

Creating Your Club Teams

1. Login to your PlayHQ Admin account.
2. Select the competition you require in the **Competitions** menu.
3. Open the **Teams** tab and click on **Add club team**.
4. Enter the relevant details in the following fields:
 - Age group
 - Gender
 - ID
 - Team name

We recommend that you use the following naming conventions when setting up your teams – Club – Age – Colour or Nickname.

5. Click **Add team** in the top right-hand corner of the screen.