



TEAM MANAGERS GUIDE

This Team Managers Guide is to be read in conjunction with the Rules, Regulations & Policies of SANFL Juniors. How the roles and responsibilities associated with match day processes is managed at the discretion of each club (Team Managers, etc.). Below is a how to guide for club Team Managers as per section **7.8 SANFL Juniors Competition Rules & Regulations**.

REGISTERING AS A TEAM MANAGER IN PLAYHQ

Registration Link

The club registrar can provide the registration link, same link that is sent to players (participants) registering for the current season. The link can be found in the "Competition Management" tab, then click on the "Registration" tab, you will then see the current season with a registration link that can be copied and forwarded to your team manager.

STEP #1

If you already have an account, you will be prompted to log in or create an account (if you don't already have one from registering a child or other participant in the club).

Once you have logged in or created an account you will see the following screen, this screen is where you will select to register yourself, you will notice in the section below it will have any people or person that is registered under your account details.

SANFL Juniors, 2022, SANFL Juniors

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

Please choose who you would like to register

I am registering myself
Registration Name

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

Register new family member or dependant Child or associated registration

Continue →
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Click Continue



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STEP #2

The next screen is where you will select "Team Manager". Then click Continue

SANFL Juniors, 2022, SANFL Juniors

Choose User	Choose Role	Participant Details	Fees	Payment & Summary
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Register as a:

<input type="radio"/>	Player	<input type="radio"/>
<input checked="" type="radio"/>	Team Manager	<input checked="" type="radio"/>
<input type="radio"/>	Volunteer	<input type="radio"/>

Continue →

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STEP #3

The next screen is where you will update all your personal information. Including your Working With Children Check details, you will need to provide the WWC number, expire date and the state of issue. Once completed click Save and Continue.

SANFL Juniors, 2022, SANFL Juniors

Choose User	Choose Role (Team Manager)	Participant Details	Fees	Payment & Summary
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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.

Country*	<input type="text" value="Australia"/>				
Address*	<input type="text"/>		Suburb / Town*	<input type="text"/>	
State / Province / Region*	<input type="text"/>		Postcode*	<input type="text"/>	
Are you of Aboriginal and/or Torres Strait Islander origin?*	<input type="text" value="Please select"/>	Were any of your parents/guardians born overseas?*	<input type="text" value="Please select"/>		
First name*	<input type="text"/>		Last name*	<input type="text"/>	
Preferred name	<input type="text" value="Please enter"/>		Gender*	<input type="text" value="Please select"/>	
Date of birth*	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>	Country of birth*	<input type="text" value="Australia"/>
Email*	<input type="text"/>		Mobile number*	<input type="text"/>	
Home number	<input type="text" value="Please enter"/>				
Disability Details	Do you identify yourself living with disability/disabilities?*				
<input type="text" value="Please select"/>					



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Additional Questions

AFL requests the following information:

What is your AFL Club of support?

Emergency Contact

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

First name* Last name*

Relationship* Email*

Mobile number*

Working with Children (WWC)

Please enter your Working with Children details below

WWC Number Expiry date

State of issue

Save and Continue →

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STEP #4

The next screen will show you a registration summary and fee schedule, there are no fees to register as a club Team Manager. This section will also have the terms and condition agreement tick box. Once checked click Continue

SANFL Juniors, 2022, SANFL Juniors

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

Fees

DESCRIPTION	PRICE
Association Team Manager Registration Fee SANFL Juniors	\$0.00
Club Team Manager Registration Fee	\$0.00

Sub-Total **\$0.00**

All values are in AUD.

By registering you may receive communications from [redacted] SANFL Juniors 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 →



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STEP #5

Registration Summary Screen. Check the information and click Submit Registration, this will send the registration through to your club registrar for approval.

SANFL Juniors, 2022, SANFL Juniors

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

✓ Payment is not required. Please submit registration below.

Submit Registration →

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Order summary

Description	Qty.	Total
Association Team Manager Registration Fee SANFL Juniors	1	\$0.00
Club Team Manager Registration Fee	1	\$0.00
Total		\$0.00

All values are in AUD

You should then see the following screen if the registration has been completed successfully.

✓

Thanks, you have successfully registered!

