

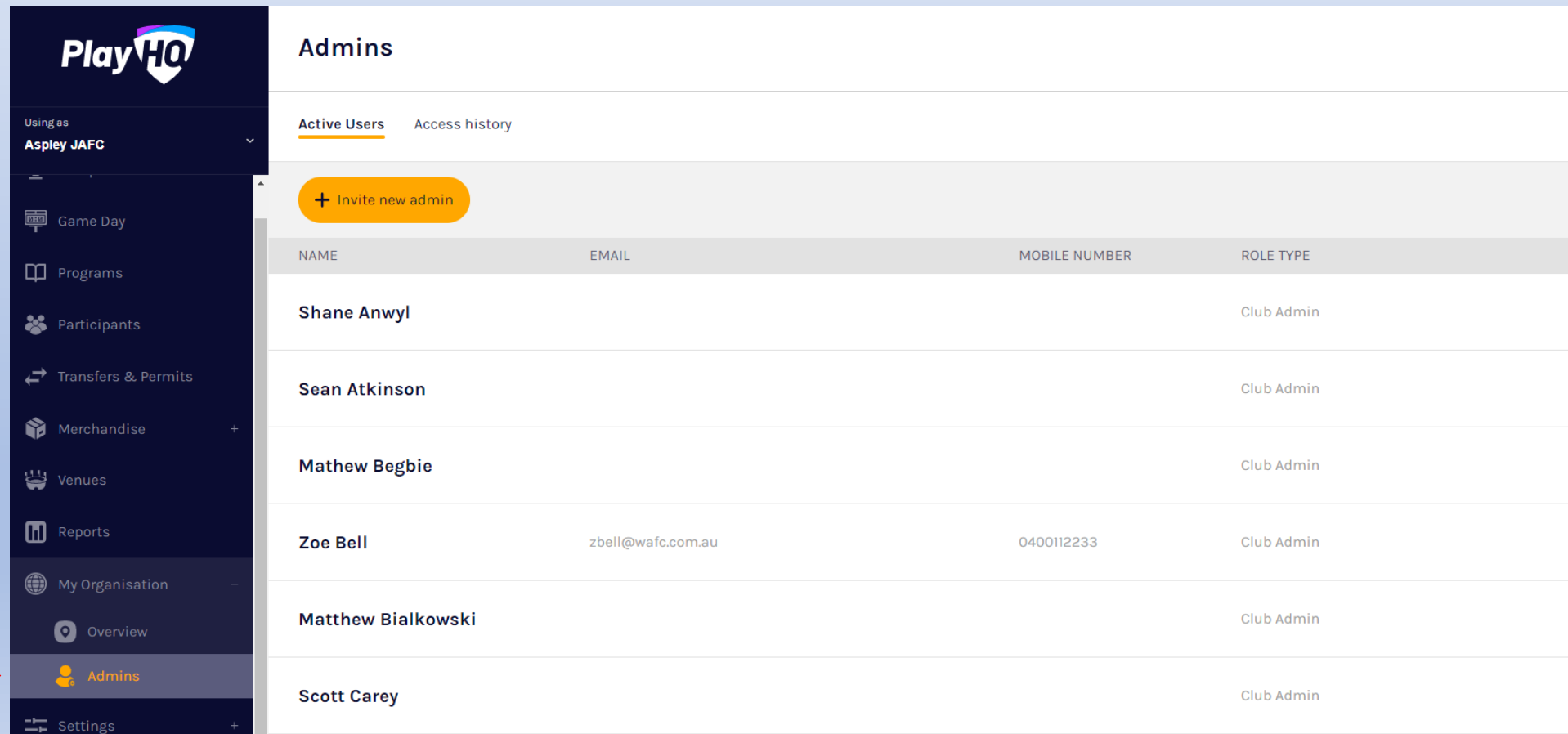


# Session 1 – Pre Season Setup for Leagues & Clubs

Video here - <https://www.youtube.com/watch?v=TfVcULYw9rY>

# Give Admin Access

- Test site up and going. If you would like access let me know and I will ask Tony at the AFL 3<sup>rd</sup> Friday of every month
1. Go to level you want to give admin access. EG) League/Association, Club, Region etc.
  2. Under My Organisation click on Admins.
  3. Invite New Admin → Fill in prompts. Can select different levels of access here as well.



**PlayHQ**

Using as  
**Aspley J AFC**

Game Day  
Programs  
Participants  
Transfers & Permits  
Merchandise  
Venues  
Reports  
My Organisation  
Overview  
**Admins**  
Settings

## Admins

Active Users Access history

[+ Invite new admin](#)

NAME	EMAIL	MOBILE NUMBER	ROLE TYPE
Shane Anwyl			Club Admin
Sean Atkinson			Club Admin
Mathew Begbie			Club Admin
Zoe Bell	zbell@wafc.com.au	0400112233	Club Admin
Matthew Bialkowski			Club Admin
Scott Carey			Club Admin

The screenshot shows the PlayHQ Admin interface. On the left is a dark sidebar with the PlayHQ logo and navigation options: 'Using as Victoria', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', 'Overview', 'Admins' (highlighted), 'Settings', and 'Support'. The main content area is titled 'My Organisation > Admins > Sophie Williams' and 'Sophie Williams'. Below this is the 'Admin Details' form with the following fields:

- First name\***: Sophie
- Last name\***: Williams
- Email\***: sophie.williams@afl.com.au
- Mobile number\***: Australia flag icon, 0437862459
- Role type\***: Administrative Body Admin (dropdown menu)

At the bottom of the form are four buttons: 'Revoke access' (dark blue), 'Re-send Invite' (orange, with a mouse cursor), 'Update & Save' (yellow), and 'Cancel' (grey).

