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 Idministration+2@aflbj.com 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 |





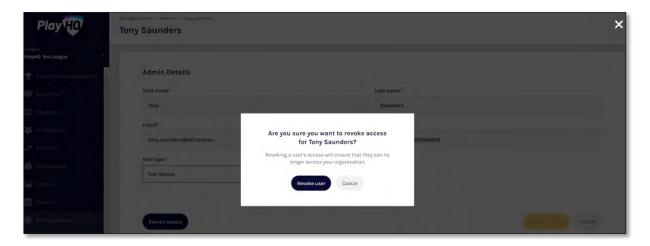


My organisation – Admins (cont)

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. | |
| € Competition Management ∰ Game Day Programs A Participants | 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 | | |





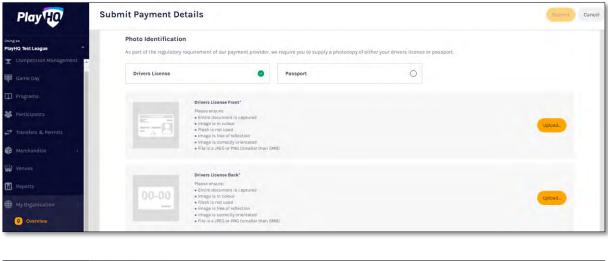


My Organisation - Overview - Setting Up Online Payments (cont)

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 Stripe 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 | | | |
| My Organisation = Overview | 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 | 2 |
| 👹 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 | rour steduct was omitted auconstituties | | | × |
| 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 | Competition Management | |
|---|------------------------------------|---|
| 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 . | |
| ֎ Merchandise + ₩ Venues | 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 1st, 2nd and 3rd 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 🖉 | Disqualifications | | |
| 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 |





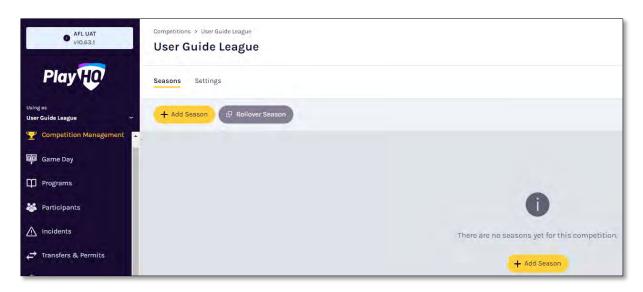


9. Seasons

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 | | | | |

AFL Community Football League Admin PlayHQ User Guide







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 30th 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 | 01/01/2012-31/12/2019 | |
| 👾 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)

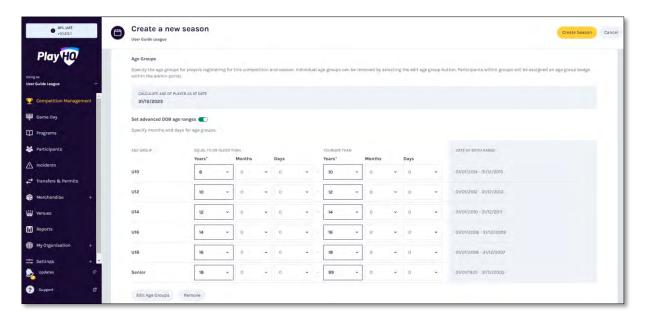
Select an option in the Years columns where required.

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 | | |

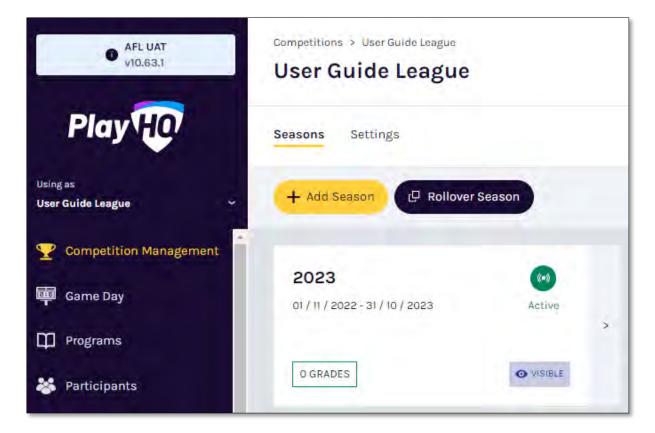






Rollover Season

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 + | | | | |

AFL Community Football League Admin PlayHQ User Guide







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 | |
| Participants Incidents | 0 GRADES | O võite E | 0 GRADES | ⊘ 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 | 2024 01 / 11 / 2023 - 31 / 10 / 2024 | Upcoming | 2023 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 |





