

AFL COMMUNITY FOOTBALL

CLUB ADMIN

PLAYHQ USER GUIDE



Version 3, 14th January

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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.

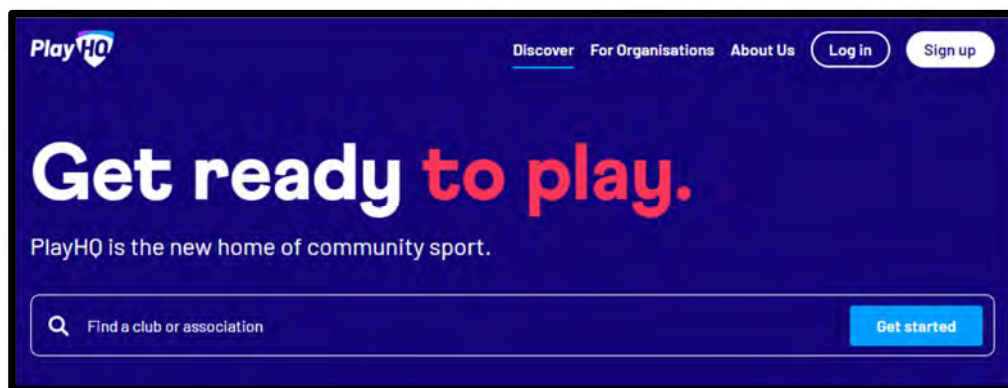
Participant in **PlayHQ** formerly known as Member in the GameDay (SportsTG) system.

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

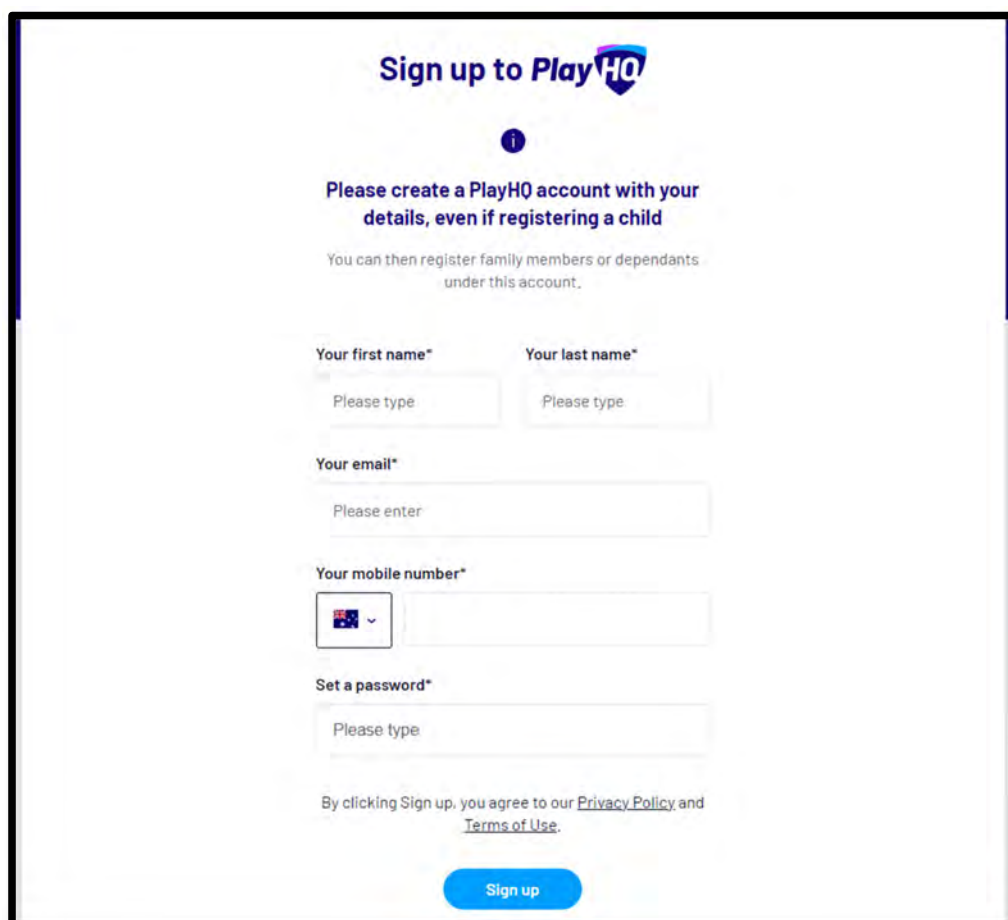
Tournament in **PlayHQ** formerly known as Pools Competition in the GameDay (SportsTG) system.

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.

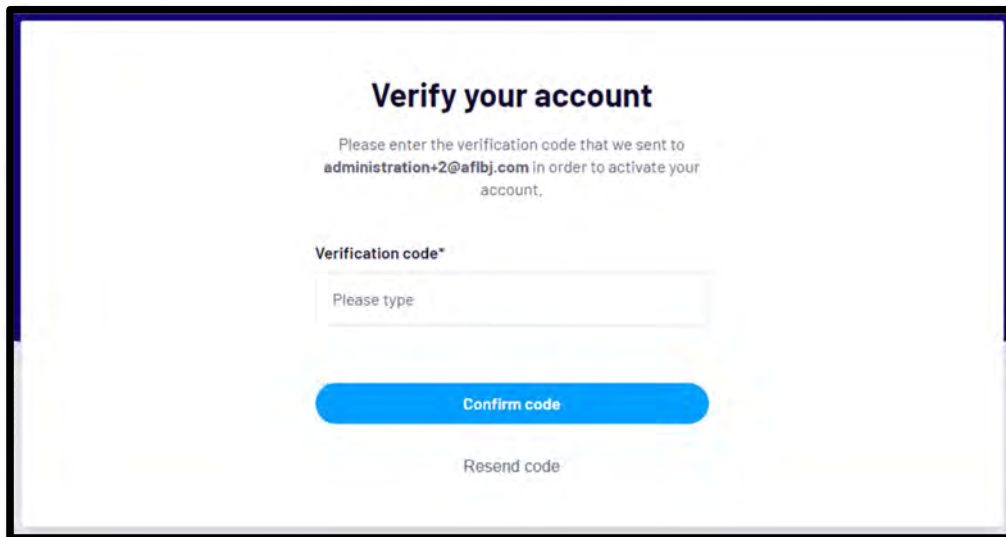


You will land on the **Sign up to PlayHQ** page. Add **Your first name**, add **Your Last Name**, add **Your email**, add **Your mobile number**, add a password in **Set a password** and click on the **Sign up** button.

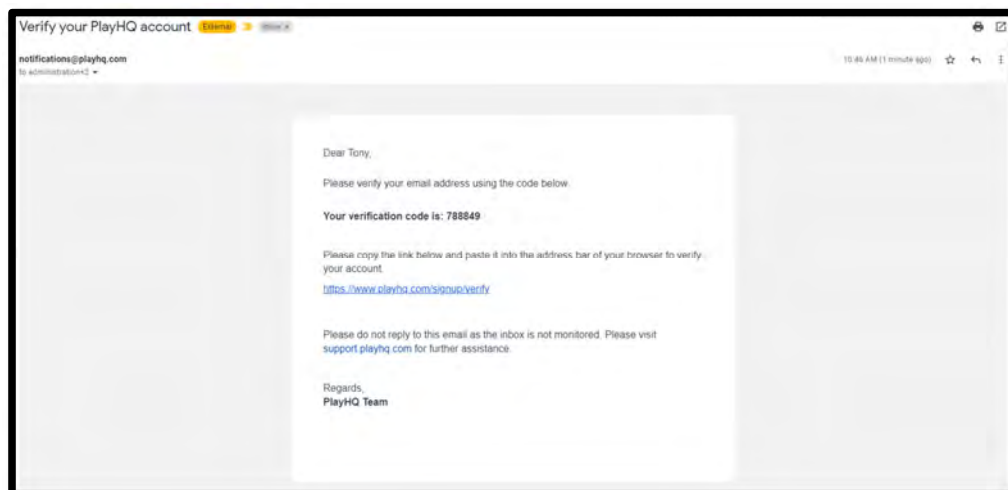
A screenshot of the 'Sign up to PlayHQ' page. The page has a white background with a blue header containing the 'Sign up to PlayHQ' title and an information icon. Below the header, there is a message: 'Please create a PlayHQ account with your details, even if registering a child' and a sub-message: 'You can then register family members or dependants under this account.' The form consists of several fields: 'Your first name*' and 'Your last name*' (both with 'Please type' placeholders), 'Your email*' (with 'Please enter' placeholder), 'Your mobile number*' (with a dropdown menu showing the Australian flag and a 'Please type' placeholder), and 'Set a password*' (with 'Please type' placeholder). At the bottom, there is a line of text: 'By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).' and a blue '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**.



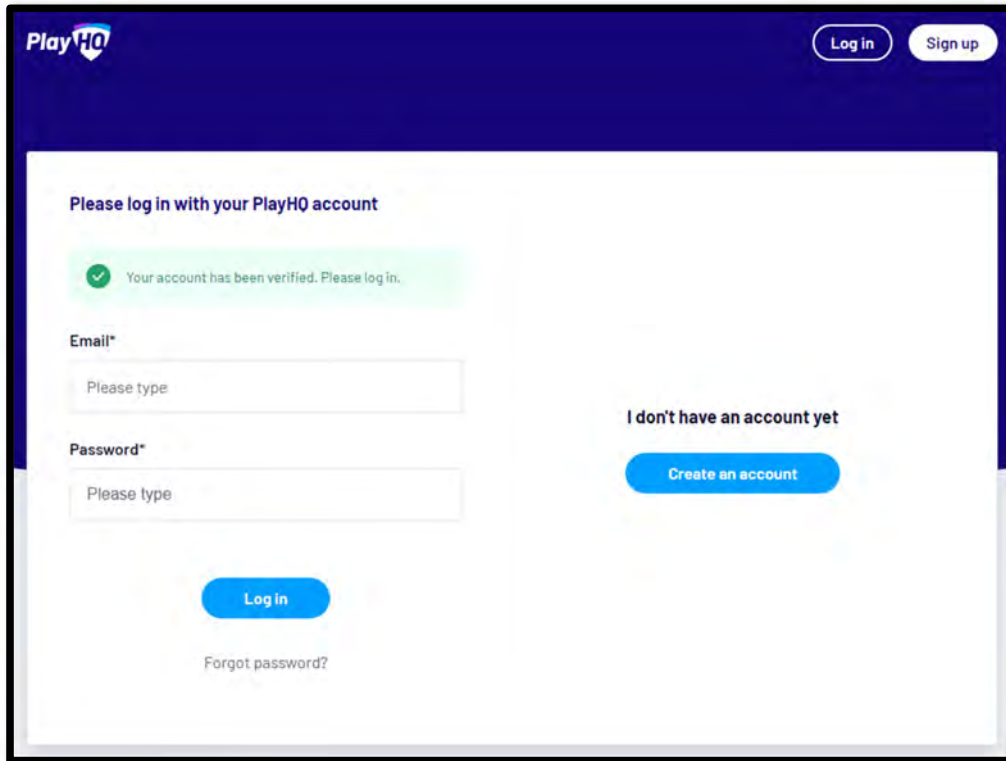
The screenshot shows a web page titled "Verify your account". Below the title, it says "Please enter the verification code that we sent to **administration+2@afibj.com** in order to activate your account." There is a text input field labeled "Verification code*" with the placeholder text "Please type". Below the input field is a blue button labeled "Confirm code". At the bottom, there 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.

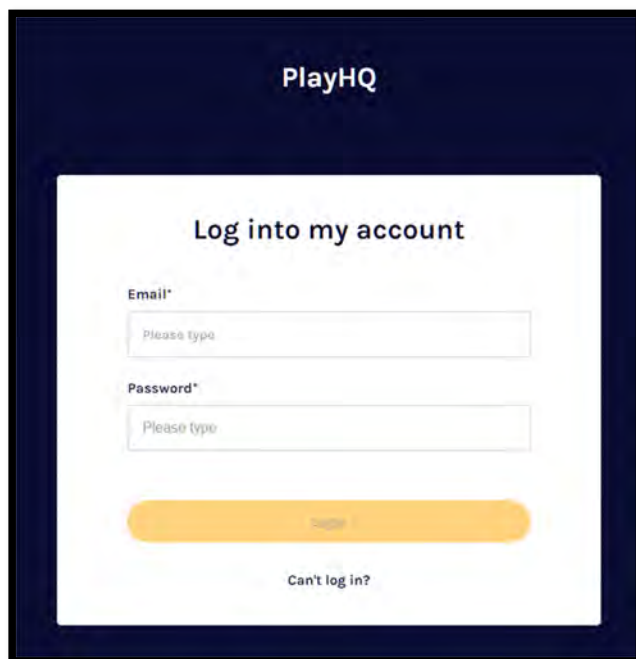
You will be taken to the login page and confirmation message – **Your account has been verified. Please log in.** – where you be able to enter your **Email** and **Password** and click on the **Login** button.



The screenshot shows the PlayHQ login interface. At the top, there's a dark blue header with the PlayHQ logo on the left and 'Log in' and 'Sign up' buttons on the right. The main content area has a white background. It starts with the heading 'Please log in with your PlayHQ account'. Below this is a green success message: 'Your account has been verified. Please log in.' with a checkmark icon. There are two input fields: 'Email*' and 'Password*', both with placeholder text 'Please type'. To the right of these fields is a link 'I don't have an account yet' and a blue button 'Create an account'. At the bottom left is a blue 'Log in' button, and below it is a link 'Forgot password?'.

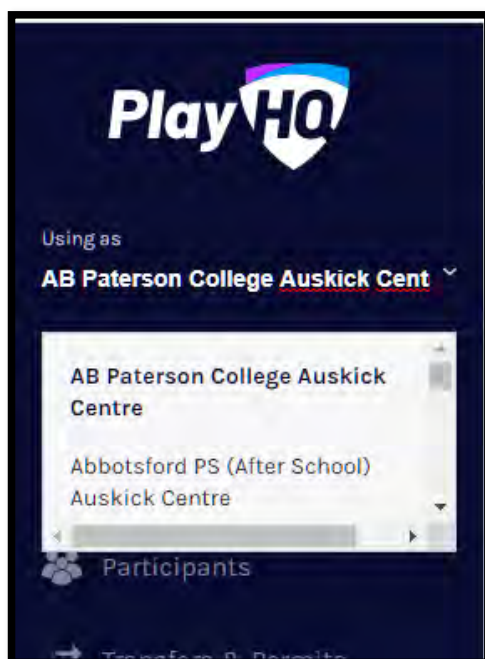
3. Logging in and accessing your database as an Club Admin

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



The image shows the PlayHQ login interface. At the top, the PlayHQ logo is displayed. Below it, the text "Log into my account" is centered. There are two input fields: "Email*" and "Password*", both with placeholder text "Please type". Below the password field is a yellow "Login" button. At the bottom, there is a link that says "Can't log in?".

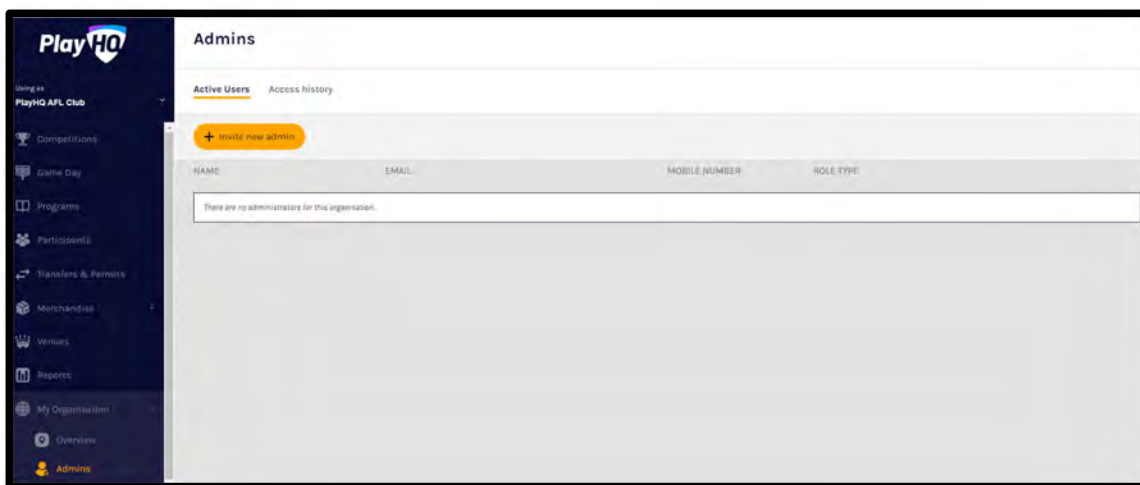
When you have logged in you see the name of the organisation you are **Using as** in the top left corner. If you are an admin for more than one organisation you can click in the **Using as** area and it will show you a list of all of the organisation you have access to.



4. My Organisation – Admins

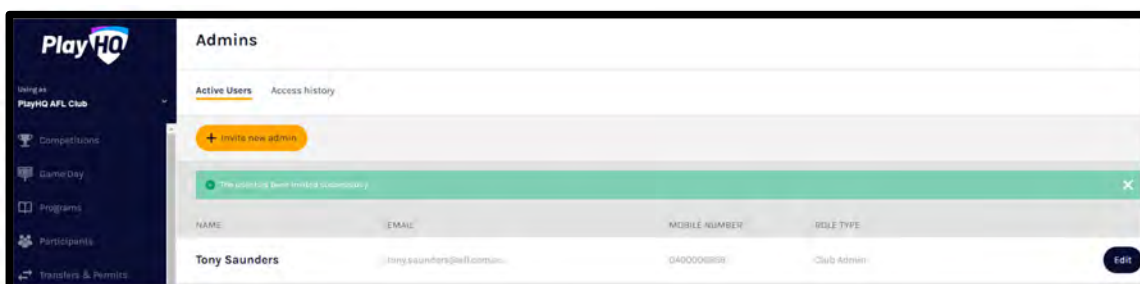
In the left-hand menu click on **My Organisation** then select **Admins**.

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.

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

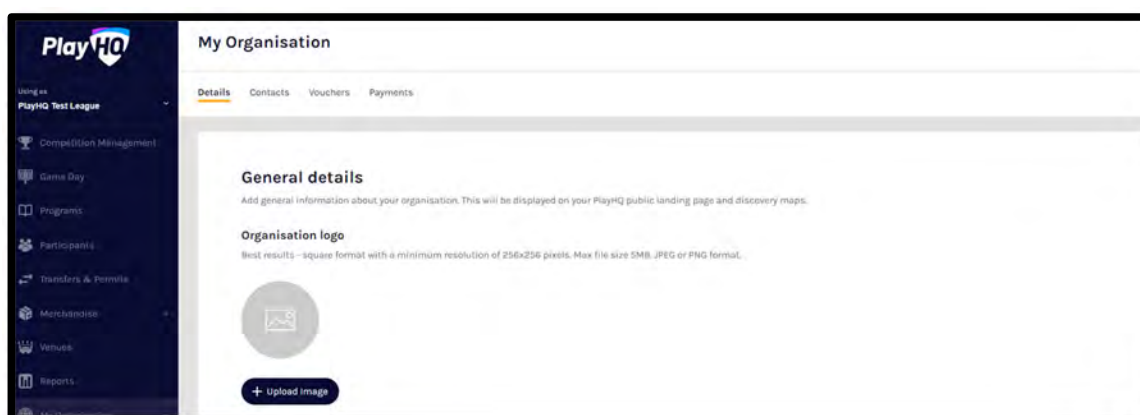
In the left-hand column go to **My Organisation** then select **Overview**.

Adding/Updating Details

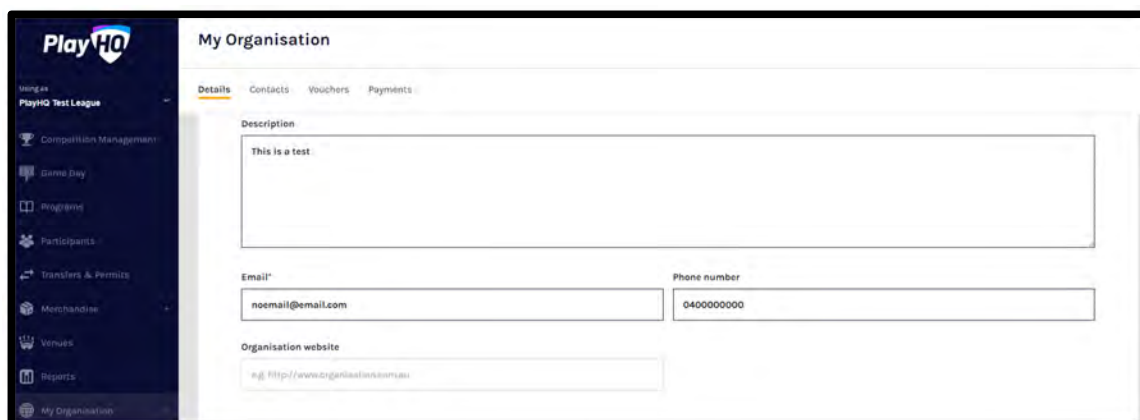
Click on the **Details** tab.

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.af/ 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.

My Organisation

Details **Contacts** Vouchers Payments

Contact information

| First name* | Last name* | Position* | Email | Phone | Visibility |
|-------------|------------|-----------|--------------------------|------------|------------|
| Tony | Saunders | President | tony.saunders@afl.com.au | 0400000000 | |

+ Add contact

Update & Save

Adding/Updating Notifications

Click on the **Notifications** tab, you can add up to 30 **Email** contacts to receive registration notifications via email. Add an email address in **Email** area and click on the **+ Add** button.

My Organisation

Details Contacts **Notifications** Vouchers Payments

By adding an email address, you agree to use the information that is sent in any email you receive solely for your organisation's purposes.

Notifications

Add an email address to receive emails whenever a new registration, transfer request and permit request is triggered.

Email

+ Add

Limit 30

| EMAIL ADDRESS | COMP. REG. | PROG. REG. |
|---|--------------------------|--------------------------|
| tony.saunders@afl.com.au | <input type="checkbox"/> | <input type="checkbox"/> |
| <small>Added by: Tony Saunders, 12 January 2022</small> | | |

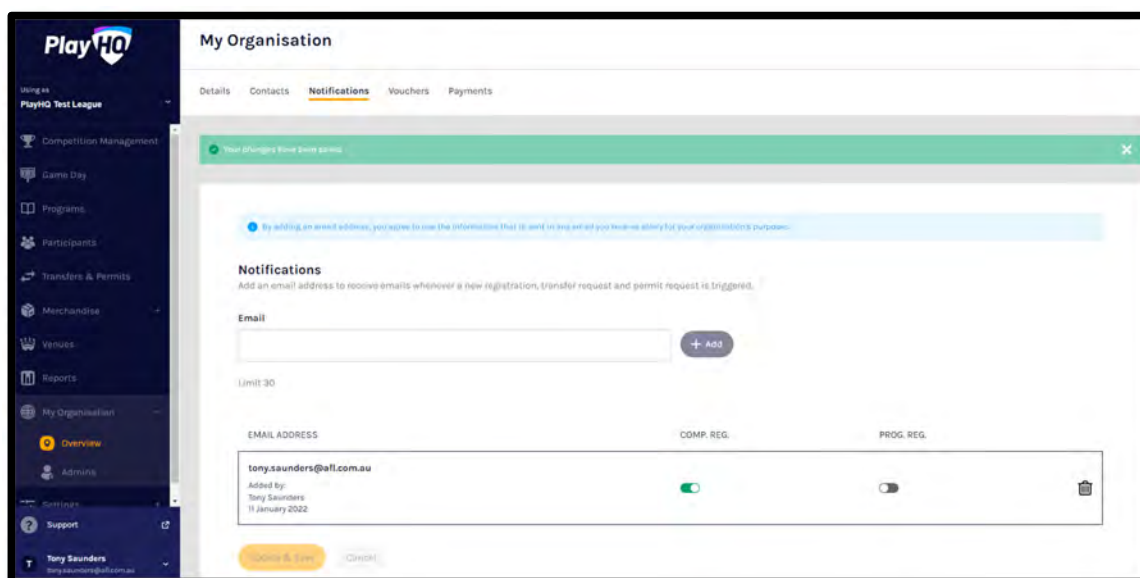
Update & Save **Cancel**

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

Turn on **Comp. Reg.** and click on the **Update & Save** button.

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

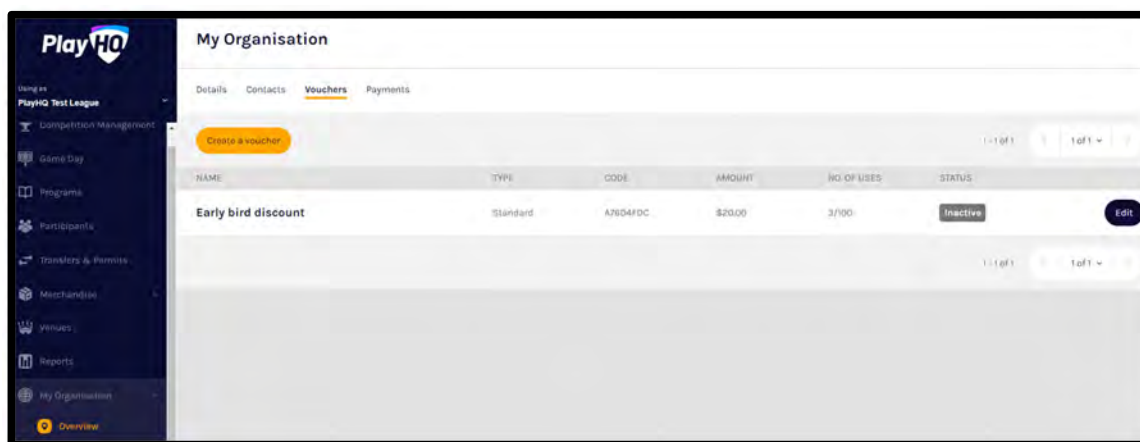
To remove a contact click on the  icon and click on the **Update & Save** button.



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 **Create a Voucher**.



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.

Create a voucher

Voucher type

Standard

Voucher code will only apply to fees set at your organisation.

Voucher details

Voucher name*
It will be displayed at checkout.
i.e. Early Bird Voucher Code

Voucher value*
\$ 0

Number of uses*
Number of times of usage for a unique code.
1

Activate voucher ☐

Setting Up Online Payments

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

My Organisation

Details Contacts Vouchers **Payments**

Submit payment details to start receiving fees. We can only accept payment details from organisations located in Australia.

Submit Payment Details

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

Add Organisation details and select answers to GST questions.

Submit Payment Details [Submit] [Cancel]

Please ensure the accuracy of these details as this submission process can only be completed once. For any amendments please contact support.

Organisation Details

We can only accept payment details from organisations located in Australia. Please ensure the accuracy of these details as this submission process can only be completed once. For any amendments please contact support.

Address Line 1* [Please type] Address Line 2* [Please type]

Town/Suburb* [Please type] State* [Please select] Postcode* [Please type]

Phone* [Please type] Website URL (or social media page)* [Please type]

Is your organisation registered for GST?* ☐ Yes ☐ No

Does your organisation have an ABN?* ☐ Yes ☐ No

Add Organisation bank details and representative details.

Submit Payment Details [Submit] [Cancel]

Nominated Bank Account Details

All deposits will be paid into this account.

BSB* [Please type] Account Number* [Please type]

Authorised Organisation Representative Details

First Name* [Please type] Last Name* [Please type] Position at Organisation* [Please type]

Email* [Please type] Mobile* [Please type] Date of Birth* [DD] [MM] [YYYY]

Address Line 1* [Please type] Address Line 2* [Please type]

Town/Suburb* [Please type] State* [Please select] Postcode* [Please type]

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

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

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

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

Submit Payment Details

Photo Identification

As part of the regulatory requirement of our payment provider, we require you to supply a photocopy of either your drivers licence or passport.

☒ Drivers License
 ☐ Passport

Drivers License Front*

Please ensure:

- Entire document is captured
- Image is in colour
- Flash is not used
- Image is free of reflection
- Image is correctly orientated
- File is a JPEG or PNG (smaller than 5MB)

Upload

Drivers License Back*

Please ensure:

- Entire document is captured
- Image is in colour
- Flash is not used
- Image is free of reflection
- Image is correctly orientated
- File is a JPEG or PNG (smaller than 5MB)

Upload

Submit Payment Details

Photo Identification

As part of the regulatory requirement of our payment provider, we require you to supply a photocopy of either your drivers licence or passport.

☐ Drivers License
 ☒ Passport

Passport*

Please ensure:

- Entire document is captured
- Image is in colour
- Flash is not used
- Image is free of reflection
- Image is correctly orientated
- File is a JPEG or PNG (smaller than 5MB)

Upload

Terms and Conditions

☐ I agree to the **Stripe Terms & Conditions**: <https://stripe.com/au/ssa>
☐ I agree to the **Stripe Connect Terms & Conditions**: <https://stripe.com/au/connect-account/legal>
☐ I agree to the **PlayHQ Terms of Use**: <https://www.playhq.com/terms>
☐ I agree to the **PlayHQ Privacy Policy**: <https://www.playhq.com/privacy>

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.

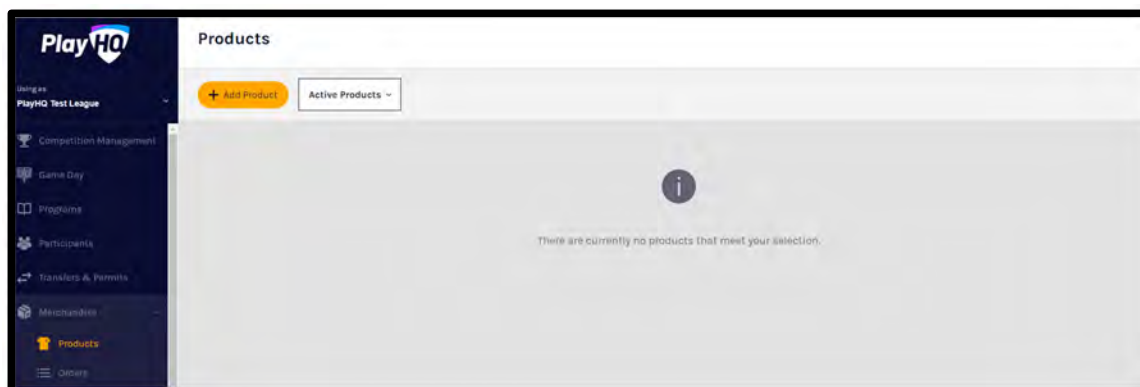
Please note you can turn on more than one state for those organisations that cross a state border.

| Government location | Voucher name | Competitions | Local programs | Shared programs |
|---------------------|----------------------|-------------------------------------|--------------------------|--------------------------|
| New South Wales | Active Kids | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Northern Territory | Sport Voucher Scheme | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Queensland | FairPlay Voucher | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| South Australia | Sports Vouchers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tasmania | Ticket To Play | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Western Australia | KidSport | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

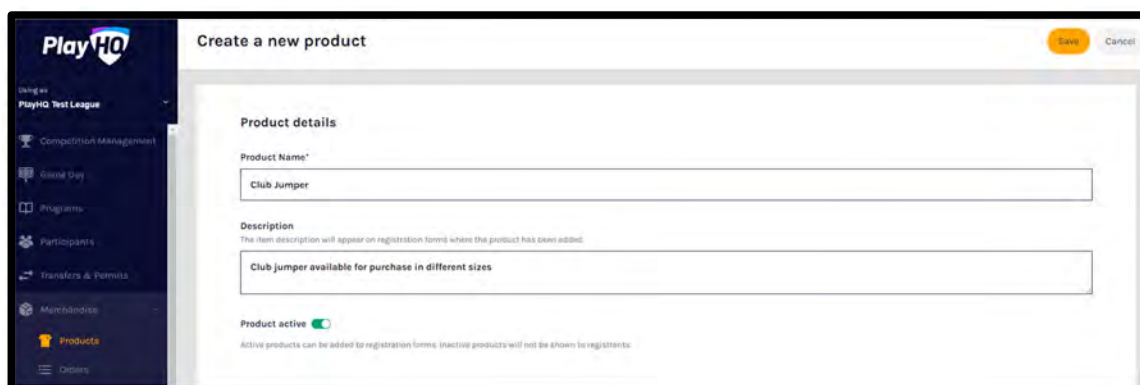
7. Merchandise

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

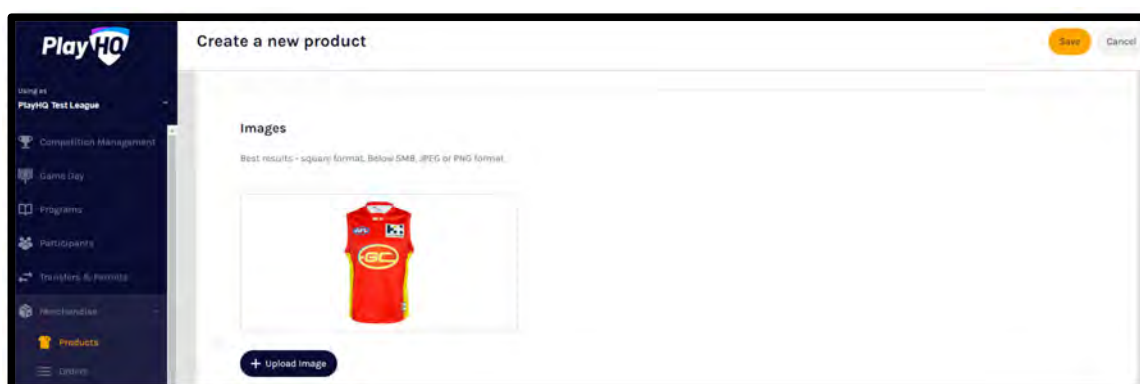
In the left-hand column go to **Merchandise**, select **Products** and click on the **Add Product** button.



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.

The screenshot shows the 'Create a new product' form in the PlayHQ interface. The 'Product type' is set to 'Single'. The 'Amount' field is set to '\$ 20'. The 'SKU' field is empty. The 'Availability' is set to 'Available' with a green checkmark. The left sidebar shows the 'Products' menu item highlighted.

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

The screenshot shows the 'Create a new product' form in the PlayHQ interface, with the 'Product type' set to 'Variations'. The 'Category Title' is 'Size'. The 'Options' are 'Small', 'Medium', and 'Large'. Below the options, there is a table with columns for 'SIZE', 'SKU (Stock Keeping Unit)', 'AMOUNT', and 'AVAIL.'. The table contains three rows of data for the 'Size' category.

| SIZE | SKU (Stock Keeping Unit) | AMOUNT | AVAIL. |
|--------|--------------------------|--------|-------------------------------------|
| Small | eg. 012432096 | \$ 20 | <input checked="" type="checkbox"/> |
| Medium | eg. 012432096 | \$ 25 | <input checked="" type="checkbox"/> |
| Large | eg. 012432096 | \$ 30 | <input checked="" type="checkbox"/> |

Merchandise (cont)

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.

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.

Merchandise (cont)

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

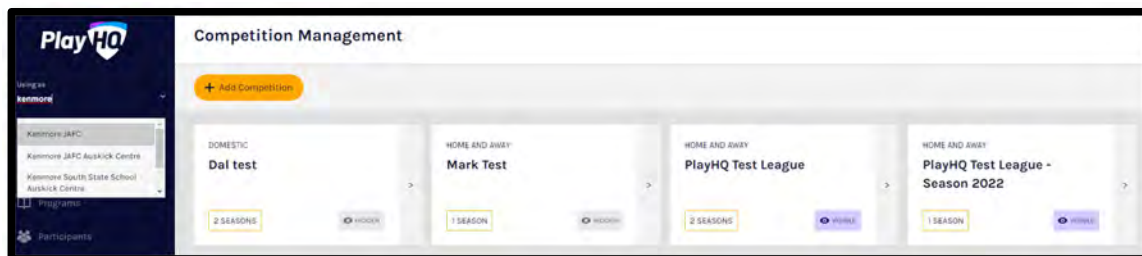
You will be returned to the **Products** page with confirmation message that the product was created successfully.

| PRODUCT | VARIATIONS | AMOUNT | |
|-------------|------------|-------------------|-------------|
| Club Jumper | Yes | \$20.00 - \$30.00 | Active Edit |

8. 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.

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

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

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

Club Custom Fields

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

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

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.

Participant

Inherited

AFL

AFL team supported:

PLAYHQ TEAM MANAGER

My Custom Fields

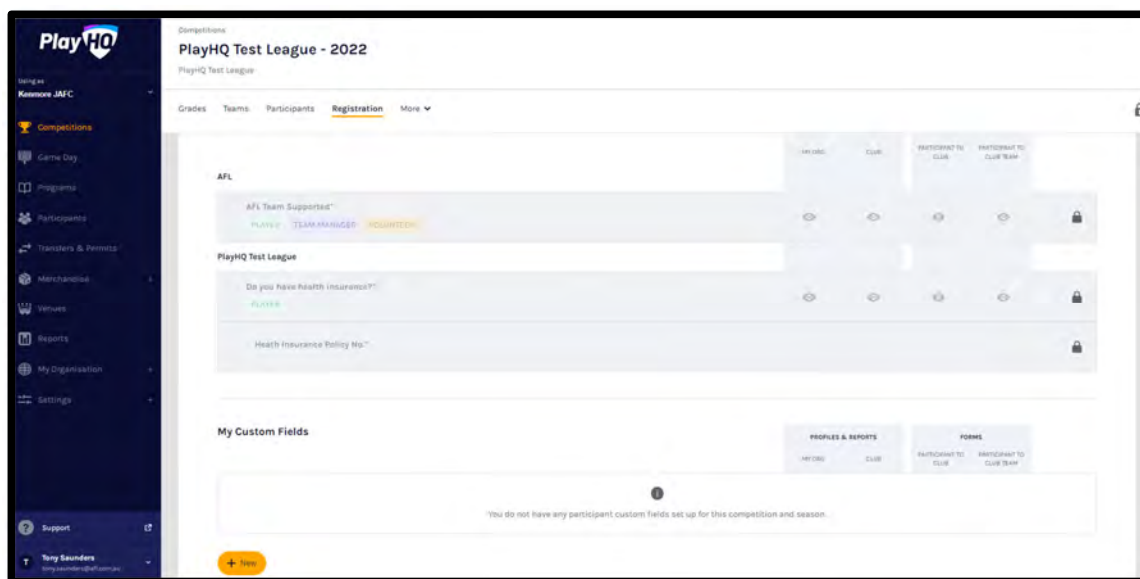
You do not have any participant custom fields set up for this competition and season.

+ New

Club Conditional Custom Fields

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

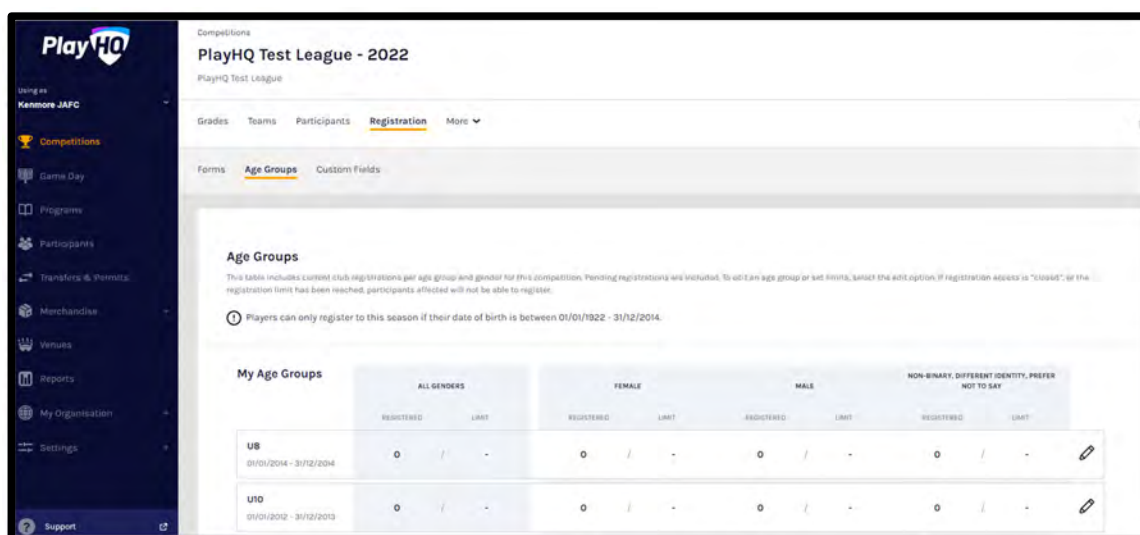
The **Club** can create any **Conditional Custom Fields** they may require by clicking on the **+ New** button and follow the instructions earlier in the guide for League.



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.

Edit U8 Age Group

Age Group Details

Set the registration limits and access for this age group. If registration access is "closed", or the registration limit has been reached, participants affected will not be able to register.

| GENDER | AMOUNT REGISTERED | REGISTRATION LIMITS | REGISTRATION ACCESS |
|---|-------------------|---------------------|--|
| All Genders | | Unlimited | Open <input checked="" type="checkbox"/> |
| Female | | Unlimited | Open <input checked="" type="checkbox"/> |
| Male | | Unlimited | Open <input checked="" type="checkbox"/> |
| Non-Binary, Different identity, Prefer not to say | | Unlimited | Open <input checked="" type="checkbox"/> |

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.

Edit U8 Age Group

Age Group Details

Set the registration limits and access for this age group. If registration access is "closed", or the registration limit has been reached, participants affected will not be able to register.

| GENDER | AMOUNT REGISTERED | REGISTRATION LIMITS | REGISTRATION ACCESS |
|---|-------------------|---------------------|---------------------------------|
| All Genders | | Unlimited | Closed <input type="checkbox"/> |
| Female | | Unlimited | Closed <input type="checkbox"/> |
| Male | | Unlimited | Closed <input type="checkbox"/> |
| Non-Binary, Different identity, Prefer not to say | | Unlimited | Closed <input type="checkbox"/> |

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.

| GENDER | AMOUNT REGISTERED | REGISTRATION LIMITS | REGISTRATION ACCESS |
|---|-------------------|---|--|
| All Genders | | <input checked="" type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |
| Female | | <input checked="" type="checkbox"/> Unlimited | Closed <input type="checkbox"/> |
| Male | | <input checked="" type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |
| Non-Binary, Different Identity, Prefer not to say | | <input checked="" type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |

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

| GENDER | AMOUNT REGISTERED | REGISTRATION LIMITS | REGISTRATION ACCESS |
|---|-------------------|---|--|
| All Genders | | <input checked="" type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |
| Female | 25 | <input type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |
| Male | 25 | <input type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |
| Non-Binary, Different Identity, Prefer not to say | | <input checked="" type="checkbox"/> Unlimited | Open <input checked="" type="checkbox"/> |

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.

