



READY TO PLAY

ASSOCIATION USER GUIDE

COMPETITION & GAME-DAY MANAGEMENT

SEPTEMBER 2022

COMMERCIAL IN CONFIDENCE

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TEAM MANAGEMENT

Competitions > Relevant Competition > Relevant Season > Teams

+ **Add a Team** if you wish to create a team



TIP: All teams are listed on this view for the competition with further detail: Grade, Club, number of player, Gender, Age, ID, Registration Date (pagination is 100/page)

Competitions > Relevant Competition > Relevant Season > Teams > View (relevant team)

+ *Allocate Player*

Unallocate Player



TIP: Grade Details and Team details are also listed alongside quick link to participant registration link and team list report. Team details e.g. name, can also be edited here.

ALLOCATE TEAMS TO A GRADE

Once fixtured:

Competitions > Relevant Comp > Relevant Season > Grades > Relevant Grade will show you all the relevant details for an individual grade ie. the fixture, ladder and settings menu's. This makes for easy view, amendment and updates.

Competitions > Relevant Competition > Relevant Season > Grades > + (beside relevant grade)

+ Allocate a Team

Check relevant team box and Allocate or Cancel.



TIP: Use drop down boxes to narrow the search of available teams. Teams appear under the grade and can be unallocated if a fixture has not been generated. Once a fixture has been generated, teams cannot be unallocated. Teams can be moved or removed through regrading.

GENERATE A FIXTURE

Settings for the competition can be managed in *Settings > Grade default* of the competition. Settings for an individual grade can be managed within *Settings* of the individual grade. Once grades are created, making a change in grade settings will only affect NEW grades created – manage settings in previously created grades within *Settings* of the individual grade

Competitions > Relevant Competition > Relevant Season > Grades

Generate Fixture

Regular Season - Grade Start Date; # of rounds; Frequency

Final Format - Standard or Custom?

Exception Dates – competition exception days are already included and additional can be added here



TIP: If you wish to add an additional round for certain grades i.e. to eliminate a bye from the regular competition, suggest setting the number of rounds when fixturing and editing the date for that grade.

Review Fixture – second tab shows regular rounds, finals and teams

Generate Fixture or Cancel



TIP: A grade cannot be fixtured unless there are two or more teams – the Generate Fixture button will not be displayed

ALLOCATING GAMES - TIMES & COURTS

Competitions > Relevant Competition > Relevant Season > Allocations

1. Game Slots

Available for Domestic type competitions when games are assigned to the same time and venue for the entire season.

View

Two options are presented “drop and drag” calendar view by time. Arrow right to see all courts or another venue (if two venues were chosen initially). Use the filter button to reduce the courts viewed. Unallocated games are shown in blue, below the arrow. Games already allocated are shown in green above the arrow. Teams will be allocated across the courts within the timeslot.

Update changes

A green confirmation message is shown

Done



TIP: To edit “one off” games *Competitions > Relevant Competition > Relevant Season > Grades > View Fixture*

2. Games

Months are shown and by arrowing down there is an indication that at least one game need allocating. **View**

Two options are presented “drop and drag” calendar view by time. Arrow right to see all courts or another venue (if two venues were chosen initially). Use the filter button to reduce the courts viewed. Unallocated games are shown in blue, below the arrow. Games already allocated are shown in green above the arrow.

Update changes

A green confirmation message is shown

Done



TIP: When all games are allocated for a month the when the month is clicked a green “all games allocated” message appears

VIEW A FIXTURE

Competitions > Relevant Competition > Relevant Season > Grades > Relevant Grade > View Fixture

Fixture

Indicates games & byes by round. Games can be added, game details amended and scores updated. If Time & Location show as TBC, the game has not been allocated to a time and court (see previous page). Scores and Statistics can be updated. Finals games can be viewed and edited under the Final sub-tab.

If you wish to change the teams in a final, you can + **Add a game**.



TIP: To change a regular round to a “wet weather” or make-up game, you can edit here.

Ladder

Shows the ladder and can manage ladder adjustments (adjustments can be positive and negative)

Settings

Sub-menus for all the settings for that grade: General, Fixturing, Game, Ladder, Regrade History. Finals Fixture can be removed or amended under Settings.



