



Session 2 –

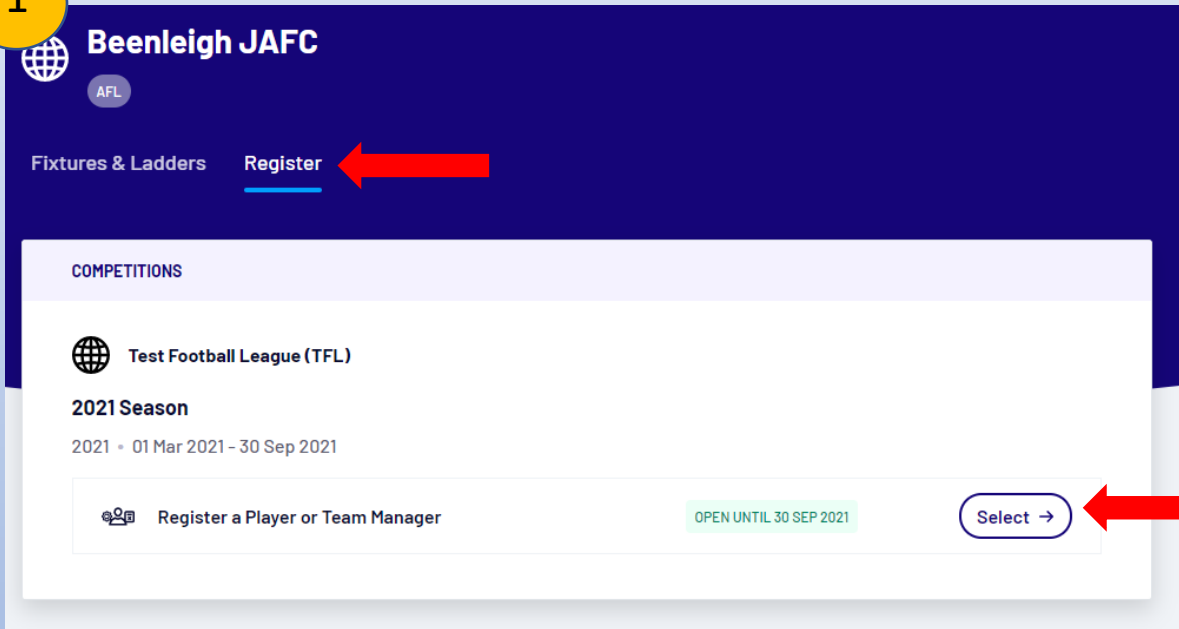
# Participant Management

Video here - <https://www.youtube.com/watch?v=U1fZZO3TG44>

# How Participants Register

Using the link sent out by club or search on PlayHQ website the club you are wanting to register to, click Register and select competition you want to register to.

1



Beenleigh JAFC

AFL

Fixtures & Ladders **Register**

COMPETITIONS

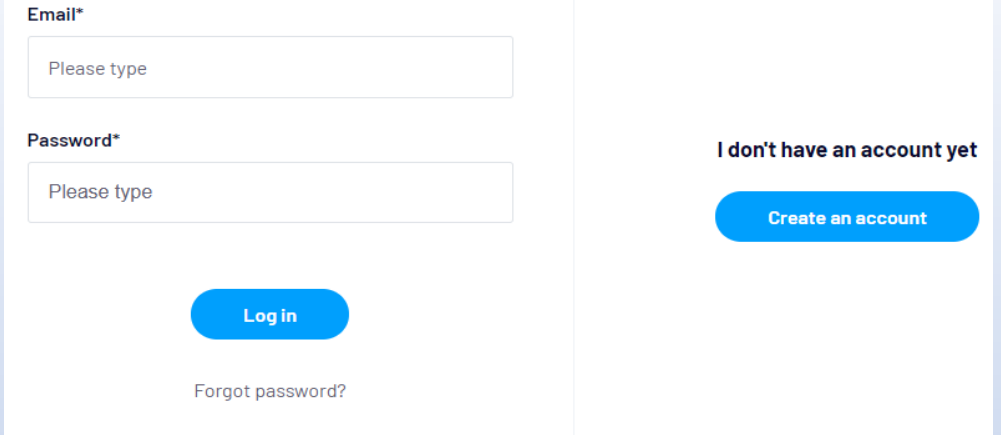
Test Football League (TFL)

2021 Season

2021 • 01 Mar 2021 - 30 Sep 2021

Register a Player or Team Manager OPEN UNTIL 30 SEP 2021 **Select →**

2 Please log in with your PlayHQ account



Email\*

Please type

Password\*

Please type

I don't have an account yet

Log in

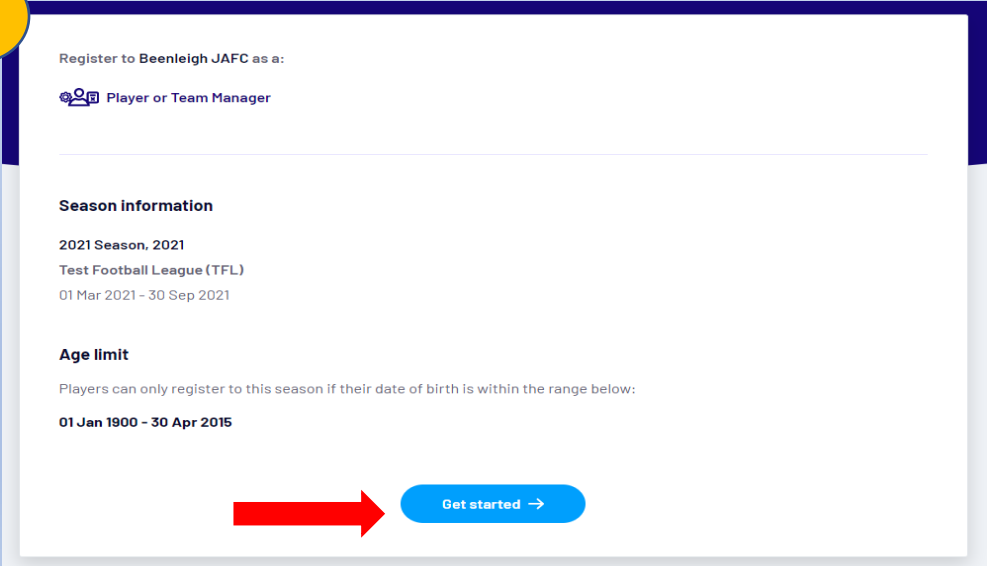
Forgot password?

