



New Organisation to PlayHQ

→ [Request to add your organisation to PlayHQ](#)

→ **Log-in to na.playhq.com**

You will receive an invitation to [log-in to PlayHQ](#). Follow the instructions on the invitation and please log-in using the same email address that you have used as a participant. If this is your first time logging-in to PlayHQ, ideally use a personal email address (this will never be public).

→ **Navigate the landing page**

You'll land on the *Competitions* page and the main menu is on the left hand side. Navigate to: *My Organisation > Overview* and begin to [update public facing information](#).

Look around a bit and get comfortable!

→ **[Invite another administrator](#)**

Navigate to *My Organisation > Admins > Active Users > + Invite new admin* and remember to use their personal email address (this will never be public).

→ **Set up the payment platform, [Stripe](#)**

[Stripe](#) must be activated before you can set fees and take payments, and can take 2-3 days. Stripe is activated within PlayHQ, navigate to *My Organisation > Overview > Payments*. Read the [set up instructions](#) before you start as there is specific information required.

→ **[You're now ready to access our competition user guides](#)**