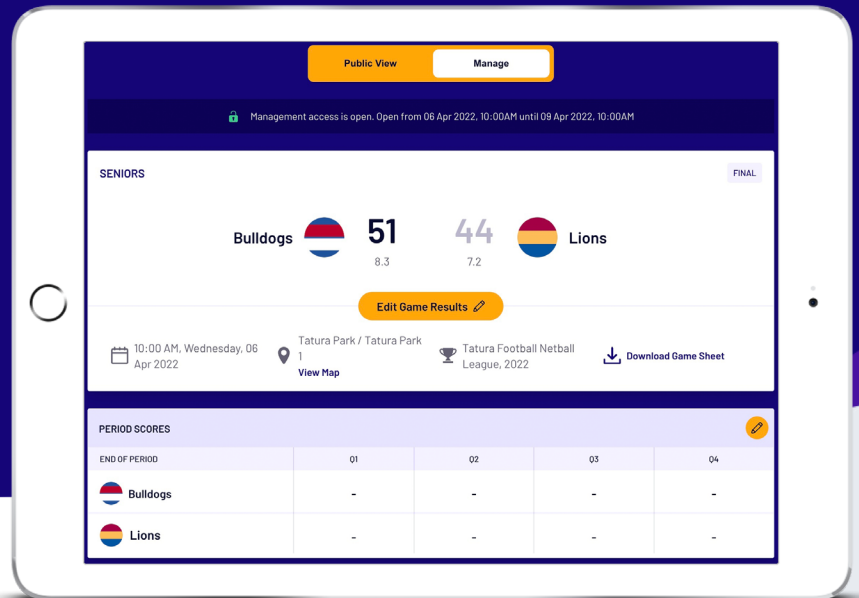# Team Manager Matchday Guide

APRIL 2022

Thank you so much for putting your hand up to be a team manager, it's people like you that keep clubs running.

This document is designed to guide you through using PlayHQ to successfully complete your team manager tasks on gameday.

Before we tackle your matchday day to-do list, you'll need to ensure you've registered as a **Team Manager** to PlayHQ.

1

Note: You should use your existing PlayHQ account for registering as a Team Manager. You don't need to create a new account specifically for Team Management.

Please log in with your PlayHQ account

Email*

Please type

Password*

Please type

Log in   Create an account

2

3

Register as a:

- Player ○
- Team Manager ✓
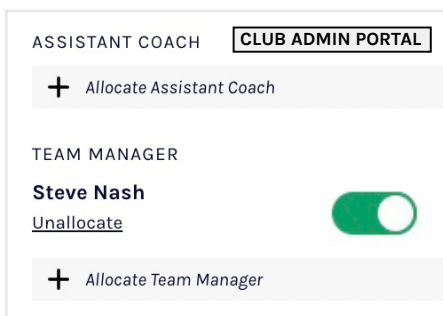- Volunteer ○

Get started →

Checklist

Pre Game
- ☐ Login to PlayHQ
- ☐ Select your team for matchday
- ☐ Allocate player positions
- ☐ Print your team sheet
- ☐ Delegate person to cut oranges

During Game
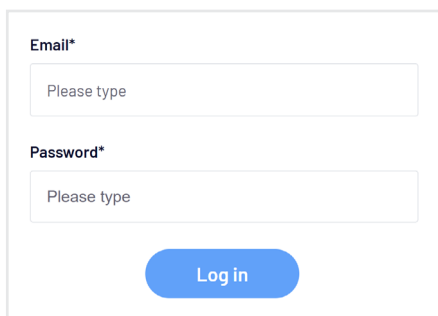- ☐ Enter quarter by quarter scores

Post Game
- ☐ Enter game result
- ☐ Enter best players
- ☐ Enter goal kickers
- ☐ Enter club award votes

Pre Game

PlayHQ

Admin allocates team manager

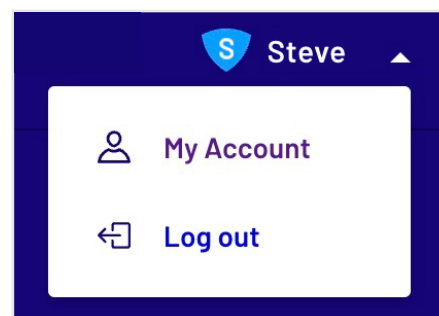Ensure that your club administrator has allocated you as team manager.

The Team Manager toggle ⬤ must be turned on to enable management access.
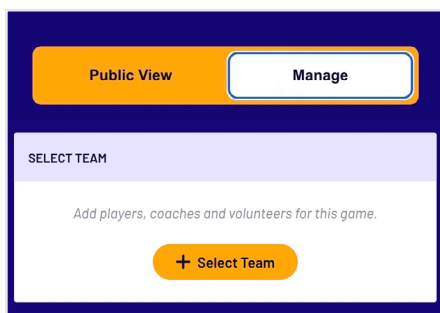
Login to PlayHQ

Login via **playhq.com/login** using your PlayHQ credentials.

