

AFL COMMUNITY FOOTBALL
LEAGUE ADMIN
PLAYHQ USER GUIDE



Version 3, 14th January

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1. Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

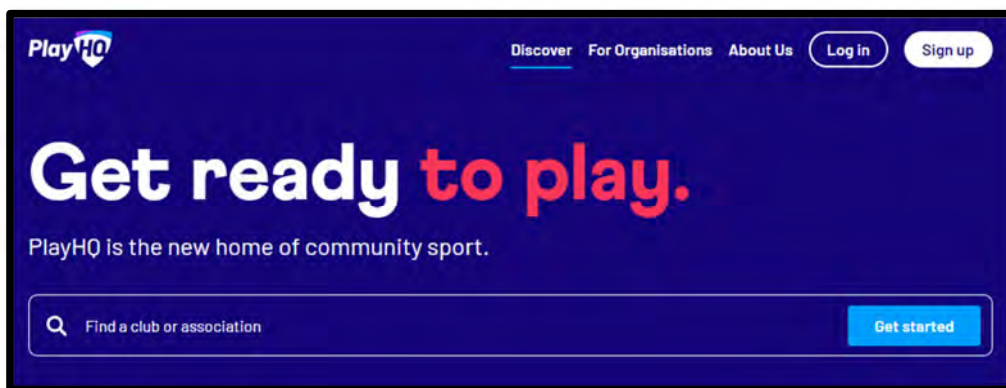
Participant in **PlayHQ** formerly known as Member in the GameDay (SportsTG) system.

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

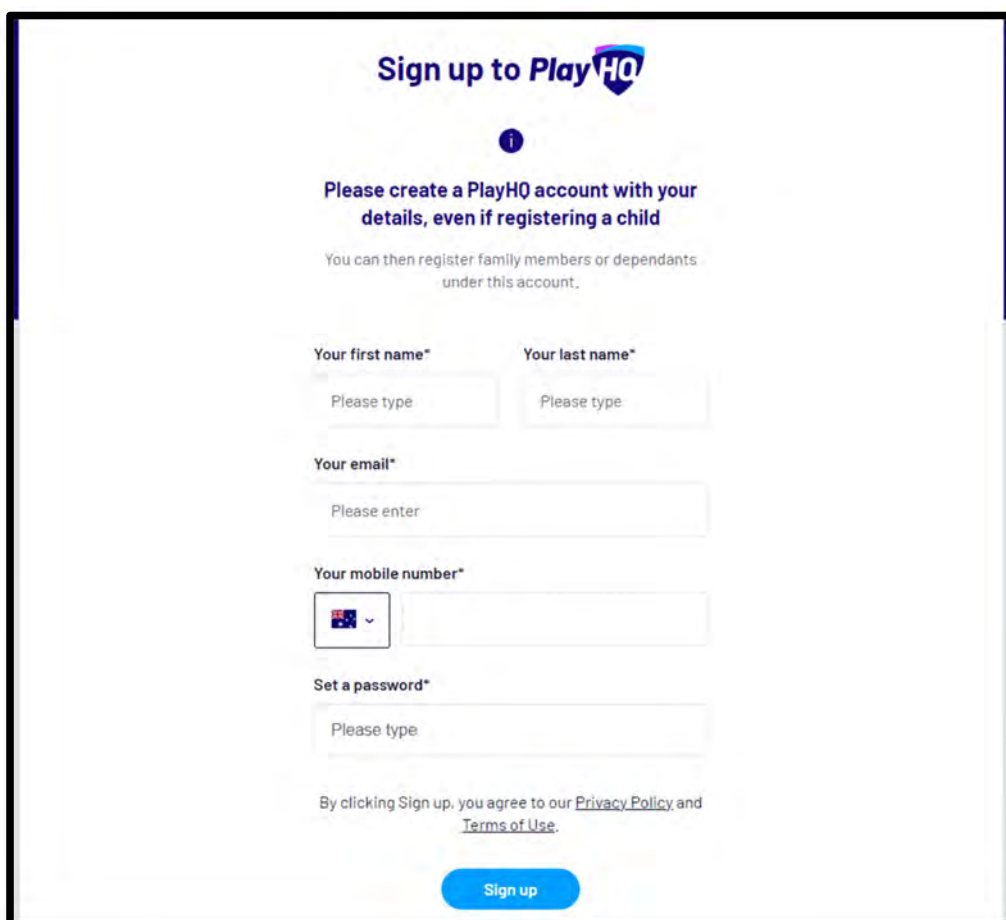
Tournament in **PlayHQ** formerly known as Pools Competition in the GameDay (SportsTG) system.

2. Creating a PlayHQ Account

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

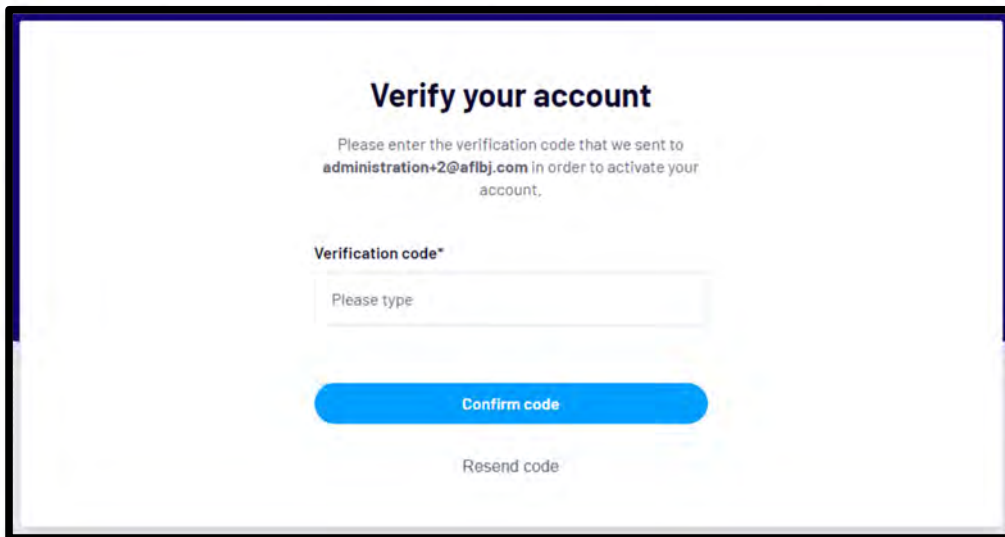


You will land on the **Sign up to PlayHQ** page. Add **Your first name**, add **Your Last Name**, add **Your email**, add **Your mobile number**, add a password in **Set a password** and click on the **Sign up** button.

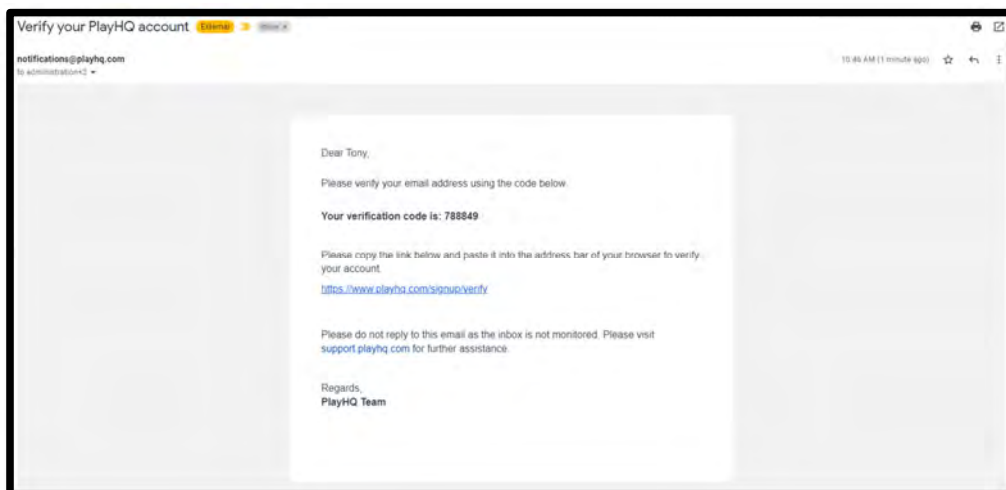
A screenshot of the 'Sign up to PlayHQ' page. The page has a white background with a blue header containing the 'Sign up to PlayHQ' title and a blue shield icon. Below the header is an information icon and a bold instruction: 'Please create a PlayHQ account with your details, even if registering a child'.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

Creating a PlayHQ Account (cont)

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



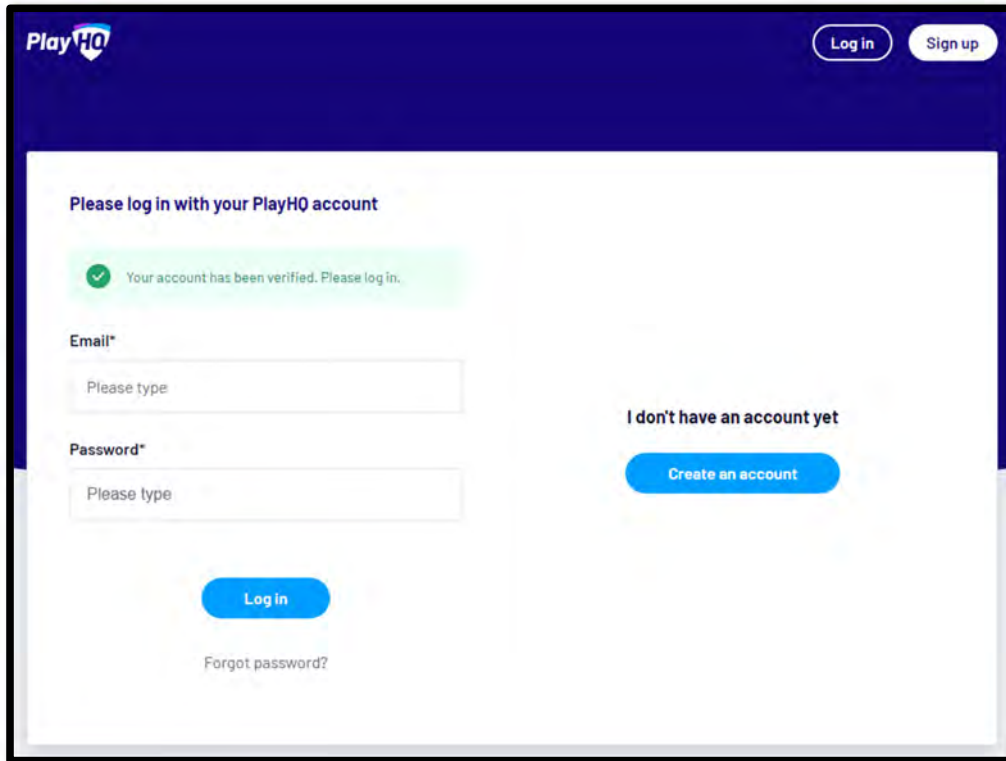
The screenshot shows a web page titled "Verify your account". Below the title, it says "Please enter the verification code that we sent to **administration+2@afibj.com** in order to activate your account." There is a text input field labeled "Verification code*" with the placeholder text "Please type".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



Creating a PlayHQ Account (cont)

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

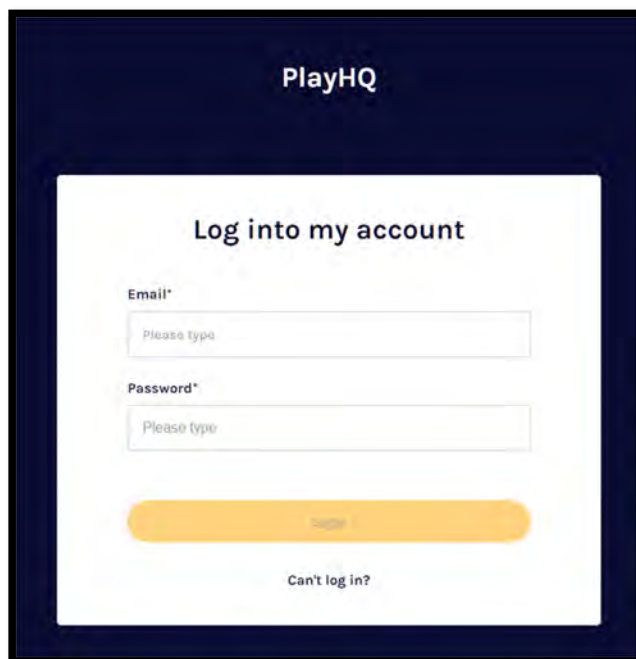
You will be taken to the login page and confirmation message – **Your account has been verified. Please log in.** – where you be able to enter your **Email** and **Password** and click on the **Login** button.



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

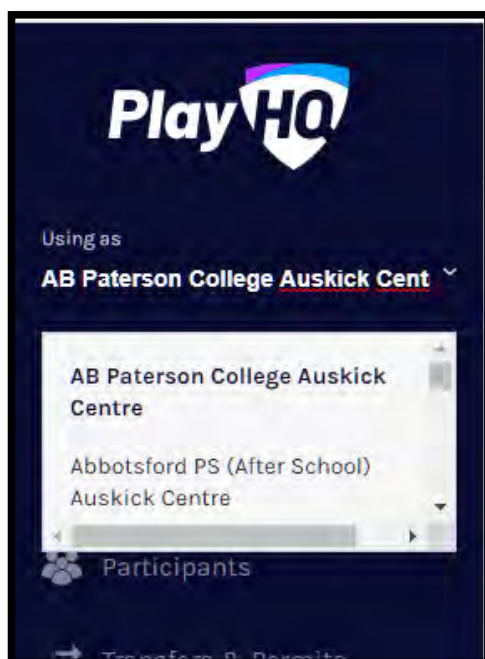
3. Logging in and accessing your database as an League Admin

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



The image shows the PlayHQ login interface. At the top, the 'PlayHQ' logo is displayed. Below it, a white box contains the heading 'Log into my account'. There are two input fields: 'Email*' and 'Password*', both with placeholder text 'Please type'. Below these fields is a large orange button with the text 'Log In'. At the bottom of the white box, there is a link that says 'Can't log in?'.

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



4. My Organisation – Admins

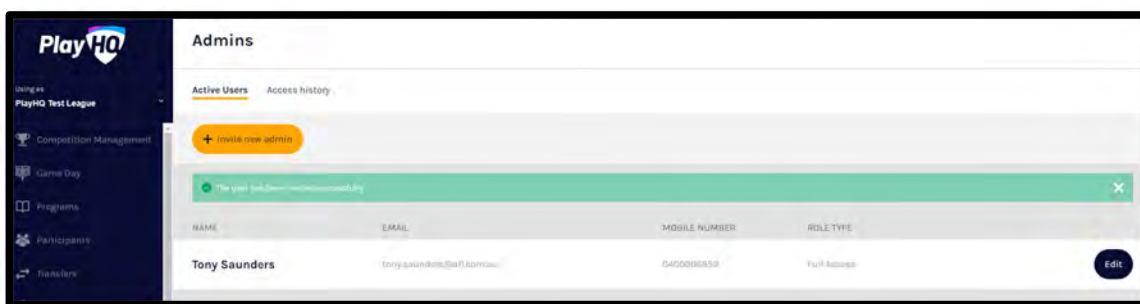
In the left-hand menu click on **My Organisation** then select **Admins**.

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



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

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



My organisation – Admins (cont)

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

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

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

5. My Organisation – Overview

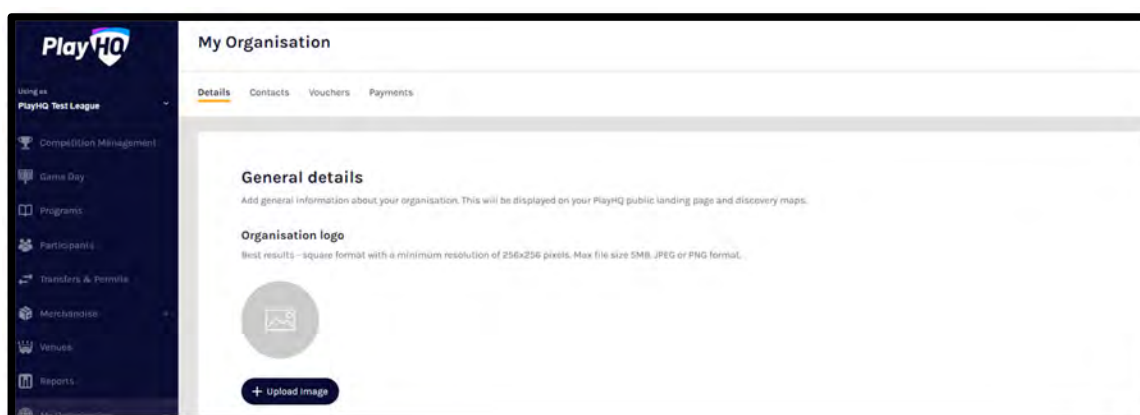
In the left-hand column go to **My Organisation** then select **Overview**.

Adding/Updating Details

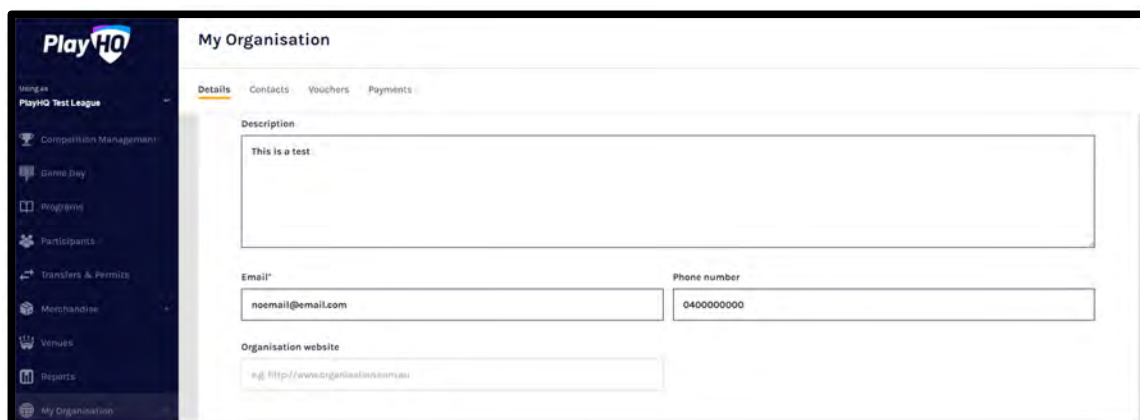
Click on the **Details** tab.

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

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



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



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

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

*Please note this information is important as it appears on your organisation's PlayHQ registration page and selecting **Visible** makes your organisation active on the www.play.af/ locator.*

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 cares for:

COMPETITIONS	PROGRAMS
<input type="checkbox"/> AFL 9s	<input type="checkbox"/> Academies
<input type="checkbox"/> AFLX	<input type="checkbox"/> Auskick
<input checked="" type="checkbox"/> AFL Community	<input type="checkbox"/> Holiday Programs
<input type="checkbox"/> International	<input type="checkbox"/> Indigenous
<input type="checkbox"/> Other	<input type="checkbox"/> International
<input type="checkbox"/> Schools	<input type="checkbox"/> Multicultural
	<input type="checkbox"/> Other
	<input type="checkbox"/> 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** button at the bottom of the page.

Adding/Updating Contacts

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

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

To remove a contact click on the icon.

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

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

My Organisation

Details **Contacts** Vouchers Payments

Contact information

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

+ Add contact

Update & Save

Adding/Updating Notifications

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

My Organisation

Details Contacts **Notifications** Vouchers Payments

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

Notifications

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

Email

+ Add

Limit 30

EMAIL ADDRESS	COMP. REG.	PROG. REG.
tony.saunders@afl.com.au	<input type="checkbox"/>	<input type="checkbox"/>

Added by: Tony Saunders, 12 January 2022

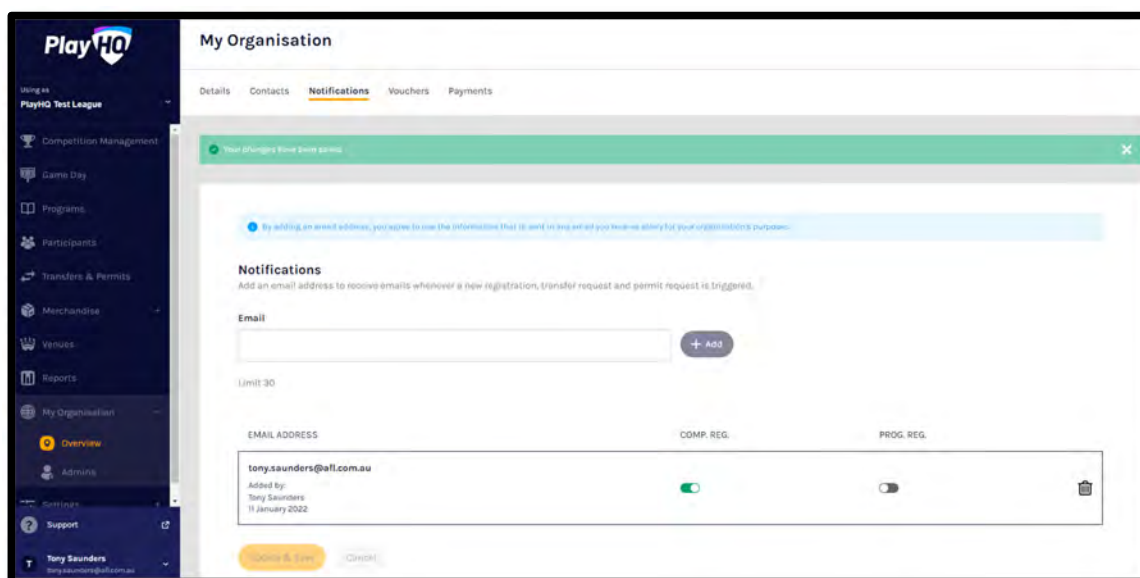
Update & Save **Cancel**

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

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

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

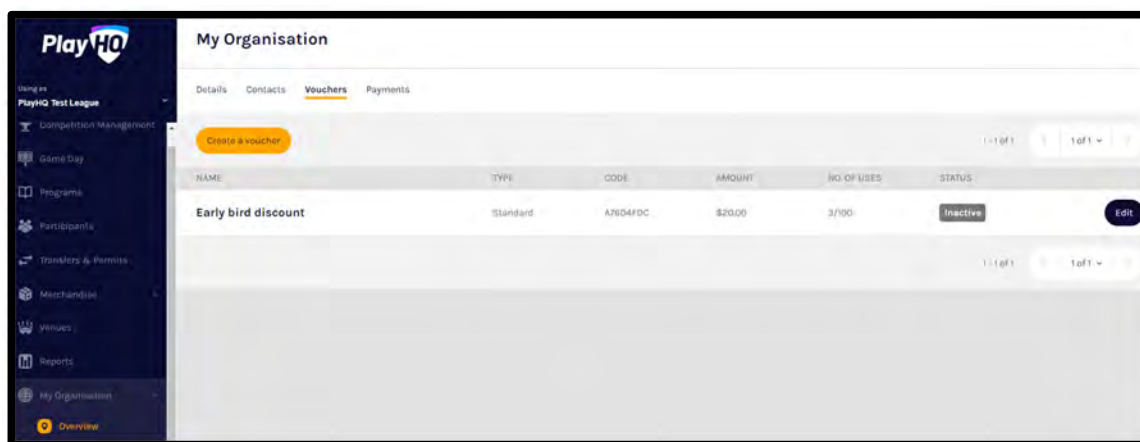
To remove a contact, click on the icon and click on the **Update & Save** button.



Creating Vouchers

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

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



My Organisation – Overview – Creating Vouchers (cont)

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

Create a voucher

Voucher type

Standard

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

Voucher details

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

Voucher value*
\$ 0

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

Activate voucher ☐

Setting Up Online Payments

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

My Organisation

Details Contacts Vouchers **Payments**

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

Submit Payment Details

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

Add Organisation details and select answers to GST questions.

Submit Payment Details [Submit] [Cancel]

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

Organisation Details

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

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

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

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

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

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

Add Organisation bank details and representative details.

Submit Payment Details [Submit] [Cancel]

Nominated Bank Account Details

All deposits will be paid into this account.

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

Authorised Organisation Representative Details

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

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

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

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

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

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

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

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

Submit Payment Details

Photo Identification

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

☒ Drivers License
 ☐ Passport

Drivers License Front*

Please ensure:

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

Upload

Drivers License Back*

Please ensure:

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

Upload

Submit Payment Details

Photo Identification

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

☐ Drivers License
 ☒ Passport

Passport*

Please ensure:

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

Upload

Terms and Conditions

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

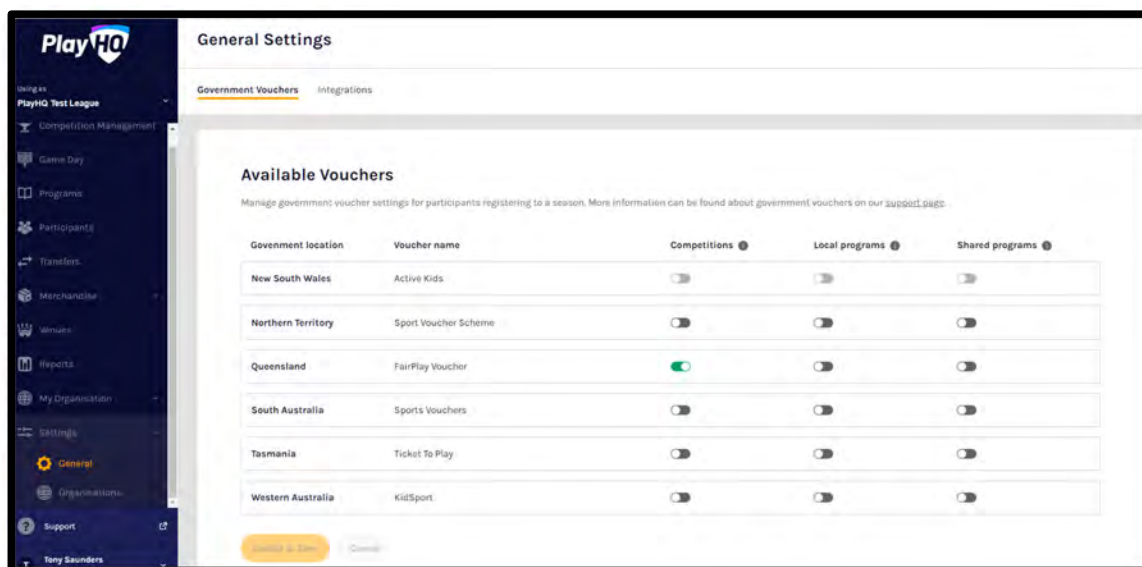
6. Settings – General

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

Government Vouchers

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

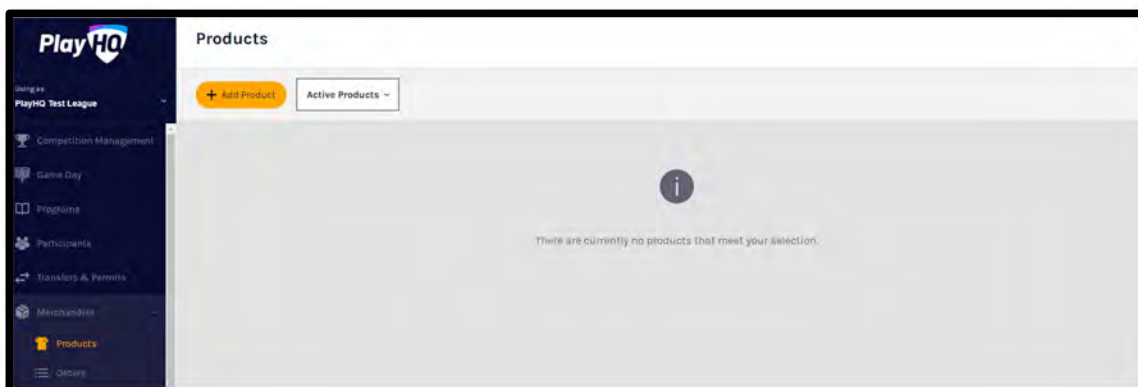
Please note you can turn on more than one state for those organisations that cross a state border.



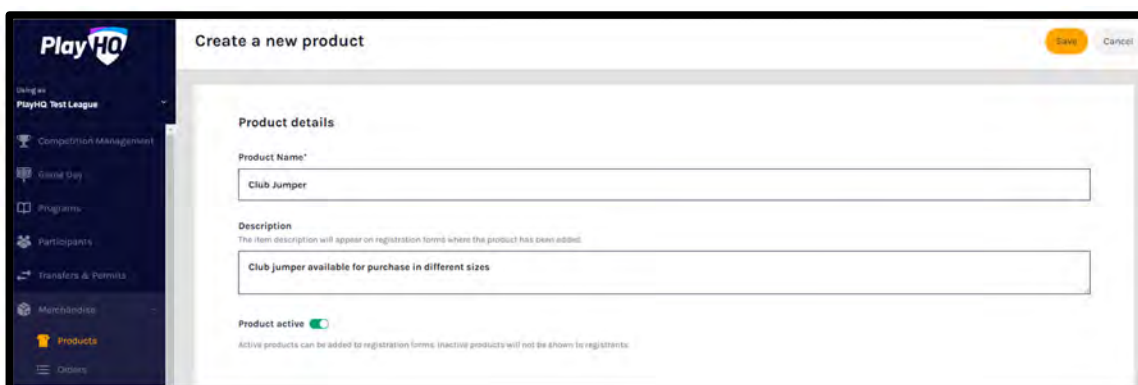
7. Merchandise

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

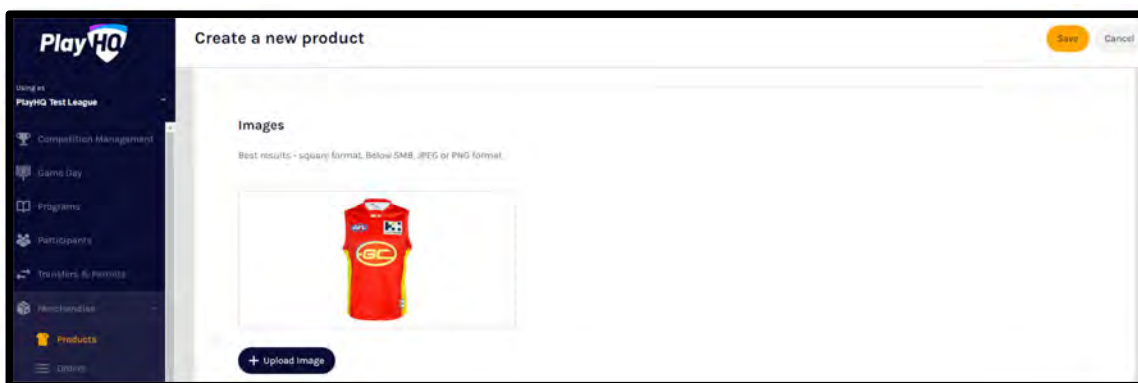
In the left-hand column go to **Merchandise**, select **Products** and click on the **Add Product** button.



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



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



Merchandise (cont)

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

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

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

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

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

Merchandise (cont)

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

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

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

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

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

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

Merchandise (cont)

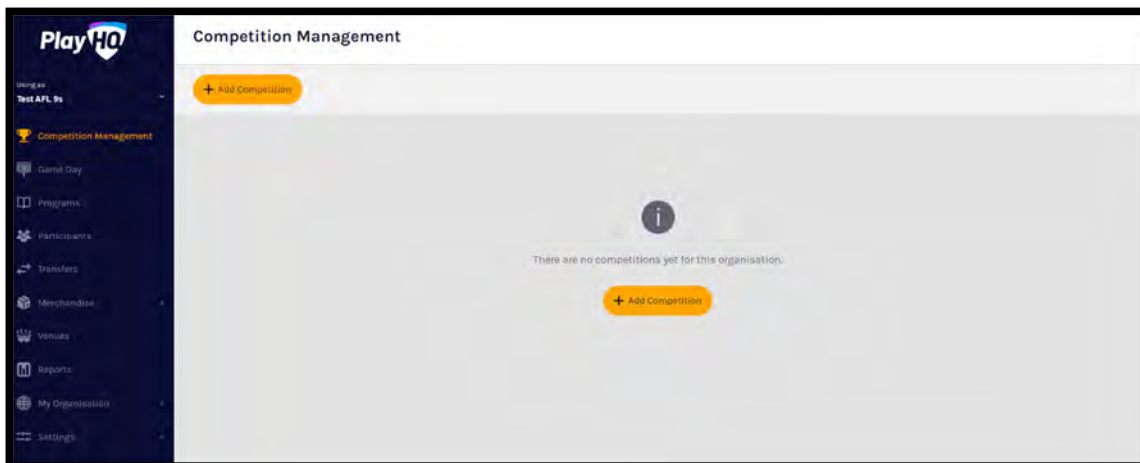
You will be returned to the **Create a new product** page, click the **Save** button in the top right corner.

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

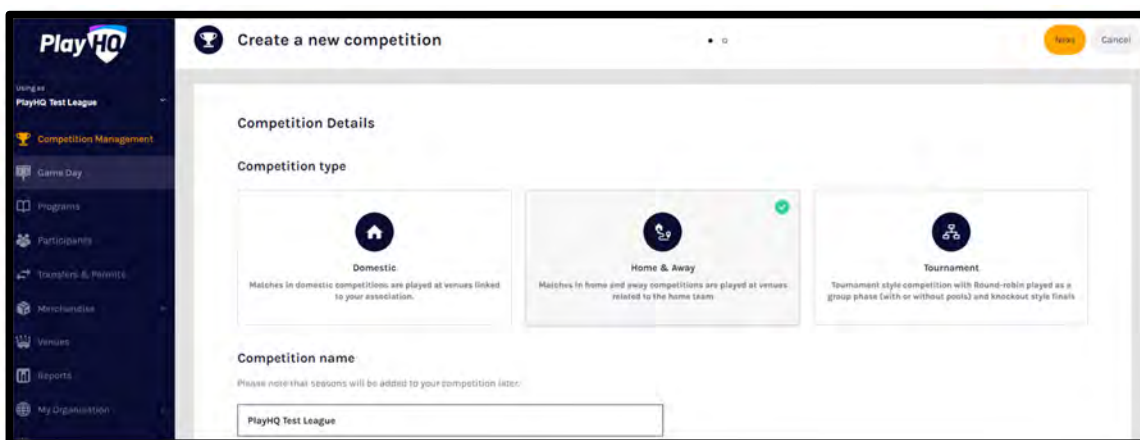
PRODUCT	VARIATIONS	AMOUNT	
Club Jumper	Yes	\$20.00 - \$30.00	Active Edit

8. Create Competition

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



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



Create a Competition (cont)

In the **Format** area select **AFL Community** and in the **Competition Visibility** area select **Visible**.

If your **League** would like new player registrations to appear as pending registrations and have the ability to approve them, toggle the **New Player Approval** button on. The option to give clubs the ability to approve pending registrations is also available.

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

Configure the Game Default Settings.

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

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

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

Under **Lineup limits** (optional) turn on **Players** button and select **Minimum** and **Maximum**, turn on **Coaches** button and select **Minimum** and **Maximum**.

Under **Overtime** (optional) turn on and select option for **Game type**, **Period length (mins)** and **Overtime type**.

Under **Extra scores** (optional) select an **Extra score type** option.

In **Ladder Settings**, under **Game outcome points** you can click on the information icon for **Sport Default** to view the ladder points for a win, a loss, a draw, etc.

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

If you would like to set different **Default game outcome points** you can select **Custom** and add your own.

Create a new competition

Game outcome points*

Set the points awarded for game results:

☐ Sport default ☒ Custom

Win	Loss	Draw	Disq. Win	Disq. Loss	Forfeit Win	Forfeit Loss	Abandoned	Cancelled
4	0	2	4	0	4	0	0	0

BYE

0

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

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

Create a new competition

Grade Settings

Ladder Ranking View*

☒ Ladder points average ☐ Total ladder points

Ladder visibility

Club Access Settings

Allow clubs to enter scores

Ladder points average information

Ladder position

Teams will be sorted based on their points average. If more than one team is on the same points average then they will be sorted by highest %, then points for and then lastly by alphabetical order.

Display columns

Ladder order: games played (only excludes byes), points average, total points, percentage, wins, losses, draws, byes, points for, points against, forfeits, and disqualifications.

Done

Create a new competition

Grade Settings

Ladder Ranking View*

☐ Ladder points average ☒ Total ladder points

Ladder visibility

Club Access Settings

Allow clubs to enter scores

Total Ladder points information

Ladder position

Teams will be sorted based on their total number of ladder points. If more than one team is on the same number of total points then they will be sorted by highest %, then points for and then lastly by alphabetical order.

Display columns

Ladder order: games played matches (only excludes byes), total ladder points, percentage, wins, losses, draws, byes, points for, points against, forfeits, and disqualifications.

Done

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

Under **Ladder visibility** you can select either **Visible** or **Hidden** for the League public website.

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

The screenshot shows the 'Create a new competition' page in the PlayHQ interface. The left sidebar contains navigation links: 'Using as PlayHQ Test League', 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', 'My Organisation', 'Settings', and 'Support'. The main content area is titled 'Create a new competition' and includes a 'Super Goal (8)' dropdown. Below this is the 'Ladder Settings' section, which includes 'Game outcome points' (set to 'Sport default'), 'Ladder Ranking View' (set to 'Total ladder points'), and 'Ladder visibility' (set to 'Visible'). A 'Next' button is visible in the top right corner.

Configure Grade Default Settings

If you want clubs to enter match results in the **Club Access Settings** area turn **Allows clubs to enter scores** on, select a **Club access type** option and select an option in **Lock access after game starts (hours)**.

If you want clubs to live score matches in the **Club Access Settings** area turn **Allow clubs to enter scores via electronic scoring** on.

The screenshot shows the 'Create a new competition' page in the PlayHQ interface, specifically the 'Grade Default Settings' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Create a new competition' and includes a 'Create Competition' button in the top right. Below this is the 'Grade Default Settings' section, which includes 'General Settings' with options for 'Allow clubs to enter scores' (checked), 'Club access type' (set to 'Both teams'), 'Lock access after game starts (hours)' (set to 24), and 'Allow clubs to enter scores via electronic scoring' (checked).

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

If you do not want clubs to enter match results or live score in the **Club Access Settings** area leave **Allows clubs to enter scores** and **Allow clubs to enter scores via electronic scoring** turned off.

The screenshot shows the 'Create a new competition' page in PlayHQ. The left sidebar contains navigation links: 'Using as PlayHQ Test League', 'Competition Management', 'Game Day', 'Programs', and 'Participants'. The main content area is titled 'Club Access Settings' and includes the instruction: 'Set the access that you would like to apply to clubs for games in this grade.' There are two toggle switches: 'Allow clubs to enter scores' (currently off) and 'Allow clubs to enter scores via electronic scoring' (currently off). Below each toggle is a brief description of its function.

Under **Publishing Lineups** select an option – **Game start time** or **When selected** or **Set hours before start time** and select **Publish line-up before game start time (hours)** and turn on or leave off **Lineups remain when the game is Live or Final**.

Under **Ground Percentage Allocation** you can select the percentage of a ground required for games in the **Competition** – options are **50% (2 games)**, **33% (3 games)**, **25% (4 games)** or **12.5% (8 games)**.

Under **Best players** (optional) select an option in **Maximum best player selections**.

The screenshot shows the 'Create a new competition' page in PlayHQ, specifically the 'Publishing Lineups' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Publishing Lineups' and includes the instruction: 'Set a time when player lineups are published on the public game centre.' There are three radio button options: 'Game start time', 'When selected', and 'Set hours before game start time' (which is selected). Below these is a text input field for 'Publish line-up before game starts (hours)' with the value '24'. There is a toggle switch for 'Lineups remain when the game is Live or Final' which is turned on. Below this is the 'Ground Percentage Allocation' section, which has a toggle switch turned on and a dropdown menu for 'Ground size' set to '50% (2 games)'. At the bottom is the 'Best players' section, which has a toggle switch turned on and a dropdown menu for 'Maximum best player selections' set to '6'.

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

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

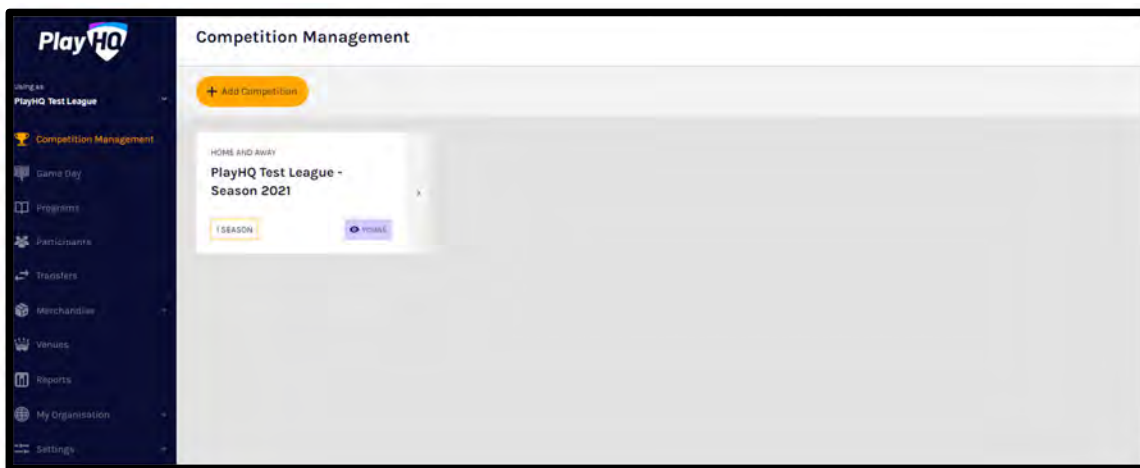
Under **Finals eligibility** (optional) add the **Minimum number of games** to be eligible to play final matches.

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

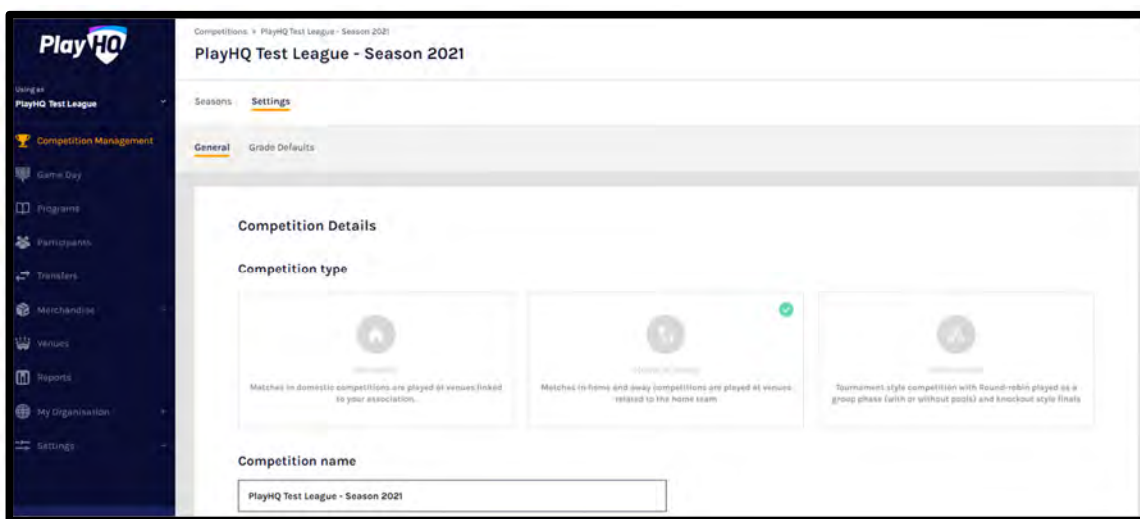
The **Competition** will be created with a confirmation message and the **Competition** will be shown in the **Competition Management** list.

Edit Competition Settings

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

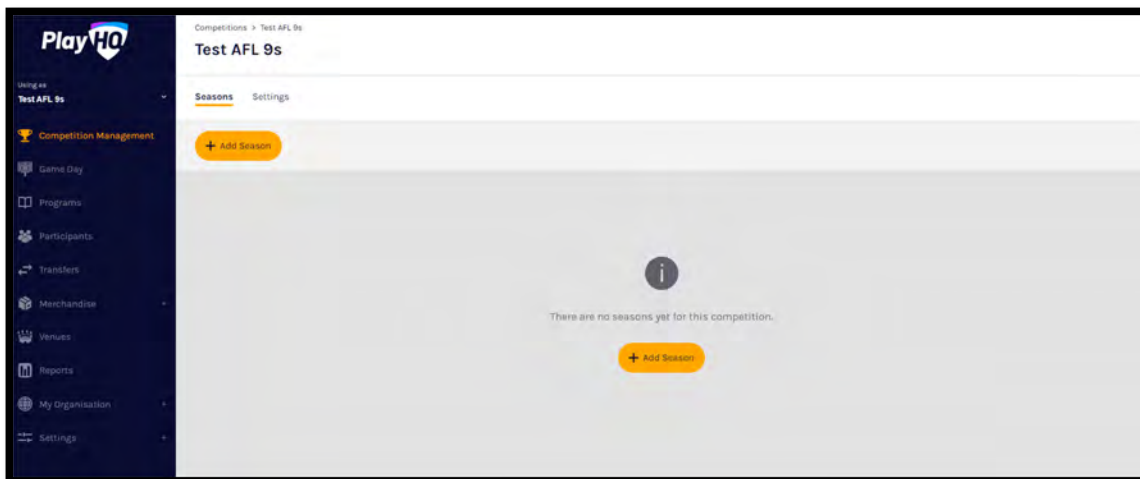


Click on the **Settings** tab in top menu, select either the **General** tab or the **Grade Defaults** tab and make the changes.



9. Create a Season

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



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

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

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

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

Create a Season (cont)

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

The screenshot shows the 'Create a new season' interface for 'PlayHQ Test League - Season 2021'. The 'Season visibility' section is active, with a sub-header 'Set whether you would like this season visible on your association's public landing page.' Below this, there are two radio buttons: 'VISIBLE' (which is selected) and 'HIDDEN'.

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

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

The screenshot shows the 'Create a new season' interface for 'PlayHQ Test League - Season 2021'. The 'Season age settings' section is active. The 'Age Restrictions' toggle is turned on. Below it, a sub-header reads 'Specify the date of birth range for players to register to this competition for this season. Players who do not meet this criteria will be unable to register.' There are two date input fields: 'From*' with the value '01/01/1922' and 'To*' with the value '31/12/2014'. Below these is the 'Age Groups' section, which has a sub-header 'Specify the age groups for players registering for this competition and season. Individual age groups can be removed by selecting the edit age group button. Participants within groups will be assigned an age group badge within the admin portal.' The section shows 'No age groups configured' and a 'Set Up Age Groups' button.

Create a Season (cont)

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

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

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

AGE GROUP	EQUAL TO OR OLDER THAN Years*	YOUNGER THAN Years*	DATE OF BIRTH RANGE
U8	8	8	01/01/2014 -
U10	10	10	01/01/2012 - 31/12/2013
U12	12	12	01/01/2010 - 31/12/2011
U14	14	14	01/01/2008 - 31/12/2009
U16	16	16	01/01/2006 - 31/12/2007
U18	18	18	01/01/2004 - 31/12/2005
Senior	18	18	

Create a Season (cont)

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

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

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

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

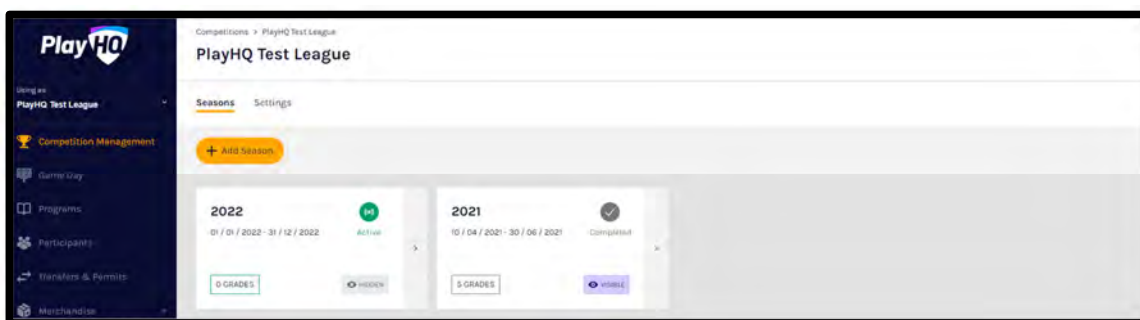
Click on the **Create Season** button in the top right corner.

AGE GROUP	EQUAL TO OR OLDER THAN			YOUNGER THAN			DATE OF BIRTH RANGE
	Years*	Months	Days	Years*	Months	Days	
U8	7	0	0	8	0	0	01/01/2014 - 31/12/2014
U10	8	0	0	10	0	0	01/01/2012 - 31/12/2013
U12	10	0	0	12	0	0	01/01/2010 - 31/12/2011
U14	12	0	0	14	0	0	01/01/2008 - 31/12/2009
U16	14	0	0	16	0	0	01/01/2006 - 31/12/2007
U18	16	0	0	18	0	0	01/01/2004 - 31/12/2005
Senior	18	0	0	99	0	0	01/01/1923 - 31/12/2003

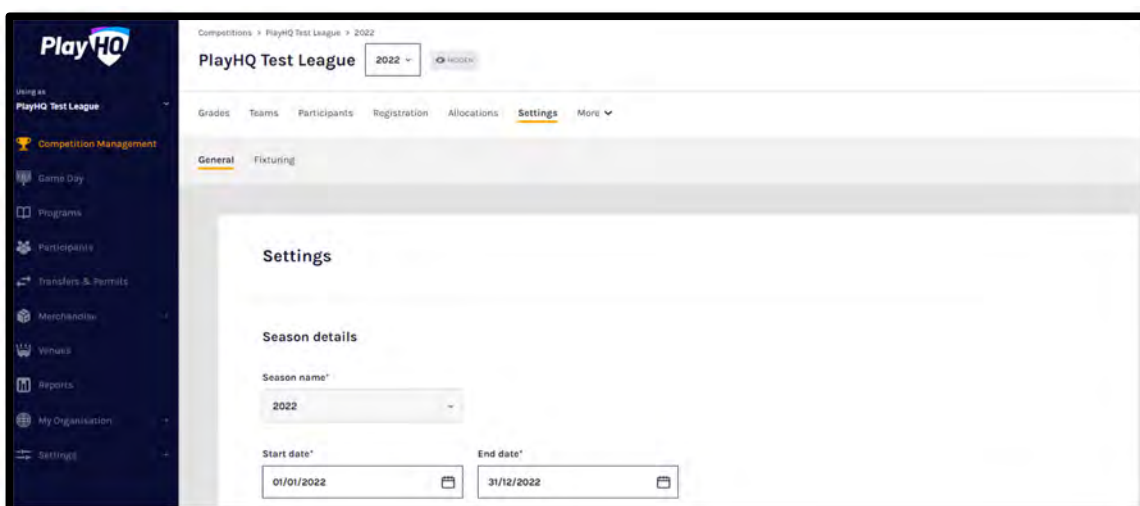
The **Season** will be created with a confirmation message and the **Season** will be shown in the **Seasons** list.

Edit Season Settings

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

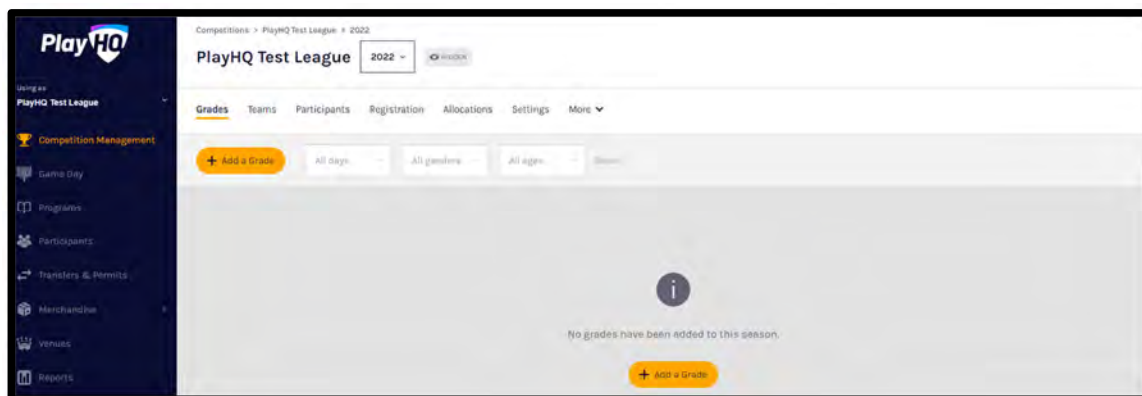


Click on the **Settings** tab in the top menu, select the **General** tab and make the changes.

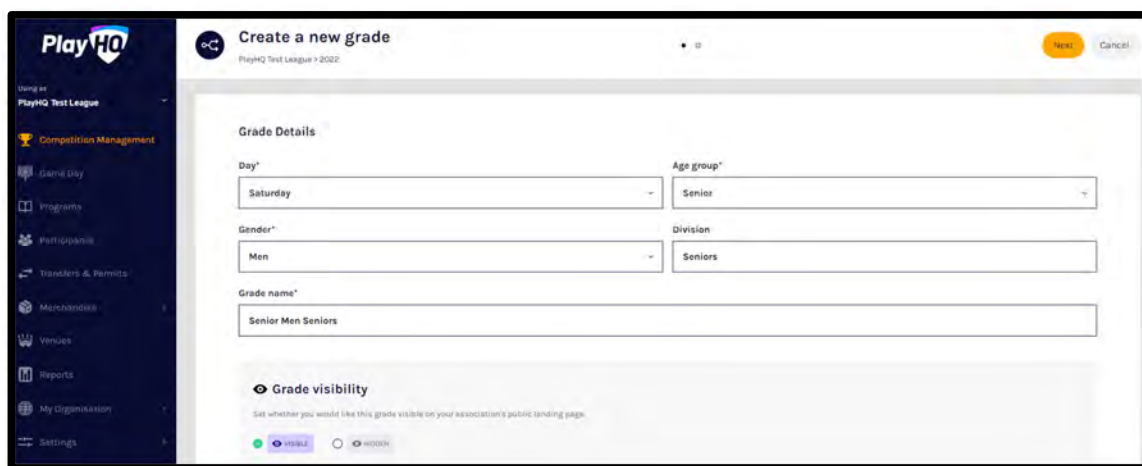


10. Create Grades

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



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



Create Grades (cont)

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

Create a new grade

PlayHQ Test League > 2022

AFL | Game Settings

General Settings

Game sheet template*
☒ AFL team sheet

Period type*
☐ Halves ☒ Quarters

Each period length (mins)* Game Slot Time*

Period scores ☒
 Set whether period scores for a game are displayed.
☐ By Period ☒ End of Period

Create a new grade

PlayHQ Test League > 2022

Lineup limits

Manage the minimum and maximum number of players and roles that can be selected for each game. A lineup can't be saved if the minimum amount is not met.

Players ☒
 Minimum* Maximum*

Coaches ☒
 Minimum* Maximum*

Overtime ☒
 Set when overtime applies, the length of the period and the overtime type so the electronic scoring application correctly manages overtime for games played in this grade.

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

Extra scores ☒
 Set whether an extra scoring type is available for games.

Create Grades (cont)

Create a new grade
PlayHQ Test League > 2022

Ladder Settings

Game outcome points*
Set the points awarded for game results.

☐ Sport default ☒ Custom

Win	Loss	Draw	Disq. Win	Disq. Loss	Forfeit Win	Forfeit Loss	Abandoned	Cancelled	BYE
4	0	2	4	0	4	0	0	0	0

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

Ladder Ranking View*

☐ Ladder points average ☒ Total ladder points

Ladder visibility
Set whether you would like to show ladder on your association's public landing page. NB: This will not stop ladders being calculated.

☒ PUBLIC ☐ HIDDEN

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

Create a new grade
PlayHQ Test League > 2022

Grade Settings

General Settings

Allow clubs to enter scores ☒

Set whether club admins can enter game and period scores for both teams. Turning on this setting will also give the same access to club coaches and club team managers with management access enabled.

Club access type*

☒ Their own team (Default) ☐ Both teams

Lock access after game starts (hours)*

24

Allow clubs to enter scores via electronic scoring ☒

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

Create a new grade
PlayHQ Test League > 2022

Publishing Lineups

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

☐ Game start time ☐ When selected ☒ Set hours before game start time

Publish line-up before game starts (hours)*

24

Lineups remain when the game is Live or Final ☒

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

Ground Percentage Allocation ☐

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

Best players ☒

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

Maximum best player selections*

6

Create Grades (cont)

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

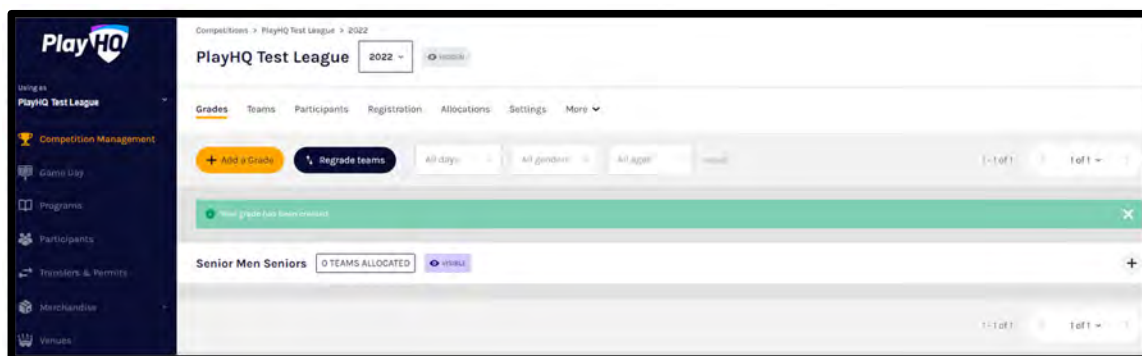
Turn on **Gender Restrictions** and select gender option(s).

