



Session 4 – Competition Management in System

Video here - https://www.youtube.com/watch?v=1k41t_E0MFY

Allocating Players, Coaches & Officials to teams

Allocating players and coaches and officials to teams before the season starts will make it easier and quicker. You can do once the season started for people who are late and need to be added however, we recommend clubs/league do this process before the season starts.

At League level go down into club you want to do or at club go to seasons → teams
Select team by clicking on view

1



Using as
Aspley JAFCL

Competitions

Game Day

Programs

Participants

Transfers & Permits

Merchandise

Venues

Competitions

GSFL - 2022

Test Football League (TFL)

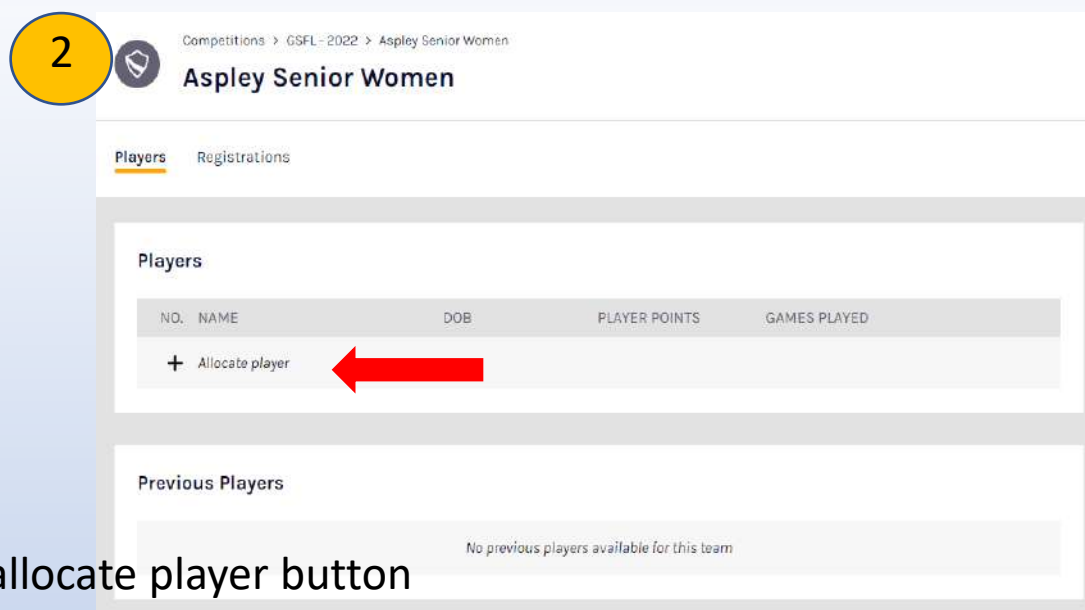
Grades **Teams** Participants Registration More

