



READY TO REGISTER

ASSOCIATION USER GUIDE
AUGUST 2022

COMMERCIAL IN CONFIDENCE

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SYSTEM: CREATE A COMPETITION (PART 1)

Competition Management > + Add Competition

Choose Competition Type

Choose Competition Name



This is the highest level of competition e.g. Night Competition, Day Competition – the day, dates and season e.g. winter or spring, will be added later. However, if you have a competition where Juniors (10-17) can play in a both a junior competition and a senior competition and pay a different fee depending on the competition, you will need to delineate between those competitions as all fees are aged based. Therefore, recommend Winter Junior & Winter Senior or Day Junior & Day Senior etc

Choose Format

Choose Visibility

You may want to hide until you are finished the set-up. NB/ visibility will also be date driven from your registration period. Visibility can always be changed in Settings

Transfer toggle on or off

When toggled on, transfers are restricted, and participants complete an automated transfer request. When toggled off there is no automated transfer process and associations can use their current manual process. Can be toggled on or off during registration period and season, so may wish to toggle on or off at different times depending on association by-laws.

New player approval toggle on or off

When toggled on, new players are required to be approved before adding to a team. A second toggle then allows approval by clubs. This may be useful to ensure relevant identification or DOB requisites are met prior to being allocated to a team.

Next (... continued overpage)

IF YOUR COMPETITION STRUCTURE IS NOT NEW, SKIP THIS STEP AND JUST ADD A [NEW SEASON](#) TO YOUR EXISTING COMPETITION (PAGE 5)

SYSTEM: CREATE A COMPETITION (PART 2)

Competition Management > + Add Competition
....cont/

IF YOUR COMPETITION STRUCTURE IS NOT NEW, SKIP THIS STEP AND JUST ADD A [NEW SEASON](#) TO YOUR EXISTING COMPETITION (PAGE 5)

Game settings

[Game Sheet template](#) (click for samples)

- Basic – Player name & signature; Borrowed Player’s detail; Coach & Assistant Coach name; Score; Progressive score; Scorer’s name; Captain’s signature
- Advanced – Player name; Player position by quarter; Borrowed Player’s detail; Coach & Assistant Coach name; Goals & Attempts by position & quarter; Centre Passes; Score; Progressive score; Scorer, Timer, Umpire & Captain signature

Ladder settings

Ranking

Ladder point average – ordered by total points averaged over number of games (excluding byes)

Ladder points total – ordered by total points

Game Points Outcome

Default or custom

Ladder Visibility

Game Settings

These are default settings and can be changed by season and individual grades within a season.



A competition cannot be deleted once a season has been assigned. A season cannot be deleted if it contains a grade, team or configured registration form. To delete a competition: Competition Management > Competition > Settings> Delete Competition (end of page)

SYSTEM: CREATE A SEASON

Competition Management > competition > + Add Season

Season Name

Season Start Date & End Date (NB/ Include finals – this is important as participants registration will be checked against the end date of the competition)

Exception Dates enter any dates that you will not be playing e.g. e.g. public holidays, school holidays

Select Venue(s) where games will be played

Season Age Settings

Age restrictions – Toggle on or off to activate. This is used to specify the DOB range for players EXCLUDED in the competition

Age Groups – Age Groups can be activated by associations to enable clubs to be able to quickly identify and manage the number of players who can register to each age division

Visibility select to make your season visible to registrants on playhq.com

+ Create Season



TIP: if you propose to have teams register directly to your association season, e.g. a social competition, then you will need to set up grades for them to nominate into ([see page 7](#)). If Clubs are nominating teams, then you can move directly to creating your registration page and set grades later.

SET CUSTOM FIELDS

Management > Competition > Registration > Custom Fields

Custom fields can be made at association level and are reportable at all levels on the Participation report.

+ New

Details

Create a succinct question and select whether free text or drop down box. Check mandatory if required. If you choose drop down list, additional choices can be selected with + add option.

Display configuration

Select roles, forms where the question will display and where the questions are reportable

Create

SYSTEM: CREATE A GRADE

Competition Management > Competition > Grades > + Add a Grade



Grade Name is auto-generated based on what has been input, however, you can over-ride.
If clubs are nominating teams, then this step can happen later.

Next

Ladder Settings & Game Settings

These will be pre-populated from the competition menu, however, can be set for individual grades if required e.g. shorter game time for junior grades

Update + Save

To delete a grade:

Competition Management > Competition > Season> Settings > Delete Competition (end of page)

SYSTEM: REGISTERING PLAYERS

PLAYERS REGISTER

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graph TD; A[PLAYERS REGISTER] --> B[DIRECTLY TO THE ASSOCIATION]; A --> C[DIRECTLY TO A CLUB];
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DIRECTLY TO THE ASSOCIATION

Participant to Association Form

is used to register players directly to the association and the association will create teams and place players in the team. This process is detailed on slide 11.

