



2024

***TEAM MANAGERS
GUIDE***



2024 SANFL JUNIORS

TEAM MANAGERS GUIDE

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TEAM MANAGERS GUIDE

This Team Managers Guide is to be read in conjunction with the Rules, Regulations & Policies of SANFL Juniors. How the roles and responsibilities associated with match day processes is managed at the discretion of each club (Team Managers, etc.). Below is a how to guide for club Team Managers as per section **7.8 SANFL Juniors Competition Rules & Regulations**.

REGISTERING AS A TEAM MANAGER IN PLAYHQ

Registration Link

The club registrar can provide the registration link, same link that is sent to players (participants) registering for the current season. The link can be found in the “Competition Management” tab, then click on the “Registration” tab, you will then see the current season with a registration link that can be copied and forwarded to your team manager.

STEP #1 – CREATING AN ACCOUNT OR LOGGING IN

If you already have an account, you will be prompted to log in or create an account (if you don't already have one from registering a child or other participant in the club).

Once you have logged in or created an account you will see the following screen, this screen is where you will select to register yourself, you will notice in the section below it will have any people or person that is registered under your account details.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role | Participant Details | Fees | Payment & Summary

Please choose who you would like to register

I am registering myself

Registration Name

I am registering someone else
(Participant will be linked to my account)

Register new family member or dependant Child or associated registration

Continue →

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Click Continue



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STEP #2 – TEAM MANAGER REGISTRATION

The next screen is where you will select “Team Manager”. Then click Continue

SANFL Juniors, 2022, SANFL Juniors

Choose User | **Choose Role** | Participant Details | Fees | Payment & Summary

Register as a:

Player

Team Manager

Volunteer

[Continue →](#)

[Back](#)

STEP #3 – PERSONAL INFORMATION

The next screen is where you will update all your personal information. Including your Working With Children Check details, you will need to provide the WWC number, expire date and the state of issue. Once completed click Save and Continue.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role (Team Manager) | **Participant Details** | Fees | Payment & Summary

Participant Details

Please make sure the participant's details are entered correctly. Once continuing with the registration, the date of birth will not be editable.

First name* | Last name*

Preferred name | Gender*

Date of birth* | Country of birth*

Email* | Mobile number*

Home number

Country* | Address* | Suburb / Town*

State / Province / Region* | Postcode*

Are you of Aboriginal and/or Torres Strait Islander origin?* | Were any of your parents/guardians born overseas?*

Disability Details

Do you identify yourself living with disability/disabilities?*

Additional Questions

AFL requests the following information:

What is your AFL Club of support?*

Emergency Contact

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact.

First name* | Last name*

Relationship* | Email*

Mobile number*

Working with Children (WWC)

Please enter your Working with Children details below

WWC Number | Expiry date

State of issue

[Save and Continue →](#)

[Back](#)



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STEP #4 – REGISTRATION AND FEE SCHEDULE SUMMARY

The next screen will show you a registration summary and fee schedule, there are no fees to register as a club Team Manager. This section will also have the terms and condition agreement tick box. Once checked click Continue

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role (Team Manager) | Participant Details | **Fees** | Payment & Summary

Fees

DESCRIPTION	PRICE
Association Team Manager Registration Fee SANFL Juniors	\$0.00
Club Team Manager Registration Fee	\$0.00
Sub-Total	\$0.00

All values are in AUD.

By registering you may receive communications from [redacted] SANFL Juniors and governing bodies regarding your participation.

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and other third parties in accordance with the [AFL Privacy Policy](#).

By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

[Continue →](#)

STEP #5 – REGISTRATION SUMMARY SCREEN

Registration Summary Screen. Check the information and click Submit Registration, this will send the registration through to your club registrar for approval.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role (Team Manager) | Participant Details | Fees | **Payment & Summary**

✓ Payment is not required. Please submit registration below.

[Submit Registration →](#)

[Back](#)

Order summary

Description	Qty.	Total
Association Team Manager Registration Fee SANFL Juniors	1	\$0.00
Club Team Manager Registration Fee	1	\$0.00
Total		\$0.00

All values are in AUD.