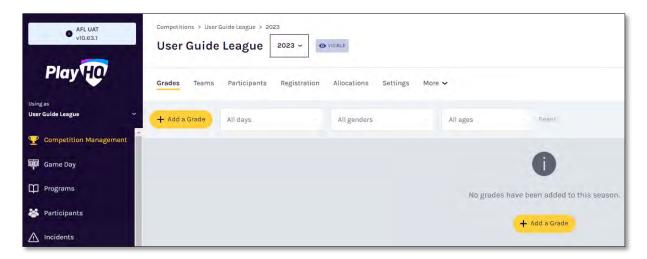


10. Grades

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 | Please select | 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 | | |
| Competition Management Game Day | 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 | Association Teams can be rolled over by the Association as | 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. | |
| 2 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 ⁽³⁾ 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? | |
| 1 | 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 | | | a |
| 📸 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* | |
| ? Competition Management | 01/01/2023 | 09 : 30 am ~ | |
| Game Day | End date* | End time* | |
| Programs | 31/01/2023 | 05 : 30 pm ~ | |
| Participants incidents | 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 | | | ~ | |
| Participants Incidents | Set Player, Team Manager and Volunteer fee Set an association Player, Team Manager and Voluntee | r foo. | | | |
| 🚰 Transfers & Permits | Player fee* | | | | |
| ➢ Merchandise + ₩ Venues | 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 | | | | |
| Merchandise + Venues | 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 Registration More V Porma Áge Groups <u>Custem Fields</u> | | | | | | |
| Game Day | Participant | | | | | | |
| Participants Trensfers & Permits Merchandise | AFL | | PROFILED | K REPORTS | FORMS Inversement to inverse cours ion | carwint FO. at Trans | |
| Wenchandise • | AU, Yean Supports | | | | | | A |
| My Organisation Settings | Do por hare nontrinsystemeter* | | | | | | * |
| | | | | | | | |
| Dynates 5 ¹ | 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 | Dreate 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) | | A |
| 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 Registration 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 Registration 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 | V | | 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 | | | | | | | | | |

AFL Community Football League Admin PlayHQ User Guide







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 | | | |

AFL Community Football League Admin PlayHQ User Guide







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 |







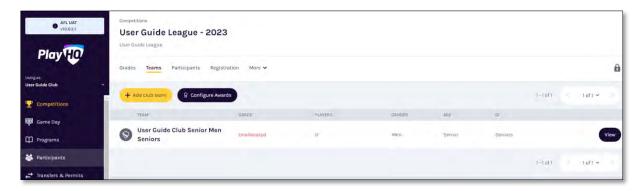
Rollover Teams (cont)

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 | | | |

AFL Community Football League Admin PlayHQ User Guide







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 | © • |
| 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**.







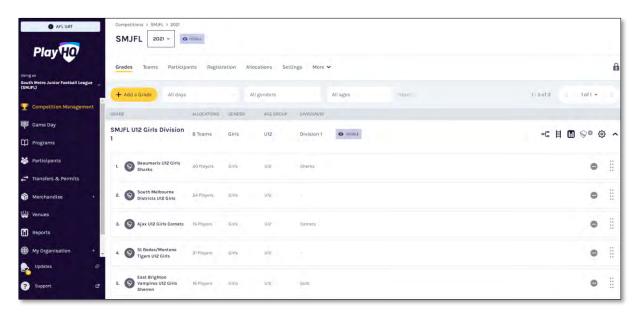
Allocate Players to Teams

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 🗇 | Unallocated | | 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 | | |
| Presidentes Presidentes de transmis | | 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 ⁺ 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 |

AFL Community Football League Admin PlayHQ User Guide







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 | |
| Maryan Manada - Sanata - S | - Maya Genu - India Hoppe | games | to bours | Team Staff COACH Daniel Brunner | Nongrosti su G |
| De Departmenton Serverg e | | | | 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 | - |
| Programs Participants Translets & Permits | 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 | . | | - |
| = | | | | | 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 | Players Registrations Awards | | |
| | 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 ¹⁹ | 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 ^g | - 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 | @ ~ |







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. | | ©• @ | > ~ |
| 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 | 0 © |
| 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 |
| Competition Management | 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 |
| Iransfers & Permits | 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 | | O 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 |) 0 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 | Konstante Bernist Meri Paserten. | Assign Cancel | | 0 48,81 | | | 40 | 84 | | 0 0 |
| Vonues | Event) Social Accord Keen (Reserves) | _ | 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 | | L | 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 | | | | | | |
| T 0 | ompetition Management | Regular Season Finals | | | | | | |
| @ 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 |
| پ | enues | Reserves | | Reserves | | | Elimination Final | |
| () 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 | * * | 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 | | |
| T 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}^{φ} -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 | |
| Competition Management | | |
| 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 | - y \$ - | 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 | | @ ~ |
| 😽 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 | All barm names are unique Finals haven't barn harmed Finals haven't barn harmed Game allocation details cannot be partially completed for a game, they must be fully completed or left blank Game allocation details cannot be partially completed for a game, they must be fully completed or left blank | |
| 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 |

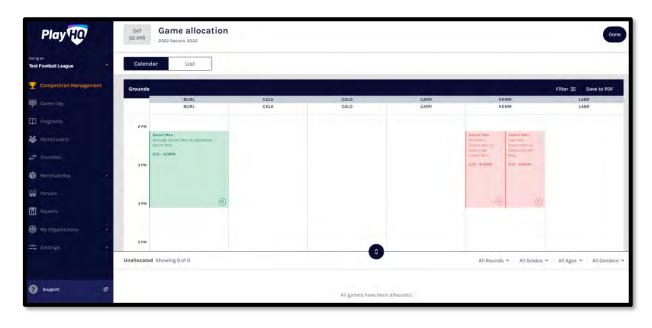






Competition Management - Fixture Clash Resolution (cont)

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 |
| Transfers & Permits | 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 = | | | Der 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 |

AFL Community Football League Admin PlayHQ User Guide







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 0 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 | РТ 5 0 0 | X 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 | X 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 0 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* |
| Reports My Organisation + | |
| 🛨 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 ¥ ? |
| Game Day Programs | 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 |



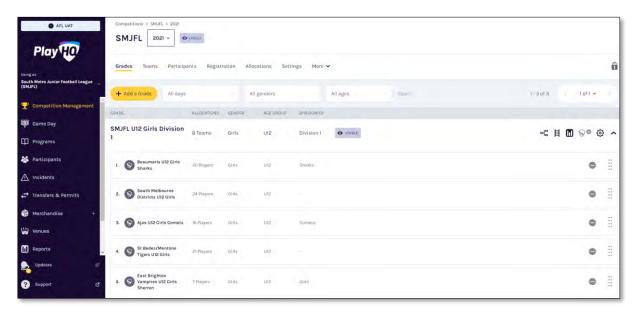




Competition Management - Player Restriction Exemption (cont)

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.

