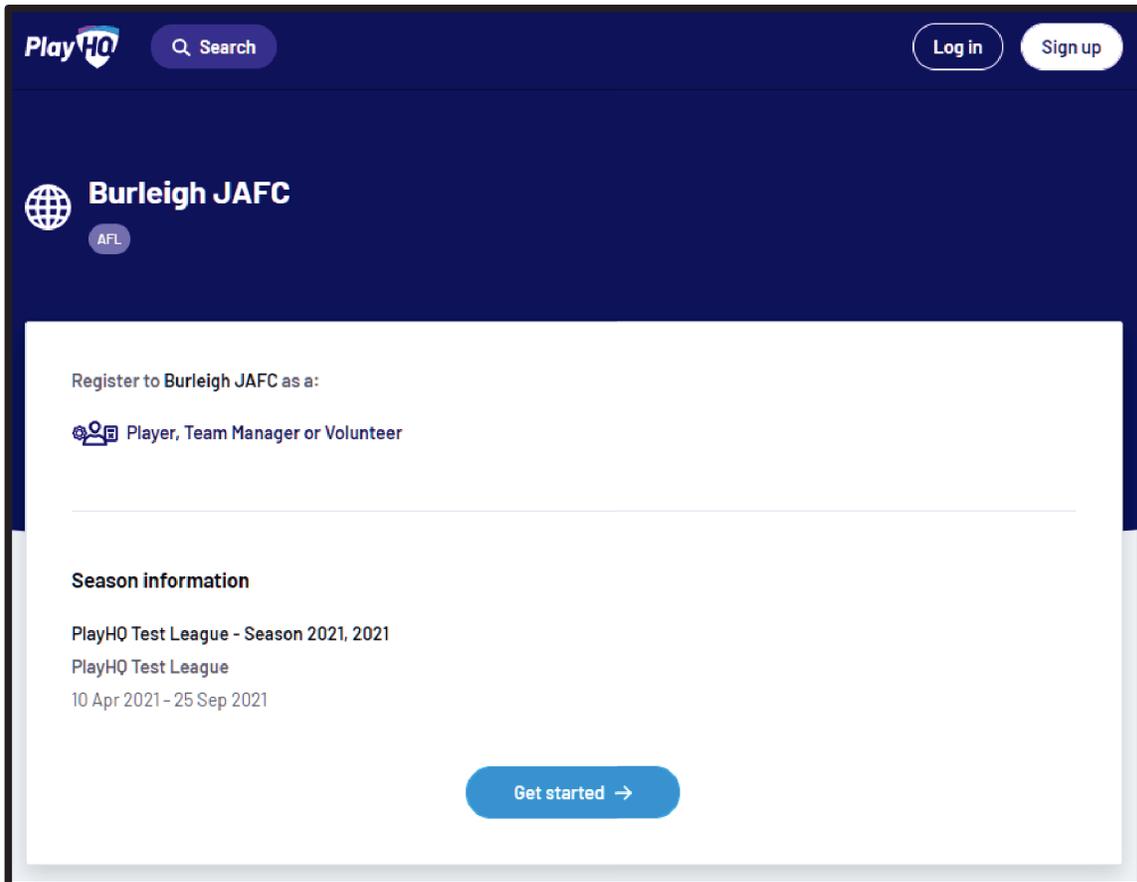




Participant Registration

Players can register for the ANU Griffins using the URL for the club registration form. To begin click on the **Get started** button.





Participant Registration (cont)

If you already have a PlayHQ account click on the **Log in** button or if you do not have an account click on the **Create an account** button.

PlayHQ Search Log in Sign up

Burleigh JAFC
AFL

Please log in with your PlayHQ account

Email*
tony.saunders@afl.com.au

Password*
.....

Log in

Forgot password?

