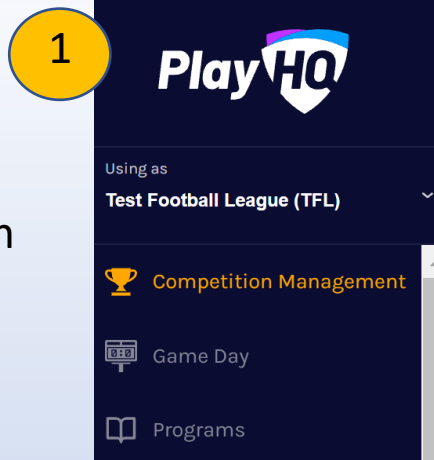# Session 3 –

Competition Management (Pre Season) for Leagues
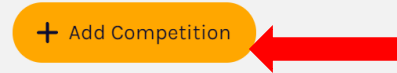
Video here - https://www.youtube.com/watch?v=CttO_RrWNSE

Add/Configure Competitions
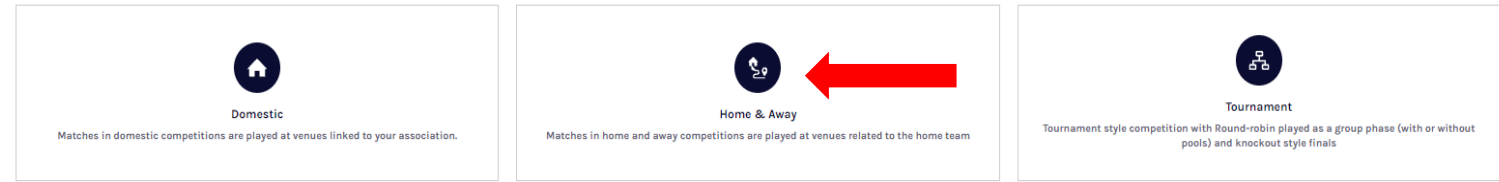
- Under League → Competition Management → Add Competition

1

PlayHQ

Using as
Test Football League (TFL)

🏆 Competition Management

📺 Game Day

📖 Programs

Competition Management

➕ Add Competition

HOME AND AWAY
2021 Footy League

1 SEASON   👁 VISIBLE

2

Play

Using as
Test Football League (TFL)

Competition Management
Game Day
Programs
Participants
Transfers & Permits
Merchandise
Venues
Reports
My Organisation
Settings

🏆 Create a new competition   Next   Cancel

Competition type

🏠 **Domestic**
Matches in domestic competitions are played at venues linked to your association.

☎ **Home & Away**
Matches in home and away competitions are played at venues related to the home team

🔗 **Tournament**
Tournament style competition with Round-robin played as a group phase (with or without pools) and knockout style finals

Competition name
Please note that seasons will be added to your competition later.

Enter a name (eg. Junior League)

Format*
Used to power the discovery map and assist with reporting.

○ AFL 9s   ○ AFLX
○ AFL Community
○ International   ○ Other
○ Schools

👁 **Competition visibility**
Set whether you would like this competition visible on your association's public landing page.

○ 👁 VISIBLE   ● 👁 HIDDEN

New Player Approval
Requires players who have not registered before to be approved before being allocated to a team. Transferred or permitted players will be automatically approved.

Support

Zoe Bell
zbell@walc.com.au

Select competition Type
- Domestic – AFLX/ AFL9s
- Home & Away – Normal
- Tournament – Pools

Competition Name

Format – AFL Community

Competition Visibility – Can keep hidden or visible. This shows when it is on public website

New Player Approval – If left off any player who registers into competition will automatically be accepted. If turned on, ability to approve new players. Can give clubs ability to approve once turned on aswell.

Game & Grade Default Settings – Global settings for competition and passed on to Grades. However, what you set at this level can be changed at grade level.

