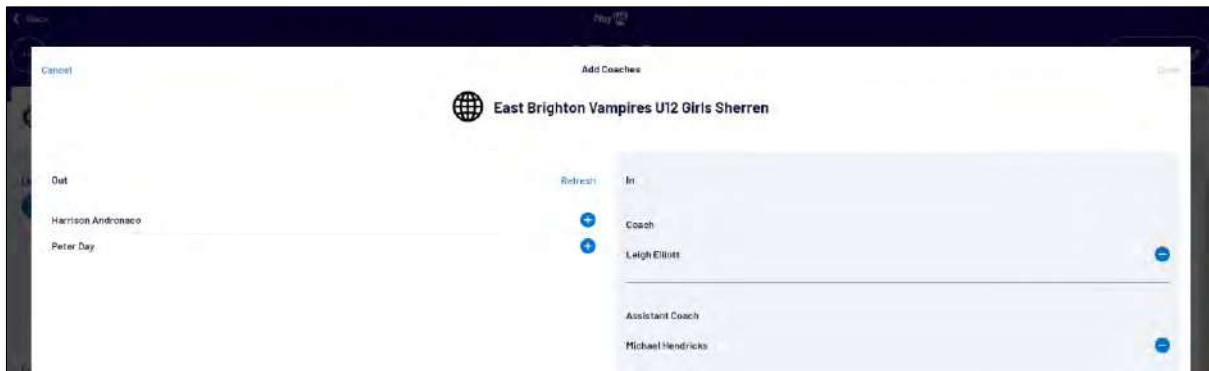
To make changes to the **Line-up** click on the **Edit** button below the **Line-up** list.

To remove **Players** from the **Line-up** list click on the icon and to add **Players** from the **Roster** list click on the icon. When you are finished click on **Done** the top right corner.




To make changes to the **Coaching Staff** click on the **Edit** button below the **Coaching Staff** list.

To remove **Coaches & Assistant Coaches** click on the icon in the **In** list and to add **Coaches & Assistant Coaches** click on the icon in the **Out** list. When you are finished click on **Done** the top right corner.








You will be taken back to the **Electronic Scoring** page. The **Teams** will show with the updated **Players** that have been selected in the **Line-up** and updated **Coaches & Assistant Coaches** selected in the **Coaching Staff**.

### Game Day - LiveScore (cont)


To start **Electronic Scoring** click on the **Start** button in the top right corner and name of button will change to **Pause**. If the match is being played with time on, to stop the clock click on the **Pause** button. If the clock has begun counting and you need to make a change click on the  icon and edit page will pop up for you to make changes.

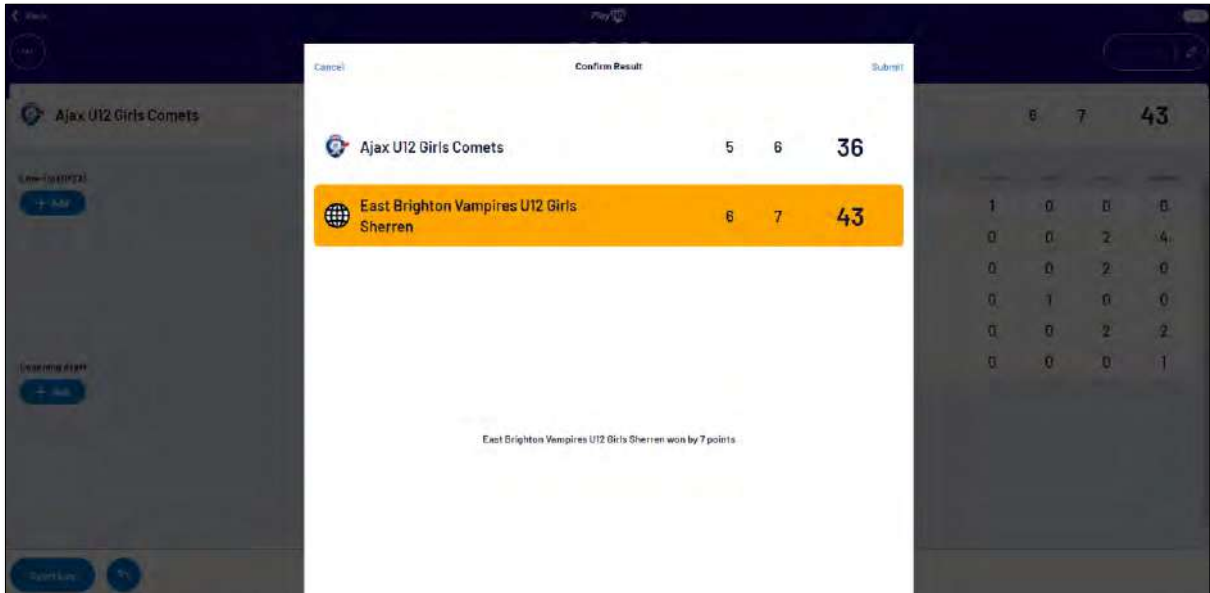


To add actions to a **Player** click on the **Player** and then click on  for a goal or click on  for a behind or click on  then select Yellow or Red – the process can also be done the opposite way i.e. click the action and then click the **Player**. This will add the actions to the **Players** and if it is a score it will be added to the **Team** total. If you make an error with either a **Team** or a **Player** action click on the  icon and it will be removed.

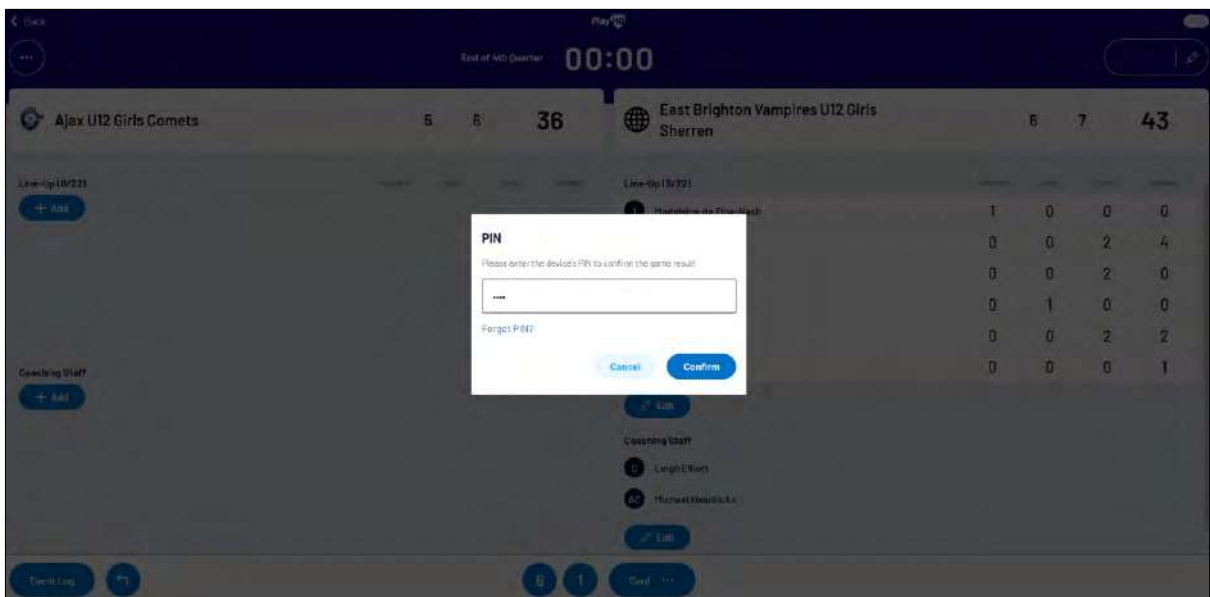
To end the quarter click on the  icon in the top left corner and select **End Period**. To start the next quarter click on the **Start** button in the top right corner.

### Game Day - LiveScore (cont)

To end the match first you need to end the final quarter, then click on the  icon and select **End Game** and the **Confirm Result** page will pop up.

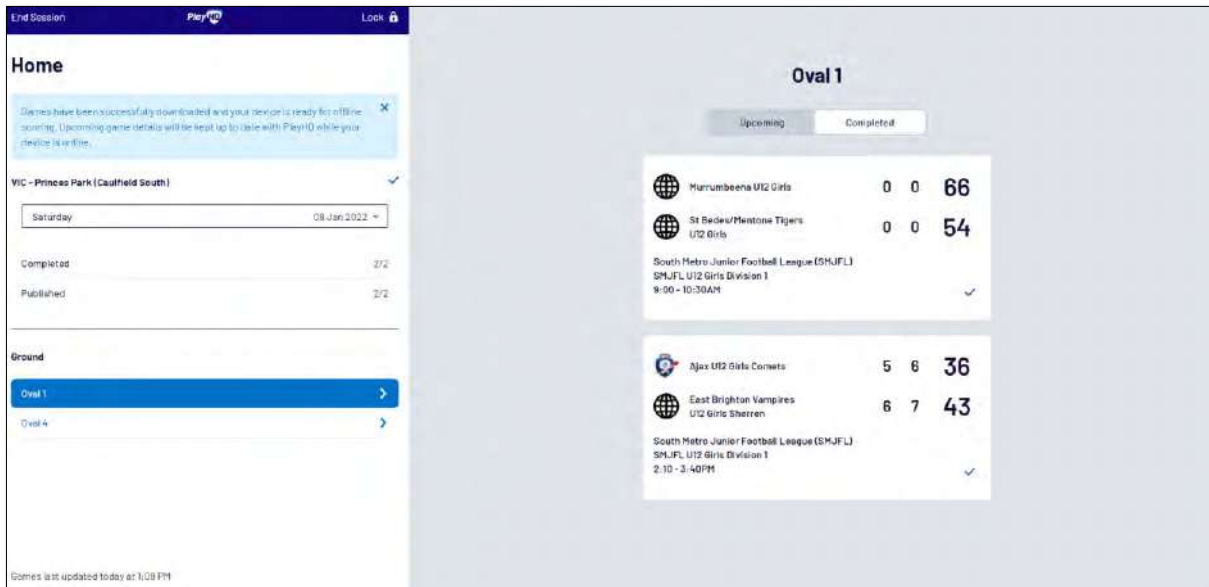


Click on **Submit** in the top right corner and the **PIN** pop up box will appear.

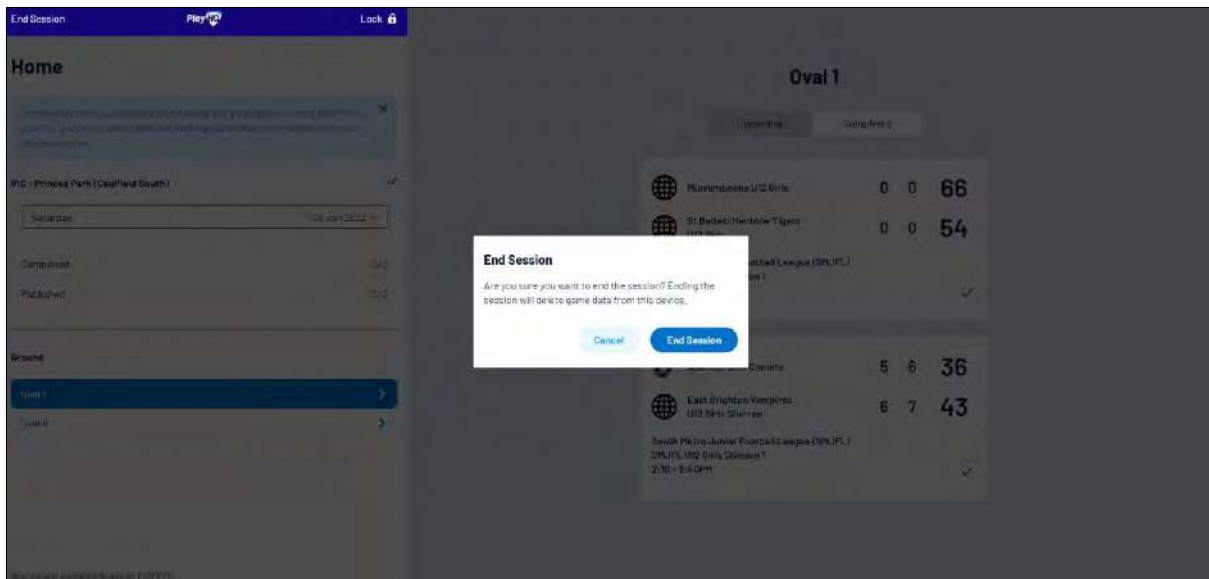


### Game Day - LiveScore (cont)

Add the **PIN** you created and click on the **Confirm** button, you will be returned to the **Home** page which will show the **Match** in the **Completed** tab.

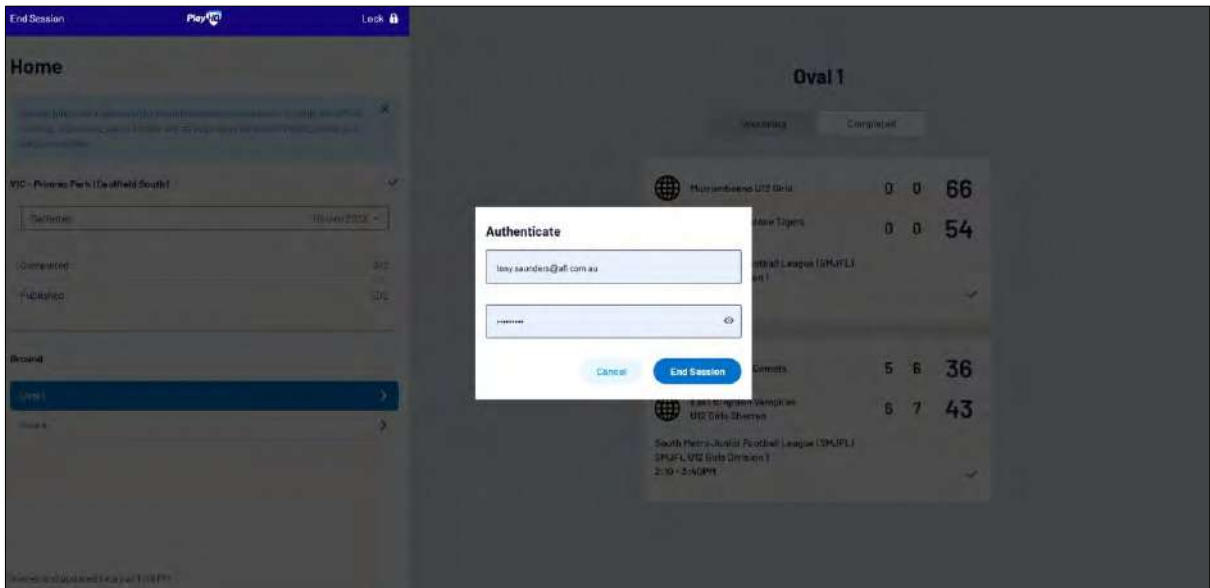


Before closing the page click on the **End Session** button and the **End Session** pop up will appear.



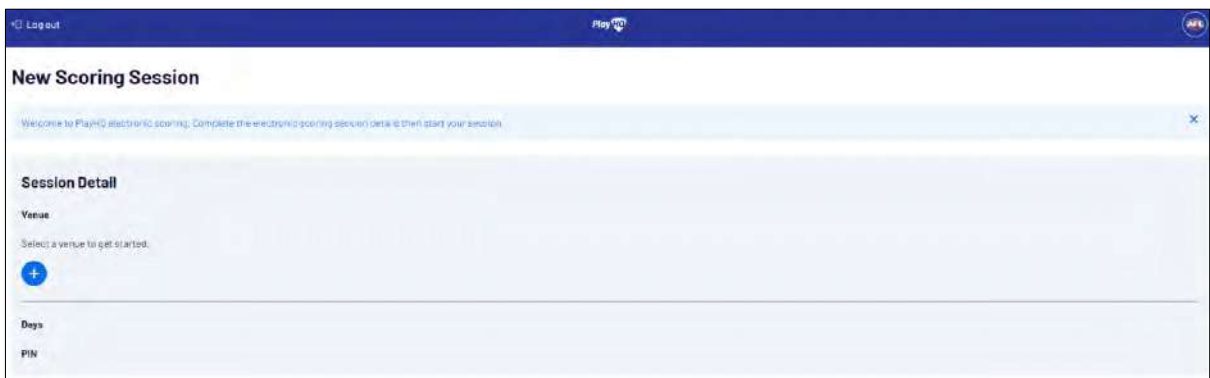
### Game Day - LiveScore (cont)

Click on the **End Session** button and the **Authenticate** pop up will appear.



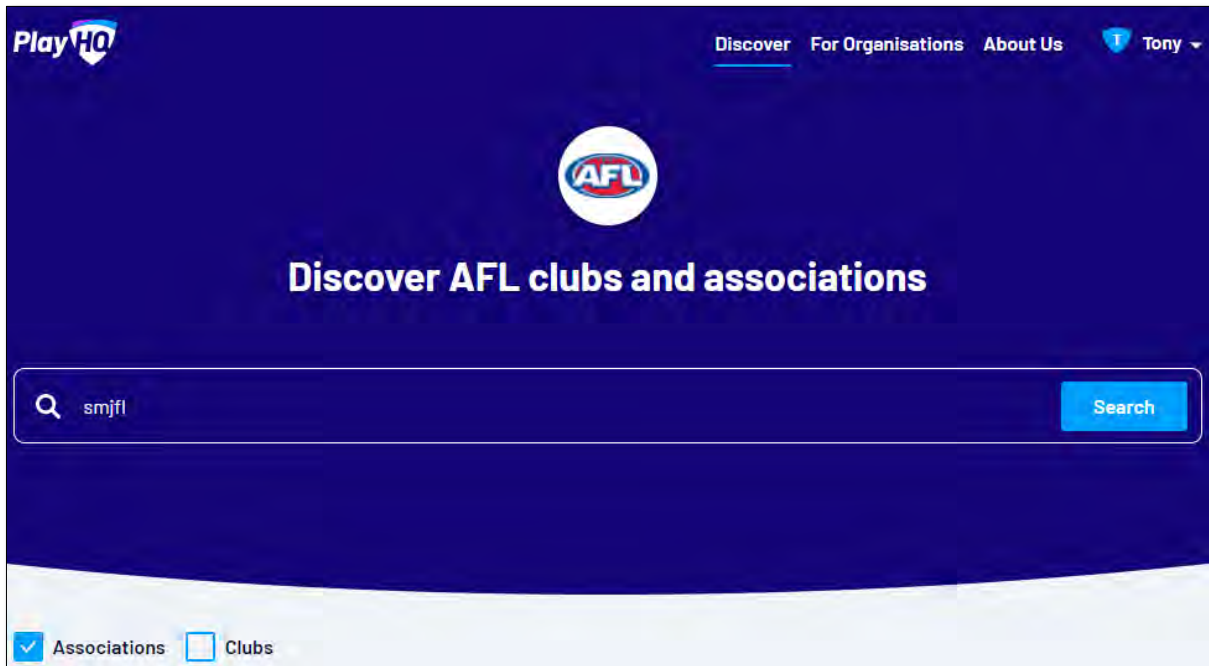
Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

Please ensure to click on **Log Out** in the top left corner.

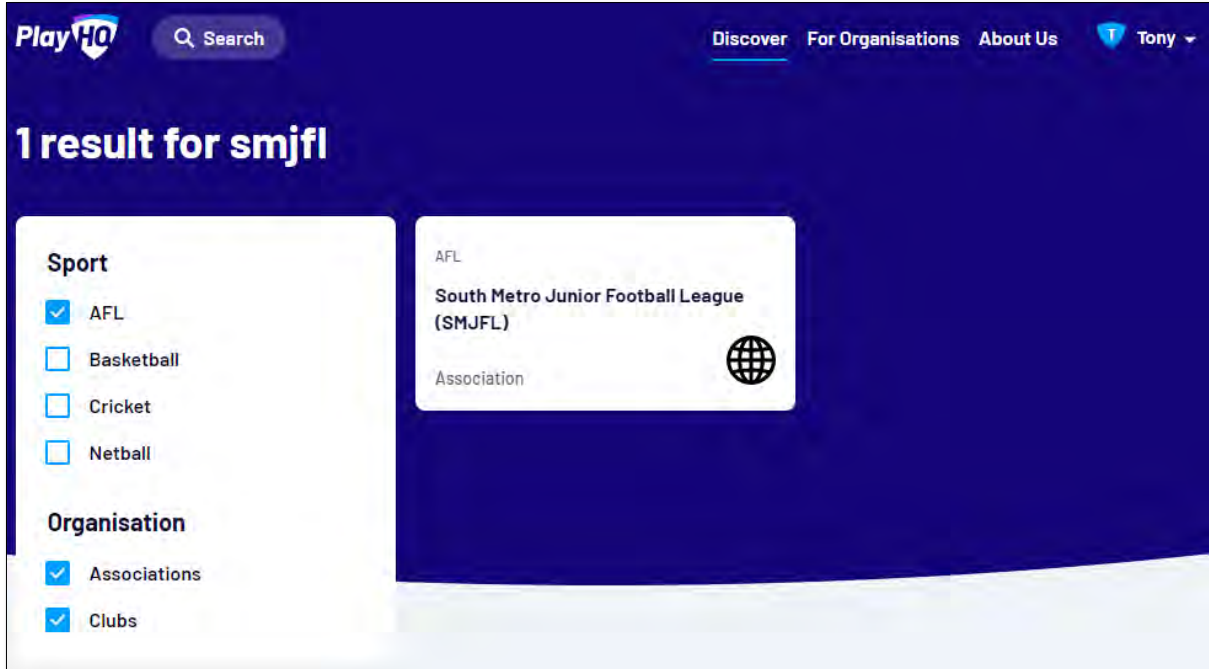


## 15. Access / View Fixtures, Ladders & Results on Public Website

Go to <https://www.playhq.com/afl> and search the **League**.

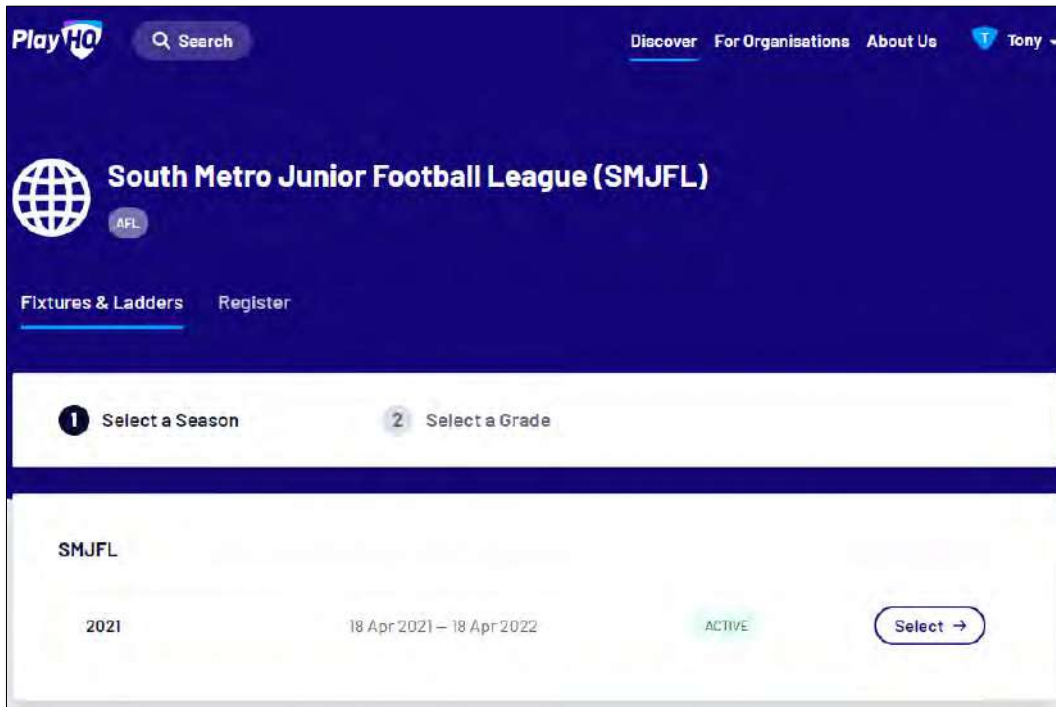


Click on the **League**.

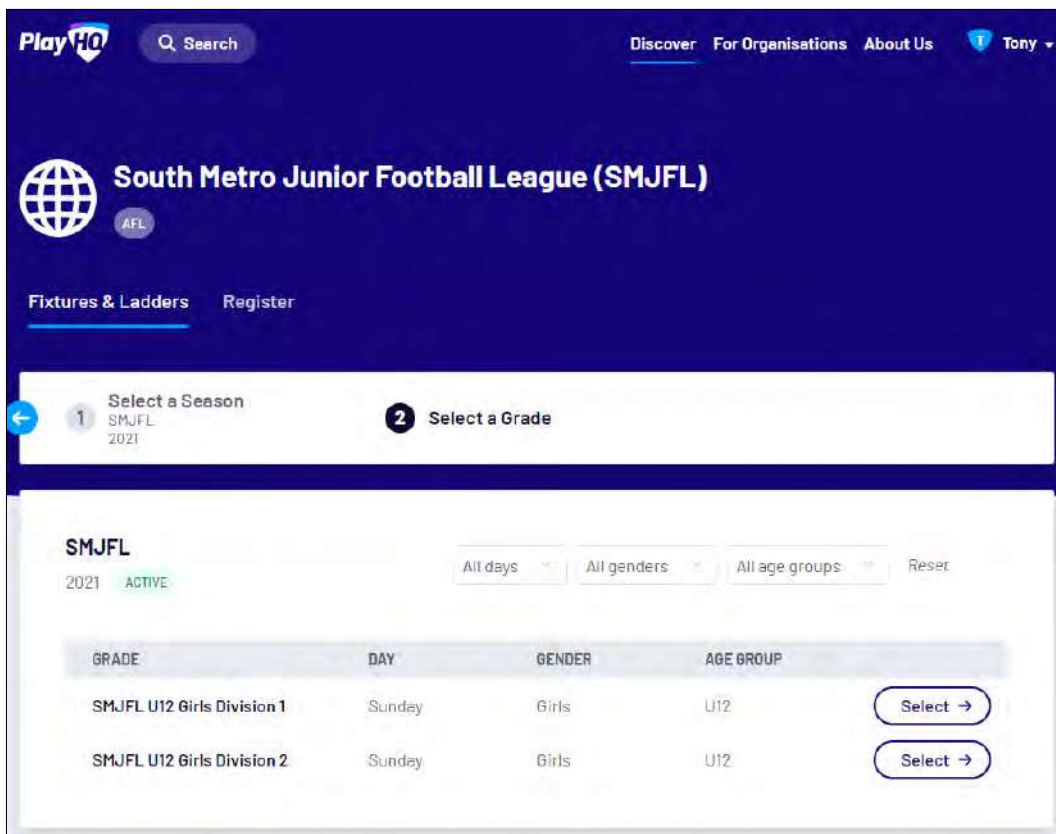


**Access / View Fixtures, Ladders & Results on Public Website (cont)**

Under the **Fixtures & Ladders** tab, click on the **Select** button for the **Competition** you want to view.



Click on the **Select** button for the **Grade** you want view.



*Access / View Fixtures, Ladders & Results on Public Website (cont)*

The default will be to show **Fixture & Ladders** and the **Fixture** tab.

The screenshot shows the PlayHQ website interface for the South Metro Junior Football League (SMJFL). The page is titled "SMJFL U12 Girls Division 1" and is for the 2021 season. The "Fixtures & Ladders" tab is selected, and the "Fixture" sub-tab is active. The current round is Round 26, scheduled for Monday, 25 April 2022. The fixture details are as follows:

Team	Score	Time	Location
East Brighton Vampires U12 Girls Sherren	39 6,3 FINAL	02:50 PM, Mon, 25 Apr 22	VIC - Princes Park (Caulfield South) / Oval 4
Prahan U12 Girls Laughton	47 7,5		

**Access / View Fixtures, Ladders & Results on Public Website (cont)**

To view match details click on the icon for the **Match** to view the match details.