+ Add club team

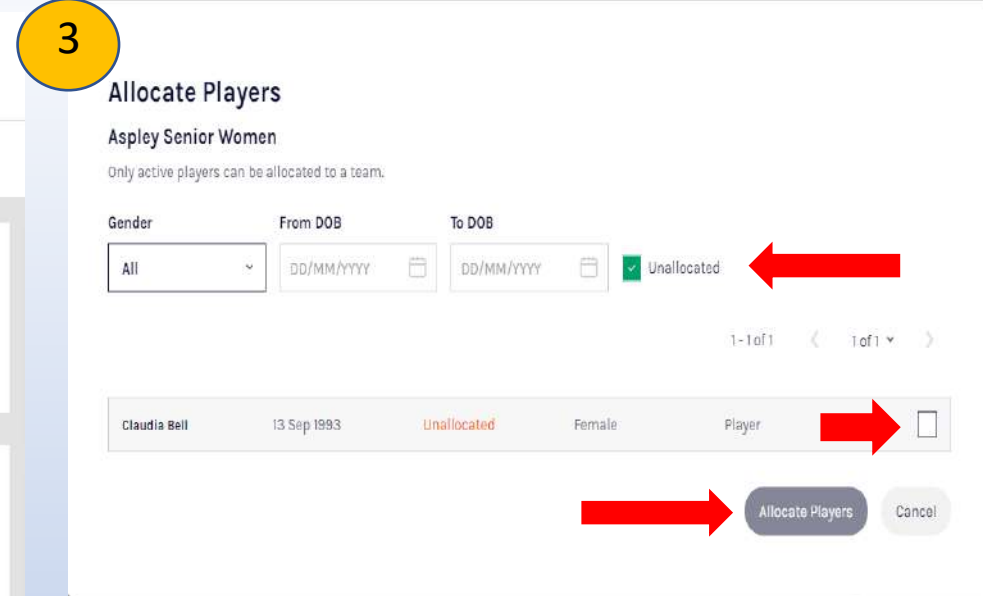
1 - 2 of 2

TEAM	GRADE	PLAYERS	GENDER	AGE	ID	
 Aspley Senior Women	Senior Women	0	Women	Senior	-	 View
 Aspley U18 Boys	Unallocated	0	Boys	U18	-	View

1 - 2 of 2

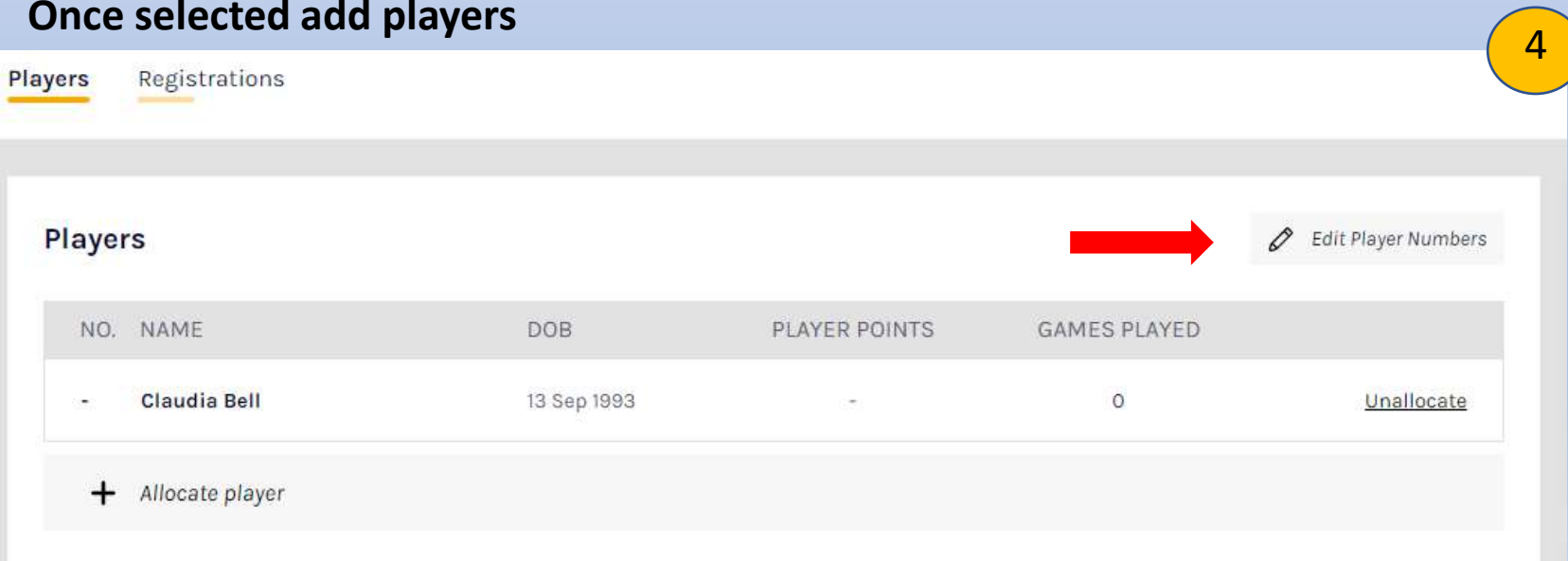


Click on allocate player button



A list will appear with eligible players to be selected in that grade. Players can be selected for more then one team if required. To find them untick unallocated.

Once selected add players



Jumper numbers can then be added to these players by clicking on Edit Player Numbers

These now can be edited game to game.

