

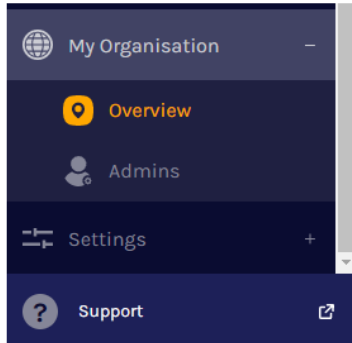


## PLAYHQ TEAM NOMINATIONS PROCESS



It is recommended club officials complete this process on a desktop or laptop computer.

1. Login to the club's profile on PlayHQ and expand the **My Organisation** tab on the left-hand side of the screen. Select **Overview**.



2. Under the **Details** tab, scroll down to the bottom of the page to enter your **Club Team Abbreviation**. This needs to include your Club name as well as Nickname (e.g., Aspley Hornets, Broadbeach Cats, Ballina Bombers, North Lakes Eels, etc.) Once entered, select **Update & Save**.

### Club team abbreviation

Create an abbreviation which will be used when creating new club teams.

Club team nickname/abbreviation

Update & Save

Cancel

3. On the left menu pane, select **Competitions**, then select **View** on the right hand side for the relevant season.

Filter by Season Status				
<div>Upcoming Active Completed</div>				
SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS
2025	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/10/2024 - 30/09/2025	<span>Active</span> <span>View</span>
2024	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/11/2023 - 30/09/2024	<span>Completed</span> <span>View</span>
2023	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/11/2022 - 30/09/2023	<span>Completed</span> <span>View</span>

4. Under the **Teams** tab, select **Add Club Team**.

## South East Queensland Juniors - 2025

South East Queensland Juniors (SEQJ)

Grades **Teams** Participants Registration More

+ Add club team

Configure Awards

All Filters

5. Enter team information including **Age Group**, **Gender**, and **ID** (For Youth age groups, it is important that you complete the ID field with the Division this team wishes to nominate for, e.g. Division 1). The information entered into the Age Group, Gender and ID fields will automatically populate the Team Name field (e.g. Sandgate Hawks U13 Mixed Division 2). **Do not** change any self-populated information in the Team Name field.

***\*\*Please refer to special instructions at the bottom of this page for Junior teams\*\****

Age group*	Gender*	ID
<div>U13</div>	<div>Mixed</div>	<div>Division 2</div>
Team name*		
<div>Sandgate Hawks U13 Mixed Division 2</div>		

6. Enter the **Home Venue** to nominate the location of this team's home games. Search venues in the **Venue** box, then select a **Ground** from the list available.  
Please select the venue and ground which the team is expecting to play most of its home games (e.g. Junior Oval or School Oval instead of the main field for example).

#### Home Venue

Nominate the location of this team's home games.

Venue*	Ground*
<div>Search venues</div>	<div>Please select</div>

7. Select **Add team** (orange button, top right), and repeat steps 4-5 for all teams you wish to nominate.

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#### **Junior Team Nominations**

Junior competitions are focused on fun and skill development and will be structured geographically. Clubs with more than one team must make all teams as "even" as possible based on skill level, while still maintaining friendship groups where possible

When completing step 6 above, for Junior age groups, you can insert any ID to differentiate your team where required (i.e., a colour, mascot, etc.) – NOT a division number.

#### **Under 11 Mixed Regrading**

While the Under 11 Mixed competitions are initially structured geographically, this particular age group is essentially **restructured** following four rounds of the regular season. Any changes are based on the results of the games played in the first four rounds of the season to ensure that the second half of the season provides more like-for-like games for as many teams as possible.

**PLAYHQ TEAM NOMINATIONS DUE SUNDAY 6<sup>th</sup> APRIL 2025**