

AFL 9s / AFL X COORDINATOR PLAYHQ USER GUIDE



Version 2, updated 4th October 2021





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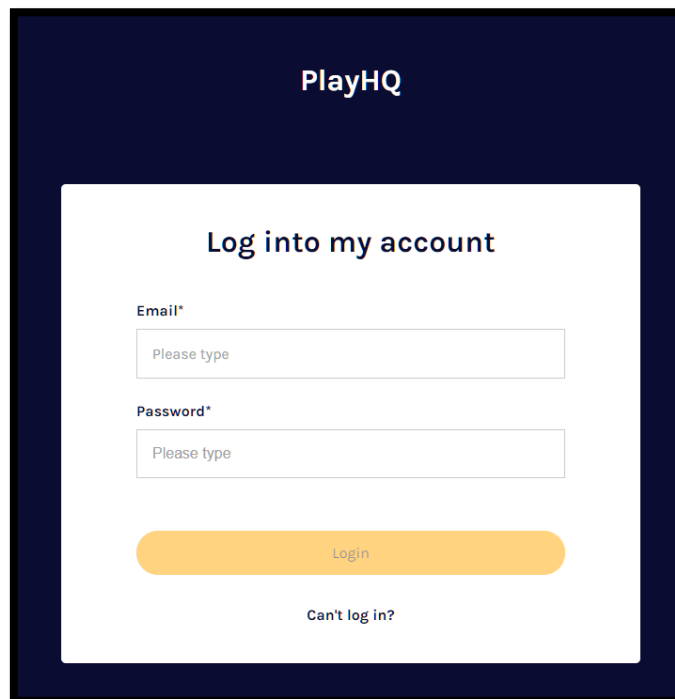
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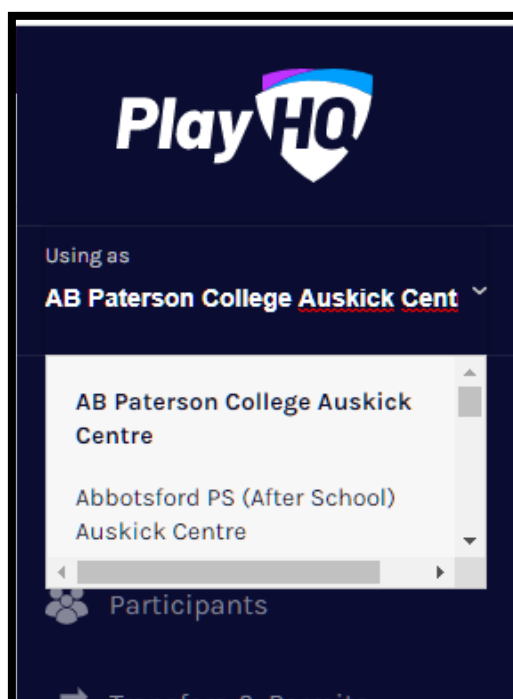
1. Logging in & accessing your database as an AFL 9s / AFL X Coordinator

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



The image shows a login form for PlayHQ. The form is titled "Log into my account" and is set against a dark blue background. It contains two input fields: "Email*" and "Password*", both with placeholder text "Please type". Below the fields is a yellow "Login" button. At the bottom of the form, there is a link that says "Can't log in?".

When you have logged in you see the name of the centre you are 'Using as' in the top left corner. If you are an admin for more than one centre you can click in the 'Using as' area and it show you a list of the centres you have access to.

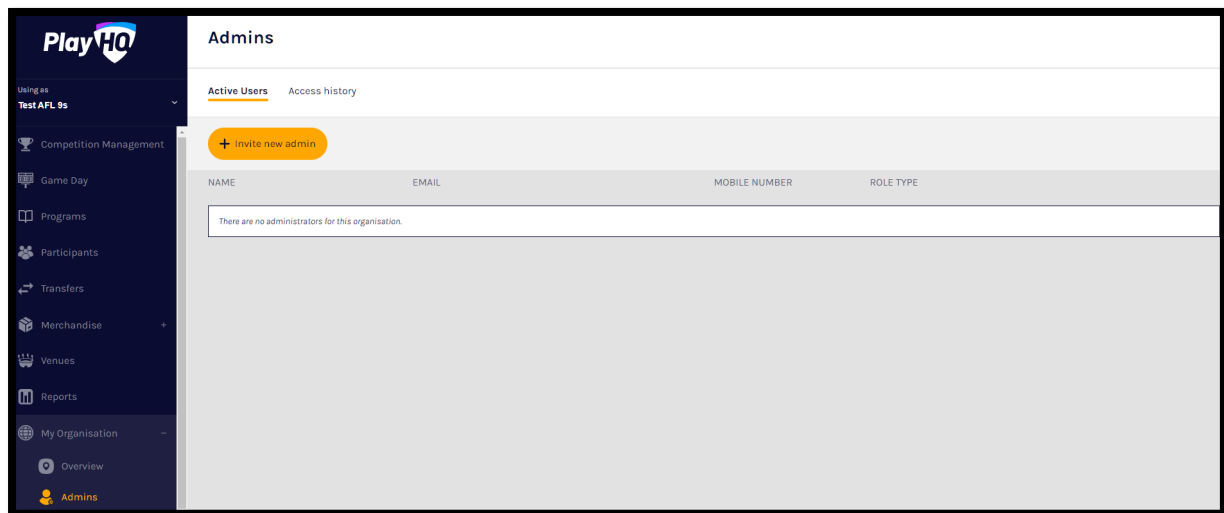




2. My Organisation – Admins

In the left-hand menu go to My Organisation then select Admins.

Click on Invite new admin.



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





3. My Organisation – Overview

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

Adding/Updating Details

Click on the Details tab. Add your organisation's details. Click Update & Save at the bottom of the page.





Adding/Updating Details (cont)

My Organisation

Details Contacts Vouchers Payments

Formats
Set the format of competitions and programs that your organisation caters for.

COMPETITIONS

- ☐ Community
- ☒ AFL 9s

PROGRAMS

- ☐ Auskick
- ☐ Schools
- ☐ Multicultural
- ☐ Indigenous
- ☐ Holiday Programs

Age and Gender information
Set the age range and gender of participants that your organisation caters for.

Age From: Age To: Gender: + Add

My Organisation

Details Contacts Vouchers Payments

Age From: Age To: Gender: + Add

Inclusion
Set the inclusion categories that your organisation caters for.

- ☐ Access for All Abilities Play (AAA Play)
- ☐ Female-Only Participation

Terms and Conditions
Add a link to your organisation's terms and conditions for participants to view/accept when registering.

Choose format:

Update & Save Cancel





Adding/Updating Contacts

Click on the Contacts tab. Add one or more contact for your organisation. Click Update & Save at the bottom of the page. ***Please note this information is important as it appears on your organisation's PlayHQ registration page.***

My Organisation

Details **Contacts** Vouchers Payments

Contact information

First name*	Last name*	Position*	Email	Phone	Visibility ⓘ
Please enter	Please enter	Please select	mail@mail.com	Please enter	☐ ☐

+ Add contact

Update & Save **Cancel**

Creating Vouchers

Vouchers are an exciting new feature in the PlayHQ platform which enable AFL 9s / AFL X centres to provide a discount to their centre registration fees at the payment stage of the registration process.

Click on the Vouchers tab. If you wish to add a Voucher click on Create a Voucher, complete the required fields, set Voucher can be applied at checkout to On and click on Create in the top right corner.

My Organisation

Details Contacts **Vouchers** Payments

Create a voucher

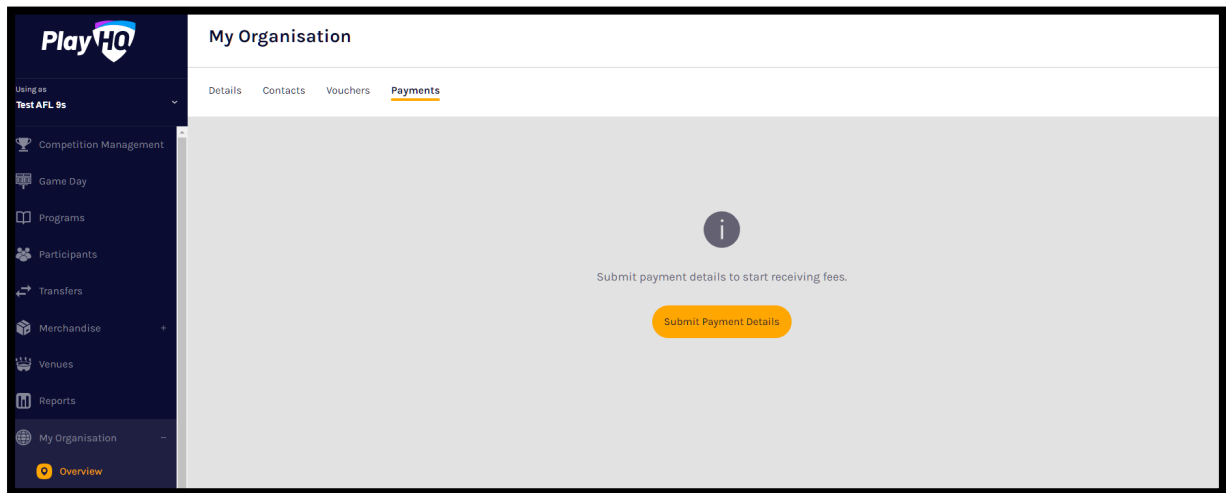
There are no vouchers yet for this organisation.





Setting Up Online Payments

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



Add Organisation details and select answers to GST questions..





Setting Up Online Payments (cont)

Add Organisation bank details and representative details.

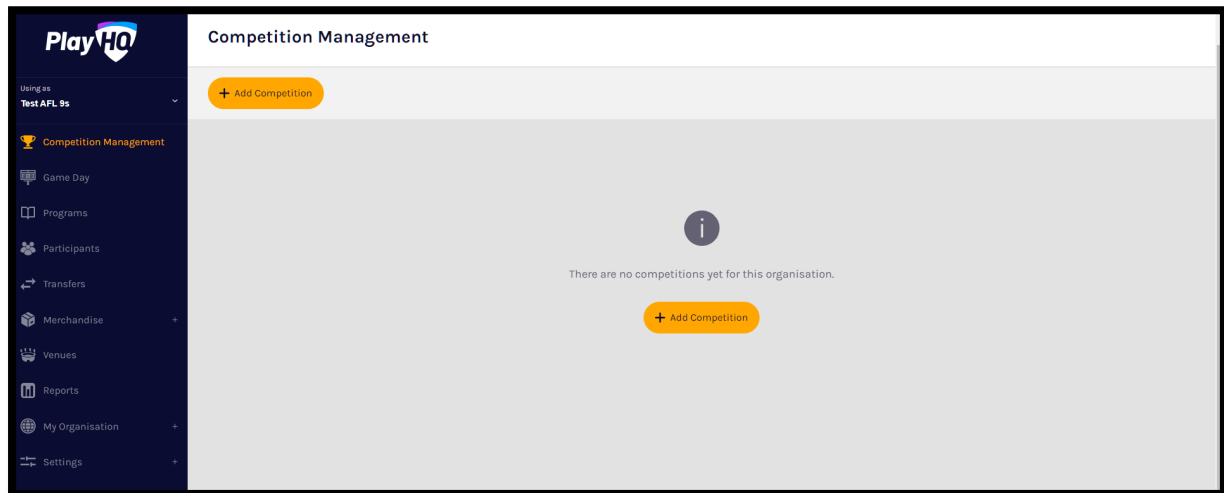
Select Photo Identification method, either Drivers License OR Passport and upload image(s), agree to the Terms and Conditions, and click on Submit button at the top of the page.



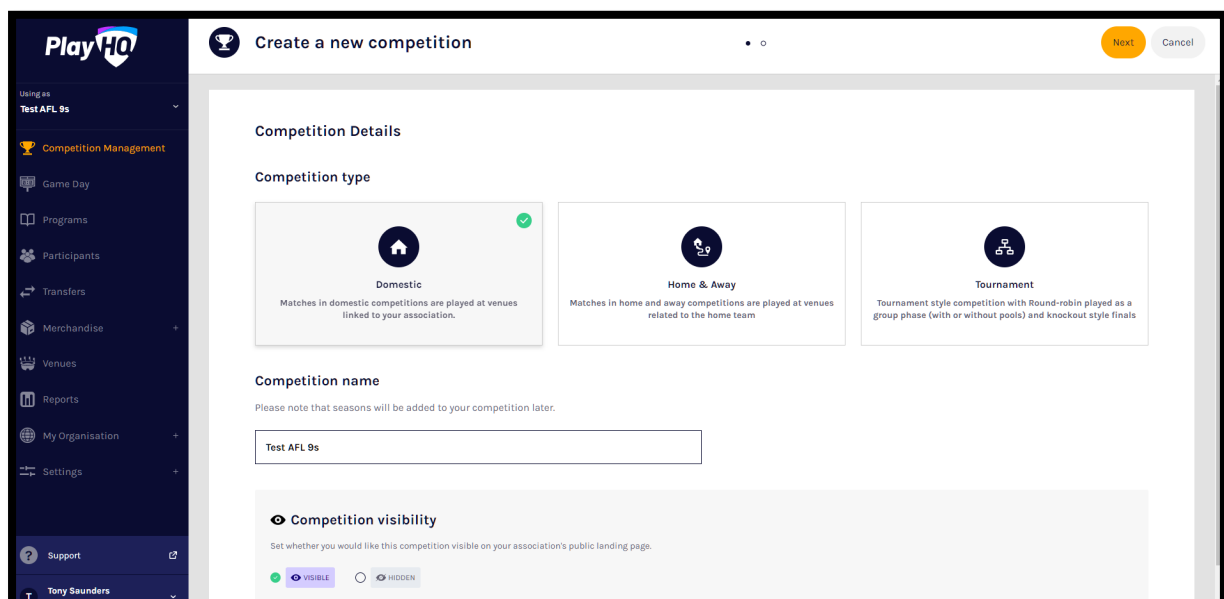


4. How to Create a Competition

To create a Competition in the left hand menu click on Competition Management and click on Add Competition.



In Competition type select Domestic, add a Competition Name (this can be the same as the Association name), in Competition visibility select Visible and click the Next button in the top right corner.





How to Create a Competition (cont)

Select the Grade Default Settings.

Ladder Settings & Visibility

In the Game outcome points you can click on the Information icon to view the ladder points for a win, a loss, a draw, etc. If you would like to set different outcome points you can select Custom and you own.

PlayHQ

Using as
Test AFL 9s

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Create a new competition

Create Competition Back

Grade Default Settings

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

Ladder Settings

Ranking type*

☐ Ladder points average **i** ☒ Total ladder points **i**

Game outcome points*

Set the points awarded for game results.

☒ Sport default **i** ☐ Custom

Ladder visibility

Set whether you would like to show ladder on your association's public landing page. NB: This will not stop ladders being calculated.

☒ VISIBLE **i** ☐ HIDDEN

Game Settings

In the Game Settings section select the Total game slot time (mins), Period type, Set the length for each period (mins) and Period scores settings.

PlayHQ

Using as
Test AFL 9s

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Support

Create a new competition

Create Competition Back

Game Settings

Game sheet template*

☒ AFL team sheet

Total game slot time (mins)*

45

Period type*

☒ Halves ☐ Quarters

Set the length for each period (mins)*

20

Period scores ☒

Set whether period scores for a game are displayed.

☐ By Period **i** ☒ End of Period **i**

Player limits ☐

Manage how many players can be selected per team in the electronic scoring application.





Game Settings (Cont)

Select the Overtime and Extra scores settings for the Competition then click the Create Competition button in the top right corner.

Create a new competition

Player limits ☐ Manage how many players can be selected per team in the electronic scoring application.

Overtime ☒ Set when overtime applies, the length of the period and the overtime type so the electronic scoring application correctly manages overtime for games played in this grade.

Game type* **Period length (mins)*** **Overtime type***

Finals only 5 One way

Time-out limits ☐ Set time-out limits for game periods and over-time so that time-out limit can be displayed for electronically scored games for this grade.

Foul penalties ☐ Foul penalties are enforced with limits for electronically scored games played in that grade.

Extra scores ☒ Set whether an extra scoring type is available for games.

Extra score type*

Super Goal (9)

The Competition will be created with a confirmation message and the Competition will be shown in the Competition Management list.

Competition Management

+ Add Competition

Your competition has been created. Select a tile to view that competition.