If you want to remove player from team list, simply click unallocate.

In regards to officials, on the same page, down in bottom right hand corner is where you allocate team staff (coach, assistant coach, team manager)

Click on the Add icon to add eligible people for these fields

5

Team Staff

Management Access ?

COACH

+ Allocate Coach



ASSISTANT COACH

+ Allocate Assistant Coach



TEAM MANAGER

+ Allocate Team Manager



Edit Team



Delete Team

Regrading

1

Competitions > PlayHQ H&A Comp > 2021

PlayHQ H&A Comp 2021 HIDDEN

Grades Participants Registration Allocations Settings More

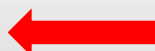
[+ Add a Grade](#) [Regrade teams](#) All days All genders All ages Reset 1-3 of 3 1 of 1

U8 Boys Division 1	4 TEAMS ALLOCATED	HIDDEN	Generate Fixture +
U8 Boys Division 2	4 TEAMS ALLOCATED	HIDDEN	Generate Fixture +
U8 Girls	2 TEAMS ALLOCATED	HIDDEN	Generate Fixture +

1-3 of 3 1 of 1

If you need to regrade a fixture – under league level
Go to competition → season → grades

1.		PlayHQ AFL Club US Boys Green	3 players	Boys	U8	Green	Unallocate	
2.		PlayHQ AFL Club 2 US Boys Red	0 players	Boys	U8	Red	Unallocate	
3.		PlayHQ AFL Club US Boys Black	5 players	Boys	U8	Black	Unallocate	
4.		PlayHQ AFL Club 2 US Boys Gold	0 players	Boys	U8	Gold	Unallocate	

[+ Allocate a Team](#)

2

If fixtures have not been created, click on team you want to remove to start with. Do this by clicking on Unallocate next to teams name.

If you need to add a new team in, click on allocate team and select the new team.

PlayHQ H&A Comp

2021

HIDDEN

Grades Teams Participants Registration Allocations Settings More

+ Add a Grade

Regrade teams

US

All genders

US Boys Division 1

4 TEAMS ALLOCATED

HIDDEN

If fixtures have been generated – click on regrade teams. Select the group you would like to regrade

4

Please select the group you would like to regrade:

Choose Day, Age and Gender

Start

Cancel

5

Regrade

Saturday US Boys

Done

Unallocated teams (0)

Import an unallocated team

US Boys Division 1



PlayHQ AFL Club 2 US Boys Gold

Move team



PlayHQ AFL Club 2 US Boys Red

Move team



PlayHQ AFL Club US Boys Black

Move team



PlayHQ AFL Club US Boys Green

Move team

#	TEAM	P	PTS	%	W	L	D	B
1	PlayHQ AFL Club 2 US Boys Gold	0	0	0.00	0	0	0	0
2	PlayHQ AFL Club 2 US Boys Red	0	0	0.00	0	0	0	0
3	PlayHQ AFL Club US Boys Black	0	0	0.00	0	0	0	0
4	PlayHQ AFL Club US Boys Green	0	0	0.00	0	0	0	0

US Boys Division 2



PlayHQ AFL Club 2 US Boys Blue

Move team



PlayHQ AFL Club 2 US Boys Pink

Move team



PlayHQ AFL Club US Boys White

Move team



PlayHQ AFL Club US Boys Yellow

Move team

#	TEAM	P	PTS	%	W	L	D	B
1	PlayHQ AFL Club 2 US Boys Blue	0	0	0.00	0	0	0	0
2	PlayHQ AFL Club 2 US Boys Pink	0	0	0.00	0	0	0	0
3	PlayHQ AFL Club US Boys White	0	0	0.00	0	0	0	0
4	PlayHQ AFL Club US Boys Yellow	0	0	0.00	0	0	0	0

Click on the team you want to Move and where you want to move the team and click update changes. You can do a straight swap with another team as well. Once you make adjustment it will come up as a blue moved, this has not saved until you press update changes.

IF you move a team to unallocated teams, you can move them back into a grade later on if required.

Please note, when regrading teams at this moment, they take any premiership points etc. with them when they move. Option on what you want to carry over is being discussed and will be hopefully introduced in the near future.

To see Regrade history, under the Grade's settings – Regrade history.

