

AFL COMMUNITY FOOTBALL
CLUB ADMIN
PLAYHQ USER GUIDE



Version 2, 27th September

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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 Association which allows Association Admins to create more than one Competition in an Association i.e. Association Seniors & Association 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.

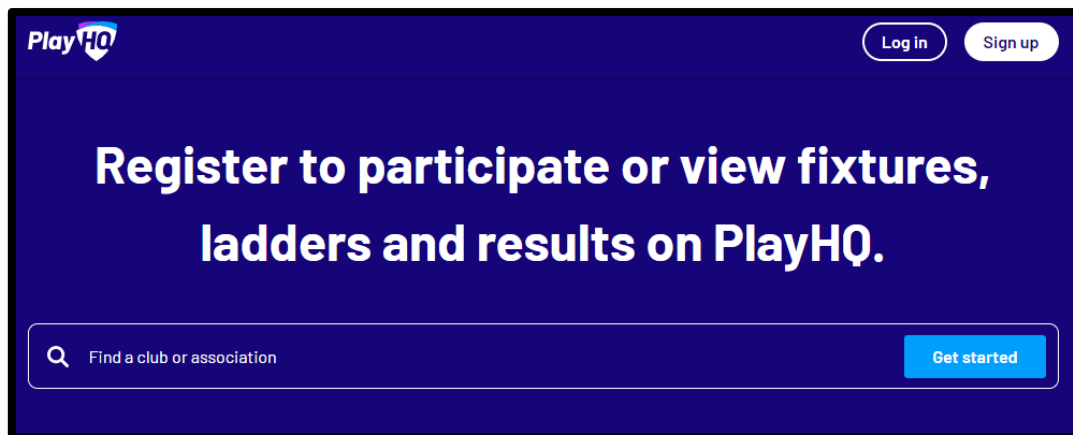
Participant in **PlayHQ** formerly known as Member in the GameDay (SportsTG) system.

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

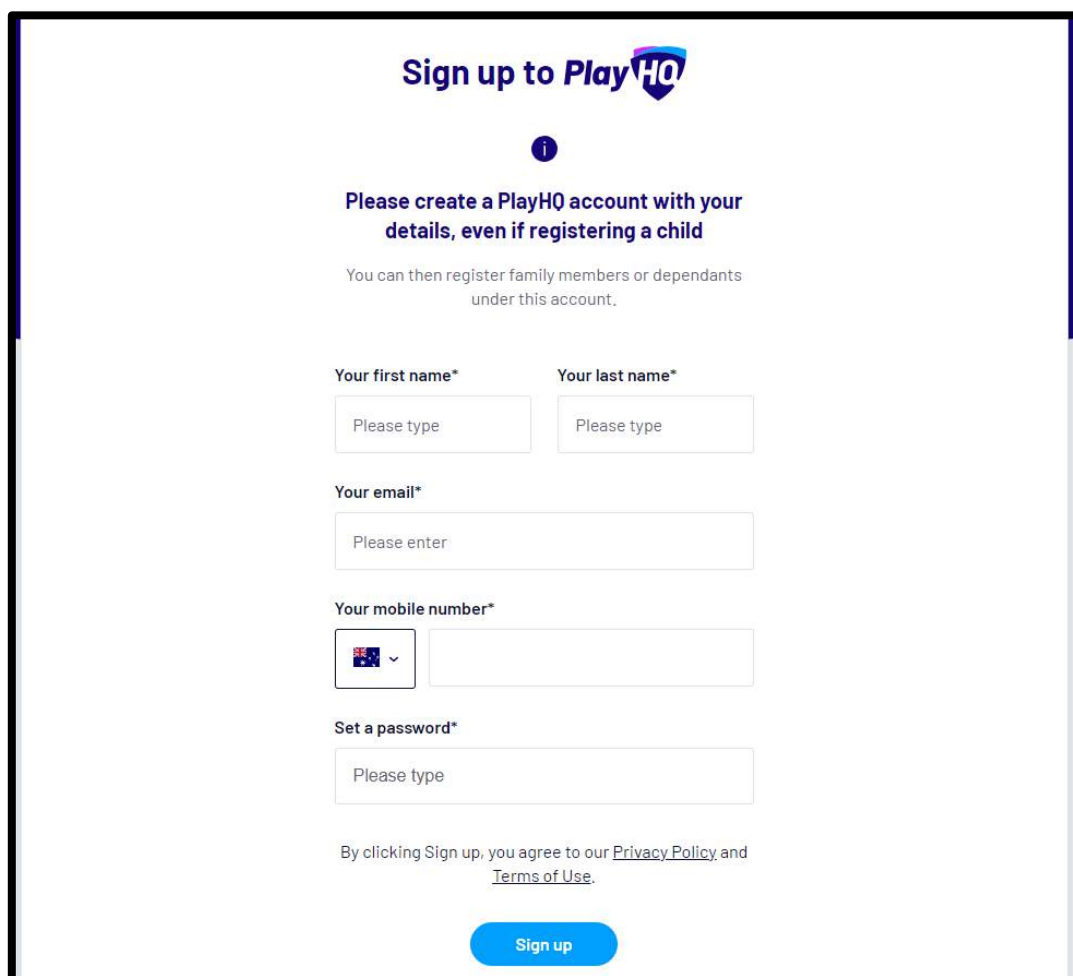
Tournament in **PlayHQ** formerly known as Pools Competition in the GameDay (SportsTG) system.

2. Creating a PlayHQ Account

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

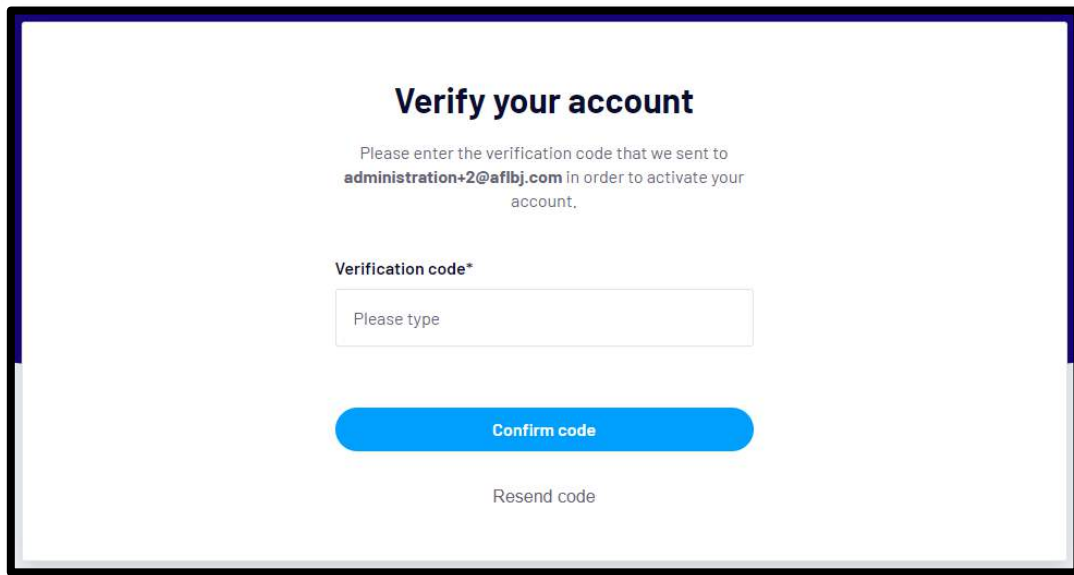


You will land on the **Sign up to PlayHQ** page. Add **Your first name**, add **Your Last Name**, add **Your email**, add **Your mobile number**, add a password in **Set a password** and click on the **Sign up** button.

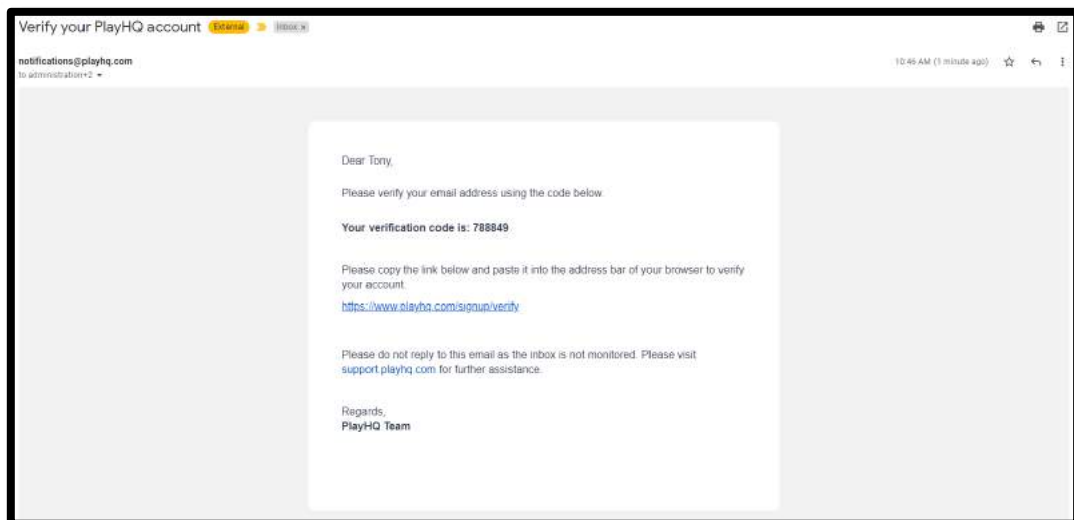
A screenshot of the 'Sign up to PlayHQ' registration page. The page has a white background with a dark blue header. The header contains the text 'Sign up to PlayHQ' and an information icon. Below the header, there is a paragraph: 'Please create a PlayHQ account with your details, even if registering a child'. Underneath this is a smaller line of text: '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' placeholder text), 'Your email*' (with 'Please enter' placeholder text), 'Your mobile number*' (with a dropdown menu showing the Australian flag and a text input field), and 'Set a password*' (with 'Please type' placeholder text). At the bottom of the form is a blue button labeled 'Sign up'. Below the button, there is a line of text: 'By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#)'.

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**.



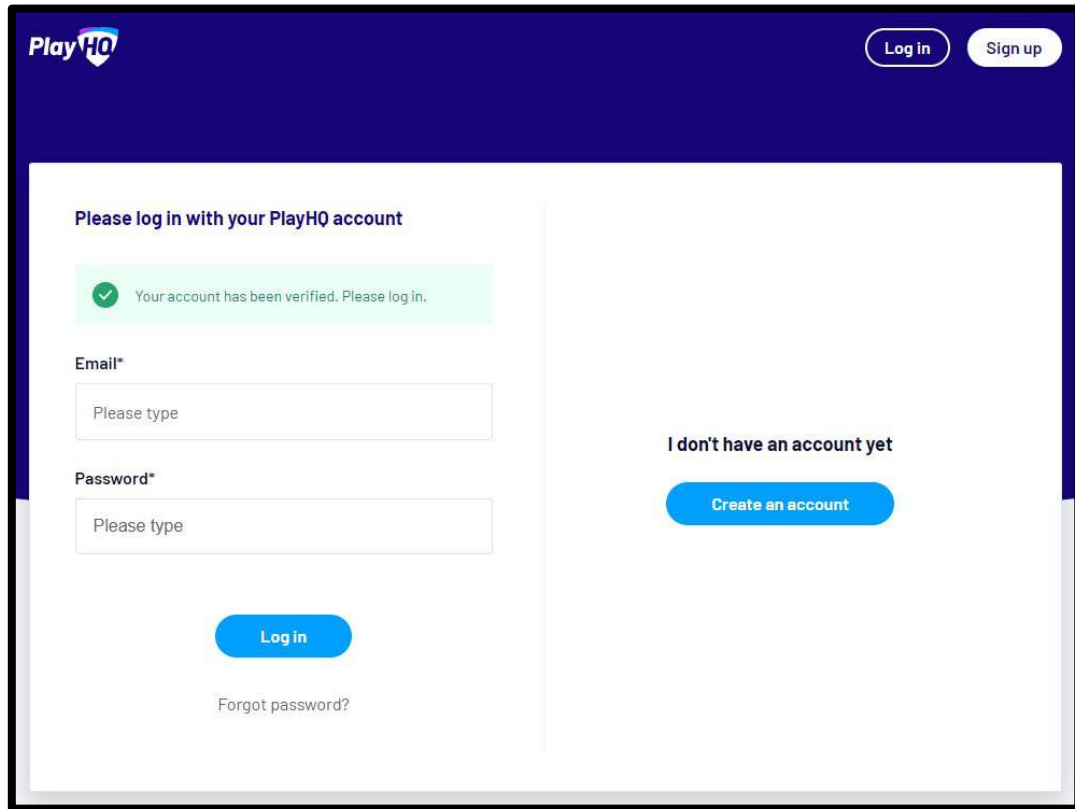
The screenshot shows a web page titled "Verify your account". Below the title, it says "Please enter the verification code that we sent to **administration+2@afbj.com** in order to activate your account,". There is a label "Verification code*" above a text input field containing the placeholder "Please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



Creating a PlayHQ Account (cont)

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

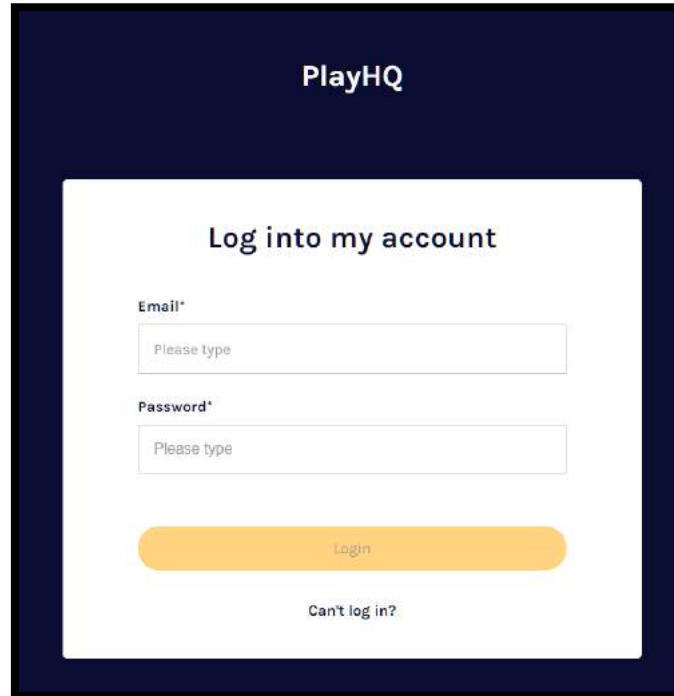
You will be taken to the login page and confirmation message – **Your account has been verified. Please log in.** – where you be able to enter your **Email** and **Password** and click on the **Login** button.



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 is white. On the left, under the heading 'Please log in with your PlayHQ account', there's a green success message: 'Your account has been verified, Please log in.' Below this are input fields for 'Email*' and 'Password*', both with placeholder text 'Please type'. A blue 'Log in' button is at the bottom of this section, with a 'Forgot password?' link below it. On the right, under the heading 'I don't have an account yet', there's a blue 'Create an account' button.

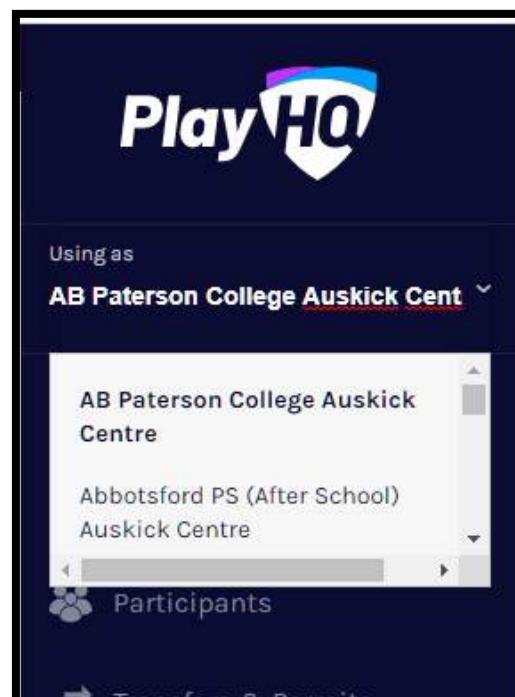
3. Logging in and accessing your database as a Club Admin

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



The image shows a login form for PlayHQ. 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 show you a list of the organisation you have access to.



The image shows the PlayHQ dashboard interface. At the top, the PlayHQ logo is displayed. Below it, the text "Using as" is followed by "AB Paterson College Auskick Cent" with a dropdown arrow. The dropdown menu is open, showing a list of organisations: "AB Paterson College Auskick Centre", "Abbotsford PS (After School)", and "Auskick Centre". Below the dropdown menu, there is a section titled "Participants" with a group of people icon.

4. My Organisation – Admins

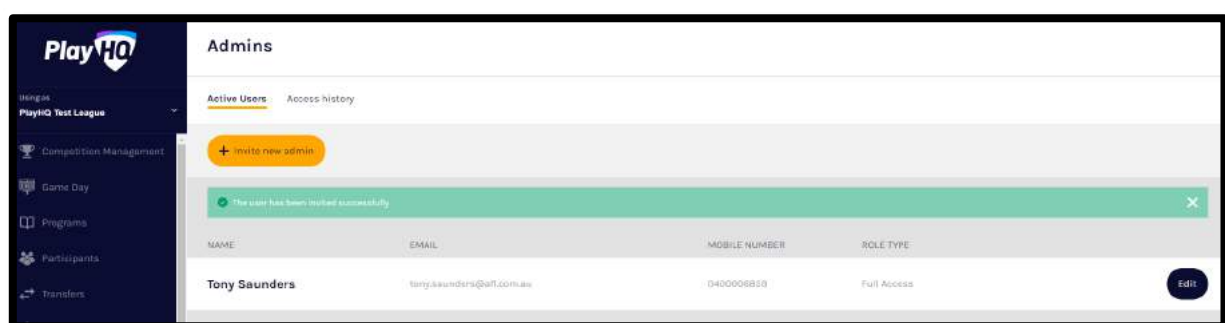
In the left-hand menu click on **My Organisation** then select **Admins**.

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.

My Organisation > Admins > Tony Saunders

Tony Saunders

Admin Details

First name* Tony

Last name* Saunders

Email* tonysaunders@afl.com.au

Mobile number* 0430006859

Role type* Full Access

Revoke access **Update & Save** **Cancel**

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.

My Organisation > Admins > Tony Saunders

Tony Saunders

Admin Details

First name* Tony

Last name* Saunders

Email* tonysaunders@afl.com.au

Mobile number* 0430006859

Role type* Full Access

Revoke access **Update & Save** **Cancel**

Are you sure you want to revoke access for Tony Saunders?

Revoking a user's access will ensure that they can no longer access your organisation.

Revoke user **Cancel**

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

My Organisation > Admins

Admins

Active Users **Access history**

+ invite new admin

User has been successfully revoked from the organisation

NAME	EMAIL	MOBILE NUMBER	ROLE TYPE
There are no administrators for this organisation.			

5. My Organisation – Overview

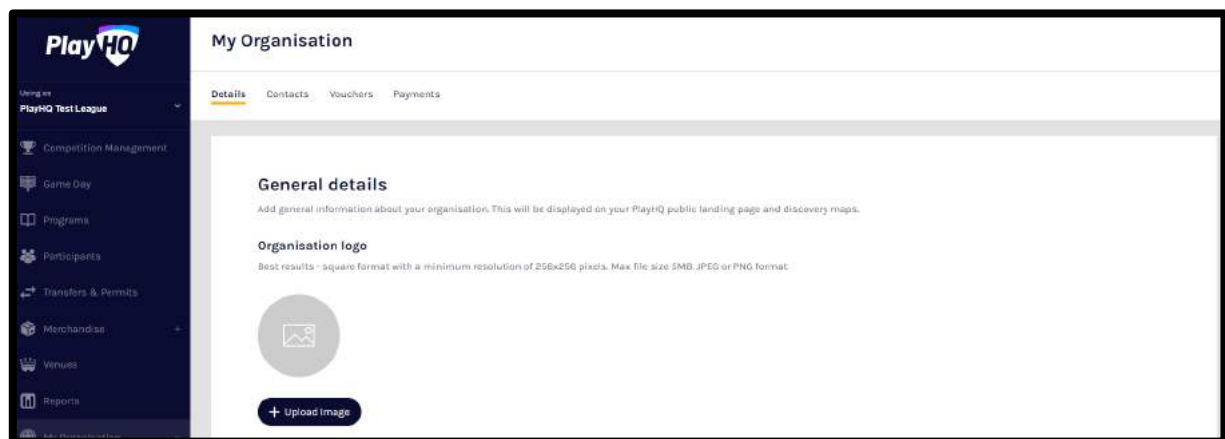
In the left-hand column go to **My Organisation** then select **Overview**.

Adding/Updating Details

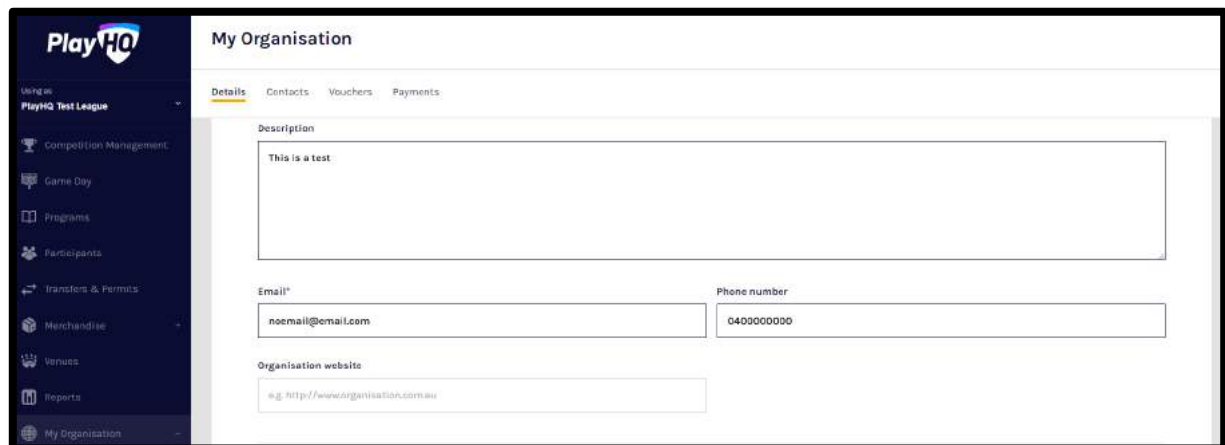
Click on the **Details** tab.

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.

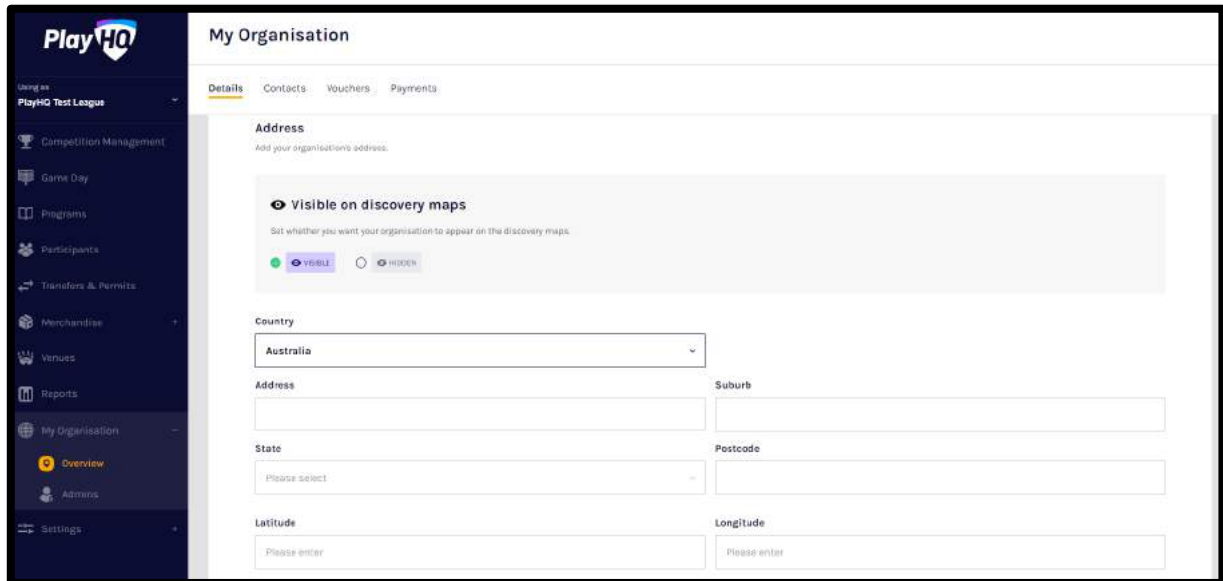


In the **Description** area you can information about your organisation, add a primary contact **Email**, add a primary contact **Phone number** and add an **Organisation website** URL if applicable.



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.



My Organisation

Details | Contacts | Vouchers | Payments

Address
Add your organisation's address.

Visible on discovery maps
Set whether you want your organisation to appear on the discovery maps.

☒ VISIBLE ☐ HIDDEN

Country:

Address:

Suburb:

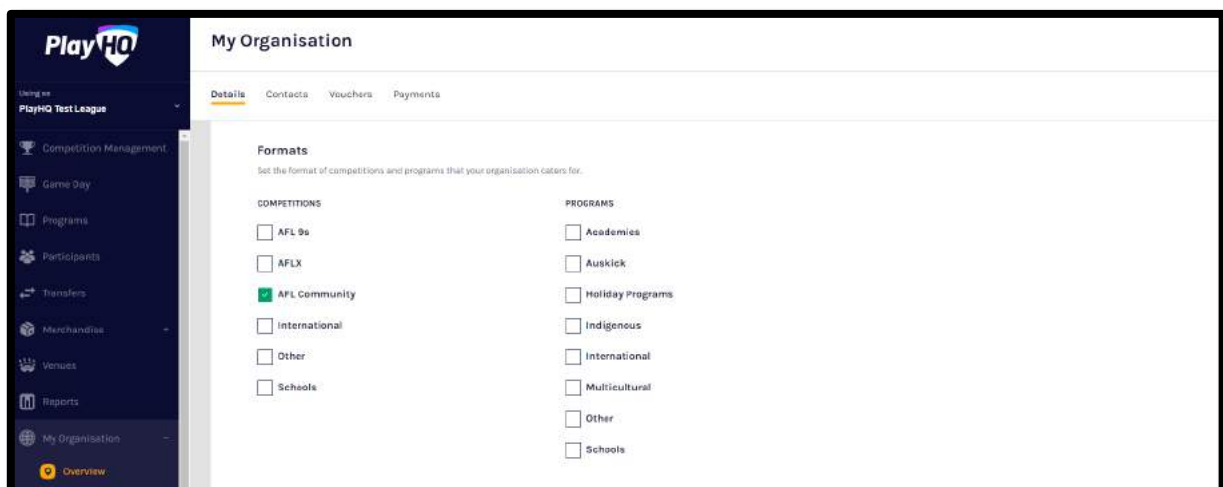
State:

Postcode:

Latitude:

Longitude:

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



My Organisation

Details | Contacts | Vouchers | Payments

Formats
Set the format of competitions and programs that your organisation caters for.

COMPETITIONS

- ☐ AFL 9s
- ☐ AFLX
- ☒ AFL Community
- ☐ International
- ☐ Other
- ☐ Schools

PROGRAMS

- ☐ Academics
- ☐ Auskick
- ☐ Holiday Programs
- ☐ Indigenous
- ☐ International
- ☐ Multicultural
- ☐ Other
- ☐ Schools

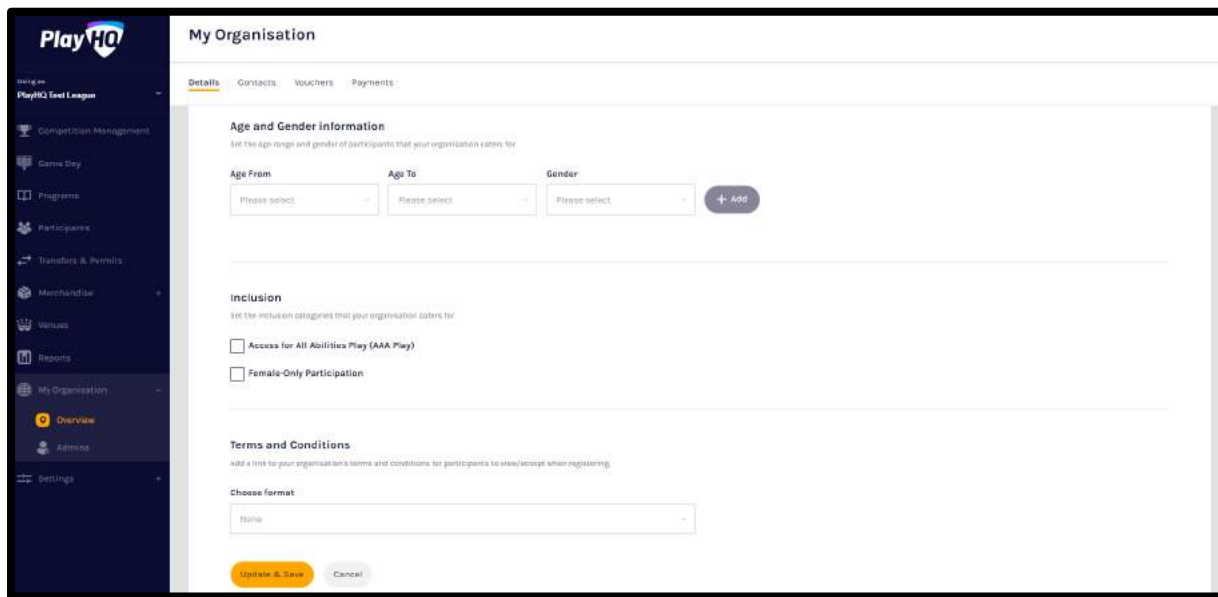
My Organisation – Overview – Adding/Updating Details (cont)

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**.

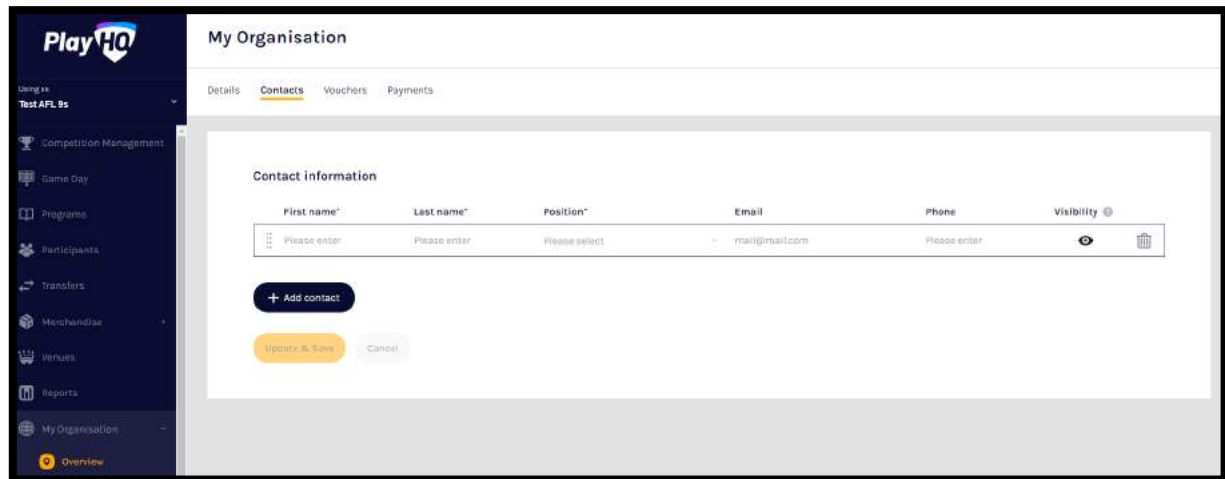
Click on the **Update & Save** at the bottom of the page.



My Organisation Overview (cont)

Adding/Updating Contacts

Click on the **Contacts** tab. Add one or more contact for your organisation, it is mandatory to **First Name, Last Name & Position**. 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
Please enter	Please enter	Please select	mail@mail.com	Please enter	Visibility icon

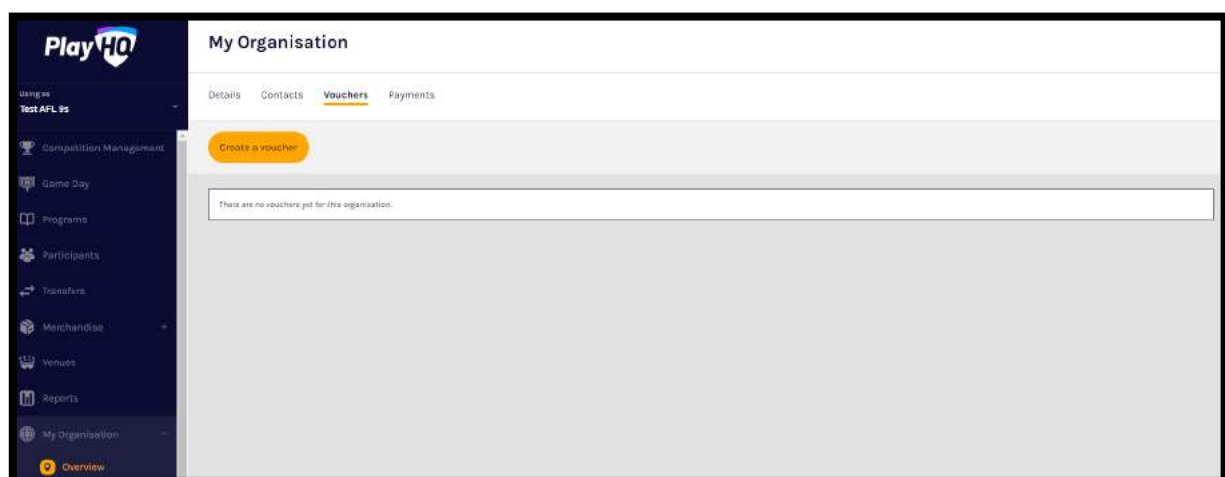
+ Add contact

Update & Save **Cancel**

Creating Vouchers

Vouchers are an exciting new feature in the PlayHQ platform which enable Community Football Associations 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**, complete the required fields, set Voucher can be applied at checkout to On and click on the **Create** button in the top right corner.



My Organisation

Details Contacts **Vouchers** Payments

Create a voucher

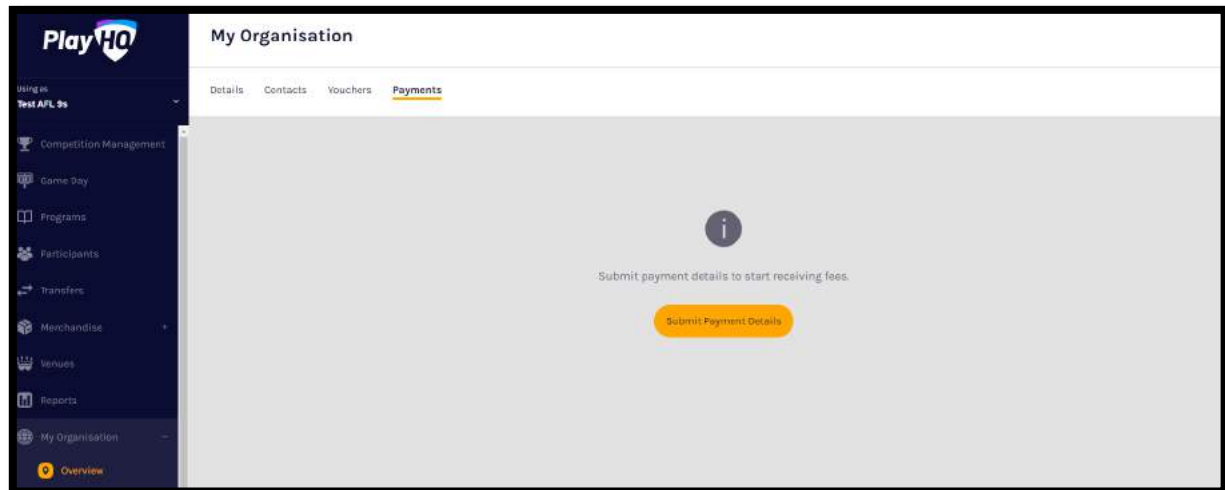
There are no vouchers yet for this organisation.