You should then see the following screen if the registration has been completed successfully.

✓

Thanks, you have successfully registered!

You are now registered as a team manager to:

🛡️ [redacted]

SANFL Juniors, 2022
SANFL Juniors

[Go to My Account](#)

[Register another participant](#)



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TEAM MANAGERS GUIDE

TEAM SHEETS IN PLAYHQ

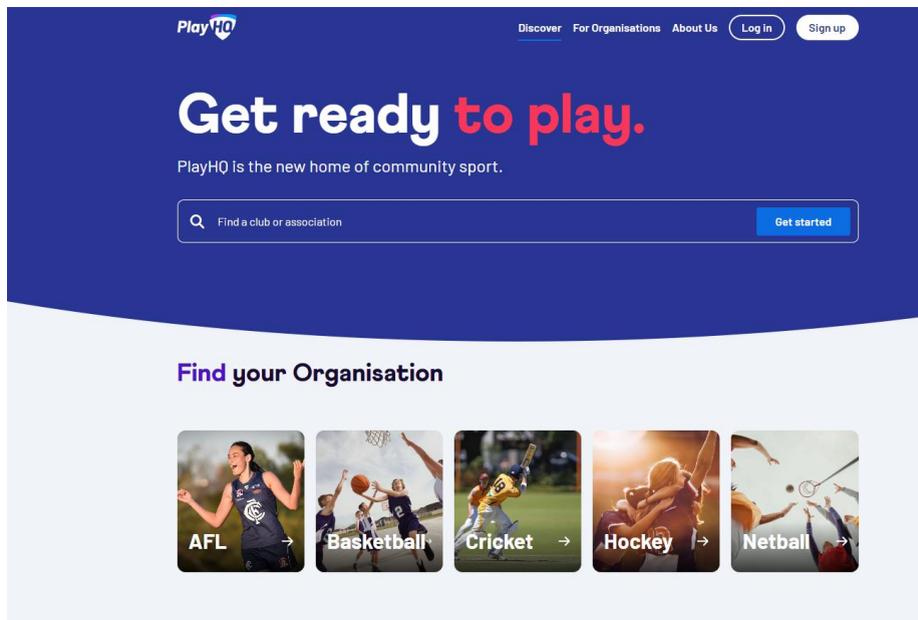
PlayHQ System

Link: <https://www.playhq.com/>

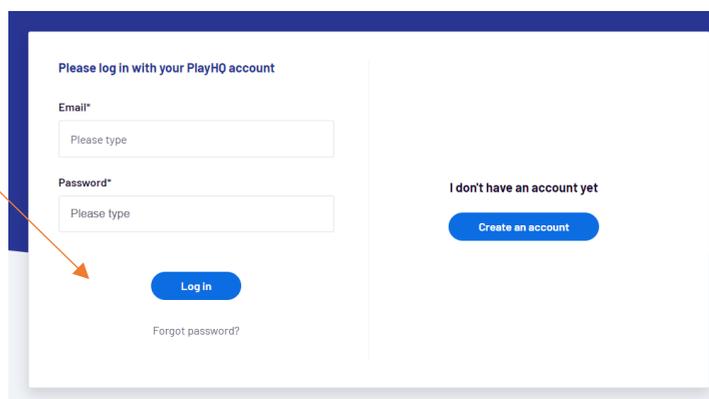
Once you have registered to your Club as the Team Manager and a Club Official or Administrator has assigned you to your team, you will have access to your team via the link above.

STEP #1 – SIGING IN TO PLAYHQ

You will see the screen below and in the top right corner you will see a Log In button Click the Log In Button.



You will then be asked to enter your email address and password (this is the email address and password you set up when registering to be the Team Manager for your Club). Once you have put your email and password in click on the Log In Button.