Create an account

If you already have a PlayHQ log in, sign in otherwise create an account.

Note: If registering for a child, the account must be in the parents name.

3



Register to Beenleigh JAFC as a:

Player or Team Manager

Season information

2021 Season, 2021  
Test Football League (TFL)  
01 Mar 2021 - 30 Sep 2021

Age limit

Players can only register to this season if their date of birth is within the range below:

01 Jan 1900 - 30 Apr 2015

Get started →

Next step will show a description of competition and click Get Started.

4

2021 Season, 2021, Test Football League (TFL)

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

Please choose who you would like to register

I am registering myself

Zoe Bell

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

Register new family member or dependant

Continue →

Back

- Choose who would like to register, if have previous account can select yourself or alternatively, if registering someone else eg) child select here.

5

2021 Season, 2021, Test Football League (TFL)

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

Register as a:

Player

Team Manager

Continue →

Back

- Choose Role

6

Choose User | Choose Role (Player) | Participant Details | Fees | Payment & Summary

- Fill in all participant details.

7

2021 Season, 2021, Test Football League (TFL)

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

### Fees

DESCRIPTION	PRICE
Association Player Registration Fee Test Football League (TFL)	A\$0.00
Discount Beenleigh JAFC	A\$20.00
Sub-Total <b>A\$20.00</b>	

By registering you may receive communications from Beenleigh JAFC, Test Football League (TFL) and governing bodies regarding your participation.

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and other third parties in accordance with the [AFL Privacy Policy](#).

By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

[Continue →](#)

- Shows Breakdown of Fees.
- Tick to Opt in to communication from programs and competition
- Tick to approve T&C's

Enter Payment details and enter Billing address and click confirm purchase.

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

### Payment

**Credit/Debit Card**

This payment is secured with SSL encryption.

**Card number\***

1234 1234 1234 1234

**Card Expiry\* CVC\* ?**

MM / YY CVC

### Billing Address

**Country\***

Australia

**Address\***

**Suburb\***

**State\*** **Postcode\***

Please select

[I have a government voucher](#)

**Vouchers**

Enter a voucher code [Apply](#)

### Order summary

Description	Qty.	Total
Association Player Registration Fee Test Football League (TFL)	1	A\$0.00
Discount Beenleigh JAFC	1	A\$20.00
<b>Total</b>		<b>A\$20.00</b>


[Confirm purchase →](#)

# Using Vouchers


- In checkout there is a voucher section and government voucher.
- If league or clubs create vouchers, this is where you enter voucher codes. EG) Early bird discount, club discount.
- If using government voucher EG) Kidsport voucher click 'I have a government voucher'
- Select voucher type – Kidsport and add Voucher code. Once entered will come up under order summary.
- Can be set at State, League and Club level.

### Payment

**Credit/Debit Card**

 This payment is secured with SSL encryption.

**Card number\***

**Card Expiry\***      **CVC\*** 

**Billing Address**

**Address\***

**Suburb\***

**State\***      **Postcode\***

[Confirm purchase →](#)

### Order summary

Description	Qty.	Total
PlayHQ Fee AFL	1	A\$2.00
Association Player Registration Fee PlayHQ Test League	1	A\$100.00
Club Player Registration Fee Burleigh JAFC	1	A\$100.00
<b>20% Family Member Discount</b> Burleigh JAFC		<b>-A\$20.00</b>
<b>Total</b>		<b>A\$182.00</b>

**Vouchers**

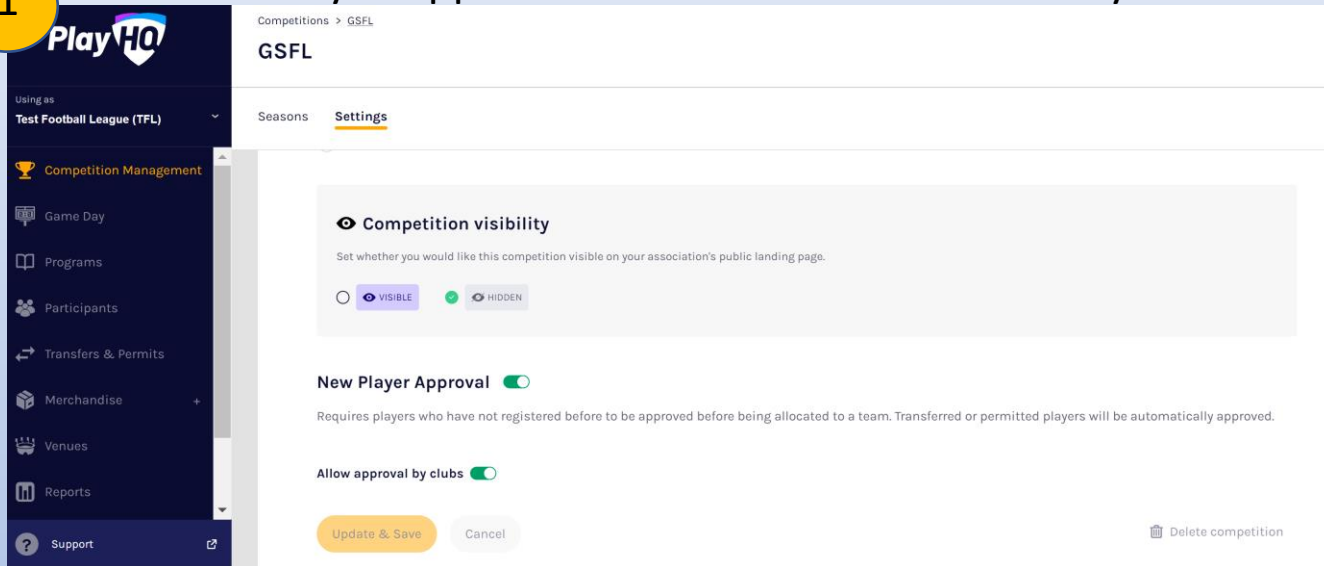
 

[I have a government voucher](#)