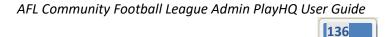
| Play | Competitions > SMJFL > 2021 × East Brighton Vampires U Manage Player Restriction Sta | | Save Cancel | | |
|--|--|-----------------------|------------------------------|-------------------------------------|----------------|
| Using ns. South Metro Junior Football Leagu | Grade Restrictions | | | | |
| 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 * | |
| Game DayPrograms | 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 | |
| Updates Support Support | 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 | | | | | |
| 2 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.

AFL Community Football League Admin PlayHQ User Guide







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 ¹ 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 • |

AFL Community Football League Admin PlayHQ User Guide







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 ¹ 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 | - | | | | |
| | Successfully updated playe | 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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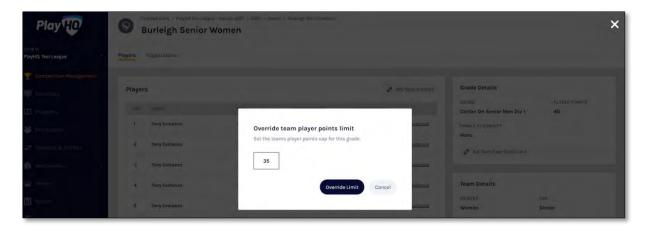


Competition Management - Setting Player Points Limit to Teams (cont)

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.

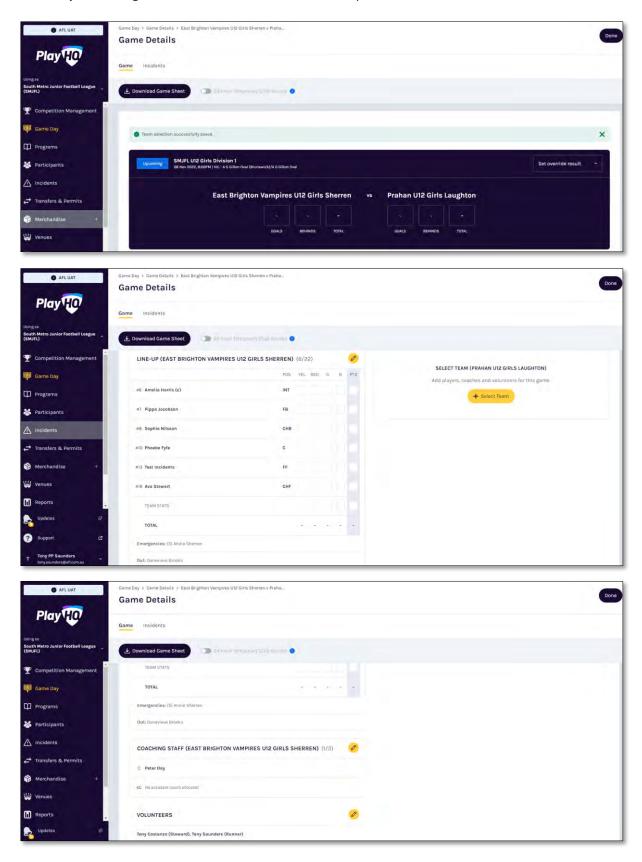
| Play | Add volunteers East Brighton Vempires U12 Girls Sherren | 00 | Save Team Selection Back |
|---|--|---------------|--------------------------|
| using as South Metro Junior Football Leagu 🎽 | | | |
| 🝸 Competition Management | Volunteers | | |
| 🐺 Game Day | Name | Role | |
| 🋱 Programs | Tony 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.



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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 |
| ≓ [†] 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 ^(GP) 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 |
| 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. | | | |
| T 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. | | |
| T 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 | | | | | | | | | |
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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: | | | | |
| TRAINER | | | | | ESCORT: | | | | |
| 1 | | | | | | | | | |
| | East Brighton Vampires | | | | 8: Prahan U12 G | | _ | | _ |
| GO | ALS BEHI | NDS | TOTAL | | OALS | BEHINDS | | TOTAL | |
| Q1 | | | | (Q1) | | _ | _ | | |
| Q2 | | | | Q2 | | | | _ | _ |
| 03 | | | | Q3 | | | | _ | |
| Q4 | | | | Q4 | | | | _ | |
| 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 |
| Transfers & Permits Merchandise | 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 | Successfully updated gr | 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 | 00 | 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 | | | _ | | | |
| Competition Management taine Bay Programs: | 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 | 4 2 | a o a | 0 D D | |
| 🙀 Modavnis 🦉 | ga. 🚺 🚺 | | a ar | qu. | | 10 - 1 - 2 | |
| 😵 Support 🥂 🖉 | 94 | | 4 28 | Q4 | a 🔸 a | 1 - 2 | |

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 | (1) 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 2nd 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 |
| Y 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.

