# AFL COMMUNITY FOOTBALL CLUB ADMIN PLAYHQ USER GUIDE





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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 Schedula 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 <u>https://playhq.com</u> 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.

Sign up to Play						
0						
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*						
Please type Please type						
Your email*						
Your mobile number*						
Set a password* Please type						
By clicking Sign up, you agree to our <u>Privacy Policy</u> and <u>Terms of Use</u> .						
Sign up						

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# 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**.

Verify your account
Please enter the verification code that we sent to administration+2@aflbj.com in order to activate your account.
Verification code*
Please type
Confirm code
Resend code

Verify your PlayHQ account (External) 🕒 10000 x		-	
notifications@playhq.com to administration+2 ~	(0 45 Abr (1 minute app)	\$ 5	1
	Dear Tony.		
	Please verify your email address using the code below		
	Your verification code is; 788849		
	Please copy the link below and paste it into the address bar of your browser to verify your account.		
	https://www.playtro.com/signup/verify		
	Please do not reply to this email as the inbox is not monitored. Please visit support playing com for further assistance.		
	Regards. PlayHQ Team		







# 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.

IY HO	Log in Sign up
Please log in with your PlayHQ account           Vour account has been verified. Please log in.           Email*	
Please type Password*	l don't have an account yet
Please type	Create an account
Log in Forgot password?	







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

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

PlayHQ			
Log into my account			
Email*			
Please type			
Password*			
Please type			
	avg) n		

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.



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# 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.

Play 现	Admins						
Using ns PlayHQ Test League	Active Users Access	history					
𝕎 Competition Management	+ invite new admin						
Game Day	NAME	EMAIL	MOBILE NUMBER	ROLE TYPE			
Programs	There are no administrators for this organization.						

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

Play HO	My Organisation > Admins > Invits new admin Invite new admin				and a first i	Cancel
Using as PlayHQ Test League ~	Admin Details					
T Competition Management	First name*		.ast name	B.4		_
👜 Game Day	Tony		Saunder	rs		
Programs	Email*		Mobile nur	mbe	r.	_
💥 Participants	tony.saunders@afl.com.au		-	0	040000000	
➡ Transfers & Permits	Role type"					
🎲 Merchandise +	Please select	*				
Venues	Affiliate Admin Full Access Electronic Scoring Admin					

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.

Play 现	Admins				
Using as PlayHQ Test League	Active Users Access history				
T Competition Management	+ Invite new admin				
Game Day	The user has been invited suc	sessibility			×
🛱 Participants	NAME	EMAIL	MOBILE NUMBER	ROLE TYPE	
🚅 Translers	Tony Saunders	lony.saunders@all.com.au	0400008858	Full Access	Edit





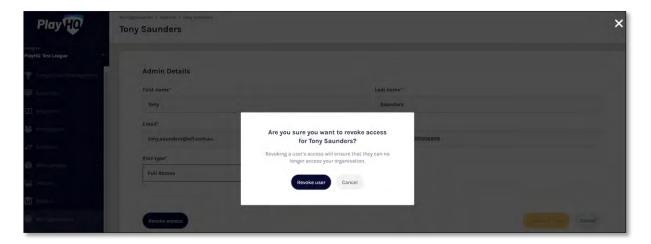


# My organisation – Admins (cont)

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.

Play	My Organisation > Admins > Tony Saunders Tony Saunders	
Using as PlayHQ Test League		
P Competition Management	Admin Details	
Game Day	First name*	Last name'
🛱 Programs	Tony	Saunders
Participants	Email*	Mobile number*
🚅 Transfers	tony.saunders@afl.com.au	► 0400006859
😚 Merchandise +	Role type*	
Wenues	Full Access	
Reports		
💮 My Organisation –	Revoke access	Cancel

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.

Play 现	Admins				
Using as PlayHQ Test League	Active Users Access	shistory			
👻 Competition Management	+ invite new admin				
Garrie Day	Uset has been succe				×
🛱 Programs	-				
Participants	NAME	EMAIL.	MOBILE NUMBER	RDLE TYPE	
🚅 Transfers	There are no administrator	s for this organisation.			

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# 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.

AFL UAT	My Organisation
Play	Details Contacts Notifications Vouchers Payments
Using as PlayHQ Test League ~	
Y Competition Management	General details
👜 Game Day	Add general information about your organisation. This will be displayed on your PlayHQ public landing page and discovery maps.
Programs	Organisation logo Best results - square format with a minimum resolution of 256x256 pixels. Max IIIe size 5MB. JPEG or PNG format
Ӿ Participants	
← Transfers & Permits	
Merchandise +	
👾 Venues	+ Upload Image

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.

AFL UAT	My Organisation		
Play 😳	Details Contacts Notifications Vouchers Payments		
Using as PlayHQ Test League	Description This is a test		
Y Competition Management			
👼 Game Day			
Programs			
😸 Participants	Email*	Phone number	
← Transfers & Permits	noemail@email.com	040000000	
Merchandise +	Organisation website		
W Venues	e.g. http://www.organisation.com.au		
M Reports			







# *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 <u>www.play.afl</u> locator.

AFL UAT	My Organisation	
Play	Details Contacts Notifications Vouchers Payments	
Using es PlayHQ Test League 🗸 🗸	Address Add your organisation's address.	
<ul> <li>Competition Management</li> <li>Game Day</li> <li>Programs</li> </ul>	Visible on discovery maps Set whether you week your organisation to appear on the discovery maps.  O on yourses O on yourses O on yourses	
券 Participants ≓ Transfers & Permits	Country	
🎲 Merchandise +	Australia	Suburb / Town
👾 Venues		Even de
My Organisation -	State / Province / Region Please select	Postcode
Updates @	Latitude	Longitude
? Support 연	Please enter	Plagseinter

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

O AFL UAT	My Organisation		
Play	Details Contacts Notifications Vouchers Pi	yments	
Using as PlayHQ Test League ~ 	Formats Set the format of competitions and programs that your	organisation cates for	
T Competition Management	COMPETITIONS	PROGRAMS	
👜 Game Day	AFL 9s	Auskick	
Programs	AFLX AFLX	Diversity Talent Programs	
	AFL Community	Holiday Programs	
Participants	Diversity Talent Programs	Indigenous	
← Transfers & Permits	International	international	
Merchandise +	Other	Multicultural	
🔛 Venues	Schools	Other	
M Reports		Schools	







# 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.

AFLUAT	My Organisation				
Play	Details Contacts Notification	s Vouchers Payments			
Using as PlayHQ Test League 🛛 🗸 🗸	Age and Gender infor Set the age range and gender o	mation participants that your organisation cate	rs (qr.		
<b>Y</b> Competition Management	Age From	Age To	Gender		
Game Day	Please select	Please select	Please select	+ Add	
Programs					
😹 Participants					
← Transfers & Permits	Inclusion Set the inclusion categories the	at your operanisation caters for			
Merchandise +	Access for All Abilities				
👾 Venues	Female-Only Participal	Female-Only Participation			
Reports					
My Organisation -	Terms and Condition	5			
Overview	Add a link to your organisation	s terms and conditions for participants to	view/accept when registering		
Admins	Choose format				
Updates Ø	None				
? Support ⊡ <sup>3</sup>	Update & Save Ca	ncel			







# **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  $^{\circ}$  (Visibility) icon and it will change to the  $^{\circ}$  icon.

To remove a contact click on the  $\frac{1}{100}$  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.

AFLUAT	My Organisation						
Play	Details Contacts Notification	s Vouchers Payment	3				
Using as PlayHQ Test League ×							
T Competition Management	Contact information						
👜 Game Day	First name*	Last name*	Position*	Email	Phone	Visibility 💿	5.6
Programs	Топу	Saunders	President	✓ tony.saunders@afl.com.au	040000000	•	
😸 Participants	+ Add contact						
← Transfers & Permits							
Merchandise +	annual long of the						
👑 Venues							

#### **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.

AFL UAT	My Organisation					
Play	Details Contacts Notifications Vouchers Payments					
sing as layHQ Test League 🛛 🗸 🗸						
Competition Management	By adding an email address, you agree to use the information that is sent in any email	il you receive solely for your organisation's pu	rposes.			
Game Day	Notifications					
] Programs	Add an email address to receive emails whenever a new registration, transfer re-	quest and permit request is triggered.				
Participants	Email	-				
Transfers & Permits		(+ Add				
Merchandise +	Limit 30					
Venues	EMAIL ADDRESS	TRANSFERS	PERMITS	COMP. REG.	PROG. REG.	
Reports	tony.saunders@afl.com.au					
My Organisation –	Added by: Tony PP Saundars 07 October 2022					Ŵ
Updates Ø						
Support (2	Update & Save Cancel					







# 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  $\widehat{III}$  icon and click on the **Update & Save button**.

AFL UAT	My Organisation					
Play	Details Contacts Notifications Vouchers Payments					
Using as PlayHQ Test League ~	Your changes have been saved.					×
T Competition Management						
👜 Game Day						
Programs	By adding an email address, you agree to use the information that is sent in	any email you receive solely for your organisation's p	ourposes.			
S Participants	Notifications Add an email address to receive emails whenever a new registration, tra	nsfer request and permit request is triggered.				
↔ Transfers & Permits	Email					
Merchandise +		+ Add				
👑 Venues	Limit 30					
[1] Reports						
My Organisation -	EMAIL ADDRESS	TRANSFERS	PERMITS	COMP. REG.	PROG. REG.	
	tony.saunders@afl.com.au					
Updates 10	Added by: Tony PP Saunders 06 October 2022					Ŵ
? Support 🗗						
T Tony PP Saunders tony.seundors@eff.com.au	Update & Save Coveril					

#### **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.

Play	My Organisation						
Using as PlayHQ Test League	Details Contacts <b>Vouchers</b> Payments						
<ul> <li>Competition Management</li> <li>Game Day</li> </ul>	Create a voucher					1-1 of 1	tof1 v
Programs	NAME	TYPE	CODE	AMOUNT	NO. DF USES	STATUS	
😽 Participanta	Early bird discount	Standard	A76D4FDC	\$20,00	3/100	Inactive	Edit
🕂 Transfers & Permits						1-Tof1	1of1 ~
Merchandise ±							
Venues							
Reports							
<ul> <li>My Organisation</li> <li>Overview</li> </ul>							







# 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.

Play	Create a voucher	Cancel
Usingas PlayHQ Test League	Voucher type	
Tompetition Management	<b>5</b> 23	
Game Day	Standard	
Programs	Voucher code will only apply to fees set at your organisation.	
👹 Participants		
🕂 Transfers & Permits	Voucher details	
📦 Merchandise 🔸	Voucher name* It will be displayed at checkout.	
Wenues	Ja. Early Bird Youcher Code	
Reports	Voucher value*	
My Organisation -	\$ 0.	
Overview	Number of uses*	
admins	Number of times of usage for a unique sode.	
💼 Setlings +		
	Activate voucher 🌑	

# **Setting Up Online Payments**

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

Play	My Organisation
Using as PlayHQ Test League	Details Contacts Vouchers Payments
T Competition Management	
Game Day	
Programs	
👪 Participants	0
😅 Transfers & Permits	Submit payment details to start receiving fees. We can only accept payment details from organisations located in Australia.
Merchandise +	Submit Payment Details
🙀 Venues.	
Reports	
My Organisation -	
Overview	







# My Organisation - Overview - Setting Up Online Payments (cont)

Add Organisation details and select answers to GST questions.

Play 😳	Submit Payment Details				Saturdi	Cancel
Using as PlayHQ Test League						
	Please ensure the securacy of these details as	s this submission process can only be completed once.	For any amendments please contact say	PROT		- 1
Game Day	Organisation Details					- 1
Programs	We can only accept payment details from orga amendments please contact support.	anisations located in Australia. Please ensure th	e accuracy of these details as this s	submission process can only be completed once.	For any	- 1
😹 Participants	Address Line 1*		Address Line 2			- 1
≓ Transfers & Permits	Please type		Please type			- 1
Merchandise +	Town/Suburb*	State*		Postcode*		- 1
😂 Venues	Please type	Plense select.		Please type		- 1
Reports	Phone*	Website URL (or social med	lia page)*			- 1
🗑 My Organisation —		Please type				- 1
Overview	is your organisation registered for GST?*					- 1
Admins	O Yes O No					
🎝 Settings +	Does your organisation have an ABN?"					- 1
🕜 Support 🛛 🖄	Ves O No					

Add Organisation bank details and representative details.

Play	Submit Payment D	Submit Payment Details					Cance
Using as PlayHQ Test League	Nominated Bank						
Competition Management	BSB*	Account Number*					
Game Day	XXXXXX	Please type					
Programs							
😹 Participants	Authorised Organ	isation Representative Deta	ails				
😅 Translers & Permits	First Name*		Last Name*		Position at Organis	ation*	
🖗 Merchandise +	Please type		Please type	Please type			
¥ Venues	Email*		Mobile*		Date of Birth*		
Reporta	Please type				τα ~	MM: -	
My Organisation -	Address Line 1*			Address Line 2			
Overview	Please type			Planse type			
Adroins	Town/Suburb*		State*		Postcode"		
- Settings +	Please type		Please select		Please type		





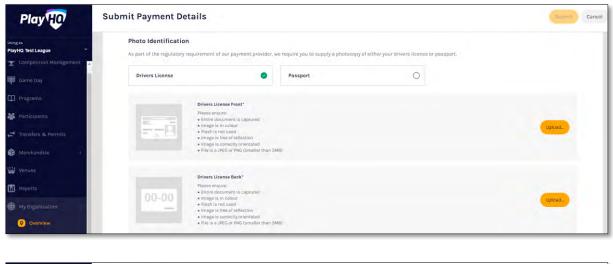


# My Organisation - Overview - Setting Up Online Payments (cont)

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.



Play	Submit Payment Details				Supmit Cancel
Using as PlayHQ Test League 🌱	еваке хуре	Please select		Planse type	
<ul> <li>Competition Management</li> <li>Game Day</li> </ul>	Photo Identification As part of the regulatory requirement	of our payment provider, we require you to supp	ly a photocopy of either your drivers licer	nce or passport.	
Programs	Drivers License	O Passport			
😸 Participants					
😅 Transfers & Permits	Passpor				
Merchandise 1		isure: focument is captured is in colour			Upland
👾 Venues	• Image	s not used is free of reflection is correctly orientated			
Reports		JPEG or PNG (smaller than SMB)			
My Drganisation					
Overvlew	Terms and Conditions				
Admins	I agree to the Stripe Terms & Con	litions: https://stripe.com/au/ssa			
🛨 Settings		s & Conditions: <u>https://stripe.com/au/connect</u>	-account/legal		
Support 2	I agree to the PlayHQ Terms of Use	https://www.playho.com/terms			
	I agree to the PlayHQ Privacy Polic	y: https://www.playhq.com/privacy			







# 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.

O AFLUAT	General Settings				
Play	Government Vouchers Integrations	1			
Using as PlayHQ Test League → ← Transfers & Permits ■	Available Vouch	ers settings for participants registering to a seasor	n. More information can be found about gover	nment vouchers on our <u>support c</u>	age-
🎲 Merchandise +	Govenment location	Voucher name	Competitions	Local programs 🜒	Shared programs
Venues	New South Wales	Active Kids		00	3
Reports	Northern Territory	Sport Voucher Scheme			
<ul> <li>My Organisation =</li> <li>Overview</li> </ul>	Queensland	FairPlay Voucher			
🔮 Admins	South Australia	Sports Vouchers			3
🛨 Settings –	Tasmania	Ticket To Play	3		
Organisations	Victoria	Get Active Kids			
Updates 12	Western Australia	KidSport			
Support 2 Tony PP Saunders	Update & Save Carr	cel.			







# 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.

Play	Products
Using as PlayHQ Test League	+ Add Freduct - Active Products -
Tompetition Management	
🗐 Game Day	0
Programs	· ·
S Participants	There are surrently no products that miset your selection.
ଟ Transfers & Permits	
Merchandise =	
Products	
🗮 Orders	

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.

Play	Create a new product	Save	Cancel
Using as PlayHQ Test League			
T Competition Management	Product details Product Name*		
Game Day	Club Jumper		r I
Programs			
🍪 Participants	Description The item description will appear on registration limms where the product has been added.		
😅 Transfers & Permits	Club jumper available for purchase in different sizes		
Merchandise		4	
Products	Product active 💽 Active products cars be added to registration forms, inactive products will not be shown to registrants.		
i Orders.			

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

Play	Create a new product	Save	Cancel
Using as PlayHQ Test League			
T Competition Management	Images		
👜 Game Day	Best results - square format. Below 5MB. JPEG or PNG format;		
🛱 Programs			
😸 Participants			
🕂 Translèrs & Permits			
Merchanolise -			
Products			
i Orders	+ Upload Image		

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# Merchandise (cont)

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

Play	Create a new product	Cancel
Using as PlayHQ Test League	Product variations	
T Competition Management	Product type 🔘 Single Variations	
Game Day		
🛱 Programs	Amount* SKU 🕼 Availability 🗊 \$ 20	
👪 Participants		
🚅 Translers & Permits		

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

Play	Create a new product		Save Cancel
Usingas PlayHQ Test League	Product variations		
T Competition Management	Product type 🕡 Single Variations		
Game Day	Category Title*	Options*	
Programs	Size	Small x Medium x Large x	Ŵ
🗱 Participants	+ Add Category		
Merchandise -			
Products	SIZE	SKU (Stock Keeping Unit) AMOUNT'	AVAIL
🚍 Orders	Small	rg. 032632098	
Wenues	Medium	eg. 032432098 \$ 25	
Reports	Large	- ag(.032432098) \$ 30	

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.

Play	Create a new product		_		Save Cancel
Using as PlayHQ Test League	Medium		eg. 032432098	\$ 25	
P Competition Management	Large		eg, 032432098	\$ 30	
Game Day					_
🌐 Priograms	Fulfilment				
Participants	Determine how this product will be fulfilled.				
Transfers & Permits	Fulfilment Method				
📦 Merchandise —	Pickup	*			
Products					
🗮 Ordens					
👾 Venues	Custom Fields Gustom fields that will appear on this product.				
Reports	custom reids that will appear on this product.				
My Organisation +		You have not added any custom fields.			
Support 🕑	+ Add Custom Field				

AFL Community Football Club Admin PlayHQ User Guide







# 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.

Play	New Custom Field	Creste Custom Field	Cancel
Unling as PlayHQ Test League	Details Create a succinct question, relevant to this product, for your participants.		
🟆 Competition Management	create e succinci question, relevant to tinis product, for your participands.		
Game Day	Field fabel*		
Programs	Nickname		
😹 Panlcipanta	Туре"		
	Text Box ~		
Merchándian -			
Products	Link to an Option 📧		
	is this question relevant for a specific option?		
Winnues	Category" Option"		
Reports	Size - Large	*	
My Qinganisatlari +			
	• Visibility		
	Set whether you would like this custom guidation will like in this product.		
Support 2	O. O. HORME		

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

Play	Create a new product				Save Cance
Using as PlayHQ Test League	Medium		ng.032432098	\$ 25	
P Competition Management	Large		ug 032432098	\$ 30	
Gamo Day					
🛱 Programs					
S Participants.	Fulfilment Determine how this product will be fulfilled.				
👉 Transfors & Permits	Fulfilment Method				
🏟 Merchandise 🛛 🗧	Pickup	*			
Products					
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
Venues	Custom Fields Custom fields that will appear on this product.				
Reports	Subset ( news view with appear on a maproduce.				
My Organisation +	Nickname	Size	Large		/ 🛍
	+ Add Custom Field				
Support D	4 Add Custom Field				







# Merchandise (cont)

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

Play	Products			
Using as PlayHQ Test League	+ Add Product Active Products ~			
T Competition Management	<ul> <li>Tour atoduct was prested exponentially</li> </ul>			×
🕮 Gamé Day	PRODUCT	VARIATIONS	AMOUNT	
Programs	Club Jumper	Yes	\$20.00 - \$30.00	Active
Participants				
Transfers & Permits				
Products				
i Orden				







# 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.

Play	Competition M	anagement	t									
Using as <b>kenmore</b>	+ Add Competition											
Kenmore JAFC Kenmore JAFC Auskick Centre Kenmore South State School Auskick Centre	DOMESTIC Dal test			me and away ark Test		,	HOME AND AWAY PlayHQ Test League		>	HOME AND AWAY PlayHQ Test League - Season 2022		*
🔱 Programs	2 SEASONS	IN HIDDEN		SEASON	G HIDDEN		2 SEASONS	<b>O</b> VISIELE		1 SEASON	O VISIBLE	

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

Play	Competition	ns					
Using as Kenmore JAFC	My Competitions	Invitations					
Competitions	SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS		
Game Day	2022	PlayHQ Test League	PlayHQ Test League	01/01/2022 - 31/12/2022	Active	PENDING	Accept Decline
Programs	2022	2022 Season	Test Football League (TFL)	01/06/2021 - 01/07/2021	Completed.	-	
S Participants	2021	2021 Season	Test Football League (TFL)	01/03/2021-30/09/2021	Completes		
≓ Transfers & Permits	2021	SEQJ Youth Boys	South East Queensland Juniors	06/12/2020 - 30/11/2021	Dompletes		

The status for the competition will change to Accepted.

Play	Competition	IS				
Using as Kenmore JAFC	My Competitions	nvitations				
	SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
Competitions	2022	PlayHQ Test League	PlayHQ Test League	01/01/2022 - 31/12/2022	(4) Addiess	ACCEPTED
Game Day	2022	2022 Season	Test Football League (TFL)	01/06/2021 - 01/07/2021	Completed	
Programs	2021	2021 Season	Test Football League (TFL)	01/03/2021 - 30/09/2021	Completed	
👹 Participants					-	
Transfers & Permits	2021	SEQJ Youth Boys	South East Queensland Juniors	06/12/2020 + 30/11/2021	Completed	







# **Club Custom Fields**

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

Play	Competitio	ns				
Using as Kenmore JAFC	My Competitions	Invitations				
<b>Y</b> Competitions	SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
Game Day	2022	PlayHQ Test League	PlayHQ Test League	01/01/2022 - 31/12/2022	(e) Active	View
Programs.	2022	2022 Season	Test Football League (TFL)	01/06/2021-01/07/2021	Completed	View
😹 Participants	2021	2021 Season	Test Football League (TFL)	01/03/2021 - 30/09/2021	Dampleted	View
	E.O.L.I	2021050300	reaction of the Back to the	0100/2021 00/00/2021	and another	
Merchandike	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.

Play		HQ Test League - 2022			
Using as Kenmore JAFC	PlayHQ 1	Teams Participants <b>Registration</b> More 🛩			8
Competitions					
Game Day		Participant			
Programs		Inherited	PROFILES & REPORTS	FORMS	
😽 Participants			WV CRIS CLUB	PARTICIPANT TO PARTICIPANT TO CLUB CLUB TEAM	
← Transfers & Permits		AFL			_
Merchandise	-	AFL Team Supported"	0 0	0 0	
Venues					
Reports					
My Organisation		My Custom Fields	PROFILES & REPORTS	FORMS	
			MA Delt. CT/18	PARTICIPANT TO PARTICIPANT TO CLUB CLUB TEAM	
		You do not have any participant custom fields se	t up for this compatition and season		
3 Support	e	tion on the second for the former of the second s			
Tony Saunders tony.saunders@afl.com.au	4	+ New			







# **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.

Play		yHQ Test League - 2022								
Using as Kenmore JAFC	Grades	QTest League s Teams Participants <b>Registration</b> More 🛩								Ð
🝸 Competitions										
Game Day					WF DRG	cure	TARTICIPANT TO COM	PÁRTICIPÁNT TO CLUBE TEAM		
Programs		AFL								- 1
🐸 Participants		AFL Team Supported <sup>10</sup>			0	0	ø	0		
Transfers & Permits		PlayHQ Test League								
Merchandise		Do you have health insurance?"			-				0	- 1
👹 Venues					0	0	0	0	•	- 1
Reports		Heath Insurance Policy No."								- 1
My Organisation										- 1
🛨 Settings	+									- 1
		My Custom Fields			PROFILES	& REPORTS	FOR	IMS		- 1
					MA DAIL	cura	PARTICIPANT TO CLUB	PARTICIPANT TO DUUR TEAM		
				D						- 1
3 Support	ø		You do not have any participant custom fie	elds set up for this competition a	ind season					
T Tony Saunders. Itery.ckanders@eff.cem.ex	-	+ toow								

#### **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.

Play		Competitions PlayHQ Test League	2022												
ing es enmore JAFC	*	PlayHQ Test League													
Competitions		Grades Teams Participants	Registration	Moi	re 🗸										
		Forms Age Groups Custom F	ields												
		Age Groups													
Transfers & Permits															
		This table includes current club re registration limit has been reache					registra	tions are incl	uded. To edit an age gr	oup or set	limits, select t	he edit option. If regi	stration a	ccess is "closed	i", or the
	+	This table includes current club re registration limit has been reache Players can only register t	d, participants alf	ected will	Il not be able to re	egister.			uded. To edit an age gr	oup or set	limits, select t	he edit option. If regi	stration a	ccass is "closed	s", or the
Merchandise	+	registration limit has been reache	d, participants alf	ected will	Il not be able to re	egister.			uded. To edit an age gr	oup or set	limits, select t	he edit option. If regi	stration a	ccess is "closed	d", or the
Merchandise Venues	÷	registration limit has been reache	d, participants alf o this season if	ected will	Il not be able to re ate of birth is be	egister: etween 01/01/1922 - 3			uded. To edit an age gr	MALE	limits, select t	NON-BINARY, D		DENTITY, PREFER	s", or the
Merchandise Venues Reports	-	registration limit has been reache	d, participants alf o this season if	ected wil	Il not be able to re ate of birth is be	egister: etween 01/01/1922 - 3	31/12/20		uded. To edit an ege gr		limits, select t	NON-BINARY, D	FFERENT IO	DENTITY, PREFER	ar, or the
Hanslers & Fermits Merchandise Venues Reports My Organisation Settings		registration limit has been reache	d, participants aff o this season if ALI	ected wil their da	Il not be able to re ate of birth is be s	igister. etween 01/01/1922 - 1	31/12/20	114.				NON-BINARY, D	FFERENT IO	DENTITY, PREFER	of, or the

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  $\checkmark$  icon of an age group.