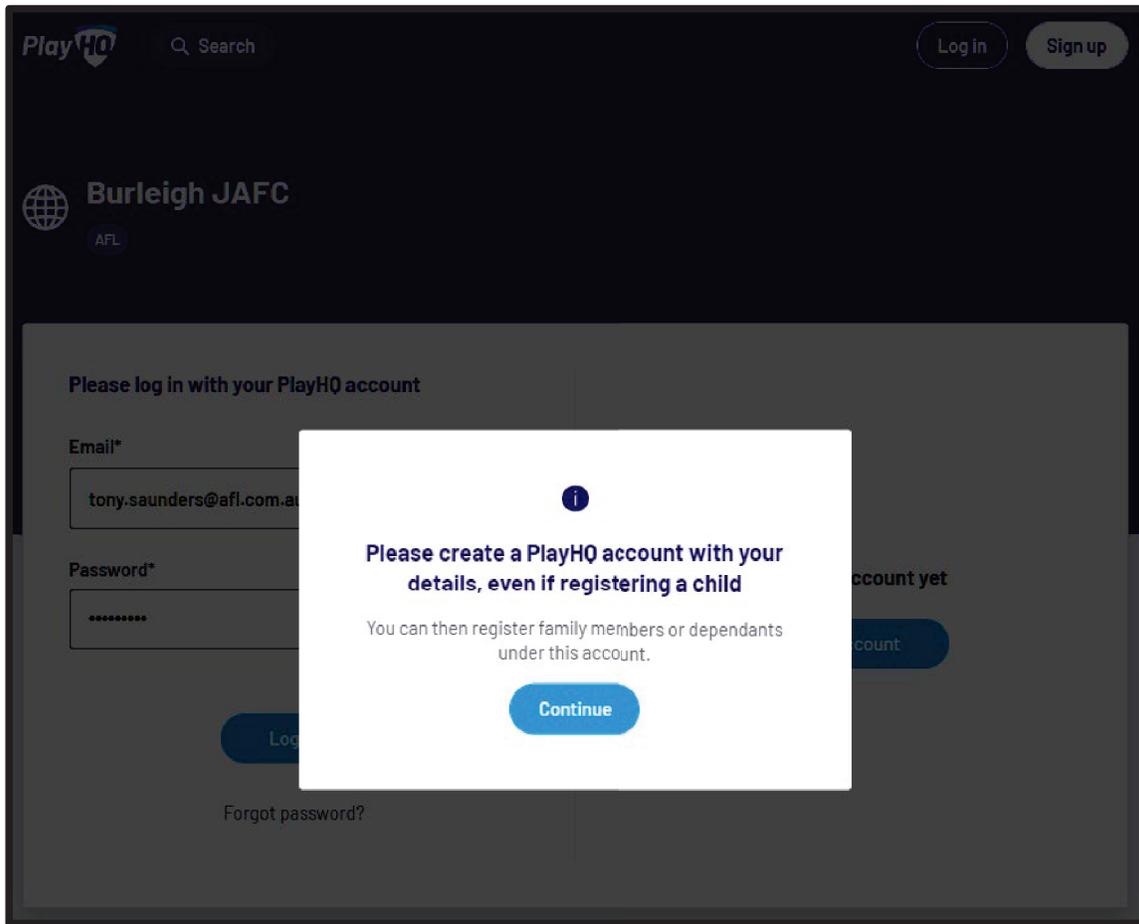
I don't have an account yet

Create an account



Participant Registration (cont)

When you click on the **Create an account** button an information pop up will appear, click on the **Continue** button.





Participant Registration (cont)

On the **Sign up to PlayHQ** page you need to complete all of the mandatory fields and click on the **Sign up** button. You will receive a confirmation email which will contain a link to return to the login page, then click on the **Log in** button.

Sign up to

ⓘ

Please create a PlayHQ account with your details, even if registering a child

You can then register family members or dependants under this account.

Your first name*

Your last name*

Your email*

Your mobile number*

 ▼

Set a password*

..... 

Password must meet the following requirements:

- At least 1 uppercase letter
- At least 1 number
- At least 1 special character (excluding + or =)
- Be at least 8 characters

By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).



Participant Registration (cont)

The first page of the registration form is the **Choose User** page where you will choose to register yourself. Click on the **Continue** button.

PlayHQ Search Anthony

Burleigh JAFC
AFL

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User Choose Role Participant Details Fees Payment & Summary

Please choose who you would like to register

I am registering myself

Anthony Saunders

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

Register new family member or dependant Rebeca Saunders Jodie Saunders

Continue →

Back



Participant Registration (cont)

The next page of the registration form is the **Choose Role** page where you will choose to register as a player. Click on the **Continue** button.