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

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

Create Grades (cont)

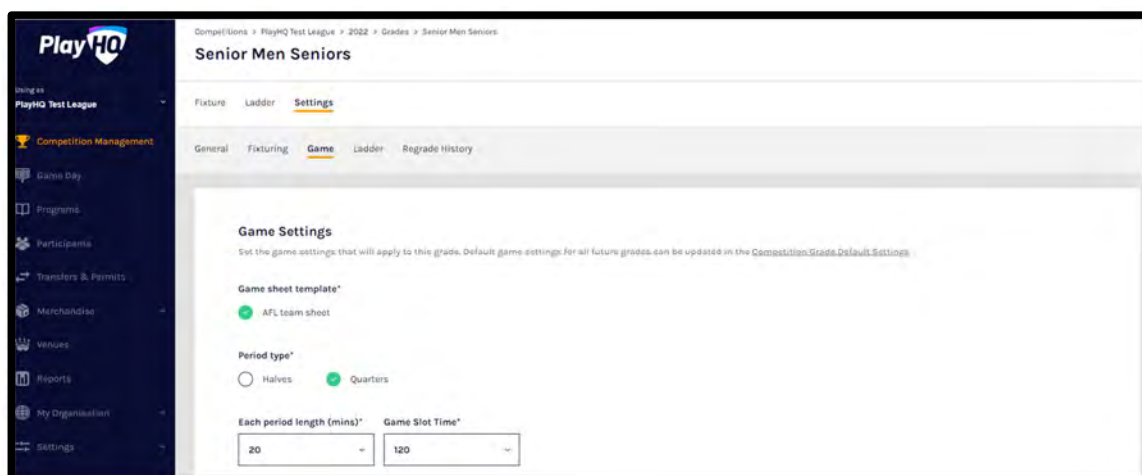
The **Grade** will be created with a confirmation message and the new **Grade** will be shown in the **Grades** list.



Edit Grade Game Settings

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

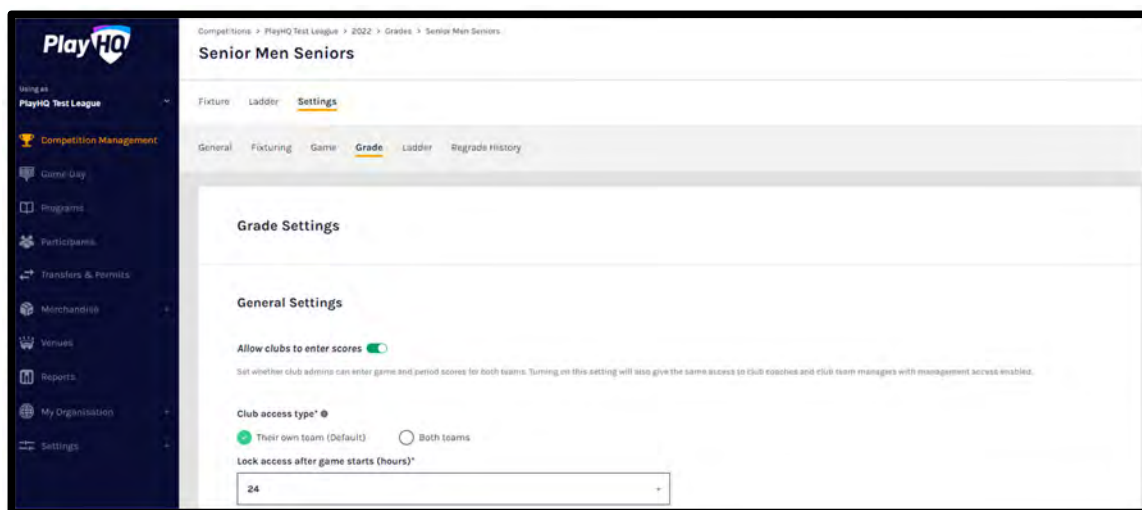
Click on the **Settings** tab and select the **Game** tab to make the changes.



Edit Grade Settings

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

Click on the **Settings** tab and select the **Grade** tab to make the changes.



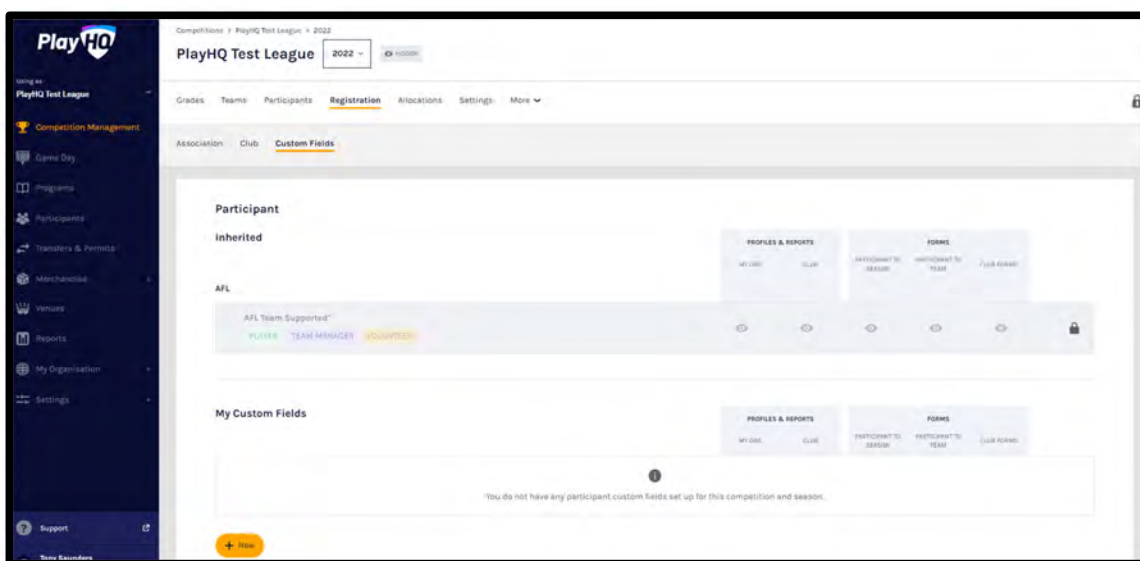
11. Registration Setup

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

League Custom Fields

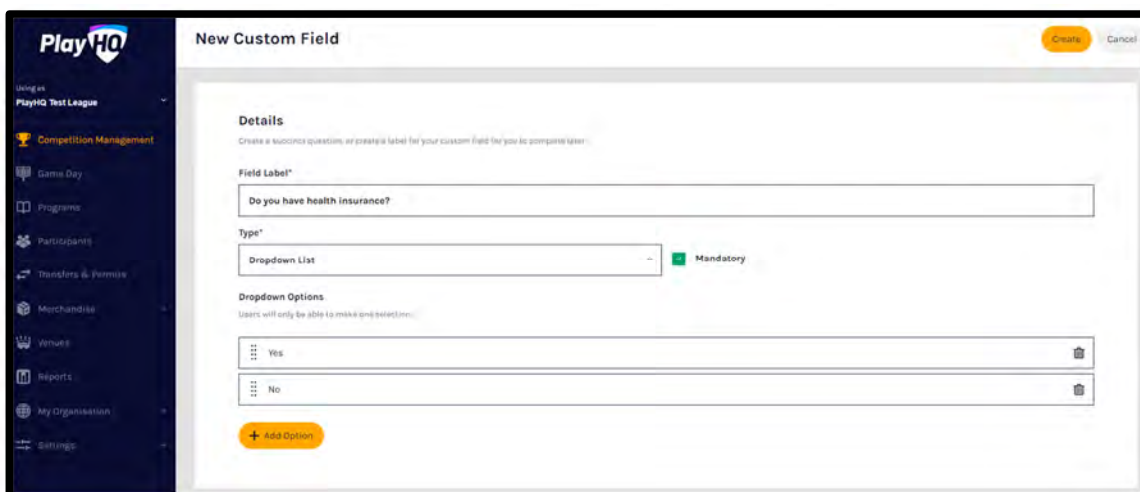
Custom Fields can be added by **Leagues** to **Participant** and **Team** registration forms that will be passed down to the club registration forms.

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



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

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



Registration Setup – League Custom Fields (cont)

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

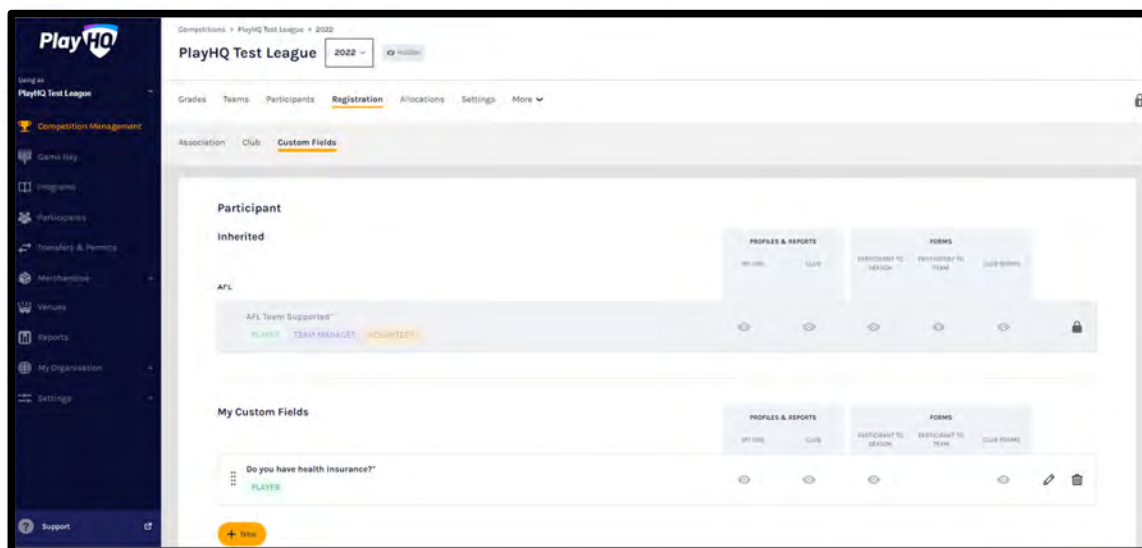
Click on the **Create** button in the top right corner and the **Custom Field** will be created with a confirmation message and the new **Custom Field** will be shown in the **Custom Fields** list.

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

League Conditional Custom Fields

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

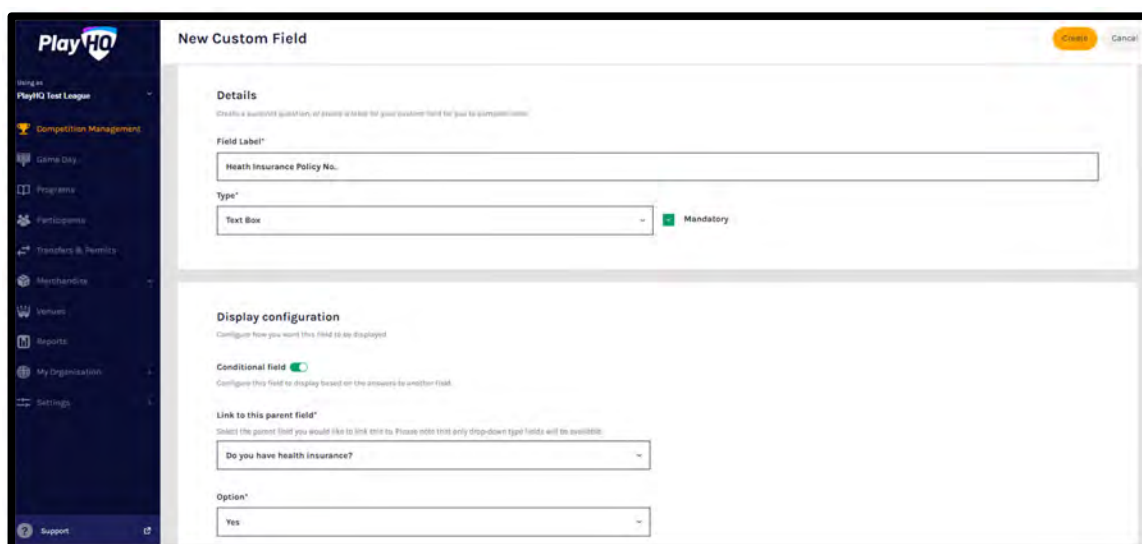
To add a **Conditional Custom Field** click on the **Custom Fields** tab and click on the **+ New** button.



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

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

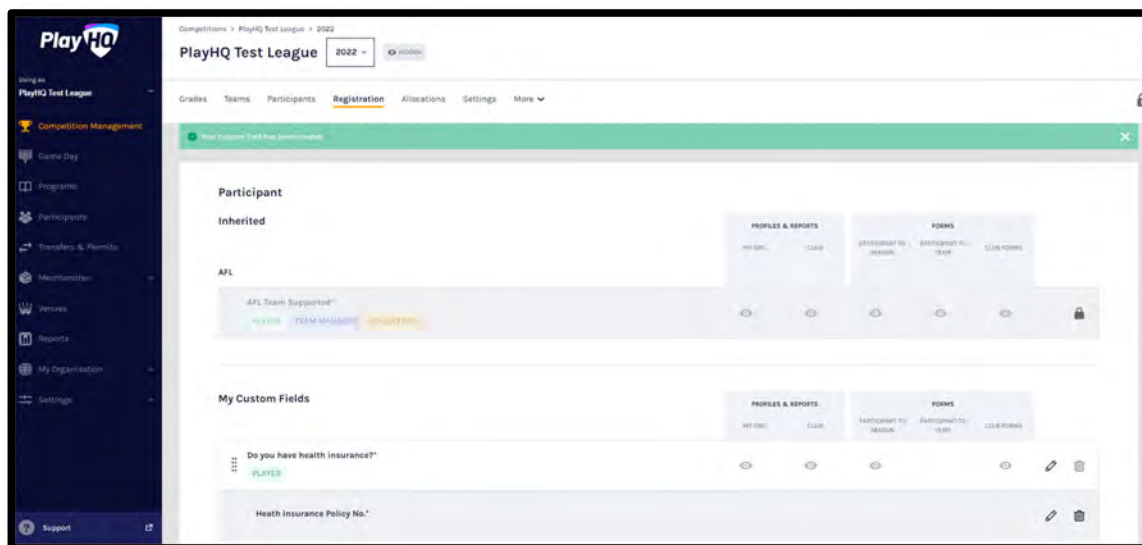
Under **Display configuration** turn on **Conditional field** and select an option in **Link to this parent field** and **Option**.



Registration Setup – League Conditional Custom Fields (cont)

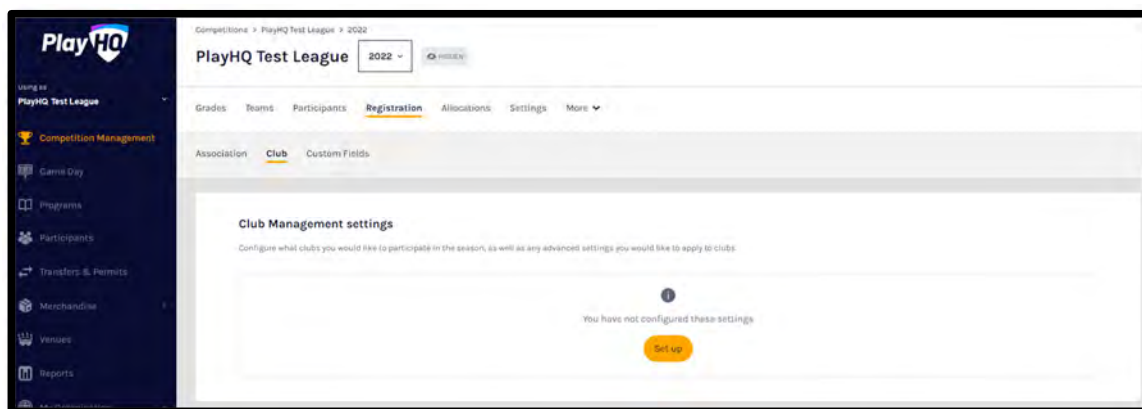
Click on the **Create** button in the top right corner and the **Conditional Custom Field** will be created with a confirmation message and will be shown in the **Custom Fields** list.

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



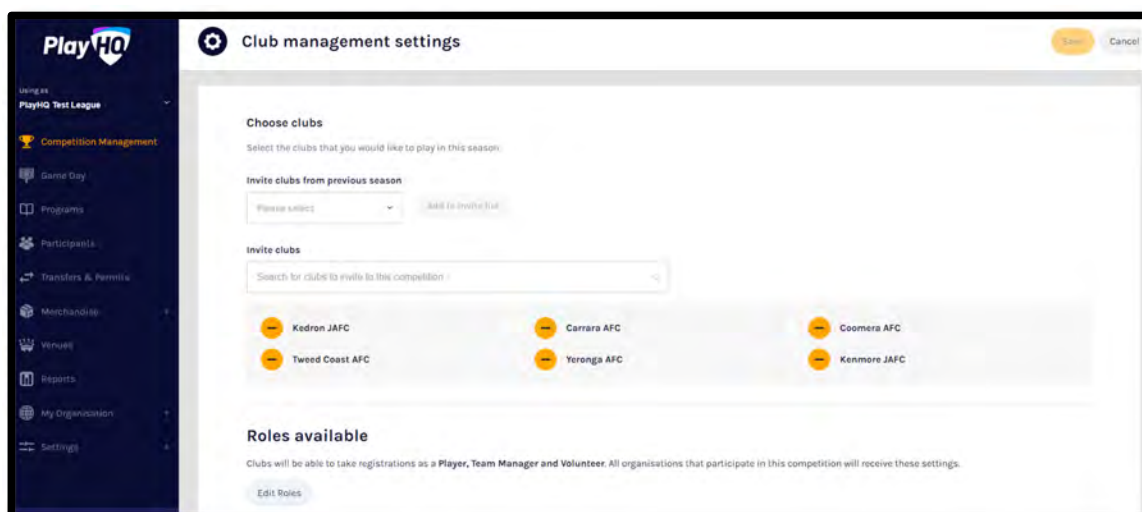
Club

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



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

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



Registration Setup – Club Management Settings (cont)

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

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

The screenshot shows the 'Club management settings' page in PlayHQ. The left sidebar contains navigation links: 'Using the PlayHQ Test League', 'Competition Management', 'Game Day', 'Programs', 'Participate', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', 'My Organisation', and 'Settings'. The main content area is titled 'Club management settings' and has 'Save' and 'Cancel' buttons in the top right. It contains two sections: 'Club team allocation dates' and 'Allow club admins to assign player points'. Both sections have a description and four input fields: 'Start date*', 'Start time*', 'End date*', and 'End time*'. The 'Club team allocation dates' section has a 'Save' button. The 'Allow club admins to assign player points' section has a toggle switch set to 'On'.

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

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

The screenshot shows the 'Club management settings' page in PlayHQ. The left sidebar is the same as the previous screenshot. The main content area is titled 'Club management settings' and has 'Save' and 'Cancel' buttons in the top right. It contains two sections: 'Age limit' and 'Set association registration fees'. The 'Age limit' section has a description and two input fields: 'FROM' and 'TO'. The 'Set association registration fees' section has a description and three input fields: 'Player fee*', 'Team Manager fee*', and 'Volunteer fee*'. Below these is a 'Set advanced registration fees?' toggle switch set to 'Off' and a paragraph of text explaining advanced fees.

Registration Setup – Club Management Settings (cont)

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

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

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

Club management settings

Set association registration fees

Set Player, Team Manager and Volunteer fee

Set an association Player, Team Manager and Volunteer fee.

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

Set advanced registration fees? ☒

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

Calculate age of player as at date* 31/01/2022

Add custom fee

Age Range	Gender	Amount	Description (Displayed in checkout)
17-99	All	\$ 100	Senior player fee

8-16, All, \$50.00 Junior player fee (Remove)

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

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

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

Club management settings

31/01/2022

Add custom fee

Age Range	Gender	Amount	Description (Displayed in checkout)
17-99, All	All	\$ 100	Senior player fee

8-16, All, \$50.00 Junior player fee (Remove)

17-99, All, \$100.00 Senior player fee (Remove)

Add your terms and conditions? ☒

Your T&Cs will be added to the T&Cs on the registration form

Custom Fields

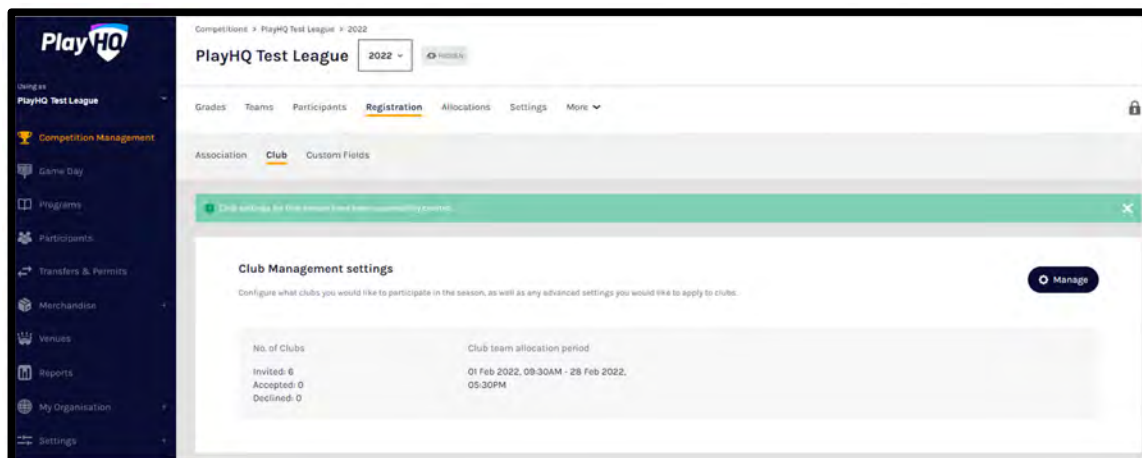
Custom fields that will appear on club registration forms.

AFL Team Supported* PLAYER TEAM MANAGER VOLUNTEER

You have not created any participant custom fields for this competition season.

Registration Setup – Club Management Settings (cont)

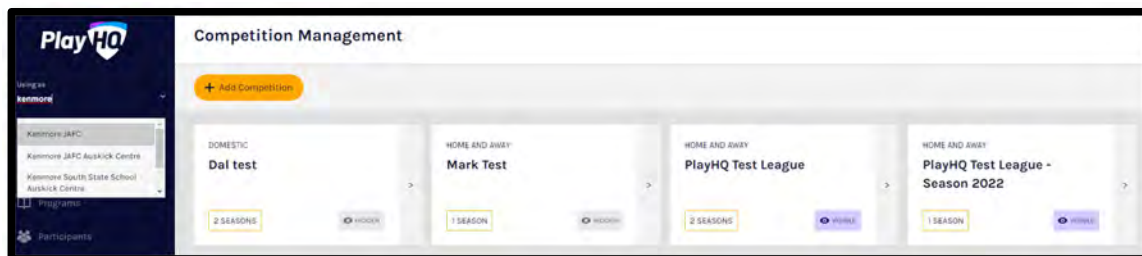
The settings will be created, you will be taken back to the **Club Management settings** page with a confirmation message that the **Club settings** have been created. To make changes to the settings you can click on the **Manage** button.



12. Club Management

Accept Competition Invitation

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



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

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

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

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

Club Custom Fields

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

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

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

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

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

Participant

Inherited

AFL

AFL team supported:

[PLAYHQ](#) [TEAM MANAGER](#) [MY INVITE](#)

My Custom Fields

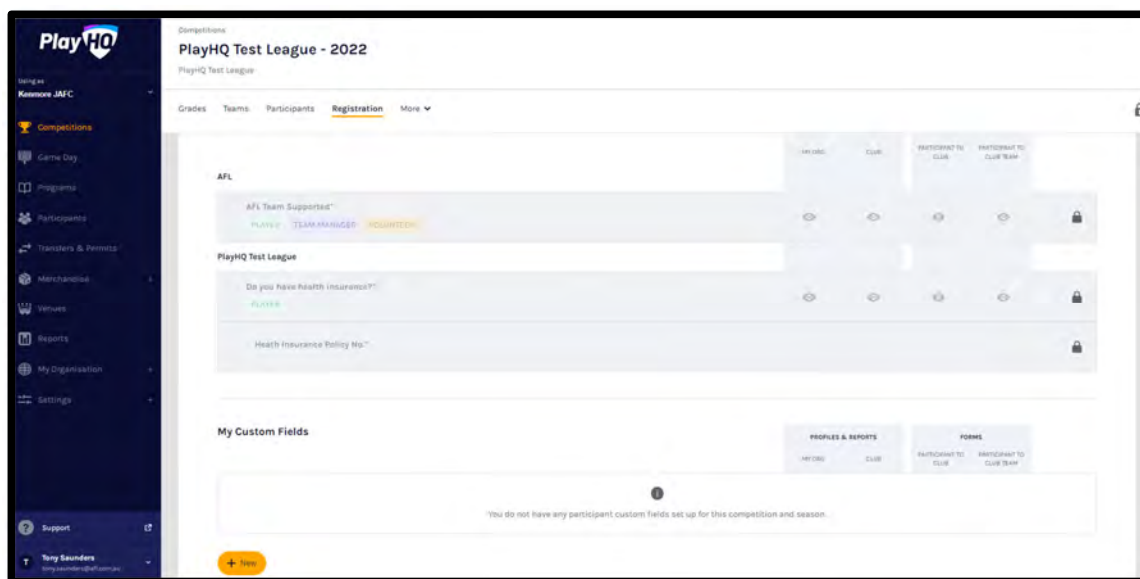
You do not have any participant custom fields set up for this competition and season.

[+ New](#)

Club Conditional Custom Fields

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

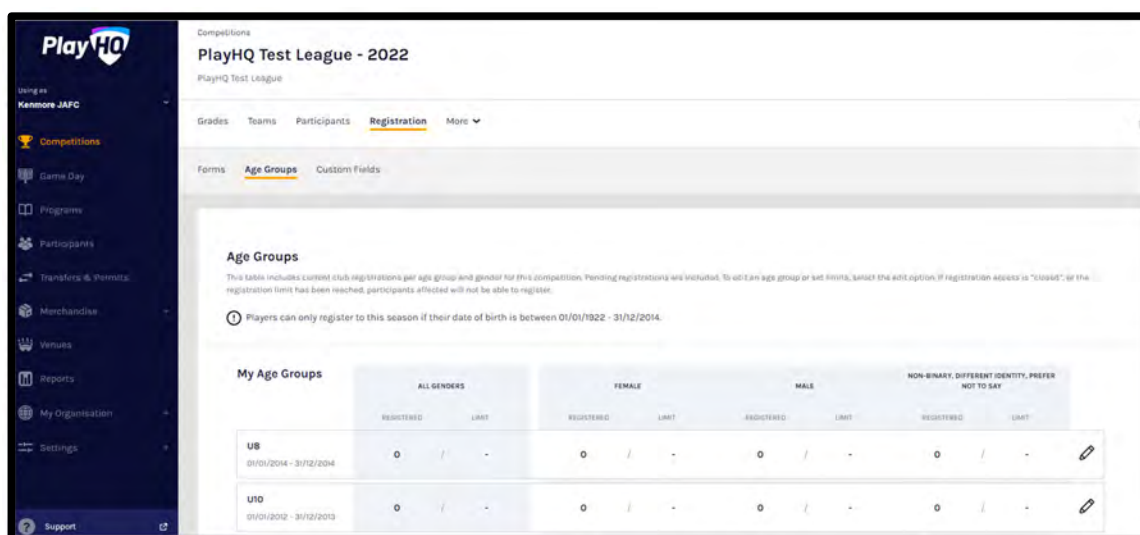
The **Club** can create any **Conditional Custom Fields** they may require by clicking on the **+ New** button and follow the instructions earlier in the guide for League.



Age Groups

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

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



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

Club Management – Age Groups (cont)

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

Edit U8 Age Group

Age Group Details

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

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

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

Edit U8 Age Group

Age Group Details

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

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

Club Management – Age Groups (cont)

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

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

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

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

Club Management – Age Groups (cont)

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

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

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

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

PlayHQ Test League - 2022
PlayHQ Test League

Grades Teams Participants **Registration** More

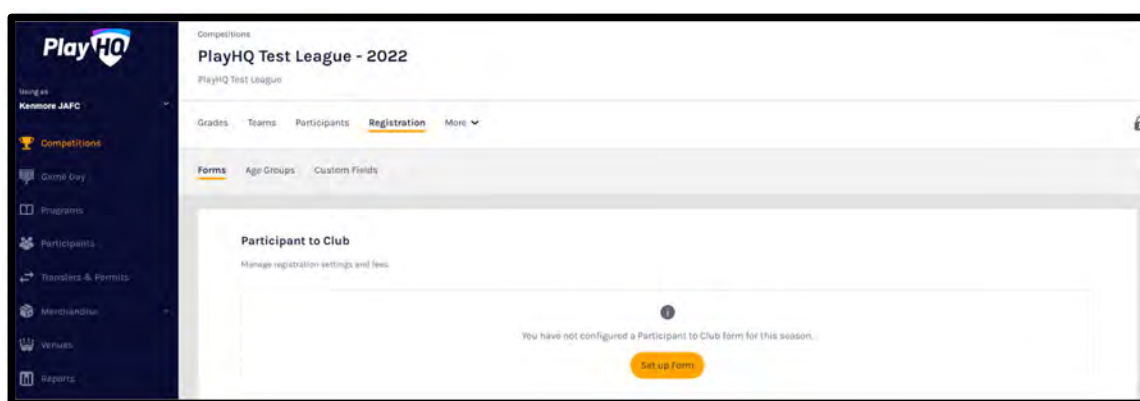
Age Groups
This table includes current club registrations per age group and gender for this competition. Pending registrations are included. To edit an age group or set limits, select the edit option. If registration access is "closed", or the registration limit has been reached, participants affected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

My Age Groups

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

Registration Form Setup

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



Club Management – Registration Form Setup (cont)

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

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

Participant To Club

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

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

Start date* 01/01/2022 **Start time*** 09 : 30 am

End date* 31/07/2022 **End time*** 05 : 30 pm

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

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

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

Participant To Club

Registration fees

PlayHQ Test League

Fee \$0.00

Advanced fees

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

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

Participant To Club

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

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

Set advanced registration fees? ☐

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

Club Management – Registration Form Setup (cont)

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

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

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

Participant To Club

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

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

Set advanced registration fees? ☒

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

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

Add custom fee

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

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

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

Under **Products** any Products created by the **Club** can be added.

Participant To Club

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

TYPE	ORGANISATION	ROLE
Inherited	AFL	AFL Team Supported
Local		

You have not included any local custom fields.

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

Name
Search for active products

Club Management – Registration Form Setup (cont)

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

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

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

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

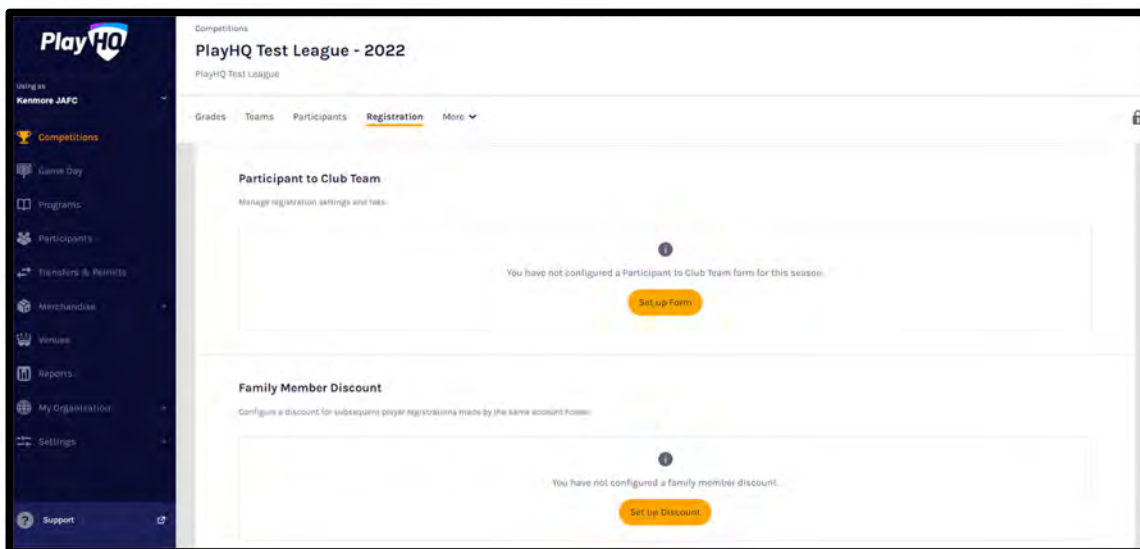
The screenshot shows the 'Participant To Club' setup page. On the left is a sidebar with navigation options: Competitions, Game Day, Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area is titled 'Participant To Club' and includes a 'Save' button in the top right. The 'Overview' section contains two text boxes for 'Pricing information' and 'Additional information'. Below these is a toggle for 'Add your terms and conditions?' and a section for 'Registration visibility' with radio buttons for 'Visible' and 'Hidden'.

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.

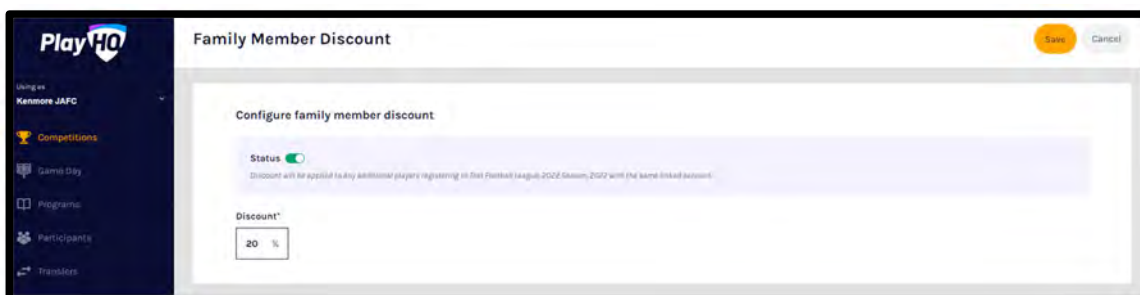
The screenshot shows the 'Forms' page for 'PlayHQ Test League - 2022'. The 'Registration' tab is selected. A green confirmation message at the top states: 'Your participant to club registration form has been created.' Below this, the 'Participant to Club' section shows the registration status as 'OPEN', the registration period from '01 Jan 2022, 09:30AM' to '31 Jul 2022, 05:30PM' for 'Australia/Melbourne', and the registration link: 'https://www.uat-playhq.com/afl/register/c19773'. A 'Manage' button is visible in the top right of the form details section.

Family Member Discount

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

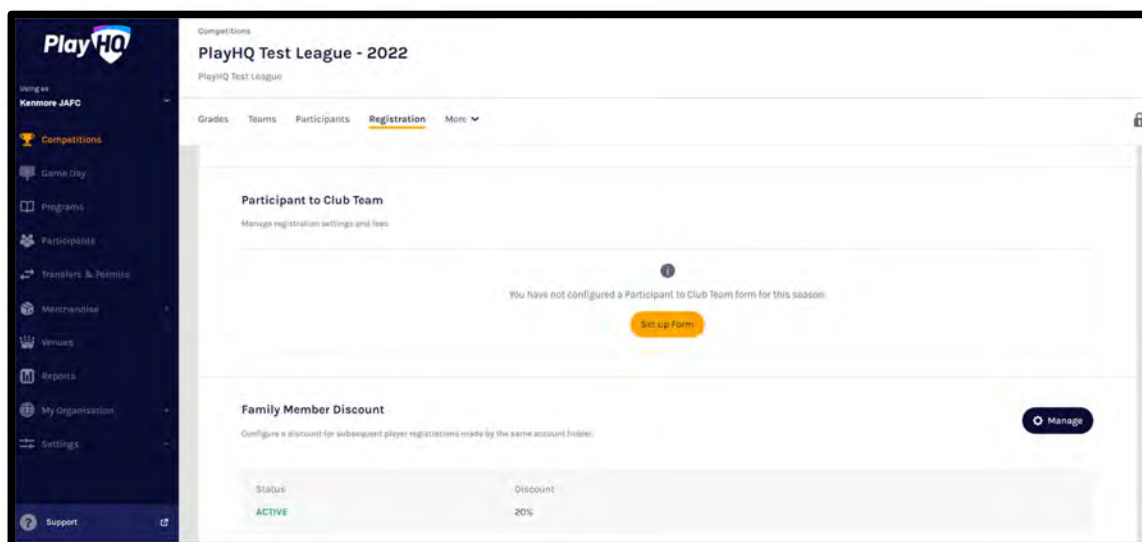


Turn the **Status** button on, add a percentage amount in the **Discount** area and click on the **Save** button in the top right hand corner.



Club Management – Family Member Discount (cont)

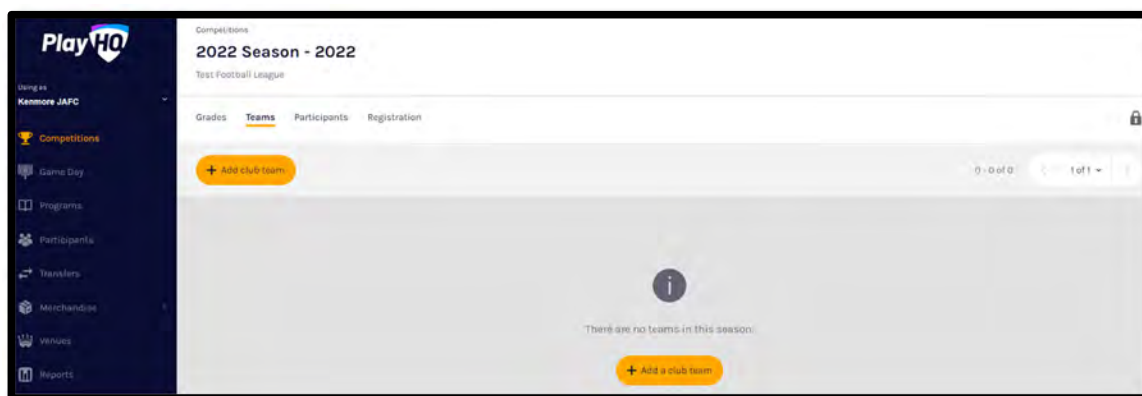
The **Family Member Discount** will be created, you will be taken back to the **Registrations** page with a confirmation message that the **Family Member Discount** is **Active**.



Create Teams

All **Teams** must be created while **Using as** the **Club** level.

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



Club Management – Create Teams (cont)

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

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

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

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

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

Edit Team Settings

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

TEAM	GRADE	PLAYERS	GENDER	AGE	ID
Kenmore Senior Men	Unallocated	0	Men	Senior	

Allocate Teams to Grades

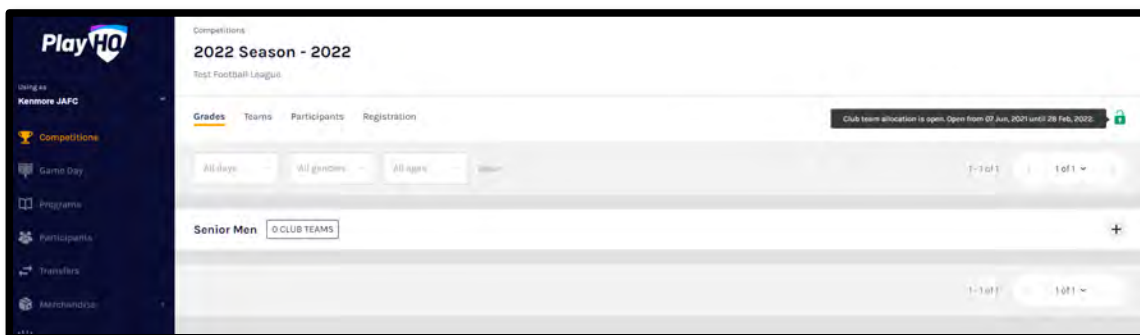
In the left menu click on **Competitions**, click on the **View** button for the **Competition** and click on the **Grades** tab.

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

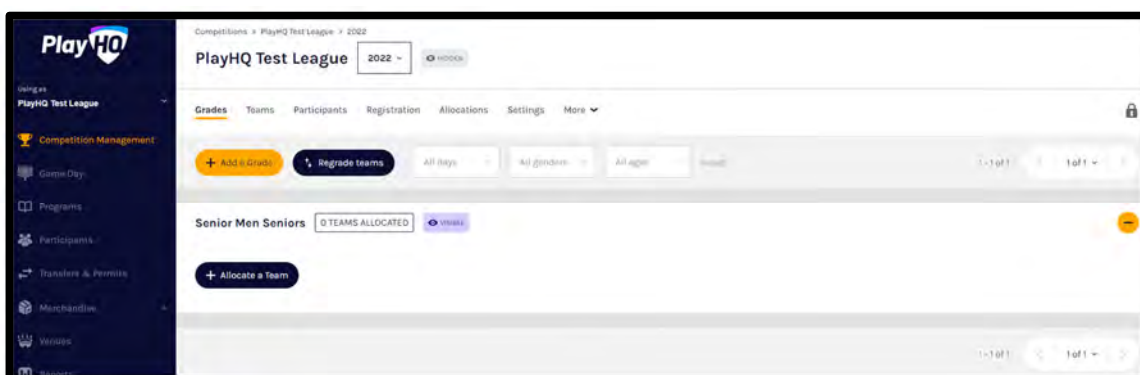
If it shown as locked **Clubs** will not be able to **Allocate Teams to Grades**, you must change the **Using as** organisation back to the **League**.



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

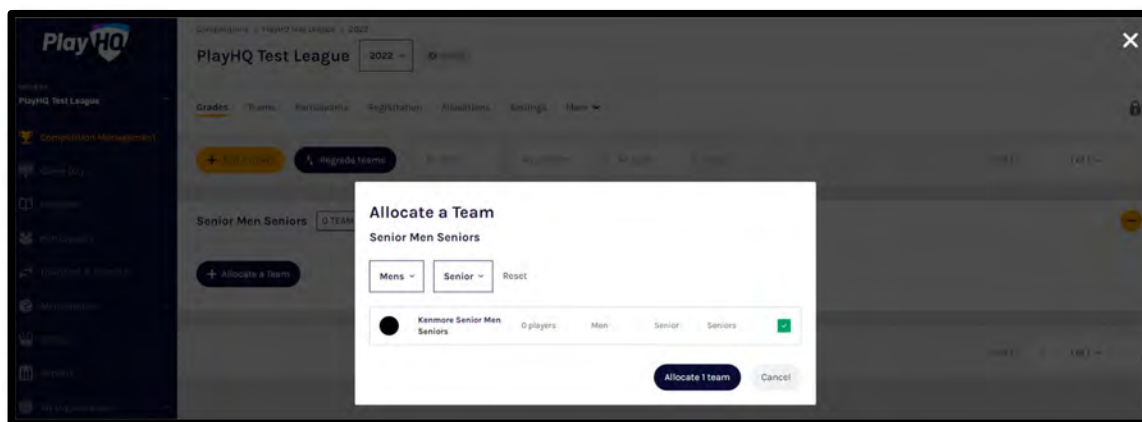


Click on the **+ Allocate a Team** button.

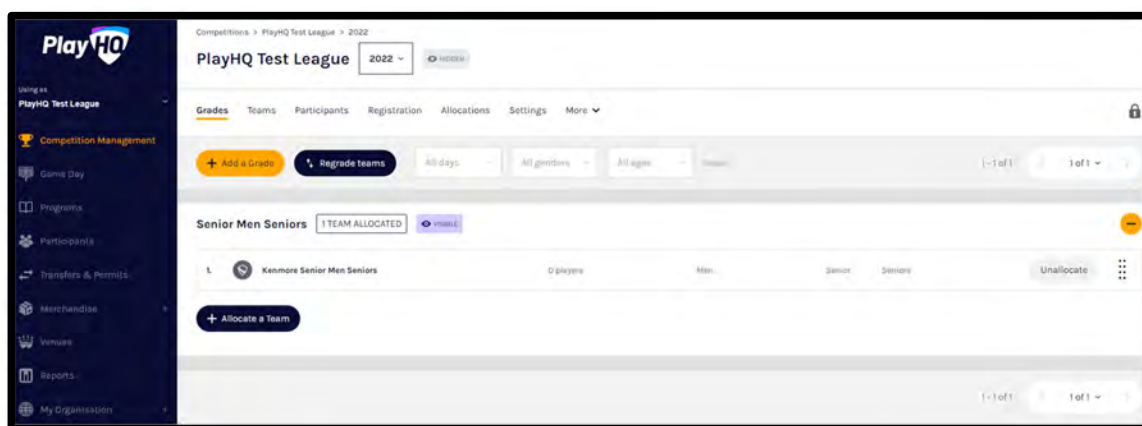


Club Management – Allocate Teams to Grades (cont)

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




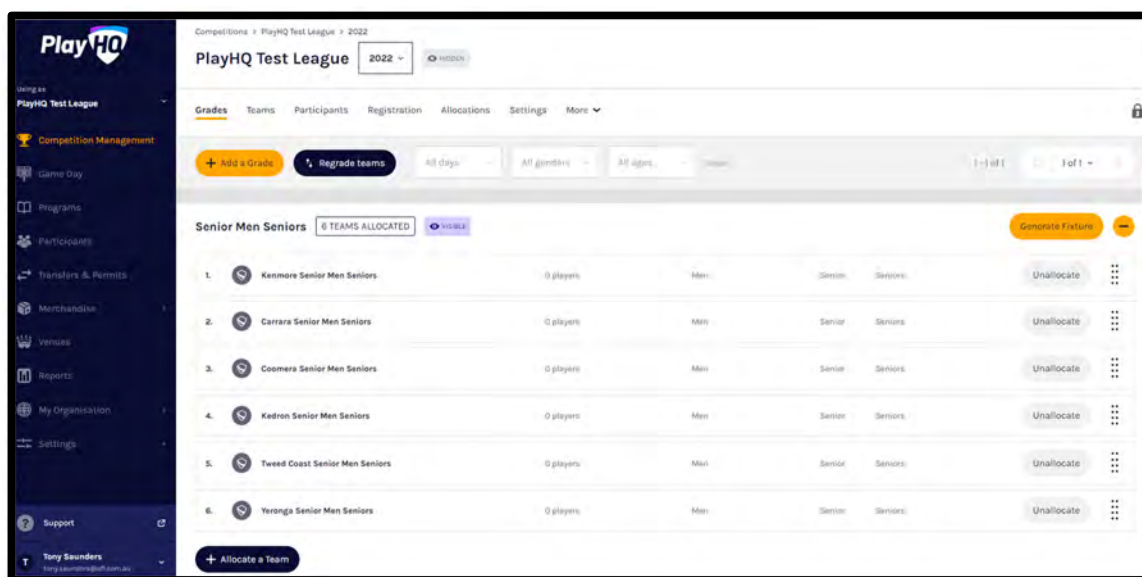
When the **Team** has been allocated you will return to the **Grades** page which will show the teams in the Grade.



Club Management – Allocate Teams to Grades (cont)

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

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



Allocate Players to Teams

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

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

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

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

Competitions > SMJFL > 2021

SMJFL 2021

Grades Teams Participants Registration Allocations Settings More

+ Add a Grade All days All genders All ages Team

1-2 of 2 1 of 1

SMJFL U12 Girls Division 1 8 TEAMS ALLOCATED

Rank	Team	Players	Gender	Age	Club	Status	View
1.	Beaumaris U12 Girls Sharks	21 players	Girls	U12	Sharks	Unallocated	View
2.	South Melbourne Districts U12 Girls	24 players	Girls	U12	-	Unallocated	View
3.	Ajax U12 Girls Comets	22 players	Girls	U12	Comets	Unallocated	View
4.	St Brides/Mentone Tigers U12 Girls	40 players	Girls	U12	-	Unallocated	View
5.	East Brighton Vampires U12 Girls Sherren	13 players	Girls	U12	Sherren	Unallocated	View

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

Competitions > SMJFL > 2021

SMJFL 2021

Grades Teams Participants Registration Allocations Settings More

+ Add a Team

1-13 of 13 1 of 1

Team	Grade	Club	Players	Gender	Age	Club	Reg Date	View
Mordialloc Braeside UB Boys RED TEST	Unallocated	Mordialloc Braeside Junior Football Club	0	Boys	UB	RED	-	View
Ajax U12 Girls Comets	SMJFL U12 Girls Division 1	Ajax Junior Football Club	22	Girls	U12	Comets	-	View
Ajax U8 Boys	Unallocated	Ajax Junior Football Club	0	Boys	U8	-	-	View
Beaumaris U12 Girls Sharks	SMJFL U12 Girls Division 1	Beaumaris Football Club	21	Girls	U12	Sharks	-	View
East Brighton Vampires U11 Girls red	SMJFL U12 Girls Division 2	East Brighton Vampires Junior Football Club	0	Girls	U11	red	-	View
East Brighton Vampires U12 Girls Sherren	SMJFL U12 Girls Division 1	East Brighton Vampires Junior Football Club	13	Girls	U12	Sherren	-	View

Club Management - Allocate Players to Teams (cont)

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

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

[+ Allocate player](#)

Grade Details

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

Team Details

GENDER: Girls
AGE: U12
IDENTIFIER: Comets
HOME VENUE: VIC - Princes Park (Caulfield South)
HOME GROUND: Oval 4
PARTICIPANT REGISTRATION LINK: <https://www.afl.playhq.com/afl/register/2c5b64-a7b6b68>

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

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

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

1 - 20 of 20 | 1 of 1

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

Allocate 1 Player | Cancel

Club Management - Allocate Players to Teams (cont)

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

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

Grade Details

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

Team Details

GENDER: Girls
AGE: U12
IDENTIFIER: Comets
HOME VENUE: VIC - Princes Park (Caulfield South)
HOME GROUND: Oval 4
PARTICIPANT REGISTRATION LINK: <https://www.afl-playhq.com/afl/register/2c0ba4-a7bab08>

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.

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

Edit player numbers

[Save](#) [Cancel](#)

Club Management - Allocate Players to Teams (cont)

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

Players

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

Grade Details

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

Team Details

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

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

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

Are you sure you would like to unallocate Maya Benau?

The player will be removed from the team for future games

Unallocate player **Cancel**

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

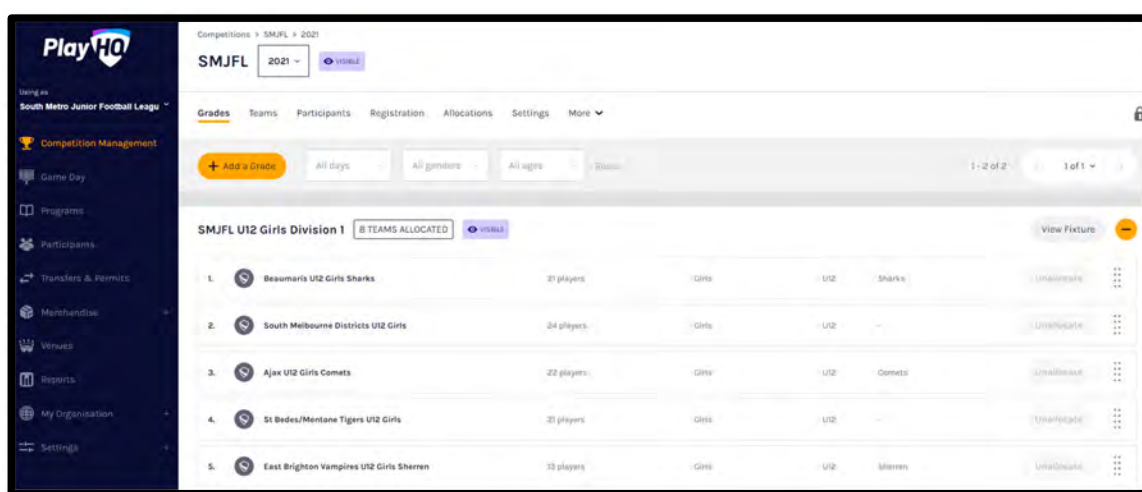
Allocate Coaches, Assistant Coaches & Team Managers to Teams

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

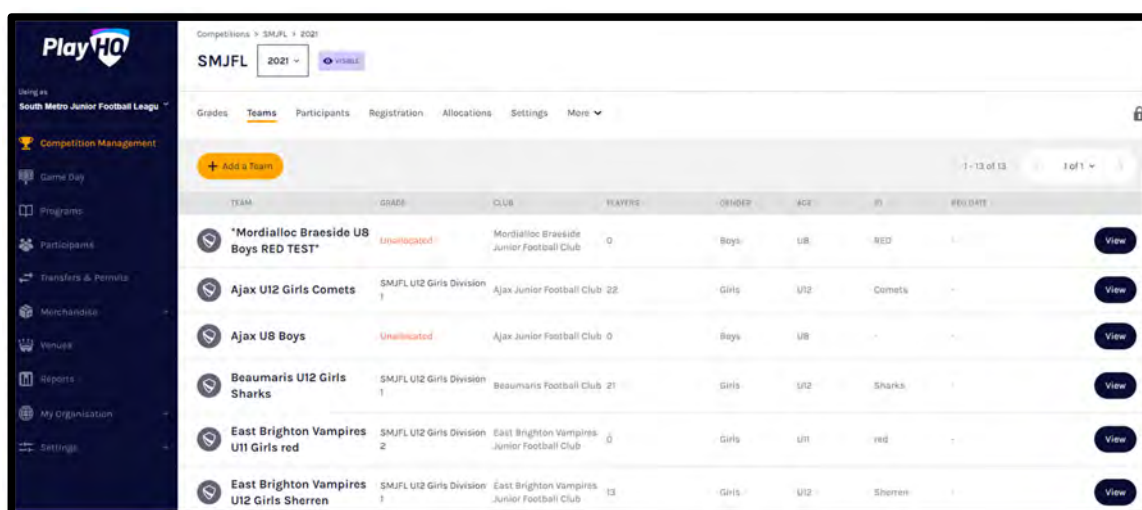
In order for **Team Managers** to be selected in **Team Lineup** they need to be register and allocated to the team. **Team Managers can be allocated to multiple teams.**

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

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



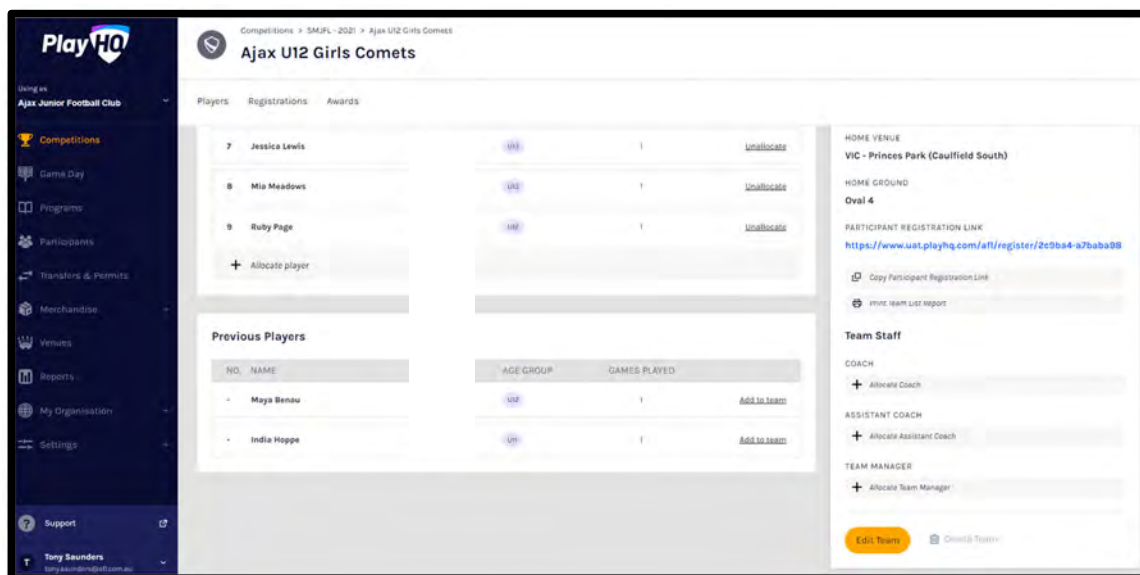
OR under the **Teams** tab search for the **Team** and click on the **View** button for the **Team**.



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

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

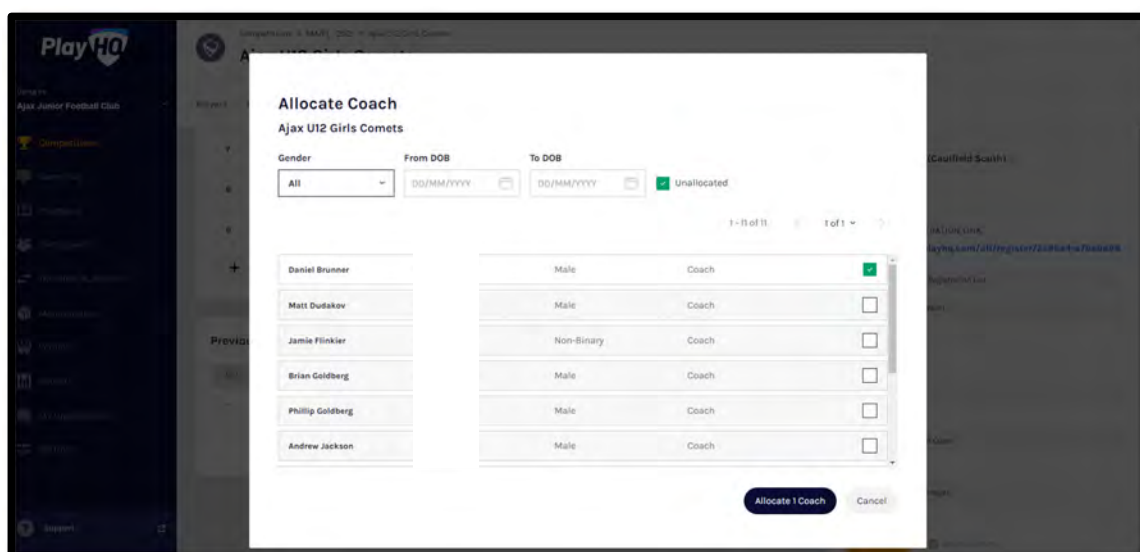
To **Allocate** a **Coach** to a **Team**, click on **Allocate Coach**.



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

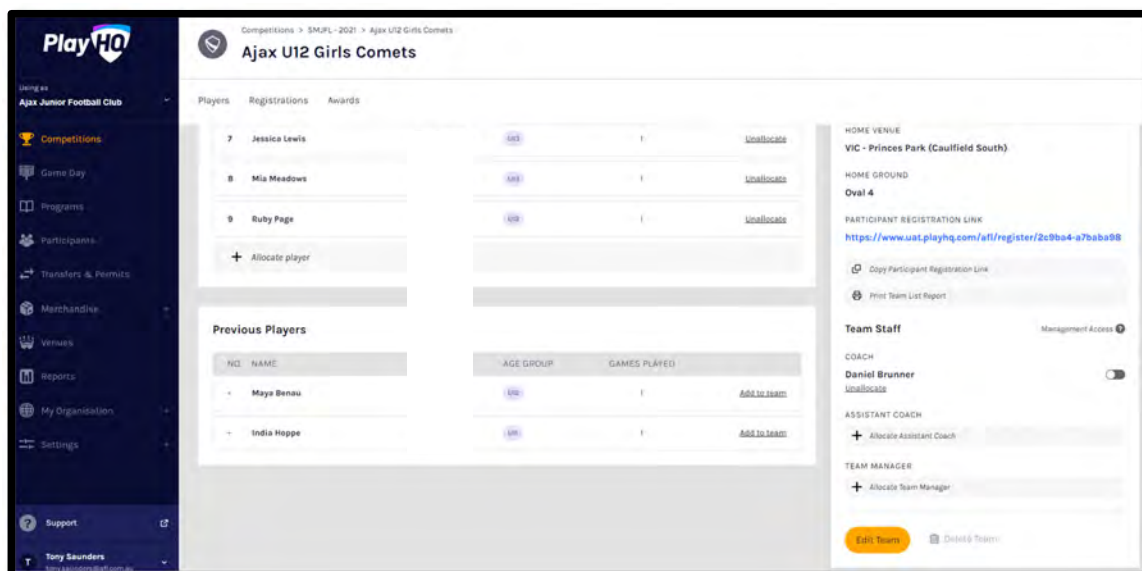
To **Allocate Coach** to the **Team** click the tick box for a **Coach** and click on the **Allocate 1 Coach** button.

