

AFL COMMUNITY FOOTBALL
TEAM MANAGER
PLAYHQ USER GUIDE



Version 1, 1st February



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1. Team Manager Registration


There are multiple options for **Participants** to find the club registration form and begin to register.

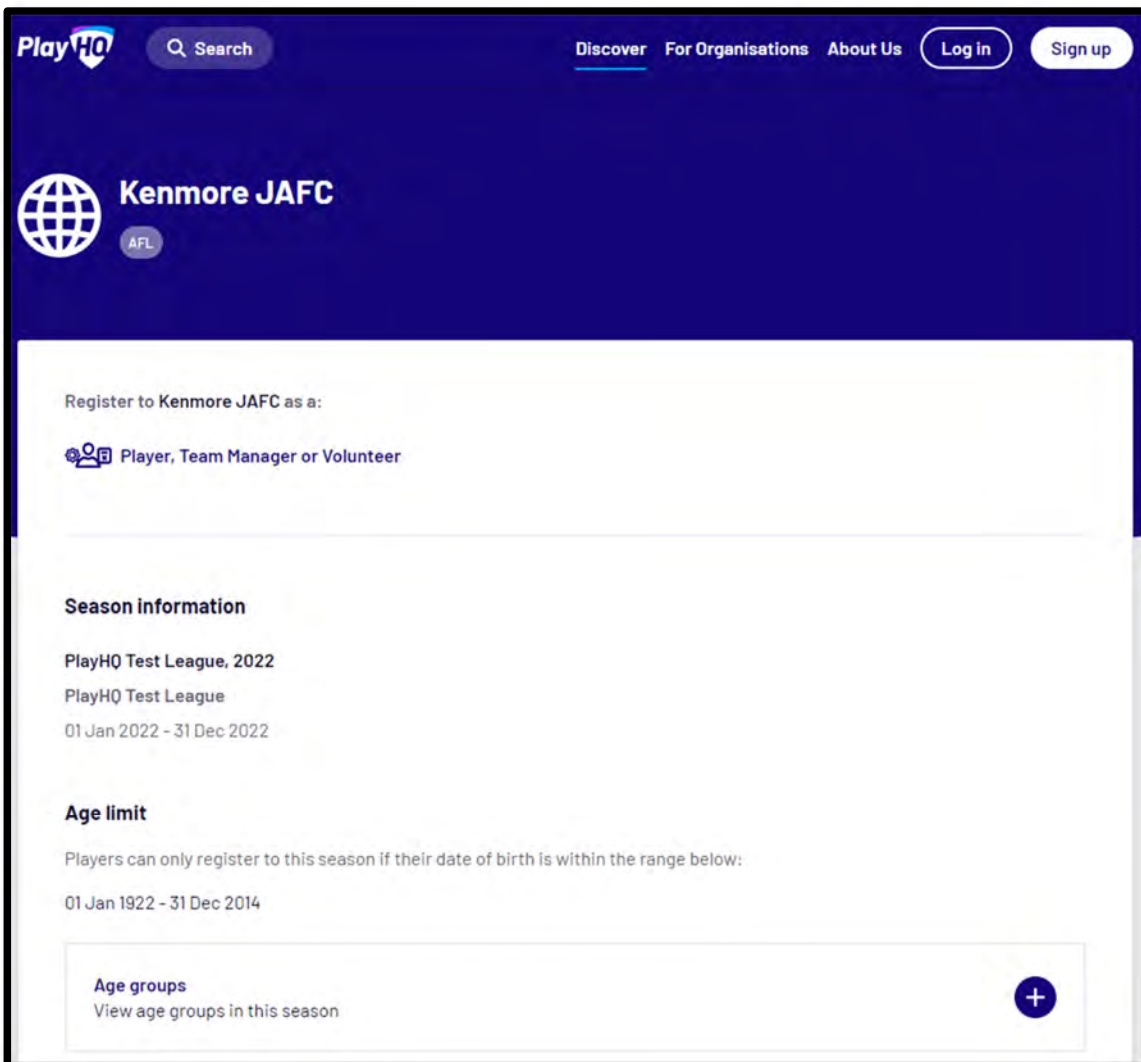
Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

Option 2 is go to <https://www.playhq.com/afl> 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  icon in **Age Groups**.



The screenshot shows the registration page for Kenmore JAFC on the PlayHQ platform. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, Log in, and Sign up. Below the header, the club name 'Kenmore JAFC' is displayed with a globe icon and an AFL logo. The main content area is white and contains the following sections:

- Register to Kenmore JAFC as a:** Player, Team Manager or Volunteer
- Season information:** PlayHQ Test League, 2022; PlayHQ Test League; 01 Jan 2022 - 31 Dec 2022
- Age limit:** Players can only register to this season if their date of birth is within the range below: 01 Jan 1922 - 31 Dec 2014
- Age groups:** View age groups in this season (with a plus icon)

Team Manager Registration (cont)

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

Age limit

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

01 Jan 1922 - 31 Dec 2014

Age groups

View age groups in this season

U8	7 years - 8 years	01/01/2014 - 31/12/2014	Registration not available
U10	8 years - 10 years	01/01/2012 - 31/12/2013	Registration has restrictions
U12	10 years - 12 years	01/01/2010 - 31/12/2011	Registration has restrictions
U14	12 years - 14 years	01/01/2008 - 31/12/2009	
U16	14 years - 16 years	01/01/2006 - 31/12/2007	
U18	16 years - 18 years	01/01/2004 - 31/12/2005	
Senior	18 years - 99 years	01/01/1923 - 31/12/2003	

Pricing information

Any club pricing information added in this section will be shown on the public registration form

Additional information

Any club additional information added in this section will be shown on the public registration form


[Get started →](#)



Team Manager Registration (cont)

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.

PlayHQ Search Discover For Organisations About Us Log in Sign up

 **Kenmore J AFC**
AFL

Please log in with your PlayHQ account

Email*
administration@afibj.com

Password*
.....

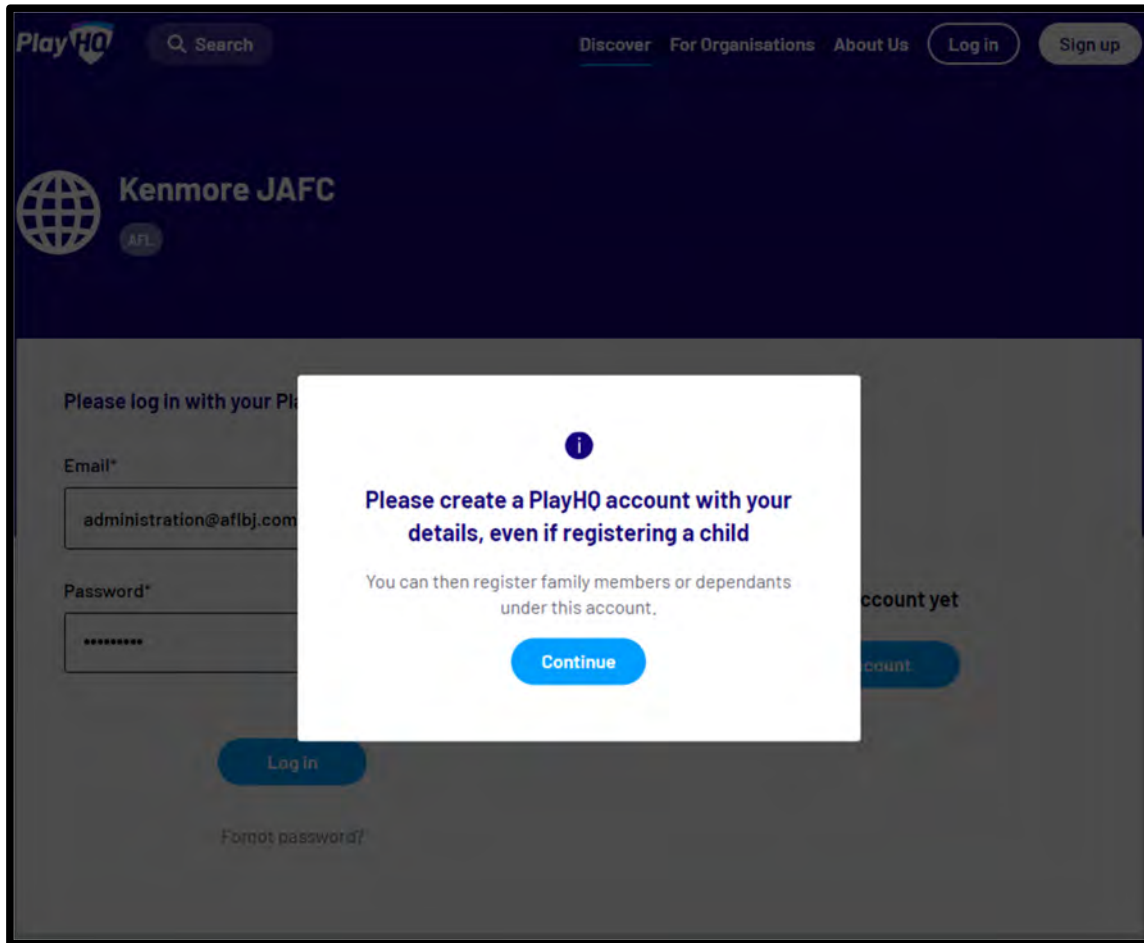
Log in

Forgot password?

I don't have an account yet
Create an account

Team Manager Registration (cont)

When they click on the **Create an account** button an information pop up will appear, click on the **Continue** button.



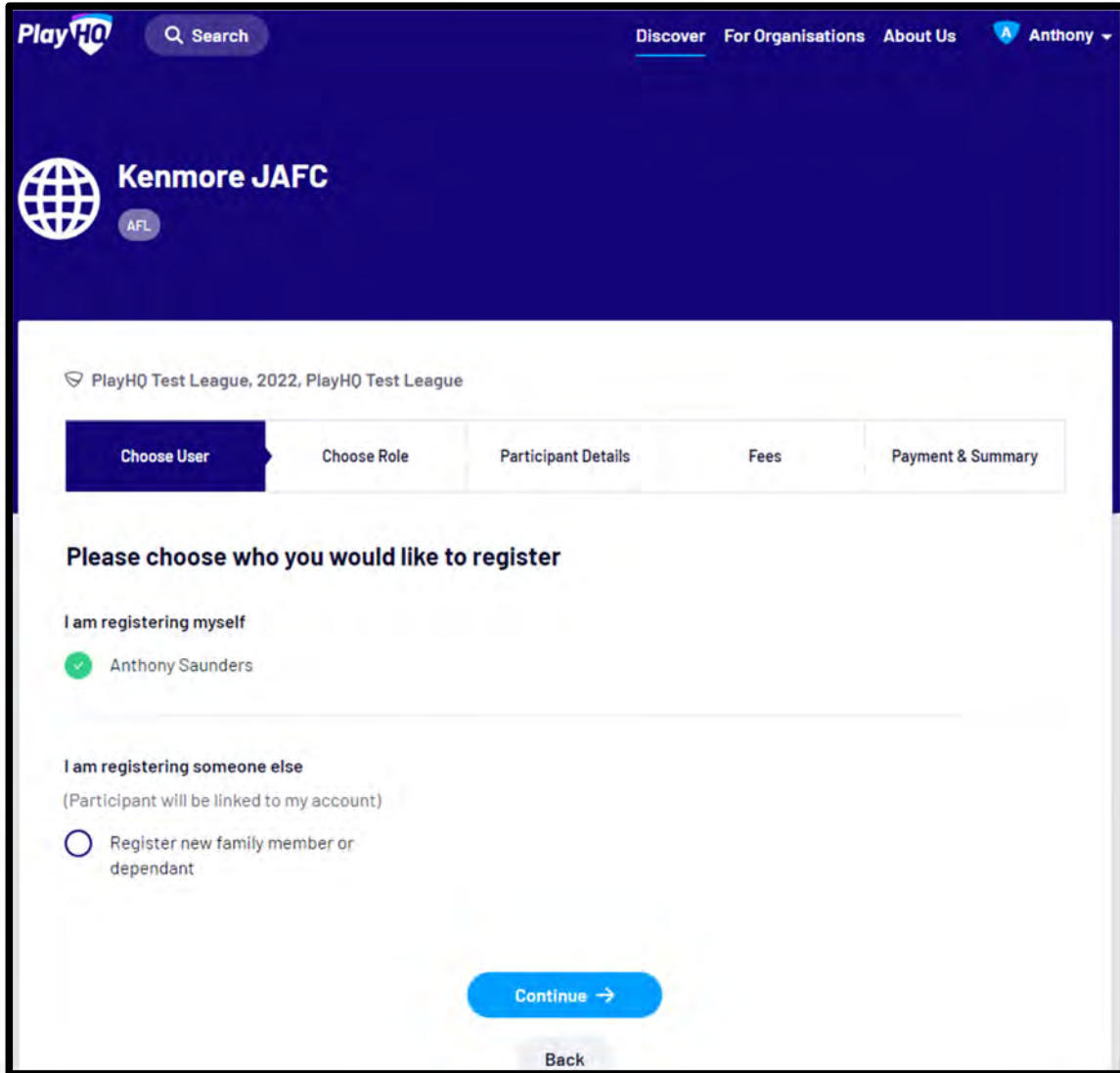
Team Manager Registration (cont)

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.

The screenshot shows the 'Sign up to PlayHQ' registration page. At the top, there is a heading 'Sign up to PlayHQ' with an information icon below it. The main instruction reads: 'Please create a PlayHQ account with your details, even if registering a child'. A sub-note states: 'You can then register family members or dependants under this account.' The form contains several input fields: 'Your first name*' and 'Your last name*' (both with 'Please type' placeholder text), 'Your email*' (with 'administration@afbj.com' entered), and 'Your mobile number*' (with a country code dropdown set to Australia). Below these is a 'Set a password*' field with a masked password '.....' and a visibility toggle. A section titled 'Password must meet the following requirements:' lists four criteria, all of which are marked with green checkmarks: 'At least 1 uppercase letter', 'At least 1 number', 'At least 1 special character (excluding + or =)', and 'Be at least 8 characters'. At the bottom of the form, there is a disclaimer: 'By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).' A blue 'Sign up' button is centered below the disclaimer, and a link 'Already have an account? Log In' is positioned at the very bottom.

Team Manager Registration (cont)

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 themselves, a dependant already in the list or a new dependant. Click on the **Continue** button.





Team Manager Registration (cont)

The next page of the registration form is the **Choose Role** page where the **Participant** chooses **Team Manager** and click on the **Continue** button.

Please note the Coach role will not be available and all Coaches and Assistant Coaches must register through the www.coachl.afl platform.

The screenshot shows the registration interface for Kenmore J AFC on the PlayHQ platform. The user is logged in as Anthony. The registration process is for the 'PlayHQ Test League, 2022, PlayHQ Test League'. The current step is 'Choose Role', which is highlighted in a dark blue bar. Below this, there are three options to register as:

- Player**: Selected with a green checkmark.
- Team Manager**: Not selected, indicated by an empty radio button.
- Volunteer**: Not selected, indicated by an empty radio button.

