



Northern  
Tasmanian  
**Netball**  
**Association**

PlayHQ Information

## Overview

PlayHQ is the new software platform Netball Australia are using going forward from 1st December 2021. NTNA have been a pilot association and have successfully run the Spring Social Roster and Primary School roster through this platform. Luke Meers (Netball Australis) is based in Southern Tasmania and has run some training sessions for Associations and clubs in October 2021. You will have noticed you no longer have access to MyNetball from 1st December 2021.

## Clubs - What to do next

Log into the PlayHQ admin portal - <https://na.playhq.com>

Go to 'My Organisation' (left hand side of screen)

### Overview

Across the screen 'My Organisation' appears

**Details** - under this tab fill in all details, including your logo. Update and save

**Contacts** - Enter your committee members contact information

**Vouchers**- If you wanted your club to issue participant relief of club fees, you can enter a voucher detail in here. It will give a code you can give to participant to enter in payment window. (This voucher will only work on discounting your club fees, not NTNA or NT fees)

**Payments** - If you as a club want to collect your club fees through PlayHQ, you will need to submit payment details. Payments are collected through Stripe and disbursed into your club's bank account. (If this is not set up, you will not be able to collect club fees through PlayHQ).

When payments are disbursed to your bank account, you can see who they are from by going to Reports (lhs of screen)

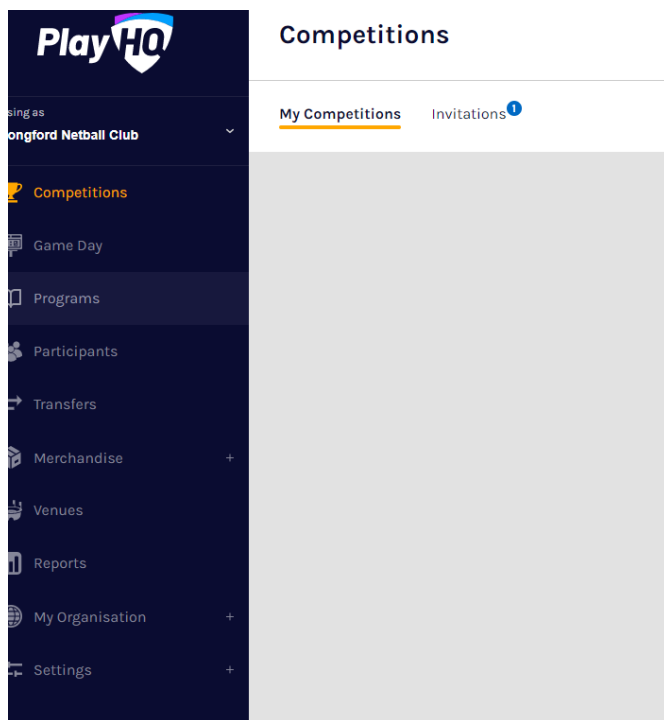
- choose Financial
- Go to Payout Report and fill in date range. It will then export to a CSV (Excel). You will then have a list of who has paid club fees.
- This will need to be done each time there is a disbursement made to your club bank account.

## Competitions - NTNA

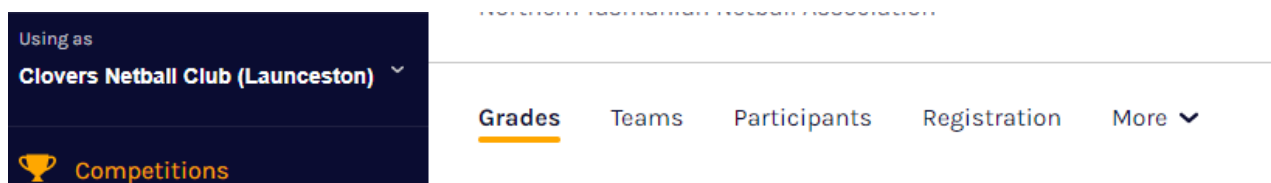
NTNA have sent out invitations through PlayHQ inviting clubs to nominate teams for the 2022 Junior Winter Roster. Team nominations are open now and close 4pm, Friday 4th March 2022. To accept these invitations, your club admin will need to log into PlayHQ and accept the invitation.