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



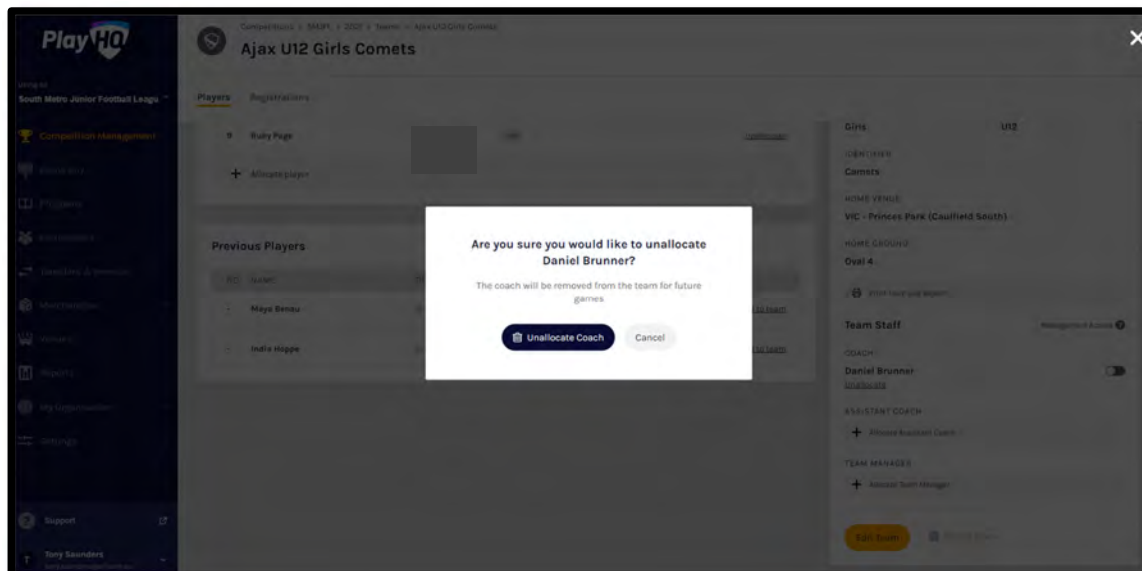
Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

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



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

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



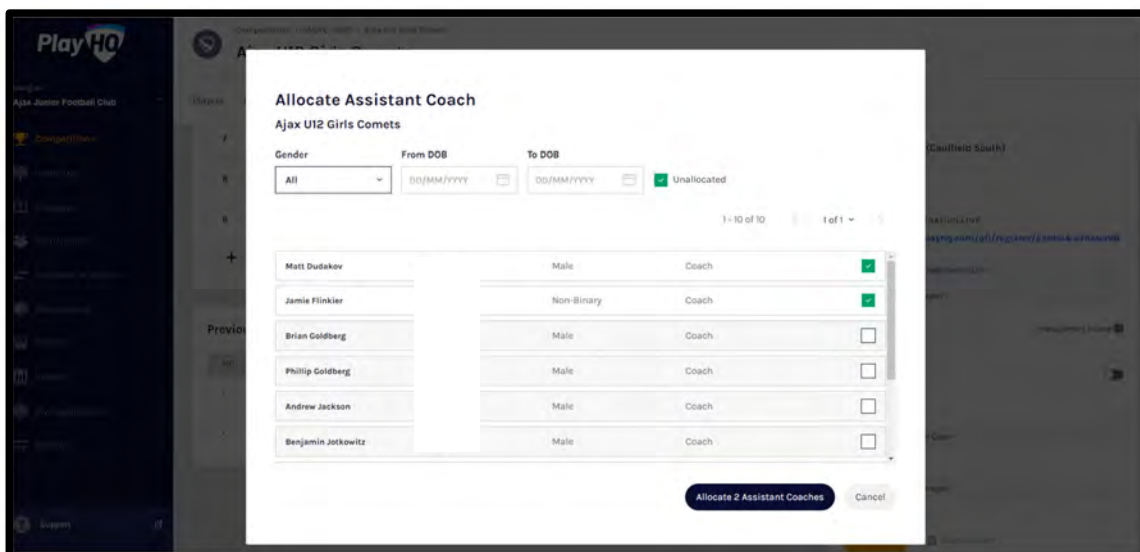
You will be returned to the Team Players page and the coach will be removed in the **Team Staff** list.

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

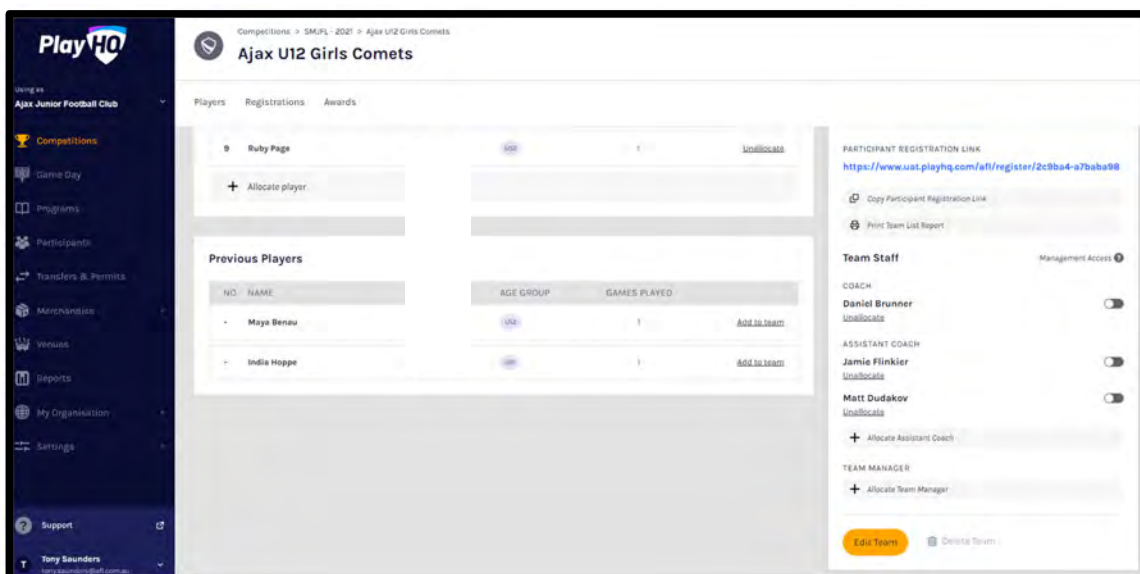
To **Allocate** an **Assistant Coach** to a **Team**, click on **+ Allocate Assistant Coach**.

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

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



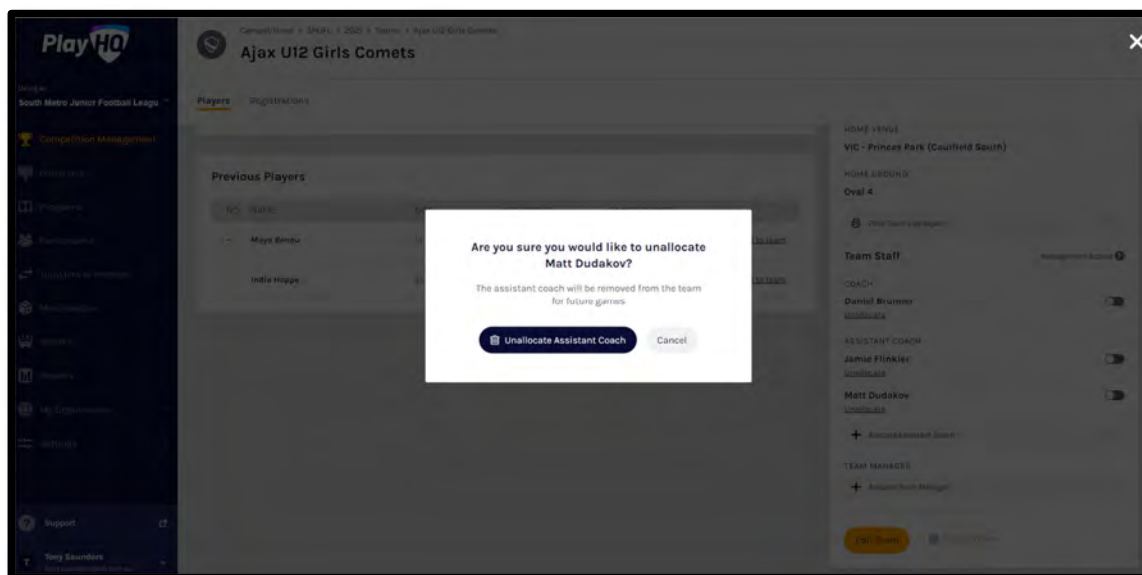
You will be returned to the Team Players page and the assistant coach will appear in the **Team Staff** list.



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

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

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

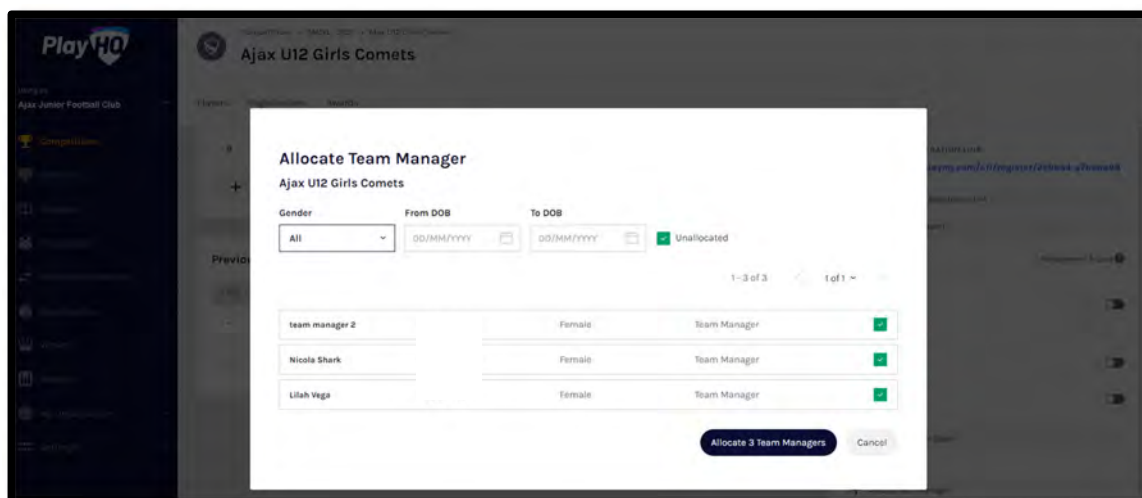


You will be returned to the Team Players page and the assistant coach will be removed in the **Team Staff** list.

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

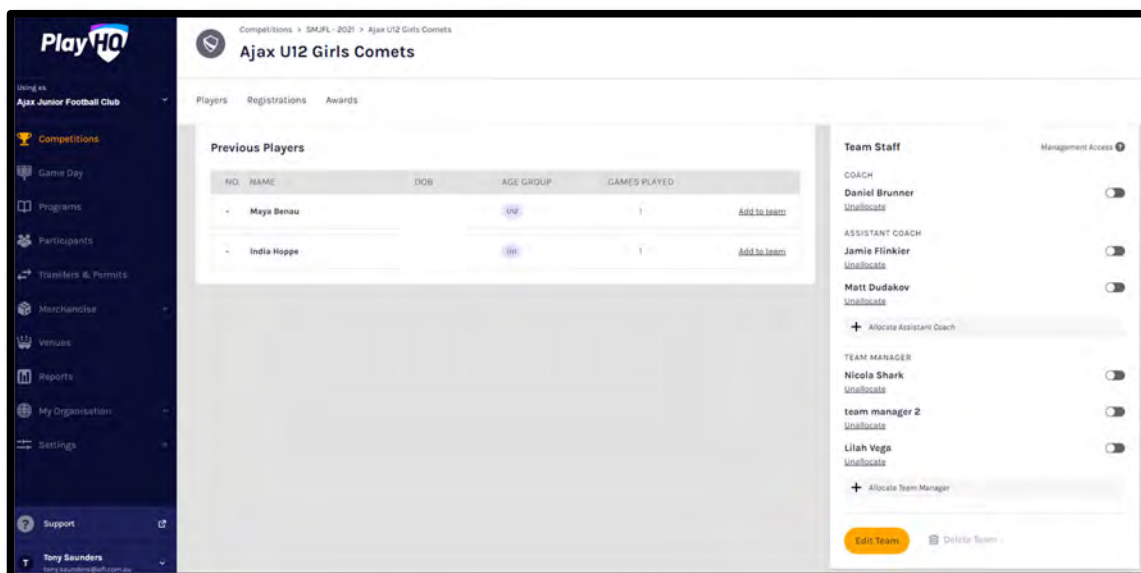
Click the tick box for a **Team Manager** and click on the **Allocate x Team Managers** button.

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



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

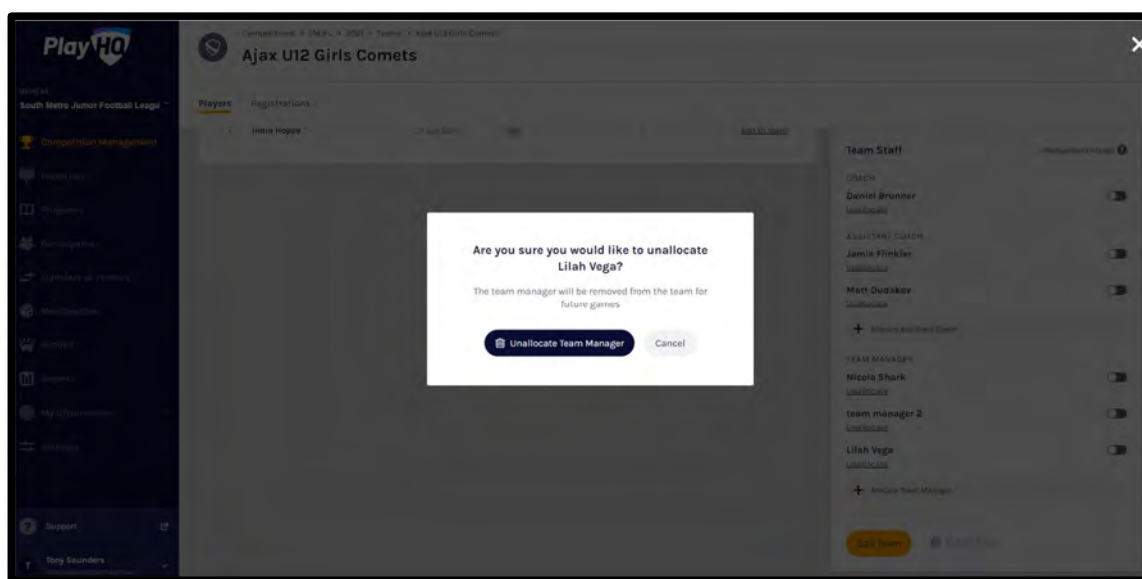
You will be returned to the Team Players page and the team manager will appear in the **Team Staff** list.



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

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

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

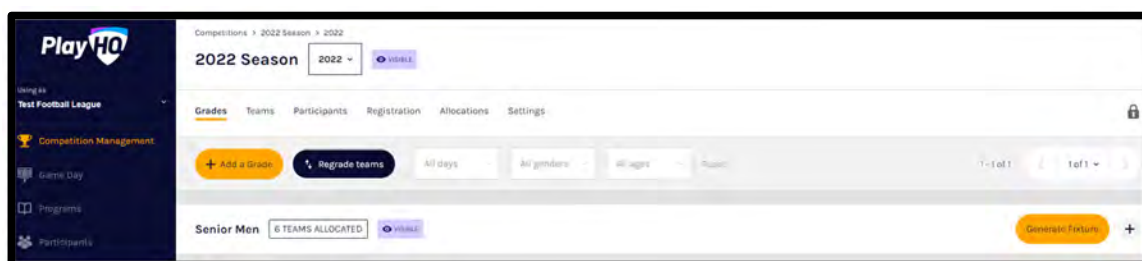


You will be returned to the Team Players page and the team manager will be removed in the **Team Staff** list.

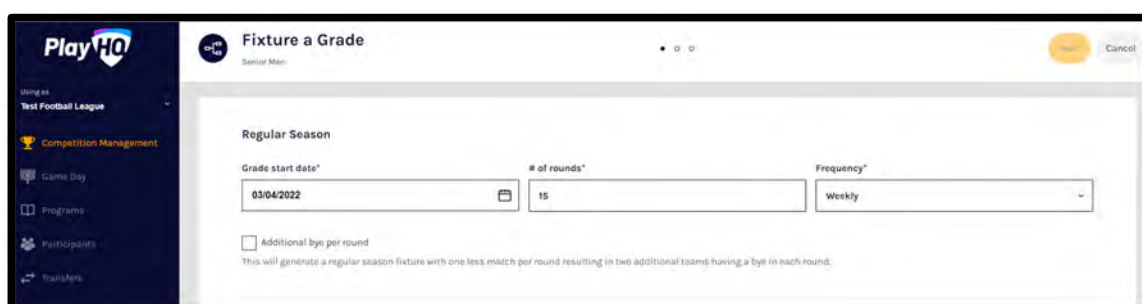
13. Competition Management

Generate Fixture

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



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



Competition Management - Generate Fixture (cont)

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

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

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

Fixtures a Grade

Senior Men

Finals ☒

Select finals format*

Standard format:
These templates include progression rules and cannot be edited. Manual games can be added at any time.

6 Teams	6 Team / 4 Round - Tiered	Top 2 teams get round 1 off and double chance (2v6, 4v5), (3v2, 5v4), (3v6v5)	<input type="radio"/>
6 Teams	6 Team / 3 Round - Qualifier for Top 2	Top 2 teams get double chance (2v6, 3v4, 4v5), (3v6v5), (3v4v5)	<input type="radio"/>
6 Teams	6 Team / 3 Round - Bye for Top 2	Top 2 teams get round 1 off (2v6, 4v5), (3v2, 5v4), (3v6v5)	<input type="radio"/>
5 Teams	5 Team / 4 Round - Tiered	Top team gets round 1 off and double chance (2v5, 4v3), (3v4), (3v6v5), (3v4v5)	<input type="radio"/>
5 Teams	5 Team / 3 Round - Knockout	Teams 4 and 5 play off in round 1. Top 4 play off in round 2. Two winners play each other in grand final (3v4), (3v5), (3v4v5)	<input type="radio"/>
4 Teams	4 Team / 3 Round - Tiered	Top 4 play off in round 1 with double chance for top 2 (3v4, 3v5), (3v6v5), (3v4v5)	<input checked="" type="radio"/>
4 Teams	4 Team / 2 Round - Knockout	Top 4 play off in round 1. Two winners play each other in grand final (3v4, 3v5), (3v4v5)	<input type="radio"/>
3 Teams	3 Team / 2 Round - Knockout	Top team goes straight into grand final. 2nd and 3rd play off in round 1 (2v3), (2v4v3)	<input type="radio"/>
3 Teams	3 Team / 3 Round - Tiered	Top 2 play off in round 1 qualifying final. Winner goes straight into grand final, loser plays 3rd in round 2 (3v2), (3v4), (3v4v2)	<input type="radio"/>
2 Teams	2 Team / 1 Round - Knockout	Top 2 teams go straight into grand final (2v3)	<input type="radio"/>

Fixtures a Grade

Senior Men

Finals ☒

Select finals format*

Custom format:
Select the number of rounds that best suits your requirements. You will have to manually create games and assign teams to each game.

3 Teams	3 Team / 3 Round - Tiered	Top 2 play off in round 1 qualifying final. Winner goes straight into grand final, loser plays 3rd in round 2 (3v2), (3v4), (3v4v2)	<input type="radio"/>
2 Teams	2 Team / 1 Round - Knockout	Top 2 teams go straight into grand final (2v3)	<input checked="" type="radio"/>
1 Round			<input type="radio"/>
2 Rounds			<input type="radio"/>
3 Rounds			<input type="radio"/>
4 Rounds			<input type="radio"/>

Competition Management - Generate Fixture (cont)

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

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

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

The **Review Fixture** page will give you a summary of the rounds and dates for the **Regular Season**, a summary of the rounds and dates for the **Finals** and a summary of the **Teams** with their home venues.

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

Regular Season	
Round 1	04 Apr 2022
Round 2	11 Apr 2022
Round 3	18 Apr 2022
Round 4	25 Apr 2022
Round 5	02 May 2022
Round 6	09 May 2022
Round 7	16 May 2022
Round 8	23 May 2022
Round 9	30 May 2022
Round 10	06 Jun 2022
Long weekend	12 Jun 2022
Round 11	19 Jun 2022
Round 12	26 Jun 2022
Round 13	03 Jul 2022
Round 14	10 Jul 2022
Round 15	17 Jul 2022

Finals	
Finals Round 1	24 Jul 2022
Finals Round 2	31 Jul 2022
Finals Round 3	07 Aug 2022

Teams	
1. Burleigh Senior Men	Q20 - 401 Seaford Oval (Burleigh) B11 Seaford Oval
2. Caloundra Senior Men	Q20 - Camerford (Caloundra) Caloundra Park
3. Kooragang Senior Men	Q20 - Kooragang Oval (Kooragang) Kooragang Oval
4. Lakeside Senior Men	Q20 - Lakeside Oval (Lakeside) Lakeside Oval
5. Carrara Senior Men	Q20 - Alan Hansen Park (Carrara) Alan Hansen Park
6. Caloundra Senior Men	Q20 - Caloundra Community Centre (Caloundra) Caloundra Community Centre

Competition Management - Generate Fixture (cont)

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

With the first option you can have the **Set each time slot individually** toggle not checked and you can select the **Day** and **Start Time** for ALL matches in the **Grade**.

Fixture a Grade
Senior Men

Time Slot Allocation
Nominates a day and start time for each time slot. Time slots determine which day and start time each game is allocated to by default.

Set each time slot individually ☐

TIME SLOT: All

DAY: Sunday

START TIME: 02:15 pm

[Generate Fixture](#) [Back](#)

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

Fixture a Grade
Senior Men

Time Slot Allocation
Nominates a day and start time for each time slot. Time slots determine which day and start time each game is allocated to by default.

Set each time slot individually ☒

TIME SLOT	DAY	START TIME
1	Friday	07:15 pm
2	Sunday	02:15 pm
3	Sunday	02:15 pm

[Generate Fixture](#) [Back](#)

When you have selected which option to use click on the **Generate Fixture** button in the top right corner.

You will be returned to the **Grades** list page with a confirmation message that the fixture was successfully generated and the **Grade** will have a **View Fixture** button.

Grades | Teams | Participants | Registration | Allocations | Settings

2022 Season | 2022 | [View](#)

[Add a Grade](#) [Regrade teams](#) All days All genders All ages

1 of 1 1 of 1

Fixture successfully generated for Senior Men

Senior Men 6 TEAMS ALLOCATED [View](#) [View Fixture](#)

Competition Management - Generate Fixture (cont)

Click on the **View Fixture** button to view the fixture.

The screenshot shows the PlayHQ interface for the 'Senior Men' competition. The left sidebar contains navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organization', 'Settings', and 'Support'. The main content area shows the 'Senior Men' fixture page with tabs for 'Fixture', 'Ladder', and 'Settings'. The 'Fixture' tab is active, showing a list of fixtures for Round 1 and Round 2. The fixtures are listed with team names, dates, times, and locations. The 'Add a Game' button is visible at the top.

Round	Date	Time	Home Team	Away Team	Location	Status
Round 1	FRIDAY, APRIL 1	7:15 PM	Kenmore Senior Men	Calamvale Senior Men	QLD - Akasha Oval (Kenmore) / KENM	Upcoming
		8:15 PM	Burleigh Senior Men	Caloundra Senior Men	QLD - Bill Goldrey Oval (Burleigh) / BURL	Upcoming
	SUNDAY, APRIL 3	8:15 PM	Labrador Senior Men	Carrara Senior Men	QLD - Dockie Murphy Oval (Labrador) / LABR	Upcoming
Round 2	FRIDAY, APRIL 8	7:15 PM	Caloundra Senior Men	Kenmore Senior Men	QLD - Carrara Park (Caloundra) / CALD	Upcoming

Add Finals Fixtures

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

The screenshot shows the PlayHQ interface for the 'Senior Men Seniors' competition. The left sidebar contains navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers & Permits', and 'Support'. The main content area shows the 'Senior Men Seniors' fixture page with tabs for 'Fixture', 'Ladder', and 'Settings'. The 'Fixture' tab is active, showing a message 'There are no finals for this grade' and a '+ Add Finals' button.

Competition Management – Add Finals Fixtures (cont)

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

Add Finals

Senior Men Seniors

Select finals format*

Standard format
These templates include progression rules and cannot be edited. Manual games can be added at any time.

6 Teams	6 Team / 4 Round - Tied	Top 2 teams get round 1 off and double chance. (1v6, 4v5), (1v2, 3v4), (3v6), (6v3v5)	<input type="radio"/>
6 Teams	6 Team / 3 Round - Qualifier for Top 2	Top 2 teams get double chance. (1v2, 3v6, 4v5), (1v3v5), (3v4v6)	<input type="radio"/>
6 Teams	6 Team / 3 Round - Bye for Top 2	Top 2 teams get round 1 off. (3v6, 4v5), (1v2, 3v4), (6v3v5)	<input type="radio"/>
5 Teams	5 Team / 4 Round - Tied	Top team gets round 1 off and double chance. (2v3, 4v5), (1v6), (3v4), (5v6)	<input type="radio"/>
5 Teams	5 Team / 3 Round - Knockout	Teams 4 and 5 play off in round 1. Top 4 play off in round 2. Two winners play each other in grand final. (4v5), (1v4, 2v3), (6v3v5)	<input type="radio"/>
4 Teams	4 Team / 3 Round - Tied	Top 4 play off in round 1 with double chance for top 2. (1v2, 3v4), (5v6), (6v3v5)	<input checked="" type="radio"/>

Add Finals

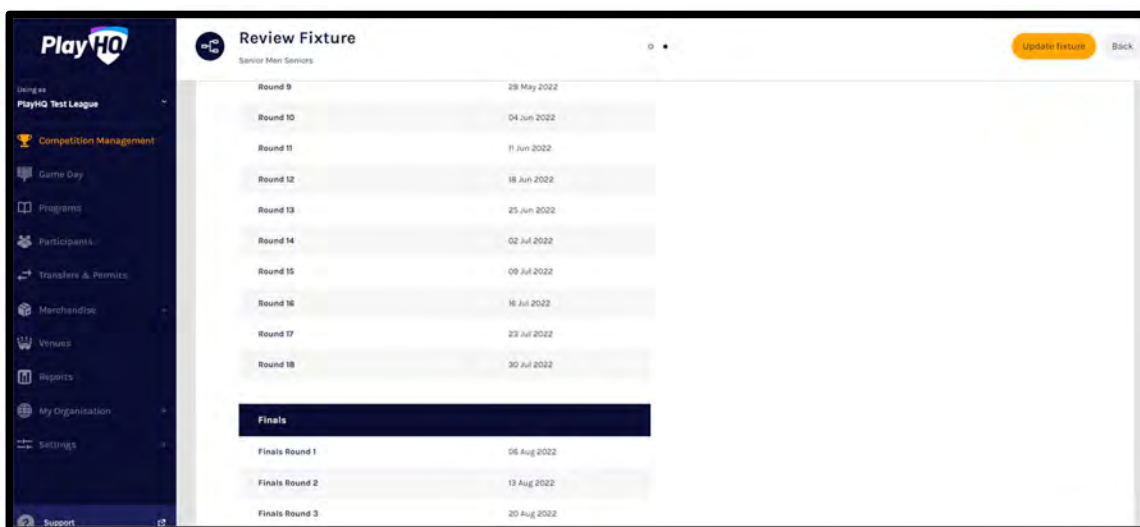
Senior Men Seniors

Custom format
Select the number of rounds that best suits your requirements. You will have to manually create games and assign teams to each game.

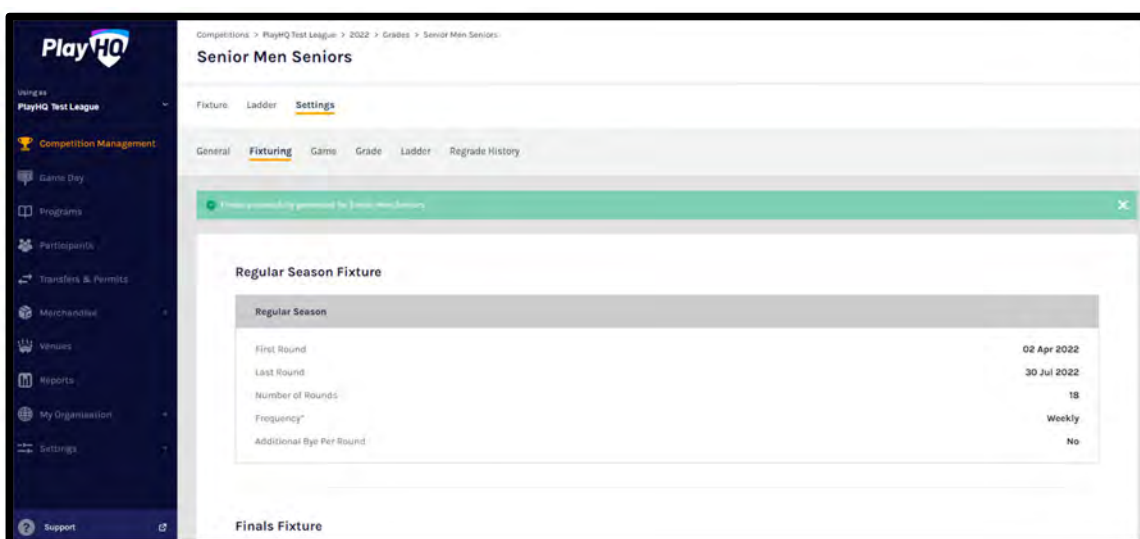
1 Round	<input type="radio"/>
2 Rounds	<input type="radio"/>
3 Rounds	<input type="radio"/>
4 Rounds	<input checked="" type="radio"/>

Competition Management – Add Finals Fixtures (cont)

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



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

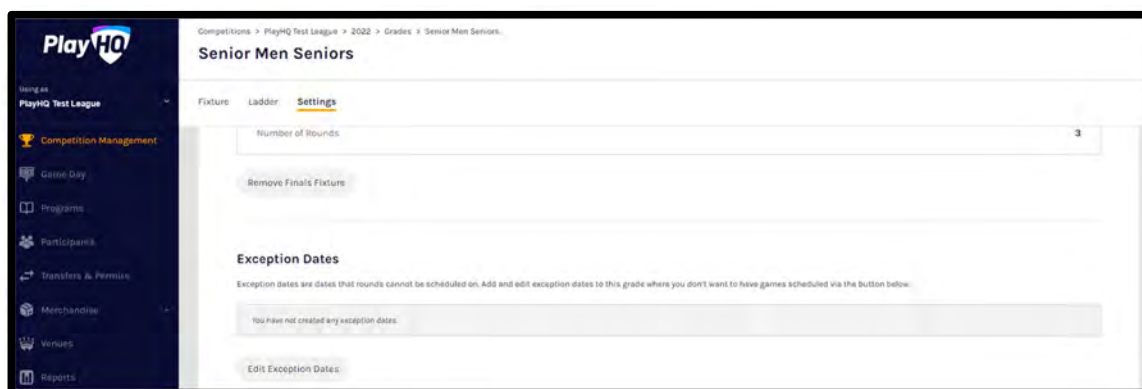


Edit Fixture Settings

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

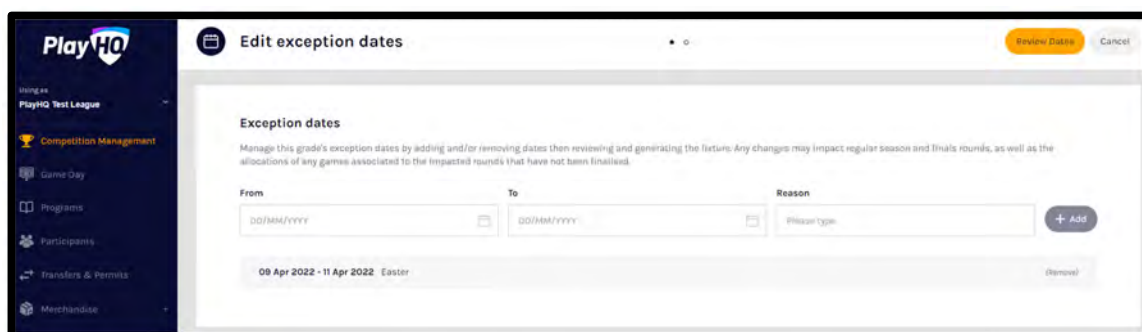


To add or edit exception dates, scroll down the page and under **Exception Dates** click on the **Edit Exception Dates** button.



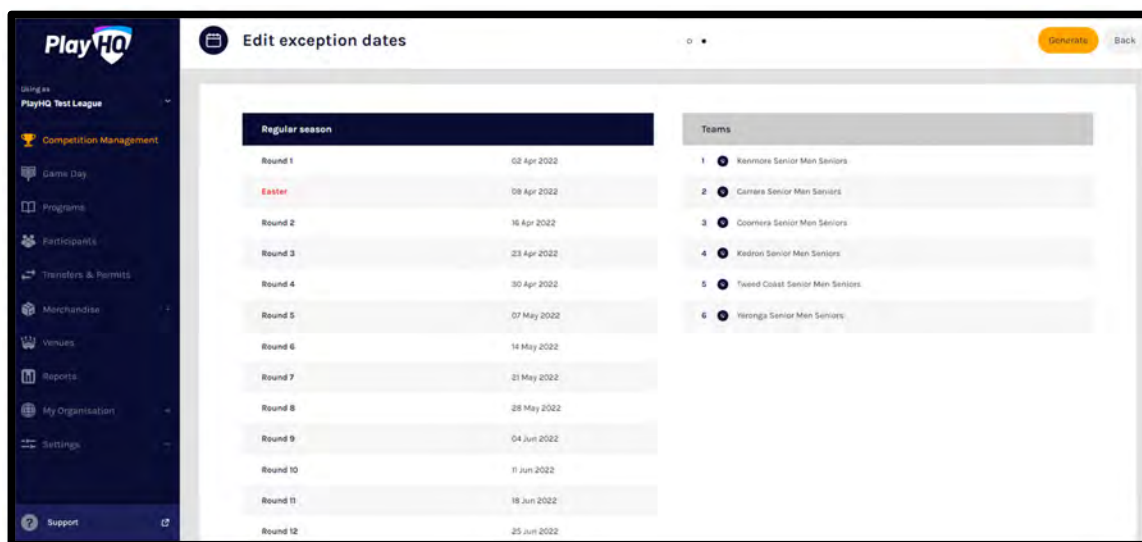
On the **Edit exception dates** page under **Exception dates** add a date in **From**, add a date in **To** and click on the **+ Add** button.

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

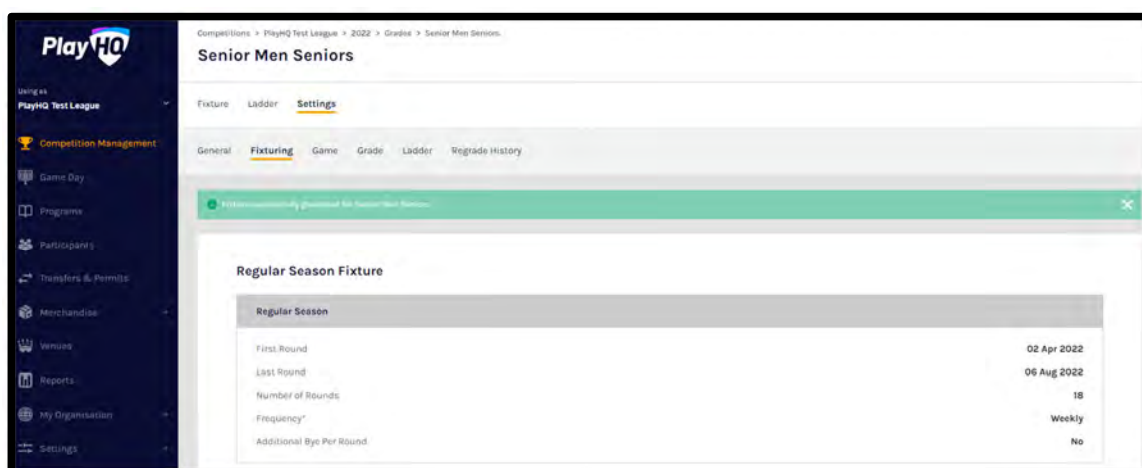


Competition Management – Edit Fixture Settings (cont)

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

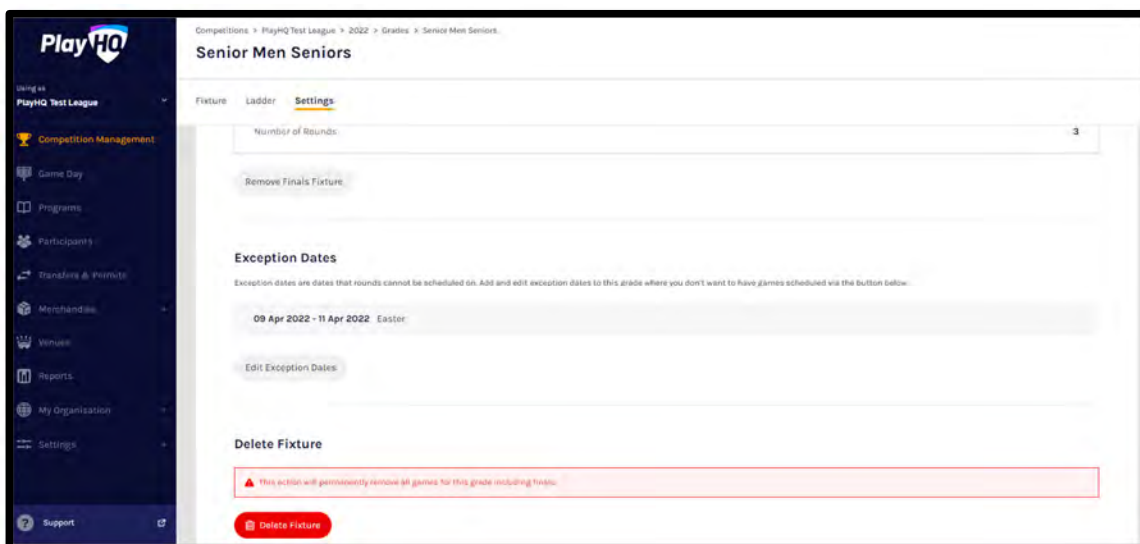


You will be returned to the **Settings -> Fixturing** page with a confirmation message that the fixture has been successfully generated.

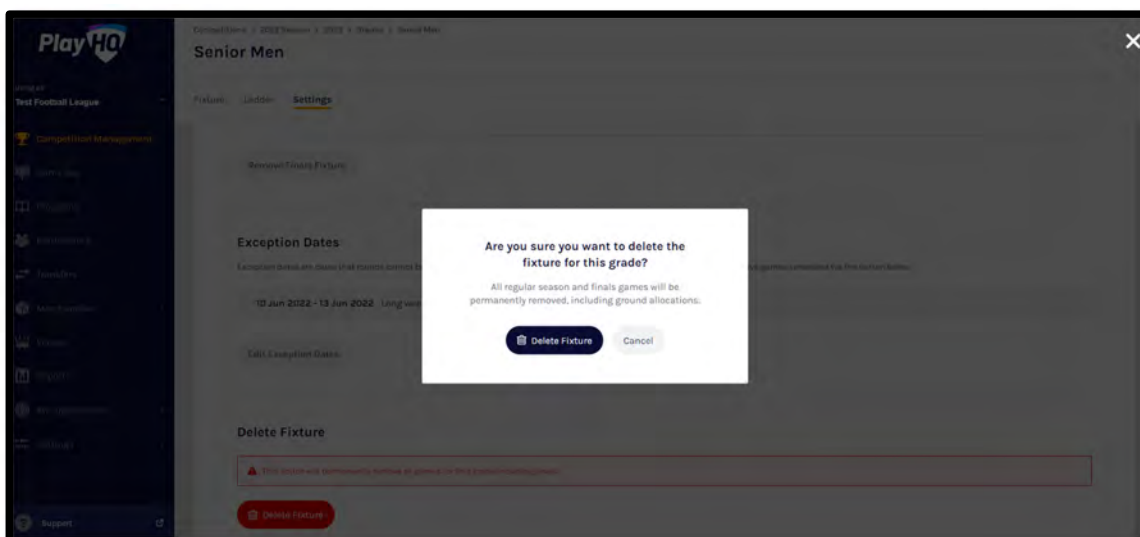


Delete Fixture

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

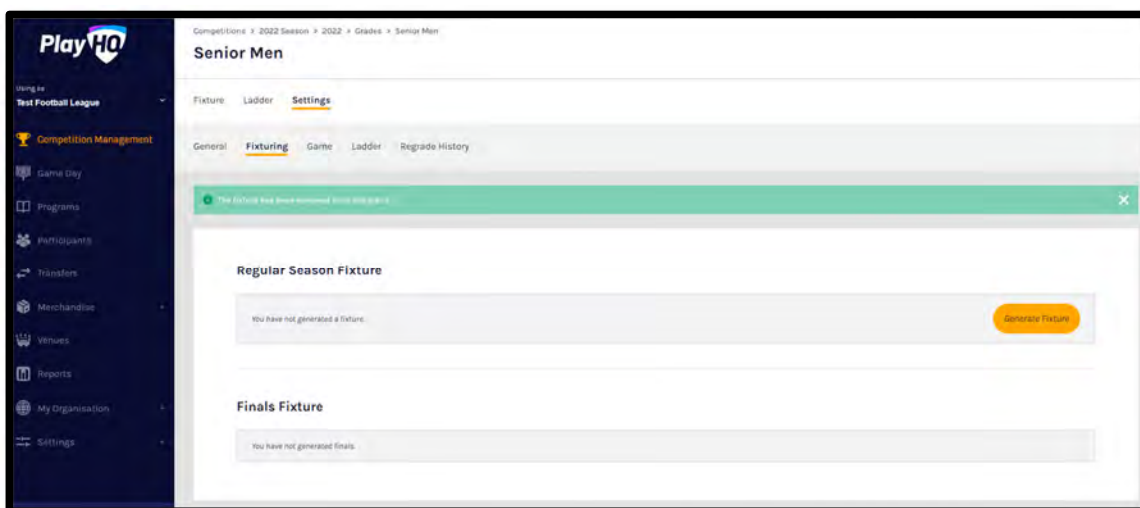


A warning message will pop up, to continue click on the **Delete Fixture** button or if you do not want to delete click on the **Cancel** button.



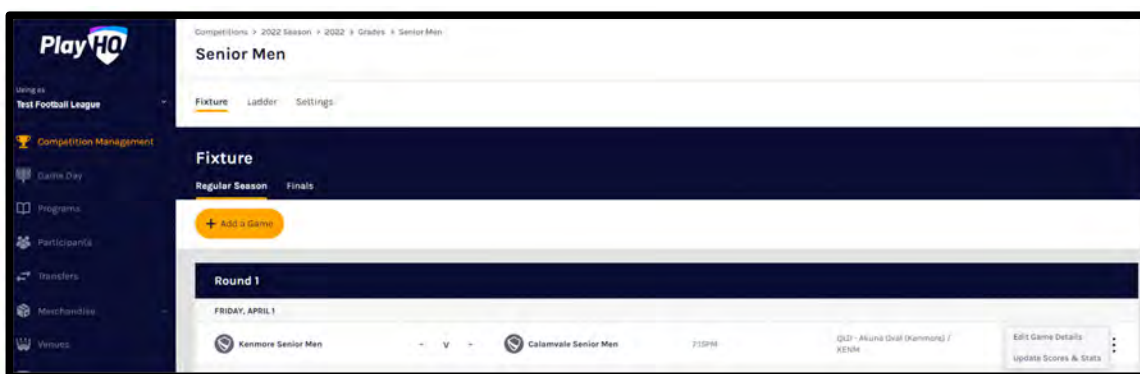
Competition Management – Delete Fixture (cont)

You will be returned to the **Settings - Fixturing** page with a confirmation message that the fixture was removed and the **Generate Fixture** button will be available.



Edit Game

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



Competition Management – Edit Game (cont)

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

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

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

Edit Grade General Settings

To change grade visibility, show/hide rounds or show scores on public website go to the **Fixture** for the **Grade**, click on the **Settings** tab then select the **General** tab.

You can set the **Grade Visibility** to either **Visible** or **Hidden** on the public website.

Competition Management – Edit Grade General Settings (cont)

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

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

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

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

Upload Fixture

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

In the left hand menu click on **Competition Management**, click on the **Competition**, click on the **Season**, under the **Settings** tab click on the **Fixturing** tab.

Competition Management – Upload Fixture (cont)

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

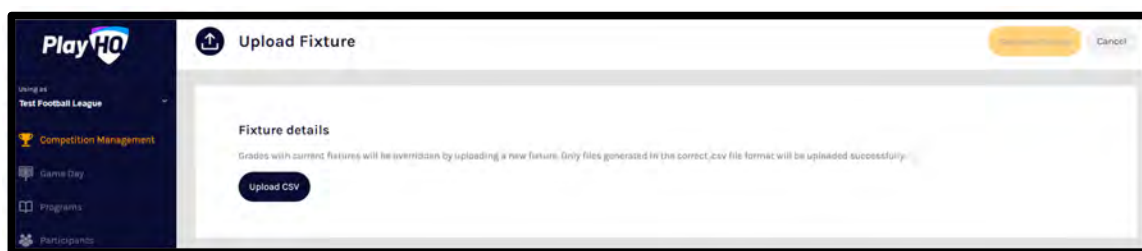
Fixture Template is used to download the fixture csv file template in order to input your new fixture details into it prior to uploading the file. The template includes the correct column names that are expected when completing a fixture upload.

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

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

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

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

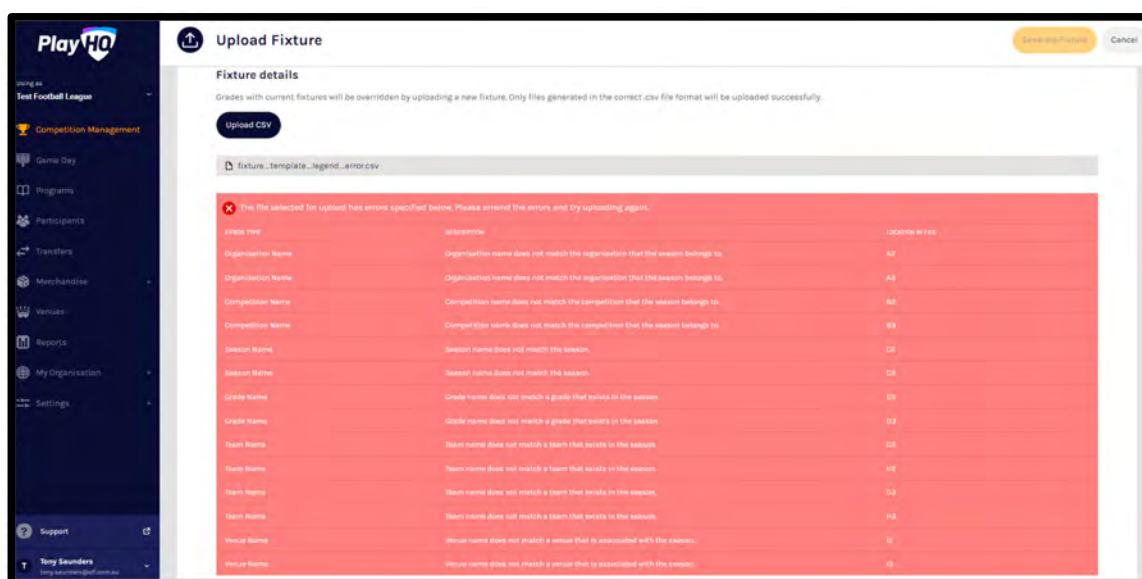


Competition Management – Upload Fixture (cont)

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

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

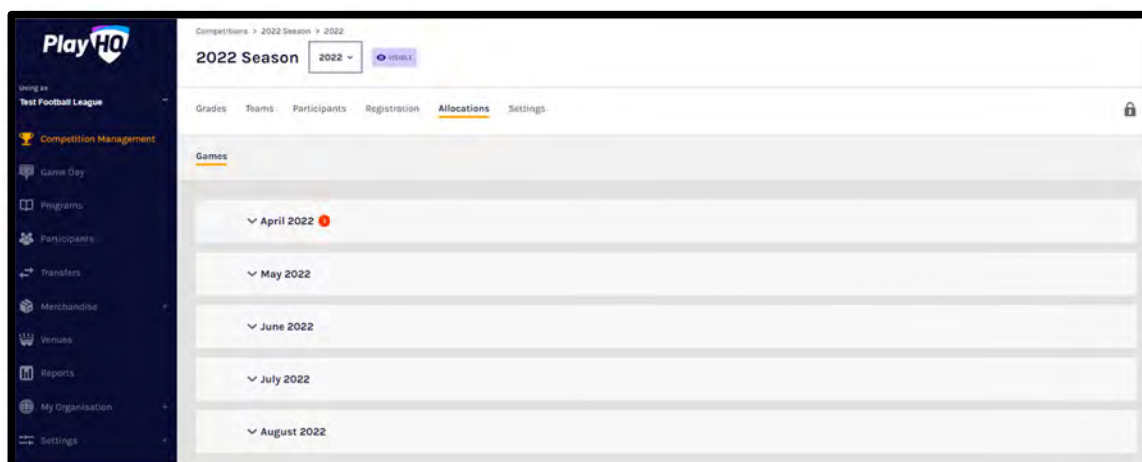
The **Location in File** column refers to the actual cell in the fixture template file so you can locate easily, make required adjustment, save the file and upload again.



Fixture Clash Resolution

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

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

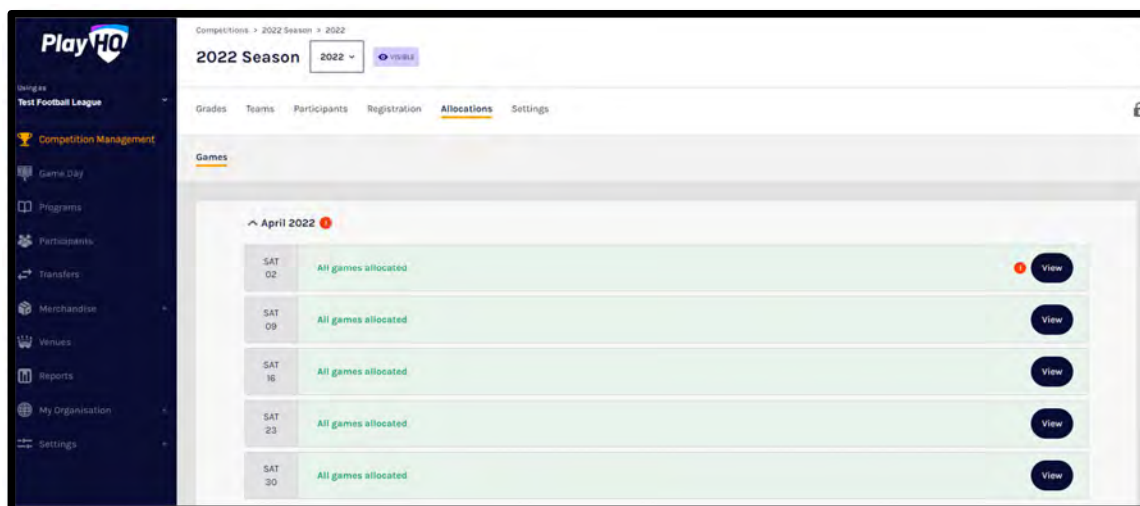


Competition Management – Fixture Clash Resolution (cont)

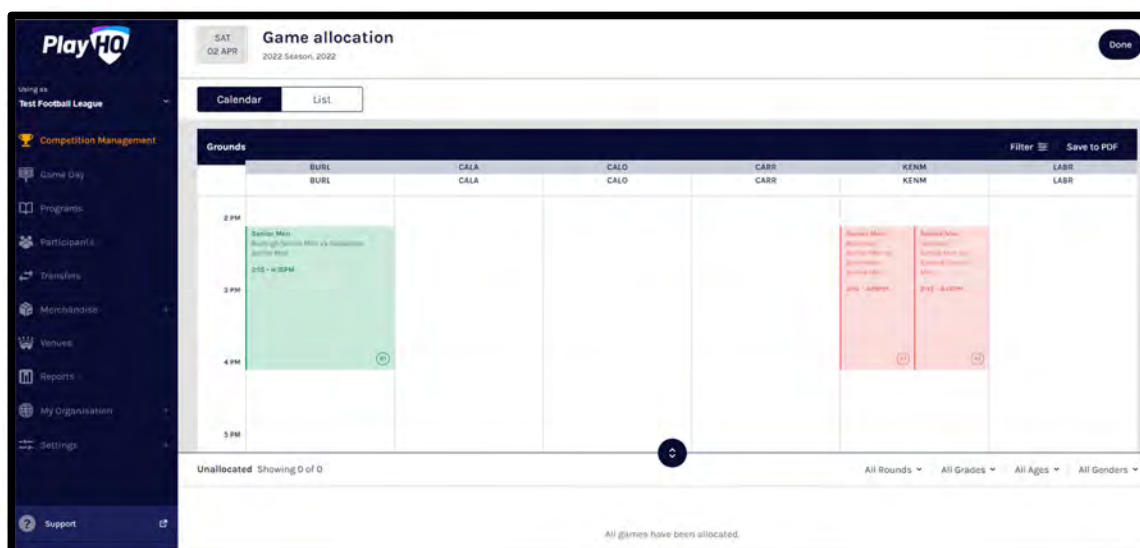
There two options available to resolve the clash.

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

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



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



Competition Management – Fixture Clash Resolution (cont)

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

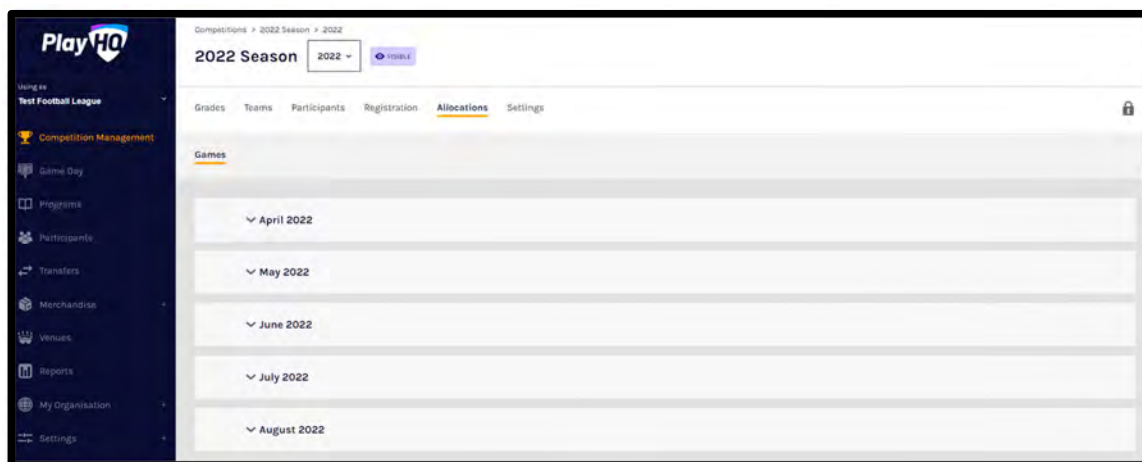
The screenshot shows the 'Game allocation' interface for the 2022 Season. The left sidebar contains navigation options: 'Using as Test Football League', 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', 'Settings', and 'Support'. The main area displays a calendar view with a grid of grounds (BURL, CALA, CALD, CARR, KENM, LABR) and time slots (2 PM, 3 PM, 4 PM, 5 PM). A clash is visible between two games at 4 PM: 'Senior Men: Bourkeville Senior Men vs Cullinville Senior Men' (green) and 'Senior Men: Launceston Senior Men vs Cullinville Senior Men' (blue). The 'Update Changes' button is in the top right corner.

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

The screenshot shows the 'Game allocation' interface after the clash has been resolved. The 'Update Changes' button has been clicked, and a green notification banner at the top states 'Changes have been updated successfully'. The game 'Senior Men: Bourkeville Senior Men vs Cullinville Senior Men' is now green. The 'Done' button is in the top right corner.

Competition Management – Fixture Clash Resolution (cont)

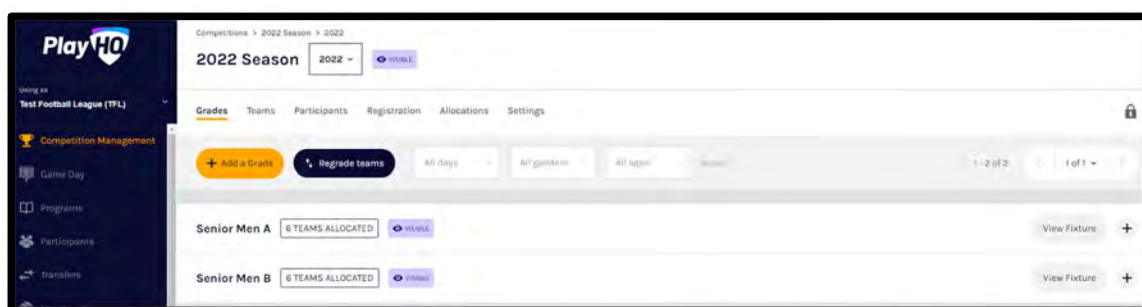
Click on the **Done** button in the top right corner, you will return to the **Allocations** page and clash icon will be gone.