# New Registrations & Approve/ Deny Process

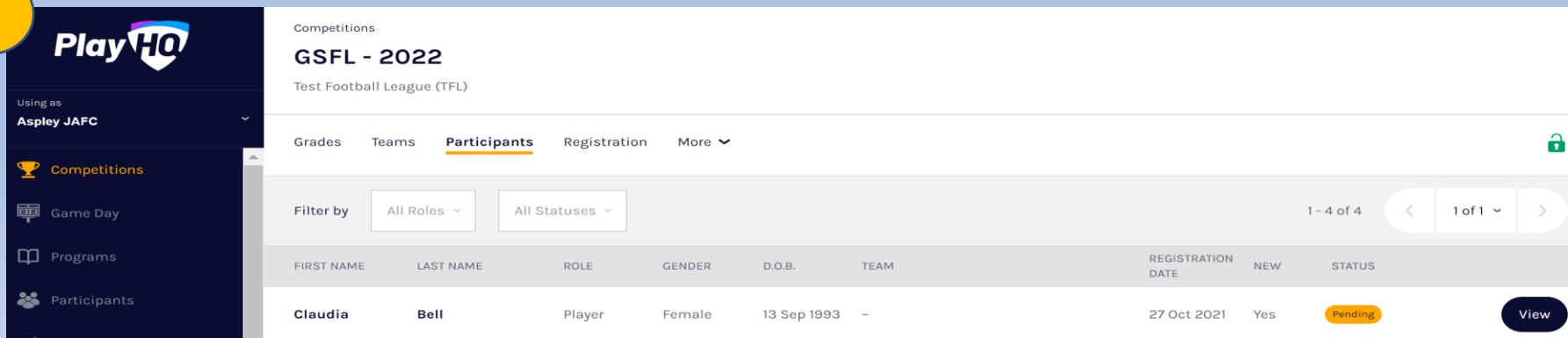
First make sure Check New Player Approval is on. This is only for new players who have never registered for this club before not for people already registered to the club. At League level → Competitions → Settings → General Tab, scroll now to Check New Player Approval is turned on. This is where you can select club approval on as well.

1



Under Association/Club level → Competition → Season → Participants

2



- Open profile → drop down registrations → Approve/cancel registration.
- If cancel registration at the moment , player won't be given automatic refund it will be done manually through PlayHQ. However, hopefully changing in the future.

3

Participants > Claudia Bell

## Claudia (Claudia) Bell

Registration History

Statistics

Incidents & Suspensions

Membership

### Player

Registered 27 Oct 2021

Pending

GSFL, 2022

Aspley JAFC

Test Football League (TFL)

### Registration Details

D.O.B.

13 Sep 1993

GENDER

Female

### Custom Fields

AFL TEAM SUPPORTED

Adelaide Crows

DO YOU HAVE ANY ALLERGIES? IF SO, PLEASE GIVE DETAILS.

no

DO YOU SUFFER FROM ANAPHYLAXIS?

no

### Actions

Approve Player

Cancel Registration



### About

Account managed by:

Zoe Bell

FIRST NAME

Claudia

LAST NAME

Bell

HOME PHONE

-

D.O.B.

