# AFL COMMUNITY FOOTBALL LEAGUE ADMIN PLAYHQ USER GUIDE





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# 1. Terminology

The change of the online competition management platforms has resulted in some changes to the terminology as follows.

Admins in PlayHQ formerly known as Users in the GameDay (SportsTG) system.

Admin Body in PlayHQ formerly known as State or Region in the GameDay (SportsTG) system.

Admin Portal in PlayHQ formerly known as Database in the GameDay (SportsTG) system.

Allocations in PlayHQ formerly known as Fixture Grid in the GameDay (SportsTG) system.

**Competition** in **PlayHQ** is an extra level within an League which allows League Admins to create more than one Competition in an League i.e. League Seniors & League Juniors.

Discipline in PlayHQ is a new term which is related to Incidents & Suspensions.

**Domestic** in **PlayHQ** formerly known as Venue Allocation in the GameDay (SportsTG) system.

Fees in PlayHQ formerly known as Products in the GameDay (SportsTG) system.

Format in PlayHQ formerly known as Type in the GameDay (SportsTG) system.

Gameday Permit in PlayHQ formerly known as Type 1 Match Day Permit in the GameDay (SportsTG) system.

**Game Day** in **PlayHQ** formerly known as Match Results in the GameDay (SportsTG) system.

Game Sheet in PlayHQ formerly known as Team Sheet in the GameDay (SportsTG) system.

Grade in PlayHQ formerly known as Competition in the GameDay (SportsTG) system.

**Ladder points average** in **PlayHQ** formerly known as Percentage Wins Ladder (Match Ratio) in the GameDay (SportsTG) system.

Life Ban in PlayHQ formerly known as Deregistered in the GameDay (SportsTG) system.

Line-up in PlayHQ formerly known as Selected Players in the GameDay (SportsTG) system.

OfficialsHQ in PlayHQ formerly known as Schedula in the GameDay (SportsTG) system.

Participant in PlayHQ formerly known as Member in the GameDay (SportsTG) system.

**Season Permit** in **PlayHQ** formerly known as Type 2 Local Interchange Permit or Type 3 Temporary Transfer in the GameDay (SportsTG) system.

Tournament in PlayHQ formerly known as Pools Competition in the GameDay (SportsTG) system.





# 2. Creating a PlayHQ Account

To create a PlayHQ account go to <u>https://playhq.com</u> and in the top right corner click on the **Sign up** button.



You will land on the Sign up to PlayHQ page. Add Your first name, add Your Last Name, add Your email, add Your mobile number, add a password in Set a password and click on the Sign up button.

Sign up to Play			
0			
Please create a PlayHQ account with your details, even if registering a child			
You can then register family members or dependants under this account.			
Your first name* Your last name*			
Please type Please type			
Your email*			
Your mobile number*			
Set a password* Please type			
By clicking Sign up, you agree to our <u>Privacy Policy</u> and <u>Terms of Use</u> .			
Sign up			





# Creating a PlayHQ Account (cont)

You will be taken to the **Verify your account** page and you will be sent an email with a **Verification code**.

	Verify your account
а	Please enter the verification code that we sent to <b>Idministration+2@aflbj.com</b> in order to activate your account.
Ve	rification code*
	Please type
	Confirm code
	Resend code

	8	
(0.46 Ahr ( rounde age)	\$ 5	1
Dear Tony,		
Please verify your email address using the code below		
Your verification code is: 788849		
Please copy the link below and paste it into the address bar of your browser to verify your account.		
https://www.playtia.com/signup/venfy		
Please do not reply to this email as the inbox is not monitored. Please visit support playing com for further assistance.		
Regards PlayHQ Team		
	Dear Tony. Please verify your email address using the code below. Your vertification code is: 788849 Please copy the link below and paste it into the address bar of your browser to verify your account. Inthes://www.playtic.com/signup/verify Please do not reply to this email as the inbox is not monitored. Please visit support playting com for further assistance. Regards,	Dear Tony. Please vonty your email address using the code below Your verification code is: 788849 Please copy the link below and paste it into the address bar of your browser to verify your account. Intes://www.playtia.com/signup/verify Please do not reply to this email as the inbox is not monitored. Please visit support playing com for further assistance. Regards,





# Creating a PlayHQ Account (cont)

Add the Verification code on the Verify your account page and click on the Confirm code button.

You will be taken to the login page and confirmation message – Your account has been verified. Please log in. – where you be able to enter your **Email** and **Password** and click on the **Login** button.

ay HO	Log in Sign up
Please log in with your PlayHQ account   Image: Please type   Please type     Please type	I don't have an account yet Create an account
Forgot password?	







# 3. Logging in and accessing your admin portal as League Admin

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

	PlayHQ	
Log	g into my accou	nt
Email*		
Please type		
Password*		
Please type		
	Can't log in?	

When you have logged in you see the name of the organisation you are **Using as** in the top left corner.







## Logging in and accessing your admin portal as league admin (cont)

If you are an admin for more than one organisation you can click in the **Using as** area and it will show you a list of all of the organisation you have access to.

	Play HO	Му
0	Search for an Organisation	
A	B Paterson College Auskick Centre	
	bbotsford PS (After School) Auskick entre	
A	BC Paterson College	
A	bercorn State School Auskick Centre	
A	berfeldie Auskick Centre	
A	berfeldie Sports Club	
A	berfoyle Campus Auskick Centre	
A	berfoyle Hub (R - 7 TI) Auskick Centre	
	cacia Ridge State School Auskick entre	
	ccess All Abilities (Brisbane North) uskick Centre	
	Start typing to search for more organisation	5







#### Logging in and accessing your admin portal as league admin (cont)

In the **Search for an Organisation** area begin to type the name of the organisation.

Play	M
Q user	×
User Guide Club	
User Guide League	

Select when it appears.









# 4. My Organisation – Admins

In the left-hand menu click on My Organisation then select Admins.

In the Active Users tab click on the Invite new admin button.

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

Add the administrator's details and click on the **Invite Admin** button in the top right corner.

There are 3 types of access:

Affiliate Admin – gives access to the Association and Clubs affiliated to the Association

Full Access – gives access to the Association only

**Electronic Scoring Admin** – gives access to the Electronic Scoring portal only

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

The administrator will be added and you will return to the **Active Users** list with confirmation message. The administrator will receive an email from PlayHQ inviting them to either create an account or login to the platform.

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





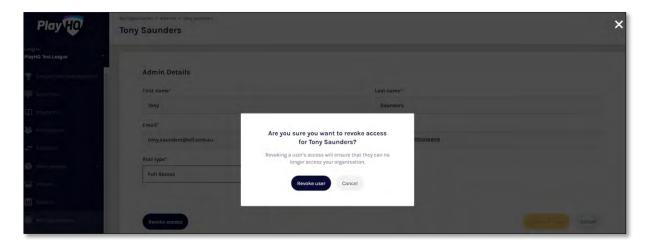


## My organisation – Admins (cont)

To remove an administrator in the **Active Users** list click on the **Edit** button for the user you want to remove and click on the **Revoke User** button.

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

A warning message will pop up, to continue click on the **Revoke User** button or if you do not want to remove click on the **Cancel** button.



The administrator will be removed and you will return to the **Active Users** list with confirmation message.

Play 🕡	Admins				
Using as PlayHQ Test League	Active Users Acces	shistory			
T Competition Management	+ invite new admin				
Game Day	Liser mak been succe				×
🛱 Programs	-				
Participants	NAME	EMAIL	MOBILE NUMBER	ROLE TYPE	
← Transfers	There are no administrator	s for this organisation.			

AFL Community Football League Admin PlayHQ User Guide







# 5. My Organisation – Overview

In the left-hand column go to My Organisation then select Overview.

## **Adding/Updating Details**

Click on the **Details** tab.

#### Please note this information is important as it appears on your organisation's PlayHQ registration page.

To add your organisation's logo click on the **Upload Image** button and follow the prompt to locate and upload the file.

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

In the **Description** area you can information about your organisation, add a primary contact **Email**, add a primary contact **Phone number** and add an **Organisation website** URL if applicable.

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







## *My Organisation – Overview – Adding/Updating Details (cont)*

In the Address area, if you are club click on the Visible button in the Visible on discovery maps section, add Address, add Suburb, select State, add Postcode and add Latitude & Longitude.

Please note this information is important as it appears on your organisation's PlayHQ registration page and selecting Visible makes your organisation active on the <u>www.play.afl</u> locator.

Ø AFLUAT	My Organisation	
Play 🕡	Details Contacts Notifications Vouchers Payments	
Using es PlayHQ Test League 🛛 🗸 🗸	Address Add your organisation's address.	
<ul> <li>              € Competition Management      </li> <li>             ∰ Game Day         </li> <li>             Programs         </li> <li>             A Participants         </li> </ul>	Visible on discovery maps Set whether you want your organisation to appear on the discovery maps.     organisation     organisation	
Transfers & Permits	Country	~
Merchandise +	Address	Suburb / Town
Venues		
Reports	State / Province / Region	Postcode
💮 My Organisation –	Pienso salect	
Updates @	Latitude	Longitude
? Support 🕑	Pienše enter	Plause enter

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

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







## My Organisation - Overview - Adding/Updating Details (cont)

The **Age and Gender information** area is optional but if you wish to show on the public website select **Age From**, select **Age To** and select **Gender**.

The Inclusion area is optional but if you wish to show on the public website tick the box for Access for All Abilities (AAA Play) and/or Female-Only Participation.

Adding your organisation's **Terms and Conditions** is optional but if you would to add there is two options available – **Website URL** or **Text Input**.

Click on the **Update & Save** button at the bottom of the page.

AFLUAT VIO.63.1	My Organisation
Play	Details Contacts Notifications Youchers Payments
Using as User Guide League	Age and Gender information Act the age and gender is participants that your organization cases for
Programs	Age From Age To Gender
🐸 Participants	Please select Please select Please select + Add
← Transfers & Permits	Inclusion
Merchandise +	Sot the inclusion categories that your segonisation caters for
😂 Venues	Access for All Abilities Play (AAA Play)
Reports	Female-Only Participation
My Organisation -	Masters Footbali
Overview	
Admins	Terms and Conditions
Settings +	Add a link to your argentisation's terms and conditions for participants to viewi accept when registering.
Jupdates 12	Choose format
? Support C	
Tony PP Saunders	Update & Save Cancel







## **Adding/Updating Contacts**

Click on the **Contacts** tab. Add one or more contact for your organisation, it is mandatory to add **First Name, Last Name** and select **Position** fields.

To make a contact visible on the organisation's PlayHQ website page click on the  $^{\circ}$  (Visibility) icon and it will change to the  $^{\circ}$  icon.

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

Click on the **Update & Save** button at the bottom of the page.

#### Please note this information is important as it appears on your organisation's PlayHQ registration page.

AFL UAT	My Organisation						
Play	Details Contacts Notification	is Vouchers Payment	3				
Using as PlayHQ Test League							
Tompetition Management	Contact information						
👜 Game Day	First name*	Last name*	Position*	Email	Phone	Visibility 🔵	
Programs	Tony	Saunders	President	✓ tony.saunders@afl.com.au	040000000	o	Ŵ
😸 Participants	+ Add contact						
← Transfers & Permits							
Merchandise +	( comment lines ) (Co						
👑 Venues							

#### **Adding/Updating Notifications**

Click on the **Notifications** tab, you can add up to 30 **Email** contacts to receive transfers, permits and competition registrations notifications via email. Add an email address in **Email** area, click on the **+ Add** button, turn on the options and click on the **Update & Save** button.

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





## My Organisation - Overview - Adding/Updating Notifications (cont)

The contact will be added with a confirmation message advising the changes have been saved.

To remove a contact, click on the  $\widehat{III}$  icon and click on the **Update & Save button**.

AFL UAT.	My Organisation					
Play	Details Contacts Notifications Vouchers Payments					
Using as PlayHQ Test League ~	Your changes have been saved.					×
T Competition Management						
🕶 Game Day	By adding an embil address, you agree to use the information that is sent in an					
Programs	by accing an amail accreas, you agree to use the information that is sent in an	ny emain you receive solety for your organisation's p	urposes.			
😽 Participants	Notifications Add an email address to receive emails whenever a new registration, trans	fer request and permit request is triggered.				
➡ Transfers & Permits	Emeil					
Merchandise +		+ Add				
₩ Venues	Limit 30					
Reports						
My Organisation -	EMAIL ADDRESS	TRANSFERS	PERMITS	COMP. REG.	PROG. REG.	
	tony.saunders@afl.com.au					
Updates 🖉	Added by: Tony PP Saunders 06 October 2022		•			Ē
? Support 🕑						
T Tony PP Saunders + tony.seunders@afl.com.au	Opdato & Save - Coveri					

#### **Creating Vouchers**

Vouchers are an exciting new feature in the PlayHQ platform which enable Community Football Leagues and Clubs to provide a discount to their organisation registration fees at the payment stage of the registration process.

Click on the **Vouchers** tab. If you wish to add a voucher, click on the **Create a Voucher** button.

Play	My Organisation						
Using as PlayHQ Test League	Details Contacts Vouchers Payments						
T Competition Management	Create a voucher					1-1of1	1o[1 +
Game Day							
🌐 Programs	NAME	TYPE	CODE	AMOUNT	NO. DF USES	STATUS	
😹 Participanta	Early bird discount	Standard	A76D4FDC	\$20.00	3/100	Inactive	Edit
← Transfers & Permits						1-1 of 1	10f1 ~
Merchandise #							_
W Venues							
Reports							
My Organisation							
Overview							







## My Organisation - Overview - Creating Vouchers (cont)

Add **Voucher name**, add **Voucher value**, add **Number of uses**, turn on **Activate voucher** and click on the **Create** button in the top right corner.

Play	Create a voucher	Cancel
Usingas PlayHQ Test League	Voucher type	
Tompetition Management		
Game Day	Standard	
🛱 Programs	Voucher code will only apply to fees sat at your organisation.	
👹 Participants		
🕂 Transfers & Permits	Voucher details	
📦 Merchandise 🔹	Voucher name* It will be displayed at checkout.	
Wenues	I.e. Early Bird Youcher Code	
Reports	Voucher value*	
My Organisation -	\$ 0.	
Overview	Number of uses*	
🤰 Admins	Number of limes of usage for a unique code.	
💼 Setlings +		
	Activate voucher	

#### **Setting Up Online Payments**

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

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







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

Add Organisation details and select answers to GST questions.

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

Add Organisation bank details and representative details.

Play 现	Submit Payment D	etails					Cance
Baing as PlayHQ Test League	Nominated Bank						
Competition Management	* BSB*	Account Number*					
👰 Game Day	XXXXXX	Pléase type					
1 Programs							
Participants	Authorised Organ	isation Representative Details					
🕈 Translers & Permits	First Name*		Last Name*		Position at Organis	ation*	
Merchandise +	Please type		Please type		Please type		
yenues	Email*		Mobile*	Date of Birth*			
Reports	Please type		-		DD ~	MM -	
My Organisation -	Address Line 1*			Address Line 2			
Overview	Please type			Planse type			
🤹 Admins	Town/Suburb*		State*		Postcode*		
🛱 Settings +	Please type		Please select		Please type		





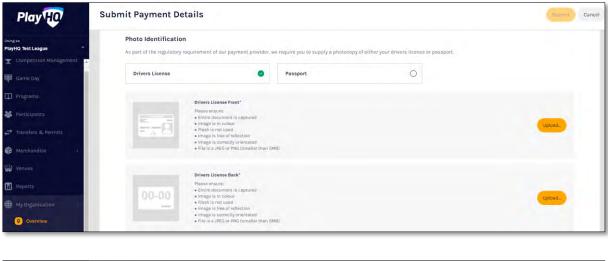


#### My Organisation - Overview - Setting Up Online Payments (cont)

Select **Photo Identification** method, either Drivers License OR Passport and upload image(s). *Please note if you choose the Drivers License option you must upload both front and back.* 

Agree to all of the Terms and Conditions.

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



Play	Submit Payment Details						Cancel
Using as PlayHQ Test League	elease type	Pleas	e salect		Please type		
🛫 Competition Management 🔒	Photo Identification						
Programs	As part of the regulatory requirement Drivers License		you to supply a photocopy of	either your drivers licence	or passport.		
Participants Transfers & Permits	Passpor						
🖗 Merchandise 🛛 1	Please = • Entire • Image					Upload	
😂 Venues	• Image • Image	is free of reflection is correctly orientated a JPEG or PNG (smaller then 5MB)					
My Drganisation							
Overvlew	Terms and Conditions						
Admins	I agree to the <b>Stripe</b> Terms & Con						
Settings	I agree to the Stripe Connect Term		au/connect-account/legal				
3 Support 2	I agree to the PlayHQ Terms of Use						







# 6. Settings – General

In the left-hand column go **Settings** then select **General**.

#### **Government Vouchers**

If your organisation is registered with your state government voucher program you can turn on the button in the **Competitions** column and click on the **Update & Save** button.

Please note for Associations in New South Wales your your POSID number has to be added to your organisation by a Super User to enable turning on the button.

Please note you can turn on more than one state for those organisations that cross a state border.

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







# 7. Merchandise

This section is optional and is only required to be completed if your organisation wishes to sell merchandise.

In the left-hand column go to Merchandise, select Products and click on the Add Product button.

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

On the **Add Product** page add the **Product Name** and **Description**. Turn **Product Active** on or off, the default would be on but if the product becomes unavailable change to off.

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

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

Play	Create a new product	Save	Cancel
Using as PlayHQ Test League			
T Competition Management	Images		
Game Day	Best results - square format. Below 5MB. JPEG or PNG format;		
🛱 Programs			
😸 Participants			
🕂 Transfèrs & Permits			
Merchandise -			
Products			
🖽 Orders	+ Upicad image		

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# Merchandise (cont)

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

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

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

Play	Create a new product		Save Cancel
Using se PlayHQ Test League	Product variations		
Tompetition Management	Product type 🕡 Single Variations		
👜 Game Day	Category Title"	Options*	
🌐 Programs 😹 Participants	Size	Small x Medium x Large x	Ē
😅 Transfers & Permits	+ Add Category		
🝘 Merchandise –			
Products	SIZE	SKU (Stock Keeping Unit) AMOUNT'	AVAIL
) Orders	Small	rg. 032432098 \$ 20	<b>2</b>
👹 Venues	Medium	eg, 032432098 \$ 25	
Reports		eg.032432098 \$ 30	
💮 My Organisation +	Large	eg, base szone 5 30	

Select **Fulfilment Method** – **Pickup** or **Delivery** – if **Delivery** is selected it will prompt the customer to add a shipping address in the registration process.

If you wish add a custom field linked to a variant, under **Custom Fields** click on the **Add Custom Field** button.

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

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## Merchandise (cont)

On the New Custom Field page add a Field Label and select the Type.

Turn on Link to an Option, select a Category and an Option.

Under Visibility select Visible or Hidden.

Click on the **Create Custom Field** button in the top right corner.

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

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

Play	Create a new product				Save Cance
Using as PlayHQ Test League	Medium.		ng.032432098	\$ 25	
Tompetition Management	Large		ng 032432098	\$ 30	
Game Day					
🛱 Programs					
😸 Participants	Fulfilment Determine how this product will be fulfilled.				
🗲 Transfers & Permits	Fulfilment Method				
🎁 Merchandise 🗧	Pickup	*			
Products					
E Orders					
Venues	Custom Fields Custom fields that will appear on this product.				
Reports	Nickname		2.5		
My Organisation +		Size	Large		/ 🛍
TT Reffinite	+ Add Custom Field				







# Merchandise (cont)

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

Play 现	Products			
Using as PlayHQ Test League	+ add Froduct Active Products ~			
T Competition Management	<ul> <li>rour steduct was omitted auconstituties</li> </ul>			×
Game Day	PPODUCT	VARIATIONS	AMOUNT	
🛱 Programs	Club Jumper	Yes	\$20.00 - \$30.00	Active
Sectiopants				
Transfers & Permits  Meuchanaise  Products  Orders				







# 8. Competition Settings

Please note there will be an existing Competition in your Association and a new Competition does not need to be added. Creating a new Competition will affect players registering into your Association and having to transfer to the new Competition.

• AFL UAT v10.63.1	<b>Competition Management</b>	
Play HO	+ Add Competition	
Using as User Guide League ~ Y Competition Management	HOME AND AWAY User Guide League	>
Game Day	O SEASONS	

To edit the competition settings, click on the **Competition** and select the **Settings** tab.

AFL UAT v10.63.1	Competitions > User Guide League User Guide League
Play	Seasons Settings
Using as User Guide League 🛛 🗸 🌱	General Game Defaults Grade Defaults
Y Competition Management	
👜 Game Day	Competition Details
Programs	







#### **Competition Settings General**

The **Competition type** cannot be changed but the **Competition name** is editable.

AFLUAT vid.63.1	Competitions > user Guide League		
Play	Seasons Settings		
Using as Veer Guide League ~ Y Competition Management •	Competition Details		
Programs	Competition type		
▲ Incidents → Transfers & Permits		0 .	
<ul> <li>֎ Merchandise +</li> <li>₩ Venues</li> </ul>	Matches in domestic competitions are played at vanues linked to your association.	Matches in home and away competitions are played at venues related to the home team.	Tournament type competition with Round vision played as a group phase (with or without posis) and knockout style finds
Reports	Competition name		
My Organisation +	User Guide League		

The Format should be AFL Community and cannot be changed.

AFL UAT v10.63.1	Competitions > User Guide League		
Play	Seasons Settings		
ng as ar Guide Lesgue 🗸 🗸	Format*	tap and assist with reporting.	
Competition Managements	AFL BS	O aflx	
Game Day	AFL Community	O Diversity Telent Programs	
Programs	O International	Other	
Participants	O Schools		







#### Competition Settings General (cont)

The **Competition Visibility** should be **Visible**. In the **Transfer Preference** area select an option for who is able to initiate **Transfers**. If your **League** would like new player registrations to appear as pending registrations and have the ability to approve them, in the **New Player Approval** area turn the button on. The option to give clubs the ability to approve pending registrations is also available. Click on the **Update & Save** button.

AFL UAT	Competitions > User Guide League User Guide League	
Play	Seasons Settings	
Using as: Ver Guide League * P Competition Management •	Competition visibility      Set whether you would like this competition witcher anyour associations pools landing page.      O or statut     O or water	
Programs		
😽 Participants	Transfer Preference	
	Select which user group can initiate transfers in this competition.	
↔ Transfers & Permits	O Participant	
Merchandise +	O Glub Admin	
😂 Venues	Bath	
Reports		
My Organisation +	New Player Approval	
🛨 Settings +	Requires players who have not registered before to be approved before being ailocated to a team. Transferred or permitted players will be automatically approved.	
Jupdates @	Allow approval by clubs 🕥	
? Support 12		
T Tony PP Saunders	Update 8, Save Cancel	Delete competition

#### **Competition Settings Game Defaults**

Please note Game & Grade Default Settings can be changed when creating a Grade.

Select Game Defaults tab, under General Settings select a Game sheet template, ensure Only display participants on Gamesheet when lineup is selected setting is turned on, select the Period type, select the Each period length (mins) and select the Total game slot time (mins).

AFL UAT VI0.63.1	Compatitions > User Guide League User Guide League
Play	Seasons Settings
Uting as User Guide League	General Game Defaults Grade Defaults
Y Competition Management	
Game Day	Game Default Settings
Programs	Game veraaut Settings These settings will apply when creating new grades in this compatition's seasons. They can also be edited via individual grades within a season.
😽 Participants	C Changing these defluent entrings will not actor any sextaing grades.
↔ Transfers & Permits	
Merchandise +	General Settings
👑 Venues	Game sheet lomplate'
A Reports	AFL team sheet (No DOB) O AFL team sheet (With DOB)
My Organisation +	Only display participants on gamesheet when lineup is selected 🔍
🛨 Settings +	Period type"
Jupdates 0	🔿 Halves 👩 Quarters
? Support	Each period length (mins)' Game Slot Time'
T Tony PP Saunders	20 ~ 120 ~

30

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## Competition Settings Game Defaults (cont)

Select **Period scores** option, under **Lineup limits** turn on **Players** button (optional) and select **Minimum** and **Maximum**, turn on **Emergency players** (optional) and select **Minimum** and **Maximum** and turn on **Coaches** button (optional) and select **Minimum** and **Maximum**.

0 AFL UAT v10.63.1	Compatitions > User Guide League User Guide League
Play	Seasons Settings
Using as User Guide Leegue ~ Y Competition Management	Period scores C
闡 Game Day	Lineup limits
S Participants	Manager the minimum and maximum number of players and coaches that can be intecede for each game. A lineup can't be saved if the minimum amount is not met. In the e-scoring parts, player and coach lineups are seniced and enforced individually.
▲ Incidents ★ Transfers & Permits	Minimum" Maximum" 14 22 ~
Merchandise +	Emergency players 🜑
Reports     My Organisation +	Minimum* Maximum*
Settings	Include emergency players in the player lineup limit
Partes P	Coaches  Coaches  Minimum* Maximum*
Tana DD Carradaan	1 4 4

Turn on **Player positions** (optional) and select **Enforce positions when selecting starting lineups** option. Turn on **Overtime** (optional) and select option for **Game type**, **Period length (mins)** and **Overtime type**. Turn on **Extra scores** (optional) select an **Extra score** type option.

AFLUAT VID.63.1	Competitions > User Guide League
Play	Sessons Settings
Using as User Guide League Competition Management Game Day	Player positions  Set whither player positions are available when selecting starting lineups. Player positions will also appear on the participant postal when lineups are published. Enforce positions when selecting starting lineups* Yes Yes No
Programs	Overtime 📧
▲ Incidents ➡ Transfers & Permits	Game type*     Period length (mins)*     Overtime type*       Finals only     ✓     ✓       5     ✓
Merchandise +	Extra scores  Set whether an extra score of type is available for games.
(i) Reports	Extra score type" Super Goal (9)
My Organisation +	







## Competition Settings Game Defaults (cont)

Under Ladder Settings select Game outcome points option, click on the information icon for Sport Default to view the points outcomes or you can select Custom to add your own points outcomes. Under Ladder Ranking Order select a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> option. Under Ladder Columns select the options to appear on the public website.

AFL UAT v10.63.1	Competitions > User Guide League				
Play	Seasons Settings				
using as User Guide League ~ * Competition Management	Game outcome points* Set the points exwided for game results. Sport default: 0 O Custom				
Game Day	Win Loss	Draw Disq. Win Di	isq. Loss Forfeit Win F	Forfeit Loss Abandoned Ca	ancelled Bye
Programs	4 ~ 0 ~	2 ~ 4 ~	0 ~ 4 ~	0 ~ 0 ~ 0	0 ~ 0 ~
Participants	"Paints for a bye will only be used when total in	ddar points ranking typs is selected			
▲ Incidents	Ladder Ranking Order*				
↔ Transfers & Permits	The order the teams will be ranked.	2nd*	3rd*	4th	Sth
Merchandise +	Ladder points ~	Percentage	~ For	~ Please select	Viense select
👑 Venues					
Reports	Ladder Columns	anotu,			
My Organisation +	Select All				
북 Settings +	Played		Draws	Adjustr	ments
💫 Updates 🛛 🖗	Ladder points Percentage (Alt.Calc.)		Byes For		
? Support	Percentage		Against Forfeits		

Under **Regrading Configuration** select an option for previous game results. Under **Ladder visibility** select **Visible** or **Hidden** for the public website. Click on the **Update & Save** button.

O AFL UAT VIO.63.1	Competitions > UserGuide League User Guide League			
Play	Seasons Settings			
Using us User Guide League	Playes	Draws	Adjustments	
Y Competition Management	Ladder points	Byes		
🛱 Game Day	Percentage (Alt.Calc.)	For Against		
Programs	- Won	Forfeits		
😹 Participants	uost 🖉	<b>Disqualifications</b>		
A Incidents	Regrading Configuration			
and the second second second	Set whother a team's previous game results are carried over into			
🕂 Transfers & Permits	Carry over all game results from previous grades	Use game results from this grade only		
Merchandise +	Exclude 'Points For/Against' from previous grades			
😂 Venues				
Reports	Ladder visibility Set whether you would like to show grade ladders on your as:	sociation's public Playing grade pages. KDI: Ladders are always available for adr	monitators to some	
My Organisation +				
🛨 Settings +				
Updates (2)				
? Support (?	Update & Save Concel			







#### **Competition Settings Grade Defaults**

Select Grade Defaults tab, under Club Access Settings for clubs to enter match results turn on Allows clubs to enter scores, select a Lock access after game starts (hours) option and select a Club access type option.

AFL UAT v10.63.1	Competitions > User Guide League				
Play	Seasons Settings				
Using as User Guide League ~	Genere) Game Defaults Grade Defaults				
Game Day	Grade Default Settings				
Programs	These settings will apply when creating new grades in this competition's seasons. They can also be edited via individual grades within a season.				
Participants	Changing these default extenses will not alter any resisting grades.				
➡ Transfers & Permits ➡ Merchandise +	Club Access Settings				
👑 Venues	Allow clubs to enter scores 💶				
Reports	Sat whither club admins can enter game and ported scores for both teams. Turning on this setting will also give the same access to club Toam Staff (coaches, team menagers and captains) with management incess enabled.				
My Organisation +	Lock access after game starts (hours)*				
± Settings +					
🧞 Updates 🧧	Club access type"  Club access t				
🥐 Support 🛛 🖄					

Select a Select when access to opposition lineup commences option and select a Open access before game starts (hours) option. Turn on Allow clubs to access opposition team lineup on Gamesheets (optional). Turn on Allow clubs to enter scores via electronic scoring (optional). Select an option under Publishing Lineups and turn on Lineups remain when the game is Live or Final (optional).

AFLUAT vid.63.1	Competitions > UserGuide Langua User Guide League
Play	Seasons Settings
User Guide League ~	Select when access to opposition lineup commences           After game starts         Selfore game starts
Game Day	Open access before game starts (hours)*
Programs	2
😹 Participants	
A Incidents	Allow clubs to access opposition team lineup on Gamesheets 🜑
← Transfers & Permits Merchandise	Allow clubs to enter scores via electronic scoring 🌑
Venues	Set whither studie can score generic via elicitimate scoring. Clusis can enter teore lineupić, player stats and gener scores for both teams. Publishing Lineups
Reports	Ent a time when player homaps are published on the public general context.
My Organisation +	Came start time When selected • 2 Set hours before game start time Publish line-up before game starts (hours)*
⊐∓ Settings +	24
Dpdates 🕫	Lineups remain when the game is Live or Final 💷
? Support C	If vessibled the lineways lade will remain along with the statistics tab on the public game bintice.







## Competition Settings Grade Defaults (cont)

If required, under **Ground Percentage Allocation** you can select the percentage of a ground required for games in the **Competition** – options are **50% (2 games)**, **33% (3 games)**, **25% (4 games)** or **12.5% (8 games)**. Under **Best players** (optional) select an option in **Maximum best player selections**. Leave **Game Permits** turned off and only turn on for individual grades.

AFLUAT vi0.63.1	Computitions > User Guide League User Guide League	
Play	Seasons Settings	
Using as User Guide League 😽 😽	Ground Percentage Allocation	
Y Competition Management	Set the percentage of a Ground required for games in this competition. The Ground size can later be changed per gradic. By default, a Ground's size will take up 150%	
Game Day	Best players 💽	
Programs	Set whether best players are displayed and the maximum number of players that can be selected. Maximum best player selections*	
😹 Participants	6	
A Incidents		
➡ Transfers & Permits	Game Permits (200) Set whether game permitted players are allowed to be added to invoupe.	

Turn on Player points (optional and can be set for individual grades), select an option for Enforce a team total player points cap, if Yes is selected add the Team player points cap and select an option for Player points visibility. Under Finals eligibility (optional) add the Minimum number of games to be eligible to play final matches. Click on the Update & Save button.

AFLUAT VID.63.1	Competitions 3 User Guide League
Play	Seasons Settings
Using us Uter Guide League ~ T Competition Management	Player points 🜑 Set whicher players are required to be assigned a player points value before bring allocated to a lineop. Enforce atam total player points cap" 🛛
😝 Game Day	
Programs	42
Sector Participants	
▲ Incidents ↓ Transfers & Permits	Player points visibility     Set whicher player points are draphyred on public game condres.     O or water     O or water
Merchandise +	
😂 Venues	Finals aligibility 💶
Reports	Set the minimum number of games a payer is equited to pay for a learn before they are aligned to represent that team in finale games.
My Organisation +	Minimum number of games played*
🛨 Settings +	°
Jupdates D	
Support 12	Uprote & Save Cancel





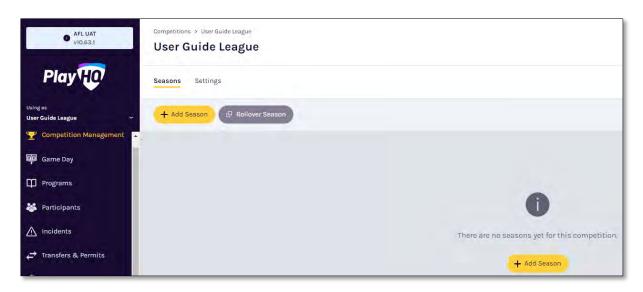


## 9. Seasons

There are two options for adding a Season – Add Season or Rollover Season.

#### **Add Season**

To create a **Season**, in the left menu click on **Competition Management**, click on the **Competition** and click on the **Add Season** button.



Under Season details select the Season name, add the Start date and add the End date for the Season. Under Exception dates add a From date, add a To date, add a Reason and click on the Add button. In the Select venues area you do not need make any selections, a venue and home ground can be added when creating a team.

• AFLUAT	Create a new season				Gleate Season Cancel
Play	Season details				
Wing as User Guide League	Season name*				
Y Competition Management					
Game Day	Please select the start and and dates for User Guide Leag	ue - 2023 including finals. This will be sh	own to participants when registering.		
Programs	Start date"	End date*	ē		
😸 Participants					
A Incidents	Exception dates				
← Transfers & Permits	Please add exception dates to this season where you don	't want to have games scheduled (eg. halls	days). These dates can be edited when cr	reating a grade fiature.	
Merchandise +	From	То		Reason	
Uenues	09/06/2023	12/06/2023	8	Long weekend	+ Add
Reports	07 Apr 2023 - 10 Apr 2023 Easter				(12)miniavá)
My Organisation +	Select venues				
🏥 Settings	Please select any overflow venues where games will be pl	ayed this season Team nominated venues	will automatically be added to the seas	son	
Dedates 5	Search for a venue to add				
Support C	No venues are added to this season				

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## Add Season (cont)

Under Season Visibility select either Visible or Hidden.

AFL UAT v10.83.1	Create a new season	Come South Cancel
Play 😳		
Using as User Guide League 🛛 🗸 🗸	Season visibility     Set whether you would the this basis wighting on your association's public landing page	
Y Competition Management		
폩 Game Day		

Under Season age settings if you wish to set restrictions turn on the Age Restrictions toggle and enter From date and To date.

If you would like to assign players with an age group badge, in the **Age Groups** area click on the **Set Up Age Groups** button. *Please note this feature is to badge and group players by age group only – it does not add restrictions.* 

O AFL UAT v10.63.1	Create a new season User Guide League
Play	
Using as User Guide League	
Y Competition Management	Season age settings
👜 Game Day	Age Restrictions 🌒
Programs	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. From ' To'
😸 Participants	01/01/1923
← Transfers & Permits	Age Groups
Merchandise +	Specify the age groups for players registering for this competition and season. Individual age groups can be removed by selecting the edit age group buttor. Participants within groups will be assigned an age group badge within the admin portal.
Wenues	
Reports -	No age groups configured
Updates @	Set Up Age Groups
? Support 12	







#### Add Season (cont)

On the **Configure Age Groups** page add the **Calculate age of player as a date** and select options in **Select age groups to use**. Click on the **Update & Save** button.

Please note the example below is for an League with age groups based on the calendar year. For Leagues with age groups not based on the calendar year please enter relevant date e.g. for half year enter 30<sup>th</sup> June. The age groups options you select should be relevant to our League.

O MALUNY	Create a new season		
Play	User Guide Legge	Configure Age Groups	
Unite and Unite Quide League		Specify the "Calculate age of player as at data' and age groups for this season. The date is used to determine the age of a player as at that date and which age group they belong to.	
The Sumperment Management	Season age settings	Calculate age of player as at date"	
iji same Day	Age Restrictions	31/12/2023	
D Programs	Search the Constant over the international strategy of the Search Strategy of Search Stra	Select age groups to use"	
S. Participuns	01/01/1923	□ U7 □ U8 □ U9 ☑ U10	
		ן טוז עט טוצ טוז עט טוז עט טוג עט טוג עט טוג עט טוג	
😅 Transfers & Fermini	Ада Блонра	U15 V16 עוט דיט דיט עזט עוט עזא V18	
G Merchandian	$\label{eq:product} \begin{split} & \sum_{i=1}^{n-1} (i) = \exp\left(i \left( \frac{1}{2} - \frac{1}{2} + \frac{1}{2} \right) + \exp\left(i \left( \frac{1}{2} + $	U20           U21	
weares		U23 Junior Intermediate Senior	
Reports		Open Master	
B man of			
B support 2		Update & Save Cancel	
T. Tony PP Soundary			

You will be returned to the **Create a new season** page.

AFL UAT. v10.63.1	User Guide League	w season			creatin Sensor Can
Play	Age Groups				
Using as User Guide League	Specify the age grou within the admin po		ition and season. Individual age groups can be removed by	rselecting the edit age group button. Participants within groups will b	e assigned an age group badge
Competition Management	CALCULATE AGE OF 31/12/2023	PLAYER AS AT DATE			
Game Day	Set advanced DOB	age ranges 🕥			
Programs	Specify months and	days for age groups.			
😽 Participants	AGE GROUP	EQUAL TO OR OLDER THAN	YOUNGER THAN	DATE OF BIRTH BANGE	
	UIO	Years*	Years'	v 01/01/2014	
← Transfers & Permits					
🎲 Merchandise 🔸	U12	10	v : 12	<ul> <li>01/01/2012-31/12/2019</li> </ul>	
👾 Venues	U14	12	× 14	× 01/01/2010 - 31/12/2011	
Reports	UIG	14	v. : 16	v 01/01/2008 - 31/12/2009	
My Organisation +	UIS	16	~ 18	✓ 01/01/2006 - 31/12/2007	
Settings +					
Updates 0	Senior	o	÷ 0.	~	
? Support 12	Edit Age Groups	Remove			







#### Add Season (cont)

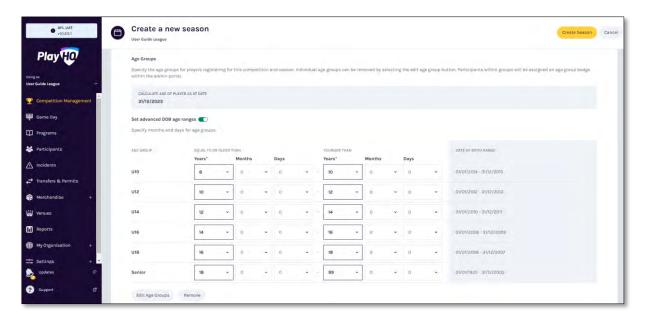
Select an option in the Years columns where required.

Turn on Set advanced DOB age ranges to open Month and Day options where required.

Click on the **Edit Age Groups** at the bottom of the page to change the age groups where required.

Click on the **Remove** button at the bottom of the page to turn off the **Age Groups** feature.

Click on the **Create Season** button in the top right corner.



The Season will be created with a confirmation message and the Season will be shown in the Seasons list.

AFLUAT VID.63.1	Competitions > User Guide League			
Play	Seasons Settings			
tlaing as Usar Guide League 🛛 🛩	+ Add Season	Season		
Tompetition Management	Your season has been created. Se	elect a life to wew that	maon.	×
Game Day				
Programs	2023	•		
🎽 Participants	91 / 11 / 2023 - 31 / 10 / 2023	Activo	•	
▲ Incidents	D GRADES	O M3IE/E		

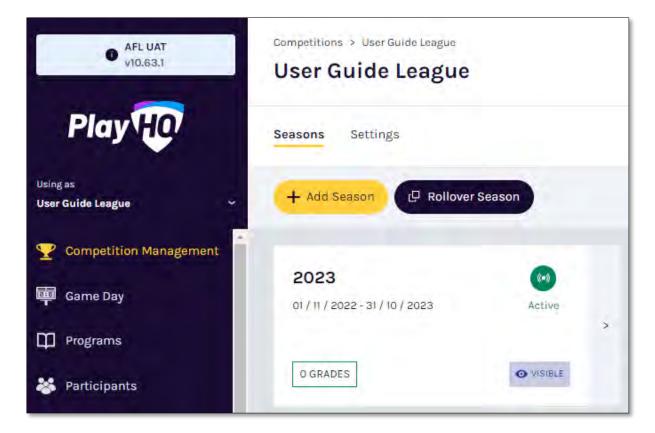






#### **Rollover Season**

To rollover a **Season**, in the left menu click on **Competition Management**, click on the **Competition** and click on the **Rollover Season** button.



Select an option in **Select a season to rollover from** and click on the **Continue** button.

AFL UAT VID.83.T	Competitions > User Guide League			
Play	Seasons Settings			
Using as User Guide League 🛛 🗠	+ Add Season IP Rollover S	Season		
Tompetition Management				
呵 Game Day	2023 01/11/2022-31/10/2023	Adrika		
Programs				
Participants		♦ VORE	Select a season to rollover from	n User Guide League
A Incidents			2023	~
← Transfers & Permits				Continue Cancel
Merchandise +				

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## Rollover Season (cont)

Under Season details select the Season name, add the Start date and add the End date for the Season.

• AFL UAT VIO.63.1	Create a new season Cincil State Season Cancel
Play	
Using as User Guide League	Season Settings
Tompetition Management	Grades, participants, association and club teams with not be relied over as part of this process. Rester note:  Grades can be rulled over as a separate step by using the XAd Grade button in the seven if no grades already exist.
Game Day	Association Teams can be rolled over by the Association as separate step by using the VAd Team butten in the season if no association-provide teams almosty sect     Cash Teams can be rolled over by the Cabe as a separate step by using the 'XAd Club Team' butten in the season if no club teams already point:     Enclothermal Team and teams to the me deason.
🛱 Programs	rajpopanis most registor to tie new second.
Sector Participants	
▲ Incidents	Season details
↔ Transfers & Permits	Season name"
Merchandise +	2024 •
🔛 Venues	Please select the start and end dates for User Guide League - 2024 including finals. This will be shown to participants when registering.
Reports	Start date'
My Organisation +	01/11/2023
Settinds +	

Under Exception dates add a From date, add a To date, add a Reason and click on the Add button. In the Select venues area you do not need make any selections, a venue and home ground can be added when creating a team. Under Season Visibility select either Visible or Hidden.

• AFL UAT V10.53.1	Create a new season Rollover Season: 2023, User Guide League			Games do as m Gancel
Play	Exception dates			
Using as User Guide League	Please add exception dates to this season where From	you don't want to have games scheduled (eg. holidays). These To	dates can be edited when creating a grade fixture. Reason	
Y Competition Management	DD/MM/YYYY	DD/MM/myy	Please type	+ Add
Game Day	29 Mar 2024 - 01 Apr 2024 Easter			(Rimpic)
Programs				
🐸 Participants	and det			
	Select venues Please select any overflow venues where games v	vill be played this season. Team nominated venues will automs	stically be added to the season.	
← Transfers & Permits	Search for a venue to add			
🎲 Merchandise +				
Wenues	No venues are added to this season			
(i) Reports				
() My Organisation +	• Season visibility			
🛨 Settings 🔹 🛃	Set whether you would like this season visible on yo	or essociation's public landing page		







#### Rollover Season (cont)

Under Season age settings if you wish to set restrictions turn on the Age Restrictions toggle and enter From date and To date.

AFL UAT y10.62.1	Create a new season Rollever Season: 2023, User Guide Leag			Cancel Cancel
Play	Season age settings			
lasing as User Guide League Y	Age Restrictions  Specify the date of birth range for pi	ayers to register to this competition	for this season. Players who do not meet this priteria will be unable to register.	
Y Competition Management	From*	To*		
Game Day	01/01/1924	31/12/2016	8	

If **Age Groups** were added in the previous season they will be rolled over and you will be required to add the **Calculate age of player as at date** for the new season. Click on the **Create Season** button in the top right corner.

• AFLUAT vi0.63.1	Create a new se Rollover Season: 2023, User Go												Create Sesson Cancel
Play	Age Groups					Langing 1							tton. Participants within groups will be assigned an age group badge
Using as User Guide League	Calculate age of player as a		for this corn	Jeu tron a	nd season.	individual a	ika Rionba	can be rei	noved by ser	eoring.	rue enir ag	a Bronh no	rrour seurocheurs wirnun Bronhe will ne eserklien zu elle Rionh genße
Y Competition Management	31/12/2024	8											
Game Day	Set advanced DOB age ran	ges 💽											
Programs	Specify months and days fo												
🐸 Participants	AGE GROUP	EQUAL TO OR OLD	ER THAN				YOUNGER	THAN					DATE OF BIRTH RANGE
		Years*	Months		Days		Years'	_	Months		Days		and a second
Transfers & Permits	U10	8	~ .0.	~	0	× -	10	2	0,	~	0	¥.	01/01/2014 - 31/12/2015
🎲 Merchandise +	U12	10	• 0	÷	0		12	*	ø	*	0	*	01/01/2012 -31/12/2013
😂 Venues	U14	12	• 0		0	•	14	~	0	*	ø	*	01/01/2010- 31/12/2011
Reports	U16	14	• 0	~	ó		16		0		0	÷	01/01/2008 - 31/12/2009
My Organisation +	U18	16	~ D		0		18	v	0	~	0		01/01/2006 - 31/12/2007
🛨 Settings + 💌			_				-	_					
Updates 9	Senior	18	• D	~	ø		99	۲	a	*	0	٠	01/01/1925 - 31/12/2005
Support C	Edit Age Groups Re	move											

The Season will be created with a confirmation message and the Season will be shown in the Seasons list.

AFLUAT vi0.63.1	Competitions > User Guide League				
Play	Seasons Settings				
Using es User Guide League	+ Alla Santan (P Rollover	Season			
Competition Management	• Your season has been created. Se	fort a tile to view that seasor			×
Programs	2024 01/11/2023 - 31/10/2024	Upparting	2023 01/11/2022-31/10/2023	Active	
<ul> <li>Participants</li> <li>Incidents</li> </ul>	0 GRADES	<b>O</b> võite E	0 GRADES	<b>⊘</b> V/G(BLE	







## **Edit Season Settings**

If you need to change the settings in the **Season**, in the left menu select **Competition Management**, click on the **Competition** and click on the **Season**.

AFL UAT v10.63.1	Competitions > User Guide League User Guide League			
Play	Seasons Settings			
Using as User Guide League 🛛 🗸 🗸	+ Add Season (P Rollover	Season		
2 Competition Management				
👜 Game Day	<b>2024</b> 01 / 11 / 2023 - 31 / 10 / 2024	Upcoming	<b>2023</b> 01 / 11 / 2022 - 31 / 10 / 2023	(••) Active
Programs		>		>
🐉 Participants	O GRADES	VISIBLE	0 GRADES	O VISIBLE

Click on the **Settings** tab in the top menu and make the changes.

Play HO	Competitions > User Guide League 2003 V One on the Competition of Competition of Competition Allocation Allocation	s Settings More V
Using es User Guide League		
2 Competition Management	Settings	
Game Day		
Programs	Season details	
😹 Participants	Season name"	
▲ Incidents	2023	
← Transfers & Permits		
Merchandise +	Start date*	End date"
😂 Venues	01/11/2022	31/0/2023





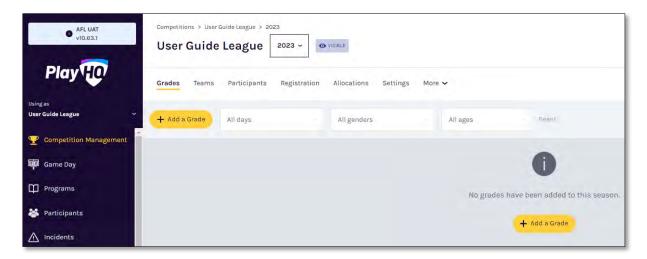


# 10. Grades

There are two options for adding a Grade – Add Grade or Rollover Grades.

#### **Add Grade**

To create a **Grade** in the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Add a Grade** button.



On the **How would you like to add grades?** pop-up page select the **Add grades manually one-by-one** option and click on the **Continue** button.

AFL UAT VIR ES.T	Competitions - User Guide League -> 2025 User Guide League 2023						
Play 🕡	Grades Teams	Participants Registration		Settings More 🗸			
Using as User Guide League	+ Add à Grade						
The Competition Management			-				
Game Day			Но	w would you like t	o add grades?		
Programs					ason or add grades manually one-by- rformed if no grades already exist in		
articipants				eason.	nomieu in io grades aneady exist in		
A Incidents				Ð	0 .		
🚅 Transfers & Permits				Rollover all grades from a	Add grades manually one-by-		
Merchandise				previous season	one		
Venues					Continue Cancel		
Reports							







As you select the **Day**, **Age group**, **Gender** and **Division** (if required) the **Grade Name** will automatically populate. The **Grade Name** can also be edited if required. Select the **Grade Visibility** and click on the **Next** button in the top right corner.

AFLUAT. vio.63.1	Create a new grade	• 0 0	Next Cancel
Play			
Using as User Guide League	Grade Details		
-	Day*	Age group*	
Y Competition Management	Saturday	~ Senior	~
Game Day	Gender*	Division	
Programs	Men	~ Seniors	
Participants	Grade name*		
A Incidents	User Guide League Senior Men Seniors		
🚓 Transfers & Permits	L		
🎲 Merchandise +	• Grade visibility		
👹 Venues	Set whether you would like this grude visible on your association's public (an	ding page	
Reports	O o maat o o maat		
My Organisation +			

The default **Competition Settings** selected when the **Competition** is created will be passed down to the **Grade** but can be adjusted if required.

AFLUAT VIG.83.1	Create a new grade User Guide League > 2023	a • o	Nest Back
Play			
Using as User Guide League 🗸 🗸	AFL   Game Settings		
Y Competition Management			
Game Day	General Settings		
Programs	Game sheet template*		
🗱 Participants	AFL team sheet (No DOB)     AFL team sheet (With DOB)		
A Incidents	Only display participants on gamesheet when lineup is selected 🗨		
🖨 Transfers & Permits	Period type*		
Merchandise +	🔿 Halves 🕑 Quarters		
W Venues	Each period length (mins)* Game Slot Time*		
Reports	20 ~ 120 ~		
My Organisation +			
🚉 Settings + 💌	Period scores (		
Updates @	Set whether puriod scares for a game are displayed.		







AFL UAT v10.63.1	Create a new grade
Play	Lineup limits Manage the moment and maximum humber of players and condres that can be selected for each gene, A long part be saved 10 the moment amount is not motion to be secong genei, player and coach long per selected and individually.
Using as User Guide League 🗢	Players 💶
Y Competition Management	Minimum' Maximum'
驔 Game Day	22 ~ 22 ~
Programs	Emergency players 🢽
😹 Participants	Allow leans to select omegoncy players as part of built ine-up. Minimum* Maximum*
	a v a v
😅 Transfers & Permits	include emergency player in the player lineup limit
🞲 Merchandise +	
🛱 Venues	Coaches Coache
Reports	
My Organisation +	
The Settings +	Player positions C
🔔 Updates 🧔	Set whether player pacifies are wellable when selecting starting lineups. Rayle positions will also appear on the participant portal when ineups are published. Enforce positions when selecting starting lineups*
? Support 🗗	cinitice positions aneni serecung sustaing ninespo Yes O No

AFL UAT VIO.63.1	Create a new grade 0 • 0	Next Back
Play	Overtime 📧	
Using as Usar Guide League 🗸 🗸	Game type*     Period length (mins)*     Overtime type*       Finals only     ✓     S     ✓	
Competition Management		
Game Day	Extra scores ()	
Programs		
	Ladder Settings	
🕂 Transfers & Permits	Game outcome points* Ski the points wended for game essants.	
Merchandise +	🚫 Sport default 🜒 🛛 💋 Custom	
Wenues	Win         Loss         Draw         Disq. Vin         Disq. Loss         Forfeit Win         Forfeit Loss         Abandoned         Cancelled         Bye           4         -         0         -         4         -         0<	
My Organisation +	"Points for a bys will only be used when total backs points taking type is selected.	
🖽 Settings 🔸 🔹	Ladder Ranking Order*	
Updates Ø	The adder the later will be contend 1st" 2nd" 3rd" 4th 5th	
? Support 2	Ladder points	







● AFL UAT. v10.63.1	Create a new grade		0 • 0		Next Back
Play HO	Ladder points ~ Pe	rcentage	For	<ul> <li>Please select</li> </ul>	Finan adura
Using as User Guide League	Ladder Columns				
Tompetition Management	Configure ladder columns visibility for participants.				
👜 Game Day	Select All				
Programs	Played	_	Draws Byes	Adjustments	
🗱 Participants	Percentage (Alt.Calc.)		For Against		
A incidents	Won		Forfeits		
🚅 Transfers & Permits	Lost		Disqualifications		
🎲 Merchandise +	Regrading Configuration	ret into o new grade, effer a rograda,			
😫 Venues	Carry over all game results from previous grad	les O Use game results fro	m this grade only		
Reports	Exclude "Points For/Against" from previous gr	ades			
My Organisation +					
🛨 Settings + 🔹	• Ladder visibility				
Updates 5	Set whether you would like to show a ladder on your a	saociation's public Playing grade page. N	B: Ladders are always available for admini stre	maya ia witw.	
? Support C	O o maan				

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

AFL UAT VIO.63.1	Create a new grade	00.	add grade Back
Play to	Grade Settings		
<ul> <li>Competition Management</li> <li>Game Day</li> </ul>	Club Access Settings		
Programs	Allow clubs to enter scores  Set whicher club admins can enter game and period scores for both scores. Turning on the	s extiling will also give the same access to club Toom 350° (peacher), isom managers and captures) with management access enabled.	
▲ Incidents ➡ Transfers & Permits	Lock access after game starts (hours)*	· ·	
😚 Merchandise +	Club access type"  Club access type"  Club access type"  Club access type  Club acce		
Reports     My Organisation +	Select when access to opposition lineup commences           O After game starts         Image: Commence starts		
	Open access before game starts (hours)*	~	
? Support 12	L		







o      Add grade	Back
a off only their own team will display on the game sheet.	
eans.	
]	
1	
III, a Ground's size will take up 100%	- 1
*	
	is off: unity their even team will display on the genre sheet:

AFL UAT VID.63.1	Create a new grade	0 D •	Back Back
Play	Game Permits 🕥		
Using as User Guide League	Set whether game permitted players are allowed to be added to line-upp.		
T Competition Management	Player points		
Game Day	Set whether pulyeds are required to be assigned a player points value before.	paring allocated to a wreup.	
Programs	Ves No Team player points cap*		
😹 Participants	42		
← Transfers & Permits	• Player points visibility		
Merchandise +	Set whether player points are displayed on public game centres.		
😂 Venues			







To set age and gender restrictions for a Grade (optional), under **Restriction Settings** turn on **Age Restrictions** and select **Calculate age of player as at date** and **Age range**.

