



Play HQ

Guide

TNL Clubs

Tasmanian Netball League

Club
Registrar
Information

Team
Manager
Information

Updated:
16/03/22





Introduction

With a new platform from the end of 2021, there are a host of changes to be made aware of in player registration, squad set up and team lodgement spaces. There will be different processes in place to complete pre-game, on game day and at match conclusion to ensure a smooth transfer of data.



Need help?

support.netball.com.au

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club

REGISTRAR

Complete Club Training **Streamlined Refresher**

Ensure that registrars are up to date with the functionality of PlayHQ as a platform, and confident in using the backend interface.

TNL-Specific Information **Netball Tasmania as 'Association' for TNL**

In future, accept the invitation to join Netball Tasmania's competition for TNL. This has been completed on your behalf in order to add the fixture.

Registration Set Up **Club Settings for Player Registration**

Work through the backend set up steps to ensure consistency for TNL player registrations, and opening player registration portals.

Squad Set Up **Potential Players to be used in 2022**

Select players that may be used on a weekly basis and add them to your 2022 squad.



club REGISTRAR

Set Up: **Registrations** **Competitions** Menu Item

View the 2022 TNL Season



The screenshot shows the PlayHQ Registrar interface. On the left is a dark sidebar with the PlayHQ logo and navigation options: 'Using as AYC Friends Arrows Netball Club', 'Competitions', and 'Game Day'. The main content area is titled 'Competitions' and has two tabs: 'My Competitions' (selected) and 'Invitations'. Below the tabs is a table with the following data:

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS
2022	RACI Tasmanian Netball League	Netball Tasmania	19/03/2022 - 06/08/2022	Upcoming

A red circle highlights a 'View' button in the bottom right corner of the table row.

Grades tab has been populated by Netball Tasmania
19&U
Open

Teams tab has been generated by Netball Tasmania (will be club responsibility in future)
[Club Name] 19&U
[Club Name]

Team names can be edited to include sponsor names by clubs (within NT set boundaries, and with naming rights approval)

The **Participants** tab will be blank, as the registrations tab has not been set up (more on registrations overleaf)



Set Up: **Registrations** **Competitions** Menu Item

Press the **Registrations** tab, and then the **Forms** sub-tab

Participants to Club: Set Up Form

The screenshot shows the PlayHQ interface for the 'RACTI Tasmanian Netball League - 2022'. The left sidebar contains navigation options: Competitions, Game Day, Programs, Participants, Transfers, Merchandise, Venues, and Reports. The main content area is titled 'Participant to Club' and includes a 'Manage' button. Below this, there is a table with registration details:

Registration Status	Registration	Registration Link
OPENING SOON	06 Dec 2021 Australia/1	https://www.playhq.com/netball-australia/register/680d21

The 'Registration' column contains a 'Set up Form' button and 'DPM'. The 'Registration Link' column contains a 'Copy Link' button and a 'VISIBLE' toggle.

Set the registration period (window for completion by each athlete/official), including:

- Start date and time of opening
- End date and time (can reopen for late registrations or leave open)*
- Note that the age limit is locked, due to being set by NT to align with operations
- The Netball Tasmania membership fee is automatic, and TNL falls in the 12 month membership category
- NT player fee is set at zero for TNL clubs only as the license is sent as a separate invoice.

Set Up: **Registrations**

Competitions Menu Item

Clubs now have to set the following based on individual needs:

- Set player fee*, coach fee, team manager fee, and official (to include primary carer and bench volunteers) fee. Fees can be set at zero if any non-playing role is not charged by the club
- Option to turn on advanced fee, to allow different fees to be set based on age
- Custom fields are optional (will be explained in training)
- Products (uniform etc.), if set up in the merchandise section, can be added to purchase during player/official registration. Items can be made compulsory, for example, a team warm up top.

Overview allows you to add detail to support the registration process for your members. If you wish to add club-wide Terms & Conditions, they must be set up in the *My Organisation* Menu Item first. An example of this in use is player code of conduct text. Set the visibility according to your preference, but if made visible, the option to register once your window opens will appear on the PlayHQ public site.

