PlayHQ

Guide

TNL Clubs

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Club Registrar
Information

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Updated:
28/03/23
by KP

Introduction

After a year of working with PlayHQ in 2022, our familiarity with the platform has improved. This guide now reflects up to date and relevant information for registrars, team managers and e-scorers.

Need help?

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SECTION 1
CLUB
REGISTRARS

club *REGISTRAR*

TNL-Specific Information
Netball Tasmania as 'Assocation' for TNL

Early each year, clubs need to accept the invitation to join Netball Tasmania's competition for TNL. From here, your clubs is able to be added to the fixture
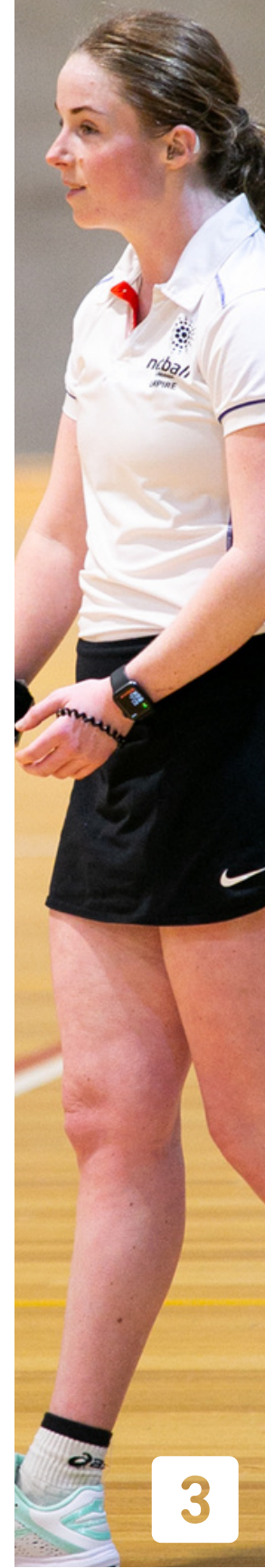
Registration Set Up
Club Settings for Player Registration

Work through the backend set up steps to ensure consistency for TNL player registrations, and opening player registration portals. Use the 'PARTICIPANT TO CLUB' registration form.

Squad Set Up
Potential Players to be used week to week

Select players that may be used on a weekly basis and add them to your squad. Players can be added to two squads at once, to support athletes that may play 19&U and then bench for Open.

club REGISTRAR

Set Up: **Registrations**

Competitions Menu Item

View the current TNL Season

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

Teams tab has been generated by Netball Tasmania
[Club Name] 19&U
[Club Name]

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

The **Participants** tab will only populate after registrations have been opened by the club and individual players have completed the self registration process.

*club*REGISTRAR

Set Up: **Registrations**

Competitions Menu Item

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

Participants to Club: Set Up Form

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. Membership fees for Netball Tasmania and Digital Service Fees for Netball Australia will be automatically applied.
- Option to turn on advanced fee, to allow different fees to be set based on varying factors and categories (e.g. age)
- Custom fields are optional
- 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.

