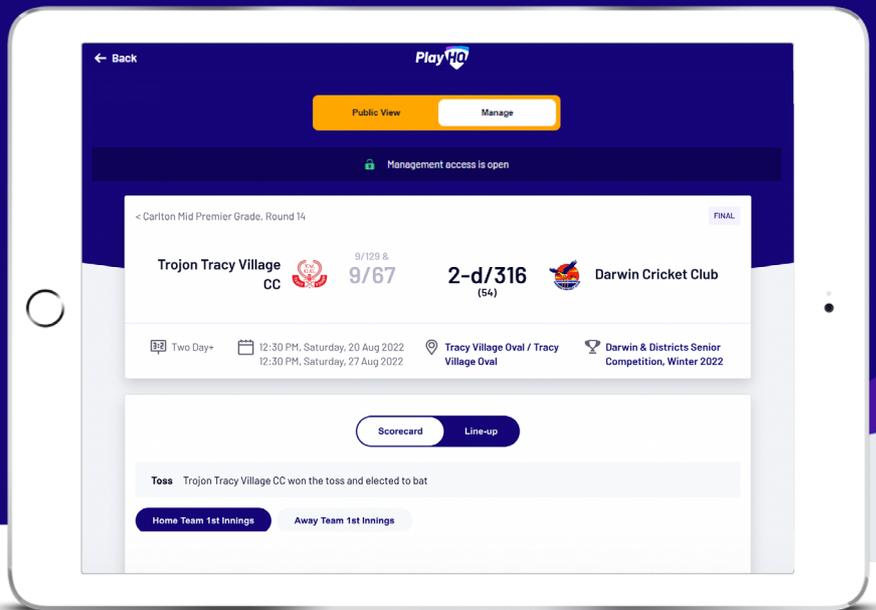




Captain, Coach and Team Manager Game Day Guide

SEPTEMBER 2023

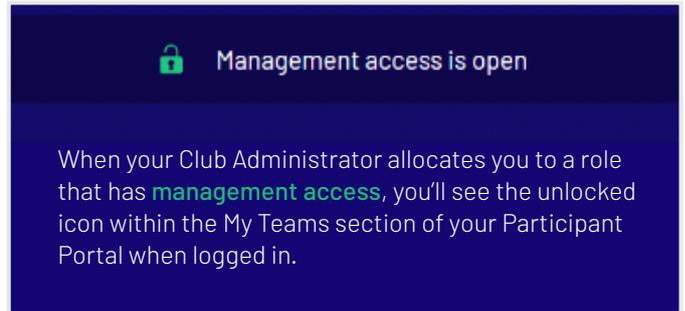


“Can we get a round of applause for the Captain, Coach and Team Manager!?” It’s people like you that keep teams and clubs running smoothly, thank you.

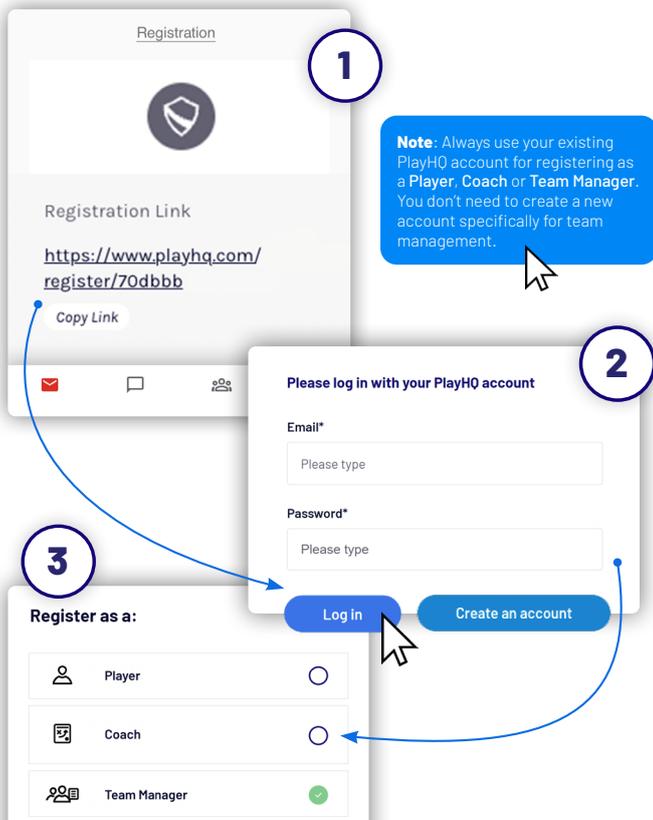
This document is designed for **Captains, Coaches** and **Team Managers** who have been allocated management access. Guiding users on how to best edit line-ups, statistics and if required, enter results within the My Teams section of the Participant Portal.

Before we tackle your game day to-do list; For **Coaches** and **Team Managers**, you’ll need to ensure you’ve registered as a **Coach** or **Team Manager** to PlayHQ. Your **Club Administrator** can provide you with a role specific registration link.

For **Captains**, all you need to do is register as a player. A **team staff member** or **Club Administrator** will then be able to allocate you as **Captain**.