At the bottom of the form, there is a blue 'Continue →' button and a grey 'Back' button.



Team Manager Registration (cont)

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.

Kenmore J AFC

PlayHQ Test League, 2022, PlayHQ Test League

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

Participant Details

Please make sure the participant's details are entered correctly. Once continuing with the registration, the date of birth will not be editable.

First name* Last name*

Preferred name Gender*

Date of birth* Country of birth*

Team Manager Registration (cont)

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.

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.

Kenmore J AFC

PlayHQ Test League, 2022, PlayHQ Test League

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

Fees

DESCRIPTION	PRICE
Senior player fee PlayHQ Test League	A\$100.00
Club Player Registration Fee Kenmore J AFC	A\$0.00
Sub-Total A\$100.00	

By registering you may receive communications from Kenmore J AFC, PlayHQ Test League and governing bodies regarding your participation.

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

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

Continue →

Back

Team Manager Registration (cont)

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.

The screenshot shows the 'Payment & Summary' page for Kenmore JAFC. The page has a dark blue header with the AFL logo and the club name. Below the header, there's a breadcrumb trail: 'PlayHQ Test League, 2022, PlayHQ Test League'. A navigation bar contains five tabs: 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees', and 'Payment & Summary' (which is highlighted in dark blue).

The main content area is split into two columns. The left column is titled 'Payment' and contains a 'Credit/Debit Card' section. It features a security notice: 'This payment is secured with SSL encryption'. Below this are input fields for 'Card number*' (with a placeholder '1234 1234 1234 1234'), 'Card Expiry*' (with 'MM / YY' placeholder), and 'CVC*' (with 'CVC' placeholder). The 'Billing Address' section includes a 'Country*' dropdown menu set to 'Australia', an 'Address*' text field, a 'Suburb / Town*' text field, a 'State / Province / Region*' dropdown menu set to 'Please select', and a 'Postcode*' text field.

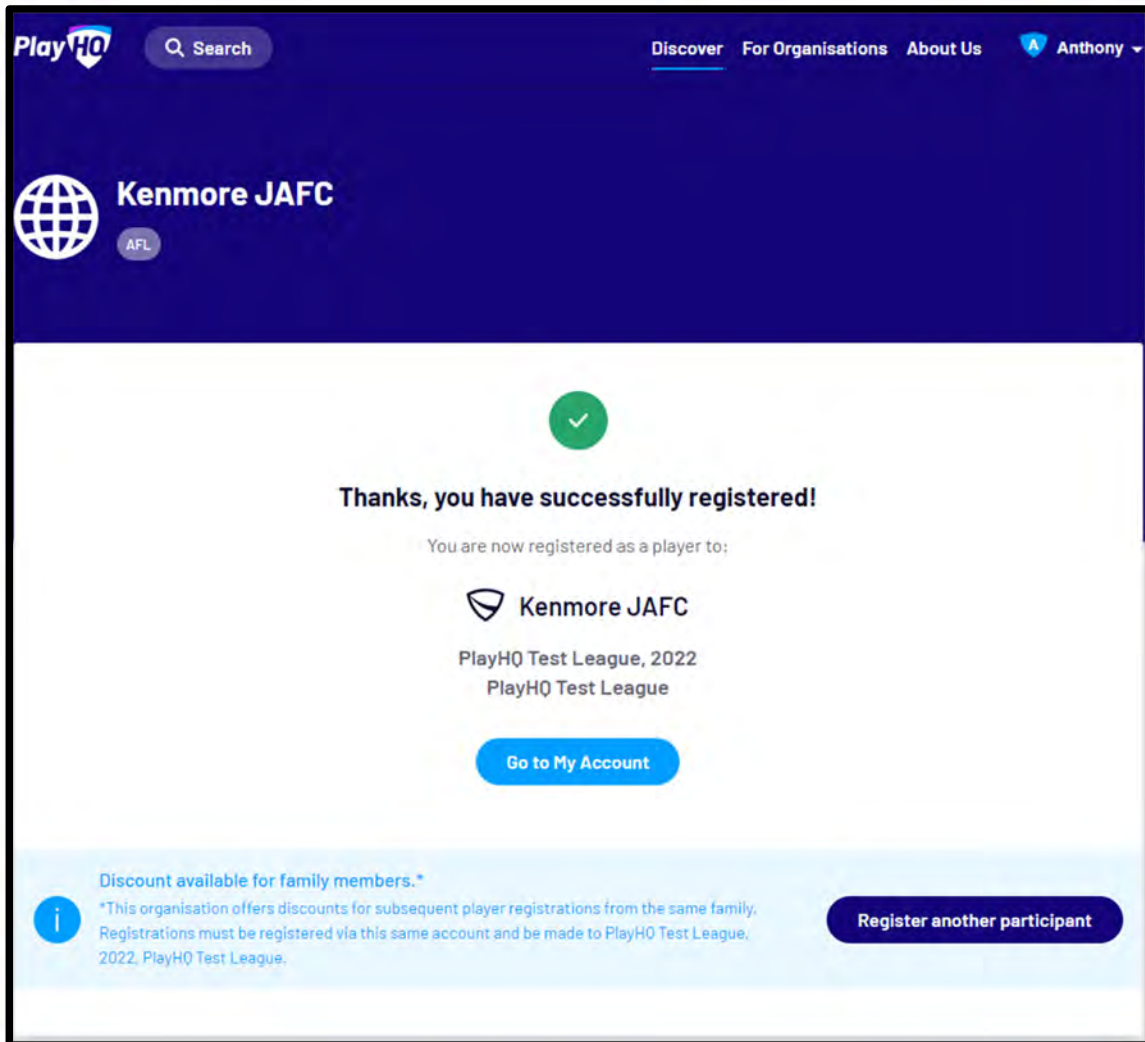
The right column is titled 'Order summary' and contains a table with columns 'Description', 'Qty.', and 'Total'. The table lists two items: 'Senior player fee' (Qty: 1, Total: A\$100.00) and 'Club Player Registration Fee' (Qty: 1, Total: A\$0.00). The total is A\$100.00. Below the table is a 'Vouchers' section with an 'Enter a voucher code' input field and an 'Apply' button. A link '[I have a government voucher](#)' is also present.

At the bottom of the page, there is a blue 'Confirm purchase →' button and a grey 'Back' button.

Team Manager Registration (cont)

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 initiate a merge for that profile.

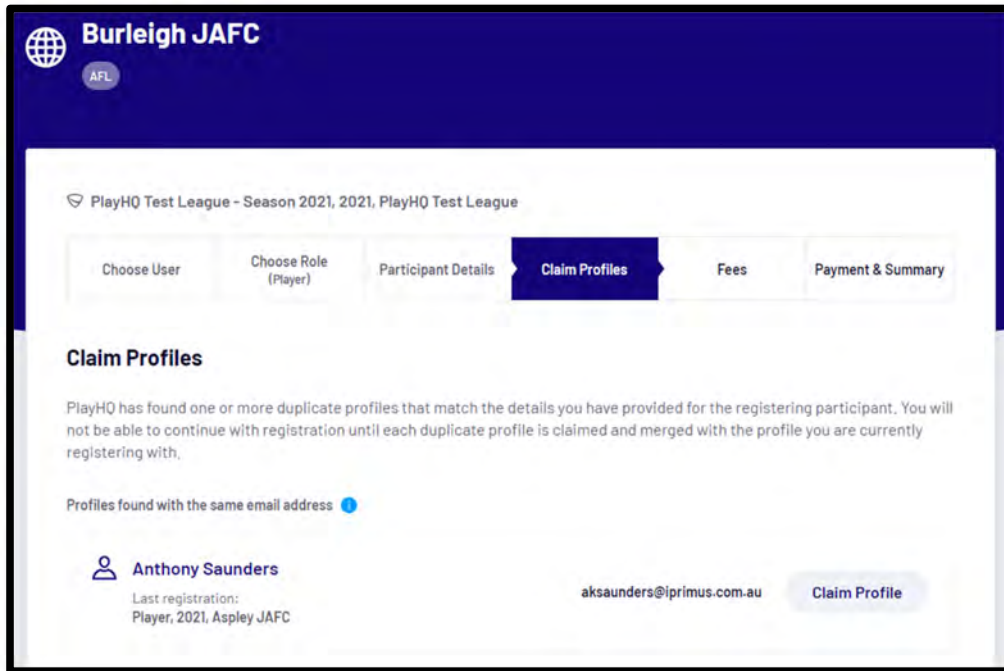
All profiles that fall into the third category require the **Participant** to contact support in order to proceed with their merge.

Matching profiles must be claimed and merged by a **Participant** before they are able to continue on with the registration process.

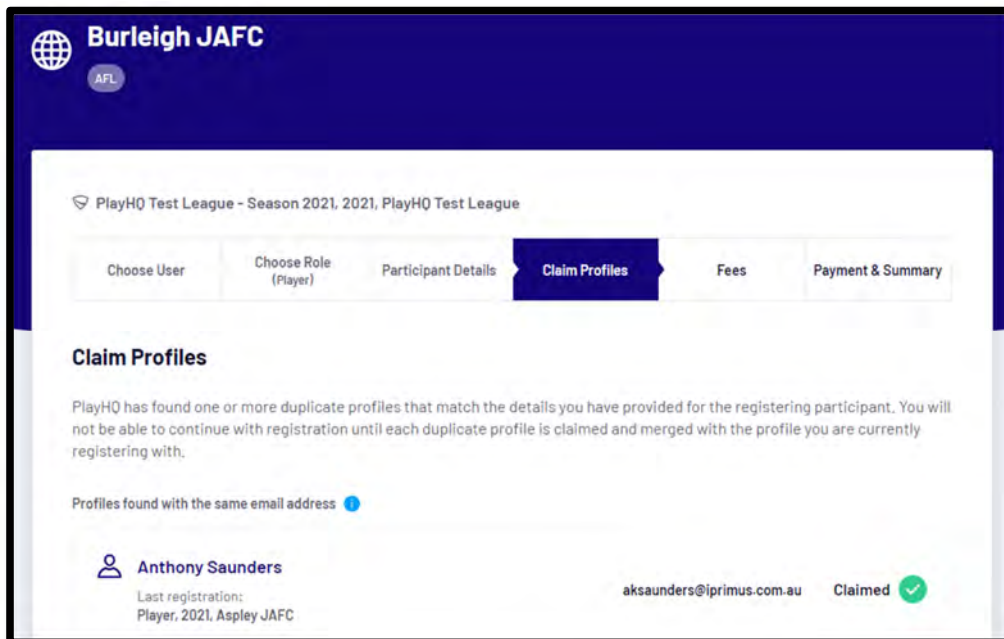
When the **Participant** has completed the **Choose User, Choose Role** and **Participant Details** section of the registration form the **Profile Matching** process will begin.

Profiles that don't require verification

The example below the participant is trying register as new participant using the same email address. The participant would click on the **Claim Profile** button.

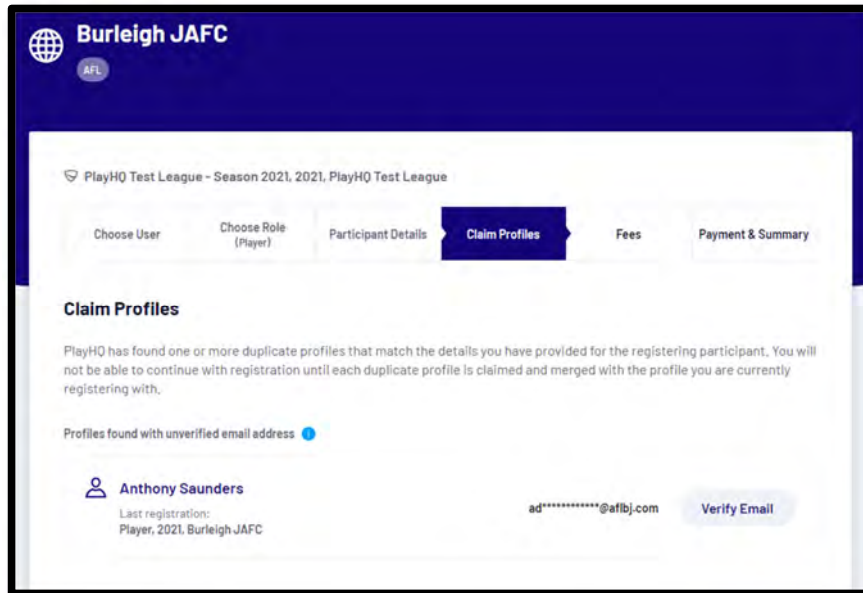


The profile would change to claimed and the **Participant** would be able to proceed with the registration.

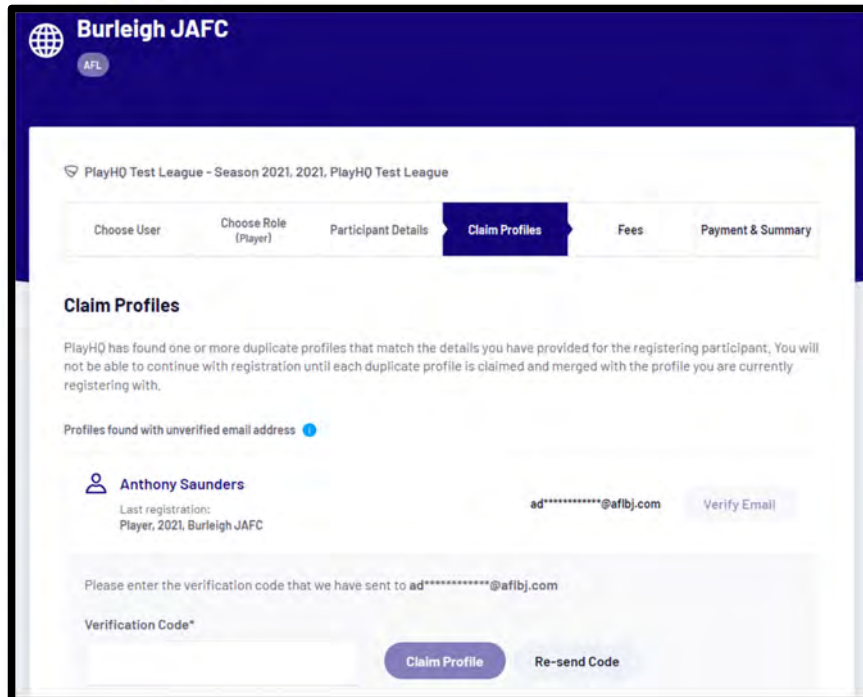


Profiles that require verification

The example below the participant is trying register as new participant using a different email address. The participant would click on the **Verify Email** button.



An email is sent with a verification code which needs to be entered and click on the **Claim Profile** button.





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 AFC

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

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

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with the same email address 1

	Anthony Saunders Last registration: Player, 2021, Burleigh J AFC	tony.saunders@afll.com.au	Claimed
--	---	---------------------------	---------



Profiles that can't be claimed and merged

The example below the participant is trying 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 AFC

PlayHQ Test League - Season 2021, 2021. PlayHQ Test League

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

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with unverified email address 1

Anthony Saunders
Last registration: Player, 2021, Burleigh J AFC
to*****@afl.com.au [Verify Email](#)

If you need assistance to claim these profiles, please contact support.