Play	Edit U8 Age Group			Save Cancel
Using as Kenmore JAFC 9	Age Group Details			
Y Competitions	Set the registration limits and access for this age group. If regi	stration access is "closed", or the registration limit has been reach	thed, participants affected will not be able to regis	iter.
Game Day	GENDER	AMOUNT REGISTERED	REGISTRATION LIMITS	REGISTRATION ACCESS
H Programs	All Genders		- Unlimited	Open 🌑
😂 Participants				
+ Transfers & Permits	Female		E Unlimited	Open 💽
Merchandise +	Male		- Unlimited	Open
👹 Venues	and the state of the state			
Reports	Non-Binary, Different Identity, Prefer not to say		- Unlimited	Open 💽
My Ordanisation +				

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.

Play	Edit U8 Age Group			Save Cancel
Using as Kenmore JAFC	Age Group Details			
Competitions		gistration access is "closed", or the registration limit has been reach	ned, participants affected will not be able to register.	
👜 Game Day	GENDER	AMOUNT REGISTERED	REGISTRATION LIMITS	REGISTRATION ACCESS
Programs	All Genders		- Unlimited	Closed
😽 Participants				
🖨 Transfers & Permits	Female		Unlimited	Closed
Merchandise	Male		Unlimited	Closed
Venues				
Reports	Non-Binary, Different identity, Prefer not to a	av	- Unbmitted	Closed
My Organisation				







# 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.

PlayHO	Edit U10 Age Group				Save Cancel
Using as Kenmore JAFC	Age Group Details				
🟆 Competitions	Set the registration limits and access for this age group. If registra	ation access is "closed", or the registration limit has been react	ed, participa	nts affected will not be able to register.	
Game Day	GENDER	AMOUNT REGISTERED	REGIST	RATION LIMITS	REGISTRATION ACCESS
🋱 Programs	All Genders			- Unlimited	Open
😸 Participants					
🕂 Transfers & Permits	Female			Unifmitted	Closed
📦 Merchandise	Male			Unlimited	Open 💽
Wenues					
Réports	Non-Binary, Different Identity, Prefer not to say			- Unlimited	Open 💽
My Organisation					

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.

Play	Edit U12 Age Group		Save
Using as Kenmore JAFC	Age Group Details		
Competitions	Set the registration limits and access for this age group. If registration access is "closed", or the registr	ation limit has been reached, participants affected will not be able	to register.
Game Day	GENDER	MOUNT REGISTERED REGISTRATION LIMITS	REGISTRATION ACCESS
Programs	All Genders	- Unlimited	Open
👹 Participants			
	Female	25 Unlimited	Open 🌑
Merchandise	Male	25 Unlimited	Open 💽
Venues	the second se		
Reports	Non-Binary, Different Identity, Prefer not to say	- Unlimited	Open 💽
My Organisation			







#### Club Management – Age Groups (cont)

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

Play	PlayHQ Test League	- 2022											
s pre JAFC	PlayHQ Test League												
ompetitions	Grades Teams Participants	Registration	More	*									
	Age Groups This table includes current club re	estrations per ag	e drown ar	d sender for thi	s competition. Peoding	edistrations are	included To edit an age s	TINO DT SH	limits select t	the edit option. If redis	stration ac	ness is "closed	the of the
	registration limit has been reache	d, participants all	ected will	not be able to re	gister.		mendane. In port an aga 6	out in an		and port offense relation			
rticipants	Players can only register	to this season if	their dat	e of birth is be	tween 01/01/1922 - 3	/12/2014.							
	My Age Groups	140	CENDERE							NON-BINARY, DI			
	A 10/1310 11 10	REGISTERED	LGENDERS	UNIT	REDISTERD	MALE	REGISTERE	MALE	LIMIT		NOT TO SAY		
	My Age Groups	REGISTERED	LGENDERS	LIMIT	REGISTERED				LIMIT	REGISTERED	NOT TO SAY		0
	My Age Groups		LGENDERS	UNIT			RECONTERC		LIMIT	,	NOT TO SAY		0
	My Age Groups	REGISTERED	LGENDERS	LINIT -	REGISTERED				LIMIT	REGISTERED	NOT TO SAY		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.

Play	Competitions PlayHQ Test League - 2022	
Using as Kenmore JAFC ~	PlayHQ Test.League Grades Teams Participants Registration More ↓	Ð
Y Competitions		
💷 Game Day	Forms Age Groups Custom Fields	
Programs		
🎸 Participants	Participant to Club	
🚅 Transfers & Permits	Manage registration settings and fees.	
Merchandise +	0	
Venues.	You have not configured a Participant to Club form for this season	
Reports	Set up Pome	







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.

C AFLUAT	O Participant To Club					Save Can	cel
Play							
Using as Kenmore JAFC ~	Set up your participant registration	settings. These settings wil	I apply to registra	ations as a Player, Tear	n Manager and Volunteer.		
Y Competitions	Registration period	at the registration form wil	l be available to p	articipants registering	g to clubs.		
🋱 Programs	Start date'		Start time*				
😹 Participants	01/10/2022	8	09	: 30	am		
← Transfers & Permits	End date*		End time*				
Merchandise +	31/10/2023	۳	05	: 30	pm ~		
🔛 Venues							
Reports	Age limit Players can only register to this sea	on if their date of hirth is w	ithin the range h	nlow			
My Organisation +	Lindaga and curd taBrater on curs and		renini si je jen Be o	41011			
updates @	FROM 01/01/1917			TO 31/12/	2016		

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.

O AFLUAT	Participant To	Club						Save Car
Play HO	Registration fees							
Using as Kenmore JAFC ~	T AFL							^
Competitions	Player 🗇							
폩 Game Day	AFL Membership Fee This is a test https://wi	ww.afl.com.au/						
Programs	PERIOD	STATUS	FEE TYPE	PEE	DAILY RATE	AGE RANGE	DESCRIPTION	
🗱 Participants	12 months	ACTIVE	Base Fee	\$100.00	\$0.27			
← Transfers & Permits	9 months	ACTIVE	Base Fee	\$75.00	\$0.27			
Merchandise +	6 months	ACTIVE	Base Fee	\$50.00	\$0.27			
Venues	3 months	ACTIVE	Base Fee	\$25.00	\$0.27			
Reports	PlayHQ Test Leag	ue 🗟						~
My Organisation +	Fee							\$0.00







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.

O AFLUAT	• Participant To Club	5 to	Enum Cancel
Play 😳	Set a registration fee		
Using as Kenmore JAFC ~~	This is a standard registration fée	hat is charged to all participants. Any fee amount entered will be displayed on the registration f	orm.
Competitions	\$ 0.00		
폩 Game Day	Set player advanced registration	ses? 🗇	
Programs	You can configure advanced fees b	ised on age and gender information or configure variant fees based on your own criteria.	
🗱 Participants	Team Manager fee*	Volunteer fee"	
← Transfers & Permits	\$ 0.00	\$ 0.00	

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.

AFL UAT	Participant To Club	Save Cancel
Play	Set a registration fee	
Using as Kenmore JAFC ~	This is a standard registration for that is charged to all participants. Any fee amount entered will be displayed on the registration form. Player fee*	
Competitions	\$ 0.00	
🗐 Game Day	Set player advanced registration fees? 💽	
Programs	You can configure advanced lees based on age and gender information or configure variant fees based on your own criteria.	
😽 Participants	Age and Gender Variants	
↔ Transfers & Permits	If players meet age and gender criteria set out in advanced fees, they will be charged with the applicable advanced registration fee instead of the standard registration fee. If players meet age and gender criteria of multiple advanced fees they will be charged the cheaper advanced fee.	
Merchandise +	Calculate age of playor as at date*	
😂 Venues	31/i2/2022 🛗	
Reports	Add custom fee	
My Organisation +	Age Range Gender Amount Description (Displayed in checkout)	1.1
Dpdates @	18 v 99 v Male v 5 200 Senior	+ Add
? Support 12	16-18, Maie, \$100.00 Under 18 0	Remove)







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

AFLUAT	O Participant To Club		Save Cancel
Play	Set a registration fee		
Using as Kenmore JAFC ~	This is a standard registration fee that is charged to all participation fee that is charged to all participation fee.	ints. Any fee amount entered will be displayed on the registration form.	
2 Competitions	\$ 0.00		
👜 Game Day	Set player advanced registration fees? 💽		
Programs	You can configure advanced fees based on age and gender infor	nation or configure variant fees based on your own criteria.	
😹 Participants	Age and Gender Variants		
↔ Transfers & Permits	If you configure fee variants for this registration form, the base i	Player fee shown above will not be made available for selection during registration Amount*	n.
Merchandise +	Under 18	\$ 100	创
🛱 Venues	Senior	\$ 200	<u></u>
Reports			
My Organisation +	+ Add option		

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.

AFLUAT	Participant To	Club								Save	Cancel
Play	Custom Fields Custom fields that will a	opear on this registration form									
Using as Kenmore JAFC ~	TYPE	ORGANISATION	TITLE			HOLE					
Competitions	Inherited	AFL	AFL Team Supports			PLA	YER TEAM M	ANAGER VO	DLUNTEER		
🗐 Game Day	Local				You have	e not included any h	ocal custom fiel	ds.			
Programs											
Servicipants											
🚅 Transfers & Permits	Products Select the products you v	vould like to add to this form									
Merchandise -	Name										
Products	Search for active produ	icts.							The maximum quantity of		
) Orders									purchased per registration product inventory.	. This is not relate	ed to
🙀 Venues					PLAYER	TEAM MANAGER	VOLUNTEER	MANDATORY	QUANTITY LIMIT	-	
updates @	Club Playing Jun	pper	\$0,00	Active					5	匬	







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.

Play	0	Participant To Club	Save	Cancel
Using as Kenmore JAFC		Overview Information added here will be displayed on the overview page of the registration form.		
Competitions		Pricing information		
Game Day		Any club pricing information added in this section will be shown on the public registration form		
Programs				
😸 Participants		Additional information		
🕂 Transfers & Permita		Any club additional information added in this section will be shown on the public registration form		
Merchandise	÷.			
🔛 Venues		Add your terms and conditions?		
Reports		Your T&C's will be added to the T&C's on the registration form		
() My Organisation	÷.			
🛨 Settings		Registration visibility Set with the year weed tills this registration option to be visibilished your clubbs public landing page		
Support	10			

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.

Play	Competitions PlayHQ Test League - 2022				
Using as Kenmore JAFC *	PlayHQ Test League Grades Teams Participants Registration Mor				8
<b>Competitions</b>	anasa mana munipanta menatatan pan	× -			
Game Day	Forms Age Groups Custom Fields				
Programs	Your perficienti in due registrativo fermines been created				
😸 Participants				^	
Transfers & Permits	Participant to Club				
Merchandise +	Manage registration settings and less.			Manage	
😝 Venues	10000				
Reports	Registration Status OPEN	Registration Period 01 Jan 2022, 09:30AM - 31 Jul 2022, 05:30PM	Registration Unk https://www.uat.playhq.com/afi/register/ef9773	♥ VISIBLE	
My Organisation		Australia/Melbourne	Copy Link		
🚉 Settings +					







# **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.

Play		Competitions PlayHQ Test League - 2022	
Using as. Kenmore JAFC		PlayHQ Test League Grades Teams Participants Registration More ↓	0
Game Day		Participant to Club Team	
🛱 Programs		Manage registration settings and lees.	
Participants			
🖨 Transfers & Permits		You have not confligured a Participant to Club Team form for this season	
Merchandise		Set up form	
🗑 Venues			
Reports			
My Organisation		Family Member Discount Configure a discount for subsequent player registrations made by the same account holder.	
🎝 Settings			
		You have not configured a family member discount	
3 Support	ø	Set up Bracount	

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.

Play 😳	Family Member Discount	Save	icel
Usingas Kenmore JAFC	Configure family member discount		
2 Competitions			
Game Day	Status 🔹		
Programs	Discount*		
🗱 Participanta	20 %		
🖨 Transfers			







# 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**.

Play		rompetitions PlayHQ Test League -	2022		
Using as Kenmore JAFC		rlayHQ Test League	Registration More ~		
T Competitions					
Game Day					
Programs		Participant to Club To Manage registration settings a			
🐸 Participants		managa registration sortings a	N HIDE		
← Transfers & Permits			0		
Merchandise	+	You have not configured a Participant to Club Team form for this season.			
🙀 Vendes			Sec uprom		
Reports					
My Organisation	1	Family Member Discount			
±‡ Settings		Configure a discount for subsequent player registrations made by the same account holder.			
		Status	Discount		
	10	ACTIVE	20%		
Support	C				

#### **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.

Play	Competitions 2022 Season - 2022	
Using as Kenmore JAFC	Test Football League Grades Teams Participants Registration	â
Competitions	diades reams raidupants negistration	0
Game Day	+ Add club tram	0-00f0 10f1 ~
Programs		
👹 Participants		
	0	
Merchandise		
Venues	There are no teams in this season.	
Reports	+ Addia ciub team	







### 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.

AFLUAT	Create new club team				Add team	Cancel
Play 现						
Using as . Kenmore JAFC 🗢	Team Information					
Y Competitions	Club teem abbreviation Kenmore					
Game Day	Age group*	Gender*		ID		
Programs	Senior ~	Men	~	Reserves		
Servicipants	Team name*					-
← Transfers & Permits	Kenmore Senior Men Reserves					1
Merchandise +	and the form					
🛱 Venues	Home Venue Nominate the location of this team's home games.					
Reports	Venue*		Ground"			
My Organisation +	QLD - Akuna Oval (Kenmore), QLD	Q	Akuna Oval		•	
Dpdates 12						

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.

Play TO	Compatitions PlayHQ Test League - 2023 PlayHQ Test League	0.1						
Using as Kenmore JAFC ~	Grades <mark>Teams</mark> Participants Registrati	on More 🗸						ĥ
<b>?</b> Competitions	+ Add club loam						TOTOFI	lofi 🕶 🕽 🔅
👜 Game Day	Your team has been created.							×
Programs	TEAM	GRADE	PLAYERS	GEWDER	AGE	īŪ.		^
😸 Participants	Kenmore Senior Men Reserves	Unallocated	0	Men	Senior	Reserves		View
← Transfers & Permits								_
Merchandise +							I-Tof I	loff - O







#### **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.

Play 现	Configure Awards	Saw Cancel
Using as Kenmore JAFC ~		
Y Competitions	Awards configuration Lat team award configuration for all teams in this season. Editing will be locked ance votes start being submitted. You can also configure an award via the team pages.	
Game Day	Votes" Number of voters*	
Programs	Please selest - Please select -	
👺 Participants	Please select 1 2.1	
🖨 Transfers & Permits	3,2,1 pn 4,3,2,1	
Merchandise +	5, 4, 3, 2, 1 6, 5, 4, 5, 2, 1 7, 6, 5, 4, 3, 2, 1	
😂 Venues	8, 7, 6, 5, 4, 3, 2, 1 9, 8, 7, 6, 5, 4, 3, 2, 1 10, 9, 8, 7, 6, 5, 4, 3, 2, 1	
Reports		

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

Play	Configure Awards	Save Cancol
Using as Kenmore JAFC		
Y Competitions	Awards configuration Set team sward configuration for all teams in this season. Editing will be locked once wates start being submitted. You can also configure an aw	vard via the team pages.
💷 Game Day	Votes" Number of voters"	
Programs.	5, 4, 3, 2, 1 ~ Ploase select	
🐸 Participants	Please select.  Award access  2	
😅 Transfers & Permits	Set who can enter votes for this organisation 3	
Merchandise +	Admins in this organisation 5 6 Coaches	
Venues.	V Team Managers	
Reports		







# Club Management - Setup Club Award (cont)

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

Play	Competitions PlayHQ Test League - 2022 PlayHQ Test Loague							
Using as Kenmore JAFC	and the second second							0
Competitions	Grades Teams Participants Registrati	on More 🗸						â
Game Day	+ Add club team						1-2 of 2	1 of 1 👻
Programs	-							_
Participants	Vaur alwärds have been updated. TEAM	GRADE	PLAYERS.	GENDER	AGE	12		×
	Kenmore Senior Men Reserves	Senior Men Reserves	0	Mon	Sonior	Roserves		View
Merchandise								-
Venuos	Kenmore Senior Men Seniors	Senior Men Seniors	0	Men	Sénior	Soniors		View
l Reports							1-2 of 2	1 of 1 ~

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.

Play	Configure Kenmore Senior Men Reserves Award	Silve Cancel
Using as Kenmore JAFC		
Y Competitions	Award configuration Set award configuration for this team. Läiting will be looked once votes start being submitted.	
Game Day	Award name"	
🛱 Programs	Kenmore Senior Men Reserves /	
😹 Participants	Votes" Number of voters"	
🚅 Transfers & Permits	5,4,3,2,1 * 1 *	
Merchandise -	Award access	
Wonues	Sat who can enter votes for this organisation	
Reports	Admins in this organisation	
My Organisation +	V Team Managers	
🛨 Settings +		

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.

Play	Competitions > PlayHQ Test League - 2022 > Kennore Senior Men Seniors Kenmore Senior Men Seniors	
Using as Kenmore JAFC	Players Registrations Awards	
Competitions         Image: Competitions	Nerrers         y0215         N         N2         N5         N6         Ref         R         N2         N5         N6         Ref         R         N2         N5         N6         R         N2         N5         N6         R         N2         N5         N6         R         N2         N5         N6         N5         N6         N2         N5         N6         N5         N6         N2         N5         N6         N5         N6         N5         N6         N5         N6         N6         N5         N6         N6 <th< th=""><th>Grade Details DRADE PLAYEN POINTS Senior Men Seniors 40 FINALS ELUIDIRLITY 3 Games Team Details GENDER ACE Men Senior IDENTIFIER Seniors HOME YRUE QLD - Akuna Oval (Kemmere)</th></th<>	Grade Details DRADE PLAYEN POINTS Senior Men Seniors 40 FINALS ELUIDIRLITY 3 Games Team Details GENDER ACE Men Senior IDENTIFIER Seniors HOME YRUE QLD - Akuna Oval (Kemmere)
Support     Tony Saunders     tony Saunders     Commune		HOME GROUND Akuna Oval Frint Team Las Beport Stew all X

## **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.

Play	Competitions > PlayHQ Test League - 2022 > Kenmore Service Men Services Kenmore Senior Men Seniors	
Using as Kenmore JAFC ~	Players Registrations Awards	
Competitions		
🥶 Game Day	0	Grade Details
D Programs	No awards configured for this beam	GRADE PLAYER POINTS Senior Men Seniors 40
😹 Partleipents	Q. Configure Team Award	FINALS ELIGIBILITY 3 Games
😅 Transfers & Permits		3 umes







# Club Management - Setup Team Award (cont)

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

Play 现	Configure Kenmore Senior Men Seniors Award	Save Cancel
Using as Kenmore JAFC		
	Award configuration Sat award configuration for this team. Editing will be locked once votes start being submitted:	
Game Day	Award name*	
Hrograms	Kenmore Senior Men Seniors Av	
😸 Participants	Votes" Number of voters"	
🕂 Transfers & Permits	Please sefect ··· Please select	
Merchandise	Please select T 2.1	
Venues	<b>3, 2, 1</b> 4, 3, 2, 1	
Reports	5, 4, 3, 2, 1 6, 5, 4, 3, 2, 1 7, 6, 5, 4, 3, 2, 1	
My Organisation	8,7,6,5,4,3,2,1 9,8,7,6,5,4,3,2,1 10,9,8,7,6,5,4,3,2,1	
Settings		

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

Play 😳	Configure Kenmore Senior Men Seniors Award	Cancel
Using as Kenmore JAFC		
Y Competitions	Award configuration Set award configuration for this team. Editing will be locked once votes start being submitted	
Game Day	Award name"	
🋱 Programs	Kenmore Senior Men Seniors Av	
🐸 Participants	Votes" Number of voters"	
🚅 Transfers & Permits	3, 2, 1 · · Piease select	
Merchandise +	Picase select 1 Award access 2	
Venues .	Set who can enter votes for this organisation	
Reports	Admins in this organisation 5 6	
My Organisation +	Coaches	
Wy Organisation	Team Managers	
🛨 Settings +		







## 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 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.* 

Play	Competitions > Pla Kenmore						n Senio	rs												
Using as Kenmore JAFC Y	Players Registrations	Awards																		
Tompetitions																				
Game Day	<ul> <li>Your sward has been created</li> </ul>	nea.															×	Grade Details		
🌐 Prógrams	Kenmore Senior M	en Senio	rs Awa	rd												🖨 Print H	leport	GRADE Senior Men Seniors	PLAYER POINTS	
Participants	PLAVERS	VOTES	R) R2	R3	R4 R	5 R6	R7	RB F	20 R(	D RII	RIZ	RIJ I	14 R1	5 R16	R17.	RIB		FINALS ELIGIBILITY 3 Games		
Transfers & Permits	Total	0	0 0	0		• estes ent		0	0 0	0	0	0	0 0	0	o	o				
Merchandise +	Edit Award																	Team Details		
😫 Venues																		GENDER	AGE	

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.

Play	Competitions > FlayHQ Test League - 2022 > Kennore Senior Men Seniors Kenmore Senior Men Seniors	
Using as Kenmore JAFC	Players Registrations Awards	
♥ Competitions         ♥ Same Day         ■ Programs         ♦ Partilipants         ➡ Transfers & Permits         ● Merchandise         ● Merchandise         ● Reports         ● My Organisation         ● My Organisation         ● Sames	Martines       ADTES       NOTES       ADTES       ADTES	Grade Details GRADE PLAYER POINTS: Senior Men Seniors 40 FINALS ELIDIBILITY 3 Games Team Details GENDER ADE Men Senior IDENTIFIER Seniors HOME VIPUE QLD - Akuna Oval (Kenmore)
Support C     Tony Saunders     tony asunders (startic comail)		HOME GROUND Akuna Oval
🙆 Kenmore Senior Mcsv 🗠		Show all 3







### **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**.

	Competitions PlayHQ Test League - 2023 PlayHQ Test League	
Using as Kenmore JAFC	Grades Teams Participants Registration More 🛩	Diub team allocation is closed, Open from 01 Nov, 2022 until 3J Jan, 2023.
Competitions	All days All genders All ages Reset	1-10f1 10f1 - 10f1
Game Day	DRADE ALLOCATIONS GENDER AGE GROUP DIVISION/ID	
Programs	Playhq Senior Men OTeams Men Senior Reserves	Qe
🕌 Participants	1.20	
🖨 Transfers & Permits		tiat that the

If it is shown as unlocked click on the  $\mathfrak{S}^{\bullet}$  icon for the **Grade** you wish to allocate the team to.

	Compatitions PlayHQ Test League - 2023 PlayHQ Test League	
Using as Kenmore JAFC	Grades Teams Participants Registration More ♥	Club team allocation is open. Open from 01 Oct, 2022 until 81 Jan, 2023
Y Competitions	All days All genders. All ages Recet	- that 🔍 that - t
Game Day	GRADE ALLOCATIONS GENDER AGE OROUP DIVISION/ID	
Programs	Playhq Senior Men Reserves OTeams Men Senior Reserves	<b>©</b> •
🐸 Participants		
🕂 Transfers & Permits		-1p(1 1of1 ♥

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

Play TC	PlayHQ Test League	- 2023			×
Using M References JAPE	thrades Toppis Participant	Magaddallan Made 🕈			
Therefore at long	al sea	-		-	
The Game Day		Allocate a club team			
D Programs	Playhq Senior Men Reserves	Playhq Senior Men Reserves			80
😸 Parilejeants		Mens ~ Senior ~ Reset			
🚅 Dumilies & Parmits		Kenmore Senior Men	Men Senior Reserves	_	
Menthandise		Reserves 0 players	Man Senior Reserves		
122 Vermon			Allocate 1 team	Cancel	
70					

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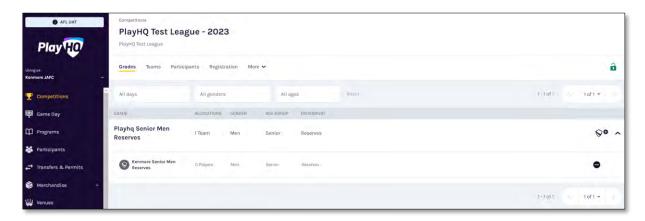


### Club Management - Allocate Teams to Grades (cont)

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

	Computitions PlayHQ Test League - 2023 PlayHQ Test League	
Using as Kenmore JAFC	Grades Teams Participants Registration More 🗸	â
Competitions	All days All genders All ages Unit	e v that to the second se
Game Day	GRADE AUDCATIONS CENTREP AGE GROUP DYNSION/ID	
Programs	Playhq Senior Men 1Team Men Sénior Reserves	©• ~
🐣 Participants		
🕂 Translers & Permits		1101 × 1101

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.







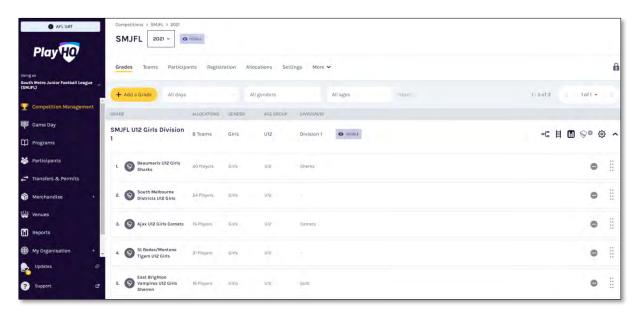
### **Allocate Players to Teams**

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  $\checkmark$  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**.

Play	Competitions > SMJFL > 2021 SMJFL 2021 ~ • • • • • • • • • • • • • • • • • •								
sing as outh Metro Junior Football Leagu 🎽	Grades Teams Participants	Registration Allocation:	s Settings More	÷					
Competition Management									
📕 Game Day	+ Add a Team							1-13 of 13	: 10f1 ~
] Programs	TEAM	GWADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE	
Participants	Mordialloc Braeside U8 Boys RED TEST*	Unallocated	Mordialloc Braeside Junior Football Club	o	Boys	UB	RED		View
Transfers & Permits	S Ajax U12 Girls Comets	SMJFL U12 Girls Division	Ajax Junior Football Clui	5 22	Girls	U12	Comets		View
	S Ajax U8 Boys	Unallocated	Ajax Junior Football Ciul	o 0	Boys	US			View
] Reports	Beaumaris U12 Girls Sharks	SMJFL U12 Girls Division 1	Beaumaris Football Club	21	Girls	U12	Sharks		View
My Organisation +	East Brighton Vampires U11 Girls red	SMJFL U12 Girls Division 2	East Brighton Vampires Junior Football Club	0	Girls	υij	red		View
	East Brighton Vampires U12 Girls Sherren	SMJFL UI2 Girls Division 1	East Brighton Vampires Junior Football Club	13.	Girls	U12	Sherren		View

AFL Community Football Club Admin PlayHQ User Guide







# Club Management - Allocate Players to Teams (cont)

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

Play	Players Registrations Awards					
ing as st Brighton Vampires Junior otball Club	in the second se				No.	Grade Details
Competitions	Players				Edit Player Attributes	GRADE PLAYER POINTS
Game Day	NO. NAME	009	AGE GROUP	GAMES PLAYED		SMJFL U12 Girls Division 1 Not Required
	5 Andie Sherren		UT2	29	Unallocate	FINALS ELIGIBILITY
] Programs	6 Amelia Harris		013	29	Unallocate	4 Games
Participants						
Transfers & Permits	7 Pippa Jacobson		1013	26	Unallocate	Team Details
Merchandise +	8 Sophie Nilsson		(011)	26	Unallocate	GENDER AGE Girls U12
Venues	10 Phoebe Fyle		012	16	Unallocate	IDENTIFIER Gold
Reports	18 Ava Stewart		012	18	Unallocate	HOME VENUE
			1000			VIC - Moorabbin West (Hampton East)

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.

