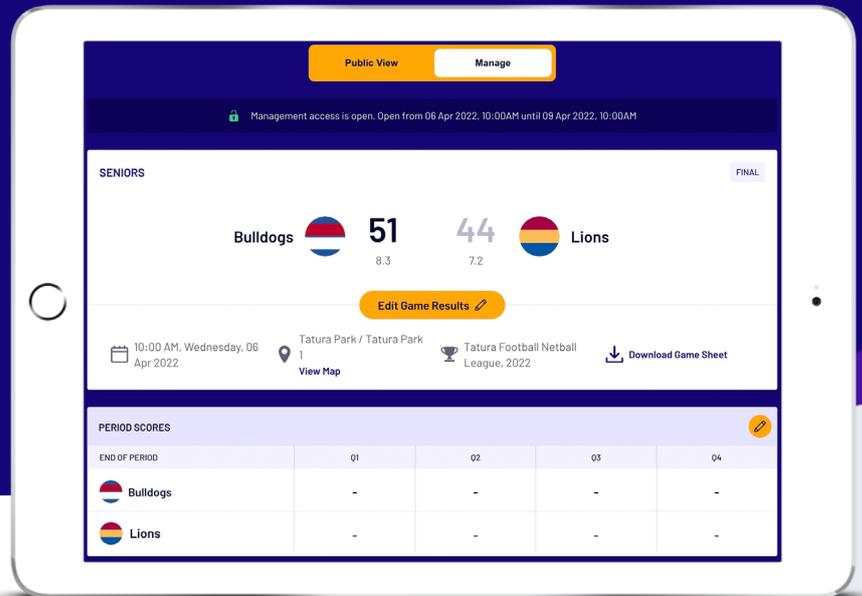




Team Manager Matchday Guide

APRIL 2023



Thank you so much for putting your hand up to be a Team Manager, it's people like you that keep clubs running.

This document is designed to guide you through using PlayHQ to successfully complete your Team Manager tasks on matchday.

Before we tackle your matchday to-do list, you'll need to ensure you've registered as a **Team Manager** to PlayHQ.

1

Registration Link
<https://www.playhq.com/register/70dbbb>
Copy Link

Note: You should use your existing PlayHQ account for registering as a Team Manager. You don't need to create a new account specifically for team management.

2

Please log in with your PlayHQ account

Email*
Please type

Password*
Please type

3

Register as a:

- Player
- Coach
- Team Manager

Log in Create an account

Get started →

Checklist

Pre Game

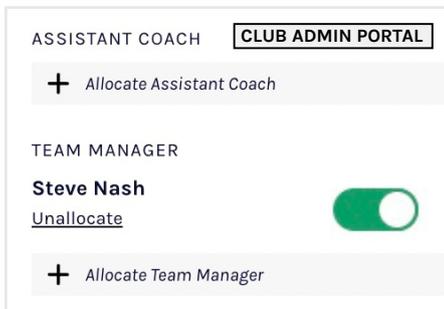
- Login to PlayHQ
- Select your team for matchday
- Allocate player positions
- Print your team sheet
- Delegate person to cut oranges

During Game

- Enter quarter by quarter scores

Post Game

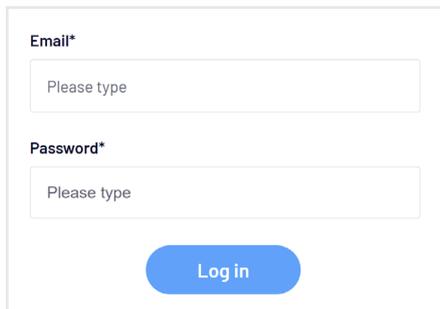
- Enter game result
- Enter best players
- Enter goal kickers
- Enter club award votes



Admin allocates Team Manager

Ensure that your club administrator has allocated you as Team Manager.

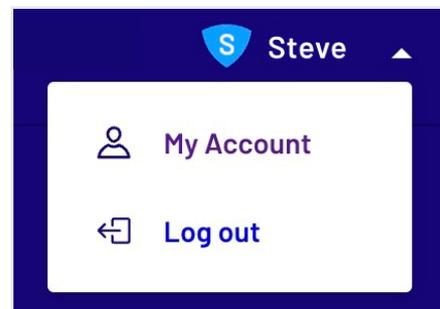
The Team Manager toggle must be turned on to enable management access.