PlayHQ Test League - 2022
PlayHQ Test League

Grades Teams Participants **Registration** More

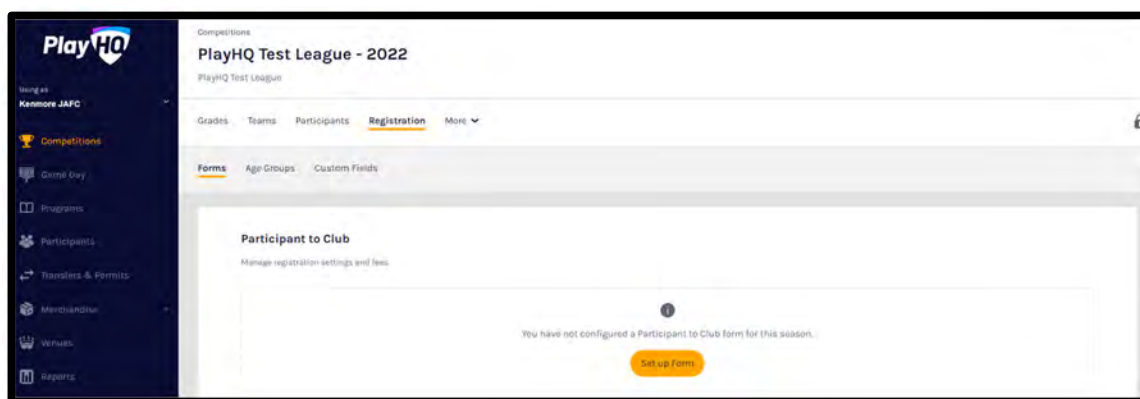
Age Groups
This table includes current club registrations per age group and gender for this competition. Pending registrations are included. To edit an age group or set limits, select the edit option. If registration access is "closed", or the registration limit has been reached, participants affected will not be able to register.
ⓘ Players can only register to this season if their date of birth is between 01/01/2022 - 31/12/2024.

My Age Groups

| | ALL GENDERS | | FEMALE | | MALE | | NON-BINARY, DIFFERENT IDENTITY, PREFER NOT TO SAY | | |
|--------------------------------|-------------|-------|------------|-------|------------|-------|---|-------|--|
| | REGISTERED | LIMIT | REGISTERED | LIMIT | REGISTERED | LIMIT | REGISTERED | LIMIT | |
| U8 01/01/2014 - 31/12/2014 | 0 | - | 0 | - | 0 | - | 0 | - | |
| U10 01/01/2012 - 31/12/2013 | 0 | - | 0 | - | 0 | - | 0 | - | |
| U12 01/01/2010 - 31/12/2011 | 0 | - | 0 | 25 | 0 | 25 | 0 | - | |

Registration Form Setup

Click on the **Registration** tab and the 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.

Participant To Club

Set up your participant registration settings. These settings will apply to registrations as a **Player, Team Manager and Volunteer**.

Registration period
Set a start and end time and date that the registration form will be available to participants registering to clubs.

Start date* 01/01/2022 **Start time*** 09 : 30 am
End date* 31/07/2022 **End time*** 05 : 30 pm

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

FROM 01/01/1922 TO 31/12/2014

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.

Participant To Club

Registration fees

PlayHQ Test League

Fee \$0.00

Advanced fees

- 5 - 16, \$50.00 (Junior player fee)
- 17 - 99, \$100.00 (Senior player fee)

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**.

Participant To Club

Set a registration fee
This is a standard registration fee that is charged to all participants. Any fee amount entered will be displayed on the registration form.

Player fee* \$ 0 **Team Manager fee*** \$ 0.00 **Volunteer fee*** \$ 0.00

Set advanced registration fees? ☐

If participants meet criteria set out in advanced fees, they will be charged the applicable advanced fee instead of the standard registration fee. Should a participant meet criteria of multiple advanced fees, they will be charged the cheaper advanced fee.

Club Management – Registration Form Setup (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.

Participant To Club

Set a registration fee
This is a standard registration fee that is charged to all participants. Any fee amount entered will be displayed on the registration form.

Player fee* \$ 0 Team Manager fee* \$ 0.00 Volunteer fee* \$ 0.00

Set advanced registration fees? ☒

If participants must enter an advanced fee, they will be charged this applicable advanced fee instead of the standard registration fee. Should a participant meet criteria of multiple advanced fees, they will be charged the cheaper advanced fee.

Calculate age of player as at date* 31/12/2022

Add custom fee

| Age Range | Gender | Amount | Description (Displayed in checkout) |
|-----------|--------|--------|-------------------------------------|
| 17 | 99 | All | \$ 250 Senior club fee |

+ Add

8-16, All, \$150.00 junior club fee (Remove)

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.

Participant To Club

Custom Fields
Custom fields that will appear on this registration form.

| Type | Organisation | Role | Role |
|-----------|--------------|--------------------|-------------------------------|
| Inherited | AFL | AFL Team Supported | PLAYER TEAM MANAGER VOLUNTEER |
| Local | | | |

You have not included any local custom fields.

Products
Select the products you would like to add to this form.

Name

Search for active products

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.

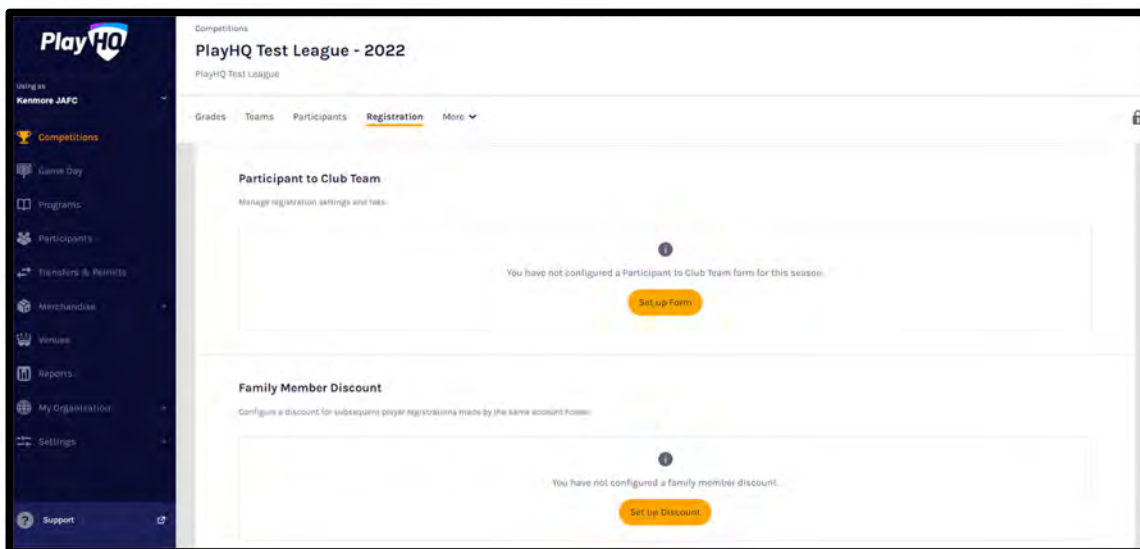
Under **Registration visibility** select either **Visible** or **Hidden**. This will determine whether the **Club** registration form is visible by the public. The **Club** may elect to hide the registration form but use the link to the form to send out to their participants as a way of restricting registrations.

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

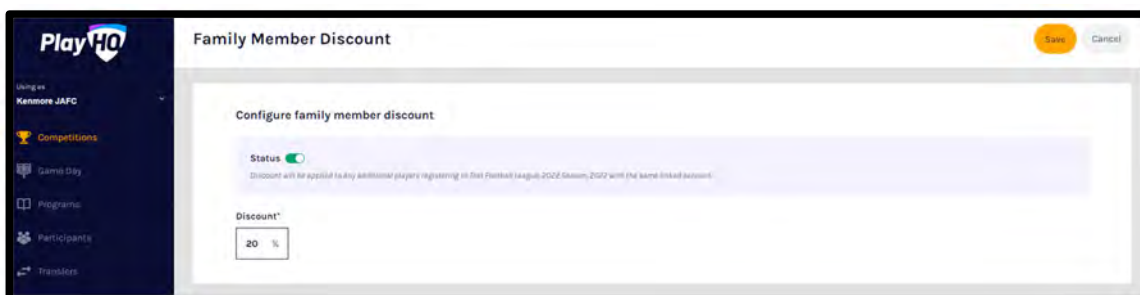
The **Club** registration form will be created, you will be taken back to the **Forms** page with a confirmation message that the **Club** registration form has been created. To make changes to the registration form settings you can click on the **Manage** button.

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.

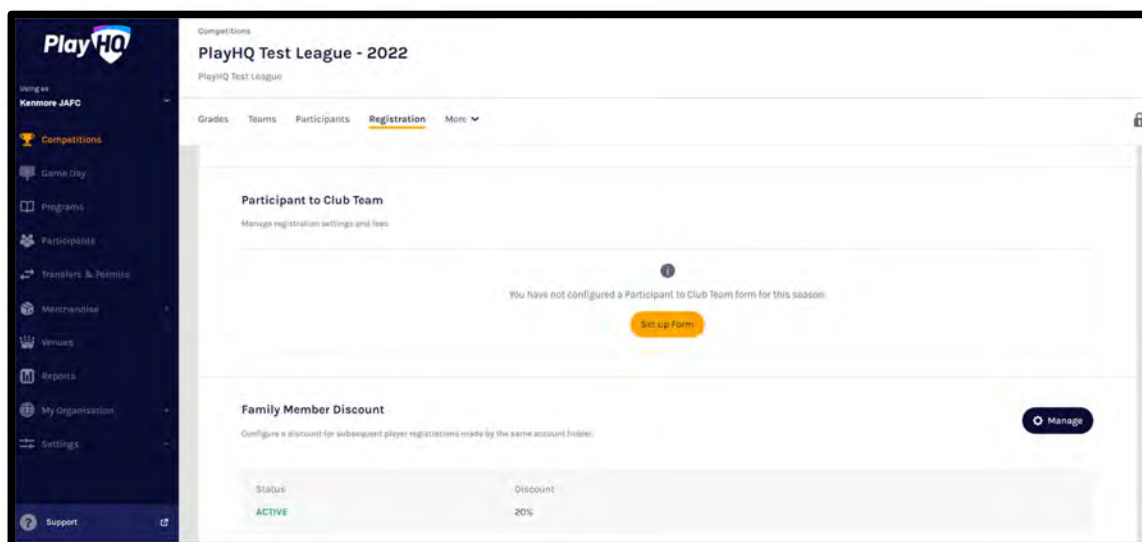


Turn the **Status** button on, add a percentage amount in the **Discount** area and click on the **Save** button in the top right hand corner.



Club Management – Family Member Discount (cont)

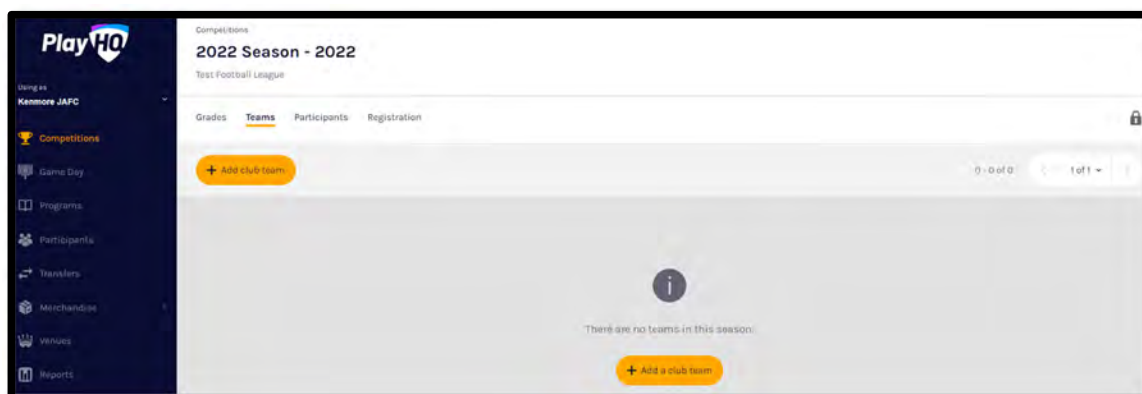
The **Family Member Discount** will be created, you will be taken back to the **Registrations** page with a confirmation message that the **Family Member Discount** is **Active**.



Create Teams

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.

| TEAM | GRADE | PLAYERS | GENDER | AGE | ID | |
|--------------------|-------------|---------|--------|--------|----|------|
| Kenmore Senior Men | Unallocated | 0 | Men | Senior | | View |

Allocate Teams to Grades

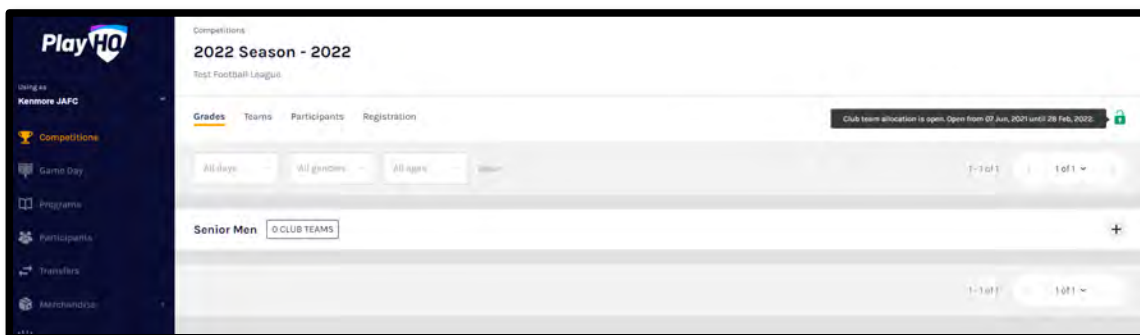
In the left menu click on **Competitions**, click on the **View** button for the **Competition** and click on the **Grades** tab.

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

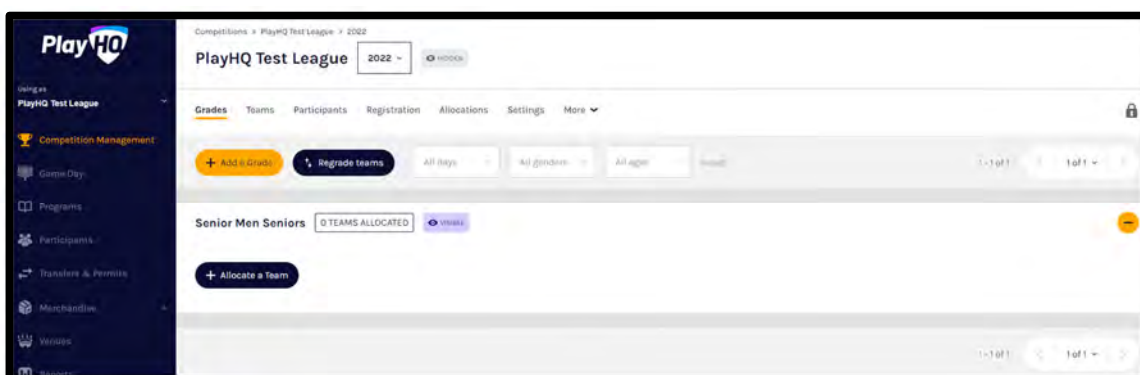
If it shown as locked **Clubs** will not be able to **Allocate Teams to Grades**, you must change the **Using as** organisation back to the **League**.



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

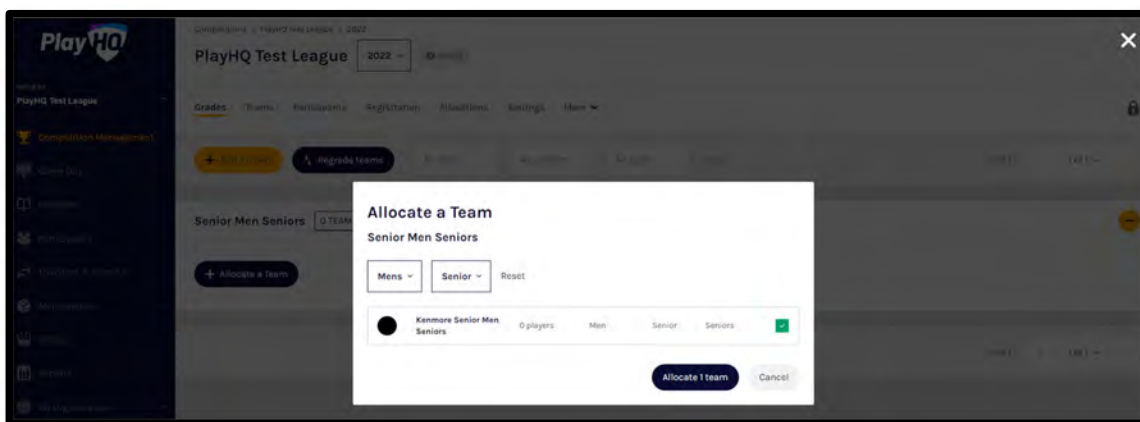


Click on the + **Allocate a Team** button.

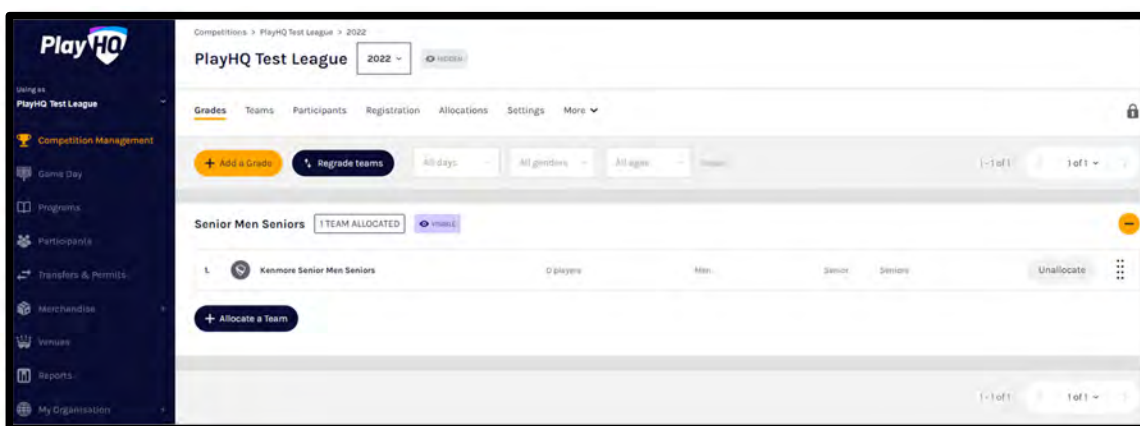


Club Management – Allocate Teams to Grades (cont)

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




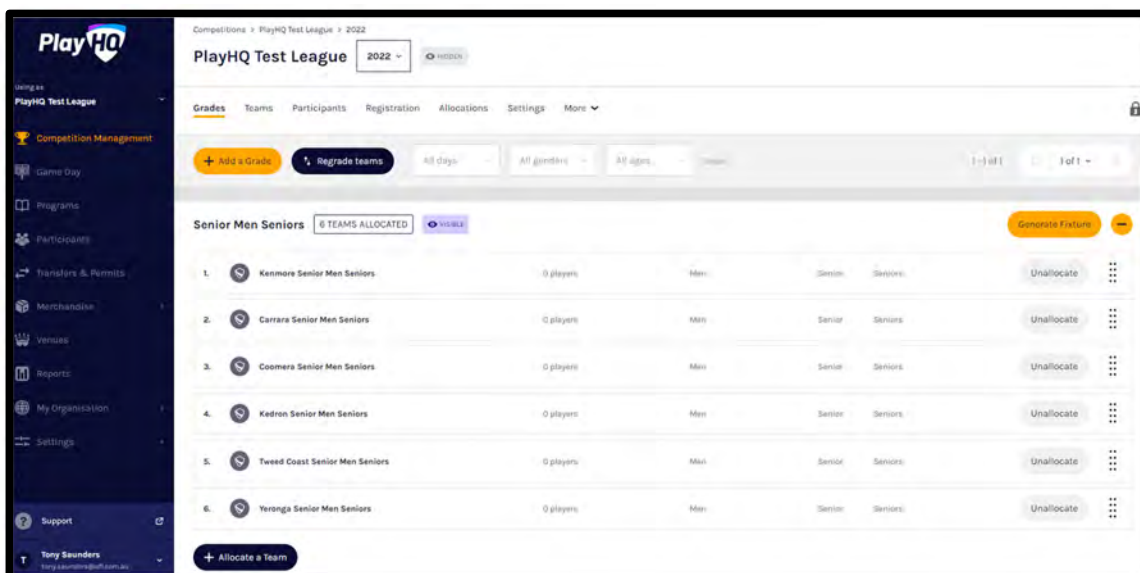
When the **Team** has been allocated you will return to the **Grades** page which will show the teams in the Grade.









Club Management – Allocate Teams to Grades (cont)

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

When all of the **Teams** have been allocated to the **Grade** you can reorder the **Teams** by clicking on the  icon and dragging them up and down.



The screenshot shows the PlayHQ Test League 2022 interface. The 'Grades' tab is active, displaying a list of teams for the 'Senior Men Seniors' grade. The table has columns for rank, team name, players, gender, and seniority. Each row includes an 'Unallocate' button and a drag handle icon (three dots) for reordering.

| Rank | Team Name | Players | Gender | Seniority | Actions |
|------|--------------------------------|-----------|--------|----------------|--|
| 1. | Kenmore Senior Men Seniors | 0 players | Men | Senior Seniors | Unallocate  |
| 2. | Carrara Senior Men Seniors | 0 players | Men | Senior Seniors | Unallocate  |
| 3. | Coomera Senior Men Seniors | 0 players | Men | Senior Seniors | Unallocate  |
| 4. | Kadron Senior Men Seniors | 0 players | Men | Senior Seniors | Unallocate  |
| 5. | Tweed Coast Senior Men Seniors | 0 players | Men | Senior Seniors | Unallocate  |
| 6. | Yeronga Senior Men Seniors | 0 players | Men | Senior Seniors | Unallocate  |

Awards

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

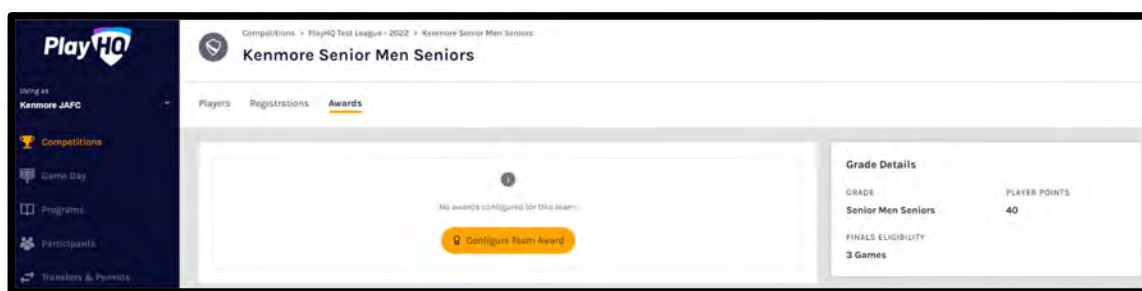
Team Awards can be setup where each team can have different award configuration.

Club Awards can be setup where the award configuration covers all teams in the season and cannot be changed.

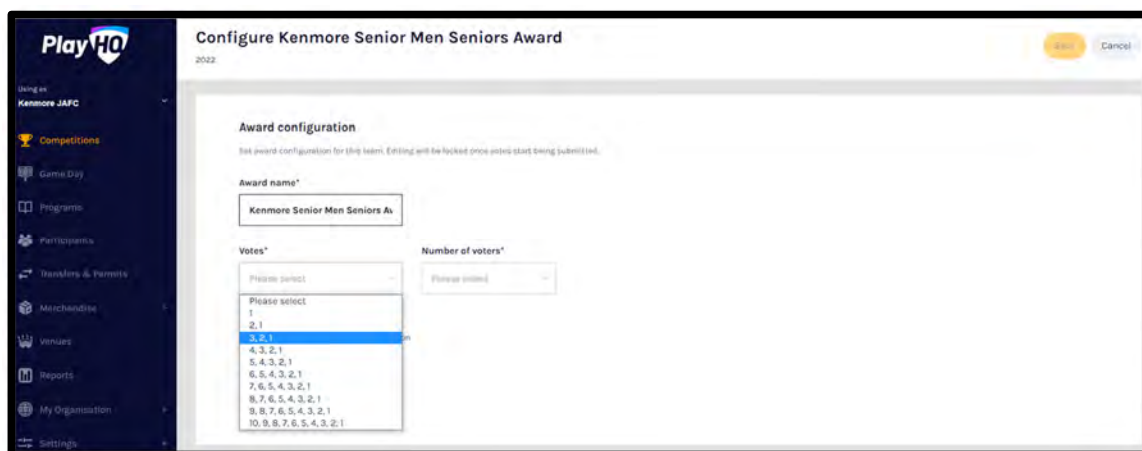
Setup Team Award

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.



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



Club Management – Setup Team Award (cont)

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

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.*

| PLAYERS | VOTES | R1 | R2 | R3 | R4 | R5 | R6 | R7 | R8 | R9 | R10 | R11 | R12 | R13 | R14 | R15 | R16 | R17 | R18 |
|---------|-------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Club Management – Setup Team 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.

The screenshot shows the 'Kenmore Senior Men Seniors Award' page in the PlayHQ system. The page has a left sidebar with navigation options like 'Competitions', 'Game Day', 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', 'My Organisation', 'Settings', and 'Support'. The main content area displays the award configuration for 'Kenmore Senior Men Seniors'. It includes a table of player votes, a 'Print Report' button, and details for the award configuration.

| PLAYERS | VOTES | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---------|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Grade Details:

- GRADE: Senior Men Seniors
- PLAYER POINTS: 40
- FINALS ELIGIBILITY: 3 Games

Team Details:

- GENDER: Men
- AGE: Senior
- IDENTIFIER: Seniors
- HOME VENUE: QLD - Akuna Oval (Kenmore)
- HOME GROUND: Akuna Oval

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.

The screenshot shows the 'Configure Awards' page in the PlayHQ system. The page has a left sidebar with navigation options like 'Competitions', 'Game Day', 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', 'My Organisation', 'Settings', and 'Support'. The main content area displays the 'Awards configuration' section. It includes a dropdown menu for 'Votes' and a 'Number of voters' field.

Votes*

Please select

- 1
- 2,1
- 3,2,1
- 4,3,2,1
- 5,4,3,2,1**
- 6,5,4,3,2,1
- 7,6,5,4,3,2,1
- 8,7,6,5,4,3,2,1
- 9,8,7,6,5,4,3,2,1
- 10,9,8,7,6,5,4,3,2,1

Number of voters*

Please select

Club Management – Setup Club Award (cont)

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

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

| Team | Grade | Players | Gender | Age | ID | |
|-----------------------------|---------------------|---------|--------|--------|----------|----------------------|
| Kenmore Senior Men Reserves | Senior Men Reserves | 0 | Men | Senior | Reserves | View |
| Kenmore Senior Men Seniors | Senior Men Seniors | 0 | Men | Senior | Seniors | View |

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.

Club Management – Setup Club Award (cont)

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

Configure Kenmore Senior Men Reserves Award
2022

Award configuration
Set award configuration for this team. Editing will be locked once votes start being submitted.

Award name*
Kenmore Senior Men Reserves I

Votes*
3, 2, 1

Number of voters*
3

Award access
Set who can enter votes for this organisation

- ☒ Admins in this organisation
- ☒ Coaches
- ☒ Team Managers

Save **Cancel**

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**.

Club Management – Allocate Players to Teams (cont)

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

Competitions > SMJFL > 2021

SMJFL 2021

Grades Teams Participants Registration Allocations Settings More

+ Add a Grade All plays All genders All ages 1 of 2 1 of 1

SMJFL U12 Girls Division 1 8 TEAMS ALLOCATED View Fixture

| Rank | Team | Players | Gender | Age | Club | Status | View |
|------|--|------------|--------|-----|---------|-------------|------|
| 1. | Beaumaris U12 Girls Sharks | 21 players | Girls | U12 | Sharks | Unallocated | View |
| 2. | South Melbourne Districts U12 Girls | 24 players | Girls | U12 | - | Unallocated | View |
| 3. | Ajax U12 Girls Comets | 22 players | Girls | U12 | Comets | Unallocated | View |
| 4. | St Bedes/Mantone Tigers U12 Girls | 21 players | Girls | U12 | - | Unallocated | View |
| 5. | East Brighton Vampires U12 Girls Sherren | 13 players | Girls | U12 | Sherren | Unallocated | View |

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

Competitions > SMJFL > 2021

SMJFL 2021

Grades Teams Participants Registration Allocations Settings More

+ Add a Team 1 - 13 of 13 1 of 1

| TEAM | GRADE | CLUB | PLAYERS | GENDER | AGE | ID | REG DATE | View |
|--|----------------------------|---|---------|--------|-----|---------|----------|------|
| *Mordialloc Braeside U8 Boys RED TEST* | Unallocated | Mordialloc Braeside Junior Football Club | 0 | Boys | U8 | 888 | - | View |
| Ajax U12 Girls Comets | SMJFL U12 Girls Division 1 | Ajax Junior Football Club | 22 | Girls | U12 | Comets | - | View |
| Ajax U8 Boys | Unallocated | Ajax Junior Football Club | 0 | Boys | U8 | - | - | View |
| Beaumaris U12 Girls Sharks | SMJFL U12 Girls Division 1 | Beaumaris Football Club | 21 | Girls | U12 | Sharks | - | View |
| East Brighton Vampires U11 Girls red | SMJFL U12 Girls Division 2 | East Brighton Vampires Junior Football Club | 0 | Girls | U11 | red | - | View |
| East Brighton Vampires U12 Girls Sherren | SMJFL U12 Girls Division 1 | East Brighton Vampires Junior Football Club | 13 | Girls | U12 | Sherren | - | View |

Club Management - Allocate Players to Teams (cont)

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

| NO. | NAME | DOB | AGE GROUP | GAMES PLAYED | Unallocate |
|-----|--------------------|-----|-----------|--------------|----------------------------|
| 2 | Siena Fridman | | U12 | 1 | Unallocate |
| 4 | Ruby Jockowitz | | U12 | 1 | Unallocate |
| 5 | Gabriella Kalliner | | U12 | 1 | Unallocate |
| 6 | Harlow Lewis | | U12 | 1 | Unallocate |
| 7 | Jessica Lewis | | U12 | 1 | Unallocate |
| 8 | Mia Meadows | | U12 | 1 | Unallocate |
| 9 | Ruby Page | | U12 | 1 | Unallocate |

Grade Details

GRADE: SMJFL U12 Girls Division 1
PLAYER POINTS: Not Required
FINALS ELIGIBILITY: 4 Games

Team Details

GENDER: Girls
AGE: U12
IDENTIFIER: Comets
HOME VENUE: VIC - Princes Park (Caulfield South)
HOME GROUND: Oval 4
PARTICIPANT REGISTRATION LINK: <https://www.afl.playhq.com/afl/register/2c5b64-a7b6b08>

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.

Allocate Players
Ajax U12 Girls Comets
Only active players can be allocated to a team.

Gender: All | Age Group: All Age Groups | From DOB: DD/MM/YYYY | To DOB: DD/MM/YYYY | ☒ Unallocated

1 - 20 of 20 | 1 of 1

| | | | | | |
|------------------|-----|-------------|--------|--------|-------------------------------------|
| Maya Benau | U12 | Unallocated | Female | Player | <input checked="" type="checkbox"/> |
| Indigo Duband | U12 | Unallocated | Female | Player | <input type="checkbox"/> |
| Timna Gilboa | U12 | Unallocated | Female | Player | <input type="checkbox"/> |
| India Hoppe | U12 | Unallocated | Female | Player | <input type="checkbox"/> |
| Micaela Ickowicz | U12 | Unallocated | Female | Player | <input type="checkbox"/> |
| Jessica Katz | U12 | Unallocated | Female | Player | <input type="checkbox"/> |

Allocate 1 Player | Cancel

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.

Players

| NO. | NAME | DOB | AGE GROUP | GAMES PLAYED | |
|-----|--------------------|-----|-----------|--------------|----------------------------|
| 2 | Siena Fridman | | U12 | 1 | Unallocate |
| 4 | Ruby Jotkowitz | | U12 | 1 | Unallocate |
| 5 | Gabriella Kolliner | | U12 | 1 | Unallocate |
| 6 | Harlow Lewin | | U12 | 1 | Unallocate |
| 7 | Jessica Lewis | | U12 | 1 | Unallocate |
| 8 | Mia Meadows | | U12 | 1 | Unallocate |
| 9 | Ruby Page | | U12 | 1 | Unallocate |
| | Maya Benau | | U12 | 1 | Unallocate |

Grade Details

GRADE: SMJFL U12 Girls Division 1
PLAYER POINTS: Not Required
FINALS ELIGIBILITY: 4 Games

Team Details

GENDER: Girls
AGE: U12
IDENTIFIER: Comets
HOME VENUE: VIC - Princes Park (Caulfield South)
HOME GROUND: Oval 4
PARTICIPANT REGISTRATION LINK: <https://www.afl-playhq.com/afl/register/2c0ba4-a7ba4b8>

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

Edit player numbers

| PLAYER | NUMBER |
|--------------------|--------|
| Siena Fridman | 2 |
| Ruby Jotkowitz | 4 |
| Gabriella Kolliner | 5 |
| Harlow Lewin | 6 |
| Jessica Lewis | 7 |
| Mia Meadows | 8 |
| Ruby Page | 9 |
| Maya Benau | 10 |

Save **Cancel**

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.

Using as: Ajax Junior Football Club

Competitions: SMJFL - 2021 > Ajax U12 Girls Comets

Players Registrations Awards

Unallocatable's won't affect that team's jumper numbers.

Players Edit Player Numbers

| NO. | NAME | DOB | AGE GROUP | GAMES PLAYED | |
|-----|--------------------|-----|-----------|--------------|------------|
| 2 | Siena Fridman | | U12 | 1 | Unallocate |
| 4 | Ruby Jickowitz | | U12 | 1 | Unallocate |
| 5 | Gabriella Kalliner | | U12 | 1 | Unallocate |
| 6 | Harlow Lewin | | U12 | 1 | Unallocate |
| 7 | Jessica Lewis | | U12 | 1 | Unallocate |
| 8 | Mia Meadows | | U12 | 1 | Unallocate |
| 9 | Ruby Page | | U12 | 1 | Unallocate |
| 10 | Maya Benau | | U12 | 1 | Unallocate |

Grade Details

GRADE: SMJFL U12 Girls Division 1
PLAYER POINTS: Not Required
FINALS ELIGIBILITY: 4 Games

Team Details

GENDER: Girls
AGE: U12
IDENTIFIER: Comets
HOME VENUE: VIC - Princes Park (Caulfield South)
HOME GROUND: Oval 4
PARTICIPANT REGISTRATION LINK: <https://www.afl.playhq.com/afl/register/2c9b4-a7baba98>
Copy Participant Registration Link

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

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

Using as: Ajax Junior Football Club

Competitions: SMJFL - 2021 > Ajax U12 Girls Comets

Players Registrations Awards

Unallocatable's won't affect that team's jumper numbers.

Players Edit Player Numbers

Are you sure you would like to unallocate Maya Benau?
The player will be removed from the team for future games.

Unallocate player Cancel

Grade Details

GRADE: SMJFL U12 Girls Division 1
PLAYER POINTS: Not Required
FINALS ELIGIBILITY: 4 Games

Team Details

GENDER: Girls
AGE: U12
IDENTIFIER: Comets
HOME VENUE: VIC - Princes Park (Caulfield South)
HOME GROUND: Oval 4
PARTICIPANT REGISTRATION LINK: <https://www.afl.playhq.com/afl/register/2c9b4-a7baba98>
Copy Participant Registration Link

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

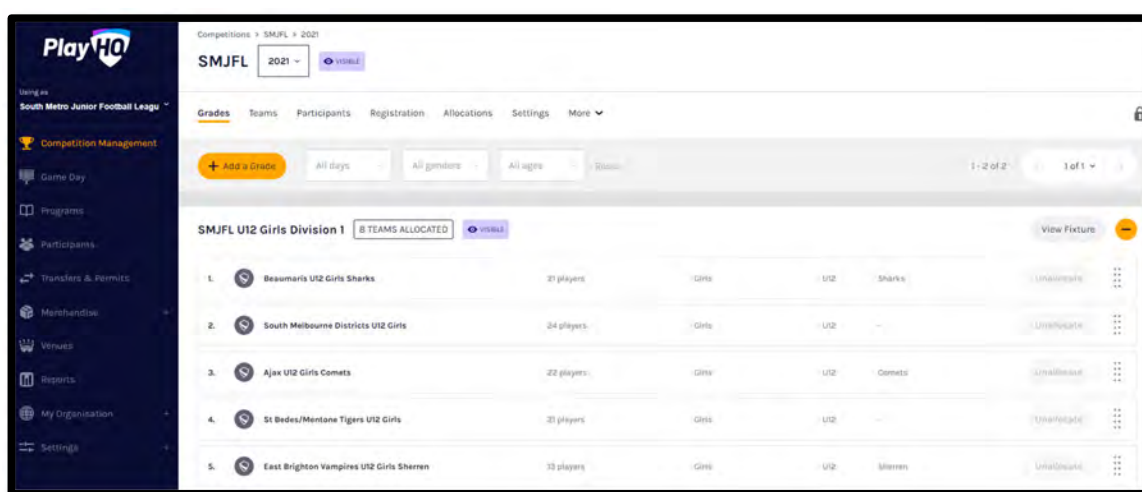
Allocate Coaches, Assistant Coaches & Team Managers to Teams

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

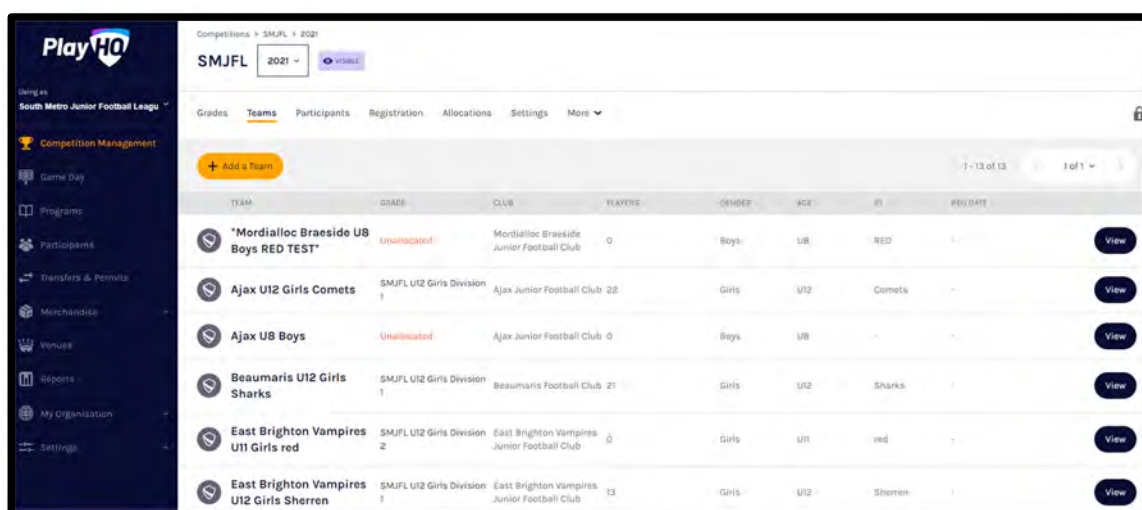
In order for **Team Managers** to be selected in **Team Lineup** they need to be register and allocated to the team. **Team Managers can be allocated to multiple teams.**

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**.



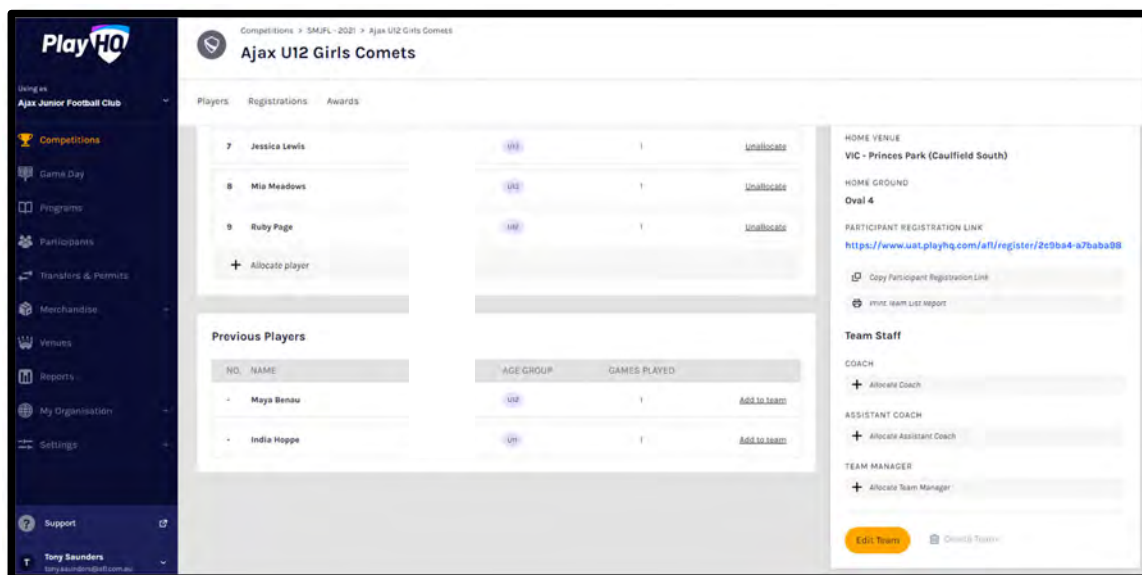
OR under the **Teams** tab search for the **Team** and click on the **View** button for the **Team**.



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.

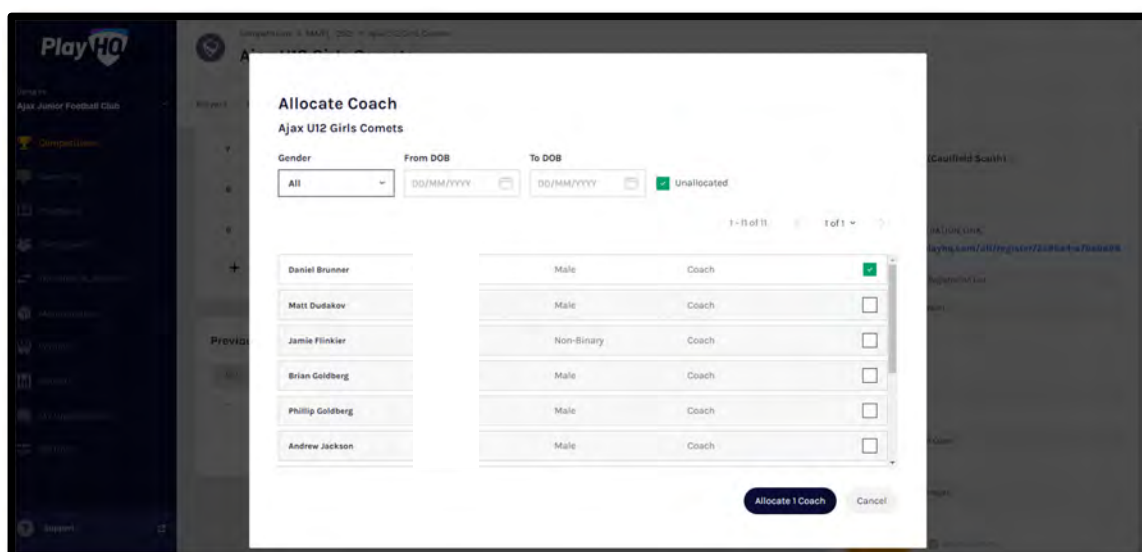
To **Allocate** a **Coach** to a **Team**, click on **Allocate Coach**.



