Setting Up Your Teams

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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.

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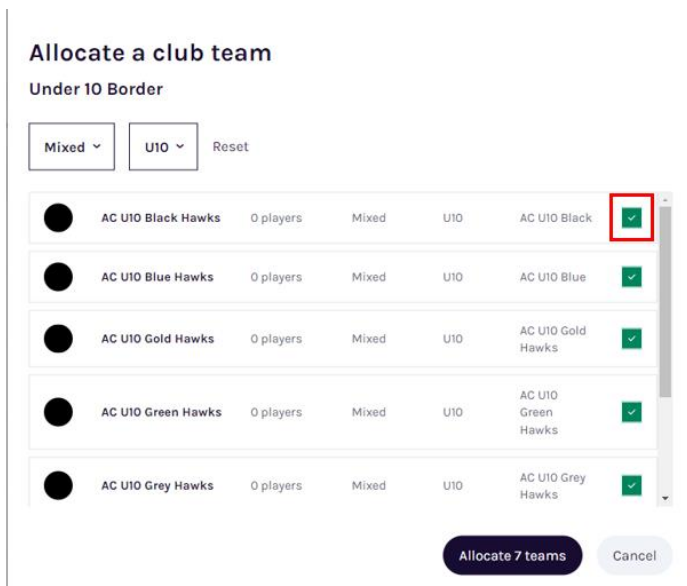
1. Login to your PlayHQ Admin account.
2. Select the competition you require in the **Competitions** menu.
3. Open the **Grades** tab and click on the **Allocate a Team** icon on the right-hand side of the grade you require.
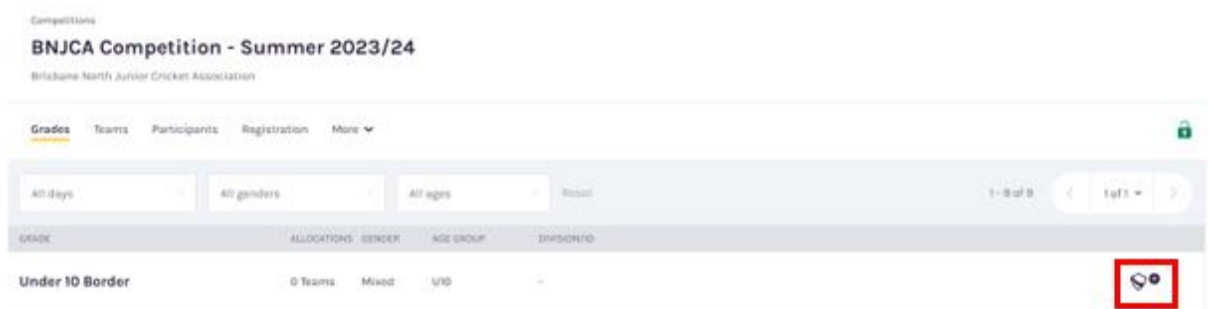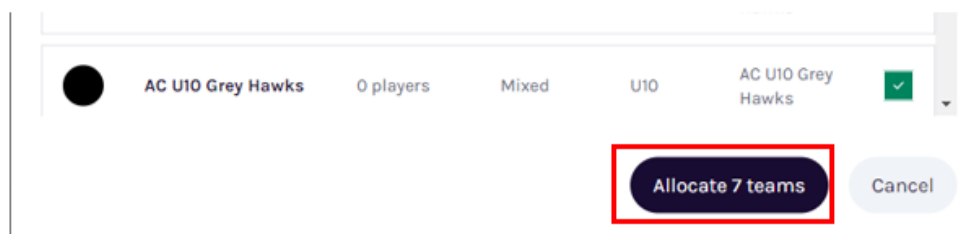

The **Allocate a club team** popup will display.
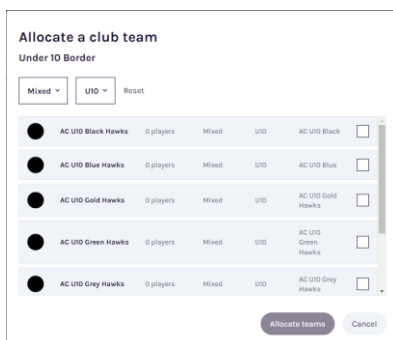
4. Click in the square beside each of the teams you are nominating for the selected grade.