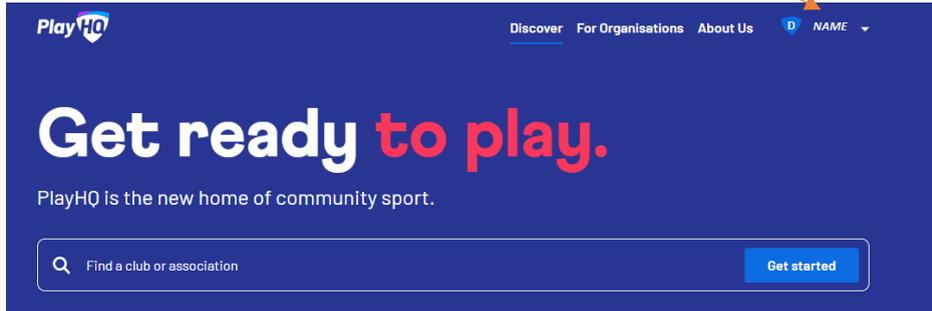




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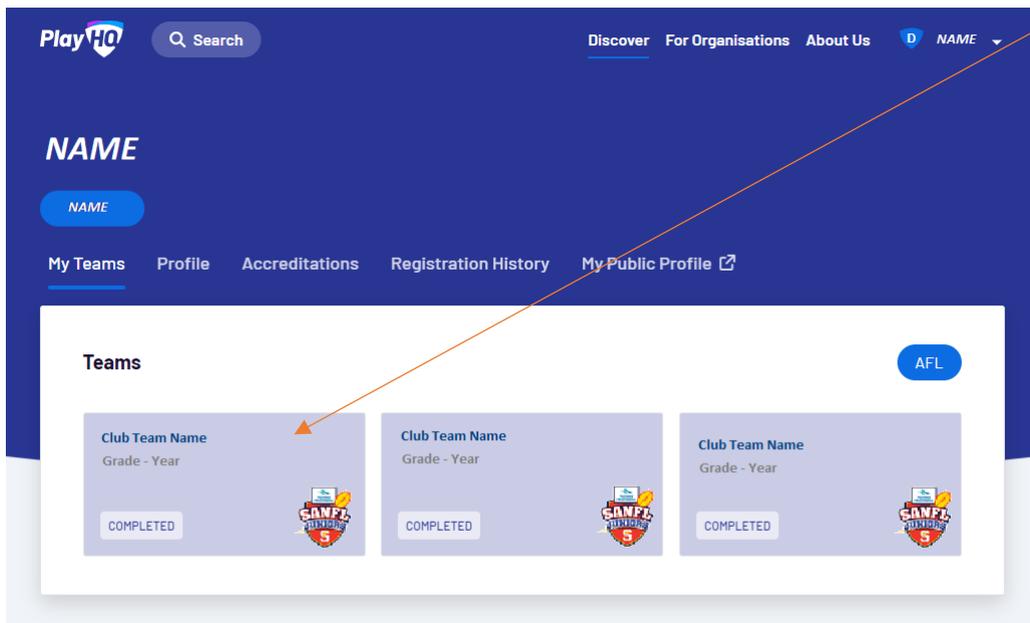
You will then be redirected to the following screen once you have logged in successfully. In the top right corner, you will notice that your name has now appears (this is the name you registered with).



This is where you will select the down arrow next to your name – Then Click on My Account.



You should now see on your screen the team or all teams you have been assigned to as Team Manager. The Current Team and Season will appear on the Left (Click on this team and season) – if you do not see a team in this section you will need to contact your Club Administrator or Football Director as they may need to assign you to the team.