Turn on Gender Restrictions and select gender option(s).

It is recommended that all options except Female are selected for Male only grades and all options except Male are selected for Female only grades.

AFL UAT. v10.63.1	Create a new grade		00.	Ado grade Back
Play	Set whether player points visionity	195-		
Using as User Guide League				
T Competition Management	Finals eligibility 💶			
Game Day	Set the minimum number of games a player is required to play f	ir a team before they are eligible to represent that team in fi	inals games.	
Programs	Minimum number of games played*			
😹 Participants	3			
← Transfers & Permits	Restrictions Settings			
🎲 Merchandise +	Set the ago and gander restrictions that you would like to apply	angarnas in this gradu.		
🔛 Venues	Age Restrictions			
Reports	Specify the age range for players that are allowed to play in gom Calculate age of player as at date*	ss Terthis grade. Age range"		
My Organisation +	31/12/2023	16 ~ 99 ~		
🛨 Settings + 💌			-	
Dydates Ø	Gender Restrictions 📧			
? Support 🛛	Sot what genders are allowed to pray in games for this grade	Different Identity Prefer not to	a say	

Click on the Add Grade button in the top right corner.

The Grade will be created with a confirmation message and the new Grade will be shown in the Grades list.

e AFLUAT VIOESI	Compatitions > user Guide League > 2023 User Guide League 2023 Grades Teams Participants Regist		Mone 🗸				
Using as User Guide League	+ Add a Grade	All days	Il genders	All ages	Real	1-160	tot • d
Competition Management Game Day	Your grade has been created						×
Programs	GRADE User Guide League Senior Men Seniors	ALLOCATIONS GENDER AGE GROUP O Teams Men Senior		O HOOEN			Q• @
▲ Incidents ➡ Transfers & Permits	Semora					e este	1of1 ~







## **Rollover Grades**

To rollover a **Grade** in the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Add a Grade** button.

AFL UAT v10.63.1	Competitions > User User Guide		24 ~ • VISIBLE				
Play	Grades Teams	Participants Re	gistration Allocations	Settings More	~		
Using as User Guide League	+ Add a Grade	All days	All genders		All ages	Reset	
Y Competition Management							
Game Day						0	
Programs					No grade	es have been added to this so	eason.
💥 Participants						+ Add a Grade	
Incidents						T Aug a Grade	

Please note the Rollover Grades function can only be used once for each new season.

On the **How would you like to add grades?** pop-up page select the **Rollover all grades from a previous season** option and click on the **Continue** button.

AFLUAT wid.83.1	Compellions + Javr Guide Laugue + 20			
Play	Grades Teams Participants	Registration Allocation	ns Settings More 😽	
Using as User Guide League 🗢	+ Add a Grade All days	all gend		
Tompetition Management				
Game Day			How would you like	to add grades?
Programs				season or add grades manually one-by- performed if no grades already exist in
🐉 Participants			the season.	Senomed in no grades aready exist in
A Incidents			•	
🟳 Transfers & Permits			Rollover all grades from a	Add grades manually one-by-
🎲 Merchandise +			previous season	one
🖶 Venues				Continue Cancel
Reports				_







## Rollover Grades (cont)

On the Grade Rollover Details page select a Source Season and click on the Next button in the top right corner.

AFL UAT	Rollover grades User Guide League, 2024	• 0	Next. Cancel
Play 😳			
Using as User Guide League	Grade Rollover Details	the selected source season.	
Y Competition Management	Participants, association and club teams will not be rolled ov		
Game Day	<ul> <li>Association Teams can be rolled over by the Association as</li> </ul>	er as part or min's process, neaso note: a a separate step by using the 'Add Team' button in the season if no association-created teams already exist. ep by using the' Add Club Team' button in the season if no club teams already exist.	
Programs	Participants must register to the new season.		
🐸 Participants	Source season		
A Incidents		grades. You will only be able to rollover grades if you haven't already created grades in the season	
↔ Transfers & Permits	Source season*		
Merchandise +	2023	•	
Venues			

If one more of grades from the source season have age restrictions, you will be required to add the **Calculate age of player as at date** for the new season.

Click on the **Rollover Grades** button in the top right corner.

AFLUAT v10.63.1	Rollover grades User Guide League, 2024	ō •	Rollover Grades Back
Play	Grade Settings		
Using as User Guide League	Please review the source season details and complete the for	m below.	
<b>2</b> Competition Management	Source season details		
Game Day	2023		
Programs	SOURCE COMPETITION		
Participants	User Guide League		
A Incidents	1		
😅 Transfers & Permits			
Merchandise +	Age restrictions One or more grades have age restrictions. Choose the date the	at will be used to calculate the age of players for any grades that had age restrictions configured from the source season.	
👑 Venues	Calculate age of player as at date*		
Reports	31/12/2024	8	
My Organisation +			
🛨 Settings + *	• Visibility for all grades		
Updates 19	Set whether you would like all grades that are rolled over to be visit	ible or hidden on your association a public landing page	
? Support 🛛			
Tony PP Saunders			







## Rollover Grades (cont)

Depending on the number of grades being rolled over, the process may take a short while. To refresh the **Grades** page click on the **Refresh** button.

AFLUAT VID.63.1	Competitions > User Guide Lengue > 2024 User Guide League 2024 ~	
	Grades Taums Participants Registration Allocations Settings More ~	
User Guide League 🗸	Crickes are being real provider over, thy refreshing the puge if it is lakes a white	Refresh
Competition Management		

The Grades will be created with a confirmation message and the new Grades will be shown in the Grades list.

AFL UAT VID.82.1	Compatitions > User Guide League > 2024	• Orant		
Play 现	Grades Teams Participants Regis	ration Allocations Settings More 🗸		
Using es User Guide League 🗸 🗸	+ Add a Grade	All days. All genders All egts	1-1of1	1oF1 •
Competition Management				-
Game Day	Grades successfully created.			×
Programs	GRADE	ALLOCATIONS ILENDER AGE GROUP OWISION/ID		
S Participants	User Guide League Senior Men Seniors	O Tearns Men Senior Seniors O mobility		000
	Veronal P			
+ Transfers & Permits			4+1601	lofi ≁







## **Edit Grade Settings**

If you need to change the settings in a Grade, in the left menu select Competition Management, click on the

**Competition**, click on the **Season** and click on <sup>(3)</sup> icon for the **Grade**. Select either the **General**, **Game** or **Grade** tab to make the changes.

AFLUAT v10.63.1	Competition > User Guide Lengue > 2023 User Guide League 2023 ~	
Play	Grades Teams Participants Registration Allocations Settings More -	
Using as. User Guide League	+ Aod a Grinos . Regrade teams All days All gentlers All ages	1-3017 1011 - 1011 - 10
Y Competition Management	EDAGE ALLOCATIONS EPIKETR AGE GROUP OWISIONTO	
Game Day	User Guide League Senior Men O'Teams Man Senior Seniors O Horace	S• @
Programs Participants		i-toft = toft +
AFL UAT VID.63.1	Competitions > User Guide Langue > 2023 > Grobes > User Guide Langue Senior Mon Seniors User Guide League Senior Men Seniors	
Play	Fixture Ladder Settings	
Using as User Guide League	General Fixturing Game Grade Ladder Regrade History	
Competition Management		
Game Day	Day" Age group"	
Programs	Saturday v Senior	ĥ
😹 Participants	Gender* Division	
	Men v Seniors	
Transfers & Permits	Grade name"	
	User Guide League Senior Men Seniors	
Merchandise +		
Wenues	• Grade visibility	
M Reports	Sait whether you would like this grade workle on your association's public landing page.	
My Organisation +		
- Settings +	Show scores and outcomes on the public tasing site?	
<b>1</b>	0 Yes Ο Να	
? Support	e	
Tony PP Saunders tony.counders@afl.com.au	U mere a sue Conten	🍵 Delete grade
AFL UAT VID.63.1	Competitions > User Guide Langue > 2023 > Grades: > User Guide Sangue Semior Men Semiore User Guide League Senior Men Seniors	
Play	Fixture Ladder Settings	
Using as		
User Guide League	General Fixturing Game Grade Ladder Regrade History	
Competition Management	The second se	
Game Day	Game Settings	
Programs		
AFLUAT v10.63.1	Competitions > UserSuide Lague > 2023 > Sender > UserSuide Lague Senier Hen Seniers. User Guide League Senior Men Seniors	
Play		
	Fixture Ladder Settings	
User Guide League	General Fixturing Came Grade Ladder Regrade History	
Tompetition Management	Loren	
Game Day	Grade Settings	







# 11. Registration Setup

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Registration** tab.

#### League Custom Fields

**Custom Fields** can be added by **Leagues** to **Participant** and **Team** registration forms that will be passed down to the club registration forms.

To add a **Custom Field** click on the **Custom Fields** tab and click on the **+ New** button in the **Participant** or **Team** section.

AFLUAT VID.63.1	Compatilions > User Guide Lsague > 2023				
	User Guide League				
Play	Grades Teams Participants Registration Allocations Settings More 🗸				
ing as ser Guide League 🛛 🗸 🗸	Association Club Custom Fields				
Competition Management					
Game Day	Participant				
] Programs	Inherited	PROFILES & REPORTS	FORMS		
Participants		WA DBD CTTR	INSTRUMENTO PARTICIPANT T BEXTON TEAM	CLUB FORMS	
Incidents	AFL				
Transfers & Permits	AFL Team Supports"				
Merchandise +					
Venues					
Reports	My Custom Fields	PROFILES & REPORTS	FORMS		
My Organisation +		MY ORD CLUB	INARTICIPANT TO PARTICIPANT T SEASON TEAM	CLUB WORKS	
Settings + *	0				
Updates @	You do not have any participant custom fields set up for	this competition and season			
? Support 🗹	+ New				
Tony PP Saunders	THW				

Under **Details** add the **Field Label**, select the **Type** and select if the field is **Mandatory**.

In the **Type** area the options are **Text Box** or **Dropdown List**. If you select **Dropdown List** you will be able to add the **Dropdown Options**. For more options click on the **+ Add Option** button. To remove an option click on the  $\hat{\blacksquare}$  icon.

AFL UAT	New Custom Field	Creare
Play		
Using as User Guide League	Details Dream a succine consultation, or events a valied for your constant field for you to consultate some	
Tompetition Management	Field Label* Do you have health insurence?	
Game Day	Type'	
Programs	Dropdown List 🗸 🖌	
🐸 Participants	Dropdown Options	
A Incidents	Users will only boable to make per selection.	
🖨 Transfers & Permits	U Yes	Û
🎲 Merchandise +	ii No	Û
Wenues	+ Aed Option	
Reports		

AFL Community Football League Admin PlayHQ User Guide







## League Custom Fields (cont)

Under **Display configuration** select the **Role** to link **Custom Field** to and select the **Settings** for the **Custom Field**.

AFLUAT VID.53.1	New Custom Field		Create Cancel
Play	+ Add Option		
Using as User Guide League 🛛 🗸			
2 Competition Management	Display configuration		
Game Day	Gonfigure how you want this field to be displayed		
Programs	Conditional field Cm		
😹 Participants	Role"		
	Please select at least one role		
🖨 Transfers & Permits	Players Team Managers Volunteers		
Merchandise +	Settings Conligue the application of this held across profiles, reports, and registration forms.		
📛 Venues	A PROFILES & REPORTS	FORMS	
Reports	📑 My Organisation 🛔	Participant to Season	
Updates Ø	Clubs	Participant to Team	
Support 12		Club Forms	
Tony PP Saunders tony saunders@aff.com.au			

Click on the **Create** button in the top right corner and the **Custom Field** will be created with a confirmation message and the new **Custom Field** will be shown in the **Custom Fields** list.

If you need to change the **Custom Field** click on the  $\mathscr{O}$  icon or if you need delete the **Custom Field** click on the  $\widehat{\square}$  icon.

AFL UAT VID.63.1	Competitions > User Guide League > 2025					
Play	Grades Teams Participants Registration Allocations Settings More -					
Using as User Guide League ~	Association Club Custom Fields					
Y Competition Management						
Game Day	Your costom field has been created					×
Programs	Participant					
😽 Participants						
	Inherited	PROFILES & REPORTS	FORMS INATIONALITIO SEASON TEAM	CLUB POINTS		
➡ Transfers & Permits	AFL					
🎲 Merchandise +	AFL Team Supports"					
😂 Venues	PLANTY TELEVISION AND ADDRESS					
Reports						- 1
My Organisation +	My Custom Fields	PROFILES & REPORTS	FORMS			
🛨 Settings + 💌		MY ORG CLUB	BARTICIPANT TO PARTICIPANT TO SEASON TEAM	CLUB FORMS		
💫 Updates 🧬	Do you have health insurance?"					
? Support ⊡	Uo you nave realth insurancer			21	0 🖻	







#### League Conditional Custom Fields

**Conditional Custom Fields** are custom fields that will appear, or not, based on the answer to another custom field.

To add a Conditional Custom Field click on the Custom Fields tab and click on the + New button.

AFLUAT VIDE31	Competitions > User Guide League > 2023 User Guide League 2023 -			
Play	Grades Teams Participants Registration Allocations Settings More +			
Using as User Guide League 🛛 🗸 🗸	Association Club Custom Fields			
T Competition Management				
Game Day	Participant			
Programs	Inherited	PROFILES & REPORTS	TORMS	
Servicipants		Anvoins -TLUB	WATCOWNT TO REPTORNET TO CLUB FORMS	
	AFL			
← Transfers & Permits	AFL Team BupgortsT			<b>a</b>
📸 Merchandise +				
👹 Venues				
Reports	My Custom Fields	PROFILES & REPORTS	YOUMS	
My Organisation +		Minister Caulle	PARTICINANT TO PARTICIPANT TO ELUB FORMS SEASCIN TEAM	
🛨 Settings 🛛 + 💌	Do you have health insurance?"			0 1
Updates @	(PLOTER			
? Support 12	+ New			
T Tony PP Saunders				

Under Details add the Field Label, select the Type and select if the field is Mandatory.

In the Type area the options are Text Box or Dropdown List.

Under **Display configuration** turn on **Conditional field** and select an option in **Link to this parent field** and **Option**.

AFLUAT vio.63.1	New Custom Field		Create Cancel
Play	Details Drease succinct question, or create a table for your costorm field for you to complete later.		
ltuing es User Guide League →	Field Label*		
🕎 Competition Management	Policy #		
Game Day	Type*		
Programs	Text Box	~ Mandatory	
S Participants			
← Transfers & Permits	Display configuration		
Merchandise +	Conditional field		
👑 Venues	Configure this field to display based on the enswers to enother field.		
Reports	Link to this parent field'		
My Organisation +	Select the parent' liaid you would like to link this to Planse note that only drop-down type fields will be available Do you have health insurance?	~	
🛨 Settings + 🗉			
Updates C	Option*		
Support 2	Yes	~	
Tony PP Saunders			







## League Conditional Custom Fields (cont)

Click on the **Create** button in the top right corner and the **Conditional Custom Field** will be created with a confirmation message and will be shown in the **Custom Fields** list.

If you need to change the **Conditional Custom Field** click on the  $\mathscr{O}$  icon or if you need delete the **Custom Field** click on the  $\widehat{\square}$  icon

AFL UAT VIO.63.1	Compatitions > User Guide League > 2023 User Guide League 2023 >					
Play	Grades Teams Participants Registration Allocations Settings Mora 🗸					
Using as User Guide League 🤟	Your custom field has been created					×
2 Competition Management						
Game Day	Participant					
Programs	Inherited	PROFILES & REPORTS	FORMS			
🐣 Participants		MYONE COM	RAITLOPANT TO PARTICIPANT TO SEASON FEAM	CURIORNE		
A Incidents	AFL					_
≓ Transfers & Permits	AFLTwein Supports" PLWE TEMA Manjartis Virtual/Vieen					
🎲 Merchandise 🔹 +						
😂 Venues						
Reports	My Custom Fields	PROFILES & REPORTS	FORMS			
My Organisation +		HYORE CLUE	SEAGON FEAM	CLUE FORMS		_
Settings +	Do you have health insurance?"				0 1	
Jupdates @						
Support 12	Policy #*				0	

AFL Community Football League Admin PlayHQ User Guide







## **Club Management Settings**

Click on the **Club** tab and in the **Club Management settings** section click on the **Set up** button.

AFL UAT VID.63.1	Compatition: 5 UserGuide Lague 5 2023 ~ Commun
Play	Grades Teams Participants Registration Allocations Settings More 🛩
Using es User Guide League 🛛 🗸	Association Club Custom Fields
🟆 Competition Management	
🐺 Game Day	Club Management settings
Programs	Configent what clubel you would like to participant in the researce, as well as any observed elettings you would like to apply to clubes
😸 Participants	0
A Incidents	You have not configured these settings
↔ Transfers & Permits	Get up
Merchandise +	

Under **Choose clubs** select a season in the **Invite clubs from previous** season drop-down and click on the **Add to invite** list button or begin to type the name of the **Club** in the **Invite clubs** search box to select all clubs in the season in the competition.

Under **Roles available** you will see the **Roles** that have been set at the national level. To add extra **Roles** click on the **Edit Roles** button.

o AFL UAT VIO.63.1	Club management settings	Lee Cancel
Play	Choose clubs	
Using as User Guide League ~	Endose crubs	
T Competition Management	Invite clubs from previous season Please server: Add to Invite los	
Game Day	Please colect Add to Invite line	
Programs	Invite clubs	
S Participants	Search for clubs to invite to this competition	
	- User Guide Club	
🕂 Transfers & Permits		
Merchandise +	Roles available	
Venues	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 Rolea	
Reports		







#### Club Management Settings (cont)

Leagues are able to give Clubs access to allocate Teams to Grades if required. Under Club team allocation dates add the Start date, Start time, End date & End time.

Leagues are able to give Clubs access to allocate Assign Player Points if required. Under Allow club admins to assign player points add the Start date, Start time, End date & End time.

• AFLUAT	Club management settings		Cancel
Play	Club team allocation dates	or the season. Club admine will also not be able to edit teem details after the end, unless given permission in the below setting	
Using as User Guide League	Start date'	Start time*	
<b>?</b> Competition Management	01/01/2023	09 : 30 am ~	
Game Day	End date*	End time*	
Programs	31/01/2023	05 : 30 pm ~	
<ul> <li>Participants</li> <li>incidents</li> </ul>	Allow club admins to edit team names after team alloca	ation end date 🗩	
≓ Transfers & Permits	Allow club admins to assign player points 💽		
😵 Merchandise +	Configure the dates whereby club admins can assign player points to the	nir players for this season	
Wenues	Start date"	Start time*	
Reports	01/02/2023	09 : 30 am y	
My Organisation +	End date*	End time*	
🛨 Settings + -	28/02/2023	08 : 30 pm v	

Under Age limit you will see any settings that have been added creating a season.

Under **Registration fees** you can add a **League** fee to be passed down to **Clubs** in the **Player fee, Team Manager fee** and **Volunteer fee** area by adding an amount in each of the **Roles**.

• AFL UAT (0)	Club management settings			Save	Cancel
Play	Age limit Players can only register to this season if their date of	birth is within the range below.			
Using as User Guide League 🗸 🗸	FROM 01/01/1923		T0 31/12/2015		
Competition Management	Registration fees				
Programs	T AFL			~	
<ul> <li>Participants</li> <li>Incidents</li> </ul>	Set Player, Team Manager and Volunteer fee Set an association Player, Team Manager and Voluntee	r foo.			
🚰 Transfers & Permits	Player fee*				
<ul> <li>➢ Merchandise +</li> <li>₩ Venues</li> </ul>	Set player advanced registration fees?				
Reports	If participants meet criteria set out in advanced fees, t charged the cheaper advanced fee.	hey will be charged the applicable advanced fee instea	d of the standard registration fee. Should a participant meet oriteria of multiple advanced fees, they w	II be	
My Organisation +	Team Manager fee*	Volunteer fee*			
Dpdates D					







#### Club Management Settings (cont)

If you have different fees for different age groups and/or genders you can use the **Set advanced registration fees** area.

Under Calculate age of player as at date add a date.

Under Add custom fee select Age Range & Gender, add Amount & Description and click on the + Add button.

AFE UAT VID.63.1	O Club management settings	Save Cancel
Play	Registration fees	
Using as User Guide League	C AFL	~
Tompetition Management	Set Player, Team Manager and Volunteer fee	
Game Day	Set än association Player Team Manager and Volunteer lies Player fee*	
Programs	\$ 0	
👪 Participants	Set player advanced registration fees?	
	If participants meet criteria set out in advanced fees, they will be charged the applicable advanced tee instead of the standard registration fee. Showid a participant meet criteria of multiple advanced fee	ced fees, they will be
← Transfers & Permits	changeu the changer autenicul hee. Calculate age of player as at date"	
Merchandise +	31/12/2023	
Venues	Add custom fee	
Reports	Age Rango Gender Amount Description (Displayed in checkout)	
My Organisation +	18         •         99         •         All         •         \$ 100         Senior player fee	+ Add
🛨 Settings + -	18-16, All, SS0.00 Junior physical line	(I)ternavesy

Under Add your terms and conditions if you added Terms and conditions in My Organisation – Overview – Details, you can make them visible on the club registration form by turning on.

Under Custom Fields you will see any that have been added at all levels.

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

• AFLUAT. v10.63.1	Club manager	ment settings					Sava Cance
Play 10	Add custom fee		Gender	Amount	Description (Displayed in checkout)		
Using as User Guide League	Please select	Please select	Please sniect	\$ 0.00	ag. Junior Player Registration Fee		(+ Add
2 Competition Management	8-18, All, \$50.00 Junio	ar player fee					(Azarrazion)
Game Day	18-99, All, \$100.00 Se	nior player fee					(Barrange)
Programs	Team Manager fee*		Volunteer fee*				
Participants	\$ 0.00		\$ 0.00				
▲ incidents ★ Transfers & Permits	Add your terms and cor Your T&C's will be added	nditions? ()) to the T&C's on the regist	ation form				
<ul> <li>Merchandise +</li> <li>Venues</li> </ul>	Custom Fields Custom fields that will a	ppear on club registration	forms.				
My Organisation +	AFL Team Supports*					PLAYER TEAM MANAGER	VOLUNTEER
🛨 Settings + 💌	Do you have health ir	nsurance?"					PLAYER
Support II	Policy #*						PLAYER







## Club Management Settings (cont)

The settings will be created, you will be taken back to the **Club Management settings** page with a confirmation message that the **Club settings** have been created. To make changes to the settings you can click on the **Manage** button.

AFLUAT VIO.62.1	Competitions > Usor Guide League > 2025 User Guide League 2023 ~	• main	
Play	Grades Teams Participants Registratio	n Allocations Settings More 🛩	Û
Using as User Guilde League 🗸 🗸	Association Club Custom Fields		
Tompetition Management			
Game Day	Club kettings for this season have been successfull	(constant)	×
Programs	Club Management settings		
😽 Participants		ate in the season, as well as any advanced settings you would like to apply to clubs.	Ó Manage
A Incidents			
➡ Transfers & Permits	No. of Clubs invited: 1 Accepted: 0	Club feam allocation period 01 Jan 2023, 08:30AM - 31 Jan 2023, 05:30FM	
Merchandise +	Declined: 0		
🔛 Venues			







# 12. Club Management

#### **Accept Competition Invitation**

Click in the **Using as** area and begin to type the name of the **Club** and select the **Club** when it appears.

AFLUAT VID.63.1	Competition Manageme	nt
Play	+ Add Competition	
Q user	HOME AND AWAY	-
User Gu/de Loggue	2 SEASONS	visiju z
Programs		

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

O AFLUAT	Competitions	R.						
Play		vitations						
ising as	SEASON	COMPETITION	ASSOCIATION	DATEB	SEASON STÂTUS			
iser Guide Club 🗢	2023	User Guide League	User Guide League	01/11/2022 - 31/10/2023	Active	PENDING	Accept	Decline
Y Competitions								_

The status for the competition will change to Accepted.

AFL UAT vio.63.1	Competitions	5				
Play	My Competitions Inv	vitations				
Using as	SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
User Guide Club ~	2023.	Lizer Guide League	User Guide League	01/11/2022 - 31/10/2023	(I) Activo	ACCEPTED
Competitions						

## **Club Custom Fields**

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

O AFLUAT VID.63.1	Competitions					
Play	My Competitions Invita	ations				
Using es	SEASON	COMPETITUIN	ASSOCIATION	DATES	SEASON STATUS	
User Guide Club 🗸	2023	User Guide League	User Guide League	01/11/2022-31/10/2023	Antioe	View
T Competitions						







# Club Custom Fields (cont)

Click on the **Registration** tab and select the **Custom Fields** tab. Any **Custom Fields** created at national, state, region or League levels will be shown and locked. The **Club** can create any **Custom Fields** they may require by clicking on the **+ New** button under **My Custom Fields**.

e AFLUAT HOGGS	Competitions User Guide League - 2023 Voor Guide Léague						
courg as User Guide Club	Dados Izama Purliopante <b>Registration</b> More V Porma Áge Groups <u>Custem Fields</u>						
Game Day	Participant						
<ul> <li>Participants</li> <li>Trensfers &amp; Permits</li> <li>Merchandise</li> </ul>	AFL		PROFILED	K REPORTS	FORMS Inversement to inverse cours ion	carwint FO. at Trans	
Wenchandise •	AU, Yean Supports						<b>A</b>
<ul> <li>My Organisation</li> <li>Settings</li> </ul>	Do por hare nontrinsystemeter*						*
Dynates 5 <sup>1</sup>	My Custom Fields	0	PROFILES.	A REPORTS	PORMS PARINGRAMITTO: AGEN COURT COM	centration. Q Trake	
Bupport         27           Tony PP Saunders         *           Iony saunders@aflaam.au         *	(to)	The do not have any participant custom fields set up for this competition and assem					

In the **Type** area the options are **Text Box** or **Dropdown List**. If you select **Dropdown List** you will be able to add the **Dropdown Options**. For more options click on the **+ Add Option** button. To remove an option click on the **\hat{\square}** icon.

AFL UAT VIO.63.1	New Custom Field	<b>Dreate</b> Gancel
Play	Details	
Using as User Guide Club 🗢	Greate à cussions; question, or prente à label fler your custom finid (se you te comprenditator).	
Y Competitions	Field Label* How would you like to be involved in the slub?	
🐺 Game Day	Type*	
Programs	Dropdown List - 🗾 Mandatory	
Sector Participants	Dropdown Options	
➡ Transfers & Permits	Vasts will only be able to make a new backcriser	
Merchandise +	Committee	節
😂 Venues	E Coech	0
II Reports	Toam Manager	面
My Organisation +	Game Day Assistance	Û
Settings +	Other	Û
💫 Updates 🖉	+ add option	
Support (2)		







## Club Custom Fields (cont)

Under Display configuration select the Role to link Custom Field to and select the Settings for the Custom Field.

AFL UAT VIO.63.1	New Custom Field	Greate Gancel	
Play	Game Day Assistance		ê
Using as User Guide Club	i Other	Ê	
2 Competitions	+ Add Option		
Game Day			
Programs			
😽 Participants	Display configuration Configure how you winit this / held to be draptayed.		
↔ Transfers & Permits	Conditional field 🕥		
Merchandise -	Configure this field to display based on the answers to another field.		
W Venues	Role"		
Reports	Please takiet at laaet inni isle  Players Team Managors Volunteers		
My Organisation	Settings		
🚉 Settings	Configure the application of this field screes pictiles, reports, and registration forms		
	A PROFILES & REPORTS	D FORMS	
Dpdates 5	📷 My Dirganization 🔒	Participant to Club	
? Support		Participant to Club Team	

Click on the **Create** button in the top right corner and the **Custom Field** will be created with a confirmation message and the new **Custom Field** will be shown in the **Custom Fields** list.

If you need to change the **Custom Field** click on the  $^{O}$  icon or if you need delete the **Custom Field** click on the  $^{lm}$  icon.

AFLUAT WO.BSJ	Competitions User Guide League - 2023 User Guide League		
Play	Grades Teams Participants Registration More 🛩		
Using as User Guide Club 🗸 🗸	Torma Ago.Groups Custom Fields		
Competitions	roma aguardas coscan ranas		
Game Day	Thur sustem limit has been asseted		×
Programs	1000		
Participants	Participant		
😅 Transfers & Permits	Inherited	Institute & structure	FORME
Merchandise +	AFL	erton, que a	19790 Cristages Augusten () Perupaten (G
Venues	AFL'Tiron Supports'		
Reports	Parti (Linemania (Lineman)		<b>A</b>
My Organisation +	User Guide League		
🛨 Settings 🔹	Se you have hearth trouconese.		+
	Professor #*		
Departure 2	My Custom Fields	PROTILES & REPORTS	FORMS
•		Her Skill DL.O. Bit	ATTICIPANT TO BARTICIPANT TO COURT COURT COURT TANK
? Support 12	How would you like to be involved in the club?"		0 0
Tony PP Sounders	PLAYER		







#### **Club Conditional Custom Fields**

**Conditional Custom Fields** are custom fields that will appear, or not, based on the answer to another custom field.

To add a Conditional Custom Field click on the Custom Fields tab and click on the + New button.

	Competitions User Guide League - 2023 User Guide League						
Maing as User Guide Club ~	-Grades Teams Participants Registration More -						
Y Competitions	My Custom Fields	PROFILES &	REPORTS	FOI MATICINALITA CLUT	IMS PARTICIPANT TO CLUB TRAME		
🌐 Programs	How would you like to be involved in the club?*					0	Ŵ
➡ Transfers & Permits ★ Merchandise +	+						

Under Details add the Field Label, select the Type and select if the field is Mandatory.

In the Type area the options are Text Box or Dropdown List.

Under **Display configuration** turn on **Conditional field** and select an option in **Link to this parent field** and **Option**.

AFL UAT	New Custom Field	Crebte	Cancel
Play	Details Create a suscinct guestion, or prentize is label for your custom field for you to complete later.		
User Guide Club	Field Label*		
Competitions	Please specify how you would like to help		
🐺 Game Day	Type*		
Programs	Text Box 🖌 🖌 Mandatory		
😹 Participants			_
😅 Transfers & Permits	Statistics		
Merchandise	Display configuration Configure how you want this field to be displayed		
W Venues	Conditional field		
Reports	Configure this field to display based on the answers to another field.		
My Organisation	Link to this parent field"		
± Settings	Salect the parent field you would like to link this to Please note that only drop-down type fields will be available. How would you like to be involved in the club?		
Jupdates Ø	Option"		
Support 2	Other ~		
T Tony PP Saunders			







#### Club Conditional Custom Fields (cont)

Click on the **Create** button in the top right corner and the **Conditional Custom Field** will be created with a confirmation message and will be shown in the **Custom Fields** list.

If you need to change the **Conditional Custom Field** click on the  $\mathscr{O}$  icon or if you need delete the **Custom Field** click on the  $\widehat{\square}$  icon

	Computitions User Guide League - 2023 User Guide League						
Using as User Guide Club	Grades Teams Participants <b>Registration</b> More V						ß
Tompetitions	My Custom Fields	PROFILES &	& REPORTS	FORMS			
Game Day		wy case	Card.	MATICIPANT TO PAPEOPANT TO CLUB TEAM			
Programs	How would you like to be involved in the club?*				0	曲	
😻 Participants	Please specify how you would like to help*				0	应	
🕂 Transfers & Permits					~		
🎲 Merchandise +	+ Now						
🔛 Venues							

#### **Age Groups**

Please note if the League has turned on age group badging clubs will be able to view the number of registrations for each gender in each group as well as be able to set caps on the number of registrations.

Click on the **Registration** tab and the select **Age Groups** tab. On the **Age Groups** page you will be able to view the age groups created by the League as well as the number of registered players in age group.

AFL UAT VID.63.1	Competitions User Guide League -	2023												
Play HO	Grades Teams Participants	Registration	More 🗸											
g as r Guide Club 🗸 🗸 🗸														
Competitions	Forms Age Groups Custom Fi	alds												
Game Day														
Programs	Age Groups													
	0													
	This table (notindes current club reg participants affected will not be ab		(foup and g	ander Tar this compe	Lilion, Pending registratio	ins are inclu	ided. To edit an age	group ar set limits, seit	ict Live edit	option II registra	tion access is "closed", or I	he ngist	mitten limit has bee	n réached,
Participants	This lable includes current club reg	e to register.					ided. To edit an age	griup ar set limits, sèir	ict the edit	option II registra	tion accass is "closed", or I	he rogist	tràtion Ilmit has bee	n reached,
Participants • Transfers & Permits	This lable (ncludes current club reg participants affected will not be ab Players can only register to	e to register.					ided. To edit an age	group ar set limits, sàir	ict Uve edit	aption II registra				n reached,
Participants • Transfers & Permits • Merchandise +	This lable includes current club reg participants affected will not be ab	e to register.			01/01/1923 - 31/12/2015		ided. To edil on age	griup ar set limits, sèir	MALE	option: Il registra	NON BINARY, DIFFER			e reached.
Participants Transfers & Permits Merchandise Venues Reports	This lable (ncludes current club reg participants affected will not be ab Players can only register to	e to register.	eir date of		01/01/1923 - 31/12/2015	i.	ided. To edit off age	group or set limits, sold		option II regulta		ENT IDENT		e reached,
Participants     Transfers & Permits     Merchandise +     Venues	This lable (ncludes current club reg participants affected will not be ab Players can only register to	e to register. this season if th	eir date of	birth is between (	01/01/1923 - 31/12/2015	i.					NON-BINARY, DIFFER	ENT IDENT	nty, prefer not to	e reached.
Participants Transfers & Permits Merchandise + Venues Reports	This lattice includes a carrierd clude reg perifolyants affected with not be ab Players can only register to My Age Groups UI0	e to register. this season if th ecourtsees	eir date of	birth is between (	01/01/1923 - 31/12/2015 HEOISTERED	i.		MULTING			NON-BINARY, DIFFER	ENT IDENT	nty, prefer not to	







# Age Groups (cont)

To edit an age group click on the  $\checkmark$  icon of an age group.

• AFL UAT v10.63.1	Edit U10 Age Group		Sawe Cancel
Play	Age Group Details		
Using us User Guide Club	Set the registration limits and access for this age group. If registration ac	cess is "closed" or the registration limit has been reached, participants allocted will not be able to register.	
T Competitions	DENDER	AMOUNT RELISTERED REGISTRATION LIMITS	REDISTRATION ACCESS
Game Day	All Genders	Unimited	Open 💽
Programs	Female	Unimited	Dpan 💶
😸 Participants	Male	-	
⇔ Transfers & Permits	Mate	E Unimited	Open C.
🎲 Merchandise	+ Non-Binary, Different identity, Prefer not to say	_ Unimited	Open
W Venues			

To turn off all registrations in an age group, toggle off the button for **All Genders** and click on the **Save** button in the top right corner.

AFL UAT	Edit U10 Age Group			Save Cancel
Play	Age Group Details			
Using as User Guide Club		access is "closed", or the registration limit has been reached, participants affected will no	at be able to register.	
T Competitions	CENDER	AMOUNT REGISTERED REGISTR	RATION LIMITS	REGISTRATION ACCESS
Game Day	All Genders		Unlimited	Closed
Programs	Female		Unlimited	Closed
🐸 Participants	1.1		2	
➡ Transfers & Permits	Male		Unlimited	Closed C
Merchandise +	Non-Binary, Different Identity, Prefer not to say		Unlimited	Closed
Wenues				







## Age Groups (cont)

Alternatively to turn off registrations for a particular gender in an age group, toggle off the button for either **Female** or **Male** or **Non-Binary, Different Identity, Prefer not to say** and click on the **Save** button in the top right corner.

O AFL UAT VID.63.1	Edit U10 Age Group		Save Cancel	¢
Play	Age Group Details			1
Using as User Guide Club ~	Set the registration limits and access for this age group. If registration acce	ss is "closed", or the migistration limit has been reached, participants affected will not be abl	le to register.	
Tompetitions	GENÖEN	AMOUNT REGISTERED REGISTRATION	LIMITS REDISTRATION ACCESS	
Game Day	All Genders		Unlimited Open	
Programs	Fernale	2	Unlimited Closed	
🐸 Participants				
🕂 Transfers & Permits	Male		Unlimited Open	
Merchandise +	Non-Binary, Different Identity, Prefer not to say		Unlimited Dpen	
Wenues				

To set caps on the number of registrations in an age group, in the **Registration Limits** column untick the relevant **Unlimited** box, add a value and click on the **Save** button in the top right corner.

AFLUAT VID.63.1	Edit U10 Age Group		Save
Play	Age Group Details		
Using as User Guide Club 🗸 🗸	Sed I'm registration limits and acteur for this age group. If registration access is "closes", or the registration limit has been nuclear partic	spanus officernet will not be able to register.	
2 Competitions	-GENÖER' AMOUNT REGISTE	RED REGISTRATION LIMITS	REGIETRATION ACCESS
Game Day	All Genders	Unlimited	Open 💽
Programs	Female	25 Unlimited	Open 💽
🐸 Participants			
→ Transfers & Permits	Male	25 Untimited	Open 🌑
Merchandise +	Non-Binary, Different Idantity, Prefer not to say	Unlimited	Opén 📧
Wenues			







#### Age Groups (cont)

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

Where registrations have been turned off this will be shown as the age group and /or gender greyed out.

Where registrations have been capped the cap number will be shown in the **Limit** column of the age group.

# Please note this information will also be reflected on the club's registration form on the public website for participants when registering.

Play Play	Competitions User Guide League - User Guide League Grades Teams Participants	2023 Registration	More 🗸												0
Using as User Guide Club	-	_	More 🗸												0
T Competitions	Forms Age Groups Custom F	elds													
🛱 Game Day	Age group configuration successful	y updated												×	
Programs															1
🐸 Participants	Age Groups														
🖨 Transfers & Permits	This table includes current club re participants affected will not be at		roup and gen	der for this com	petition. Pending registratio	ns are inc	iuded. To edit an ag	ge group or set limits, sele	ics the odi	t option. If registr	ation accoss )s "closed", o	thé regist	ration limit has be	en roached,	
Merchandise	+ O Players can only register to	o this season if th	eir date of b	irth is betwee	n 01/01/1923 - 31/12/2015										
🔛 Venues															
Reports	My Age Groups		LL GENDERS			FEMALE			MALE		NON-BINARY, DIFFE	RENT IDENT	ITY, PREFER NOT TO		
My Organisation		REGISTERED		LIMIT	REGISTERED		LIMIT	REGISTERED		LING	REGISTERED		DHAT		
🛨 Settings	+ U10 01/01/2014 - 31/12/2015	0	1		0	1	÷	0	1	4	0	l		0	
Updates (	9 01/01/2012 - 31/12/2013	0	1	÷	o	),	25	o	7	25	0	1		0	
Support I	2 U14 01/01/2010 - 31/12/2011	0	ī	÷	o	4		0	/	- 4	0	7	-	0	







## **Registration Form Setup**

Click on the **Registration** tab and the select **Forms** tab. In the **Participant to Club** area click on the **Set up Form** button.

	Compatitions User Guide League - 2023 User Guide League		
Using as User Guide Club ~	Grades Teams Participants <b>Registration</b> More • Forms Age Groups Custom Fields		ê
🕶 Game Day III Programs	Participant to Club Manger registration satirings and free.		
🗱 Participants		You have not configured a Participant to Club form for this season.	
Merchandise +		Set up Form	

Under **Registration Period** section add the **Start date** & **End date** for the club to accept participant registrations.

AFL UAT V10,63.1	• Participant To Club						Since Cancel
Play	Set up your participant registration settin	gs. These settings will apply to	egistrations as a Play	er, Team Manager ar	nd Volunteer.		
Using as User Guide Club							
Tompetitions	Registration period	registration form will be availa	ble to participants reg	istering to clubs.			
Game Day	Start date*		Start time*				
Programs	01/11/2022	8	09	: 30	am	~	
😹 Participants	End date*		End time*				
+ Transfers & Permits	31/10/2023	8	05	: 30	pm	-	
Merchandise +							
W Venues	Age limit						
Reports	Players can only register to this season if	their date of birth is within the r	ange below.				
My Organisation +	FROM 01/01/1923			TO 31/12.	/2015		
±∓ Settings +							

Under **Age limit** you will see any age restrictions that have been created.







## Registration Form Setup (cont)

Under **Registration fees** you may see a fee that has been set at the national, state, region or League level and passed down, these fees cannot be removed or edited.

AFL UAT	O Participant To (	Club						Sale Cancel
Play	Registration fees							
Using as User Guide Club 🛩	💿 AFL							^
T Competitions	Player 🕤							
Game Day	AFL Membership Fee This is a cest https://www.	all commul						
Programs	PERIOD	STATUS	FEE FYPE	112	DAILY RATE	AGE DAVISE	DESCRIPTION	
😽 Participants	12 months	ACTIVE	Base Fee	\$0.00	\$0,00			
😅 Transfers & Permits	8 months	ACTIVE	Base Fee	\$75.00	\$0.27			
Merchandise +	6 months	ACTIVE	Base Fee	\$50.00	\$0.27			
W Venues	3 months	ACTIVE	Base Fee	\$0.00	\$0.00			
Reports								
My Organisation +	User Guide League	0						\$0.00
- Cattinge	100							

Under Set a registration fee you can add a Club fee in the Player fee, Team Manager fee and Volunteer fee area by adding an amount in each of the Roles.

• AFLUAT	Participant To Club	Save
Play 😳	Set a registration fee This is a standard registration fee that is charged to all participants. Any fee amount entend will be displayed on the registration form:	
Using as User Guide Club	Player fee"	
T Competitions	s 0	
Game Day	Set player advanced registration fees?	
Programs	Configure advanced fees based on age and gender information or configure variant fees based on your own criteria.	
😹 Participants	Team Manager fee* Volunteer fee*	
← Transfers & Permits.	\$ 0.00 \$ 0.00	







## Registration Form Setup (cont)

If you have different **Player** fees for different age groups and/or genders turn on **Set advanced registration fees** and select the **Age and Gender** or **Variants** option.

For the Age and Gender option, add date in Calculate age of player as at date. In Add custom fee select Age Range, select Gender, add Amount, add Description and click on the + Add button.

AFL UAT VIO.63.1	Participant To Club	Save Cancel
Play	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.	1.0
Using as User Guide Club	Player fee*	
T Competitions	50	
Game Day	Set player advanced registration fees? 💽	
Programs	Configure advanced fees based on age and gender information or configure variant fees based on your own criteria.	
😸 Participants	Age and Gender Versients	
← Transfers & Permits	If players meet age and gender criteria of multiple advanced fees they will be charged the cheaper advanced fee.	
Merchandise +	Calculate age of player as at date"	
👑 Venues	31/12/2023	
Reports	Add custom fee	
My Organisation +	Age Range Gender Amount Description (Displayed in checkout)	
Settings +	18 • 99 • All • \$ 200 Senior player fee	+ Add
	10-18, All, \$100.00 Junior player free	(Remove)

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

AFLUAT VID.63.1	Participant To Club		Save Cancel
Play	Set a registration fee This is a standard registration fee that is charged to all participants. A	ny fee amount entered will be tisplayed on the registration form.	· · · · ·
Using as User Guide Club ~	Player fee*		
The Competitions	\$ 0		
💷 Game Day	Set player advanced registration fees? 🌑		
Programs	Configure advanced fees based on age and gender information or con	ligure variant fees based on your own criteria.	
😹 Participants	Age and Gender Variants		
🕂 Transfers & Permits	(f you configure fee variants for this registration form, the base Player Option*	fee shown above will not be made available for selection during registration. Amount*	
Merchandise +	Full registration fee	\$ 200	创
Wenues	Deposit registration fee	\$ 100	圇
Reports	+ Add option		







## Registration Form Setup (cont)

Under Custom Fields you will see any that have been added at all levels.

Under **Products** any Products created by the **Club** can be added. Select the registration types who will see the **Product**. If **Mandatory** is ticked the **Quantity Limit** will default to 1 but if unticked the **Quantity Limit** can be added.

0 AFL UAT v10.63.1	O Participant To	Club								(trin) Ca
Play	Custom Fields Custom fields that will a	ppear on this registration form.								
ing as ser Guide Club 🔷 👻	7998 -	URGANISATION	TITLE			Rout				
Competitions	inherited	AFL	AFL Team Support	s		PLAYER	TEAM MANAGER	VOLUNTEER		
Game Day		Liser Guide League	Do you have healt	h insurance?		PLAYER	ŧ.			
Programs			Policy #			PLAYER	2			
Participants	LOORÍ		How would you lik	e to be involved in the club	,	PLAYER	8			
Transfers & Permits			Please specify how	v you would like to help		PLAYER	2			
Merchandise +										
Venues	Products Select the products you	vould like to add to this form								
Reports	Name									
My Organisation +	Search for active prod	ucts						T	he maximum quantity o wrchased per registratio	I this product that can be
Settings +					PLÀYER	TEAM MANAGER	VOLUNTEER	MANDATORY	QUANTITY LIMIT	
Updates 전	Elub Polo		\$0.00	Active	~	V	<b>V</b>		Please enter	盦
						1.1.1			-	

Under Overview add information in Pricing information and Additional information areas.

Under Add your terms and conditions if you added Terms and conditions in My Organisation – Overview – Details, you can make them visible on the club registration form by turning on.

Under **Registration visibility** select either **Visible** or **Hidden**. This will determine whether the **Club** registration form is visible by the public. The **Club** may elect to hide the registration form but use the link to the form to send out to their participants as a way of restricting registrations.

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

0 AFL UAT v10.63.1	0	Participant To Club								Cance
Play		Club Polo		\$0.00	Active	2		Please enter	Ŵ	
titeing ac User Guide Club		Overview								
Competitions		Information added here will be display Pricing information	red on the averview page of t	the registration form.						
🕶 Game Day		Any club pricing information adde	d in this section will be sh	own an far the public						
😹 Participants		Additional information							4	
← Transfers & Permits		Any club additional information a	dded in this section will be	shown on for the public	2					1
Venues										
Reports		Add your terms and conditions?								
∰ My Organisation     ∴ Settings     · · · · · · · · · · · · · · · · ·										
		• Registration visibility								
Dpdates 5		Set whether you would inke this registry	Han action to be invible on your	club's public landing page						
? Support C	2									

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### Registration Form Setup (cont)

The **Club** registration form will be created, you will be taken back to the **Forms** page with a confirmation message that the **Club** registration form has been created. To make changes to the registration form settings you can click on the **Manage** button.

AFLUAT     VIDESI	Dempetitions User Guide League - 2023 Deer Guide League				
	Grades Teams Participants Registration More 🗸				6
Using as User Guide Club	Forms Age Groups Custom Fields				
	Forms Age Groups Custom Fields				
Game Day	Your participant to club registration form has been created.				×
Programs					
🐸 Participants	Participant to Club			Ø Manage	
😅 Transfers & Permits	Managé registration settings and less.				
Merchandise	+ Registration Status	Registration Period	Registration Link	O VIDINE	
🔛 Venues	OPEN	01 Nov 2022, 09:30AM 31 Oct 2023, 05:30PM Australia/Melbourne	https://www.wat.playbq.com/ati/register/9e8d7e DopyLink		
Reports					

#### **Family Member Discount**

Click on the **Registration** tab and the select **Forms** tab. Scroll to the bottom of the page and in the **Family Member Discount** area click on the **Set up Discount** button.

	Competitions User Guide League - 2023 User Guide League	
ridy te.	Grades Teams Participants Registration More 🛩	6
Using as User Guide Club ~		
Y Competitions	Participant to Club Team	
Game Day	Manage registration sattings and less.	
Programs	0	
😤 Participants	You have not configured a Participant to Club Team form for this season.	
➡ Transfers & Permits	Set up Form	
Merchandise +		_
Wenues	Family Member Discount	
Reports	Configure a discount for subsequent player registrations made by the same account helder.	
My Organisation + .	0	
Dipdates @	You have not configured a family member discount.	
? Support 🛛	Set up Discount	

Turn the **Status** button on, add a percentage amount in the **Discount** area and click on the **Save** button in the top right hand corner.

AFL UAT VID.B3.1	Family Member Discount	Save	Cancel
Play	Configure family member discount		
Using as User Guide Club ~	Status 📧		
Competitions	Severand will be applied to any additional payres registering to their Sinds Lagger. Due Sinds Lagger, 2023 with Histowne United account		
Game Day	Discount"		
Programs	20 K		
M. Dartininaata			

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# Family Member Discount (cont)

The **Family Member Discount** will be created, you will be taken back to the **Registrations** page with a confirmation message that the **Family Member Discount** is **Active**.

e AFLUAT VID.63.1	Competitions User Guide League - 2023 User Guide League Grades Teams Participants Registration	on More ❤		8
User Guide Club				
Y Competitions				
Game Day	Participant to Club Team			
Programs	Manage registration settings and tees.			
😸 Participants			0	
← Transfers & Permits			ant to Club Team form for this season	
Merchandise +		Set u	ip Form	
🔛 Venues				
Reports	Family Member Discount			O Manage
💮 My Organisation + 🗸	Configure a discount for subsequent player re	egistrations made by the same account holder.		O Manage
Updates Ø	Status	Discount		
? Support 12	ACTIVE	20%		

#### Teams

Please note all Teams must be created while Using as the Club level.

There are two options for adding a **Team – Add Team** or **Rollover teams**.

#### **Add Team**

In the left hand menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab and click on the **+ Add club team** button.

Play HO	Campetitions User Guide League - 2023 User Guide League Grades Teams Participants Registration More V		
Using as User Guide Club	-		1
2 Competitions	+ Add club team Q Configure Awards	0-0 of 0 1 of 1 +	l
🛱 Game Day			l
Programs			
👋 Participants	0		l
➡ Transfers & Permits	There are no teams in this season.		l
🎲 Merchandise +	+ Add a club Item		
👑 Venues			







#### Add Team (cont)

Under **Team Information** as the **Age Group**, **Gender & ID** are selected the **Team Name** will begin to populate which can also be edited.

In the Home Venue area add the Venue & Ground for the team.

Click on the Add team button in the top right corner.

AFLUAT v10.63.1	Create new club team					Add team	Cancel
Play	Team Information						
Using as User Guide Club ~	Age group*	Gender*			ID		
Y Competitions	Senior	~ Men		~	Seniors		
Game Day	Team name*						_
Programs	User Guide Club Senior Men Seniors						
Participants	Home Venue						
← Transfers & Permits	Nominate the location of this team's home	games.					
Merchandise +	Venue*			Ground*			-
😫 Venues	A.W. Langshaws Reserve, VIC		٩	A.W. Langshaws Reserve 12		•	
Reports							

The **Team** will be created and you will be taken back to the **Teams** page with a confirmation message showing the **Team** has been created.

e aft uat vide3.1	Compatitions User Guide League - 2023 User Guide League								
Using as User Guide Club	Grades Teams Participants Registrat	ion More 🗸							â
2 Competitions	+ Add club team						1-1071	1 of 1 ~	
👜 Game Day	O Your team has been created								×
Programs	TEAM	GRADE	PLAYERS	GENDER	AGE	10			
😹 Participants	Seniors	Unallocated	0	Man	Senior	Seniors			View
→ Transfers & Permits									
Merchandise +							1-1of1	tof1 ~	

Repeat this process to add all Teams for the Club.







### **Rollover Teams**

In the left hand menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab and click on the **+ Add club team** button.

Play HO	Competitions User Guide League - 2024 User Guide League	
Using as User Guide Club ~	Grades Teams Participants Registration More 🕶	£
2 Competitions	+ Add club team	0-0010 - 0101 - 0
👜 Game Day		
Programs		
😹 Participants	0	
🖨 Transfers & Permits	There are no teams in this season:	
Merchandise +	+ Add a club team	
Wenues		

On the **How would you like to add club teams?** pop-up page select the **Rollover all club teams from a previous season** option and click on the **Continue** button.

e AFLUAT VIGESI	Competitions User Guide League - 2024 Liser Guide League Grades Teams Participants Registration	More 🕶	
Using as:   User Guide Club     Competitions   Came Day   Came Day   Programs   Programs   Participants   Transfers & Permits   Merchandise   Venues   Reports	+ Add club team               Q Configure Awards	How would you lik teams? Rollover all club teams from a pro one-by-one. The rollover action co teams already exist in the season $\underbrace{\bigcirc}$ Rollover all club teams from a previous season	evious season or add manually an only be performed if noclub







### Rollover Teams (cont)

On the **Club Team Rollover Details** page select a **Source Season** and click on the **Next** button in the top right corner.