*Payment details must be set up in 'My Organisation / Overview' in order to enter dollar value in these fields.

Squad Set Up: Season

Competitions Menu Item

Once registrations have opened and been gathered, revisit the **Teams** tab, and then view one team at a time

Competitions

RACTI Tasmanian Netball League - 2022

Netball Tasmania

Grades **Teams** Participants Registration More

+ Add club team

TEAM	GRADE	PLAYERS	GENDER	AGE	
Arrows	Open	0	Women	Open	View
Arrows 19&U	19&U	0	Women	U19	View

Press +Allocate Player and select those athletes relevant to the applicable TNL team being viewed. Anyone that does not meet the age limits will not be permitted to be allocated, based on Netball Tasmania's age settings for the 2022 season

Competitions > RACTI Tasmanian Netball League - 2022 > Arrows

Arrows

Players Registrations

Players

NAME	DOB	GAMES PLAYED
+ Allocate player		

Previous Players

No previous players available for this team

Grade Details

GRADE	PLAYER POINTS
Open	Not Required
FINALS ELIGIBILITY	
None	

Team Details

GENDER	AGE
Women	Open

Squad Set Up: Season

Competitions Menu Item

Unticking unallocated allows all TNL players to added to a squad. 19&U players that may potentially bench Open matches can be included in the Open squad from the start of the season for ease of access on a weekly basis.

Allocate Players

Arrows

Gender	From DOB	To DOB	
All	DD/MM/YYYY	DD/MM/YYYY	<input checked="" type="checkbox"/> Unallocated

Based on current filters, there are currently no players that can be allocated.

Allocate Players Cancel



Squad Set Up: Season

Competitions Menu Item

Team Managers and all Coaches must be allocated to the applicable team. Elect the option to have a nominated representative (team manager, coach and/or assistant coach) to have management access via the public site (as opposed to administrative access to the back end). This is essential to submit and edit teams on a weekly basis, in order to facilitate live scoring.

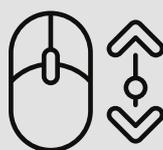


Competitions > Test Comp - Summer 2021/22 > PHQ U15 Girls Red

PHQ U15 Girls Red

Players

Registrations



Scroll
down

PARTICIPANT REGISTRATION LINK

<https://www.uat.playhq.com/netball-australia/register/c8124d-b4b6337a>

Copy Participant Registration Link

Print Team List Report

Team Staff

COACH

Shane Fish

[Unallocate](#)

Management Access



ASSISTANT COACH

+ Allocate Assistant Coach

TEAM MANAGER

Tony Lockett

[Unallocate](#)



