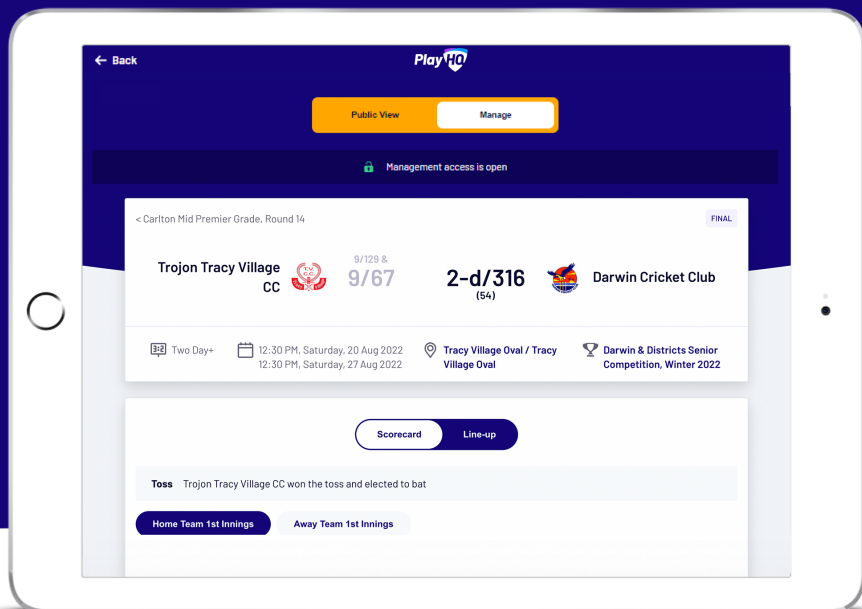# PlayHQ

Captain, Coach and Team Manager Game Day Guide

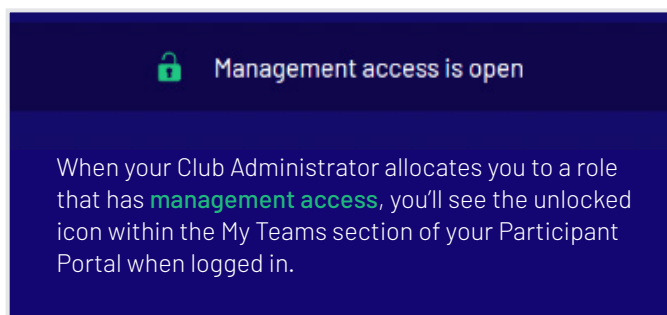SEPTEMBER 2022

"Can we get a round of applause for the Captain, Coach and Team Manager!?" It's people like you that keep teams and clubs running smoothly, thank you.

This document is designed for **Captains**, **Coaches** and **Team Managers** who have been allocated management access. Guiding users on how to best edit line-ups, statistics and if required, enter results within the My Teams section of the Participant Portal.
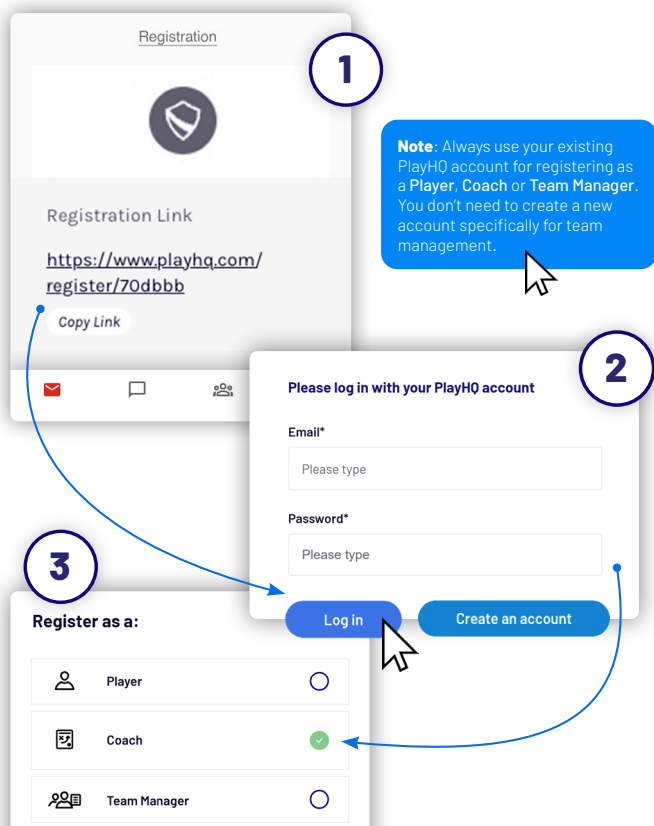
Before we tackle your game day to-do list; For **Coaches** and **Team Managers**, you'll need to ensure you've registered as a **Coach** or **Team Manager** to PlayHQ. Your **Club Administrator** can provide you with a role specific registration link.