AFLUAT vtD.63.1	Rollover club teams	• •	Next	Cancel
Play				
Using as User Guide Club 🗸 🗸 🗸	Club team rollover details	the selected source season. The teams will not be allocated to grades however this can	he done inside the season as parthe normal process	
Competitions	Please note: Participants cannot be rolled over nom c		be done inside the season as per the normal process.	
Programs	Source season			
😤 Participants	Select a previous season from User Guide League to n	rollover your club teams. You will only be able to rollover club teams if you haven't alread	dy created club teams in the season.	
Transfers & Permits	Source season*			
Merchandise +	2023			
😂 Venues				

Click on the **Rollover Teams** button in the top right corner.

AFL UAT VID.63.1	Rollover club teams	·• •	Rollover Teams Back
Play			
Using as User Guide Club	Review Club Teams		
Y Competitions	Please review the source season details.		
👜 Game Day	Source season details		
Programs	SOURCE SEASON		
😤 Participants	SOURCE COMPETITION		
🖨 Transfers & Permits	User Guide League		
Merchandise +	TEAMS TO BE CREATED		
👑 Venues			

Depending on the number of teams being rolled over, the process may take a short while. To refresh the **Teams** page click on the **Refresh** button.

e AFE UAT VIG.53.3 Play HO	competitions User Guide League - 2024 User Guide League	
Using as	Grades Teams Participants Registration More 🗸	â
User Guide Club	Teams are being rolled over, try refreshing the page if it takes a while:	Refresh







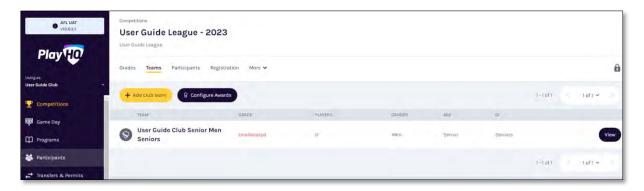
### Rollover Teams (cont)

The **Teams** will be created and the new **Teams** will be shown in the **Teams** list.

e AFL UAT VIO.63.1 Play 100	competitions User Guide League - 20 User Guide League	024							
Using as User Guide Club	Grades Teams Participants Re	egistration More 🛩							ô
Competitions	+ Add club team 외 Configure.						h-talt	< 10f1 •	
🗐 Game Day	TEAM	GRADE	PLAYERS	GENDER	AGE	ID			
Programs	User Guide Club Senior M Seniors	Unallocated	0	Men	Senior	Seniors			View
😹 Participants							1-10/1	1of1 v	
➡ Transfers & Permits									_

### **Edit Team Settings**

To make changes to the team settings you can click on the **View** button.









#### **Club Awards**

There are two options available for **Clubs** for setting up **Awards**.

Club Awards can be setup where the award configuration covers all teams in the season.

Team Awards can be setup where each team can have different award configuration.

#### **Setup Club Award**

In the left menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab and click on the **Configure Awards** button.

e AFLUAT VIDEAJ	Compatitions User Guide League - 2023 User Guide League							
Using as	Grades Teams Participants Registration	Mare 🐱						6
Competitions	🕂 Àdd club team 🛛 🤉 Configure Awards						1-1of1	tofi •
Game Day	TEAM	GRADE	PLAYERS.	GŽHDĚR	90E	10		
Programs	S User Guide Club Senior Men Seniors	Unallocated	0	Men	Senior	Seniors		Viaw
Servicipants							1-1a/1	1of1 ~

On the Award configuration page select a Votes option.

0 AFL UAT VID.63.)	Configure Awards		Save Cancel
Play 🕡			
tising as User Guide Club →	Awards configuration Set team award configuration for a	It teams in this season. Editing will be locked ands value start bong automitted. You can also camping are an award via the team pages.	
Competitions	Votes*	Number of voters"	
👜 Game Day	Please select Please select	Please select	
Programs	1 2,1 3,2,1		
😹 Participants	4, 3, 2, 1 5, 4, 3, 2, 1 6, 5, 4, 3, 2, 1		
🕂 Transfers & Permits	7, 6, 5, 4, 3, 2, 1 B, 7, 6, 5, 4, 3, 2, 1 9, 8, 7, 6, 5, 4, 3, 2, 1		
Merchandise +	0, 8, 7, 6, 5, 4, 3, 2, 1 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 captains		
Wenues			

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

AFLUAT v10.63,1	Configure Awards		Sev
Play			
jas Guide Club 🗸	Awards configuration	the season, Editing will be locked once votes start being submitted. You can also configues an award via the team pages	
Competitions	Votes*	Number of voters*	
Game Day	3, 2, 1 ~		
Programs	Award access Set who can onter votes for this organisation	Please select	
Participants	Set who can onter votes for this organisation	a 4 5	
Transfers & Permits	Coaches	6	
Merchandise +	Team Managers		
Venues			

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# Setup Club Award (cont)

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

• AFL UAT VIOSE1	Competitions User Guide League - 2023 User Guide League						
	Grades Teams Participants Registration	More 🖌					6
Using as User Guide Club							
Competitions	+ Add club team						1+Toft - 1of1 +
Game Day	• Your awards have been created.						×
Programs	TEAM	GRADE	PLAYERS	GENDER	ÅGE	IO.	
Participants	User Guide Club Senior Men Seniors	Unallocated	ō.	Men	Senior	Seniors	Viaw
Transfers & Permits							1-loft loft -
Mambandina							

Prior to any votes being entered, if required the configuration for a **Club Award** for a **Team** can be changed.

Click on the View button for the Team, click on the Awards tab and click on the Edit Award button.

AFL UAT v10.63.1	$\frown$	> User Guide League - 2023 > User uide Club Senior N		
Play	Players Registratio	ons Awards		
Using as User Guide Club 🗸 🗸	User Guide Clu	b Senior Men Seniors Aw	ard	🖨 Print Report
Y Competitions	PLAYERS	VOTES.		
Game Day	Total		No votes entered	
Programs				
🐉 Participants	Edit Award			

Make the changes required and click on the **Save** button in the top right corner.

AFLUAT vi0.63.1	Configure User Guide Club Senior Men Seniors Award	Save Cancel
Play		
Using as User Guide Club	Award configuration Set wand configuration for this taum. Editing will be tacked ance value ann bong submitted	
T Competitions	Award name"	
Game Day	User Guide Club Senior Men Set	
Programs	Votes" Number of voters"	
😽 Participants	5, 4, 3, 2, 1 ~ 3 ~	
🖨 Transfers & Permits	Award access Set who can enter votes for this againstation	
Merchandise +	Z Admins in this organisation	
W Venues	Ceaches	
Reports	earn Managers □ Captains	
My Organisation +		







# Setup Club Award (cont)

To print a team award report, click on the **Print Report** button. A link to the report will appear in the bottom left corner, click on the link and file will open.

AFL UAT	Competitions > User Guide Lingue-2023 > User Guide Club Senior Mon Seniors User Guide Club Senior Men Seniors			
Play	Players Registrations Awards			
Using as User Guide Club	User Guide Club Senior Men Seniors Award	🖨 Print Report	Grade Details	
T Competitions	PLAYERS VOTES		GRADE	
Game Day	PLAYERS VOTES		Unallocated	
	Total		FINALS ELIGIBILITY	
Programs			None	
😹 Participants	Edit Award			
😅 Transfers & Permits.	(2) Season Filmit () () Same Filmit		Team Details	
Merchandise +			GENDER AGE Men Senior	
			IDENTIFIER	
Venues			Seniors	
Reports			HOME VENUE	
My Organisation +			A.W. Langshaws Reserve	
and high second			HOME GROUND	
-t- Cottings			A.W. Langshaws Reserve 12	
Updates 🙂			🖶 Print Team Lisi Report	
? Support 2			Team Staff	
T Tony PP Saunders			COACH	
tony.saunders@efl.com.au			+ Allboats Coach	
User Guide Club Secsv				Show all

### Setup Team Award

In the left menu click on **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab, click on the **View** button for the **Team** and click on the **Awards** tab.

Click on the **Configure Team Award** button.

AFLUAT VID.63.1	Competitions > User Guide League - 2024 > User Guide Guide Guide Senior Men Seniors User Guide Club Senior Men Seniors	
Play 😳	Players Registrations Awards	
Uting as Uter Guide Club ~	To avoid contigued for this team.	Grade Details GRADE Unallocated
🛱 Game Day	2 Configure Team Award	finals Subfilluty None







# Setup Team Award (cont)

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

AFLUAT VID.53.1	Configure User Guide	Club Senior Men Seniors Award	Since Cancel
Play			
tising as User Guide Club ~	Award configuration	am. Editing will be locked dioge online start being submitted:	
	Award name*		
Game Day	User Guide Club Senior M	n Sei	
Programs	Votes*	Number of voters*	
Participants	Please select	Please select	
← Transfers & Permits	1 2,1 3,2,1		
Merchandise +	4,3,2,1 5,4,3,2,1 6,5,4,3,2,1		
Wenues	7.6.5,4.3,2.1 8.7.6,5.4,3,2.1		
Reports	9, 8, 7, 6, 5, 4, 3, 2, 1 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 Capterns		
My Organisation +			

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

AFLUAT V10.63.1	Configure User Guide Club Senior Men Seniors Award	Evve Cancel
Play 😳		
Using as User Guide Club 🗸 🗸	Award configuration Sof award configuration for this tram. Educing will be technol some waters start being sudentitied.	
2 Competitions	Award name*	
Game Day	User Guide Club Senior Men Sei	
Programs	Votes* Number of voters*	
Participants	3, 2, 1  Piease select Piease select	
➡ Transfers & Permits	Award access Set who can entire value for this organization	
Merchandise +	Administration of the adjustment of the adjustme	
W Venues	Couches	
Reports	✓ Team Managers Captains	
My Organisation +		







# Setup Team Award (cont)

You will be returned to the **Awards** tab with a confirmation message that the award has been created and you will able to view a list of votes as they are entered.

If would like to make any changes, click on the **Edit Award** button. *Please note you will not be able to edit the award after votes have been entered without removing the votes that have entered.* 

AFLUAT VID.63.T	Competitions > User Guide League - 2024 > User Guide Club Senior Men Seniors User Guide Club Senior Men Seniors		
Play 😳	Players Registrations Awards		
Using as User Guide Club	Your award has been smalled		×
Tompetitions	User Guide Club Senior Men Seniors Award	😝 Peint Report	Grade Details
Game Day			GRADE
Programs	PLAYERS VOTES Ne rotes enternel		Unallocated
😹 Participants	Total		PINALS ELIGIBILITY
➡ Transfers & Permits	Eolt Award		

To print a team award report, click on the **Print Report** button. A link to the report will appear in the bottom left corner, click on the link and file will open.

AFL UAT vi0.63.1	Competitions > User Guide League - 2024 > User Guide CLub Senior Men Soniors User Guide Club Senior Men Seniors			
Play	Players Registrations Awards			
Using as User Guide Club 🗢	User Guide Club Senior Men Seniors Award	🖨 Print Report	Grade Details	1
2 Competitions	PLAYERS VOTES		GRADE Unallocated	
Game Day	Total		FINALS ELIGIBILITY None	
Programs	Edit Award		NORE	
🚅 Transfers & Permits	(a) Sossan Permit (a) Sums Permit:		Team Details	
Merchandise +			Men Senior	
Venues			IDENTIFIER Seniors	
Reports			HOME VENUE A.W. Langshaws Reserve	
My Organisation +			HOME GROUND	
enttinden 🥵 🎽			A.W. Langshaws Reserve 12	
? Support 12			Print Team List Report	
T Tony PP Saunders			COACH	
User Guide Club Secav			+ Allocata Cooch Sho	w all







### **Allocate Teams to Grades**

In the left menu click on **Competitions**, click on the **View** button for the **Competition** and click on the **Grades** tab.

The **Club Team Allocation** period is set by the League. If it is shown as locked **Clubs** will not be able to **Allocate Teams to Grades**.

League admins can change the **Using as** organisation back to the **League**.

Play HO	Compakizona User Guide League - 2023 User Guide League	
User Guide Club	Grades Teams Participants Registration Mora 🗸	â
2 Competitions	All days All genders All ages 7mm	1-1aft 1aft +
Game Day	GRADE ALLOCATIONS GENDER AGE GROUP DIVISION/ID	
Programs	User Guide League Senior Men O Teams Men Senior Seniors	©⁰
Participants		j Tati att -

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

Play Play	Domy-Interne User Guide League - 2023 Uner Guide League	
Using as	Crades Teams Participants Registration Mare •	Club team eilecrátion is spen. Spen Spen Stein Ol Jan; 2009 until 30 Jun; 2009.
Competitions	All days All genders All ages Pases	in telt i telt vi telt vi telt vi i
Game Day	GRADE ALLOCATIONS GENDER AGE GROUP DIVISION/ID	
1 Programs	User Guide League Senior Men 0 Teams Men Senior Seniors	<b>©</b> •
Participants		1-1al1 1ári -

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

AFL VAT	User Guide League + 2023		×
Play	Grades Telle Periodente and Hum	- 100 P	
iller gint. Uner Guide Dieb —			1411%
Tempetities.	-	and the second sec	
Drogroma	User Guide League Senior Men	Allocate a club team User Guide League Senior Men Seniors	80
😂 Pirikimaris 😅 Duralina & Burona		Mens • Senior • Rest	
😭 Montrat		Uter Guide Club Senior Men Seniors 0 players Mon Senior Seniors 🗹	
Venues expense		Allocate 1 team Cancel	







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

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

e AFLUAT VIDEAT	Camputilians User Guide League - 2023 User Guide League	
ising as	Grades Teams Participants Registration Mon V	â
Jser Guide Club	All days All gunders All äges Peret	1.1eft - 1aft + ->
Game Day	GRADE ALLOCATIONS GENOEP MAE GROUP DIVISION/ID	
Programs	User Guide League Senior Men 1 Team Man Senior Seniors Seniors	©∙
Participants		n talt toft •
· Terrator & Permite		

Click on the icon to view the team allocated to the **Grade**.

AFL UAT v10.64.1	Compatitions User Guide League - 2023	
Play	Uter Guide League	
Using as User Guide Club	Grades Teams Participants Registration More ↔	â
2 Competitions	All døys All genders All ages Reset.	1+1af1 → 1of1 →
Game Day	GRADE ALLOCATIONES GRINDER AR BROUN OVYSIONAND User Guide League Senior Men	
Programs	Seniors Seniors	\$° ^
😹 Participants	User Guide Club Senier d Players Mon Senior Senior	•
≓ Transfers & Permits		
Merchandise		n-tofi 👳 tofi 🖌

Repeat this process to add **Teams** for all other **Clubs** in the **Grades**.







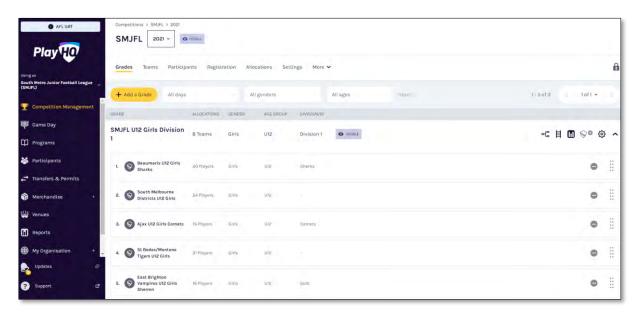
#### **Allocate Players to Teams**

In order for **Players** to be selected in **Team Lineup** they need to be registered to be able to be allocated to the team. This can be done when selecting a lineup for a match however performing this task will make selecting a lineup a much quicker process. **Players can be allocated to multiple teams**.

Please note clubs will always have access to be able to allocate players to teams and we strongly encourage that Leagues advise the clubs to perform this task. However this task can also be done from the League level if assistance is required.

In the left menu click on Competition Management, click on the Competition and click on the Season.

Under the **Grades** tab click on the  $\checkmark$  icon for the **Grade** the **Team** is in and click on the **Team**.



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

Play	Competitions > SMJFL > 2021 SMJFL 2021 ~ • • • • • • • • • • • • • • • • • •								
ing es outh Metro Junior Football Leagu 🎽	Grades Teams Participants	Registration Allocation:	s Settings More	÷					
Competition Management									
🖡 Game Day	+ Add a Team							1-13 of 13	: 1of1 ~
] Programs	TEAM	GWADE	CLUB	PLAYERB	GENDER	AGE	ID	REG DATE	
Participants	Mordialloc Braeside U8 Boys RED TEST*	Unallocated	Mordialloc Braeside Junior Football Club	ō	Boys	UB	RED		View
* Transfers & Permits	Ajax U12 Girls Comets	SMJFL U12 Girls Division 1	Ajax Junior Football Clu	b 22	Girls	U12	Cornets		View
	S Ajax US Boys	Unallocated	Ajax Junior Football Clu	b 0	Boys	US			View
Reports	Beaumaris U12 Girls Sharks	SMJFL U12 Girls Division 1	Beaumaris Football Clu	b 21	Girls	U12	Sharks		View
My Organisation +	East Brighton Vampires U11 Girls red	SMJFL U12 Girls Division 2	East Brighton Vampires Junior Football Club	o	Girls	υij	red		View
	East Brighton Vampires	SMJFL UI2 Girls Division	East Brighton Vampires Junior Football Club	13	Girls	012	Sherren		View

AFL Community Football League Admin PlayHQ User Guide







# Club Management - Allocate Players to Teams (cont)

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

	Players Registrations Awards					
sing as ast Brighton Vampires Junior potball Club						Grade Details
Competitions	Players				🖉 Edit Player Attributes	GRADE PLAYER POINTS
Game Day	NO. NAME	000	AGE GROUP	GAMES PLAYED		SMJFL U12 Girls Division 1 Not Required
Programs	5 Andie Sherren		UT2	29	Unallocate	FINALS ELIGIBILITY 4 Games
Participants	6 Amelia Harris		BLI	29	Unallocate	
→ Transfers & Permits	7 Pippa Jacobson		(DI3)	26	Unallocate	Team Details
Merchandise +	8 Sophie Nilsson		(01)	26	Unallocate	GENDER AGE Girls U12
Venues	10 Phoebe Fyle		012	16	Unallocate	IDENTIFIER
Reports	18 Ava Stewart		UII	18	Unallocate	HOME VENUE
			-0.00			VIC - Moorabbin West (Hampton East)

The Allocate Players pop up box will appear that will show a list of the Unallocated players. To Allocate Players to the Team click the tick box for each Player and click on the Allocate x Players button.

Play	() A	ntiona (1940-r. 2020) - 1	your 2	0 – a Conesta						
	Players	Allocate Pla Ajax U12 Girls Co	-							
	1000	Only active players ca	in be al	located to a team.						
	Players	Gender	_	Age Group	From DOB	To DOB				
	1 met	All	~	All Age Groups 🔷	DD/MM/YYYY	DD/MM/YY	YY 🗇	<ul> <li>Unallocated</li> </ul>		TLANE PORT
	2						1 - 20 of 20	1 of 1 ~		vision 4 Not Required
								Torr		
	1	Maya Benau	1/12		Unallocated	Female	Player		1	
	5	Indigo Duband	U13		Unallocated	Female	Player		1	
		Timna Gilboa	U13		Unallocated	Female	Player		]	500 100
		India Hoppe	un		Unallocated	Female	Player		]	
		Micaela Ickowicz	013		Unallocated	Female	Player		]	
		Jessica Katz	UID		Unallocated	Female	Player		1	(Caulfinid South)
	.e +						Alloca	ate 1 Player Car	icel	narini nye najini wistatili ngisani jeografi i Salaman







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

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

		East Brighton Vam	pires U12 Gi	rls Sherren			
Play HO	Players	Registrations Awards					
ing es ist Brighton Vampires Junior otball Club							
Competitions	Player	rs			6	Edit Player Attributes	Grade Details
	NO.	NAME		AGE GROUP	GAMES PLAYED		GRADE PLAYER POINTS SMJFL U12 Girls Division 1 Not Required
孠 Game Day	5	Andie Sherren		uta	29	Unallocate	FINALS ELIGIBILITY
D Programs							4 Games
Participants	6	Amelia Harris		012	29	Unallocate	
	7	Pippa Jacobson		013	26	Unallocate	Team Details
➡ Transfers & Permits				-			GENDER AGE
Merchandise +	8	Sophie Nilsson		INTE	26	Unallocate	Girls U12
😫 Venues	10	Phoebe Fyfe		1013	16	Unallocate	IDENTIFIER
				-			Gold
Reports	18	Ava Stewart		UTI	18	Unallocate	HOME VENUE VIC - Moorabbin West (Hampton East)
My Organisation +				-			
Updates 🕫	1.1.1	Genevieve Brooks		U12	8	Unallocaté	HOME GROUND Moorabbin West

If the **Players** wear the same jumper number in matches for the **Team** and you wish to allocate them click on **Edit Player Attributes**. Add the numbers in the box provided and click on the **Save** button in the top right corner.

Competitions > BMJFL > 2021 > East Brighton Vampires UI2 Girls Sherren Edit player attributes	Shina Cancel
PLAYEN Andie Sherren	NUMBER CAPTAINS
Amelia Harria	Prease select
Pippa Jacobson	7 Plosse select
Sophie Nilsson	8 Pitase select
Avo Stewart	10 Please select
Genevieve Brooks	Please select
	Edit player attributes PLAYER Andie Sherren Amelia Harris Pippa Jacobson Sophie Nilsson Phoebe Fyfe Ava Stowart







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

You will be returned to the Team Players page and the player jumper numbers will appear with the players in the **Players** list.

	0	East Brighton Vam	pires U12 Gi	rls Sherren			
PlayHO	Players	Registrations Awards					
Jaing as Jast Brighton Vampires Junior Gotball Club	O Suc	cossfully updated the team's player attrit	outes				\$
Competitions							
Game Day	Play	ers				<i>D</i> Edit Player Attributes	GRADE PLAYER POINTS
Programs	NO	NAME		AGE GROUP	GAMES PLAYED		GRADE PLAYER POINTS SMJFL U12 Girls Division 1 Not Required
Participants	5	Andie Sherren		(um)	29	Unallocate	FINALS ELIGIBILITY
Transfers & Permits	6	Amelia Harris		(LITE)	29	Unallocate	- anno
Merchandise +	7	Pippa Jacobson		(013)	26	Unallocate	Team Details
Venues	8	Sophie Nilsson		(ind)	26	Unallocate	GENDER AGE Girls U12
] Reports	10	Phoebe Fyfe		una )	16	Unallocate	IDENTIFIER
My Organisation +				-			Gold
Updates @	18	Ava Stewart		(Ans)	18	Unallocate	HOME VENUE VIC - Moorabbin West (Hampton East)
? Support 12	20	Genevieve Brooks		UIZ	8	Unallocate	HOME GROUND

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

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

Play	0	Compatibles of MARI-2020 of Max U12 Carls Carles							
Ajax Junior Football Club	T Players	Registrations Awards							
👻 Campetitions .						Grade Details			
III - tragestra	Play	yers		à	manmang hanglaka	GRADE SMJFL UI2 Girls Division 1 FINALS ELICIPLITY	PLAVER POINTS		
<ul> <li>Presidentes</li> <li>Presidentes de transmis</li> </ul>		C  1410	Are you sure you would I Maya Bena The player will be removed from	iu?	vallocite	4 Games			
E - et - en armites	4	Ruby Jotkowita	games		informity.	Team Details			
¥	5	Gabriella Kölliner		Cancel	initocal-	Genoen Girls	una		
III - the strength -		Harlow Lewin		1	Limileaste	Comets			
and there are	1	Jessica Lewis				HOME VEHUE VIC - Princes Park (Caulfield Sou	ini		
	18	Mia Meadows				HOME CROUND Oval 4			
3 Support	e	Ruby Page			Linationita	PARTICIPANT RELISTRATION LINK.	(register/2c9bad-a7baba98		
T Tony Seenders Tray Lebenbry Berliner to	-	0 Маул Велац			<u>Limiliocitie</u>	Configuration Profession Configuration Co			

You will be returned to the Team Players page and the player will be removed in the Players list.







#### Allocate Coaches, Assistant Coaches & Team Managers to Teams

In order for **Coaches** and **Assistant Coaches** to be able to be selected in **Team Lineup** they need to complete their <u>www.coach.afl</u> requirements and allocated to the team. **Coaches & Assistant Coaches can be allocated to multiple teams**.

In order for **Team Managers** to be selected in **Team Lineup** they need to be register and allocated to the team. **Team Managers can be allocated to multiple teams**.

Please note clubs will always have access to be able to allocate officials to teams and we strongly encourage that Leagues advise the clubs to perform this task. However this task can also be done from the League level if assistance is required.

Under the **Grades** tab click on the <sup>+</sup> button for the **Grade** the **Team** is in and click on the **Team**.

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

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

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

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*Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)* On the **Players** page scroll down to the **Team Staff** section in the bottom right of the page.

To Allocate a Coach to a Team, click on + Allocate Coach.

Play	Compatitions > SMUFL - 2021 > Ajax UI2 Girls Comets Ajax UI2 Girls Comets				
Using as Ajax Junior Football Club	Players. Registrations Awards				
Y Competitions	7 Jessica Lewis	UI2	1	Unallocate	HOME VENUE VIC - Princes Park (Caulfield South)
Game Døy	8 Mia Meadows	UTE	τ	Unallocate	HOME GROUND Oval 4
🗱 Partlöipants	9 Ruby Page	us.	U.	Unallocate	PARTICIPANT REGISTRATION LINK https://www.uat.playhq.com/afi/register/2c9ba4-a7baba98
← Franslers & Permite	+ Allocate player				Copy Participant Registration Link
Merchandise -	Previous Players				Team Staff
Reports	NO. NAME	AGE GROUP	GAMES PLAYED		COACH + Allocate Coach
My Organisation +	- Maya Benau	U12	1	Add to team	ASSISTANT COACH + Allocate Assistant Coach
Settings	- India Hoppe	un	4	Add to team	TEAM MANAGER
Support 2					+ Allocate Team Manager
T Tony Saunders					Edit Team

The Allocate Coach pop up box will appear that will show a list of the Unallocated coaches.

To Allocate Coach to the Team click the tick box for a Coach and click on the Allocate 1 Coach button.

Please note only 1 Coach can be allocated to a team.

Play	() A*	ninow i BMSEL 2021 - Maximu	Linité Loman				S
Ajax Junior Pootball Club	Philippine	Allocate Coach Ajax U12 Girls Comete					
W	8	Gender All ~	DD/MM/YYYY	To DOB	Unallocated		(Caullield South)
m					-1 - 11 of 11	(> 1of1 ~ - )	TRATION LINK
Standard a second	+	Daniel Brunner		Male	Coach	a j	inying com/ailing/stor/2696a4-n76aba94
ф ——		Matt Dudakov		Male	Coach		statu.
ψ	Previou	Jamie Flinkier		Non-Binary	Coach		
111		Brian Goldberg		Male	Coach		
· +y/		Phillip Goldberg		Male	Coach		
ST. Lauren		Andrew Jackson		Male	Coach	□.	( cert
alippon Ø					Alloca	te 1 Coach Cancel	







*Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)* You will be returned to the Team Players page and the coach will appear in the **Team Staff** list.

Play 😳	Competitions > SMJFL - 2021 > Ajex U12 Girls Comets Ajax U12 Girls Comets				
Usinges Ajax Junior Football Club	Players Registrations Awards				
Y Competitions	7 Jessica Lewis	UTA	1	Unallocate	HOME VENUE VIC - Princes Park (Caulfield South)
Game Day	8 Mia Meadows	UIS	í.	Unallocate	HOME GROUND
🋱 Programs	9 Ruby Page	SIU	1	Unallocate	PARTICIPANT REGISTRATION LINK
Participants Transfers & Permits	+ Allocate player				https://www.uat.playhq.com/afl/register/2c9ba4-a7baba98
Morchandiso					😝 Print Team List Report
Wenues.	Previous Players				Team Staff Management Access 🖗
Reports	NO. NAME	AGE GROUP	GAMES PLAYED		Daniel Brunner
My Organisation +	- Maya Benau	1612	1	Add to team	Unallocate ASSISTANT COACH
🟥 Settings +	- India Hoppe	un	3.0	Add to team	+ Allocate Assistant Coach
	Ar				TEAM MANAGER
Support 12					Edit Team
Tony Saunders					Contraction of the Processing Contract

To unallocate a coach from the team click on **Unallocate** for the coach.

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

Play	Ajax U12 Girls Comets	uni di Par Dormain			×
Varrig al South Metro Junior Football Leagu —	Players Registrations			Girls Un	
🛫 Competition Manuel Internet. III Competition III Annual Comp	8 Kuby Page + Aliconte pulyer		Anunocato	NDENTIFIER Comets Home venue	
😹 stationeri 😅 Translance inserver	Previous Players	Are you sure you would like to unallocate Daniel Brunner? The coach will be removed from the team for future		VIC - Princes Park (Caulfield South) nome anound Oval 4	
<ul> <li>Maryan Manada - Sanata - S</li></ul>	- Maya Genu - India Hoppe	games	to bours	Team Staff COACH Daniel Brunner	Nongrosti su G
<ul> <li>De Departmenton</li> <li>Serverg e</li> </ul>				UmblioCaan Assistatif ColAch + amcara Ambridan Comm TEAM MAALAGEN + amuna Surr/Manasa	
Support (2) T Tony Saunders					

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







# *Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)* To Allocate an Assistant Coach to a Team, click on + Allocate Assistant Coach.

To **Allocate Assistant Coach** to the **Team** click the tick box for a **Coach** and click on the **Allocate x Assistant Coaches** button.

Please note multiple Assistant Coaches can be allocated to a team.

Play	() A'	minine × MISC and Alexand	ita e				
Ajax Junior Football Club	(France)	Allocate Assist					
Emportilians		Ajax U12 Girls Comet	S From DOB	To DOB			(Caulifield South)
¥		All ~	DD/MM/YYYY	DD/MM/YYYY	Unallocated		
Ш. н	а				1 - 10 of 10	1 of 1 ~	NATION LINK
S- 1-111	+	Matt Dudakov		Male	Coach		inging.com/h11/register/260694-97640491
2 marsh		Jamie Flinkier		Non-Binary	Coach		74. 790.
18	Previou	Brian Goldberg		Male	Coach		I manufacture O
	100	Phillip Goldberg		Male	Coach		
		Andrew Jackson		Male	Coach		
		Benjamin Jotkowitz		Male	Coach		1 0
7 Support C2					Allocate 2 Assistant Co	Cancel	
							a

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

Play		Competitions > SMJFL - 2021 > Aja Ajax U12 Girls Cor					
Using as Ajax Junior Football Club	Players	Registrations Awards					
Competitions	9	Ruby Page Allocate player	un		Unallocate	PARTICIPANT REGISTRATION LINK https://www.uat.playhq.com/afl/registor/2c9ba4-a7baba98 G Copy Participant Registration Link	-
<ul> <li>Programs</li> <li>Participants</li> <li>Translets &amp; Permits</li> </ul>	Prev	ious Players				Print Team List Report Team Staff Management Access	>
Merchandise	NC	). NAME Maya Benau	AGE GROUP	GAMES PLAYED	Add to leam	COACH Daniel Brunner Unallocate ASSISTANT COACH	
🗴 Réports		India Hoppe	unt.	1	Add to Inam	Jamie Flinkier Carlorate Matt Dudakov Carlorate	
≟≓ Séttings	*					Hincele Ausstant Coasth TEAM MANAGER     Allocate Team Manager	
Support     Tony Saunders     Tonysaunders/ball.com.au	C2 -					Edit Taam	







# *Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)* To unallocate assistant coaches from the team click on **Unallocate** for an assistant coach.

The unallocated pop-up will appear, click on the Unallocate Assistant Coach button.

Play	Ajax U12 Girls Com			×
Neeg ie South Metro Junior Football Leagu 🌱	Players Registrations			
🛫 Georgestiller Managamari			HOME VENCE VIC - Princes Park (Cauilleid South)	
The survey Carp	Provious Players		HOME GROUND Ovol 4	
(II) mapping	165 114.50 .			
\$ minimal	- Maya Bénau	Are you sure you would like to unallocate Matt Dudakov?	Team Staff	menagement kausas 🔕
2ª manine mana	- India Hoppe	The assistant coach will be removed from the team		
C Marahamara		for future games	Daniel Brunner Unnigente	<u> </u>
the corner		Unallocate Assistant Coach     Cancel		
· · · · · · ·			Jamie Flinkier Vomlocate	
· An organistica			Matt Betakov Veriforate	:2
tte quança			+ Alterate Arabitan Con	
			TEAM MANAGER	
			+ Similarian	
Support 12				
T Tony Sounders				

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

To Allocate a Team Manager to a Team, click on + Allocate Team Manager.

Click the tick box for a Team Manager and click on the Allocate x Team Managers button.

Please note multiple Team Managers can be allocated to a team.

Play	57	nthum   Secre 2021   Apertus X U12 Girls Come						
	Players Rep.	stations Awards					÷.	
	+	Allocate Team I Ajax U12 Girls Comet						sistor/DcObn4'e76ntm08
	1000	Gender	From DOB	To DOB			Rennersanten Lande	
	Previou	All	DD/MM/YYYY	DD/MM/YYYY	Unaflocated	3 1 1 of 1 🛩 🖡		
	1.1	team manager 2		Female	Team Manager	×		
		Nicola Shark		Female	Team Manager	2		-
		Lilah Vega		Female	Team Manager	<b>.</b>		-
=					Allocate 3 T	eam Managers Cancel	-	







# Club Management - Allocate Coaches, Assistant Coaches & Team Managers to Teams (cont)

You will be returned to the Team Players page and the team manager will appear in the Team Staff list.

Play	Competitions > SMJR- 2021 > Ajax U12 Girls Comets Ajax U12 Girls Comets		
Using as Ajax Junior Football Club	<ul> <li>Players Registrations Awards</li> </ul>		
	Previous Players	Team Staff	Ianagement Access 😡
Game Day	NO. NAME AGE GROUP GAMES PLAYED	COACH	
Programs	- Maya Benau VIII 1 Add to team	Daniel Brunner Unallocate	
👹 Participants	- India Hoppe Un 1 Addito Sarm	ASSISTANT COACH	
≓ Translers & Permits	india noppe on i not useriti	Unallocate	
Merchandise		Matt Dudakov Unallocate	
Wenues		+ Allocate Assistant Coach	
Venues		TEAM MANAGER	
Reports		Nicola Shark Unallocate	
() My Organisation		team manager 2	
Settings		<u>Unallocate</u> Lilah Vega	
		Unallocate	171
		+ Allocate Team Manager	
Support	e		
T Tony Saunders	·	Edit Team 🗃 Deloce Team	

At this point if you wish give **Management Access** to any of the **Team Staff** you can toggle the switch to on. This will enable those **Team Staff** to create & change lineups as well enter match results & add player statistics using **My Teams** in the account profile.

To unallocated team managers from the team click on **Unallocate** for a team manager.

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

Play	Competitions > 54/41 > 2021 > teams > Also Line Directoness Ajax U12 Girls Comets	×
Baing as South Metro Junior Pootball Leagu <sup>19</sup>	Players degistrations - Tread Incpos 21.Jun/201 108 Additional	
T Competition Management	- name takkan - Elimiten - an	Team Staff
ann buy		COACH Daniel Brunner
🛱 Prógrams		Junallocate
Participants-	Are you sure you would like to unallocate	ASSISTANT COACH Jamie Flinkier
😂 aminini n harana	Lilah Vega? The team manager will be removed from the team for	Unällpcatz Matt Dudakov
Minimum.	file cean manager will be removed non-the cean for future games	
there where no a	😭 Unallocate Team Manager Cancel	+ Alocate Azertaten) Coastr
The Property		TEAM MANAGER Nicola Shark
() Ayanovisian		Inallocate team manager 2
the second		Liah Vega
		indificate
-		+ Auccure fear Menu
E Support. 12		
T Tony Saunders		

You will be returned to the Team Players page and the team manager will be removed in the Team Staff list.







### **Captain Management**

On the **Players** page scroll down to the **Captains** section in the bottom right of the page. To add **Captain(s)**, **Vice Captain(s)** and **Deputy Vice Captain(s)** to a **Team**, click on **+ Edit Captains**.

AFL UAT	Competitions > SMJFL-2021 > East Brighton East Brighton Vampire					
Play	Players Registrations Awards					
Using as East Brighton Vampires Junior Footbell Club	+ Allocate player					Maaraaan west
Y Competitions						Team Staff
🕎 Game Day	Previous Players					COACH
Programs	NO. NAME		AGE GROUP	GAMES PLAYED		+ Allocate Coach
💐 Participants	- Amelia Wall	6	urs.	5	Add to team	ASSISTANT COACH  Allacate Assistant Coach
← Transfers & Permits	- Alana Whitelegg		013	1	Add to team	TEAM MANAGER
论 Merchandise +	- Milla Teelow		1813	16	Add to team	+ Allocate Team Manager
😂 Venues	- Poppy Tresise		UTS	7	Add to team	Captains + Edit Captains
Reports						T rate capenus

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

AFL UAT	Competitions > SMJFL > 2021 > East Brighton Vampers U12 Clints Sherren Edit player attributes	Save Cancel
Play 现		
Using as	PLAYER	NUMBER CAPTAINS
East Brighton Vampires Junior Football Club	Andie Sherren	5 Ploase select ~
Competitions		Please select Captain
Game Day	Amelia Harris	6 Vice Captain Deputy Vice Captain
Programs	Pippa Jacobson	
Narticipants		7 Please select
← Transfers & Permits	Sophie Nilsson	8 Plaase select
Merchandise +		
😂 Venues	Phoebe Fyfe	10 Piezse select
Reports	Ava Stewart	
My Organisation +		18 Please select
Updates 6	Genevieve Brooks	20 Please select ~
Support C		







# Club Management - Captain Management (cont)

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

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

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

O AFLUAT	Competitions > SMJFL-2021 > Eleast Brighton Va						
Play	Players Registrations Awards						
Using as East Brighton Vempires Junior Football Club	Previous Players					COACH	
2 Competitions	NO. NAME	nop	AGE GROUP	GAMES PLAYED			
👜 Game Day	- Amelia Wall		(UII)	5	Add to team	ASSISTANT COACH + Allocale Assistant Coach	i
Programs	- Alana Whitelegg		(unz	Â	Add to Jeam	TEAM MANAGER  Allocate Team Manager	1
A Participants	- Milla Teelow		(813)	16	Add to team	Captains	
➡ Transfers & Permits	- Poppy Tresise		ure .	7	Add to team	CAPTAIN	
🎲 Merchandise +	- Sienna McPherson		(VII)	5	Add to team	Genevieve Brooks	
😂 Venues						VICE CAPTAIN	
Reports	- Isla Lewis		UT2	ņ	Add to team	Phoebe Fyfe	•
My Organisation +	Camille Marlow		1015	34	Add to team	Andie Sherren	•
Updates d <sup>g</sup>	- Luella Hall		un .	24	Add to team	+ Edit Captains	
? Support 🖸	- Georgia Naughton		SEU	7	Add to leam	Edit Team	
T Tony PP Saunders	- Clementine Pitts		013	8	Add to team		







# **13. Competition Management**

### **Change Team Fixture Number**

In preparation for generating fixtures, the fixture key number for each team allocated to the Grade is able to be changed.

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season**, under the **Grades** tab click on the  $\checkmark$  icon for the **Grade** you want to create a fixture for.

	Competitions > PlayHQ Test Leagu	-	• • WEIGHT	1							
Lising as PlayHQ Test League	Grades Teams Particip	ints Registi	ration Alloc	ations Settin	gs More 🗸						â
2 Competition Management	+ Add a Grade	ade teams	All days		All gende	rs	All ages	Ringsong	1-1of1 C	lof1.∽	1
👜 Game Day	GRADE	ALLOCATIONS	GENDER.	AGE GROUP	DIVISION/ID						
🌐 Programs	Playhq Senior Men Reserves	6 Teams	Men	Senior	Reserves	• HEDDEN			Generate Fixture	00	@ <b>~</b>







# Competition Management - Change Team Fixture Number (cont)

Each team has a number which relates to the position in the fixture key, to change this number click on the  $\ddot{\ddot{\ddot{u}}}$  icon for the **Team** and drag the **Team** up or down. The new position will automatically save.

2										
Grades Tea	ams Participar	nts Registr	ration Alloc	ations Setti	ings More 🗸					1
agement + Add a Grad	de t Regrad	de teams	All days		All genders	All ages	Ginnari	1-1of1 Car	1 of 1 🛩	
Playhq Senio Reserves	or Men	6 Teams	Men	Senior	Reserves O modern			Generate Fixture	00 6	3 ^
1. S Carra	ara Senior Men erves	O Players.	Man	Senior	Reserves				•	:
2. S Coorr Reser	mera Senior Men erves	O Players	Man	Senior	Reserves				•	i
3. S Kedro	ron Senior Men	Ó Playora	Man	Senior	Rosorves				•	:
4. S Kenn	more Senior Men	Ó Players	Man	Senior	Reserves				•	
Twee	d Const Sanlar	O Players	Mirin	Senior	Reserves				•	
		O Players	Man	Sanior	Reserves				•	
Reset	irves									
	> PlayHQ Test League	-	• O VISIBLE	8						
PlayHQ		1e 2023	_	ations Setti	ings More 🗸					6
PlayHQ	Test Leagu	1e 2023	_		ngs More V All genders	All ages	ing.	)-1of)	1of1 ~	6
PlayHQ	Test Leagu	1e 2023	ration Alloc			All ages	ing.	1–1of) Generate Fixture	ارون کو چ	
PlayHQ Grades Ter + Add a Grad Playhq Senic Reserves	Test Leagu earns Participar de Regrae or Men	le 2023 de teams	All days.	ations Setti	All genders	All ages	ing.			
PlayHQ Grades To: Add a Grad Playhq Sonic Reserves 1. S Coor Reserves	Test Leagu anns Participar de Participar regra	2023 de teams 6 Teams	All days. Men	senior	All genders Reserves O Hebick	All ages	ine.		<b>©•</b> @	> ~
PlayHQ Grades Tex + Add a Grad Playhq Senic Reserves 1. S Coom Rece Reserves	Test Leagu sams Participar de Participar de Regra or Men mara Senior Men rore Senior Men more Senior Men	I C 2023	All days Men Men	Senior Sanior	All genders Reserves • Hobien Reserves	All ages	Test.		0° @	
PlayHQ Grades To: + Add a Grad Playhq Senic Reserves 1. S Coom Rece 2. Kedr Reserves	Test Leagu sams Participar or Men or Men mera Senior Men more Senior Men more Senior Men more Senior Men	I CO23	ation Alloc All days Men Men	Senior Senior Senior	All genders Reserves Reserves	All ages	ine:		0 0	
PlayHQ Grades To: + Add # Grade Playhq Senic Reserves 1. © Com Reserves 2. © Kedr 2. © Kedr 3. © Kedr 4. © Twee	Test Leagu arms Participar or Men mara Senior Men more Senior Men more Senior Men more Senior Men more Senior Men more Senior Men	le 2023 - nts Registr Se teams 6 Teams 0 Players 0 Players	All days. All days. Men Men Men	Senior Setti Senior Senior Senior Senior Senior	All genders Reserves Reserves Reserves	All ages			0 0 0	· · · · · · · · · · · · · · · · · · ·
PlayHQ Grades Tex Add a Grad Playhq Senic Reserves 1. O Corr Reserves 2. O Kedr Reserves 3. O Kenn Reserves 4. O Tween Reserves 5. O Veren	Test Leagu arms Participan de Participan de Participan de Participan de Participan de Regras de Regras de Coast Senior Men rrves de Coast Senior Reserves	I Construction of the second s	Alloc All days. Men Men Men	senior Senior Senior Senior Senior Senior	All genders Reserves Reserves Reserves Reserves Reserves	All ages	inst.		©• @ 0 0	

Please note once fixtures are generated or uploaded the team fixture number cannot be changed. However if a fixture is generated and deleted this would open up the option to change the team numbers.

More information, including excel templates, about fixture keys is available <u>here</u>.







### **Generate Fixture**

On the **Grades** Page, click on the **Generate Fixture** button for the **Grade** you want to create a fixture for.

Play 10	Competitions > PlayHQ Test Lea		O VISUAL	0							
ng es HHQ Test League	Grades Teams Partic	ipants Registra	ition Alloc	ations Setti	ngs More 🗸						6
Competition Management	+ Add a Grade 🕴 👎 Re	grade teams	All days		All gende	irs	All ages	- 10-07	1-1 of 3	1 of	19
Game Day	GRADE	ALLOCATIONS	GENDER	AGE GROUP	DIVISION/ID						
Programs	Playhq Senior Men Reserves	6 Teams	Men	Senior	Reserves	O HIDDEN			Generate Fixt	ure QC	<b>0</b> ©
Participants									1-10F1	1 of	1.4

On the **Fixture a Grade** page in the **Regular Season** section add the **Grade start date**, **# of rounds** and select the **Frequency**.

Play 10	Fixture a Grade Playing Senior Men Reserves	• • •	fortune Cancel
Using as PlayHQ Test League	Fixture Settings		
T Competition Management			
👜 Game Day	Round Robin Rounds		
Programs	Grade start date*	# of rounds"	Frequency*
😽 Participants	12/11/2022	10	Weekiy.
▲ Incidents	Additional bye per round		
↔ Transfers & Permits	This will generate a regular season fixture with one less match p	er round resulting in two additional teams having a bye in each ro	und.







# In the Finals section Select finals format.

There are two options available or the **Finals** button can be turned off and finals fixtures can be generated later in the season.

The first option is **Standard Format** which provides all of the options available in the platform based on the number of teams in the **Grade**. This option will automatically add teams based on ladder positions at the end of the regular season, however these can be edited manually.

First select the **Number of teams in Finals**, options provided will be based on the number of **Teams** in the **Grade**.

Play HO	Fixture a Grade	• • •	Designer Diff() 2 Cancel
Using as PlayHQ Test League ~	Finals 💽		
Y Competition Management	Finals formats 0 Standard Custom		
👜 Game Day	Number of teams in Finals*		
Programs	Please select:		
😣 Participants	2 3 FORMAT		
	4 5 e	DESCRIPTION	
↔ Transfers & Permits	of teams in Finals to view	the standard formats	

Tick the option that is required.

Play 10	Fixture a Grad	8	• • •	Review fixture	Cancel
Using as PlayHQ Test League ~	Finals 💽				
Competition Management	Finals formats  Standard	Custom			
Game Day	Number of teams in Finals				
Programs	4 ~	]			
😸 Participants	ROUNDS	FORMAT	DESCRIPTION		
	3 Rounds	4 Team / 3 Round - Tiered	Top A play off in round 1 with double chance (or top 2; (1v2; 3v4], (L1vw2); (WrivW3)		
← Transfers & Permits	3 Kounds	4 ream / 3 Nound - Hered	rop a play off in (ound ) with double chance for top 2: (1v2: swell, (L1vW2), (W1vW3)		
🎲 Merchandise +	2 Rounds	4 Team ≠2 Round - Knockout	Top 4 play off in round 1. Two winners play each other in grand final. (1v4, 2v2), (WVW2)	0	







The second option is **Custom Format** which enables admins to select the number rounds for the finals series and add the date, time, teams and venues manually.

	Fixture a Grade     Playing Senior Men Reserves	• 0.0	Boviow fixiung Cancel
Diling as PlayHQ Test League	Finals  Finals  Finals formats  Constraints Constraint		
👜 Game Day	1 Round		0
Programs	2 Rounds		0
😽 Participants	3 Rounds		
	3 Kounds		0
← Transfers & Permits	4 Rounds		0

In the **Exception dates** section any exception dates added when the season was created will show, if you wish to remove these dates untick the **Season Setting** box.

If you wish to add other exception dates select the **From** date, the **To** date, add a **Reason** and click on the **+ Add** button. If you make a mistake adding other exception dates you can click on **Remove**.

Click on the **Review fixture** button in the top right corner.

	Fixture a Grade Pleying Senior Men Reserves		• c o	Review fixture Cancel
Play HO	Round Robin Rounds			
Using as PlayHQ Test League 🗸 🗸	Grade start date*	# of rounds*	Frequency"	
Y Competition Management	12/11/2022	10	Weekly	÷
🛱 Game Day	Additional bye per round			
Programs	This will generate a regular season fixture wit	h one less match per round resulting in two add	itional teams having a bye in each round.	
😽 Participants				
	Finals ()			
← Transfers & Permits				
Merchandise +	Exception dates			
Wenues	Please add exception dates to this grade whe	re you don't want to have games scheduled (eg.	holidays).	
Reports	From DD/MM/YYYY	To DD/MM/YYYY	Reason	+ adid
Dydates 19	DD/MM/YYYY	DD/MM/YYYY	Please type	7 400
? Support 🗗	23 Dec 2022 - 02 Jan 2023 Christmas	Break		Skeson setting: 🔽
T Tony PP Saunders	26 Jan 2023 - 30 Jan 2023 Long weeke	ind		(Terresee)







The **Review Fixture** page will give you a summary of the **Rounds**, as well as a summary the **Finals** (if this option was selected) and a summary of the **Teams** with their home venues.

	Fixture a Grade		0.0	Next	Back
Play 10	ROUNDS	DATE	Teams		
ing as ayHQ Test League 🗸 🗸	Round 1	12 Nov 2022	1 Coomera Senior Men Reserves		
Competition Management	Round 2	18 Nov 2022	QLD - Coomera Sports Park (Coomera), Coomera Sports Park		
Game Day	Round 3	26 Nov 2022	Kedron Senior Men Reserves QLD - EK (Ted) Anderson Oval (Kedron), EK (Ted) Anderson Oval		
Programs	Round 4	03 Dec 2022	3 Kenmore Senior Men Reserves		
Participants	Round 5	10 Dec 2022	QLD - Akuna Oval (Kenmore), Akuna Oval		
Incidents	Round 6	17 Dec 2022	4 Tweed Coast Senior Men Reserves NSW - Barry Sheppard Oval (Tweed Coast), Barry Sheppard Oval		
Transfers & Permits	Christmas Break	24 Dec 2022 &. 31 Dec 2022	5 Yeronga Senior Men Reserves		
Merchandise +	2000 C		QLD - Leyshon Park (Yeronga), Oval 1		
Venues	Round 7	2205 nat. 70	6 Carrara Senior Men Reserves		
	Round 8	14 Jan 2023	QLD - Alan Nielsen Park (Carrara), Alan Nielsen Park		
Reports *	Round 9	21 Jan 2023			
Updates @	Long weekend	28 Jan 2023			
Support C	Round 10	04 Feb 2023			

Click on the Next button in the top right corner.

In the **Time Slot Allocation** section there two options available.

With the first option leave **Set each time slot individually** turned off and select the **Day** and **Start Time** for ALL matches in the **Grade**.

Play 10	Fixture a Grade Phylog Semior Man Resorves	0 0 •		Generate Fixture Back
Using as PlayHQ Test League ~	Review Fixture			
2 Competition Management				
Game Day	Time Slot Allocation			
Programs	Nominate a day and start time for each time slot. Time slots determ	ine which day and start time each game is allocated to by default.		
😹 Participants	Set each time slot individually			
A Incidents	TIME SLOT	DAV:	STARTTIME*	
← Translers & Permits	All	Saturday 🗸	12 : 00	pm v
Merchandise +			· · · · · · · · · · · · · · · · · · ·	







With the second option turn on **Set each time slot individually** and select the **Day** and **Start Time** for each **Time Slot** individually. This option might be used as example for a match of the round.

	Fixture a Grade Playing Senior Men Reserves	a a •		1	Generate Fixture	Back
Using as PlayHQ Test League ~	Review Fixture					
Y Competition Management						_
👜 Game Day	Time Slot Allocation					
Programs	Nominate a day and start time for each time slot. Time slots detern	nine which day and start time each game is allocated to by default				
😹 Participants	Set each time slot individually 🌑					
	TIME SLDT	DAY*	START TIME:			
➡ Transfers & Permits	1	Saturday	12 ;	00	pm y	
📸 Merchandise +	2	Saturday ~	12	00	pm y	
👑 Venues						
Reports	3	Sunday	12	00	pm Y	
, Updates (2						

Click on the **Generate Fixture** button in the top right corner.

You will be returned to the Grades page with a confirmation message that the fixture was successfully generated.

e AFLUAT	Competitions > PlayHQ Test Lea		o yainii	1					
Using as	Grades Teams Partic	ipants Registra	tion Alloc	ations Settin	ngs More 😽				6
PlayHQ Test League	+ Add a Grade	grade teams	All days		All gende	ns	All ages	-	(-tof) Toft •
Game Day	Fixture successfully gener	ated for Playhq Senior	Men Reserves						×
Programs	GRADE	ALLOCATIONS	GENDER	AGE GROUP	DIVISION/ID				
😹 Participants	Playhq Senior Men	6 Teams	Men	Senior	Reserves	O WEDTH			~ H II \® @ ~
A incidents	Reserves								
← Transfers & Permits									tetoft s toft v S







To view the fixture click on the  $- \mathbb{C}$  icon for the **Grade** or click on the **Grade** name.