[Contact Support](#)

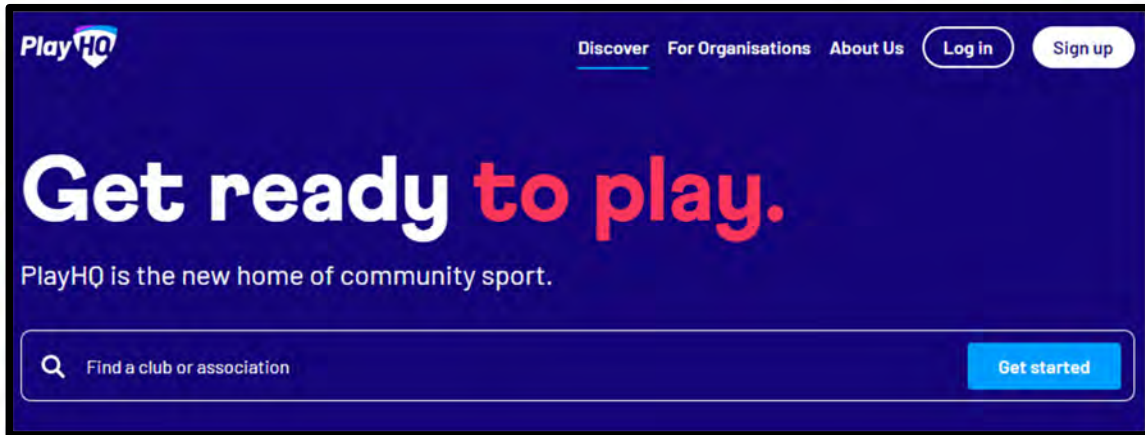
[Continue →](#)

[Back](#)

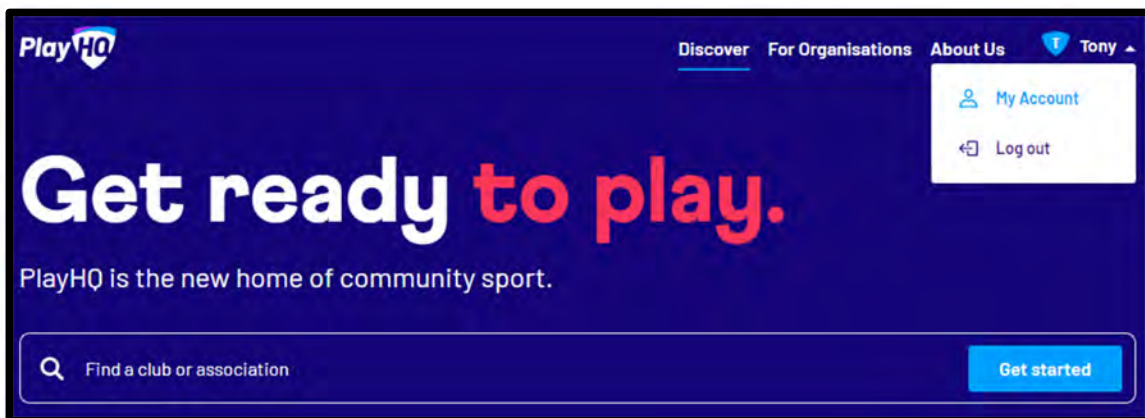
2. Participant Portal

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 access to.

To access the **Participant Portal** go to <https://www.playhq.com/> 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 dependant's page by clicking on the **Change user** link and selecting the dependant you wish to view.

The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user profile icon labeled 'Tony'. The main content area is white and features the name 'Tony Saunders' in large text, a 'My Public Profile' button, and a 'Change user' dropdown menu. The dropdown menu is open, showing a list of users including Tony Saunders (selected), Braxton Archer, Video Test, Test Country, Country Test, Border Club, Tony Saunders, Test Manager, Example Manager, Anthony Manager, SA Voucher Test, Transfer Permit Test, Fees Test, Tony S Test, Harrison Andronaco, and Goto Market. Below the dropdown menu, there is a table of user details for Tony Saunders.

First Name	Tony
Last Name	Saunders
Email	administration@afbj.com
Phone Number	0400006859
Gender	Male
Date of Birth	01 Jun 1963
Country	Australia
Address	9 MONET ST, RUNAWAY BAY, 4215, QLD, Australia
Resident in Torres Strait	No
Resident/guardian born	No

At the bottom of the profile page, there are two buttons: 'Edit Details' and '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.

The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, About Us, and a user dropdown menu showing 'Tony'. The main content area is white and features the user's name 'Tony Saunders' and a 'My Public Profile' button. Below the name are tabs for 'Profile' and 'Registration History'. The 'Personal Details' section is displayed in a table format with the following information:

First Name:	Tony
Last Name:	Saunders
Email:	administration@afb.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

At the bottom of the 'Personal Details' section, there are two buttons: 'Edit Details' and 'Change Email'.



Participant Portal – Profile (cont)

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.

Tony Saunders

Change user ▾

My Public Profile

Profile Registration History

Personal Details

First name*

Last name*

Email*

Mobile number*

▾

Preferred name

Gender*

 ▾

Date of birth*

▾ ▾ ▾

Participant Portal – Profile (cont)

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

Save Cancel

Participant Portal – Profile (cont)

The information under **Disability Details**, **Emergency Contact** and **Privacy Settings** can also be changed by clicking on the **Edit** button.

Disability Details

Do you identify as living with a disability/disabilities?: No

[Edit](#)

Emergency Contact

First Name: tony
Last Name: saunders
Relationship: pa
Email: noemail@email.com
Mobile Number: 0400000000

[Edit](#)

Privacy Settings

Private

Hide my name on all game statistics for club & association websites.

[Edit](#)



Participant Portal – Profile (cont)

For the **Account Holder** only the **Email** can also be changed by clicking on the **Change Email** button.

The screenshot shows the PlayHQ user profile page for Tony Saunders. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for Discover, For Organisations, and About Us. The user's name, Tony Saunders, is prominently displayed, along with a 'My Public Profile' button. Below the name, there are tabs for 'Profile' (selected) and 'Registration History'. The main content area is titled 'Personal Details' and contains a list of user information:

First Name:	Tony
Last Name:	Saunders
Email:	administration@afbj.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

At the bottom of the profile details, there are two buttons: 'Edit Details' and 'Change Email'.

Participant Portal – Profile (cont)

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.

Tony Saunders

1 Change Email 2 Verify Email

Change Email

Current Email

administration@afbj.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

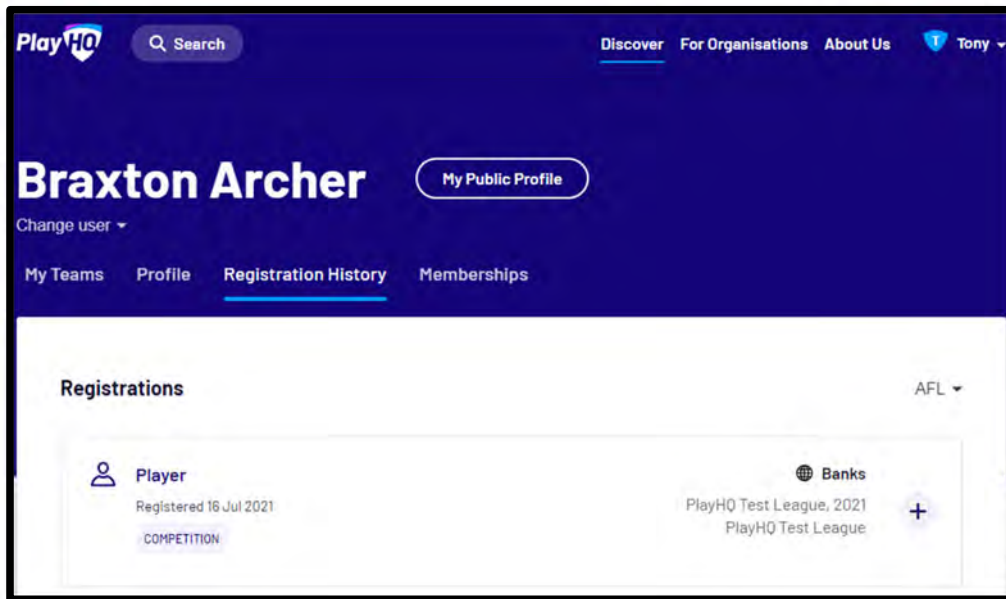
If you can't update your email or need an assistance, please contact support.

Contact Support

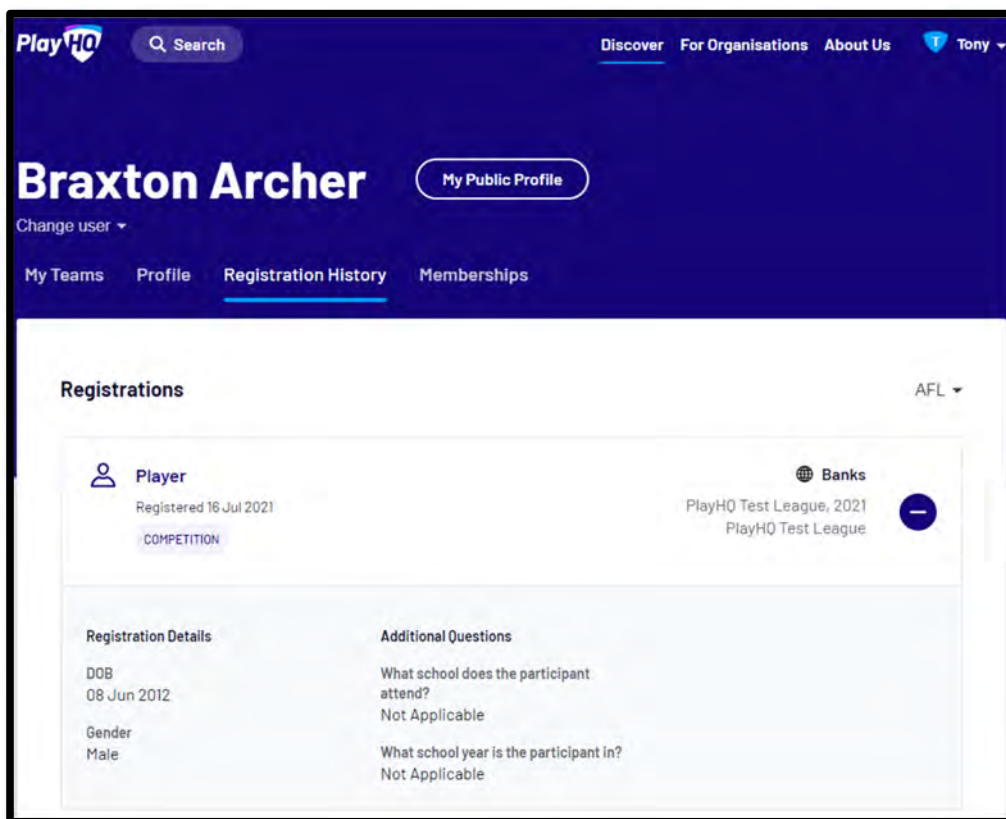


Registration History

Under the **Registration History** tab will be all of the participant's registrations.

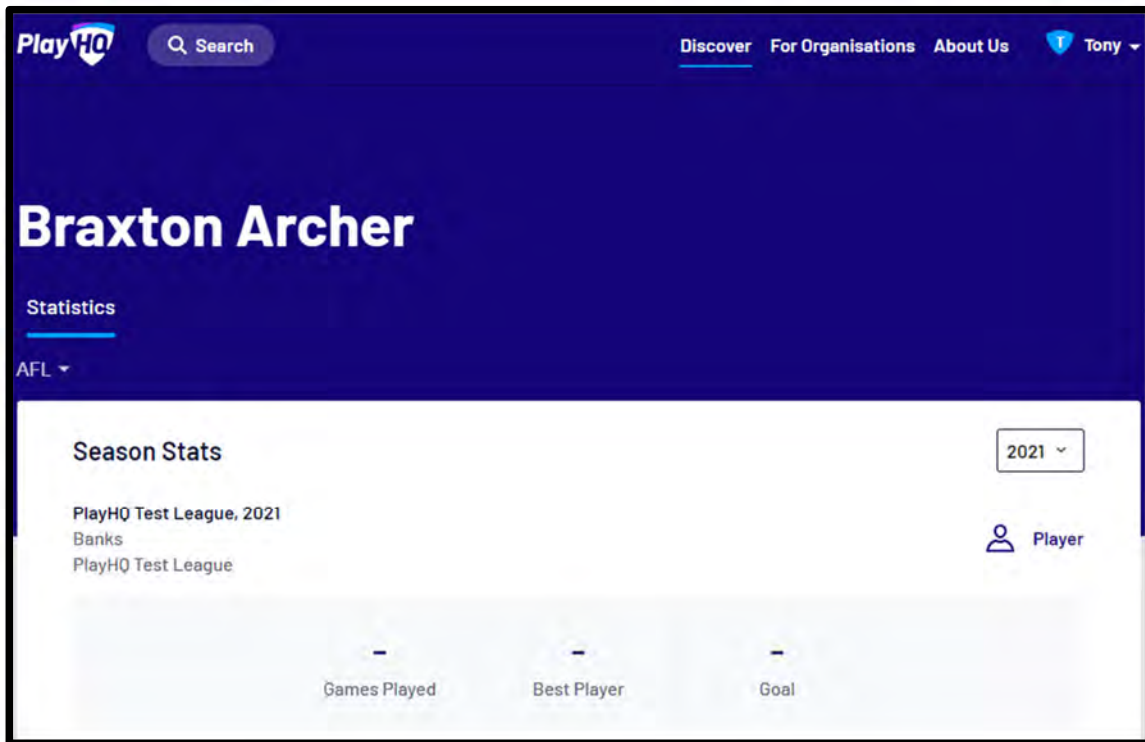


Click on the **+** icon to view the **Registration Details**.



