

AFL COMMUNITY FOOTBALL
CLUB ADMIN
PLAYHQ USER GUIDE



Version 4, 18th November 2022



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1. Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

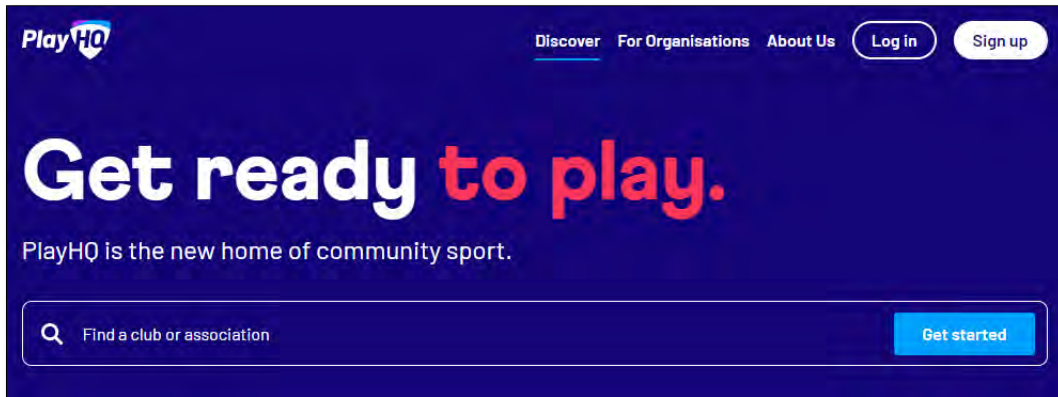
Participant in **PlayHQ** formerly known as Member in the GameDay (SportsTG) system.

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

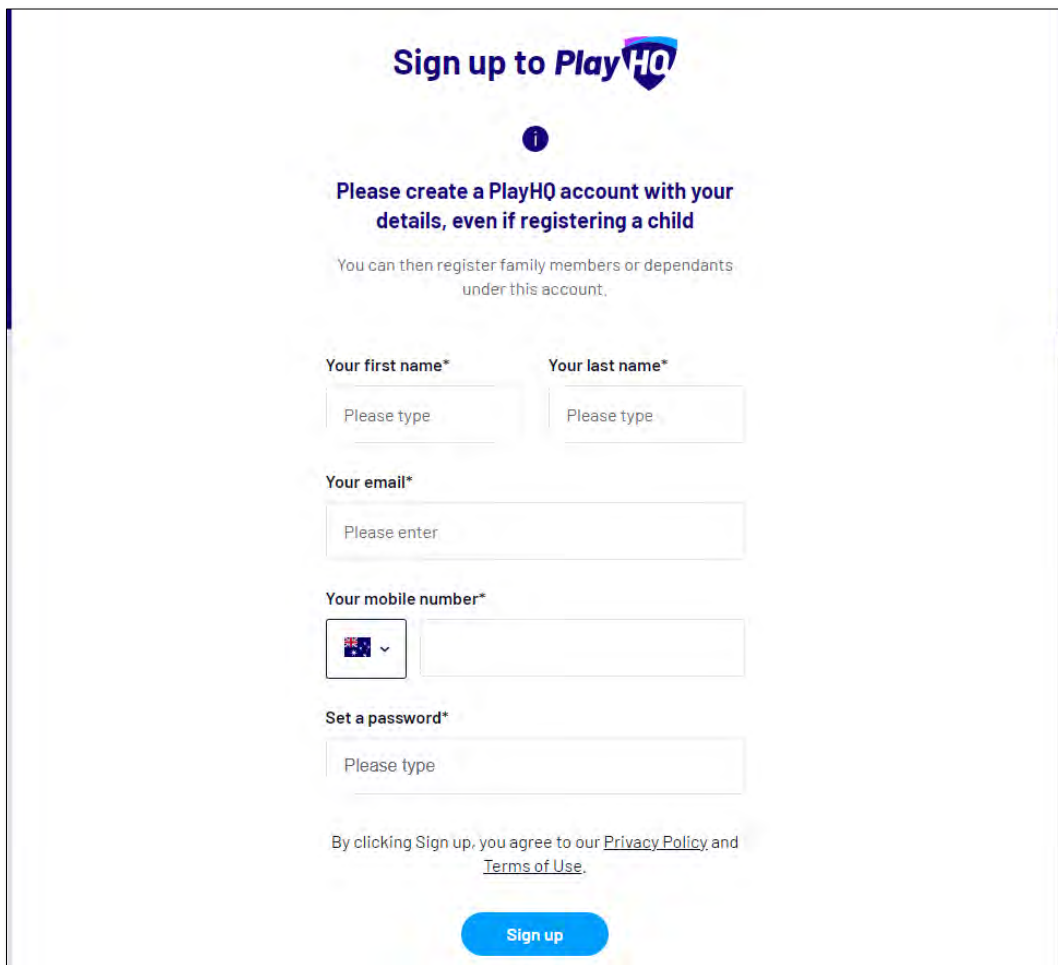
Tournament in **PlayHQ** formerly known as Pools Competition in the GameDay (SportsTG) system.

2. Creating a PlayHQ Account

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



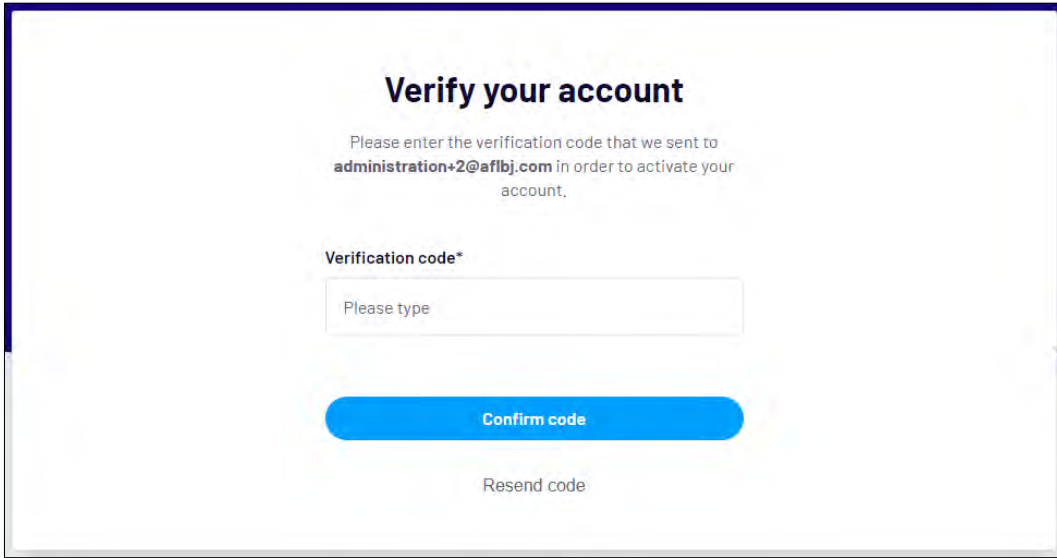
You will land on the **Sign up to PlayHQ** page. Add **Your first name**, add **Your Last Name**, add **Your email**, add **Your mobile number**, add a password in **Set a password** and click on the **Sign up** button.



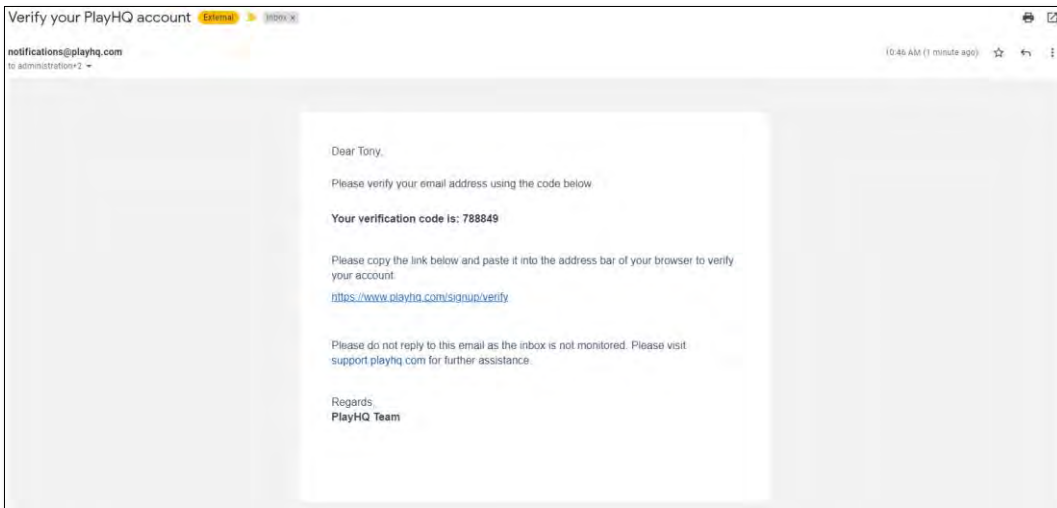
The screenshot shows the 'Sign up to PlayHQ' registration page. At the top is the title 'Sign up to PlayHQ' with an information icon. Below the title is a message: 'Please create a PlayHQ account with your details, even if registering a child'. A sub-message states: 'You can then register family members or dependants under this account.' The form contains the following fields: 'Your first name*' and 'Your last name*' (both with 'Please type' placeholder), 'Your email*' (with 'Please enter' placeholder), 'Your mobile number*' (with a country code dropdown menu showing Australia and a text input field), and 'Set a password*' (with 'Please type' placeholder). At the bottom, there is a note: '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**.



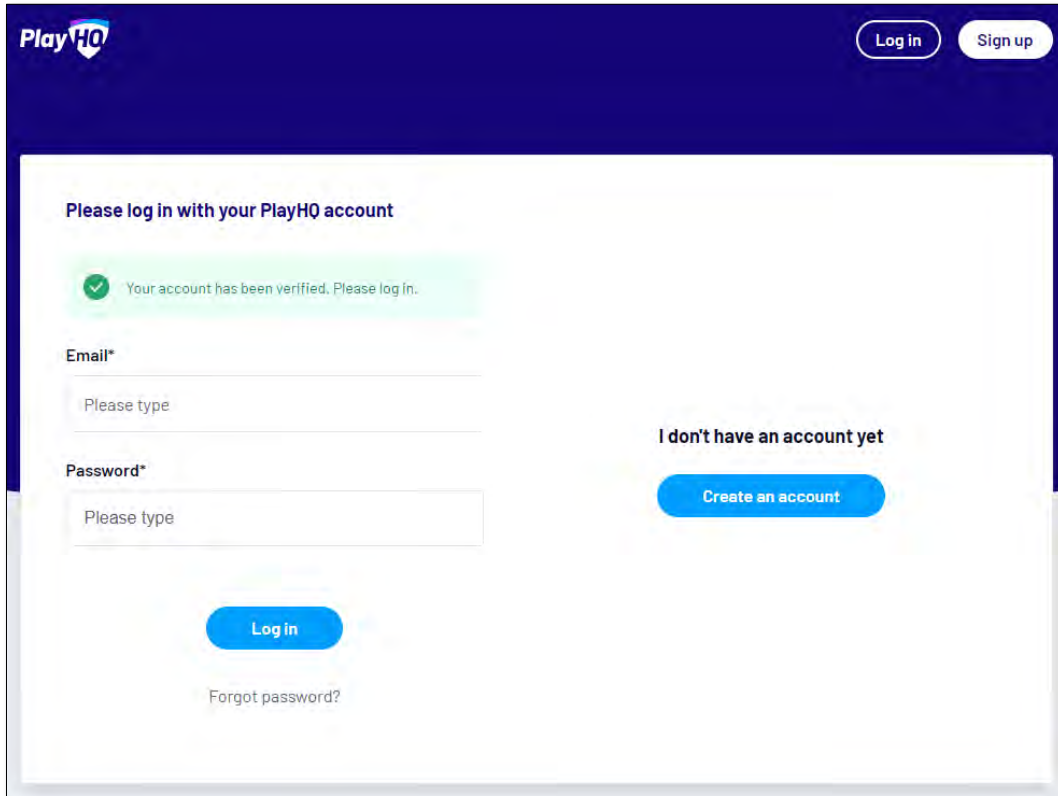
The screenshot shows a web page titled "Verify your account". The page has a white background with a blue border. At the top center, the title "Verify your account" is displayed in a bold, dark blue font. Below the title, a message reads: "Please enter the verification code that we sent to **administration+2@afbj.com** in order to activate your account." Below this message, there is a label "Verification code*" followed by a text input field containing the placeholder text "Please type". Underneath the input field is a prominent blue button with the text "Confirm code" in white. At the bottom center of the page, there is a link labeled "Resend code".



Creating a PlayHQ Account (cont)

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

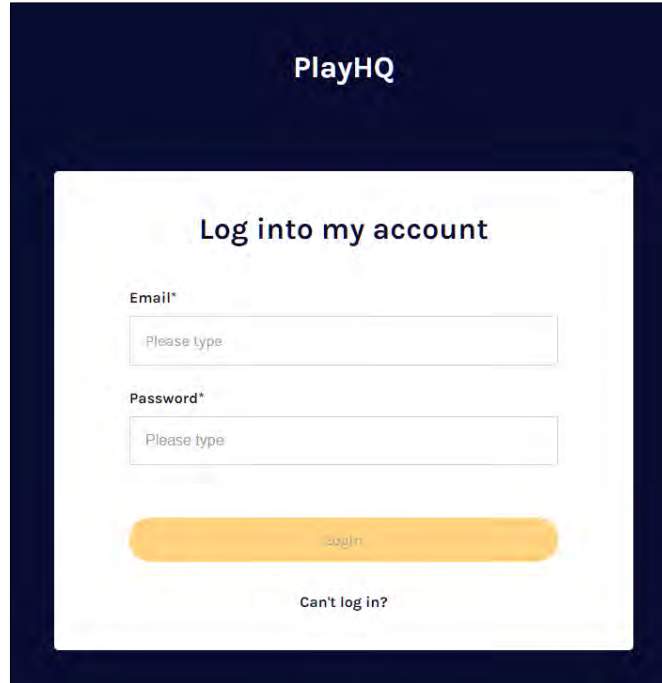
You will be taken to the login page and confirmation message – **Your account has been verified. Please log in.** – where you be able to enter your **Email** and **Password** and click on the **Login** button.



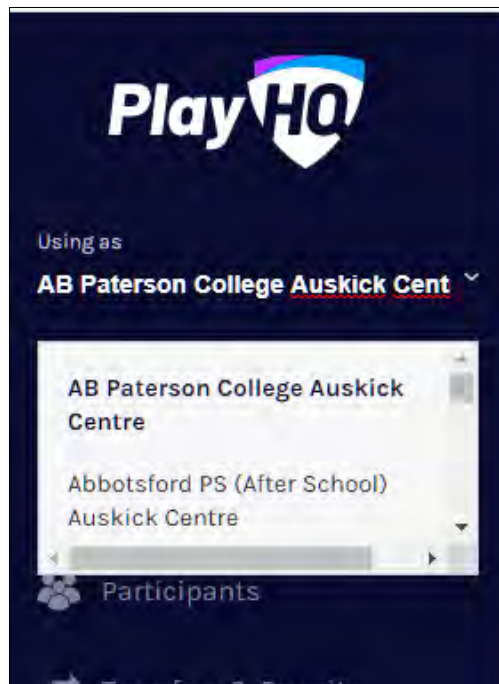
The screenshot shows the PlayHQ login interface. At the top right, there are 'Log in' and 'Sign up' buttons. The main heading is 'Please log in with your PlayHQ account'. A green notification box states 'Your account has been verified. Please log in.' Below this, there are input fields for 'Email*' and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

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

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



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



4. My Organisation – Admins

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

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



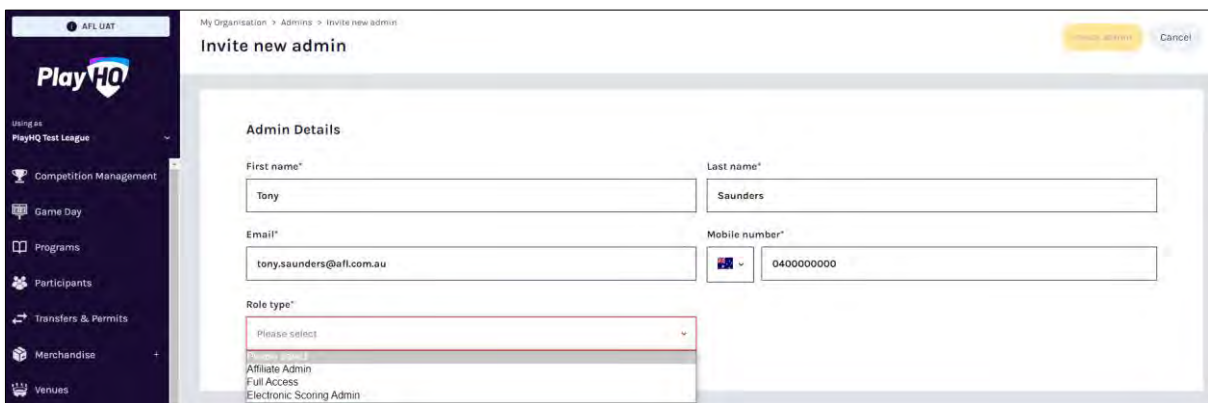
Add the administrator's details and click on the **Invite Admin** button in the top right corner.

There are 3 types of access:

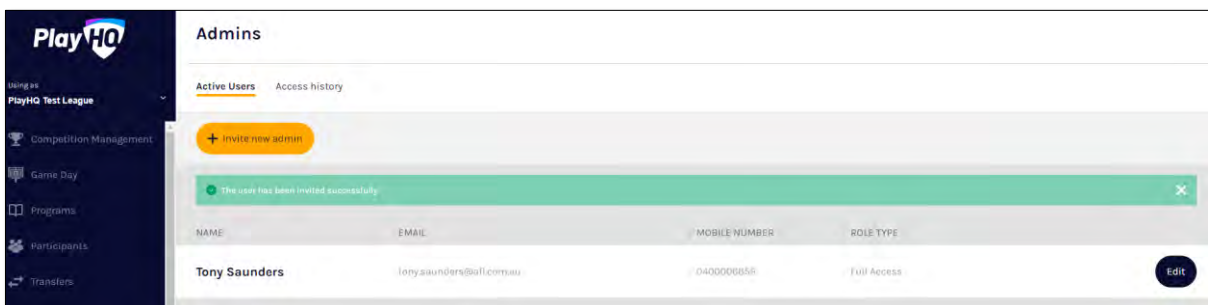
Affiliate Admin – gives access to the Association and Clubs affiliated to the Association

Full Access – gives access to the Association only

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

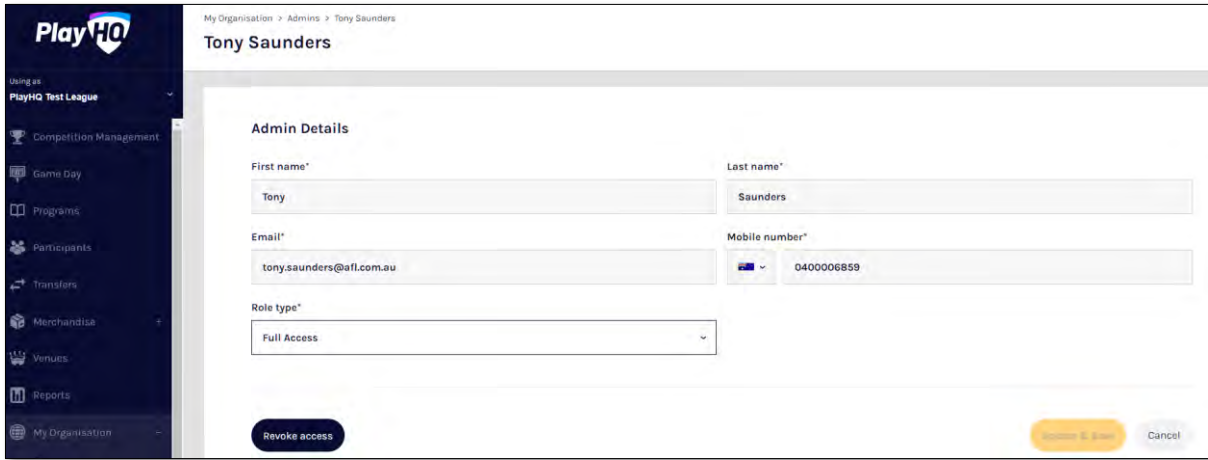


The administrator will be added and you will return to the **Active Users** list with confirmation message. The administrator will receive an email from PlayHQ inviting them to either create an account or login to the platform.

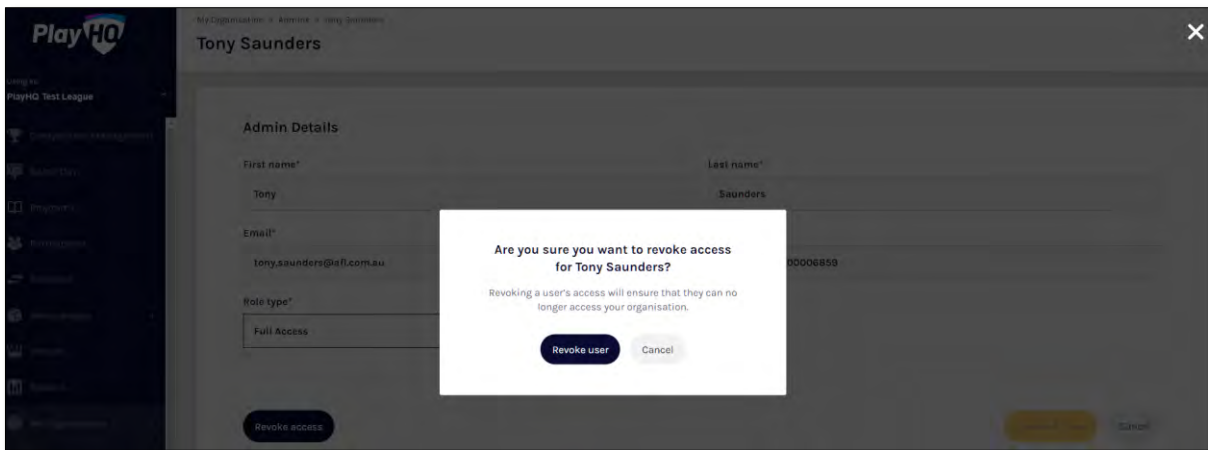


My organisation – Admins (cont)

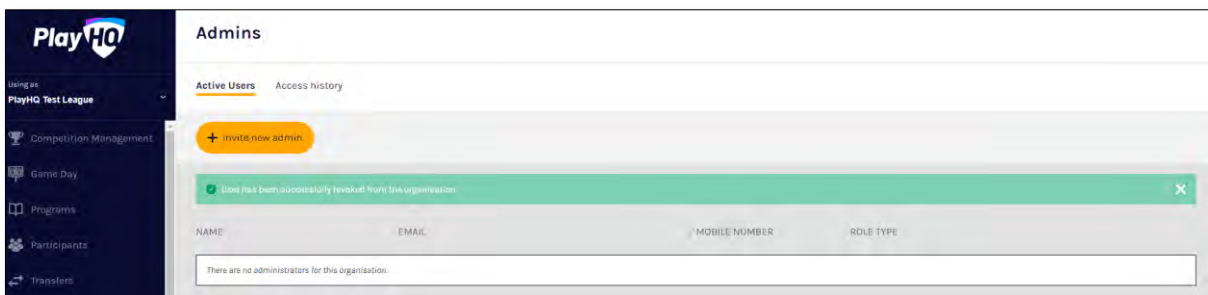
To remove an administrator in the **Active Users** list click on the **Edit** button for the user you want to remove and click on the **Revoke User** button.



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



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



5. My Organisation – Overview

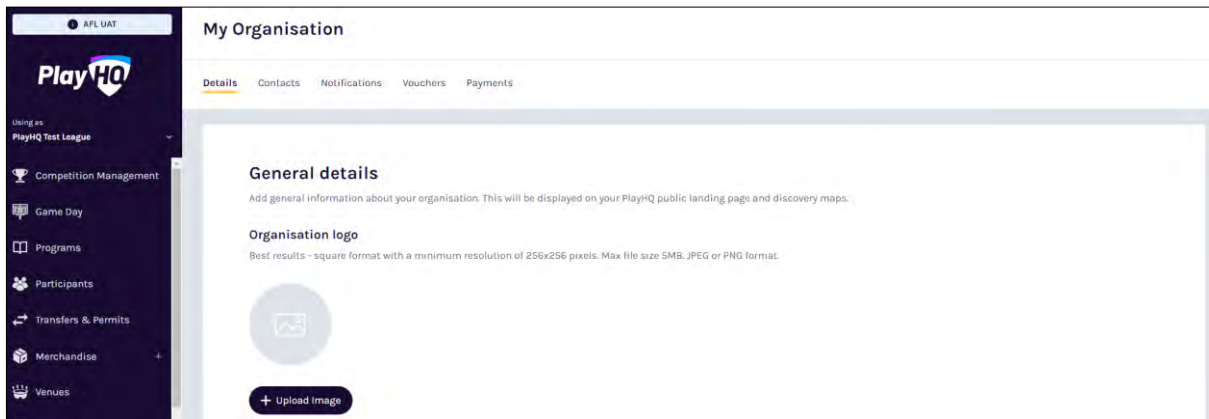
In the left-hand column go to **My Organisation** then select **Overview**.

Adding/Updating Details

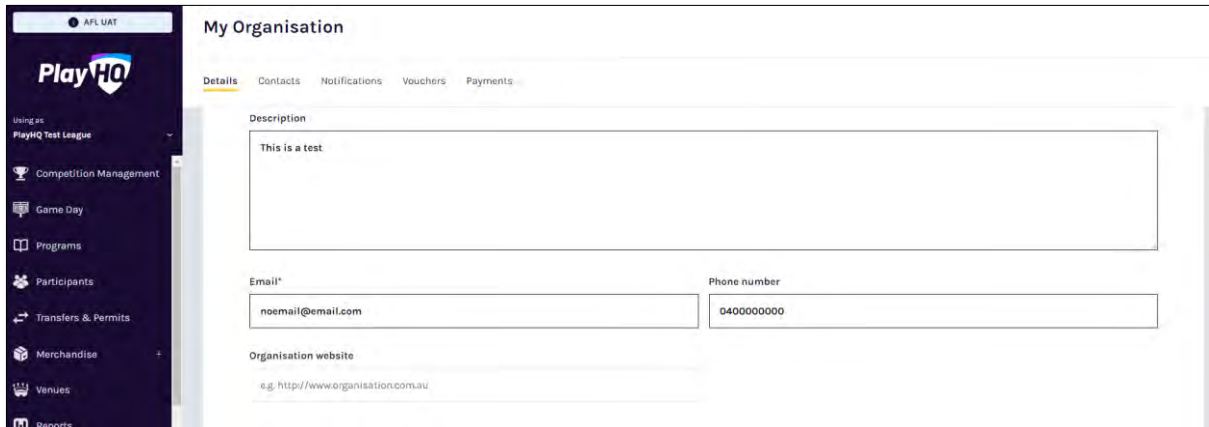
Click on the **Details** tab.

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

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



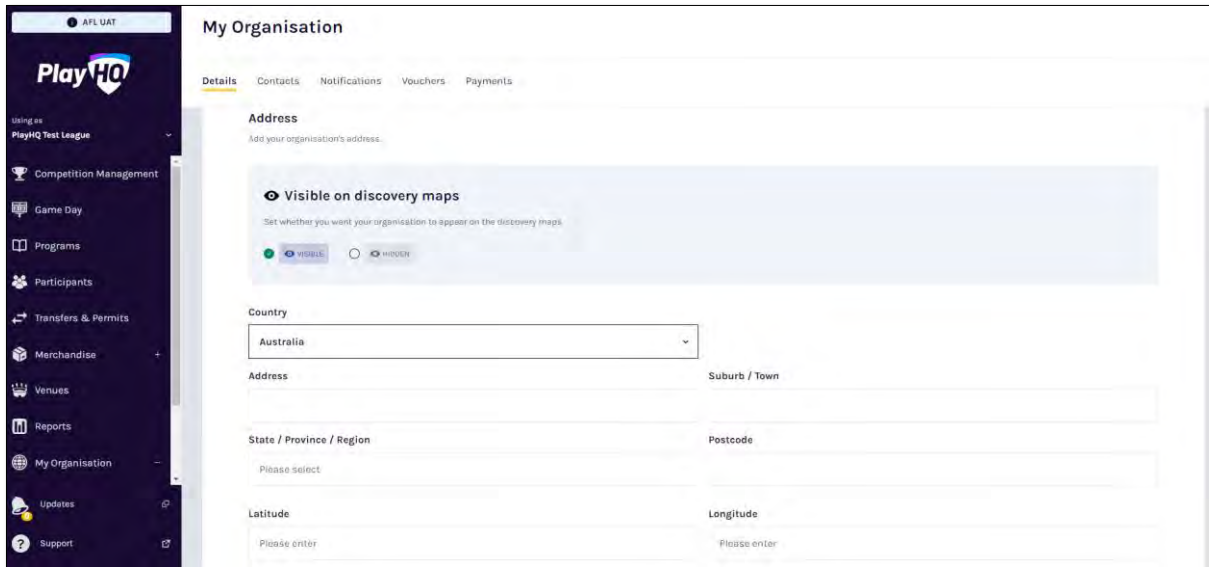
In the **Description** area you can information about your organisation, add a primary contact **Email**, add a primary contact **Phone number** and add an **Organisation website** URL if applicable.



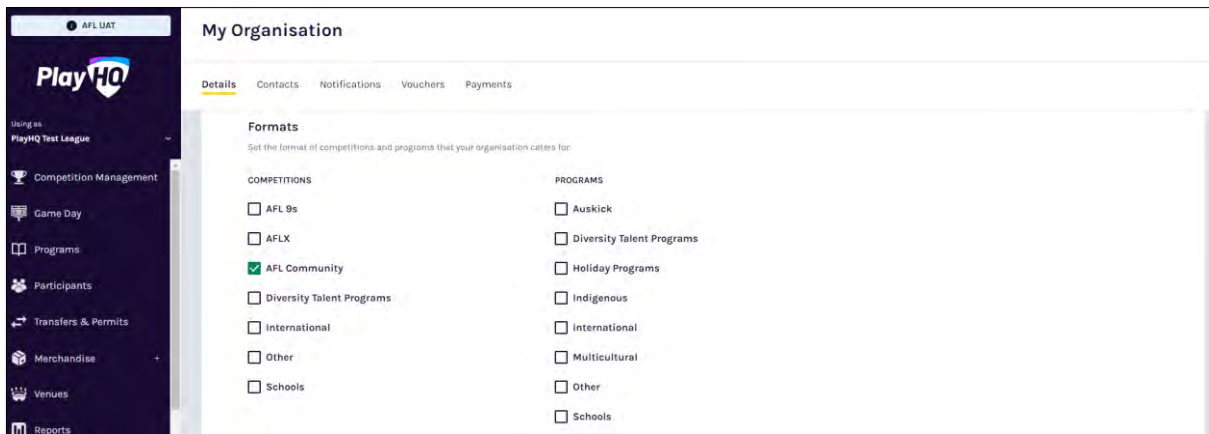
My Organisation – Overview – Adding/Updating Details (cont)

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

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



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



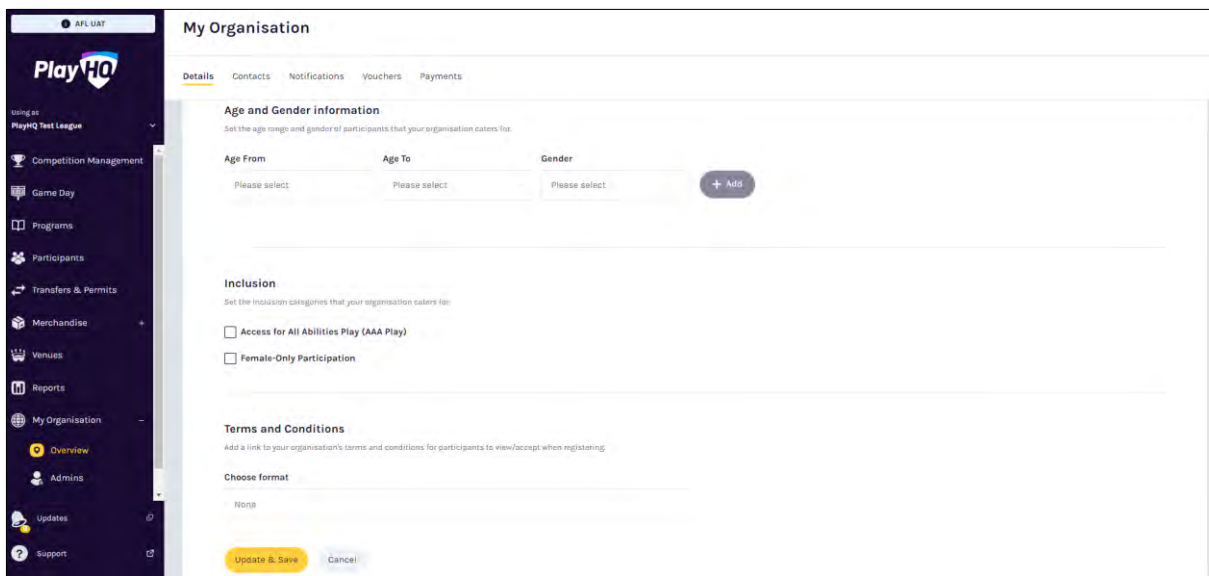
My Organisation – Overview – Adding/Updating Details (cont)

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

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

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

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



Adding/Updating Contacts

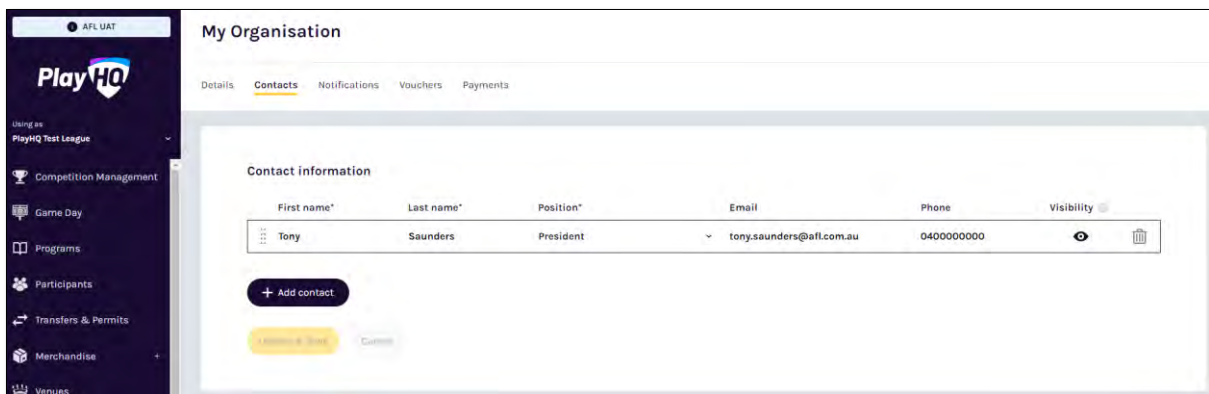
Click on the **Contacts** tab. Add one or more contact for your organisation, it is mandatory to add **First Name, Last Name** and select **Position** fields.

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

To remove a contact click on the icon.

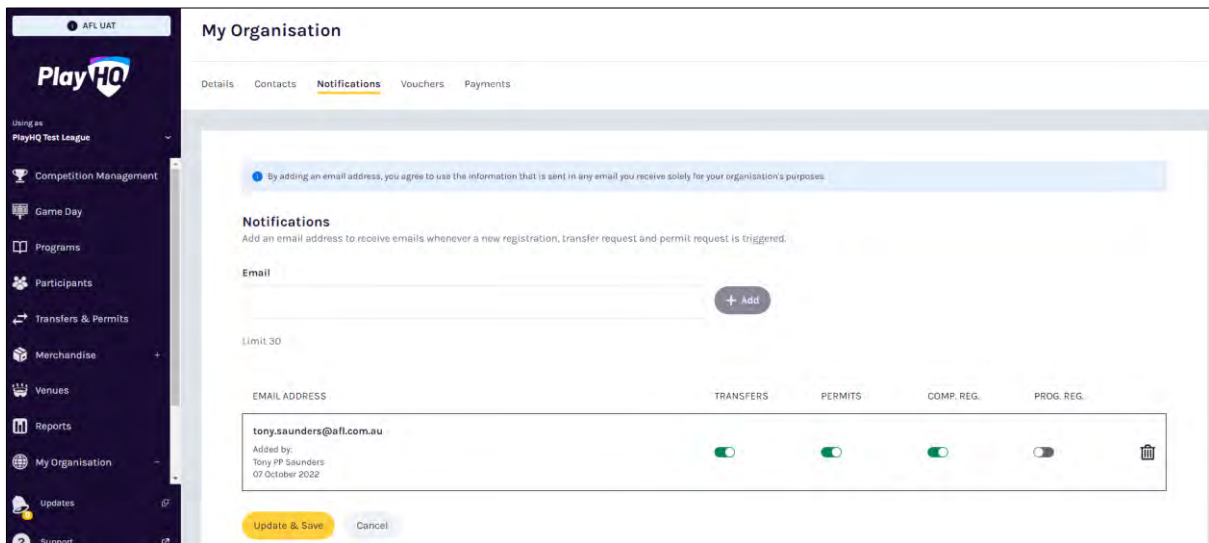
Click on the **Update & Save** button at the bottom of the page.

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




Adding/Updating Notifications

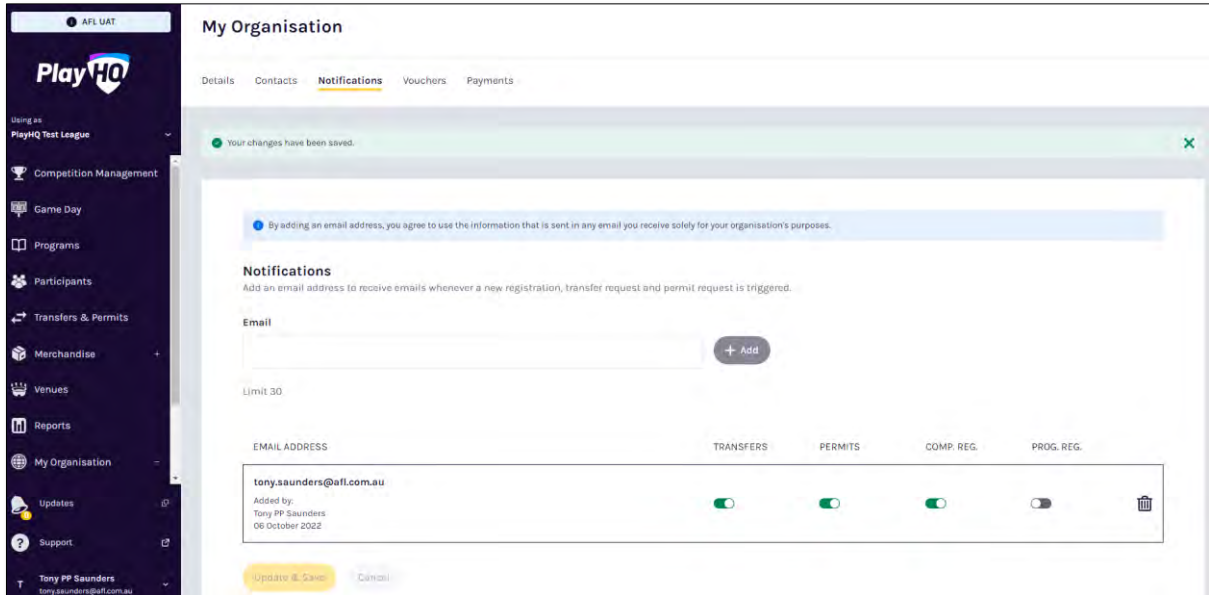
Click on the **Notifications** tab, you can add up to 30 **Email** contacts to receive transfers, permits and competition registrations notifications via email. Add an email address in **Email** area, click on the **+ Add** button, turn on the options and click on the **Update & Save** button.



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

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

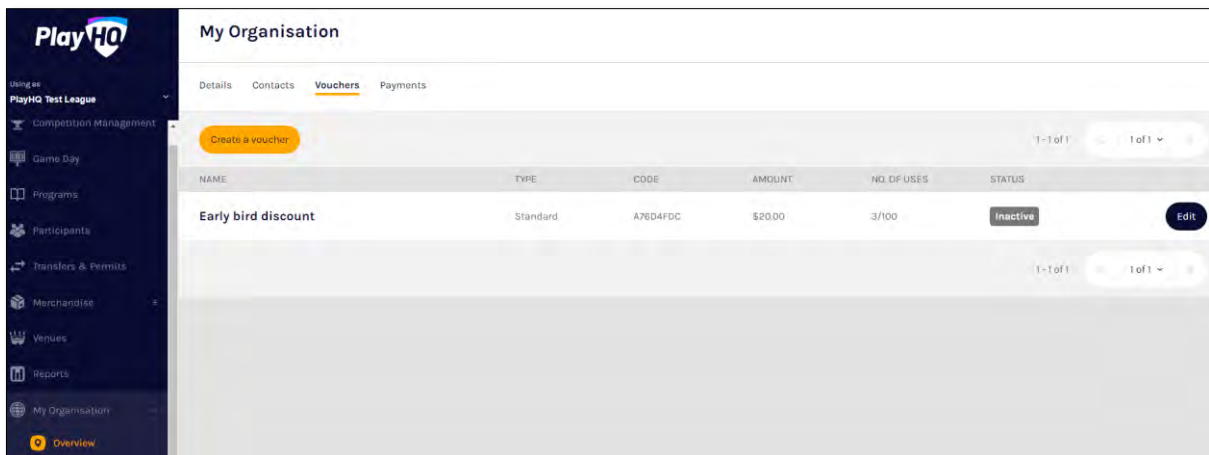
To remove a contact, click on the  icon and click on the **Update & Save button**.



Creating Vouchers

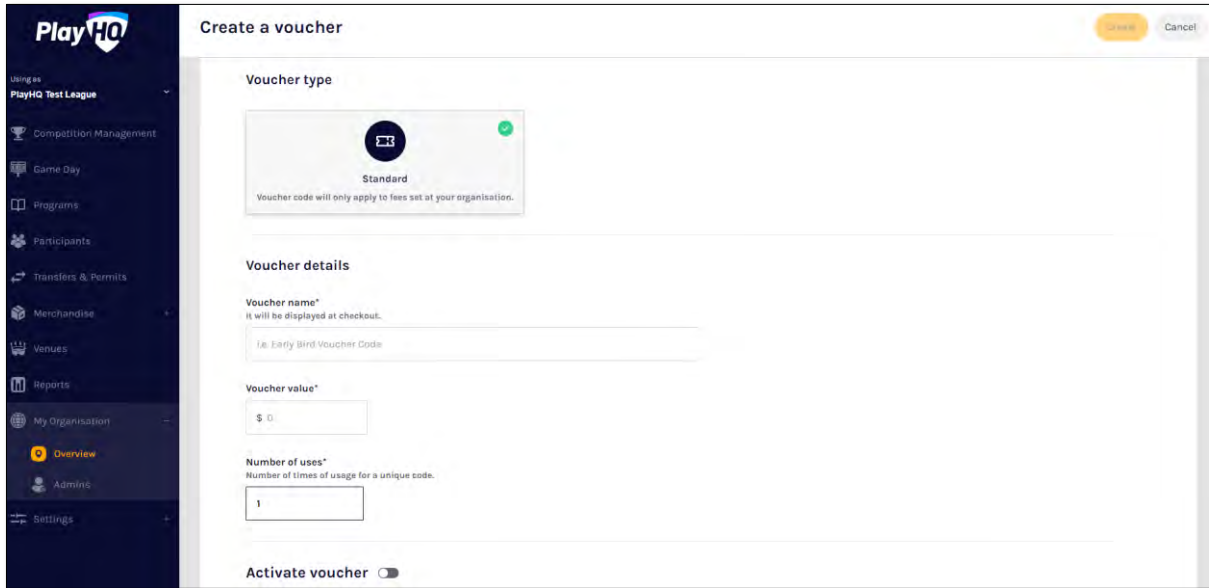
Vouchers are an exciting new feature in the PlayHQ platform which enable Community Football Leagues and Clubs to provide a discount to their organisation registration fees at the payment stage of the registration process.

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



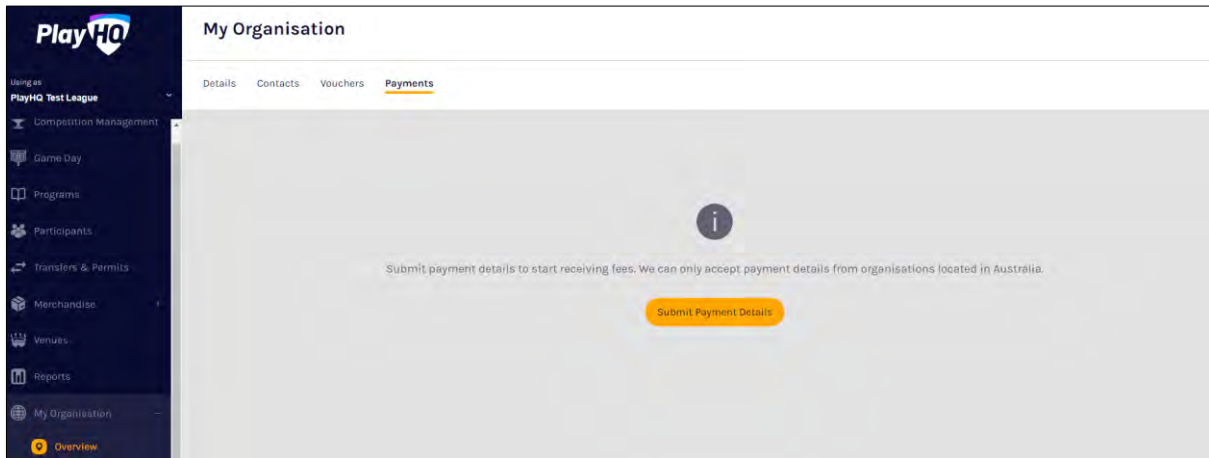
My Organisation – Overview – Creating Vouchers (cont)

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



Setting Up Online Payments

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



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

Add Organisation details and select answers to GST questions.

The screenshot shows the 'Submit Payment Details' form in the PlayHQ system. The left sidebar contains navigation options: Competition Management, Game Day, Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, Overview (highlighted), Admins, Settings, and Support. The main content area is titled 'Submit Payment Details' and includes a 'Submit' button and a 'Cancel' link. A blue banner at the top reads: 'Please ensure the accuracy of these details as this submission process can only be completed once. For any amendments please contact support.' Below this is the 'Organisation Details' section, which includes a warning: '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.' The form fields are: Address Line 1* (Please type), Address Line 2 (Please type), Town/Suburb* (Please type), State* (Please select), Postcode* (Please type), Phone* (Please type), and Website URL (or social media page)* (Please type). At the bottom, there are two questions with radio button options: 'Is your organisation registered for GST?' (Yes/No) and 'Does your organisation have an ABN?' (Yes/No).

Add Organisation bank details and representative details.

The screenshot shows the 'Submit Payment Details' form in the PlayHQ system, continuing from the previous page. The left sidebar is the same. The main content area is titled 'Submit Payment Details' and includes a 'Submit' button and a 'Cancel' link. The 'Nominated Bank Account Details' section includes a note: 'All deposits will be paid into this account.' The form fields are: BSB* (XXXXXX) and Account Number* (Please type). Below this is the 'Authorised Organisation Representative Details' section, which includes: 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), and Postcode* (Please type).

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

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

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

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

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

The screenshot shows the 'Submit Payment Details' form in the PlayHQ admin interface. The 'Photo Identification' section is active, and the 'Drivers License' radio button is selected. Below this, there are two upload sections: 'Drivers License Front*' and 'Drivers License Back*'. Each section includes a list of requirements: 'Entire document is captured', 'Image is in colour', 'Flash is not used', 'Image is free of reflection', 'Image is correctly orientated', and 'File is a JPEG or PNG (smaller than 5MB)'. Each section has an 'Upload...' button. The 'Submit' button is visible in the top right corner.

The screenshot shows the 'Submit Payment Details' form in the PlayHQ admin interface. The 'Photo Identification' section is active, and the 'Passport' radio button is selected. Below this, there is one upload section: 'Passport*'. It includes the same list of requirements as the Drivers License sections: 'Entire document is captured', 'Image is in colour', 'Flash is not used', 'Image is free of reflection', 'Image is correctly orientated', and 'File is a JPEG or PNG (smaller than 5MB)'. There is an 'Upload...' button. Below the upload section, the 'Terms and Conditions' section is visible, with four checkboxes for agreement to various terms and policies, each with a corresponding URL. The 'Submit' button is visible in the top right corner.

6. Settings – General

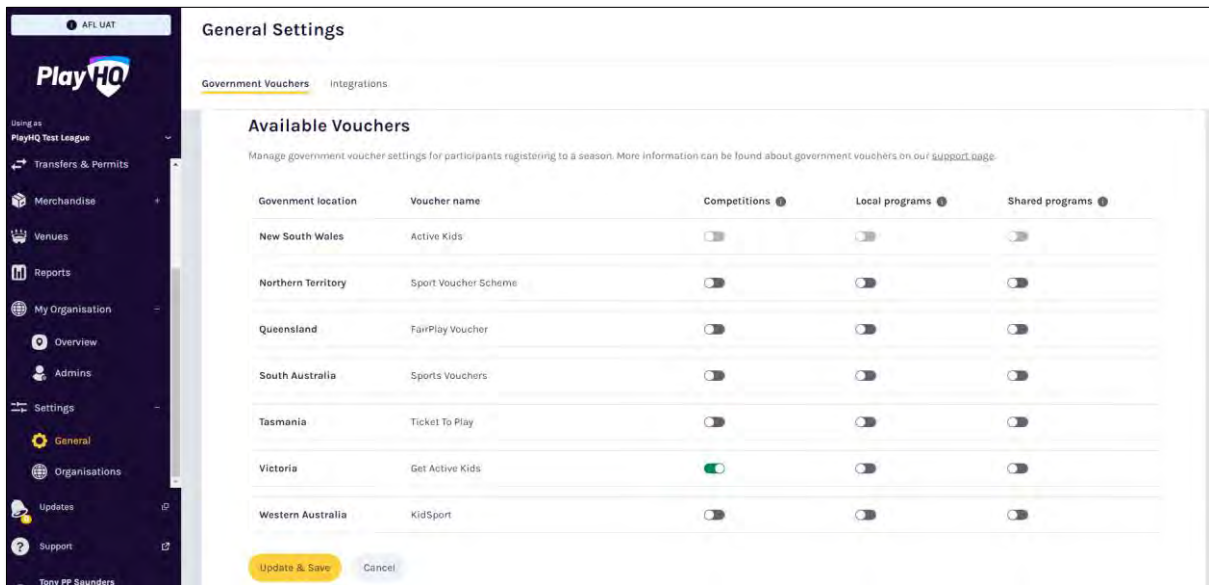
In the left-hand column go **Settings** then select **General**.

Government Vouchers

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

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

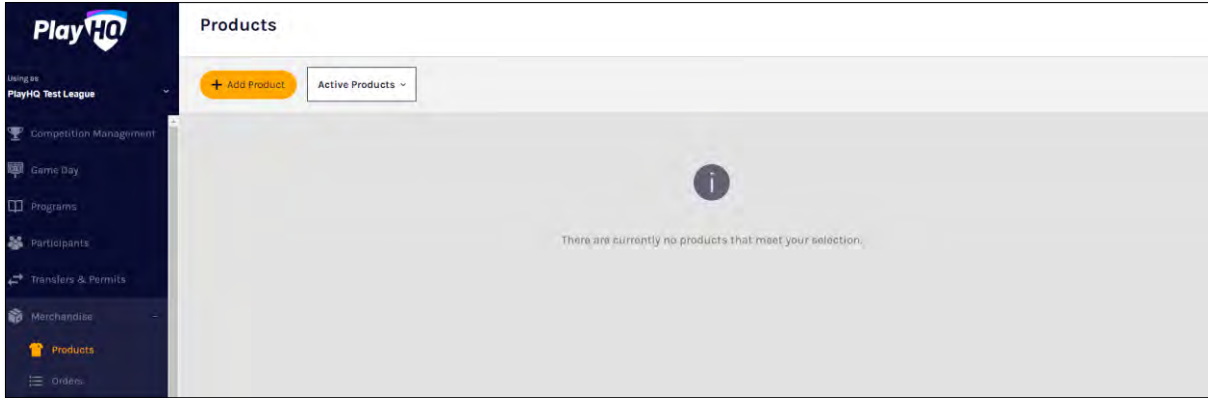
Please note you can turn on more than one state for those organisations that cross a state border.



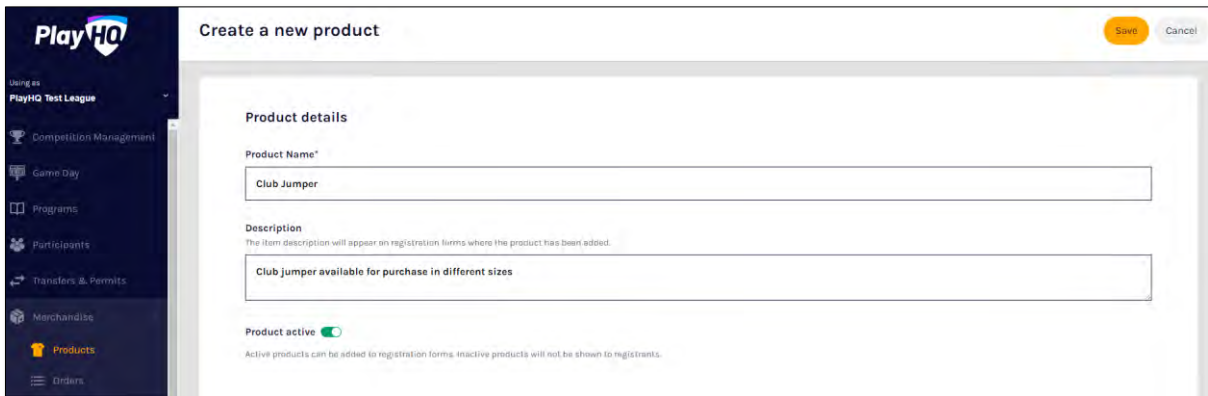
7. Merchandise

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

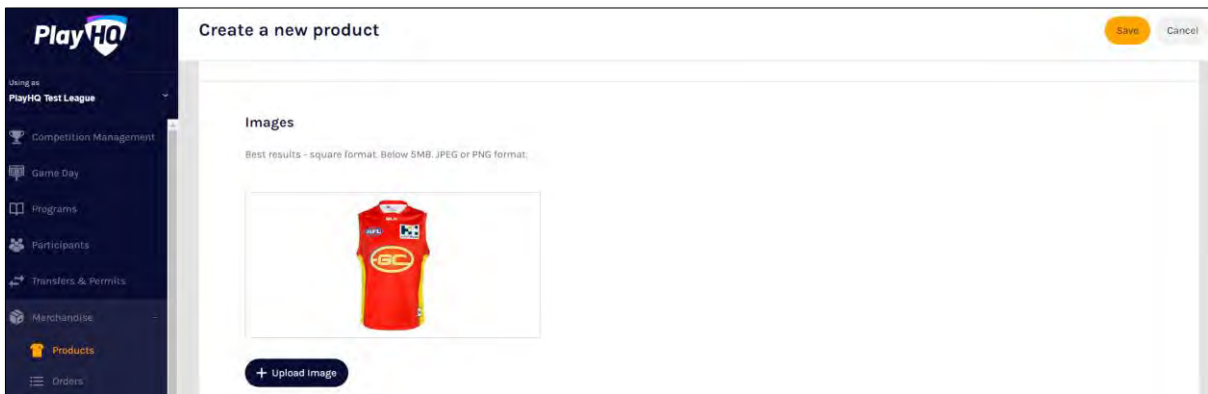
In the left-hand column go to **Merchandise**, select **Products** and click on the **Add Product** button.



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



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



Merchandise (cont)

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

The screenshot shows the 'Create a new product' page in PlayHQ. The 'Product type' is set to 'Single'. The 'Amount*' field contains '\$ 20'. The 'SKU' field is empty. The 'Availability' is set to 'Available' with a green checkmark.

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

The screenshot shows the 'Create a new product' page in PlayHQ. The 'Product type' is set to 'Variations'. The 'Category Title*' is 'Size'. The 'Options*' are 'Small', 'Medium', and 'Large'. Below this is a table of variations:

SIZE	SKU (Stock Keeping Unit)	AMOUNT*	AVAIL
Small	eg. 032432098	\$ 20	<input checked="" type="checkbox"/>
Medium	eg. 032432098	\$ 25	<input checked="" type="checkbox"/>
Large	eg. 032432098	\$ 30	<input checked="" type="checkbox"/>

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

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

The screenshot shows the 'Create a new product' page in PlayHQ. The 'Fulfilment Method' is set to 'Pickup'. The 'Custom Fields' section is empty, with a message: 'You have not added any custom fields...'. There is an '+ Add Custom Field' button at the bottom.

Merchandise (cont)

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

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

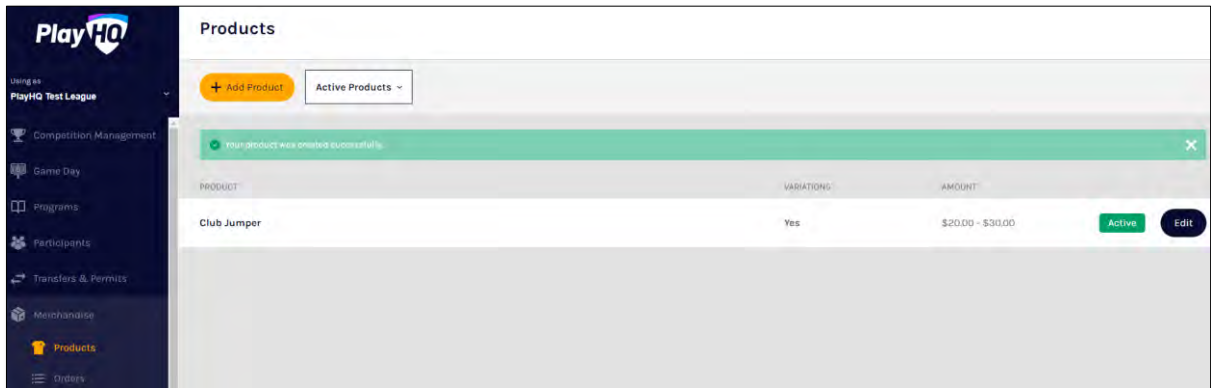
Under **Visibility** select **Visible** or **Hidden**.

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

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

Merchandise (cont)

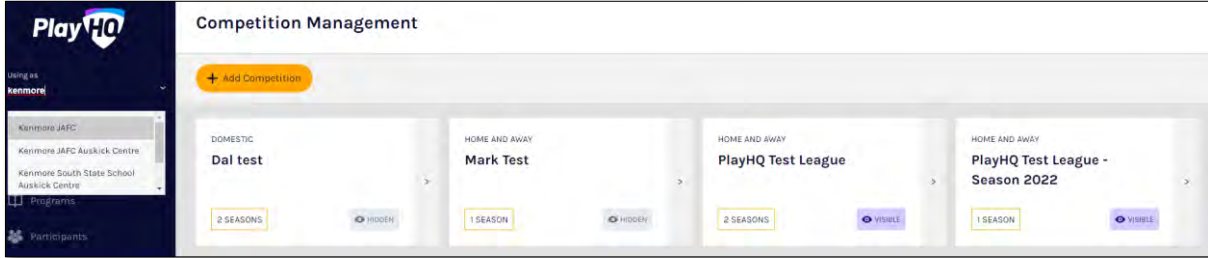
You will be returned to the **Products** page with confirmation message that the product was created successfully.



