Allocating Teams to a Grade

You must ensure that you have allocated all the teams you are nominating for the 1st Half of the season by the deadline advised by Brisbane North.

Once the deadline has passed, Brisbane North will lock the grades and rearrange the teams into the various grades (divisions) before preparing the fixtures (draws) for the 1st Half.

- 1. Login to your PlayHQ Admin account.
- 2. Select the competition you require in the **Competitions** menu.
- 3. Open the **Grades** tab and click on the **Allocate a Team** icon on the right-hand side of the grade you require.

Comparitions BNJCA Competitions Beliabane North Jurvier Cr	etition - Summer 2023/24 Inter Accordation	
Grades Teams P	rticipants Registration More 🗸	â
Att days	- All gorders - All ages - Result	t-barb (tatt+)
00.00	ALLOCATIONS BEINGER AGE BROUP DASSON/ID	
Under 10 Border	0 Teams Mixed U10 -	80

The Allocate a club team popup will display.

Allocate a club team Under 10 Border							
Mixed ~ UIO ~ Reset							
AC U10 Black Hawks	0 players	Mixed	U10	AC U10 Black			
AC U10 Blue Hawks	0 players	Mixed	U10	AC U10 Blue			
AC U10 Gold Hawks	0 players	Mixed	U10	AC U10 Gold Hawks			
AC U10 Green Hawks	0 players	Mixed	U10	AC U10 Green Hawks			
AC U10 Grey Hawks	0 players	Mixed	U10	AC U10 Grey Hawks			
			Allo	cate teams	Cancel		

4. Click in the square beside each of the teams you are nominating



Mixed ~ U10 ~ Rese	ət			
AC U10 Black Hawks	0 players	Mixed	U10	AC U10 Black
AC U10 Blue Hawks	0 players	Mixed	U10	AC U10 Blue
AC U10 Gold Hawks	0 players	Mixed	U10	AC U10 Gold Hawks
AC U10 Green Hawks	0 players	Mixed	U10	AC U10 Green 🗸
AC UIO Grey Hawks	0 players	Mixed	U10	AC U10 Grey

5. Once all the teams you require have been selected, click on **Allocate** <**#>** team at the bottom of the popup screen.



Note: You can unallocated a team before the deadline if required. Simply, expand the grade you require and click on **Unallocate Team** on the right-hand side beside the team want to unallocated.

	Grades Teams Participants Regist	ration More 🛩	ô
G	All days · All gender	s All ages Paset 1-	9 of 19 0 10f 1 0 0
-	GRADE	ALLOCATIONS GENOER AGE GROUP DIVISION/ID	
	Under 10 Border	1 Team Mixed UID -	8° ^
	AC UID Black Mawks 0 Players	Mixed U/O AC U/O Black	Unallicate Taxw

You can continue allocating teams to grades until the Brisbane North Junior Cricket Association have closed off nominations, i.e. a closed lock will display in the top right-hand corner of the **Grades** tab.