13 SEP 1993

GENDER

Female

PREFERRED NAME

Claudia

COUNTRY OF BIRTH

Australia

ADDRESS

ALBANY BACKPACKERS, 34 STIRLING TCE,  
ALBANY 6330, WA

PRIVACY SETTINGS

Public

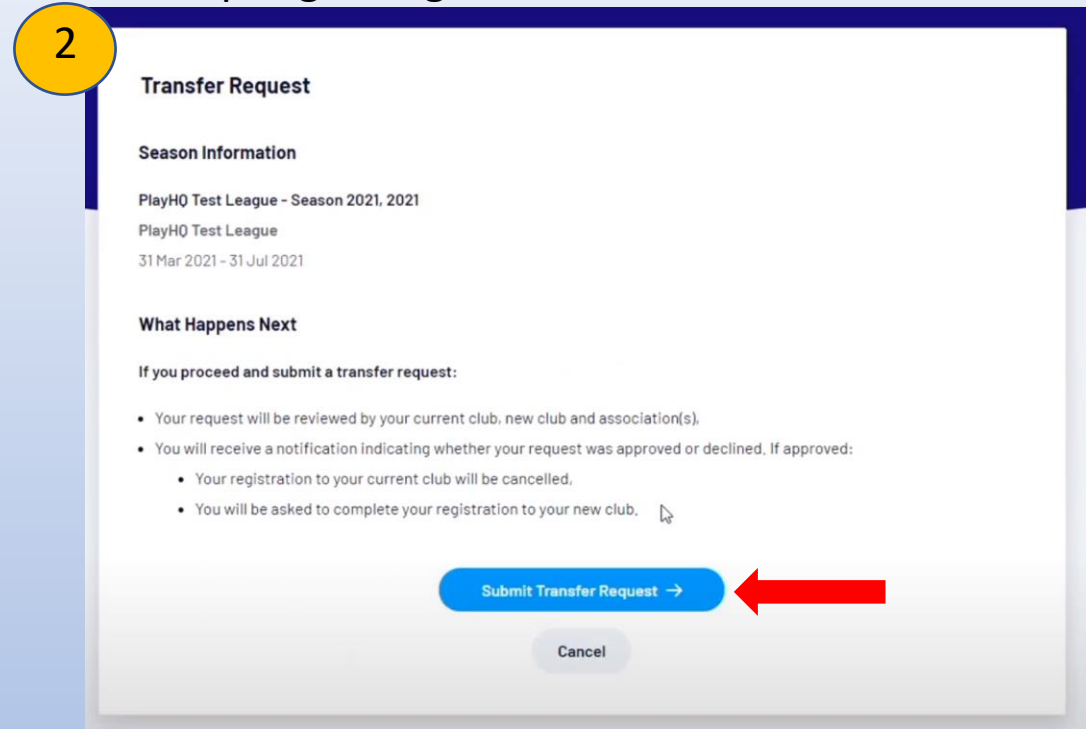
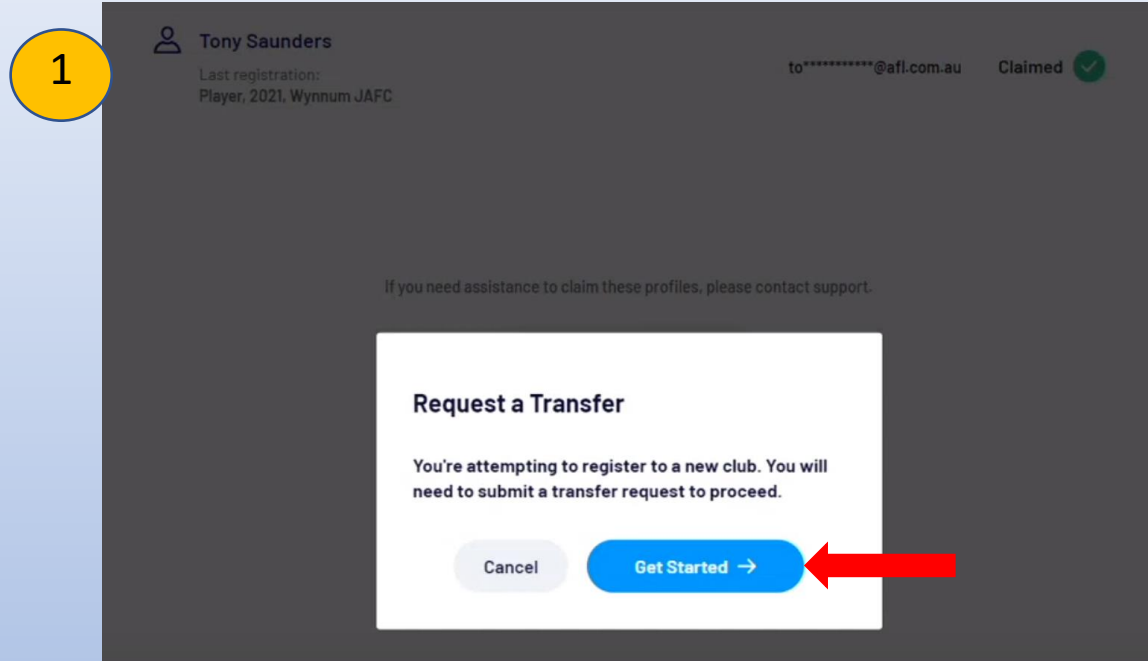
# Profile Matching Process

- During registration, there are 3 options; create a new profile as you have never played football before, to claim an existing profile with PlayHQ (reset password) or select an old profile that has been migrated from SportsTG (orphan profile)
- 3 scenarios in how to claim Orphan profile.
- 1<sup>st</sup> : Trying to register the same person with same first name, last name, DOB and gender with the same email address. This will automatically claim the profile
- 2<sup>nd</sup>: Trying to register with same first name, last name, DOB and gender with a different email address. This will come up to claim profile. A code will be sent to old email to be entered to claim with new email address. This will claim profile to new email address.
- 3<sup>rd</sup>: Trying to register with a different email address as you don't have access to old email address. This will need to be sent to support at PlayHQ.
- NOTE: Currently, you can choose not to profile match, this is something to take note of if players with tribunal records or are deregistered. Leagues to be aware of this and in approval process cross reference any known players to the WACFL, WAFC and the AFL.



# How Participant Submit Transfers

When registering, it may come up with a pop up stating 'You're attempting to register to a new club. You will need to submit a transfer request to proceed.'



- Click on Get started. Will show information on league and competition to transfer to.
- Click on Submit Transfer.
- Not Primary club currently no longer a thing. If a player transfers during season and requires a refund currently, will have to be manually done however, looking at changing this.

# How Leagues/Clubs Approve/Deny Transfers or Permits

Under league/ club → Transfers & Permits.

Have the ability to filter just permits or just transfers

1

Using as  
Test Football League (TFL)

- Competition Management
- Game Day
- Programs
- Participants
- Transfers & Permits**
- Merchandise

Requests Settings

Filter by  Transfers  Permits

1 - 53 of 53 1 of 1

PLAYER	DESTINATION CLUB	DATE	DIRECTION	TYPE	STATUS	
TestTest Test21	Aspley J AFC	21 Oct 2021	Internal	Transfer	Declined	View
fred foot	Aspley J AFC	20 Oct 2021	Internal	Transfer	Pending	View
Nathan Test 5	Aspley J AFC	19 Oct 2021	Internal	Transfer	Declined	View

Look at status → if pending → view  
Will show status of where approval is at

3

PlayHQ

Using as  
Aspley JAFC

Transfers & Permits > Transfer Request

### Transfer Request

✓ Approve    ⊖ Decline

**Claudia Bell**

Test Football League (TFL)  
Aspley JAFC

COMPETITION  
GSFL

SEASON  
2022

2

### Status

- Requested (highlighted) fred foot 20 October 2021
- Pending Waratah 28 October 2021
- Pending PlayHQ Test League
- Pending Test Football League (TFL)
- Pending Aspley JAFC
- Registration Pending fred foot

- To approve at your level
- Follow steps 1 and 2
- Approve and Decline buttons up the top for transfers and down the bottom for permits.
- If decline – need to give reason and option to add details, however, currently not many options.
- Currently can't go back in and approve transfer, will have to submit another transfer. However, looking at changing this.
- If approve – goes on to the next level
- Player will receive email when on their level with a link to register.