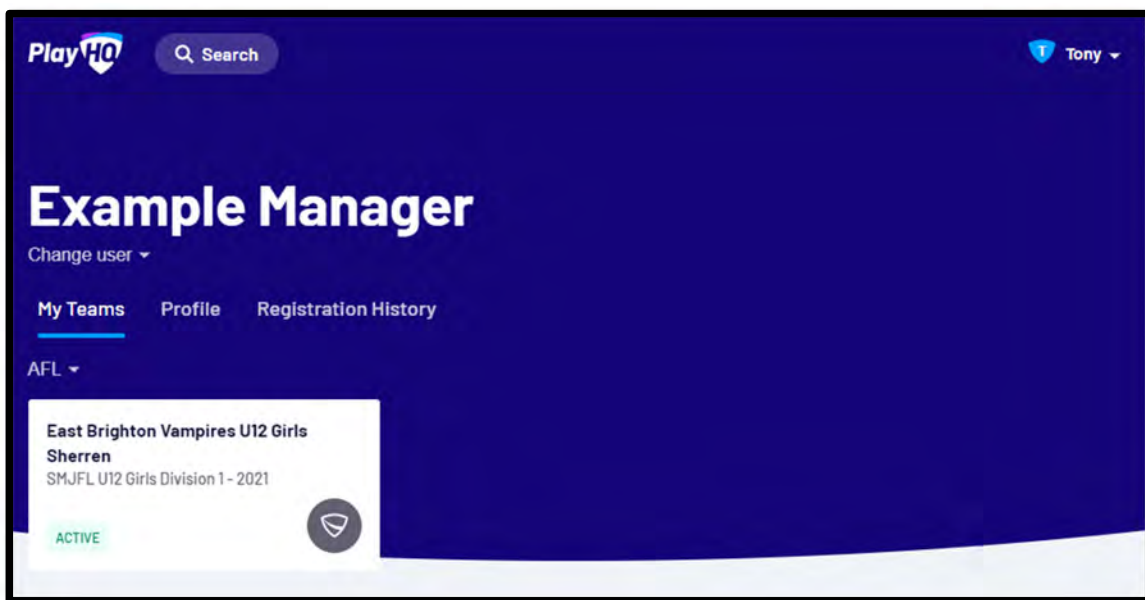
My Public Profile

Click on the **My Public Profile** button to view **Statistics**.



My Teams

Under the **My Teams** tab will be a list of the **Teams** that the **Participant** has been allocated to.





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.

The screenshot shows the PlayHQ interface for a team's fixture page. At the top, there is a search bar and navigation links for 'Discover', 'For Organisations', and 'About Us'. The user's name 'Tony' is visible in the top right. Below the navigation is a 'Back' button. The main heading is 'East Brighton Vampires U12 Girls Sherren', with a sub-heading 'SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club'. There is an 'AFL' badge below the team name. Two tabs, 'Fixture' and 'Ladder', are visible, with 'Fixture' being the active tab. Below the tabs is a section for 'SMJFL U12 GIRLS DIVISION 1'. Underneath, it says 'Round 1' and 'Saturday, 08 January 2022'. The fixture list shows a match between 'Ajax U12 Girls Comets' and 'East Brighton Vampires U12 Girls Sherren'. The score is 36 to 43, with 'FINAL' in between. The time is 02:10 PM and the location is VIC - Princes Park (Caulfield South) / Oval 1.

Team	Score	Time	Location
Ajax U12 Girls Comets	36	02:10 PM	VIC - Princes Park (Caulfield South) / Oval 1
East Brighton Vampires U12 Girls Sherren	43		

Participant Portal – My Teams (cont)

If you click on the icon for a match it will show the full details for the match.

SMJFL U12 GIRLS DIVISION 1
FINAL

Ajax U12 Girls Comets

36
5.6

43
6.7

East Brighton Vampires U12 Girls Sherren

02:10 PM, Saturday, 08 Jan 2022

VIC - Princes Park (Caulfield South) / Oval 1

SMJFL, 2021

PERIOD SCORES

END 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 3.4	29 4.5	43 6.7

BEST PLAYERS

No best players have been selected

BEST PLAYERS

Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson

PLAYER STATISTICS

#	PLAYERS	G
No players allocated to line-up		
TEAM STATS		5
TOTAL		5

PLAYER STATISTICS

#	PLAYERS	G
23	Genevieve Brooks	2
14	Georgia Naughton	0
3	Sophie Nilsson	2
24	Zahre Stevens	0
1	Madeleine de Fina-Nash	0
2	Jessica Allica	2
TOTAL		6



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**, 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.

East Brighton Vampires U12 Girls Sherren
SMJFL U12 Girls Division 1, 2021, SMJFL, East Brighton Vampires Junior Football Club

AFL

Fixture Ladder **Squad**

PLAYERS			
#	NAME	GAMES	
3	Sophie Nilsson	2	>
4	Ava Stewart	2	>
5	Andie Sherren	0	>
6	Amelia Harris	0	>

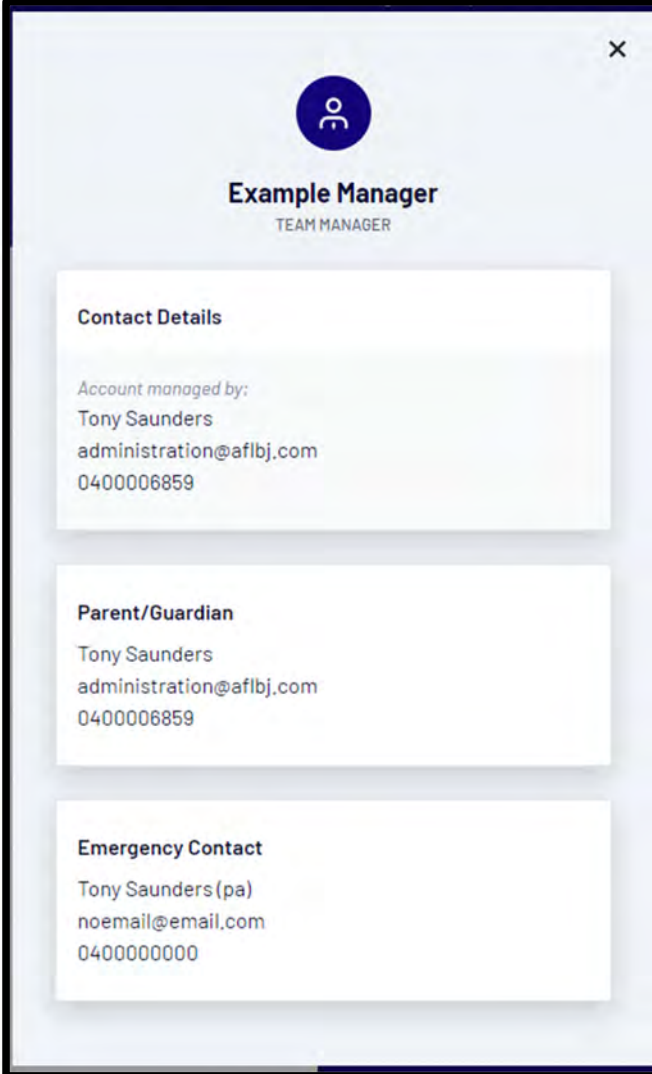
COACHING STAFF	
C	Harrison Andronaco >
AC	Peter Day >

TEAM MANAGERS	
	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**.

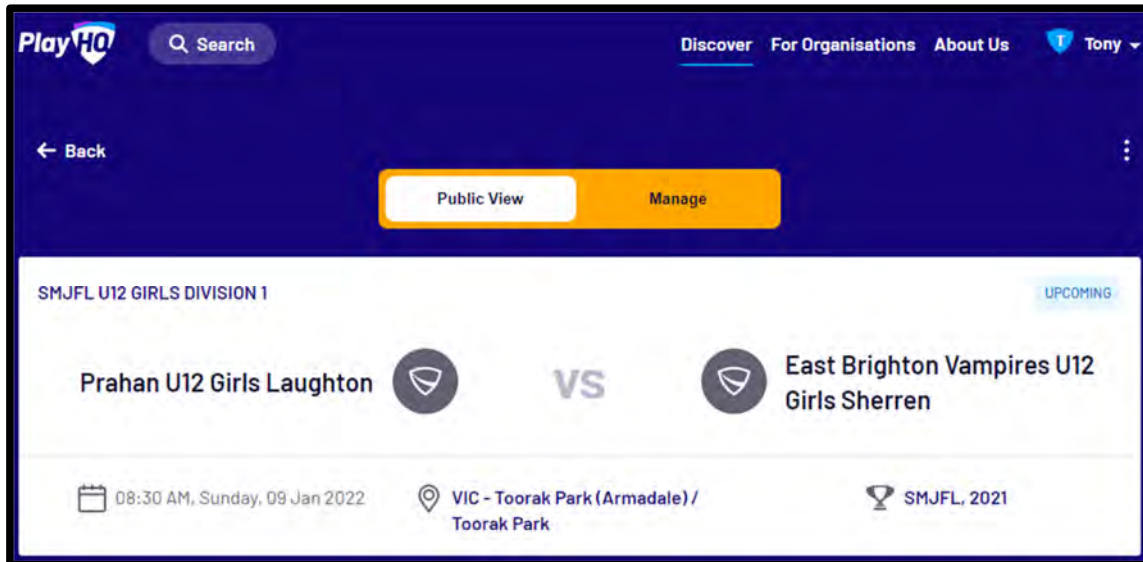


The screenshot shows a user profile card for 'Example Manager', identified as a 'TEAM MANAGER'. The card is light blue with a dark blue header containing a person icon. Below the header, there are three white boxes with rounded corners, each containing contact information. The first box is titled 'Contact Details' and lists 'Account managed by: Tony Saunders', 'administration@afbj.com', and '0400006859'. The second box is titled 'Parent/Guardian' and lists 'Tony Saunders', 'administration@afbj.com', and '0400006859'. The third box is titled 'Emergency Contact' and lists 'Tony Saunders (pa)', 'noemail@email.com', and '0400000000'. A close button (X) is located in the top right corner of the card.



Select Team & Add Match Result Details

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



Participant Portal – Select Team & Add Match Result Details (cont)

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.

The screenshot displays the PlayHQ interface for managing a match. At the top, there is a navigation bar with 'Discover', 'For Organisations', 'About Us', and a user profile 'Tony'. Below this, a 'Back' button and a 'Public View / Manage' toggle are visible. A green lock icon indicates 'Management access is open'. The match details section shows 'SMJFL U12 GIRLS DIVISION 1' (UPCOMING) between 'Prahan U12 Girls Laughton' and 'East Brighton Vampires U12 Girls Sherren'. Match information includes the time '08:30 AM, Sunday, 09 Jan 2022', location 'VIC - Toorak Park (Armadale) / Toorak Park', and tournament 'SMJFL, 2021'. A 'Download Game Sheet' button is present. Below the match details is a 'PERIOD SCORES' table:

END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

At the bottom right, the 'SELECT TEAM' section contains the text 'Add players, coaches and volunteers for this game.' and a '+ Select Team' button.

Participant Portal – Select Team & Add Match Result Details (cont)

The **Add Line-up** page will appear to select the players playing in the match. When all of the players have been added click on the **Next** button.

Management access is open

Add Line-up

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

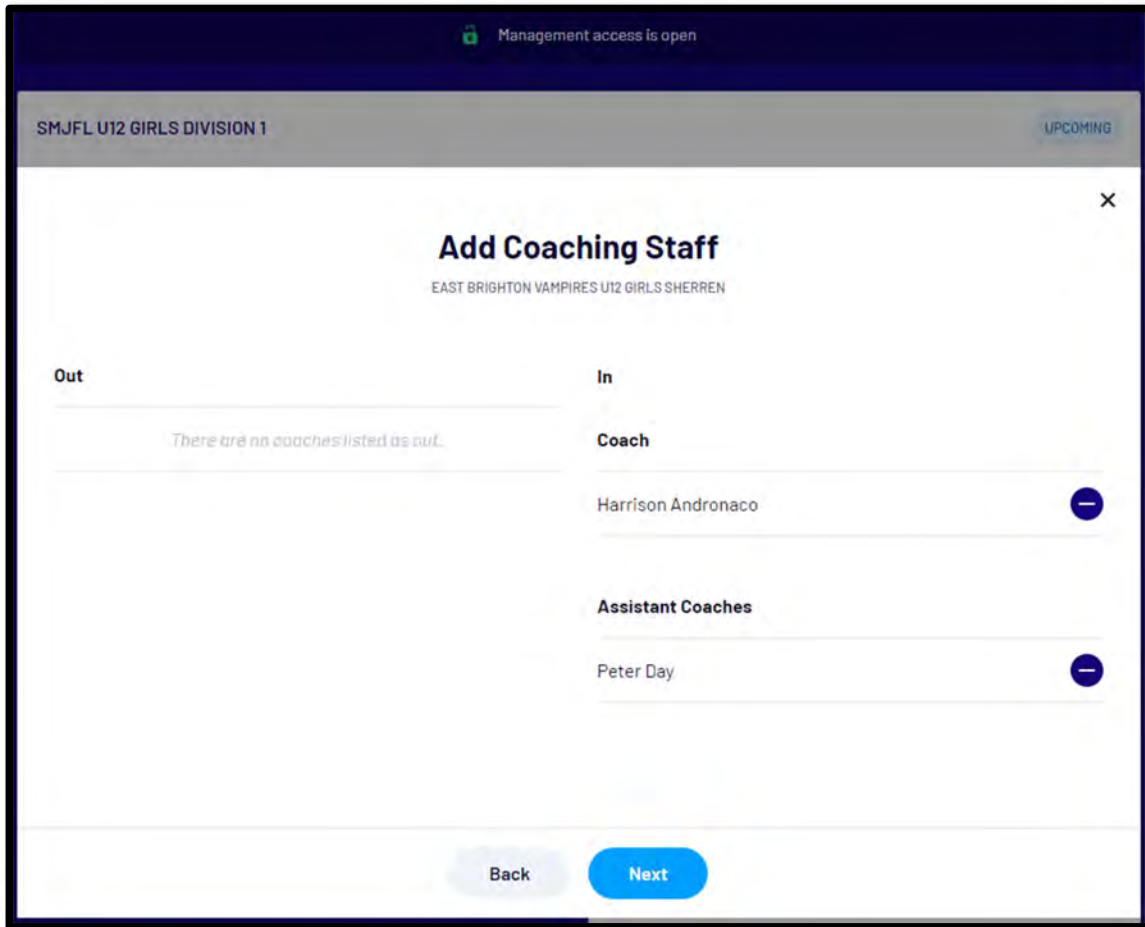
i A minimum of 3 and a maximum of 22 players are required for this game.

Out	Line-up (4/22)
4 Ava Stewart	3 Sophie Nilsson
5 Andie Sherren	14 Georgia Naughton
6 Amelia Harris	23 Genevieve Brooks
7 Pippa Jacobson	23 Zahra Stevens
10 Phoebe Fyfe	
15 Camille Marlow	
24 Milla Teelow	
35 Clementine Pitts	
36 Sienna McPherson	

Cancel Next

Participant Portal – Select Team & Add Match Result Details (cont)

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.





Participant Portal – Select Team & Add Match Result Details (cont)

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 Volunteers

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

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

Back Save

Participant Portal – Select Team & Add Match Result Details (cont)

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 icon. To download and print the game sheet click on the **Download Game Sheet** link.

The screenshot shows the 'Manage' page for a match between Prahan U12 Girls Laughton and East Brighton Vampires U12 Girls Sherren. The match is scheduled for 08:30 AM on Sunday, 09 Jan 2022, at Toorak Park. The interface includes a 'Public View' button, a 'Management access is open' status, and a 'Download Game Sheet' link. Below the match details is a 'PERIOD SCORES' table and three sections for 'PLAYER STATISTICS (4/22)', 'COACHING STAFF', and 'VOLUNTEERS', each with an edit icon.

