

12. Participant Registration


There are multiple options for **Participants** to find the club registration form and begin to register.

Option 1 is to go to <https://play.afl/> and use the locator to find the **Club** they wish to register with and the link to register with the **Club**.

Option 2 is go to <https://www.playhq.com/afl> and the search function to find the **Club** they wish to register with and the link to register with the **Club**.

Option 3 is for the **Club** to provide the **Participant** with the unique URL for the club registration form.

For the example below we have used option 3 above to get to the club registration form.

Under **Age limit** any age group restrictions can be viewed by clicking on the  icon in **Age Groups**.

The screenshot shows the registration page for Kenmore J AFC. At the top, there is a search bar and navigation links for 'Discover', 'For Organisations', 'About Us', 'Log in', and 'Sign up'. The club name 'Kenmore J AFC' is displayed with a globe icon and an AFL logo. Below this, the registration options are listed: 'Register to Kenmore J AFC as a:' followed by 'Player, Team Manager or Volunteer'. The 'Season information' section shows 'PlayHQ Test League, 2022' with a duration of '01 Jan 2022 - 31 Dec 2022'. The 'Age limit' section states 'Players can only register to this season if their date of birth is within the range below:' followed by '01 Jan 1922 - 31 Dec 2014'. At the bottom, there is a section for 'Age groups' with the text 'View age groups in this season' and a plus icon.

Participant Registration (cont)

To continue scroll down the page and click on the **Get started** -> button.

Age limit

Players can only register to this season if their date of birth is within the range below:

01 Jan 1917 – 31 Dec 2016

Age groups

View age groups in this season

U8	01/01/2015 - 31/12/2016	Registration not available
U10	01/01/2013 - 31/12/2014	Registration has restrictions
U12	01/01/2011 - 31/12/2012	
U14	01/01/2009 - 31/12/2010	
U16	01/01/2007 - 31/12/2008	
U18	01/01/2005 - 31/12/2006	
Senior	01/01/1924 - 31/12/2004	

Pricing information

Any Club pricing information added in this section will be shown on the public registration form