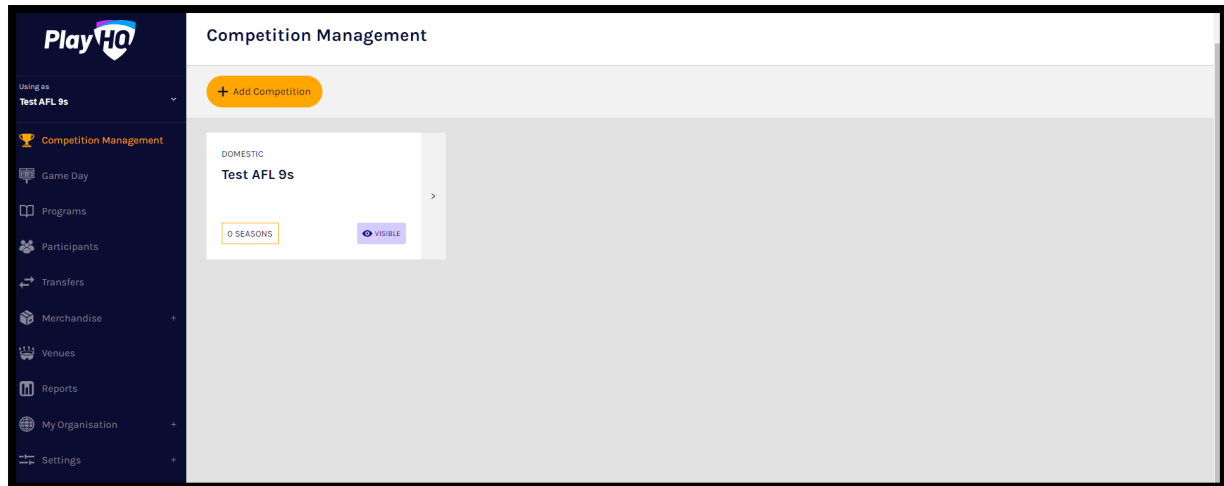
DOMESTIC
Test AFL 9s

0 SEASONS VISIBLE

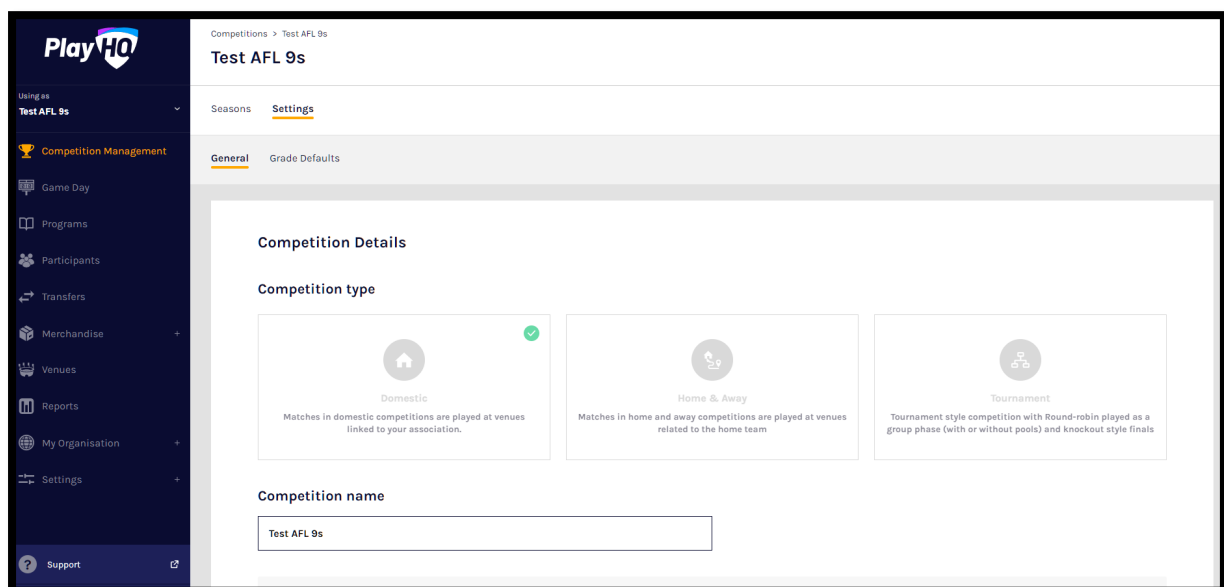


Competition Settings

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



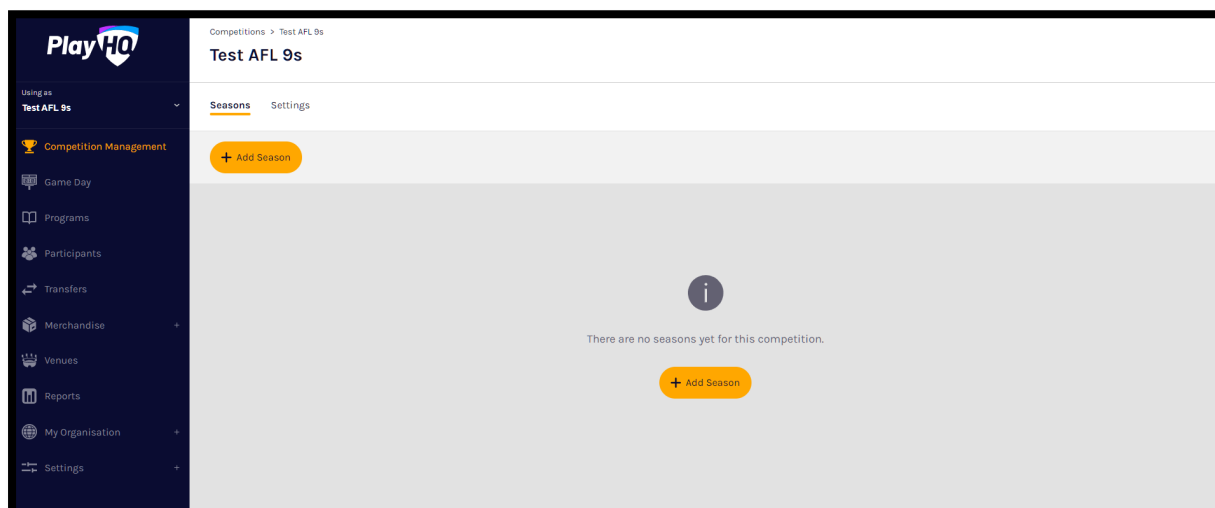
Click on Settings in top menu, then select either General or Grade Defaults and make the changes.



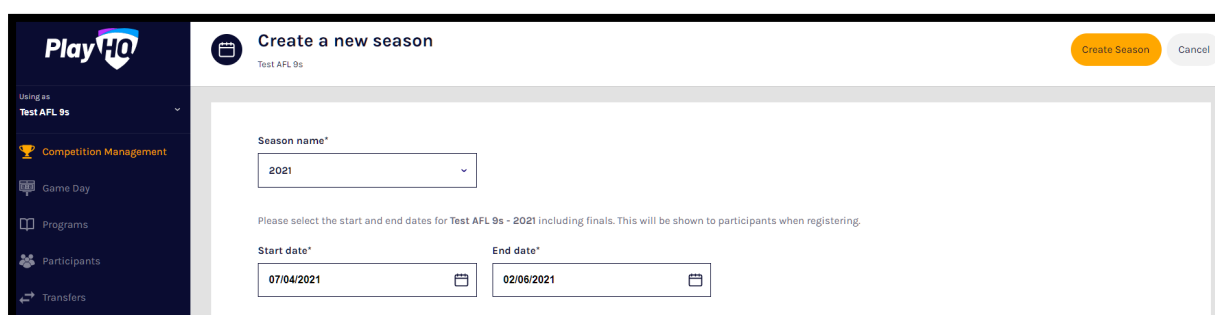


5. How to Create a Season

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



Select the Season Name and add the Start & End Date for the season.





How to Create a Season (cont)

Add any Exception Dates if applicable, select the Venue for the competition, set the Season Visibility and click on the Create Season button in the top right corner.

Please note venues are created at the national level, to have a venue added please contact your Region or State administrator.

Create a new season
Test AFL 9s

Exception dates
Please add exception dates to this season where you don't want to have games scheduled (eg. holidays). These dates can be edited when creating a grade fixture.

From	To	Reason
DD/MM/YYYY	DD/MM/YYYY	Please type

Select venues
Please select venues where games will be played this season.

Search for a venue to add

NSW - Moore Park (MPK)

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

☒ VISIBLE ☐ HIDDEN

The Competition will be created with a confirmation message and the Competition will be shown in the Competition Management list.

Competitions > Test AFL 9s

Test AFL 9s

Seasons Settings

+ Add Season

✓ Your season has been created. Select a tile to view that season.

2021
07 / 04 / 2021 - 02 / 06 / 2021 Upcoming

0 GRADES ☒ VISIBLE

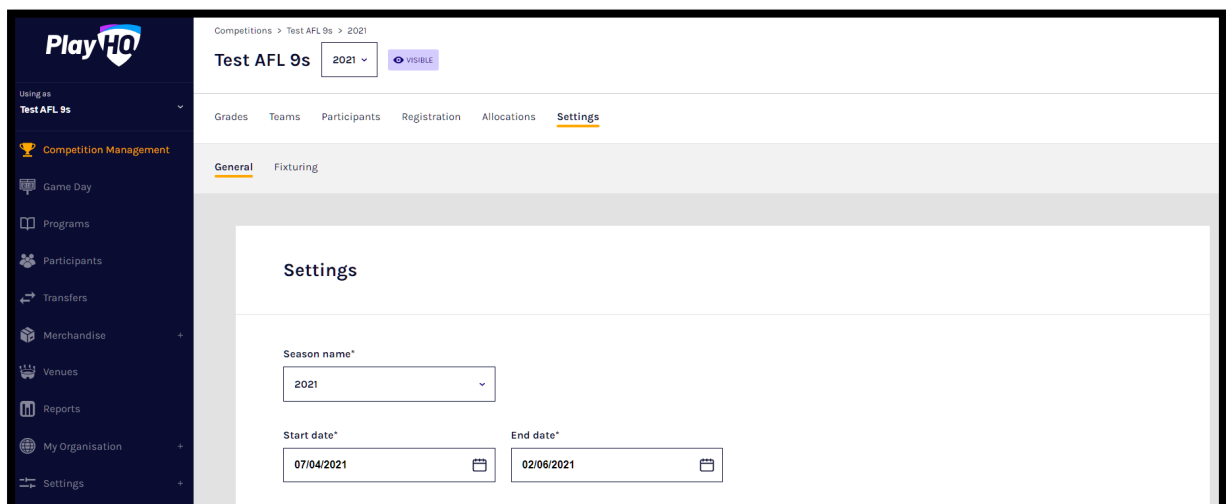


Season Settings

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



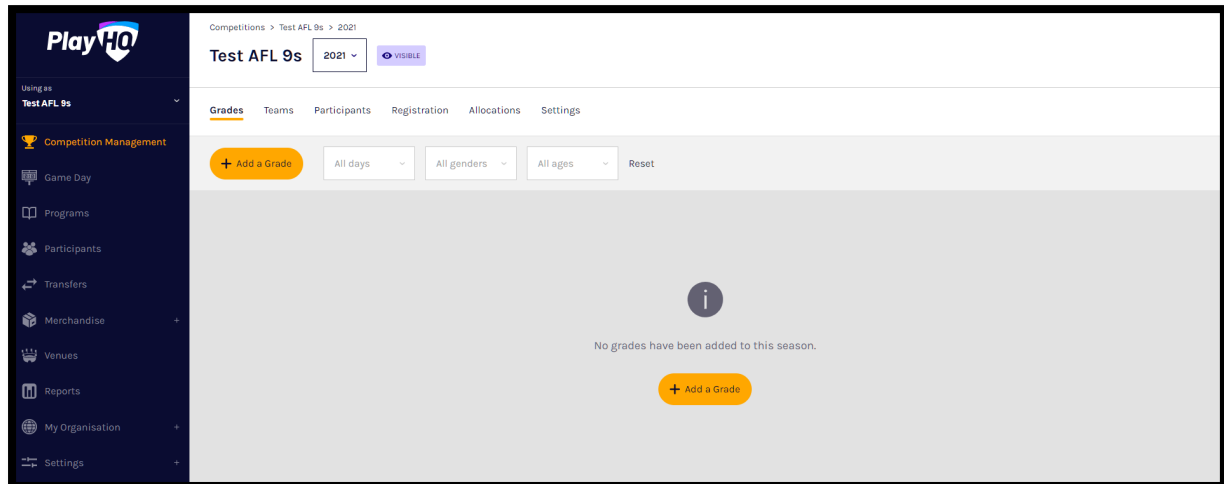
Click on Settings in top menu and make the changes.



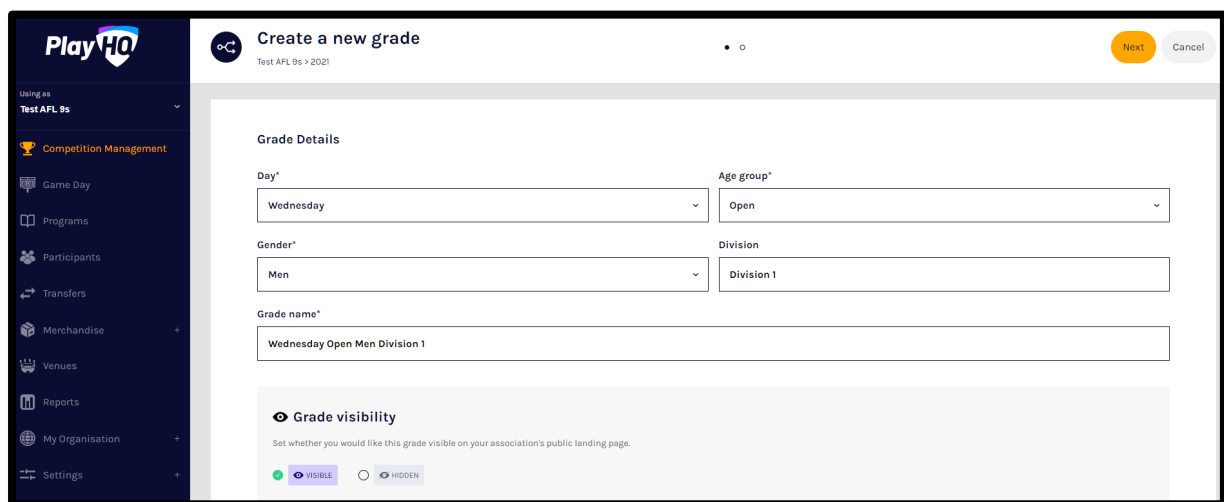


6. How to Create Grades

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



As you select the Day, Age group and Gender the Grade Name will automatically populate. You can add Division if applicable and edit the Grade Name if required. Select the Grade Visibility and click on the Next button in the top right hand corner.





How to Create a Grade (cont)

The Competition Settings will be passed down to the Grade but can adjusted if required.

Create a new grade

Test AFL 9s > 2021

Ladder Settings

Ranking type*

☐ Ladder points average ☒ Total ladder points

Game outcome points*

Set the points awarded for game results.

☒ Sport default ☐ Custom

Ladder visibility

Set whether you would like to show ladder on your association's public landing page. NB: This will not stop ladders being calculated.

☒ VISIBLE ☐ HIDDEN

Create a new grade

Test AFL 9s > 2021

Game Settings

Game sheet template*

☒ AFL team sheet

Total game slot time (mins)*

45

Period type*

☒ Halves ☐ Quarters

Set the length for each period (mins)*

20

Period scores ☒

Set whether period scores for a game are displayed.

☐ By Period ☒ End of Period

Create a new grade

Test AFL 9s > 2021

Player limits ☐

Manage how many players can be selected per team in the electronic scoring application.

Overtime ☒

Set when overtime applies, the length of the period and the overtime type so the electronic scoring application correctly manages overtime for games played in this grade.

Game type* **Period length (mins)*** **Overtime type***

Finals only 5 One way

Time-out limits ☐

Set time-out limits for game periods and over-time so that time-out limit can be displayed for electronically scored games for this grade.

Foul penalties ☐

Foul penalties are enforced with limits for electronically scored games played in that grade.

Extra scores ☒

Set whether an extra scoring type is available for games.