You are now registered as a team manager to:

🏆 [Redacted]

SANFL Juniors, 2022
SANFL Juniors

Go to My Account

Register another participant

LOGGING INTO YOUR PLAYHQ SYSTEM

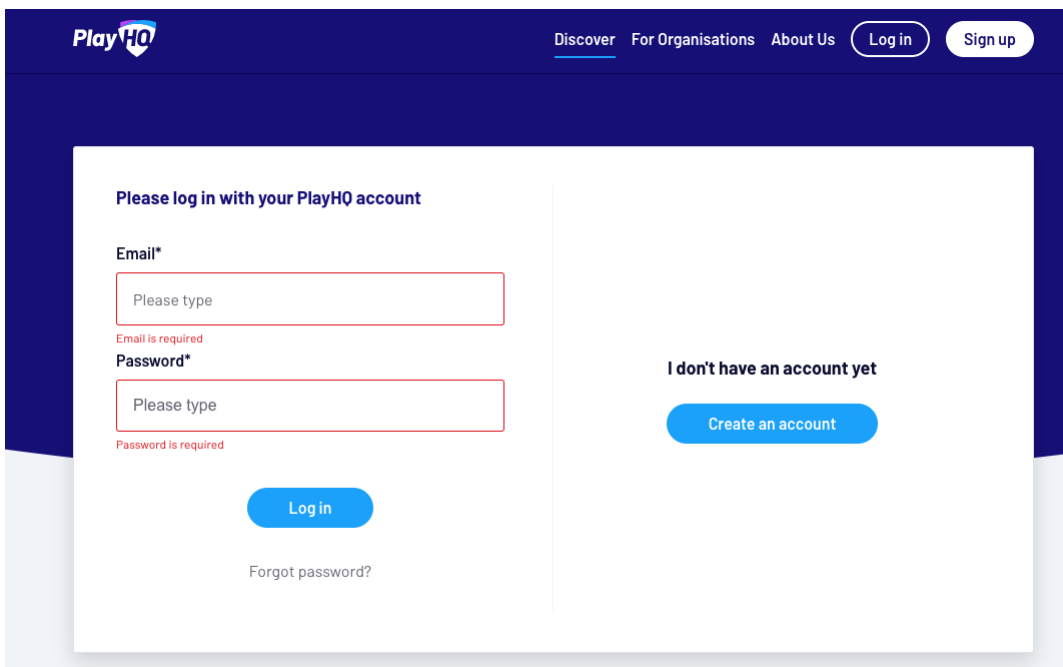
Once your registration as Team Manager has been completed and accepted at Club Level, you will receive an email confirmation. This email will be sent to the email address you used when registering.

A link will be included in the email confirmation for you to log into your PlayHQ system as Team Manager.

The account links for Team Manager log in is www.playhq.com/login

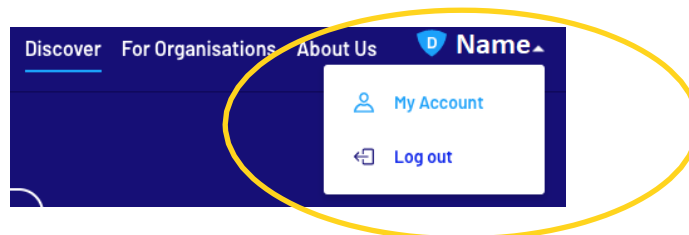
STEP #1

Log into your PlayHQ account, using the email address and password that you used when setting up your registration as Team Manager.