To delete a fixture Settings > Fixturing and scroll down to **Delete Fixture**

Fixtures can be viewed at [PlayHQ.com/netball-australia](https://playhq.com/netball-australia)

Fixtures can be printed using a PDF “venue report” for a particular date or the “advanced fixture report” for an excel of all games fixtured within a season

PRINT SCORESHEETS

Game Day

Select the relevant date, game status, grades, venue and a range of games will be displayed. Check the relevant games and press Generate Game Sheets.

Games will be downloaded as a PDF file.

Hovering over the team or grade will take you to the team details and the grade fixture.



TIP: It's recommended to print a scoresheet, even if using e-scoring as a back-up

INPUTTING SCORES

1. *Game Day*

Select the relevant date, game status, grades, venue and a range of games will be displayed. Input score.

Save Changes

Ladder is immediately updated.



TIP: The score or status can be edited by clicking **Details** beside the relevant game.

2. *Competitions > Relevant Competition > Relevant Season > Grades > Relevant Grade*

Scroll to relevant round and select **Update Scores & Stats** (from three vertical dots). Score and other relevant stats can be input, or alternatively, other result options included e.g. game forfeited, abandoned etc.

Done

Ladder is immediately updated.



TIP: If an input error has been made, the score can be edited at any time following the same process and selecting **Edit Result**

LADDERS AND LADDER ADJUSTMENTS

1. Ladders

Access via :

- a. [PlayHQ.com/netball-australia](https://playhq.com/netball-australia)
- b. *Competitions > Relevant Competition > Relevant Season > Grades > Relevant Grade > Ladder*

2. Ladder adjustments

Competitions > Relevant Competition > Relevant Season > Grades > Relevant Grade > Ladder > Ladder adjustments

Select Round, team, Adjustment type, Points amount to be adjusted (can be positive and negative), Reason

+ Add

RE-GRADING

To watch a webinar on Re-grading [CLICK HERE](#)

Competitions > Relevant Competition > Relevant Season > Grades > Regrade Teams

Regrade Teams

A pop-up box will appear to select the group that you would like to regrade. All divisions relating to the competition are shown alongside the current ladder.

Select a team to be regraded by clicking Move Team:

1. Swapping with a team in another division – all other teams are offered as a swap with a yellow Swap option. The team will appear in the new division highlighted in blue. If change agreed, select Update Changes, otherwise Cancel.
2. Moving one team to another division (no swap) – Click + Unallocate team in top orange box. The team will move to the top box, highlighted in blue. Select Move team and then select + Move team to grade in the orange box beside the relevant division. The team will appear in the new division highlighted in blue. This function could also be used if a team needed to be removed from a grade e.g. the team dropped out of the competition.

Update Changes



TIP: Check the fixture *Competitions > Relevant Competition > Relevant Season > Grades > Relevant Game > View Fixture*

If teams were swapped, the fixture will be updated with the swapped games. If only one team was moved it will either:

- Replace a bye in the swapped grade OR
- Create a new game – new games will be required to be allocated courts and times *Competitions > Relevant Competition > Relevant Season > Grades > Regrade Teams*

LATE REGISTRATION

Each association will have a different approach to managing late registrations.

If the Association wishes to control approving late registrations and adding them to the team we suggest:

1. Team to Association based competition:

- Association creates “Participant to season” form and keeps link hidden. Provide link to approved new participants and association adds the player to the team.

2. Club to Association based competition:

- After approval by the association, Club unhides and provides “Participant to Club” registration link to the new participant and adds the player to the team.

CANCEL A REGISTRATION

Depending on your Association by-laws, there may be instances where participants register with one Club and then choose to play with another.

When a participant re-registers, the system will recognise that they have paid the state body & NA fee component and will not re-charge them.

- If the move is within the same club, both the Association & Club can issue them with a voucher to reduce or eliminate those components.
- If the move is between clubs in the same association, the Association can provide a voucher and the “sending” club a refund.
- If the move is between associations, both the “sending” association and “sending” club can provide a refund.

To [cancel a registration in-system](#), search for the participant and select “cancel registration” in the relevant competition within their profile. Cancelling a registration **removes the participant** from the competition season within PlayHQ but **does not refund** the participant. A cancelled registration **cannot be reversed**, the player will need to re-register if they decide to re-join the competition.

For policies and procedures surrounding **de-registration** i.e. the player has not taken the court and is not planning on playing for the rest of the year, please contact your state body.



#HEREIFYOUNEED

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