Please note the Coach role will not be available and all Coaches and Assistant Coaches must register through the coachl.afl platform.

The screenshot displays the 'Choose Role' step of the registration process. At the top, the PlayHQ logo and a search bar are visible. The user's name 'Anthony' is shown in the top right. The club name 'Burleigh JAFC' is prominently displayed. Below this, the league information 'PlayHQ Test League - Season 2021, 2021, PlayHQ Test League' is shown. A progress bar indicates the current step is 'Choose Role'. The registration options are as follows:

Role	Selection
Player	<input checked="" type="radio"/>
Team Manager	<input type="radio"/>
Volunteer	<input type="radio"/>

Navigation buttons include 'Continue' and 'Back'.



Participant Registration (cont)

The next page of the registration form is the **Participant Details** page where you must complete all of the mandatory fields. Click on the **Save and Continue** button at the bottom of the page.

The screenshot shows the 'Participant Details' page in the PlayHQ system. At the top, there is a dark blue header with the PlayHQ logo, a search bar, and a user profile for 'Anthony'. Below the header, the club name 'Burleigh J AFC' is displayed with a globe icon and an AFL logo. The main content area is titled 'Participant Details' and contains a navigation bar with five tabs: 'Choose User', 'Choose Role (Player)', 'Participant Details' (which is highlighted in dark blue), 'Fees', and 'Payment & Summary'. Below the navigation bar, the 'Participant Details' section contains several form fields: 'First name*' and 'Last name*' (text input fields), 'Preferred name' (text input field), 'Gender*' (dropdown menu), 'Date of birth*' (three dropdown menus for DD, MM, and YYYY), and 'Country of birth*' (dropdown menu with 'Australia' selected).



Participant Registration (cont)

At this point the PlayHQ platform will run its **Profile Matching** process - this will identify your profile if you were registered last year with FootyWeb.

For next steps if a profile match is found please refer to the **Participant Registration – Profile Matching** section in this guide.

For next steps if a profile match is found and you are trying to register with a different club than the last club you were registered with please refer to the **Participant Registration – Profile Matching** and **Participant Registration – Request Transfer** sections in this guide.

If no profile match is found you will move to the **Fees** page of the registration form. A summary of the fees payable will equal zero as well as the checkbox to receive offers which is optional and the checkbox for the terms and conditions which is mandatory. **YOU WILL NOT PAY REGISTRATION FEES VIA PLAYHQ.** Click on the **Continue** button.

Burleigh J AFC

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

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

Fees

DESCRIPTION	PRICE
PlayHQ Fee [?] AFL	A\$3.00
Association Player Registration Fee PlayHQ Test League	A\$100.00
Club Player Registration Fee Burleigh J AFC	A\$250.00
Sub-Total	A\$353.00

By registering you may receive communications from Burleigh J AFC, PlayHQ Test League 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 →

Back



Participant Registration (cont)

The last page of the registration form is the **Payment & Summary** page where you will not need to enter any payment details.

Click **Submit Registration** to finalise your registration with the ANU Griffins.

Burleigh JAFC
AFL

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

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

Payment

Credit/Debit Card

This payment is secured with SSL encryption.

Card number*

1234 1234 1234 1234

Card Expiry* **CVC***

MM / YY CVC

Billing Address

Address*

e.g. Apt 5, 100 Smith St

Suburb*

Please type

State* **Postcode***

Please Select Please type

Confirm purchase →

Order summary

Description	Qty.	Total
PlayHQ Fee AFL	1	A\$3.00
Association Player Registration Fee PlayHQ Test League	1	A\$100.00
Club Player Registration Fee Burleigh JAFC	1	A\$250.00
Total		A\$353.00

