

# PLAYHQ TRAINING WEBINAR SCHEDULE



Welcome to the PlayHQ Training Webinar Schedule & Training Checklist. This tool is designed to help you plan your PlayHQ training for the 2022 season.

On the next two (2) pages, you will find training checklists indicating which webinars you will need to attend based on your role.

After that, all PlayHQ Training Webinars are listed in a monthly calendar.

You can book a spot at each Training Webinar by clicking the [webinar link](#).

## INSTRUCTIONS:

1. Identify which checklist you need to use
2. Confirm which Training Webinars you need to attend – indicated by “Yes” in the “Required” column of your checklist
3. Use the calendar to find required Training Webinars which suit your availability
4. Click the [webinar link](#) and complete the online registration to book your spot
5. Enter the Date and Time of your Training Webinars in the “Date/Time” column of your checklist
6. Attend required Training Webinars
7. Tick off completed Training Webinars in the “Done” column of your checklist

# PLAYHQ TRAINING WEBINAR SCHEDULE



TRAINING CHECKLIST

NAME:

	Roles								
	State/Regional Admin			League Admin			Club Admin		
	Required	Date/Time	Done	Required	Date/Time	Done	Required	Date/Time	Done
Season Setup	Yes			Yes			Yes		
Comp Management – Pre Season	Yes			Yes					
Comp Management – In Season	Yes			Yes					
Gameday Match Centre	Yes			Yes			Yes		
OfficialsHQ Season Setup	Yes			Yes					
OfficialsHQ Matchday Reports & Awards Setup	Yes			Yes					
OfficialsHQ Umpire Management	Yes			Yes					
<b>Total Estimated Training Time</b>	<b>13 hours</b>			<b>13 hours</b>			<b>4 hours</b>		

# PLAYHQ TRAINING WEBINAR SCHEDULE



TRAINING CHECKLIST

NAME:

	Roles								
	Team Manager			Umpire Manager			Umpire		
	Required	Date/Time	Done	Required	Date/Time	Done	Required	Date/Time	Done
Season Setup									
Comp Management – Pre Season									
Comp Management – In Season									
Gameday Match Centre	<b>Yes</b>								
OfficialsHQ Season Setup				<b>Yes</b>					
OfficialsHQ Matchday Reports & Awards Setup				<b>Yes</b>					
OfficialsHQ Umpire Management				<b>Yes</b>			<b>Yes</b>		
<b>Total Estimated Training Time</b>	<b>2 hours</b>			<b>5 hours</b>			<b>2 hours</b>		

# SEPTEMBER 2021



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		<a href="#">Season Setup for League Admins</a> 1pm - 3pm				
20	21	22	23	24	25	26
		<a href="#">Season Setup for League Admins</a> 1pm - 3pm				
27	28	29	30			
		<a href="#">Season Setup for League Admins</a> 1pm - 3pm				

# OCTOBER 2021



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
	<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm	<a href="#">Season Setup for League Admins</a> 1pm – 3pm	<a href="#">Season Setup for Club Admins</a> 8:30pm – 10:30pm			
11	12	13	14	15	16	17
<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm		<a href="#">Season Setup for League Admins</a> 1pm – 3pm <a href="#">Season Setup for Club Admins</a> 7:30pm – 9:30pm				<a href="#">Season Setup for Club Admins</a> 1:30pm – 3:30pm
18	19	20	21	22	23	24
	<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm		<a href="#">Season Setup for Club Admins</a> 7:30 – 9:30pm	<a href="#">OfficialsHQ Umpire Management</a> 9:30am – 11am		
25	26	27	28	29	30	31
<a href="#">OfficialsHQ Season Setup</a> 1pm – 3pm	<a href="#">OfficialsHQ Umpire Management</a> 7:30pm – 9pm	<a href="#">Season Setup for Club Admins</a> 7pm – 9pm				

# NOVEMBER 2021



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
		<a href="#">Season Setup for Club Admins</a> 7:30pm – 9:30pm <a href="#">OfficialsHQ Umpire Management</a> 7:30 - pm	<a href="#">Season Setup for League Admins</a> 10am – 11:30am			<a href="#">Season Setup for Club Admins</a> 1:30pm – 3:30pm
8	9	10	11	12	13	14
	<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# DECEMBER 2021



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
		<a href="#">Comp Management Pre-Season</a> 9:30am - 11:30am				
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# JANUARY 2022



