



2021 State Body Training Sessions

You can access the training sessions by [clicking here](#).

Session 1 18 June 2021	Pre Season Setup for League & Club Admins	<ul style="list-style-type: none">• My Organisation Overview & Admins• General Settings• Transfer/Permit Settings• Registration & Fees Setup Family Discounts• Custom Fields• Merchandise Setup• Participant Management• Player Points• Reports• Mailchimp Integration Website Options• Q&A
Session 2 16 July 2021	Registrations & Transfers for Participants	<ul style="list-style-type: none">• How to register• Vouchers• Profile Matching Process• New Registrations & Approval/Deny Process• How to request a Transfer• Vouchers & Participant Portal/Account features• Q&A
Session 3 20 August 2021	Competition Management Pre Season for League Admins	<ul style="list-style-type: none">• Competition Setup• Competition Management• Participant Management• Media Reports• Contracts Module• Player Points Reports• Q&A
Session 4 17 September 2021	Competition Management In Season for League Admins	<ul style="list-style-type: none">• Competition Management• Participant Management• Gameday• Q&A



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<p style="text-align: center;">Session 5</p> <p style="text-align: center;">15 October 2021</p>	<p style="text-align: center;">Gameday for Club Admins & Team Managers</p>	<ul style="list-style-type: none"> • Adding Members to Lineups • Match Results & Player Stats • Gameday Permits • LiveScoring • Entering Club Awards • Team Manager Portal • Q&A
<p style="text-align: center;">Session 6</p> <p style="text-align: center;">19 November 2021</p>	<p style="text-align: center;">OfficialsHQ Season Setup for Umpire Managers & League Admins</p>	<ul style="list-style-type: none"> • Adding Admins to Umpire Groups • Configure Grads/Umpire Panels/Umpire Coach Panels/Officials/Payrates • Q&A
<p style="text-align: center;">Session 7</p> <p style="text-align: center;">January 2022</p>	<p style="text-align: center;">OfficialsHQ Matchday Reports & Awards Setup for Umpire Managers & League Admins</p>	<ul style="list-style-type: none"> • Leaves • Appointments • Setup Matchday Reports & Awards • Manage Expenses • Umpire Payment Files • Communications • Reports • Q&A
<p style="text-align: center;">Session 8</p> <p style="text-align: center;">February 2022</p>	<p style="text-align: center;">OfficialsHQ Management for Umpires</p>	<ul style="list-style-type: none"> • How to register • Accreditations • Dashboard • Leaves • Appointments • Matchday Reports & Awards • Expenses • Q&A

League Admin Login

E – playhqleague@gmail.com

P – PlayHQ2021!

Club Admin Login

E – playhqclub@gmail.com

P – PlayHQ2021!

You can access the UAT site as an Admin via <https://afl.uat.playhq.com/>

You can do test registration/payments as customers and/or view the League or Clubs Fixtures/Ladders/Results via <https://www.uat.playhq.com/>

In order to submit some test registration and payments, on the checkout page simply enter in the following details and this will enable you to complete the registration and payment:

Card Number – 4242 4242 4242 4242

Exp – 44/44

CVC – 444