Vouchers

Enter a voucher code **Apply**

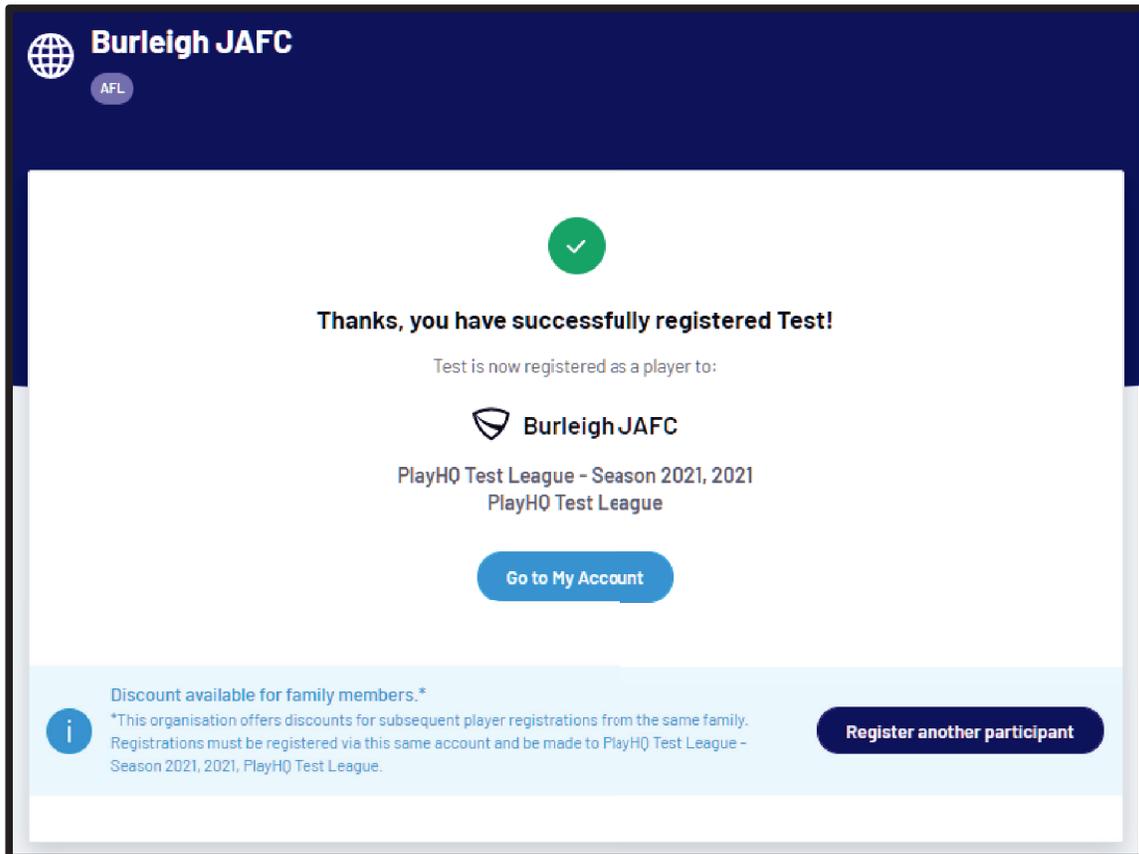
[I have a government voucher](#)



Participant Registration (cont)

When the registration is completed the successful registration page will appear and you will also be sent a confirmation email and invoice email.

This page will also give you the option to **Go to My Account** to view your profile or **Register another participant**.





Participant Registration (cont)

Profile Matching

When you register, a check will occur that will find any other PlayHQ profile that has matching **First Name, Last Name, Date of Birth, Gender** plus one of **Postcode, Mobile Phone Number** or **Organisation of Registration**. If any profiles return as a match, they will be shown on a new registration step called '**Claim Profiles**'.

A check will also occur to find a profile for you that have been loaded into PlayHQ from another competition software provider, these would be called '**Orphaned**' profiles. In this instance when one of these profiles is claimed all your previous history would be added to your profile.

Matching profiles will fall in to one of three categories:

- Profiles that don't require verification
- Profiles that require verification
- Profiles that can't be claimed and merged

All profiles that don't require verification can automatically be claimed and merged by you.

When you click the '**Verify Profile**' button for any profile in the second category, an email with a verification code will be sent to the email address attached to that profile. You must enter the verification code in order to claim the profile initiate a merge for that profile.

All profiles that fall into the third category require you to contact support in order to proceed with their merge.

Matching profiles must be claimed and merged by you before you are able to continue on with your registration process.