3

Game & Grade Default Settings

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

Game Settings

Game sheet template*
✓ AFL team sheet

Period type*
◯ Halves   ✓ Quarters

Each period length (mins)*   **Game Slot Time***
20   100

Period scores ⬤
Set whether period scores for a game are displayed.
◯ By Period ⓘ   ✓ End of Period ⓘ

Lineup limits

Manage the minimum and maximum number of players and roles that can be selected for each game. A lineup can't be saved if the minimum amount is not met.

Players ⬤
Minimum*   **Maximum***
0   22

Coaches ⬤
Minimum*   **Maximum***
0   10

Game Settings – AFL Team sheet, total game slot time (whole time game requires at ground), period types (halves or quarters), Set length of period.

Set when period scores for a game are displayed.

Lineup Limits – Set Minimum and Max numbers. If you don't want restricted can turn it off. Can also do the same for coaches.

Can set overtime options for finals only or throughout the season as well. This will electronically update at the game if there is a draw and create another period to separately live score. This way you can see what was scored in overtime as well.

Game Outcome Points – Default or Custom

Ladder Settings – Total Ladder Points/ Ladder Points Average.
Ladder Visibility – Not competitive and don't want it visible you can select hidden

Club Access Settings -
Allow clubs to enter scores via admin portal –
Club access type – Give access for clubs to see both teams and just each team. Can set lock access as well.
Allow clubs to enter scores on electronic scoring.

4

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.

Game type*	Period length (mins)*	Overtime type* ⓘ
Finals only	5	One way

Extra scores

Set whether an extra scoring type is available for games.

Game outcome points*

Set the points awarded for game results.

✅ Sport default ⓘ   ⭘ Custom

Grade Settings

Ladder Ranking View*

⭘ Ladder points average ⓘ   ✅ Total ladder points ⓘ

👁 **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

Club Access Settings

Set the access that you would like to apply to clubs for games in this grade.

Allow clubs to enter scores

Set whether club admins can enter game and period scores for both teams. Turning on this setting will also give the same access to club coaches and club team managers with management access enabled.

Allow clubs to enter scores via electronic scoring

Publishing Lineups

Set a time when player lineups are published on the participant site.

- ✅ Game start time   ⭕ When selected ⓘ   ⭕ Set hours before game start time

Best players 🟢

Set whether best players are displayed and the maximum number of players that can be selected.

Maximum best player selections*

6

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*

Please enter

👁 **Player points visibility**

Set whether player points are displayed on public game centres.

- ⭕ 👁 VISIBLE   ✅ 👁 HIDDEN

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.

Minimum number of games played*

Please enter

---

5 Publishing Lineups
- Select when line ups to go online.

Best Players – can turn on and off and maximum best players

Player Points –
Select on or off. Enforces a cap option – yes/no. Set points cap, which can be edited later. This can be shown on public website.

Finals Eligibility – Set minimum number.