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

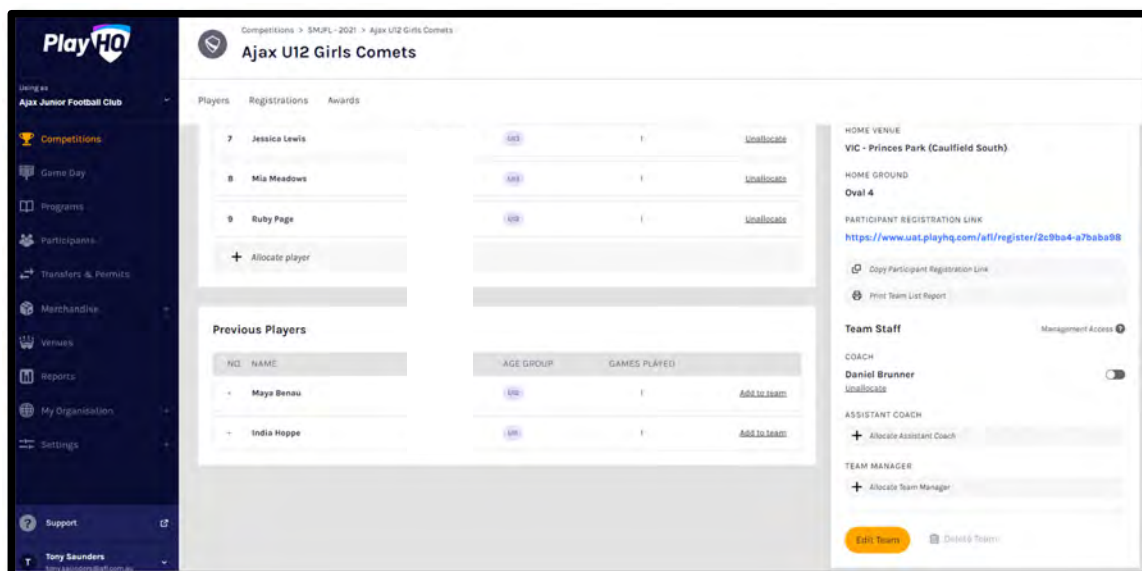
To **Allocate Coach** to the **Team** click the tick box for a **Coach** and click on the **Allocate 1 Coach** button.

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



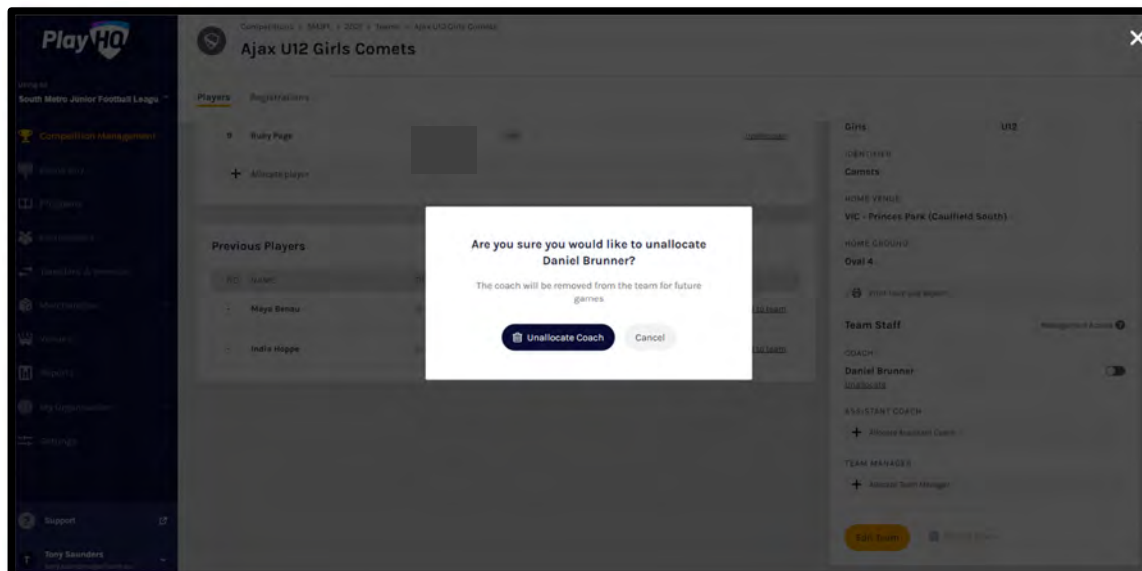
Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

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.



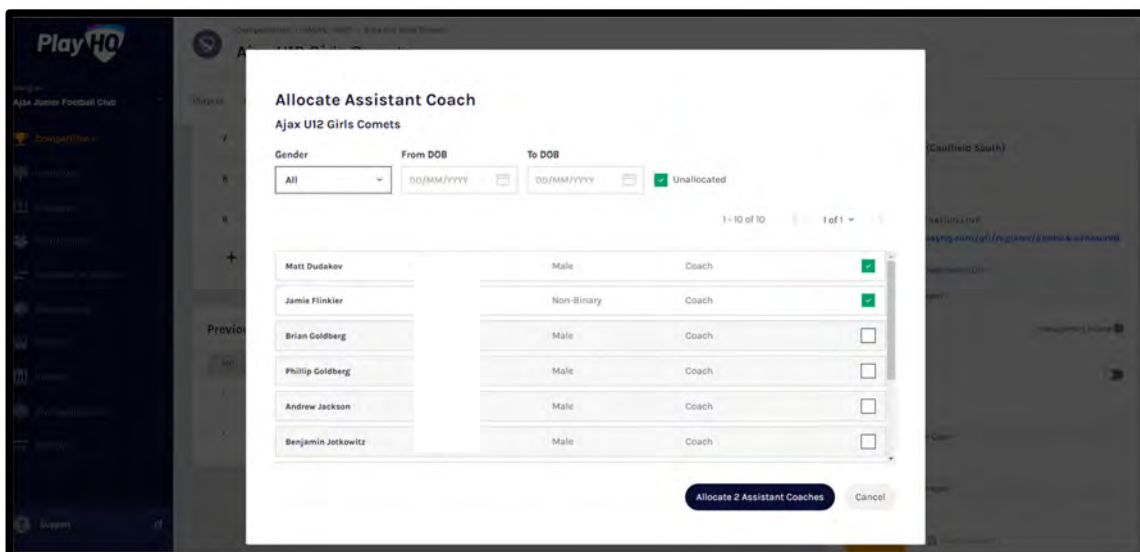
You will be returned to the Team Players page and the coach will be removed in the **Team Staff** list.

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

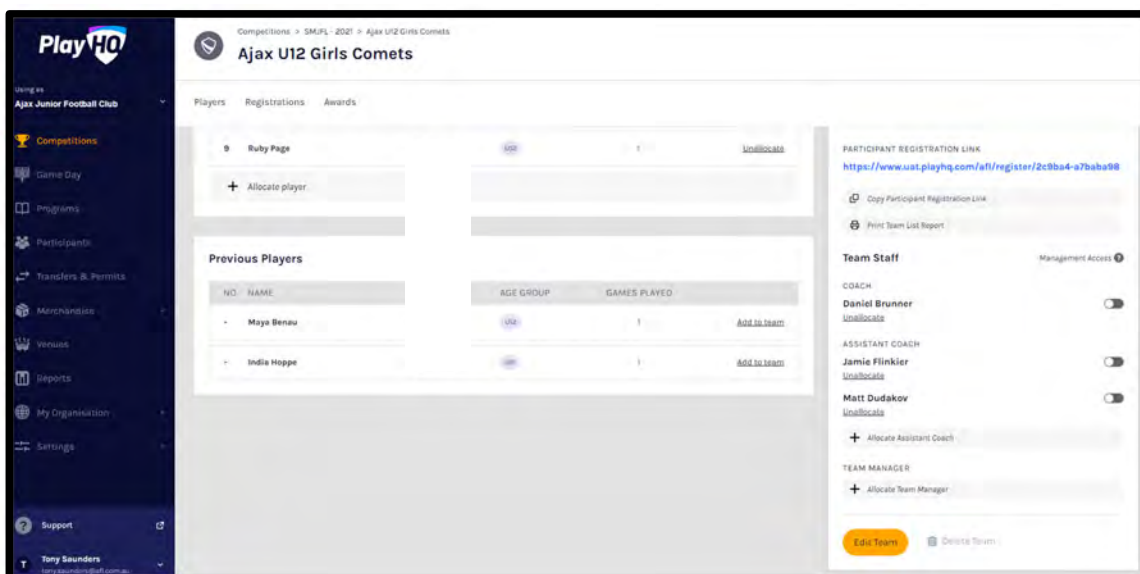
To **Allocate** an **Assistant Coach** to a **Team**, click on **+ Allocate Assistant Coach**.

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.



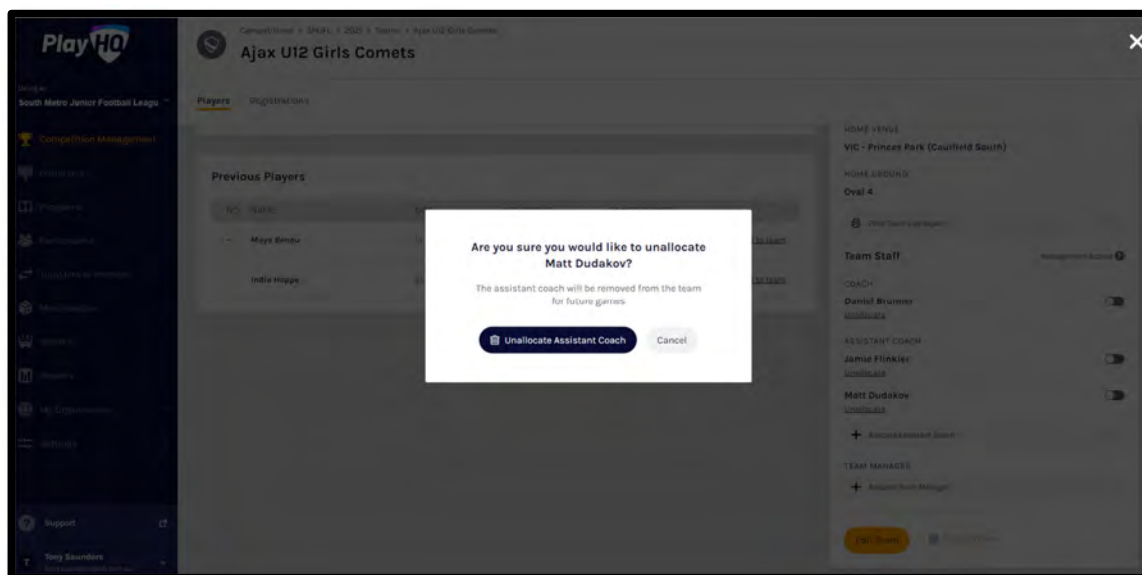
You will be returned to the Team Players page and the assistant coach will appear in the **Team Staff** list.



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.

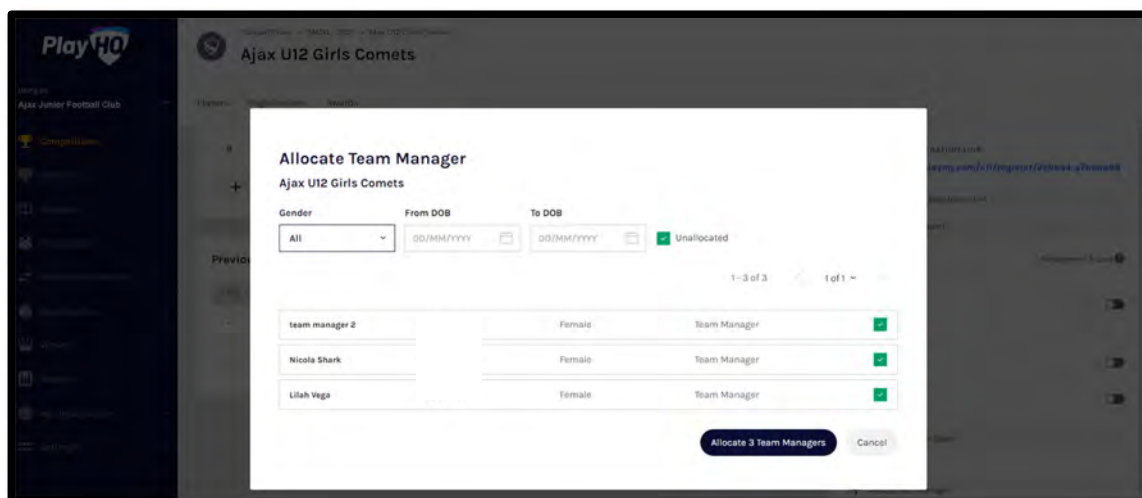


You will be returned to the Team Players page and the assistant coach will be removed in the **Team Staff** list.

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

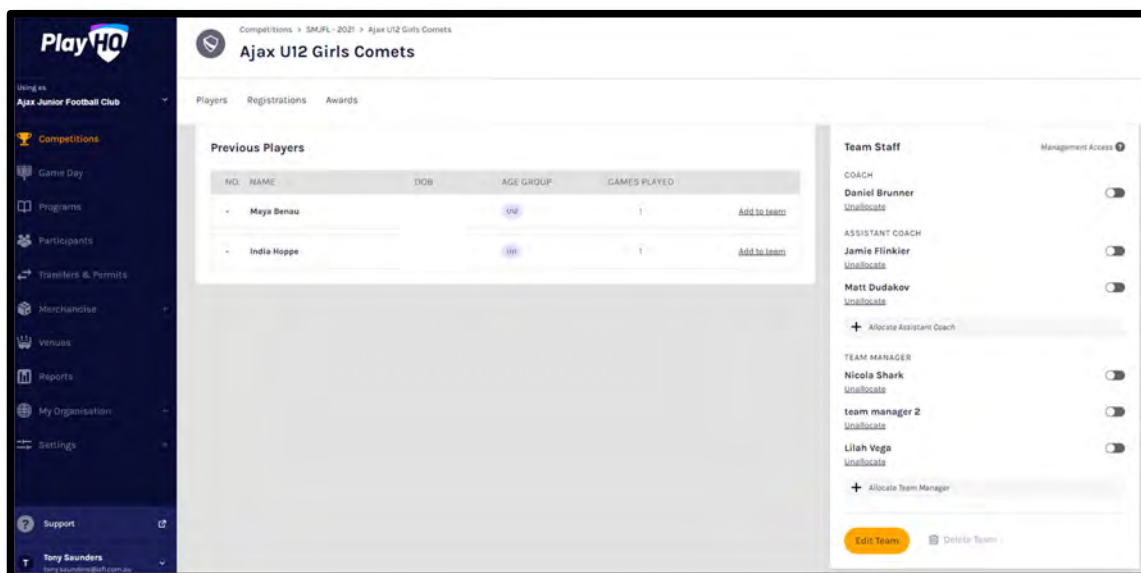
Click the tick box for a **Team Manager** and click on the **Allocate x Team Managers** button.

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



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

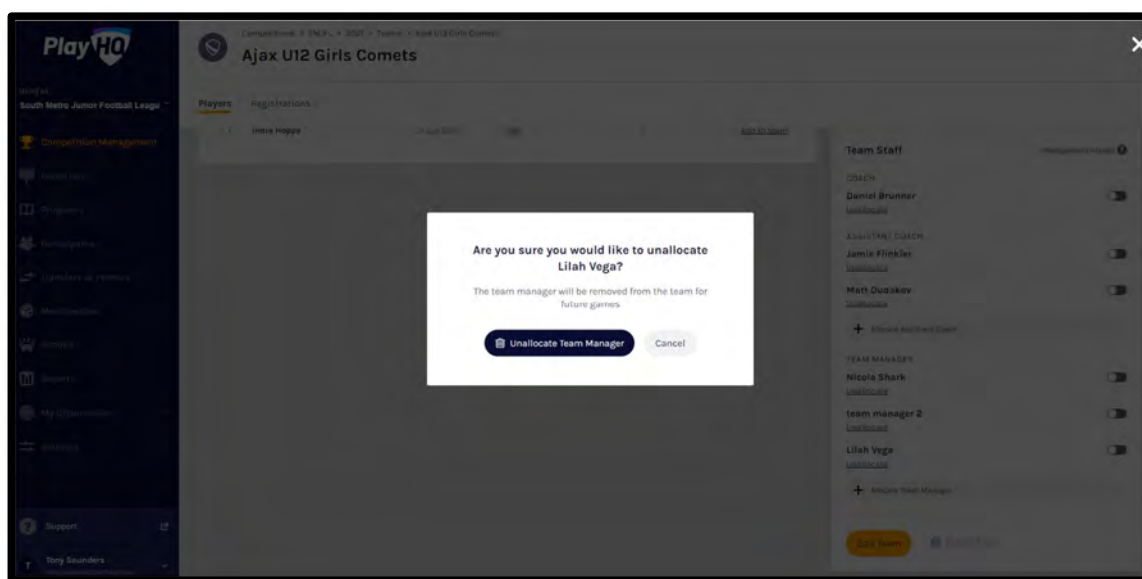
You will be returned to the Team Players page and the team manager will appear in the **Team Staff** list.



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.

9. Competition Management

Finals Eligibility

To view the **Finals Eligibility** setting in a **Teams** and player eligibility click on **Competitions**, click on the **Competition** and click on the **View** button for the **Team**.

In the **Grade Details** section if the **Finals Eligibility** setting has been added it will show and in the **Players** section it show the **Players** with the number of **Games Played**.



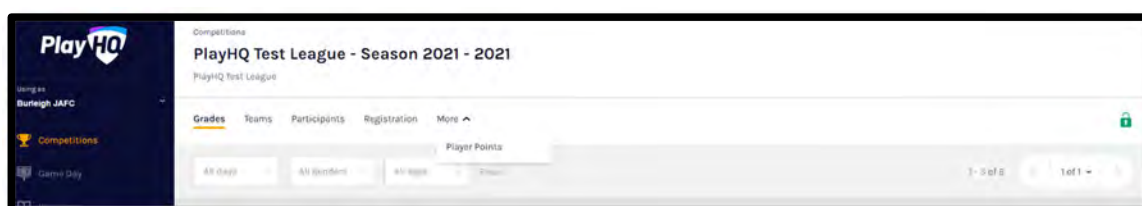
Player Points

Player Points will be turned on by your League admin if your League uses a player points system.

Setting Player Points to Players

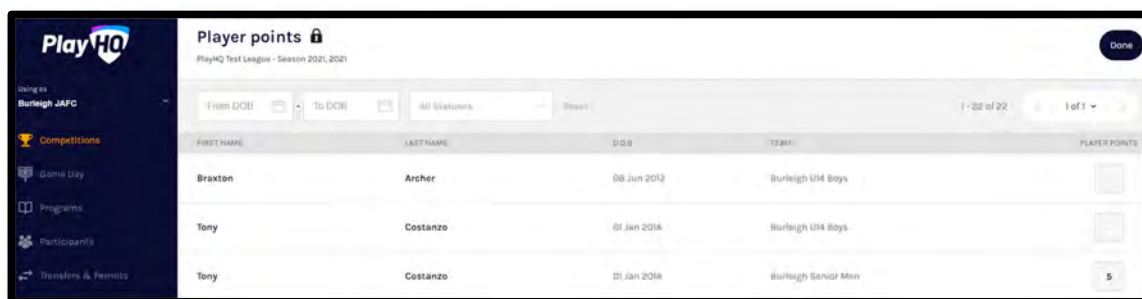
If the **League** has **Player Points** turned on for a **Club**, you can add **Player Points** to a **Player** or edit the **Player Points** for a **Player**.

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**.

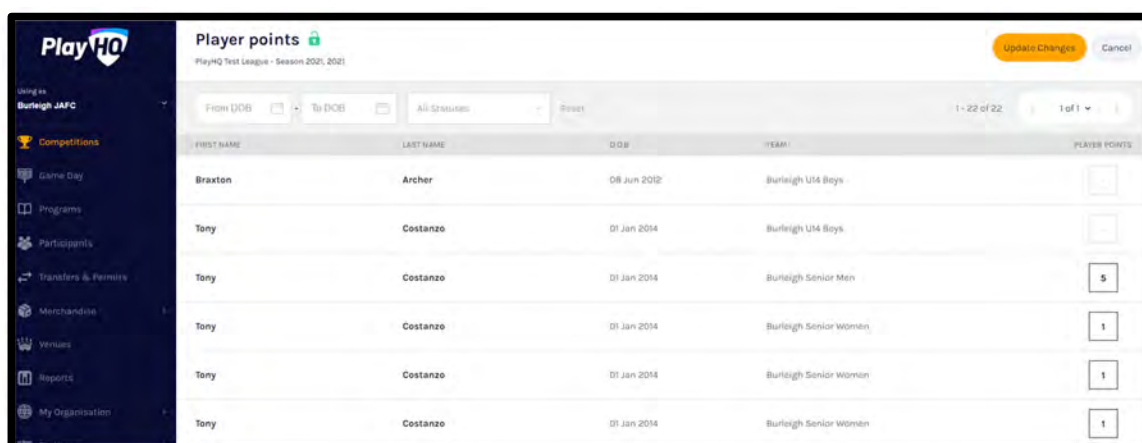


Competition Management – Setting Player Points to Players (cont)

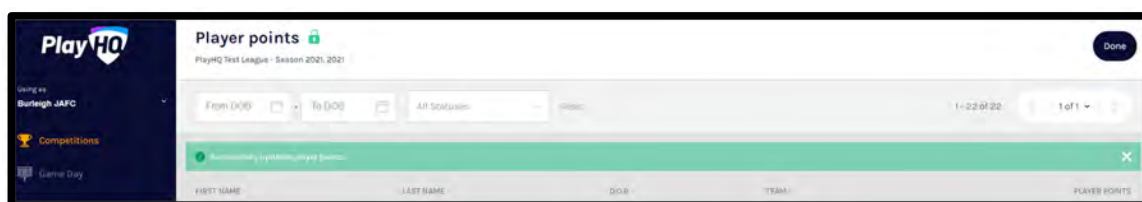
On the **Player points** page if the **League** has **not** given the club access to add or edit **Player Points** the page will be locked and no additions or changes can be made.



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.

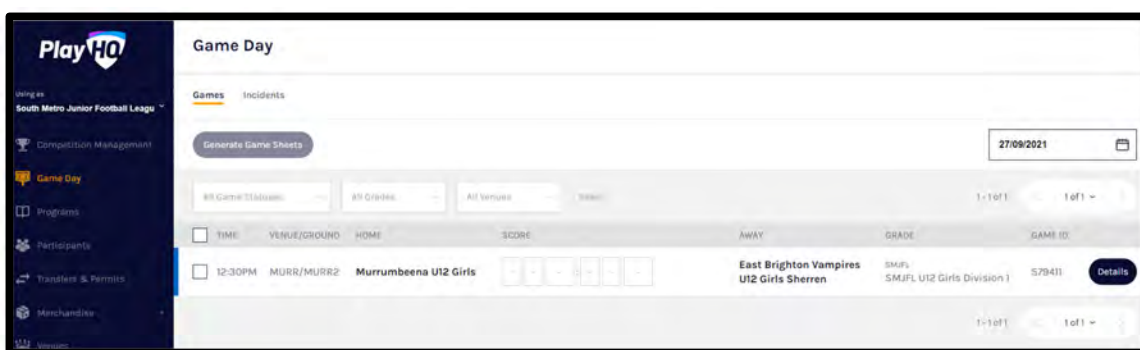


10. Game Day

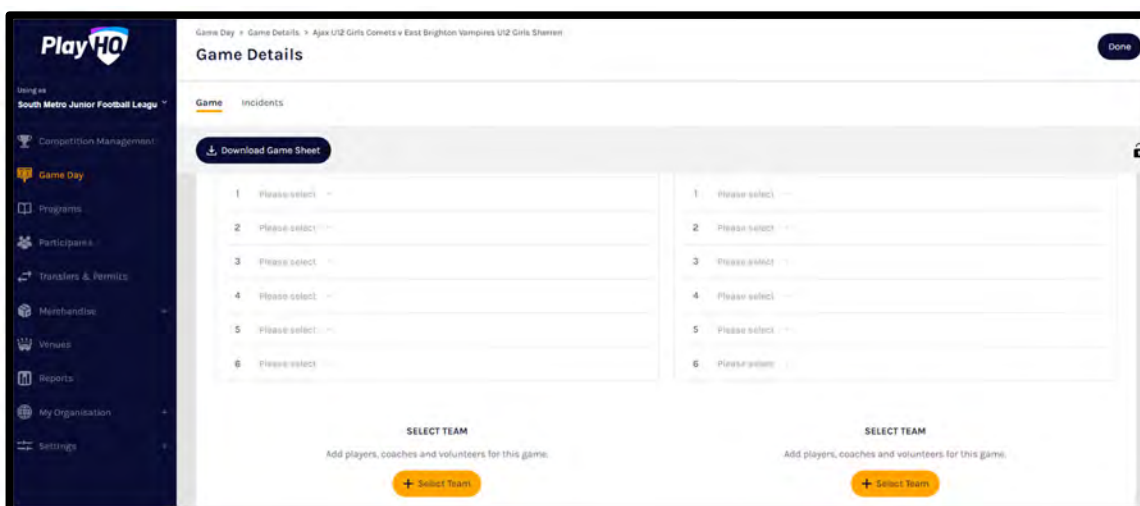
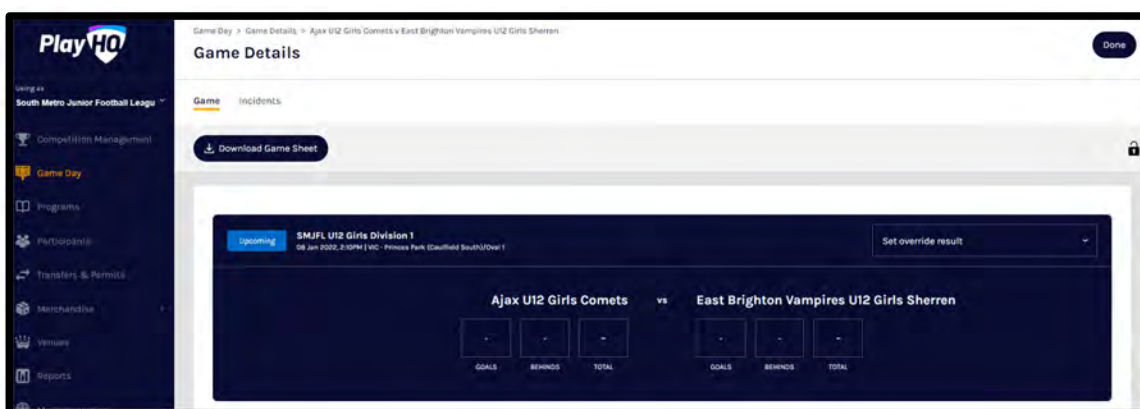
Create Line-up

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 to add **Players** to the **Line-up** click on the **+** icon for the **Player** in the **Out** area. When you added **Players** to the **Line-up** you are able to edit the jumper number if required. The **Next** button in the top right corner will not be available until the grade restrictions have been met.

The screenshot shows the 'Add line-up' page for the 'East Brighton Vampires U12 Girls Sherrin' team. The left sidebar contains navigation links: 'Using as South Metro Junior Football League', 'Competition Management', 'Game Day' (highlighted), 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', 'My Organisation', 'Settings', and 'Support'. The main content area is divided into two sections: 'Out' and 'Line-up (3/22)'. The 'Out' section lists 12 players with their jumper numbers and a '+' icon next to each. The 'Line-up' section lists 3 players with their jumper numbers and a '-' icon next to each. A '+ Add a Player' button is located between the two sections. The 'Next' button in the top right corner is disabled (greyed out).

| Out | Line-up (3/22) |
|---------------------|---------------------|
| 3 Sophie Nilsson | 10 Phoebe Fyfe |
| 4 Ava Stewart | 14 Georgia Naughton |
| 5 Andie Sherren | 23 Genevieve Brooks |
| 6 Amelia Harris | |
| 7 Pippa Jacobson | |
| 15 Camille Marlow | |
| 23 Zahra Stevens | |
| 24 Milla Teelow | |
| 35 Clementine Pitts | |
| 36 Sienna McPherson | |

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

The screenshot shows the 'Add line-up' page for the 'East Brighton Vampires U12 Girls Sherrin' team. The left sidebar is the same as the previous screenshot. The main content area is divided into two sections: 'Out' and 'Line-up (4/22)'. The 'Out' section lists 12 players with their jumper numbers and a '+' icon next to each. The 'Line-up' section lists 4 players with their jumper numbers and a '-' icon next to each. A '+ Add a Player' button is located between the two sections. The 'Next' button in the top right corner is now enabled (yellow).

| Out | Line-up (4/22) |
|---------------------|---------------------|
| 3 Sophie Nilsson | 10 Phoebe Fyfe |
| 4 Ava Stewart | 14 Georgia Naughton |
| 5 Andie Sherren | 23 Genevieve Brooks |
| 6 Amelia Harris | 24 Zahra Stevens |
| 7 Pippa Jacobson | |
| 15 Camille Marlow | |
| 24 Milla Teelow | |
| 35 Clementine Pitts | |
| 36 Sienna McPherson | |

Game Day - Create Line-up (cont)

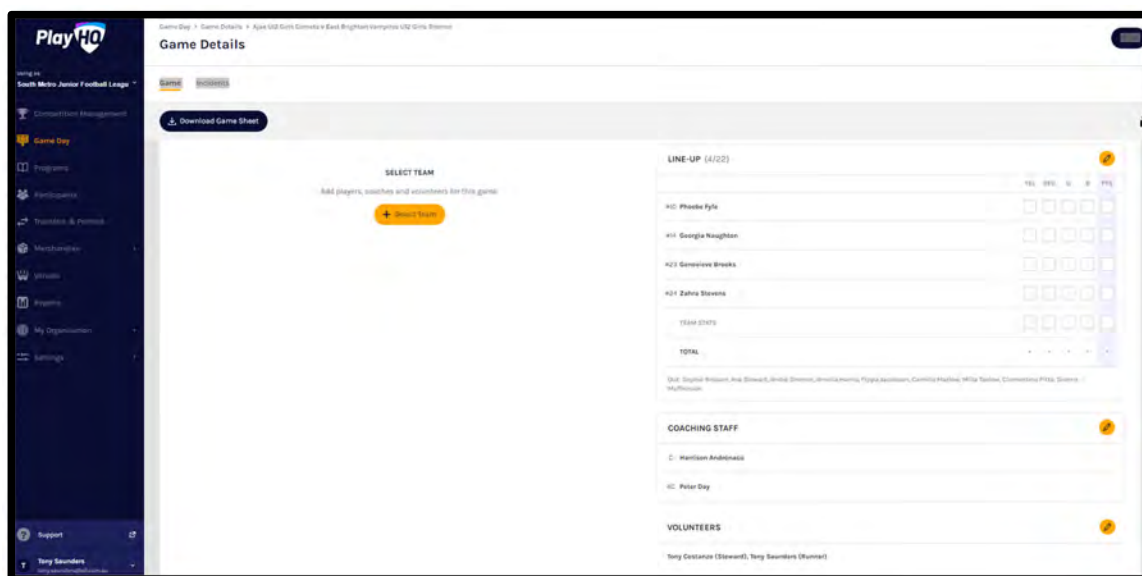
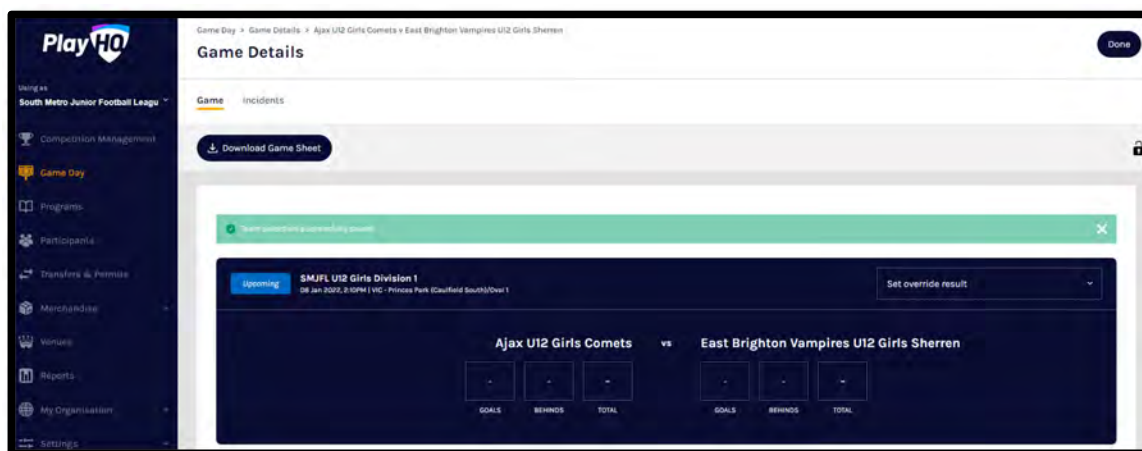
You will be taken to the **Add coaching staff** page. The **Coach** and **Assistant Coaches** that have been allocated to the team will show as **In** by default, click on the **Next** button in the top right corner.

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.

| Name | Role |
|---------------------|---------------|
| Tony Costanzo | Steward |
| Tony Saunders | Runner |
| First and last name | Runner |
| First and last name | Physio |
| First and last name | Doctor |
| First and last name | Trainer |
| First and last name | Trainer |
| First and last name | Medical/Water |

Game Day - Create Line-up (cont)

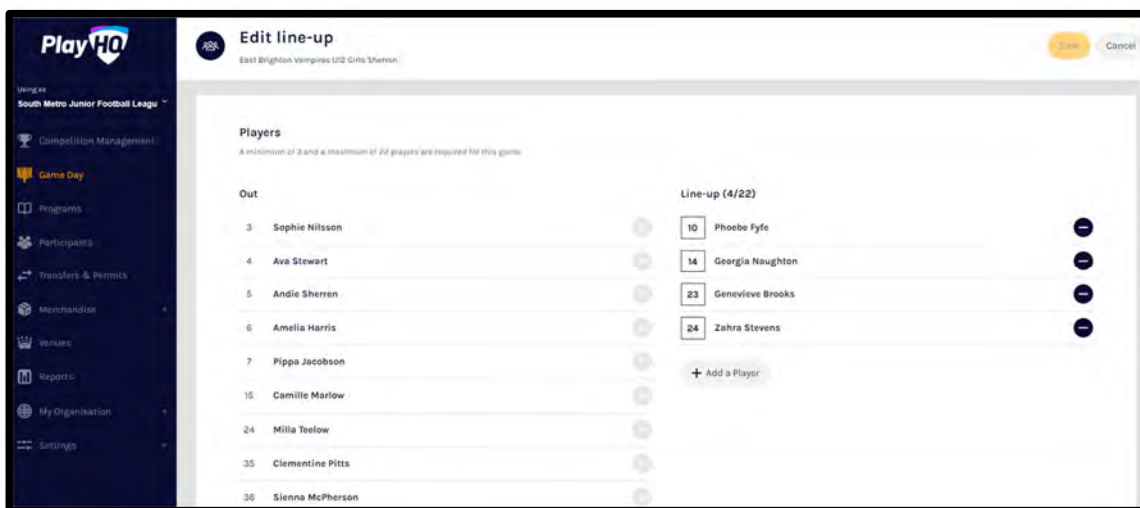
You will be returned to the top of the page with confirmation message and when you scroll to the bottom of the page the **Line-up**, **Coaching Staff** and **Volunteers** areas will be updated.



Edit Line-up

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

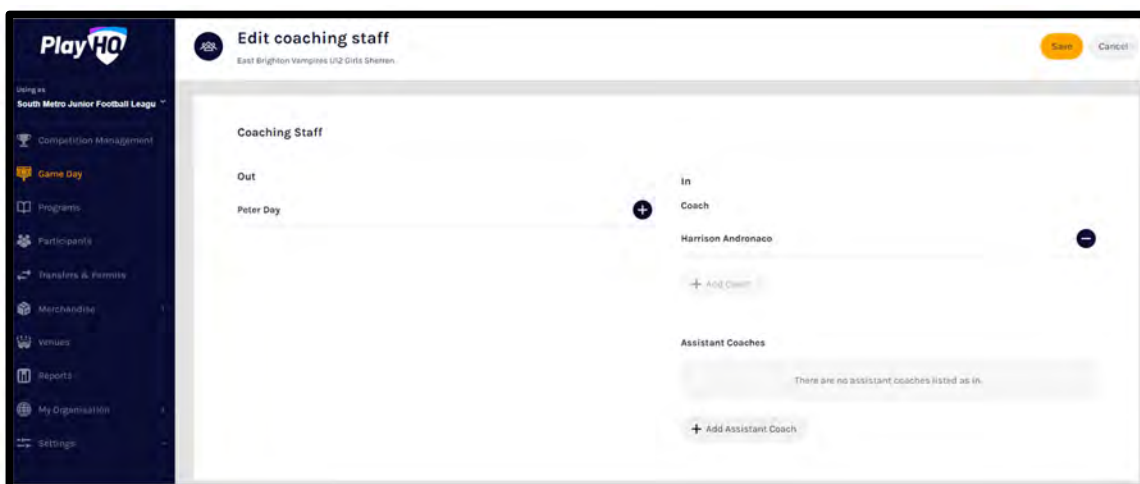
On the **Edit line-up** page click on the icon to remove players from the **Line-up** to **Out** and click on the icon to add players from **Out** to the **Line-up**. Click on the **Save** button in the top right corner.



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.

| Name | Role |
|----------------------|---------------|
| First and last name: | Steward |
| Tony Saunders | Runner |
| First and last name: | Runner |
| First and last name: | Physio |
| First and last name: | Doctor |
| Tony Costanzo | Trainer |
| First and last name: | Trainer |
| First and last name: | Medical/Water |

Add Unallocated Players to Line-up

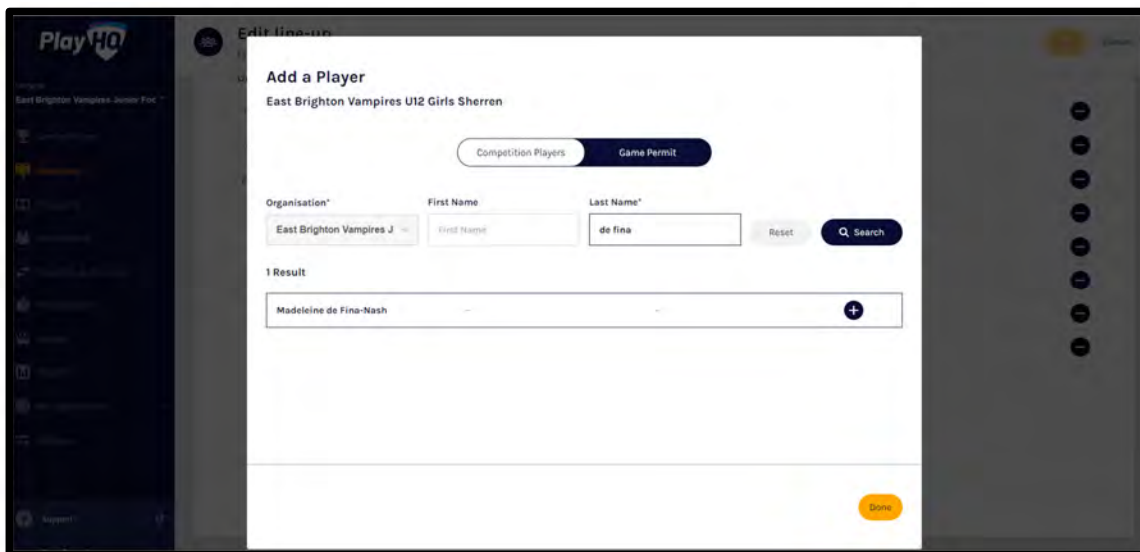
Please note this feature is only available with admin portal access.

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 **+ Add a Player** button.

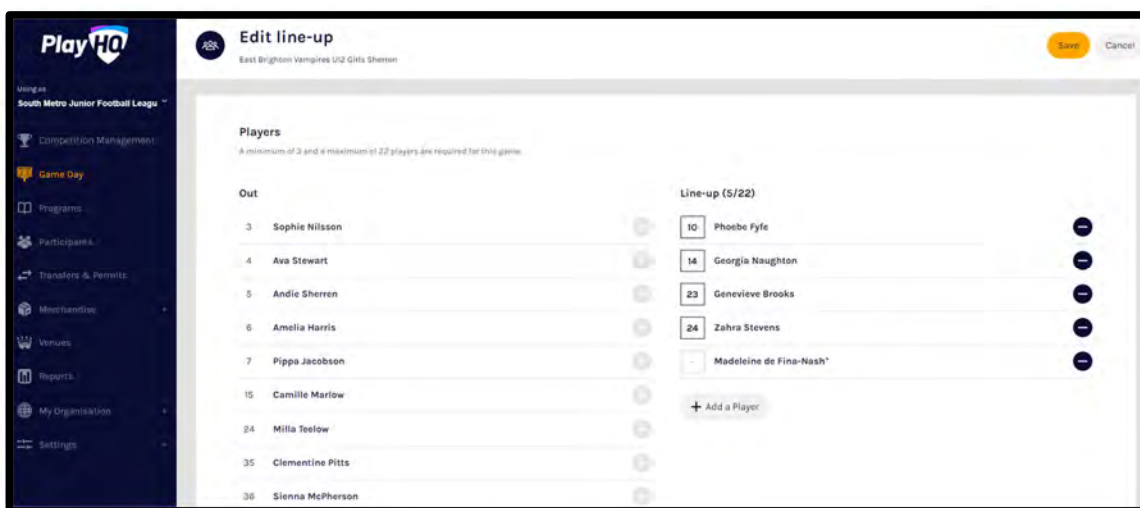
| Out | Line-up (4/22) |
|---------------------|---------------------|
| 3 Sophie Nilsson | 10 Phoebe Fyfe |
| 4 Ava Stewart | 14 Georgia Naughton |
| 5 Andie Sherrin | 23 Genevieve Brooks |
| 6 Amelia Harris | 24 Zahra Stevens |
| 7 Pippa Jacobson | + Add a Player |
| 15 Camille Marlow | |
| 24 Milla Teelov | |
| 35 Clementine Pitts | |
| 36 Sienna McPherson | |

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

On the **Add a Player** page select the **Competition 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.