Play	O A	ntiona († 1940) - 2020 († 1	111.12	Quina Gammala						
	Players	Allocate Pla Ajax U12 Girls Co	-							
	1000	Only active players ca								
	Players	Gender	_	Age Group	From DOB	To DOB				
	1 met	All	~	All Age Groups 👻	DD/MM/YYYY	DD/MM/YY	YY 🗇	<ul> <li>Unallocated</li> </ul>		TLANE PROPERTY
							1 - 20 of 20			vision4 Not Required
	2						1-20 81 20	1 of 1 ~		
		Maya Benau	U12		Unallocated	Female	Player		<b>2</b>	
	5	Indigo Duband	U13		Unallocated	Female	Player			
		Timna Gilboa	U13		Unallocated	Female	Player			
	× .	India Hoppe	un		Unallocated	Female	Player			
		Micaela Ickowicz	uta		Unallocated	Female	Player			
		Jessica Katz	UID		Unallocated	Female	Player			(Caulfinid South)
	*						Alloca	ate 1 Player	Cancel	natural and natural and natural and all register (a collocit of the many







# 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.

	0	East Brighton V	ampires U12 (	Girls Sherren			
Play	Players	Registrations Awards					
ing as st Brighton Vampires Junior otball Club							
Competitions	Playe	rs				Edit Player Attributes	Grade Details
	NO.	NAME	009	AGE GROUP	GAMES PLAYED		GRADE PLAYER POINTS SMJFL U12 Girls Division 1 Not Required
폗 Game Day	5	Andie Sherren		una	29	Unallocate	FINALS ELIGIBILITY
Programs				-			4 Games
Participants	6	Amelia Harris		UT2	29	Unallocate	
S Participants	7	Pippa Jacobson		(112)	26	Unallocate	Team Details
Transfers & Permits		Pippa sacouson			20	Chanocate	GENDER AGE
Merchandise +	8	Sophie Nilsson		1013	26	Unallocate	Girls U12
Venues							IDENTIFIER
e venues	10	Phoebe Fyfe		813	16	Unallocate	Gold
Reports	18	Ava Stewart		UTE	18	Unallocate	HOME VENUE
My Organisation +							VIC - Moorabbin West (Hampton East)
		Genevieve Brooks		012	8	Unallocate	HOME GROUND

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.

Competitions > SM/FL > 2021 > East Brighton Vampires U12 Girls Sherren Edit player attributes	Shires Cancel
PLAYE® Andie Sherren	NUMBER CAPTAINS
Amelia Harris	5 Please select
Pippa Jacobson	7 Please select
Sophie Nilsson	8 Picase select
Ava Stewart	10 Please select
Genevieve Brooks	Plase stiet
	Edit player attributes  PLAYED  Andie Sherren  Amelia Harris  Pippa Jacobson  Sophie Nilsson  Phoebe Fyle  Ava Stewart







# 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.

Play		East Brighton V	ampires U12	Girls Sherren			
sing as ast Brighton Yampires Junior ootball Club	Players	Registrations Awards	rer attributes				,
Competitions	Playe	ers				🖉 Edit Player Attributes	Grade Details
T Programs	NO	NAME		AGE GROUP	GAMES PLAYED		GRADE PLAYER POINTS SMJFL U12 Girls Division 1 Not Required
Participants	5	Andie Sherren		(JUL)	29	Unallocate	FINALS ELIGIBILITY
Transfers & Permits	6	Amelia Harris		ETU	29	Unallocate	
Merchandise +	7	Pippa Jacobson		(013)	26	Unallocate	Team Details
Venues	8	Sophie Nilsson		ing	26	Unallocate	GENDER AGE Girls U12
Reports	10	Phoebe Fyfe		(uns)	16	Unallocate	IDENTIFIER
My Organisation +	18	Ava Stewart		(unit)	18	Unallocate	HOME VENUE VIC - Moorabbin West (Hampton East)
Support II	20	Genevieve Brooks		UNZ	8	Unallocate	HOME GROUND

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

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

Play	0	Ajax U12 Girls Co					×
Ajax Junior Football Club	T Players	Registrations Awards					
👻 Campetitions .						Grade Details	
III - tragestra	Play	yers		à	manmang hanglaka	GRADE SMJFL UI2 Girls Division 1 FINALS ELICIPLITY	PLAVER POINTS
<ul> <li>Presidentes</li> <li>Presidentes de transmis</li> </ul>		C  1410	Are you sure you would I Maya Bena The player will be removed from	iu?	vallocite	4 Games	
E - et - en armites	4	Ruby Jotkowita	games		informity.	Team Details	
¥	5	Gabriella Kölliner		Cancel	initocal-	Genoen Girls	una
III - the strength -		Harlow Lewin		1	Limileaste	Comets	
and there are	1	Jessica Lewis				HOME VEHUE VIC - Princes Park (Caulfield Sou	ini
	18	Mia Meadows				HOME CROUND Oval 4	
3 Support	e	Ruby Page			Linationita	PARTICIPANT RELISTRATION LINK.	(register/2c9bad-a7baba98
T Tony Seenders Tray Lebenbry Berliner to	-	0 Маул Велац			<u>Limiliocitie</u>	Configuration Profession States	

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 <u>www.coach.afl</u> 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 <sup>+</sup> button for the **Grade** the **Team** is in and click on the **Team**.

Play	Competitions > SMJFL > 2021 SMJFL 2021 ~ • • • • • • • • • • • • • • • • • •						
Using as South Metro Junior Football Leagu 🎽	Grades Teams Participants Registration Allocation	s Settings More 🗸					
Competition Management	+ Add a Grader All days - All genders -	All ages — Runi				1+2 of 2: 1 of 1 +	
Programs	SMJFL UI2 Girls Division 1 BTEAMS ALLOCATED	лик				View Fixture	•
	1. SBeaumaris U12 Girts Sharks	21 players	Girts	U12	Sharks	Unillocato	
🗃 Merchandise -	2. South Melbourne Districts UI2 Girls	24 players	Gins	U12		Unalibrato	÷
Reports	3. 🚫 Ajax U12 Girls Comets	22 players	Giris	L112	Comets	Unallocate	÷
My Organisation	4. St Bedes/Mentone Tigers U12 Girls	21 players.	Giris	U12		Unallocato	ii
	5. 🚫 East Brighton Vampires U12 Girls Sherren	13 players	Girls	L/12	Sherren	Unallocato	÷

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

Play HO	Competitions > SMJFL > 2021 SMJFL 2021 ~ • VISIOLE								
ing as buth Metro Junior Football Leagu 🎽	Grades Teams Participants	Registration Allocation:	s Settings More	÷					
Competition Management									
🖥 - Game Day	+ Add a Team							1-13 of 13	1 of 1 ~
] Programs	TEAM	GWADE	CLUB	PLAYERS	GENDER	AGE	ID	WEG DATE	
	*Mordialloc Braeside U8 Boys RED TEST*	Unallocated	Mordialloc Braeside Junior Football Club	Ō	Boys	UB	RED		View
	Ajax U12 Girls Comets	SMJFL U12 Girls Division 1	Ajax Junior Football Clu	b 22	Girls	U12	Comets		View
	S Ajax U8 Boys	Unallocated	Ajax Junior Football Clu	b 0	Boys	US			View
	Beaumaris U12 Girls Sharks	SMJFL U12 Girls Division	Beaumaris Football Clu	b 21	Girls	U12	Sharks		View
	East Brighton Vampires	SMJFL U12 Girls Division 2	East Brighton Vampires Junior Football Club	0	Giris	υij	red		View
	East Brighton Vampires	SMJFL UI2 Girls Division		13	Girls	U12	Sherren		View

AFL Community Football Club Admin PlayHQ User Guide







*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.

Play	SmJFL-2021 > Ajax U12 Girls Comets				
Using as Ajax Junior Football Club	Players Registrations Awards				
Competitions	7 Jessica Lewis	Uta .	1	Unallocate	HOME VENUE VIC - Princes Park (Caulfield South)
Programe	8 Mia Meadows	UIS	1	Unallocate	HOME GROUND Oval 4
🇱 Participants	9 Ruby Page	U12	.U	Unallocate	PARTICIPANT REGISTRATION LINK https://www.uat.playhq.com/afl/register/2c9ba4-a7baba98
🕂 Transfers 8. Permite	+ Allocate player				Copy Participant Registration Link
Merchandise ÷	Previous Players				Print Team List Report Team Staff
W Venues	NO. NAME	AGE GROUP	GAMES PLAYED		COACH
My Organisation +	- Maya Benau	UI2	1	Add to team	+ Allocate Coach
Settings +	- India Hoppe	un	Â.	Add to team	+ Allocate Assistant Coach
					TEAM MANAGER
3 Support C					Edit Team
T Tony Saunders					

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.

Play	() A	olione i sidare 2021 - Apixilia	Bittle Lomese				¥
Ajax Junior Football Club	Players	Allocate Coach Ajax U12 Girls Comete					
W	8	Gender All ~	Prom DOB	To DOB	Unallocated		(Cau(Neld South)
m					1 - 11 of 11	1 of 1 ~	MATION LINK
at matter a summ	+	Daniel Brunner		Male	Coach	<b>•</b>	inyin com/ailingittor/20004-n70ababi
o		Matt Dudakov		Male	Coach		1999
ψ	Previou	Jamie Flinkier		Non-Binary	Coach		
TTT - STREET VAL		Brian Goldberg		Male	Coach		
		Phillip Goldberg		Male	Coach		
The formation of the second	1	Andrew Jackson		Male	Coach		(
Silabou D					Allor	cate 1 Coach Cancel	







*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.

Play	Competitions > SMJFL-2021 > Ajex U Ajax U12 Girls Com				
Using as Ajax Junior Football Club	Players Registrations Awards				
Y Competitions	7 Jessica Lewis	AF 2 9046	i in	Unallocate.	HOME VENUE VIC - Princes Park (Caulfield South)
Game Day	8 Mia Meadows	UI	ф. — б. —	Unallocate	HOME GROUND
🌐 Programs	9 Ruby Page	UN	1	Unallocate	PARTICIPANT REGISTRATION LINK
😽 Participants	+ Allocate player				https://www.uat.playhq.com/afil/register/2c9ba4-a7baba98
Transfers & Permits Merchandise					Print Team List Report
Wenues.	Previous Players				Team Staff Management Access
Reports	NO. NAME	AGE	GROUP GAMES PLAYED		COACH Daniel Brunner O
() My Organisation	- Maya Benau	1.013		Add to team	Unilocate ASSISTANT COACH
Settings	- India Hoppe	un	-i-	Add to team	+ Allocate Assistant Coach
					TEAM MANAGER  Allocate Team Manager
Support D					
T Tony Saunders					Edit Team

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.

Play	Ajax U12 Girls Comets				×
Verget South Metro Junior Football Leagu	Players Rogistrations			Girls UI2	
<ul> <li>Competition Management.</li> <li>Competition</li> <li>Competition</li> <li>Competition</li> </ul>	9 Kany Page + Alicoute playe		Manufacture,	ibentifier Comots Holine venifie	
😸 Varihimeti	Previous Players	Are you sure you would like to unallocate Daniel Brunner?		VIC - Princes Park (Caulfield South) NOME CROUND Oval 4	
💼 marena	нс, назе. - Мауе белоц	The coach will be removed from the team far future games	to being	🖨 Africtione Litt Adopt	Nampoort Asso 0
<ul> <li>Angeneric</li> <li>On (Symmetric)</li> </ul>	- India Hoppe		to learn.	COACH Daniel Brunner Linsiliocha Assistable CoAch	
				+ mission Aministan County TEANA MAAAGER + mission Tean Manager	
Support 13* T Teny Saunders Trans Languagementation					

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.

Play	() A'	ninos > 0054 year - Aliyada	En E			-	
Ajax Junior Football Club	(Payers)	Allocate Assist				_	
Derepertilitares		Ajax U12 Girls Comet	From DOB	To DOB		10	willed South
¥		All ~			Unallocated		
B.m					1 - 10 of 10		TIGHLINK
S. 1	+		10 1 1075			1 × 1	ing.com/nii/register/2e9beara7baba\$1
2 hanna i anna		Matt Dudakov		Male	Coach		
8	-	Jamie Flinkier		Non-Binary	Coach		
2 — ·	Préviou	Brian Goldberg		Male	Coach		I management to an O
11	- 0	Phillip Goldberg		Male	Coach		
		Andrew Jackson		Male	Coach		
		Benjamin Jotkowitz		Male	Coach		
Support (2)					Allocate 2 Assistant Co	aches Cancel	
Sabbai							

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

Play	Competitions > SMJFL-2021 > Ajax UI2 Girls C Ajax UI2 Girls Comets	omets	
Using as Ajax Junior Football Club	Players Registrations Awards		
😴 Competitions	9 Ruby Page ~~~	un i Unalissa	LE PARTICIPANT REGISTRATION LINK https://www.uat.playhq.com/sfl/register/2c8ba4-a7baba98  CopyParticipant Registration Link
🛄 Programs 😹 Porticipants 🖨 Transleta & Permilis	Previous Players		Print Team List Report      Team Staff     Management Access      COACH
🍘 Merchandise	NO. NAME - Maya Benau - India Hoppe	AGE GROUP GAMES PLAYED	Daniel Brunner Daniel Brunner Daniel Brunner Daniel Brunner Assistant Coach
🚺 Réports			Matt Dudakov
바 Settings			TEAM MANAGER + Alocate Item Manager
Tony Saunders			Edit Team







# *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.

Play	Ajax U12 Girls Come			×
Neeg in South Metro Junior Football Leagu	Players Registrations			
🛫 Georgestitzen Mariagemant			HOME VENCE VIC - Princes Park (Cauilfeld South)	
Transfer Comp.	Provious Players		HOME GODIND Oval 4	
III magan		1.0	A minu trama at mole	
ti (manana)	- Maya Benau	Are you sure you would like to unallocate Matt Dudakov?		anana gana an Anana 🔘
and the second second	- India Hoppe	The assistant coach will be removed from the team		
Directorers.		for future games.	Daniel Brunner Unallocate	-
till . Comercia		III Unallocate Assistant Coach Cancel		
			Jamie Flickler Vomlocate	
🕐 da regendation			Matt Budakov Usalionate	
····			+ Autombol Arminisch Com	
			TEAM MANAGER	
			+ Bind instances	
S Subboy 13				
T Tony Saunders -				

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.

Football Club Street	ere Repostrations Awards				1.	
	Allocate Tear + Ajax U12 Girls Cor				1 my mag	N LUOR .com/all/register/Scüts+a7bat
- 10	Gender	From DOB	To DOB			
		- DD/MM/YYYY		Unallocated		
	Previa			1-3 of 3	1 of 1 ~	
	team manager 2		Female	Team Manager		
	Nicola Shark		Female	Team Manager		
	Lilah Vega		Female	Team Manager		







# 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.

Play	Competitions > SMJR- 2021 > Ajax U12 Girls Comets: Ajax U12 Girls Comets		
Using as Ajax Junior Football Club	Players Registrations Awards		
Competitions	Previous Players	Team Staff	Management Access
Game Day	NO. NAME NOR AGE GROUP GAMES PLAYED	COACH	
Programs	Maya Benau UI2     1 <u>Add to team</u>	Daniel Brunner Unallocate	
👹 Participants	- India Hoppe Im 1 Add to team	ASSISTANT COACH	
😅 Translers & Permits	- India Hoppe un 1 Add to team	Unallocate	
Merchandise	and the second se	Matt Dudakov Unallocate	
		+ Allocate Assistant Coach	
Wenues Venues		TEAM MANAGER	
Reports		Nicola Shark Unallocate	
() My Organisation		team manager 2	
Settings		<u>Unallocate</u> Lilah Vega	
		Unallocate	
		+ Allocate Team Manager	
3 Support	a	- 20.2	
T Tony Saunders	· ·	Edit Team	

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.

Play	Orreputitions > 560/FL > 2021 > summe > Apacing Drive Onimes Ajax U12 Girls Comets	×
Using as South Metro Junior Pootball Leagu ~ Tompetition Management	Players degistrations - Inexis Regist 21 Jun 2011 cm 1 Applie Applie Charge	Team Staff Messameric Acces
🙀 Garre Cay.		COACH Daniel Brunner Imallocata
🗱 Pintispunts-	Are you sure you would like to unallocate Lilah Vega? The team manager will be removed from the team for	Assistant Coach amile Filmkier Lanalocate Matt Ducksoy
Miretractitae	ine bain manage with be removed mon the bain for future games @ Unallocate Team Manager Cancel	ternitocate  + 4-outr 4-outre Cauco  TEAM MARAGED
<ul> <li>Muthianian</li> </ul>		Nicola Shark
nem seren en e		Lilah Vega Institution + Accust from Miniger
<ul> <li>Support</li> <li>Tany Saunders</li> <li>Tory Saunders</li> </ul>		

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**.

AFL UAT	Competitions > SMJFL-2021 > East Brighton Vampires UT East Brighton Vampires U12 (				
Play 10	Players Registrations Awards				
Using as East Brighton Vampires Junior Football Club	+ Allocate player				Mooradoin wess
Y Competitions					Team Staff
Game Day	Previous Players				солсн
Programs	NO. NAME	AGE GROUP	GAMES PLAYED		+ Allocate Coach
🐸 Participants	- Amelia Wall	(uts)	5	Add to team	ASSISTANT COACH  Allacate Assistant Coach
← Transfers & Permits	- Alana Whitelegg	013	1	Add to team	TEAM MANAGER
🎲 Merchandise +	- Milla Teelow	(1113)	16	Add to team	+ Allocate Team Manager
🙀 Venues	- Poppy Tresise	UTS	7	Add to team	Captains
Reports				1100 10 100011	+ Edit Captains

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

AFL UAT	Competitions > SMJFL > 2021 > East Brighton Vemperes U12 Clins Sherren Edit player attributes	250vm Cancel
Play		
Using as	PLAYER	NUMBER CAPTAINS
East Brighton Vampires Junior Football Club	Andie Sherren	5 Ploase select ~
Competitions		Please select Captain
💷 Game Day	Amelia Harris	6 Vice Captain Deputy Vice Captain
Programs	Pippa Jacobson	
😽 Participants	ripia accoson	7 Please select
← Transfers & Permits	Sophie Nilsson	8 Please select
🎲 Merchandise +	Phoebe Fyle	
Venues	Phoese Fyle	10 Please select
Reports	Ava Stewart	18 Please select
My Organisation +	×	
Updates 6	Genevieve Brooks	20 Please select ~
? Support C		







# Club Management - Captain Management (cont)

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

AFL UAT	Competitions > SMJFL > 2021 > East Brighton Vermpires LI12 Girls Sherren	Save Cancel
Play	Edit player attributes	Save Gancer
Play	PLAYER	NUMBER CAPTAINS
Using as East Brighton Vampires Junior Football Club	Andie Sherren	5 Deputy Vice Captain ~
2 Competitions		
👜 Game Day	Amelia Harris	6 Please select
Programs	Pippa Jacobson	
🐣 Participants		7 Captain ~
🖨 Transfers & Permits	Sophio Nilsson	8 Please select
Merchandise +		
👾 Venues	Phoebe Fyle	10 Vice Captain ~
Reports	Ava Stewart	
My Organisation +	-	18 Please select
Updates (	Genevieve Brooks	20 Captain ~
Support	3	

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

	Competitions > SMJFL-2021 > El East Brighton Va			20			
Usinges	Players Registrations Awards						
East Brighton Vampires Junior Football Club	Previous Players					CDACH	_
Competitions	NO. NAME	nna	AGE GROUP	GAMES PLAYED			
🗐 Game Day	- Amelia Wall		UIS	5	Add to team	ASSISTANT COACH  Allocate Assistant Coach	
Programs	- Alana Whitelegg		(UT2)	Â	Add to leam	TEAM MANAGER  Allocate Team Manager	- 1
A Participants	- Milla Teelow		813	16	Add to team	Captains	
➡ Transfers & Permits	- Poppy Tresise		UT3	7	Add to team	CAPTAIN	
Merchandise +	1		UT	5	and the second	Genevieve Brooks	
Wenues	- Sienna McPherson		012	5	Add to team	Pippa Jacobson	
Reports	- Isla Lewis		(unz)	ħ	Add to team	Phoebe Fyle	•
My Organisation +	- Camille Marlow		UIS	14	Add to team	DEPUTY VICE CAPTAIN Andie Sherren	•
Updates 19	- Luella Hall		UTS	24	Add to team	+ Edit Capteins	
? Support 🖸	- Georgia Naughton		SEO	7	Add to team	Edit Team	
T Tony PP Saunders  tony:saunders@afl.com.au	- Clementine Pitts		013	8	Add to team		







# 9. Competition Management

### View All Ladders

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

Play HO	Competitions > PlayHQ Test League > 2023 PlayHQ Test League 2023 ~	
sing as	Grades Teams Participants Registration Allocations Settings. More A Player Points	6
Competition Management	+ Add # Grade  Regrade teams All days All days View all ladders	Read totot ≤ tott ←
Game Day	GRADE ALLOCATIONS CENDER AGE GROUP DIVISIA	
Programs	Playhq Senior Men 6 Teams Men Senior Reserves O Hopeth Reserves	-6 目 🛛 🛇 🕸
Participants		1-1of1 1of1 *
Incidents		1-1of1 1 1of1 *

#### **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**.

Play		empetitions > 2022 Season - 2022 Cenmore Senior M				
Using as Kenmore JAFC	Players	Registrations				
2 Competitions	-					l standstr
Game Day	Players	s		4	2 Edit Player Numbers	Grade Details
D Programs	NO.	NAME	BOB	GAMES PLAYED		GRADE Senior Men A
👹 Participants	1	Braxton Archer	08 Jun 2012	1	Unallocate	FINALS ELIGIBILITY
≓ Translêrs	21	Tony Saunders	stös nut ra	× .	Unallocate	3 Games

### **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**.

AFL UAT	Competitions > 2022					
Play	2022 Sease	00 2023 - OVERLE				
and the second se	Grades Teams	Participants Registration	Allocations Settings	More A		â
Using as Test Football League (TFL) ~				Player Points		
Y Competition Management	+ Add a Grade	All days	All genders	Fixture Upload	Reput	
Competition Management				View all ladders		

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# Competition Management - Setting Player Points (cont)

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

AFL UAT	Player points	Club access is closed.			Done
Play	From DOB - To DO	B All Statuses	Reast		1-3of3 0101 •
sing as enmore JAFC	FIRST NAME	LAST NAME	D.O.B	TEAM	PLAYER POINTS
Competitions	Tony	Saunders	2105 nut 10		- View
Game Day	Tony PP	Saunders	2102 nut 10		4 View
Programs					
Participants	Tony PP	Saunders	2102 nuL 10		- View
<ul> <li>Transfers &amp; Permits</li> </ul>					1-3ol3 1ol1 +

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.

AFL UAT	Player points a	Club access is open. Open from 06 Nov 2022, 9:3	0am until 07 Nov 2022, 5:30pm.		Update Changes Cancel
Play	From DOB - To DOB	All Statuses	Resul		1-3 of 3 1 tof 1 + )
Using as Kenmore JAFC	FIRST NAME	LAST NAME	5.0.8	TEAM	PLAYER POINTS
Competitions	Tony	Saunders	2105 mil (0		- View
Game Day	Tony PP	Saunders	DI Jun 2012		1 View
Programs					
Participants	Tony PP	Saunders	D) Jun 2012		4 View
← Transfers & Permits					1-3013 1011 -
Merchandise +					1-2013

On the **Player points** page, player point values that have been rolled over from a previous season will be marked with the <sup>1</sup> icon.

Done				Player points	AFL UAT
1-3 of 3 ( 1 of 1 ~ )	Sot	All Statuses	All Players	From DOB	Play
PLAYER POINTS	TESAM	CLUB	D.O.B.	FIRST NAME LAST NAME	Using as Test Football League (TFL)
View		Kenmore JAFC	S105 nut 10	Tony Saunders	Competition Management
0 5 View		KenmoreJAFC	01 Jun 2012	Tony PP Saunders	Game Day
					🌐 Programs
- View		Kenmore JAFC	01 Jun 2012	Tony PP Saunders	Participants
1-3 of 3 C 1 of 1 ~					
					▲ Incidents ← Transfers & Permits







# 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.

AFL UAT	Player point	ts				Update Changes Cancel
Play	From DOB	- To DOB A	I Players	All Statuses	- Reset	1-3013 ( 10f1 • )
Using as	1001000					
fest Football League (TFL) ~	FIRST NAME	LASTNAME	D.O.R	CLUB	TEAM	PLAYER POINTS
Competition Management	Tony	Saunders	2105 nuL10	Kenmore JAFC		View
Game Day	Sec	an an				
Programs	Tony PP	Saunders	S105 nuL 10	Kenmore JAFC		• 4 View
Participants	Tony PP	Saunders	S102 nuL 10	Kenmore JAFC		- View
1 Incidents						
→ Transfers & Permits						1-3 of 3 1 of 1 🛩

The page will display a confirmation message that the player points have been successfully updated. If the player point value is changed the <sup>1</sup> 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.