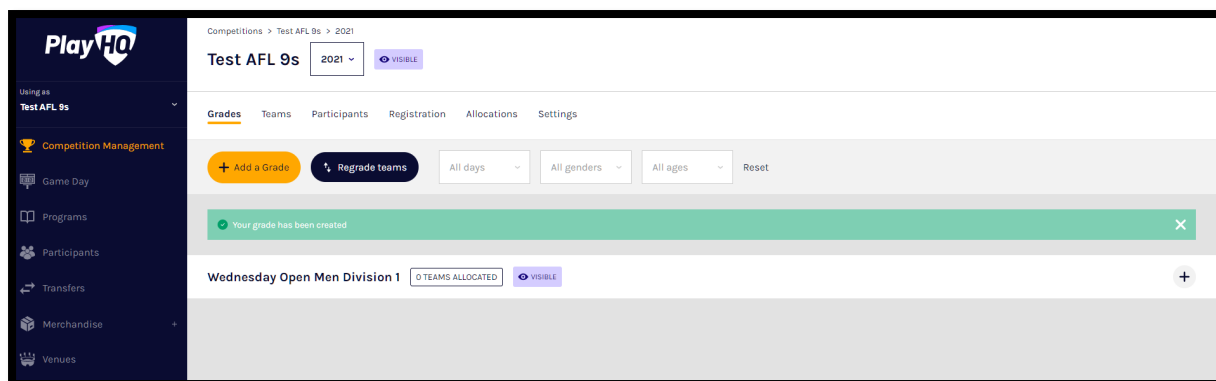
Extra score type*

Super Goal (9)



How to Create a Grade (cont)

Click on Add Grade in the top right corner and the Grade will be created with a confirmation message and the Grade will be shown in the Grade list.

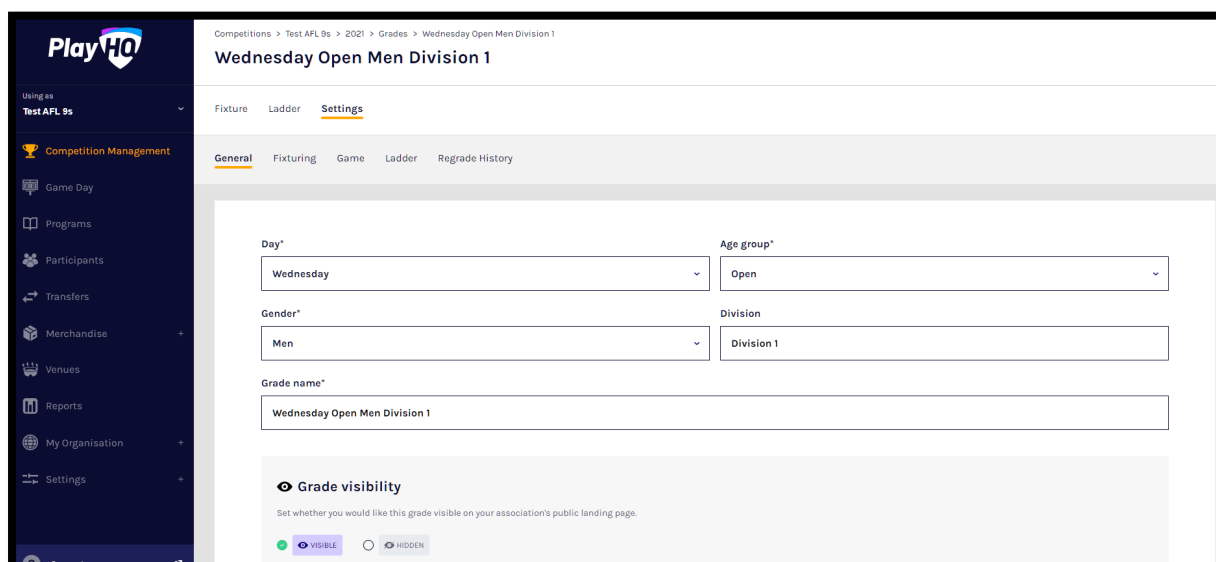


Add further Grades as required..

Grade Settings

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

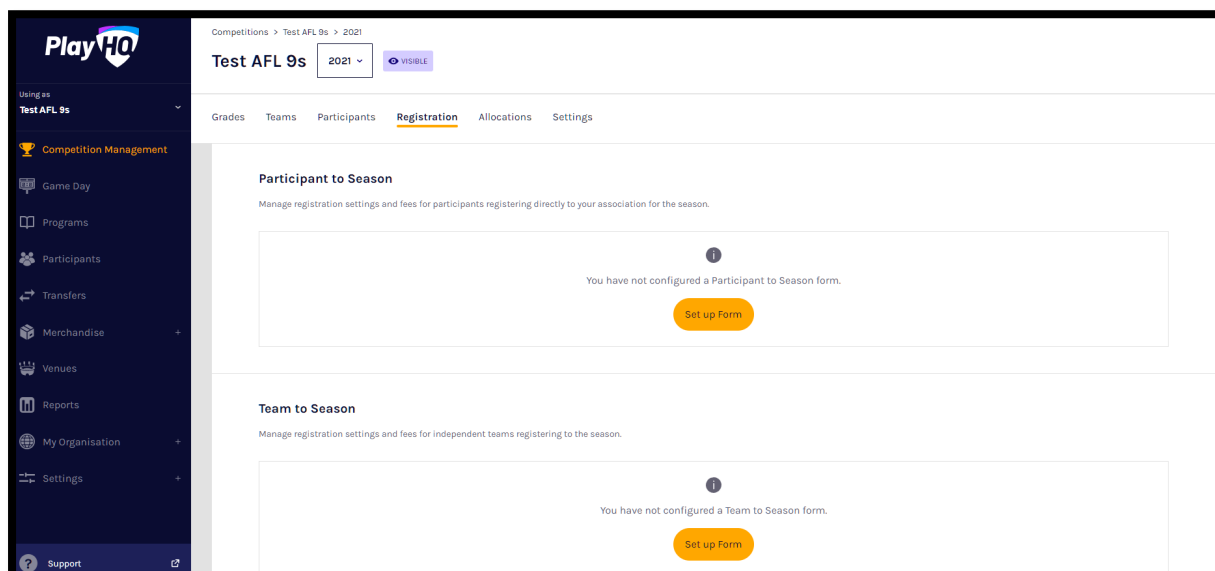
Click on Settings in top menu and make the changes.





Setup Team to Season Registration Form

Click on Competition Management, click on the Competition, click on the Season, select Registration in the top menu, ensure Association is selected in secondary menu and in Team to Season click on the Set up Form button.



Add the Start date & End date for the Registration period and the Team fee.

Team to Season [Save] [Cancel]

Team settings
Set up your team registration settings. These will be used to create the registration form for team organisers.

Registration period
Set a start and end time and date that the registration form will be available to the public.

Start date* [01/03/2021] Start time* [09] : [30] [am]

End date* [14/04/2021] End time* [05] : [30] [pm]

Registration fees
Set a team registration fee
This is a standard registration fee that is charged to all social teams in the season.

Team fee* [\$ 800]





Setup Team to Season Registration Form (cont)

Select the Grades to be linked in the Choose Grades area.

Team to Season [Save] [Cancel]

Choose grades*
Select grades that will be available on the registration form [Select all](#) [Select none](#)

☒ Wednesday Open Men Division 1	☒ Wednesday Open Men Division 2	☒ Wednesday Open Mixed
☒ Wednesday Open Women		

Custom Fields
Custom fields that will appear on this registration form.

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

Products
Select the products you would like to add to this form.

Name
Search for active products

Add information about your centre in the Pricing information & Additional information areas, select the Registration visibility and click on the Save button in the top right corner.

Team to Season [Save] [Cancel]

Overview
Information added here will be displayed on the overview page of the registration form.

Pricing information
Add information here

Additional information
Add information here

Add your terms and conditions? ☐
Your T&C's will be added to the T&C's on the registration form

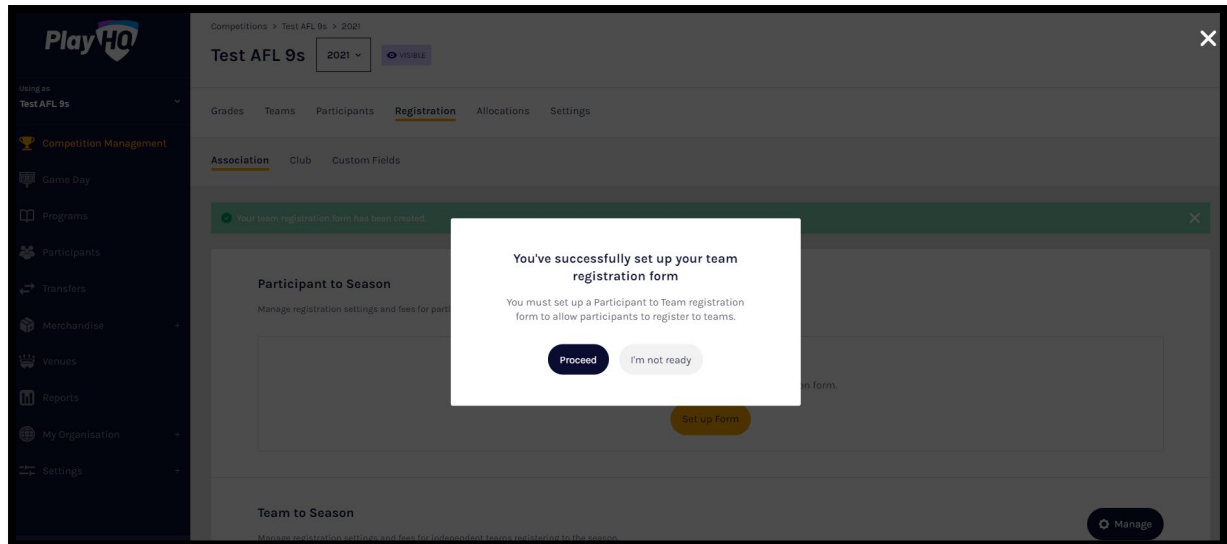
Registration visibility
Set whether you would like this registration option to be visible on your association's public landing page.

☒ VISIBLE ☐ HIDDEN

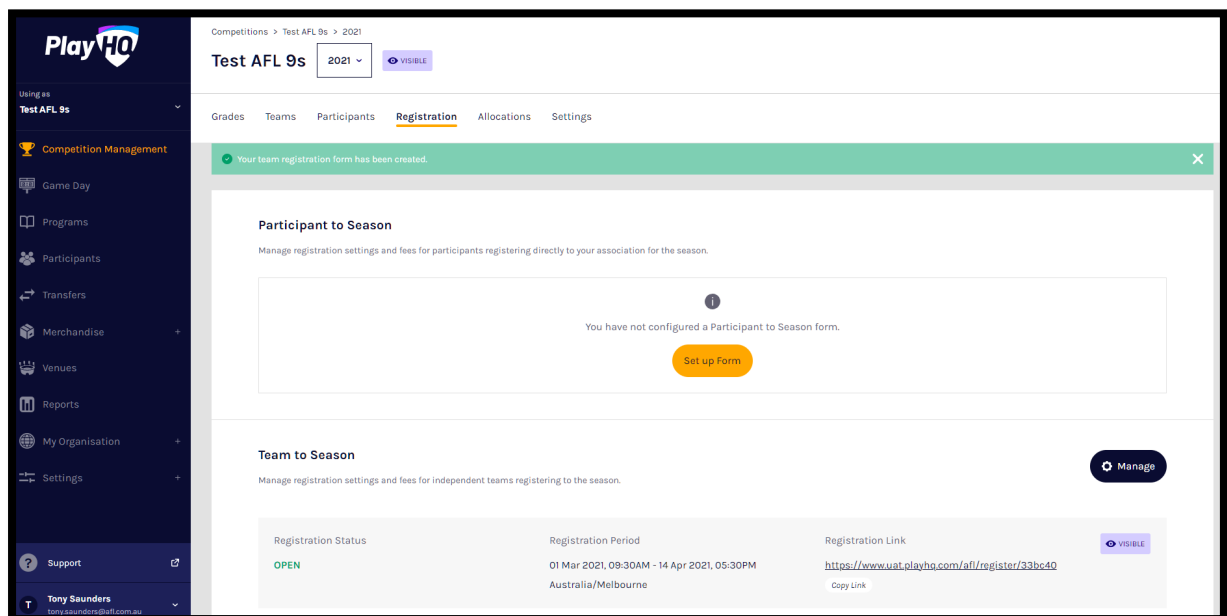


Setup Team to Season Registration Form (cont)

The form will be created with a confirmation message and the option to setup a Participant to Team registration form.



If you select I'm not ready you will be taken to a confirmation page showing that the Team to Season registration form has been created and form settings with a Registration Link.





Setup Participant to Team Registration Form

Click on Competition Management, click on the Competition, click on the Season, select Registration in the top menu, scroll down the page and in Participant to Team click on the Set up Form button.

The screenshot shows the PlayHQ interface for the 'Test AFL 9s' competition. The left sidebar contains navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', and 'Settings'. The main content area shows the 'Registration' tab selected. Under 'Team to Season', there's a 'Manage' button and a table with registration details. Under 'Participant to Team', a message states: 'You must set up a participant registration form to allow participants to register to teams.' with a 'Set up Form' button.

Add the Start date & End date for the Registration period and the Player fee.

The screenshot shows the 'Participant to Team' settings page. It has a 'Save' button and a 'Cancel' button in the top right. The page is divided into two main sections: 'Participant settings' and 'Registration period'. The 'Registration period' section has fields for 'Start date*', 'Start time*', 'End date*', and 'End time*'. The 'Registration fees' section has fields for 'Player fee*', 'Coach fee*', and 'Team manager fee*'. The 'Player fee*' field is currently set to '\$ 0'.



Setup Participant to Team Registration Form (cont)

Add information about your team in the Pricing information & Additional information areas and click on the Save button in the top right corner.

Participant to Team [Save] [Cancel]

Products
Select the products you would like to add to this form.

Name
Search for active products

Overview
Information added here will be displayed on the overview page of the registration form.

Pricing information
Add information here

Additional information
Add information here

Add your terms and conditions? ☐
Your T&C's will be added to the T&C's on the registration form

The form will be created and you will be taken to a confirmation page showing that the Participant to Team registration form has been created.

Competitions > Test AFL 9s > 2021

Test AFL 9s 2021 [VISIBLE]

Grades Teams Participants **Registration** Allocations Settings

✓ Your participant to team registration form has been created.

Team to Season [Manage]

Manage registration settings and fees for independent teams registering to the season.

Registration Status	Registration Period	Registration Link
OPEN	01 Mar 2021, 09:30AM - 14 Apr 2021, 05:30PM Australia/Melbourne	https://www.wat.playhq.com/afl/register/33bc40 Copy Link

Participant to Team [Manage]

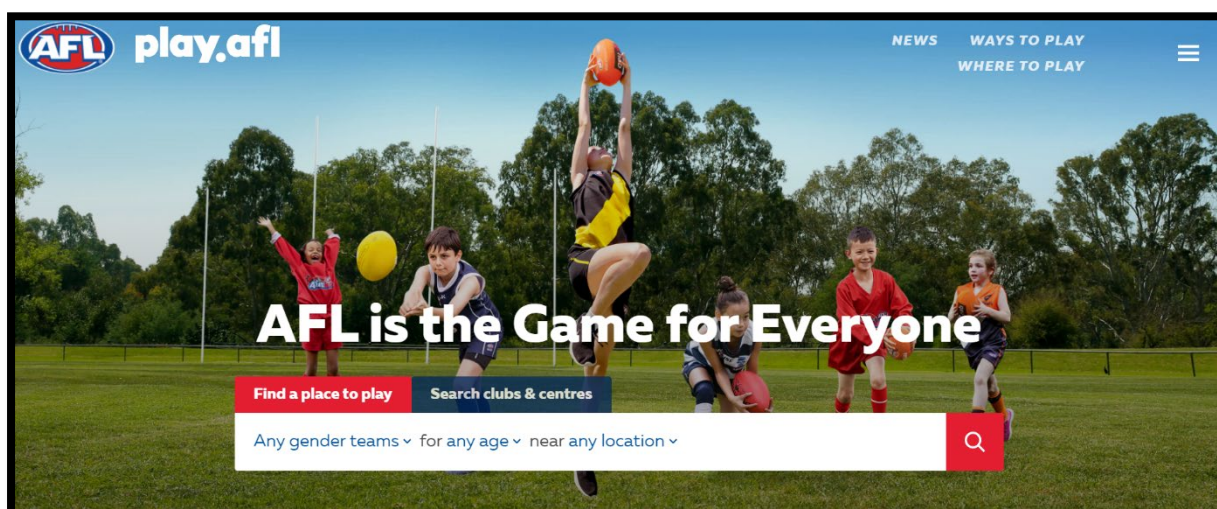
Manage registration settings and fees for Participants registering directly to a team participating in the season.