6

Competitions > PlayHQ H&A Comp > 2021 > Grades > U8 Boys Division 2

U8 Boys Division 2

Fixture

Ladder

Settings

General

Fixturing

Game

Ladder

Regrade History

DATE	ROUND	TEAMS (IN)	TEAMS (OUT)
17 Sep 2021	9		PlayHQ AFL Club 2 U8 Boys Red
17 Sep 2021	9	PlayHQ AFL Club 2 U8 Boys Red	PlayHQ AFL Club 2 U8 Boys Pink
09 Sep 2021	3	PlayHQ AFL Club 2 U8 Boys Red	PlayHQ AFL Club 2 U8 Boys Pink
09 Sep 2021	8		PlayHQ AFL Club 2 U8 Boys Red

Ladder Adjustments

League level – Under grade

Ladder tab

Click on Ladder adjustment tab

1

[illegible]

2

[Competitions](#) > [GSFL](#) > [2022](#) > [Senior Women](#) > [Ladder](#) > [Ladder adjustments](#)

Ladder adjustments

 Done

Manage ladder adjustments

Adjust a teams ladder by "ladder points", "for" or "against" values, to accomodate for any changes which cannot be calculated normally. A positive or negative amount may be entered.

Round*	Team*	Type*	Amount*	Reason for adjustment*	
Select	Please select	Please select	0	i.e. playing with an unregistered player	 + Add

Enter ladder adjustment and click on add

1

Age Restrictions for Team Selections

The screenshot shows the PlayHQ interface. On the left is a dark sidebar with the PlayHQ logo and navigation links: 'Using as Test Football League (TFL)', 'Competition Management', 'Game Day', 'Programs', and 'Participants'. The main content area has a breadcrumb trail: 'Competitions > GSFL > 2022 > Grades > Senior Women'. Below this is the title 'Senior Women'. A second breadcrumb trail shows 'Fixture', 'Ladder', 'Settings', and 'Game'. The 'Settings' and 'Game' links are underlined. The 'Game' link is highlighted with a red arrow. Below the breadcrumbs is the 'Game Settings' section, which includes a description: 'Set the game settings that will apply to this grade. Default game settings for all future grades can be updated in the [Competition Grade Default Settings](#)'.

2

Restrictions Settings

Set the age and gender restrictions that you would like to apply for games in this grade.

Age Restrictions ☐

Specify the age range for players that are allowed to play in games for this grade.

Gender Restrictions ☐

Set what genders are allowed to play in games for this grade.

Update & Save

Cancel

Settings you can put in place around what players can be selected based on age and gender for the team line up
 Competition → Season → Grade → Settings → Game

Can do Age restrictions and Gender restrictions
 Instead of DOB PlayHQ uses Age range from a certain date.

If a league wants to approve someone who isn't eligible but gets an exemption
This can only be done at League level not club.
under league level → season → grade & into team

Click on Edit Player Restriction status

Grade Details

GRADE	PLAYER POINTS
Senior Women	30

FINALS ELIGIBILITY

4 Games

AGE RESTRICTIONS

None

GENDER RESTRICTIONS

Female

 Edit Team Player Points Limit

 Edit Finals Eligibility Status

 Edit Player Restriction Status

3

Competitions > GSFL > 2022

GSFL 2022  VISIBLE

Grades Teams Participants Registration Allocations Settings More ▾

[+ Add a Grade](#) [Regrade teams](#) [Reset](#)

Senior Women 5 TEAMS ALLOCATED  VISIBLE

1.	 Aspley Senior Women	1 player	Women	Senior	-
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4

Scroll down to name who you want to exempt and click on give exemption.
You can also remove this later if you need to
When selecting team can also add player numbers if not allocated previously

Selecting Players Not Allocated to Team in Lineup

New Function to select a player that hasn't been added to the team.

