



HOW TO REGISTER IN PLAYHQ

1. Create a parent account for yourself using your own details using this link <https://www.playhq.com/signup>

A screenshot of the PlayHQ sign-up form. The form is titled "Sign up to PlayHQ" and includes a link for "Registering on behalf of someone else?". The fields are: "First name*" and "Last name*" (both with "Please type" placeholder), "Email*" (filled with "admin@aberfeldiejets.com.au"), "Mobile number*" (with a country code dropdown and "e.g. 0412 345 678" placeholder), and "Set a password*" (with a masked password field). Below the password field are four requirements: "At least 1 uppercase letter", "At least 1 number", "At least 1 special character (excluding + or =)", and "Be at least 8 characters". At the bottom, there is a checkbox for "By clicking Sign up, you agree to our Privacy Policy and Terms of Use." and a "Sign up" button.

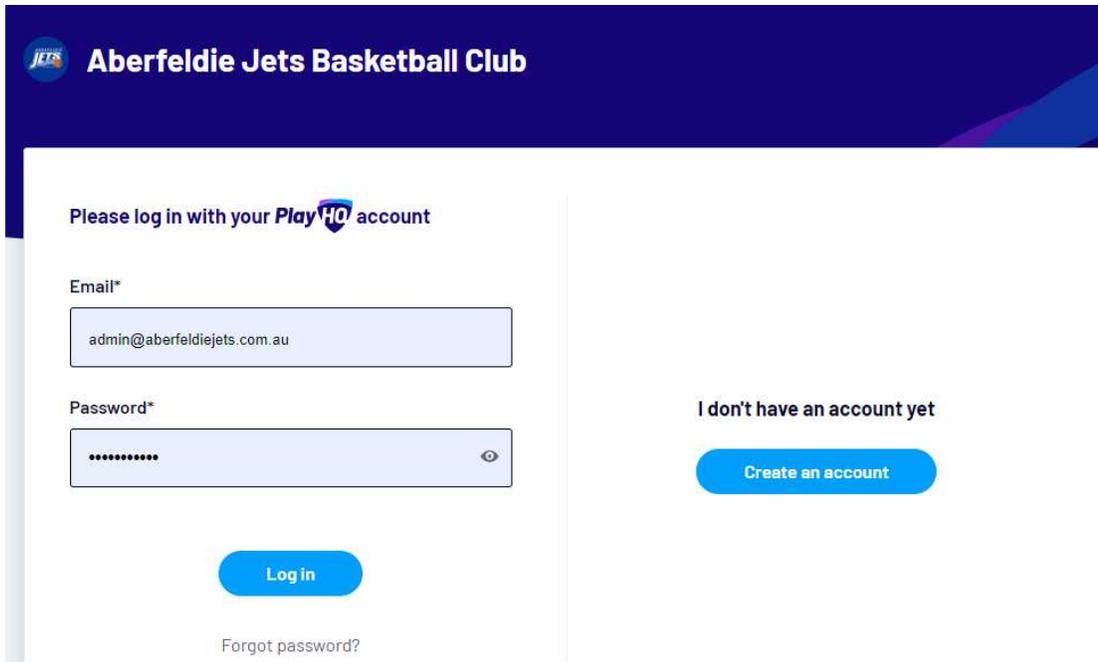
2. Once the parent account is created for yourself close that browser and click this link <https://www.playhq.com/register/d93cf1>

If you are logged in automatically and see your name up on the right hand side please sign out and re click the link <https://www.playhq.com/register/d93cf1>

Click on the get started button, DO NOT log into the account via the log in bottom

A screenshot of the PlayHQ registration page for Aberfeldie Jets Basketball Club. The page has a dark blue header with the "PlayHQ" logo and navigation links for "Discover", "Log in", and "Sign up". The main content area is white and contains the text "Register to Aberfeldie Jets Basketball Club as a" followed by a dropdown menu set to "Player, Coach or Team Manager". Below this are sections for "Season information" (Junior Domestic, Winter 2020, Keller Basketball Association, 18 Apr 2020 - 12 Sep 2020) and "Pricing information" (Season Club fees per child, Coach and Team Manager fees, and Season life fees). At the bottom is a "Get started" button.

3. Enter your login details (that you just created)



Aberfeldie Jets Basketball Club

Please log in with your **Play10** account

Email*

admin@aberfeldiejets.com.au

Password*

.....