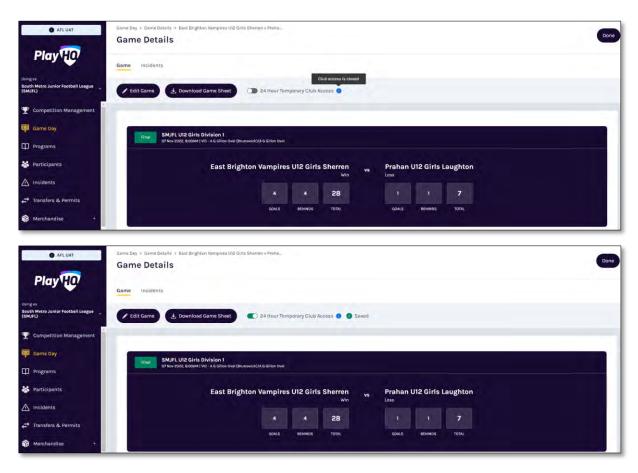






Game Day - Temporary Game Access for Clubs (cont)

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.

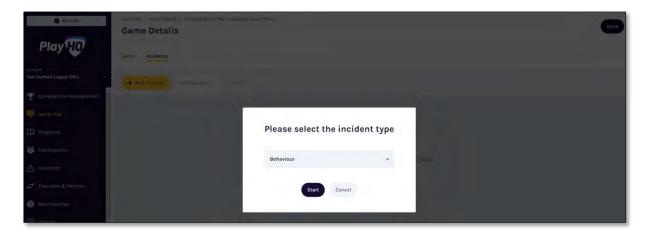
To add a **Game Incident**, in the left hand menu select **Game Day**, select the date of the **Match** and click on the **Details** button for the **Match**.

| 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" | | | |
| Y 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 ^s | | |
| 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 | Раглофиять наз ассертесь не технитистось зес резанку. | | |
| 🗃 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 |

AFL Community Football League Admin PlayHQ User Guide







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 ² | 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 | Раглофиять наз ассертесь не технитистось зес резанку. | | |
| 🗃 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 PayHQ AT. Association Competition Managament Competition Managament Competition Managament Programs | View Incident Lasgue Admin Tonycostano@htllconsat 000002238 Outcome Details Offence | |
| Using as PlayHQ AFL Association Competition Management Competition Management Competition Management Competition Management Competition Management Competition Management Competition Management | 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 | |
| Reports My Organisation | 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 ^s | |
| 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 | | |

187





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 | Participant has accepted the recommended set penalty. | |
| 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 - |
| 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 ⁴ 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 | | (|
|--------------------------------------|--------------|---|-------------|
| 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 | (49) |
|---|--|-------------|
| 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 O | 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 | ^{ayers} 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 ⁽⁶⁾ for a goal or click on ⁽¹⁾ for a behind or click on ^(w) 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 ^(h) 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 ⁽ [2) | | | | |
|-----------------------|---|---|---|---|----|
| | End of 4th Quarter 00:00 | | | | |
| Ajax U12 Girls Comets | 5 6 36 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 * | | ((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 | | | |
| Associations Clubs | | | | |







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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AFL Community Football League Admin PlayHQ User Guide





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 | 39 | Ē | 02:50 PM, Mon. 25 A | pr 22 | |
| S East Brighton Vampires U12 Girls Sherren | 39 6,3 FINAL 47 | 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 | 39 6,3 | 47 | Prahan U12 (| Girls Laughton |
| 🛗 02:50 PM, Monday, 25 Apr 2022 | VIC - Princes P / Oval 4 | ark (Caulfield South) | ∑ smj | FL, 2021 |
| | | | | |
| | 01 | 02 | 03 | 04 |
| Period Scores END OF PERIOD East Brighton Vampires U12 Girls Sherren | 01 26 4.2 | 02 33 5.3 | 03 39 8.3 | 04 39 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 Harris | East Brighton Vampires U12 Girls Sherre | ń | | 28 | 14 | 13 |
| 2 | Andie Sherren | East Brighton Vampires U12 Girls Sherre | n | | 27 | 5 | 13 |
| | | | | | | | |

AFL Community Football League Admin PlayHQ User Guide







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 | | | < | 1 2 | 3 | 4 > |
| | PLAYER | TEAM | | | GP | BP | G |
| 1 | Amelia Harris | East Brighton Vampires U12 Girls Sherren | | | 28 | 14 | 13 |
| 2 | Luella Hall | East Brighton Vampires U12 Girls Sherren | | | 21 | 14 | 12 |
| 3 | Pippa Jacobson | 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 | FL U12 Girls Divisio | 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 Harris | 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 Hall | 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.

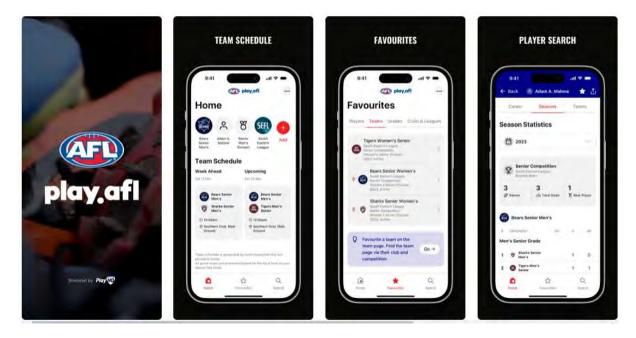
Stay connected from wherever you are

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.

