

# PLAYHQ



# Allocate Players to Teams

- Once teams are created by SMJFL
- Allocate players to teams
- Assign jumper numbers
- Allows players to be easily selected to team line ups on game day
- Players able to be allocated to multiple teams
- Player can log into playhq.com to view team information



# Team Manager Access

- Allows clubs to grant management access to one team
- Reduce burden of game day tasks on club admins
- Team Managers log in via playhq.com to manage their team
- Team Managers able to view team and player information
- Enter team line ups, results, player stats and best players



## Team Manager Matchday Guide

APRIL 2022



**Thank you so much for putting your hand up to be a Team Manager, it's people like you that keep clubs running.**

This document is designed to guide you through using PlayHQ to successfully complete your Team Manager tasks on matchday.

Before we tackle your matchday day-to-do list, you'll need to ensure you've registered as a **Team Manager** to PlayHQ.



**Checklist**

**Pre Game**

- Login to PlayHQ
- Select your team for matchday
- Allocate player positions
- Print your team sheet
- Delegate person to cut oranges

**During Game**

- Enter quarter by quarter scores

**Post Game**

- Enter game result
- Enter best players
- Enter goal kickers
- Enter club award votes

# Access Levels

	Admin Portal	Team Manager Access
Who	→ Club admins	→ Team managers → Coaches
How	→ Club admin grants access	→ Team manager registers → Club admin allocates and grants management access
What	→ Allocate players, team managers → Line ups → Enter results, club awards	→ Line ups → Enter results, club awards
Where	<a href="http://afl.playhq.com">afl.playhq.com</a>	<a href="http://playhq.com">playhq.com</a>

# Game Day Training

- Online session - **Wednesday 29 March**
- Training will consist of
  - Allocate players to teams
  - Allocate team managers
  - Set up Club Awards
  - Enter player line-ups
  - Download game sheets
  - Team Management Access
  - Enter results, player stats, club awards



# Q&A



# Support



## AFL Club Help

**Email:** clubhelp@afl.com.au

**Call:** 1800 PLAY AFL (1800 7529 235)

**Visit:** [www.afl.com.au/clubhelp/playhq](http://www.afl.com.au/clubhelp/playhq)

## SMJFL

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