PERIOD SCORES

END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

PLAYER STATISTICS (4/22)

#	PLAYERS	YEL	RED	G	B	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	Zehra Stevens	0	0	0	0	0
TOTAL		0	0	0	0	0

COACHING STAFF

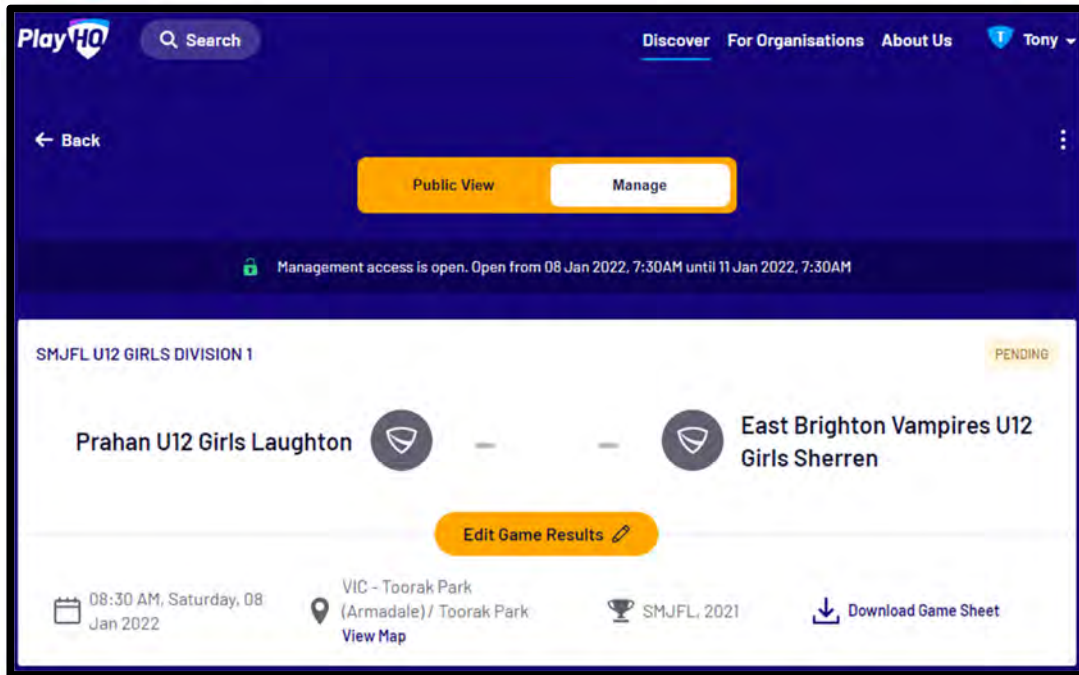
- C Harrison Andronaco
- AC Peter Day

VOLUNTEERS

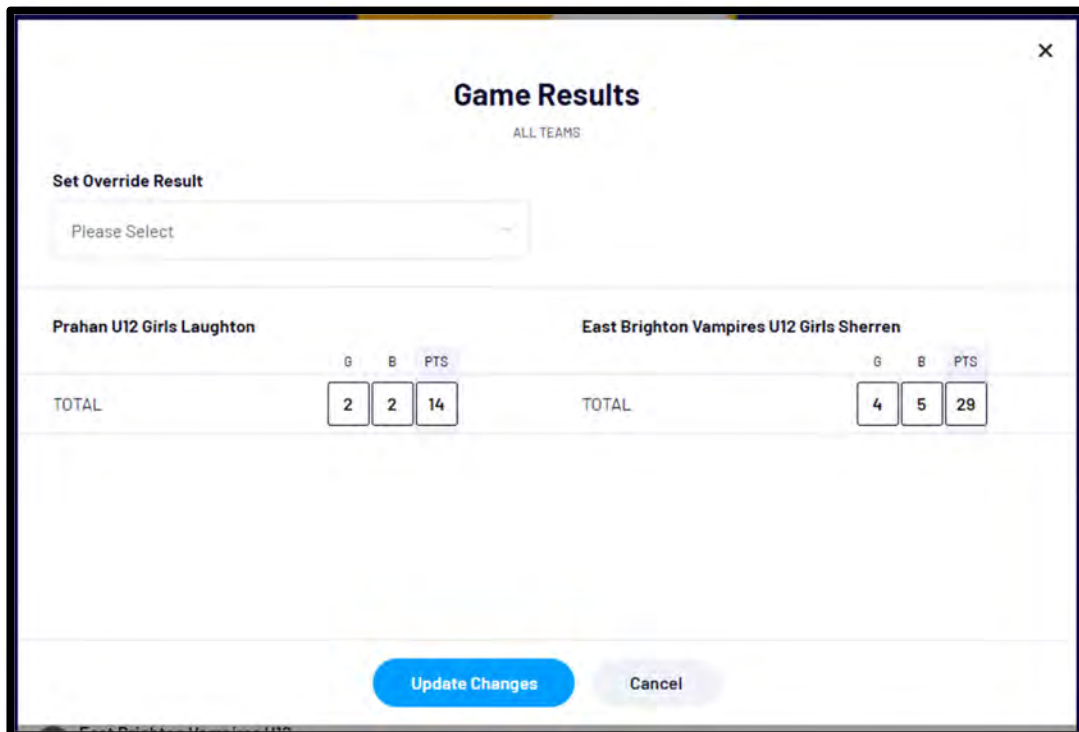
Tony Costanzo (Steward), Tony Saunders (Runner)

Participant Portal – Select Team & Add Match Result Details (cont)

When the team manager opens a **Pending** match and change **Public View** to **Manage**, all of the edit options are available. To enter the final score click on the **Edit Game Results** button.




On the **Game Results** page add the final score, click on the **Update Changes** button and click on the **Done** button.





Participant Portal – Select Team & Add Match Result Details (cont)


You will be returned to the **Manage** page and the match score will be updated.

Under **Period Scores** click on the  icon.




Management access is open. Open from 08 Jan 2022, 7:30AM until 11 Jan 2022, 7:30AM

SMJFL U12 GIRLS DIVISION 1 FINAL

Prahan U12 Girls Laughton  **14** 2.2 **29** 4.5  East Brighton Vampires U12 Girls Sherren

[Edit Game Results](#) 

08:30 AM, Saturday, 08 Jan 2022 VIC - Toorak Park (Armadale) / Toorak Park [View Map](#) SMJFL, 2021 [Download Game Sheet](#)

PERIOD SCORES 				
END OF PERIOD	01	02	03	04
 Prahan U12 Girls Laughton	-	-	-	-
 East Brighton Vampires U12 Girls Sherren	-	-	-	-

Participant Portal – Select Team & Add Match Result Details (cont)

On the **Period Scores** page add the period scores, click on the **Update Changes** button and click on the **Done** button.

✕

Period Scores

ALL TEAMS

i Period scores for this game will display in the "End of Period" format.

Prahan U12 Girls Laughton				East Brighton Vampires U12 Girls Sherren								
By Period (please enter)			End of period (read only)	By Period (please enter)			End of period (read only)					
G	B	PTS	G	B	PTS	G	B	PTS				
01	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>
02	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	02	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="14"/>
03	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	03	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="21"/>
04	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	<input type="text" value="2"/>	<input type="text" value="14"/>	04	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="29"/>

Update Changes
Cancel

Participant Portal – Select Team & Add Match Result Details (cont)

You will be returned to the **Manage** page, the period scores will be updated.

Management access is open. Open from 08 Jan 2022, 7:30AM until 11 Jan 2022, 7:30AM

SMJFL U12 GIRLS DIVISION 1 FINAL

Prahan U12 Girls Laughton 14 29 East Brighton Vampires U12 Girls Sherren

2,2 4,5

[Edit Game Results](#)

08:30 AM, Saturday, 08 Jan 2022 VIC - Toorak Park (Armadale) / Toorak Park [View Map](#) SMJFL, 2021 [Download Game Sheet](#)

PERIOD SCORES				
END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	- --	- --	7 1,1	14 2,2
East Brighton Vampires U12 Girls Sherren	7 1,1	14 2,2	21 3,3	29 4,5

Participant Portal – Select Team & Add Match Result Details (cont)

Scroll down the page, if you need to make changes to the **Line-up**, **Coaching Staff** or **Volunteers** click on the icon.

Under **Player Statistics** click on the icon.

The screenshot displays a web interface for managing a football team. On the left, a 'SELECT TEAM' section has a '+ Select Team' button. On the right, there are four sections: 'PLAYER STATISTICS', 'COACHING STAFF', 'VOLUNTEERS', and another 'PLAYER STATISTICS' section. Each of these four sections on the right has a pencil icon in the top right corner, indicating editability.

#	PLAYERS	YEL	RED	G	B	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		0	0	0	0	0

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

Participant Portal – Select Team & Add Match Result Details (cont)

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, click on the **Done** button.

×

Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN


	YEL	RED	G	B	PTS
3 Sophie Nilsson	1		1		6
14 Georgia Naughton		1			
23 Genevieve Brooks			1	4	10
23 Zahra Stevens			2	1	13
Team Stats					
Total	1	1	4	5	29

Update ChangesCancel



Participant Portal – Select Team & Add Match Result Details (cont)

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

Under **Best Players** click on the  icon.

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

#	PLAYERS	YEL	RED	G	B	PTS
3	Sophie Nilsson	1	0	1	0	6
14	Georgia Naughton	0	1	0	0	0
23	Genevieve Brooks	0	0	1	4	10
23	Zahra Stevens	0	0	2	1	13
TOTAL		1	1	4	5	29

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

BEST PLAYERS (0/6)

Add best players for this game

Participant Portal – Select Team & Add Match Result Details (cont)

On the **Best Players** page select the best players, click on the **Update Changes** button and click on the **Done** button.

×

Best Players (2/6)

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

Select best players from the lineup in order of best (position 1), second best (position 2) and so on, Best players will be published to the public participant site.

Player 1

Zahra Stevens ▼

Player 2

Genevieve Brooks ▼

Player 3

Please select ▼

Please select

Georgia Naughton

Sophie Nilsson

Please select ▼

Player 5

Please select ▼

Player 6

Please select ▼

Update Changes Cancel



Participant Portal – Select Team & Add Match Result Details (cont)

You will be returned to the **Manage** page and the best players will be updated.

SELECT TEAM

Add players, coaches and volunteers for this game.

[+ Select Team](#)

PLAYER STATISTICS

#	PLAYERS	YEL	RED	G	B	PTS
3	Sophie Nilsson	1	0	1	0	6
14	Georgia Naughton	0	1	0	0	0
23	Genevieve Brooks	0	0	1	4	10
23	Zahra Stevens	0	0	2	1	13
TOTAL		1	1	4	5	29

COACHING STAFF

C Harrison Andronaco

AC Peter Day

VOLUNTEERS

Tony Costanzo (Steward), Tony Saunders (Runner)

PLAYER STATISTICS

BEST PLAYERS (3/6)

Zahra Stevens, Genevieve Brooks, Sophie Nilsson

3. LiveScore

To login and access **Electronic Scoring** go to <https://afl.score.playhq.com/auth/login> and enter the username & password you have registered.

PlayHQ

Log in with your PlayHQ account

Email*

tony.saunders@afl.com.au

Password*

.....

[Forgot password?](#)

Log in

You will land on the **New Scoring Session** page.

Log out

PlayHQ

AFL

New Scoring Session

Welcome to PlayHQ electronic scoring. Complete the electronic scoring session details then start your session.

Session Detail

Venue



Select a venue to get started.

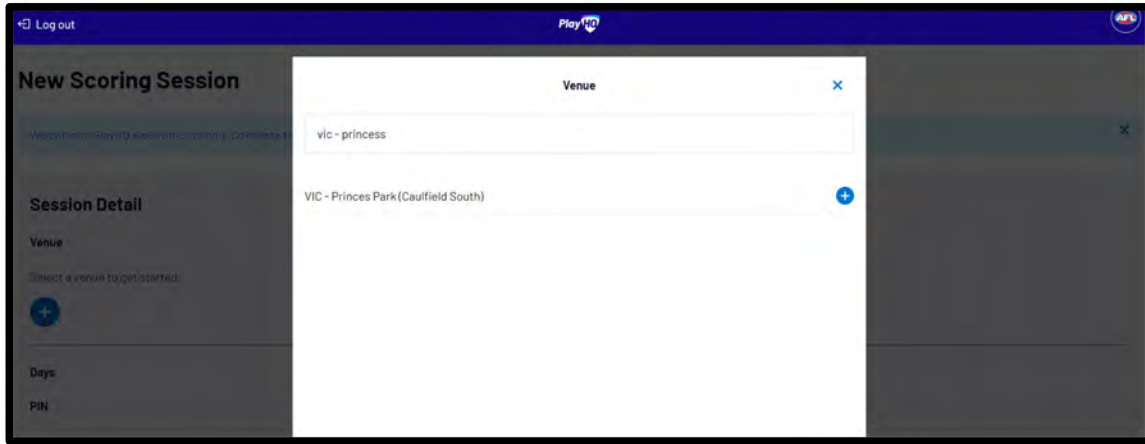
+


Days

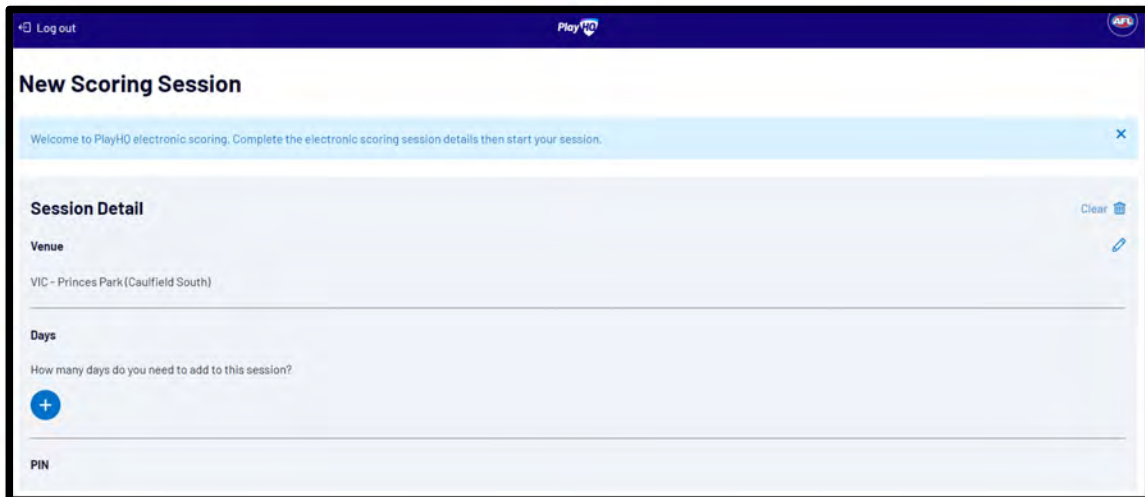
PIN

LiveScore (cont)

Click on the  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  icon when the venue appears.