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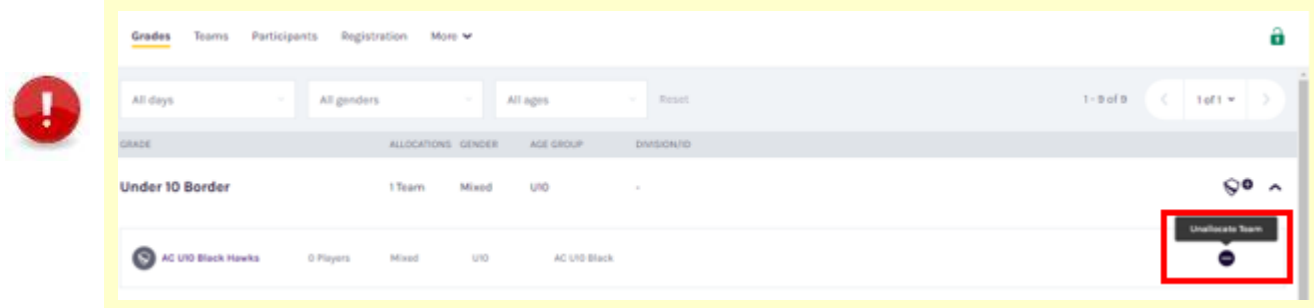
You can continue allocating teams to grades until the Brisbane North Junior Cricket Association have closed off nominations, i.e. a closed lock will display in the top right-hand corner of the **Grades** tab.
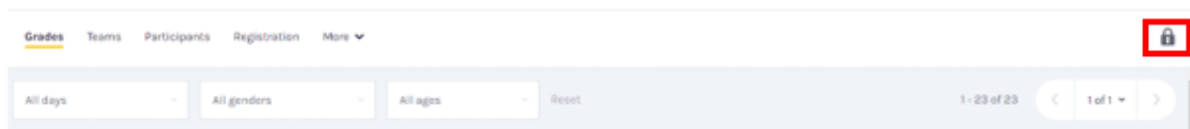
Allocating Players to Your Club Teams

This allows you to set up the squad of players that will be available for selection in the team on game day.

1. Login to your PlayHQ Admin account.
2. Select the competition you require in the **Competitions** menu.
3. Open the **Teams** tab and click **View** beside the team you want to allocate player/s to.

4. Click on **Allocate player**.

The **Allocate Players** screen will display. By default, this screen will display all unallocated players. (If you were wanting to allocate a player who has already been allocated to another squad, you would need to deselect the **Unallocated** filter so that all players display.)

5. Click in the box beside the player/s you require and click **Allocate Players** at the bottom of the popup screen.

6. You will be returned to the **Players** screen.

Allocating Coach/Manager and Enabling Team Management Access

The following process gives the person management access in their MyTeams area. If they also need access to E-Scoring, you will need to either grant them Electronic Scoring Admin access or provide them with a generic E-Scoring login.

1. Login to your PlayHQ Admin account.

2. Select the competition you require in the **Competitions** menu.

3. Open the **Teams** tab.

4. Click **View** beside the team you require.

5. Click on **Allocate Coach** or **Allocate Team Manager**.


The list that displays will be filtered by whether the person registered themselves as Coach or Team Manager. Also, by default, the list only displays those people who haven't already been allocated to a team in the selected capacity. There may be circumstances where the same person has put their hand up to coach a morning team and an U14 team in the afternoon. In this case, you would deselect **Unallocated**.

> **Note**: If you have a person who is coaching one team and managing another, they would need to register themselves twice, i.e. as Coach and as Team Manager.

6. Select the box on the right-hand side of the person you require and click **Allocate Coach** or **Allocate Team Manager**.
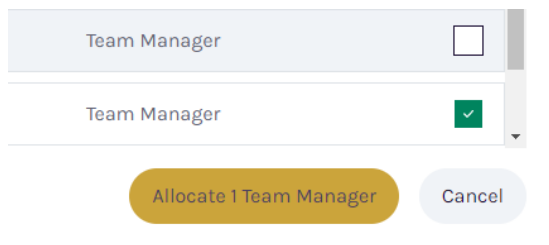
The selected person will now appear under **Coach** or Team Manager.

7. Ensure that the toggle on the right-hand side of the person's name has been moved to the right.


The person will now have management access to the team in their public profile (www.playhq.com).

> **Note**: If you haven't granted Management Access as per step 6 above, they will be able to view the team in **MyTeams** but the Management Access won't be available, i.e. they won't be able to update or edit game details.

Granting Electronic Scoring Admin Access

1. Login to your PlayHQ Admin account.

2. Go to **My Organisation > Admins**.

3. Click **Invite new admin** in the top left-hand corner.
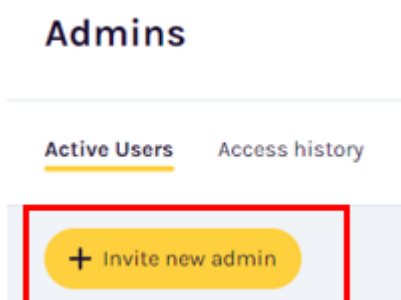
4. Enter the details and select **Electronic Scoring Admin** from the **Role Type** drop-down**.**

5. Click **Invite admin** in the top right-hand corner.