AFL UAT	Player point 2022 Season, 2023	Player points								
Play HO	From DOB	+ To DOB All P	layers	All Statuses		1-30/3 10/1 v				
ising əs est Football League (TFL)	Successfully update									
Competition Management	FIRST NAME	d player points.	0.08	CLUB	TEAM	PLAYER POINTS				
Game Day						-				
] Programs	Tony	Saunders	01 Jun 2012	Kenmore JAFC		- View				
Participants	Tony PP	Saunders	01 Jun 2012	Kenmore JAFC		4 View				
Incidents	Tony PP	Saunders	01 Jun 2012	Kenmore JAFC		View				
Transfers & Permits										
Merchandise +						1-3 of 3 1 1 of 1 🗸 🔰				







# 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 Lineups. 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.

AFL UAT	Game Day					
Play	Generate Game Sheets					08/11/2022
Usingas South Metro Junior Football League (SMJFL)	All Game Statuses	All Grades All Venues	- Reset			1-10f1 c 10f1 • =
T Competition Management	TIME VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
🖗 Game Day	8:00PM AGGI/AGGI	East Brighton Vampires U12 Girls Sherren		Prahan U12 Girls Laughton	SMJFL SMJFL U12 Girls Division	1 464b9c Details
Programs						
😹 Participants						1-1oi1 1oi1 ~

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

AFL UAT	Game Day > Game Details > East Brighton Vampfres UI2 Gitts Sherren v Praha Game Details	Done
Play	Game Iricidents	
Using as South Metro Junior Football League (SMJFL)	🛃 Download Game Sheet	
T Competition Management		
Game Day	SMJFL U12 Girls Division 1	Constant of the
Programs	Upcom/ing Sm/Jr.C. Urz Grifs Urvision 1 De Hov 2022, 660PM I VIC- A Gillon Oval (Brunswickl)/A Gillon Oval	Set override result 👻
😹 Participants	East Brighton Vampires U12 Girls Sherren	vs Prahan U12 Girls Laughton
➡ Transfers & Permits	GOALS BEHINDS TOTAL	GOALS. BEHINDS TOTAL
Merchandise +		
Play CC	Game Details	Done
(SMJFL)	2 Download Game Sheet	
Y Competition Management	.1 Please select	1 Please select
🕶 Game Day	2 Please select	2 Please select
Programs	3 Please select	3 Please select
😤 Participants	4 Please select	4 Please select
	5 Please select	5 Please select
← Transfers & Permits	6 Please select	6 Please select
Merchandise +		
💥 Venues	SELECT TEAM (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN)	SELECT TEAM (PRAHAN U12 GIRLS LAUGHTON)
Reports	Add players, coaches and volunteers for this game.	Add players, coaches and volunteers for this game.
Updetes @	+ Select Team	+ Select Team
Support C		

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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.

Play HO	Add line-up East Brighton Vampires UI2 Civits Sherren	• • •	Next. Cancel
Lising as South Metro Junior Football League (SMJFL)	Players A minimum of 5 and a maximum of 32 players are required for this game. A minimum of 1 and a maximum of 3 emergency players can be selected for this game.		
Tompetition Management			
룢 Game Day	Team Players - Out Players that have been allocated to this team, but have not been selected for the line-up in	Line-up (0/22) + Emergency Players (0/3) Players that have been selected for this game	
Programs	this game.	20-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
😽 Participants	8 Playor Name	There are no players in the line-up Select line-up from a provious round	
A Incidents	5 Andie Sherren	and the second se	
← Transfers & Permits	6 Amolia Harris	Nine Capana	
Merchandise +	7 Pippa Jacobson		
Venues	8 Sophie Nilsson	Had to the interop physics that have not been	Select Player
Reports	10 Phoebe Fyle	allocated to the team.	
Updates @	18 Ave Stewart		
Support 12	20 Genevieve Brooks		

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  $\bigcirc$  icon to remove a **Player** from the line-up and click on the  $\bigcirc$  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.

	Add line-up East Brighton Vampires UI2 Gitts Sherren	• • •	Next Cancel
Using as South Metro Junior Football League (SMJFL)	Players Maximum of 22 players are required for this game.		
T Competition Management	Team Players - Out	Line-up (5/22)	
Game Day	Players that have been allocated to this team, but have not been solected for the line-up in this game.	Players that have been selected for this game.	
Programs	# Player Name	a Player Name	Position
Marticipants	10 Phoebe Fyfe	5 Andie Sherren	Select
	18 Ava Stewart	Duplicate number used 6 Amelia Harris	Select
→ Transfers & Permits	20 Genevieve Brooks	7 Pippa Jacobson	Select
Merchandise +		8 Sophie Nilsson	Select
Venues			
Reports		5 Test Incidents Duplicate number used	Select
Updates D		Anna anna	
Support P?		🖌 Edit Captains	







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.

C AFLUAT	Add line-up		- arrani
Play	and any any preside on a start of		
		Edit Captains	
South Metro Junior Football League	Players	East Brighton Vampires U12 Girls Sherren	
(amarca	Productional day is a state of the second second	Select captains for this game. Any changes made will be for this game only.	
2 Competition Management		Amelia Harrís	
🙀 Game Day	Team Players - Out	2) + Emergency Players (0/3)	
Programs	Players that have been alloc and to free to this game	a many papabolitiki mini pana	
	# Player Name	Test Incidents In ma	EMG Position
Participants		Please select	
A Incidents	ID Phaebe Fyle	Pippa Jacobson	п на А
🚅 Transfers & Permits	18 Ava Stewart	Please select	_
*	20 Genevieve Brooks	Sophie Nilsson	Later O
Merchandise +		Please select. Nilsson	
101 Venuos		Please select - sidenis	
Report.		Captain Vice Captain Deputy Vice Captain	
Updates (F		Save Captains Cancel	
2 Support		Non-team Players	

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

G AFL UAT	Add line-up East Brighten Varrigines UI2 Cirls Sherren	• 0 0	Cancel
Play	and stighter vergines as an america		Salect
Using as South Metro Junior Football League (SMJFL)	Players A minimum of 6 and a maximum of 22 players are required for this game. A minimum of 1 and a maximum of 2 emergency players can be releted for this game.		Back Pocket - L Back Pocket - R Centre Half Back Half Back Flank - L Half Back Flank - R
T Competition Management	B. 33.4		Centre Wing - L Wing - R
👜 Game Day	Team Players - Out	Line-up (4/22) + Emergency Players (1/3)	Centre Half Forward Half Forward Flank - L
Programs	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.	Half Forward Flank - R Full Forward Forward Pocket - L
😹 Participants	# Player Name	# Player Name	Forward Pocket - R Ruck
	10 Phoebe Fyle	5 Andie Sherren	Ruck Rover Rover
	18 Ava Stewart	6 Amelia Harris (c)	Select
➡ Transfers & Permits	20 Genevieve Brooks	7 Pippa Jacobson	Select
Merchandise +	20 Genevieve Brooks	8 Sophie Nilsson	Select
₩ Venues		13 Test Incidents	Select
Reports			
Updates @		🖋 Edit Captains.	
? Support C		Non-team Players	
T Tony PP Saunders		Add to the line-up players that have not been allocated to the team.	+ Select Player







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

Play 10	Add line-up East Brighton Vempires UI2 Girls Sherren	• 0 0		Next	Cancel
Using as South Metro Junior Football League 🖕 (SMJFL)	Players A minimum of 6 and a maximum of 22 players are required for this game. A minimum of 1 and a maximum of 3 emergency players can be selected for this game.				
♀ Competition Management					
👜 Game Day	Team Players - Out Players that have been allocated to this team, but have not been selected for the line-up in	Line-up (6/22) + Emergency Players (1/3) Players that have been selected for this game.			
Programs	Prayers that have been anocated to this team, but have not been selected for the interup in this game.	# Player Name	EMG Po	sition	
😸 Participants	# Player Name	5 Andie Sherren			
A Incidents	20 Genevieve Brooks	6 Amelia Harris (c)			
← Transfers & Permits		7 Pippa Jacobson	С н.		
🎲 Merchandise +		8 Sophie Nilsson			
👾 Venues		10 Phoebe Fyfe			
Reports		18 Ava Stewart			
Updates @					
? Support C		13 Test Incidents	FF		·
T Tony PP Saunders		🖋 Edit Captains			

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.

Play 10	Add coaching staff East Brighton Vampires UI2 Citis Sherren	o • o	Next Back
Using as South Metro Junior Football League (SMJFL)	Coaching Staff A minimum of 1 and a maximum of 3 coaches are required for this game.		
Y Competition Management	Out	in (1/3)	
Game Day	There are no coaches listed as out	Coach	
Programs		Peter Day	•
S Participants		+ Add Couch	
A Incidents		L man reason.	
↔ Transfers & Permits		Assistant Coaches	
Merchandise +		There are no assistant coaches listed as in.	
🔛 Venues			
Reports		+ Add Assistant Coach	
Updates 🕫			







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.

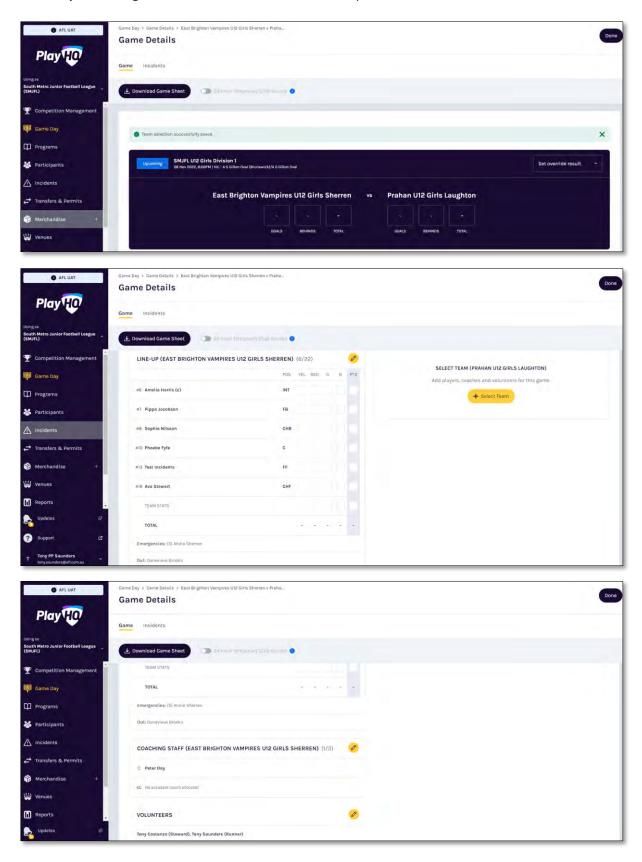
Play	Add volunteers East Brighton Vempires U12 Girls Sherren	00	Save Team Selection Back
using as South Metro Junior Football Leagu 🎽			
👻 Competition Management	Volunteers		
Game Day	Name	Role	
🋱 Programs	Tony Costanzo	Steward	
📽 Participants	Tony Saunders	Runner	
🚅 Transfers & Permits	First and last name.	Runner	
Merchandise I	First and last name	Physio	
📛 Venues	First and fast name	Doctor	
Reports	First and last name	Irainer	
🛞 My OrganisaLion +	First and last name	Trainer	
	First and last name	Medical/Water	







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.



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### **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  $\bigcirc$  icon to remove players from the **Line-up** to **Out** and click on the  $\bigcirc$  icon to add players from **Out** to the **Line-up**. Click on the **Save** button in the top right corner.

Play HO	Add line-up East Engraton Vampires UI2 Girls Elberren	• 0 0	Tent. Cancel
Using as South Metro Junior Football League (SMJFL)	Players A minimum of Eand a maximum of 22 players are required for this game. A minimum of 1 and a maximum of 3 amergency players can be selected for this game		
<b>Y</b> Competition Management			
👼 Game Day	Team Players - Out	Line-up (5/22) + Emergency Players (0/3)	
Programs	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.	
👪 Participants	# Player Name	# Player Name	EMG Position
	10 Phoebe Fyfe	5 Andie Sherren	🗆 Selečt. 😑
	18 Ava Stewart	6 Amelia Harris	Salect
➡ Transfers & Permits	20. Genevieve Brooks	7 Dinna Incohron	🗆 Select 🖨
Merchandise +		8 Sophie Nilsson	Select
😫 Venues		13 Test Incidents	Select
Reports			
Updates Ø		🖋 Edit Captains	
? Support 🛛		Non-team Players	
T Tony PP Saunders		Add to the line-up players that have not been allocated to the team.	+ Select Player

## **Edit Coaching Staff**

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

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

Play 😳 🛛	Edit coaching staff East Brighton Vampiros U12 Girls Sherren	Save Cancel
Using es South Metro Junior Football Leagu ~		
T Competition Management	Coaching Staff	
👜 Game Day	Out	In
Programs	Peter Day	Coach
👹 Participants		Harrison Andronaco
😅 Translers & Permits		+ Add Couch
Merchandise 👘		
Venues		Assistant Coaches
Reports		There are no assistant coaches listed as in.
My Organisation +		
Settings +		🕂 Add Assistant Coach







#### **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.

Play	Edit volunteers East Brighton Vernoires UI2 Girls Sherren		Save Cance
singas outh Metro Junior Football Leagu 🎽			
Competition Management	Volunteers		
Game Day	Name	Role	
D Programs	First and last name	Steward	
Participants	Tony Saunders	Runner	
Transfers & Permits	First and last name	Runner	
Merchandise +	First and last name	Physio	
Uniuos	First and last name	Doctor	
C Reports	Tony Costanzo	Trainer	
My Organisation +	First and last name	Trainer	
∓ Settings 🗧			
	First and last name	Medical/Water	

### 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 *elice* icon. On the **Edit line-up** page click on the **Select Player** button.

O AFL UAT	Edit line-up				Date	Cancel
Play	Team Players - Out	Line-up (6/22) + Emergency Players (1/3)				
Using as South Metro Junior Football League (SMJFL)	Players that have been allocated to this learn, but have not been selected for the line-up in this game.  I Player Name	Players that have been selected for this game. # Player Name	EMG	Positi	on	
Y Competition Management	20 Genevieve Brooks	5 Andie Sherren			0	
Game Day		6 Amelia Harris (c)		INT	- \varTheta	C 1
Programs		7 Pippa Jacobson		FB	- 0	
😸 Participants		8 Sophie Nilsson		СНВ	- 0	
		10 Phoebe Fyfe		с	- 0	
➡ Transfers & Permits		13 Test Incidents		FF	- 0	
Merchandise +		18 Ava Stewart		CHF	- 0	
😂 Venues		/ Edit Captains				
Reports						
Updates P		Non-team Players Add to the line-up players that have not been allocated to the team.	9	+ Select	Player	







# 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 **Done** button in the bottom right corner.

O APLUAT	Edit line-un						-
Play	Add a Non-team P East Brighton Vampires U	No. 2 with the second second					
South Metro-Junior Fontball Leegun (SMJFL)	Te	Club Players	Game Permit				
T Competition Management							
🕮 sanabay	Organisation* East Brighton Vampires Ji	First Name	Last Name*	1		EM6 Position	
Programa	2	Fist Name	wan	Reset	Q Search		
Bankspines	1 Result				· · · · · · ·	🗆 147 ~ C	
A Incidually	Amelia Wall				0	□ = - C	
🛫 (Transfera & Avrinita						🗆 снв - 🧲	
Marchandi						🗆 · · 🤆	
Vanues .						🗆 # - <b>G</b>	
						🗆 em - 🧲	
-					Done		
O Support III					_		
Tony PP Saundors	1		A SHORE THE REAL PROPERTY AND A SHORT THE REAL PROPERTY AND A SHOR	out of the second line of the	and the base	+ track in	

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.

AFL UAT	Edit line-up East Brightan Vampires UI2 Cirls Sheren		Save Cancel
Play	A minimum of 6 and a maximum of 22 players are required for this game. A minimum of 1 and a maximum of 3 amergency players can be selected for this game.		
Using as South Metro Junior Football League (SMJFL)	Team Players - Out	Line-up (7/22) + Emergency Players (1/3)	
Tompetition Management	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.	
Game Day	n Player Name	# Player Name	EMG Position
Programs	20 Genevieve Brooks	5 Andie Sherren 6 Amelia Harris (c)	
Participants		7 Pippa Jacobson	
A Incidents		8 Sophie Nilsson	снв - С
← Transfers & Permits		10 Phoebe Fyfe	_ c ~ <b>O</b>
Merchandise +		13 Test Incidents	D FF ~ 🖨
Venues		18 Ava Stewart	🗆 снғ - 🖨
Updates @		- Amelia Wall	Select







# 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.

O AFLUAT	Game Datails > East Brighton Vampires UI Game Details	12 Girls Sherren v Praha	Done
Play	Game Incidents		
Using as South Metro Junior Football League (SMJFL)	L Download Game Sheet	пинарину СП-2 Арсарь	
𝕎 Competition Management	LINE-UP (EAST BRIGHTON VAMPIRES	U12 GIRLS SHERREN) (7/22)	
🐺 Game Day		POS YEL RED G B P	SELECT TEAM (PRAHAN UI2 GIRLS LAUGHTON) Add players, coaches and volunteers for this gama.
Programs	#1 Amelia Wall	· 566	+ Select Team
Ӿ Participants	#6 Amelia Harris (c)	INT	
Incidents	#7 Pippa Jacobson	FB	
➡ Transfers & Permits	#8 Sophie Nilsson	СНВ	
Merchandise +	all Phoebe Fyfe	¢	
🗑 Venues	#13 Test Incidents		
Reports	#IB Ava Stewart	CHF	

### **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 *I* icon. On the **Edit line-up** page click on the **+ Select Player** button.

O AFLUAT	Edit line-up East Brighton Vampires VI2 Girlb Sherren				iave Cancel
Play	Team Players - Out	Line-up (7/22) + Emergency Players (1/3)			
Using as South Metro Junior Football League	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.			
(SMJFL)	# Player Name	# Player Name	EMG	Position	
T Competition Management	20 Genevieve Brooks	1 Amelia Wall		INT ~	•
Game Day		5 Andie Sherren			•
Programs		6 Amelia Harris (c)		INT ~	•
🗱 Participants		7 Pippa Jacobson		FB ~	•
A Incidents		8 Sophie Nilsson		снв ~	•
← Transfers & Permits		10 Phoebe Fyfe		c ~	•
🎲 Merchandise +		13 Test Incidents		FF ~	•
Wenues		18 Ava Stewart		CHF ~	•
Reports _		/ Edit Captains			
Updates @					
? Support 2		Non-team Players			_
Tony PP Saunders		Add to the line-up players that have not been allocated to the team.	4	<ul> <li>Select Play</li> </ul>	er

AFL Community Football Club Admin PlayHQ User Guide







# 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 **Done** button in the bottom right corner.

O AFLUAT	Edit line-un						
Play	Add a Non-team Pl East Brighton Vampires UI						
South Metro-Junior Football Lengue (SMJFL)		Club Players	Game Permit	$\supset$			
T Competition Management		1.1.1					- 0
Tarris Reg	Organisation*	First Name	Last Name*	-			0
III. Programs	Murrumbeena Junior Fool	First Name	hawkins	Reset	Search	- ur	- 0
Participanta.	1 Result					E FB	- 0
	Hollie Hawkins		CARNEGIE, VIC 3163		O	🔲 сни	- 0
🚅 transies & connor						<b>—</b> •	- 0
Merchandis						-	
tti venues						CHE CHE	- 0
Report							
termine a							
Support d					Done		
Tony VP Snunders					-		

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

afluat 🛞	Edit line-up East Brighton Vampires VI2 Girls Sherren			Save	Cancel
Play 10	Team Players - Out	Line-up (8/22) + Emergency Players (1/3)			
Using es South Metro Junior Football League	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.			
(SMJFL)	H Player Name	# Player Name		ition	
	20 Genevieve Brooks	1 Amelia Wall		~ 0	
👼 Game Day		5 Andie Sherren		•	
Programs		6 Amelia Harris (c)		- 0	
😽 Participants		7 Pippa Jacobson	FB FB	- 0	
		8 Sophie Nilsson	СНЕ	• •	
← Transfers & Permits		10 Phoebe Fyfe	C C	- 0	
Merchandise +		13 Test Incidents	FF FF	- 0	
👑 Venues		18 Ava Stewart	СНЕ	• • •	
Reports		Hollie Hawkins	Sele	ect 🖨	







### 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.

O AFLUAT	Game Day > Game Details > East Brighton Vampires U Game Details	iz Girts sherren y Pfana	Dom
Play HO	Game Incidents		
sing as outh Metro Junior Football League SMJFL)	L Download Game Sheet     Download Game Sheet     Download Game Sheet	Tempolity Club Access 🔕	
Competition Management	LINE-UP (EAST BRIGHTON VAMPIRES	S U12 GIRLS SHERREN) (8/22)	
Game Day		POS YEL RED G B PTS	SELECT TEAM (PRAHAN UI2 GIRLS LAUGHTON) Add players, coaches and volunteers for this game.
] Programs	- #1 Amelia Wall	INT	+ Select Team
Participants	#2 Hollie Hawkins	INT	
1 Incidents	#8 Amelia Harris (c)	INT	
Transfers & Permits	#7 Pippa Jacobson	FB	
Merchandise +	#B Sophie Nilsson	СНВ	
Venues	#10 Phoebe Fyfe	c	
Reports	#13 Test Incidents	PP	
Updates Ø	#18 Ava Stewart	CHF	

### 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 *local* 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.

Play 10	Edit coaching staff East Brighton Vampires UI2 Gitts Sherren		Sava Cancel
Using us South Metro Junior Football League 🖕 (SMJFL)	Coaching Staff A misemum of 1 and a maximum of 3 coaches are required for this game.		
	Out	in (0/3)	
📬 Game Day	Peter Døy	Coach	
Programs		There is no coach listed as in	
😸 Participants			
⚠ Incidents		+ Add Ceach	
← Transfers & Permits		and the second se	
🎲 Merchandise +		Assistant Coaches	
😂 Venues		There are no assistant coaches listed as in.	
Reports		+ Add Assistant Coach	
Updates (P			







# Game Day - Add Unallocated Coach to Coaching Staff (cont)

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

G ATE DAT	lit coaching staff						-
Play	Add a Coach East Brighton Vampires (	J12 Girls Sherren					
News av Bouth Melvo Junior Pootbell Léégue	Organisation*	First Name	Last Name*				
	East Brighton Vampires Ji	First Name	Last Name	Result	Q Search		
🖤 Carro Cry 🙀	Leigh Elliott		5		0		
🐮 Participanta	Michael Hendricks		-		Ð		
A maidgan	Greg Jones		- ÷		Ð		
🚓 Transform & Permits	Hudson Milnes				Đ		
C Merchundhe	Chantelle Pritchard				0	at some horizon	
iii 'Kepota	Travis Pritchard		-		•		
Carlos a construction of the second s					-		
Q Japanet 12					Dane		

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.

	Edit coaching staff East Brighton Vampires U12 Cirls Sharren		Save Cancel
Using as South Metro Junior Football League (SMJFL)	Coaching Staff A minimum of 1 and a maximum of 3 coaches are required for this game.		
T Competition Management	Out	In (1/3)	
Game Day	Poter Day	Coach	
Programs		Leigh Elliott	畲
S Participants		+ add coash	
▲ Incidents		1 Constants	
← Transfers & Permits		Assistant Coaches	
Merchandise +		There are no assistant coaches listed as in.	
Venues			
Reports		+ Add Assistant Coach	
Updates @			







#### 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.

AFL UAT	Game Day 2 Game Details 2 East Brighton Vampines U12 Girls Sherran v Praks Game Details	
Play	Game Incidents	
Using as South Metro Junior Football League (SMJFL)	🛓 Download Game Sheet	
Competition Management	TEAM STATS	
Game Day	TOTAL	
Programs	Emergencies: (5) Andre Sherren	
Participants	Out: Consyleve Brooks	
A Incidents	COACHING STAFF (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN) (1/3)	
→ Transfers & Permits	C Leigh Elliott	
Merchandise +	AC. No assistant couch allessind	
😂 Venues	Mr. un supervisi X fazeli supervisto.	

#### 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 *local* icon. On the **Edit coaching staff** page click on the **+ Add Assistant Coach** button.

e AFLUAT	Edit coaching staff East Brighton Varopires U12 Girls Sherren		Smve	Cancel
Using as South Metro Junior Football League (SMJFL)	Coaching Staff A miximum of I and a maximum of 3 coaches are required for this game.			
<b>T</b> Competition Management	Out	In (1/3)		
👜 Game Day	Peter Day	Coach		
Programs		Leigh Elliott	Ê	
🐉 Participants		+ Add Cauch		
← Transfers & Permits		Assistant Cooches		
Merchandise +		There are no assistant coaches listed as in.		
📛 Venues				
Reports		+ Add Assistant Coach		
Updates Q				







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

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

C AFLUAT	dit coaching staff					-
Play	Add an Assistant East Brighton Vampires (					
Isolariti Metro Junioi Football Leegue (SMJPL)	Organisation"	First Name	Last Name*			
T Competition Management	East Brighton Vampires Ji	First Name	Last Name	Regar	Q Search	
🐺 Gerre Dot	Michael Hendricks				0	
III Program						
Participant	Greg Jones				•	
A Inditionin	Hudson Milnes		-		Đ	
🖉 (Transford & Dorroth	Chantelle Pritchard				Ð	
Merchandine (	Travis Pritchard		~		0	
City - Variance -	Annie Sutherland		-		Δ.	
(Reports						
Liponian IV					Done	
@ 00000 1/						

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.

