

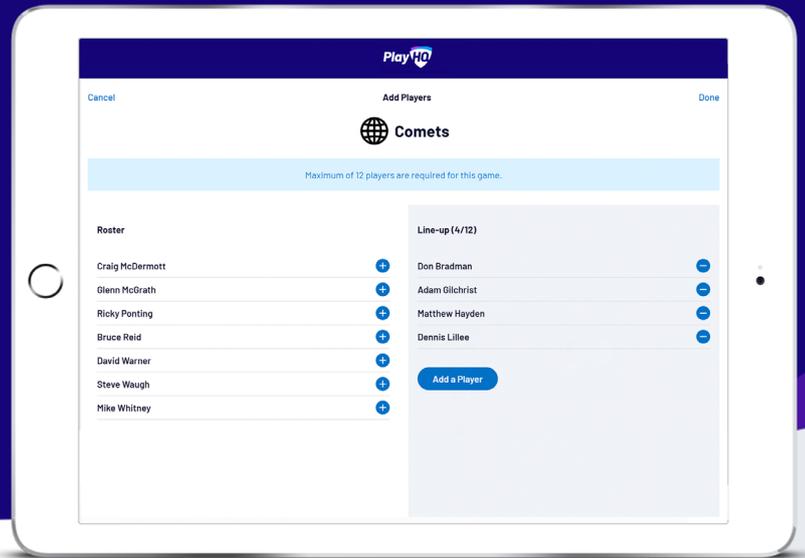
Selecting Team Line-Ups

ADMINISTRATORS

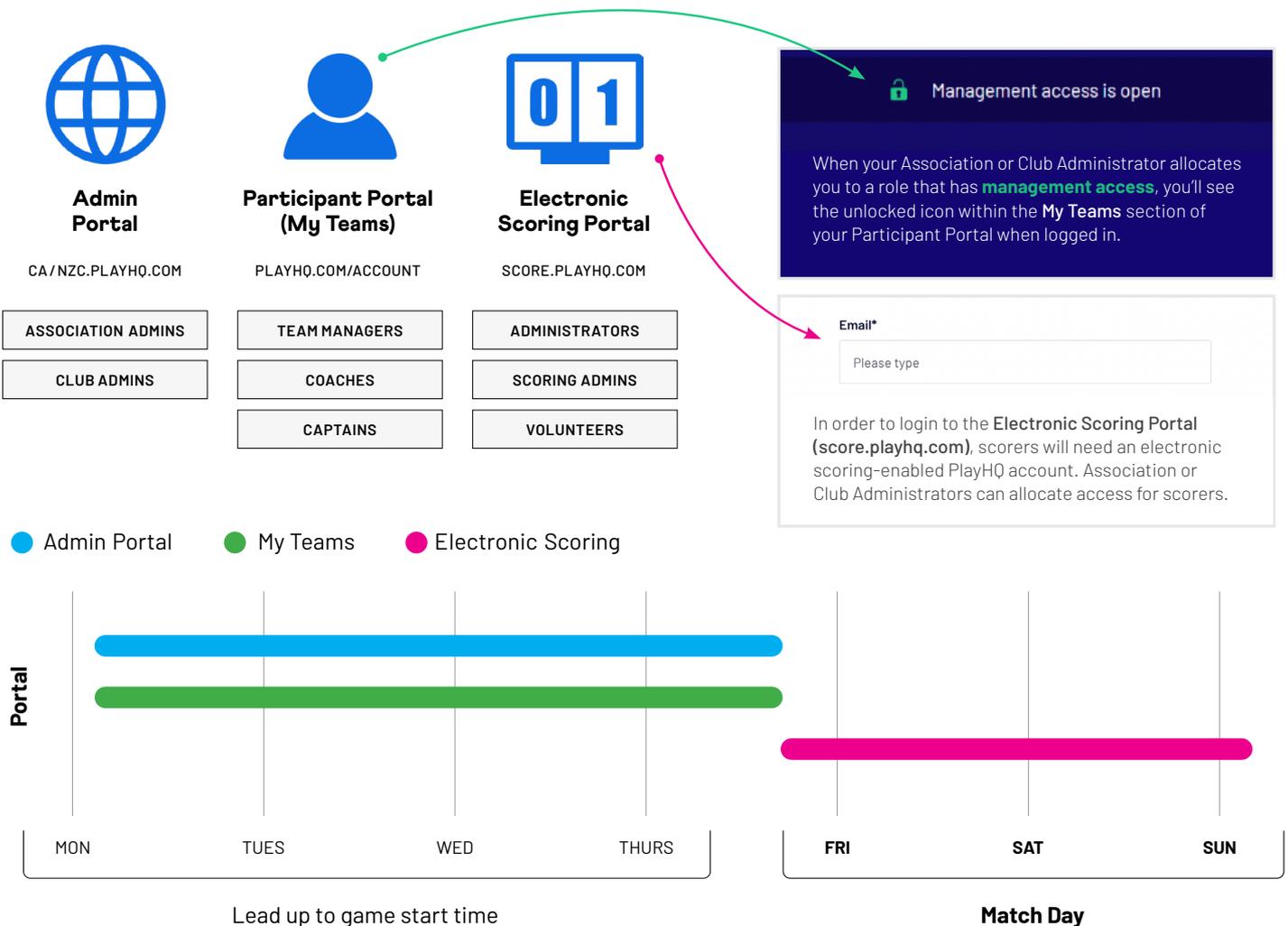
TEAM STAFF

SCORERS

NOVEMBER 2022



There are three ways to select a team prior to a match. The method of selecting a team is dependant on both your level of access and the time of week in the lead up to match.



Note: This diagram presumes that matches are occurring only on weekends in an effort to better articulate when to select teams via various portals. We understand matches also take place on weekdays. The diagram also presumes that the electronic scoring session is setup on match day after team selection has been done in either **Admin Portal** or **My Teams**. It's also worth mentioning that line-ups can be selected via **Electronic Scoring** prior or during the match.