8. Club Management

Accept Competition Invitation

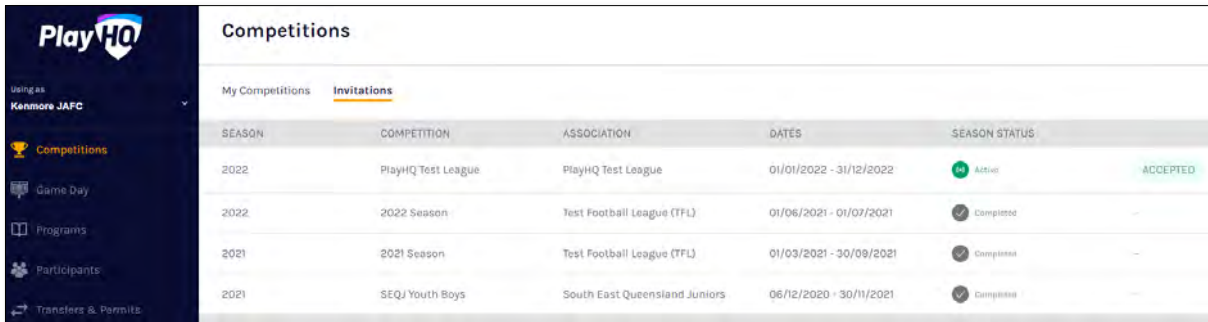
Click in the **Using as** area and begin to type the name of the **Club** and select the **Club** when it appears.



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



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



Club Custom Fields

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

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2022	PlayHQ Test League	PlayHQ Test League	01/01/2022 - 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	SEQJ Youth Boys	South East Queensland Juniors	06/12/2020 - 30/11/2021	Completed	View

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

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

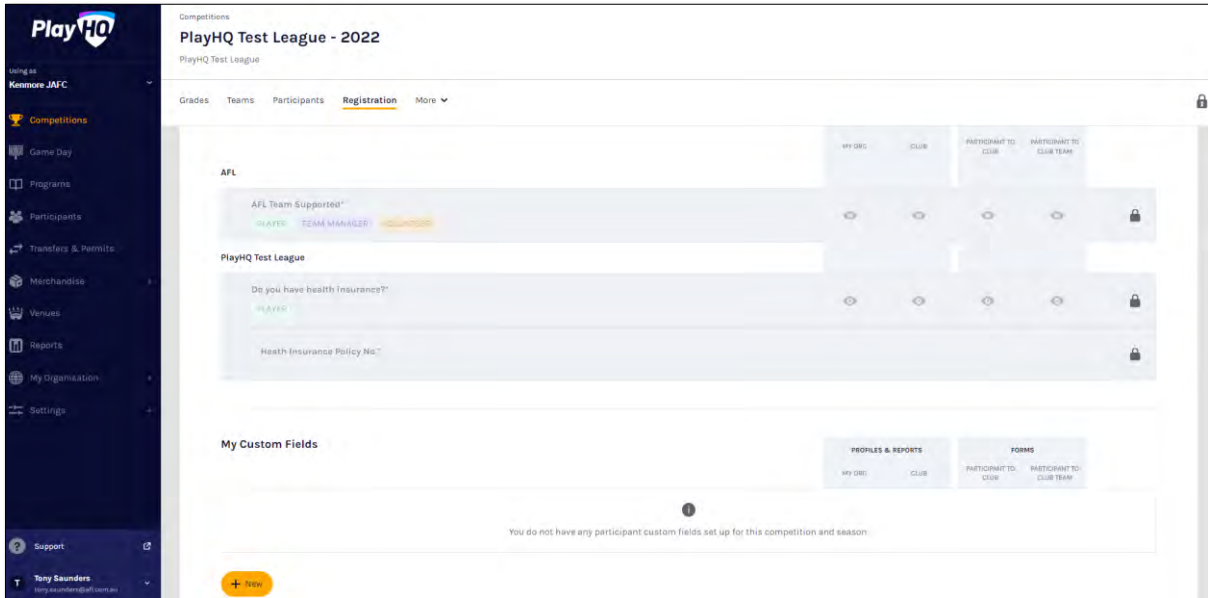
The **Club** can create any **Custom Fields** they may require by clicking on the **+ New** button and follow the instructions earlier in the guide for League.

The screenshot shows the 'Registration' tab for the 'PlayHQ Test League - 2022'. It features a 'Participant' section with 'Inherited' fields from 'AFL' (Player, Team Manager, Volunteer) and 'My Custom Fields' section. A message states: 'You do not have any participant custom fields set up for this competition and season.' A '+ New' button is visible at the bottom.

Club Conditional Custom Fields

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

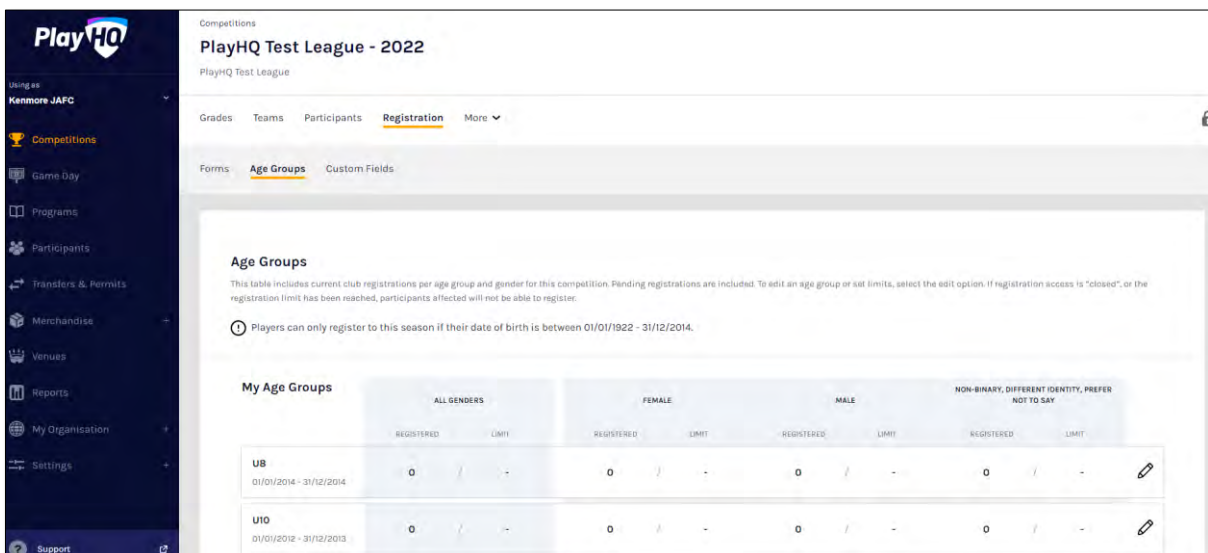
The **Club** can create any **Conditional Custom Fields** they may require by clicking on the **+ New** button and follow the instructions earlier in the guide for League.



Age Groups

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

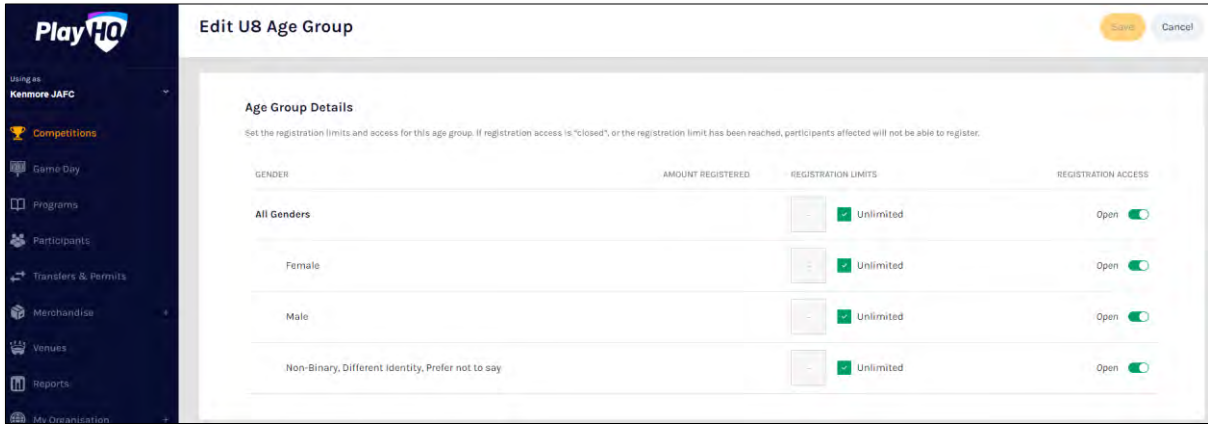
Click on the **Registration** tab and the select **Age Groups** tab.



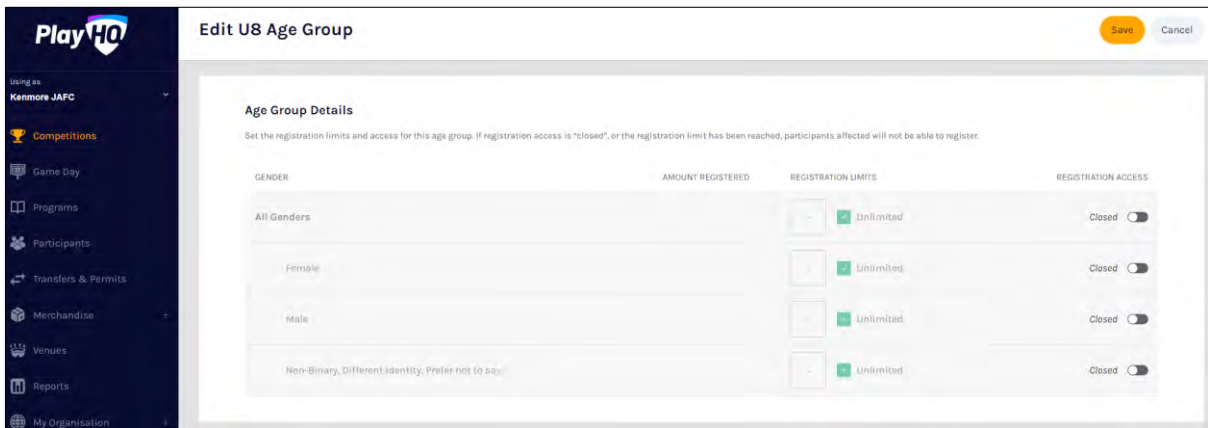
On the **Age Groups** page you will be able to view the age groups created by the League as well as the number of registered players in age group.

Club Management – Age Groups (cont)

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

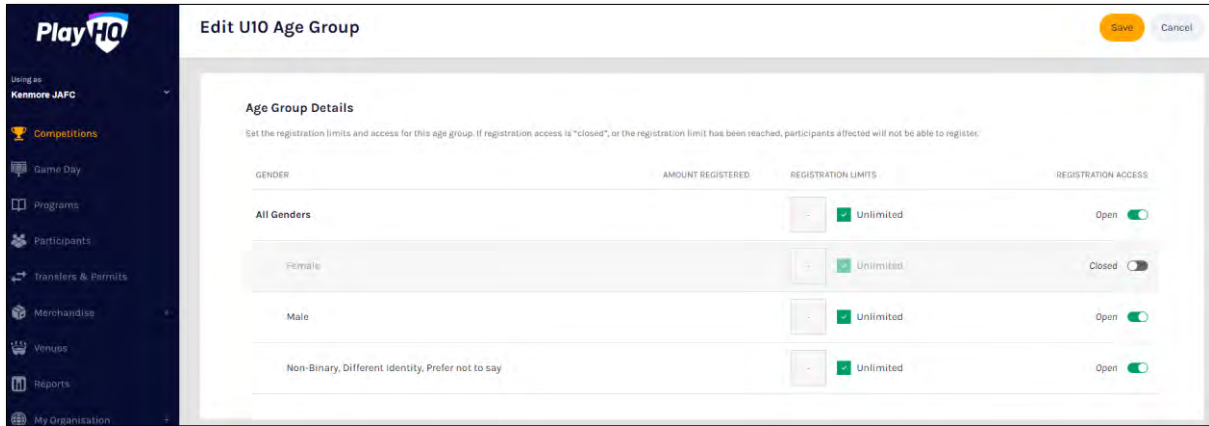


To turn off all registrations in an age group, toggle off the button for **All Genders** and click on the **Save** button in the top right corner.

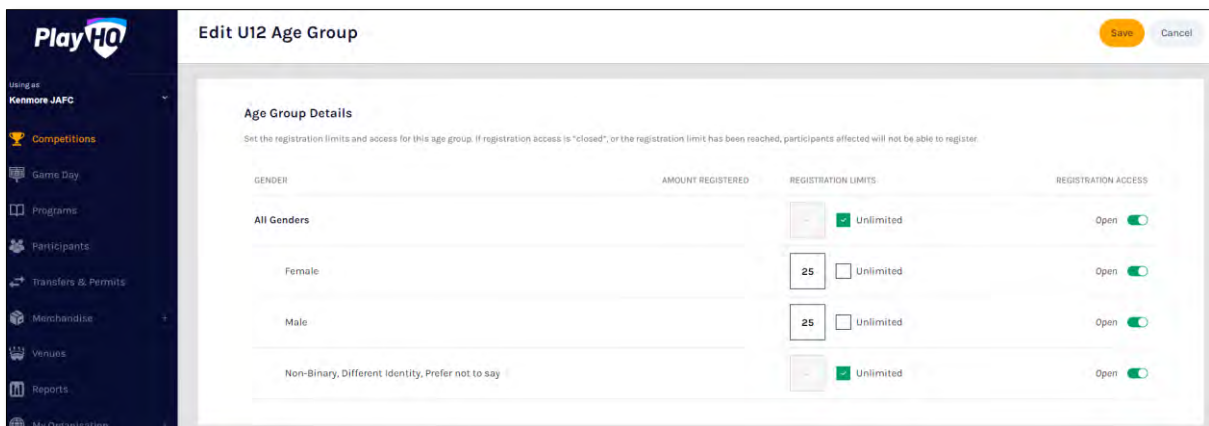


Club Management – Age Groups (cont)

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



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



Club Management – Age Groups (cont)

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

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

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

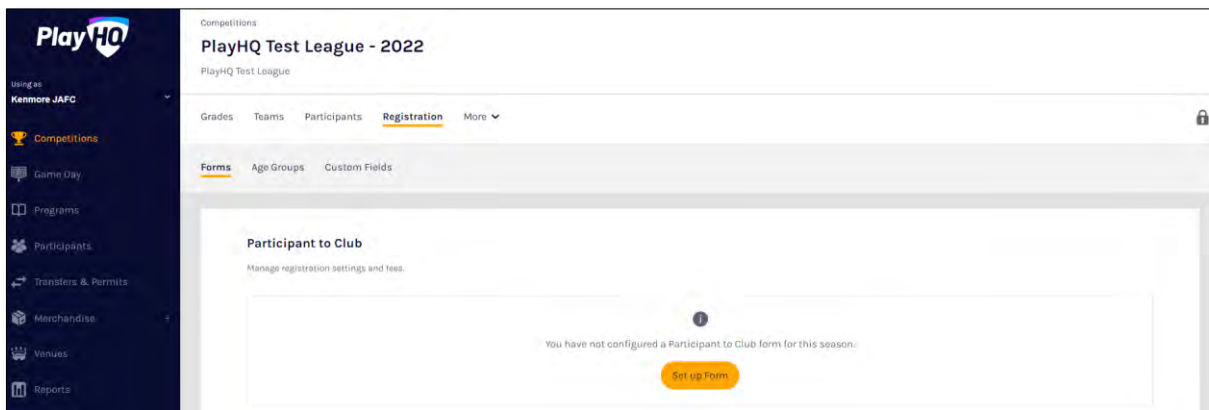
Please note this information will also be reflected on the club's registration form on the public website for participants when registering.

The screenshot shows the 'Age Groups' section in the PlayHQ Admin interface. It includes a table with columns for 'ALL GENDERS', 'FEMALE', 'MALE', and 'NON-BINARY, DIFFERENT IDENTITY, PREFER NOT TO SAY'. Each column has sub-columns for 'REGISTERED' and 'LIMIT'. The table lists three age groups: U8, U10, and U12. The U12 group has a limit of 25 for both Male and Non-binary categories.

Age Group	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

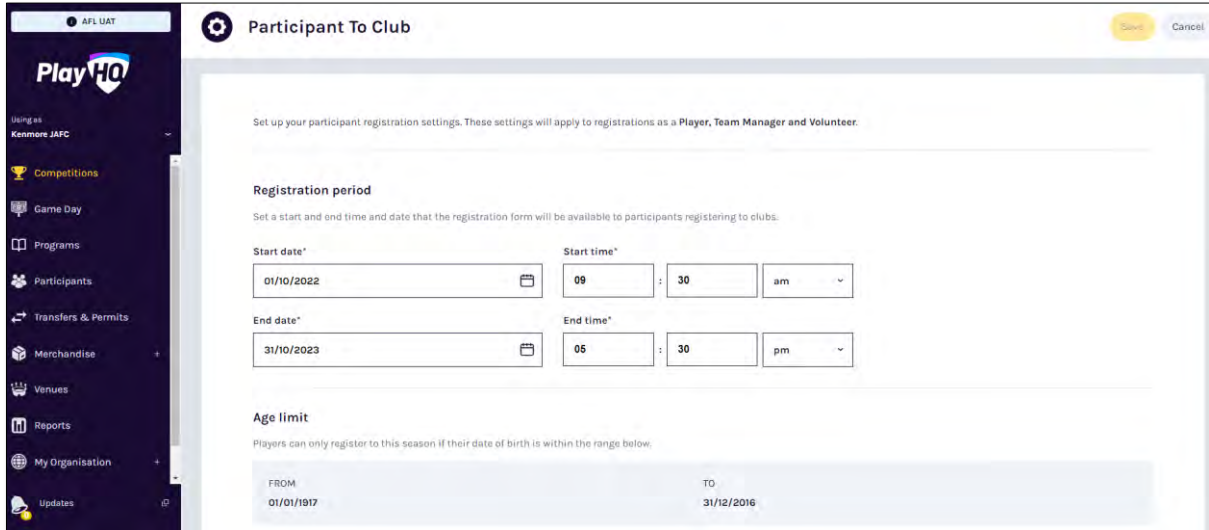
Click on the **Registration** tab and the select **Forms** tab. In the **Participant to Club** area click on the **Set up Form** button.



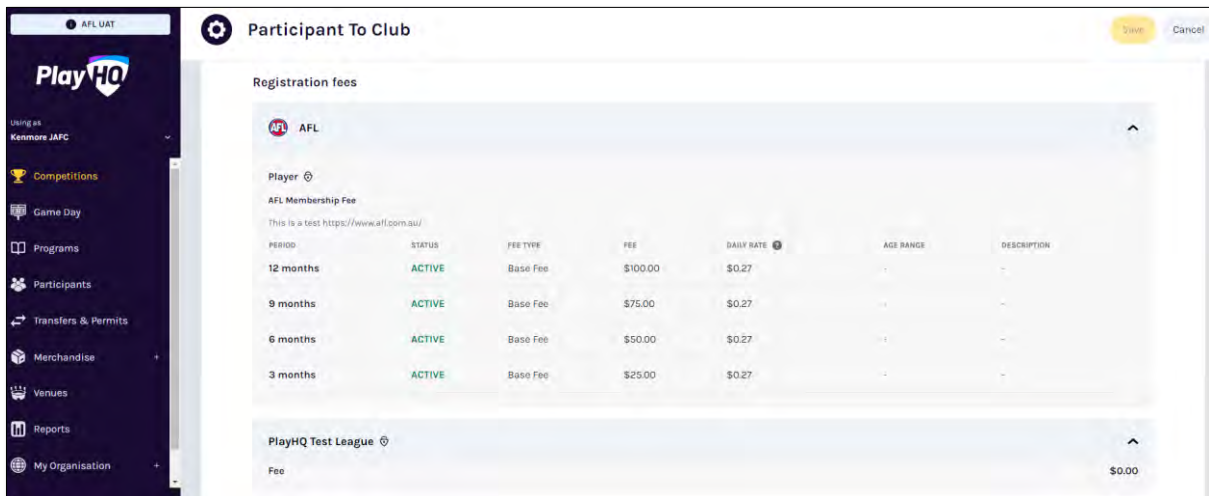
Club Management – Registration Form Setup (cont)

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.

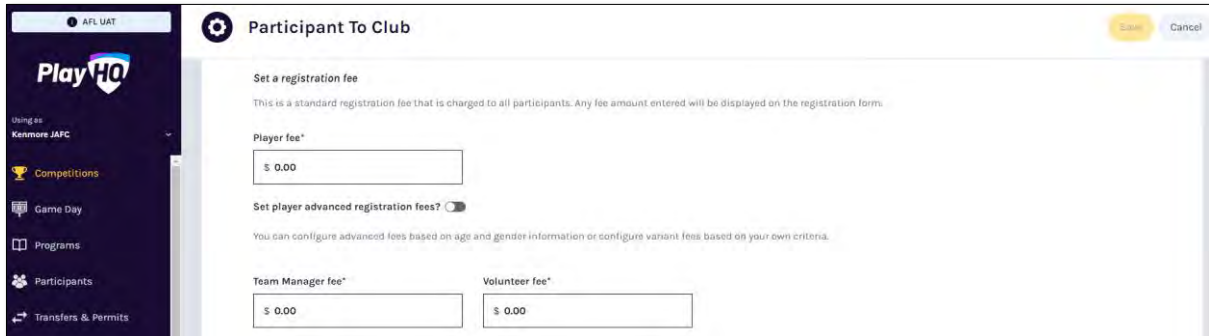


Under **Registration fees** you may see a fee that has been set at the national, state, region or League level and passed down, these fees cannot be removed or edited.



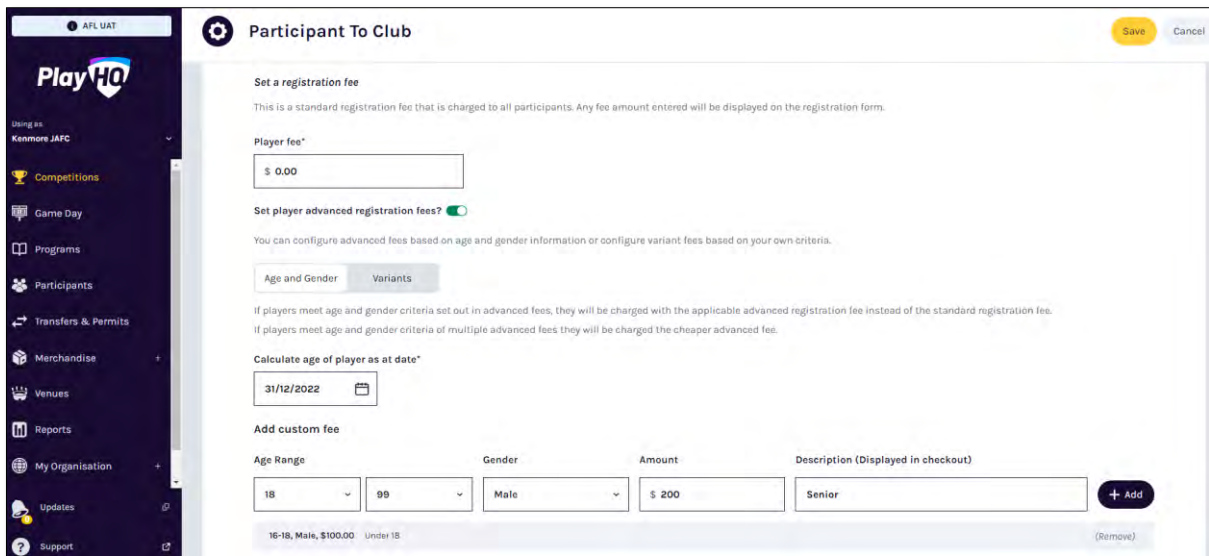
Club Management – Registration Form Setup (cont)

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



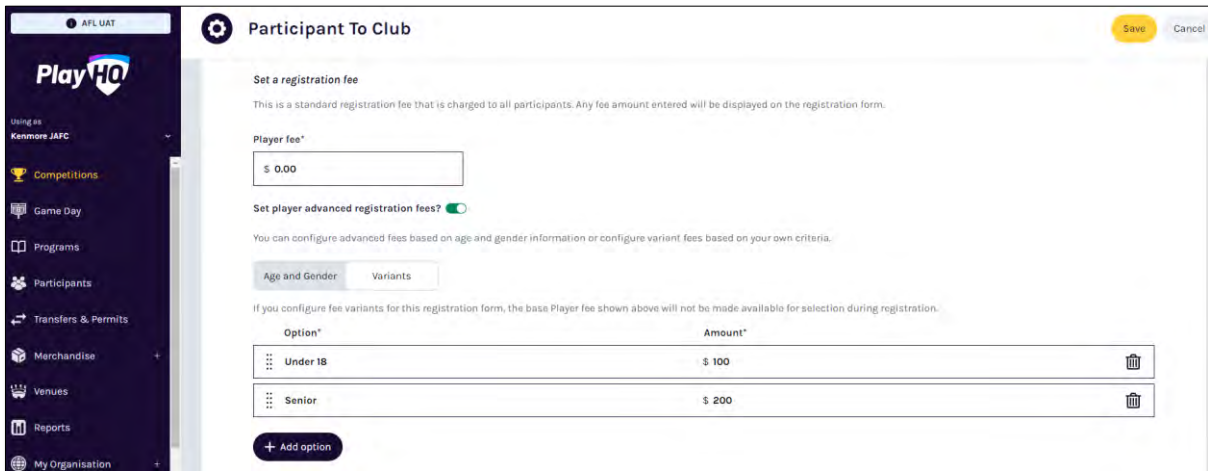
If you have different **Player** fees for different age groups and/or genders turn on **Set advanced registration fees** and select the **Age and Gender** or **Variants** option.

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



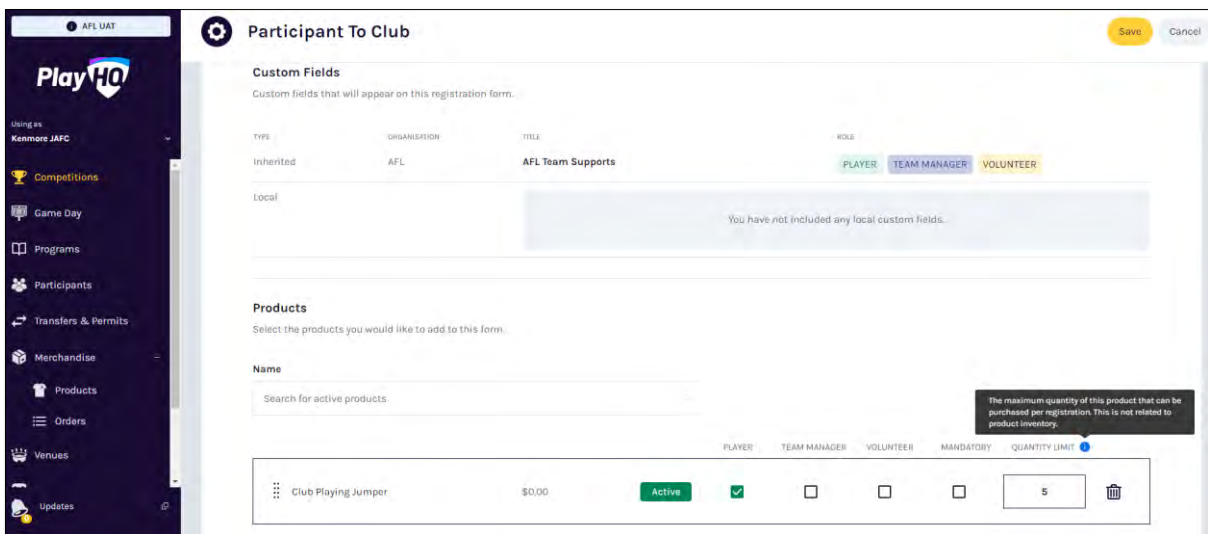
Club Management – Registration Form Setup (cont)

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



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

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



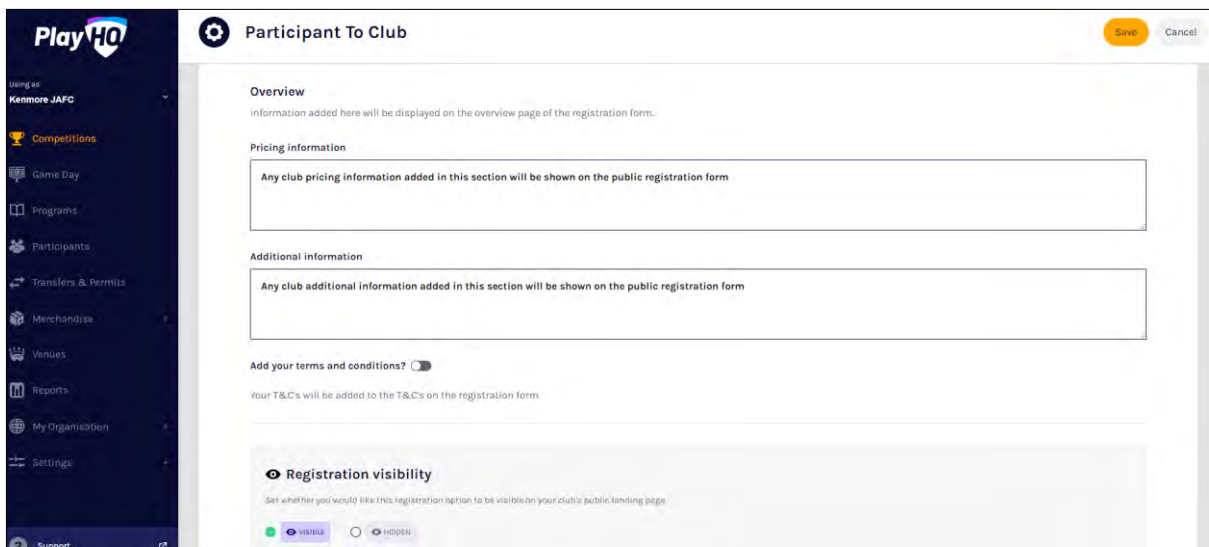
Club Management – Registration Form Setup (cont)

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

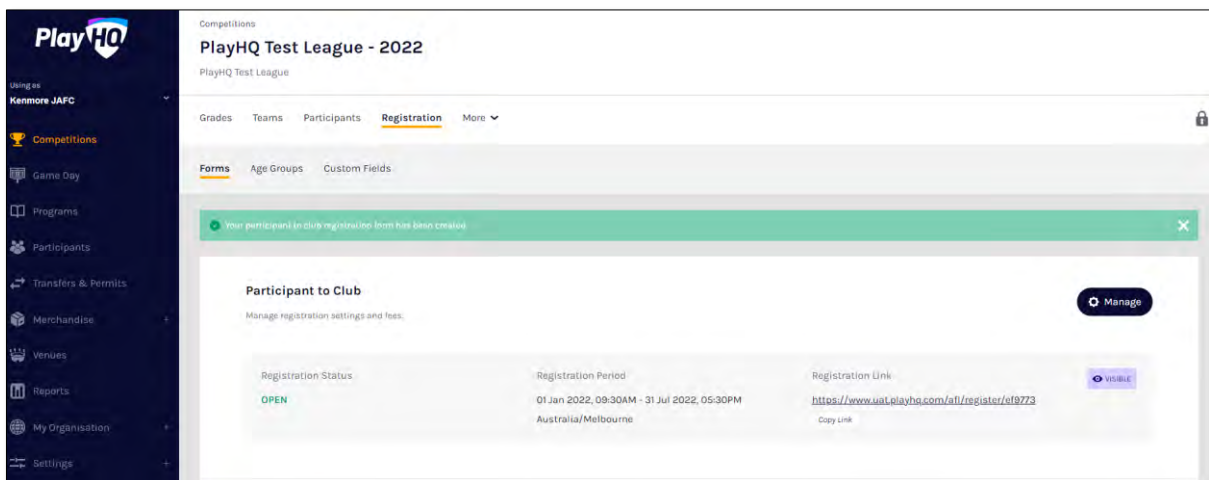
Under **Add your terms and conditions** if you added **Terms and conditions** in **My Organisation – Overview – Details**, you can make them visible on the club registration form by turning on.

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

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

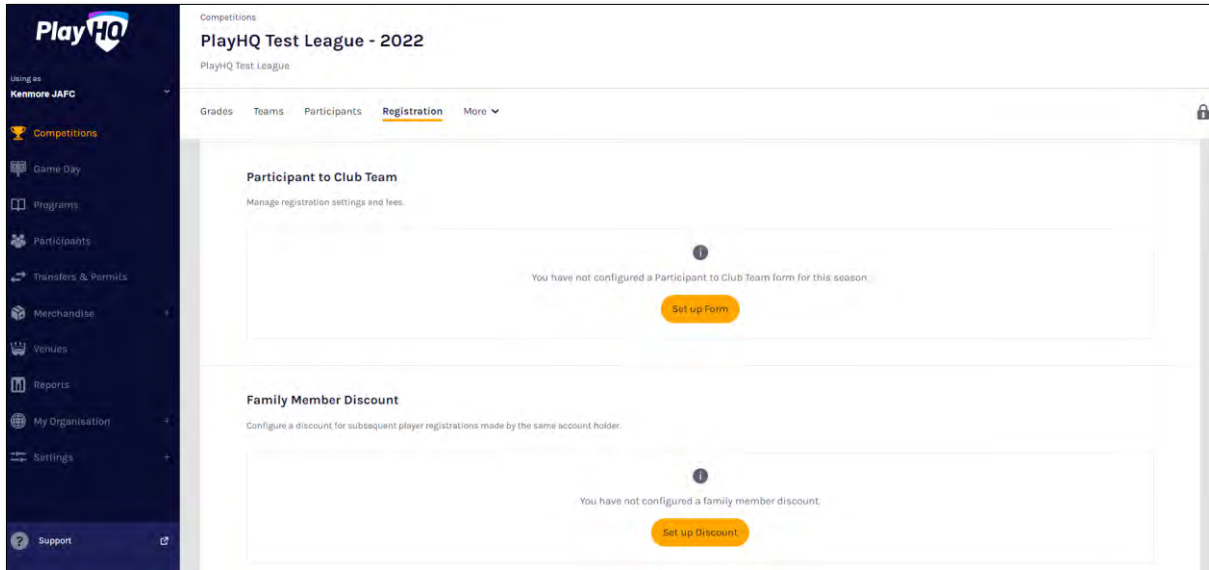


The **Club** registration form will be created, you will be taken back to the **Forms** page with a confirmation message that the **Club** registration form has been created. To make changes to the registration form settings you can click on the **Manage** button.

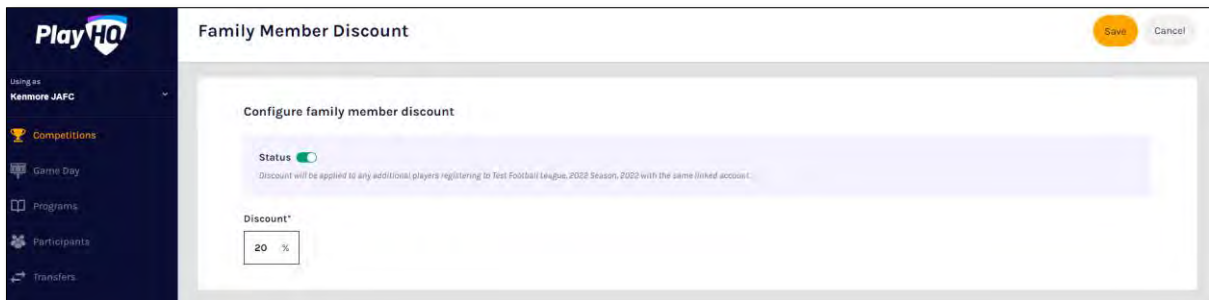


Family Member Discount

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

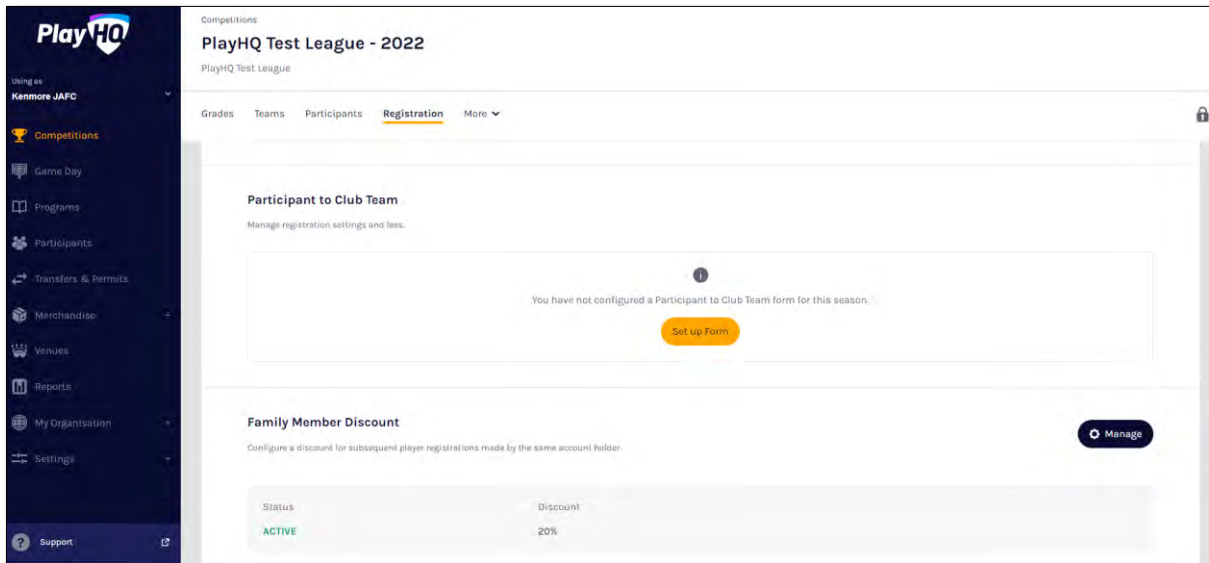


Turn the **Status** button on, add a percentage amount in the **Discount** area and click on the **Save** button in the top right hand corner.



Club Management – Family Member Discount (cont)

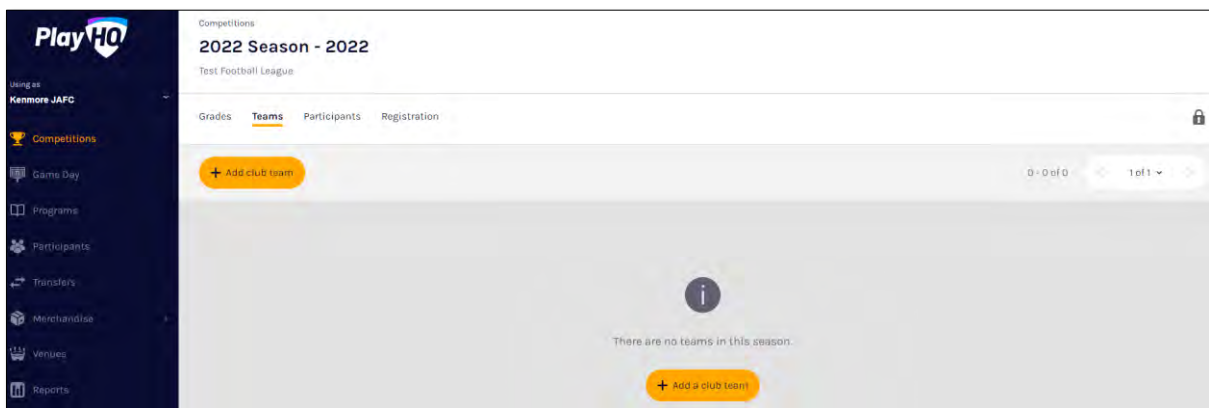
The **Family Member Discount** will be created, you will be taken back to the **Registrations** page with a confirmation message that the **Family Member Discount** is **Active**.



Create Teams

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

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



Club Management – Create Teams (cont)

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

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

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

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

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

Edit Team Settings

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

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

Club Awards

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

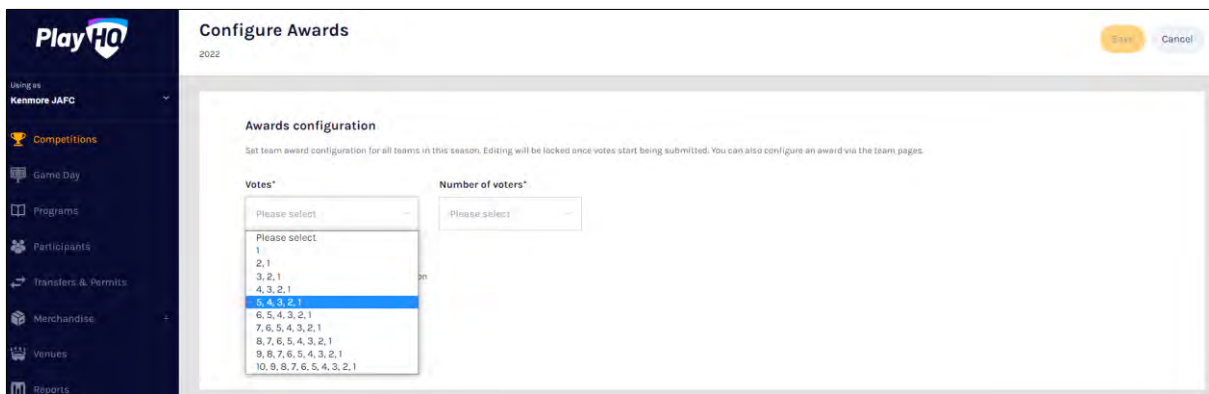
Club Awards can be setup where the award configuration covers all teams in the season.

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

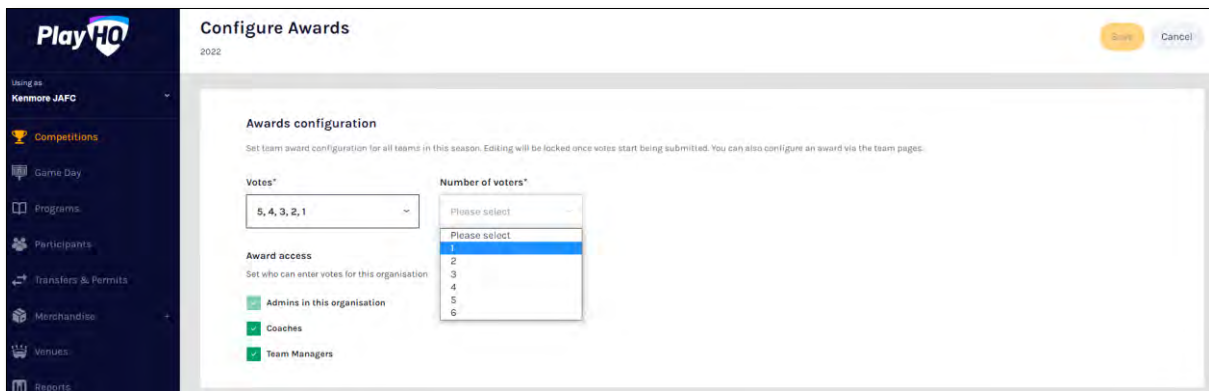
Setup Club Award

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

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

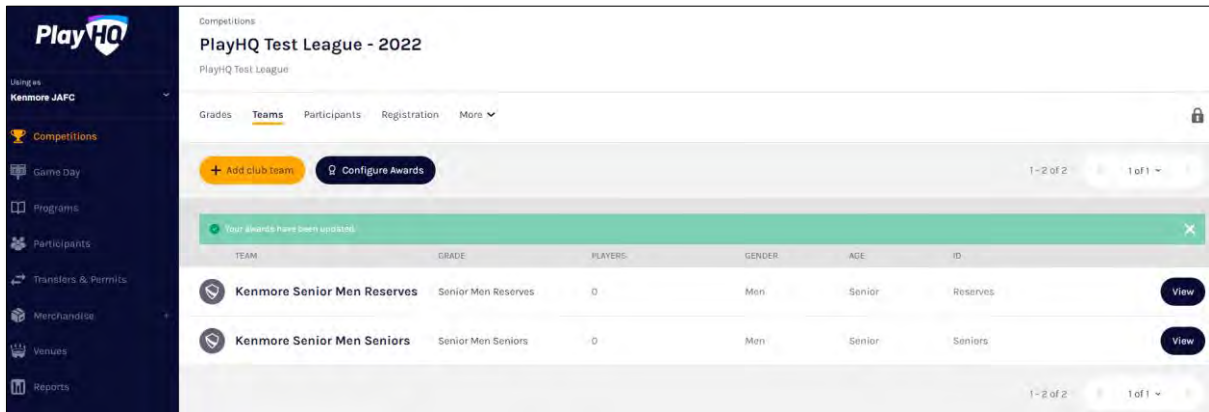


Select a **Number of voters** option, the **Award access** options and click on the **Save** button in the top right corner.



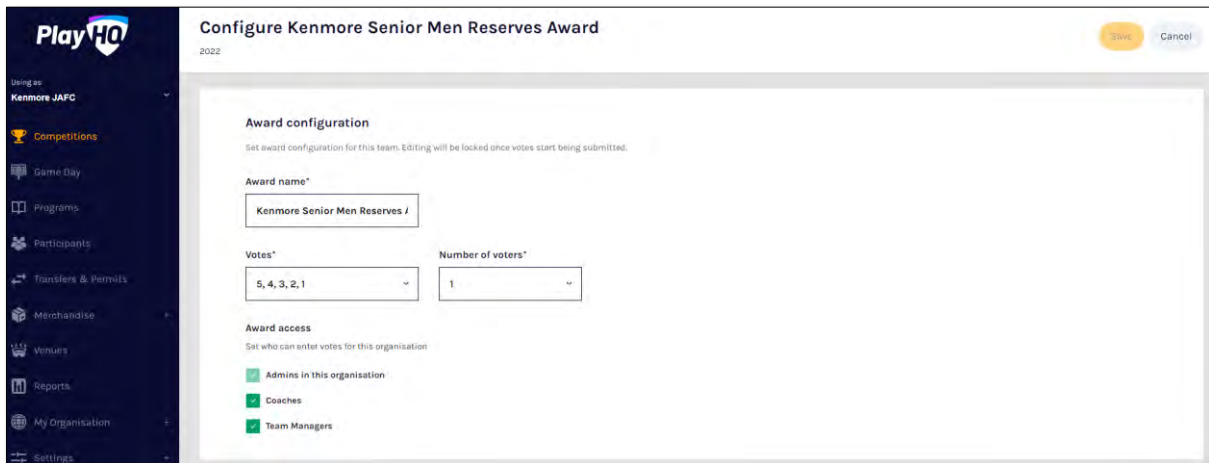
Club Management – Setup Club Award (cont)

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



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

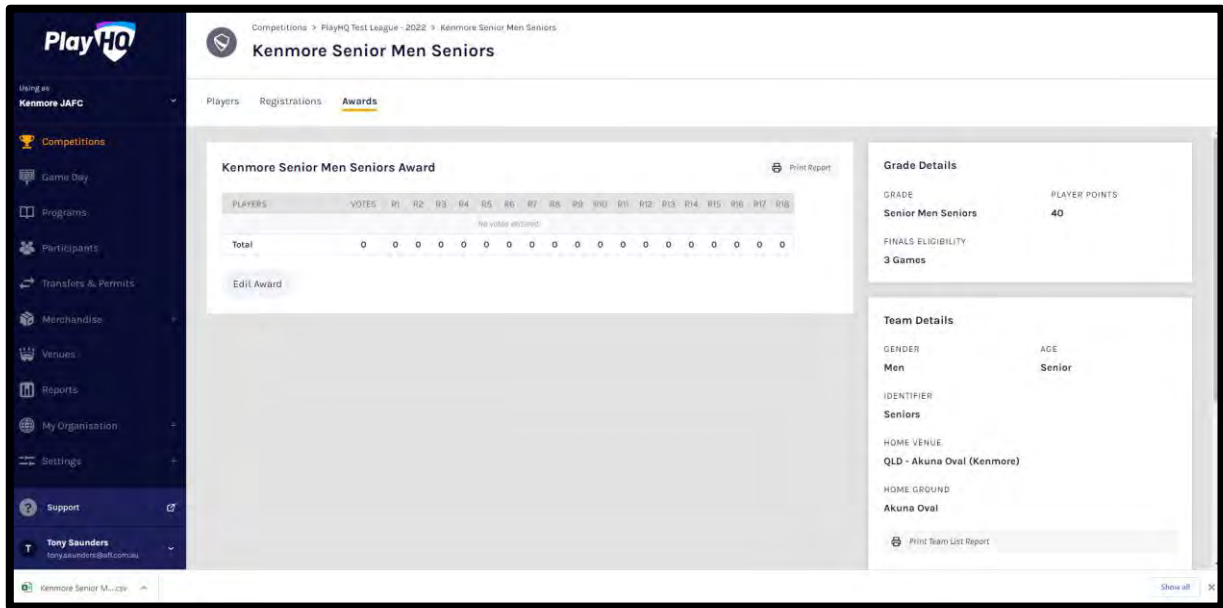
Click on the **View** button for the **Team**, click on the **Awards** tab and click on the **Edit Award** button.



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

Club Management – Setup Club Award (cont)

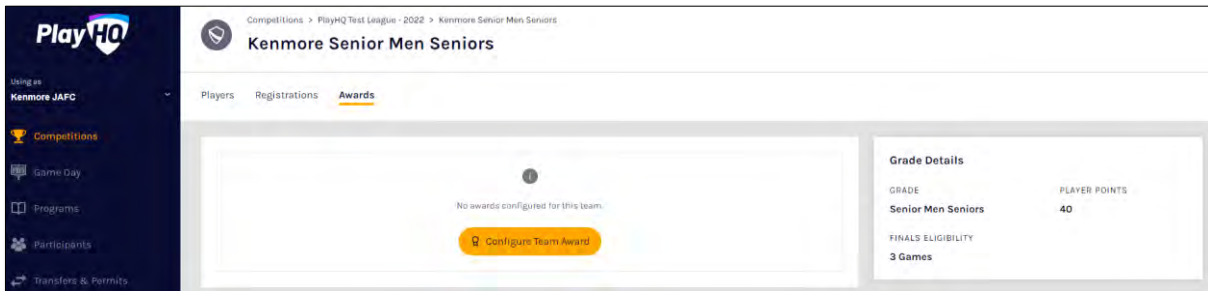
To print a team award report, click on the **Print Report** button. A link to the report will appear in the bottom left corner, click on the link and file will open.



Setup Team Award

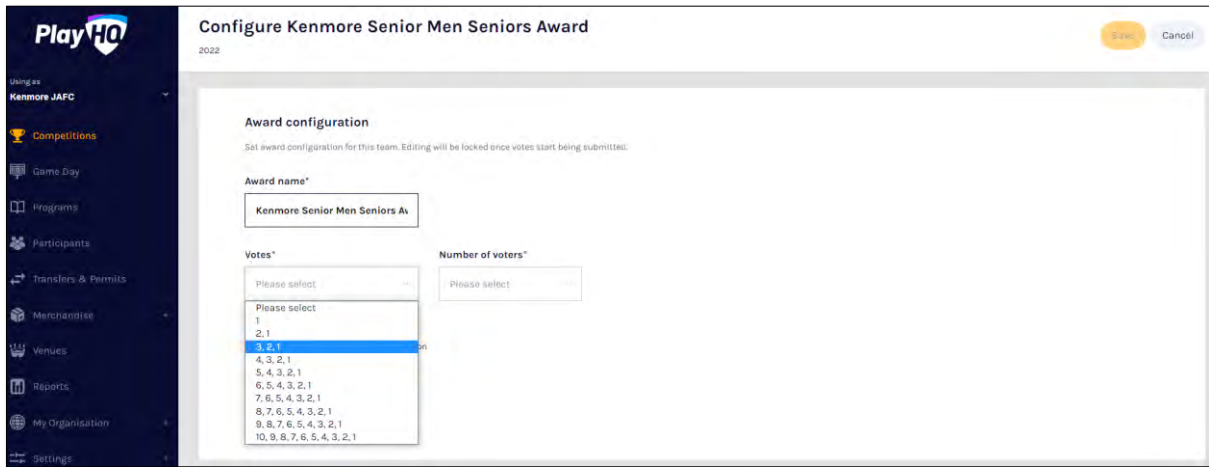
In the left menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab, click on the **View** button for the **Team** and click on the **Awards** tab.

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

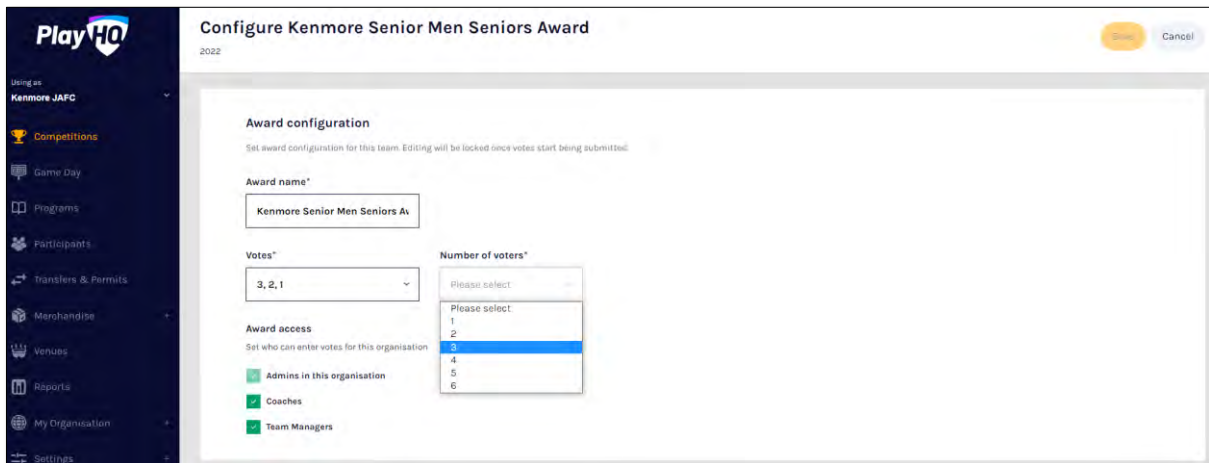


Club Management – Setup Team Award (cont)

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



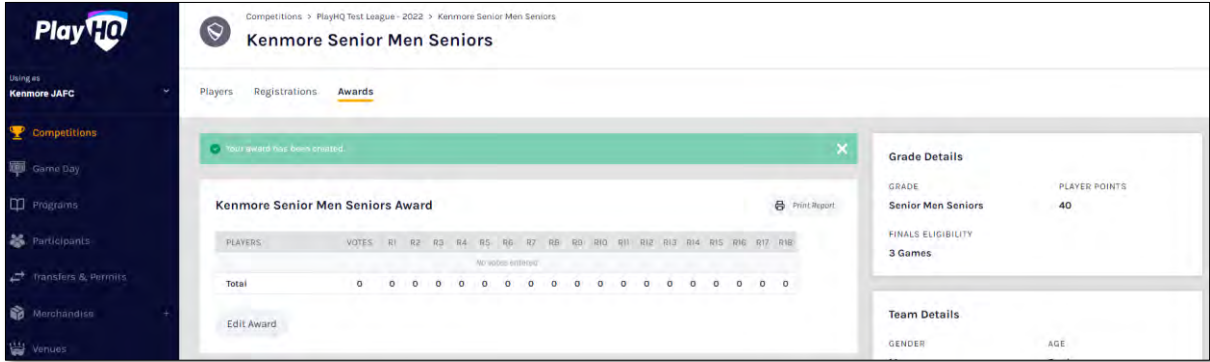
Select a **Number of voters** option, the **Award access** options and click on the **Save** button in the top right corner.



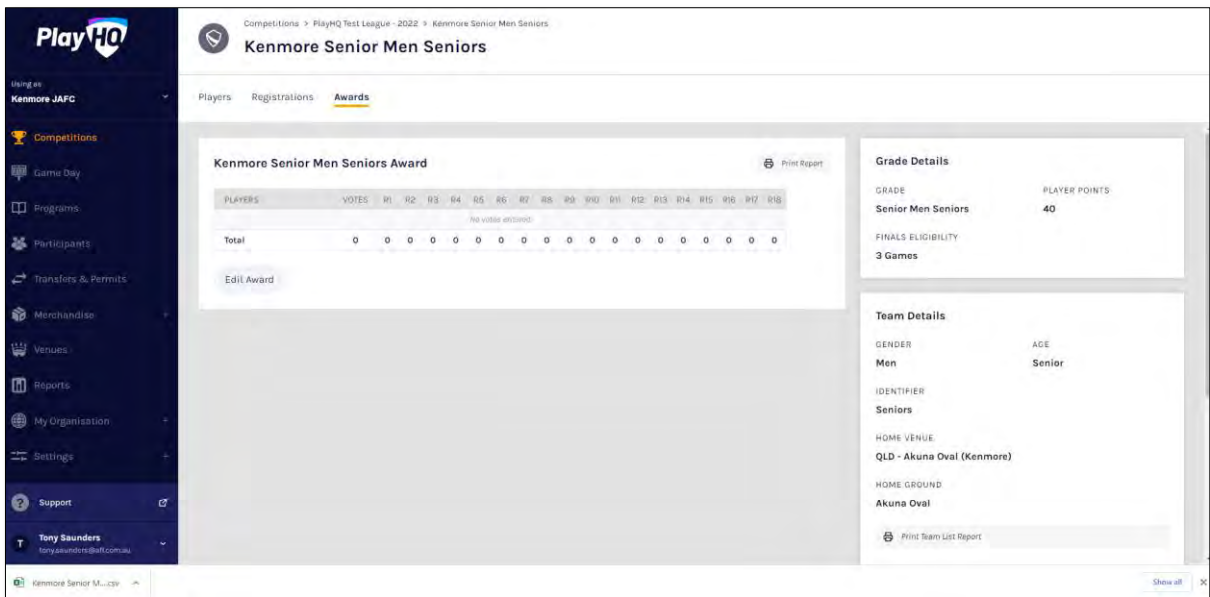
Club Management – Setup Team Award (cont)

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

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



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

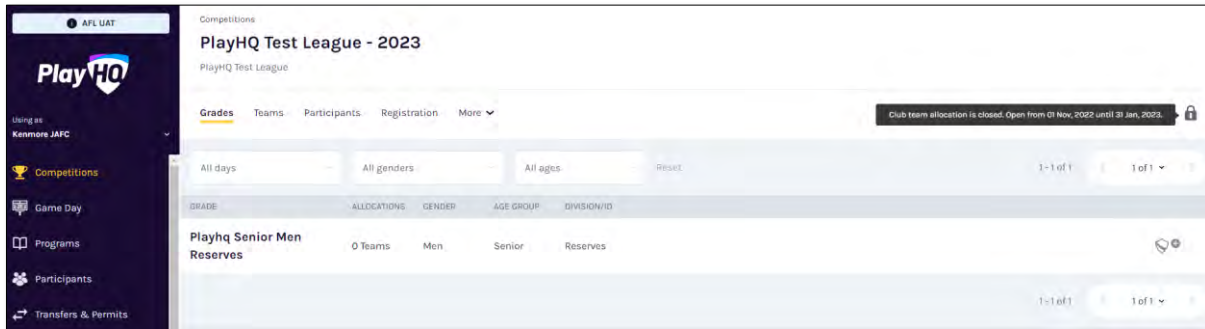



Allocate Teams to Grades

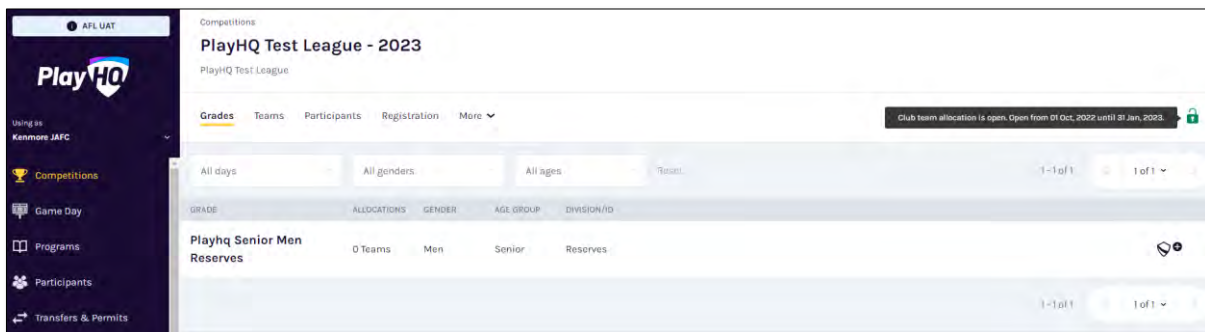
In the left menu click on **Competitions**, click on the **View** button for the **Competition** and click on the **Grades** tab.