< SMJFL U12 Girls Division 1, Round 26 FINAL

**East Brighton Vampires**  
U12 Girls Sherren

**39**  
6.3

**47**  
7.5

**Prahan U12 Girls Laughton**

---

02:50 PM, Monday, 25 Apr 2022    
 VIC - Princes Park (Caulfield South) / Oval 4    
 SMJFL, 2021

**Period Scores**

END OF PERIOD	01	02	03	04
<b>East Brighton Vampires U12 Girls Sherren</b>	<b>26</b> 4.2	<b>33</b> 5.3	<b>39</b> 6.3	<b>39</b> 6.3
<b>Prahan U12 Girls Laughton</b>	<b>27</b> 4.3	<b>34</b> 5.4	<b>47</b> 7.5	<b>47</b> 7.5

Statistics
Line-up

**Best Players**

Genevieve Brooks, Phoebe Fyfe, Luella Hall

**Best Players**

Amelia Anderson, Annabel Atkins, Sibella Deague

**Player Statistics**

#	PLAYERS	G
12	Isla Lewis	1
15	Camille Marlow	1
18	Ava Stewart	1
2	Milla Teelow	1
5	Amelia Wall	1
11	Genevieve Brooks	0

**Player Statistics**

#	PLAYERS	G
3	Cleo Laughton	2
4	Olivia Maidment	1
6	Molly Moon	1
11	Poppy Wallace	1
1	Amelia Anderson	0
21	Annabel Atkins	0

*Access / View Fixtures, Ladders & Results on Public Website (cont)*

To view the ladder click on the **Ladder** button.

## South Metro Junior Football League (SMJFL)

AFL

Fixtures & Ladders
Register

←

### SMJFL U12 Girls Division 1

Fixture
Ladder
Statistics

SMJFL, 2021

Show advanced ladder

#	TEAM	P	MR	PTS	%	W	L	D	BYE
1	East Brighton Vampires U12 Girls Sherren	34	<b>66.17</b>	92	132.49	23	12	-1	1
2	Ajax U12 Girls Comets	28	<b>60.71</b>	68	119.21	16	10	2	0
3	St Bedes/Mentone Tigers U12 Girls	26	<b>56.00</b>	56	99.86	14	11	0	3
4	Beaumaris U12 Girls Sharks	24	<b>50.00</b>	38	120.81	12	12	0	2
5	Mordialloc Braeside U12 Girls Red	22	<b>50.00</b>	44	94.77	10	10	2	7
6	South Melbourne Districts U12 Girls	24	<b>41.66</b>	44	87.19	10	14	0	4
7	Prahan U12 Girls Laughton	27	<b>33.33</b>	36	80.27	9	18	0	3
8	Murrumbeena U12 Girls	24	<b>33.33</b>	32	67.50	8	15	0	2

*Access / View Fixtures, Ladders & Results on Public Website (cont)*

To view the full ladder click on the **Show advanced ladder** button.

## South Metro Junior Football League (SMJFL)

AFL

Fixtures & Ladders
Register

←

### SMJFL U12 Girls Division 1

Fixture
Ladder
Statistics

SMJFL, 2021

Show advanced ladder

#	TEAM	P	MR	PTS	%	W	L	D	BYE	F	A	FORF
1	East Brighton Vampires U12 Girls Sherren	34	<b>66.17</b>	92	132.49	23	12	-1	1	1105	834	0
2	Ajax U12 Girls Comets	28	<b>60.71</b>	68	119.21	16	10	2	0	813	682	0
3	St Bedes/Mentone Tigers U12 Girls	25	<b>56.00</b>	56	99.86	14	11	0	3	710	711	0
4	Beaumaris U12 Girls Sharks	24	<b>50.00</b>	38	120.81	12	12	0	2	714	591	0
5	Mordialloc Braeside U12 Girls Red	22	<b>50.00</b>	44	94.77	10	10	2	7	471	497	0
6	South Melbourne Districts U12 Girls	24	<b>41.66</b>	44	87.19	10	14	0	4	599	687	0
7	Prahan U12 Girls Laughton	27	<b>33.33</b>	36	80.27	9	18	0	3	659	821	0
8	Murrumbeena U12 Girls	24	<b>33.33</b>	32	87.50	8	15	0	2	515	763	1

*Access / View Fixtures, Ladders & Results on Public Website (cont)*

To view the grade statistics click on the **Statistics** button. The default display will be sorted by most games played (**GP**).

**South Metro Junior Football League (SMJFL)**

Fixtures & Ladders Register


**SMJFL U12 Girls Division 1** SMJFL, 2021

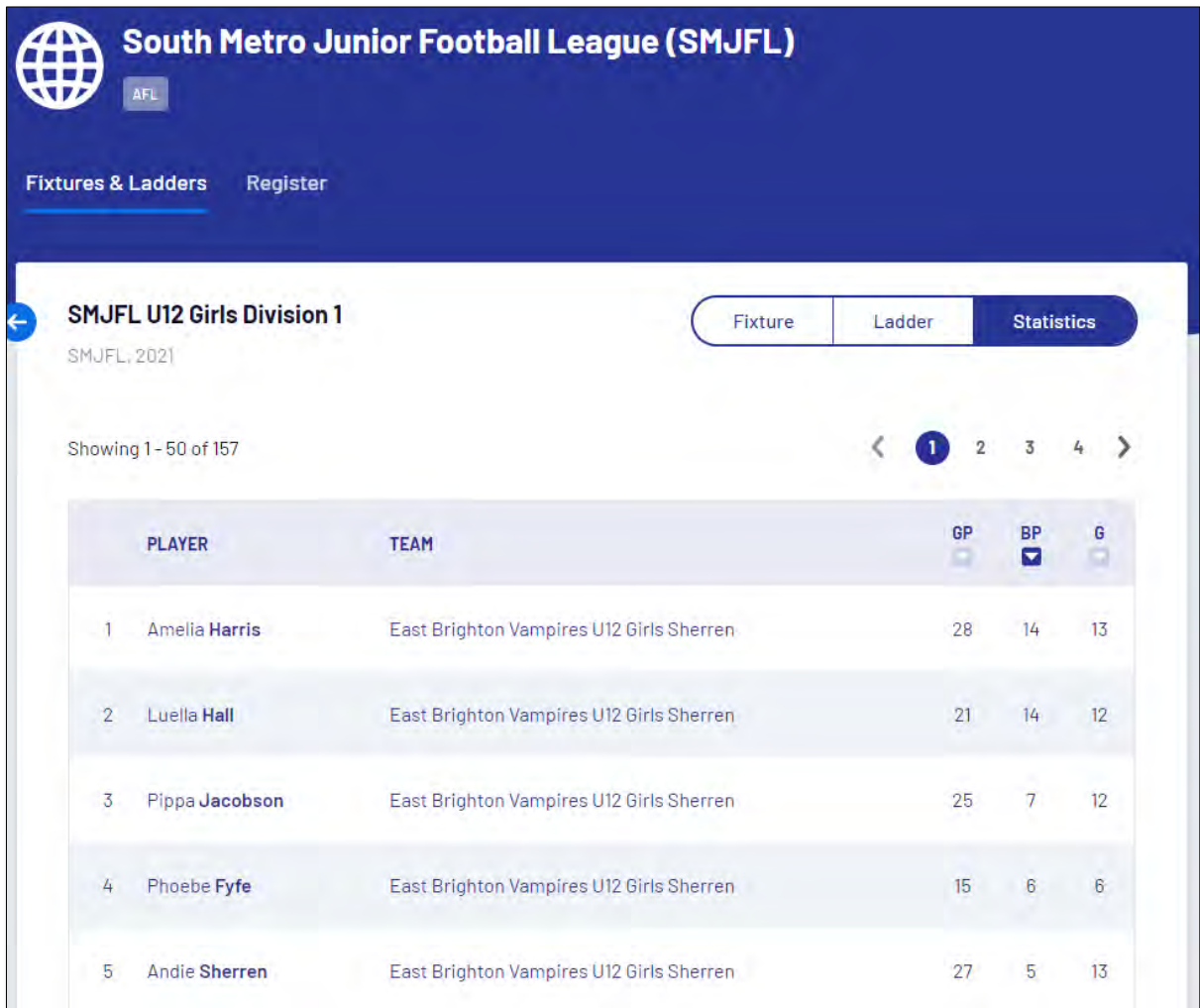
Showing 1 - 50 of 157

1 2 3 4

	PLAYER	TEAM	GP	BP	G
1	Amelia Harris	East Brighton Vampires U12 Girls Sherren	28	14	13
2	Andie Sherren	East Brighton Vampires U12 Girls Sherren	27	5	13
3	Pippa Jacobson	East Brighton Vampires U12 Girls Sherren	25	7	12
4	Sophie Nilsson	East Brighton Vampires U12 Girls Sherren	25	2	19
5	Luella Hall	East Brighton Vampires U12 Girls Sherren	21	14	12

*Access / View Fixtures, Ladders & Results on Public Website (cont)*

To change the sort display click on the  icon for best players (BP).



**South Metro Junior Football League (SMJFL)**

AFL

Fixtures & Ladders Register

SMJFL U12 Girls Division 1


SMJFL, 2021

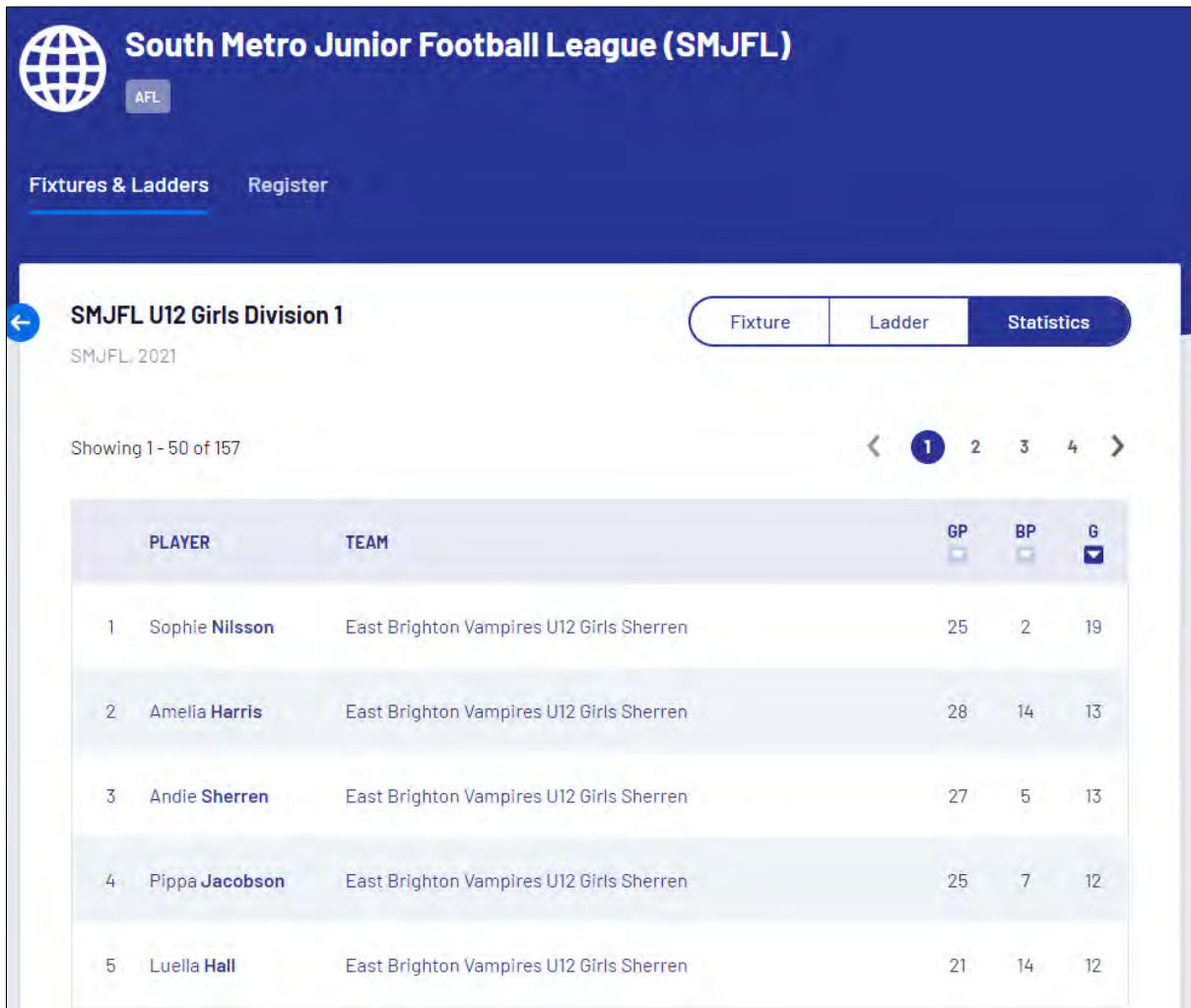
Showing 1 - 50 of 157

1 2 3 4

PLAYER	TEAM	GP	BP	G
1 Amelia Harris	East Brighton Vampires U12 Girls Sherran	28	14	13
2 Luella Hall	East Brighton Vampires U12 Girls Sherran	21	14	12
3 Pippa Jacobson	East Brighton Vampires U12 Girls Sherran	25	7	12
4 Phoebe Fyfe	East Brighton Vampires U12 Girls Sherran	15	6	6
5 Andie Sherren	East Brighton Vampires U12 Girls Sherran	27	5	13

*Access / View Fixtures, Ladders & Results on Public Website (cont)*

To change the sort display click on the  icon for goalkickers (**G**).



**South Metro Junior Football League (SMJFL)**

Fixtures & Ladders Register

**SMJFL U12 Girls Division 1** SMJFL, 2021

Showing 1 - 50 of 157

1 2 3 4

PLAYER	TEAM	GP	BP	G
1 Sophie Nilsson	East Brighton Vampires U12 Girls Sherren	25	2	19
2 Amelia Harris	East Brighton Vampires U12 Girls Sherren	28	14	13
3 Andie Sherren	East Brighton Vampires U12 Girls Sherren	27	5	13
4 Pippa Jacobson	East Brighton Vampires U12 Girls Sherren	25	7	12
5 Luella Hall	East Brighton Vampires U12 Girls Sherren	21	14	12

## 16. Participant Registration


There are multiple options for **Participants** to find the club registration form and begin to register.

Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

Option 2 is go to <https://www.playhq.com/afl> and the search function to find the **Club** they wish to register with and the link to register with the **Club**.

Option 3 is for the **Club** to provide the **Participant** with the unique URL for the club registration form.

For the example below we have used option 3 above to get to the club registration form.

Under **Age limit** any age group restrictions can be viewed by clicking on the  icon in **Age Groups**.

The screenshot shows the registration page for Kenmore J AFC. At the top, there is a navigation bar with the PlayHQ logo, a search bar, and links for Discover, For Organisations, About Us, Log in, and Sign up. Below the navigation bar, the club name 'Kenmore J AFC' is displayed with a globe icon and an AFL logo. The main content area is titled 'Register to Kenmore J AFC as a:' and offers the role 'Player, Team Manager or Volunteer'. Under 'Season information', it lists 'PlayHQ Test League, 2022' with dates '01 Jan 2022 - 31 Dec 2022'. The 'Age limit' section states 'Players can only register to this season if their date of birth is within the range below:' followed by '01 Jan 1922 - 31 Dec 2014'. At the bottom, there is a section for 'Age groups' with the text 'View age groups in this season' and a plus icon.

### Participant Registration (cont)

To continue scroll down the page and click on the **Get started** -> button.

#### Age limit

Players can only register to this season if their date of birth is within the range below:

01 Jan 1917 – 31 Dec 2016

##### Age groups

View age groups in this season

U8	01/01/2015 - 31/12/2016	Registration not available
U10	01/01/2013 - 31/12/2014	Registration has restrictions
U12	01/01/2011 - 31/12/2012	
U14	01/01/2009 - 31/12/2010	
U16	01/01/2007 - 31/12/2008	
U18	01/01/2005 - 31/12/2006	
Senior	01/01/1924 - 31/12/2004	

Pricing information

Any Club pricing information added in this section will be shown on the public registration form

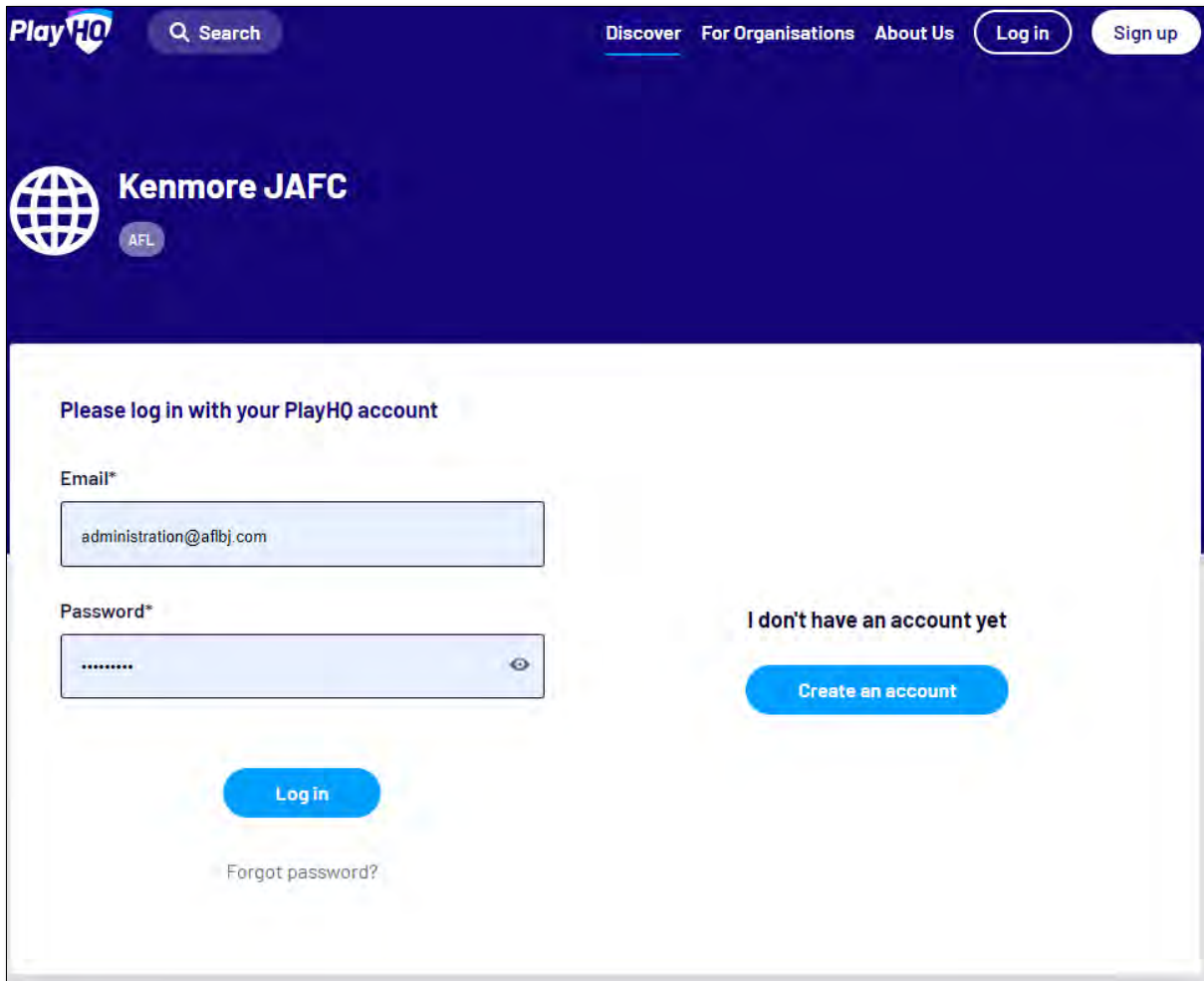
Additional information

Any Club additional information added in this section will be shown on the public registration form

[Get started →](#)

### Participant Registration (cont)


If the **Participant** (or their parent) already has a PlayHQ account they can click on the **Log in** button or if they do not have an account they click on the **Create an account** button.



PlayHQ

Q Search

Discover For Organisations About Us Log in Sign up

 Kenmore J AFC

AFL

Please log in with your PlayHQ account

Email\*

administration@afbj.com

Password\*

.....

I don't have an account yet

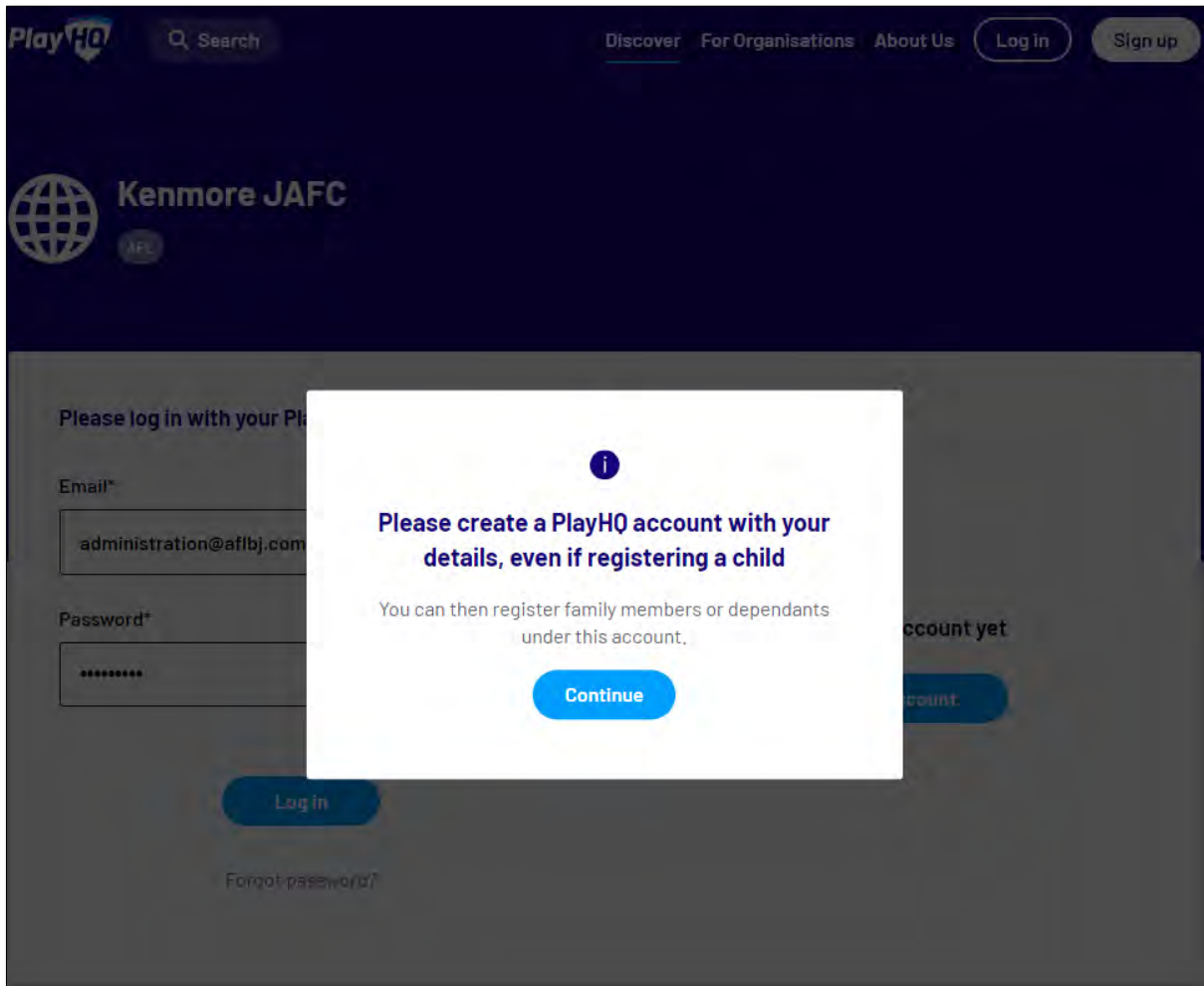
Create an account

Log in

Forgot password?

### Participant Registration (cont)

When they click on the **Create an account** button an information pop up will appear, click on the **Continue** button.



### Participant Registration (cont)

On the **Sign up to PlayHQ** page they need to complete all of the mandatory fields and click on the **Sign up** button. They will receive a confirmation email which will contain a link for them to return to the login page and click on the **Log in** button.

## Sign up to PlayHQ

**Please create a PlayHQ account with your details, even if registering a child**

You can then register family members or dependants under this account.

<b>Your first name*</b>	<b>Your last name*</b>
<input type="text" value="Please type"/>	<input type="text" value="Please type"/>

**Your email\***

**Your mobile number\***

▾	<input type="text"/>
---	----------------------

**Set a password\***

Password must meet the following requirements:

- At least 1 uppercase letter
- At least 1 number
- At least 1 special character (excluding + or =)
- Be at least 8 characters

By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).

**Sign up**

Already have an account? [Log in](#)

### Participant Registration (cont)

The first page of the registration form is the **Choose User** page where the **Participant** chooses who they would like to register. They can register themselves, a dependant already in the list or a new dependant. Click on the **Continue** button.

PlayHQ Test League, 2022, PlayHQ Test League

**Choose User** | Choose Role | Participant Details | Fees | Payment & Summary

### Please choose who you would like to register

**I am registering myself**

Anthony Saunders

**I am registering someone else**  
(Participant will be linked to my account)

Register new family member or dependant

[Continue →](#)

[Back](#)

### Participant Registration (cont)

The next page of the registration form is the **Choose Role** page where the **Participant** chooses what type they would like to register as. Click on the **Continue** button.

**Please note the Coach role will not be available and all Coaches and Assistant Coaches must register through the [www.coachl.afl](http://www.coachl.afl) platform.**

The screenshot shows the PlayHQ registration interface for Kenmore JAFC. The top navigation bar includes the PlayHQ logo, a search bar, and links for Discover, For Organisations, About Us, and a user profile for Anthony. The main header displays the club name 'Kenmore JAFC' with an AFL logo. Below this, the current league is identified as 'PlayHQ Test League, 2022, PlayHQ Test League'. A progress bar shows five steps: 'Choose User', 'Choose Role' (the active step), 'Participant Details', 'Fees', and 'Payment & Summary'. Under the heading 'Register as a:', there are three options: 'Player' (selected with a green checkmark), 'Team Manager' (unselected), and 'Volunteer' (unselected). At the bottom, there are 'Continue →' and 'Back' buttons.

### Participant Registration (cont)

The next page of the registration form is the **Participant Details** page where the **Participant** must complete all of the mandatory fields. Click on the **Save and Continue** button at the bottom of the page.

**Kenmore J AFC**

PlayHQ Test League, 2022, PlayHQ Test League

Choose User | Choose Role (Player) | **Participant Details** | Fees | Payment & Summary

### Participant Details

Please make sure the participant's details are entered correctly. Once continuing with the registration, the date of birth will not be editable.

**First name\***  
Anthony

**Last name\***  
Saunders

**Preferred name**  
Please enter

**Gender\***  
Please select

**Date of birth\***  
DD MM YYYY

**Country of birth\***  
Australia

### Participant Registration (cont)

At this point the PlayHQ platform will run its **Profile Matching** process.

For next steps if a profile match is found please refer to the **Participant Registration – Profile Matching** section in this guide.

For next steps if a profile match is found and the Participant is trying to register to a different club than the last club they were registered with please refer to the **Participant Registration – Profile Matching** and **Participant Registration – Request Transfer** sections in this guide.

If no profile match is found the **Participant** will move to the **Fees** page of the registration form. A summary of the fees payable will be shown as well as the checkbox to receive offers which is optional and the checkbox for the terms and conditions which is mandatory. Click on the **Continue** button.

The screenshot shows the registration form for Kenmore JAFC. The header includes the AFL logo and the club name. The navigation bar shows the current step is 'Fees'. The main content area displays a table of fees:

DESCRIPTION	PRICE
Senior player fee PlayHQ Test League	A\$100.00
Club Player Registration Fee Kenmore JAFC	A\$0.00

Sub-Total **A\$100.00**

By registering you may receive communications from Kenmore JAFC, PlayHQ Test League and governing bodies regarding your participation.

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and other third parties in accordance with the [AFL Privacy Policy](#).

By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

**Continue →**

Back

### Participant Registration (cont)

The last page of the registration form is the **Payment & Summary** page where the **Participant** must complete all of the credit card details and mandatory fields.

If the **Participant** has been given a PlayHQ voucher the voucher code can be applied in the **Vouchers** area.

If the **Participant** has a government voucher and the function has been turned on they can click on **I have a government voucher** and apply the voucher code.

Click on the **Confirm purchase** button at the bottom of the page.

Kenmore J AFC

PlayHQ Test League, 2022, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | Fees | **Payment & Summary**

#### Payment

**Credit/Debit Card**

ⓘ This payment is secured with SSL encryption.