STEP #2

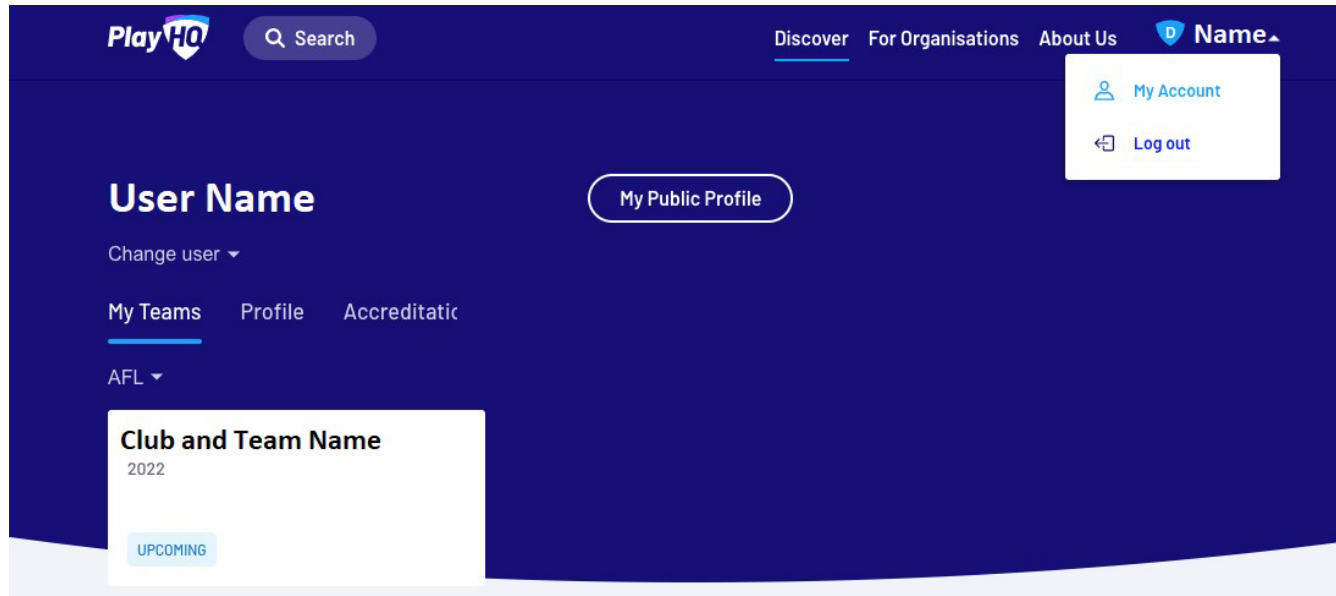
Once you have logged in to the PlayHQ system you will see your name appear in the top right-hand corner of the screen. Click on your name and a dropdown box will appear – select My Account.





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You will then see your Team Manager details, under the "My Teams" tab will be the Club and Team that you will be managing for the current season.