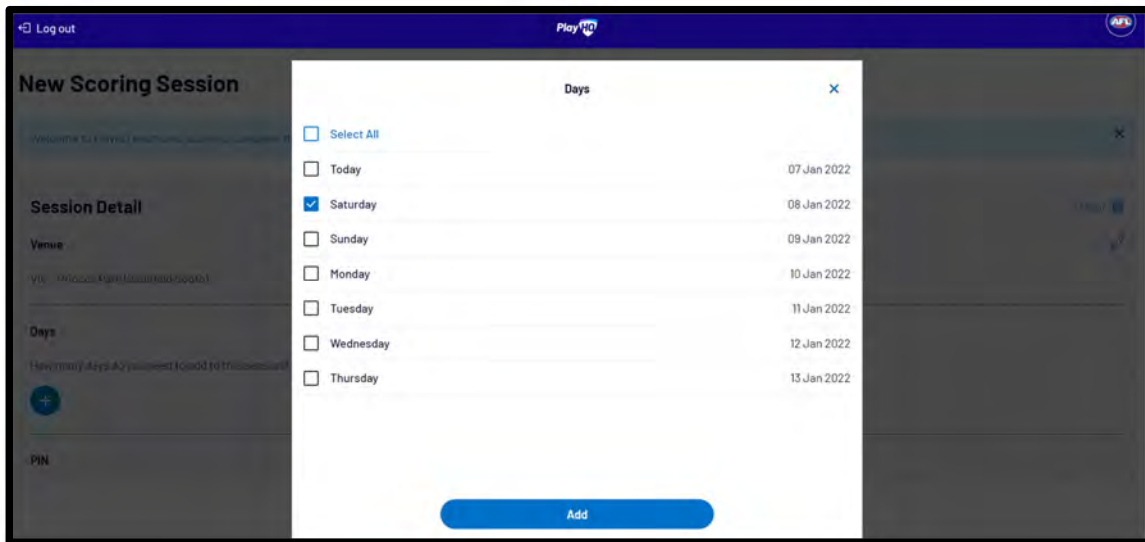



You will be returned to the **New Scoring Session** page. Click on the  icon to select the **Day** for the match you wish to score is being played.

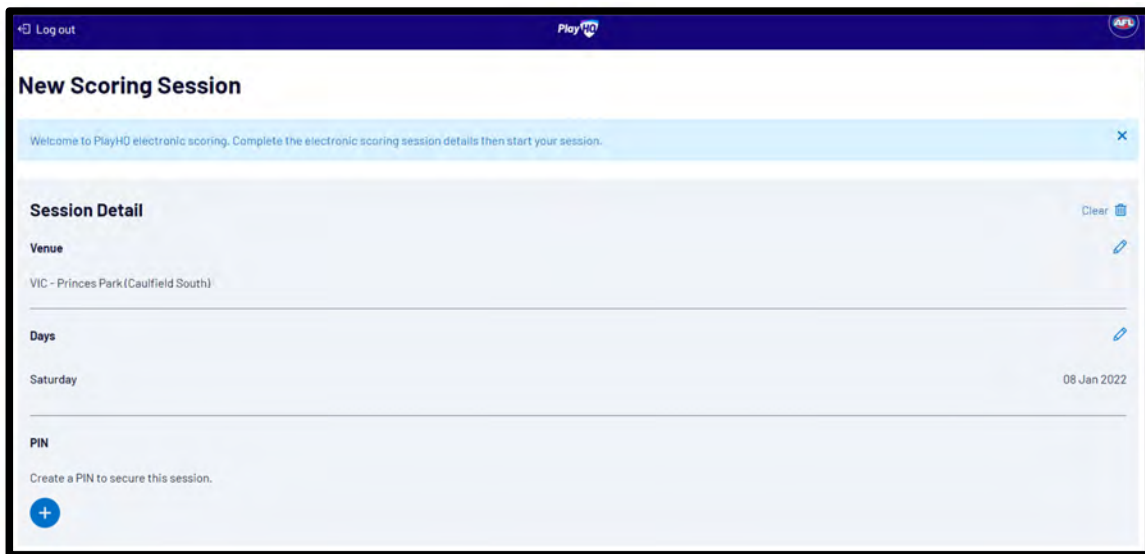


LiveScore (cont)

Select the **Day** of the match and click on the **Add** button.

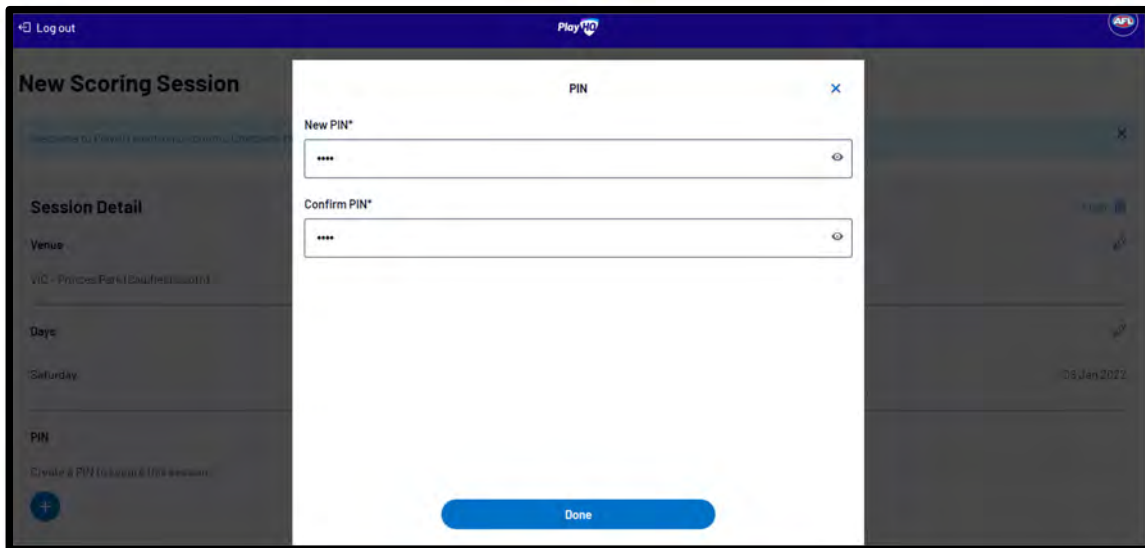


You will be returned to the **New Scoring Session** page. Click on the  icon to create a **PIN** for the session.

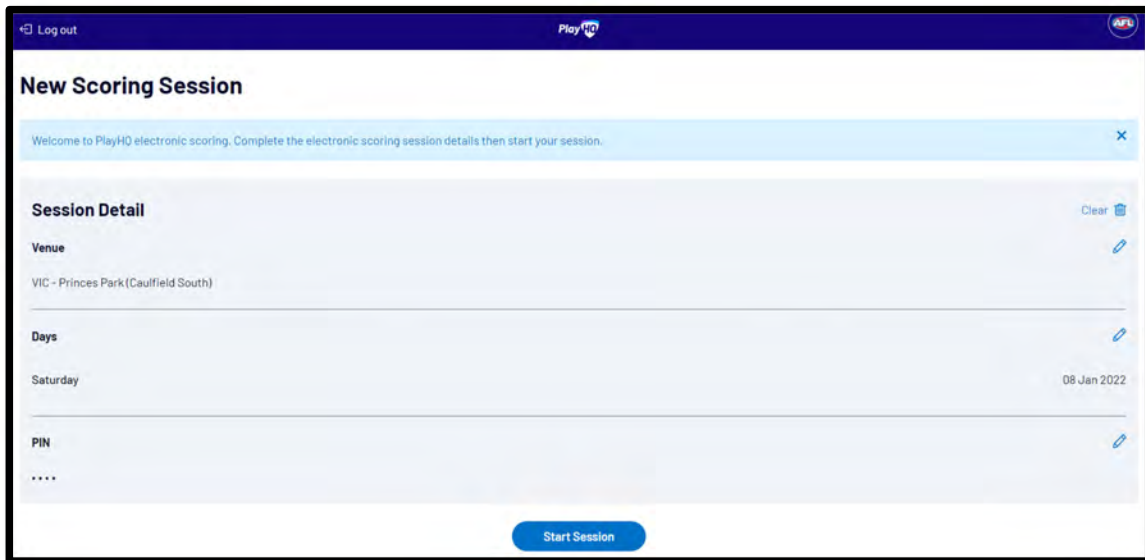


LiveScore (cont)

Add a **New PIN** in the area provided, add **Confirm PIN** in the area provided and click on the **Done** button.

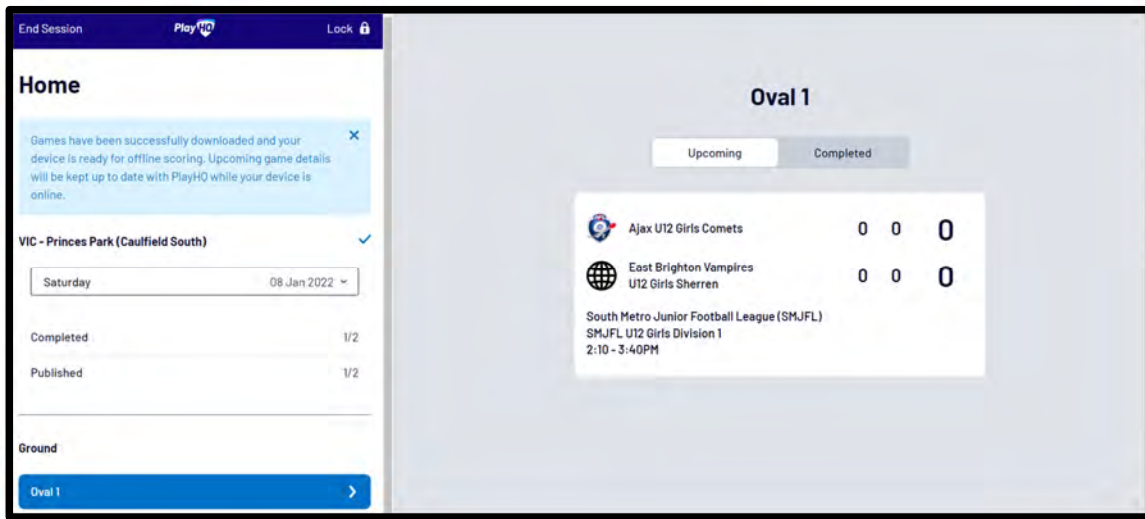


You will be returned to the **New Scoring Session** page. Click on the **Start Session** button.

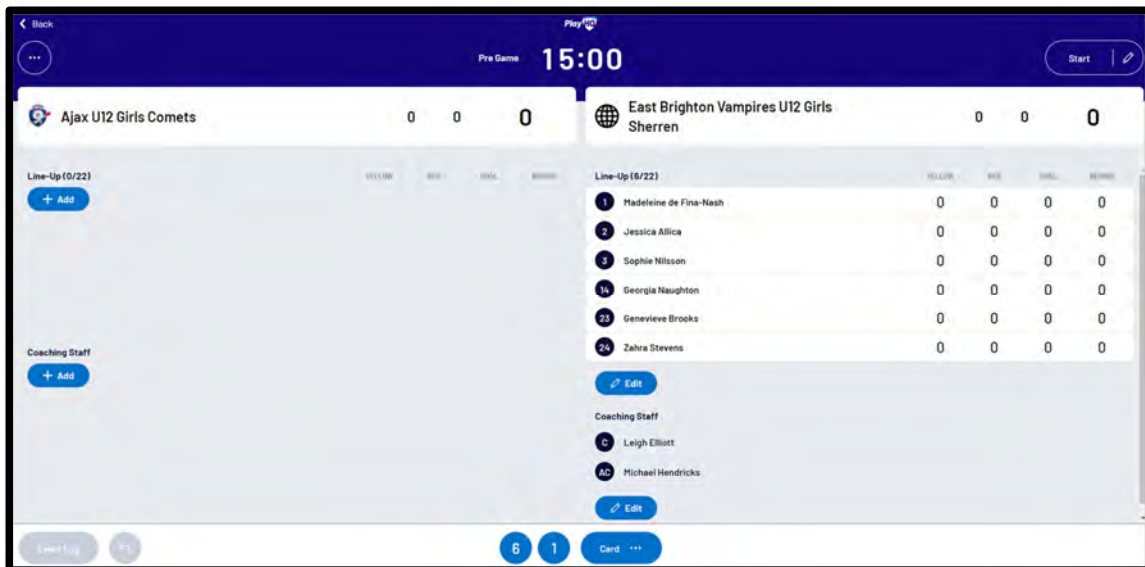


LiveScore (cont)

You will be taken to the **Home** page which will show matches at the **Venue** for that day.





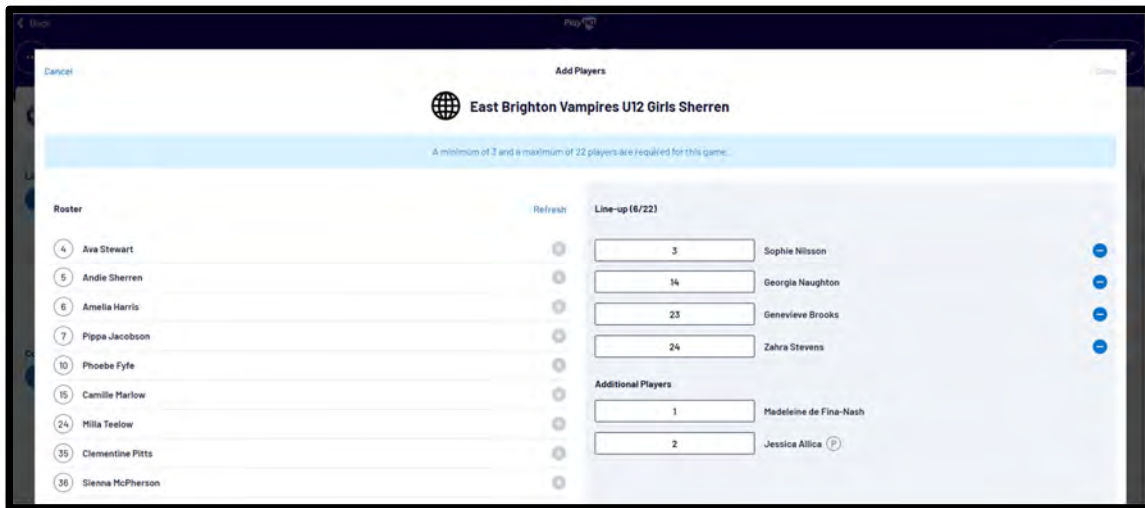
Click on the **Match** and you will be taken to the **Electronic Scoring** page. The **Teams** will show with the **Players & Coaching Staff** that have been selected.