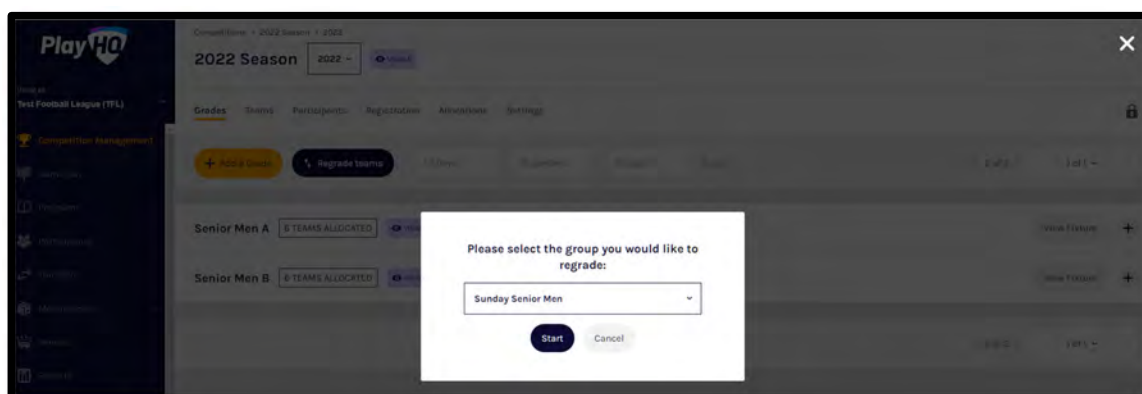
Regrade Teams

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

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

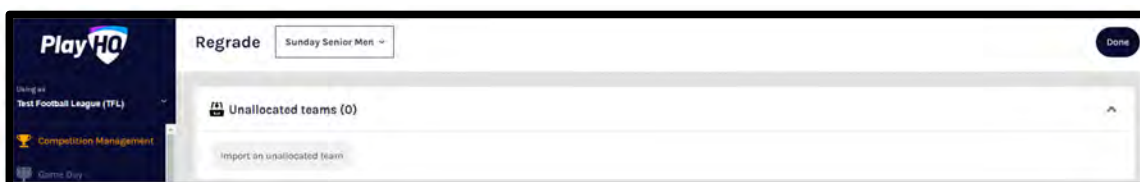


A pop-up box will appear, select the group you would like to regrade and click on the **Start** button.

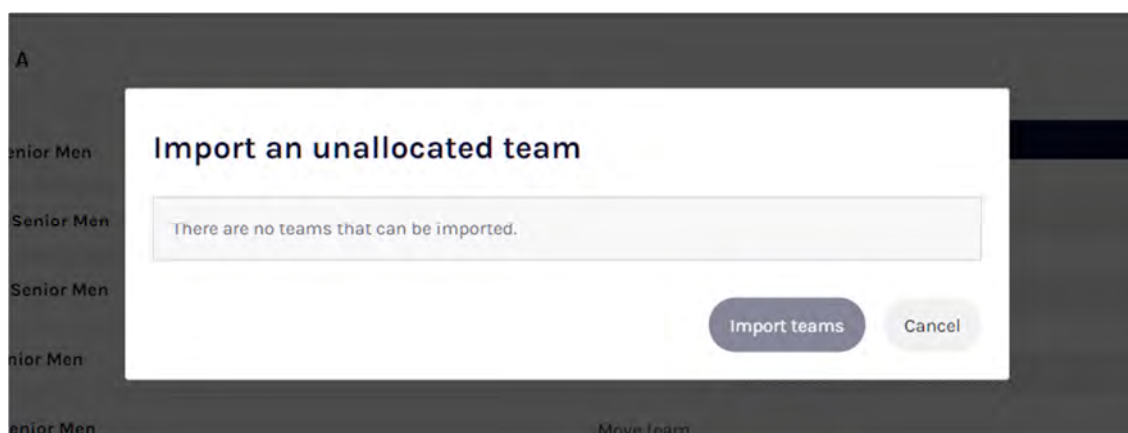


Competition Management – Regrade Teams (cont)

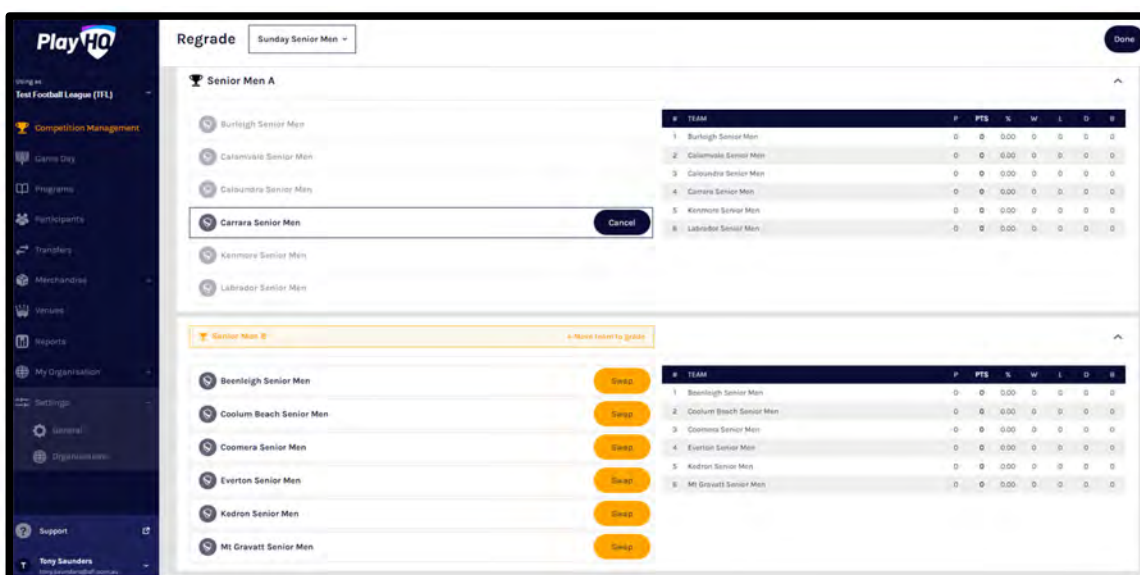
If you are regrading a **Team** that has not yet been allocated, in the **Unallocated teams** area click on the **Import an unallocated team** button.



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



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



Competition Management – Regrade Teams (cont)

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

The screenshot shows the 'Regrade' interface for 'Sunday Senior Men'. It displays two sections: 'Senior Men A' and 'Senior Men B'. Each section lists teams with a 'Move team' button. To the right of each list is a table showing the current standings for each grade, regressing from Round 1.

#	TEAM	P	PTS	%	W	L	D	B
1	Burleigh Senior Men	0	0	0.00	0	0	0	0
2	Calamvale Senior Men	0	0	0.00	0	0	0	0
3	Caloundra Senior Men	0	0	0.00	0	0	0	0
4	Carrara Senior Men	0	0	0.00	0	0	0	0
5	Kennmore Senior Men	0	0	0.00	0	0	0	0
6	Labrador Senior Men	0	0	0.00	0	0	0	0

#	TEAM	P	PTS	%	W	L	D	B
1	Beenleigh Senior Men	0	0	0.00	0	0	0	0
2	Coolum Beach Senior Men	0	0	0.00	0	0	0	0
3	Coomera Senior Men	0	0	0.00	0	0	0	0
4	Everton Senior Men	0	0	0.00	0	0	0	0
5	Kedron Senior Men	0	0	0.00	0	0	0	0
6	Mt Gravatt Senior Men	0	0	0.00	0	0	0	0

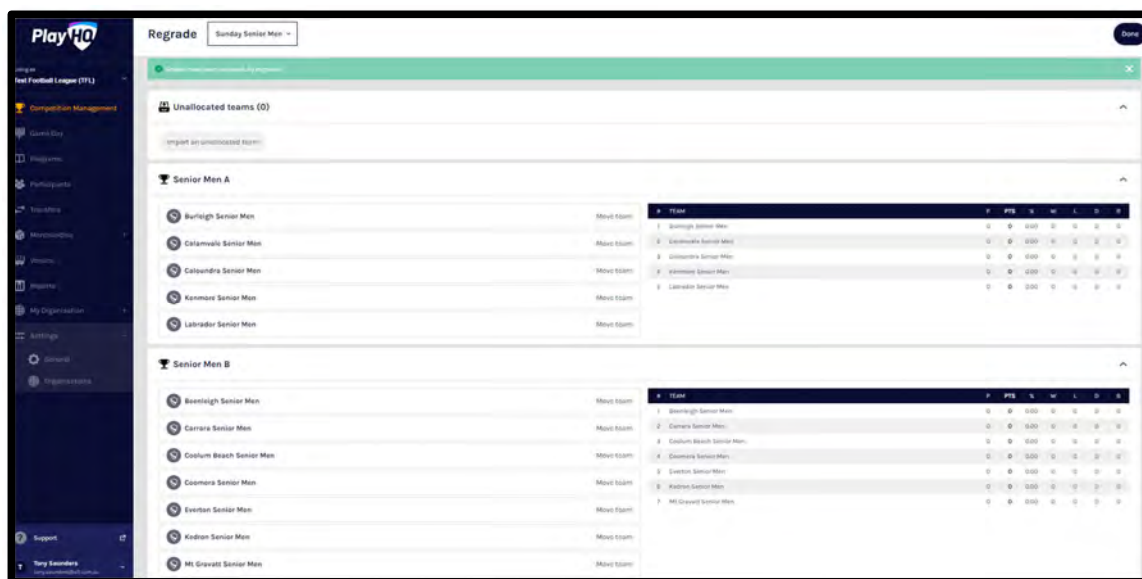
A warning message will pop up asking **Are you sure you want to proceed?**, click either the **Regrade** or **Cancel** button.

The screenshot shows the same 'Regrade' interface as before, but with a confirmation dialog box overlaid in the center. The dialog box asks 'Are you sure you want to proceed?' and lists the teams that will be updated: Senior Men A and Senior Men B, both regressing from Round 1. There are 'Regrade' and 'Cancel' buttons at the bottom of the dialog.

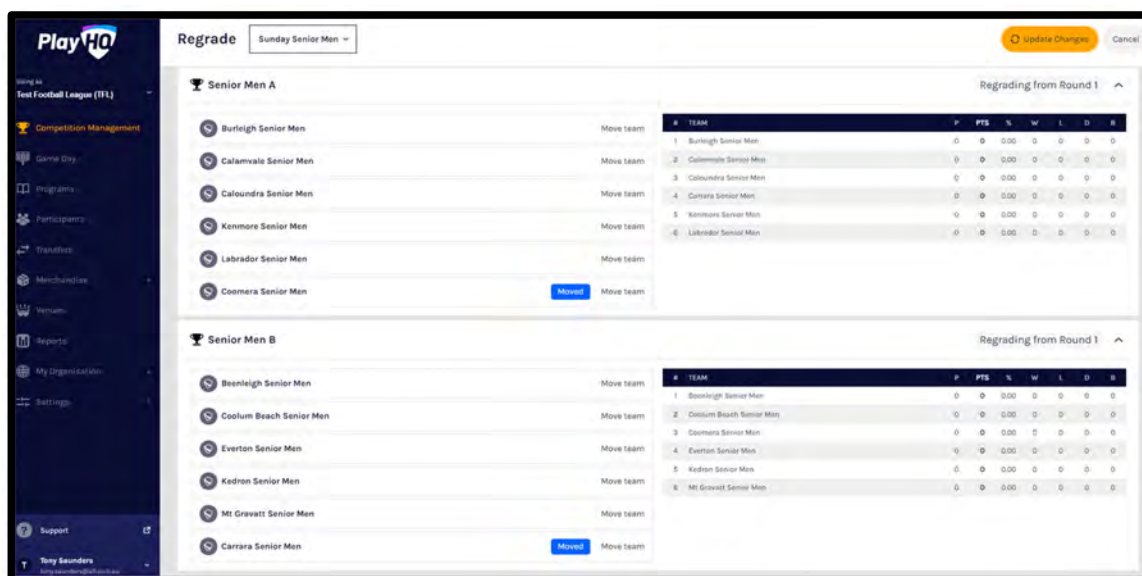
Competition Management – Regrade Teams (cont)

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

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

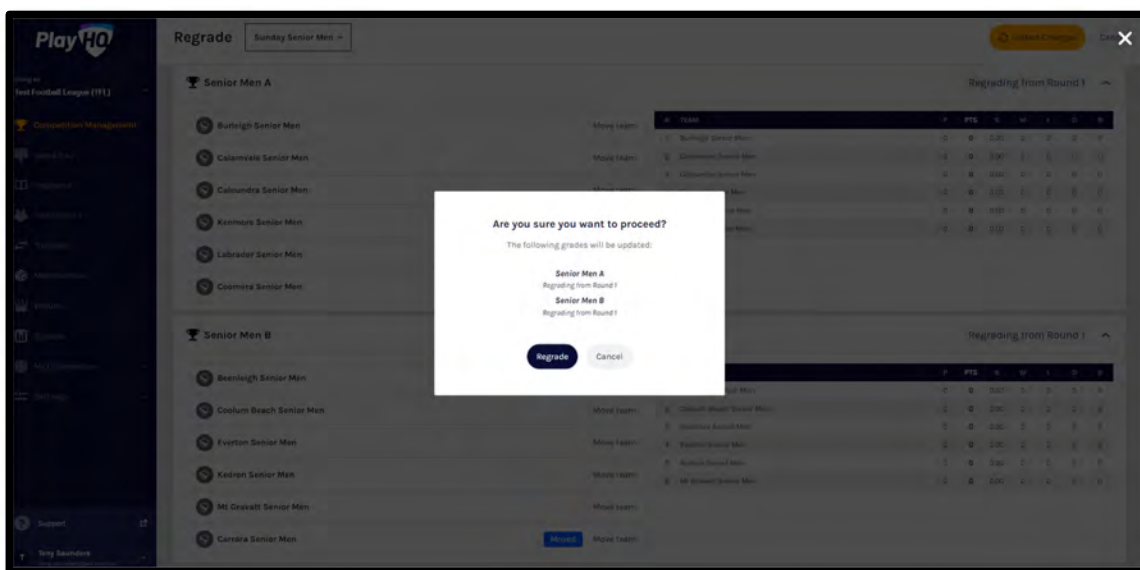


If you use the **Swap** option both **Teams** will be moved, to finalise the process click on the **Update Changes** button in the top right corner.



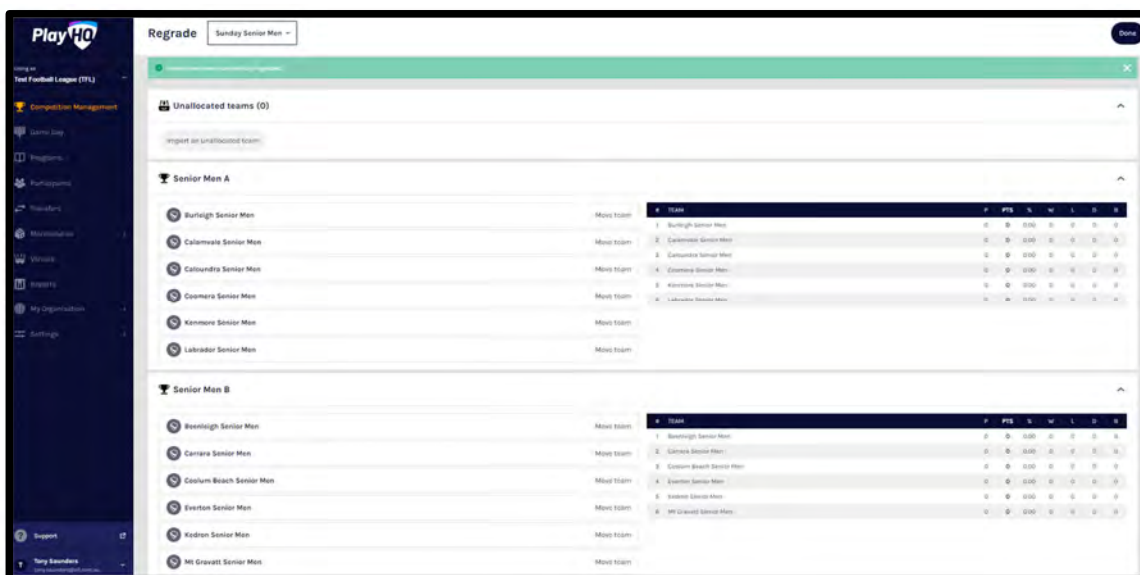
Competition Management – Regrade Teams (cont)

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



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

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



View Regrade History

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Grade**, click on the **Settings** tab and click on the **Regrade History** tab.

View Ladder

Go the **Fixture** for the **Grade** and click on the **Ladder** tab.

#	TEAM	P	PTS	%	W	L	D	B	F	A	FOR	DSQ	ADJ
1	Burreigh Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
2	Calamvale Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
3	Caloundra Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
4	Carrara Senior Men	0	0	0.00	0	0	0	0	0	0	0	0	0
5	Keesmore 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

Ladder Adjustments

Click on the **Ladder adjustments** button.

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

Manage ladder adjustments

Adjust a teams ladder by "ladder points", "for" or "against" values, to accommodate for any changes which cannot be calculated normally. A positive or negative amount may be entered.

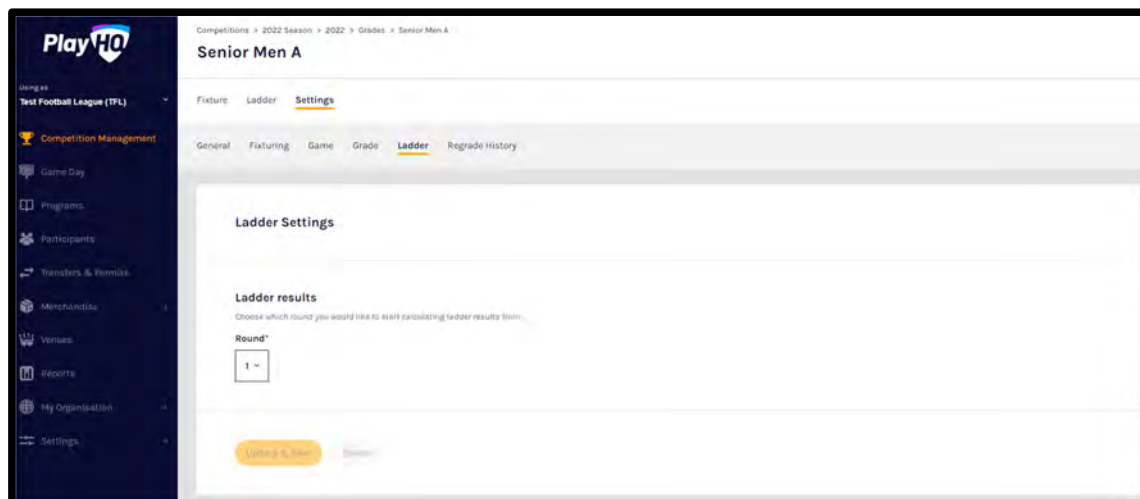
Round*	Team*	Type*	Amount*	Reason for adjustment*
Round	Please select	Please select	0	I'm playing with an unregistered player

+ Add

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

Ladder Grade Settings

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

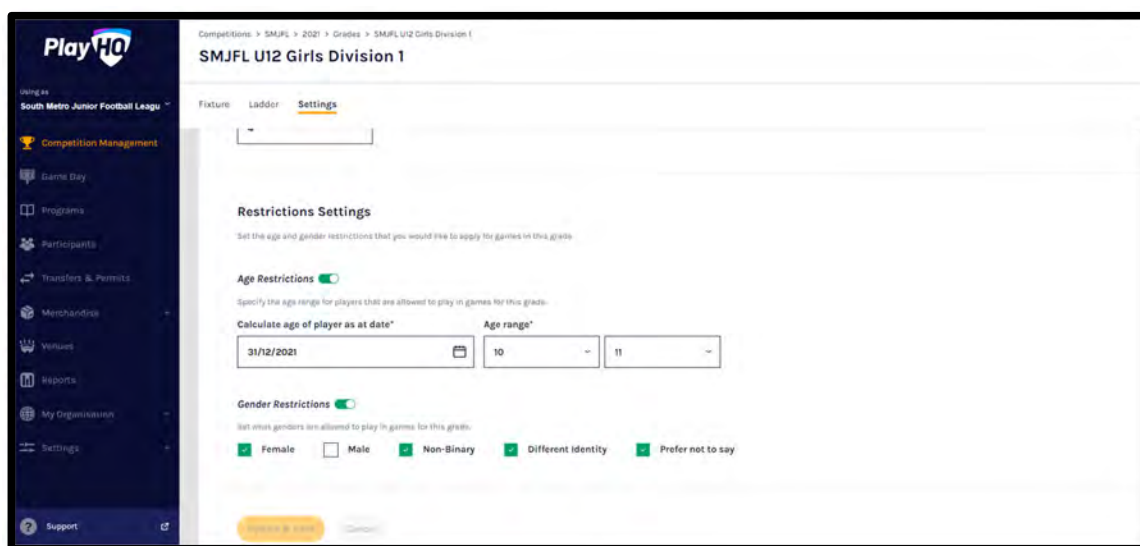


Player Restriction Exemption

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

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

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



Competition Management – Player Restriction Exemption (cont)

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

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

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

Competition Management – Player Restriction Exemption (cont)

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

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

The screenshot shows the 'Manage Player Restriction Status' page for the 'South Metro Junior Football League'. The page is divided into two main sections: 'Grade Restrictions' and 'Players who meet restrictions'.

Grade Restrictions:

CALCULATE AGE OF PLAYER AS AT DATE	AGE RESTRICTION LIMIT	ALLOWED GENDERS
31 Dec 2021	10 - 11	Female, Non-Binary, Different Identity and Prefer not to say

Players who meet restrictions:

PLAYER	GENDER	D.O.B	RESTRICTION STATUS
Georgia Naughton	Female		Restrictions Met
Genevieve Brooks	Female		Restrictions Met
Zahra Stevens	Female		Restrictions Met

Players who do not meet restrictions:

PLAYER	GENDER	D.O.B	RESTRICTION STATUS
Sophie Nilsson	Female		Restrictions Not Met

A 'Give exemption' button is visible next to Sophie Nilsson.

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

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

The screenshot shows the 'Manage Player Restriction Status' page after an exemption has been given. The 'Players who meet restrictions' section now includes Sophie Nilsson, and the 'Players who do not meet restrictions' section is empty.

Grade Restrictions:

CALCULATE AGE OF PLAYER AS AT DATE	AGE RESTRICTION LIMIT	ALLOWED GENDERS
31 Dec 2021	10 - 11	Female, Non-Binary, Different Identity and Prefer not to say

Players who meet restrictions:

PLAYER	GENDER	D.O.B	RESTRICTION STATUS
Sophie Nilsson	Female		Exemption Given
Georgia Naughton	Female		Restrictions Met
Genevieve Brooks	Female		Restrictions Met
Zahra Stevens	Female		Restrictions Met

A 'Remove exemption' button is visible next to Sophie Nilsson.

Finals Eligibility

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

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

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



Competition Management – Finals Eligibility (cont)

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

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

Competitions > 2022 Season > 2022

2022 Season 2022

Grades Teams Participants Registration Allocations Settings

+ Add a Grade Regrade teams All days All genders All ages

1 - 2 of 2 1 of 1

Senior Men A 6 TEAMS ALLOCATED

	Team	0 players	Men	Senior	Unallocated
1.	Burligh Senior Men	0 players	Men	Senior	Unallocated
2.	Caloundra Senior Men	0 players	Men	Senior	Unallocated
3.	Kenmore Senior Men	0 players	Men	Senior	Unallocated
4.	Labrador Senior Men	0 players	Men	Senior	Unallocated
5.	Calamvale Senior Men	0 players	Men	Senior	Unallocated
6.	Coomera Senior Men	0 players	Men	Senior	Unallocated

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

Competitions > 2022 Season > 2022 > Teams > Kenmore Senior Men

Kenmore Senior Men

Players Registrations

Players Edit Player Numbers

NO.	NAME	DOB	GAMES PLAYED	
1	Braxton Archer		0	Unallocated
21	Tony Saunders		0	Unallocated

+ Allocate player

Grade Details

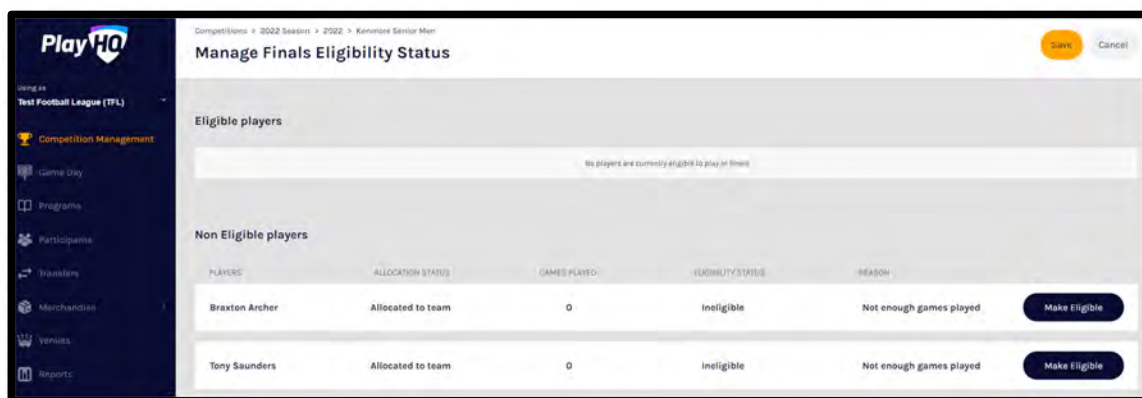
GRADE
Senior Men A

FINALS ELIGIBILITY
3 Games

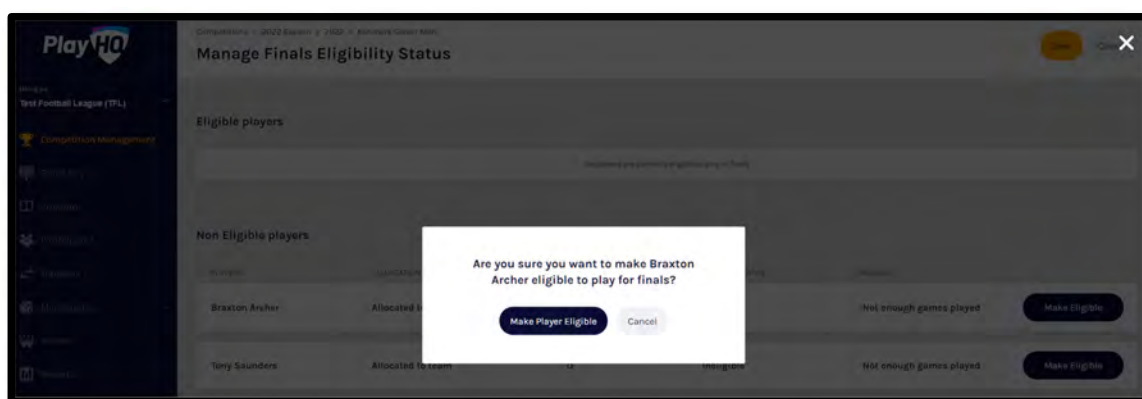
Edit Finals Eligibility Status

Competition Management – Finals Eligibility (cont)

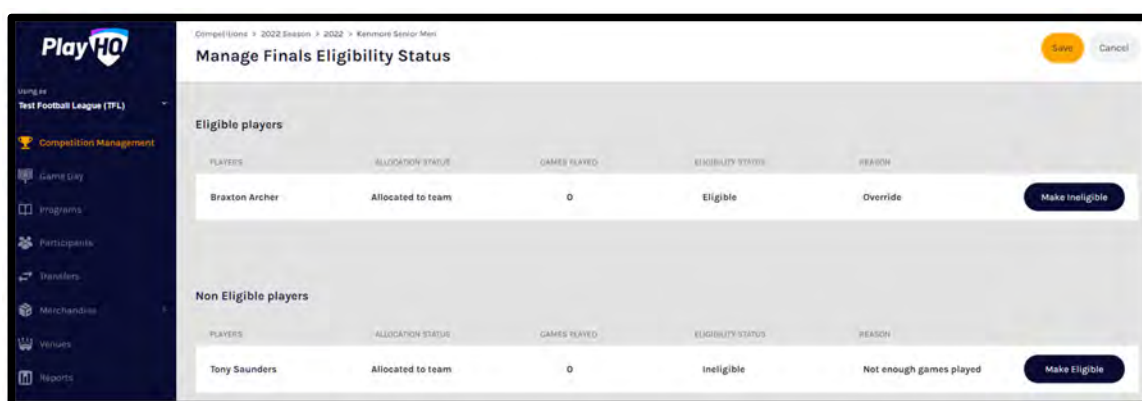
On the **Manage Finals Eligibility Status** page click on the **Make Eligible** button for the **Player** that has been given the exemption.



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



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



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

League Awards

This feature is in the process of being built.

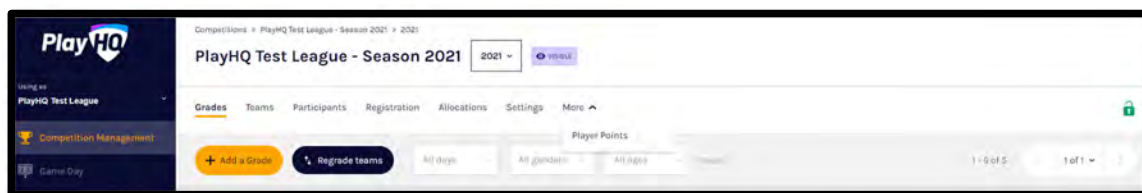
Player Points

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

Setting Player Points to Players

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

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

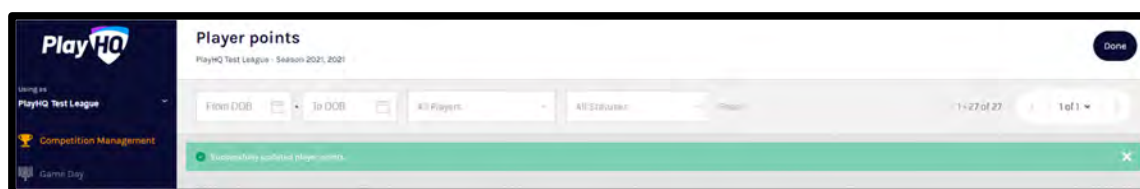


On the **Player points** page add the relevant number of player points for each player in the **Player Points** column and when completed click on the **Update Changes** button in the top right corner. Please note there are filter boxes above the list to assist with locating players if required.

FIRST NAME	LAST NAME	D.O.B	CLUB	TEAM	PLAYER POINTS
Braxton	Archer	08 Jun 2012	Burleigh J AFC	Burleigh U14 Boys	0
Braxton	Archer	08 Jun 2012	Test Club 3	---	0
Braxton	Archer	08 Jun 2012	Test Club 1	---	0
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	Burleigh U14 Boys	0
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	Burleigh Senior Men	5
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	Burleigh Senior Women	1
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	Burleigh Senior Women	1
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	Burleigh Senior Women	1

Competition Management – Setting Player Points to Players (cont)

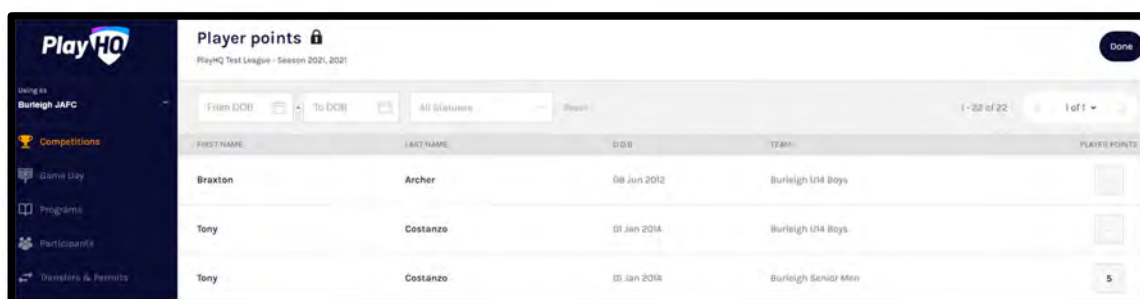
The page will display a confirmation message that the player points have been successfully updated. You can either add or edit player points or if you have finished click on the **Done** button in the top right corner.



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



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



Competition Management – Setting Player Points to Players (cont)

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

The screenshot shows the 'Player points' page for the 'PlayHQ Test League - Season 2021, 2021'. The page has a sidebar with navigation options like 'Competitions', 'Game Day', 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', and 'My Organisation'. The main area displays a table of players with columns for 'FIRST NAME', 'LAST NAME', 'DOB', 'TEAM', and 'PLAYER POINTS'. There are filter boxes for 'From DOB', 'To DOB', and 'All Statuses'. The table lists several players, including Braxton Archer, Tony Costanzo, and Tony Costanzo, with their respective points being updated.

FIRST NAME	LAST NAME	DOB	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.

The screenshot shows the 'Player points' page after the update. A green confirmation message at the top states 'Successfully updated player points'. The 'Done' button is now visible in the top right corner. The table of players is still present but partially obscured by the message.

Setting Player Points Limit to Teams

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

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

The screenshot shows the 'Competition Management' page for the 'PlayHQ Test League - Season 2021, 2021'. The 'Teams' tab is selected, showing a list of teams with columns for 'TEAM', 'GRADE', 'CLUB', 'PLAYERS', 'GENDER', 'AGE', 'IN', and 'REG DATE'. There are buttons for 'Add a Team' and 'View' for each team.

TEAM	GRADE	CLUB	PLAYERS	GENDER	AGE	IN	REG DATE
Burleigh Senior Men	McDonald's Senior Men Div 2	Burleigh J AFC	1	Men	Senior		
Burleigh Senior Women	Cotton On Senior Men Div 1	Burleigh J AFC	6	Women	Senior		

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

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

The screenshot shows the PlayHQ interface for the 'Burleigh Senior Women' team. On the right side, under 'Grade Details', the 'GRADE' is 'Cotton On Senior Men Div 1' and the 'PLAYER POINTS' limit is set to 40. Below this, there is a link to 'Edit Team Player Points Limit'.

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

The screenshot shows the same PlayHQ interface, but with a pop-up window titled 'Override team player points limit'. The pop-up contains the text 'Set the teams player points cap for this grade.' and an input field with the number '35'. Below the input field are two buttons: 'Override Limit' (highlighted) and 'Cancel'.

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

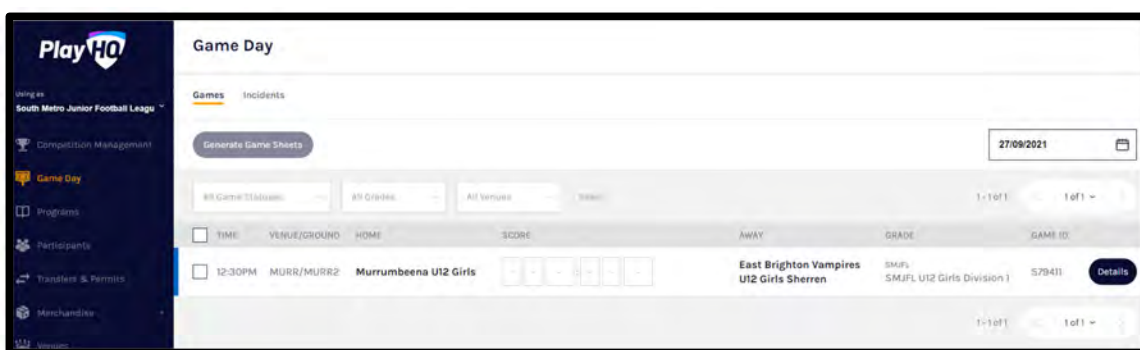
The screenshot shows the PlayHQ interface after the update. A green confirmation message at the top reads 'Team player points limit successfully updated.' The 'Grade Details' section on the right now shows the 'PLAYER POINTS' limit updated to 35.

14. Game Day

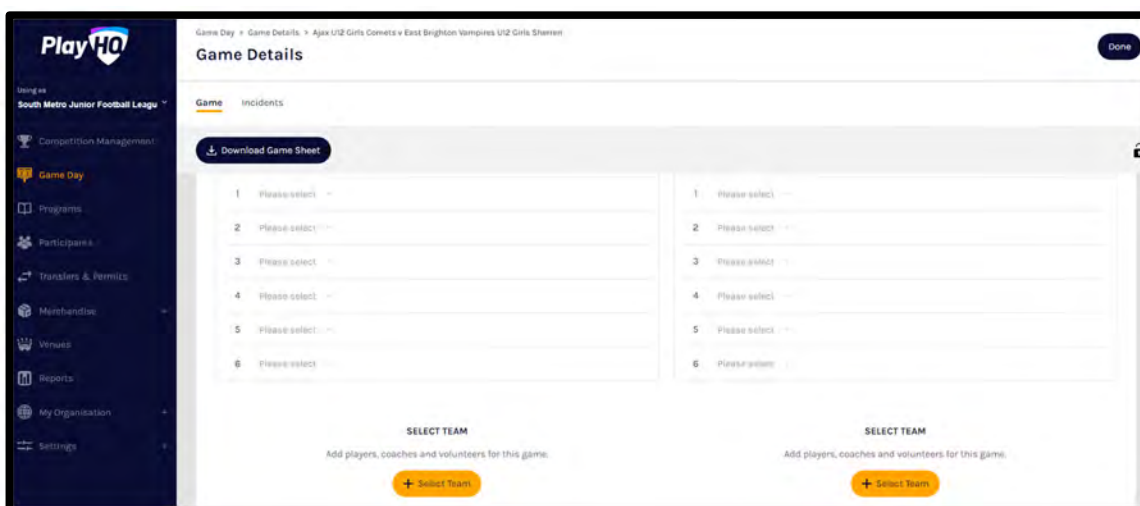
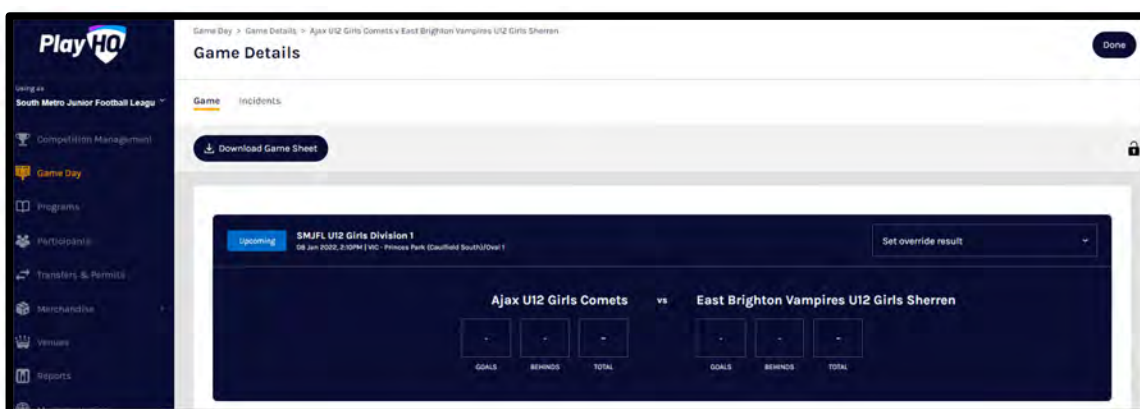
Create Line-up

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

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

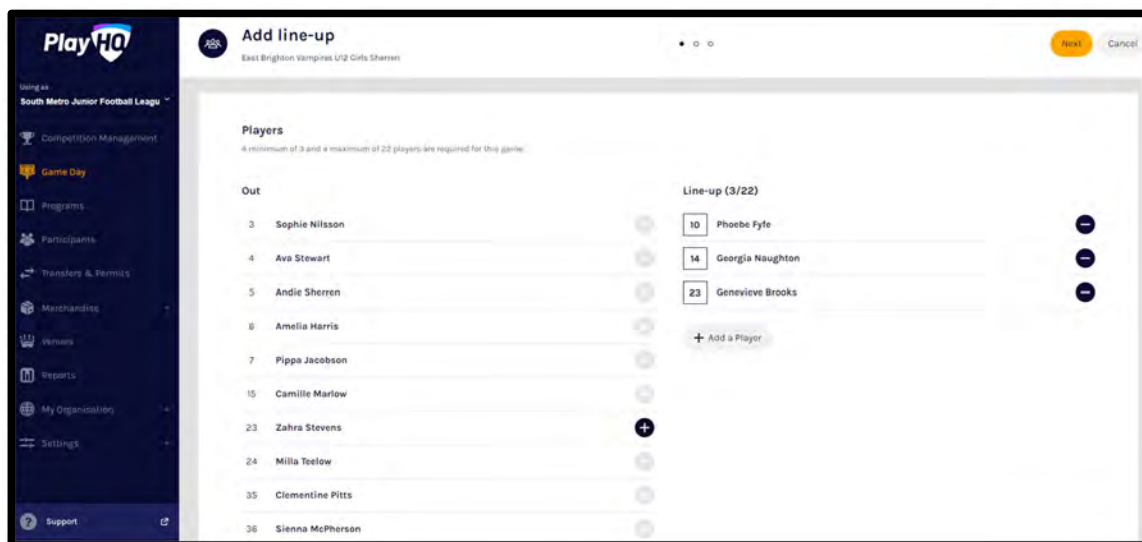


You will land on the **Game Details** page, scroll down the page and click on the **+ Select Team** button.

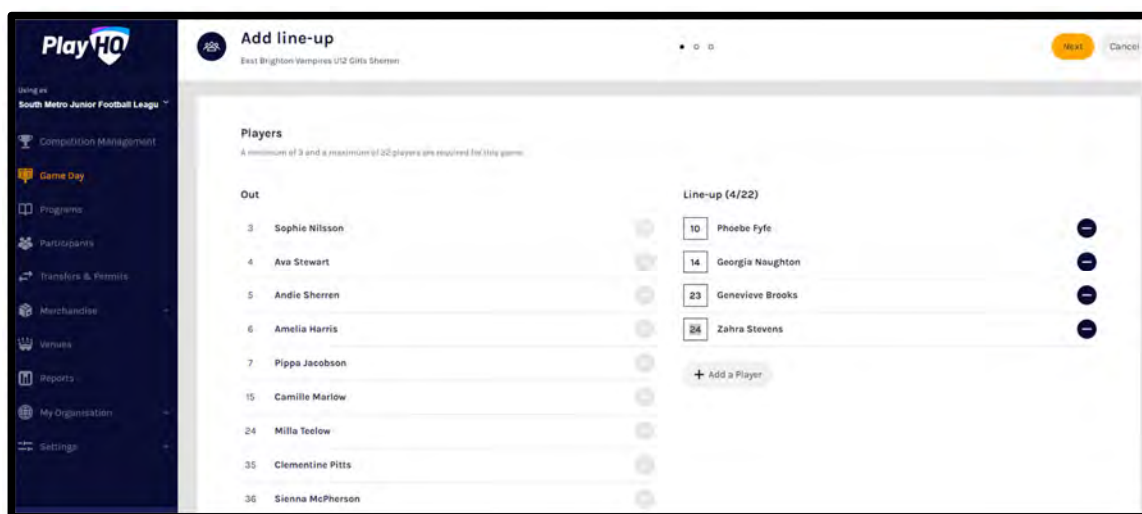


Game Day - Create Line-up (cont)

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



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



Game Day - Create Line-up (cont)

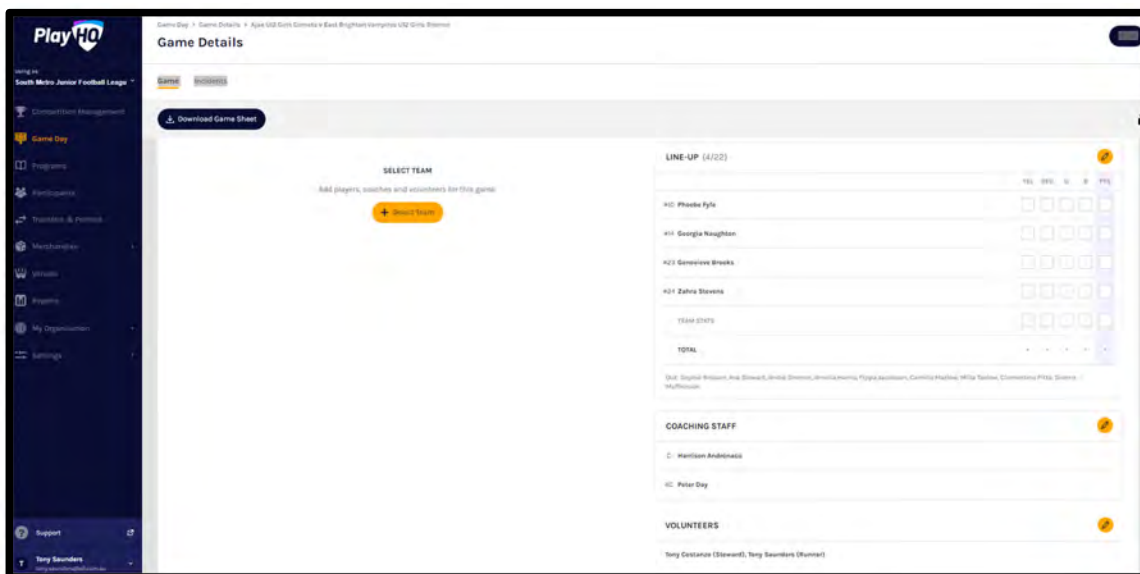
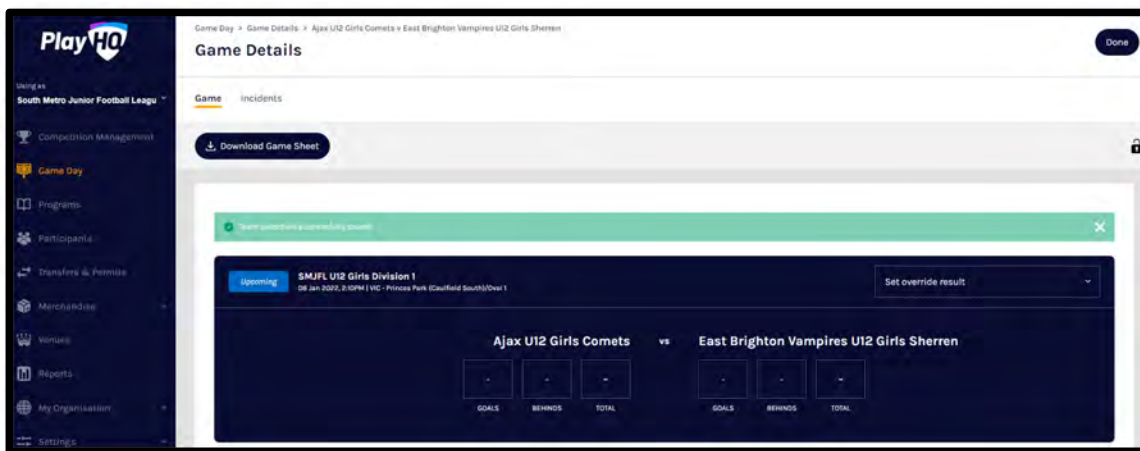
You will be taken to the **Add coaching staff** page. The **Coach** and **Assistant Coaches** that have been allocated to the team will show as **In** by default, click on the **Next** button in the top right corner.

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

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

Game Day - Create Line-up (cont)

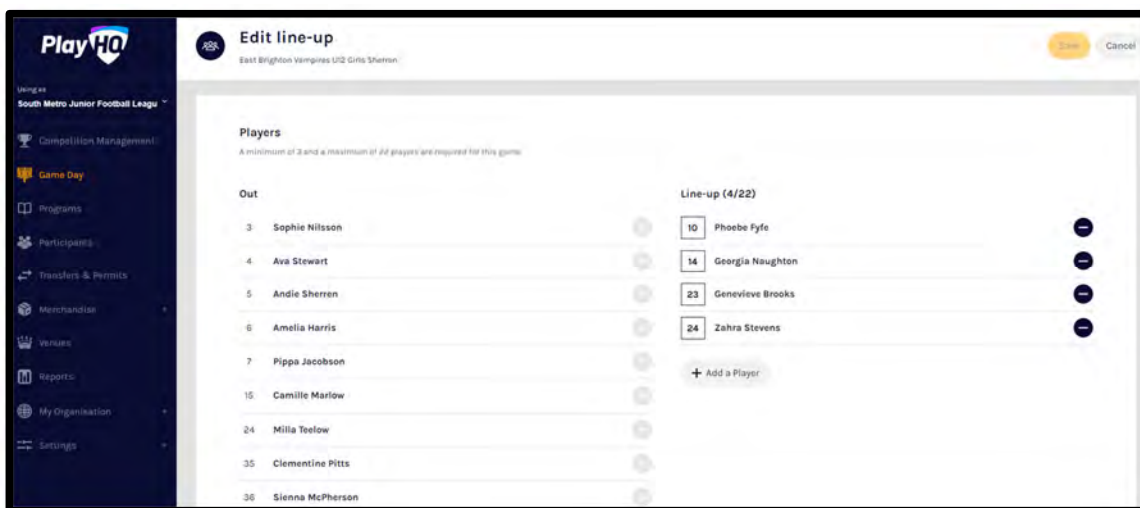
You will be returned to the top of the page with confirmation message and when you scroll to the bottom of the page the **Line-up**, **Coaching Staff** and **Volunteers** areas will be updated.



Edit Line-up

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

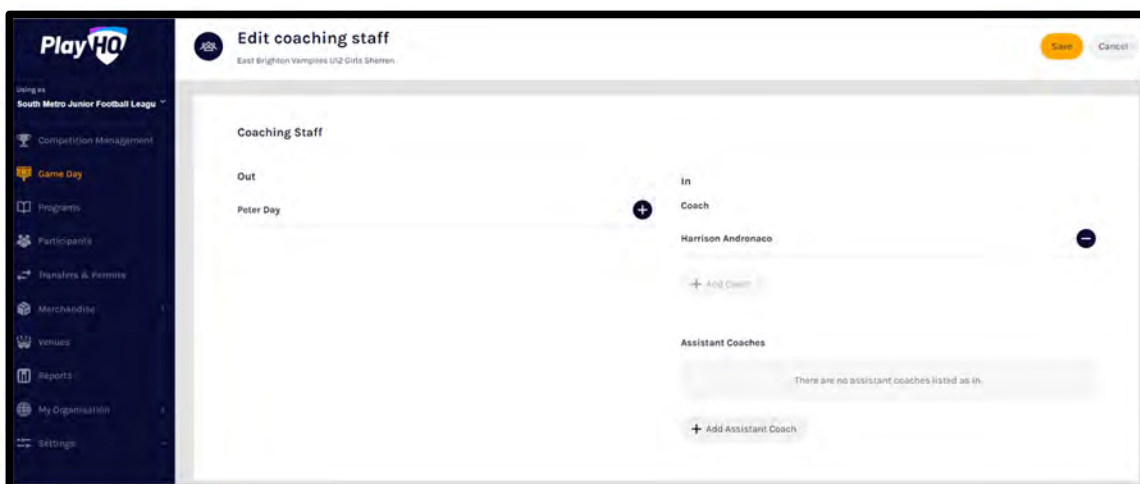
On the **Edit line-up** page click on the icon to remove players from the **Line-up** to **Out** and click on the icon to add players from **Out** to the **Line-up**. Click on the **Save** button in the top right corner.



Edit Coaching Staff

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

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



Edit Volunteers

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

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

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

Add Unallocated Players to Line-up

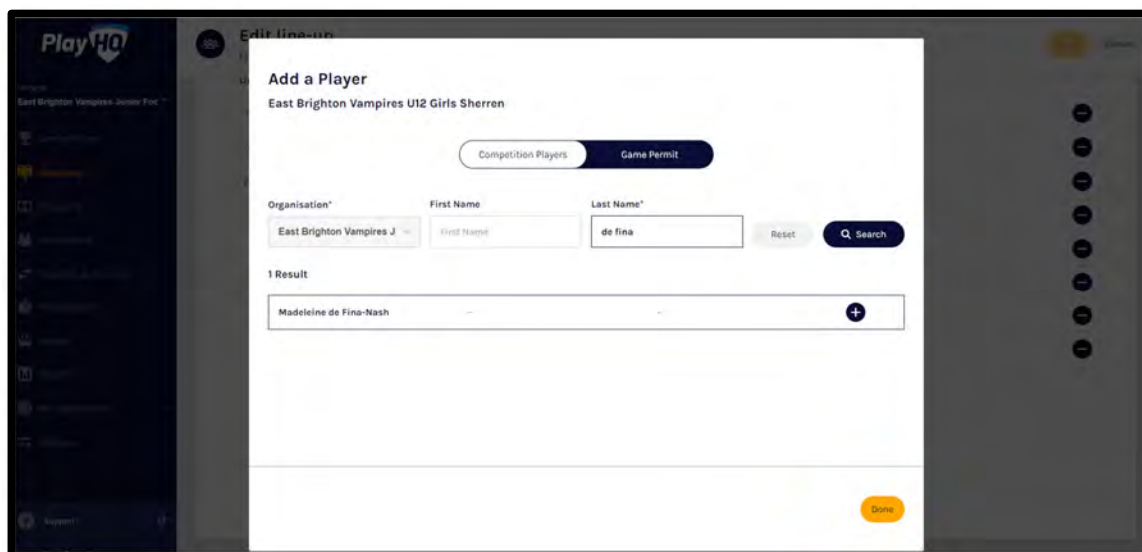
Please note this feature is only available with admin portal access.

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

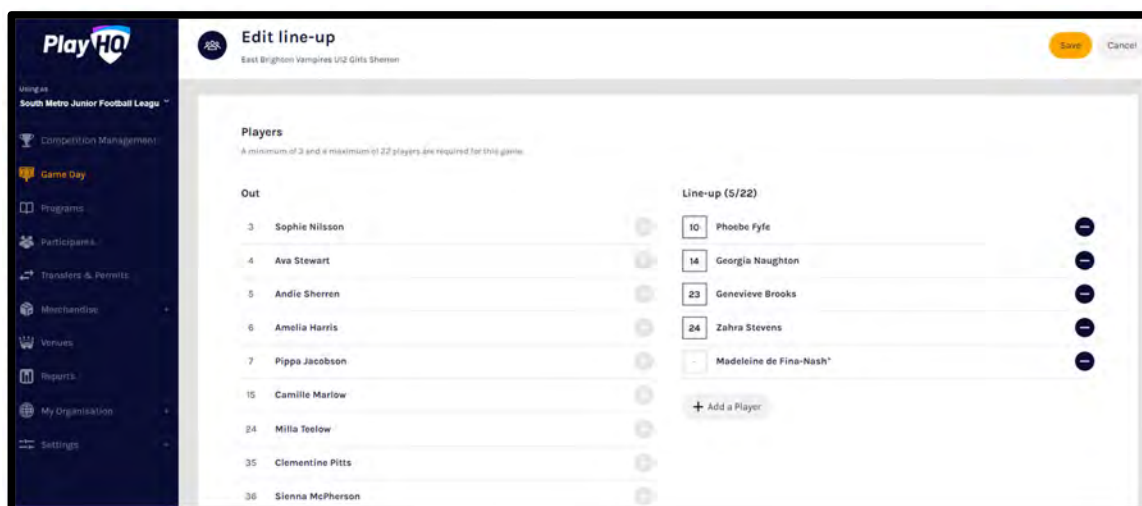
Out	Line-up (4/22)
3 Sophie Nilsson	10 Phoebe Fyfe
4 Ava Stewart	14 Georgia Naughton
5 Andie Sherrin	23 Genevieve Brooks
6 Amelia Harris	24 Zahra Stevens
7 Pippa Jacobson	+ Add a Player
15 Camille Marlow	
24 Milla Teelow	
35 Clementine Pitts	
36 Sienna McPherson	

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

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

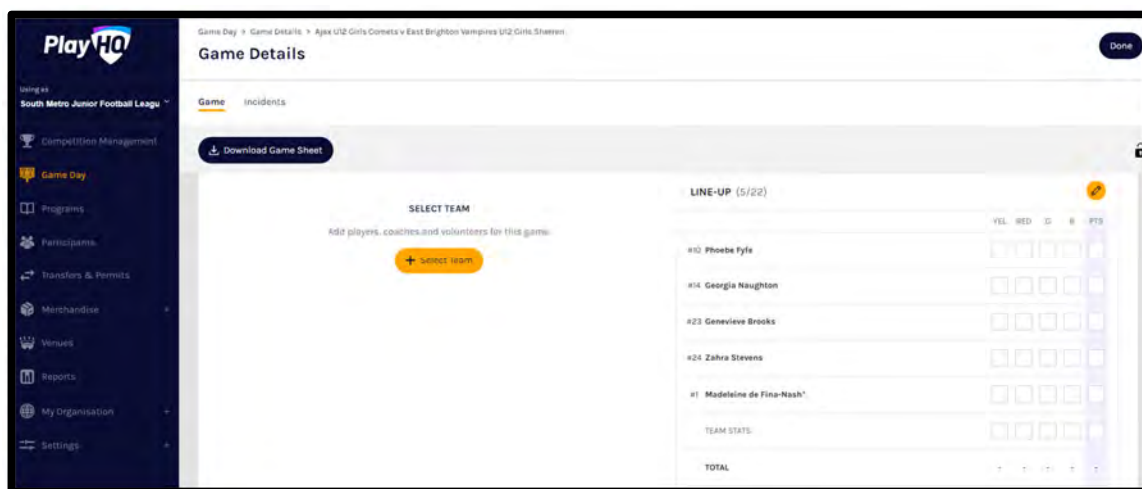


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up**. You can add the player's jumper number and click on the **Save** button in the top right corner.



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

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



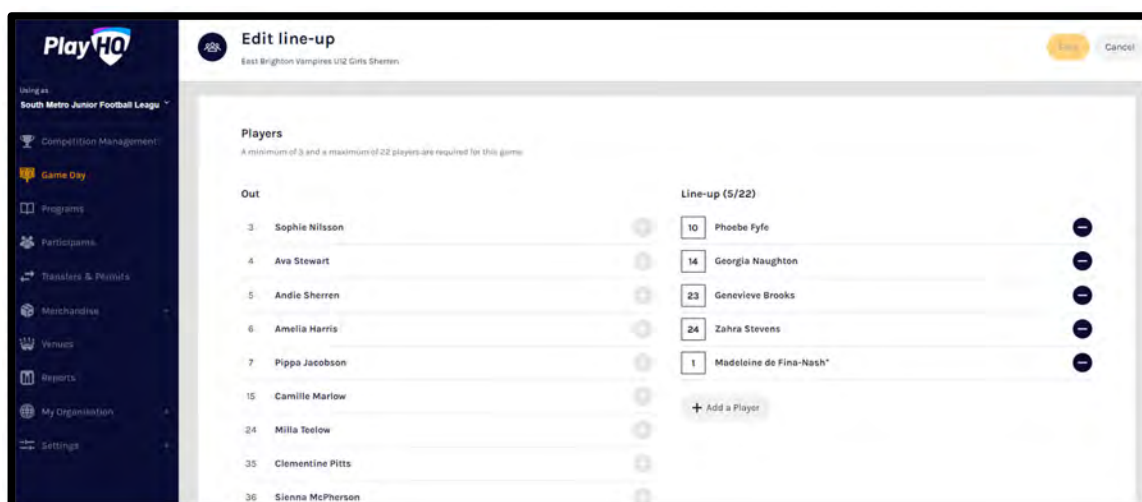
Game Permits

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

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

This feature is only available with admin portal access.

