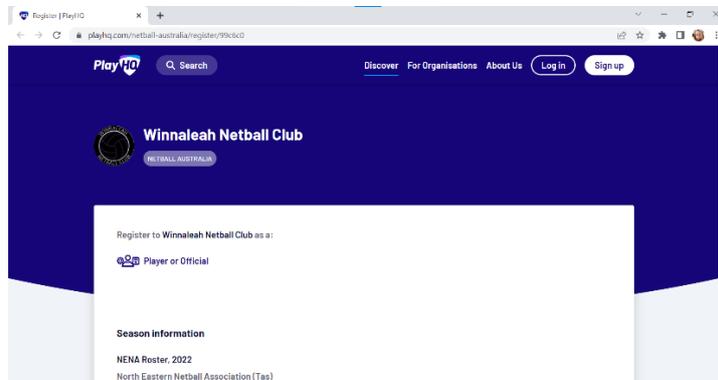


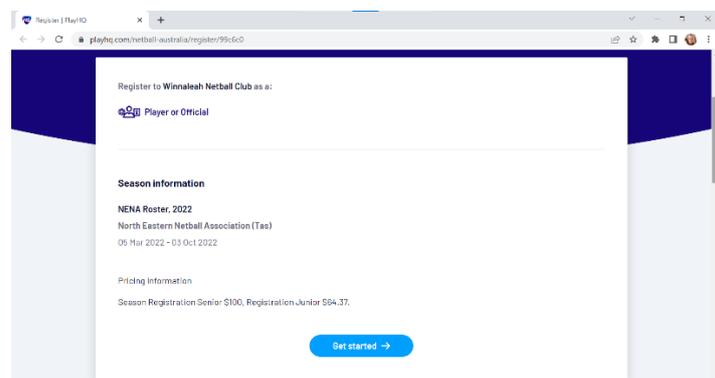
PlayHQ Registration Walkthrough

Click the Registration link that you have been provided as seen below

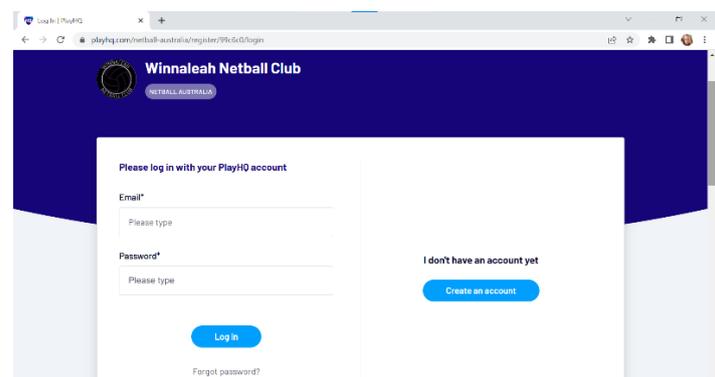
<https://www.playhq.com/netball-australia/register/99c6c0>



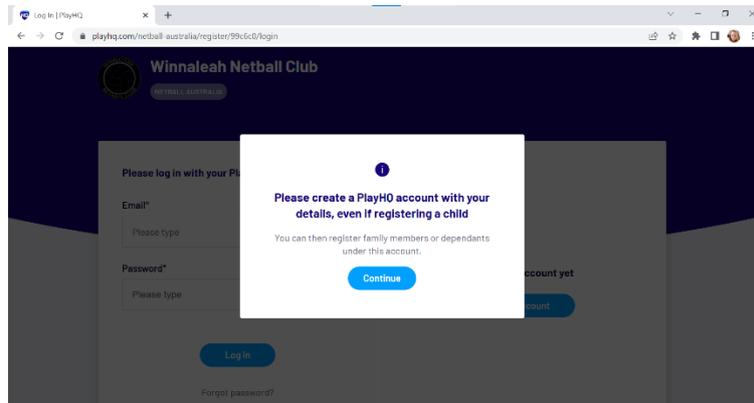
This will bring you to a link to Register for the Winnaleah Netball Club. Click the GET STARTED button to proceed.



This will bring you to a PlayHQ Login Page, if you are new to PlayHQ and do not have an account yet, then simply click the CREATE AN ACCOUNT button and follow the steps below to create a PlayHQ account. This is an easy process.

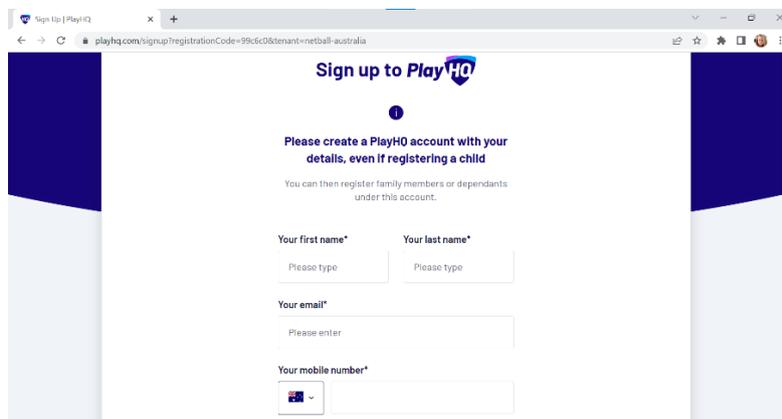


A pop up will show up before proceeding to create an account, this is simply informing you to use your details even if your registering a child.