4. Once the information is filled out, PlayHQ will send a link to the new admin. If they don't have an account they will be given the opportunity to register or if they already have one when they log in the new league/club will be listed. If the Administrator can't login you can resend invite (click on admin and button down the bottom).

If they have activated account and forgot password will need to reset before having access.

Using as  
Aspley J AFC

Game Day  
Programs  
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Transfers & Permits  
Merchandise  
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Settings  
Support

Details Contacts Vouchers Payments

**Visible on discovery maps**  
Set whether you want your organisation to appear on the discovery maps.

VISIBLE  HIDDEN

**Address**  
Please enter

**Suburb**  
Please enter

**State**  
Please select

**Postcode**  
Please enter

**Country**  
Australia

**Latitude**  
Please enter

**Longitude**  
Please enter

## My Organisation – Overview

1. Update Details.
2. Make sure Visible on Discovery Maps (not hidden).
3. Clubs can add in on Terms and Conditions (Can add at State, League or Club level).

### My Organisation

Details **Contacts** Vouchers Payments

**Contact information**

First name*	Last name*	Position*	Email	Phone	Visibility
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please select"/>	<input type="text" value="mail@mail.com"/>	<input type="text" value="Please enter"/>	<input type="checkbox"/>

**+ Add contact**

**Update & Save** **Cancel**

### My Organisation


Details **Contacts** **Vouchers** Payments

**Create a voucher** 1 - 3 of 3 < 1 of 1 >

NAME	TYPE	CODE	AMOUNT	NO. OF USES	STATUS	
Costanzo Family	Standard	9AD172AA	\$50	1/1	Active	<b>Edit</b>
Early Bird Voucher	Standard	C1142589	\$50	2/100	Active	<b>Edit</b>
Test Voucher	Standard	08471BA0	\$50	1/1	Active	<b>Edit</b>

### My Organisation

Details Contacts Vouchers **Payments**



Your payment details have been submitted.  
Please contact [support](#) for any amendments or questions.

4. Contacts. Add in primary contacts for the club. Can make visible and invisible contacts for website. No limit on contacts

5. Voucher. New function, where any organisation or league can create a Voucher Code for discount to players/family. Can set how many times the voucher can be used. Early bird Promo code etc.

6. Payments – Club/league fees set up here. Fill in organisation details etc. 1 form of ID required (passport or Drivers licence). Once set up will be done immediately, do not have to wait at all. If you need to update, have to contact PlayHQ to change due to security reasons. Gateway PlayHQ use is Stripe, completely different to what GameDay uses.

# General Settings

Government Vouchers – Kidsport.

Before competitions start taking registrations, make sure at all levels that are eligible for Kidsport are turned.

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 contains a list of menu items: Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, Overview, Admins, Settings, Organisations, Support, and a user profile for Zoe Bell. A red arrow points to the 'General' option under the 'Settings' menu. The main content area is titled 'General Settings' and has two tabs: 'Government Vouchers' (selected) and 'Integrations'. Below the tabs is a section titled 'Available Vouchers' with a subtitle: 'Manage government voucher settings for participants registering to a season. More information can be found about government vouchers on our support page.' This section contains a table with columns for 'Government location', 'Voucher name', 'Competitions', 'Local programs', and 'Shared programs'. Each row represents a different state and its associated voucher scheme, with toggle switches for each category. At the bottom of the page are two buttons: 'Update & Save' and 'Cancel'.

Government location	Voucher name	Competitions	Local programs	Shared programs
New South Wales	Active Kids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Northern Territory	Sport Voucher Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queensland	FairPlay Voucher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
South Australia	Sports Vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasmania	Ticket To Play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Western Australia	KidSport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PlayHQ**

Using as **Aspley JAFC**

Programs

Participants

**Transfers & Permits**

Merchandise

Venues

Reports

My Organisation

Overview

Admins

Settings

General

Organisations

Support

## Transfers and Permits

Requests **Settings**

### Notifications

Notify administrators of new transfer requests by email.