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	<a href="#">Season Setup for Club Admins</a> 7:30pm – 9:30pm	<a href="#">Season Setup for League Admins</a> 1pm – 3pm	<a href="#">OfficialsHQ Umpire Management</a> 9:30am – 11am <a href="#">Season Setup for Club Admins</a> 8:30pm – 10:30pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am		
24	25	26	27	28	29	30
<a href="#">Season Setup for League Admins</a> 1pm – 3pm <a href="#">OfficialsHQ Umpire Management</a> 7:30pm – 9pm	<a href="#">Gameday Match Centre</a> 9:30am – 11am		<a href="#">OfficialsHQ Matchday Reports and Awards Setup</a> 9:30am – 11:30am <a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am		<a href="#">Season Setup for Club Admins</a> 1:30pm – 3:30pm <a href="#">Gameday Match Centre</a> 7:30pm – 9pm



# FEBRUARY 2022



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
JAN 31	1	2	3	4	5	6
	<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am	<a href="#">Season Setup for Club Admins</a> 8:30pm – 10:30pm			
7	8	9	10	11	12	13
<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm	<a href="#">Comp Management Pre-Season</a> 1:30pm – 3:30pm	<a href="#">Season Setup for Club Admins</a> 7:30pm – 9:30pm				<a href="#">Season Setup for Club Admins</a> 1:30pm – 3:30pm
14	15	16	17	18	19	20
	<a href="#">Season Setup for Club Admins</a> 6:30pm – 8:30pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am	<a href="#">Season Setup for Club Admins</a> 7:30pm – 9:30pm			
21	22	23	24	25	26	27
	<a href="#">Gameday Match Centre</a> 9:30am – 11am	<a href="#">Season Setup for Club Admins</a> 7pm – 9pm	<a href="#">OfficialsHQ Matchday Reports and Awards Setup</a> 9:30am – 11:30am <a href="#">OfficialsHQ Umpire Management</a> 7:30pm – 9pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am		
28						
<a href="#">Gameday Match Centre</a> 7:30pm – 9pm						

# MARCH 2022



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 <a href="#">Season Setup for Club Admins</a> 7:30pm – 9:30pm	2 <a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am <a href="#">Gameday Match Centre</a> 7:30pm – 9pm	3 <a href="#">Season Setup for Club Admins</a> 8:30pm – 10:30pm	4	5	6
7	8 <a href="#">Comp Management Pre-Season</a> 1:30pm – 3:30pm	9 <a href="#">OfficialsHQ Umpire Management</a> 7:30pm – 9pm	10 <a href="#">Gameday Match Centre</a> 8:30 – 10pm	11 <a href="#">OfficialsHQ Matchday Reports and Awards Setup</a> 9:30am – 11:30am	12	13 <a href="#">Gameday Match Centre</a> 1:30pm – 3pm
14	15 <a href="#">OfficialsHQ Umpire Management</a> 7pm – 8:30pm	16 <a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am <a href="#">OfficialsHQ Matchday Reports and Awards Setup</a> 12:30pm – 2:30pm	17 <a href="#">OfficialsHQ Umpire Management</a> 10am – 11:30am <a href="#">Gameday Match Centre</a> 7:30pm – 9pm	18	19	20
21 <a href="#">OfficialsHQ Matchday Reports and Awards Setup</a> 1:30pm – 3:30pm	22 <a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am <a href="#">Gameday Match Centre</a> 6:30pm – 8pm	23 <a href="#">Gameday Match Centre</a> 10am – 11:30am <a href="#">OfficialsHQ Umpire Management</a> 8:30pm – 10pm	24	25	26	27
28	29	30 <a href="#">Gameday Match Centre</a> 1pm – 2:30pm	31 <a href="#">OfficialsHQ Matchday Reports and Awards Setup</a> 9:30am – 11:30am			

# APRIL 2022



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			31 Mar	1	2	3
			<a href="#">OfficialsHQ Umpire Management</a> 7:30pm – 9pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am		
4	5	6	7	8	9	10
	<a href="#">Gameday Match Centre</a> 7:30pm – 9:30pm	<a href="#">Comp Management Pre-Season</a> 9:30am – 11:30am	<a href="#">Gameday Match Centre</a> 10am – 11:30am <a href="#">Gameday Match Centre</a> 8:30 - 10:30pm			
11	12	13	14	15	16	17
<a href="#">Gameday Match Centre</a> 7pm – 8:30pm		<a href="#">Gameday Match Centre</a> 1:30pm – 3pm <a href="#">Gameday Match Centre</a> 7:30pm – 9:30pm				
18	19	20	21	22	23	24
	<a href="#">Gameday Match Centre</a> 6:30pm – 8:30pm	<a href="#">Comp Management in Season</a> 9:30am – 11:30am	<a href="#">Gameday Match Centre</a> 7:30pm – 9:30pm			
25	26	27	28	29	30	
			<a href="#">Comp Management in Season</a> 9:30am – 11:30am			

# MAY 2022



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
	<a href="#">Comp Management in Season</a> 9:30am – 11:30am					
9	10	11	12	13	14	15
		<a href="#">Comp Management in Season</a> 9:30am – 11:30am				
16	17	18	19	20	21	22
23	24	25	26	27	28	29