# How Clubs Submit Season Permits

Type 2 Local Interchange and Type 3 Temporary Transfer (Only for NT). In future, Game Day permit equivalent to Match Day Permit will be introduced. However, will be submitted differently to a season permit.

At club level → Transfers and Permits → Requests.

Click New Season Permit Request button and enter details.

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo at the top. Below the logo, it says 'Using as Aspley J AFC'. The sidebar menu includes: Competitions, Game Day, Programs, Participants, **Transfers & Permits** (highlighted with a red arrow), and Merchandise. The main content area is titled 'Transfers and Permits' and has two tabs: 'Requests' (selected) and 'Settings'. Below the tabs is a yellow button labeled '+ New Season Permit Request' with a red arrow pointing to it. To the right of this button are two green checkmarks: 'Transfers' and 'Permits'. Below this is a table with two columns: 'PLAYER' and 'DESTINATION CLUB'. The table contains three rows of data.

PLAYER	DESTINATION CLUB
Claudia Bell	Beenleigh J AFC
TestTest Test21	Aspley J AFC
fred foot	Aspley J AFC

In regards to Season Permit Dates and setting To Date, you won't be able to go beyond the season finishing.

- To search player, you must enter club and surname. Once selected player, click review and confirm all details are correct.
- Click Submit
- Once submitted this will now be under requests and pending.
- Click on view to see status of pending.

2

## New Season Permit Request

 [Review](#) [Cancel](#)

### Competition

Please nominate the competition you require this player to participate in.

Organisation\*

Competition\*

Season\*

### Season Permit Dates

Please nominate participation dates for your permit request. Dates must not exceed end date of the season.

From\*

To\*

### Player

Find a player by searching participant's club, first name, last name and date of birth.

Club\*

First Name

Last Name\*

Date of Birth

[Reset](#)

[Search](#)

You have not found a player.

- Under Settings, add what email addresses you want to be notified regarding transfers and permits
- Can set Automatic Approval for Transfers and Permits Separately
- Currently cannot change date and cancel existing permit and if denied has to resubmit
- Interchange agreements: should roll over all current Sports TG agreements. However, if you don't have interchange agreement, written approval to have agreement with another league to be sent to WACFL.
- Local Interchange can be set up between clubs in different states. Request must be sent to WACFL.

**PlayHQ**

Using as **Aspley JAFCL**

Competitions  
Game Day  
Programs  
Participants  
**Transfers & Permits**  
Merchandise  
Venues  
Reports  
My Organisation  
Settings  
Support  
Zoe Bell

### Transfers and Permits

Requests **Settings**

Email  **+ Add**

Limit 10

joel.lovett@afl.com.au	Transfers <input checked="" type="checkbox"/>	Permits <input checked="" type="checkbox"/>	
tony.costanzo@afl.com.au	Transfers <input checked="" type="checkbox"/>	Permits <input checked="" type="checkbox"/>	
tony.saunders@afl.com.au	Transfers <input checked="" type="checkbox"/>	Permits <input checked="" type="checkbox"/>	

**Automatic Approval**

This will not affect transfer requests already in progress.

**Transfers**

**Inbound**   
Allows automatic approval of all inbound transfer requests.

**Outbound**   
Allows automatic approval of all outbound transfer requests.

**Permits**

**Outbound**   
Allows automatic approval of all outbound permit requests.

# Player Points System

1

Player points



Set whether players are required to be assigned a player points value before being allocated to a lineup.

Enforce a team total player points cap\* ⓘ



Yes



No


Team player points cap\*

50


## Player points visibility

Set whether player points are displayed on public game centres.



 VISIBLE



 HIDDEN

At League level → Competition Management →  
Competition → Settings → Defaults

- Player Points – Turn on.
- Click Yes or No to enforce player points cap.
- If Yes, set player points cap.
- Have the option to publicly show player points, select visible unless want hidden from public eye.

Once set → Under Season → Registration → Manage.

- Added ability to allow club admins to assign player points. Can set a period of time for clubs to add player points if leagues want to.
- If don't want to give access just leave off.

**Allow club admins to assign player points**

Configure the dates whereby club admins can assign player points to their players for this season.

2

If kept off, at League level Competition → Season → More (Player Points).

- Select Club on filter.
- Can filter by different statuses eg) if already allocated points or not allocated etc.
- Click done.

Grades Teams Participants **Registration** Allocations Settings More

Association **Club** Custom Fields



**Player points**  
PlayHQ Test League - Season 2021, 2021

From DOB - To DOB **Burleigh J AFC** All Statuses Reset 1 - 29 of 29 1 of 1

FIRST NAME	LAST NAME	D.O.B	CLUB	TEAM	PLAYER POINTS
Braxton	Archer	08 Jun 2012	Burleigh J AFC	Burleigh U14 Boys	1
Braxton	Archer	08 Jun 2012	Burleigh J AFC	-	1
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	Burleigh Senior Men	5
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	-	-
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	-	-
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	-	-
Tony	Costanzo	01 Jan 2014	Burleigh J AFC	-	-


4

Done












- If Club given access to add player points, at club level → Competitions → More (Player Points).
- Add player points to required players.
- Click done once completed.

**Player points**  Done

PlayHQ Test League - Season 2021, 2021

From DOB  - To DOB  All Statuses  Reset 1 - 29 of 29  1 of 1 

 Successfully updated player points. 