Click CONTINUE.

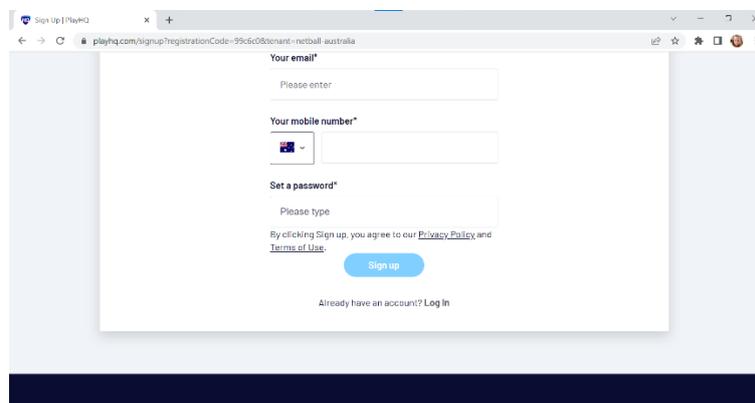
This will bring you to the Sign Up page, please fill in all of your details and required fields.



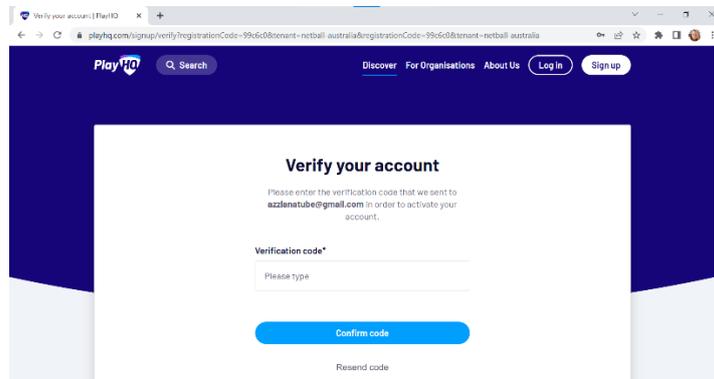
You will be asked to set a password, this will be used as your password to login to PlayHQ.

Please note there are password strength requirements, such as an Uppercase letter, a lowercase letter, a number and a symbol as well as a minimum of 8 characters.

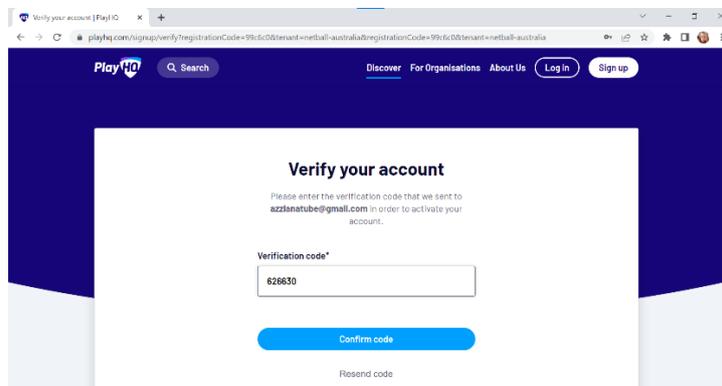
Continue to the bottom of the page where you will see the SIGN UP button, click this to proceed.



This will take you to a Verify Account page. You will be sent an email with a verification code, please check your email (including Junk folders) to find your code, write it down and enter it into the code verification number space as seen below.

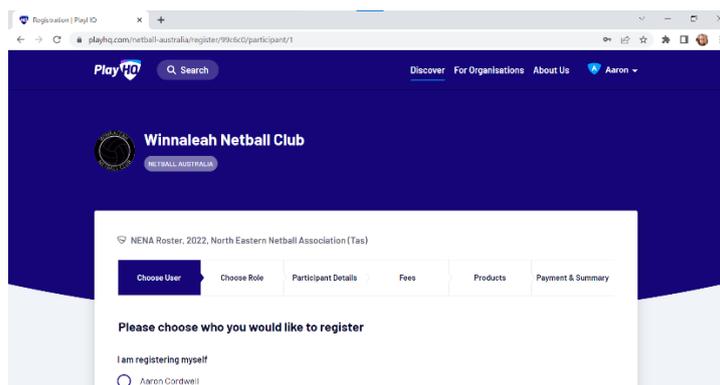


Once you have entered the code, click the CONFIRM CODE button.