Email

+ Add

Limit 10

tony.saunders@afl.com.au Transfers  Permits

### 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.

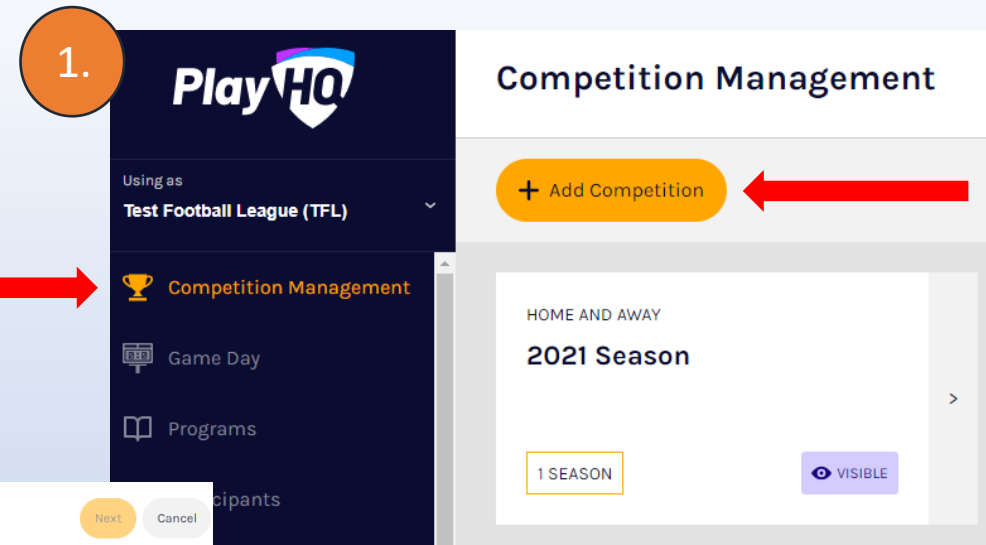
# Transfer Settings

Transfers → Settings

1. Add the email addresses of who needs to be notified of all transfers and permits (up to 10 people)
2. Can now enable automatic approvals for inbound and outbound. Eg) for any coming in, you can make it an automatic approval, where as any going out you will be notified and will have to approve. This is the same for permits.
3. Looking at setting different parameters on age for auto approvals however, will be looked at further down the track.

# Setup League Competition & Season

- Transfers won't happen unless Competition & Season is set up. This will be done by the AFL however, if you need to know.



2.

This screenshot shows the 'Create a new competition' form. The title is 'Create a new competition'. Below the title, there are 'Next' and 'Cancel' buttons. The form is divided into several sections: 'Competition Details', 'Competition type', 'Competition name', 'Format\*', and 'Competition visibility'.  
- 'Competition type' has three options: 'Domestic', 'Home & Away' (selected, indicated by a red arrow), and 'Tournament'.  
- 'Competition name' has a text input field with the placeholder 'Enter a name (eg, Junior League)' and a red arrow pointing to it.  
- 'Format\*' has four radio button options: 'AFL 9s', 'AFLX', 'AFL Community' (selected, indicated by a red arrow), and 'Other'.  
- 'Competition visibility' has two radio button options: 'VISIBLE' (selected, indicated by a red arrow) and 'HIDDEN'.

1. Competition Type = Home & Away.
2. Name of Competition.
3. Format - AFL Community
4. Make Visible.



# Grade Default Settings

Set the default ladder and game settings that will apply when creating new grades in this competition's seasons. These settings can also be edited via individual grades within a season.

## Ladder Settings

### Ranking type\*

Ladder points average ⓘ  Total ladder points ⓘ

### Game outcome points\*

Set the points awarded for game results.

Sport default ⓘ



### Ladder visibility

Set whether you would like to show ladder on your association's public landing page. NB: This will not stop ladders being calculated.

 VISIBLE   HIDDEN

## Game Settings

### Game sheet template\*

AFL team sheet

### Total game slot time (mins)\*

100 

5. Ladder Settings

6. Game Outcome Points (sport default)

7. Ladder Visibility (Visible)

8. Game Settings (AFL Teamsheet)

9. Total Game Slot Time (you choose)

NOTE: The i button next to options provide information on what you are selecting.

**Period type\***  
 Halves  Quarters

**Set the length for each period (mins)\***

---

**Allow clubs to enter scores via admin portal**   
Set whether clubs can enter game and period scores for both teams.

**Club access type\* ●**  
 Their own team (Default)  Both teams

**Lock access after game starts (hours)\***

---

**Period scores**   
Set whether period scores for a game are displayed.

By Period ●  End of Period ●

---

**Player limits**   
Manage how many players can be selected per team in the electronic scoring application.

**Maximum players\***

---

**Overtime**   
Set when overtime applies, the length of the period and the overtime type so the electronic scoring application correctly manages overtime for games played in this grade.

---

**Extra scores**   
Set whether an extra scoring type is available for games.

---

**Finals Eligibility**   
Set the minimum number of games a player is required to play for a team before they are eligible to represent that team in finals games.

10. Period Type = Quarters. Set length of each.

11. There is the option to allow clubs to enter scores – turn this on. Select if you want each team to enter own scores or if both can.

12. Choose how many hours after the game starts for when you want it to be locked.

13. Choose when you want scores to be shown. Bi Period (1/2 time and full time) or end of each quarter (period).

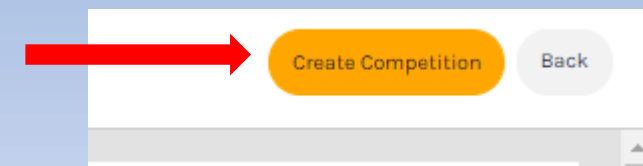
14. Set maximum players.

15. Have the option to account for Overtime. Can set here for length and type.

16. Extra Scores. If you want to add in Super Goal.

17. Finals Eligibility. Turn on and input how many games a player needs to play to qualify.

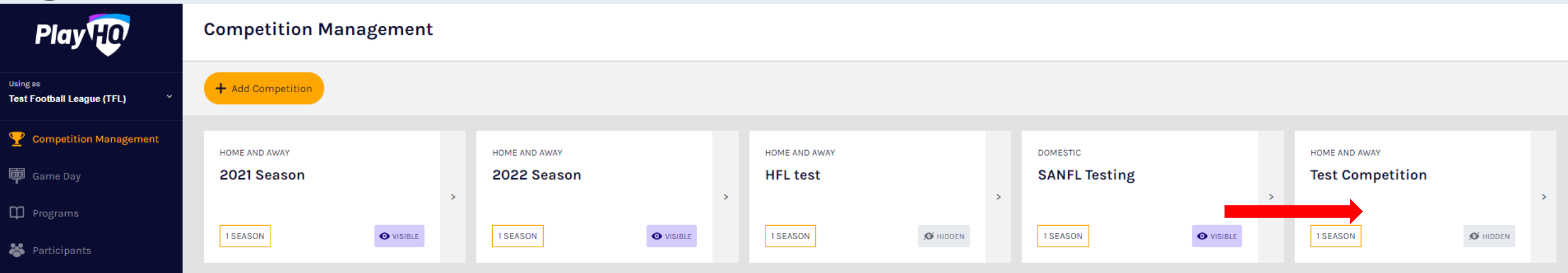
Once all filled in select Create Competition.