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



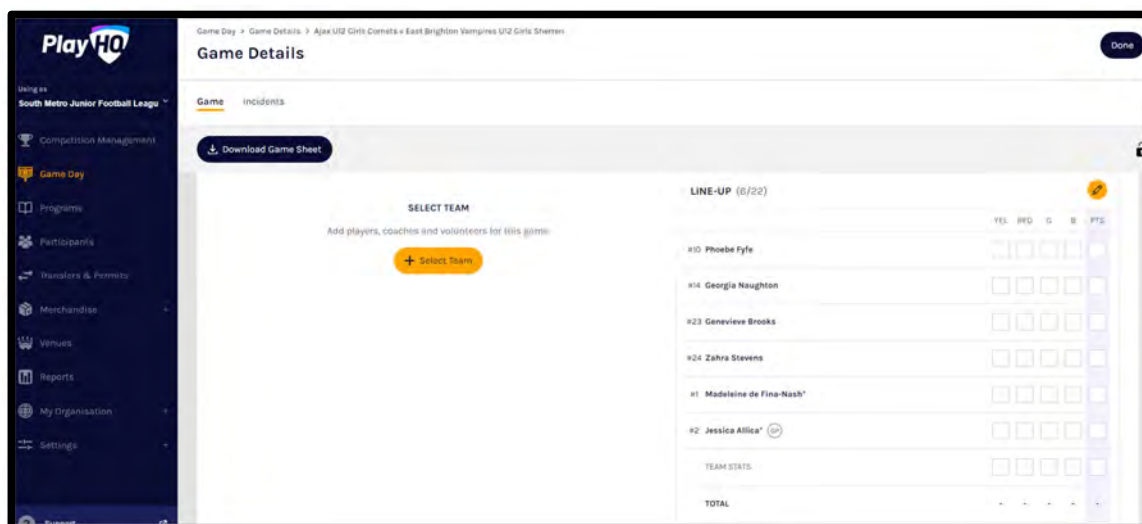
Game Day – Game Permits (cont)

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

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

Game Day – Game Permits (cont)

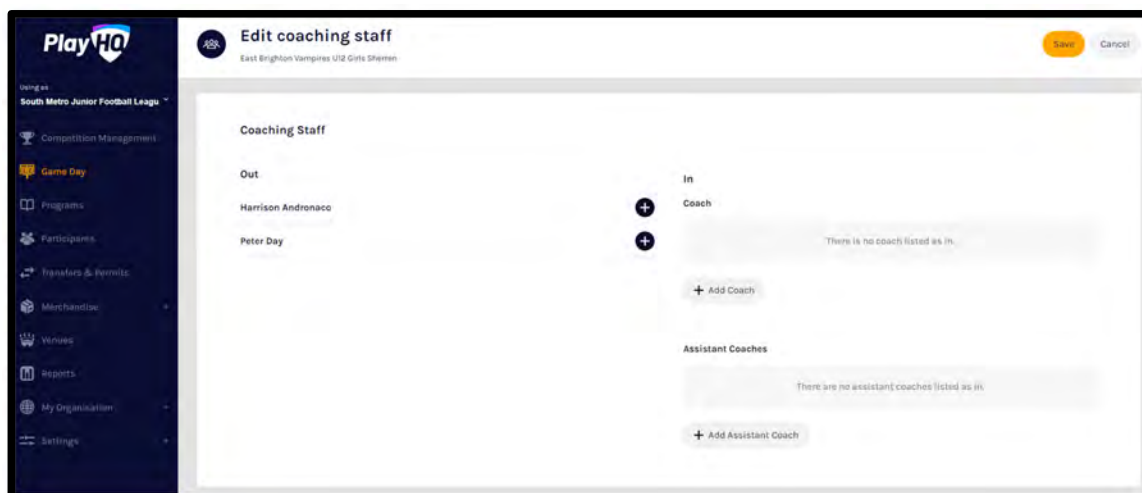
You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.



Add Unallocated Coach to Coaching Staff

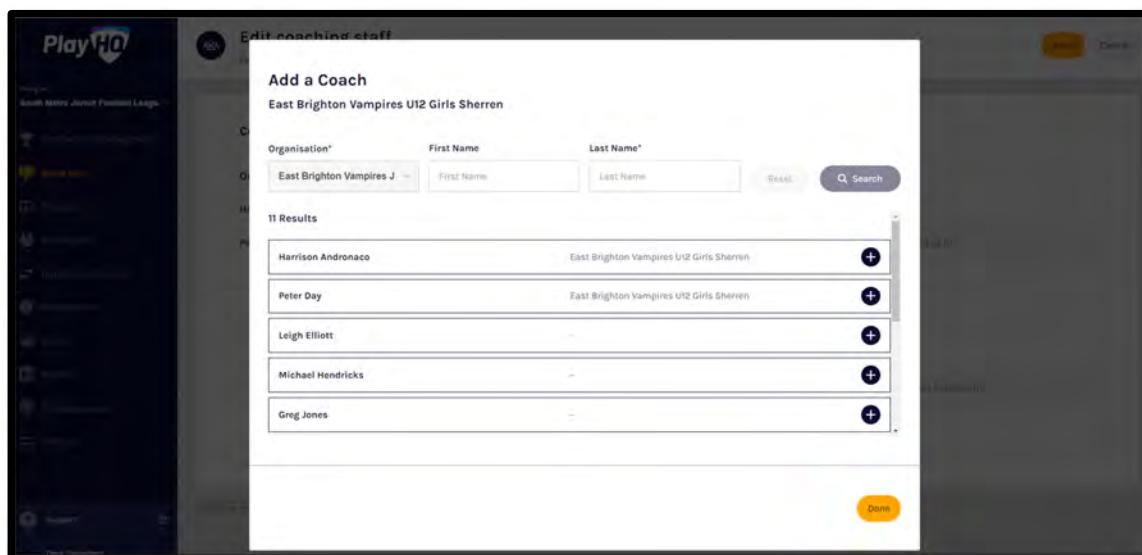
Please note this feature is only available with admin portal access.

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

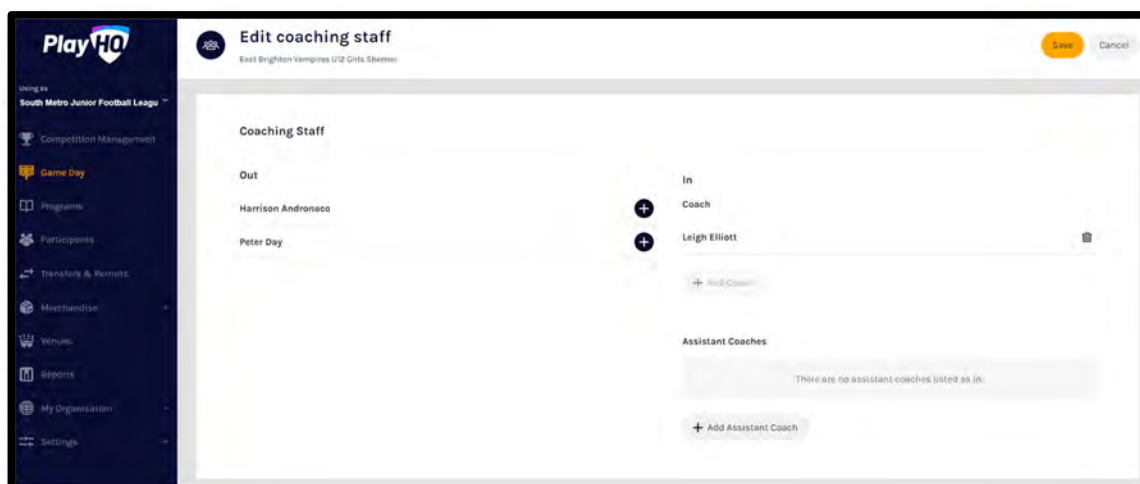


Game Day – Add Unallocated Coach to Coaching Staff (cont)

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

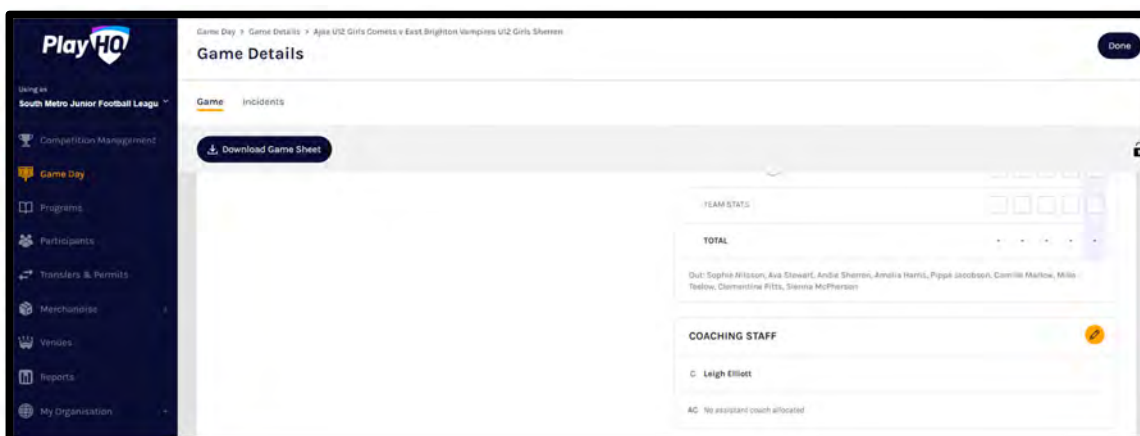


You will be returned to the **Edit Coaching staff** page and the **Coach** will be in the **In** area. Click on the **Save** button in the top right corner.



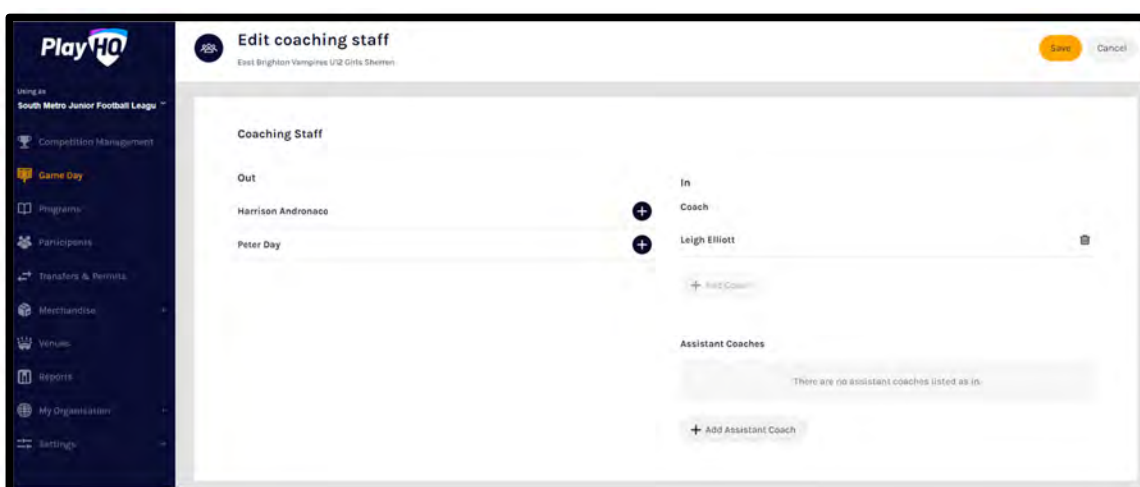
Game Day – Add Unallocated Coach to Coaching Staff (cont)

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



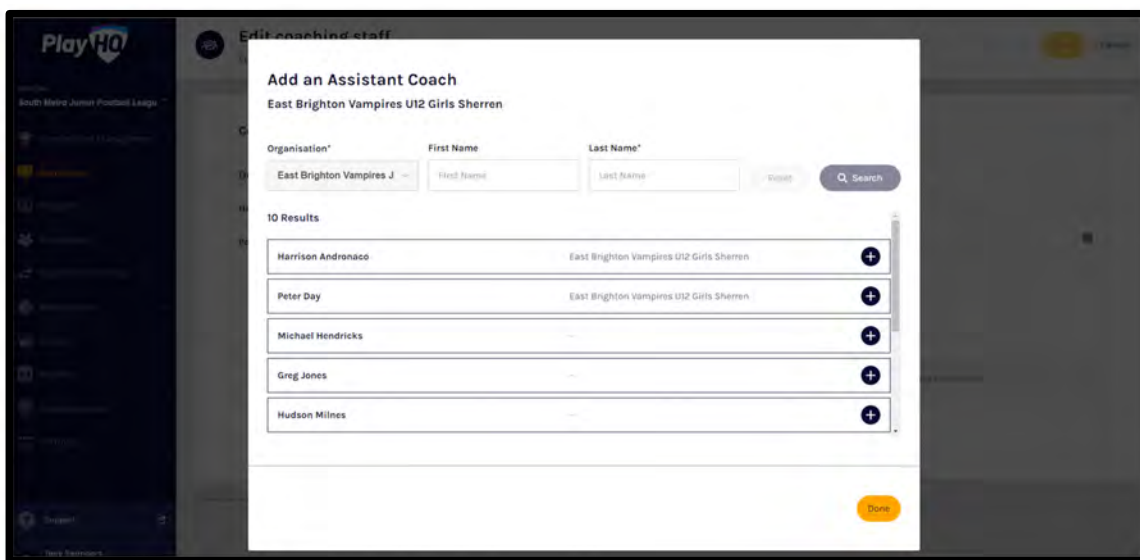
Add Unallocated Assistant Coaches to Coaching Staff

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

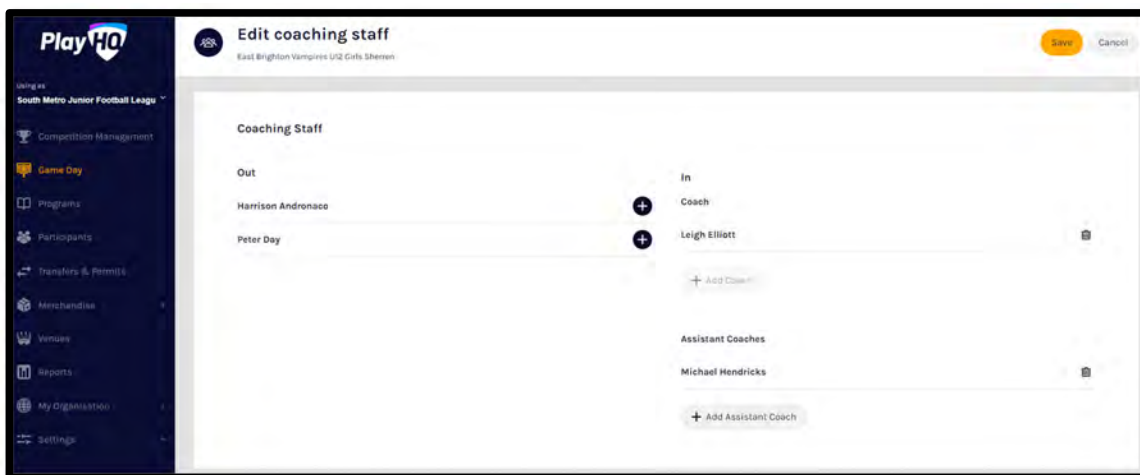


Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

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

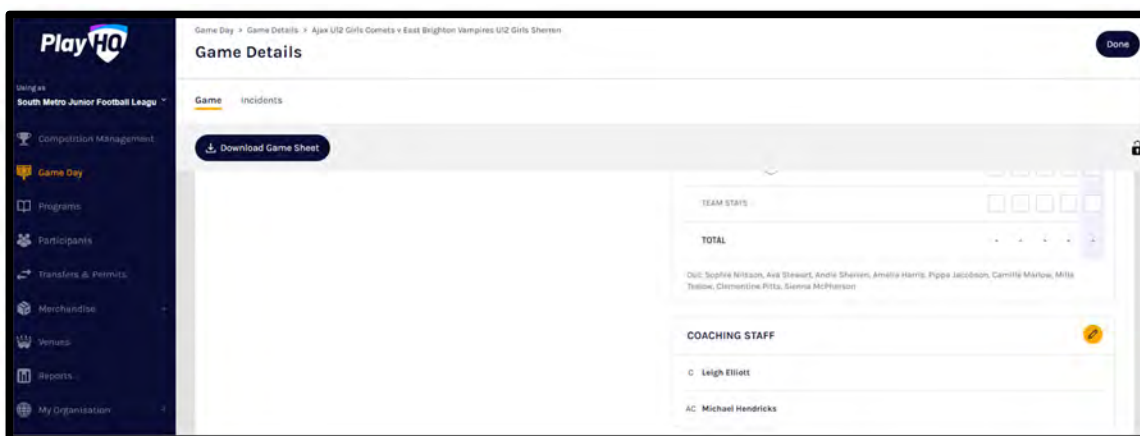


You will be returned to the **Edit Coaching staff** page and the **Assistant Coach** will be in the **In** area. Click on the **Save** button in the top right corner.



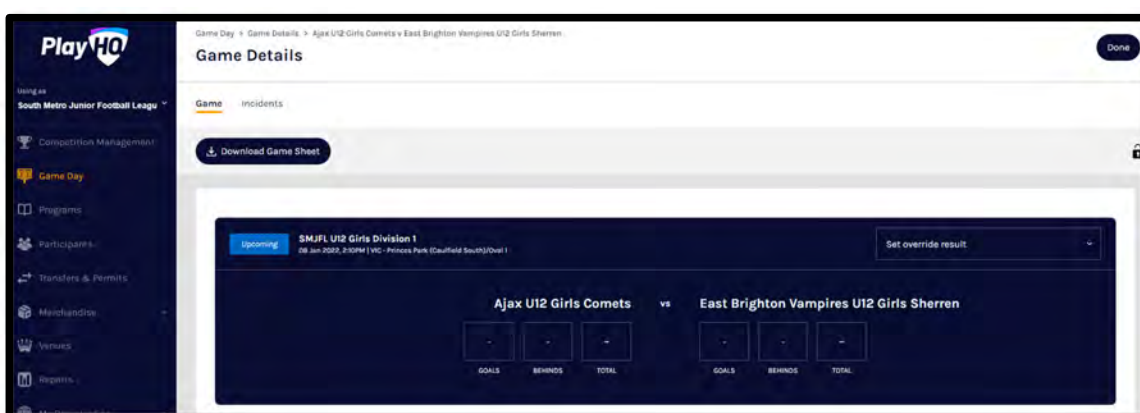
Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

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



Game Sheet

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



Game Day – Game Sheet(cont)

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

South Metro Junior Football League (SMJFL) EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN										TEAM SHEET	
Ajax U12 Girls Comets				vs		East Brighton Vampires U12 Girls Sherren				3dc5b0	
TEAM A						TEAM B				GAME CODE	
2021		SMJFL U12 Girls Division 1		PRIN / PRIN1		08 Jan 2022		2:10 pm		1	
SEASON		GRADE		GROUND		DATE		TIME		ROUND	
TEAM B: East Brighton Vampires U12 Girls Sherren											
NO.	PLAYERS	DOB	PLAYER SIGNATURES	PP	GOALS	BEHINDS	BEST	YEL CARD	RED CARD		
1	10 Phoebe Fyle										
2	14 Georgia Naughton										
3	23 Genevieve Brooks										
4	24 Zahra Stevens										
5	1 Madeleine de Fina-Nash			0							
6	2 Jessica Allica			0							
7											
8											
9											
10											
11											
12											
13											
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29											
30											

COACH: Leigh Elliott	TRAINER 2:
ASST. COACH: Michael Hendricks	MEDICAL/WATER 1:
ASST. COACH:	MEDICAL/WATER 2:
ASST. COACH:	MEDICAL/WATER 3:
TEAM MGR: Example Manager	MEDICAL/WATER 4:
STEWARDS: Tony Costanzo	FIELD UMPIRE:
RUNNER: Tony Saunders	GOAL UMPIRE:
PHYSIO:	GOAL UMPIRE:
DOCTOR:	BOUNDARY UMPIRE:
TRAINER 1:	UMPIRE ESCORT:

Add Match Results & Player Statistics

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

The final score can be entered on the **Game Day** page and the score can be entered with total points only or by adding goals & behinds.

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

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

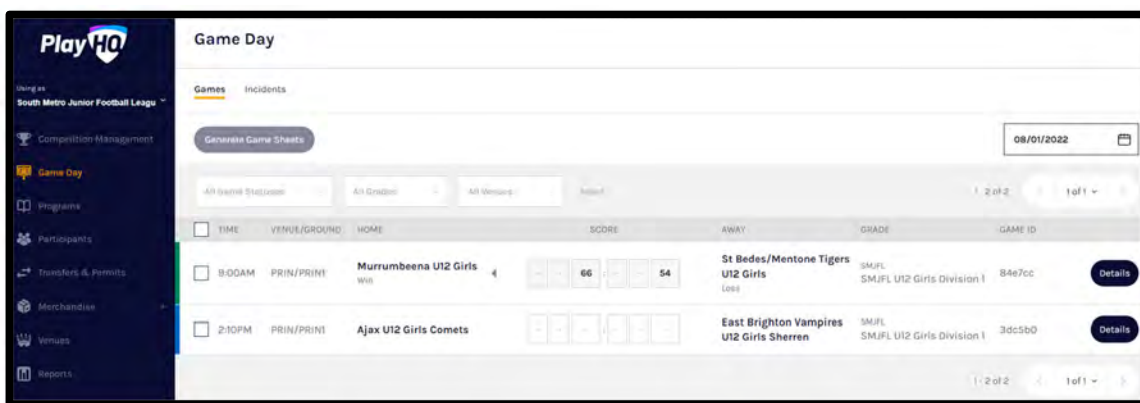
The page will update with a confirmation message and a result for each match will be added.

This screenshot shows the same 'Game Day' interface as the previous one, but with a green confirmation message at the top: 'Successful game results'. The match results are now displayed with 'Win' or 'Loss' status. For the first match, Murrumbeena U12 Girls is marked as 'Win' and St Bedes/Mentone Tigers U12 Girls as 'Loss'. For the second match, Ajax U12 Girls Comets is marked as 'Loss' and East Brighton Vampires U12 Girls Sherren as 'Win'. The 'Details' buttons remain visible for each match.

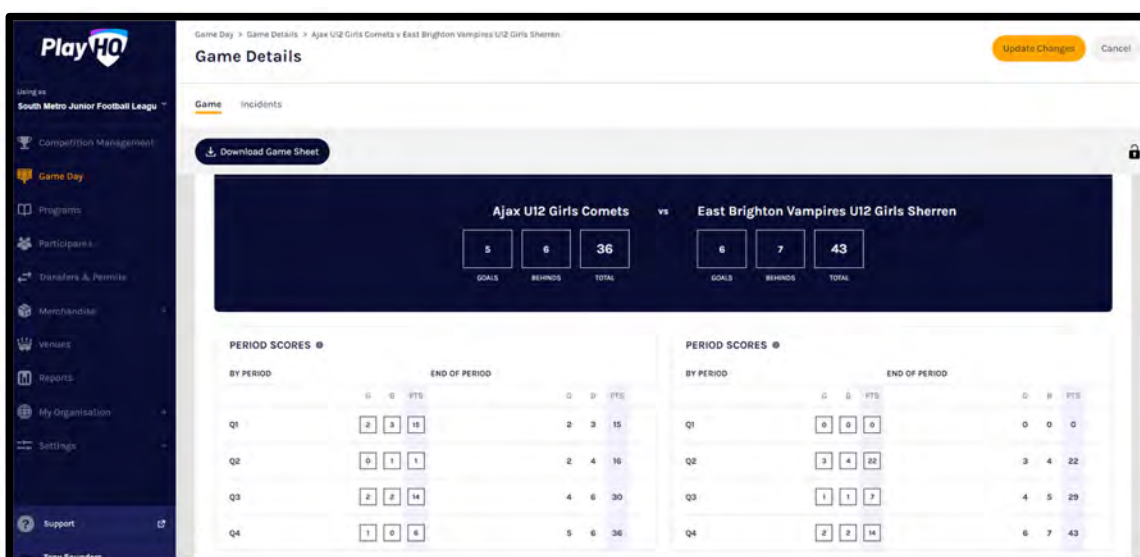
At this point the **Score** areas will be locked and further changes cannot be made on this page. If you wish to edit the scores click on the **Details** button for the match.

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

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



On the **Game Details** page for the **Match** add the final score at the top and add the **Period Scores**.



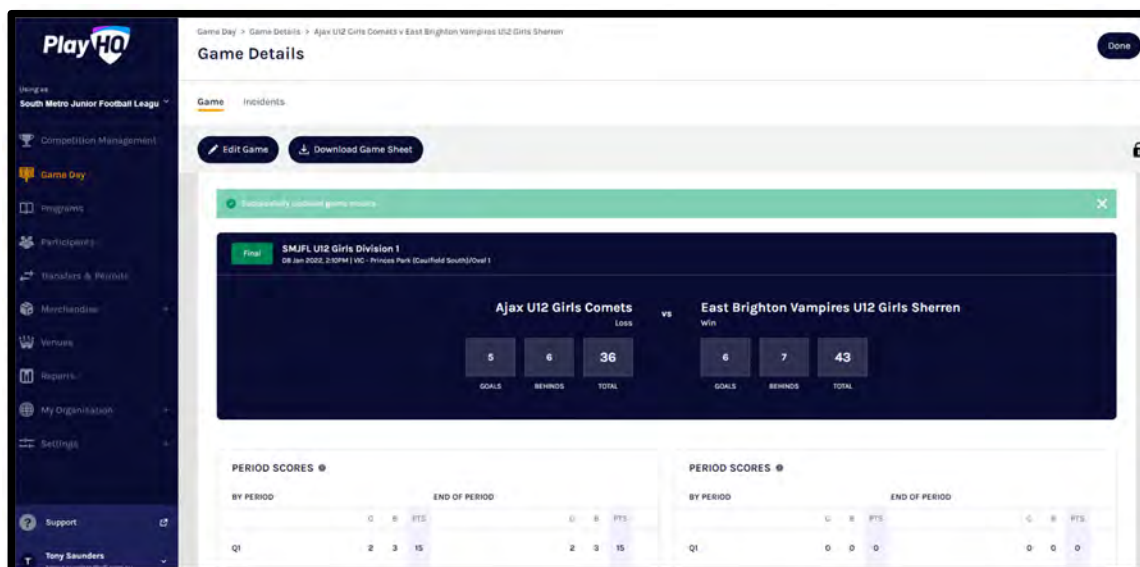
Game Day - Add Match Results & Player Statistics (cont)

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

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

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

The page will update with a confirmation message.



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

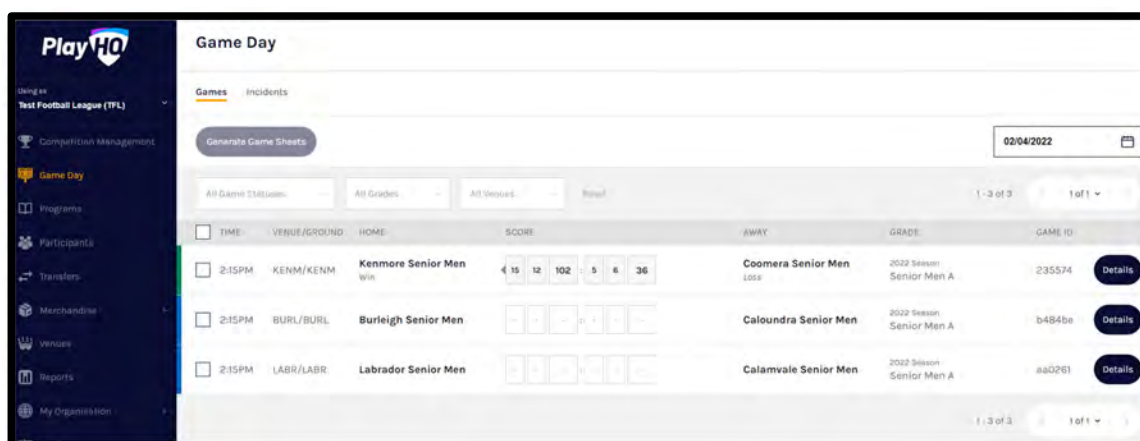
When you have finished adding all the details for the **Match** click on the **Done** button in the top right corner and you will be taken back to the **Game Day** page.

Incidents & Suspensions

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

Please note further types of incidents will be created in the future.

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

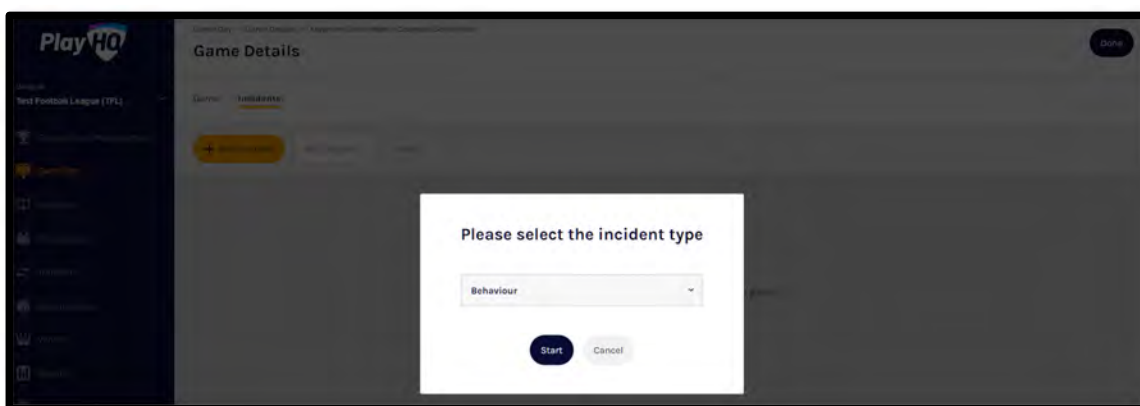


Game Day – Incidents & Suspensions (cont)

On the **Game Details** page select the **Incidents** tab.



Click on the **Add Incident** button, a pop up will appear to select the incident type, select **Behaviour** and click on the **Start** button.



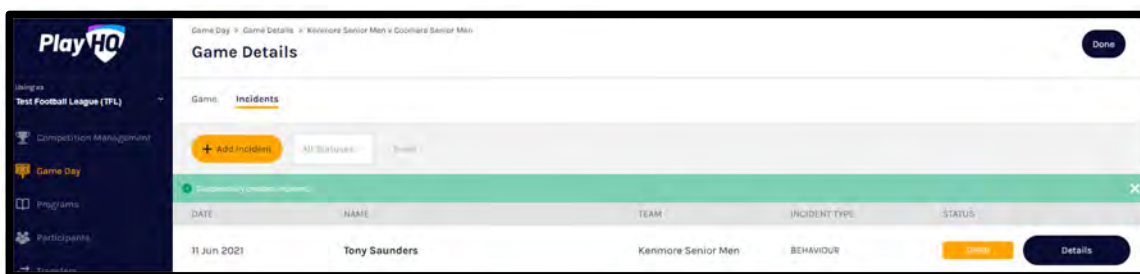
On the **Create a new incident** page in the **Incident Details** section select the **Team**, select the **Participant**, select the **Offence** and add a **Note**.

In the **Reported by** section add the **First name**, **Last Name**, **Email & Mobile** number if available.

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

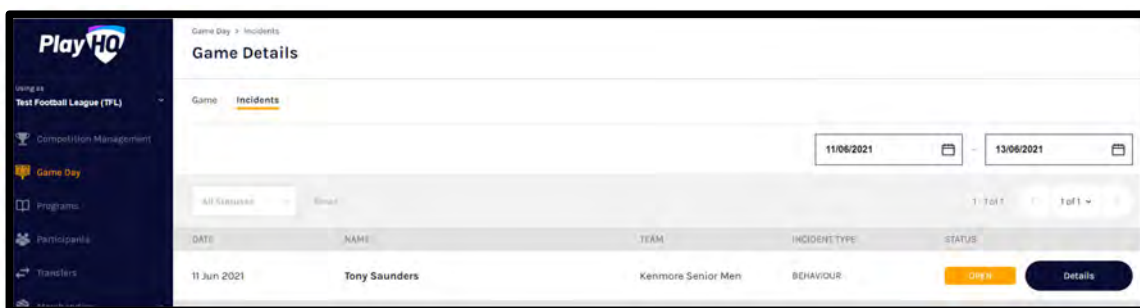
Game Day - Incidents & Suspensions (cont)

You will be returned to the **Game Details** page on the **Incidents** tab with a confirmation message and showing there is an **Incident** created.

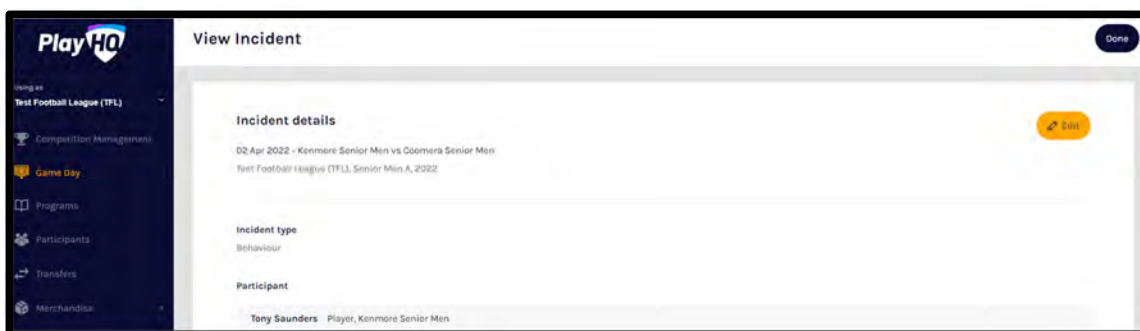


To edit the details of an **Incident** and/or add an **Outcome** to an **Incident**, in the left menu select **Game Day**.

On the **Game Details** page select the **Incidents** tab, select the date range for the date the **Incident** was entered and click on the **Details** button for the **Incident**.



To edit the **Incident Details** click on the **Edit** button.



Game Day - Incidents & Suspensions (cont)

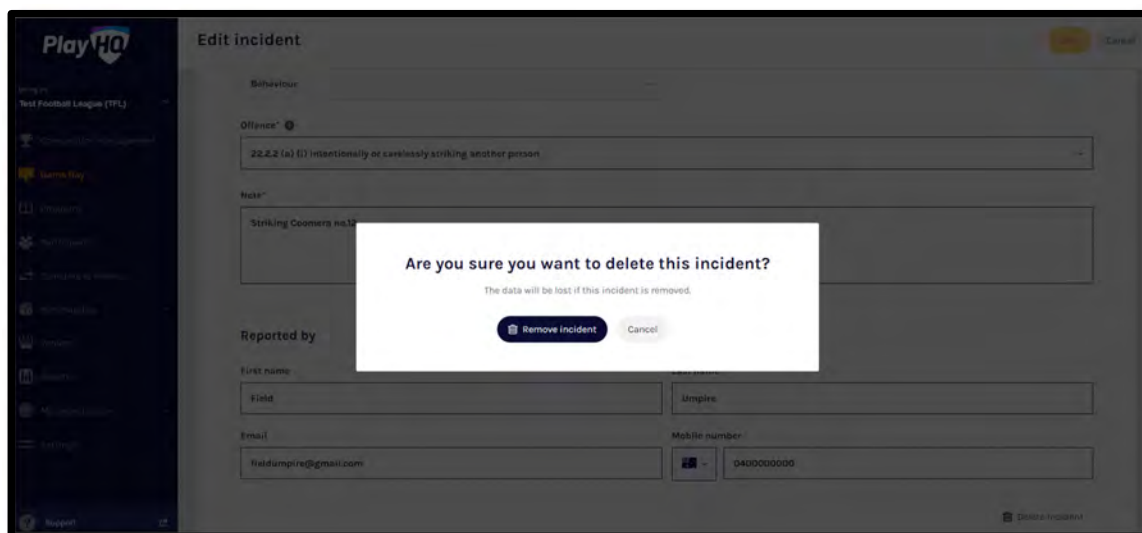
Make the required changes and click on the **Save** button in the top right corner.

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

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

Game Day - Incidents & Suspensions (cont)

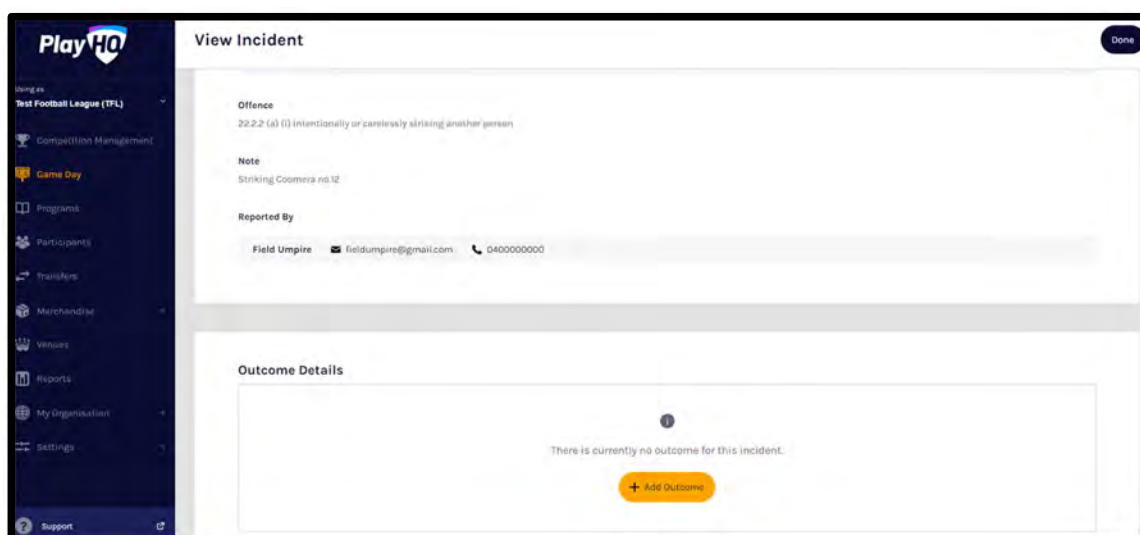
The **Are you sure you want to delete this incident?** pop-up will appear, click on the **Remove incident** button.



To add an **Outcome** to an **Incident**, in the left menu select **Game Day** and click on the **Details** button of the incident.



Scroll down the page, under **Outcome Details** click on the **+ Add Outcome** button.



Game Day - Incidents & Suspensions (cont)

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

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

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

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

Game Day - Incidents & Suspensions (cont)

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

The screenshot shows the 'Create an outcome' form in the PlayHQ system. The left sidebar contains navigation links: Using as, Test Football League (TFL), Competition Management, Game Day, Programs, Participants, Transfers, Merchandise, Venues, Reports, My Organisation, Settings, and Support. The main form area is titled 'Create an outcome' and includes a 'Create Outcome' button in the top right corner. The form is for a participant named 'Tony Saunders' from 'Kinnmore Senior Men'. The 'Offence*' dropdown is set to '22.2.2 (a) (i) Intentionally or carelessly striking another person'. Under 'Set outcome for this incident*', the 'Guilty' radio button is selected. The 'Select an action*' dropdown is set to 'Fine'. The 'Amount*' field contains '\$ 250'. The 'Outcome note*' text area contains the word 'Fine'. At the bottom, the 'Set this incident to an open or closed status' dropdown is set to 'Closed'.

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

The screenshot shows the 'Create an outcome' form in the PlayHQ system, configured for a suspension. The left sidebar is identical to the previous screenshot. The main form area is titled 'Create an outcome' and includes a 'Create Outcome' button in the top right corner. The form is for a participant named 'Tony Saunders' from 'Kinnmore Senior Men'. The 'Set outcome for this incident*' section shows the 'Not Guilty' radio button selected. The 'Select an action*' dropdown is set to 'Suspension'. Under the 'Standard penalty' section, the checkbox 'Participant has accepted the recommended set penalty.' is checked. The 'Number of weeks/games*' field contains '2'. The 'Start date*' field contains '04/04/2022' and the 'End date*' field contains '18/04/2022'. The 'Outcome note*' text area contains 'Early guilty plea - set penalty accepted'. At the bottom, the 'Set this incident to an open or closed status' dropdown is set to 'Closed'.

Game Day - Incidents & Suspensions (cont)

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

View Incident

Incident details Closed Edit

02 Apr 2022 - Kenmore Senior Men vs Coomera Senior Men
Test Football League (TFL), Senior Men A, 2022

Incident type
Behaviour

Participant
Tony Saunders Player, Kenmore Senior Men

Offence
22.2.2 (a) (i) intentionally or recklessly striking another person

Note
Striking Coomera no.12

Reported By
Field Umpire fieldumpire@gmail.com 0400000000

View Incident

Outcome Details Edit

Offence
22.2.2 (a) (i) intentionally or recklessly striking another person

Outcome
Guilty - Suspension

Number of weeks/games
2

Date range
04 Apr 2022 - 18 Apr 2022

Participant has accepted the recommended set penalty
Yes

Outcome notes
Early guilty plea - set penalty accepted

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

Game Details

Game: Incidents

+ Add incident All 11 incidents Reset

DATE	NAME	TEAM	INCIDENT TYPE	STATUS
13 Jun 2021	Tony Saunders	Kenmore Senior Men	BEHAVIOUR	CLOSED Details

Game Day - Incidents & Suspensions (cont)

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

View Incident

Using as: Test Football League (TFL)

Competition Management

Game Day

Programs

Participants

Transfers & Permits

Merchandise

Visitors

Reports

My Organisation

Settings

Support

Outcome Details

Offence: 22.2.2 (a) (i) Intentionally or recklessly striking another person.

Outcome: Guilty - Suspension

Number of weeks/games: 2

Date range: 04 Apr 2022 - 18 Apr 2022

Participant has accepted the recommended set penalty: Yes

Outcome notes: Early guilty plea - set penalty accepted

Done

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

Edit outcome

Using as: Test Football League (TFL)

Competition Management

Game Day

Programs

Participants

Transfers & Permits

Merchandise

Visitors

Reports

My Organisation

Settings

Support

Select an action*: Suspension

Standard penalty: ☒ Participant has accepted the recommended set penalty.

Number of weeks/games*: 2

Start date*: 04/04/2022

End date*: 18/04/2022

Outcome note*: Early guilty plea - set penalty accepted

Set this incident to an open or closed status: Closed

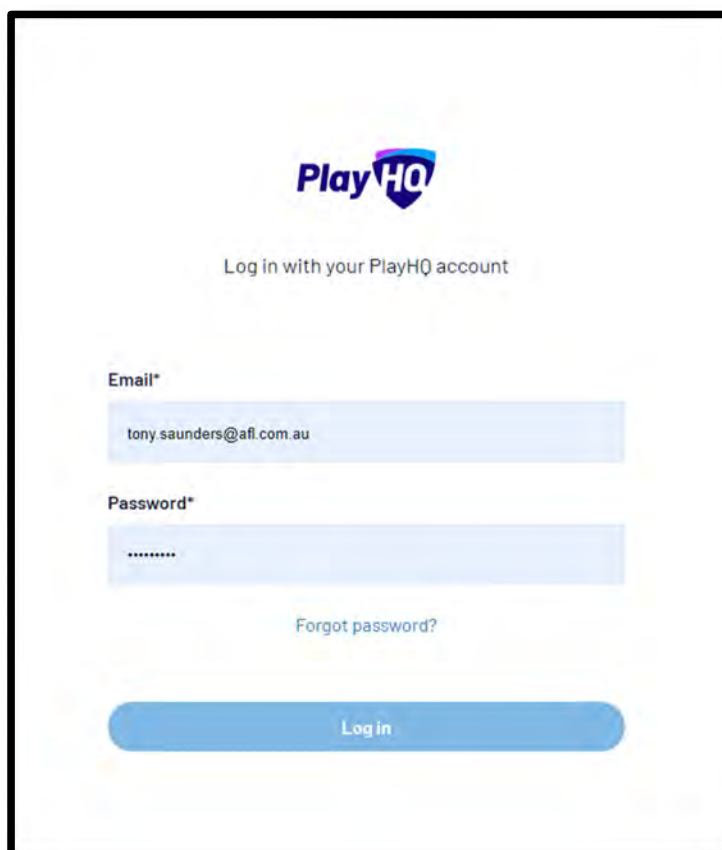
Delete Outcome

Life Bans

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

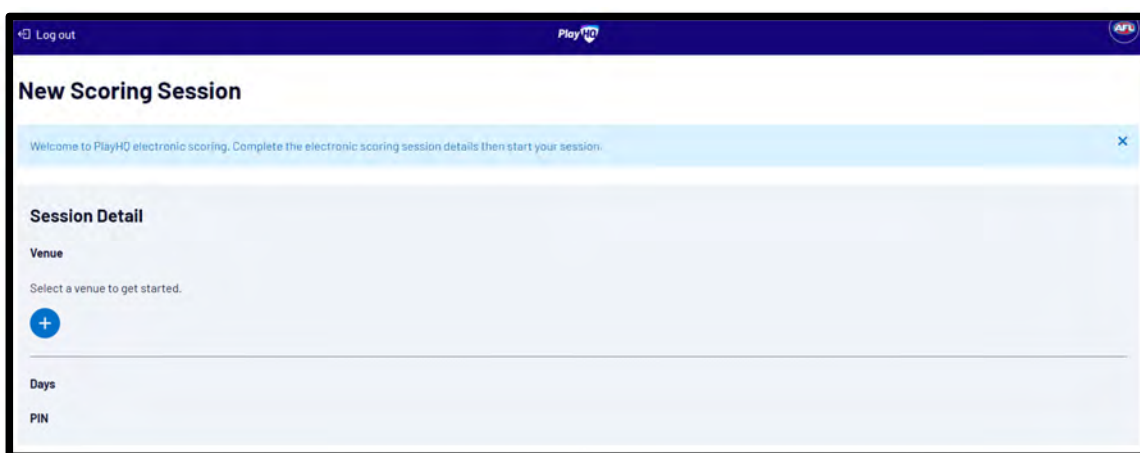
LiveScore

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



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 "Log out" on the left, "PlayHQ" in the center, and the AFL logo on the right. Below the header is the title "New Scoring Session". A light blue banner contains the text "Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start your session." with a close button (X). Below the banner is a section titled "Session Detail". Under "Venue", there is a prompt "Select a venue to get started." and a blue button with a white plus sign. Below this are sections for "Days" and "PIN".

Game Day - LiveScore (cont)

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

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


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 with a modal for selecting a day. The modal has a search bar with 'VIC - Princes Park (Caulfield South)' entered. Below the search bar, a list of suggestions is shown, with 'VIC - Princes Park (Caulfield South)' highlighted. A blue plus icon is visible next to the highlighted suggestion. The background page shows the 'Session Detail' section with fields for Venue, Days, and PIN.

Game Day - LiveScore (cont)

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

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

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

The screenshot shows the 'New Scoring Session' page. It has a light blue header with 'New Scoring Session'. Below it is a welcome message. The 'Session Detail' section includes:

- Venue:** VIC - Princes Park (Caulfield South)
- Days:** Saturday
- PIN:** Create a PIN to secure this session. (with a blue '+' icon)

 There are 'Clear' and 'edit' icons for the venue and days fields.

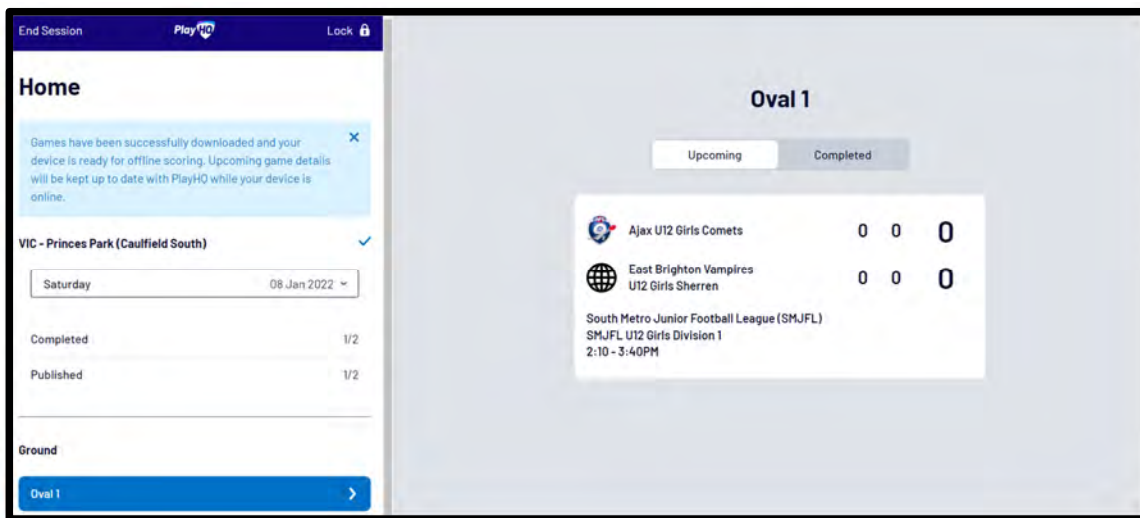
Game Day - LiveScore (cont)

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

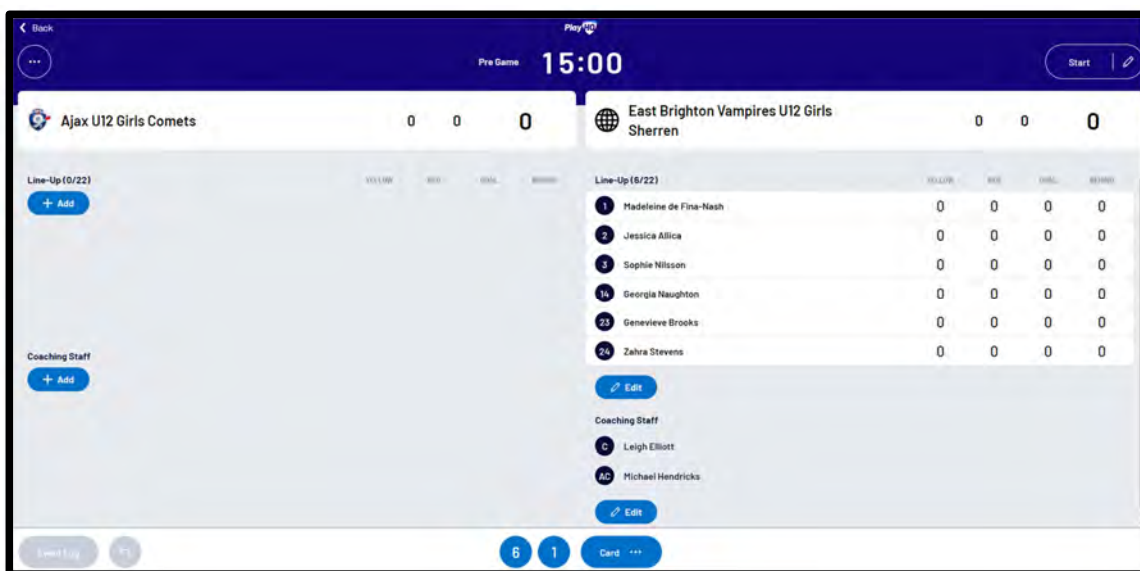
You will be returned to the **New Scoring Session** page. Click on the **Start Session** button.

Game Day - LiveScore (cont)

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



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



Game Day - LiveScore (cont)

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

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

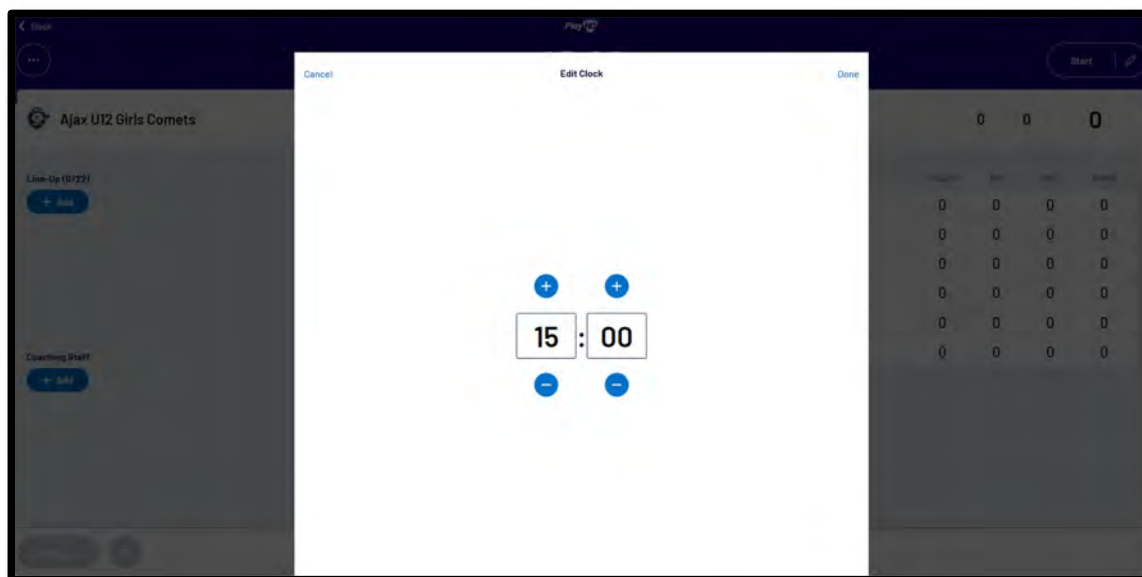
To make changes to the **Coaching Staff** click on the **Edit** button below the **Coaching Staff** list.

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

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

Game Day - LiveScore (cont)

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

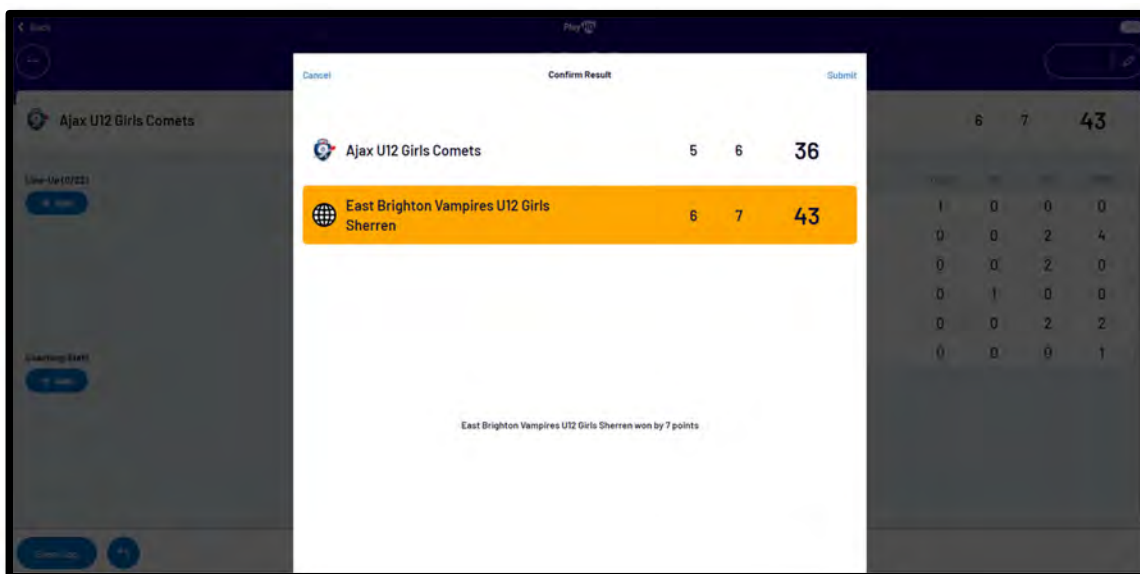


To add actions to a **Player** click on the **Player** and then click on for a goal or click on for a behind or click on then select Yellow or Red – the process can also be done the opposite way i.e. click the action and then click the **Player**. This will add the actions to the **Players** and if it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

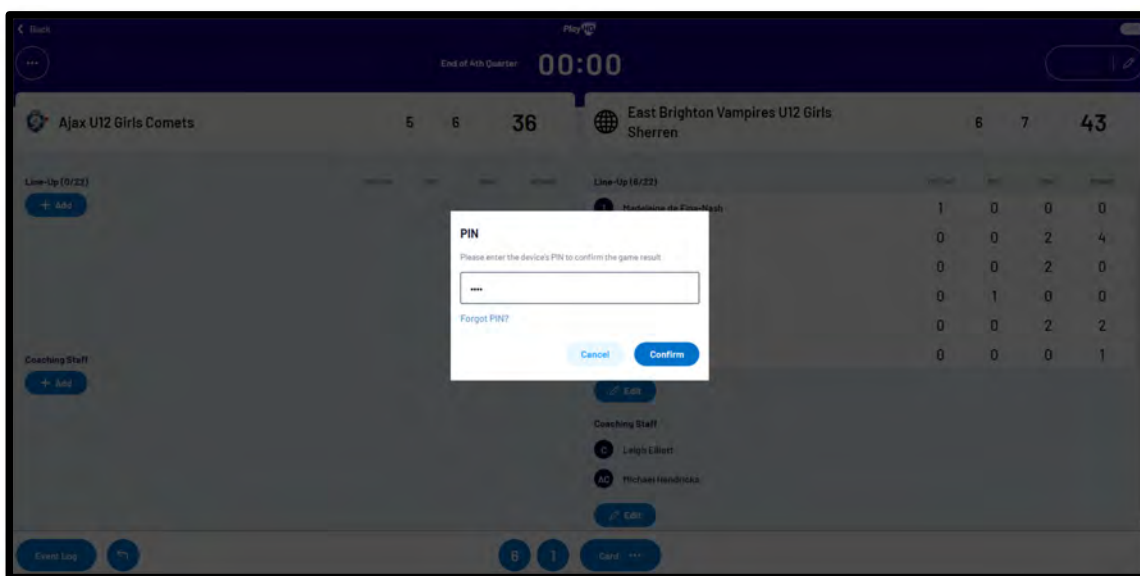
To end the quarter click on the icon in the top left corner and select **End Period**. To start the next quarter click on the **Start** button in the top right corner.