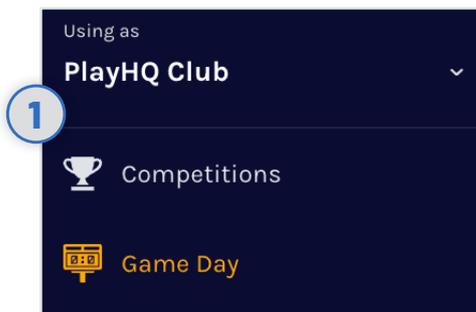
Selecting Line-Ups (Pre Match Day)



ADMINISTRATORS

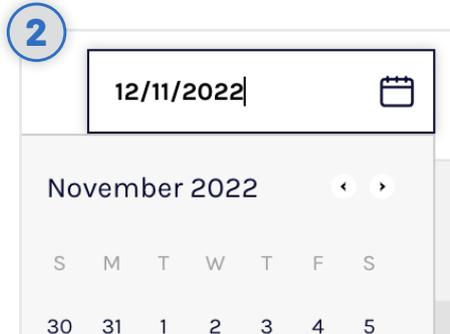
TEAM STAFF

Admin Portal (Pre Match Day)



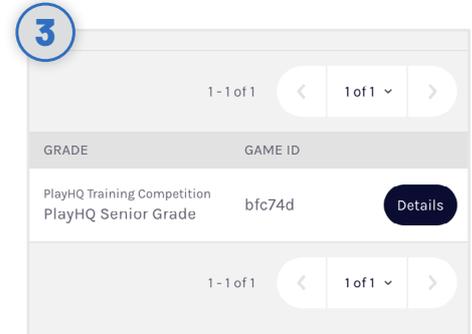
Select Game Day from the menu

It's great to get organised ahead of the match by selecting your team line-up. Select **Game Day** from left hand menu.



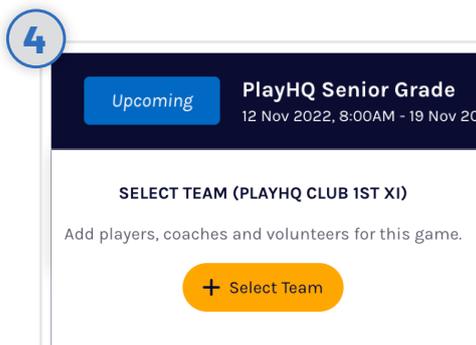
Choose the date of your match

Within Game Day, on the right hand side, use the calendar to select the date of your match.



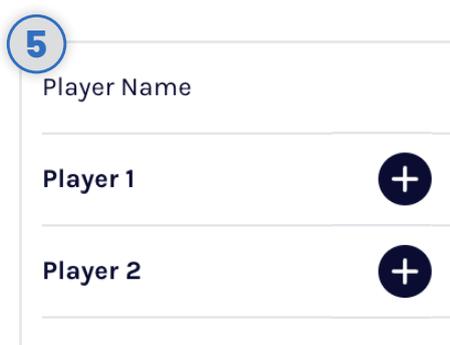
Select Details button

Locate your match and click **Details**.