O AFLUAT	Competitions > PlayHQ Test League > 2023 > G Playhq Senior Men Rese		ves		
Play HQ	Fixture Ladder Settings				
PlayHQ Test League	Fixture				
Y Competition Management	Regular Season Finals				
🖷 Game Day	+ Add a Game				
Programs	-				
🐣 Participants	Round 1				
Incidents	SATURDAY, NOVEMBER 12				
← Transfers & Permits	Reserves	- vs -	Carrara Senior Men Reserves	12:00PM QLD - Akuna Dval (Kenmon) / KENM	Upcoming
😚 Merchandise +	Coomera Senior Men Reserves	- vs -	Kedron Senior Men Reserves	12:00PM QED - Coomera Sports Park (Coomera) / CDOM	Upcoming
Venues	Tweed Coast Senior Men Reserves	- vs	Yeronga Senior Men Reserves	NSW - Barry Sheppard 12:00PM Oval (Tweed Coast) / Twec	Upcoming
-	* 19 N. 200			17763	
Updates of	Round 2				
? Support 🖸	SATURDAY, NOVEMBER 19				
T Tony PP Saunders	Kedran Senior Men Reserves	- vs -	Kenmore Senior Men Reserves	12:00PM QLD - EK (Ted) Anderson Oval (Kedron) / REDR	Upcoming







#### Make Fixtures Visible/Hide Rounds

On the **Grades** page click on the **Hidden/Visible** button for the **Grade**.

C MECONI	HQ Test League > 202	2023 - O Vitante				
Grades Using as PlayHQ Test League	Teams Participants	Registration Allocations \$	iettings Mare 🗸			1
and the second se	a Grade	All days	All genders	All ages	Report	1-10f1 - 10f1 -
GRADE GRADE	ALLOC	ATIONS GENDER AGE GROU	P DIVISION/ID			
	Senior Men 6 Tea es	ns Mén Senior	Reserves G			-c ╡ O ⊗ ©
Participants						libit toll~
▲ incidents						1011 V

In the **Grade Visibility** pop-up select **Hidden** to hide the fixtures from the public view or select **Visible** and **All Rounds** or select which **Rounds** for the public view and click on the **Confirm** button.

O AFLUAT	Competitions + PlayHQ Test Lo.						×
Play	PlayHQ Test Lea	gue 2023 -	0.000				
using ex PlayHQ Test League	Grados Tobras. Partie	opants Registre	tion Allocations	Settings More 🛩			ñ
Tompetition Management		-	All out ye	All genders	. All ages		
Game Day			• Grade visib	ility			
Programs	Playhq Senior Men Reserves	6 Teams	Set whether you would	like this grade visible on your associati	ion's public landing page.	-: H 🗖	) Se @ ~
Participants			A ALZER C	C HIDDEN			
			Select which rounds to				t at t w
≓ Transfers & Permits			U All Iounus (delault)	KILD K4			
😭 Merchandise –			Confirm Ca	ncel			
Venues							

#### **Add Finals Fixtures**

Click on the Finals tab and click on the + Add Finals button.

AFLUAT	Competitions > PlayHQ Test League > 2022 > Grades > Playhq Service Man Reservez Playhq Senior Men Reserves
Play 10	Fixture Ladder: Settings
Idsing at PlayHQ Test League:	Fixture
<b>Competition Management</b>	Regular Season Finals
👜 Game Day	
Programs	There are no finals for this grade
🐉 Participants	+ Add Finals







# Competition Management - Add Finals Fixtures (cont)

On the Add Finals page under Select finals format, choose an option under Standard format or Custom Format and click on the Save & Review button in the top right corner.

AFL UAT	Add Finals	• 0	Save & Review Cane
Play	Playhq Senior Men Reserves		
sing as layHQ Test League ~	Select finals format*		
Competition Management	Finals formats		
Game Day	Number of teams in Finals*		
] Programs	4 ~		
Participants			
L Incidents	ROUNDS FORMAT	DESCRIPTION	
Transfers & Permits	3 Rounds 4 Team / 3 Round 1 Tiered	Top 4 play att in round 1 with double chance for top 2. (w2, 3v4), (L1vW2), (W1vW3)	0
Merchandise +	2 Rounds 4 Team / 2 Round - Knockaut	Tog 4 play off in round 1. Two winners play each other in grand final. (iv4, 2v3), (WhW2)	0
Venues			
	Add Finals  Physical Senior Men Reserves	• •	Save & Review Cance
ngas yHQ Test League	Select finals format*		
Competition Management	Finals formats		
Competition Management	Finals formats  Custom		
			0
Game Day Programs	Standard 🕑 Custom		0
Game Day	🔿 Standard 🛛 🥑 Custorn		0

On the **Review Fixture** page scroll to the bottom, check the finals rounds under **Finals** and click on the **Update fixture** button in the top right corner.

O AFL UAT	Review Fixture Playhq Senior Men Réserves		o •	Update fixture	Baci
Play	Round 4	03 Dec 2022			
Jeing as	Round 5	10 Dec 2022	5 Yeronga Senior Men Reserves		
layHQ Test League 🛛 🗸 ~	Round 6	17 Dec 2022	6 Carrara Senior Men Reserves		
Competition Management	Christmas Break	24 Dec 2022 &. 31 Dec 2022			
Game Day	Round 7	07 Jan 2023			
Programs	Round 8	14 Jan 2023			
Participants	Round 9	21 Jan 2023			
A Incidents	Long weekend	28 Jan 2023			
Transfers & Permits	Round 10	04 Feb 2023			
Merchandise +					
Venues	FINALS	DATE			
Reports	Finals Round 1	11 Feb 2023			
Updates @	Preliminary Final	18 Feb 2023			
? Support 12	Grand Final	25 Feb 2023			

AFL Community Football League Admin PlayHQ User Guide







### Competition Management - Add Finals Fixtures (cont)

You will be returned to the **Settings -> Fixturing** page with a confirmation message that the finals have been successfully generated.

AFL UAT	Competitions > Playid Test Lasgue > 2023 > Grades > Playing Senior Men Reserves	
	Playhq Senior Men Reserves	
Play	Fixture Ladder Settings	
Using as PlayHQ Test League	Finale successfully generated for Playing Sensor Men Reserves.	×
Y Competition Manageme	ant	
Game Day	Regular Season Fixture	
Programs	Regular Season	
😹 Participants	First Round	12 Nov 2022
A Incidents	Last Round	04 Feb 2023
➡ Transfers & Permits	Number of Rounds	10
<ul> <li>Iransfers &amp; Permits</li> </ul>	Frequency*	Weekly
Merchandise	Additional Bye Per Round	No
Venues		
Reports		
My Organisation	- Finals Fixture	
Settings	Finals	
Updates	Format	4 Team / 3 Round - Tiered
Updates	First Round	11 Feb 2023
? Support	C Last Round	25 Feb 2023
- Tony PP Saunders	Number of Teams	4
T tony sounders gali.com.au	Number of Rounds	3

### **Generate Finals Fixtures – Standard Format**

To view the finals fixture structure added, click on the **Fixture** tab and click on the **Finals** tab.

AFL UAT	AT Compatibions > MayNg Teat Loague > 2023 > Grades > PlayNg Senifor Men Reserves PlayNg Senior Men Reserves						
-	riaying benior men k	cacivea					
Play HO							
	Fixture Ladder Settings						
Using as							
PlayHQ Test League ~	- Frankrike -						
	Fixture						
Y Competition Management	Regular Season Finals						
👼 Game Day							
	+ Add a Game						
Programs							
	The second se						
🐣 Participants	Finals Round 1						
	SATURDAY, NOVEMBER 12						
VI incidents							
😅 Transfers & Permits	Ladder Position 1	- VS -	Ladder Position 2	Game 1	TBC Time	TBC Location Game allas:	Uccomina
	~		•			Qualifying Final	
🎲 Merchandise +						-	
all states and states a	Ladder Position 3	• VS -	Ladder Position 4	Game 2	TBCTime	TBC Location Game alias:	Upcoming
Venues	•		•			Elimination Final	
Reports							
W service	Preliminary Final						
Updates d	1 Presimilary Prinar						
updates 🖉	SATURDAY, NOVEMBER 19						
? Support 2						TBC Location	
	Loser Game 1	- vs -	Winner Game 2	Game 3	TBC Time	Game allas:	Upsaming
T Tony PP Saunders	10 Y					Preliminary Final	







## Competition Management - Generate Finals Fixtures - Standard Format (cont)

At the competition of the regular season when all of the matches have been finalised select the **Ladder** tab and click on the **Assign Finals Teams** button.

	Competitions > Flightq Test League > 2023 > Grides > Plightq Senior Man Reserves Playhq Senior Men Reserves	
	Fixture Ladder Settings	
Using as PlayHQ Test League	Assign Finals Teams Ladder adjustments	
Y Competition Management		
Game Day		<b>O</b> 1000
Programs	# TEAM	P PTS % W L D BYE F A FORF DISQ AD
ப Programs	1 Catrara Senior Man Reserves	4 260.71 1 0 0 73 28 0 0 0
😹 Participants	2 Kedron Senior Men Reserves	1 4 204.88 1 0 0 84 41 0 0 0
A Incidents	3 Kenmore Service Men Reserves	i 4 isoai 1 0 0 0 83 55 0 0 D
← Transfers & Permits	4 Yeronga Senior Men Reserves	) <b>0</b> 6627 0 7 0 0 55 83 0 0 0
	5 Coomera Senior Men Reserves	1 0 48.81 0 1 0 41 84 0 0 D
Merchandise +		

The **Assign Finals Teams** pop-up will appear. If the teams and positions are not correct click on the **Cancel** button to return to the ladder to make any adjustments required. If the teams and positions are correct click on the **Assign** button.

Ø AFLUAT	Comparison - PlayId Sciences - 2028 - Deales - Play Playhq Senior Men Reserves	Ing himled Mert Construer								×
Play	Foxform Lodder Sectings									
FinyHQ Test League	Assign Finals Teams Ladder adjustments									
Tompetition Management										
विया Game Day		Assign finals teams								• mint
Programs	# TEAM	The following teams will progress through to finals games:		prs 🤝	-	_	_			
	1 Converte Service Man Restaugue			4 9607				-29		0 D
A Participante	2 Barrier Soldial Mary Many etc.	1 Carrara Senior Men Reserves 2 Kedron Senior Men Reserves		4 204.88						ф. р.
A Incidents	a annual annual Maria Devariana	3 Kenmore Senior Men Reserves		4 (51.0)						u 0.
🚅 🕂 Transfers & Permits	й — тотода ботов ініте податура.	4 Yeronga Senior Men Reserves		0 55.67						0 U
Merchandise	<ol> <li>Konstante Bernist Meri Paserten.</li> </ol>	Assign Cancel		0 48,81			40	84		0 0
Vonues	<ol> <li>Event) Social Accord Keen (Reserves)</li> </ol>	_	T.	£ 16.58	n	9.	23	11	8	¢ 0







## Competition Management - Generate Finals Fixtures - Standard Format (cont)

You will be returned to the **Ladder** with a confirmation message that the finals teams have successfully been assigned.

G AFL UAT	Competitions > PlayHQ Test League > 2023 > Grades > Playhq Senior Mon Reserves												
Play	Playhq Senior Men Reserves												
sing as layHQ Test League	Assign Finals Teams Ladder adjustments												
Competition Management													
Game Day	Finals teams have been successfully assigned.												×
Programs												© Vi≤	steri
	# TEAM		PTS	×	w	L	Ø	BYE	F	٨	FORF		
Participants	e TEAM 1 Carrera Sonior Mon Reserves	2 	PTS 4	% 260.71		<b>L</b>	0	BYE	F 73	A 28	FORF	DISQ /	AD.
Participants	and the second se	3	4	% 260.71 204.88	1	0	0		73	28		DISQ /	ADJ
Participants	1 Cerrara Senior Men Reserves	3	4		1	0	0	Ó	73	28	0	DISQ / O	AD.
Participents ♪ Incidents → Transfers & Permits	i Carrera Sanior Mon Reserves 2 Kadrein Senior Men Reserves	3	4	204.88	1	0	0	0	73 84	28 41	0	0 0 0 0	0 0
Programs Participants Participants Incidents Transfers & Permits Merchandise Venues	i Carrera Sonior Mon Reserves 2 Kalemin Senior Man Reserves 3 Kanmony Senior Man Reserves	3	4	204.88	1 1	0	0 0 0	0	73 84 83	28 41 55	0 0 0	DISQ /	0 0 0

To view the finals fixtures click on the **Fixture** tab and click on the **Finals** tab. The teams will have been added, to add the time and venue to a fixture click on the  $\vdots$  icon for the match and select **Edit Game Details**.

	Competitions > MeyHQ Test League > 202 Playhq Senior Men Re Fixture Ladder Settings		Men Reserves				
Using as PlayHQ Test League ~	Fixture						
Y Competition Management	Regular Season Finals						
👜 Game Day	+ Add a Game						
Programs							
😹 Participants							
A Incidents	SATURDAY, NOVEMBER 12						
← Transfers & Permits	Carrara Senior Men Reserves	- vs -	Kedron Senior Men Reserves	Game 1	TBC Time	TBC Location Game alias: Qualitying Final	Edit Game Details Update Scoves & Stats
Merchandise +						TBC Location	Update Scores & Stats
👾 Venues	Kenmore Senior Men Reserves	- 95 -	Peronga Senior Men Reserves	Game 2	TBC Time	Game allas: Elimination Final	Upcorning







#### *Competition Management – Generate Finals Fixtures – Standard Format (cont)*

On the Edit Game page in the Allocation area, select the Venue and Ground, edit the Date (if required), add the Start Time and click on the Update & Savebutton in the top right corner.

U ALCONI	Utilant > PlayHQ Teti Langue > 2021 > Playhq Senior Men Reserves > Edit ga $tGame$	ne.		Update & Save Cancel
Using as PlayHQ Test League ~	Game details			
Y Competition Management	Home team*	Away team"	Round*	Game alias
呵 Game Day	Carrara Senior Men Reserves ~	Kedron Senior Men Reserves 🔶 👻	Finals Round 1 🔷	Qualifying Final
Programs				
🐸 Participants	Allocation			
A Incidents	Venue	Ground		
← Transfers & Permits	QLD - Alan Nielsen Park (Carrara), QLD ~	Alan Nielsen Park	~	
🎲 Merchandise +	Date* Start lime	End time		
W Venues	12/11/2022	: 00 pm ~ 2:00PM	Linguistante a	ame
Reports				

You will be returned to the finals fixtures and the match will be updated and saved.

	e AFLUAT	Competitions > PlayHQ Test League > 202 Playhq Senior Men Re Fixture Laddor Settings		Men Roserves				
Using at PlayHQ	Test League 🗸 🗸	Fixture						
<b>T</b> 0	ompetition Management	Regular Season Finals						
<b>@</b> 0	ame Day	+ Add a Game						
φ	rograms							
*	articipants	The game has been updated and save	d					×
▲ "	ncidents	Finals Round 1						10
¢ 1	ransfers & Permits	SATURDAY, NOVEMBER 12						
1 (A	terchandise +	Kenmore Senior Men Reserves	- VS -	Yeronga Senior Men Reserves	Game 2	TBC Time	TBC Location Game alias:	Upcoming
<b>پ</b>	enues	Reserves		Reserves			Elimination Final	
<b>(</b> ) R	eports -	Carrara Senior Men Reserves	- vs -	Kedron Senior Men Reserves	Game t	12:00PM	QLD - Alan Nielsen Park (Carrara) / CARR Game alliäs: Qualifying Final	upcoming
	Updates 🖉						Semiling	

Repeat the process for all other finals fixtures. When using the **Standard Format** teams will automatically populate finals fixtures as results are added during the finals series.







## **Generate Finals Fixtures – Custom Format**

To view the finals fixture structure added, click on the **Fixture** tab and click on the **Finals** tab. To add finals fixtures click on the **+ Add a Game** button.

O AFLUAT	Competitions > PlayHq Test League > 2023 > Gradea > PlayHq Senior Men Reserves
	Playhq Senior Men Reserves
PlayHO	
	Fixture Ladder Settings
Using as	
PlayHQ Test League	Eletron (
	Fixture
Y Competition Mana	gemant Régular Season Finèls
Game Day	
	+ Adda Game
Programs	
Contract Prove	
🐣 Participants	Tinals Round 1
	SATURDAY, NOVEMBER 12
Zin mondents	
😅 Transfers & Permit	13 Tinals Round 2
Merchandise	SATURDAY, NOVEMBER 19
Venues	🏆 Finals Round 3
Reports	
m webores	SATURDAY, NOVEMBER 26
Updates	Ø
updates	T Finals Round 4
2 Support	C SATURDAY, DECEMBER 3

On the **Create New Game** page in the **Game Details** area select the **Home Team**, **Away Team**, **Round** and add a **Game Alias**. In the **Allocation** area select the **Venue** and **Ground** and add the **Date** and **Start Time** and click on the **Add Game** button in the top right corner.

Play HO	Competitions > Playing Next Largue > 2023 > Playing Senior Men Reserves > Creat Create new game	a new garne		Add game Cancel
Using as PlayHQ Test League ~	Game details			
Tompetition Management	Home team*	Away team*	Round*	Game alias
👜 Game Day	Kenmore Senior Men Reserves - 🧾	Yeronga Senior Men Reserves 🛛 👻	Finals Round 1 v	First Semi Final
Programs				the second second
😹 Participants	Allocation			
A Incidents	Venue	Ground	_	
← Transfers & Permits	QLD - Akuna Oval (Kenmore), QLD 🛛 🗸	Akuna Oval	÷	
Merchandise +	Date" Start time	End time		
🔛 Venues	12/11/2022	: 00 pm ~ 4:00Pf	4	
Reports				







## Competition Management - Generate Finals Fixtures - Custom Format (cont)

You will be returned to the finals fixtures and the match will be added.

O AFL UAT	Competitions > PlayHQ Test League > 2023	> Grades > Playhq Senior M	fen Reserves				
	Playhq Senior Men Re	serves					
Play							
	Fixture Ladder Settings						
Using as PlayHQ Test League ~	minutes.						
	Fixture						
Y Competition Management	Regular Season Finals						
Game Day	+ Add a Game						
Programs							
🐸 Participants	Game #1, Kenmore Senior Men Buserver	s v Yeronga Senior Men Resen	ves was successfully created				×
A Incidents							
← Transfers & Permits	SATURDAY, NOVEMBER 12						
😭 Merchandise +			20.0000			QED - Akuna Ovál (Kenmore) / KENM	
🔛 Venues	Reserves	- zv -	Yeronga Senior Men Reserves	Gome (	5:00PM	Game allas: First Semi Final	Upcoming
Reports							
, in the second s	Y Finals Round 2						
Updates @	SATURDAY, NOVEMBER 19						

Repeat the process for all other finals fixtures. When using the **Custom Format** teams and matches will need to be added manually during the finals series. If you would like to add finals fixtures but are unsure of the teams, venue and time, on the **Create New Game** page add **TBC Teams**, select the **Round**, add **Game Alias** and add the **Date**.

Play 10	Competitions > PlayIng Test Laague > 2023 > PlayIng Service Man I Create new game	leserves > Create	new game						Add game	Cancel
Using as PlayHQ Test League	Game details									
Tompetition Management	Home team*	_	Away team"			_	Round*	_	Game alias	-
Game Day	TBC Team	* <b>*</b>	TBC Team			*	Finals Round 2	*	2nd Semi Final	
Programs										
😹 Participants	Allocation									
	Venue		Ground							
🕂 Transfers & Permits	Please select		Please select							
🎲 Merchandise +	Date*	Start time			E	ind time				
😫 Venues	19/11/2022			am	~	*				
Reports				· · · ·						







## Competition Management - Generate Finals Fixtures - Custom Format (cont)

The fixture will be added and the extra details can be added when they are known via the **Edit Game Details** feature.

Ø AFLUAT	Competitions > PlayHQ Test Longue > 2023 Playhq Senior Men Re		Men Reserves					
Play	Fixture Ladder Settings							
Using as PlayHQ Test League ~	Fixture							
Y Competition Management	Regular Season Finals							
👜 Game Day	+ Add a Game							
Programs								
Darticipants	Game #2, 7BC Team v TBC Team was st	iccessfully created						×
A Incidents								
Transfers & Permits	SATURDAY, NOVEMBER 12							
Merchandise +	Kenmare Senior Men	- vs -	Yeronga Senior Men Reserves	Game 1		QLD - Akuna Oval Kenmore) / KENM Same allas: First		Upcaming
Wenues	Reserves		Reserves			Semi final		
Reports	Finals Round 2							
Updates (P	SATURDAY, NOVEMBER 19							
Support D	TBC Team	~ VE ~	TBC Team	Game 2	TBC Time	TBC Location Game alias: 2nd Semi Final	•	Upcoming

## **Edit Fixture Settings**

To remove the **Finals** fixtures, scroll down the page and under **Finals Fixture** click on the **Remove Finals Fixture** button.

Ø AFLUAT	Competitions > Playhq Test League > 2023 > Grades > Playhq Senior Mun Reserves Playhq Senior Men Reserves	
Play	Fixture Ladder Settings	
Using as PlayHQ Test League ~		
Y Competition Management	Finals Fixture	
Game Day	Finals	
Programs	Format	4 Team / 3 Round - Tiered
Darticipants	First Round	11 Feb 2023 25 Feb 2023
A Incidents	Number of Teams	4
← Transfers & Permits	Number of Rounds	3
Merchandise +	Remove Finals Fixture	







## Competition Management - Edit Fixture Settings (cont)

To add or edit exception dates, scroll down the page and under **Exception Dates** click on the **Edit Exception Dates** button.

	Compatitions > PlayHQTest Laague > 2023 > Grades > PlayHqSerier Men Reserves Playhq Senior Men Reserves	
	Fixture Ladder Settings	
Using as PlayHQ Test League ~	Remove Finals Fixture	
Y Competition Management		
Game Day	Exception Dates	
Programs	Exception dates are dates that rounds cannot be scheduled on. Add and adit exception dates to this grade where you don't want to have games scheduled via the button below.	
🐸 Participants	23 Dec 2022 - 02 Jan 2023 Christmas Break	Sanaon Satting
A Incidents	26 Jan 2023 - 30 Jan 2023 Long weekend	
➡ Transfers & Permits		
Merchandise +	Edit Exception Dates	

On the Edit exception dates page under Exception dates add a date in From, add a date in To and click on the + Add button.

Add as many exception dates as needed and lick on the **Review Dates** button in the top right corner.

AFL UAT	Edit exception dates			• 0		Revie	w Dates Cancel
Play 😳							
Using as PlayHQ Test League	Exception dates Manage this grade's exception dates by allocations of any games associated to	adding and/or remov	ing dates then reviewing and gene	rating the fixture. Any char	ges may impact regular season a	nd finals rounds, as well as	the
Y Competition Management	From	the impacted rounds	To		Reason		
Game Day	25/11/2022	8	27/11/2022	8	General Bye		+ Add
Programs		_					
Participants	23 Dec 2022 - 02 Jan 2023 Chris	tmas Break				Season se	tting 🔽
A Incidents	26 Jan 2023 - 30 Jan 2023 Long	weekend					(Remove)
← Transfers & Permits							







## Competition Management – Edit Fixture Settings (cont)

The exception date round will be added and the rounds following will be updated, click on the **Generate** button in the top right corner.

O AFLUAT	Edit exception dat	es	o •	Generate Bac
Play				
Jaing as NayHQ Test League	ROUNDS	DATE	Teams	
🝸 Competition Management	Round 1	12 Nov 2022	1 🔮 Coomera Senior Men Reserves	
Game Day	Round 2	19 Nov 2022	2 S Kedron Senior Men Reserves	
Programs	General Bye	26 Nov 2022	3 💿 Kenmore Senior Men Reserves	
Participants	Round 3	03 Dec 2022	Weronga Senior Men Reserves     Weronga Senior Men Reserves	
Incidents	Round 4	10 Dec 2022	S Yeronga Senior Men Keserves     S Carrara Senior Men Reserves	
Transfers & Permits	Round 5	17 Dec 2022		
🗃 Merchandise +	Christmas Break	24 Dec 2022 & 31 Dec 2022		
Venues	Round 6	07 Jan 2023		
] Reports	Round 7	14 Jan 2023		
updates @	Round 8	21 Jan 2023		
? Support C	Long weekend	28 Jan 2023		

You will be returned to the **Settings -> Fixturing** page with a confirmation message that the fixture has been successfully generated.

AFL UAT	Competitions > PlayHQ Test League > 2023 > Grades > Playhq Senior Man Reserves	
	Playhq Senior Men Reserves	
Play	Fixture Ladder Sottings	
Using as PlayHQ Test League	Firture successfully generated for Reytig Senior Men Reserves	×
Y Competition Management		
📮 Game Day	Regular Season Fixture	
Programs	Regular Season	
🐸 Participants	First Round	12 Nov 2022
	Last Round	11 Feb 2023
Transfers & Permits	Number of Rounds	10
- mansiers & Permits	Frequency*	Weekly
Merchandise +	Additional Bye Per Round	No
🔛 Venues	1	
Reports	+ Finals Fixture	
Updates d		
Updates d	Finals	
? Support D		Realized and the
_ Tony PP Saunders	Format	4 Team / 3 Round - Tiered
T tony.saunders@efl.com.au	First Round	18 Feb 2023







## **Delete Fixture**

To delete the fixture you have generated, scroll to the bottom the page and click on the **Delete Fixture** button.

O AFLUAT	Competitions > PlayHQ Test League > 2023 > Grades > PlayHq Senior Men Reserves	
	Playhq Senior Men Reserves	
PlayHO	the form hard	
Using as	Fixture Ladder Settings	
PlayHQ Test League		
<b>T</b> Competition Management	Exception Dates	
Game Day	Exception dates are dates that rounds cannot be scheduled on Add and edit exception dates to this grade where you don't want to have games scheduled via the butten below.	
Programs	25 Nov 2022 - 27 Nov 2022 General Bye	
😸 Participants	23 Dec 2022 - 02 Jan 2023 Christmas Break	Season Setting
	26 Jan 2023 - 30 Jan 2023 Long weekend	
← Transfers & Permits		
Merchandise +	Edit Exception Dates	
🔛 Venues		
Reports	Delete Fixture	
Updates @	This action will permanently remove all games for this grace including flows.	
? Support C	Delete Fixture	

A warning message will pop up, to continue click on the **Delete Fixture** button or if you do not want to delete click on the **Cancel** button.

O AFLIJAT	etonominance - Minyri Travitaigue - 2023 - Granes - Tharley Marine Marine Marine - Playhq Senior Men Reserves	×
Play	Flexton kundigen Sectiongs	
Using an PingHQ Text League -		
🕎 competition management	Exception Dates	
🙀 - Garme Day	External relation dates that mands concident estimated by estimated by estimation states to the grade when you don't warms are structure on the instantialise	
D Programs	25 Nev 2022 - 27 Nev 2022 General Are you sure you want to delete the fixture for this grade?	
😂 Farticipants	23 Dec 2022 - 02 Jan 2023 Orielma All regular season and finals games will be	
A Incidents	permanently removed, including ground allocations. 20 Jan 2023 - 30 Jan 2023 Long lock	
$\mathcal{G}^{\varphi}$ -transfors & Permits	Delete Fixture     Cancel	
Marshandha	Editr Exception Oxfor	
Ventres		
П Веропа	Delete Fixture	
Dodates (7	Ty LANUE WE REPORTED ANTES AN AVER THE	
Suppose		







## Competition Management - Delete Fixture (cont)

You will be returned to the **Settings -> Fixturing** page and the **Generate Fixture** button will be available.

AFL UAT	Competitions > Maying Test Largue > 2023 > Grades > Maying Server Men Reserves Playhq Senior Men Reserves	
Play 😳	Fixture Ladder Settings	
Using as PlayHQ Test League v	General Fixturing Game Grade Ladder Regrade History	
<b>Competition Management</b>		
Game Day	Baradas Davas Finitum	
Programs	Regular Season Fixture	
😹 Participants	You have not generated a lixture.	Generate Fixture
A Incidents		
← Transfers & Permits	Finals Fixture	
Merchandise +		
Venues	You have not generated finals:	
Danarte		

#### **Edit Game**

To manually change or edit games in the fixture go the **Fixture** for the **Grade**. Click on the  $\stackrel{ii}{\vdots}$  icon and select **Edit Game Details.** 

AFL UAT	Competitions > PlayHQ Test League > 2023 > 0 Playhq Senior Men Rese		ras		
Play HO	Fixture Ladder Settings				
Using as PlayHQ Test League ~	Fixture				
2 Competition Management	Regular Season Finals				
🕎 Game Day	+ Add a Game				
Programs	-				
🗱 Participants	Round 1				
A Incidents	SATURDAY, NOVEMBER 12				
← Transfers & Permits	Reserves	- vs -	Carrara Senior Men Reserves	12:00PM QLD - Ákuna Öval (Kenmare) / KENM	Edit Game Detaile Update Scores & Stats
Merchandise +	Coomera Senior Men Reserves	- <b>y</b> \$ -	Kedron Senior Men Reserves	I2:00PM QLD - Coomera Sporta Park (Coomera) / COOM	Upcoming
Venues	Tweed Coast Senior Men Reserves	- vs -	Yeronga Senior Men Reserves	NSW - Barry Shuppard U2:00PM Oval (Tweed Coast) / TWEC	Upcoming







## Competition Management - Edit Game (cont)

On the **Edit Game** page in the **Game Details** section you can edit the **Home Team**, **Away Team** or **Round**. There is also a switch function ( $\stackrel{\frown}{\leftarrow}$ ) which will swap the **Home Team** and **Away Team**.

In the **Allocation** section you can edit the **Venue**, **Ground**, **Date** or **Start Time**. There is also the option to delete the game.

If you edit any game details click on the **Update & Save** button in the top right corner.

Play	Competitions > 2022 Season > 2022 > Senior Men > Edit game Edit Game Can
Jsing as Test Football League	
Competition Management	Game details
Game Day	Home team" Away team" Round"
🛛 Programs	Kenmore Senior Men v at Calamvale Senior Men v Round 1 v
Participants	Game alias
	Please type
Merchandise +	
Venues	Allocation
1 Reports	Venue Ground Date"
My Organisation +	QLD - Akuna Oval (Kenmore) - Akuna Oval - 01/04/2022
	Start time         End time           07         :         15         pm         -         9:15PM         Unallocate game
Support 2	Delete game

## **Edit Grade General Settings**

To change grade visibility, show/hide rounds or show scores on public website, on the **Grades** page click on the **Grade**.

AFL UAT	Competitions > PlayHQ Test Lea		-						
Play	PlayHQ Test Lea	gue 2023 - 0	SILLE						
Using es PlayHQ Test League	Grades Teams Partic	ipants Registration A	Ilocations Setti	ngs More 🗸					â
Y Competition Management	+ Add a Grade	grade teams All days		All gender	5	All ages	 1-1011	1 of 1	-
Game Day	GRADE	ALLOCATIONS GENDER	AGE GROUP	DIVISION/ID					
Programs	Playhq Senior Men Reserves	6 Teams Men	Senior	Reserves	O HIBBEN		-C F		@ <b>~</b>
😽 Participants							i-init	l lof1	
A Incidents								140	-







### Competition Management - Edit Grade General Settings (cont)

Select the General tab, you can set the Grade Visibility to either Visible or Hidden on the public website.

AFL UAT	Competitions > PlayHQ Test League > 2023 > Grades > Playhq Senior Men Reserves			
Diavello	Playhq Senior Men Reserves			
Play	Fixture Ladder Settings			
Using as PlayHQ Test League ~	General Fixturing Game Grade Ladder Regrade History			
P Competition Management				
Game Day	Day*		Age group*	
Programs	Saturday	*	Senior	-
😹 Participants	Gender*		Division	
	Men	~	Reserves	
➡ Transfers & Permits	Grade name*			
Merchandise +	Playhq Senior Men Reserves			
👹 Venues				
Reports	• Grade visibility			
Updates @	Sati whether you would like this gradit visible on your association's public landing page.			

You can **Select which rounds to show** on the public website.

You can set Show scores and outcomes on the public facing site to either Yes or No on the public website.

There is also the option to **Delete Grade** but certain criteria must be met before you can proceed.

If you make any changes click on the **Update & Save** button at the bottom of the page.

AFLUAT	Competitions > PlayNQTest League > 2021 > Grades > PlayNq Senior Men Reserves Playhq Senior Men Reserves	
Play	Fixture Ladder Settings	
Using au PlayHQ Test League	Men ~ Reserves	
Competition Management	Grade name*	
Game Day	Playhq Senior Men Reserves	
Programs		
😽 Participants	• Grade visibility	
	Set whether you would like this grade visible on your association's public landing page.	
🕂 Transfers & Permits	O Yalanz     O O Hittory	
Merchandise +		
🛱 Venues	All Journas (sefault) O Ri to R10 ~	
Reports	three econes and outcomes on the public facing alter	
Updates &		
? Support 2	Update & Save Cancel	🗃 Dorain geore







#### **Upload Fixture**

Upload Fixture is an exciting new feature in the PlayHQ platform which will enable Community Football League administrators the ability to create fixtures in a spreadsheet and upload them into the platform. This function can be used to upload full season fixtures for more than one grade at the time of upload or multiple uploads for individual rounds of fixtures in a grade. If there are changes to the teams in the grades it will also take care of the regrading.

In the left hand menu click on **Competition Management**, click on the **Competition**, click on the **Season**, under the **More** tab click on **Fixture Upload**.

A RECORD	Competitions > PlayHQ Test Leagu		15-BLE	. damen			
	Grades Teams Particip	ants Registration	Allocations Sett	ings More A Player Points			â
Y Competition Management	+ Add a Grade t Regr	All days	AGE GROUP	A Fixture Upload View all ladders	All ages	9.94	1 Tof) • J
Game Day	layhq Senior Men eserves	6 Teams Men	Senior	Reserves O HIDDEN			-≈ H M ⊗• @ •
Participants							1-Toft Toft •

On the **Upload Fixture** page there is two templates to download to assist with creating the correct file to upload.

**Fixture Template** is used to upload the fixture csv file template in order to input your new fixture details into it prior to uploading the file. The template includes the correct column names that are expected when completing a fixture upload.

**Legend for this season** is used to download the legend for this season to view examples based on the formatting the template requires. The legend also includes the names of the organisation, competition, season, grade, team, venue and ground names required for a successful upload.

# It is strongly recommended when creating your <u>fixture template csv file</u> that you copy and paste the names in the <u>legend</u> so that they match exactly with what has been created in the platform.

When have created your fixture template file to upload click on the Add Custom Fixture button.

Play HO	Competitions > PlayHQ Test League 2023 ~ 0 vtoma	
Using as PlayHQ Test League ~	Grades Teams Participants Registration Allocations Settings More 🛩	Ô
Y Competition Management	Fixture Upload	
Game Day	It a fixture upload within a season has been completed then all future regrades must be completed using the fixture upload. For domestic competitions, game slot allocation will also be unavailable.	
Programs	By uploading a correctly formatted CSV flie, you can create and update futures, regrade teams and allocate games. To avoid errors when uploading a file, ensure that	
😹 Participants	<ul> <li>All barm names are unique</li> <li>Finals haven't barn harmed</li> <li>Finals haven't barn harmed</li> <li>Game allocation details cannot be partially completed for a game, they must be fully completed or left blank</li> <li>Game allocation details cannot be partially completed for a game, they must be fully completed or left blank</li> </ul>	
A Incidents	For more information on flotune opload, view our <u>support article</u> or F <u>B</u> OS	
← Transfers & Permits	🛃 DOWINGKO ESVITATURETTMENTE 🕘 🛃 DOWINGOD XLEX LEGINO FOR THIS STATON 💿	
Merchandise +		_







## Competition Management – Upload Fixture (cont)

On the **Fixture Details** page click on the **Upload CSV** button.

Play	Upload Fixture	:el
Using as Test Football League		
Y Competition Management	Fixture details	
👜 Game Day	Grades with current fixtures will be overridden by uploading a new fixture. Only files generated in the correct csv file format will be uploaded successfully.	
🖽 Programs		
😹 Participants		1

If there are no errors in the file the fixtures will be generated.

If there are errors in the file the errors will be displayed with columns for Error Type, Description and Location in File.

The **Location in File** column refers to the actual cell in the fixture template file so you can locate easily, make required adjustment, save the file and upload again.

Play	HO	1	Upload Fixture			Generate Fixture	Cancel
Using as Test Football Leagu	ю –		Fixture details Grades with current fixtures will be overridden by upload	ing a new fixture. Only files generated in the correct .csv file format will be uploaded successfully.			
🟆 Competition	Management		Upload CSV				
Game Day			hixture_template_legend_error.csv				
			2				
Servicipants			X The file selected for upload has errors specified be				
			Drgsnisation Name				
Merchandise			Organisation Name				
👑 Venues			Competition Neme				
			Compatilion Name				
Reports			Stasson Herme				
My Organisa	tion +		Sinason Remm				
Settings	+		Grade Name				
			Griede Name				
			Team Name				
			Team Neme				
			Team Name				
-			Téann Neme				
Support	e		Venue Marne				
T Tony Saunde			Vanue Harris	Venue name does not match a venue that is associated with the seeson	0		







## **Fixture Clash Resolution**

In the left hand menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Allocations** tab.

If there is a fixture clash a **0** icon will appear in the month.

Play	Competitions > 2022 Season > 2022 2022 Season 2022 • • • • • • • • • • • • • • • • •	
Using as Test Football League	Grades Teams Participants Registration Allocations Settings	â
Competition Management		
👼 Gamā Day	Games	
Programs	✓ April 2022 0	
👹 Participants	✓ April 2022 ●	
	✓ May 2022	
📦 Merchandise +		-
Wenues	√ June 2022	
Reports	∠ 2202 kint ~	
My Organisation +		-
	V August 2022	

There are two options available to resolve the clash.

The first option is use the **Edit Game** function previously described.

The second option is open the month by clicking on the  $\sim$  icon, then click on the **View** button where the  $\bullet$  icon appears.

Play	Competitions > 2022 Season > 2022 2022 Season 2022 · Original Contraction	
Using as Test Football League	Grades Teams Participants Registration Allocations Settings	ĥ
Y Competition Managemi		
Game Day	Games	
🛱 Programs	∽ April 2022 🚺	
😽 Participants	PANIN ADEA	
🖨 Transfers	SAT All games allocated	0 View
Merchandise	SAT All games allocated	View
Wenuós		
Reports.	SAT All games allocated	View
My Organisation	SAT All games allocated	View
🛨 Settings	23	
	SAT All games allocated	View

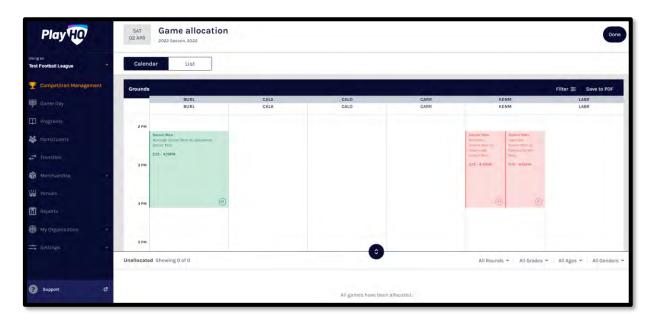






## Competition Management - Fixture Clash Resolution (cont)

This will open up the **Game allocation** page and the clashing games will be shown in red.



Click and drag one of the clashing games into another **Ground** or **Time Slot**. If there is no longer a clash the game will change color to blue.

Play 现	SAT 02 APR	Game allocation					O Update Changes Cancel
Using as Test Football League	Caler	idar List					
2 Competition Management	Grounds						Filter 🐲 Save to PDF
Game Day	-	BURL	CALA	CALO	CARR	KENM	LABR
D Programs	2 PM						
👹 Participants		Senior Man Buileigh Senior Mon vs Calounurs Sonior Men				Senior Mon- Kommon Sanio Men es Callemede Senior Mon	Banlar Man Labradol School Mon es Camara Banlar Mon
😅 Transfers	3 PM	2:15-4:15PM				2:15 - 4;15PA1	2:16 - 4:16PM
Merchandise +							
👹 Venues	4 PM	(1)				e	(R)
Reports							
My Organisation +							
🚉 Sottings +	S PM						
	Unallocat	ed Showing 0 of 0		V		All Rounds 👻 👘 All Grades	s 👻 All Ages 👻 All Genders 👻
3 Support C				All games have been	allocated		
				An games have been a	anggatou.		







## Competition Management - Fixture Clash Resolution (cont)

Click on the **Update Changes** button in the top right corner and the game will update successfully and change color to green.

Play	SAT O2 APR	Game allocation	S				Done
Using as Test Football League	Calen	dar List					
🝸 Competition Management	O Gerre						*
Game Day							
Programs	Grounds						Filter 等 Save to PDF
👹 Participants		BURL BURL	CALA	CALO	CARR	KENM	LABR LABR
😅 Transfers	2 PM						
🍘 Merchandise		Saniar Men Bunteigh Senior Men ys Calaundra Soniar Men 2:15 - 4:(5PM				Senior Men Kenmon: Senior Men vs Calamvale Seniar Men 2-15 - ArtSPM	Senior Men Labrador Sonior Men is Cartara Carner Men 2:15 - 405PM
👹 Venues	3 PM						
Reports.							
My Organisation +	4 PM	(81)				(FT	)
± Settings +							
	S PM						
3 Support 12	Unallocate	d Showing 0 of 0		0		All Rounds 👻 🔰 All Grade:	s 👻 Ali Ages 👻 Ali Genders 👻

Click on the **Done** button in the top right corner, you will return to the **Allocations** page and clash icon will be gone.

Play 😳	Competitions > 2022 Season > 2022 2022 Season 2022 v • Water	
Using as Test Football League	Grades Teams Participants Registration Allocations Settings	ŵ
Y Competition Management	Act .	
Game Day	Games	
Programs		
👹 Participants	✓ April 2022	
←* Transfers	∽ May 2022	
Merchandise +		_
👑 Vēnuēs	✓ June 2022	
Reports	✓ July 2022	
My Drganisation +		
Settings +	✓ August 2022	







## **Regrade Teams**

In the left menu click on **Competition Management**, click on the **Competition**, click on the **Season** and click on the **Regrade Teams** button.

	ayHQ Test Leagu		• Vitanas	x						
Grad Jaling as MayNQ Test League	les Teams Particip	ants Registr	ation Allo	cations Setti	ngs More 🛰	•				6
Competition Management	dd a Grade	ade teams	All days		All gende	ors	All ages	Robert	1-Lof1 s 1.c	v 11
GRADE Game Day		ALLOCATIONS	GENDER	AGE GROUP	DIVISION/ID					
	q Senior Men ves	5 Teams	Men	Senior	Reserves	O modey			~* H 🖸 🛇	• @
Participants									1-1oft 1c	n -
1 Incidents										are

A pop-up box will appear, select the group you would like to regrade and click on the **Start** button.

O AFLUAT					×
Play	PlayHQ Test Lea	ngue 2023 -			Â
Using es PlayHQ Test League			ocothome Skatlings More 🕶		â
T Competition Management	+ Add A Strate	ograde teams All clove			t faith totf -
💷 Game Day		Aller More Bridge	vas sname annistering	-	
Programs	Playhq Senior Men Reservos	15 Timerers Mai	Please select the group you would li	ike to	-C H M ⊗° @ ✓
😂 Participanta			regrade:		1007 1010
			Saturday Senior Men	~	
Transfers & Permits			Start Cancel		
Merchandis -					







If you are regrading a **Team** that has not yet been allocated to a **Grade**, in the **Unallocated teams** area click on the **Import an unallocated team** button.

AFL UAT	Regrade Saturday Senior Men ~								(	Done
Play	꼽 Unallocated teams (0)									~
ing as ayHQ Test League	Import an unallocated team									
Competition Management	1						_	_	_	_
Game Day	Tayhq Senior Men Reserves									^
] Programs	S Carrara Senior Men Reserves	Move team	# TEAM	P	PTS	x	w	L		BYE
Participants	S Coomera Senior Men Reserves	Move team	Correra Senior Men Reserves     Coomera Senior Men Reserves	0	0	0.00	0	0	0	0
1 Incidents	Kedron Senior Men Reserves	Move team	3 Kedron Senior Men Reserves 4 Kenmore Senior Men Reserves	o a	0	0.00	0 0	0 0	0	0
<ul> <li>Transfers &amp; Permits</li> </ul>	Kenmore Senior Men Reserves	Move team	5 Tweed Coast Senior Men Reserves	D			0	0	0	0
Merchandise +	S Tweed Coast Senior Men Reserves	Move team								
Venues	Weed Coast Senior Men Reserves	Move team								

The Import an unallocated team option will appear, select a Team and click on the Import Team button.

O AFLUAT	Regrade Saturday Senier Men =			<b>Der</b> X
Play	📇 Unallocated teams (0)			~
PlayHQ Test League				
T Competition Management				
Game Day	T Playhq Senior Men Re			~
Programs	Carrara Senior Mon Res	<u> </u>	PTS N W L	ю руе
S Participants	All genders All ages Reset		a non a n	
A Incidents	Kadron Senior Man Rase Veronga Senior Men Oplayers Men Senior Reserves		0 000 0 0.	
😅 Transfers & Permits	C Kenmore Senior Men Re		0 000 0 0	
Merchandise +	Carbon Veed Coast Senior Men			
Venues				

To move the **Team**, in the **Unallocated Teams** area click on **Move Team**.

	Regrade Saturday Senior Men ~									Don
Play										
205	(#) Unallocated teams (1)									1
HQ Test League	S Yeronga Senior Men Reserves	Imported Move team								
Competition Management	Teronga senior Men Reserves	imported Move team								
Game Day	import an unallocated team									
Programs										
Participants		Maria Tanan	Ø TEAM	P	PTS	*	w	L.	D	BYE
	S Carraro Senior Men Reserves	Move team	TEAM     Carrara Senior Men Reserves	P Q	PTS 0	*	w	L. O	D	BYE
Incidents		Move team Move team	Carrara Senior Men Reserves     Z Coomera Senior Men Reserves			0.00	-			
Participants Incidents Transfers & Permits	Carrara Senior Men Reservos	Move team	Carrara Senior Men Reserves     Coomera Senior Men Roserves     Kedron Senior Men Reserves	0 0 0	0 0 0	0.00	0 0 0	0 0 0	0 0	0
Incidents Transfers & Permits	S Carrara Senior Men Reserves		Cartara Senior Men Reserves     Coomara Senior Man Reserves     Kodron Senior Men Reserves     Kenmore Senior Men Reserves	0, 0 0	0 0 0	0.00 0.00 0.00 0.00	0 0 0	0 0 0 0	0 0 0	0
Incidents	Carrara Senior Men Reservos	Move team	Carrara Senior Men Reserves     Coomera Senior Men Roserves     Kedron Senior Men Reserves	0 0 0	0 0 0	0.00	0 0 0	0 0 0	0 0	0

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## In the Grade click on Move Team to Grade.

AFL UAT	Regrade Saturday Senior Men ~								(	Done
Play	(4) Unallocated teams (1)									~
Using as PlayHQ Test League ~										
Y Competition Management	S Yeronga Senior Men Reserves	Imported Cancel								
Game Day	Import an unallocated team									_
🌐 Programs	T Playing Sanine Man Reserves.	- Move Leave 1 and 1								^
💥 Participants	S Carrara Senior Men Reserves	Swap	# TEAM	P	PTS	x	w	Ŀ.	D	BYE
A Incidents			1 Carrara Senior Men Reserves	0	0	0.00	0	0	0	0
→ Transfers & Permits	Coomera Senior Men Reserves	Swap	2 Coomera Senior Men Reserves	0		0.00				0
Merchandise +	S Kedron Senior Men Reserves	Swap	Kedron Senior Men Reserves     Kenmore Senior Men Reserves	0	0	0.00		0	0	a
Venues	S Kenmore Senior Men Reserves	Swap	5 Tweed Coast Senior Men Reserves	D	0	0.00	0	0	0	0
Reports	S Tweed Coast Senior Men Reserves	Swap								

Click on the **Update Changes** button in the top right corner.

AFL UAT	Regrade Saturday Senior Men ~				1	O Up	date C	hanges	Car	incel
Play	💾 Unallocated teams (0)									~
Lising as PlayHQ Tost League ~	mport an unallocated team									
Competition Management					_	_	_		_	_
👜 Game Day	Tayhq Senior Men Reserves				Reg	radin	g froi	n Rour	nd 1	^
Programs	S Carrara Senior Men Reserves	Move team	и телм	P	PTS	*	w	1.	D BY	
Ӿ Participants	S Coomera Senior Men Reserves	Move team	Carrara Senior Men Reserves     Coomera Senior Men Reserves	0		0.00	0 0	0	0 0	-
A Incidents	S Kedron Senior Men Reserves	Move team	Kedron Senior Men Reserves     Kenmore Senior Men Reserves	o D		0.00	o o		o o	
← Transfers & Permits	S Kenmore Senior Men Reserves	Move team	5 Tweed Coast Senior Men Reserves	o	0	0.00	٥	o	0 0	2
🎲 Merchandise +										
Venues	S Tweed Coast Senior Men Reserves	Move team								
Reports	S Yeronga Senior Men Reserves	Move team							_	_







If you are regrading teams between **Grades**, click on **Move team** for the **Team** you wish to regrade. This **Team** will now be highlighted and you can either click on the **Cancel** button, click on the **Move team to grade** option or click on the **Swap** button for a **Team** in another **Grade**.

Play	Regrade Sunday Senior Men *		Dot
ng m et Football League (TFL) 🌱	T Senior Men A		^
Competition Management	🛞 Burieligh Senior Man	# TEAM	PPTS % W L D B
		1 Burleigh Senior Men 2 Calamvale Senior Men	
Game Day	S Calamvale Senior Men	2 Calamvale Senior Men 3 Caloundra Senior Men	
Programs	Caloundra Senior Men	4 Corrara Senior Men	0 0 0.00 0 0 0 0
and a second second		5 Kenmere Senior Men	0 0 0 0 0 0 0
Participants	Carrara Senior Men	6 Labradar Senior Men	o a 60.6 <b>0</b> a
Transforg	S Kenmare Senior Mon		
Merchandise +	S Labrador Senior Men		
Venues.			
Reports	T Senior Man B + Mavi Swim Ke	() ister	
My Organisation +	S Beenleigh Senior Men	# TEAM	P PTS % W L D B
Sattings -		1 Beenleigh Senior Men	0 0 0.00 0 0 0
	S Coolum Beach Senior Men		0 0 0.00 0 0 0
General		3 Coomera Senior Men	0 0 0.00 0 0 0
() Organisatione	Swa		0 0 0.00 0 0 0 0
	S Everton Senior Men	5 Kedron Senior Mon 80 6 Mt Gravatt Senior Men	0 0 0,00 0 0 0 0 0 0 0,00 0 0 0 0
	S Kedron Senior Men	ap .	
Support 🖸	S Mt Gravatt Senior Men		
	The dravate senior Men	214	

If you use the **Move team to grade** option the **Team** will be moved, to finalise the process click on the **Update Changes** button in the top right corner.

Play	Regrade Sunday Senior Men +					-		le Char	0	
ng as st Football League (TFL) ~	T Senior Men A				Reg	gradin	ig fro	m Ro	und 1	^
Competition Management	S Burleigh Senior Men	Move team	# TEAM 1 Burleigh Senior Men	0		55 0.00		L		8
	S Calamvale Senior Men	Move team	2 Calamvalo Senior Men	Ó	0	0.00	0	Ö.	Ö	0
	S Caloundra Senior Men	Move team	3 Caloundra Sanior Men 4 Carrara Sanior Men	0		0.00				0
	S Kenmore Senior Men	Move team	5 Konmore Senior Men 4 Labrador Somer Men	0 0		0.00 0.00			0	0
	S Labrador Senior Men	Move team								
	T Senior Men B				Reg	gradin	g fro	m Ro	und 1	^
	Y Senior Men B	Move team	# TEAM	L. P.	PTS	x	w	£	D	в
		Move team	# TEAM 1 Beenlagt Senior Man 2 Coolum Beach Sanior Man	P 0 0	PTS 0	50.00	w	L Q		
	S Beenleigh Senior Men	Move team	1 Beenleigh Senior Men 2. Coolium Beach Saniar Men 3. Coomere Senior Men	0 0	<b>РТ</b> 5 0 0	<b>X</b> 0.00 0.00 0.00	• • •	L 0 0	D 0 0	8 0 0 0
	Seenleigh Senior Men		Beenfeigh Senior Men     Coollare Beech Santas Men     Coomare Senior Men     Evertion Senior Men	0 0 0	PTS 0 0 0	% 0.00 0.00 0.00 0.00	• • • •	1 0 0 0	D 0 0 0	0 0 8
Reports My Ogganisation + Settings = Q General	S Beenleigh Senior Men	Move team	1 Beenleigh Senior Men 2. Coolium Beach Saniar Men 3. Coomere Senior Men	0 0	PTS 0 0 0 0	<b>X</b> 0.00 0.00 0.00	W 0 0 0 0	L 0 0 0	0 0 0 0	8 0 0 0
Reports My Ozganisation • Settings = Caenetral	Beenleigh Senior Men     Colum Beach Senior Men     S Coomera Senior Men     C Coomera Senior Men	Move team Move team	Beenleigh Senior Man     Costium Beech Sanius Man     Costium Beech Sanius Man     Costrare Sanior Man     Eventan Senior Man     Sadoren Sanior Man	0 0 0 0	PTS 0 0 0 0	% 0.00 0.00 0.00 0.00	W 0 0 0 0	L 0 0 0	0 0 0 0	8 0 0 0 0
Version: Reports My Organisation • Settings = Digenidiations-	Beenleigh Senior Men     Coolum Beach Senior Men     Coolum Beach Senior Men     Coomera Senior Men     Second Senior Men	Move team Move team Move team	Beenleigh Senior Man     Costium Beech Sanius Man     Costium Beech Sanius Man     Costrare Sanior Man     Eventan Senior Man     Sadoren Sanior Man	0 0 0 0	PTS 0 0 0 0	% 0.00 0.00 0.00 0.00	W 0 0 0 0	L 0 0 0	0 0 0 0	8 0 0 0 0 0







If you use the **Swap** option both **Teams** will be moved, to finalise the process click on the **Update Changes** button in the top right corner.