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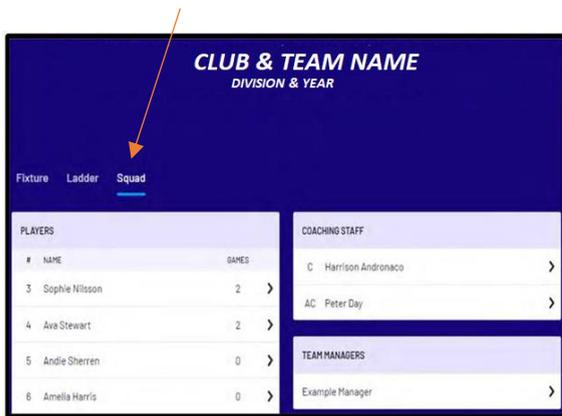
TEAM MANAGERS GUIDE

CREATING TEAM SHEETS IN PLAYHQ

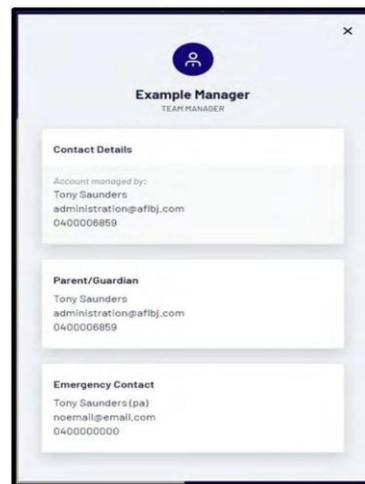
STEP #1 – SQUAD LISTS

Once you have clicked on your Club Team you will see the following tab's, "Fixture", " Ladder", "Squad".

Click on the "Squad" Tab, this is where you can see all Players, Coaching Staff that are assigned to the team.

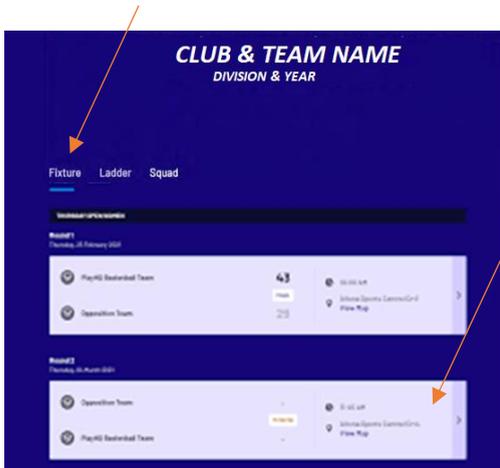


Clicking on the > icon next to the names will give you the view of Contact Details, Parent/Guardian, and Emergency Contact.



STEP #2 – FIXTURE & TEAM SHEETS

Click on the "Fixture" Tab, this is where you can see upcoming scheduled games. Click on the game that you want to add information to (This will be the up-coming game that has no scores).



This will default to the public view page, click on the "Manage" tab at the top of the screen



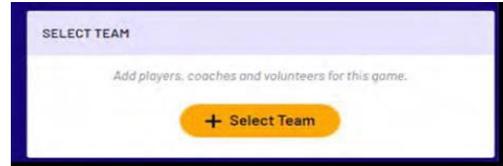
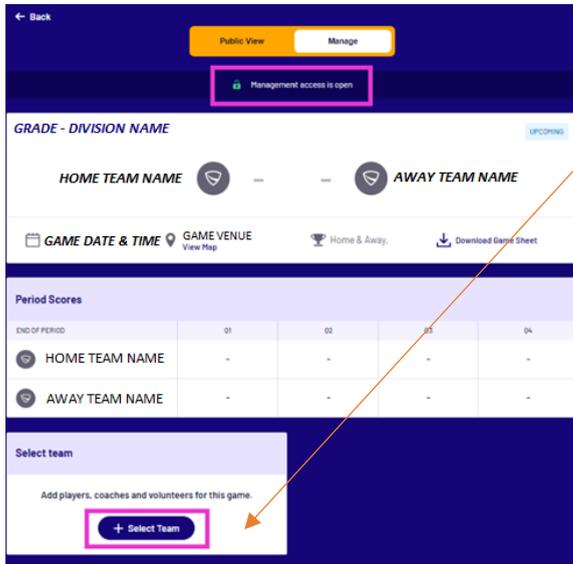


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STEP #3 – ADDING PLAYERS TO LINE-UP (TEAM SHEETS)

The Game Screen (via Fixture Tab) will give you access to the game that you have selected, and this is where you can add your team list. In the bottom section of the page, you will notice a + Select Team button. Click on this button and it will then allow you to add players (participants) to the team sheet for the selected game.



