



PLAYHQ REGISTRATION GUIDE

PLAYHQ – ADMINISTRATION ACCESS:

<https://afl.playhq.com/auth/login?redirect=https://afl.playhq.com/>

Log into PlayHQ using your email and password that has access to the administration side of PlayHQ. If you are yet to receive admin access, please contact sanfljuniors@sanfl.com.au to arrange access. You will need to provide your club details, including name, email address, mobile number and your role within the club.

Once you have access and are logged into the administration platform you will be asked to set up a verification link to your email or phone (this is only completed once) and is required when each time you log in.

Administration Platform of Play HQ:

This is the first screen you will see when logging in to the Administration platform of PlayHQ. **This section** is where your club's name will appear. The drop-down menu beside your club's name will allow you to switch between grades, e.g. Juniors and Seniors if you have access to both.

The screenshot shows the PlayHQ administration interface. On the left is a dark sidebar with a navigation menu including Dashboard, Favourites, Competitions, Game Day, Programs, Participants, Incidents, Transfers & Permits, Shop, Venues, and Reports. The main content area is titled 'Competitions' and shows 'My Competitions' for 'Hectorville JFC (SANFL Juniors)'. There are filters for 'Upcoming', 'Active', and 'Completed'. A table lists competitions from 2020 to 2026, with the 2026 season marked as 'Active' and others as 'Completed'. Each row has a 'View' button.

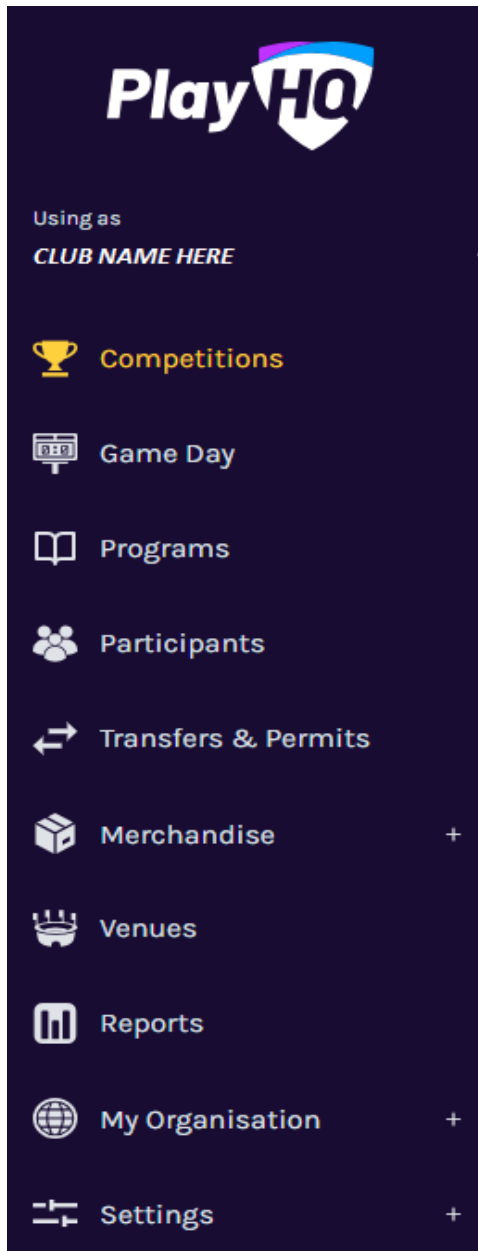
SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2026	SANFL Juniors	SANFL Juniors	01/11/2025 - 13/09/2026	Active	View
2025	SANFL Juniors	SANFL Juniors	01/11/2024 - 14/09/2025	Completed	View
2024	SANFL Juniors	SANFL Juniors	01/11/2023 - 02/09/2024	Completed	View
2023	SANFL Juniors	SANFL Juniors	01/11/2022 - 03/09/2023	Completed	View
2022	SANFL Juniors	SANFL Juniors	29/04/2022 - 11/09/2022	Completed	View
2021	SANFL Juniors	SANFL Juniors	01/08/2020 - 30/09/2021	Completed	View
2020	SANFL Juniors	SANFL Juniors	01/08/2019 - 30/09/2020	Completed	View



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Play HQ Left Hand Navigation Bar:

The PlayHQ left hand menu is a navigation bar that provides access to main areas of the administration platform. Below is a brief outline of the functions of the menu.



***Competitions** – Where you set up the current season.

***Game Day** – Where you can see fixtures for specific teams. (this can be filtered by age, venue and season)

***Programs** – Where league programs are set up, Auskick etc. (not used by clubs)

***Participants** – Allows viewing of your membership. (this can be filtered by role)

***Transfers & Permits** – Where you initiate transfers and season permits for players into your club.

***Merchandise** – Allows you to set up club merchandise sales. For more information on this topic please contact PlayHQ support at clubhelp@afl.com.au

***Venues** – Holds a list of all venues that are within the PlayHQ database.

***Reports** – Allows you to produce reports from the PlayHQ system. (e.g. player registrations, fixtures etc.)

***My Organisation** – Two Sections:

Section One – **Overview**

Where you can add your club's details, contacts, set notifications, payment details, add vouchers etc.