+ Allocate Team Manager

Edit Team

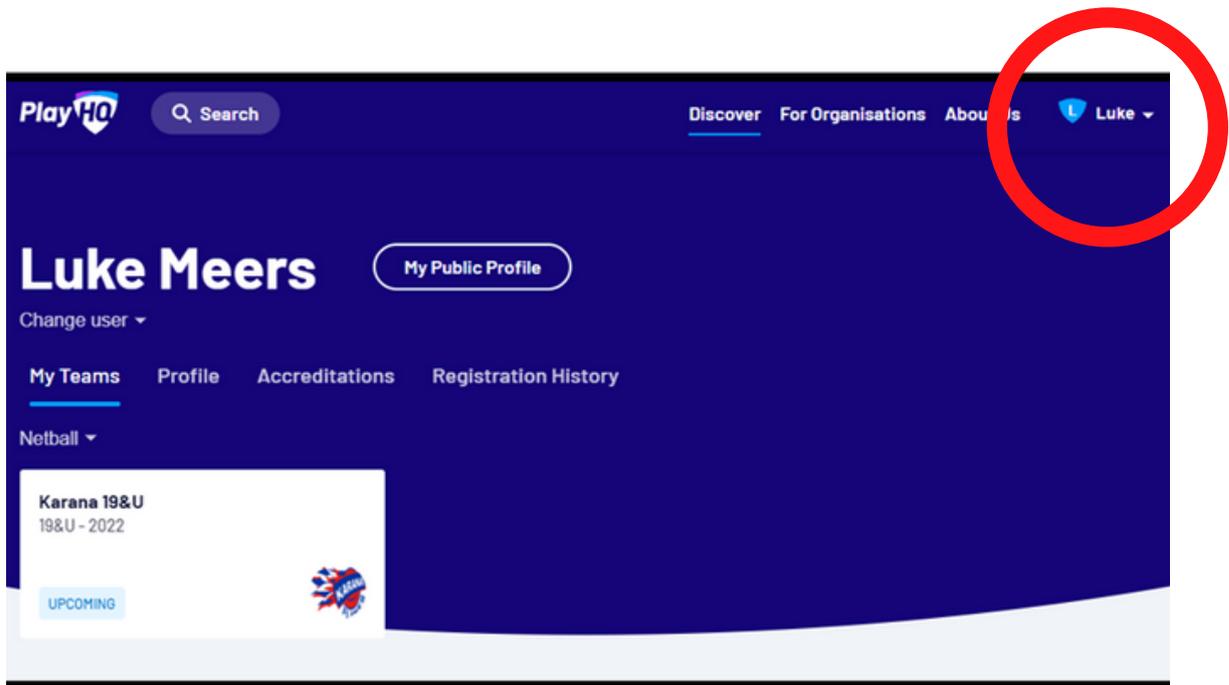
Delete Team

team **MANAGERS**

01 Access PlayHQ

Login to <http://www.PlayHQ.com>

Click on your name at the top-right and choose 'My Account'
You should then see the screen below, with the 'My Teams' tab showing any teams you are allocated to (ie. as Team Manager, or any other roles).



team *managers*

Due in PlayHQ no later than ONE HOUR / 60 MINUTES prior to match commencement

02 Click on the team you wish to manage

This includes selecting and submitting team line ups. Once you have selected your team, you will then see the team fixtures as per below. Click/press on the game you wish to access by pressing the arrow (circled).

Karana 19&U

19&U, 2022, RACTI Tasmanian Netball League, Karana Netball Club

Netball Australia

Fixture Ladder Squad

19&U

Round 1
Saturday, 19 March 2022

Karana 19&U	UPCOMING	11:30 AM, Sat, 19 Mar 22 Kingborough Sports Centre Stadium 02
Hawks 19&U		

Round 2
Sunday, 20 March 2022

Karana 19&U	BYE	
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team *managers*

Due in PlayHQ no later than ONE HOUR / 60 MINUTES prior to match commencement

03 Upcoming Match **View**

Select manage at the top to bring up the + select team option

Public View Manage

Management account is open

19&U UPCOMING

Karana 19&U  - -  Hawks 19&U

11:30 AM, Saturday, 19 Mar 2022 Kingborough Sports Centre / Stadium 02  View Map  RACTI Tasmanian Netball League, 2022  Download Game Sheet

PERIOD SCORES

END OF PERIOD	01	02	03	04
 Karana 19&U	-	-	-	-
 Hawks 19&U	-	-	-	-

SELECT TEAM

Add players, coaches and volunteers to this game.

+ Select Team

team *managers*

Due in PlayHQ no later than ONE HOUR / 60 MINUTES prior to match commencement

04 From the **eligible registered** players...

that are in your season squad, select up to 12 players to participate in the upcoming round match. It is in this section that you would leave out any regular players that are unavailable, and add any registered fill-ins.

05 Apply **positions**

to the starting seven. All other players to be listed as on the interchange.

06 Edit/add **team staff** and **volunteers**

Team staff automatically appear, but may need to be removed/replaced from time to time. Home teams can allocate scoring volunteers on the second page of this screen.

07 Press **Save**

to finalise your team submission. . Your players, team staff and volunteers will appear on the screen after pressing save.

Adjustments can be made by pressing the edit (pencil) icon.

Post *Game*

01 Review results portal

Coaches and/or managers

02 Event Log/Game Log

Check that it's accurate. In the Event Log you can find... and in the Game Log you can find..

03 Request a revision

Ask Palf to fix stuff

This section remains under construction