Once competition set up – Add a Season

- Click on Competition just made and click Add Season.

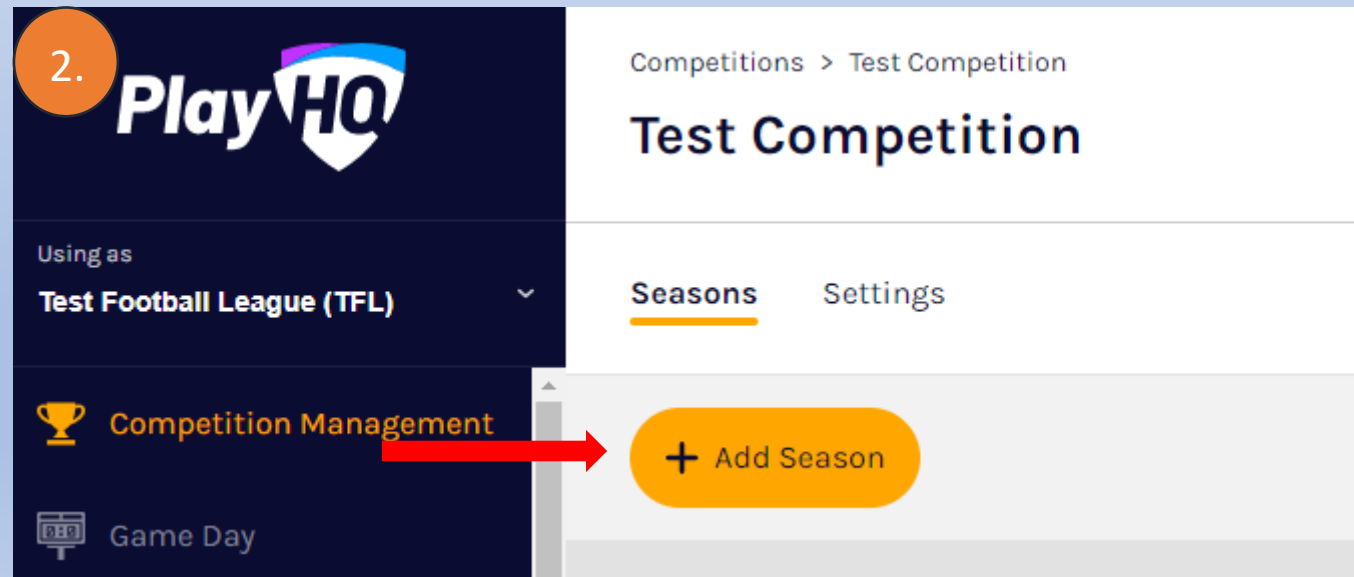
1.



The screenshot shows the 'Competition Management' interface. On the left is a dark sidebar with the PlayHQ logo and navigation options: 'Using as Test Football League (TFL)', 'Competition Management' (highlighted), 'Game Day', 'Programs', and 'Participants'. The main area is titled 'Competition Management' and features a '+ Add Competition' button. Below this is a list of five competition cards. Each card displays the competition name, type, and season count. A red arrow points from the 'Test Competition' card to the right.

Competition Name	Type	Seasons	Visibility
2021 Season	HOME AND AWAY	1 SEASON	VISIBLE
2022 Season	HOME AND AWAY	1 SEASON	VISIBLE
HFL test	HOME AND AWAY	1 SEASON	HIDDEN
SANFL Testing	DOMESTIC	1 SEASON	VISIBLE
Test Competition	HOME AND AWAY	1 SEASON	HIDDEN

2.



The screenshot shows the 'Test Competition' details page. The sidebar on the left is the same as in the previous screenshot, with 'Competition Management' highlighted. A red arrow points from the 'Competition Management' menu item to the '+ Add Season' button in the main content area. The main area shows the breadcrumb 'Competitions > Test Competition', the title 'Test Competition', and tabs for 'Seasons' (selected) and 'Settings'. The '+ Add Season' button is a prominent yellow rounded rectangle.



# Create a new season

Test Competition

Create Season

Cancel

## Season name\*

Please select the start and end dates for this season including finals. This will be shown to participants when registering.

## Start date\*

## End date\*

## Exception dates

Please add exception dates to this season where you don't want to have games scheduled (eg. holidays). These dates can be edited when creating a grade fixture.

### From

### To

### Reason

+ Add

## Select venues

Please select any overflow venues where games will be played this season. Team nominated venues will automatically be added to the season.

No venues are added to this season

## Age limit

Age Restrictions

Specify the date of birth range for players to register to this competition for this season. Players who do not meet this criteria will be unable to register.