Add/Configure Season

①
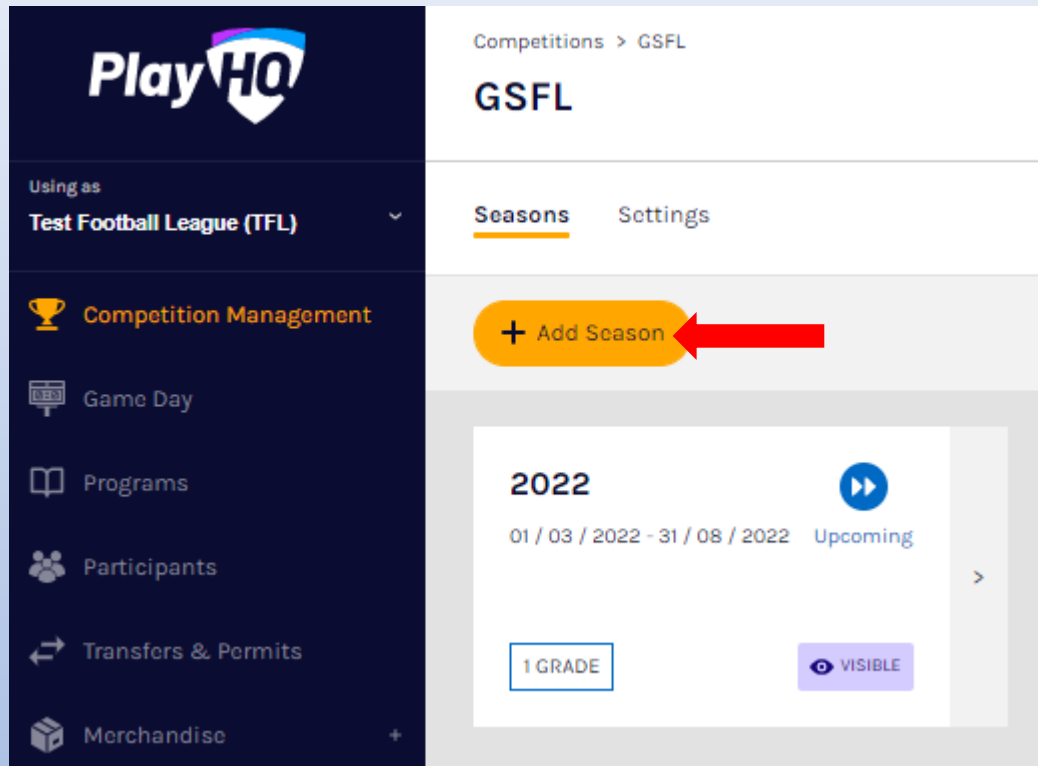
Click on new Competition → Add Season

②
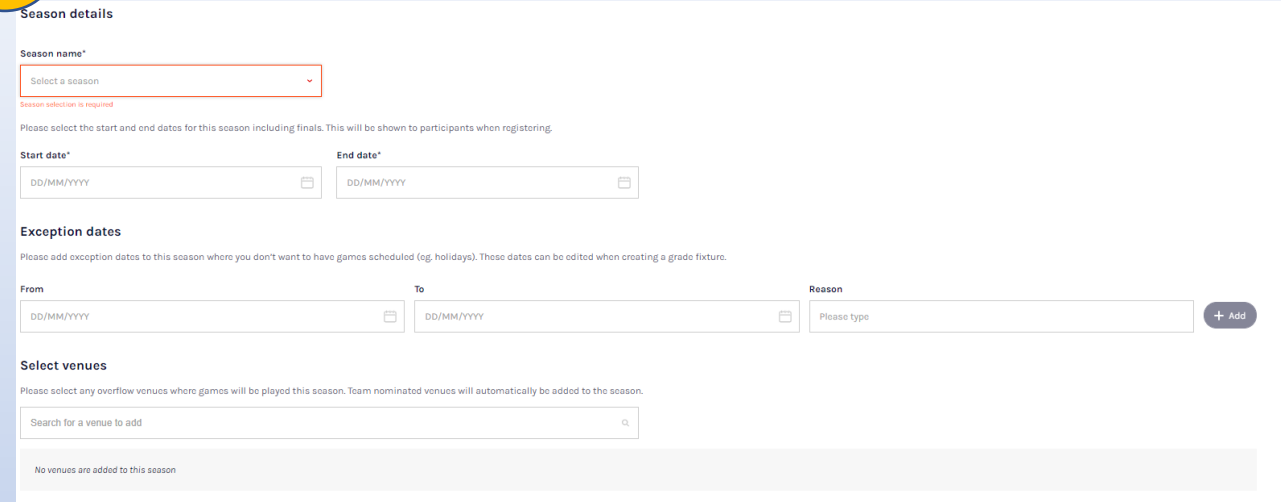
Select year

Start and end dates

Exception dates – Can set for all grades or at grade level

Select venues where games will be played. This is managed Nationally, if your venue is not visible please let Admin know to add in.