	Edit coaching staff East Brighton Vempires UIZ Girls Zherren		Save
Using as South Metro Junior Football League (SMJFL)	Coaching Staff A mismum of 1 and a maximum of 3 coaches are required for this game:		
𝕎 Competition Management	Out	In (2/3)	
👜 Game Day	Pater Day	+ Coach	
Programs		Leigh Elliott	Û
S Participants		+ Adg Zeauly	
A Incidents		<ul> <li>Loris anotoria</li> </ul>	
↔ Transfers & Permits		Assistant Coaches	
Merchandise +		Michael Hendricks	۵
😫 Venues			
Reports		+ Add Assistant Coach	
Dupdates 69			







#### 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.

AFL UAT	Game Day > Game Details > East Brighton Vampires U12 G Game Details	Girls Sharren y Praha
Play	Game Incidents	
Using as South Metro Junior Football League (SMJFL)	L Download Game Sheet     Download Game Sheet     Download Game Sheet	manay Gila Azaza 🔴
<b>T</b> Competition Management	TEAM STATS	
👼 Game Day	TOTAL	
Programs	Emergencles: (5) Anale Sherren	
😹 Participants	Out: Genevieve Brooks	
A Incidents	COACHING STAFF (EAST BRIGHTON VAN	MPIRES U12 GIRLS SHERREN) (2/3) 🧷
← Transfers & Permits	C Leigh Elliott	
Merchandise +	AC Michael Hendricks	
🔛 Venues		

#### **Game Sheet**

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

AFLUAT	Game Dey⇒ Game Details > East Brighton Vampires UI2 Girls Sharren v Praha. Game Details	Done
Play 😳	Game Incidents	
Using as South Metro Junior Football League (SMJFL)	Download Game Sheet	
Y Competition Management		
Game Day		
Programs	Upcaming         SMJFL UI2 Girls Division 1         Set override result           De New 2022, BODM J VC - A Gillion Oval         Set override result	e *
😸 Participants	East Brighton Vampires U12 Girls Sherren 👐 Prahan U12 Girls Laughton	
A Incidents		
➡ Transfers & Permits	2014.5 BEHNIDS TOTAL COALS BEHNIDS TOTAL	
Merchandise +		







# 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.

AFL UAT	Game Day > Game Details > East Brighton Vampires UI2 Clifts 5 Game Details	iherren v Praha		Done
Play 现	Game Incidents			
Using as South Metro Junior Football League (SMJFL)	Download Game Sheet	Der Asian D		
Y Competition Management				
Game Day	Contractor of the second			Terrare and the second s
Programs	Upcoming SMJFL U12 Girls Division 1 OB Nov 2022, BLOOPM   VIC - A G Gillon Oval (	Brunswick)/A G Gillon Oval		Set override result Y
😹 Participants			Derber Hitt Cide Lewelter	
Incidents	East Bright	on Vampires U12 Girls Sherren	vs Prahan U12 Girls Laughton	
➡ Transfers & Permits				
Merchandise +		GOALS BEHINDS TOTAL	GOALS BEHINDS TOTAL	
Venues		and a second second		
Updates @	PERIOD SCORES (EAST BRIGHTON VAMPIR		PERIOD SCORES (PRAHAN U12 GIRLS LAUGHTON)	
? Support 🖸	BY PERIOD EN	D OF PERIOD	BY PERIOD END OF PERIOD	C B PTS
T Tony PP Sounders tony.saunders@aff.com.au	Q1	(a) a	QI	
S8dc8b70-1b91-4pdf ~				Show all

-	East Brighton Vampires		vs		Prahan U1	2 Girls Laughto	n		464b9c
		SMJFL U12 Girls Di	delan t				1033	8:00 pm	
_	SEASON	GRADE	i signi i		GROUND	DATE	cozz.	THE	ROUND
-	1.30				0.0010				ALCONE.
	East Brighton Vampires			-		-	-		-
	PLAYERS	PLAYER SIG	NATURES	PP	GOALS	BEHINDS	BEST	YEL CARD	RED CARD
1 1	Amelia Wali			1			-		_
2 2	Hollie Hawkins			0			-		-
	Amelia Harris (c)			-	-		-	-	-
	Pippa Jacobson			-			-	-	_
	Sophie Nilsson			1	-		-	-	
	Phoebe Fyfe						-	-	-
	Test incidents			0			-		
8 18	Ava Stewart			1	-		-	-	-
9 5	Andie Sherren (emg)			-			-		-
10				-	-	-	-	-	-
11				-			-	-	-
12				-			-	-	-
13				-			-	-	-
14				-			-	-	-
15				-			-	-	-
16				-			-	-	-
17				-			-	-	-
18				-			-	-	-
19				-			-		
20				-		-	-		-
21				-			-		-
22				-			-		-
23				-			-	-	-
24				-			-	-	-
25				-			-		
26				-		-	-		-
27				-			-	-	-
				-			-	-	-
29				-			-	-	-
30				3		-	-	-	-
					1	-	-	-	-
COACH: L	eigh Eiliott		-	TRAINER	2:				
	CHE Michael Hendricks			MEDICA	WATER 1:				
ASST. COA	CH:			MEDICA	WATER 2				
ASST. COA				MEDICA	WATER 3:				
	a: Braxton Saunders			MEDICA	WATER 4:				
	Tony Costanzo			-					
	Tony Saunders				MPIRE:				_
RUNNER:					epige:			_	_
PHYSIC:				GOAL UN	IPIRE:			_	
DOCTOR:				BOUNDA	RY UMPIRE:				
TRAINER 1				UMPIRE	ESCORT:				
	Fast Delichten Man	una clicie Chesnes		*****	: Prahan UI2 G	ista I audit	-	_	
GO/	East Brighton Vampires				3: Prahan U12 G DALS	BEHINDS		TOTAL	_
Q1	BEHII	TOTAL	_	Q1	UMLA.	BERINDS	-	TUTAL	_
						-		-	
Q2				Q2		-			
93				03		-		-	
Q4				Q4				_	
	Jergines, Teers Managers, Sheches,	Contraction of the local data			TT Despires Same Mar		-		
	E/BEHAVIOLIE 🔲 INJURY 🔲				ics/ashiwnlas				
			-	-					-
	AGER SIGNATURE:			Interpr	SIGNATURE:				

AFL Community Football Club Admin PlayHQ User Guide







#### **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.

Play	Generate Game Sheets					07/11/2022	Ē
ing as Nuth Metro Junior Football League MJFL)	All Game Statuses	All Grades All Venues	- Reidi		1-4	of 4 1 of 1 ~	
Competition Management	TIME VENUE/GROUND	HOME	SCORE	амау	GRADE	GAME ID	
Game Day	8:00PM AGGI/AGGI	Mordialloc Braeside U12 Girls Red	68 54	Murrumbeena U12 Girls	SMUFL SMJFL U12 Girls Division 1	ed595f	Details
Programs	8:00PM AGGI/AGGI	Ajax U12 Girls Comets	5 6 36 6 7 43	St Bedes/Mentone Tigers U12 Girls	SMUFL SMJFL U12 Girls Division 1	18bd9d	Detail
lincidents	8:00PM AGGI/AGGI	East Brighton Vampires U12 Girls Sherren		Prahan U12 Girls Laughton	SMUEL SMJFL U12 Girls Division 1	464b9c	Detail
Transfers & Permits     Merchandise +	8:00PM AGGI/AGGI	Beaumaris U12 Girls Sharks		South Melbourne Districts U12 Girls	SMJFL SMJFL U12 Girls Division 1	e55619	Detail

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

AFL UAT	Game Day										
Play	Generate Game Sheets									07/11/2022	8
Using as South Metro Junior Football League 🖕 (SMJFL)	All Game Statuses	All Grades	AlfVenues		Ebiel				1 - 4	of 4 1 of	( ) ×
Y Competition Management	<ul> <li>Successfully updated game</li> </ul>	eresults.									×
Game Day		UND HOME						AWAY		GAME ID	
Programs	TIME VENUE/GRO				SCOR	E		AWAY	GRADE	GAME ID	
Participants	8:00PM AGGI/AGGI	Mordialloc Braesic Girls Red Win	e U12	0 0	68	0 0	54	Murrumbeena U12 Girls	SMJFL SMJFL U12 Girls Division 1	ed595f	Details
1 Incidents								St Bedes/Mentone Tigers			1000
Transfers & Permits	8:00PM AGGI/AGGI	Ajax U12 Girls Com Loss	ets	5 6	36	6 7	43 )	U12 Girls Win	SMJFL SMJFL U12 Girls Division 1	18bd9d	Details
Merchandise +		East Brighton Van	pires					Prahan U12 Girls	SMUFL	464b9c	Details
Venues		U12 Girls Sherren						Laughton	SMJFL U12 Girls Division 1	404000	Decalits
Reports	8:00PM AGGI/AGGI	Beaumaris U12 Gir Sharks	Is		1 9			South Melbourne Districts U12 Girls	SMJFL SMJFL U12 Girls Division 1	e55619	Details
Updates @											
2 Support E									1- 4	014 101	1 ¥

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.







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.

Play	Generate Game Sheets					07/11/2022
sing as auth Metro Junior Football League SMJFL)	All Game Statuses	All Grades All Venues	Reset		1 - 4 o	14 C TofT • 2
Competition Management	TIME VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
Game Day	8:00PM AGGI/AGGI	Mordialloc Braeside U12 Girls Red 4 0 Win	0 68 : 0 0 54	Murrumbeena U12 Girls	SMJFL SMJFL U12 Girls Division 1	ed595f Detail
Participants Incidents	8:00PM AGGI/AGGI	Ajax U12 Girls Comets 5	6 36 : 6 7 43 🕨	St Bedes/Mentone Tigers U12 Girls Win	SMJFL SMJFL U12 Girls Division 1	18bd9d Detail
<ul> <li>Transfers &amp; Permits</li> </ul>	8:00PM AGGI/AGGI	East Brighton Vampires U12 Girls Sherren		Prahan U12 Giris Laughton	SMJFL SMJFL U12 Girls Division 1	464b9c Detail
Merchandise +	8:00PM AGGI/AGGI	Beaumaris U12 Girls Sharks		South Melbourne Districts U12 Girls	SMJFL SMJFL U12 Girls Division 1	e55619 Detail

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

AFL UAT	Game Day > Game Details > Ea	at erighton vampires D12 Girts She	orren v Praha				Update C	hanges
Play	Game Incidents							
<sub>ig as</sub> ith Metro Junior Football League UFL)	- Download Game Sheet	C 24 cm former	yon taxing 💿					
Competition Management		East Brighton	n Vampires U12 Girls	Sherren	vs Prahar	n U12 Girls Laughton		
Game Day								
] Programs								
r annihilanna			GOALS BEHINDS	TOTAL	GOALS	BEHINDS TOTAL		
Participants								
1 Incidents		AST BRIGHTON VAMPIRES				CORES (PRAHAN U12 GIRLS LAUGHTON)		
) Incidents Transfers & Permits	PERIOD SCORES (E		OF PERIOD	B PTS	PERIOD SC	CORES (PRAHAN UI2 GIRLS LAUGHTON)		B MIS
) Incidents • Transfers & Permits • Merchandise +		END	OF PERIOD			END OF PERIOD	¢.	B PTS
∫ Incidents • Transfers & Permits § Merchandise + § Venues	BY PERIOD	G 8 PTS	OF PERIOD		BY PERIOD	G B PTS	0 0	
	BY PERIOD Q1	G 8 PTS	of Period G	1 7	BY PERIOD	C B PTS	0 0 0	0 0







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.

O APL VAT	Grou Day - Same Details - East Brighton (Veryol Game Details	na tra Gara Sharrary				-Unigeria		( <u>Circo</u> )
Play	Game Inclumis							
South Metra Junior Fostball Leegue (SMJFL)	A Rownload Game Steet							
<ul> <li>Competition Management</li> <li>Game Day</li> <li>Programa.</li> </ul>	Eas	Final game scores ar you like to finalise th scores			ilris Laughton			
Participants		East Brighton Vampires U12 Girls	Prahan U12 (	Girls	MDS TOTA			
🛆 Incidén I i 📬 Transfera & Remnita	PERIOD SCORES (EAST BRIGHTO	Sherren 4. 4. 28	vs Laughton 1. 1. <b>7</b>		PRAHAN UIZ GIRLS LAUGHTON)			
😭 Marahanatas 👘 👘				Yes No	a 8 612			
Winues	ф.			-	a 0 0		p 0	
Eports _	44. E	2	2) 14	ą2	0 0 0		n 0-	
🛃 Updavni 🦉	94		а д	ųs.			1 2	
Support B	94		1 28	<b>Q4</b>			• •	

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.

AFL UAT	Game Day > Game Details > East tim	inton Vampines UI2 Gir	ls Sherren v Prahr	2								Done
Play	Game Incidents											
Using as South Metro Junior Football League (SMJFL)	🖌 Edit Game	ad Game Sheet		Chemosey Case Access 💿								
T Competition Management	Successfully updated game	results.										×
Game Day	Final SMJFL U12 Gir	Is Division 1 M   VIC - A G Cillon Ovel (Br.	Inswick)/A & Gillon (	Deal								
D Programs												_
😹 Participants			East Brigh	ton Vampires U12 Girls	She	rren Win	vs Prahan U12 Girls Laughto	n i				
				4 4	2	8	1 1 7					
← Transfers & Permits				COALS BEHINDS	10		GOALS BEHINDS TOTAL					
Merchandise +												
😂 Venues												
Reports	PERIOD SCORES (EAST	BRIGHTON VAMP	END OF F				PERIOD SCORES (PRAHAN U12 GII	ILS LAU	END OF PERIOD			
My Organisation +		G 8	PTS	a	в	PTS		6 0	PTS	G	в рта	
🛨 Settings + 🗸	QI	1.1	7	т	1	7	Q1	0 0	0	۵	0 0	
Updates d	Q2	1 1	7	2	2	14	Q2	0 0	0	0	o o	
Support 13	-Q3	1 1	7	3	3	21	Q3	с с	7	x	1 7	
T Tony PP Saunders tony.xaunders@elf.com.au	Q4	1 1	7	4	4	28	Q4-	0 0	o	i.	1 7	







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 2<sup>nd</sup> best, etc.

AFL UAT	Game Day > Game Details > East Brighton Yampires UI2 Girls Sherren v Praha Game Details	Update Changes Cance
Play	Game Incidents	
Using as South Metro Junior Football League (SMJFL)	🛃 Download Game Sheet	
Competition Management		
💭 Game Day	BEST PLAYERS (EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN) (2/6)	BEST PLAYERS (PRAHAN UI2 GIRLS LAUGHTON) (0/6)
T Programs	1 Amelia Wall 👻	1 Please select
Participants	2 Pippa Jacobson ~	2 Please select
1ncidents	3 Please select	3 Please select -
	Picesse select 4 Phoebe Fyle Amelia Harris	4 Please select
🗗 Transfers & Permits	Hollie Hawkins 5 Test Incidents	5 Please select
😚 Merchandise 🛛 +	Sophie Nilsson	
Venues	6 Ava Stewart	6 Please select

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.

Play HO	Game Day > Game Details > East Brighton Vampires U Game Details	12 Girls Sharren v Praha	Update Changes Cancel
Using as South Metro Junior Football League (SMJFL)	Game Incidents	Temporary Diub Anones, 🖲	
Y Competition Management	LINE-UP (EAST BRIGHTON VAMPIRES	S U12 GIRLS SHERREN) (8/22)	SELECT TEAM (PRAHAN UI2 GIRLS LAUGHTON)
Game Day		POS VEL RED G B PTS	Add players, coaches and volunteers for this game.
Programs	#1 Amelia Wall	INT 3 2 20	+ Soloct Team
😽 Participants	#2 Hollie Hawkins	INT 1	
	#8 Amelia Harris (c)	INT 1 1 7	
← Transfers & Permits	87 Pippa Jacobson	FB	
Merchandise +	#B. Sophie Nilsson	CHB 4 4	
🔛 Venues	#10 Phoebe Fyle	c	
Reports	#13 Test Incidents	FF 1	
Updates (P	#IS Ava Stewart	CHF	
? Support 🕑	TEAM STATS		
T Tony PP Saunders v tony.saunders@afl.com.au	TOTAL	1 1 4 7 31	







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

AFL UAT	Game Day > Game Details > East Brighton Vempires UI3	2 Girls Sherren v Praha	Done
Play	Game Incidents		
Using as South Metro Junior Football League (SMJFL)	P Edit Game	(3) 24 0000 Teampley (***) 4 4000 0	
♀ Competition Management	BEST PLAYERS (EAST BRIGHTON VAM	IPIRES U12 GIRLS SHERREN) (2/6) ●	BEST PLAYERS (PRAHAN UI2 GIRLS LAUGHTON) (0/6) •
🕮 Game Day	1 Amelia Wall		1
Programs	2 Pippa Jacobson		2
Sector Participants	3		3
	4		4
😅 Transfers & Permits			
Merchandise +	5		5.
Wenues	6		6
Using as South Metro Junior Football League (SMJFL)	Game Incidents	C 28 mour Temporary Club Access	
Y Competition Management	LINE-UP (EAST BRIGHTON VAMPIRES	U12 GIRLS SHERREN) (8/22)	LINE-UP (PRAHAN U12 GIRLS LAUGHTON) (0/22)
Game Day		POS YEL RED G B PTS	POS YEL RED G B PTS
Programs	#1 Amelia Wall	INT 3 2 20	Add players to the line-up
😸 Participants	#2 Hollie Hawkins	INT 1	TEAM STATS
	#6 Amelia Harris (c)	INT 1 1 7	TOTAL
← Transfers & Permits	#7 Pippa Jacobson	FB	Emergencies: No envergency players selected
Merchandise +	#8 Sophie Nilsson	CHB 4 4	Out: Amelia Anderson, Polly Moir, Maril Ryan, Sibelia Deague, Grace Mitsikas, Isabelia Taylor, Olivia Maidment, Abigail Gowland, Poppy Wallace, Sybelia Payne, Cleo Laughton, Annabal Atkins, Haloise Murray,
Venues	#10 Phoebe Fyfe	c	Gamilla Maidment, Molty Moon, Sophia Montoe. Poppy Parker, Sophie Piasente, Lucy Padula, Kayle Rickard, Lila O'Keeffe
Reports	#13 Test Incidents	FF 1	
Updates @	#18 Ava Stewart	CHF	
Support C <sup>*</sup>	TEAM STATS		
	( and a conject		

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.

Play	Gâme Day > Gâme Details > Ajax U12 Girle Comets v East Brighton Vampires U12 Girle Sharren Game Details		Done
Using as East Brighton Vampires Junior Foc ~	Game Awards		
T competitions		EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN AWARD	
Game Day		Voter 1 Mit value enlived	
🖽 Programs		VUER I mit rück property	

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.

Play	East Brighton Vampires U12 Girls Sherren Award Ajax U12 Girls Comets vs East Brighton Vampires U12 Girls Sherren	Save Cancel
Using as East Brighton Vampires Junior Foc ~		
🝸 Competitions	Enter votes 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.	
🐖 Game Day	Euror no Adrozimente aŭa zaneci hadauzi une un adrezi abuezeuzi no neri bridar no zerono ultoeri zoniz abuzanez na zerono nezi brida, aŭi so nu-	
🛱 Programs		
Servicipants	Voter 1 Tony S	1
😅 Transfers & Permits	3 Votes' 2 Votes' 1 Vote'	
🏟 Merchandise +	#2 Jessica Allica v #23 Genevieve Brooks v #14 Georgia Naughton v	
Wenues		

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

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

Play 现	Game Day > Game Details > Ajax U12 Girls Comets v East Brighton Vampires U12 Girls Sherren Game Details		Done
Using es East Brighton Vampires Junior Foc 🎽	Game Awards		-
🝸 Competitions			
👜 Game Day		EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN AWARD	
🛱 Programs		Voter 1 - Tony S 3 #2 Jessica Allica	
🍪 Participants		2 #23 Genevieve Brooks 1 #14 Georgia Naughton	







## 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.

Play	Competitions > SM East Brig									rre	n											
leing as East Brighton Vampires Junior Foc 🎽	Players Registrations	Awards																				
Competitions																						
Game Day	East Brighton Var	pires U12	2 Girls	s Sh	errer	n Aw	ard											8	Print R	leport	Grade Details	
ā	PLAYERS	VOTES	< R1	Ra	R3	R4	RS	RB	R7	RB	RB IN	Ó RI	H12	H13	RH	R15.	R16.	816	R16.	Rh >	GRADE	PLAYER POINTS
	Jessica Allica	3	3																		SMJFL U12 Girls Division 1	Not Required
Participants	Genevieve Brooks	2	2																		FINALS ELIGIBILITY	
	Georgia Naughton	T.	1																		4 Games	
Transfers & Permits	Zahra Stevens	0																				

#### **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 <u>https://afl.score.playhq.com/auth/login</u> and enter the username & password you have registered.

	PlayHO	
Log	g in with your PlayHQ account	
Email*		
tony.saunders@af	fl.com.au	
Password*		
	Forgot password?	
	Login	1







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

← Log out	Play	· · · · · · · · · · · · · · · · · · ·
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electronic	s scoring session details then start your session.	×
Session Detail		
Venue Select a venue to get started.		
•		
Days		
PIN		

Click on the  $\stackrel{•}{\bullet}$  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  $\stackrel{\bullet}{\bullet}$  icon when the venue appears.

€ Log out	Play		<b>(19)</b>
New Scoring Session	Venue	×	
Weighter to Physical and a second a complete th	vic - princess		×
Session Detail	VIC - Princes Park (Caulfield South)	0	
Venue			
Belect a vinue to get started.			
•			
Days			
PIN			







You will be returned to the **New Scoring Session** page. Click on the  $\bigcirc$  icon to select the **Day** for the match you wish to score is being played.

선 Logout	Play 40	
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electronic	c scoring session details then start your session.	×
Session Detail		Clear 🗐
Venue		0
VIC - Princes Park (Caulfield South)		
Days		
How many days do you need to add to this session?		
•		
PIN		

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

4 Log out		Play		
New Scoring Session		Days	×	
W. me Park alleman source I inpution	Select All			x
	Today		07 Jan 2022	
Session Detail	Saturday		08 Jan 2022	
Venue	Sunday		09 Jan 2022	s
VIC-Princes Pres (Countered South)	Monday		10 Jan 2022	
	Tuesday		11 Jan 2022	
Daya	Wednesday		12 Jan 2022	
How many drige the you need to add to this appoint.	Thursday		13 Jan 2022	
•				
PIN				
		Add		







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

선 Log out	Play 10	
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electronic	scoring session details then start your session.	×
Session Detail		Clear 🛍
Venue		0
VIC - Princes Park (Caulfield South)		
Days		0
Saturday		08 Jan 2022
PIN		
Create a PIN to secure this session.		
•		

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

€ Log out	Play 40		<b>(</b>
New Scoring Session	PIN	×	
www.classical.en.en.en.et	New PIN*		8
		ø	_
Session Detail	Confirm PIN*		- 0
Venue		0	1
VIC - Princes Page (Coulting South)			
Days			×
Saturday			08 Van 2017
PIN			
Create a PIN to secure this centility			
•	Done		







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

석 Log out	Play HD	
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electro	nic scoring session details then start your session,	×
Session Detail		Clear 🛍
Venue		0
VIC - Princes Park (Caulfield South)		
Days		0
Saturday		08 Jan 2022
PIN		0
	Start Session	

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

End Session	Play	Lock 🔒					
Home				Ova	al 1		
device is ready for	successfully downloaded and your offline scoring. Upcoming game det ate with PlayHO while your device is			Upcoming	Completed		
VIC - Princes Park (C	aulfield South)	~	Ç,	Ajax U12 Girls Comets	0	0	0
Saturday	08 Jan 2	2022 ~	•	East Brighton Vampires U12 Girls Sherren	0	0	0
Completed		1/2	SMJ	th Metro Junior Football League ( FL U12 Girls Division 1 - 3:40PM	SMJFL)		
Published		1/2					
Ground							
Oval 1		>					







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.

< Back				PI	lay 40				
····			Pre Ga	- 15	:00				Start 0
🌍 Ajax U12 Girls Comets	C		)	0	East Brighton Vampires U12 Girls Sherren	- 0	0	0	0
Line-Up (0/22)	VELLOW	RED	0.041	BEHIND	Line-Up (6/22)	VEELDW	RED	ODAL	BEHIND.
+ Add					1 Madeleine de Fina-Nash	0	0	0	0
					2 Jessica Allica	0	0	0	0
					3 Sophie Nilsson	0	0	0	0
					Georgia Naughton	0	0	0	0
					23 Genevieve Brooks	0	0	0	0
Coaching Staff					24 Zahra Stevens	0	0	0	0
+ Add					Ø Edit				
					Coaching Staff				
					C Leigh Elliott				
					Michael Hendricks				
					Ø Edit				
(Denter) (5)				6 1	Card				

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  $\bigcirc$  icon and to add **Players** from the **Roster** list click on the  $\bigcirc$  icon. When you are finished click on **Done** the top right corner.

Cancel	Add P			Borns
	East Brighton Var	npires U12 Girls Sherre	n	
	A minimum of 3 and a maximum of 2	2 players are required for this gam	ε.	
Roster	Refresh	Line-up (6/22)		
(4) Ava Stewart	0	3	Sophie Nilsson	•
5 Andie Sherren	0	14	Georgia Naughton	•
6 Amelia Harris	0	23	Genevieve Brooks	•
7 Pippa Jacobson	0	24	Zahra Stevens	•
(10) Phoebe Fyfe	0	Additional Players		
(15) Camille Marlow	0	1	Madeleine de Fina-Nash	
(24) Milla Teelow	0	2	Jessica Allica 🛞	
(35) Clementine Pitts	0			
(36) Sienna McPherson	0			







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 **e** 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.

Add Co	aches	<b>D</b>
East Brighton Van	npires U12 Girls Sherren	
		_
0	Leigh Elliott	•
	Areistant Poach	
	Michael Hendricks	•
	Add Co East Brighton Van Refresh	Refresh In Coach Coach Leigh Elliott Assistant Coach

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**.







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 **and edit** icon and edit page will pop up for you to make changes.

	Cancel	Edit Clock	Done				int 12
Ajax U12 Girls Comets					D	Q	0
Line-Up (0/22)				0	0	0	0
				0	0	Ø	٥
		0 0		0	0	0	0
				o a	0	0	0
Conching Staff		15 : 00		٥	ņ	0	0
		• •					
			_				

To add actions to a **Player** click on the **Player** and then click on <sup>(6)</sup> for a goal or click on <sup>(1)</sup> for a behind or click on <sup>(w)</sup> 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 <sup>(h)</sup> icon and it will be removed.

To end the quarter click on the containing 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.







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

C mot		Play								
( not	Cancel	Confirm Result			Submit	Aubmit				18
Ajax U12 Girls Comets	Ø	Ajax U12 Girls Comets	5	6	36		6	7		43
(+ 40)		East Brighton Vampires U12 Girls Sherren	6	7	43	1		). ).	D 2	D 4
						a a		1	2 0	0 0
Vaxema fat						a		1	2 D	2. 1
		East Brighton Vampires U12 Girls Sherren w	on by 7 points							

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

		ay (10)				8
	End of 4th Quarter 000	:00				
Ajax U12 Girls Comets	5 6 36	East Brighton Vampires U12 Girls Sherren		6	7	43
Line-Up (0/22)		Line-Up (6/22)				
+ Add		Madeleine de Fina-Nash	1	0	0	0
	PIN		0	0	2	4
	Please enter the device's PIN to	o confirm the game result	0	0	2	0
			0	1	0	0
	Forgot PIN?		0	0	2	2
Coaching Staff		Cancel Confirm	O	0	0	1
(+ AM		C/ Edit				
		Coaching Statt				
		C Leigh Elliott				
		C Michael Hendricks				
		( / Eall				
EventLog (*	00	Card 44				







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.