LiveScore (cont)

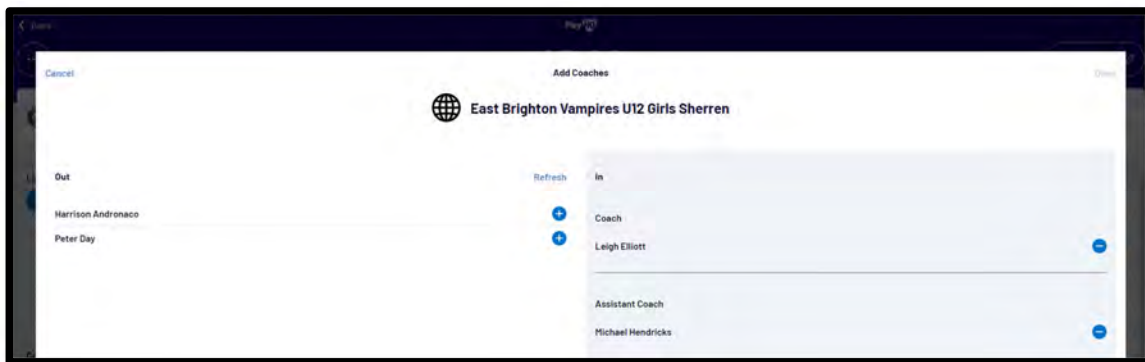
To make changes to the **Line-up** click on the **Edit** button below the **Line-up** list.

To remove **Players** from the **Line-up** list click on the  icon and to add **Players** from the **Roster** list click on the  icon. When you are finished click on **Done** the top right corner.




To make changes to the **Coaching Staff** click on the **Edit** button below the **Coaching Staff** list.

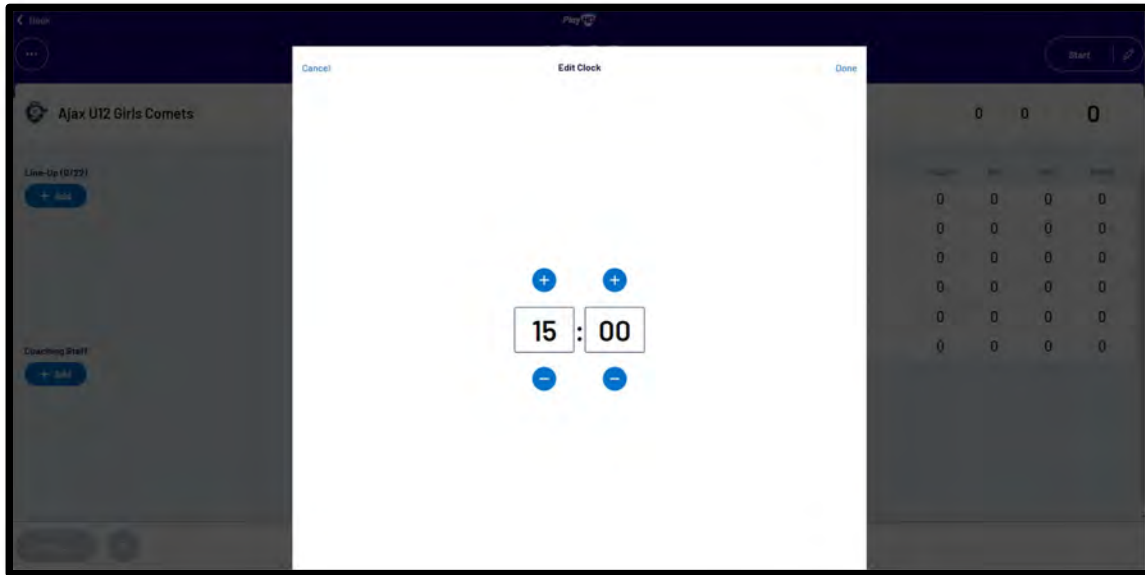
To remove **Coaches & Assistant Coaches** click on the  icon in the **In** list and to add **Coaches & Assistant Coaches** click on the  icon in the **Out** list. When you are finished click on **Done** the top right corner.








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**.

LiveScore (cont)


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  icon and edit page will pop up for you to make changes.

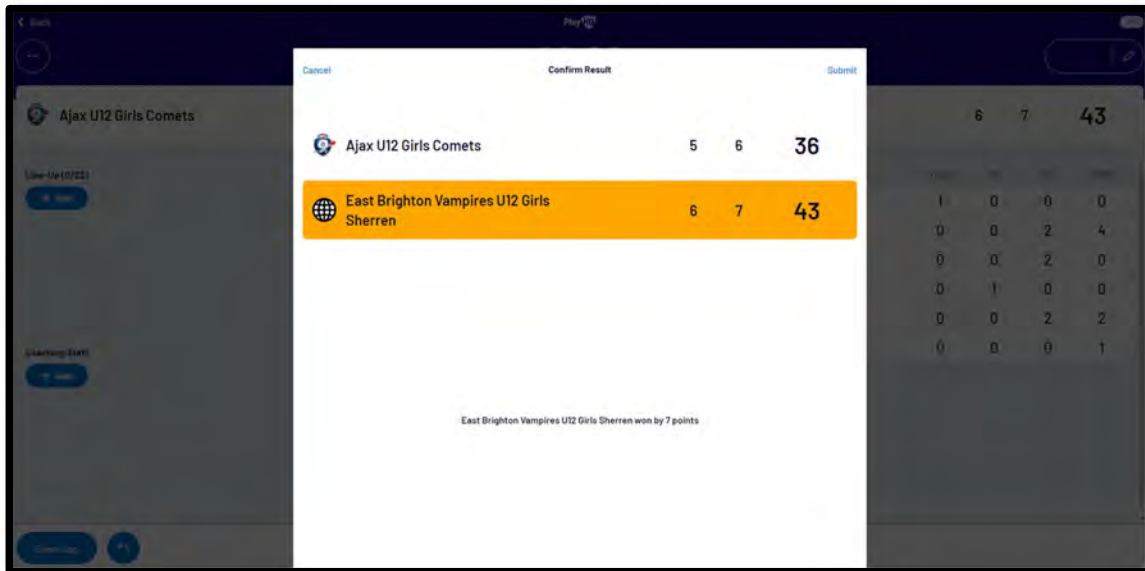


To add actions to a **Player** click on the **Player** and then click on  for a goal or click on  for a behind or click on  then select Yellow or Red – the process can also be done the opposite way i.e. click the action and then click the **Player**. This will add the actions to the **Players** and if 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  icon and it will be removed.

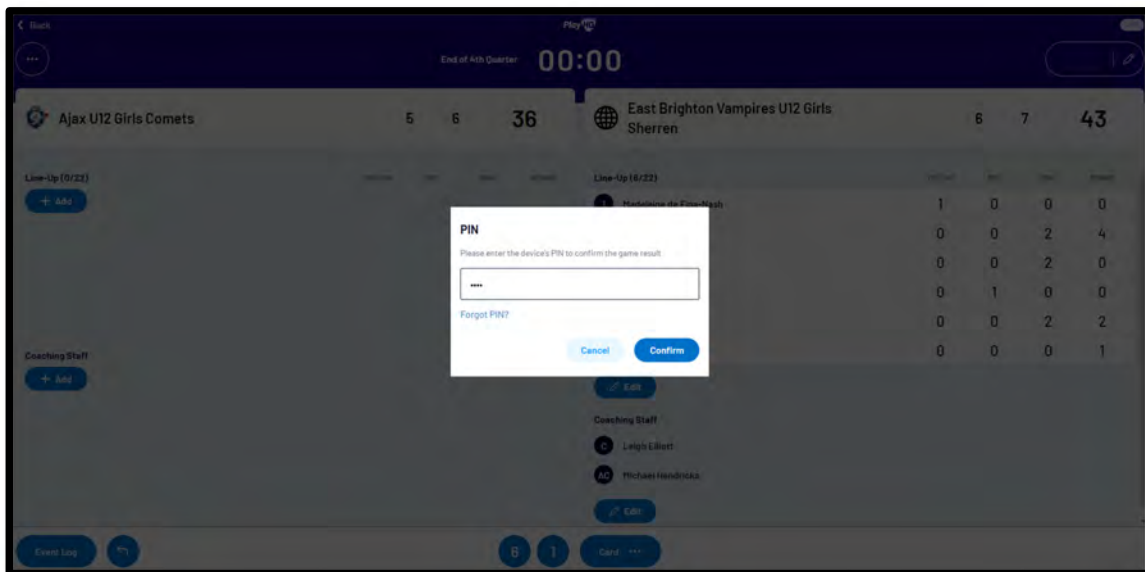
To end the quarter click on the  icon in the top left corner and select **End Period**. To start the next quarter click on the **Start** button in the top right corner.

LiveScore (cont)

To end the match first you need to end the final quarter, then click on the  icon and select **End Game** and the **Confirm Result** page will pop up.

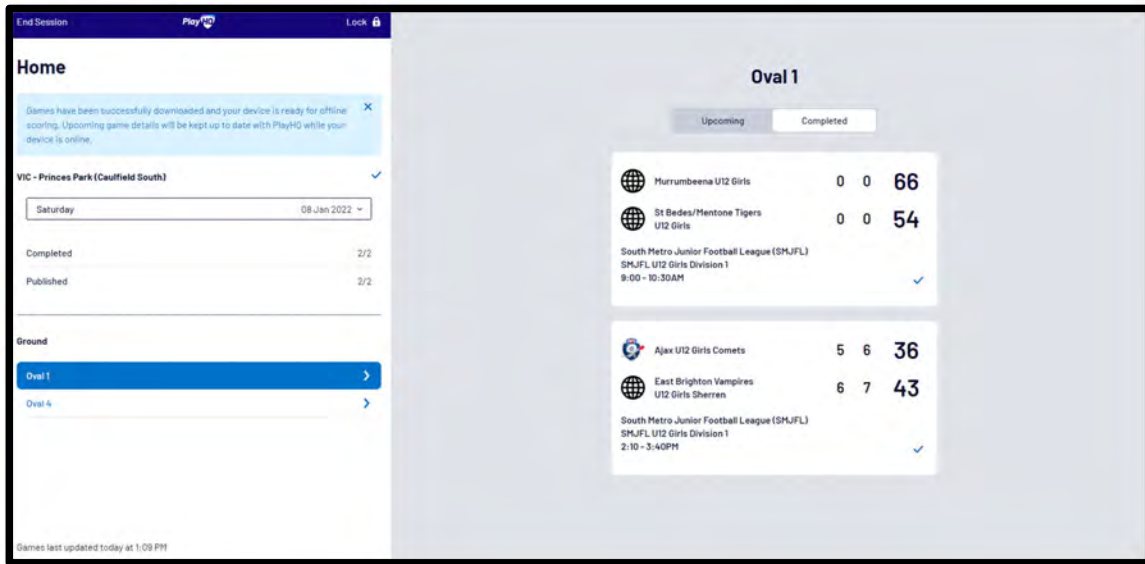


Click on **Submit** in the top right corner and the **PIN** pop up box will appear.

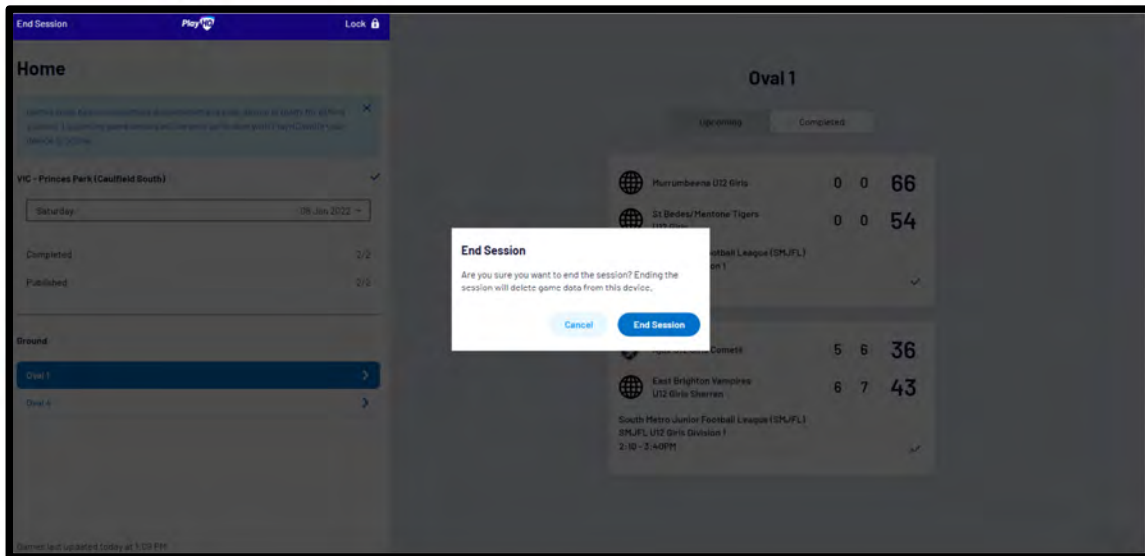


LiveScore (cont)

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.

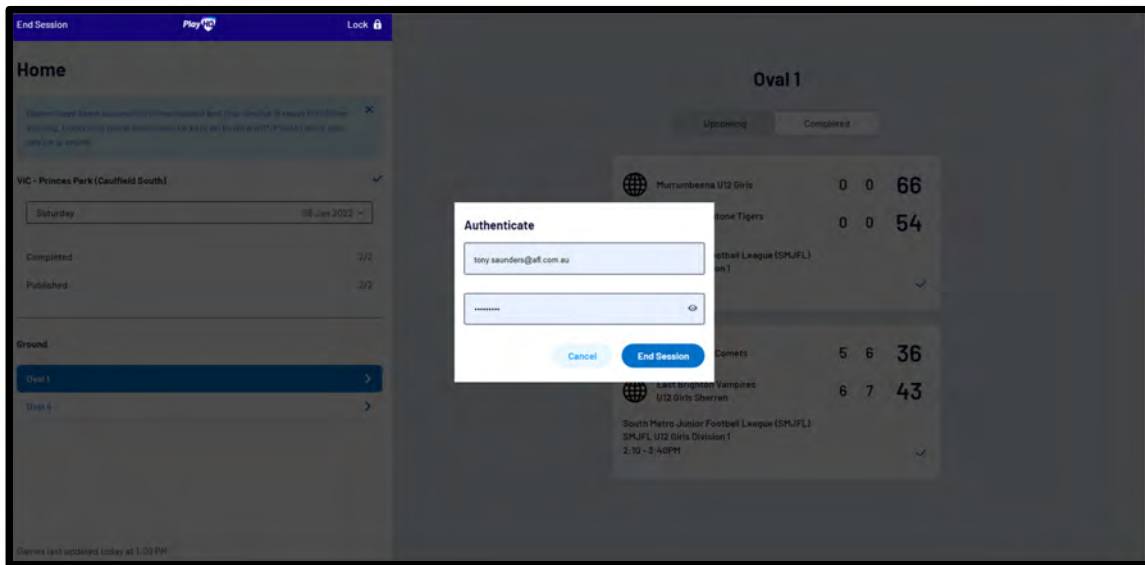


Before closing the page click on the **End Session** button in the top left corner and the **End Session** pop up will appear.



LiveScore (cont)

Click on the **End Session** button and the **Authenticate** pop up will appear.