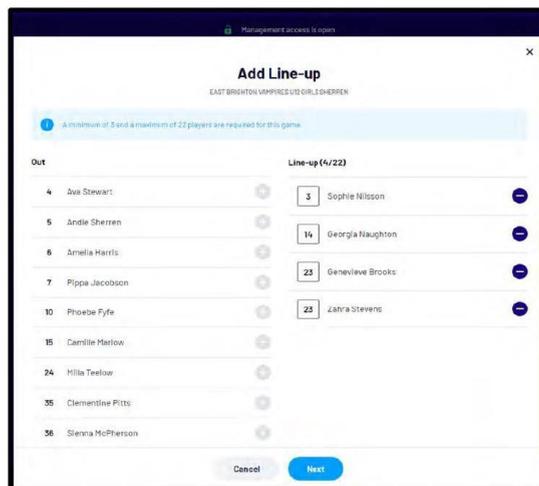
This is the +Select Team Button Located at the bottom of your screen – click the Select Team button and you will then be able to add each of your players to the Team Sheet for the selected game.

STEP #4 – ADD LINE-UP (TEAM SHEET)

Adding the team (Add Line-Up page), to select the players playing in the game simply click on the + symbol next to each of the players' name to add them to the Line-up.

This will add each player from the left-hand side to the right-hand side of the screen (All players that can be selected for this team should have been assigned by the club registrar or football director or PlayHQ Club Administrator).

Once the players have been selected and are all located on the right-hand side of the screen click Next. (If a player does not appear in your line-up for selection, you can either click the add player button located on the bottom of the screen or contact your Club Administrator or Football Director to have players added to your line-up). All players who will be taking to the field for the current game must be added to the team sheets (if players step on the field and they are not on the team sheet fines and penalties will apply).



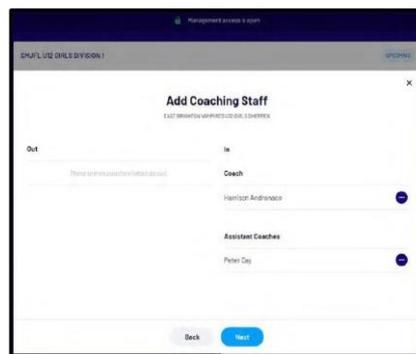


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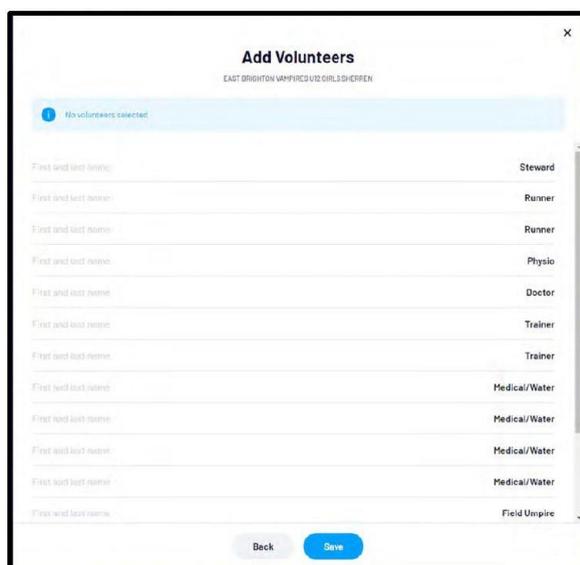
STEP #5 - ADDING COACHES

Add Coaching Staff, this is where you will add the Coach and Assistant Coach (if applicable) to the Team Sheets. Once you have added all the coaches click Next. (Coaches can only be added to the Team Sheet if they have completed their coaching accreditation – this is done via Coach.AFL Link: <https://play.afl/coach> - Once a coach has completed their accreditation via Coach.AFL they will automatically be assigned to the team in PlayHQ – They need to select SANFL Juniors as their League and the correct age grade and Gender group they are coaching.) If you cannot see your coach, then you will need to contact your Club Administrator or Football Director to make them aware that the coach has not completed their accreditation or it is incomplete. You CANNOT FINISH Team Sheets without having a Head Coach selected.