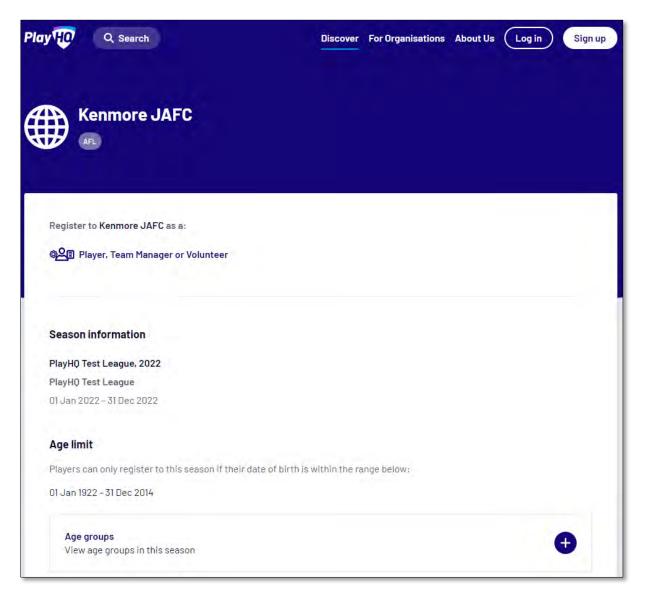
Option 1 is to go to <u>https://play.afl/</u> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

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.

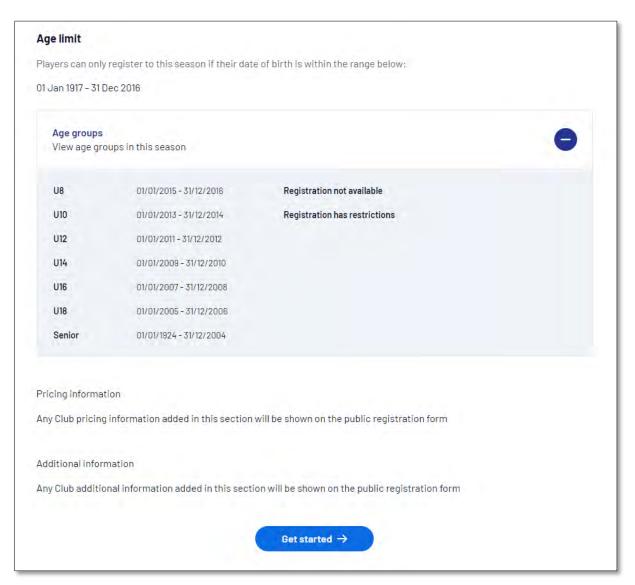








To continue scroll down the page and click on the Get started -> button.









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.

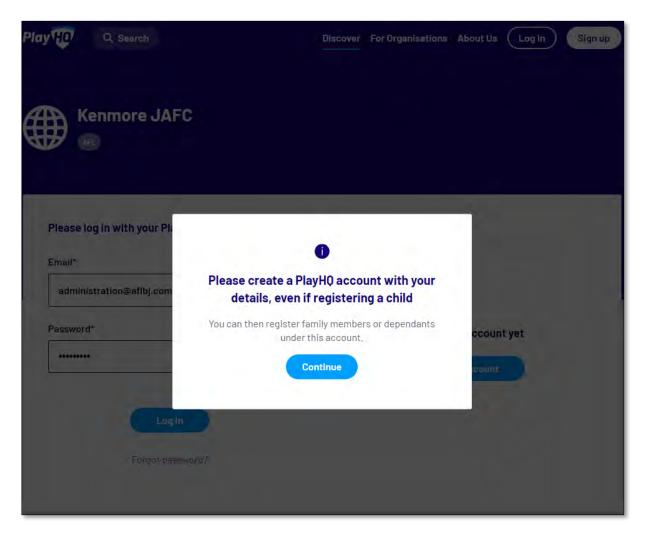
| ay 떤 Q Search | Discover For Organisations About Us Log in Sign u |
|--|---|
| Kenmore JAFC | |
| | |
| Please log in with your PlayHQ account | |
| administration@aflbj.com Password* | I don't have an account yet |
| | Create an account |
| Log in Forgot password? | |
| | |







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 |





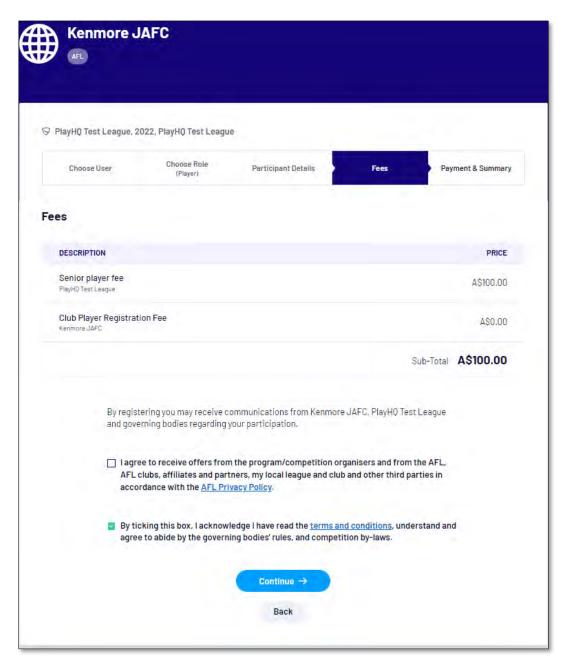


At this point the PlayHQ platform will run its Profile Matching process.