For **Captains**, all you need to do is register as a player. A **team staff member** or **Club Administrator** will then be able to allocate you as **Captain**.

🔒 Management access is open

When your Club Administrator allocates you to a role that has management access, you'll see the unlocked icon within the My Teams section of your Participant Portal when logged in.

Registration

1

Note: Always use your existing PlayHQ account for registering as a **Player**, **Coach** or **Team Manager**. You don't need to create a new account specifically for team management.

Registration Link

https://www.playhq.com/register/70dbbb

Copy Link

2

Please log in with your PlayHQ account

Email*

Please type

Password*

Please type

Log in   Create an account

3

Register as a:

👤 Player ◯

🗂 Coach ✅

👥 Team Manager ◯

Checklist

Pre Game

☐ Login to your PlayHQ account

☐ Navigate to game

☐ Select team line-up for game day

☐ Organise a scorer   (Electronic scoring guide attached)

☐ Delegate lime cordial duties

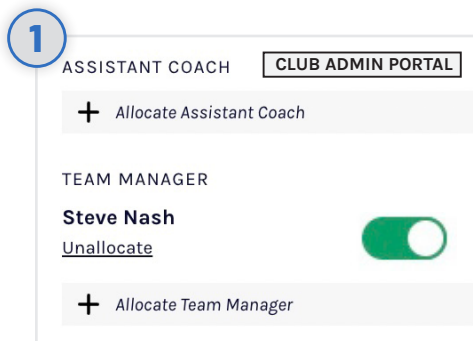## Post Game

☐ Edit game result (if required)

☐ Make any scorecard adjustments
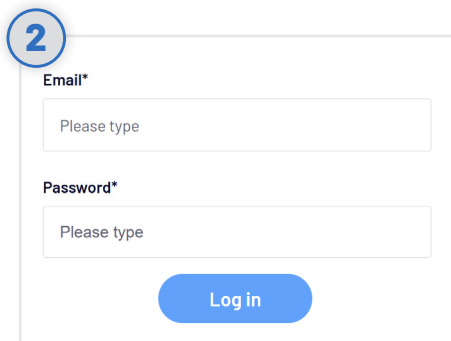
☐ Call it stumps for the day

My Teams Guide

For Captains, Coaches and Team Managers with **My Teams management access**.

PlayHQ

1

Club Admin allocates roles

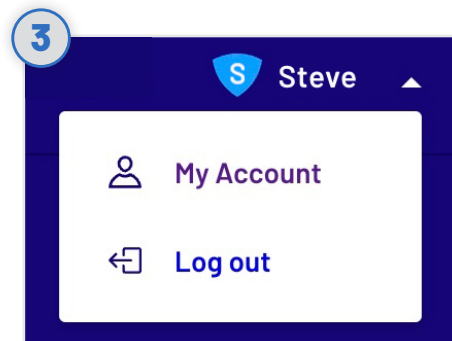Ensure that your Club Administrator has allocated the teams Captain, Coach and/or Team Manager.

The 'management access' toggle must be turned on to enable management access.
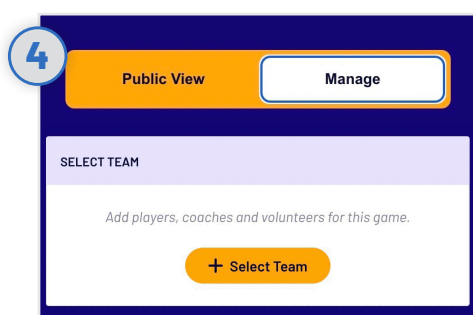
2

Login to PlayHQ

Login via **playhq.com/login** using your PlayHQ credentials.

Yet to sign up? Revert back to the previous page for registration process.