FIRST NAME	LAST NAME	D.O.B	TEAM	PLAYER POINTS
Braxton	Archer	08 Jun 2012	Burleigh U14 Boys	1
Braxton	Archer	08 Jun 2012	-	1
Tony	Costanzo	01 Jan 2014	Burleigh Senior Men	5
Tony	Costanzo	01 Jan 2014	-	-
Tony	Costanzo	01 Jan 2014	-	-

1

Competitions > PlayHQ Test League - Season 2021 > 2021

## PlayHQ Test League - Season 2021

2021 ▾

VISIBLE

Grades Teams Participants Registration Allocations Settings More ▾

+ Add a Grade

↕ Regrade teams

All days ▾

All genders ▾

All ages ▾

Reset

1 - 5 of 5

< 1 of 1 ▾ >

### Cotton On Senior Men Div 1

8 TEAMS ALLOCATED

VISIBLE

View Fixture



1.



Burleigh Senior Women

6 players

Women

Senior

-

Unallocate



2.



Jimboomba Senior Women

0 players

Women

Senior

-

Unallocate



- Can also set different player points for different grades and different teams. This can only be done at league level.
- Under Season → Click on grade → Settings → Game and set team player points.
- For Team: Season → expand grade (+) → Click on Team.

Edit Team Player Points Limit.  
Player Points limit can be changed throughout the season.

2

Players Registrations

Players

Edit Player Numbers

NO.	NAME	DOB	PLAYER POINTS	GAMES PLAYED	
1	Tony Costanzo	01 Jan 2014	1	0	<a href="#">Unallocate</a>
2	Tony Costanzo	01 Jan 2014	1	0	<a href="#">Unallocate</a>
3	Tony Costanzo	01 Jan 2014	1	0	<a href="#">Unallocate</a>

Grade Details

GRADE  
**Cotton On Senior Men Div 1**

PLAYER POINTS  
**45**

FINALS ELIGIBILITY  
**None**

Edit Team Player Points Limit

3

Override team player points limit

Set the teams player points cap for this grade.

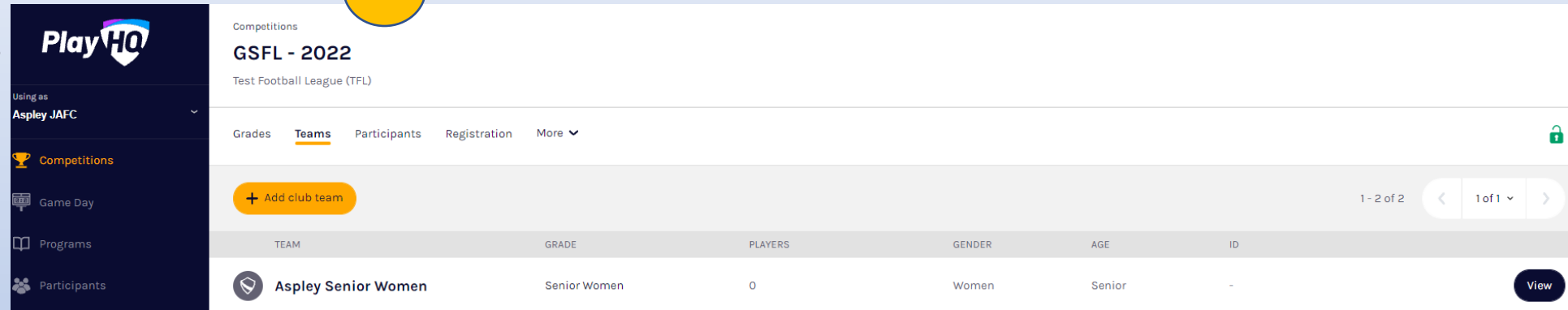
45

Override Limit Cancel

- Past player point history will show under player profile in registration history.
- Question has been asked by the AFL, when rollover of profile, will carry last recorded player points over to Play HQ. Doesn't do it at the moment.
- Stats on Player profiles to be added to help determine player points.
- Discussion being had to automatic reduction on player points however, currently not in place and will have to manually change over player points.

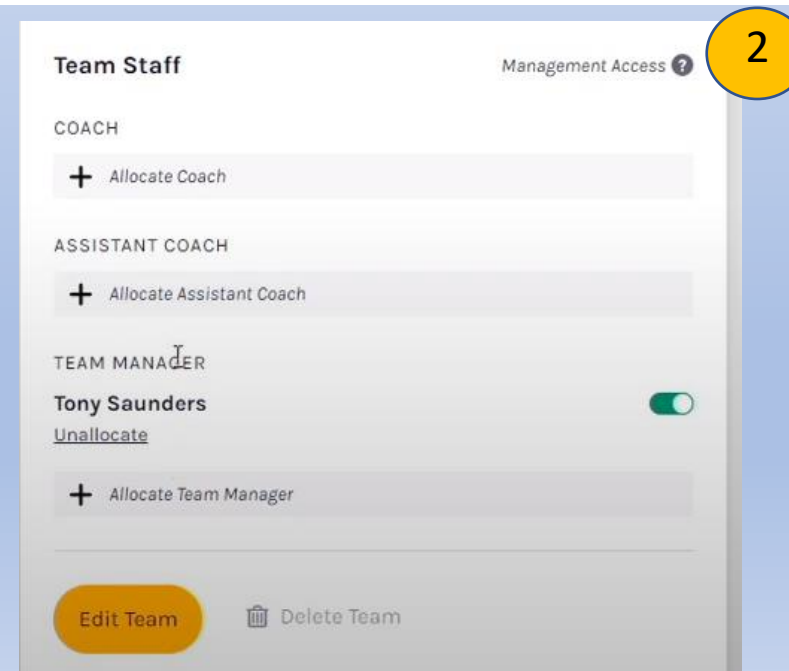
# Participant Portal Features

- Must be turned on to utilise.
- At club level → Competition → Teams.
- Select Team by View.