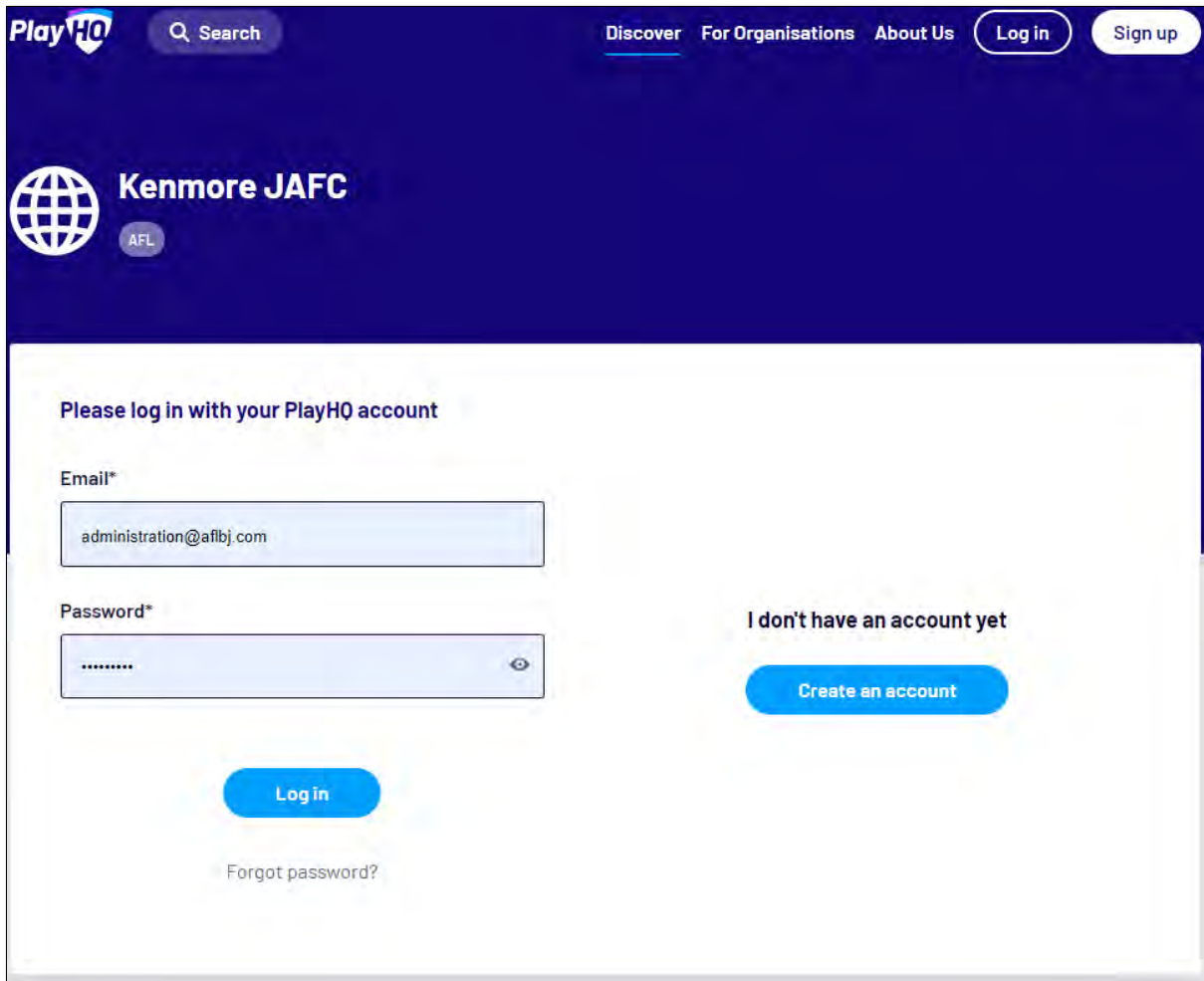
Additional information

Any Club additional information added in this section will be shown on the public registration form


[Get started →](#)

Participant Registration (cont)

If the **Participant** (or their parent) already has a PlayHQ account they can click on the **Log in** button or if they do not have an account they click on the **Create an account** button.




PlayHQ Search Discover For Organisations About Us Log in Sign up

 Kenmore J AFC
AFL

Please log in with your PlayHQ account

Email*

Password*
 

[I don't have an account yet](#)