Card number\*  
1234 1234 1234 1234

Card Expiry\*    CVC\* ⓘ  
MM / YY    CVC

**Billing Address**

Country\*  
Australia

Address\*

Suburb / Town\*

State / Province / Region\*    Postcode\*  
Please select   

**Confirm purchase** →

Back

#### Order summary

Description	Qty.	Total
Senior player fee <small>PlayHQ Test League</small>	1	A\$100.00
Club Player Registration Fee <small>Kenmore J AFC</small>	1	A\$0.00
<b>Total</b>		<b>A\$100.00</b>

**Vouchers**

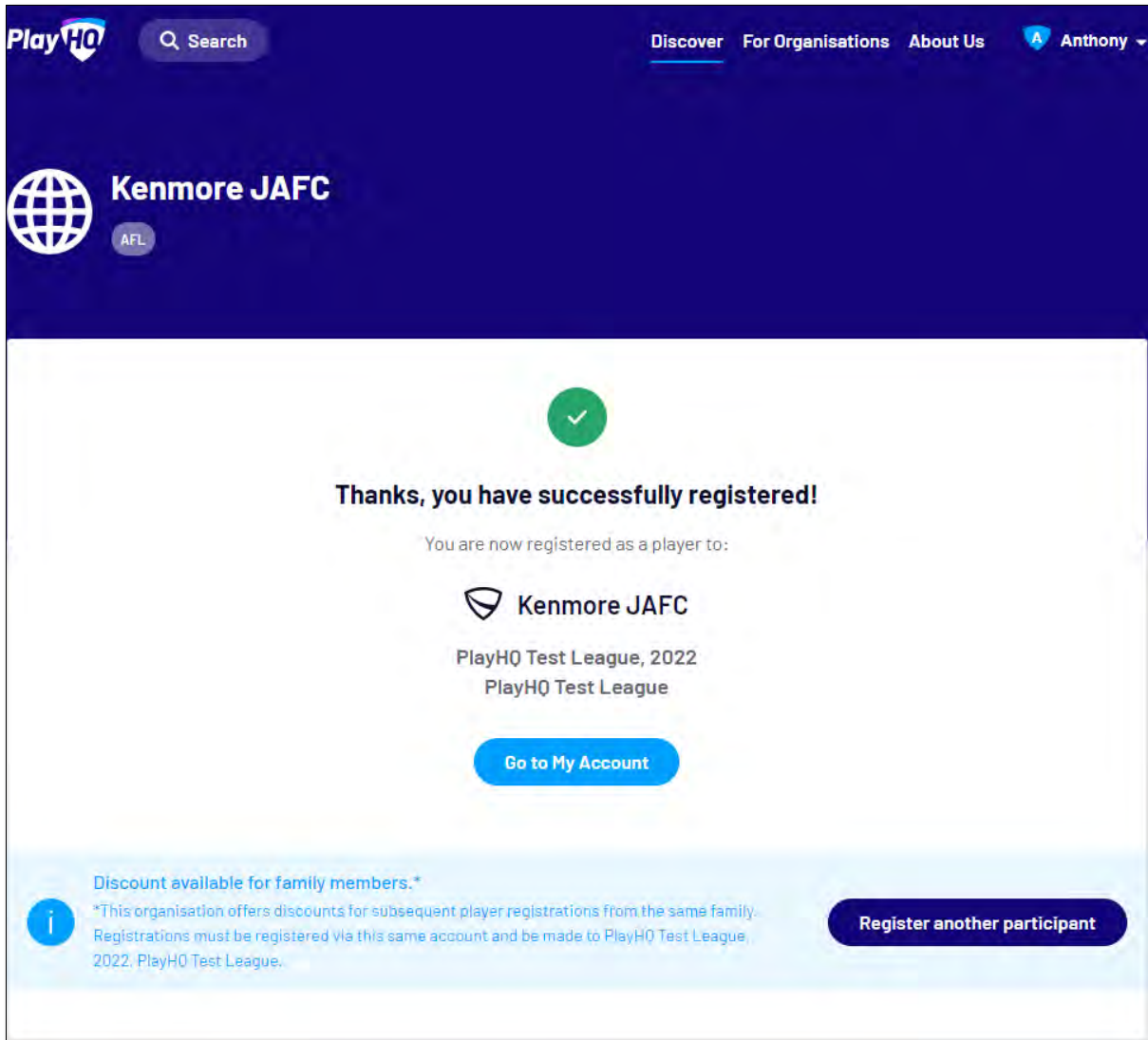
Enter a voucher code    Apply

[I have a government voucher](#)

### Participant Registration (cont)

When the registration is completed the successful registration page will appear and the **Participant** will also be sent a confirmation email and invoice email.

This page will also give the **Participant** the option to **Go to My Account** to view their profile or **Register another participant**.





## Profile Matching

When a **Participant** registers, a check will occur that will find any other PlayHQ profile that has matching **First Name, Last Name, Date of Birth, Gender** plus one of **Postcode, Mobile Phone Number** or **Organisation of Registration**. If any profiles return as a match, they will be shown on a new registration step called '**Claim Profiles**'.

A check will also occur to find a profile for a participant that has been loaded into PlayHQ from another competition software provider, these would be called **Unclaimed Profiles**. In this instance when one of these profiles is claimed all the participant's previous history would be added to the participant's profile.

Matching profiles will fall in to one of three categories:

- Profiles that don't require verification
- Profiles that require verification
- Profiles that can't be claimed and merged

All profiles that don't require verification can automatically be claimed and merged by the **Participant**.

When the registrant clicks the '**Verify Profile**' button for any profile in the second category, an email with a verification code will be sent to the email address attached to that profile. The **Participant** must enter the verification code in order to claim the profile and initiate a merge for that profile.

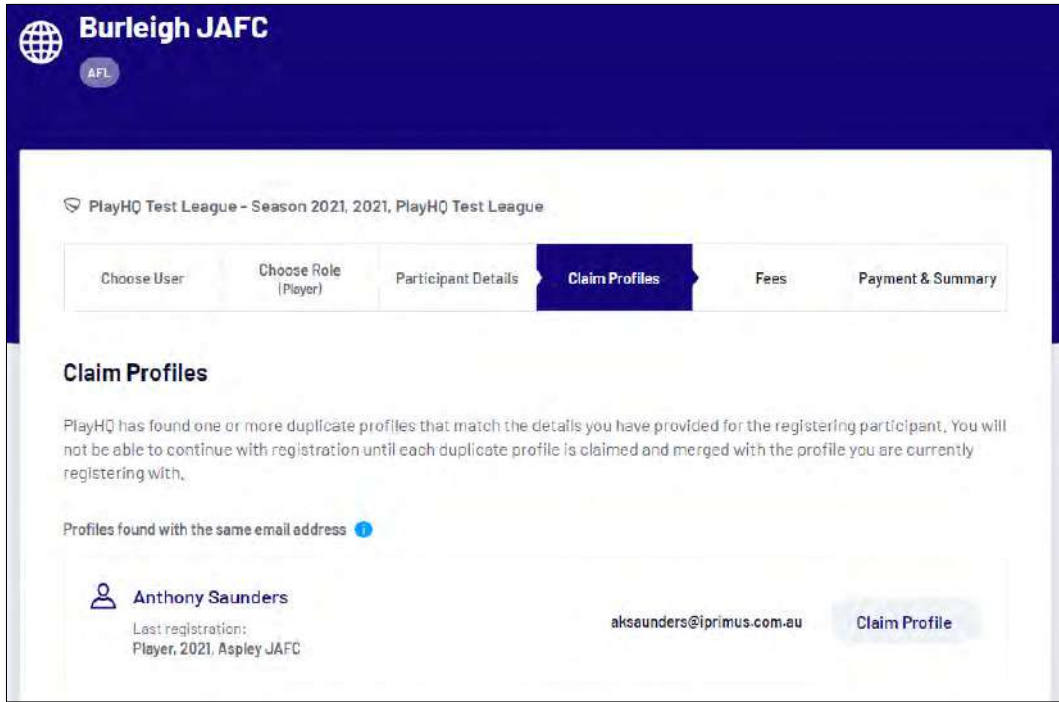
All profiles that fall into the third category require the **Participant** to contact support in order to proceed with their merge.

Matching profiles must be claimed and merged by a **Participant** before they are able to continue on with the registration process.

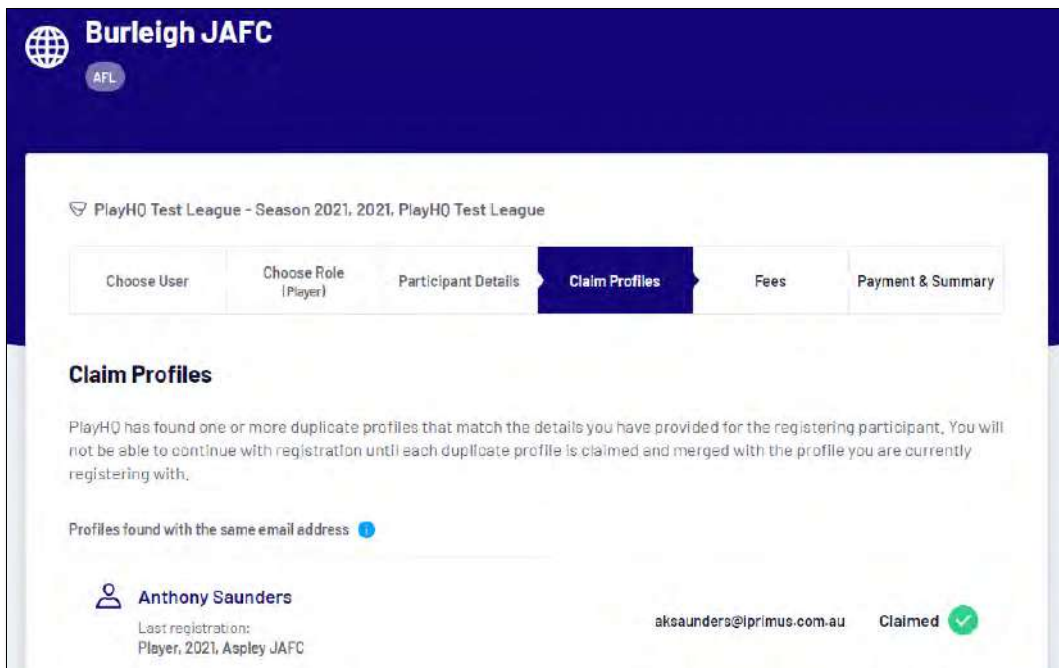
When the **Participant** has completed the **Choose User, Choose Role** and **Participant Details** section of the registration form the **Profile Matching** process will begin.

### Profiles that don't require verification

The example below the participant is trying to register as new participant using the same email address. The participant would click on the **Claim Profile** button.

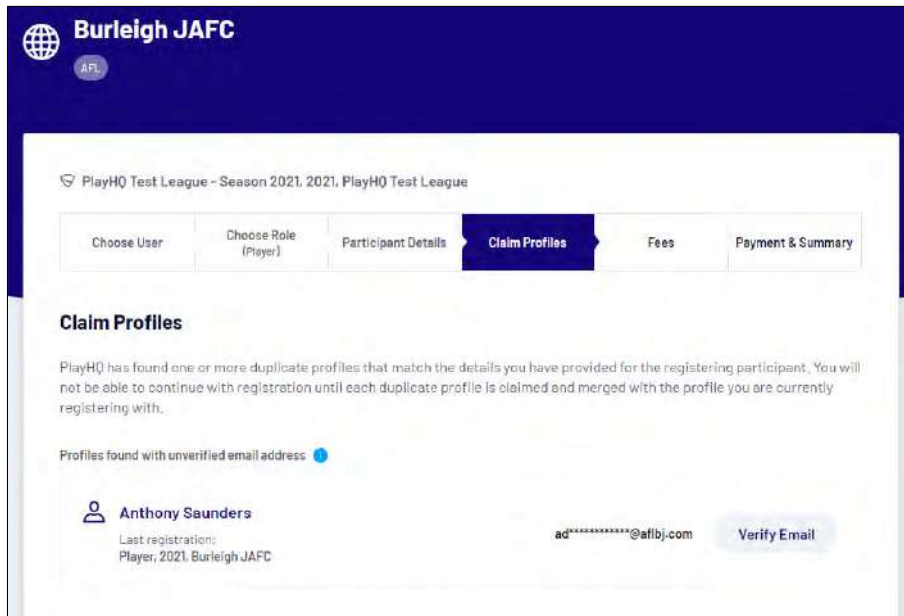


The profile would change to claimed and the **Participant** would be able to proceed with the registration.

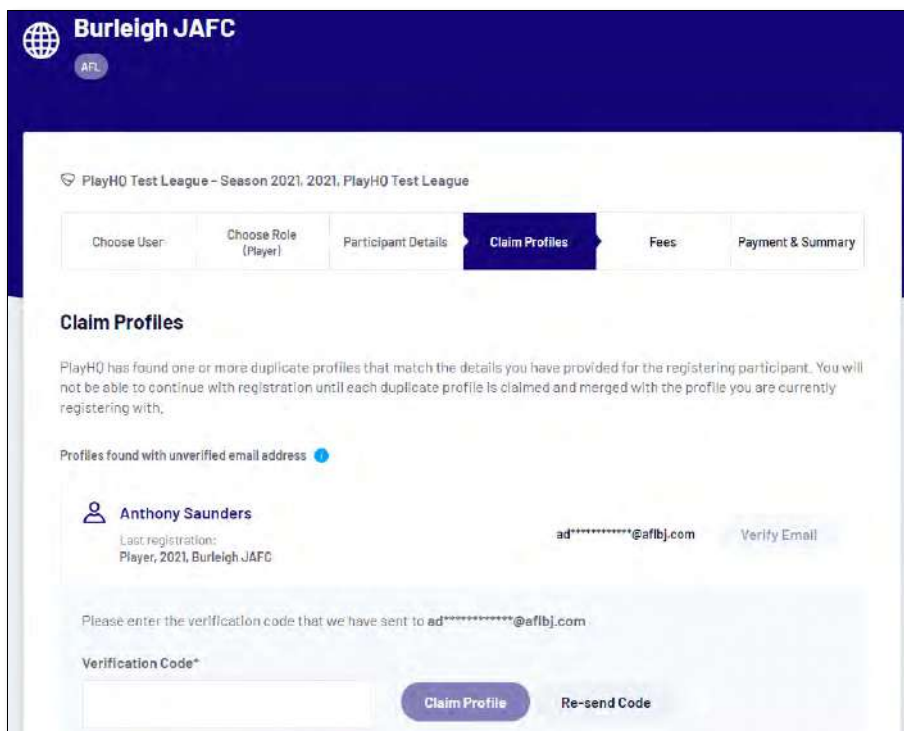


### Profiles that require verification

The example below the participant is trying to register as new participant using a different email address. The participant would click on the **Verify Email** button.



An email is sent with a verification code which needs to be entered and click on the **Claim Profile** button.



### Participant Registration – Profiles that require verification (cont)

The profile would change to claimed and the **Participant** would be able to proceed with the registration.

**Burleigh J AFC**

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | **Claim Profiles** | Fees | Payment & Summary

#### Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with the same email address 1

	<b>Anthony Saunders</b> Last registration: Player, 2021, Burleigh J AFC	tony-saunders@efl.com.au	Claimed
--	---	--------------------------	---------

### Profiles that can't be claimed and merged

The example below the participant is trying to register as new participant using a different email address but they do not have access to the old email address. The participant would click on the **Contact Support** button to receive assistance from PlayHQ Support.

**Burleigh J AFC**

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | **Claim Profiles** | Fees | Payment & Summary

### Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with unverified email address 1

**Anthony Saunders**  
Last registration: Player, 2021, Burleigh J AFC  
to\*\*\*\*\*@afl.com.au [Verify Email](#)

If you need assistance to claim these profiles, please contact support.

[Contact Support](#)

[Continue](#)

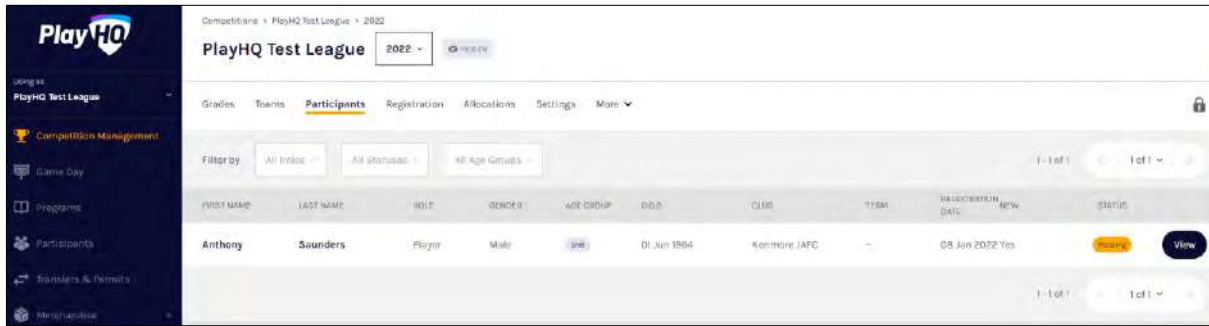
[Back](#)

## Pending Registrations

If **New Player Approval** was turned on in your competition settings, when a new participant registers they appear as **Pending** in the **Participants** list.

In the left menu select **Competition Management**, click on the **Competition**, click on the **Season** and select the **Participants** tab. Any new participants will have a **Pending** tab.

Click on the **View** button for the pending participant.

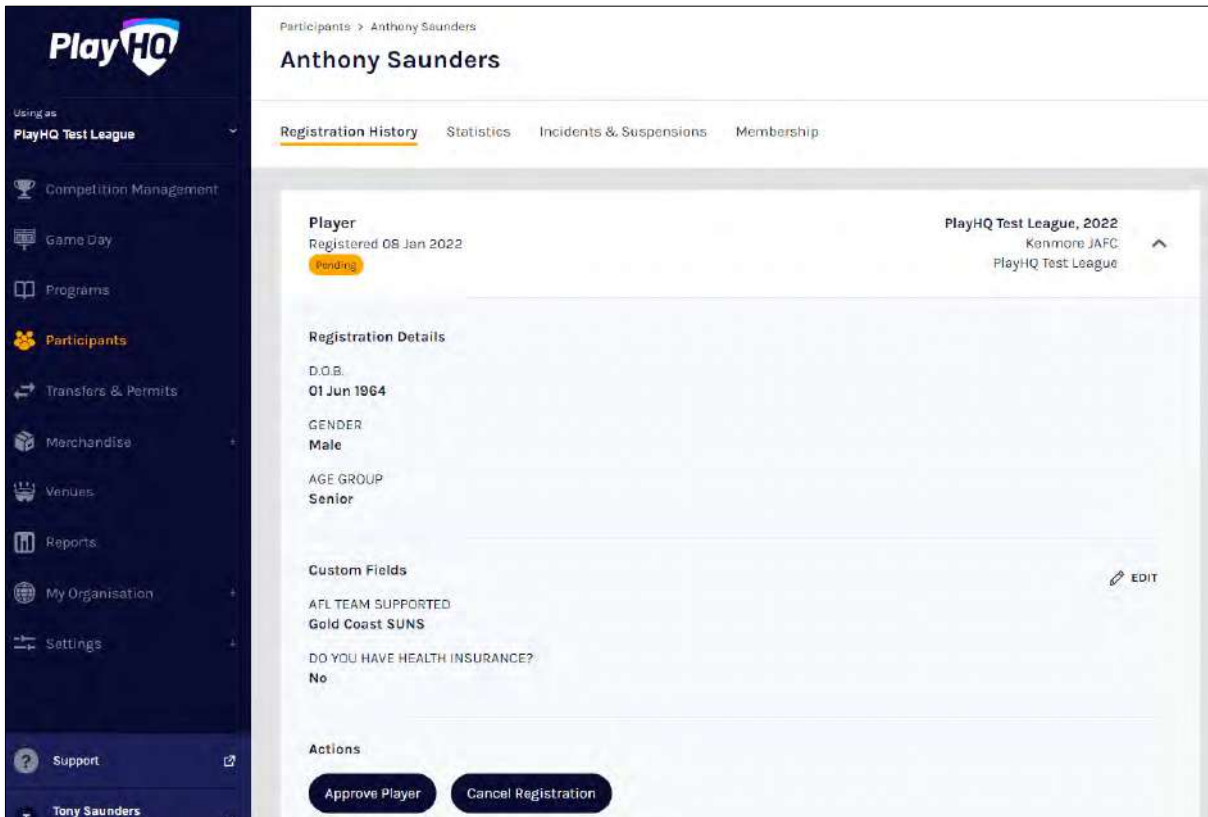


Open the Pending registration by clicking on the icon.

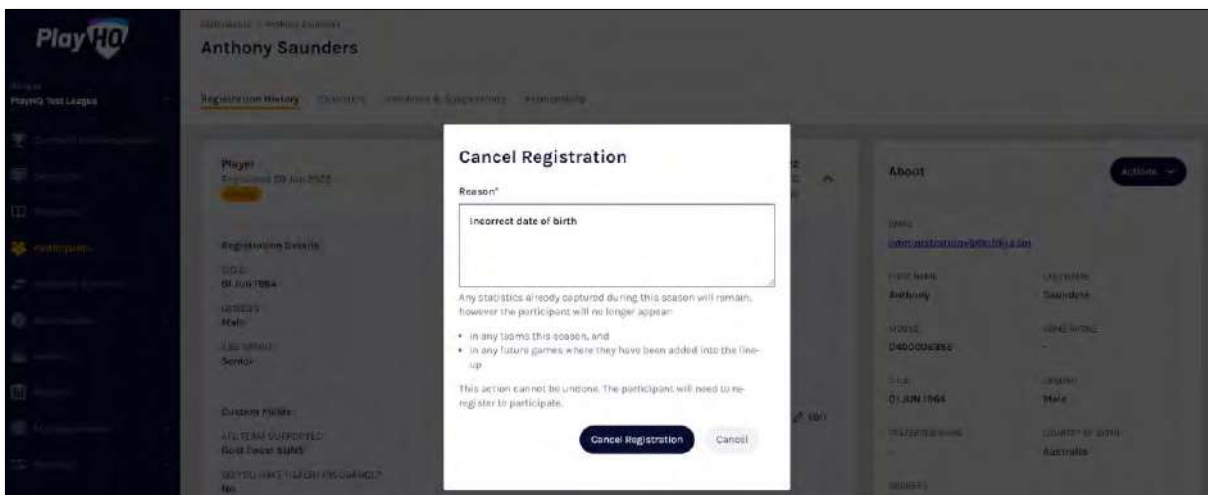


### Participant Registration – Pending Registrations (cont)

If you are not able to confirm the participant's details click on the **Cancel Registration** button.



The **Cancel Registration** pop-up will appear, add a **Reason** and click on the **Cancel Registration** button.



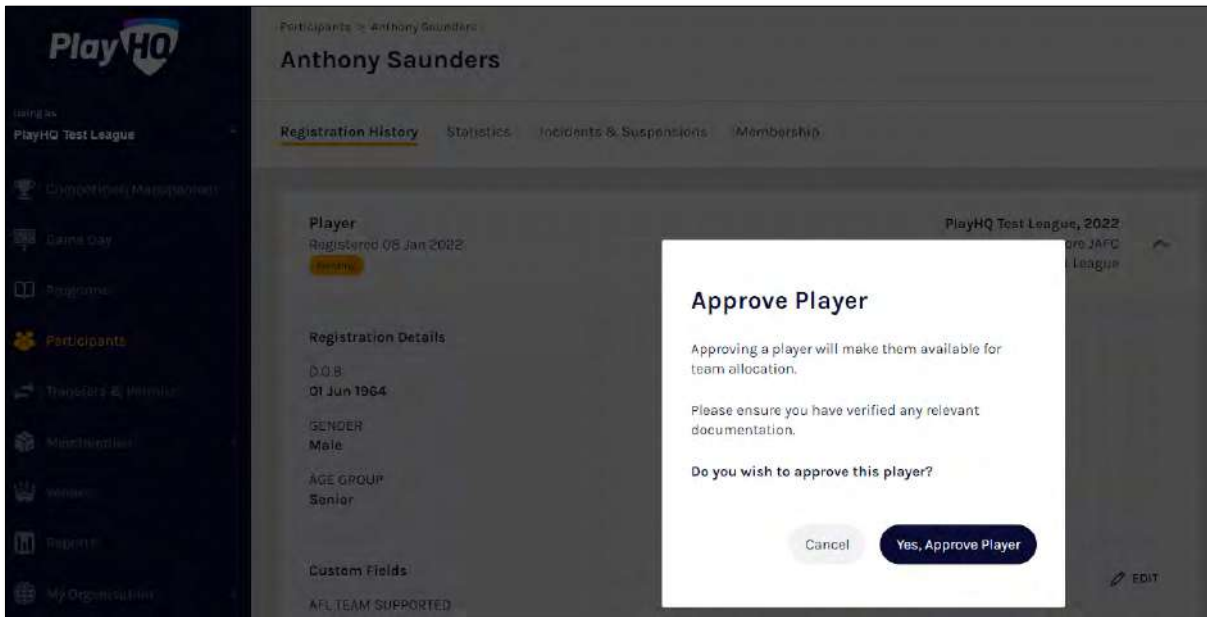
### Participant Registration – Pending Registrations (cont)

If you are able to confirm the participant's details click on the **Approve Player** button.

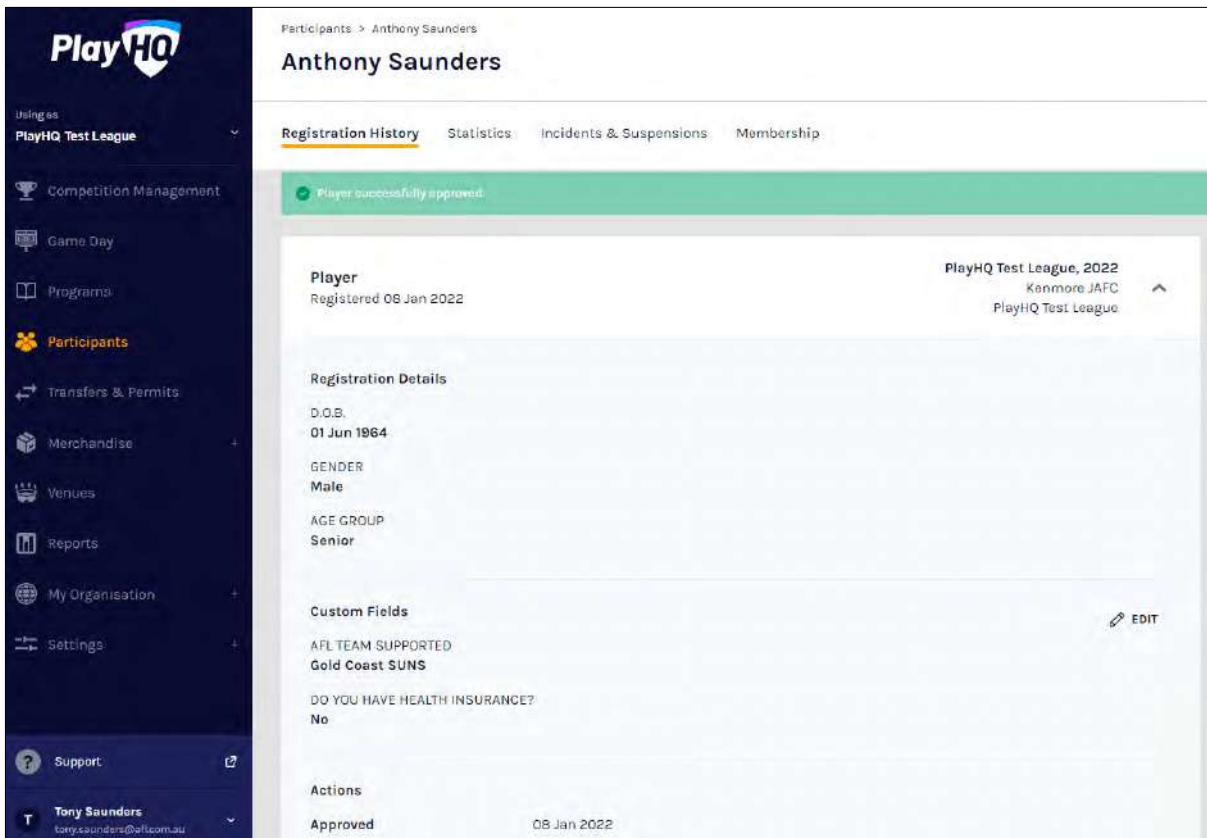
The screenshot displays the PlayHQ Admin interface for a pending registration. On the left is a dark sidebar with navigation options: Competition Management, Game Day, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, Settings, Support, and Tony Saunders. The main content area shows the profile for Anthony Saunders, registered on 08 Jan 2022, with a 'Pending' status. The registration details include: D.O.B. 01 Jun 1964, Gender Male, and Age Group Senior. Custom fields show 'AFL TEAM SUPPORTED' as Gold Coast SUNS and 'DO YOU HAVE HEALTH INSURANCE?' as No. At the bottom, there are two buttons: 'Approve Player' and 'Cancel Registration'.

### Participant Registration – Pending Registrations (cont)

The **Approve Player** pop-up will appear, click on the **Yes, Approve Player** button.



