

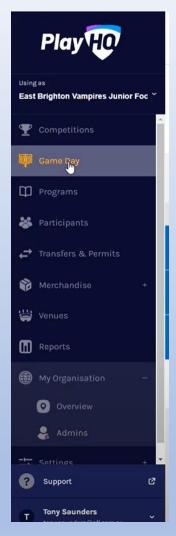
Session 5 –

Gameday for League Admins, Club Admins & Team Managers

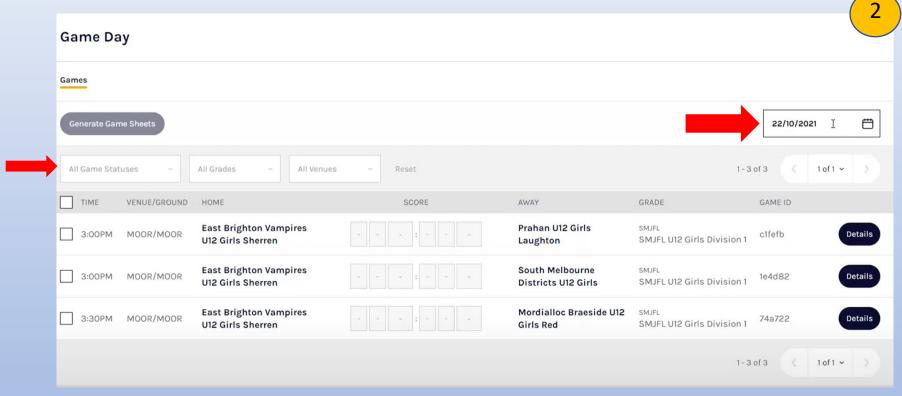
Video here -https://www.youtube.com/watch?v=bQmZqv67hoY

Gameday Area





Click on Game Day on side panel



Currently can only select day. Date range to come in the future.

Can filter Game status between upcoming, pending (once game start time has passed), final, abandoned, cancelled and in progress (live scoring)

Can filter between grades and venues as well.

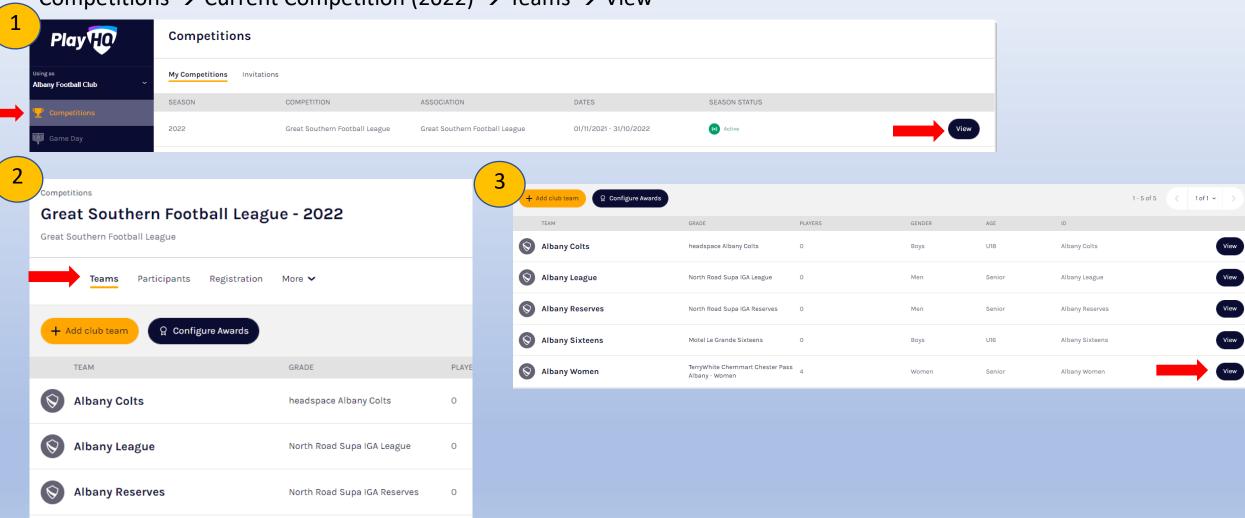
Allocating Players, Coaches & Team Managers to Teams

Competitions → Current Competition (2022) → Teams → View

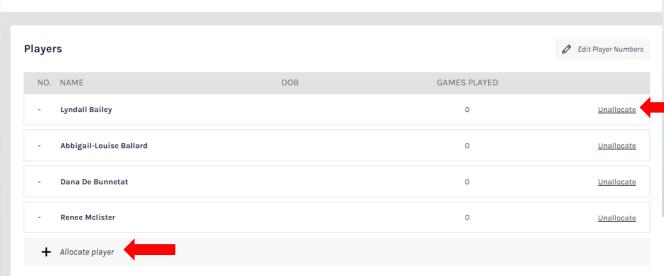
Motel Le Grande Sixteens

0

Albany Sixteens







To allocate a player, click Allocate Player

Registrations

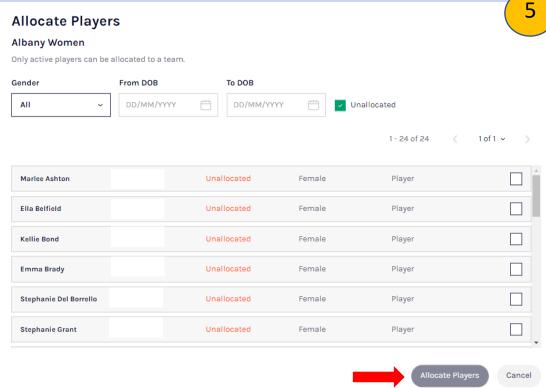
Awards

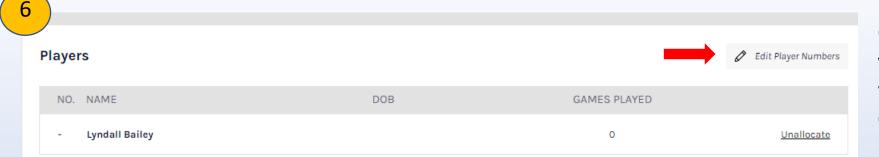
A list will appear with all unallocated player, you can filter and search for players and select the players you would like to allocate.

Once selected players, click on allocate players which will be highlighted down the bottom.

If you need to remove a player from team list for whatever reason, click on Unallocate player.

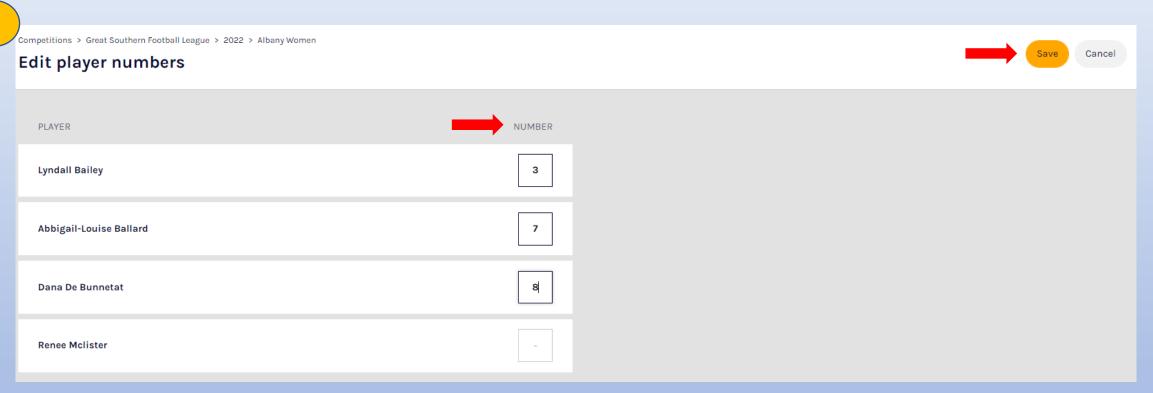
Can add back in at a later date it required.





