

Club & School Competitions

Getting Started



This is a quick set-up and support guide to assist you on the start of your PlayHQ journey as a school or club.

Please be aware that the terminology used in many of the videos is "club" however, the process for clubs or schools is exactly the same.

Pre-Recorded Webinars

Organisation set up and registrations - <https://youtu.be/KPFyyo7yuVw>

Competition Management - <https://youtu.be/Pd1dljye0zl>

Team Organisers - <https://youtu.be/nivseQcpafY>

PlayHQ YouTube Channel - <https://www.youtube.com/channel/UCWowGJG7E-Bo5ZCNdN6W2Mg/videos>

STEP 1: ONBOARDING

HNZ have uploaded your organisation details into the PlayHQ platform and administrators will have received an invite link to register into the administration portal

STEP 3: ACCEPT COMPETITION INVITES

Your Association will invite you into the competitions that you will be involved in

<https://youtu.be/asno0mvymFA> (view from 2m20s)

STEP 5: CREATE REGISTRATIONS

Set up a registration for your members/students to sign up directly to

https://youtu.be/QBkb_trMf1w

There are two different types of registration outlined in the clip and you can select which is best for you.

STEP 7: GET YOUR SEASON STARTED!

As well as club admin, personnel allocated a Team Manager or Coach role can organise the team with ease from the platform

<https://youtu.be/dkLiVdYAqu4>

<https://youtu.be/PxG0WnEjlxS>

allocate them to a team - no more manual input of details on behalf of team members!

STEP 2: SET UP ORGANISATION

Login and add any additional administrators

<https://youtu.be/S9sC9vlfC4g>

Set up your school or clubs details

<https://youtu.be/Rm-bVtmKqYI>

You may also wish to set up online payments via Stripe

<https://youtu.be/Fzej2hLAY7o>

STEP 4: CREATE TEAMS

You can enter teams directly into the Association competition

<https://youtu.be/1u0WSxsOS4w>

and allocate these to a grade

<https://youtu.be/jgz60GMZ20k>

STEP 6: ALLOCATE MEMBERS TO A TEAM

Once your members have registered you can then allocate them to a team (please note if you have set up a Participant to Team Registration form, you won't need to do this)

<https://youtu.be/2OeRWNumyjs>

NEED HELP?

Hockey New Zealand Support Desk:

<https://hockeynewzealand.zendesk.com/hc/en-us/requests/new>

PlayHQ support website:

<https://support.playhq.com/hc/en-au>

HANDY ADDITIONAL GUIDES:

For participants

- Registering as a coach, player or team manager: <https://youtu.be/2WnUlzTSOnc>
- How to view your PlayHQ profile: <https://youtu.be/z0NgLWqrKB8>
- Viewing fixtures and results: https://youtu.be/Wg8iic_A3dc and <https://support.playhq.com/hc/en-au/sections/900000491483-Using-the-PlayHQ-Discover-site>

For school & Club admins

- Create & Manage merchandise products: <https://youtu.be/WH5g14yecu0>
- Using Mailchimp for communications via PlayHQ: <https://youtu.be/nQ9-NcM0rqE>

FOR MORE DETAILS, VISIT
[www.https://hockeynz.co.nz/play-hq/](https://hockeynz.co.nz/play-hq/)
<https://www.playhq.com/>

ADMIN PORTAL <https://hnz.playhq.com/auth/login?redirect=https://hnz.playhq.com/>
PUBLIC PORTAL www.playhq.com