club REGISTRAR

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
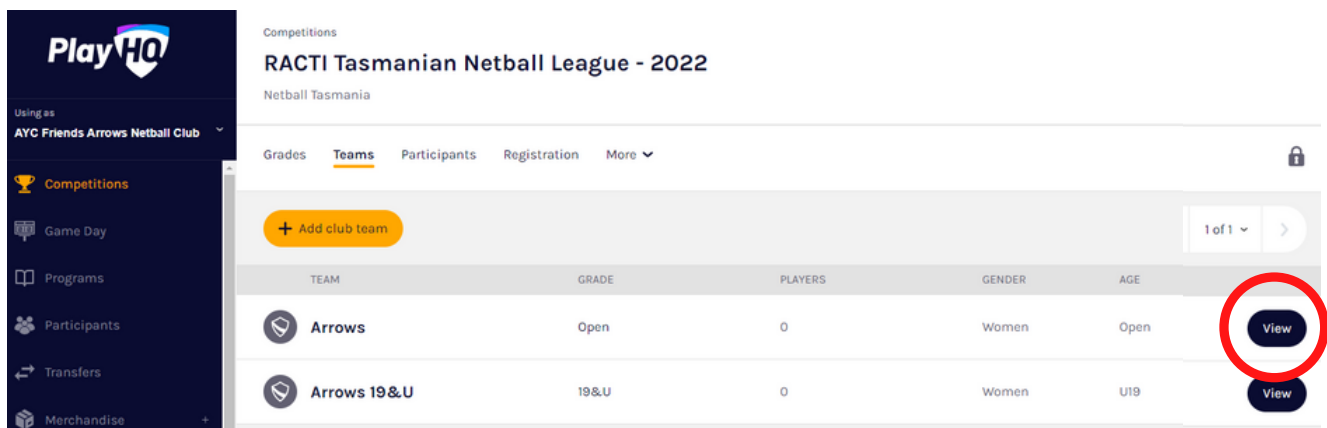
Press +Allocate Player and select those athletes relevant to the
applicable TNL team being viewed. Anyone that does not meet the
age limits will not be permitted to be allocated, based on Netball
Tasmania's age settings for the season as per the operations manual
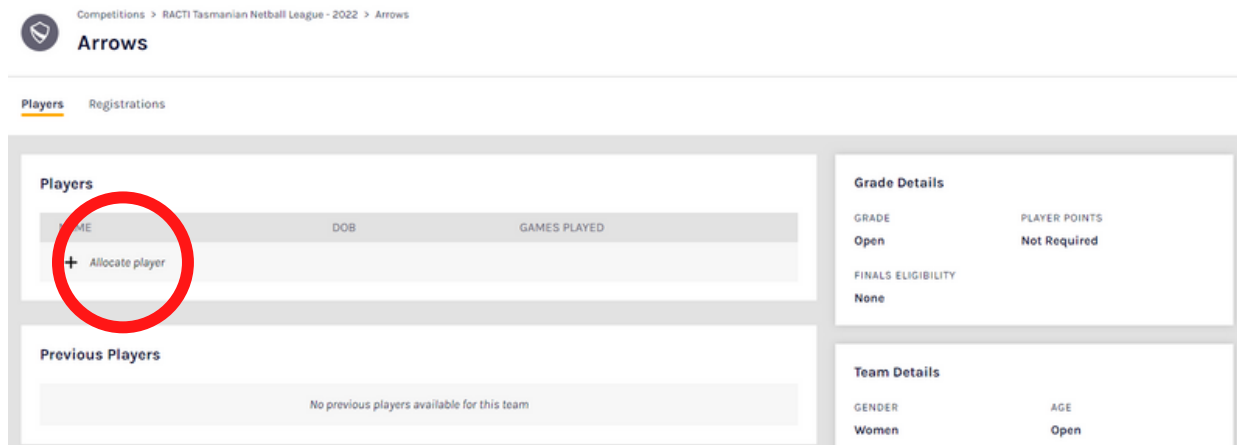
Squad Set Up: Season

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.
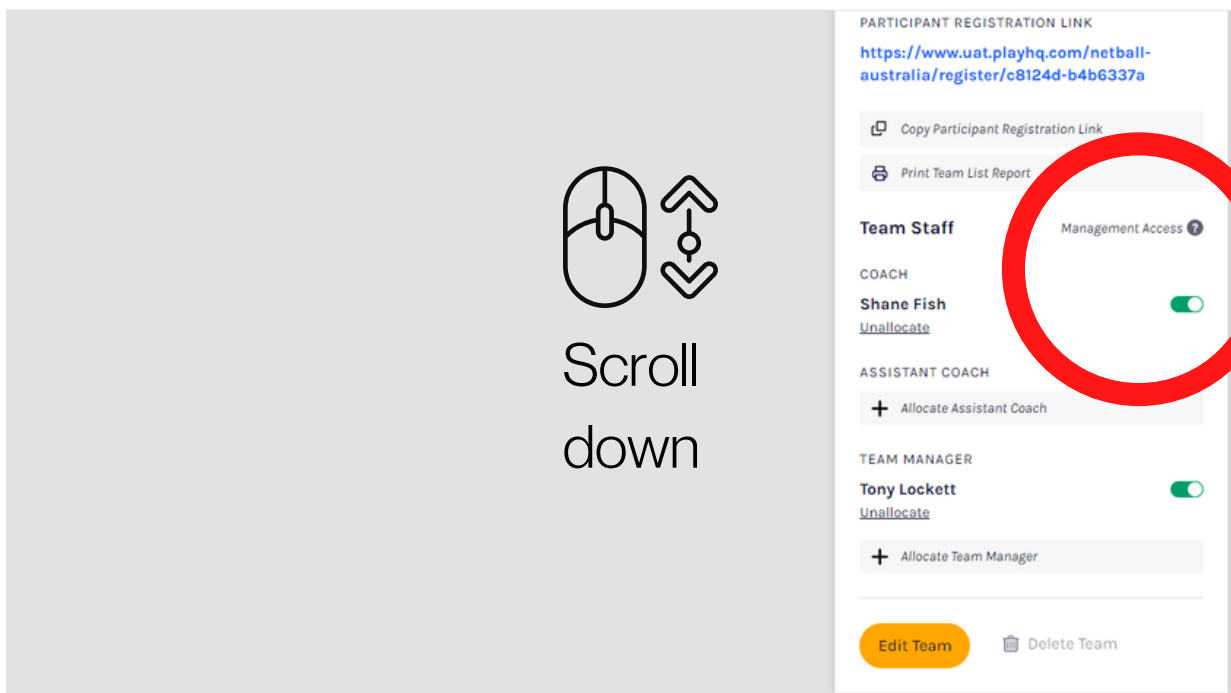
club*REGISTRAR*