End Session	Play	Lock a				
Home			Oval 1			
	ssfully downloaded and your device is e details will be kept up to date with Pi		Upcoming Com	pleted		
VIC - Princes Park (Caulfie	eld South)	<i>v</i>	Murrumbeena U12 Girls	0	0	66
Saturday		08 Jan 2022 👻	St Bedes/Mentone Tigers U12 Girls	0	0	54
Completed Published		2/2 2/2	South Metro Junior Football League (SMJFL) SMJFL U12 Girls Division 1 9:00 - 10:30AM			~
Ground			🌍 Ajax U12 Girls Comets	5	6	36
Oval 1		>	East Brighton Vampires U12 Girls Sherren	6	7	43
Oval 4		,	South Metro Junior Football League (SMJFL) SNJFL UI2 Girls Division 1 2:10 - 3:40PM			~
Games last updated today	at 1:09 PM					

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

End Session	Play	Lock a						
Home				Oval 1				
no orden - orden o server lisser - C - ment o server sites		***		()porming Ca	mpletes			
VIC - Princes Park (Caulfield South)		*		Murrumbeena U12 Girts	0	Ū	66	
Seturday			2	St Bedes/Mentone Tigers	D	Ö	54	
Completed Published			End Session Are you sure you want to end the se session will delete game data from				y.	
Ground			Cancel	End Session	5	6	36	
Upat ( Tyraté				East Brighton Vampires UI2 Girls Sherten South Pitetro Junior Football Leegue (ShUFL) SHUFL UI2 Girls Division 1		7	43	
				2:10+3:40PM			~	
Gorrea isis updalae today at 100 P M								







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

End Session	Play Lock						
Home			Oval 1				
	Sector restored as a sector of the sector of			mieteđ			
VIC - Princes Park (Cauttield South)			Mury umbeens U12 Girls	0	0	66	
Saturday	108 Juni 2022 -	Authenticate	itone Tigera	0	0	54	
Gompleted		tony saunders@afl.com au	otball Lengue (SMJEL) on 1				
Published			٥			*	
Ground		Cancel	End Session Dometra	5	6	36	
Gyant A	, , ,		Last scription Vengines UI2 Girb Sherren South Hetro-Juniol Football League (SMJFL1 SMJFL UI2 Girb Division 1 2110 - 3:40PM	6	7	43	
Sames last updated togay at 1 mil (71							

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.

+© Logout	Play TO	۲
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start	your serbian.	×
Session Detail		
Venue		
Select a venue to get started.		
•		
Days		
PIN		







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

Play	Discover	For Organisations	About Us	Ţ Tony 🗸
Discover	r AFL clubs and asso	ciations		
Q smjfl				Search
Associations 🔲 Clubs				

Click on the League.

Play 10 Q Search	Discover	For Organisations	About Us	7 Tony 🗸
1 result for smjfl				
Sport AFL Basketball Cricket Netball Organisation	AFL South Metro Junior Football League (SMJFL) Association			
<ul> <li>Associations</li> <li>Clubs</li> </ul>				







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

Play Q Search		Discover For Organisatio	ns About Us 👎 Tony 🗸
South Metro	Junior Football League	(SMJFL)	
Fixtures & Ladders Regis	ter		
Select a Season	2 Select a Grade		
SMJFL			
2021	18 Apr 2021 – 18 Apr 2022	ACTIVE	Select →

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

South Metro Jur	nior Footbal	l League (SM	JFL)	
AFL				
ctures & Ladders Register				
1 SMJFL 2021	2 Select	t a Grade		
1 SMJFL	2 Select	t a Grade		
1 SMJFL	2 Selec	t a Grade	_	
1 SMJFL 2021		t a Grade	iers 🌱 All age gro	ups Reset
1 SMJFL 2021 SMJFL			ers All age gro AGE GROUP	ups Reset
1 SMJFL 2021 SMJFL 2021 ACTIVE	AI	l days 💙 🛛 All gend		ups Reset Select →

95





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

y Q Search		Discover	For Organisations About Us	Tony
South Metro Junior Footba	III League (	(SMJFL)	i -	
tures & Ladders Register				
SMJFL U12 Girls Division 1 SMJFL, 2021		Fixture	Ladder Statistics	$\supset$
ROUND 4 5 14 15 16 17 18 19	20 21 22	23 24 25	26 27 28 FR1 PF GF	
ROUND         4         5         14         15         16         17         18         19           Round 26 Monday, 25 April 2022	20 21 22	23 24 25	26 27 28 FR1 PF GF	•
Round 26	20 21 22 39 6,3	23 24 25		•







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

				FINA
East Brighton Vampires U12 Girls Sherren	<b>39</b> 6,3	<b>47</b>	Prahan U12 (	Girls Laughton
📛 02:50 PM, Monday, 25 Apr 2022	VIC - Princes P / Oval 4	ark (Caulfield South)	¶ smj	FL, 2021
	01	02	03	04
Period Scores END OF PERIOD East Brighton Vampires U12 Girls Sherren	01 <b>26</b> 4.2	02 <b>33</b> 5.3	03 <b>39</b> 6.3	04 <b>39</b> 6.3

			and and a second	
Best	Players		Best Players	
Genev	vieve Brooks, Phoebe Fyfe, Luella Hall		Amelia Anderson, Annabel Atkins, Sibel	la Deague
Playe	er Statistics		Player Statistics	
#	PLAYERS	G	# PLAYERS	G
12	Isla Lewis	1	3 Cleo Laughton	2
15	Camille Marlow	1	4 Olivia Maidment	1
18	Ava Stewart	1	6 Molly Moon	- 1
2	Milla Teelow	1	11 Poppy Wallace	1
5	Amelia Wall	1	1 Amelia Anderson	0
11	Genevieve Brooks	0	21 Annabel Atkins	0







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

SMJFL U12 Girls Division 1 SMJFL, 2021	(	Fixtur	e	Lad	der	1	Statist	ics
					0	Show a	dvanced	l 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	Q
3 St Bedes/Mentone Tigers U12 Girls	25	56.00	56	99,86	14	11	Ō	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
							0	







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

SM.	JFL U12 Girls Division 1				(	-				1		
	FL, 2021				C	Fixt	ure		Ladder		Stati	stics
										Shov	v advanc	ed ladde
									-			
#		P	MR	PTS	5	W	L	D	BYE	F	Α.	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
0												







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

SMJF SMJFL	L U12 Girls Divisio	n 1	Fixture	Ladd	er	Statis	stics
Showir	ng 1 - 50 of 157 PLAYER	ТЕАМ		<	2 GP	3 BP	4 ) G
1	Amelia <b>Harris</b>	East Brighton Vampires U12 Girls Sherre	ń		28	14	13
2	Andie Sherren	East Brighton Vampires U12 Girls Sherre	n		27	5	13

AFL Community Football Club Admin PlayHQ User Guide







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

	outh Metro Jur	nior Football Le	ague (SMJFL)				
ures & L	adders Register						
SMJFL	U12 Girls Division 1		Fixture	Lado	der	Stati	stics
Showing	1 - 50 of 157			<	2	3	4 >
	PLAYER	TEAM			GP	BP	G
1	Amelia Harris	East Brighton Vampires	s U12 Girls Sherren		28	14	13
2	Luella <b>Hall</b>	East Brighton Vampires	s U12 Girls Sherren		21	14	12
3	Pippa <b>Jacobson</b>	East Brighton Vampires	s U12 Girls Sherren		25	7	12
4	Phoebe Fyfe	East Brighton Vampires	s U12 Girls Sherren		15	6	6
5	Andie Sherren	East Brighton Vampires	s U12 Girls Sherren		27	5	13







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

	AFL	Junior Football League	(011012)				
ures & L	adders Registe	ər					
SMJFL	<b>. U12 Girls Divisio</b> 2021	n 1	Fixture	Ladde	er	Stati	istics
Showing	) 1 - 50 of 157			< (	1 2	3	4 )
	PLAYER	TEAM			GP	BP	G
-1.	Sophie Nilsson	East Brighton Vampires U12 Girls Sherr	ren		25	2	19
2	Amelia <b>Harris</b>	East Brighton Vampires U12 Girls Sheri	en		28	14	13
3	Andie <b>Sherren</b>	East Brighton Vampires U12 Girls Sheri	en		27	5	13
4	Pippa Jacobson	East Brighton Vampires U12 Girls Sheri	ren		25	7	12







# 12. Participant Registration

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

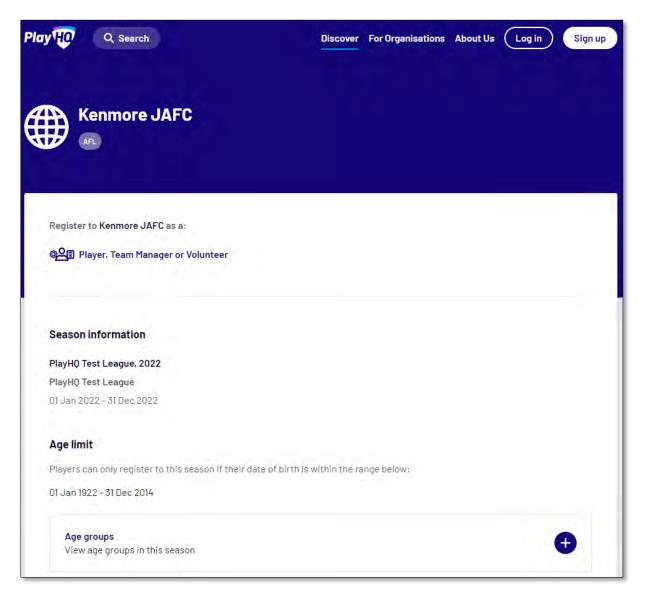
Option 1 is to go to <u>https://play.afl/</u> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

Option 2 is go to <u>https://www.playhq.com/afl</u> 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  $\bigcirc$  icon in Age Groups.

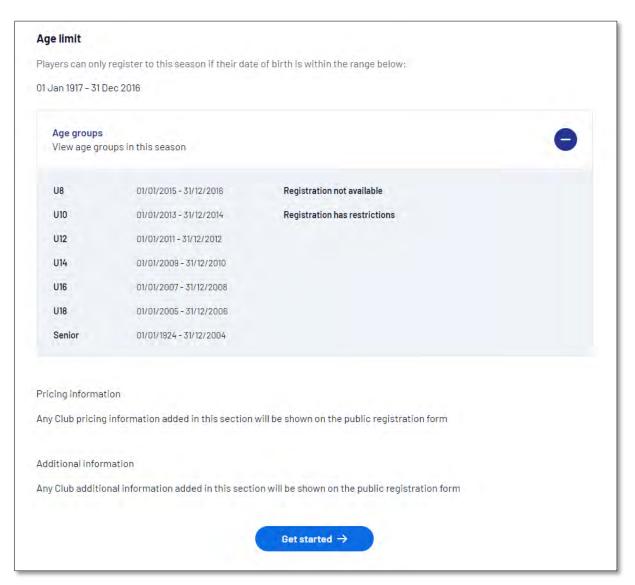








To continue scroll down the page and click on the Get started -> button.









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.

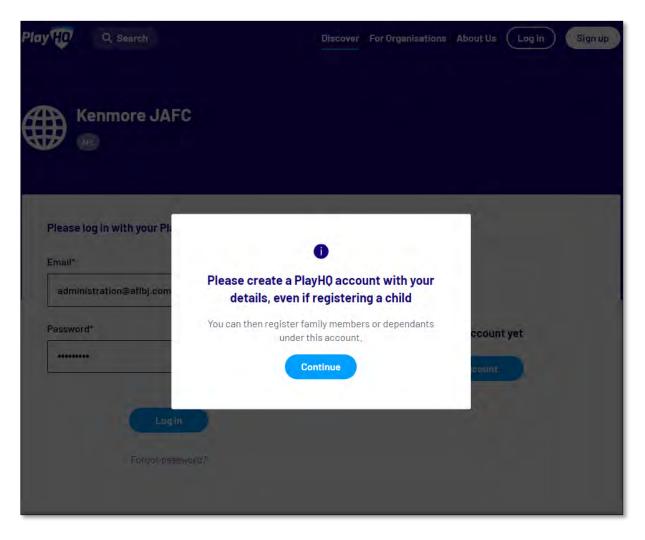
Q Search	Discover	For Organisations	About Us Log in	Sign
Kenmore JAFC				
AFL				
Please log in with your PlayHQ account				
Email*				
Password*		l don't have	an account yet	
	•	Create	an account	
Login				
Forgot password?				







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









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.

orgina	o to Play	
	0	
	PlayHQ account with your if registering a child	
	family members or dependants ar this account.	
Your first name"	Your last name*	
Please type	Please type	
Your email*		
administration@aflbj.co	m	
Your mobile number*		
Set a password*		
	ø	
Password must mee	t the following requirements:	
At least 1 uppe	rcase letter	
At least 1 numb		
Be at least 8 cl	ial character (excluding + or =) haracters	
	u agree to our <u>Privacy Policy</u> and erms of Use.	
16		
	Sign up	







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 themself, a dependant already in the list or a new dependant. Click on the **Continue** button.

LY HO Q Search		Discov	er For Organisations	About Us 🦉 Ant	thony
Kenmore J	AFC				
♡ PlayH0 Test League, 20	022, PlayHQ Test Leagu	e			
Choose User	Choose Role	Participant Details	Fees	Payment & Summary	
I am registering myself					
I am registering someone	else				
(Participant will be linked t	o my account)				
O Register new family dependant	member or				
		Continue →			
		Back			







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 <u>www.coachl.afl</u> platform.

Play	Q Search			Discover	For Organisations	About Us	Anthony -
Ke	nmore JAF	-C					
	Test League, 2022 Ise User	, PlayHQ Test Leagu Choose Role	Participant Detail	5	Fees	Payment &	Summary
Register	r as a: Player						•
2 <u>2</u> 5	Team Manager						0
گ	Volunteer						0
			Continue → Back				







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.

P AFL	JAFC			
♡ PlayHQ Test League, 2	2022, PlayHQ Test Leagu	e		
Choose User	Choose Role (Player)	Participant Details	Fees	Payment & Summary
Participant Detail	9			
	J			
		ntered correctly. Once continuing	with the registration, t	the date of birth will not be
		ntered correctly. Once continuing	with the registration, I	the date of birth will not be
		ntered correctly. Once continuing Last name*	with the registration, t	the date of birth will not be
Please make sure ti editable.			with the registration, t	the date of birth will not be
Please make sure to editable.		Last name*	with the registration, t	the date of birth will not be
Please make sure the editable.		Last name* Saunders		the date of birth will not be
Please make sure to editable.  First name* Anthony Preferred name		Last name* Saunders Gender*	st.	the date of birth will not be





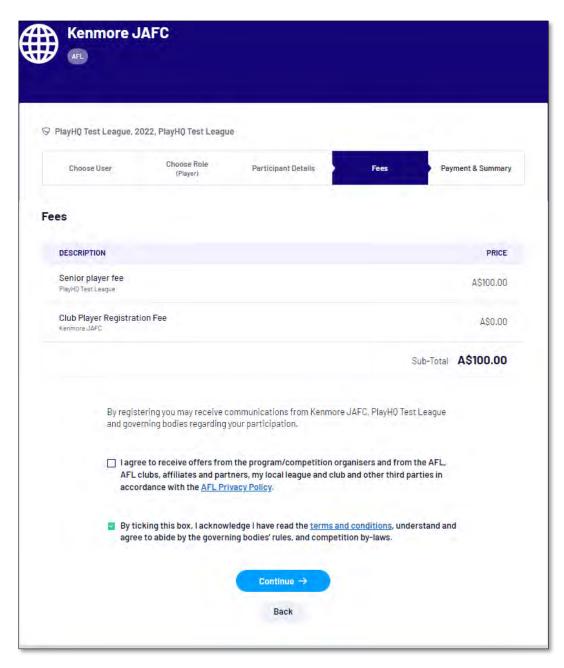


At this point the PlayHQ platform will run its Profile Matching process.

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.



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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.

	gue, 2022, PlayHQ	Test League					
Choose User		se Role iver)	Participa	nt Details	Fees	Payment	& Summary
Payment				Order su	mmary		
Credit/Debit Card	t			Description		Qty.	Tota
🗑 This payment is se	eared with SSL encrypti	2r		Senior playe		1	A\$100.00
Card number*					Registration Fee	1	A\$0.00
1234 1234 1234 12	234			Kenmore JAFC			A00-00
Card Expiry*	CVC- O					Total	A\$100.00
MM/YY	CVC			Vouchers			
Billing Address				Entera	voucher code		Apply
Country*				<u>l have a g</u>	overnment voucher		
Australia			~				
Address*							
Suburb / Town*							
State / Province / R	egion* P	ostcode*					
Please select							

AFL Community Football Club Admin PlayHQ User Guide

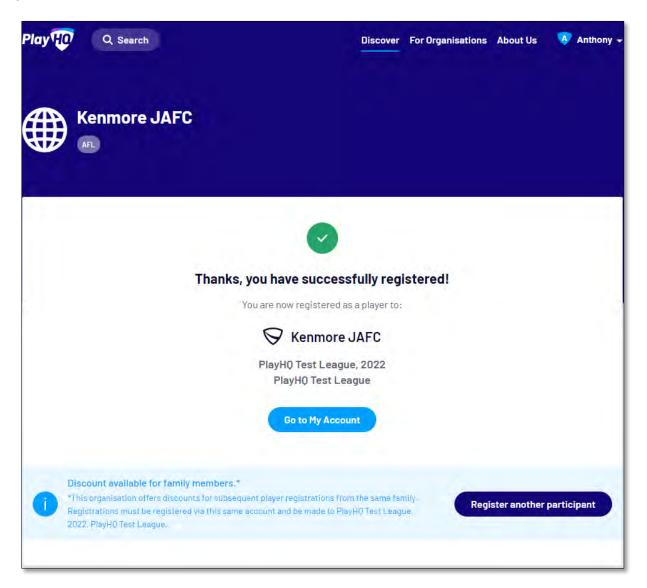






When the registration is completed the successful registration page will appear and the **Participant** will also be sent a confirmation email and invoice email.

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.





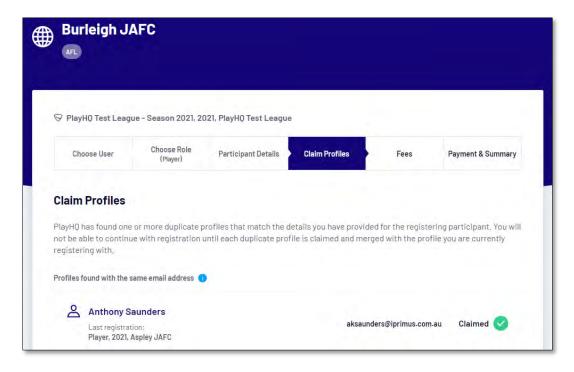


#### Profiles that don't require verification

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.

Burleigh J4	AFC				
♡ PlayHQ Test Leagu	ue - Season 2021, 20	021, PlayH0 Test League			
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
not be able to continu registering with,	e with registration (	until each duplicate prof			ering participant. You will file you are currently
Profiles found with the s	ame email address 🧃				

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



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#### **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.

AFL	AFC				
♡ PlayHQ Test Leag	ue - Season 2021, 20	121, PlayHQ Test League	1		
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
not be able to continu egistering with.		intil each duplicate prof			tring participant, You wil

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

Ə PlayHQ Test Leag	gue - Season 2021, 2	021, PlayHQ Test League			
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
		profiles that match the d until each duplicate prof			
PlayHQ has found on not be able to contin egistering with. Profiles found with unv C Anthony S Last registra	ue with registration erified email address Saunders tion:	until each duplicate prot	ile is claimed and mer		
PlayHQ has found on not be able to contin registering with. Profiles found with unv Anthony S Last registra Player, 2021,	ue with registration erified email address <b>Saunders</b> tion: Burleigh JAFC	until each duplicate proi	ile is claimed and mer	ged with the profi	ile you are currently
PlayHQ has found on not be able to contin registering with. Profiles found with unv Anthony S Last registra Player, 2021,	ue with registration erified email address <b>Saunders</b> tion: Burleigh JAFC	until each duplicate prot	ile is claimed and mer	ged with the profi	ile you are currently







#### 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 <i>i</i>	AFC				
♡ PlayHQ Test Leag	ue - Season 2021, 21	021, PlayHQ Test League	3		
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
		profiles that match the c until each duplicate pro			ering participant, You will file you are currently
Profiles found with the s	same email address 🤇				
Anthony Sa			tony.	saunders@afl.com	n.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 <i>I</i>	AFC				
♡ PlayHQ Test Leagu Choose User	ue - Season 2021, 20 Choose Role (Player)	021, PlayHQ Test League Participant Details	Claim Profiles	Fees	Payment & Summary
Claim Profiles					
		profiles that match the o until each duplicate prof			
rofiles found with unve	rified email address	D			
Anthony Sa Last registrati Player, 2021, E	ion:		to******	•••••@afl.com.au	Verify Email
	(f you nee	ed assistance to claim thes	e profiles, please contac	t support.	
		Contact Su	ipport 🖸		
		Contin	ue 🕂		
		Bad	ck		







#### **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.

Play		PlayHQ Tost League > 202		норен						
Using es PlayHQ Test League	Grades Te	ams Participants	Registration	Allocations S	ettings More	v				
<b>2</b> Competition Management										
👜 Game Day	Filter by	All Roles All Sta	atuses - A	lf Age Groups —					1-1	of1 C 1of1 ~ 🥥
Programs	FIRST NAME	LAST NAME	ROLE	GENDER	AGE GROUP	D0.6.	CLUB	TEAM	REGISTRATION NEW DATE	STATUS
👹 Participants	Anthony	Saunders	Playor	Malo	SNR	01 Jun 1964	Kenmore JAFC		08 Jan 2022 Yes	Peopling
+ Transfers & Permits									1-1	of1 1of1 × 0
Merchandise ·										in forte a

Open the Pending registration by clicking on the  $\checkmark$  icon.

Play	Participants > Anthony Saunders Anthony Saunders		
Using as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership		
Y Competition Management			
Game Day	Player Registered 08 Jan 2022 Pending	PlayHQ Test League, 2022 Kenmore JAFC PlayHQ Test League	~
Programs			_







## Participant Registration - Pending Registrations (cont)

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

Play	Participants > Anthony Saunders Anthony Saunders	
Using as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership	
Y Competition Management		
Game Day	Player Registered 08 Jan 2022 Pending	PlayHQ Test League, 2022 Kenmore JAFC A PlayHQ Test League
Programs		hajna tar zagaa
😽 Participants	Registration Details	
🖨 Transfers & Permits	D.O.B. 01 Jun 1964	
Merchandise	GENDER • Male	
🔐 Venues	AGE GROUP Senior	
Reports		
My Organisation	Custom Fields	🖉 EDIT
≟ Settings	Gold Coast SUNS DO YOU HAVE HEALTH INSURANCE? No	
Support 12	Actions	
- Tony Saunders	Approve Player Cancel Registration	

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

Play	entrands - entrany sources				
PlayHQ Test Léague	Registration History Statistics membry	t de Syspenning et milantióp			
¥	Player	Cancel Registration	12	About	Actions ~
	Fegularina (a Jan 2022	Reason*	- *	About	ALLONS V
		Incorrect date of birth			
🐝 continganta	Registration Details				
£	01 Jun 1964	Any statistics already captured during this season will remain,		Anthony	Sounders
a	uE11139 Mole	however the participant will no longer appear:			
s a	Ade stran Senior	<ul> <li>In any teams this season, and</li> <li>In any future games where they have been added into the line- up</li> </ul>		M0012 0400006859	- COME INFORCE
Ш ————————————————————————————————————	Custom Fields	This action cannot be undone. The participant will need to re- register to participate.		01 JUN 1964	Male
- No	AFL TEAM SUFFERTED Gold Const SUNS	Cancel Registration Cancel	2 <sup>7</sup> 100		couvrer el giarn Australia
	DO YEL HAVE NEALEN INSURANCE? No			ADDRESS	







## Participant Registration - Pending Registrations (cont)

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

Play	Participants > Anthony Saunders. Anthony Saunders	
Using as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership	
🝸 Competition Management		
Game Day	Player Registered 08 Jan 2022 Pending	PlayHQ Test League, 2022 Kenmore JAFC A PlayHQ Test League
Programs		
😤 Participants	Registration Details	
← Transfers & Permits	D.O.B. 01 Jun 1964	
Merchandise +	GENDER Male	
🙀 Venues	AGE GROUP Senior	
Reports	Custom Fields	
My Organisation +	AFL TEAM SUPPORTED Gold Coast SUNS	Ø EDIT
井 Settings +	DO YOU HAVE HEALTH INSURANCE? No	
? Support 🕑	Actions	
Tony Saunders	Approve Player Cancel Registration	







#### Participant Registration - Pending Registrations (cont)

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

Play	Participante > Anthony Saundars Anthony Saunders	
using as PlayHQ Test League	Registration History Statistics Incide	nts & Suspensions Membership
P Competition Management		
Game Day	Player Registered 08 Jan 2022	PlayHQ Test League, 2022 pre JAFC
Programs		Approve Player
😸 Participants	Registration Details D.O.B:	Approving a player will make them available for team allocation.
🚰 : Transfarş & Wirmlin	01 Jun 1964 GENDER Male	Please ensure you have verified any relevant documentation.
🚔 mone	AGE GROUP Senior	Do you wish to approve this player?
Taports		Cancel Yes, Approve Player
My Organisation	Custom Fields AFL TEAM SUPPORTED	С ЕБІТ

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

Play	Participants > Anthony Saunders Anthony Saunders	
Using as PlayHQ Test League 🌱	Registration History Statistics Incidents & Suspensions Membership	
Y Competition Management	Player successfully approved.	
Game Day		
Programs	Player Registered 08 Jan 2022	PlayHQ Test League, 2022 Kenmore JAFC A PlayHQ Test League
🐣 Participants		
← Transfers & Permits	Registration Details	
Merchandise +	01 Jun 1964 GENDER	
👑 Venues	Male	
Reports	AGE GROUP Senior	
My Organisation +	Custom Fields	🖉 EDIT
➡ Settings +	AFL TEAM SUPPORTED Gold Coast SUNS	
	DO YOU HAVE HEALTH INSURANCE? No	
Support C <sup>2</sup>		
T Tony Saunders ∽ tony.saunders⊚afl.com.au	Actions Approved 08 Jan 2022	







#### **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**.

Play	Participants		÷						
Using es PlayHQ Test League	Search for participants:	First narms	Last pame	Email	Mobile number	Smith Resot			
	FIRST NAME	LAST NAME	EMAIL			MOBILE	GENDER	D,0,8	
T Competition Management	You can find participants by	searching by first name.	last name, email address	and mobile number.					
Game Day	and the providence of								
Programs									
😽 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.