Play HO	Regrade Sunday Senior Men *					C Updi	ate Chai	nges	Cano
ing as est Football League (TFL) ~	T Senior Men A				Regrad	ling fr	om Ro	und 1	^
Competition Management	S Burleigh Senior Men	Move team	# TEAM 1 Burleigh Senior Mon	P	PTS %			D	B
aime Day	S Calamvale Senior Men	Move team	2 Calamivale Senior Men 3 Caloundra Senior Men	0	0 0.00	ò ò	0	ò	0 0
	S Caloundra Senior Men	Move team	4 Carrora Semior Men	0	0 0.00	0 0	0	ō	0
	S Kenmore Senior Men	Move team	5 Kenmere Senior Meri 6 Labrador Senior Meri		0 0.00		0		0
	S Labrador Senior Men	Move team							
Merchandise .	S Coomera Senior Men	Moved Move team							
	🏆 Senior Men B				Regrad	ling fr	om Ro	und 1	^
	S Beenleigh Senior Men	Move team	# TEAM 1 Beonlough Senior Man	C.P.C.	PTS N		•	0	8
	S Coolum Beach Senior Men	Move learn	Coolum Beach Senior Men     Coomera Senior Men	0	0 0.00	3 0	a	0	0
	S Everton Senior Men	Move team	4 Everton Senior Men	0	0 0.00	0 0	o	0 0	0
	S Kedron Senior Men	. Move team	5 Kedron Senior Men 6 Mt Gravatt Senior Men	0	0 0.00 0 0.00			0	0
Support C	S Mt Gravatt Senior Men	Move team							

A warning message will pop up asking **Are you sure you want to proceed?**, click either the **Regrade** or **Cancel** button.

T Senior Men A									-
Burleigh Senior Man	Monsteam	e TEAM		.975	_		_		
Calamvale Senior Man				0					
Calenivale Sabiar Men				0					
Calcundra Senior Men	Munitohan -	e then		4					
	and the second second second	and Admin		0					
S Kenmore Senier Man	Are you sure you want to proceed	ar time		0					
S Lubrador Senior Men	The following grades will be updated:								
	Senior Men A								
Scomers Senior Man	Regrading from Round 1								
Coomers Senior Men									
Coorners Sector Man	Regrading from Round 1 Senior Men B								
Contraction of	Regrading from Round 1 Senior Men B								•
Contraction of	Regrading from Round 1 Senior Men B Regrading from Round 1			PTS	5	w	5	Ð	je.
T Senior Men B	Begrading from Round 1 Selection Round 1 Regrading from Round 1 Regrades Cancel	a star	a.	PTS	5 0761	-	5	1 <u>0</u> (a)	ų H
T Senior Man B	Bigrading from Bound 1 Senior Men B Rigrading from Round 1 Regrade Cancel Move Jaam	2 Gaplani Enisch Sinner Allen	e u	0 0 0	् २२२ राज्ये	4) 3	е. р	10 (4) (2)	1 0 4
Senior Man B  Senior Man B  Contain Generation Man  Contain Generation Man	Regrading from Round 1 Senior Men B Regrading from Round 1 Regrades Cancel Move Issum	2 Guotten bruce server tern 8 Guottens Server Min-	0 10 10	915 0 0 0	• • • • • • • • • • • • • • • • • • •	4) 0 2	с. л л л	10 10 10 10	1 0 0 0
T Senior Men B	Bagading from Bound ( Briggeding from Bound ) Regrador Cancel Mover Seam Mover Seam	Continent Series Series Form     Series Series     Emotioning Series Here     Emotioning Series Here	0 0 0 0	o o o o o u	000 000 000 000	14) 12 10 11	1. 0 0 0	D a D d U V	
Senior Man B  Senior Man B  Contain Generation Man  Contain Generation Man	Bagading from Bound ( Briggeding from Bound ) Regrador Cancel Mover Seam Mover Seam	Eachter Desers Series Kern     Ergennes Serie Men     Eachter herrer Men     Eachter herrer Men     Eachter Serie Men	* * *	015 0 0 0 0 0	0 000 - 000 - 000 - 000 - 000	0 2 0 1 0	1. 0 0 0 0 0	0 a 5 0 9 0	1 0 0 0 0
Senior Man B  Seclary, Senior Men  Colum Beach Janice Men  Colum Second Men	Bigrading from Bound 1 Senior Men B Regrading from Round 1 Regrading Trans Round 1 Cancel Mover (search	Continent Series Series Form     Series Series     Emotioning Series Here     Emotioning Series Here	* * *	o o o o o u	0 000 - 000 - 000 - 000 - 000	0 2 0 1 0	1. 0 0 0 0 0	0 a 5 0 9 0	1 0 0 0 0







You will return to the **Regrade** page with confirmation message that the grades have been successfully regraded. The **Teams** in the **Grades**, the **Ladders** for the **Grades** and the **Fixture** for the **Grades** will all have been updated.

If you have finished **Regrading**, click on the **Done** button in the top right corner.

Play	Regrade Sunday Senier Men ~				•
: 15 Football League (117L)	California har according against				3
Competition Management	(Duallocated teams (0)				0
	Import an unallocated team				
	T Senior Men A				
	S Burfeigh Senior Men	Move team	TEAM     Burleigh Sentae Men	P PTS % W L	
	Calamesia Seniar Men Calamesia Seniar Men Scomera Seniar Men	Move team	2 Calaminate Samint Mun	0 0,00 0 0	0 0
		Move téam	Coloundra Senior Men     Coomera Senior Men	0 0 000 0 0 0 0 000 0 0	0 0
		Moye team	S Kenmons Senior Min 6 Labrader Senior Hen	0 0 0,00 0 0 0 0 0,00 0 0	
	S Kenmore Sonior Men	Move team			
	S Labrador Sonior Men	Move team			
	T Senior Men B				~
	S Beenleigh Seniar Mon	Move team	TEAM     Grenisch Senisch Men	P PTS X W L	
	S Carrara Senior Men	Move team	2 Clemen Senior Min	D 0 000 D 0	
	Coolum Beach Senior Men	Move team	3 Codum Boach Senior Men 4 Svenon Senior Men	0 000 0 0 0 0 000 0 0	
	S Everton Senior Man	.Möve team	5 Kodran Seniar Men 6 Mt Gravett Seniar Men	0 0 0.00 0 0 0 0 0.00 0 0	
Support (2	Kedron Senior Men	Move team			
Tony Saundars	Mt Gravatt Senior Men	Move team			

#### **View Regrade History**

On the **Grades** page click on the 🐯 icon for the **Grade** and click on the **Regrade History** tab.

	Competitions > PlayHQ Test Longue - Playhq Senior Men		anior Man Reserves		
Flay	Fixture Ladder Settings				
Using as PlayHQ Test League ~	General Fixturing Game	Grade Ladder R	egrade History		
2 Competition Management					
👜 Game Day	DATE				_
Programs	04 Nov 2022	ROUND	TEAMS (IN) Yeronga Senior Men Reserves	TEAMS (OUT)	
😹 Participants	04 Nov 2022		Trave Parates man reader was	Yeronga Senior Men Reserves	-
A Incidents	04 NUV 2022			Teronga sentor men reserves	







## **View Ladder**

On the **Grades** page click on the  $\exists$  icon for the **Grade**.

Play	Competitions > 2022 Season > 2022 > Grades > Senior Men Senior Men		
Jsing as Test Football League	Fixture Ladder Settings		
P Competition Management	Assign Finals Teams Ladder adjustments		
Game Day			
Programs	and the second se		O VISIBLE
Participants	# TEAM	P PTS % W L D	B F A FORF DISQ ADJ
Transfors	1 Burleigh Senior Men	0 0 0 0 0 0 0	0 0 0 0 0
	2 Calamvale Senior Men	0 0 0.00 0 0	0 0 0 0 0
Merchandise	3 Calcundra Senior Men	0 0 0.00 0 0	0 0 0 0 0
Venues	4 Corrara Senior Men	0 0 0.00 0 0	0 0 0 0 0
Reports.	5 Kenmore Senior Men	0 0 000 0 0	0 0 0 0 0
My Organisation	+ 6 Labrador Senior Men	0 <b>0</b> 0.00 0 0 0	0 0 0 0 0

#### Ladder Adjustments

Click on the Ladder adjustments button.

On the Manage Ladder Adjustments page you will need to select an option for the Round, Team & Type, add an Amount & Reason for adjustment and click on the Add button.

Play	Competitions > 2022 Season Ladder adjust	n > 2022 > Senier Men > Ladder > I ments	Laddef adjustments			Done
Using as Test Football League						
Y Competition Management		der adjustments			calculated normally. A positive or negative amount may be en	
Game Day	Round*	Team*	Type*	Amount*	Reason for adjustment*	terea,
III Programs	Select	Please select	Please select	÷p	Le, playing with an unregistered player	+ Add
🗱 Participants						
🚅 Transfers						

Follow the same process to add further ladder adjustments and when finished click on the **Done** button in the top right corner.







## Ladder Grade Settings

Click on the **Settings** tab and click on the **Ladder** tab.

Play	Competitions > 2022 Season > 2022 > Grades > Senior Men A Senior Men A
Using as Test Football League (TFL)	Fixture Ladder Settings
Competition Management Game Day	General Fixturing Game Grade Ladder Regrade History
🕮 Programs	Ladder Settings
🚅 Transfers & Permits 🖗 Merchandise 🛛 -	Ladder results Choose which round you would like to start calculating ladder results. from Round*
<ul> <li>Reports</li> <li>My Organisation +</li> </ul>	
🛨 Settings +	policy d. the Control

#### **View All Ladders**

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

Play HO	Competitions > PloyHQ Test League > 2023 - Ovinue	
Using as PlayHQ Test League	Grades Teams Participants Registration Allocations Settings. More A	â
Competition Management	+ Add a Grade         1. Regrade teams         All days         A Fixture Upload         All ages         Image: Ima	t÷tátt ⊊ taft ¥ ?
<ul> <li>Game Day</li> <li>Programs</li> </ul>	Playhq Senior Men 6 Teams Men Senior Reserves O Hopers	~:#00\$°® ~
Participants		1-10f1







## **Player Restriction Exemption**

The **Restrictions Settings** are configured when the **Grade** is created – please refer to the **Create a Grade** section earlier in this guide.

To edit the **Restrictions Settings** in a **Grade** click on **Competition Management**, click on the **Season**, select the **Settings** icon for the **Grade** and select the **Grade** tab.

Scroll down the page, under **Restrictions Settings** you will see the **Age Restrictions** and **Gender Restrictions** that were added when the **Grade** was created. You can adjust these settings and click on the **Update & Save** button at the bottom of the page.

Play 😳	Competitions > SMJFL > 2021 > Grades > SMJFL UI2 Girls Division 1 SMJFL UI2 Girls Division 1
Using as South Metro Junior Football Leagu 🌱	Fixture Ladder Settings
Y Competition Management	
🙀 Game Day	
Programs	Restrictions Settings
👹 Participants	Set the age and gender restrictions that you would like to apply for games in this grade.
🕂 Transfers & Permits	Age Restrictions 🔍
Merchandise •	Specify the age range for players that are allowed to play in games for this grade. Calculate age of player as at date ' Age range'
Venues.	31/12/2021 📛 10 🗸 11 🗸
Reports.	
My Organisation	Gender Restrictions 👞
III Settings +	💋 Female 🗌 Male 🔽 Non-Binary 🛃 Different Identity 🛃 Prefer not to say
😨 Support 🛛 🖸	Chalakar A month



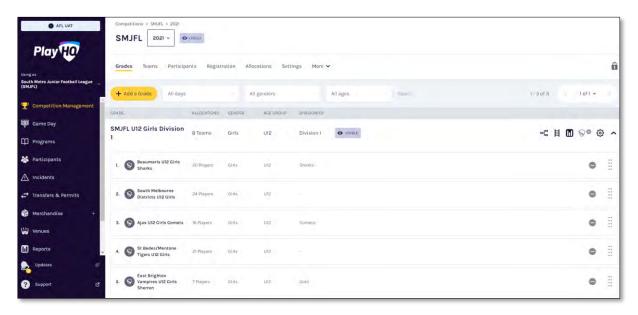




#### Competition Management - Player Restriction Exemption (cont)

The platform gives League admins the capability to override the **Restriction Settings** for **Players** in a Team that may have been given exemption.

In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the **V** button for the **Grade** the **Team** is in and click on the **Team**.



Under Grade Details click on Edit Player Restriction Status.

Play	Competitions > SMJFL > 2021 > Teams > East Brighton Vampires UI2 Girls Sherren East Brighton Vampires UI2 Girls Sherren								
Using as South Metro Junior Football Leagu ~	Players Registrations								
Competition Management	Players				🖉 Edit Player Numbers	Grade Details			
Programs	NO: NAME 3 Sophie Nilsson		AGE GROUP	GAMES PLAYED	Unallocate	GRADE PLAYER POINTS SMJFL U12 Girls Division 1 Not Required FINALS ELIGIBILITY			
♣ Partleipants ➡ Transfers & Permits	4 Ava Stewart		412	z	Unallocate	4 Games			
📦 Mèrchandisé +	5 Andie Sherren		Etu	0	Unallocate	10 - 11 (As of 31 Dec. 2021) GENDER RESTRICTIONS Female, Non-Binary, Different identity and Prefer not to say			
Reports	6 Amelia Harris 7 Pippa Jacobson		US.	0	Unallocate	🖉 Edit Finals Eligibility Statue			
My Organisation +	· · · · · · · · · · · · · · · · · · ·		194		<u></u>	🖉 Edit Player Restriction Status			







## Competition Management - Player Restriction Exemption (cont)

On the **Manage Player Restriction Status** page any restrictions will be shown under **Grade Restrictions**. Players allocated to the team that meet the restrictions will be shown under **Players who meet restrictions**. Players allocated to the team that do not meet the restrictions will be shown under **Players who do not meet restrictions**.

To move a player from **Players who do not meet restrictions** to **Players who meet restrictions** click on the **Give exemption** button for the player.

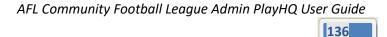
Play	Competitions > SMJFL > 2021 × East Brighton Vampires U Manage Player Restriction Sta		Save Cancel		
Using ns. South Metro Junior Football Leagu	Grade Restrictions				
Competition Management	Grade Restrictions				
Game Day	CALCULATE AGE OF PLAYER AS AT DATE	AGE RESTRICTION LIMIT	ALLOWED GENDERS		
🖽 Programs	31 Dec 2021	10 - 11	Female, Non-Binary, D say	ifferent Identity and Prefer not to	
Participants	Players who meet restrictions				
🚅 Transférii 8. Permitis	PLAYER	GENDER	D.O.S.	RESTRICTION STATUS	
Merchandles	Georgia Naughton	Female		Restrictions Met	
👹 Vanues	Constraint and a second s				
Reports	Genevieve Braoks	Female		Restrictions Met	
My Organisation					
II Settings	Zahra Stevens	Female		Restrictions Met	
	Players who do not meet restrictions				
0	PLAYER	GENDEP	D.Q.E.	RESTRICTION STATUS	
C Support E	Sophie Nilsson	Female		Restrictions Not Met	Give exemption

The player will be moved to **Players who meet restrictions** and the **Restriction Status** will change to **Exemption Given**.

If at any point during the season the exemption is revoked click on the **Remove exemption** button.

Play 现	Compatitions > SMJFL > 2021 > East Brighton Van Manage Player Restriction	Save Cancel			
Usingas South Metro Junior Football Leagu 🌱	Grade Restrictions				
Competition Management					
Game Day	CALCULATE AGE OF PLAYER AS AT DATE	AGE RESTRICTION LIMIT	ALLOWED GENDERS		
Programs	31 Dec 2021	10 - 11	Female, Non-Binar Prefer not to say	y, Different Identity and	
🐇 Participants	Players who meet restrictions				
😅 Transfers & Permits	PLAYER	GENDER	D.D.B.	RESTRICTION STATUS	
Merchandise +	Sophie Nilsson	Female		Exemption Given	Remove exemption
🔛 Venues					
Reports	Georgia Naughton	Female		Restrictions Met	
My Organisation +					
±⊨ Settings +	Genevieve Brooks	Female		Restrictions Met	
	Zahra Stevens	Female		Restrictions Met	
Support ra					

When changes are completed please ensure to click on the Save button in the top right corner.







## **Finals Eligibility**

The **Grade Default Settings** including **Finals Eligibility** are configured when the **Competition** is created – please refer to the **Create a Competition** section earlier in this guide. However, the configuration set when the **Competition** was created can be overridden in each **Grade**.

To edit the **Finals Eligibility** in a **Grade** click on **Competition Management**, click on the **Season**, click on the **Grade**, select the **Settings** icon for the **Grade** and select the **Grade** tab.

Scroll down the page, under **Finals Eligibility** you will see the **Minimum number of games played** that was added when the **Competition** was created. You can adjust this setting and click on the **Update & Save** button at the bottom of the page.

Play	Compatitions > PlayHQ Test League > 2022 > Grades > Senior Man Seniors Senior Men Seniors
Using as PlayHQ Test League	Fixture Ladder Settings
Competition Management	
Game Day	Finals eligibility 🜑 Bet the minimum number of games a player is required to play for a team before they are eligible to represent that team in linkly games.
Programs	Minimum number of games played*
🗱 Participants	3
😅 Transfers & Permits	







## Competition Management - Finals Eligibility (cont)

The platform gives League admins the capability to override the **Finals Eligibility** for **Players** in a Team that may have been given exemption.

In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the **Y** icon for the **Grade** the **Team** is in and click on the **Team**.

Play HO	Competitions > SMJFL > 2021 SMJFL 2021 ~	VISIDLE							
Using as South Metro Junior Football League (SMJFL)	Grades Teams Participa		Allocations !	Settings More	All ages	Reput	1-3of3	1011 ~	Ô
2 Competition Management	GRADE		GENDER AGE GROU	JP DIVISION/ID		1083091	1-3013	TOTT *	
<ul><li>Game Day</li><li>Programs</li></ul>	SMJFL U12 Girls Division 1	8 Teams	Girls U12	Division 1	O VISIBLE		~te 日 (	0 00 6	> ^
Participants A Incidents	1. Sharks	20 Players	Girls U12	Sharks				•	:
Transfers & Permits	2. South Melbourne Districts U12 Girls	24 Players	Girls U12					۰	#
Merchandise +	3. 🚫 Ajax U12 Girls Comets	16.Players	Gints U12	Correts				0	8
Reports	4. St Bedes/Mentone Tigers U12 Girls	21 Players	Girls U12					0	
<ul> <li>Updates</li> <li>Support</li> <li>Support</li> </ul>	5. S East Brighton Vampires U12 Girls Sherren	7 Playets	Giris U12	Gold				٥	

In the Grade Details section click on Edit Finals Eligibility Status.

Play HO	Competitions > 2022 Season > 2022 > Kenmore Senior Mer				
Using es Test Football League (TFL) ~	Players Registrations				
Competition Management					
Gome Day	Players			0 Edit Player Numbers	Grade Details
🋱 Programs	NO. NAME	DOH	GAMES PLAYED		GRADE Senior Men A
Participants	1 Braxton Archer		0	Unallocate	FINALS ELIGIBILITY 3 Games
	21 Tony Saunders		0	Unallocate	2 Edit Finals Eligibility Status
🖗 Mèrchandise +	+ Allocate player				







# Competition Management - Finals Eligibility (cont)

On the **Manage Finals Eligibility** Status page click on the **Make Eligible** button for the **Player** that has been given the exemption.

Play	Competitions > 2022 Sesson > 2 Manage Finals E					Save Cancel
Lising as Test Football League (TFL)	Eligible players					
<b>2</b> Competition Management	Engible players					
Game Day			No players are co	rrently eligible to play in finals.		
🌐 Programs						
🐸 Participants	Non Eligible players					
🚅 Transfera	PLAYERS	ALLOCATION STATUS	GAMES PLAYED	ELIGIBILITY STATUS	REASON	
Merchandise +	Braxton Archer	Allocated to team	0	Ineligible	Not enough games played	Make Eligible
😝 Venues						
Reports	Tony Saunders	Allocated to team	0	Ineligible	Not enough games played	Make Eligible

A warning will pop up will appear, click on the **Make Player Eligible** button.

Play	Compositions + 2002 Genoem + 2 Manage Finals El				- ×
Test Football League (TFL)					
TompatitionAanagamaa	Eligible players				
and successive					
III manne					
25 - Harrison Ha	Non Eligible players				
2*			Are you sure you want to make Braxton Archer eligible to play for finals?		
ê ······	Braxton Archor.	Allocated I	Make Player Eligible Cancel	Not enough games played	Make Eligible
					-
10 Impures	Tony Saunders	Allocated to team	u. inengiore	Not enough games played	Milke Eligible

You will return to the Manage Finals Eligibility Status page and the Player will show in the Eligible Players area.

Play	Competitions > 2022 Season > 20 Manage Finals Eli					Save Cancel
Using as Test Football League (TFL) *	Eligible players					
2 Competition Management	PLAYEDS	ALLOCATION STATUS	GÁMES PLAYEO	FLIGIBILITY STATUS	TRASON	
Game Day	PLAYERS		GAMES PLAYED			-
🛱 Programs	Braxton Archer	Allocated to team	0	Eligible	Override	Make Ineligible
👹 Participants						
🖨 Transfors	and the second second					
Merchandise +	Non Eligible players					
🙀 Venues	PLAYERS	ALLOCATION STATUS	GAMES PLAYED	ELIGIBILITY STATUS	REASON	
Reports	Tony Saunders	Allocated to team	o	Ineligible	Not enough games played	Make Eligible

If at any point during the finals the exemption is revoked click on the **Make Ineligible** button.

When changes are completed please ensure to click on the **Save** button in the top right corner.

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#### **Player Points**

If your League uses a player points system turn on **Players Points** when you create the **Grade**. Toggle on the **Player Points** button on, select an option in **Enforce a team total player points cap** and select the **Team player points cap**. Select **Visible** or **Hidden** in the **Players Points Visibility** area.

#### **Setting Player Points to Players**

If the League has Player Points turned on for a Competition, there is two options for the administrator to add Player Points to a Player or to edit the Player Points for a Player.

Option 1 – Using as the League in the left menu click on Competition Management, click on the Competition and click on the Season. On the Grades page click on the More tab and select Player Points.

Play HO	Competitions > 2022 Season > 2023 2022 Season 2023 ~ • Visue	e		
Using as Test Football League (TFL) ~	Grades Teams Participants Registration	Allocations Settings More A	nts	A
Y Competition Management	+ Add a Groce All days	All genders Fixture Up View all la		

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

e AFLUAT	Player poin	ts				Done
Flay	From DOB	+ To DOB AI	I Players	All Statuses	Sot	1-3 of 3 ( 1 of 1 ~ )
Using se Test Football League (TFL)	FIRST NAME	LAST NAME	D.O.B	cma	TEAM	PLAYER POINTS
Competition Management	Tony	Saunders	2102 nut 10	Kenmore JAFC		View
🗐 Game Day				S		
D Programs	Tony PP	Saunders	01 Jun 2012	Kenimore JAFC		0 5 View
Participants	Tony PP	Saunders	01 Jun 2012	Kenmore JAFC		- View
1 Incidents						1-3 of 3 1 of 1 ~
Transfers & Permits						inauta forti v

Add the relevant number of player points for each player in the **Player Points** column and when completed click on the **Update Changes** button in the top right corner. Please note there are filter boxes above the list to assist with locating players if required.

AFL UAT	Player point	s				Update Changes Cancel
Play	From DOB	- To DOBA	II Players	All Statuses	Reset	1-3013 1011*
Using as Test Football League (TFL) ~	FIRST NAME	LAST NAME	D.0.8	CLUB	TEAM	PLAYER POINTS
Competition Management	Tony	Saunders	2105 UnF 10	Kenmore JAFG		View
Game Day	Tony PP	Saunders	SI05 nut 10	Kenmore JAFC		0 4 View
🋱 Programs	Tony PP	Saunders	S102 nut 10	Kenmore JAFC.		View
A Incidents						-
Transfers & Permits						1-30/3 10f1 •

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## Competition Management - Setting Player Points to Players (cont)

The page will display a confirmation message that the player points have been successfully updated. If the player point value is changed the <sup>1</sup> icon will be removed. You can either add or edit player points or if you have finished click on the **Done** button in the top right corner.

AFL UAT	Player point	s				Done
Play HO	From DOB	- To DOB All P	layers	All Statuses	Rappit	1-30f3 10f1 *
Jsing as Fest Football League (TFL) ~	Successfully update					
Competition Management	FIRST NAME	LAST NAME	0.08	CLUB	TEAM	PLAYER POINTS
Game Day	Tony	Saunders	01 Jun 2012	Kenmore JAFC	1 Linns	-
D Programs	iony	Saunders	UISUN EULE	Konmone sare		View
Participants	Tony PP	Saunders	01 Jun 2012	Kenmore JAFC		4 View
1 Incidents	Tony PP	Saunders	01 Jun 2012	Kenmore JAFC		View
Transfers & Permits						
Merchandise +						1-3 of 3 1 of 1 🗸

Option 2 – Using as the Club in the left menu click on Competitions and click on the View button for the Competition. On the Grades page click on the More tab and select Player Points.

		Competitions 2022 Season - 2023 Test Football League (TFL)						
Using as Kenmore JAFC	Grades Teams Pa	articipants Registration	More A Player Points		Đ			
Y Competitions	All days	All genders	View all ladders.	Famil				

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

AFL UAT	Player points	Club access is closed.			Done
Play	From DOB - To D	OB All Statuses	Resol		1-3o(3 1of1 *
Using as Kenmore JAFC	PIRSTNAME	LAST NAME	Dias	TEAM	PLAYER POWITS
Y Competitions	Tony	Saunders	2102 nuL 10		- View
Game Day	Tony PP	Saunders	2102 nut 10		4 View
D Programs	100	den artic			
Participants Transfers & Permits	Tony PP	Saunders	2102 Jun 2012		- View
Merchandise +					1-3013 1011 V







## Competition Management - Setting Player Points to Players (cont)

On the **Player points** page if the **League** has given the club access to add or edit **Player Points**, add the relevant number of player points for each player in the **Player Points** column and when completed click on the **Update Changes** button in the top right corner. Please note there are filter boxes above the list to assist with locating players if required.

AFL UAT	Player points	ub access is open. Open from 06 Nov 2022, 9:31	Dam until 07 Nov 2022, 5:30pm.		Update Changes Cancel
Play	From DOB - To DOB	All Statuses	Reaut		7-30[5 10] V
Using as Kenmore JAFC	· FIRST NAME	LAST NAME	0.0.8	TEAM	PLÄYER POINTS
Competitions	Tony	Saunders	2102 mJL 10		View
Game Day	Tony PP	Saunders	D1 Jun 2012		1 View
D Programs					
Participants	Tony PP	Saunders	01 Jun 2012		4 View
Transfers & Permits Merchandise +					1-3 o(3 < 1011 -

The page will display a confirmation message that the player points have been successfully updated. You can either add or edit player points or if you have finished click on the **Done** button in the top right corner.

AFL UAT	Player points	à			Done
Play HO	From DOB - 1	To DOB All Statuses	Result		1-3 of 3 1 of 1 *
Jsing as Kenmore JAFC	-				
	<ul> <li>Successfully updated playe</li> </ul>	ir points.			×
Competitions	FIRST NAME	LAST NAME	DOB	TEAM	PLAYER POINTS
Game Day		0. T. A.			
Programs	Tony	Saunders	01 Jun 2012		View
Participants	Tony PP	Saunders	01 Jun 2012		1 View
Transfers & Permits	Tony PP	Saunders	2105 nuL 10		4 View
Merchandise +					
Venues					1-3 of 3 1 of 1 +

#### **Setting Player Points Limit to Teams**

The **Players Points Limit** for all **Teams** is set when the **Competition** and **Grades** are created. There may be instances where a **Team** may be given a higher or lower **Player Points Limit**.

Adjusting the **Player Points Limit** can only be done while **Using as** the **League**. In the left menu click on **Competition Management**, click on the **Competition** and click on the **Season**. On the **Grades** page click on the **Teams** tab and click on the **View** button for the **Team**.

Play 😳	Competitions > PlayHQ Test League - Seaso PlayHQ Test League -	Company E	2021 ~ Ø wopper						
Using as PlayHQ Test League 🌱	Grades Teams Participants	Registration Allocation	as Settings Mi	ore 🗸					â
Competition Management	-								
Game Day	+ Add a Team							1 - 33 of 33	lof1 ~
Programs	TEAM	CRADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE	
🐉 Participents	Surleigh Senior Men	McDonald's Senior Men Div 2	Burleigh JAFC	1	Men	Senior			View
🕂 Transfers & Permits	Burleigh Senior Women	Cotton On Senior Men	Burleigh JAFC	6	Women	Senior			View
Merchandise +	•	DIVI	0.04107						-

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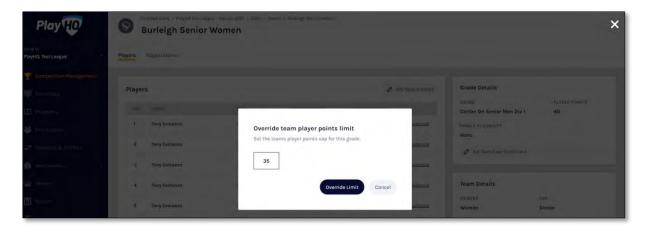


## Competition Management - Setting Player Points Limit to Teams (cont)

In the Grade Details area click on the Edit Team Player Points Limit link.

Play		ompetitions > PlayHQ Test Leag	ue - Season 2021 > 2021 > Tea Women	ms > Burleigh Seniar Women				
Using as PlayHQ Test League ~	Players	Registrations						
Y Competition Management	-							
Game Day	Players	s				Ø Edit Player Numbers	Grade Details	
🛱 Programs.	NO.	NAME	DOB	PLAYER POINTS	GAMES PLAYED		GRADE Cotton On Senior Men Div 1	PLAYER POINTS 40
Participants		Tony Costanzo	OI Jan 2014.	1	٥	Unallocate	FINALS ELIGIBILITY	
	2	Tony Costanzo	01 Jan 2014	Ť	ö	Unallocate	Edit Team Player Points Limit	
Merchandise +	3	Tony Costanzo	01.Jan 2014	í.	0	Unallocate		

The **Override team player points limit** pop-up will appear. Change the limit number and click on the **Override Limit** button.



You will return to the Team page, a confirmation message will appear and Player Points limit will be updated.

Play	Competitions > PlayHQ Test Leag Burleigh Senior		ms > Burielgh Senior Women	S		
ing as layHQ Test League	Players Registrations					
Competition Management	• Team player point limit successfully or	nda (ext		×	Grade Details	
Game Day	-				GRADE	PLAYER POINTS
] Programs	Players			C Edit Player Numbers	Cotton On Senior Men Div 1	35
	NO. NAME	DDB	PLAYER POINTS	GAMES PLAYED	FINALS ELIGIBILITY	
	1 Tony Costanzo	01 Jan 2014	t	0 <u>Unallocate</u>	🖉 Edit Team Player Points Limit	
Merchandise	2 Tony Cottanzo	01.000.0004		0 linellocate		







# 14. Game Day

#### **Create Line-up**

Please note club admins who have been given admin access will always have access to Game Day to create Lineups. This task can also be done from the League level to provide assistance to Clubs if required.

In the left menu click on **Game Day**, select the date for the match and click on the **Details** button for the match.

AFL UAT	Game Day					
Play	Generate Game Sheets					08/11/2022
Usinges South Metro Junior Footbell League (SMJFL)	All Game Statuses	All Grades All Venues	- Reset			1-10[1] C 10[1 + 2
T Competition Management	TIME VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
🖗 Game Day	8:00PM AGGI/AGGI	East Brighton Vampires U12 Girls Sherren		Prahan U12 Girls Laughton	SMJFL SMJFL U12 Girls Division	1 464b9c Details
Programs						
😹 Participants						1-1oi1 1oi1 ~

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

C ALCON	ame Day > Game Details > East Brighton Vampfres UI2 Girls Sherren v Praha Same Details	Done
	ame Incidents	
Usingas South Metro Junior Football League	🕁 Download Game Sheet 🔰 🖓 Sit neur Tamporary Club écona 🏮	
T Competition Management		
Game Day	SMJFL U12 Girls Division 1	
Programs	Upcoming SmJrL: Urz Girts Unitsion 1 De Nov 2022, 600PM I ViC - A G Gillon Oval (Brunswick)/A G Gillon Oval	Set override result 👻
🐸 Participants	East Brighton Vampires U12 Girls Sherren	vs Prahan U12 Girls Laughton
← Transfers & Permits	GOALS BEHINDS TOTAL	GOALS BEFENDS TOTAL
Merchandise +		
Came Details		
Using as South Metro Junior Football League (SMJFL)	🛃 Download Game Sheet	
	1 Please select -	1 Please select
Game Day	2 Please select	2 Please select
Programs	3 Please select	3 Please select
🐉 Participants	4 Please select	4 Please select
A Incidents	5 Please select	5 Please select
← Transfers & Permits	6 Please select	6 Please select
Merchandise +		
😫 Venues	SELECT TEAM (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN)	SELECT TEAM (PRAHAN UI2 GIRLS LAUGHTON)
Reports	Add players, coaches and volunteers for this game.	Add players, coaches and volunteers for this game.
Updates @	+ Select Team	+ Setect Team
Support C		

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On the **Add line-up** page any restrictions for the **Grade** will appear in the top right corner and all of the **Players** allocated to the **Team** will appear in the **Team Players – Out** area.

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

To add **Players** to the **Line-up** click on **Select line-up from a previous round** to add of players selected in the previous finalised match. Click on the  $\bigcirc$  icon to remove a **Player** from the line-up and click on the  $\bigcirc$  icon for the **Player** in the **Out** area to add a **Player** to the line-up. When you have added **Players** to the **Line-up** you are able to edit the jumper number if required, if there are duplicate jumper numbers there will be a warning. The **Next** button in the top right corner will not be available until the grade restrictions have been met.

Play 10	Add line-up East Brighton Vampires UI2 Girls Sherren	• • •	Noxt Cancel
Using as South Metro Junior Football League (SMJFL)	Players Maximum of 22 players are required for this game.		
Y Competition Management	Team Players - Out	Line-up (5/22)	
Game Day	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.	
Programs	# Player Name	a Player Name	Position
Darticipants	10 Phoebe Fyfe	5 Andie Sherren	Select \varTheta
A Incidents	18 Ava Stewart	Duplicate number used 6 Amelia Harris	Select
➡ Transfers & Permits	20 Genevieve Brooks	7 Pippa Jacobson	Select
Merchandise +		8 Sophie Nilsson	Select
Venues			
Reports		5 Test Incidents Duplicate number used	Select
Updates (7 2 Support 12		/ Edit Captains	







To add or edit the captain status for players click on the **Edit Captains** button. The **Edit Captains** pop-up will appear, select from drop-down box for each player where required and click on the **Save Captains** button.

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

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

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







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

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

You will be taken to the **Add coaching staff** page. The **Coach** and **Assistant Coaches** that have been allocated to the team will show as **In** by default, click on the **Next** button in the top right corner.

Play 10	Add coaching staff East Brighton Vampires UI2 Cirls Sherren:	0.0	Next Back
Using as South Metro Junior Football League (SMJFL)	Coaching Staff A minimum of 1 and a maximum of 3 coaches are required for this game.		
Y Competition Management	Out	in (1/3)	
Game Day	There are no coaches listed as out	Coach	
Programs		Peter Day	•
🐉 Participants		+ edd Could	
← Transfers & Permits		Assistant Coaches	
Merchandise +		There are no assistant coaches listed as in	
🔛 Venues			
Reports		+ Add Assistant Coach	
Updates 🕫			







You will be taken to the **Add volunteers** page. To add volunteers type the name of the volunteer for the respective role and click on the **Save Team Selection** button in the top right corner.

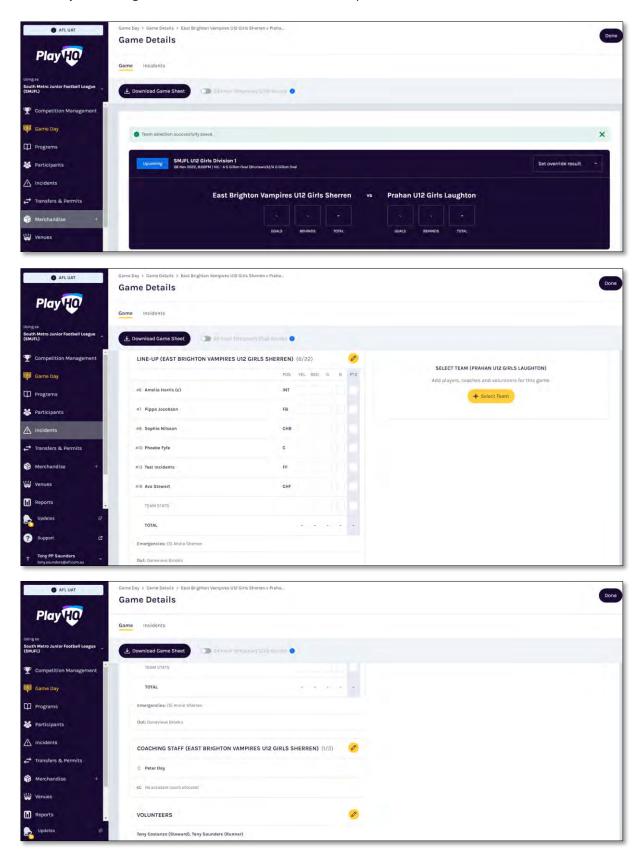
Play	Add volunteers East Brighton Vempires U12 Girls Sherren	00	Save Team Selection Back
using as South Metro Junior Football Leagu 🎽			
🝸 Competition Management	Volunteers		
🐺 Game Day	Name	Role	
🋱 Programs	Tony Costanzo	Steward	
📽 Participants	Tony Saunders	Runner	
🚅 Transfers & Permits	First and last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







You will be returned to the **Game Details** page with confirmation message and when you scroll to the bottom of the page the **Line-up**, **Coaching Staff** and **Volunteers** areas will be updated.



AFL Community Football League Admin PlayHQ User Guide







#### **Edit Line-up**

On the **Game Details** page in the **Line-up** area click on the 🤌 icon.

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

AFL UAT	Add line-up East Brighton Vampires UI2 Girlt Sherron	• • •	Fact: Cancel
Play			
Using as South Metro Junior Footbell League (SMJFL)	Players A minimum of E and a maximum of 22 players are required for this game. A minimum of 3 and a maximum of 3 amergency players can be selected for this game.		
Y Competition Management			
Game Day	Team Players - Out Players that have been allocated to this team, but have not been selected for the line-up in	Line-up (5/22) + Emergency Players (0/3) Players that have been selected for this game.	
Programs	this game.	# Player Name	EMG Position
😹 Participants	# Player Name		Select 🖨
A Incidents	10 Phoebe Fyfe		
➡ Transfers & Permits	18 Ava Stewart	6 Amelia Harris	Select
	20 Genevieve Brooks	7 Pippa Jacobson	Solect
Merchandise +		8 Sophie Nilsson	🗆 Select 🕒
Venues		13 Test Incidents	Select
Reports			
Updates Ø		🖋 Edit Captains	
? Support 12		Non-team Players	
T Tony PP Saunders tony.saunders@all.com.au		Add to the line-up players that have not been allocated to the team.	+ Select Player

#### **Edit Coaching Staff**

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

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

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







#### **Edit Volunteers**

On the **Game Details** page in the **Volunteers** area click on the 🤌 icon.

On the **Edit Volunteers** page to add a volunteer type the name of a volunteer in the respective role and to remove a volunteer delete the name of the volunteer in the respective role. Click on the **Save** button in the top right corner.

Play	Edit volunteers East Brighton Vempires UI2 Girls Sherren		Save Cancel
ising as South Metro Junior Football Leagu 🌱			
Competition Management	Volunteers		
Game Day	Name	Role	
Programs	First and last name	Steward	
Participants	Tony Saunders	Runner	
🏞 Transfers & Permits	First and last name	Runner	
Merchandise +	First and last name	Physio	
Venues	First and last name	Doctor	
Reports.	Tony Costanzo	Trainer	
My Organisation +	First and jast name	Trainer	
🕆 Settings 🗧 🗧	First and last name	Medical/Water	

#### Add Unallocated Players to Line-up

To add players registered with the club in the current season but not allocated to the team, on the **Game Details** page in the **Line-up** area click on the *line* icon. On the **Edit line-up** page click on the **+ Select Player** button.

AFL UAT	Bdit line-up		Days Cancel
Play	East Brighton Vampires UI2 Girls Shorren Team Players - Out	Line-up (6/22) + Emergency Players (1/3)	
Using as South Matro Junior Football League (SMJFL)	Players that have been allocated to this team, but have not been selected for the line-up in this game. 8 Player Name	Players that have been selected for this game:	EMG Position
T Competition Management	20 Genevieve Brooks	5 Andie Sherren	
Game Day		6 Amelia Harris (c)	🗆 INT ~ 🖨
Programs		7 Pippa Jacobson	🗆 ғв ~ 🖨
😹 Participants		8 Sophie Nilsson	🗆 снв ~ 🖨
		10 Phoebe Fyfe	□ c ~ ⊖
← Transfers & Permits		13 Test Incidents	🗆 FF 👻 🖨
Merchandise +		18 Ava Stewart	🗆 СНЕ 🗸 🖨
🖶 Venues		/ Edit Captains	
Reports .			
Updates 19		Non-team Players Add to the line-up players that have not been allocated to the team.	+ Select Player







## Game Day - Add Unallocated Players to Line-up (cont)

On the Add a Non-Team Player page select the Club Players button, type in all or part of the player's Last Name and click on the Search button. Click on the **Done** button in the bottom right corner.

O APLUAT	Edit line-un				- 1	
Play	Add a Non-team Pl East Brighton Vampires U	A Real Property of the second s				
South Melys Junior Foetball League (SMJFL)	Te	Club Players	Game Permit			
T Competition Management						
🔯 Game Day	Organisation* East Brighton Vampires J	First Name	Last Name*	1		EM6 Position
D Programa	east Brighton vampires Ji	FILLNAME	waii	Reset	Q Search	
25 Panispints	1 Result					II 187 ~ O
	Amelia Wall	3	-		•	🗆 🕫 - 🖨
🔿 Transfers & Permite						🗆 снв - 🖨
Marchandi						
W Ventes						🗆 # · 🖨
						🗆 em - 🖨
Reports						
Vicenne T					Done	
Support II						
- Tony PP Saundors	\$		7510110	INCLUSION ADDRESS	out that Deput	+ institute

You will be returned to the **Edit line-up** page and the **Player** will be in the **Line-up**. You can add the player's jumper number and click on the **Save** button in the top right corner.

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







### Game Day - Add Unallocated Players to Line-up (cont)

You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.

O AFL UAT	Game Day > Game Details > East Brighton Vampires U Game Details	12 Girls Sherren y Praha	Dom
Play	Game Incidents		
ing as suth Metro Junior Football League: MJFL)	🗄 Download Game Sheet	τοπομονογγ Ολίμα Αροαρος 🔘	
Competition Management	LINE-UP (EAST BRIGHTON VAMPIRES	3 U12 GIRLS SHERREN) (7/22)	
Game Day		POS YEL RED G B PTS	SELECT TEAM (PRAHAN UI2 GIRLS LAUGHTON) Add players, coaches and volunteers for this gama.
Programs	#1 Amelia Wall	· 500.0	+ Select Team
Participants	#6 Amelia Harris (c)	INT	
1 Incidents	#7 Pippa Jacobson	FB	
Transfers & Permits	#8 Sophie Nilsson	СНВ	
Merchandise +	all Phoebe Fyfe	ċ 🔤 🗌 🗖	
Venues	#13 Test Incidents		
Reports	alia Ava Stewart	CHF	

#### **Game Permits**

Please note to be able to use the Game Permit feature to permit players between different Leagues there must be a Permit Agreement in place in the system.

League admins are able to turn off Game Permits via Grade settings.

This feature is only available with admin portal access, it is not available for Team Managers via My Teams.

To add players registered with another club in the current season on a **Game Permit**, on the **Game Details** page in the **Line-up** area click on the *I* icon. On the **Edit line-up** page click on the **+ Select Player** button.

AFLUAT	Edit line-up East Brighton Vampires UI2 Girld Sherren.			5	ave Cancel
Play 😳	Team Players - Out	Line-up (7/22) + Emergency Players (1/3)			
Using as South Metro Junior Football League (SMJFL)	Players that have been allocated to this team, but have not been selected for the line-up in this game.	Players that have been selected for this game.	EMG	Position	
T Competition Management	Player Name     Genevieve Brooks	1 Amelia Wall		INT ~	•
👜 Game Day		5 Andie Sherren	$\mathbf{\Sigma}$		•
Programs		6 Amelia Harris (c)		INT ~	•
Not Participants		7 Pippa Jacobson		FB ~	•
		8 Sophie Nilsson		снв ~	•
↔ Transfers & Permits		10 Phoebe Fyfe		c ~	•
Merchandise +		13 Test Incidents		FF ~	•
Wenues		18 Ava Stewart		CHF ~	•
Reports 🔹		🖌 Edit Captains			
Updates @					
Support 13		Non-team Players Add to the line-up players that have not been allocated to the team.		- Select Play	er







### Game Day – Game Permits (cont)

On the Add a Player page select the Game Permit button, type in the Organisation (player's registered club name), type in all or part of the player's Last Name and click on the Search button. Click on the **•** icon for the Player you wish to add and click on the Done button in the bottom right corner.

AFL UAI	B Edit line-un				-	
Play	Add a Non-team P East Brighton Vampires U					
Larry es South Metro Junior Football Lengue (SMJF1)		Club Players	Game Permit	$\supset$	hat	
T Competition Management		Course of the second				INT - 😑
Hand Bar	Organisation*	First Name	Last Name*			•
III Hingianis	Murrumbeena Junior Foot	First Name	hawkins	Reset Q Ser	rch	W - O
😹 Participanta	1 Result					m - O
A increments	Hollie Hawkins		CARNEGIE, VIC 3163		•	сна - Ө
≓ <sup>†</sup> fransfer <i>i de</i> rummus						
🚯 Manchandia						19 · •
Venties						сня - Ө
Reports						
trans.						
C same (2					Done	+ Secol #
Tany MP Snunders						

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

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







#### Game Day - Game Permits (cont)

You will be returned to the **Game Details** page and the **Player** will be in the **Line-up**. Click on the **Done** button in the top right corner.

O AFLUAT	Game Day > Game Details > East Brighton Vampires U Game Details	Iz Girls Sherren y Pfaha	Dom
Play	Game Incidents		
sing as outh Metro Junior Football League 🖕 IMJFL)	L Download Game Sheet	Temponay Data Access 🔕	
Competition Management	LINE-UP (EAST BRIGHTON VAMPIRE	S U12 GIRLS SHERREN) (8/22)	
Game Day		POS YEL RED G B PTS	SELECT TEAM (PRAHAN UI2 GIRLS LAUGHTON) Add players, coaches and volunteers for this game.
] Programs	s: Amelia Wall	INT	+ Select Team
Participants	#2 Hollie Hawkins	INT	
1 Incidents	#6 Amelia Harris (c)	INT	
Transfers & Permits	#7 Pippa Jacobson	FB	
Merchandise +	#8 Sophie Nilsson	СНВ	
Venues	#10 Phoebe Fyfe	c	
Reports +	#13 Test Incidents	**	
Updates Ø	#18 Ava Stewart	CHF	

#### Add Unallocated Coach to Coaching Staff

Please note this feature is only available with admin portal access.

To add a coach registered with the club in the current season but not allocated to the team, on the **Game Details** page in the **Coaching Staff** area click on the *l* icon. On the **Edit coaching staff** page you must firstly remove the Coach from the **In** area and the **+ Add Coach** button will become available. Click on the **+ Add Coach** button.

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







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

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

S AFLUAT	lit coachind staff						-
Play	Add a Coach East Brighton Vampires (	112 Girls Sherren					
Using a) Bouth Melvo Junior Pootbell Léégue	Organisation*	First Name	Last Name*				
🛫 Compérison Management 🔍 🗛	East Brighton Vampires Ji	First Name	Last Name	Result:	Q Search		
Trograma	Leigh Elliott		÷		0		
😹 Participanta	Michael Hendricks		-		Ð		
	Greg Jones				Ð		
😅 Transform de Parmita	Hudson Milnes		1910 - E		0		
Mershundhe	Chantelle Pritchard				Ð	ad result from t	
10 Keports	Travis Pritchard		-		Δ.		
Channa -					Dane		
Support 2					Dune		

You will be returned to the **Edit Coaching staff** page and the **Coach** will be in the **In** area. Click on the **Save** button in the top right corner.

	Edit coaching staff East Brighton Vampires U12 Grits Sharren		Save Cancel
Using es. South Metro Junior Football League (SMJPL)	Coaching Staff A missioner of 3 and a maximum of 3 coaches are required for this game.		
T Competition Management	Out	In (1/3)	
👜 Game Day	Peter Day	Coach	
Programs		Leigh Elliott	<b>B</b>
Participants		+ Add Goodh	
▲ Incidents		1 Contraction	
← Transfers & Permits		Assistant Coaches	
🎲 Merchandise +		There are no assistant coaches lit	sted as in.
😫 Venues			
Reports		+ Add Assistant Coach	
Updates .@			







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

You will be returned to the **Game Details** page and the **Coach** will be in the **Line-up**. Click on the **Done** button in the top right corner.

AFLUAT	Game Day ½ Game Details > East Brighton Vampires U12 Girls Sherren v Prahs Game Details	Done
Play	Game Incidents	
Using as South Metro Junior Football League (SMJFL)	L Download Game Sheet     Set 1000 Thim provid Club Access ●	
Tompetition Management	TEAM STATS	
Game Day	TOTAL	
Programs	Emergenciess (5) Andre Sherren	
Participants	Out: Cenevieve Breaka	
	COACHING STAFF (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN) (1/3)	
→ Transfers & Permits	C Leigh Elliott	
Merchandise +	AC No assistant seach allocated	
😂 Venues	MAR - LAR AND	

#### Add Unallocated Assistant Coaches to Coaching Staff

To add assistant coaches registered with the club in the current season but not allocated to the team, on the Game

**Details** page in the **Coaching Staff** area click on the *local* icon. On the **Edit coaching staff** page click on the **+ Add Assistant Coach** button.

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







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

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

a Are Mat	dit coaching staff					-
Play	Add an Assistant East Brighton Vampires					
South Metro Juniol Football League	Organisation*	First Name	Last Name*			
🝸 Competition Management	East Brighton Vampires Ji	First Name	Last Name	Restin	Search	
Gerre Det Pr	Michael Hendricks		~		0	
🕮 - Program	Greg Jones				•	
A Incluints	Hudson Milnes		-		0	
😅 Transfery a Damins	Chantelle Pritchard		~		•	
Merchandtac	Travis Pritchard		~		0	
Wenawa	Annie Sutherland				•	
La species d						
O magell of E - 1					Dane	

You will be returned to the **Edit Coaching staff** page and the **Assistant Coach** will be in the **In** area. Click on the **Save** button in the top right corner.

Play HO	Edit coaching staff East Brighten Vempires UI2 Cirls Elveren		Save: Cancel
Using as South Metro Junior Football League (SMJFL)	Coaching Staff A minimum of 1 and a maximum of 3 coaches are required for this game.		
<b>T</b> Competition Management	Out	In (2/3)	
🕶 Game Day	Peter Day	Coach	
Programs		Leigh Elliott	Û
Note: Participants		+ Alle Geauly	
		- Van Trant	
😅 Transfers & Permits		Assistant Coaches	
Merchandise +		Michael Hendricks	8
😫 Venues			
Reports		+ Add Assistant Coach	
Dupdates (21			







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

You will be returned to the **Game Details** page and the **Assistant Coach** will be in the **Line-up**. Click on the **Done** button in the top right corner.

AFL UAT	Game Day > Game Details > East Brighton Vampires U12	2 Girls Sherren v Prahus	
Play	Game Incidents		
Using as South Metro Junior Football League (SMJFL)	🛃 Download Game Sheet	engenacy Gills Access 🔹	
T Competition Management	TEAM STATS		
🔯 Game Day	TOTAL		
Programs	Emergencies: (5) Anale Sherren		
😸 Participants	Out: Genevieve Brooks		
	COACHING STAFF (EAST BRIGHTON VA	AMPIRES U12 GIRLS SHERREN) (2/3)	0
← Transfers & Permits	C Leigh Elliott		
Merchandise +	AC Michael Hendricks		
👑 Venues			

#### **Game Sheet**

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

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







## Game Day - Game Sheet(cont)

A link to the downloaded file will appear in the bottom left corner, click on the link to view, print and save if required.

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

-	East Brighton Vampire		en vs		Prahan Ul	2 Girls Laughto	n		464b9c
_	2021	SMJFL U12	Sirls Division 1		AGGI / AGGI	08 Nov 2	1022	8:00 pm	1
	SEASON		RADE		GROUND	DATE		TYME	ROUND
TEAM A:	East Brighton Vampires	U12 Girls Sherre	n	N	-		-	-	
NO.	PLAYERS	PL	YER SIGNATURES	PP	GOALS	BEHINDS	BEST	YEL CARD	RED CARD
1 1	Amelia Wall			1			-		
2 2	Hollie Hawkins			0					
3 6	Amelia Harris (c)								
4 7	Pippa Jacobson								
5 8	Sophie Nilsson			1					
	Phoebe Fyfe								
7 13	Test incidents			0					
8 18	Ava Stewart			1					
9 5	Andie Sherren (emg)								
10									
11									
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criacian L	eigh Elliott			TRAINER					
ASST COA	Cite Michael Hendricks				WATER 1:				
ASST. COM	CIP.				WATER 2:				
ASST. COM					L/WATER 2:				_
	R: Braxton Saunders				WATER 4:				
	Tony Costanzo								
	Tony Saunders			00.20	MPIRE:				
RUNNER:				GON	ADIRE:				
PHYSIC:				GON IN	ADIRE:				
DOCTOR					RY UMPIRE:				
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1									
	East Brighton Vampires				8: Prahan U12 G		_		_
GO	ALS BEHI	NDS	TOTAL		OALS	BEHINDS		TOTAL	
Q1				(Q1)		_	_		
Q2				Q2				_	_
03				Q3				_	
Q4				<b>Q4</b>				_	
T.				т					
	l'Impires Tearr Managers Staches E/ECHANIQUE 🔲 MULIEV 🗖	Langun Admins (H)	nica		TT Despires Jame Ma ecclesionnise [	nagara, Casanan, Langa Janutter 🔲 vanit	e visie	anes	
			-						-
TEAM MAN	AGER SIGNATURE:			UMPIRE	SIGNATURE:				

AFL Community Football League Admin PlayHQ User Guide







#### **Add Match Results & Player Statistics**

In the left menu click on **Game Day** and select the date for the matches. There are multiple options for adding **Match Results** depending on the regulations of your **League**.