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

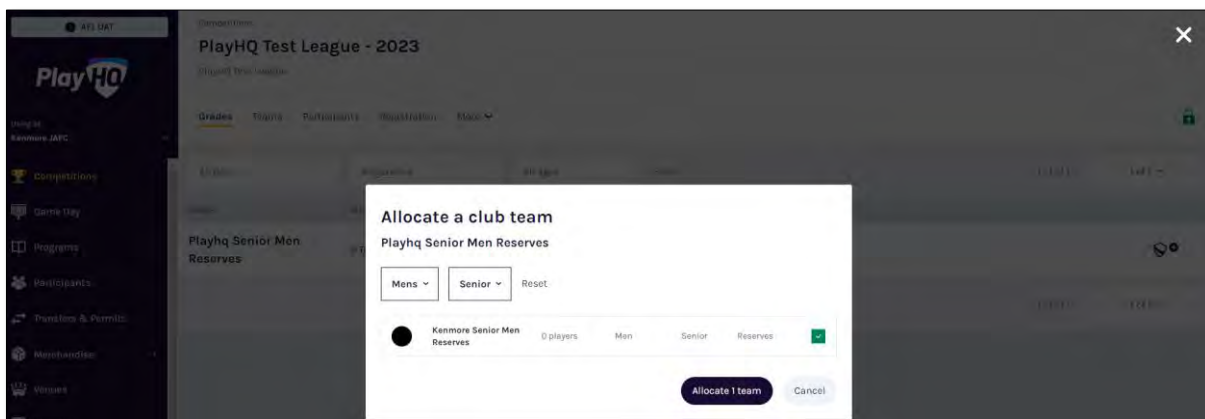
If it shown as locked **Clubs** will not be able to **Allocate Teams to Grades**, you must change the **Using as** organisation back to the **League**.



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

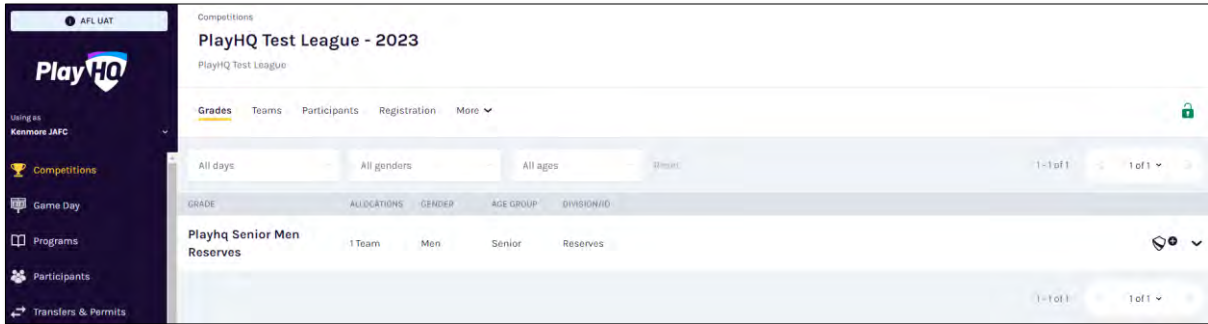


Select the **Team** and click on the **Allocate 1 team** button.

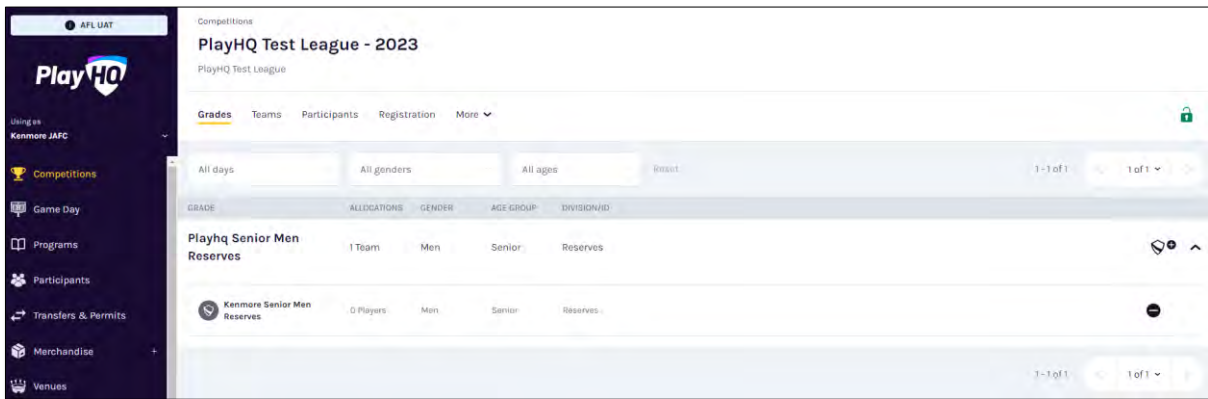


Club Management – Allocate Teams to Grades (cont)

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



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




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

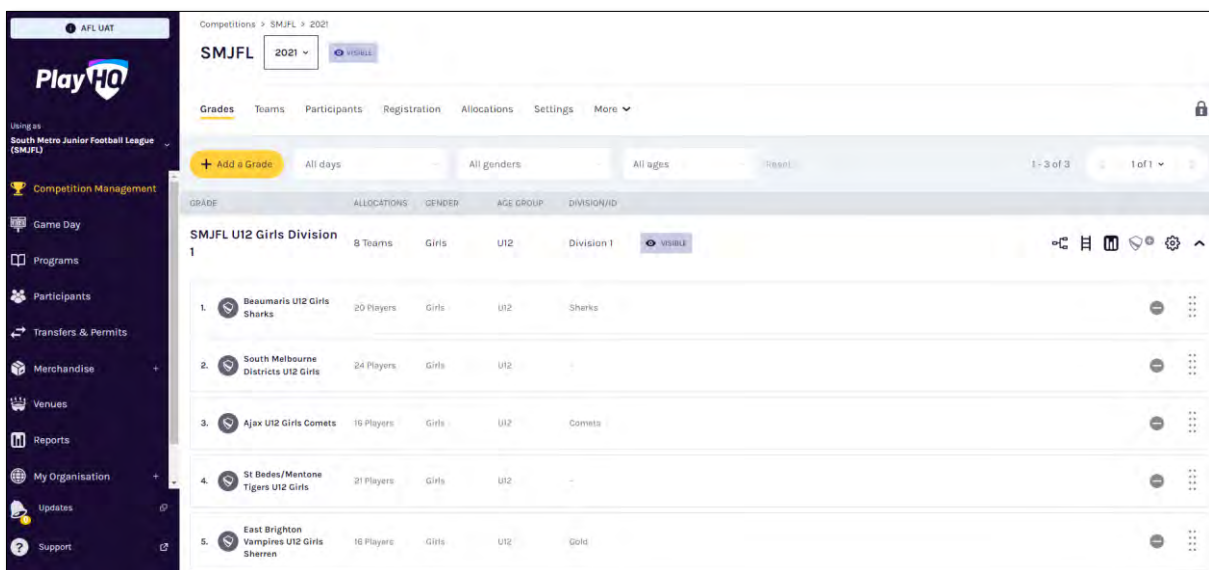
Allocate Players to Teams

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

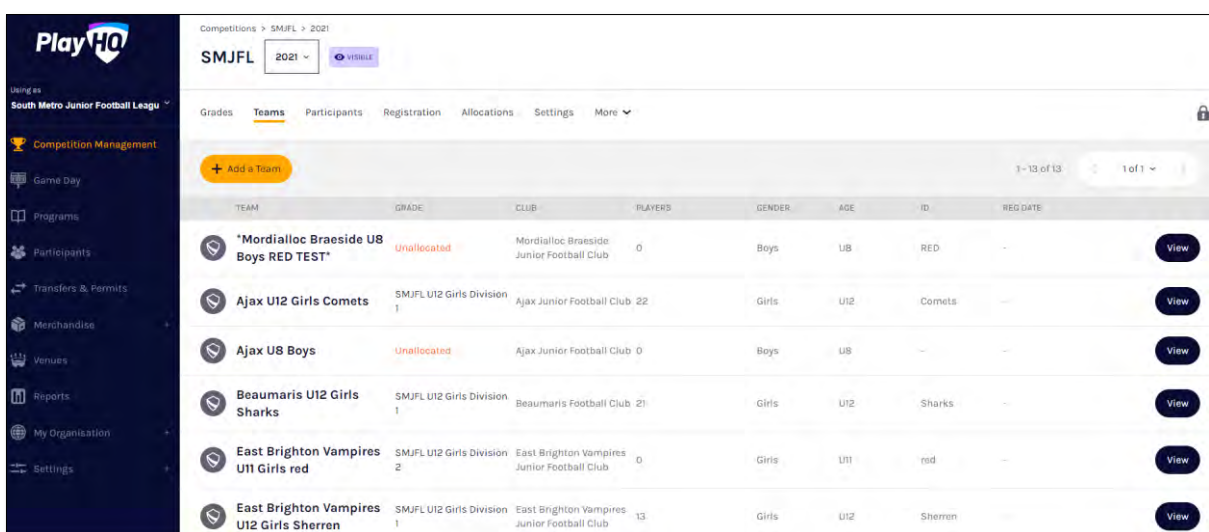
Please note clubs will always have access to be able to allocate players to teams and we strongly encourage that Leagues advise the clubs to perform this task. However this task can also be done from the League level if assistance is required.

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

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

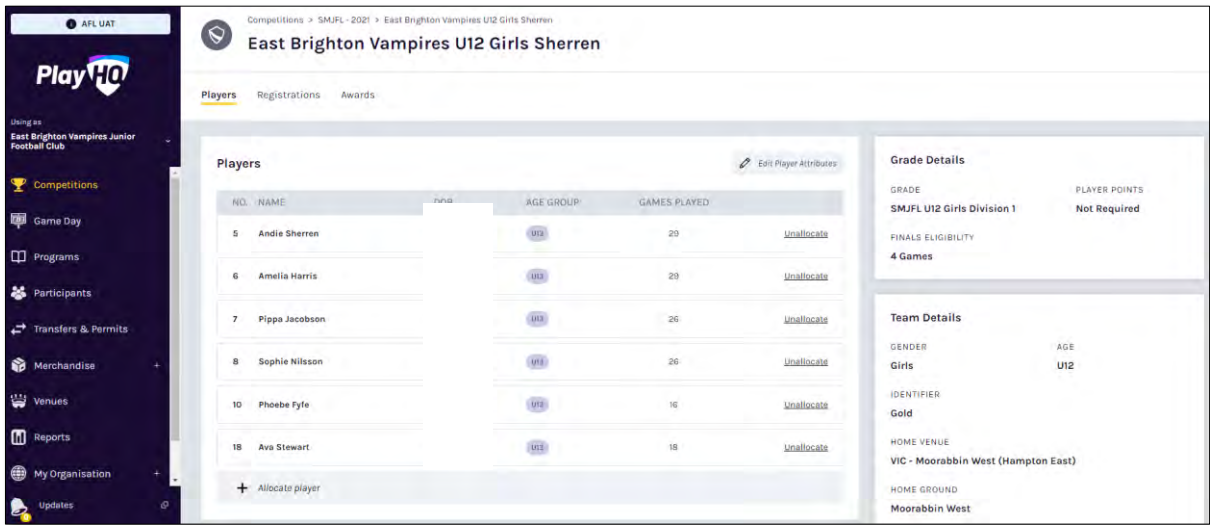


OR under the **Teams** tab search for the **Team** and click on the **View** button for the **Team**.

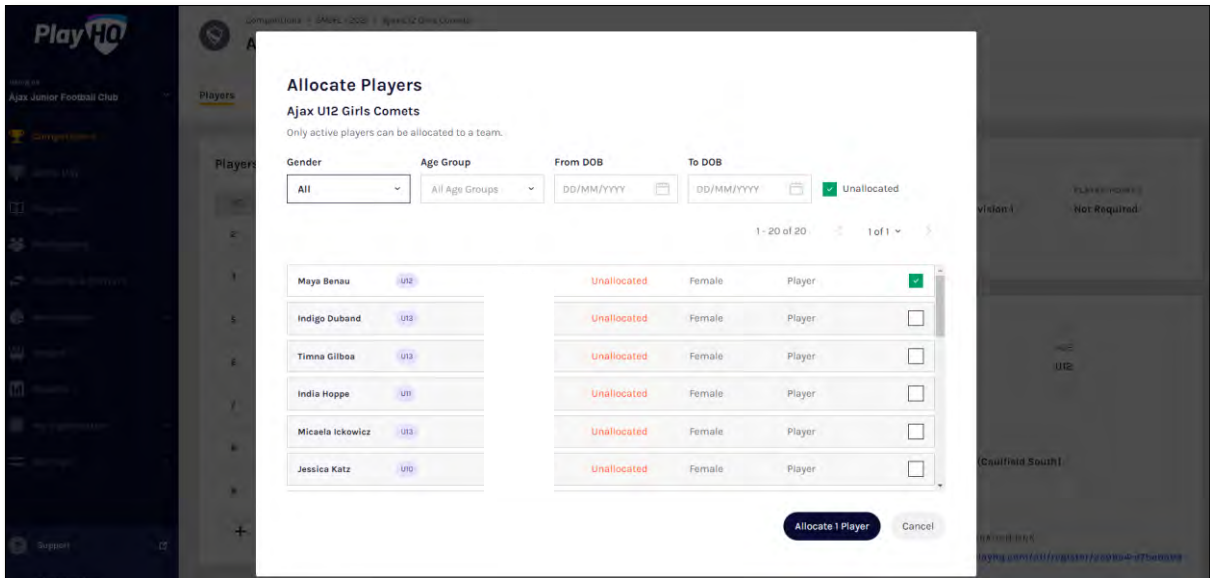


Club Management - Allocate Players to Teams (cont)

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



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



Club Management - Allocate Players to Teams (cont)

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

NO.	NAME	AGE GROUP	GAMES PLAYED
5	Andie Sherren	U12	29
6	Amelia Harris	U12	29
7	Pippa Jacobson	U12	26
8	Sophie Nilsson	U12	26
10	Phoebe Fyfe	U12	16
18	Ava Stewart	U12	18
-	Genevieve Brooks	U12	8

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

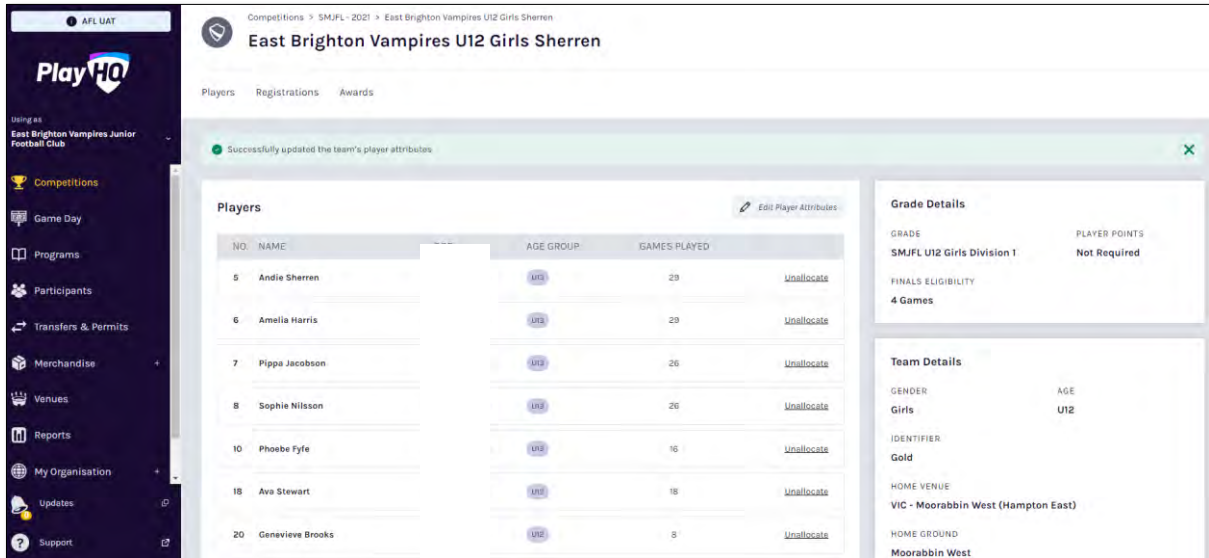
Team Details
GENDER: Girls
AGE: U12
IDENTIFIER: Gold
HOME VENUE: VIC - Moorabbin West (Hampton East)
HOME GROUND: Moorabbin West

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

PLAYER	NUMBER	CAPTAINS
Andie Sherren	5	Please select
Amelia Harris	6	Please select
Pippa Jacobson	7	Please select
Sophie Nilsson	8	Please select
Phoebe Fyfe	10	Please select
Ava Stewart	18	Please select
Genevieve Brooks		Please select

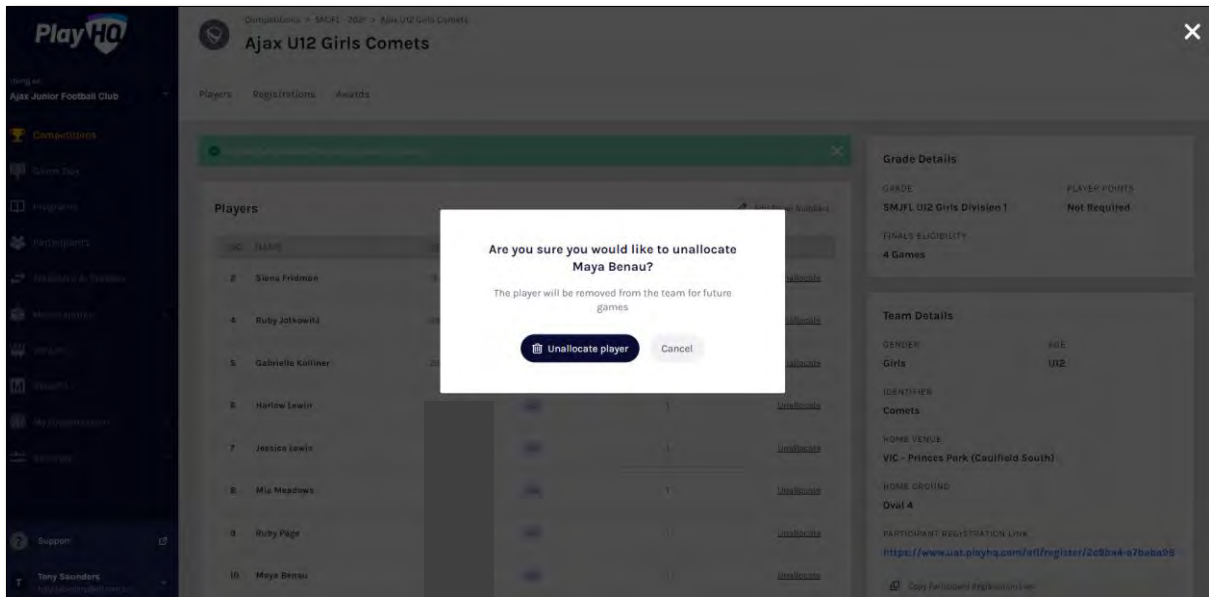
Club Management - Allocate Players to Teams (cont)

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



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

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



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

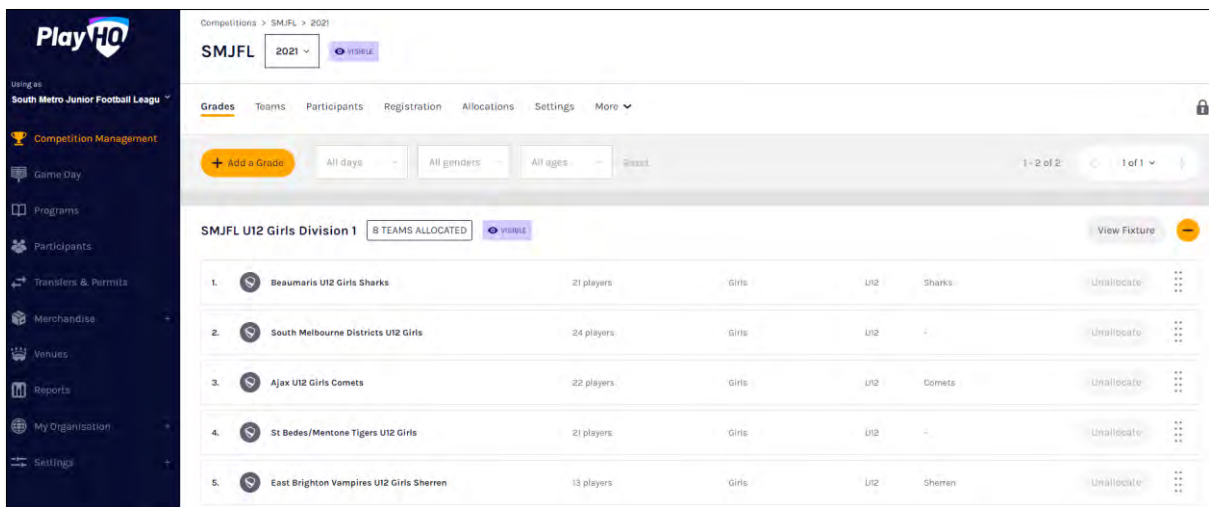
Allocate Coaches, Assistant Coaches & Team Managers to Teams

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

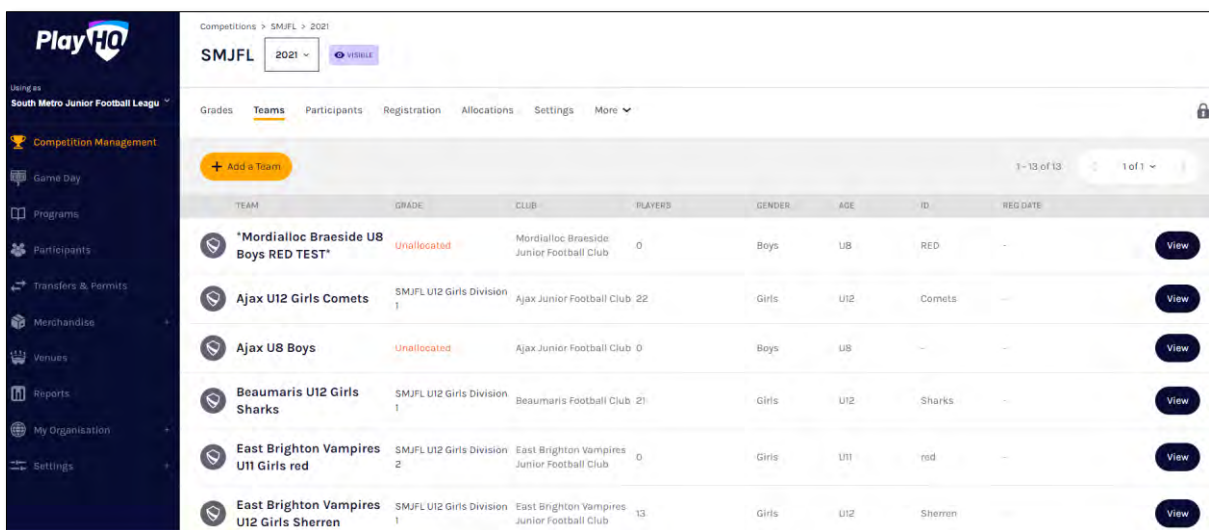
In order for **Team Managers** to be selected in **Team Lineup** they need to be register and allocated to the team. **Team Managers can be allocated to multiple teams.**

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

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



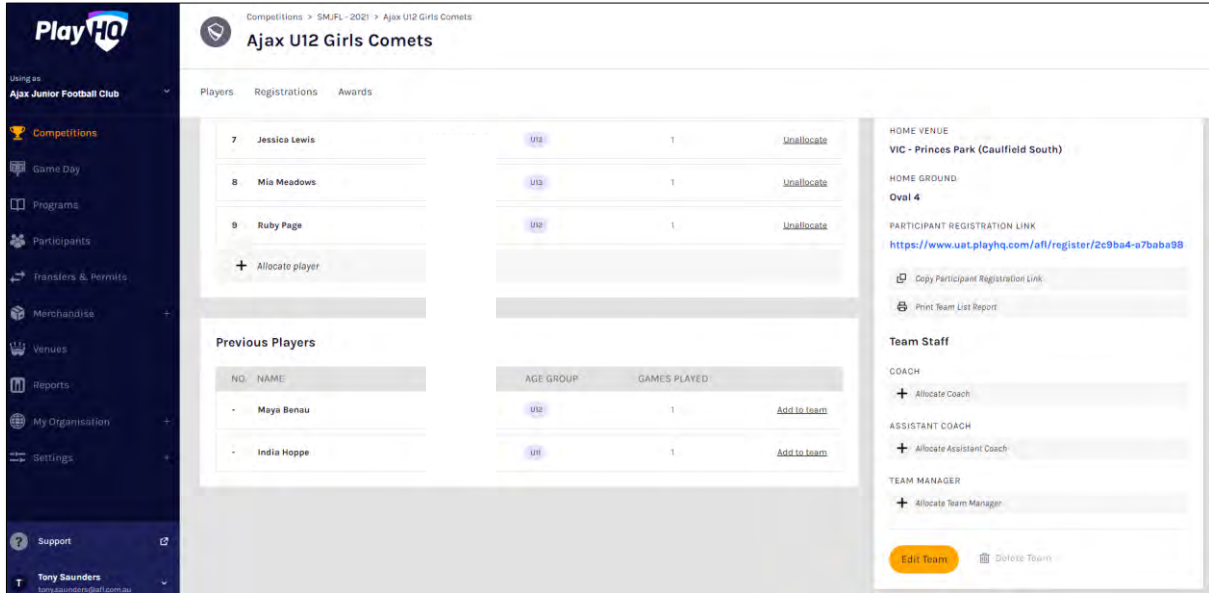
OR under the **Teams** tab search for the **Team** and click on the **View** button for the **Team**.



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

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

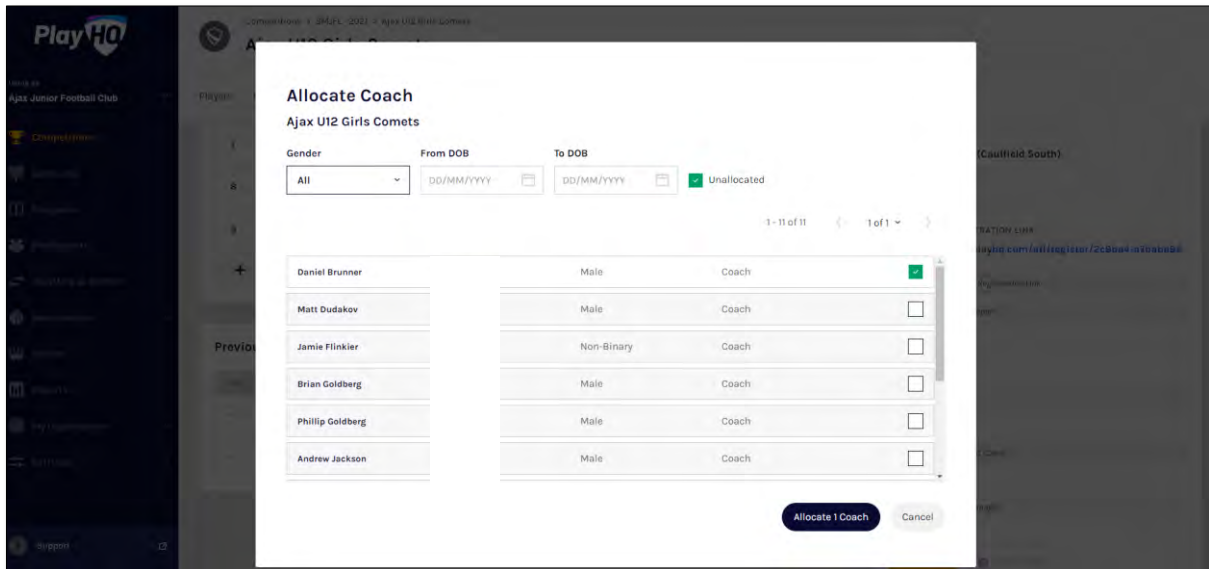
To **Allocate** a **Coach** to a **Team**, click on **Allocate Coach**.



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

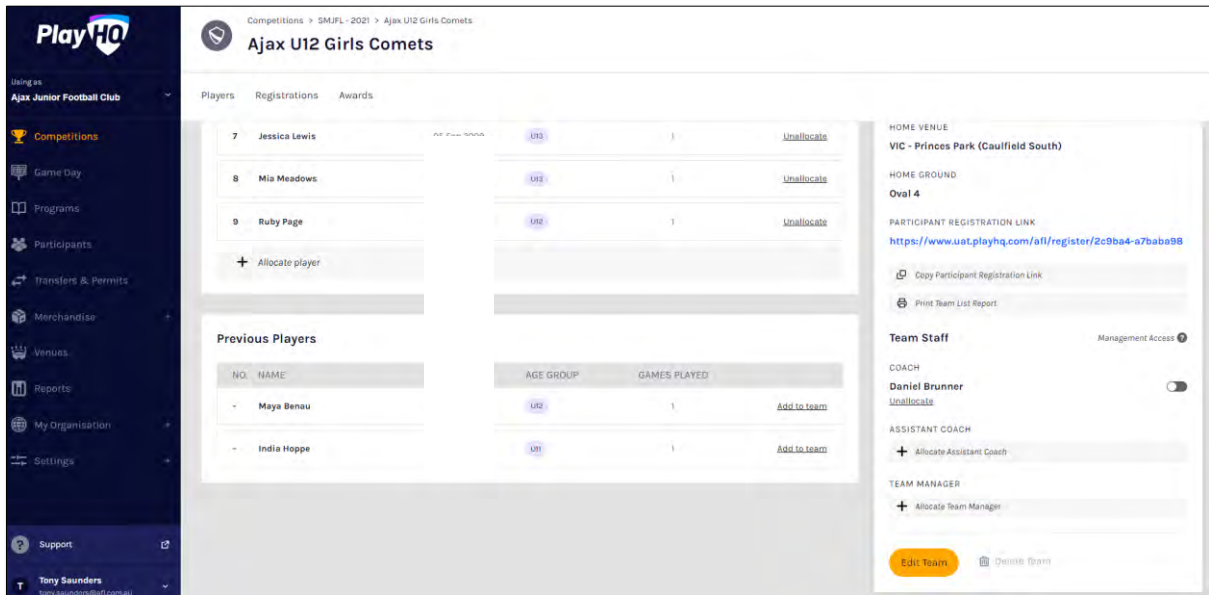
To **Allocate Coach** to the **Team** click the tick box for a **Coach** and click on the **Allocate 1 Coach** button.

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



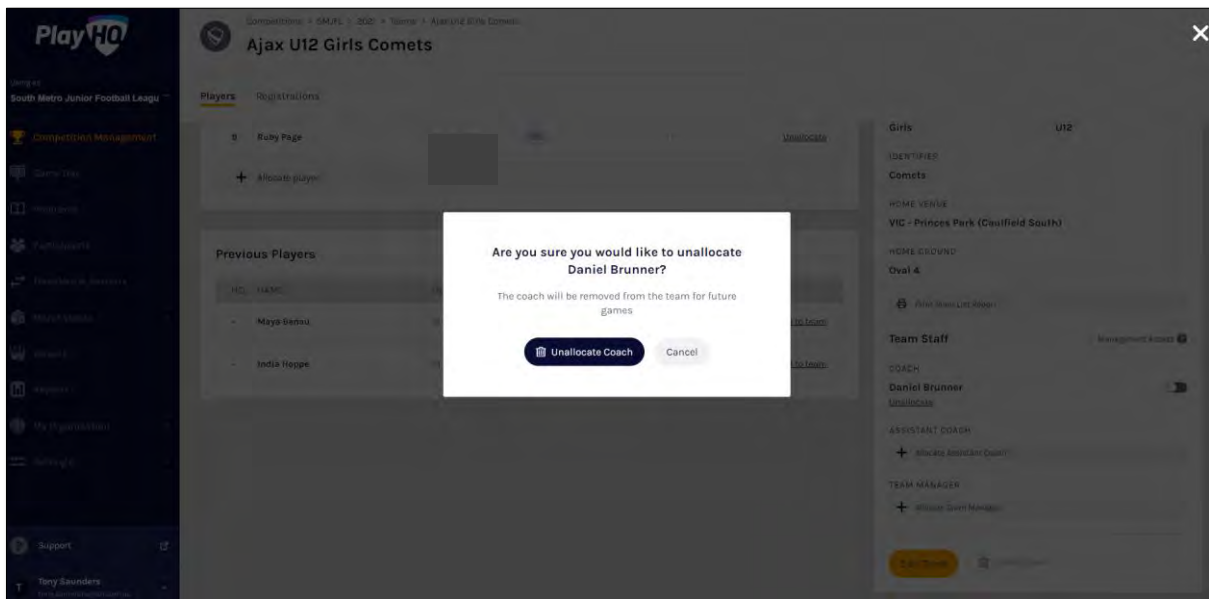
Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

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



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

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



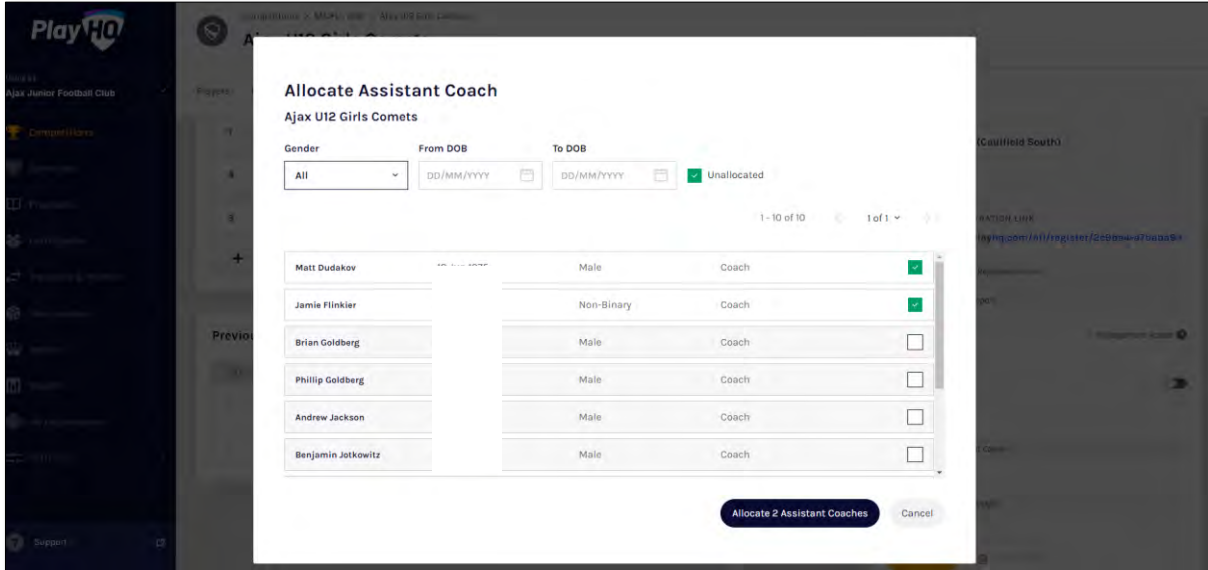
You will be returned to the Team Players page and the coach will be removed in the **Team Staff** list.

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

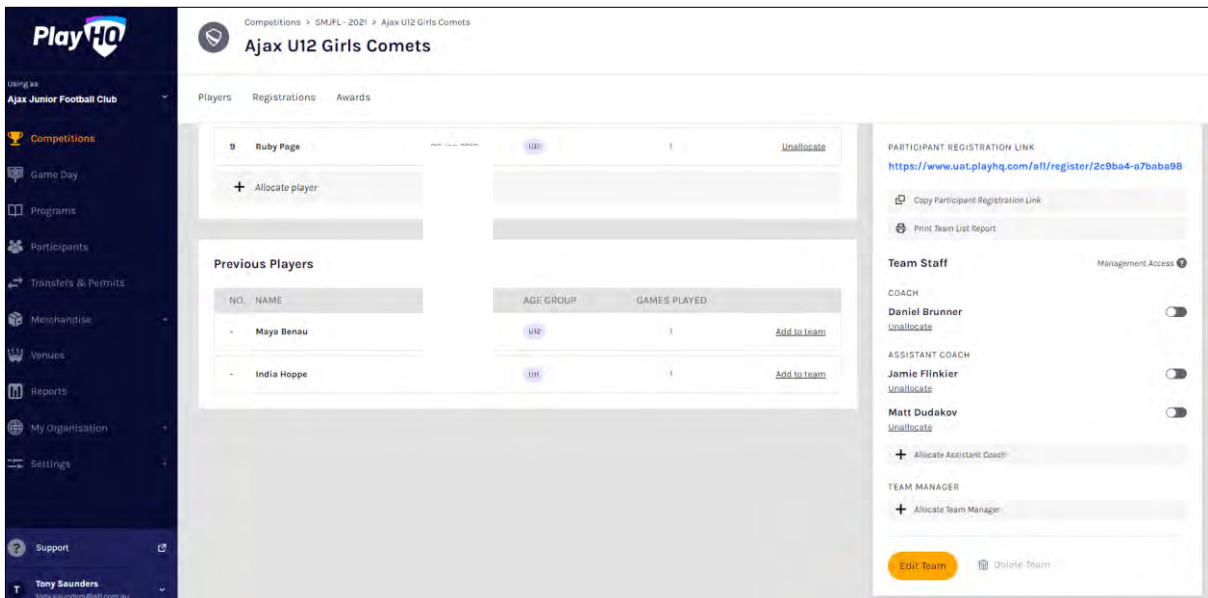
To **Allocate** an **Assistant Coach** to a **Team**, click on **+ Allocate Assistant Coach**.

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

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



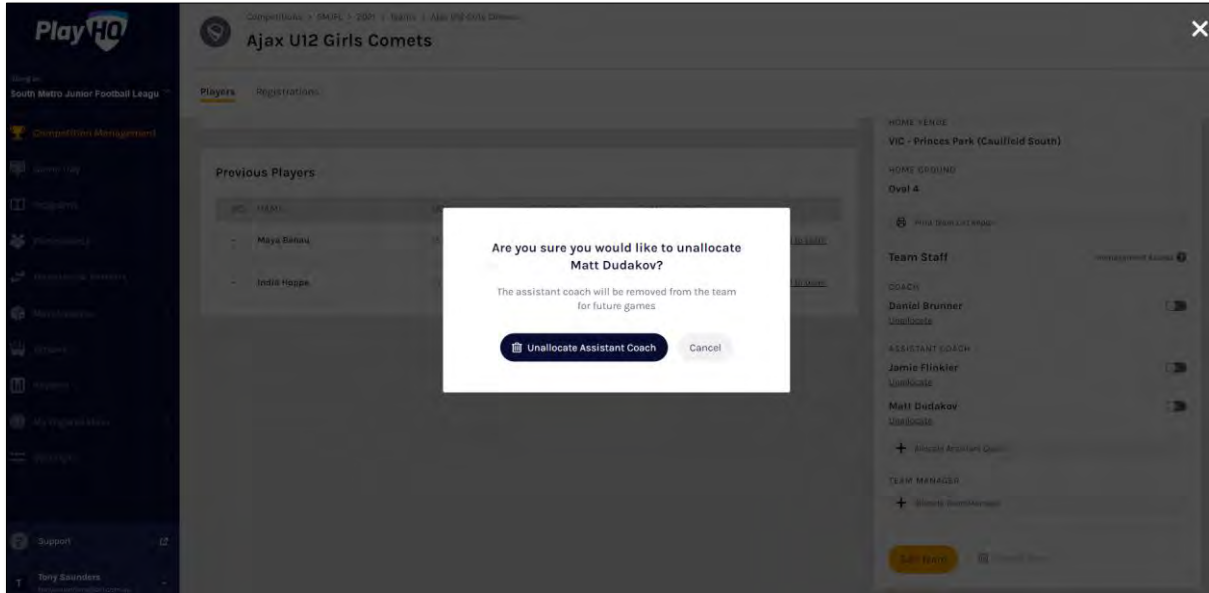
You will be returned to the **Team Players** page and the assistant coach will appear in the **Team Staff** list.



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

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

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

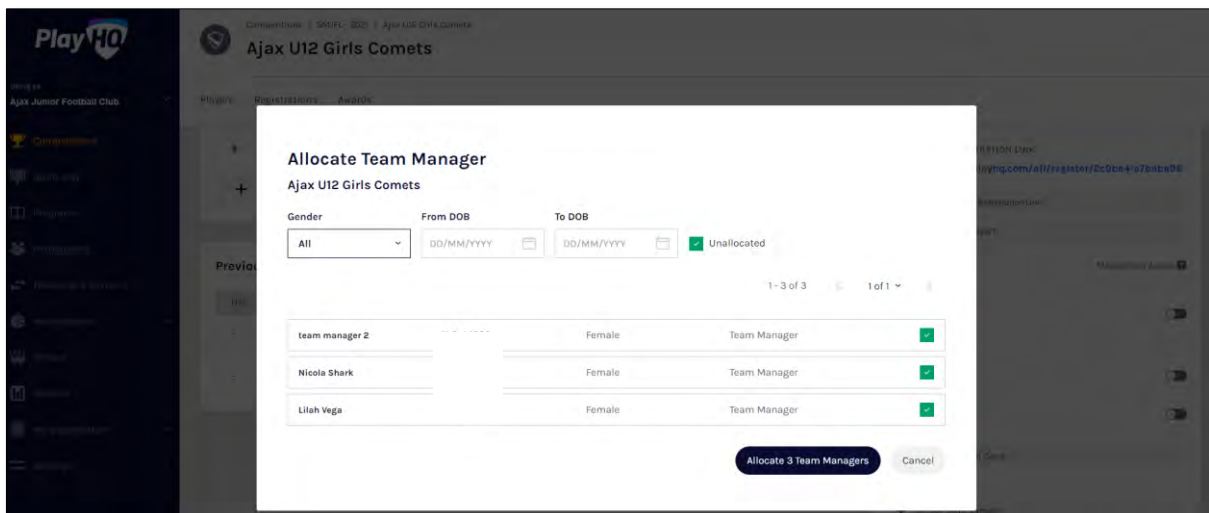


You will be returned to the Team Players page and the assistant coach will be removed in the **Team Staff** list.

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

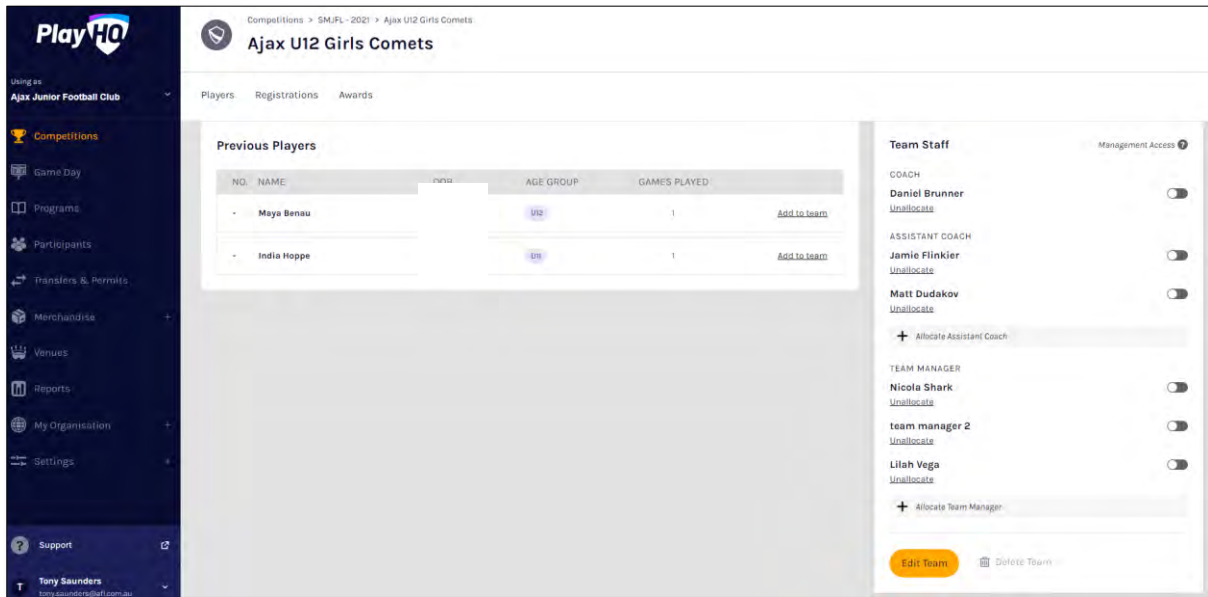
Click the tick box for a **Team Manager** and click on the **Allocate x Team Managers** button.

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



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

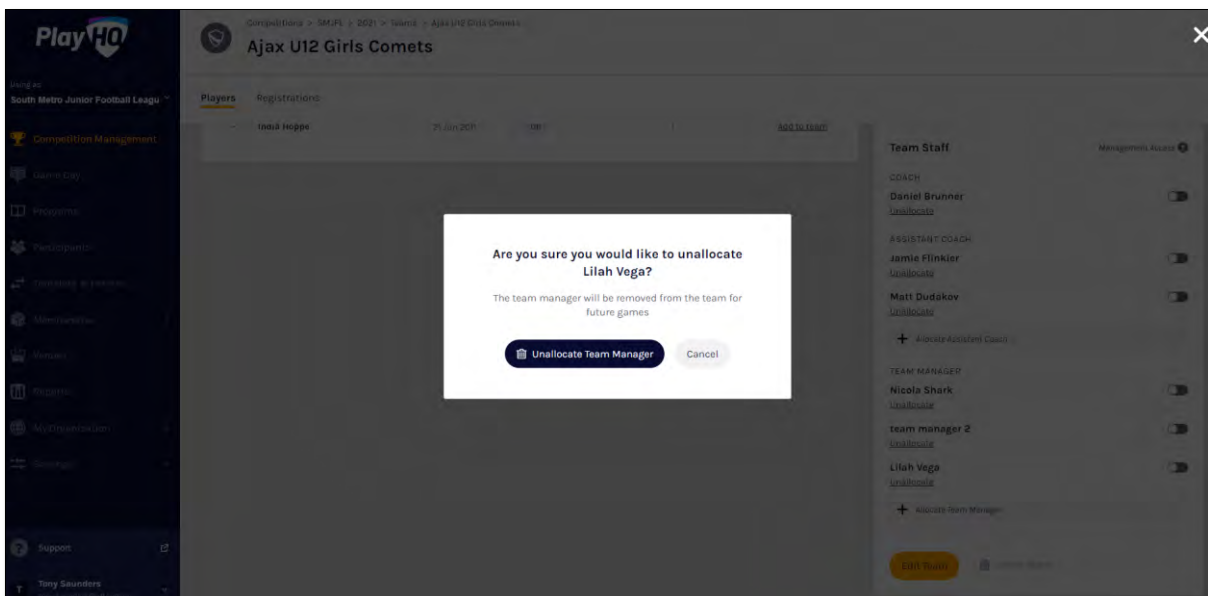
You will be returned to the Team Players page and the team manager will appear in the **Team Staff** list.



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

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

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



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

Captain Management

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



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



Club Management – Captain Management (cont)

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

PLAYER	NUMBER	CAPTAINS
Andie Sherren	5	Deputy Vice Captain
Amelia Harris	6	Please select
Pippa Jacobson	7	Captain
Sophie Nilsson	8	Please select
Phoebe Fyfe	10	Vice Captain
Ava Stewart	18	Please select
Genevieve Brooks	20	Captain

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

NO.	NAME	AGE GROUP	GAMES PLAYED	
-	Amelia Wall	U12	5	Add to team
-	Alana Whitelegg	U12	1	Add to team
-	Milla Teelow	U12	16	Add to team
-	Poppy Tresise	U12	7	Add to team
-	Sienna McPherson	U12	5	Add to team
-	Isla Lewis	U12	11	Add to team
-	Camille Marlow	U12	14	Add to team
-	Luella Hall	U12	24	Add to team
-	Georgia Naughton	U12	7	Add to team
-	Clementine Pitts	U12	8	Add to team

COACH

+ Allocate Coach

ASSISTANT COACH

+ Allocate Assistant Coach

TEAM MANAGER

+ Allocate Team Manager

Captains

CAPTAIN

Genevieve Brooks

Pippa Jacobson

VICE CAPTAIN

Phoebe Fyfe

DEPUTY VICE CAPTAIN

Andie Sherren

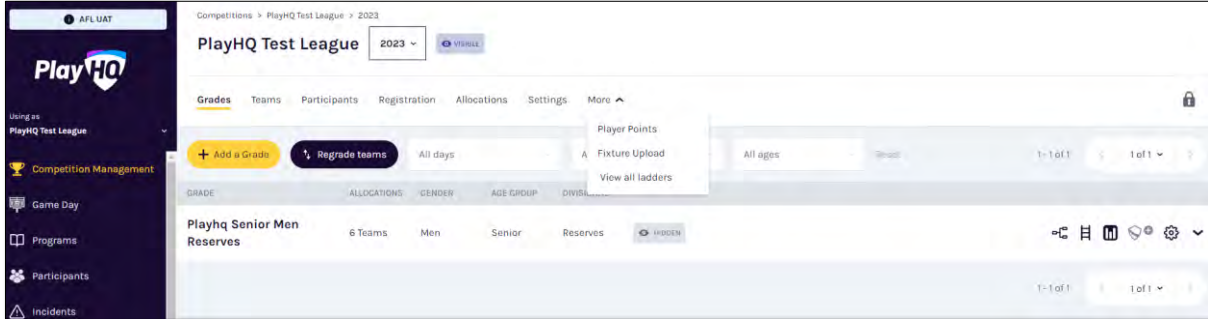
+ Edit Captains

[Edit Team](#) [Delete Team](#)

9. Competition Management

View All Ladders

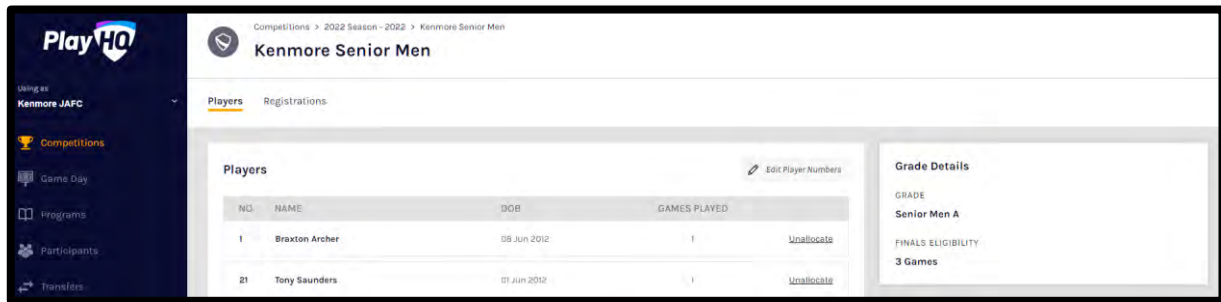
On the **Grades** page, click on the **More** tab and select **View All Ladders**.



Finals Eligibility

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

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



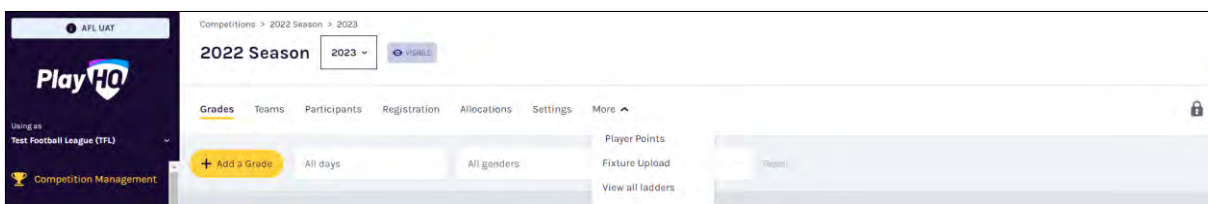
Player Points

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

Setting Player Points to Players

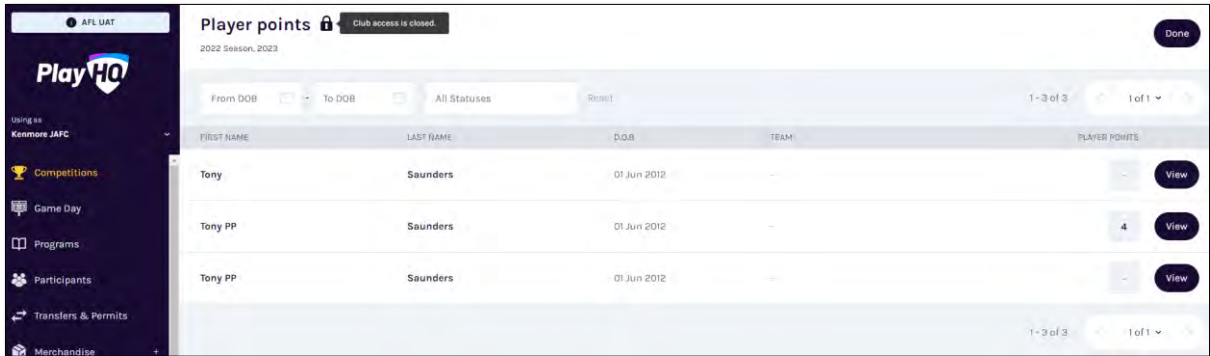
If the **League** has **Player Points** turned on for a **Club**, you can add **Player Points** to a **Player** or edit the **Player Points** for a **Player**.

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

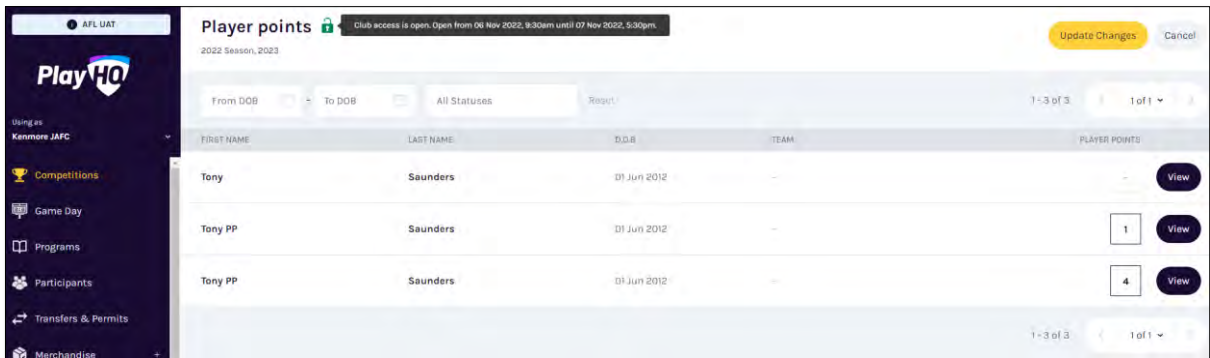


Competition Management – Setting Player Points (cont)

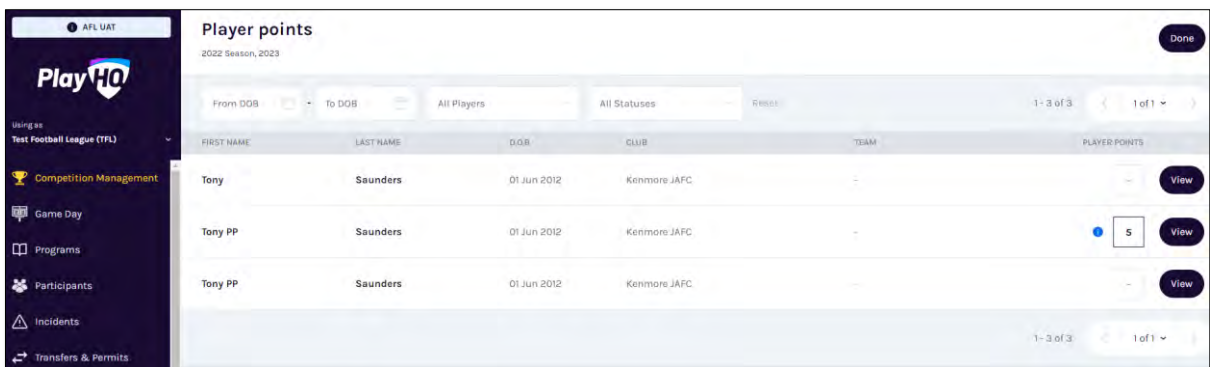
On the **Player points** page if the **League** has **not** given the club access to add or edit **Player Points** the page will be locked and no additions or changes can be made.



On the **Player points** page if the **League** has given the club access to add or edit **Player Points** the page will be unlocked allowing additions or changes to be made.

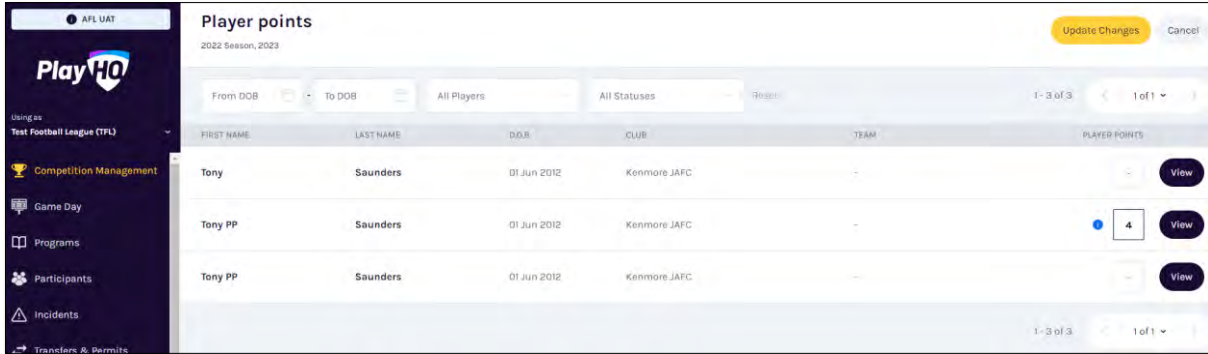


On the **Player points** page, player point values that have been rolled over from a previous season will be marked with the **i** icon.