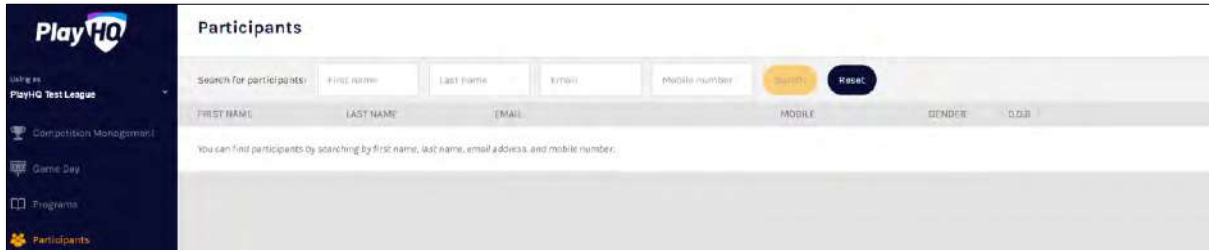
The page will be updated with a confirmation message and the status of the registration will change to **Approved**.



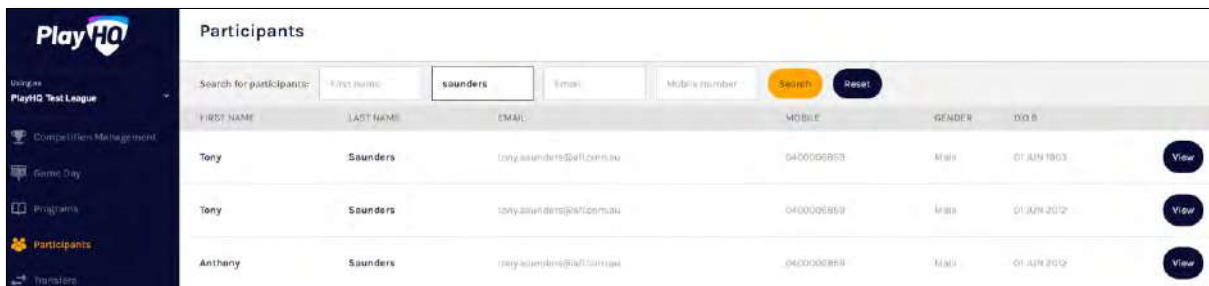
## View Participants in League

To view participants in a League there is two options.

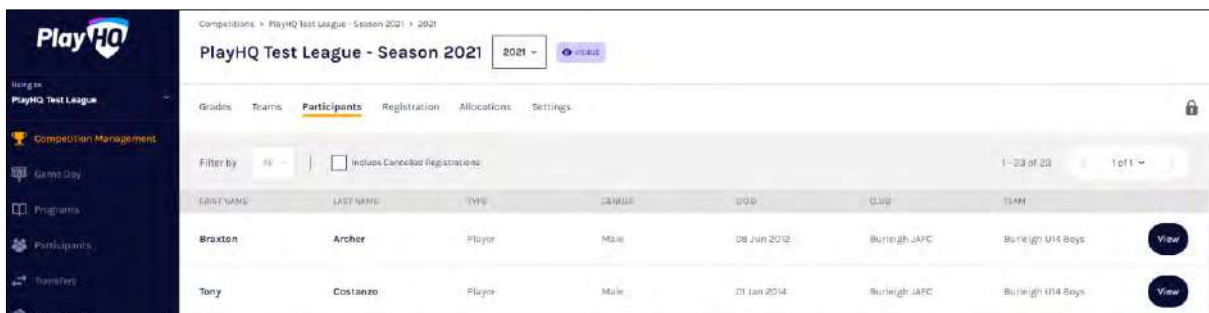
Option 1 enables the League admin to view all participants that have been registered in the **League** across all **Competitions** and all **Seasons**. In the left menu select **Participants**.



To search for a **Participant**, enter part of a **First Name** and/or part of a **Last Name** and/or part of an **Email** and/or part of a **Mobile Number**. Click on the **Search** button and results will appear.



Option 2 enables the League admin to view all participants that have registered in a **Competition** in a **Season**. In the left menu select **Competition Management**, click on the **Competition**, click on the **Season**, click on the **Participants** tab and list of **Participants** will appear.



Click on the **View** button for the **Participant**.

## View Participant Details

Under the **Registration History** tab is a full list of the participant's registration history in the organisation you are Using As.

The screenshot shows the PlayHQ interface for a participant named Braxton Archer. The left sidebar contains navigation options: Using As (PlayHQ Test League), Competition Management, Game Day, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area is titled 'Braxton Archer' and has tabs for Registration History, Statistics, Incidents & Suspensions, and Membership. The Registration History tab is active, displaying a list of five registrations:

Player	Registration Period	Organisation
Registered 16 Jul 2021		PlayHQ Test League, 2021 Banks PlayHQ Test League
Season Permit 28 Jun 2021 - 03 Jul 2021		PlayHQ Test League, 2021 Test Club 1 PlayHQ Test League
Season Permit 01 Jun 2021 - 30 Jun 2021		PlayHQ Test League, 2021 Test Club 3 PlayHQ Test League
Registered 14 Jun 2021		PlayHQ Test League, 2021 Banks PlayHQ Test League
Registered 14 May 2021 <small>Cancelled</small>		PlayHQ Test League, 2021 Coomera AFC PlayHQ Test League

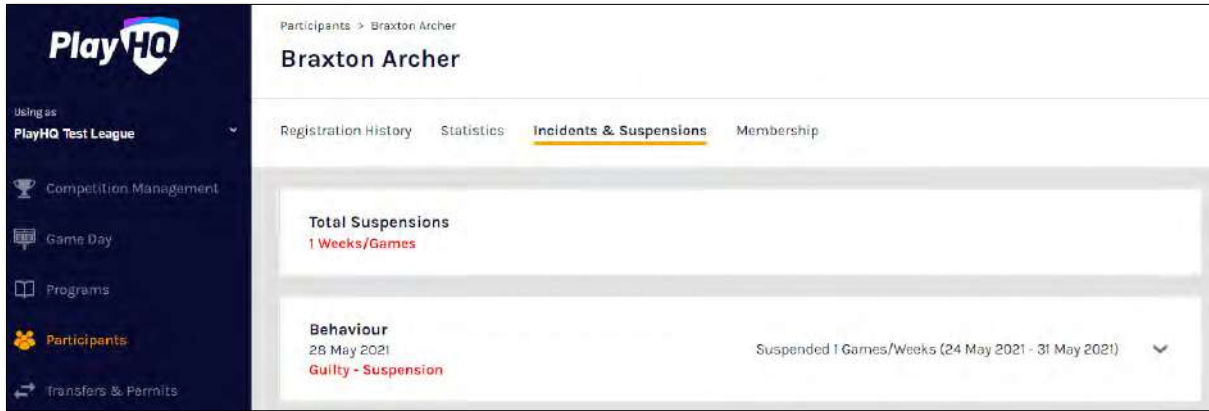
Under the **Statistics** tab is a full list of the participant's participation history in all organisations the participant has participated in.

The screenshot shows the PlayHQ interface for a participant named Braxton Archer, with the Statistics tab selected. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Braxton Archer' and has tabs for Registration History, Statistics (highlighted), Incidents & Suspensions, and Membership. The Statistics tab displays 'SEASON STATS' for two registrations:

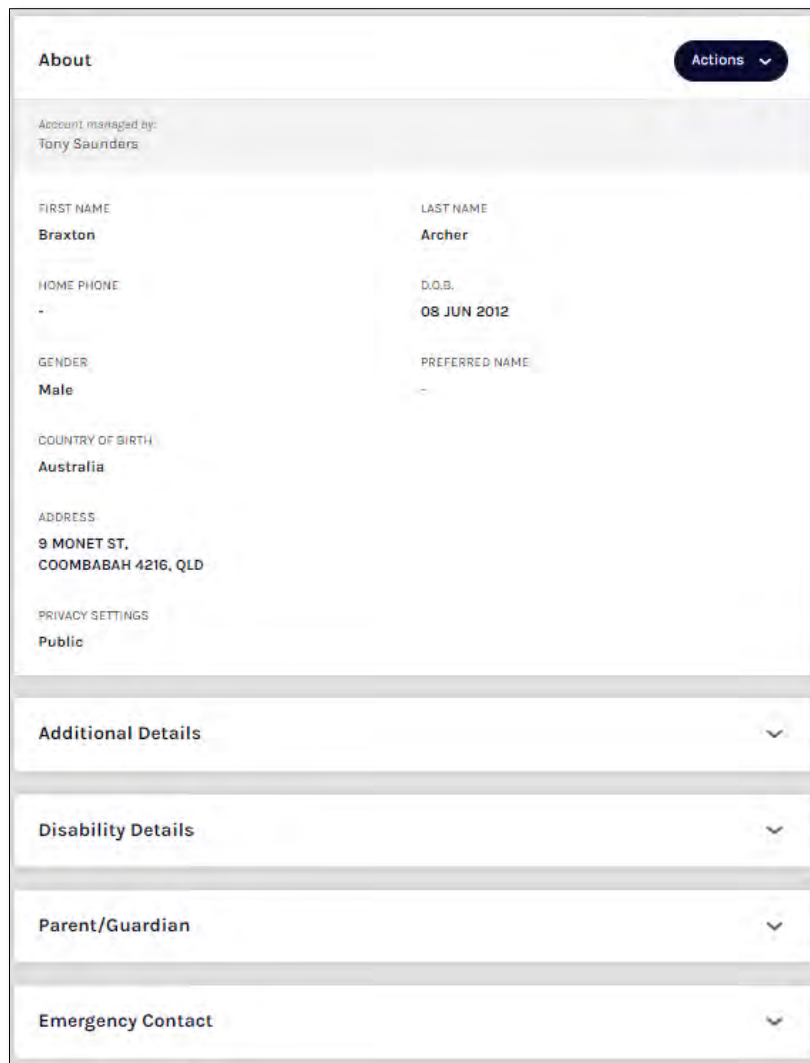
Registration	Player
PlayHQ Test League, 2021 Banks PlayHQ Test League	1 Player Point
There are currently no statistics for this registration	
PlayHQ Test League, 2021 Banks PlayHQ Test League	1 Player Point
There are currently no statistics for this registration	

### Participant Registration – View Participant Details (cont)

Under the **Incidents & Suspensions** tab is a full list of the participant’s incidents & suspensions history across all Leagues.

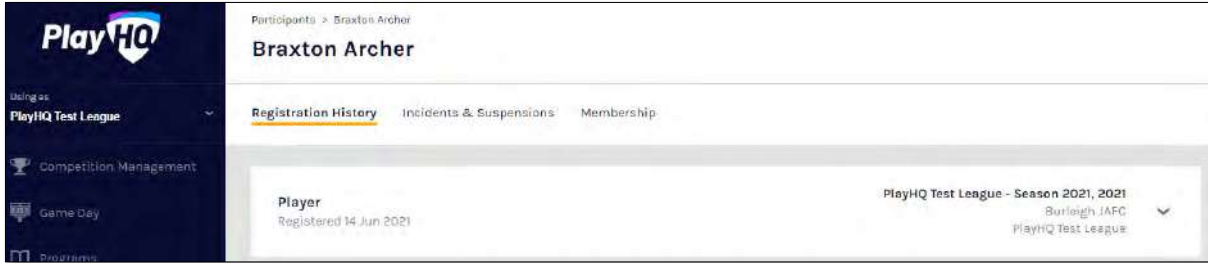


On the right side of the page is all of the information relating to the **Participant** including the following sections – **About, Additional Details, Disability Details, Parent/Guardian & Emergency Contact.**

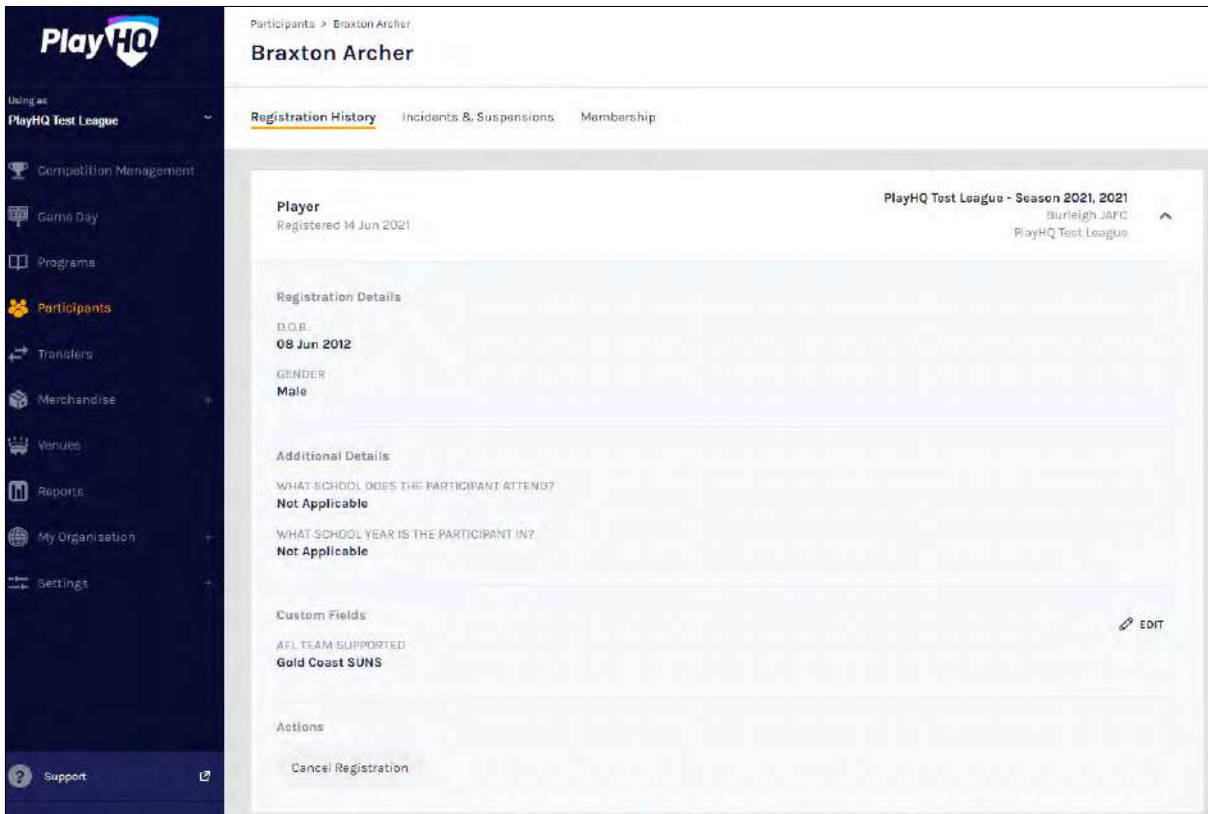


## Cancel Participant Registration

On the participant's information page under the **Registration History** tab click on the  icon to open up that registration.

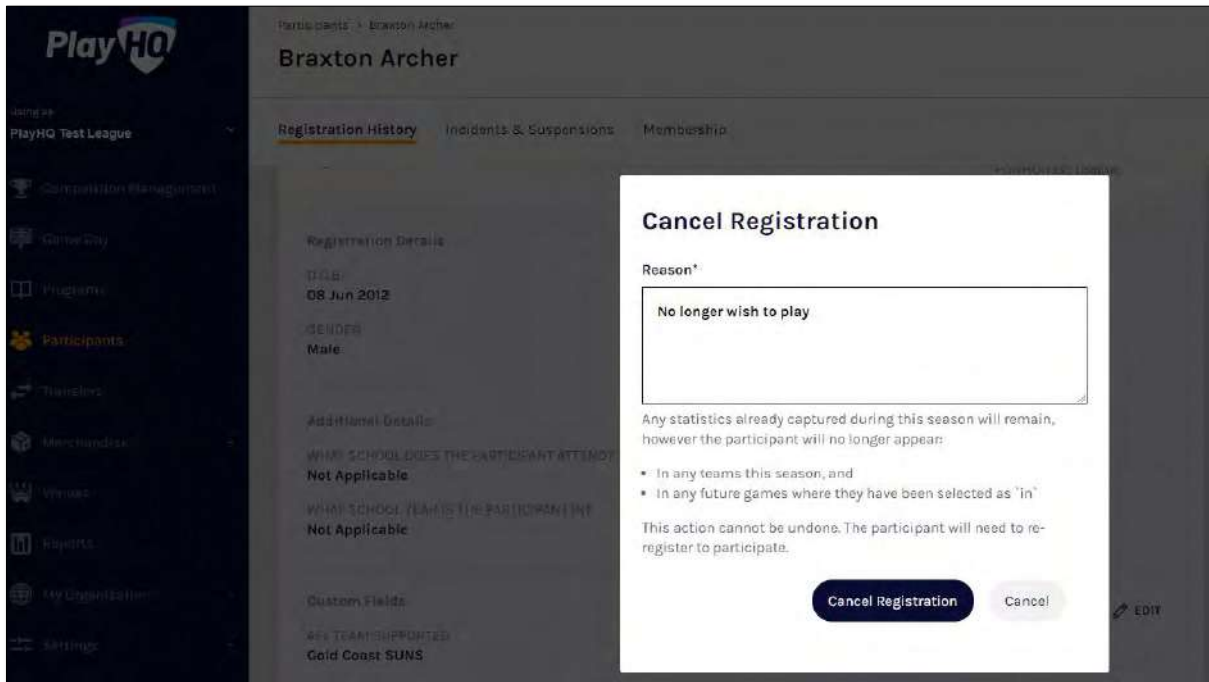


To cancel the registration click on the **Cancel Registration** button.

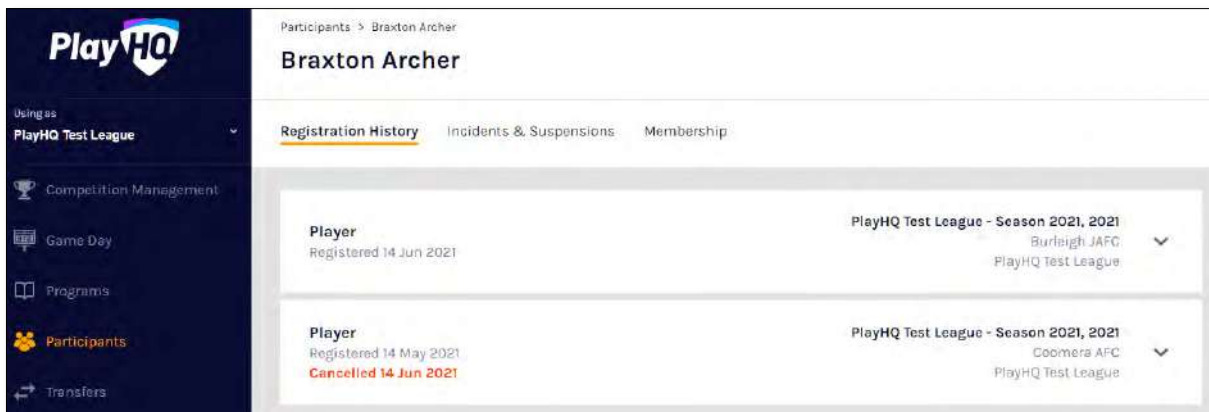


### Participant Registration - Cancel Participant Registration (cont)

The **Cancel Registration** pop up will appear, add a **Reason** and click on the **Cancel Registration** button.

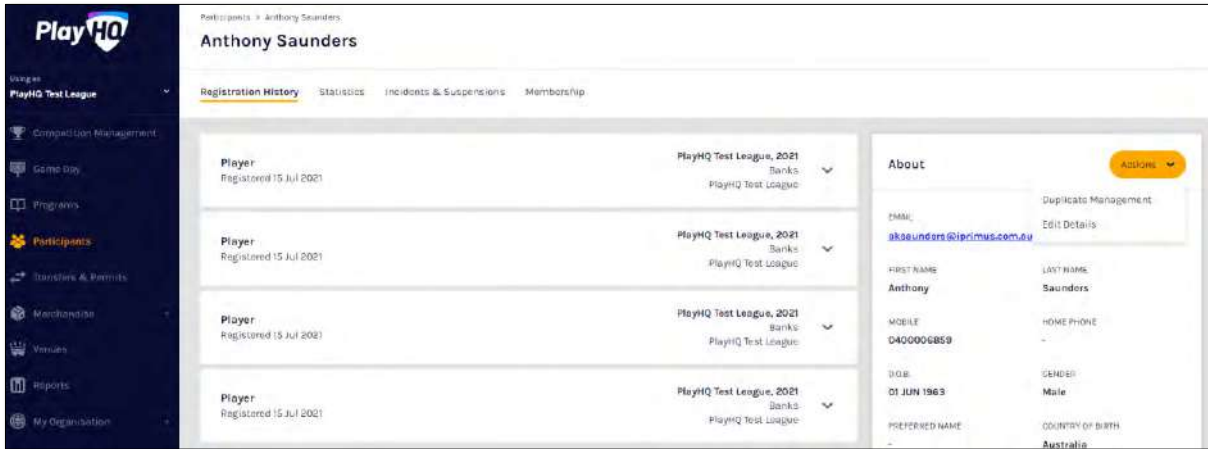


You will be returned to the participant's **Registration History** and the registration will now be highlighted as **Cancelled** with the date it was cancelled.

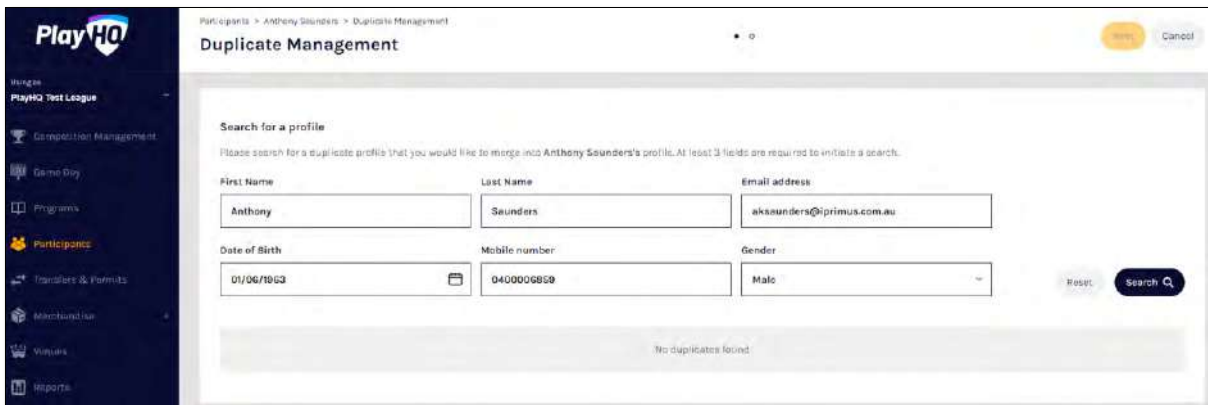


## Duplicate Management

In a participant's profile, under the **Registration History** tab, in the **About** area click on the **Actions** button and select **Duplicate Management**.



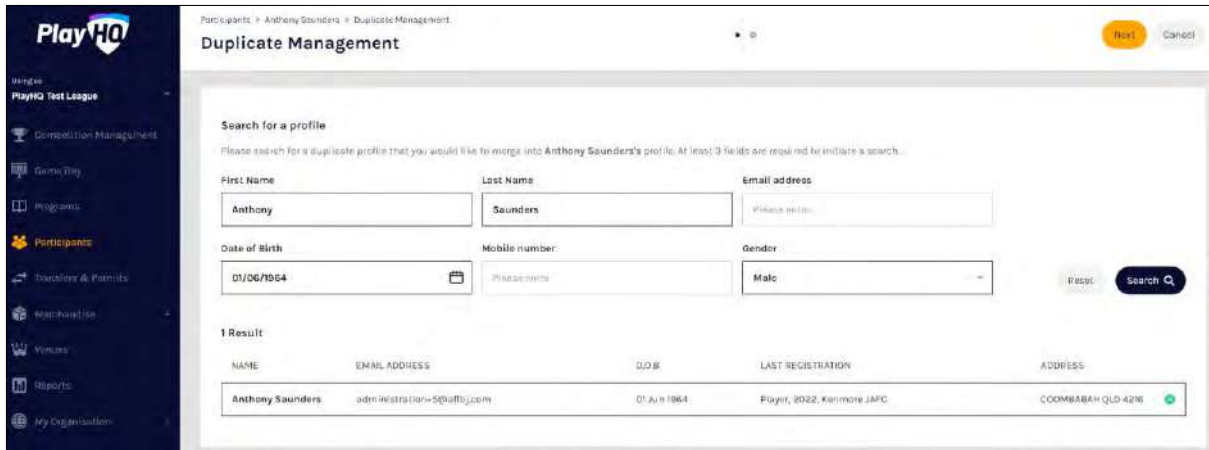
On the **Duplicate Management** page click on the **Search** button.



### Participant Registration – Duplicate Management (cont)

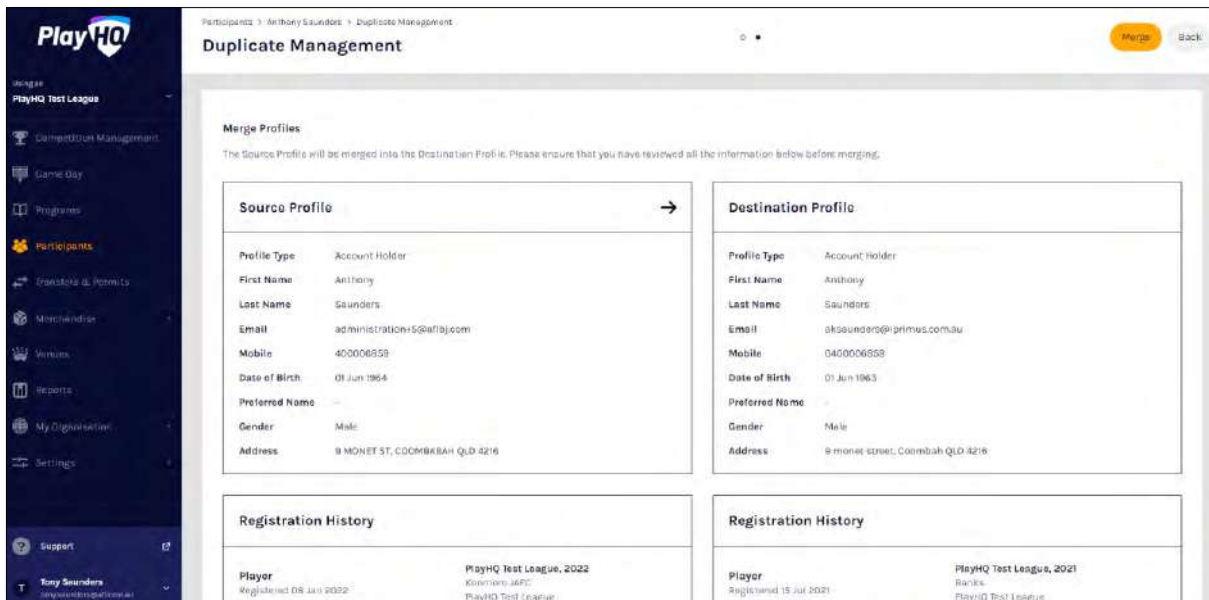
If no duplicates are found remove or change information if the fields. **Please note at least 3 fields are required to initiate a search.**

If a possible duplicate is found select a result and click on the **Next** button in the top right corner. **Please note only one result can be selected, if there are more than one this process will need to be repeated.**



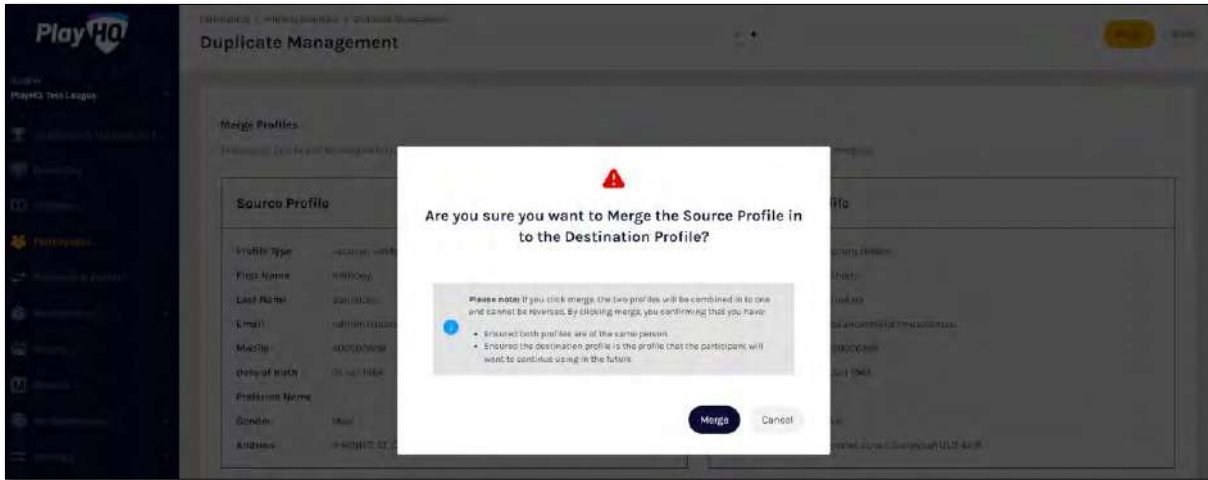
Check the **Source Profile** information to ensure it is the same person.