The final score can be entered on the **Game Day** page and the score can be entered with total points only or by adding goals & behinds. Whichever option you choose when the final score has been entered click on the **Save changes** button in the top right corner.

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

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

AFL UAT	Game Day									
Play	Generate Game Sheets								07/11/2022	8
Daing as South Metro Junior Football League 🖕 (SMJFL)	All Game Statuses	All Grades	All Venues		Rosai			1-4	of 4 1 of 1	÷ )
Y Competition Management	<ul> <li>Successfully updated gr</li> </ul>	ime results.								×
💭 Game Day	TIME VENUE/G	ROUND HOME			SCORE		AWAY	GRADE	GAME ID	
🋱 Programs					SCORE		AWAY	GRADE	GAMEID	
Participants	8:00PM AGGI/AG	GI Girls Red Win	de U12	0 0	68 : 0	0 54	Murrumbeena U12 Girls Loss	SMJFL SMJFL U12 Girls Division 1	ed595f	Details
ncidents							St Bedes/Mentone Tigers			1
Transfers & Permits	8:00PM AGGI/AG	iGI Ajax U12 Girls Cor Loss	nets	5 6	36 : 6	7 43 🕨	U12 Girls	SMUFL SMUFL U12 Girls Division 1	18bd9d	Details
Merchandise +		East Brighton Var	npires				Prahan U12 Girls	SMJFL	464b9c	Details
Venues		U12 Girls Sherren					Laughton	SMJFL U12 Girls Division 1	404030	Details
Reports	B:00PM AGGI/AG	GI Beaumaris U12 Gi Sharks	rls		: 9-		South Melbourne Districts U12 Girls	SMJFL SMJFL U12 Girls Division 1	e55619	Details
Updates @										
2 Support 12								1-4	of 4 1 of 1	×

At this point the **Score** areas will be locked for the finalised matches and further changes cannot be made on this page. If you wish to edit the scores for finalised matches click on the **Details** button for the match.







To add the full match results including quarter scores and the player statistics, on the **Game Day** page click on the **Details** button for a match.

Play	Generate Game Sheets					07/11/2022
sing as auth Metro Junior Football League SMJFL)	All Game Statuses	All Grades All Venues	Reset		1-40	14 C Tof1 ~
Competition Management	TIME VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
Game Day	8:00PM AGGI/AGGI	Mordialloc Braeside U12 Girls Red d 0 0	68 : 0 0 54	Murrumbeena U12 Girls	SMUFL SMUFL U12 Girls Division 1	ed595f Detail
Participants	8:00PM AGGI/AGGI	Ajax U12 Girls Comets 5 t	36 : 6 7 43 🕨	St Bedes/Mentone Tigers U12 Girls Win	SMUFL SMUFL U12 Girls Division 1	18bd9d Detail
Transfers & Permits	8:00PM AGGI/AGGI	East Brighton Vampires U12 Girls Sherren		Prahan U12 Girls Laughton	SMUFL SMJFL U12 Girls Division 1	464b9c Detail
Merchandise +	8:00PM AGGI/AGGI	Beaumaris U12 Girls Sharks		South Melbourne Districts U12 Girls	SMUFL SMUFL U12 Girls Division 1	e55619 Detail

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

AFL UAT	Game Day > Game Details > Eas	I Brighton Vampires U12 Girls She	erren v Praha				Update Cha	anges
Play 😳	Game Incidents							
gas th Metro Junior Football League JFL)	L Download Game Sheet	C 24 construction	y Carlo Acama 💿					
Competition Management		East Brighton	n Vampires U12 Girls	Sherren	vs Prahar	1 U12 Girls Laughton		
Game Day								
D Programs								
a souther to			GOALS BEHINDS	TOTAL	GOALS	BEHINDS TOTAL		
Participants								
Participants							2	
1 Incidents			S U12 GIRLS SHERREN)			ORES (PRAHAN U12 GIRLS LAUGHTON)		
) Incidents • Transfers & Permits	PERIOD SCORES (E		S U12 GIRLS SHERREN)  OF PERIOD	B PTS	PERIOD SC	ORES (PRAHAN UI2 GIRLS LAUGHTON) 4 END OF PERK C B PTS		3 PTS
) Incidents • Transfera & Permits • Merchandise +		END	OF PERIOD			END OF PERIC	OD	
∑ Incidents + Transfers & Permits } Merchandiëe + } Venues Reports	BY PERIOD	5 003 279 8 2	OF PERIOD	1 7	BY PERIOD	G B PTS	<b>00</b>	0
∑ Incidents → Transfers & Permits → Marchandise + ↓ Venues Reports	Q1 Q2	G 8 PTS	OF PERIOD G	1 7	BY PERIOD	END OF PERIC	00 G 8 0 0	0 0







The **Final Game Score** pop-up will appear, if total of the period scores correctly reflect the final score click on the **Yes** button. If they do not click on the **No** button to back to make changes.

O APLVAT	Game Details	naling Gilly Sharrow,				(Unargio chie e	Giranai
Play	Game mounts						
South Metro Junior Football Leegue (SMJFL)	A Bownload Game Sheet			_			
<ul> <li>Competition Management</li> <li>taine Bay</li> <li>Programs:</li> </ul>	Ees	Final game scores a you like to finalise th scores			iiris Laughton		
🐇 Participints	PERIOD SCORES (EAST BRIGHTO	East Brighton Vampires U12 Girls Sherren 4. 4. 28	vs Laughte	U12 Girls on	PRAHAN UI2 GIRLS LAUGHTON) *	_	
😅 Transfers & Cormics 🚳 Morohandlus	BYBERIOG	4. 4. 20		-	END OF PERIOD		
Venues	q1			Yes No		a .r. a	
Reports.	44. 🚺 🚺		2 2 14	<b>4</b> 2	a o a	0 D D	
🙀 Modavnis 🦉	ga. 🚺 🚺		a ar	qu.		10 - 1 - <b>2</b>	
😵 Support 🥂 🖉	94		4 28	Q4	a 🔸 a	1 - <del>2</del>	

You will be returned to the **Game Details** page with a confirmation message that the game result – match score and period scores – have successfully updated.

AFLUAT	Game Day > Game Details > East Bi Game Details	ighton Vampirius U12 Gir	s Sherran v Prah	16.							Dor
Play	Game Incidents										
Using as South Metro Junior Football League (SMJFL)	🖌 Edit Game	oad Game Sheet	( <b>1</b> ) 20 (1)	- New York Rooms 💿							
T Competition Management	Successfully updated gan	ic results.									×
🐺 Game Day	Final SMJFL U12 G	rls Division 1 PM   Vic - A G Glilon Ovel (Bin	inswick)/A & Gillon	Oval							
D Programs											
😹 Participants			East Brig	hton Vampires U12 Girls	She	win	vs Prahan U12 Girls Laug	hton			
				4 4	2	:8	1 1	7			
➡ Transfers & Permits				GOALS BEHINDS		ITAL		TAL			
Merchandise +											
🔛 Venues											
Reports	PERIOD SCORES (EAS	T BRIGHTON VAMP	IRES U12 GIR				PERIOD SCORES (PRAHAN UI	2 GIRLS LA		N) 0	
My Organisation +		G 8	PTS	a	8	PTS		6 8	PIS	-G	B PTS
🛨 Settings + 🗸	QI	1 1	7	т	1	7	Q1	0 0	0	a	0 0
Updates 🤗	Q2	1 1	7	2	2	14	Q2	0 0	0	0	0 0
Support 2	Q3	1 1	7	3	3	21	Q3		7	1	1 2
T Tony PP Saunders v tony.xaunders@efl.com.eu	Q4	1 1	7	4	4	28	Q4	0 0	0	1	1 7







To add other statistics click on the **Edit Game** button.

Select the **Best Players** by clicking in each slot and a drop down list of the players selected in the line-up will appear. Please note **Best Player 1** is the best, **Best Player 2** is the 2<sup>nd</sup> best, etc.

AFL UAT	Game Day 3 Game Details > East Brighton Vampires U12 Girls Sherren v Praha Game Details	Update Changes Cance
Play	Game Incidents.	
Using as South Metro Junior Football League (SMJFL)	🛃 Download Game Sheet	
Y Competition Management		
💭 Game Day	BEST PLAYERS (EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN) (2/6)	BEST PLAYERS (PRAHAN UI2 GIRLS LAUGHTON) (0/6)
Programs	1 Amelia Wall 👻	1 Please select
Participants	2 Pippa Jacobson V	2 Please select
	3 Please select	3 Please select -
	4 Phoeba Fyle	4 Please select
← Transfers & Permits	Amelia Harris Hollie Hawkins	5 Please select
Merchandise +	Sophie Nilsson	e i marca paraas
Venues	6 Ava Stewart	6 Please select

If required in the Line-up area add the player statistics – YEL = yellow cards, RED = Red cards, G = goals and B = behinds. Click on the Update Changes button in the top right corner.

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







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

AFL UAT	Game Day > Game Details > East Brighton Vampires Ut2 Girls Sherren v Praha			Done
Play	Geme incidents			
Using as South Metro Junior Football League (SMJFL)	🕐 Edit Game 🛃 Download Game Sheet 🕥 24 Unit Thannan	17511 D		
𝕎 Competition Management	BEST PLAYERS (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERR	EN) (2/6) O		BEST PLAYERS (PRAHAN UI2 GIRLS LAUGHTON) (0/6) ●
Game Day	1 Amelia Wall			1
Programs	2 Pippa Jacobson			2
Participants	3			3
A Incidents	4			4
← Transfers & Permits	5			5
Merchandise +				
Venues	6			6
Play HO	Game Day > Game Details > East Brighton Vampires U12 Girls Shurren v Praha Game Details Game Incidents			Done
	Game Details Game Incidents Felit Game Download Game Sheet 24 ecur Temporary		6	
	Game Details Game Incidents Felit Game Download Game Sheet © 24 ecurt importee LINE-UP (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN) (S)	/22)		LINE-UP (PRAHAN U12 GIRLS LAUGHTON) (0/22)
Play Constant League	Game Details           Game         Incidents           Incidents         Incidents	/22) El RED G E	FTS	LINE-UP (PRAHAN UIZ GIRLS LAUGHTON) (0/22) POS YEL RED G B PTS
Play Epo Ang as MATA Competition Management	Game Details Game Incidents Felit Game Download Game Sheet © 24 ecurt importee LINE-UP (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN) (S)	/22)	FTS	LINE-UP (PRAHAN U12 GIRLS LAUGHTON) (0/22)
Play Constant League  Competition Management  Competition Management  Competition Management  Page Add Bay  Programs	Game Details           Game         Incidents           Incidents         Incidents	/22) EL RED G B	FTS	LINE-UP (PRAHAN UIZ GIRLS LAUGHTON) (0/22) POS YEL RED G B PTS
PlayEquipolity  And the second secon	Game Details  Come Incidents  Edit Game  Download Game Sheet  Come 28 equation para  Eline-UP (EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN) (6)  Fig. 76  et Amelia Wall  INT	/22) EL RED G B	PTS 20	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22) POS VEL RED G B PTS Add players to the line-up
Play Too sing as outh Matro Junior Pootball League	Game Details  Come Incidents	/22) EL RED G E 3 2	PTS 20	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22) POS YEL RED G B PTS Add players to the line-up TEAM STATS
Programs Perfusionals Programs Transfers & Permits	Came Details  Come Incidents	/22) EL RED G E 3 2	PTS 20 7	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22) POS VEL RED G B PTS Add players to the line-up TEAM STATS TOTAL Tetergencies: No emergency players beletized Duck aneils anderson, Polly Moir, Martil Tigan, Stoelal Deague, Grace Mitokkas, Isabelle Taylor, Olivia Middemer, Hagil Glowland, Royadhas, Steelal Deague, Grace Mitokkas, Isabelle Taylor, Olivia Middemer, Hagil Glowland, Royadhas, Steelal Deague, Grace Mitokkas, Isabelle Taylor, Olivia
Play Epoint wing as wing as wing as Competition Managoment Competition Managoment Competition Managoment Competition Managoment Programs Participants Participants Contests Marchandise	Came Details	/22) a 2 1	PTS 20 7	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22)         POS       YEL       RED       G       B       PTS         Add players to the line-up       - <td< td=""></td<>
Programs Competition Management Competition Compet	Came Details  Come Incidents	/22) a 2 1	PTS 20 7	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22)         POS       YEL       RED       G       B       PTS         Add players to the line-up       - <td< td=""></td<>
Periograms Periodents	Came Details	/22) 3 2 1 1	PTS 20 7	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22)         POS       YEL       RED       G       B       PTS         Add players to the line-up       - <td< td=""></td<>
Programs Competition Management Competition Management Competition Management Competition Management Competition Management Competition C	Came Details  Come Incidents  Come Incident  Come Inciden	/22) 3 2 1 1	PTS 20 7	LINE-UP (PRAHAN UI2 GIRLS LAUGHTON) (0/22)         POS       YEL       RED       G       B       PTS         Add players to the line-tap       - <t< td=""></t<>

If you have made a mistake or wish to add further details click on the **Edit Game** button, make the changes and click on the **Update Changes** button in the top right corner.

When you have finished adding all the details for the **Match** click on the **Done** button in the top right corner and you will be taken back to the **Game Day** page.







#### **Add Club Award Votes**

On the **Game Details** page, click on the **Awards** tab and click on the 🤌 icon for the award.

Play	Gâme Day > Gâme Details > Ajas U12 Girls Comets v East Brighton Vampires U12 Girls Sherren Game Details		Done
Using as East Brighton Vampires Junior Foc ~	Game Awards		
T Competitions		EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN AWARD	
Game Day		Voter 1 No yoons wheredy	
Programs			

On the Enter votes page, add a name in Voter 1, select vote getter for 3 Votes, 2 Votes & 1 Vote and click on the Save button in the top right corner.

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

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

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

Play 现	-Game Dey > Gene Details > Ajax U12 Girls Comets v East Brighton Vempires U12 Girls Sherren Game Details		Done
Using as East Brighton Vampires Junior Foc 🎽	Game Awards		-
🝸 Competitions		Entering the second sec	
👜 - Game Day		EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN AWARD	<u>e</u>
🛱 Programs		Voter 1 - Tony S 3 #2 Jessica Allica	
👹 Participants		2 #23 Genevieve Brooks 1 #14 Georgia Naughton	







### Game Day - Add Club Award Votes (cont)

To view the votes tally, and if required print a report, in the left menu select **Competitions**, click on the **View** button for the **Competition**, click on the **Teams** tab, click on the **View** button for the **Team** and click on the **Awards** tab.

Play 现	Competitions > SM East Brigh									rre	n											
Jsingas East Brighton Vampires Junior Foc 🎽	Players Registrations	Awards																				
Competitions																						
Game Day	East Brighton Vam	pires U12	Girls	s She	errer	n Aw	ard											8	Print R	leport	Grade Details	
	PLAYERS.	VOTES	< (81	Ra	· R3	R4	RS	RB	R7	RB	RB 171	Ó RT	1 112	813	HH.	R15.	R16.	R16	R16.	R1 >	GRADE	PLAYER POINTS
🏳 Programs	Jessica Allica	з	3																		SMJFL U12 Girls Division 1	Not Required
Participants	Genevieve Brooks	2	2																		FINALS ELIGIBILITY	
	Georgia Naughton	T.	1																		4 Games	
Transfers & Permits	Zahra Stevens	0																				

#### **Temporary Game Access for Clubs**

When the Grade was created, if Allow clubs to enter scores was turned on the Lock access after game starts (hours) would have been selected.

O AFL UAT	Competitions > SMJPL > 2021 > Grades > SMJPL UI2 Girls Division 1
Play	SMJFL U12 Girls Division 1
Using as South Metro Junior Football League (SMJFL)	General Fixturing Game Grade Ladder Regrade History
<b>Y</b> Competition Management	
Game Day	Grade Settings
Programs	
😽 Participants	General Settings
A Incidents	
← Transfers & Permits	Allow clubs to enter scores 💽
Merchandise +	set whether club admins can energame and period scores for both beams, running on this setting will also give the same access to club Heam start coaches, team managers and capterins with management access enebled.
🔛 Venues	Club access type"  Club access type"  Club access type  Club acces
Reports	Lock access after game starts (hours)*
Updates @	72 -

If the period of time has already expired and club admins or team managers have not added team and/or statistics, leagues admins can turn on temporary access for clubs.

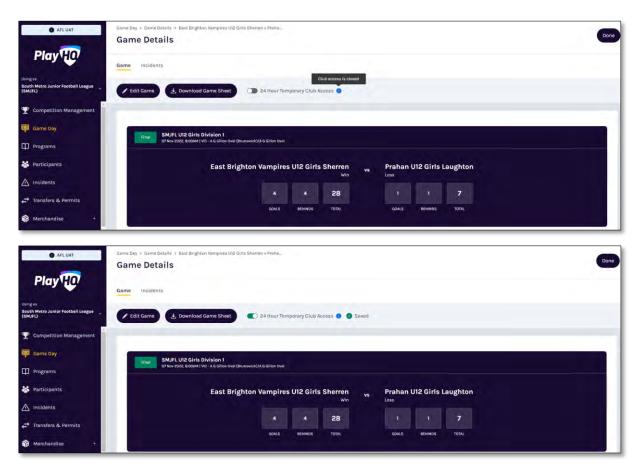






## Game Day - Temporary Game Access for Clubs (cont)

On the Game Details page, if Club access is locked turn on the 24 Hour Temporary Access.



If the match details are updated by the club within the 24 hour period, the **24 Hour Temporary Club Access** can be manually turned off if required.







#### **Game Incidents & Outcomes**

League admins will be able to add incidents for poor player/coach behaviour that may happen in matches and add an outcome.

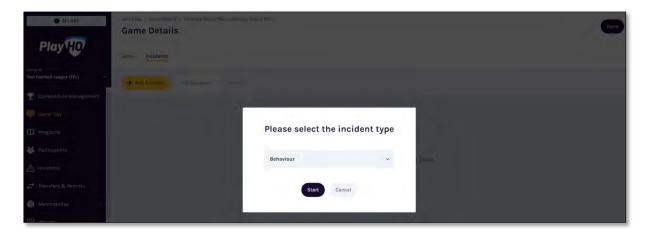
To add a **Game Incident**, in the left hand menu select **Game Day**, select the date of the **Match** and click on the **Details** button for the **Match**.

C AFL UAT	Game Day							
Play	Generate Game Sheets						07/11/2022	8
Using as Test Football League (TFL) ~	All Game Statuses	All Grades All Van	ues	Reset			1=1of1 O 1of	TV O
Y Competition Management	TIME VENUE/GROUND	HOME		SCORE	AWAY	GRADE	GAME ID	
Game Day	2:15PM KENM/KENM	Kenmore Senior Men	15 11	101 : 10 12 72	Labrador Senior Men	2022 Season Senior Men A	b60a9c	Details
🋱 Programs		win			LOSS	Senior Merry		-
😹 Participants							1-10[1 C- 10]	1 - 1 - 0

On the Game Details page select the Incidents tab and click on the + Add Incident button.

AFL UAT	Game Day 3 Game Details 3 Kennore Senior Men v Labredor Senior Men Game Details	Done
Play	Game Incidents	
Using as Test Footbell League (TFL) ~	+ Add Incident All Statuses	
T Competition Management		
Game Day		
Programs	0	
Narticipants	There are currently no incidents for this game.	

The **Please select the incident type** pop up will appear to select the incident type, select Behaviour and click on the **Start** button.









On the **Create a new incident** page in the **Incident Details** section select the **Team**, select the **Participant**, select the **Offence** and add a **Note**.

AFL UAT	Create a Game Incident		Create Incident Cancel
Play			
Using as Test Football League (TFL)	Incident Details		
T Competition Management	An incident needs to be created first for a	n outcome to be entered i.e. guilty (with a suspension, warning, fine) or not guil	ity.
Game Day	Incident type*		
Programs	Behaviour		
😽 Participants	Team"	Participant*	
A incidents	Kenmore Senior Men	~ Tony PP Saunders	v
← Transfers & Permits		Only one participant can be selected	i per invident
Merchandise +	Offence"		
😝 Venues	22.2.2 (a) (i) intentionally or carelessly striking	another person	······
Reports	Note*		
Updates 8	Striking Labrador #14		
? Support C			

In the **Reported by** section add the **First name**, **Last Name**, **Email** & **Mobile** number if available. Click on the **Create Incident** button in the top right corner.

C AFLUAT	Create a Game Incident		Create Incident Cancel
Play	Team*	Participant*	
Uning as Test Football League (TFL)	Kenmore Senior Men	Tony PP Saunders     Only one participant can be selected per incident.	*
T Competition Management	Offence"	ung una participant can de aexicitais per recibient.	
Game Day	22.2.2 (a) (i) intentionally or carelessly striking another person		*
Programs	Note*		
😹 Participants	Striking Labrador #14		
← Transfers & Permits	L		
Merchandise +	Reported by		
👑 Venues	First name	Last name	
Reports	Field	Umpire	
Updates 5	Email	Mobile number	
? Support C	none@email.com	• 0400112233	







The View Incident page will show the details that have been entered.

AFL UAT	Game Day > Game Detaile	Done
Play	View Incident	-
Using as Test Football League (TFL)	Incident details	Ø Edit
T Competition Management	07 Nov 2022 - Kenmore Senior Men vs Labrador Senior Men Test Football League (TFL), Sonior Men A, 2022	
👜 Game Day		
Programs	Incident type Bohaviour	
😹 Participants		
A Incidents	Participant	
➡ Transfers & Permits	Tony PP Saunders Player, Kenmore Senior Men	
Merchandise +	Offence	
😫 Venues	22.2.2 (a) (i) intentionally or carelessly striking another person	
Reports	Note Striking Labrador #14	
Updates g	Reported By	
? Support C	Field Umpire S none@email.com 📞 04001/2233	

To change any of the details click on the **Edit** button. On the **Edit incident** page you have the option to **Delete incident** if required.

AFL UAT	Edit incident		Элен	Cancel
Play	Behaviour	e.		
Using as Test Football League (TFL) ~	Offence"			
<b>Y</b> Competition Management	22.2.2 (a) (i) intentionally or carelessly st	riking another person	•	
Game Day	Striking Labrador #14			
Programs				
😸 Participants				
A Incidents				
🖨 Transfers & Permits	Reported by			
Merchandise +	First name	Last name		1
🙀 venues	Field	Umpire		
Reports	Email	Mobile number		
	none@email.com	- 0400	0112233	
Updates @				
? Support 2			Delete Incident:	_







On the **View Incident** page, if all the details are correct and there is no **Outcome** click on the **Done** button in the top right corner. You will be returned to the **Game Details** page on the **Incidents** tab showing there is an **Incident** created.

Ø AFLUAT	Game Day & Game Details	> Kenmore Senior Men y Labrador Senior Men				Done
Play	Game Incidents					
Using as Test Football League (TFL)	+ Add Incident	All Statuses Reper				
T Competition Management	CREATED DATE	NAME	TEAM	INCIDENT TYPE	STATUS	
Game Day	07 Nov 2022	Tony PP Saunders	Kenmore Senior Men	BEHAVIOUR	UPEN	Details
Programs						

To add an **Outcome**, on the **View Incident** page scroll down and under **Outcome Details** click on the **+ Add Outcome** button.

AFL UAT	Game Disy > Game Details	
	View Incident	Done
Play	Offence	
Using as Test Football League (TFL) ~	22.22 (a) (i) intentionally or carelessly striking another person	
Competition Management	Note Striking Labrador #14	
👜 Game Day	Reported By	
Programs	Field Umpire 📓 none@email.com 📞 0400112233	-
Participants		
A Incidents		
➡ Transfers & Permits		
Merchandise +	Outcome Details	
👾 Venues	0	
Reports	There is currently no outcome for this incident.	
Updates (2	+ Add Ouscome	
? Support C		







On the **Create an outcome** page under **Outcome Details** you have the option to change the **Offence** or leave as selected when the **Incident** was created. Select either **Guilty** or **Not Guilty** in the **Set outcome for this incident** area.

If **Not Guilty** is selected you will be required to add an **Outcome Note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Dutcome	Cancel
Using as Test Football League (TFL) *	Outcome Details		
Y Competition Management			
👎 Game Day	Tony Saunders Kenmore Senior Men		
🛱 Programs	Offence'		
Participants	22.2.2 (a) (i) intentionally or carelessly striking another person	-	
🕂 Transfèrs	Set outcome for this incident*		
Merchandise +	🔘 Guilty 🥥 Not Guilty		
Venues	Outcome note <sup>s</sup>		
Reports	Found not guilty by Tribunal		1
My Organisation +			
			4
	Set this incident to an open or closed status		
•	Closed		
Support 12			

If **Guilty** is selected you be required to **Select an action**.

If Warning/Caution is selected you be required to add an Outcome note, select either Open or Closed in the Set this incident to an open or closed status drop down box and click on the Create Outcome button in the top right corner.

Play	Create an outcome	Create Dutcome	Cancel
	Outcome Details		-
Using as Test Football League (TFL)	1.4.47		
🏆 Competition Management	Tany Saunders Kenmara Seniar Men		
	Offence"		
Game Day	22.2.2 (a) (i) intentionally or carelessly striking another person	v	
Programs.			
😹 Participants	Set outcome for this incident*		
😅 Transfers	Guilty Net Guilty		
📦 Mérchandisé -	Select an action"		
	Warning/Caution v		
Venues	Outcome note"		
Reports	Reprimand		S
My Organisation -			
🏥 Settings			
	Set this incident to an open or closed status		
😨 Support 🛛 🖻	Closed		







If **Fine** is selected you be required to an add an **Amount**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome Cancel
Using as Test Football League (TFL)	Tony Saunders Kenmore Senior Men	
T Competition Management	Offence' O	
👜 Game Day	22.2.2 (a) (i) intentionally or carelessly striking another person	~
Programs	Set outcome for this incident"	
😸 Participants		
🖨 Transfers	Select an action*	
Marchandice +	FIND V	
👹 Venues	Amount* 5 250	
Reports		
My Organisation +	Outcome note"	
🛨 Settings	Fine	
🕑 Support 🕑	Set this incident to an open or closed status	
T Tony Saunders	Closed ~	

If **Suspension** is selected, under **Standard penalty** you have the option to tick that a set penalty has been accepted. Add the **Number of weeks/games**, add the **Start** date, add the **End** date, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome	Cancel
Using as Test Football League (TFL) ~	Guilty O Not Guilty		
🝸 Competition Management	Select an action"		
👜 Game Day	Suspension		
🖽 Programs			
😹 Participants	Standard penalty Participant has accepted the recommended set penalty.		
🕂 Transfers & Permits	<ul> <li>Раглофиять наз ассертесь не технитистось зес резанку.</li> </ul>		
🗃 Merchandisu +	Number of weeks/games" Start date" End date"		
😂 Venuos	2 04/04/2022		
Reports	Outcome note"		
My Organisation +	Early guilty plea - set penalty accepted		
🛨 Settings +			
	L Set this incident to an open or closed status		
Support 12	Closed ~		







## You will be returned to the **View Incident** page.

Play	View Incident	Done
Using as Test Football League (TFL)	Incident details Closed	Ø tale
Tompetition Management	02 Apr 2022 - Kenmore Senior Men vs Coomera Senior Men	2 cut
👜 Game Day	Test Football League (TFL), Senior Men A, 2022	
Programs		
Participants	Incident type	
📑 Transfers	lighaviour	
	Participant	
📦 Marchandise +	Tony Saunders Player, Kenmore Senior Men	
👾 Venues	Offence	
Reports	22.2.2 (a) (i) intentionally or carelessly striking another person	
My Organisation	Note	
击 Settlings +	Striking Coorrers no.12	
	Reported By	
	Field Umpire 🕿 fieldumpire@gmail.com 📞 040000000	
🔞 Support 🛛 🖉		
Play	View Incident	Done
Play		
Using as Test Football League (TFL)		
T Competition Management		
Game Day	Outcome Details	Ø Edit
Programs		
🐇 Participants	Offence	
-	22.2.2 (a) (i) intentionally or carelessly striking another person	
← Transfers & Permits	Outcome	
Merchandise +	Guilty - Suspension	
👹 Venues	Number of weeks/games	
Reports		
My Organisation	Date range 04 Apr 2022 - 18 Apr 2022	
Sattions	The second se	
🛨 Settings 🗧 🕆	Participant has accepted the recommended set penalty Yes	
🛨 Setunge –	i Yos.	
국 Setlings + 중 Support 2		







To delete an **Outcome** click on the **Edit** button.

Play 😰	View Incident	Done
Using as Test Football League (TFL)	-	
🏆 Cómpetilion Managemen	nt Outcome Details	Ø 500
🛱 Programs Participants	Offence 22.22 (a) (i) intentionally or careleasily striking another person	
产 Manslers & Permits	Outcome Guilty - Suspension	
Venues	Number of weeks/games	
My Organisation	Date range 04 Apr 2022 - 18 Apr 2022	
The Settings	Participant has accepted the recommended set penalty Yes	
3 Support	Outcome notes Early guilty pleaset penalty accepted	

Scroll to the bottom of the page, in the bottom right corner click on **Delete Outcome**.

PlayHO	Edit outcome	Cancel
Using as Test Football League (TFL)	Select an action"	
🏆 Competition Management	Suspension	
Game Day	Standard penalty	
Programs	Participant has accepted the recommended set penalty.	
Participants		
🕂 Transfors & Permits	Number of weeks/games* Start date* End date*	
📦 Merchandise +	2 04/04/2022	
🔛 Venues	Outcome note"	
Reports	Early guilty plea - set penalty accepted	
My Organisation +		
±≓ Settings +		
	Set this incident to an open or closed status Closed ~	
Support C		🛍 Delete Outcome

Click on the **Done** button in the top right corner and you will be returned to the **Game Details – Incidents** page.

Play 现	Game Day → Game Details	i > Kenmore Senior Men v Coomers Senior Men S				Done
Using as Test Football League (TFL)	Game Incidents					
P Competition Management	+ Add Incident	AU Statuson - Roant				
Game Day	DATE	NAME	TEAM	INCIDENT TYPE	STATUS	
Programs			loss include		-	
Participants	13 Jun 2021	Tony Saunders	Kenmore Senior Men	BEHAVIOUR	CLOSED	Details

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#### **View All Game Incidents**

In the left hand menu select **Incidents** and select the **Game** tab. Select a date range and all of the **Game Incidents** will appear. Click on the **Details** button of an **Incident** to view the **Incident Details** and **Outcome Details**.

O AFL UAT	Incidents					
Play	Game Non-Game					
Using as Test Football League (TFL)				01/04/	2022 🗂 08	/11/2022
T Competition Management	All Statuses	Teser			1-20[2	1 of 1 ~
Game Day	1.1.1.1.1					
Programs	INDIDENT DATE	NAME	TEAM	TYPE	STATUS	
Participants	07 Nov 2022	Tony PP Saunders	Kenmore Senior Men	BEHAVIOUR	CLOSED	Details
A Incidents	02 Apr 2022	Tony PP Saunders	Kenmore Senior Men	BEHAVIOUR	CLOSED	Details

#### **Non-Game Incidents & Outcomes**

A **Non-Game Incident & Outcome** can be applied to any **Participant** that has a **Profile** in the platform. Examples of non-game incident could be a social media breach or a participant performing a volunteer role.

There are two options available for league admins to add **Non-Game Incidents & Outcomes** – via the **Incidents** tab or via a **Participant's Profile**.

To add an **Incident & Outcome** via the **Incidents** tab, in the left hand menu select **Incidents**, select the **Non-Game** tab and click on the **Create a Non-Game Incident** button.

AFL UAT	Incidents					
Play	Game Non-Game					
Using as. Test Football League (TFL) 🛛 🗠	Create a Non-Game Incident		01/04/2022	•	08/11/2022	۳
Y Competition Management	All Statuses pour					
👜 Game Day	All Statuses Pour					
Programs						
😽 Participants		0				
		There are currently no incidents to review				







On the **Create a Non-Game Incident** page search for **Participant** by adding **First Name**, **Last Name** (mandatory), **Email** or **Date of Birth** and click on the **Search** button. Select the **Participant** and click on the **Next** button in the top right corner.

Play	Create a Non-Game II	ncident		• •			Next	Cancel
Using as PlayHQ AFL Association ~								
T Competition Management	Participant Search Search for a participant you would	like to add an incident to.						
🐺 Game Day	First name	Last name*	Email		Date of Birth			
Programs	Please enter	saunders	Please enter		DD/MM/YYYY	Reset	Searc	hQ
😸 Participants	4 Results							
	NAME	EMAIL ADDRESS		D.O.8	ADDRESS			
← Transfers & Permits	Anthony Saunders	tony.saunders@afl.com.au		01 Jun 1963	COOMBABAH QLD 4216			0

On the Incident Details page, add the Incident Date, Related Season, Offence, Note and Reported By details.

Click on the Create Incident button in the top right corner.

Play	Create a Non-Game Incident	.0 •	Create incident Back
Using as	Incident Date"	Owning Organisation*	
PlayHQ AFL Association ~	08/11/2022	PlayNQ APL Association	
T Competition Management	Related Season" 🌒	Incident Type"	
Game Day	2022	- Behavibur	
Programs	Participant		
🐸 Participants	Anthony Saunders		
A Incidents	Offence" 🚯		
🕂 Transfers & Permits	22.2.2 (cc) engaging in any other act of misconduct or serious misconduct		~
🎲 Merchandise +	Note*		
Wenues	Social media breach		
Reports			
My Organisation +			d.
🛨 Settings +	Reported By		
	First name	Last name	
Dipdates Ø	League	Admin	
	Emaíl	Mobile number	
Support L <sup>2</sup>	tony.costanzo@afl.com.au	0400112233	







Review the information on the Incident Details page. If changes need to be made click on the Edit button.

Play 现	Inclidents > Nen-Game View Incident	Done
Using as PlayHQ AFL Association ~	Incident Details	Ø Edit
Y Competition Management		
Game Day	Incident Date DB Nov 2022	
Programs	Owning Organisation	
🐸 Participants	PlayHQ AFL Association	
A Incidents	Related Season 2022	
Transfers & Permits	Participant	
Merchandise +	Anthony Saunders	
👾 Venues	Incident Type	
Reports	Behaviour	
My Organisation +	Offence 22.2.2 (sc) engaging in any other act of misconduct or serious misconduct.	
Updates @	Offence Description	
Support ♂	Note	
A Anthony Saunders	Social media breach	

To add an outcome, scroll down the page and in the **Outcome Details** area click on the **+ Add Outcome** button.

Play 现	Incidents > Non-Game View Incident Done
Using as PlayHQ AFL Association ~	Offence 22.2.2 (cc) engaging in any other act of misconduct or serious misconduct
Y Competition Management	Offence Description
👜 Game Day	
Programs	Note Social media breach
😽 Participants	Reported By
A Incidents	League Admin 🔤 tony.costanuo@ialt.com.au 📞 040012233
→ Transfers & Permits	
Merchandise +	The second se
😂 Venues	Outcome Details
Reports	
My Organisation +	0
	There is currently no outcome for this incident.
Updates 67	+ Add Outcome
? Support 🕑	







On the **Create an outcome** page under **Outcome Details** you have the option to change the **Offence** or leave as selected when the **Incident** was created. Select either **Guilty** or **Not Guilty** in the **Set outcome for this incident** area.

If **Not Guilty** is selected you will be required to add an **Outcome Note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Dutcome Cancel
Using as Test Football League (TFL)	Outcome Details	
🝸 Competition Management	Tony Saunders Kenmore Senior Men	
🛱 Programs	Offence"	
♣ Participants ➡ Translers	22.2.2 (a) (i) intentionally or carelessly striking another person	
Merchanoise +	Set outcome for this incident"	
Venues	Outcome note"	
My Organisation +	Found not guilty by Tribunal	
🛨 Settings +		
	Set this incident to an open or closed status Closed ~	
Support 2		

If **Guilty** is selected you be required to **Select an action**.

If Warning/Caution is selected you be required to add an Outcome note, select either Open or Closed in the Set this incident to an open or closed status drop down box and click on the Create Outcome button in the top right corner.

Play HO	Create an outcome	Create Dutcome	Cancel
Using as	outcome betails		
Test Football League (TFL)	Tany Saunders Kenmare Senior Men		
🝸 Competition Management			
Game Day	Offence"		
	22.2.2 (a) (i) intentionally or carelessly striking another person	v	
Programs.			
📽 Participants	Set outcome for this incident"		
😅 Translers	Guinty O not county		
	Select an action"		
Merchandise +	Warning/Caution v		
😂 Venues			
Reports	Outcome note"		
My Organisation +	Reprimand		
Contraction -			
Settings.			
	Set this incident to an open or closed status		
👔 Support 🖸	Closed ~		







If **Fine** is selected you be required to an add an **Amount**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome Cancel
Using as Test Football League (TFL)	Tony Saunders Kenmore Senior Men	
👻 Competition Management	Offence' O	
👜 Game Day	22.2.2 (a) (i) intentionally or carelessly striking another person	~
Programs	Set outcome for this incident"	
😸 Participants		
🖨 Transfers	Select an action*	
Marchandice +	FIND V	
👹 Venues	Amount* 5 250	
Reports		
My Organisation +	Outcome note"	
🛨 Settings	Fine	
🕑 Support 🕑	Set this incident to an open or closed status	
T Tony Saunders	Closed ~	

If **Suspension** is selected, under **Standard penalty** you have the option to tick that a set penalty has been accepted. Add the **Number of weeks/games**, add the **Start** date, add the **End** date, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome	Cancel
Using as Test Football League (TFL) ~	Guilty O Not Guilty		
🝸 Competition Management	Select an action"		
👜 Game Day	Suspension		
🖽 Programs			
😹 Participants	Standard penalty Participant has accepted the recommended set penalty.		
🕂 Transfers & Permits	<ul> <li>Раглофиять наз ассертесь не технитистось зес резанку.</li> </ul>		
🗃 Merchandisu +	Number of weeks/games" Start date" End date"		
😂 Venuos	2 04/04/2022		
Reports	Outcome note"		
My Organisation +	Early guilty plea - set penalty accepted		
🛨 Settings +			
	L Set this incident to an open or closed status		
Support 12	Closed ~		







## You will be returned to the **View Incident** page.

Play	Incidents > Non-Game View Incident	Done
Using as PlayHQ AFL Association	Incident Details Closed	Ø Edit
P Competition Management	NON-GAME	
👼 Game Day	Incident Date	
Programs	08 Nov 2022	
😹 Participants	Owning Organisation PlayHQ AFL Association	
the state of the state	Related Season	
Incidents	2022	
↔ Transfers & Permits	Participant	
Merchandise -	+ Anthony Saunders	
Venues	Incident Type	
Reports	Béhaviour	
🕕 My Organisation 🚽	Offence     22.8.2 (cc) engaging in any other act of misconduct or serious misconduct	
Updates	Ø Offence Description	
? Support	e .	
A Anthony Saunders	Note Social media breach	
Play	Incidents > Non-Game View Incident	Done
Play TO Living ex PlayHQ AFL Association		Done
Using as	View Incident	Done
Using as PlayHQ AFL Association	View Incident	Dore
Using es PlayHQ AFL Association Y Competition Management	View Incident	00m 2 1.011
using as PlayHQ AFL Association T Competition Management Game Day	View Incident	
Using as <b>PayHQ AT. Association</b> <b>Competition Managament</b> <b>Competition Managament</b> <b>Competition Managament</b> <b>Programs</b>	View Incident           Lasgue Admin         Tonycostano@htllconsat         000002238           Outcome Details         Offence	
Using as <b>PlayHQ AFL Association</b> <b>Competition Management</b> <b>Competition Management</b> <b>Competition Management</b> <b>Competition Management</b> <b>Competition Management</b> <b>Competition Management</b> <b>Competition Management</b>	View Incident          Larger Admin       Improvestance@mll.com.au         Outcome Details         Offence         22.2 (cc) engaging in any other act of misconduct or serious misconduct	
Using as PayHQ ATL Association Competition Management Game Day Came Day Programs Participants Incidents	View Incident           Lasgue Admin         Tonycostano@htllconsat         000002238           Outcome Details         Offence	
Utiling ets       PrinyHQ AFL Association       Image: Competition Management       Imagement	View Incident          Larger Admin       Tonycostanos@willconset         Outcome Details         Diffene         B22.2 (cc) engaging in any other act of misconduct or serious misconduct         Outcome         Guity – Suzpension         Number of Weeks/Games	
Uteing es PrinyHQ AFL Association Competition Management Came Day Came Day Programs Programs Participants incidents Merchandise Venues	View Incident          Image Admin       Image Admin         Image Admin       Ima	
Using as Phythic AFL Association Competition Managament Game Day Programs Programs Anticipants Incidents Merchandise Venues Venues Reports	View Incident          Larger Admin       Tonycostanos@willconset         Outcome Details         Diffene         B22.2 (cc) engaging in any other act of misconduct or serious misconduct         Outcome         Guity – Suzpension         Number of Weeks/Games	
Uteing es PrinyHQ AFL Association Competition Management Came Day Came Day Programs Programs Participants incidents Merchandise Venues	View Incident          Larger Admin       Tony costance@mill.com.set         Outcome Details         Diffence         B22.2 (cc) engaging in any other act of misconduct or serious miscondust         Outcome         Guilty - Suspension         Number of Weeks/Games         2         Date Range	
Using as Phythic AFL Association Competition Managament Game Day Programs Programs Anticipants Incidents Merchandise Venues Venues Reports	View Incident     Larger Admin   Tempcostance@htllconsat   OP0012231   Outcome Details   Z22 (cc) engaging in any other act of misconduct or serious misconduct   View   Quitore   Quitore   Quitore   Quitore   Quitore   Quitore   Quitore of Weeks/Games   2   Date Range   O'trow 2022-22 How 2002	







#### To delete an **Outcome** click on the **Edit** button.

Play 现	View Incident	Done
Using es Test Football League (TFL)		
🏆 Cómpetilion Management	Outcome Details	(2 mit
🗭 Programs	Offence $22.22$ (a) (i) Intentionally or carelessly striking another person	
🚰 Ransfers & Permits	Outcome Guilty - Suspension	
Venues	Numbor of weeks/games 2	
<ul> <li>Reports</li> <li>My Organisation</li> </ul>	Date range 04 Apr 2022 - 18 Apr 2022	
± Settings +	Participant has accepted the recommended set penalty Yes	
😗 Support 🛛 🗗	Outcome notes Early guilty plea - set penality accepted	

Scroll to the bottom of the page, in the bottom right corner click on **Delete Outcome**.

PlayHO	Edit outcome	Cancel
Using as Test Football League (TFL)	Select an action"	
🏆 Competition Management	Suspension	
👜 Game Day	Standard penalty	
Programs	Participant has accepted the recommended set penalty.	
Sector Participants		
😅 · Transfers & Permits	Number of weeks/games* Start date* End date*	
Merchandise +	2 04/04/2022	
🔛 Venues	Outcome note"	
TReports	Early guilty plea - set penalty accepted	
My Organisation +		
±⊏ Settings +	Set this incident to an open or closed status	
	Closed ~	
Support 12		Delete Outcome

Click on the **Done** button in the top right corner and you will be returned to the **Incidents – Non-Game** page.

Play	Incidents					
Using as PlayHQ AFL Association ~	Game Non-Game					
P Competition Management	Create a Non-Game Incid	ant			08/11/2022	- 08/11/2022 -
👜 Game Day					-	
Programs	All Statuses F	local.				1-1of1 1of1 •
Servicipants	INCIDENT DATE	NAME	SEASON	TYPE	STATUS	
A Incidents	08 Nov 2022	Anthony Saunders	2022	BEHAVIOUR	CLOSED	Details

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To add an **Incident & Outcome** via the **Participant's Profile**, in the left hand menu select **Participants**, search for the **Participant** and click on the **View** button for the participant.

Play	Participants	J							
Using es PlayHQ AFL Association ~	Search for participants:	anthony	saunders	Email	Mobile number	Search Reset	ķ		
	FIRST NAME	LAST NAME	EMAIL			MOBILE	GENDER	D,0.8	
Competition Management	Anthony	Saunders	admir	nistration@aflbj.com		0400006859	Malo	2105 MUL 10	View
Game Day									-
Programs	Anthony	Saunders	tony.s	aunders@aft.com.au		0400006859	Male	01 JUN 1963	View

In the Participant's Profile in the About area, click on the Actions button and select Create a Non-Game Incident.

Play	Participants > Anthony Saunders Anthony Saunders Surgended				
Using as PlayHQ AFL Association +	Registration History Statistics Incidents & Suspe	ensions Membership			
T Competition Management					
Game Day	Player Registered 15 Jul 2022	PlayHQ H&A Competition, 2023 Club: PlayHQ AFL Club 2	~	About	Actions ~
Programs		Association (league): PlayHQ AFL Association		-	Create a Non-Game Incident
🍣 Participants	Team Manager Registered 11 Jul 2022	PlayHQ H&A Competition, 2022 Club: PlayHQ AFL Club 1 Association (Isorright PlayHQ AFL Association	*	EMAIL teny.saunders@afl.com.au	Duplicate Management Edit Details

On the Incident Details page, add the Incident Date, Related Season, Offence, Note and Reported By details.

Click on the **Create Incident** button in the top right corner.

Play HD	Create a Non-Game Incident		Create Incident	Cancel
Using as	Incident Date"	Owning Organisation'		
PlayHQ AFL Association 🗸	08/11/2022	PlayHQ AFL Association		
Y Competition Management	Related Season"	Incident Type"		
👜 Game Day	2022	Behaviour		
Programs	Participant			
🐸 Participants	Anthony Saunders			
A Incidents	Offence"			
😅 Transfers & Permits	22.2.2 (h) using abusive, insulting or obscene language towards or in relation to an umpire			
🎲 Merchandise +	Note"			-
Venues	Abused an umpire while acting as a Runner			
Reports				
My Organisation +				
	Reported By			
Updates 19	First name	Last name		
? Support 🕑	Field	Umpire		
A Anthony Saunders	Email	Mobile number		7 - I







Review the information on the Incident Details page. If changes need to be made click on the Edit button.

Play 现	Incidents > Non-Game View Incident	Done
Using as PlayHQ AFL Association	Incident Details	Ø Edit
Y Competition Management		
👜 Game Day	Incident Date OS Nov 2022	
Programs	Owning Organisation	
🐸 Participants	PlayHQ AFL Association	
Incidents	Related Season 2022	
🖨 Transfers & Permits	Participant	
📸 Merchandise +	Anthony Saunders	
Venues	incident Type	
Reports	Bohaviour	
My Organisation +	Offence 222.2 (h) using abusive, insulting or obscene language towards or in relation to an umpine	
Updates 6	Offence Description	
? Support d		
A Anthony Saunders tony.seunders@eff.com.au	Note Abused an umpire while acting as a Runner	

To add an outcome, scroll down the page and in the **Outcome Details** area click on the **+ Add Outcome** button.

Play	Incidents > Non-Game View Incident	1
Using as PlayHQ AFL Association ~	Offence 22.2.2 (h) using abusive, insulting or obscene language lowerds or in relation to an umpire	
T Competition Management	Offence Description	l
Game Day		l
Programs	Note Abused an umpire while acting as a Runner	l
😣 Participants	Reported By	l
A incidents	Field Umpire	l
↔ Transfers & Permits		l
Merchandise +		l
🙀 Venues	Outcome Details	l
Reports		l
My Organisation +	0	l
vpdates G	There is currently no outcome for this incident.	
	+ Add Gurborne	l
? Support L?		







On the **Create an outcome** page under **Outcome Details** you have the option to change the **Offence** or leave as selected when the **Incident** was created. Select either **Guilty** or **Not Guilty** in the **Set outcome for this incident** area.

If **Not Guilty** is selected you will be required to add an **Outcome Note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome Cancel
Using as Test Football League (TFL) *	Outcome Details	
🝸 Competition Management		
Game Day	Tony Saunders Kenimore Senior Men	
🛱 Programs	Offence'	
🗱 Participanta	22.2.2 (a) (i) intentionally or carelessly striking another person	~
🕂 Translérs	Set outcome for this incident"	
Morohandise +	🔘 Guilty 👩 Not Guilty	
Venues	Outcome note <sup>s</sup>	
Reports	Found not guilty by Tribunal	
My Organisation +		
🛨 Settings +		
	Set this incident to an open or closed status	
Support 12	Closed	

If Guilty is selected you be required to Select an action.

If Warning/Caution is selected you be required to add an Outcome note, select either Open or Closed in the Set this incident to an open or closed status drop down box and click on the Create Outcome button in the top right corner.

Play HO	Create an outcome	Create Dutcome	Cancel
Using as	outcome betails		
Test Football League (TFL)	Tany Saunders Kenmare Senior Men		
🝸 Competition Management			
Game Day	Offence"		
	22.2.2 (a) (i) intentionally or carelessly striking another person	v	
Programs.			
📽 Participants	Set outcome for this incident"		
😅 Translers	Guinty O not county		
	Select an action"		
Merchandise +	Warning/Caution v		
😂 Venues			
Reports	Outcome note"		
My Organisation +	Reprimand		
Contraction -			
Settings.			
	Set this incident to an open or closed status		
👔 Support 🖸	Closed ~		







If **Fine** is selected you be required to an add an **Amount**, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome Cancel
Using as Test Football League (TFL)	Tony Saunders Kenmore Senior Men	
T Competition Management	Offence"	
👜 Game Day	22.2.2 (a) (i) intentionally or carelessly striking another person	~
Programs	Set outcome for this incident"	
😸 Participants		
🖨 Transfers	Select an action*	
Marchandisa ±		
Venues	Amount* \$ 250	
Reports		
My Organisation +	Outcome note*	
➡ Settings	Fine	
3 support C	Set this incident to an open or closed status	
T Tony Saunders	Closed	

If **Suspension** is selected, under **Standard penalty** you have the option to tick that a set penalty has been accepted. Add the **Number of weeks/games**, add the **Start** date, add the **End** date, add an **Outcome note**, select either **Open** or **Closed** in the **Set this incident to an open or closed status** drop down box and click on the **Create Outcome** button in the top right corner.

Play	Create an outcome	Create Outcome	Cancel
Using as PlayHQ AFL Association ~	Set outcome for this incident*		
P Competition Management	Select an action"		
Game Day	Supersion		
Programs	1/1348(33075)		
S Participants	Standard penalty		
A Incidents	Participant has accepted the recommended set penalty.		
➡ Transfers & Permits			
Merchandise +	Number of weeks/games" Start date" End date"		
Venues	4 08/11/2022 🛱 06/12/2022 🛱		
Reports	Outcome note*		~
My Organisation +	Tribunal outcome - Guilty		
Updates 62			
? Support 12	Set this incident to an open or closed status		
A Anthony Saunders	Closed		

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## You will be returned to the **View Incident** page.

Play	Incidents > Non-Game View Incident	Dons
Using as PlayHQ AFL Association ~	Incident Details Closed	Ø Edit
T Competition Management	NON-GAME	
Game Day	Incident Date	
Programs	08 Nov 2022	
🐸 Participants	Owning Organisation PlayHQ AFL Association	
	Related Season	
➡ Transfers & Permits	2022	
Merchandise +	Participant Anthony Saunders	
🔛 Venues		
Reports	Incident Type Behavibur	
My Organisation +	Offence 22.2.2 (h) using abusive, insulting or obscene language towards or in relation to an umpire	
Updates @	Offence Description	
Support 12		
A Anthony Sounders	Note Abused an umpire while acting as a Runner	
Play 😳	Incidents > Non-Game View Incident	Dons
Using as PlayHQ AFL Association 🗢	Field Umpire	
T Competition Management		
👜 Game Day		
Programs	Outcome Details	Ø Edit
🔆 Participants		
	Offence 22.2.2 (h) using abusive, insulting or obscene language towards or in relation to an umpim	
🖨 Transfers & Permits	Outcome	
Merchandise +	Guilty - Suspension	
😫 Venues	Number of Weeks/Games	
Reports	Date Range	
My Organisation +	07 Nov 2022 - 06 Dec 2022	
Updates 🕫	Participant has accepted the recommended set penalty Yes	
Support C	Outcome Notes	
	Tribunal outcome - Guilty	







#### To delete an **Outcome** click on the **Edit** button.

Play	View Incident	Done
Using es Test Football League (TFL) ~		
🏆 Cômpetilion Management	Outcome Details	Ø cott
🗭 Programs	Offence 22.22 (a) (1) intentionally or carelessly striking another person	
产 Transfers & Permits 脅 Marchandise	Outcome Guilty - Suspension	
😂 Venues	Number of weeks/games	
My Organisation	Date range 04 Apr 2022 - 18 Apr 2022	
±t Setlings +	Participant has accepted the recommended set penalty Yes	
Support 13	Outcome notes Early guilty plear-set penalty accepted	

Scroll to the bottom of the page, in the bottom right corner click on **Delete Outcome**.