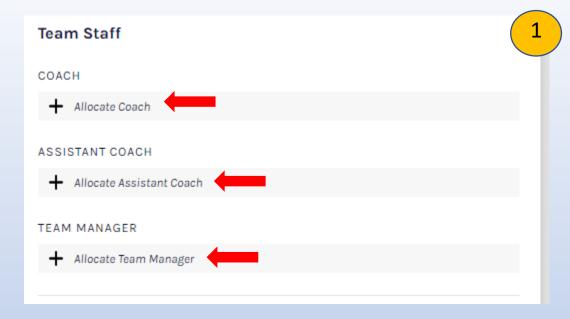
Once all players are added to the team, you can add Player Numbers if you would like.

Click on Edit Player Numbers.



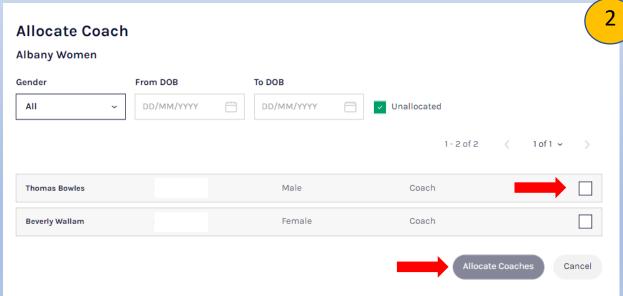
Enter Player numbers under the number column. These can be edited later on if they do change as well.

Once all entered, click save.



For Team Staff, there are 3 different options. This is on the right hand side of the screen.

Coaches and Assistant coaches DO NOT register in PlayHQ system.
 They register through CoachAFL. This will then integrate with PlayHQ. Make sure you select the right club in CoachAFL portal to link with correct team.

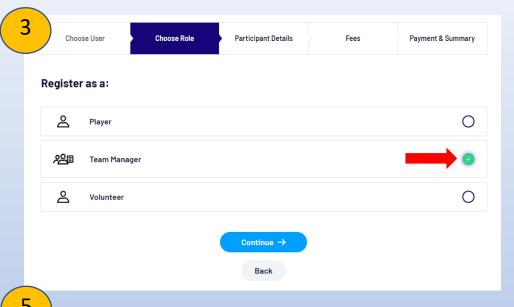


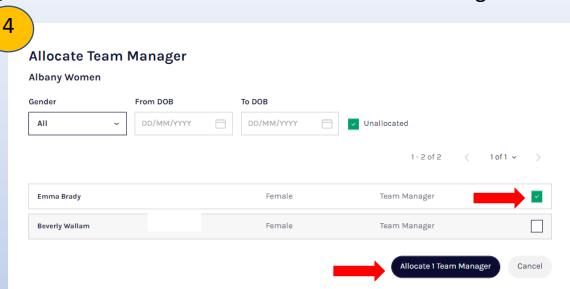
To Allocate a Coach, click on Allocate Coach, a list will come up with eligible coaches. Select which coach is required for that team and click Allocate Coaches.

Currently, you can only allocate one head coach!

For Assistant Coaches, you can set multiple or whatever your league has set the limit as.

For Team Managers, click on Allocate Team Manager. For the participant to show up under Team Manager they must register as Team Manager. Registering as a Volunteer, will not allow them to be chosen as Team Manager.





Team Staff

COACH

Beverly Wallam

Unallocate

ASSISTANT COACH

+ Allocate Assistant Coach

TEAM MANAGER

Emma Brady

Unallocate

+ Allocate Team Manager

Edit Team

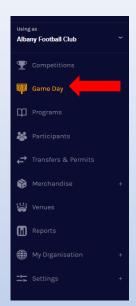
Delete Team

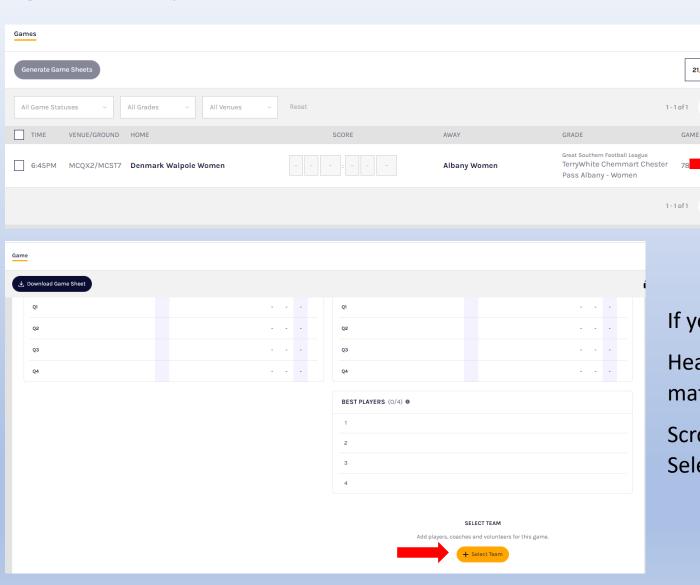
Next to Team staff there is a slide bar for Management Access.

This is how you give them Management Access for the teams. This will allow them to do the functions of selecting team, add match results, add players stats and add period scores all from the participant portal (public website).

Once activated will automatically saved.

Selecting Line-up





If you are Club Admin to enter team sheet:

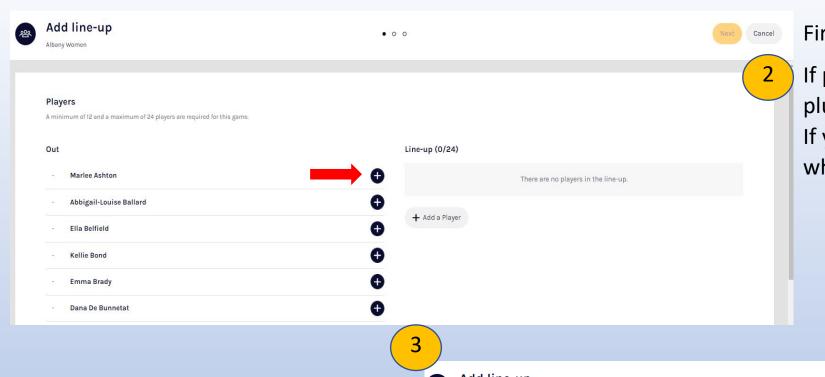
21/01/2022

< 1of1 > >

GAME ID

Head to Game Day → go to next up coming match and click Details.

Scroll down to bottom of page until you see Select Team button.