Under Game Day → Edit Lineup

1

The screenshot shows the PlayHQ interface for a game day. The sidebar on the left contains the following menu items: Competition Management, Game Day (highlighted with a red arrow), Programs, Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area is titled 'Game Details' and shows the game 'East Brighton Vampires U12 Girls Sherren v Mordialloc Braeside U12 Girls Red'. Below the game details, there are two columns of 'Please select' dropdown menus. The 'LINE-UP' section is visible, showing a table with columns for YEL, RED, G, B, and PTS. The table lists players: #1 Isla Lewis, #2 Phoebe Fyfe, #4 Luella Hall, and #23 Genevieve Brooks. A red arrow points to the 'Edit Lineup' button in the 'LINE-UP' section. The 'SELECT TEAM' section on the right contains the text 'Add players and coaches for this game.' and a '+ Select Team' button.

Game Day > Game Details > East Brighton Vampires U12 Girls Sherren v Mordialloc Braeside U12 Girls Red

Game Details

Game Incidents

3 Please select

4 Please select

5 Please select

6 Please select

3 Please select

4 Please select

5 Please select

6 Please select

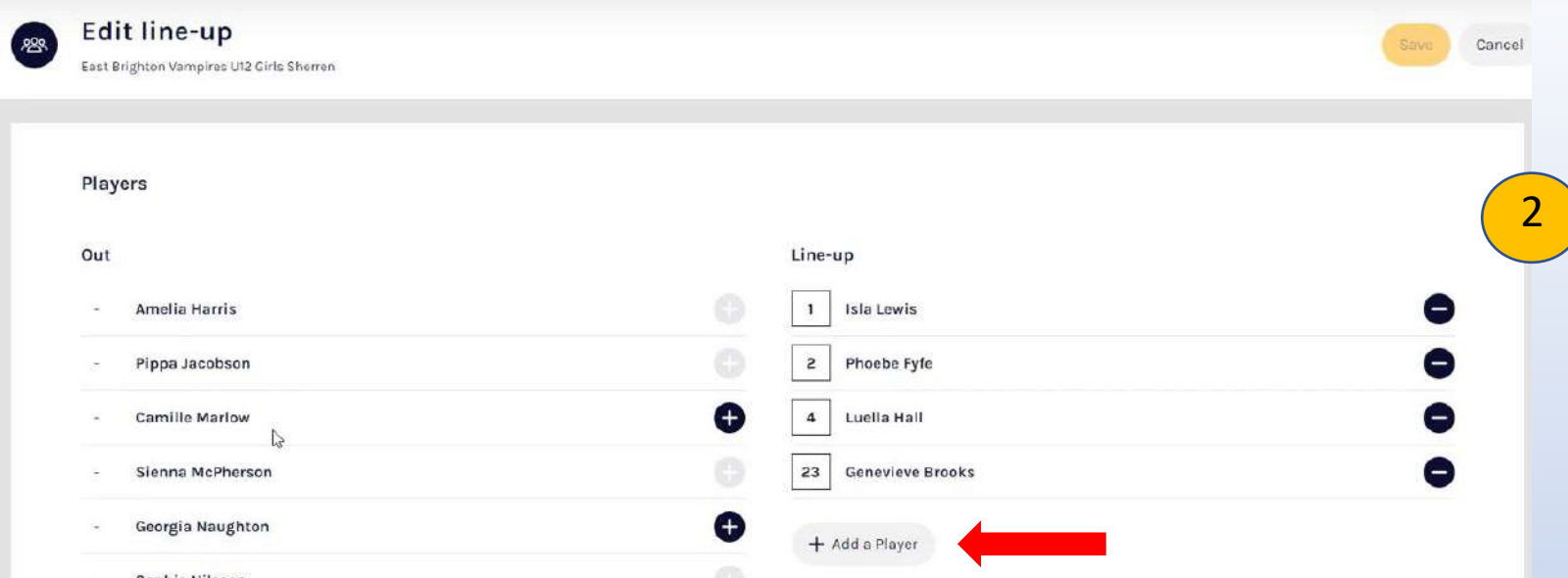
LINE-UP

	YEL	RED	G	B	PTS
#1 Isla Lewis	☐	☐	☐	☐	☐
#2 Phoebe Fyfe	☐	☐	☐	☐	☐
#4 Luella Hall	☐	☐	☐	☐	☐
#23 Genevieve Brooks	☐	☐	☐	☐	☐
TEAM STATS	☐	☐	☐	☐	☐

SELECT TEAM

Add players and coaches for this game.

