



2024 SANFL JUNIORS

PLAYHQ REGISTRATION SET-UP

PLAYHQ - ADMINISTRATION ACCESS:

<https://afl.playhq.com/auth/login?redirect=https://afl.playhq.com/>

Log into PlayHQ using your email and password that has access to your Administration side of PlayHQ. If you have not received access to PlayHQ Administration, please contact sanfljuniors@sanfl.com.au to arrange access. You will need to provide your Club details, name, email, mobile and your position/role in the Club.

Once you have access and have logged into the Administration platform you will then be asked to set-up a verification link to your email or phone (This is only completed once) and is required when you log in.

Administration platform of PlayHQ:

This is the first screen you will see when you log into the Administration platform for PlayHQ, the **red section** is where your **club's name will appear** (there is also a drop down menu located next to your club's name that will allow you to switch between Clubs - example Juniors and Seniors if you have access to both systems).

The screenshot shows the PlayHQ Administration interface. On the left is a dark sidebar with the PlayHQ logo and a navigation menu. The main content area is titled 'Competitions' and has two tabs: 'My Competitions' (selected) and 'Invitations'. Below the tabs is a table with columns: SEASON, COMPETITION, ASSOCIATION, DATES, SEASON STATUS, and a 'View' button. A red arrow points from the text in the previous block to the 'Using as' dropdown menu in the sidebar, which is highlighted with a red box and contains the text 'YOUR CLUB WILL APPEAR HERE'.

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	View
2024	SANFL Juniors	SANFL Juniors	01/11/2023 - 01/09/2024	Active	View
2023	SANFL Juniors	SANFL Juniors	01/11/2022 - 03/09/2023	Completed	View
2022	SANFL Juniors	SANFL Juniors	29/04/2022 - 11/09/2022	Completed	View
2021	SANFL Juniors	SANFL Juniors	01/08/2020 - 30/09/2021	Completed	View
2020	SANFL Juniors	SANFL Juniors	01/08/2019 - 30/09/2020	Completed	View
2019	SANFL Juniors	SANFL Juniors	01/08/2018 - 30/09/2019	Completed	View
2018	SANFL Juniors	SANFL Juniors	01/08/2017 - 30/09/2018	Completed	View

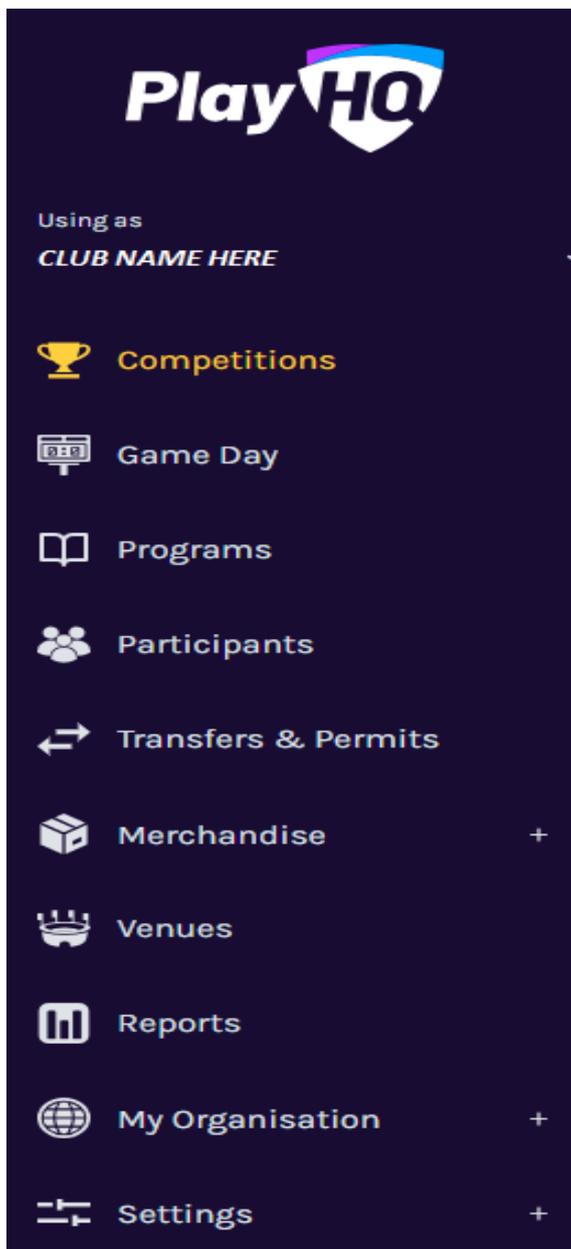


2024 SANFL JUNIORS

PLAYHQ REGISTRATION SET-UP

PlayHQ Left-Hand Side Overview

This section allows you to go into different options of the Administration Platform



***Competitions** - Here is where you set-up for the current season.

***Game Day** - Here is where you can see fixtures for specific teams. This can be filtered by age, ground, and season.

***Programs** - This is where League programs are set-up or Auskick etc (This is not used by Clubs)

***Participants** - This section allows you to see your members (This has a filter system so you will need to search for a player).