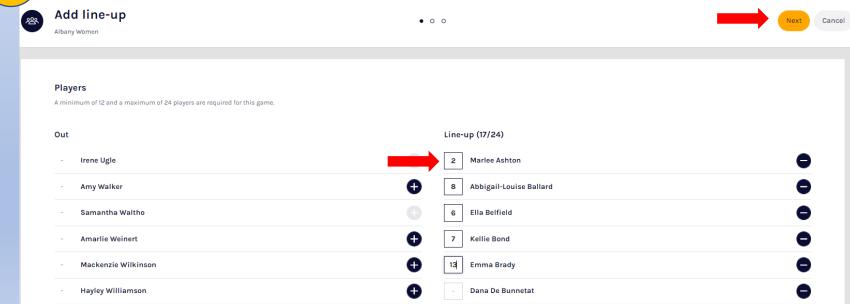


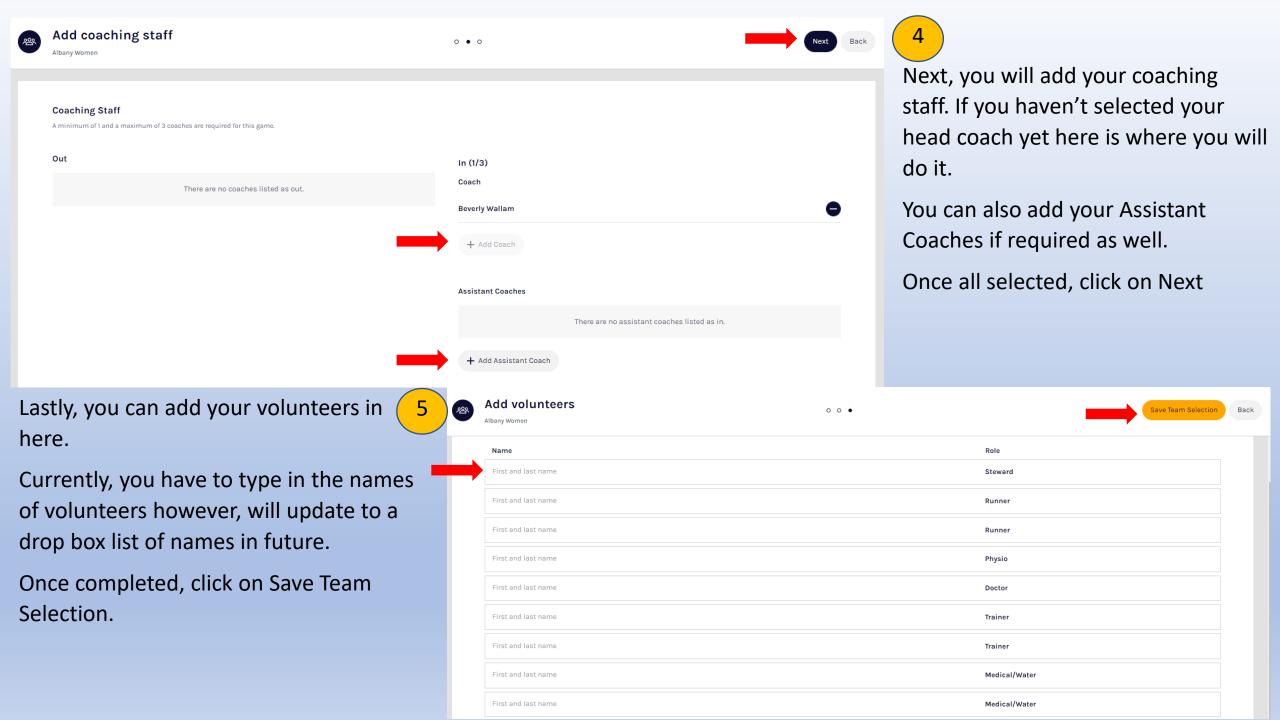
First, you will add players that are playing.

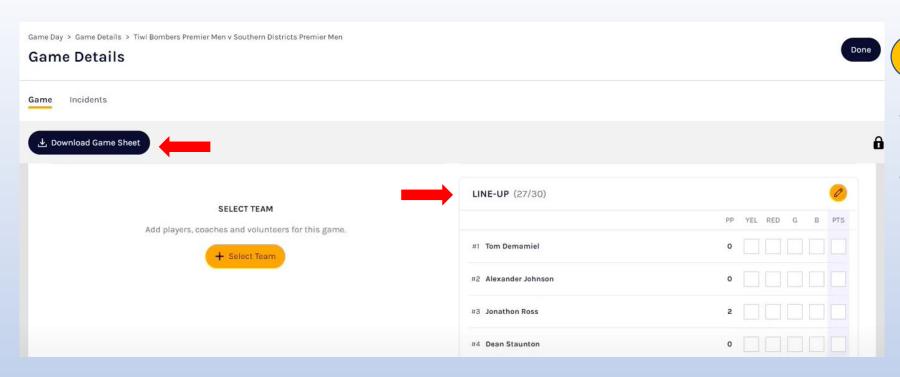
If plus button is dark blue, can add player. If plus button is grey, unavailable to be selected. If you hover over grey button it will tell you why the player can't be selected.

Once players are added to the line up, if you haven't already allocated jumper numbers you can do so here.

Once all players are selected click on next.

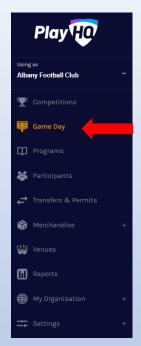


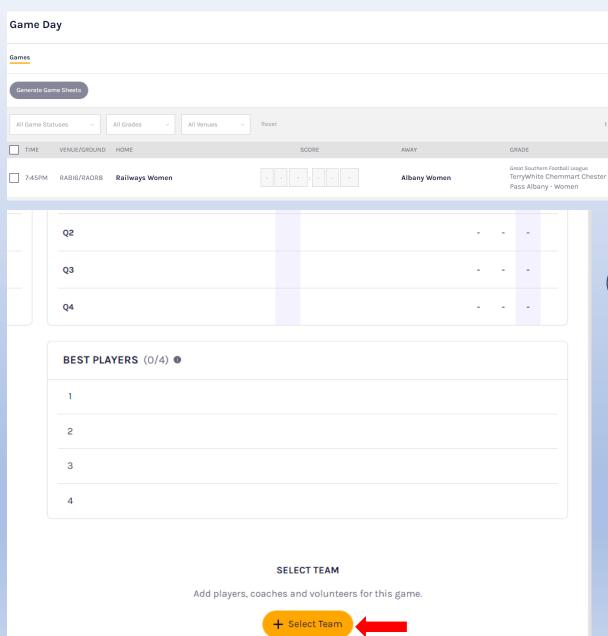




Once saved, team list can be seen.
To view Game Sheet can click on
Download Game Sheet to see
Team Sheet.

Adding Unallocated Players to Line-up



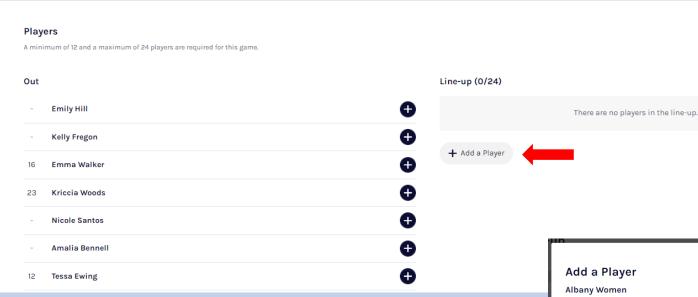


1

28/01/2022

GAME ID

Under Game Day → go to next fixtured game and click on Details → scroll down and click on Select Team.