3

Navigate to My Teams

In the top right hand corner, drop down the menu and click **My Account**. Navigate to the team(s) you are managing then proceed to the upcoming match.

4

Select your team for game day

Navigate to your upcoming match and toggle to **Manage**. You'll be granted access to **Select Team** ahead of game day.
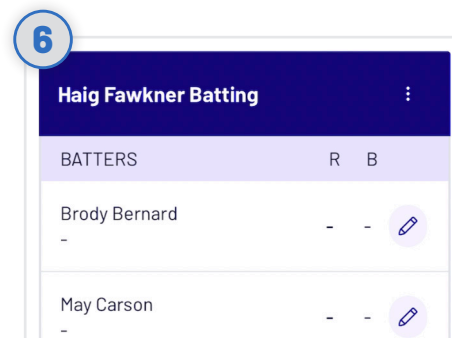
Your selected line-up will flow through to electronic scoring.

5

Edit game result (if required)

Once the game is complete, click **Edit Game Results** to amend the final scores. It's important to note that your Association will set how many hours after game start time that the scores can be amended. Click **Done** once finished amendments.

If you find that you can't amend scores, don't worry, simply contact your Club or Association Administrator for assistance.

6

Make any scorecard adjustments

Click on the edit icon ✏ that is adjacent to the **Batters** name. Edit any statistics or dismissal details. Click **Done** once amendments are complete.

⚠ Important

1. Administrators must have allocated players to your team in order for you to select players to game line-up.

2. Adding players to a line-up must be done for each game. Line-up doesn't automatically rollover to next game.

3. You may not have access to edit opposition team line-ups. This is an Association setting.

PlayHQ

Electronic Scoring Guide
SCORE.PLAYHQ.COM

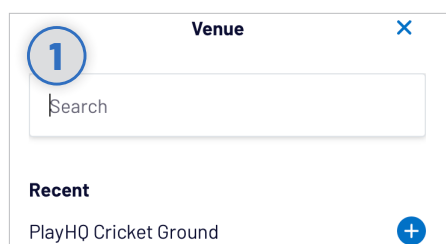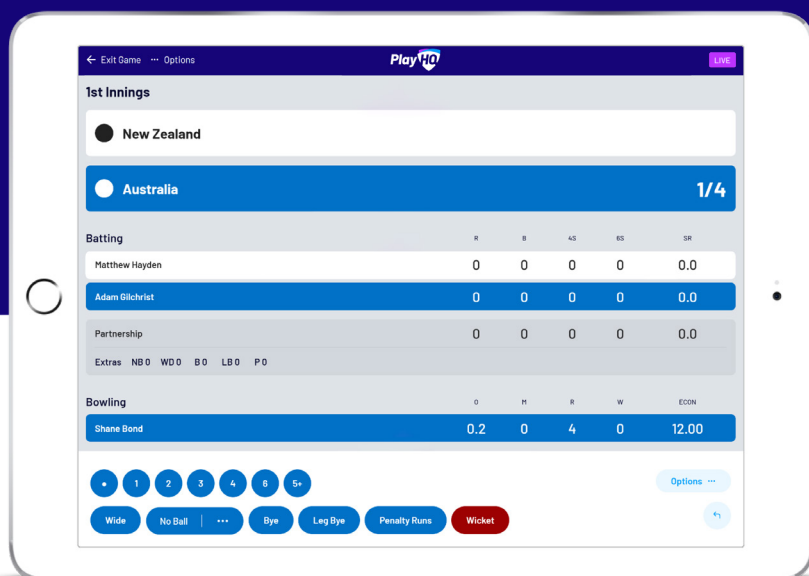Scoring platform recommended for desktop, laptop or tablet devices.

3 / 87
15.1 OVERS

LIVE

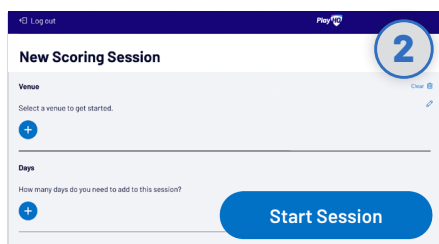Scores will be updated live if device is connected to internet.