My Organisation – Overview (cont)

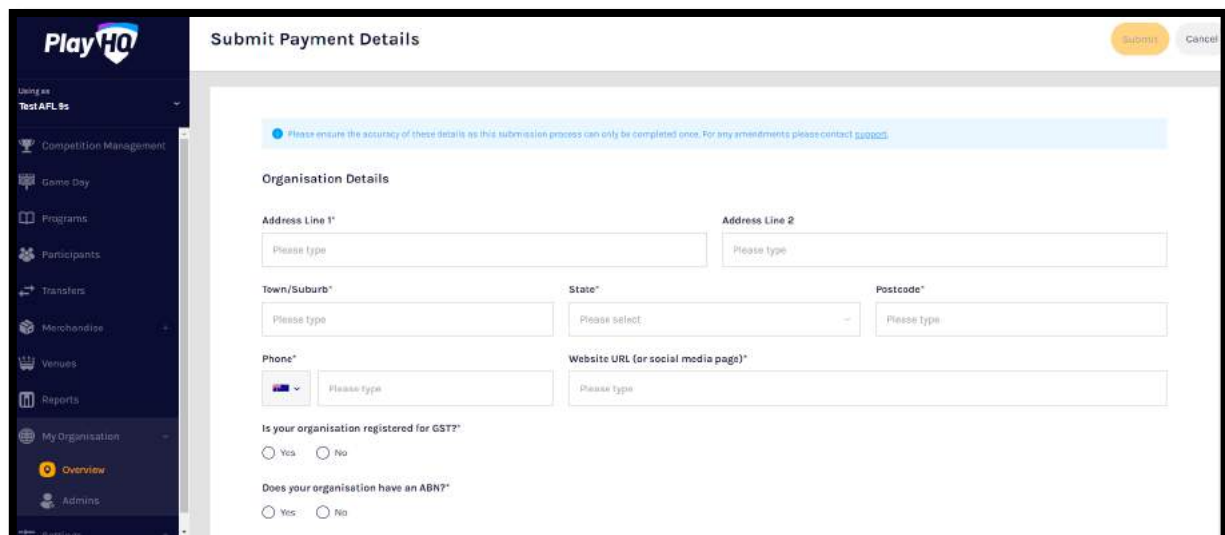
Setting Up Online Payments

Please note all organisations that wish to accept online payments must complete this function. Bank details added in the previous platform will **NOT** be transferred in the PlayHQ platform.

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



Add Organisation details and select answers to GST questions.



Submit Payment Details

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

Organisation Details

Address Line 1*

Address Line 2

Town/Suburb*

State*

Postcode*

Phone*

Website URL (or social media page)*

Is your organisation registered for GST?
☐ Yes ☐ No

Does your organisation have an ABN?
☐ Yes ☐ No

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

Add Organisation bank details and representative details.

Submit Payment Details

Nominated Bank Account Details
All deposits will be paid into this account.

BSB* Account Number*

Authorised Organisation Representative Details

First Name* Last Name* Position at Organisation*

Email* Mobile* Date of Birth* DD MM YYYY

Address Line 1* Address Line 2

Town/Suburb* State* Postcode*

Submit **Cancel**

Select Photo Identification method, either Drivers License OR Passport and upload image(s), agree to the Terms and Conditions, and click on the **Submit** button at the top of the page.

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)

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)

Terms and Conditions

☐ I agree to the Stripe Terms & Conditions: <https://stripe.com/au/sga>

☐ I agree to the Stripe Connect Terms & Conditions: <https://stripe.com/au/connect-account/sga>

Submit **Cancel**

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 centre 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.

Merchandise (cont)

Upload an **Image** of the product if you have one (not mandatory), up to 10 images can be uploaded.

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

Merchandise (cont)

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

Create a new product

Product type: ☐ Single ☒ Variations

Category Title*: Options*:

+ Add Category

SIZE	SKU (Stock Keeping Unit)	AMOUNT*	AVAIL.
small	eg. 032432098	\$ 20	<input checked="" type="checkbox"/>
medium	eg. 032432098	\$ 30	<input checked="" type="checkbox"/>
large	eg. 032432098	\$ 40	<input checked="" type="checkbox"/>

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

Fulfilment

Determine how this product will be fulfilled.

Fulfilment Method:

Click the **Save** button at the top of the **Create a new product** page.

8. Club Management

Accept Competition Invitation

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

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2021	PlayHQ Test League - Season 2021	PlayHQ Test League	10/04/2021 - 25/09/2021	Active	PENDING Accept Decline

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

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2021	PlayHQ Test League - Season 2021	PlayHQ Test League	10/04/2021 - 25/09/2021	Active	ACCEPTED

When you click on the **My Competitions** tab the **Competition** will appear in the list.

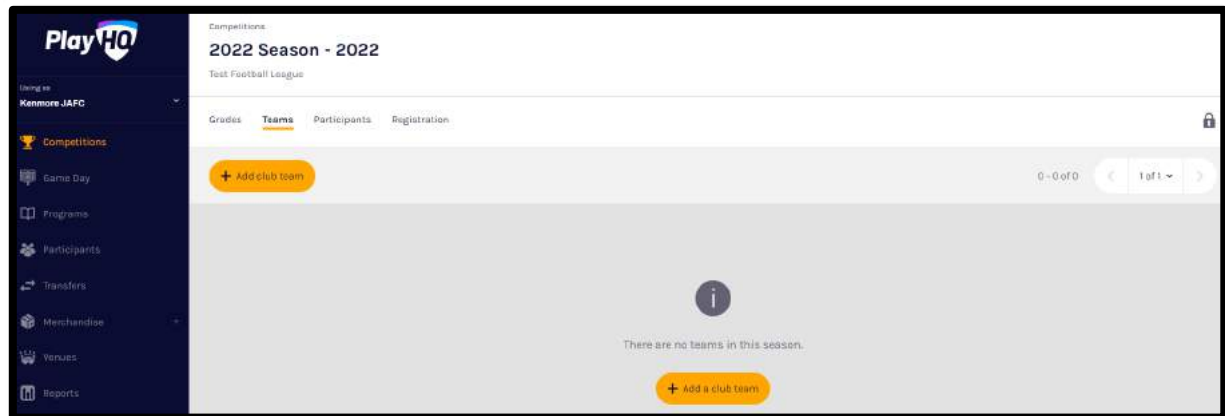
SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2021	PlayHQ Test League - Season 2021	PlayHQ Test League	10/04/2021 - 25/09/2021	Active	View

Club Management (cont)

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)

In the **Team Information** area 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**.

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	-

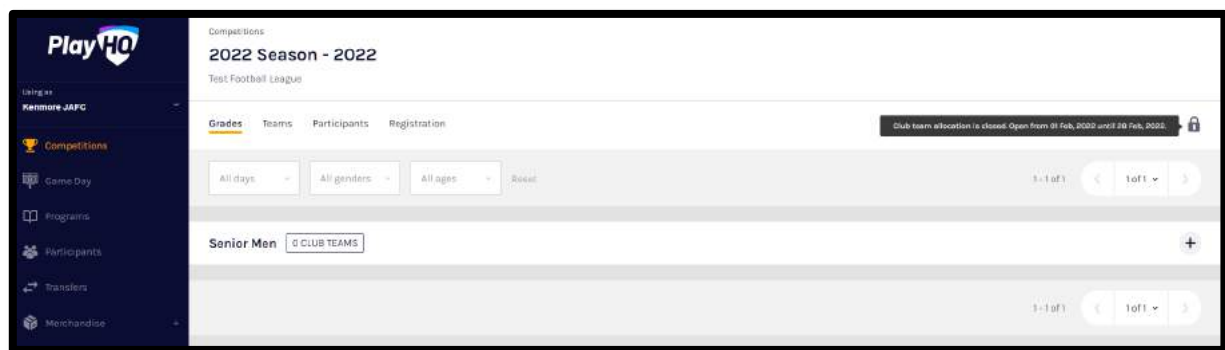
Club Management (cont)

Allocate Teams to Grades

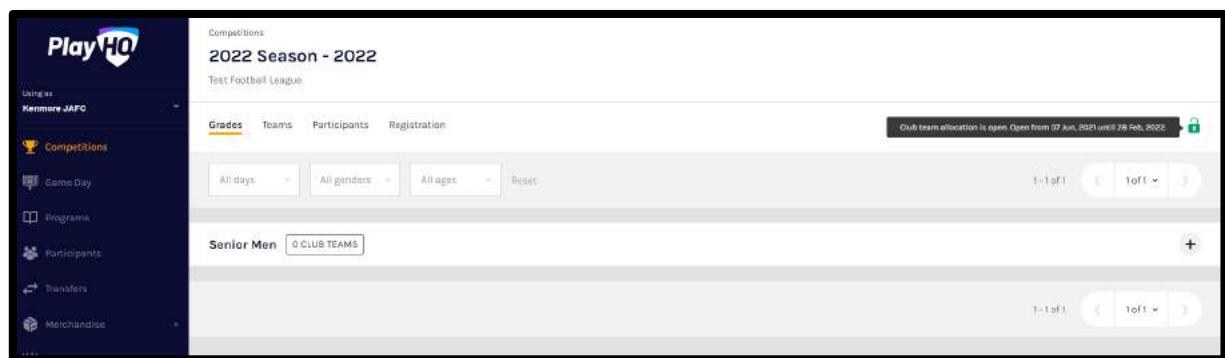
In the left hand menu click on **Competitions**, click on the **View** button for the **Competition** and click on the **Grades** tab.

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

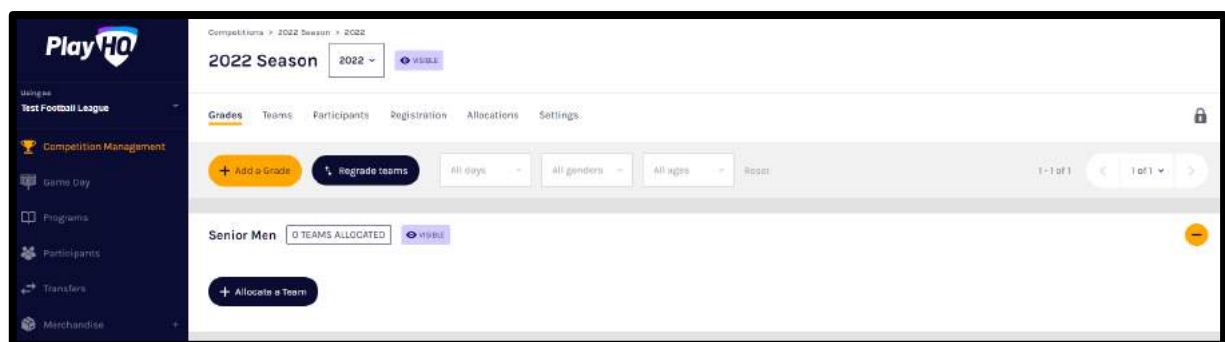
If it shown as locked **Clubs** will not be able to **Allocate Teams to Grades**, you must change the **Using as** organisation back to the **Association**.



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

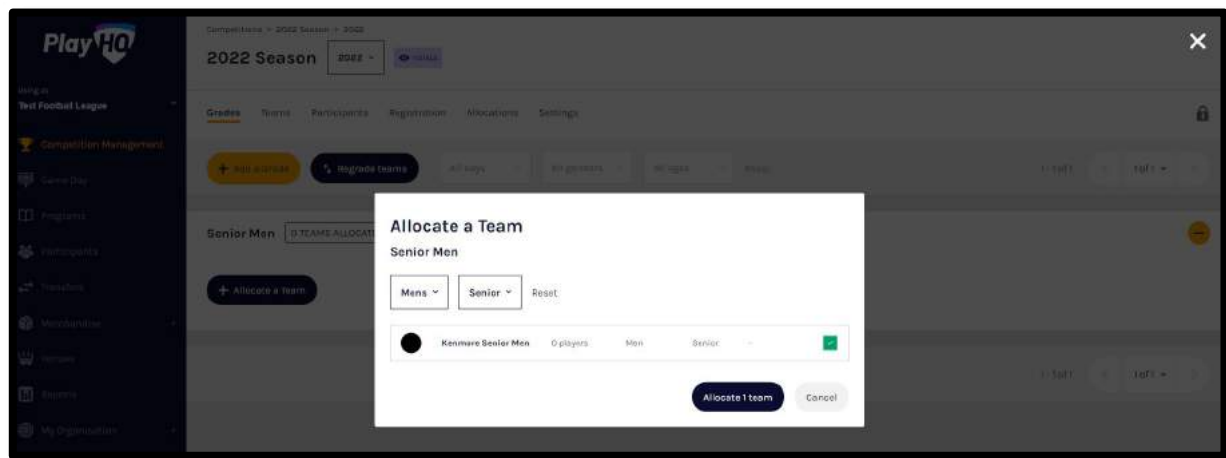


Click on the **+ Allocate a Team** button.

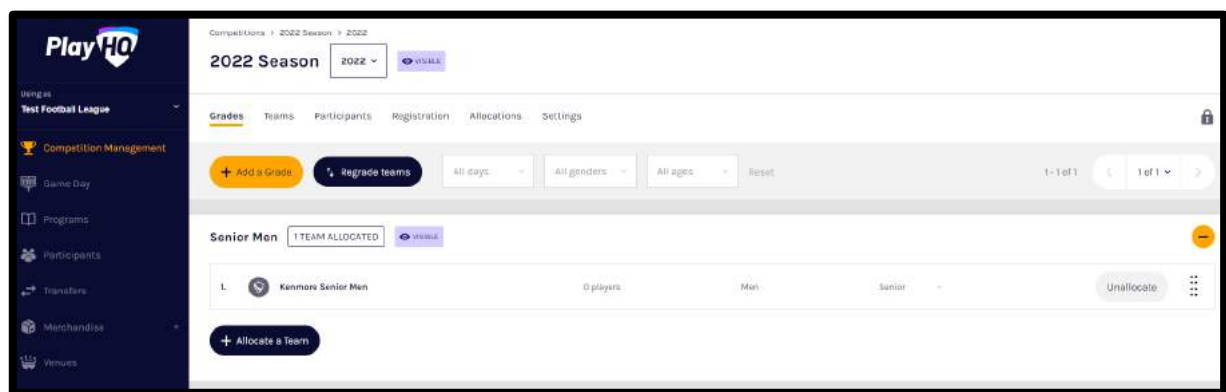


Club Management – Allocate Teams to Grades (cont)

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.

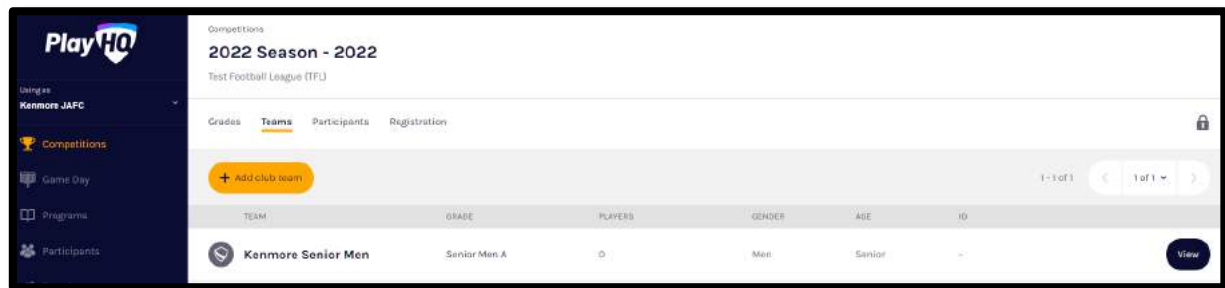


Club Management (cont)

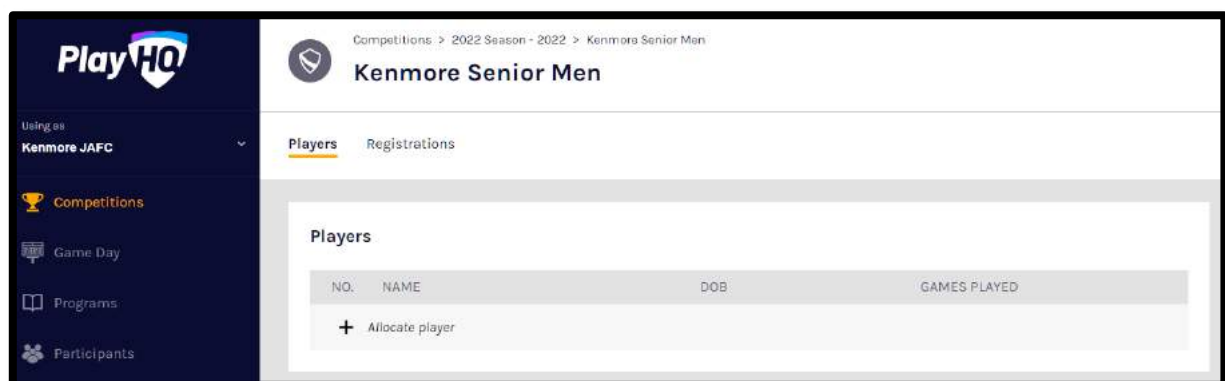
Allocate Players to Teams

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.

In the left hand menu click on **Competitions** and click on the **Competition**. In the **Teams** tab click on the **View** button.

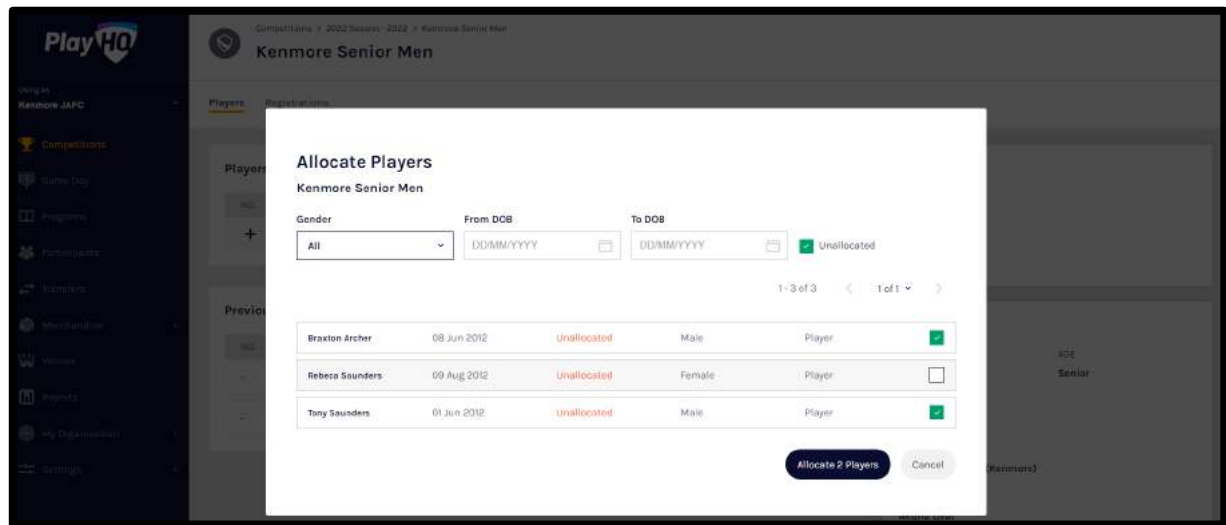


On the **Team** page, under the **Players** tab in the **Players** area click on **+ Allocate player**.

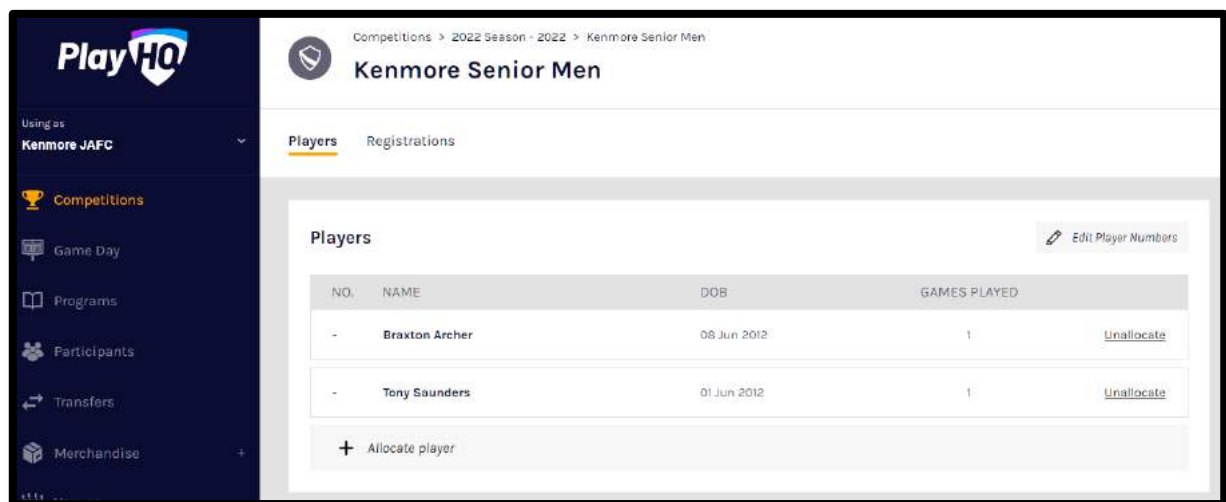


Club Management - Allocate Players to Teams (cont)

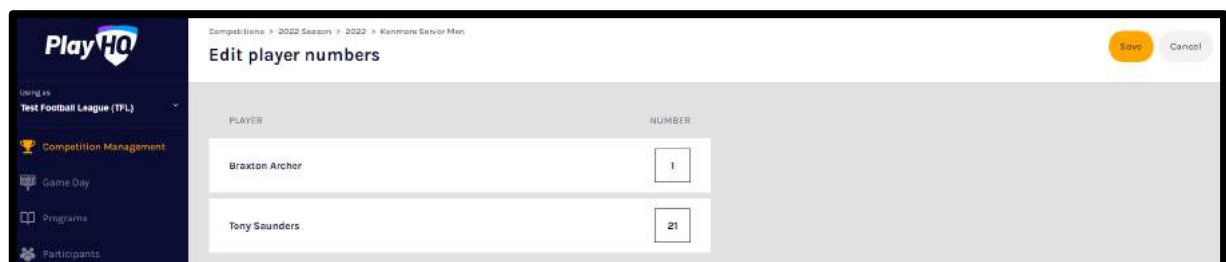
The **Allocate Players** pop up box will appear that will show a list of the **Unallocated** players. To **Allocate Players** to the **Team** click the tick box for each **Player** and click on the **Allocate x Players** button.



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

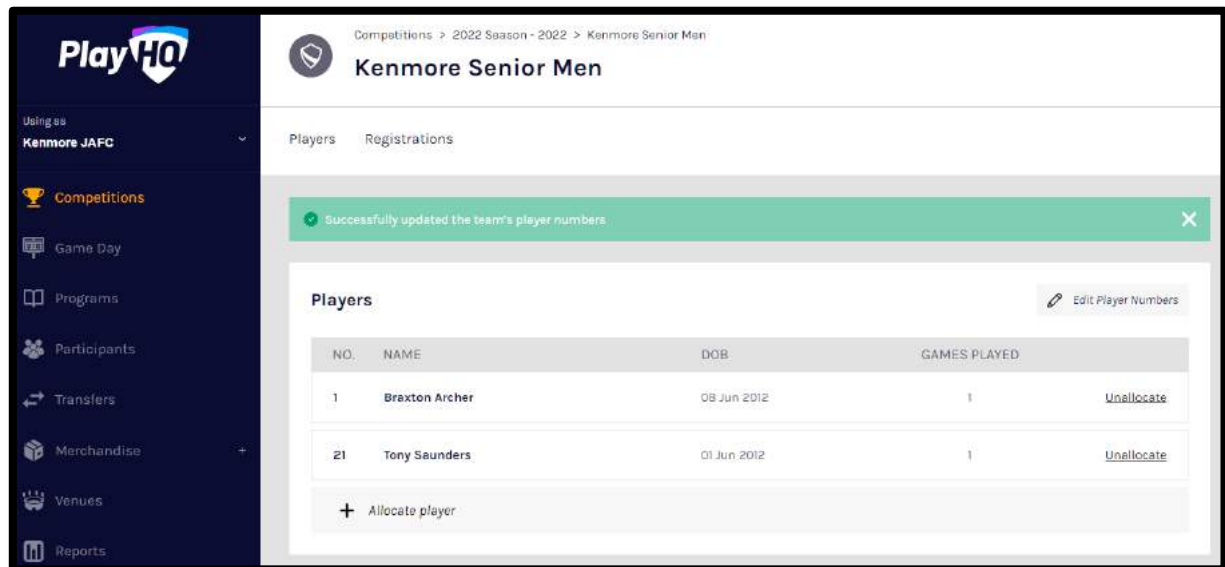


If the **Players** wear the same jumper number in matches for the **Team** and you wish to allocate them click on **Edit player numbers**. Add the numbers in the box provided and click on the **Save** button in the top right corner.



Club Management - Allocate Players to Teams (cont)

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



Using as
Kenmore JAFC

Competitions > 2022 Season - 2022 > Kenmore Senior Men

Kenmore Senior Men

Players Registrations

Successfully updated the team's player numbers

Players

Edit Player Numbers

NO.	NAME	DOB	GAMES PLAYED
1	Braxton Archer	08 Jun 2012	1
21	Tony Saunders	01 Jun 2012	1

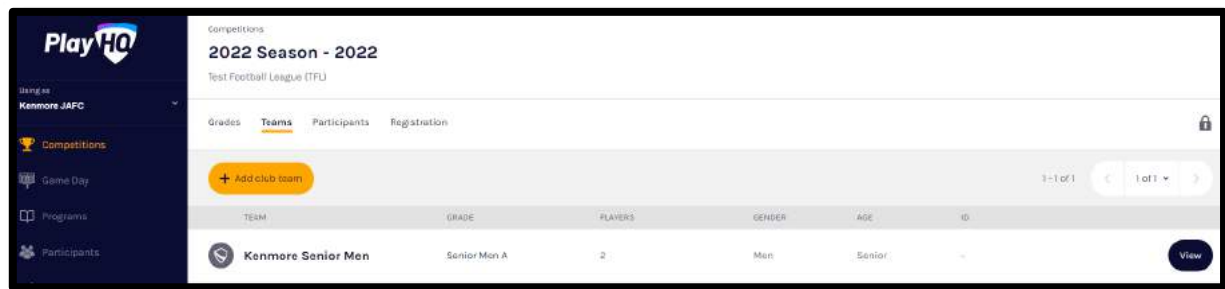
+ Allocate player

Club Management (cont)

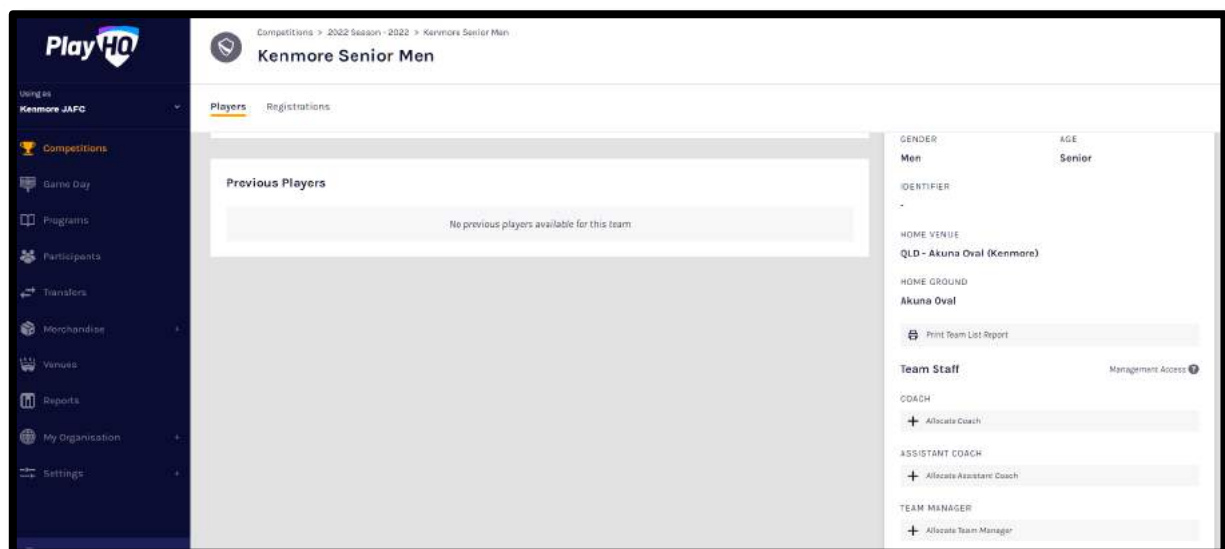
Allocate Officials to Teams

In order for **Coaches, Assistant Coaches & Team Managers** to be selected in **Team Lineup** they need to be registered to be able to be allocated to the team.

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

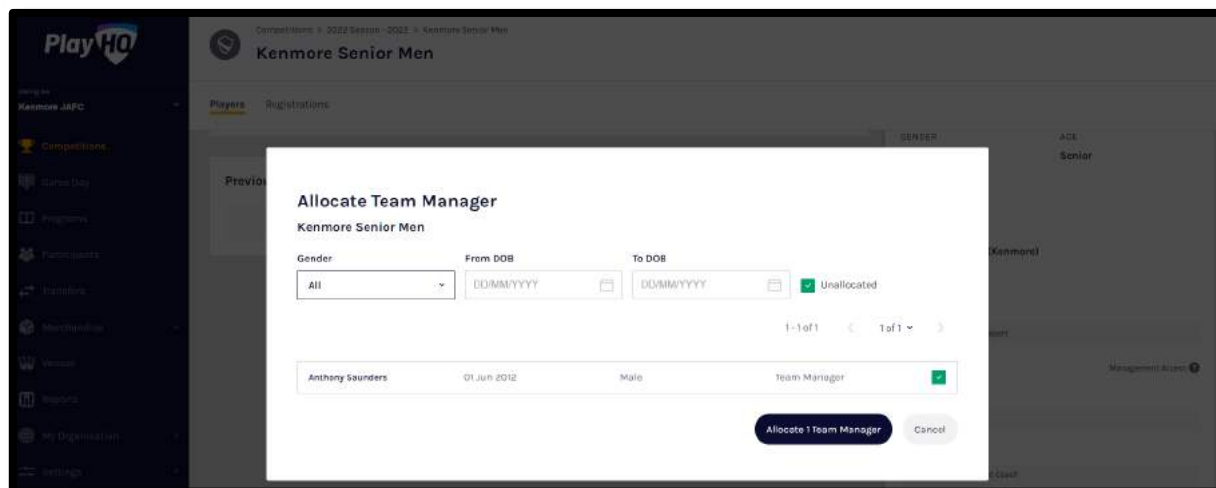


On the **Team** page under the **Players** tab scroll down to the **Team Staff** section. For the example below we going to allocate a Team Manager but same process can be followed to need to be registered to be able to **Allocate** a **Coach** or **Assistant Coaches** (and other officials in the future) to a **Team**. Click on **Allocate Team Manager**.



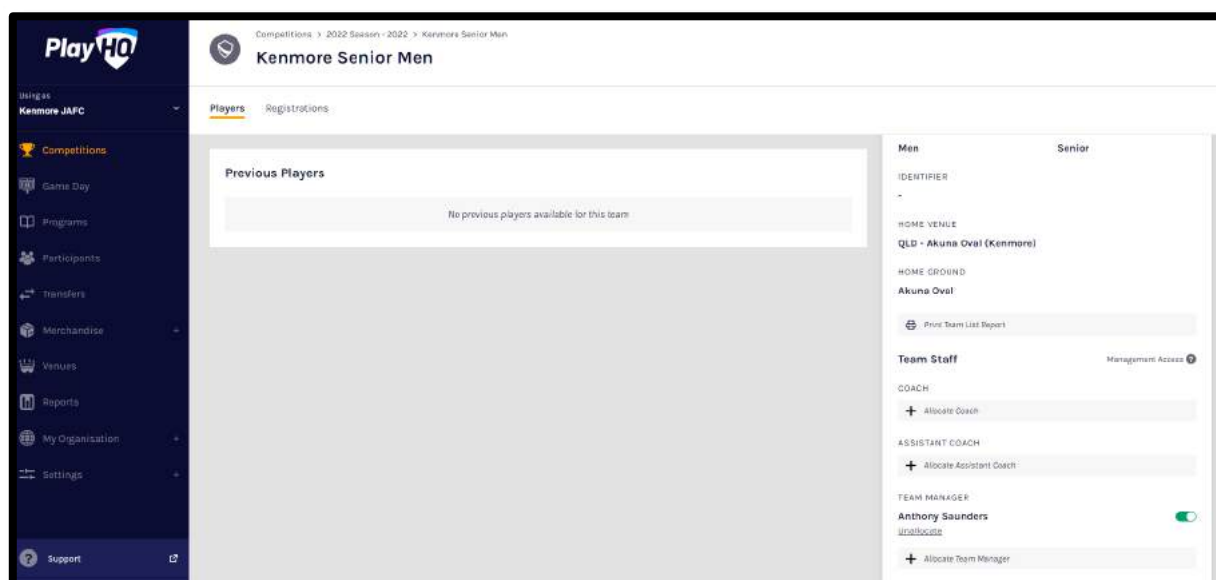
Club Management - Allocate Officials to Teams (cont)

The **Allocate Team Manager** pop up box will appear that will show a list of the **Unallocated** team managers. To **Allocate Team Managers** to the **Team** click the tick box for each **Team Manager** and click on the **Allocate x Team Managers** button.



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

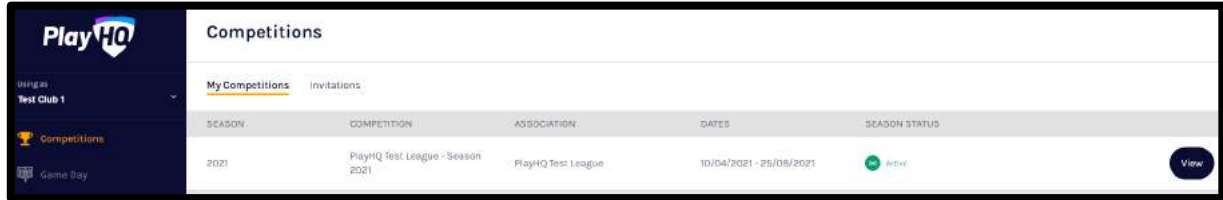
At this point if you wish give **Management Access** to any of the **Team Staff** you can toggle the switch to on (green). This will enable those Team Staff to create & change lineups as well enter match results & add player statistics.