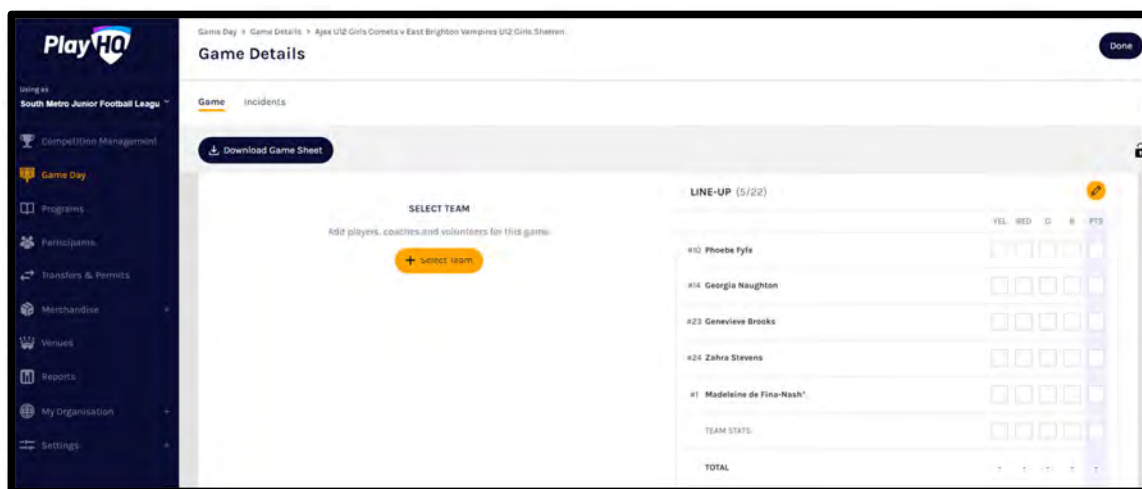


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up**. You can add the player's jumper number and click on the **Save** button in the top right corner.



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.




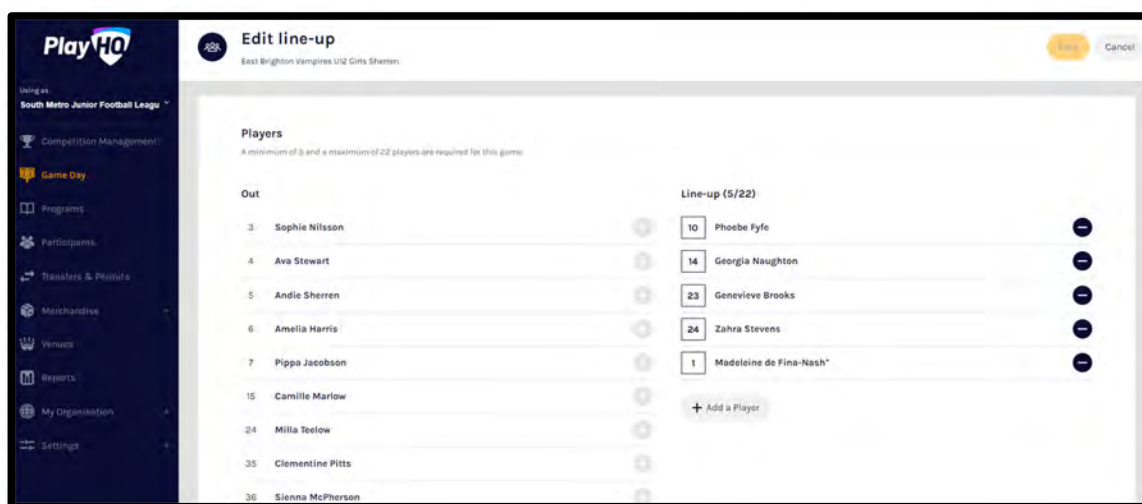
Game Permits

Please note to 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.

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 **+ Add a Player** button.



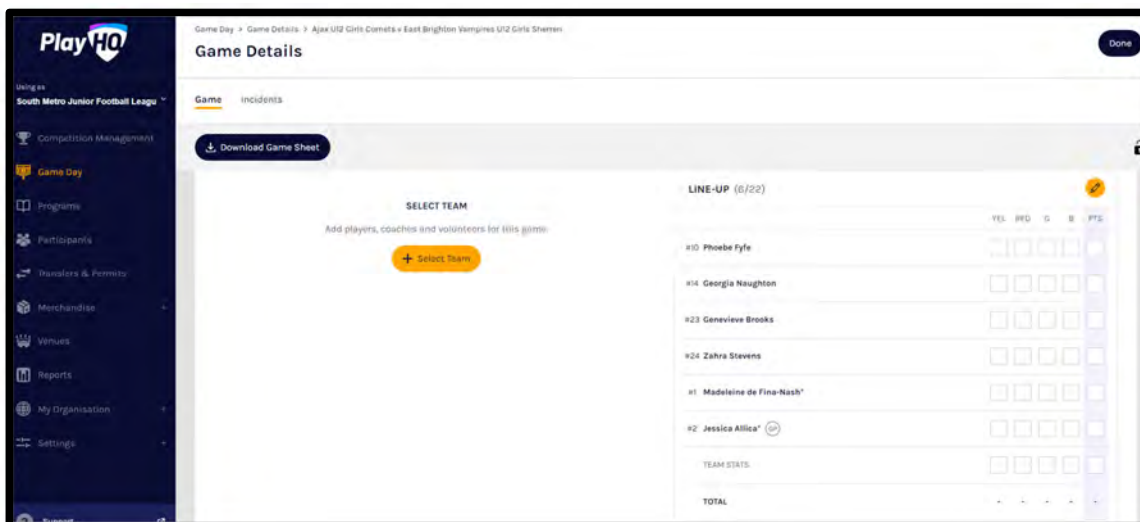
Game Day – Game Permits (cont)

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)

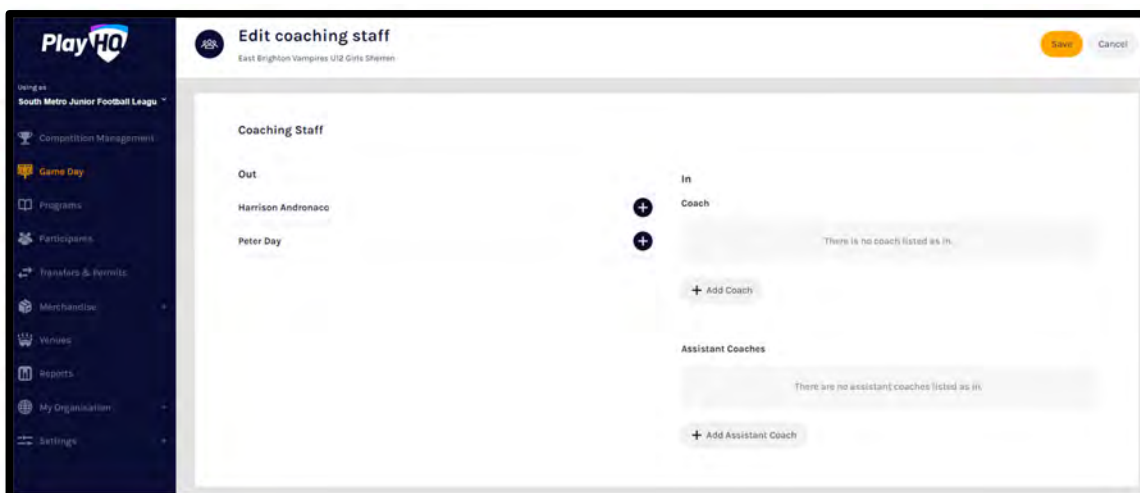
You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.



Add Unallocated Coach to Coaching Staff

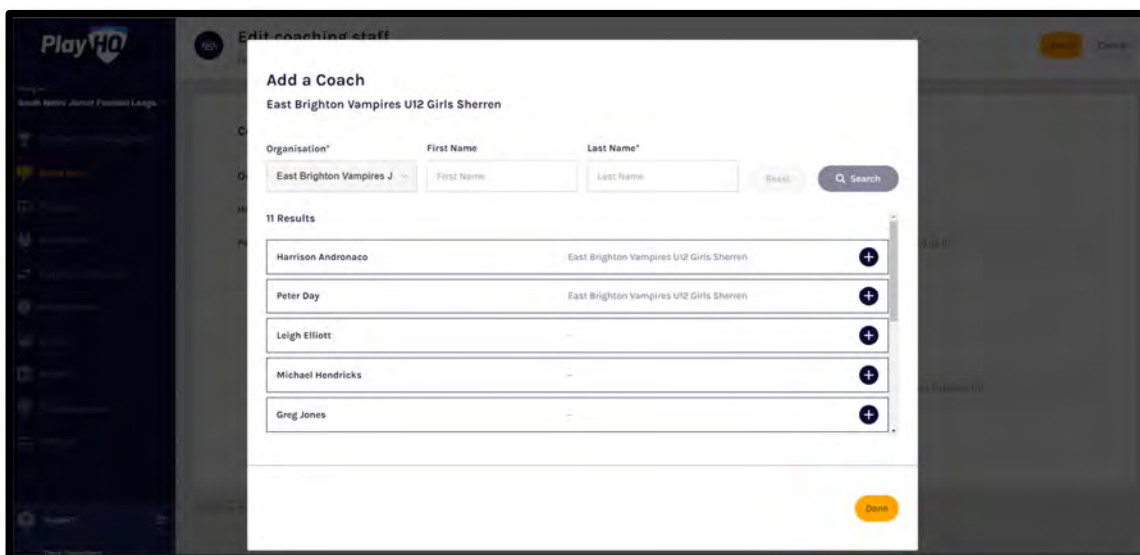
Please note this feature is only available with admin portal access.

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 then click on the **+ Add Coach** button.

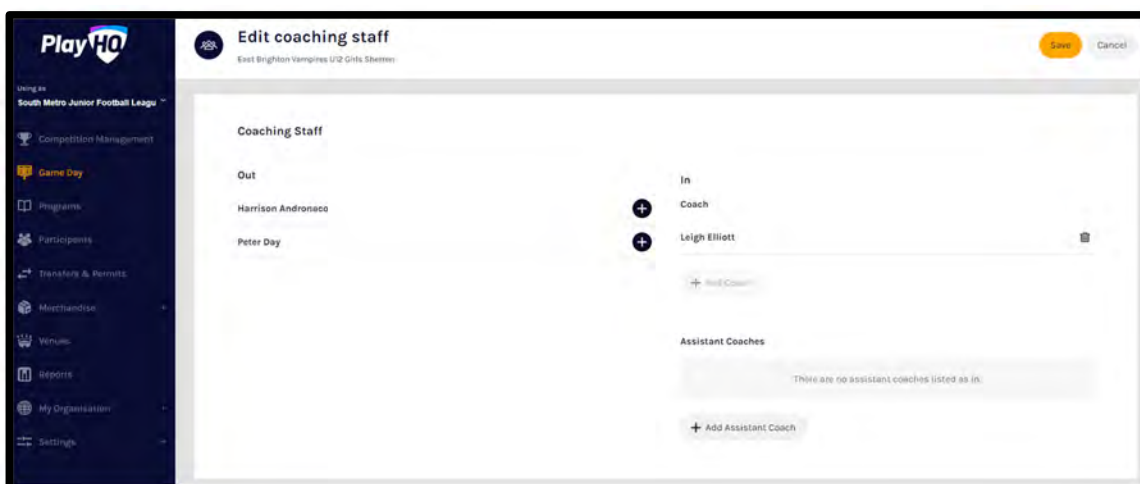


Game Day – Add Unallocated Coach to Coaching Staff (cont)

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.

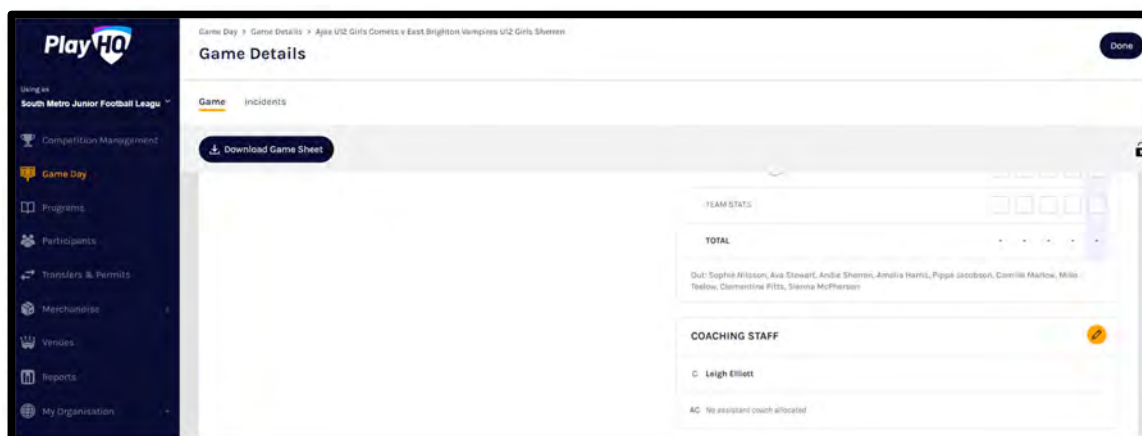


You will be returned to the **Edit Coaching staff** page and the **Coach** will be in the **In** area. Click on the **Save** button in the top right corner.



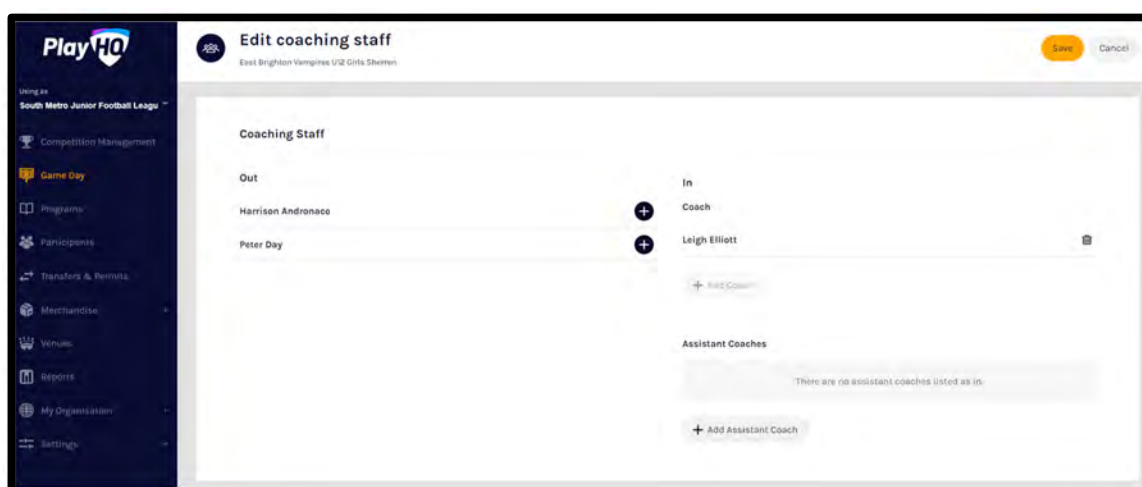
Game Day – Add Unallocated Coach to Coaching Staff (cont)

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.



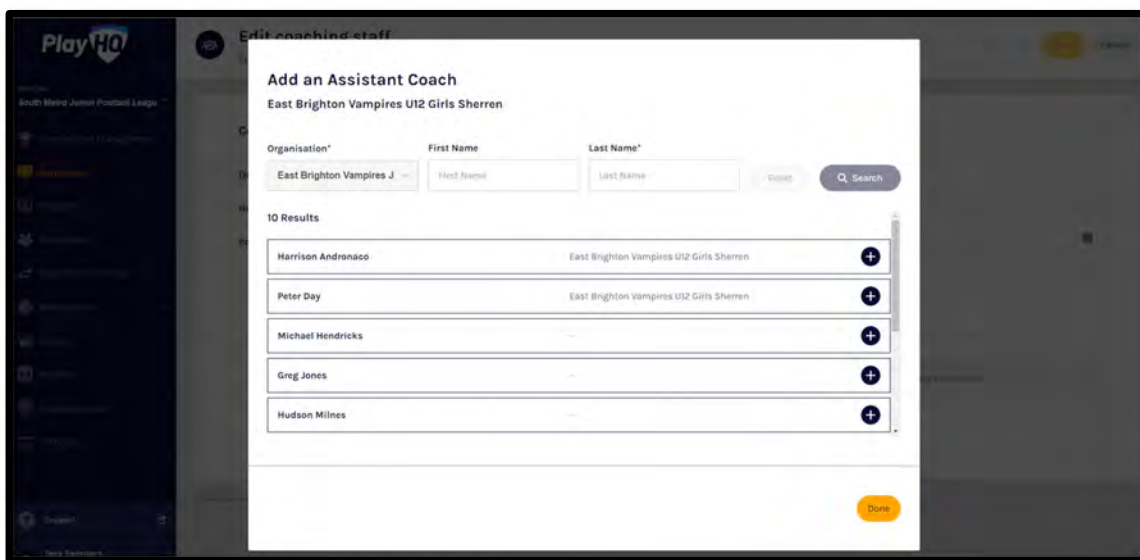
Add Unallocated Assistant Coaches to Coaching Staff

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.

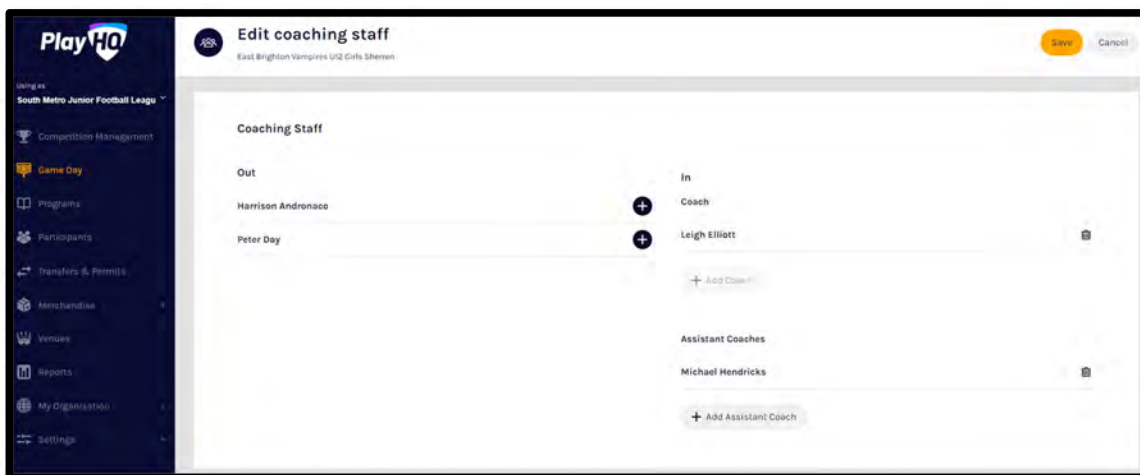


Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

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.

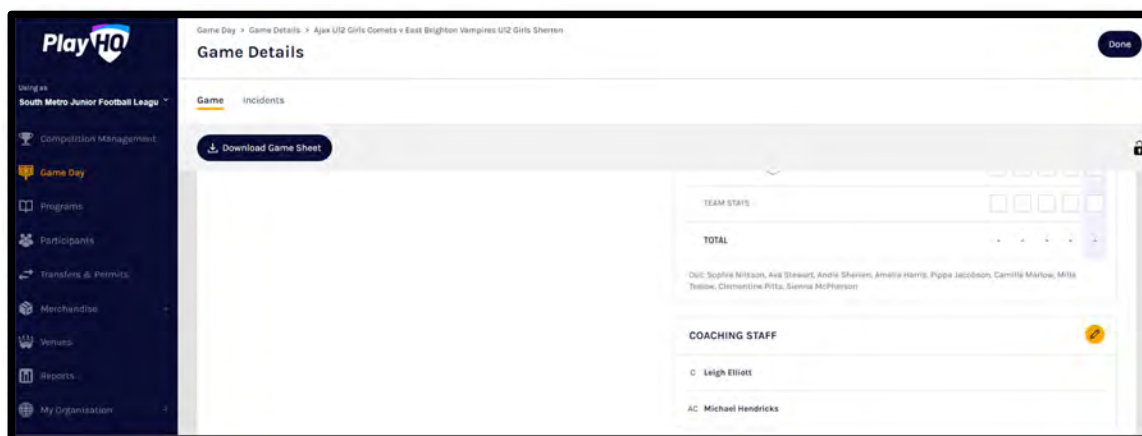


You will be returned to the **Edit Coaching staff** page and the **Assistant Coach** will be in the **In** area. Click on the **Save** button in the top right corner.



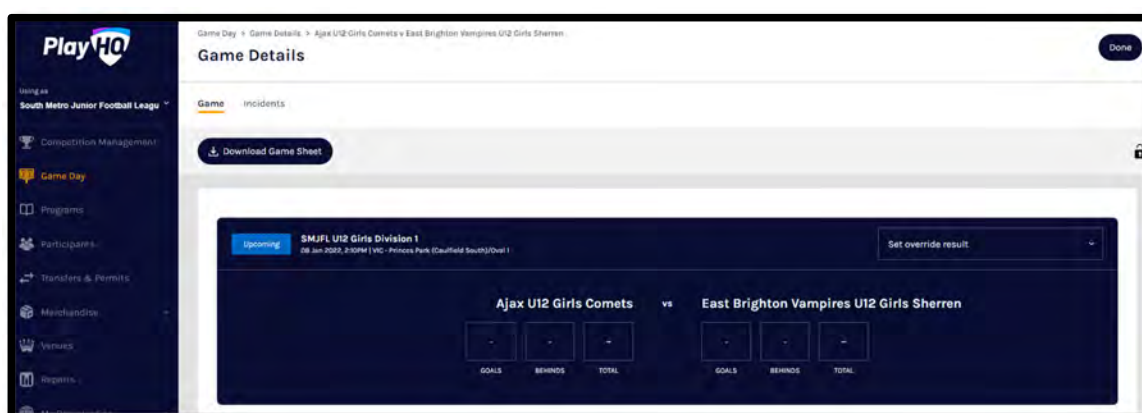
Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

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 | | | |
|---|--------------------------|----------------------------|-------------------|----|--------------|---------|--|----------|----------|------------|-------|-----------|--|
| Ajax U12 Girls Comets | | | | | vs | | East Brighton Vampires U12 Girls Sherren | | | | | 3dc5b0 | |
| TEAM A | | | | | | | TEAM B | | | | | GAME CODE | |
| 2021 | | SMJFL U12 Girls Division 1 | | | PRIN / PRIN1 | | 08 Jan 2022 | | 2:10 pm | | 1 | | |
| SEASON | | GRADE | | | GROUND | | DATE | | TIME | | ROUND | | |
| TEAM B: East Brighton Vampires U12 Girls Sherren | | | | | | | | | | | | | |
| NO. | PLAYERS | DOB | PLAYER SIGNATURES | PP | GOALS | BEHINDS | BEST | YEL CARD | RED CARD | | | | |
| 1 | 10 Phoebe Fyle | | | | | | | | | | | | |
| 2 | 14 Georgia Naughton | | | | | | | | | | | | |
| 3 | 23 Genevieve Brooks | | | | | | | | | | | | |
| 4 | 24 Zahra Stevens | | | | | | | | | | | | |
| 5 | 1 Madeleine de Fina-Nash | | | 0 | | | | | | | | | |
| 6 | 2 Jessica Allica | | | 0 | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| COACH: Leigh Elliott | | | | | | | | | | | | | |
| ASST. COACH: Michael Hendricks | | | | | | | | | | | | | |
| ASST. COACH: | | | | | | | | | | | | | |
| ASST. COACH: | | | | | | | | | | | | | |
| TEAM MGR: Example Manager | | | | | | | | | | | | | |
| STEWARDS: Tony Costanzo | | | | | | | | | | | | | |
| RUNNER: Tony Saunders | | | | | | | | | | | | | |
| PHYSIO: | | | | | | | | | | | | | |
| DOCTOR: | | | | | | | | | | | | | |
| TRAINER 1: | | | | | | | | | | | | | |
| TRAINER 2: | | | | | | | | | | | | | |
| MEDICAL/WATER 1: | | | | | | | | | | | | | |
| MEDICAL/WATER 2: | | | | | | | | | | | | | |
| MEDICAL/WATER 3: | | | | | | | | | | | | | |
| MEDICAL/WATER 4: | | | | | | | | | | | | | |
| FIELD UMPIRE: | | | | | | | | | | | | | |
| GOAL UMPIRE: | | | | | | | | | | | | | |
| GOAL UMPIRE: | | | | | | | | | | | | | |
| BOUNDARY UMPIRE: | | | | | | | | | | | | | |
| UMPIRE ESCORT: | | | | | | | | | | | | | |

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.

The screenshot shows the 'Game Day' page for the 'South Metro Junior Football League'. The left sidebar contains navigation options: Competition Management, Game Day (selected), Programs, Participants, Transfers & Permits, Merchandise, Venues, and Reports. The main content area has tabs for 'Games' and 'Incidents'. A 'Generate Game Sheets' button is visible. The date '08/01/2022' is selected. Below, a table lists matches with columns for TIME, VENUE/GROUND, HOME, SCORE, AWAY, GRADE, and GAME ID. Two matches are shown: 9:00AM at PRIN/PRIN where Murrumbeena U12 Girls scored 66-54 against St Bedes/Mentone Tigers U12 Girls, and 2:10PM at PRIN/PRIN where Ajax U12 Girls Comets scored 5-6, 36-6, 7-43 against East Brighton Vampires U12 Girls Sherren. Each match has a 'Details' button.

Whichever option you choose when the final score has been entered click on the **Save changes** button in the top right corner.

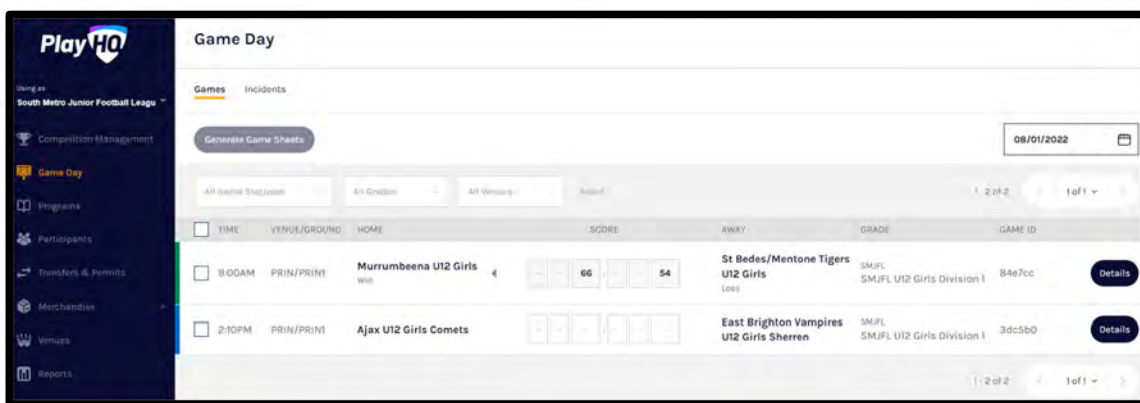
The page will update with a confirmation message and a result for each match will be added.

This screenshot shows the same 'Game Day' page after saving changes. A green confirmation message at the top states 'Two matches entered game results'. The match results are now updated: Murrumbeena U12 Girls is marked as 'Win' and St Bedes/Mentone Tigers U12 Girls as 'Loss'. Similarly, Ajax U12 Girls Comets is marked as 'Win' and East Brighton Vampires U12 Girls Sherren as 'Win'. The 'Details' buttons remain visible for each match.

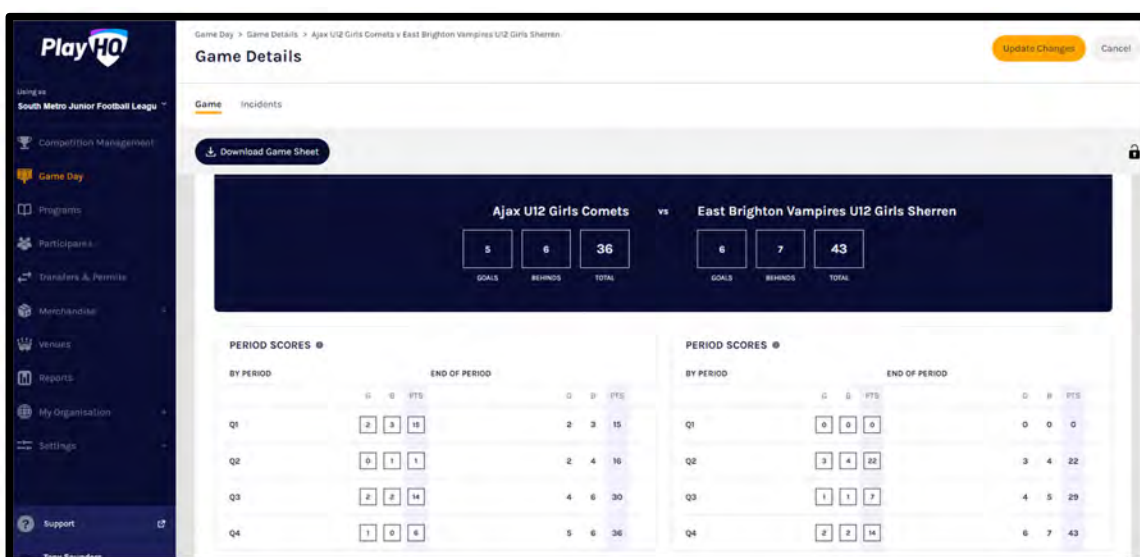
At this point the **Score** areas will be locked and further changes cannot be made on this page. If you wish to edit the scores click on the **Details** button for the match.

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 final score at the top and add the **Period Scores**.



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

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 **Best Player 1** is the best, **Best Player 2** is the 2nd 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.

Game Day > Game Details > Ajax U12 Girls Comets v East Brighton Vampires U12 Girls Sherren

Game Details

Game Incidents

Edit Game Download Game Sheet

Successfully updated game results

Final SMJFL U12 Girls Division 1
08 Jan 2022, 2:00PM | VC - Princes Park (Caulfield South) Oval 1

Ajax U12 Girls Comets vs East Brighton Vampires U12 Girls Sherren

Loss vs Win

| GOALS | BEHINDS | TOTAL |
|-------|---------|-------|
| 5 | 6 | 36 |
| 6 | 7 | 43 |

PERIOD SCORES

| BY PERIOD | END OF PERIOD | G | B | PTS |
|-----------|---------------|---|---|-----|
| Q1 | | 2 | 3 | 15 |

PERIOD SCORES

| BY PERIOD | END OF PERIOD | G | B | PTS |
|-----------|---------------|---|---|-----|
| Q1 | | 0 | 0 | 0 |

Done

If you have made a mistake or wish to 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 Award Votes

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

Game Day > Game Details > Ajax U12 Girls Comets v East Brighton Vampires U12 Girls Sherren

Game Details

Game Awards

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN AWARD

Voter 1 No award selected

Done

Game Day - Add Award Votes (cont)

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.

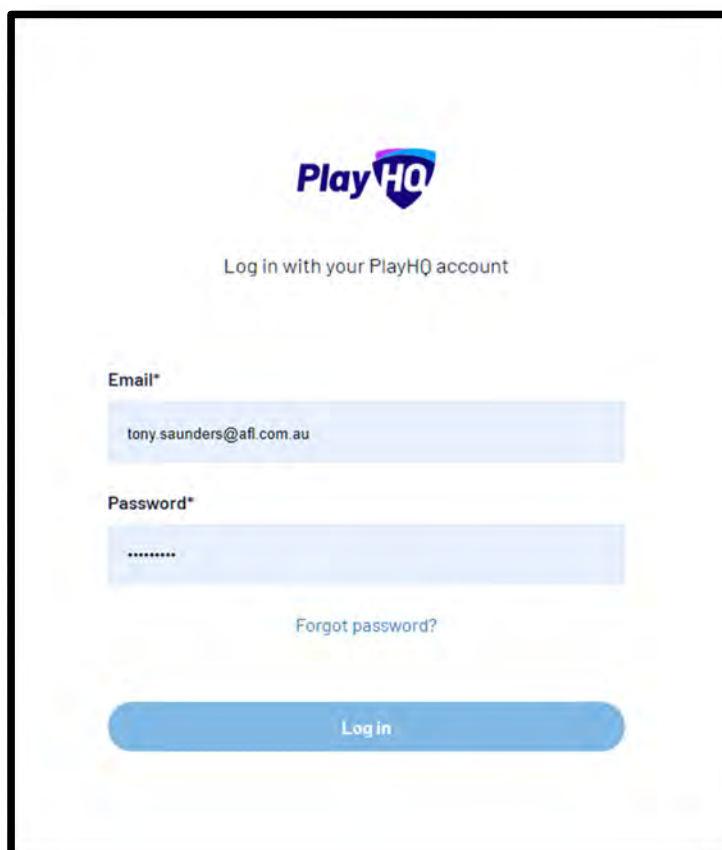
If changes need to be made click on the icon and make the changes.

To view the votes tally, and if required print a report, in the left menu select **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.

| PLAYERS | VOTES | R1 | R2 | R3 | R4 | R5 | R6 | R7 | R8 | R9 | R10 | R11 | R12 | R13 | R14 | R15 | R16 | R17 | R18 |
|------------------|-------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Jessica Alica | 3 | 3 | | | | | | | | | | | | | | | | | |
| Genevieve Brooks | 2 | 2 | | | | | | | | | | | | | | | | | |
| Georgia Naughton | 1 | 1 | | | | | | | | | | | | | | | | | |
| Zahra Stevens | 0 | | | | | | | | | | | | | | | | | | |

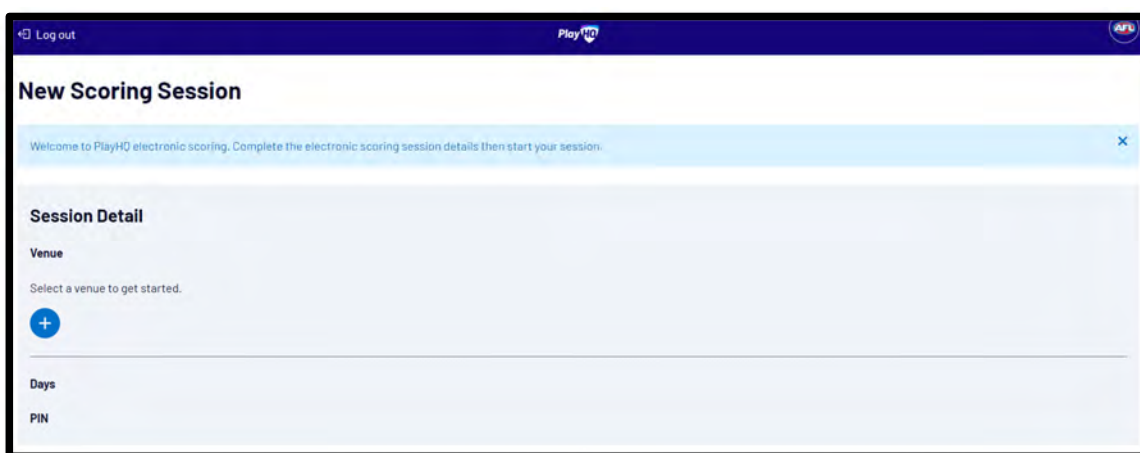
LiveScore

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





The image shows a login page for PlayHQ. At the top is the PlayHQ logo. Below it, the text "Log in with your PlayHQ account" is centered. There are two input fields: "Email*" with the value "tony.saunders@afl.com.au" and "Password*" with masked characters "*****". Below the password field is a link "Forgot password?". At the bottom is a blue "Log in" button.

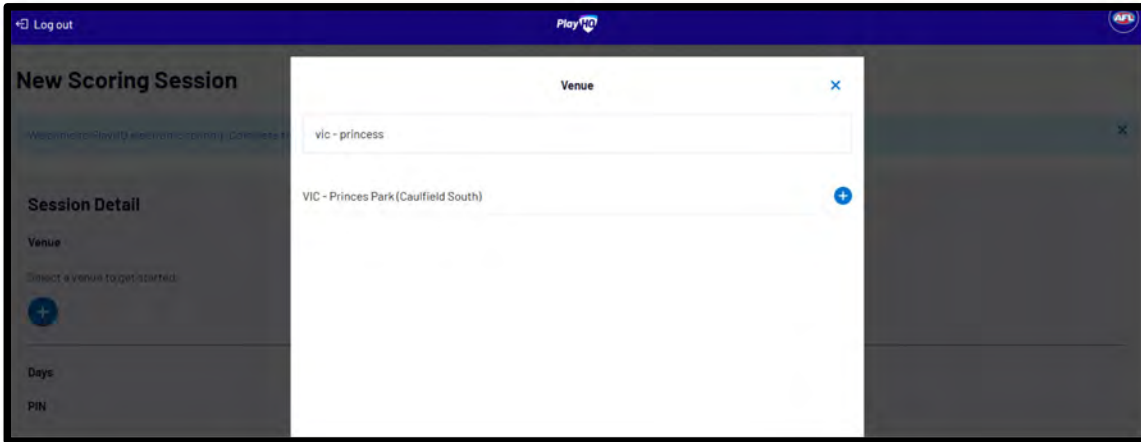
You will land on the **New Scoring Session** page.




The image shows the "New Scoring Session" page. At the top, there is a "Log out" link and the PlayHQ logo. Below the header, the title "New Scoring Session" is displayed. 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 a "Session Detail" section. It includes a "Venue" field with a plus icon and the text "Select a venue to get started." Below the venue field are "Days" and "PIN" fields.

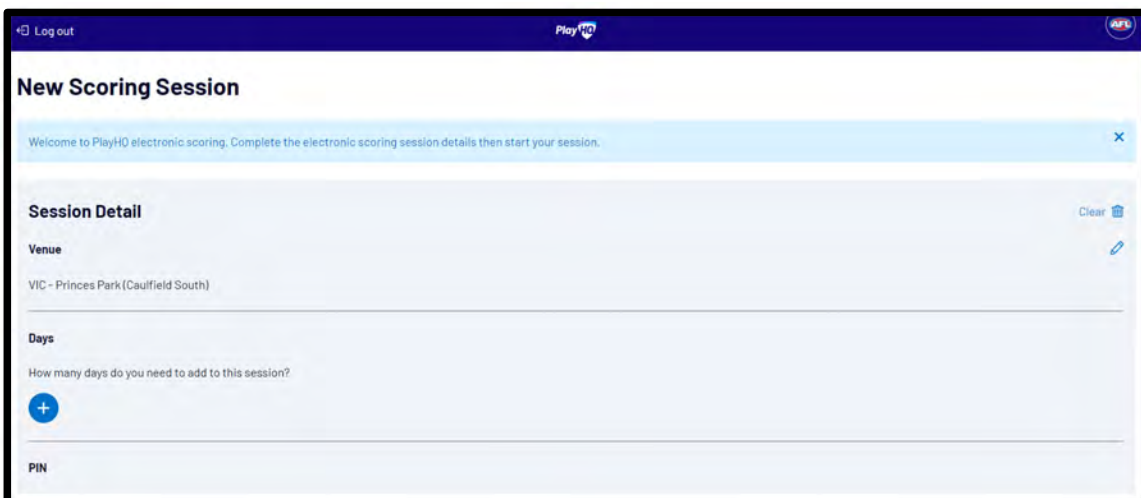
Game Day - LiveScore (cont)

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.



The screenshot shows the 'New Scoring Session' page with a modal for selecting a venue. The modal has a search bar with 'vic - princess' entered. Below the search bar, a list of suggestions is shown, with 'VIC - Princes Park (Caulfield South)' selected and highlighted. A blue plus icon is visible next to the selected venue name.

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.




The screenshot shows the 'New Scoring Session' page after the venue has been selected. The 'Venue' field now displays 'VIC - Princes Park (Caulfield South)'. The 'Days' section has a prompt 'How many days do you need to add to this session?' and a blue plus icon for selection. The 'PIN' field is also visible at the bottom.

Game Day - LiveScore (cont)

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

The screenshot shows the 'New Scoring Session' modal. On the left, there's a 'Session Detail' section with fields for 'Venue' (VIC - Princes Park (Caulfield South)) and 'Days' (Saturday). A blue '+' icon is visible below the 'Days' field. At the bottom of the modal is a large blue 'Add' button.

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

The screenshot shows the 'New Scoring Session' page. The 'Session Detail' section is visible, showing 'Venue' as 'VIC - Princes Park (Caulfield South)' and 'Days' as 'Saturday'. A blue '+' icon is located at the bottom left of the page.

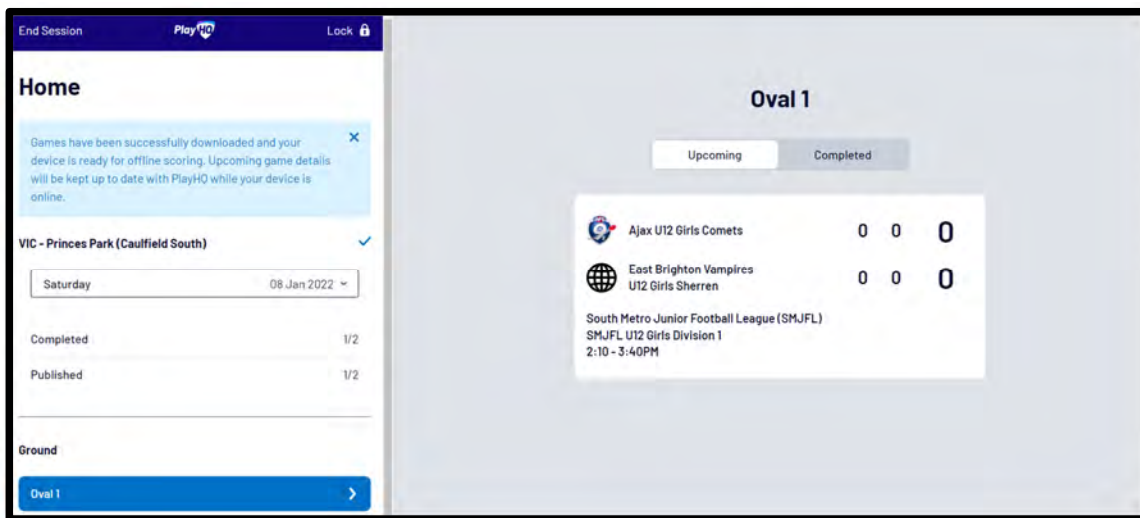
Game Day - LiveScore (cont)

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

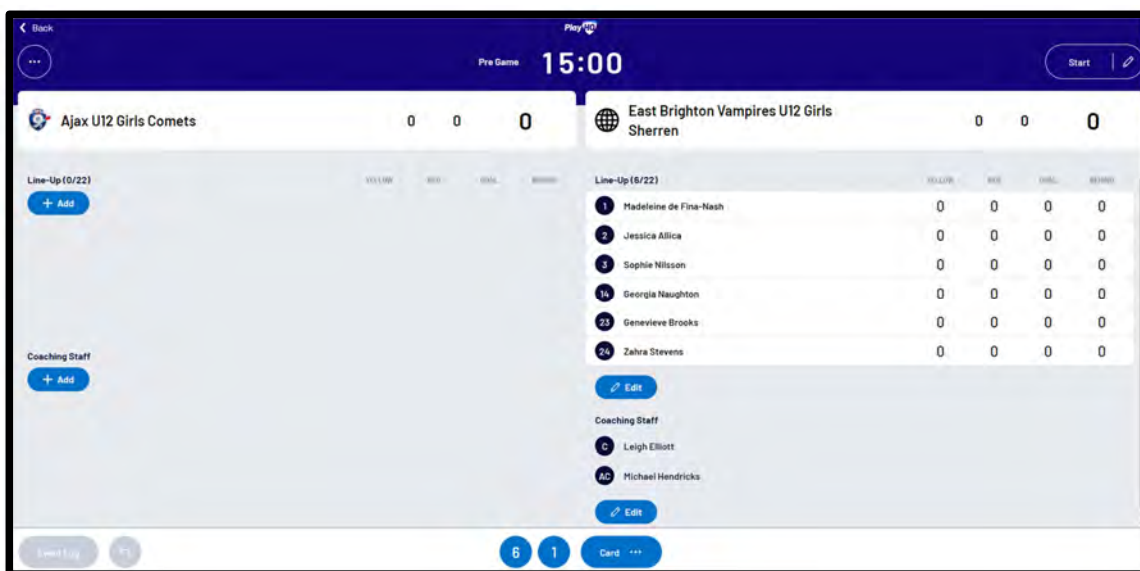
You will be returned to the **New Scoring Session** page. Click on the **Start Session** button.