Make visible
Set age restrictions if applicable or set up age groups.
Click Create
Can go in and edit once created

Add/Configure Grades

Under new season → Add Grade

(1)

Competitions > GSFL > 2022

GSFL | 2022 ∨ | 👁 VISIBLE

Grades   Teams   Participants   Registration   Allocations   Settings   More ∨

➡ **+ Add a Grade**   **↕ Regrade teams** | All days ∨ | | All genders ∨ | | All ages ∨ | Reset

(2)

Grade Details

Day*
Please select ∨

Age group*
Please select

Gender*
Please select ∨

Division
Please type

Grade name*
Please confirm your grade name

👁 **Grade visibility**

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

○ 👁 VISIBLE   ✓ 👁 HIDDEN

Select Day
Select Age Group
Select Gender
Enter Division if applicable
Grade name started to create
however, can go in and edit
Make hidden/visible

Game Settings

Game sheet template*

✅ AFL team sheet

Period type*

◯ Halves   ✅ Quarters

Each period length (mins)*

| 20 ⌄ |

Game Slot Time*

| 100 ⌄ |

Period scores ⬤

Set whether period scores for a game are displayed.

◯ By Period ⓘ   ✅ End of Period ⓘ

Lineup limits

Manage the minimum and maximum number of players and roles that can be selected for each game. A lineup can't be saved if the minimum amount is not met.

Players ⬤

Minimum*

| 0 ⌄ |

Maximum*

| 22 ⌄ |

Coaches ◯

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.

Game type*

| Finals only ⌄ |

Period length (mins)*

| 5 ⌄ |

Overtime type* ⓘ

| One way ⌄ |

Extra scores ◯

Set whether an extra scoring type is available for games.

Game outcome points*

Set the points awarded for game results.

✅ Sport default ⓘ   ◯ Custom

Grade Settings

Ladder Ranking View*

◯ Ladder points average ⓘ   ✅ Total ladder points ⓘ

👁 **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

Club Access Settings

Set the access that you would like to apply to clubs for games in this grade.

Allow clubs to enter scores ⬤

Set whether club admins can enter game and period scores for both teams. Turning on this setting will also give the same access to club coaches and club team managers with management access enabled.

Club access type* ⓘ

✅ Their own team (Default)   ◯ Both teams

Lock access after game starts (hours)*

| 1 ⌄ |

Set Game Settings: Will be set to default from competition. If required to change go through and make changes.

③

Publishing Lineups

Set a time when player lineups are published on the participant site.

◯ Game start time ✓ When selected ⓘ ◯ Set hours before game start time

Best players ▢●

Set whether best players are displayed and the maximum number of players that can be selected.

Maximum best player selections*

6

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

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.

Minimum number of games played*

4

4

Restrictions Settings

5

Set the age and gender restrictions that you would like to apply for games in this grade.

Age Restrictions ◯▢

Specify the age range for players that are allowed to play in games for this grade.

Gender Restrictions ◯▢

Set what genders are allowed to play in games for this grade.

Can go in and edit later. If you change the settings throughout the season, the new changes will only apply to games that haven't occurred yet.

Restriction settings
Can add in age or gender restrictions here for the grade.

Now grade has been created, teams can be invited
Go to Registration Tab → Club Management Settings
→ Set Up

Grades   Teams   Participants   **Registration**   Allocations

Association   **Club**   Custom Fields

6

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	12 Oct 2021, 09:30AM - 31 Jan 2022, 05:30PM
Accepted: 5	
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

7

Invite Clubs
Can allocate timeframe for clubs to register teams

Accepted clubs

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

Aspley JAFC	Broadbeach JAFC	Beenleigh JAFC
Sandgate JAFC	Denmark Auskick Centre	

Roles available

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

Edit Roles

Club team allocation dates

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

Start date*

12/10/2021   📅

Start time*

09 : 30   am   ⌄

End date*

31/01/2022   📅

End time*

05 : 30   pm   ⌄

If you want to allow club admins to assign player points, here is where you activate it.