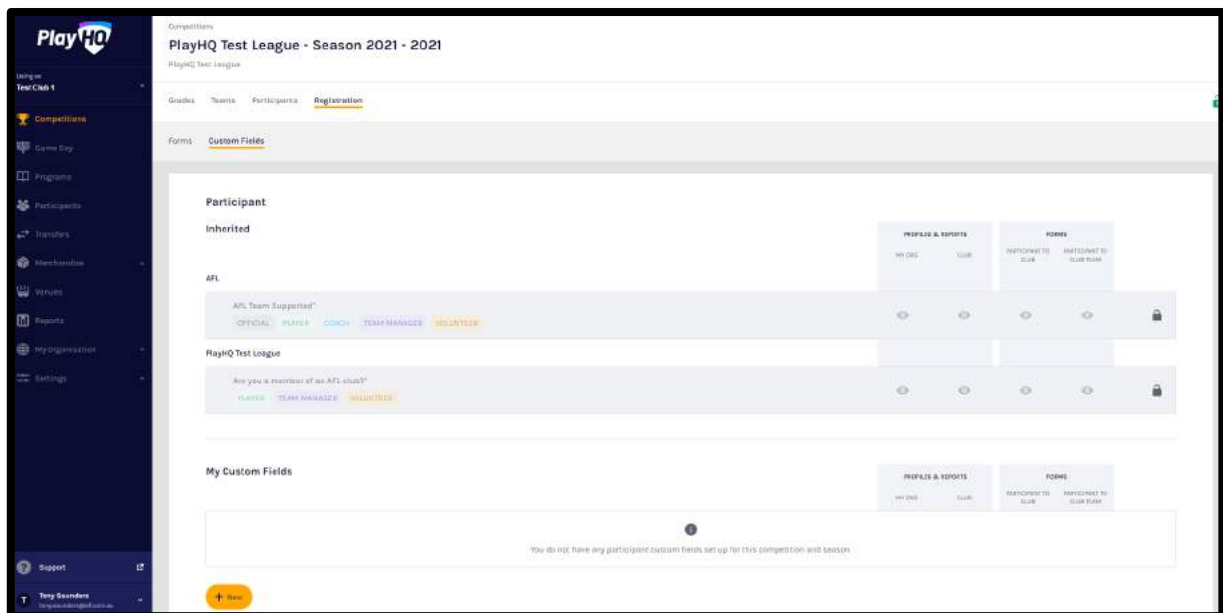
9. Registration Setup

Club Custom Fields

In the left hand menu click on **Competitions**. In the **My Competitions** tab click on the **View** button



Click on the **Registration** tab and the select **Custom Fields** tab. Any **Custom Fields** created at national, state, region or association levels will be shown and locked. The **Club** can create any **Custom Fields** they may require by clicking on the **New** button in the **My Custom Fields** area.



Registration Setup - Club Custom Fields (cont)

On the **New Custom Field** page in the Details section enter the **Field Label** and select the **Type**.

If the **Type** is **Dropdown List** enter the options in the **Dropdown Options**. If you need more than two options click on the **Add Option** button.

PlayHQ New Custom Field Create Cancel

Details
Create a succinct question, or create a label for your custom field for you to complete later.

Field Label*
Would you like to receive the Club Newsletter via email?

Type*
Dropdown List ☒ Mandatory

Dropdown Options
Users will only be able to make one selection.

Yes ✕

No ✕

+ Add Option

In the **Display Configuration** section select the **Roles** the **Custom Field** will appear for, tick the required boxes in the **Settings** area and click on the **Create** button in the top right corner.

PlayHQ New Custom Field Create Cancel

+ Add Option

Display configuration
Configure how you want this field to be displayed.

Conditional Field ☐
Configure this field to display based on the answers to another field.

Role*
Please select at least one role.

☒ Players ☒ Team Managers ☒ Volunteers

Settings
Configure the application of this field across profiles, reports, and registration forms.

PROFILES & REPORTS

☒ My Organisation

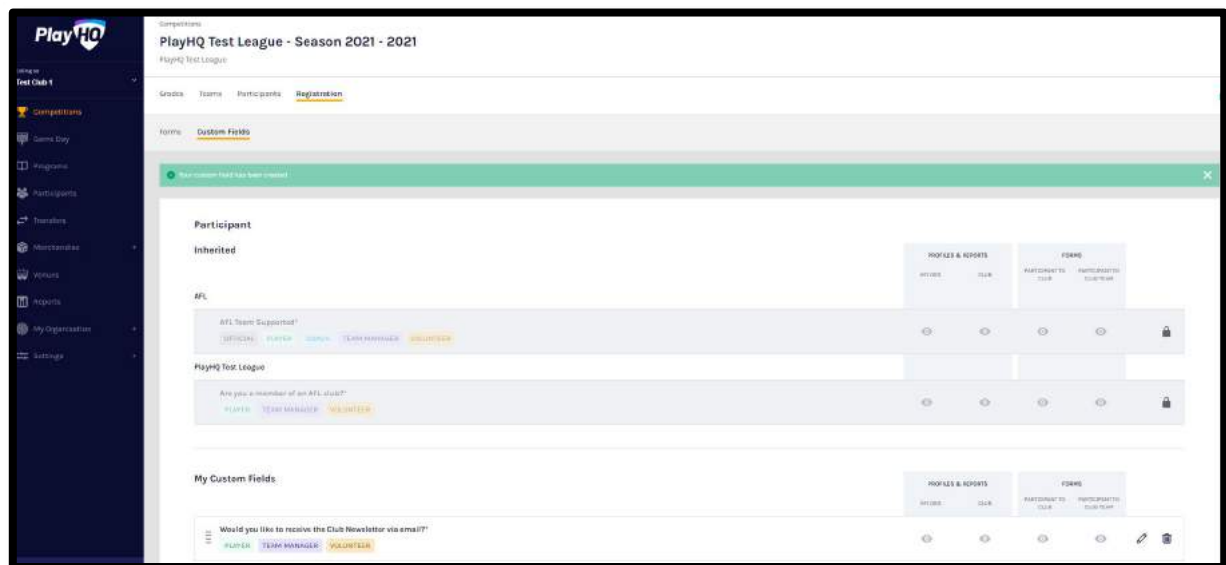
FORMS

☒ Participant to Club

☒ Participant to Club Team

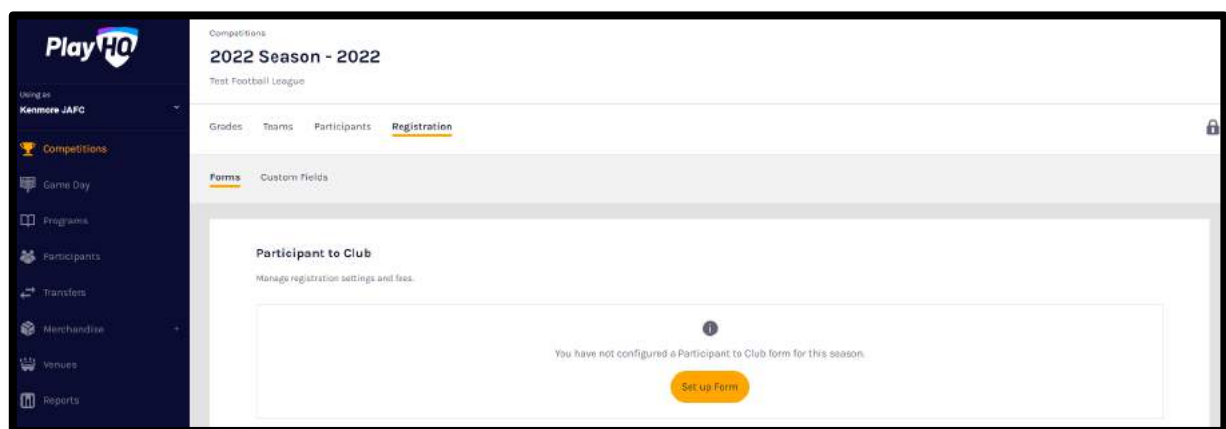
Registration Setup - Club Custom Fields (cont)

You will be returned to the **Custom Fields** list with a confirmation message.



Registration Form

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



Registration Setup - Registration Form (cont)

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

In the **Age limit** section 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* 01/11/2021 **Start time*** 09 : 30 am

End date* 30/06/2022 **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 01/01/2004 TO 31/12/2014

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

In the **Set Player, Team Manager and Volunteer fee** area you can add a **Club** fee by adding an amount in each of the **Roles**. If you have different fees for different age groups and/or genders you can use the **Set advanced registration fees** area.

Participant To Club

Registration fees

PlayHQ Fee \$3.00

Test Football League Fee \$50.00

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* \$ 100 **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.

Calculate age of player as at date*

01/01/2004

Add custom fee

Age Range	Gender	Amount	Description (Displayed in checkout)
Please select	Please select	Please select	\$ 0.00

+ Add

Registration Setup – Registration Form (cont)

In the **Custom Fields** section you will see any **Custom Fields** that have been created all levels.

In the **Products** section any Products created by the **Club** can be added.

The screenshot shows the 'Participant To Club' configuration page in PlayHQ. The left sidebar lists navigation options: Competitions, Game Day, Programs, Participants, Transfers, Merchandise, Venues, Reports, and My Organisation. The main content area is titled 'Participant To Club' and contains two sections:

- Custom Fields:** A section for defining custom fields for the registration form. It shows two example fields:
 - 'Are you a member of an AFL club?*' with buttons for PLAYER, TEAM MANAGER, and VOLUNTEER.
 - 'Would you like to receive the club newsletter via email?*' with buttons for PLAYER, TEAM MANAGER, and VOLUNTEER.
- Products:** A section for selecting products to add to the form. It includes a search bar labeled 'Search for active products'.

At the top right of the main content area are 'Save' and 'Cancel' buttons.

In the **Overview** section add information in **Pricing information** and **Additional information** areas.

If the club added **Terms and conditions** in the **My Organisation – Overview – Details** section they can be turned on to be added to registration form.

In the **Registration visibility** section 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 hand corner.

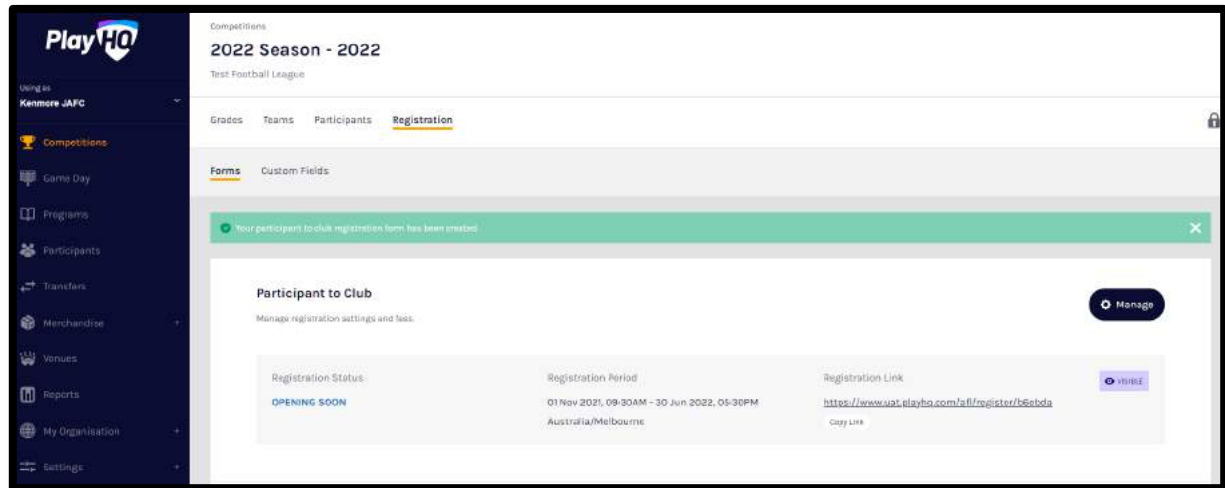
The screenshot shows the 'Participant To Club' configuration page in PlayHQ, specifically the 'Overview' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Participant To Club' and contains the following sections:

- Overview:** A section for adding information to the registration form. It includes:
 - Pricing information:** A text area for adding pricing information.
 - Additional information:** A text area for adding additional club information.
 - Add your terms and conditions?** A toggle switch that is currently turned on. Below it, a note states: 'Your T&Cs will be added to the T&Cs on the registration form'.
 - Registration visibility:** A section for setting the registration option to be visible on the club's public landing page. It has two radio buttons: 'VISIBLE' (selected) and 'HIDDEN'.

At the top right of the main content area are 'Save' and 'Cancel' buttons.

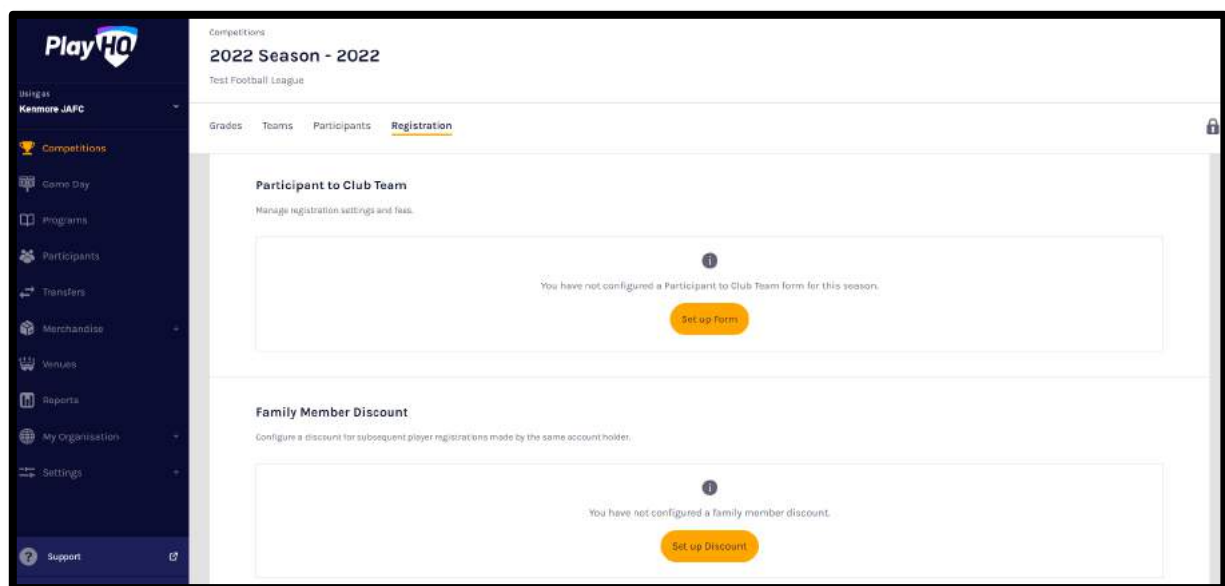
Registration Setup – Registration Form (cont)

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.



Registration Setup – Family Member Discount (cont)

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.

The screenshot shows the 'Family Member Discount' configuration page. On the left is a dark sidebar with the PlayHQ logo and a menu including 'Using as Kenmore J AFC', 'Competitions', 'Game Day', 'Programs', 'Participants', and 'Transfers'. The main content area is titled 'Family Member Discount' and has 'Save' and 'Cancel' buttons in the top right. Below the title is a section 'Configure family member discount'. It contains a 'Status' toggle switch which is turned on, with a note: 'Discount will be applied to any additional players registering to Test Football League, 2022 Season, 2022 with the same linked account.' Below this is a 'Discount*' field with a text input showing '20' and a percentage symbol '%'. At the bottom right of the main content area is a 'Manage' button.

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**. To make changes to the registration form settings you can click on the **Manage** button.

The screenshot shows the 'Registrations' page for the '2022 Season - 2022' of the 'Test Football League'. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'Grades', 'Teams', 'Participants', and 'Registration' (which is selected). Below the tabs is a section 'Participant to Club Team' with a message: 'You have not configured a Participant to Club Team form for this season.' and a 'Set up Form' button. Below this is a section 'Family Member Discount' with a 'Manage' button. At the bottom, there is a table showing the discount status:

Status	Discount
ACTIVE	20%

10. 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**.



Competitions > 2022 Season > 2022 > Kenmore Senior Men

Kenmore Senior Men

Players Registrations

Players [Edit Player Numbers](#)

ID	NAME	DOB	GAMES PLAYED	
1	Braxton Archer	08 Jun 2012	1	Unallocate
21	Tony Saunders	01 Jun 2012	1	Unallocate

Grade Details

GRADE
Senior Men A

FINALS ELIGIBILITY
3 Games



Competition Management (cont)

Awards

This feature is in the process of being built.

Competition Management (cont)

Player Points

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

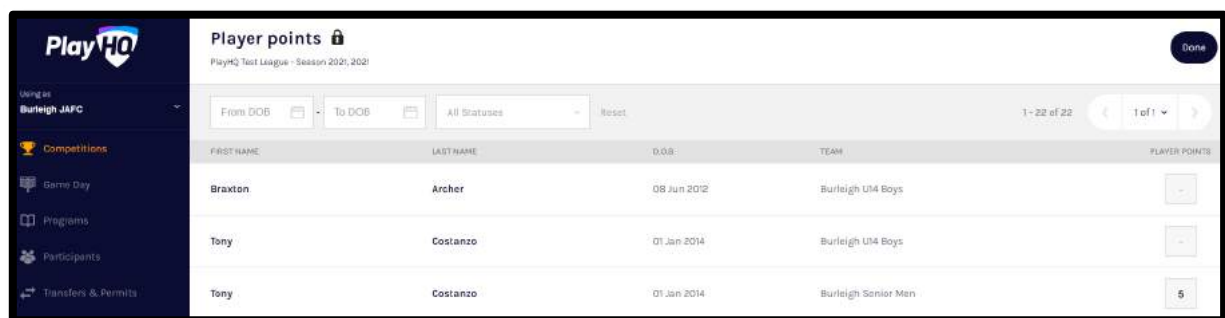
Setting Player Points to Players

If the **Association** 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 hand menu click on **Competitions** and click on the **View** button for the **Competition**. On the **Grades** page click on the **More** tab and select **Player Points**.



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



Competition Management – Setting Player Points to Players (cont)

On the **Player points** page if the **Association** 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 screenshot shows the 'Player points' page for the 'Burleigh J AFC' club. The page has a sidebar with navigation options: Competitions, Game Day, Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, and My Organisation. The main content area displays a table of players with columns for First Name, Last Name, D.O.B, Team, and Player Points. The table lists six players, with the last five having points entered in the 'Player Points' column. A green confirmation message at the bottom states 'Successfully updated player points.' The top right corner has an 'Update Changes' button and a 'Cancel' button.

FIRST NAME	LAST NAME	D.O.B	TEAM	PLAYER POINTS
Braxton	Archer	08 Jun 2012	Burleigh U14 Boys	-
Tony	Costanzo	01 Jan 2014	Burleigh U14 Boys	-
Tony	Costanzo	01 Jan 2014	Burleigh Senior Men	5
Tony	Costanzo	01 Jan 2014	Burleigh Senior Women	1
Tony	Costanzo	01 Jan 2014	Burleigh Senior Women	1
Tony	Costanzo	01 Jan 2014	Burleigh Senior Women	1

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.

This screenshot shows the 'Player points' page after the update. A green confirmation message at the top states 'Successfully updated player points.' The table of players is still visible, but the 'Player Points' column is now empty. The top right corner now has a 'Done' button instead of the 'Update Changes' button.

FIRST NAME	LAST NAME	D.O.B	TEAM	PLAYER POINTS
Braxton	Archer	08 Jun 2012	Burleigh U14 Boys	-
Tony	Costanzo	01 Jan 2014	Burleigh U14 Boys	-
Tony	Costanzo	01 Jan 2014	Burleigh Senior Men	-
Tony	Costanzo	01 Jan 2014	Burleigh Senior Women	-
Tony	Costanzo	01 Jan 2014	Burleigh Senior Women	-
Tony	Costanzo	01 Jan 2014	Burleigh Senior Women	-



Competition Management (cont)

Contracts Module

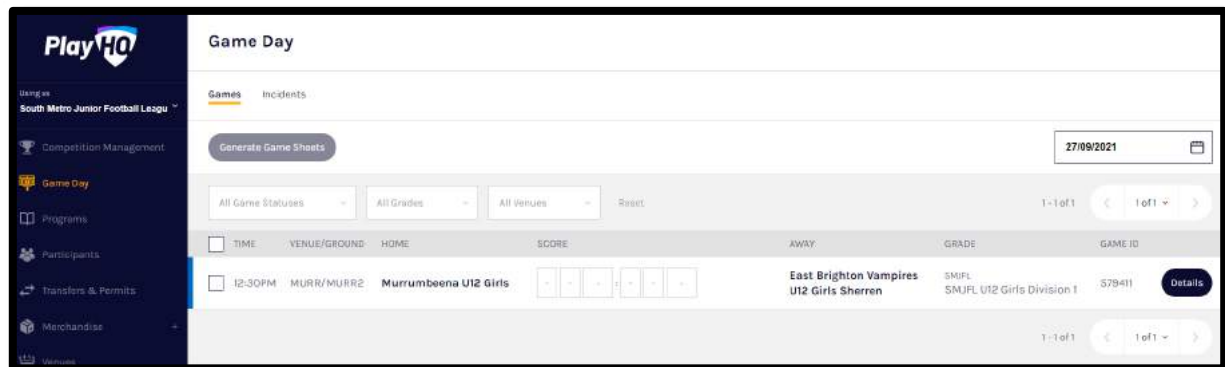
This feature is in the process of being built.

11. Game Day

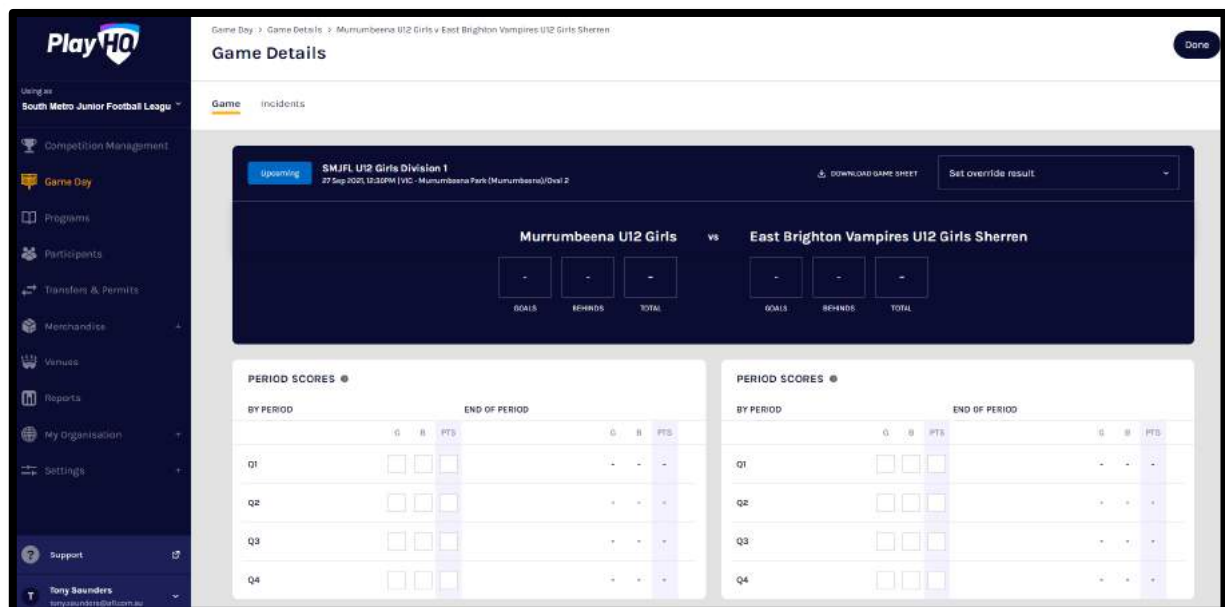
Create Line-up

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 association level to confirm final line-ups and provide assistance to Clubs if required.

In the left hand 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 hand corner will not be available until the grade restrictions have been met.

Game Day - Create Line-up (cont)

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

Add line-up
East Brighton Vampires U12 Girls Sherren

Players
A minimum of 8 and a maximum of 22 players are required for this game.

Out	Line-up (8/22)
6 Amelia Harris	2 Phoebe Fyfe
7 Pippa Jacobson	3 Isla Lewis
30 Clementine Pitts	4 Luella Hall
- Sienna McPherson	5 Eleanor Bailey
- Sophie Nilsson	14 Georgia Naughton
- Andie Sherren	15 Camille Marlow
- Ava Stewart	23 Genevieve Brooks
- Milla Teelow	23 Zahra Stevens
- Poppy Tresise	

Save Team Selection **Back**

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 **Save Team Selection** button in the top right hand corner.

Add coaching staff
East Brighton Vampires U12 Girls Sherren

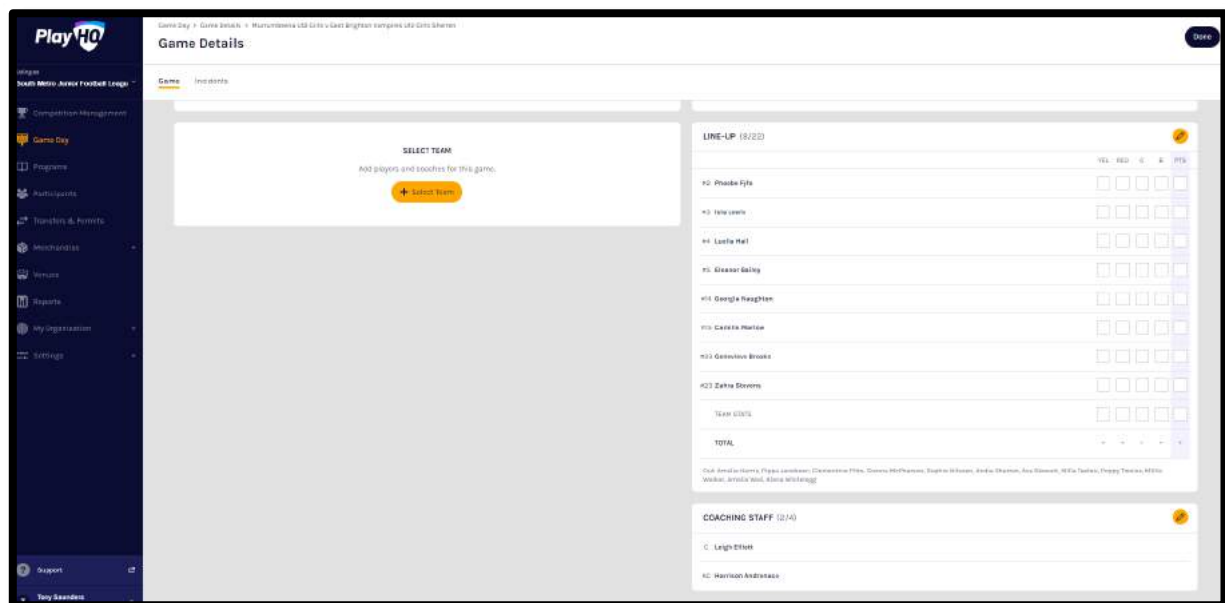
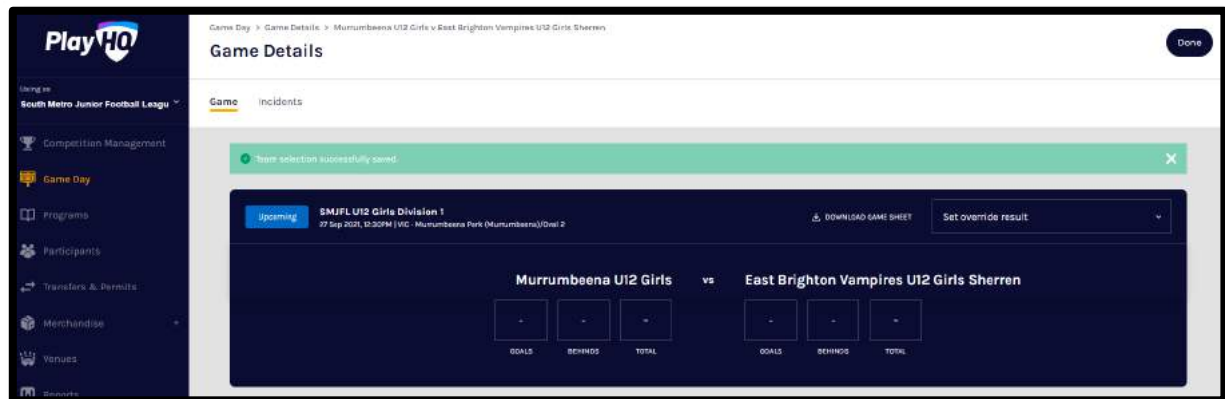
Coaching Staff
A minimum of 1 and a maximum of 4 coaches are required for this game.

Out	In (2/4)
There are no coaches listed as out.	Coach
	Leigh Elliott
	Assistant Coaches
	Harrison Andronaco

Save Team Selection **Back**

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** and **Coaching Staff** areas will be updated.



Game Day (cont)

Edit Line-up

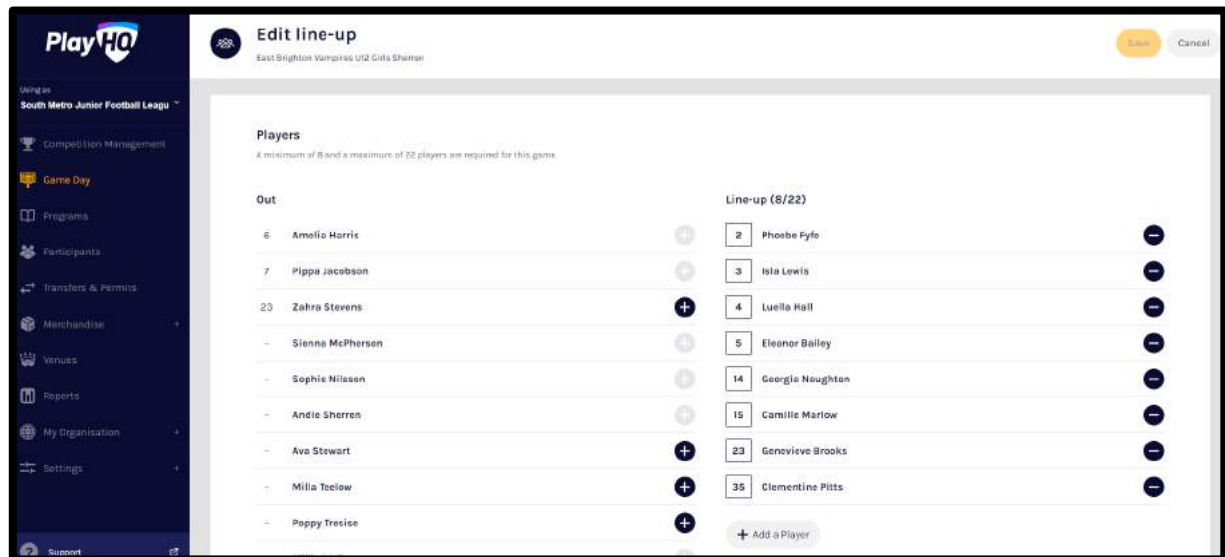
On the **Game Details** page in the **Line-up** area click on the icon. On the **Edit line-up** page click on the icon to remove players from the **Line-up** to **Out** and click on the icon to add players from **Out** to the **Line-up**. Click on the **Save** button in the top right hand corner.

Edit Coaching Staff

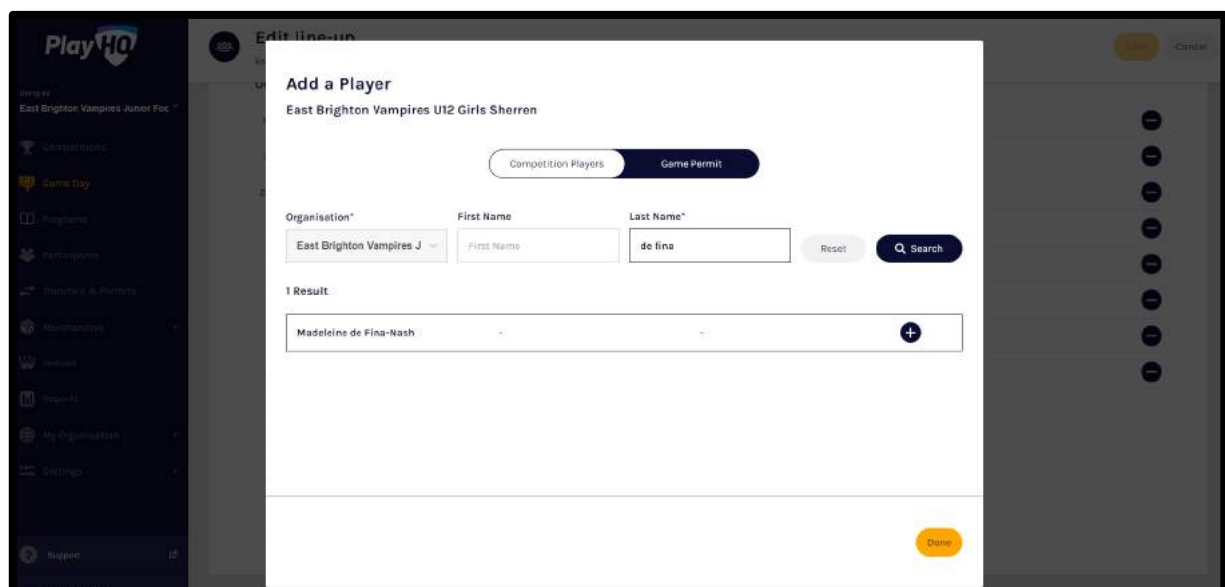
On the **Game Details** page in the **Coaching Staff** area click on the icon. On the **Edit Coaching Staff** page click on the icon to remove the coach or assistant coaches from **In** to **Out** and click on the icon to add the coach or assistant coaches from **Out** to **in**. Click on the **Save**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

Add Unallocated Players to Line-up

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.



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 hand corner.



Add Unallocated Players to Line-up (cont)

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 hand corner.

Edit line-up
East Brighton Vampires U12 Girls Sherrin

Players
A minimum of 8 and a maximum of 22 players are required for this game.

Out	Line-up (9/22)
6 Amelia Harris	2 Phoebe Fyfe
7 Pippa Jacobson	3 Isla Lewis
23 Zahra Stevens	4 Luella Hall
- Sienna McPherson	5 Eleanor Bailey
- Sophie Nilsson	14 Georgia Naughton
- Andie Sherren	15 Camille Marlow
- Ava Stewart	23 Genevieve Brooks
- Millie Teelow	35 Clementine Pitts
- Poppy Tresise	- Madeleine de Fina-Nash*
- Millie Walker	

+ Add a Player

Save **Cancel**

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 hand corner.

Game Details
Game Day > Game Details > Murrumbidgee U12 Girls v East Brighton Vampires U12 Girls Sherrin

Game

LINE-UP (9/22)

YEL	RED	G	B	PTS
#2 Phoebe Fyfe				
#3 Isla Lewis				
#4 Luella Hall				
#5 Eleanor Bailey				
#14 Georgia Naughton				
#15 Camille Marlow				
#23 Genevieve Brooks				
#35 Clementine Pitts				
- Madeleine de Fina-Nash*				
TEAM STATS				

Done

Game Permits

Please note to able to use the Game Permit feature to permit players between different Associations 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 Association Admin to allocate the Player with the relevant Player Point value.

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.

Edit line-up
East Brighton Vampires U12 Girls Season

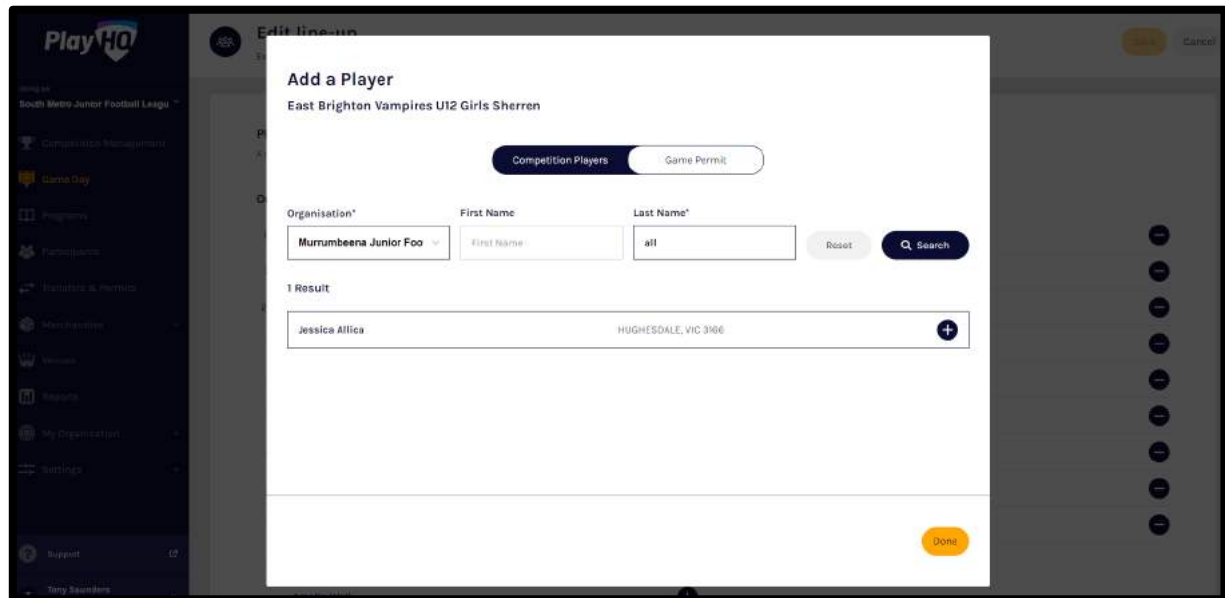
Players
A minimum of 8 and a maximum of 22 players are required for this game.