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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AFL Community Football League Admin PlayHQ User Guide





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

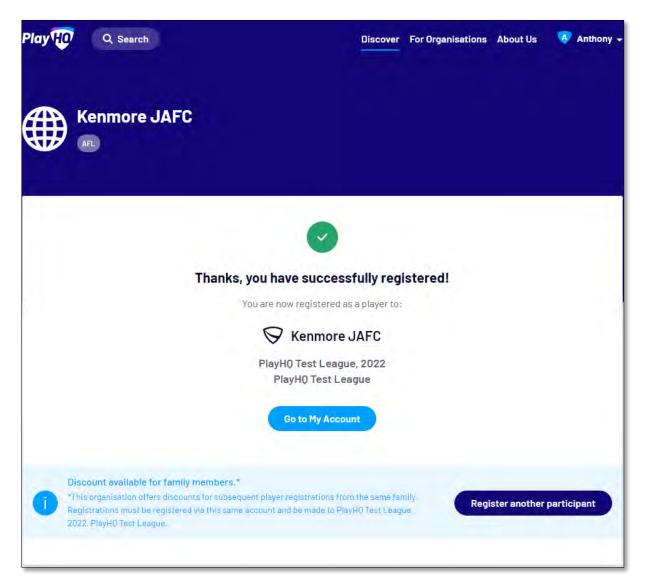






When the registration is completed the successful registration page will appear and the **Participant** will also be sent a confirmation email and invoice email.

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.





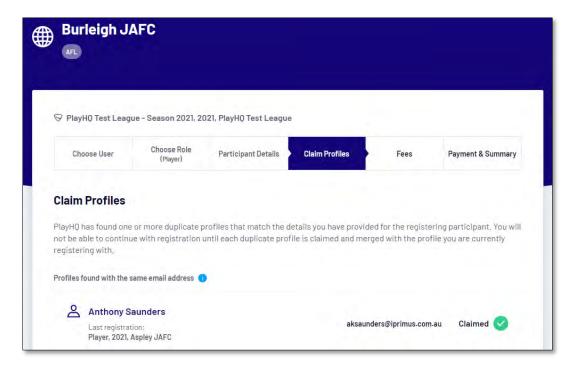


Profiles that don't require verification

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 | Q 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 🔶 | Player Registered 28 Jun 2 | 2023 | | | | User Guide League, 2023 Club: User Guide Club | , |
| Competition Management | Pending | _ | | | | Association (league): User Guide League | |





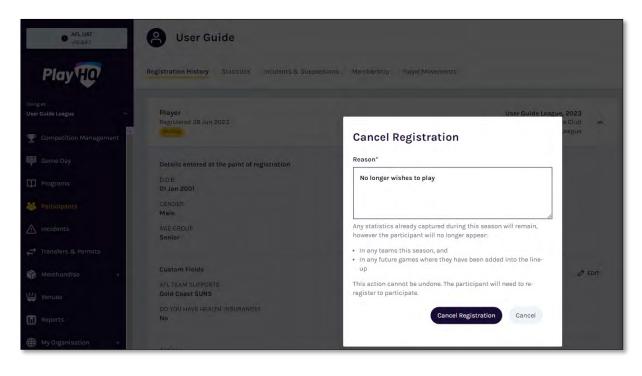


Participant Registration - Pending Registrations (cont)

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 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 | Player 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 🗸 | Player 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.) | e 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 | | In any teams this season, and In any future games where they have been added into the line- |
| 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 | | | | | |
| Competition Management Game Day | 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 | | | | | | |
| Support | 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 |

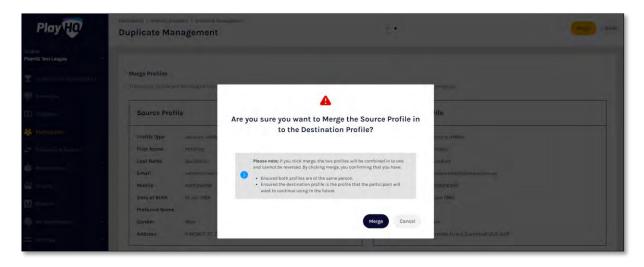






Participant Registration – Duplicate Management (cont)

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 | | | |
| | The publications to an accounting megan. | | | × |
| 🖽 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 |
| Support C | 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 🗸 |
| Participants Transfers & Permits | 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 ~ | |



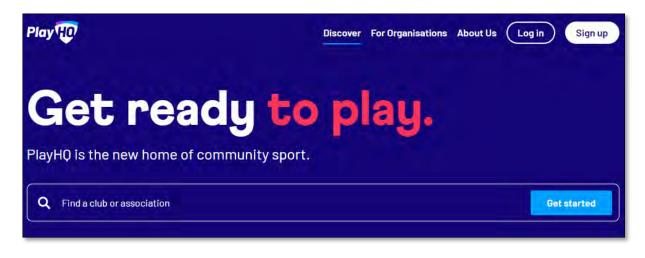




18. Participant Portal

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 | - x |
| 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 | gs 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 | |

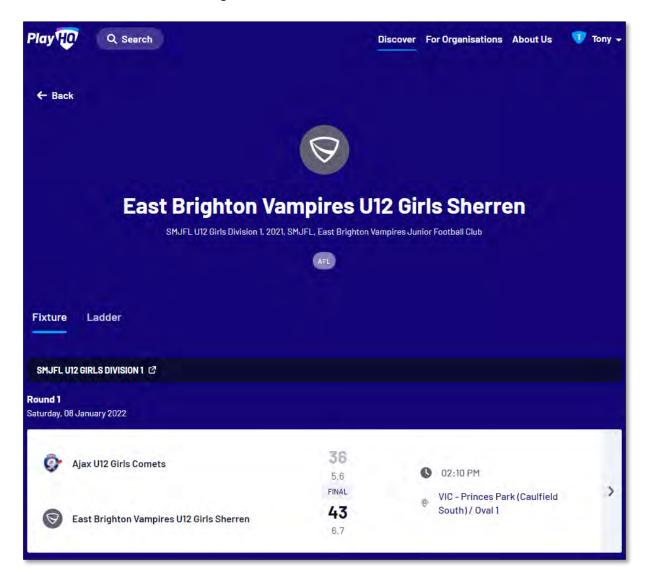






Participant Portal – My Teams (cont)