## Season visibility

Set whether you would like this season visible on your association's public landing page.

VISIBLE  HIDDEN

3. Add Season Name

4. Start & End Date

5. Exception Dates EG) School Holidays, Bye Rounds, Public Holidays.

6. Add Venues

7. Add Age Restrictions for Season

8. Set Season to Visible

# Inviting Clubs & Team Allocation Permissions

This is to invite Clubs to the Season and setting Team Roles

1. Click on Season
2. Click on Registration
3. Click on Club → Manage

2.

Competitions > Test Competition > 2021

## Test Competition

2021 VISIBLE

Grades Teams **Registration** Allocations Settings

**+ Add a Grade** **Regrade teams** All days All genders

1.

Competitions > Test Competition

## Test Competition

Seasons Settings

**+ Add Season**

**2021** Active

01 / 04 / 2021 - 30 / 09 / 2021

1 GRADE VISIBLE

3.

Teams Participants Registration Allocations Settings

Club Custom Fields

### Club Management settings

Configure what clubs you would like to participate in the season, as well as any advanced settings you would like to apply to clubs. **Manage**

No. of Clubs	Club team allocation period
Invited: 0	24 Mar 2021, 09:30AM - 15
Accepted: 4	Apr 2021, 05:30PM
Declined: 0	

**Choose clubs**  
Select the clubs that you would like to play in this season.

**Invite clubs**

Search for clubs to invite to this competition

There are currently no pending club invites

**Accepted clubs**  
The clubs below have accepted the invitation to participate in this season.

Aspley J AFC      Caloundra J AFC      Beenleigh J AFC  
Broadbeach J AFC

**Roles available**  
Clubs will be able to take registrations as a **Player and Team Manager**. All organisations that participate in this competition will receive these settings.

Edit Roles

4. Invite Clubs to your Season. Club has to accept at their level.

5. Can see clubs that have accepted to participate in competition.

6. Select Roles – This selects which roles will be available for registration for this season.

For a club to accept. At Club Level, Go into Competitions → Invitations.

Has to accept the Competition. (See below)

**PlayHQ**

Using as **Curtin Uni Wesley**

Competitions   ←

Game Day

Programs

Participants

### Competitions

My Competitions → **Invitations**<sup>1</sup>

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS
2021	Test Competition	Test Football League (TFL)	01/04/2021 - 30/09/2021	Active <b>PENDING</b> Accept Decline
2021	PFL (WAAFL)	Perth Football League (WAAFL)	10/04/2021 - 11/09/2021	Active <b>ACCEPTED</b>

### Club team allocation dates

Configure the dates whereby club admins can allocate teams to grades for this season.

Start date*	Start time*
<input type="text" value="24/03/2021"/>	<input type="text" value="09"/> : <input type="text" value="30"/> <input type="text" value="am"/>
End date*	End time*
<input type="text" value="15/04/2021"/>	<input type="text" value="05"/> : <input type="text" value="30"/> <input type="text" value="pm"/>

### Registration fees

PlayHQ Fee	\$2.00
<small>This is a test</small>	

### Age limit

No age limit currently set for this season

### Set association registration fees

#### Set Player and Team Manager fee

Set an association Player and Team Manager fee.

Player fee*	Team Manager fee*
<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>


7. Club Team Allocation Dates- If you want clubs to nominate your teams you can set dates around this period. However, normally our leagues create own teams for each season.

8. Registration Fees. Can set League Fees and charge player and team manger fee to each person who registers to club. **This is not Player Rego Fee for Club.**

Set advanced registration fees?

If participants meet criteria set out in advanced fees, they will be charged the applicable advanced fee instead of the standard registration fee. Should a participant meet criteria of multiple advanced fees, they will be charged the cheaper advanced fee.

Calculate age of player as at date\*

Add custom fee

Age Range	Gender	Amount	Description (Displayed in checkout)
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="eg: Junior Player Registration Fee"/>

Add your terms and conditions?

Your T&C's will be added to the T&C's on the registration form

Custom Fields

Custom fields that will appear on club registration forms.

AFL Team Supported*	<input type="button" value="PLAYER"/>	<input type="button" value="TEAM MANAGER"/>	<input type="button" value="VOLUNTEER"/>
How many games of the 2020 Toyota AFL Premiership Season did you attend?*	<input type="button" value="PLAYER"/>	<input type="button" value="TEAM MANAGER"/>	<input type="button" value="VOLUNTEER"/>

9. Can set Advanced Registration Fees (E.g. different amounts for different ages) For example leagues who have both juniors and seniors. **Again, This is not Player Rego Fee for Club. This is for Leagues who want to charge extra to go directly to League.**

10. Add T&C's option if required.

11. Can add in Custom Fields If Required. Ones that appear are created at AFL Level and cannot be unselected.



# Merchandise Setup

At Club level – Tab on left hand side column → Merchandise → Products

**1.** PlayHQ

Using as  
Aspley J AFC

Competitions

Game Day

Programs

Participants

Transfers & Permits

Merchandise

**Products**

Orders

**2.** Create a new product

**Product details**

Product Name\*

e.g. Association jersey

Description

The item description will appear on registration forms where the product has been added.

Product active

Active products can be added to registration forms. Inactive products will not be shown to registrants.

**Images**

Best results - square format. Below 5MB. JPEG or PNG format.

You have not uploaded any images.

+ Upload Image

Add New Product.