Registration Status	Registration Period
OPEN	01 Mar 2021, 09:30AM - 14 Apr 2021, 05:30PM Australia/Melbourne

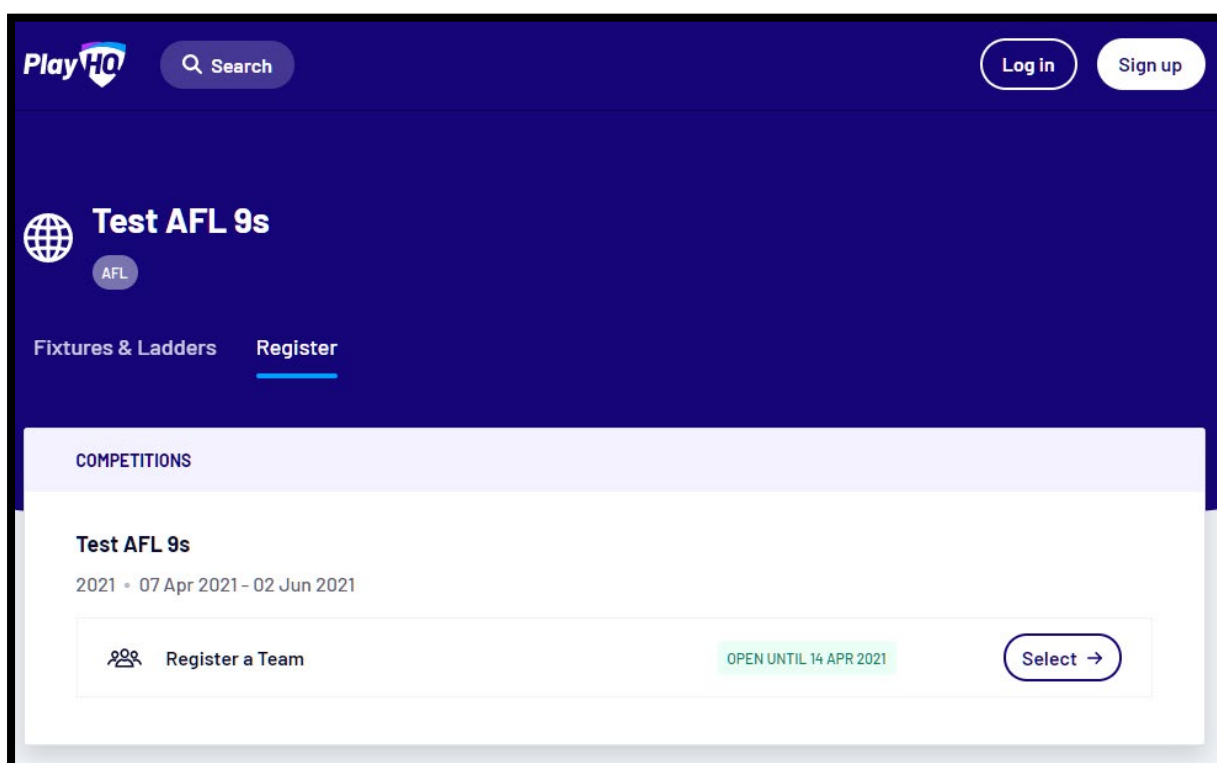
7. How to Register a Team

Team coordinators can be directed to the play.afl website to locate the centre they wish to register a team with.

Centre coordinators can also provide the link to the Team to Season registration form to team coordinators.



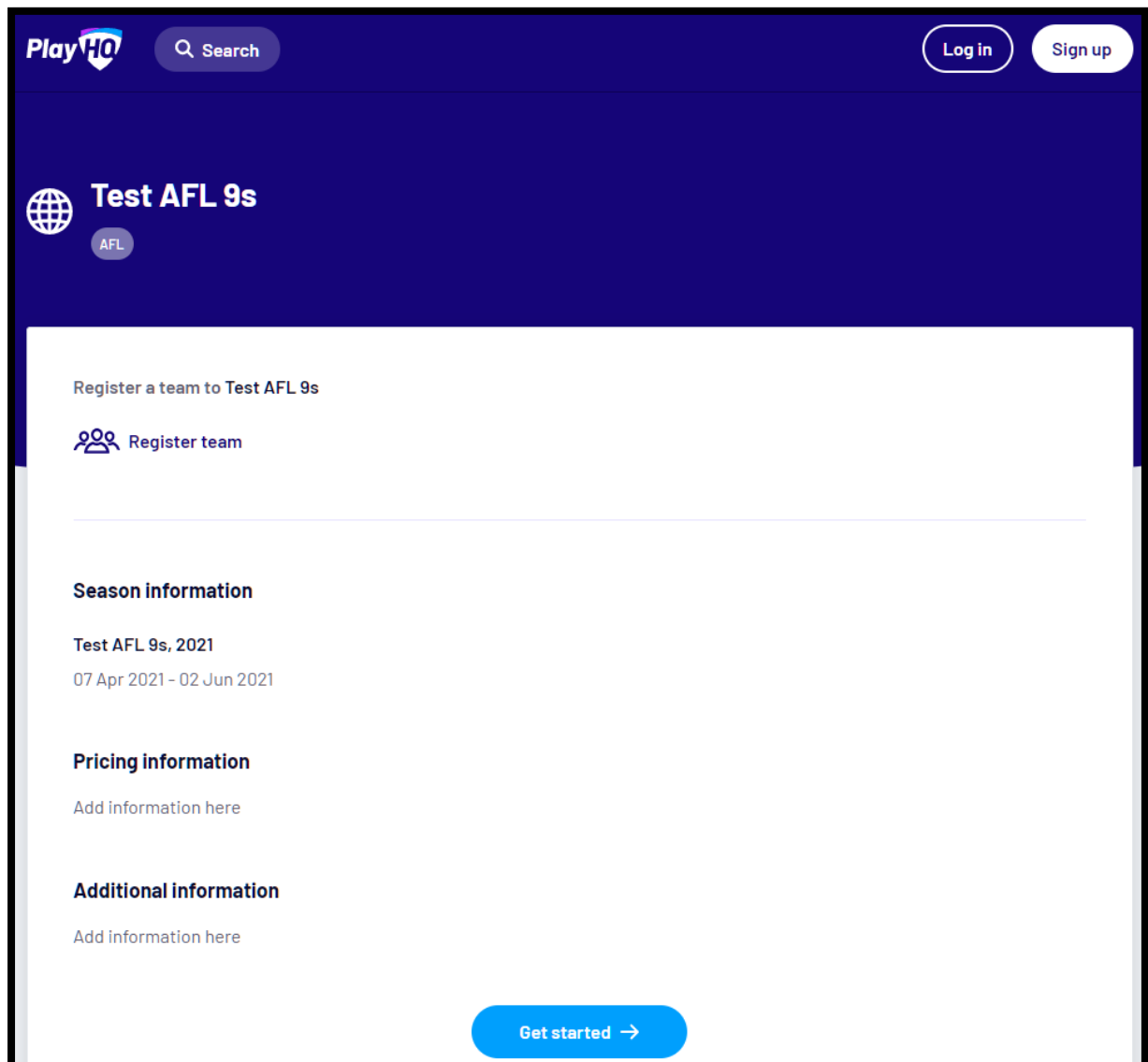
When they find their centre there will be a link to the PlayHQ registration form, click on the Select button.





How to Register a Team (cont)

Click on the Get started button.





How to Register a Team (cont)

If they have previously registered in PlayHQ (including registrations for other sporting codes) they can login to their Play HQ account or they can create a new account.

The screenshot shows the login interface for 'Angle Vale FC Auskick Centre'. At the top left is the AFL logo. The header text reads 'Please log in with your PlayHQ account'. Below this are two input fields: 'Email*' and 'Password*'. The 'Password*' field has a toggle icon for visibility. To the right of the password field is a link that says 'I don't have an account yet' and a blue button labeled 'Create an account'. Below the email field is a blue button labeled 'Log in'. At the bottom left, there is a link for 'Forgot password?'.

The screenshot shows the sign-up interface. At the top is the heading 'Sign up to PlayHQ'. Below it is a light blue box with the text: 'Please create your PlayHQ account with your own details. You can register family members or dependents under this account.' The form contains several fields: 'First name*' and 'Last name*' (both with placeholder text 'Please type'), 'Email*' (with the example 'aksaunders@primus.com.au'), and 'Mobile number*' (with a dropdown for country code and the example 'e.g. 0412 345 678'). Below these is a 'Set a password*' field with a toggle icon. Under the password field is a list of requirements: 'Password must meet the following requirements:' followed by four checked items: '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, there is a line of text: 'By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).' Below this is a blue 'Sign up' button. At the very bottom, there is a link: 'Already have an account? [Log in](#)'.



How to Register a Team (cont)

When creating a new account there is a verification process.

Verify your account

Please enter the verification code that we sent to **tony.saunders@aflq.com.au** in order to activate your account.

Verification code*

Confirm code

Resend code





How to Register a Team (cont)

Add a Team Name, choose a Grade and click the Continue button.

 **Test AFL 9s**

AFL

Test AFL 9s, 2021

Team Details

Fees

Payment & Summary

Register a team

Please note that you will be the primary contact for this team

Create new team*

Tony Test Team

Choose grade

Select the preferred grade that you'd like the team to play in

Filter by

Day

Gender

All

All

☒ Wednesday Open Men Division 1

☐ Wednesday Open Men Division 2

☐ Wednesday Open Mixed

☐ Wednesday Open Women

Continue →

Back

AFL 9s / AFL X Coordinator PlayHQ User Guide

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How to Register a Team (cont)

Tick the checkbox to agree to the Terms and Conditions.

If there is a fee add the credit card details on the Payment & Summary page and click on Confirm purchase.

 **Test AFL 9s**



 Test AFL 9s, 2021

Team Details

Fees

Payment & Summary

Fees

DESCRIPTION	PRICE
Team Registration Fee Test AFL 9s	A\$0.00
Sub-Total A\$0.00	

☒ 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.

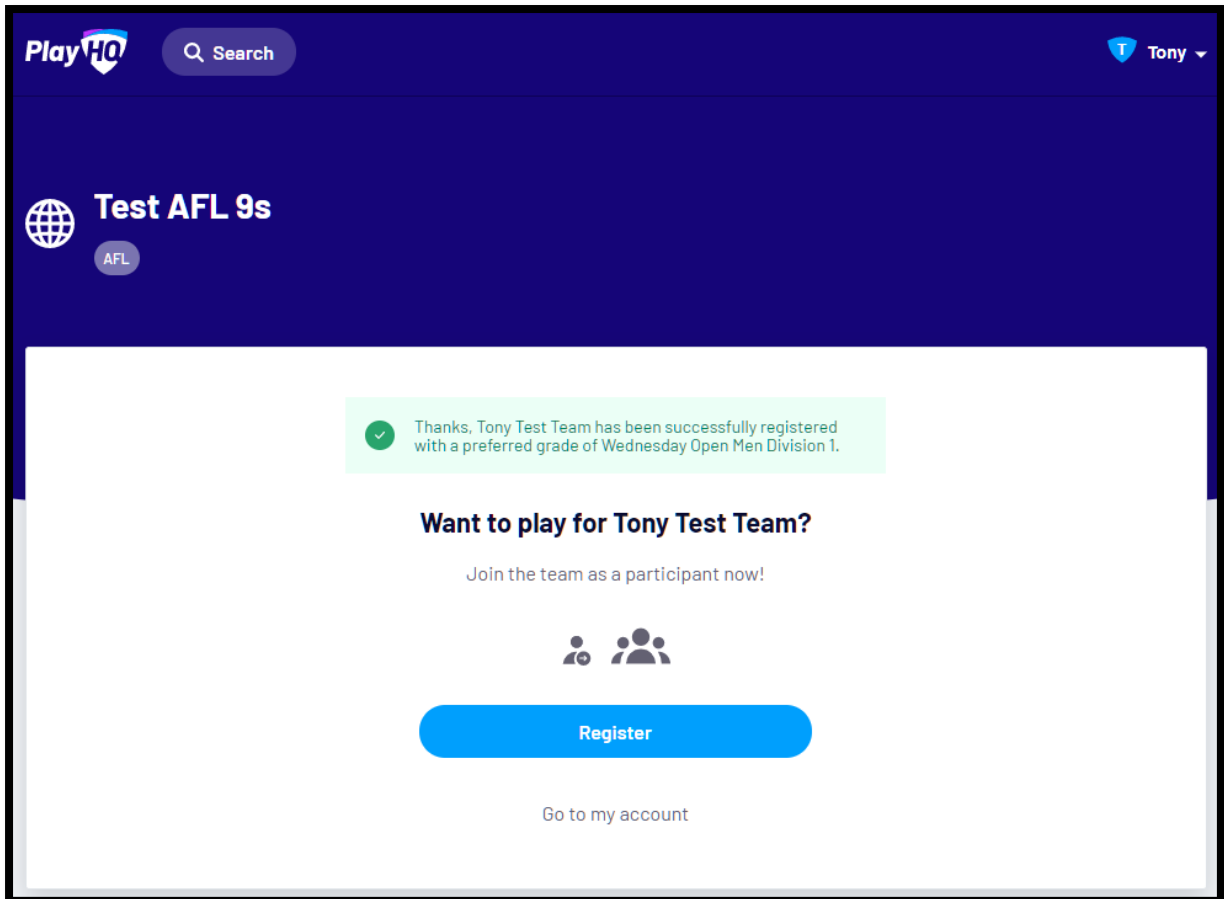
Continue →





How to Register a Team (cont)

When the registration process is completed the system will advise they have successfully registered the team and provide an option to register as a participant in the team.





Link for Participants to Register

When team registration is completed the team coordinator will receive a tax invoice via email.

They will also receive an email confirmation that the team has been registered which will contain a link for participants to register to the team.

Thanks, Tony Test Team has been successfully registered!

Tony Test Team has been registered to the Test AFL 9s, 2021 season and have selected Wednesday Open Men Division 1 as their preferred grade.

Share this link with your teammates so they can register to the team:

<https://www.uat.playhq.com/register/8eb36f-9e229e25>

Regards,

Test AFL 9s





Create/Allocate Teams to Grades

Centre coordinators are also able to create new Teams and allocate Teams to Grades from within the database. To add a new team click on Competition Management, click on the Competition, click on the Season, in the top menu click on Teams and click on the Add a Team button.

The screenshot shows the PlayHQ interface for the 'Test AFL 9s' competition. The left sidebar contains navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', and 'Settings'. The main content area shows the 'Teams' tab with a table of existing teams. The 'Add a Team' button is located in the top right corner of the table area.

TEAM	GRADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE
Tony Test Team	Wednesday Open Men Division 1	-	0	Men	Open	-	17 Mar 2021

Select the Age Group & Gender, add the Team Name and click on the Add team button in the top right corner.

The screenshot shows the 'Create new team' form. It includes the following fields:

- Age group*: Open
- Gender*: Men
- ID: Please type (Eg. A, D, Red, Tigers)
- Team name*: Eagles Test Team

The 'Add team' button is located in the top right corner of the form.

The team will be created and you will be taken to a confirmation page showing the Team has been created.

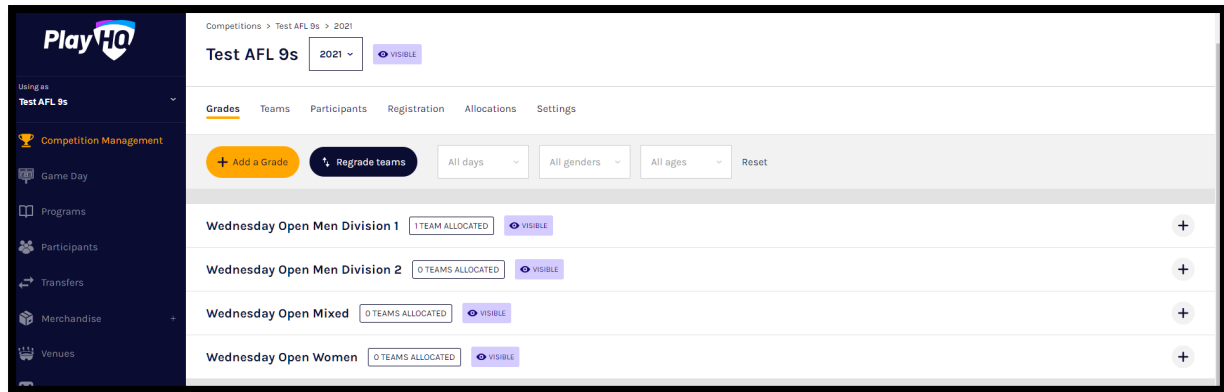
The screenshot shows the PlayHQ interface for the 'Test AFL 9s' competition. The left sidebar contains navigation options like 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', and 'Settings'. The main content area shows the 'Teams' tab with a table of existing teams. A confirmation message 'Your team has been created' is displayed at the top of the table. The 'Add a Team' button is located in the top right corner of the table area.