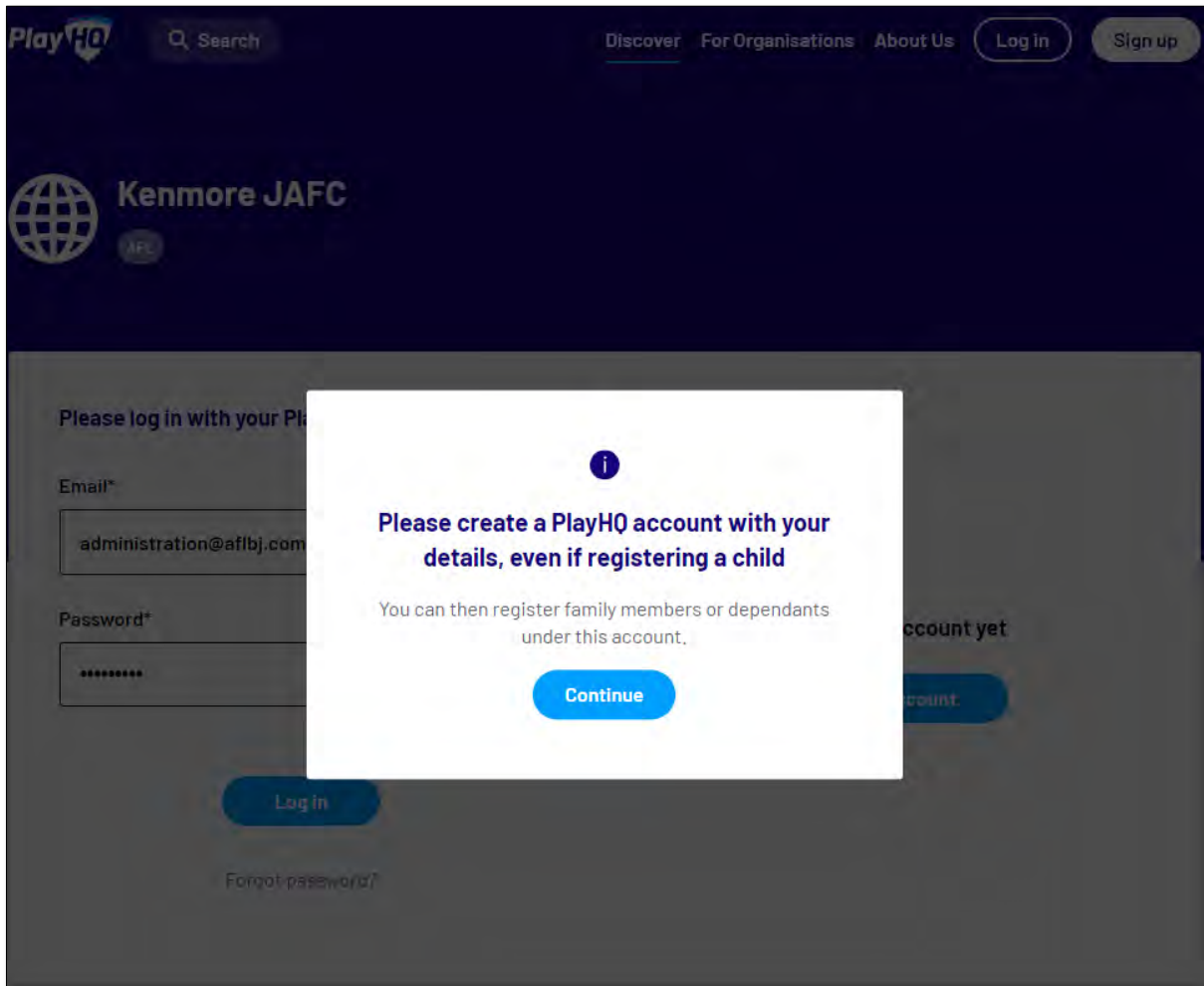
[Create an account](#)

[Log in](#)

[Forgot password?](#)

Participant Registration (cont)

When they click on the **Create an account** button an information pop up will appear, click on the **Continue** button.



Participant Registration (cont)

On the **Sign up to PlayHQ** page they need to complete all of the mandatory fields and click on the **Sign up** button. They will receive a confirmation email which will contain a link for them to return to the login page and click on the **Log in** button.

Sign up to PlayHQ

Please create a PlayHQ account with your details, even if registering a child

You can then register family members or dependants under this account.

Your first name*	Your last name*
<input type="text" value="Please type"/>	<input type="text" value="Please type"/>

Your email*

Your mobile number*

<input type="text" value="🇺🇸"/>	<input type="text"/>
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Set a password*

Password must meet the following requirements:

- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least 1 special character (excluding + or =)
- ✓ Be at least 8 characters

By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).

Sign up

Already have an account? [Log in](#)

Participant Registration (cont)

The first page of the registration form is the **Choose User** page where the **Participant** chooses who they would like to register. They can register themselves, a dependant already in the list or a new dependant. Click on the **Continue** button.

PlayHQ Test League, 2022, PlayHQ Test League

Choose User | Choose Role | Participant Details | Fees | Payment & Summary

Please choose who you would like to register

I am registering myself

Anthony Saunders

I am registering someone else
(Participant will be linked to my account)

Register new family member or dependant

Continue →

Back

Participant Registration (cont)

The next page of the registration form is the **Choose Role** page where the **Participant** chooses what type they would like to register as. Click on the **Continue** button.

Please note the Coach role will not be available and all Coaches and Assistant Coaches must register through the www.coachl.afl platform.