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.

Scroll down

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*player*TRANSFERS

Players Changing Clubs

Registering to New Club

When an individual is registering to a new club as a player who has previously participated at TNL level, they will be prompted to start a transfer process. The sequence is then as follows:

Transfer timeline

Requested	16 December 2022
Sophie Blackberry	
Auto Approved	22 December 2022
Northern Hawks Netball Club — Auto approval from source club after 5 days	
Auto Approved	29 December 2022
Netball Tasmania — Auto approval from association after 7 days	
Approved	29 December 2022
Cavaliers Netball Club — Auto approval from destination club after 10 days	
Registered	
Sophie Blackberry	

Manual management: admin log in > transfers > view > approve/decline

It is our strong recommendation that clubs turn on transfer notifications to ensure that you have the choice to decline should it need to be utilised (financial, uniform reason). If a transfer is declined, the player must be contacted by the club.

How to turn on notifications:

https://support.playhq.com/hc/en-au/articles/4414415156377

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SECTION 2
TEAM
MANAGERS

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).
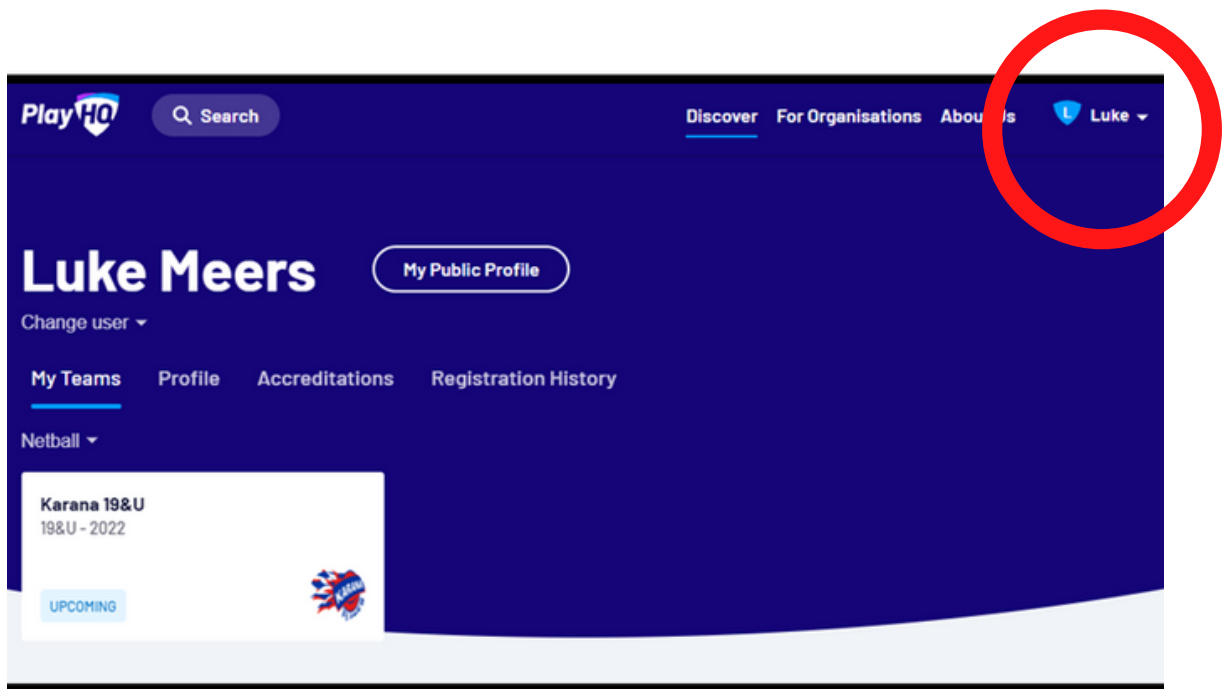
team
managers

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).