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 | 3 6 | 43 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 | 16 2.4 | 30 4.6 | 36 5-6 |
| East Brighton Vampires U12 Girls Sherren | 0 | 22 34 | 29 4.5 | 43 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 | |
| | |

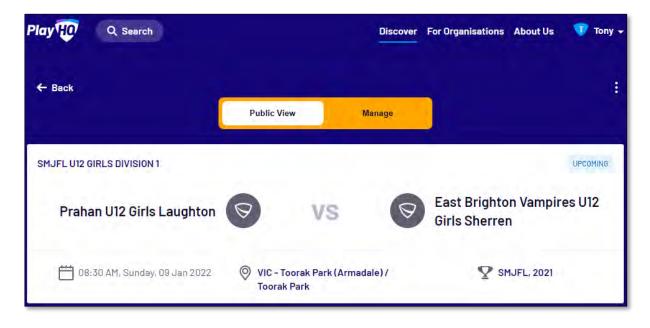






Select Team & Add Match Result Details

When the team manager opens an Upcoming match they will land on the Public View page.



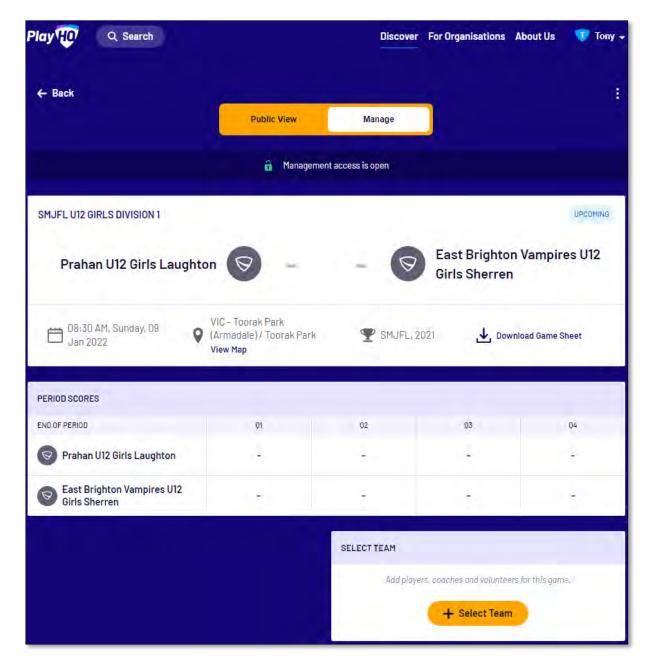






To manage the team in the match, click on the **Manage** tab which will open the **+ Select Team** option and **Download Game Sheet** will be available.

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 | |

AFL Community Football League Admin PlayHQ User Guide







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) | |

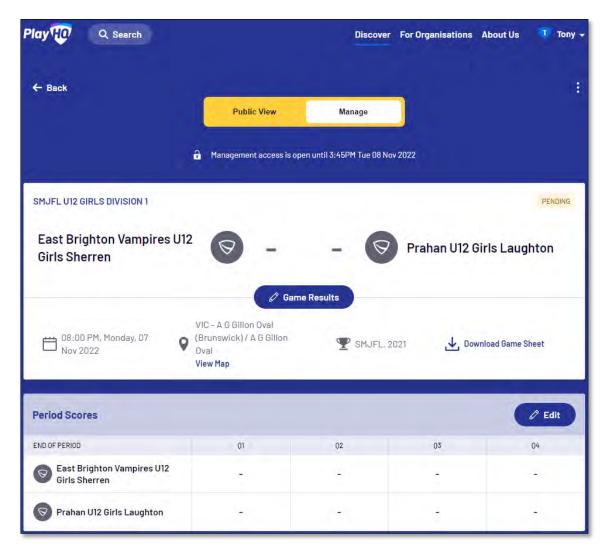
AFL Community Football League Admin PlayHQ User Guide







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 | |
| | | | | | | | | | | | | | | |
| | ghton Va i I (please en | | | | | ad only) | | | U12 Girls I 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.

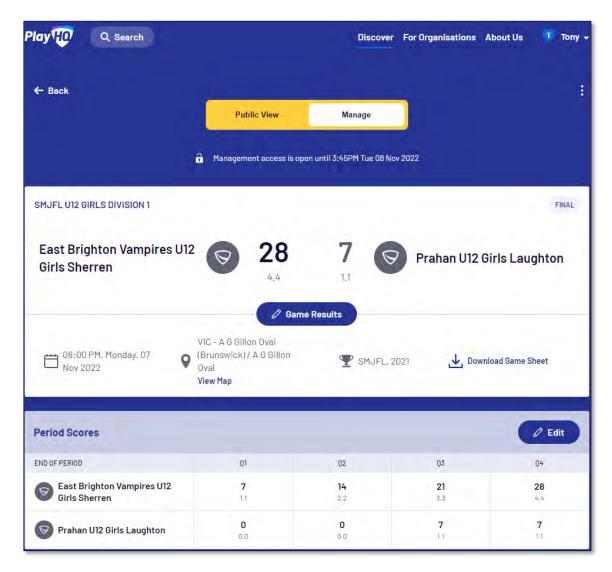
| Same Result | |
|--|----------|
| East Brighton Vampires U12 Girls Sherren | 28 |
| | 4.4 |
| Prahan U12 Girls Laughton | 7 |
| | |
| | |
| | |
| | |
| | |