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.

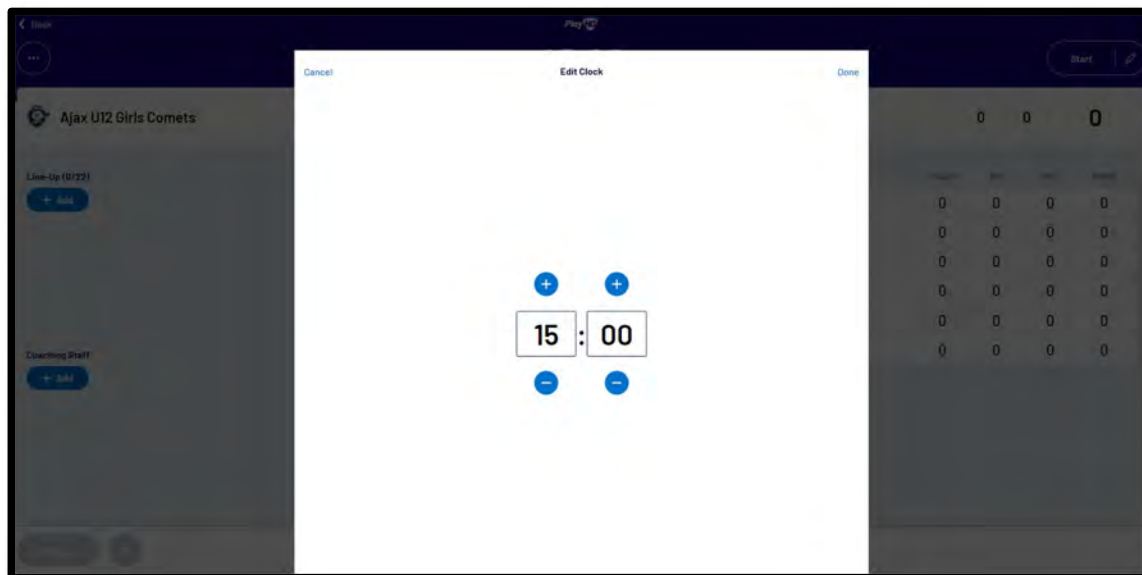
To make changes to the **Coaching Staff** click on the **Edit** button below the **Coaching Staff** list.

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.

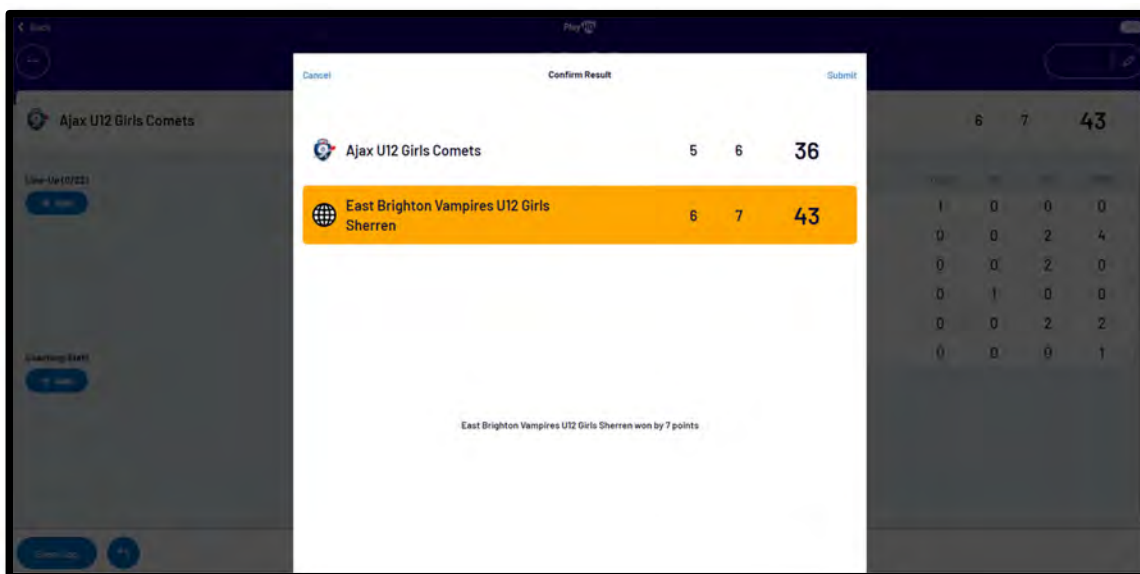


To add actions to a **Player** click on the **Player** and then click on for a goal or click on for a behind or click on then select Yellow or Red – the process can also be done the opposite way i.e. click the action and then click the **Player**. This will add the actions to the **Players** and if it 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.

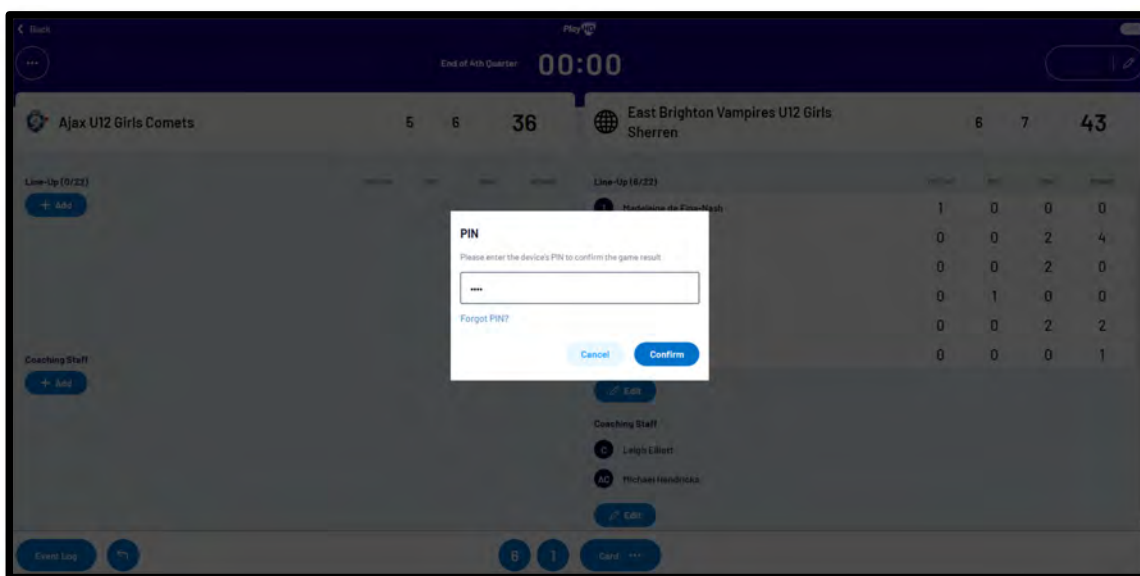
To end the quarter click on the icon in the top left corner and select **End Period**. To start the next quarter click on the **Start** button in the top right corner.

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.

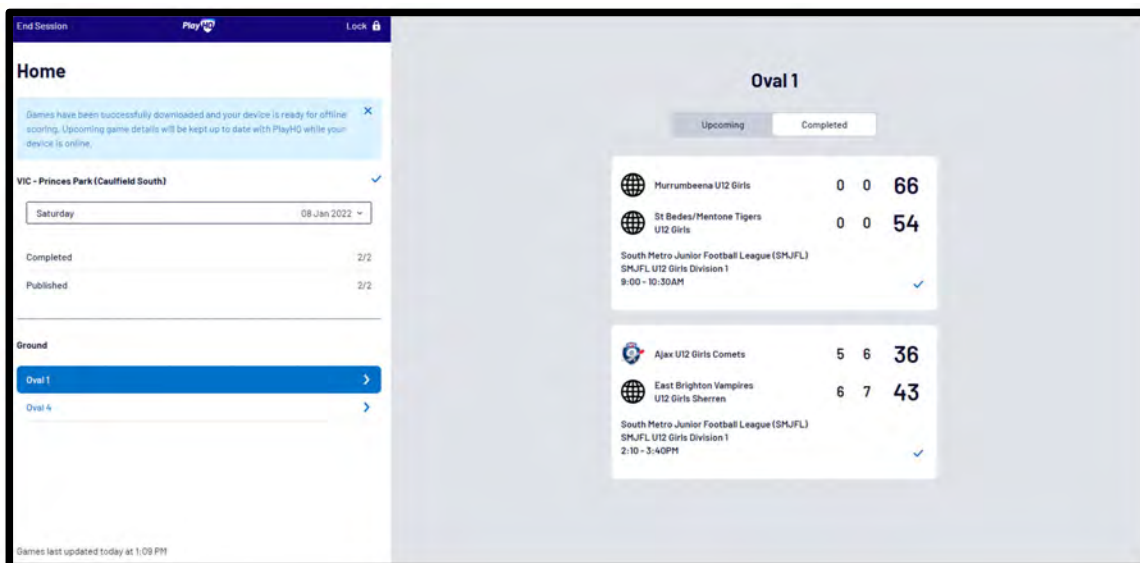


Click on **Submit** in the top right corner and the **PIN** pop up box will appear.

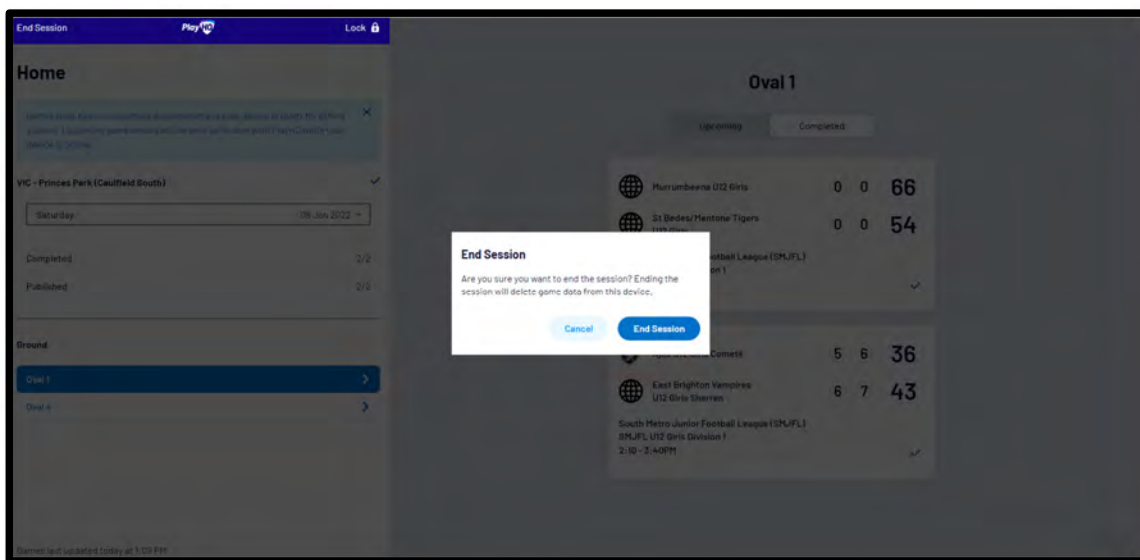


Game Day - LiveScore (cont)

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.

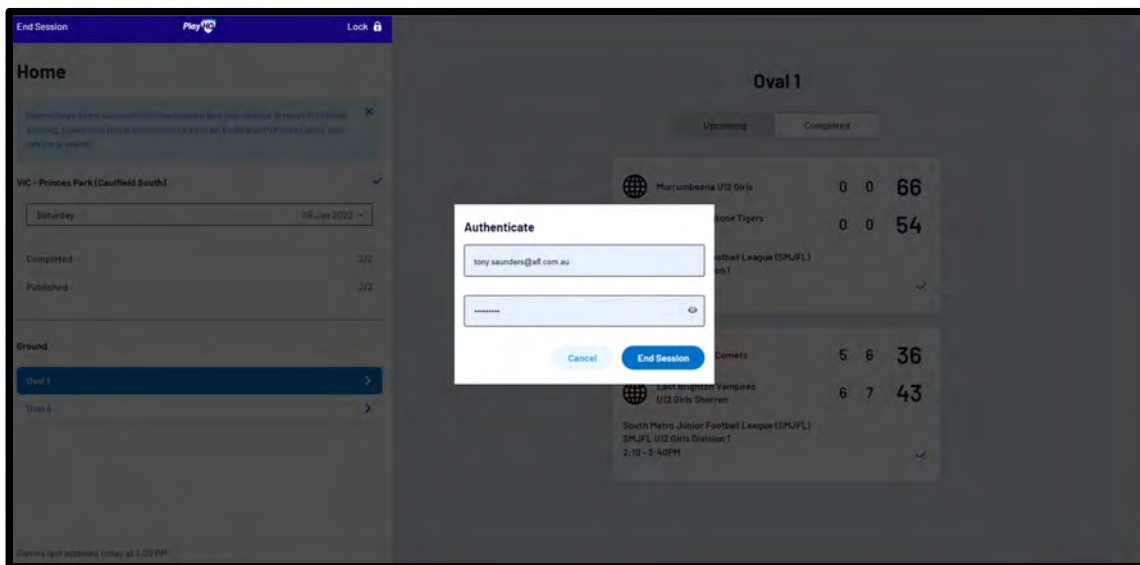


Before closing the page click on the **End Session** button in the top left corner and the **End Session** pop up will appear.



Game Day - LiveScore (cont)

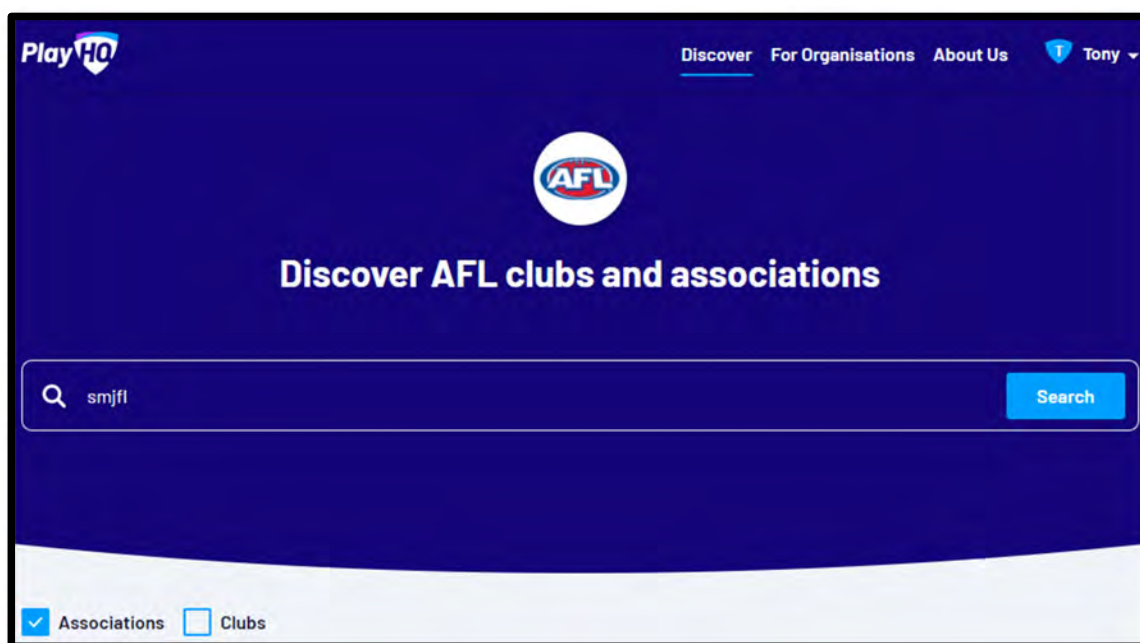
Click on the **End Session** button and the **Authenticate** pop up will appear.



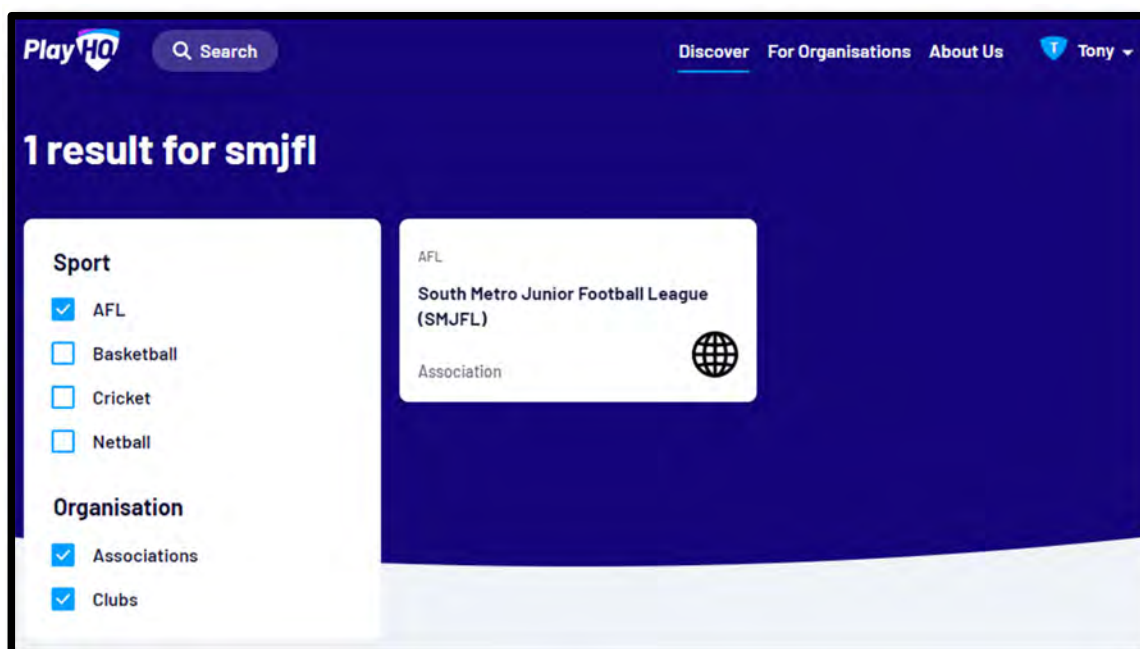
Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

11. 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.

| Season | Dates | Status | Action |
|--------|---------------------------|--------|----------|
| 2021 | 18 Apr 2021 – 18 Apr 2022 | ACTIVE | Select → |

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

| Grade | Day | Gender | Age Group | Action |
|----------------------------|--------|--------|-----------|----------|
| SMJFL U12 Girls Division 1 | Sunday | Girls | U12 | Select → |
| SMJFL U12 Girls Division 2 | Sunday | Girls | U12 | Select → |

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

The default will be to show **Fixture**.

South Metro Junior Football League (SMJFL)

Fixtures & Ladders Register

SMJFL U12 Girls Division 1
SMJFL, 2021

Fixture Ladder

ROUND 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Round 1

Saturday, 08 January 2022

| | | |
|--|----|---|
| Murrumbeena U12 Girls | 66 | 09:00 AM |
| St Bedes/Mentone Tigers U12 Girls | 54 | VIC - Princes Park (Caulfield South) / Oval 1 |
| Ajax U12 Girls Comets | 36 | 02:10 PM |
| East Brighton Vampires U12 Girls Sherren | 43 | VIC - Princes Park (Caulfield South) / Oval 1 |

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

| BEST PLAYERS | | |
|-------------------------------------|-------------------------------------|-------------------------------------|
| No best players have been selected | | |
| PLAYER STATISTICS | | |
| # | PLAYERS | G |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| No players allocated to line-up | | |
| TEAM STATS | | 5 |
| TOTAL | | 5 |

| BEST PLAYERS | | |
|--|-------------------------------------|-------------------------------------|
| Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson | | |
| PLAYER STATISTICS | | |
| # | PLAYERS | G |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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 OP | 2 |
| TOTAL | | 6 |

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

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

The screenshot shows the PlayHQ website interface. At the top, there's a navigation bar with the PlayHQ logo, a search bar, and links for Discover, For Organisations, About Us, and a user profile (Tony). Below this, the main header for the South Metro Junior Football League (SMJFL) is displayed, featuring a globe icon and an AFL logo. The 'Fixtures & Ladders' section is active, with a 'Register' link. The specific page is for 'SMJFL U12 Girls Division 1', with a sub-header 'SMJFL, 2021'. There are two tabs: 'Fixture' and 'Ladder', with 'Ladder' being the selected one. A toggle switch for 'Show advanced ladder' is present. The ladder table lists 8 teams with their respective positions, games played (P), points (PTS), percentage (%), wins (W), losses (L), draws (D), and byes (BYE).

| # | TEAM | P | PTS | % | W | L | D | BYE |
|---|--|---|-----|--------|---|---|---|-----|
| 1 | Murrumbeena U12 Girls | 4 | 16 | 142.86 | 4 | 0 | 0 | 2 |
| 2 | East Brighton Vampires U12 Girls Sherren | 9 | 16 | 116.31 | 4 | 5 | 0 | 0 |
| 3 | Mordialloc Braeside U12 Girls Red | 3 | 12 | 176.47 | 3 | 0 | 0 | 0 |
| 4 | Prahan U12 Girls Laughton | 6 | 12 | 74.52 | 3 | 3 | 0 | 0 |
| 5 | Beaumaris U12 Girls Sharks | 4 | 8 | 72.00 | 2 | 2 | 0 | 1 |
| 6 | South Melbourne Districts U12 Girls | 3 | 4 | 89.71 | 1 | 2 | 0 | 1 |
| 7 | St Bedes/Mentone Tigers U12 Girls | 5 | 4 | 80.60 | 1 | 4 | 0 | 3 |
| 8 | Ajax U12 Girls Comets | 2 | 0 | 84.31 | 0 | 2 | 0 | 0 |

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)

Fixtures & Ladders Register

SMJFL U12 Girls Division 1
SMJFL 2021

Fixture Ladder

☐ Show advanced ladder

| # | TEAM | P | PTS | % | W | L | D | BYE | F | A | FORF | DISQ |
|---|--|---|-----|--------|---|---|---|-----|-----|-----|------|------|
| 1 | Murrumbeena U12 Girls | 4 | 16 | 142.86 | 4 | 0 | 0 | 2 | 100 | 70 | 0 | 0 |
| 2 | East Brighton Vampires U12 Girls Sherren | 9 | 16 | 116.31 | 4 | 5 | 0 | 0 | 328 | 282 | 0 | 0 |
| 3 | Mordialloc Braeside U12 Girls Red | 3 | 12 | 176.47 | 3 | 0 | 0 | 0 | 90 | 51 | 0 | 0 |
| 4 | Prahan U12 Girls Laughton | 6 | 12 | 74.52 | 3 | 3 | 0 | 0 | 117 | 157 | 0 | 0 |
| 5 | Beaumaris U12 Girls Sharks | 4 | 8 | 72.00 | 2 | 2 | 0 | 1 | 54 | 75 | 0 | 0 |
| 6 | South Melbourne Districts U12 Girls | 3 | 4 | 89.71 | 1 | 2 | 0 | 1 | 61 | 68 | 0 | 0 |
| 7 | St Bedes/Mentone Tigers U12 Girls | 5 | 4 | 80.60 | 1 | 4 | 0 | 3 | 162 | 201 | 0 | 0 |
| 8 | Ajax U12 Girls Comets | 2 | 0 | 84.31 | 0 | 2 | 0 | 0 | 43 | 51 | 0 | 0 |

12. Participant Registration


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

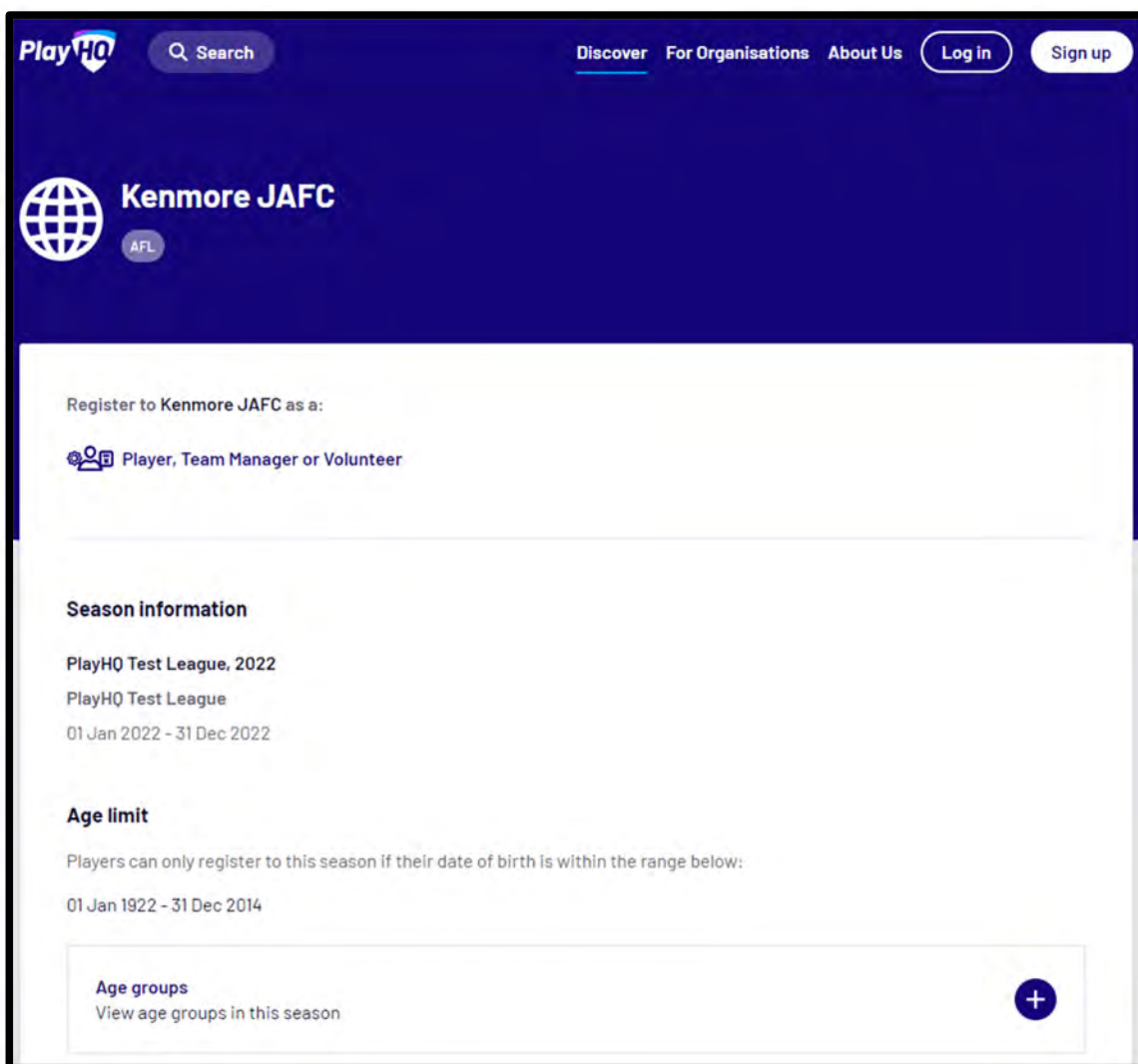
Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

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**.



PlayHQ


Search

Discover For Organisations About Us Log in Sign up

 Kenmore JAFC

AFL

Register to Kenmore JAFC as a:

 Player, Team Manager or Volunteer

Season information

PlayHQ Test League, 2022

PlayHQ Test League

01 Jan 2022 - 31 Dec 2022


Age limit

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

01 Jan 1922 - 31 Dec 2014

Age groups

View age groups in this season



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 1922 - 31 Dec 2014

Age groups

View age groups in this season

| | | | |
|--------|---------------------|-------------------------|-------------------------------|
| U8 | 7 years - 8 years | 01/01/2014 - 31/12/2014 | Registration not available |
| U10 | 8 years - 10 years | 01/01/2012 - 31/12/2013 | Registration has restrictions |
| U12 | 10 years - 12 years | 01/01/2010 - 31/12/2011 | Registration has restrictions |
| U14 | 12 years - 14 years | 01/01/2008 - 31/12/2009 | |
| U16 | 14 years - 16 years | 01/01/2006 - 31/12/2007 | |
| U18 | 16 years - 18 years | 01/01/2004 - 31/12/2005 | |
| Senior | 18 years - 99 years | 01/01/1923 - 31/12/2003 | |

Pricing information

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

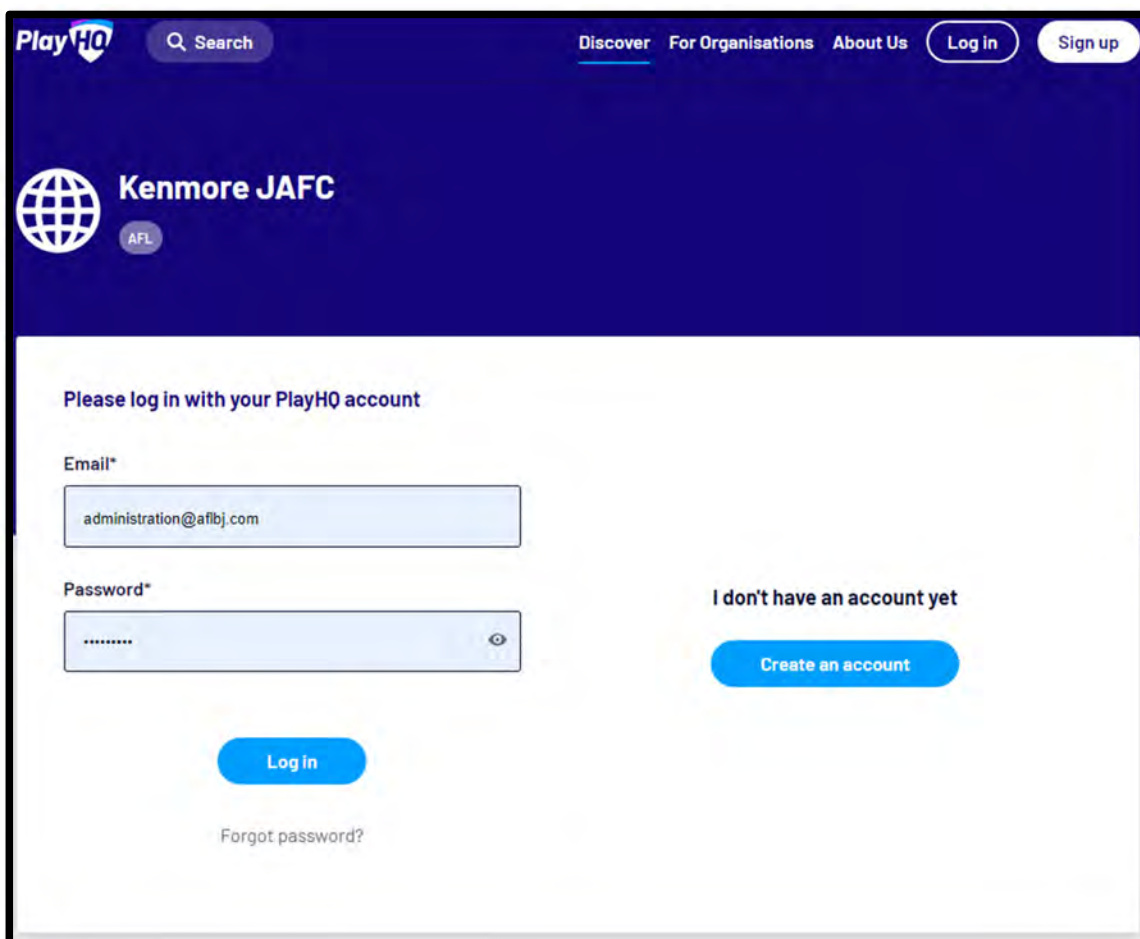
Additional information

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

Get started →

Participant Registration (cont)

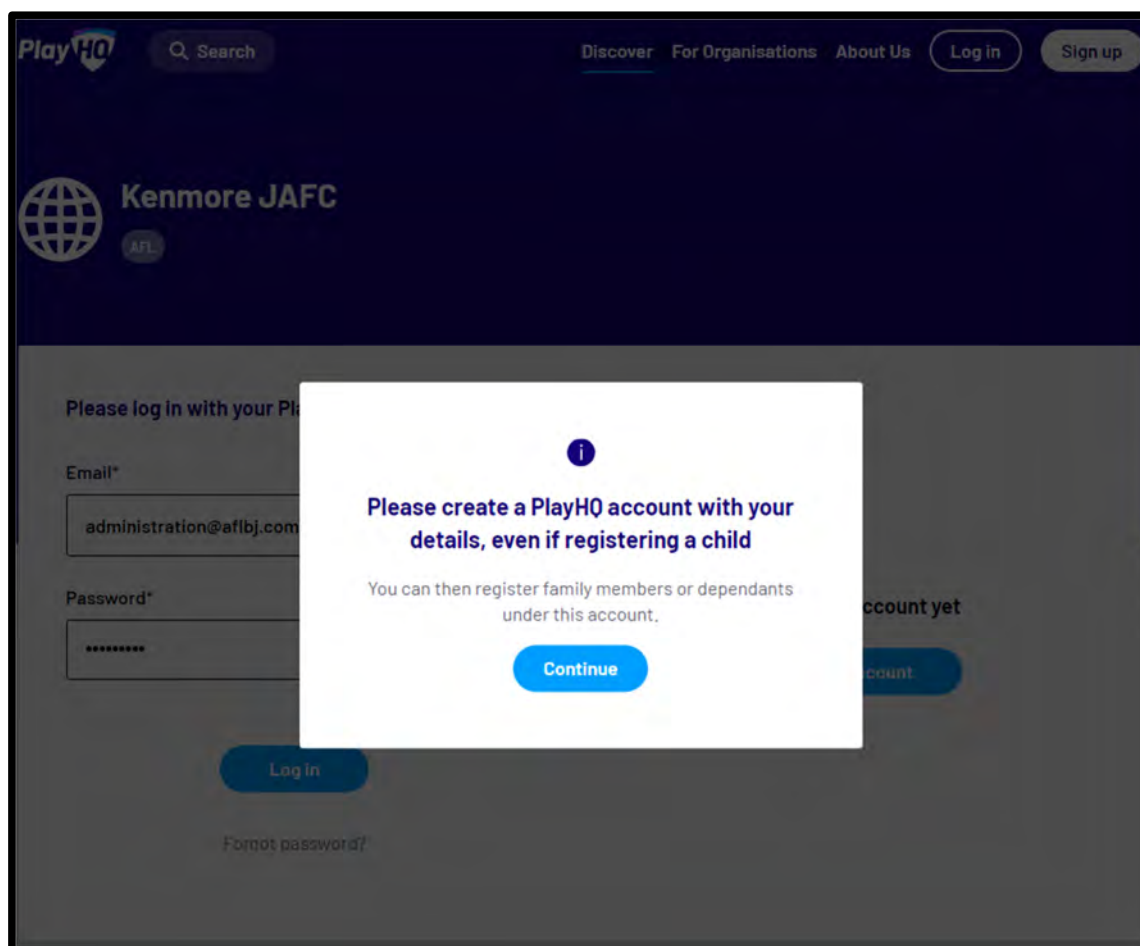
If the **Participant** (or their parent) already has a PlayHQ account they can click on the **Log in** button or if they do not have an account they click on the **Create an account** button.



The screenshot shows the PlayHQ login interface for Kenmore JAFC. The header includes the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, Log in, and Sign up. The main content area features the Kenmore JAFC logo and name. Below this, a message prompts the user to log in with their PlayHQ account. There are two input fields: Email* (containing 'administration@afibj.com') and Password* (masked with dots). A 'Log in' button is positioned below the password field. To the right, a link 'I don't have an account yet' is displayed above a 'Create an account' button. A 'Forgot password?' link is located at the bottom of the login form.

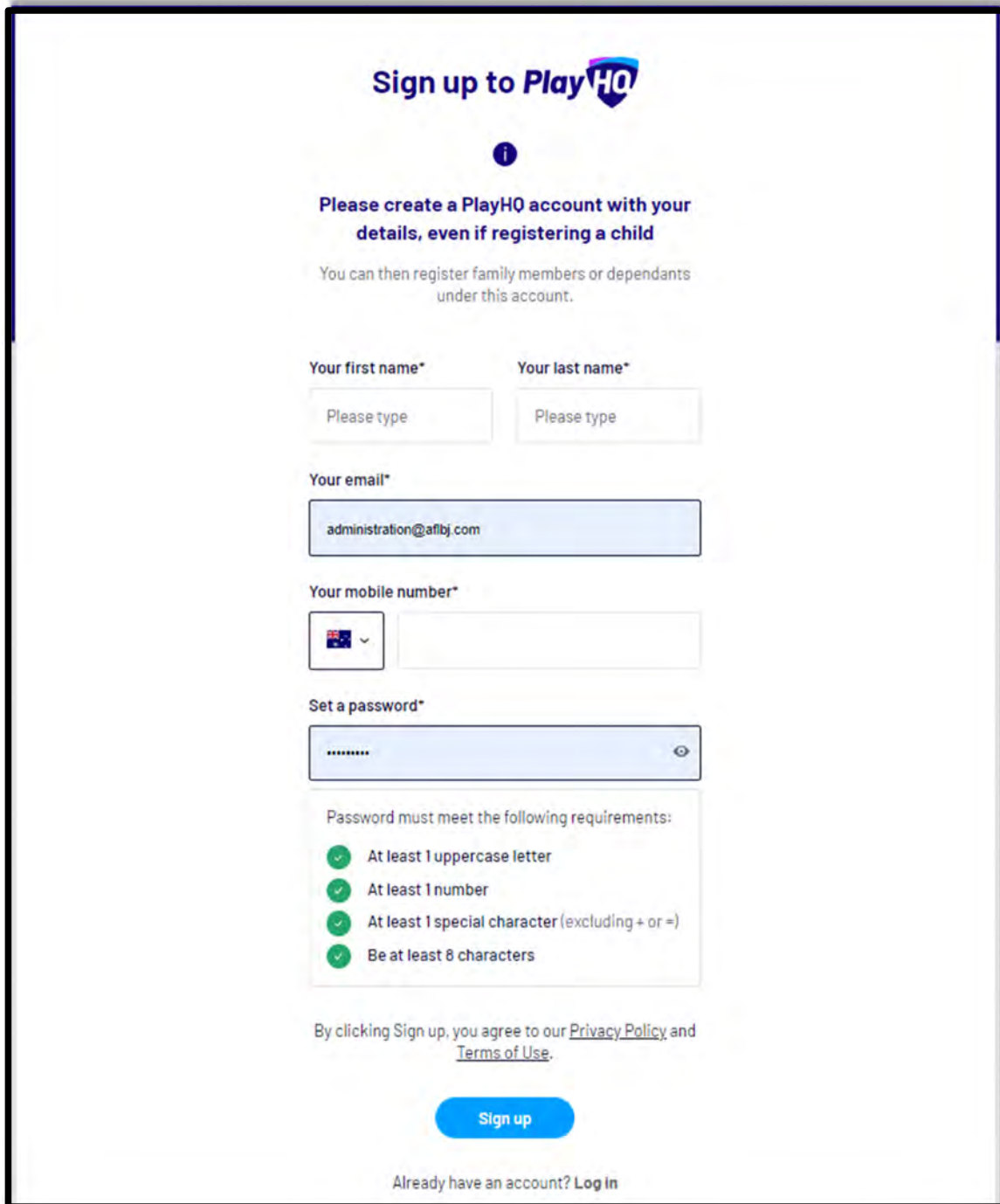
Participant Registration (cont)

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



Participant Registration (cont)

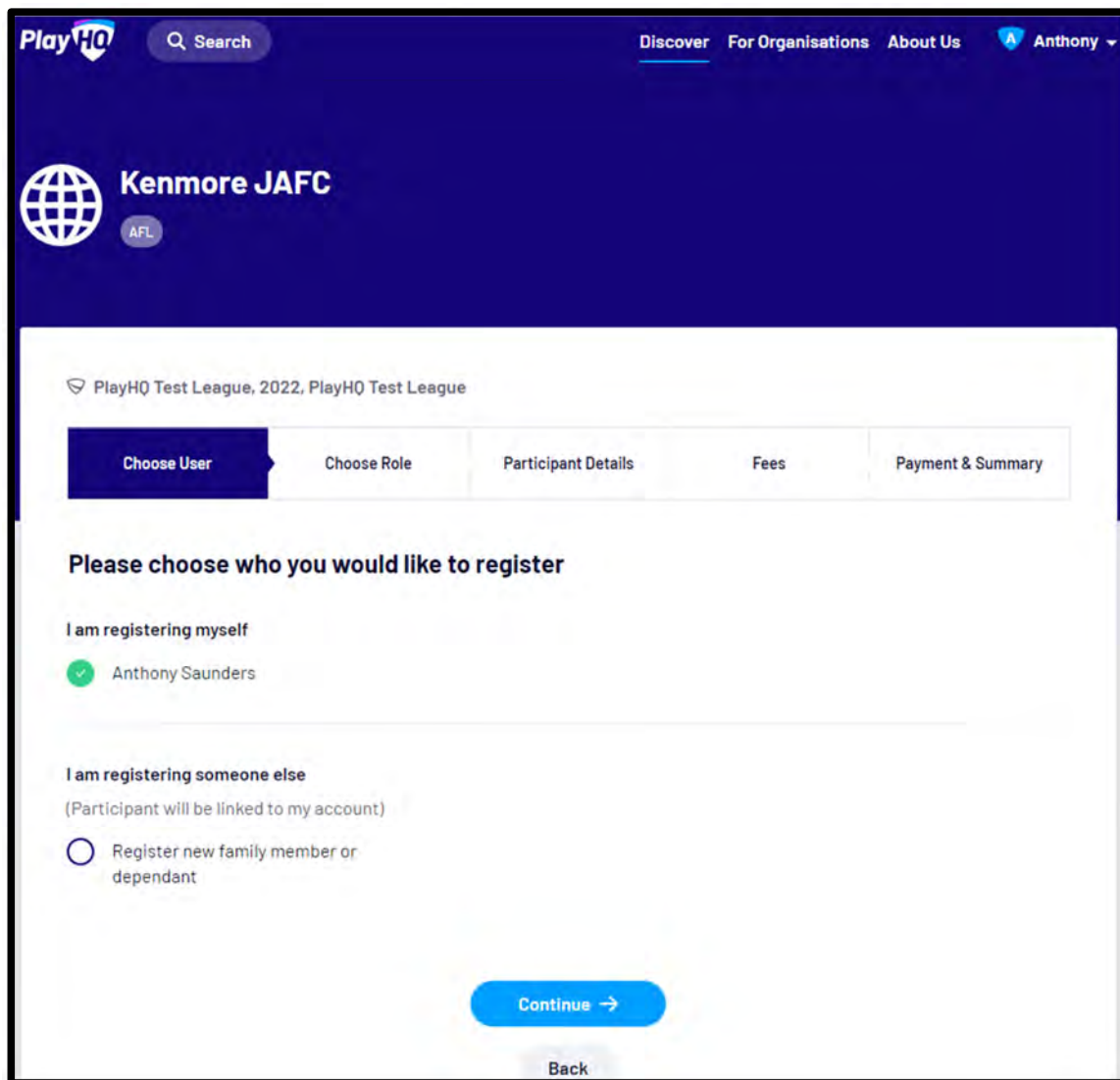
On the **Sign up to PlayHQ** page they need to complete all of the mandatory fields and click on the **Sign up** button. They will receive a confirmation email which will contain a link for them to return to the login page and click on the **Log in** button.