Out	Line-up (9/22)
6 Amelia Harris	2 Phoebe Fyfe
7 Pippa Jacobson	3 Isla Lewis
23 Zahra Stevens	4 Luella Hall
- Sienna McPherson	5 Eleanor Bailey
- Sophie Nilsson	14 Georgia Naughton
- Andie Sherren	15 Camille Marlow
- Ava Stewart	23 Genevieve Brooks
- Millie Teelow	35 Clementine Pitts
- Poppy Tresise	- Madeleine de Fina-Nash*
- Millie Walker	

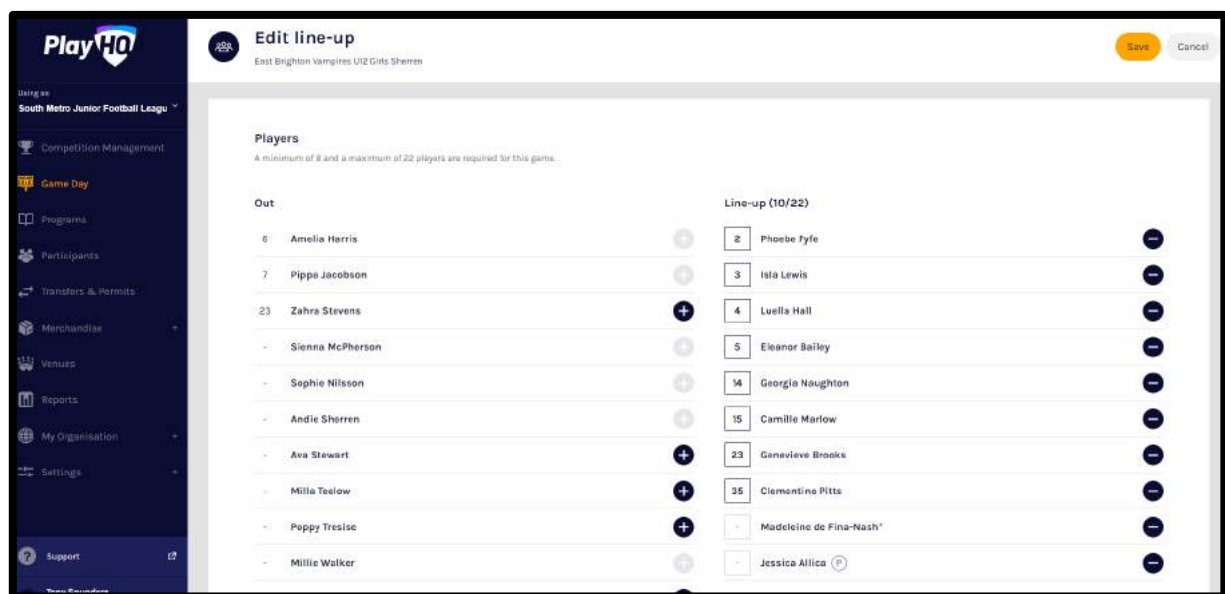
+ Add a Player

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 hand corner.

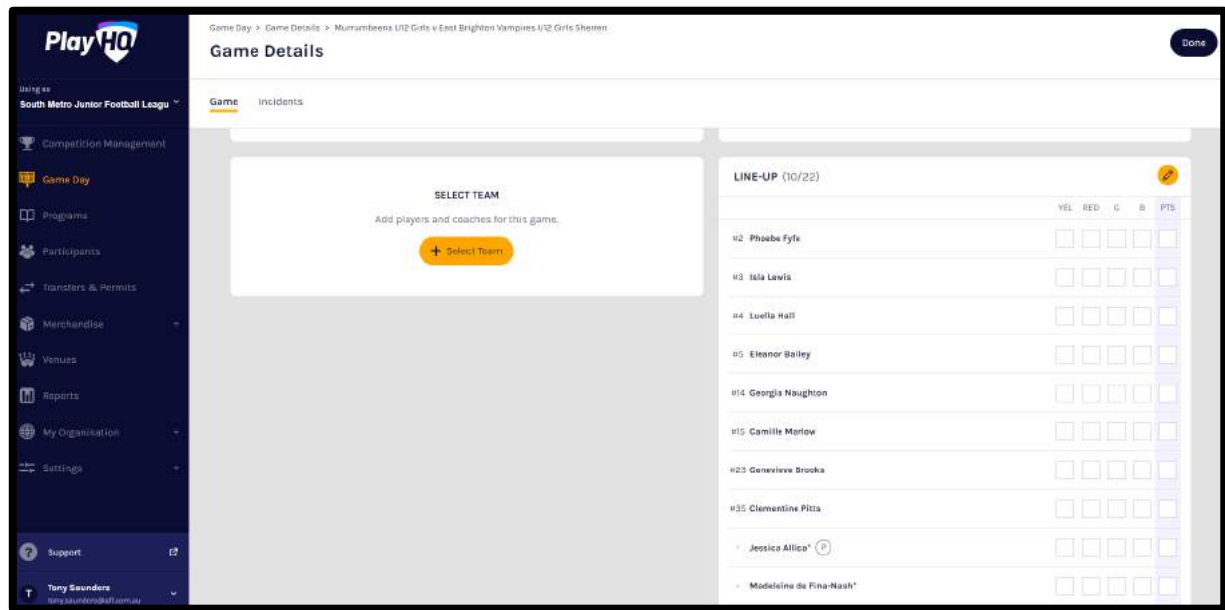


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up** with a **P** icon. You can add the player's jumper number and click on the **Save** button in the top right hand corner.



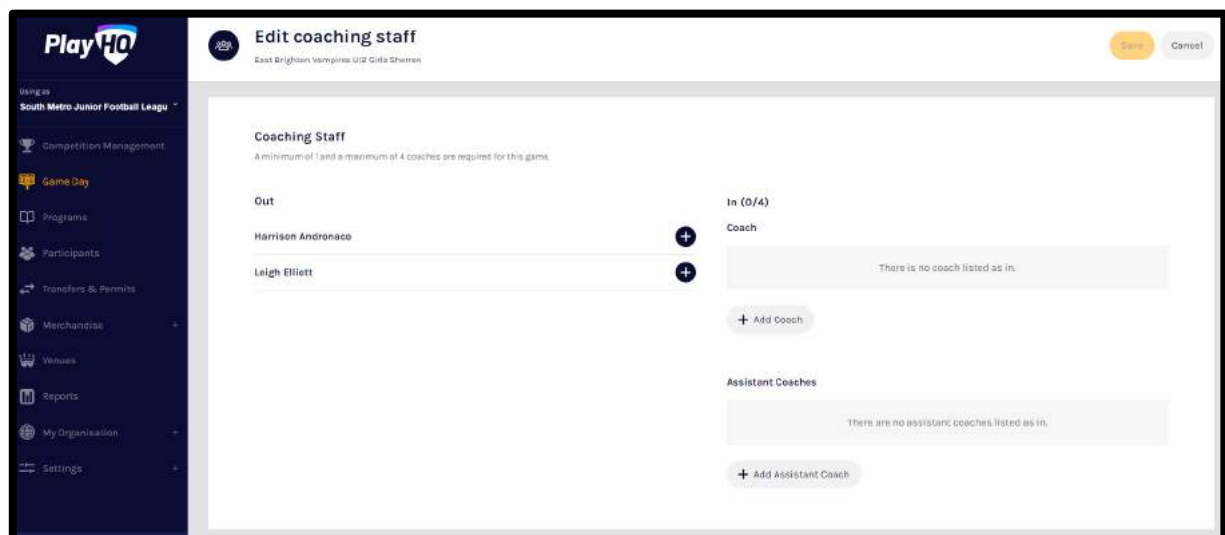
Game Permits (cont)

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 hand corner.



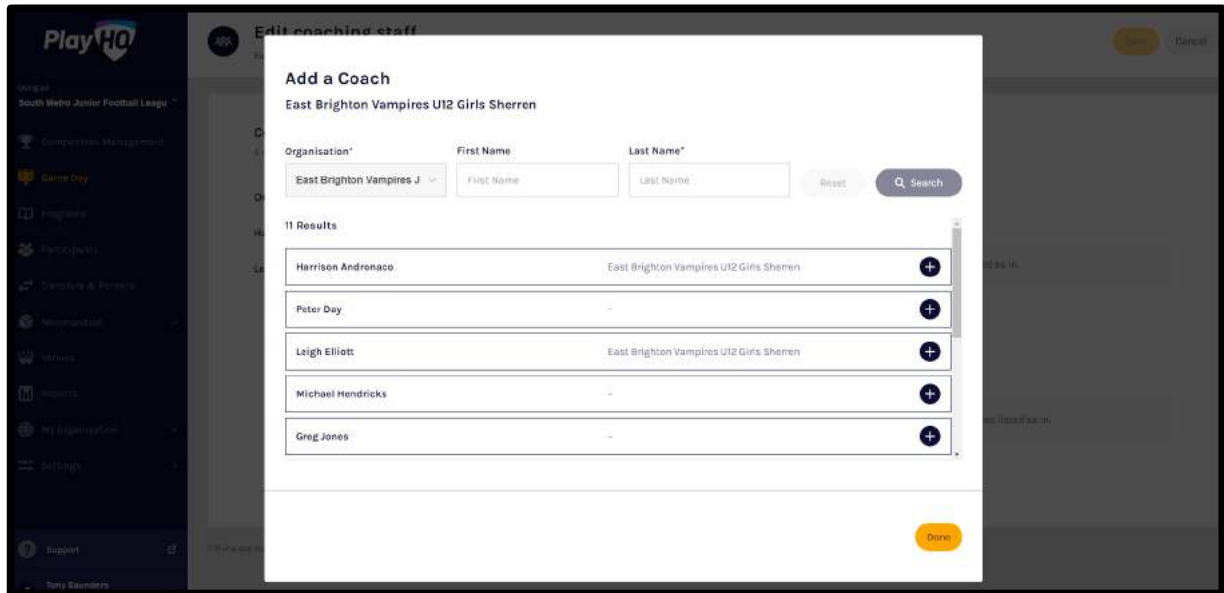
Add Unallocated Coach to Coaching Staff

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.

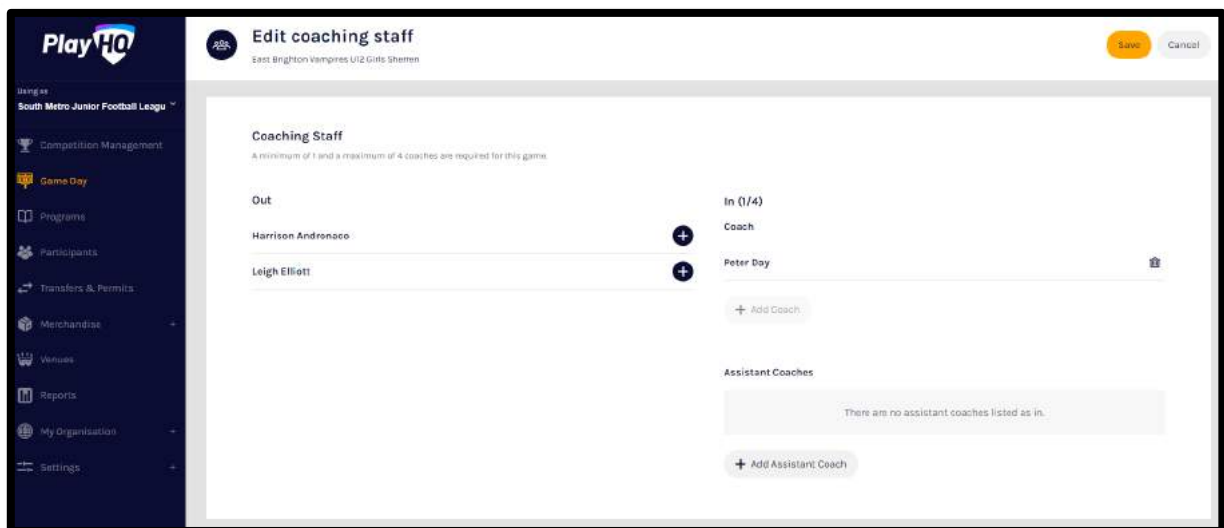


Add Unallocated Coach to Coaching Staff (cont)

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 hand corner.

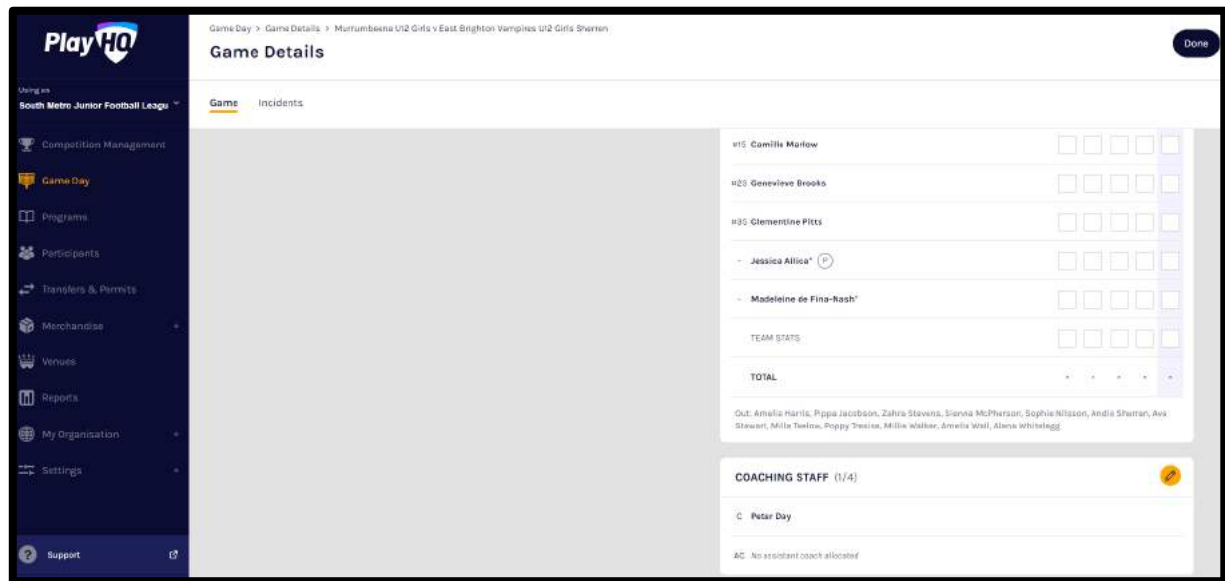


You will be returned to the **Edit Coaching staff** page and the **Coach** will be in the **In** area. Click on the **Save** button in the top right hand corner.



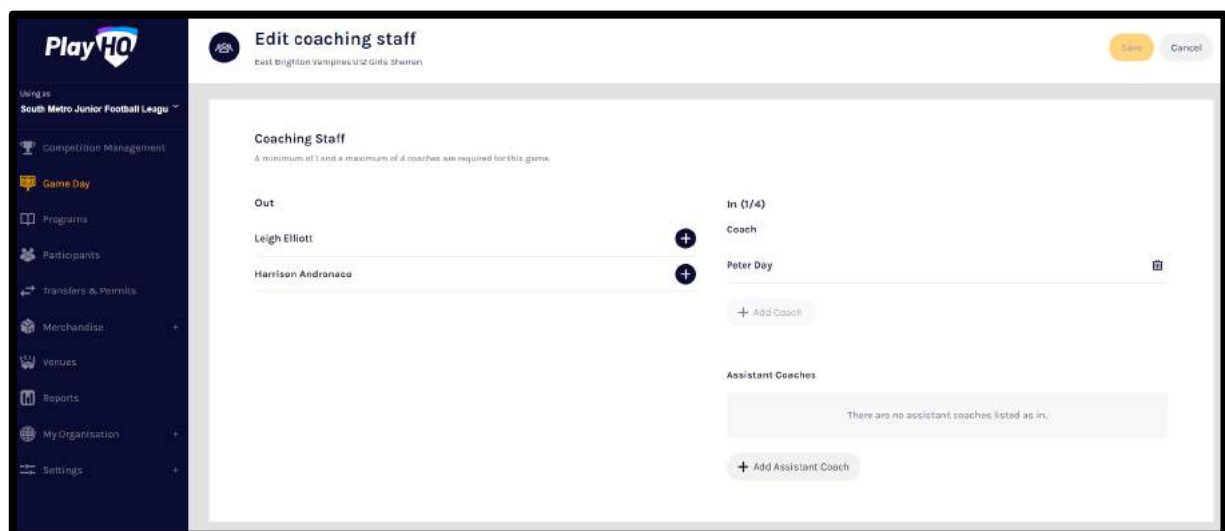
Add Unallocated Coach to Coaching Staff (cont)

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 hand corner.



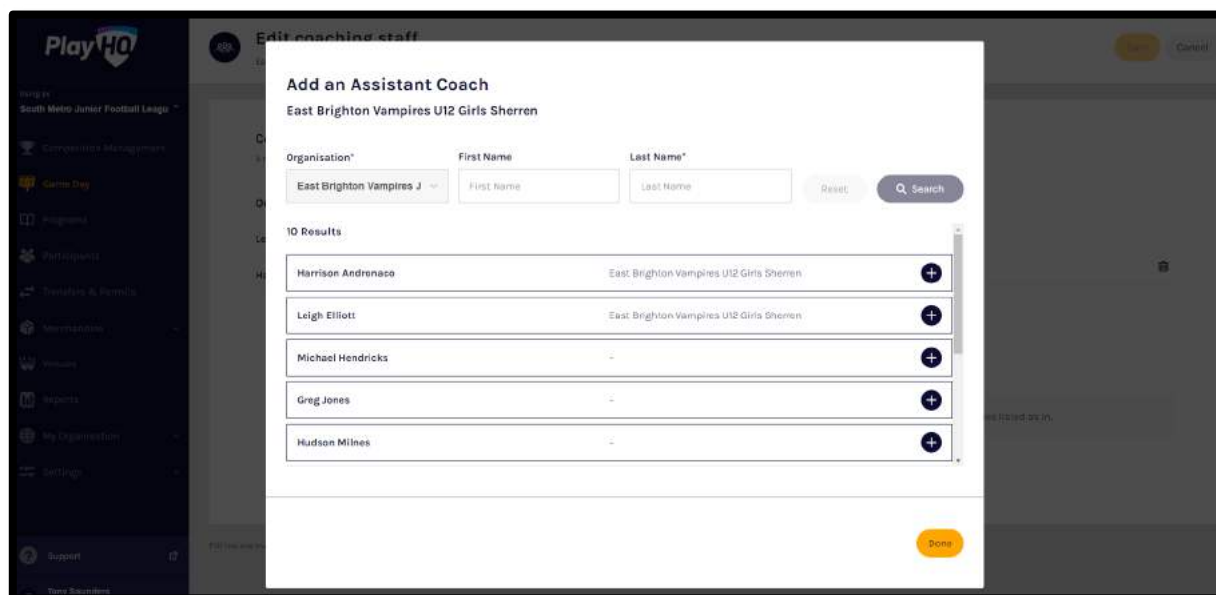
Add Unallocated Assistant Coaches to Coaching Staff

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.

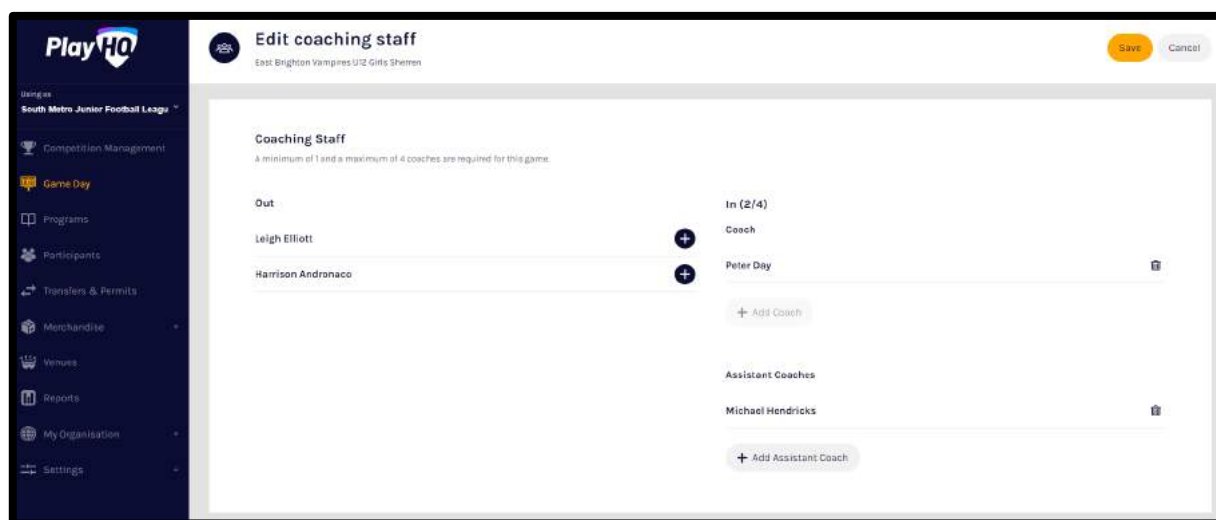


Add Unallocated Assistant Coach to Coaching Staff (cont)

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 hand corner.

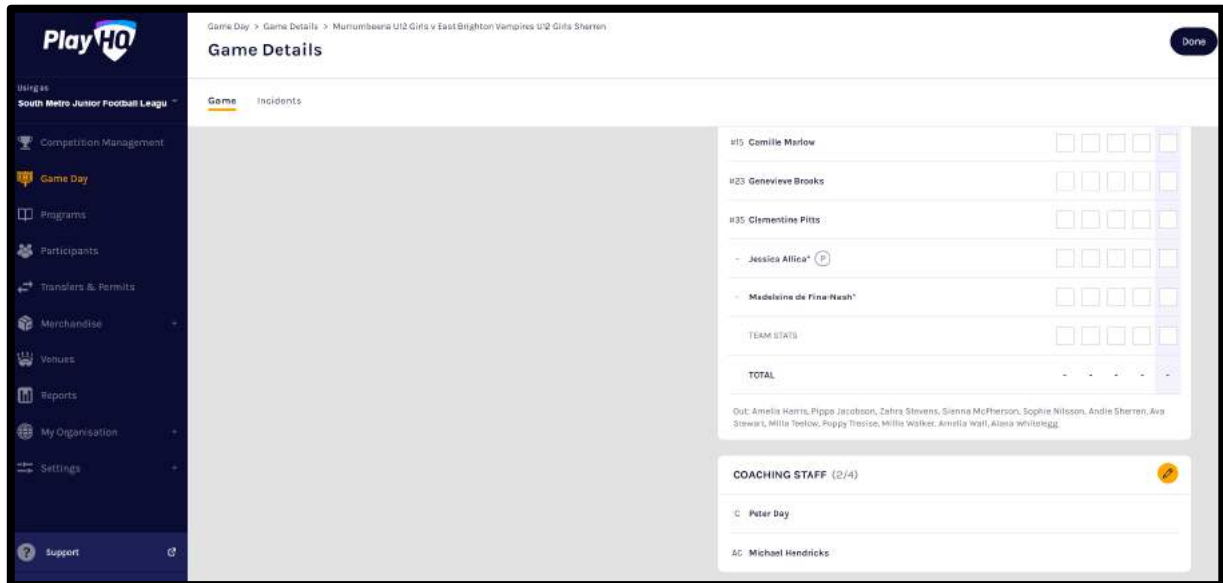


You will be returned to the **Edit Coaching staff** page and the **Assistant Coach** will be in the **In** area. Click on the **Save** button in the top right hand corner.



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 hand corner.



The screenshot shows the PlayHQ interface for a game. The left sidebar contains navigation options: Usage, South Metro Junior Football League, Competition Management, Game Day (highlighted), Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area is titled 'Game Details' and shows the game 'Munumbeara U12 Girls v East Brighton Vampires U12 Girls Sherrin'. The 'Game' tab is selected. On the right, there is a 'Line-up' section with a table of players and their positions. Below this, the 'COACHING STAFF (2/4)' section is visible, showing 'Peter Day' as the Coach and 'Michael Handricks' as the Assistant Coach. A 'Done' button is located in the top right corner of the game details area.

Player	Position	Number
Camille Marlow		15
Genevieve Brooks		23
Clementine Pitts		35
Jessica Alliea*	P	
Madeleine de Fine Nash*		
TEAM STATS		
TOTAL		

Out: Amelia Harris, Pippa Jacobson, Zahra Stevens, Sienna McPherson, Sophie Nilsson, Andie Sherrin, Ava Stewart, Milla Tedlow, Poppy Tresise, Millie Walker, Amelia Wall, Alana Whitelegg.

COACHING STAFF (2/4)

C Peter Day

AC Michael Handricks

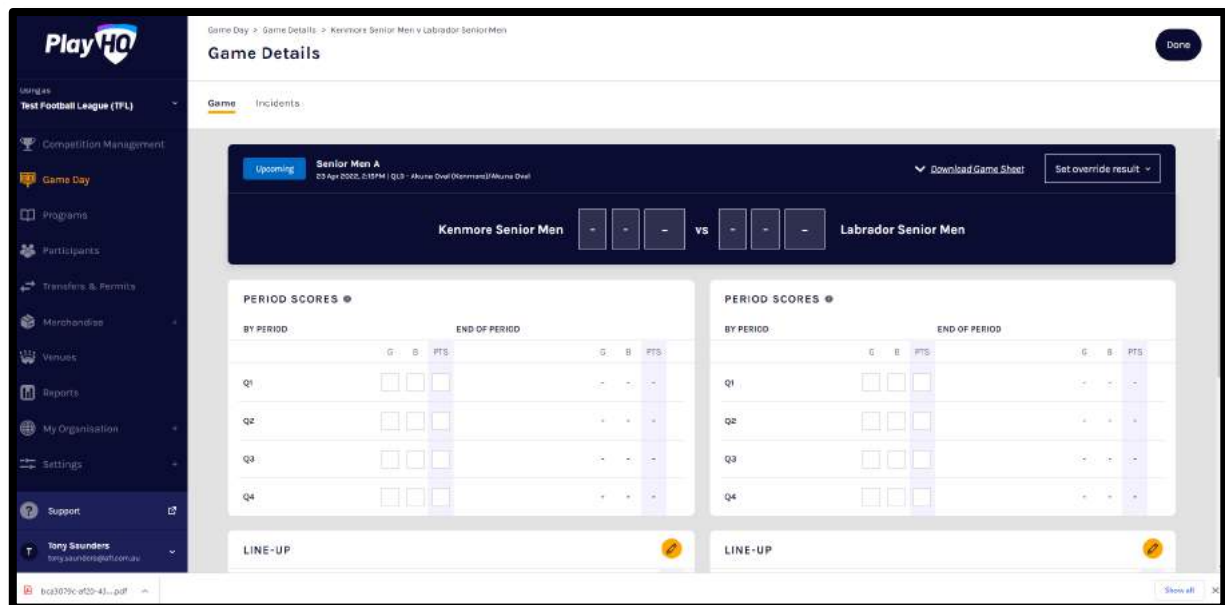
Game Day (cont)

Game Sheet

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



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



Game Day (cont)

Add Match Results & Player Statistics

In the left hand 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 **Association**.

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 PlayHQ Game Day interface for the Test Football League (TFL). The left sidebar contains navigation options: Competition Management, Game Day (selected), Programs, Participants, Transfers, Merchandise, Venues, Reports, and My Organisation. The main content area is titled 'Game Day' and includes a 'Generate Game Sheets' button and a date selector set to 02/04/2022. Below these are filters for 'All Game Statuses', 'All Grades', and 'All Venues'. A table displays three matches:

TIME	VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
2:15PM	KENM/KENM	Kenmore Senior Men	15 12 102 5 6 36	Coomera Senior Men	2022 Season Senior Men A	235574
2:15PM	BURL/BURL	Burleigh Senior Men	66 54	Caloundra Senior Men	2022 Season Senior Men A	b484be
2:15PM	LABR/LABR	Labrador Senior Men	12 11 83 10 18 70	Calamvale Senior Men	2022 Season Senior Men A	a90261

Each match row includes a 'Details' button. The bottom of the table shows pagination: '1-3 of 3' and '1 of 1'.

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 PlayHQ Game Day interface after the results have been saved. A green notification banner at the top states 'Successfully updated game results.' The match results table is updated to show the outcome of each game:

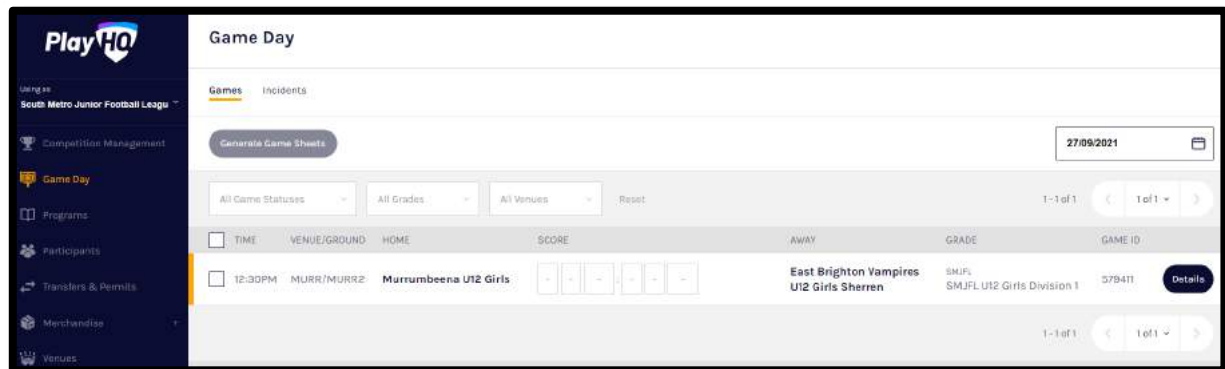
TIME	VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
2:15PM	KENM/KENM	Kenmore Senior Men	Win	Coomera Senior Men	2022 Season Senior Men A	235574
2:15PM	BURL/BURL	Burleigh Senior Men	Win	Caloundra Senior Men	2022 Season Senior Men A	b484be
2:15PM	LABR/LABR	Labrador Senior Men	Win	Calamvale Senior Men	2022 Season Senior Men A	a90261

The 'Details' buttons remain visible for each match. The notification banner includes a close button (X) in the top right corner.

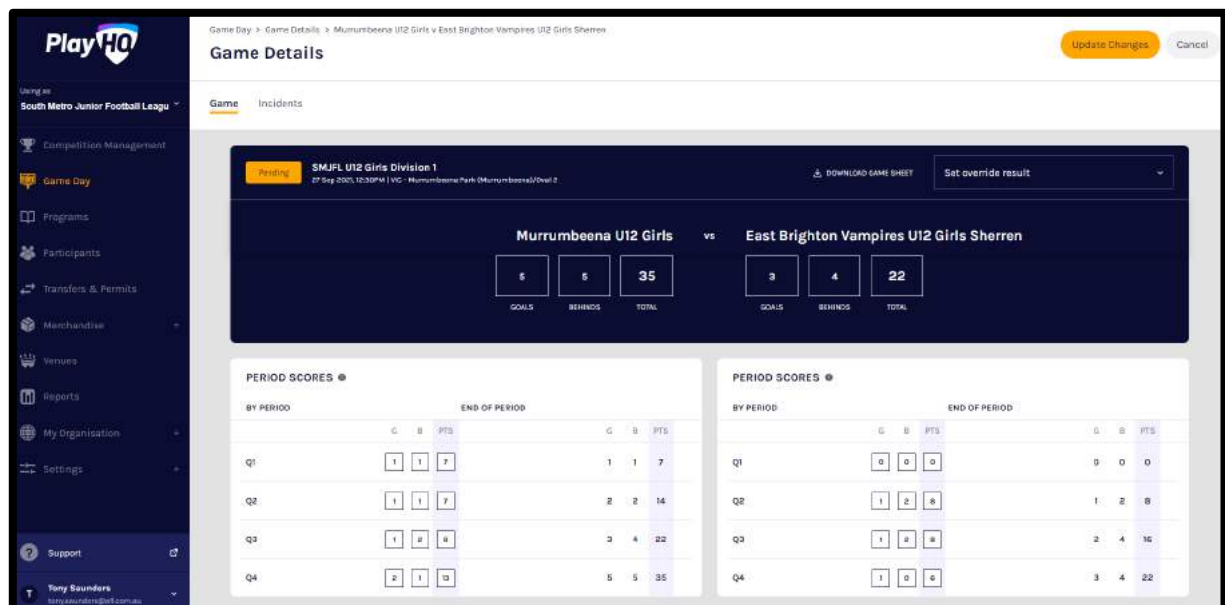
At this point the **Score** areas will be locked and further changes cannot be made on this page. If you wish to edit the scores click on the **Details** button for the match.

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** had the player statistics – **YEL** means yellow cards, **RED** means Red cards, **G** means goals and **B** means behinds. Click on the **Update Changes** button in the top right hand corner.

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

The page will update with a confirmation message.

The screenshot shows the 'Game Details' page for a match between Murrumbena U12 Girls and East Brighton Vampires U12 Girls. The match is finalized, and the results are displayed as follows:

Team	Goals	Behinds	Total
Murrumbena U12 Girls	5	5	35
East Brighton Vampires U12 Girls	3	4	22

Below the main score, there are two 'PERIOD SCORES' tables. The first table shows scores for the first quarter (Q1) and the second quarter (Q2). The second table shows scores for the third quarter (Q3) and the fourth quarter (Q4).

If you have made a mistake or wish to further details click on the **Edit Result** 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.

The screenshot shows the 'Game Day' page with a list of games. The first game listed is:

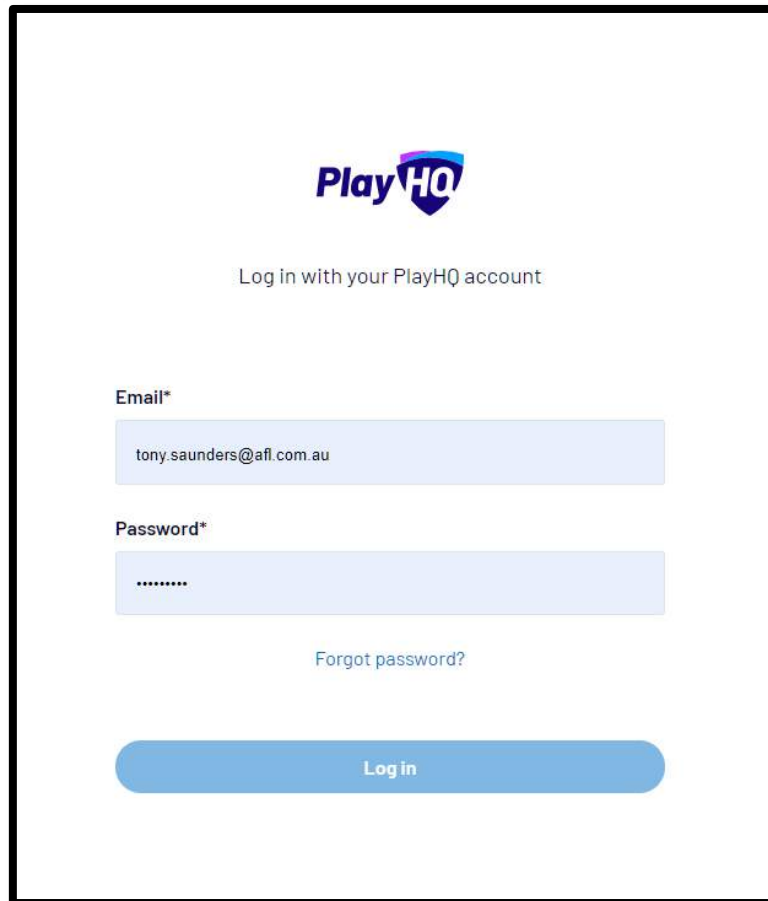
TIME	VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
12:30PM	MURR/MURR2	Murrumbena U12 Girls Win	5 5 35	East Brighton Vampires U12 Girls Loss	SMJFL SMJFL U12 Girls Division 1	579411

The page includes a 'Generate Game Sheets' button and a 'Details' button for the first game.