Yet to sign up? Revert back to the previous page for step by step guide on signing up as a team manager.
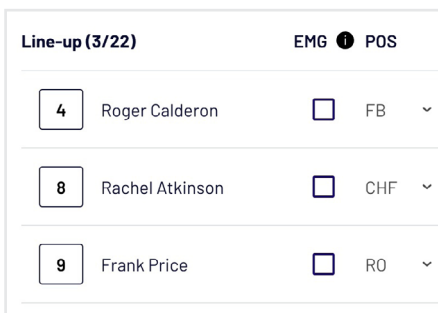
Navigate to My Teams

In the top right hand corner, drop down the menu and click **My Account**. Find the team you are managing then proceed to the upcoming match.

Select your team for matchday

Navigate to your upcoming match and toggle to **Manage**. You'll be granted access to **Select Team** ahead of matchday.

Allocate player positions

Under the POS heading, drop down the position of each player. If player positions option is unavailable, the likely scenario is that your league wouldn't have activated the player positions setting. Same applies for emergency players.
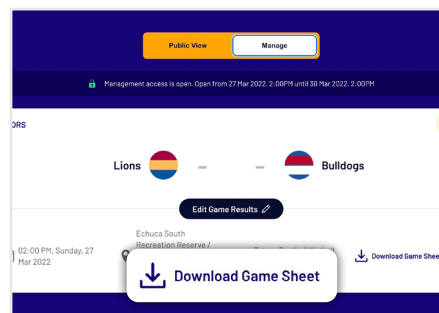
Print your team sheet

Select **Download Game Sheet** to export as a printable PDF. Don't forget that games can also be scored electronically.

You're all ready, now it's time to delegate the orange cutting before the big game.

⚠ Important

1. If you do not have this access, you'll need to touch base with your club administrator to enable team management access.

2. Administrators must have allocated players to your team in order for you to select players to match line-up.

3. Adding players to a line-up must be done each game.

4. You may not have access to edit opposition team line-ups. This is a league setting.

Checklist

Pre Game

☑ Login to PlayHQ
☑ Select your team for matchday
☑ Allocate player positions
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☑ Delegate person to cut oranges

During and Post Game

PlayHQ

Enter quarter by quarter scores

You have the option to enter quarter by quarter scores however if you're too entrenched in the match, it's fine to just enter the scores at the games end. Within Team Management game centre, enter in the qtr by qtr results. Click the ✐ icon that's adjacent to **Period Scores**. If using electronic scoring, there is no need to do this.

Enter game result

Once the game is complete, click **Edit Game Results** to enter final scores. Even if you have entered the quarter by quarter scores, you will need to finalise the match via **Edit Game Results**. It's important to note that your league will set how many hours after game start time that the scores can be entered. If using electronic scoring, there is no need to do this.

Enter best players

Click on the edit icon ✐ that's adjacent to **Best Players** heading. select the best players from the game in order of best, second best and so on. The league deciphers how many best players can be entered ranging from 1 to 6.

Enter goal kickers

Click on the edit icon ✐ that is adjacent to the **Player Statistics** heading. Enter the goals and behind for each player. If using electronic scoring, there is no need to do this.

Enter club award votes

if your club has enabled club awards, click the three dots ⋮ that appear in the top right of Team Management game centre. Click the ✐ icon to give votes to players.

Do note that club awards is different to best players. Awards can only be viewed by club admins whilst best players is public.

You're all done, canteen time

Dim sims, hot dogs, killer pythons, whatever tickles your fancy, treat yourself, you've earned it.