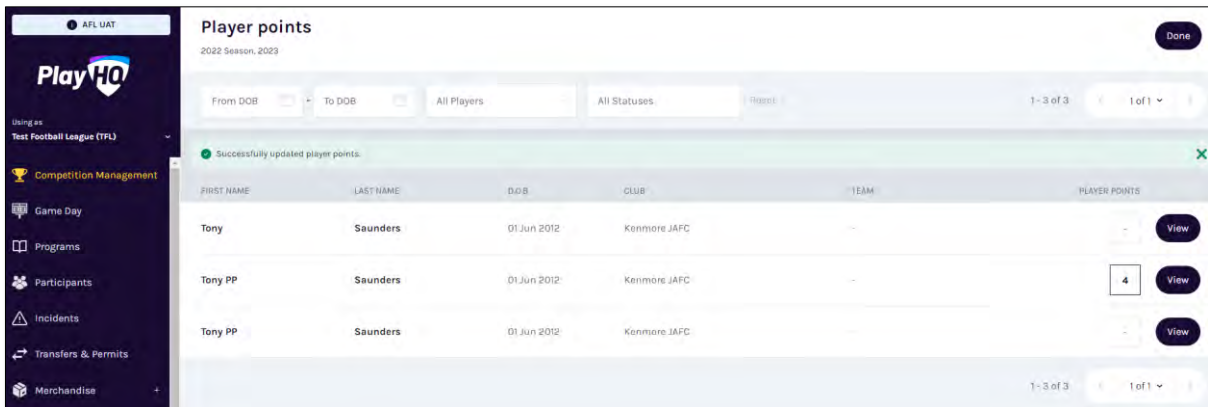


Competition Management – Setting Player Points (cont)

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



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

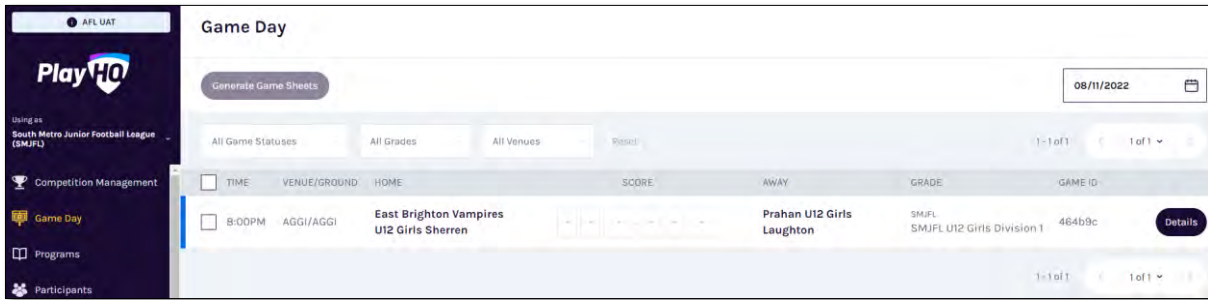


10. Game Day

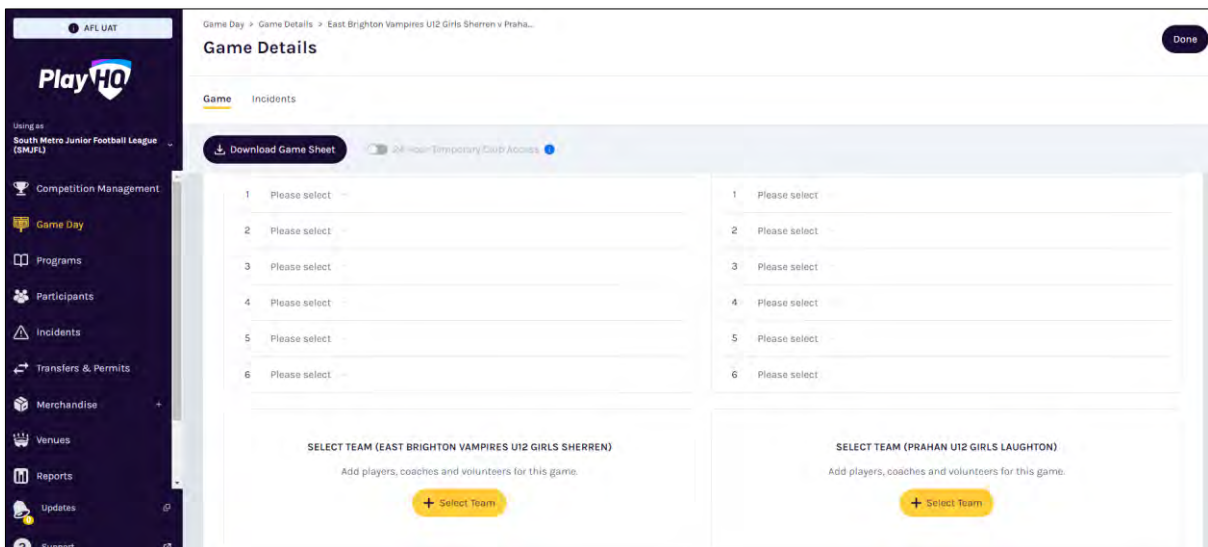
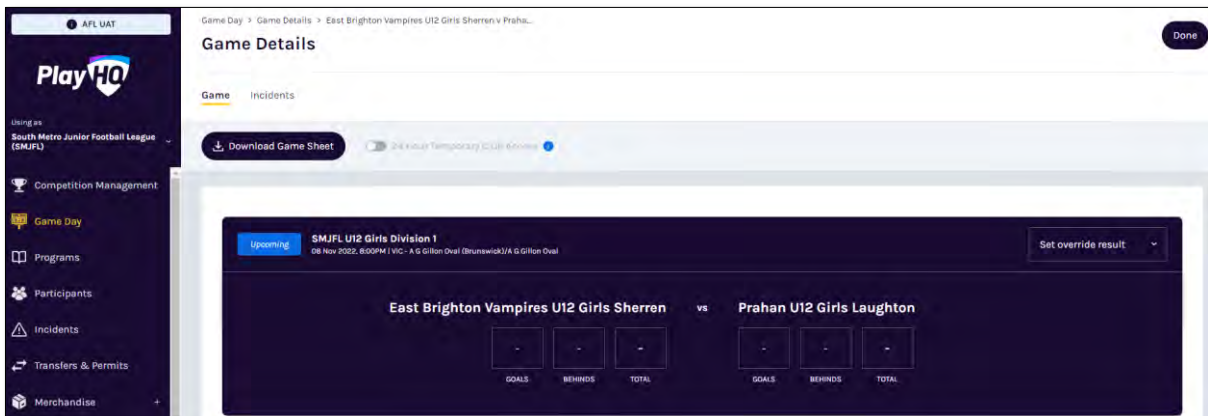
Create Line-up

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

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

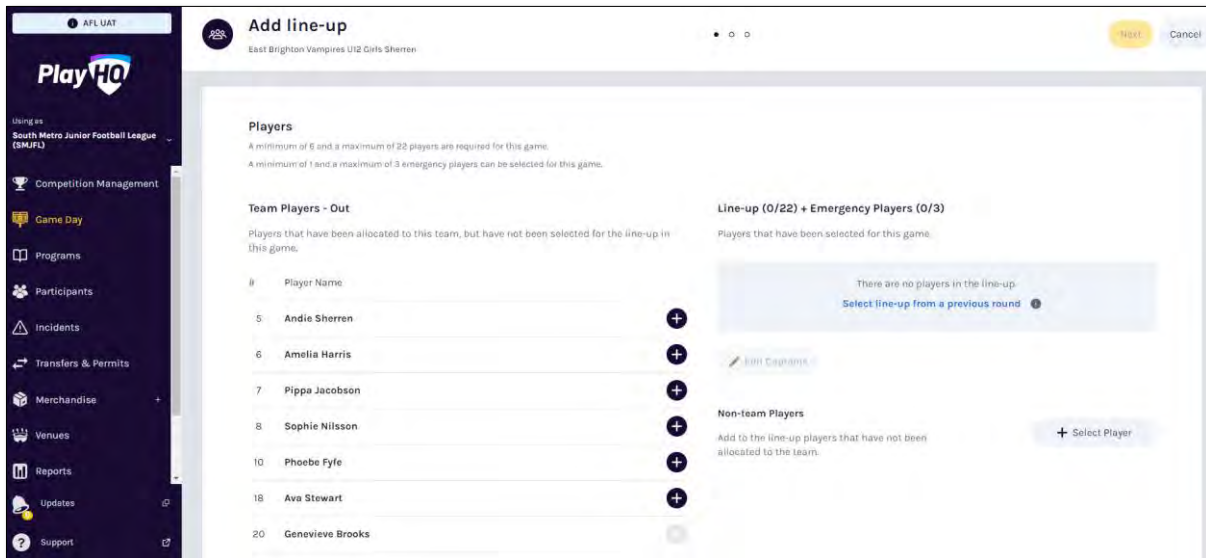


You will land on the **Game Details** page, scroll down the page and click on the **+ Select Team** button.

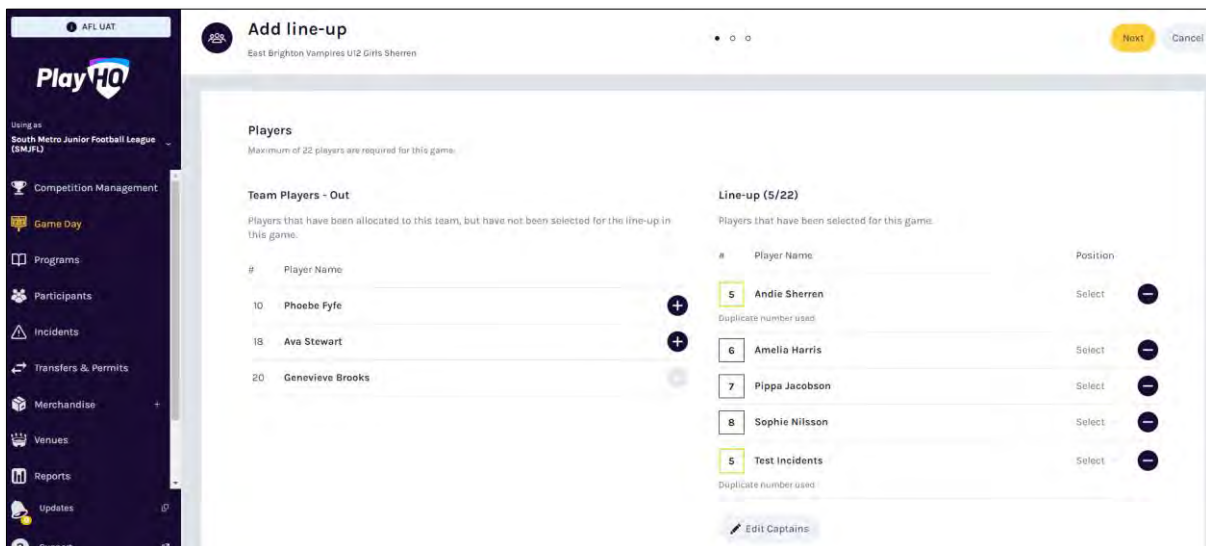


Game Day - Create Line-up (cont)

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

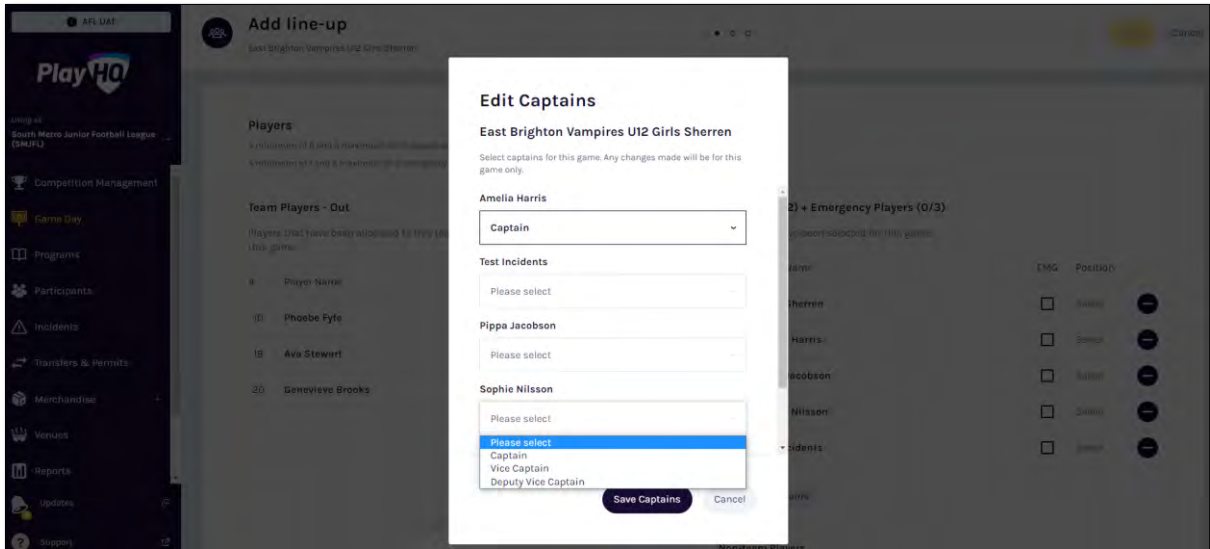


To add **Players** to the **Line-up** click on **Select line-up from a previous round** to add of players selected in the previous finalised match. Click on the **-** icon to remove a **Player** from the line-up and click on the **+** icon for the **Player** in the **Out** area to add a **Player** to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

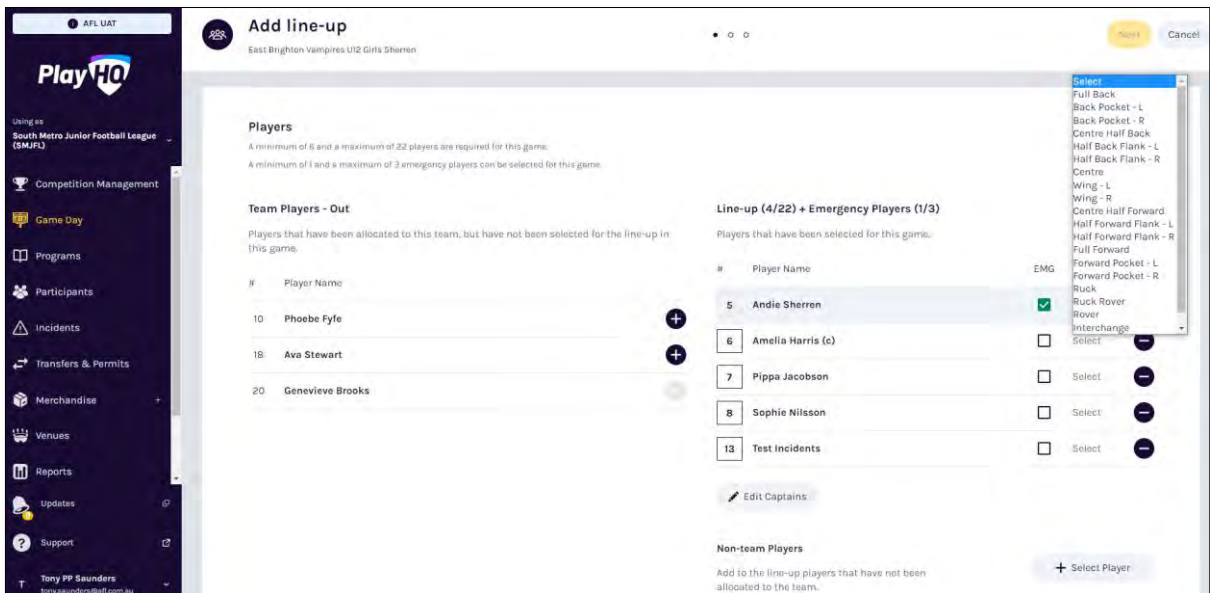


Game Day - Create Line-up (cont)

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

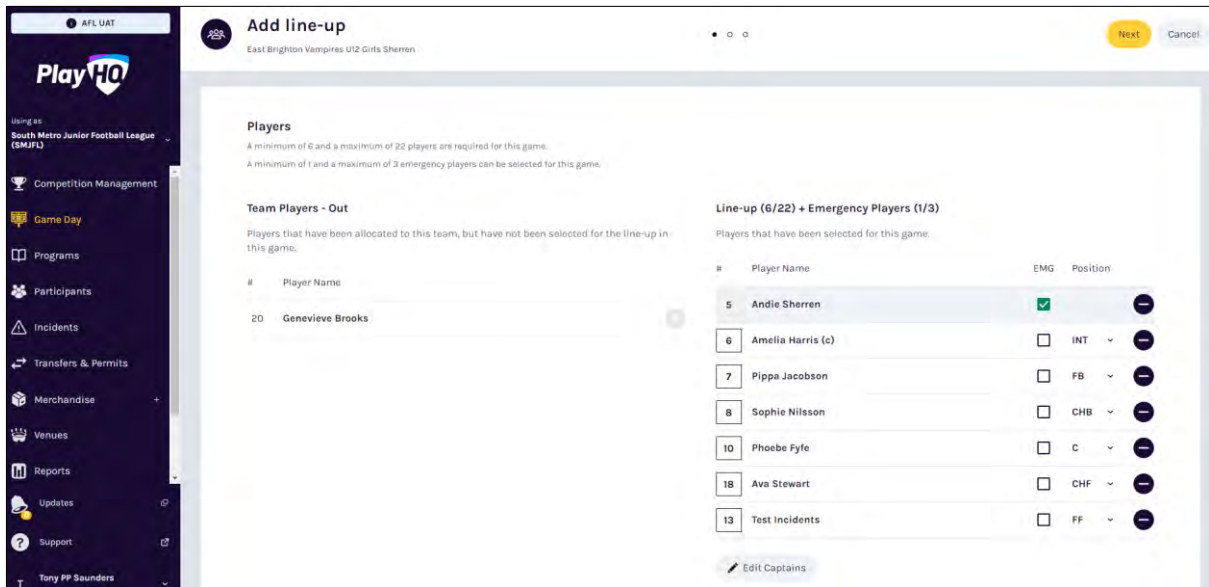


If **Emergency Players** and/or **Player Positions** have been turned on for the **Grade**, select as required.

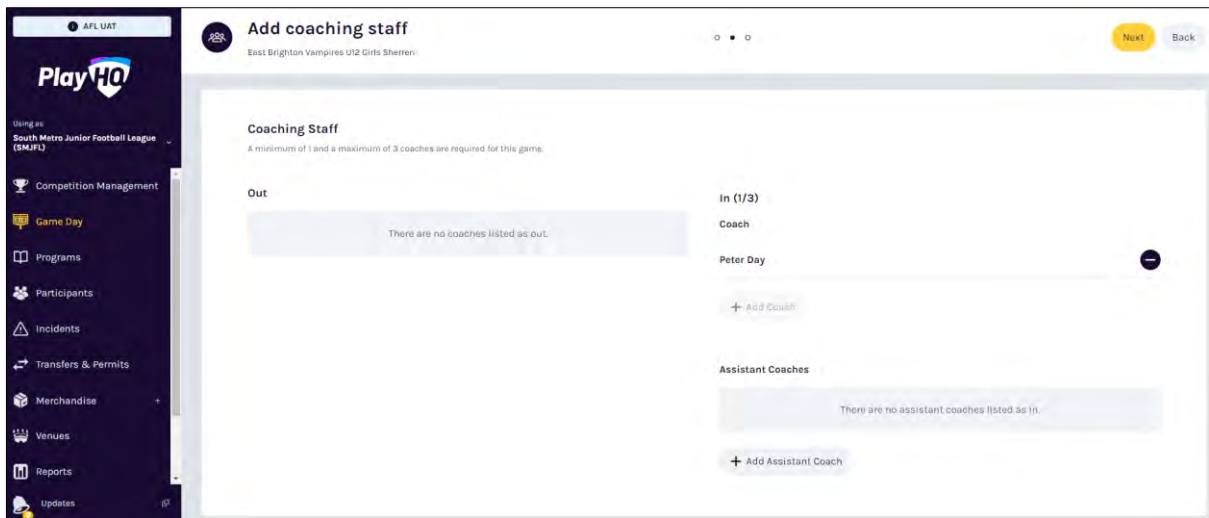


Game Day - Create Line-up (cont)

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

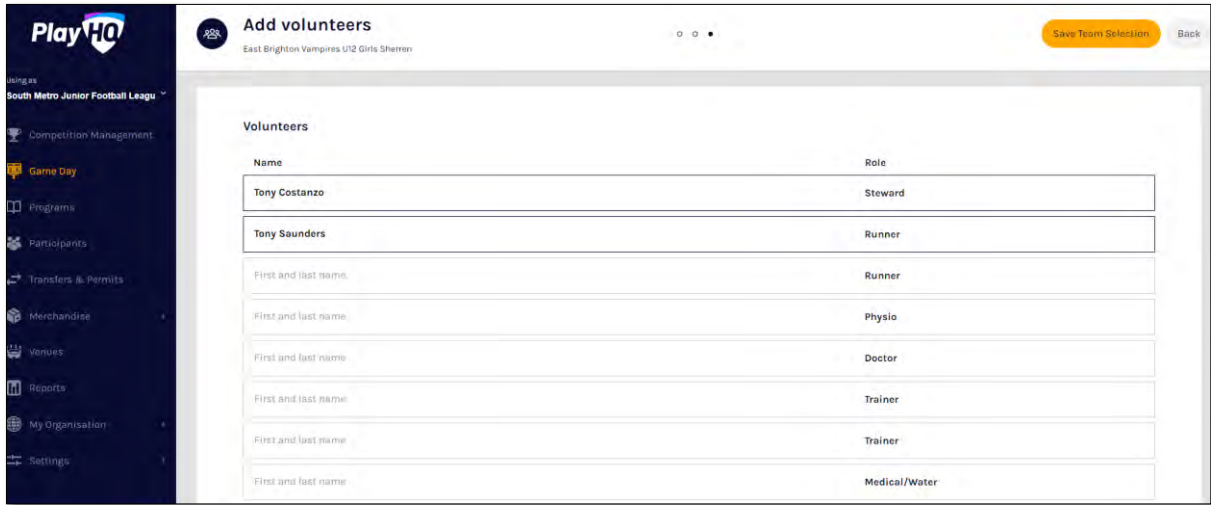


You will be taken to the **Add coaching staff** page. The **Coach** and **Assistant Coaches** that have been allocated to the team will show as **In** by default, click on the **Next** button in the top right corner.



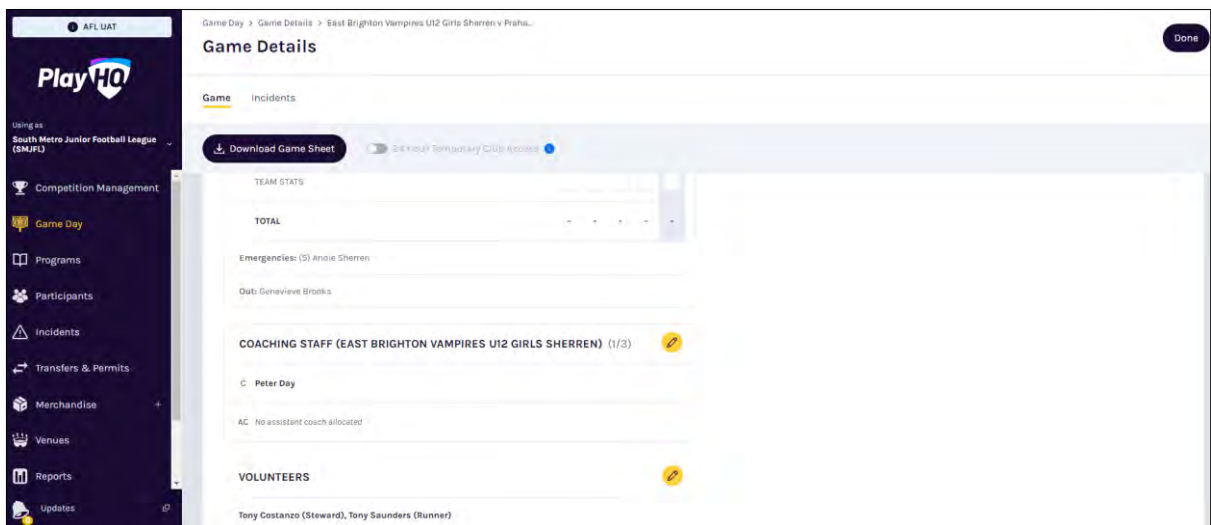
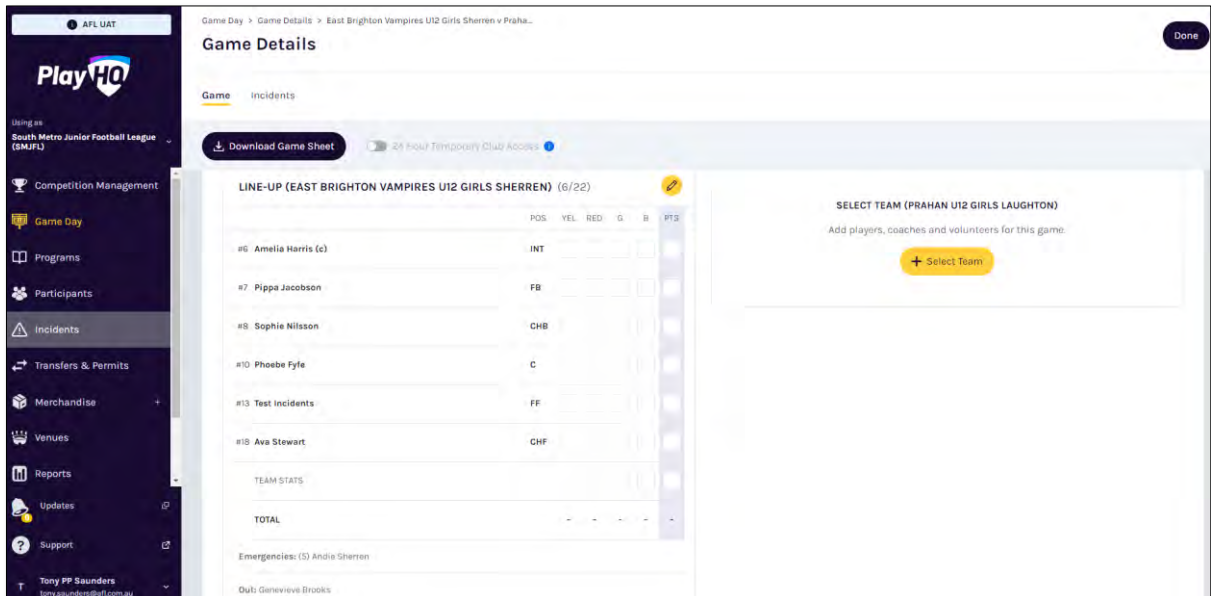
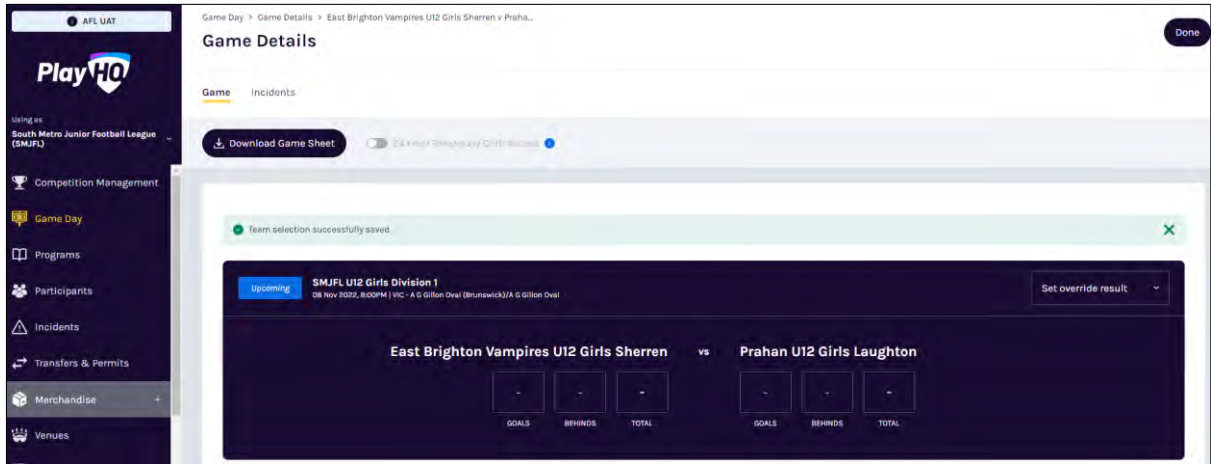
Game Day - Create Line-up (cont)

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



Game Day - Create Line-up (cont)

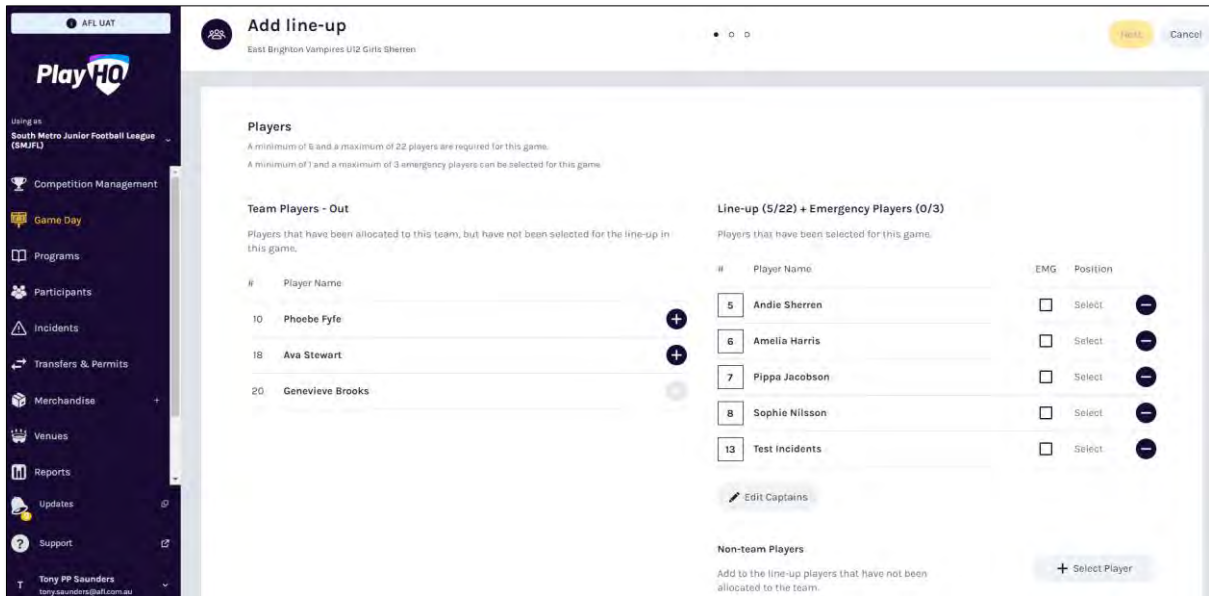
You will be returned to the **Game Details** page with confirmation message and when you scroll to the bottom of the page the **Line-up, Coaching Staff** and **Volunteers** areas will be updated.



Edit Line-up

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

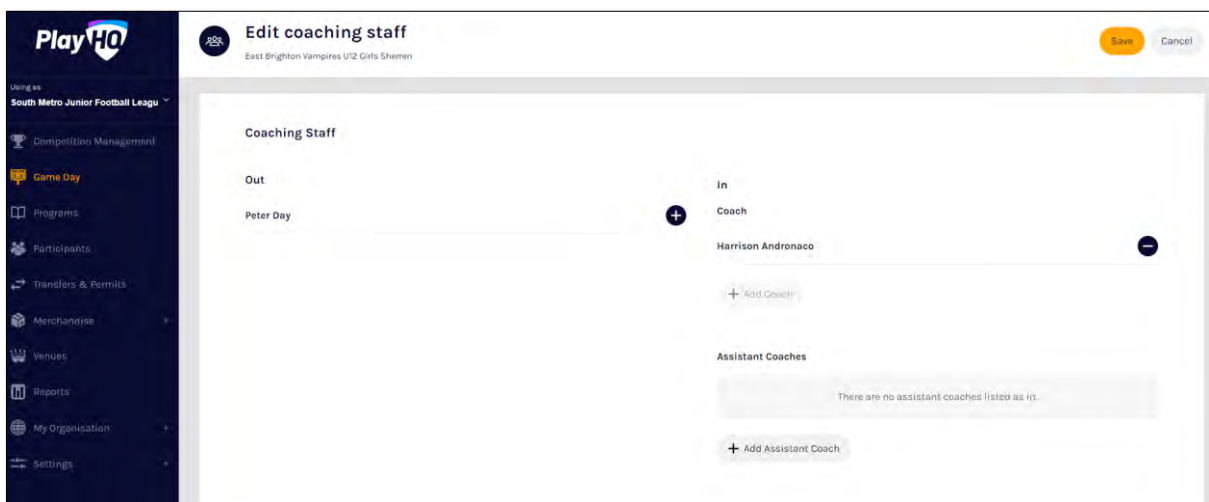
On the **Edit line-up** page click on the icon to remove players from the **Line-up** to **Out** and click on the icon to add players from **Out** to the **Line-up**. Click on the **Save** button in the top right corner.



Edit Coaching Staff

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

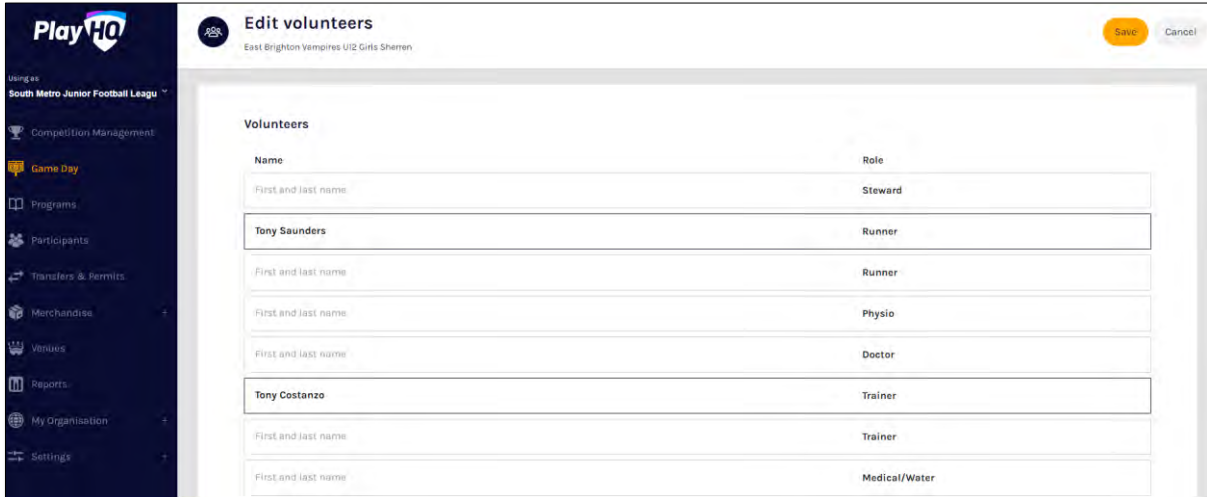
On the **Edit Coaching Staff** page click on the icon to remove the coach or assistant coaches from **In** to **Out** and click on the icon to add the coach or assistant coaches from **Out** to **in**. Click on the **Save** button in the top right corner.



Edit Volunteers

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

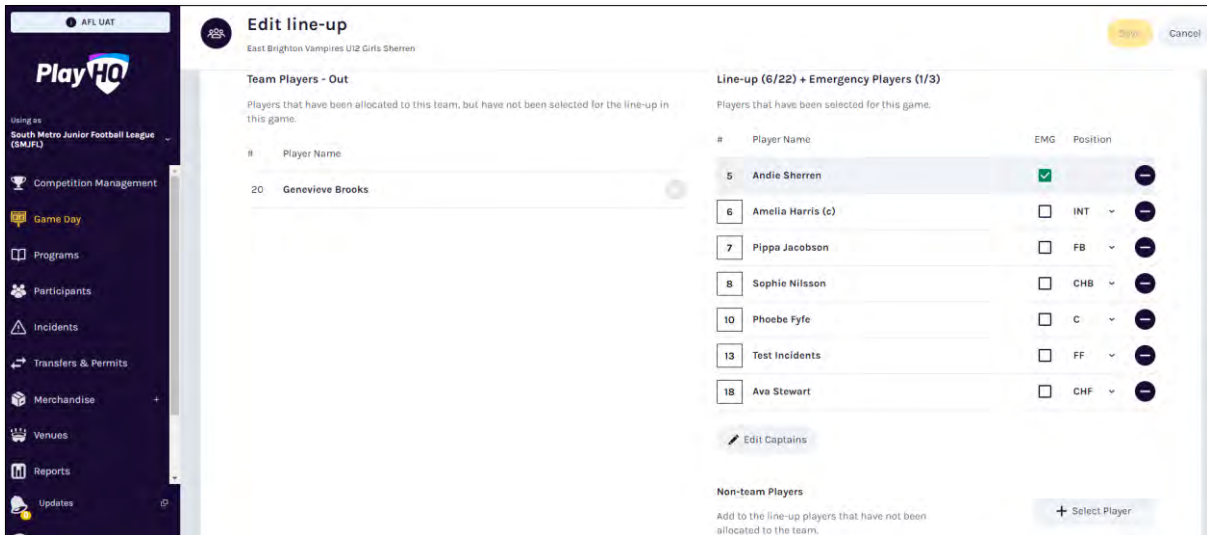
On the **Edit Volunteers** page to add a volunteer type the name of a volunteer in the respective role and to remove a volunteer delete the name of the volunteer in the respective role. Click on the **Save** button in the top right corner.



Add Unallocated Players to Line-up

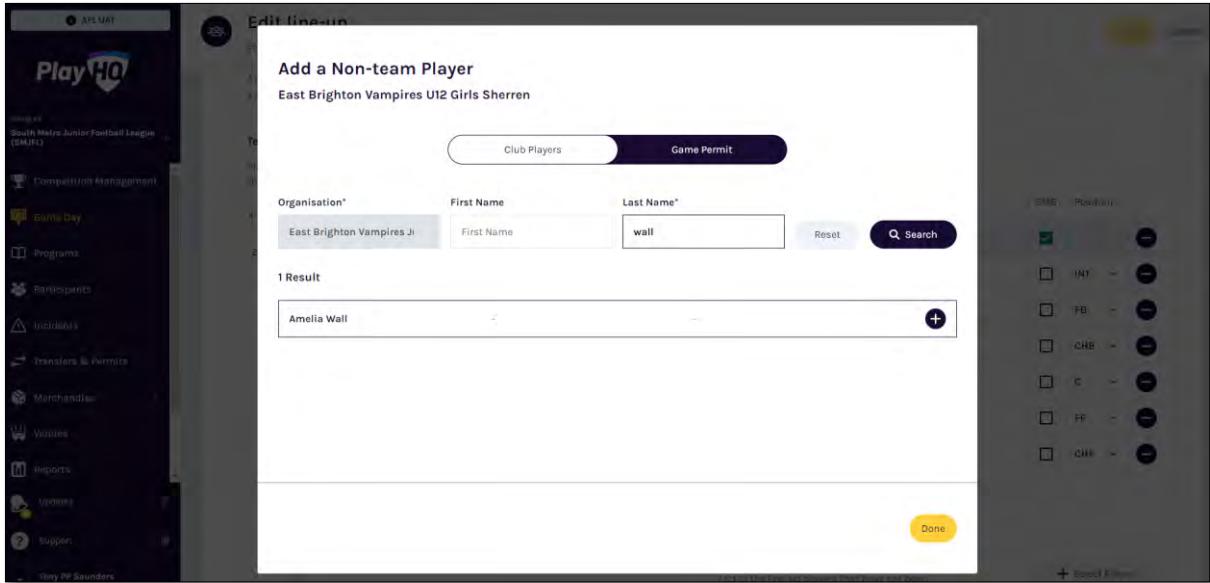
Please note this feature is only available with admin portal access.

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

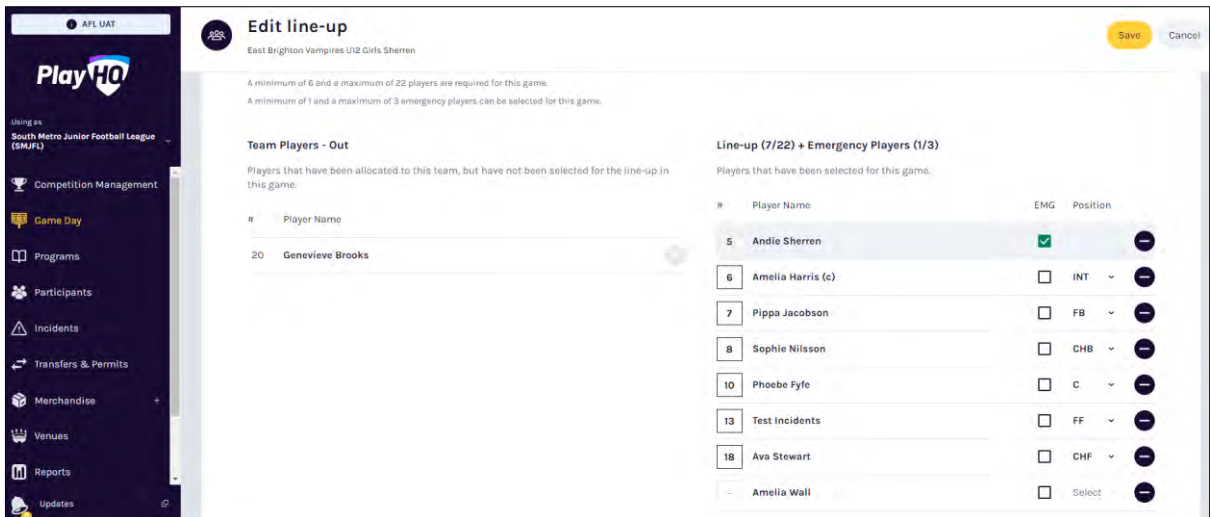


Game Day – Add Unallocated Players to Line-up (cont)

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

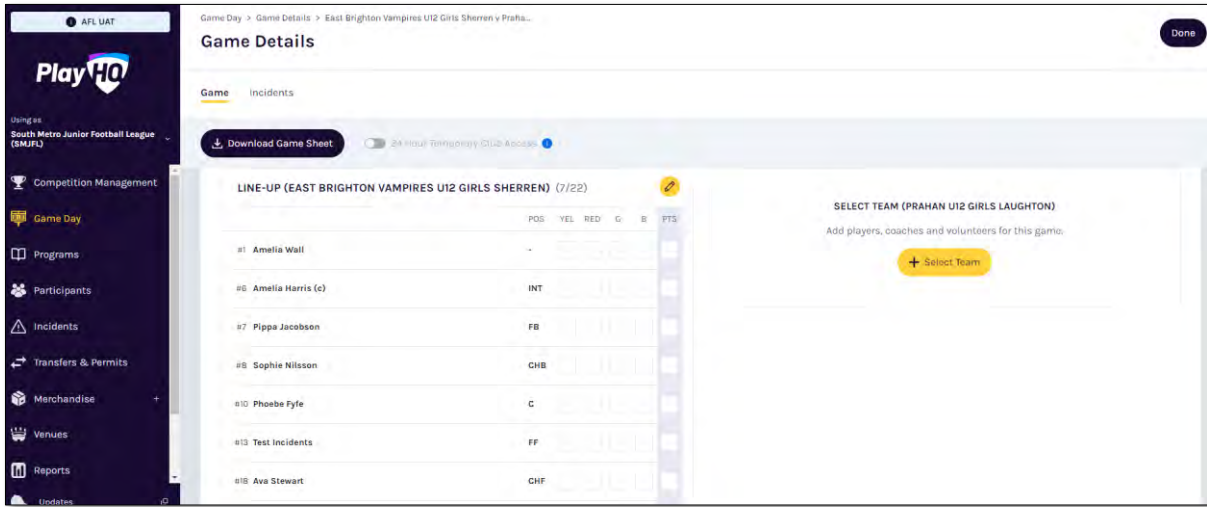


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up**. You can add the player’s jumper number and click on the **Save** button in the top right corner.



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

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



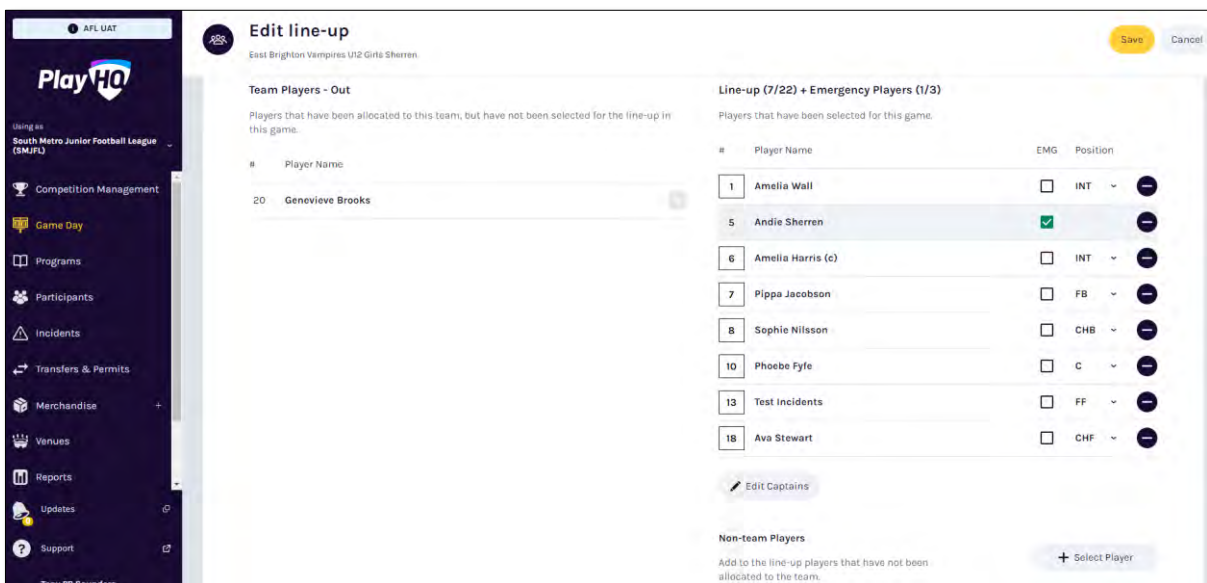
Game Permits

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

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

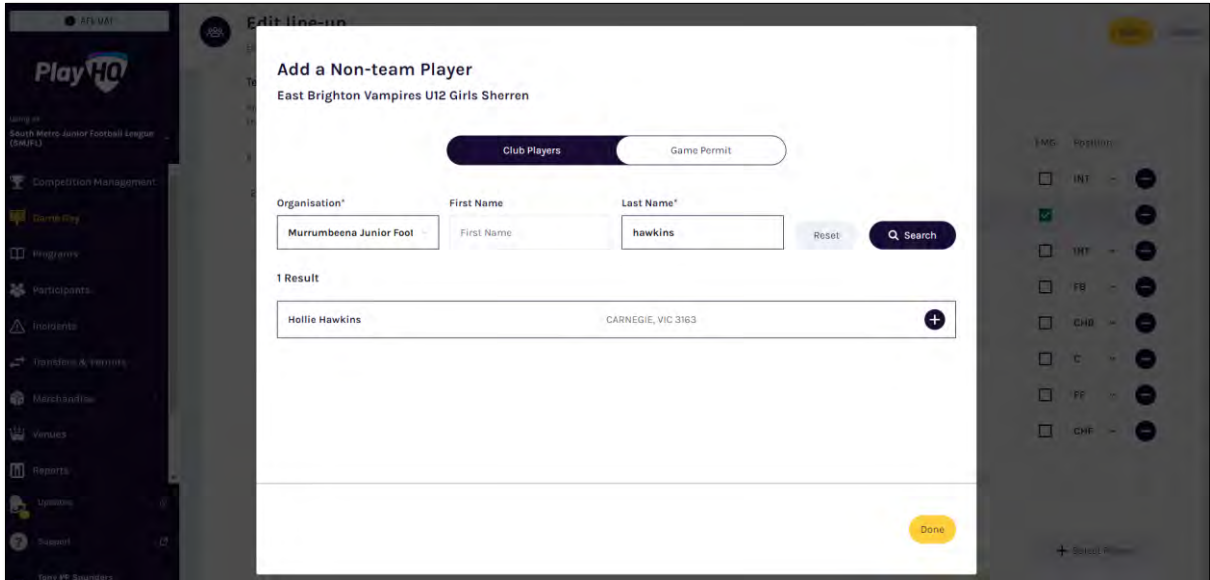
This feature is only available with admin portal access, it is not available for Team Managers via My Teams.

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

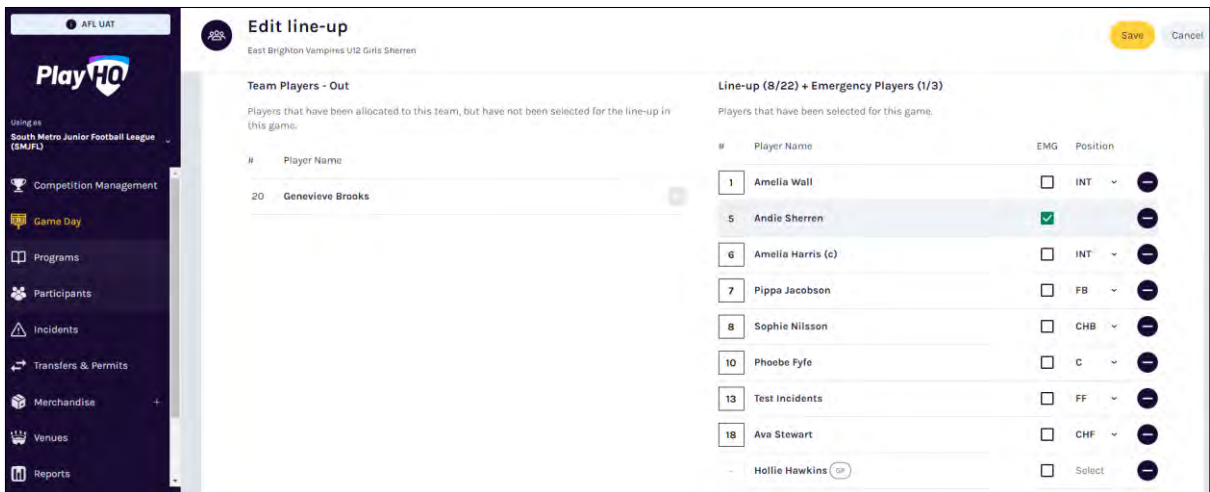


Game Day – Game Permits (cont)

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

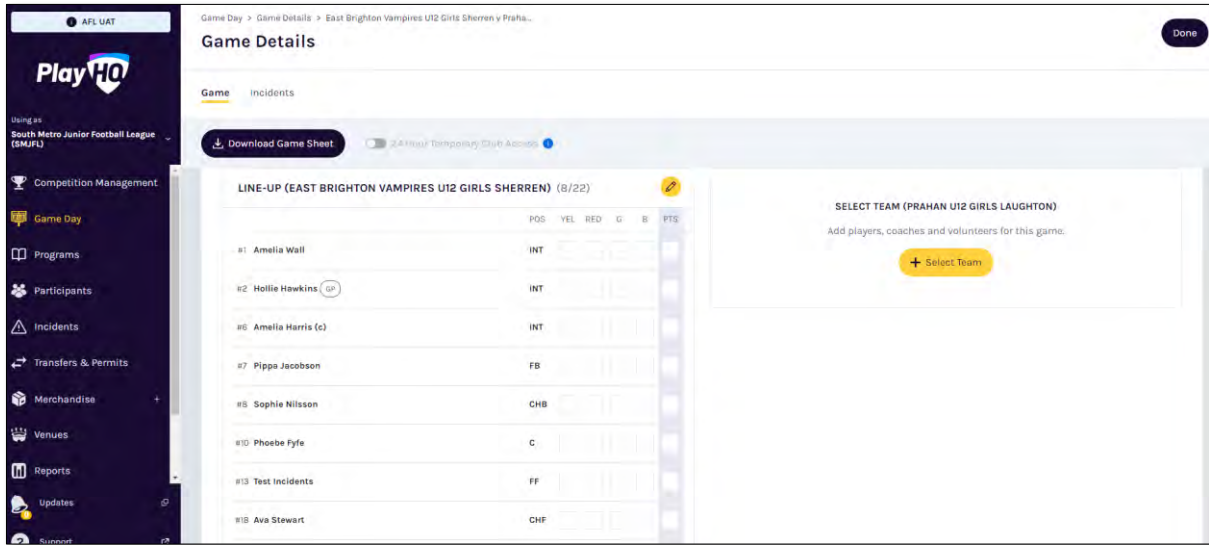


You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up** with a **GP** icon. You can add the player’s jumper number and click on the **Save** button in the top right corner.




Game Day – Game Permits (cont)

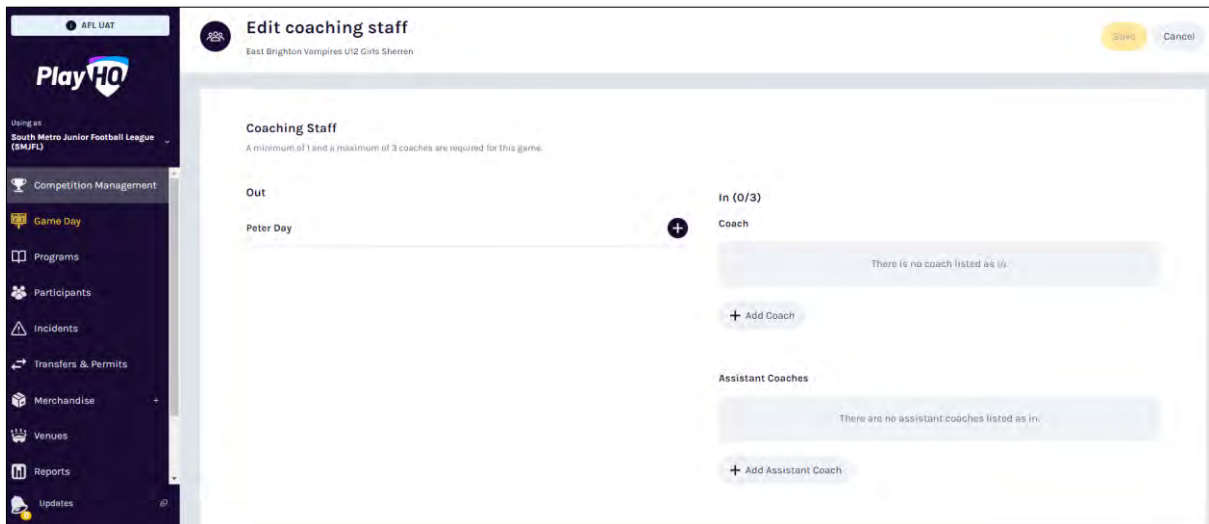
You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.



Add Unallocated Coach to Coaching Staff

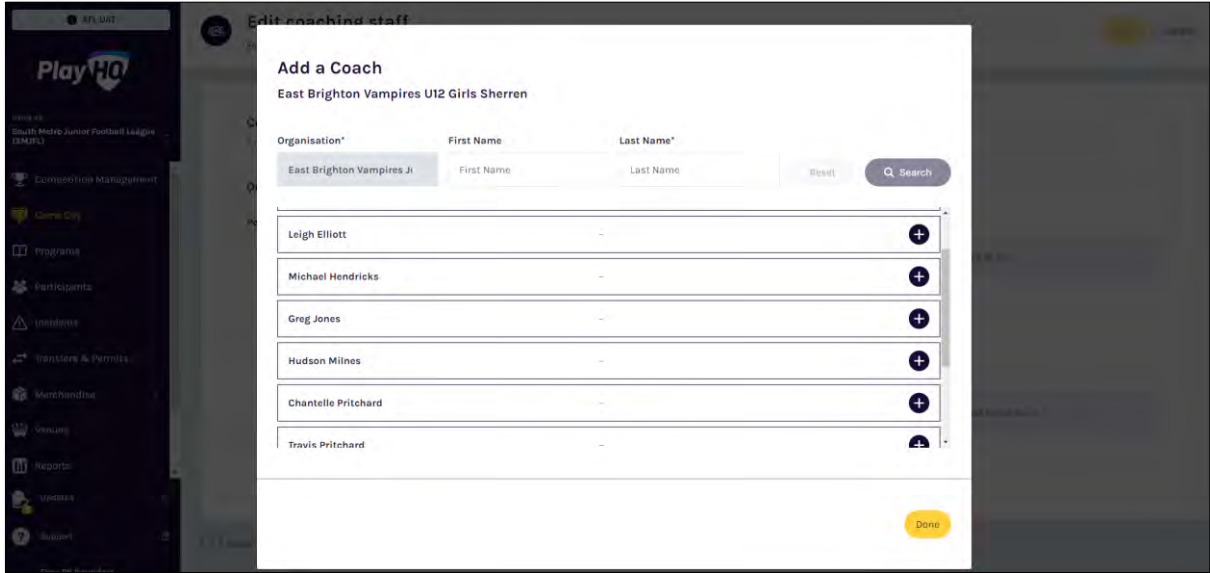
Please note this feature is only available with admin portal access.

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

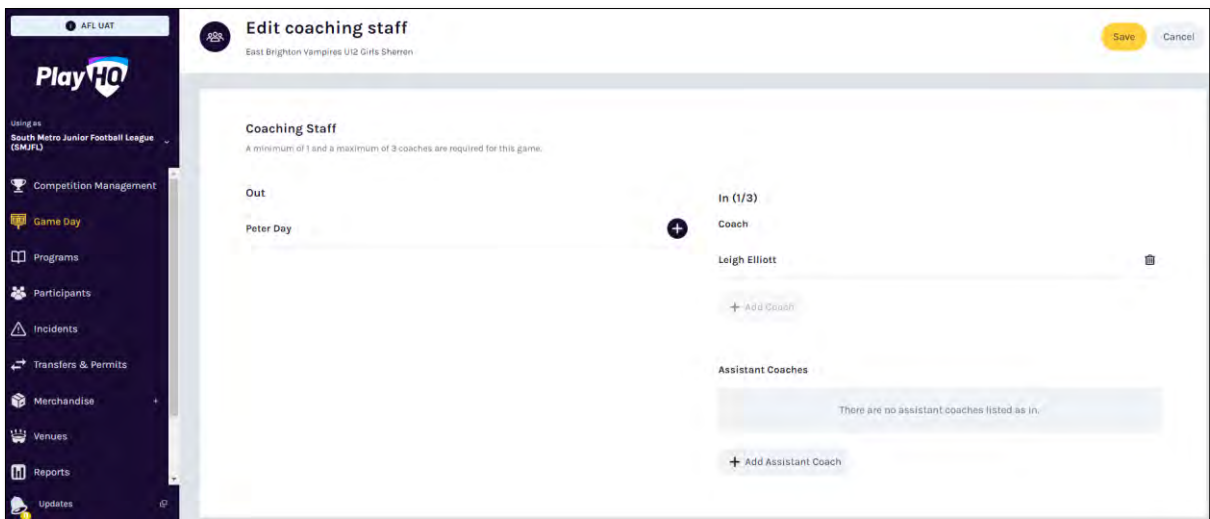


Game Day – Add Unallocated Coach to Coaching Staff (cont)

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

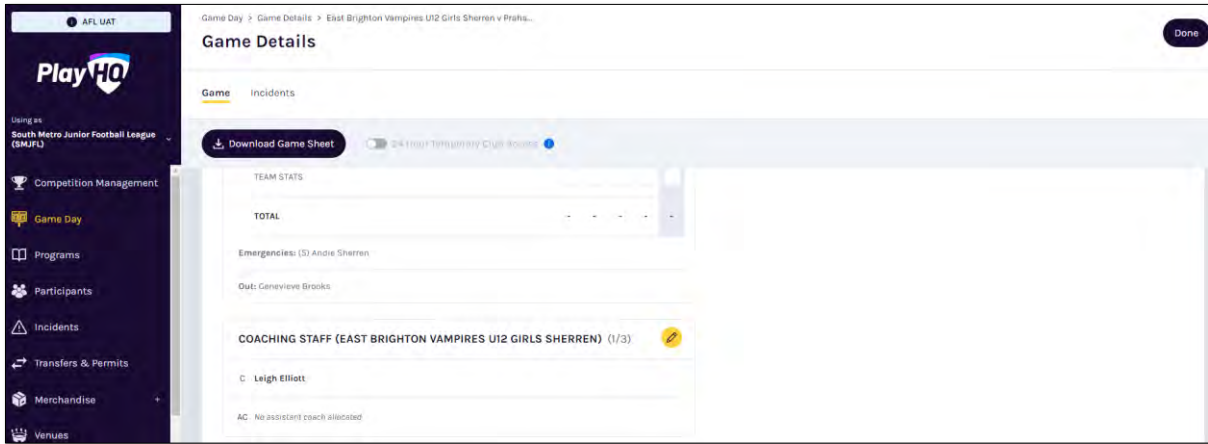


You will be returned to the **Edit Coaching staff** page and the **Coach** will be in the **In** area. Click on the **Save** button in the top right corner.