If it is not the same person click on the **Back** button in the top right corner. If it is the same person click on the **Merge** button in the top right corner.

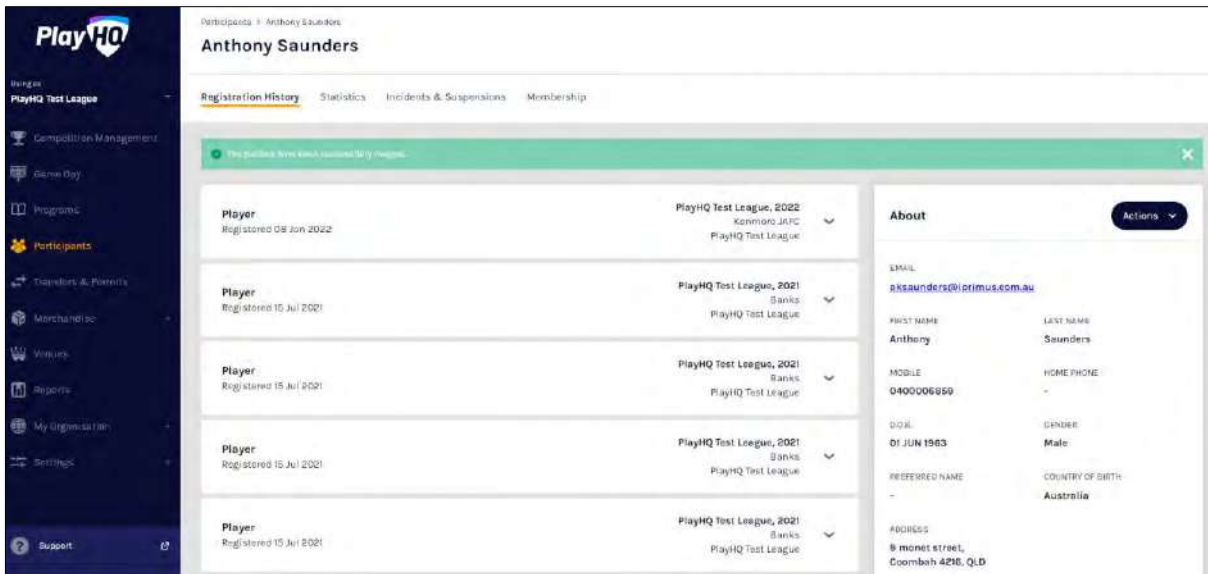


### Participant Registration – Duplicate Management (cont)

The **Are you sure you want to Merge the Source Profile in to the Destination Profile?** pop-up will appear, please read the information and either click on the **Merge** or **Cancel** button.

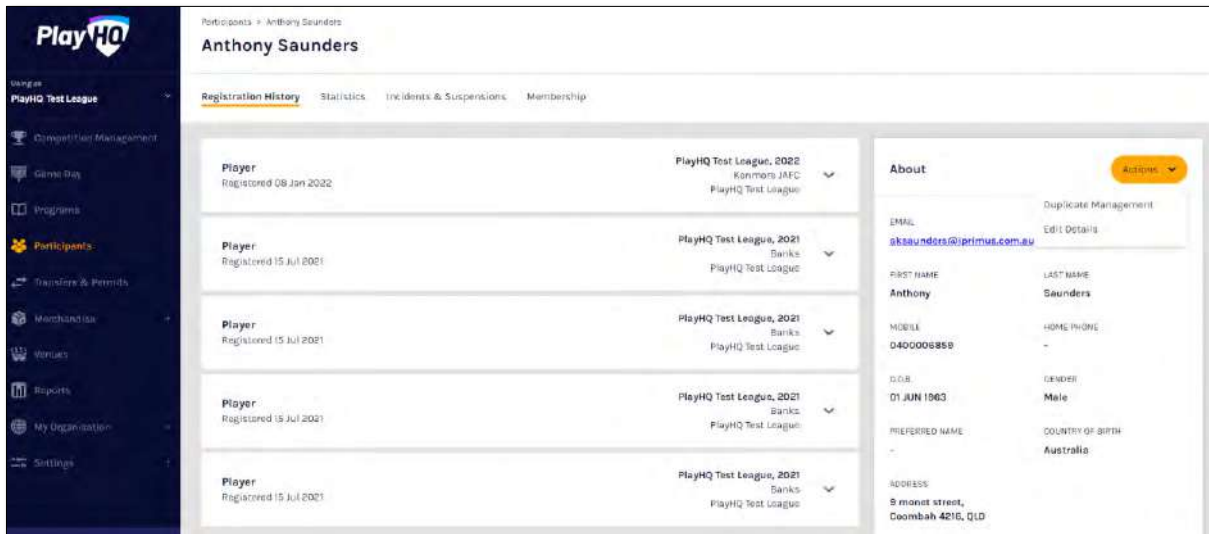


When you select the **Merge** button you will be returned to the participant's profile with a confirmation message advising the profiles have been merged successfully.



## Edit Participant Details

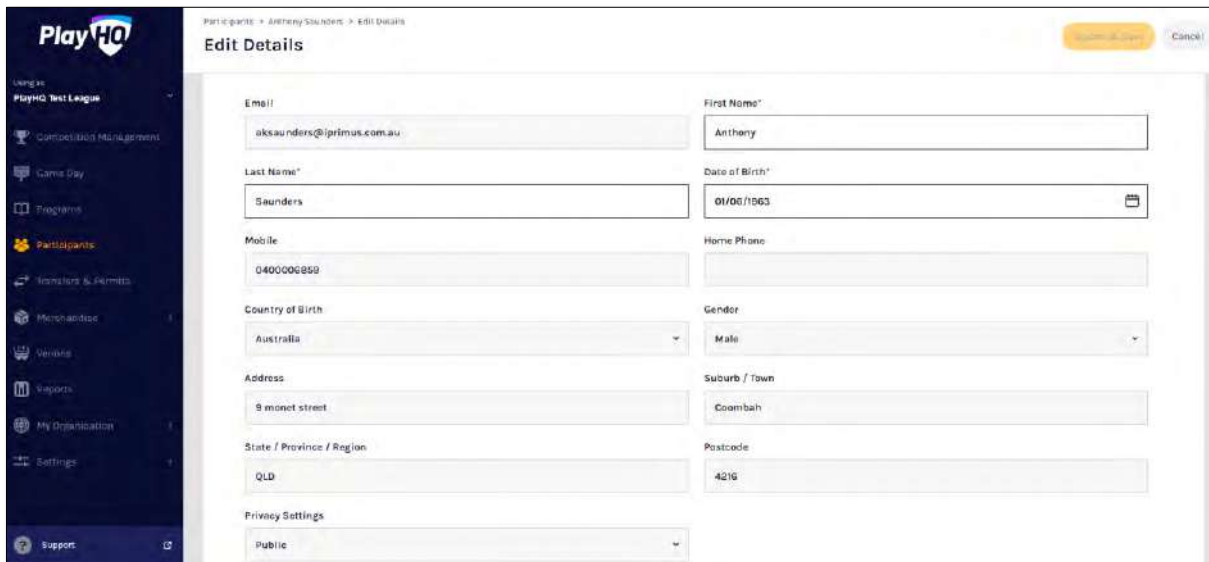
In a participant's profile, under the **Registration History** tab, in the **About** area click on the **Actions** button and select **Edit Details**.



On the **Edit Details** page you will have the option to edit **First Name** or **Last Name** or **Date of Birth**.

For **Unclaimed Profiles** you will also have the option to edit the **Email**.

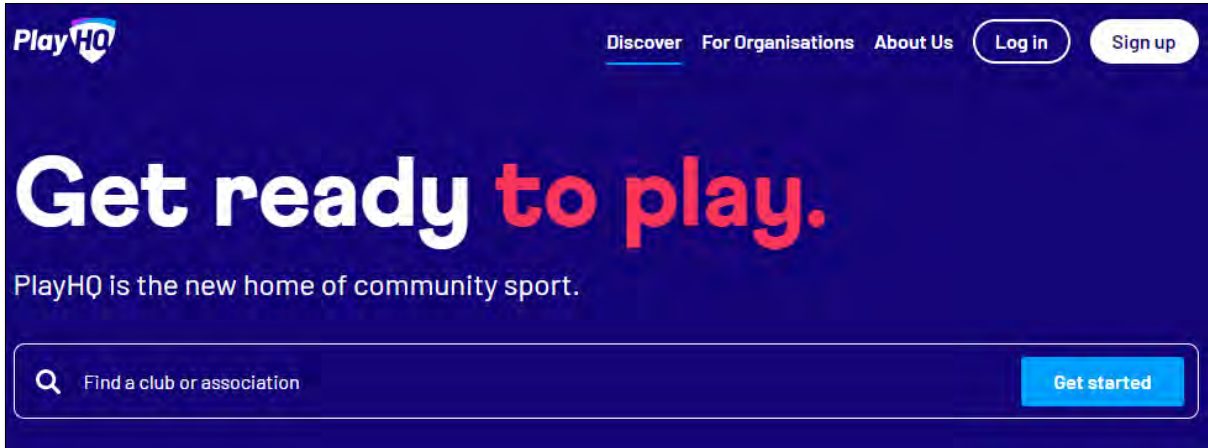
When you have made any changes click on the **Update & Save** button in the top right corner.



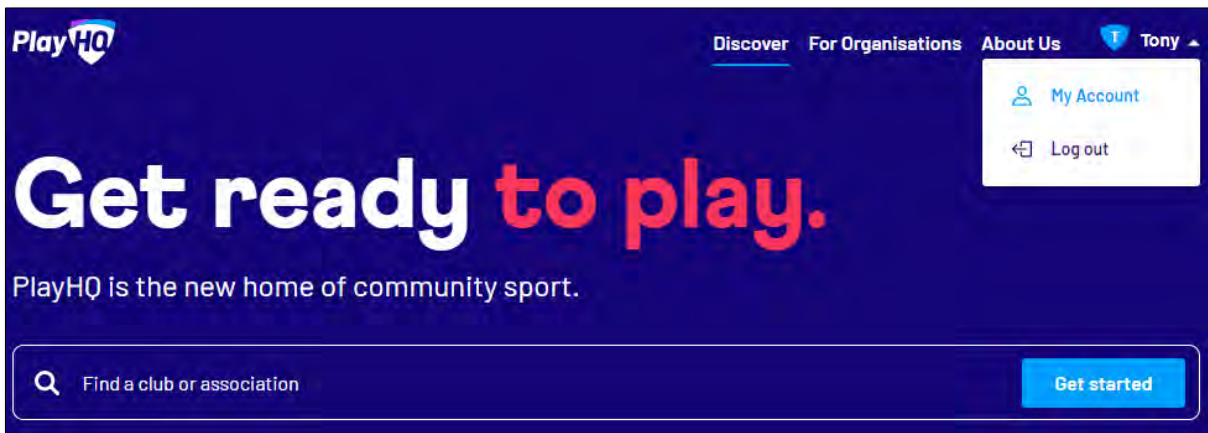
## 17. Participant Portal

The PlayHQ system has been designed to be user friendly for all Participants and to encourage them to manage their own information, view information relating to their registrations & statistics, view the teams they have been allocated to and manage the teams that have been given management access to.

To access the **Participant Portal** go to <https://www.playhq.com/> and click on the **Log in** button in top right corner.



When you have logged in the name of your account will appear in top right corner, click on the name of the account and select **My Account**.



**Participant Portal (cont)**

You will land on the account holder's page and you can also view a dependant's page by clicking on the **Change user** link and selecting the dependant you wish to view.

**PlayHQ** Search Discover For Organisations About Us Tony

# Tony Saunders

 My Public Profile

Change user

- Tony Saunders ✓
- Braxton Archer
- Tony Saunders
- Video Test
- Test Country
- Country Test
- Border Club
- Tony Saunders
- Test Manager
- Example Manager
- Anthony Manager
- SA Voucher Test
- Transfer Permit Test
- Fees Test
- Tony S Test
- Harrison Andronaco
- Goto Market

Personal History

Name	Tony Saunders
Email	administration@afbj.com
Phone	0400006859
Gender	Male
Date of Birth	01 Jun 1963
Address	Australia 9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Married and/or Torres Strait Islander	No
Parent/guardian born	No

Edit Details Change Email

## Profile

Click on the Profile tab. Under **Personal Details** it will show the current details, to edit the information click on the **Edit Details** button.

The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user menu for Tony. The main content area is white and features the user's name 'Tony Saunders' and a 'My Public Profile' button. Below this are tabs for 'Profile' and 'Registration History'. The 'Personal Details' section is expanded, showing a list of fields and their values: First Name (Tony), Last Name (Saunders), Email (administration@afbj.com), Mobile Number (0400006859), Gender (Male), Date of Birth (01 Jun 1963), Country of Birth (Australia), Address (9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia), Are you of Aboriginal and/or Torres Strait Islander origin? (No), and Were any of your parent/guardian born overseas? (No). At the bottom of the details section are two buttons: 'Edit Details' and 'Change Email'.

<b>Personal Details</b>	
First Name:	Tony
Last Name:	Saunders
Email:	administration@afbj.com
Mobile Number:	0400006859
Gender:	Male
Date of Birth:	01 Jun 1963
Country of Birth:	Australia
Address:	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Are you of Aboriginal and/or Torres Strait Islander origin?:	No
Were any of your parent/guardian born overseas?:	No

### Participant Portal – Profile (cont)

The **First name**, **Last name**, **Email** and **Date of birth** will be locked and cannot be changed. All other fields can be changed and click on the **Save** button.

## Tony Saunders

Change user ▾

My Public Profile

Profile   Registration History

### Personal Details

First name\*

Last name\*

Email\*

Mobile number\*

Preferred name

Gender\*

Date of birth\*

*Participant Portal – Profile (cont)*

All other fields can be changed and click on the **Save** button.

Country of birth\*

Australia

Home number

Please enter

Country\*

Australia

Address\*

9 MONET ST

Suburb / Town\*

RUNAWAY BAY

State / Province / Region\*      Postcode\*

Queensland      4215

Are you of Aboriginal and/or Torres Strait Islander origin?\*

No

Were any of your parent/guardian born overseas?\*

No

**Save**      Cancel

### Participant Portal – Profile (cont)

The information under **Disability Details**, **Emergency Contact** and **Privacy Settings** can also be changed by clicking on the **Edit** button.

#### Disability Details

Do you identify as living with a disability/disabilities? No

[Edit](#)

---

#### Emergency Contact

**First Name:** tony

**Last Name:** saunders

**Relationship:** pa


**Email:** noemail@email.com

**Mobile Number:** 0400000000

[Edit](#)

---

#### Privacy Settings

 Private

Hide my name on all game statistics for club & association websites.

[Edit](#)

### Participant Portal – Profile (cont)

For the **Account Holder** only, the **Email** can also be changed by clicking on the **Change Email** button.

The screenshot shows the user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, and About Us. The user's name, Tony Saunders, is prominently displayed, along with a 'My Public Profile' button. Below the name, there are tabs for 'Profile' and 'Registration History'. The main content area is titled 'Personal Details' and contains a list of user information:

First Name:	Tony
Last Name:	Saunders
Email:	administration@aflbj.com
Mobile Number:	0400006859
Gender:	Male
Date of Birth:	01 Jun 1963
Country of Birth:	Australia
Address:	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Are you of Aboriginal and/or Torres Strait Islander origin?:	No
Were any of your parent/guardian born overseas?:	No

At the bottom of the profile details, there are two buttons: 'Edit Details' and 'Change Email'.

### Participant Portal – Profile (cont)

On the **Change Email** page enter a new email in **New Email** area and click on the **Continue** button.

If you can't update the email or need assistance click on the **Contact Support** button.

The screenshot shows a user profile for Tony Saunders. At the top, the name 'Tony Saunders' is displayed in a dark blue header. Below this, a progress bar indicates two steps: '1 Change Email' (active) and '2 Verify Email'. The main content area is titled 'Change Email' and contains two input fields. The 'Current Email' field is pre-filled with 'administration@afbj.com'. The 'New Email\*' field is pre-filled with 'tony.saunders@afl.com.au'. Below the fields, a note states: 'Please note that if you change your email, this change will take place everywhere this email is used.' There are two buttons: a blue 'Continue' button and a grey 'Cancel' button. At the bottom of the form, there is a section titled 'Contact Support' with the text 'If you can't update your email or need an assistance, please contact support.' and a blue 'Contact Support' button with an external link icon.

## Registration History

Under the **Registration History** tab will be all of the participant's registrations.

The screenshot shows the PlayHQ user profile for Braxton Archer. The 'Registration History' tab is selected. Under the 'Registrations' section, there is one entry for a 'Player' registered on 16 Jul 2021. To the right of this entry, under the 'Banks' section, there are two entries for 'PlayHQ Test League, 2021'. A plus icon (+) is located to the right of these entries, indicating that clicking it will expand the registration details.

Click on the **+** icon to view the **Registration Details**.

This screenshot shows the same user profile page, but with the registration details expanded. The 'Registration Details' section shows the participant's DOB as 08 Jun 2012 and Gender as Male. The 'Additional Questions' section shows two questions: 'What school does the participant attend?' with the answer 'Not Applicable', and 'What school year is the participant in?' with the answer 'Not Applicable'. A minus icon (-) is now visible to the right of the registration entry, indicating that clicking it will collapse the details.

### My Public Profile

Click on the **My Public Profile** button to view **Statistics**.

The screenshot shows the PlayHQ profile page for Braxton Archer. The header includes the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user profile for Tony. The main heading is 'Braxton Archer' with a 'Statistics' sub-heading. Below this, there is a dropdown menu for 'AFL'. The 'Season Stats' section is for the year 2021, showing 'PlayHQ Test League, 2021' and 'Banks' as the league and team. The stats table shows 'Games Played' as '-', 'Best Player' as '-', and 'Goal' as '-'. A 'Player' icon is also visible.

### My Teams

Under the **My Teams** tab will be a list of the **Teams** that the **Participant** has been allocated to.

The screenshot shows the PlayHQ profile page for Example Manager. The header includes the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user profile for Tony. The main heading is 'Example Manager' with a 'Change user' dropdown. Below this, there are tabs for 'My Teams', 'Profile', and 'Registration History'. The 'My Teams' tab is active, showing a list of teams. The first team listed is 'East Brighton Vampires U12 Girls' with 'Sherren' as the manager and 'SMJFL U12 Girls Division 1 - 2021' as the league. The team status is 'ACTIVE'.

### Participant Portal – My Teams (cont)

When you click on one of the **Teams** you will be taken to the information page for that **Team** only which will show all of the team's **Fixture** and **Ladder** for the grade the team is in.

The screenshot shows the PlayHQ interface for a team page. At the top, there is a navigation bar with the PlayHQ logo, a search bar, and links for 'Discover', 'For Organisations', and 'About Us'. A user profile for 'Tony' is visible in the top right. Below the navigation bar is a 'Back' button. The main content area features a team crest and the title 'East Brighton Vampires U12 Girls Sherren', with a subtitle 'SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club'. An 'AFL' badge is positioned below the subtitle. Two tabs, 'Fixture' and 'Ladder', are present, with 'Fixture' being the active tab. A dark banner indicates 'SMJFL U12 GIRLS DIVISION 1'. Underneath, 'Round 1' is specified for 'Saturday, 08 January 2022'. The fixture list shows a match between 'Ajax U12 Girls Comets' (score 36, 5.6) and 'East Brighton Vampires U12 Girls Sherren' (score 43, 6.7). The match status is 'FINAL'. The time is '02:10 PM' and the location is 'VIC - Princes Park (Caulfield South) / Oval 1'. A right-pointing arrow is next to the location information.

**Participant Portal – My Teams (cont)**

If you click on the icon for a match it will show the full details for the match.

SMJFL U12 GIRLS DIVISION 1
FINAL

**Ajax U12 Girls Comets**

**36**  
5.6

**43**  
6.7

**East Brighton Vampires U12 Girls Sherren**

02:10 PM, Saturday, 08 Jan 2022

VIC - Princes Park (Caulfield South) / Oval 1

SMJFL, 2021

**PERIOD SCORES**

END OF PERIOD	01	02	03	04
Ajax U12 Girls Comets	15 2.3	16 2.4	30 4.6	36 5.6
East Brighton Vampires U12 Girls Sherren	0 --	22 3.4	29 4.5	43 6.7

**BEST PLAYERS**

*No best players have been selected*

**BEST PLAYERS**

Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson

**PLAYER STATISTICS**

*No players allocated to line-up*

TEAM STATS 5

TOTAL 5

**PLAYER STATISTICS**

#	PLAYERS	G
23	Genevieve Brooks	2
14	Georgia Naughton	0
3	Sophie Nilsson	2
24	Zahra Stevens	0
1	Madeleine de Fina-Nash	0
2	Jessica Allica	2
<b>TOTAL</b>		6

### Team Manager Access

As an extension of this function if the **Participant** has registered as a **Team Manager**, has been **Allocated** to the **Team** and they have been given **Management Access** they are able to view the **Squad** tab, select the **Line-up**, add **Match Results**, add **Period Scores**, edit the **Line-up**, add **Best Players** and add **Player Statistics**.

### Squad

When the team manager logs into their profile, click on the **Squad** tab.

**East Brighton Vampires U12 Girls Sherren**  
SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club

AFL

Fixture Ladder **Squad**

PLAYERS		
#	NAME	GAMES
3	Sophie Nilsson	2
4	Ava Stewart	2
5	Andie Sherren	0
6	Amelia Harris	0

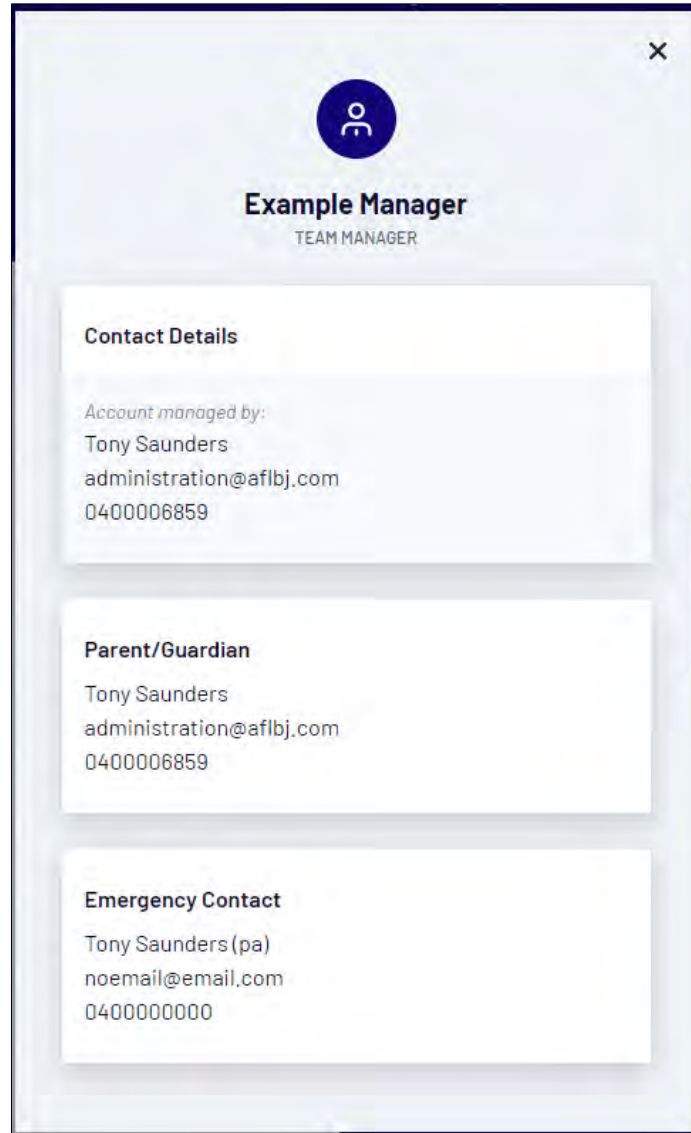
COACHING STAFF	
C Harrison Andronaco	>
AC Peter Day	>

TEAM MANAGERS	
Example Manager	>

### Participant Portal – Squad (cont)

On the **Squad** page will be the lists of allocated **Players**, **Coaching Staff** and **Team Managers**.

Click on the  icon to view their **Contact Details**, **Parent/Guardian** and **Emergency Contact**.

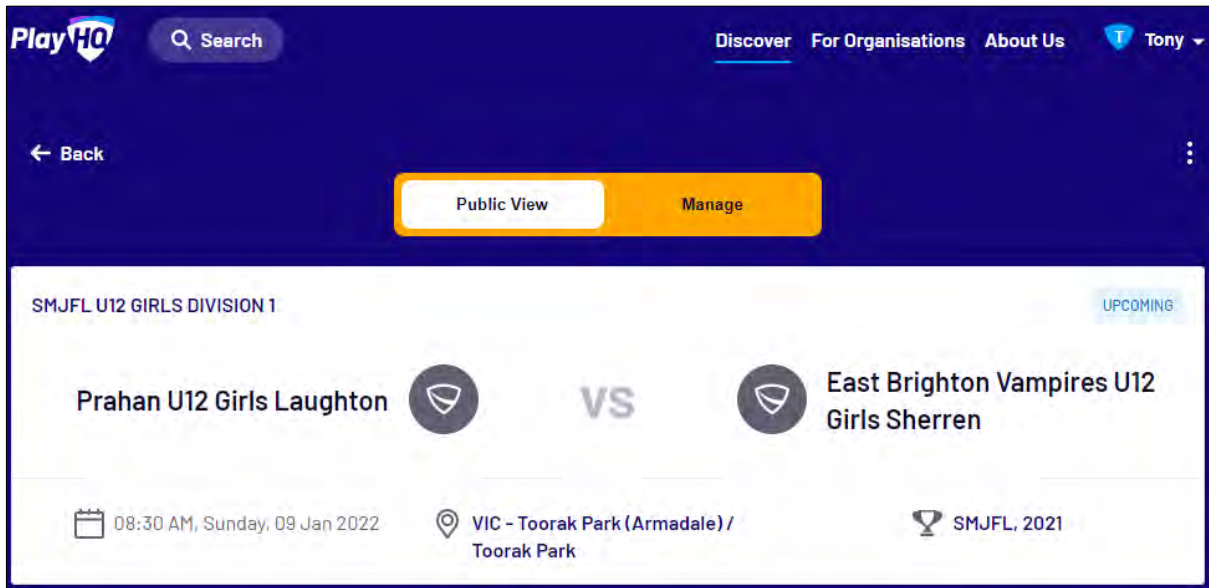


The screenshot shows a user profile for 'Example Manager', identified as a 'TEAM MANAGER'. The profile is displayed in a light blue modal window with a close button in the top right corner. The profile includes a circular profile picture icon and three sections of contact information:

- Contact Details:**
  - Account managed by:
  - Tony Saunders
  - administration@afbj.com
  - 0400006859
- Parent/Guardian:**
  - Tony Saunders
  - administration@afbj.com
  - 0400006859
- Emergency Contact:**
  - Tony Saunders (pa)
  - noemail@email.com
  - 0400000000

### Select Team & Add Match Result Details

When the team manager opens an **Upcoming** match they will land on the **Public View** page.



### Participant Portal – Select Team & Add Match Result Details (cont)

To manage the team in the match, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available.

Click on the **+ Select Team** button.

The screenshot shows the PlayHQ interface for a match. At the top, there is a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this is a 'Back' button and a search bar. Two tabs are visible: 'Public View' and 'Manage', with 'Manage' being the active tab. A lock icon indicates 'Management access is open'. The match details section shows 'SMJFL U12 GIRLS DIVISION 1' with an 'UPCOMING' status. The teams are 'Prahan U12 Girls Laughton' and 'East Brighton Vampires U12 Girls Sherren'. The match is scheduled for '08:30 AM, Sunday, 09 Jan 2022' at 'VIC - Toorak Park (Armadale) / Toorak Park'. A 'Download Game Sheet' button is available. Below the match details is a 'PERIOD SCORES' table. At the bottom right, there is a 'SELECT TEAM' section with the text 'Add players, coaches and volunteers for this game.' and a '+ Select Team' button.

END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

### Participant Portal – Select Team & Add Match Result Details (cont)

On the **Add Line-up** page click on **Select line-up from a previous round** to add the players selected in the previous finalised match.