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03 Upcoming Match **View**

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

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** and nominate **captain/s**

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

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

Coach and Assistant coaches automatically appear, but may need to be removed/replaced from time to time. Additional staff must be listed on the next page as volunteers. Roles of volunteers are locked as Scorers and Timers, however see the next page for advice on how to list extra people.

Volunteers

Name	Role
First and last name	Scorer
First and last name	Scorer
First and last name	Timer
First and last name	Timer

06 **cont.**

Away teams must list their team manager, primary carer, and any other team staff (statisticians, apprentice coach etc) in any section (scorer or timer) with their first and last name plus their role on game day as follows:

Name	Role
Ann Pearce (Team Manager)	Scorer
Lynne Pickett (Statistician)	Scorer

Home teams must complete as per the away team above, as well as including all score bench volunteers for the match. This may mean adding mulitple people to a single line, as below:

Name	
Lynne Pickett (Statistician)	Scorer
Monique Cooley (bench manager), Tony Walker, Julie Davis	Timer

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.

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SECTION 3
ELECTRONIC
SCORING

OVERVIEW

BENCH MANAGER

oversee score bench operations, set up and pack down responsibility, return paperwork to Netball Tas

SCORER 1

operate the iPad by adding goals and misses to individual players and managing the in-app clock

SCORER 2

complete the scorer two rolling subs, running score and centre pass sheet

TIMER

operate the venue scoreboard, timing devices and umpire alerts in accordance with match times. complete the stoppage form

e-SCORING

PRE-season

01 Nominate your club **Bench Manager**

Each club nominate a bench manager for the season, and potentially a reserve bench manager if required by your club. These individuals will be granted PlayHQ access to the Netball Tasmania e-scoring portal.

02 Season **Preparation** and **Training**

To assist with a smooth transition into e-scoring protocols, bench managers and volunteers will receive:

a.   An e-scoring overview guide for season ahead

b.   An online training session

c.   In-person practice opportunities (times and dates to be confirmed per region)

d.   Support from subject matter experts in Round 1, 2 and 3 (or later if a clubs first home game falls outside of these rounds) to get the season underway.

e - SCORING

PRE-game

01   Day **BEFORE** Match

Bench Manager charge club iPad and pack it and the charger to bring to the game

02   Day **OF** Match | At Home or At Venue

1.   Connect to internet. If wi-fi already connected, move to step 3
2.   To connect wi-fi, use the venue credentials (may be found in appendix, last page of this guide)
3.   Log into e-scoring portal
4.   Select venue of the match to be scored, by searching venue name
5.   Select day/date of competition
6.   Bench Manager sets the PIN for the upcoming match (this will be needed again later, so make it memorable!)
7.   Press 'start session' and if multi-court venue also select court/stadium number
8.   The view will show all games scheduled for the selected venue for the selected day

PRE-game

02 Day **OF** Match | At Home or At Venue **cont.**

9.   Lock the session to court/stadium and day, to ensure that only the active game is actioned, and the Bench Manager retains the responsibility of authenticating the game (with the PIN that has previously been set)

03 Day **OF** Match | At **VENUE**

1.   Connect to venue internet (if required) using network credentials (may be found in appendix, last page of this guide)

2.   Visit <u>HERE</u> to view team line up with the starting seven and interchange identified. Note that as per PlayHQ settings, this will not be able to be viewed until 60 minutes prior to match start

3.   Transpose team line ups from device to Scorer 2 forms for the purpose of recording rolling subs

4.   Once transposed, this page may be closed and return to match screen.

GAME

01   **Scorer 1** - iPad e-scoring

1.   Ensure that you are viewing the match screen

2.   Note that should there be any changes to team starting line up between T – 60 minutes and match commencement, team managers are to approach the bench and have a verbal conversation with the bench manager. Changes to starting line up should be rare, and only occur in cases of illness/injury sustained during warm up

02   Scorer 1 - using the match **clock**

1.   At match commencement, press start and use the 'START' button to keep track of the playing time as it counts down

2.   Use the pause button to hold time at umpire direction, and restart on umpire whistle (breaks cannot be timed (injury or quarter/half; this is the responsibility of the timer)