Team to Season Form

is used to register teams directly to your season. Suitable for social competitions. You will also create a Participant to Team form to ensure participants are registered as an individual. This process is detailed on slides 12 & 13.

DIRECTLY TO A CLUB

Club Management Settings

is used to invite clubs to participate in your season. Players will register directly to the club and the club will place players in the team and nominate a team to an association grade. This process is detailed on slide 9.

INVITE A CLUB TO PARTICIPATE IN A SEASON- CLUB NOMINATES TEAM

EACH STATE OR TERRITORY BODY OPENS REGISTRATIONS FOR THE FOLLOWING YEAR ON A DIFFERENT DATE. CONTACT YOUR STATE OR TERRITORY BODY TO UNDERSTAND THE NEW YEAR REGISTRATION OPENING DATE FOR YOUR ORGANISATION.

IMPORTANT: Fees input and displayed on PlayHQ INCLUDE relevant transaction fees of 1.99%. To retain the original fee yield and include the transaction fee, you will need to increase your original fee by 2.03%. If you wish to absorb the transaction fee, do not change your planned fee.

Management > Competition > Registration > Club > Set up

Invite Clubs

Roles Available Ensure the role of Player is activated. NB/ each time a non-player registers, the system will charge the non-playing fee that the association enters

Allocate the dates that clubs can nominate teams to grades

Set player fees for the association NB/ registration membership fees for NA and state body's can be seen by clicking the down arrow beside their name. The advanced registration fee can be used to change a different fee by age or gender. Please select "all" for gender unless you charge different fees by gender.

Toggle on Association Ts&Cs Organisation Ts and Cs are set up in My Organisation > Overview > Terms and Conditions

Save



TIP: Club Management Settings are now updated showing the number of clubs invited to participate, acceptances & allocation period. Clubs now need to accept your invitation and set up a registration product to register participants.

SYSTEM: CREATE AN ASSOCIATION REGISTRATION LINK

EACH STATE OR TERRITORY BODY OPENS REGISTRATIONS FOR THE FOLLOWING YEAR ON A DIFFERENT DATE. CONTACT YOUR STATE OR TERRITORY BODY TO UNDERSTAND THE NEW YEAR REGISTRATION OPENING DATE FOR YOUR ORGANISATION.

IMPORTANT: Fees input and displayed on PlayHQ INCLUDE relevant transaction fees of 1.99%. To retain the original fee yield and include the transaction fee, you will need to increase your original fee by 2.03%. If you wish to absorb the transaction fee, do not change your planned fee.

Competition Management > Competition > Registration > Association

1. Participant to Season - use this form for participants who register directly with the association. May be useful for association non-player registration.
2. Team to season – This form produces a link for team managers to create a team, register players to the team and nominate the team to a competition (ideal for social teams and competitions). There is the ability to set a team fee at this point.



TIP: There must be grades within the relevant season to create this form as there must be somewhere for the team managers to nominate into. You can add grades and change team nominations, if you need to at a later date.

3. Participant to team – used in conjunction with “team to season” registration form, as it produces the link to register individual participants i.e. relevant NA, state body and association fee

Registration links are now visible on playhq.com (if you made the season visible) and can be circulated via email, social media etc.

CREATE A REGISTRATION LINK : PARTICIPANT TO ASSOCIATION SEASON

EACH STATE OR TERRITORY BODY OPENS REGISTRATIONS FOR THE FOLLOWING YEAR ON A DIFFERENT DATE. CONTACT YOUR STATE OR TERRITORY BODY TO UNDERSTAND THE NEW YEAR REGISTRATION OPENING DATE FOR YOUR ORGANISATION.

IMPORTANT: Fees input and displayed on PlayHQ INCLUDE relevant transaction fees of 1.99%. To retain the original fee yield and include the transaction fee, you will need to increase your original fee by 2.03%. If you wish to absorb the transaction fee, do not change your planned fee.

Utilise this form if you are inviting participants to register directly with the association i.e not via a club

*Competition Management > Competition > Registration > Association > **Participant to Season** > set up form*

Edit Roles Ensure “player” is activated. Remember, each time a non-player registers e.g. coach or official, the system will charge the association non-player fee

Registration Period Set when registrations will open and close for participants

Registration Fees Set the association player fee. Advanced registration fees can be used to charge a different playing fee to player groups.

1. Age and Gender – set fee by age or gender (please select “all” for genders if you choose to charge by age)
2. [Variants](#) – customise fee names and prices - players will need to select the correct “group” when they are registering

Registration membership fees are shown for NA and your state or territory, clicking the arrow beside their name shows any advanced fees e.g. Junior Registration Fees.