✕

## Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

### Team Players - Out

Players that have been allocated to this team, but have not been selected for the line-up in this game.

#	Player	
5	Andie Sherren	+
6	Amelia Harris	+
7	Pippa Jacobson	+
8	Sophie Nilsson	+
10	Phoebe Fyfe	+
18	Ava Stewart	+
20	Genevieve Brooks	+

### Line-up

Players that have been selected for this game.

---

There are no players in this line-up

[Select line-up from a previous round](#)

---

Edit Captains

### Non-team Players

Add to the line-up players that have not been allocated to the team.

[+ Select Player](#)

Cancel Next

### Participant Portal – Select Team & Add Match Result Details (cont)

To add players to the line-up click on the **+** icon, To remove players from the line-up click on the **-** icon. Jumper numbers can be edited, if duplicate jumper numbers are selected a warning will appear.

To add or edit captains, vice-captains and/or deputy vice-captains click on the **Edit Captains** button.

×

## Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

### Team Players - Out

Players that have been allocated to this team, but have not been selected for the line-up in this game.

#	Player	
10	Phoebe Fyfe	+
18	Ava Stewart	+
20	Genevieve Brooks	+

### Line-up

Players that have been selected for this game.

#	Player	
5	Andie Sherren	-
Duplicate number used		
6	Amelia Harris	-
7	Pippa Jacobson	-
8	Sophie Nilsson	-
5	Test Incidents	-
Duplicate number used		

✎ Edit Captains

### Non-team Players

Add to the line-up players that have not been allocated to the team.

+ Select Player

Cancel Next

### Participant Portal – Select Team & Add Match Result Details (cont)

On the **Edit Captains** page select a role for the required players and click on the **Save Captains** button.

You will be returned to the **Add Line-up** page.

When all of the players have been added click on the **Next** button.

### Edit Captains

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Select captains for this game. Any changes made will be for this game only

Amelia Harris

Vice Captain

Test Incidents

Please select

Pippa Jacobson

Captain

Sophie Nilsson

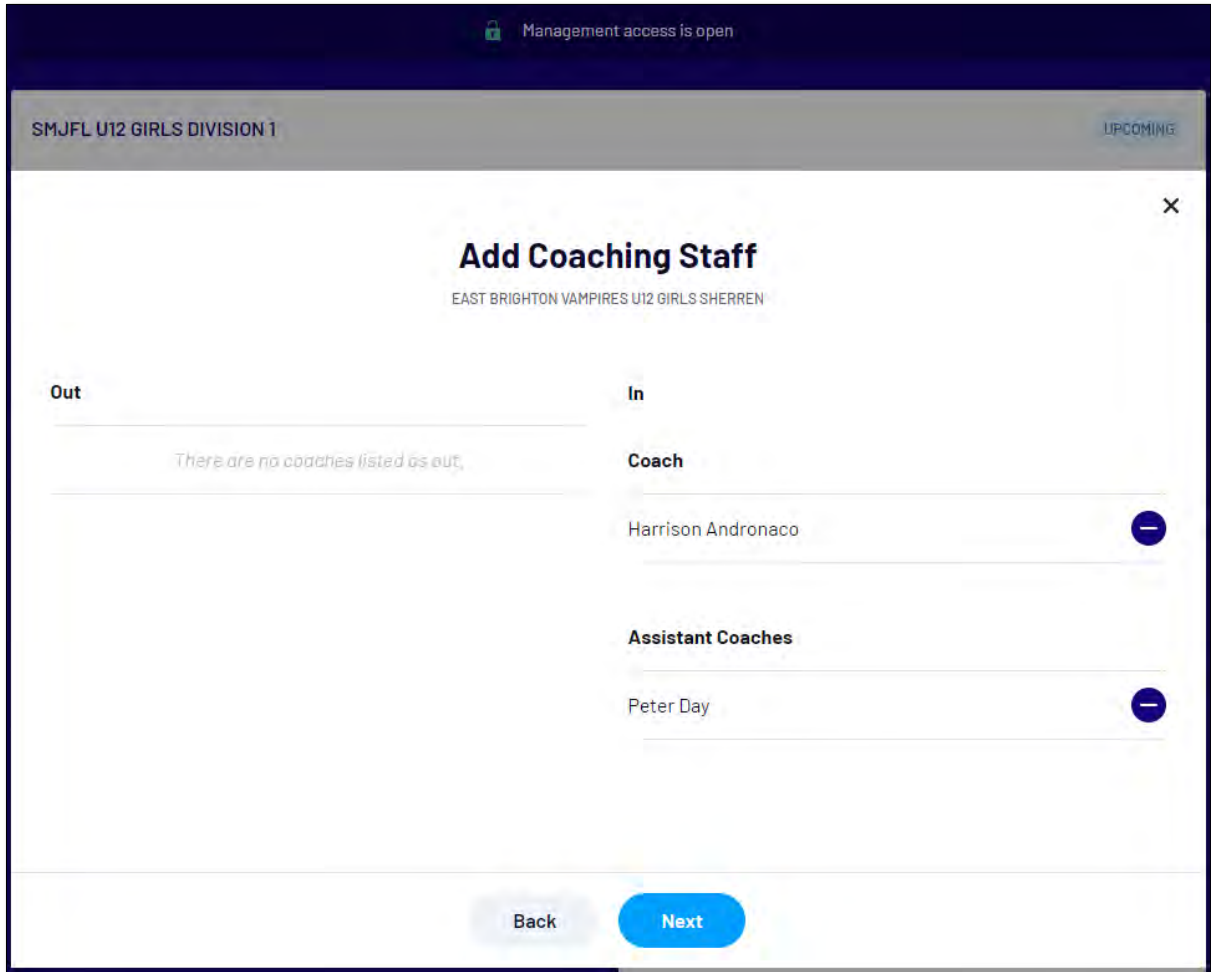
Please select

Please select  
Captain  
Vice Captain  
Deputy Vice Captain

Cancel Save Captains

**Participant Portal – Select Team & Add Match Result Details (cont)**

The **Add Coaching Staff** page will appear to select the coaches in the match. When all of the coaches have been added click on the **Next** button.



**Participant Portal – Select Team & Add Match Result Details (cont)**

The **Add Volunteers** page will appear to type the names of the Volunteers in the match. When all of the volunteers have been added click on the **Save** button.

First and last name:	Role
	Steward
	Runner
	Runner
	Physio
	Doctor
	Trainer
	Trainer
	Medical/Water
	Medical/Water
	Medical/Water
	Medical/Water
	Field Umpire

**Participant Portal – Select Team & Add Match Result Details (cont)**

You will be returned to the **Manage** page with **Line-up**, **Coaching Staff** and **Volunteers** added. If you need to make any changes, click on the icon. To download and print the game sheet click on the **Download Game Sheet** link.

← Back

Public View Manage

Management access is open

SMJFL U12 GIRLS DIVISION 1 UPDATING

Prahan U12 Girls Laughton — East Brighton Vampires U12 Girls Sherren

08:30 AM, Sunday, 09 Jan 2022 VIC – Toorak Park (Armadale) / Toorak Park [View Map](#) SMJFL, 2021 [Download Game Sheet](#)

**PERIOD SCORES**

END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

**PLAYER STATISTICS (4/22)**

#	PLAYERS	YEL	RED	G	B	PTS
3	Sophie Nilsson	0	0	0	0	0
14	Georgia Naughton	0	0	0	0	0
23	Genevieve Brooks	0	0	0	0	0
23	Zahra Stevens	0	0	0	0	0
TOTAL		0	0	0	0	0

**COACHING STAFF**

C Harrison Andronaco

AC Peter Day

**VOLUNTEERS**

Tony Costanzo (Steward), Tony Saunders (Runner)

**Participant Portal – Select Team & Add Match Result Details (cont)**

When the team manager opens a **Pending** match and change **Public View** to **Manage**, all of the edit options are available. To enter the period scores and automatically calculate the final match score, in **Period Scores** click on the **Edit** button.

The screenshot shows the PlayHQ interface for a match. At the top, there is a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this, a 'Back' button is visible. The main content area features two buttons: 'Public View' (highlighted in yellow) and 'Manage'. A lock icon indicates that 'Management access is open until 3:45PM Tue 08 Nov 2022'. The match details section shows 'SMJFL U12 GIRLS DIVISION 1' with a 'PENDING' status. The teams are 'East Brighton Vampires U12 Girls Sherren' and 'Prahan U12 Girls Laughton'. A 'Game Results' button is present. Match information includes the date '08:00 PM, Monday, 07 Nov 2022', location 'VIC - A G Gillon Oval (Brunswick) / A G Gillon Oval', and tournament 'SMJFL, 2021'. A 'Download Game Sheet' button is also available. The 'Period Scores' section has an 'Edit' button and a table with the following data:

END OF PERIOD	01	02	03	04
East Brighton Vampires U12 Girls Sherren	-	-	-	-
Prahan U12 Girls Laughton	-	-	-	-

**Participant Portal – Select Team & Add Match Result Details (cont)**

On the **Period Scores** page add the period scores, click on the **Update Changes** button and then click on the **Done** button.

×

## Period Scores

ALL TEAMS

i Period scores for this game will display in the "End of Period" format.

**Game Results** PENDING

### East Brighton Vampires U12 Girls Sherren - Prahau U12 Girls Laughton

**East Brighton Vampires U12 Girls Sherren**

	By Period (please enter)			End of period (read only)		
	G	B	PTS	G	B	PTS
Q1	1	1	7	1	1	7
Q2	1	1	7	2	2	14
Q3	1	1	7	3	3	21
Q4	1	1	7	4	4	28

**Prahau U12 Girls Laughton**

	By Period (please enter)			End of period (read only)		
	G	B	PTS	G	B	PTS
Q1	0	0	0	0	0	0
Q2	0	0	0	0	0	0
Q3	1	1	7	1	1	7
Q4	0	0	0	1	1	7

Update Changes
Cancel

**Participant Portal – Select Team & Add Match Result Details (cont)**

The finalise game pop-up will appear.

If the final score is not correct click on the **No, Don't Finalise Game** button to be returned to the **Period Scores** page to make adjustments required.

If the final score is correct click on the **Yes, Finalise Game** button.

**Would you also like to use these scores to finalise the game?**

Game Result	
East Brighton Vampires U12 Girls Sherren	<b>28</b> 4.4
Prahan U12 Girls Laughton	<b>7</b> 1.1

**Yes, Finalise Game**      No, Don't Finalise Game

**Participant Portal – Select Team & Add Match Result Details (cont)**

You will be returned to the **Manage** page, the game results and period scores will be updated.

Management access is open until 3:45PM Tue 08 Nov 2022

SMJFL U12 GIRLS DIVISION 1 FINAL

East Brighton Vampires U12 Girls Sherren **28** **7** Prahan U12 Girls Laughton

4,4 1,1

[Game Results](#)

08:00 PM, Monday, 07 Nov 2022

VIC – A G Gillon Oval (Brunswick) / A G Gillon Oval [View Map](#)

SMJFL, 2021 [Download Game Sheet](#)

**Period Scores** [Edit](#)

END OF PERIOD	01	02	03	04
East Brighton Vampires U12 Girls Sherren	7 1,1	14 2,2	21 3,3	28 4,4
Prahan U12 Girls Laughton	0 0,0	0 0,0	7 1,1	7 1,1

**Participant Portal – Select Team & Add Match Result Details (cont)**

Scroll down the page, to make changes to the line-up click the **Line-up** button and make the changes.

To add player statistics click the **Player Stats** button.

**Period Scores**
Edit

END OF PERIOD	01	02	03	04
<b>East Brighton Vampires U12 Girls Sherren</b>	<b>7</b> 1.1	<b>14</b> 2.2	<b>21</b> 3.3	<b>28</b> 4.4
<b>Prahan U12 Girls Laughton</b>	<b>0</b> 0.0	<b>0</b> 0.0	<b>7</b> 1.1	<b>7</b> 1.1

**Line-Up**
Line-Up
Player Stats

#	PLAYERS	POS	YEL	RED	G	B	PTS
5	Andie Sherren	-	0	0	0	0	0
6	Amelia Harris	-	0	0	0	0	0
7	Pippa Jacobson	-	0	0	0	0	0
8	Sophie Nilsson	-	0	0	0	0	0
13	Test Incidents	-	0	0	0	0	0
TOTAL			0	0	0	0	0

Add players, coaches and volunteers for this game.

+ Select Team

**Participant Portal – Select Team & Add Match Result Details (cont)**

On the **Player Stats** page add the player statistics – YEL = yellow card, RED = red card, G = goals & B = behinds – click on the **Update Changes** button, then click on the **Done** button.

×

### Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

	YEL	RED	G	B	PTS
5 Andie Sherren	1				
6 Amelia Harris		1			
7 Pippa Jacobson			1	1	7
8 Sophie Nilsson			2	3	15
13 Test Incidents			1		6
Team Stats					
<b>Total</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>28</b>

Update Changes Cancel

### Participant Portal – Select Team & Add Match Result Details (cont)

You will be returned to the **Manage** page and the player statistics will be updated.

Scroll down the page, to make changes to the coaches click the **Edit** button in the **Coaching Staff** area and make the changes.

Scroll down the page, to make changes to the volunteers click the **Edit** button in the **Volunteers** area and make the changes.

To add best players click the **Edit** button in the **Best Players** area.

The screenshot displays the 'Participant Portal' interface. On the left, there is a 'Line-Up' section with a table of player statistics. The table has columns for '#', 'PLAYERS', 'POS', 'YEL', 'RED', 'G', 'B', and 'PTS'. The data rows are as follows:

#	PLAYERS	POS	YEL	RED	G	B	PTS
5	Andie Sherren	-	1	0	0	0	0
6	Amelia Harris	-	0	1	0	0	0
7	Pippa Jacobson	-	0	0	1	1	7
8	Sophie Nilsson	-	0	0	2	3	15
13	Test Incidents	-	0	0	1	0	6
TOTAL			1	1	4	4	28

Below the table are four sections, each with an 'Edit' button:

- Coaching Staff**: Shows 'C Peter Day'.
- Volunteers**: Shows 'No volunteers selected'.
- Best Players (0/6)**: Shows 'Add best players for this game'.

On the right side of the interface, there is a 'Select team' section with the text 'Add players, coaches and volunteers for this game.' and a '+ Select Team' button.

### Participant Portal – Select Team & Add Match Result Details (cont)

On the **Best Players** page select the best players, click on the **Update Changes** button, then click on the **Done** button.

**Best Players (2/6)**

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Select best players from the lineup in order of best (position 1), second best (position 2) and so on. Best players will be published to the public participant site.

**Player 1**

Amelia Harris

**Player 2**

Pippa Jacobson

**Player 3**

Please select

- Please select
- Test Incidents
- Sophie Nilsson
- Andie Sherren

**Player 5**

Please select

**Player 6**

Please select

**Update Changes** **Cancel**

**Participant Portal – Select Team & Add Match Result Details (cont)**

You will be returned to the **Manage** page and the best players will be updated.

**Line-Up** 
[Line-Up](#) [Player Stats](#)

#	PLAYERS	POS	YEL	RED	G	B	PTS
5	Andie Sherren	-	1	0	0	0	0
6	Amelia Harris	-	0	1	0	0	0
7	Pippa Jacobson	-	0	0	1	1	7
8	Sophie Nilsson	-	0	0	2	3	15
13	Test Incidents	-	0	0	1	0	6
TOTAL			1	1	4	4	28

**Coaching Staff** [Edit](#)

C Peter Day

**Volunteers** [Edit](#)

No volunteers selected

**Best Players (2/6)** [Edit](#)

Amelia Harris, Pippa Jacobson

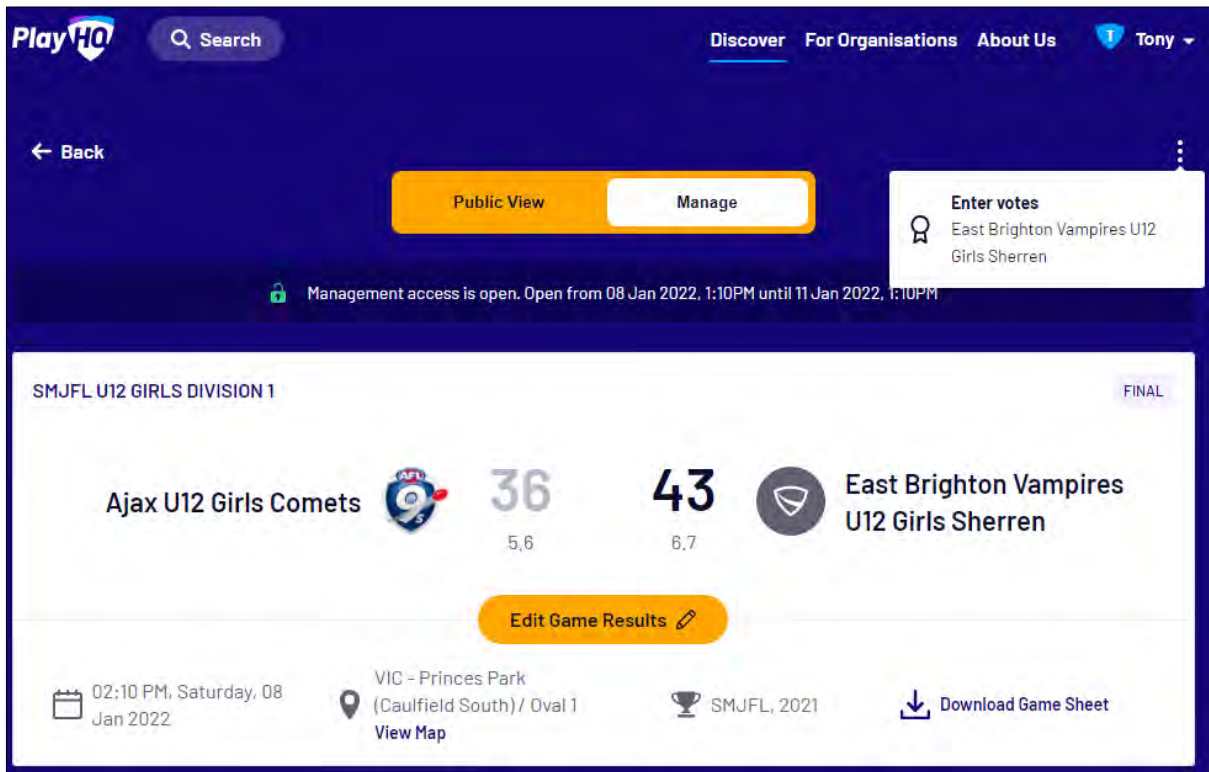
**Select team**

Add players, coaches and volunteers for this game.


[+ Select Team](#)

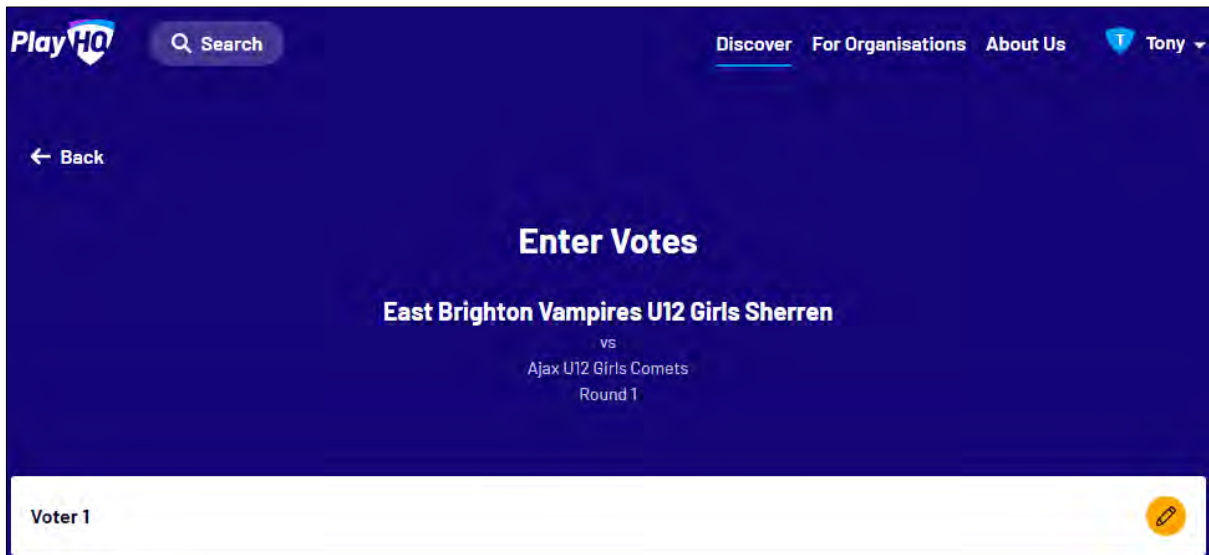
## Add Club Award Votes

On the **Manage** page, click on the  icon and select **Enter Votes**.



The screenshot shows the 'Manage' page for a game. At the top, there is a search bar and navigation links for 'Discover', 'For Organisations', and 'About Us'. The user 'Tony' is logged in. Below the navigation, there are 'Public View' and 'Manage' buttons. A dropdown menu is open, showing 'Enter votes' with a sub-menu for 'East Brighton Vampires U12 Girls Sherren'. A lock icon and a message state: 'Management access is open. Open from 08 Jan 2022, 1:10PM until 11 Jan 2022, 1:10PM'. The main content area displays the game details for 'SMJFL U12 GIRLS DIVISION 1' (FINAL). The score is Ajax U12 Girls Comets 36 (5,6) vs East Brighton Vampires U12 Girls Sherren 43 (6,7). There is an 'Edit Game Results' button. At the bottom, it shows the date '02:10 PM, Saturday, 08 Jan 2022', location 'VIC - Princes Park (Caulfield South) / Oval 1', and tournament 'SMJFL, 2021'. A 'Download Game Sheet' button is also present.

On the **Enter Votes** page click on the  icon for a **Voter**.



The screenshot shows the 'Enter Votes' page. At the top, there is a search bar and navigation links for 'Discover', 'For Organisations', and 'About Us'. The user 'Tony' is logged in. Below the navigation, there is a 'Back' button. The main heading is 'Enter Votes'. Below that, it shows the game details: 'East Brighton Vampires U12 Girls Sherren vs Ajax U12 Girls Comets Round 1'. At the bottom, there is a 'Voter 1' label and a pencil icon for editing.

### Participant Portal – Add Club Award Votes (cont)

On the **Voter** page, add a **Name** of the voter, select vote getter for **3 Votes**, **2 Votes** & **1 Vote**, click on the **Submit Votes** button and click on the **Done** button.

**Voter 1**

**East Brighton Vampires U12 Girls Sherren**  
vs  
AJAX U12 GIRLS COMETS  
ROUND 1

Enter the voters name and select players. The highest number of votes represents the best player, the second highest votes represents the second best player and so on.

Name\*  
Tony S

3 Votes\*  
#2 Jessica Allica

2 Votes\*  
#23 Genevieve Brooks

1 Vote\*  
#14 Georgia Naughton

Submit Votes Cancel

You will be returned to the **Enter Votes** page, the votes for the voter will be shown as entered, the votes will be locked and can only be changed, if required, by a club admin in the admin portal.

PlayHQ Search Discover For Organisations About Us Tony S

← Back

**Enter Votes**

**East Brighton Vampires U12 Girls Sherren**  
vs  
Ajax U12 Girls Comets  
Round 1

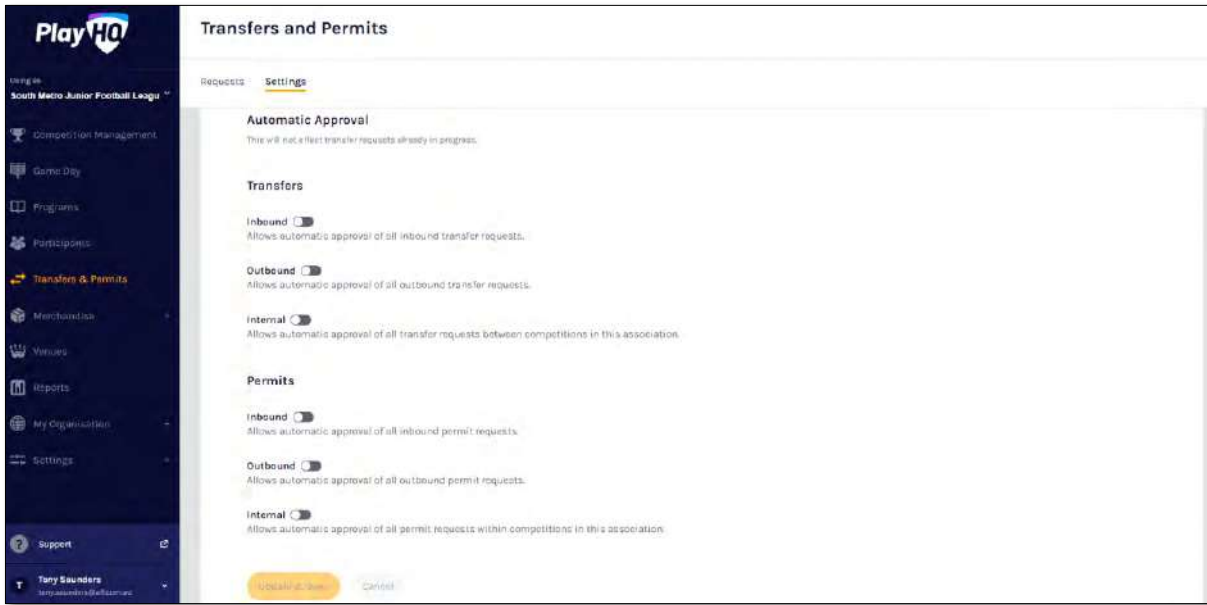
Voter 1 Tony S ✓

## 18. Transfers & Permits

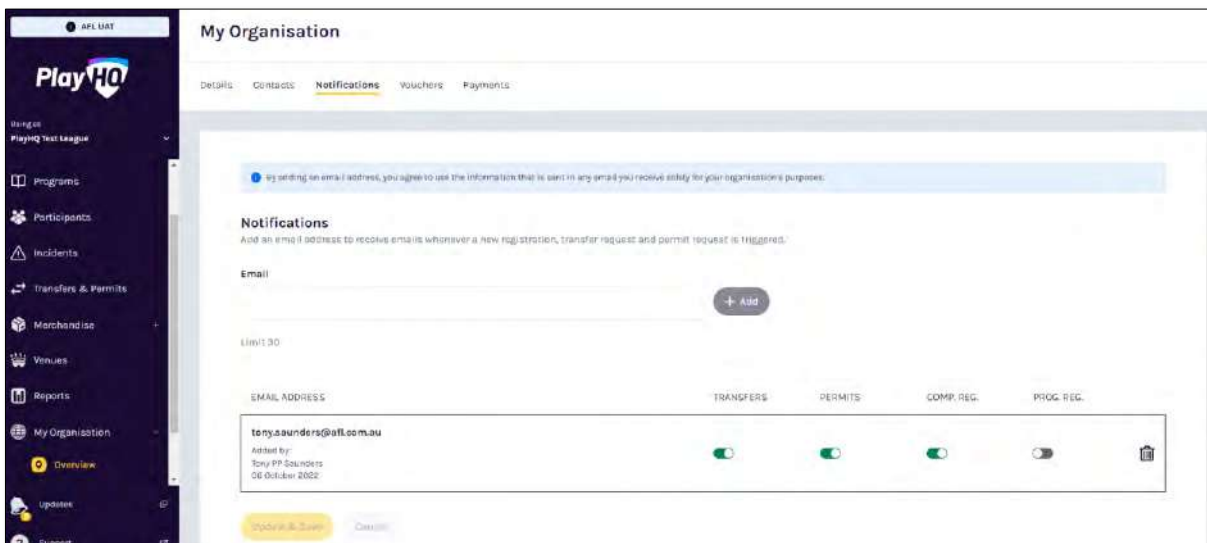
### Settings

In the left menu select **Transfers & Permits** and click on the **Settings** tab.

In the **Automatic Approval** section you can turn on automatic approval for all **Inbound** and/or **Outbound** and/or **Internal Transfers** and **Inbound** and/or **Outbound** and/or **Internal Permits**. Click on the **Update & Save** button.



To turn on email notifications for transfer and/or permits, please refer to the **My Organisation – Overview – Adding/Updating Notifications** section earlier in his guide. You can add up to 10 **Email** contacts to receive transfer notifications via email. Add an email address in **Email** area and click on the **+ Add** button and click on the **Update & Save** button.



### Player Initiated Transfer

As part of the online registration, when the **Participant** has completed the **Participants Details** if the **Participant** is trying to register to a different **Club** than the last **Club** they were registered with the **Request a Transfer** pop up box will appear, click on the **Get Started** button.