TEAM	GRADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE
Eagles Test Team	Unallocated	-	0	Men	Open	-	-
Tony Test Team	Wednesday Open Men Division 1	-	0	Men	Open	-	17 Mar 2021

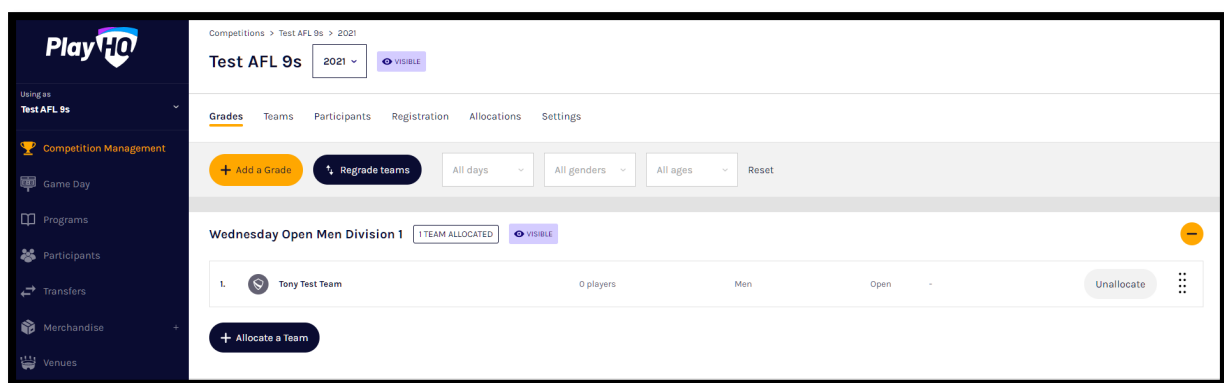


Create/Allocate Teams to Grades (cont)

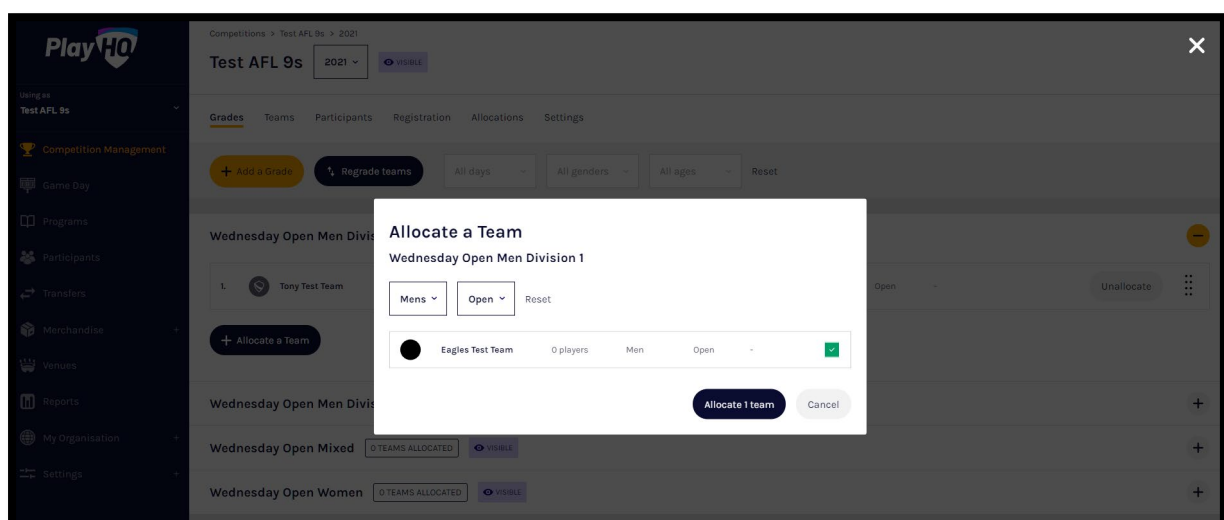
In the top menu click on the Grades option and click on the + sign for the Grade you wish to allocate the team to.



Click on the + Allocate a Team button.



Select the Team and click on the Allocate Team button.





Create/Allocate Teams to Grades (cont)

When the Team has been allocated you will return to the Grades page which show the teams in the Grade.

Competitions > Test AFL 9s > 2021

Test AFL 9s 2021 VISIBLE

Grades Teams Participants Registration Allocations Settings

+ Add a Grade Regrade teams All days All genders All ages Reset

Wednesday Open Men Division 1 2 TEAMS ALLOCATED VISIBLE Generate Fixture

1.	Tony Test Team	0 players	Men	Open	-	Unallocate	
2.	Eagles Test Team	0 players	Men	Open	-	Unallocate	

+ Allocate a Team



How to Change Team Details

Click on the Teams option in the top menu and click on the View button for the Team's details you wish to change.

TEAM	GRADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE
Eagles Test Team	Wednesday Open Men Division 1	-	0	Men	Open	-	-
Tony Test Team	Wednesday Open Men Division 1	-	0	Men	Open	-	17 Mar 2021

Click on the Edit Team button in the bottom right corner.

Players

NO.	NAME	DOB
+ Allocate player		

PARTICIPANT REGISTRATION LINK
<https://www.usat.playhq.com/afl/register/8eb36f-32f887aa> [Copy Link](#)

Team List Report [Print](#)

GRADE
Wednesday Open Men Division 1

GENDER
Men

AGE
Open

IDENTIFIER
-

COACH
+ Allocate Coach

ASSISTANT COACH
+ Allocate Assistant Coach

TEAM MANAGER
+ Allocate Team Manager

Edit Team Delete Team

Edit the required details you wish to change and click the Update & Save button in top right corner.

Age group* Open

Gender* Men

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

Team name* Eagles Test Team

Update & Save Cancel



8. How to Register a Participant to a Team

When team registration is completed the team coordinator will receive an email confirmation that the team has been registered which will contain a link for participants to register to the team.

Thanks, Tony Test Team has been successfully registered!

Tony Test Team has been registered to the Test AFL 9s, 2021 season and have selected Wednesday Open Men Division 1 as their preferred grade.

Share this link with your teammates so they can register to the team:

<https://www.uat.playhq.com/register/8eb36f-9e229e25>

Regards,
Test AFL 9s

The link can be forwarded to any participants to register with the Team. When they click on the link it will take them to the Participant to Team registration form.



How to Register a Participant to a Team (cont)

Click on the Get started button.

The screenshot shows the PlayHQ web interface. At the top, there is a dark blue header with the PlayHQ logo on the left, a search bar in the center, and a user profile icon labeled 'Tony' on the right. Below the header, the main content area has a dark blue background with a white globe icon and the text 'Test AFL 9s' and 'AFL'. The main content area is white and contains the following sections:

- Register to Tony Test as a:**
 - Player, Coach or Team Manager
- Season information**
 - Test AFL 9s, 2021
 - 01 Mar 2021 – 14 Apr 2021
- Pricing information**
 - Add information here
- Additional information**
 - Add information here

At the bottom right of the main content area, there is a blue button labeled 'Get started →'.





How to Register a Participant to a Team (cont)

If they have previously registered in PlayHQ (including registrations for other sporting codes) they can login to their Play HQ account or they can create a new account.

The screenshot shows the login interface for 'Angle Vale FC Auskick Centre'. At the top left is the AFL logo. The header is dark blue with the club name. Below the header, the text 'Please log in with your PlayHQ account' is displayed. There are two input fields: 'Email*' and 'Password*'. Below the password field is a 'Log in' button. To the right of the login fields, there is a link 'I don't have an account yet' and a 'Create an account' button. At the bottom left of the login section is a link 'Forgot password?'.

The screenshot shows the sign-up interface. At the top is the heading 'Sign up to PlayHQ'. Below this is a light blue box with instructions: 'Please create your PlayHQ account with your own details. You can register family members or dependents under this account.' The form has several fields: 'First name*' and 'Last name*' (both with 'Please type' placeholder text), 'Email*' (with the example 'aksaunders@primus.com.au'), and 'Mobile number*' (with a dropdown for country code and the example 'e.g. 0412 345 678'). Below these is a 'Set a password*' field. Under the password field, there is a list of requirements: '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, there is a 'Sign up' button and a link 'Already have an account? Log in'.



How to Register a Participant to a Team (cont)

When creating a new account there is a verification process.

Verify your account

Please enter the verification code that we sent to
in order to activate your
account.

Verification code*

Confirm code

[Resend code](#)





How to Register a Participant to a Team (cont)

The participant selects whether they want to register themselves or a new family member or dependant and click on the Continue button.

The screenshot shows the PlayHQ registration interface for 'Test AFL 9s'. The header includes the PlayHQ logo, a search bar, and a user profile for 'Tony'. The main heading is 'Test AFL 9s' with an 'AFL' tag. Below this, a breadcrumb trail shows 'Tony Test, Test AFL 9s, 2021'. A horizontal navigation bar contains five steps: 'Choose User' (active), 'Choose Role', 'Participant Details', 'Fees', and 'Payment & Summary'. The 'Choose User' section is titled 'Please choose who you would like to register'. It offers two options: 'I am registering myself' with an unselected radio button, and 'I am registering someone else' (with a sub-note '(Participant will be linked to my account)') with an unselected radio button. Under the second option, there is a link to 'Register new family member or dependant'.



How to Register a Participant to a Team (cont)

Choose the Role and click on the Continue button.

The screenshot shows the PlayHQ registration interface for 'Test AFL 9s'. The header includes the PlayHQ logo, a search bar, and a user profile for 'Tony'. The main heading is 'Test AFL 9s' with an 'AFL' tag. Below this, a progress bar shows five steps: 'Choose User', 'Choose Role' (highlighted), 'Participant Details', 'Fees', and 'Payment & Summary'. The 'Register as a:' section lists three roles: 'Player' (selected with a green checkmark), 'Coach', and 'Team Manager'. At the bottom, there are 'Continue' and 'Back' buttons.

PlayHQ Search Tony

Test AFL 9s
AFL

Tony Test, Test AFL 9s, 2021

Choose User Choose Role Participant Details Fees Payment & Summary

Register as a:

☒ Player

☐ Coach

☐ Team Manager

Continue →

Back





How to Register a Participant to a Team (cont)

Complete all of the required fields on the Participant Details page and click on the Continue button.

Search

Tony

Test AFL 9s
AFL

Tony Test, Test AFL 9s, 2021

Choose User

Choose Role
(Player)

Participant Details

Fees

Payment & Summary

Participant Details

First name*

Please enter

Last name*

Please enter

Preferred name

Please enter

Gender*

Please select

Date of birth*

DD

MM

YYYY

Country of birth*

Australia



How to Register a Participant to a Team (cont)

View the summary of the fees payable if applicable, tick the box for opt-in communications (optional), tick the box to agree to the terms & conditions and click on the Continue button.

 **Test AFL 9s**



 Tony Test, Test AFL 9s, 2021

Choose User

Choose Role
(Player)

Participant Details

Fees

Payment & Summary

Fees

DESCRIPTION	PRICE
Association Player Registration Fee Test AFL 9s	A\$0.00
Sub-Total A\$0.00	

By registering you may receive communications from Test AFL 9s 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 →



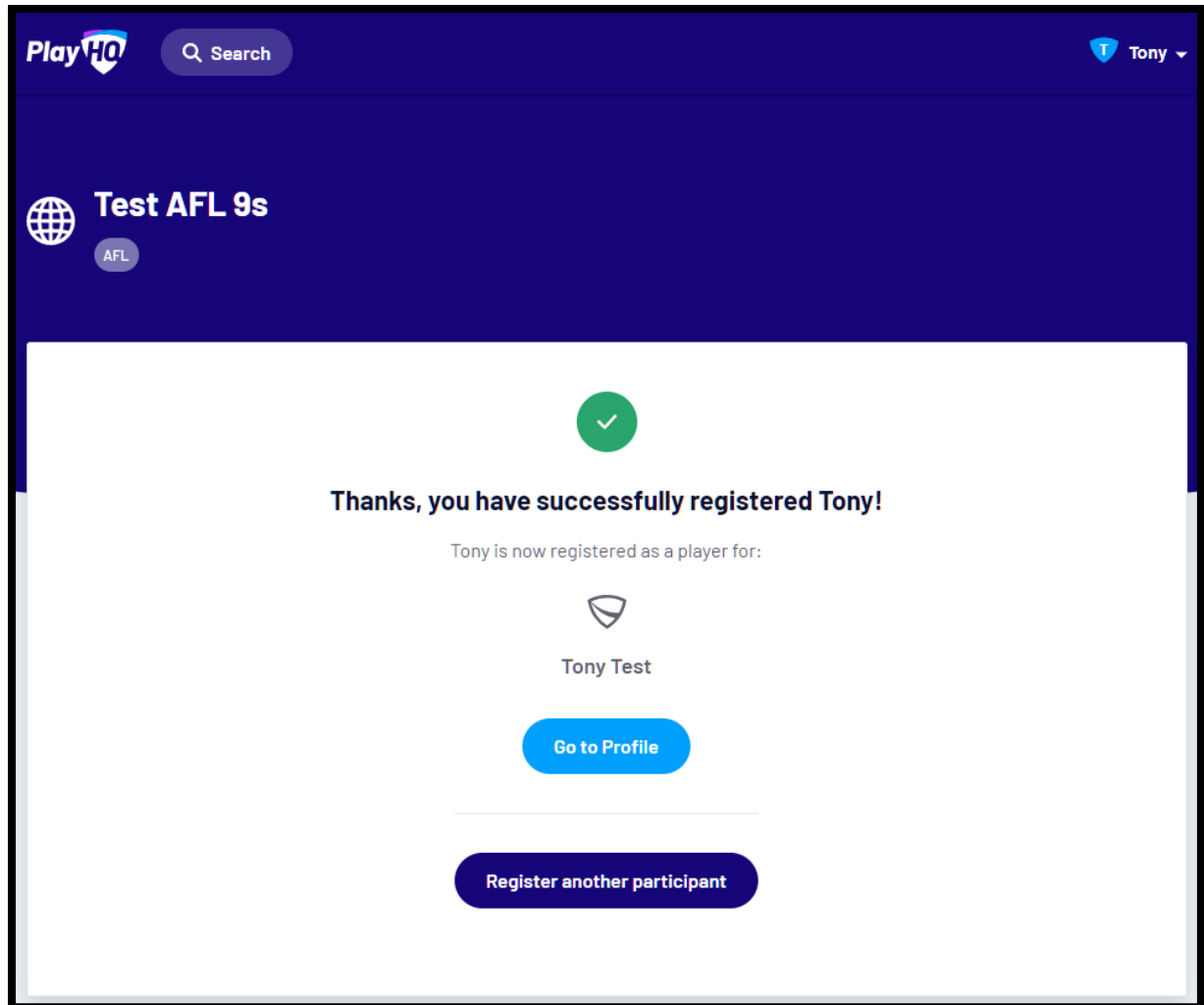
If applicable enter credit card details to pay for any fees and click on the Submit Registration button.

AFL 9s / AFL X Coordinator PlayHQ User Guide



How to Register a Participant to a Team (cont)

When the registration process is completed the system will advise they have successfully registered as a Player for the Team and provide an option to register as a participant in the team.





View Participants in Competition

To search for all participants in a Competition, in the left hand column select Participants and you can search via First name, Last name or Email.

Participants

Search for participants: First name Last name Email Mobile number Search Reset

FIRST NAME	LAST NAME	EMAIL	MOBILE	GENDER	D.O.B
Tony	Saunders	tony.saunders@afl.com.au	0400006859	Male	

View

Or in the left hand column click on Competition Management, click on the Competition, click on the Season and click on Participants in top menu.

Competitions > Test AFL 9s > 2021

Test AFL 9s 2021 Visible

Grades Teams Participants Registration Allocations Settings

Filter by: ☒ Players ☒ Coaches ☒ Team Managers ☐ Include Cancelled Registrations 1 - 1 of 1 < 1 of 1 >

FIRST NAME	LAST NAME	TYPE	GENDER	D.O.B	CLUB	TEAM
Tony	Saunders	Player	Male		-	Tony Test

View

View Participant's Details

To view a participant's details click on the View button for the participant and you will be able to view their details.