Play	Participants			_					
Using as PlayHQ Test League	Search for participants:	Fifst hame	saunders	Email	Mobila number	Search Reset			
and the second	FIRST NAME	LAST NAME	EMAIL			MOBILE	GENDER	10,02.0	
T Competition Management									
👜 Game Day	Tony	Saunders	tony.si	aunders@afl.com.ou		0400006859	Minia	01 JUN 1063	View
Programs	Tony	Saunders	tony.si	aunders@afi.com.au		0400006859	Male	SIOS MULIO	View
🐸 Participants									
, ← Transfers	Anthony	Saunders	tany.si	aunders@all.tomau		0400006859	Mala	2105 MUL 10	View

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.

Play		RQ Test League - Season 2021 > 2		O VISIBLE				
Using as PlayHQ Test League	- Grades Teams	Participants Registra	tion Allocations Set	tings				â
P Competition Management								
Game Day	Filter by All -	Include Cancelled	Registrations				1-23 of 23	toft +
Programs	FIRST NAME	LAST NAME	TYPE	GENDER	DOB	CLUB	TEAM	
Participants	Braxton	Archer	Player	Male	08 Jun 2012	Burleigh JAFC	Burleigh U14 Boys	View
Transfers	Tony	Costanzo	Player	Male	01 Jan 2014	Burleigh JAFC	Burleigh U14 Boys	View
Membondite								-

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**.

Play 现	Participants > Braxton Archer Braxton Archer		
Using as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership		
Y Competition Management			
👼 Game Day	Player	PlayHQ Test League, 2021 Banks	~
Programs	Registered 16 Jul 2021	PlayHQ Test League	-
😤 Participants	Player Season Permit 28 Jun 2021 - 03 Jul 2021	PlayHQ Test League, 2021 Test Club 1	~
🖨 Transfers & Permits		PlayHQ Test League	
😭 Merchandise +	Player	PlayHQ Test League, 2021 Test Club 3	~
😝 Venues	Season Permit 01 Jun 2021 - 30 Jun 2021	PlayHQ Test League	
Reports	Player	PlayHQ Test League, 2021	1.7
My Organisation +	Registered 14 Jun 2021	Banks PlayHQ Test League	~
井 Settings +	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.

Play	Participants > Braxton Archer Braxton Archer	
Using as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership	
T Competition Management	SEASON STATS	
👼 Game Day	PlayHQ Test League, 2021	
Programs	Banks PlayHQ Test League	Player 1 Player Point
🐣 Participants	There are currently no statistics for this registration	
← Transfers & Permits		
Merchandise +	PlayHQ Test League, 2021	
👾 Venues	PlayNg Test League	<b>Player</b> 1 Player Point
Reports	There are currently no statistics for this registration	
My Organisation +		







#### 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**.

Play	Participants > Braxton Archer Braxton Archer
Using as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership
	Total Suspensions 1 Weeks/Games
<ul> <li>Programs</li> <li>Participants</li> <li>Transfers &amp; Permits</li> </ul>	Behaviour 28 May 2021 Suspended 1 Games/Weeks (24 May 2021 - 31 May 2021) 🗸

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**.

About		Actions 🗸
Account managed by: Tony Saunders		
FIRST NAME	LAST NAME	
Braxton	Archer	
HOME PHONE	D.O.B.	
	2102 NUL 80	
GENDER	PREFERRED NAME	
Male	CREPENSED MADE	
COUNTRY OF BIRTH		
Australia		
ADDRESS		
9 MONET ST. COOMBABAH 4216, QLD		
PRIVACY SETTINGS		
Public		
Additional Details		~
Disability Details		~
		Ŷ
Parent/Guardian		







# 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 <u>https://www.playhq.com/</u> 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.

Play HO Q :	Search	Dis	scover For Organisations	About Us 🛛 💎 Tony 🗸
Tony Sa	aunders	My Public Profile		
Change user 🔺	1			
	n History			
Braxton Archer				
Tony Saunders				
Video Test	3			
Test Country		-		
Country Test		Tony		
Border Club		Saunders		
Tony Saunders		administration@aflbj.com		
Test Manager		0400006859		
Example Manager		Male		
Anthony Manager		01 Jun 1963		
SA Voucher Test		Australia		
Transfer Permit Test		9 MONET ST, RUNAWAY BAY	. 4215. OL D. Australia	
Fees Test	al and/or Torres Strait	2000 CT 2000 CT 2000		
Tony S Test	arandron forres offait	No		
Harrison Andronaco	rent/guardian born			
Goto Market		No		
-				
Edit Details	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.

NY Q Search	Discover For Organisations About Us 💔 To
ony Saunder	S My Public Profile
Personal Details	
First Name:	Tony
Last Name:	Saunders
Email:	administration@aflbj.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 Islander origin?:	Strait No
Were any of your parent/guardian b overseas?:	orn No
Edit Details Change Em	nail
Edit Details Change Em	







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.

file Registration History		
Personal Details		
First name*		
Tony		
Last name*		
Saunders		
Email*		
administration@aflbj.com		
Mobile number*		
₩ ~ 0400006859		
Preferred name		
Please enter		
Gender*		
Male	2	
Date of birth*		







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

Country of birth*		
Australia	*	
lome number		
Please enter		
Country*		
Australia		
Address*		
9 MONET ST	- · .	
Suburb / Town*		
RUNAWAY BAY		
State / Province / Region* Postcode*		
Queensland - 4215		
Are you of Aboriginal and/or Torres Strait Islander ori	in?"	
No	×	
Vere any of your parent/guardian born overseas?*		
No		
Save Cancel		







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

Disability Deta Do you identify as disability/disabili	s living with a	
Edit		
Emergency Co	ontact	
First Name:	tony	
Last Name:	saunders	
Relationship:	ра	
Email:	noemail@email.com	
Mobile Number:	040000000	
Edit		
Ladra da		
Privacy Settin	igs	
Private		
Hide my name on	all game statistics for club & association websites,	
Edit		
Eun		







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

Q Search	Discover For Organisations About Us 🐺 T
ge user • Registration History	My Public Profile
ile Registration History	
Personal Details	
First Name:	Tony
Last Name:	Saunders
Email:	administration@aflbj.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
Edit Details Change Email	







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.

1 Change Email	2 Verify Email	
	Change Email	
	Current Email administration@aflbj.com	
	New Email*	
	tony.saunders@afl.com.au Please note that if you change your email, this change will take place everywhere this email is used.	
	Continue	
	Contact Support	







# **Registration History**

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

lay HO	Q, Search		Discover	For Organisations	About Us	👽 Tony
Brax	ton Archer	My Public Profile				
My Teams	Profile Registration History	Memberships				
Regist	rations					451
						AFL 🕶
8	Player			•	Banks	AFL ¥

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

Play 😳 Q Search		Discover	For Organisations	About Us	🕡 Tony 🗸
Braxton Arche	My Public Profile				
My Teams Profile Registration	History Memberships				
Registrations					AFL 🕶
Player			۲	Banks	
Registered 16 Jul 2021 COMPETITION			PlayHQ Test Leagu PlayHQ Test I		0
Registration Details	Additional Questions				
DOB	What school does the participant				
08 Jun 2012	attend?				
Gender	Not Applicable				
Male	What school year is the participant Not Applicable	in?			







## **My Public Profile**

Click on the My Public Profile button to view Statistics.

y HO Q Searc	h	Discover	For Organisations	About Us	🕡 Tony
raxton	Archer				
Season Stats				202	
PlayHQ Test League, Banks PlayHQ Test League	2021				Player

# My Teams

Under the My Teams tab will be a list of the Teams that the Participant has been allocated to.

Example Manager	
Change user -	
My Teams Profile Registration History	
AFL -	
East Brighton Vampires U12 Girls	
Sherren SMJFL U12 Girls Division 1 - 2021	
ACTIVE	

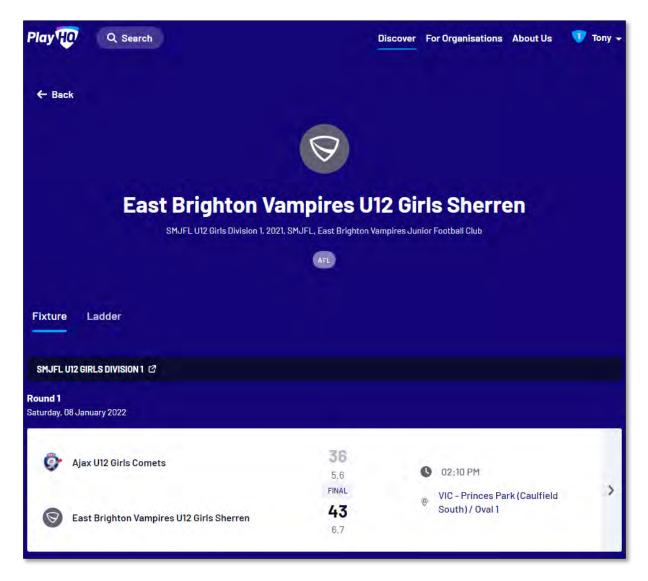






#### Participant Portal – My Teams (cont)

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.









# Participant Portal – My Teams (cont)

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

				FINA
Ajax U12 Girls Comets	<b>6</b> 36	<b>43</b> 6.7	East Brighto U12 Girls Sho	
🛗 02:10 PM, Saturday, 08 Ján 2022	VIC - Princes P / Oval 1	ark (Caulfield Sout	th) 🦞 SMJI	FL, 2021
RIOD SCORES				
D OF PERIOD	01	02	03	04
Ajax U12 Girls Comets	<b>15</b> 2.3	<b>16</b> 2.4	<b>30</b> 4-6	36 5-5
East Brighton Vampires U12 Girls Sherren	0	<b>22</b> 34	<b>29</b> 4-5	<b>43</b> 6.7
BEST PLAYERS No best players have been s	elected	BEST PLAYERS Jessica Allica Nilsson	, Genevieva Brooks, Georgia	Naughton, Sophie
No best players have been s	elécted	Jessica Allica Nilsson	, Genevieve Brooks, Georgia	Naughton, Sophie
No best players have been s	elected	Jessica Allica Nilsson PLAYER STATIS	, Genevieve Brooks, Georgia TICS	
No best players have been s	elected B	Jessica Allica Nilsson	, Genevieve Brooks, Georgia TICS	Naughton, Sophie
No best players have been s PLAYER STATISTICS # PLAYERS	G D	Jessica Allica Niisson PLAYER STATIS # PLAYER PLAYER	, Genevieve Brooks, Georgia TICS	0
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	G D	Jessica Allica Nilsson PLAYER STATIS * PLAYER 23 Gener	, Genevieva Brooks, Georgia TTICS	6
No best players have been s PLAYER STATISTICS # PLAYERS PLAYERS No players allocated to lin	œ ∎ Ne∼up	Jessica Allica Nilsson PLAYER STATIS * PLAYER 23 Gener 14 Georg	, Genevieve Brooks, Georgia TICS RS vieve <b>Brooks</b>	° • 2
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	в ne-up Б.	Jessica Allica Nilsson PLAYER STATIS * PLAYER 23 Gener 14 Georg 3 Sophi	, Genevieve Brooks, Georgia TICS RS vieve Brooks gia Naughton	2
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	в ne-up Б.	Jessica Allica Niisson PLAYER STATIS * PLAYER 23 Gener 14 Georg 3 Sophi 24 Zahra	, Genevieve Brooks, Georgia TICS RS vieve Brooks gia Naughton	0 2 0 2
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	в ne-up Б.	Jessica Allica Nilsson PLAYER STATIS * PLAYER 23 Gener 14 Georg 3 Sophi 24 Zahra 1 Made	, Genevieve Brooks, Georgia TTICS RS vieve Brooks gia Naughton ie Nilsson stevens	6 2 0 2 0







#### **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.

			ires U12 Girls Sherren East Brighton Vampires Junior Football Club	
		(	AT	
Fixt	ure Ladder Squad			
PLA	YERS		COACHING STAFF	
#	NAME	GAMES	C Harrison Andronaco	>
3	Sophie Nilsson	2 >	AC Peter Day	>
4	Ava Stewart	2 >		
5	Andie Sherren	o <b>&gt;</b>	TEAM MANAGERS	
6	Amelia Harris	0 >	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**.

<b>e</b>	
Example Manager TEAM MANAGER	
Contact Details	
Account managed by:	
Tony Saunders	
administration@aflbj.com 0400006859	
Parent/Guardian Tony Saunders administration@aflbj.com 0400006859	
Emergency Contact	
Tony Saunders (pa)	
noemail@email.com	
040000000	

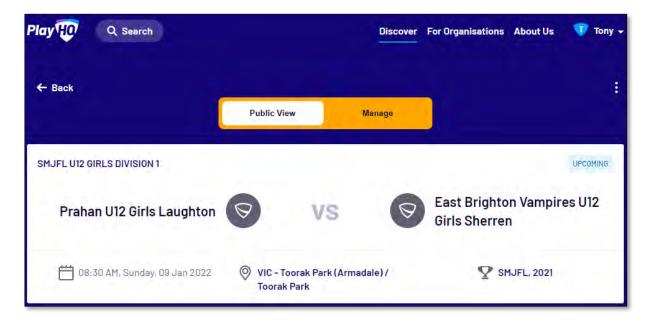






#### Select Team & Add Match Result Details

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



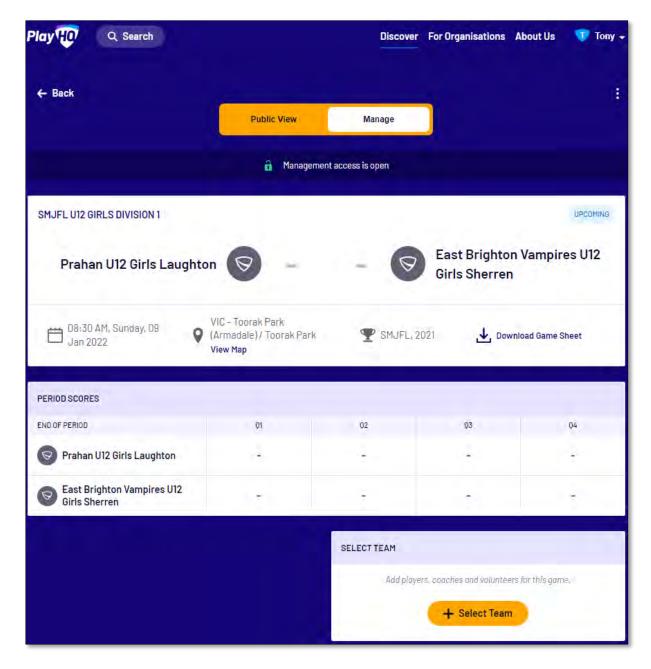






To manage the team in the match, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available.

Click on the + Select Team button.









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 VAM	PIRES U12 GIRLS SHERREN	
Team Players - Out		Line-up	
	; that have been allocated to this team, but have not elected for the line-up in this game.	Players that have been selected for thi	s game.
# Player		Select line-up from a previous round	
5	Andie Sherren		
6	Amelia Harris	🦽 Edit Captains	
7	Pippa Jacobson	Non-team Players	+ Select Player
8	Sophie Nilsson	Add to the line-up players that have not been allocated to the team.	
10	Phoebe Fyfe		
18	Ava Stewart 🕂		
20	Genevieve Brooks 4		







To add players to the line-up click on the f icon, To remove players from the line-up click on the  $\bigcirc$  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	
		PIRES U12 GIRLS SHERREN	
Team Players - Out		Line-up Players that have been selected for this game. # Player	
Players that have been allocated to this team, but have not been selected for the line-up in this game.			
#	Player	5 Andie Sherren	
10	Phoebe Fyfe	Duplicate number used	
18	Ava Stewart	6 Amelia Harris	
20	Genevieve Brooks	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 + Select Player not been allocated to the team,	
	Cancel	Next	







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	
AST BRIGHTON VAMPIRES U12 GIRLS SHERREN	
elect captains for this game. Any changes made will be for this game on	nly
Amelia Harris	
Vice Captain	v
Test Incidents	
Please select	
Pippa Jacobson	
Captain	
Sophie Nilsson	
Please select	√~
Please select	
Captain	
Vice Captain	
Deputy Vice Captain	







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.

	🔒 Manager	ment access is open	
SMJFL U12 0	GIRLS DIVISION 1		UPCOMINE
	10.000		×
		nching Staff	
Out		In	
	There are no coaches listed as out,	Coach	
		Harrison Andronaco	•
		Assistant Coaches	-
		Peter Day	•
	Back	Next	







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 Volunt EAST BRIGHTON VAMPIRES U12	
i 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







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 *O* icon. To download and print the game sheet click on the **Download Game Sheet** link.

← Back	100				1
	Public View	Manage			
	🍵 Manageme	int access is open			
SMJFL U12 GIRLS DIVISION 1				JP0	OMING
Prahan U12 Girls Laughto	on 🦁 –		Brighton V Sherren	ampires U	12
08:30 AM, Sunday, 09 Q	VIC - Toorak Park. (Armadale)/ Toorak Park View Map	P SMJFL, 2021	🕁 Downloa	d Game Sheet	
PERIOD SCORES					
END OF PERIOD	01	02 0	55	04	
Prahan U12 Girls Laughton	4	4	-	4	
S East Brighton Vampires U12 Girls Sherren	-		-	÷	
		PLAYER STATISTICS (4/22)			0
		P PLAYERS	VEL HED	· · ·	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	a a	a a	٥
		COACHING STAFF			0
		C Harrison Andronaco			
		AC Peter Day			
		VOLUNTEERS			0
		Tony Costanzo (Steward), Ton	y Saunders (Ru	nner)	

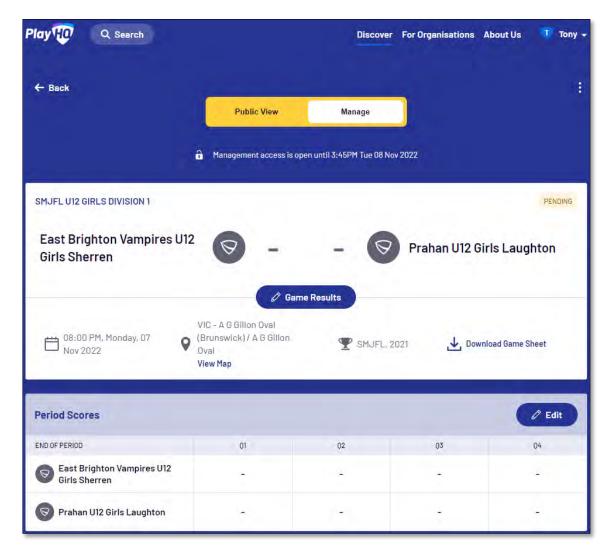
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AFL Community Football Club Admin PlayHQ User Guide





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.









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

						P		Scores							
0	Period sco	res for	this gam	ne will dis	splay in t	the "End of	Period" form	at.							
						Game F	Results	PENDING							
East Sheri	Bright en	on V	ampi	ires l	J12 G	irls	-	- Pra	han U1	2 Gi	rls La	augh	ton		
	<b>ghton Va</b> i I (please en			<b>rls She</b> End of pe		ad only)			<b>U12 Girls I</b> d (please er	10		End of p	eriod(re	ad only)	
						ad only) PTS				10		End of p	eriod (re B	ad only) PTS	
By Period	l (please en	ter)	_	End of pe	eriod(re				d (please er	iter)	_				
By Period	l (please en G	ter)	PTS	End of pe	eriod (re B	PTS		By Period	d (please en G	B	PTS	G	в	PTS	
	G G	ter)	PTS 7	End of pe G 1	eriod (re B 1	pts 7		By Period Q1	d (please en G O	B	PTS	G O	B	PTS O	







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.

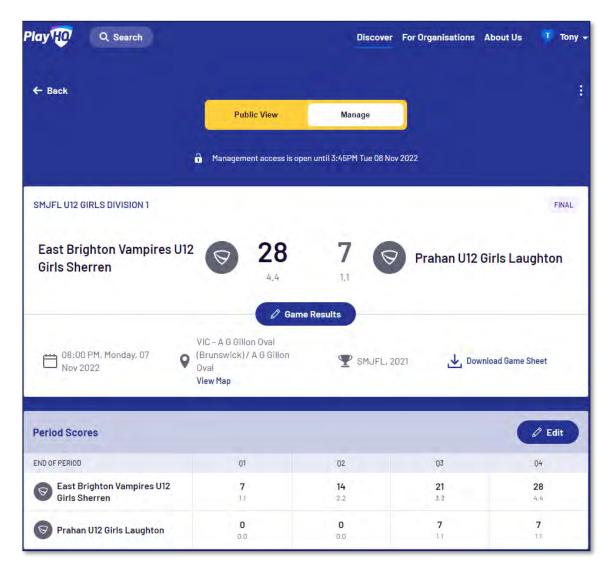
Same Result	
East Brighton Vampires U12 Girls Sherren	28
	4.4
Prahan U12 Girls Laughton	<b>7</b>







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









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.

Perio	od Scores									C Edit
END OF	PERIOD				0	t		02	03	04
	East Brighton Var Girls Sherren	npires l	J12		<b>7</b> 1.			<b>14</b> 2.2	<b>21</b> 3.3	<b>28</b> 4,4
0	Prahan U12 Girls L	aughto	n		0.			<b>0</b> 0.0	<b>7</b> 1.1	<b>7</b> 1.1
Line-	-Up	0 Lin	e-Up		🔊 Play	er Stat	5	Select team		
#	PLAYERS	POS	YEL	RED	G	В	PTS	Add players	, coaches and volunte	ers for this game.
5	Andie Sherren	47	0	0	0	0	0		+ Select Team	
6	Amelia Harris	÷	0	0	0	0	0	· · · · ·	T Beleut Teallin	
7	Pippa Jacobson	- ÷	0	0	0	0	0			
8	Sophie Nilsson	4	0	0	0	0	0			
13	Test Incidents	18	0	0	0	0	0			
TOTA	L		0	0	0	0	0			







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.

		la Vena
	Playe	er Stats
	EAST BRIGHTON VAM	PIRES U12 GIRLS SHERREN
		YEL RED G B P1
5	Andie Sherren	1
6	Amelia Harris	1
7	Pippa Jacobson	
8	Sophie Nilsson	2 3 1
13	Test Incidents	1 6
Team	Stats	
Total		1 1 4 4 2





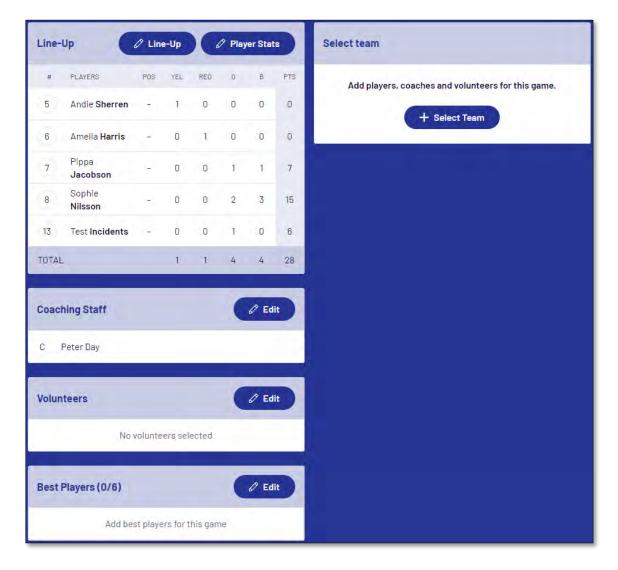


You will be returned to the **Manage** page and the player statistics will be updated.

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.









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 UI2 GIRLS SHERREN	
Select best players from the lineup in order of best (position 1), second best (position the public participant site,	n 2) and so on. Best players will be published to
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	







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

Line-Up	🖉 Lin	e-Up	X a	🤊 Play	ver Stat	is d	Select	team				
# PLAYERS	POS	YEL	RED	G	В	PTS	٨	Add players,	coaches	and volu	nteers fo	r this ga
5 Andie Sherren		1	0	0	0	0			-	Select Te	-	
6 Amelia Harris	-30	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						
					_							
	_	1	1	4	4	28						
TOTAL Coaching Staff C Peter Day Volunteers		1	t	4	4 Ø Ed							
Coaching Staff C Peter Day Volunteers	volunte			4	0 Ed							
Coaching Staff C Peter Day Volunteers	volunte			4	0 Ed							

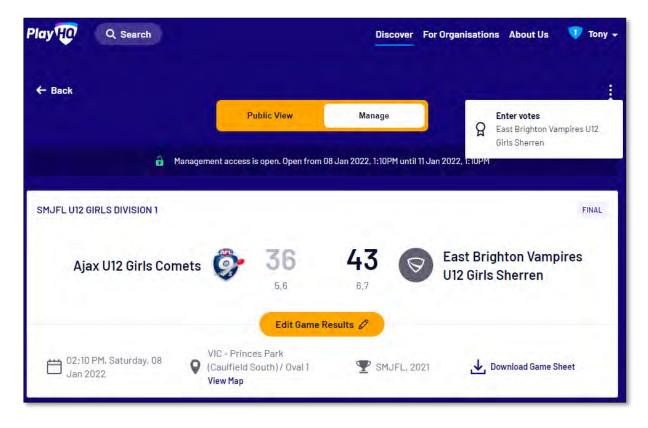






## Add Club Award Votes

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



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









#### 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 s the second best player and	select players. The highest number of votes represents the best player, the second highest so on	votes represents
Tony S		
	2 Votes* 1 Vote* ~ #23 Genevieve Brooks ~ #14 Georgia Naught	on ~
3 Votes*		on v

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.



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# 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.

Play	Transfers and Permits
Using as South Metro Junior Football Leagu **	Requests Settings
T Competition Management	Automatic Approval This will not affect transfer requests already in progress.
Game Day	Transfers
Programs	
👹 Participants	Inbound 🜑 Allows automatic approval of all inbound transfer requests.
😅 Transfers & Permits	Outbound On Allows automatic approval of all outbound transfer requests.
🍘 Merchandise 🔸	Internal 🜑 Allows automatic approval of all transfer requests between competitions in this association.
😂 Venues	
Reports	Permits
💮 My Organisation –	Inbound 🌑 Allows automatic approval of all inbound permit requests.
Settings	Outbound (T) Allows automatic approval of all outbound permit requests.
Support C	Internal 🕥 Allows automatic approval of all permit requests within competitions in this association.
T Tony Saunders tony saunders (Balf com av	(Update 2.5ww) Carteel

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.