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact:

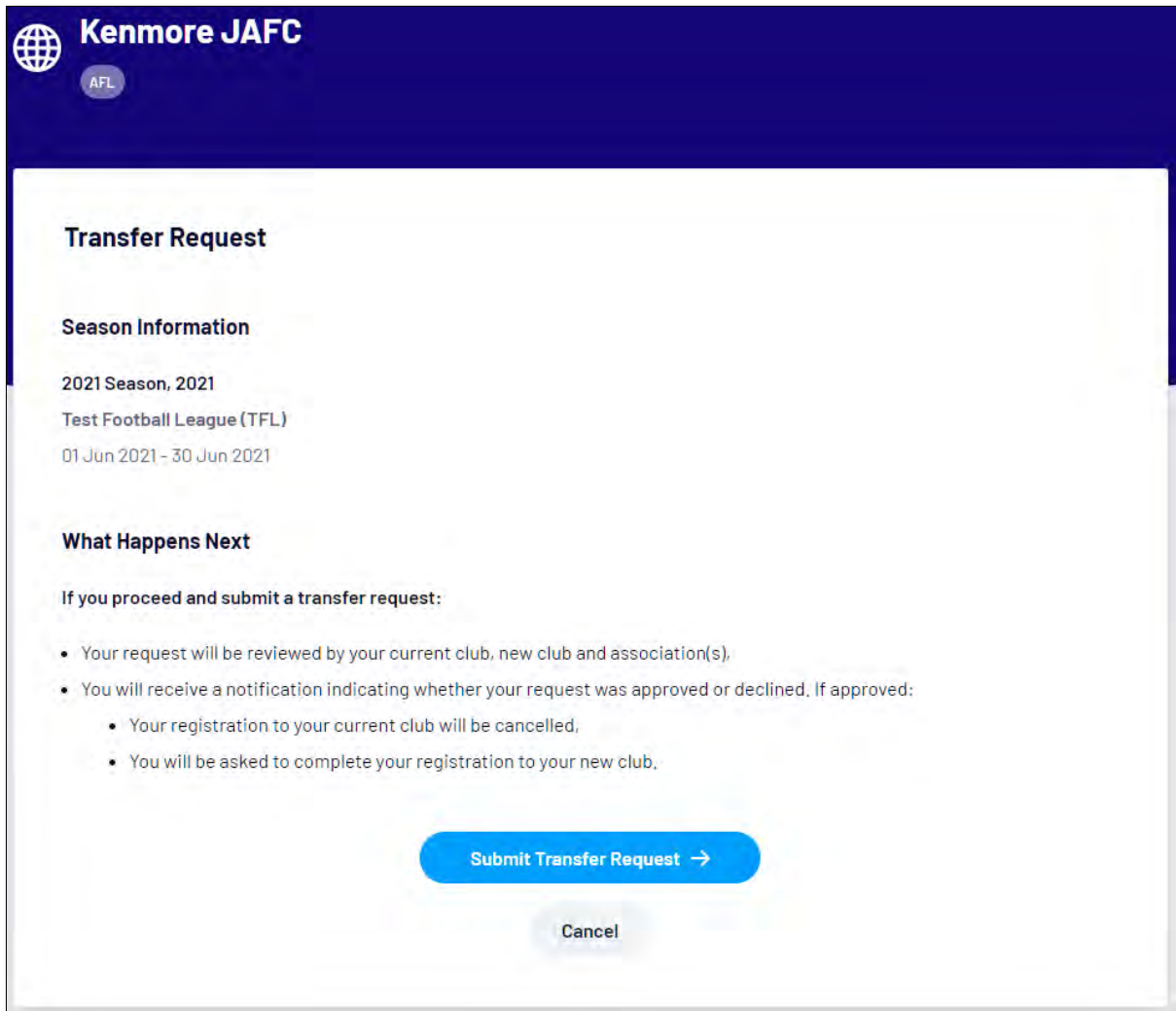
First name*	Last name*
<input type="text" value="tony"/>	<input type="text" value="saunders"/>
Relationship*	Email*
<input type="text" value="father"/>	<input type="text" value="noemail@email.com"/>
Mobile number*	
<input type="text" value="0400000000"/>	

### Request a Transfer

You're attempting to register to a new club. You will need to submit a transfer request to proceed.

### *Transfers & Permits – Player Initiated Transfer (cont)*

On the **Transfer Request** page the **Season Information** will be displayed as well as information about **What Happens Next**, click on the **Submit Transfer Request** button.



The screenshot shows a web interface for Kenmore JAFC. At the top left is a globe icon and the text 'Kenmore JAFC' next to a small 'AFL' logo. The main content area is titled 'Transfer Request' and contains two sections: 'Season Information' and 'What Happens Next'. The 'Season Information' section lists '2021 Season, 2021', 'Test Football League (TFL)', and '01 Jun 2021 - 30 Jun 2021'. The 'What Happens Next' section includes a heading 'If you proceed and submit a transfer request:' followed by a bulleted list of three items. At the bottom of the form are two buttons: a blue 'Submit Transfer Request →' button and a grey 'Cancel' button.

**Kenmore JAFC**

**Transfer Request**

**Season Information**

2021 Season, 2021  
Test Football League (TFL)  
01 Jun 2021 - 30 Jun 2021

**What Happens Next**

If you proceed and submit a transfer request:

- Your request will be reviewed by your current club, new club and association(s).
- You will receive a notification indicating whether your request was approved or declined. If approved:
  - Your registration to your current club will be cancelled,
  - You will be asked to complete your registration to your new club.

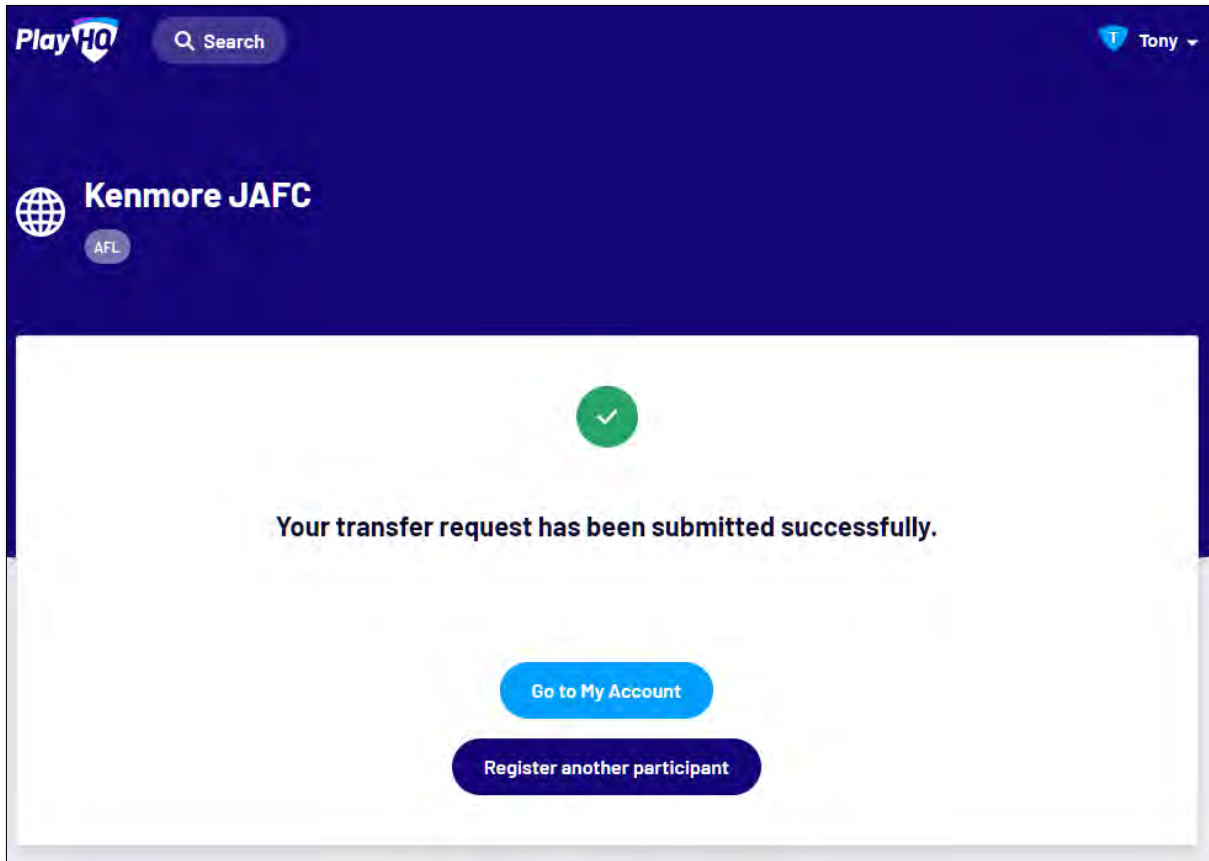
**Submit Transfer Request →**

Cancel

### *Transfers & Permits – Player Initiated Transfer (cont)*

The **Participant** will be taken to the **Your transfer request has been submitted successfully** page and will also receive a **Transfer Request Submitted** email.

This page will also give the **Participant** the option to **Go to My Account** to view their profile or **Register another participant**.



When the **Transfer** has been approved by all organisations (source club, source league, destination league & destination club) the **Player** will receive an email notification with a link to take them back to the destination club registration form and they will need to complete the **Fees** and **Payments & Summary** sections.

## Club Initiated Transfer

**Please note club admins who have been given admin access will always have access to initiate a transfer request. This task can also be done by a League admin using as the club to provide assistance to Clubs if required.**

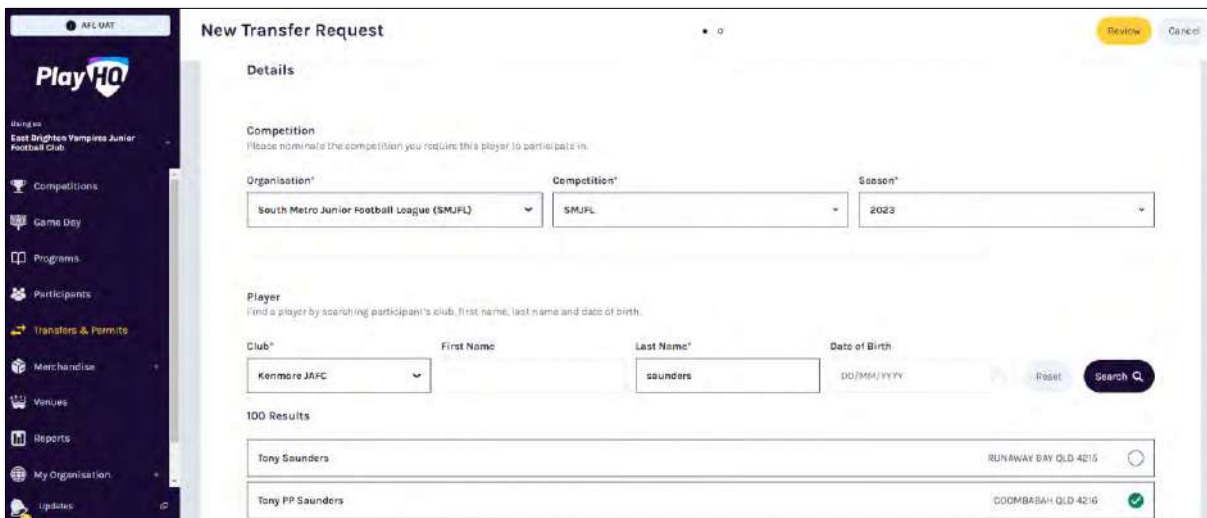
In the left menu select **Transfers & Permits**, click on the **Transfers** tab and click on the **+ New Transfer Request** button.



On the **New Transfer Request** page, under **Details** select the **Organisation**, the **Competition** and the **Season**.

Under **Player** you must select **Club** and **Last Name – First Name & date of Birth** are optional – and click on the **Search** button.

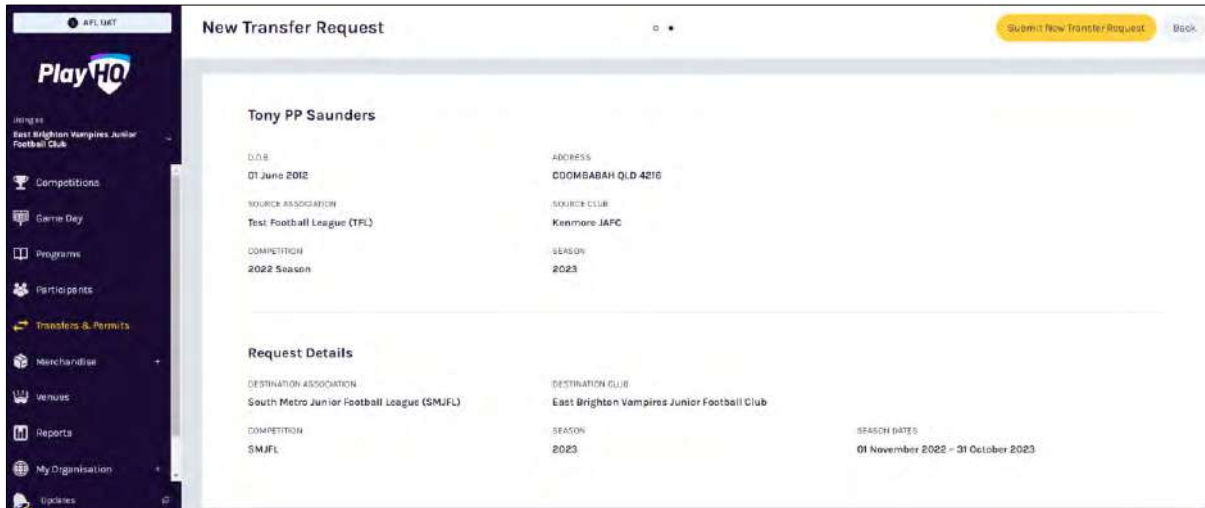
Under **Results** select the player you would like to transfer and click on the **Review** button in the top right corner.



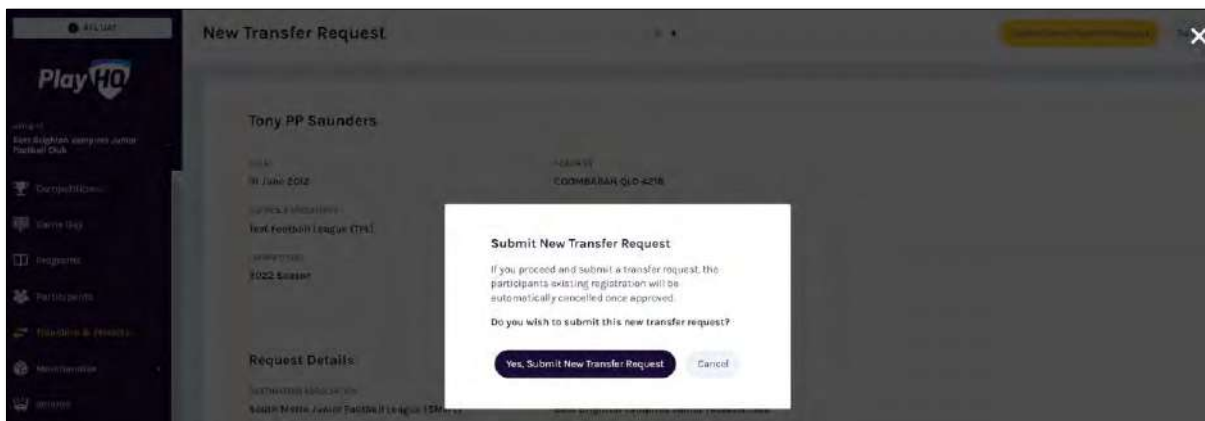
### Transfers & Permits – Club Initiated Transfer (cont)

Review the transfer details, if they are not correct click on the **Back** button and make changes as required.

If the details are correct click on the **Submit New Transfer Request** button in the top right corner.



The **Submit New Transfer Request** pop-up will appear, click on the **Yes, Submit New Transfer Request** button.



You will be returned to the **Transfers and Permits – Transfers** page with a confirmation message that transfer request was submitted successfully and the transfer will appear in the list.



## Manage Transfer Requests

In the left menu select **Transfers & Permits**, click on the **Transfers** tab and the full list of all **Transfers** will appear.

To approve or decline a transfer click on the **View** button for the **Transfer**.



On the **Transfer Request** page you will be able to view:

- whether the player is currently suspended & the player's source club and source league



- the player's **Profile** information



## Transfers & Permits – Manage Transfer Requests (cont)

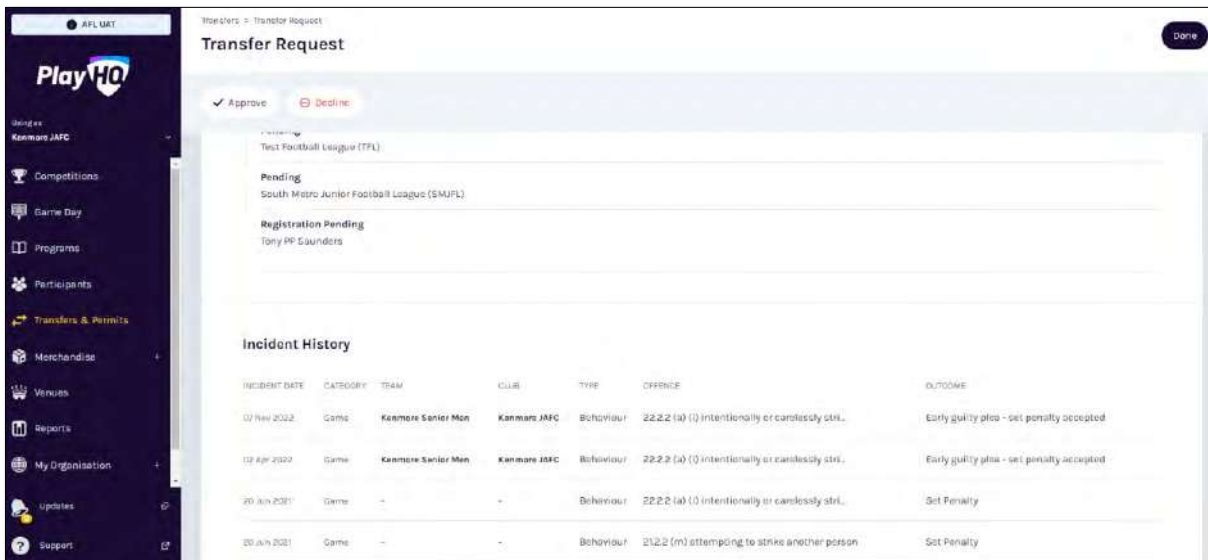
- the transfer Request Details



- the Status of the transfer; and



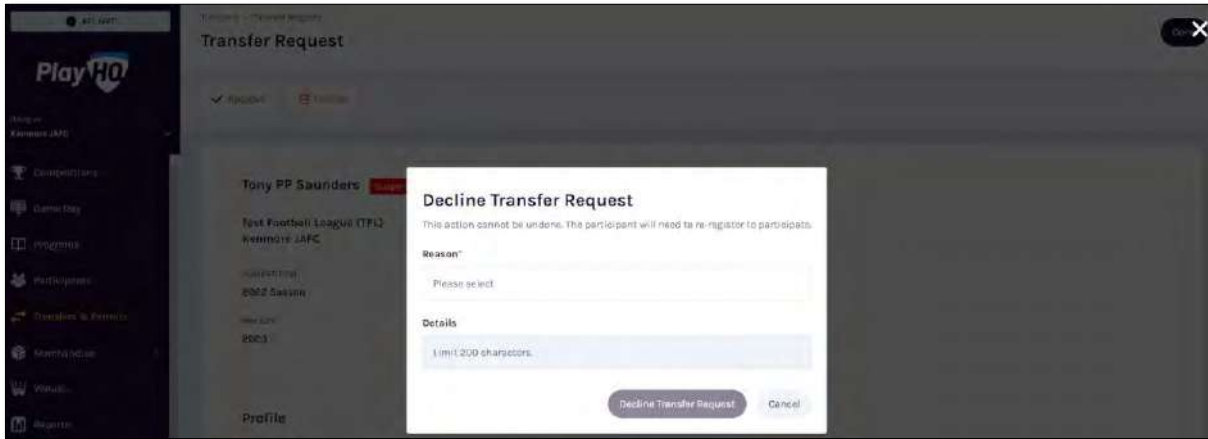
- the player's Incident History



### Transfers & Permits – Manage Transfer Requests (cont)

At the top of the page is **Approve** and **Decline** buttons.

If you click on the **Decline** button the **Decline Transfer Request** pop up will appear, select a **Reason**, add comments in the **Details** area and click on the **Decline Transfer Request** button.



If you click on the **Approve** button the **Transfer** will be approved.



## Transfers & Permits – Manage Transfer Requests (cont)

When you click on the **Done** button in the top right corner you will be returned to the **Transfer** list page.

At any stage of the **Transfer** you will be able to check at what level of the process it is sitting by clicking on the **View** button for the transfer and scrolling down to the **Status** area of the **Transfer Request**.

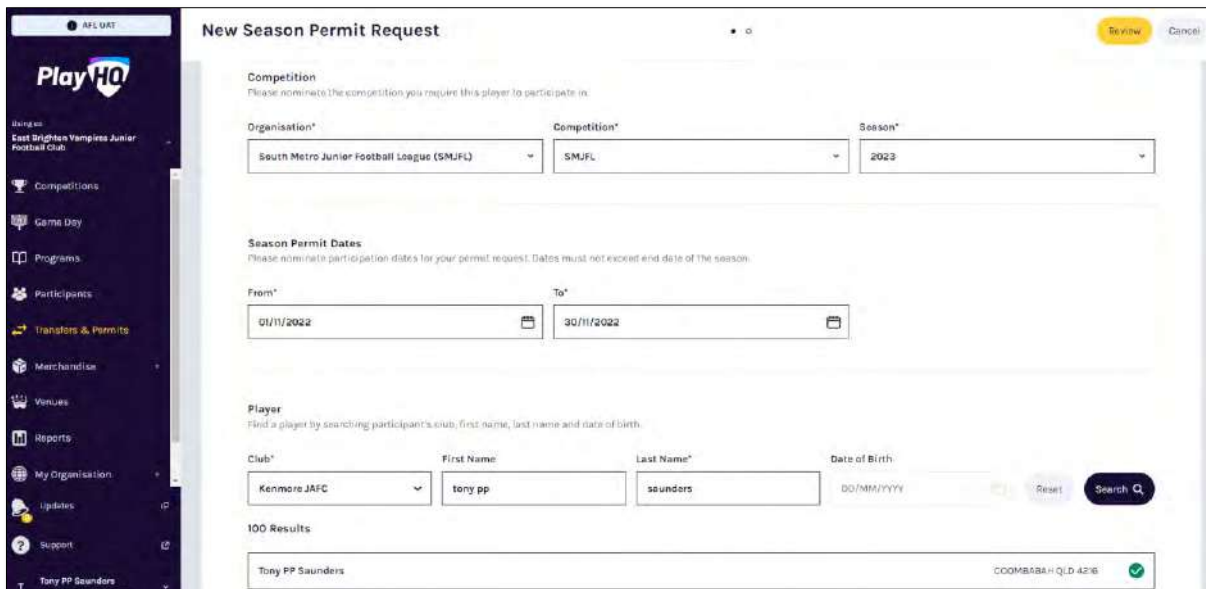
## Request Season Permit

*Please note club admins who have been given admin access will always have access to initiate a season permit request. This task can also be done by a League admin using as the club to provide assistance to Clubs if required.*

In the left menu click on **Transfer & Permits**, select the **Permits** tab and click on the **New Season Permit Request** button.



On the **New Season Permit Request** page in the **Competition** section the **Organisation**, **Competition** and **Season** for the competition you require the player to permit to. In the **Season Permit Dates** section add the **From** date and the **To** date. In the **Player** section you must select the player's **Club** and **Last Name** and click on the **Search** button. You can add the **First Name** and **Date of Birth** to narrow down the search. When you find the **Player** you wish to permit select them and click on the **Review** button in the top right corner.

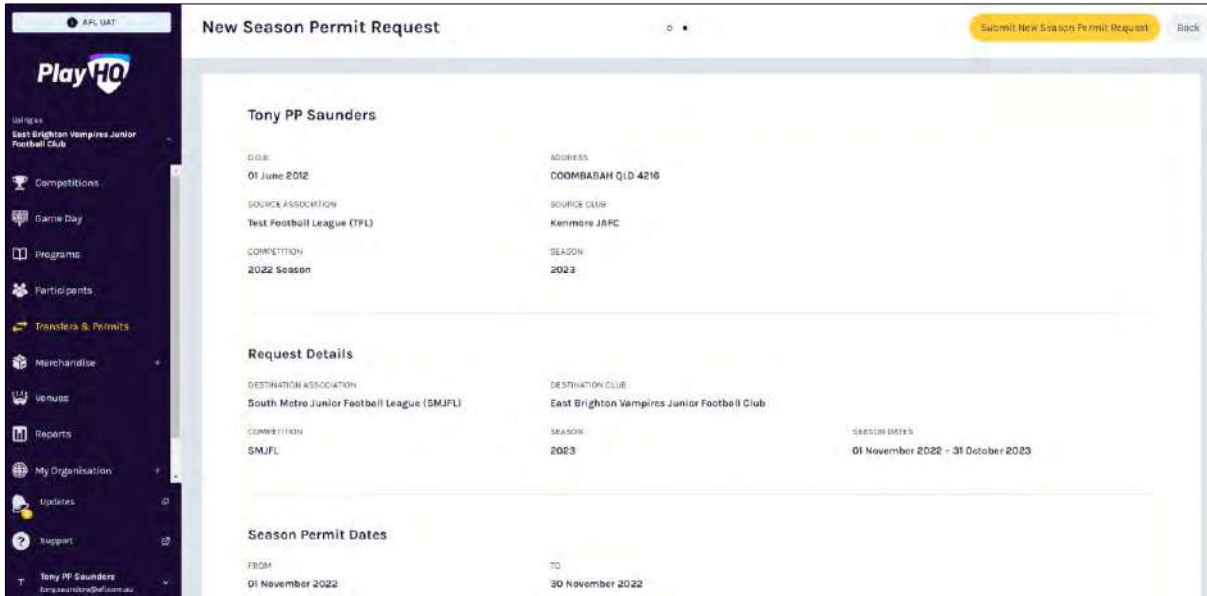


### Transfers & Permits – Request Season Permit (cont)

Review the **Player** details, **Request Details** and **Season Permit dates**.

If they are incorrect click on the **Back** button in the top right corner and make the changes.

If they are correct click on the **Submit New Season Permit Request** button in the top right corner.



You will be returned to the **Transfers and Permits – Permits** page and the permit will show in the list.



### Manage Season Permit Requests

On the **Transfers and Permits – Permits** page click on the **View** button for the **Season Permit**.



### Transfers & Permits - Manage Season Permit Requests (cont)

On the **Season Permit Request** page you can view the **Player** details, the **Request Details**, the **Season Permit Dates** and the **Status**.

**Season Permit Request**

Approve Decline

**Tony PP Saunders**

DOB	01 June 2012	ADDRESS	COOMABAH QLD 4216
SOURCE ASSOCIATION	Test Football League (TFL)	SOURCE CLUB	Kenmore J AFC
COMPETITION	2022 Season	SEASON	2023

**Request Details**

DESTINATION ASSOCIATION	South Metro Junior Football League (SMJFL)	DESTINATION CLUB	East Brighton Vampires Junior Football Club
COMPETITION	SMJFL	SEASON	2023
		SEASON DATES	01 November 2022 - 31 October 2023

**Season Permit Request**

Approve Decline

**Season Permit Dates**

FROM	01 November 2022	TO	30 November 2022
------	------------------	----	------------------

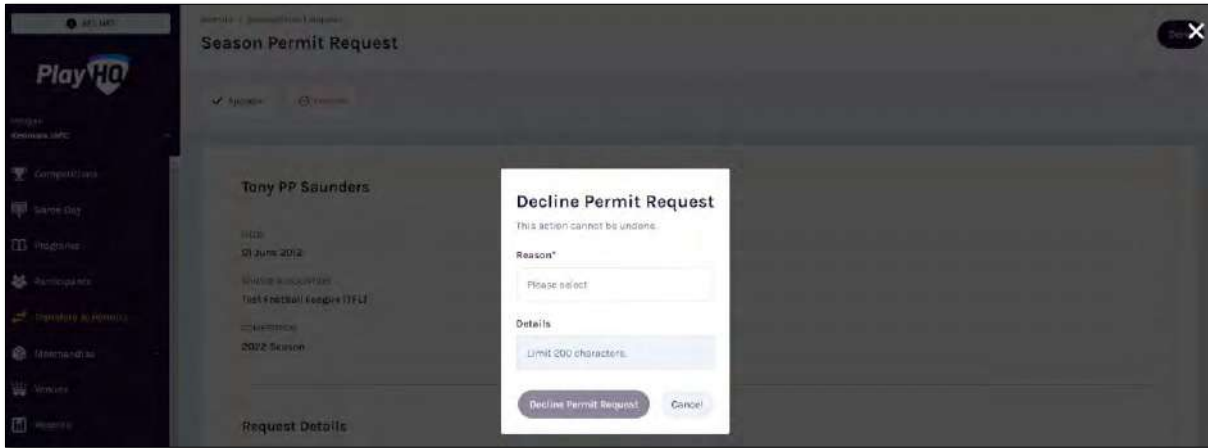
**Status**

Requested	East Brighton Vampires Junior Football Club	09 November 2022
Pending	Kenmore J AFC	16 November 2022
Pending	Test Football League (TFL)	
Pending	South Metro Junior Football League (SMJFL)	

### Transfers & Permits - Manage Season Permit Requests (cont)

At the top of the page is **Approve** and **Decline** buttons.