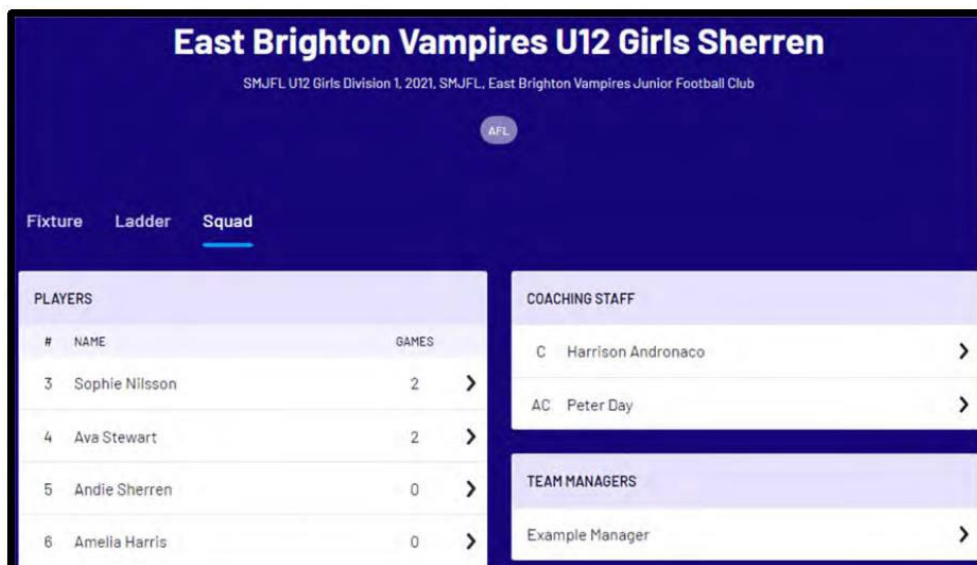


CREATING TEAM SHEETS

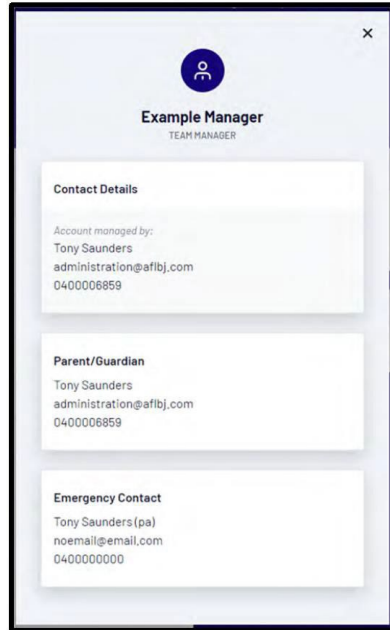
Once you have clicked on your Club Team you will see the following tab's "Fixture", "Ladder", "Squad".

STEP #1

Click on the "Squad" Tab, this is where you can see Players, Coaching staff and Team Managers that are assigned to the teams



Clicking on the > icon next to the names will give you the view of Contact Details, Parent/Guardian, and Emergency Contact.



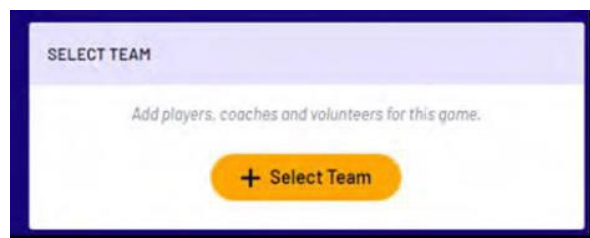
STEP #2

Click on the "Fixture" Tab, this is where you can see upcoming scheduled games. Click on the game that you are wanting to add information to. This will default to the public view page, click on the "Manage" tab.



STEP #3

This screen will then give you access to the game that you have selected. In the bottom section of the page, you will notice a + Select Team button, this will allow you to add players (participants) to the team sheet for this game.