### Instructions - Accepting Invitations

- Log into PlayHQ - Admin Portal - <https://na.playhq.com>
- The PlayHQ home screen will appear (see below)



- You will see a 1 next to Invitation
- Click on Invitations
- The season and competition will come up.
- Accept the invitation if you are going to have teams participating in the Junior roster or decline if not,.
- If you accept, under 'My Competitions' you will now see the Junior Winter Roster competition.
- Click on 'View'
- This will take you to a screen with all the divisions being offered under 'Grades' for Winter roster, pending enough teams.



- Click on 'Teams'
- Click on 'Add Club Team'
- Enter Team Information
  - Age Group - Choose 'Junior'
  - Gender - NSG, 11U & 13U - choose Mixed  
15U & 17U - choose Girls
- ID - Put in grade you are nominating. ie. 15D2
- In Team Name, after the prepopulation of the team name, you can add sponsors name

here.

- In top right hand corner of screen click 'Add Team'.
- This will take you back to the screen under 'Teams'
- Click on 'Add Club Team' to add another team. Enter all teams.
- Each team will have unallocated highlighted in orange..

## **To Allocate a Team to a Grade**

- Click on 'Grades'
- Go to the division you would like to nominate your team and click on the '+'
- Click ' + Allocate a Team'
- A list of your teams will come up. Click on the team you want to allocate to that division and click 'Allocate Teams'.
- That team will now show under the division nominated.
- If you choose the wrong division, simply unallocated and allocate to correct division.
- Go through and allocate each of your teams to the division.

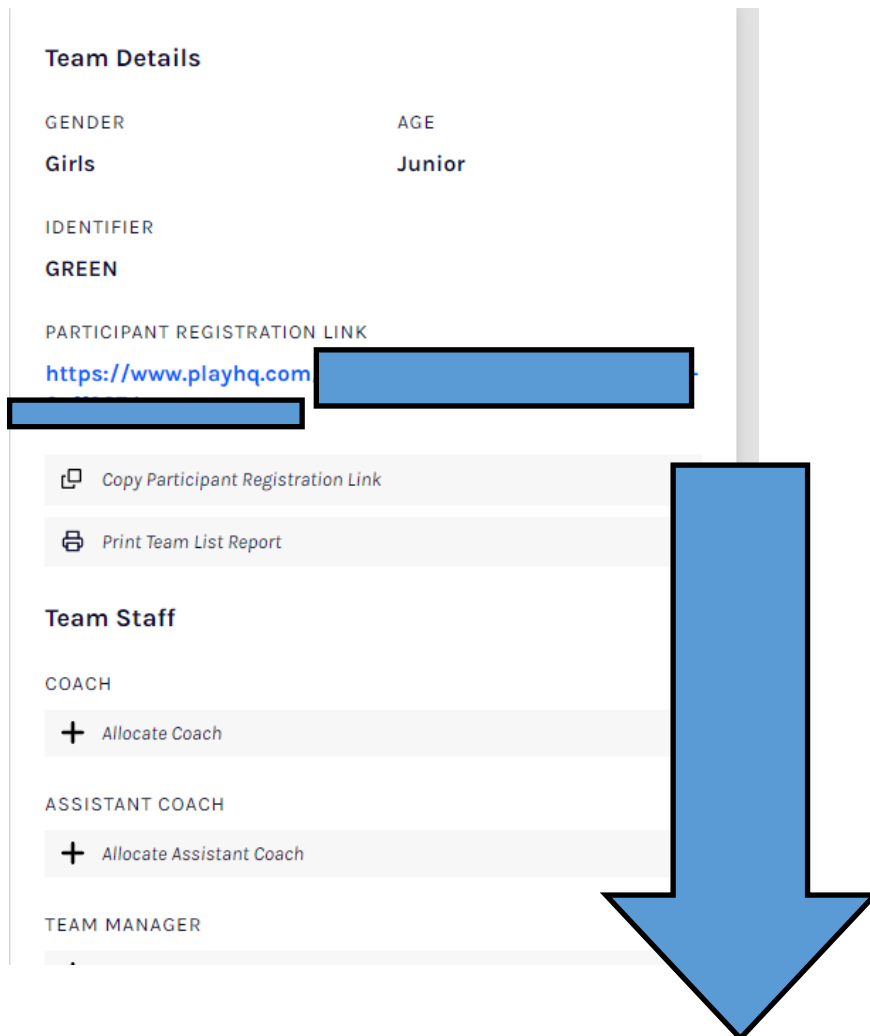
## **Adding Club Fees to Participant to Team Registration**

- Go to 'Competitions' on LHS of screen
- Click on 'Registration' tab across page.
- Click on 'Forms' under this
- Go to **Participant to Club Team** and 'Manage'
- NTNA have set up the main part of the registration form. If clubs wanted to add their own club fees through PlayHQ, enter in the Player Fee under 'Set a Registration Fee'.
- Click Save in top right hand corner.