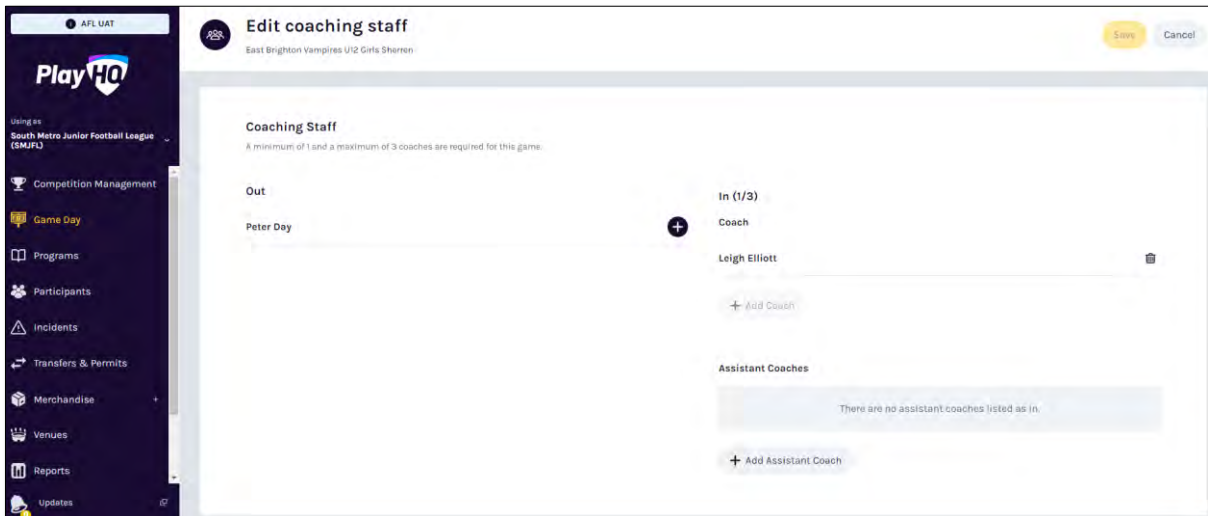
Game Day – Add Unallocated Coach to Coaching Staff (cont)

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



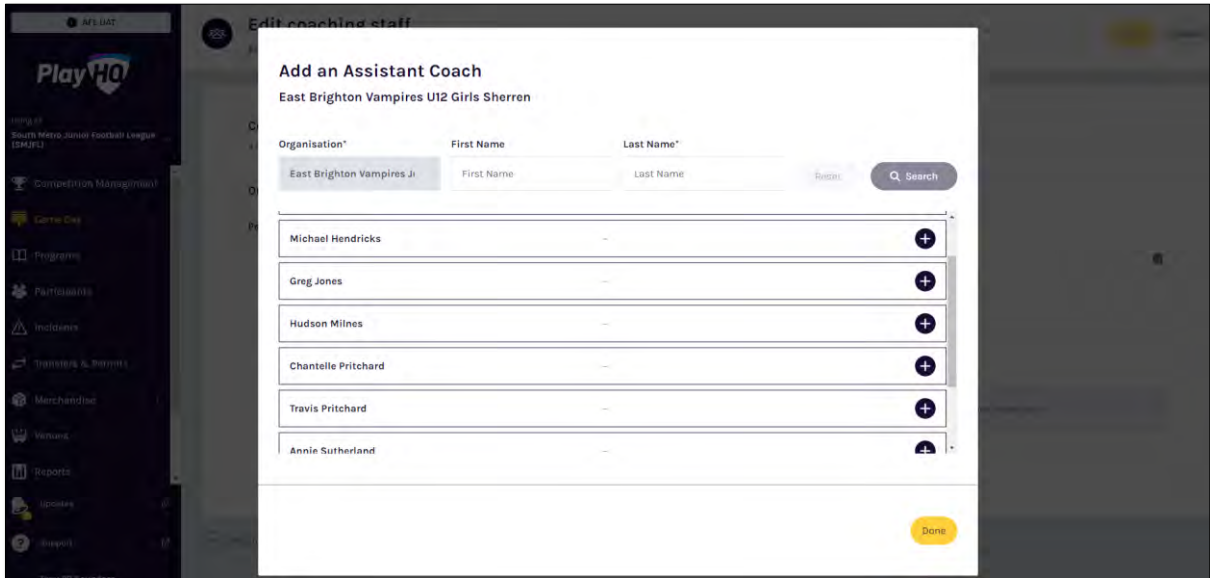
Add Unallocated Assistant Coaches to Coaching Staff

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

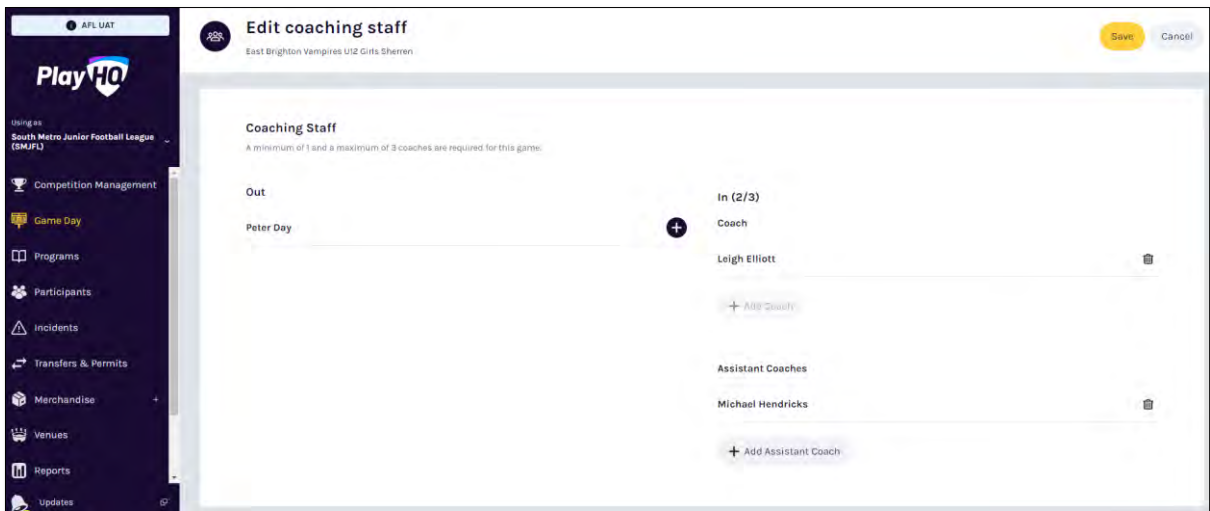


Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

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

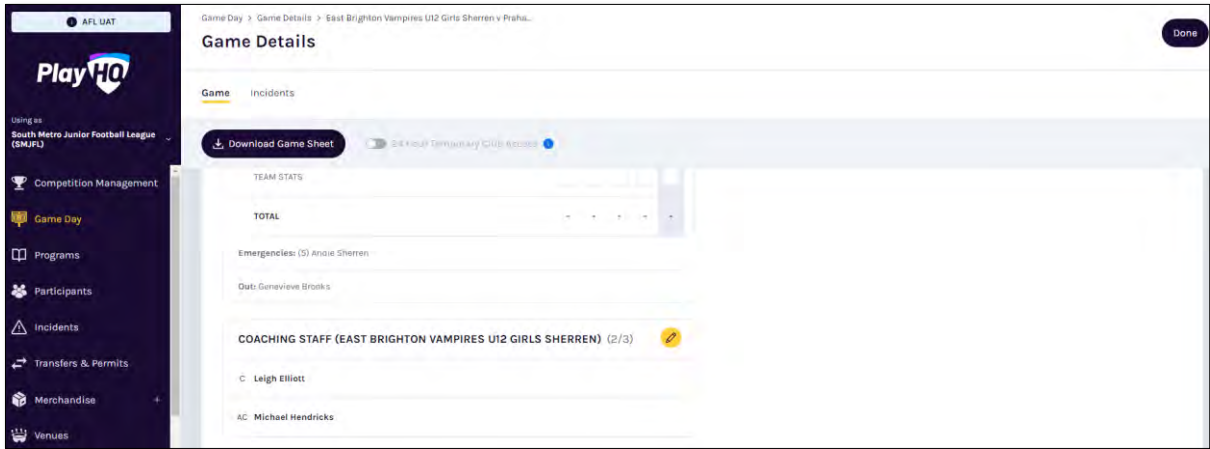


You will be returned to the **Edit Coaching staff** page and the **Assistant Coach** will be in the **In** area. Click on the **Save** button in the top right corner.



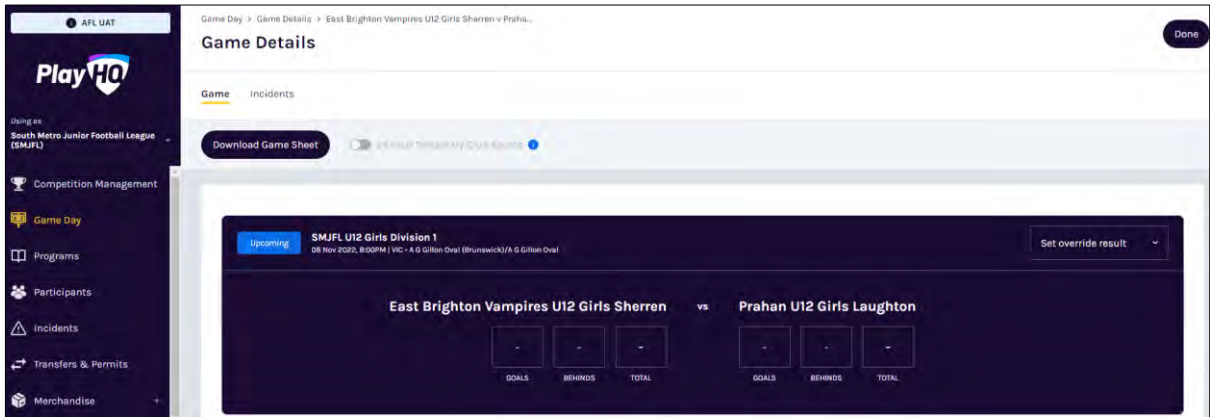
Game Day – Add Unallocated Assistant Coach to Coaching Staff (cont)

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



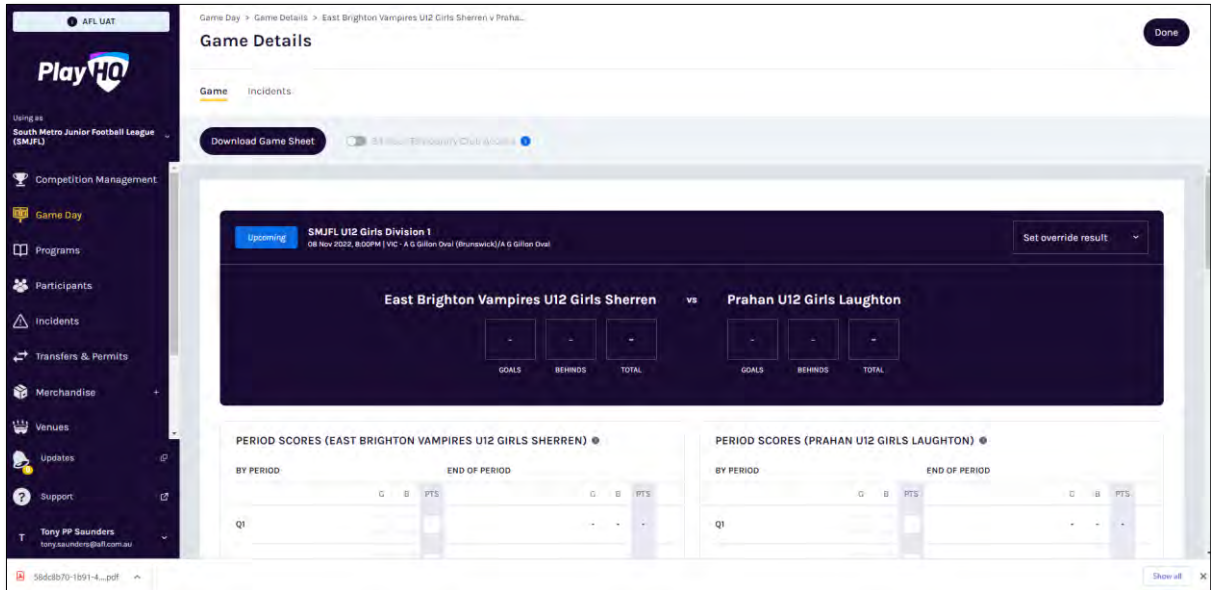
Game Sheet

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



Game Day – Game Sheet(cont)

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

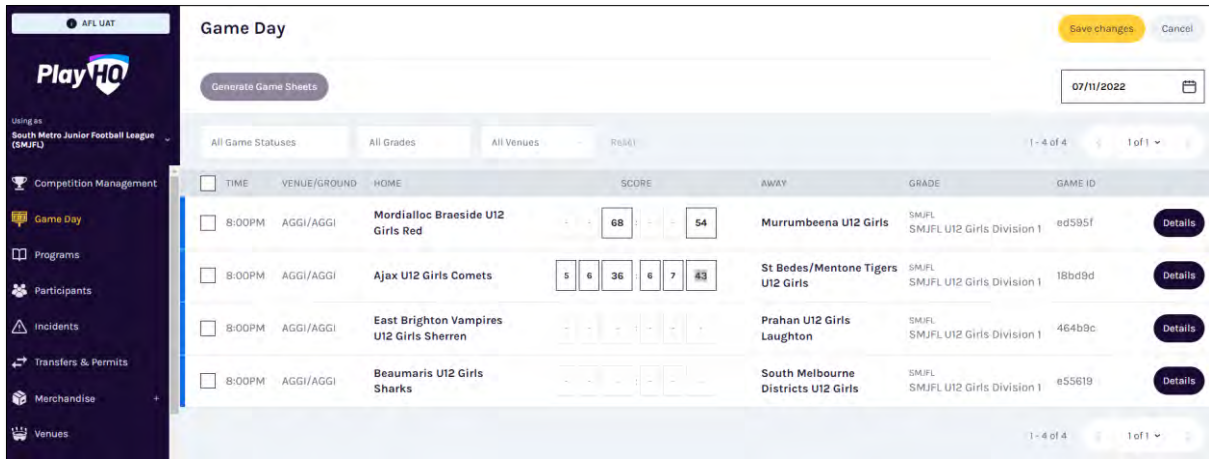


South Metro Junior Football League (SMJFL) EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN										TEAM SHEET									
East Brighton Vampires U12 Girls Sherren					vs					Prahan U12 Girls Laughton			464bdc						
2021					SMJFL U12 Girls Division 1					AGGI / AGGI		08 Nov 2022		8:00 pm		1			
SEASON					GRADE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

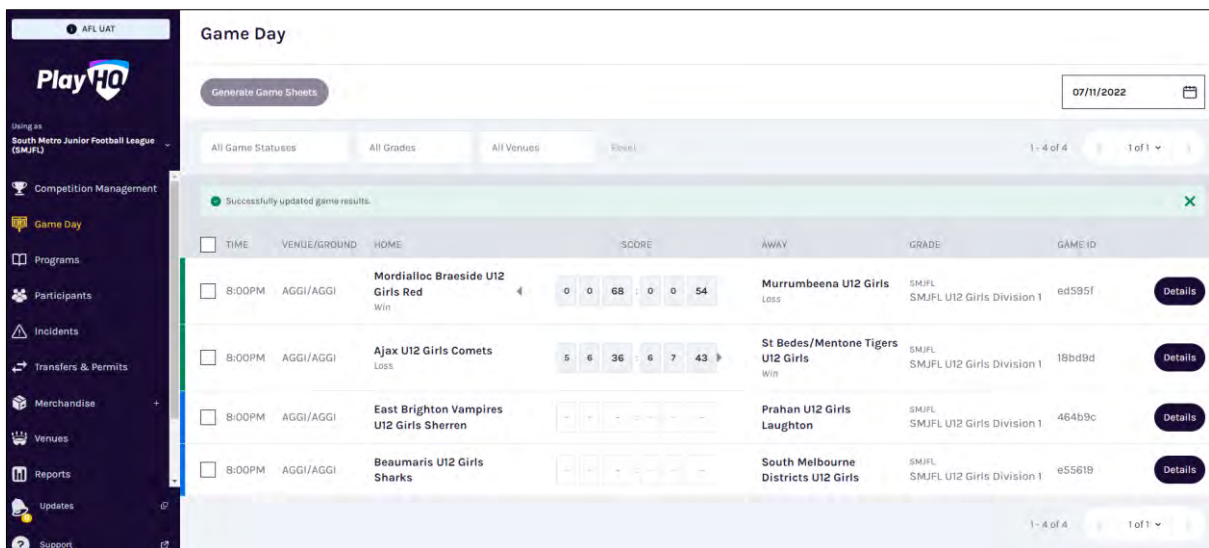
Add Match Results & Player Statistics

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

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



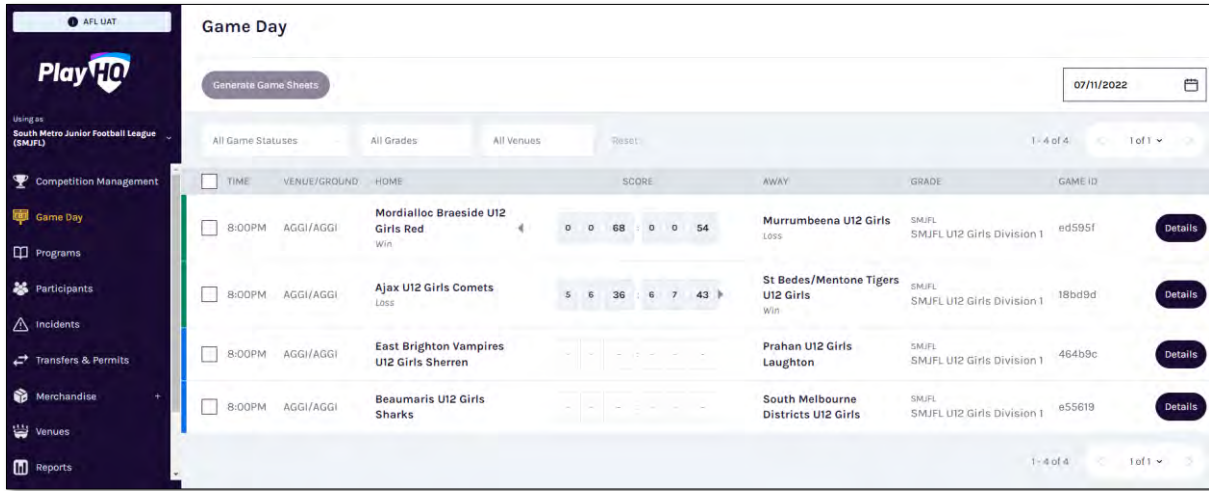
The page will update with a confirmation message and a result for each match will be added.



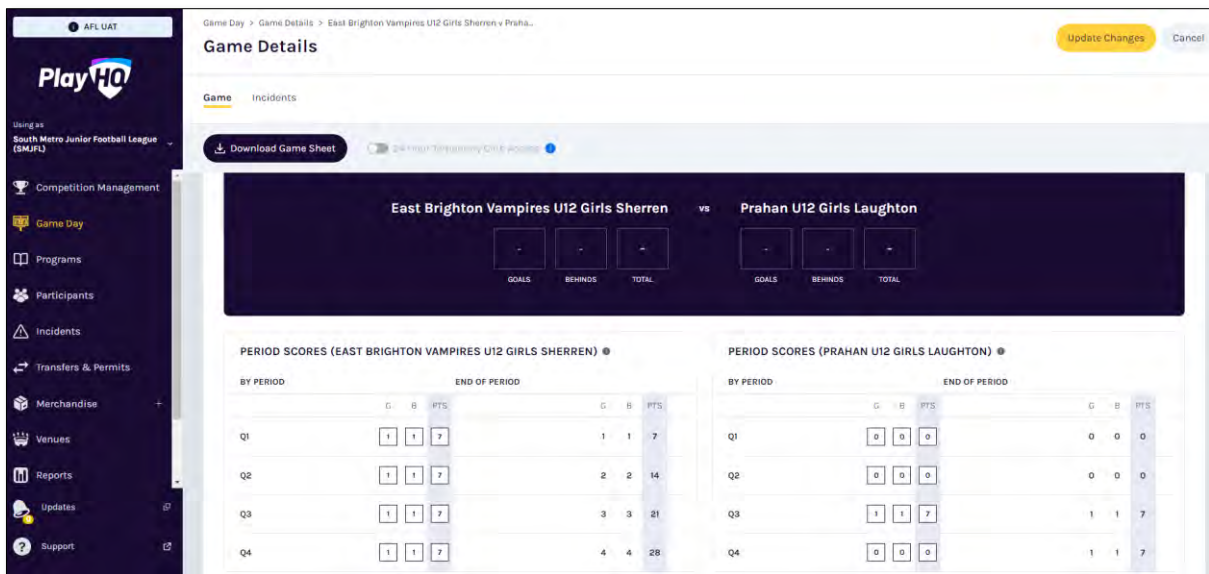
At this point the **Score** areas will be locked for the finalised matches and further changes cannot be made on this page. If you wish to edit the scores for finalised matches click on the **Details** button for the match.

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

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

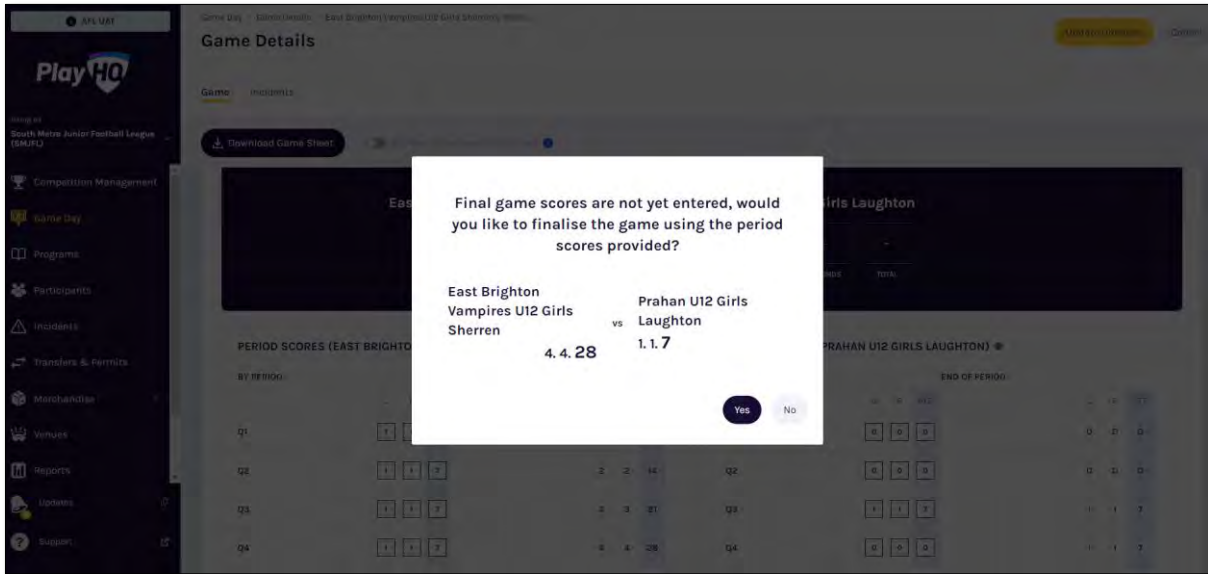


On the **Game Details** page for the **Match** add the **Period Scores** and click on the **Update Changes** button in the top right corner.

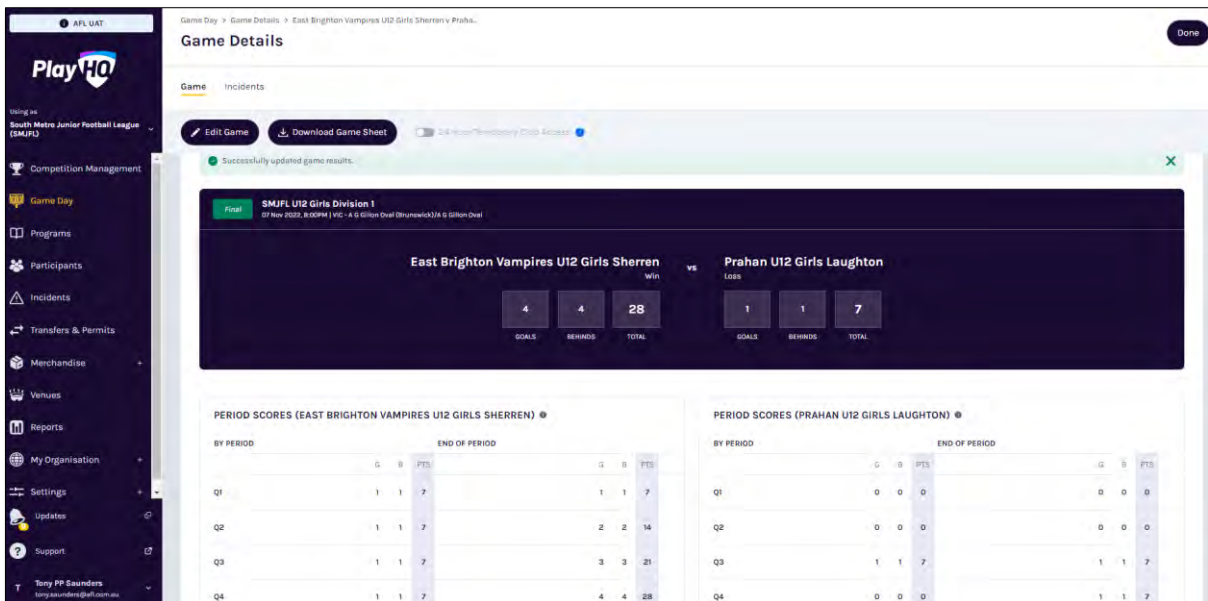


Game Day - Add Match Results & Player Statistics (cont)

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



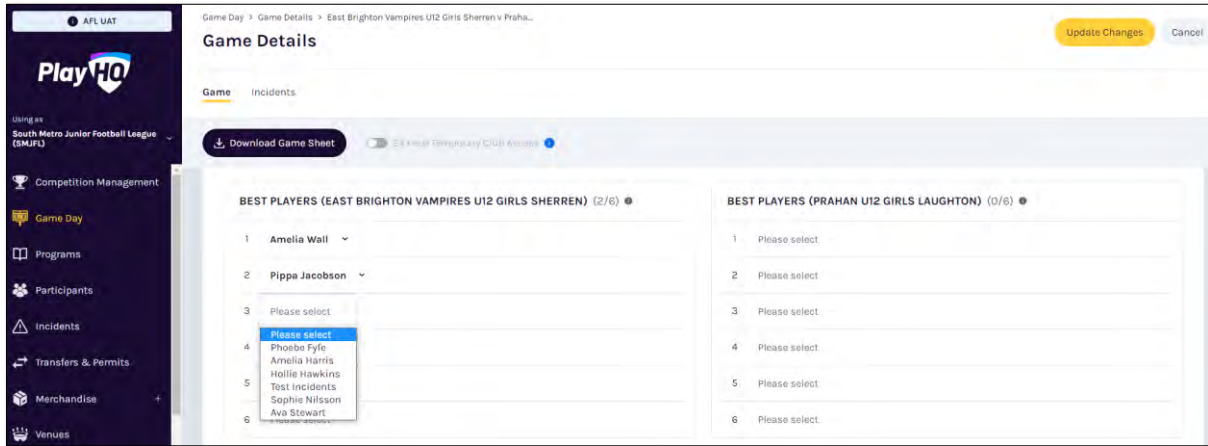
You will be returned to the **Game Details** page with a confirmation message that the game result – match score and period scores – have successfully updated.



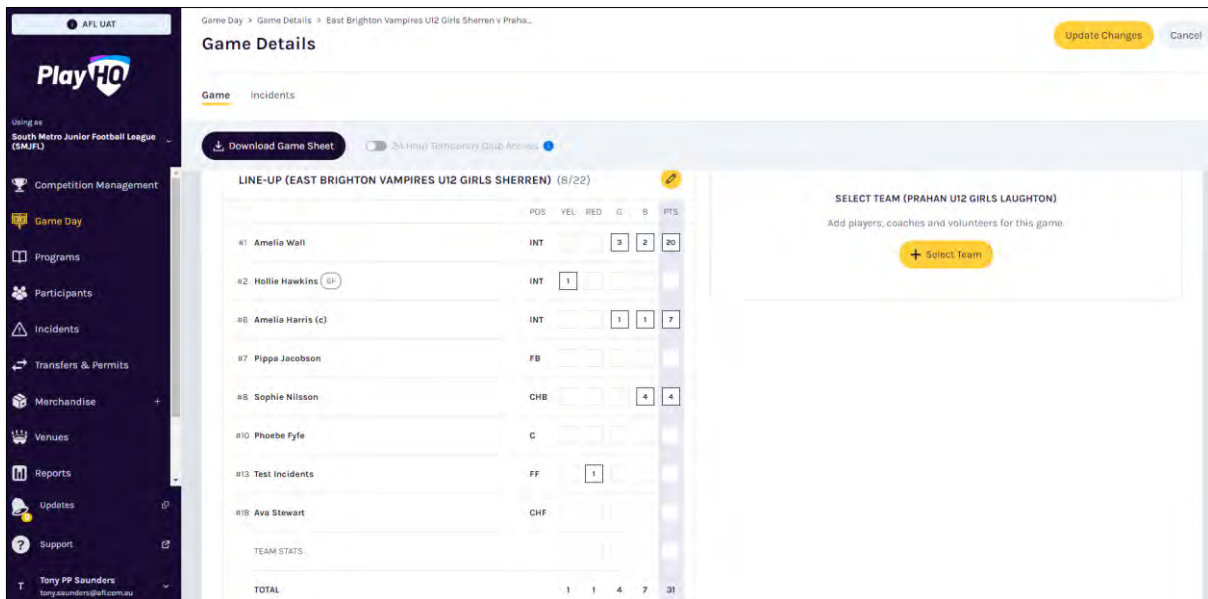
Game Day - Add Match Results & Player Statistics (cont)

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

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

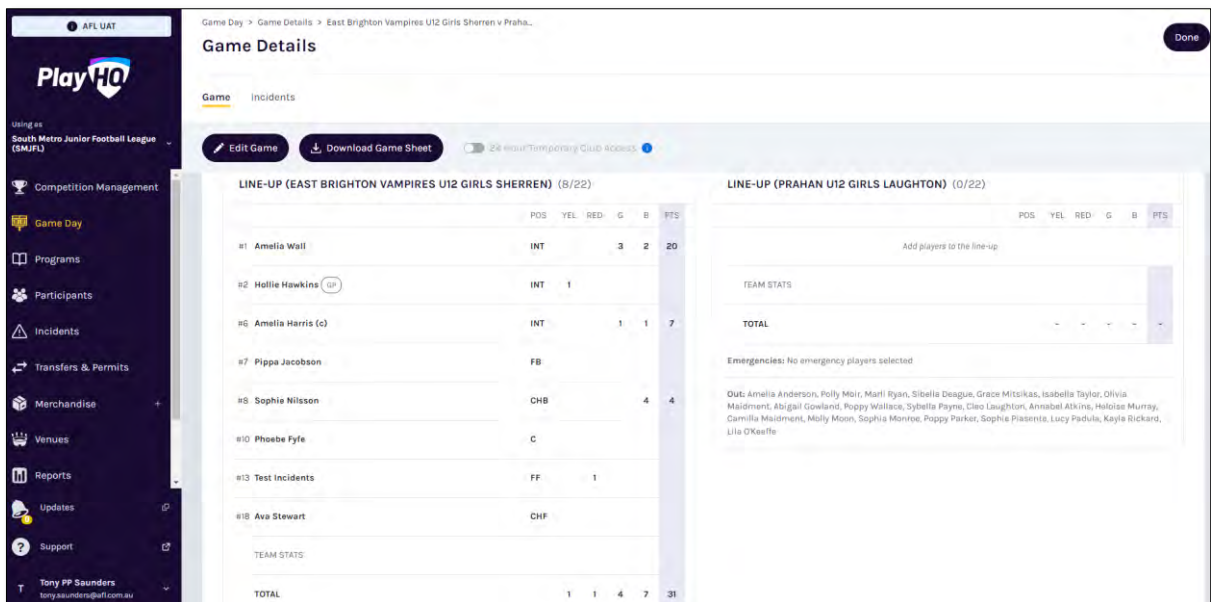
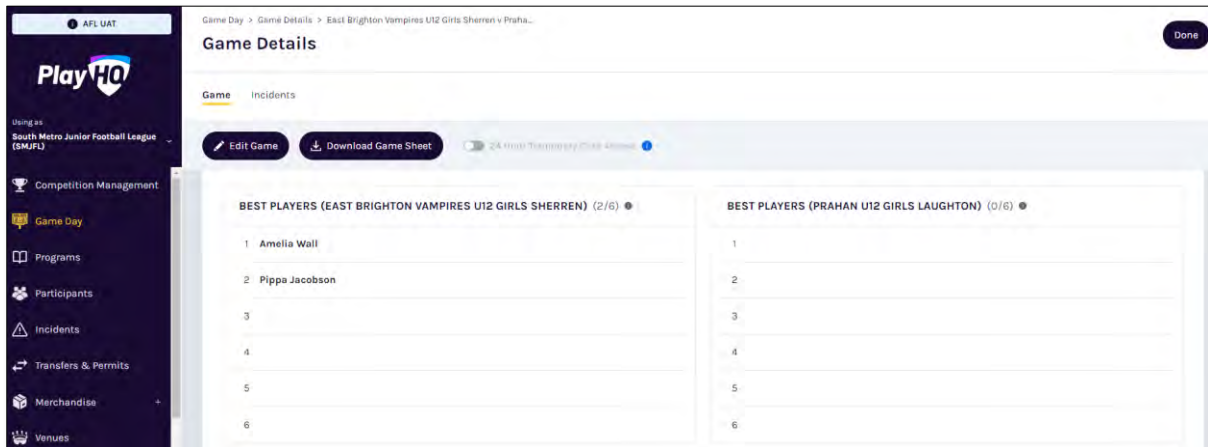


If required in the **Line-up** area add the player statistics – **YEL** = yellow cards, **RED** = Red cards, **G** = goals and **B** = behinds. Click on the **Update Changes** button in the top right corner.



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

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



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

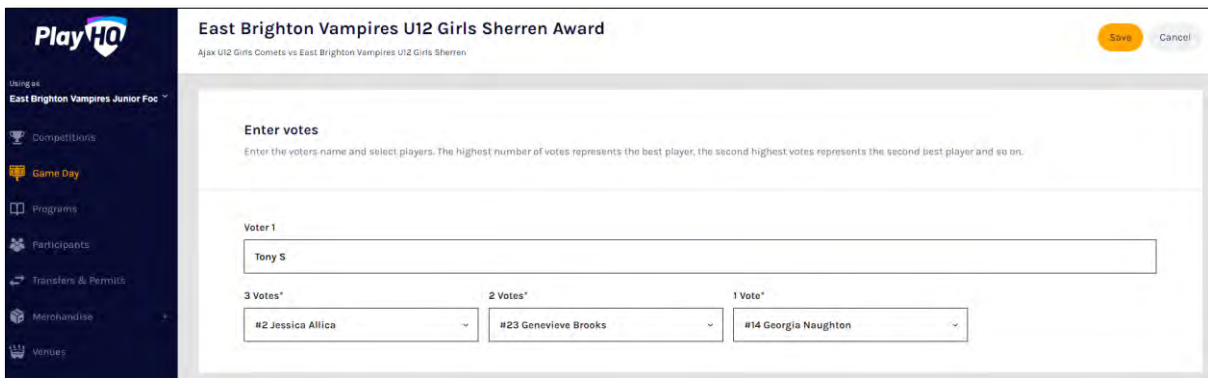
When you have finished adding all the details for the **Match** click on the **Done** button in the top right corner and you will be taken back to the **Game Day** page.

Add Club Award Votes


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

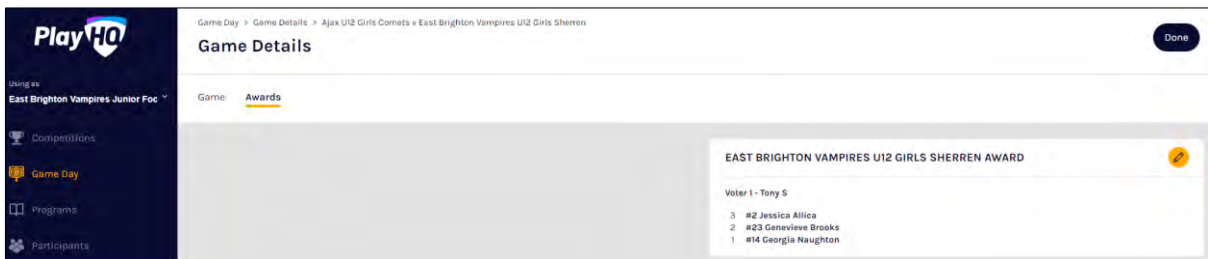


On the **Enter votes** page, add a name in **Voter 1**, select vote getter for **3 Votes**, **2 Votes** & **1 Vote** and click on the **Save** button in the top right corner.



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

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



Game Day - Add Club Award Votes (cont)

To view the votes tally, and if required print a report, in the left menu select **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab, click on the **View** button for the **Team** and click on the **Awards** tab.

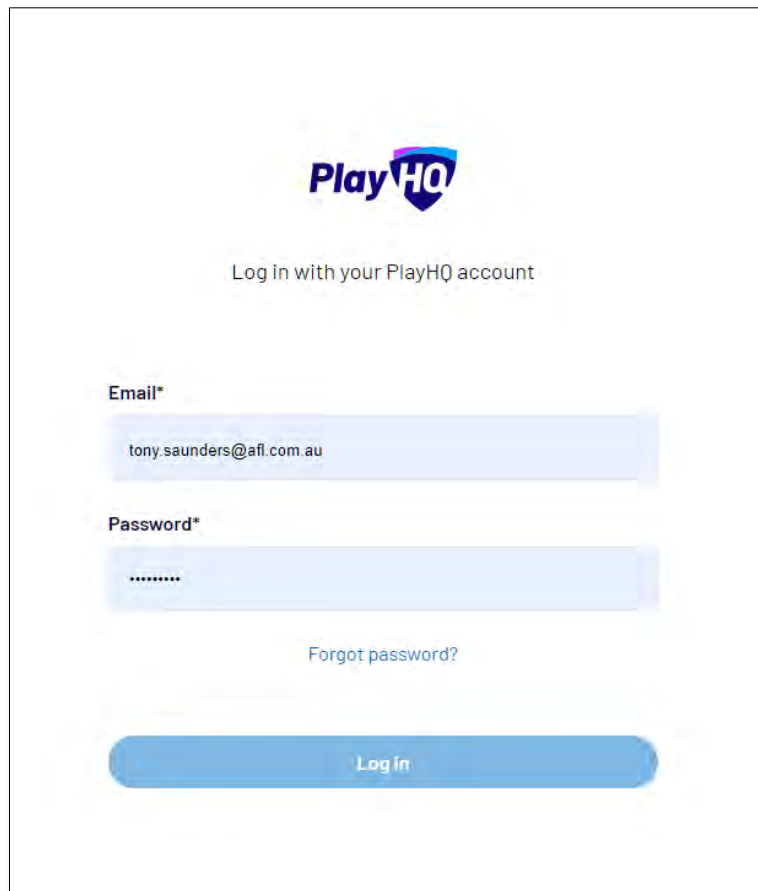


Temporary Game Access for Clubs

If the period of time has already expired and club admins or team managers have not added team and/or statistics, leagues admins can turn on temporary access for clubs.

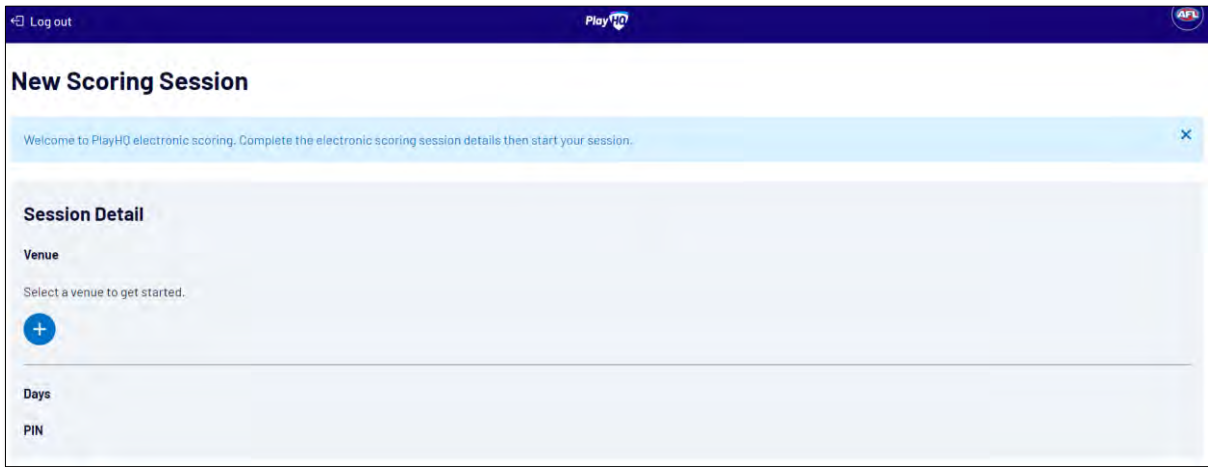
LiveScore



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

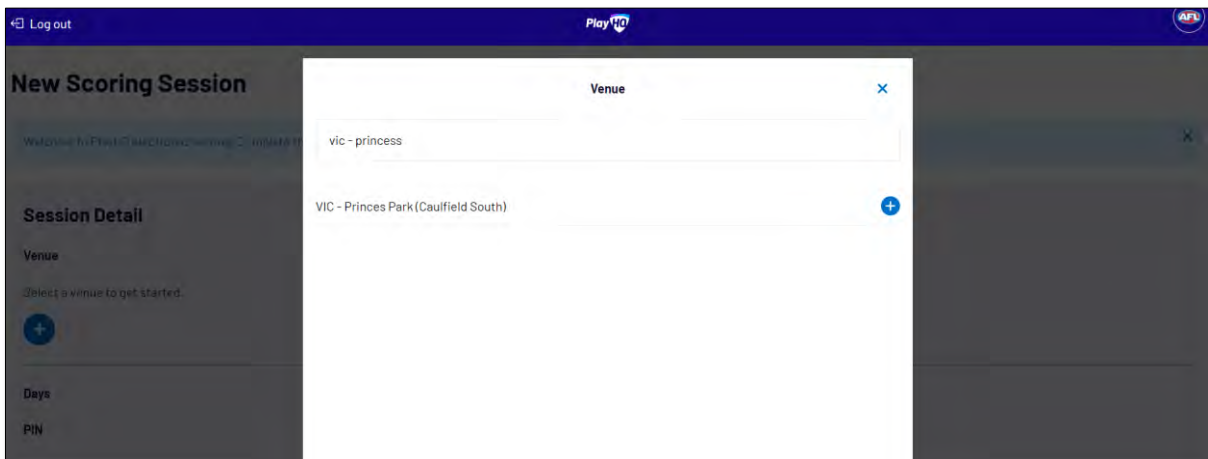


Game Day - LiveScore (cont)


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

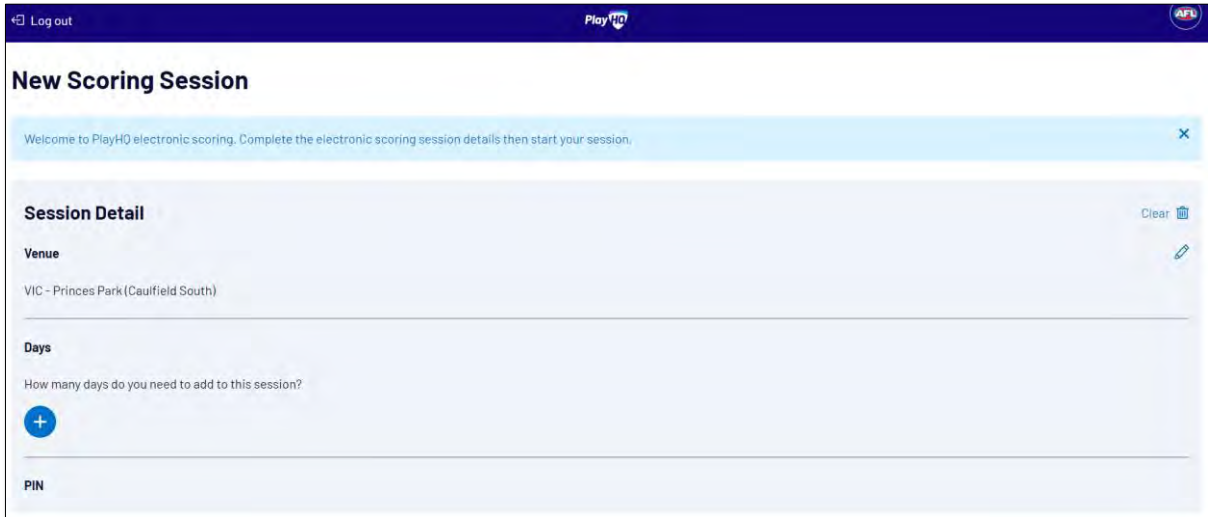


Click on the  icon to select the **Venue** for the match you wish to score is being played. Start typing the name of the **Venue** in the search bar and click on the  icon when the venue appears.

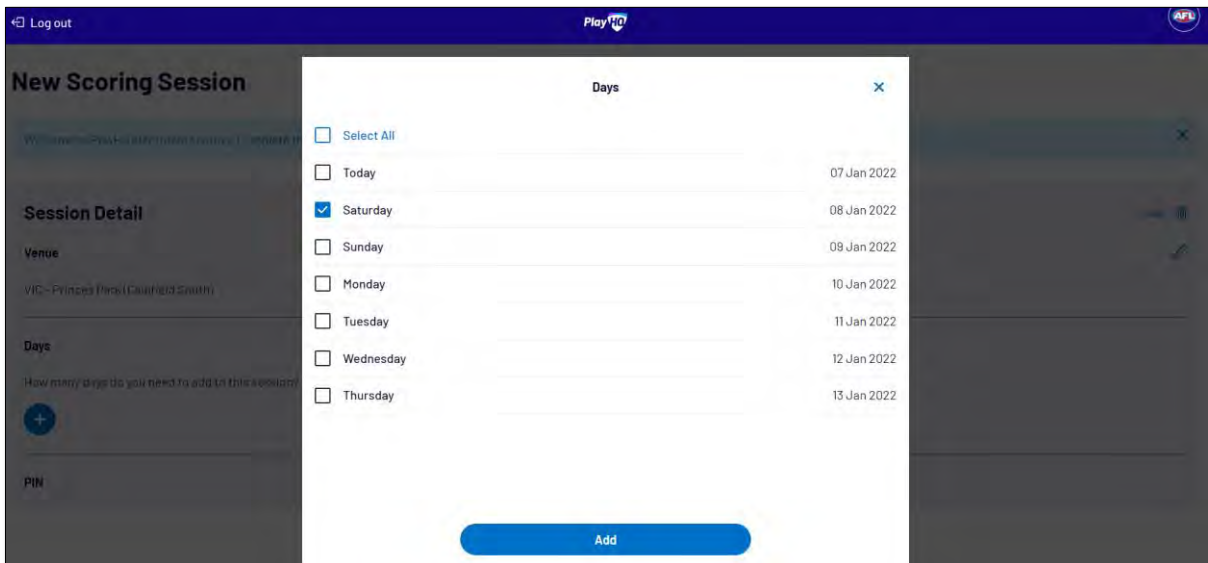


Game Day - LiveScore (cont)


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.

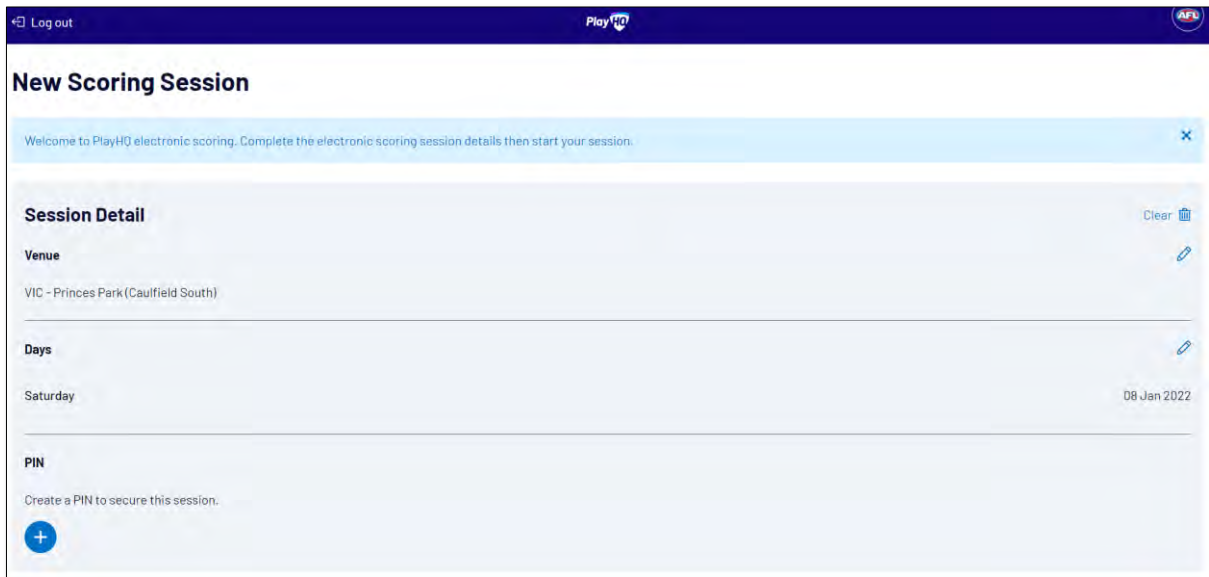


Select the **Day** of the match and click on the **Add** button.

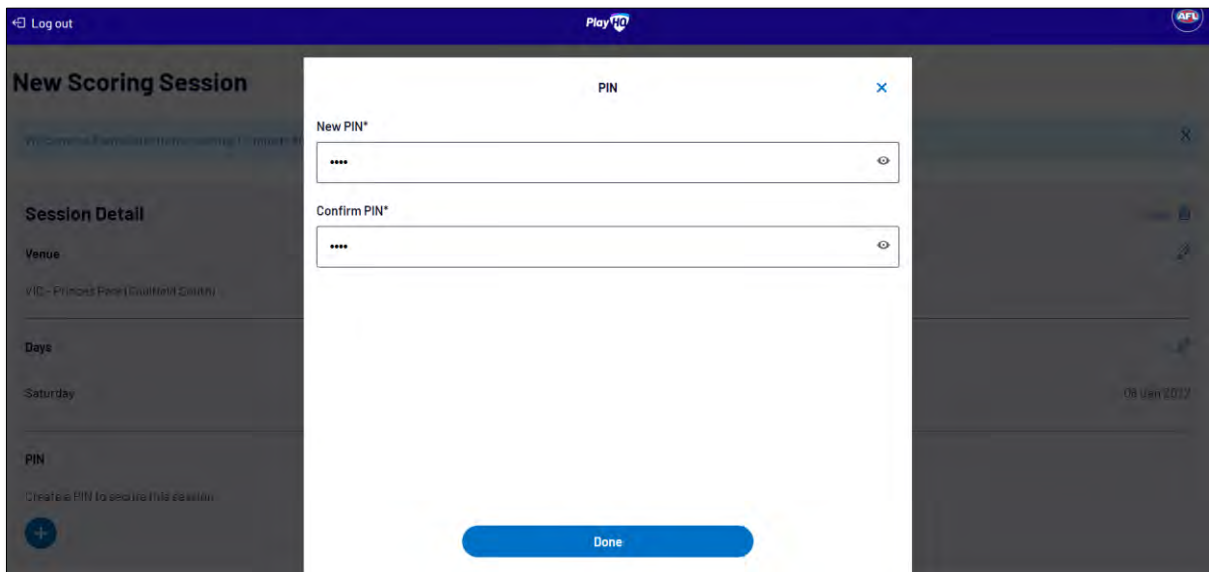


Game Day - LiveScore (cont)

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

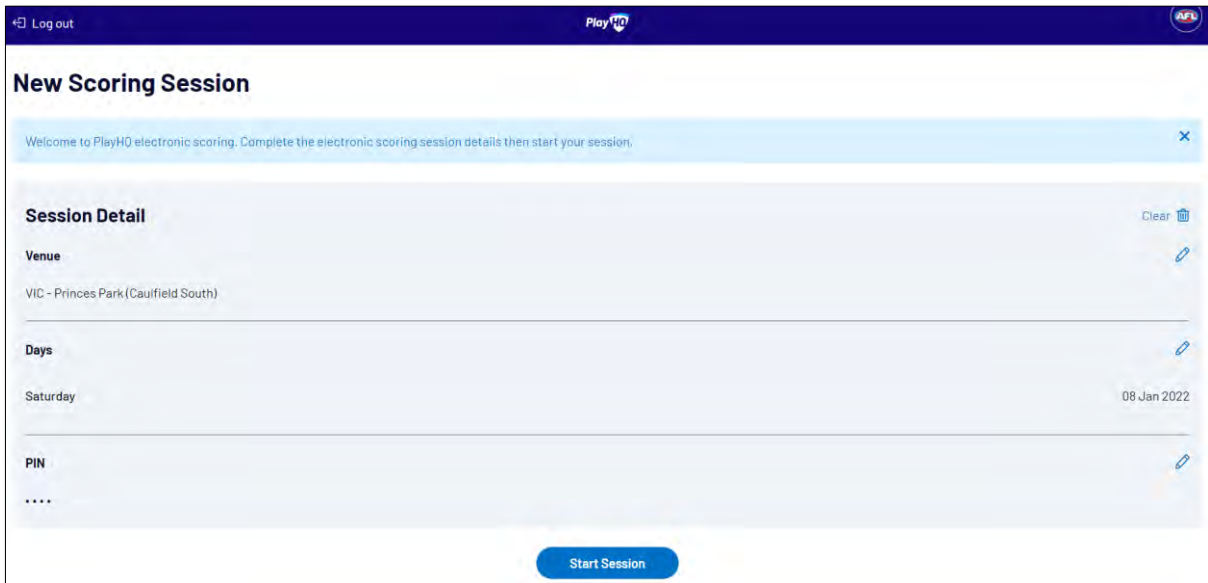


Add a **New PIN** in the area provided, add **Confirm PIN** in the area provided and click on the **Done** button.

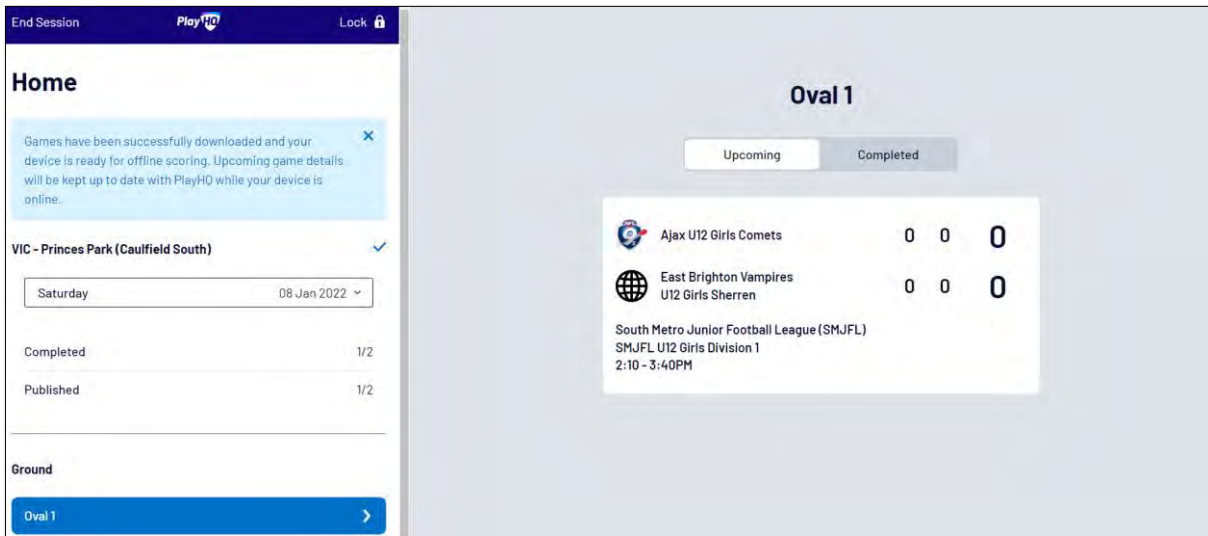


Game Day - LiveScore (cont)

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

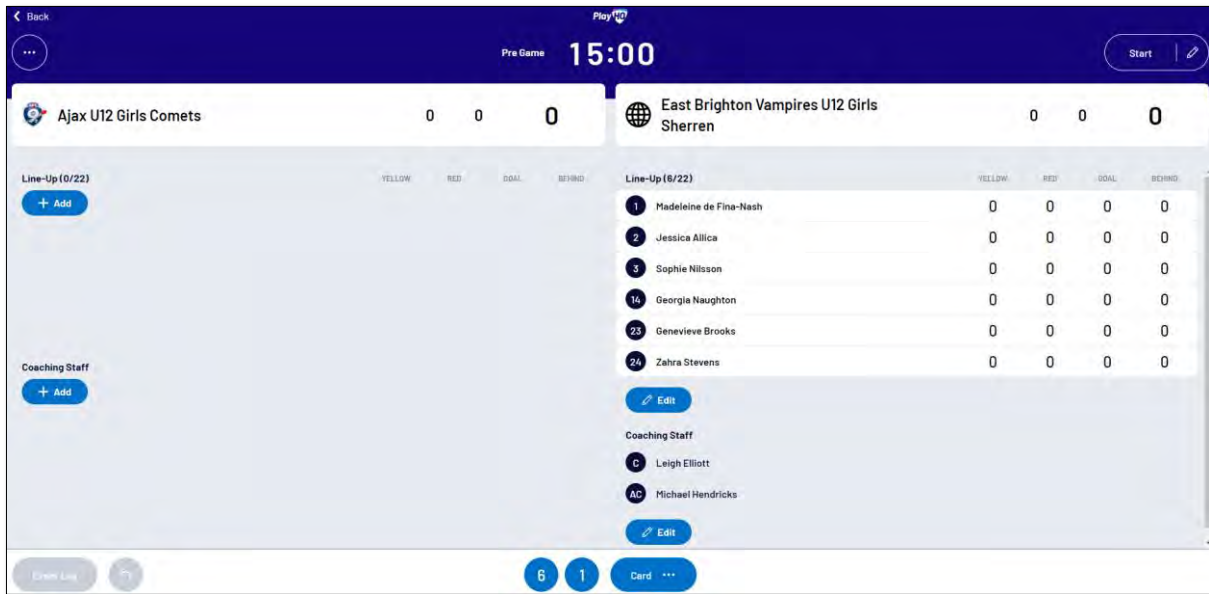


You will be taken to the **Home** page which will show matches at the **Venue** for that day.