Will show any age limits you have in place.

Can set League fee here for clubs to register teams. Can also set advanced registration fees.

Can see any custom fields created here as well.

8

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

Age limit

No age limit currently set for this season

Set association registration fees

Set Player, Team Manager and Volunteer fee

Set an association Player, Team Manager and Volunteer fee.

Player fee*	Team Manager fee*	Volunteer fee*
$ 0.00	$ 0.00	$ 0.00

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.

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*		PLAYER	TEAM MANAGER	VOLUNTEER

You have not created any participant custom fields for this competition season.

Add Teams/Allocating Teams to Grades

1

Competitions

My Competitions   Invitations ⓘ

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS		
2022	GSFL	Test Football League (TFL)	01/03/2022 - 31/08/2022	▶▶ Upcoming	PENDING	Accept Decline

Using as
Caloundra JAFC

🏆 Competitions

Game Day

Go to Club

Under Competitions → Invitations

Accept invitation

2

My Competitions

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2022	GSFL	Test Football League (TFL)	01/03/2022 - 31/08/2022	▶▶ Upcoming	View

Click on My Competitions and click on view to the Competition you just accepted

Competitions
GSFL - 2022
Test Football League (TFL)

3

Grades   Teams   Participants   Registration   More ⌄

| All days ⌄ | All genders ⌄ | All ages ⌄ | Reset |

Senior Women   0 CLUB TEAMS

➕ Allocate a Team

If given club access, will be able to allocate a team to grade. However, if not won't be able to but can create team.

Competitions

GSFL - 2022

Test Football League (TFL)

Grades   **Teams**   Participants

+ Add club team

Click on Teams → Add Club Team

Fill in the fields, making sure it aligns to the grade. For example if it is Senior Women, make sure Age group is Senior and gender is Women. Select venue and ground as well. If not listed, contact Regional Manager.

Team Information

Club team abbreviation

Caloundra

Age group*

Please select

Gender*

Please select

ID

Please type (Eg. A, D, Red, Tigers)

Team name*

Please enter your team name

Home Venue

Nominate the location of this team's home games.

Venue*

Search venues

Ground*

Please select

Once created, will sit in teams until league allocates it to a grade.

Head back to league → Competition → Season → Grade
drop down what grade you want to nominate team and click allocate team.
Select team to allocate.

Can do all teams at once for all clubs and then the teams that align to your grade can be selected here.

① Generate Fixtures

Senior Women [5 TEAMS ALLOCATED] 👁 VISIBLE   **Generate Fixture** ⊖

1.	⬡	Aspley Senior Women	0 players	Women	Senior	-	Unallocate	⠿
2.	⬡	Beenleigh Senior Women	0 players	Women	Senior	-	Unallocate	⠿
3.	⬡	Broadbeach Senior Women	0 players	Women	Senior	-	Unallocate	⠿
4.	⬡	Sandgate Senior Women	0 players	Women	Senior	-	Unallocate	⠿
5.	⬡	Caloundra	0 players	Women	Senior	-	Unallocate	⠿

Each team is given a number for the algorithm for fixtures. You can move these up and down to have them in correct order. Click on the 8 dots next to unallocated to move teams up and down.

Within the System - Under grade → Generate fixtures

Regular Season

Grade start date*
12/03/2022

# of rounds*
20

Frequency*
Weekly

☐ Additional bye per round
This will generate a regular season fixture with one less match per round resulting in two additional teams having a bye in each round.

Finals 🔵

Select finals format*

Standard format
These templates include progression rules and cannot be edited. Manual games can be added at any time.