STEP #6 – ADDING VOLUNTEER GROUND MARSHALL, RUNNER, FIRST AID, WATER RUNNERS

Adding Volunteers, this is where you will add all the Game Day volunteers. Including: Steward (Ground Marshall), Runner (Team Runner), Trainer (First Aid), Medical/Water (Water Runners). All these volunteers need to be registered into the PlayHQ system as volunteers for the club. Once you have added all the volunteers click Save. All Club Volunteers for Ground Marshall, Runner, First Aid, Water Runners will need to register as Volunteer to the Club



via PlayHQ – How to Guide for Volunteer registration can be found in this document.

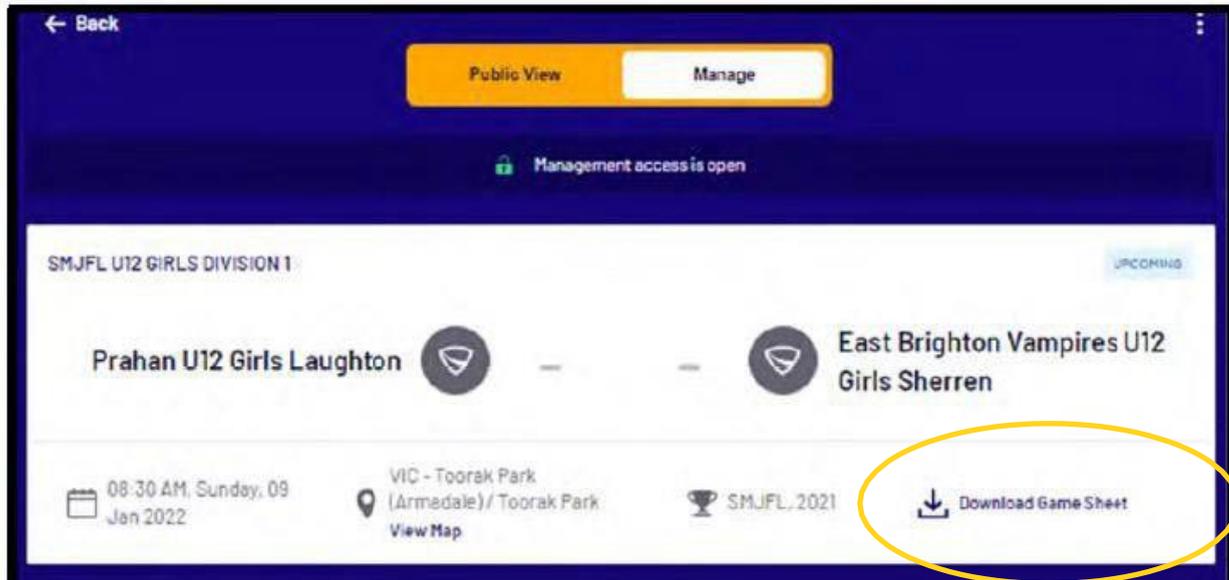


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STEP #7 - PRINTING TEAM SHEETS (GAME SHEETS)

Once you have entered all the players, coaches, volunteers and clicked Save you will return to the main scheduled game page. On this page is where you can download and print the Team Sheets (Game Sheets)



You also can change and edit the information from this page that you have entered, simply click the pencil icon on the section you wish to edit or change.

Once you have downloaded the Team Sheet (Game Sheet), you can then print your required copies for the game. Please refer to the **SANFL Juniors Rules and Regulations** on Game Day Requirements. Example: Three (3) copies of the Team Sheet are required for GAME DAY – 1 copy for the Umpires, 1 copy for the opposing team and 1 copy for you as the Team Manager.