The screenshot shows the 'Sign up to PlayHQ' registration page. At the top, there's a heading 'Sign up to PlayHQ' with an information icon. Below it, a message states: 'Please create a PlayHQ account with your details, even if registering a child. You can then register family members or dependants under this account.' The form includes fields for 'Your first name*', 'Your last name*', 'Your email*' (with 'administration@afibj.com' entered), and 'Your mobile number*' (with a dropdown menu showing the Australian flag). A 'Set a password*' field is followed by a list of password requirements: 'At least 1 uppercase letter', 'At least 1 number', 'At least 1 special character (excluding + or =)', and 'Be at least 8 characters'. All requirements are marked with green checkmarks. At the bottom, a note says 'By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).' Below this is a blue 'Sign up' button and a link '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.

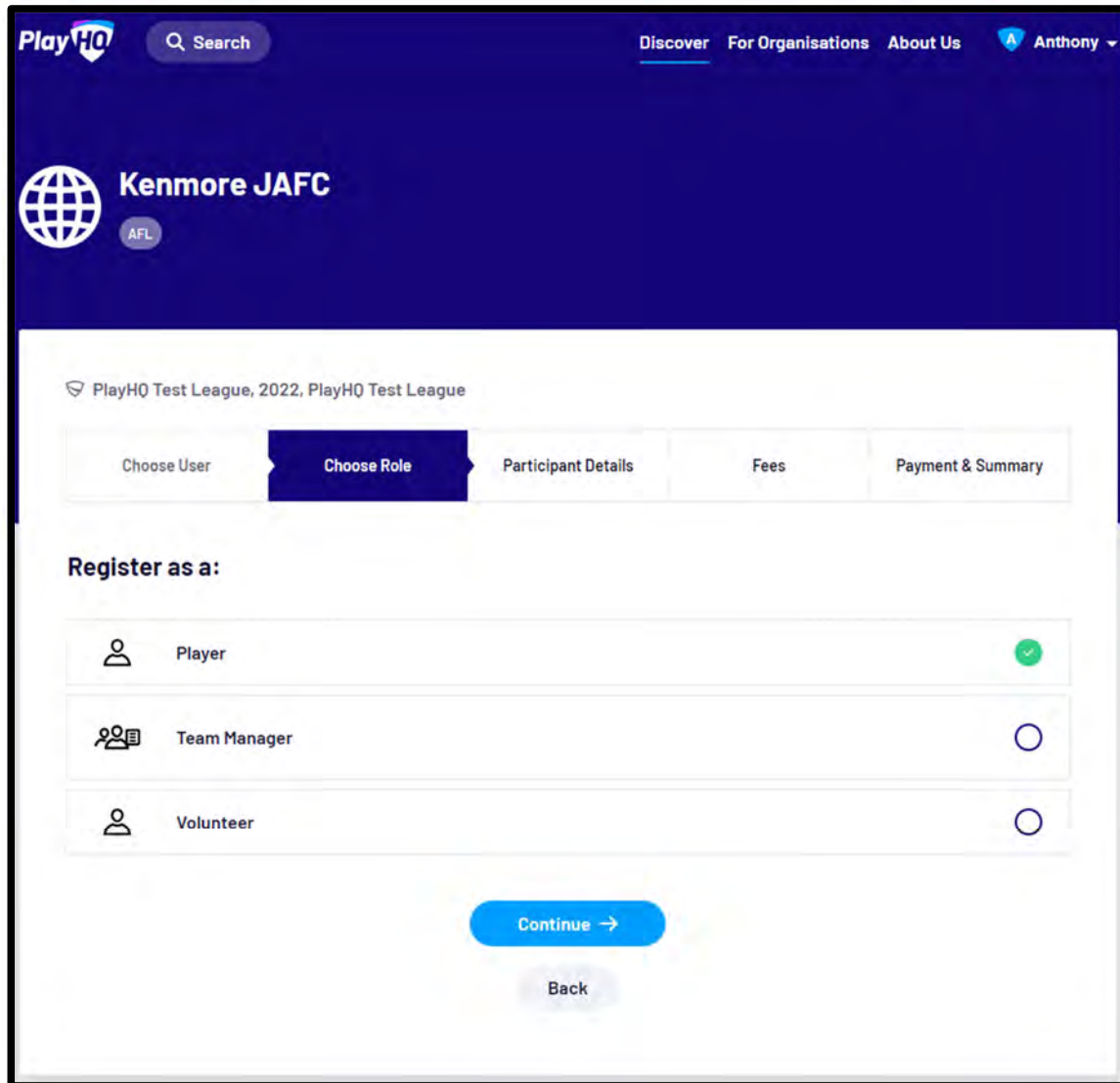


The screenshot shows the 'Choose User' page within the PlayHQ interface. At the top, there's a dark blue header with the PlayHQ logo, a search bar, and navigation links: 'Discover', 'For Organisations', 'About Us', and a user profile for 'Anthony'. Below the header, the club name 'Kenmore JAFC' is displayed with an AFL logo. The main content area has a breadcrumb trail: 'PlayHQ Test League, 2022, PlayHQ Test League'. A horizontal tab bar contains five tabs: 'Choose User' (active), 'Choose Role', 'Participant Details', 'Fees', and 'Payment & Summary'. The 'Choose User' section is titled 'Please choose who you would like to register'. It has two main options: 'I am registering myself' and 'I am registering someone else'. Under 'I am registering myself', there is a green checkmark icon and the name 'Anthony Saunders'. Under 'I am registering someone else', there is a note '(Participant will be linked to my account)' and a radio button next to the text 'Register new family member or dependant'. At the bottom right, there is a blue 'Continue →' button and a grey 'Back' button.

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.

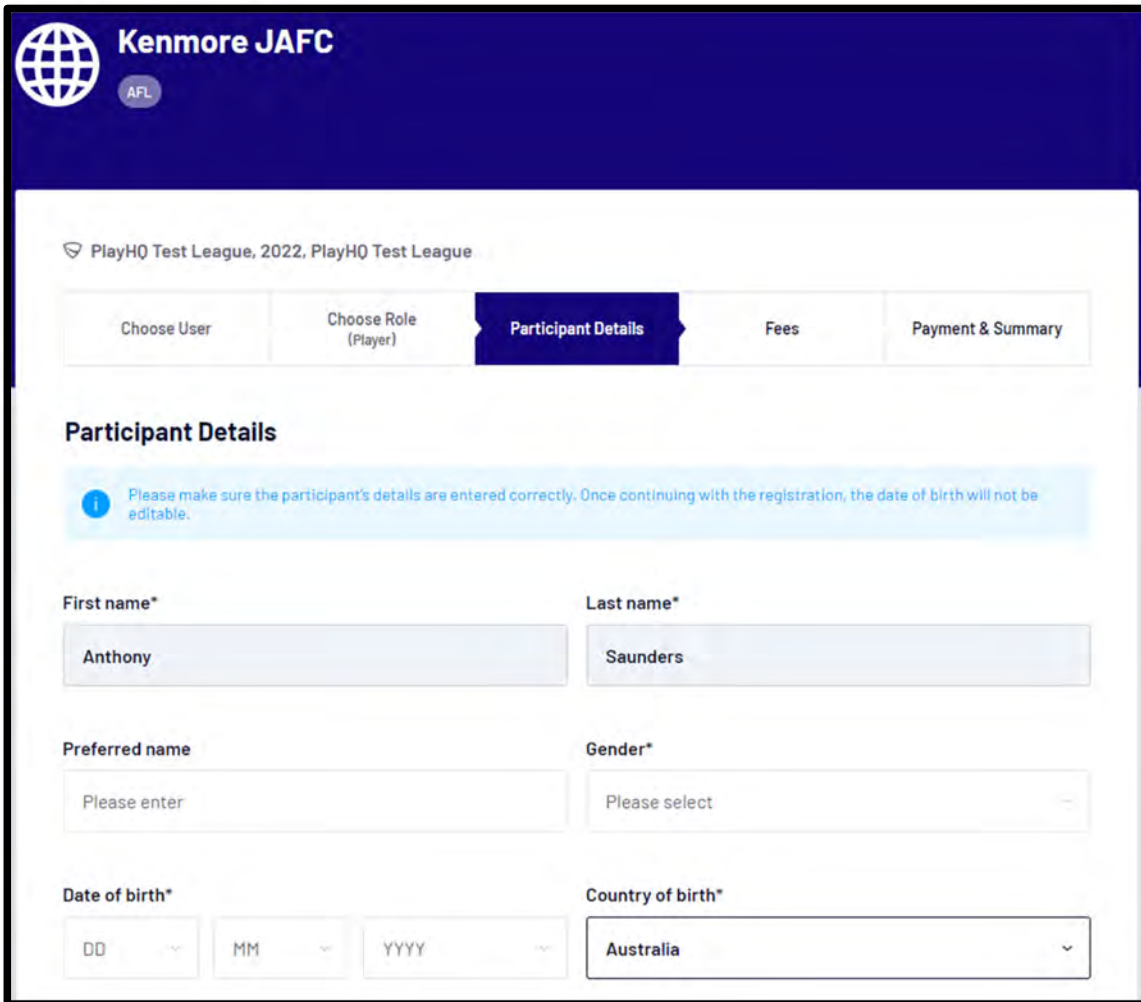
Please note the Coach role will not be available and all Coaches and Assistant Coaches must register through the www.coachl.afl platform.



The screenshot shows the 'Choose Role' page in the PlayHQ system. At the top, there's a dark blue header with the PlayHQ logo, a search bar, and navigation links: 'Discover', 'For Organisations', 'About Us', and a user profile for 'Anthony'. Below the header, the club name 'Kenmore JAFC' is displayed with an AFL logo. The main content area has a breadcrumb trail: 'PlayHQ Test League, 2022, PlayHQ Test League'. A horizontal progress bar shows five steps: 'Choose User', 'Choose Role' (highlighted in dark blue), 'Participant Details', 'Fees', and 'Payment & Summary'. Under the heading 'Register as a:', there are three options: 'Player' (with a person icon and a green checkmark), 'Team Manager' (with a person and clipboard icon and an unselected radio button), and 'Volunteer' (with a person icon and an unselected radio button). At the bottom, there are two buttons: a blue 'Continue →' button and a grey 'Back' button.

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.



The screenshot shows the 'Participant Details' page for Kenmore JAFC. The header includes the AFL logo and the club name. Below the header, there's a breadcrumb trail: 'PlayHQ Test League, 2022, PlayHQ Test League'. A navigation bar contains five tabs: 'Choose User', 'Choose Role (Player)', 'Participant Details' (which is active and highlighted in blue), 'Fees', and 'Payment & Summary'. The main content area is titled 'Participant Details' and contains a blue information box with a note: 'Please make sure the participant's details are entered correctly. Once continuing with the registration, the date of birth will not be editable.' Below this, there are several form fields: 'First name*' with the value 'Anthony', 'Last name*' with the value 'Saunders', 'Preferred name' with the placeholder 'Please enter', 'Gender*' with a dropdown menu showing 'Please select', 'Date of birth*' with three dropdown menus for DD, MM, and YYYY, and 'Country of birth*' with a dropdown menu showing '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 'Fees' page of a registration form for Kenmore J AFC. The header includes the AFL logo and the club name. Below the header, there's a navigation bar with tabs: 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees' (active), and 'Payment & Summary'. The main content area is titled 'Fees' and contains a table with two columns: 'DESCRIPTION' and 'PRICE'.

| DESCRIPTION | PRICE |
|---|-----------|
| Senior player fee PlayHQ Test League | A\$100.00 |
| Club Player Registration Fee Kenmore J AFC | A\$0.00 |
| Sub-Total A\$100.00 | |

Below the table, there is a paragraph: "By registering you may receive communications from Kenmore J AFC, PlayHQ Test League and governing bodies regarding your participation."

There are two checkboxes:

- ☐ 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.

At the bottom, there are two buttons: "Continue →" (highlighted in blue) and "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 JAFC

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

Order summary

| Description | Qty. | Total |
|--|------|------------------|
| Senior player fee PlayHQ Test League | 1 | A\$100.00 |
| Club Player Registration Fee Kenmore JAFC | 1 | A\$0.00 |
| Total | | A\$100.00 |

Vouchers

Enter a voucher code Apply

[I have a government voucher](#)

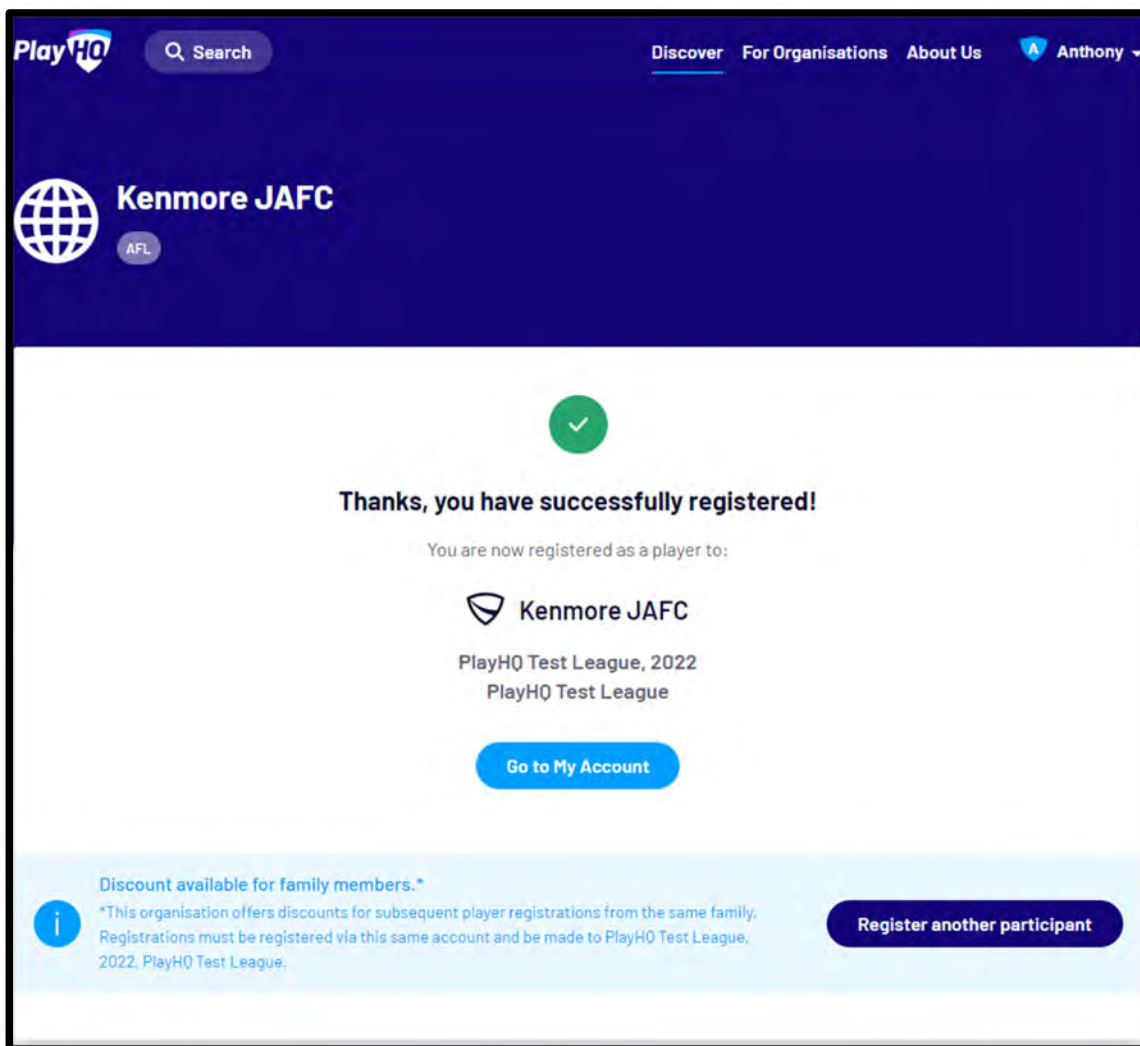
Confirm purchase →

Back

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 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 register as new participant using the same email address. The participant would click on the **Claim Profile** button.

Burleigh JAFC

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

| | | |
|--|---------------------------|----------------------|
| Anthony Saunders Last registration: Player, 2021, Aspley JAFC | aksaunders@iprimus.com.au | Claim Profile |
|--|---------------------------|----------------------|

The profile would change to claimed and the **Participant** would be able to proceed with the registration.

Burleigh JAFC

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

| | | |
|--|---------------------------|----------------|
| Anthony Saunders Last registration: Player, 2021, Aspley JAFC | aksaunders@iprimus.com.au | Claimed |
|--|---------------------------|----------------|

Profiles that require verification

The example below the participant is trying register as new participant using a different email address. The participant would click on the **Verify Email** button.

Burleigh JAFC

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 JAFC

ad*****@afibj.com **Verify Email**

An email is sent with a verification code which needs to be entered and click on the **Claim Profile** button.

Burleigh JAFC

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 JAFC

ad*****@afibj.com **Verify Email**

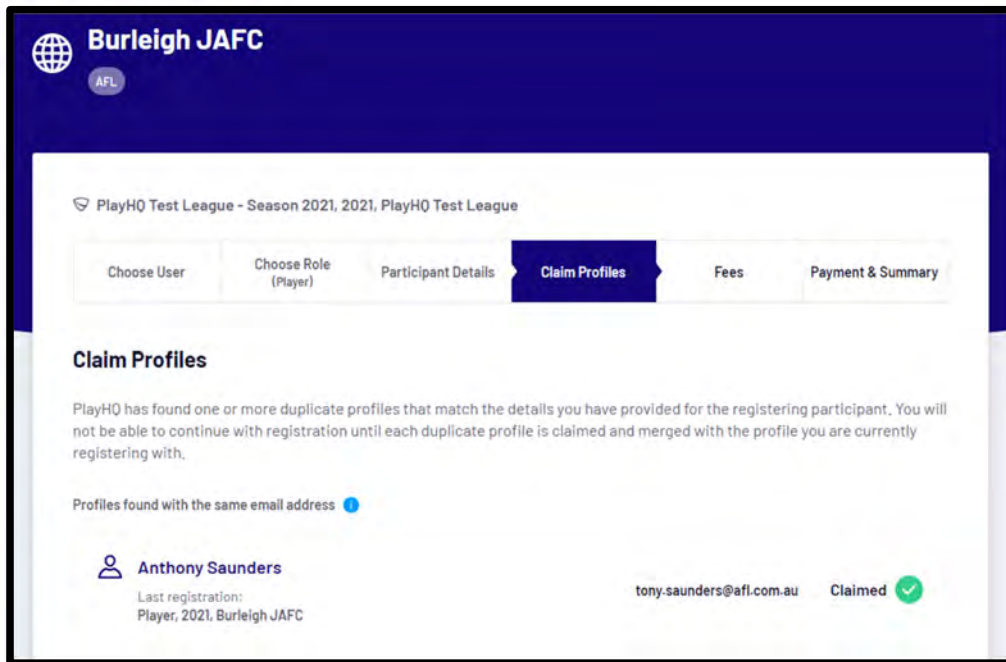
Please enter the verification code that we have sent to ad*****@afibj.com

Verification Code*

Claim Profile Re-send Code

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 JAFC



PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

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

Claim Profiles

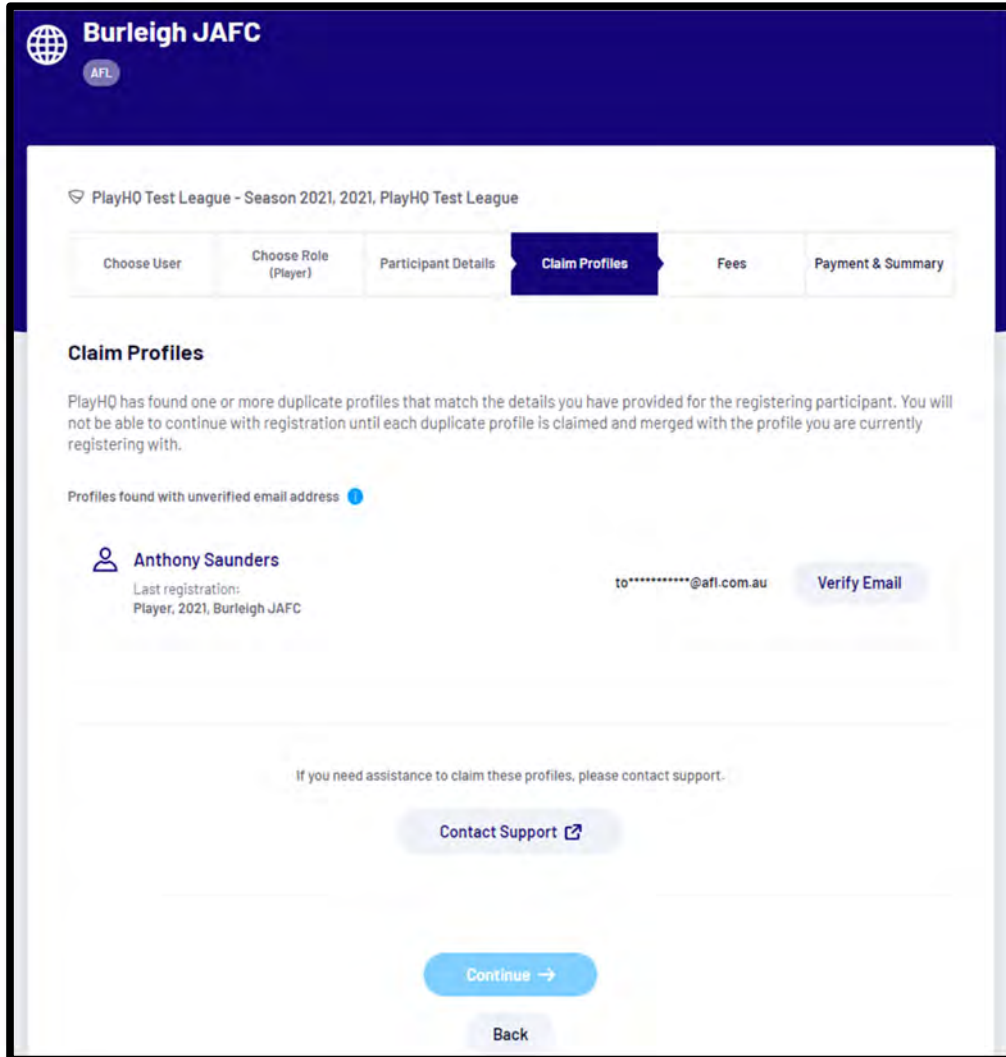
PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with the same email address 1

| | | | |
|---|--|--------------------------|---|
|  | Anthony Saunders Last registration: Player, 2021, Burleigh JAFC | tony.saunders@afl.com.au | Claimed  |
|---|--|--------------------------|---|

Profiles that can't be claimed and merged

The example below the participant is trying 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 JAFC


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 JAFC

to*****@afl.com.au [Verify Email](#)

If you need assistance to claim these profiles, please contact support.

[Contact Support](#)

[Continue →](#)

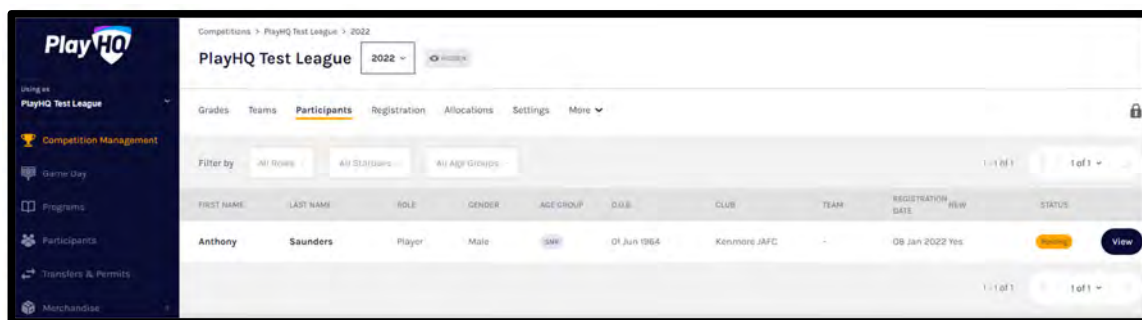
[Back](#)

Pending Registrations

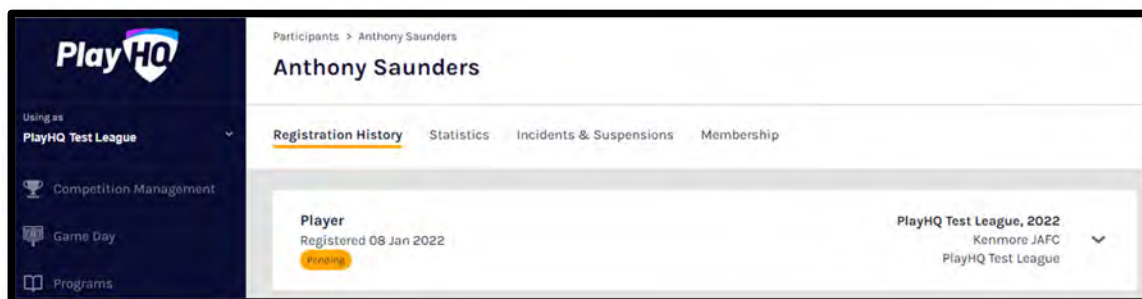
If **New Player Approval** has been turned for **Clubs** by the **League**, when a new participant registers they appear as **Pending** in the **Participants** list.

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** tag.

Click on the **View** button for the pending participant.



Open the Pending registration by clicking on the icon.



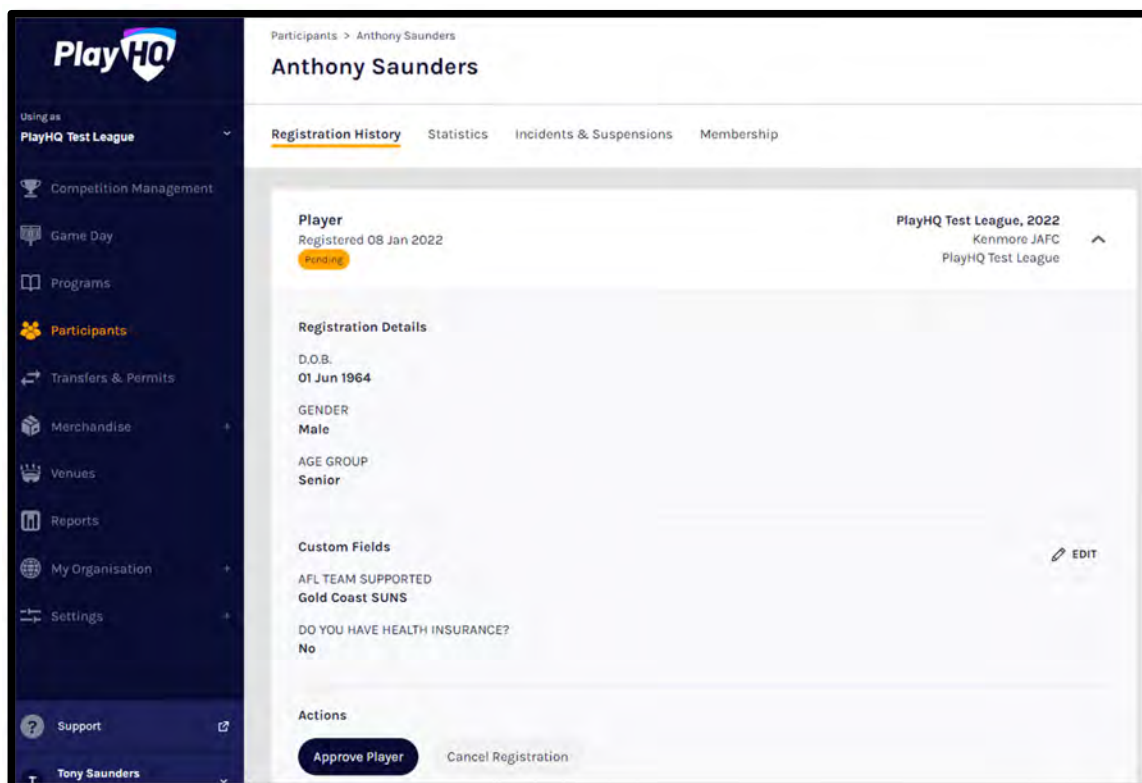
Participant Registration – Pending Registrations (cont)

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.



Participants > Anthony Saunders

Anthony Saunders

Registration History | Statistics | Incidents & Suspensions | Membership

Player
Registered 08 Jan 2022
Pending

PlayHQ Test League, 2022
Kenmore JAFC
PlayHQ Test League

Registration Details

D.O.B.
01 Jun 1964

GENDER
Male

AGE GROUP
Senior

Custom Fields EDIT

AFL TEAM SUPPORTED
Gold Coast SUNS

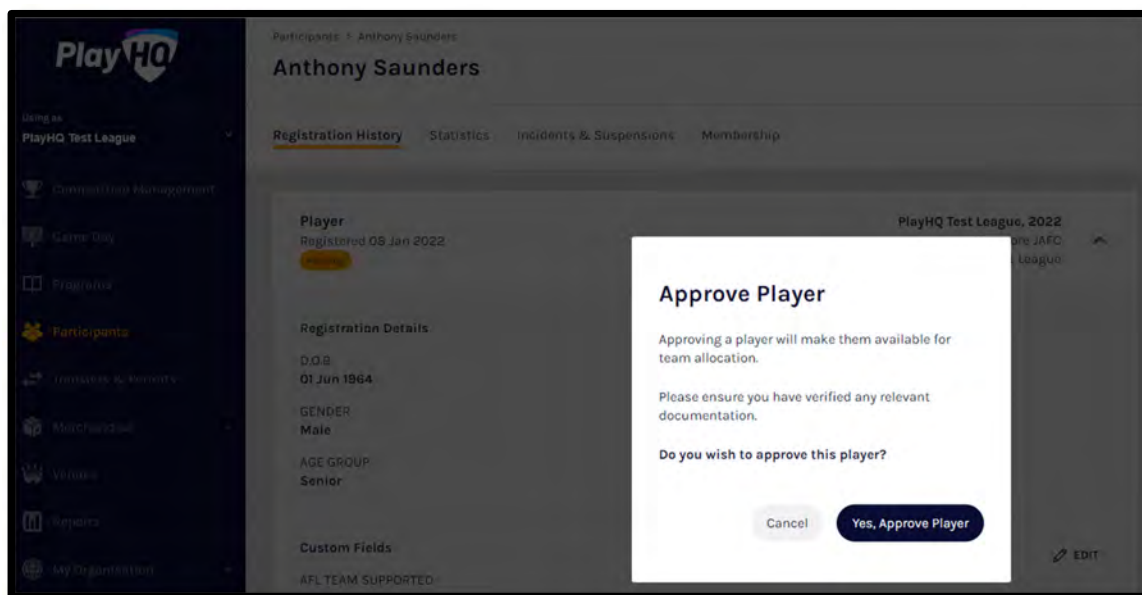
DO YOU HAVE HEALTH INSURANCE?
No

Actions

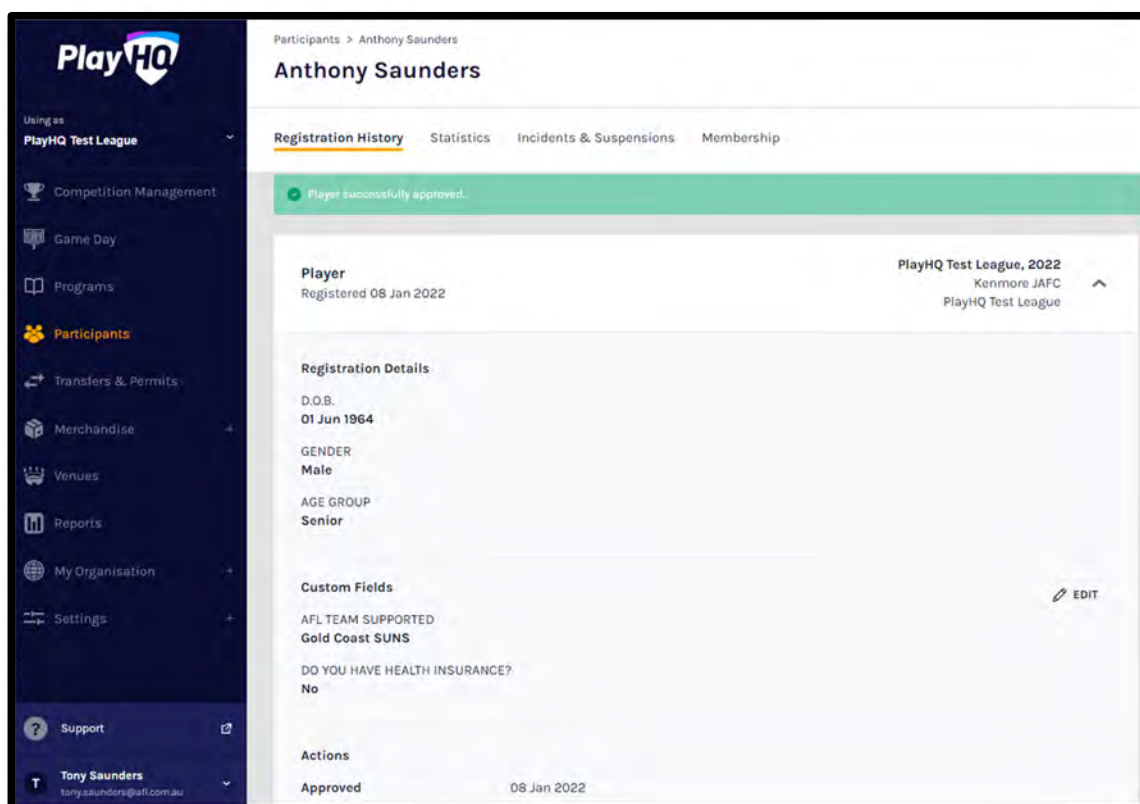
Approve Player Cancel Registration

Participant Registration – Pending Registrations (cont)

The **Approve Player** pop-up will appear, click on the **Yes, Approve Player** button.



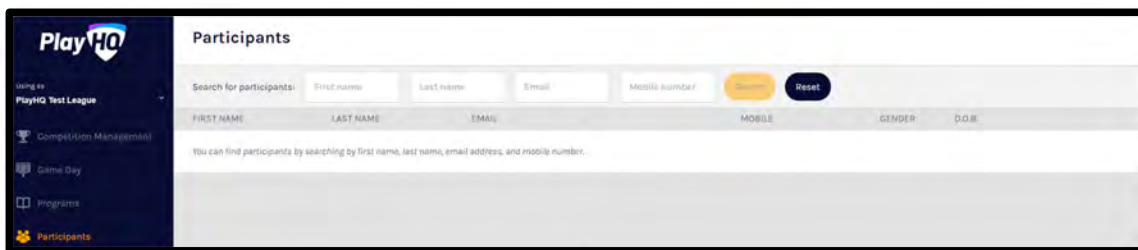
The page will be updated with a confirmation message and the status of the registration will change to **Approved**.



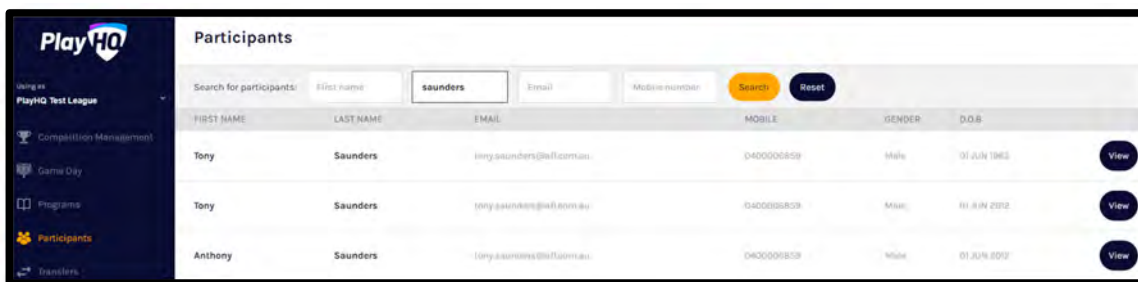
View Participants in Club

To view participants in an League there is two options.

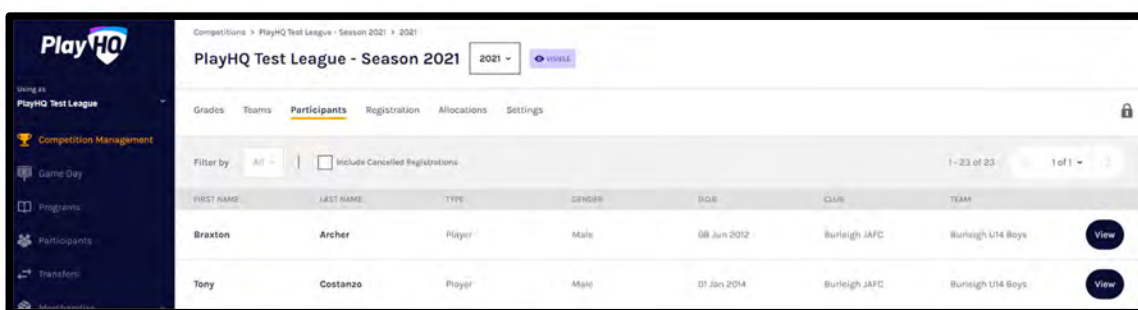
Option 1 enables the League admin to view all participants that have been registered in the **Cub** across all **Competitions** and all **Seasons**. In the left menu select **Participants**.



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 **Competitions**, click on the **Competition**, 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 across in the organisation you are Using As.

The screenshot shows the PlayHQ interface with the 'Participants' menu on the left. 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 registrations:

| Player | Registration Period | League |
|---|--------------------------|--------------------------------|
| 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 (Cancelled) | PlayHQ Test League, 2021 | Coomera AFC PlayHQ Test League |

Under the **Statistics** tab is a full list of the participant's participation history across in all organisations the participant has participated in.

The screenshot shows the PlayHQ interface with the 'Participants' menu on the left. The main content area is titled 'Braxton Archer' and has tabs for 'Registration History', 'Statistics', 'Incidents & Suspensions', and 'Membership'. The 'Statistics' tab is active, displaying a section titled 'SEASON STATS' with two entries:

| League | Player | Points |
|---|----------------|--------|
| PlayHQ Test League, 2021 Banks PlayHQ Test League | 1 Player Point | 1 |
| PlayHQ Test League, 2021 Banks PlayHQ Test League | 1 Player Point | 1 |

Below each entry, there is a message: '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.

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo and a menu with options: Competition Management, Game Day, Programs, **Participants** (highlighted), and Transfers & Permits. The main content area is titled 'Participants > Braxton Archer' and 'Braxton Archer'. Below the title are four tabs: Registration History, Statistics, **Incidents & Suspensions** (underlined), and Membership. The 'Incidents & Suspensions' tab displays two sections: 'Total Suspensions' showing '1 Weeks/Games' in red, and 'Behaviour' showing '28 May 2021' in red, 'Guilty - Suspension' in red, and 'Suspended 1 Games/Weeks (24 May 2021 - 31 May 2021)' with a dropdown arrow.

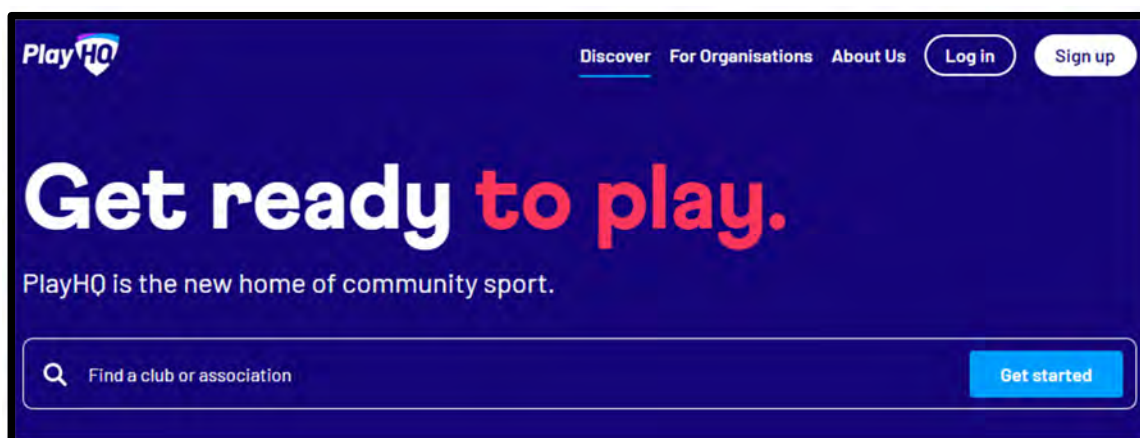
On the right side of the page is all of the information relating to the **Participant** including the following sections – **About, Additional Details, Disability Details, Parent/Guardian & Emergency Contact.**

The screenshot shows the 'About' section of the PlayHQ interface. At the top right is an 'Actions' button with a dropdown arrow. Below the title 'About' is a grey bar stating 'Account managed by: Tony Saunders'. The main content area is divided into two columns. The left column contains: FIRST NAME (Braxton), HOME PHONE (-), GENDER (Male), COUNTRY OF BIRTH (Australia), ADDRESS (9 MONET ST, COOMBABAH 4216, QLD), and PRIVACY SETTINGS (Public). The right column contains: LAST NAME (Archer), D.O.B. (08 JUN 2012), and PREFERRED NAME (-). Below the main content area are four expandable sections: 'Additional Details', 'Disability Details', 'Parent/Guardian', and 'Emergency Contact', each with a dropdown arrow.