2. Product Name.

3. Description (not required).

4. Set Product Active (make inactive if you don't want it to be an option).

5. Can upload images of products as well (up to 10 images).

## Product variations

Product type ?

Single

Variations

Amount\*

\$ 0

SKU ?

Availability ?



Available

## Fulfilment

Determine how this product will be fulfilled.

Fulfilment Method

Pickup

## Custom Fields

Custom fields that will appear on this product.

You have not added any custom fields.

+ Add Custom Field

6. Product Variations – Single Price or Variations (difference prices for different sizes of same product).

7. Can show what is available and what isn't by ticking box.

8. Fulfilment Method – Pick Up/ Delivery.

9. Custom Fields.

# Family Discounts

1. At Club Level.
2. Competition → Registration.
3. Scroll down to Family Member Discount → Set Up discount.
4. Enter discount amount.
5. Discount will be applied to any additional players registering to Competition with the same linked account.

**NOTE:** If parent registers multiple children but creates separate accounts by mistake for each of them and misses out on discount, up to club to deal with, AFL and Government body will not issue refund.

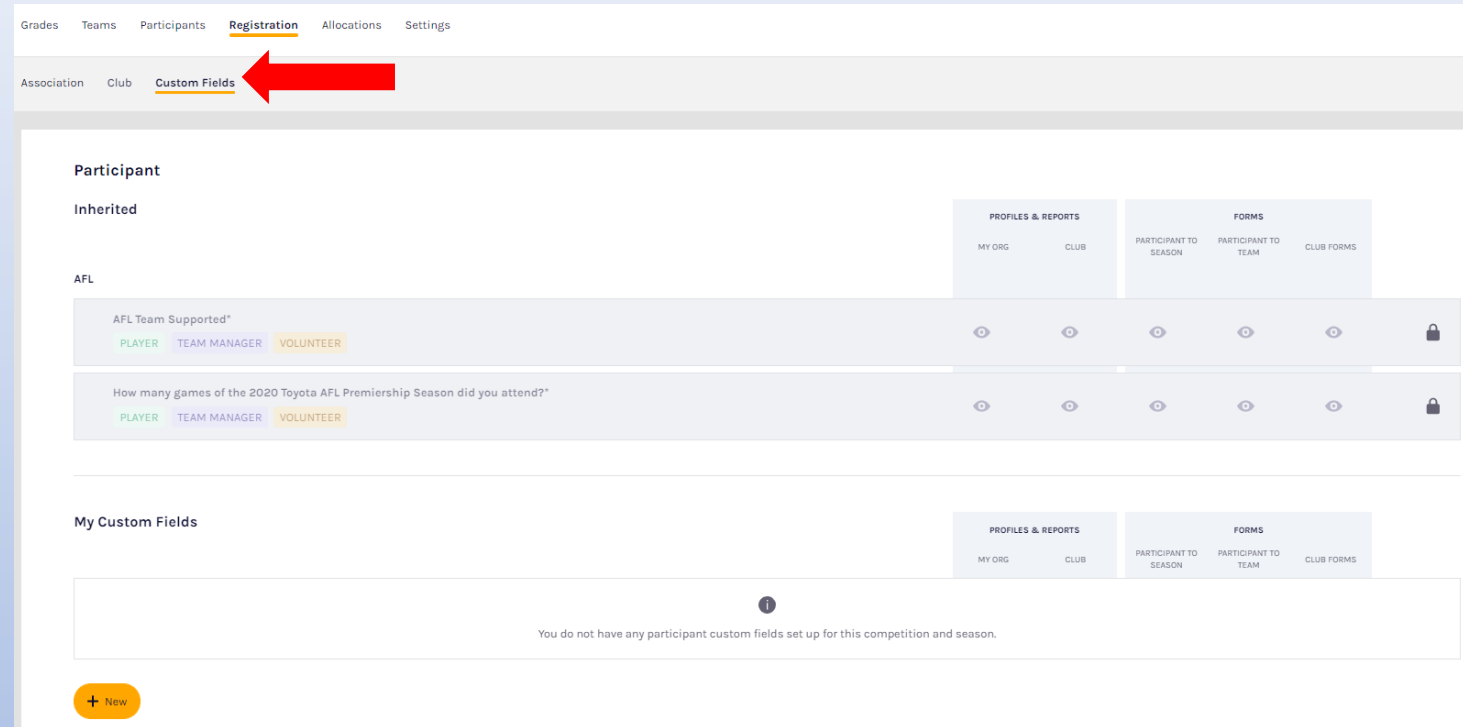
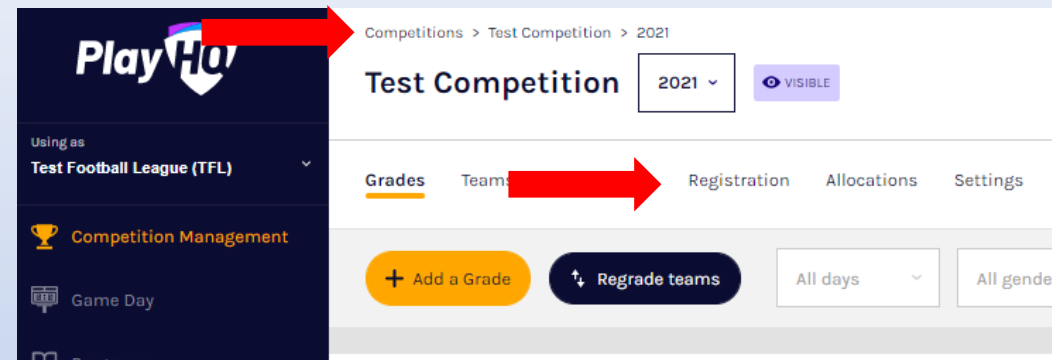
**NOTE:** Make sure communicated that has to be from same account to receive discount.