Custom Fields See slide 6

Products (see Merchandise, slide 15 or visit [Service & Support](#))

Overview Add any additional information about your competition that your would like registrants to see

Association Ts & Cs Toggle on for your participants to accept. Your Ts & Cs and set up in My Organisation >Overview>Details

Registration Visibility Toggle on to ensure that your registration page is visible on playhq.com but ensure that your start date is correct and other fields e.g. fees, are set up

Save

CREATE A REGISTRATION LINK – TEAM TO ASSOCIATION SEASON

EACH STATE OR TERRITORY BODY OPENS REGISTRATIONS FOR THE FOLLOWING YEAR ON A DIFFERENT DATE. CONTACT YOUR STATE OR TERRITORY BODY TO UNDERSTAND THE NEW YEAR REGISTRATION OPENING DATE FOR YOUR ORGANISATION.

IMPORTANT: Fees input and displayed on PlayHQ INCLUDE relevant transaction fees of 1.99%. To retain the original fee yield and include the transaction fee, you will need to increase your original fee by 2.03%. If you wish to absorb the transaction fee, do not change your planned fee.

Utilise this form if you are inviting teams to compete in an association season e.g. for a social competition

*Competition Management > Competition > Registration > Association > **Team to Season** > set up form*

Registration Period Set when registrations will open and close for teams

Registration Fees Set the fee for a team to participate in your competition. If you do not charge teams a fee, the fee can be \$0.00

Choose Grades You must have at least one grade created for teams to nominate into. Additional grades can be created or edited at a later date.

Custom Fields See slide 6

Products (see Merchandise, slide 15 or visit [Service & Support](#))

Overview Add any additional information about your competition that you would like your registrants to see

Association Ts & Cs Toggle on for your participants to accept. Your Ts & Cs and set up in My Organisation > Overview > Details

Registration Visibility Toggle on to ensure that your registration page is visible on playhq.com but ensure that your start date is correct and other fields e.g. fees, are set up

Save



TIP: You will now be asked to create the *Participant to Team* registration form. This form ensures that participants are charged the relevant NA, state or territory membership alongside any individual fees that the association charges.

CREATE A REGISTRATION LINK – PARTICIPANT TO TEAM (ASSN)

EACH STATE OR TERRITORY BODY OPENS REGISTRATIONS FOR THE FOLLOWING YEAR ON A DIFFERENT DATE. CONTACT YOUR STATE OR TERRITORY BODY TO UNDERSTAND THE NEW YEAR REGISTRATION OPENING DATE FOR YOUR ORGANISATION.

IMPORTANT: Fees input and displayed on PlayHQ INCLUDE relevant transaction fees of 1.99%. To retain the original fee yield and include the transaction fee, you will need to increase your original fee by 2.03%. If you wish to absorb the transaction fee, do not change your planned fee.

Utilise this form if you are inviting participants to register to a team created by a team manager using the previous form.

*Competition Management > Competition > Registration > Association > **Participant to Team** > set up form*

Edit Roles Ensure “player” is activated. Remember, each time a non-player registers e.g. coach or official, the system will charge the association non-player fee

Registration Period Set when registrations will open and close for participants registering to a team

Registration Fees Set the association player fee. Advanced registration fees can be used to charge a different playing fee to player groups.

1. Age and Gender – set fee by age or gender (please select “all” for genders if you choose to charge by age)
2. [Variants](#) – customise fee names and prices - players will need to select the correct fee variant when they are registering

Registration membership fees are shown for NA and your state or territory, clicking the arrow beside their name shows any advanced fees e.g. Junior Registration Fees.

Custom Fields See slide 6

Products (see Merchandise, slide 15 or visit [Service & Support](#))

Overview Add any additional information about your competition that you would like registrants to see

Association Ts & Cs Toggle on for your participants to accept. Your Ts & Cs and set up in My Organisation >Overview>Details

Save



PROGRAMS & MERCHANDISE

LOCAL PROGRAMS

The Programs menu can be used to create a local event and utilise all the benefits of the PlayHQ system:

- ✓ creation of *registration page* with dates, fees, age limits & information fields
- ✓ *collection of fees* via Stripe, eliminating offline payments
- ✓ *collection of participants information* via custom fields eliminating offline forms e.g. Google
- ✓ the *ability to sell merchandise*
- ✓ *reporting* capability
- ✓ *creation of a registration link* able to be shared and visible on your organisation's page on PlayHQ
- ✓ The utilisation of *one form for all your age groups* and participants will be able to select the event they wish to attend

Programs could include Come & Try Days, Representative Trials or Events.

Step-by-step instructions for setting up a local program can be found at support.netball.com.au

NB/Programs are not linked to the competition system so, depending on the event, Associations will need to ensure that players hold a relevant NSW registration before they participate.

MERCHANDISE

PlayHQ offers the ability to include the sale of merchandise as part of the registration process for a competition or a program.

Merchandise can be sold:

- Individually e.g. whistle, rule book, bag, or
- By item with variation e.g. t-shirt by colour and size

As payment is made online by the registrant and the payment is disbursed to you directly via Stripe, you will no longer need to manually collect funds off-line.

The system is easy to use and set-up and products can be activated and de-activated at any time. Orders can be tracked within the Merchandise menu or through the Report menu.

If you're interested in adding merchandise to your registration page, the step-by-step instructions can be found at support.netball.com.au