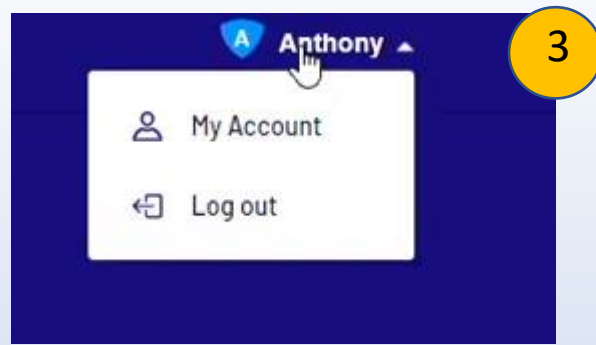
The screenshot shows the PlayHQ interface for a club. On the left is a dark sidebar with the PlayHQ logo and navigation options: 'Using as Aspley J AFC', 'Competitions', 'Game Day', 'Programs', and 'Participants'. The main content area is titled 'Competitions GSFL - 2022 Test Football League (TFL)'. Below the title are tabs for 'Grades', 'Teams', 'Participants', 'Registration', and 'More'. A yellow button '+ Add club team' is visible. Below this is a table with columns: TEAM, GRADE, PLAYERS, GENDER, AGE, and ID. One team is listed: 'Aspley Senior Women' in the 'Senior Women' grade with 0 players. A 'View' button is at the bottom right of the table. A yellow circle with the number '1' is positioned over the 'Teams' tab.

- On Right hand side is team information, this is where you can add team managers once they have registered.
- Turn on Management Access button. This will give them access through the live site instead of the admin portal.

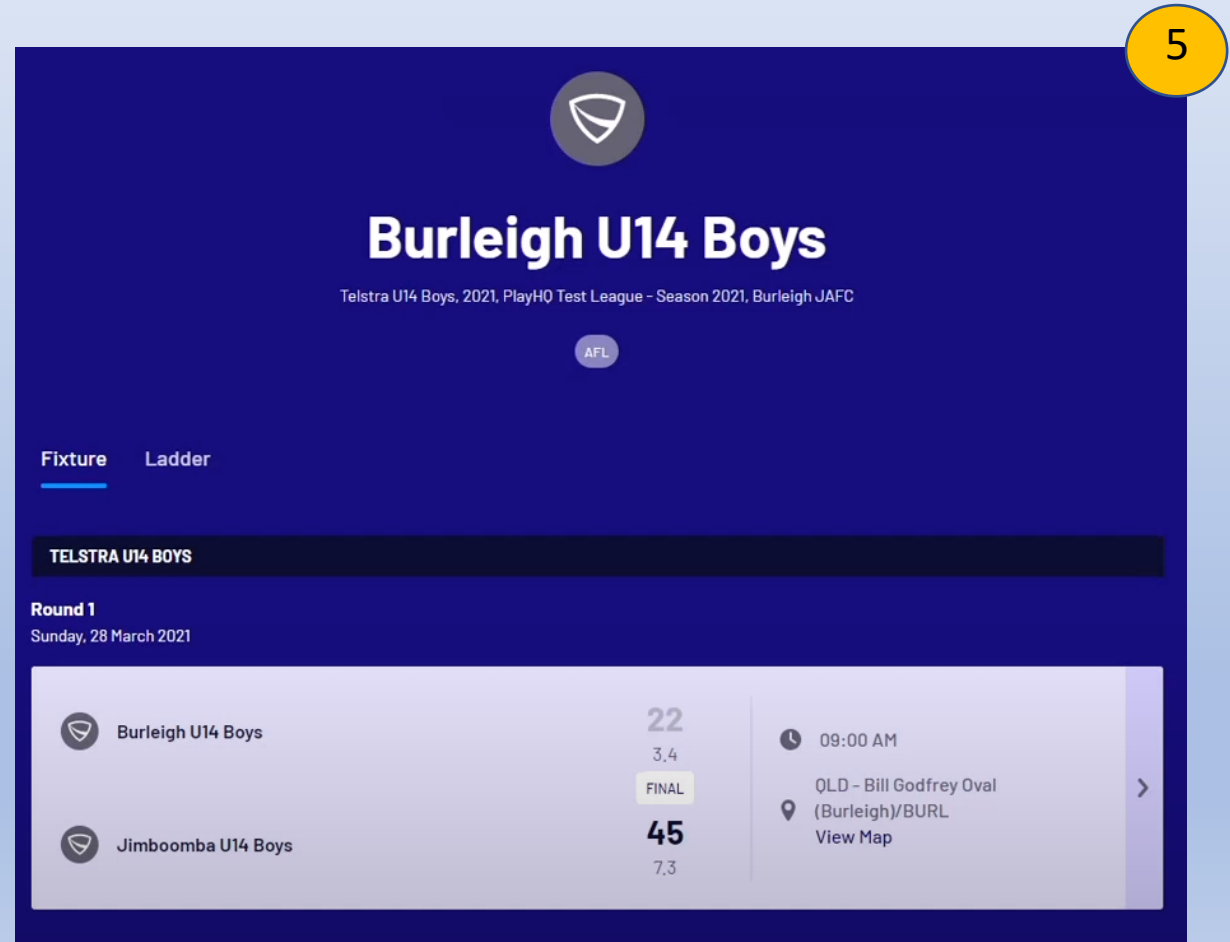
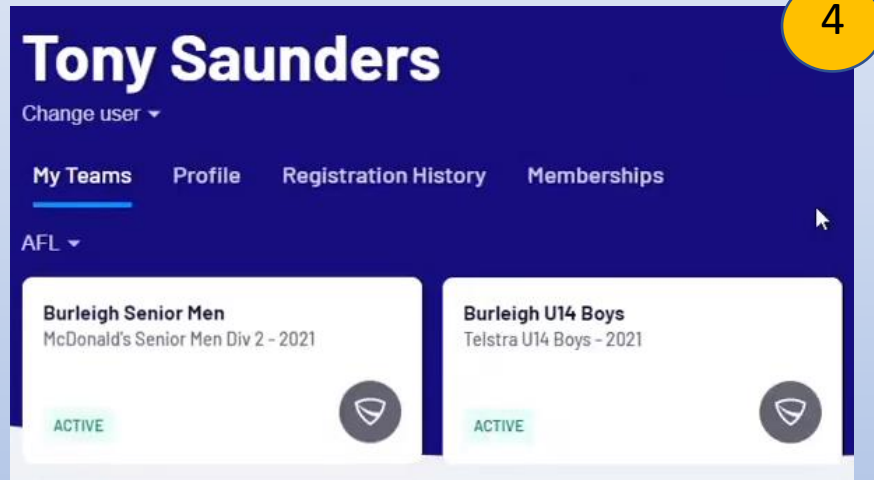