Participants > Tony Saunders

Tony Saunders

Registration History Membership

Player Registered 17 Mar 2021 Test AFL 9s, 2021 Tony Test / Test AFL 9s

Registration Details

D.O.B. 01 Jun 1963

GENDER Male

Actions

Cancel Registration

About

Account managed by: Tony Saunders

FIRST NAME	LAST NAME
Tony	Saunders

HOME PHONE D.O.B.

- 01 JUN 1963

GENDER Male PREFERRED NAME

-

COUNTRY Australia

ADDRESS 9 MONEY ST, COOMBABAH 4216, QLD

PRIVACY SETTINGS Public



View Participants in Team

To search for all participants in a Team, in the left hand column click on Competition, click on the Season, click on Teams in the top menu, and click on the View button for the Team.

Competitions > Test AFL 9s > 2021

Test AFL 9s 2021 VISIBLE

Grades Teams Participants Registration Allocations Settings

+ Add a Team

1 - 1 of 1 < 1 of 1 >

TEAM	GRADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE
Tony Test	Wednesday Open Men	-	1	Men	Open	-	17 Mar 2021

1 - 1 of 1 < 1 of 1 >

View

Competitions > Test AFL 9s > 2021 > Teams > Tony Test

Tony Test

Players Registrations

Players [Edit player numbers](#)

NQ.	NAME	DOB
-	Tony Saunders	Unallocate
+ Allocate player		

PARTICIPANT REGISTRATION LINK
<https://www.uat.playhq.com/afl/register/149ec2-029b8858> [Copy Link](#)

Team List Report [Print](#)

GRADE
Wednesday Open Men

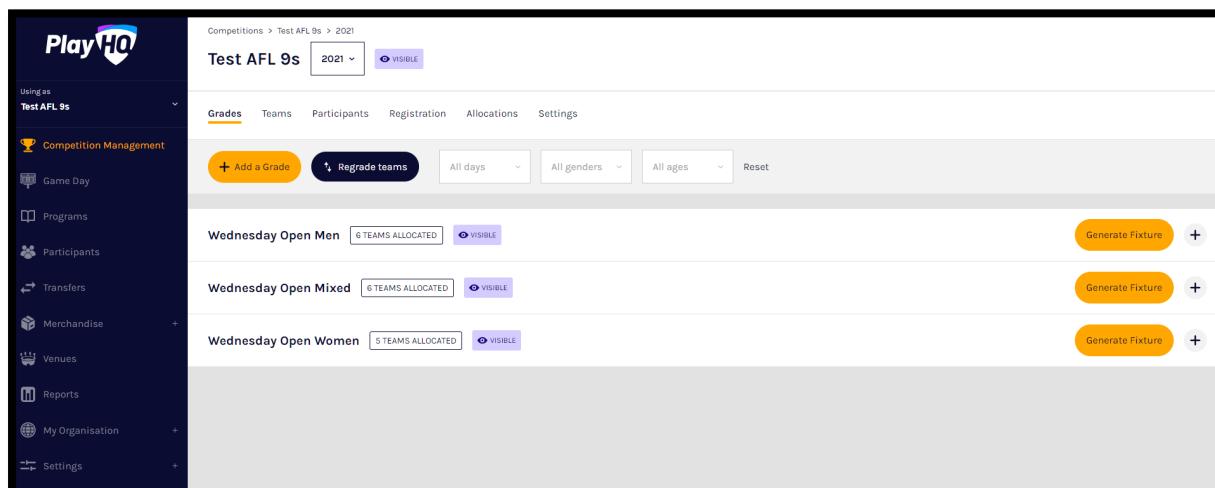




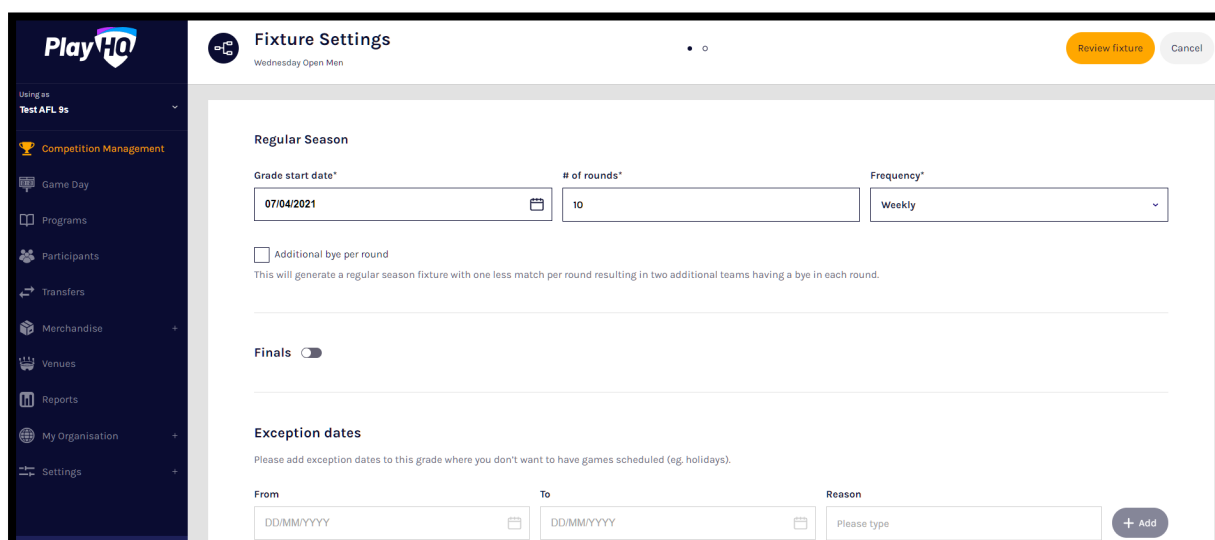
9. How to Create Fixtures

Generate Fixture

When all the teams have been registered in a Grade or created & allocated to a Grade you will be able to generate a fixture. Click on Competition Management, click on the Competition, click on the Season and in the Grades section click on Generate Fixture for the Grade you want to create a fixture for.



Add the Grade start date, # of rounds, Frequency and if required Exception dates .





How to Create Fixtures (cont)

If the Grade is going to have a Finals series change the Finals button to Active and select the Format you require.

Fixture Settings
Wednesday Open Men

Finals ☒

Select finals format*

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

6 Teams	6 Team / 4 Round - Tiered	Top 2 teams get round 1 off and double chance. (3v6, 4v5), (1v2, 1v1w2), (L3vW4), (W3vW5)	☐
6 Teams	6 Team / 3 Round - Qualifier for Top 2	Top 2 teams get double chance. (1v2, 3v6, 4v5), (1v1w3, 1v1w2), (W4vW5)	☐
6 Teams	6 Team / 3 Round - Bye for Top 2	Top 2 teams get round 1 off. (3v6, 4v5), (1v2, 2v1w1), (W3vW4)	☐
5 Teams	5 Team / 4 Round - Tiered	Top team gets round 1 off and double chance. (2v3, 4v5), (1v1w1, 1v1w2), (L3vW4), (W3vW5)	☐
5 Teams	5 Team / 3 Round - Knockout	Teams 4 and 5 play off in round 1. Top 4 play off in round 2. Two winners play each other in grand final. (4v5), (1v4, 2v3), (W1vW2)	☐
4 Teams	4 Team / 3 Round - Tiered	Top 4 play off in round 1 with double chance for top 2. (1v2, 3v4), (L1vW2), (W1vW3)	☐
4 Teams	4 Team / 2 Round - Knockout	Top 4 play off in round 1. Two winners play each other in grand final. (1v4, 2v3), (W1vW2)	☒
3 Teams	3 team / 2 Round - Knockout	Top team goes straight into grand final, 2nd and 3rd play off in round 1. (2v3), (1v1w1)	☐
3 Teams	3 Team / 3 Round - Tiered	Top 2 play off in round 1 qualifying final. Winner goes straight into grand final. Loser plays 3rd in round 2. (1v2), (L1v3), (W1vW2)	☐

Or if your format is not available and you wish to add Finals manually, scroll down to Custom Format and select the number of rounds for your Finals Series.

Fixture Settings
Wednesday Open Men

Custom format ☒

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

1 Round	☐
2 Rounds	☒
3 Rounds	☐
4 Rounds	☐

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





How to Create Fixtures (cont)

The Review Fixture will show the rounds and dates of the Regular Season & the Finals as well as a list of the Teams in the Grades. If you want to make changes you can click on the Back button in the top right corner. If you wish to proceed click on the Generate Fixture button.

Regular season	
Round 1	07 Apr 2021
Round 2	14 Apr 2021
Round 3	21 Apr 2021
Round 4	28 Apr 2021
Round 5	05 May 2021
Round 6	12 May 2021
Round 7	19 May 2021
Round 8	26 May 2021
Round 9	02 Jun 2021
Round 10	09 Jun 2021

Finals	
Finals Round 1	16 Jun 2021
Finals Round 2	23 Jun 2021

Teams	
1	Tony Test
2	Suns Test
3	Lions Test
4	Crows Test
5	Dockers Test
6	Eagles Test

You will return to the Grades list with a confirmation message the fixture has been generated.

Grade	Teams Allocated	Generate Fixture
Wednesday Open Men	6 TEAMS ALLOCATED	Generate Fixture
Wednesday Open Mixed	6 TEAMS ALLOCATED	Generate Fixture
Wednesday Open Women	5 TEAMS ALLOCATED	Generate Fixture

Follow this process for the other Grades.



Allocate Venues & Times

When the fixture is generated the matches and rounds appear in the fixture view without venues and times. To view the fixture click on the View Fixture button for the Grade.

Competitions > Test AFL 9s > 2021 > Grades > Wednesday Open Men

Wednesday Open Men

Using as **Test AFL 9s**

Competition Management

- Game Day
- Programs
- Participants
- Transfers
- Merchandise
- Venues
- Reports
- My Organisation
- Settings

Support

Tony Saunders
tony.saunders@afl.com.au

Fixture

Regular Season Finals

+ Add a Game

Round 1

WEDNESDAY, APRIL 7

Lions Test	- V -	Eagles Test	TBC Time	TBC Location	Upcoming	
Tony Test	- V -	Suns Test	TBC Time	TBC Location	Upcoming	
Crows Test	- V -	Dockers Test	TBC Time	TBC Location	Upcoming	

Round 2

WEDNESDAY, APRIL 14

Suns Test	- V -	Lions Test	TBC Time	TBC Location	Upcoming	
Eagles Test	- V -	Crows Test	TBC Time	TBC Location	Upcoming	

There are 3 options to allocate venues & times to matches in the fixture:

- 1) Manually via Edit Game Details (slow option)
 - this option is used to update one match at a time
- 2) Manually via Allocations -> Games (quick option)
 - this option is used to update one round at a time
- 3) Automatically via Allocations -> Game Slots (quickest option)
 - this option is used to update all matches in the season at one time





1) Manually via Edit Game Details

Go to fixture view in the Grade, click on the 3 dots for the match you want to allocate and click on Edit Game Details.

Competitions > Test AFL 9s > 2021 > Grades > Wednesday Open Men

Wednesday Open Men

Using as: Test AFL 9s

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Fixture Ladder Settings

Fixture

Regular Season Finals

+ Add a Game

Round 1

WEDNESDAY, APRIL 7

Lions Test	- V -	Eagles Test	TBC Time	TBC Location	Edit Game Details Update Scores & Stats Upcoming
Tony Test	- V -	Suns Test	TBC Time	TBC Location	Upcoming
Crows Test	- V -	Dockers Test	TBC Time	TBC Location	Upcoming

In Edit Game section select a Venue, select a Ground, add the Start Time and click on the Update & Save button.

Competitions > Test AFL 9s > 2021 > Wednesday Open Men > Edit game

Edit Game

Update & Save Cancel

Game details

Game #1

Home team* Lions Test

Away team* Eagles Test

Round* Round 1

Game alias
Please type

Allocation

Venue NSW - Moore Park

Ground Oval 1

Date* 07/04/2021

Start time 07 : 00 am

End time 7:45 AM

Unallocate game

Delete game





Manually via Edit Game Details (cont)

You will be returned to the fixture view in the Grade and the match details will be updated.

Competitions > Test AFL 9s > 2021 > Grades > Wednesday Open Men

Wednesday Open Men

Using as: Test AFL 9s

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Fixture Ladder Settings

Fixture

Regular Season Finals

+ Add a Game

The game has been updated and saved

Round 1

WEDNESDAY, APRIL 7

Tony Test	- V -	Suns Test	TBC Time	TBC Location	Upcoming
Crows Test	- V -	Dockers Test	TBC Time	TBC Location	Upcoming
Lions Test	- V -	Eagles Test	7:00PM	NSW - Moore Park / MOORI	Upcoming

Repeat this process for all matches.





2) Manually via Allocations -> Games

Click on Competition Management, click on the Competition, click on the Season, in the top menu click Allocations and click on the Games option in the secondary menu.

Click on the down arrow next to the month and click on the View button in the first date in the month.

Competitions > Test AFL 9s > 2021

Test AFL 9s 2021 VISIBLE

Grades Teams Participants Registration **Allocations** Settings

Games Game Slots

April 2021

Date	Status	Action
WED 07	2 games need allocating	View
WED 14	3 games need allocating	View
WED 21	3 games need allocating	View
WED 28	3 games need allocating	View

May 2021

June 2021

Click and drag the blue highlighted matches in the Unallocated area into the grid.

WED 07 APR Game allocation Test AFL 9s, 2021 Done

Calendar List

Grounds Filter Save to PDF

Time	MPK MOOR1	MOOR2	MOOR3
7 PM	Wednesday Open Men Lions Test vs Eagles Test 7:00 - 7:45 PM		
8 PM			
9 PM			
10 PM			

Unallocated Showing 2 of 2

All Rounds All Grades All Ages All Genders

Wednesday Open Men
Tony Test vs Suns Test

Wednesday Open Men
Crows Test vs Dockers Test



Manually via Allocations -> Games (cont)

In the example below the match highlighted green has already been allocated manually, one unallocated match has been dragged to 8pm on Moor2, the other unallocated match has been dragged to 9pm on Moor3 and there no matches left in the Unallocated area.

WED 07 APR Game allocation Test AFL 9s, 2021

Update Changes Cancel

Using as Test AFL 9s

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Support

Tony Saunders

Calendar List

Grounds

MPK MOOR1 MOOR2 MOOR3

7 PM Wednesday Open Men Lions Test vs Eagles Test 7:00 - 7:45 PM

8 PM Wednesday Open Men Tony Test vs Suns Test 8:00 - 8:45 PM

9 PM Wednesday Open Men Crows Test vs Dockers Test 9:00 - 9:45 PM

10 PM

Unallocated Showing 0 of 0

All Rounds All Grades All Ages All Genders

All games have been allocated.

Click the Update Changes button in the top right corner and if there no clashes the matches will turn color from blue to green and a message will appear that the matches have been updated successfully.

WED 07 APR Game allocation Test AFL 9s, 2021

Done

Games have been updated successfully.

Calendar List

Grounds

MPK MOOR1 MOOR2 MOOR3

7 PM Wednesday Open Men Lions Test vs Eagles Test 7:00 - 7:45 PM

8 PM Wednesday Open Men Tony Test vs Suns Test 8:00 - 8:45 PM

9 PM Wednesday Open Men Crows Test vs Dockers Test 9:00 - 9:45 PM

10 PM

Unallocated Showing 0 of 0

All Rounds All Grades All Ages All Genders





Manually via Allocations -> Games (cont)

Return to the fixture view in the Grade and the match details for the round will be updated.

The screenshot shows the PlayHQ web application interface. On the left is a dark sidebar with navigation links: 'Using as Test AFL 9s', 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Transfers', 'Merchandise', 'Venues', 'Reports', 'My Organisation', and 'Settings'. The main content area has a breadcrumb trail: 'Competitions > Test AFL 9s > 2021 > Grades > Wednesday Open Men'. Below this is the title 'Wednesday Open Men' and tabs for 'Fixture', 'Ladder', and 'Settings'. The 'Fixture' tab is active, showing a sub-tab for 'Regular Season' and a '+ Add a Game' button. The fixture table is titled 'Round 1' and 'WEDNESDAY, APRIL 7'. It lists three matches: 'Lions Test' vs 'Eagles Test' at 7:00PM, 'Tony Test' vs 'Suns Test' at 8:00PM, and 'Crows Test' vs 'Dockers Test' at 8:00PM. All matches are at 'NSW - Moore Park / MOOR1', 'NSW - Moore Park / MOOR2', and 'NSW - Moore Park / MOOR3' respectively, and are marked as 'Upcoming'.