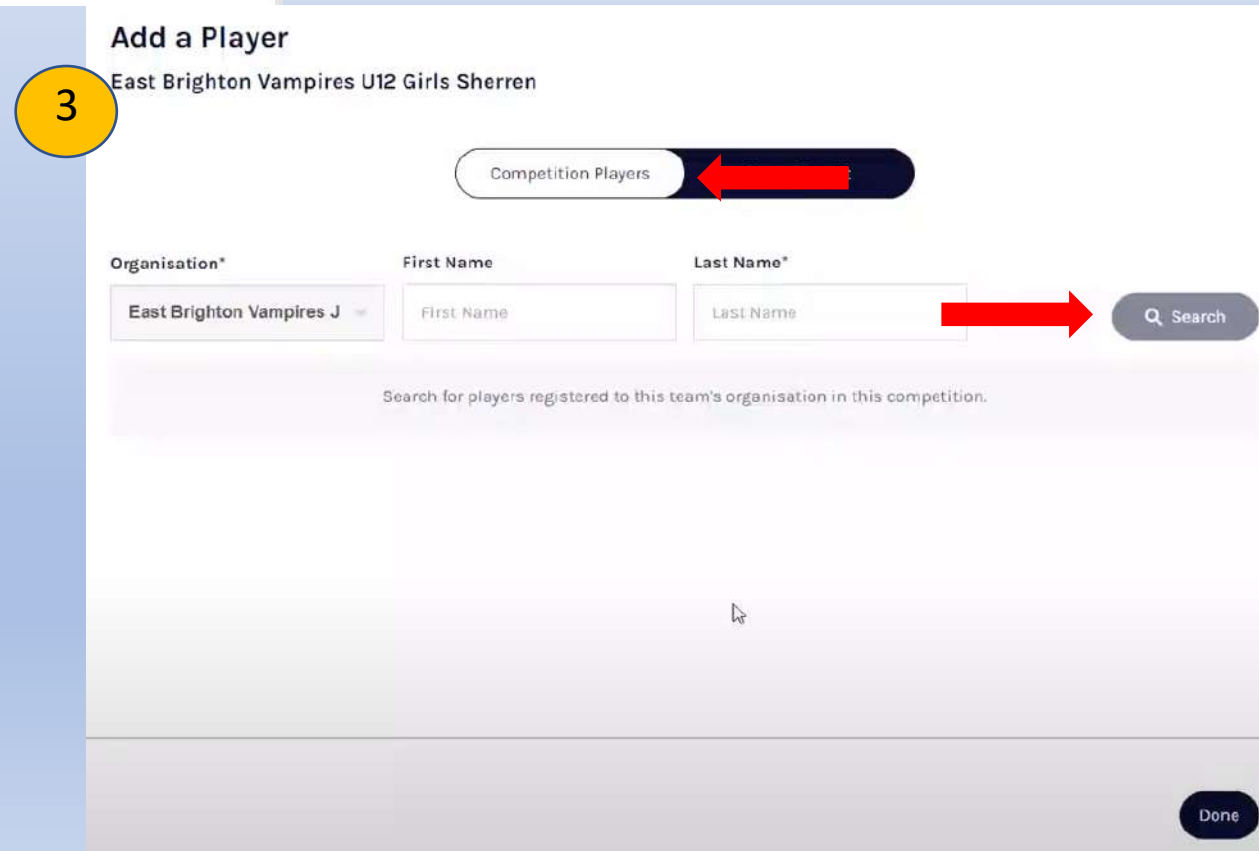
+ Select Team



Click on Add a player

Competition Player – Team manager the option to search for any player that is registered in current season in their club

Click add & done



Game Permits

Match Day Permits are now called Game Day Permits. Must have an agreement in place to have access to permit

- Under Game Day → Edit Lineup → Add a Player

1

2

Game Details

Game Day > Game Details > East Brighton Vampires U12 Girls Sherren v Mordisall Breeside U12 Girls Red

Game Incidents

3 Please select

4 Please select

5 Please select

6 Please select

LINE-UP

	YEL	RED	G	B	PTS
#1 Isla Lewis					
#2 Phoebe Fyfe					
#4 Luella Hall					
#23 Genevieve Brooks					
TEAM STATS					

SELECT TEAM

Add players and coaches for this game.