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 | | | 7 1.3 | | | | 14 2.2 | 21 3.3 | 28 4.4 |
| 0 | Prahan U12 Girls L | aughto. | 'n | | 0. | | | 0 0.0 | 7 LT | 7 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 Harris | ÷ | 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 |





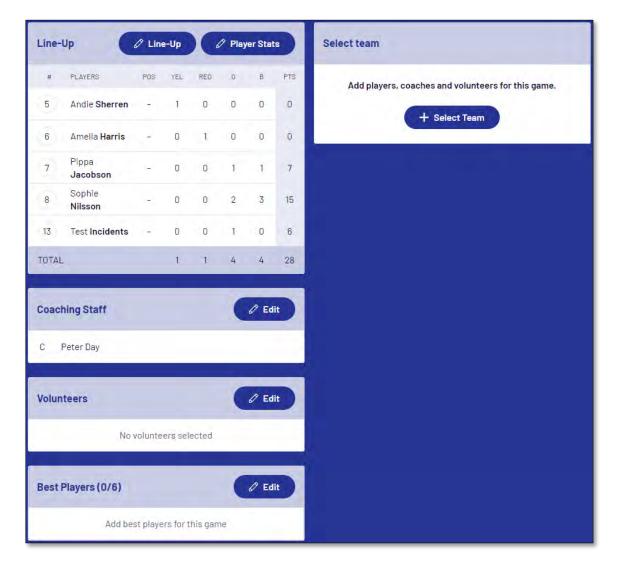


You will be returned to the **Manage** page and the player statistics will be updated.

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 Harris | - | 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 | | | | | | | | |

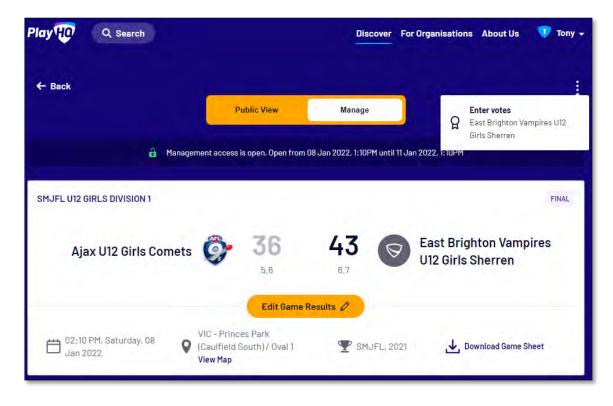




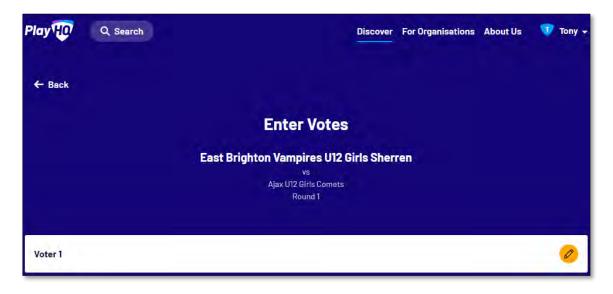


Add Club Award Votes

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, |
| You will be asked to com | plete your registration to your new club, |
| | |
| | Submit Transfer Request → |
| | Cancel |
| | |



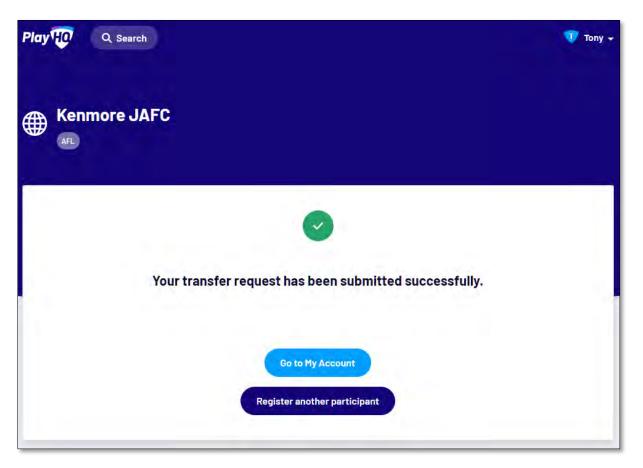




Transfers & Permits - Player Initiated Transfer (cont)

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 ⁻ | 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 | | |
| My Organisation Settings | 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 | D : | | 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 |
| * | 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 | | 6 •• × |
|-----------------------------|--|--|----------------------|
| 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 |
| | |
| One lowercase character One uppercase character One number | One special character8 characters minimum |







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 |
| Ensure you trust this app with these tips: Learn about authorized apps. 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. Keep in mind you can disable this app in your account. Understand Mailchimp is not responsible for the privsoy and security of any thirdparty app. Contact the app for any questions. |







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 | Mallifyimp has connected microssifully. | | | × |
| 🛱 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>.



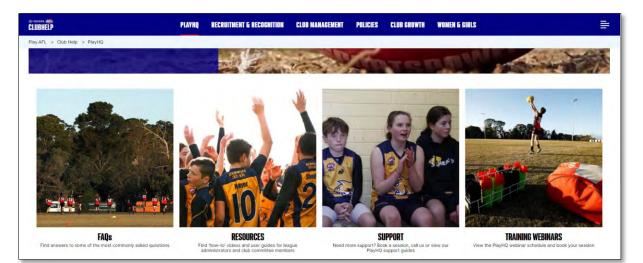




22. Support

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