5 Teams	5 Team / 4 Round - Tiered	Top team gets round 1 off and double chance. (2v3, 4v5), (1vW1, L1vW2), (L3vW4), (W3vW5)	○
5 Teams	5 Team / 3 Round - Knockout	Teams 4 and 5 play off in round 1. Top 4 play off in round 2. Two winners play each other in grand final. (4v5), (1v4, 2v3), (W1vW2)	○
4 Teams	4 Team / 3 Round - Tiered	Top 4 play off in round 1 with double chance for top 2. (1v2, 3v4), (L1vW2), (W1vW3)	✅
4 Teams	4 Team / 2 Round - Knockout	Top 4 play off in round 1. Two winners play each other in grand final. (1v4, 2v3), (W1vW2)	○
3 Teams	3 team / 2 Round - Knockout	Top team goes straight into grand final, 2nd and 3rd play off in round 1. (2v3), (1vW1)	○
3 Teams	3 Team / 3 Round - Tiered	Top 2 play off in round 1 qualifying final. Winner goes straight into grand final. Loser plays 3rd in round 2. (1v2), (L1v3), (W1vW2)	○
2 Teams	2 Team / 1 Round - Knockout	Top 2 teams go straight into grand final. (1v2)	○

Custom format
Select the number of rounds that best suits your requirements. You will have to manually create games and assign teams to each game

1 Round	○
2 Rounds	○
3 Rounds	○
4 Rounds	○

Exception dates

Please add exception dates to this grade where you don't want to have games scheduled (eg. holidays).

From
DD/MM/YYYY

To
DD/MM/YYYY

Reason
Please type

+ Add

29 May 2021 - 31 May 2021 Public Holiday   Season setting ✅

2

Click on generate fixtures
Set start date, how many rounds and how often played

Select if you want to include final series. This is where a standard format can be selected or a custom format.

Exception Dates – Can select exception date set at competition level and add in extra dates.

Review Fixture

Regular Season	
Round 1	12 Mar 2022
Round 2	19 Mar 2022
Round 3	26 Mar 2022
Round 4	02 Apr 2022
Round 5	09 Apr 2022
Round 6	16 Apr 2022
Round 7	23 Apr 2022
Round 8	30 Apr 2022

Teams		
1	Aspley Senior Women	Centennial Oval (Albany)
		Centennial Oval (Albany) 1
2	Beenleigh Senior Women	Railways Oval (Albany)
		Railways Oval (Albany) 1
3	Broadbeach Senior Women	Centennial Oval (Albany)
		Centennial Oval (Albany) 3
4	Sandgate Senior Women	Centennial Oval (Albany)
		Centennial Oval (Albany) 2
5	Caloundra	QLD - Carter Park (Caloundra)
		Carter Park

Click Next – provides overview of fixture. Shows all rounds and finals and list of teams.

Time Slot Allocation

Nominate a day and start time for each time slot. Time slots determine which day and start time each game is allocated to by default.

Set each time slot individually ⬤

TIME SLOT	DAY*	START TIME*
All	Please select	08 : 00 am

If happy with review, click next.

Set time allocation. Can set same time for all games or set individual time slots.

Generate fixture
Click view fixture

Grades   Teams   Participants   Registration   Allocations   Settings   More ⌄

+ Add a Grade   ⇅ Regrade teams   All days ⌄   All genders ⌄   All ages ⌄   Reset   1 - 1 of 1   ‹   1 of 1 ⌄   ›

✓ Fixture successfully generated for Senior Women   ✕

Senior Women   5 TEAMS ALLOCATED   👁 VISIBLE   →   View Fixture   +

Fixture   Ladder   Settings

Fixture

Regular Season   Finals

+ Add a Game

Round 1   6

SATURDAY, MARCH 12

🛡 Sandgate Senior Women   -   vs   -   🛡 Aspley Senior Women   10:00AM   Centennial Oval (Albany) / CeFK7   Upcoming   ⋮

🛡 Broadbeach Senior Women   -   vs   -   🛡 Beenleigh Senior Women   10:00AM   Centennial Oval (Albany) / CeTA4   Upcoming   ⋮   →

BYES

🛡 Caloundra   -   -

Click on three dots on side of each game to edit game. Able edit all fields of the game here.