2

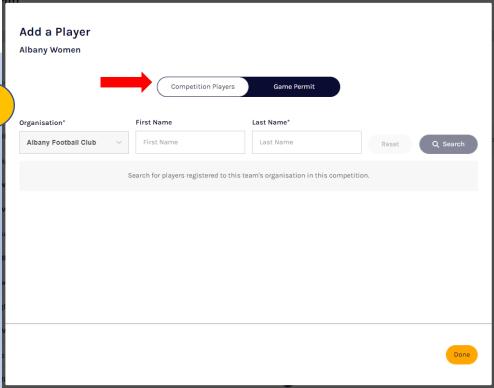
If you would like to add a player, from within your own club and that doesn't appear in your outs column or in your line- up click on Add a Player.

You will have two options, Competition Players and Game Permit.

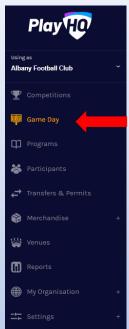
Leave on Competition Player and type in player you are looking for.

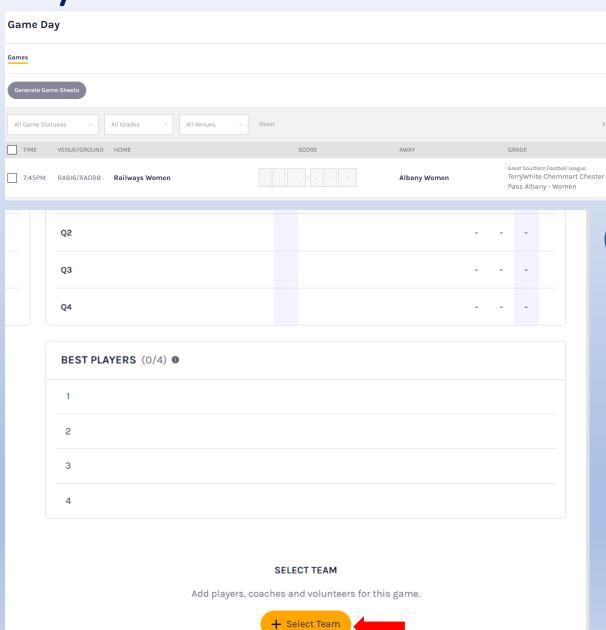
*You must try and type the last name for the player to search.

When the player pops up, if eligible, will be able to be selected to the team sheet.



Game Day Permits





Game Day Permits (Previously Match Day Permits) are selected directly from your team sheet selection.

Head to Game Day → Select up and coming fixture → Select Team.

28/01/2022

GAME ID

Click on Game Permit and type in the Organisation (club) the player is coming from.

You also have to enter in their last name.

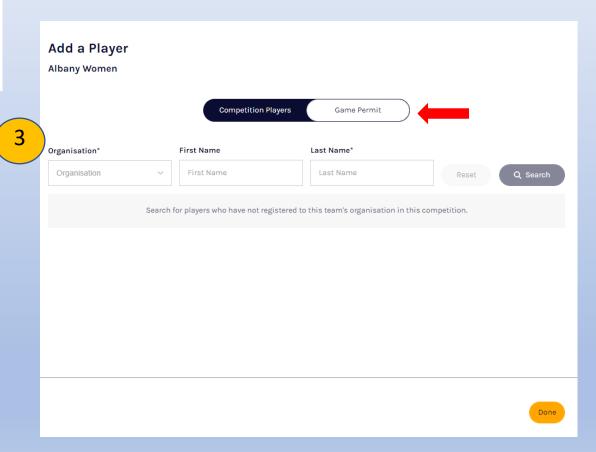
Players who are already registered with another club will only be able to enter single Game Day Permits.

If they have not registered they need to register to their original club.

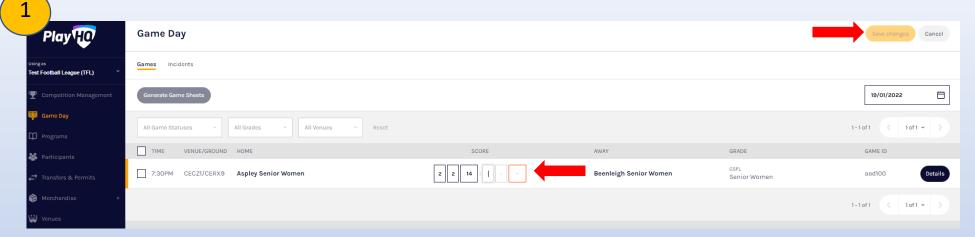
Once you have found player click on their name and click done.

Team Managers with Team Manager access WILL NOT be able to submit Game Day Permits. Only people with Club Admin access will be able to lodge game day permits.

If you would like to add a player, from outside your own club and is eligible for a Game Day Permit, click on Add a Player.