When you have completed the **Choose User, Choose Role** and **Participant Details** section of the registration form the **Profile Matching** process will begin.

Participant Registration - Profile Matching (cont)

Profiles that don't require verification

The example below is for a player trying to register using the same email address. To continue you would click on the **Claim Profile** button.

The screenshot shows the registration interface for Burleigh J AFC. The navigation bar includes a globe icon, the club name, and the AFL logo. Below the navigation bar, the league name is displayed: "PlayHQ Test League - Season 2021, 2021, PlayHQ Test League". A progress bar shows the current step is "Claim Profiles".

The "Claim Profiles" section contains the following text:

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with the same email address 1

	Anthony Saunders Last registration: Player, 2021, Aspley J AFC	aksaunders@primus.com.au	Claim Profile
--	---	--------------------------	----------------------

The profile would change to claimed and you will be able to proceed with the registration.

This screenshot is identical to the previous one, but the "Claim Profile" button has been replaced by the text "Claimed" with a green checkmark icon.

	Anthony Saunders Last registration: Player, 2021, Aspley J AFC	aksaunders@primus.com.au	Claimed
--	---	--------------------------	----------------



Participant Registration (cont)

Profiles that require verification

The example below is for a player trying register as a new participant using a different email address. To continue you would click on the **Verify Email** button.

Burleigh JAFC

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | **Claim Profiles** | Fees | Payment & Summary

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with unverified email address 1

Anthony Saunders
Last registration:
Player, 2021, Burleigh JAFC

ad*****@afbj.com **Verify Email**

An email is sent with a verification code which needs to be entered and click on the **Claim Profile** button.

Burleigh JAFC

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | **Claim Profiles** | Fees | Payment & Summary

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with unverified email address 1

Anthony Saunders
Last registration:
Player, 2021, Burleigh JAFC

ad*****@afbj.com **Verify Email**

Please enter the verification code that we have sent to ad*****@afbj.com

Verification Code*

Claim Profile **Re-send Code**



Participant Registration - Profile Matching (cont)

The profile would change to claimed and you would be able to proceed with the registration.

Burleigh J AFC

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | **Claim Profiles** | Fees | Payment & Summary

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with the same email address 1

	Anthony Saunders Last registration: Player, 2021, Burleigh J AFC	tony.saunders@ afl.com.au	Claimed
--	---	---------------------------	---------



Participant Registration (cont)

Profiles that can't be claimed and merged

The example below a player is trying register as a new participant using a different email address but they do not have access to the old email address. You would click on the **Contact Support** button to receive assistance from PlayHQ Support.

Burleigh J AFC

PlayHQ Test League - Season 2021, 2021, PlayHQ Test League

Choose User | Choose Role (Player) | Participant Details | **Claim Profiles** | Fees | Payment & Summary

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Profiles found with unverified email address 1

Anthony Saunders
Last registration: Player, 2021, Burleigh J AFC
to*****@afl.com.au [Verify Email](#)

If you need assistance to claim these profiles, please contact support.

[Contact Support](#)

[Continue →](#)

[Back](#)

Participant Registration (cont)

Request Transfer

When you have completed the **Participants Details** page if a profile match is found and you are trying to register to a different **Club** than the last **Club** you were registered with, the **Request a Transfer** pop up box will appear, click on the **Get Started** button.

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

First name*	Last name*
<input type="text" value="tony"/>	<input type="text" value="saunders"/>
Relationship*	Email*
<input type="text" value="father"/>	<input type="text" value="noemail@email.com"/>
Mobile number*	
<input type="text" value="0400000000"/>	

Request a Transfer

You're attempting to register to a new club. You will need to submit a transfer request to proceed.

Transfers & Permits - Request Transfer (cont)

On the **Transfer Request** page the **Season Information** will be displayed as well as information about **What Happens Next**, click on the **Submit Transfer Request** button.

**Kenmore J AFC**


Transfer Request

Season Information

2021 Season, 2021
Test Football League (TFL)
01 Jun 2021 - 30 Jun 2021

What Happens Next

If you proceed and submit a transfer request:

- Your request will be reviewed by your current club, new club and association(s),
- You will receive a notification indicating whether your request was approved or declined. If approved:
 - Your registration to your current club will be cancelled,
 - You will be asked to complete your registration to your new club.