Login to PlayHQ

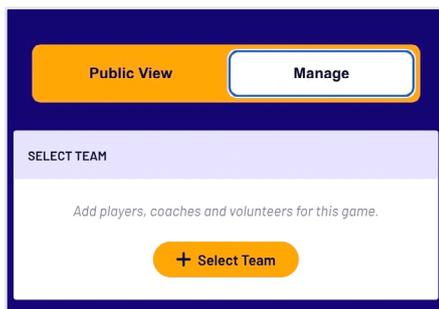
Login via playhq.com/login using your PlayHQ credentials.

Yet to sign up? Revert back to the previous page for a step by step guide on signing up as a Team Manager.



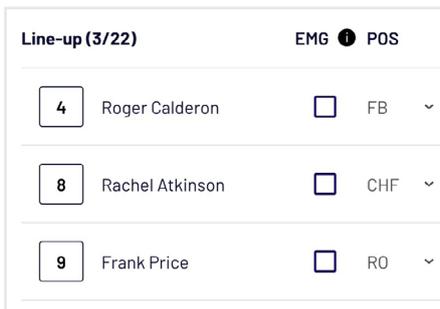
Navigate to My Teams

In the top right hand corner, drop down the menu and click [My Account](#). Find the team you are managing then proceed to the upcoming match.



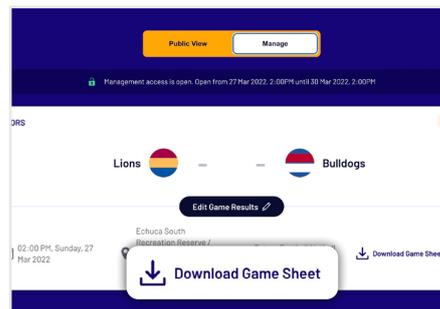
Select your team for matchday

Navigate to your upcoming match and toggle to [Manage](#). You'll be granted access to [Select Team](#) ahead of matchday.



Allocate player positions

Under the **POS** heading, drop down the position of each player. If the player positions option is unavailable, the likely scenario is that your league wouldn't have activated the player positions setting. Same applies for emergency players.



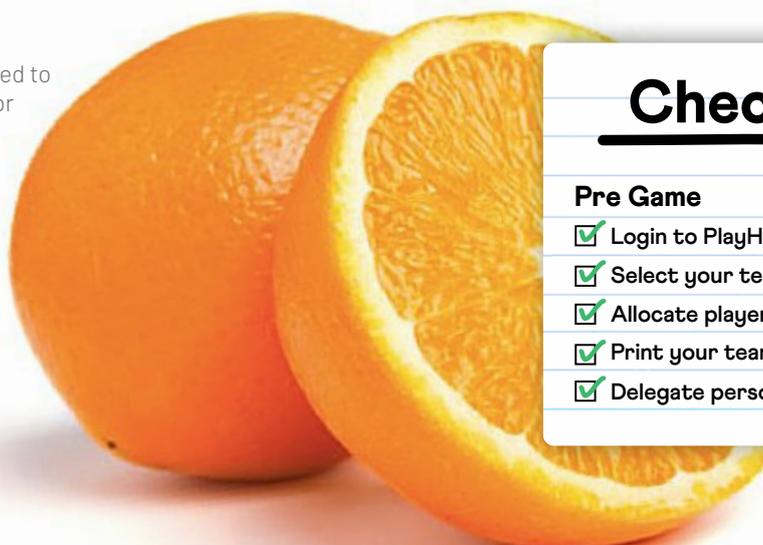
Print your team sheet

Select [Download Game Sheet](#) to export as a printable PDF. Don't forget that games can also be scored electronically.

You're all ready, now it's time to delegate the orange cutting before the big game.

Important

1. If you do not have this access, you'll need to touch base with your club administrator to enable team management access.
2. Administrators must have allocated players to your team in order for you to select players to a match line-up.
3. Adding players to a line-up must be done each game.
4. You may not have access to edit opposition team line-ups. This is a league setting.



Checklist

Pre Game

- Login to PlayHQ
- Select your team for matchday
- Allocate player positions
- Print your team sheet
- Delegate person to cut oranges

During and Post Game

Download Game Sheet	
03	04
-	-

Enter quarter by quarter scores

You have the option to enter quarter by quarter scores however if you're too entrenched in the match, it's fine to just enter the scores at the game's end. Within team management game centre, enter in the qtr by qtr results. Click the icon that's adjacent to **Period Scores**. If using electronic scoring, there is no need to do this.

