



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" with a small logo. Below the title is a link: "Registering on behalf of someone else?". The form has several fields: "First name*" and "Last name*" (both with "Please type" placeholder text), "Email*" (with "admin@abernfeldiejets.com.au" entered), and "Mobile number*" (with a dropdown for country code and "e.g. 0412 345 678" placeholder). Below these is a "Set a password*" field with a yellow background and a password strength indicator. The indicator shows four green checkmarks and the following 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 of the form is a checkbox area with the text "By clicking Sign up, you agree to our Privacy Policy and Terms of Use." and a blue "Sign up" button.

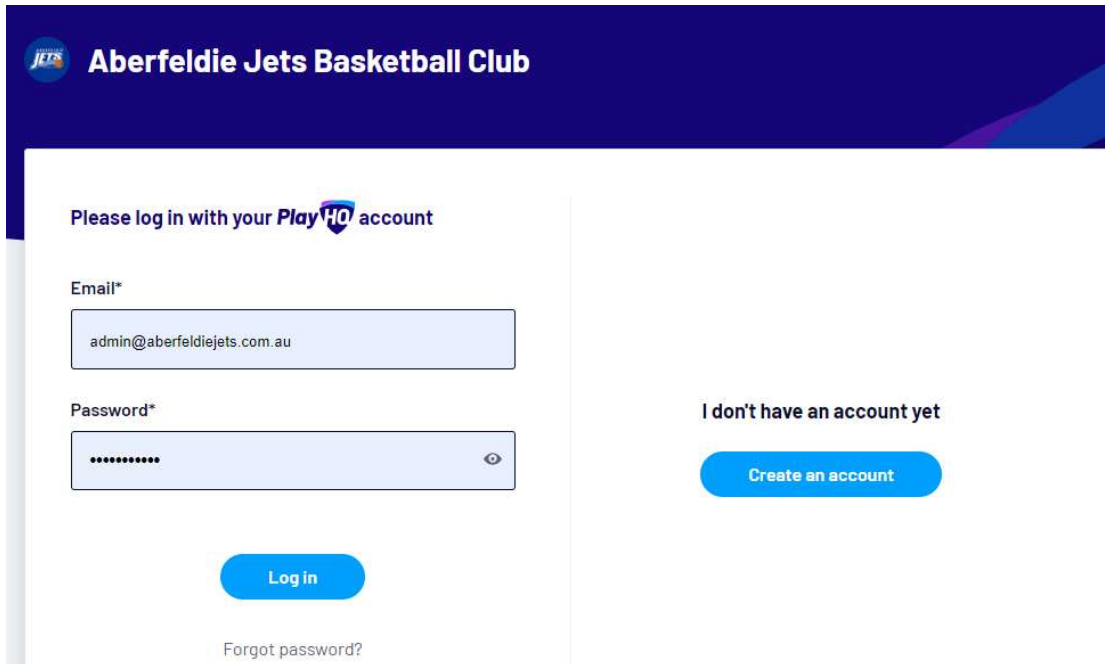
2. Once the parent account is created for yourself close that browser and click this link <https://www.playhq.com/register/d93cf1>

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 website's registration page. The page has a dark blue header with the "PlayHQ" logo and navigation links: "Discover", "Log in", and "Sign up". Below the header is a white box with the title "Register to Aberfeldie Jets Basketball Club as a" and a dropdown menu showing "Player, Coach or Team Manager". Below this is a "Season information" section with the text: "Junior Domestic, Winter 2020", "Keller Basketball Association", and "10 Apr 2020 - 12 Sep 2020". Below that is a "Pricing information" section with the text: "Season Club fees per child (Item 13/2 - 12 noon 5/31, \$300)", "Season Club fees per child (off coach) (Item 13/2 - 12 noon 5/31, \$280)", "Coach and Team Manager's must register themselves to Coach or Team Manager however there is no charge...50", and "Season site fees per child (late fees commence 12/09/20 5/31, \$50)". At the bottom of the white box is a blue "Get started" button.

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



The image shows the login page for the Aberfeldie Jets Basketball Club. At the top, there is a dark blue header with the club's logo and name. Below the header, the page is divided into two main sections. The left section is for logging in, featuring a form with fields for Email* and Password*. The email field contains the text 'admin@aberfeldiejets.com.au'. The password field is masked with dots. Below the password field is a 'Log in' button. To the right of the login form is a section for users who do not have an account yet, with a 'Create an account' button. A link for 'Forgot password?' is located below the login form.

Aberfeldie Jets Basketball Club

Please log in with your **PlayHQ** account

Email*

admin@aberfeldiejets.com.au

Password*

.....