Game Day (cont)

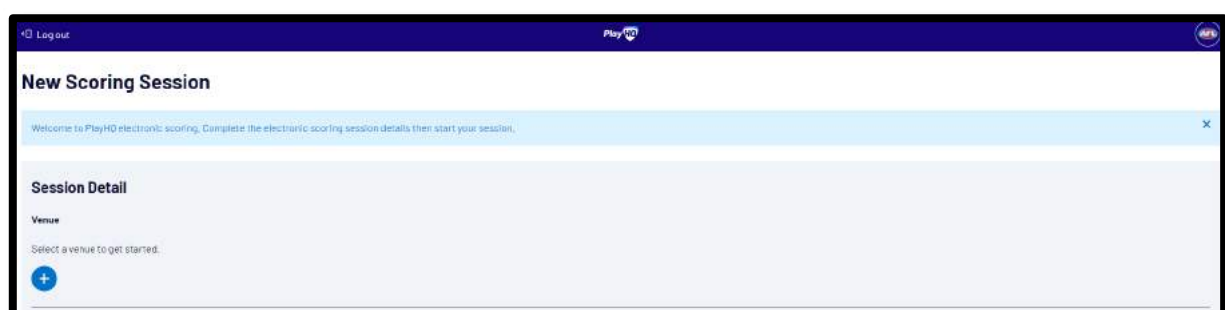
LiveScore

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 form for PlayHQ. At the top is the PlayHQ logo. Below it is the text "Log in with your PlayHQ account". 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 is a dark blue header with "Logout" and "PlayHQ" links. Below the header is a light blue banner with the text "Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start your session." Below the banner is a "Session Detail" section with a "Venue" label and the text "Select a venue to get started." There is a blue plus button in the bottom left corner.

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. A modal titled 'Venue' is open, displaying a search bar with 'jimb' entered. Below the search bar, a list of venues is shown, with 'QLD - Glenlog Park (Jimbomba)' selected. A blue plus icon is visible next to the selected venue.


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.

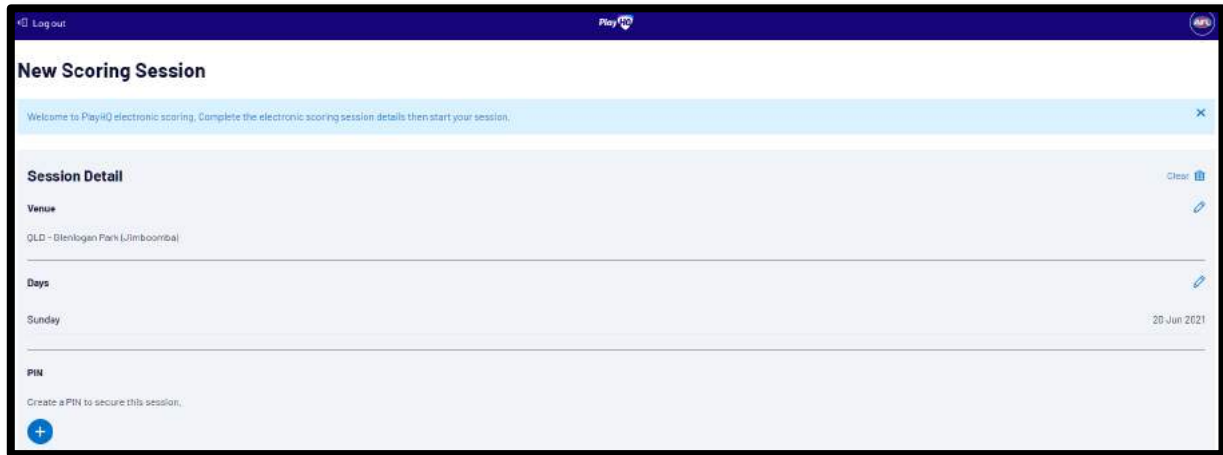
The screenshot shows the 'New Scoring Session' page. A modal titled 'Days' is open, displaying a list of days from 'Today' to 'Sunday'. The 'Sunday' option is selected, indicated by a blue checkmark. A blue plus icon is visible at the bottom left of the modal.

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

The screenshot shows the 'New Scoring Session' page. A modal titled 'Days' is open, displaying a list of days from 'Today' to 'Sunday'. The 'Sunday' option is selected, indicated by a blue checkmark. A blue plus icon is visible at the bottom left of the modal. The 'Add' button is highlighted at the bottom of the page.

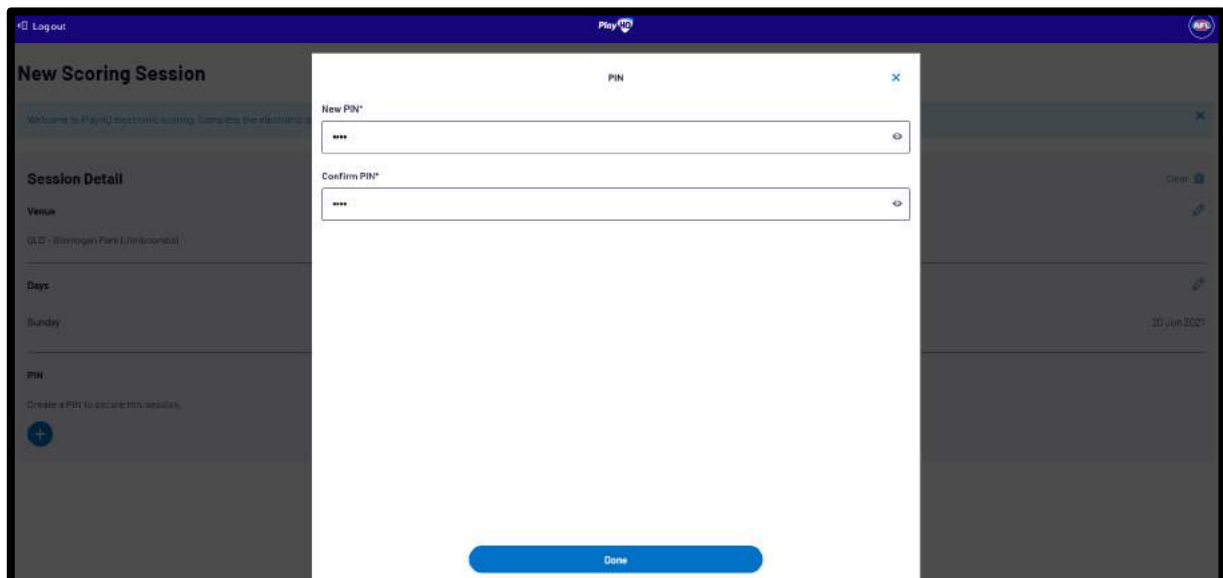
Game Day - LiveScore (cont)

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. At the top, there is a 'Log out' link and the 'PlayHQ' logo. Below the header, a welcome message states: 'Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start your session.' The main section is titled 'Session Detail' and contains three fields: 'Venue' (QLD - Ellenbogen Park (Jimbomba)), 'Days' (Sunday), and 'PIN'. The 'PIN' field has a sub-label 'Create a PIN to secure this session.' and a blue plus icon button. A 'Clear' button is visible next to the 'Venue' field. The date '20-Jun-2021' is displayed at the bottom right of the session details.

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



The screenshot shows the 'PIN' creation modal. It has a title 'PIN' and a close button. The modal contains two input fields: 'New PIN*' and 'Confirm PIN*'. Both fields have a password icon (an eye with a slash) to the right. At the bottom of the modal is a blue 'Done' button. The background shows the 'New Scoring Session' page with the session details visible.

Game Day - LiveScore (cont)

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

New Scoring Session

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

Session Detail

Venue
GLD - Glenlog Park (Jimbomba)

Days
Sunday

PIN

Start Session

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

Home

GLD - Glenlog Park (Jimbomba)

Sunday 20 Jun 2021

Completed 0/1

Published 0/1

Court

No.1 Oval

No.1 Oval

Upcoming Completed

Jimbomba U14 Boys	0	0	0
Burleigh U14 Boys	0	0	0

PlayHQ Test League
Telstra U14 Boys
9:00 - 11:00 AM

Game Day - LiveScore (cont)

Click on the **Match** and you will be taken to the **Electronic Scoring** page. The **Teams** will show with the **Players** that have been selected in the **Line-up**.

The screenshot shows the PlayHQ Electronic Scoring interface for a match between Jimboomba U14 Boys and Burleigh U14 Boys. The top bar displays the time as 15:00 and a 'Start' button. Below the team names, there are sections for 'Team Fouls', 'Line-Up', and 'Coaching Staff'. The 'Line-Up' section for Burleigh U14 Boys lists three players: Braxton Archer (number 1), Tony Costanzo (number 15), and Tony Saunders (number 21). Each player has a row of statistics: Yellow, Red, Goal, and Send. All statistics are currently 0. There are '+ Add' buttons for both the Line-Up and Coaching Staff sections. At the bottom, there is a 'Card' button and a score display showing 6 to 1.

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

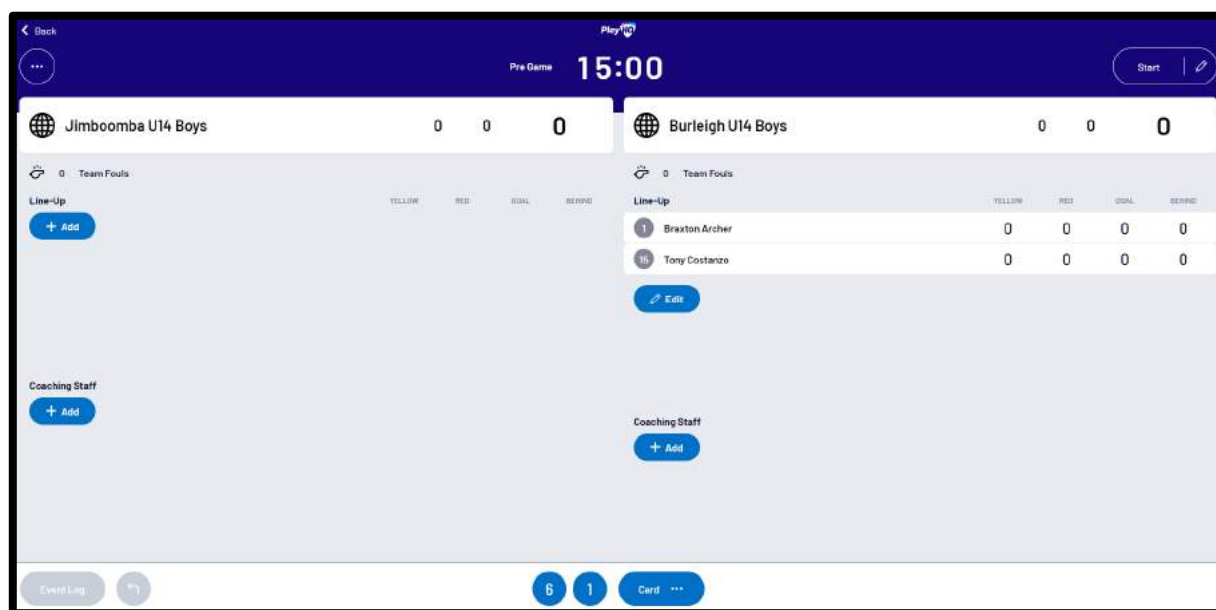
This screenshot shows the 'Add Players' modal for Burleigh U14 Boys. It features two main sections: 'Roster' and 'Line-up'. The 'Roster' section is currently empty. The 'Line-up' section lists three players: Braxton Archer (number 1), Tony Costanzo (number 15), and Tony Saunders (number 21). Each player has a minus icon to its right. There is a '+ Add Fill-in' button at the bottom right of the Line-up section. The modal also has 'Cancel' and 'Done' buttons at the top.

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** in the top right corner.

This screenshot shows the 'Add Players' modal for Burleigh U14 Boys after a player has been removed. The 'Roster' section now contains one player: Tony Saunders (number 21). The 'Line-up' section still lists Braxton Archer (number 1) and Tony Costanzo (number 15). The minus icon next to Tony Saunders in the Roster is highlighted with a blue circle. The modal also has 'Cancel' and 'Done' buttons at the top.

Game Day - LiveScore (cont)

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**.



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 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.

Confirm Result

Team	Goals	Behinds	Total Points
Jimboomba U14 Boys	4	2	26
Burleigh U14 Boys	4	2	26

Jimboomba U14 Boys and Burleigh U14 Boys drew

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

PIN

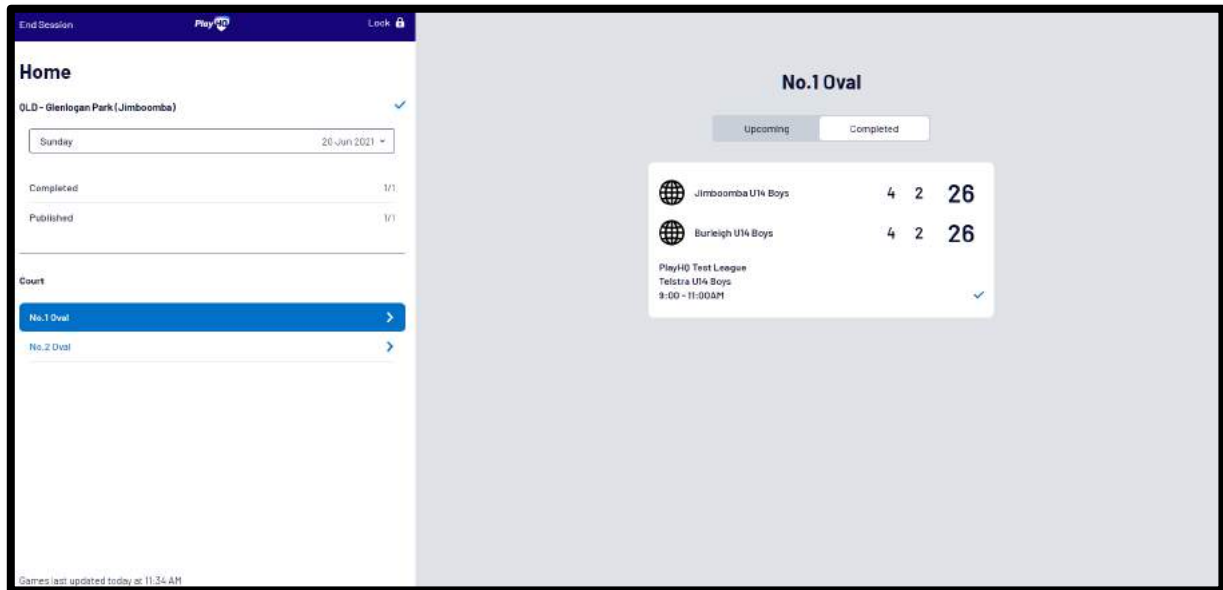
Please enter the device's PIN to confirm the game result :

Forgot PIN?

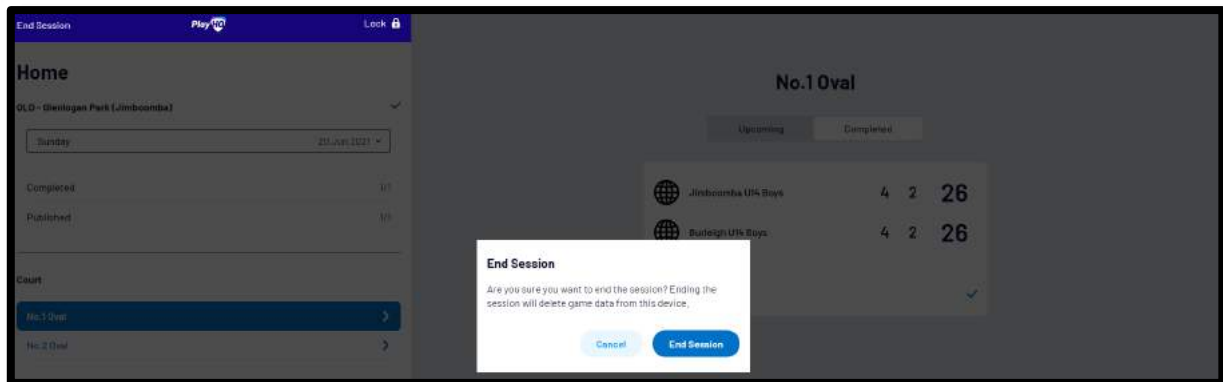
Cancel Confirm

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.

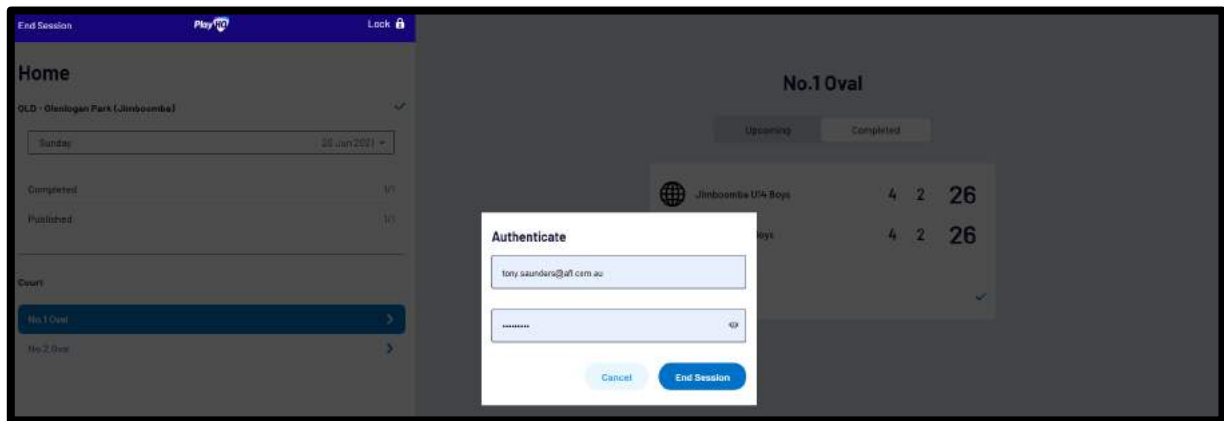


Before closing the page click on the **End Session** button in the top left corner and the **End Session** pop up will appear.



Game Day - LiveScore (cont)

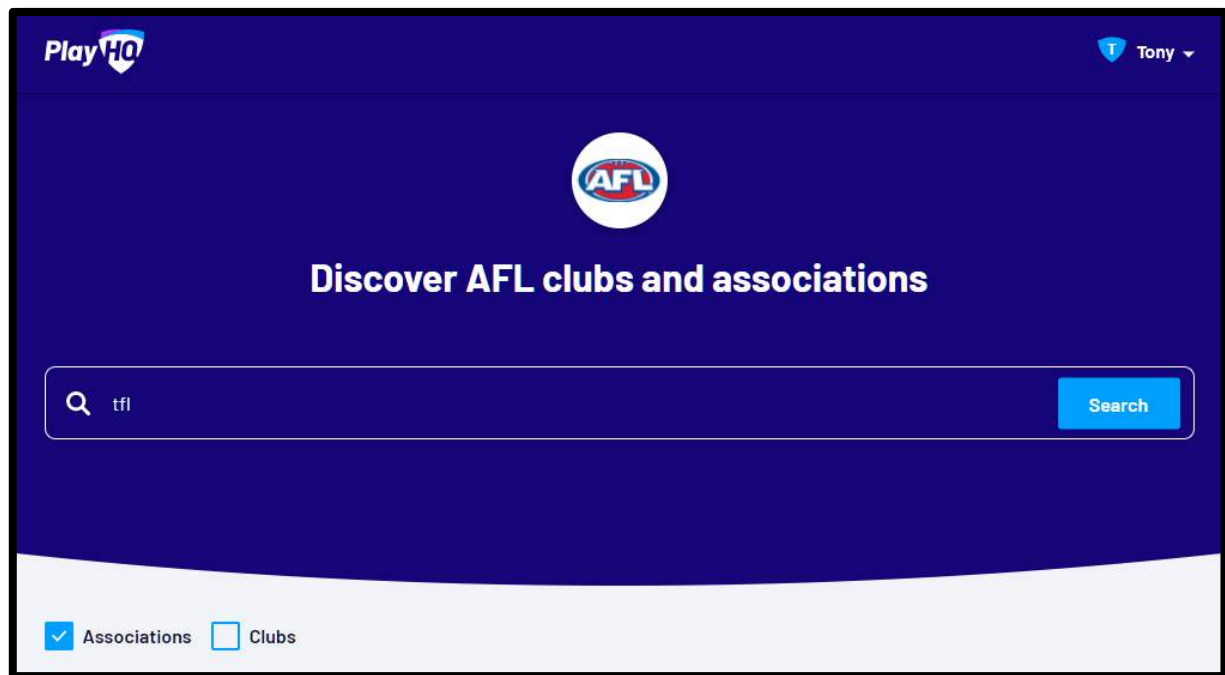
Click on the **End Session** button and the **Authenticate** pop up will appear.



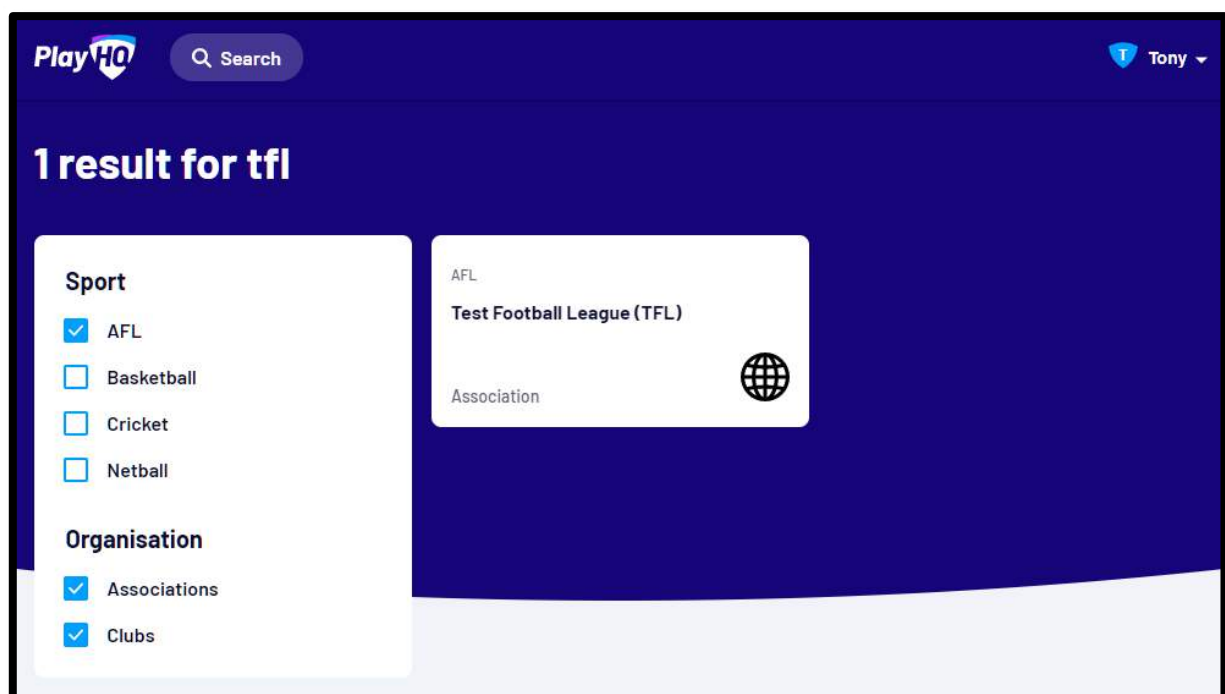
Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

12. Access / View Fixtures, Ladders & Results

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



Click on the **Competition**.



Access / View Fixtures, Ladders & Results (cont)

Click on the **Select** button for the **Competition** you want to view.

Test Football League (TFL)

AFL

[Fixtures & Ladders](#)
[Register](#)

1 Select a Season

2 Select a Grade

2021 Season

2021	01 Mar 2021 – 30 Sep 2021	ACTIVE	Select →
------	---------------------------	--------	----------

2022 Season

2022	01 Apr 2022 – 30 Sep 2022	UPCOMING	Select →
------	---------------------------	----------	----------

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

Test Football League (TFL)

AFL

[Fixtures & Ladders](#)
[Register](#)

← 1 Select a Season

2 Select a Grade

2022 Season

2022

UPCOMING

All days ▾

All genders ▾

All age groups ▾

Reset

GRADE	DAY	GENDER	AGE GROUP
Senior Men	Sunday	Men	Senior

Select →

Access / View Fixtures, Ladders & Results (cont)

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

Test Football League (TFL)

AFL

Fixtures & Ladders

Register

←

Senior Men A

2022 Season, 2022

Fixture

Ladder

ROUND

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

FR1

PF

GF

Round 1

Saturday, 02 April 2022

Kenmore Senior Men

102

15,12

FINAL

Coomera Senior Men

36

5,6

02:15 PM

QLD - Akuna Oval (Kenmore)/KENM

View Map

>

Burleigh Senior Men

-

UPCOMING

Caloundra Senior Men

-

02:15 PM

QLD - Bill Godfrey Oval (Burleigh)/BURL

View Map

>

AFL Community Football Club Admin PlayHQ User Guide

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Access / View Fixtures, Ladders & Results (cont)

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

Test Football League (TFL)

[Fixtures & Ladders](#)
[Register](#)

[< Senior Men A](#)
FINAL

Kenmore Senior Men

102
15.12

36
5.6

Coomera Senior Men

02:15 PM, Saturday, 02 Apr 2022

QLD - Akuna Oval (Kenmore)/Akuna Oval
View Map

2022 Season, 2022

PERIOD SCORES

END OF PERIOD	01	02	03	04
Kenmore Senior Men	8 1.2	48 7.6	88 13.10	102 15.12
Coomera Senior Men	1 0.1	2 0.2	11 1.5	36 5.6

LINE-UP

#	PLAYERS	G	B	PTS
1	Braxton Archer	8	0	48
21	Tony Saunders	2	0	12
TOTAL		10	0	60

LINE-UP

#	PLAYERS	G	B	PTS
No players allocated to line-up				
TOTAL		0	0	0

Access / View Fixtures, Ladders & Results (cont)

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

Test Football League (TFL)

AFL

[Fixtures & Ladders](#)
[Register](#)

←

Senior Men A

2022 Season, 2022

Fixture


Ladder

#	TEAM	P	PTS	%	W	L	D	B
1	Kenmore Senior Men	1	4	283.33	1	0	0	0
2	Coomera Senior Men	1	0	35.29	0	1	0	0
3	Burleigh Senior Men	0	0	0.00	0	0	0	0
4	Calamvale Senior Men	0	0	0.00	0	0	0	0
5	Caloundra Senior Men	0	0	0.00	0	0	0	0
6	Labrador Senior Men	0	0	0.00	0	0	0	0

☐ Show advanced ladder

Access / View Fixtures, Ladders & Results (cont)

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


Test Football League (TFL)

AFL

Fixtures & Ladders

Register

←

Senior Men A

2022 Season, 2022

Fixture

Ladder

#	TEAM	P	PTS	%	W	L	D	B	F	A	FORF	DISQ	ADJ
1	Kenmore Senior Men	1	4	283.33	1	0	0	0	102	36	0	0	0
2	Coomera Senior Men	1	0	35.29	0	1	0	0	36	102	0	0	0
3	Burleigh Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
4	Calamvale Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
5	Caloundra Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
6	Labrador Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0

☒ Show advanced ladder

13. Participant Registration

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

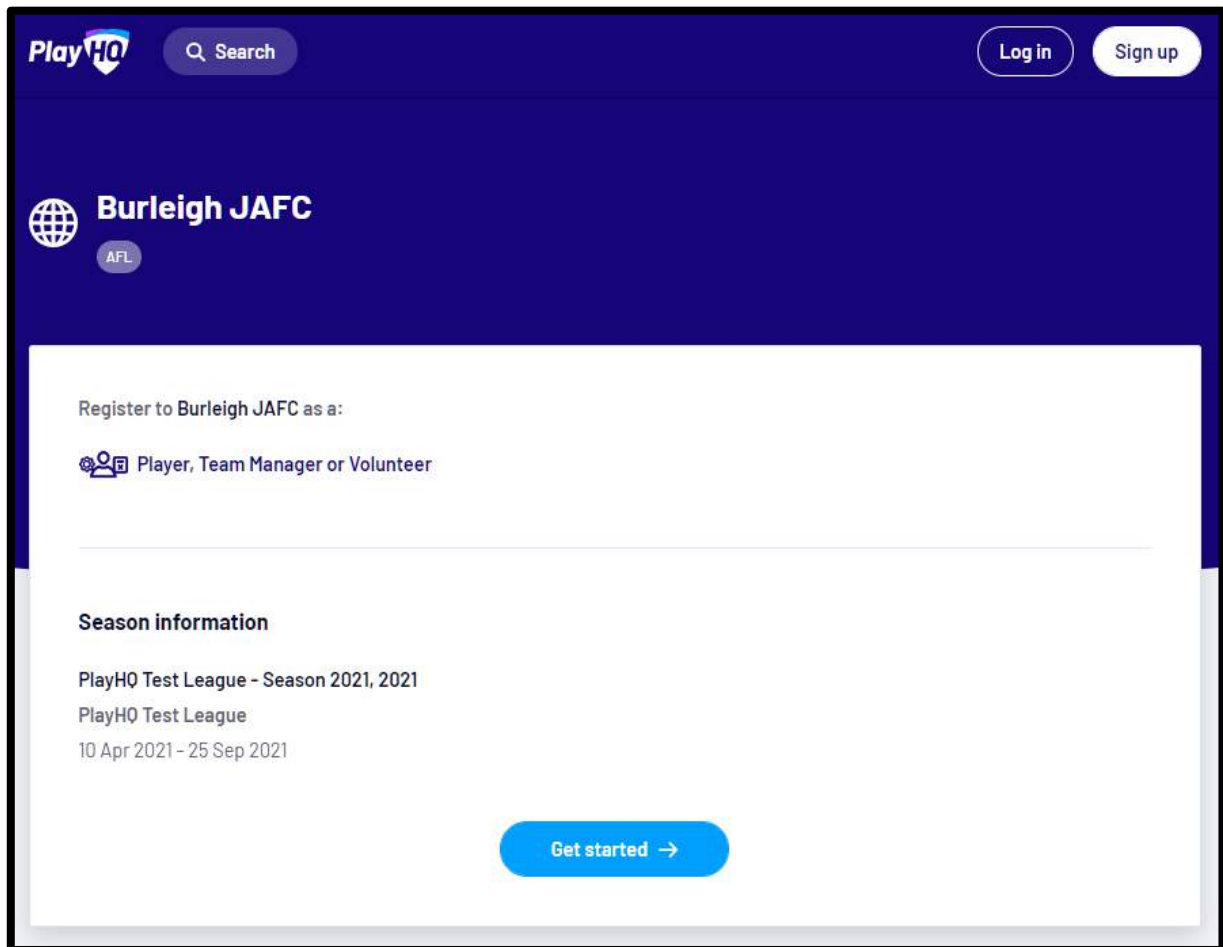
Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

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.

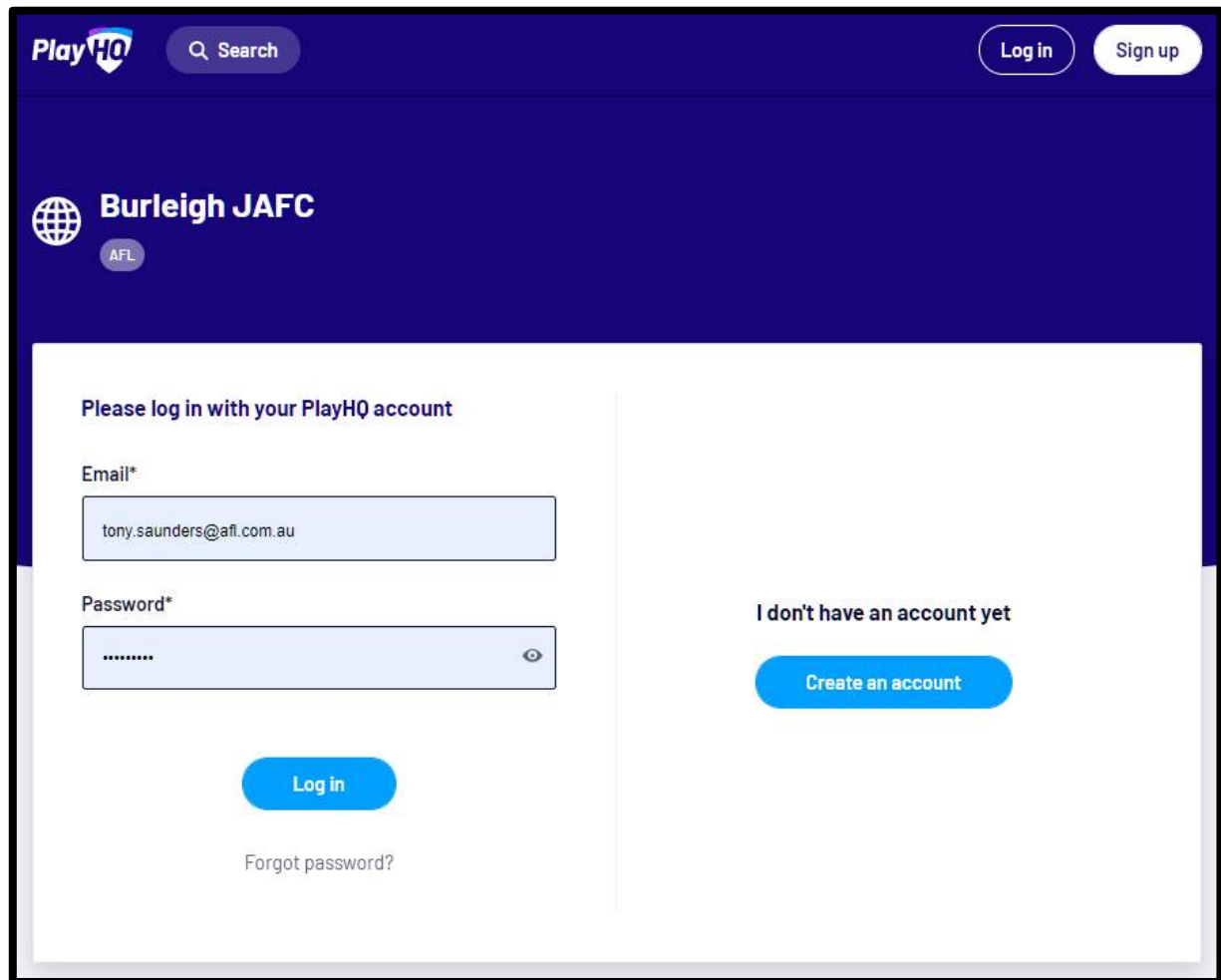
Click on the **Get started** button.



The screenshot shows the PlayHQ website interface for Burleigh JAFC. At the top, there is a dark blue header with the PlayHQ logo, a search bar, and 'Log in' and 'Sign up' buttons. Below the header, the club name 'Burleigh JAFC' is displayed with a globe icon and an AFL logo. The main content area is white and contains the text 'Register to Burleigh JAFC as a:' followed by a dropdown menu showing 'Player, Team Manager or Volunteer'. Below this, there is a section titled 'Season information' with the text 'PlayHQ Test League - Season 2021, 2021', 'PlayHQ Test League', and '10 Apr 2021 - 25 Sep 2021'. At the bottom of the white area, there is a blue button labeled 'Get started →'.