To decline the season permit, click on the **Decline** button. The **Decline Permit Request** pop-up will appear, you must select a **Reason**, add information into the **Details** area and click on the **Decline Permit Request** button.



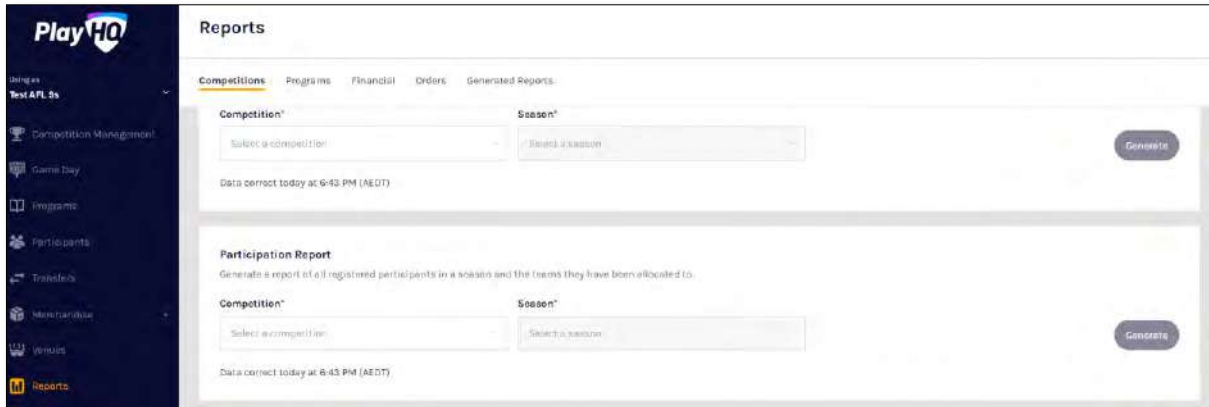
To approve the season permit, click on the **Approve** button. The **Status** for **Permit Request** will change to **Approved** and you can click on the **Done** button in the top right corner and you will be returned to the **Transfers and Permits – Permits** page.



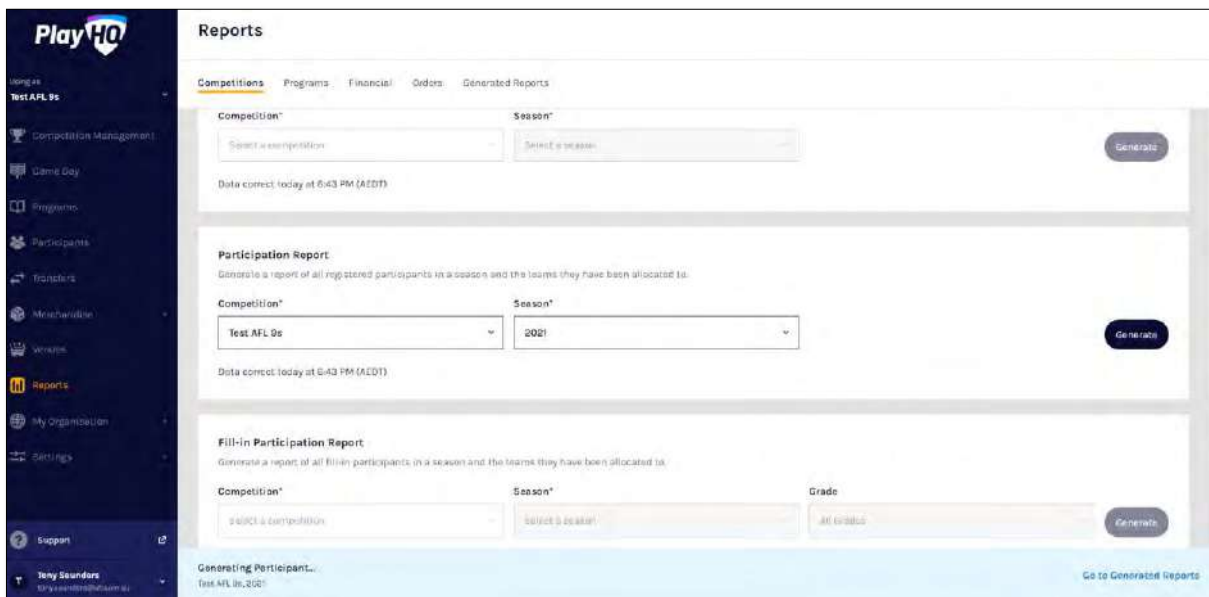
At any stage of the **Permit** you will be able to check at what level of the process it is sitting by clicking on the **View** button for the permit and scrolling down to the **Status** area of the **Season Permit Request**.

## 19. Reports

The **Reports** section is very user friendly with one click reports that download into CSV files. In the left menu select **Reports**, in the screenshot below we have selected the **Competitions** tab.

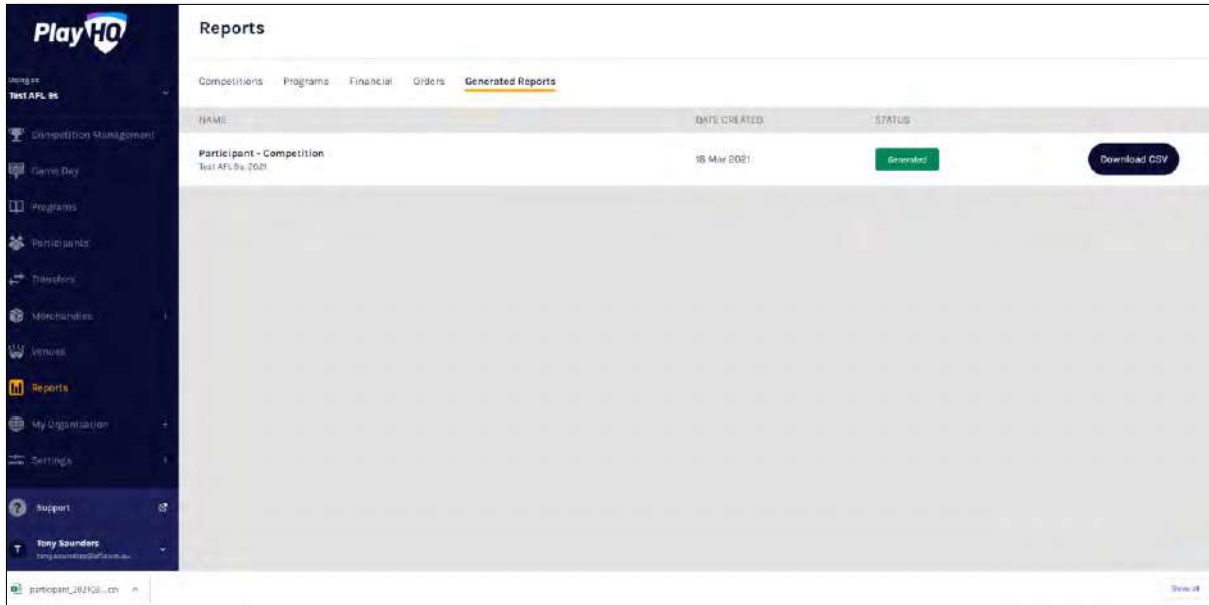


In the example below we want to run a **Participation Report**. Enter the information required for the **Report** and click the **Generate** button. The **Report** will be generated, a message will pop up at the bottom of the page. Click on **Go to Generated Reports**.



### Reports (cont)

In the **Generated Reports** area click on the **Download CSV** button. A link to the report will appear in the bottom left corner, click on the link and file will open.



## 20. Integrations - Mailchimp

As part of your League Administration duties you may need or want to email your participants to provide general information, and ad hoc communication and updates. Using PlayHQ and another platform called Mailchimp, you can easily and quickly integrate / automatically feed your participants email addresses into Mailchimp and send emails.

Mailchimp is a free online tool that you can use to send emails to your participants. You can integrate to add existing Mailchimp account or create a new Mailchimp account.

To create a new Mailchimp account go to <https://login.mailchimp.com/signup/>.

Enter your email address, and nominate a username and password.

Click Sign Up.

## Welcome to Mailchimp

Find your people. Engage your customers. Build your brand. Do it all with Mailchimp's Marketing Platform. Already have an account? [Log in](#)

Email

Username

Password [Show](#)

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 characters minimum

I don't want to receive updates from Mailchimp related to marketing best practices, product and feature updates, and promotions.

By clicking the "Sign Up" button, you are creating a Mailchimp account, and you agree to Mailchimp's [Terms of Use](#) and [Privacy Policy](#).



### *Integrations – Mailchimp (cont)*

Go to your nominated email account and open the email from Mailchimp and click on the link to activate your account.

Confirm the \$0 plan is selected and click Continue.

Complete your account details (First Name; Last Name; Business Name; Website URL and your phone (optional)). Click Continue.

Complete your address details and click Continue.

Select No when asked if you have a list of contacts and click Continue

Select Services and click Continue

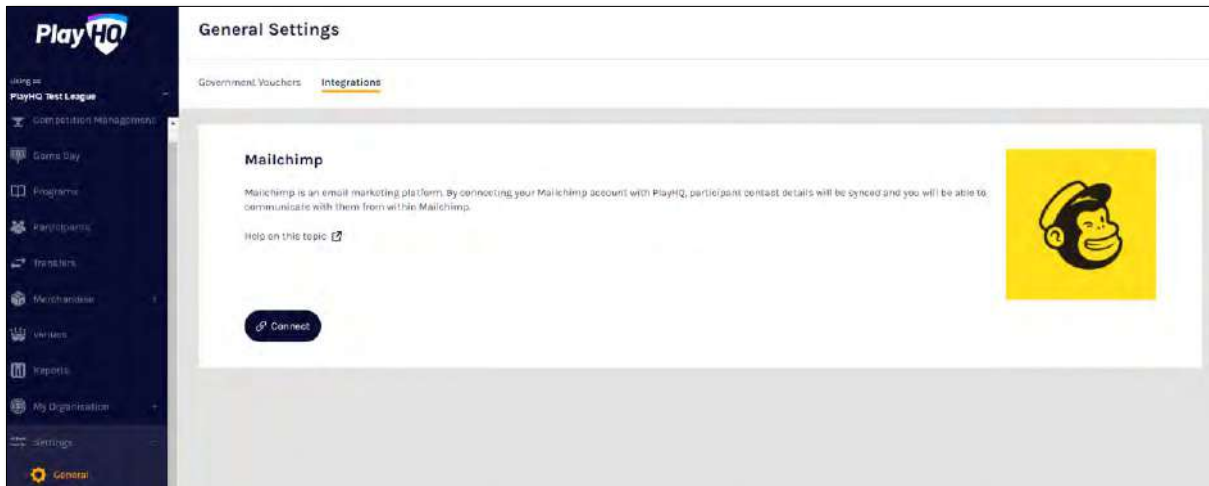
Select any offers you wish to subscribe to and click Continue

## Let's set up your account

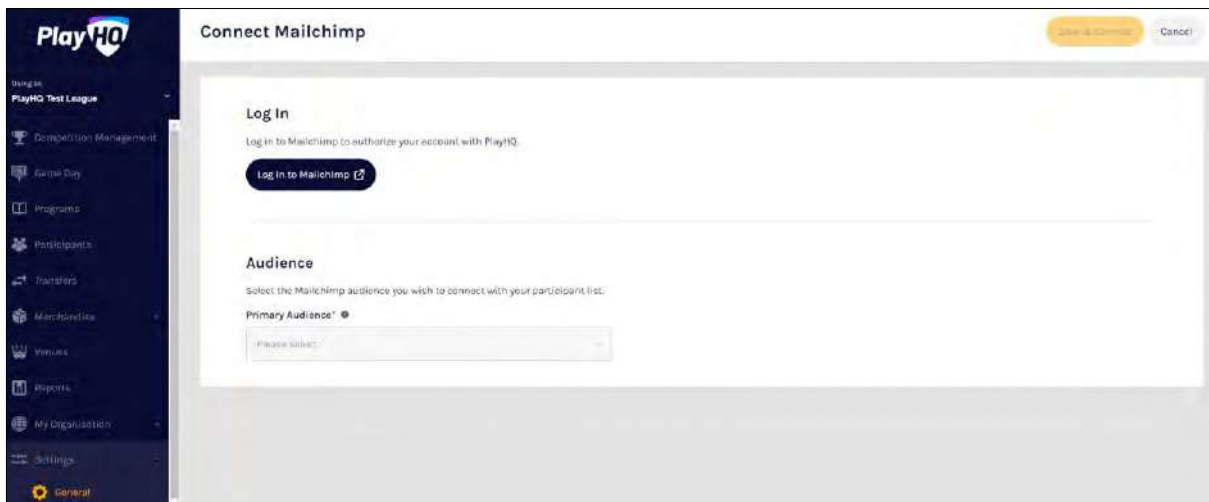
First Name	Last Name
<input type="text"/>	<input type="text"/>
Business Name	
<input type="text"/>	
Website URL	Optional
<input type="text"/>	
Phone Number	Optional
<input type="text"/>	
<input type="button" value="Continue"/>	

### Integrations – Mailchimp (cont)

To connect an **League** to a **Mailchimp** account, in the left menu select **Settings**, select **General**, click on the **Integrations** tab and click on the **Connect** button.

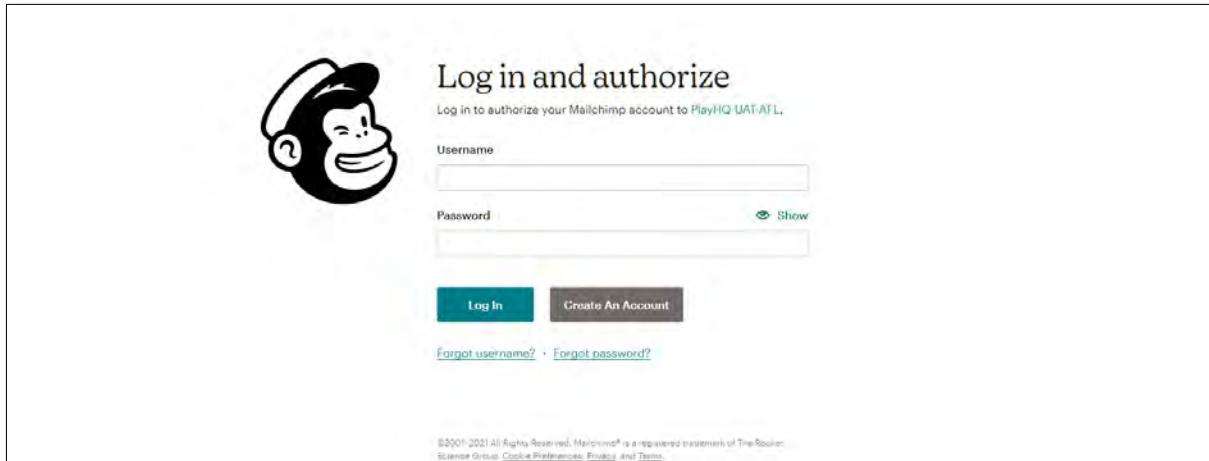


On the **Connect Mailchimp** page click on the **Log in to Mailchimp** button.

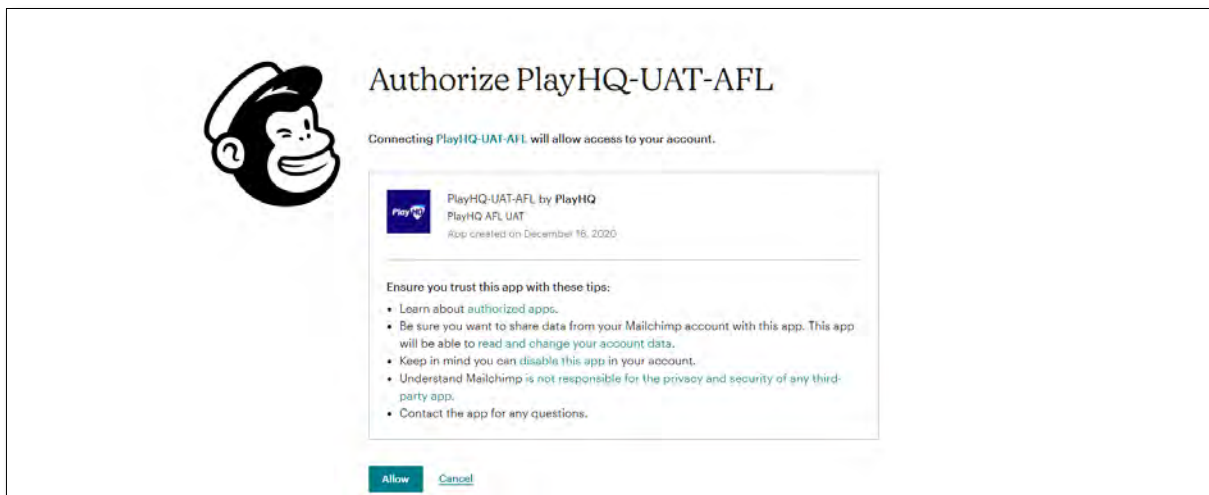


### Integrations – Mailchimp (cont)

On the **Log in and authorize** page enter the **Username** and **Password** of the **Mailchimp** account you wish to connect to and click on the **Log In** button.

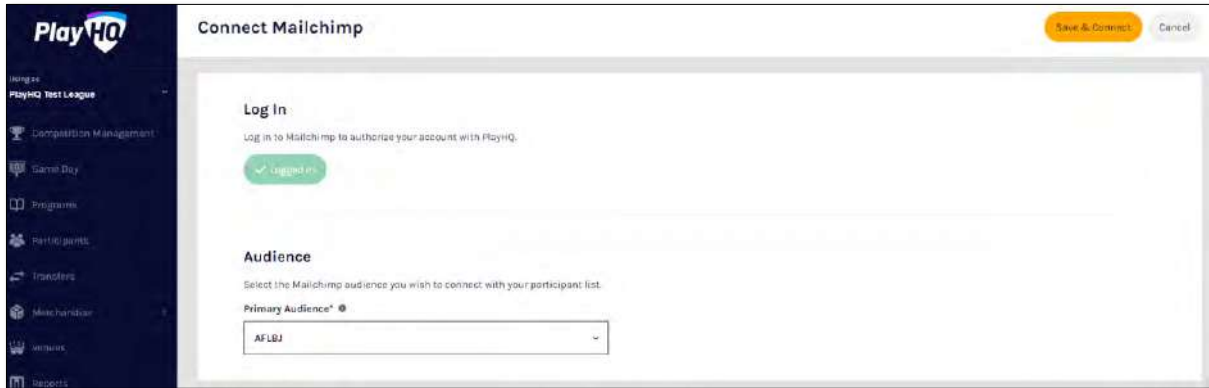


On the **Authorize PlayHQ PoC** page click on the **Allow** button.

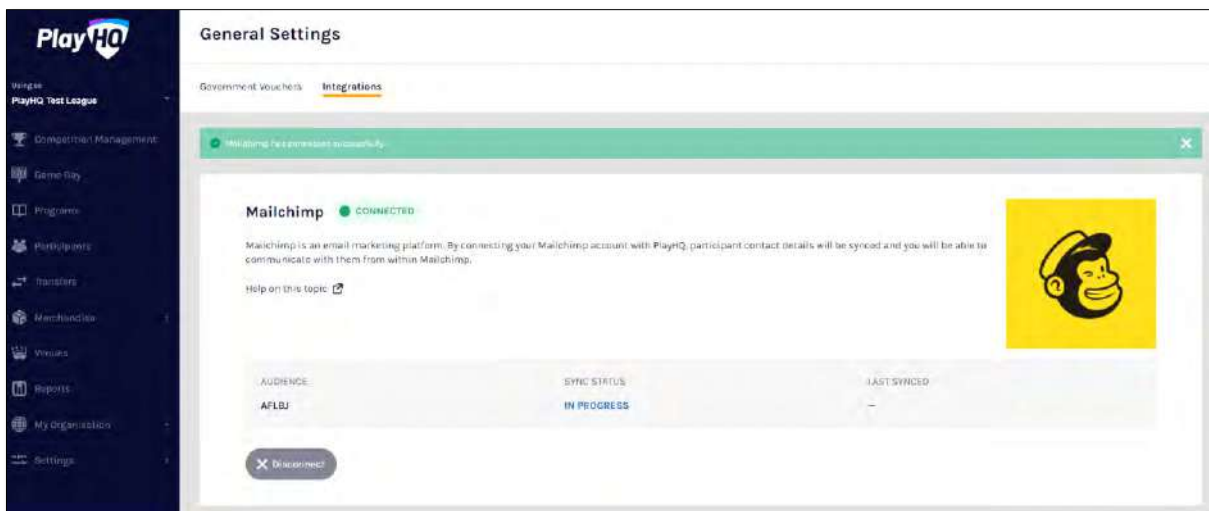


### Integrations – Mailchimp (cont)

You will return to **PlayHQ Connect Mailchimp** page, in the **Audience** area select a **Primary Audience** and click on the **Save & Connect** button in the top right corner.



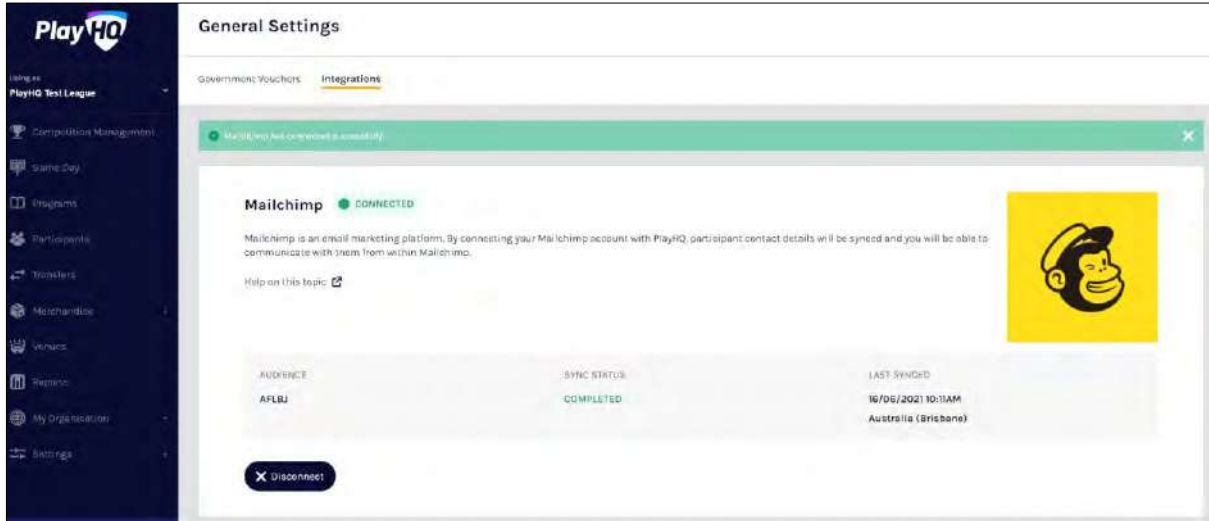
The page will update with a confirmation message. When the connection is created to **Mailchimp**, **PlayHQ** will immediately start synchronising your organisation's contacts.



### Integrations – Mailchimp (cont)

When the synchronising is complete the **Sync Status** will change.

Daily synchronising of your organisation's contact will occur overnight.



For more information on how to use **Mailchimp** and to watch a video for **How to create and send an email in Mailchimp** click [here](#).



## 21. Websites

WIX has been selected as the preferred PlayHQ/AFL standard templated website solution. WIX is a world leading content management platform, with ready built features and modules as well as website hosting and support. Additionally, its user-friendly tools allow for easy creation and maintenance of websites with the AFL able to provide templates for club use whilst allowing clubs the flexibility to extend as required.

The AFL has negotiated with WIX to offer a 20% discount for Leagues and Clubs from the standard WIX Premium Plan offering. A discount voucher code will be provided to any League or Club that sign up to the service. Details on the process to claim the discount will be provided as part of onboarding / transition to PlayHQ. The pricing model is based on their Editor X website platform.

Premium Plan - Base level Note: WIX charges in USD -for AUD guide we have used an exchange rate of USD to AUD = \$0.75	Monthly cost (USD)	Approx Monthly cost (AUD)	Approx Annual cost (AUD)
Subscription charges inc 20% rebate	\$18.50	\$23.12	\$280

Example template: <https://afl-community.editorx.io/afl-template>

## 22. Support

### Community Football Resources

A one stop shop for all your League Admins needs, visit <https://www.afl.com.au/clubhelp/playhq> for all your Community Football PlayHQ needs. This website includes all things from logos, marketing assets, support material that makes running your League easy and much more.



### AFL Customer Service Team

Our friendly staff are always here to assist all questions relating to Community Football. Please contact our Customer Service staff on 1800 PLAYAFL or [clubhelp@afl.com.au](mailto:clubhelp@afl.com.au) who will be able to assist and make your valuable role that much easier. The team are there to help your League admins, club admins and participants as well, so for any questions that they may have on their registration or Community Football leave it to our Customer Service team.

Participants can update their details at their leisure on their profile once logged [in here](#).

## Season Setup Checklist

### RETURNING TO PLAYHQ CHECKLIST FOR LEAGUE ADMINS



TASK	WHERE IN PLAYHQ	RESOURCES	COMPLETE
Review & potentially update Contacts	My Organisation > Overview > Contacts		<input type="checkbox"/>
Review & potentially update Notifications	My Organisation > Overview > Notifications		<input type="checkbox"/>
Review & potentially update Admins	My Organisation > Admins		<input type="checkbox"/>
Set up transfer preference	Competition Management > Competition > Settings		<input type="checkbox"/>
Set up new player approval	Competition Management > Competition > Settings		<input type="checkbox"/>
Set up exception dates	Competition Management > Competition > Season > Settings		<input type="checkbox"/>
Set up Age Restrictions	Competition Management > Competition > Season > Settings		<input type="checkbox"/>
Set up Age Groups	Competition Management > Competition > Season > Settings		<input type="checkbox"/>
Set up Custom Fields	Competition Management > Competition > Season > Registration > Custom Fields		<input type="checkbox"/>
Review & potentially update Club Management Settings (including adding League fees)	Competition Management > Competition > Season > Registration > Club		<input type="checkbox"/>

Email: [clubhelp@afl.com.au](mailto:clubhelp@afl.com.au) | Call: 1800 PLAYAFL | Visit: [www.afl.com.au/clubhelp/playhq](http://www.afl.com.au/clubhelp/playhq)

### RETURNING TO PLAYHQ CHECKLIST FOR CLUB ADMINS



TASK	WHERE IN PLAYHQ	RESOURCES	COMPLETE
Set up or update club bank account (if applicable)	My Organisation > Overview > Payments		<input type="checkbox"/>
Set your club fees	Competitions > My Competitions > Registration > Configure 'Participant to Club' form		<input type="checkbox"/>
Set up custom fields (if applicable)	Competitions > My Competitions > Registration > Custom Fields		<input type="checkbox"/>
Mark their Forms visible when ready to open registrations	Competitions > My Competitions > Registration > Configure 'Participant to Club' form		<input type="checkbox"/>
Review and potentially update Contacts list	My Organisation > Overview > Contacts		<input type="checkbox"/>
Review and potentially update Details page	My Organisation > Overview > Details		<input type="checkbox"/>
Review and potentially update Notification page	My Organisation > Overview > Notifications		<input type="checkbox"/>
Update your Club Registration Form link for 2023 season (i.e. on club website or social media channels etc)	Competitions > My Competitions > Registration > Configure 'Participant to Club' form		<input type="checkbox"/>
When ready send out Registration Email to your players/parents potentially via Mailchimp	Settings > General > Integrations		<input type="checkbox"/>

Email: [clubhelp@afl.com.au](mailto:clubhelp@afl.com.au) | Call: 1800 PLAYAFL | Visit: [www.afl.com.au/clubhelp/playhq](http://www.afl.com.au/clubhelp/playhq)