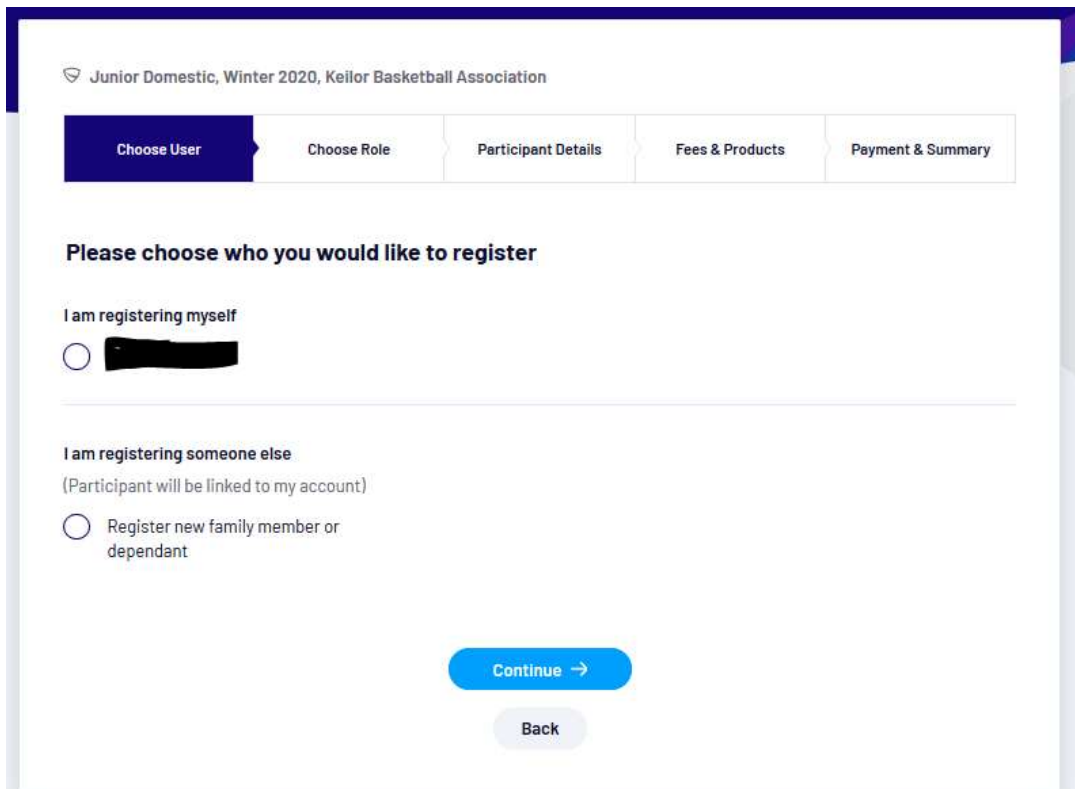
Log in

[Forgot password?](#)

I don't have an account yet

Create an account

4. Select "I am registering myself" and continue



The image shows the registration page for the Junior Domestic, Winter 2020, Keilor Basketball Association. At the top, there is a dark blue header with the association's name. Below the header, the page is divided into two main sections. The top section is a navigation bar with five tabs: 'Choose User', 'Choose Role', 'Participant Details', 'Fees & Products', and 'Payment & Summary'. The 'Choose User' tab is currently selected. Below the navigation bar, the page is titled 'Please choose who you would like to register'. There are two options: 'I am registering myself' and 'I am registering someone else'. The 'I am registering myself' option is selected, and there is a radio button next to it. The 'I am registering someone else' option is also present, with a note that the participant will be linked to the user's account. Below the options is a 'Continue' button with a right arrow, and a 'Back' button.

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]

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

☐ Register new family member or dependant

Continue →




Back

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

The screenshot shows the registration interface for the Aberfeldie Jets Basketball Club. At the top, there is a dark blue header with the club's logo and name. Below the header, a breadcrumb trail indicates the current stage: "Junior Domestic, Winter 2020, Keilor Basketball Association". A horizontal progress bar contains five steps: "Choose User", "Choose Role" (which is highlighted in dark blue), "Participant Details", "Fees & Products", and "Payment & Summary".

Under the "Choose Role" step, the text "Register as a:" is followed by three selectable options, each with an icon, a label, and a radio button:

-  **Player** ☐
-  **Coach** ☐
-  **Team Manager** ☐

At the bottom of the form, there are two buttons: a blue "Continue →" button and a grey "Back" button.

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*

John

Last name*

Doe

Preferred name

Please type

Gender*

Male

Date of birth*

14

11

2003

Country of birth*

Australia

Home number

Please type

Address*

123 Main Street

Suburb*

Melbourne

State*

Victoria

Postcode*

3000

Additional Details

Do you have a disability**

None

Are you of Aboriginal and/or Torres Strait Islander origin**

No

Parent/Guardian Details 2

First name*

James

Last name*

Doe

Email*

James.doe@gmail.com

Mobile*

+61

123 456 789

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*

Dwayne

Last name*

Joe

Relationship*

Father

Email*

dwayne.joe@gmail.com

Mobile*

+61

123 456 789

Coach accreditation level 3

Accreditation level*

Master Coach

Working with Children (WWC) 4

Please enter your Working with Children details below

WWC Number

987654321

Expiry date

25

06

2021

State of issue*

Victoria

Continue →

Back

#	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.

- 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 →

Back

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