When your Club Administrator allocates you to a role that has **management access**, you’ll see the unlocked icon within the My Teams section of your Participant Portal when logged in.



Checklist

Pre Game

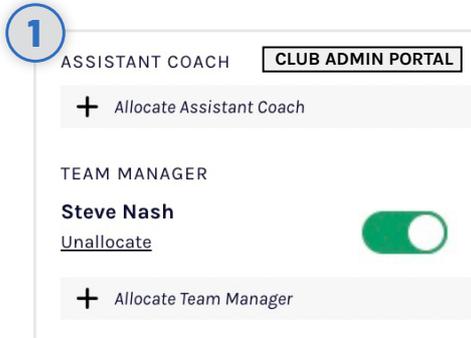
- Login to your PlayHQ account
- Navigate to game
- Select team line-up for game day
- Organise a scorer (Electronic scoring guide attached)
- Delegate lime cordial duties

Post Game

- Edit game result (if required)
- Make any scorecard adjustments
- Call it stumps for the day

My Teams Guide

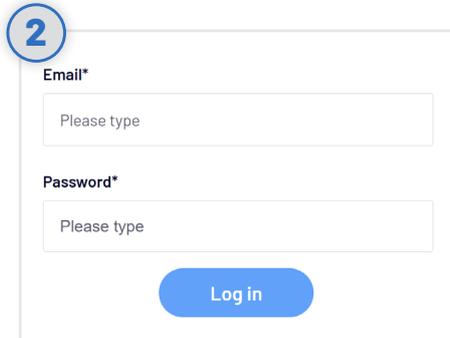
For Captains, Coaches and Team Managers with My Teams management access.



Club Admin allocates roles

Ensure that your Club Administrator has allocated the teams Captain, Coach and/or Team Manager.

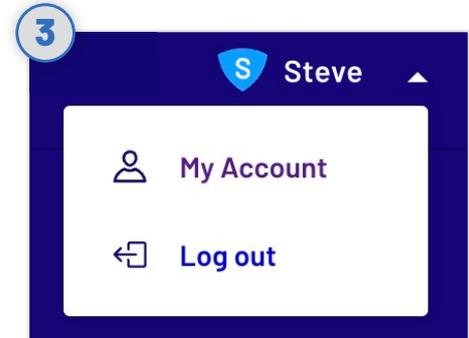
The 'management access' toggle must be turned on to enable management access.



Login to PlayHQ

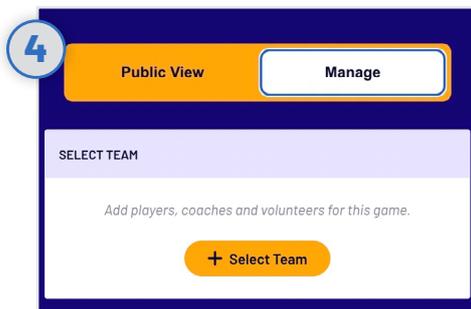
Login via playhq.com/login using your PlayHQ credentials.

Yet to sign up? Revert back to the previous page for registration process.



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.

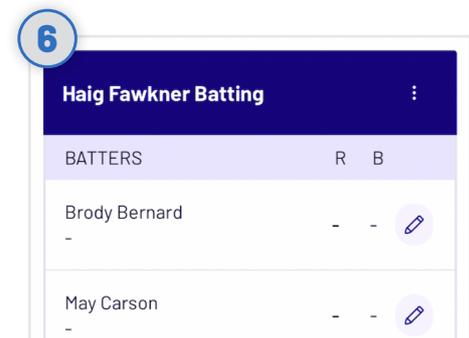
Your selected line-up will flow through to electronic scoring.



Edit game result (if required)

Once the game is complete, click **Edit Game Results** to amend the final scores. It's important to note that your Association will set how many hours after game start time that the scores can be amended. Click **Done** once finished amendments.

If you find that you can't amend scores, don't worry, simply contact your Club or Association Administrator for assistance.



Make any scorecard adjustments

Click on the edit icon that is adjacent to the **Batters** name. Edit any statistics or dismissal details. Click **Done** once amendments are complete.

Important

1. Administrators must have allocated players to your team in order for you to select players to game line-up.
2. Adding players to a line-up must be done for each game. Line-up doesn't automatically rollover to next game.
3. You may not have access to edit opposition team line-ups. This is an Association setting.

Electronic scoring guide

SCORE.PLAYHQ.COM



Scoring platform recommended for desktop, laptop or tablet devices.