The screenshot shows the PlayHQ website interface. On the left is a dark navigation menu with the PlayHQ logo at the top. Below the logo, it says "Using as Aspley JAFC". The menu items are: Competitions (with a trophy icon), Game Day (with a calendar icon), Programs (with a book icon), Participants (with a group of people icon), Transfers & Permits (with a double-headed arrow icon), and Merchandise (with a shopping bag icon). On the right is the main content area. At the top, it says "Competitions" and "Test Football League - 2022". Below that, it says "Test Football League (TFL)". There are four tabs: "Grades" (underlined), "Teams", "Participants" (with a red arrow pointing to it), and "Registration". Below the tabs are three dropdown menus: "All days", "All genders", and "All ages", with a "Reset" button to the right. Below these are two rows of team selection: "U17 Boys 1" with a button showing "0 CLUB TEAMS", and "A Grade" with a button showing "0 CLUB TEAMS". At the bottom of the main content area, there are three sections, each with a message and a "Set up Form" or "Set up Discount" button. The first section says "You have not configured a Participant to Club form for this season." The second section says "You have not configured a Participant to Club Team form for this season." The third section says "You have not configured a family member discount." and has a red arrow pointing to the "Set up Discount" button.

# Custom Fields

From League or Club Level.

- Competitions → Season → Registration → Custom Fields.



1. Firstly shows what custom fields are already in place from AFL, League etc. These cannot be modified.
2. Can add in own by clicking New.

# New Custom Field

## Details

Create a succinct question, or create a label for your custom field for you to complete later.

### Field Label\*

Please enter the name for your field (350 characters)

### Type\*

Please select

Mandatory

## Display configuration

Configure how you want this field to be displayed

Conditional field

Configure this field to display based on the answers to another field.

### Role\*

Please select at least one role.

Players  Team Managers  Volunteers

## Settings

Configure the application of this field across profiles, reports, and registration forms.

### PROFILES & REPORTS

My Organisation

Clubs

### FORMS

Participant to Season

Participant to Team

Club Forms

3. Type in Field Label EG) Photo Consent and then select what type of answer (Text Box or Dropdown List).

4. For dropdown list, add in options.

5. Can make mandatory or non-mandatory.

6. Can only delete any custom fields you create on your own level, not at different levels.

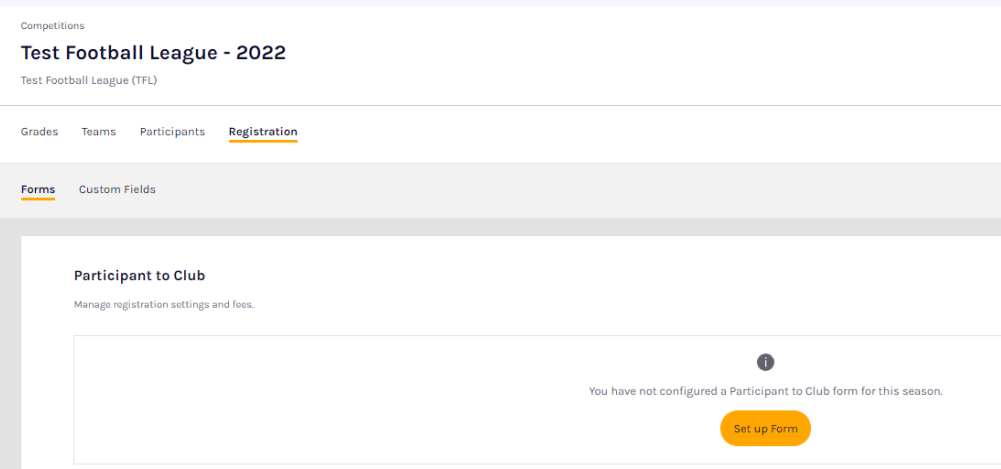
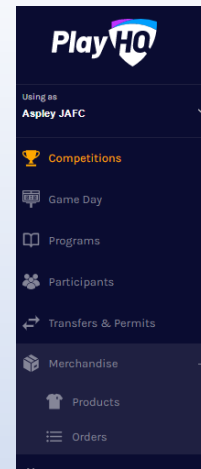
7. Display configuration – Conditional Field EG) Do you have a health fund – if no you move on, if yes can open up another question (what is the name of health fund).

8. Can select who you want to answer question – player, team manager, volunteer.

9. Click Create.

# Rego Form and Fees

- Set up at club level not league level.
- Competitions → Season → Registration.
- Participant to Club → Set Up Form.



## Registration period

Set a start and end time and date that the registration form will be available to participants registering to clubs.

Start date*	Start time*
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="09"/> : <input type="text" value="30"/> <input type="text" value="am"/>
End date*	End time*
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="05"/> : <input type="text" value="30"/> <input type="text" value="pm"/>

## Age limit

No age limit currently set for this season

## Registration fees

PlayHQ Fee ⓘ <small>This is a test</small>	\$2.00
Test Football League (TFL) Fee ⓘ	\$15.00 ▼

## Set a registration fee

This is a standard registration fee that is charged to all participants. Any fee amount entered will be displayed on the registration form.