+ Select Team

Edit line-up

East Brighton Vampires U12 Girls Sherren

Save Cancel

Players

Out

- Amelia Harris
- Pippa Jacobson
- Camille Marlow
- Sienna McPherson
- Georgia Naughton

Line-up

- 1 Isla Lewis
- 2 Phoebe Fyfe
- 4 Luella Hall
- 23 Genevieve Brooks

+ Add a Player

Add a Player

East Brighton Vampires U12 Girls Sherren

Competition Players

Game Permit

Organisation*

First Name

Last Name*

East Brighton Vampires J

First Name

Last Name

Reset

Search

Search for players registered to this team's organisation in this competition.

Done

3

Click on Game Permit

Need to Search organisation (Club name player is currently registered at) and have their Last name

Click add & done

4

Line-up

1

Isla Lewis

2

Phoebe Fyfe

4

Luella Hall

23

Genevieve Brooks

-

Eleanor Bailey

Game Permit

-

Mia Axnick

+ Add a Player

Player will be marked with a P

GP Game Permit & SP Season Permit hopefully to be introduced

Organisations will be notified when a game day permit is submitted

Finals Eligibility

Only works for number of games played in a specific team
Doesn't, at the moment account for games played up and down
Can be set differently for each grade

If a league wants to approve someone who isn't eligible but gets an exemption
This can only be done at League level not club.
under league level → season → grade & into team

Click on Edit Finals Eligibility status

Grade Details

GRADE	PLAYER POINTS
Senior Women	30

FINALS ELIGIBILITY

4 Games

AGE RESTRICTIONS

None

GENDER RESTRICTIONS

Female

 Edit Team Player Points Limit

 Edit Finals Eligibility Status

 Edit Player Restriction Status

1

2

Competitions > GSFL > 2022

GSFL 2022  VISIBLE

Grades Teams Participants Registration Allocations Settings More ▾

[+ Add a Grade](#) [↕ Regrade teams](#) All days ▾ All genders ▾ All ages ▾ [Reset](#)

Senior Women 5 TEAMS ALLOCATED  VISIBLE

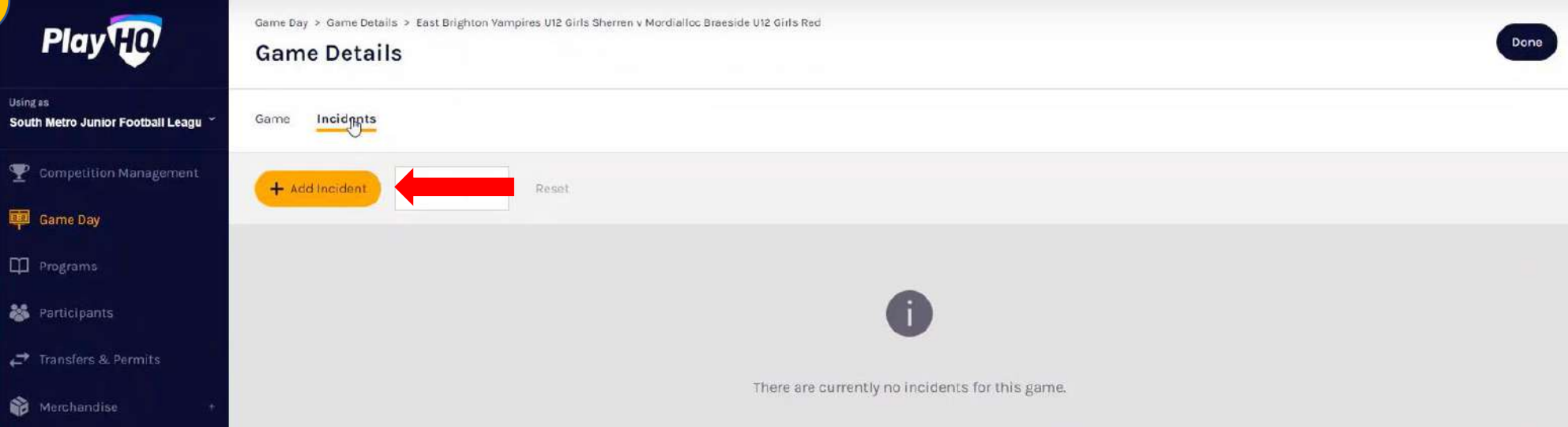
1.	 Aspley Senior Women	1 player	Women	Senior	-
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Scroll down to name who you want to exempt and click on give exemption.
You can also remove this later if you need to
When selecting team can also add player numbers if not allocated previously