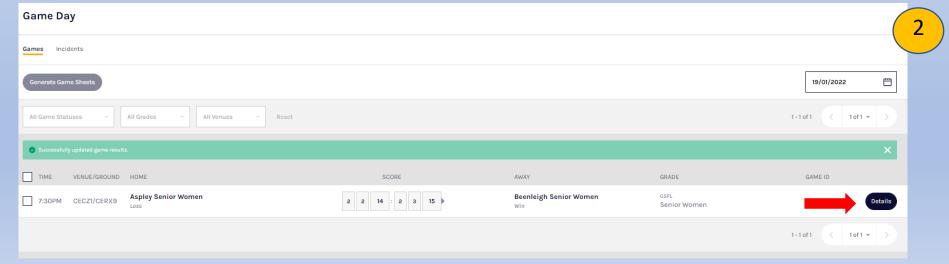


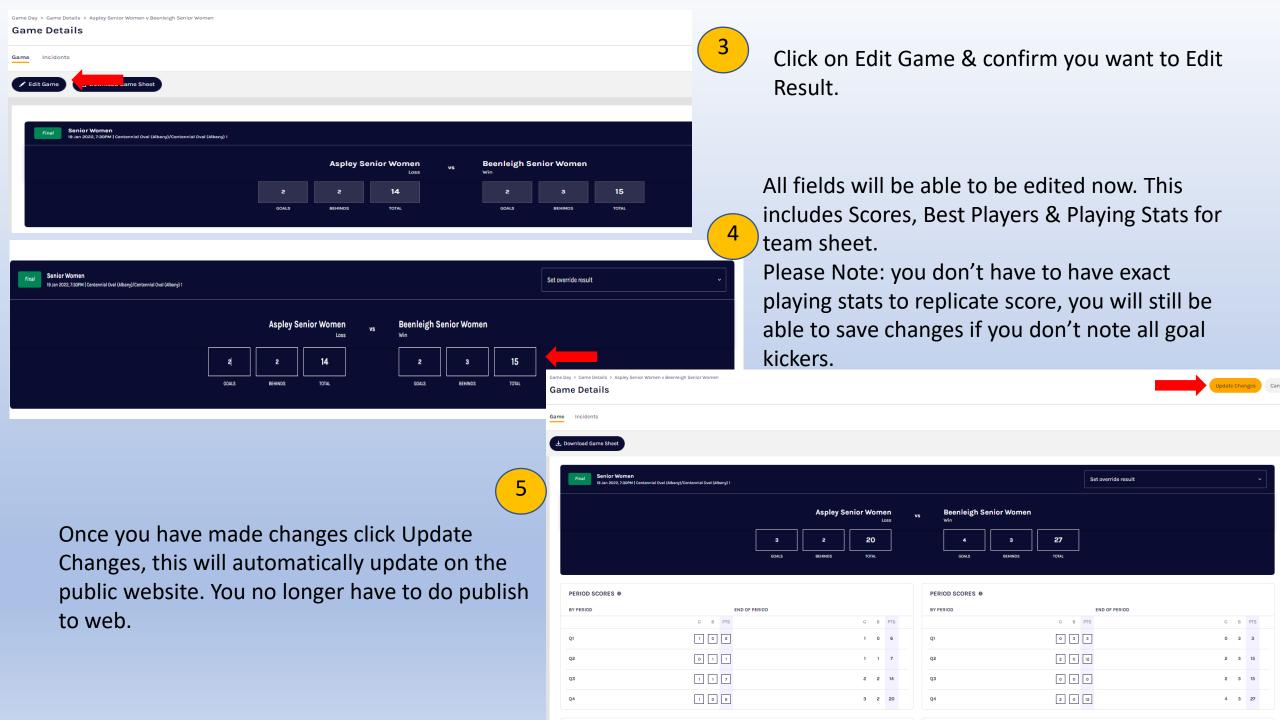
Entering Match Results & Stats



If you want to add the score at the end of the game. Head to Game Day \rightarrow The date of the game and type in the score like the above. And click on Save Changes.

This will put the Game into Final Mode. If you needed to make changes to the game click on Details.



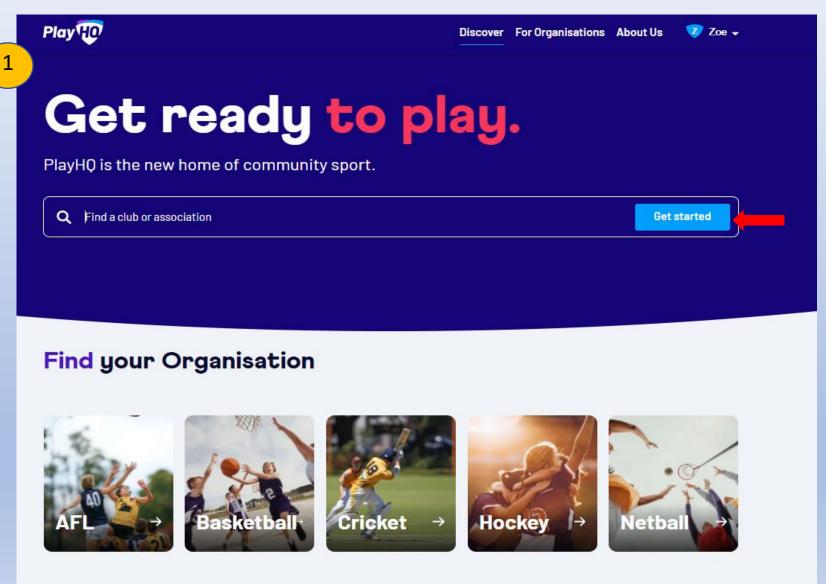


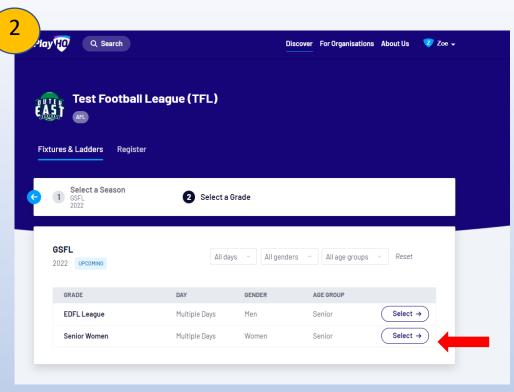
Viewing Fixtures, Results & Ladders

To view fixtures and ladders head to www.playhq.com

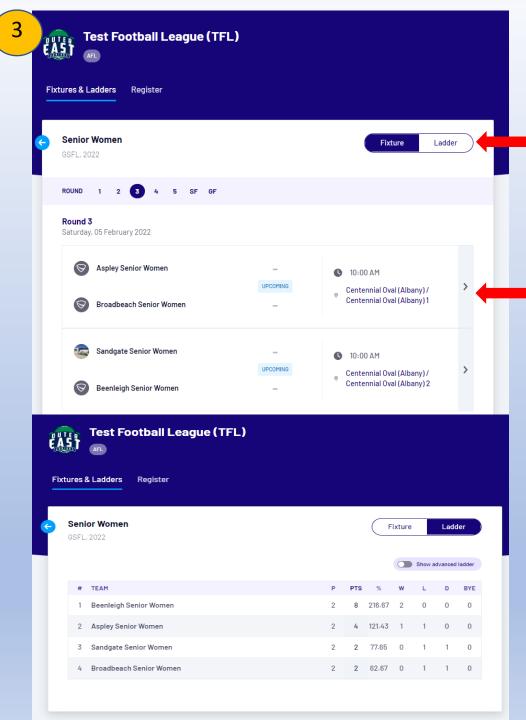
You can either search for a club or an

Association.





Once you have searched what you are after, select a Grade you would like to view.



The fixture for the season will then appear with the option to view the Ladder as well.

Can view more game details by clicking on the arrow, it will then show quarter by quarter scores, best players etc.

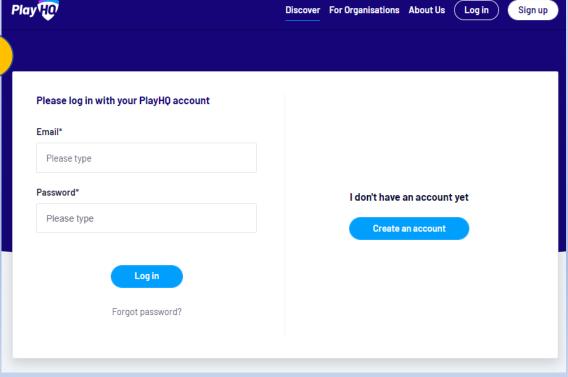
Team Manager Access & My Teams



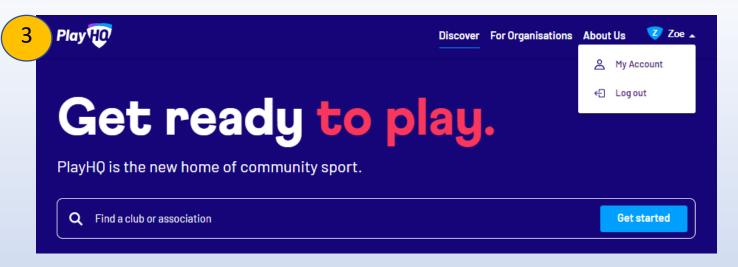
For Team Managers who have registered as a Team manager to the club and have been given Management Access, they will just need to log in through the public website. www.playhq.com

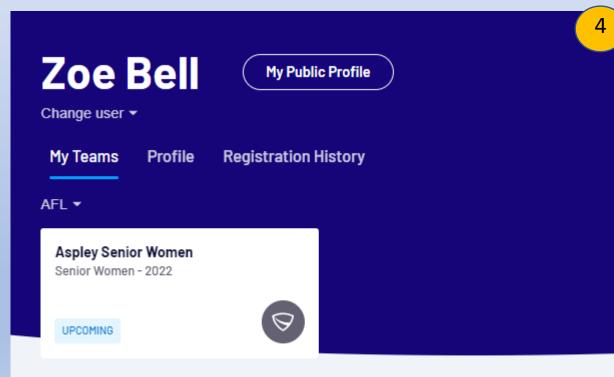
They do this by clicking on Log In.