Game details

Game #1

Home team*

| Sandgate Senior Women | ⌄ |

⇄

Away team*

| Aspley Senior Women | ⌄ |

Round*

| Round 1 | ⌄ |

Game alias

| Please type |

Allocation

Venue

| Centennial Oval (Albany), WA | ⌄ |

Ground

| Centennial Oval (Albany) 2 | ⌄ |

Date*

| 12/03/2022 | 📅 |

Start time

| 10 | : | 00 | | am | ⌄ |

End time

| 11:40AM | Unallocate game

🗑 Delete game

Can edit all details and even delete game here.

Update & Save any changes.

Ability to delete fixture → Settings → Fixturing → down the bottom → Delete Fixture.

Also ability to just delete finals fixture. Able to add finals fixtures at a later date.

Upload Fixtures

On Grades page → Settings → Fixturing

To upload on fixture, there is a specific template designed so that it the fixture can be uploaded correctly.
Download the templates (CSV Fixture template and Legend for this Season)

Fixture Template Legend

Fixture Template

2

Fixture Template Legend has all the data inputted for the grade to copy and past to the Fixture template.
It has Organisation, Competition, Season, Teams and Venues.

You can either upload one round at a time or upload all at once.
See below example:

Don't confuse round date and game date. Round date has to be the same where is game date can be different

organisation	competition	season	grade	round date	round	home team	away team	venue	playing surface	game date	game time	game alias
Test Football League (TFL)	GSFL	2022	Senior Women	5/03/2022	1	Aspley Senior Women	Beenleigh Senior Women	Centennial Oval (Albany)	Centennial Oval (Albany) 1	6/03/2022	02:30PM	Belt Up Round
Test Football League (TFL)	GSFL	2022	Senior Women	5/03/2022	1	Broadbeach Senior Women	Sandgate Senior Women	Centennial Oval (Albany)	Centennial Oval (Albany) 2	6/03/2022	02:30PM	Belt Up Round
Test Football League (TFL)	GSFL	2022	Senior Women	5/03/2022	1	Caloundra	Bye					Belt Up Round

To upload fixture once created, click add Custom Fixture

Click Upload CSV and select your CSV File.

If all okay, it will come up below as green and you click Generate Fixture.

If there is an error, it will tell you where the error is to amend. Go back into document and make changes and reupload.

If doing round by round can just add keep uploading the new file it will override the last uploaded document
If there is a change of grades, make changes and upload new fixture

Setting Up Awards

Will be set up in OfficialsHQ
Currently being built to show up on PlayHQ

Media Reports

Being built however, looking at Media reports to be pulled by the media company through API Integration. Won't be on the leagues to send out, will be how they integrate with PlayHQ to get results, fixtures etc.

Player Payment System

Player declaration & salary cap information
Currently being built
Document storage being built.
Authorised club reps. Given ability to use their PlayHQ credentials to upload and view contract documents
Authorised League admins use their PlayHQ credentials to view documents submitted from clubs in their league
One-off historical upload from current system to new document storage

Play Points

Leagues can check and set Player Points cap –Under competition → Season → Settings → Default

This is just default setting and can be amended at Grade level.

You can also choose if you would like the player points to be visible to the public.

Can set max points at a Grade level as well if these differ.
In season → Grade → Settings → Game

This is where you would allocate the maximum points teams can have.

3 If each team has their own allocation. Under Grade can either click on Teams or drop down Grade and click on Team there.

4 On the right-hand side of the screen will show the details of the team and player point allocation. If you would like to amend, click on Edit Team Player Points.

5 Enter the new limit and click Override limit.

To allocate points to a player → grades → More → Player points

Filter by club and allocate points where required.

Please Note: When Player Points are turned on for the grade, players need to be allocated a point.