Player fee*	Team Manager fee*	Volunteer fee*
<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>

Set advanced registration fees?

- Registration period – When do you want registrations to open and close.
- Registration Fees – Can see here PlayHQ Fee and League Fee. **This is where you have to add Club Rego Fee.**
- Can set up different fees pending on age range (Activate Set advanced registration fees).

- Add in custom fields that you have created here.
- Add in Merchandise products.
- Overview – Provide information about pricing and the competition.
- Add T&C's.
- Make visible when you want registration form to open to public on PlayHQ website.
- **NOTE:** Keep hidden if you want to give players a chance re-register. Copy link and send out to database. This will give them the first opportunity.

### Custom Fields

Custom fields that will appear on this registration form.

TYPE	ORGANISATION	TITLE	ROLE
Inherited	AFL	AFL Team Supported	<span>PLAYER</span> <span>TEAM MANAGER</span> <span>VOLUNTEER</span>
Local			You have not included any local custom fields.

### Products

Select the products you would like to add to this form.

Name

Overview

Information added here will be displayed on the overview page of the registration form.

Pricing information

eg: Season Registration for Junior (kids 12 and under) \$200 & Season Registrations for Seniors are \$300

Additional information

eg: Junior Grades play Saturday mornings and Open Age Domestic grades are offered for Monday, Wednesdays or Fridays

Add your terms and conditions?

Your T&C's will be added to the T&C's on the registration form

### Registration visibility

Set whether you would like this registration option to be visible on your club's public landing page.

Using as Aspley J AFC

Competition Reports

Competitions

Game Day

Programs

Participants

Transfers & Permits

Merchandise

Venues

**Reports**

My Organisation

Settings

Support

Competition Reports

Programs

Financial

Orders

Discipline

Generated Reports

Basic Reports

Venue Report

Generate a daily report of all games played at a specific venue.

Date\* DD/MM/YYYY

Venue\* Select a venue

Generate

Advanced Reports

Advanced Fixture Report

Generate a report of all games that have been fixtured within a season.

Organisation\* Select an organisation

Competition\* Select a competition

Season\* Select a season

Grade All Grades

Generate

Data correct today at 4:43 PM (AEDT)

Reports

Competition Reports

Programs

Financial

Orders

Discipline

Generated Reports

NAME	DATE CREATED	STATUS
Games Played - Competition 2021 Season, 2021	30 Jun 2021	Generated

Download

# Reports

- Reports function on left hand side.
- One click reports have been created you just have to set one field eg) Date range, competition, season etc.
- One generated → Click on Generated Reports and click Download. Will give update on status of report as well.



# Website Options

- Leagues & clubs will lose SportsTG website (free).
- Options below.
- Communications coming out in the coming weeks.

## Website Options for Leagues & Clubs

- Option 1 – Free PlayHQ Fixtures/Ladders/Results page  
ex. <https://www.uat.playhq.com/afl/org/playhq-test-league/f9461504>
- Option 2 – WIX Templated Solution integrated with PlayHQ (optional monthly cost)  
ex. <https://afl-community.editorx.io/afl-template>
- Option 3 – Continue to use existing premium Gameday (or any other) League website and simply link to PlayHQ FLR page or ingest API  
ex. <https://efnl.org.au/>
- Option 4 – Choose a free website provider of your choice (ie WIX, SquareSpace) and simply link to PlayHQ FLR page  
ex. <https://bgjets.com.au/>
- Option 5 – Continue to use Social Media  
ex. <https://www.facebook.com/rowvillefootballclub>

# Training Overview

## National Training Plan Overview

### Training Overview

The below table illustrates the indicative training commitment required for each category of administrator/user.

	State/Regional Admin	League Admin	Club Admin	Team Managers	Umpire Managers	Umpires
Season Setup	X	X	X			
Competition Management - Pre-Season	X	X				
Competition Management - In Season	X	X				
Match Day	X	X	X	X		
OfficialsHQ Season Setup	X	X			X	
OfficialsHQ MatchDay Reports & Awards Setup	X	X			X	
OfficialsHQ Umpire Management	X	X			X	X
Total Estimated Training Time	13-hours	13-hours	4-hours	2-hours	5-hours	2-hours

## National Training Plan Overview

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Season Setup	4		7	12	5		4	8	2		
Competition Management - Pre-Season		1	1			1	2	4	4	2	
Competition Management - In Season					1					2	2
GameDay			3	2			2	2	8	8	
OfficialsHQ Season Setup		1		1							
OfficialsHQ MatchDay Reports & Awards Setup			1				1	1	4		
OfficialsHQ Umpire Management			3	1	1		2	1	5		

Note: Training will be provided to the NTFL and NTFL Clubs to ensure successful transition and onboarding to PlayHQ prior to their registrations going live August 1 and competition commencing in October for the 2022 season.

## Next Steps

- Recording of this session inc PPT will be emailed to everyone post meeting
- Testing environment access document with support resources will be emailed to everyone post meeting
- Go to Market Pack for PlayHQ will be distributed to all States/Leagues over the next week and will include the following information-
  1. PlayHQ Roadmap
  2. Commercials
  3. Website Options
  4. Communications
  5. OfficialsHQ
  6. National Training & Education Plan
  7. Support Plan
  8. Data Migration
  9. Onboarding Process
- Next training session will be Friday 16<sup>th</sup> July between 1 – 4pm AEST