Game Day - LiveScore (cont)

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

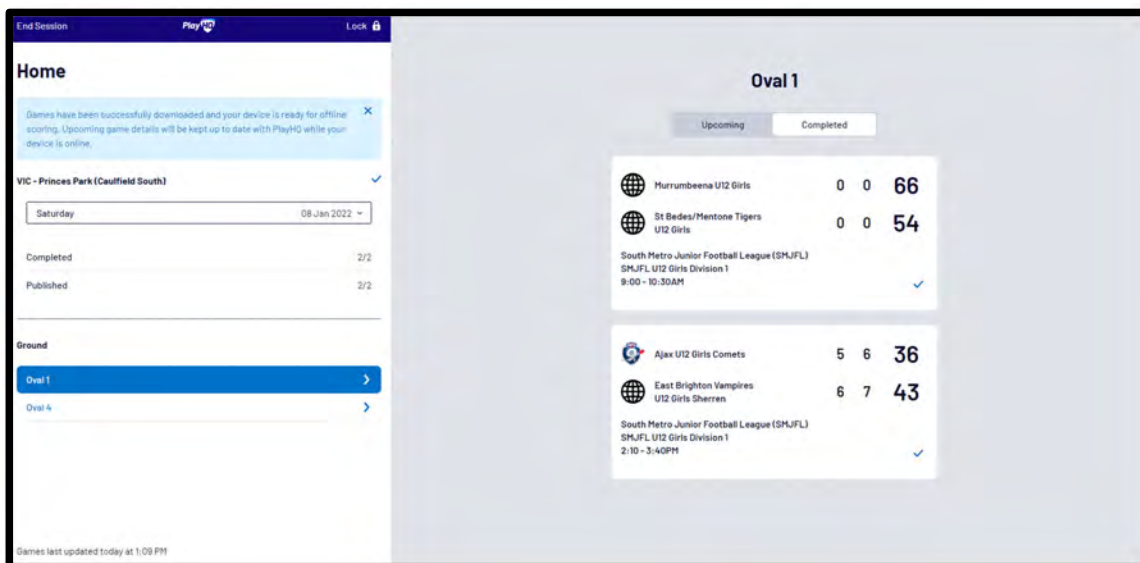


Click on **Submit** in the top right corner and the **PIN** pop up box will appear.

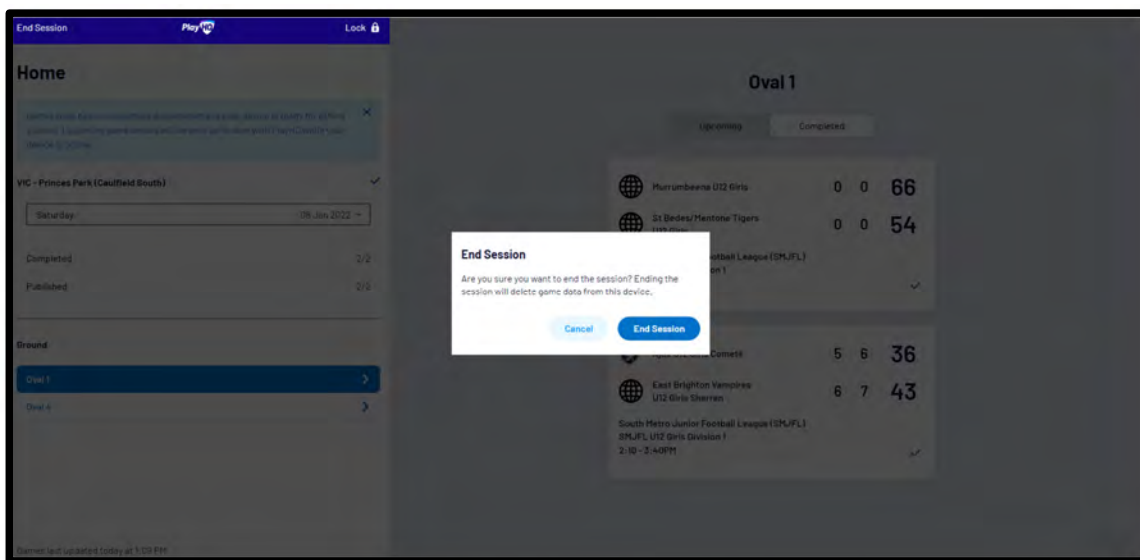


Game Day - LiveScore (cont)

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

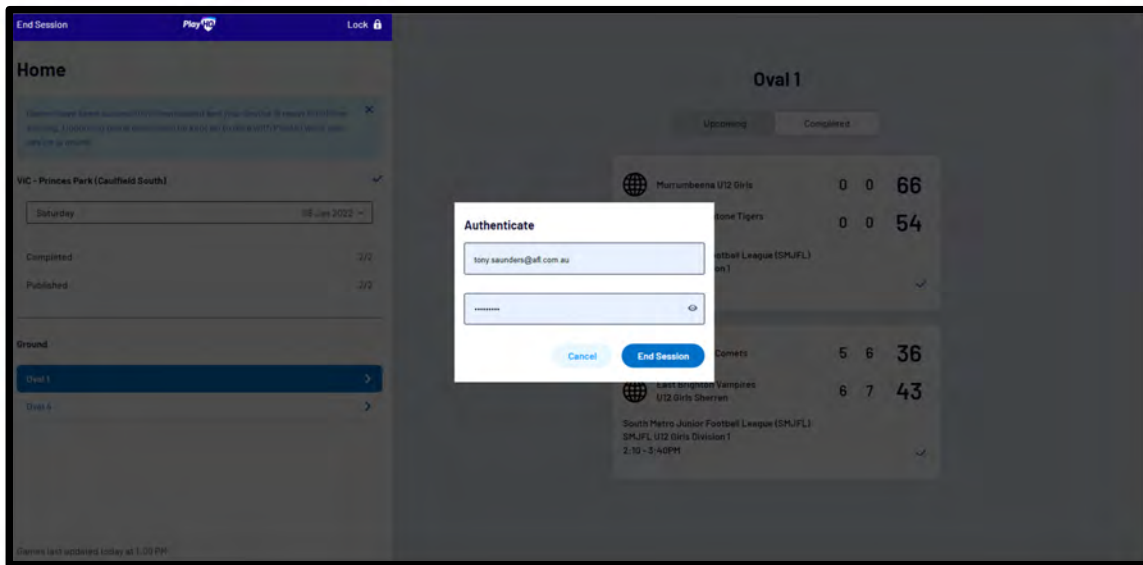


Before closing the page click on the **End Session** button in the top left corner and the **End Session** pop up will appear.



Game Day - LiveScore (cont)

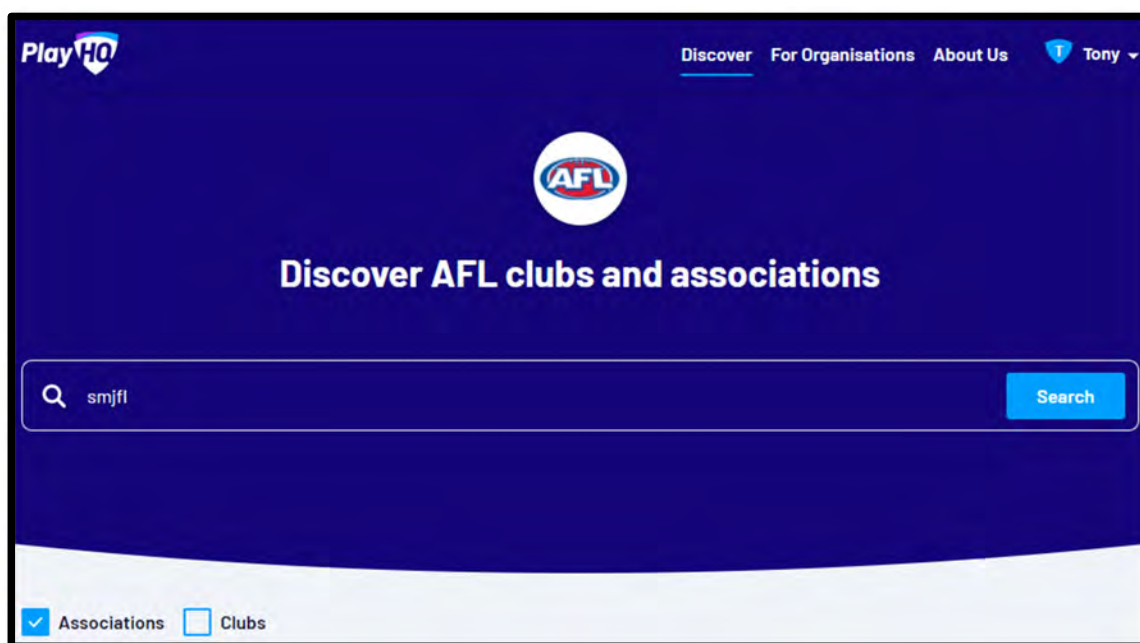
Click on the **End Session** button and the **Authenticate** pop up will appear.



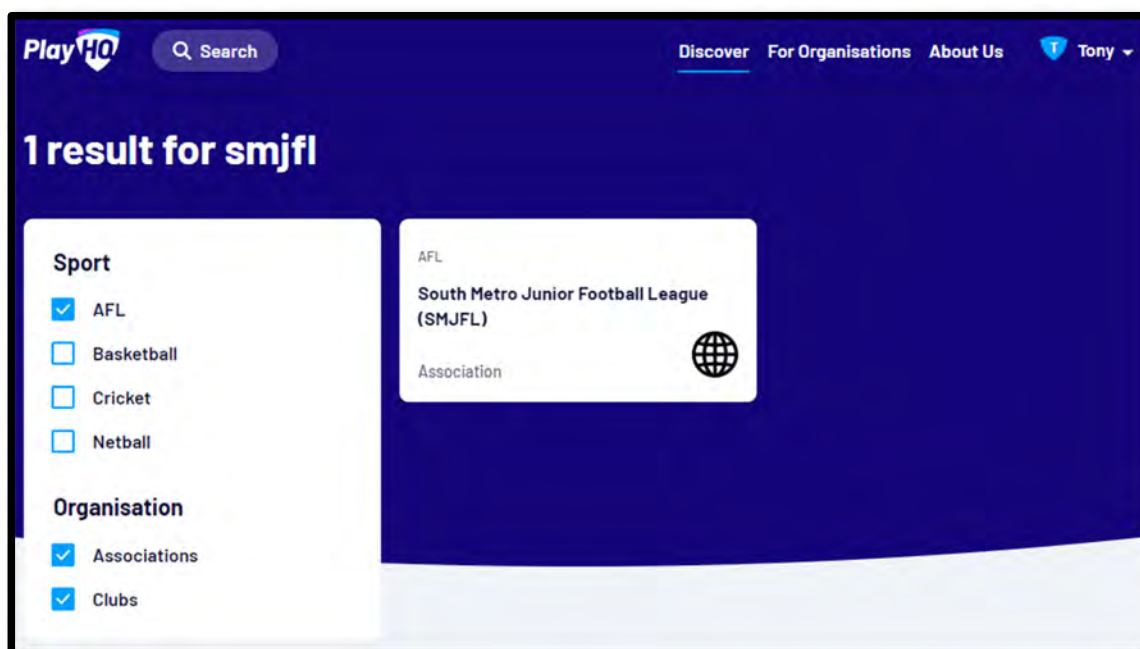
Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

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

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



Click on the **League**.



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

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

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

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

GRADE	DAY	GENDER	AGE GROUP	Action
SMJFL U12 Girls Division 1	Sunday	Girls	U12	Select →
SMJFL U12 Girls Division 2	Sunday	Girls	U12	Select →

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

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

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

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

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

BEST PLAYERS		
Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson		
PLAYER STATISTICS		
#	PLAYERS	G
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23	Genevieve Brooks	2
14	Georgia Naughton	0
3	Sophie Nilsson	2
24	Zahra Stevens	0
1	Madeleine de Fina-Nash	0
2	Jessica Allica GP	2
TOTAL		6

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

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

The screenshot shows the PlayHQ website interface. At the top, there's a navigation bar with the PlayHQ logo, a search bar, and links for Discover, For Organisations, About Us, and a user profile (Tony). Below this, the main header for the South Metro Junior Football League (SMJFL) is displayed, featuring a globe icon and an AFL logo. The 'Fixtures & Ladders' section is active, with a 'Register' link. The specific league view is 'SMJFL U12 Girls Division 1' for the 2021 season. A toggle switch for 'Show advanced ladder' is present. The 'Ladder' tab is selected, showing a table of teams and their performance.

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

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

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

The screenshot shows the PlayHQ website interface. At the top, there's a navigation bar with the PlayHQ logo, a search bar, and links for Discover, For Organisations, About Us, and a user profile for Tony. Below this, the main header for the South Metro Junior Football League (SMJFL) is displayed, featuring a globe icon and an AFL logo. The page is divided into two tabs: Fixtures & Ladders (selected) and Register. The main content area shows the SMJFL U12 Girls Division 1 ladder for 2021. There are buttons for Fixture and Ladder, and a toggle switch for 'Show advanced ladder' which is currently turned on. The ladder table lists 8 teams with their respective statistics.

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

16. Participant Registration


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

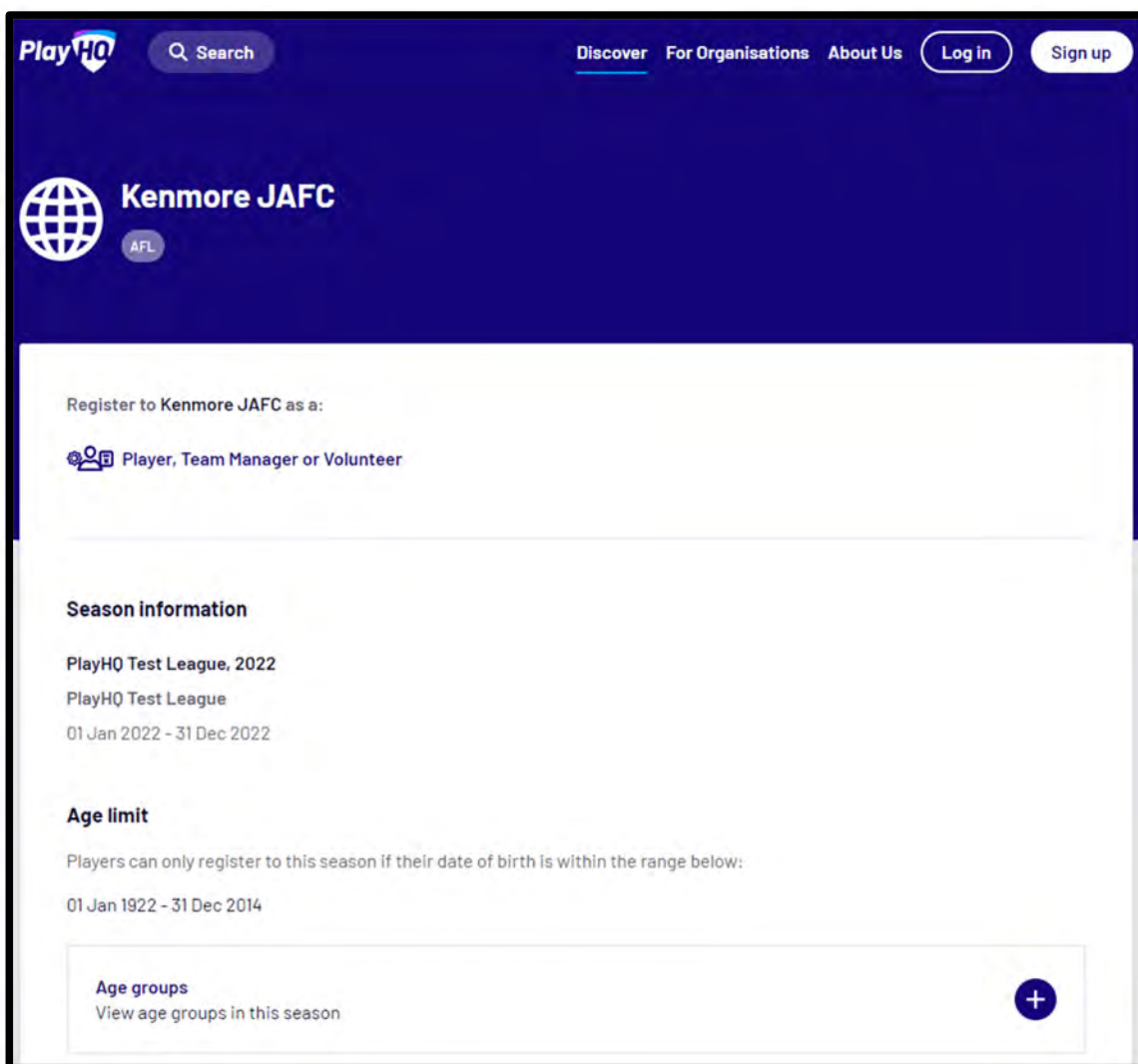
Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

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

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

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


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




PlayHQ

Search

Discover For Organisations About Us Log in Sign up

 **Kenmore JAFC**
AFL

Register to Kenmore JAFC as a:


 Player, Team Manager or Volunteer

Season information

PlayHQ Test League, 2022
PlayHQ Test League
01 Jan 2022 - 31 Dec 2022

Age limit

Players can only register to this season if their date of birth is within the range below:
01 Jan 1922 - 31 Dec 2014

Age groups
View age groups in this season 

Participant Registration (cont)

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

Age limit

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

01 Jan 1922 - 31 Dec 2014

Age groups

View age groups in this season

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

Pricing information

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

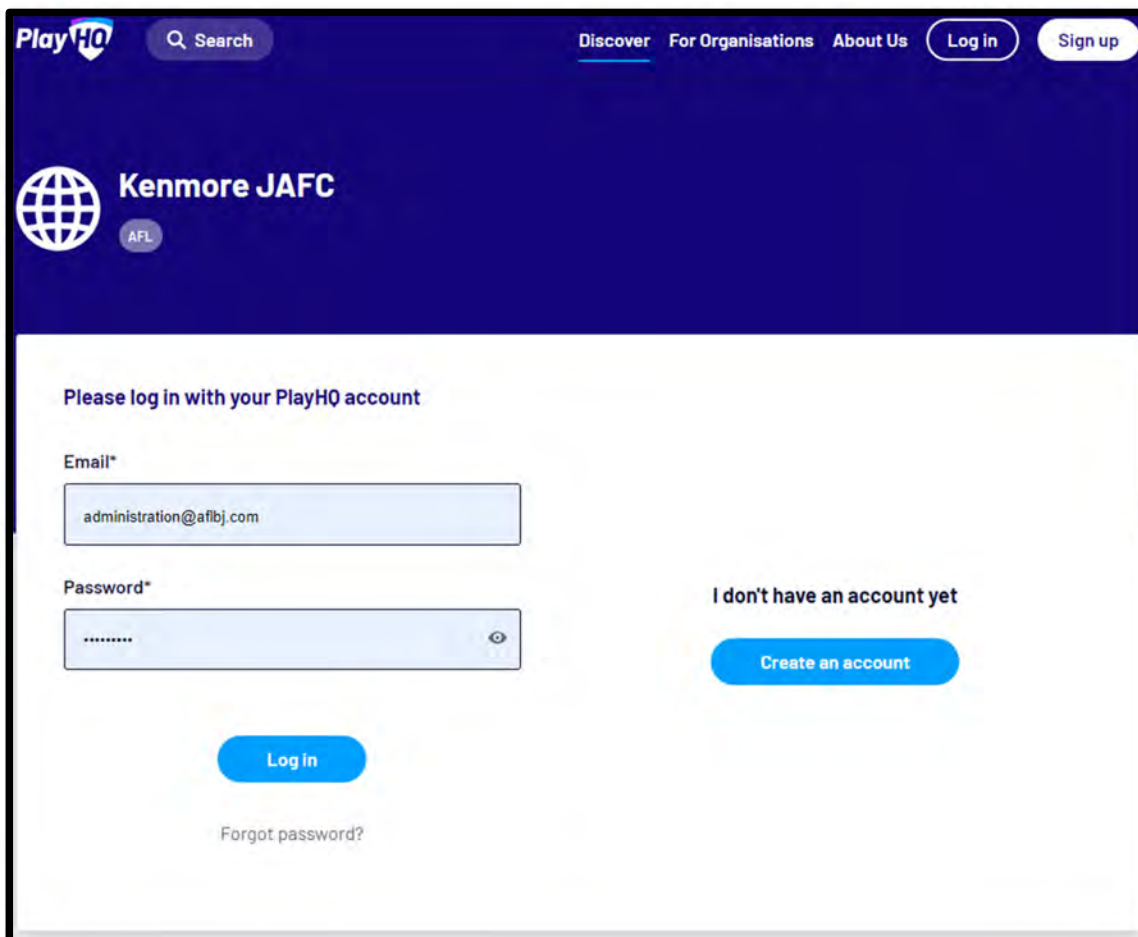
Additional information

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

Get started →

Participant Registration (cont)

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




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

PlayHQ

Search

Discover For Organisations About Us Log in Sign up

 **Kenmore JAFC**

AFL

Please log in with your PlayHQ account

Email*

administration@afibj.com

Password*

.....

I don't have an account yet

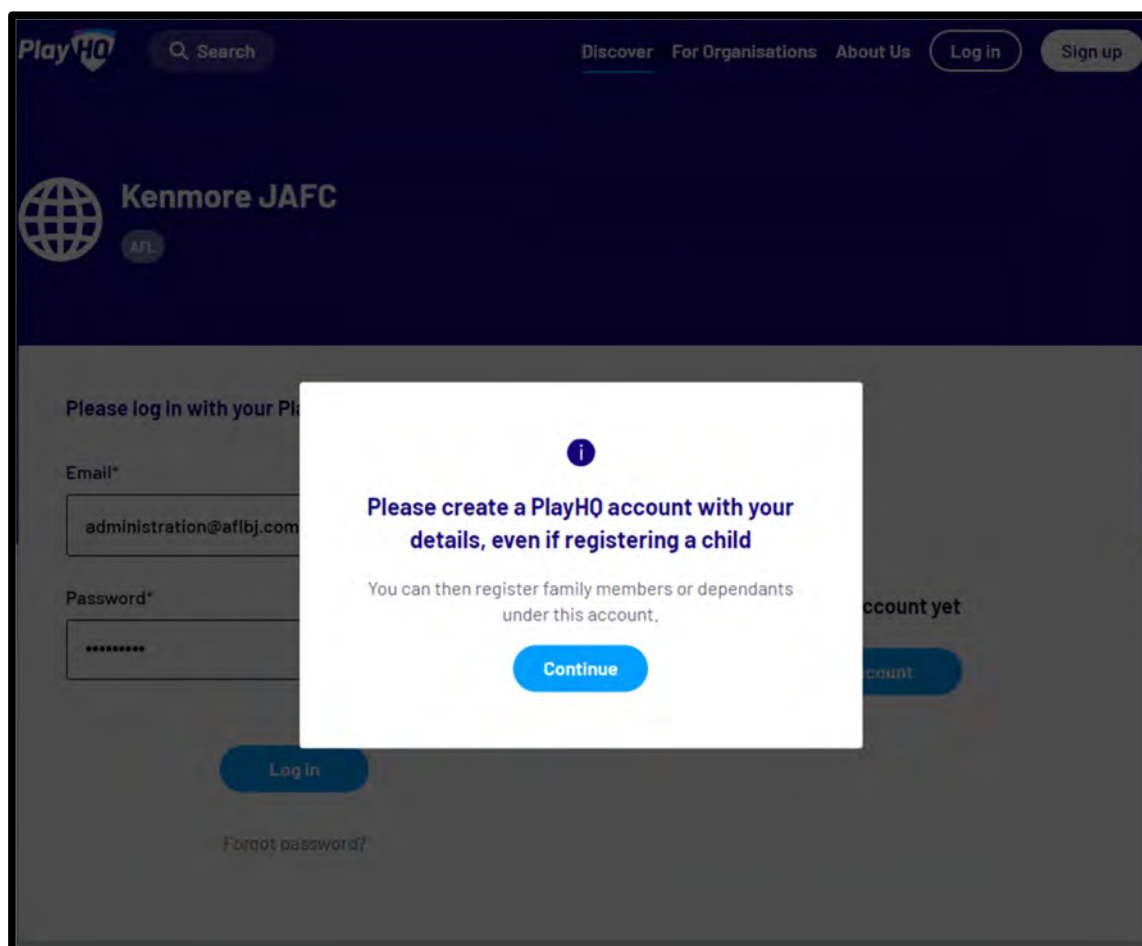
Create an account

Log in

Forgot password?


Participant Registration (cont)

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



Participant Registration (cont)

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



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*

Your last name*

Your email*

Your mobile number*



Set a password*

Password must meet the following requirements:

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

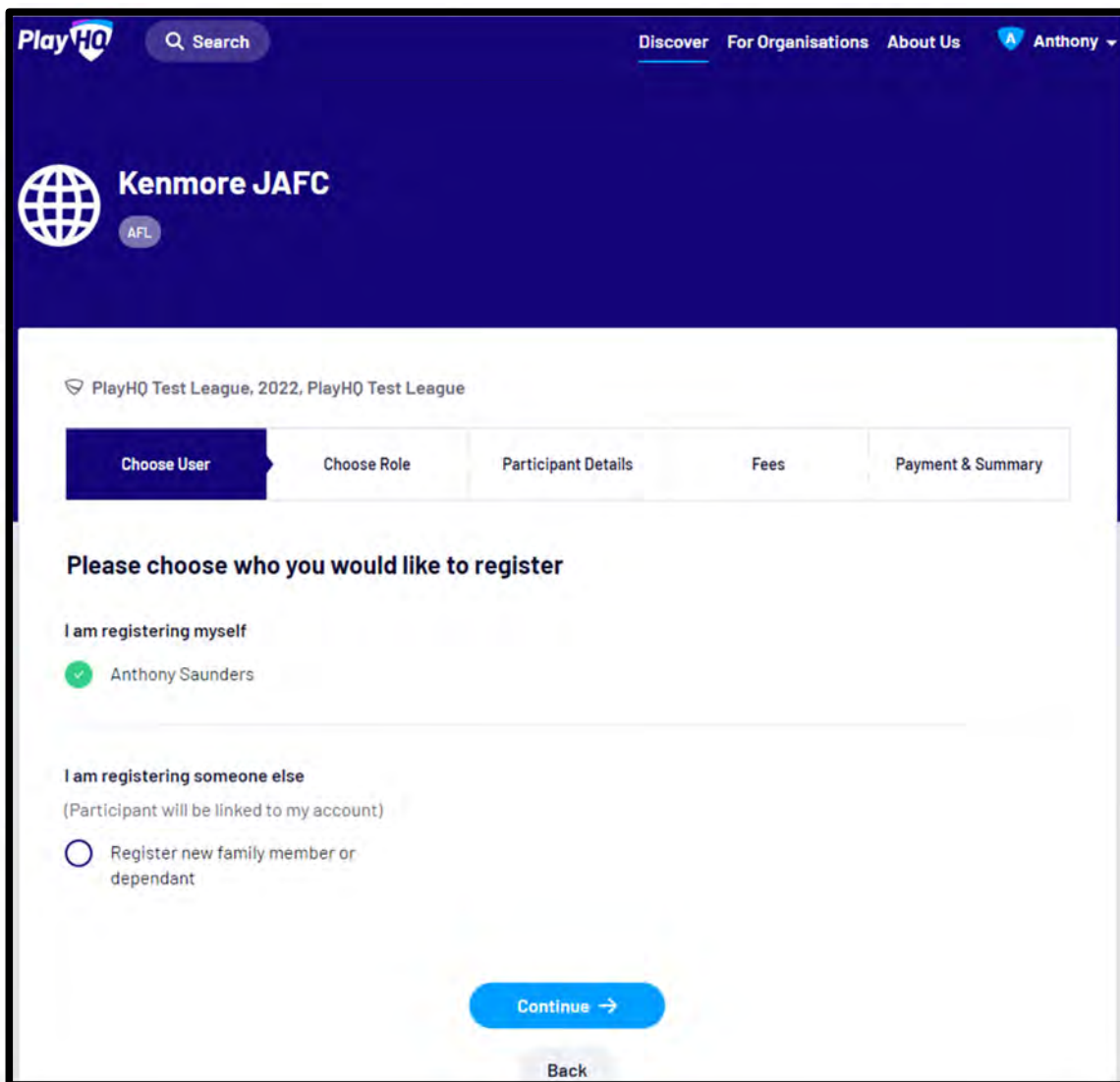
By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).

Sign up

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

Participant Registration (cont)

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

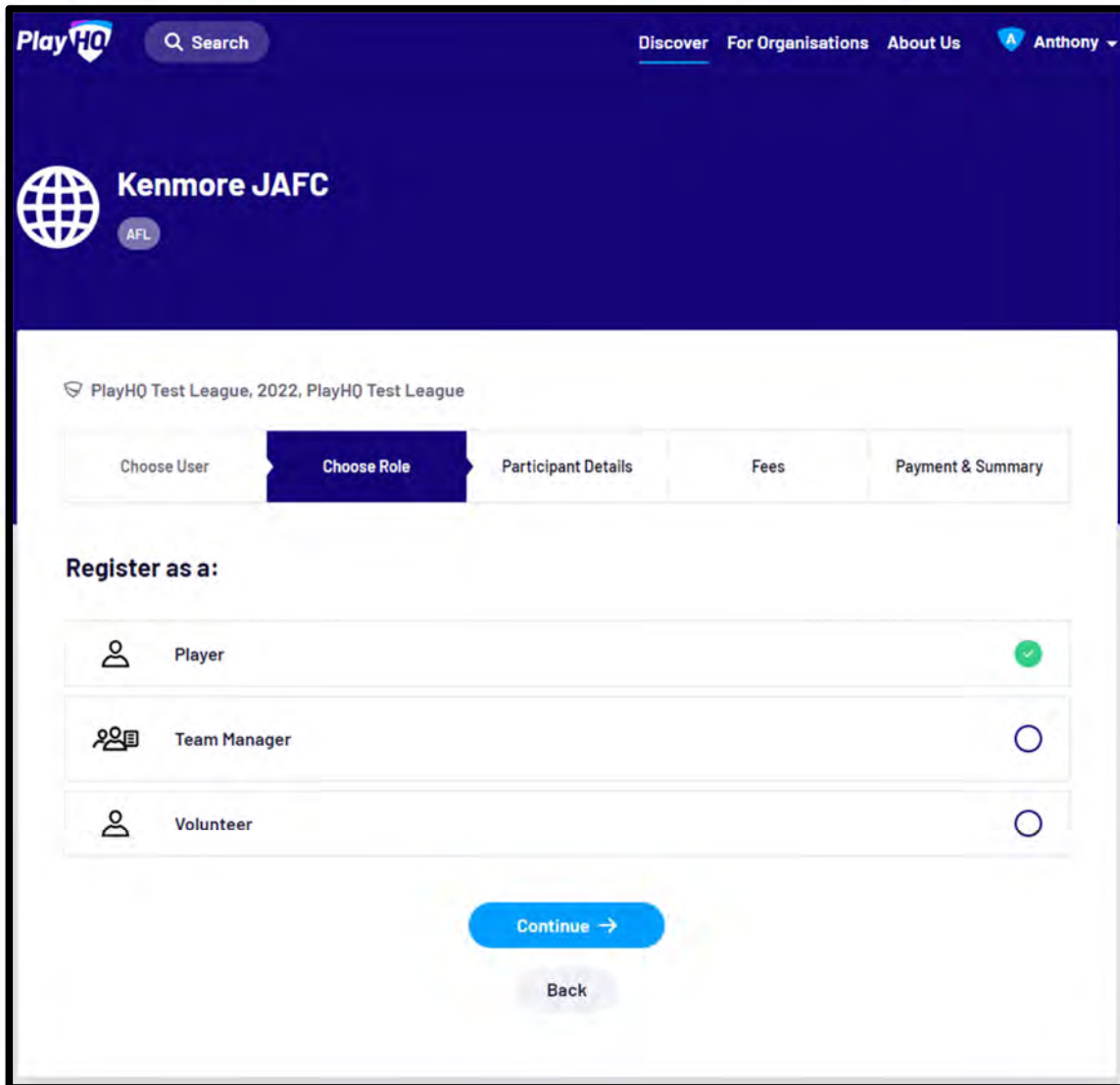


The screenshot shows the PlayHQ web interface for Kenmore JAFC. The top navigation bar includes the PlayHQ logo, a search bar, and links for Discover, For Organisations, About Us, and a user profile for Anthony. The main header displays the club's name and AFL affiliation. Below this, a breadcrumb trail indicates the current location: PlayHQ Test League, 2022, PlayHQ Test League. A horizontal menu contains five steps: Choose User (active), Choose Role, Participant Details, Fees, and Payment & Summary. The main content area is titled 'Please choose who you would like to register'. It offers two options: 'I am registering myself' (selected with a green checkmark) and 'I am registering someone else' (with a note that the participant will be linked to the user's account). Under the first option, 'Anthony Saunders' is listed. Under the second option, there is a radio button and the text 'Register new family member or dependant'. 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 www.coachl.afl platform.




The screenshot shows the 'Choose Role' page in the PlayHQ system. At the top, there's a dark blue header with the PlayHQ logo, a search bar, and navigation links: 'Discover', 'For Organisations', 'About Us', and a user profile for 'Anthony'. Below the header, the Kenmore JAFC logo and name are displayed. A progress bar indicates the current step is 'Choose Role', with other steps being 'Choose User', 'Participant Details', 'Fees', and 'Payment & Summary'. The main section is titled 'Register as a:' and lists three roles: 'Player' (selected with a green checkmark), 'Team Manager' (unselected), and 'Volunteer' (unselected). At the bottom, there are 'Continue →' and 'Back' buttons.

Participant Registration (cont)

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


Kenmore JAFC



PlayHQ Test League, 2022, PlayHQ Test League

Choose User


Choose Role
(Player)

Participant Details

Fees

Payment & Summary

Participant Details

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

First name*

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.

The screenshot shows the 'Fees' page of a registration form for Kenmore J AFC. The header includes the AFL logo and the club name. Below the header, there's a navigation bar with tabs: 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees' (active), and 'Payment & Summary'. The main content area is titled 'Fees' and contains a table with two columns: 'DESCRIPTION' and 'PRICE'.

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

Below the table, there are two checkboxes with associated text:

- ☐ I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and other third parties in accordance with the [AFL Privacy Policy](#).
- ☒ By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

At the bottom, there are two buttons: 'Continue →' (highlighted in blue) and 'Back'.

Participant Registration (cont)

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

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

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

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

The screenshot shows the 'Payment & Summary' page for Kenmore JAFC. The page is divided into two main sections: 'Payment' on the left and 'Order summary' on the right.

Payment Section:

- Credit/Debit Card:** Includes a security notice 'This payment is secured with SSL encryption', a 'Card number*' field (placeholder: 1234 1234 1234 1234), a 'Card Expiry*' field (placeholder: MM / YY), and a 'CVC*' field (placeholder: CVC).
- Billing Address:** Includes a 'Country*' dropdown menu (selected: Australia), an 'Address*' text field, a 'Suburb / Town*' text field, a 'State / Province / Region*' dropdown menu (placeholder: Please select), and a 'Postcode*' text field.
- Buttons:** 'Confirm purchase →' and 'Back'.

Order summary Section:

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

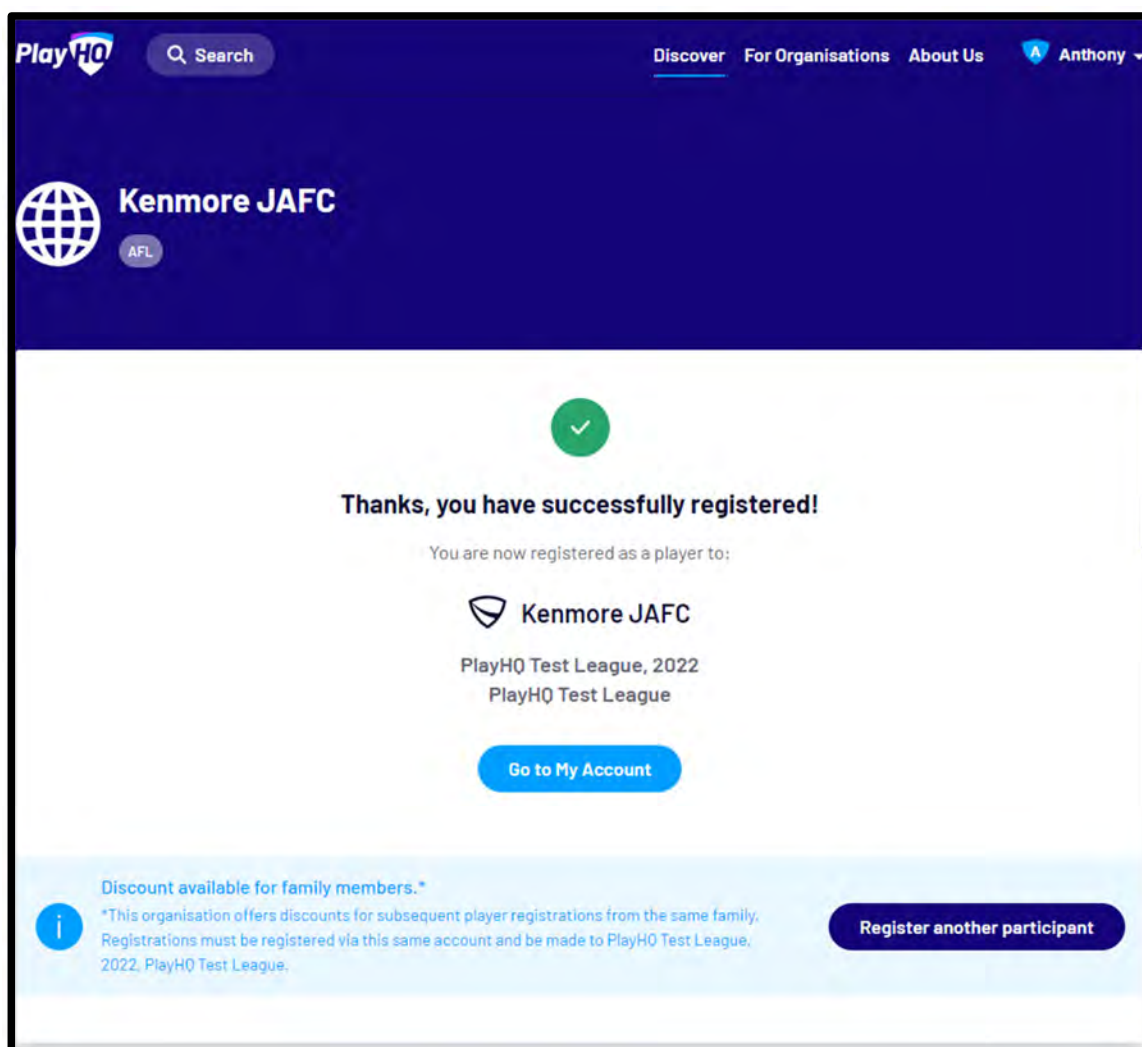
Vouchers Section:

- A text field 'Enter a voucher code' with an 'Apply' button.
- A link: [I have a government voucher](#)

Participant Registration (cont)

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

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



Profile Matching

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

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

Matching profiles will fall in to one of three categories:

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

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

When the registrant clicks the '**Verify Profile**' button for any profile in the second category, an email with a verification code will be sent to the email address attached to that profile. The **Participant** must enter the verification code in order to claim the profile initiate a merge for that profile.

All profiles that fall into the third category require the **Participant** to contact support in order to proceed with their merge.

Matching profiles must be claimed and merged by a **Participant** before they are able to continue on with the registration process.

When the **Participant** has completed the **Choose User, Choose Role** and **Participant Details** section of the registration form the **Profile Matching** process will begin.

Profiles that don't require verification

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

Burleigh JAFC

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

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

Claim Profiles

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

Profiles found with the same email address ⓘ

Name	Last registration:	Email	Action
Anthony Saunders	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 ⓘ

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

Profiles that require verification

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

Burleigh JAFC

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

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

Claim Profiles

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

Profiles found with unverified email address 1

Anthony Saunders
Last registration:
Player, 2021, Burleigh JAFC

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

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

Burleigh JAFC

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

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

Claim Profiles

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

Profiles found with unverified email address 1

Anthony Saunders
Last registration:
Player, 2021, Burleigh JAFC

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

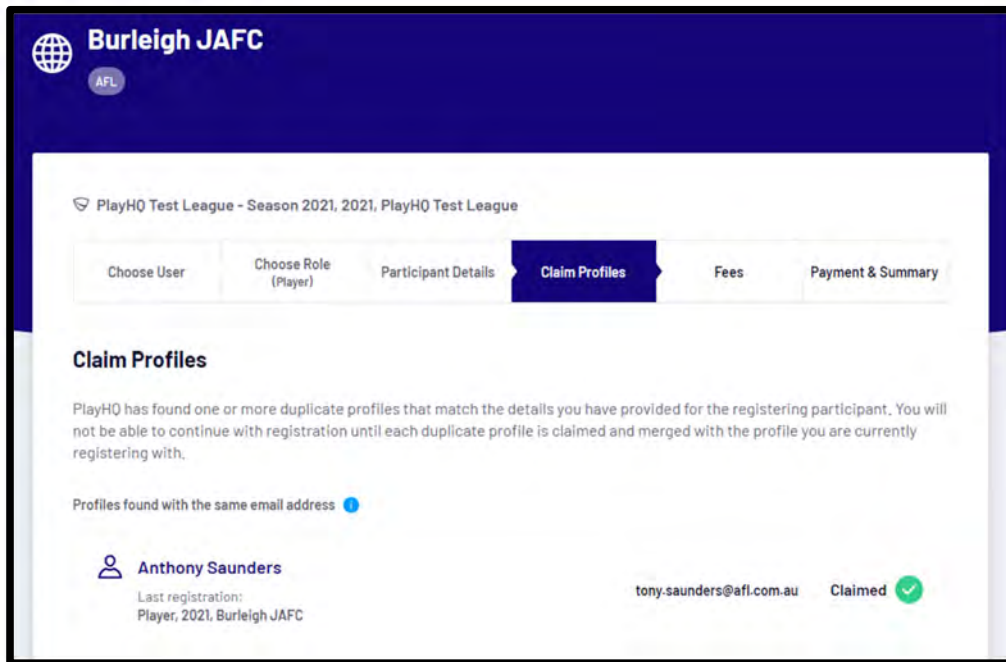
Please enter the verification code that we have sent to ad*****@afibj.com

Verification Code*

Claim Profile **Re-send Code**

Participant Registration – Profiles that require verification (cont)

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



Burleigh JAFC



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

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

Claim Profiles

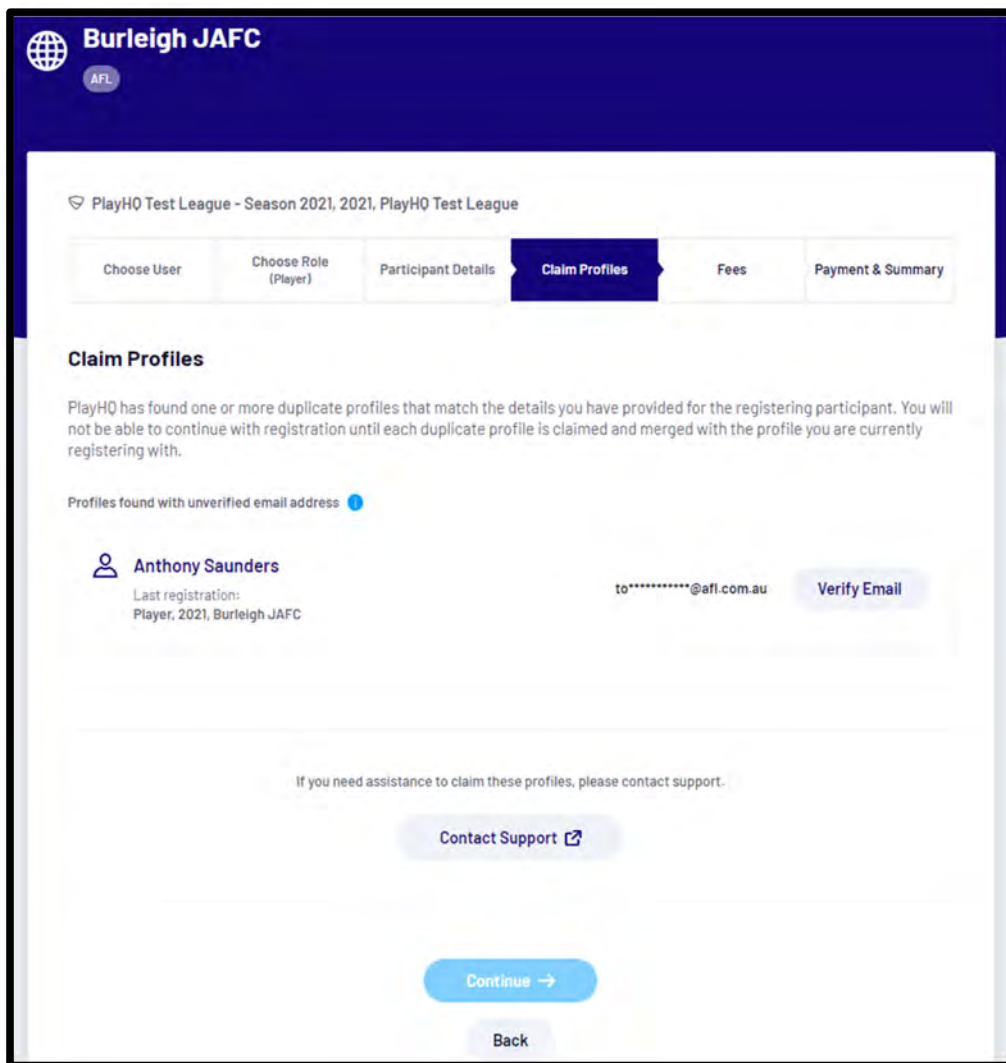
PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with the same email address 1

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

Profiles that can't be claimed and merged

The example below the participant is trying register as new participant using a different email address but they do not have access to the old email address. The participant would click on the **Contact Support** button to receive assistance from PlayHQ Support.



The screenshot shows the registration interface for Burleigh JAFC. The top navigation bar includes the AFL logo and the club name. The main content area is titled 'PlayHQ Test League - Season 2021, 2021, PlayHQ Test League'. A progress bar at the top indicates the current step is 'Claim Profiles', with other steps being 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees', and 'Payment & Summary'.

Claim Profiles

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

Profiles found with unverified email address 1

Anthony Saunders
Last registration:
Player, 2021, Burleigh JAFC

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

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

[Contact Support](#)

[Continue →](#)

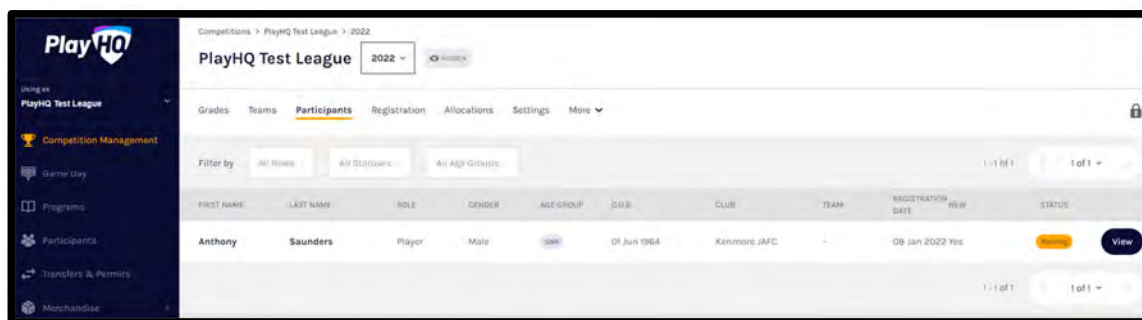
[Back](#)

Pending Registrations

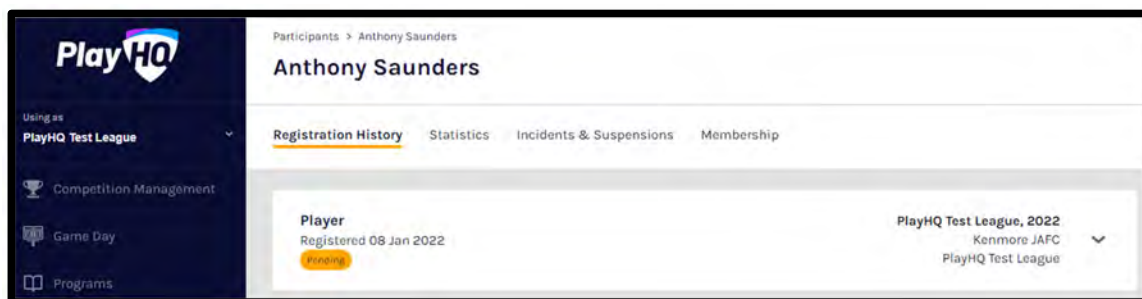
If **New Player Approval** was turned on in your competition settings, when a new participant registers they appear as **Pending** in the **Participants** list.

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

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



Open the Pending registration by clicking on the icon.



Participant Registration – Pending Registrations (cont)

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

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

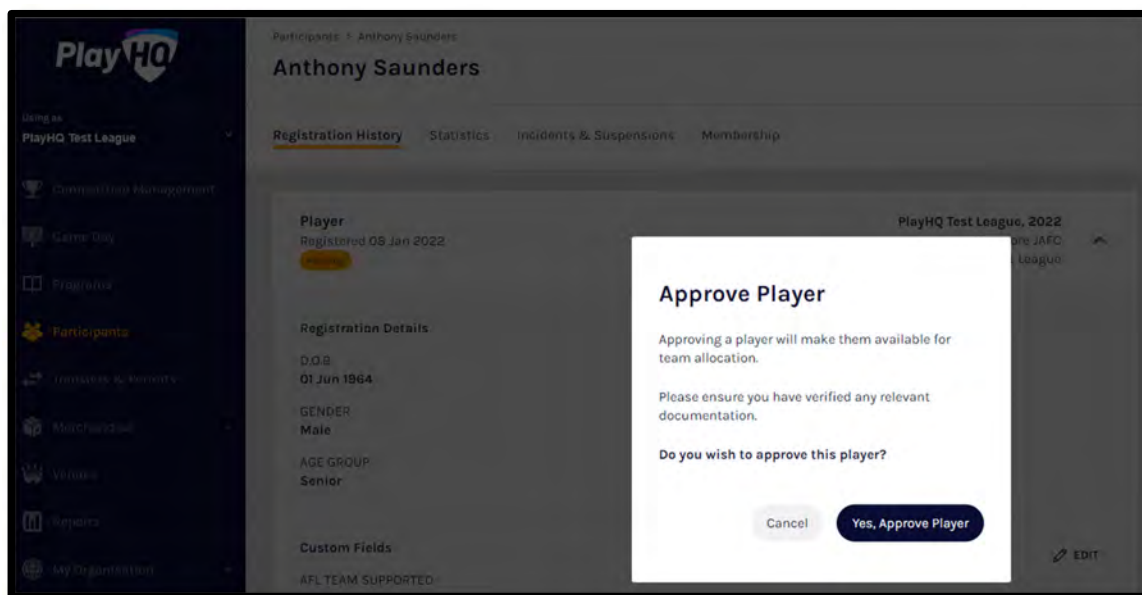
Participant Registration – Pending Registrations (cont)

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

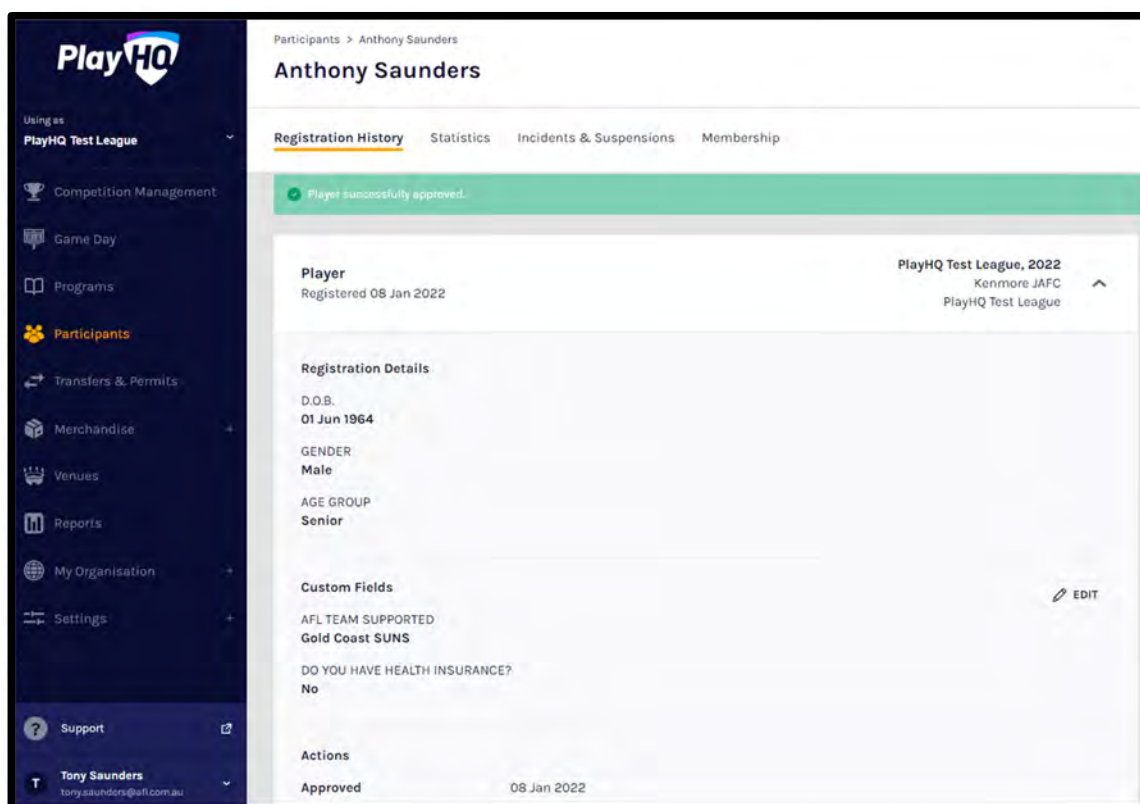
The screenshot displays the PlayHQ Admin interface. On the left is a dark sidebar with the PlayHQ logo and a menu including: Using as PlayHQ Test League, Competition Management, Game Day, Programs, **Participants** (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, Settings, Support, and Tony Saunders. The main content area is titled 'Participants > Anthony Saunders' and shows the name 'Anthony Saunders'. Below this are tabs for 'Registration History' (active), 'Statistics', 'Incidents & Suspensions', and 'Membership'. The 'Registration History' tab shows a table with one entry: 'Player', 'Registered 08 Jan 2022', and a 'Pending' status. To the right of this entry, it says 'PlayHQ Test League, 2022', 'Kenmore JAFC', and 'PlayHQ Test League'. Below the table is a 'Registration Details' section with fields for D.O.B. (01 Jun 1964), GENDER (Male), AGE GROUP (Senior), and Custom Fields (AFL TEAM SUPPORTED: Gold Coast SUNS, DO YOU HAVE HEALTH INSURANCE?: No). An 'EDIT' button is next to the Custom Fields. At the bottom, an 'Actions' section contains two buttons: 'Approve Player' and 'Cancel Registration'.

Participant Registration – Pending Registrations (cont)

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



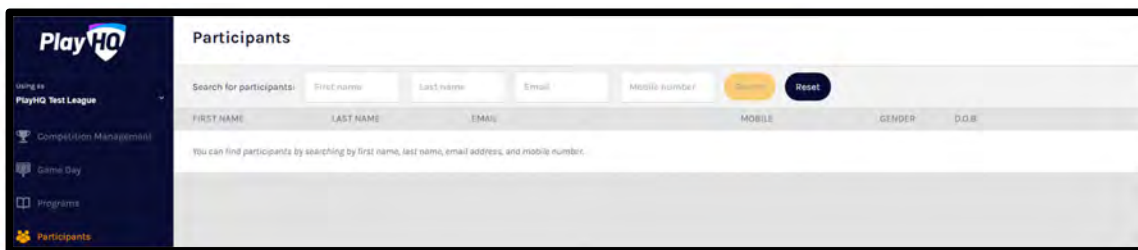
The page will be updated with a confirmation message and the status of the registration will change to **Approved**.



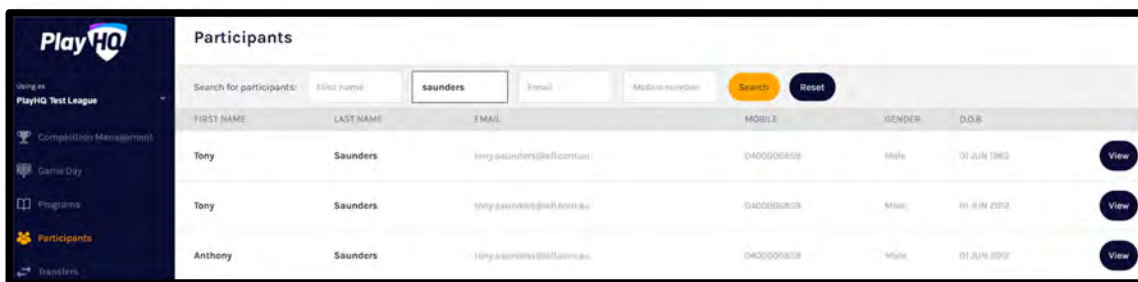
View Participants in League

To view participants in an League there is two options.

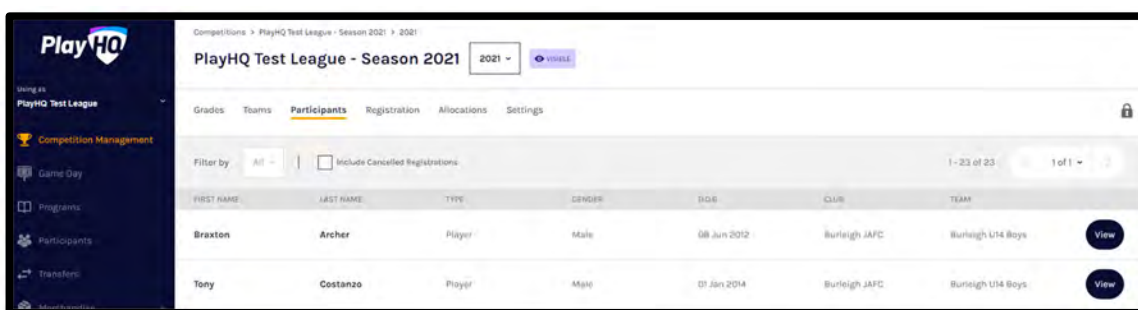
Option 1 enables the League admin to view all participants that have been registered in the **League** across all **Competitions** and all **Seasons**. In the left menu select **Participants**.



To search for a **Participant**, enter part of a **First Name** and/or part of a **Last Name** and/or part of an **Email** and/or part of a **Mobile Number**. Click on the **Search** button and results will appear.



