

# PlayHQ competition entry/setup instructions

## – Junior State Titles

**Please note: State Titles Associations will be referred to as 'Clubs' in PlayHQ and throughout the instructions.**

### Accepting an Invitation to the State Titles competition

Instructional Video - [Accepting an Invitation and Custom Fields](#)

In the above video you will see how to accept an invitation and how to create custom fields. Alternatively, please see the instructions below on how to accept an invitation.

1. Log in to your admin PlayHQ account for your Association Representative Club at <https://na.playhq.com/auth/login>
2. Click 'Competitions' from the tabs down the left hand side of the page. Then click 'Invitations' along the top of the screen. Here you will find your invitation to join the State Titles Competition run by Netball NSW. Please accept the invitation.

My Competitions **Invitations**

SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS	
2022	Premier League	Netball NSW	28/12/2021 - 25/06/2022	Active	PENDING <span>Accept</span> <span>Decline</span>

3. Where the image above says 'PENDING', yours should now say 'ACCEPTED'.

### Setting up your Teams and Player Registration form

#### Creating Teams & Registration Forms

Please watch this video [Participant to Club Team](#) or alternatively, follow the instructions below.

1. Log in to your admin PlayHQ account for your Association Representative Club at <https://na.playhq.com/auth/login>
2. Click 'Competitions' from the tabs down the left hand side of the page. You should now be in 'My Competitions'.
3. Click 'View' on the 2022 Junior State Titles.
4. Along the top of the screen click the 'Teams' tab. Then click '+ Add club team' towards the top left of the screen.
5. Here you will need to enter the Team Information including the following for each team:
  - a. Age group
  - b. Gender
  - c. Team Name – Please note the Team Name will start to auto-populate with your selections above, please simply edit this to create your team name for the season. For example, Lithgow 12U, Baulkham Hills Shire 13U, Liverpool City 14U.

**Please ensure to include the following when entering a team name: Association Name (without 'Netball Association' at the end) Age Group**

6. Once you have completed the Team Information click 'Add team' at the top right of your screen.
7. Complete steps 4, 5 & 6 again for 12U, 13U & 14U teams.

Your 12U, 13U & 14U teams are now setup, continue following these instructions to setup your Player registration form.

8. Along the top of the screen click the 'Registration' tab. You will now be on the forms page.
9. There are two forms to choose from 'Participant to Club' or 'Participant to Club Team'. Click 'Set up Form' under 'Participant to Club Team'.
10. In this form you will enter the following information:
  - a. Start date and time for registrations to open
  - b. End date and time for registrations to close

***Please be aware Junior State Titles entries STRICTLY close at 5pm, Friday 6<sup>th</sup> May 2022***

***It is recommended Associations set a deadline that players must finalise their registration to the team. ie: all Players must be registered no later than 48 hours prior (5pm, Wednesday 4<sup>th</sup> May) to the close of team entries. This will ensure you have enough time to complete the final steps of the team entry.***

- c. Any additional registration fees you wish to charge of your Players or Team Officials.
  - d. Any additional information you wish to provide your participants upon registration.
11. Once you have entered all information required click 'Save' in the top right hand corner of the screen.
12. You will then be taken back to the main forms screen. In the 'Participant to Club' section you will see the button 'Manage' which you can use to edit the form you just created. You will NOT see a registration link to send to your players and team officials to register. To find this link, please follow the steps below:
  - a. Along the top of the screen select the 'Teams' tab.
  - b. You will now be able to see your teams, select a team by clicking 'View' in that row.
  - c. On the right hand side of the registration page under 'Team Details' you will see the registration link to send to your players and team officials to register.
  - d. Here you can copy and paste the link into an email, alternatively please follow the instructions below 'Inviting Players and Team Officials to Register'.

### **Allocating a Team to a Grade**

Please watch this video [Allocating Players to a Team and Team to a Grade](#) or alternatively, follow the instructions below.

1. Log in to your admin PlayHQ account for your Association Representative Club at <https://na.playhq.com/auth/login>
2. Click 'Competitions' from the tabs down the left hand side of the page. You should now be in 'My Competitions'.

3. Click 'View' on the 2022 Junior State Titles Competition.
4. To allocate your team to a grade within the competition, select the 'Grades' tab from the top of your screen.
5. Select the grade you wish to allocate your team to by clicking the '+' button in the grades row. Then click '+ Allocate a Team' underneath the grade.
6. Select the team you wish to allocate and click 'Allocate teams' at the bottom right of the screen.
7. Repeat steps 13, 14 & 15 for each of your teams.

### **Inviting Players and Team Officials to Register**

1. Log in to your admin PlayHQ account for your Association Representative Club at <https://na.playhq.com/auth/login>
2. Click 'Competitions' from the tabs down the left hand side of the page. You should now be in 'My Competitions'.
3. Click 'View' on the 2022 Junior State Titles.
4. Along the top of the screen, click the 'Teams' tab.
5. Click 'View' on the team you need the registration link for.
6. Along the right hand side of the page under 'Team Details' you will see the 'Participant Registration Link'. To copy this link to send onto Players and Team Officials click 'Copy Participant Registration Link' below the registration link and paste into your email.
7. In your email to Players and Team Officials, please ensure to include the following:
  - a. The date registrations close
  - b. The PDF 'PlayHQ Instructions – STATE TITLES Player & Team Official Registrations'
  - c. Any other additional information you would like to provide them regarding the registration process
8. Repeat steps 5 – 7 for each of your teams.

### **Monitoring Player and Team Official Registrations**

It would be beneficial to monitor the registration of your Players and Team Officials to the respective team, ensuring that everyone is registered by the close date, you can do this by:

1. Log in to your admin PlayHQ account for your Association Representative Club at <https://na.playhq.com/auth/login>
2. Click 'Competitions' from the tabs down the left hand side of the page. You should now be in 'My Competitions'.
3. Click 'View' on the 2022 Junior State Titles.
4. Along the top of the screen, click the 'Teams' tab.
5. Click 'View' on the team you wish to view registrations for.
6. At the top of the page under 'Players', you will be able to see all Players that have registered to that team.
7. Along the right hand side of the page towards the bottom will be 'Team Staff'. Under this, you will be able to see all Team Officials that have registered to that team.

### Downloading the Team List Report

1. Log in to your admin PlayHQ account for your Association Representative Club at <https://na.playhq.com/auth/login>
2. Click 'Competitions' from the tabs down the left hand side of the page. You should now be in 'My Competitions'.
3. Click 'View' on the 2022 Senior State Titles.
4. Along the top of the screen, click the 'Teams' tab.
5. Click 'View' on the team you wish to download the Team List Report for.
6. Along the right hand side of the page under 'Team Details' click 'Print Team List Report'.
7. This will open a new window. Right click on this page that has your team list report. Click 'Print' and instead of selecting a printer select 'SAVE TO PDF'.