The screenshot shows the 'Choose Role' step of a registration process on the PlayHQ platform for Kenmore JAFC. The page has a dark blue header with the PlayHQ logo, a search bar, and navigation links for 'Discover', 'For Organisations', 'About Us', and a user profile for 'Anthony'. Below the header, the club name 'Kenmore JAFC' is displayed with a globe icon and an AFL logo. The main content area shows a progress bar with five steps: 'Choose User', 'Choose Role' (highlighted in dark blue), 'Participant Details', 'Fees', and 'Payment & Summary'. Below the progress bar, the heading 'Register as a:' is followed by three radio button options: 'Player' (selected with a green checkmark), 'Team Manager', and 'Volunteer'. At the bottom of the form, there is a blue 'Continue →' button and a grey 'Back' button.

Participant Registration (cont)

The next page of the registration form is the **Participant Details** page where the **Participant** must complete all of the mandatory fields. Click on the **Save and Continue** button at the bottom of the page.

Kenmore J AFC

PlayHQ Test League, 2022, PlayHQ Test League

Choose User | Choose Role (Player) | **Participant Details** | Fees | Payment & Summary

Participant Details

Please make sure the participant's details are entered correctly. Once continuing with the registration, the date of birth will not be editable.

First name*

Last name*

Preferred name

Gender*

Date of birth*

Country of birth*

Participant Registration (cont)

At this point the PlayHQ platform will run its **Profile Matching** process.

For next steps if a profile match is found please refer to the **Participant Registration – Profile Matching** section in this guide.

For next steps if a profile match is found and the Participant is trying to register to a different club than the last club they were registered with please refer to the **Participant Registration – Profile Matching** and **Participant Registration – Request Transfer** sections in this guide.

If no profile match is found the **Participant** will move to the **Fees** page of the registration form. A summary of the fees payable will be shown as well as the checkbox to receive offers which is optional and the checkbox for the terms and conditions which is mandatory. Click on the **Continue** button.

The screenshot shows the registration form for Kenmore JAFC. The header includes the AFL logo and the club name. The navigation bar shows the current step is 'Fees'. The main content area displays a table of fees:

DESCRIPTION	PRICE
Senior player fee PlayHQ Test League	A\$100.00
Club Player Registration Fee Kenmore JAFC	A\$0.00

Sub-Total **A\$100.00**

By registering you may receive communications from Kenmore JAFC, PlayHQ Test League and governing bodies regarding your participation.

I agree to receive offers from the program/competition organisers and from the AFL, AFL clubs, affiliates and partners, my local league and club and other third parties in accordance with the [AFL Privacy Policy](#).

By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

Continue →

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Participant Registration (cont)

The last page of the registration form is the **Payment & Summary** page where the **Participant** must complete all of the credit card details and mandatory fields.

If the **Participant** has been given a PlayHQ voucher the voucher code can be applied in the **Vouchers** area.

If the **Participant** has a government voucher and the function has been turned on they can click on **I have a government voucher** and apply the voucher code.

Click on the **Confirm purchase** button at the bottom of the page.

The screenshot shows the 'Payment & Summary' page for Kenmore J AFC. The page is divided into two main sections: 'Payment' and 'Order summary'. The 'Payment' section includes a 'Credit/Debit Card' form with fields for card number, expiry date, and CVC. Below this is a 'Billing Address' section with fields for country (Australia), address, suburb/town, state/region, and postcode. The 'Order summary' section displays a table of items: 'Senior player fee' for \$100.00 and 'Club Player Registration Fee' for \$0.00, totaling \$100.00. There is also a 'Vouchers' section with a text input for a voucher code and an 'Apply' button. A link for 'I have a government voucher' is also present. At the bottom, there are 'Confirm purchase' and 'Back' buttons.

Description	Qty.	Total
Senior player fee <small>PlayHQ Test League</small>	1	A\$100.00
Club Player Registration Fee <small>Kenmore J AFC</small>	1	A\$0.00
Total		A\$100.00

Participant Registration (cont)

When the registration is completed the successful registration page will appear and the **Participant** will also be sent a confirmation email and invoice email.

This page will also give the **Participant** the option to **Go to My Account** to view their profile or **Register another participant**.