## **Participant to a Team**

- You have nominated all of your teams to a division. What happens now?
- Click on 'Teams'. All your teams will now have been allocated a Grade.
- Click 'View'
- The name of the team will be at the top of the screen.
- Under this will be Players.. There will be no names under this heading as no players will be registered.

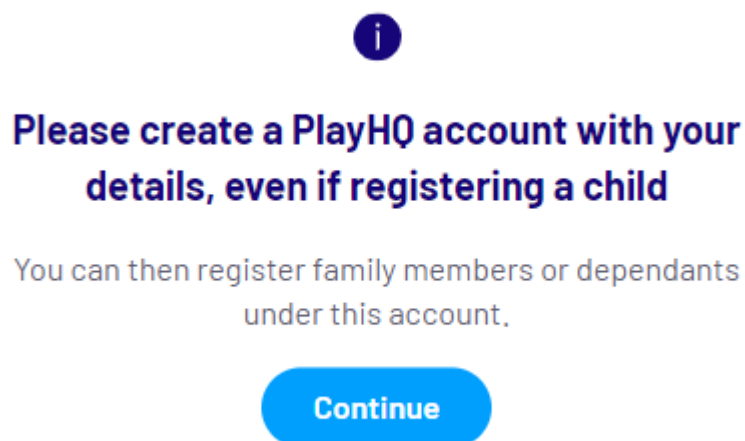
- On the right hand side of the screen you will see team information.
- Under ‘Team Details’, there will be a Participation Registration Link
- Click under the link on ‘Copy Participation Registration Link’



- Once link is copied, send the link to all players in that particular team. **(This is important as each team has a unique link to use to register)**
- Repeat these steps for each team you have nominated.
- Once players have registered they will appear under the heading ‘Players’.
- Remember to send the link to the coach and team manager of each team as they will need to register. (Please note, non-playing officials (coaches, team managers will not have to pay through PlayHQ. NTNA will invoice each club through Xero for each non-playing official the sum of \$38.50).

## Participants - How to Register in PlayHQ

- **Your MyNetball account is invalid/no longer able to be accessed**
- You will be sent a participant registration link from your club to register to a team. **PLEASE DO NOT SHARE THIS LINK WITH OTHERS**
- Click on the link.
- You will be taken to PlayHQ.com
- On this screen you will see your club and the team you are to register to.
- Click 'Get Started'
- **If you have already have** a PlayHQ account, please enter your email address and password and click 'Log On' and follow the prompts.
- **If you do not have a PlayHQ account,** click on 'Create an Account'.
- The screen below will appear. Click on Continue



- After clicking on 'Continue' fill in the details on the page.
- Click 'Sign Up'
- You will be emailed a verification code.
- Type in the verification code you receive and press 'Confirm code'
- You will then log in to your account using your email address and password.
- Click 'Log In'
- In the next window, you will be asked if you would like to register yourself or someone else. If you are registering your child, please choose 'I am registering someone else'
- Click 'Continue'
- It will ask you if you are registering as a Player, Coach or Team Manager.

- Click on Player
- Then Click 'Continue'
- Fill in all participant details.
- Click 'Save and Continue'
- On the next page you will see the fees relating to the roster you are registering to.
- Tick the box once you have read the terms and conditions.
- Click 'Continue'
- On the payment page, fill in your card details and confirm purchase.
- **If you have a Ticket to Play voucher, you will need to click on 'I have a Government Voucher' and select Ticket to Play from the drop down menu, then enter your voucher code and click Apply.**
- This will reduce your total amount to pay by the voucher amount..
- Click 'Confirm Purchase'
- **You are now registered to your team.**