To Log In, they would of created an account with PlayHQ when they registered, therefore will just need to enter Email address and Password.



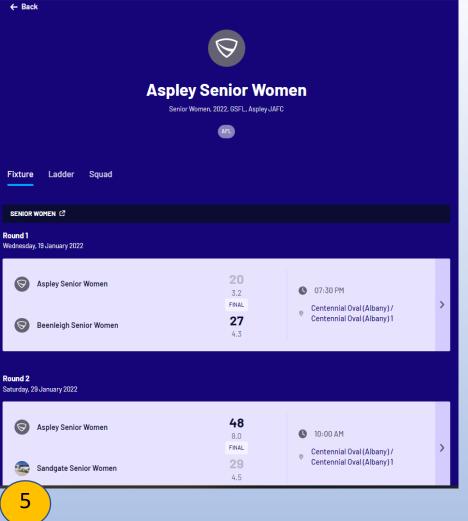
Once Logged in, their name will appear in the top right hand of the screen. Drop down the arrow next to their name and click on My Account.



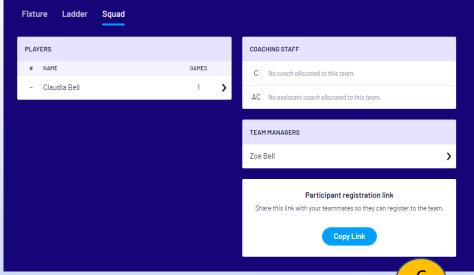


This is the public profile of your account. It will show My Teams, Profile & Registration History. If you are a parent and you registered your children you can also Change user to their account to view the same information.

To view a Team you have been allocated on click it.



It will then list the fixtured games for your team that you have been allocated to. You also have the option here to View Ladder and Squad.



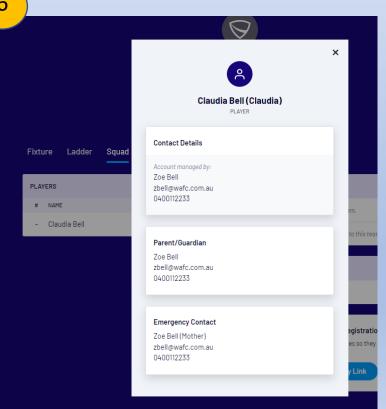
Squad is the list of allocated players to that team.

If you click on the arrow next to a players name it will come up with Contact Details for that player.

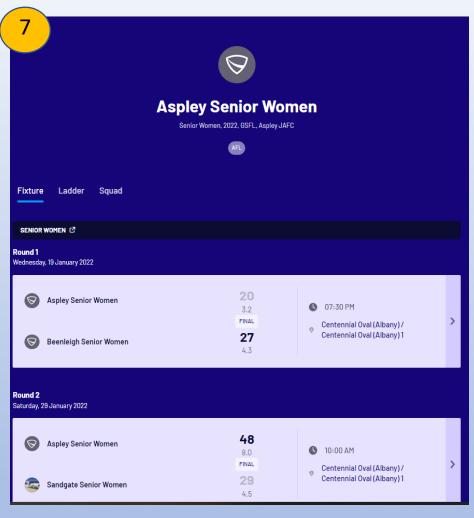
If it is a Junior player it will come up with Parent/Guardian information.

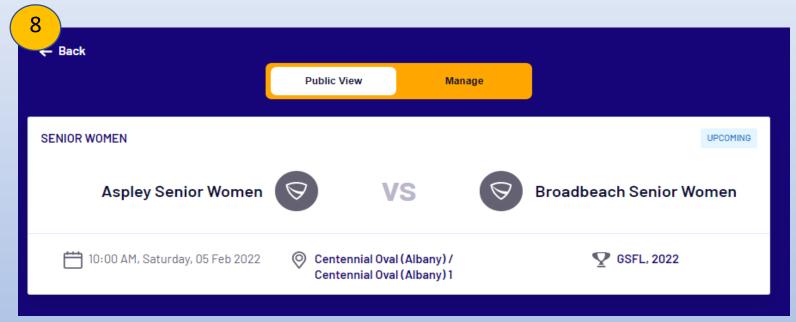
This information can be used to call players if they are a late etc.

Team Managers only have access to Squad.



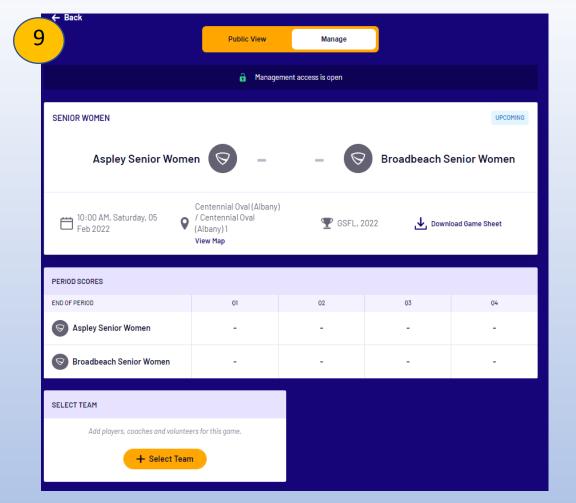
To view a game click on the arrow corresponding to the game.

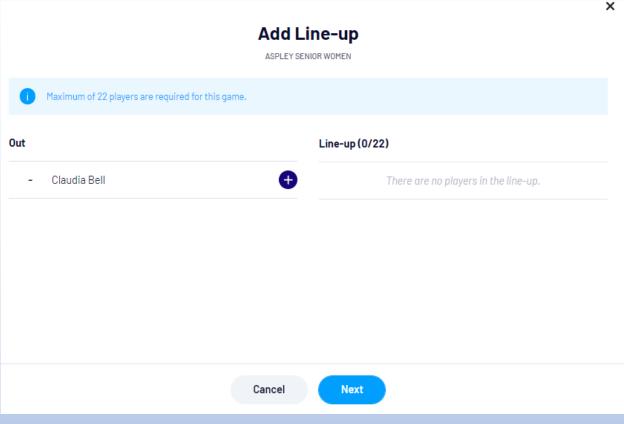




If the team manager has been given Management access their screen will appear with two options. Public View and Manage.

To Manage the game click on Manage.





If the game is upcoming, you will only be able to select the team list. Team Managers are able to create Team Sheets for eligible players in that grade. By clicking on Select Team it will show the line up and where you can add players in and out. If a player does not show up on the list, they may be ineligible or will be required to be allocated to that team, this will have to be done from a Club Admin who has Club Admin access currently, however, this feature is coming soon.

When you click next you will also be able to select eligible coaches and volunteers.