The screenshot shows the 'Team Staff' management interface. At the top right, there is a 'Management Access' toggle switch, which is currently turned on. Below this are sections for adding staff: 'COACH' with a '+ Allocate Coach' button, 'ASSISTANT COACH' with a '+ Allocate Assistant Coach' button, and 'TEAM MANAGER' with a toggle switch for 'Tony Saunders' (which is turned on) and a '+ Allocate Team Manager' button. At the bottom, there are 'Edit Team' and 'Delete Team' buttons. A yellow circle with the number '2' is positioned over the 'Management Access' toggle.

Go to profile on PlayHQ (may need to log in) on live website and under your name in top right hand corner - My account



My Teams → Team → Will show fixtures and ladder



Can click on an up coming game and if given Team Management Access, given the option to Manage the team from live portal.

7

← Back

Public View **Manage**

Management access is open

TELSTRA U14 BOYS UPCOMING

Kedron U14 Boys VS Burleigh U14 Boys

09:00 AM, Sunday, 18 Jul 2021

QLD - EK (Ted) Anderson Oval (Kedron)/EK (Ted) Anderson Oval  
View Map

PlayHQ Test League - Season 2021, 2021

LINE-UP

#	PLAYERS	YEL	RED	G	B	PTS
Add players to your line-up						
TOTAL		0	0	0	0	0

6

← Back

Public View **Manage**

TELSTRA U14 BOYS UPCOMING

Kedron U14 Boys VS Burleigh U14 Boys

09:00 AM, Sunday, 18 Jul 2021

QLD - EK (Ted) Anderson Oval (Kedron)/EK (Ted) Anderson Oval  
View Map

PlayHQ Test League - Season 2021, 2021

- You now have line up option → click on yellow pencil to edit.
- Can select players → Update changes
  - If game is in pending state also have ability to update scores.
  - This means you don't have to give admin access, just management access.
  - Can be allocated to more than one team.
  - Has to be registered as a team manager to get access to this feature.
  - As PlayHQ works off cloud system, if bad reception can still open and live score and will update when in better coverage.

# Participant Search and Management

2 options to search participants:

Left hand column of Participants will show all players registered ever.

The screenshot shows the PlayHQ interface for searching participants. On the left is a dark sidebar with the PlayHQ logo and navigation options: 'Using as Burleigh J AFC', 'Competitions', 'Game Day', 'Programs', and 'Participants' (highlighted). The main content area is titled 'Participants' and features a search bar with fields for 'First name', 'Last name', 'Email', and 'Mobile number', along with 'Search' and 'Reset' buttons. Below the search bar is a table header with columns: 'FIRST NAME', 'LAST NAME', 'EMAIL', 'MOBILE', 'GENDER', and 'D.O.B'. A message below the header reads: 'You can find participants by searching by first name, last name, email address, and mobile number.'

Under competition and select competition can filter search for players.

The screenshot shows the PlayHQ interface for searching participants, filtered by competition. The sidebar is the same as in the previous screenshot. The main content area is titled 'Competitions' and shows 'PlayHQ Test League - Season 2021 - 2021'. Below the title are tabs for 'Grades', 'Teams', 'Participants' (selected), 'Registration', and 'More'. There are filter options for 'All Roles' and 'All Statuses'. The table below shows a list of participants with columns: 'FIRST NAME', 'LAST NAME', 'ROLE', 'GENDER', 'D.O.B.', 'TEAM', 'REGISTRATION DATE', 'NEW', and 'STATUS'. The table contains three rows of data.

FIRST NAME	LAST NAME	ROLE	GENDER	D.O.B.	TEAM	REGISTRATION DATE	NEW	STATUS
Braxton	Archer	Player	Male	08 Jun 2012	Burleigh U14 Boys	14 Jun 2021	Yes	Active View
Braxton	Archer	Player	Male	08 Jun 2012	-	16 Jul 2021	No	Active View
Tony	Costanzo	Player	Male	01 Jan 2014	Burleigh Senior Men	06 Apr 2021	No	Active View



# Participant Record

Reports → Participant Report.

- Select Organisation, Competition and Season and click generate.
- Go to generated reports and click download.
- Generated reports last 7 days.
- This will have every column and field related to registration form.
- Here you can filter how you would like.

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with a navigation menu including: Competitions, Game Day, Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports (highlighted), My Organisation, and Settings. The main content area is titled 'Reports' and has a sub-menu with 'Competitions', 'Programs', 'Financial', 'Orders', 'Discipline', and 'Generated Reports'. Two report generation forms are visible. The first is 'Team Entries Report' with a description: 'Generate a report to see a list of teams in a season and their Primary contacts.' It has three dropdown menus for 'Organisation\*', 'Competition\*', and 'Season\*', and a 'Generate' button. Below it, it says 'Data correct today at 4:47 PM (AEDT)'. The second is 'Participation Report' with a description: 'Generate a report of all registered participants in a season and the teams they have been allocated to.' It also has three dropdown menus and a 'Generate' button, with the same data timestamp.

## Reports

Competitions Programs Financial Orders Discipline Generated Reports

NAME	DATE CREATED	STATUS	
<b>Games Played - Competition</b> South East Queensland Juniors, SEQJ Youth Boys, 2021	22 Oct 2021	Generated	Download
<b>Participant - Competition</b> Test Football League (TFL), 2021 Season, 2021	21 Oct 2021	Generated	Download

# Other

- *Season Awards and Votes.* Awards will be built in Officials HQ so umpires can enter votes through this portal. In future, will be ability to build awards in PlayHQ to integrate into Officials HQ so reports can be run at PlayHQ level.