Section Two – **Admins**

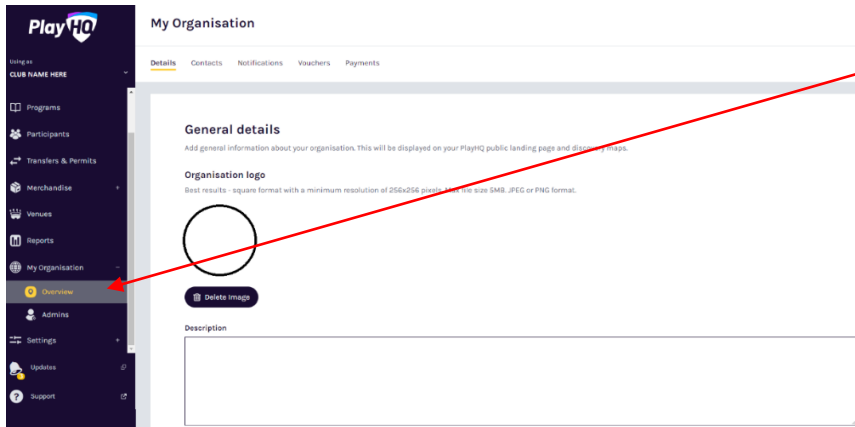
Where you can add your club's committee members that require access to the PlayHQ system. It also allows you to access historical data.



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Season Registration – Club Set Up:

The first stage to setting up your club's registration begins in the **My Organisation** > **Overview** tab.



This will reveal five sub menus. Below is an outline of the functions of each sub menu.

Details Tab:

Allows you to enter all your club's details including your logo.

Contacts Tab:

Allows you to add your club's committee members contact details. (remember, this section can be available for public viewing)

Notifications Tab:

This is where you can select what notifications PlayHQ will send to registered email addresses. Once a committee members email address is added that person will receive notifications you have selected for them. Toggle on if you wish to receive notifications for each category. Upon completion, click the update and save button.

Vouchers Tab:

This section allows you to set-up and creates vouchers that can be utilised by your members with registrations or product purchases. For example, if you want to give the first 100 members who register \$50 off their registration, you will set up the voucher here. For further information relating to voucher set-up please contact PlayHQ Support clubhelp@afl.com.au

Payments Tab:

This section is where your club's bank details are set up. This is the account that payments for registrations and club merchandise will be sent to This is an important part of the registration process. For any inquiries, contact PlayHQ Support at clubhelp@afl.com.au



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Season Registration:

From the PlayHQ left hand navigation bar, click on **Competitions**.

Competitions

Using as Hectorville JFC (SANFL Juniors)

My Competitions Invasitations

Filter by Season Status: Upcoming Active Completed

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2026	SANFL Juniors	SANFL Juniors	01/11/2025 - 13/09/2026	Active	View
2025	SANFL Juniors	SANFL Juniors	01/11/2024 - 14/09/2025	Completed	View
2024	SANFL Juniors	SANFL Juniors	01/11/2023 - 02/09/2024	Completed	View
2023	SANFL Juniors	SANFL Juniors	01/11/2022 - 03/09/2023	Completed	View
2022	SANFL Juniors	SANFL Juniors	29/04/2022 - 11/09/2022	Completed	View
2021	SANFL Juniors	SANFL Juniors	01/08/2020 - 30/09/2021	Completed	View

This will reveal two sub menus. Below is an outline of the functions of each sub menu.

Invitations Tab:

This is where your club will receive an invitation to a league for the upcoming season. Click on the **Accept** button of the active season.

My Competitions **Invitations**¹

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS			
2026	SANFL Juniors	SANFL Juniors	01/11/2025 - 13/09/2026	Active	PENDING	Accept	Decline
2025	SANFL Juniors	SANFL Juniors	01/11/2024 - 14/09/2025	Completed	-		

My Competitions Tab:

This will list completed and the upcoming (active) season. Click on the **View** button of the active season.

My Competitions Invasitations

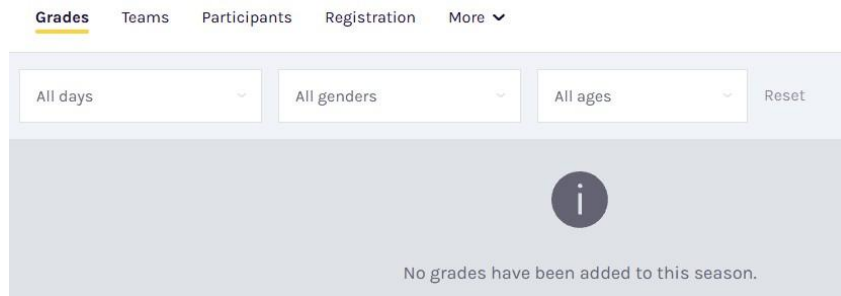
Filter by Season Status: Upcoming Active Completed

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2026	SANFL Juniors	SANFL Juniors	01/11/2025 - 13/09/2026	Active	View
2025	SANFL Juniors	SANFL Juniors	01/11/2024 - 14/09/2025	Completed	View



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This will reveal five sub menus. Below is an outline of the functions of each sub menu.