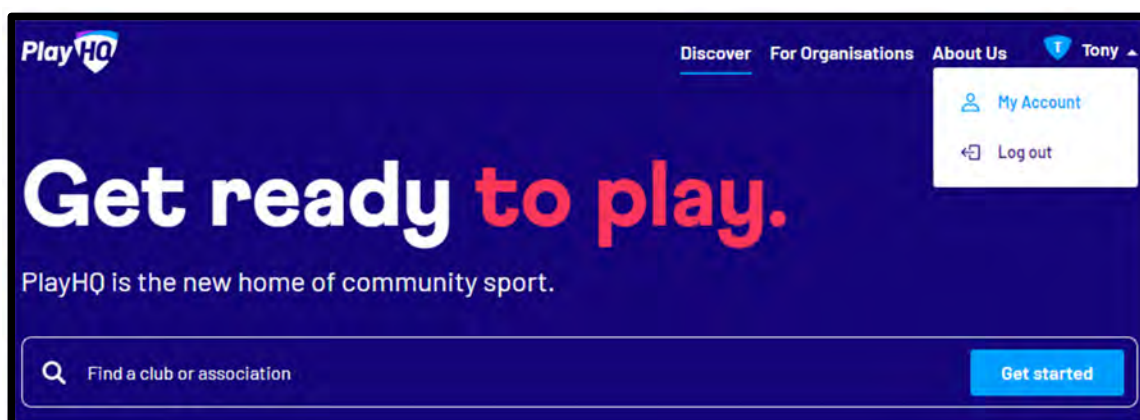
13. Participant Portal

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 access to.

To access the **Participant Portal** go to <https://www.playhq.com/> and click on the **Log in** button in top right corner.

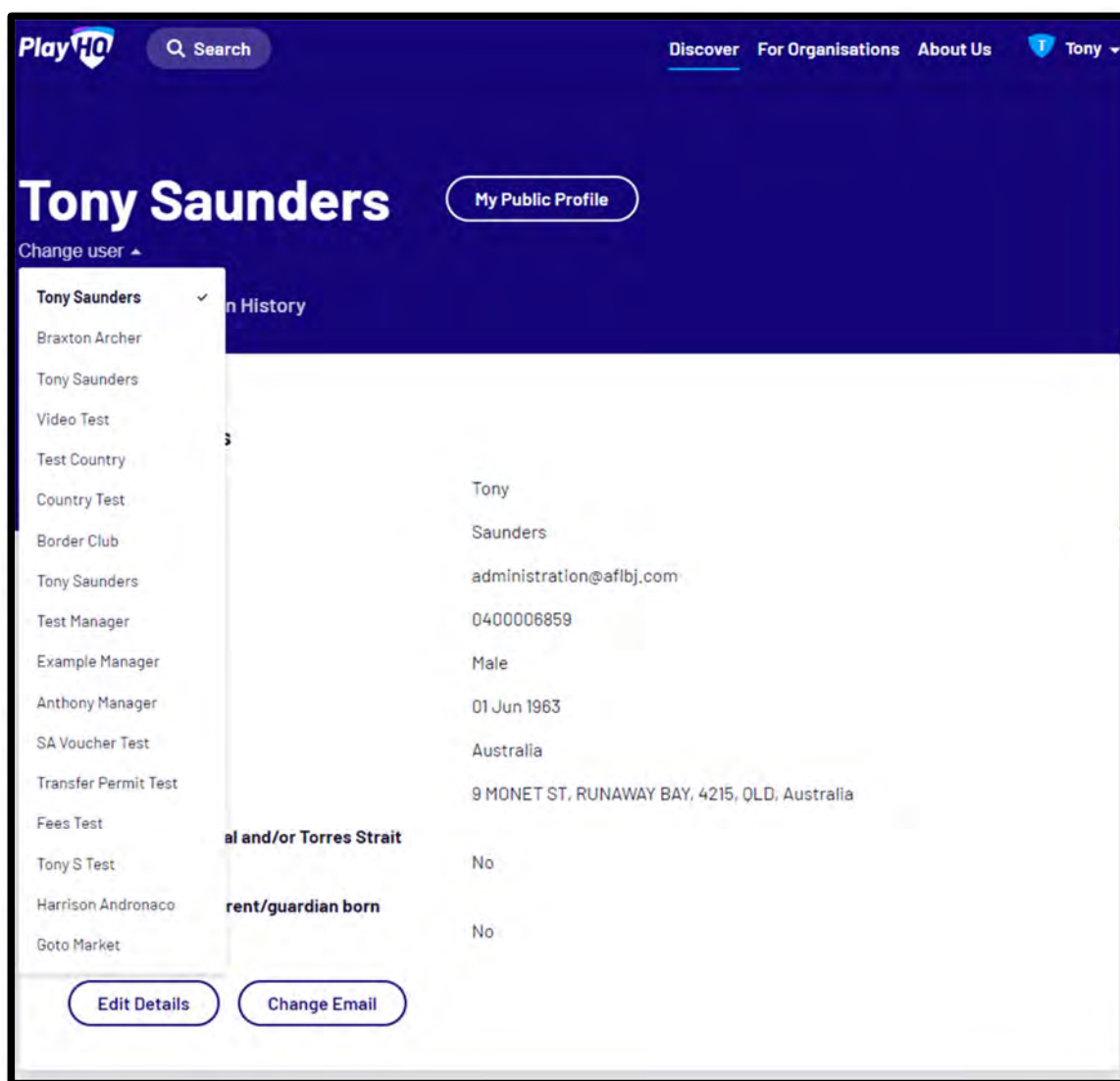


When you have logged in the name of your account will appear in top right corner, click on the name of the account and select **My Account**.



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

History

Tony
Saunders
administration@afibj.com
0400006859
Male
01 Jun 1963
Australia
9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia

al and/or Torres Strait
rent/guardian born
No
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: Discover, For Organisations, About Us, and a user dropdown menu showing 'Tony'. Below the header, the user's name 'Tony Saunders' is displayed in large white text, with a 'My Public Profile' button next to it. A 'Change user' dropdown is also visible. Below the name, there are two tabs: 'Profile' (selected) and 'Registration History'. The main content area is white and contains a 'Personal Details' section. This section lists various 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, there are two buttons: 'Edit Details' and 'Change Email'.

| Personal Details | |
|--|---|
| 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 |

[Edit Details](#) [Change Email](#)

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

My Public Profile

Change user ▾

ProfileRegistration History

Personal Details

First name*

Tony


Last name*

Saunders

Email*

administration@afibj.com

Mobile number*

 ▾

0400006859

Preferred name

Please enter

Gender*

Male ▾

Date of birth*

01 ▾

06 ▾

1963 ▾

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*

Queensland

Postcode*

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

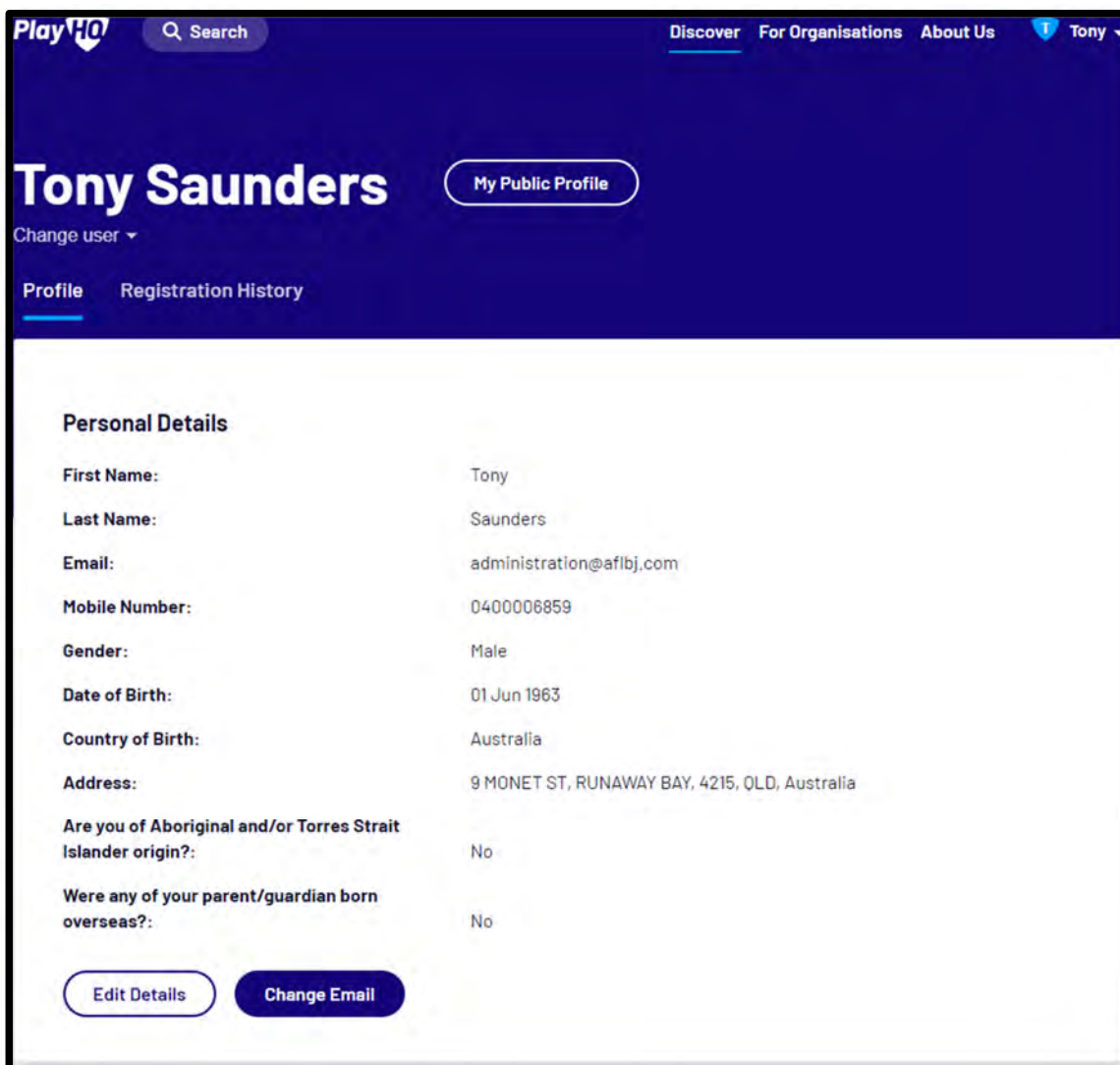
 Private

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 PlayHQ Participant Portal 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 dropdown for Tony. Below the header, the user's name 'Tony Saunders' is displayed in large white text, with a 'My Public Profile' button next to it. A 'Change user' dropdown is also visible. The main content area has a dark blue bar with 'Profile' and 'Registration History' tabs, with 'Profile' selected. The profile details are listed in a table format:

| Personal Details | |
|--|---|
| First Name: | Tony |
| Last Name: | Saunders |
| Email: | administration@afibj.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.

Tony Saunders

1 Change Email

2 Verify Email

Change Email

Current Email

administration@aflbj.com

New Email*

tony.saunders@afl.com.au

Please note that if you change your email, this change will take place everywhere this email is used.

Continue

Cancel

Contact Support

If you can't update your email or need an assistance, please contact support.

Contact Support

Registration History

Under the **Registration History** tab will be all of the participant's registrations.

The screenshot shows the PlayHQ user interface for Braxton Archer. The top navigation bar includes 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. The main header shows the user's name 'Braxton Archer' and a 'My Public Profile' button. Below this is a tabbed interface with 'My Teams', 'Profile', 'Registration History' (selected), and 'Memberships'. The 'Registrations' section shows a list of registrations for the 'AFL' league. A registration for 'Player' is listed with the date 'Registered 16 Jul 2021' and a 'COMPETITION' tag. To the right, there are 'Banks' for 'PlayHQ Test League, 2021' and 'PlayHQ Test League', with a '+' icon to view details.

Click on the icon to view the **Registration Details**.

This screenshot shows the same PlayHQ user interface for Braxton Archer, but with the 'Registration Details' expanded. The 'Registrations' section now shows a table with two columns: 'Registration Details' and 'Additional Questions'. The 'Registration Details' column lists 'DOB' as '08 Jun 2012' and 'Gender' as 'Male'. The 'Additional Questions' column lists 'What school does the participant attend?' as 'Not Applicable' and 'What school year is the participant in?' as 'Not Applicable'. The '+' icon from the previous screenshot is now a '-' icon, indicating that the details have been expanded.

My Public Profile

Click on the **My Public Profile** button to view **Statistics**.

The screenshot shows the PlayHQ user profile for Braxton Archer. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links: Discover, For Organisations, About Us, and a user menu for Tony. The main content area is titled 'Braxton Archer' and has a 'Statistics' tab selected. Below the name, there's a dropdown for 'AFL'. The 'Season Stats' section shows data for the '2021' season in the 'PlayHQ Test League'. It lists 'Banks' as the player and 'PlayHQ Test League' as the team. Below this, there are three cards for 'Games Played', 'Best Player', and 'Goal', all showing a dash (-).

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 user profile for Example Manager. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links: Discover, For Organisations, About Us, and a user menu for Tony. The main content area is titled 'Example Manager' and has a 'My Teams' tab selected. Below the name, there's a dropdown for 'AFL'. The 'My Teams' section shows a list of teams. The first team is 'East Brighton Vampires U12 Girls' from the 'SMJFL U12 Girls Division 1 - 2021' season. The team is marked as 'ACTIVE' and has a shield icon.

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 specific team. At the top, there's a navigation bar with the PlayHQ logo, a search bar, and links for 'Discover', 'For Organisations', and 'About Us'. A user profile 'Tony' is visible on the right. Below the navigation bar, there's a 'Back' button and a team icon. The team name 'East Brighton Vampires U12 Girls Sherren' is prominently displayed, followed by a subtitle 'SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club'. Below this, there's an 'AFL' badge. Two tabs, 'Fixture' and 'Ladder', are visible, with 'Fixture' being the active tab. Under the 'Fixture' tab, there's a section for 'SMJFL U12 GIRLS DIVISION 1' with a link icon. Below this, it says 'Round 1' and 'Saturday, 08 January 2022'. The main content area shows a match between 'Ajax U12 Girls Comets' and 'East Brighton Vampires U12 Girls Sherren'. The score is 36 to 43, with 'FINAL' written between the scores. The time is 02:10 PM, and the location is 'VIC - Princes Park (Caulfield South) / Oval 1'. There are also some smaller numbers like 5,6 and 6,7 near the scores.

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

| # | PLAYERS | G |
|---------------------------------|---------|---|
| | | |
| 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 | Zahre Stevens | 0 |
| 1 | Madeleine de Fina-Nash | 0 |
| 2 | Jessica Allica | 2 |
| TOTAL | | 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**, 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 |

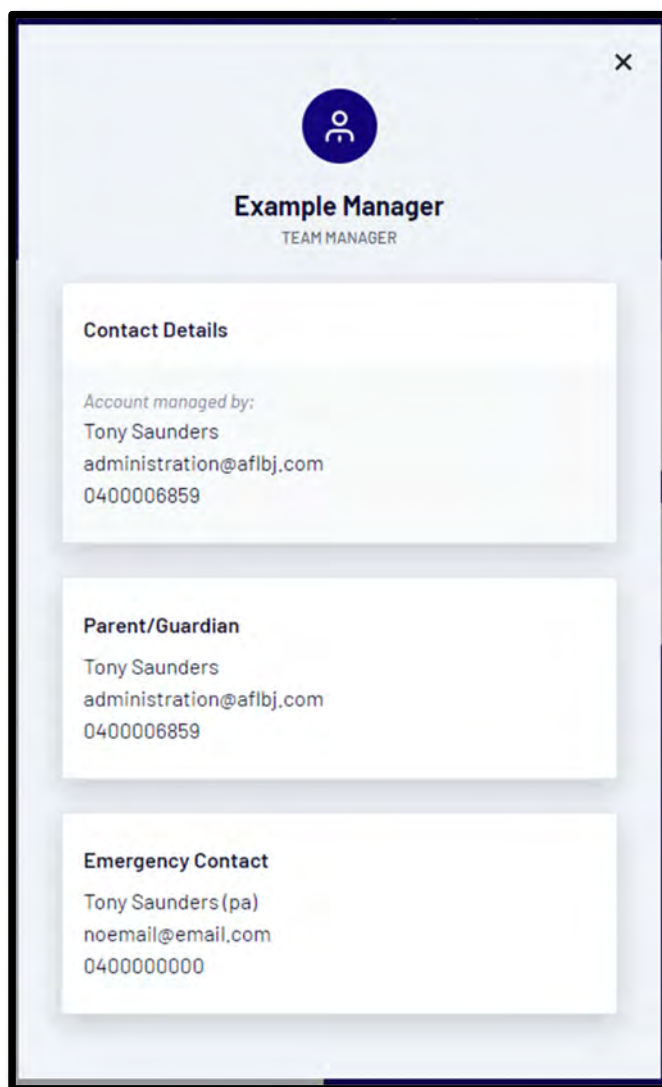
| COACHING STAFF | |
|----------------|--------------------|
| C | Harrison Andronaco |
| AC | Peter Day |

| 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**.

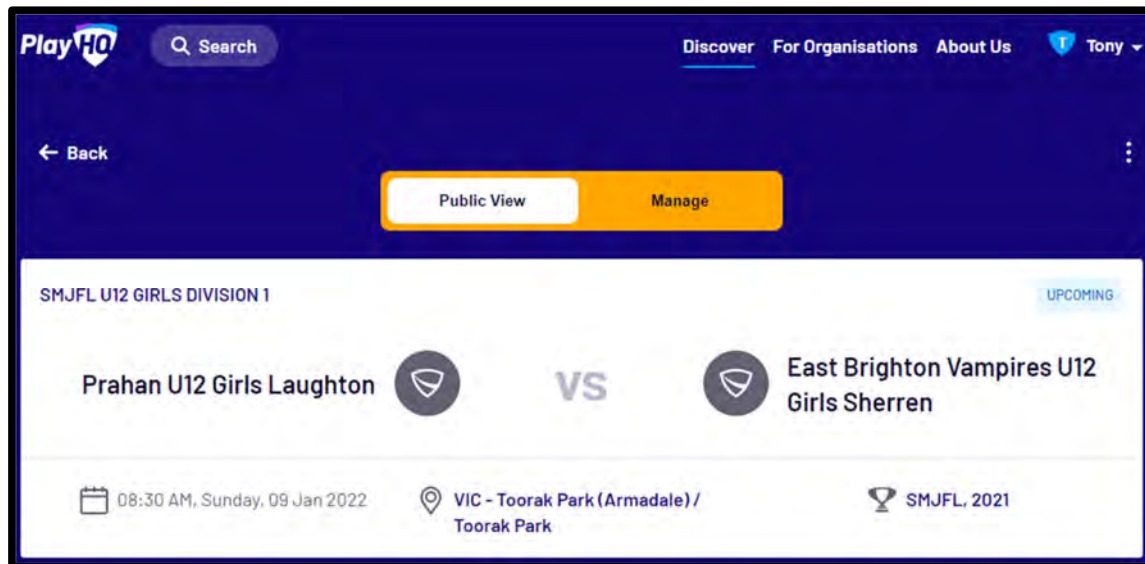


The screenshot shows a modal window for a user profile. At the top, there is a circular profile picture placeholder and the name 'Example Manager' with the title 'TEAM MANAGER' below it. The modal contains three sections of contact information:

- Contact Details**
Account managed by:
Tony Saunders
administration@afibj.com
0400006859
- Parent/Guardian**
Tony Saunders
administration@afibj.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 managing a match. At the top, there's a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this, a 'Back' button and a 'Public View' / 'Manage' toggle are visible. A status message indicates 'Management access is open'. The main section displays the match details for 'SMJFL U12 GIRLS DIVISION 1' (marked as 'UPCOMING'). The teams are 'Prahan U12 Girls Laughton' and 'East Brighton Vampires U12 Girls Sherren'. Match details include the time '08:30 AM, Sunday, 09 Jan 2022', location 'VIC - Toorak Park (Armadale) / Toorak Park' (with a 'View Map' link), and the competition 'SMJFL, 2021'. A 'Download Game Sheet' button is present. Below this is a 'PERIOD SCORES' table.

| END OF PERIOD | 01 | 02 | 03 | 04 |
|--|----|----|----|----|
| Prahan U12 Girls Laughton | - | - | - | - |
| East Brighton Vampires U12 Girls Sherren | - | - | - | - |

At the bottom right, there's a 'SELECT TEAM' section with the instruction 'Add players, coaches and volunteers for this game.' and a '+ Select Team' button.

Participant Portal – Select Team & Add Match Result Details (cont)

The **Add Line-up** page will appear to select the players playing in the match. When all of the players have been added click on the **Next** button.

Management access is open

×

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

A minimum of 3 and a maximum of 22 players are required for this game.

Out

4

Ava Stewart

+

5

Andie Sherren

+

6

Amelia Harris

+

7

Pippa Jacobson

+

10

Phoebe Fyfe

+

15

Camille Marlow

+

24

Milla Teelow

+

35

Clementine Pitts

+

36

Sienna McPherson

+

Line-up (4/22)

3

Sophie Nilsson

–

14

Georgia Naughton

–

23

Genevieve Brooks

–

23

Zahra Stevens

–

Cancel

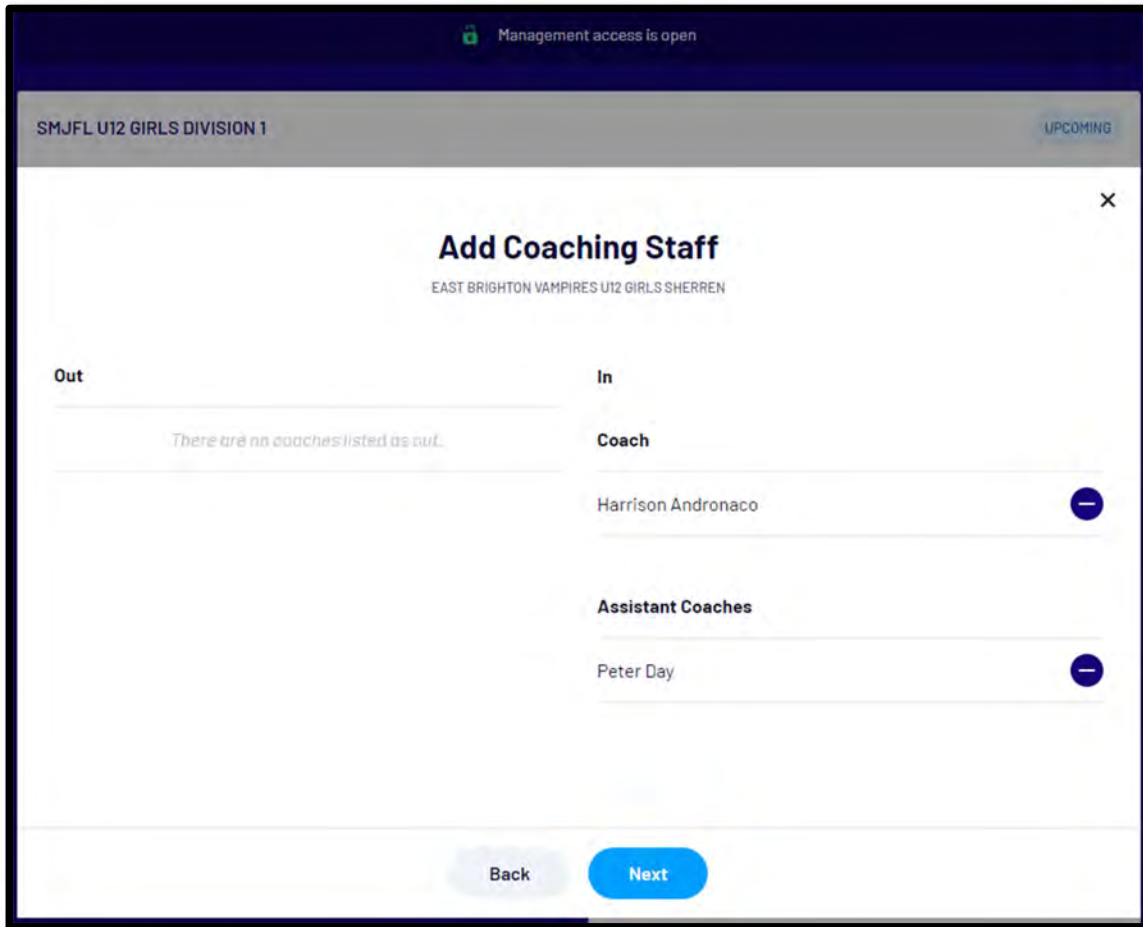
Next

AFL Community Football Club Admin PlayHQ User Guide

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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.



The screenshot shows a web interface for adding coaching staff. At the top, a dark blue header bar contains a green padlock icon and the text "Management access is open". Below this, a grey bar displays "SMJFL U12 GIRLS DIVISION 1" on the left and "UPCOMING" on the right. The main content area is white and titled "Add Coaching Staff" in bold, with a close button (X) in the top right corner. Below the title, the text "EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN" is displayed. The interface is divided into two columns: "Out" and "In". The "Out" column has a text input field with the placeholder "There are no coaches listed as out.". The "In" column contains two sections: "Coach" and "Assistant Coaches". Under "Coach", the name "Harrison Andronaco" is listed with a minus sign button to its right. Under "Assistant Coaches", the name "Peter Day" is listed with a minus sign button to its right. At the bottom of the form, there are two buttons: "Back" (light blue) and "Next" (blue).

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.

×

Add Volunteers

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

i No volunteers selected

| | |
|----------------------|---------------|
| First and last name: | Steward |
| First and last name: | Runner |
| First and last name: | Runner |
| First and last name: | Physio |
| First and last name: | Doctor |
| First and last name: | Trainer |
| First and last name: | Trainer |
| First and last name: | Medical/Water |
| First and last name: | Medical/Water |
| First and last name: | Medical/Water |
| First and last name: | Medical/Water |
| First and last name: | Field Umpire |

Back
Save

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

UPCOMING

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 | Zehra 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 final score click on the **Edit Game Results** button.

PlayHQ Search Discover For Organisations About Us Tony

← Back

Public View Manage

Management access is open. Open from 08 Jan 2022, 7:30AM until 11 Jan 2022, 7:30AM

SMJFL U12 GIRLS DIVISION 1 PENDING

Prahan U12 Girls Laughton — East Brighton Vampires U12 Girls Sherren

Edit Game Results

08:30 AM, Saturday, 08 Jan 2022 VIC - Toorak Park (Armadale) / Toorak Park View Map SMJFL, 2021 Download Game Sheet

On the **Game Results** page add the final score, click on the **Update Changes** button and click on the **Done** button.

Game Results

ALL TEAMS

Set Override Result

Please Select

| | G | B | PTS |
|--|---|---|-----|
| Prahan U12 Girls Laughton | 2 | 2 | 14 |
| East Brighton Vampires U12 Girls Sherren | 4 | 5 | 29 |

Update Changes Cancel

Participant Portal – Select Team & Add Match Result Details (cont)

You will be returned to the **Manage** page and the match score will be updated.

Under **Period Scores** click on the icon.

SMJFL U12 GIRLS DIVISION 1 FINAL

Prahan U12 Girls Laughton **14** 2.2 **29** 4.5 **East Brighton Vampires U12 Girls Sherren**

[Edit Game Results](#)

08:30 AM, Saturday, 08 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 | - | - | - | - |

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 click on the **Done** button.

✕

Period Scores

ALL TEAMS

i Period scores for this game will display in the "End of Period" format.

Prahan 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 | 1 | 1 | 7 | 2 | 2 | 14 |

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 | 2 | 8 | 4 | 5 | 29 |

Update Changes
Cancel

Participant Portal – Select Team & Add Match Result Details (cont)

You will be returned to the **Manage** page, the period scores will be updated.

[Discover](#)
[For Organisations](#)
[About Us](#)
Tony

[← Back](#)

[Public View](#)
[Manage](#)

Management access is open. Open from 08 Jan 2022, 7:30AM until 11 Jan 2022, 7:30AM

SMJFL U12 GIRLS DIVISION 1

FINAL

Prahan U12 Girls Laughton

14

2,2

29

4,5

East Brighton Vampires U12 Girls Sherren

[Edit Game Results](#)

08:30 AM, Saturday, 08 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 | - | - | 7 | 14 |
| | - | - | 1,1 | 2,2 |
| East Brighton Vampires U12 Girls Sherren | 7 | 14 | 21 | 29 |
| | 1,1 | 2,2 | 3,3 | 4,5 |

Participant Portal – Select Team & Add Match Result Details (cont)

Scroll down the page, if you need to make changes to the **Line-up**, **Coaching Staff** or **Volunteers** click on the icon.

Under **Player Statistics** click on the icon.

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

| # | 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)

PLAYER STATISTICS

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, click on the **Done** button.

✕

Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

| | YEL | RED | G | B | PTS |
|---------------------|----------|----------|----------|----------|-----------|
| 3 Sophie Nilsson | 1 | | 1 | | 6 |
| 14 Georgia Naughton | | 1 | | | |
| 23 Genevieve Brooks | | | 1 | 4 | 10 |
| 23 Zahra Stevens | | | 2 | 1 | 13 |
| Team Stats | | | | | |
| Total | 1 | 1 | 4 | 5 | 29 |

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.

Under **Best Players** click on the icon.

SELECT TEAM

Add players, coaches and volunteers for this game.

+ Select Team

PLAYER STATISTICS

| # | PLAYERS | YEL | RED | G | B | PTS |
|-------|------------------|-----|-----|---|---|-----|
| 3 | Sophie Nilsson | 1 | 0 | 1 | 0 | 6 |
| 14 | Georgia Naughton | 0 | 1 | 0 | 0 | 0 |
| 23 | Genevieve Brooks | 0 | 0 | 1 | 4 | 10 |
| 23 | Zahra Stevens | 0 | 0 | 2 | 1 | 13 |
| TOTAL | | 1 | 1 | 4 | 5 | 29 |

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

BEST PLAYERS (0/6)

Add best players for this game

Participant Portal – Select Team & Add Match Result Details (cont)

On the **Best Players** page select the best players, click on the **Update Changes** button and 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

Zahra Stevens

Player 2

Genevieve Brooks

Player 3

Please select

Please select

Georgia Naughton

Sophie Nilsson

Please select

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.

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

| # | PLAYERS | YEL | RED | G | B | PTS |
|-------|------------------|-----|-----|---|---|-----|
| 3 | Sophie Nilsson | 1 | 0 | 1 | 0 | 6 |
| 14 | Georgia Naughton | 0 | 1 | 0 | 0 | 0 |
| 23 | Genevieve Brooks | 0 | 0 | 1 | 4 | 10 |
| 23 | Zahra Stevens | 0 | 0 | 2 | 1 | 13 |
| TOTAL | | 1 | 1 | 4 | 5 | 29 |

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

BEST PLAYERS (3/6)

Zahra Stevens, Genevieve Brooks, Sophie Nilsson

Add Award Votes

On the **Manage** page, click on the  icon and select **Enter Votes**.

PlayHQ Search Discover For Organisations About Us Tony

← Back

Public View Manage

Enter votes
East Brighton Vampires U12 Girls Sherren


Management access is open. Open from 08 Jan 2022, 1:10PM until 11 Jan 2022, 1:10PM

SMJFL U12 GIRLS DIVISION 1 FINAL

Ajax U12 Girls Comets 36 43 East Brighton Vampires U12 Girls Sherren

Edit Game Results

02:10 PM, Saturday, 08 Jan 2022 VIC - Princes Park (Caulfield South) / Oval 1 View Map SMJFL, 2021 Download Game Sheet

On the **Enter Votes** page click on the  icon for a **Voter**.

PlayHQ Search Discover For Organisations About Us Tony

← Back

Enter Votes

East Brighton Vampires U12 Girls Sherren vs Ajax U12 Girls Comets Round 1

Voter 1

Participant Portal – Add 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.

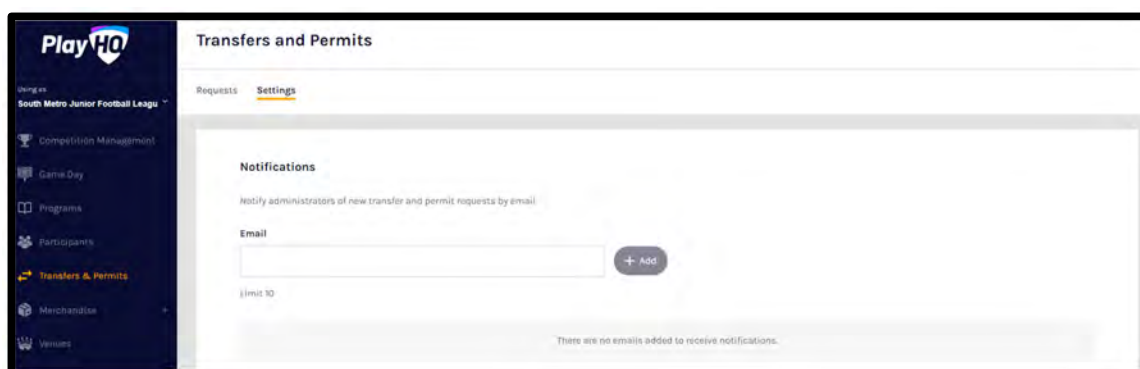
You will be returned to the **Enter Votes** page, the votes for the voter will be shown as entered, the votes will be locked and can only be changed, if required, by a club admin in the admin portal.

14. Transfers & Permits

Settings

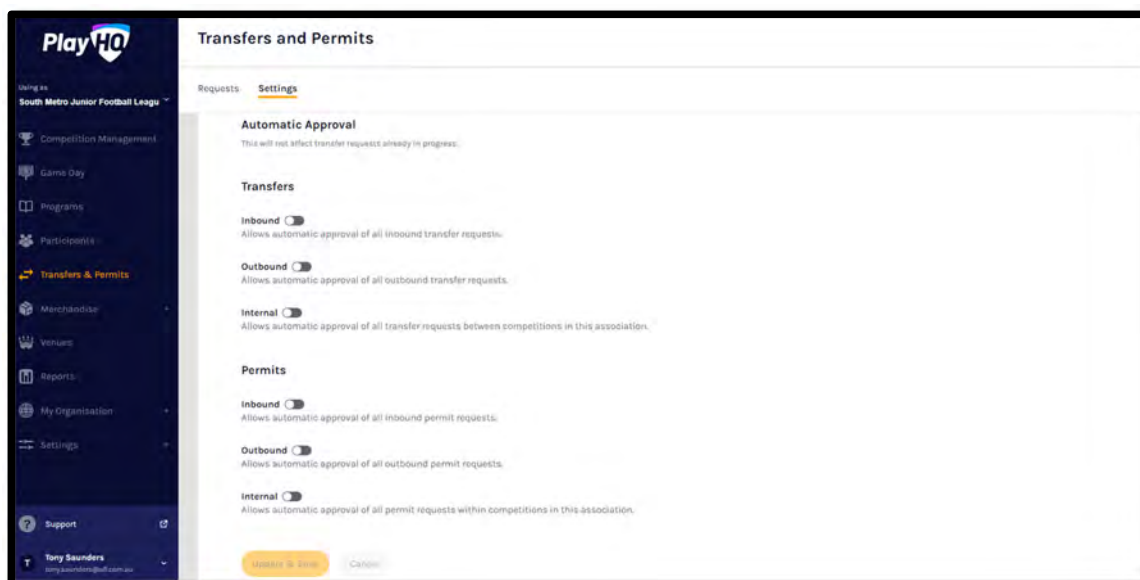
In the left menu select **Transfers & Permits** and click on the **Settings** tab.

In the **Notifications** section 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.



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.



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* | |
| <div><div></div><div><input type="text" value="0400000000"/></div></div> | |

Request a Transfer

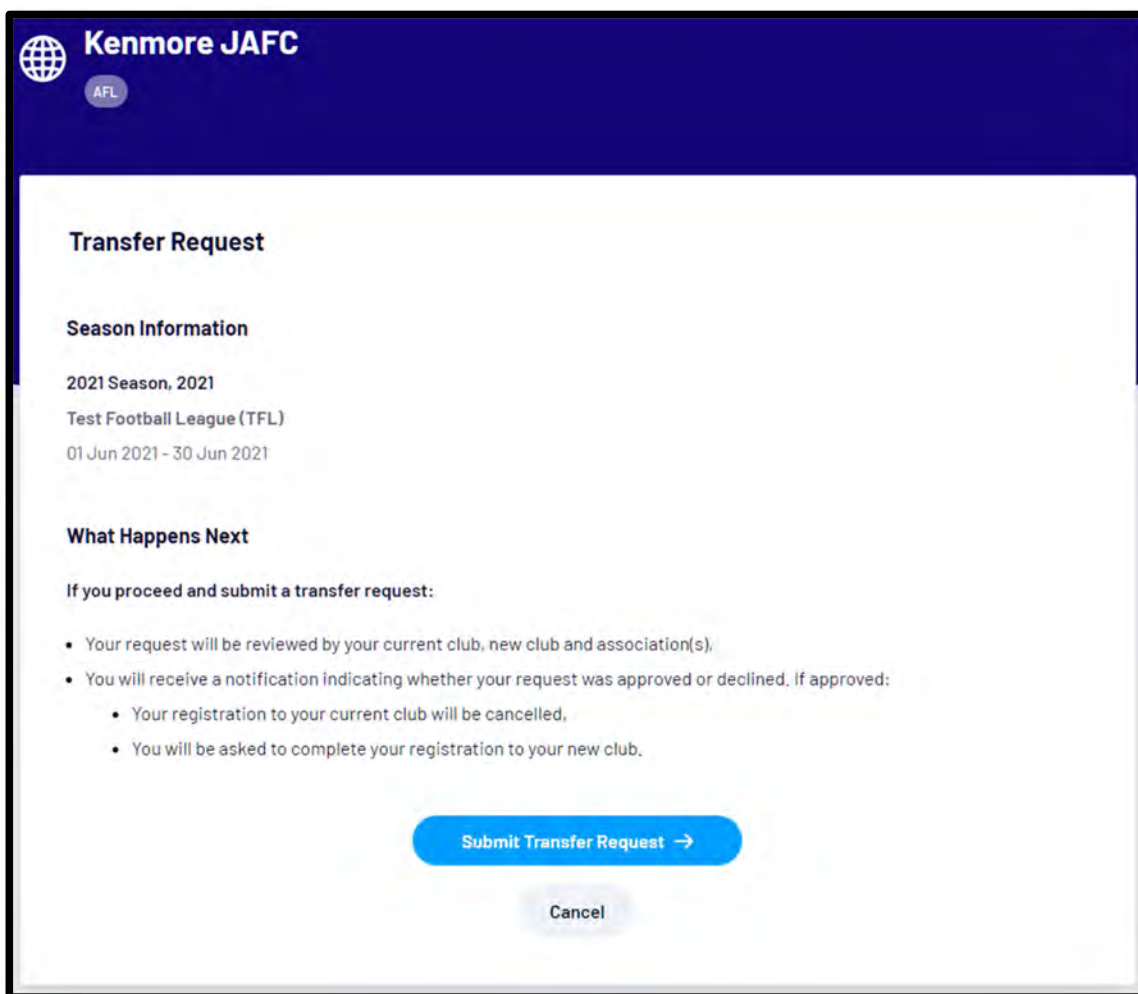
You're attempting to register to a new club. You will need to submit a transfer request to proceed.

Cancel

Get Started →

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, there is a dark blue header with a globe icon, the text "Kenmore JAFC", and a small "AFL" logo. Below the header, the page is titled "Transfer Request". Under this title, there are two main sections: "Season Information" and "What Happens Next". The "Season Information" section displays the following details: "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: "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:", and "Your registration to your current club will be cancelled,". Below the list, there are two buttons: a prominent blue button labeled "Submit Transfer Request →" and a smaller, lighter blue button labeled "Cancel".

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.

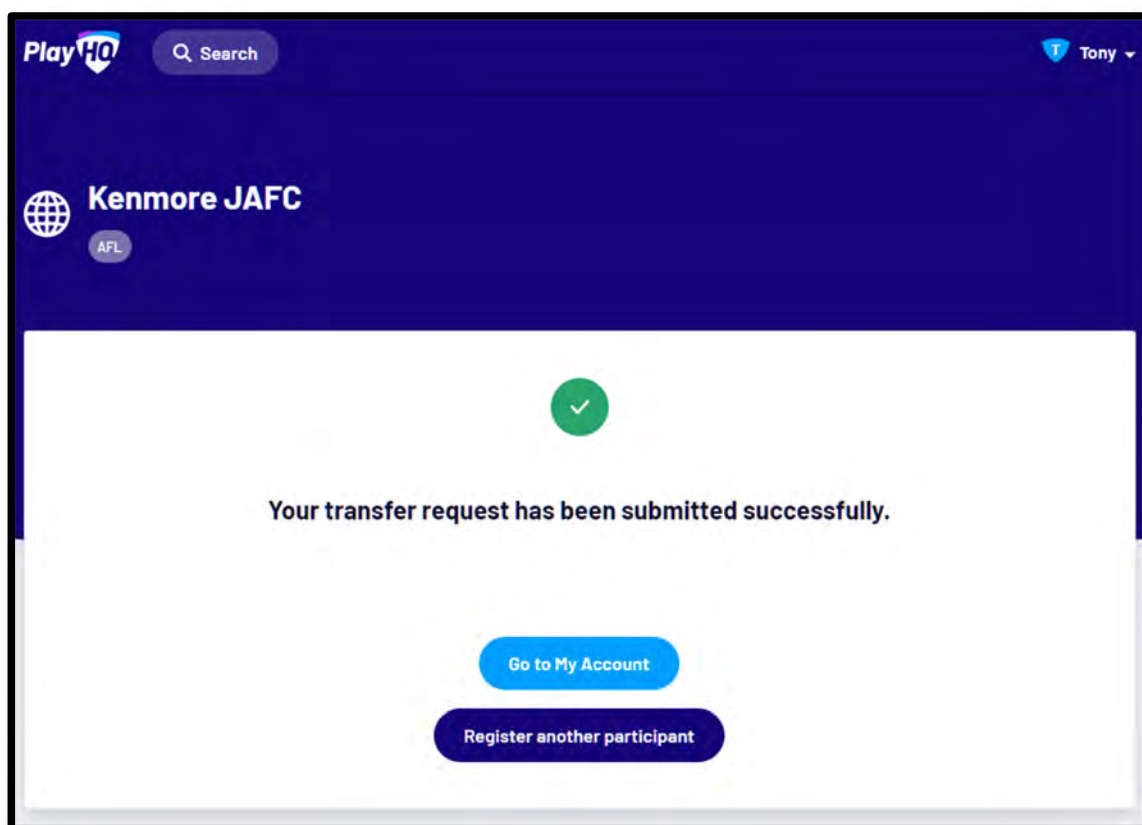
Submit Transfer Request →

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**.