Incidents & Suspensions

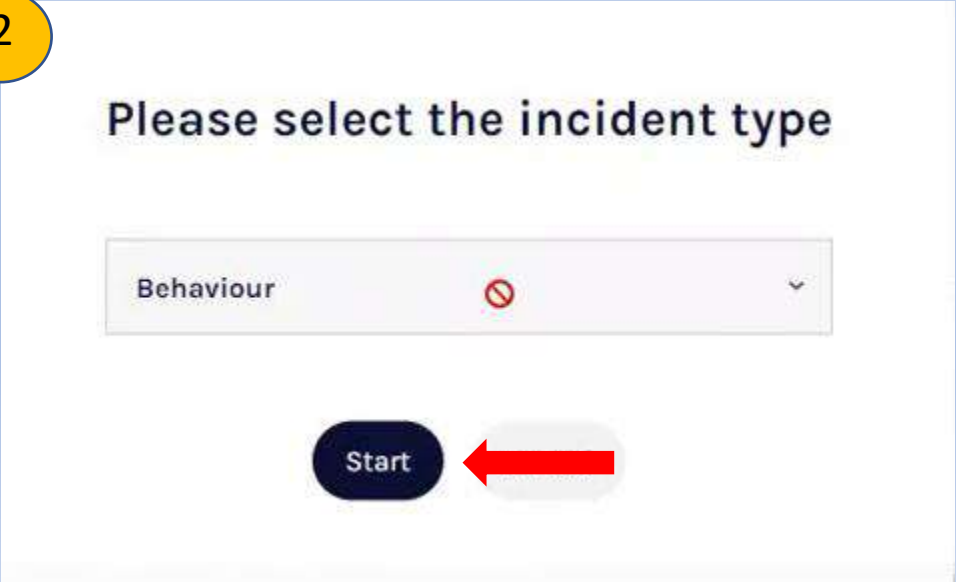
To lodge an incident → Game Day → Incidents → Add Incident

1



Select option, currently only have behaviour

2





Create Incident

Cancel

3

Incident Details

 An incident needs to be created first for an outcome to be entered i.e. guilty (with a suspension, warning, fine) or not guilty.

Incident type*

Behaviour

Team*

Please select

Participant*

Please select

Only one participant can be selected per incident

Offence* 

Please select

Note*

Please enter

- Fill in fields required
- Make sure correct offence and add any other information into notes area
- Add who reported incident
- Click create incident

+ Add Incident

All Statuses ▾

Reset

✓ Successfully created incident.

✕

DATE	NAME	TEAM	INCIDENT TYPE	STATUS
17 Sep 2021	Genevieve Brooks	East Brighton Vampires U12 Girls Sherren	BEHAVIOUR	 OPEN 

This will now stay open until you have an outcome.

Once you have an outcome:

Click on incident and click on add outcome

5

View Incident

Done

Offence

22.22 (a) (i) intentionally or carelessly striking another person

Note

Graded - Careless - Low - Low

Reported By

Field Umpire 

Outcome Details



There is currently no outcome for this incident.

+ Add Outcome 

6

PlayHQ

Using as
South Metro Junior Football League

Competition Management

Game Day

Programs

Participants

Transfers & Permits

Merchandise

Venues

Reports

My Organisation

Settings

Support

Create an outcome



Create Outcome

Cancel

Outcome Details

Genevieve Brooks East Brighton Vampires U12 Girls Sherren

Offence*

21.2.2 (m) attempting to strike another person

Set outcome for this incident*



Guilty



Not Guilty

Outcome note*

Please enter

Set this incident to an open or closed status

Please select



Fill in required information
Select guilty or not guilty

Add in penalty given and start and end date
Make sure to set open or closed