***Transfers & Permits** - This section is where you will initiate Transfer into your club (paperwork for transfers needs to be sent to SANFL Juniors sanfljuniors@sanfl.com.au before Transfers are submitted for approval via PlayHQ). This is also the section where you would initiate Season Permits.

***Merchandise** - This section allows for clubs to set up club merchandise that they would like to offer. For more information on the set-up of Merchandise please contact PlayHQ Support clubhelp@afl.com.au

***Venues** - This holds a list of all Venues that are within the PlayHQ system.

***Reports** - This section allows you to produce reports from the PlayHQ System (example: Player Registrations, Fixtures etc.)

***My Organisation** - Has two section:

First Section - **Overview**

This is where you can add the Club's Details, Contacts, Set Notifications, Add Vouchers, Payment Details

Second Section - **Admins**

This is where you can add your clubs committee members that need access to the PlayHQ System. It also allows you to view the History access of the System.

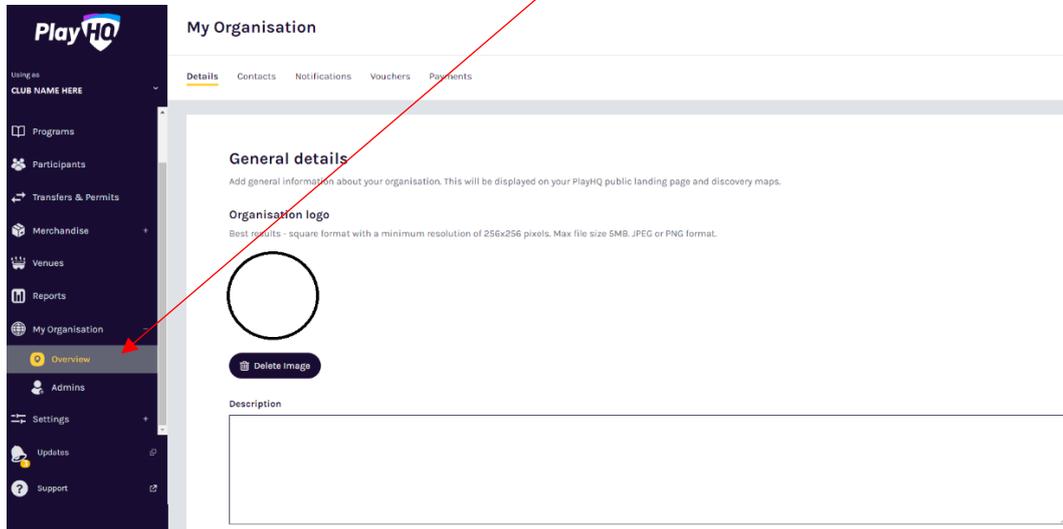
Club Set-Up - Setting Up the season Registration:



2024 SANFL JUNIORS

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The First stage to setting up your registrations needs to begin in the My Organisation Tab (located at the bottom on the Left-hand side panel)



Details Tab

This section allows you to enter all of your clubs' details including your club's logo.

Contacts Tab

This section allows you to add in all of your club committee members that can be contacted (*please remember that this section is available for public viewing via PlayHQ <https://www.playhq.com/afl> when members are looking for your club to register for the season or viewing of fixtures*).

Notifications Tab

The Notifications tab is where you can select what you want PlayHQ to notify you of within the system: Once you have added the email address of the committee member that will receive notifications you will need to select what notifications you want to receive:

- Transfers (Toggle On if you wish to receive notifications when lodged in the system)
- Permits (Toggle On if you wish to receive notifications when lodged in the system)
- Comp, Reg. - Competition Registrations (Toggle On if you wish to receive notifications)
- Prog. Reg. - Program Registrations (Toggle On if you wish to receive)

Then click the Update & Save button located at the bottom of the screen.

Vouchers Tab

This section allows you to set-up and create Vouchers that can be utilised by your members with Registrations or Product purchases. Example: if you want to give the first 100 members who register \$50 off their registration amount then you would set up the voucher for this to then be available for use at the club. For further information relating to voucher set-up please contact PlayHQ Support

clubhelp@afl.com.au



2024 SANFL JUNIORS

PLAYHQ REGISTRATION SET-UP

Payments Tab

This is the section where you would set-up your clubs bank details - this is the account that payments for Registrations or Club merchandise will be automatically sent to, this is an important part of the registration process. For further support of information please contact PlayHQ Support clubhelp@afl.com.au

Members Registration Set-Up - Setting Up the season Registration:

Click on the Competitions Tab - located on the left-hand side of the Administration platform.