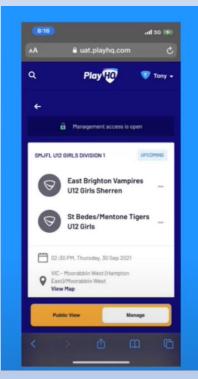
If the game is In Progress, Team Managers are able to go in and Enter Live results if required.

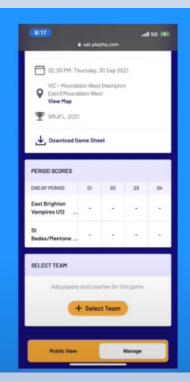
You can Download Game Sheets.

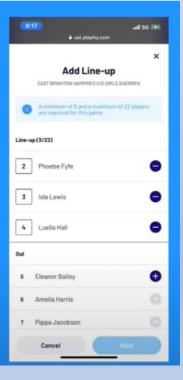
Can enter scores directly as they come about or can do by each quarter.

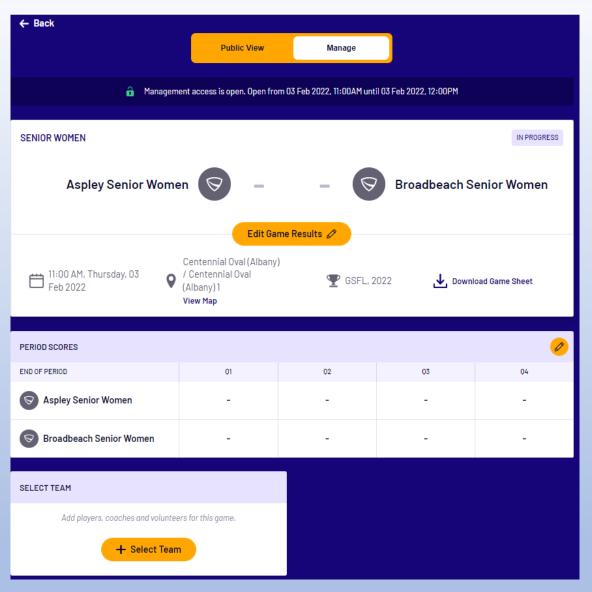
You can also select Best Players and enter in players stats.

All mobile friendly.





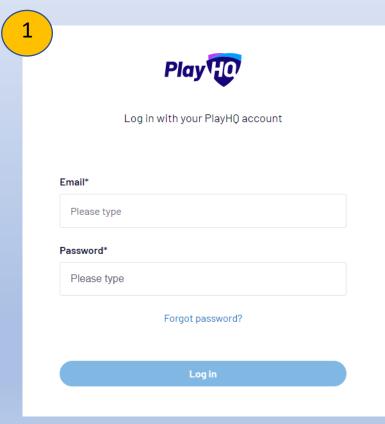




Livescore https://afl.score.playhq.com/

This is the link to livescore at games.

- To gain access, Leagues and Clubs can give access to someone to live score so they don't have to be given full admin
 access
- Login is normal PlayHQ admin access & password

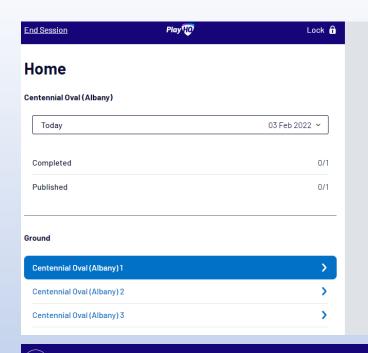


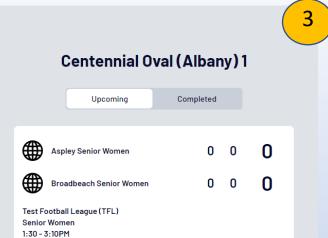


To start a session on live scoring, you need to fill in the following.

- Venue (where the game is being played)
- Days (what day it is being played)
- Pin (this 4 digit code will be what needs to type in when the game is finished to publish the final score to the public website)

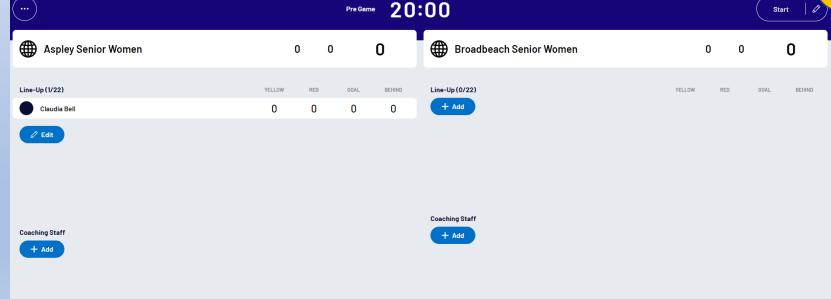
2 users cannot be scoring the same game at the same time. The pin functionality is to help change users if required.





It will then show what games are available.

Click on the game you want to live score.

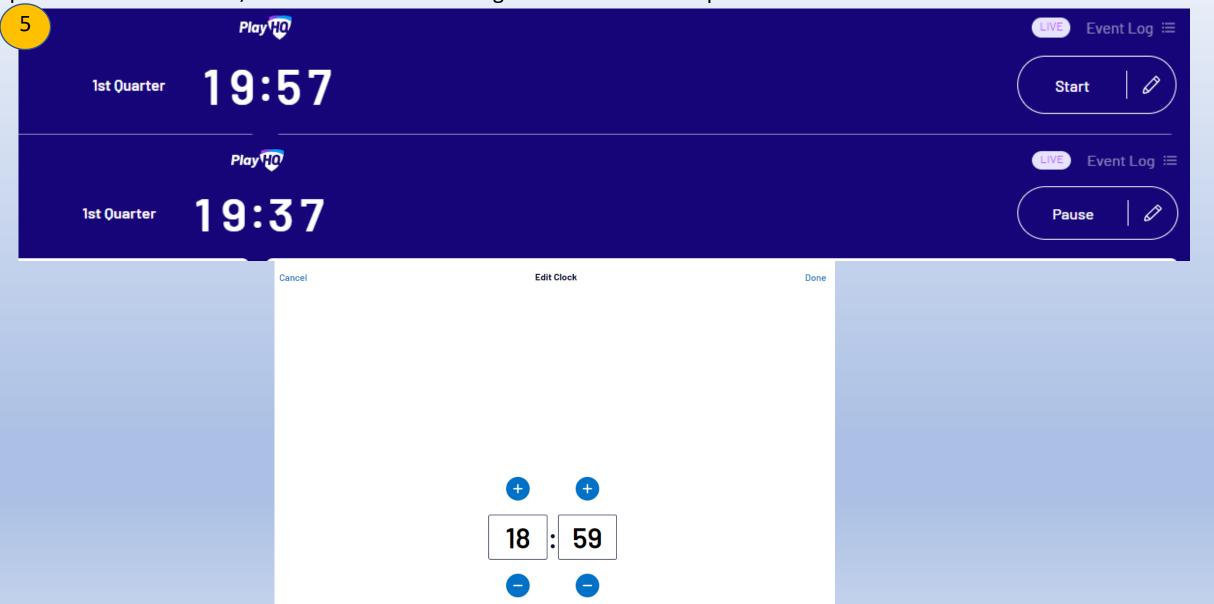


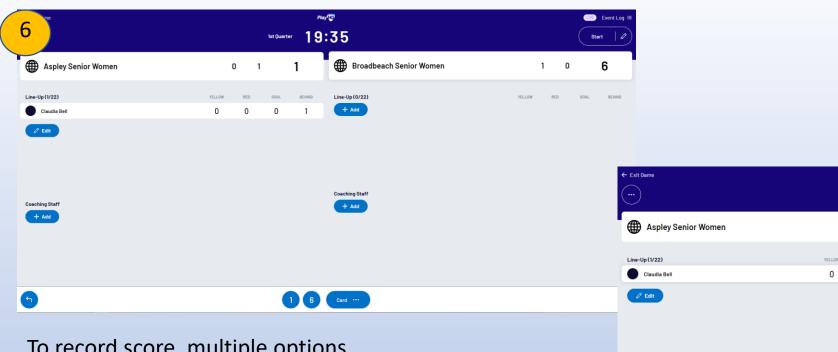
Shows each team line up, can add and remove players if required. Also have the ability to add coaching staff.