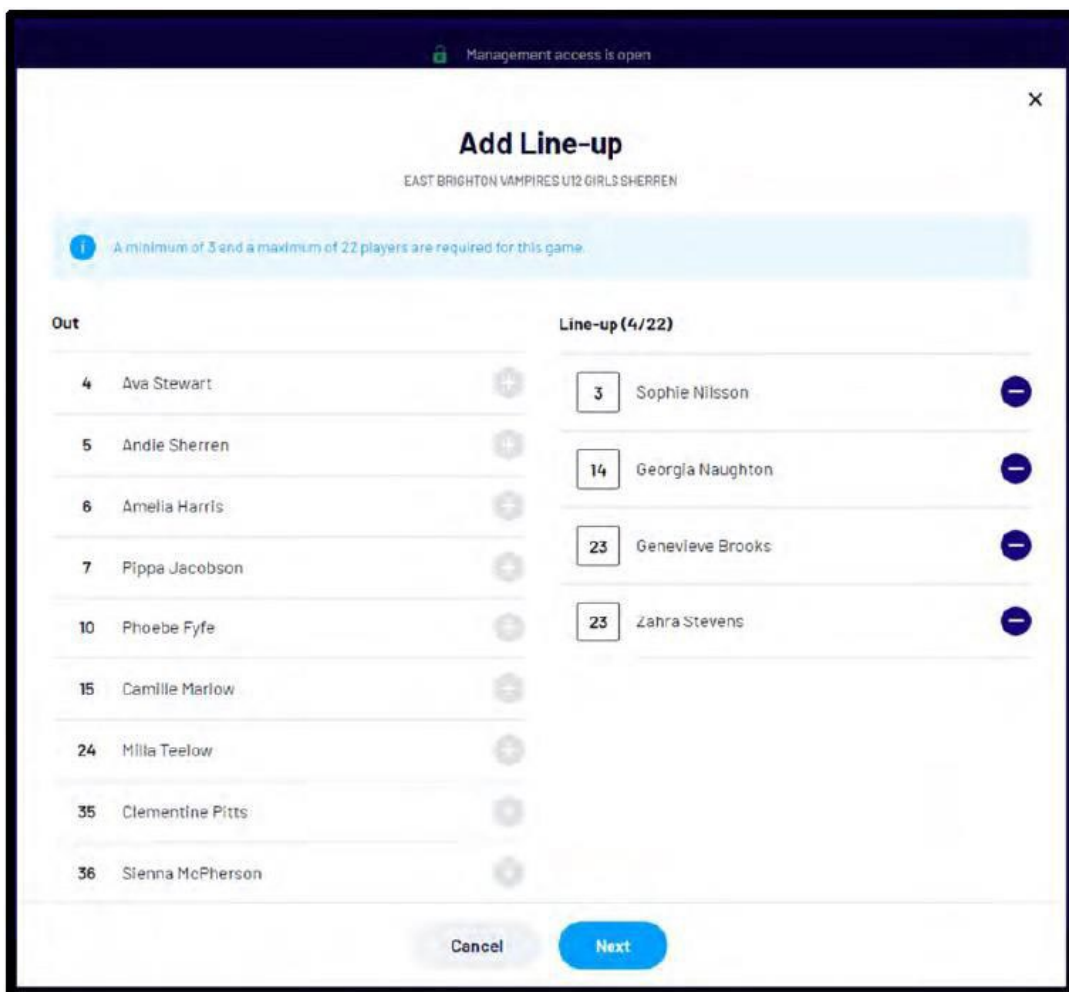
STEP #4

ADDING PLAYERS TO THE TEAM SHEETS

Adding the team (Add Line-up page), to select the players playing in the game simply click on the + symbol next to each of the players' names to add them to the Line-up.

This will add them into the right-hand section of the screen. *(All players that could be selected for this team would have already been assign by the club registrar or age coordinator via the main admin system in PlayHQ.)*

Once the players have been selected click Next.



Management access is open

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

1 A minimum of 3 and a maximum of 22 players are required for this game.

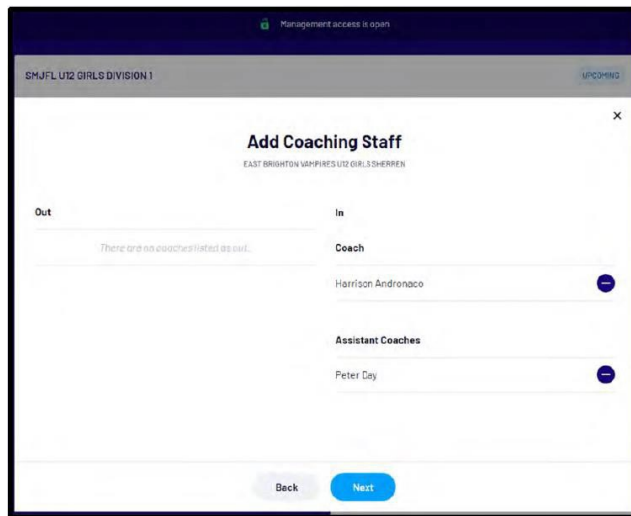
Out	Line-up (4/22)
4 Ava Stewart	3 Sophie Nilsson
5 Andie Sherren	14 Georgla Naughton
6 Amelia Harris	23 Genevieve Brooks
7 Pippa Jacobson	23 Zahra Stevens
10 Phoebe Fyfe	
15 Camille Marlow	
24 Milia Teelow	
35 Clementine Pitts	
36 Sienna McPherson	

Cancel Next

STEP #5

ADDING COACHES

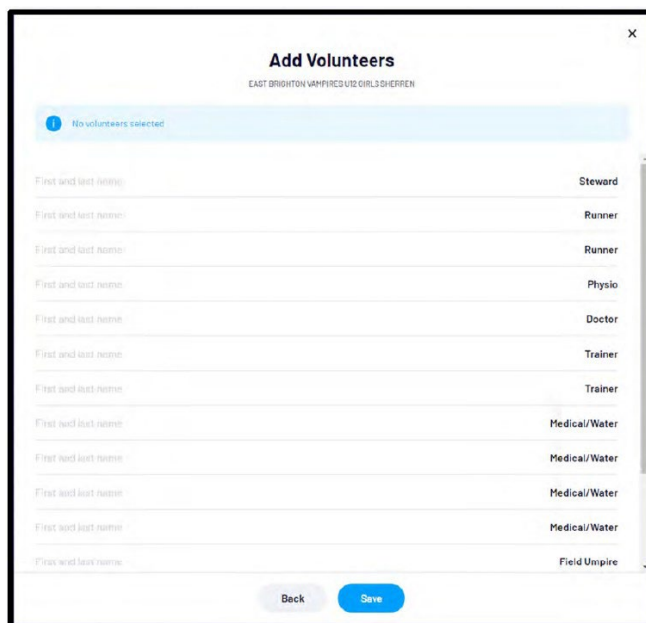
Add Coaching Staff, this is where you will add the Coach and Assistant Coach (if applicable) to the Team Sheets. Once you have added all the coaches click Next.