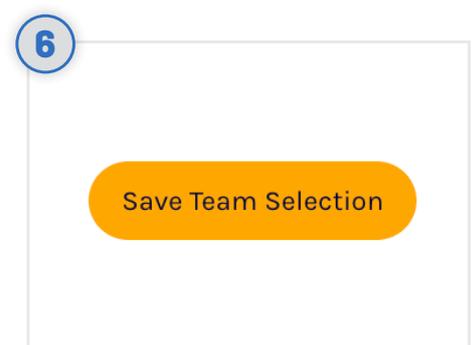
Choose Select Team

Under your team, you'll see the **Select Team** button.



Add and remove players

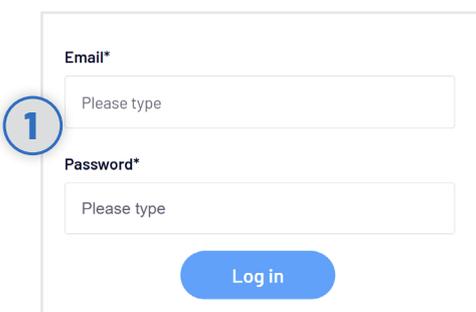
To select your team, use the **+** and **-** buttons to add or remove players from the line-up. You can also search and add players that are not allocated to the team. You also have the option to **Edit Captains**.



Add Coaches and Volunteers

It's optional to **Add Coaching Staff** and **Add Volunteers**. Once complete, click **Save Team Selection**. You've now selected the line-up for the upcoming match.

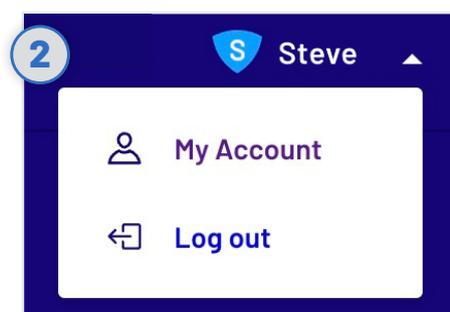
Participant Portal (My Teams) (Pre Match Day)



Login to PlayHQ

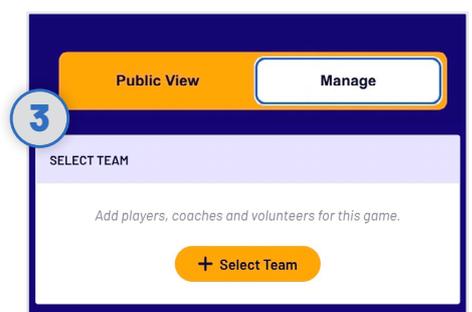
Login via playhq.com/login using your PlayHQ credentials.

*Note: An Association or Club Administrator must give you **team management access** for your team in order to select a line-up.*



Navigate to My Teams

In the top right hand corner, drop down the menu and click **My Account**. Navigate to the team(s) you are managing then proceed to the upcoming match.



Select your team for game day

Navigate to your upcoming match and toggle to **Manage**. You'll be granted access to **Select Team** ahead of game day. Your selected line-up will flow through to electronic scoring.

Selecting Line-Ups (Match Day)



FOR SCORERS

Electronic Scoring (Match Day)

1

Venue

Search

Recent

PlayHQ Cricket Ground

Select venue

Use an electronic scoring enabled login to enter the appropriate sport via score.playhq.com (the electronic scoring homepage), search and select the venue (name is as it appears on fixture).

2

New Scoring Session

Venue

Days

How many days do you need to add to this session?

PIN

Start Session

Enter session details

Select the day you are scoring in order to download the game. Create a **PIN** to secure the session. Click **START SESSION**.

3

Home

PlayHQ Netball Centre

Today 27 Apr 2022

Completed 0/2

Published 0/2

Ground

PlayHQ Cricket Ground

Kalgoorlie CC

Bullabulling CC

PlayHQ Association

Score Points & Game

0:00PM - 6:00PM

Select your match

Now that you're in a session, select the **day** of your match as well as the **ground**. Select the **upcoming match** you want to score.

4

Exit Game

Edit Line-ups

Innings Settings

Toss Winner

Kalgoorlie CC

Bullabulling CC

Setup innings

Commence setting up the first innings, navigate and click **EDIT LINE-UPS** to start selecting teams.

5

Add Players

Comets

Maximum of 12 players are required for this game.

Roster

Line-up (4/12)

Don Bradman

Adam Gilchrist

Matthew Hayden

Dennis Lillee

Add a Player

Select line-up

Use the **+** or **-** to move players in and out. Once ready, click **DONE**.

If a fill-in player is needed, use the **ADD PLAYER** button and enter the fill-in's details. This can be done at any stage during the match by click on the **TEAM** name followed by **EDIT TEAM LINE-UP**.

6

Start Innings

Start innings

Select all the innings settings including who won the toss, opening batters and bowlers. Once ready, click **START INNINGS**.



Please consider the environment when printing. For more resources on line-ups and management access, visit support.playhq.com