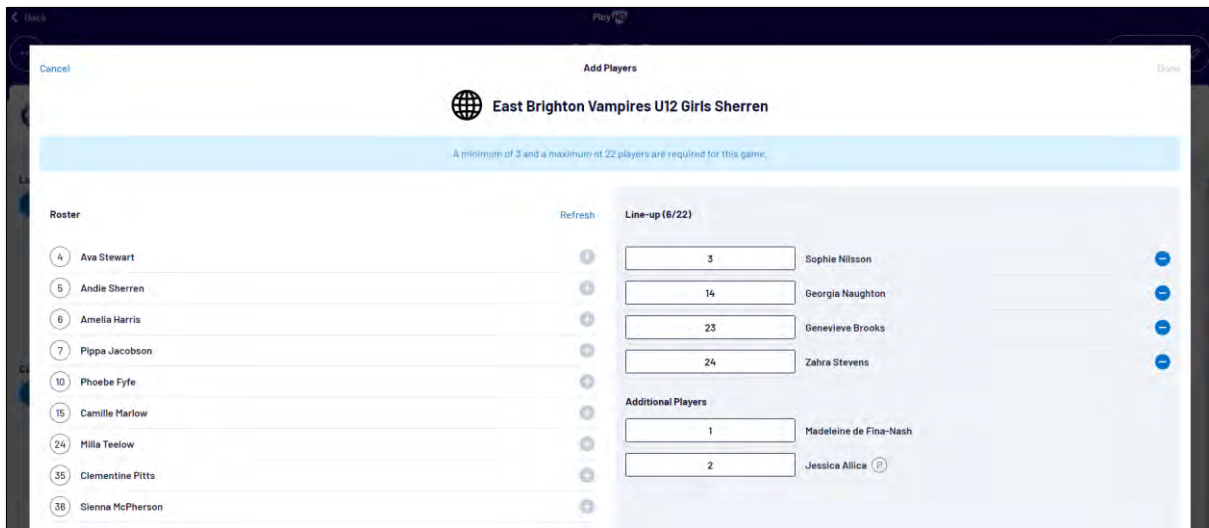
Game Day - LiveScore (cont)

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





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

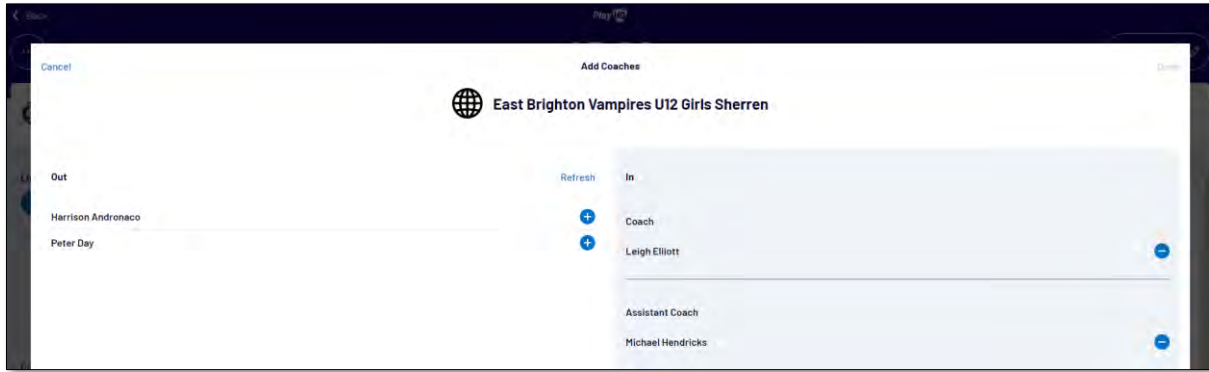
To remove **Players** from the **Line-up** list click on the **-** icon and to add **Players** from the **Roster** list click on the **+** icon. When you are finished click on **Done** the top right corner.



Game Day - LiveScore (cont)


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

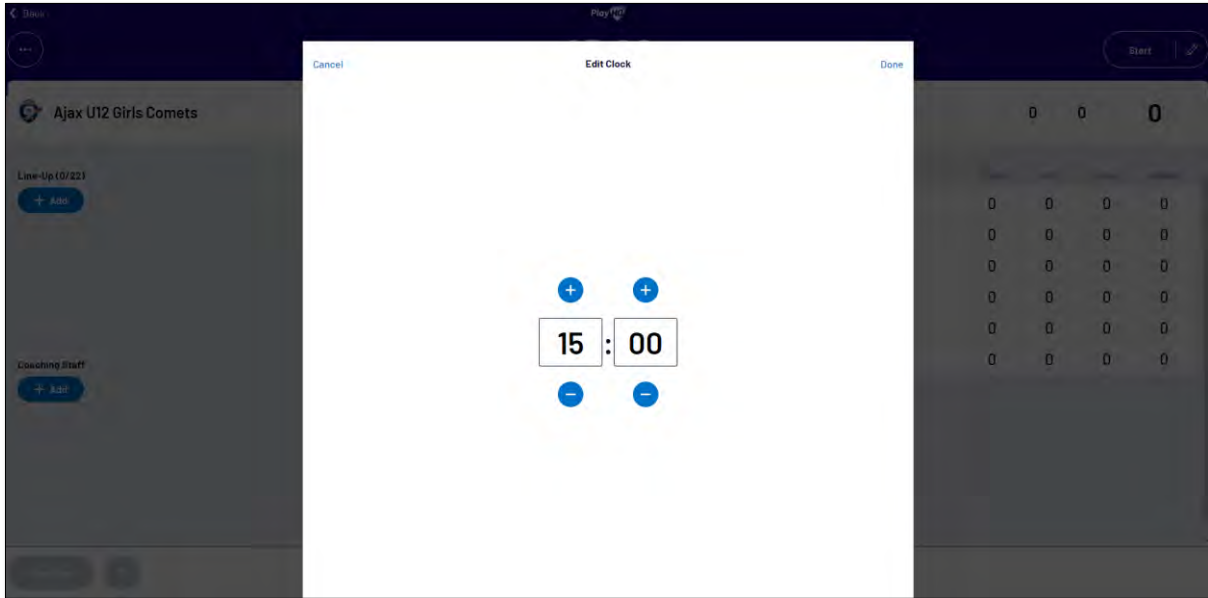
To remove **Coaches & Assistant Coaches** click on the  icon in the **In** list and to add **Coaches & Assistant Coaches** click on the  icon in the **Out** list. When you are finished click on **Done** the top right corner.








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

Game Day - LiveScore (cont)


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

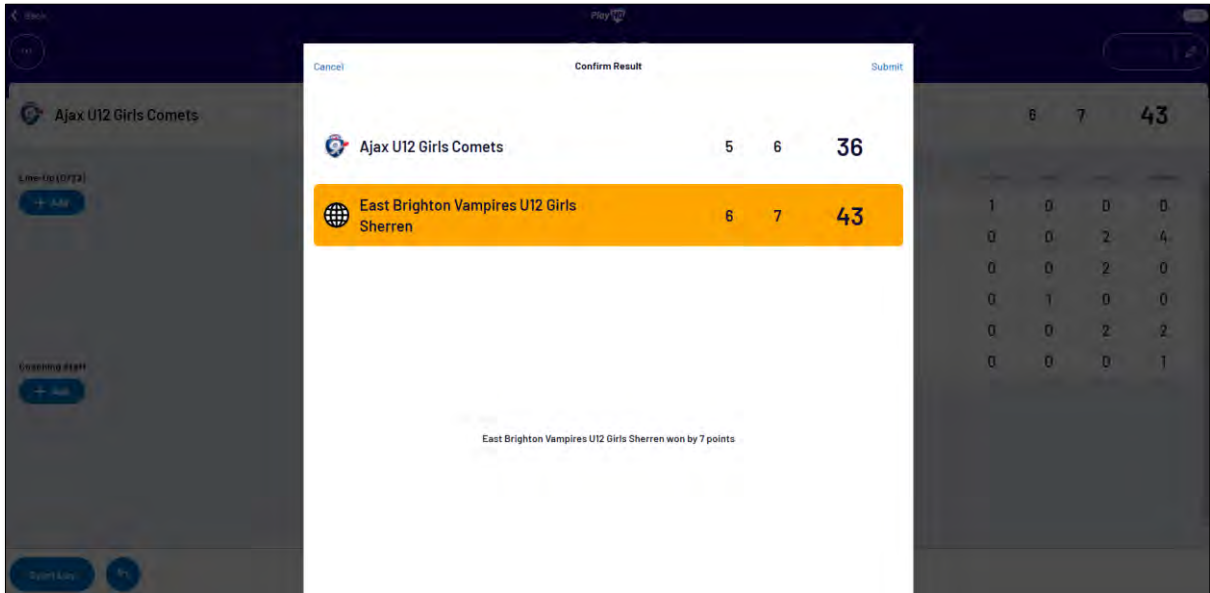


To add actions to a **Player** click on the **Player** and then click on  for a goal or click on  for a behind or click on  then select Yellow or Red – the process can also be done the opposite way i.e. click the action and then click the **Player**. This will add the actions to the **Players** and if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

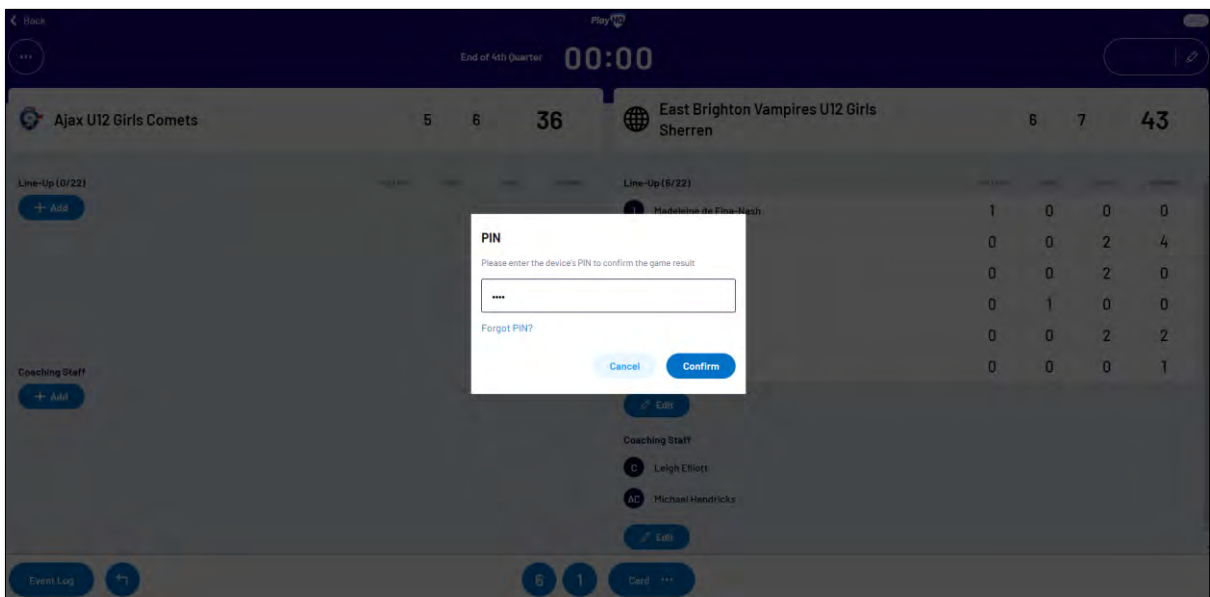
To end the quarter click on the  icon in the top left corner and select **End Period**. To start the next quarter click on the **Start** button in the top right corner.

Game Day - LiveScore (cont)

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

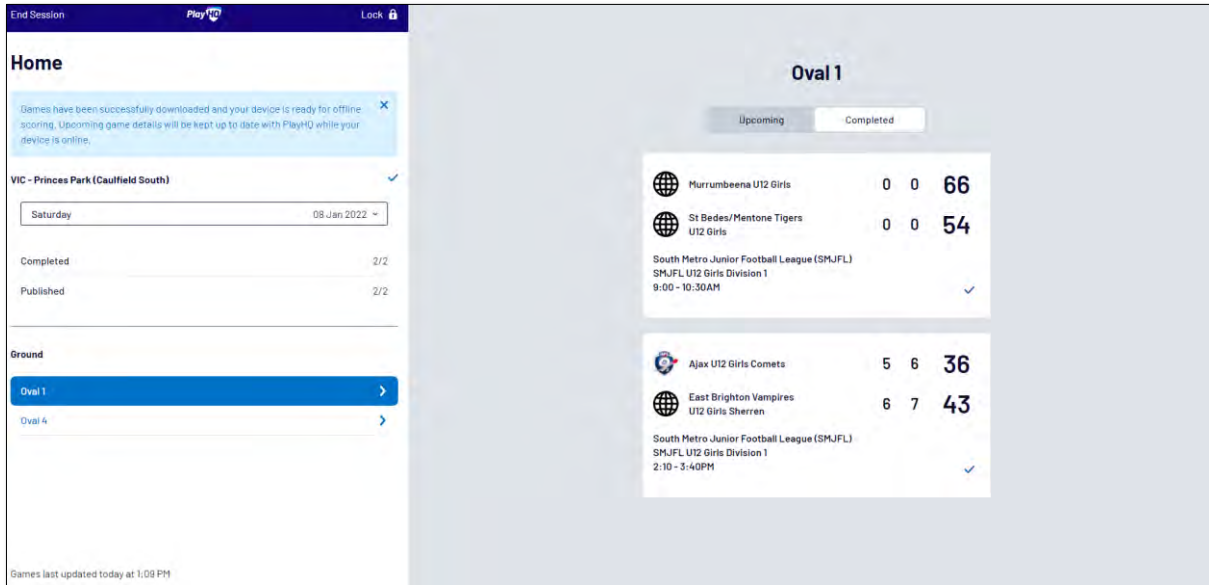


Click on **Submit** in the top right corner and the **PIN** pop up box will appear.

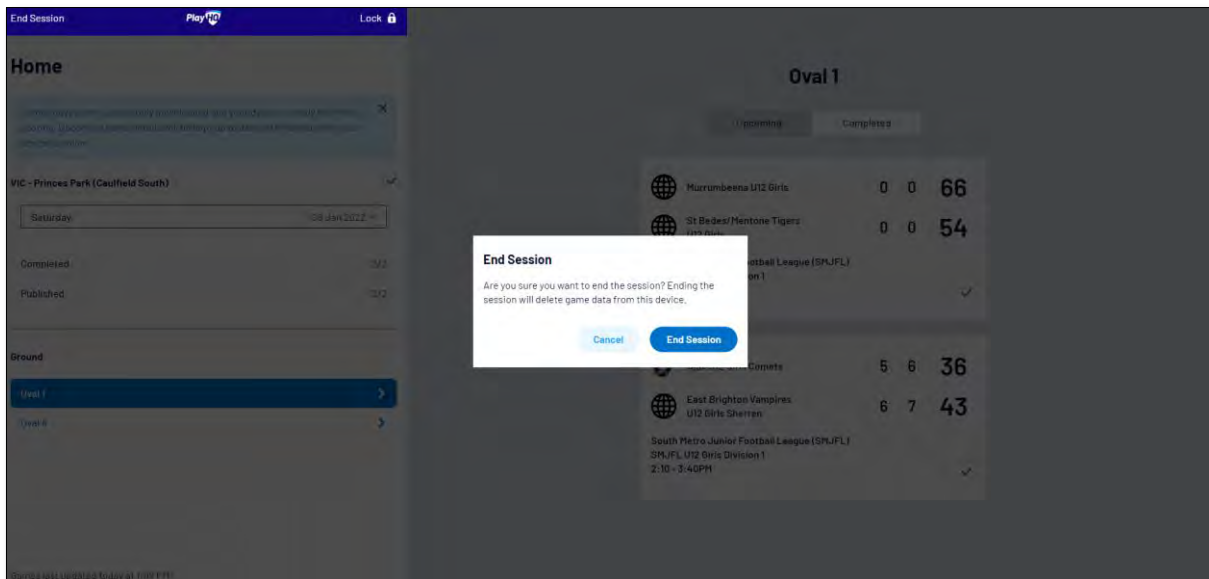


Game Day - LiveScore (cont)

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

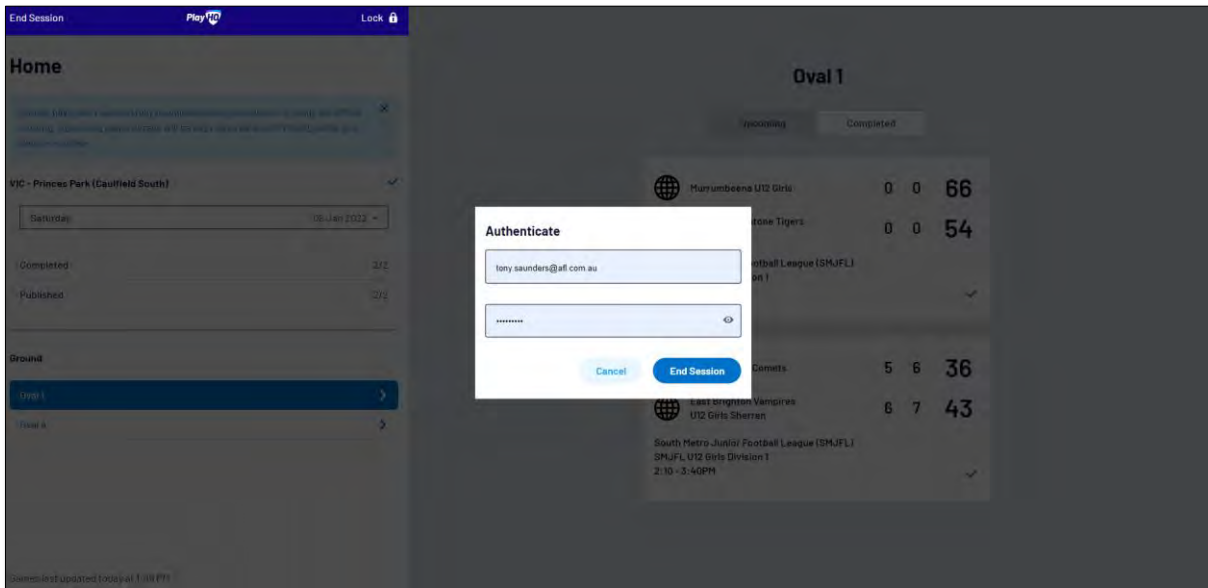


Before closing the page click on the **End Session** button and the **End Session** pop up will appear.



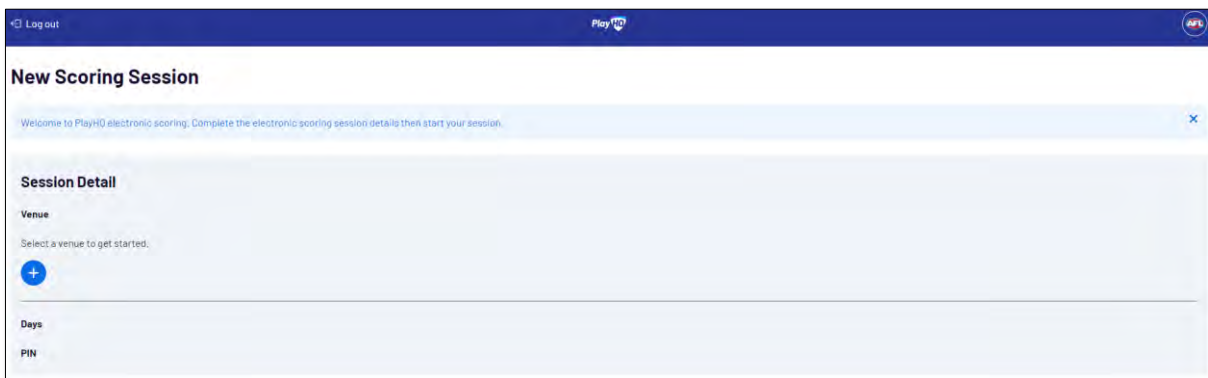
Game Day - LiveScore (cont)

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



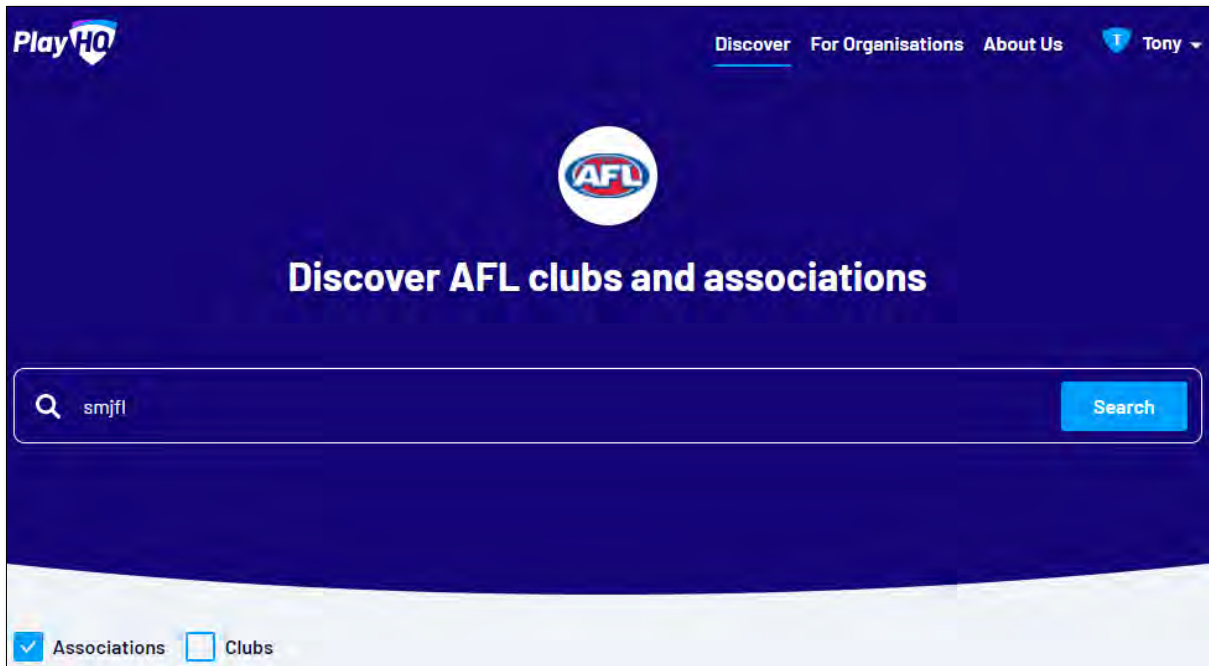
Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

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

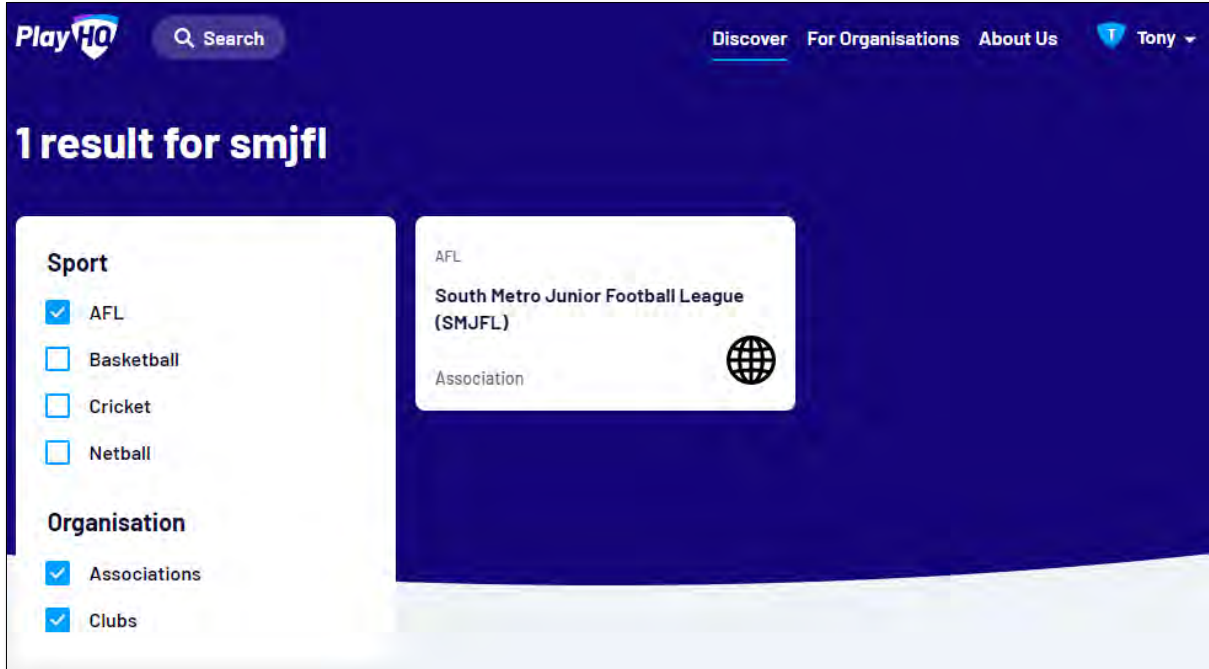


11. Access / View Fixtures, Ladders & Results on Public Website

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

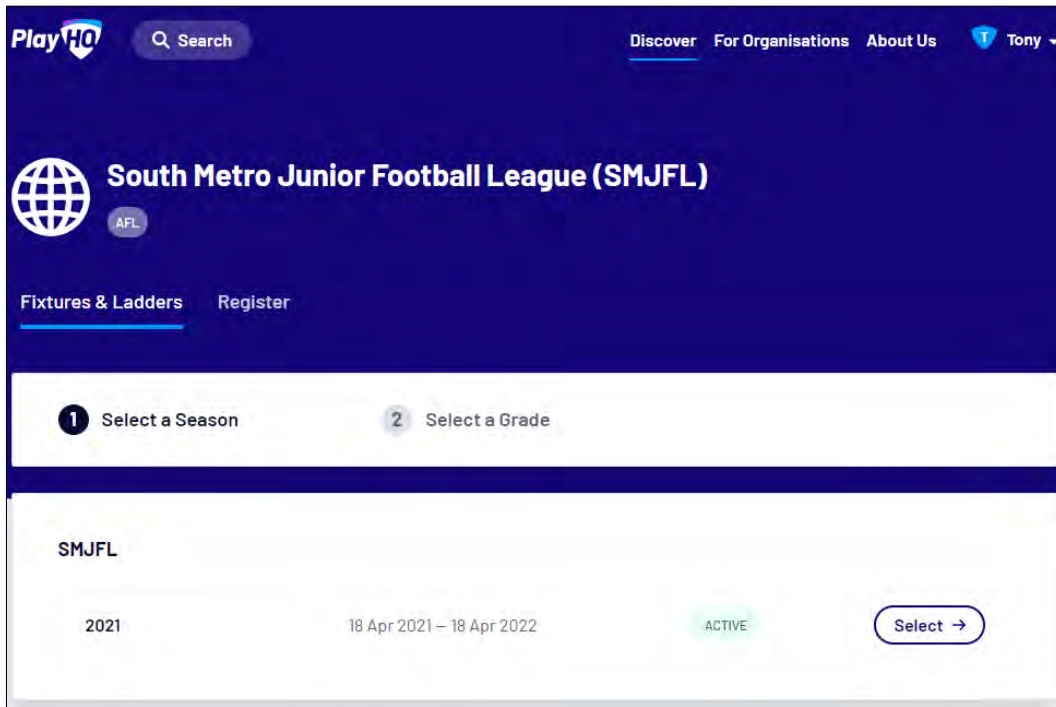


Click on the **League**.

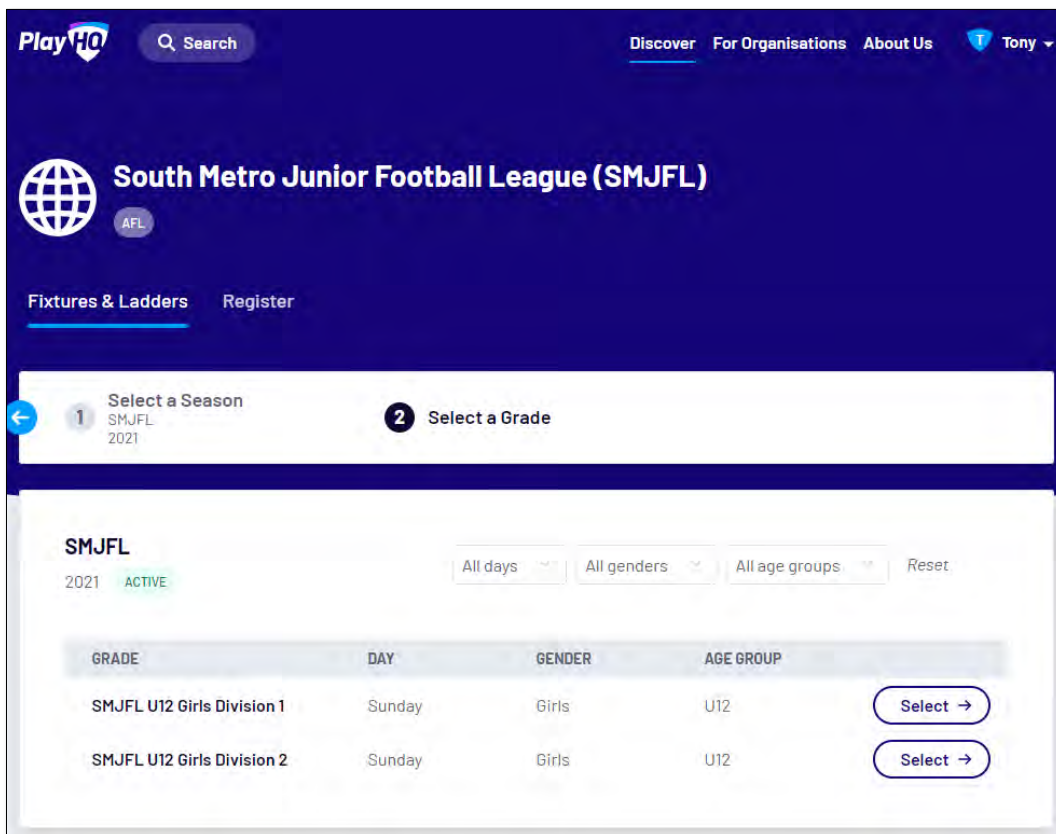


Access / View Fixtures, Ladders & Results on Public Website (cont)

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



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



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

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

The screenshot shows the PlayHQ website interface for the South Metro Junior Football League (SMJFL). The page is titled "SMJFL U12 Girls Division 1" and is set to "SMJFL, 2021". The "Fixtures & Ladders" tab is selected, and the "Fixture" sub-tab is active. A navigation bar shows rounds from 3 to 28, with Round 26 highlighted. The fixture details for Round 26, Monday, 25 April 2022, are as follows:

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

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

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

< SMJFL U12 Girls Division 1, Round 26 FINAL

East Brighton Vampires
U12 Girls Sherren

39
6.3

47
7.5

Prahan U12 Girls Laughton

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

Period Scores

END OF PERIOD	Q1	Q2	Q3	Q4
East Brighton Vampires U12 Girls Sherren	26 4.2	33 5.3	39 6.3	39 6.3
Prahan U12 Girls Laughton	27 4.3	34 5.4	47 7.5	47 7.5

Statistics
Line-up

Best Players

Best Players

Genevieve Brooks, Phoebe Fyfe, Luella Hall

Amelia Anderson, Annabel Atkins, Sibella Deague

Player Statistics

Player Statistics

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

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

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

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

South Metro Junior Football League (SMJFL)

AFL

Fixtures & Ladders
Register

←

SMJFL U12 Girls Division 1

Fixture
Ladder
Statistics

SMJFL, 2021

Show advanced ladder

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

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

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

South Metro Junior Football League (SMJFL)
AFL

Fixtures & Ladders
Register

SMJFL U12 Girls Division 1

Fixture
Ladder
Statistics

SMJFL, 2021

Show advanced ladder

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

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

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

South Metro Junior Football League (SMJFL)

Fixtures & Ladders Register

SMJFL U12 Girls Division 1


SMJFL, 2021

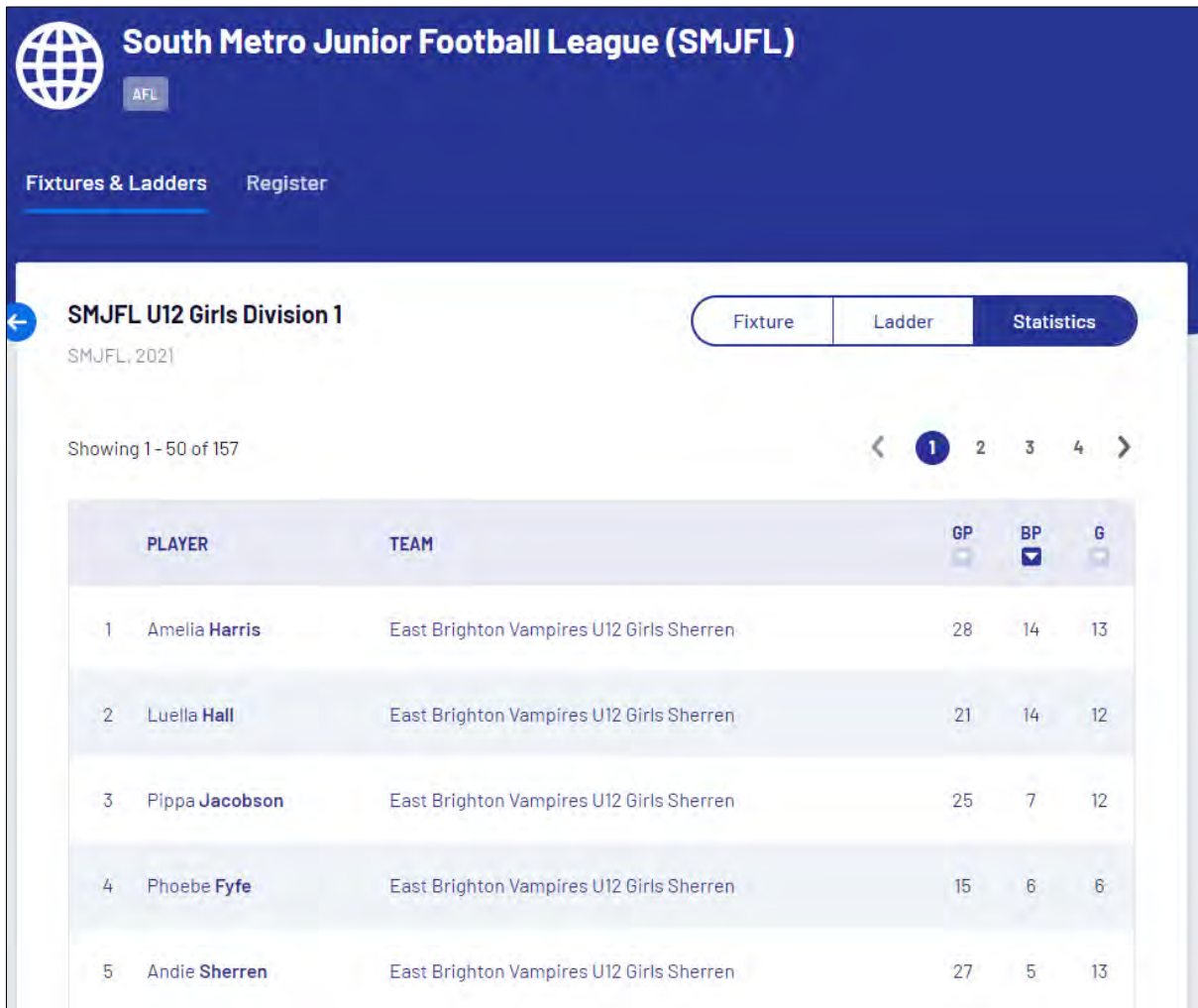
Showing 1 - 50 of 157

1 2 3 4

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

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

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



South Metro Junior Football League (SMJFL)

Fixtures & Ladders Register


SMJFL U12 Girls Division 1 SMJFL, 2021

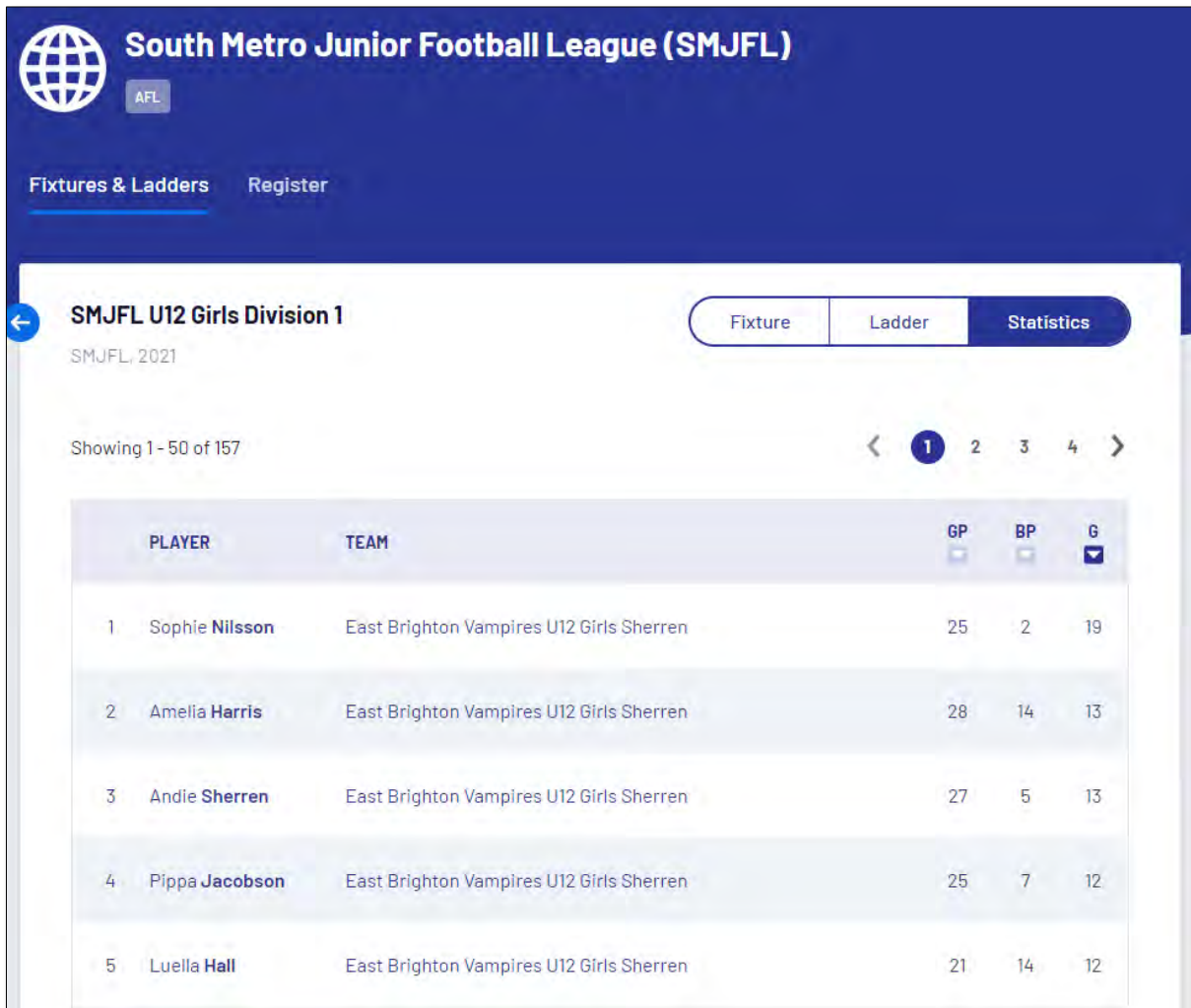
Showing 1 - 50 of 157

1 2 3 4

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

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

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



South Metro Junior Football League (SMJFL)

Fixtures & Ladders Register

SMJFL U12 Girls Division 1 SMJFL, 2021

Showing 1 - 50 of 157

1 2 3 4

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

12. Participant Registration


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

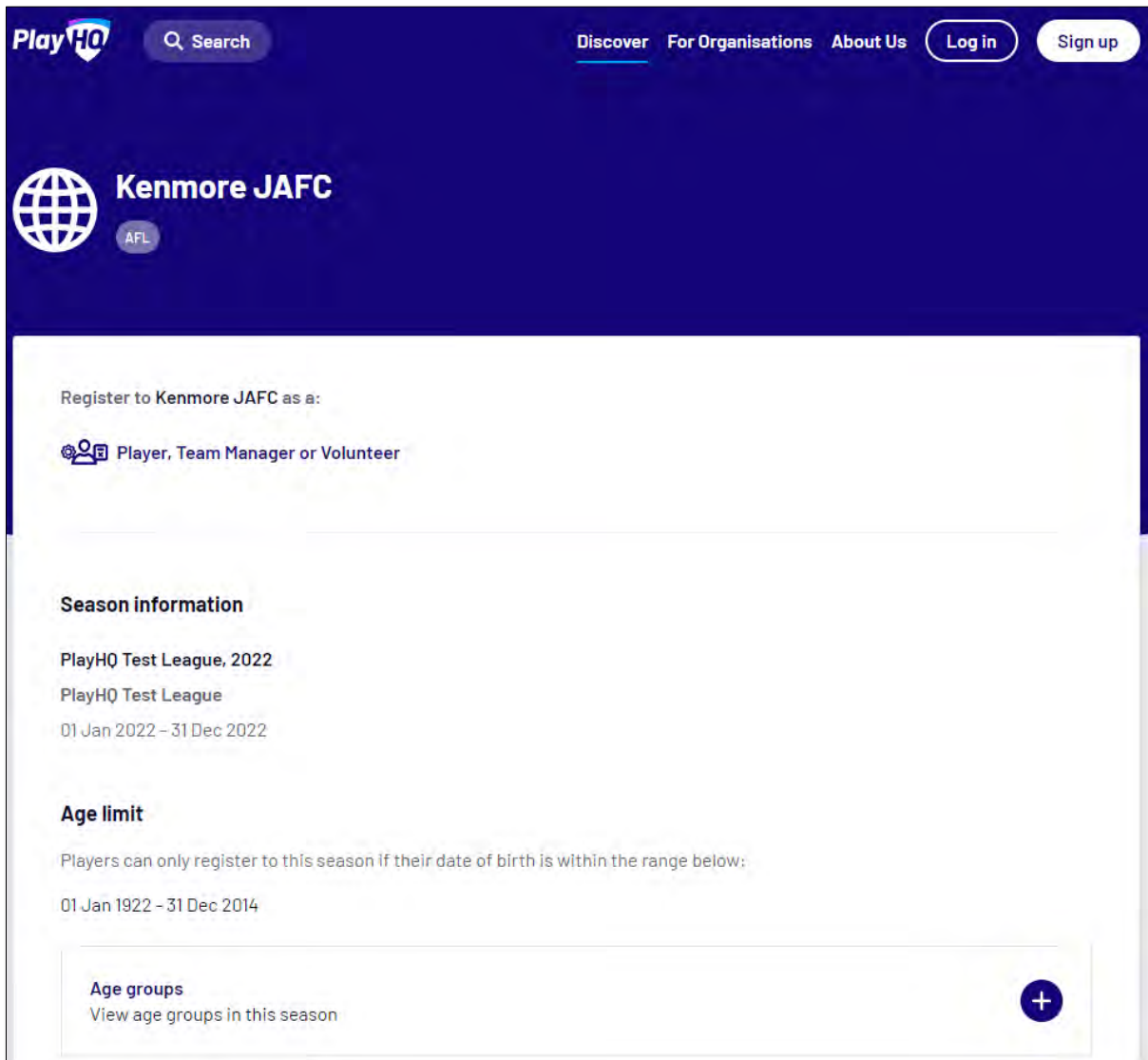
Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

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

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

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

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



Participant Registration (cont)

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

Age limit

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

01 Jan 1917 – 31 Dec 2016

Age groups

View age groups in this season

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

Pricing information

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

Additional information

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

[Get started →](#)

Participant Registration (cont)

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

PlayHQ Search Discover For Organisations About Us Log in Sign up

Kenmore J AFC AFL

Please log in with your PlayHQ account

Email*

Password*

[Log in](#)

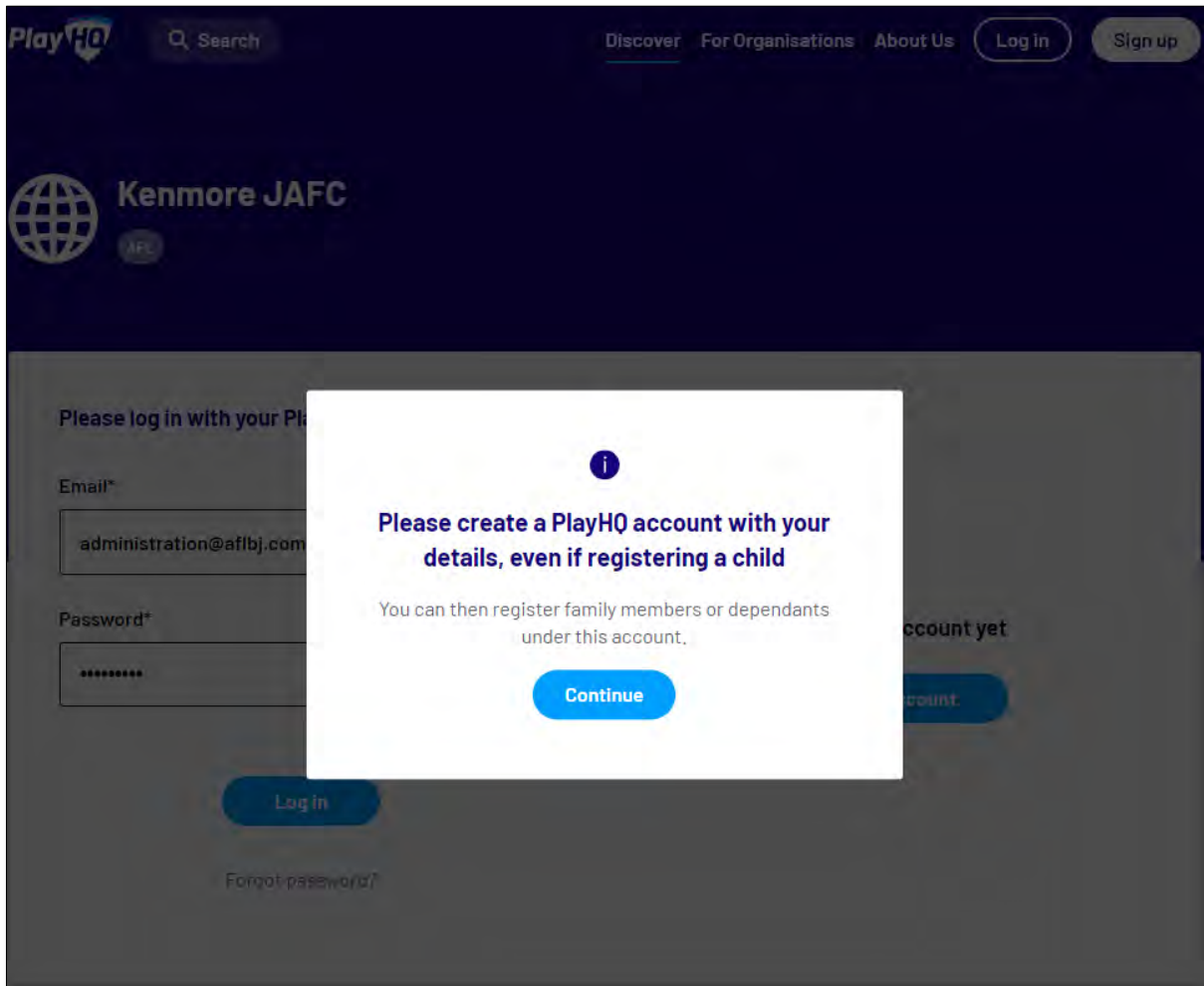
[Forgot password?](#)

I don't have an account yet

[Create an account](#)

Participant Registration (cont)

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



Participant Registration (cont)

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

Sign up to PlayHQ

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

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

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

Your email*

Your mobile number*

<input type="text" value="🇺🇸"/>	<input type="text"/>
---------------------------------	----------------------

Set a password*

Password must meet the following requirements:

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

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

Sign up

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

Participant Registration (cont)

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

PlayHQ Test League, 2022, PlayHQ Test League

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

Please choose who you would like to register

I am registering myself

Anthony Saunders

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

Register new family member or dependant

[Continue →](#)

[Back](#)

Participant Registration (cont)

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

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

The screenshot shows the PlayHQ registration interface for Kenmore JAFC. The page title is "Kenmore JAFC" with an AFL logo. The navigation bar includes "Discover", "For Organisations", "About Us", and a user profile for "Anthony". The main content area shows a progress bar with steps: "Choose User", "Choose Role" (highlighted), "Participant Details", "Fees", and "Payment & Summary". Below the progress bar, the "Register as a:" section lists three options: "Player" (selected with a green checkmark), "Team Manager" (radio button), and "Volunteer" (radio button). At the bottom, there are "Continue →" and "Back" buttons.

Participant Registration (cont)

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

Kenmore J AFC

PlayHQ Test League, 2022, PlayHQ Test League

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

Participant Details

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

First name*

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.

Kenmore JAFC

PlayHQ Test League, 2022, PlayHQ Test League

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

Fees

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

Sub-Total **A\$100.00**

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

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

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

Continue →

Back

Participant Registration (cont)

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

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

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

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

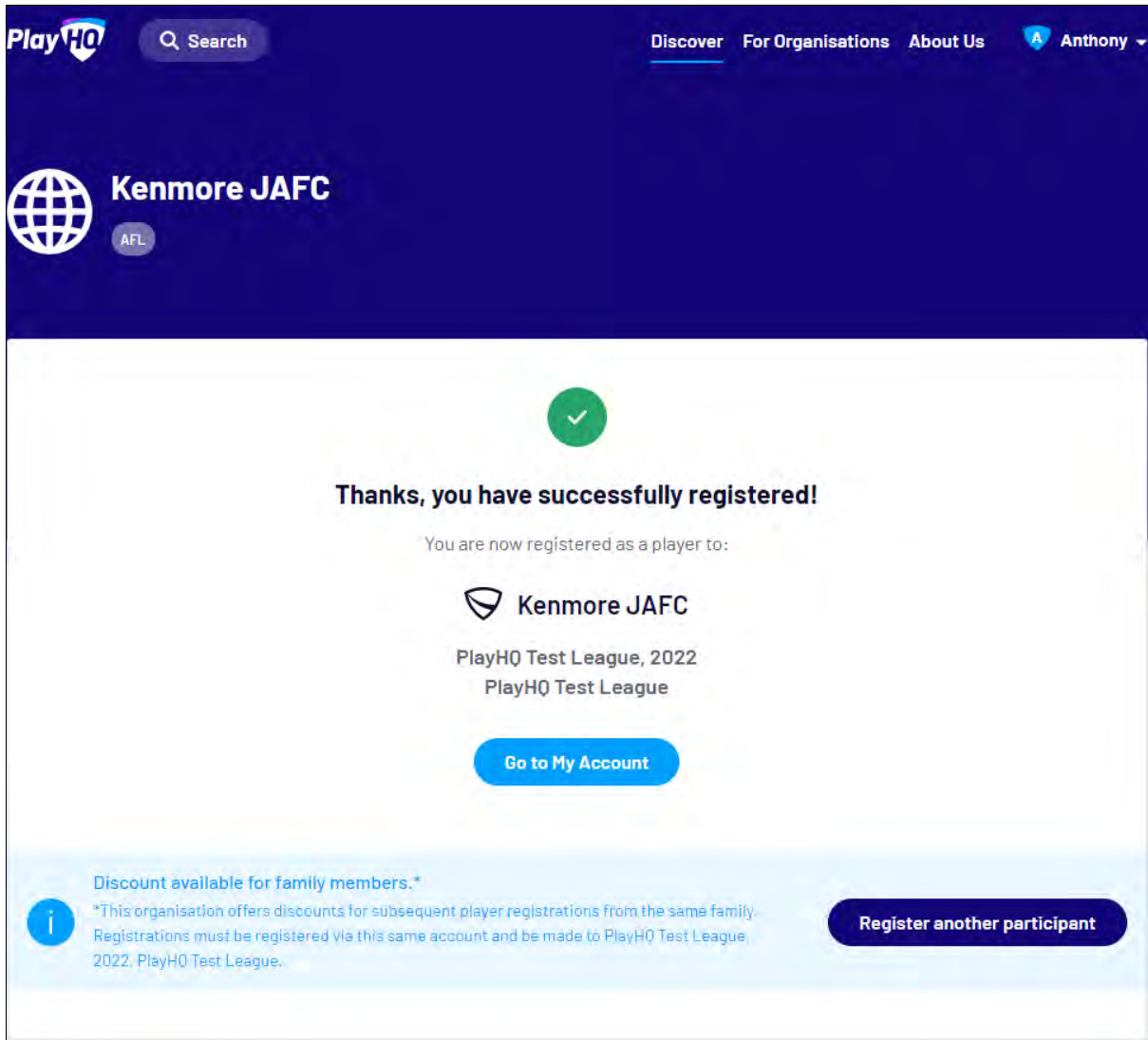
The screenshot shows the 'Payment & Summary' page for Kenmore J AFC. The page is titled 'Kenmore J AFC' and 'PlayHQ Test League, 2022, PlayHQ Test League'. It features a navigation bar with 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees', and 'Payment & Summary'. The 'Payment' section includes a 'Credit/Debit Card' form with fields for 'Card number*', 'Card Expiry*', and 'CVC*'. Below this is a 'Billing Address' section with fields for 'Country*', 'Address*', 'Suburb / Town*', 'State / Province / Region*', and 'Postcode*'. The 'Order summary' section displays a table with columns for 'Description', 'Qty.', and 'Total'. It lists 'Senior player fee' (A\$100.00) and 'Club Player Registration Fee' (A\$0.00), with a total of A\$100.00. There is also a 'Vouchers' section with an input field for 'Enter a voucher code' and an 'Apply' button. A link for 'I have a government voucher' is visible. At the bottom, there are 'Confirm purchase ->' and 'Back' buttons.

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

Participant Registration (cont)

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

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





Profile Matching

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

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

Matching profiles will fall in to one of three categories:

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

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

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

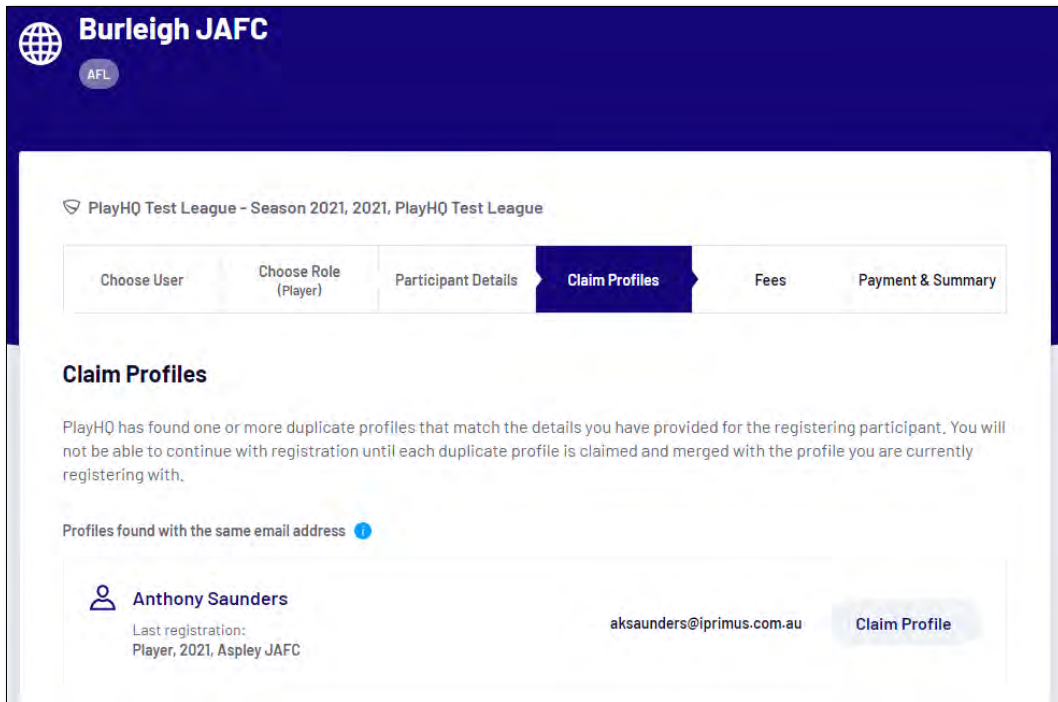
All profiles that fall into the third category require the **Participant** to contact support in order to proceed with their merge.

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

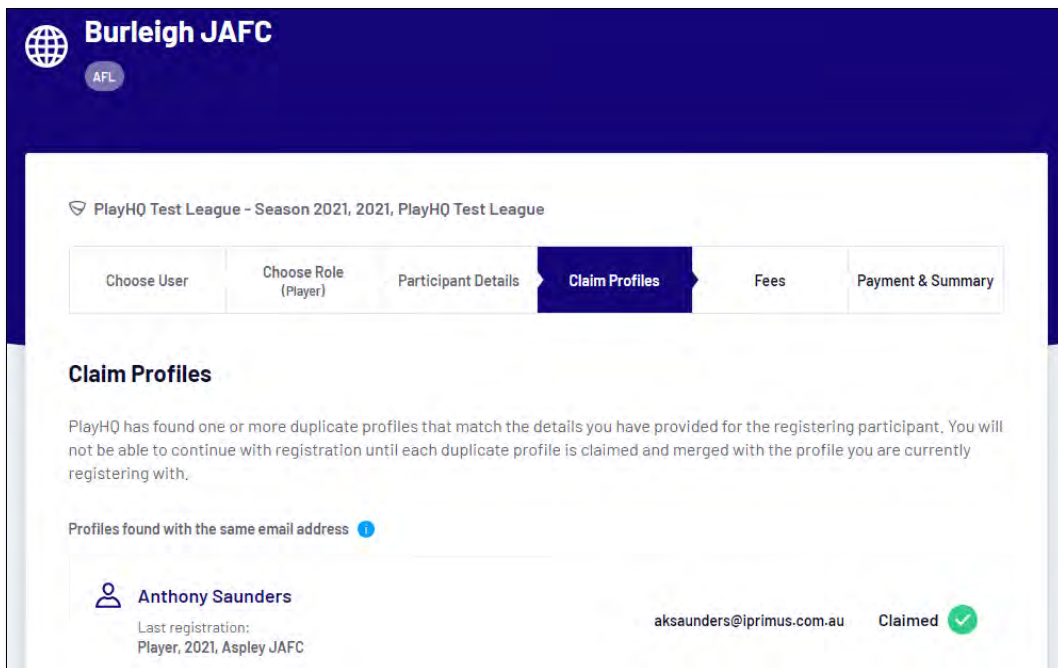
When the **Participant** has completed the **Choose User, Choose Role** and **Participant Details** section of the registration form the **Profile Matching** process will begin.

Profiles that don't require verification

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

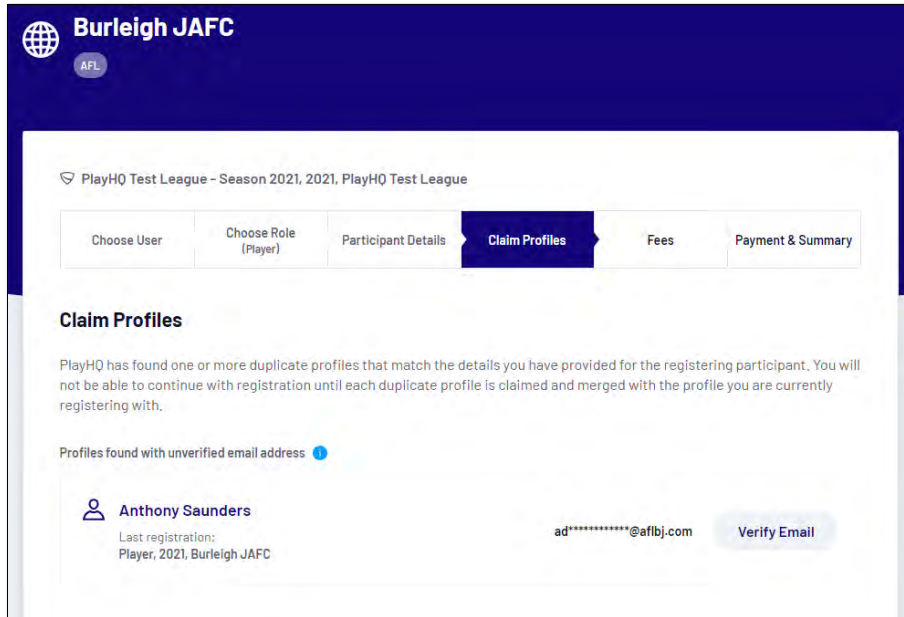


The profile would change to claimed and the **Participant** would be able to proceed with the registration.