Participant Registration (cont)

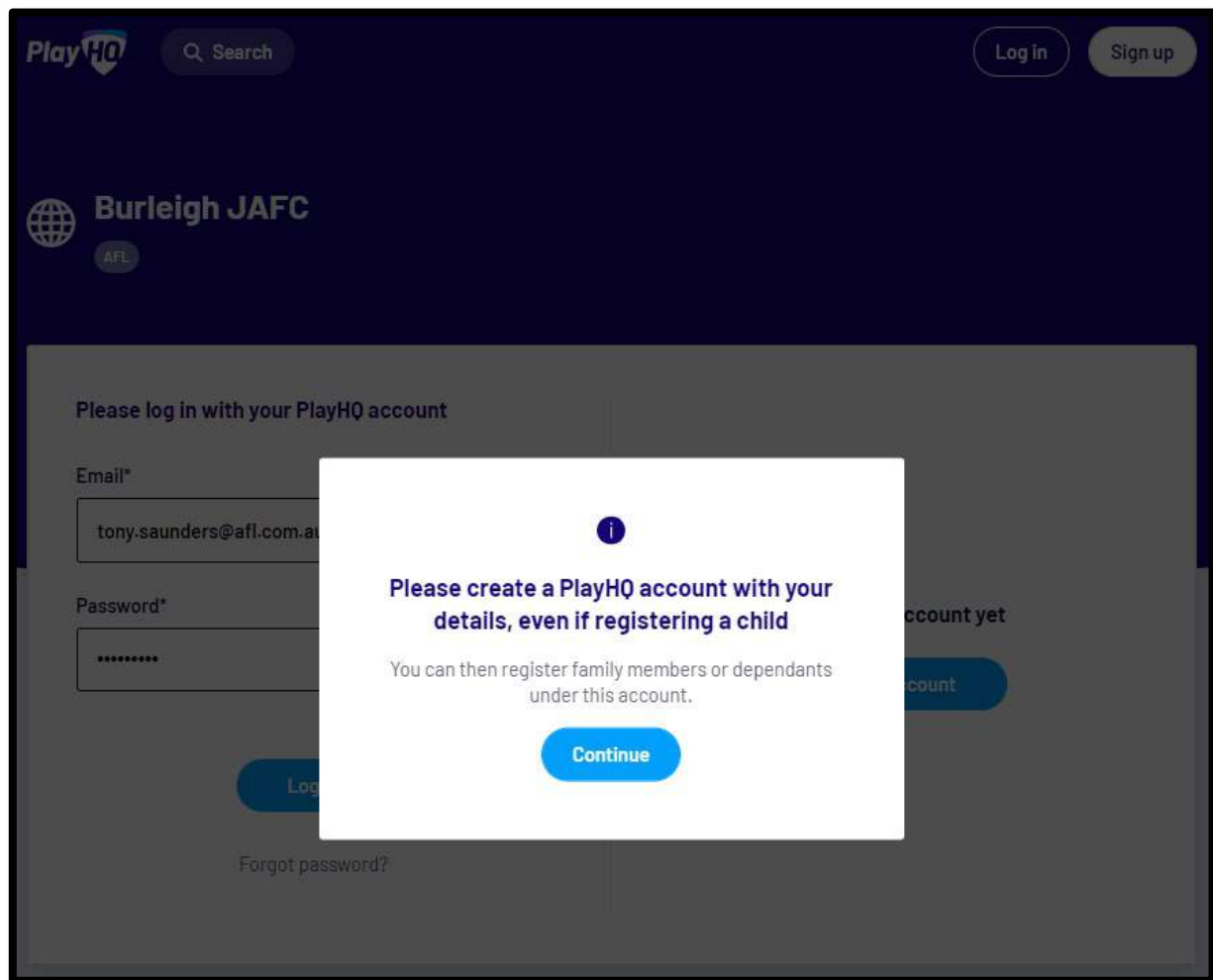
If the **Participant** already has a PlayHQ account they can click on the **Log in** button or if they do not have an account they click on the **Create an account** button.



The screenshot shows the PlayHQ login and registration page for Burleigh J AFC. The page has a dark blue header with the PlayHQ logo, a search bar, and 'Log in' and 'Sign up' buttons. Below the header, the club name 'Burleigh J AFC' is displayed with a globe icon and an AFL badge. The main content area is split into two sections. The left section, titled 'Please log in with your PlayHQ account', contains input fields for 'Email*' (with the example 'tony.saunders@afl.com.au') and 'Password*', a 'Log in' button, and a 'Forgot password?' link. The right section, titled 'I don't have an account yet', contains a 'Create an account' button.

Participant Registration (cont)

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



Participant Registration (cont)

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

Sign up to PlayHQ

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

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

Your first name*

Please type


Your last name*

Please type

Your email*


tony.saunders@afl.com.au

Your mobile number*

 ▼

e.g. 0412 345 678

Set a password*

•••••••• 

Password must meet the following requirements:

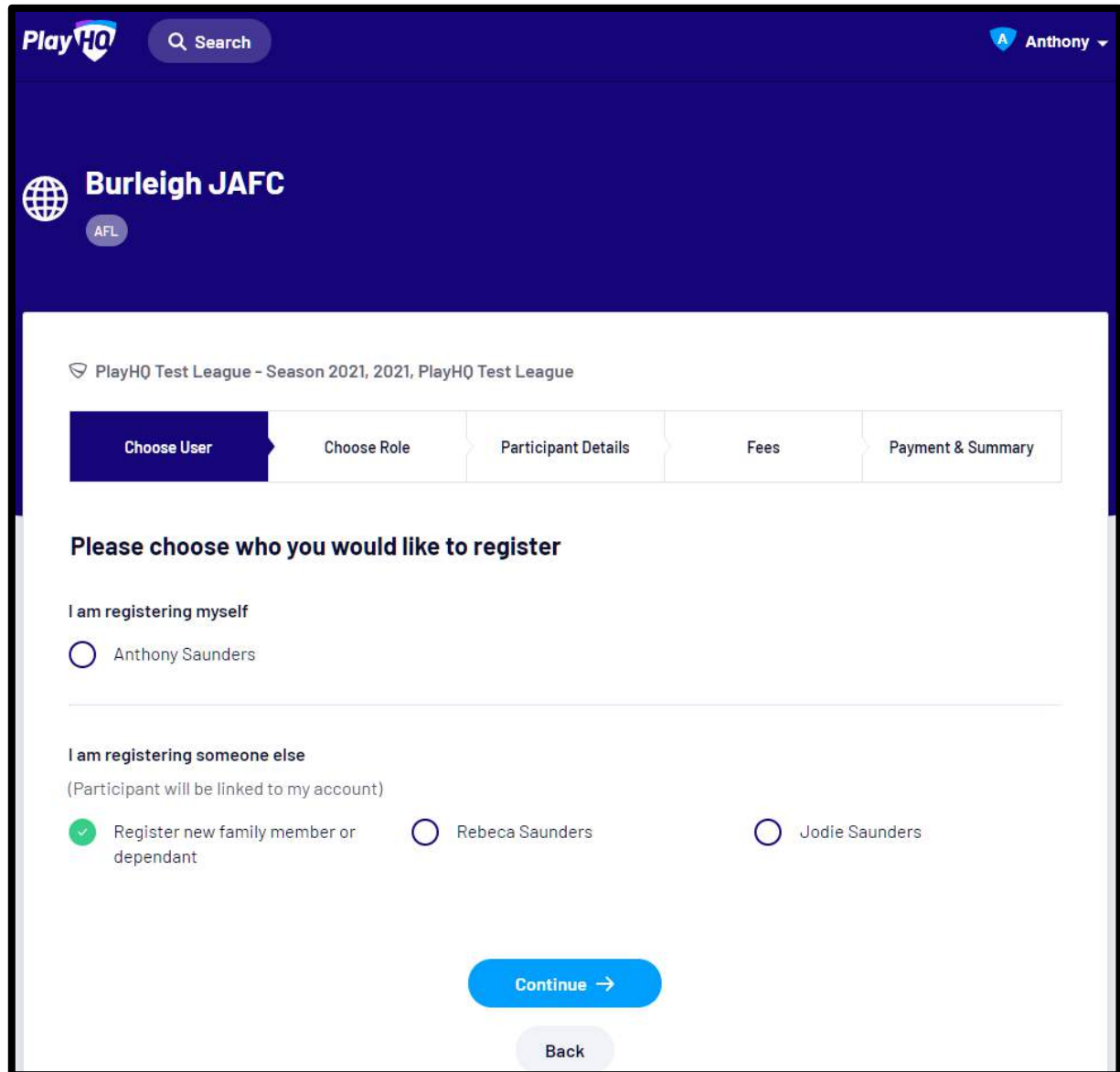
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least 1 special character (excluding + or =)
- ✓ Be at least 8 characters

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

Sign up

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.

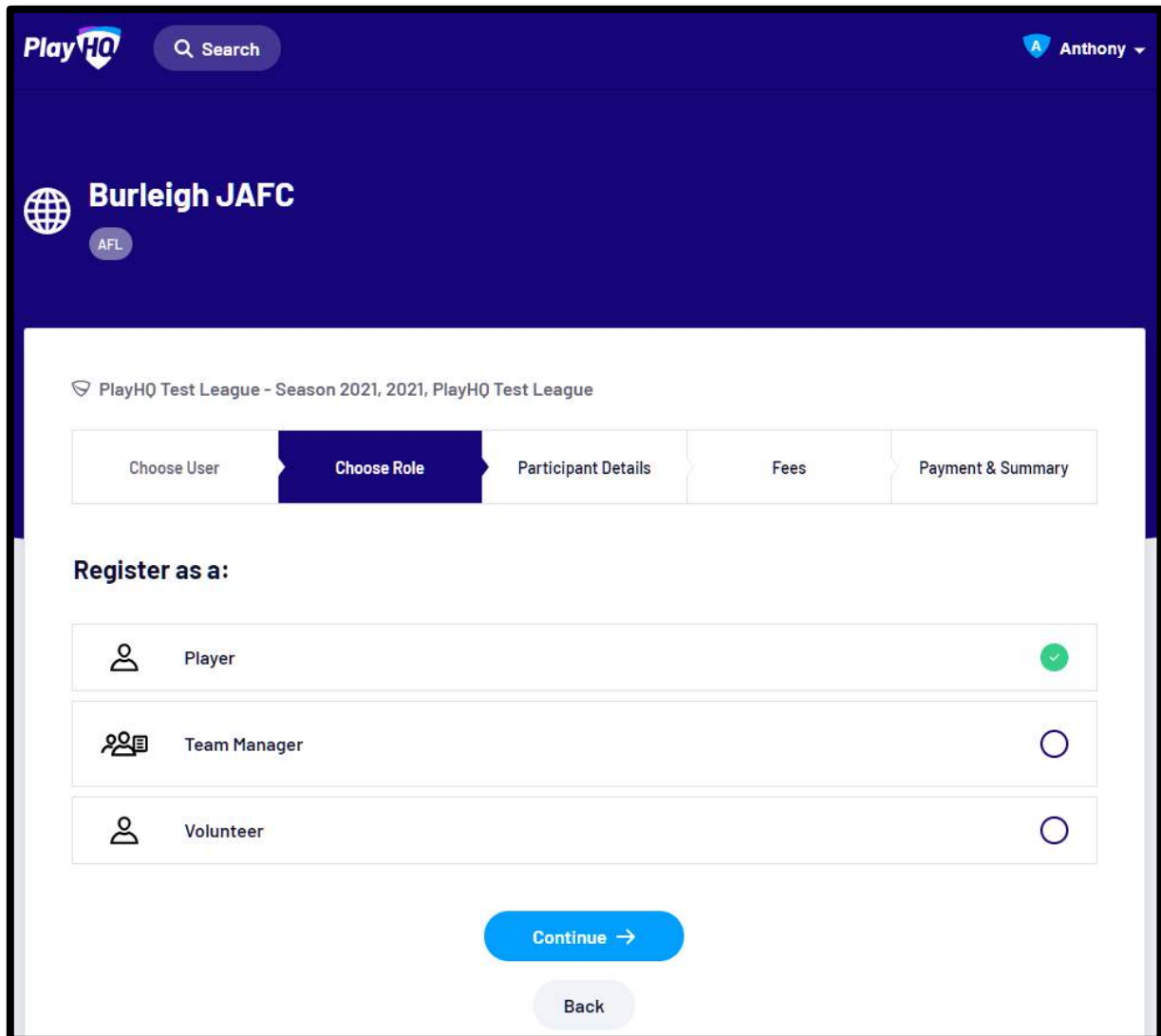


The screenshot shows the 'Choose User' page in the PlayHQ system. At the top, there's a dark blue header with the PlayHQ logo, a search bar, and a user profile for 'Anthony'. Below the header, the club name 'Burleigh JAFC' is displayed with an AFL logo. The main content area has a breadcrumb trail: 'PlayHQ Test League - Season 2021, 2021, PlayHQ Test League'. A horizontal navigation bar contains five steps: 'Choose User' (active), 'Choose Role', 'Participant Details', 'Fees', and 'Payment & Summary'. The main heading is 'Please choose who you would like to register'. Under 'I am registering myself', there is a radio button for 'Anthony Saunders'. Under 'I am registering someone else', there is a note '(Participant will be linked to my account)' and three options: a checked radio button for 'Register new family member or dependant', a radio button for 'Rebeca Saunders', and a radio button for 'Jodie Saunders'. At the bottom, there are 'Continue →' and 'Back' buttons.

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 coachl.afl platform.




The screenshot shows the 'Choose Role' page in the PlayHQ interface. At the top, there is a dark blue header with the PlayHQ logo, a search bar, and a user profile for 'Anthony'. Below the header, the club name 'Burleigh JAFC' is displayed with an AFL logo. The main content area shows the 'PlayHQ Test League - Season 2021, 2021, PlayHQ Test League' and a progress bar with five steps: 'Choose User', 'Choose Role' (highlighted), 'Participant Details', 'Fees', and 'Payment & Summary'. Under the heading 'Register as a:', there are three options: 'Player' (selected with a green checkmark), 'Team Manager' (unselected), and 'Volunteer' (unselected). At the bottom, there are 'Continue →' and 'Back' buttons.

Participant Registration (cont)

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



Anthony ▾


Burleigh JAFC

AFL

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

Choose User

Choose Role
(Player)

Participant Details

Fees

Payment & Summary

Participant Details

First name*

Last name*

Preferred name

Gender*
 ▾

Date of birth*

▾
 ▾
 ▾

Country of birth*
 ▾

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.

Burleigh JAFC

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

Choose User

Choose Role (Player)

Participant Details

Fees

Payment & Summary

Fees

DESCRIPTION	PRICE
PlayHQ Fee <small>AFL</small>	A\$3.00
Association Player Registration Fee <small>PlayHQ Test League</small>	A\$100.00
Club Player Registration Fee <small>Burleigh JAFC</small>	A\$250.00
Sub-Total	A\$353.00

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

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

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

Continue →

Back

Participant Registration (cont)

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

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

If the **Participant** has a government voucher and 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.

Burleigh JAFC

AFL

PlayHQ Test League - Season 2021, 2021, 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*

MM / YY

CVC*

CVC

Billing Address

Address*

e.g. Apt 5, 100 Smith St

Suburb*

Please type

State*

Please Select

Postcode*

Please type

Confirm purchase →

Order summary

Description	Qty.	Total
PlayHQ Fee AFL	1	A\$3.00
Association Player Registration Fee PlayHQ Test League	1	A\$100.00
Club Player Registration Fee Burleigh JAFC	1	A\$250.00
Total		A\$353.00

Vouchers

Enter a voucher code

Apply

[I have a government voucher](#)

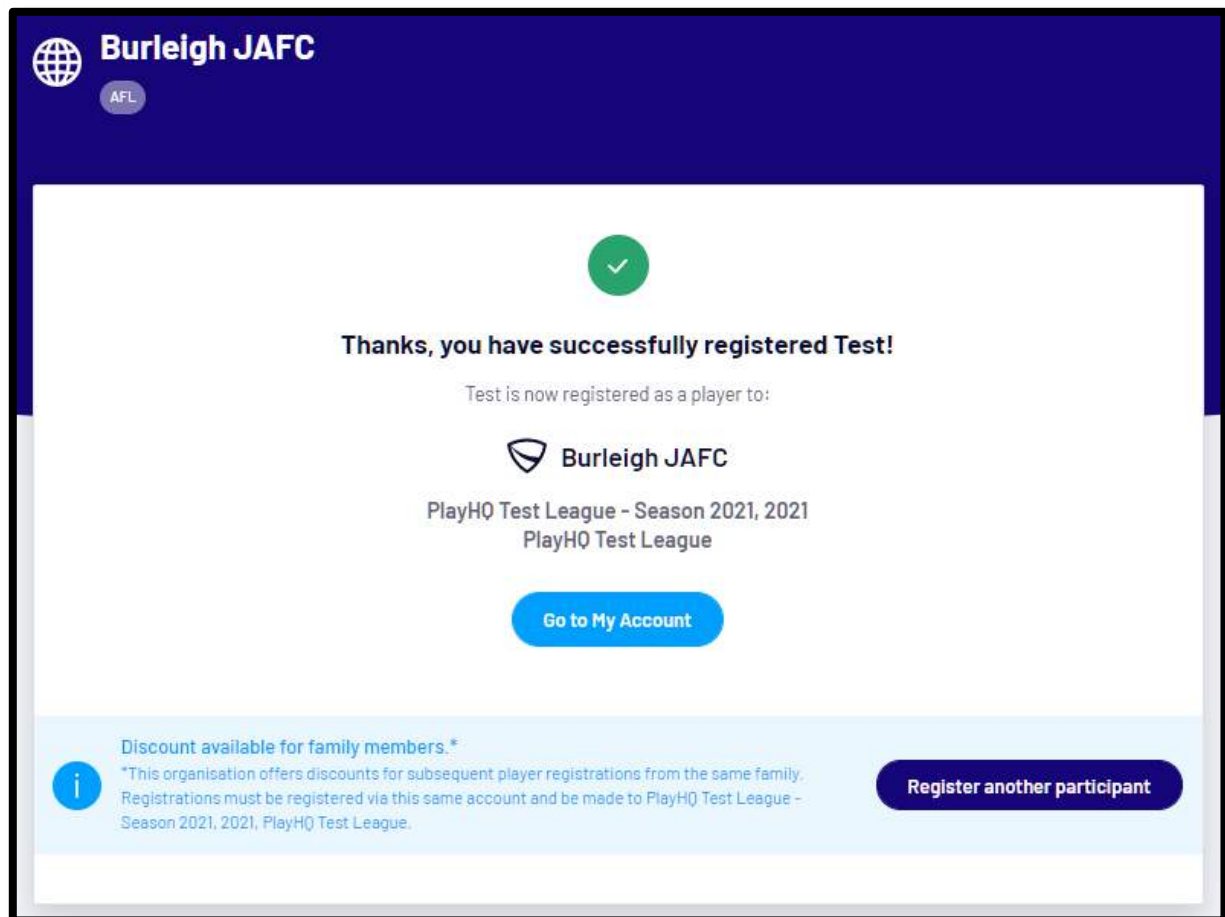
AFL Community Football Club Admin PlayHQ User Guide

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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**.



Participant Registration (cont)

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 '**Orphaned**' 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.

Participant Registration - Profile Matching (cont)

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 ⓘ

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 ⓘ

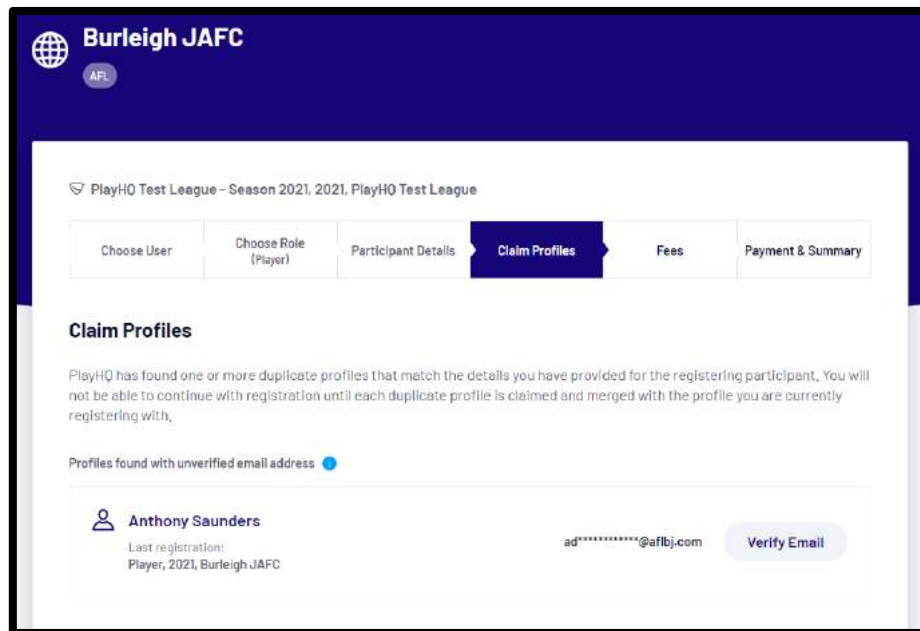
Anthony Saunders Last registration: Player, 2021, Aspley JAFC	aksaunders@iprimus.com.au	Claimed ✓
--	---------------------------	------------------

Participant Registration - Profile Matching (cont)

Participant Registration (cont)

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

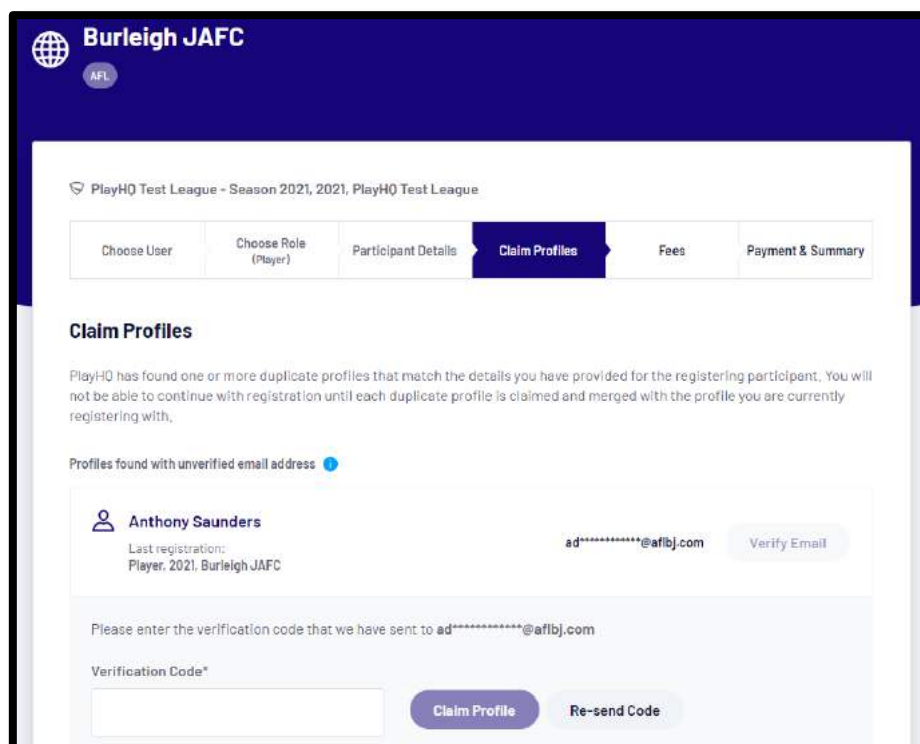
Claim Profiles

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*****@afb.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*****@afb.com	Verify Email
--	-----------------	---------------------

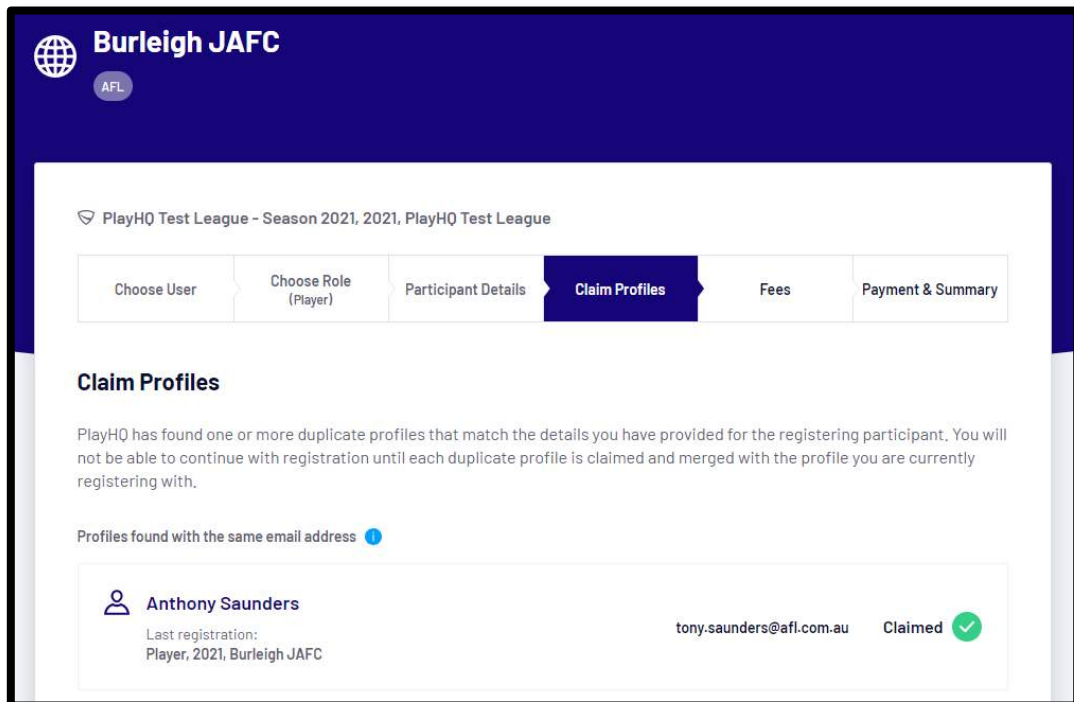
Please enter the verification code that we have sent to ad*****@afb.com

Verification Code*



Claim Profile **Re-send Code**

Participant Registration - Profile Matching (cont)

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



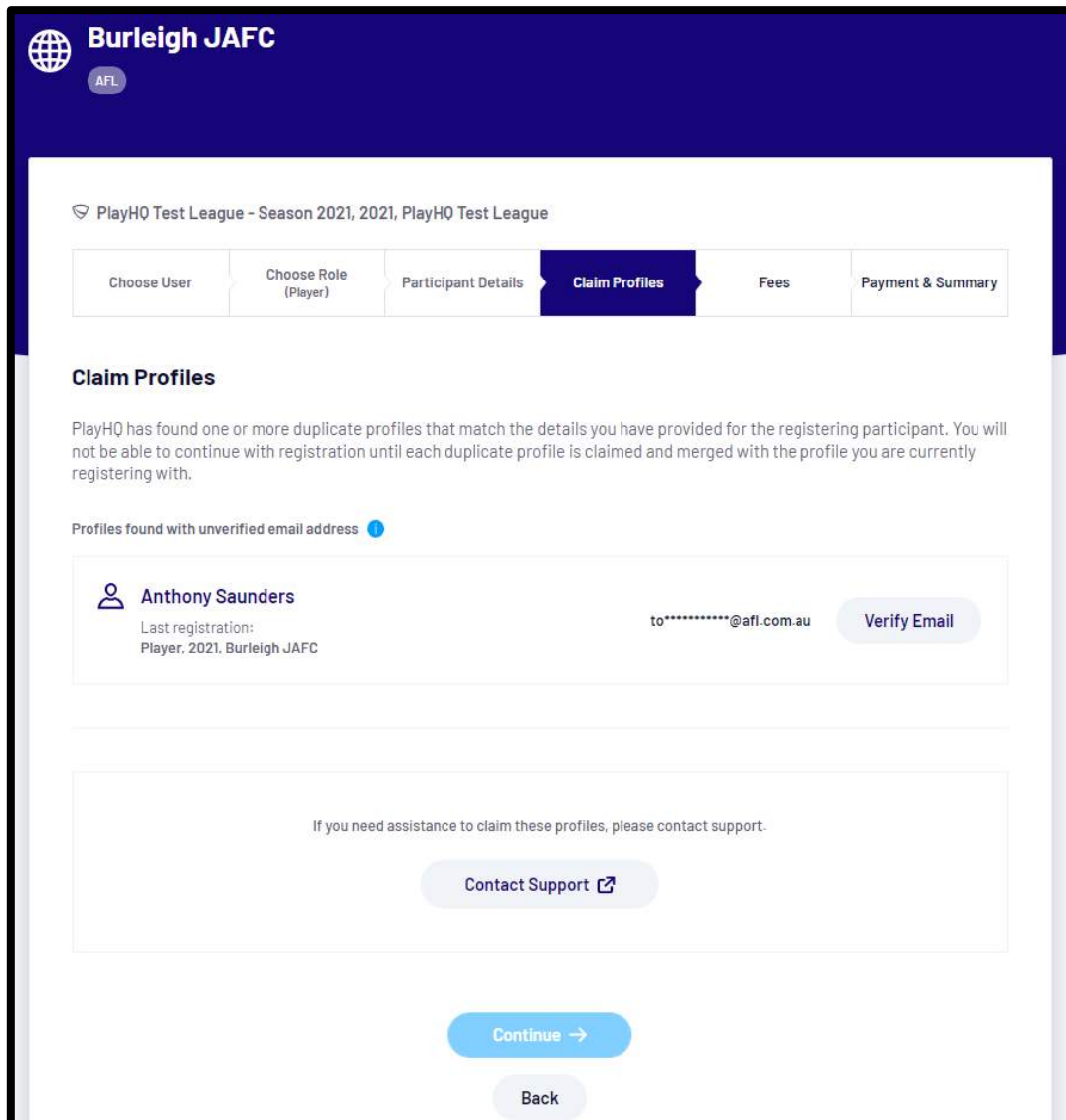
The screenshot shows the registration interface for Burleigh JAFC. The header includes the AFL logo and the club name. The main content area is titled 'Claim Profiles' and contains a message explaining that duplicate profiles have been found. Below this, a table lists the duplicate profiles found with the same email address.

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	

Participant Registration (cont)

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 ⓘ

 **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](#)

Participant Registration (cont)

New Registrations

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

In the left hand menu select **Competition Management**, click on the **Competition**, click on the **Season** and select the **Participants** tab. Any new participants will have a **Pending** tab.

Competitions > Video League > 2021

Video League 2021

Grades Teams **Participants** Registration Allocations Settings More

Filter by: All Roles - All Statuses - 1-1 of 1 1 of 1

FIRST NAME	LAST NAME	ROLE	GENDER	D.O.B.	CLUB	TEAM	REGISTRATION DATE	NEW	STATUS
Michael	Saunders	Player	Male	06 Jul 1983	Video Club Cats	-	14 Jul 2021	Yes	Pending

1-1 of 1 1 of 1

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

Participants > Michael Saunders

Michael Saunders

Registration History Incidents & Suspensions Membership

Player
Registered 14 Jul 2021
Pending

Video League, 2021
Video Club Cats
Video League

Participant Registration - New Registrations (cont)

Open the Pending registration by clicking on the ▼ icon.

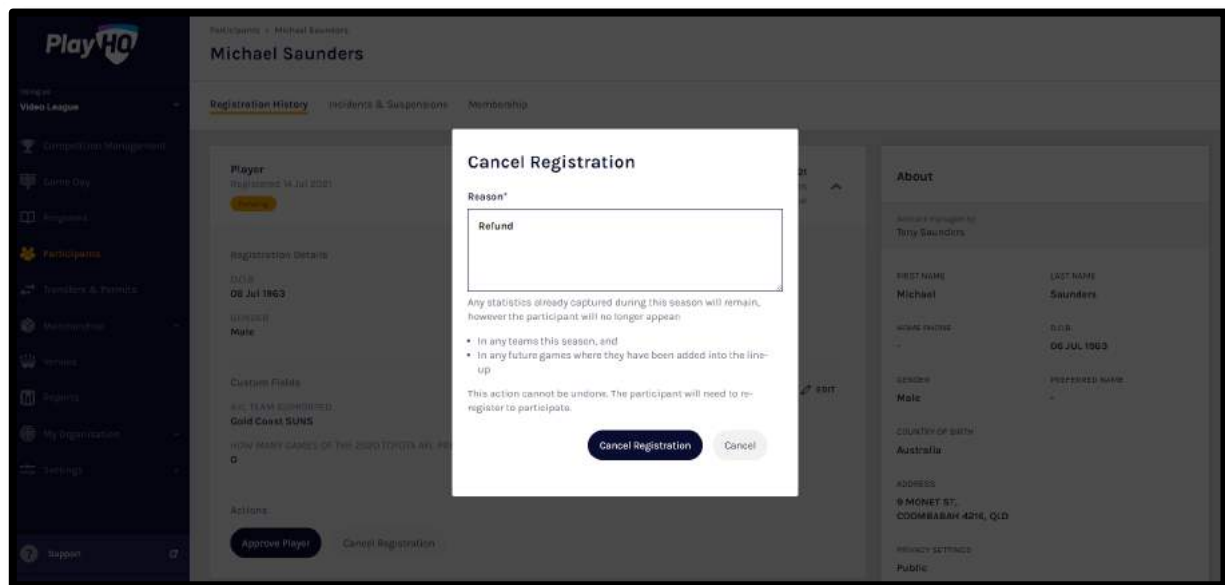
The screenshot shows the PlayHQ Admin interface for a participant named Michael Saunders. The left sidebar contains navigation options: Competition Management, Game Day, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, Settings, and Support. The main content area shows the participant's registration details for the Video League, 2021. The status is 'Pending'. The registration details include: D.O.B. 06 Jul 1963, GENDER Male, AFL TEAM SUPPORTED Gold Coast SUNS, and HOW MANY GAMES OF THE 2020 TOYOTA AFL PREMIERSHIP SEASON DID YOU ATTEND? 0. There are two buttons at the bottom: 'Approve Player' and 'Cancel Registration'.

If you are not able to confirm the participant's details click on the **Cancel Registration** button.