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AFTER THE GAME - ADDING MATCH RESULTS

Log into your PlayHQ system, click on your club team, then click on fixtures, this will default to the Public View, click on “Manage” tab.

STEP #1 – ADDING RESULTS

In this section you will see “Edit Game Results”, click on this to go into the results page where you can add Goals, Behinds, and total scores.

SMJFL U12 GIRLS DIVISION 1 PENDING

Prahan U12 Girls Laughton - - East Brighton Vampires U12 Girls Sherren

[Edit Game Results](#)

08:30 AM, Saturday, 08 Jan 2022 VIC - Toorak Park (Armadale) / Toorak Park SMJFL, 2021 [Download Game Sheet](#)

[View Map](#)

You will then go into the Game Results screen – this is where you will add the total goals and behinds for the game (it automatically adds the points). Once updated click “Update Changes” button.

Game Results

ALL TEAMS

Set Override Result:

	G	B	PTS		G	B	PTS
Prahan U12 Girls Laughton				East Brighton Vampires U12 Girls Sherren			
TOTAL	2	2	14	TOTAL	4	5	29

[Update Changes](#) [Cancel](#)



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STEP #2 - ADDING QUARTER BY QUARTER RESULTS

Once you are back at the main Game Page, at the bottom of the page there is now "Period Scores" section. Click the pencil to edit the quarter-by-quarter scores.

PERIOD SCORES				
END OF PERIOD	01	02	03	04
Prahan U12 Girls Laughton	-	-	-	-
East Brighton Vampires U12 Girls Sherren	-	-	-	-

Period Scores page add the scores for each quarter then click the "Update Changes" button once completed.

✕

Period Scores

ALL TEAMS

i Period scores for this game will display in the "End of Period" format.

Prahan U12 Girls Laughton				East Brighton Vampires U12 Girls Sherren										
By Period (please enter)			End of period (read only)	By Period (please enter)			End of period (read only)							
G	B	PTS	G B PTS	G	B	PTS	G B PTS							
01	0	0	0	0	0	0	0	01	1	1	7	1	1	7
02	0	0	0	0	0	0	0	02	1	1	7	2	2	14
03	1	1	7	1	1	7	7	03	1	1	7	3	3	21
04	1	1	7	2	2	14	14	04	1	2	8	4	5	29

Update Changes
Cancel



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STEP #3 - ADDING PLAYER GOALS, POINTS, YELLOW & RED CARDS.

Once you are back at the main Game Page, scroll down the screen until you reach "Player Statistics". This is where you can make changes to jumper numbers, team line-up, goals scored etc. after the game.

Click on the pencil in the "Player Statistics" section.

X

Player Stats

EAST BRIGHTON VAMPIRES U12 GIRLS SHERREN

	YEL	RED	G	B	PTS
3 Sophie Nilsson	1		1		6
14 Georgia Naughton		1			
23 Genevieve Brooks			1	4	10
23 Zahra Stevens			2	1	13
Team Stats					
Total	1	1	4	5	29

Update Changes
Cancel

In the Player Stats screen you can add Yellow Cards, Red Cards, Goals, Behinds (total points will be automatically updated) Once completed click "Update Changes" you will then return to the main Game Page.



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STEP #4 - ADDING BEST PLAYERS

On the main Game Page under “Player Statistics” you will see the Best Players section. Click on the pencil in this section.



When completing the best players section 1 = Best, 2 = 2nd Best, 3 = 3rd Best, 4 = 4th Best, 5 = 5th Best, 6 = 6th Best. Best Players are selected via a dropdown list, once completed click “Update Changes” button.

Best Players (2/6)

EAST BRIGHTON VAMPIRES U12 GIRLS/SHERREN

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

Zahra Stevens

Player 2

Genevieve Brooks

Player 3

Please select

- Please select
- Georgia Naughton
- Sophie Nilsson
- Please select

Player 5

Please select

Player 6

Please select

Update Changes **Cancel**



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REGISTERING AS A VOLUNTEER IN PLAYHQ

Registration Link

The club registrar can provide the registration link, same link that is sent to players (participants) registering for the current season. The link can be found in the “Competition Management” tab, then click on the “Registration” tab, you will then see the current season with a registration link that can be copied and forwarded to your volunteers – this is the same registration link as players and Team Manager use.