Play	Edit outcome	Cancel
Using as Test Football League (TFL) ~	Select an action*	
🍸 Competition Management	Suspension ~	
Game Day	Standard penalty	
Programs	<ul> <li>Participant has accepted the recommended set penalty.</li> </ul>	
Participants		
🖨 Transfers & Permits	Number of weeks/games* Start date* End date*	
Marchandise +	2 04/04/2022	
Venues	Outcome note"	
Reports	Early guilty plea - set penalty accepted	
My Organisation +		
🌩 Settings 🛛 +	L Set this incident to an open or closed status	
	Set this inclosed to an open or closed status	
3 Support C		🗑 Delete Outcome







Click on the **Done** button in the top right corner and you will be returned to the **Participant's Profile – Incidents & Suspensions** page.

Play	Participants > Anthony Saunders Anthony Saunders Guspended				
Using as PlayHQ AFL Association ~	Rogistration History Statistics Incidents & Suspensions	Membership			
Y Competition Management					
💷 Game Day	Total Suspensions 6 Weeks/Games			About	Actions ~
Programs				EMAIL	
Servicipants	NON-GAME Behaviour D8 Nov 2022	Suspended 2 Games/Weeks (08 Nov 2022 - 22 Nov 2022)		tony.saunders@afl.com.au	
Incidents	Guilty - Suspension			FIRST NAME Anthony	LAST NAME Saunders
← Transfers & Permits				MOBILE	HOME PHONE
Merchandise +	NON-GAME			0400006859	-
Venues	Behaviour 08 Nov 2022 Guilty - Suspension	Suspended 4 Games/Weeks (08 Nov 2022 - 06 Dec 2022)	×	D.D.B. 01 JUN 1963	GENDER Male
CC Datasete			_		

## **View All Non-Game Incidents**

In the left hand menu select **Incidents** and select the **Non-Game** tab. Select a date range and all of the **Non-Game Incidents** will appear. Click on the **Details** button of an **Incident** to view the **Incident Details** and **Outcome Details**.

Play	Incidents					
Using as PlayHQ AFL Association 🗢	Game Non-Game					
Tompetition Management	Create a Non-Game Incider	nt			08/11/2022	- 08/11/2022 <b>-</b>
Game Day						
Programs	All Statuses Re	Can-				1-2 of 2 1 of 1 -
🗱 Participants	INCIDENT DATE	NAME	SEASON	TYPE	STATUS	
A Incidents	08 Nov 2022	Anthony Saunders	2022	BEHAVIOUR	CLOSED	Details
← Transfers & Permits	08 Nov 2022	Anthony Saunders	2022	BEHAVIOUR	CLOSED	Details
Merchandise +						

#### **Life Bans**

**Life Bans** that need to be entered for a player/official that have met the criteria outlined in the National Player & Official Deregistration Policy can only be added by an admin with National Super User access.







#### LiveScore

To login and access **Electronic Scoring** go to <u>https://afl.score.playhq.com/auth/login</u> and enter the username & password you have registered.

	Play	
l	∟og in with your PlayHQ account	
Email*		
tony.saunders@	@afl.com.au	
Password*		
	Forgot password?	
	Login	-

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

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

AFL Community Football League Admin PlayHQ User Guide







Click on the  $\stackrel{\bullet}{\bullet}$  icon to select the **Venue** for the match you wish to score is being played. Start typing the name of the **Venue** in the search bar and click on the  $\stackrel{\bullet}{\bullet}$  icon when the venue appears.

선 Log out	PlayH0		
New Scoring Session	Venue	×	
Welgons In Prof. Charging serving 2, 105414-11	vic - princess		*
Session Detail Venue Select a vinue to get started.	VIC - Princes Park (Caulfield South)	•	
Daya PiN			

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

€ Log out	Play <sup>4</sup> 0	
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electronic sc	oring session details then start your session,	×
Session Detail		Clear 💼
Venue		Ø
VIC - Princes Park (Caulfield South)		
Days		
How many days do you need to add to this session?		
•		
PIN		







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

← Log out		Play		
New Scoring Session		Days	×	
Winner-Park-International States (	Select All			×
	Today		07 Jan 2022	
Session Detail	Saturday		08 Jan 2022	
Venue	Sunday		09 Jan 2022	
VIC - Princes Park (Counters Smith)	Monday		10 Jan 2022	
	Tuesday		11 Jan 2022	
Days	Wednesday		12 Jan 2022	
How many drips the you need to add to this speciary	Thursday		13 Jan 2022	
•				
PIN				
	-	Add		
		Add		

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

4D Log out	Play	۲
New Scoring Session		
Welcome to PlayHQ electronic scoring. Complete the electronic sco	ring session details then start your session.	×
Session Detail		Clear 🛍
Venue		0
VIC - Princes Park (Caulfield South)		
Days		0
Saturday		08 Jan 2022
PIN		
Create a PIN to secure this session.		
0		







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

€ Log out	Play		<b>(</b>
New Scoring Session	PIN	×	
to a weak and a new second most the	New PIN*		8
		ø	
Session Detail	Confirm PIN*		
Venue		ø	2
VIC - Frindes Presi Gaulitari Contra			
Days			
Saturday			08 Upm 2017
PIN			
Create e FIN to secure this continu			
•	Done		

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

+Ð Log out	Play	<b>(49)</b>
New Scoring Session		
Welcome to PlayHO electronic scoring. Complete the electronic	scoring session details then start your session,	×
Session Detail		Clear 💼
Venue		0
VIC - Princes Park (Caulfield South)		
Days		0
Saturday		08 Jan 2022
PIN		0
	Start Session	







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

End Session Play HO	Lock 🖬				
Home		Ova	11		
Games have been successfully downloaded and device is ready for offline scoring. Upcoming gar will be kept up to date with PlayH0 while your de online.	me details	Upcoming	Completed		
VIC - Princes Park (Caulfield South)	~	Ajax U12 Girls Comets	0	0	0
Saturday 01	8 Jan 2022 👻	East Brighton Vampires U12 Girls Sherren	0	0	0
Completed Published	1/2	South Metro Junior Football League (St SMJFL U12 Girls Division 1 2:10 - 3:40PM	1JFL)		
Published	1/2				
Ground					
Oval 1	>				

Click on the **Match** and you will be taken to the **Electronic Scoring** page. The **Teams** will show with the **Players & Coaching Staff** that have been selected.

C Back		‱® 5:00			C	Start 0
🚱 Ajax U12 Girls Comets	0 0 <b>O</b>	East Brighton Vampires U12 Girls Sherren		0	0	0
Line-Up (0/22)	YELLOW RED DOM. BENND	Line-Up (6/22)	VELLOW	RED	COAL	BEHIND
+ Add		1 Madeleine de Fina-Nash	0	0	0	0
		2 Jessica Allica	0	0	0	0
		3 Sophie Nilsson	D	0	0	0
		14 Georgia Naughton	0	0	0	0
		23 Genevieve Brooks	0	0	0	0
Coaching Staff		24 Zahra Stevens	0	0	0	0
+ Add		Ø Edit				
		Coaching Staff				
		C Leigh Elliott				
		AC Michael Hendricks				
		Ø Edit				
Contral 6	6 1	Card				







To make changes to the Line-up click on the Edit button below the Line-up list.

To remove **Players** from the **Line-up** list click on the **e** icon and to add **Players** from the **Roster** list click on the **t** icon. When you are finished click on **Done** the top right corner.

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

To make changes to the **Coaching Staff** click on the **Edit** button below the **Coaching Staff** list.

To remove **Coaches & Assistant Coaches** click on the **c** icon in the **In** list and to add **Coaches & Assistant Coaches** click on the **c** icon in the **Out** list. When you are finished click on **Done** the top right corner.

	Play (C)	
Cancel	Add Coaches	p
4	East Brighton Vampires U12 Girls Sherren	
Out Harrison Andronaco	Refresh In Coach	
Peter Day	Leigh Elliott	•
	Assistant Coach Michael Hendricks	•

You will be taken back to the **Electronic Scoring** page. The **Teams** will show with the updated **Players** that have been selected in the **Line-up** and updated **Coaches & Assistant Coaches** selected in the **Coaching Staff**.







To start **Electronic Scoring** click on the **Start** button in the top right corner and name of button will change to **Pause**. If the match is being played with time on, to stop the clock click on the **Pause** button. If the clock has begun counting and you need to make a change click on the **and edit** icon and edit page will pop up for you to make changes.

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

To add actions to a **Player** click on the **Player** and then click on <sup>(6)</sup> for a goal or click on <sup>(1)</sup> for a behind or click on <sup>(w)</sup> then select Yellow or Red – the process can also be done the opposite way i.e. click the action and then click the **Player**. This will add the actions to the **Players** and if it is a score it will be added to the **Team** total. If you make an error with either a **Team** or a **Player** action click on the <sup>(h)</sup> icon and it will be removed.

To end the quarter click on the containing icon in the top left corner and select **End Period**. To start the next quarter click on the **Start** button in the top right corner.







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

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

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

< Back	Play <sup>(</sup> [2)				
	End of 4th Quarter 00:00				
Ajax U12 Girls Comets	5 6 <b>36</b> East Brighton Vampires U12 Girls Sherren		6	7	43
Line-Up (0/22)	Line-Up(\$/22)				
+ Add	Madeleine de Fina-Nash	1	0	0	ņ
	PIN	۵	0	2	4
	Please enter the device's PIN to confirm the game result	0	0	2	0
		0	1	0	0
	Forgot PIN?	0	0	2	2
Coaching Staff	Cancel Confirm	O	0	0	1
+ A41	Ø Ean				
	Coaching Statt				
	C Leigh Elliott				
	C Hickaal Handricks				
	(760)				
Event Log	6 1 Card ++				







Add the **PIN** you created and click on the **Confirm** button, you will be returned to the **Home** page which will show the **Match** in the **Completed** tab.

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

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

End Session	Play 10	Lock 🔒						
Home				Oval 1				
an outer tody agree these it must		100 <b>*</b>		((pormini) Ca	mpletes			
VIC - Princes Park (Caulfield Sou	nh)	×		Mucrumbeena U12 Girts	0	Ŭ	66	
Seturday			2	St Bedes/Mentone Tigers	0	Ø	54	
Completed			End Session	otball League (SMJFL)				
Published			Are you sure you want to end the se session will delete game data from	ssion? Ending the			÷.	
Ground			Cancel	End Session		6	36	
(Qual f		•						
Deale		>		Ull2 Girls Sherren		7	43	
				South Metro Junior Football League (SMJFL) SMJFL U12 Orris Division 1 2:10 - 3:40PM			÷	
Garres last updated today at 1709	1.01							







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

End Session	Play Lock	
Home		Oval 1
	*	Vysoching Completed
VIC - Princes Park (Cauttield South)		Hursumbeens U12 Girls 0 0 66
Saturday	08 Jan 2022 -	Authenticate 0 0 54
Gomplated		tony saunders@afl.com.au
Published		
Ground		Cancel End Session Servets 5 6 36
(1920) Front A	, ,	South Hetro-Junior Football League (SMJFL) Shuff- Metro-Junior Football League (SMJFL) SNUFL-UIZ Grid Division T 21:0-3-3-00PM
Samesiast updated today at 1.18(71		

Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

Please ensure to click on Log Out in the top left corner.

+© Logout	Play	
New Scoring Session		
Welcome to PlayH0 electronic scoring. Complete the electronic scoring session details then at	n your session.	×
Session Detail		
Venue		
Select a venue to get started.		
•		
Days		
PIN		







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

Play	Discover	For Organisations	About Us	🕡 Tony 🗸
Discove	er AFL clubs and asso	ciations		
Q smjfl				Search
Associations Clubs				

Click on the League.

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







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

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

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

B South Metro Jur	nior Footbal	l League (SM	JFL)	
AFL AFL				
ctures & Ladders Register				
1 SMJFL	2 Selec	t a Grade		
	2 Selec	t a Grade		
1 SMJFL 2021	2 Selec	t a Grade		
1 SMJFL		t a Grade I days 👋 🔤 All gend	ers 🛛 All age gro	ups Reset
1 SMJFL 2021 SMJFL			ers All age gro	ups Reset
1 SMJFL 2021 SMJFL 2021 ACTIVE	AI	l days 💛 🛛 All gend		ups Reset Select →

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

	O UAT				
y Q Search		Discover	For Organisations A	bout Us	Ton
A South Metro Junior Football	League (	SMJFL	)		
tures & Ladders Register					
SMJFL U12 Girls Division 1		Fixture	Ladder	Statistic	s
SMJFL: 2021					
ROUND 4 5 14 15 16 17 18 19 20	) 21 22	23 24 2	5 26 27 28 FR	1 PF GF	
Round 26 Monday, 25 April 2022					
East Brighton Vampires U12 Girls Sherren	<b>39</b>	Ē	02:50 PM, Mon. 25 A	pr 22	
S East Brighton Vampires U12 Girls Sherren	<b>39</b> 6,3 FINAL <b>47</b>	Ē			>

AFL Community Football League Admin PlayHQ User Guide







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

< SMJFL U12 Girls Division 1, Round 26				FINAL
East Brighton Vampires U12 Girls Sherren	<b>39</b> 6,3	<b>47</b>	Prahan U12 (	Girls Laughton
🛗 02:50 PM, Monday, 25 Apr 2022	VIC - Princes P / Oval 4	ark (Caulfield South)	<b>∑</b> smj	FL, 2021
	01	02	03	04
Period Scores END OF PERIOD East Brighton Vampires U12 Girls Sherren	01 <b>26</b> 4.2	02 <b>33</b> 5.3	03 <b>39</b> 8.3	04 <b>39</b> 6.3

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







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

SMJFL U12 Girls Division 1 SMJFL, 2021	(	Fixtur	e	Lad	der		Statist	ics
						Show a	dvanced	ladder
# TEAM	P	MR	PTS	%	W	L	D	BYE
1 East Brighton Vampires U12 Girls Sherren	34	66.17	92	132,49	23	12	-1	1
2 Ajax U12 Girls Comets	28	60.71	68	119,21	16	10	2	Q
3 St Bedes/Mentone Tigers U12 Girls	25	56.00	56	99,86	14	11	0	3
4 Beaumaris U12 Girls Sharks	24	50.00	38	120.81	12	12	0	2
5 Mordialloc Braeside U12 Girls Red	22	50.00	44	94.77	10	10	2	7
				87,19	10	14	0	4







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

SMJFL U12 Girls Division 1				C	Fixt			Ladder	-	Stati	otion
SMJFL, 2021				C	FIXU	ure		Lauuer	4	Stati	stics
									Shov	v advanc	ed ladde
# TEAM	P	MR	PTS	0.0	Ŵ	L	D	BYE	F	A	FORF
1 East Brighton Vampires U12 Girls Sherr	en 34	66.17	92	132,49	23	12	-1	1	1105	834	0
2 Ajax U12 Girls Comets	28	60.71	68	119.21	16	10	2	0	813	682	0
3 St Bedes/Mentone Tigers U12 Girls	25	56.00	56	99.86	14	11	0	3	710	711	0
4 Beaumaris U12 Girls Sharks	24	50.00	38	120,81	12	12	0	2	714	591	0
5 Mordialloc Braeside U12 Girls Red	22	50.00	44	94,77	10	10	2	7	471	497	0
6 South Melbourne Districts U12 Girls	24	41.66	44	87,19	10	14	0	4	599	687	0







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

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

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

	South Metro Jur	nior Football League (SMJFL	.)				
ures & l	Ladders Register						
SMJFI	L U12 Girls Division 1	Fixtu	re	Ladd	er	Stati	istics
Showing	g 1 - 50 of 157			<	<b>1</b> 2	3	4 >
	PLAYER	TEAM			GP	BP	G
1	Amelia <b>Harris</b>	East Brighton Vampires U12 Girls Sherren			28	14	13
2	Luella Hall	East Brighton Vampires U12 Girls Sherren			21	14	12
3	Pippa <b>Jacobson</b>	East Brighton Vampires U12 Girls Sherren			25	7	12
4	Phoebe Fyfe	East Brighton Vampires U12 Girls Sherren			15	6	6
5	Andie Sherren	East Brighton Vampires U12 Girls Sherren			27	5	13







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

€	South Metro	Junior Football League (	SMJFL)				
ures &	Ladders Registe	ər					
SMJF	<b>FL U12 Girls Divisio</b>	n 1	Fixture	Ladde	er	Stati	stics
Showir	ng 1 - 50 of 157			< (	1 2	3	4 )
	PLAYER	TEAM			GP	BP	G
1.	Sophie Nilsson	East Brighton Vampires U12 Girls Sherre	n		25	2	19
2	Amelia <b>Harris</b>	East Brighton Vampires U12 Girls Sherre	n		28	14	13
3	Andie Sherren	East Brighton Vampires U12 Girls Sherre	n		27	5	13
4	Pippa Jacobson	East Brighton Vampires U12 Girls Sherre	n		25	7	12
	Luella <b>Hall</b>	East Brighton Vampires U12 Girls Sherre			21	14	12







## 16. Play AFL App

The Play AFL App has been built for community football fans and houses fixtures, ladders, results, and statistics for leagues using PlayHQ.

## Follow your favourite clubs

With the Play AFL App, community footy fans will have the ability to favourite players, teams, clubs, grades and leagues, giving you easy access to the local clubs and games they care about most.

#### **Quickly access grade results**

Through favouriting grades, users' home screen will be setup with shortcuts to quickly access results and stats from around the grounds.

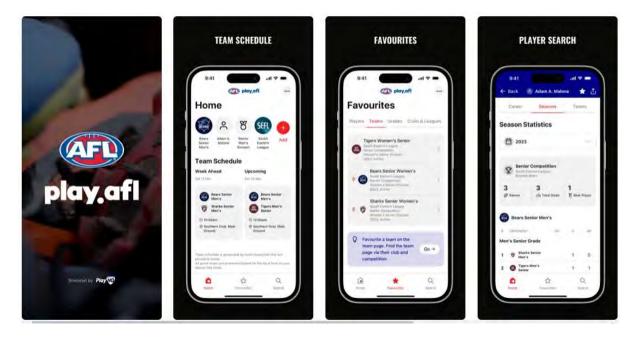
#### Stay connected from wherever you are

Play AFL's user-friendly interface is designed for all community footy fans, no matter where they are, so that they can stay connected and engaged with teams, clubs, and community footy.

Simply sit back and watch the power of the App at work, feeding all the information direct from PlayHQ week on week.

## Apple download <u>here</u>

Google download here









# 17. Participant Registration

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

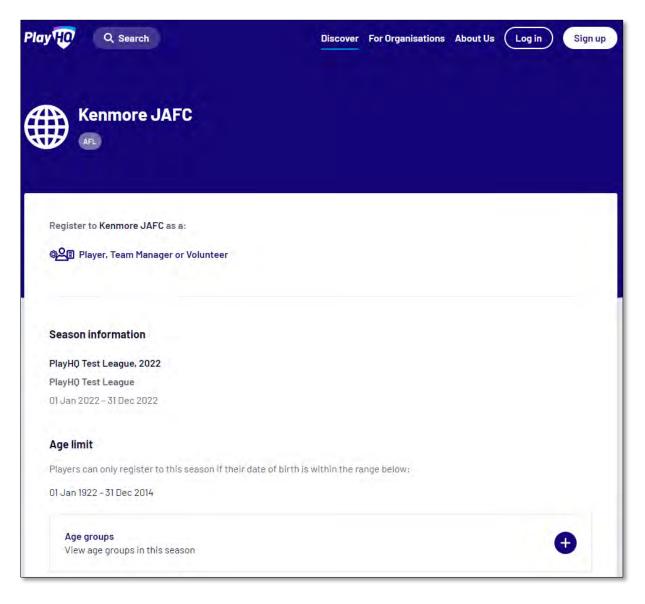
Option 1 is to go to <u>https://play.afl/</u> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

Option 2 is go to <u>https://www.playhq.com/afl</u> and the search function to find the **Club** they wish to register with and the link to register with the **Club**.

Option 3 is for the Club to provide the Participant with the unique URL for the club registration form.

For the example below we have used option 3 above to get to the club registration form.

Under Age limit any age group restrictions can be viewed by clicking on the  $\bigcirc$  icon in Age Groups.

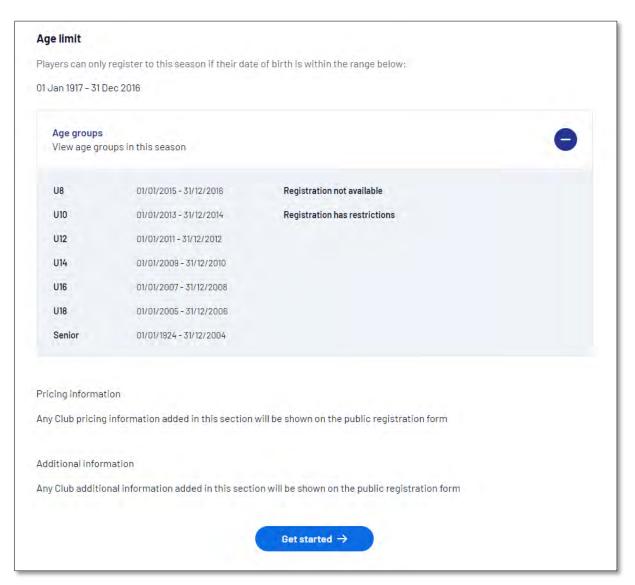








To continue scroll down the page and click on the Get started -> button.









If the **Participant** (or their parent) already has a PlayHQ account they can click on the **Log in** button or if they do not have an account they click on the **Create an account** button.

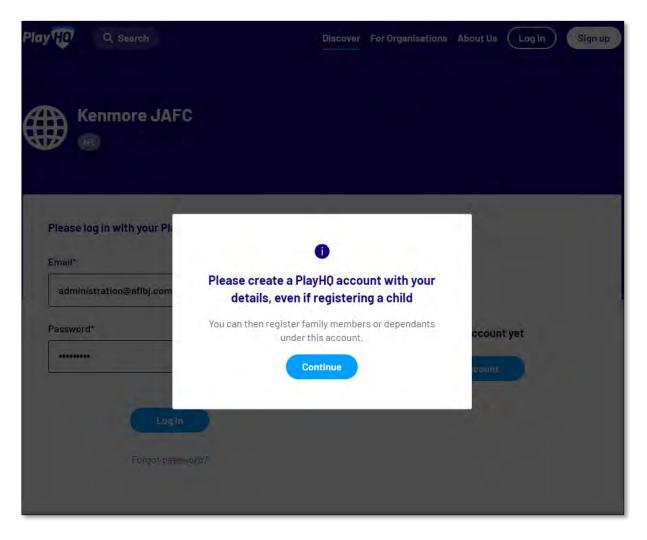
ay 떤 Q Search	Discover For Organisations About Us Log in Sign u
Kenmore JAFC	
Please log in with your PlayHQ account	
administration@aflbj.com Password*	I don't have an account yet
	Create an account
Log in Forgot password?	







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









On the **Sign up to PlayHQ** page they need to complete all of the mandatory fields and click on the **Sign up** button. They will receive a confirmation email which will contain a link for them to return to the login page and click on the **Log in** button.

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







The first page of the registration form is the **Choose User** page where the **Participant** chooses who they would like to register. They can register themself, a dependant already in the list or a new dependant. Click on the **Continue** button.

Q Search		Discov	er For Organisations —	About Us 🛛 👰 Ant	thony
Kenmore JAF	С				
♡ PlayHQ Test League, 2022, I	PlayHQ Test Leagu	e			
Choose User	Choose Role	Participant Details	Fees	Payment & Summary	
Please choose who yo I am registering myself Anthony Saunders					
l am registering someone else					
(Participant will be linked to my Register new family mem dependant					
		Continue →			
		Back			







The next page of the registration form is the **Choose Role** page where the **Participant** chooses what type they would like to register as. Click on the **Continue** button.

Please note the Coach role will not be available and all Coaches and Assistant Coaches must register through the <u>www.coachl.afl</u> platform.

ау Ю	Q Search			Discover	For Organisations	About Us	Anthony
Ke	nmore JAF	-c					
	Test League, 2022, Ise User	, PlayHQ Test Leagu Choose Role	e Participant Details		Fees	Payment & S	Summary
Register	r as a: Player						0
<i>?</i> 21	Team Manager						0
8	Volunteer						0
			Continue → Back				
			Dack				







The next page of the registration form is the **Participant Details** page where the **Participant** must complete all of the mandatory fields. Click on the **Save and Continue** button at the bottom of the page.

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





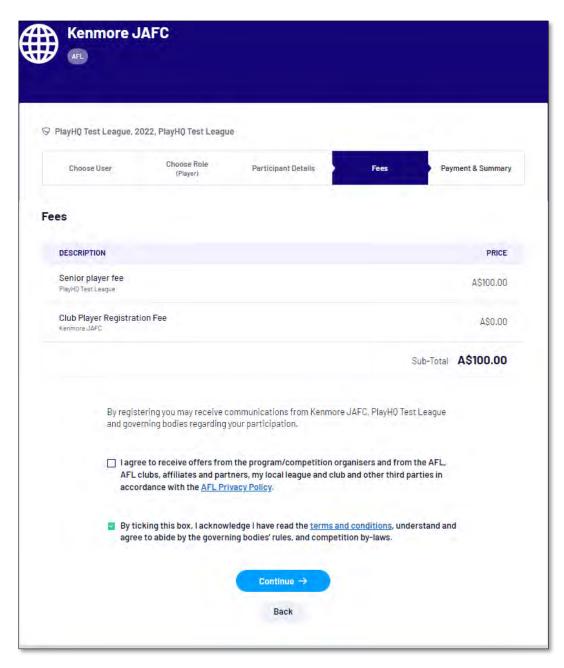


At this point the PlayHQ platform will run its Profile Matching process.

For next steps if a profile match is found please refer to the **Participant Registration – Profile Matching** section in this guide.

For next steps if a profile match is found and the Participant is trying to register to a different club than the last club they were registered with please refer to the **Participant Registration – Profile Matching** and **Participant Registration – Request Transfer** sections in this guide.

If no profile match is found the **Participant** will move to the **Fees** page of the registration form. A summary of the fees payable will be shown as well as the checkbox to receive offers which is optional and the checkbox for the terms and conditions which is mandatory. Click on the **Continue** button.



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The last page of the registration form is the **Payment & Summary** page where the **Participant** must complete all of the credit card details and mandatory fields.

If the **Participant** has been given a PlayHQ voucher the voucher code can be applied in the **Vouchers** area.

If the **Participant** has a government voucher and the function has been turned on they can click on **I have a** government voucher and apply the voucher code.

Click on the **Confirm purchase** button at the bottom of the page.

♡ PlayHQ Test League, 2022, PlayHQ Test League					
Choose User (Player)	Participa	int Details	Fees	Payment	& Summary
Payment		Order sur	nmary		
Credit/Debit Card		Description		Qty.	Tota
🖗 This payment is secured with disc encryption		Senior player Player() Test Leag		1	A\$100.00
Card number*		Club Player R	egistration Fee	1	A\$0.00
Card Expiry* CVC* O				Total	A\$100.00
MM/YY CVC		Vouchers			
Billing Address		Entera	voucher code		Apply
Country*		<u>I have a go</u>	vernment voucher		
Australia	ş				
Address*					
Suburb / Town*					
State / Province / Region* Postcode*					
Please select					

AFL Community Football League Admin PlayHQ User Guide

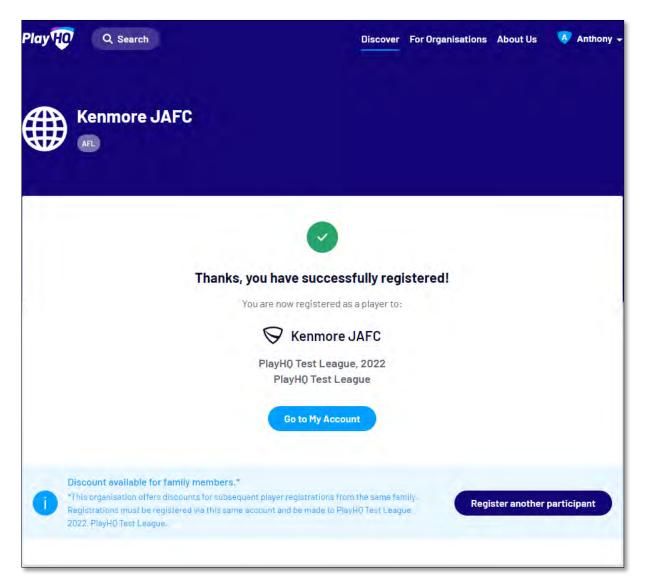






When the registration is completed the successful registration page will appear and the **Participant** will also be sent a confirmation email and invoice email.

This page will also give the **Participant** the option to **Go to My Account** to view their profile or **Register another participant**.









#### **Profile Matching**

When a **Participant** registers, a check will occur that will find any other PlayHQ profile that has matching **First Name**, **Last Name**, **Date of Birth**, **Gender** plus one of **Postcode**, **Mobile Phone Number** or **Organisation of Registration**. If any profiles return as a match, they will be shown on a new registration step called '**Claim Profiles**'.

A check will also occur to find a profile for a participant that has been loaded into PlayHQ from another competition software provider, these would be called **Unclaimed Profiles**. In this instance when one of these profiles is claimed all the participant's previous history would be added to the participant's profile.

Matching profiles will fall in to one of three categories:

- Profiles that don't require verification
- Profiles that require verification
- Profiles that can't be claimed and merged

All profiles that don't require verification can automatically be claimed and merged by the **Participant**.

When the registrant clicks the '**Verify Profile**' button for any profile in the second category, an email with a verification code will be sent to the email address attached to that profile. The **Participant** must enter the verification code in order to claim the profile and initiate a merge for that profile.

All profiles that fall into the third category require the **Participant** to contact support in order to proceed with their merge.

Matching profiles must be claimed and merged by a **Participant** before they are able to continue on with the registration process.

When the **Participant** has completed the **Choose User**, **Choose Role** and **Participant Details** section of the registration form the **Profile Matching** process will begin.





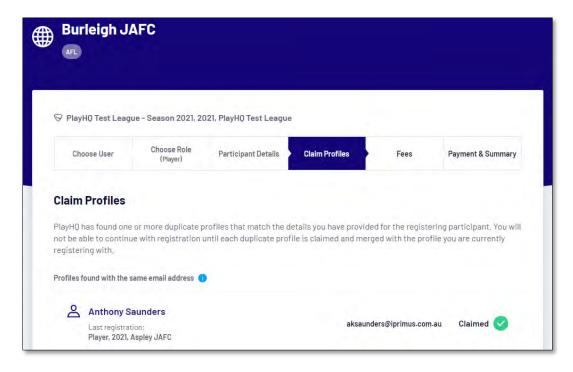


#### Profiles that don't require verification

The example below the participant is trying to register as new participant using the same email address. The participant would click on the **Claim Profile** button.

Burleigh J/	AFC				
🛇 PlayHQ Test Leag	ue - Season 2021, 20	021, PlayHQ Test League			
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
	e with registration (	until each duplicate prof			ering participant. You will file you are currently
Anthony Sa Last registrat Player, 2021, /	ion:		aksaunders@ij	primus.com.au	Claim Profile

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



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#### **Profiles that require verification**

The example below the participant is trying to register as new participant using a different email address. The participant would click on the **Verify Email** button.

AFL	AFC				
♡ PlayHQ Test Leag	ue - Season 2021, 20	021, PlayHQ Test League	8		
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
Claim Profiles					
PlayHQ has found one not be able to continu registering with.		intil each duplicate prof			ring participant, You wil ille you are currently

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

♡ PlayH0 Test Leag	ue - Season 2021, 20	021, PlayHQ Test League			
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
not be able to continu	ue with registration	until each duplicate prof			
		until each duplicate prof			ring participant. You wi ile you are currently
not be able to continu registering with	erified email address	until each duplicate prof	ile is claimed and mer	ged with the profi	ile you are currently
not be able to continue registering with. Profiles found with unve Anthony S Last registral	erified email address ( aunders	until each duplicate prof	ile is claimed and mer		
not be able to continu registering with. Profiles found with unve Anthony S Last registrat Player, 2021,	erified email address ( aunders cion: Burleigh JAFC	until each duplicate prof	ile is claimed and men	ged with the profi	ile you are currently
not be able to continu registering with. Profiles found with unve Anthony S Last registrat Player, 2021,	erified email address ( aunders tion: Burleigh JAFC rerification code tha	until each duplicate prof	ile is claimed and men	ged with the profi	ile you are currently







#### Participant Registration - Profiles that require verification (cont)

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

Burleigh J <i>i</i>	AFC				
♡ PlayHQ Test Leag	ue - Season 2021, 2	021, PlayHQ Test League	3		
Choose User	Choose Role (Player)	Participant Details	Claim Profiles	Fees	Payment & Summary
		profiles that match the c until each duplicate pro			ering participant, You will file you are currently
Profiles found with the s	same email address 🤇				
Anthony Sa			tony.	saunders@afl.com	n.au Claimed <







#### Profiles that can't be claimed and merged

The example below the participant is trying to register as new participant using a different email address but they do not have access to the old email address. The participant would click on the **Contact Support** button to receive assistance from PlayHQ Support.

Burleigh J <i>I</i>	AFC				
S PlayHQ Test Leagu	ue - Season 2021, 20 Choose Role (Player)	021, PlayHQ Test League Participant Details	Claim Profiles	Fees	Payment & Summary
Claim Profiles	an ang an a				
		profiles that match the o until each duplicate proi			
rofiles found with unve	rified email address	D			
Anthony Sá Last registrati Player, 2021, E	ion:		to******	•••••@afl.com.au	Verify Email
	lf you nee	ed assistance to claim thes	e profiles, please contaci	: support	
		Contact Su	ipport 🖸		
		Contin	ue 🔿		
		Bad	ck		







#### **Pending Registrations**

If **New Player Approval** was turned on in your competition settings, when a new participant registers they appear as **Pending** in the **Participants** list.

In the left menu select **Competition Management**, click on the **Competition**, click on the **Season** and select the **Participants** tab. Any new participants will have a **Pending** tab.

Click on the **View** button for the pending participant.

O AFL UAT	Competitions > UserG		• O VISIBLE							
Play	Grades Teams	Participants Regis	stration Allocations	Settings M	ore 🗸					8
User Guide League	Search by last name	<b>Q</b> AI	Roles	🗯 All filter	s Reset					1:1of1 1of1 v
Y Competition Management	FIRST NAME	LAST NAME	ROLE		AGE GROUP	non 🖬	cum 🖬	TEAM	REG DATE NEW	STATUS
Game Day	User	Guide	Player	Male	SHE	01.Jan 2001	User Guide Club		28 Jun 2023 Yes	(Fantane) View
Programs										-
a Participants										1-refr ( teft - )

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

• AFL UAT v10.64.1	B User Gu	ide					
Play	Registration History	Statistics	Incidents & Suspensions	Membership	Player Movements	5	
Using as User Guide League 🔶	<b>Player</b> Registered 28 Jun 2	2023				User Guide League, 2023 Club: User Guide Club	<b>,</b>
Competition Management	Pending	_				Association (league): User Guide League	





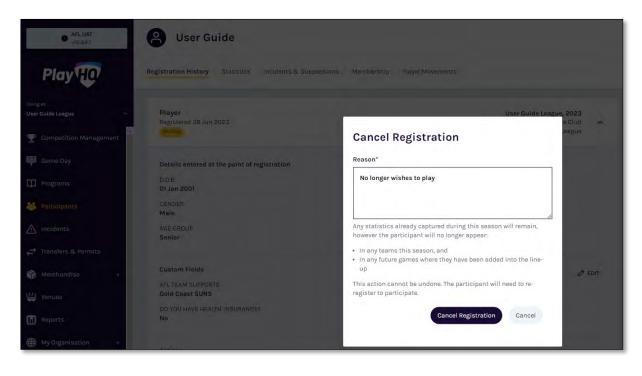


## Participant Registration - Pending Registrations (cont)

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

AFL UAT v10.64.1	User Guide	
Play HO	Registration History Statistics Incidents & Suspensions Membership	Player Movements
Using as User Guide League 🛛 🗸 🗸	Player Registered 28 Jun 2023	User Guide League, 2023 Club: User Guide Club
Y Competition Management	Pending	Association (league): User Guide League
呵 Game Day	Details entered at the point of registration	
Programs	D.O.B. 01 Jan 2001	
Ӿ Participants	GENDER Male	
A Incidents	AGE GROUP Senior	
← Transfers & Permits		
Merchandise +	Custom Fields	🖉 EDIT
😝 Venues	Gold Coast SUNS	
Reports	DO YOU HAVE HEALTH (NSURANCE? No	
My Organisation +	Actions	
🛨 Settings + 💆	Approve Player Cancel Registration	
Vpdates 🙂		

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









## Participant Registration - Pending Registrations (cont)

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

AFL UAT v10.64.1	<b>B</b> User Guide	
Play	Registration History Statistics Incidents & Suspensions Membership Player Moven	nents
Using as User Guide League Y	Player Registered 28 Jun 2023	User Guide League, 2023 Club: User Guide Club
Y Competition Management	Pending	Association (league): User Guide League
Game Day	Details entered at the point of registration	
Programs	D.0.B. 01 Jan 2001	
😤 Participants	GENDER Male	
A Incidents	AGE GROUP Senior	
← Transfers & Permits		
🎲 Merchandise +	Custom Fields AFL TEAM SUPPORTS	🖉 EDIT
😂 Venues	Gold Coast SUNS	
Reports	DO YOU HAVE HEALTH INSURANCE? No	
My Organisation +	Actions	
🛨 Settings 🛛 + 💌	Approve Player Cancel Registration	
Dpdates 🙂		







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

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

AFLUAT V10.64.1	User Guide	
Play	Registration History Statistics Incidents & Suspension	ns Memberchip. Player Movements
Using as User Guide League 🍝	Player Registered 28 Jun 2023	User Guide League, 2023. Club: User Guide Club
P Competition Management		Association (league): User Guide League
Game Day	Details entered at the point of registration	
Programs	D.O.B. 01 Jan 2001	Approve Player
8 Participants	GENDER Male	Approving a player will make them available for team allocation.
A Incidents	AGE GROUP Senior	Please ensure you have verified any relevant documentation.
+ Transfers & Permits		Do you wish to approve this player?
Merchandise +	Custom Fields	Ø EDIT
Venues	AFLITEAM SUPPORTS Gold Coast SUNS	Cancel Yes, Approve Player
	DO YOU HAVE HEALTH INSURANCE?	

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

	AFL UAT v10.64.1	B User Guide	
	Play	Registration History Statistics Incidents & Suspensions Membership Player Movements	
Usin Usei	gas Guide League	Player successfully approved.	
	Competition Management	Player     User Guide League, 2023       Registered 28 Jun 2023     Club: User Guide Club       Association (league): User Guide League	^
310	Game Day		_
Φ	Programs	Details entered at the point of registration	
*	Participants	D.O.B. 01 Jan 2001	
⊿	Incidents	GENDER Male	
4	Transfers & Permits	AGE GROUP Senior	
-	Merchandise +		-
	Venues	Custom Fields AFL TEAM SUPPORTS Gold Coast SUNS	DIT
	Reports	DO YOU HAVE HEALTH INSURANCE?	
۲	My Organisation +	No	
-15	Settings + 💌	Actions	
Z	Updates 🗗	Approved 28 Jun 2023	







#### **View Participants in League**

To view participants in a League there are two options.

Option 1 enables the League admin to view all participants that have been registered in the League across all **Competitions** and all **Seasons**. In the left menu select **Participants**.

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

To search for a **Participant**, enter part of a **First Name** and/or part of a **Last Name** and/or part of an **Email** and/or part of a **Mobile Number**. Click on the **Search** button and results will appear.

Play	Participants								
Using as PlayHQ Test League	Search for participants:	Fifst hame	saunders	Email	Mobila number	Search Reset			
t all the rest configur	FIRST NAME	LAST NAME	EMAIL			MOBILE	GENDER	17,0.9	
T Competition Management									
Game Day	Tony	Saunders	Lany.s	aunders@afl.com.ou		0400006859	Minte	01 JUN 1963	View
Programs	Tony	Saunders	tony.s	aunders@afi.com.au		0400006859	Male	2102 MULIO	View
🐸 Participants									
😅 Transfers	Anthony	Saunders	tany.s	aunders@all.tomau		0400006859	Mala	01 JUN 2012	View

Option 2 enables the League admin to view all participants that have registered in a **Competition** in a **Season**. In the left menu select **Competition Management**, click on the **Competition**, click on the **Season**, click on the **Participants** tab and list of **Participants** will appear.

AFL UAT	Competitions > Liser (		VISIBLE									
Play	Grades Teams	Participants Regi	stration Allocations	Settings M	tore 🗸							â
Using as User Guide League	Search by last name	Q A	li Rolés	😄 All filter	s Reset						1-1 al 1	toft +
Y Competition Management	FIRST NAME		KOLI 🗖	GENDER	AGE GROUP	2.0.8	cine 🗖	TEAM	REG DATE	NEW D	STATUS	
🖤 Game Day	User	Guide	Player	Male	1946	01 Jan 2001	User Guide Club		28 Jun 2023	Yes	Attive	View
Programs												_
😹 Participants											1:1011	lofl y

Click on the **View** button for the **Participant**.







#### **View Participant Details**

Under the **Registration History** tab is a full list of the participant's registration history in the organisation you are **Using As**.

AFL UAT v10.64.1	B User Guide	
Play	Registration History Statistics Incidents & Suspensions Membership Player Movements	
Using as User Guide League 🗸 🗸	Player User Guide League, 2023 Registered 28 Jun 2023 Club: User Guide Club	~
Competition Management	Registered 20 Jun 2020 Association (league): User Guide League	_

Under the **Statistics** tab is a full list of the participant's participation history in all organisations the participant has participated in.

0 AFL UAT v10.64.1	B User Guide	
Play	Registration History Statistics Incidents & Suspensions Membership Player Movements	
Using as User Guide League 🛛 🗸 🗸 🗸 🗸 🗸 🗸	SEASON STATS	
Y Competition Management	User Guide League, 2023 User Guide Club User Guide League	<b>Player</b> 1 Player Point
Game Day		
Programs	There are currently no statistics for this registration	

Under the **Incidents & Suspensions** tab is a full list of the participant's incidents & suspensions history across all **Leagues**.

AFL UAT v10.64.1	B User Guide
Play 现	Registration History Statistics Incidents & Suspensions Membership Player Movements
Using as User Guide League ~	Total Suspensions 1 Weeks/Games
Game Day	NON-GAME Behaviour Suspended 1 Games/Weeks (19 Jun 2023 - 26 Jun 2023) 19 Jun 2023 Guilty - Suspension
22 Participants	a







#### Participant Registration - View Participant Details (cont)

Under the **Player Movements** tab is a full list of the participant's transfers & season permits history.

AFL UAT v10.64.1	User Guide	
PlayHO	Registration History Statistics Incidents & Suspensions Membership Player Movement	s
Using as User Guide League 🛛 🗸 🗸	Transfers Season Permits	
Competition Management	TRANSFER	Pending
Game Day	REQUESTED	TRANSFER TO SEASON
Programs	28 Jun 2023 FROM (Source)	2023 TO (Destination)
😤 Participants	User Guide Club	Banks PlayHQ Test League 1
A Incidents	User Guide League (2023)	PlayHQ Test League - Training (2023)
← Transfers & Permits		1-1of1 1of1 ~
A		







#### Participant Registration - View Participant Details (cont)

On the right side of the page is all of the information relating to the **Participant** including the following sections – **About, Additional Details, Disability Details, Parent/Guardian & Emergency Contact**.

About		Actions ~
Account managed by: Tony Saunders		
FIRST NAME Braxton	LAST NAME Archer	
HOME PHONE	D.O.B. 08 JUN 2012	
GENDER Male	PREFERRED NAME	
COUNTRY OF BIRTH Australia		
ADDRESS 9 MONET ST, COOMBABAH 4216, QLD		
PRIVACY SETTINGS Public		
Additional Details		~
Disability Details		~
Parent/Guardian		¥
Emergency Contact		÷







#### **Cancel Participant Registration**

On the participant's information page under the **Registration History** tab click on the  $\checkmark$  icon to open up that registration.

AFL UAT v10.64.1	B User Guide	
Play	Registration History Statistics Incidents & Suspensions Membership Player Movements	
Using as User Guide League	Pagistarad 28 Jun 2022	
Y Competition Management	Association (league): User Guide League	_

To cancel the registration click on the **Cancel Registration** button.

• AFL UAT v10.64.1	B User Guide	
Play	Registration History Statistics Incidents & Suspensions Membership	Player Movements
Using as User Guide League 🗸	<b>Player</b> Registered 28 Jun 2023	User Guide League, 2023 Club: User Guide Club 🔦 Association (league): User Guide League
Competition Management Game Day	Details entered at the point of registration	
Programs	D.O.B. 01 Jan 2001 GENDER Male	
⚠ Incidents	AGE GROUP Senior	
🗃 Merchandise +	Custom Fields AFL TEAM SUPPORTS Gold Coast SUNS	🖉 EDIT
Venues	DO YOU HAVE HEALTH INSURANCE? No	
My Organisation +	Actions	
Settings + 🔽	Approved 28 Jun 2023	
? Support [2]		







#### Participant Registration - Cancel Participant Registration (cont)

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

AFL UAT (10.64.)	<b>e</b> User Guide	
Play	Registration History Statistics Incidents & Suspensions	s Membership. Player Movements
Using as User Guide League	Player	User Guide League, 2023
Y Competition Management	Registered 28 Jun 2023	Cancel Registration
Game Day	Details entered at the point of registration	Reason*
Programs	D.0.8. 01 Jan 2001	No loner wishes to play
👹 Participants	GENDÊR Male	
A Incidents	AGE GROUP Senior	Any statistics already captured during this season will remain, however the participant will no longer appear:
🚅 Transfers & Permits		<ul> <li>In any teams this season, and</li> <li>In any future games where they have been added into the line-</li> </ul>
Merchandise +	Custom Fields	up Ø EDIT
Venues	AFL TEAM SUPPORTS. Gold Coast SUNS	This action cannot be undone. The participant will need to re- register to participate.
Reports	DO YOU HAVE HEALTH INSURANCE? No	Cancel Registration Cancel
My Organisation +	Actions	

You will be returned to the participant's **Registration History** and the registration will now be highlighted as **Cancelled** with the date it was cancelled.

• AFL UAT v10.64.1	Oser Gu	de					
Play	Registration History	Statistics	Incidents & Suspensions	Membership	Player Movements		
Using as User Guide League 🛛 🗸 🗸	Successfully cancelled particular sectors in the sector	icipant					
<ul> <li>Competition Management</li> <li>Game Day</li> </ul>	Player Registered 28 Jun 20 Cancelled	023			As	User Guide League, 2023 Club: User Guide Club ssociation (league): User Guide League	^
Programs	Details entered at t D.O.B.	he point of re	egistration				
Participants <u>M</u> incidents	01 Jan 2001 GENDER Male						
→ Transfers & Permits → Merchandise + → → → → → → → → → → → → →	AGE GROUP Senior						
😫 Venues	Custom Fields AFL TEAM SUPPORTS Gold Coast SUNS						
My Organisation +	DO YOU HAVE HEALTI No	INSURANCE	?				
Settings +	Actions						
<ul> <li>Support</li> </ul>	Approved Cancelled		28 Jun 2023 28 Jun 2023	No	o loner wishes to play		

AFL Community Football League Admin PlayHQ User Guide







## **Duplicate Management**

In a participant's profile, under the **Registration History** tab, in the **About** area click on the **Actions** button and select **Duplicate Management**.

Play	Participants > Anthony Saunders Anthony Saunders			
Using es PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership			
▼ Competition Management Game Day	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks V PlayHQ Test League	About	Actions 😽
Programs     Participants     Translers & Parmits	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks - V PlayHQ Test League	EMAIL <mark>aksaunders@iprimus.com.au</mark> FIRST NAME	LAST NAME
📽 Merchandise	Player Registered 15 Jul 2021	PløyHQ Test League, 2021 Banks ❤ PlayHQ Test League	Anthony MOBILE 0400006859	Saunders HOME PHONE
🕅 Réports	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks. V PlayHQ Test League	D.O.B. 01 JUN 1963 PREFERRED NAME	CENDER Male COUNTRY OF BIRTH Australia

On the **Duplicate Management** page click on the **Search** button.

Play 😳	Participanta > Anthony Saunders > Duplicate Management Duplicate Management		• 0	Cancel
Using as PlayHQ Test League				
T Competition Management	Search for a profile Please search for a duplicate profile that you would like	to merre into Anthony Ssunders's n	wroffie At least 3 fields are required to initiate a search	
Gome Day	First Name	Last Name	Email address	
Programs	Anthony	Saunders	aksaunders@iprimus.com.au	
🐸 Participants	Date of Birth	Mobile number	Gender	
🕂 Transfers & Permits	01/06/1963	0400006859	Male ~	Reset Search Q
Merchandise e				
😫 Venues			No duplicates found	
Reports				







#### Participant Registration - Duplicate Management (cont)

If no duplicates are found remove or change information if the fields. *Please note at least 3 fields are required to initiate a search*.

If a possible duplicate is found select a result and click on the **Next** button in the top right corner. *Please note only one result can be selected, if there are more than one this process will need to be repeated.* 

Play 现	Participants. > Anthony Saunders. > Duplicate Management. Duplicate Management			• •	Next Cancel
Usingas PlayHQ Test League *					
P Competition Management	Search for a profile				
Game Day	Please search for a duplicate profile that you would lik First Name	Last Name	lers's profile. At least 3	fields are required to initiate a search. Email address	
🛱 Programs	Anthony	Saunders		Please enter-	
🐸 Participants	Date of Birth	Mobile number		Gender	
🕂 Transfers & Permits	01/06/1964	Piense onter		Male	Resol Search Q
📦 Merchandise +					
😂 Vanuas	1 Result				
Réports	NAME EMAIL ADDRESS		D,O.B	LAST REGISTRATION	ADDRESS
My Organisation I	Anthony Saunders administration+5@affbja	com	01 Jun 1964	Player, 2022, Kenmore JAFC	COOMBABAH QLD 4216

Check the **Source Profile** information to ensure it is the same person.

If it is not the same person click on the **Back** button in the top right corner. If it is the same person click on the **Merge** button in the top right corner.

Play	Participants > Anthony Saunders > Duplicate Management   Duplicate Management	•	Merge Back
Using as PlayHQ Test League 🛛 👻			
🕎 Competition Management	Merge Profiles		
👜 Game Day	The Source Profile will be merged into the Destination Profile. Please ensure that you have reviewed all	the information below before merging.	
Programs.	Source Profile $\rightarrow$	Destination Profile	
🐸 Participants	Profile Type Account Holder	Profile Type Account Holder	
Transfers & Pormits	First Name Anthony	First Name Anthony	
	Last Name Saunders	Last Name Saunders	
Merchandise +	Email administration+5@aflbj.com	Email aksaunders@iprimus.com.au	
👑 Venues	Mobile 400006859	Mobile 0400006859	
Reports	Date of Birth 01 Jun 1964	Date of Birth 01 Jun 1963	
C Heports	Preferred Name -	Preferred Name -	
My Organisation +	Gender Male	Gender Male	
	Address 9 MONET ST, COOMBABAH QLD 4216	Address 9 monet street, Coombah QLD 4216	
	Registration History	Registration History	
Support 2 Tony Saunders tony saunders 4 tony saunders	Player PlayIQ Test Loague, 2022 Registered 08 Jan 2022 PlayIQ Test Loague	PlayHQ Test League, 202 Player Banks. Registered 15 Jul 2021 PlayHQ Test League	a

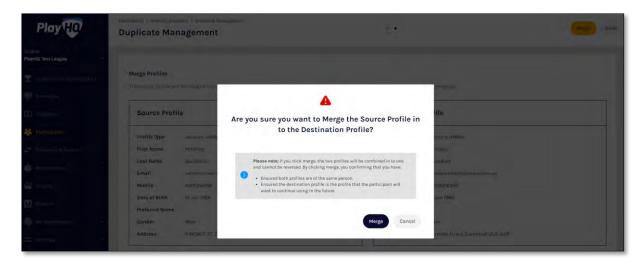






#### Participant Registration – Duplicate Management (cont)

The Are you sure you want to Merge the Source Profile in to the Destination Profile? pop-up will appear, please read the information and either click on the Merge or Cancel button.



When you select the **Merge** button you will be returned to the participant's profile with a confirmation message advising the profiles have been merged successfully.

Play	Participants > Anthony Saunders Anthony Saunders			
Using us PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership			
	<ul> <li>The publications to an accounting megan.</li> </ul>			×
🖽 Programs	Player Registered 08 Jan 2022	PlayHQ Test League, 2022 Kenmare JAFC PlayHQ Test League	~ About	Actions ~
at Transfors & Permits	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	EMAIL aksaunders@iptimus.	LAST NAME
🙀 Venues 🕅 Reports	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	Anthony MOBILE 0400006859	Saunders HOME PHONE
💮 My Organisation +	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	D.O.B. 01 JUN 1963	GENDER Male COUNTRY OF BIRTH Australia
<ul> <li>Support</li> <li>C</li> </ul>	Player Registered 15 Juli 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	ADDRESS 9 monet street, Coombah 4216, QLD	







## **Edit Participant Details**

In a participant's profile, under the **Registration History** tab, in the **About** area click on the **Actions** button and select **Edit Details**.