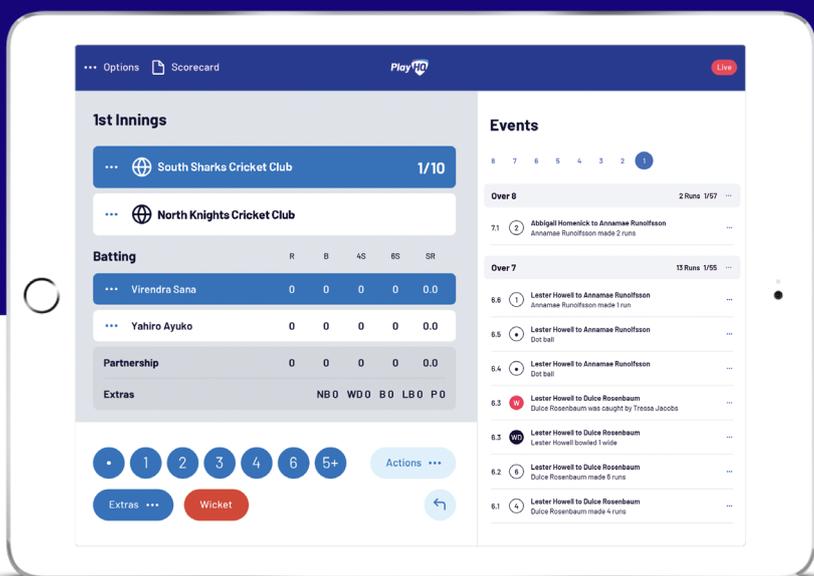
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Live

Scores will be updated live if device is connected to internet.

Download & Score Game

If you run out of battery you can take over scoring on a secondary device. Ensure you're online prior to switching.



1

Venue

Select a venue to get started. The venue for a game can be found within the fixture on playhq.com

Dates

Select the days you wish to Score.

2

PIN

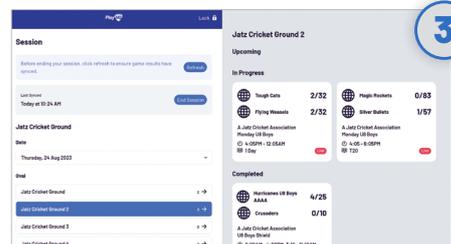
The PIN is unique to this device and can be used to securely submit the result at the end of each game.

New PIN

Confirm PIN

Start Session

3



Select Venue

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

Enter Session Details

Select the day you are playing in order to download the game. 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.

4

Innings Setup

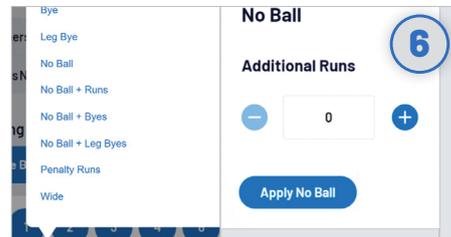
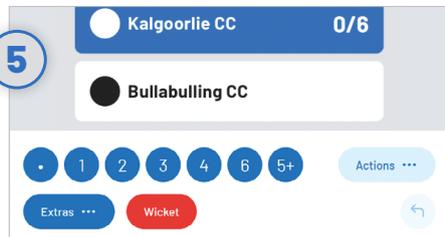
Confirm Lineups

Select a team to confirm their lineup. Minimum 2 players per team.

<Home Team Name> 12/12

<Away Team Name> 12/12

5



Setup Innings

Choose **NEXT** to confirm or update players from both teams. Team line ups will already appear if they have been selected prior to the match. Select who won the toss as well as the opening batters and bowler. To start scoring click **START INNINGS**.

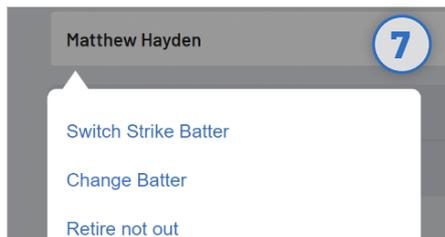
Recording Ball By Ball Events

There are multiple events that can be recorded. When this occurs in the game, select either the **batter** or **team** then hit the appropriate event. Additional options may follow depending on event type.

Extras

When you click **EXTRAS**, a menu of options will appear including byes, leg byes, no balls, penalty runs and wides. When selecting **No Ball** with **Additional Runs**, the No Ball is already applied, meaning that the additional runs are scores off the bat.

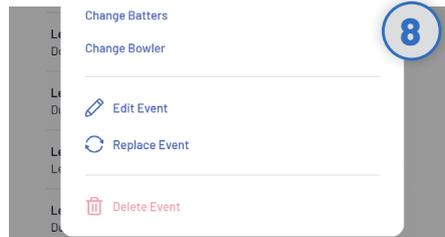
7



Changing Batter Or Bowler

To change a batter or bowler, tap on the player you wish to change then select **CHANGE**. Other options are also available involving the selected player.

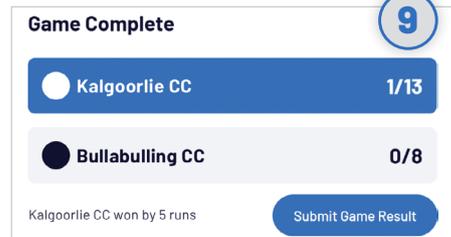
8



Undo Ball Event

You can click the **undo** button to undo the previous event or alternatively, you can click the **...** next to the incorrect event within the **EVENT LOG**. Select **EDIT**, **REPLACE** or **DELETE EVENT**.

9



Submit Game Result

When the second batting team finishes their innings, you will be prompted to **SUBMIT GAME RESULT**, ensure that the scores are correct before submitting final scores. Navigate to **END SESSION**.