Download & Score Game

If you run out of battery you can take over scoring on a secondary device. Ensure you're online prior to switching.
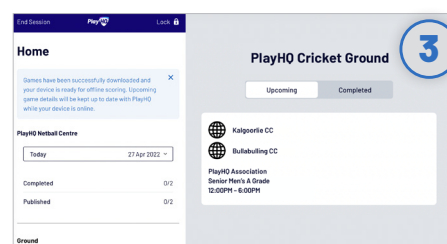
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1 · Select Venue

Use an electronic scoring enabled login to enter **score.playhq.com** (the electronic scoring homepage), search and select the venue (name is as it appears on fixture).
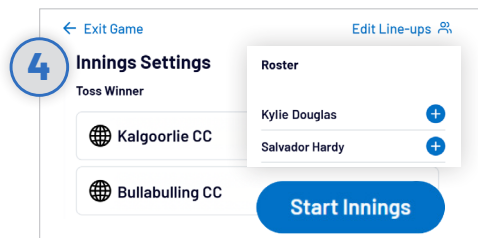
2 · Enter Session Details

Select the day you are playing in order to download the game. Create a pin to secure the session. Click **START SESSION**.
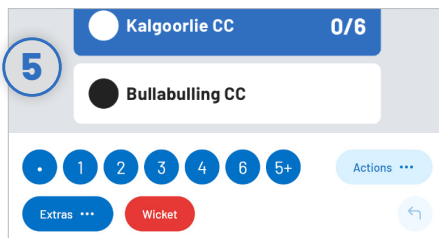
3 · Select Your Match

Now that you're in a session, select the **day** of your match as well as the **ground**. Select the **upcoming match** you want to score.
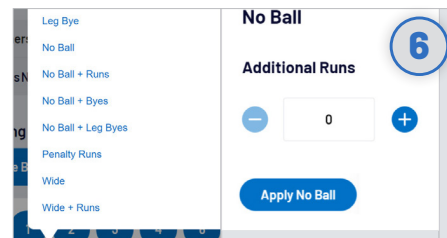
4 · Setup Innings

Select all the innings settings including who won the toss, opening batters and bowlers. If a batter or bowler is not displayed click **EDIT LINE-UPS** to amend. Use the ⊕ or ⊖ to move players in and out. Once ready, click **START INNINGS**.
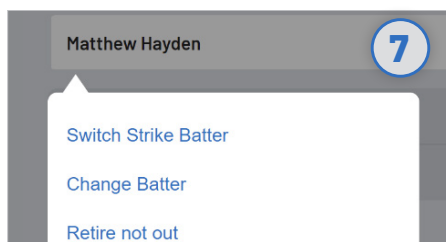
5 · Recording Ball By Ball Events

There are multiple events that can be recorded. When this occurs in the game, select either the **batter** or **team** then hit the appropriate event. Additional options may follow depending on event type.
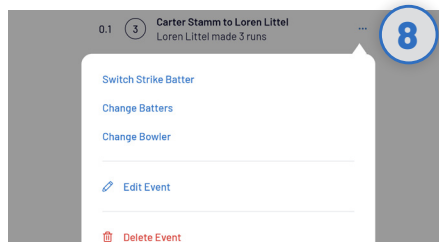
6 · Extras

When you click **EXTRAS**, a menu of options will appear including byes, leg byes, no balls, penalty runs and wides. When selecting a **No Ball**, you <u>should not</u> count the No Ball as an additional run. These additional runs are attributed to the batter on strike.
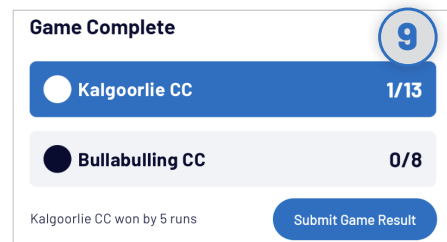
7 · Changing Batter Or Bowler

To change a batter or bowler, tap on the player you wish to change then select **CHANGE.** Other options are also available involving the selected player.

8 · Undo Ball Event

You can click the ↩ button to undo the previous event or alternatively, you can click the ••• next to the incorrect event within the **EVENT LOG**. Select **EDIT** or **DELETE EVENT**.

9 · Submit Game Result

If you end the innings of the second batting team, you will be provided with the option to **SUBMIT GAME RESULT**, ensure that the scores are correct. Navigate to **END SESSION** in order to finalise scores.

Please consider the environment when printing. For more electronic scoring resources, we recommend visiting **support.playhq.com**