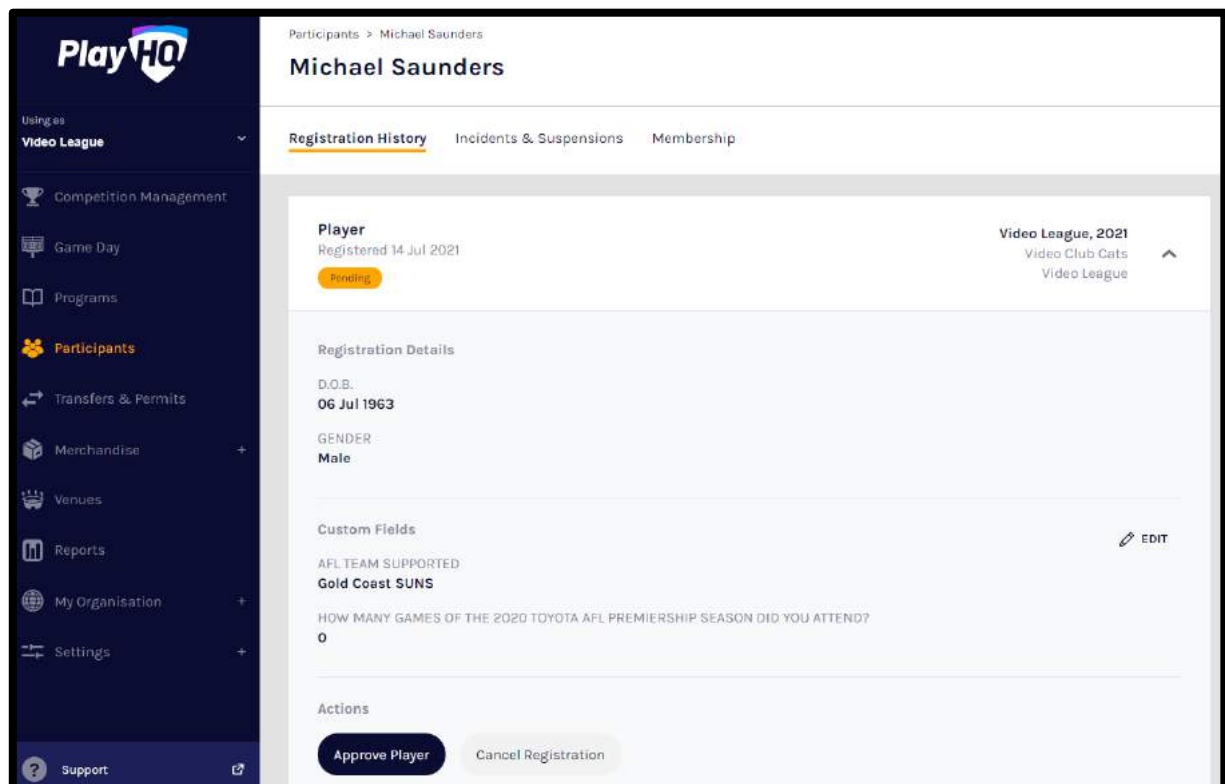
This screenshot shows the same participant page as the previous one, but with the 'About' section expanded. The 'About' section displays the following information: Account managed by: Tony Saunders, FIRST NAME: Michael, LAST NAME: Saunders, HOME PHONE: -, D.O.B.: 06 JUL 1963, GENDER: Male, PREFERRED NAME: -, COUNTRY OF BIRTH: Australia, ADDRESS: 9 MONET ST, COOMBAH 4216, QLD, and PRIVACY SETTINGS: Public. The 'Approve Player' and 'Cancel Registration' buttons are still visible at the bottom.

Participant Registration - New Registrations (cont)

The **Cancel Registration** pop-up will appear, add a **Reason** and click on the **Cancel Registration** button.

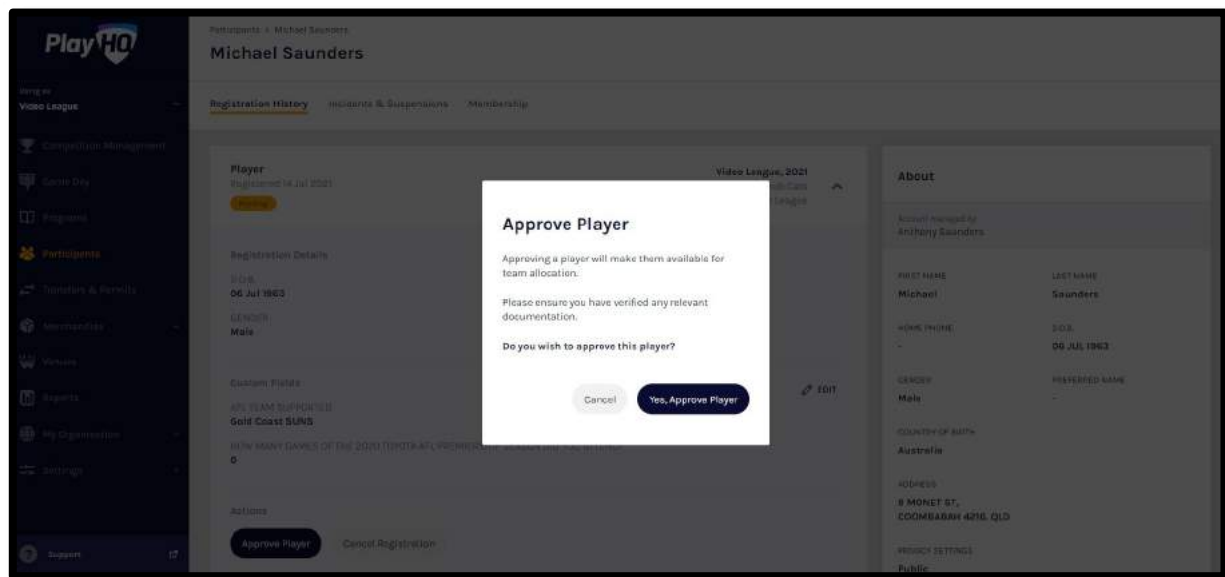


If you are able to confirm the participant's details click on the **Approve Player** button.

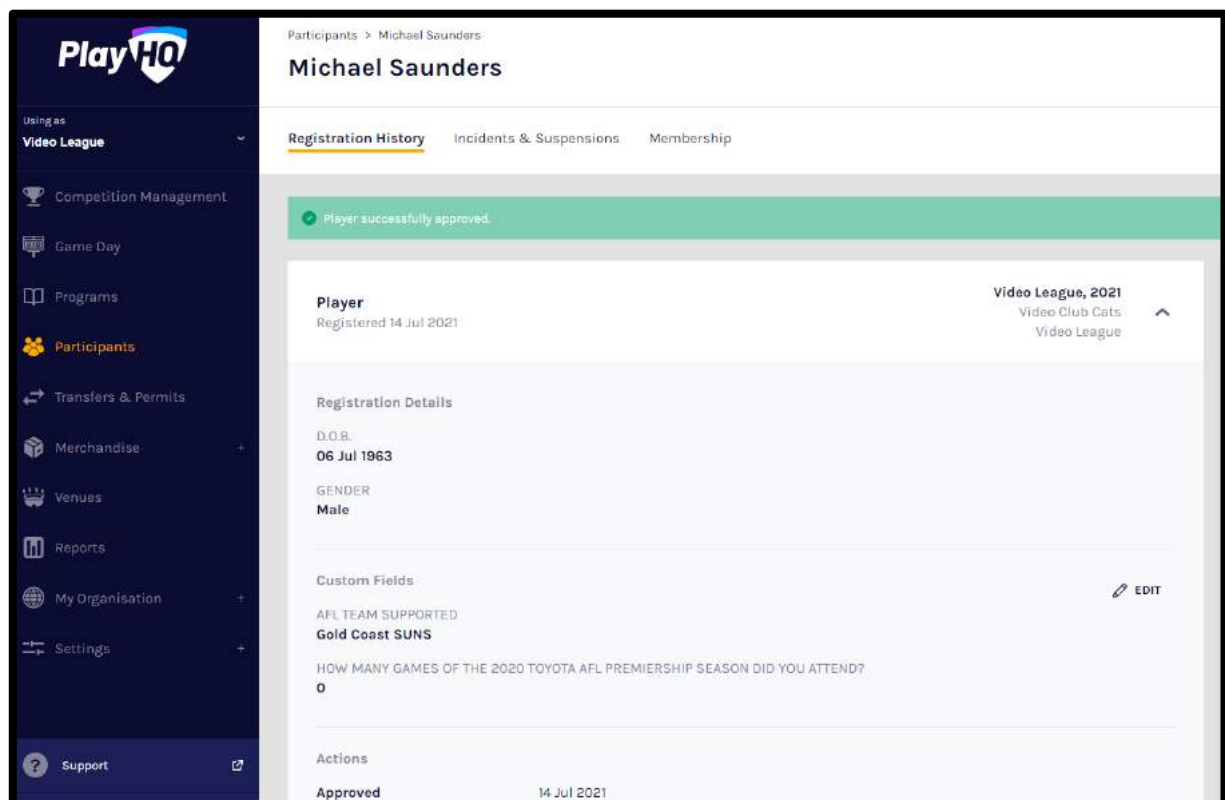


Participant Registration - New Registrations (cont)

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**.



Participant Registration (cont)

View Participants in Club

To view participants in a club there is two options.

Option 1 enables the association admin to view all participants that have been registered in the **Club** across all **Competitions** and all **Seasons**. In the left hand 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.

FIRST NAME	LAST NAME	EMAIL	MOBILE	GENDER	D.O.B
Anthony	Saunders	tony.saunders@afl.com.au	0400005859	Male	01 JUN 2012

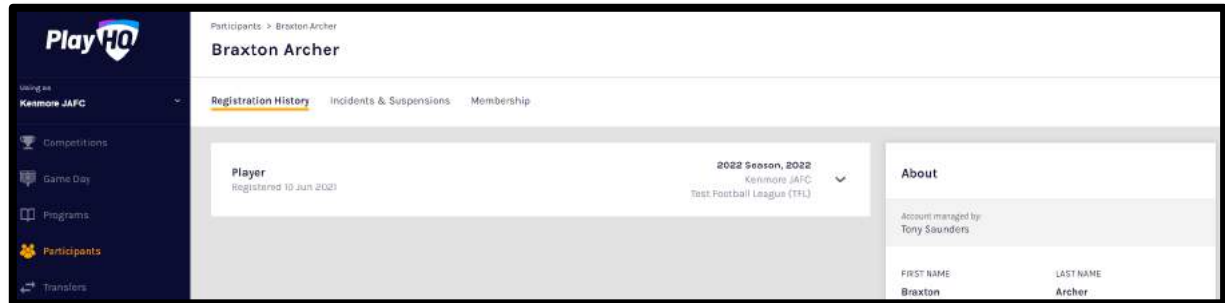
Option 2 enables the association admin to view all participants that have registered in a **Competition** in a **Season**. In the left hand menu select **Competitions**, click on the **Competition**, click on the **Participants** tab and list of **Participants** will appear.

FIRST NAME	LAST NAME	TYPE	GENDER	D.O.B	TEAM
Braxton	Archer	Player	Male	08 Jun 2012	Kenmore Senior Men
Anthony	Saunders	Team Manager	Male	01 Jun 2012	Kenmore Senior Men
Rebeca	Saunders	Player	Female	09 Aug 2012	Unallocated
Tony	Saunders	Player	Male	01 Jun 2012	Kenmore Senior Men

Participant Registration (cont)

View Participant Details

On the **Participants** list page click on the **View** button for the **Participant**.



On the right hand 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**.

Under the **Registration History** tab is a full list of the participant's registration history across all **Associations**.

Under the **Incidents & Suspensions** tab is a full list of the participant's incidents & suspensions history across all **Associations**.

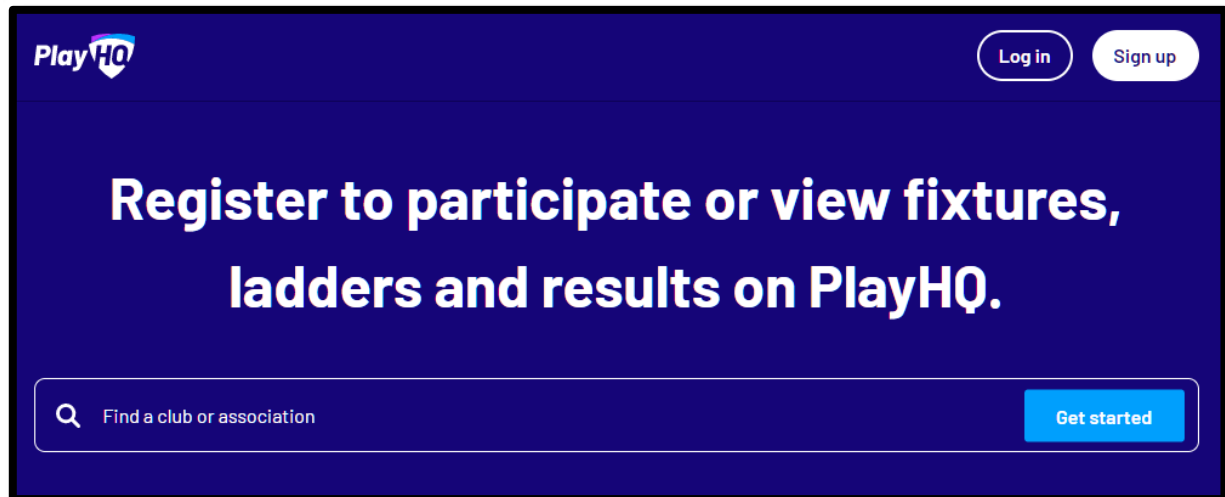
Under the **Membership** tab is a full list of the participant's fees membership fees history across all levels of the platform.

Participant Registration (cont)

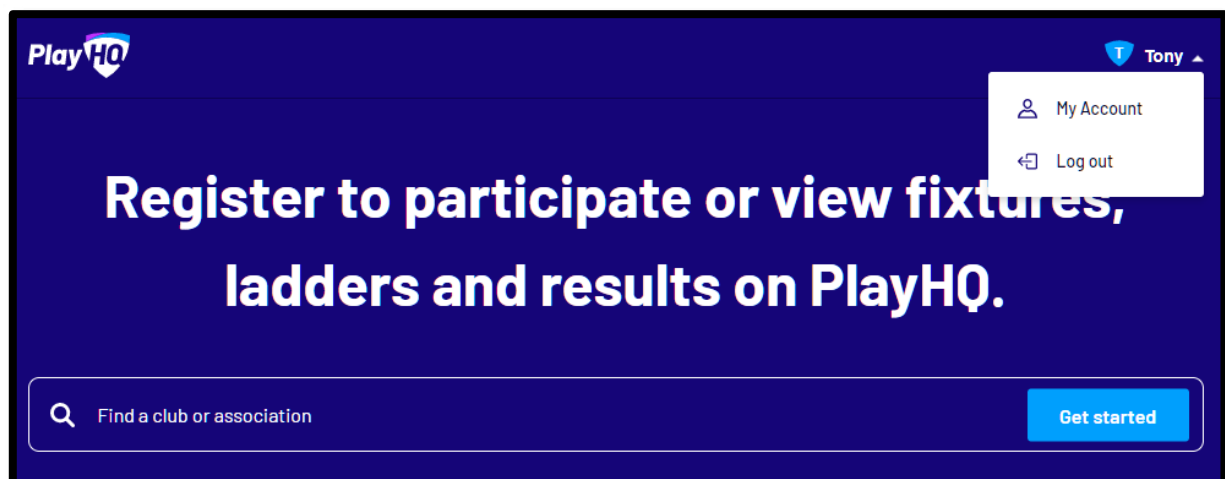
Participant Portal

The PlayHQ system has been designed to be user friendly for all **Participants** and to encourage them to manage their own information and view information relating to their registrations and the teams they have allocated 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**.

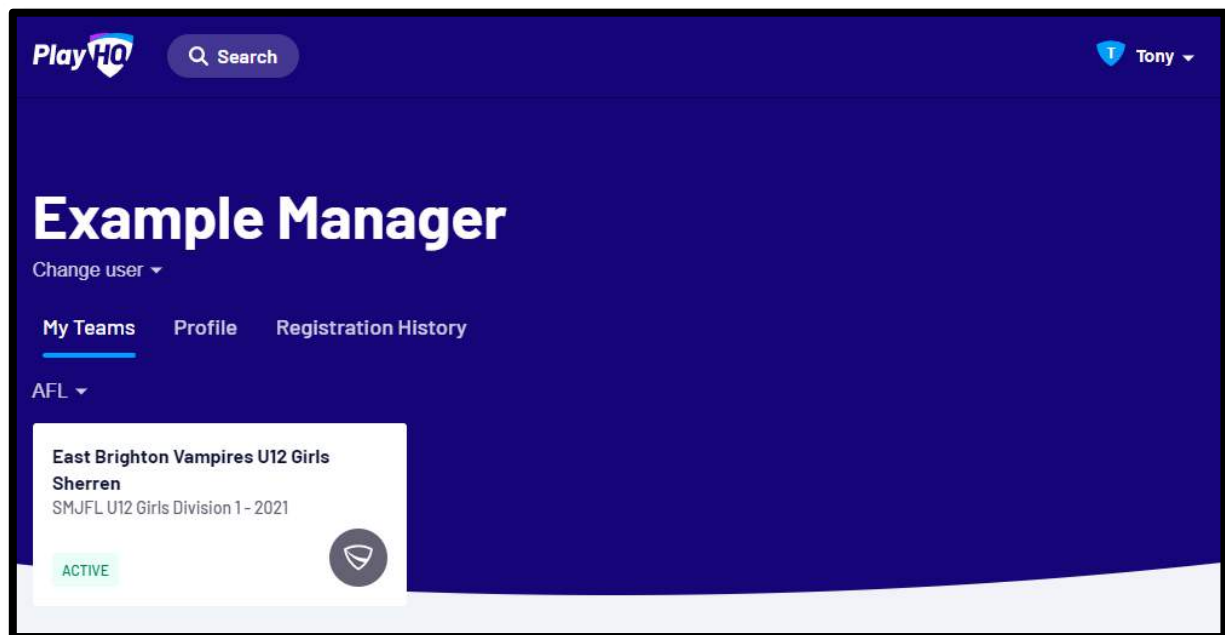


Participant Registration - Participant Portal (cont)

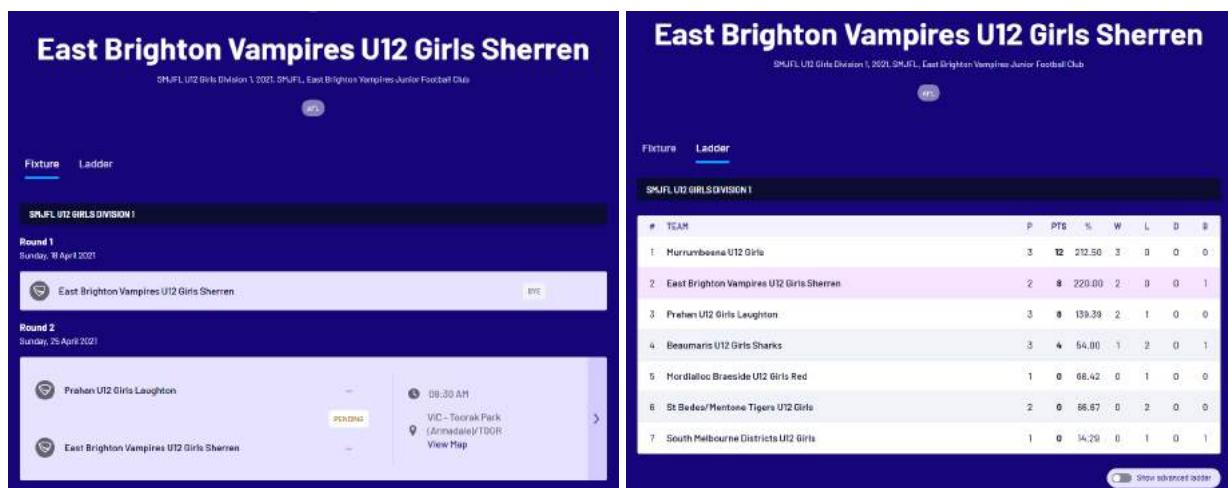
You will land on the account holder's page and you can select either of the **My Teams**, **Profile**, **Registration History** or **Memberships** tabs to view that information.

You can also view a dependant's page by clicking on the **Change user** link and selecting the dependant you wish to view.

Under the **My Teams** tab will be a list of the **Teams** that the **Participant** has been allocated to.



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 fixtures & results and the ladder for the grade the team is in.



Participant Registration - Participant Portal (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

East Brighton Vampires U12 Girls Sherren

25

4.1

7

1.1

Beaumaris U12 Girls Sharks

09:00 PM, Thursday, 23 Sep 2021

VIC - Moorabbin West (Hampton East)/Moorabbin West
[View Map](#)

SMJFL, 2021

PERIOD SCORES

END OF PERIOD	Q1	Q2	Q3	Q4
East Brighton Vampires U12 Girls Sherren	25 4.1	25 4.1	25 4.1	25 4.1
Beaumaris U12 Girls Sharks	7 1.1	7 1.1	7 1.1	7 1.1

BEST PLAYERS

No best players have been selected

BEST PLAYERS

No best players have been selected

LINE-UP

#	PLAYERS	G
2	Phoebe Fyfe	1
4	Luella Hall	0
5	Eleanor Bailey	0
14	Georgia Naughton	0
15	Camille Marlow	0
23	Genevieve Brooks	0
23	Zahra Stevens	0

LINE-UP

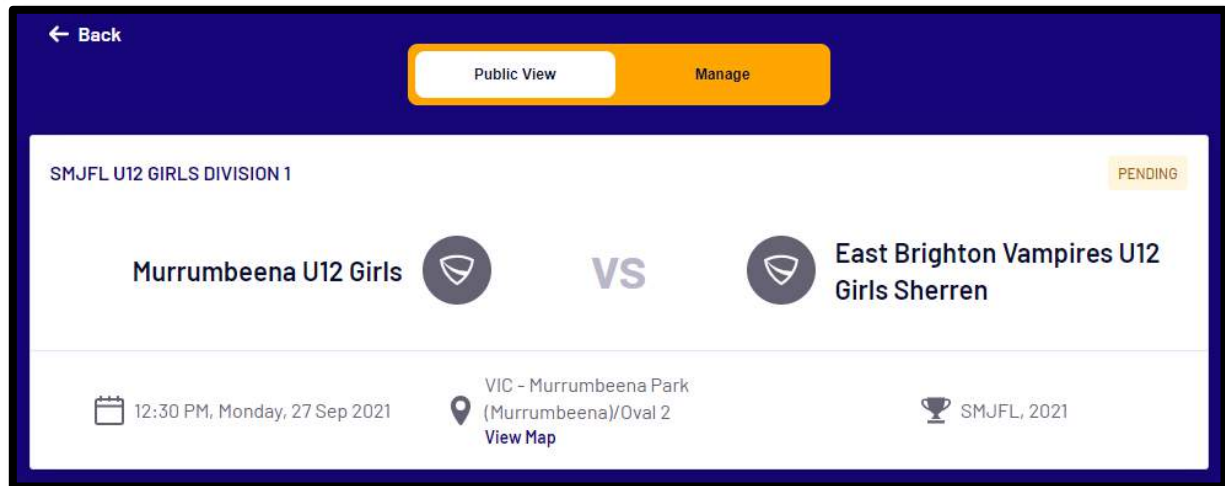
No players allocated to line-up

TEAM STATS	1
TOTAL	1

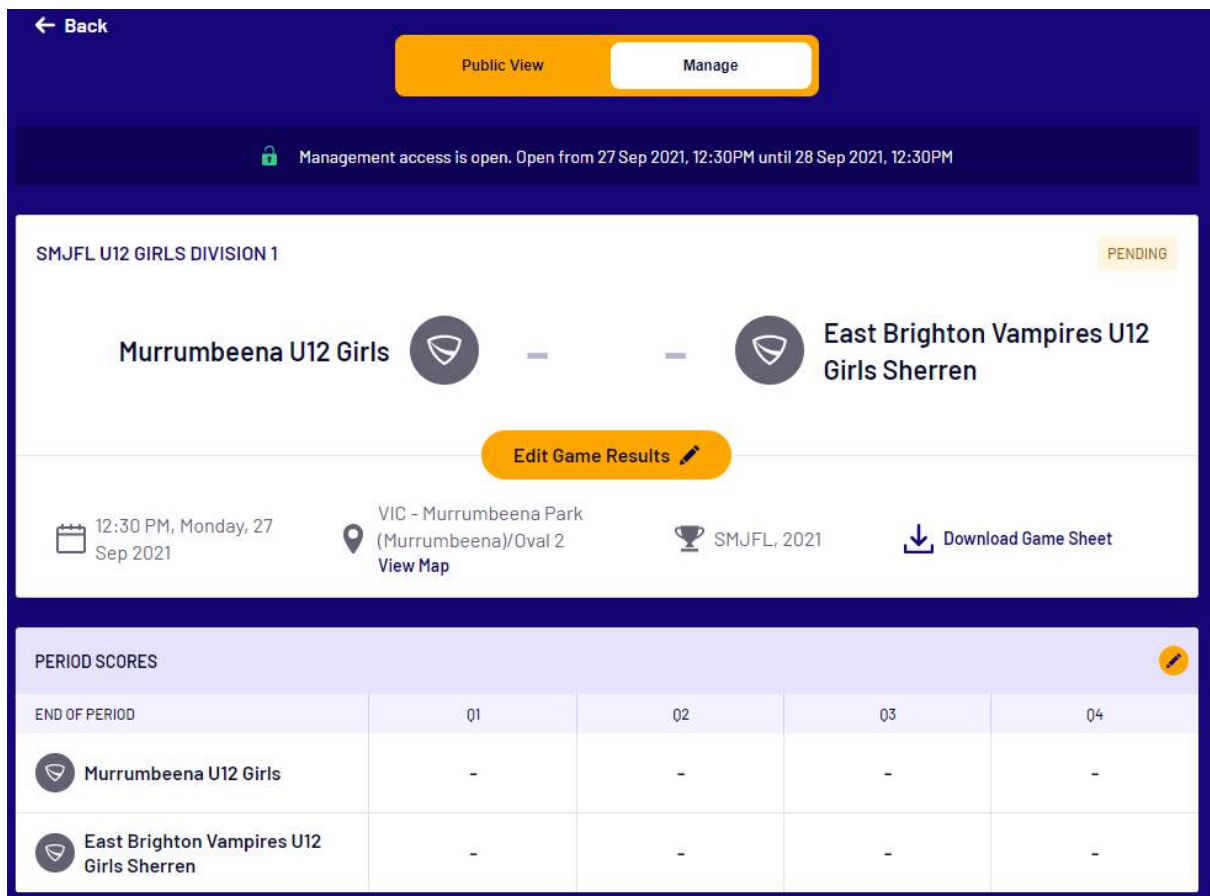
Participant Registration - Participant Portal (cont)

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 select the **Line-up** for a match and add **Player Statistics**.

When they open an **Upcoming** or Pending match they will land on the **Public View** page.



To manage the team in the match click on the **Manage** tab which will open the **Edit Game Results** and **Period Scores** options and **Download Game Sheet** will be available.



Participant Registration - Participant Portal (cont)

Click on the **Edit Game Results** button, the **Game Results** window will open, enter the match result and click on the **Update Changes** button. The match scores will be added, click on the **Done** button.

Back

Game Results

ALL TEAMS

1

Editing will change any game results previously recorded.

Set Override Result

Please Select

Murrumbeena U12 Girls

G

B

PTS

TOTAL

5

5

35

East Brighton Vampires U12 Girls Sherren

G

B

PTS

TOTAL

3

4

22

Done

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Participant Registration - Participant Portal (cont)

You will be returned to the **Manage** page, the match score will be updated and match status will change to **Final**.

In the **Period Scores** area click on the icon.

SMJFL U12 GIRLS DIVISION 1

FINAL

Murrumbeena U12 Girls

35

5,5

22

3,4

East Brighton Vampires U12 Girls Sherren

Edit Game Results

12:30 PM, Monday, 27 Sep 2021

VIC - Murrumbeena Park (Murrumbeena)/Oval 2
View Map

SMJFL, 2021

Download Game Sheet

PERIOD SCORES

END OF PERIOD	01	02	03	04
Murrumbeena U12 Girls	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

Participant Registration - Participant Portal (cont)

The **Period Scores** window will open, enter the period scores and click on the **Update Changes** button. The period scores will be added, click on the **Done** button.

×

Period Scores

ALL TEAMS

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

Murrumbeena U12 Girls

	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	2	8	3	4	22
Q4	2	1	13	5	5	35

East Brighton Vampires U12 Girls Sherren

	By Period (please enter)			End of period (read only)		
	G	B	PTS	G	B	PTS
Q1				-	-	-
Q2	1	2	8	1	2	8
Q3	1	2	8	2	4	16
Q4	1		6	3	4	22

Done

Participant Registration - Participant Portal (cont)

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

[← Back](#)

Public View
Manage

Management access is open. Open from 27 Sep 2021, 12:30PM until 28 Sep 2021, 12:30PM

SMJFL U12 GIRLS DIVISION 1
FINAL

Murrumbeena U12 Girls

35
5,5

22
3,4

East Brighton Vampires U12 Girls Sherren

Edit Game Results

12:30 PM, Monday, 27 Sep 2021

VIC - Murrumbeena Park (Murrumbeena)/Oval 2
View Map

SMJFL, 2021

Download Game Sheet

PERIOD SCORES

END OF PERIOD	01	02	03	04
Murrumbeena U12 Girls	7 1,1	14 2,2	22 3,4	35 5,5
East Brighton Vampires U12 Girls Sherren	- -,-	8 1,2	16 2,4	22 3,4

Participant Registration - Participant Portal (cont)

Scroll down the page to the **Line-up** area and click on the  icon.

LINE-UP (10/22)

#	PLAYERS	YEL	RED	G	B	PTS
2	Phoebe Fyfe	0	0	0	0	0
3	Isla Lewis	0	0	0	0	0
4	Luella Hall	0	0	0	0	0
5	Eleanor Bailey	0	0	0	0	0
14	Georgia Naughton	0	0	0	0	0
15	Camille Marlow	0	0	0	0	0
23	Genevieve Brooks	0	0	0	0	0
35	Clementine Pitts	0	0	0	0	0
-		0	0	0	0	0
-		0	0	0	0	0
TOTAL		0	0	0	0	0

Participant Registration - Participant Portal (cont)

In the **Edit Line-up** window click on the **+** icon for the **Players** to move them from **Out** to the **Line-up**, click on the **-** icon for the **Players** to move them from the **Line-up** to **Out** and click on the **Update Changes** button. The changes to the line-up will be updated, click on the **Done** button.

×

Edit Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

i A minimum of 8 and a maximum of 22 players are required for this game.

Out	Line-up (10/22)
<div style="display: flex; justify-content: space-between; align-items: center;"> 6 Amelia Harris + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">2</div> Phoebe Fyfe - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> 7 Pippa Jacobson + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">3</div> Isla Lewis - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> 23 Zahra Stevens + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">4</div> Luella Hall - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Sienna McPherson + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">5</div> Eleanor Bailey - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Sophie Nilsson + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">14</div> Georgia Naughton - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Andie Sherren + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">15</div> Camille Marlow - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Ava Stewart + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">23</div> Genevieve Brooks - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Milla Teelow + </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">35</div> Clementine Pitts - </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> - Poppy Tresise + </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> - Millie Walker + </div>	

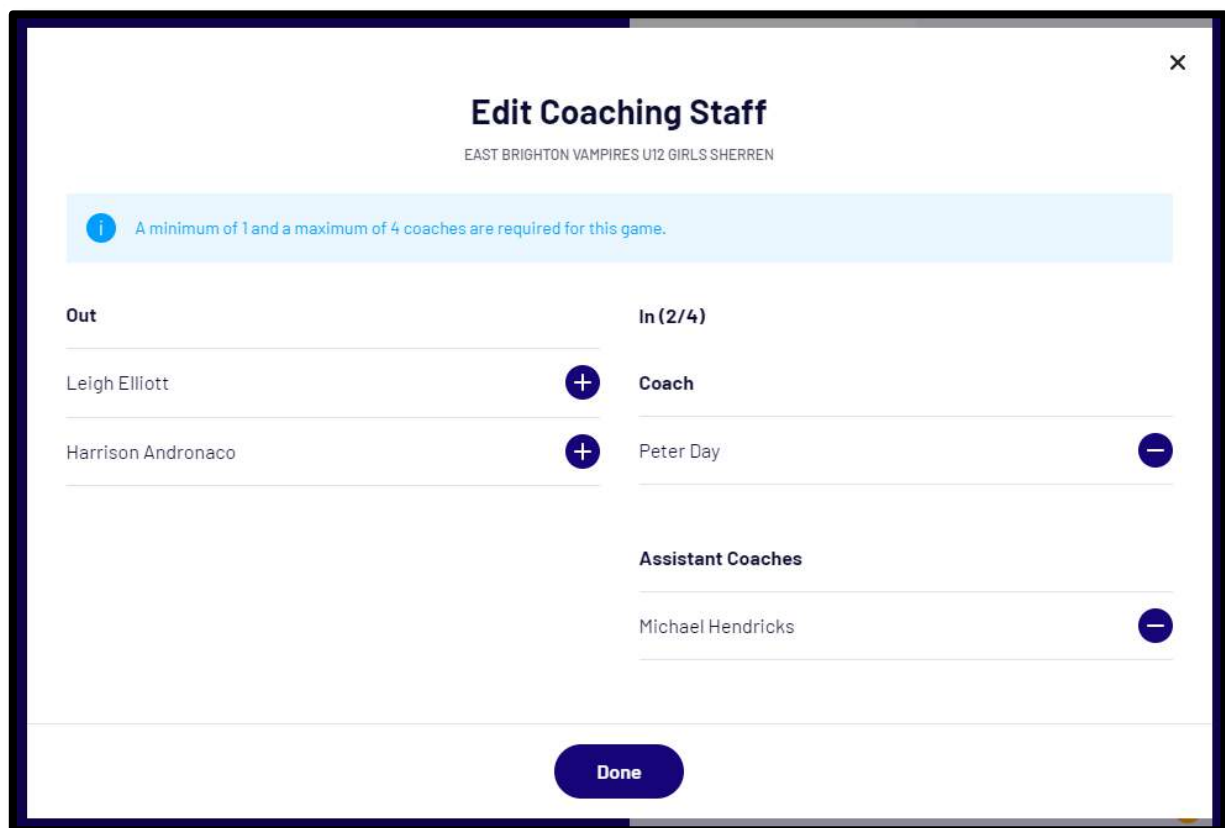
Done

Participant Registration - Participant Portal (cont)

You will be returned to the **Manage** page, scroll down the page to the **Coaching Staff** area and click on the icon.



In the **Edit Coaching Staff** window click on the icon for the **Coach** or **Assistant Coaches** to move them from the **Line-up** to **Out**, click on the icon for the **Coach** or **Assistant Coaches** to move them from **Out** to the **Line-up** and click on the **Update Changes** button. The changes to the coaching staff will be updated, click on the **Done** button.



Participant Registration - Participant Portal (cont)

You will be returned to the **Manage** page, scroll down the page to the **Player Statistics** area and click on the icon.



In the **Player Stats** window add the player statistics and click on the **Update Changes** button. The changes to line-up will be updated, click on the **Done** button.

✕


Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

	YEL	RED	G	B	PTS
2 Phoebe Fyfe	1				
3 Isla Lewis			1		6
4 Luella Hall				1	1
5 Eleanor Bailey			1		6
14 Georgia Naughton				1	1
15 Camille Marlow					
23 Genevieve Brooks			1	1	7
35 Clementine Pitts					
Team Stats				1	1
Total	1	-	3	4	22

Update Changes
Cancel

Participant Registration - Participant Portal (cont)

You will be returned to the **Manage** page, scroll down the page to the **Best Players** area and click on the  icon.

BEST PLAYERS (0/6)



Add best players for this game

In the **Best Players** window select the best players and click on the **Update Changes** button. The best players will be updated, click on the **Done** button.

×

Best Players (3/6)

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

Eleanor Bailey

Player 2

Genevieve Brooks

Player 3

Phoebe Fyfe

Player 4

Please select

Please select

Luella Hall

Isla Lewis

Camille Marlow

Georgia Naughton

Clementine Pitts

Player 5

Please select

Update Changes

Cancel

14. Transfers & Permits

Settings

In the left-hand column select **Transfers & Permits** and then 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.

Transfers & Permits (cont)

Request Transfer

When the **Participant** has completed the **Participants Details** page 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 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 - Request 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.