Play	Participants > Anthony Saunders Anthony Saunders			
Baing as PlayHQ Test League	Registration History Statistics Incidents & Suspensions Membership			
Competition Management     Game Day     Programs	Player Registered 08 Jan 2022	PlayHQ Test League, 2022 Konmore JAFC PlayHQ Test League	- About	Actions 🗸
<ul> <li>Participants</li> <li>Transfers &amp; Permits</li> </ul>	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	EMAIL aksaunders@iprimus.com.au PIRST NAME Anthony	Edit Details
Merchandise +	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	MOBILE 0400006859	HOME PHONE
1) Réports	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	D.0.B. OI JUN 1963 PREFERRED NAME	GENDER Male COUNTRY OF BIRTH Australia
	Player Registered 15 Jul 2021	PlayHQ Test League, 2021 Banks PlayHQ Test League	ADDRESS 9 monet street, Coombah 4216, QLD	- Marcu dilla

On the Edit Details page you will have the option to edit First Name or Last Name or Date of Birth.

For Unclaimed Profiles you will also have the option to edit the Email.

When you have made any changes click on the **Update & Save** button in the top right corner.

Play	Participants > Anthony Sounders > Edit Details Edit Details	Cancel
Using as PlayHQ Test League *	Email	First Name*
T Competition Management	aksaunders@iprimus.com.au	Anthony
Game Day	Last Name*	Date of Birth"
Programs	Saunders	01/06/1963
🐸 Participants	Mobile	Home Phone
🖨 Transfors & Permits	0400006859	
Merchandise +	Country of Birth	Gender
🚆 Venues	Australia	Male
Reports.	Address	Suburb / Town
My Organisation +	9 monet street	Coombah
🛨 Sattings 🛛 +	State / Province / Region	Postcode
	QLD	4216
	Privacy Settings	
Support 12	Public ~	







# **18. Participant Portal**

The PlayHQ system has been designed to be user friendly for all Participants and to encourage them to manage their own information, view information relating to their registrations & statistics, view the teams they have been allocated to and manage the teams that have been given management access to.

To access the **Participant Portal** go to <u>https://www.playhq.com/</u> and click on the **Log in** button in top right corner.



When you have logged in the name of your account will appear in top right corner, click on the name of the account and select **My Account**.









## Participant Portal (cont)

You will land on the account holder's page and you can also view a dependent's page by clicking on the **Change user** link and selecting the dependant you wish to view.

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







#### Profile

Click on the Profile tab. Under **Personal Details** it will show the current details, to edit the information click on the **Edit Details** button.

NY HO Q Search	Discover For Organisations About Us 💎 To
ony Saunder	TS My Public Profile
-	
Personal Details	
First Name:	Tony
Last Name:	Saunders
Email:	administration@aflbj.com
Mobile Number:	0400006859
Gender:	Male
Date of Birth:	01 Jun 1963
Country of Birth:	Australia
Address:	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Are you of Aboriginal and/or Torres Islander origin?:	Strait No
Were any of your parent/guardian b overseas?:	No
Edit Details Change Er	nail







The **First name**, **Last name**, **Email** and **Date of birth** will be locked and cannot be changed. All other fields can be changed and click on the **Save** button.

file Registration History		
Personal Details		
Tony		
Last name*		
Saunders		
Email*		
administration@aflbj.com		
Mobile number*		
•••••••••••••••••••••••••••••••••••••••		
Preferred name		
Please enter		
Gender*		
Male	×1	
Date of birth*		







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

Country of birth*	
Australia	
Home number	
Please enter	
Country*	
Australia	*
Address*	
9 MONET ST	
Suburb / Town*	
RUNAWAY BAY	
State / Province / Region* Postcode*	
Queensland 4215	
Are you of Aboriginal and/or Torres Strait Islander origin?"	
No	×
Were any of your parent/guardian born overseas?*	
No	- <b>x</b>
Save Cancel	







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

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







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

Q Search	Discover For Organisations About Us
pony Saunders	My Public Profile
ile Registration History	
Personal Details	
First Name:	Tony
Last Name:	Saunders
Email:	administration@aflbj.com
Mobile Number:	0400006859
Gender:	Male
Date of Birth:	01 Jun 1963
Country of Birth:	Australia
Address:	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Are you of Aboriginal and/or Torres Strait Islander origin?:	No
Were any of your parent/guardian born overseas?:	No
Edit Details Change Email	







On the **Change Email** page enter a new email in **New Email** area and click on the **Continue** button.

If you can't update the email or need assistance click on the **Contact Support** button.

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







# **Registration History**

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

Q Search	Di	iscover For Organisations About	Us 🔻 Tony
	My Public Profile		
Profile Registration History	Memberships		
rations			AFL 🕶
Player		Banks	
	rations	rations	rations

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

Play I Q Search		Discover	For Organisations	About Us	Ţ Tony 🗸
Braxton A	rcher My Public Profile	)			
My Teams Profile Re	jistration History Memberships				
Registrations					AFL 🕶
Player Registered 16 Jul 2 COMPETITION	021		PlayHQ Test Leagu PlayHQ Test		•
Registration Details	Additional Questions				
D08 08 Jun 2012 Gender	What school does the participar attend? Not Applicable				
Male	What school year is the particip Not Applicable	ant in?			







## **My Public Profile**

Click on the My Public Profile button to view Statistics.

IY IO Q Search		Discover	For Organisations	About Us	🕡 Tony
raxton A	rcher				
atistics					
Season Stats PlayH0 Test League, 20 Banks PlayH0 Test League	21				Player

# My Teams

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

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

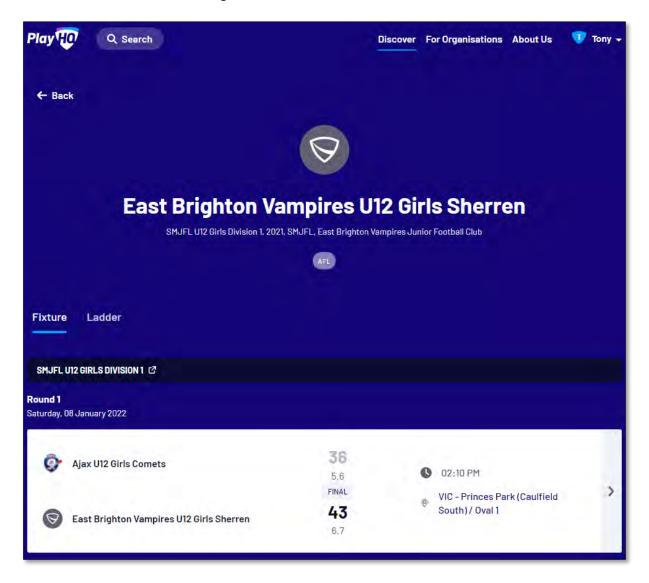






#### Participant Portal – My Teams (cont)

When you click on one of the **Teams** you will be taken to the information page for that **Team** only which will show all of the team's **Fixture** and **Ladder** for the grade the team is in.









# Participant Portal – My Teams (cont)

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

				FIN
Ajax U12 Girls Comets	<b>3</b> 6	<b>43</b> 5.7	East Brighto U12 Girls Sho	
🛗 02:10 PM, Saturday, 08 Ján 2022	VIC - Princes P / Oval 1	ark (Caulfield South	n) 🥂 SMJI	FL, 2021
RIOD SCORES				
ID OF PERIOD	01	02	03	04
Ajax U12 Girls Comets	15 2.3	<b>16</b> 2.4	<b>30</b> 4.6	<b>36</b> 5-6
East Brighton Vampires U12 Girls Sherren	0	<b>22</b> 34	29 4.5	<b>43</b> 6.7
BEST PLAYERS No best players have been s	elected	BEST PLAYERS Jessica Allica, Nilsson	Genevieve Brooks, Georgia	Naughton, Sophie
	elected	Jessica Allica,	Genevieve Brooks, Georgia	Naughton, Sophie
	elècted	Jessica Allica,		Naughton, Sophie
No best players have been s	elected B	Jessica Allica, Nilsson	ICS	.0
No best players have been s PLAYER STATISTICS # PLAYERS	B D	Jessica Allica, Nilsson PLAYER STATIST # PLAYERS # PLAYERS	ICS	6
No best players have been s PLAYER STATISTICS # PLAYERS	B D	Jessica Allica, Nilsson PLAYER STATIST # PLAYERS 23 Genevi	ICS	° 2
No best players have been s PLAYER STATISTICS # PLAYERS PLAYERS No players allocated to lin	B D ne-up	Jessica Allica, Nilsson PLAYER STATIST * PLAYERS 23 Genevi 14 Georgia	ics s eve Brooks	2
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	e-up 5.	Jessica Allica, Nilsson PLAYER STATIST # PLAYERS 23 Genevi 14 Georgia 3 Sophie	ics a eve Brooks a Naughton	Naughton, Sophie 6 2 0 2 0 2 0
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	e-up 5.	Jessica Allica, Nilsson PLAYER STATIST # PLAYERS 23 Genevi 14 Georgia 3 Sophie 24 Zahra S	ics eve Brooks a Naughton Nilsson	6 2 0 2 0
No best players have been s PLAYER STATISTICS  PLAYERS No players allocated to lin TEAM STATS	e-up 5.	Jessica Allica, Nilsson PLAYER STATIST * PLAYERS 23 Genevi 14 Georgia 3 Sophie 24 Zahra S 1 Madele	ICS eve Brooks a Naughton Nilsson Stevens eine de Fina-Nash	6 2 0 2







#### **Team Manager Access**

As an extension of this function if the **Participant** has registered as a **Team Manager**, has been **Allocated** to the **Team** and they have been given **Management Access** they are able to view the **Squad** tab, select the **Line-up**, add **Match Results**, add **Period Scores**, edit the **Line-up**, add **Best Players** and add **Player Statistics**.

## **Squad**

When the team manager logs into their profile, click on the **Squad** tab.

				res U12 Girls Sherren ast Brighton Vampires Junior Football Club	
Fixt	ure Ladder Squad				
PLA	YERS		٦	COACHING STAFF	_
#	NAME	GAMES		C Harrison Andronaco	>
3	Sophie Nilsson	2	>	AC Peter Day	
4	Ava Stewart	2	>	Ac Peterbay	_
5	Andie Sherren	0	>	TEAM MANAGERS	
6	Amelia Harris	0	>	Example Manager	>







## Participant Portal – Squad (cont)

On the Squad page will be the lists of allocated Players, Coaching Staff and Team Managers.

Click on the > icon to view their **Contact Details**, **Parent/Guardian** and **Emergency Contact**.

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

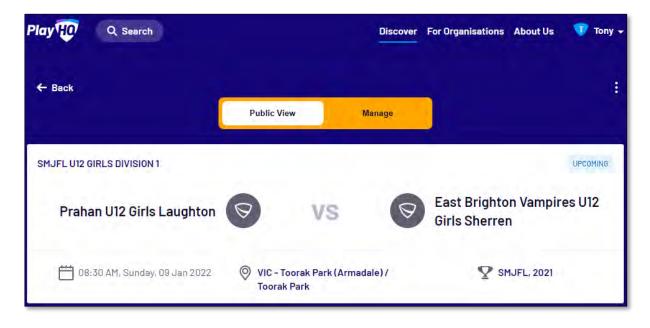






### Select Team & Add Match Result Details

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



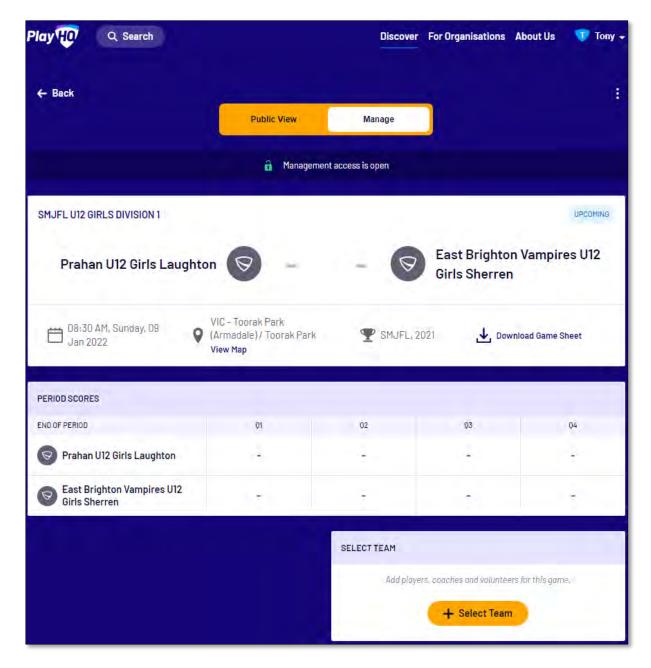






To manage the team in the match, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available.

Click on the + Select Team button.









On the **Add Line-up** page click on **Select line-up from a previous round** to add the players selected in the previous finalised match.

l bbA	Line-up	
	PIRES U12 GIRLS SHERREN	
Team Players - Out	Line-up	
Players that have been allocated to this team, but have not	Players that have been selected for thi	sgame.
been selected for the line-up in this game. # Player	Select line-up from a prev	
5 Andie Sherren	Associate and a second s	
6 Amelia Harris	📌 Edit Captains	
7 Pippa Jacobson	Non-team Players	+ Select Player
8 Sophie Nilsson	Add to the line-up players that have not been allocated to the team.	
10 Phoebe Fyfe		
18 Ava Stewart 🕂		
20 Genevieve Brooks +		
Cancel	Next	

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To add players to the line-up click on the f icon, To remove players from the line-up click on the  $\bigcirc$  icon. Jumper numbers can be edited, if duplicate jumper numbers are selected a warning will appear.

To add or edit captains, vice-captains and/or deputy vice-captains click on the Edit Captains button.

	Add	Line-up
		PIRES U12 GIRLS SHERREN
eam P	layers - Out	Line-up
	that have been allocated to this team, but have not elected for the line-up in this game.	Players that have been selected for this game. # Player
#	Player	5 Andie Sherren
10	Phoebe Fyfe	Duplicate number used
18	Ava Stewart	6 Amelia Harris
20	Genevieve Brooks	7 Pippa Jacobson
		8 Sophie Nilsson
		5 Test Incidents
		Duplicate number used
		🖋 Edit Captains
		Non-team Players
		Add to the line-up players that have + Select Player not been allocated to the team,
	Cancel	Next







On the Edit Captains page select a role for the required players and click on the Save Captains button.

You will be returned to the **Add Line-up** page.

When all of the players have been added click on the **Next** button.

	×
Edit Captains	
AST BRIGHTÓN VAMPIRES U12 GIRLS SHERREN	
elect captains for this game. Any changes made will be for this game only	У
Amelia Harris	
Vice Captain	Ũ
Test Incidents	
Please select	
Pippa Jacobson	
Captain	e e e e e e e e e e e e e e e e e e e
Sophie Nilsson	
Please select	~~
Please select	
Captain	
Vice Captain Deputy Vice Captain	
Lebuty Vice Laptain	







The **Add Coaching Staff** page will appear to select the coaches in the match. When all of the coaches have been added click on the **Next** button.

	🔒 Manage	ment access is open	
SMJFL U12 GIRLS DIVISION 1			UPCOMING
	10.00		×
		nching Staff MPIRES U12 GIRLS SHERREN	
Out		In	
There are no cooc	hes listed as out,	Coach	
		Harrison Andronaco	•
		Assistant Coaches	4
		Peter Day	•
	Back	Next	







The **Add Volunteers** page will appear to type the names of the Volunteers in the match. When all of the volunteers have been added click on the **Save** button.

Add Volunt EAST BRIGHTON VAMPIRES U12	
i No volunteers selected	
First and last name	Steward
First and last name)	Runner
First and last name.	Runner
First and last name	Physio
First and last name.	Doctor
First and last name	Trainer
First and last name.	Trainer
First and last name	Medical/Water
First and last name.	Medical/Water
First and last name	Medical/Water
First and last name	Medical/Water
First and last name	Field Umpire







You will be returned to the **Manage** page with **Line-up**, **Coaching Staff** and **Volunteers** added. If you need to make any changes, click on the *O* icon. To download and print the game sheet click on the **Download Game Sheet** link.

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

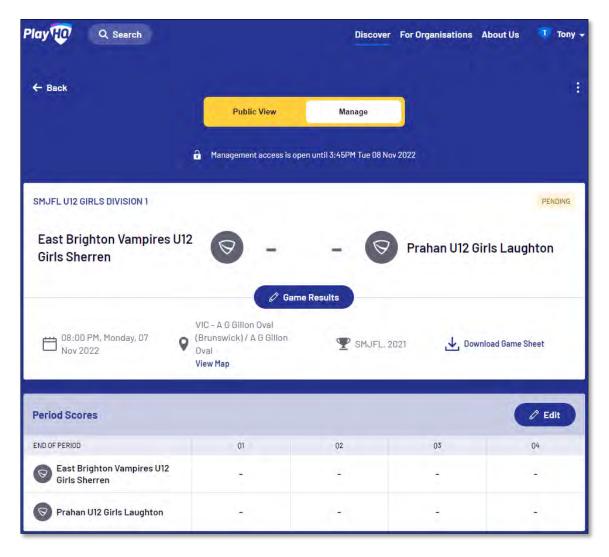
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When the team manager opens a **Pending** match and change **Public View** to **Manage**, all of the edit options are available. To enter the period scores and automatically calculate the final match score, in **Period Scores** click on the **Edit** button.









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

						F	ALL TI	Scores						
	Period sco	res for	this nam	ne will die	solav in t	the "End of	Period" form	at						
							Results	PENDING						
East Sheri	Bright en	on V	ampi	ires l	J12 G	irls	-	- Pra	han U1	2 Gi	rls La	augh	ton	
	<b>ghton Va</b> i I (please en					ad only)			<b>U12 Girls I</b> I (please en	1.0		End of p	eriod (re	ad only)
						ad only) PTS				1.0		End of p	eriod (re B	ad only) PTS
y Period	l (please en	ter)	I	End of pe	eriod (re				l (please en	ter)				
By Period	l (please en G	ter)	PTS	End of pe	eriod (re B	PTS		By Period	l (please en G	ter) B	PTS	G	в	PTS
	G G	ter)	PTS	End of pe G 1	eriod (re B 1	PTS 7		By Perioc Q1	l (please en G O	ter) B O	PTS	G O	B	PTS O







The finalise game pop-up will appear.

If the final score is not correct click on the **No**, **Don't Finalise Game** button to be returned to the **Period Scores** page to make adjustments required.

If the final score is correct click on the Yes, Finalise Game button.

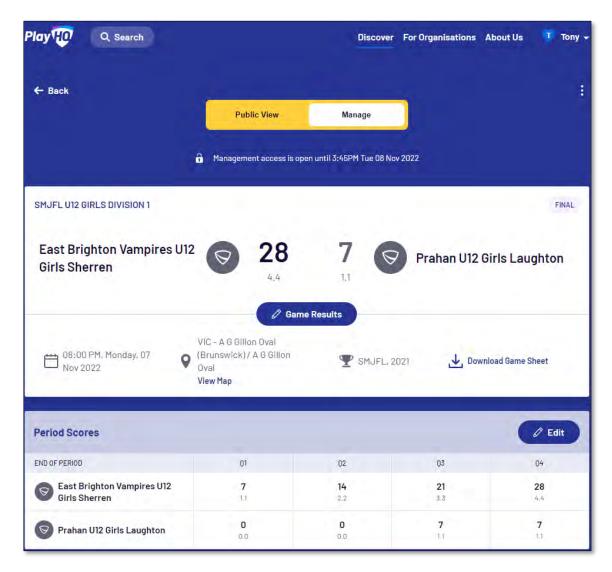
Same Result	
East Brighton Vampires U12 Girls Sherren	28
	4.4
Prahan U12 Girls Laughton	<b>7</b>







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









Scroll down the page, to make changes to the line-up click the **Line-up** button and make the changes.

To add player statistics click the **Player Stats** button.

Perio	d Scores									C Edit
END OF		0	1		02	03	04			
	East Brighton Vampires U12 Girls Sherren			<b>7</b> 1.3				<b>14</b> 2.2	<b>21</b> 3.3	<b>28</b> 4.4
0	Prahan U12 Girls L	aughto.	'n		0.			<b>0</b> 0.0	<b>7</b> LT	<b>7</b> 1.1
Line	-Up	Ø Lin	e-Up		🔊 Play	er Stat	5	Select team		
#	PLAYERS	POS	YEL	RED	G	В	PTS	Add players	, coaches and voluntee	ers for this game.
5	Andie Sherren	47	0	0	0	0	0		+ Select Team	
6	Amelia <b>Harris</b>	÷	0	0	0	0	0		T Select realit	
7	Pippa Jacobson	J.	0	0	0	0	0			
8	Sophie Nilsson	4	0	0	0	0	0			
13	Test Incidents	×	0	0	0	0	0			
TOTA	L		0	0	0	0	0			







On the **Player Stats** page add the player statistics – YEL = yellow card, RED = red card, G = goals & B = behinds – click on the **Update Changes** button, then click on the **Done** button.

Total		1 1 4 4 28
Team :	Stats	
13	Test Incidents	1 6
8	Sophie Nilsson	2 3 15
7	Pippa Jacobson	1 1 7
6	Amelia Harris	1
5	Andie Sherren	1
		YEL RED G B PTS
	EAST BRIGHTON	I VAMPIRES U12 GIRLS SHERREN





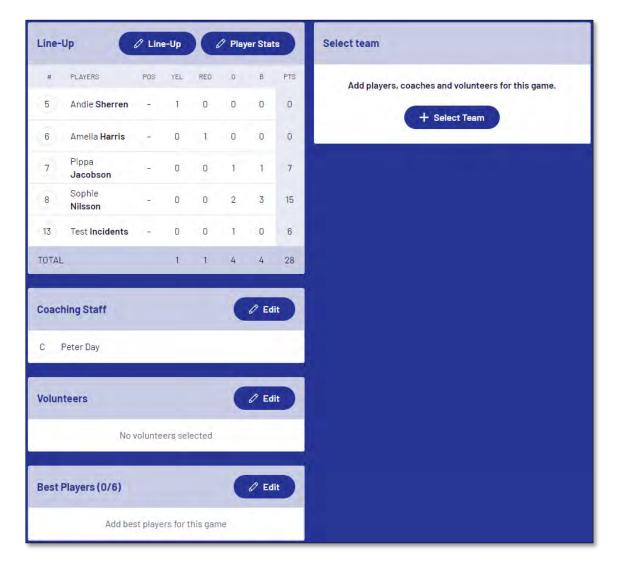


You will be returned to the **Manage** page and the player statistics will be updated.

Scroll down the page, to make changes to the coaches click the **Edit** button in the **Coaching Staff** area and make the changes.

Scroll down the page, to make changes to the volunteers click the **Edit** button in the **Volunteers** area and make the changes.

To add best players click the **Edit** button in the **Best Players** area.









On the **Best Players** page select the best players, click on the **Update Changes** button, then click on the **Done** button.

Best Players (2/6)	
EAST BRIGHTON VAMPIRES UI2 GIRLS SHERREN	
Select best players from the lineup in order of best (position 1), second best (position the public participant site,	n 2) and so on. Best players will be published to
Player 1	
Amelia Harris	÷
Player 2	
Pippa Jacobson	~
Player 3	
Please select	
Please select Test Incidents Sophie Nilsson Andie Sherren	
Player 5	
Please select	
Player 6	
Please select	







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

_ine-U	ip C	🖉 Line	e-Up	X	🖉 Play	ver Stat	s	Selec	t team					
#	PLAYERS	POS	YEL	RED	G	В	PTS		Add players,	coache	s and vo	olunteer	s for thi	s gam
5	Andie Sherren		1	0	0	0	0			+	Select	Team		
6	Amelia <b>Harris</b>	-	0	1	0	0	0			~				
7	Pippa Jacobson	-	0	0	1	1	7							
8	Sophie Nilsson	-	0	0	2	3	15							
13	Test Incidents	-	0	0	1	0	6							
			_			_								
	ing Staff	_	1	1)	4	4 12 Ed	28							
	ing Staff eter Day eers		1	t	4	4 0 Ed								
Coachi C Pe	eter Day eers	volunte			4	0 Ed								
Coachi C Pe Volunte	eter Day eers	volunte			4	0 Ed								

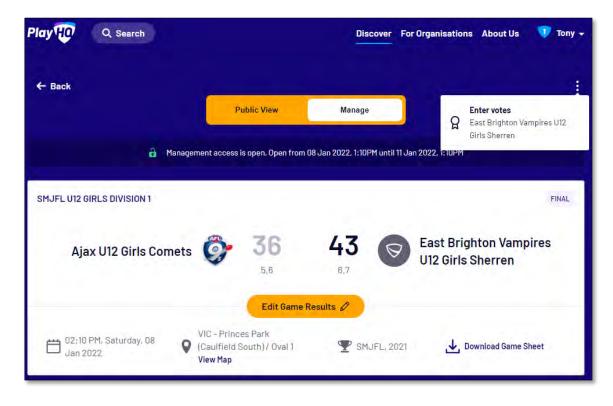




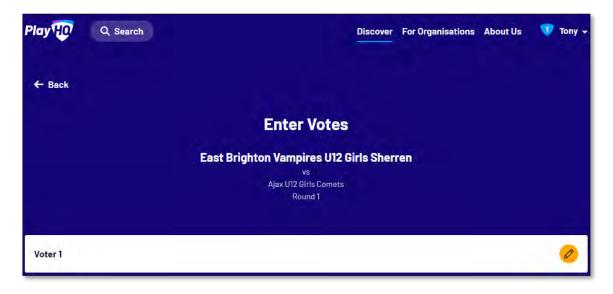


## Add Club Award Votes

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



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









### Participant Portal - Add Club Award Votes (cont)

On the Voter page, add a Name of the voter, select vote getter for **3 Votes**, **2 Votes** & **1 Vote**, click on the **Submit Votes** button and click on the **Done** button.

	Voter 1	
	East Brighton Vampires U12 Girls Sherren VS AJAX U12 GIRLS COMETS ROUND 1	
Enter the voters name and s the second best player and	select players. The highest number of votes represents the best player, the second highest so on	votes represents
Tony S		
	2 Votes* 1 Vote* ~ #23 Genevieve Brooks ~ #14 Georgia Naught	on v
3 Votes*		on ~

You will be returned to the **Enter Votes** page, the votes for the voter will be shown as entered, the votes will be locked and can only be changed, if required, by a club admin in the admin portal.









# **19. Transfers & Permits**

#### **Settings**

In the left menu select Transfers & Permits and click on the Settings tab.

In the Automatic Approval section you can turn on automatic approval for all **Inbound** and/or **Outbound** and/or **Internal Transfers** and **Inbound** and/or **Outbound** and/or **Internal Permits**. Click on the **Update & Save** button.

Play 😳	Transfers and Permits
Using as South Metro Junior Football Leagu *	Requests Settings
T Competition Management	Automatic Approval This will not affect transfer requests already in progress.
🐺 Game Day	Transfers
Programs	
👹 Participants	Inbound 💽 Allows automatic approval of all inbound transfer requests.
➡ Transfers & Permits	Outbound 🕥 Allows automatic approval of all outbound transfer requests.
Merchandise	Internal 💿 Allows automatic approval of all transfer requests between competitions in this association.
😂 Venues	
Reports	Permits
💮 My Organisation –	Inbound 🕥 Allows automatic approval of all inbound permit requests.
Settings	Outbound T Allows automatic approval of all outbound permit requests:
Support C	Internal 🕥 Allows automatic approval of all permit requests within competitions in this association.
T Tony Saunders tony.saunders@iafl.com.av	(Uppale 2.5ww) Cantel

To turn on email notifications for transfer and/or permits, please refer to the **My Organisation – Overview – Adding/Updating Notifications** section earlier in his guide. You can add up to 10 **Email** contacts to receive transfer notifications via email. Add an email address in **Email** area and click on the **+ Add** button and click on the **Update & Save** button.

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

AFL Community Football League Admin PlayHQ User Guide







## **Player Initiated Transfer**

As part of the online registration, when the **Participant** has completed the **Participants Details** if the **Participant** is trying to register to a different **Club** than the last **Club** they were registered with the **Request a Transfer** pop up box will appear, click on the **Get Started** button.

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







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

On the **Transfer Request** page the **Season Information** will be displayed as well as information about **What Happens Next**, click on the **Submit Transfer Request** button.

Kenmore JAFC	
Transfer Request	
Season Information	
2021 Season, 2021	
Test Football League (TFL)	
01 Jun 2021 - 30 Jun 2021	
What Happens Next	
If you proceed and submit a trar	sfer request:
• Your request will be reviewed	by your current club, new club and association(s),
• You will receive a notification	ndicating whether your request was approved or declined. If approved:
Your registration to your	current club will be cancelled,
<ul> <li>You will be asked to com</li> </ul>	plete your registration to your new club,
	Submit Transfer Request →
	Cancel



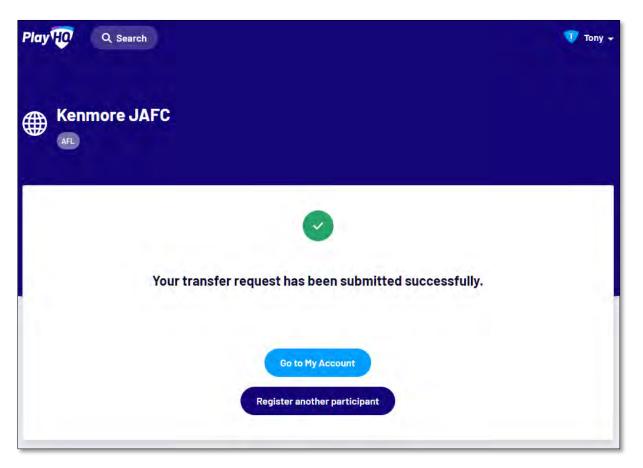




## Transfers & Permits - Player Initiated Transfer (cont)

The **Participant** will be taken to the **Your transfer request has been submitted successfully** page and will also receive a **Transfer Request Submitted** email.

This page will also give the **Participant** the option to **Go to My Account** to view their profile or **Register another participant**.



When the **Transfer** has been approved by all organisations (source club, source league, destination league & destination club) the **Player** will receive an email notification with a link to take them back to the destination club registration form and they will need to complete the **Fees** and **Payments & Summary** sections.







#### **Club Initiated Transfer**

Please note club admins who have been given admin access will always have access to initiate a transfer request. This task can also be done by a League admin using as the club to provide assistance to Clubs if required.

In the left menu select **Transfers & Permits**, click on the **Transfers** tab and click on the **+ New Transfer Request** button.

AFL UAT	Transfers & Permits
Play 现	Transfers Permits Settings
Using as East Brighton Vampires Junior Feotball Club	+ New Tanalar Request

On the New Transfer Request page, under Details select the Organisation, the Competition and the Season.

Under **Player** you must select **Club** and **Last Name** – **First Name** & **date of Birth** are optional – and click on the **Search** button.

Under **Results** select the player you would like to transfer and click on the **Review** button in the top right corner.

AFL UAT	New Transfer Request		• 0		Review Cancel
Play 😳	Details				
Using as East Brighton Vampires Junior Football Club	Competition Please nominate the competition you n	equire this player to part	icipāts in.		
T Competitions	Organisation*		Competition*	Season*	
👜 Game Day	South Metro Junior Football League	(SMJFL) Y	SMJFL.	~ 2023	•
Programs					
🐸 Participants	Player				
← Transfers & Permits	Find a player by searching participant's	First Name	Last Name*	Date of Birth	
🎲 Merchandise +	Kenmore JAFC V	FIRST Name	Last Name <sup>-</sup>	DD/MM/YYYY	Resol Search Q
Venues	100 Results				
Reports					
My Organisation +	Tony Saunders				RUNAWAY BAY QLD 4215
Updates @	Tony PP Saunders				COOMBABAH QLD 4216







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

Review the transfer details, if they are not correct click on the **Back** button and make changes as required.

If the details are correct click on the **Submit New Transfer Request** button in the top right corner.

AFL UAT	New Transfer Request	0	Submit New Transfer Reques	t Back
Play				
Using #8 East Brighton Vampires Junior Football Club	Tony PP Saunders			
	D.O.B.	ADDRESS		
T Competitions	01 June 2012	COOMBABAH QLD 4216		
	SOURCE ASSOCIATION	SOURCE CLUB		
👼 Game Day	Test Football League (TFL)	Kenmore JAFC		
	toot tootoon sedBas (1) st			
Programs	COMPETITION	SEASON		
	2022 Season	2023		
🐸 Participants				
🔿 Transfers & Permits				
A lange of the set	Request Details			
Merchandise +				
🔛 Venues	DESTINATION ASSOCIATION	DESTINATION GLUB		
venues	South Metro Junior Football League (SMJFL)	East Brighton Vampires Junior Football Club		
Reports	COMPETITION	SEASON	SEASON DATES	
C C C C C C C C C C C C C C C C C C C	SMJFL	2023	01 November 2022 - 31 October 2023	
My Organisation +				
Updates Ø				
Updates 🖓				

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

O AFLUAT	New Transfer Request		× (****
Play	_		
Jameg el Baist Brighton Vempires Junior Football Club	Tony PP Saunders		
Tompetition.	11 June 2012	COOMBABAH QLD 4218	
Tarris Gay : Drograms Participants	Tari Football League (TFL) 	Submit New Transfer Request If you proceed and submit a transfer request, the participants existing registration will be automatically cancelled once approved. Do you wish to submit this new transfer request?	
😅 Transfers & Permits 🔐 Meethaquillae - 🔛 Mentra	Request Details Institute Ashackinok Bourn Merra Juniar Footbuil League 15k	Ves, Submit New Transfer Request Cancel	

You will be returned to the **Transfers and Permits – Transfers** page with a confirmation message that transfer request was submitted successfully and the transfer will appear in the list.

O AFL UAT	Transfers & Permits						
Play	Transfers Permits Settings						
Using es East Brighton Vampires Junior Football Club	New transfer request submitted succesfully.						×
T Competitions	+ New Transfer Request						
👜 Game Day	All Statuses	Reset				1-B of B	loft ~
Programs	PLAYER	DESTINATION CLUB	DATE	DIRECTION	STATUS	PENDING STATE	
Participants	Tony PP Saunders	East Brighton Vampires Junior Football Club	08 Nov 2022	Inbound	Pending		View

AFL Community Football League Admin PlayHQ User Guide







#### **Manage Transfer Requests**

In the left menu select Transfers & Permits, click on the Transfers tab and the full list of all Transfers will appear.

To approve or decline a transfer click on the **View** button for the **Transfer**.

AFL UAT v10,E4,I	Transfers & Permits						
Play	Transfers Permits Settings						
Using as. User Guide Club	+ New Transfer Request						
Competitions	All.Statuses	Reset				1-1011	3 1of1 ~
Game Day	PLAYER	DESTINATION CLUE	DATE	DIRECTION	STATUS	PENDING STATE	
Programs	User Guide	Banks	28 Jun 2023	Outbound	Pending	· Battion Heav	View
🍣 Participants							
😅 Transfers & Permits						1-1of1	1 of 1 🗸 🗌

On the **Transfer Request** page you will be able to view the player's profile information, source club and source league, the **Transfer timeline** and the player's **Incident History**.

AFLUAT VIO.64.1	Transfer > Transfer Request		Dons
Play	V Approve O Decline		
Using us User Guide Club			
	Plinding		
T Competitions	User Guide	Transfer timeline	
🙀 Game Day	DOB	Requested	28 June 2023
- Announce -	01 January 2001	Banks	
Programs	MOBILE	Pending	04 July 2023
😸 Participants	0400006859	User Guide Club	
and the second second	EMAIL	Pending	
🖨 Transfers & Permits	administration@aflbj.com	User Guide League	
A	ADORESS	Pending	
Merchandise +	RUNAWAY BAY QLD 4215	PlayHQ Test League 1	
🔛 Venues	ROM (Source)	Registration Pending	
(B) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	ORGANISATION	User Guide	
Reports	User Guide Club		
My Organisation +	User Guide League		
	COMPETITION		
🛨 Settings +	Usor Guide League, 2023		
	TO (Destination)		
a	ORGANISATION		
Updates 5	Banks		
2 Support	PinyHQ Test League 1		
? Support 🗹	COMPETITION		
Tony PP Saunders	PlayHQ Test League - Training, 2023		
tony.saunders@efl.com.au			
🛨 Settings +			
	Incidents History		
10 A			
Dipdates @	Incident Date Category Team Club Type Offence		Outcome
? Support 🖸	18 Jun 2023 Non-Game Behaviour 21.2.2 (cc) en	ngaging in any other act of miscon	Accepted set penalty
Tony PP Saunders			
An grant new regard company			







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

At the top of the page is **Approve** and **Decline** buttons.

If you click on the **Decline** button the **Decline Transfer Request** pop up will appear, select a **Reason**, add comments in the **Details** area and click on the **Decline Transfer Request** button.

AFE UAT	Transfer Request		
Play	V Approve G Decta		
Dury M. Usar Guide Club —			
T Competitions	User Guide	Transfer Limeline	
Game Day		Decline Transfer Request	ne movednika
🌐 Programa		This action cannot be undone. The participant will need to re-register to participate.	11.9 × 149 × 1
Tranklers & Permits		Please select	
🔞 Merchandise +		Details	
(11) Venues			
Reports	Vaer Galde Clab and Galde chap	Decline Transfer Request Cancel	

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

AFLUAT v10.64.1	Transfers > Transfer Request		Done
Play () Using as User Guide Club	Pending User Guide	Transfer timeline Requisted Banks	28 June 2023
Game Day	01 January 2001 Motilit.E D400006859	Approved User Guide Dub	28 June 2023
Programs	EMALL administration@billbg.com ADDRESS RUNAWAY BAY QLD 4215	Pending User Guide League Pending	04 July 2023
Transfers & Permits	+ FROM (Source)	PlayHQ Tost Langue I Registration Pending User Guide	
👾 Venues	User Guide Chub Uher Guide Lengue COMPETITION User Guide Insgue, 2023		
<ul> <li>My Organisation</li> <li>Settings</li> </ul>	TO (Destination)     Officialization)     Banks     Playing Text langue 1		
Updates	COMPETITION PlayHQ Test League - Training, 2023		

When you click on the **Done** button in the top right corner you will be returned to the **Transfer** list page.

At any stage of the **Transfer** you will be able to check at what level of the process it is sitting by clicking on the **View** button for the transfer and checking the **Transfer timeline** area of the **Transfer Request**.







#### **Request Season Permit**

Please note club admins who have been given admin access will always have access to initiate a season permit request. This task can also be done by a League admin using as the club to provide assistance to Clubs if required.

In the left menu click on **Transfer & Permits**, select the **Permits** tab and click on the **New Season Permit Request** button.

AFL UAT	Transfers & Permits
Play	Transfers Permits Settings
Using es East Brighton Vampires Junior Football Club	+ New Season Permit Request

On the **New Season Permit Request** page in the **Competition** section the **Organisation**, **Competition** and **Season** for the competition you require the player to permit to. In the **Season Permit Dates** section add the **From** date and the **To** date. In the **Player** section you must select the player's **Club** and **Last Name** and click on the **Search** button. You can add the **First Name** and **Date of Birth** to narrow down the search. When you find the **Player** you wish to permit select them and click on the **Review** button in the top right corner.

AFL UAT	New Season Permit Request	<b>D</b> :		a.	Revie	w Cancel
Play	Competition Please nominate the competition you rec	quire this player to parti	cipate in.			
Using as East Brighton Vampires Junior	Organisation*		Competition*	Season*		_
Football Club	South Metro Junior Football League (	(SMJFL) ~	SMJFL	~ 2023		
T Competitions						
👜 Game Day						
Programs	Season Permit Dates Please nominate participation dates for	your permit request. Dat	tes must not exceed end date of the season	L. 1		
🐉 Participants	From*		To*			_
← Transfers & Permits	01/11/2022	۳	30/11/2022	Ö		
Merchandise +						
Venues	Player					
Reports	Find a player by searching participant's o	club, first name, last nar	me and date of birth.			
My Organisation +	Club*	First Name	Last Name*	Date of Birth		
Updates 19	Kenmore JAFC 🗸	tony pp	saunders	DD/MM/YYYY	Reset Search	2
<b>*</b>	100 Results					
?) Support 🛛	Tony PP Saunders				COOMBABAH QLD 4216	0
T Tony PP Saunders	iony in saunders				000/mbnb4ft QLD 4210	<u></u>







#### Transfers & Permits - Request Season Permit (cont)

Review the Player details, Request Details and Season Permit dates.

If they are incorrect click on the **Back** button in the top right corner and make the changes.

If they are correct click on the Submit New Season Permit Request button in the top right corner.

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

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

O AFL UAT	Transfers & Permits						
Play TO	Transfers Permits Settings						
Using as East Brighton Vampires Junior Football Club	New permit request submitted succesfully.						×
T Competitions	+ New Season Permit Réquest						
Game Day						1.100	
Programs	All Statuses Reset					1-5015	1 of 1 🛩
😹 Participants	PLAYER	DESTINATION CLUB	DATE	DIRECTION	STATUS	PENDING STATE	
Transfare & Parmite	Tony PP Saunders	East Brighton Vampires Junior Football Club	08 Nov 2022	Inbound	Pending		View

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

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

O AFLUAT. V10.64.1	Transfers & Permits	0					
Play	Transfers. Permits Settings						
Using us User Guide Club	+ New Season Permit Request						
T Competitions	All Statuses Recet					1-1of1	lof1 -
🛱 Game Day	PLAYER	DESTINATION CLOR	DATE	DIRECTION.	STATUS	PENDING STATE	
Programs	User Guide	Banks	28 Jun 2023	Outbound	Pending	Peline How	View
🐸 Participants	-						
🚅 Transfers & Permits						1-10/1	lof1 ~







#### Transfers & Permits - Manage Season Permit Requests (cont)

On the Season Permit Request page you can view the Player details, the Request Details, the Season Permit Dates and the Timeline.

O AFL UAT VIOLE4.1	Permits > Season Permit Request Season Permit Request			Done
Play	✓ Approve			
Using as User Guide Club ~				
T Competitions	Pending User Guide		Timeline	
Game Day	DDB. 01 January 2001		Requested Banks	28 June 2023
Programs	ADDRESS RUNAWAY BAY QLD 4215		Pending User Guide Club	104 July 2023
🐣 Participants	FROM (Source)		Pending	
Transfers & Permits	ORGANISATION		User Guide League	
Merchandise +	User Guide Club User Guide Langue		Pending PlayHQ Test League 1	
Wenues	COMPETIVION User Guide League, 2023			
Reports	TO (Destination)			
My Organisation +	ORGANISATION Banks			
➡₽ Settings +	PlayHQ Test Loague I COMPETITION			
Dipdates D	PlayHQ Test Loague - Training, 2023			
? Support 2	FROM	то		
T Tony PP Saunders	01 June 2023	30 June 2023		

At the top of the page is **Approve** and **Decline** buttons.

To decline the season permit, click on the **Decline** button. The **Decline Permit Request** pop-up will appear, you must select a **Reason**, add information into the **Details** area and click on the **Decline Permit Request** button.

AFE BAT	Permins 3 Senser Permit Request		<b>6</b> •• <b>×</b>
Play	✓ Approve Bilbeurne		
usung ac User Guide Club			
T Competitions	Pandros User Guide	Timelina	
Game Day	0 January 2001	Decline Permit Request	
🗰 Programa.	, köpesse Bunkwák bar Quladaró	This action cannot be undone. Reason* Reason* Heef Guide Duil	
Translers & Permits	FROM (Source)	Please select User Guide Laugue	
Marthandise +	rang Alang Arman User Guide Diub User Guide Jangun	Details Pending	
Venues	covies (mon loser Goule rangue Bátiá	umit 200 characters.	
Reports	TO (Destination)	Decline Permit Request Cancel	
My Organisation +	CONTRACTOR NO.		







## Transfers & Permits - Manage Season Permit Requests (cont)

To approve the season permit, click on the **Approve** button. The **Status** for **Permit Request** will change to **Approved** and you can click on the **Done** button in the top right corner and you will be returned to the **Transfers and Permits** – **Permits** page.

AFLUAT v10.84.1	Permits > Seesen Permit Request Season Permit Request			Done
Play	Pending			
Using as User Guide Club 🗢	User Guide		Timeline Requested	28 June 2023
T Competitions	D O.B. Of January 2001		Banks	
Game Day	ADDRESS RUNAWAY BAY QLD 4215		Approved User Guide Club	28 June 2023
Programs	FROM (Source)		Pending	64 July 2023
Participants	ORGANISATION User Guide Club		User Guide League ' Ponding	
🚰 Transfers & Permits	User Guide League		PlayHQ Test Leegue 1	
Merchandise +	User Guide Langue. 2023			
Venues	TO (Destination)			
Reports	DRGANISATION Banks PloyHQ Test Longue I			
My Organisation +	COMPETITION			
🛨 Settings +	PlayHQ Test Longue - Training, 2023			
	🛱 SEASON PERMIT DATES			
Updates Ø	FROM	TO.		
Updates 2	01 June 2023	30 June 2023		
A				

At any stage of the **Permit** you will be able to check at what level of the process it is sitting by clicking on the **View** button for the permit and checking the **Timeline** area of the **Season Permit Request**.







## 20. Reports

The **Reports** section is very user friendly with one click reports that download into CSV files. In the left menu select **Reports**, in the screenshot below we have selected the **Competitions** tab.

• AFL UAT VI0.64.(	Reports				
Play	Competitions Statistics Program	is Pinanciai Orders Disciplin	e Transfers & Permits Generated Reports		
Using as User Guide League 🗢	Advanced Venue Report	at multiple venues over a date range.			
T Competition Management	From Date"	To Date"	Venue/s*		
Game Day	DD/MM/YYYY	DD/MM/YYYY	Search for a venue to add		
Programs					
😹 Participants	No venues are added to this report			Generate	
A Incidents					
↔ Transfers & Permits	Advanced Fixture Report				
Merchandise +		nation for games fixtured within a sease	on. Use the date ranges to limit the records shown.		
😂 Venues	Competition*	Se	ason*	Grade	
Reports	Select a competition		Select a seeson	All Grades	
My Organisation +	Games from	Ga	imes to		_
Settings +	DD/MM/YYYY		DD/MM/YYYY		Genuratu
Dipdates (2	Data correct today at 1:42 PM (Austral	a/Brisbane). Please note changes made	e just before this time may not display.		

In the example below we want to run a **Participants Report**. Enter the information required for the **Report** and click the **Generate** button. The **Report** will be generated, a message will pop up at the bottom of the page. Click on **Go to Generated Reports**.

AFL UAT vi0.64.1	Reports			
Play	Competitions Statistics Programs Financial Orders Disc	ipline Transfers & Permits Generated Reports		
Using us User Guide Laague	Participants Report Generate a report of all registered participants in a season and the teams	s they have been allocated to. Custom fields will only appear on the report	if an individual competition has been selected.	
T Competition Management	Competition*	Season*		
Game Day	User Guide League 🗸	2023		
Programs	Registered from	Registered to		
🔉 Participants	01/06/2023	30/06/2023		Generate
A Incidents	Data correct today at 2:00 PM (Australia/Brisbane). Please note changes i	made just before this time may not display.		
🚓 Transfers & Permits				
Merchandise +	Fill-in Participation Report Generate a report of all fill-in participants in a season and the teams the	v have been allocated to.		
😂 Venues	Competition*	Season'	Grade	
Reports	Select a competition	Select a season	All Grades	Generate
My Organisation +	Data correct today at 1:42 PM (Australia/Brisbane). Please note changes n	nade just before this time may not display.		
🎞 Settings 🛛 + 🛃				
Jupdates 🕫	Team Entries Report			
? Support 12	Generate a report to see a list of teams in a season and their Primary con	tacts		
Tony PP Saunders	Generating Participants User Guide League, 2023			Go to Generated Reports







## Reports (cont)

In the **Generated Reports** area click on the **Download CSV** button. A link to the report will appear in the bottom left corner, click on the link and file will open.

AFL UAT VID.64.1	Reports			
Play	Competitions Statistics Programs Financial Orders Discipline Transfers & Permits	Generated Reports		
and some	NAME	DATE GREATED	STATUS	
tating as User Guide League 🗸 🗸	Participants - Competition User Guide League, 2023. 01/06/2023 - 30/06/2023	28 Jun 2023	Generated	oad CSV
Tompetition Management				
Game Day				
Programs				
Participants				
A Incidents				
← Transfers & Permits				
🎲 Merchandise 🛛 +				
W Venues				
Reports				
📾 Muthemaine a 💆				
Dedotes @				
Support Cf				
T Tony PP Saunders ~				
participants_20230,csv				Show all 🗙







## 21. Integrations - Mailchimp

As part of your League Administration duties you may need or want to email your participants to provide general information, and ad hoc communication and updates. Using PlayHQ and another platform called Mailchimp, you can easily and quickly integrate / automatically feed your participants email addresses into Mailchimp and send emails.

Mailchimp is a free online tool that you can use to send emails to your participants. You can integrate to add existing Mailchimp account or create a new Mailchimp account.

To create a new Mailchimp account go to <u>https://login.mailchimp.com/signup/</u>. Enter your email address, and nominate a username and password. Click Sign Up.

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







Go to your nominated email account and open the email from Mailchimp and click on the link to activate your account.

Confirm the \$0 plan is selected and click Continue.

Complete your account details (First Name; Last Name; Business Name; Website URL and your phone (optional). Click Continue.

Complete your address details and click Continue.

Select No when asked if you have a list of contacts and click Continue

Select Services and click Continue

Select any offers you wish to subscribe to and click Continue

Let's set up your account			
First Name	Last Name		
Business Name			
Website URL	Optional		
Phone Number	Optional		
Continue			







To connect an **League** to a **Mailchimp** account, in the left menu select **Settings**, select **General**, click on the **Integrations** tab and click on the **Connect** button.

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

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

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







On the **Log in and authorize** page enter the **Username** and **Password** of the **Mailchimp** account you wish to connect to and click on the **Log In** button.

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

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

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







You will return to **PlayHQ Connect Mailchimp** page, in the **Audience** area select a **Primary Audience** and click on the **Save & Connect** button in the top right corner.

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

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

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







When the synchronising is complete the Sync Status will change.

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

Play	General Settings			
Lising as PiayHQ Test League	Government Vouchers			
P Competition Management	<ul> <li>Mallifyimp has connected microssifully.</li> </ul>			×
🛱 Game Day				
Programs	Mailchimp SCONNECTED			
Participantis	Mailchimp is an email marketing platform communicate with them from within Mai	n. By connecting your Mailchimp account with PlayHQ, participant chimp.	contact details will be synced and you will be able to	2
🕂 Transfers	Help on this topic 🗗		e contraction of the contraction	2
🍘 Merchandise +				
🗑 Venues				
Reports	AUDIENCE	SYNC STATUS	LAST SYNGED	
My Organisation -	AFLBJ	COMPLETED	16/06/2021 10:11AM Australia (Brisbane)	
±∓ sattings +				
	X Disconnect			

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



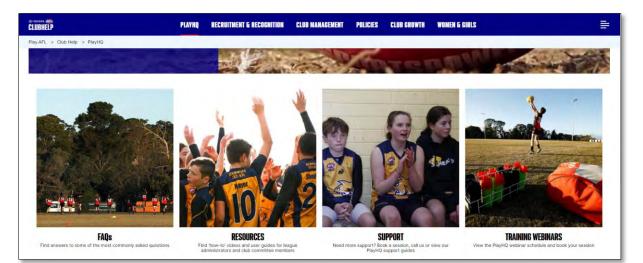




# 22. Support

## **Community Football Resources**

A one stop shop for all your League Admins needs, visit <u>https://www.play.afl/clubhelp/playhq/</u> for all your Community Football PlayHQ needs.



#### **AFL Customer Service Team**

Our friendly staff are always here to assist all questions relating to Community Football. Please contact our Customer Service staff on 1800 PLAYAFL or <u>clubhelp@afl.com.au</u> who will be able to assist and make your valuable role that much easier. The team are there to help your League admins, club admins and participants as well, so for any questions that they may have on their registration or Community Football leave it to our Customer Service team.

Participants can update their details at their leisure on their profile once logged in here.







Play HO

#### Season Setup Checklist

#### **RETURNING TO PLAYHQ** CHECKLIST FOR LEAGUE ADMINS

TASK	WHERE IN PLAYHQ	RESOURCES	COMPLETE
Review & potentially update Contacts	My Organisation > Overview > Contacts		
Review & potentially update Notifications	My Organisation > Overview > Notifications		
Review & potentially update Admins	My Organisation > Admins		
Set up transfer preference	Competition Management > Competition > Settings	27	
Set up new player approval	Competition Management > Competition > Settings		
Set up exception dates	Competition Management > Competition > Season > Settings		
Set up Age Restrictions	Competition Management > Competition > Season > Settings		
Set up Age Groups	Competition Management > Competition > Season > Settings		
Set up Custom Fields	Competition Management > Competition > Season > Registration > Custom Fields		
Review & potentially update Club Management Settings (including adding League fees)	Competition Management > Competition > Season > Registration > Club		

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

## RETURNING TO PLAYHQ CHECKLIST FOR CLUB ADMINS



TASK	WHERE IN PLAYHQ	RESOURCES		COMPLETE
Set up or update club bank account (if applicable)	My Organisation > Overview > Payments			
Set your club fees	Competitions > My Competitions > Registration > Configure 'Participant to Club' form			
Set up custom fields (if applicable)	Competitions > My Competitions > Registration > Custom Fields			
Mark their Forms visible when ready to open registrations	Competitions > My Competitions > Registration > Configure 'Participant to Club' form			
Review and potentially update Contacts list	My Organisation > Overview > Contacts			
Review and potentially update Details page	My Organisation > Overview > Details			
Review and potentially update Notification page	My Organisation > Overview > Notifications			
Update your Club Registration Form link for 2023 season (i.e., on club website or social media channels etc)	Competitions > My Competitions > Registration > Configure 'Participant to Club' form			
When ready send out Registration Email to your players/parents potentially via Mailchimp	Settings > General > Integrations			

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