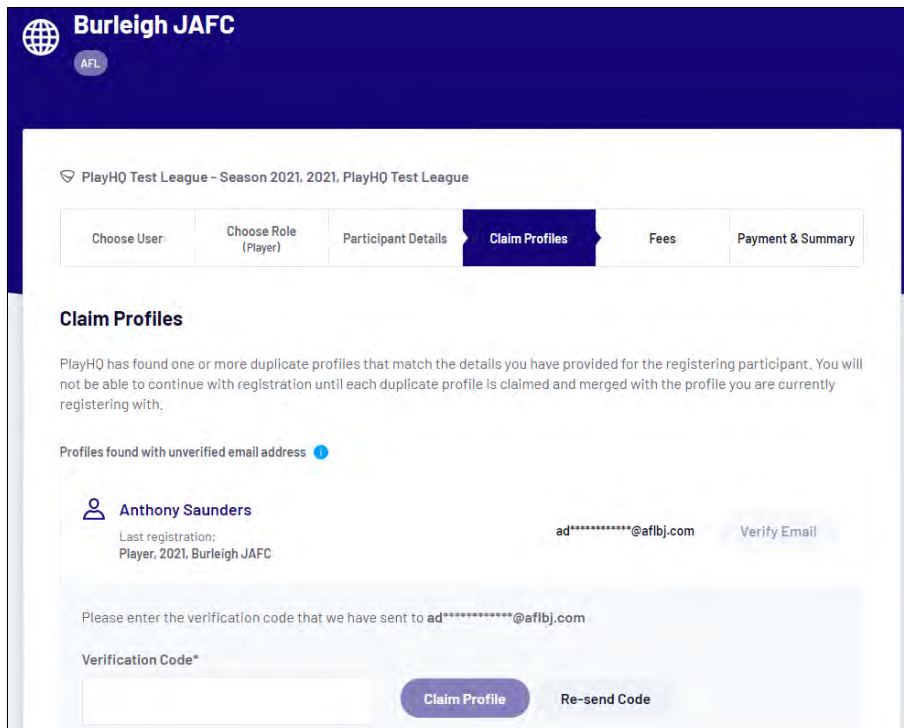


Profiles that require verification

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



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



Participant Registration – Profiles that require verification (cont)

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

Burleigh J AFC

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

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

Claim Profiles

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

Profiles found with the same email address **1**

	Anthony Saunders Last registration: Player, 2021, Burleigh J AFC	tony-saunders@af.com.au	Claimed
--	---	-------------------------	---------

Profiles that can't be claimed and merged

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

Burleigh J AFC

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

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

Claim Profiles

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

Profiles found with unverified email address 1

Anthony Saunders
Last registration:
Player, 2021, Burleigh J AFC

to*****@afl.com.au **Verify Email**

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

Contact Support ↗

Continue →

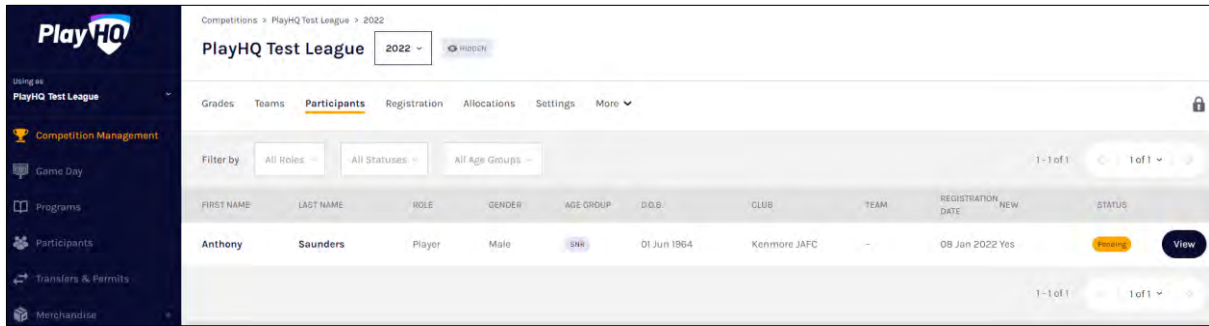
Back

Pending Registrations

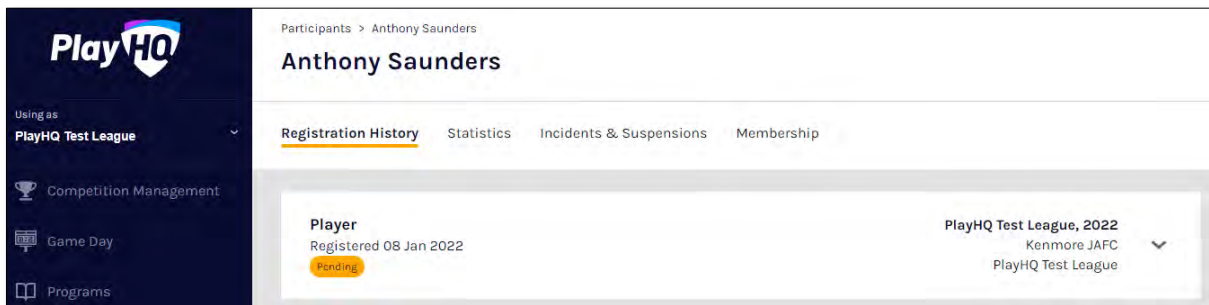
If **New Player Approval** was turned on in your competition settings, when a new participant registers they appear as **Pending** in the **Participants** list.

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

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

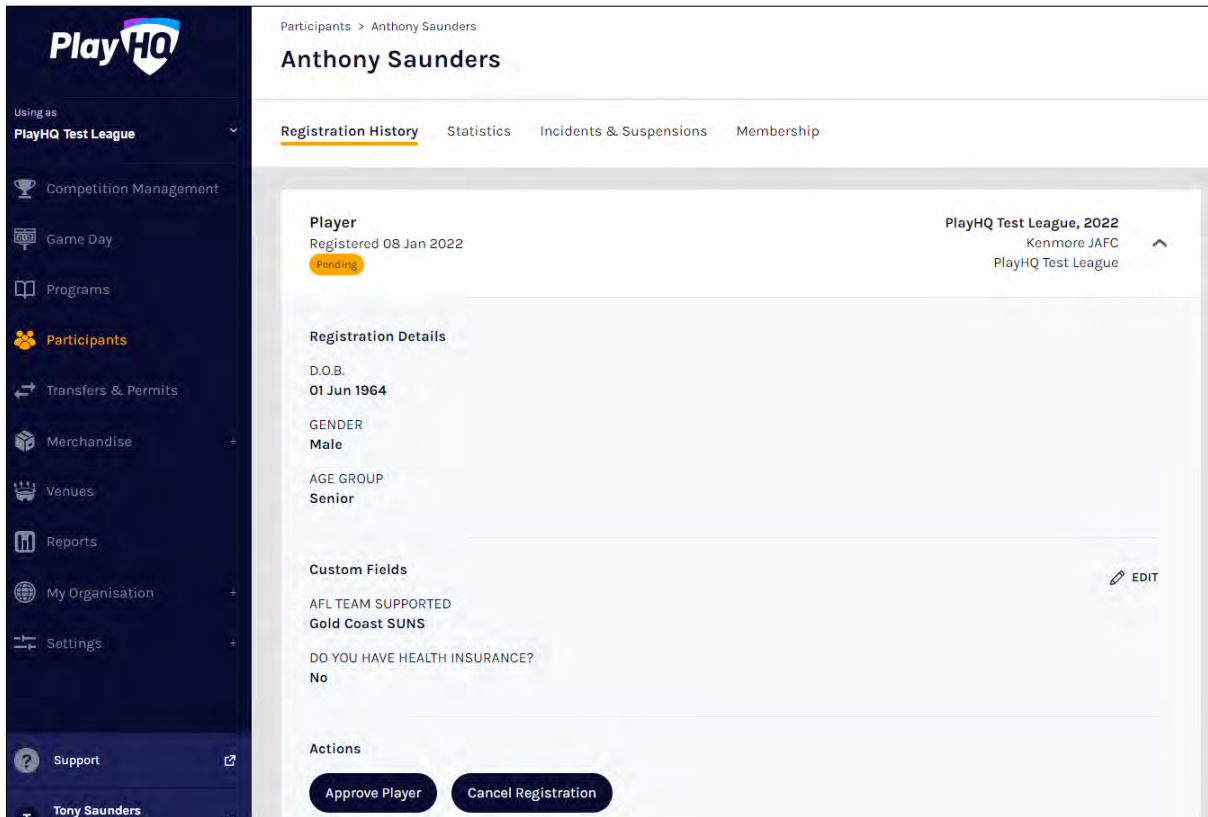


Open the Pending registration by clicking on the icon.

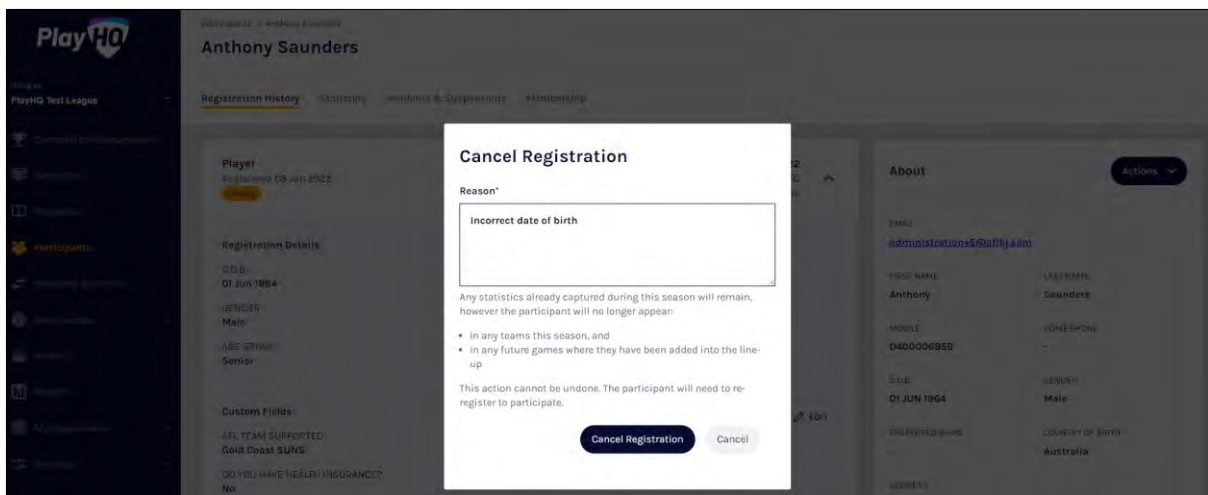


Participant Registration – Pending Registrations (cont)

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



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





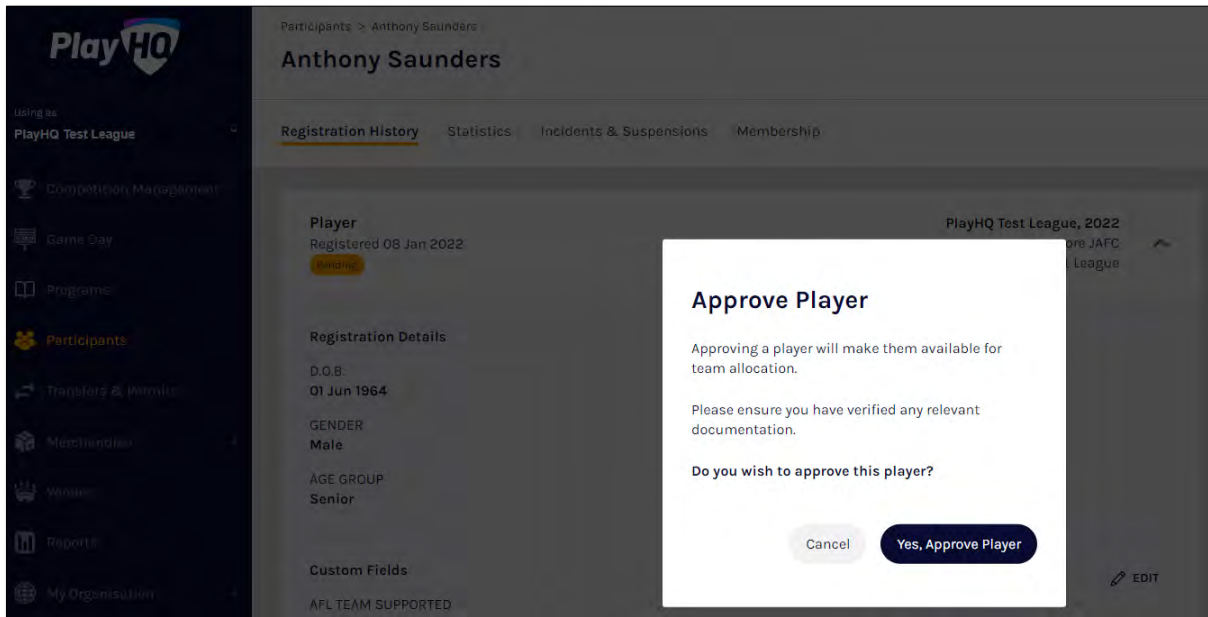
Participant Registration – Pending Registrations (cont)

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

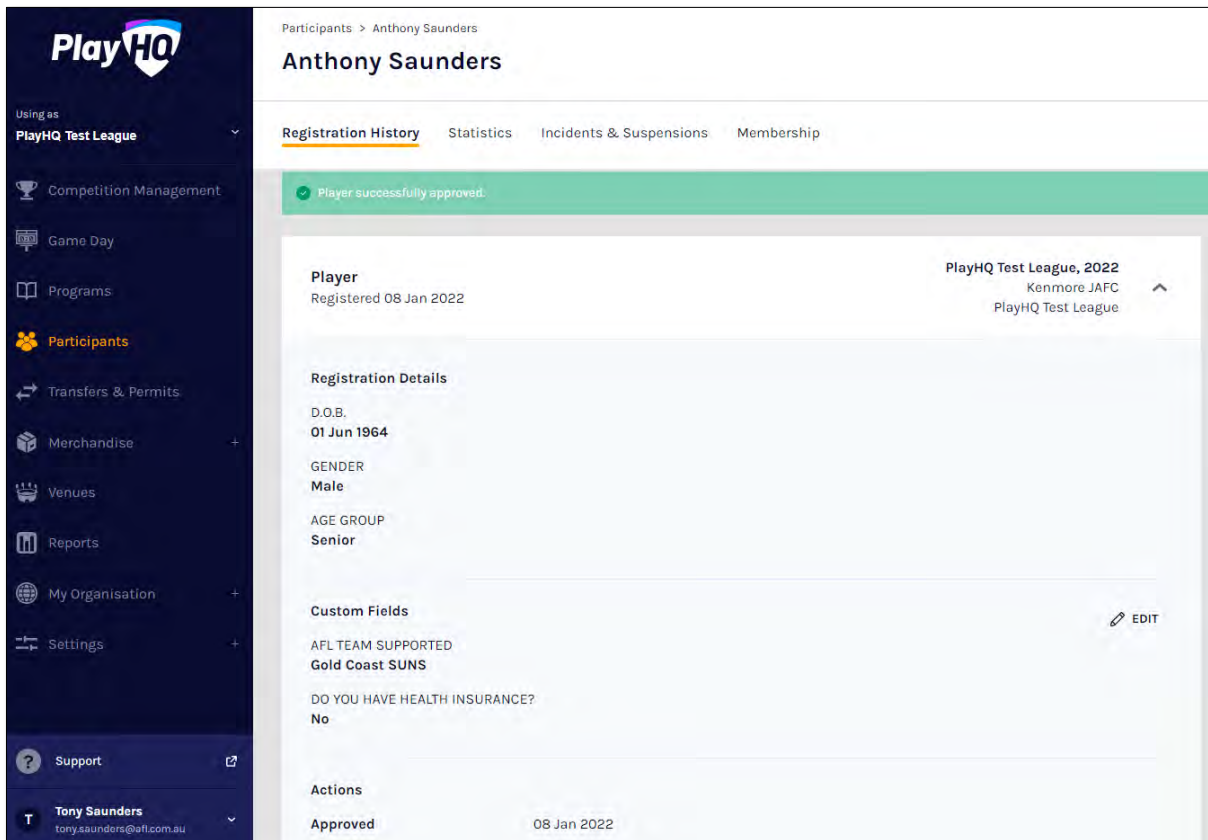
The screenshot displays the PlayHQ Admin interface. On the left is a dark sidebar with the PlayHQ logo and a navigation menu including: Competition Management, Game Day, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, Settings, Support, and Tony Saunders. The main content area shows the profile for Anthony Saunders, with a breadcrumb trail: Participants > Anthony Saunders. The page title is 'Anthony Saunders'. Below the title are tabs for Registration History (selected), Statistics, Incidents & Suspensions, and Membership. The 'Player' section shows 'Registered 08 Jan 2022' and a 'Pending' status. The league is 'PlayHQ Test League, 2022' (Kenmore J AFC). The 'Registration Details' section lists: D.O.B. 01 Jun 1964, GENDER Male, and AGE GROUP Senior. The 'Custom Fields' section includes: AFL TEAM SUPPORTED Gold Coast SUNS and DO YOU HAVE HEALTH INSURANCE? No. At the bottom, there are two buttons: 'Approve Player' and 'Cancel Registration'.

Participant Registration – Pending Registrations (cont)

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



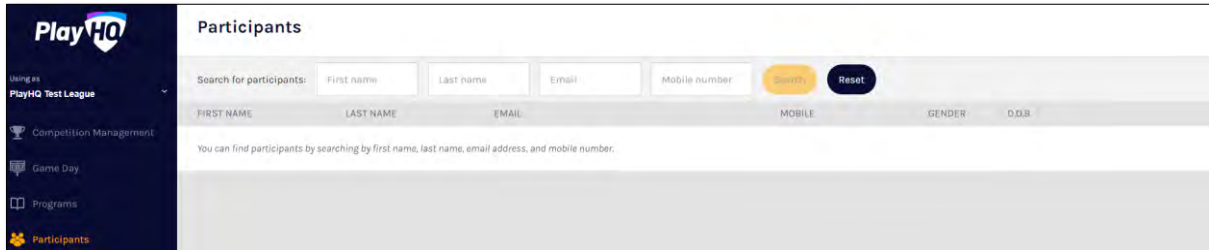
The page will be updated with a confirmation message and the status of the registration will change to **Approved**.



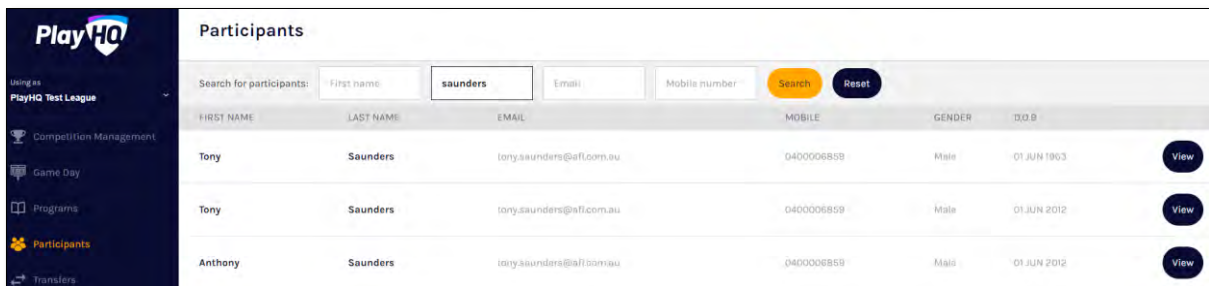
View Participants in Club

To view participants in a League there is two options.

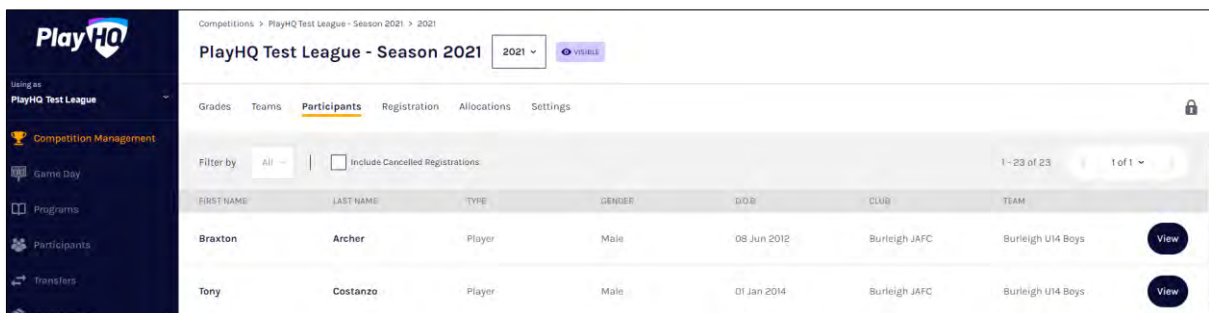
Option 1 enables the League admin to view all participants that have been registered in the **League** across all **Competitions** and all **Seasons**. In the left menu select **Participants**.



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



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



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

View Participant Details

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

The screenshot shows the PlayHQ interface for a participant named Braxton Archer. The left sidebar contains navigation options, with 'Participants' highlighted. The main content area shows the 'Registration History' tab selected. The history consists of five entries, each representing a registration for the 'PlayHQ Test League, 2021' in the 'Banks' organisation. The entries are as follows:

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

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

The screenshot shows the PlayHQ interface for the same participant, Braxton Archer, but with the 'Statistics' tab selected. The 'SEASON STATS' section displays two entries for the 'PlayHQ Test League, 2021' in the 'Banks' organisation. Each entry shows '1 Player Point' and a message: 'There are currently no statistics for this registration'.

Registration Details	Player Points
PlayHQ Test League, 2021 Banks PlayHQ Test League	1 Player Point
PlayHQ Test League, 2021 Banks PlayHQ Test League	1 Player Point

Participant Registration – View Participant Details (cont)

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

The screenshot shows the PlayHQ interface for a participant named Braxton Archer. The left sidebar contains navigation options: Using as PlayHQ Test League, Competition Management, Game Day, Programs, Participants (highlighted), and Transfers & Permits. The main content area shows the participant's name and navigation tabs: Registration History, Statistics, Incidents & Suspensions (active), and Membership. Below the tabs, there are two summary cards: 'Total Suspensions' showing '1 Weeks/Games' and 'Behaviour' showing '28 May 2021' with a note 'Suspended 1 Games/Weeks (24 May 2021 - 31 May 2021)' and a status of 'Guilty - Suspension'.

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

The screenshot shows the 'About' section of the participant details page. It includes an 'Actions' dropdown menu. The account is managed by Tony Saunders. The participant's details are as follows:

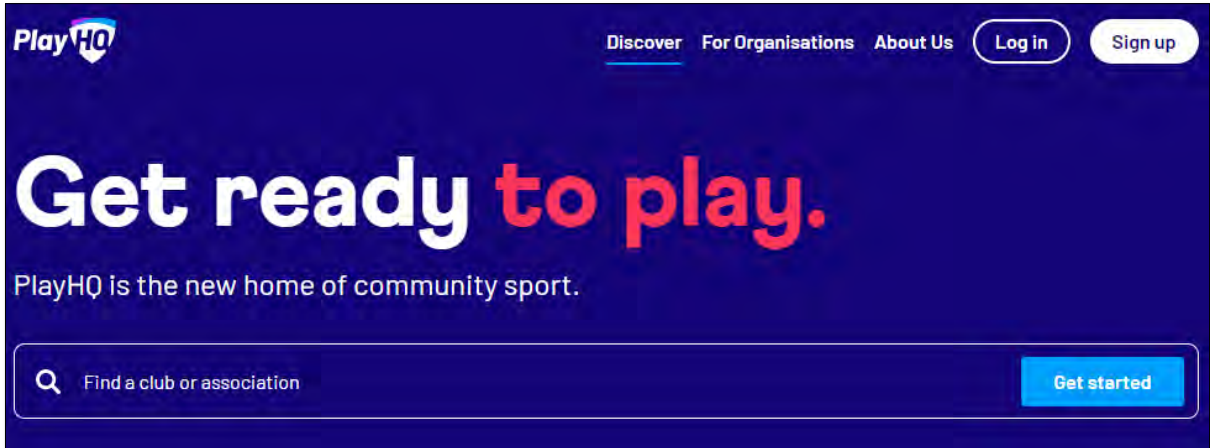
FIRST NAME	LAST NAME
Braxton	Archer
HOME PHONE	D.O.B.
-	08 JUN 2012
GENDER	PREFERRED NAME
Male	-
COUNTRY OF BIRTH	
Australia	
ADDRESS	
9 MONET ST, COOMBABAH 4216, QLD	
PRIVACY SETTINGS	
Public	

Below the 'About' section are four expandable sections: Additional Details, Disability Details, Parent/Guardian, and Emergency Contact.

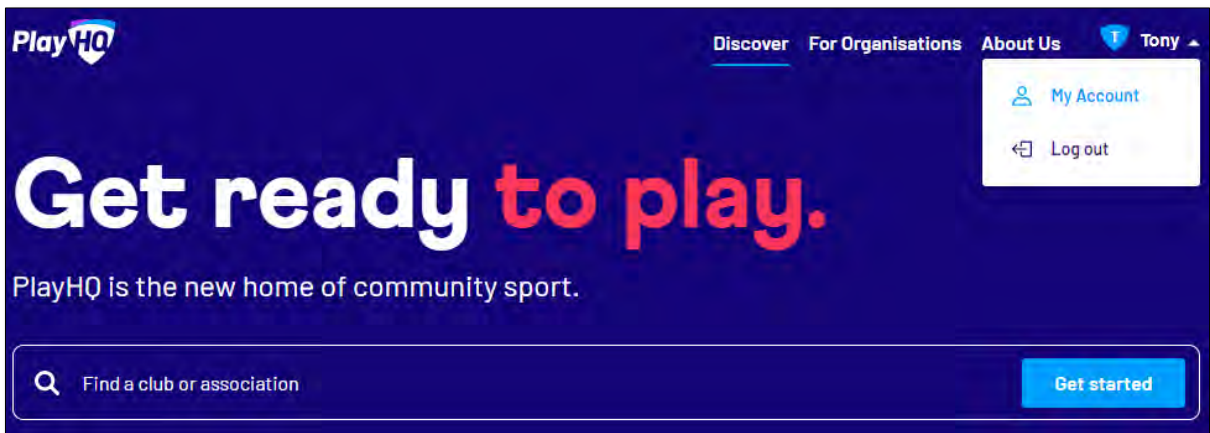
13. Participant Portal

The PlayHQ system has been designed to be user friendly for all Participants and to encourage them to manage their own information, view information relating to their registrations & statistics, view the teams they have been allocated to and manage the teams that have been given management access to.

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



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



Participant Portal (cont)

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

The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user profile icon labeled 'Tony'. The main content area is white and features the user's name 'Tony Saunders' in large blue text, a 'My Public Profile' button, and a 'Change user' dropdown menu. The dropdown menu is open, showing a list of users with 'Tony Saunders' selected. The profile details for Tony Saunders are displayed in a table format:

First Name	Tony
Last Name	Saunders
Email	administration@afbj.com
Phone	0400006859
Gender	Male
Date of Birth	01 Jun 1963
Country	Australia
Address	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Marital Status	Married and/or Torres Strait
Dependant Status	Dependant/guardian born
Other	No

At the bottom of the profile details, there are two buttons: 'Edit Details' and 'Change Email'.

Profile

Click on the Profile tab. Under **Personal Details** it will show the current details, to edit the information click on the **Edit Details** button.

The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user menu for Tony. The main content area is white and features the user's name 'Tony Saunders' and a 'My Public Profile' button. Below this are tabs for 'Profile' and 'Registration History'. The 'Personal Details' section is expanded, showing a list of fields and their values: First Name (Tony), Last Name (Saunders), Email (administration@afbj.com), Mobile Number (0400006859), Gender (Male), Date of Birth (01 Jun 1963), Country of Birth (Australia), Address (9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia), Are you of Aboriginal and/or Torres Strait Islander origin? (No), and Were any of your parent/guardian born overseas? (No). At the bottom of the details section are two buttons: 'Edit Details' and 'Change Email'.

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

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 ▾

Profile Registration History

Personal Details

First name*

Last name*

Email*

Mobile number*

Preferred name

Gender*

Date of birth*

Participant Portal – Profile (cont)

All other fields can be changed and click on the **Save** button.

Country of birth*	
<input type="text" value="Australia"/>	
Home number	
<input type="text" value="Please enter"/>	
Country*	
<input type="text" value="Australia"/>	
Address*	
<input type="text" value="9 MONET ST"/>	
Suburb / Town*	
<input type="text" value="RUNAWAY BAY"/>	
State / Province / Region*	Postcode*
<input type="text" value="Queensland"/>	<input type="text" value="4215"/>
Are you of Aboriginal and/or Torres Strait Islander origin?*	
<input type="text" value="No"/>	
Were any of your parent/guardian born overseas?*	
<input type="text" value="No"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Participant Portal – Profile (cont)

The information under **Disability Details**, **Emergency Contact** and **Privacy Settings** can also be changed by clicking on the **Edit** button.

Disability Details

Do you identify as living with a disability/disabilities? No

[Edit](#)

Emergency Contact

First Name: tony

Last Name: saunders


Relationship: pa

Email: noemail@email.com

Mobile Number: 0400000000

[Edit](#)

Privacy Settings

 Private

Hide my name on all game statistics for club & association websites.

[Edit](#)

Participant Portal – Profile (cont)

For the **Account Holder** only, the **Email** can also be changed by clicking on the **Change Email** button.

The screenshot shows the user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, and About Us. The user's name, Tony Saunders, is prominently displayed, along with a 'My Public Profile' button. Below the name, there are tabs for Profile and Registration History. The main content area is titled 'Personal Details' and contains a list of fields and their values:

Field	Value
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

At the bottom of the profile details, there are two buttons: 'Edit Details' and 'Change Email'.

Participant Portal – Profile (cont)

On the **Change Email** page enter a new email in **New Email** area and click on the **Continue** button.

If you can't update the email or need assistance click on the **Contact Support** button.

The screenshot shows a user profile for Tony Saunders. At the top, the name 'Tony Saunders' is displayed in white on a dark blue background. Below this, a progress bar shows two steps: '1 Change Email' (active) and '2 Verify Email'. The main content area is titled 'Change Email' and contains two input fields. The 'Current Email' field contains 'administration@afbj.com' and the 'New Email*' field contains 'tony.saunders@afl.com.au'. Below the fields is a note: 'Please note that if you change your email, this change will take place everywhere this email is used.' There are two buttons: a blue 'Continue' button and a grey 'Cancel' button. At the bottom of the form, there is a section titled 'Contact Support' with the text 'If you can't update your email or need an assistance, please contact support.' and a blue 'Contact Support' button with an external link icon.

Registration History

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

The screenshot shows the PlayHQ user profile for Braxton Archer. The 'Registration History' tab is selected. A registration entry is shown for 'Player', registered on 16 Jul 2021, with a 'COMPETITION' tag. To the right, under 'Banks', two 'PlayHQ Test League, 2021' entries are listed with a plus icon to view details.

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

The screenshot shows the same user profile, but the registration details for 'Player' are expanded. The details are as follows:

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 'My Public Profile' page for 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 'Tony' is visible in the top right. The main heading is 'Braxton Archer'. Below it, the 'Statistics' tab is selected. A dropdown menu shows 'AFL'. The 'Season Stats' section is for the year '2021' and includes 'PlayHQ Test League, 2021', 'Banks', and 'PlayHQ Test League'. A 'Player' icon is also present. At the bottom, three metrics are shown: 'Games Played', 'Best Player', and 'Goal', all with a dash '-' indicating no data.

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 'My Teams' tab for 'Example Manager'. The header is identical to the previous screenshot. The main heading is 'Example Manager'. Below it, there is a 'Change user' dropdown and navigation links for 'My Teams', 'Profile', and 'Registration History'. A dropdown menu shows 'AFL'. The 'My Teams' section lists 'East Brighton Vampires U12 Girls' with the manager 'Sherren' and the league 'SMJFL U12 Girls Division 1 - 2021'. The status is 'ACTIVE' and there is a team icon.

Participant Portal – My Teams (cont)

When you click on one of the **Teams** you will be taken to the information page for that **Team** only which will show all of the team's **Fixture** and **Ladder** for the grade the team is in.

PlayHQ Search Discover For Organisations About Us Tony

← Back

East Brighton Vampires U12 Girls Sherren

SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club

AFL

Fixture Ladder

SMJFL U12 GIRLS DIVISION 1

Round 1
Saturday, 08 January 2022

Ajax U12 Girls Comets	36 5.6	02:10 PM VIC - Princes Park (Caulfield South) / Oval 1
East Brighton Vampires U12 Girls Sherren	43 6.7	

Participant Portal – My Teams (cont)

If you click on the icon for a match it will show the full details for the match.

SMJFL U12 GIRLS DIVISION 1
FINAL

Ajax U12 Girls Comets

36
5.6

43
6.7

East Brighton Vampires U12 Girls Sherren

02:10 PM, Saturday, 08 Jan 2022

VIC - Princes Park (Caulfield South) / Oval 1

SMJFL, 2021

PERIOD SCORES

END OF PERIOD	01	02	03	04
Ajax U12 Girls Comets	15 2.3	16 2.4	30 4.6	36 5.6
East Brighton Vampires U12 Girls Sherren	0 --	22 3.4	29 4.5	43 6.7

BEST PLAYERS

No best players have been selected

BEST PLAYERS

Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson

PLAYER STATISTICS

No players allocated to line-up

TEAM STATS 5

TOTAL 5

PLAYER STATISTICS

#	PLAYERS	G
23	Genevieve Brooks	2
14	Georgia Naughton	0
3	Sophie Nilsson	2
24	Zahra Stevens	0
1	Madeleine de Fina-Nash	0
2	Jessica Allica	2
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** tab, select the **Line-up**, add **Match Results**, add **Period Scores**, edit the **Line-up**, add **Best Players** and add **Player Statistics**.

Squad

When the team manager logs into their profile, click on the **Squad** tab.

East Brighton Vampires U12 Girls Sherren
SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club

AFL

Fixture Ladder **Squad**

PLAYERS		
#	NAME	GAMES
3	Sophie Nilsson	2
4	Ava Stewart	2
5	Andie Sherren	0
6	Amelia Harris	0

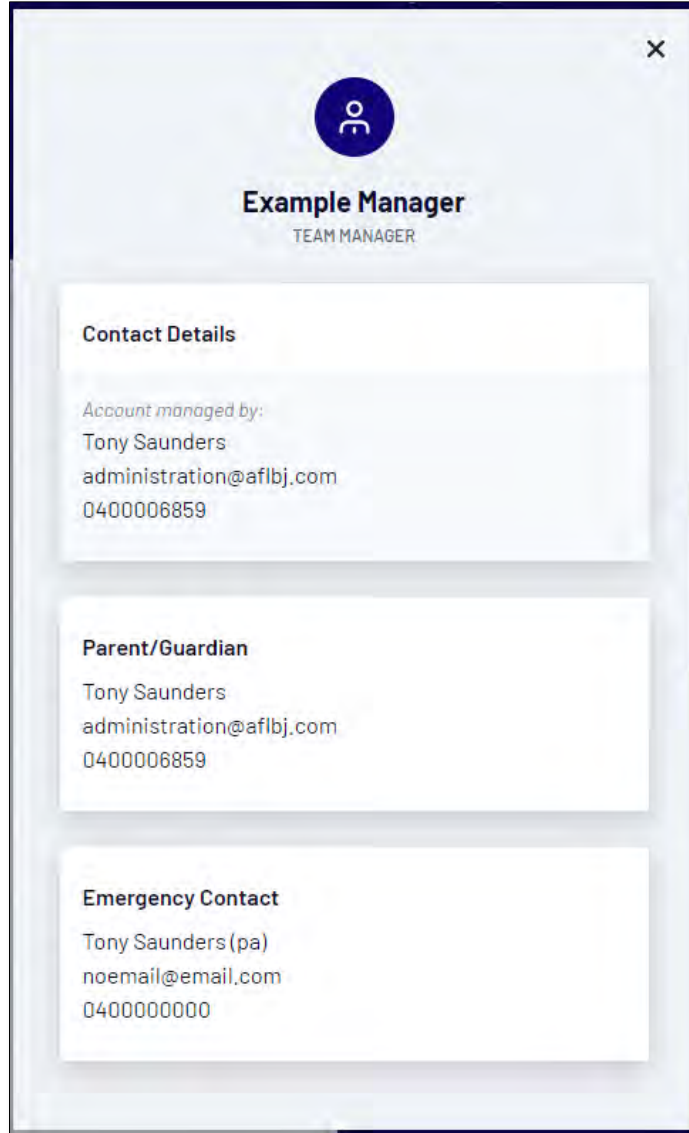
COACHING STAFF	
C Harrison Andronaco	>
AC Peter Day	>

TEAM MANAGERS	
Example Manager	>

Participant Portal – Squad (cont)

On the **Squad** page will be the lists of allocated **Players, Coaching Staff** and **Team Managers**.

Click on the  icon to view their **Contact Details, Parent/Guardian** and **Emergency Contact**.

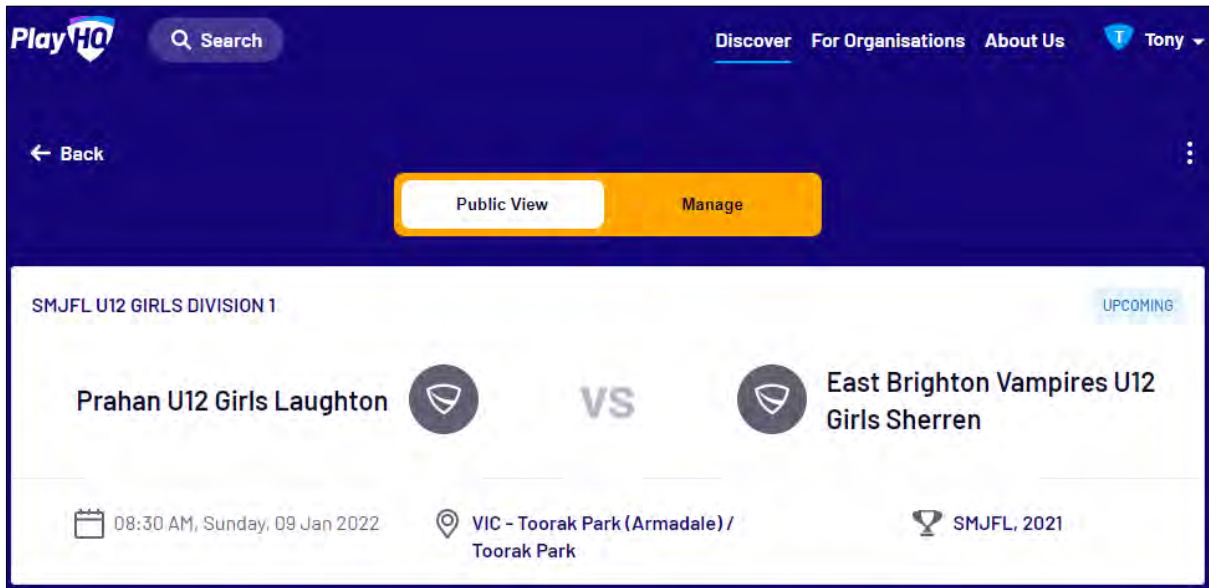


The screenshot shows a user profile card for 'Example Manager', identified as a 'TEAM MANAGER'. The card is divided into three sections: 'Contact Details', 'Parent/Guardian', and 'Emergency Contact'. Each section lists the name 'Tony Saunders', an email address 'administration@afbj.com', and a phone number '0400006859'. The 'Emergency Contact' section lists 'Tony Saunders (pa)' with email 'noemail@email.com' and phone number '0400000000'. The card has a close button (X) in the top right corner.

Section	Name	Email	Phone Number
Contact Details	Tony Saunders	administration@afbj.com	0400006859
Parent/Guardian	Tony Saunders	administration@afbj.com	0400006859
Emergency Contact	Tony Saunders (pa)	noemail@email.com	0400000000

Select Team & Add Match Result Details

When the team manager opens an **Upcoming** match they will land on the **Public View** page.



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

To manage the team in the match, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available.

Click on the **+ Select Team** button.

The screenshot shows the PlayHQ interface for a match. At the top, there is a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this is a search bar and a 'Back' button. The main content area features two tabs: 'Public View' and 'Manage'. A lock icon indicates 'Management access is open'. The match details section shows 'SMJFL U12 GIRLS DIVISION 1' with an 'UPCOMING' status. The teams are 'Prahan U12 Girls Laughton' and 'East Brighton Vampires U12 Girls Sherren'. Match information includes the time '08:30 AM, Sunday, 09 Jan 2022', location 'VIC - Toorak Park (Armadale) / Toorak Park', and competition 'SMJFL, 2021'. A 'Download Game Sheet' button is present. Below the match details is a 'PERIOD SCORES' table. At the bottom right, a 'SELECT TEAM' panel is visible with the text 'Add players, coaches and volunteers for this game.' and a '+ Select Team' button.

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

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

On the **Add Line-up** page click on **Select line-up from a previous round** to add the players selected in the previous finalised match.

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Team Players - Out

Players that have been allocated to this team, but have not been selected for the line-up in this game.

#	Player	
5	Andie Sherren	+
6	Amelia Harris	+
7	Pippa Jacobson	+
8	Sophie Nilsson	+
10	Phoebe Fyfe	+
18	Ava Stewart	+
20	Genevieve Brooks	+

Line-up

Players that have been selected for this game.

There are no players in this line-up.

[Select line-up from a previous round](#)

[Edit Captains](#)

Non-team Players

Add to the line-up players that have not been allocated to the team.

[+ Select Player](#)

[Cancel](#) [Next](#)

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

To add players to the line-up click on the **+** icon, To remove players from the line-up click on the **-** icon. Jumper numbers can be edited, if duplicate jumper numbers are selected a warning will appear.

To add or edit captains, vice-captains and/or deputy vice-captains click on the **Edit Captains** button.

×

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Team Players - Out

Players that have been allocated to this team, but have not been selected for the line-up in this game.

#	Player	
10	Phoebe Fyfe	+
18	Ava Stewart	+
20	Genevieve Brooks	+

Line-up

Players that have been selected for this game.

#	Player	
5	Andie Sherren	-
Duplicate number used		
6	Amelia Harris	-
7	Pippa Jacobson	-
8	Sophie Nilsson	-
5	Test Incidents	-
Duplicate number used		

Edit Captains

Non-team Players

Add to the line-up players that have not been allocated to the team.

+ Select Player

Cancel Next

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

On the **Edit Captains** page select a role for the required players and click on the **Save Captains** button.

You will be returned to the **Add Line-up** page.

When all of the players have been added click on the **Next** button.

Edit Captains

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Select captains for this game. Any changes made will be for this game only

Amelia Harris

Vice Captain

Test Incidents

Please select

Pippa Jacobson

Captain

Sophie Nilsson

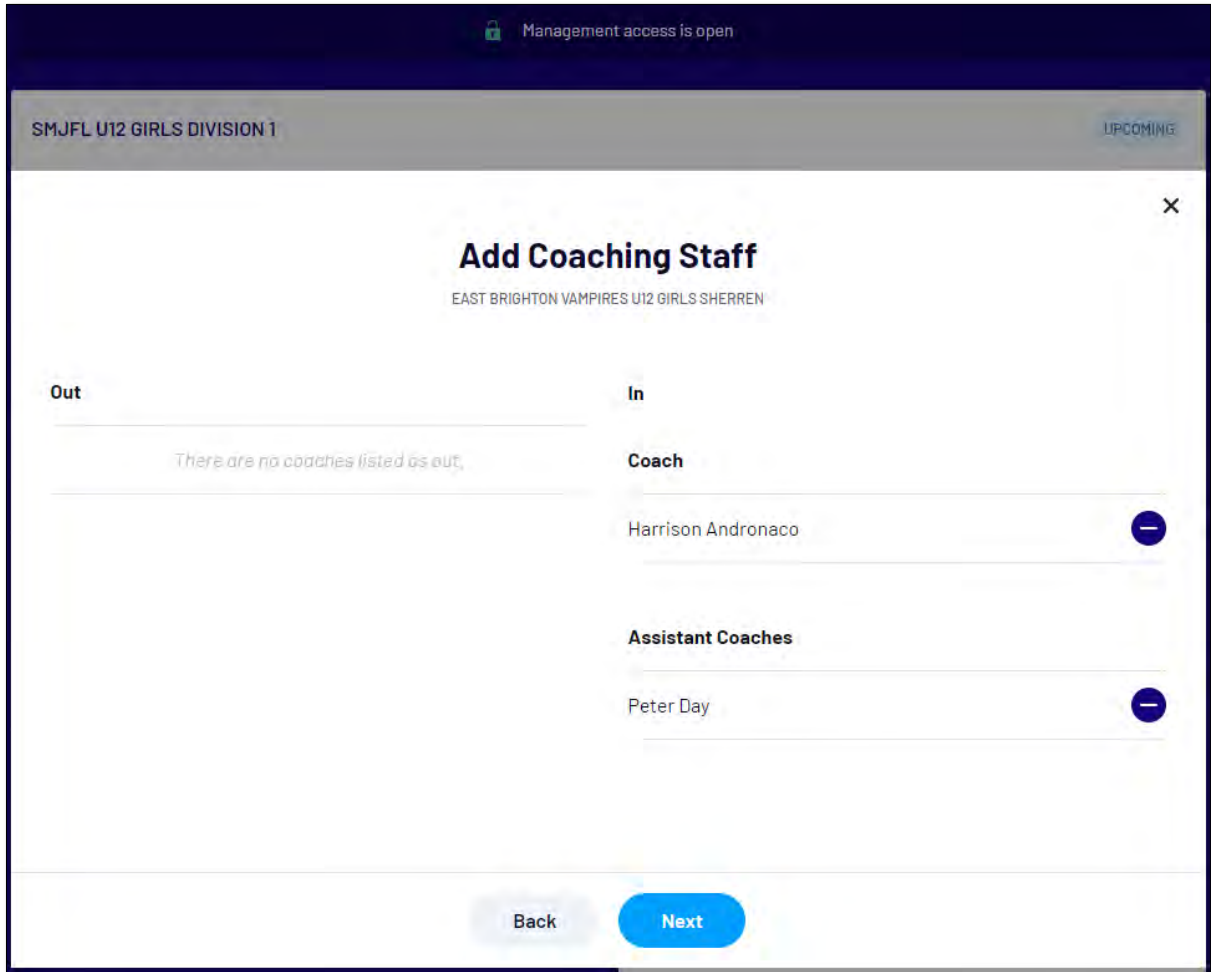
Please select

Please select
Captain
Vice Captain
Deputy Vice Captain

Cancel Save Captains

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

The **Add Coaching Staff** page will appear to select the coaches in the match. When all of the coaches have been added click on the **Next** button.



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

The **Add Volunteers** page will appear to type the names of the Volunteers in the match. When all of the volunteers have been added click on the **Save** button.

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 UPDATING

Prahan U12 Girls Laughton — East Brighton Vampires U12 Girls Sherren

08:30 AM, Sunday, 09 Jan 2022 VIC – Toorak Park (Armadale) / Toorak Park [View Map](#) SMJFL, 2021 [Download Game Sheet](#)

PERIOD SCORES

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

PLAYER STATISTICS (4/22)

#	PLAYERS	VEL	RED	G	B	PTS
3	Sophie Nilsson	0	0	0	0	0
14	Georgia Naughton	0	0	0	0	0
23	Genevieve Brooks	0	0	0	0	0
23	Zahra Stevens	0	0	0	0	0
TOTAL		0	0	0	0	0

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

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

When the team manager opens a **Pending** match and change **Public View** to **Manage**, all of the edit options are available. To enter the period scores and automatically calculate the final match score, in **Period Scores** click on the **Edit** button.

The screenshot shows the PlayHQ interface for a pending match. At the top, there is a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this is a 'Back' button and a toggle switch between 'Public View' (selected) and 'Manage'. A lock icon indicates that management access is open until 3:45 PM on Tuesday, 08 Nov 2022.

The match details section shows 'SMJFL U12 GIRLS DIVISION 1' with a 'PENDING' status. The teams are 'East Brighton Vampires U12 Girls Sherren' and 'Prahan U12 Girls Laughton'. A 'Game Results' button is visible below the team names.

Match information includes the date and time '08:00 PM, Monday, 07 Nov 2022', the location 'VIC - A G Gillon Oval (Brunswick) / A G Gillon Oval' with a 'View Map' link, the competition 'SMJFL, 2021', and a 'Download Game Sheet' button.

The 'Period Scores' section features an 'Edit' button and a table with the following data:

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

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

On the **Period Scores** page add the period scores, click on the **Update Changes** button and then click on the **Done** button.

×

Period Scores

ALL TEAMS

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

Game Results PENDING

East Brighton Vampires U12 Girls Sherren - - Prahan U12 Girls Laughton

East Brighton Vampires U12 Girls Sherren

	By Period (please enter)			End of period (read only)		
	G	B	PTS	G	B	PTS
Q1	1	1	7	1	1	7
Q2	1	1	7	2	2	14
Q3	1	1	7	3	3	21
Q4	1	1	7	4	4	28

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	0	0	0	1	1	7

Update Changes
Cancel



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

The finalise game pop-up will appear.

If the final score is not correct click on the **No, Don't Finalise Game** button to be returned to the **Period Scores** page to make adjustments required.

If the final score is correct click on the **Yes, Finalise Game** button.

Would you also like to use these scores to finalise the game?

Game Result	
East Brighton Vampires U12 Girls Sherren	28 4.4
Prahan U12 Girls Laughton	7 1.1

Yes, Finalise Game No, Don't Finalise Game

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

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

Management access is open until 3:45PM Tue 08 Nov 2022

SMJFL U12 GIRLS DIVISION 1 FINAL

East Brighton Vampires U12 Girls Sherren **28** **7** Prahan U12 Girls Laughton

4,4 1,1

[Game Results](#)

08:00 PM, Monday, 07 Nov 2022

VIC – A G Gillon Oval (Brunswick) / A G Gillon Oval [View Map](#)

SMJFL, 2021 [Download Game Sheet](#)

Period Scores [Edit](#)

END OF PERIOD	01	02	03	04
East Brighton Vampires U12 Girls Sherren	7 1,1	14 2,2	21 3,3	28 4,4
Prahan U12 Girls Laughton	0 0,0	0 0,0	7 1,1	7 1,1

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

Scroll down the page, to make changes to the line-up click the **Line-up** button and make the changes.

To add player statistics click the **Player Stats** button.

Period Scores
Edit

END OF PERIOD	01	02	03	04
East Brighton Vampires U12 Girls Sherren	7 1.1	14 2.2	21 3.3	28 4.4
Prahan U12 Girls Laughton	0 0.0	0 0.0	7 1.1	7 1.1

Line-Up
Line-Up
Player Stats

#	PLAYERS	POS	YEL	RED	G	B	PTS
5	Andie Sherren	-	0	0	0	0	0
6	Amelia Harris	-	0	0	0	0	0
7	Pippa Jacobson	-	0	0	0	0	0
8	Sophie Nilsson	-	0	0	0	0	0
13	Test Incidents	-	0	0	0	0	0
TOTAL			0	0	0	0	0

Select team

Add players, coaches and volunteers for this game.

+ Select Team

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

On the **Player Stats** page add the player statistics – YEL = yellow card, RED = red card, G = goals & B = behinds – click on the **Update Changes** button, then click on the **Done** button.

×

Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

	YEL	RED	G	B	PTS
5 Andie Sherren	1				
6 Amelia Harris		1			
7 Pippa Jacobson			1	1	7
8 Sophie Nilsson			2	3	15
13 Test Incidents			1		6
Team Stats					
Total	1	1	4	4	28

Update Changes Cancel

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

You will be returned to the **Manage** page and the player statistics will be updated.

Scroll down the page, to make changes to the coaches click the **Edit** button in the **Coaching Staff** area and make the changes.

Scroll down the page, to make changes to the volunteers click the **Edit** button in the **Volunteers** area and make the changes.

To add best players click the **Edit** button in the **Best Players** area.

The screenshot displays the 'Participant Portal' interface. On the left, there is a 'Line-Up' section with a table of player statistics. The table has columns for '#', 'PLAYERS', 'POS', 'YEL', 'RED', 'G', 'B', and 'PTS'. The data rows are as follows:

#	PLAYERS	POS	YEL	RED	G	B	PTS
5	Andie Sherren	-	1	0	0	0	0
6	Amelia Harris	-	0	1	0	0	0
7	Pippa Jacobson	-	0	0	1	1	7
8	Sophie Nilsson	-	0	0	2	3	15
13	Test Incidents	-	0	0	1	0	6
TOTAL			1	1	4	4	28

Below the table are four sections, each with an 'Edit' button:

- Coaching Staff**: Shows 'C Peter Day'.
- Volunteers**: Shows 'No volunteers selected'.
- Best Players (0/6)**: Shows 'Add best players for this game'.

On the right side of the interface, there is a 'Select team' section with the text 'Add players, coaches and volunteers for this game.' and a '+ Select Team' button.

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

On the **Best Players** page select the best players, click on the **Update Changes** button, then click on the **Done** button.

Best Players (2/6)

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Select best players from the lineup in order of best (position 1), second best (position 2) and so on. Best players will be published to the public participant site.

Player 1

Amelia Harris

Player 2

Pippa Jacobson

Player 3

Please select

- Please select
- Test Incidents
- Sophie Nilsson
- Andie Sherren

Player 5

Please select

Player 6

Please select

[Update Changes](#) [Cancel](#)

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

You will be returned to the **Manage** page and the best players will be updated.

Line-Up
[Line-Up](#) [Player Stats](#)

#	PLAYERS	POS	YEL	RED	G	B	PTS
5	Andie Sherren	-	1	0	0	0	0
6	Amelia Harris	-	0	1	0	0	0
7	Pippa Jacobson	-	0	0	1	1	7
8	Sophie Nilsson	-	0	0	2	3	15
13	Test Incidents	-	0	0	1	0	6
TOTAL			1	1	4	4	28

Coaching Staff [Edit](#)

C Peter Day

Volunteers [Edit](#)

No volunteers selected

Best Players (2/6) [Edit](#)

Amelia Harris, Pippa Jacobson

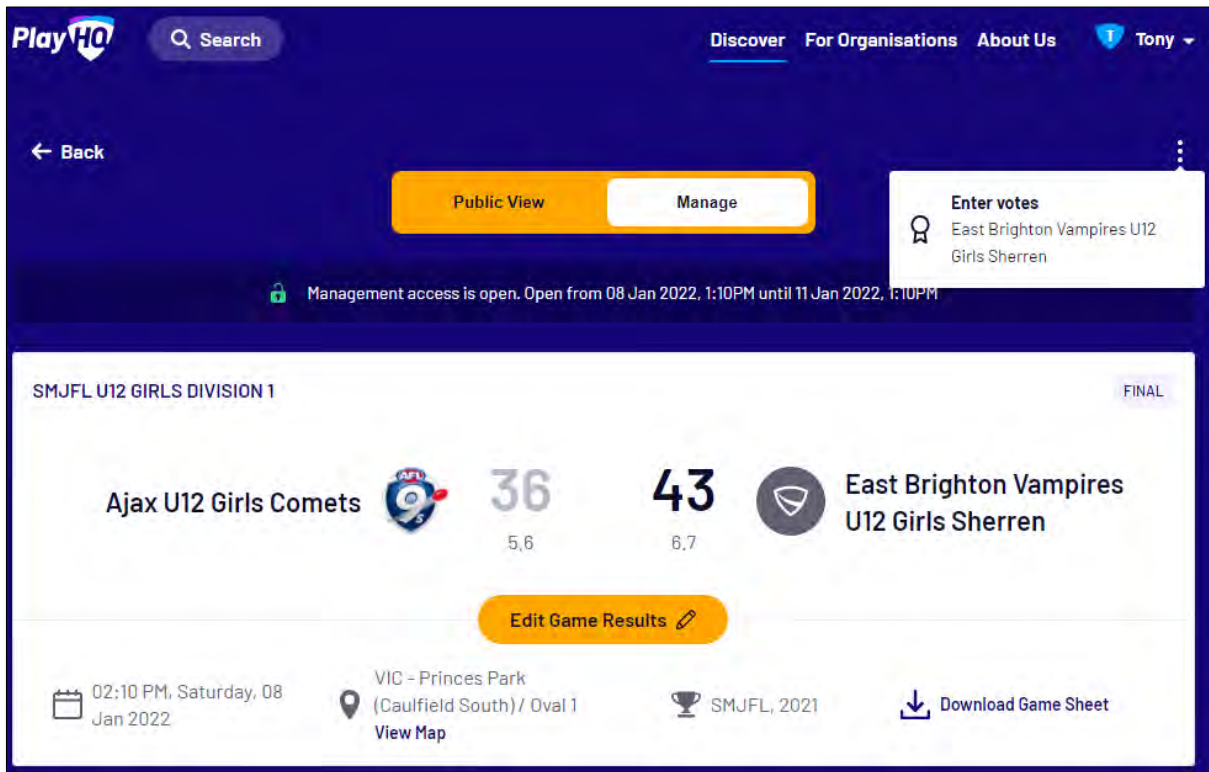
Select team

Add players, coaches and volunteers for this game.


+ Select Team

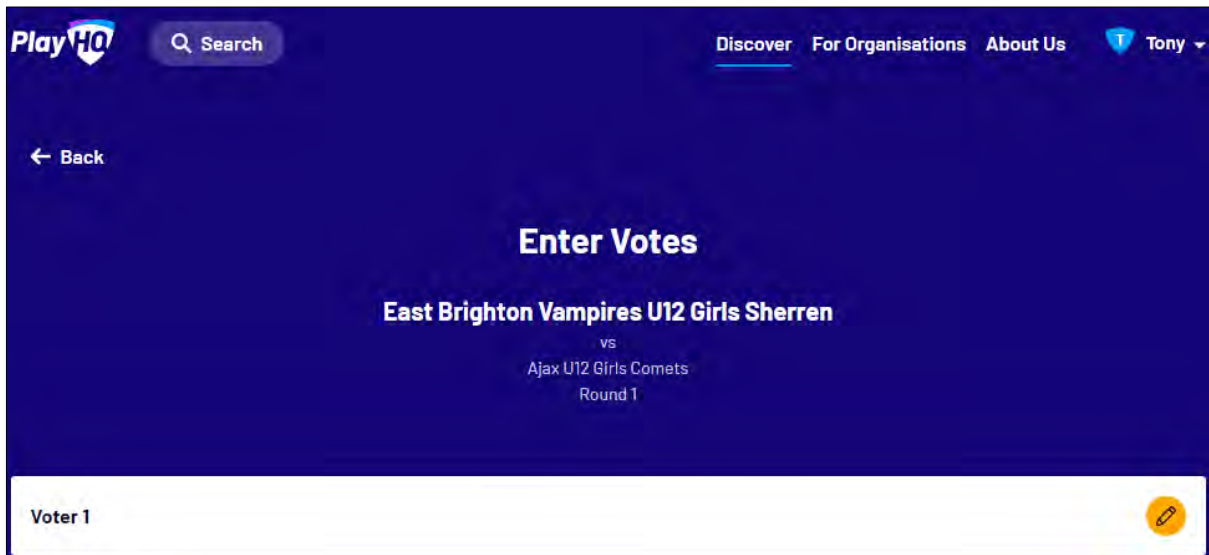
Add Club Award Votes

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



The screenshot shows the 'Manage' page for a game. At the top, there is a navigation bar with 'Discover', 'For Organisations', and 'About Us'. Below this, there are 'Public View' and 'Manage' buttons. A dropdown menu is open, showing 'Enter votes' with a sub-menu for 'East Brighton Vampires U12 Girls Sherren'. A lock icon and text indicate that management access is open from 08 Jan 2022, 1:10PM until 11 Jan 2022, 1:10PM. The main content area shows the game details: 'SMJFL U12 GIRLS DIVISION 1' (FINAL), 'Ajax U12 Girls Comets' (36, 5.6) vs 'East Brighton Vampires U12 Girls Sherren' (43, 6.7). There is an 'Edit Game Results' button. At the bottom, it shows the date '02:10 PM, Saturday, 08 Jan 2022', location 'VIC - Princes Park (Caulfield South) / Oval 1', and 'SMJFL, 2021'. There is also a 'Download Game Sheet' button.