 **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:

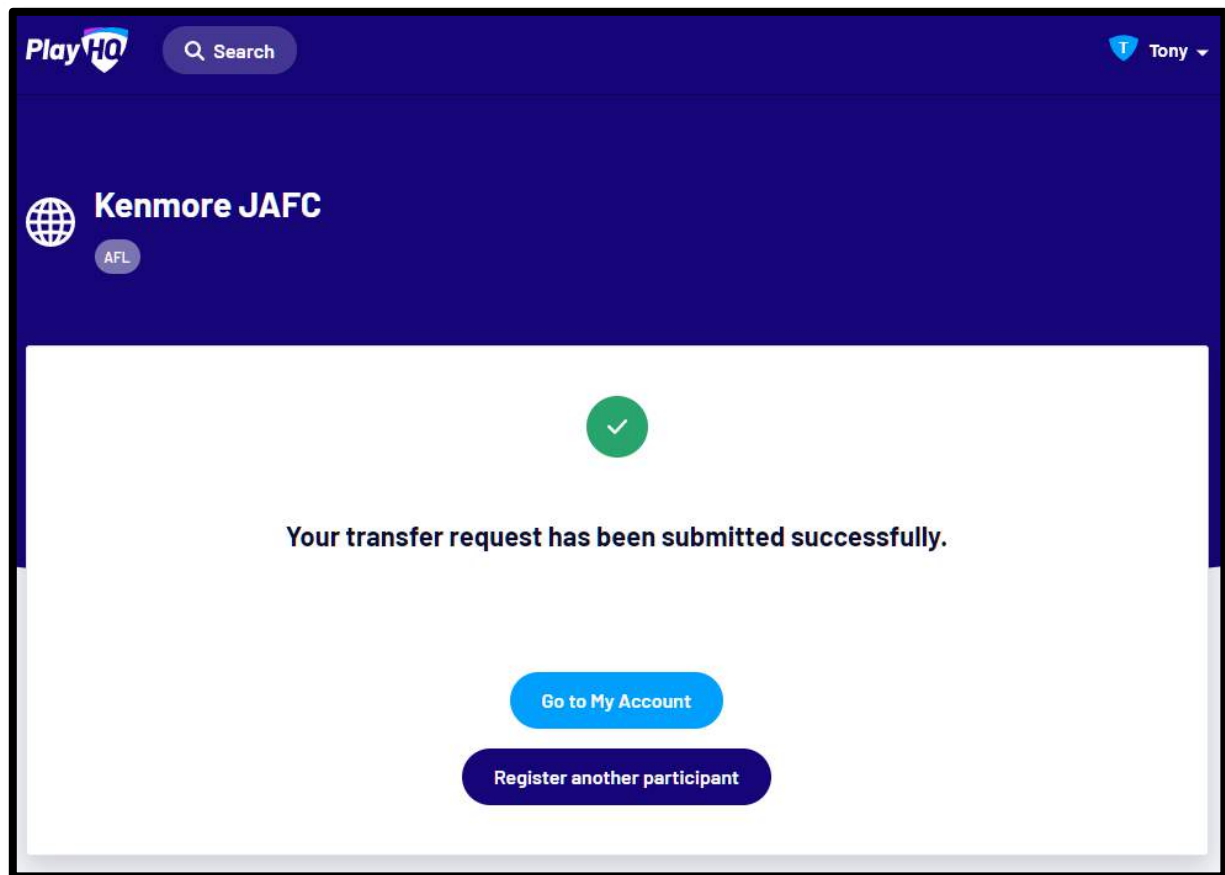
- Your request will be reviewed by your current club, new club and association(s),
- You will receive a notification indicating whether your request was approved or declined. If approved:
 - Your registration to your current club will be cancelled,
 - You will be asked to complete your registration to your new club.

[Submit Transfer Request →](#)
[Cancel](#)

Transfers & Permits - Request 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 association, destination association & 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.

Transfers & Permits (cont)

Manage Transfer Requests

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

To approve or decline a transfer click on the **View** button for the **Transfer**.

Transfers						
Requests Settings						
1 - 10 of 10 < 1 of 1 >						
PLAYER	DESTINATION CLUB	DATE	DIRECTION	TYPE	STATUS	
Tony Saunders	Kenmore J AFC	15 Jun 2021	Outbound	Transfer	Pending	View
Braxton Archer	Burleigh J AFC	14 Jun 2021	Internal	Transfer	Registered	View

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

Transfer Request Done

Tony Saunders Suspended

PlayHQ Test League
Burleigh J AFC

COMPETITION
PlayHQ Test League - Season 2021

SEASON
2021

- the player's **Profile** information

Transfer Request Done

Profile

EMAIL
tony.saunders@afl.com.au

MOBILE
0400006859

D.O.B.
01 June 2012

ADDRESS
RUNAWAY BAY QLD 4216

Transfers & Permits - Manage Transfer Requests (cont)

- the transfer Request Details

Transfers & Permits > Transfer Request

Using as: PlayHQ Test League

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

Request Details

Test Football League (TFL)
Kenmore J AFC

COMPETITION
2021 Season

SEASON
2021

SEASON DATES
01 March 2021 - 30 September 2021

Done

Approve Decline

- the Status of the transfer; and

Transfers & Permits > Transfer Request

Using as: PlayHQ Test League

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Status

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

Done

Approve Decline

- the player's Incident History

Transfers & Permits > Transfer Request

Using as: PlayHQ Test League

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Support

Incident History

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

Done

Approve Decline

Pending
PlayHQ Test League
23 June 2021

Pending
Test Football League (TFL)

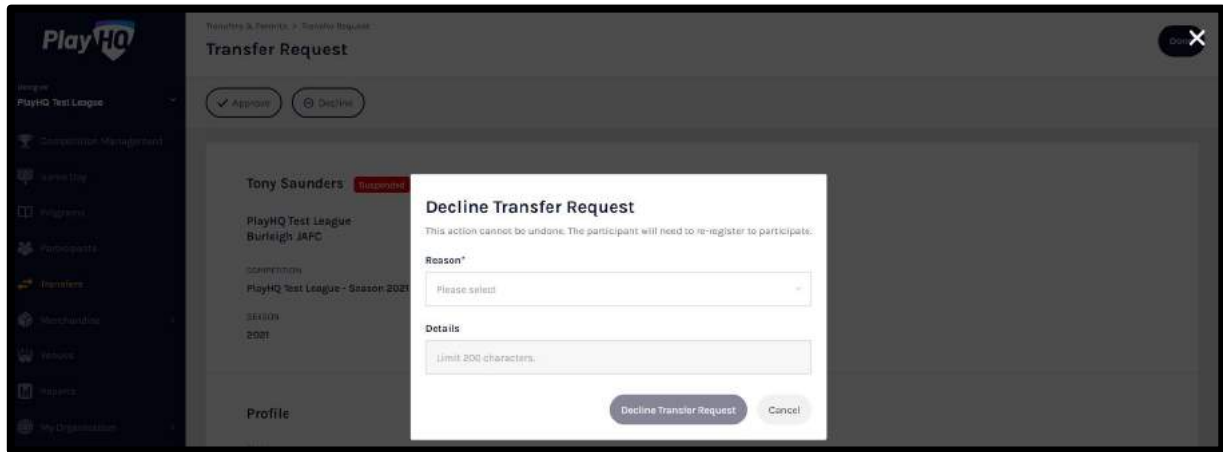
Pending
Kenmore J AFC

Registration Pending
Tony Saunders

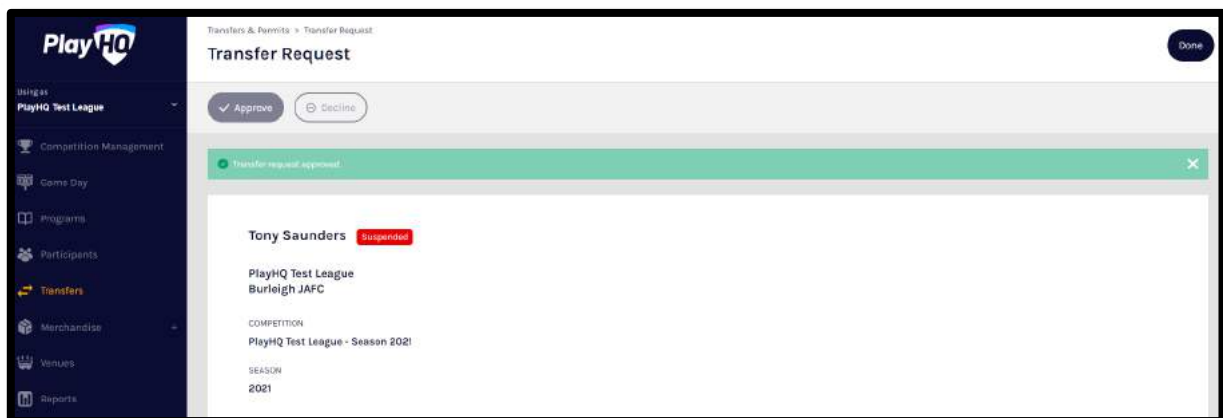
Transfers & Permits - Manage Transfer Requests (cont)

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 if required and click on the **Decline Transfer Request** button.



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.

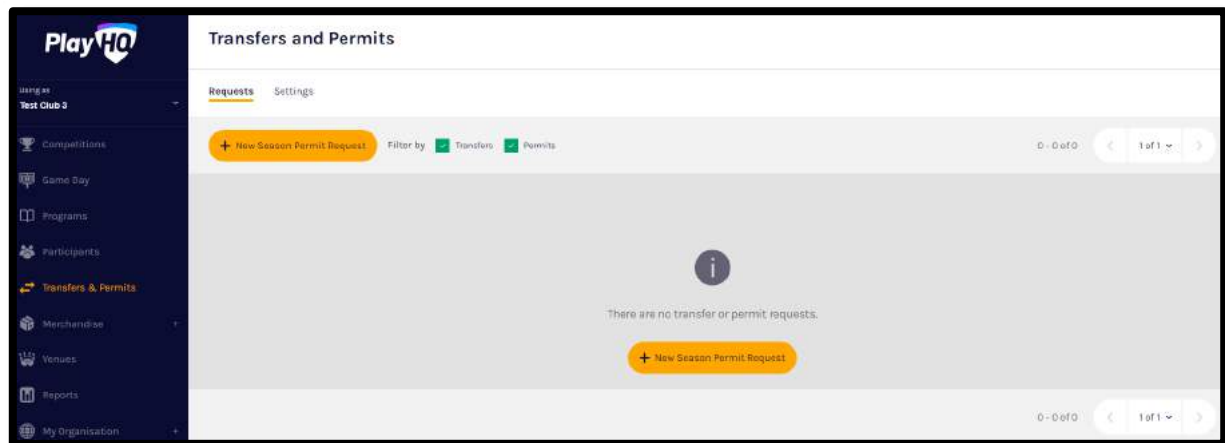
At any stage of the **Transfer** you will be to check at what level of the process it is sitting by clicking on the **View** for the transfer and scrolling down to the **Status** area of the **Transfer Request**.

Transfers & Permits (cont)

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

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



On the **New Season Permit Request** page in the **Competition** section the **Organisation**, **Competition** and **Season** for the competition you require the player to permit to. In the **Season Permit Dates** section add the **From** date and the **To** date. In the **Player** section you must select the player's **Club** and **Last Name** and click on the **Search** button. You can add the **First Name** and **Date of Birth** to narrow down the search. When you find the **Player** you wish to permit select them and click on the **Review** button in the top right corner.

Transfers & Permits - Request Season Permit (cont)

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

If they are incorrect click on the **Back** button in the top right corner and make the changes.

If they are correct click on the **Submit New Season Permit Request** button in the top right corner.

New Season Permit Request

Braxton Archer

DOB: 08 June 2012 | ADDRESS: RUNAWAY BAY QLD 4216

SOURCE ASSOCIATION: PlayHQ Test League | SOURCE CLUB: Burleigh JFC

COMPETITION: PlayHQ Test League - Season 2021 | SEASON: 2021

Request Details

DESTINATION ASSOCIATION: PlayHQ Test League | DESTINATION CLUB: Test Club 3

COMPETITION: PlayHQ Test League - Season 2021 | SEASON: 2021 | SEASON DATES: 10 April 2021 - 25 September 2021

Season Permit Dates

FROM: 01 June 2021 | TO: 30 June 2021

[Submit New Season Permit Request](#) [Back](#)

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

Transfers and Permits

[Requests](#) [Settings](#)

[+ New Season Permit Request](#) Filter by ☒ Transfers ☒ Permits 1 - 1 of 1

PLAYER	DESTINATION CLUB	DATE	DIRECTION	TYPE	STATUS	
Braxton Archer	Test Club 3	29 Jun 2021	Inbound	Permit	Pending	View

1 - 1 of 1

Transfers & Permits (cont)

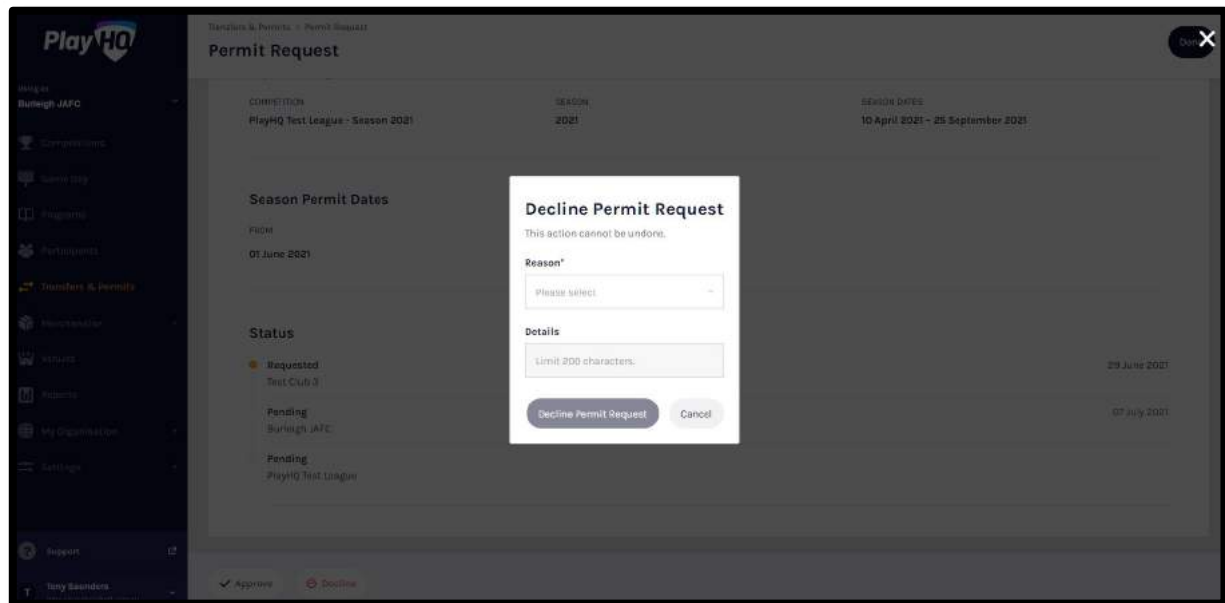
Manage Season Permit Requests

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

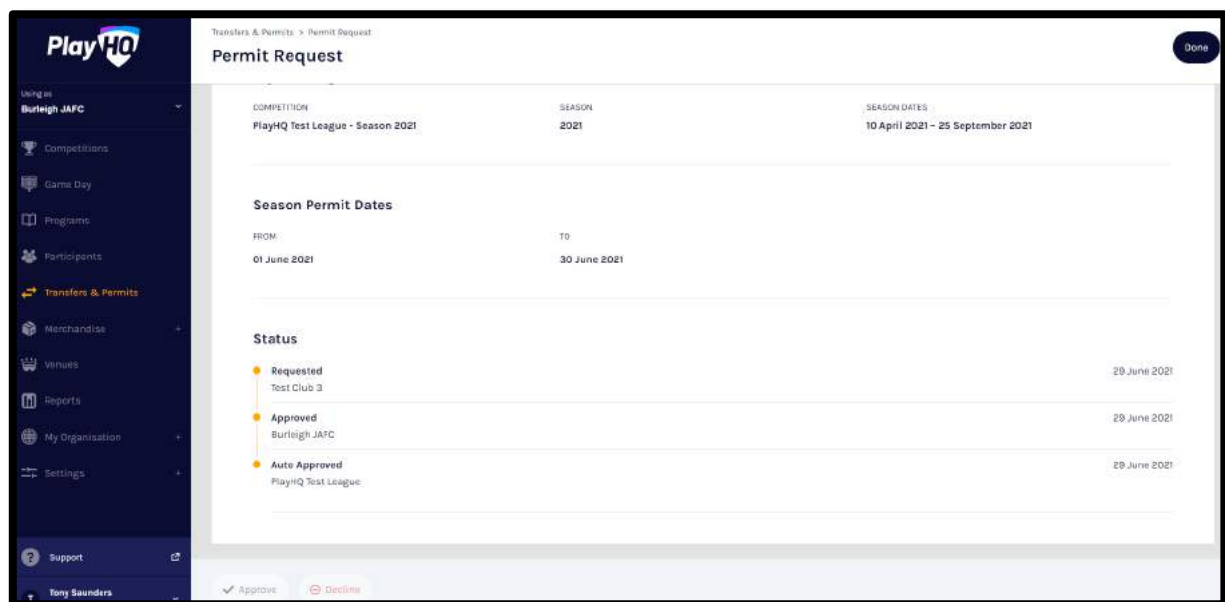
On the **Permit Request** page you can view the **Player** details, the **Request Details**, the **Season Permit Dates** and the **Status**.

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 hand column select **Reports**, in the screenshot below we have selected the **Competitions** tab.

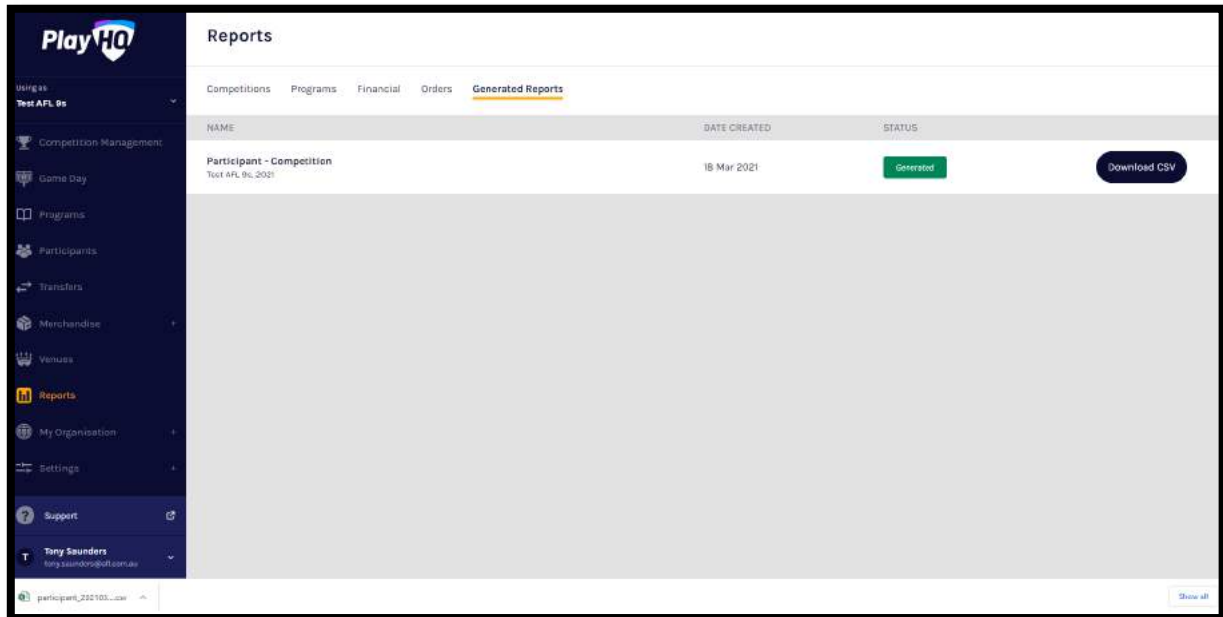
The screenshot shows the PlayHQ interface with the 'Reports' section selected in the left sidebar. The 'Competitions' tab is active, displaying two report generation sections. Each section has a 'Competition*' dropdown menu (currently showing 'Select a competition'), a 'Season*' dropdown menu (currently showing 'Select a season'), and a 'Generate' button. Below each set of dropdowns, it states '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 interface, but now the 'Participation Report' section is active. The 'Competition*' dropdown is set to 'Test AFL 9s' and the 'Season*' dropdown is set to '2021'. The 'Generate' button is visible. Below this, the 'Fill-in Participation Report' section is also visible, with its own dropdowns and a 'Generate' button. At the bottom of the page, a light blue banner displays 'Generating Participant...' and 'Test AFL 9s, 2021'. A 'Go to Generated Reports' link is located in the bottom right corner of the banner.

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 a navigation menu including options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports' (highlighted), 'My Organisation', 'Settings', 'Support', and a user profile for 'Tony Saunders'. The main content area is titled 'Reports' and has tabs for 'Competitions', 'Programs', 'Financial', 'Orders', and 'Generated Reports' (which is active). Below the tabs is a table with columns 'NAME', 'DATE CREATED', and 'STATUS'. One report is listed: 'Participant - Competition' with the subtitle 'Test AFL 9s 2021', a date of '18 Mar 2021', and a status of 'Generated'. To the right of the table is a 'Download CSV' button. At the bottom of the page, a browser address bar shows the URL 'participant_232105...csv'.

16. Integrations - Mailchimp

As part of your Club 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.

Integrations – Mailchimp (cont)

Go to your nominated email account and open the email from Mailchimp and click on the link to activate your account.

Confirm the \$0 plan is selected and click Continue.

Complete your account details (First Name; Last Name; Business Name; Website URL and your phone (optional)).

Click Continue.

Complete your address details and click Continue.

Select No when asked if you have a list of contacts and click Continue

Select Services and click Continue

Select any offers you wish to subscribe to and click Continue

Let's set up your account

First Name

Last Name

Business Name

Website URL

Optional

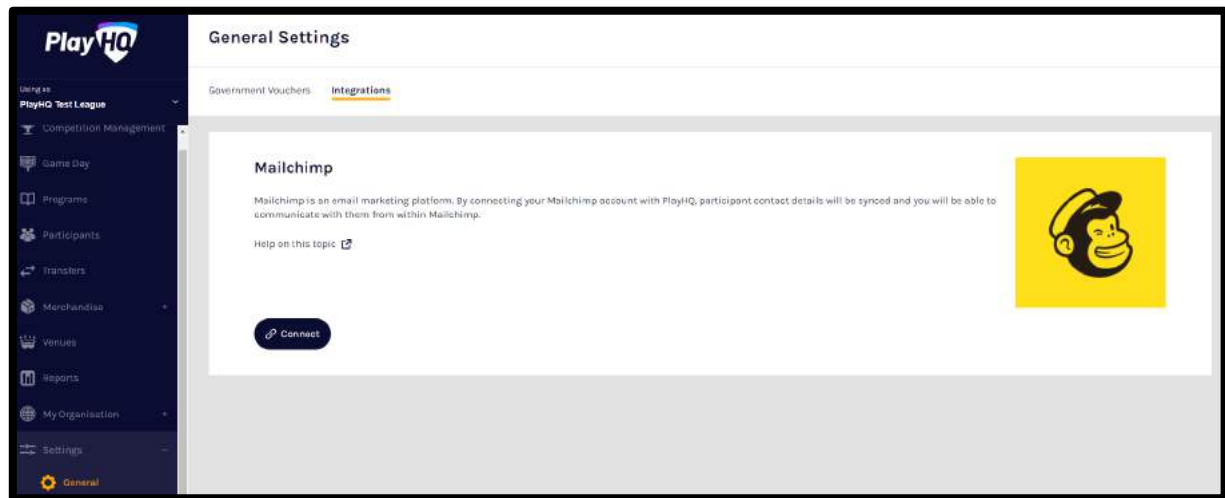
Phone Number

Optional

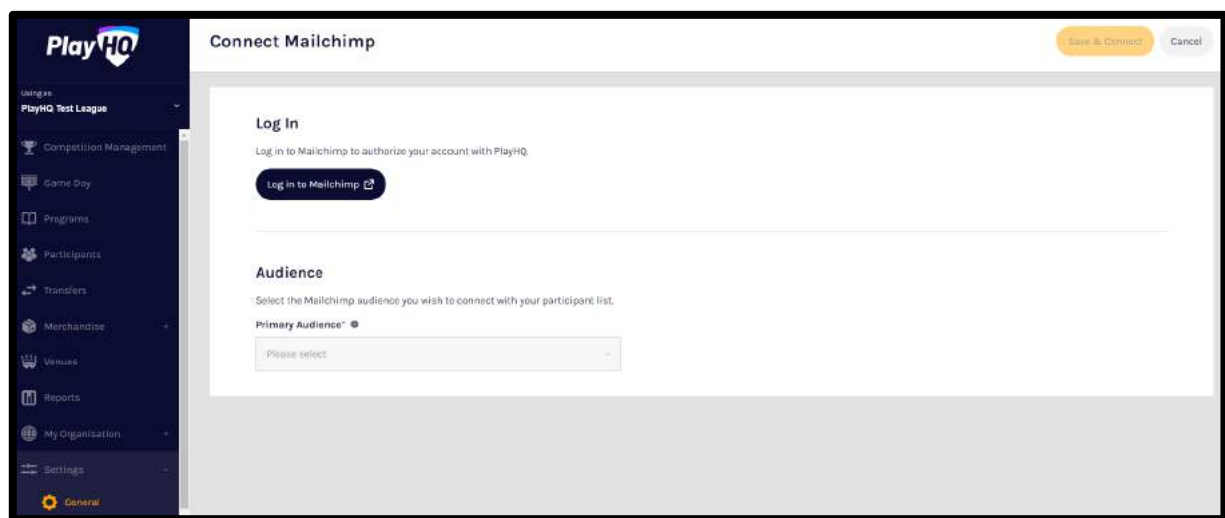
Continue

Integrations – Mailchimp (cont)

To connect a **Club** to a **Mailchimp** account, in the left hand menu select **Settings**, select **General**, click on the **Integrations** tab and click on the **Connect** button.

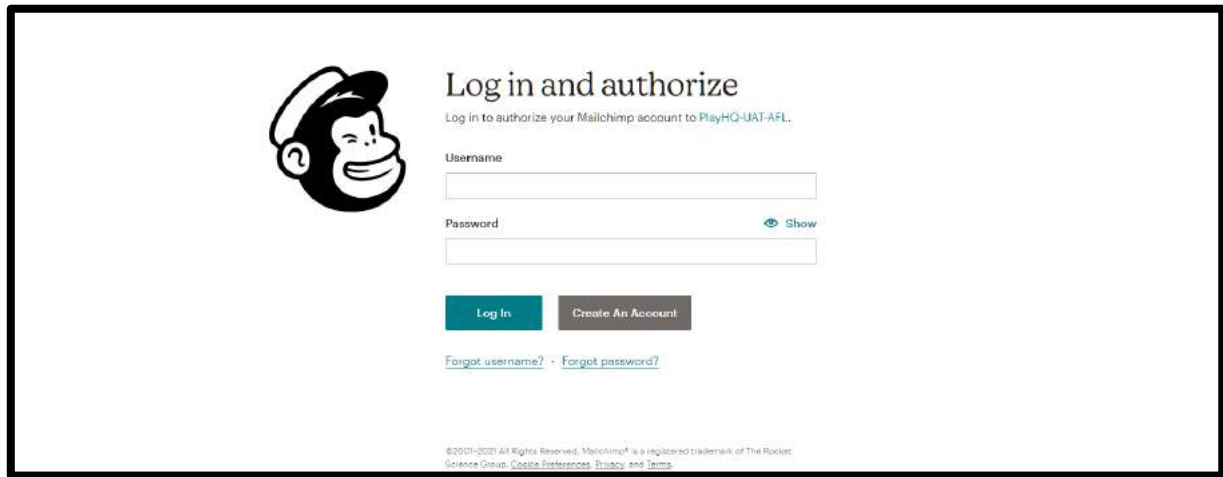


On the **Connect Mailchimp** page click on the **Log in to Mailchimp** button.

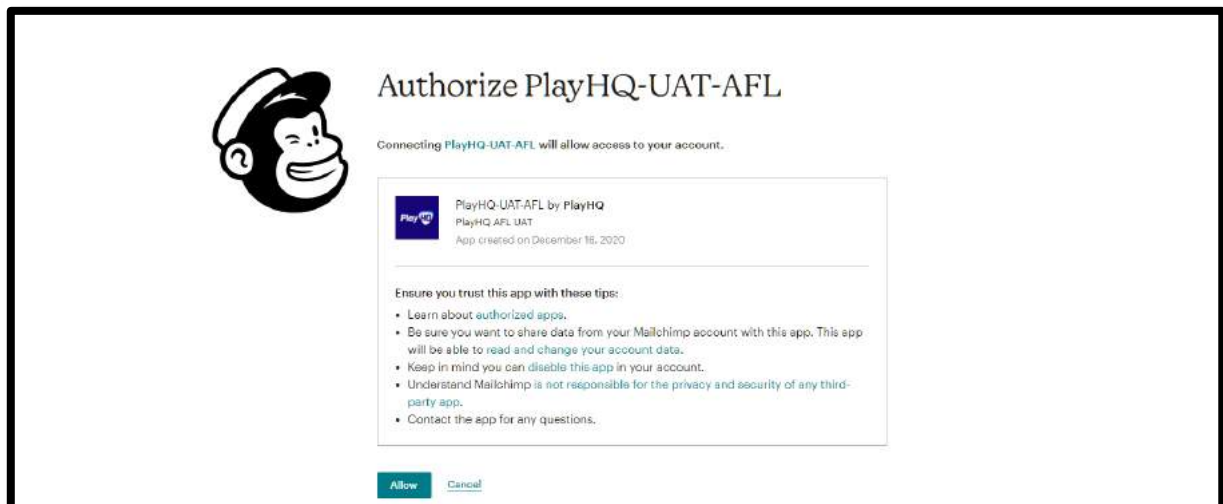


Integrations – Mailchimp (cont)

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.

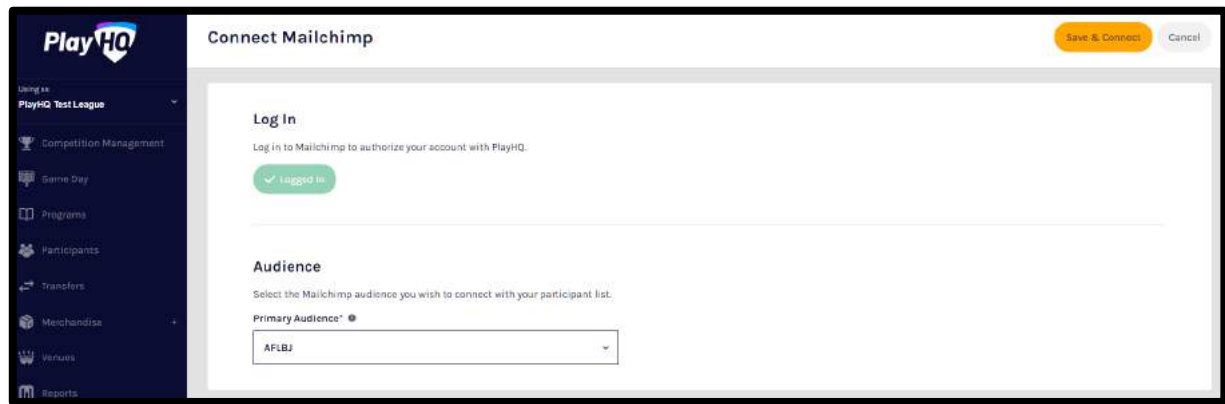


On the **Authorize PlayHQ PoC** page click on the **Allow** button.

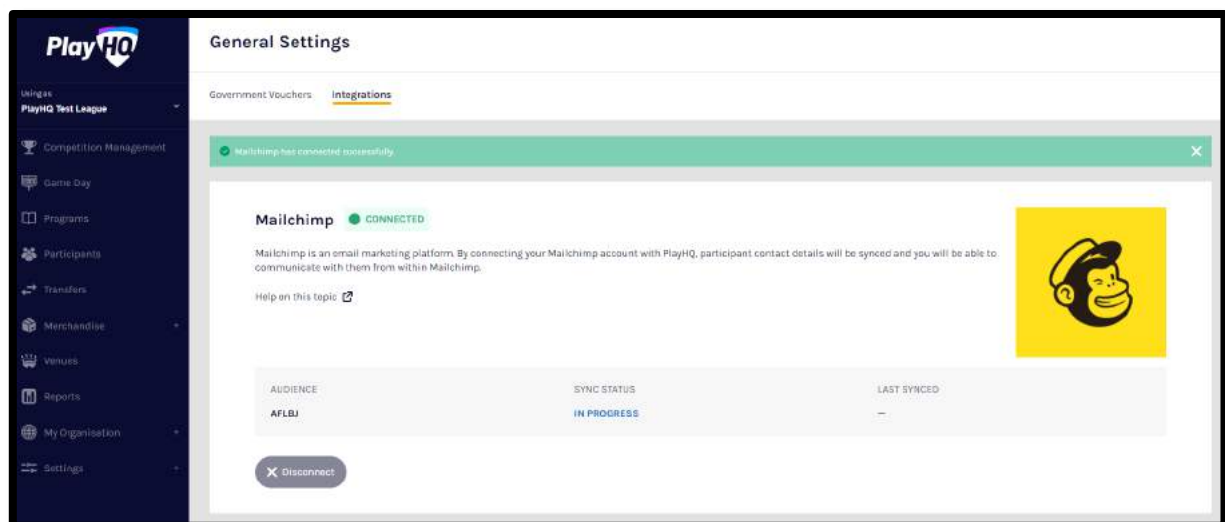


Integrations – Mailchimp (cont)

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.



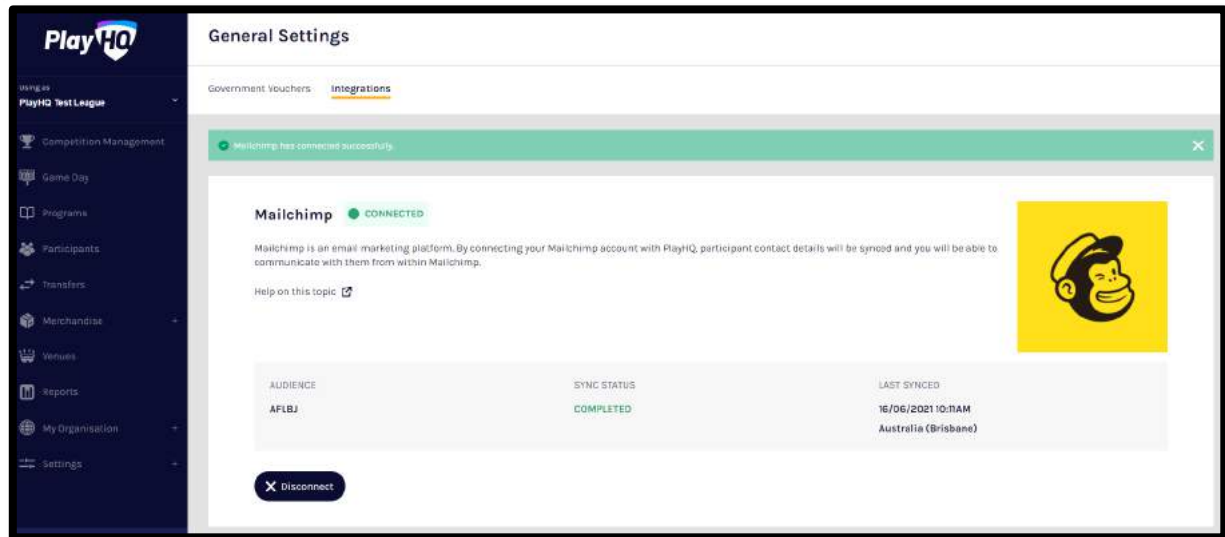
The page will update with a confirmation message. When the connection is created to **Mailchimp**, **PlayHQ** will immediately start synchronising your organisation's contacts.



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 Association 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 association 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 association 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](#).

Support (cont)

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 [Integration](#)
- ☐ **Transfers -> Settings - add notification emails & update auto approval (2 minutes)**
User guide link [Transfers](#)
- ☐ **Merchandise -> Products – add products (If required) (15 minutes)**
User guide link [Merchandise](#)
- ☐ **Competitions -> My Competitions -> Registration -> Custom Fields - add (if required) (5 minutes)**
User guide link [Custom](#)
- ☐ **Competitions -> My Competitions -> Registration -> Forms – configure Participant to Club form (15 minutes)**
User guide link [Registration](#)
- ☐ **Competitions -> My Competitions -> Registration -> Forms – configure Family Member Discount (if required) (2 minutes)**
User guide link [Discount](#)
- ☐ **Competitions -> My Competitions -> Teams – add club teams (2 minutes per team)**
User guide link [Teams](#)