




























PLAYHQ SEASON SETUP CHECKLIST

TASK	WHERE IN PLAYHQ?	SUPPORT CLICK VIDEO, GUIDE OR WEBSITE ICON FOR SUPPORT			COMPLETE
Invite other administrators to your Club	My Organisation > Admins				
Submit a Stripe Account to ensure your Club can accept payments	My Organisation > Overview > Payments				
Update your Club details	My Organisation > Overview > Details				
Add in your Club contacts	My Organisation > Overview > Contacts				
Check that your respective State Government Voucher is on	Settings > General > Government Vouchers				
Setup transfer and permit email notifications & auto-approvals	Transfers and Permits > Settings				
Setup Merchandise Products (if required)	Merchandise > Products				
Setup Family Discounts (if required)	Competitions > My Competitions > Registration > Family Member Discount				
Setup Registration Form and Fees	Competitions > My Competitions > Registration > Configure 'Participant to Club' form				
Configure Mailchimp for Communications (if required)	Settings > General > Integrations				
Consider the free / paid website options and setup accordingly (e.g. editing links to PlayHQ) to maximise promotion	No action required in PlayHQ - however, you should consider website options available and setup accordingly.		