AFL UAT	My Organisation					
Play	Details Contacts Notifications Vouchers Payments					
sing as layHQ Test League						
🋱 Programs	By adding an email address, you agree to use the information that is sent in	any email you receive solely for your organisation's pu	rposes.			
Participants	Notifications					
A Incidents	Add an email address to receive emails whenever a new registration, tran	nster request and permit request is triggered.				
Transfers & Permits	Email	+ Add				
Merchandise +	and a second					
Venues	Limit 30					
Reports	EMAIL ADDRESS	TRANSFERS	PERMITS	COMP. REG.	PROG. REG.	
My Organisation –	tony.saunders@afl.com.au		100	1.2		
Overview	Added by: Tony PP Saunders 06 October 2022					圃
Updates d						
Support n	Idpolate III, Savo Carno					

AFL Community Football Club Admin PlayHQ User Guide







## **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.

nders mail@email.com
mail@email.com
new club. You will to proceed. arted →
st







## 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.

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 trans	fer request:
Your request will be reviewed by	your current club, new club and association(s),
• You will receive a notification in	dicating whether your request was approved or declined. If approved:
• Your registration to your o	urrent club will be cancelled,
<ul> <li>You will be asked to comp</li> </ul>	lete your registration to your new club.
	Submit Transfer Request →
	Cancel



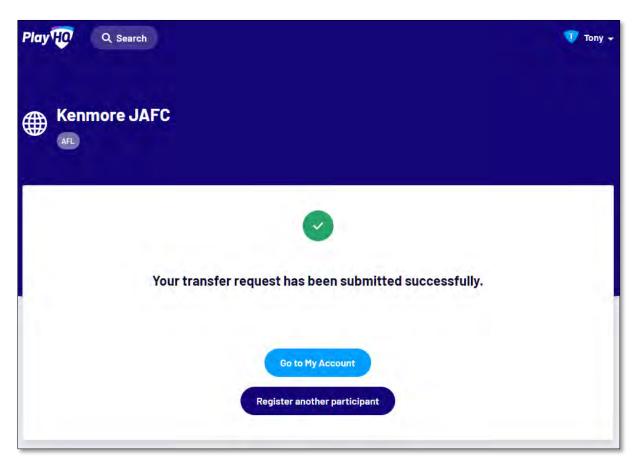




## Transfers & Permits - Player Initiated Transfer (cont)

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.

AFL UAT	Transfers & Permits
Play	Transfers Permits Sattings
Using as East Brighton Vampires Junior Feotball Club	+ Ree Yansfer Request

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.

AFL UAT	New Transfer Request		• 0			Review Cancel
Play 😳	Details					
Using as East Brighton Vampires Junior Football Club	Competition Please nominate the competition you re	quire this player to parti	icipate in			
T Competitions	Organisation*		Competition*	Season*		
👜 Game Day	South Metro Junior Football League	(SMJFL) ~	SMJFL	~ 2023		•
Programs						
😽 Participants	Player					
😅 Transfers & Permits	Find a player by searching participant's					
🍄 Merchandise +	Club*	First Name	Last Name*	Date of Birth	Reset Sea	irch Q
Venues	100 Results					
Reports	IOO RESUITS					
My Organisation +	Tony Saunders				RUNAWAY BAY QLD 4215	0
Updates Ø	Tony PP Saunders				COOMBABAH QLD 4216	0







#### 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.

AFL UAT	New Transfer Request	σ.	Submit New Transfer Requi	est Back.
Play 现				
Lising as East Brighton Vampires Junior Football Club	Tony PP Saunders			
	D.O.8.	ADDRESS		
T Competitions	01 June 2012	COOMBABAH QLD 4216		
-	SOURCE ASSOCIATION	SOURCE CLUB		
👜 Game Day	Test Football League (TFL)	Kenmore JAFC		
all a second	test rootball teague (Trt)	Kennore SAPC		
Programs	COMPETITION	SEASON		
	2022 Season	2023		
🐸 Participants				
🚓 Transfers & Permits				
Merchandise +	Request Details			
	DESTINATION ASSOCIATION	DESTINATION CLUB		
😫 Venues	South Metro Junior Football League (SMJFL)	East Brighton Vampires Junior Football Club		
Reports	COMPETITION	SEASON	SEASON DATES	
	SMJFL	2023	01 November 2022 - 31 October 2023	
My Organisation + .				
Dipdates P				

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

C AFLUAT	New Transfer Request		× (
Play			
sanng si Bast Brighton Ventpines Junior Football Club	Tony PP Saunders		
T Competition	11 June 2012	COOMBARAH QLD 4218	
<ul> <li>Earne Day</li> <li>Orognamic</li> <li>Participants</li> <li>Transfers &amp; prentity</li> </ul>	ing max A Microsoftwin Text Football League (TFL) - mining trans- 1052 Season	Submit New Transfer Request If you proceed and submit a transfer request, the participants existing registration will be automatically cancelled ance approved. Do you wish to submit this new transfer request?	
🚱 Mentapalija	Réquest Details Instruction Astacologie South Merra Junier Football League 15h	Yes, Submit New Transfer Request Cancel	

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.

O AFL UAT	Transfers & Permits						
Play	Transfers Permits Settings						
Using as East Brighton Vampires Junior Football Club	New transfer request submitted succesfully.						×
<b>T</b> Competitions	+ New Transfer Request						
Game Day	All Statuses	Reset				1-Bof B	1oft -
Programs							
S Participants	PLAYER	DESTINATION CLUB	DATE	DIRECTION	STATUS	PENDING STATE	
Transfore & Dormite	Tony PP Saunders	East Brighton Vampires Junior Football Club	08 Nov 2022	Inbound	Pending		View

AFL Community Football Club Admin PlayHQ User Guide







#### **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**.

AFL UAT	Transfers & Permit	s					
Play	Transfers Permits Settings						
Using as Kenmore JAFC	+ New Transfer Request						
P Competitions	- All Statuses	Reset				1 - 19 af 19	1of1 ~ 3
🐺 Game Day	PLAYER	DESTINATION CLUB	DATE	DIRECTION	STATUS	PENDING STATE	
Programs	Tony PP Saunders	East Brighton Vampires Junior Football Club	08 Nov 2022	Outbound	Pending		View

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

e artuat	Transfer > Transfer Request	Done
Using as Kenmore JAFC	Approve O Decline	
♥ Competitions	Tony PP Saunders Suspended	
Programs	Kenmore JAFC	
S Participants	сбилеттом 2022 Season	
Transfers & Permits	SEASON 2023	

- the player's Profile information

Play HO	Transfers » Transfer Request	Done
Using as Kenmore JAFC	✓ Approve ⊖ Decline	
Y Competitions	Profile	
Game Day	EMAIL tony.saunders@afl.com.au	
Programs	MOBILE 0400006859	
👹 Participants	D.0.8.	
Transfers & Permits	01 June 2012	
Merchandise +	COOMBABAN QLD 4SIE	







## Transfers & Permits - Manage Transfer Requests (cont)

## - the transfer Request Details

O AFL UAT	Transfers > Transfor Request	
	Transfer Request	Done
Play HO	and the second se	
	✓ Approvo 🛛 \ominus Declina	
Using is Kenmore JAFC		
T Competitions	Request Details	
Game Day	South Metro Junior Football League (SMJFL) East Brighton Vampires Junior Football Club	
Programs	COMPETITION	
😽 Participants	SMJFL	
🚓 . Transfers & Permits .	35430H 2023	
Merchandise +	SEASCH DATES	
	01 November 2022 - 31 October 2023	

## - the Status of the transfer; and

O AFL UAT	Transfer Nequest	Done
Play HO	✓ Approve	
Using as Kenmore JAFC ~	Status	
T Competitions	- Requested	08 November 2022
Game Day	East Brighton Vampires Junior Football Club	
Programs	Pending Kenmare JAFC	14 November 2022
Norticipants	Pending Test Football League (TFL)	
😅 Transfers & Permits	Pending	
Merchandise +	South Metro Junior Football League (SMJFL) Registration Pending	
Wenues	Tony PP Saunders	

## - the player's Incident History

C AFLUAT	Transfers > Transfer Reque							Done
Play	no sa no o i	Decline						
Using es Kenmore JAFC ~		II League (TF	ι)					
T Competitions	Pending							
Game Day	South Metr		ball League (SMJFL)					
Programs	Tony PP Sau							
😹 Participants								
😅 Transfers & Permits								
Merchandise +	Incident H	istory						
👑 Venues	INCIDENT DATE	CATEGORY	TEAM	CLUB	TYPE	OFFENCE	OUTCOME	
Reports	07 Nov 2022	Game	Kenmore Senior Men	Kenmore JAFC	Behaviour	22.2.2 (a) (i) intentionally or carelessly stri	Early guilty plea - set penalty accepted	
My Organisation +	02 Apr 2022	Game	Kenmore Senior Men	Kenmore JAFC	Behaviour	22.2.2 (a) (i) intentionally or carelessly stri	Early guilty plea - set penalty accepted	
Updates @	20 Jun 2021	Game	1		Behaviour	22.2.2 (a) (i) intentionally or carelessly stri	Set Penalty	
Support C <sup>*</sup>	20 Jun 2021	Game	4		Behaviour	21.2.2 (m) attempting to strike another person	Set Penalty	







## 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.

Q ATLUAT	Transfer Request		×
Play	Approve of the sec		
Helen en Reomore JAFC -			
Tiompetition	Tony PP Saunders		
Gamir Day		Decline Transfer Request	
Programu	Test Football League (TFL) Kenmore JAFG	This action cannot be undone. The participant will need to re-register to participate.	
😹 Participants .	SOAL STATE	Please select	
2 <sup>4</sup> Transfors & Fermion		Details	
Storehaltdien	2023	Limit 200 characters.	
Viniam.		Decline Transfer Request Cancel	
Reports	Profile	Decime transfer kequest Cancel	

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

	Transfers > Transfer Request	Dane
Using as Kenmore JAFC •	Tony PP Saunders Guypender	
𝕎 Campetitians	Test Football League (TFL) Kenmore JAFC	
Game Day	COMPETITION	
Programs	2022 Season	
😹 Participants	SEASON 2023	
Transfers & Permits		

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.

AFL UAT	Transfers & Permits
Play	Transfors Permits Settings
Using as East Brighton Vampires Junior Football Club	+ New Scason Permit Request

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.

AFL UAT	New Season Permit Reques	t	•	ō	Review	Cancel
Play	Competition Please nominate the competition you re	quire this player to parti	cipate in.			
Using as East Brighton Vampires Junior	Organisation*		Competition*	Season*		
Football Club	South Metro Junior Football League	(SMJFL) ~	SMJFL	~ 2023		
<b>Y</b> Competitions						
Game Day						
Programs	Season Permit Dates Please nominate participation dates for	your permit request. Dat	tes must not exceed end date of the seasor	<b>b</b>		
Participants	From*		To*			
🕂 Transfers & Permits	01/11/2022	۳	30/11/2022	8		
Merchandise +						
👾 Venues	Player					
Reports	Find a player by searching participant's	club, first name, last nar	me and date of birth.			
My Organisation +	Club*	First Name	Last Name*	Date of Birth		÷ .
Updates 19	Kenmore JAFC 🗸	tony pp	saunders	DD/MM/YYYY	Reset Search Q	
2	100 Results					
? Support 2	Tony PP Saunders				COOMBABAH QLD 4216	
T Tony PP Saunders	any is saunders					







#### 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.

AFL UAT	New Season Permit Request	۰ •	Submit New Season Permit Request Back
Play			
Using as East Brighton Vampires Junior Football Club	Tony PP Saunders	ADDRESS	
	01 June 2012	COOMBABAH QLD 4216	
2 Competitions	01 3018 2012	COOMBABAH QLD 4216	
	SOURCE ASSOCIATION	SOURCE CLUB	
Game Day	Test Football League (TFL)	Kenmore JAFC	
100			
Programs	COMPETITION	SEASON	
Darticipants	2022 Season	2023	
🖨 Transfers & Permits			
Merchandise +	Request Details		
Wenues	DESTINATION ASSOCIATION	DESTINATION CLUB	
venues	South Metro Junior Football League (SMJFL)	East Brighton Vampires Junior Football Club	
Reports	COMPETITION	SEASON	SEASON DATES
m mehania	SMJFL	2023	01 November 2022 - 31 October 2023
🛞 My Organisation +			11 C C C C C C C C C C C C C C C C C C
Updates @			
? Support 🖸	Season Permit Dates		
and an and a second	FROM	тр	
T Tony PP Saunders v tony.saunders@efi.com.au	01 November 2022	30 November 2022	

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

O AFL UAT	Transfers & Permits						
Play	Transfers <b>Permits</b> Settings						
Uting as East Brighton Vampires Junior Football Club	New permit request submitted succesfully						×
T Competitions	+ New Season Permit Request						
Game Day						1.1.1.1	
Programs.	All Statuses Resot					1-5015	1011 ~
A Participants	PLAYER	DESTINATION CLUB	DATE	DIRECTION	STATUS	PENDING STATE	
Transfers & Permits	Tony PP Saunders	East Brighton Vampires Junior Football Club	08 Nov 2022	Inbound	Pending		View

#### **Manage Season Permit Requests**

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

AFL UAT	Transfers & Permits					
Play 现	Transfers Permits Settings					
Using as Kenmore JAFC ~	+ New Season Permit Request					
T Competitions	All Statuses Reset					1+8 of 8 0 1 of 1 -
🐺 Game Day	PLAYER	DESTINATION CLUB	IJA7E	DIRECTION	STATUS	PENDING STATE
Programs	Tony PP Saunders	East Brighton Vampires Junior Football Club	08 Nov 2022	Outbound	Pending	View







#### 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**.

AFL UAT	Permits 3 Season Permit Request			
	Season Permit Request			Do
Play HO				
Daing as	V Approve O Decline			
Kenmore JAFC ~				
🗐 Game Day	Tony PP Saunders			
Programs	D.O.B.	ADDRESS		
Participants	01 June 2012 SOURCE ASSOCIATION	COOMBABAH QLD 4216		
	Test Football League (TFL)	Kenmore JAFC		
Transfers & Permits.	COMPETITION	SEASON		
Merchandise +	2022 Season	2023		
Venues				
Reports	Request Details			
My Organisation +	DESTINATION ASSOCIATION	DESTINATION CLUB		
Vpdates LP	South Metro Junior Football League (SMJFL)	East Brighton Vampires Junior Football Club		
opuates 19		SEASON	SEASON DATES	
Support 2	SMJFL Permits > Season Permit Request	2023	01 November 2022 - 31 October 2023	Dor
	SMJFL Permit: > Season Permit Request Season Permit Request	2023	01 November 2022 - 31 October 2023	Dor
AFLUAT Play IO	SMJFL Permitt > Season Permit Request	2023	01 November 2022 - 31 October 2023	Dar
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AFLUAT  Play  Play Play	SMJFL Permits > Season Permit Request Season Permit Request Approve O Decline:	2023	01 November 2022 - 31 October 2023	Dom
AFLUAT  Play  Play  Competitions	SMJFL  Permit: > Season Permit Request Season Permit Request  Approve  Beason Permit Dates		01 November 2022 - 31 October 2023	Dor
ATL UAT  Play Play  Play  Competitions  Game Day	SMJFL Permits > Season Permit Request Season Permit Request Approve O Decline  Season Permit Dates FROM		01 November 2022 - 31 October 2023	bor
AFLUAT  Play  Play  Competitions  Game Day  Programs	SMJFL  Permit: > Season Permit Request Season Permit Request  Approve  Beason Permit Dates		01 November 2022 - 31 October 2023	bor
AFLUAT  Play Fig:  emmore JAFC  Competitions  Game Day  Programs  Programs  Participants	SMJFL Permits > Season Permit Request Season Permit Request Approve O Decline  Season Permit Dates FROM		01 November 2022 - 31 October 2023	
AFLUAT  Play Exponential  AFLUAT  Play Exponential  AFLUAT  Competitions  Game Day  Programs  AFLUAT  Functions  Functio	SMJFL Permits > Season Permit Request Season Permit Request Approve O Decline  Season Permit Dates FROM		01 November 2022 - 31 October 2023	
ATL UAT  PICEY FUE  Indexs Game Day  Game Day  Programs  Participants  Transfers & Permits  Marchandise	SMJFL  Permits > Season Permit Request  Season Permit Request  Approve  Decline  Season Permit Dates  FROM DI November 2022  Status  Requested		01 November 2022 - 31 October 2023	Or 08 November 2022
AFL UAT  Play Hoo  inges  introme JAFC  Competitions  Game Day  Programs  Participants  Marchandise  Venues	SMJFL  Permit > Season Permit Request  Season Permit Decline:  Season Permit Dates  FROM Ol November 2022  Status		01 November 2022 - 31 October 2023	
AFL UAT  Play Export  After the second seco	SMJFL  Permits > Season Permit Request  Season Permit Request  Approve Decline:  Season Permit Dates  FROM OI November 2022  Status  Requested Est Brighton Vampires Junior Feotball Club		01 November 2022 - 31 October 2023	08 November 2022
AFL UAT  Play Export  After the second seco	SMJFL  Permits > Season Permit Request  Season Permit Request  Approve  D Decline  Season Permit Dates  FROM DI November 2022  Status  Requested East Brighton Vampires Junior Pootball Club Pending		01 November 2022 - 31 October 2023	08 November 2022
AFL UAT	SMJFL  Permit > Season Permit Request  Season Permit Request  Approve  Decline  Season Permit Dates  FROM  Nevember 2022  Status  Requested East Brightn Varpires Junior Pootball Club  Pending Karmere JAPC Pending Karmere JAPC		01 November 2022 - 31 October 2023	08 November 2022







## 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.

O AFL LAT	Season Permit Request		
Play	🖌 Appation 🖂 marine		
Kenmere JAPC			
🛫 Lampetitions.	Tony PP Saunders	Decline Permit Peruset	
Garne Doy		Decline Permit Request	
III Programs	inge D) June 2012:	This action cannot be undone. Reason*	
Rarticipàniz	Marce execution Test Football League (TFL)	Please select	
🖨 Transford & Formics		Details	
😭 Mérchandlée —	2022 Season	Limit 200 characters.	
Menues		Decline Permit Request Cancel	
Koports	Request Details	Concert	

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.

Play HO	Permits > Season Permit Request		Done
Osing as Kenmore JAFC ~	Tony PP Saunders		
T Competitions	50.8. 01 June 2012	ADDWESS COOMBABAH QLD 4216	
Game Day	SOURCE ASSOCIATION	SOURCE CLUB	
Programs	Test Football League (TFL)	Kenmore JAFC	
🐇 Participants	COMPETITION 2022 Season	SEASON 2023	
Transfers & Permits			

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.

Play	Reports		
Using as Test AFL 9s	Competitions Programs Financial Orders	Generated Reports	
	Competition*	Season*	
Competition Management	Select a competition	Shleet a season -	Generate
Game Day	Data correct today at 6:43 PM (AEDT)		
Programs.	para sarras (cond. at a series (series))		
👹 Participants	Participation Report		
🖨 Transfers		season and the teams they have been allocated to.	
Merchandise +	Competition*	Season*	
Venues	Select a competition	Select a season	Generate
Reports	Data correct today at 6:43 PM (AEDT)		

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**.

Play 现	Reports			
tising as Test AFL 9s	Competitions Programs Financial Orders	Generated Reports		
	Competition*	Season"		
T Competition Management	Select a competition	- Select a season		Generate
👰 Game Day	Data correct today at 6:43 PM (AEDT)			
Programs				
😸 Participants	Participation Report			
🚅 Transfers	Generate a report of all registered participants in a s	eason and the teams they have been allocated to.		
Merchandise +	Competition*	Season"		_
🔛 Venues	Test AFL 9s	~ 2021		Generate
Reports.	Data correct today at 6:43 PM (AEDT)			
🛞 My Organisation 🕴 +				
⊐‡ Settings +	Fill-in Participation Report Generate a report of all fill-in participants in a seaso	n and the learns they have been allocated to.		
	Competition*	Season"	Grade	
Support L <sup>2</sup>	Salifict is competition	Bellict à Station	All Gradus	Generate
Support L				
T Tony Saunders tony saunders@aff.com au	Generating Participant Test AFL 9s, 2021			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.

Play	Reports			
Using as Test AFL 9s	Competitions Programs Financial Orders Cenerated Reports			
P Competition Management	NAME	DATE CREATED	STATUS	ł
Game Day	Participant - Competition Text AFL Bs. 2021	18 Mar 2021	Generated Download CSV	
Programs				
🎉 Participanis				I
🕂 Transfors				
🎲 Mérchandisé				
🐺 Venues				
LI Reports				I
My Organisation +				
🛨 Settings 🔹 🕴				
😗 Support 🛛 🗹				
T Tony Saunders tory saunders performan				
participant_202103csv			Show all	







## 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 <u>https://login.mailchimp.com/signup/</u>. Enter your email address, and nominate a username and password. Click Sign Up.

Mailchimp's Marketing Plat	your customers. Build your brand. Do it all with tform. Already have an account? Log in
Email	
Username	
Password	👁 Show
<ul> <li>One lowercase character</li> <li>One uppercase character</li> <li>One number</li> </ul>	<ul><li>One special character</li><li>8 characters minimum</li></ul>







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		
Business Name			
Website URL	Optional		
Phone Number	Optional		
Continue			







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.

Play	General Settings
Using as PlayHQ Test League	Government Vouchers Integrations
T Competition Management	
Gama Day	Mailchimp
🖽 Programs	Mailchimp is an email marketing platform. By connecting your Mailchimp account with PlayHQ, participant contact details will be synced and you will be able to,
🐇 Participants	Help on this topic @
😅 transfers	
Merchandise +	
👹 venues	8 Connect
Reports	
My Organisation +	
nime Settings	
General	

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

Play	Connect Mailchimp	San & Comment
Using as: PlayHQ Test League	Log In	
T Competition Management	Log in to Mailchimp to authorize your account with PlayHQ.	
Game Day	Log in to Malichimp 🗗	
Programs		
Participants		
🗗 Transfera	Audience Select the Mailchimp audience you wish to connect with your participant list.	
Morchandise +	Primary Audience* @	
Venues	Pinase select.	
Reports		
🛞 My Organisation 🛛 +		
General		







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.

62	Log in and au Log in to authorize your Mailchimp Username		
$\mathbf{v}$	Password	© Show	
	Log In Greate An A		
	Forgot username? + Forgot passwo		
	82901-2021 Ali Righta Reserved, Malchimofi ta Science Groue, <u>Cooke Preferences</u> , Privacy an		

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

(A)	Authorize PlayHQ-UAT-AFL
0	PlayHQ-UAT-AFL by PlayHQ PlayHQ AFL UAT Rop created on December 16, 2020
	<ul> <li>Ensure you trust this app with these tips:</li> <li>Learn about authorized app.</li> <li>Be sure you want to share data from your Mailchimp account with this app. This app will be able to read and change your account data.</li> <li>Keep in mind you can disable this app in your account.</li> <li>Understand Mailohimp is not responsible for the privacy and security of any thirdparty app.</li> <li>Contact the app for any questions.</li> </ul>







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.

Play	Connect Mailchimp	Save & Connect. Cancel
Using as PlayHQ Test League	Log In	
P Competition Management	Log in to Mailchimp to authorize your account with PlayHQ.	
Game Day	v Logged m	
Programs		
🐇 Participants		
Transfers	Audience Select the Mailchimp audience you wish to connect with your participant list.	
📦 Merchandise 🛛 +	Primary Audience* 👁	
💓 Venues	AFLBJ ~	
Reports		

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

Play 😳	General Settings			
Using as PlayHQ Test League	Government Vouchers Integrations			
T Competition Management	Mulichimp has connected successfully.			×
👜 Game Day				
III Programs	Mailchimp CONNECTED			
😸 Participants	Mailchimp is an email marketing platforr communicate with them from within Mai	n. By connecting your Mailchimp account with PlayHQ, participant Ichimp	contact details will be synced and you will be able to	2
+=+ Transfers	Help on this topic 🖸	and the		2
Merchandise +				
😂 Venues				_
Reports	AUDIENCE	SYNC STATUS	LAST SYNCED	
My Organisation +	AFLBJ	IN PROGRESS		
🕮 Settings +	X Disconnect			







When the synchronising is complete the Sync Status will change.

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

Play	General Settings			
Using as PiayHQ Test League	Government Vouchers Integrations			
P Competition Management	<ul> <li>Mallohimp has connected meconalitally.</li> </ul>			×
Game Day				
Programs	Mailchimp 🧔 CONNECTED			
🐸 Participants	Mailchimp is an email marketing platform communicate with them from within Mai	n. By connecting your Mailchimp account with PlayHQ, participant Ichimp.	contact details will be synced and you will be able to	2
Transfers	Help on this topic 🖪			
🏟 Merchandise +				
🔛 Venues				
Reports	AUDIENCE	SYNC STATUS	LAST SYNGED	
My Organisation -	AFLBJ	COMPLETED	16/06/2021 10:11AM Australia (Brisbane)	
⇒ Sattings +				
	X Disconnect			
	1994			

For more information on how to use **Mailchimp** and to watch a video for **How to create and send an email in Mailchimp** click <u>here</u>.







# 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 <u>https://www.afl.com.au/clubhelp/playhq</u> 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.

The Official Home of APL	NEWS	MATCHES	LADDER	STATS	AFL ON DEMAND					Shop 🖙	Membership	Fantasy	Tipping =	Q	=
					🕀 то		F) CLU	BHE	LP						
		HOME	PlayHQ	Women and	Girls COVID-19	Club Management	Match-Day Management	Commercial	Marketing & Communications	1	MORE -				
PlayHQ															

#### **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 <u>clubhelp@afl.com.au</u> 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

AFL Play HO

TASK	WHERE IN PLAYHQ	RESOURCES	Complete	
Set up or update club bank account (if applicable)	My Organisation > Overview > Payments			
Set your club fees	Competitions > My Competitions > Registration > Configure 'Participant to Club' form			
Set up custom fields (if applicable)	Competitions > My Competitions > Registration > Custom Fields			
Mark their Forms visible when ready to open registrations	Competitions > My Competitions > Registration > Configure 'Participant to Club' form			
Review and potentially update Contacts list	My Organisation > Overview > Contacts			
Review and potentially update Details page	My Organisation > Overview > Details			
Review and potentially update Notification page	My Organisation > Overview > Notifications			
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			
When ready send out Registration Email to your players/parents potentially via Mailchimp	Settings > General > Integrations			

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