However, all normal restrictions and settings still come into play. Can't add anyone who isn't on a team sheet etc.

Timer Currently shows countdown clock, however, will be given option to do count up as well.

Click start to start scoring, can pause if required. There is also option to edit timing if need to add or deduct timings. Click on the pencil icon next to Start/ Pause and edit the timings. The clock must be paused to edit time.

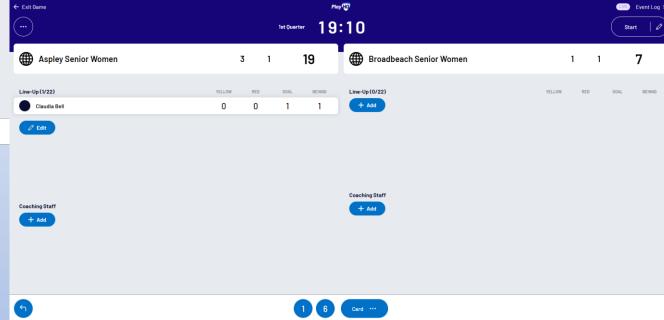


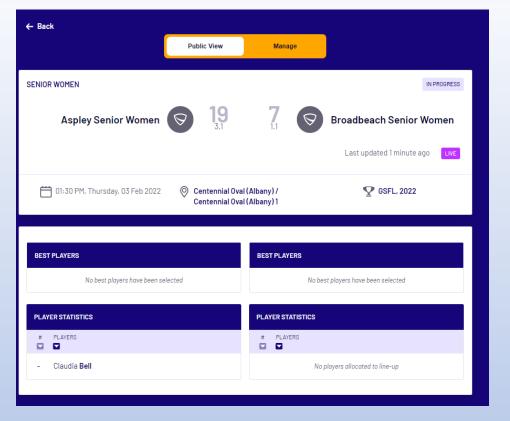


To record score, multiple options.

- Click on the 1 or 6 and then click on the team name.
- Click on the team name and then click on the 1 or 6.
- 3. If you want to track goals to players, can either click 6 first and then player who kicked it or player first and then 6.

If you make an error, you can click on the arrow (bottom left of screen). You can go back all the way to zero if all incorrect.





The live updates will automatically update the public website as well.

You must be in the game itself to see live scores, not on the main fixture screen for the Association.

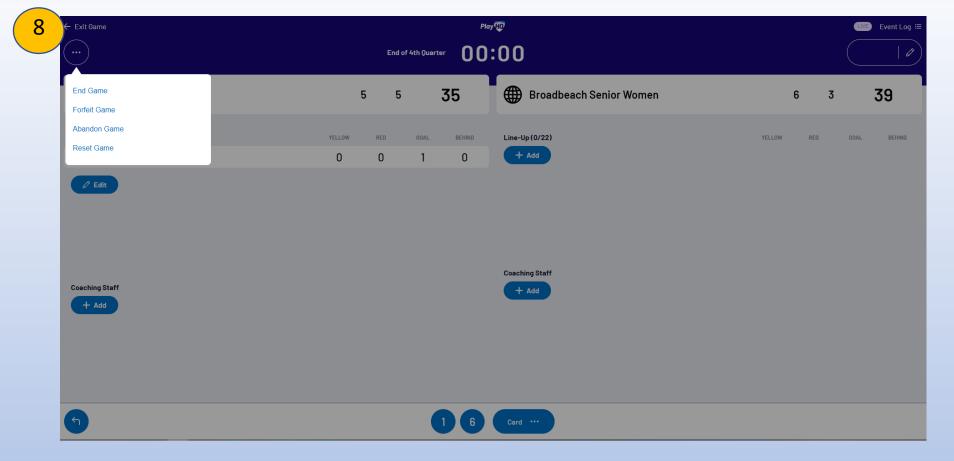
7



In the top right hand side of the screen there is an Event Log button. This will show all actions made during live scoring.

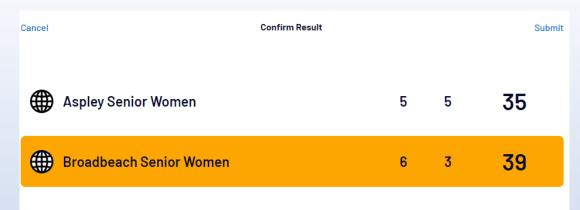
If you needed to remove a score back at the start of the quarter you can do so here by clicking on the trash can next to the action.

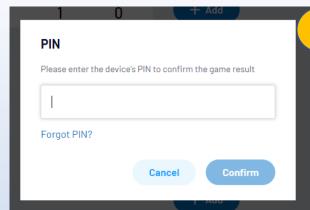
Event Log Cancel 1st Quarter Claudia Bell Ŵ **Aspley Senior Women** 19:10 **Broadbeach Senior Women** Ŵ Goal 19:10 **Broadbeach Senior Women** Ŵ Behind Broadbeach Senior Women Ŵ Behind 19:10 **Aspley Senior Women** ŵ 19:10 Aspley Senior Women Ŵ Goal There are no events for this period



Once game has finished and you are happy with the scores, click on three dots in left hand side of the screen and click end game.

If for any reason you need to forfeit, abandon or reset match, this is where you can also do that.



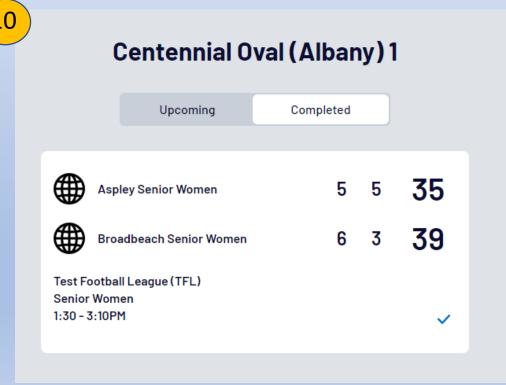


9

Once you click End Game, you will need to submit the final scores and then enter the PIN to confirm the game result.

The game will now sit in Completed back in the main home page.

It will show Final on the public page as well.





Coach Registration & Accreditation

https://coach.afl/

Nothing has changed from a coach point of view. They still just log into Coach AFL. Complete registration and make sure correct club are listed.

Coaches do not need to go to PlayHQ and register as a volunteer. Unless want team manager access then they need to register as a Team Manager and then they will be given Management Access.

If you have any issues Club Help AFL Customer Service are all trained in CoachAFL now so can handle all CoachAFL profiles.