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



Click on the **View** button for the **Participant**.

View Participant Details

Under the **Registration History** tab is a full list of the participant's registration history across in the organisation you are Using As.

The screenshot shows the PlayHQ interface with the 'Participants' menu selected. The user is logged in as 'PlayHQ Test League'. The 'Registration History' tab is active for the participant 'Braxton Archer'. The history shows five registrations:

Player	Registration Period	League	Club
Player	Registered 16 Jul 2021	PlayHQ Test League, 2021	Banks
Player	Season Permit 28 Jun 2021 - 03 Jul 2021	PlayHQ Test League, 2021	Test Club 1
Player	Season Permit 01 Jun 2021 - 30 Jun 2021	PlayHQ Test League, 2021	Test Club 3
Player	Registered 14 Jun 2021	PlayHQ Test League, 2021	Banks
Player	Registered 14 May 2021 (Cancelled)	PlayHQ Test League, 2021	Coomera AFC

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

The screenshot shows the PlayHQ interface with the 'Statistics' tab active for the participant 'Braxton Archer'. The 'SEASON STATS' section shows two entries for 'PlayHQ Test League, 2021' (Banks, PlayHQ Test League). Each entry shows '1 Player Point' and a message: 'There are currently no statistics for this registration'.

Participant Registration – View Participant Details (cont)

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

Participants > Braxton Archer

Braxton Archer

Registration History Statistics **Incidents & Suspensions** Membership

Total Suspensions
1 Weeks/Games

Behaviour
28 May 2021
Guilty - Suspension

Suspended 1 Games/Weeks (24 May 2021 - 31 May 2021)

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

About

Account managed by:
Tony Saunders

FIRST NAME Braxton	LAST NAME Archer
HOME PHONE -	D.O.B. 08 JUN 2012
GENDER Male	PREFERRED NAME -
COUNTRY OF BIRTH Australia	
ADDRESS 9 MONET ST, COOMBABAH 4216, QLD	
PRIVACY SETTINGS Public	

Additional Details ▾

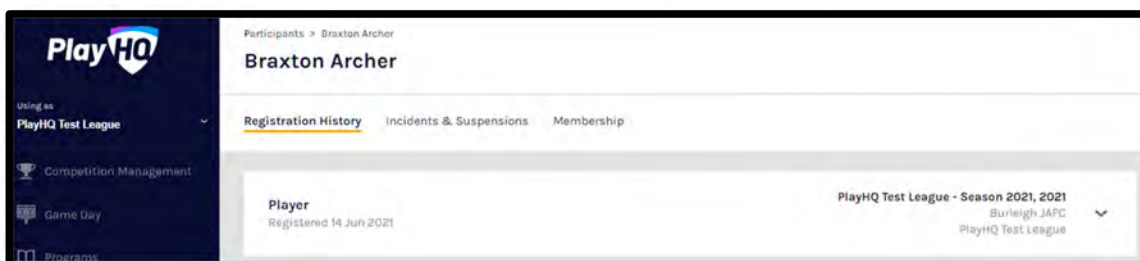
Disability Details ▾

Parent/Guardian ▾

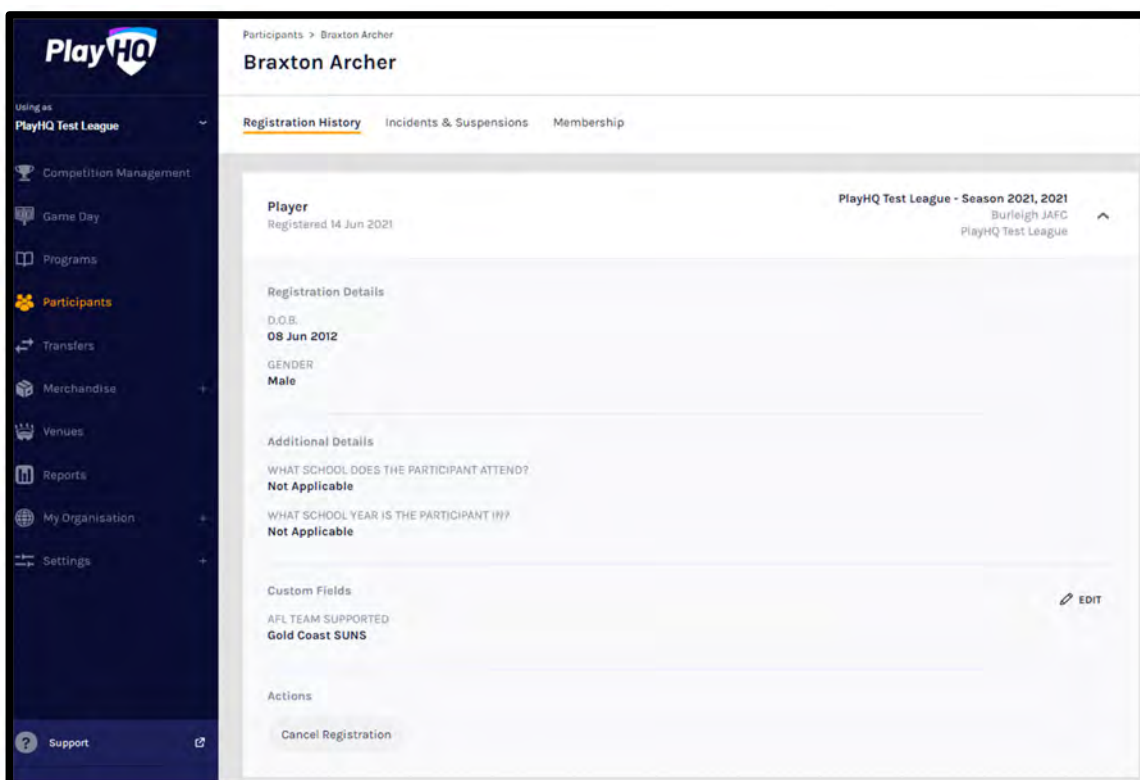
Emergency Contact ▾

Cancel Participant Registration

On the participant's information page under the **Registration History** tab click on the  icon to open up that registration.

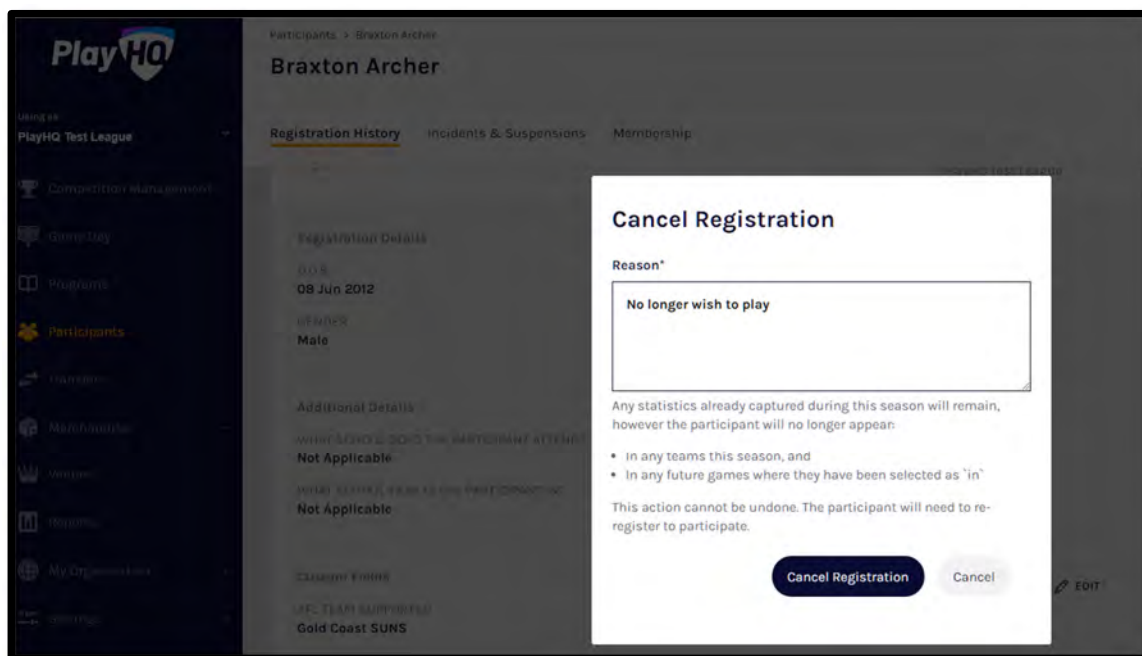


To cancel the registration click on the **Cancel Registration** button.

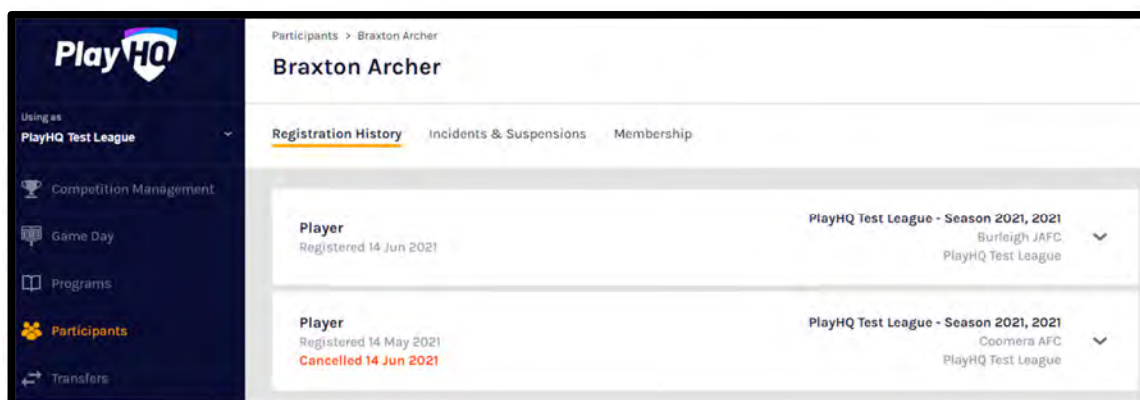


Participant Registration - Cancel Participant Registration (cont)

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



You will be returned to the participant's **Registration History** and the registration will now be highlighted as **Cancelled** with the date it was cancelled.



Duplicate Management

In a participant's profile, under the **Registration History** tab, in the **About** area click on the **Actions** button and select **Duplicate Management**.

The screenshot shows the PlayHQ interface for a participant named Anthony Saunders. The left sidebar contains navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', and 'Reports'. The main content area has tabs for 'Registration History', 'Statistics', 'Incidents & Suspensions', and 'Membership'. The 'About' section is active, displaying personal details like email, first name, last name, mobile, home phone, date of birth, gender, preferred name, and country of birth. An orange 'Actions' button is visible in the top right corner of the 'About' section.

On the **Duplicate Management** click on the **Search** button.

The screenshot shows the 'Duplicate Management' search interface. It includes a search bar with the text 'Search for a profile' and a sub-instruction: 'Please search for a duplicate profile that you would like to merge into Anthony Saunders's profile. At least 3 fields are required to initiate a search.' Below this are input fields for 'First Name' (Anthony), 'Last Name' (Saunders), 'Email address' (aksunders@iprimus.com.au), 'Date of Birth' (01/06/1963), 'Mobile number' (0400006859), and 'Gender' (Male). A 'Reset' button and a 'Search' button with a magnifying glass icon are also present. The results area below the search fields displays 'No duplicates found'.

Participant Registration – Duplicate Management (cont)

If no duplicates are found remove or change information if the fields. **Please note at least 3 fields are required to initiate a search.**

If a possible duplicate is found select a result and click on the **Next** button in the top right corner. **Please note only one result can be selected, if there are more than one this process will need to be repeated.**

The screenshot shows the 'Duplicate Management' page in the PlayHQ system. The left sidebar contains navigation links: Competition Management, Game Day, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, and My Organisation. The main content area has a search form with fields for First Name (Anthony), Last Name (Saunders), Email address (Please enter), Date of Birth (01/06/1964), Mobile number (Please enter), and Gender (Male). A 'Search' button is at the bottom right. Below the search form, a table shows '1 Result' for Anthony Saunders, with details: EMAIL ADDRESS: administration+5@aflhq.com, D.O.B: 01 Jun 1964, LAST REGISTRATION: Player, 2022, Kenmore JAFCL, ADDRESS: COOMBABAH QLD 4216.

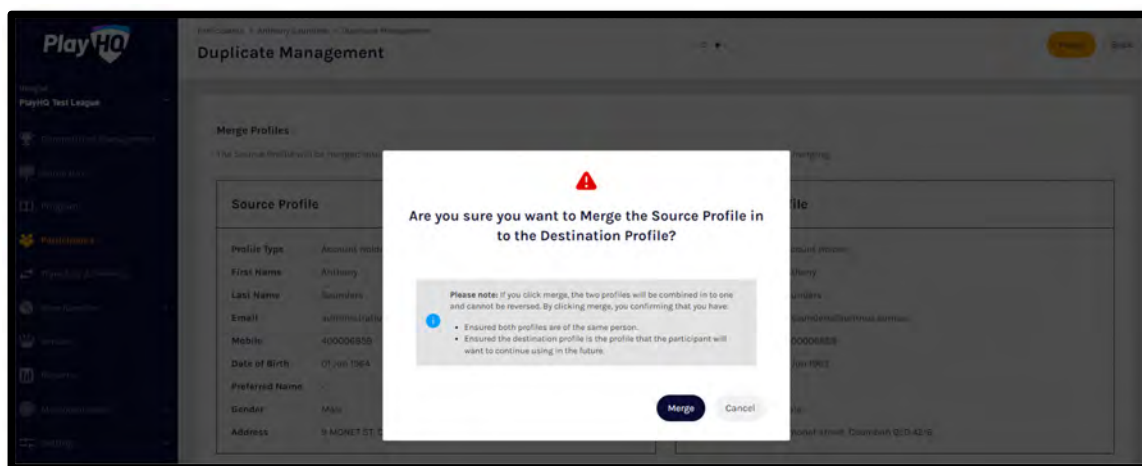
Check the **Source Profile** information to ensure it is the same person.

If it is not the same person click on the **Back** button in the top right corner. If it is the same person click on the **Merge** button in the top right corner.

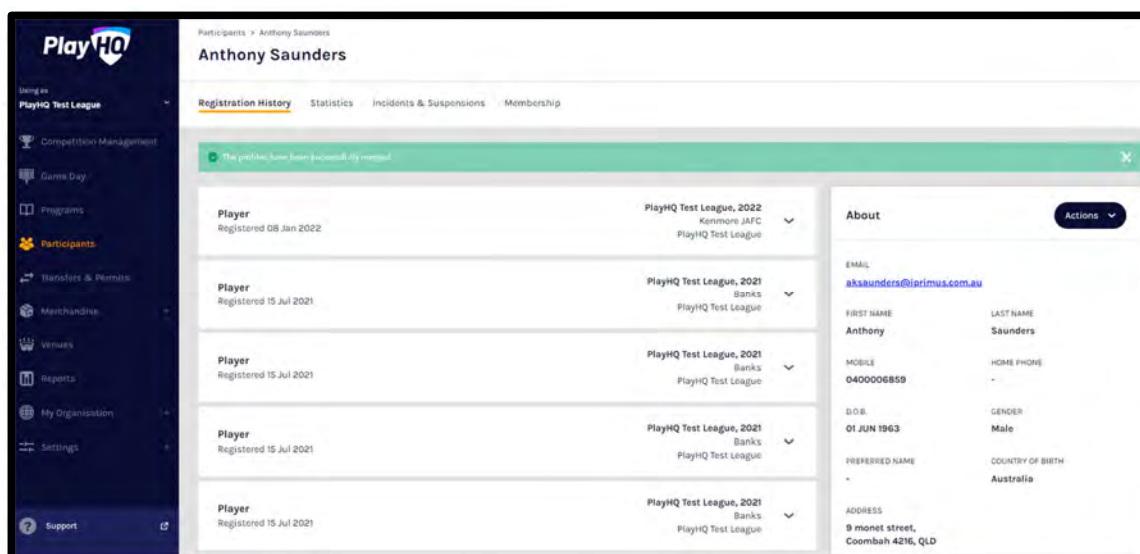
The screenshot shows the 'Merge Profiles' page in the PlayHQ system. The left sidebar is the same as the previous screenshot. The main content area has a heading 'Merge Profiles' and a note: 'The Source Profile will be merged into the Destination Profile. Please ensure that you have reviewed all the information below before merging.' Below this are two side-by-side profile comparison boxes. The 'Source Profile' shows details for Anthony Saunders, including his email, mobile, date of birth, and address. The 'Destination Profile' shows details for a different Anthony Saunders, including his email, mobile, date of birth, and address. Below the profiles are two 'Registration History' tables. The 'Source Profile' table shows a registration for the 2022 PlayHQ Test League. The 'Destination Profile' table shows a registration for the 2021 PlayHQ Test League. At the bottom right, there are 'Merge' and 'Back' buttons.

Participant Registration – Duplicate Management (cont)

The **Are you sure you want to Merge the Source Profile in to the Destination Profile?** pop-up will appear, please read the information and either click on the **Merge** or **Cancel** button.

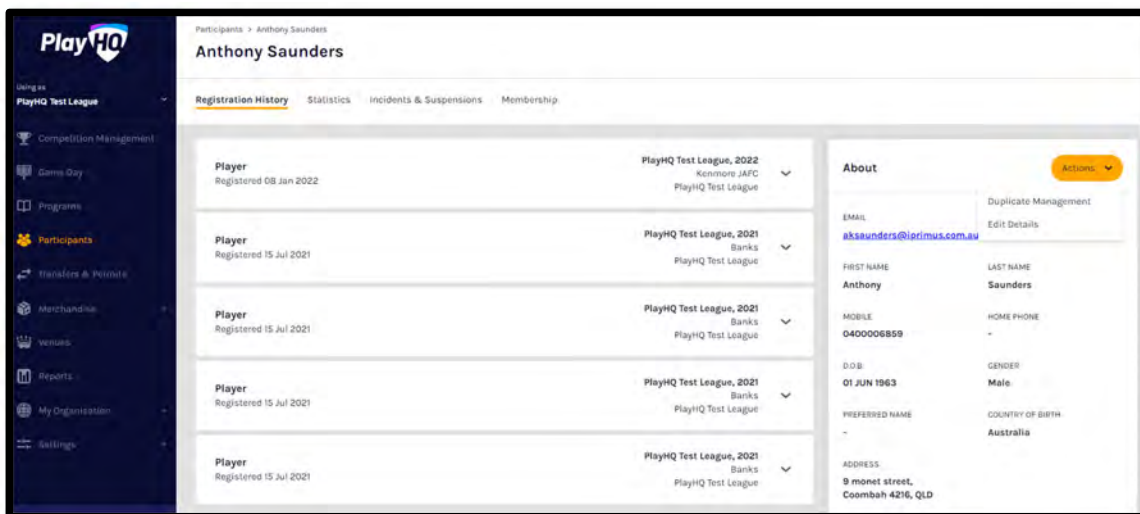


When you select the **Merge** button you will be returned to the participant's profile with a confirmation message advising the profiles have been merged successfully.



Edit Participant Details

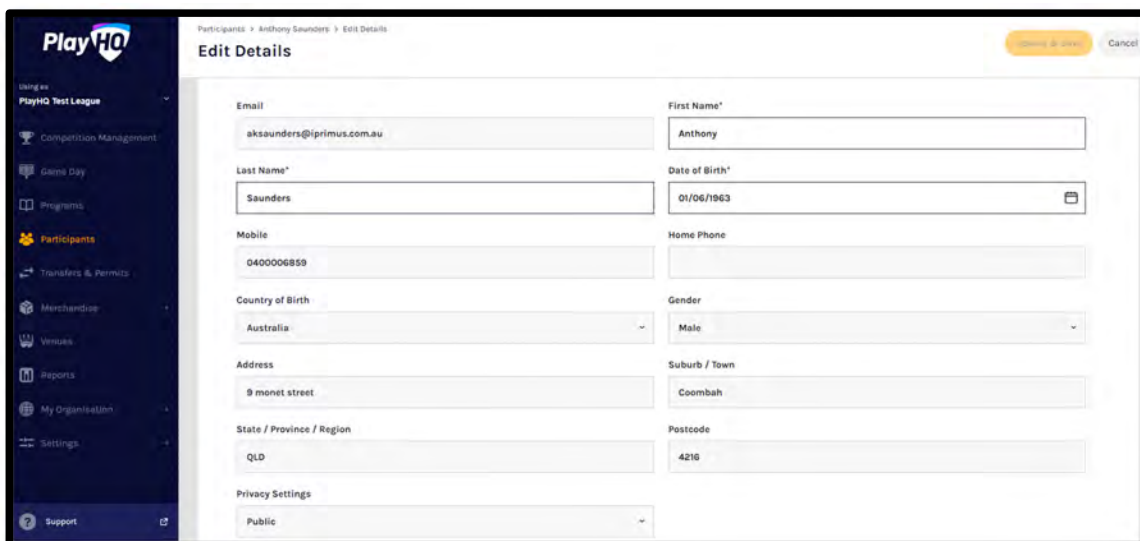
In a participant's profile, under the **Registration History** tab, in the **About** area click on the **Actions** button and select **Edit Details**.



On the **Edit Details** page you will have the option to edit **First Name** or **Last Name** or **Date of Birth**.

For **Unclaimed Profiles** you will also have the option to edit the **Email**.

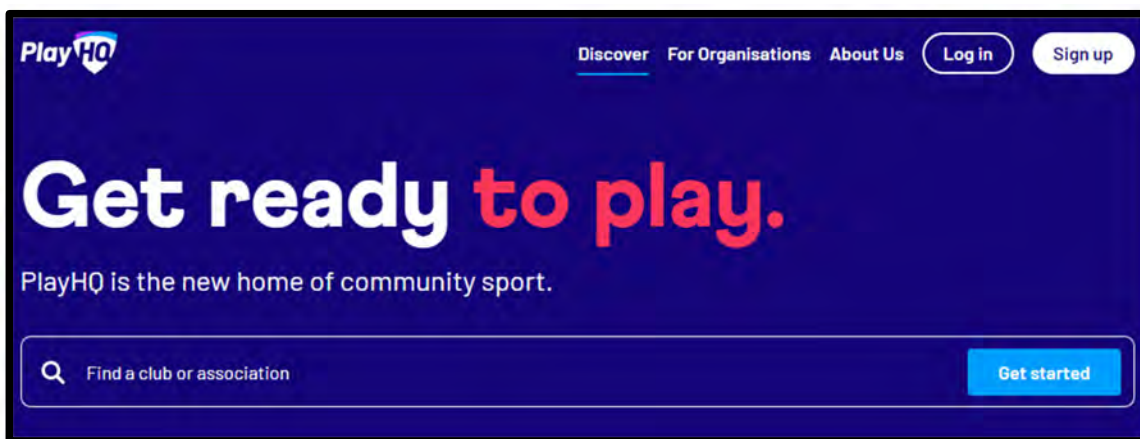
When you have made any changes click on the **Update & Save** button in the top right corner.



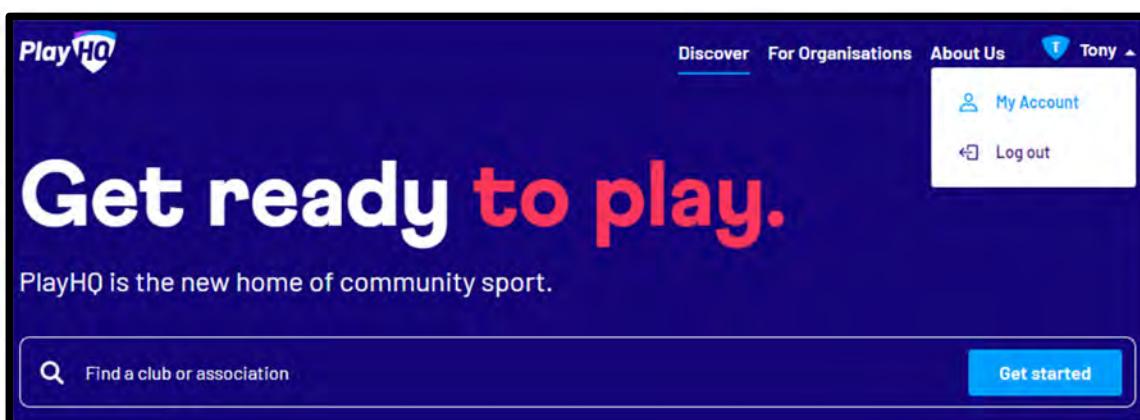
17. Participant Portal

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

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

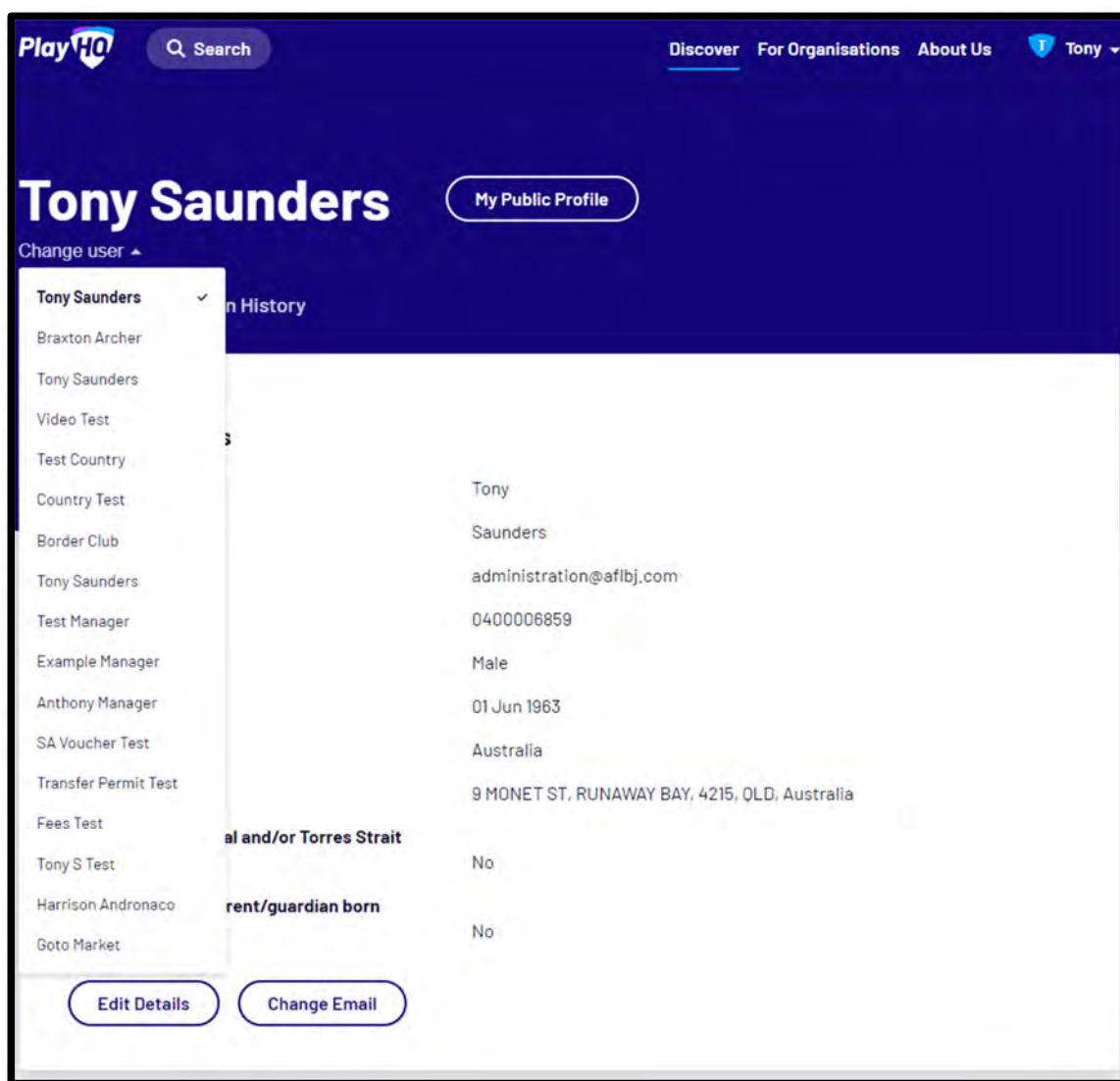


When you have logged in the name of your account will appear in top right corner, click on the name of the account and select **My Account**.



Participant Portal (cont)

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



PlayHQ Search Discover For Organisations About Us Tony

Tony Saunders

My Public Profile

Change user

- Tony Saunders ✓
- Braxton Archer
- Tony Saunders
- Video Test
- Test Country
- Country Test
- Border Club
- Tony Saunders
- Test Manager
- Example Manager
- Anthony Manager
- SA Voucher Test
- Transfer Permit Test
- Fees Test
- Tony S Test
- Harrison Andronaco
- Goto Market

History

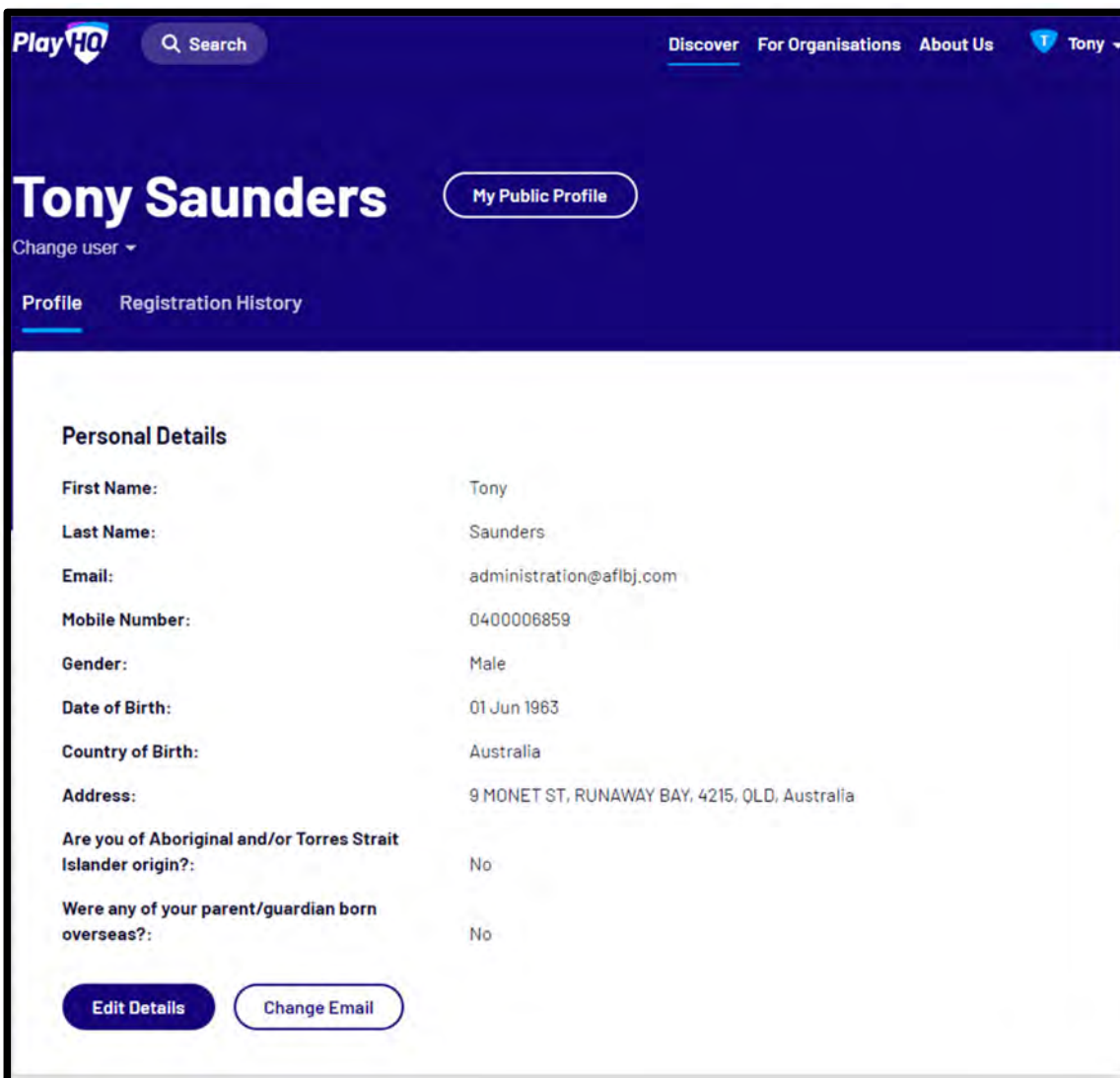
Tony
Saunders
administration@afibj.com
0400006859
Male
01 Jun 1963
Australia
9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia

al and/or Torres Strait
rent/guardian born
No
No

Edit Details Change Email

Profile

Click on the Profile tab. Under **Personal Details** it will show the current details, to edit the information click on the **Edit Details** button.



The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links: Discover, For Organisations, About Us, and a user dropdown menu showing 'Tony'. Below the header, the user's name 'Tony Saunders' is displayed in large white text, with a 'My Public Profile' button next to it. A 'Change user' dropdown is also visible. Below the name, there are two tabs: 'Profile' (selected) and 'Registration History'. The main content area is white and contains the 'Personal Details' section. This section lists various fields and their values: First Name (Tony), Last Name (Saunders), Email (administration@afbj.com), Mobile Number (0400006859), Gender (Male), Date of Birth (01 Jun 1963), Country of Birth (Australia), Address (9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia), Are you of Aboriginal and/or Torres Strait Islander origin? (No), and Were any of your parent/guardian born overseas? (No). At the bottom of the details section, there are two buttons: 'Edit Details' and 'Change Email'.

Personal Details	
First Name:	Tony
Last Name:	Saunders
Email:	administration@afbj.com
Mobile Number:	0400006859
Gender:	Male
Date of Birth:	01 Jun 1963
Country of Birth:	Australia
Address:	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Are you of Aboriginal and/or Torres Strait Islander origin?:	No
Were any of your parent/guardian born overseas?:	No

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

Participant Portal – Profile (cont)

The **First name**, **Last name**, **Email** and **Date of birth** will be locked and cannot be changed. All other fields can be changed and click on the **Save** button.

Tony Saunders

My Public Profile

Change user ▾

ProfileRegistration History

Personal Details

First name*

Tony


Last name*

Saunders

Email*

administration@afibj.com

Mobile number*

 ▾

0400006859

Preferred name

Please enter

Gender*

Male ▾

Date of birth*

01 ▾

06 ▾

1963 ▾

Participant Portal – Profile (cont)

All other fields can be changed and click on the **Save** button.

Country of birth*

Australia

Home number

Please enter

Country*

Australia

Address*

9 MONET ST

Suburb / Town*

RUNAWAY BAY

State / Province / Region*

Queensland

Postcode*

4215

Are you of Aboriginal and/or Torres Strait Islander origin?*

No

Were any of your parent/guardian born overseas?*

No

Save

Cancel

Participant Portal – Profile (cont)

The information under **Disability Details**, **Emergency Contact** and **Privacy Settings** can also be changed by clicking on the **Edit** button.

Disability Details

Do you identify as living with a disability/disabilities?: No


Edit

Emergency Contact

First Name:	tony
Last Name:	saunders
Relationship:	pa
Email:	noemail@email.com
Mobile Number:	0400000000

Edit

Privacy Settings

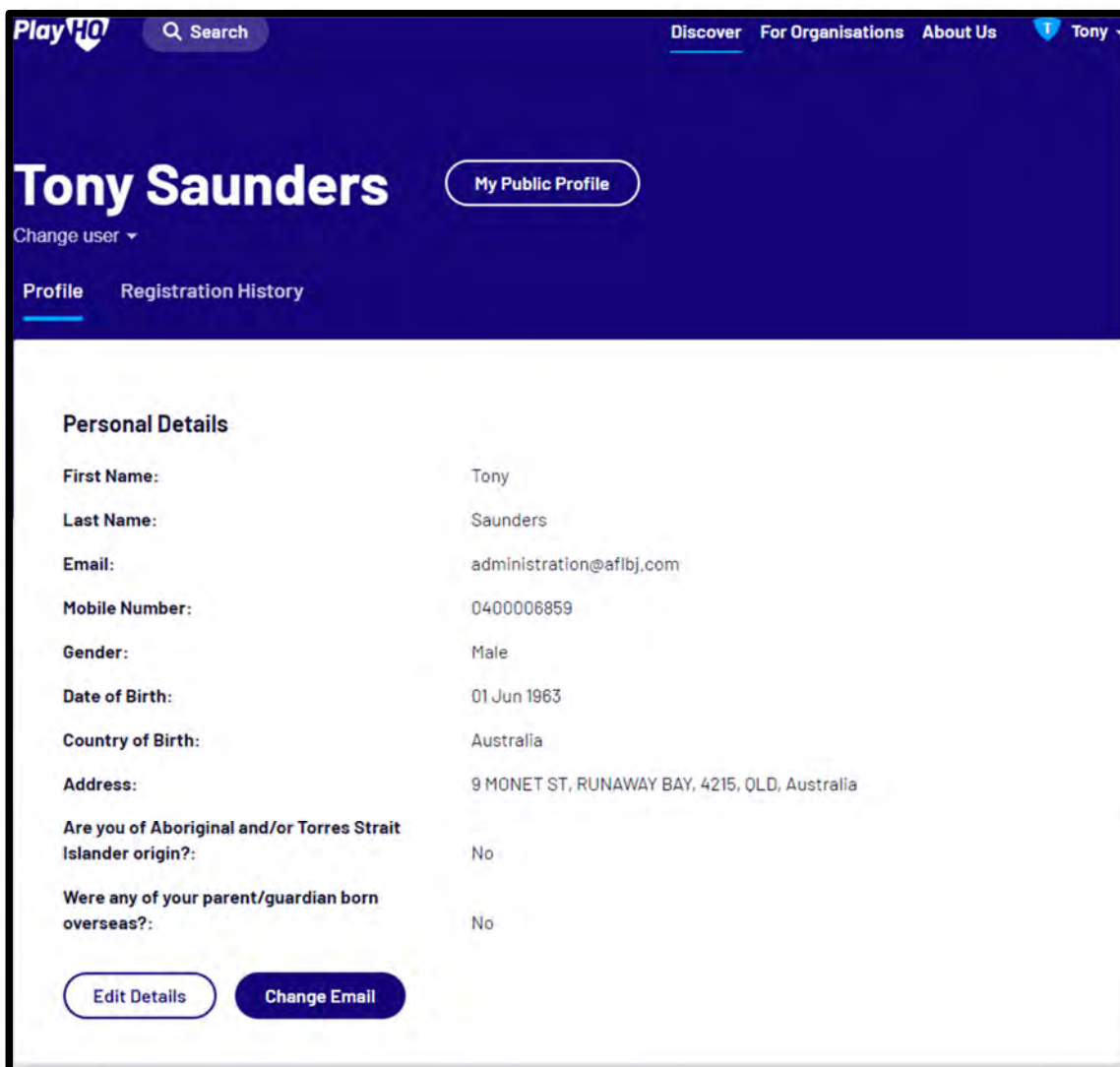
 Private

Hide my name on all game statistics for club & association websites.

Edit

Participant Portal – Profile (cont)

For the **Account Holder** only the **Email** can also be changed by clicking on the **Change Email** button.



The screenshot shows the PlayHQ Participant Portal profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links: Discover, For Organisations, About Us, and a user dropdown for Tony. Below the header, the user's name 'Tony Saunders' is displayed in large white text, with a 'My Public Profile' button next to it. A 'Change user' dropdown is also visible. Below the name, there are two tabs: 'Profile' (selected) and 'Registration History'. The main content area is white and contains a 'Personal Details' section. This section lists various fields and their values: First Name (Tony), Last Name (Saunders), Email (administration@afibj.com), Mobile Number (0400006859), Gender (Male), Date of Birth (01 Jun 1963), Country of Birth (Australia), Address (9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia), Are you of Aboriginal and/or Torres Strait Islander origin? (No), and Were any of your parent/guardian born overseas? (No). At the bottom of the details section, there are two buttons: 'Edit Details' and 'Change Email'.

Personal Details	
First Name:	Tony
Last Name:	Saunders
Email:	administration@afibj.com
Mobile Number:	0400006859
Gender:	Male
Date of Birth:	01 Jun 1963
Country of Birth:	Australia
Address:	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Are you of Aboriginal and/or Torres Strait Islander origin?:	No
Were any of your parent/guardian born overseas?:	No

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

Participant Portal – Profile (cont)

On the **Change Email** page enter a new email in **New Email** area and click on the **Continue** button.

If you can't update the email or need assistance click on the **Contact Support** button.

Tony Saunders

1 Change Email

2 Verify Email

Change Email

Current Email

administration@aflbj.com

New Email*

tony.saunders@afl.com.au

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

Continue

Cancel

Contact Support

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

Contact Support

Registration History

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

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

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

This screenshot shows the same PlayHQ user interface for Braxton Archer, but with the 'Registration Details' expanded. The 'Registrations' section now shows a detailed view of the registration for 'Player' on '16 Jul 2021'. The details are organized into two columns: 'Registration Details' and 'Additional Questions'. The 'Registration Details' column includes 'DOB' (08 Jun 2012) and 'Gender' (Male). The 'Additional Questions' column includes 'What school does the participant attend?' (Not Applicable) and 'What school year is the participant in?' (Not Applicable). A '-' icon is visible next to the 'Banks' section.

Registration Details	Additional Questions
DOB 08 Jun 2012	What school does the participant attend? Not Applicable
Gender Male	What school year is the participant in? Not Applicable

My Public Profile

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

The screenshot shows the PlayHQ interface for a user named Braxton Archer. The header includes the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, and About Us. The user's name 'Braxton Archer' is prominently displayed. Below the name, there is a 'Statistics' tab and a dropdown menu for 'AFL'. The main content area is titled 'Season Stats' and shows data for the '2021' season. It lists 'PlayHQ Test League, 2021' and 'Banks' as the league and team. A 'Player' icon is also visible. At the bottom, there are three categories: 'Games Played', 'Best Player', and 'Goal', each with a placeholder icon.

My Teams

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

The screenshot shows the PlayHQ interface for a user named Example Manager. The header includes the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, and About Us. The user's name 'Example Manager' is prominently displayed. Below the name, there is a 'Change user' dropdown and three tabs: 'My Teams', 'Profile', and 'Registration History'. The 'My Teams' tab is active, showing a list of teams. The first team listed is 'East Brighton Vampires U12 Girls' with the manager 'Sherren' and the season 'SMJFL U12 Girls Division 1 - 2021'. A green 'ACTIVE' status is shown next to the team name, and a shield icon is visible in the bottom right corner.

Participant Portal – My Teams (cont)

When you click on one of the **Teams** you will be taken to the information page for that **Team** only which will show all of the team's **Fixture** and **Ladder** for the grade the team is in.

The screenshot shows the PlayHQ interface for a specific team. At the top, there's a navigation bar with the PlayHQ logo, a search bar, and links for 'Discover', 'For Organisations', and 'About Us'. A user profile 'Tony' is visible on the right. Below the navigation bar, there's a 'Back' button and a team icon. The main heading is 'East Brighton Vampires U12 Girls Sherren', with a subtitle 'SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club'. Below this is an 'AFL' badge. There are two tabs: 'Fixture' (selected) and 'Ladder'. A section titled 'SMJFL U12 GIRLS DIVISION 1' with an external link icon follows. Under 'Round 1', the date 'Saturday, 08 January 2022' is shown. The fixture list shows a match between 'Ajax U12 Girls Comets' and 'East Brighton Vampires U12 Girls Sherren'. The score is 36 to 43, with 'FINAL' in between. The time is 02:10 PM, and the location is 'VIC - Princes Park (Caulfield South) / Oval 1'. A right arrow indicates more fixtures.

Team	Score	Time	Location
Ajax U12 Girls Comets	36	02:10 PM	VIC - Princes Park (Caulfield South) / Oval 1
East Brighton Vampires U12 Girls Sherren	43		

Participant Portal – My Teams (cont)

If you click on the icon for a match it will show the full details for the match.

SMJFL U12 GIRLS DIVISION 1

FINAL

Ajax U12 Girls Comets

36

5.6

43

6.7

East Brighton Vampires U12 Girls Sherren

02:10 PM, Saturday, 08 Jan 2022

VIC - Princes Park (Caulfield South) / Oval 1

SMJFL, 2021

PERIOD SCORES

END OF PERIOD	01	02	03	04
Ajax U12 Girls Comets	15 2.3	16 2.4	30 4.6	36 5.6
East Brighton Vampires U12 Girls Sherren	0 ~	22 3.4	29 4.5	43 6.7

BEST PLAYERS

No best players have been selected

BEST PLAYERS

Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson

PLAYER STATISTICS

#	PLAYERS	G
No players allocated to line-up		
TEAM STATS		5
TOTAL		5

PLAYER STATISTICS

#	PLAYERS	G
23	Genevieve Brooks	2
14	Georgia Naughton	0
3	Sophie Nilsson	2
24	Zahre Stevens	0
1	Madeleine de Fina-Nash	0
2	Jessica Allica	2
TOTAL		6

Team Manager Access

As an extension of this function if the **Participant** has registered as a **Team Manager**, has been **Allocated** to the **Team** and they have been given **Management Access** they are able to view the **Squad**, select the **Line-up**, add **Match Results**, add **Period Scores**, edit the **Line-up**, add **Best Players** and add **Player Statistics**.

Squad

When the team manager logs into their profile, click on the **Squad** tab.

East Brighton Vampires U12 Girls Sherren

SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club

AFL

Fixture Ladder Squad

PLAYERS		
#	NAME	GAMES
3	Sophie Nilsson	2
4	Ava Stewart	2
5	Andie Sherren	0
6	Amelia Harris	0

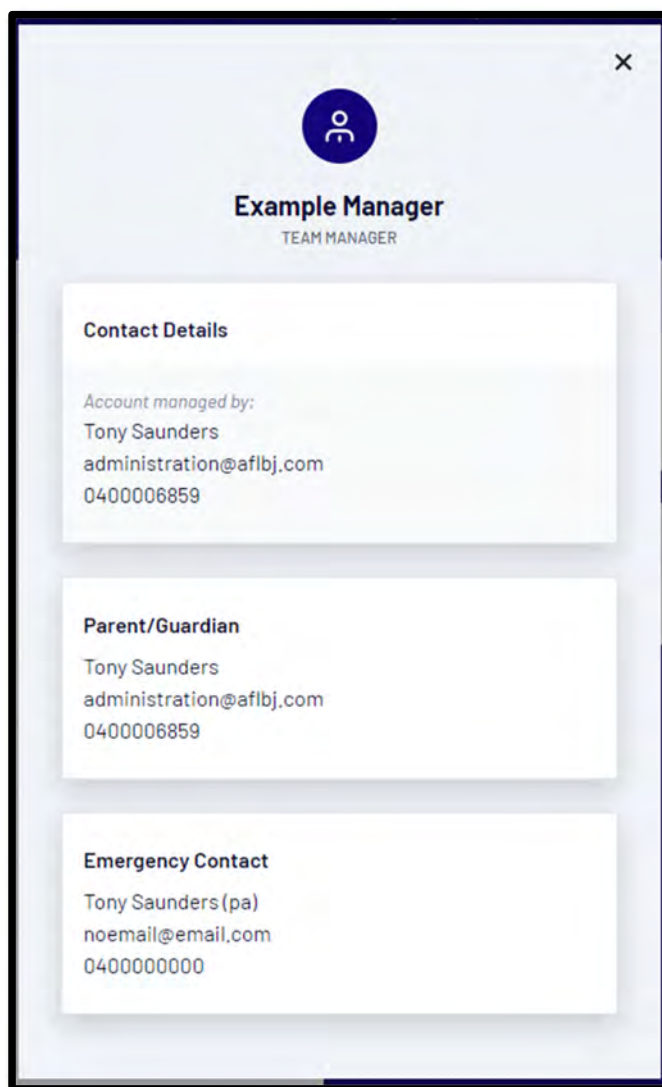
COACHING STAFF	
C	Harrison Andronaco
AC	Peter Day

TEAM MANAGERS	
	Example Manager

Participant Portal – Squad (cont)

On the **Squad** page will be the lists of allocated **Players**, **Coaching Staff** and **Team Managers**.

Click on the ➤ icon to view their **Contact Details**, **Parent/Guardian** and **Emergency Contact**.

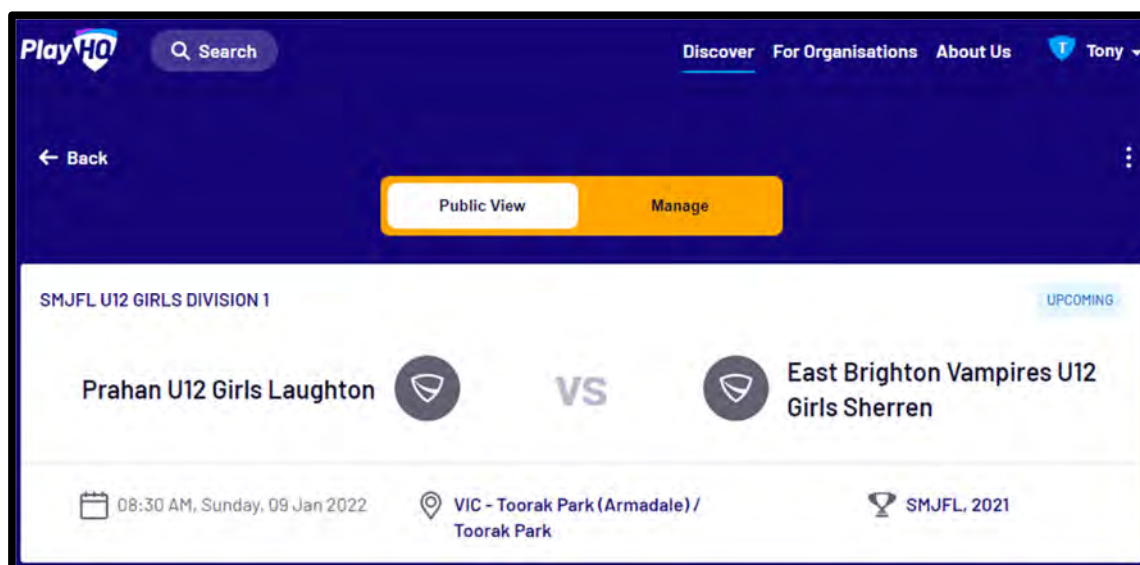


The screenshot shows a user profile card for 'Example Manager' with the title 'TEAM MANAGER'. The card is divided into three sections: 'Contact Details', 'Parent/Guardian', and 'Emergency Contact'. Each section contains the name 'Tony Saunders', an email address, and a phone number.

Section	Name	Email	Phone
Contact Details	Tony Saunders	administration@afibj.com	0400006859
Parent/Guardian	Tony Saunders	administration@afibj.com	0400006859
Emergency Contact	Tony Saunders (pa)	noemail@email.com	0400000000

Select Team & Add Match Result Details

When the team manager opens an **Upcoming** match they will land on the **Public View** page.



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

To manage the team in the match, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available.

Click on the **+ Select Team** button.

The screenshot shows the PlayHQ interface for managing a match. At the top, there's a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this, a 'Back' button and a 'Public View' / 'Manage' toggle are visible. A status message indicates 'Management access is open'. The main section displays the match details for 'SMJFL U12 GIRLS DIVISION 1' (marked as 'UPCOMING'). The teams are 'Prahan U12 Girls Laughton' and 'East Brighton Vampires U12 Girls Sherren'. Match details include the time '08:30 AM, Sunday, 09 Jan 2022', location 'VIC - Toorak Park (Armadale) / Toorak Park' (with a 'View Map' link), and the competition 'SMJFL, 2021'. A 'Download Game Sheet' button is also present. Below the match details is a 'PERIOD SCORES' table. At the bottom right, a 'SELECT TEAM' panel allows adding players, coaches, and volunteers, with a '+ Select Team' button.

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

SELECT TEAM

Add players, coaches and volunteers for this game.

+ Select Team

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

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

Management access is open

×

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

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

Out

4 Ava Stewart

5 Andie Sherren

6 Amelia Harris

7 Pippa Jacobson

10 Phoebe Fyfe

15 Camille Marlow

24 Milla Teelow

35 Clementine Pitts

36 Sienna McPherson

Line-up (4/22)

3 Sophie Nilsson

14 Georgia Naughton

23 Genevieve Brooks

23 Zahra Stevens

Cancel

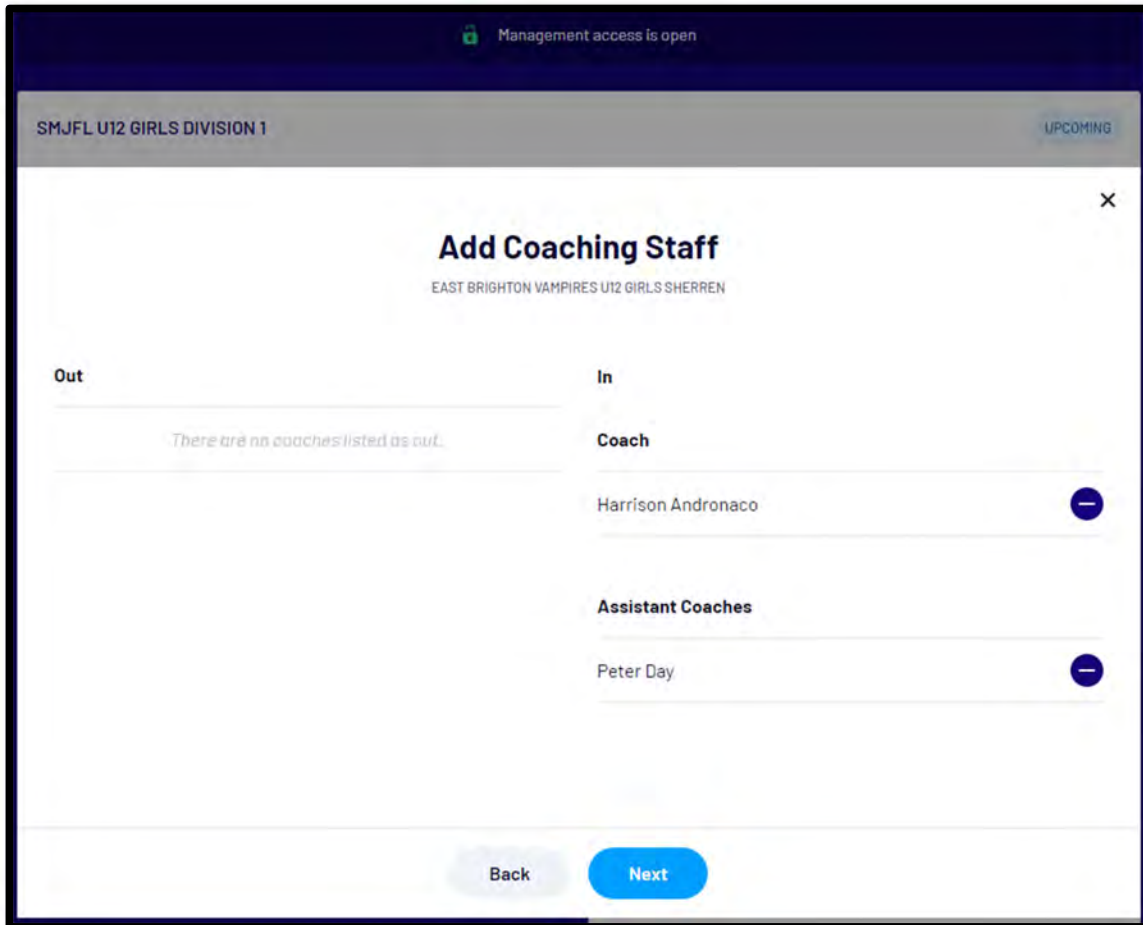
Next

AFL Community Football League Admin PlayHQ User Guide

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

The **Add Coaching Staff** page will appear to select the coaches in the match. When all of the coaches have been added click on the **Next** button.



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

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

The **Add Volunteers** page will appear to type the names of the Volunteers in the match. When all of the volunteers have been added click on the **Save** button.

×

Add Volunteers

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

No volunteers selected

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

Back

Save

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

You will be returned to the **Manage** page with **Line-up**, **Coaching Staff** and **Volunteers** added. If you need to make any changes, click on the icon. To download and print the game sheet click on the **Download Game Sheet** link.

← Back

Public View
Manage

Management access is open

SMJFL U12 GIRLS DIVISION 1

UPCOMING

Prahan U12 Girls Laughton

East Brighton Vampires U12 Girls Sherren

08:30 AM, Sunday, 09 Jan 2022

VIC - Toorak Park (Armadale) / Toorak Park [View Map](#)

SMJFL, 2021

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PERIOD SCORES

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

PLAYER STATISTICS (4/22)

#	PLAYERS	YEL	RED	G	B	PTS
3	Sophie Nilsson	0	0	0	0	0
14	Georgia Naughton	0	0	0	0	0
23	Genevieve Brooks	0	0	0	0	0
23	Zehra Stevens	0	0	0	0	0
TOTAL		0	0	0	0	0

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

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

When the team manager opens a **Pending** match and change **Public View** to **Manage**, all of the edit options are available. To enter the final score click on the **Edit Game Results** button.

PlayHQ Search Discover For Organisations About Us Tony

← Back

Public View Manage

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

SMJFL U12 GIRLS DIVISION 1 PENDING

Prahan U12 Girls Laughton — East Brighton Vampires U12 Girls Sherren

Edit Game Results

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

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

Game Results

ALL TEAMS

Set Override Result

Please Select

	G	B	PTS
Prahan U12 Girls Laughton			
TOTAL	2	2	14

	G	B	PTS
East Brighton Vampires U12 Girls Sherren			
TOTAL	4	5	29

Update Changes Cancel

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

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

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

SMJFL U12 GIRLS DIVISION 1 FINAL

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

[Edit Game Results](#)

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

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

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

On the **Period Scores** page add the period scores, click on the **Update Changes** button and click on the **Done** button.