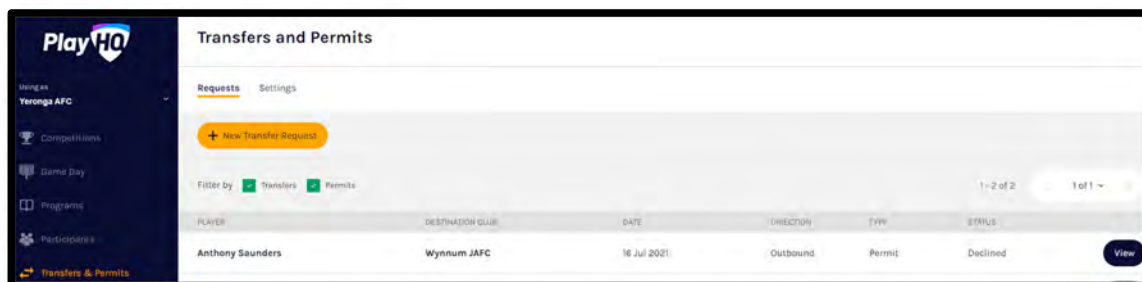


When the **Transfer** has been approved by all organisations (source club, source League, destination League & destination club) the **Player** will receive an email notification with a link to take them back to the destination club registration form and they will need to complete the **Fees and Payments & Summary** sections.

Club Initiated Transfer

Please note club admins who have been given admin access will always have access to initiate a season permit request. This task can also be done by an League admin using as the club to provide assistance to Clubs if required.

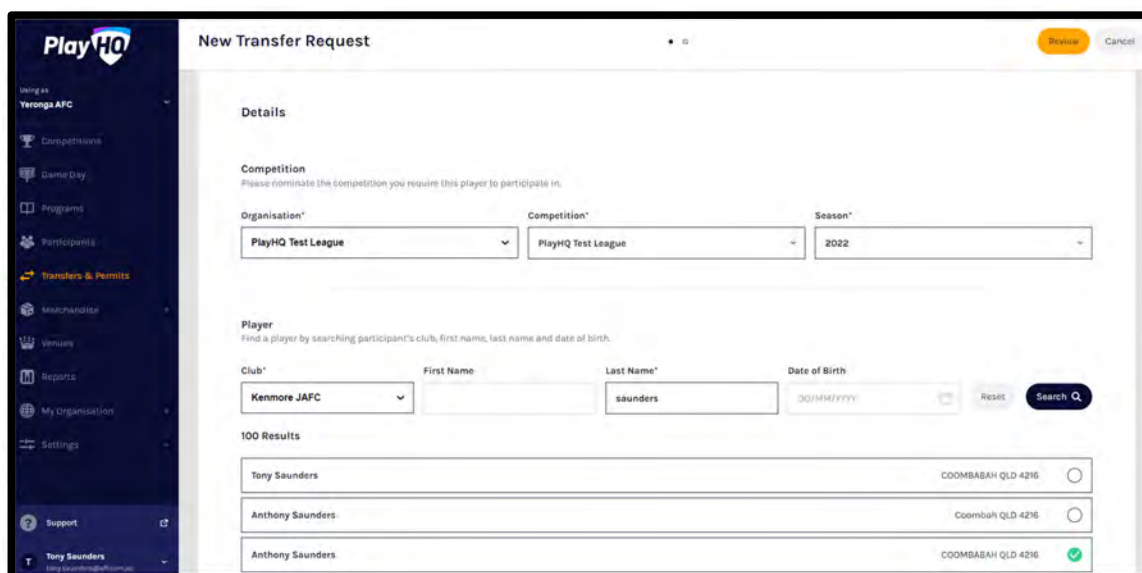
In the left menu select **Transfers & Permits**, click on the **Requests** tab and click on the **+ New Transfer Request** button.



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.

If the details are correct click on the **Submit New Transfer Request** button in the top right corner.

The screenshot shows the 'New Transfer Request' form for Anthony Saunders. The form is divided into two main sections: 'Player Details' and 'Request Details'.

| Player Details | |
|---------------------|--------------------|
| DOB: | 01 June 2012 |
| ADDRESS: | COOMABAH QLD 4216 |
| SOURCE ASSOCIATION: | PlayHQ Test League |
| SOURCE CLUB: | Yeronga AFC |
| COMPETITION: | PlayHQ Test League |
| SEASON: | 2021 |

| Request Details | |
|--------------------------|------------------------------------|
| DESTINATION ASSOCIATION: | PlayHQ Test League |
| DESTINATION CLUB: | Yeronga AFC |
| COMPETITION: | PlayHQ Test League |
| SEASON: | 2022 |
| SEASON DATES: | 01 January 2022 – 31 December 2022 |

At the top right of the form, there is a yellow button labeled 'Submit New Transfer Request' and a grey button labeled 'Back'.

The **Submit New Transfer Request** pop-up will appear, click on the **Yes, Submit New Transfer Request** button.

This screenshot shows the same 'New Transfer Request' form as the previous one, but with a confirmation pop-up displayed in the center. The pop-up is titled 'Submit New Transfer Request' and contains the following text:

If you proceed and submit a transfer request, the participants existing registration will be automatically cancelled once approved.

Do you wish to submit this new transfer request?

At the bottom of the pop-up, there are two buttons: 'Yes, Submit New Transfer Request' (highlighted in blue) and 'Cancel' (grey).

Transfers & Permits – Club Initiated Transfer (cont)

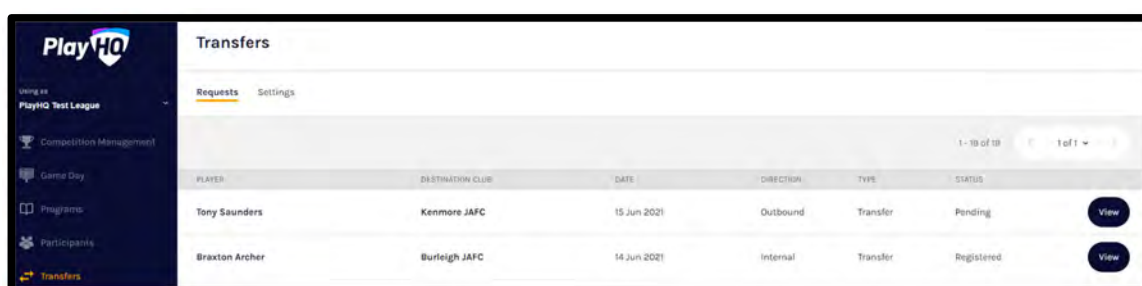
You will be returned to the **Transfers and Permits** page with a confirmation message that transfer request was submitted successfully and the transfer will appear in the list.



Manage Transfer Requests

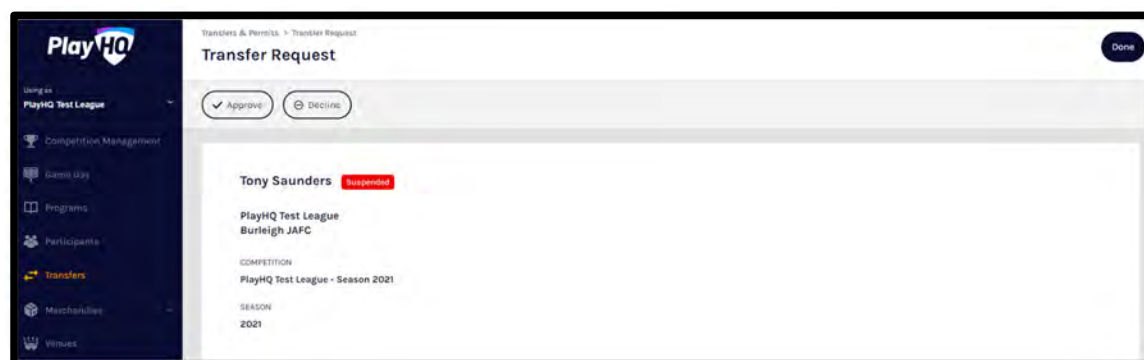
In the left menu click on **Transfers & Permits** and the full list of all **Transfers** and **Permits** will appear.

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



Transfers & Permits – Manage Transfer Requests (cont)

- the player's **Profile** information

The screenshot shows the 'Transfer Request' page in the PlayHQ system. The left sidebar contains navigation links: Competition Management, Game Day, Programs, Participants, **Transfers** (highlighted), Merchandise, Venues, and Reports. The main content area is titled 'Transfer Request' and includes 'Approve' and 'Decline' buttons. The 'Profile' section displays the following information:

- EMAIL:** tony.saunders@afl.com.au
- MOBILE:** 040006859
- D.O.B:** 01 June 2012
- ADDRESS:** RUNAWAY BAY QLD 4216

- the transfer **Request Details**

The screenshot shows the 'Transfer Request' page in the PlayHQ system. The left sidebar is the same as the previous screenshot. The main content area is titled 'Transfer Request' and includes 'Approve' and 'Decline' buttons. The 'Request Details' section displays the following information:

- Test Football League (TFL)**
- Kenmore J AFC**
- COMPETITION:** 2021 Season
- SEASON:** 2021
- SEASON DATES:** 01 March 2021 - 30 September 2021

- the **Status** of the transfer; and

The screenshot shows the 'Transfer Request' page in the PlayHQ system. The left sidebar is the same as the previous screenshots. The main content area is titled 'Transfer Request' and includes 'Approve' and 'Decline' buttons. The 'Status' section displays a list of transfer requests with their status and dates:

| Status | Player | Date |
|----------------------|----------------------------|--------------|
| Requested | Tony Saunders | 15 June 2021 |
| Approved | Burleigh J AFC | 15 June 2021 |
| Pending | PlayHQ Test League | 23 June 2021 |
| Pending | Test Football League (TFL) | |
| Pending | Kenmore J AFC | |
| Registration Pending | Tony Saunders | |

Transfers & Permits – Manage Transfer Requests (cont)

- the player's Incident History

The screenshot shows the 'Transfer Request' page for a player named Tony Saunders. The page has a sidebar with navigation options and a main content area. At the top of the main area, there are 'Approve' and 'Decline' buttons. Below these, the player's status is shown as 'Pending' for the 'PlayHQ Test League'. The 'Incident History' section contains a table with the following data:

| DATE | TEAM | CLUB | TYPE | OFFENCE | OUTCOME |
|-------------|--------------------|----------------|-----------|--|-------------|
| 15 Jun 2021 | Burleigh U14 Boys | Burleigh J AFC | Behaviour | 22.2.2 (a) (i) intentionally or carelessly stri... | Set Penalty |
| 15 Jun 2021 | Burleigh U14 Boys | Burleigh J AFC | Behaviour | 21.2.2 (m) attempting to strike another person | Set Penalty |
| 13 Jun 2021 | Kenmore Senior Men | Kenmore J AFC | Behaviour | 22.2.2 (a) (i) intentionally or carelessly stri... | Set penalty |

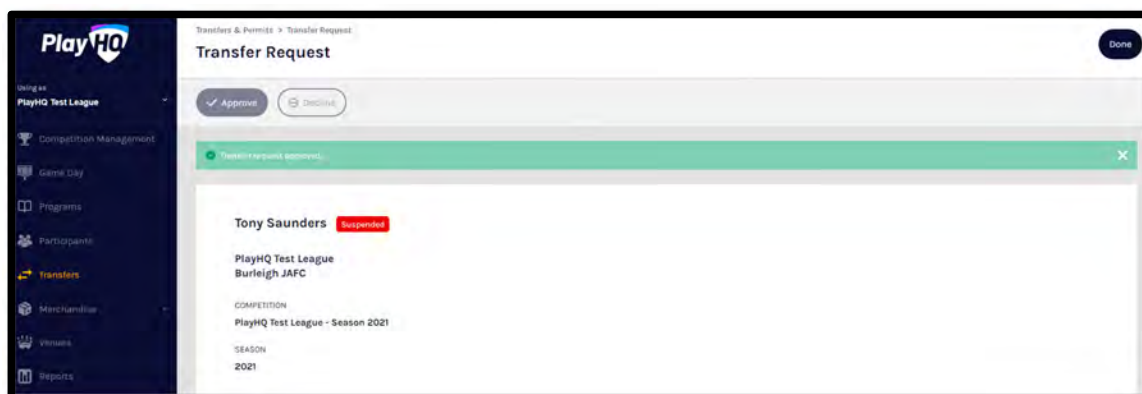
At the top of the page is **Approve** and **Decline** buttons.

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.

The screenshot shows the 'Transfer Request' page with the 'Decline Transfer Request' pop-up open. The pop-up has a title bar with a close button. The main content of the pop-up includes a warning message: 'This action cannot be undone. The participant will need to re-register to participate.' Below this, there is a 'Reason*' section with a dropdown menu and a 'Details' section with a text area. At the bottom of the pop-up, there are 'Decline Transfer Request' and 'Cancel' buttons. The background page is dimmed, showing the same 'Transfer Request' interface as the previous screenshot.

Transfers & Permits – Manage Transfer Requests (cont)

If you click on the **Approve** button the **Transfer** will be approved and a confirmation message will appear on the **Transfer Request** page.



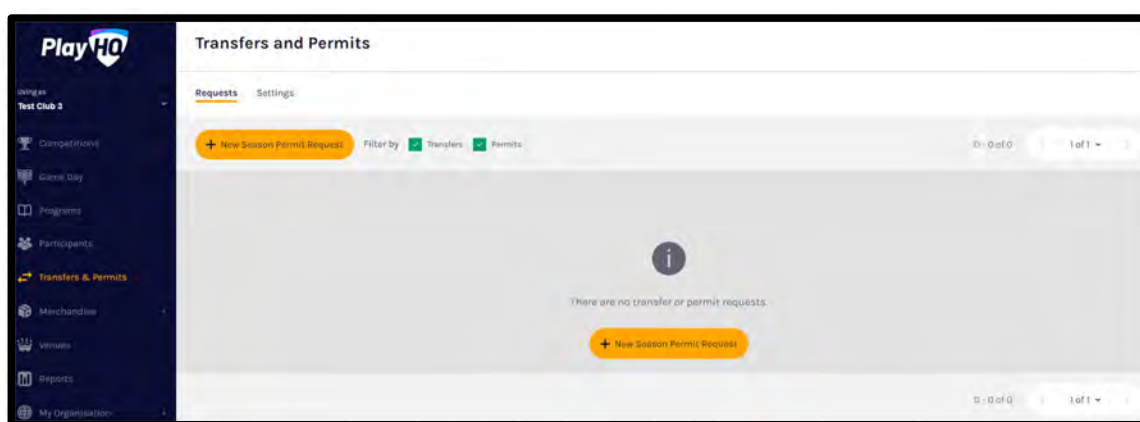
When you click on the **Done** button in the top right corner you will be returned to the **Transfer** list page.

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 an League admin using as the club to provide assistance to Clubs if required.

In the left menu click on **Transfer & Permits**, select the **Requests** tab and click on the **New Season Permit Request** button.



Transfers & Permits – Request Season Permit (cont)

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.

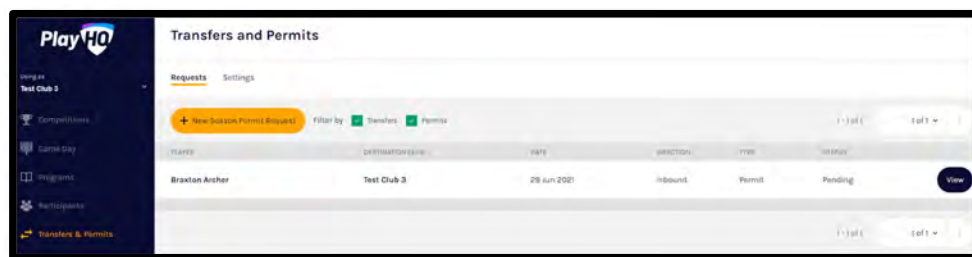
Review the **Player** details, **Request Details** and **Season Permit dates**.

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.

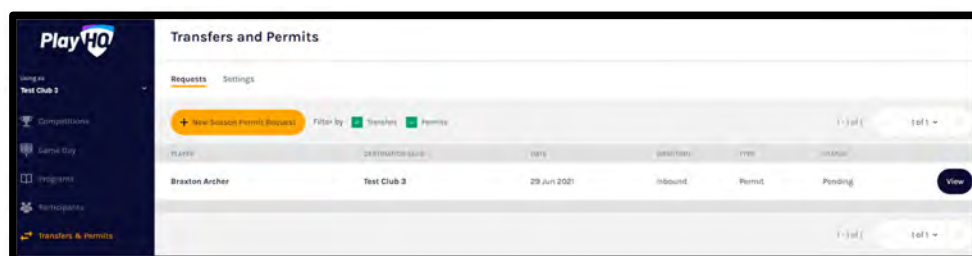
Transfers & Permits - Request Season Permit (cont)

You will be returned to the **Transfers and Permits** page and the permit will show in the list.

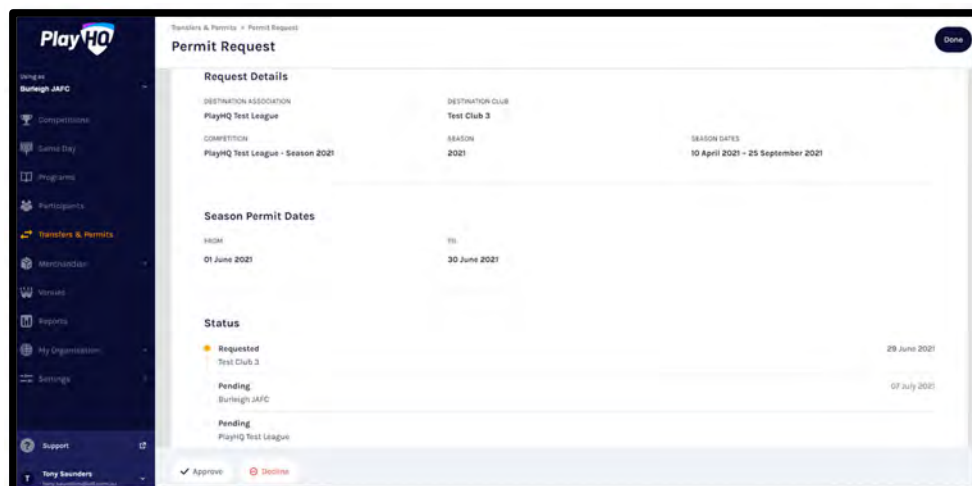


Manage Season Permit Requests

On the **Transfers and Permits** page click on the **View** button for the **Season Permit**.

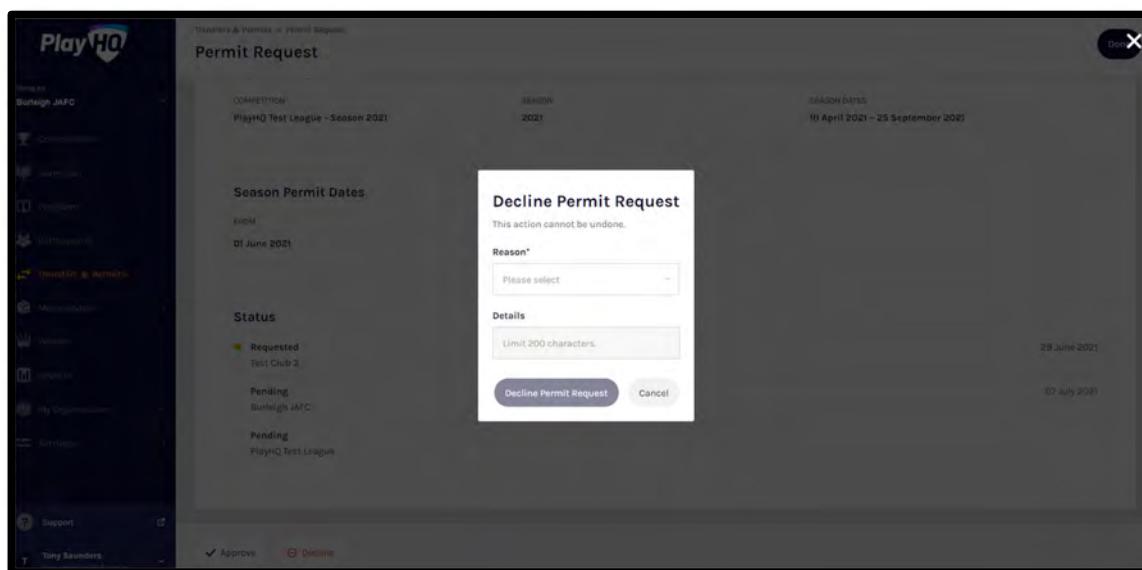


On the **Permit Request** page you can view the **Player** details, the **Request Details**, the **Season Permit Dates** and the **Status**.

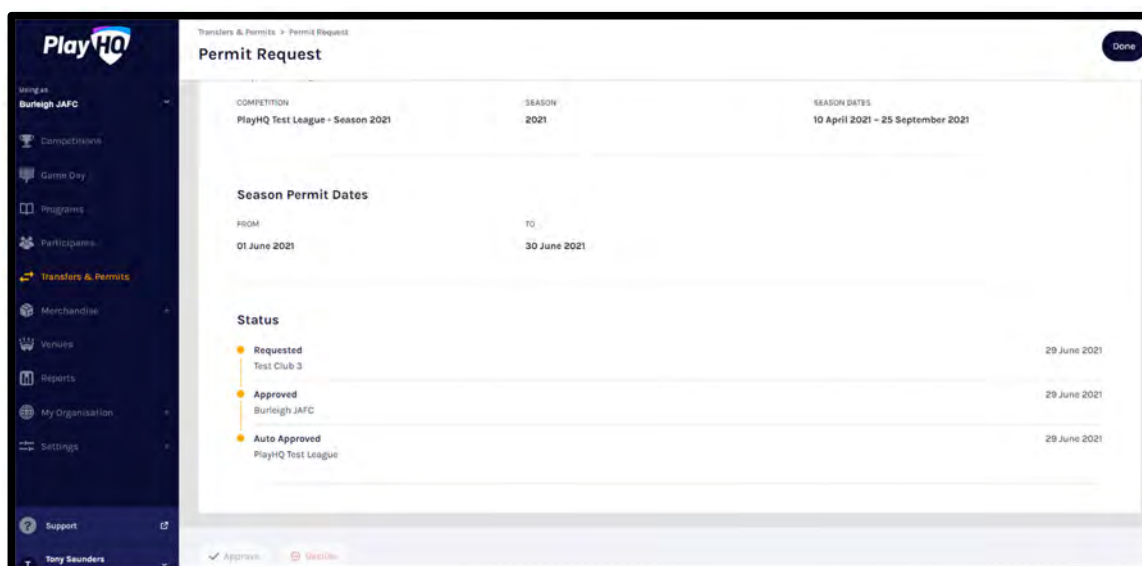


Transfers & Permits - Manage Season Permit Requests (cont)

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** page.



15. 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.

The screenshot shows the PlayHQ Reports page. On the left is a dark sidebar menu with options: Competition Management, Game Day, Programs, Participants, Transfers, Merchandise, Viewers, Reports (highlighted), My Organisation, Settings, and Support. The main content area is titled 'Reports' and has tabs for Competitions, Programs, Financial, Orders, and Generated Reports. The 'Competitions' tab is active. It contains two sections: 'Participation Report' and 'Fill-in Participation Report'. Each section has dropdown menus for 'Competition*' and 'Season*', a 'Generate' button, and a note 'Data correct today at 6:43 PM (AEDT)'.

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**.

This screenshot shows the same PlayHQ Reports page, but now the 'Participation Report' section has been filled out. The 'Competition*' dropdown is set to 'Test AFL 9s' and the 'Season*' dropdown is set to '2021'. The 'Generate' button is now dark blue, indicating it has been clicked. At the bottom of the page, a light blue banner appears with the text 'Generating Participant...' and 'Test AFL 9s 2021'. On the right side of this banner is a link that says '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.

The screenshot shows the PlayHQ web application interface. On the left is a dark sidebar with the PlayHQ logo and a list of navigation items: 'Using as Test AFL 9s', 'Competition Management', 'Control Day', 'Programs', 'Participate', 'Transfers', 'Merchandise', 'Venues', 'Reports' (highlighted with an orange icon), 'My Organisation', 'Settings', 'Support', and 'Tony Saunders' (with a user icon). The main content area is titled 'Reports' and has tabs for 'Competitions', 'Programs', 'Financial', 'Orders', and 'Generated Reports' (which is selected and underlined in orange). Below the tabs is a table with three columns: 'NAME', 'DATE CREATED', and 'STATUS'. The table contains one row: 'Participant - Competition' with the subtitle 'Test AFL 9s, 2021', a date of '18 Mar 2021', and a status of 'Generated' (in a green box). To the right of the table is a dark blue button labeled 'Download CSV'. At the bottom of the screen, a file download bar shows 'participant_202103...csv' with a download icon and a 'Show all' link on the right.

16. Integrations - Mailchimp

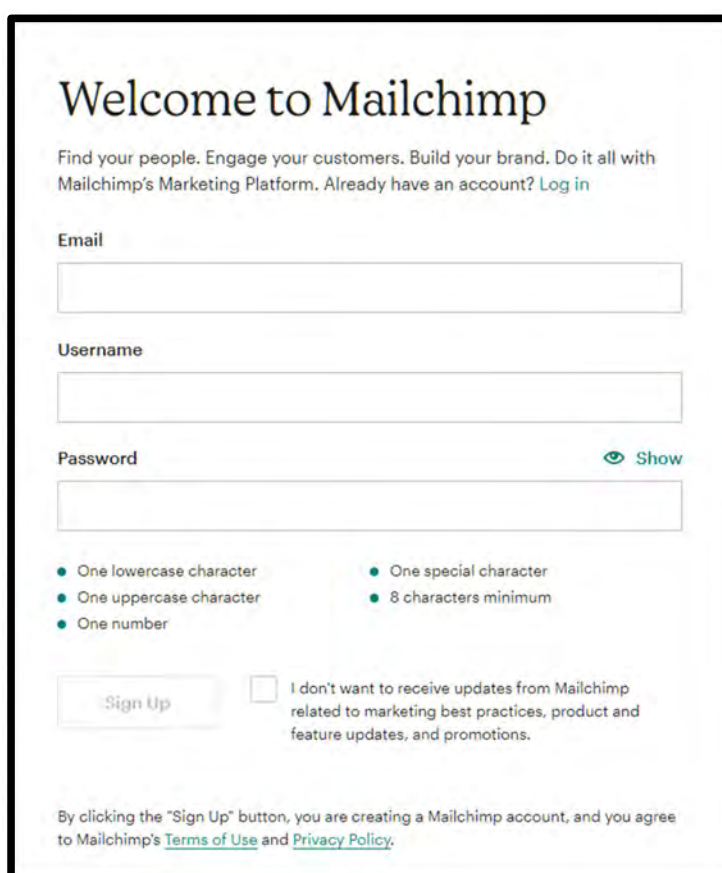
As part of your League Administration duties you may need or want to email your participants to provide general information, and ad hoc communication and updates. Using PlayHQ and another platform called Mailchimp, you can easily and quickly integrate / automatically feed your participants email addresses 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.



The image shows the Mailchimp 'Welcome to Mailchimp' sign-up page. It features a title 'Welcome to Mailchimp' and a subtitle 'Find your people. Engage your customers. Build your brand. Do it all with Mailchimp's Marketing Platform. Already have an account? [Log in](#)'. Below this are three input fields: 'Email', 'Username', and 'Password'. The 'Password' field has a 'Show' link with an eye icon. Under the 'Password' field, there are two columns of requirements: 'One lowercase character', 'One uppercase character', and 'One number' on the left; 'One special character' and '8 characters minimum' on the right. At the bottom left is a 'Sign Up' button. To its right is a checkbox with the text 'I don't want to receive updates from Mailchimp related to marketing best practices, product and feature updates, and promotions.' At the very bottom, a line of text states: '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).

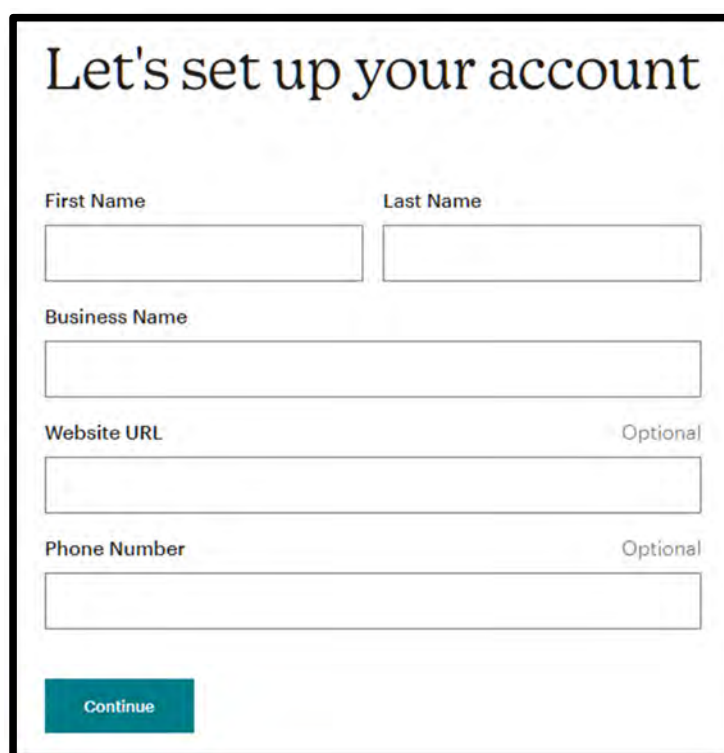
Click Continue.

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

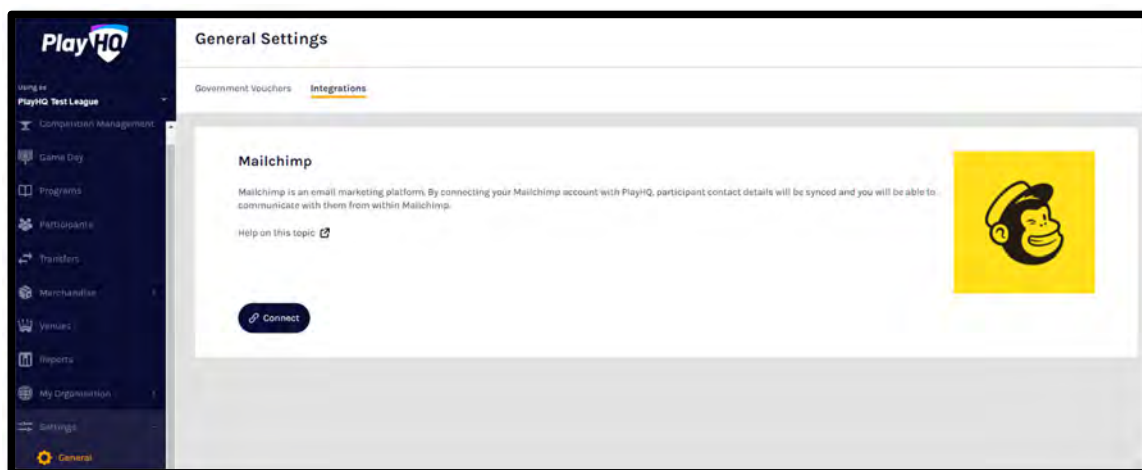
Select any offers you wish to subscribe to and click Continue



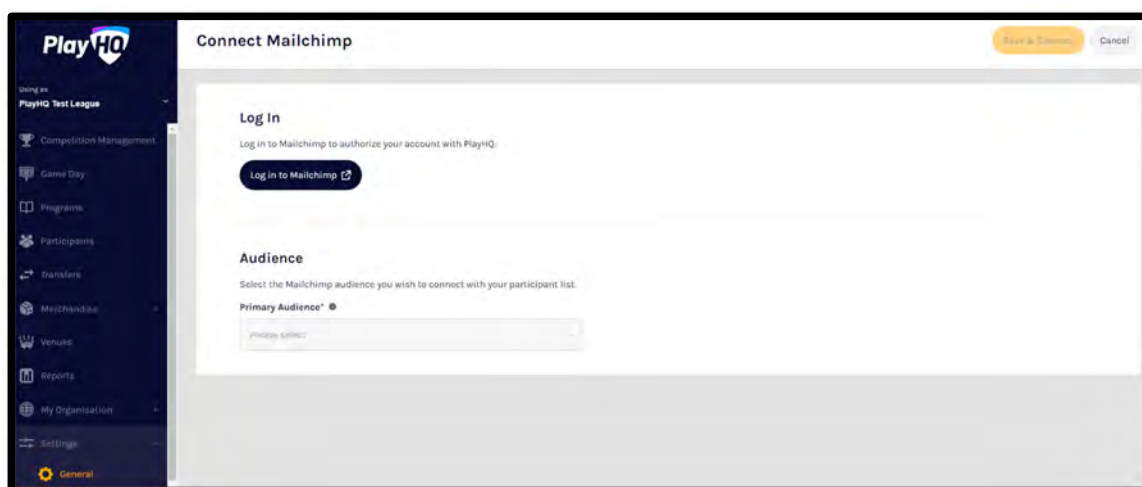
The screenshot shows a web form titled "Let's set up your account". It contains several input fields: "First Name" and "Last Name" (two separate boxes), "Business Name" (one box), "Website URL" (one box, marked as "Optional"), and "Phone Number" (one box, marked as "Optional"). At the bottom of the form is a teal "Continue" button.

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.

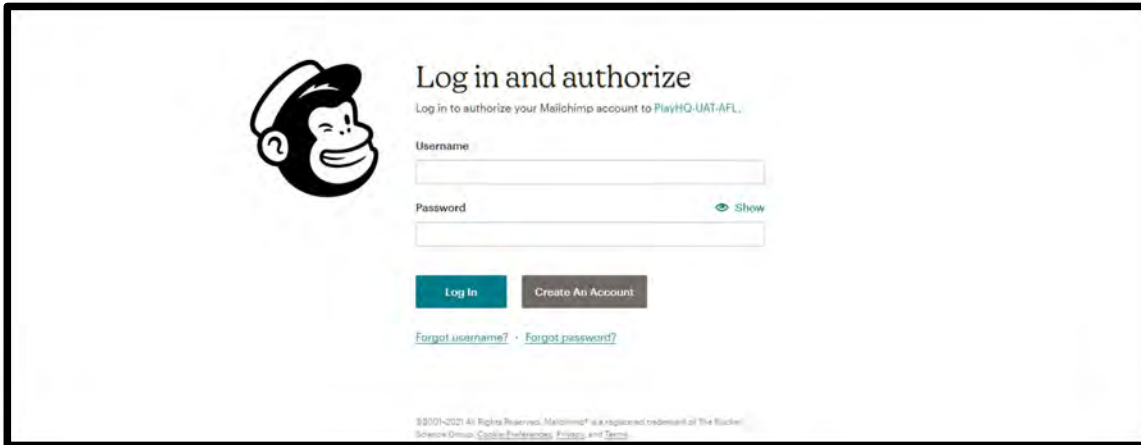


On the **Connect Mailchimp** page click on the **Log in to Mailchimp** button.

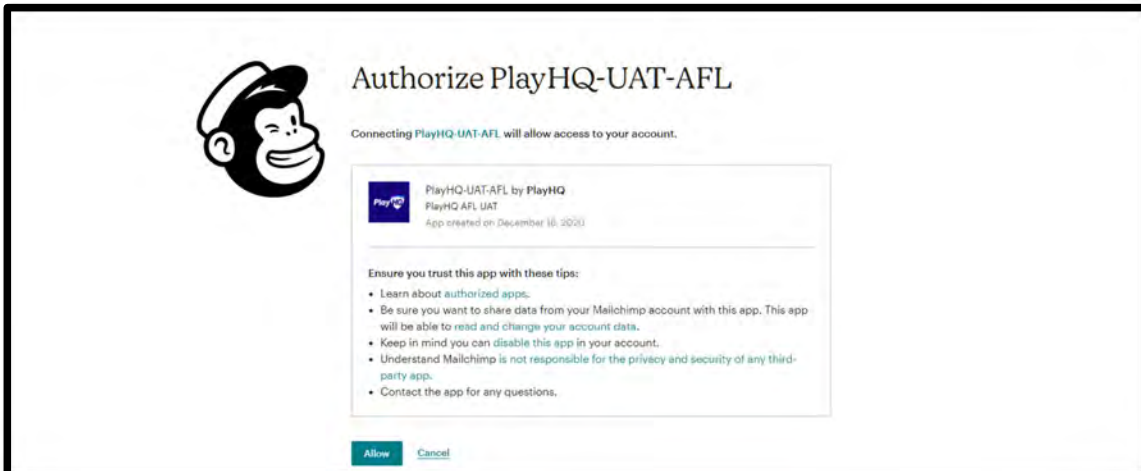


Integrations – Mailchimp (cont)

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.

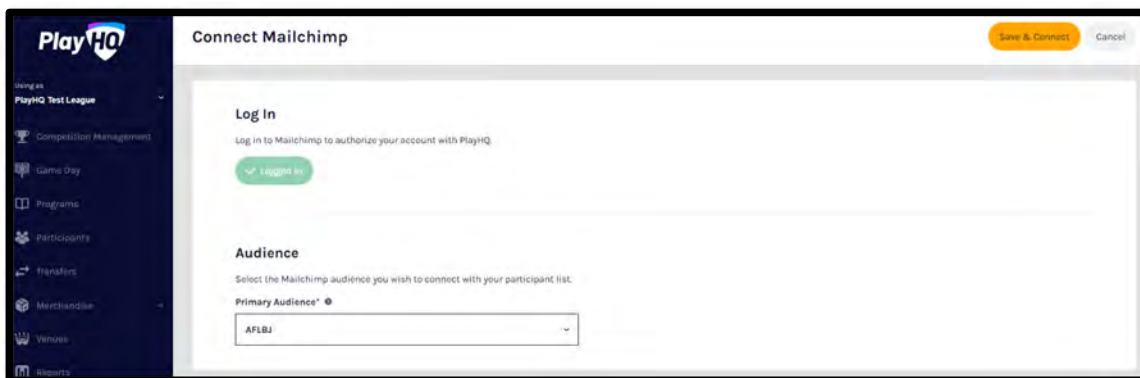


On the **Authorize PlayHQ PoC** page click on the **Allow** button.

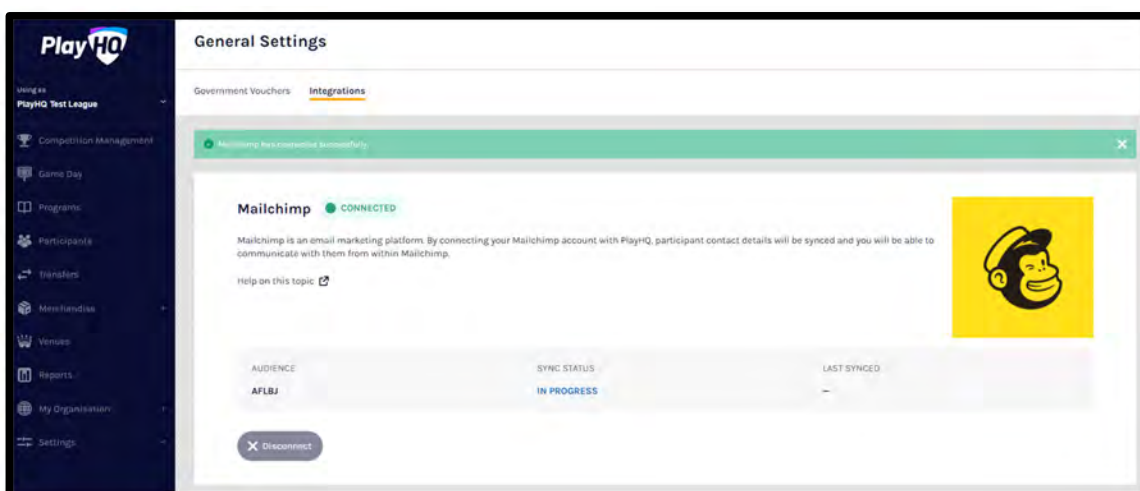


Integrations – Mailchimp (cont)

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.



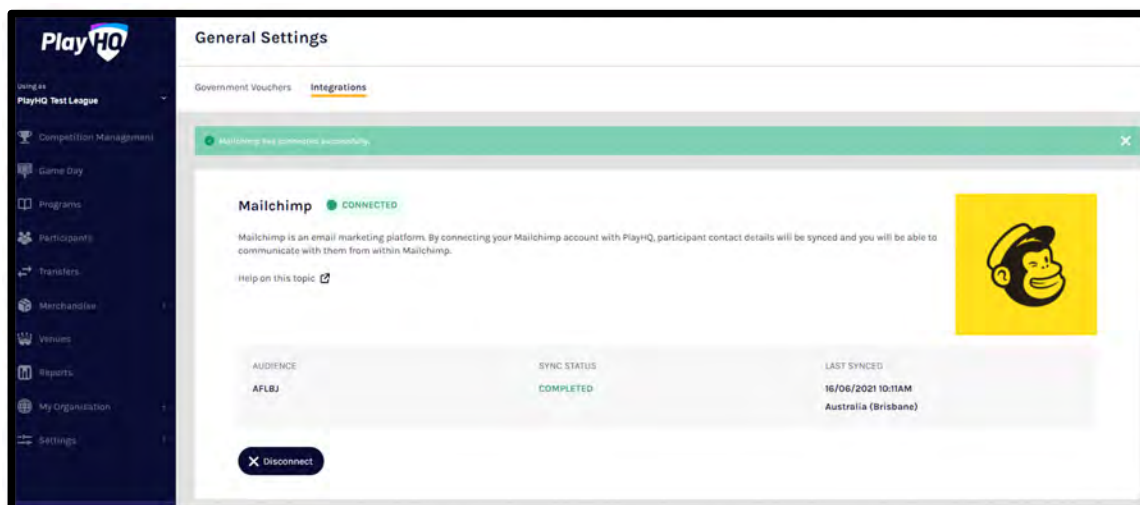
The page will update with a confirmation message. When the connection is created to **Mailchimp**, **PlayHQ** will immediately start synchronising your organisation's contacts.



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](#).

17. 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>

18. Support

Community Football Resources

A one stop shop for all your League Admins needs, visit <https://www.afl.com.au/clubhelp/club-management/play-hq> 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 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

- ☐ **My Organisation -> Admins - update (5 minutes)**
User guide link [Admins](#)
- ☐ **My Organisation -> Overview -> Details - update (10 minutes)**
User guide link [Details](#)
- ☐ **My Organisation -> Overview -> Contacts - update (10 minutes)**
User guide link [Contacts](#)
- ☐ **My Organisation -> Overview -> Payments - update (10 minutes)**
User guide link [Payments](#)
- ☐ **Settings -> General -> Government Vouchers - setup (1 minute)**
User guide link [Vouchers](#)
- ☐ **Settings -> General -> Integrations - setup Mailchimp (15 minutes)**
User guide link [Integrations](#)
- ☐ **Transfers -> Settings - add notification emails & update auto approval (2 minutes)**
User guide link [Transfers](#)
- ☐ **Competitions -> Competition Management -> Season -> Settings - update season dates, exception dates, venues (10 minutes)**
User guide link [Season](#)
- ☐ **Competitions -> Competition Management -> Season -> Registration -> Custom Fields - add (if required) (5 minutes)**
User guide link [Custom](#)
- ☐ **Competitions -> Competition Management -> Season -> Registration -> Club - update Club management settings (10 minutes)**
User guide link [Club](#)

Support – Season Setup Checklist

- ☐ **Competitions -> Competition Management -> Season -> Grades – create grades (5 minutes per grade)**
User guide link [Grades](#)