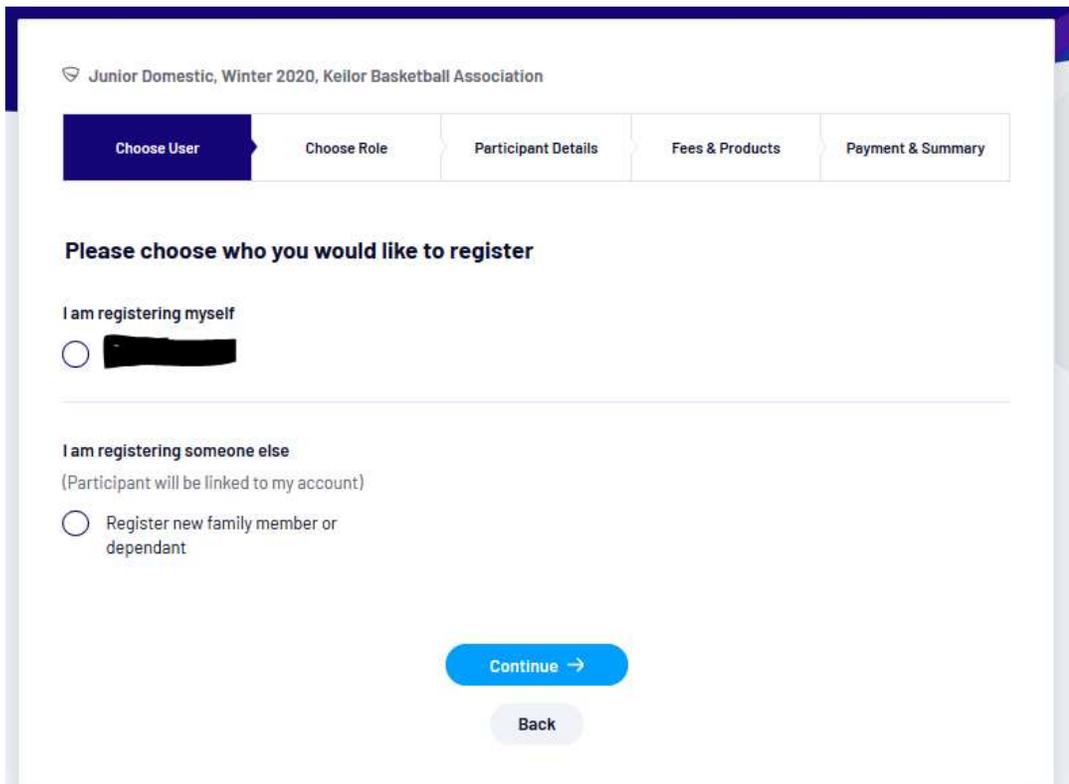
Log in

Forgot password?

I don't have an account yet

Create an account

4. Select "I am registering myself" and continue



Junior Domestic, Winter 2020, Keilor Basketball Association

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

Please choose who you would like to register

I am registering myself

[Redacted Name]

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

Register new family member or dependant

Continue →

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5. Select your registration type:

- If you are a Coach please register yourself by clicking on the Coach button
- If you are a Team Manager please register yourself by clicking on the Team Manager button

Aberfeldie Jets Basketball Club

Junior Domestic, Winter 2020, Keilor Basketball Association

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

Register as a:

	Player	<input type="radio"/>
	Coach	<input type="radio"/>
	Team Manager	<input type="radio"/>

[Continue →](#)

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6. Complete registration details as per below, note that you will need a valid Working with Children Check to register yourself. Most of these details are self-explanatory, but there are a few things listed in the table below that you'll need to understand and consider about this page:

Junior Domestic, Winter 2019

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

Participant Details 1

First name* Last name*

Preferred name Gender*

Date of birth* Country of birth*

Home number

Address*

Suburb* State* Postcode*

Additional Details

Do you have a disability?* Are you of Aboriginal and/or Torres Strait Islander origin?*

Parent/Guardian Details 2

First name* Last name*

Email* Mobile*

Parent/Guardian address is the same as the participant's address

[Add another parent/guardian](#)

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*

Coach accreditation level 3

Accreditation level*

Working with Children (WWC) 4

Please enter your Working with Children details below

WWC Number Expiry date

State of issue*

[Continue →](#)

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#	Item	Description
1	Existing participant details	The form will be pre-populated with any details you'd provided from the last time you registered. This is done to make the registration process as quick and easy as possible for you. You can update most of these details if they need it.
2	Date of birth	If the participant you are registering is under 18, parent/guardian details will be required. If you are registering a child or dependant, the parent/guardian details will be pre-populated with your information.
3	Accreditation	If you chose to register the participant as a Coach role, you will need to specify an accreditation level from a list of available options on the form. Note that you can select "I'm not sure" from this list.
4	Working with children	If you chose to register the participant as a Team Manager or Coach, you may provide working with children details on the form.

Once you've provided these detail, you can choose the "Save and Continue" button to [view any registration fees and the terms and conditions](#) for your registration.

7. Read the terms and conditions and acknowledge that you have read them by clicking the tick box, then click checkout. The dollar amount should be zero as there is no charge for Coaches, Assistant Coaches or Team Managers to register

Junior Domestic, Winter 2020, Keilor Basketball Association

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

DESCRIPTION	PRICE
Basketball Victoria Annual Participant Licence - Junior [?] Basketball Victoria	A\$25.00
Association Player Registration Fee Keilor Basketball Association	A\$0.00
Club Player Registration Fee Aberfeldie Jets Basketball Club	A\$300.00
Sub-Total	A\$325.00

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.

Checkout →

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8. Confirm payment of zero dollars if asked

Junior Domestic, Winter 2020, Keilor Basketball Association

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

Credit/Debit Card

 This payment is secured with SSL encryption.

Card number*

1234 1234 1234 1234

Card Expiry*

MM / YY

CVC*

CVC

Billing Address

Order summary

Basketball Victoria Annual Participant
Licence - Junior A\$25.00
Basketball Victoria

Association Player Registration Fee A\$0.00
Keilor Basketball Association

Club Player Registration Fee A\$300.00
Aberfeldie Jets Basketball Club

Total **A\$325.00**

Enter a voucher code

Apply