Bulldogs			Lions		
8	3	51	7	2	44
TOTAL GOALS	TOTAL BEHINDS	PTS	TOTAL GOALS	TOTAL BEHINDS	PTS

Enter game result

Once the game is complete, click **Edit Game Results** to enter final scores. Even if you have entered the quarter by quarter scores, you will need to finalise the match via **Edit Game Results**. It's important to note that your league will set how many hours after game start time that the scores can be entered. If using electronic scoring, there is no need to do this.

BEST PLAYERS (0/6)

Select best players from the lineup in order of best (position 1), second best (position 2) and so on. Best players will be published to the public participant site.

Player 1: Roger Calderon
Player 2: Please select
Player 3: Please select

Enter best players

Click on the edit icon that's adjacent to **Best Players** heading. Select the best players from the game in order of best, second best and so on. The league deciphers how many best players can be entered ranging from 1 to 6.

YEL	RED	G	B	PTS
		3	2	

Enter goal kickers

Click on the edit icon that is adjacent to the **Player Statistics** heading. Enter the goals and behind for each player. If using electronic scoring, there is no need to do this.

Voter 1

Voter 2

Voter 3

Enter club award votes

If your club has enabled club awards, click the three dots that appear in the top right of team management game centre. Click the icon to give votes to players. Do note that club awards is different to best players. Awards can only be viewed by club admins whilst best players is public.

Management access is open. Open from 06 Apr 2022, 10:00AM until 09 Apr 2022, 10:00AM

Bulldogs 51 (8.3) vs Lions 44 (7.2)

Tatura Park / Tatura Park

Tatura Football Netball League, 2022

You're all done, canteen time

Dim sims, hot dogs, killer pythons, whatever tickles your fancy, treat yourself, you've earned it.



Checklist

- During Game**
 - Enter quarter by quarter scores
- Post Game**
 - Enter game result
 - Enter best players
 - Enter goal kickers
 - Enter club award votes



Electronic Scoring Guide

SCORE.PLAYHQ.COM



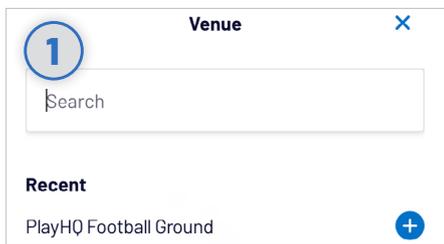
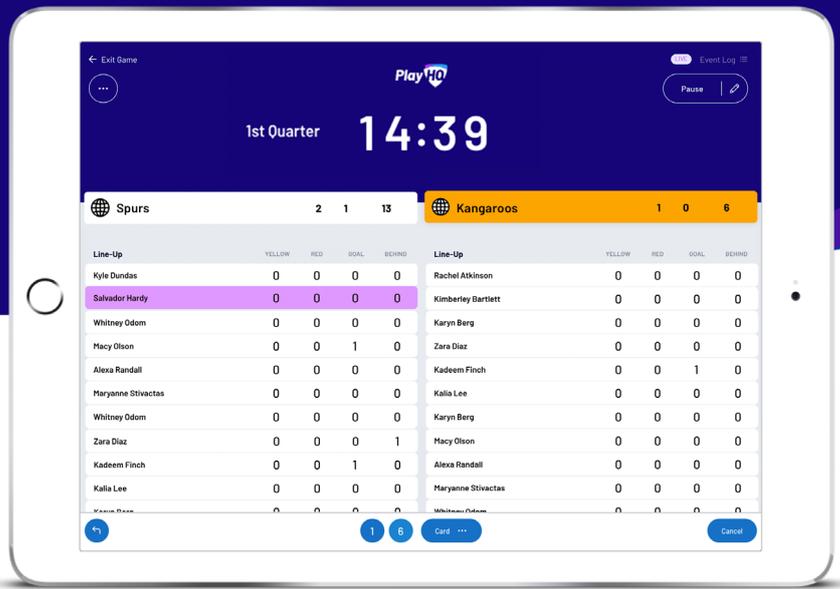
Scoring platform recommended for desktop, laptop or tablet devices.