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



The screenshot shows the 'Enter Votes' page. The title is 'Enter Votes'. Below it, the game details are displayed: 'East Brighton Vampires U12 Girls Sherren' vs 'Ajax U12 Girls Comets' Round 1. At the bottom, there is a 'Voter 1' label and a pencil icon.

Participant Portal – Add Club Award Votes (cont)

On the **Voter** page, add a **Name** of the voter, select vote getter for **3 Votes**, **2 Votes** & **1 Vote**, click on the **Submit Votes** button and click on the **Done** button.

Voter 1

East Brighton Vampires U12 Girls Sherren
vs
AJAX U12 GIRLS COMETS
ROUND 1

Enter the voters name and select players. The highest number of votes represents the best player, the second highest votes represents the second best player and so on.

Name*

Tony S

3 Votes*

#2 Jessica Allica

2 Votes*

#23 Genevieve Brooks

1 Vote*

#14 Georgia Naughton

Submit Votes Cancel

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

PlayHQ Search Discover For Organisations About Us Tony S

← Back

Enter Votes

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

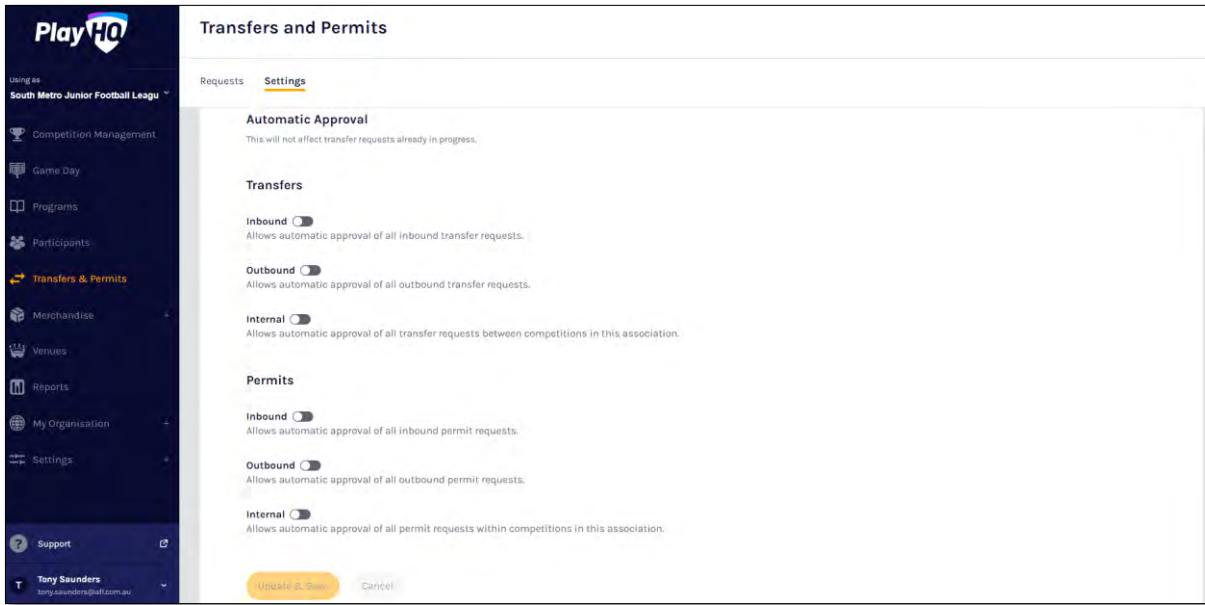
Voter 1 Tony S ✓

14. Transfers & Permits

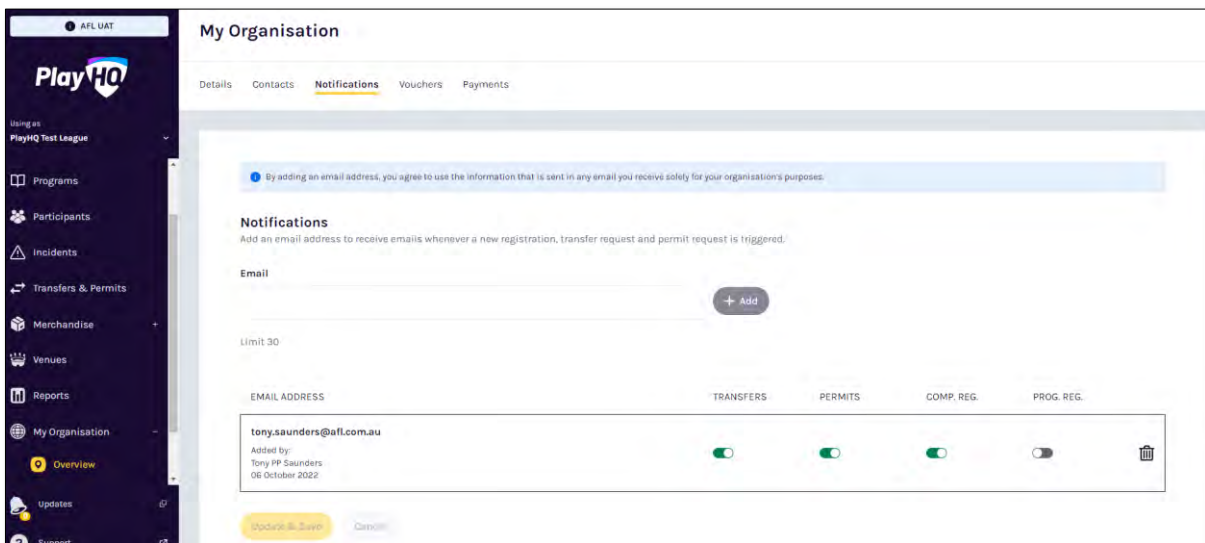
Settings

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

In the **Automatic Approval** section you can turn on automatic approval for all **Inbound** and/or **Outbound** and/or **Internal Transfers** and **Inbound** and/or **Outbound** and/or **Internal Permits**. Click on the **Update & Save** button.



To turn on email notifications for transfer and/or permits, please refer to the **My Organisation – Overview – Adding/Updating Notifications** section earlier in his guide. You can add up to 10 **Email** contacts to receive transfer notifications via email. Add an email address in **Email** area and click on the **+ Add** button and click on the **Update & Save** button.



Player Initiated Transfer

As part of the online registration, when the **Participant** has completed the **Participants Details** if the **Participant** is trying to register to a different **Club** than the last **Club** they were registered with the **Request a Transfer** pop up box will appear, click on the **Get Started** button.

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact:

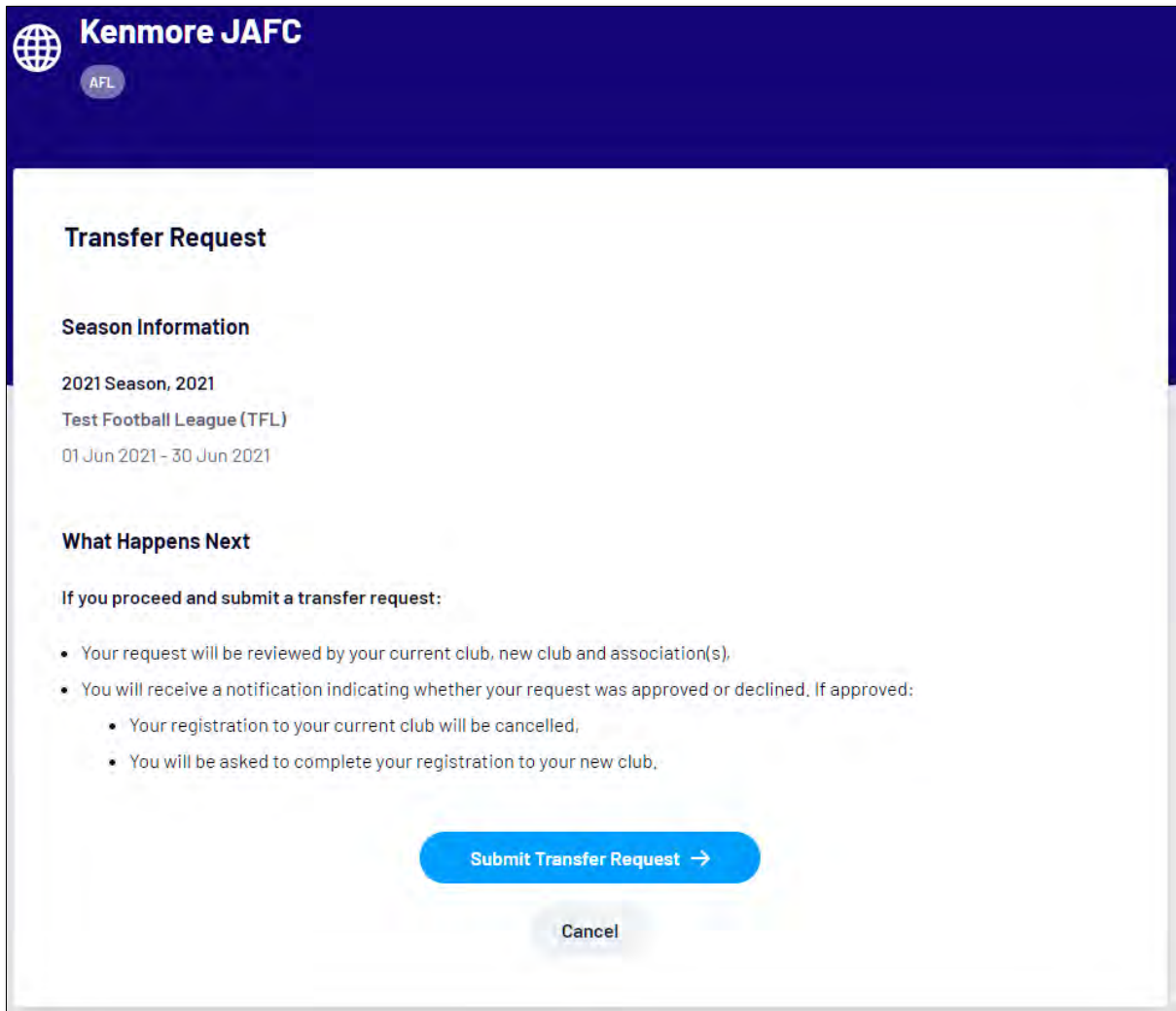
First name*	Last name*
<input type="text" value="tony"/>	<input type="text" value="saunders"/>
Relationship*	Email*
<input type="text" value="father"/>	<input type="text" value="noemail@email.com"/>
Mobile number*	
<input type="text" value="0400000000"/>	

Request a Transfer

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

Transfers & Permits – Player Initiated Transfer (cont)

On the **Transfer Request** page the **Season Information** will be displayed as well as information about **What Happens Next**, click on the **Submit Transfer Request** button.



The screenshot shows a web interface for Kenmore JAFC. At the top left is a globe icon and the text 'Kenmore JAFC' next to a small 'AFL' logo. The main content area is titled 'Transfer Request' and contains two sections: 'Season Information' and 'What Happens Next'. The 'Season Information' section lists '2021 Season, 2021', 'Test Football League (TFL)', and '01 Jun 2021 - 30 Jun 2021'. The 'What Happens Next' section includes a heading 'If you proceed and submit a transfer request:' followed by a bulleted list of three items. At the bottom of the form are two buttons: a blue 'Submit Transfer Request →' button and a grey 'Cancel' button.

Kenmore JAFC

Transfer Request

Season Information

2021 Season, 2021
Test Football League (TFL)
01 Jun 2021 - 30 Jun 2021

What Happens Next

If you proceed and submit a transfer request:

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

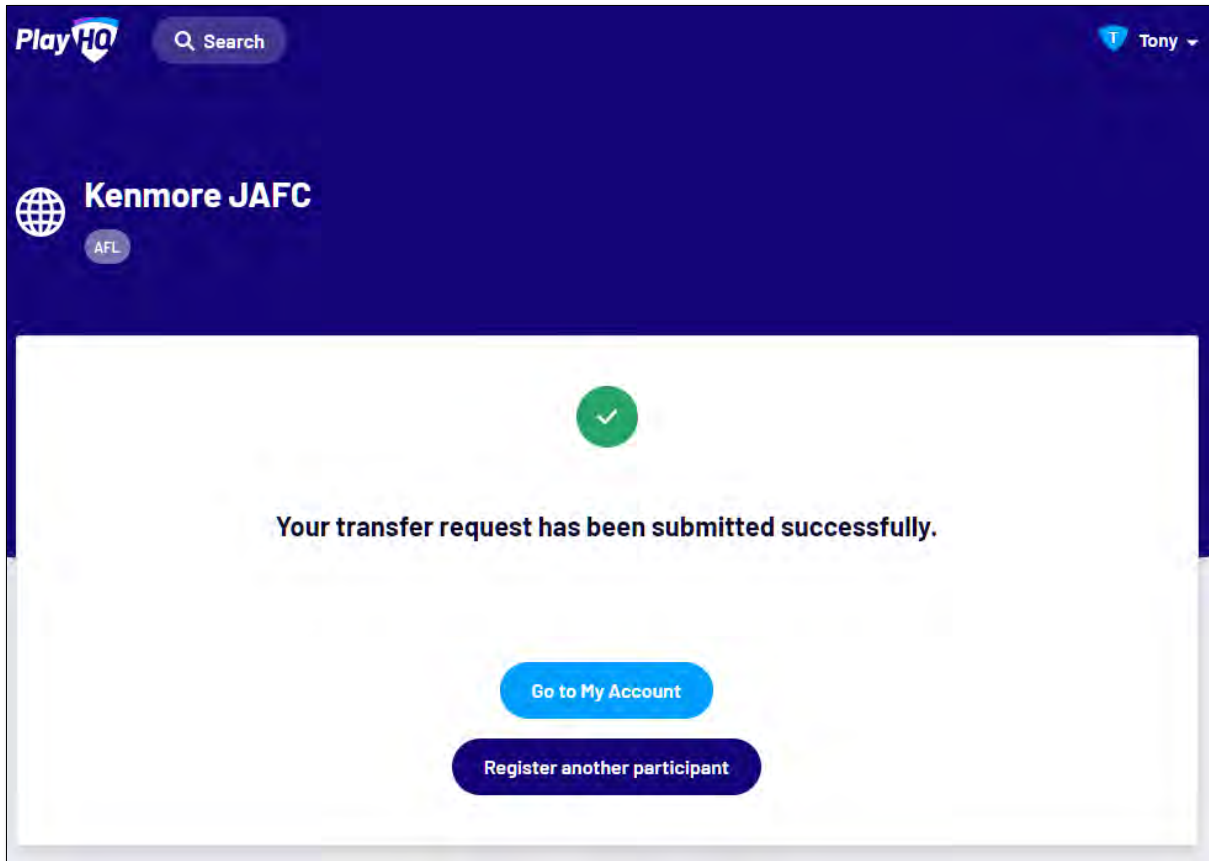
Submit Transfer Request →

Cancel

Transfers & Permits – Player Initiated Transfer (cont)

The **Participant** will be taken to the **Your transfer request has been submitted successfully** page and will also receive a **Transfer Request Submitted** email.

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



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

Club Initiated Transfer

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

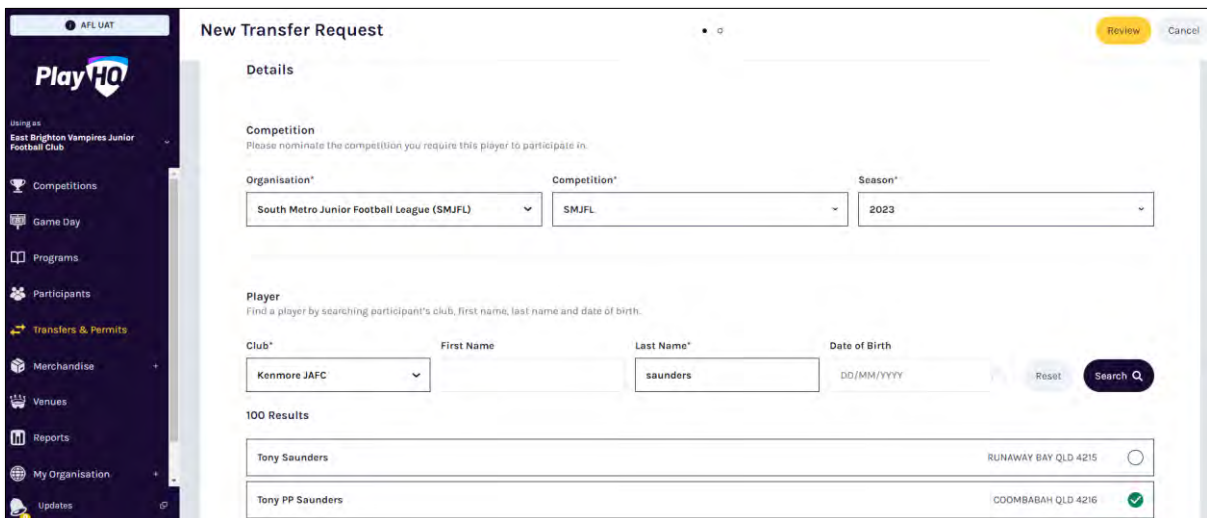
In the left menu select **Transfers & Permits**, click on the **Transfers** tab and click on the **+ New Transfer Request** button.



On the **New Transfer Request** page, under **Details** select the **Organisation**, the **Competition** and the **Season**.

Under **Player** you must select **Club** and **Last Name – First Name** & **date of Birth** are optional – and click on the **Search** button.

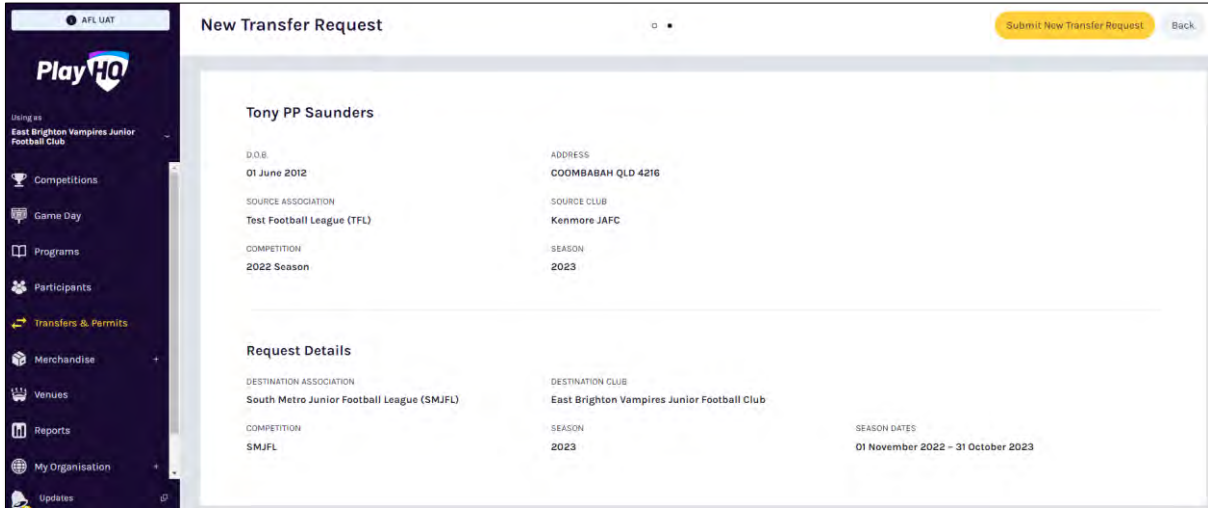
Under **Results** select the player you would like to transfer and click on the **Review** button in the top right corner.



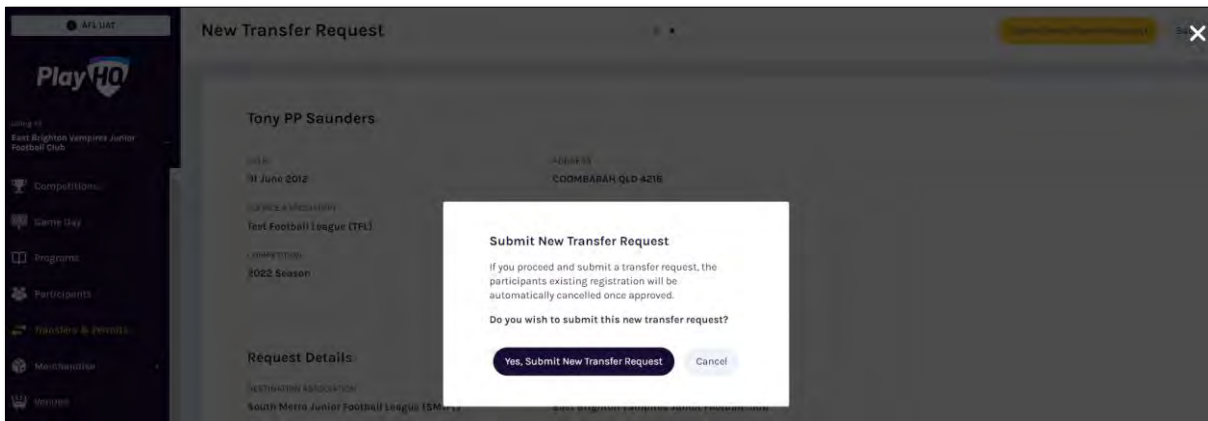
Transfers & Permits – Club Initiated Transfer (cont)

Review the transfer details, if they are not correct click on the **Back** button and make changes as required.

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



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



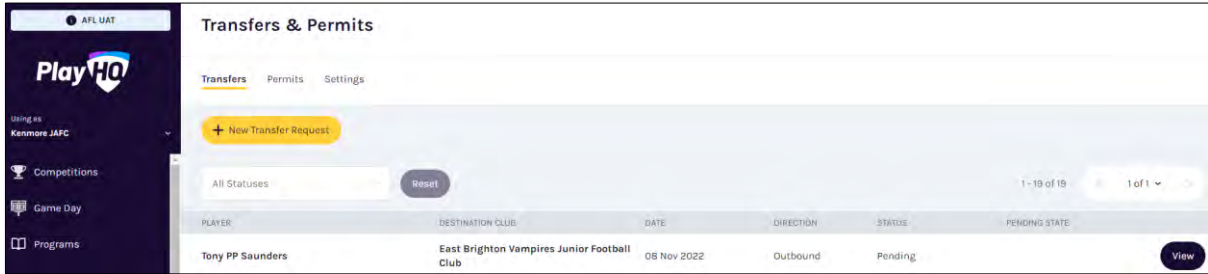
You will be returned to the **Transfers and Permits – Transfers** page with a confirmation message that transfer request was submitted successfully and the transfer will appear in the list.



Manage Transfer Requests

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

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



On the **Transfer Request** page you will be able to view:

- whether the player is currently suspended & the player's source club and source league



- the player's **Profile** information

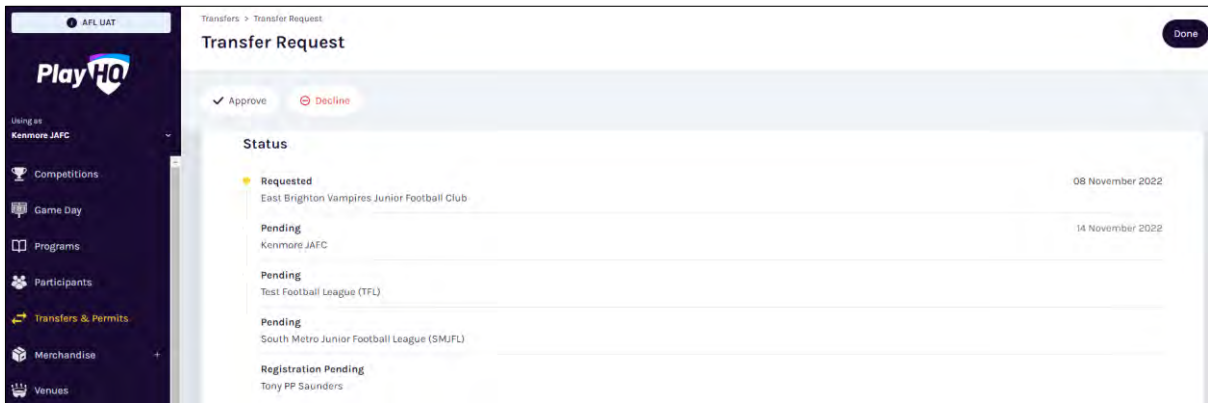


Transfers & Permits – Manage Transfer Requests (cont)

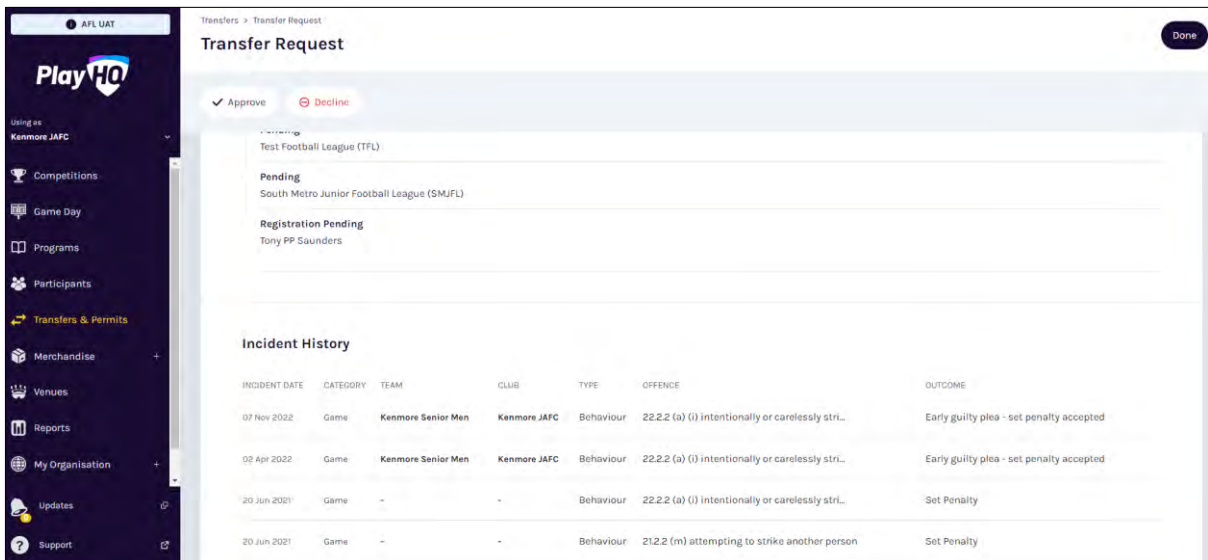
- the transfer **Request Details**



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



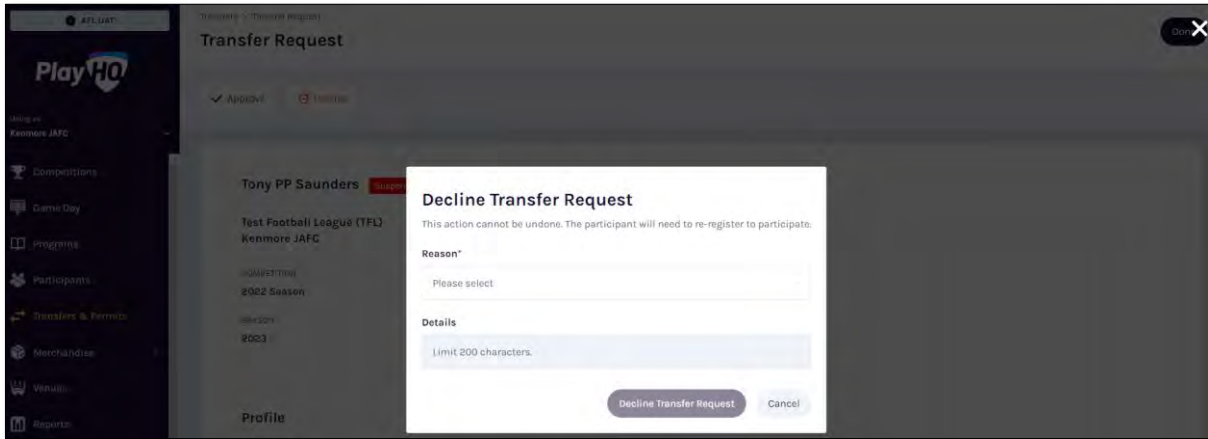
- the player's **Incident History**



Transfers & Permits – Manage Transfer Requests (cont)

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

If you click on the **Decline** button the **Decline Transfer Request** pop up will appear, select a **Reason**, add comments in the **Details** area and click on the **Decline Transfer Request** button.



If you click on the **Approve** button the **Transfer** will be approved.



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

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

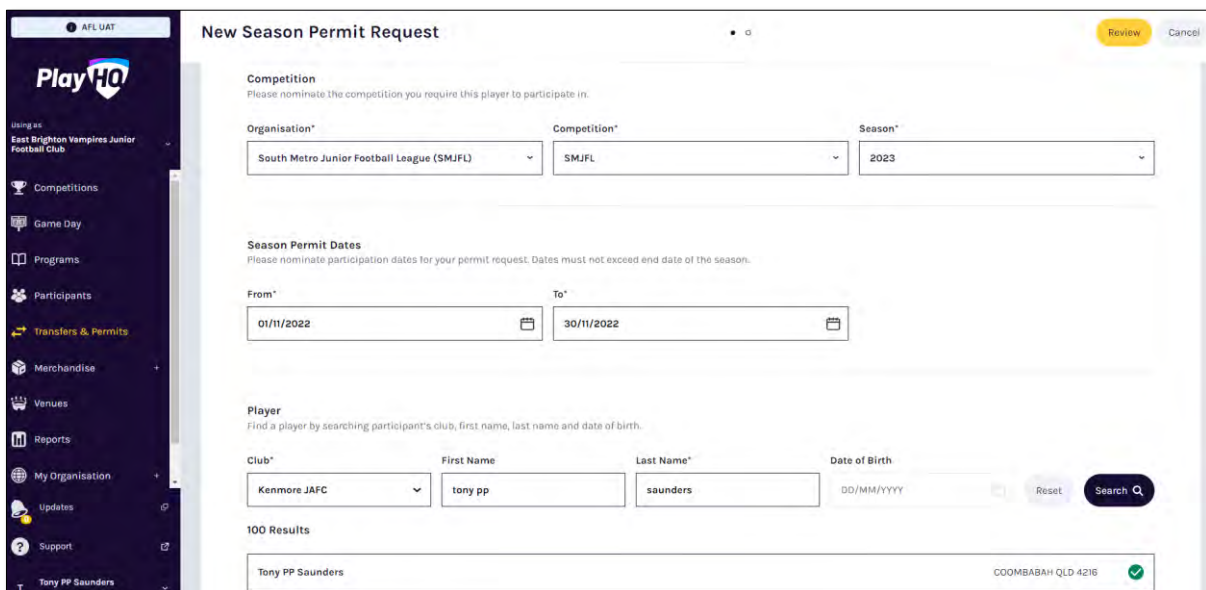
Request Season Permit

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

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



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

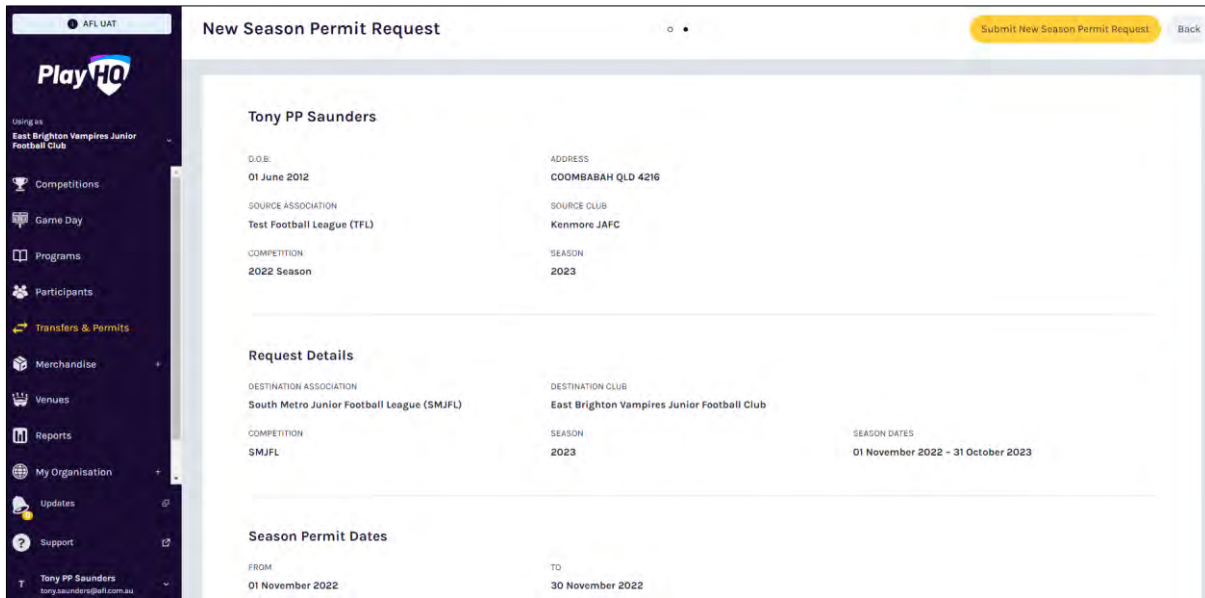


Transfers & Permits – Request Season Permit (cont)

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

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

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

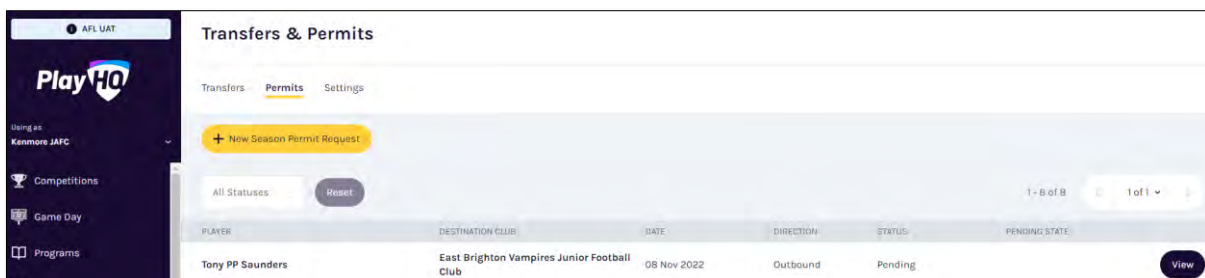


You will be returned to the **Transfers and Permits – Permits** page and the permit will show in the list.



Manage Season Permit Requests

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



Transfers & Permits - Manage Season Permit Requests (cont)

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

Season Permit Request

✓ Approve ✗ Decline

Tony PP Saunders

D.O.B:	01 June 2012	ADDRESS	COOMBABAH QLD 4216
SOURCE ASSOCIATION	Test Football League (TFL)	SOURCE CLUB	Kenmore J AFC
COMPETITION	2022 Season	SEASON	2023

Request Details

DESTINATION ASSOCIATION	South Metro Junior Football League (SMJFL)	DESTINATION CLUB	East Brighton Vampires Junior Football Club
COMPETITION	SMJFL	SEASON	2023
		SEASON DATES	01 November 2022 - 31 October 2023

Season Permit Request

✓ Approve ✗ Decline

Season Permit Dates

FROM	01 November 2022	TO	30 November 2022
------	------------------	----	------------------

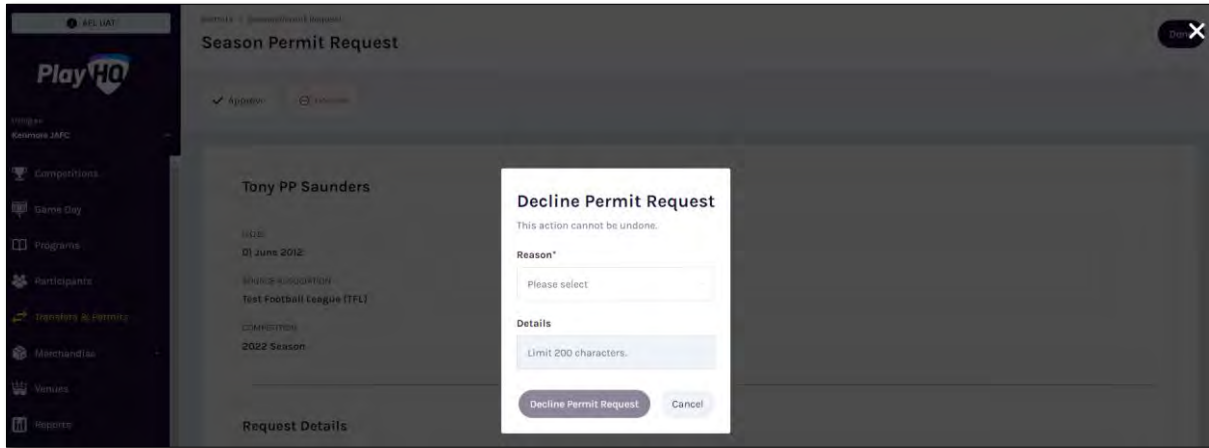
Status

Requested	East Brighton Vampires Junior Football Club	08 November 2022
Pending	Kenmore J AFC	14 November 2022
Pending	Test Football League (TFL)	
Pending	South Metro Junior Football League (SMJFL)	

Transfers & Permits - Manage Season Permit Requests (cont)

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

To decline the season permit, click on the **Decline** button. The **Decline Permit Request** pop-up will appear, you must select a **Reason**, add information into the **Details** area and click on the **Decline Permit Request** button.



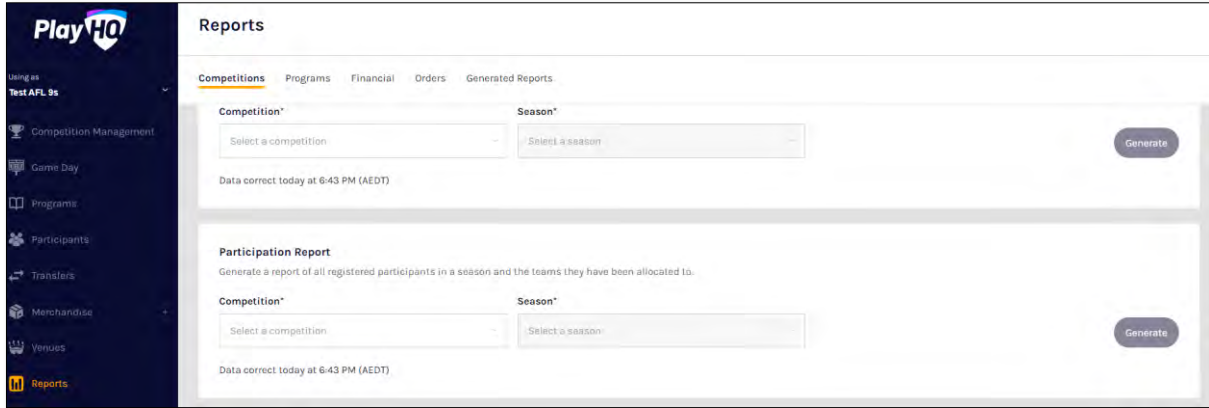
To approve the season permit, click on the **Approve** button. The **Status** for **Permit Request** will change to **Approved** and you can click on the **Done** button in the top right corner and you will be returned to the **Transfers and Permits – Permits** page.



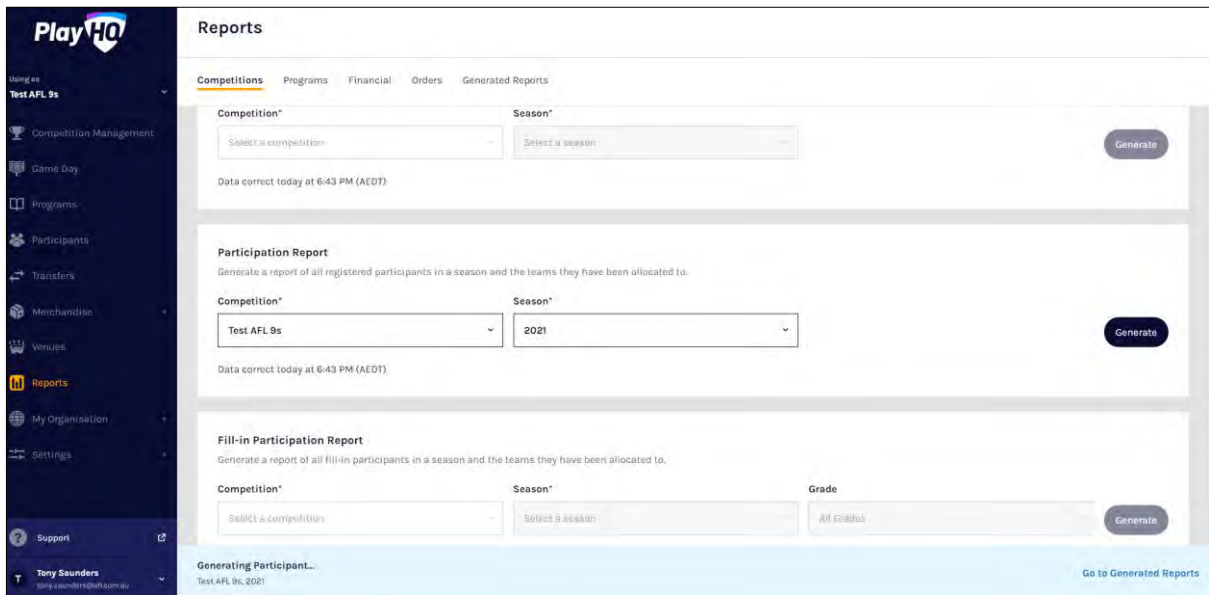
At any stage of the **Permit** you will be able to check at what level of the process it is sitting by clicking on the **View** button for the permit and scrolling down to the **Status** area of the **Season Permit Request**.

15. Reports

The **Reports** section is very user friendly with one click reports that download into CSV files. In the left menu select **Reports**, in the screenshot below we have selected the **Competitions** tab.

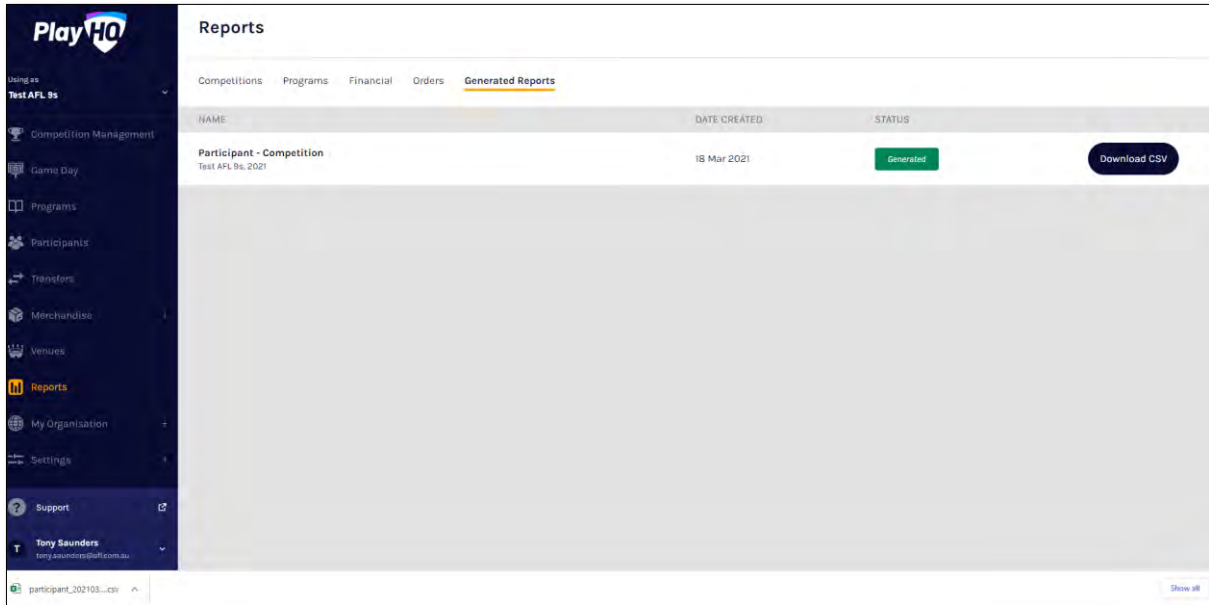


In the example below we want to run a **Participation Report**. Enter the information required for the **Report** and click the **Generate** button. The **Report** will be generated, a message will pop up at the bottom of the page. Click on **Go to Generated Reports**.



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.



16. Integrations - Mailchimp

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

Mailchimp is a free online tool that you can use to send emails to your participants. You can integrate to add existing Mailchimp account or create a new Mailchimp account.

To create a new Mailchimp account go to <https://login.mailchimp.com/signup/>.

Enter your email address, and nominate a username and password.

Click Sign Up.

Welcome to Mailchimp

Find your people. Engage your customers. Build your brand. Do it all with Mailchimp's Marketing Platform. Already have an account? [Log in](#)

Email

Username

Password [Show](#)

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 characters minimum

I don't want to receive updates from Mailchimp related to marketing best practices, product and feature updates, and promotions.

By clicking the "Sign Up" button, you are creating a Mailchimp account, and you agree to Mailchimp's [Terms of Use](#) and [Privacy Policy](#).



Integrations – Mailchimp (cont)

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

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

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

Complete your address details and click Continue.

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

Select Services and click Continue

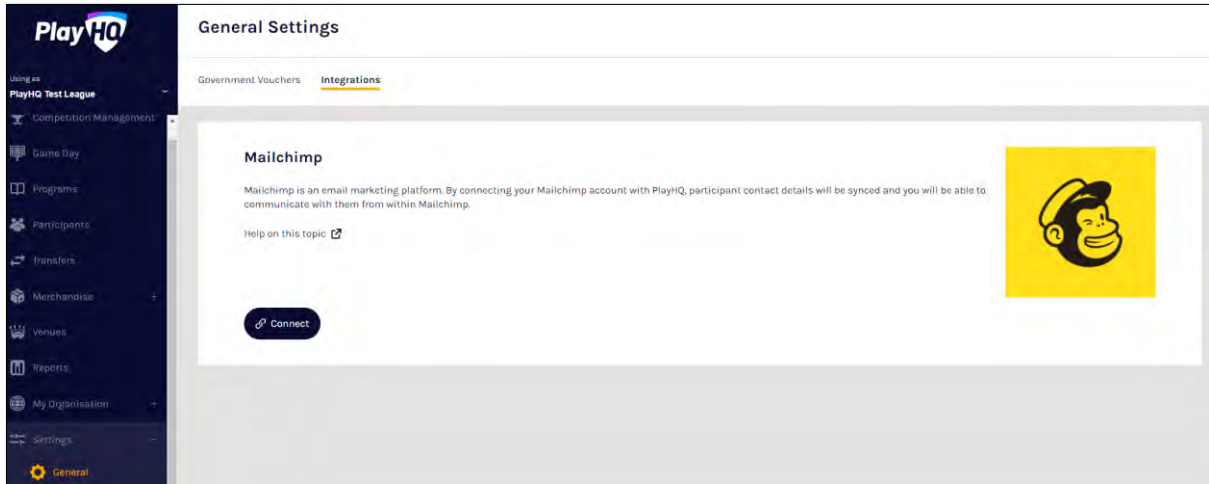
Select any offers you wish to subscribe to and click Continue

Let's set up your account

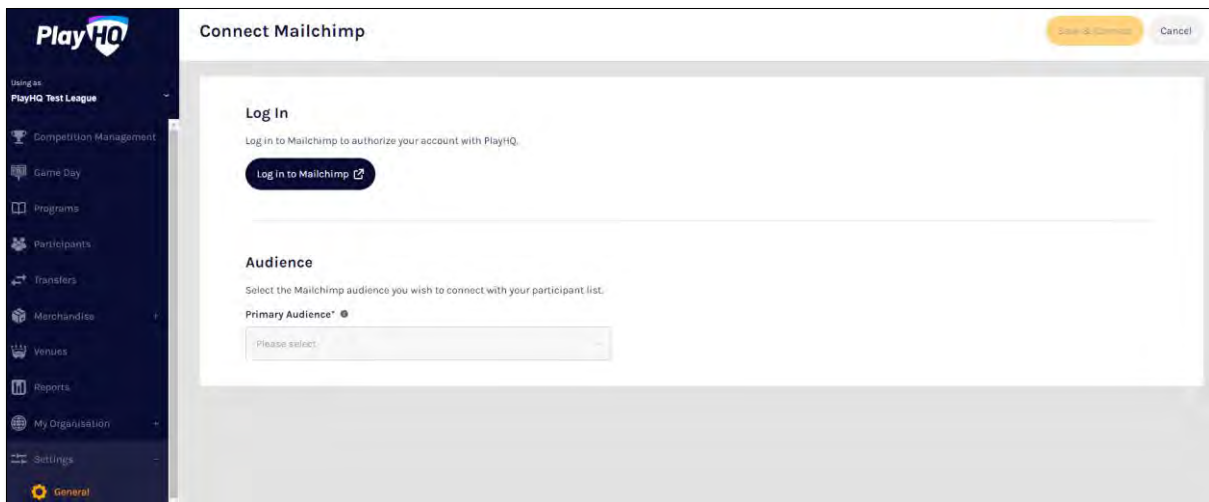
First Name	Last Name
<input type="text"/>	<input type="text"/>
Business Name	
<input type="text"/>	
Website URL	Optional
<input type="text"/>	
Phone Number	Optional
<input type="text"/>	
<input type="button" value="Continue"/>	

Integrations – Mailchimp (cont)

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



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



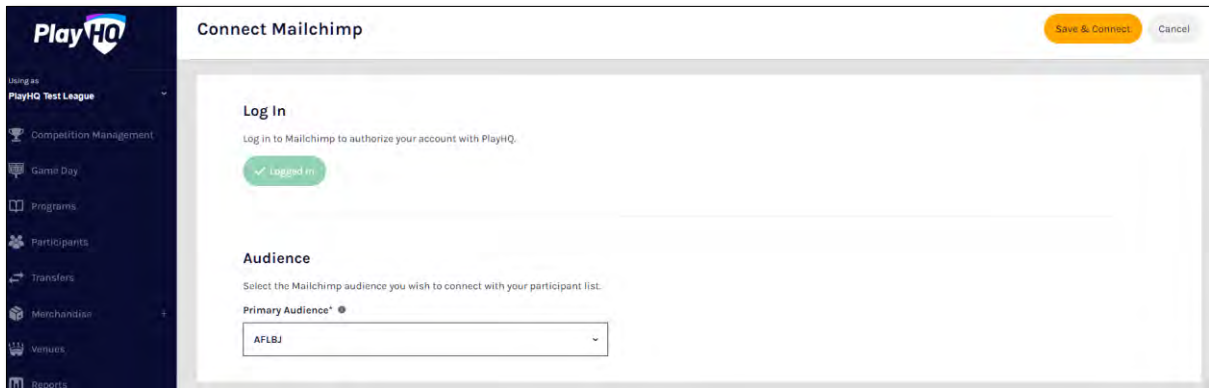
Integrations – Mailchimp (cont)

On the **Log in and authorize** page enter the **Username** and **Password** of the **Mailchimp** account you wish to connect to and click on the **Log In** button.

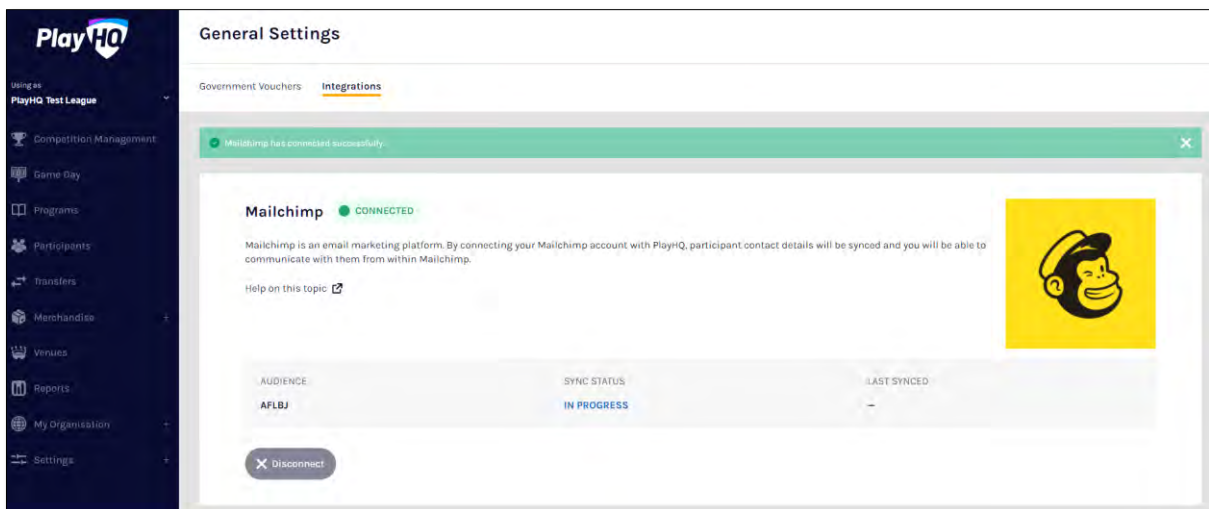
On the **Authorize PlayHQ PoC** page click on the **Allow** button.

Integrations – Mailchimp (cont)

You will return to **PlayHQ Connect Mailchimp** page, in the **Audience** area select a **Primary Audience** and click on the **Save & Connect** button in the top right corner.



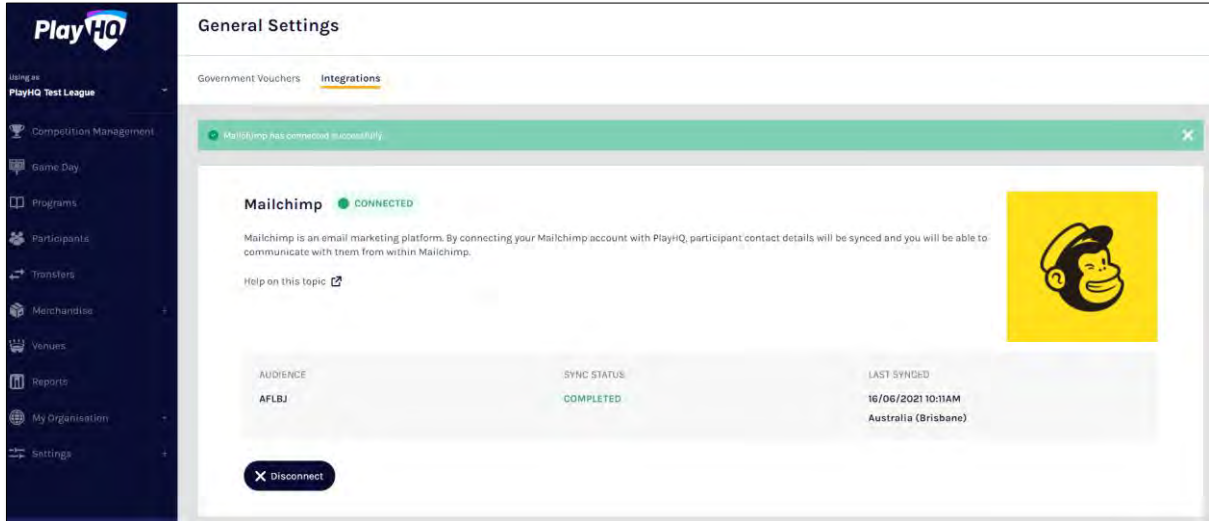
The page will update with a confirmation message. When the connection is created to **Mailchimp**, **PlayHQ** will immediately start synchronising your organisation's contacts.



Integrations – Mailchimp (cont)

When the synchronising is complete the **Sync Status** will change.

Daily synchronising of your organisation's contact will occur overnight.



For more information on how to use **Mailchimp** and to watch a video for **How to create and send an email in Mailchimp** click [here](#).



17. Websites

WIX has been selected as the preferred PlayHQ/AFL standard templated website solution. WIX is a world leading content management platform, with ready built features and modules as well as website hosting and support. Additionally, its user-friendly tools allow for easy creation and maintenance of websites with the AFL able to provide templates for club use whilst allowing clubs the flexibility to extend as required.

The AFL has negotiated with WIX to offer a 20% discount for Leagues and Clubs from the standard WIX Premium Plan offering. A discount voucher code will be provided to any League or Club that sign up to the service. Details on the process to claim the discount will be provided as part of onboarding / transition to PlayHQ. The pricing model is based on their Editor X website platform.

Premium Plan - Base level Note: WIX charges in USD -for AUD guide we have used an exchange rate of USD to AUD = \$0.75	Monthly cost (USD)	Approx Monthly cost (AUD)	Approx Annual cost (AUD)
Subscription charges inc 20% rebate	\$18.50	\$23.12	\$280

Example template: <https://afl-community.editorx.io/afl-template>



18. Support

Community Football Resources

A one stop shop for all your League Admins needs, visit <https://www.afl.com.au/clubhelp/playhq> for all your Community Football PlayHQ needs. This website includes all things from logos, marketing assets, support material that makes running your League easy and much more.



AFL Customer Service Team

Our friendly staff are always here to assist all questions relating to Community Football. Please contact our Customer Service staff on 1800 PLAYAFL or clubhelp@afl.com.au who will be able to assist and make your valuable role that much easier. The team are there to help your League admins, club admins and participants as well, so for any questions that they may have on their registration or Community Football leave it to our Customer Service team.

Participants can update their details at their leisure on their profile once logged [in here](#).



Season Setup Checklist

RETURNING TO PLAYHQ CHECKLIST FOR CLUB ADMINS



TASK	WHERE IN PLAYHQ	RESOURCES	COMPLETE
Set up or update club bank account (if applicable)	My Organisation > Overview > Payments		<input type="checkbox"/>
Set your club fees	Competitions > My Competitions > Registration > Configure 'Participant to Club' form		<input type="checkbox"/>
Set up custom fields (if applicable)	Competitions > My Competitions > Registration > Custom Fields		<input type="checkbox"/>
Mark their Forms visible when ready to open registrations	Competitions > My Competitions > Registration > Configure 'Participant to Club' form		<input type="checkbox"/>
Review and potentially update Contacts list	My Organisation > Overview > Contacts		<input type="checkbox"/>
Review and potentially update Details page	My Organisation > Overview > Details		<input type="checkbox"/>
Review and potentially update Notification page	My Organisation > Overview > Notifications		<input type="checkbox"/>
Update your Club Registration Form link for 2023 season (i.e. on club website or social media channels etc)	Competitions > My Competitions > Registration > Configure 'Participant to Club' form		<input type="checkbox"/>
When ready send out Registration Email to your players/parents potentially via Mailchimp	Settings > General > Integrations		<input type="checkbox"/>

Email: clubhelp@afl.com.au | Call: 1800 PLAYAFL | Visit: www.afl.com.au/clubhelp/playhq