1stenergy.
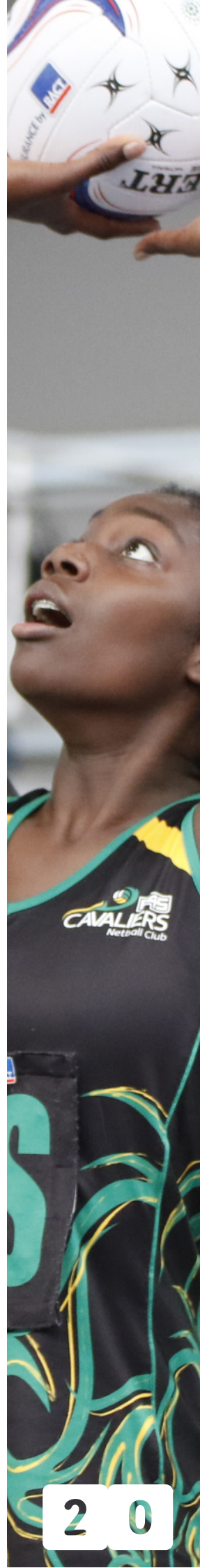
GAME cont.

03   Scorer 1 - applying **goals** and **misses**

1.   When a player (GA or GS) puts up a shot and misses, press the player NAME (their position isn't identified in the e-scoring platform yet), then press MISS.

2.   When a player puts up a shot and scores a goal, press the player NAME, then press GOAL.

3.   Continue this pattern each quarter of the match. Team scores will auto fill with the application of goals and missed to individuals.

04   Scorer 1 - how to **edit** an error

1.   If a goal or a miss has mistakenly been recorded, selecting the Undo button in the bottom left-hand corner will remove the given event.

2.   Multiple events may need to be removed then re-added to rectify the error if it wasn't corrected immediately.

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e-SCORING

GAME cont.

05   Scorer 1 - how to **end period/game**

1.   To finalise a quarter, half or the game, select the 3-dot menu in the top left-hand corner. A menu will then appear with relevant options (you can also reset the game if required).

2.   If the End Game Option is chosen, a pop-up will appear with the game's scores, select Submit Game Result button to confirm and finalise the result.

3.   You will then be required to enter the 4-digit pin (added during the setup stage) to finalise the game - liaise with the Bench Manager for this.

4.   The game will then appear as Completed.

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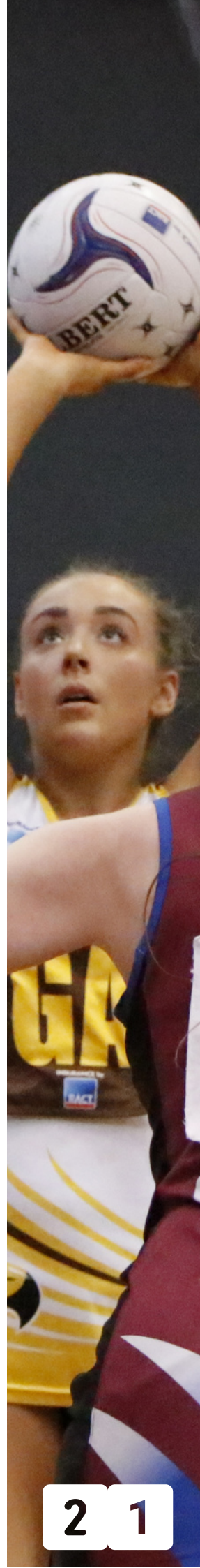
*appen*dix

01 Venue **Wi-Fi** Details

For use with electronic scoring iPad, and by those team managers that need to submit onsite and cannot use own data.

HOBART NETBALL & SPORTS CENTRE
Network: STNA
Password: monica12

KINGBOROUGH SPORTS CENTRE
Network: KSC_Guest
Password: sports4you

SILVERDOME
Network: TBC
Password: TBC

SOUTH EAST STADIUM
Network: TBC
Password: TBC

ULVERSTONE
Network: Guest
Password: Guest

appendix

02 Additional **PlayHQ** Guides

Netball Australia's PlayHQ support site has also developed a guide to help with e-scoring.

Read more by pressing the contents image below:

Contents

Configuring E-Scoring For Clubs (Optional)

Logging In and Accessing an E-scoring Session

E-scoring

Starting the Clock

Recording a Goal against a team

Recording a Goal against a player

Recording a Miss against a player

Undo an Event

Ending the Period/Game

MOOD FOOD
Kitchen • Fuel • Coffee

1stenergy.

HART SPORT