STEP #6

ADDING VOLUNTEERS – GAME DAY ROLES

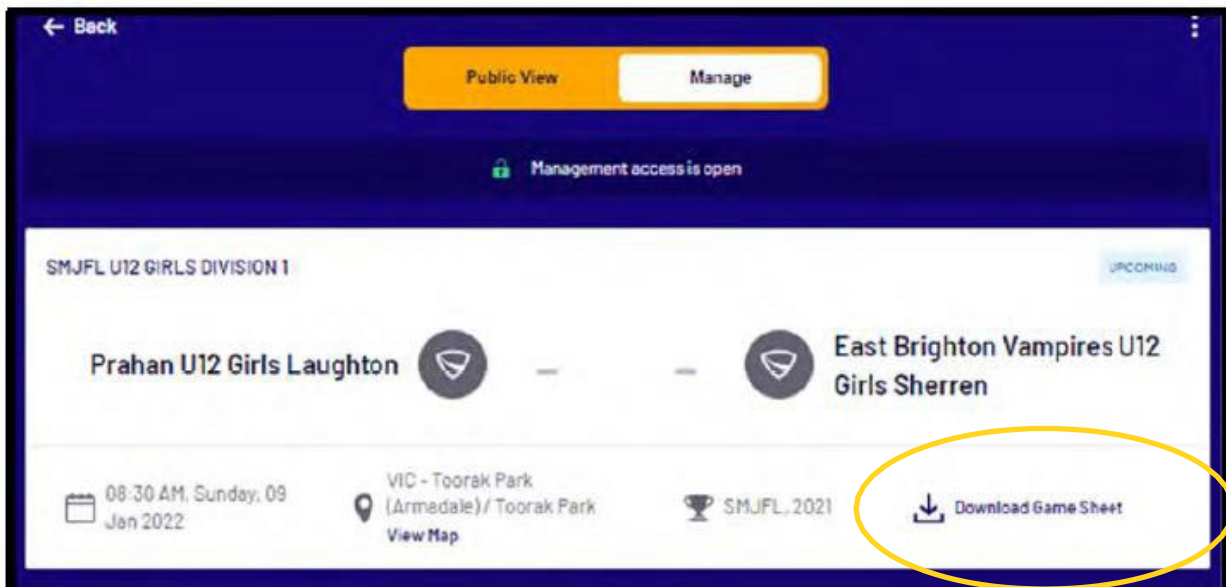
Add Volunteers, this is where you will add all the Game Day volunteers. Including: Steward (Ground Marshall), Runner, Trainer etc. All these volunteers need to be registered into the PlayHQ system as volunteers for the club. Once you have added all the volunteers click Save.



STEP #7

CREATING TEAM SHEETS (GAME SHEETS)

Once you have entered all the players, coaches, volunteers and clicked Save you will return to the main scheduled game page. On this page is where you can download and print the Team Sheets (Game Sheets)



You also can change and edit the information from this page that you have entered, simply click the pencil icon on the section you wish to edit or change.

Once you have downloaded the Team Sheet (Game Sheet), you can then print your required copies for the game. Please refer to the SANFL Juniors Rules and Regulations on Game Day Requirements.



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ADDING MATCH RESULTS

AFTER THE GAME

Log into your PlayHQ system, click on your club team, then click on fixtures, this will default to the Public View, click on “Manage” tab.