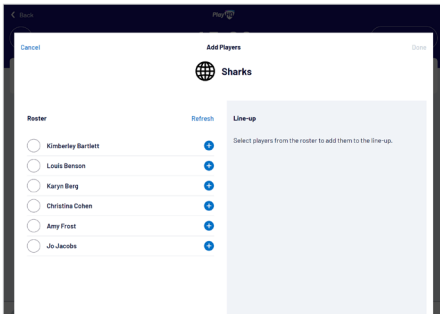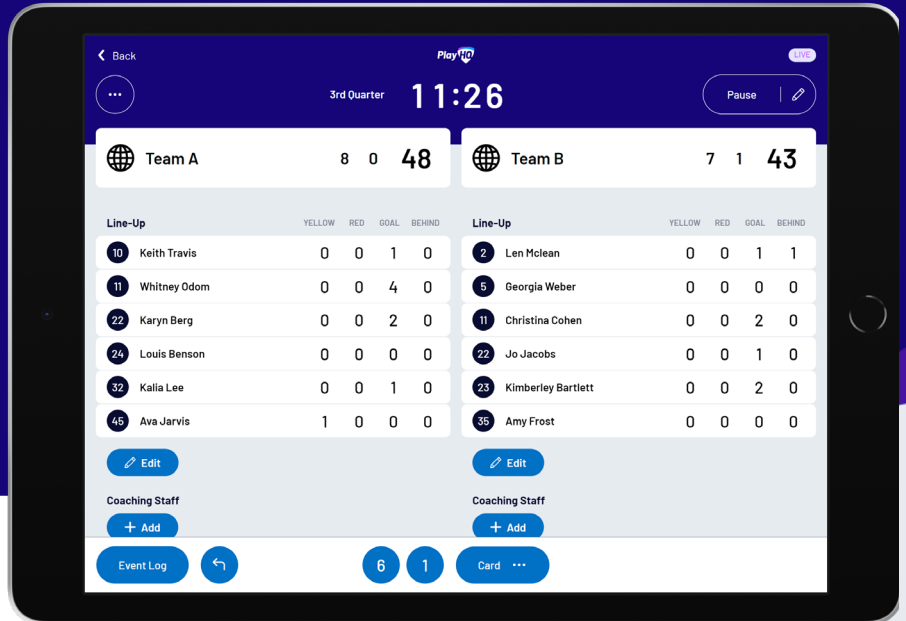## Checklist

During Game
- ☑ Enter quarter by quarter scores

Post Game
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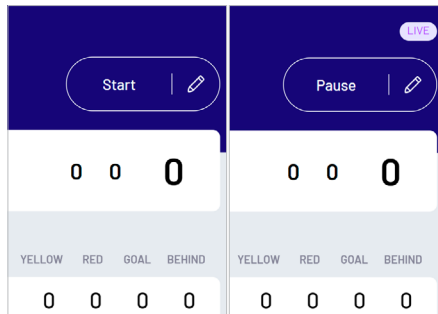
Electronic scoring guide

SCORE.PLAYHQ.COM

Managing the lineup

Select **+ Add** or **✎ Edit** on a team to bring up the lineup editor.

Click on ➕ or ➖ to move players in and out of the lineup.

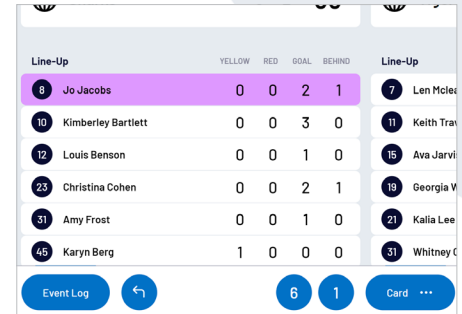To add a fill-in, click **ADD FILL-IN** and provide required player information.

Editing the clock & starting periods

Click **START** to kick-off the next period. The clock will automatically begin counting down. The current period will show next to the clock.

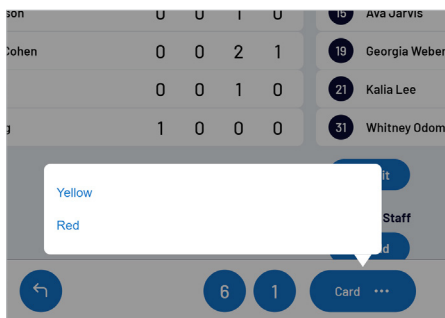Edit the clock by clicking the ✎ icon.

When the clock has run down the period will automatically end.

Adding scores
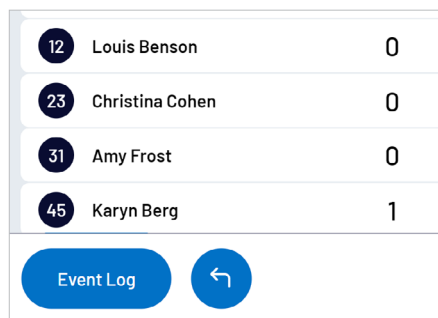
Scores can be added by:

• Clicking on a player or team, then selecting the score OR

• Clicking on the score type, then selecting a player or team.
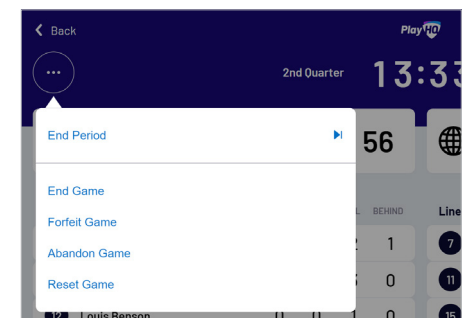
Adding cards

Cards can be added by:

• Clicking on a player or team, then selecting the card type, OR

• Clicking on the card type, then selecting a player or team.

Undo and event log

Click on **EVENT LOG** to view a full history of the games events.

Click on the ↩ to undo the last score or card.

Finalising a game

Click on the menu on the top left of screen, and select **END GAME**.

Click **SUBMIT** to confirm the result and enter the Pin to complete the match.