Round 1						
WEDNESDAY, APRIL 7						
Lions Test	-	V	-	Eagles Test	7:00PM	NSW - Moore Park / MOOR1
Tony Test	-	V	-	Suns Test	8:00PM	NSW - Moore Park / MOOR2
Crows Test	-	V	-	Dockers Test	8:00PM	NSW - Moore Park / MOOR3

Repeat this process for all rounds.





3) Automatically via Allocations -> Game Slots

Click on Competition Management, click on the Competition, click on the Season, in the top menu click Allocations and click on the Game Slots option in the secondary menu.

Click on the View button.

Competitions > Test AFL 9s > 2021

Test AFL 9s 2021 VISIBLE

Grades Teams Participants Registration **Allocations** Settings

Games **Game Slots**

MON	-
TUE	-
WED	3 slots need allocating View
THU	-
FRI	-
SAT	-
SUN	-

Each match in a round is called a Slot – match 1 = slot 1, match 2 = slot 2, etc. Each Slot can be allocated a specific venue and time for all rounds in a fixture.

Click and drag the blue highlighted matches in the Unallocated area into the grid.

WED **Game slot allocation** Test AFL 9s, 2021 Done

Calendar List

Grounds Filter Save to PDF

	MPK MOOR1	MOOR2	MOOR3
7 PM			
8 PM			
9 PM			
10 PM			

Unallocated Showing 3 of 3

Wednesday Open Men - Slot 1 Wednesday Open Men - Slot 2 Wednesday Open Men - Slot 3

All Grades All Ages All Genders





Automatically via Allocations -> Game Slots

In the example below Slot 1 in each round has been dragged to 7pm on Moor1, Slot 2 in each round has been dragged to 8pm on Moor2 and Slot 3 in each round has been dragged to 9pm on Moor3.

Click the Update Changes button in the top right corner and if there no clashes the slots will turn color from blue to green and a message will appear that the slots have been updated successfully.



Automatically via Allocations -> Game Slots

Return to the fixture view in the Grade and the match details for the season will be updated.

 Using as Test AFL 9s Competition Management Game Day Programs Participants Transfers Merchandise Venues Reports My Organisation Settings	Competitions > Test AFL 9s > 2021 > Grades > Wednesday Open Men									
	Wednesday Open Men									
	Fixture Ladder Settings									
	Round 1									
	WEDNESDAY, APRIL 7									
		Lions Test	-	V	-		Eagles Test	7:00PM	NSW - Moore Park / MOOR1	Upcoming
		Tony Test	-	V	-		Suns Test	8:00PM	NSW - Moore Park / MOOR2	Upcoming
		Crows Test	-	V	-		Dockers Test	9:00PM	NSW - Moore Park / MOOR3	Upcoming
	Round 2									
	WEDNESDAY, APRIL 14									

 Game Day Programs Participants Transfers Merchandise Venues Reports My Organisation Settings	Round 3									
	WEDNESDAY, APRIL 21									
		Dockers Test	-	V	-		Eagles Test	7:00PM	NSW - Moore Park / MOOR1	Upcoming
		Crows Test	-	V	-		Suns Test	8:00PM	NSW - Moore Park / MOOR2	Upcoming
		Tony Test	-	V	-		Lions Test	9:00PM	NSW - Moore Park / MOOR3	Upcoming
	Round 4									
	WEDNESDAY, APRIL 28									
		Suns Test	-	V	-		Dockers Test	7:00PM	NSW - Moore Park / MOOR1	Upcoming
		Eagles Test	-	V	-		Tony Test	8:00PM	NSW - Moore Park / MOOR2	Upcoming
		Lions Test	-	V	-		Crows Test	9:00PM	NSW - Moore Park / MOOR3	Upcoming

 Game Day Programs Participants Transfers Merchandise Venues Reports My Organisation Settings	Round 5									
	WEDNESDAY, MAY 5									
		Tony Test	-	V	-		Crows Test	7:00PM	NSW - Moore Park / MOOR1	Upcoming
		Dockers Test	-	V	-		Lions Test	8:00PM	NSW - Moore Park / MOOR2	Upcoming
		Eagles Test	-	V	-		Suns Test	9:00PM	NSW - Moore Park / MOOR3	Upcoming
	Round 6									
	WEDNESDAY, MAY 12									
		Eagles Test	-	V	-		Lions Test	7:00PM	NSW - Moore Park / MOOR1	Upcoming
		Suns Test	-	V	-		Tony Test	8:00PM	NSW - Moore Park / MOOR2	Upcoming
		Dockers Test	-	V	-		Crows Test	9:00PM	NSW - Moore Park / MOOR3	Upcoming





Automatically via Allocations -> Game Slots

This option can be used to automatically allocate fixtures for multiple Grades at the same time.

In the example below the Slots have already been allocated for the Wednesday Open Men Grade and the Slots can be allocated for the Wednesday Open Mixed & Wednesday Open Women grades without any clashes occurring.

WED Game slot allocation
Test AFL 9s, 2021

Update Changes Cancel

Using as: Test AFL 9s

Competition Management

Game Day

Programs

Participants

Transfers

Merchandise

Venues

Reports

My Organisation

Settings

Support

Calendar List

Grounds

	MOOR1	MOOR2	MOOR3
7 PM	Wednesday Open Men - Slot 1 7:00 - 7:45PM	Wednesday Open Mixed - Slot 1 7:00 - 7:45PM	Wednesday Open Women - Slot 1 7:00 - 7:45PM
8 PM	Wednesday Open Women - Slot 2 8:00 - 8:45PM	Wednesday Open Men - Slot 2 8:00 - 8:45PM	Wednesday Open Mixed - Slot 2 8:00 - 8:45PM
9 PM	Wednesday Open Mixed - Slot 3 9:00 - 9:45PM	Wednesday Open Women - Slot 3 9:00 - 9:45PM	Wednesday Open Men - Slot 3 9:00 - 9:45PM
10 PM			

Unallocated Showing 0 of 0

All Grades | All Ages | All Genders

All slots have been allocated.

When the Update Changes button is clicked it will update all of fixtures in the season for the Wednesday Open Mixed & Wednesday Open Women Grades.



10. How to Enter Match Results

Click on Game Day in the left hand menu and select the date of the fixtures.

Game Day

Using as **Test AFL 9s**

Generate Game Sheets

07/04/2021

All Game Statuses All Grades All Venues Reset

1 - 9 of 9 1 of 1

TIME	VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
7:00 PM	MPK/MOOR1	Lions Test	- - - - -	Eagles Test	Test AFL 9s Wednesday Open Men	98fe09 Details
8:00 PM	MPK/MOOR1	Bulldogs Test	- - - - -	Giants Test	Test AFL 9s Wednesday Open Women	de6d2c Details
8:00 PM	MPK/MOOR1	Bombers Test	- - - - -	Tigers Test	Test AFL 9s Wednesday Open Mixed	fe6a8e Details
7:00 PM	MPK/MOOR2	Magpies Test	- - - - -	Hawks Test	Test AFL 9s Wednesday Open Mixed	b7e5ef Details
8:00 PM	MPK/MOOR2	Tony Test	- - - - -	Suns Test	Test AFL 9s Wednesday Open Men	40d6a0 Details
9:00 PM	MPK/MOOR2	Power Test	- - - - -	Cats Test	Test AFL 9s Wednesday Open Women	8c5145 Details
7:00 PM	MPK/MOOR3	Swans Test	- - - - -	Demons Test	Test AFL 9s Wednesday Open Women	e489ca Details

The full score – Super Goals, Goals & Behinds – can be entered or just the total points can be entered.

Game Day

Using as **Test AFL 9s**

Generate Game Sheets

07/04/2021

All Game Statuses All Grades All Venues Reset

1 - 9 of 9 1 of 1

TIME	VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
7:00 PM	MPK/MOOR1	Lions Test	1 2 3 24 2 4 8 50	Eagles Test	Test AFL 9s Wednesday Open Men	98fe09 Details
8:00 PM	MPK/MOOR1	Bulldogs Test	- - - 61 - - - 40	Giants Test	Test AFL 9s Wednesday Open Women	de6d2c Details
9:00 PM	MPK/MOOR1	Bombers Test	- - - - -	Tigers Test	Test AFL 9s Wednesday Open Mixed	fe6a8e Details
7:00 PM	MPK/MOOR2	Magpies Test	- - - - -	Hawks Test	Test AFL 9s Wednesday Open Mixed	b7e5ef Details
8:00 PM	MPK/MOOR2	Tony Test	- - - - -	Suns Test	Test AFL 9s Wednesday Open Men	40d6a0 Details
9:00 PM	MPK/MOOR2	Power Test	- - - - -	Cats Test	Test AFL 9s Wednesday Open Women	8c5145 Details
7:00 PM	MPK/MOOR3	Swans Test	- - - - -	Demons Test	Test AFL 9s Wednesday Open Women	e489ca Details



How to Enter Match Results (cont)

The results will be updated and a result added based on the scores that have been entered.

The screenshot shows the 'Game Day' interface in PlayHQ. A sidebar on the left contains navigation links: Competition Management, Game Day (selected), Programs, Participants, Transfers, Merchandise, Venues, Reports, My Organisation, Settings, and Support. The main area displays a table of matches for 07/04/2021. A green banner at the top indicates 'Successfully updated game results.' The table has columns for TIME, VENUE/GROUND, HOME, SCORE, AWAY, GRADE, and GAME ID. Each match row includes a 'Details' button.

TIME	VENUE/GROUND	HOME	SCORE	AWAY	GRADE	GAME ID
7:00 PM	MPK/MOOR1	Lions Test Loss	1 2 3 24 : 2 4 8 50	Eagles Test Win	Test AFL 9s Wednesday Open Men	98fe09 Details
8:00 PM	MPK/MOOR1	Bulldogs Test Win	- - - 61 : - - - 40	Giants Test Loss	Test AFL 9s Wednesday Open Women	de6d2c Details
9:00 PM	MPK/MOOR1	Bombers Test	- - - - : - - - -	Tigers Test	Test AFL 9s Wednesday Open Mixed	fe6a9e Details
7:00 PM	MPK/MOOR2	Magpies Test	- - - - : - - - -	Hawks Test	Test AFL 9s Wednesday Open Mixed	b7e5ef Details
8:00 PM	MPK/MOOR2	Tony Test	- - - - : - - - -	Suns Test	Test AFL 9s Wednesday Open Men	40d6a0 Details
9:00 PM	MPK/MOOR2	Power Test	- - - - : - - - -	Cats Test	Test AFL 9s Wednesday Open Women	8c5145 Details

When the match has a result it is Locked.

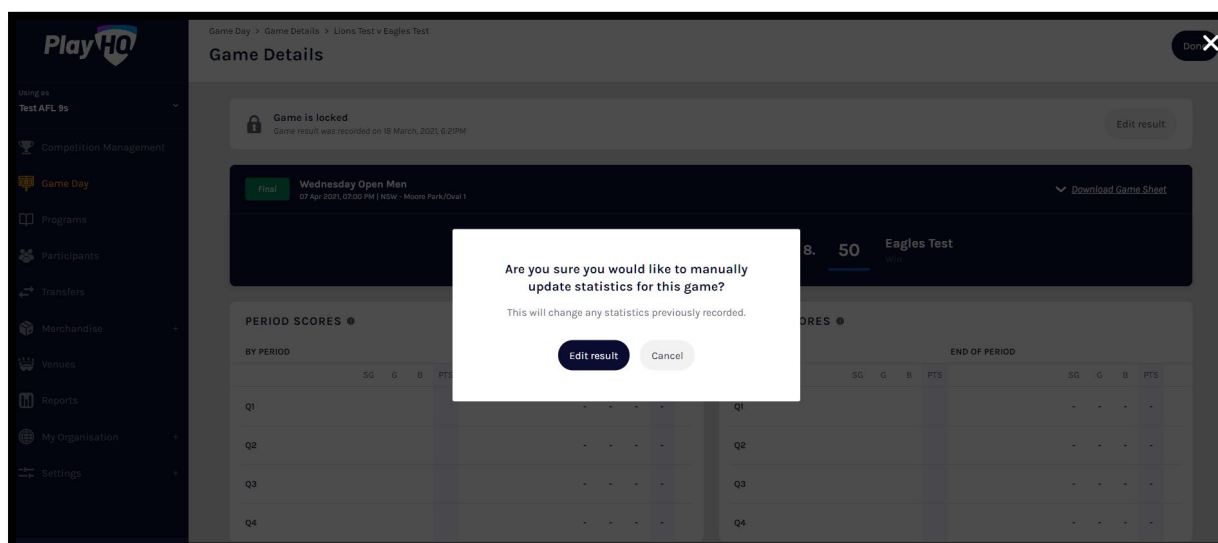
If a mistake has been made and the score needs to be adjusted click on the Details button for the match and click on the Edit result button in the top right corner.

The screenshot shows the 'Game Details' interface for a specific match: 'Lions Test v Eagles Test'. A lock icon and the text 'Game is locked' are displayed, along with the timestamp 'Game result was recorded on 18 March, 2021, 6:29PM'. An 'Edit result' button is visible in the top right. The match details show 'Final Wednesday Open Men' on '07 Apr 2021, 07:00 PM | NSW - Moore Park/Oval 1'. The score is 'Lions Test 1. 2. 3. 24 vs 2. 4. 8. 50 Eagles Test'. Below the score, there are two 'PERIOD SCORES' tables for Q1, Q2, Q3, and Q4, each with columns for SG, G, B, and PTS. At the bottom, there are 'LINE-UP' sections for both teams.

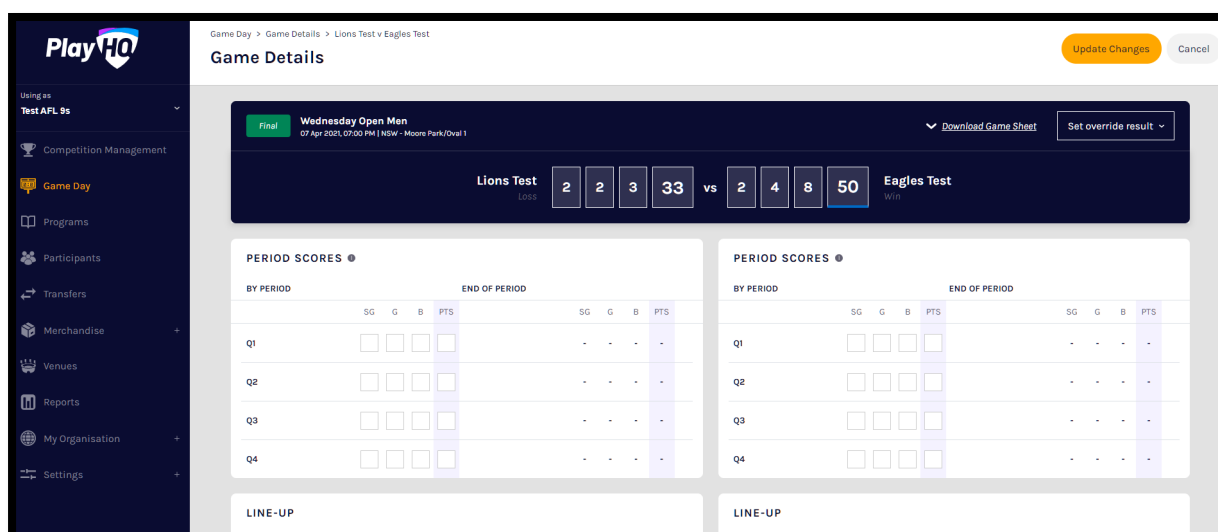


How to Enter Match Results (cont)

A warning message will pop up, click on the Edit result button.



Update the score and click on the Update Changes button in the top right corner.





How to Enter Match Results (cont)

The result will be updated, click on the Done button in the top right corner.

The screenshot shows the 'Game Details' page for a match between Lions Test and Eagles Test. A green notification bar at the top states 'Successfully updated game results.' Below this, a 'Game is locked' message indicates the result was recorded on 18 March, 2021, at 6:29 PM. The match is identified as a 'Final' for 'Wednesday Open Men' on 07 Apr 2021 at 07:00 PM at Moore Park/Oval 1. The score is displayed as Lions Test 2. 2. 3. 33 vs 2. 4. 8. 50 Eagles Test. Below the score, there are two 'PERIOD SCORES' tables for Q1 and Q2, each with columns for SG, G, B, and PTS.