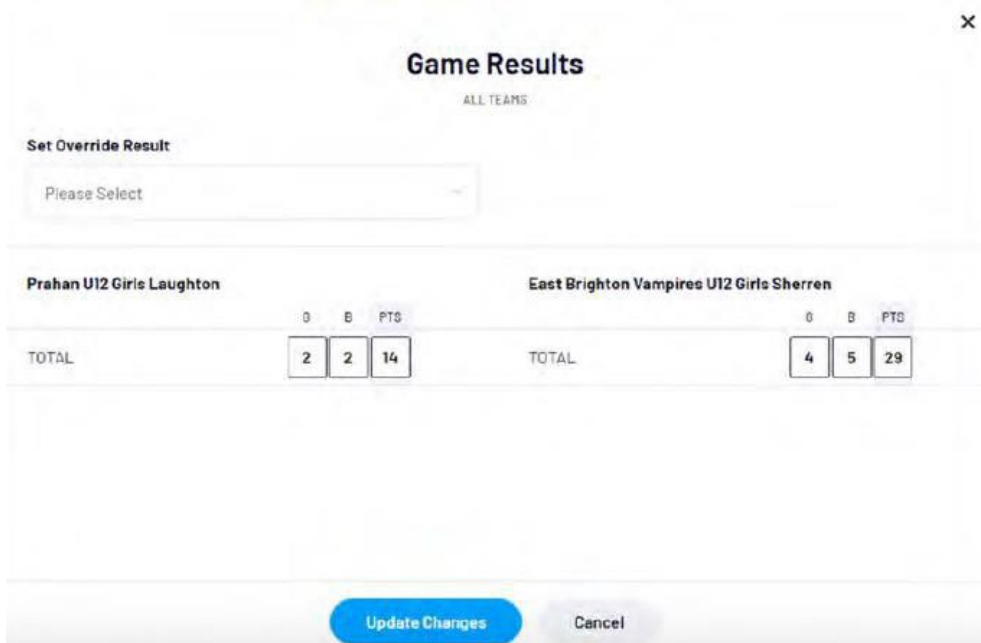
STEP #1

ADDING RESULTS

In this section you will see “Edit Game Results”, click on this to go into the results page where you can add Goals, Behinds, and total scores.



You will then go into the Game Results screen – this is where you will add the total goals and behinds for the game (it automatically adds the points). Once updated click “Update Changes” button.



STEP #2

ADDING QUARTER RESULTS

Once you are back at the main Game Page, at the bottom of the page there is now "Period Scores" section. Click the pencil to edit the quarter-by-quarter scores.

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

Period Scores page add the scores for each quarter then click the "Update Changes" button once completed.

✕

Period Scores

ALL TEAMS

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

Prahans U12 Girls Laughton				East Brighton Vampires U12 Girls Sherren										
By Period (please enter)			End of period (read only)	By Period (please enter)			End of period (read only)							
G	B	PTS	G B PTS	G	B	PTS	G B PTS							
01	0	0	0	0	0	0	0	01	1	1	7	1	1	7
02	0	0	0	0	0	0	0	02	1	1	7	2	2	14
03	1	1	7	1	1	7	7	03	1	1	7	3	3	21
04	1	1	7	2	2	14	14	04	1	2	8	4	5	29

Update Changes
Cancel



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STEP #3

ADDING PLAYER GOALS ETC.

Once you are back at the main Game Page, scroll down the screen until you reach "Player Statistics". This is where you can make changes to jumper numbers, team line-up, goals scored etc. after the game.

Click on the pencil in the "Player Statistics" section.

	YEL	RED	G	B	PTS
3 Sophie Nilsson	1		1		6
14 Georgia Naughton		1			
23 Genevieve Brooks			1	4	10
23 Zahra Stevens			2	1	13
Team Stats					
Total	1	1	4	5	29

Update Changes Cancel

In the Player Stats screen you can add Yellow Cards, Red Cards, Goals, Behinds (total points will be automatically updated) Once completed click "Update Changes" you will then return to the main Game Page.

STEP #4

ADDING BEST PLAYERS

On the main Game Page under "Player Statistics" you will see the Best Players section. Click on the pencil in this section.



When completing the best players section 1 = Best, 2 = 2nd Best, 3 = 3rd Best, 4 = 4th Best, 5 = 5th Best, 6 = 6th Best.

Best Players are selected via a dropdown list, once completed click "Update Changes" button.

Best Players (2/6)
EAST BRIGHTON VAMPIRES U12 GIRLS/SHERREN

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

Player 1
Zahra Stevens

Player 2
Genevieve Brooks

Player 3
Please select
Please select
Georgia Naughton
Sophie Nilsson
Please select

Player 5
Please select

Player 6
Please select

Update Changes Cancel

This will then take you back to the main Game Page.