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo and a list of navigation items: Competitions (highlighted with a red arrow), Game Day, Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, and My Organisation. The main content area is titled 'Competitions' and has two sub-tabs: 'My Competitions' (active) and 'Invitations'. Below the tabs is a table with the following data:

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2024	SANFL Juniors	SANFL Juniors	01/11/2023 - 01/09/2024	Active	View
2023	SANFL Juniors	SANFL Juniors	01/11/2022 - 03/09/2023	Completed	View
2022	SANFL Juniors	SANFL Juniors	29/04/2022 - 11/09/2022	Completed	View
2021	SANFL Juniors	SANFL Juniors	01/08/2020 - 30/09/2021	Completed	View
2020	SANFL Juniors	SANFL Juniors	01/08/2019 - 30/09/2020	Completed	View
2019	SANFL Juniors	SANFL Juniors	01/08/2018 - 30/09/2019	Completed	View

Once you have clicked on the Competitions Tab, you will notice across the top of your screen will be a few tab headings, under the main heading of Competitions - (Tabs are **My Competitions** and **Invitations**)

Invitations

This section is where you would receive invitations to join a league for the upcoming season. (Example: SANFL Juniors 2024 Season invitation).

My Competitions

Under the My Competitions Section will be a list of all Completed Seasons and Upcoming (Active) Season. Click on the View button of the current season.

This is a close-up of the 'My Competitions' table. The '2024' row is highlighted, and a red arrow points to the 'View' button in the right-hand column of that row.

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2024	SANFL Juniors	SANFL Juniors	01/11/2023 - 01/09/2024	Active	View
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Current Season Registration Set-Up



2024 SANFL JUNIORS

PLAYHQ REGISTRATION SET-UP

The Current Season once opened will have a few tabs across the top section.

- **Grades** - This is where you will see all Grades of the Competition once set-up by SANFL Juniors Team
- **Teams** - This is where you will see all the Teams you have nominated into the SANFL Juniors for the Current Season, this will also be set-up by the SANFL Juniors Team.
- **Participants** - This will show you all active, pending and declined registrations from members in the current season.
- **Registration** - This is the section that you will need to go into to set-up the current seasons registration forms.
- **More....** Has Player Points and Lader information.

SANFL Juniors - 2024
SANFL Juniors

Grades Teams Participants Registration More ▾

All days ▾ All genders ▾ All ages ▾ Reset

i

No grades have been added to this season.

Registration Tab - Under Current Season (2024 Season)

SANFL Juniors - 2024
SANFL Juniors

Grades Teams Participants **Registration** More ▾

Forms Age Groups Custom Fields

Participant to Club
Manage registration settings and fees. [Manage](#)

Registration Status	Registration Period	Registration Link
OPEN	01 Nov 2023, 09:00AM - 31 Jul 2024, 05:30PM Australia/Melbourne	Registration Link will appear here Copy Link

Participant to Club Team
Manage registration settings and fees.

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You have not configured a Participant to Club Team form for this season.

[Set up Form](#)



2024 SANFL JUNIORS

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Forms Section

The Forms Section is where you will set-up the registration for the season.

- **The Participant to Club Section** (Under Forms) this is where you manage your registrations.
 - Click on the Manage Button - Located on the Left-hand side of your screen.
 - You will then need to complete the following information:**
 - Start & End Dates are when your registrations are open from and until - this is the period that you can accept registrations in PlayHQ. Example: 01/11/2023 to 31/07/2024
 - Age Limit is set by SANFL Juniors
 - Registration Fees - You can add your clubs' fees under the *Set a registration fee section - Player Fee
 - Once all information has been populated click VISIBLE (make sure this is ticked)
 - Then Click SAVE button located in the top right-hand corner of your screen.
 - Once you have Saved your Registration Form you will see a Registration Link - this link is what you can provide your members/players to register for the 2024 Season.

FORMS Section - Other Tab

- **The Participant to Club Team Section** (Under the Participant to Club Section) is where you can set-up registrations to each of your teams (The Team Age has been set-up by SANFL Juniors and will automatically be populated once you choose the age groups you wish to have in your team Section - This section is not necessary for registrations but is up to individual Clubs if this is required.
- **Family Member Discount Section** - this is where you can set-up Family Discounts for more than one player to your club. - This section is not necessary for registrations but is up to individual Clubs if this is required.

AGE GROUP TAB

- This section under the Registrations Tab allows you to set your registration limits if required per age group.

CUSTOM FIELDS TAB

- This section under the Registrations Tab allows you to add additional information to the registration forms.

Once you have completed your registrations make sure you have them turned to Visible and if done correctly you will have a link appear here: this is the link that you can sent to your members to register for the current season.

Participant to Club

Manage registration settings and fees.

Manage

Registration Status	Registration Period	Registration Link	
OPEN	01 Nov 2023, 09:00AM - 31 Jul 2024, 05:30PM Australia/Melbourne	Registration Link will appear here Copy Link	<input type="checkbox"/> HIDDEN