14:39 01 **LIVE**

Scores will be LIVE on game centre if device is connected to internet.

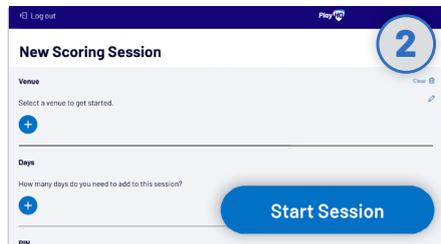
Download & Score Game

If you run out of battery you can take over scoring on a secondary device.



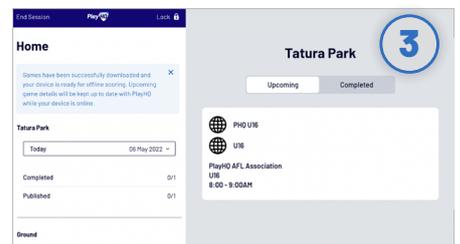
Select Venue

Login to score.playhq.com, search and select the venue you wish to score from.



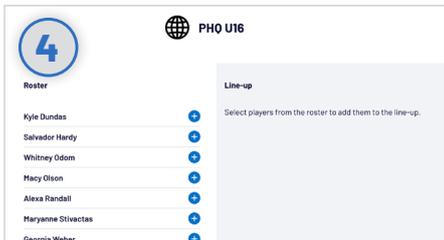
Enter Session Details

Select which day(s) you would like to download games for and create a pin to secure the session. Click [START SESSION](#).



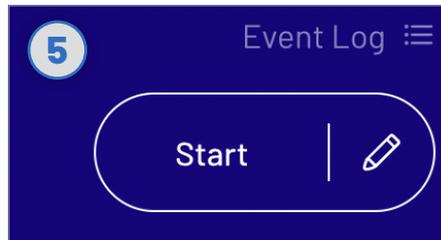
Select Your Match

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.



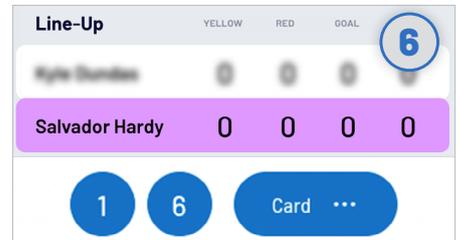
Add Players To Line-Up

Click **+ Add** to bring up the lineup editor. Click on **+** or **-** to move players in and out of the line-up.



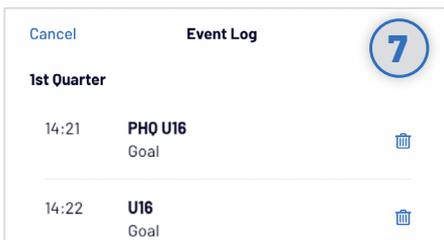
Start Game

Do a final check of the team line-ups and ensure there is the correct time on the clock (if need be, you can adjust the time by clicking which is next to [START](#)).



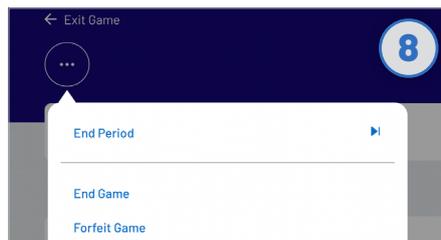
Start Scoring

There are four events that can be recorded, a goal (6), a behind (1), a yellow card or a red card. When this occurs in the game, select either the **player** or **team** then hit **1, 6** or **CARD**.



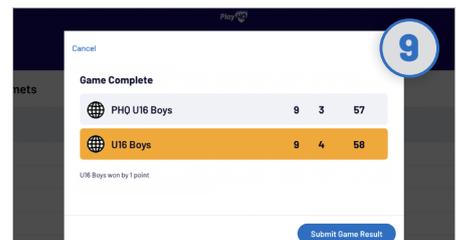
Undo Score Event

You can click the button to undo the previous event or alternatively, you can click the next to the **EVENT LOG** (top right) to remove any event from the game.



End Quarters

To manually end a quarter prior to timer running out, click the and then **END PERIOD**.



Submit Game Result

Once the game is complete you'll be prompted to **SUBMIT GAME RESULT**, ensure that the scores are correct. Navigate to **END SESSION** in order to finalise scores.