STEP #1 – REGISTERING YOURSELF AS A VOLUNTEER (GROUND MARSHALL)

If you already have an account, you will be prompted to log in or create an account (if you don't already have one from registering a child or other participant in the club).

Once you have logged in or created an account you will see the following screen, this screen is where you will select to register yourself, you will notice in the section below it will have any people or person that is registered under your account details.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role | Participant Details | Fees | Payment & Summary

Please choose who you would like to register

I am registering myself

Registration Name

I am registering someone else
(Participant will be linked to my account)

Register new family member or dependant Child or associated registration

Continue →

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Click Continue



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STEP #2 – SELECTING VOLUNTEER

The next screen is where you will select “Volunteer”. Then click Continue

SANFL Juniors, 2022, SANFL Juniors

Choose User | **Choose Role** | Participant Details | Fees | Payment & Summary

Register as a:

Player
 Team Manager
 Volunteer

[Continue →](#) [Back](#)

STEP #3 – ADDING YOUR DETAILS

The next screen is where you will update all your personal information. Including your Working With Children Check details, you will need to provide the WWC number, expire date and the state of issue. Once completed click Save and Continue.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role (Team Manager) | **Participant Details** | Fees | Payment & Summary

Participant Details

Please make sure the participant's details are entered correctly. Once continuing with the registration, the date of birth will not be editable.

First name* Last name*
 Preferred name Gender*
 Date of birth* Country of birth*
 Email* Mobile number*
 Home number

Country*

Address* Suburb / Town*

State / Province / Region* Postcode*

Are you of Aboriginal and/or Torres Strait Islander origin?* Were any of your parents/guardians born overseas?*

Disability Details

Do you identify yourself living with disability/disabilities?*

Additional Questions

AFL requests the following information:

What is your AFL Club of support?*

Emergency Contact

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact.

First name* Last name*
 Relationship* Email*
 Mobile number*

Working with Children (WWC)

Please enter your Working with Children details below

WWC Number Expiry date
 State of issue

[Save and Continue →](#) [Back](#)



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STEP #4 – REGISTRATION SUMMARY

The next screen will show you a registration summary and fee schedule, there are no fees to register as a club Volunteer. This section will also have the terms and condition agreement tick box. Once checked click Continue.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role (Team Manager) | Participant Details | **Fees** | Payment & Summary

Fees

DESCRIPTION	PRICE
Association Team Manager Registration Fee SANFL Juniors	\$0.00
Club Team Manager Registration Fee	\$0.00
Sub-Total	\$0.00

All values are in AUD.

By registering you may receive communications from [redacted] SANFL Juniors and governing bodies regarding your participation.

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and other third parties in accordance with the [AFL Privacy Policy](#).

By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

[Continue →](#)

STEP #5 – FINAL SUMMARY SCREEN & COMPLETION OF REGISTRATION

Registration Summary Screen. Check the information and click Submit Registration, this will send the registration through to your club registrar for approval.

SANFL Juniors, 2022, SANFL Juniors

Choose User | Choose Role (Team Manager) | Participant Details | Fees | **Payment & Summary**

Payment is not required. Please submit registration below.

[Submit Registration →](#)

[Back](#)

Order summary

Description	Qty.	Total
Association Team Manager Registration Fee SANFL Juniors	1	\$0.00
Club Team Manager Registration Fee	1	\$0.00
Total		\$0.00

All values are in AUD.

You should then see the following screen if the registration has been completed successfully.

Thanks, you have successfully registered!

You are now registered as a team manager to:



SANFL Juniors, 2022
SANFL Juniors

[Go to My Account](#)

[Register another participant](#)

We Love
Footy