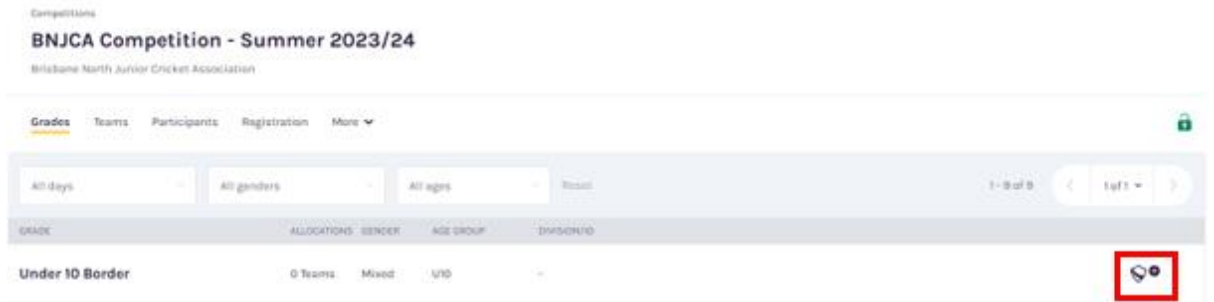


## Allocating Teams to a Grade

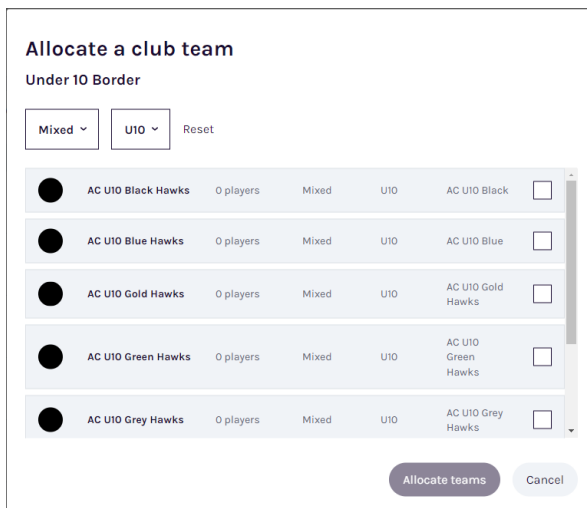
You must ensure that you have allocated all the teams you are nominating for the 1<sup>st</sup> Half of the season by the deadline advised by Brisbane North.

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 1<sup>st</sup> Half.

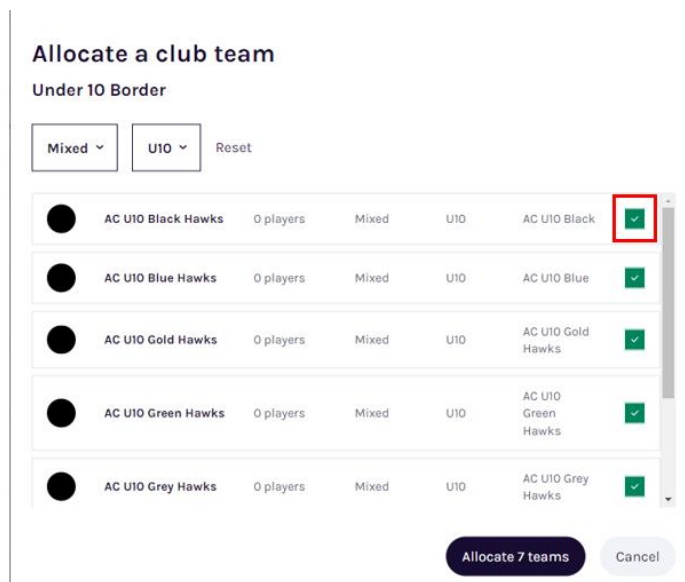
1. Login to your PlayHQ Admin account.
2. Select the competition you require in the **Competitions** menu.
3. Open the **Grades** tab and click on the **Allocate a Team** icon on the right-hand side of the grade you require.



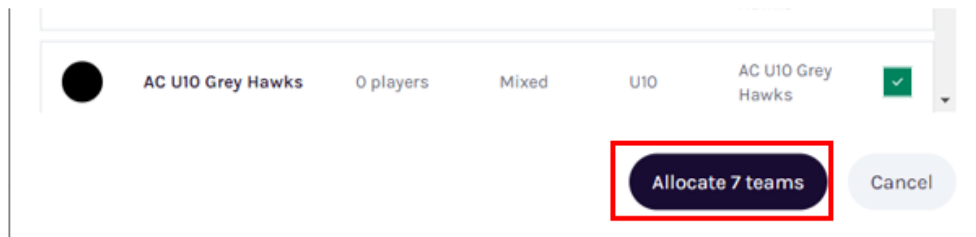
The **Allocate a club team** popup will display.



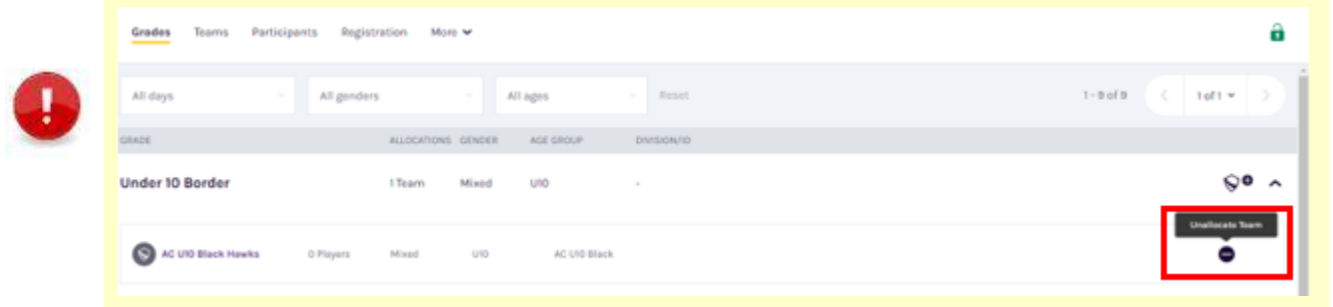
4. Click in the square beside each of the teams you are nominating for the selected grade.



- 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.



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.