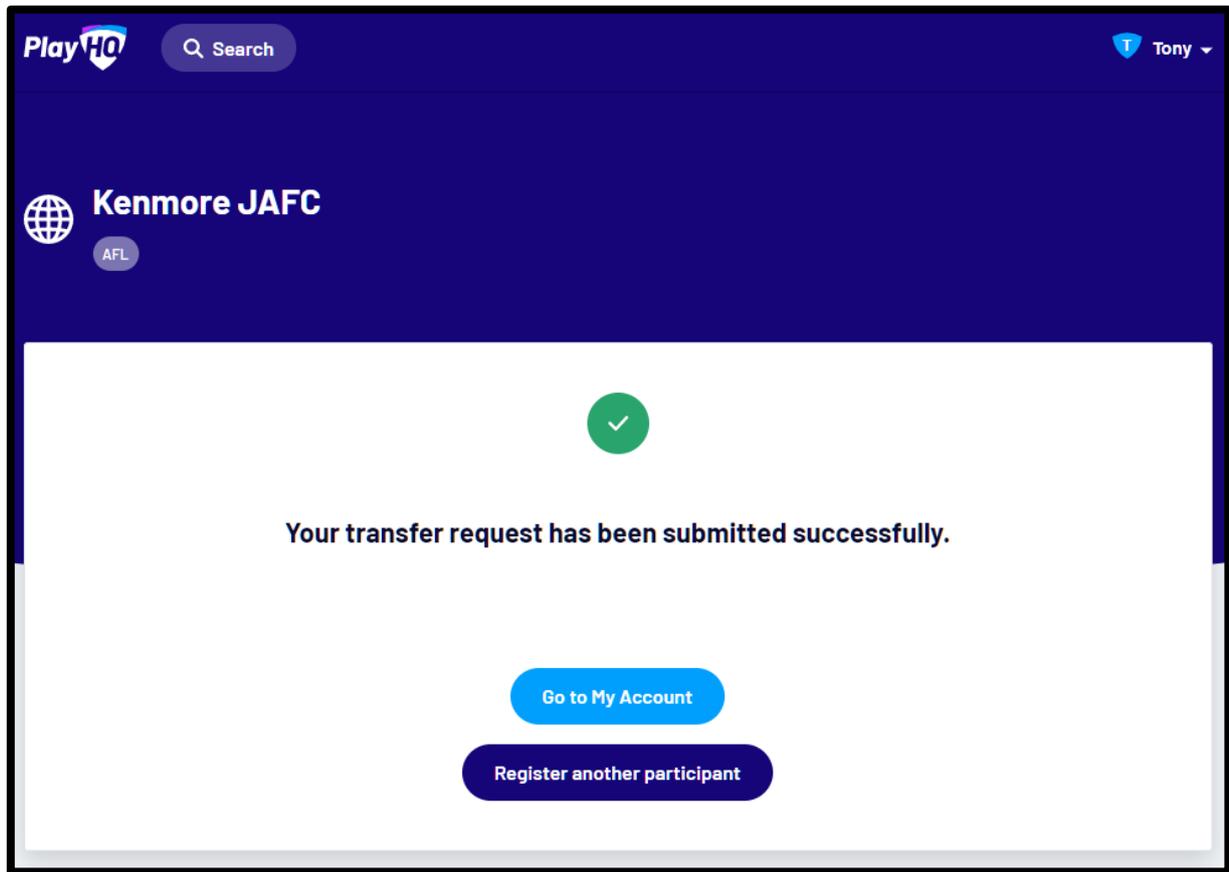
[Submit Transfer Request →](#)

[Cancel](#)

Transfers & Permits - Request Transfer (cont)

You will be taken to the **Your transfer request has been submitted successfully** page and will also receive a **Transfer Request Submitted** email.

This page will also give you the option to **Go to My Account** to view your profile or **Register another participant**.



When the **Transfer** has been approved by all organisations (source club, source association, destination association & destination club) you will receive an email notification with a link to take you back to the destination club registration form and you will need to complete the **Fees** and **Payments & Summary** sections.