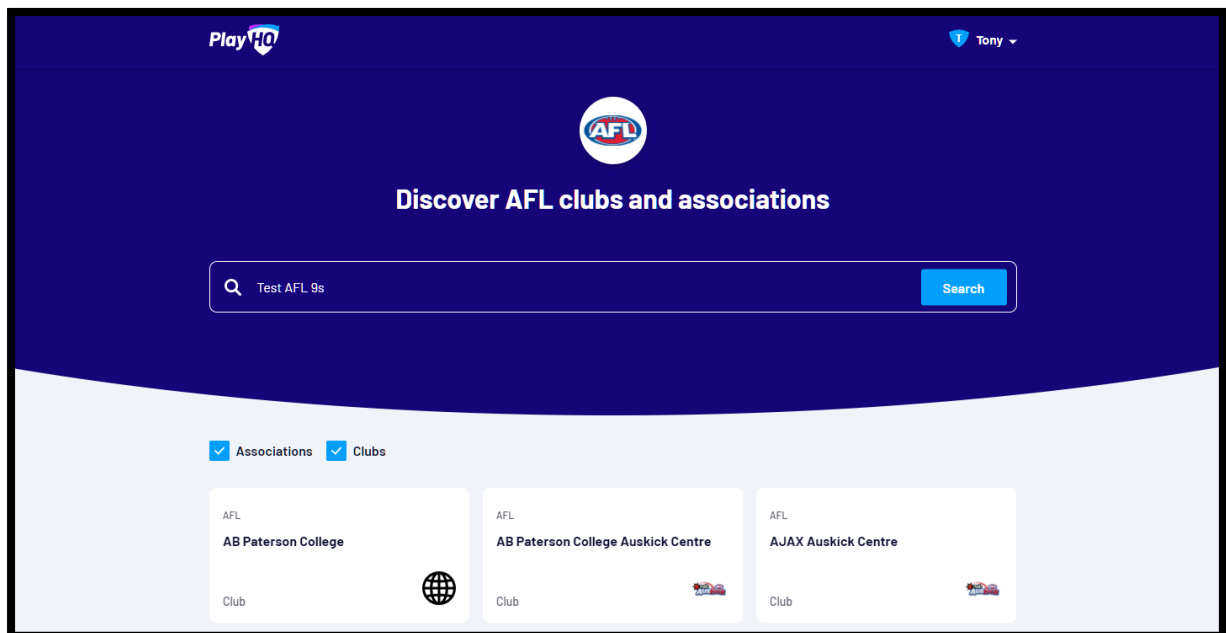
The system will return to the Game Day page.

The screenshot shows the 'Game Day' page with a 'Generate Game Sheets' button and a date filter set to 07/04/2021. Below the filters, there is a table listing matches with columns for TIME, VENUE/GROUND, HOME, SCORE, AWAY, GRADE, and GAME ID. The matches listed are Lions Test, Bulldogs Test, Bombers Test, Magpies Test, Tony Test, Power Test, Eagles Test, Giants Test, Tigers Test, Hawks Test, Suns Test, and Cats Test. Each match has a 'Details' button next to it.

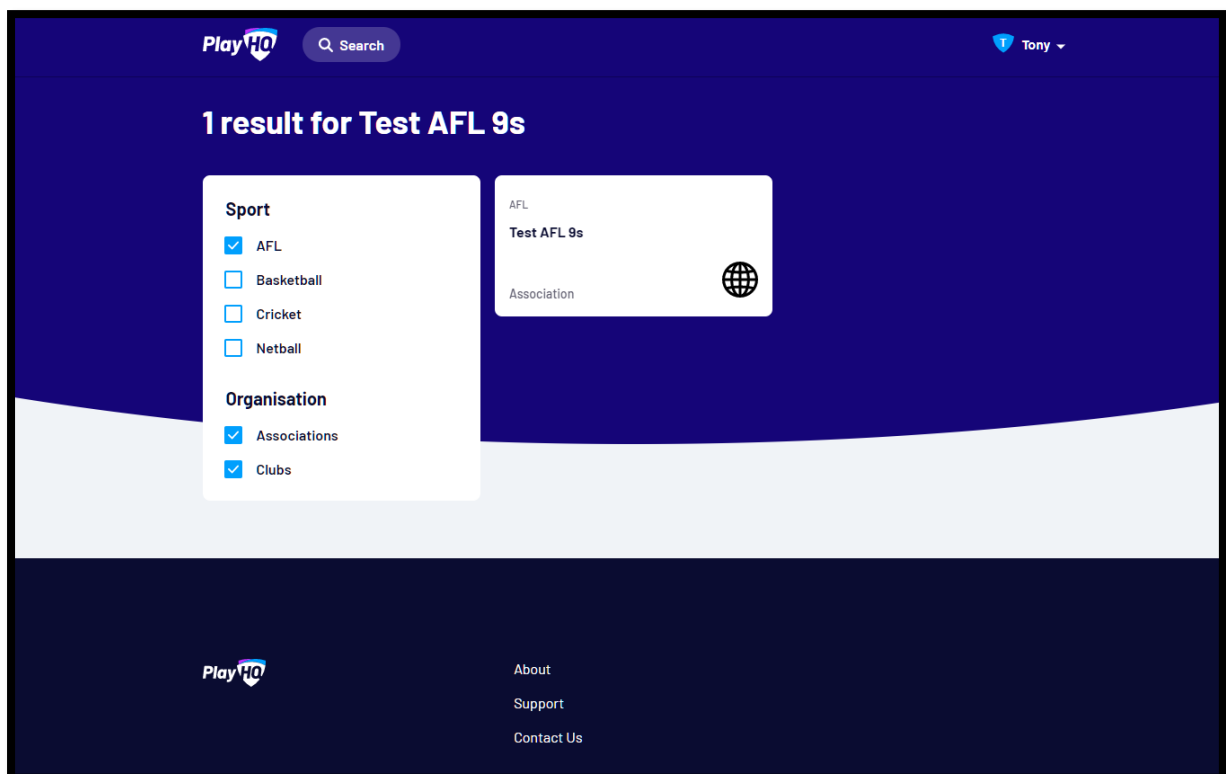


11. How to Access Fixtures, Ladders & Results

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



Click on the Competition.





How to Access Fixtures, Ladders & Results (cont)

Click on the Select button.

The screenshot shows the PlayHQ interface for 'Test AFL 9s'. At the top, there's a search bar and a user profile 'Tony'. Below the header, the page title 'Test AFL 9s' is followed by a sub-header 'AFL'. There are two tabs: 'Fixtures & Ladders' (active) and 'Register'. A progress bar shows two steps: '1 Select a Season' and '2 Select a Grade'. Below this, a card titled 'Test AFL 9s' displays a table with one row for the year '2021', the dates '01 Mar 2021 – 14 Apr 2021', and the status 'ACTIVE'. A 'Select →' button is at the bottom right of the card.

Year	Dates	Status
2021	01 Mar 2021 – 14 Apr 2021	ACTIVE

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

The screenshot shows the PlayHQ interface for 'Test AFL 9s' at the 'Select a Grade' step. The progress bar now shows '1 Select a Season' (completed) and '2 Select a Grade' (active). The 'Test AFL 9s' card shows the year '2021' and status 'ACTIVE'. Above the table are filters: 'All days', 'All genders', 'All age groups', and a 'Reset' button. The table has columns for 'GRADE', 'DAY', 'GENDER', and 'AGE GROUP'. There are three rows, each with a 'Select →' button.

GRADE	DAY	GENDER	AGE GROUP
Wednesday Open Men	Wednesday	Men	Open
Wednesday Open Mixed	Wednesday	Mixed	Open
Wednesday Open Women	Wednesday	Women	Open





How to Access Fixtures, Ladders & Results (cont)

The default will be to show fixtures and results.

PlayHQ Search Tony

Test AFL 9s

Fixtures & Ladders Register

Wednesday Open Men
Test AFL 9s, 2021

Fixture Ladder

ROUND 1 2 3 4 5 6 7 8 9 10 SF GF

Round 1
Wednesday, 07 April 2021

Lions Test	33 2,2,3 FINAL	07:00 PM NSW - Moore Park/MOOR1 View Map
Eagles Test	50 2,4,8	
Tony Test	— UPCOMING	08:00 PM NSW - Moore Park/MOOR2 View Map
Suns Test	—	

To view the ladder click on the Ladder button.

PlayHQ Search Tony

Test AFL 9s

Fixtures & Ladders Register

Wednesday Open Men
Test AFL 9s, 2021

Fixture Ladder

#	TEAM	P	PTS	%	W	L	D	B
1	Eagles Test	1	4	151.52	1	0	0	0
2	Lions Test	1	0	66.00	0	1	0	0
3	Crows Test	0	0	0.00	0	0	0	0
4	Dockers Test	0	0	0.00	0	0	0	0
5	Suns Test	0	0	0.00	0	0	0	0
6	Tony Test	0	0	0.00	0	0	0	0

Ladder calculated from Round 1

Show advanced ladder



How to Access Fixtures, Ladders & Results (cont)

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

The screenshot shows the PlayHQ website interface. At the top, there's a dark blue header with the PlayHQ logo, a search bar, and a user profile icon labeled 'Tony'. Below the header, the main content area is titled 'Test AFL 9s' with a globe icon and an 'AFL' tag. There are two tabs: 'Fixtures & Ladders' (which is active) and 'Register'. A modal window is open, displaying the 'Wednesday Open Men' ladder for 'Test AFL 9s, 2021'. The modal has a back arrow, a title, and two tabs: 'Fixture' and 'Ladder' (which is active). The ladder table lists six teams: Eagles Test, Lions Test, Crows Test, Dockers Test, Suns Test, and Tony Test. The table columns are: #, TEAM, P, PTS, %, W, L, D, B, F, A, FORF, DISQ, and ADJ. The Eagles Test team is at the top with 4 points and a percentage of 151.52. At the bottom of the modal, there is a note 'Ladder calculated from Round 1' and a toggle switch labeled 'Show advanced ladder' which is currently turned off.

#	TEAM	P	PTS	%	W	L	D	B	F	A	FORF	DISQ	ADJ
1	Eagles Test	1	4	151.52	1	0	0	0	50	33	0	0	0
2	Lions Test	1	0	66.00	0	1	0	0	33	50	0	0	0
3	Crows Test	0	0	0.00	0	0	0	0	0	0	0	0	0
4	Dockers Test	0	0	0.00	0	0	0	0	0	0	0	0	0
5	Suns Test	0	0	0.00	0	0	0	0	0	0	0	0	0
6	Tony Test	0	0	0.00	0	0	0	0	0	0	0	0	0

Ladder calculated from Round 1

Show advanced ladder





12. How to Contact Team Managers & Participants

Please refer to the Mailchimp Coordinator Communication Userguide.





13. Reports

The Reports section in PlayHQ is very user friendly with one click reports that download into CSV files. In the left hand column select Reports, in the screenshot below we have selected the Competitions tab.

The screenshot shows the PlayHQ interface with the 'Reports' section selected in the left sidebar. The 'Competitions' tab is active. It features two dropdown menus for 'Competition*' and 'Season*', both currently set to 'Select a competition' and 'Select a season' respectively. A 'Generate' button is located to the right of these dropdowns. Below the dropdowns, it states 'Data correct today at 6:43 PM (AEDT)'. The 'Participation Report' section is also visible, with a description: 'Generate a report of all registered participants in a season and the teams they have been allocated to.' It has similar dropdowns for 'Competition*' and 'Season*', and a 'Generate' button. Below this, it also states 'Data correct today at 6:43 PM (AEDT)'.

In the example below we want to run a Participation 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.

This screenshot shows the same PlayHQ interface, but with the 'Participation Report' section selected. The 'Competition*' dropdown is now set to 'Test AFL 9s' and the 'Season*' dropdown is set to '2021'. The 'Generate' button is still present. Below the dropdowns, it states 'Data correct today at 6:43 PM (AEDT)'. The 'Fill-in Participation Report' section is also visible, with a description: 'Generate a report of all fill-in participants in a season and the teams they have been allocated to.' It has similar dropdowns for 'Competition*', 'Season*', and 'Grade', and a 'Generate' button. Below this, it also states 'Data correct today at 6:43 PM (AEDT)'. At the bottom of the page, a blue banner displays 'Generating Participant...' and 'Test AFL 9s, 2021'. A 'Go to Generated Reports' link is located in the bottom right corner of the banner.





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.

The screenshot shows the PlayHQ web application interface. On the left is a dark sidebar with the PlayHQ logo and a list of navigation items: Using as (Test AFL 9s), Competition Management, Game Day, Programs, Participants, Transfers, Merchandise, Venues, Reports (highlighted), My Organisation, Settings, Support, and Tony Saunders. The main content area is titled 'Reports' and has tabs for Competitions, Programs, Financial, Orders, and Generated Reports (selected). Below the tabs is a table with columns NAME, DATE CREATED, and STATUS. The table contains one entry: 'Participant - Competition' (Test AFL 9s, 2021) with a date of '18 Mar 2021' and a status of 'Generated'. To the right of the table is a 'Download CSV' button. At the bottom of the page, a file link 'participant_202103...csv' is visible in the bottom left corner, and a 'Show all' button is in the bottom right corner.

NAME	DATE CREATED	STATUS
Participant - Competition Test AFL 9s, 2021	18 Mar 2021	Generated

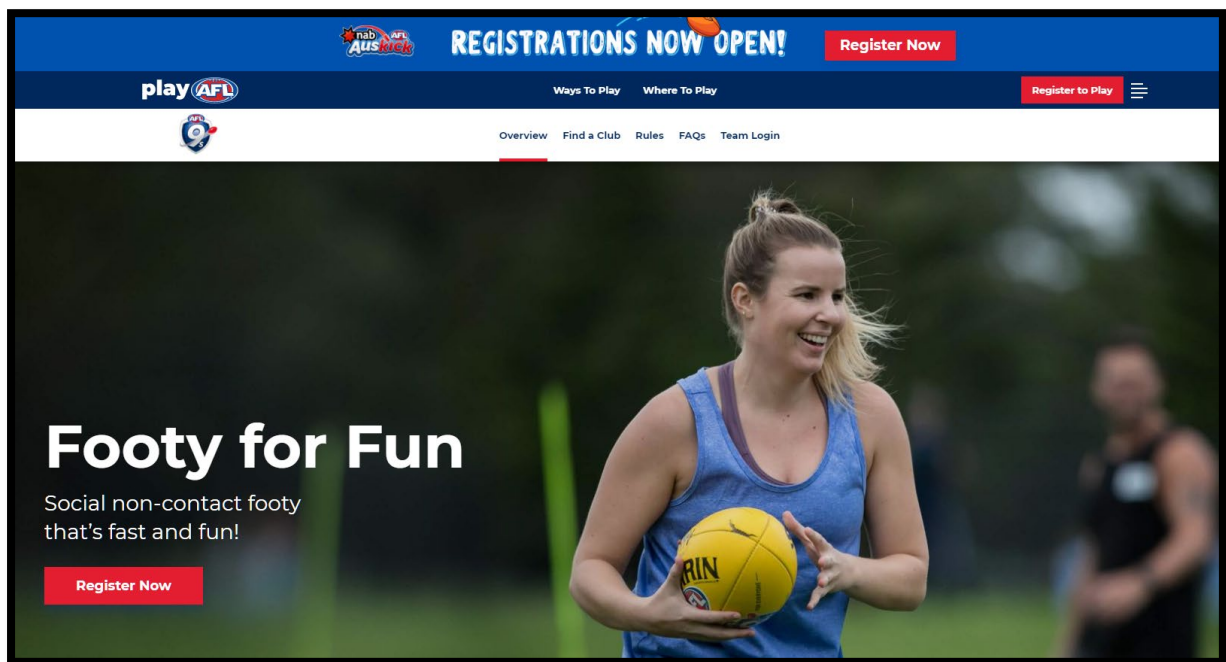




14. Support

AFL 9s Coordinator Resources

A one stop shop for all your Coordinator needs, visit <https://play.afl/afl9s> for all your AFL 9s needs. This website includes all things from logos, marketing assets, support material that makes running your AFL 9s session easy and much more.



AFL Customer Service team

Our friendly staff are always here to assist all questions relating to AFL 9s. Please contact our Customer Service staff on afl.9s@afl.com.au who will respond and make your valuable role that much easier. The team are there to help your competition coordinators, team coordinators and participants as well, so for any questions that they may have on their registration or AFL 9s leave it to our Customer Service team.

Participants can update their details at their leisure on their profile once logged [in here](#).