✕

Period Scores

ALL TEAMS

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

Prahan U12 Girls Laughton

	By Period (please enter)			End of period (read only)		
	G	B	PTS	G	B	PTS
Q1	0	0	0	0	0	0
Q2	0	0	0	0	0	0
Q3	1	1	7	1	1	7
Q4	1	1	7	2	2	14

East Brighton Vampires U12 Girls Sherren

	By Period (please enter)			End of period (read only)		
	G	B	PTS	G	B	PTS
Q1	1	1	7	1	1	7
Q2	1	1	7	2	2	14
Q3	1	1	7	3	3	21
Q4	1	2	8	4	5	29

Update Changes
Cancel

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

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

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

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

SMJFL U12 GIRLS DIVISION 1

FINAL

Prahan U12 Girls Laughton

14

2,2

29

4,5

East Brighton Vampires U12 Girls Sherren

[Edit Game Results](#)

08:30 AM, Saturday, 08 Jan 2022

VIC - Toorak Park (Armadale) / Toorak Park
[View Map](#)

SMJFL, 2021

[Download Game Sheet](#)

PERIOD SCORES

END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	7 1,1	14 2,2
East Brighton Vampires U12 Girls Sherren	7 1,1	14 2,2	21 3,3	29 4,5

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

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

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

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

#	PLAYERS	YEL	RED	G	B	PTS
3	Sophie Nilsson	0	0	0	0	0
14	Georgia Naughton	0	0	0	0	0
23	Genevieve Brooks	0	0	0	0	0
23	Zahra Stevens	0	0	0	0	0
TOTAL		0	0	0	0	0

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

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

On the **Player Stats** page add the player statistics – YEL = yellow card, RED = red card, G = goals & B = behinds – click on the **Update Changes** button, click on the **Done** button.

✕

Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

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

Update Changes
Cancel

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

You will be returned to the **Manage** page and the player statistics will be updated.

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

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

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

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

BEST PLAYERS (0/6)

Add best players for this game

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

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

×

Best Players (2/6)

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Select best players from the lineup in order of best (position 1), second best (position 2) and so on, Best players will be published to the public participant site.

Player 1

Zahra Stevens

Player 2

Genevieve Brooks

Player 3

Please select

Please select

Georgia Naughton

Sophie Nilsson

Please select

Player 5

Please select

Player 6

Please select

Update Changes

Cancel

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

You will be returned to the **Manage** page and the best players will be updated.

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

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

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

BEST PLAYERS (3/6)

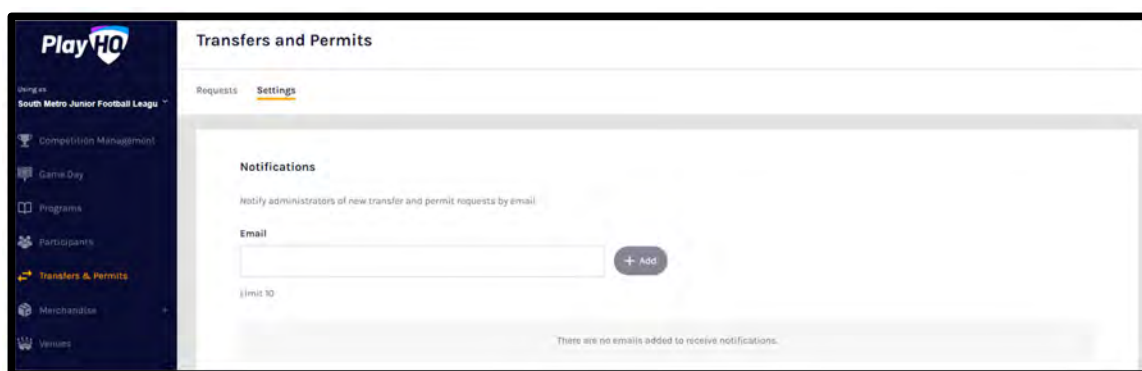
Zahra Stevens, Genevieve Brooks, Sophie Nilsson

18. Transfers & Permits

Settings

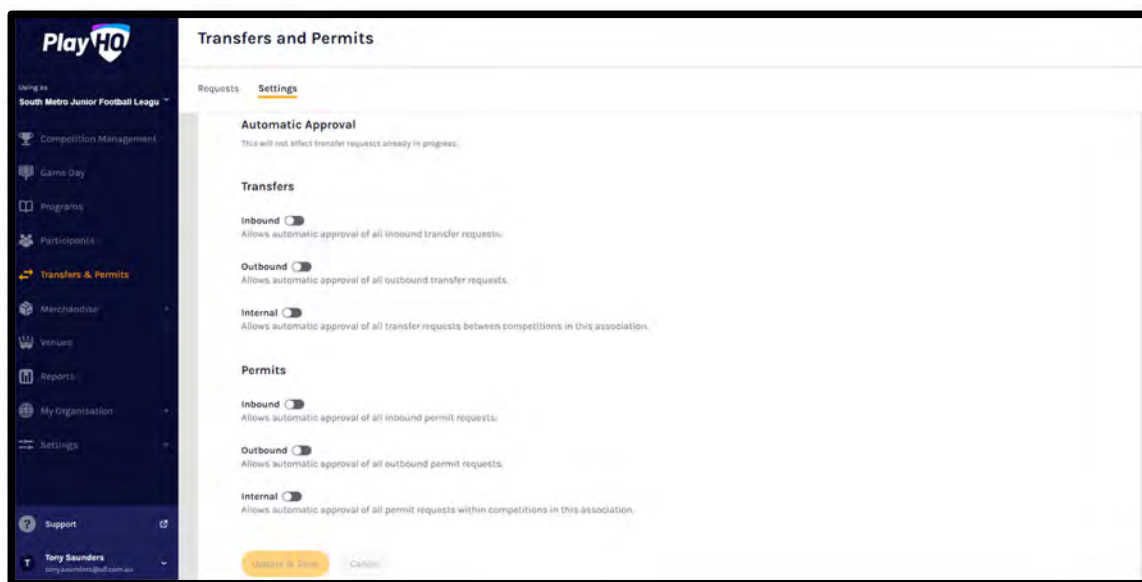
In the left menu select **Transfers & Permits** and click on the **Settings** tab.

In the **Notifications** section you can add up to 10 **Email** contacts to receive transfer notifications via email. Add an email address in **Email** area and click on the **+ Add** button.



In the **Automatic Approval** section you can turn on automatic approval for all **Inbound** and/or **Outbound** and/or **Internal Transfers** and **Inbound** and/or **Outbound** and/or **Internal Permits**.


Click on the **Update & Save** button.



Player Initiated Transfer

As part of the online registration, when the **Participant** has completed the **Participants Details** if the **Participant** is trying to register to a different **Club** than the last **Club** they were registered with the **Request a Transfer** pop up box will appear, click on the **Get Started** button.

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact.

First name*	Last name*
<input type="text" value="tony"/>	<input type="text" value="saunders"/>
Relationship*	Email*
<input type="text" value="father"/>	<input type="text" value="noemail@email.com"/>
Mobile number*	
<div><div></div><div><input type="text" value="0400000000"/></div></div>	

Request a Transfer

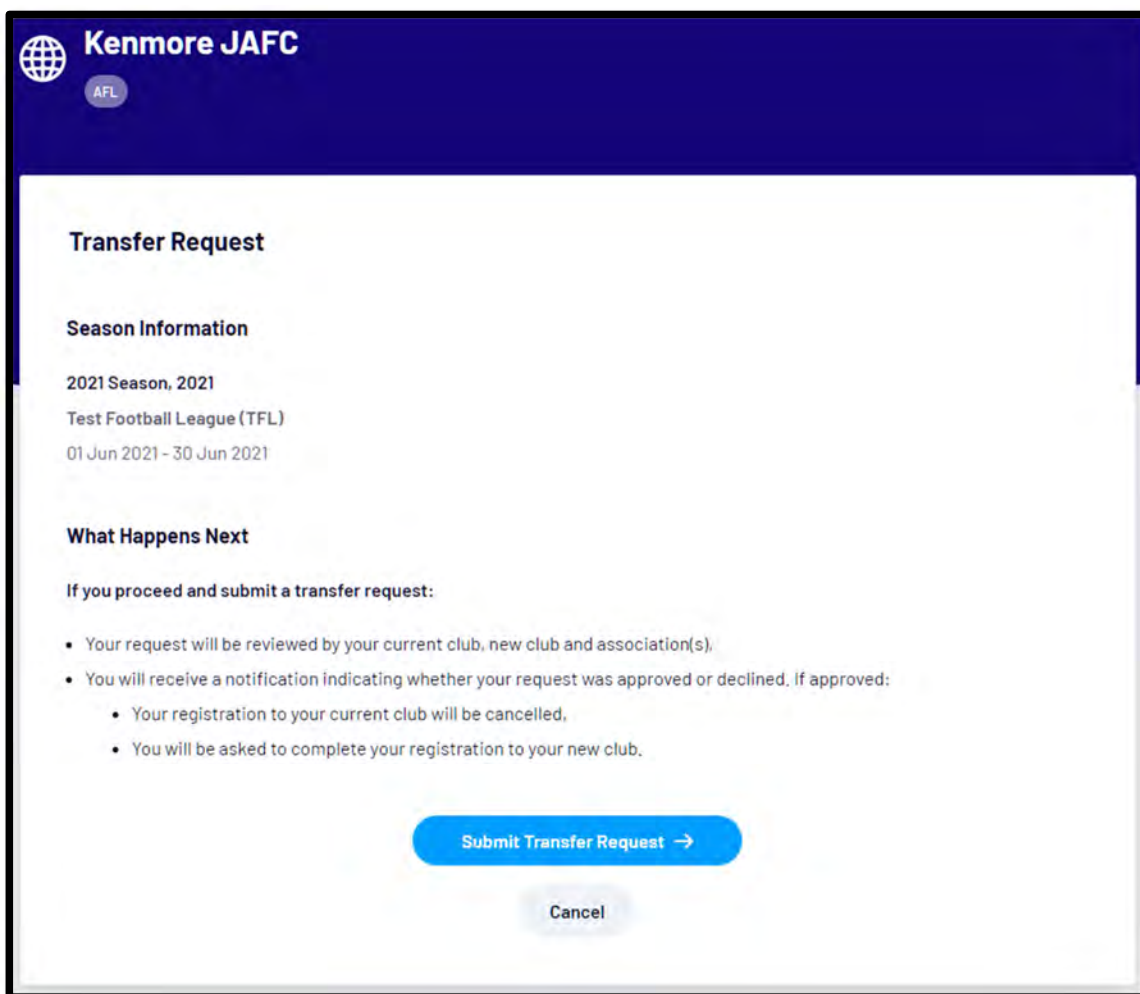
You're attempting to register to a new club. You will need to submit a transfer request to proceed.

Cancel

Get Started →

Transfers & Permits – Player Initiated Transfer (cont)

On the **Transfer Request** page the **Season Information** will be displayed as well as information about **What Happens Next**. Next, click on the **Submit Transfer Request** button.



Kenmore JAFC

AFL

Transfer Request

Season Information

2021 Season, 2021
Test Football League (TFL)
01 Jun 2021 - 30 Jun 2021

What Happens Next

If you proceed and submit a transfer request:

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

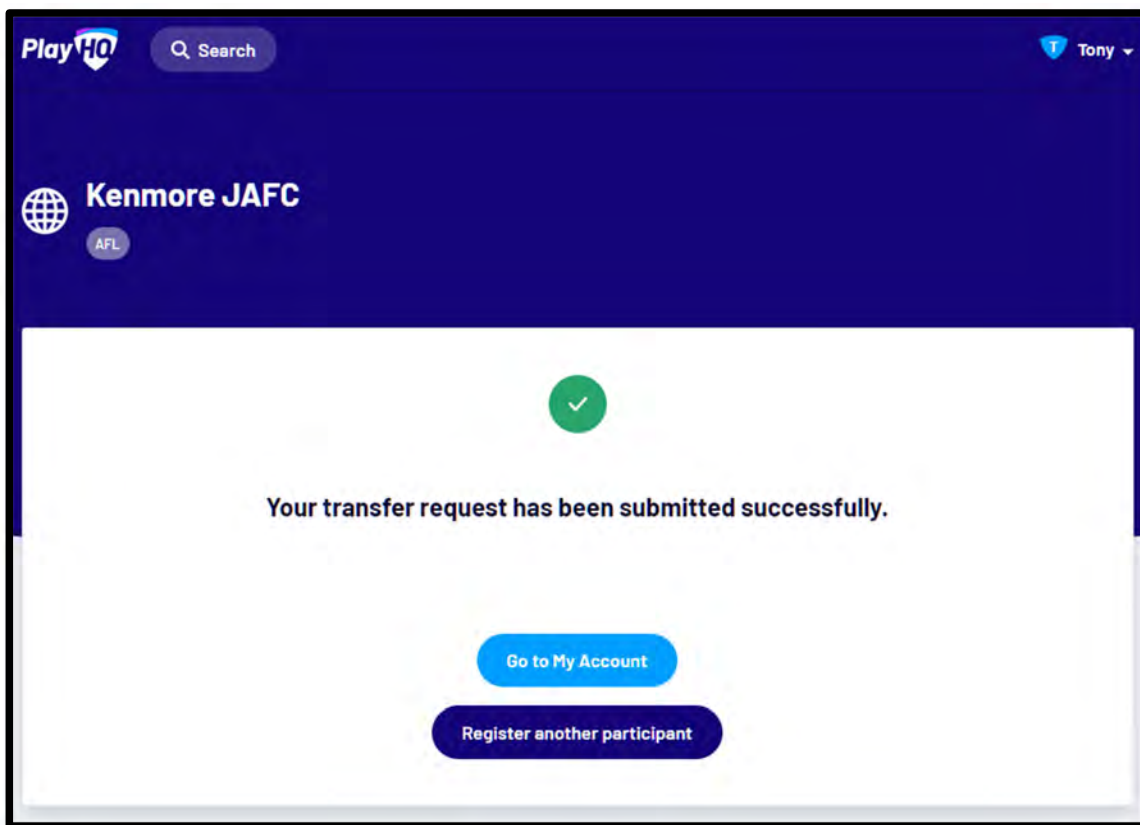
Submit Transfer Request →

Cancel

Transfers & Permits – Player Initiated Transfer (cont)

The **Participant** will be taken to the **Your transfer request has been submitted successfully** page and will also receive a **Transfer Request Submitted** email.

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

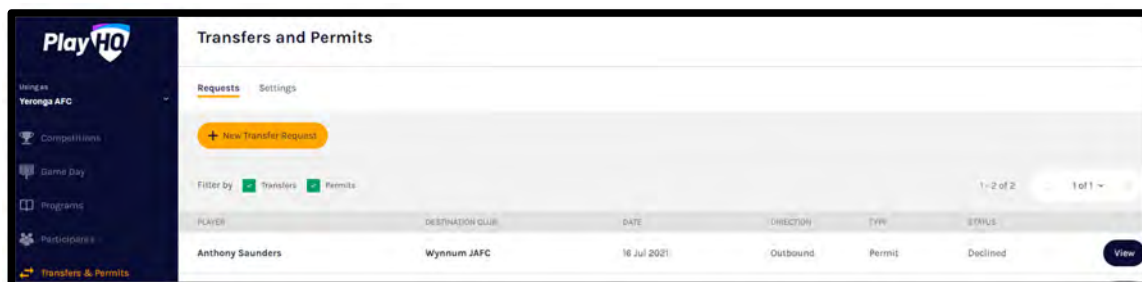


When the **Transfer** has been approved by all organisations (source club, source League, destination League & destination club) the **Player** will receive an email notification with a link to take them back to the destination club registration form and they will need to complete the **Fees and Payments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

Club Initiated Transfer

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

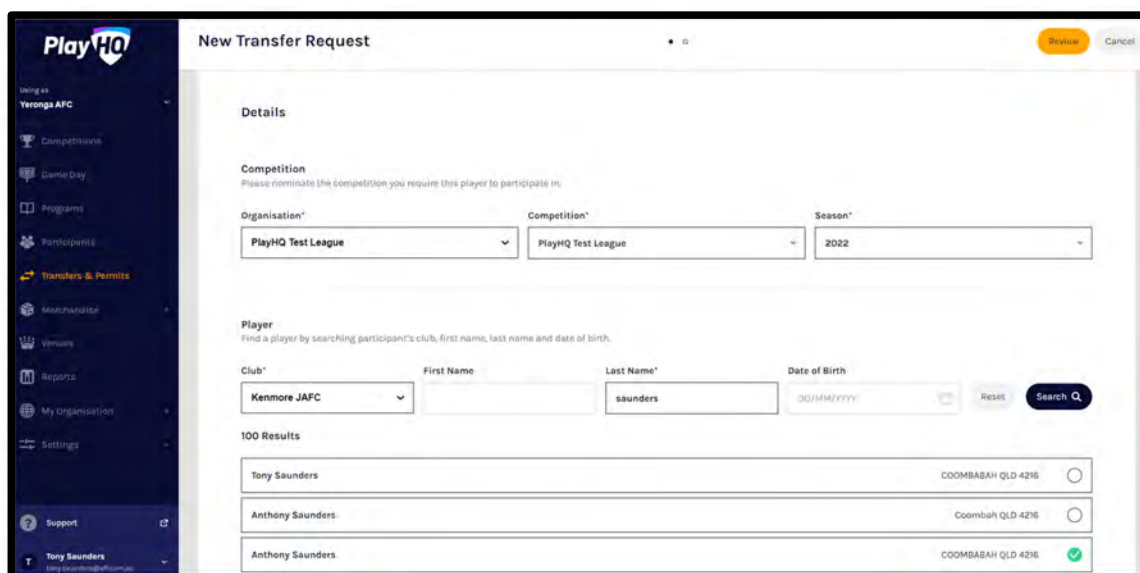
In the left menu select **Transfers & Permits**, click on the **Requests** tab and click on the **+ New Transfer Request** button.



On the **New Transfer Request** page, under **Details** select the **Organisation**, the **Competition** and the **Season**.

Under **Player** you must select **Club** and **Last Name – First Name** & **date of Birth** are optional – and click on the **Search** button.

Under **Results** select the player you would like to transfer and click on the **Review** button in the top right corner.



Transfers & Permits – Club Initiated Transfer (cont)

Review the transfer details, if they are not correct click on the **Back** button.

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

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

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

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

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

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

This screenshot shows the same 'New Transfer Request' form as the previous one, but with a confirmation pop-up displayed in the center. The pop-up has a white background and a dark border. It contains the following text:

Submit New Transfer Request

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

Do you wish to submit this new transfer request?

At the bottom of the pop-up, there are two buttons: a dark blue button labeled 'Yes, Submit New Transfer Request' and a grey button labeled 'Cancel'.

Transfers & Permits – Club Initiated Transfer (cont)

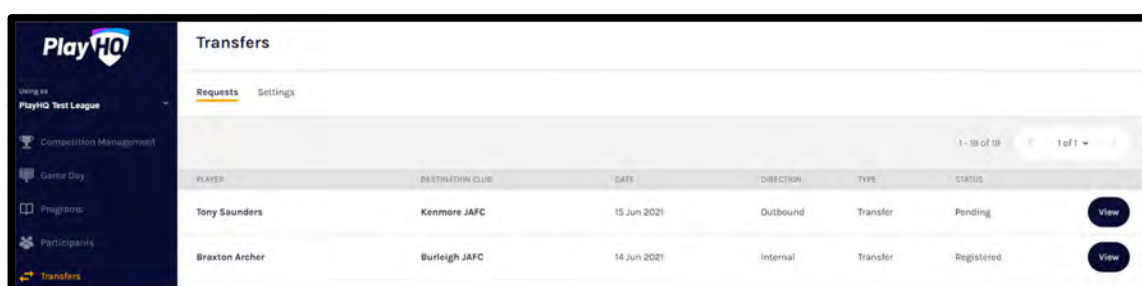
You will be returned to the **Transfers and Permits** page with a confirmation message that transfer request was submitted successfully and the transfer will appear in the list.



Manage Transfer Requests

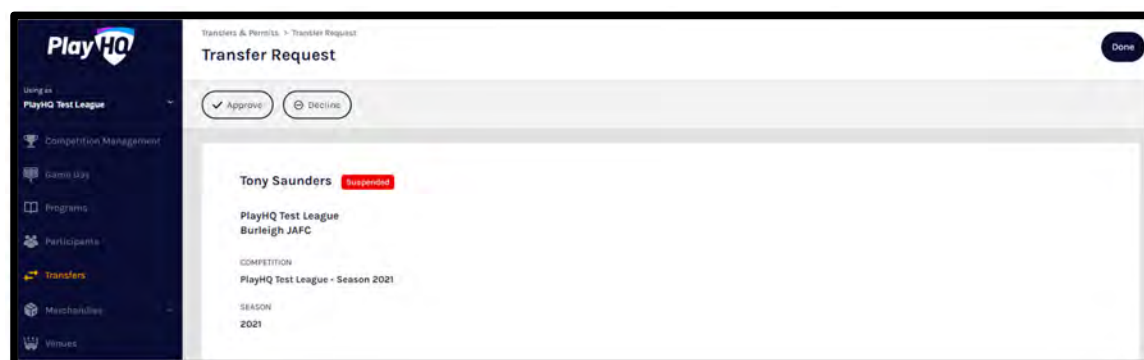
In the left menu click on **Transfers & Permits** and the full list of all **Transfers** and **Permits** will appear.

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



On the **Transfer Request** page you will be able to view:

- whether the player is currently suspended & the player's source club and source league



Transfers & Permits – Manage Transfer Requests (cont)

- the player's **Profile** information

The screenshot shows the 'Transfer Request' page with the 'Profile' tab selected. The left sidebar contains navigation links: Competition Management, Game Day, Programs, Participants, **Transfers**, Merchandise, Venues, and Reports. The main content area displays the following information:

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

At the top right of the main content area, there are 'Approve' and 'Decline' buttons, and a 'Done' button in the top right corner of the page.

- the transfer **Request Details**

The screenshot shows the 'Transfer Request' page with the 'Request Details' tab selected. The left sidebar is the same as the previous screenshot. The main content area displays the following information:

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

At the top right of the main content area, there are 'Approve' and 'Decline' buttons, and a 'Done' button in the top right corner of the page.

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

The screenshot shows the 'Transfer Request' page with the 'Status' tab selected. The left sidebar is the same as the previous screenshots. The main content area displays a list of status updates:

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

At the top right of the main content area, there are 'Approve' and 'Decline' buttons, and a 'Done' button in the top right corner of the page.

Transfers & Permits – Manage Transfer Requests (cont)

- the player's Incident History

The screenshot shows the 'Transfer Request' page in the PlayHQ admin interface. The page has a sidebar on the left with navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', and 'Settings'. The main content area is titled 'Transfer Request' and includes a 'Done' button in the top right corner. Below the title, there are 'Approve' and 'Decline' buttons. The page lists several transfer requests, including one for Tony Saunders from Kenmore J AFC, which is in a 'Registration Pending' state. Below this, there is an 'Incident History' table with the following data:

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

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

If you click on the **Decline** button the **Decline Transfer Request** pop up will appear, select a **Reason**, add comments in the **Details** area and click on the **Decline Transfer Request** button.

The screenshot shows the 'Transfer Request' page with a 'Decline Transfer Request' pop-up window open. The pop-up window has a title bar with a close button (X). It contains a message: 'This action cannot be undone. The participant will need to re-register to participate.' Below this, there is a 'Reason*' section with a dropdown menu labeled 'Please select...'. There is also a 'Details' section with a text input field labeled 'Limit 200 characters...'. At the bottom of the pop-up, there are two buttons: 'Decline Transfer Request' and 'Cancel'. The background of the page is dimmed, showing the same 'Transfer Request' interface as the previous screenshot.

Transfers & Permits – Manage Transfer Requests (cont)

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



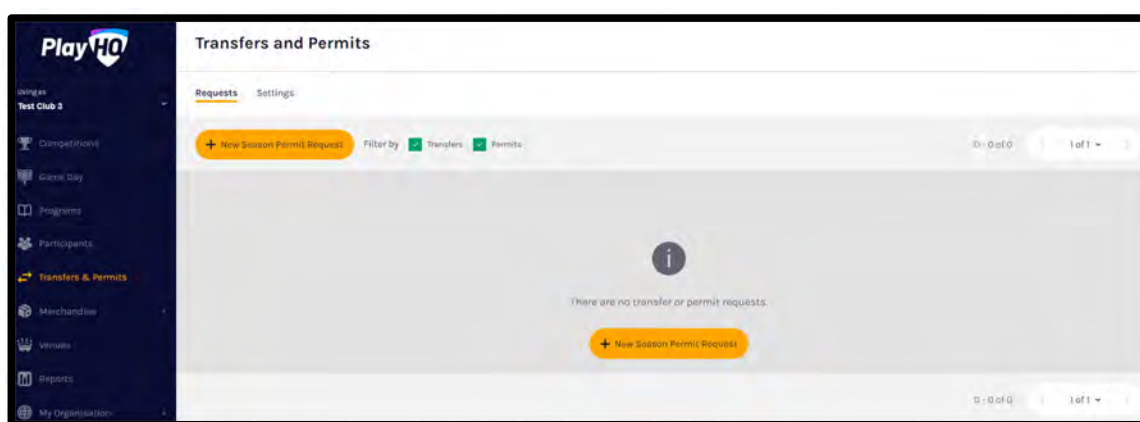
When you click on the **Done** button in the top right corner you will be returned to the **Transfer** list page.

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

Request Season Permit

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

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



Transfers & Permits – Request Season Permit (cont)

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

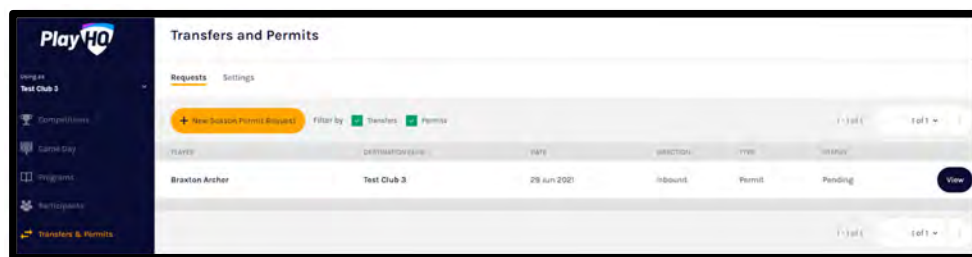
Review the **Player** details, **Request Details** and **Season Permit dates**.

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

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

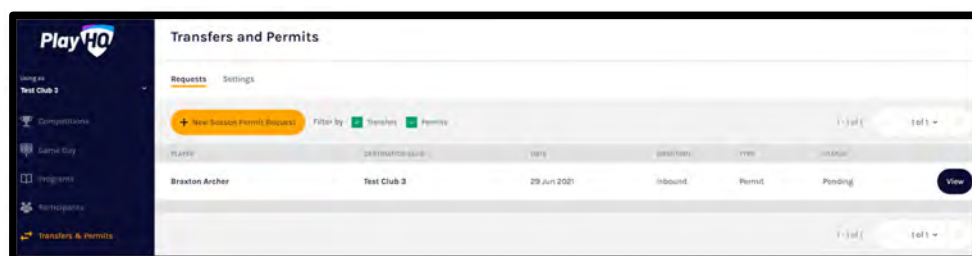
Transfers & Permits - Request Season Permit (cont)

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

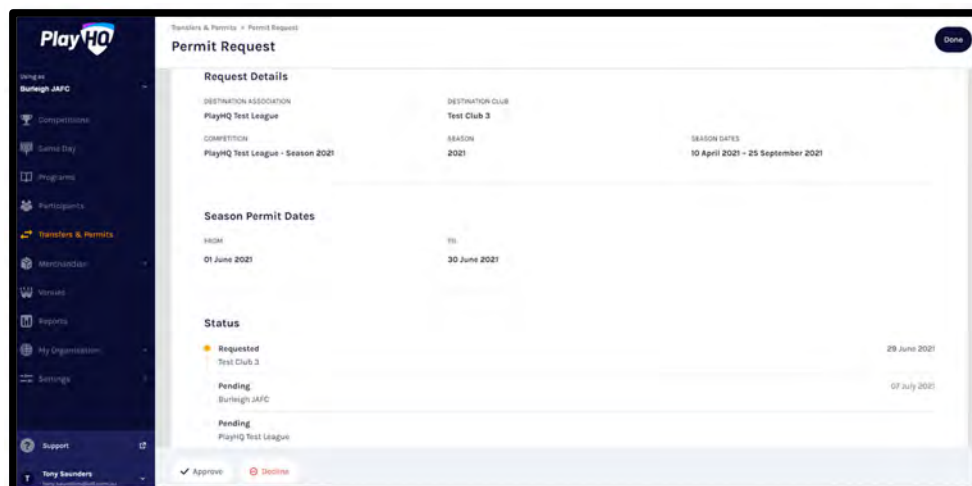
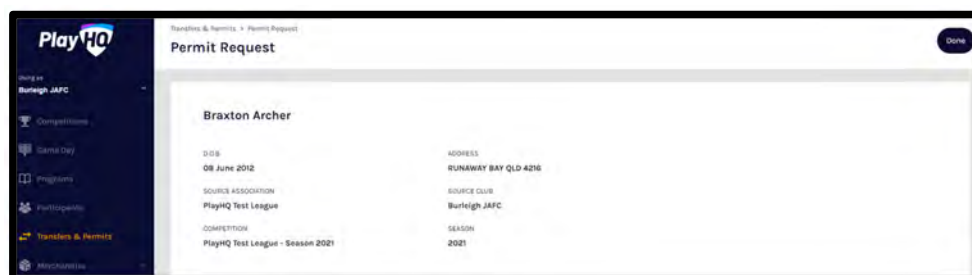


Manage Season Permit Requests

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

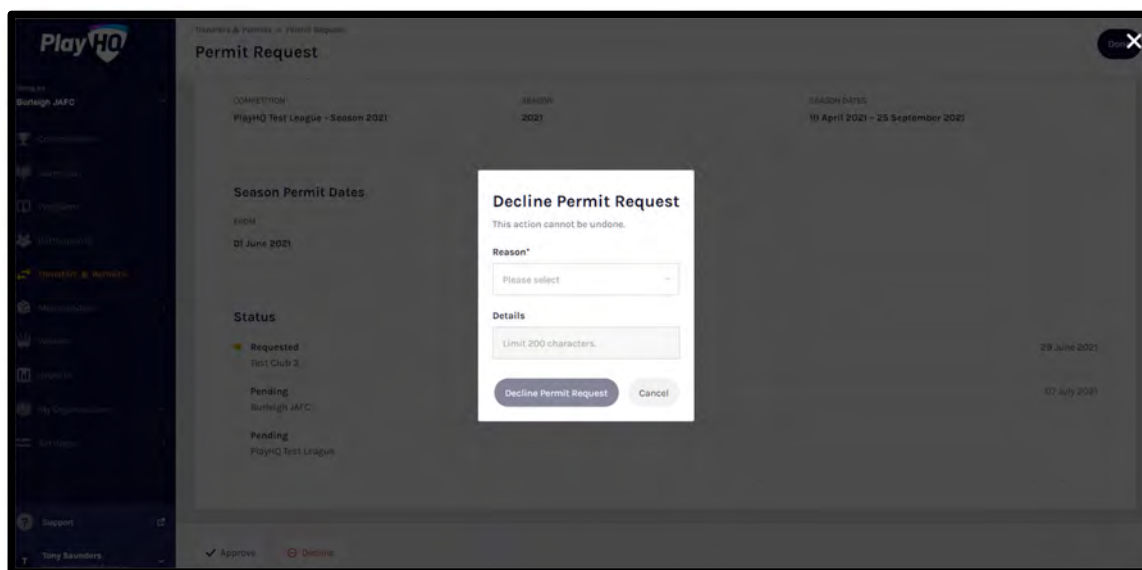


On the **Permit Request** page you can view the **Player** details, the **Request Details**, the **Season Permit Dates** and the **Status**.

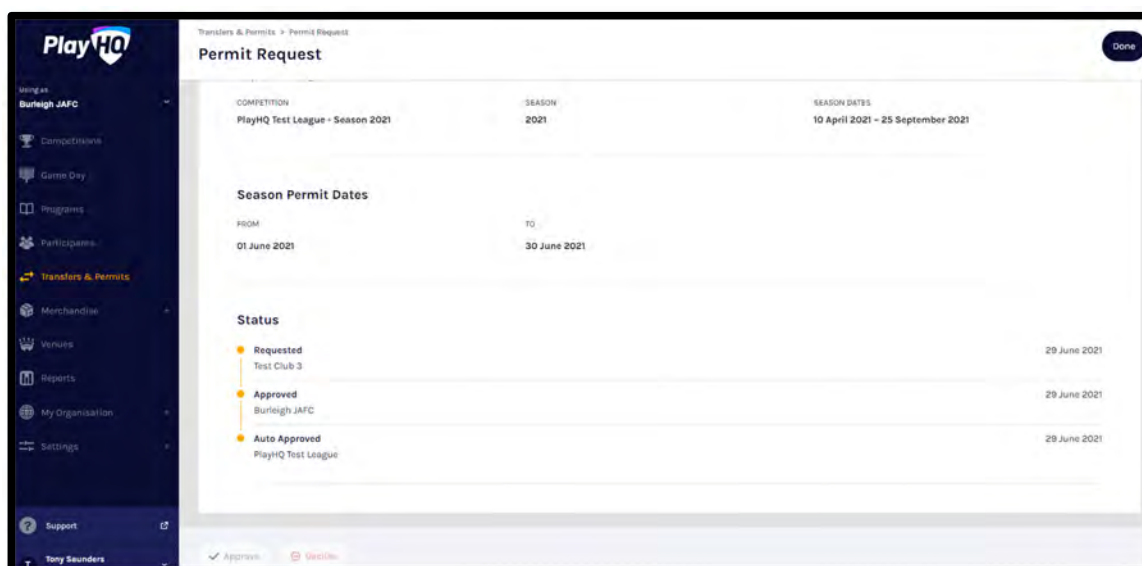


Transfers & Permits - Manage Season Permit Requests (cont)

To decline the season permit, click on the **Decline** button. The **Decline Permit Request** pop-up will appear, you must select a **Reason**, add information into the **Details** area and click on the **Decline Permit Request** button.

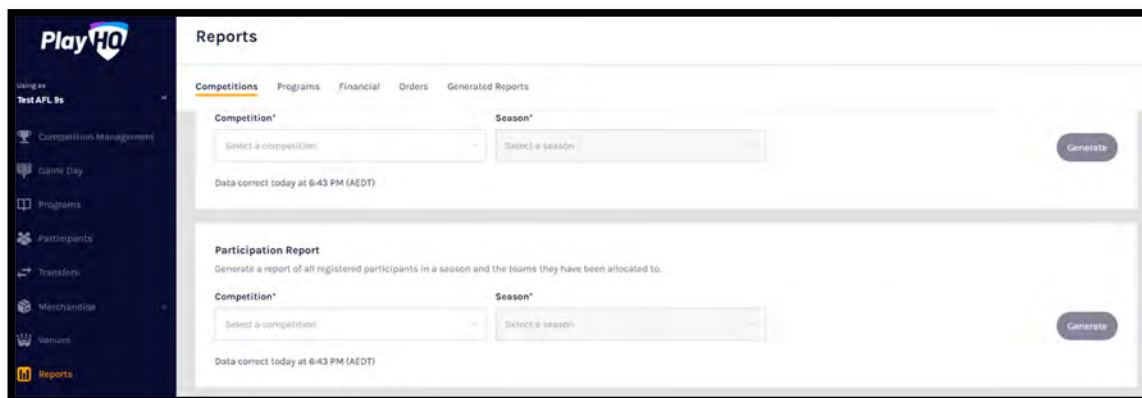


To approve the season permit, click on the **Approve** button. The **Status** for **Permit Request** will change to **Approved** and you can click on the **Done** button in the top right corner and you will be returned to the **Transfers and Permits** page.

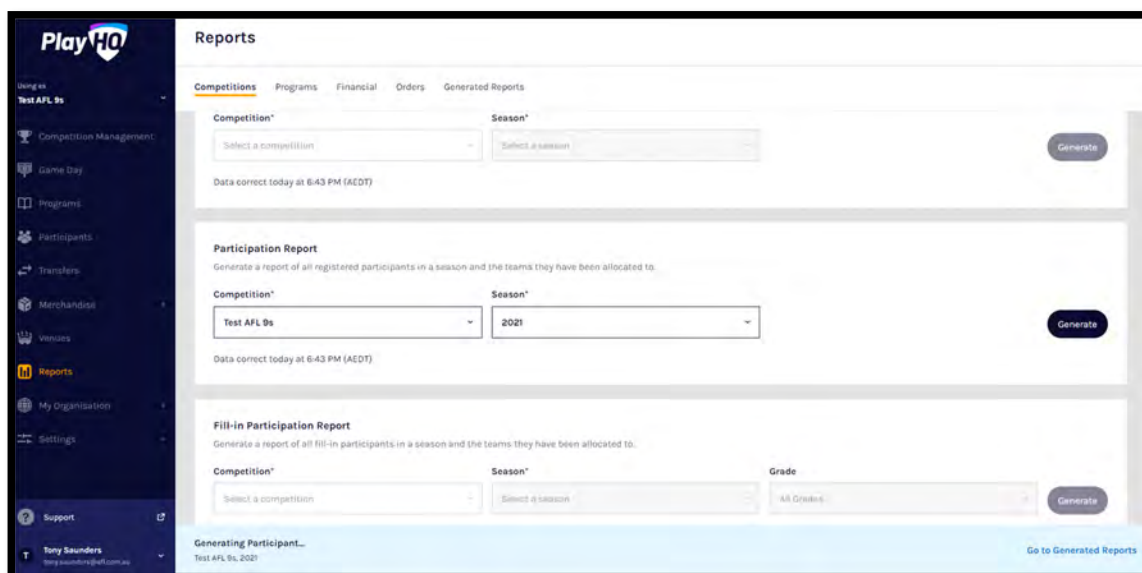


19. Reports

The **Reports** section is very user friendly with one click reports that download into CSV files. In the left menu select **Reports**, in the screenshot below we have selected the **Competitions** tab.

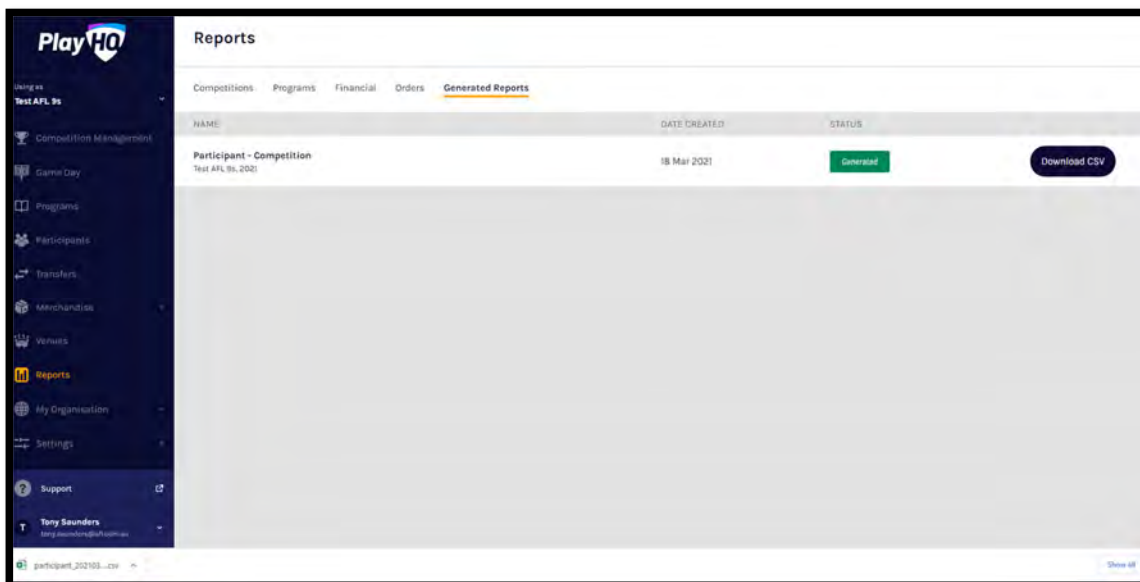


In the example below we want to run a **Participation Report**. Enter the information required for the **Report** and click the **Generate** button. The **Report** will be generated, a message will pop up at the bottom of the page. Click on **Go to Generated Reports**.



Reports (cont)

In the **Generated Reports** area click on the **Download CSV** button. A link to the report will appear in the bottom left corner, click on the link and file will open.



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

20. Integrations - Mailchimp

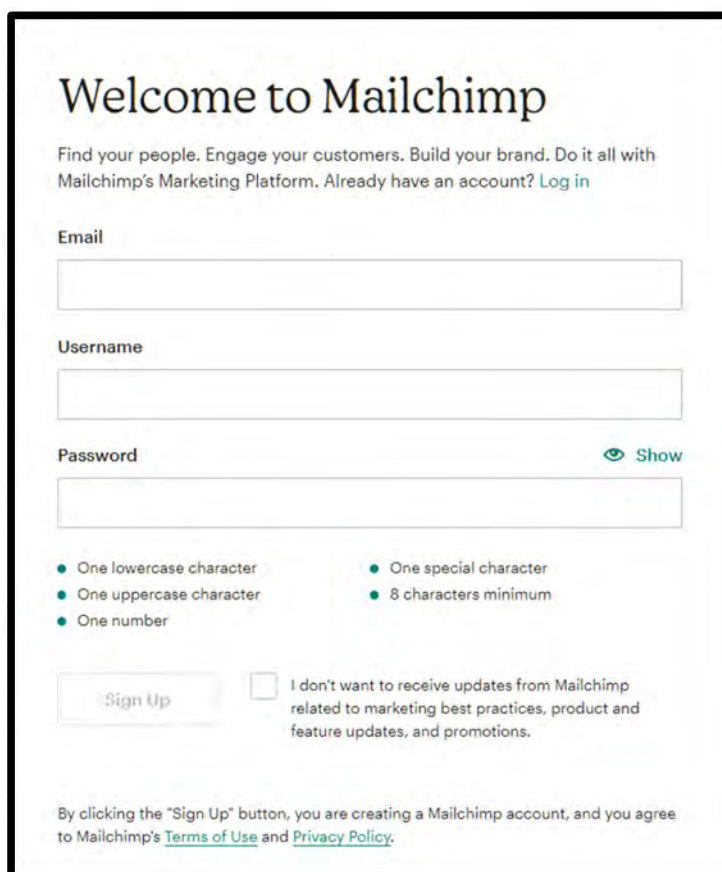
As part of your League Administration duties you may need or want to email your participants to provide general information, and ad hoc communication and updates. Using PlayHQ and another platform called Mailchimp, you can easily and quickly integrate / automatically feed your participants email addresses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

Mailchimp is a free online tool that you can use to send emails to your participants. You can integrate to add existing Mailchimp account or create a new Mailchimp account.

To create a new Mailchimp account go to <https://login.mailchimp.com/signup/>.

Enter your email address, and nominate a username and password.

Click Sign Up.



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

Integrations – Mailchimp (cont)

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

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

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

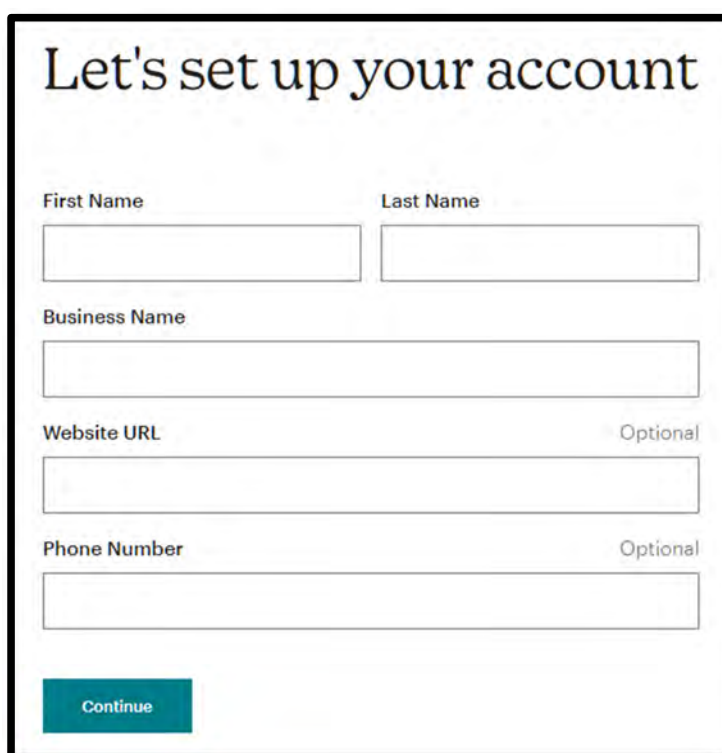
Click Continue.

Complete your address details and click Continue.

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

Select Services and click Continue

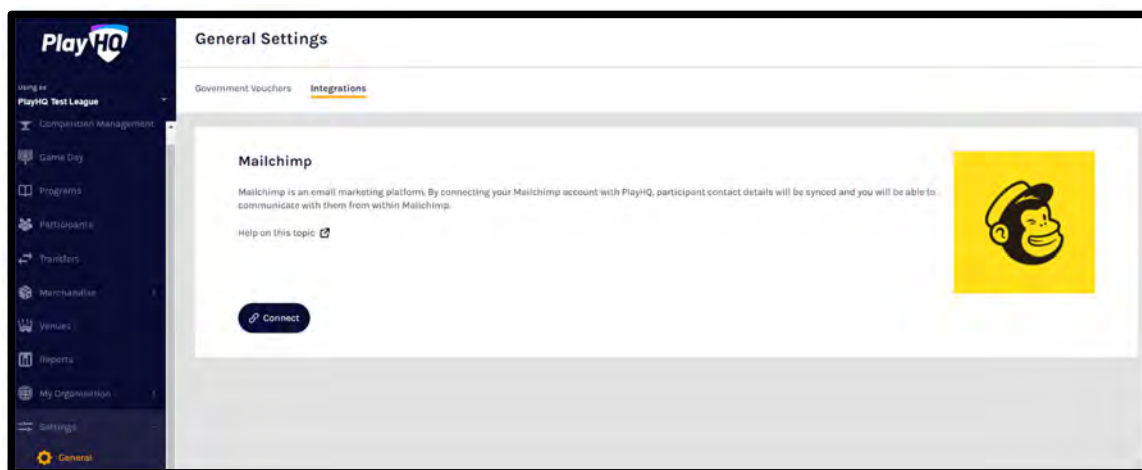
Select any offers you wish to subscribe to and click Continue



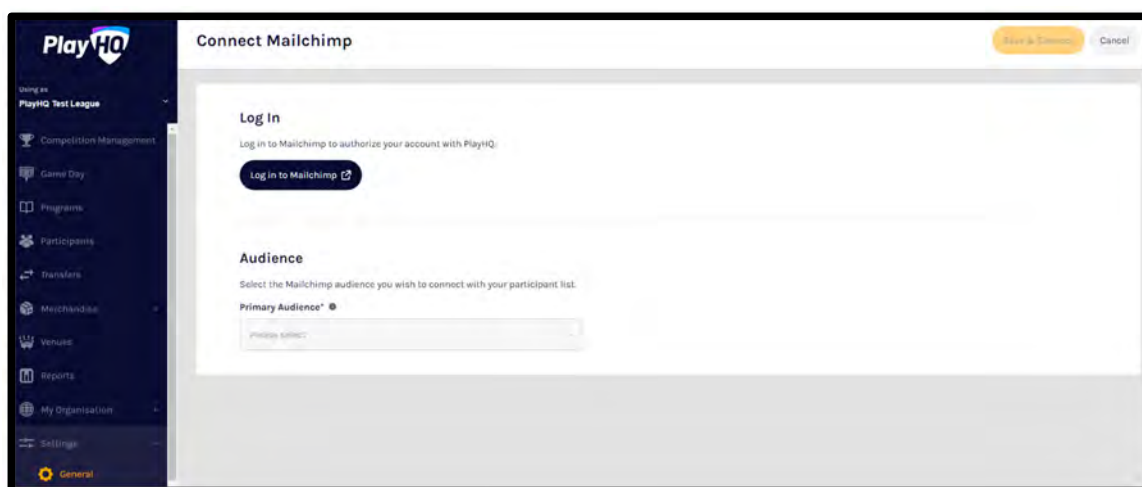
The screenshot shows a web form titled "Let's set up your account". It contains several input fields: "First Name" and "Last Name" (two separate boxes), "Business Name" (one box), "Website URL" (one box, marked as "Optional"), and "Phone Number" (one box, marked as "Optional"). At the bottom of the form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

Integrations – Mailchimp (cont)

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

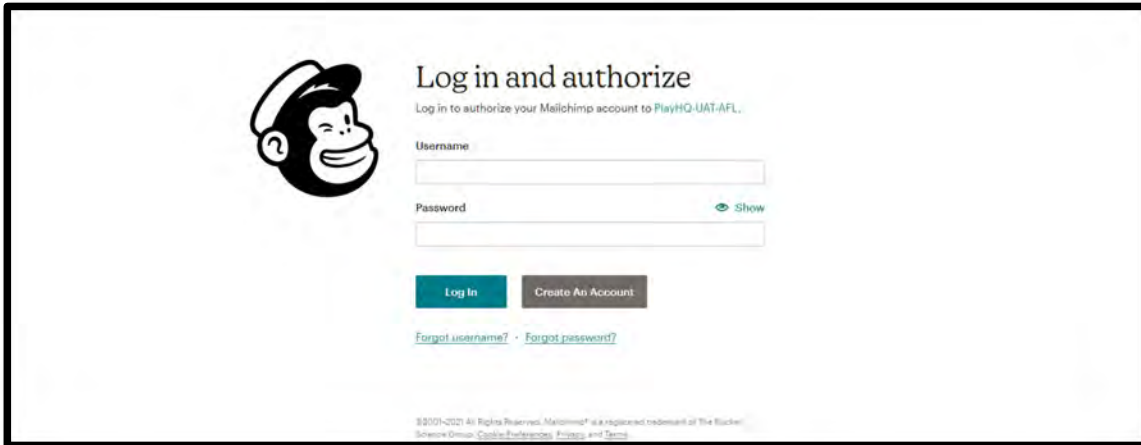


On the **Connect Mailchimp** page click on the **Log in to Mailchimp** button.

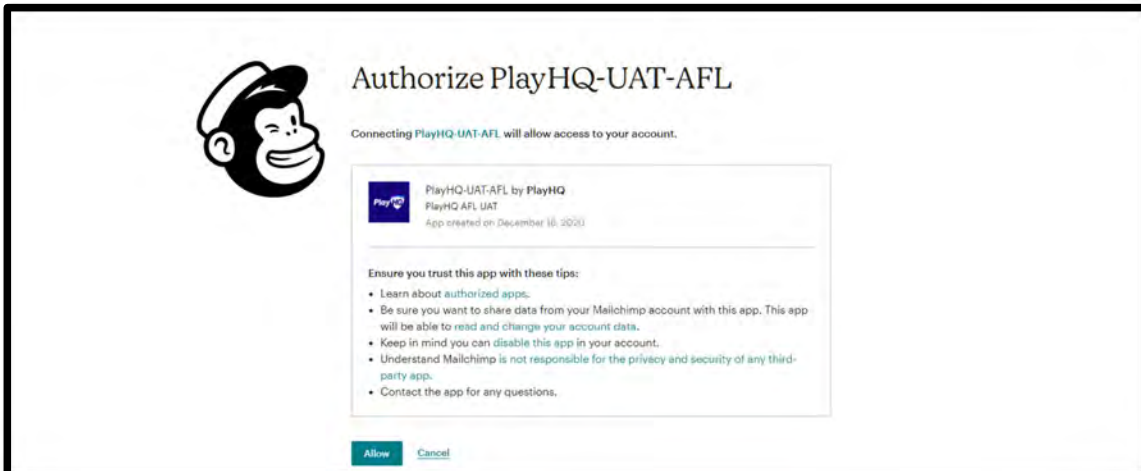


Integrations – Mailchimp (cont)

On the **Log in and authorize** page enter the **Username** and **Password** of the **Mailchimp** account you wish to connect to and click on the **Log In** button.

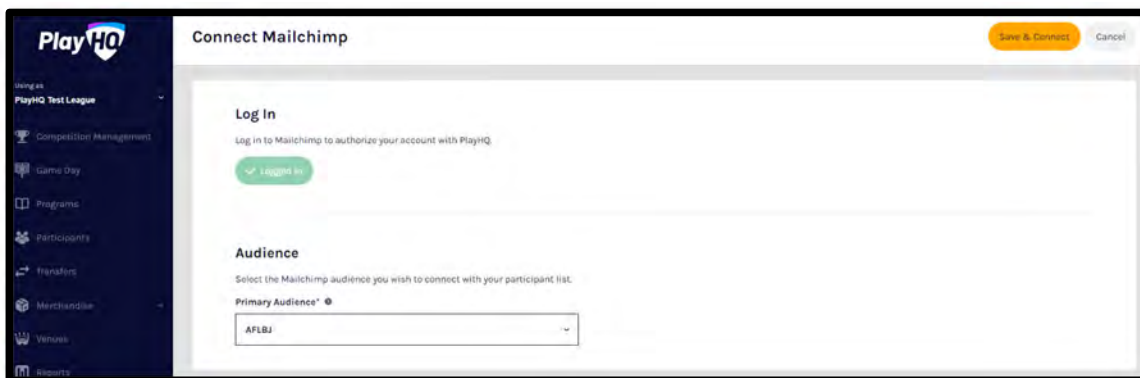


On the **Authorize PlayHQ PoC** page click on the **Allow** button.

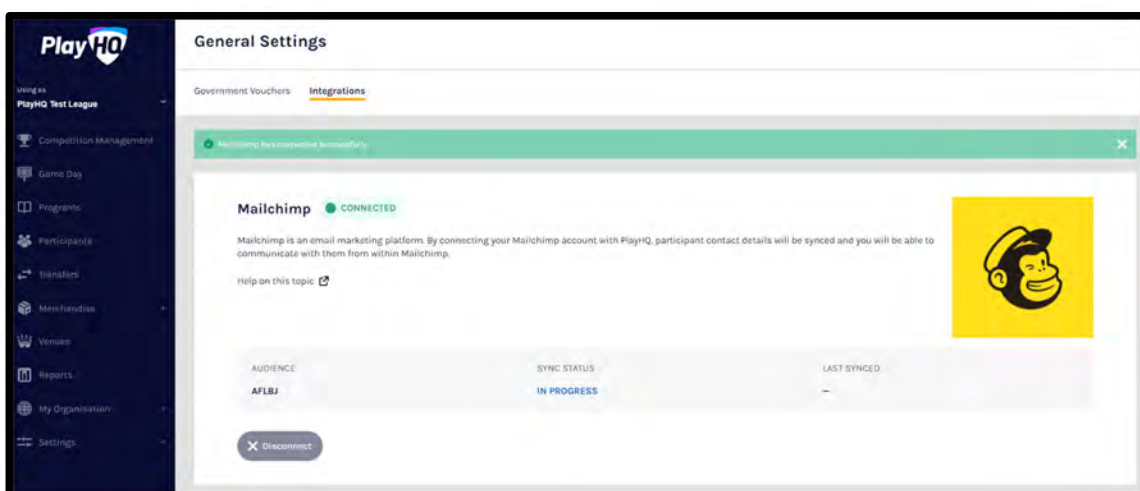


Integrations – Mailchimp (cont)

You will return to **PlayHQ Connect Mailchimp** page, in the **Audience** area select a **Primary Audience** and click on the **Save & Connect** button in the top right corner.



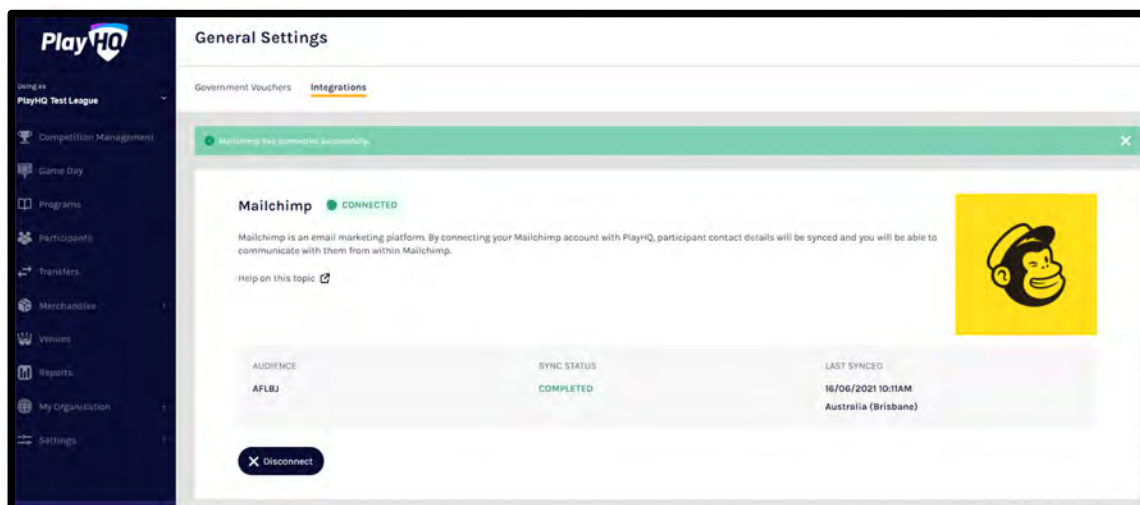
The page will update with a confirmation message. When the connection is created to **Mailchimp**, **PlayHQ** will immediately start synchronising your organisation's contacts.



Integrations – Mailchimp (cont)

When the synchronising is complete the **Sync Status** will change.

Daily synchronising of your organisation's contact will occur overnight.



For more information on how to use **Mailchimp** and to watch a video for **How to create and send an email in Mailchimp** click [here](#).

21. Websites

WIX has been selected as the preferred PlayHQ/AFL standard templated website solution. WIX is a world leading content management platform, with ready built features and modules as well as website hosting and support. Additionally, its user-friendly tools allow for easy creation and maintenance of websites with the AFL able to provide templates for club use whilst allowing clubs the flexibility to extend as required.

The AFL has negotiated with WIX to offer a 20% discount for Leagues and Clubs from the standard WIX Premium Plan offering. A discount voucher code will be provided to any League or Club that sign up to the service. Details on the process to claim the discount will be provided as part of onboarding / transition to PlayHQ. The pricing model is based on their Editor X website platform.

Premium Plan - Base level <small>Note: WIX charges in USD -for AUD guide we have used an exchange rate of USD to AUD = \$0.75</small>	Monthly cost (USD)	Approx Monthly cost (AUD)	Approx Annual cost (AUD)
Subscription charges inc 20% rebate	\$18.50	\$23.12	\$280

Example template: <https://afl-community.editorx.io/afl-template>

22. Support

Community Football Resources

A one stop shop for all your League Admins needs, visit <https://www.afl.com.au/clubhelp/club-management/play-hq> for all your Community Football PlayHQ needs. This website includes all things from logos, marketing assets, support material that makes running your League easy and much more.



AFL Customer Service Team

Our friendly staff are always here to assist all questions relating to Community Football. Please contact our Customer Service staff on 1800 PLAYAFL or clubhelp@afl.com.au who will be able to assist and make your valuable role that much easier. The team are there to help your League admins, club admins and participants as well, so for any questions that they may have on their registration or Community Football leave it to our Customer Service team.

Participants can update their details at their leisure on their profile once logged [in here](#).

Season Setup Checklist

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

Support – Season Setup Checklist

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