Grades Tab:

This is where you will see all grades of the competition once set up by the SANFL Juniors management team.

Teams Tab:

This is where you will see all teams you have nominated in the competition for the current season. This will also be set up by the SANFL Juniors management team.

Participants Tab:

This will show you all active, pending and declined registrations from members in the current season.

More Tab:

This has offence list, player points and ladder information.

Registration Tab:

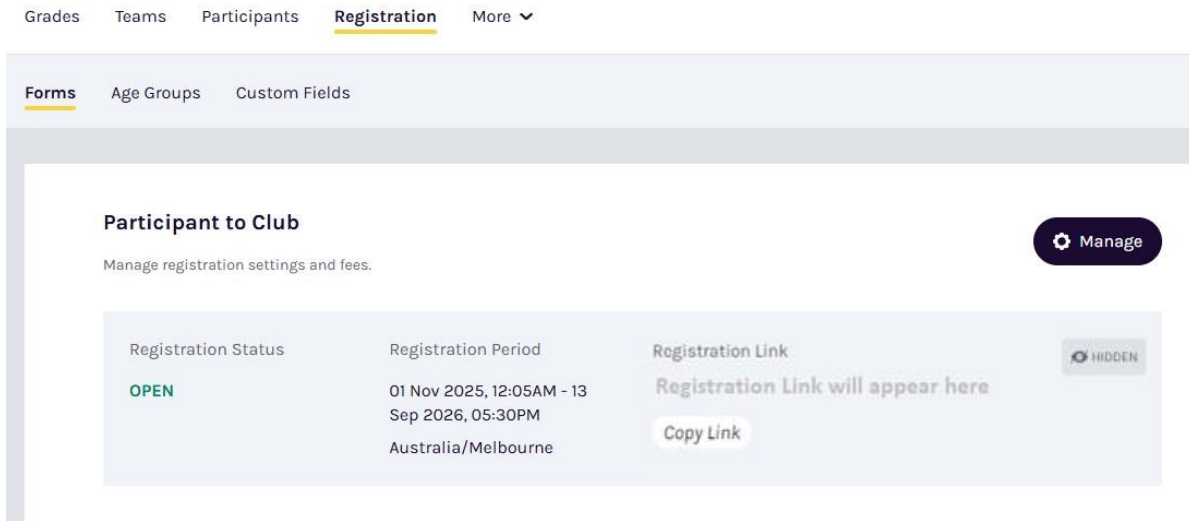
This is where you will go to set up the current season's registration forms.



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Registration Tab cont:

Click on this tab to reveal 3 sub menus.



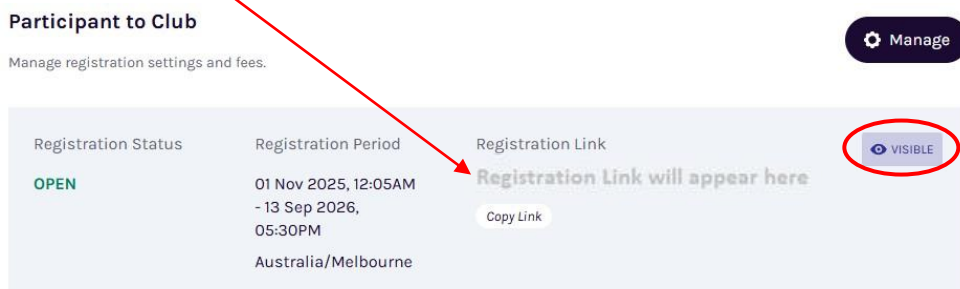
Forms Tab:

The forms section is where you will set up the registration dates for the season.

- The **Participant to Club** Section is where you manage your registrations.
 - Click on the Manage button on the right side of your screen.

THE FOLLOWING INFORMATION MUST BE COMPLETED

- Start and end dates are when your registrations are open from and until. this is the period that you can accept registrations in PlayHQ.
For example: 01/11/2025 to 13/09/2026
- Age limit is set by the SANFL Juniors management team.
- Fees – Add your clubs player fees here.
- Registration Visibility – Ensure this is set to **visible**.
- Click Save button in the top right corner of your screen.
- Once you have saved your registration form you will see a registration link. This is what you provide to your players and members to register for the current season.





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Forms Tab cont:

The forms section is where you will set up the registration dates for the season.

- **Participant to Club Team** section is where you can set up registrations to each of your teams. The team age limits have been set up by the SANFL Juniors management team and will automatically populate once you choose the age groups you wish to have in your team section. This option is not necessary for registrations, but it is up to individual clubs to decide if they use this option.
- **Family Member Discount** section is where you can set up family discounts for club members from the same family. This option is not necessary for registrations, but it is up to individual clubs to decide if they use this option.