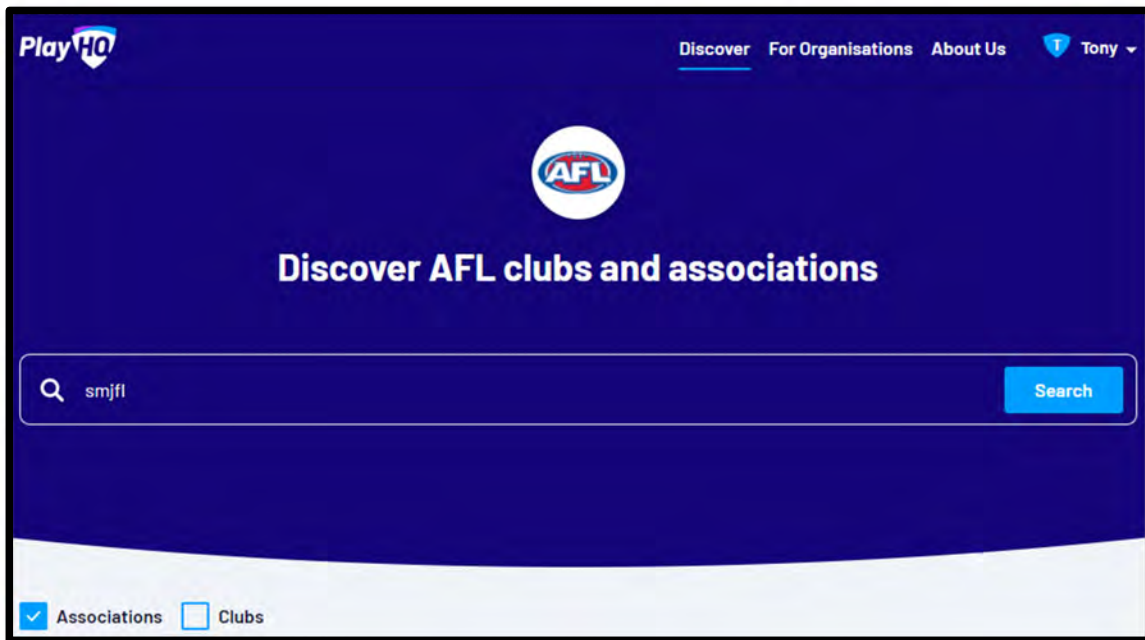


Click on the **End Session** button and you will be returned to the **New Scoring Session** page.

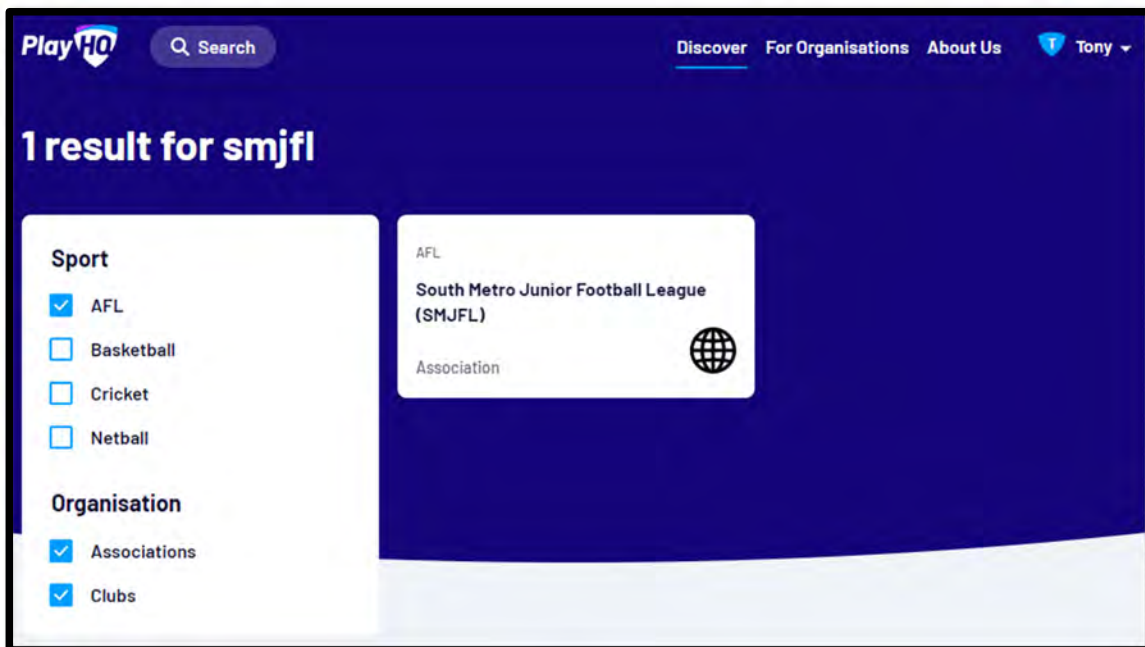


4. Access / View Fixtures, Ladders & Results on Public Website

Go to <https://www.playhq.com/afl> and search the **League**.

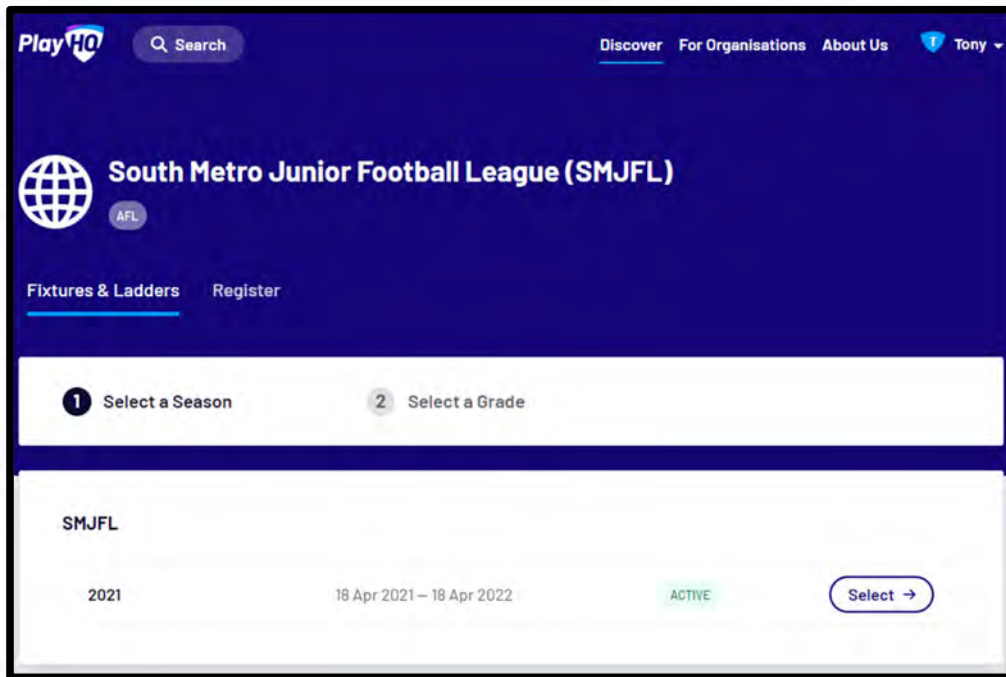


Click on the **League**.

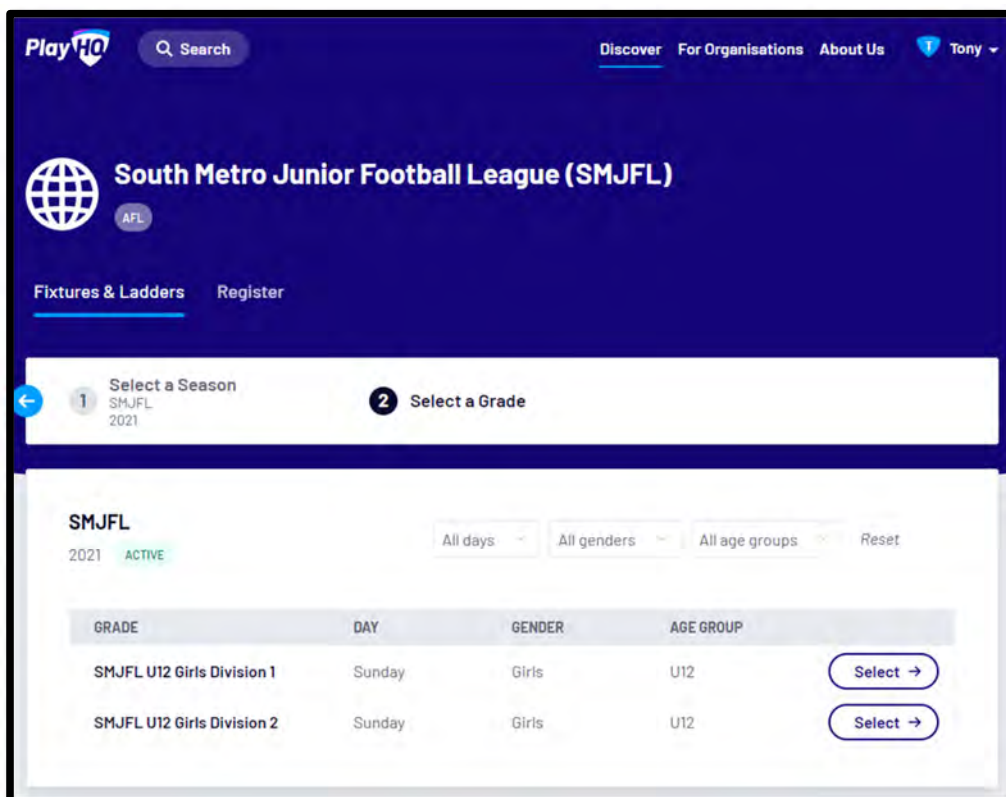


Access / View Fixtures, Ladders & Results on Public Website (cont)

Under the **Fixtures & Ladders** tab, click on the **Select** button for the **Competition** you want to view.



Click on the **Select** button for the **Grade** you want view.





Access / View Fixtures, Ladders & Results on Public Website (cont)

The default will be to show **Fixture**.

PlayHQ Search Discover For Organisations About Us Tony

South Metro Junior Football League (SMJFL)

Fixtures & Ladders Register

SMJFL U12 Girls Division 1

SMJFL, 2021

Fixture Ladder

ROUND 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Round 1

Saturday, 08 January 2022

Murrumbeena U12 Girls	66	09:00 AM
St Bedes/Mentone Tigers U12 Girls	54	VIC - Princes Park (Caulfield South) / Oval 1
Ajax U12 Girls Comets	36	02:10 PM
East Brighton Vampires U12 Girls Sherren	43	VIC - Princes Park (Caulfield South) / Oval 1

Access / View Fixtures, Ladders & Results on Public Website (cont)

To view match details click on the icon for the **Match** to view the match details.

< SMJFL U12 Girls Division 1, Round 1 FINAL

Ajax U12 Girls Comets

36

5,6

43

6,7

**East Brighton Vampires
U12 Girls Sherren**

📅 02:10 PM, Saturday, 08 Jan 2022 📍 VIC - Princes Park (Caulfield South) / Oval 1 🏆 SMJFL, 2021

PERIOD SCORES

END OF PERIOD	01	02	03	04
Ajax U12 Girls Comets	15 <small>2,3</small>	16 <small>2,4</small>	30 <small>4,6</small>	36 <small>5,6</small>
East Brighton Vampires U12 Girls Sherren	0 <small>--</small>	22 <small>3,4</small>	29 <small>4,5</small>	43 <small>6,7</small>

BEST PLAYERS

BEST PLAYERS

No best players have been selected

Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson

BEST PLAYERS

BEST PLAYERS

No best players have been selected

Jessica Allica, Genevieve Brooks, Georgia Naughton, Sophie Nilsson

PLAYER STATISTICS

PLAYER STATISTICS

#	PLAYERS	G
No players allocated to line-up		
TEAM STATS		
		5
TOTAL		
		5

#	PLAYERS	G
23	Genevieve Brooks	2
14	Georgia Naughton	0
3	Sophie Nilsson	2
24	Zahra Stevens	0
1	Madeleine de Fina-Nash	0
2	Jessica Allica OP	2
TOTAL		
		6

Access / View Fixtures, Ladders & Results on Public Website (cont)

To view the ladder click on the **Ladder** button.

The screenshot shows the PlayHQ website interface for the South Metro Junior Football League (SMJFL). The page is titled "SMJFL U12 Girls Division 1" and displays a ladder for the 2021 season. The ladder is a table with columns for rank, team name, games played (P), points (PTS), percentage (%), wins (W), losses (L), draws (D), and byes (BYE). The teams are ranked from 1 to 8 based on their performance.

#	TEAM	P	PTS	%	W	L	D	BYE
1	Murrumbeena U12 Girls	4	16	142.86	4	0	0	2
2	East Brighton Vampires U12 Girls Sherren	9	16	116.31	4	5	0	0
3	Mordialloc Braeside U12 Girls Red	3	12	176.47	3	0	0	0
4	Prahan U12 Girls Laughton	6	12	74.52	3	3	0	0
5	Beaumaris U12 Girls Sharks	4	8	72.00	2	2	0	1
6	South Melbourne Districts U12 Girls	3	4	89.71	1	2	0	1
7	St Bedes/Mentone Tigers U12 Girls	5	4	80.60	1	4	0	3
8	Ajax U12 Girls Comets	2	0	84.31	0	2	0	0

Access / View Fixtures, Ladders & Results on Public Website (cont)

To view the full ladder click on the **Show advanced ladder** button.

The screenshot shows the PlayHQ website interface for the South Metro Junior Football League (SMJFL). The page is titled "South Metro Junior Football League (SMJFL)" and displays the "SMJFL U12 Girls Division 1" ladder for the 2021 season. The ladder is currently set to "Ladder" view, and the "Show advanced ladder" toggle is turned on. The table below lists the teams and their performance statistics.

#	TEAM	P	PTS	%	W	L	D	BYE	F	A	FORF	DISQ
1	Murrumbeena U12 Girls	4	16	142.86	4	0	0	2	100	70	0	0
2	East Brighton Vampires U12 Girls Sherren	9	16	116.31	4	5	0	0	328	282	0	0
3	Mordialloc Braeside U12 Girls Red	3	12	176.47	3	0	0	0	90	51	0	0
4	Prahan U12 Girls Laughton	6	12	74.52	3	3	0	0	117	157	0	0
5	Beaumaris U12 Girls Sharks	4	8	72.00	2	2	0	1	54	75	0	0
6	South Melbourne Districts U12 Girls	3	4	89.71	1	2	0	1	61	68	0	0
7	St Bedes/Mentone Tigers U12 Girls	5	4	80.60	1	4	0	3	162	201	0	0
8	Ajax U12 Girls Comets	2	0	84.31	0	2	0	0	43	51	0	0



5. Support

Community Football Resources

A one stop shop for all your League Admins needs, visit <https://www.afl.com.au/clubhelp/club-management/play-hq> for all your Community Football PlayHQ needs. This website includes all things from logos, marketing assets, support material that makes running your League easy and much more.



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 clubhelp@afl.com.au 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](#).