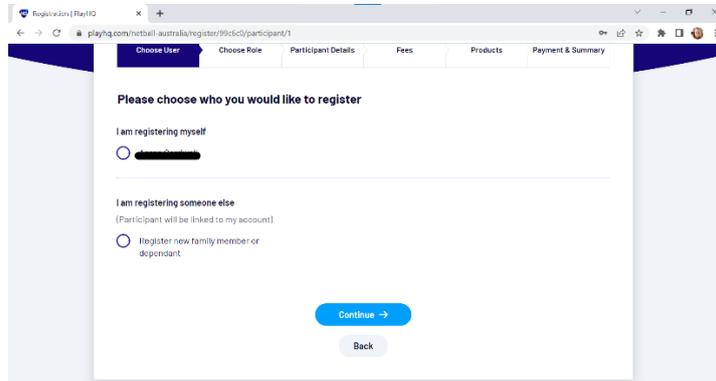
You will now be asked to login to your PlayHQ account.

Please use your email address and the password you created for your PlayHQ account to Login and proceed with registration.



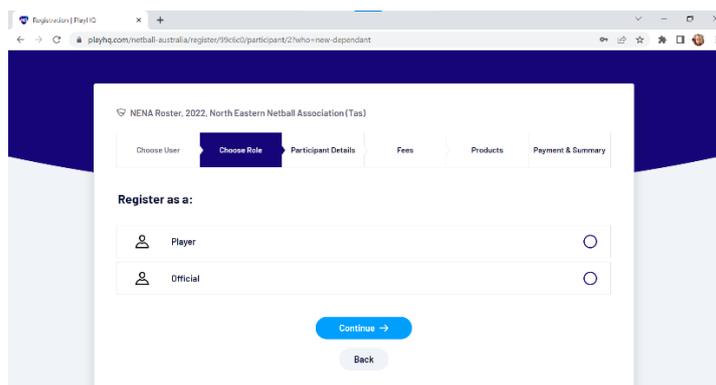
Now you will select who you would like to register, yourself or someone else as a participant as shown below. Please select either yourself or someone else as a participant and click CONTINUE button.

(the name has been scrubbed for privacy reasons).



The screenshot shows a web browser window with the URL 'playhq.com/netball/australia/register/99d6c0/participant/1'. The page has a navigation bar with tabs: 'Choose User', 'Choose Role', 'Participant Details', 'Fees', 'Products', and 'Payment & Summary'. The main content area is titled 'Please choose who you would like to register'. It has two sections: 'I am registering myself' with a radio button and a redacted name, and 'I am registering someone else' with a radio button and a sub-section 'Register new family member or dependant'. At the bottom are 'Continue ->' and 'Back' buttons.

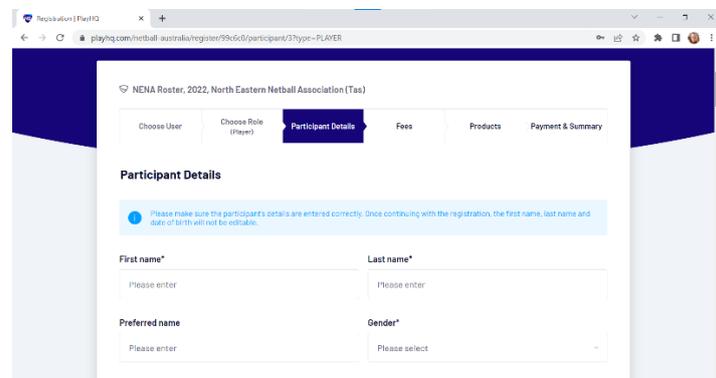
Once you have selected either yourself or someone else as a participant, you will be asked to select a role for the person you are registering. Are you registering this person as a Player or as an Official?



The screenshot shows the 'Choose Role' step of the registration process. The navigation bar now highlights 'Choose Role'. The main content area is titled 'Register as:'. It has two radio button options: 'Player' and 'Official'. At the bottom are 'Continue ->' and 'Back' buttons.

Please select the role you wish to register this person for, a Player or an Official, Then click the CONTINUE button.

Next you will come to a page for Participant details as shown below.

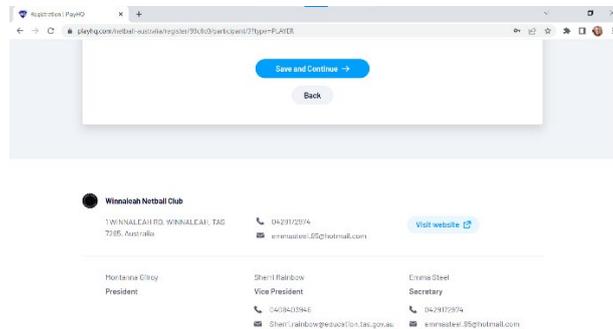


The screenshot shows the 'Participant Details' step of the registration process. The navigation bar highlights 'Participant Details'. A blue information box states: 'Please make sure the participant's details are entered correctly. Once continuing with the registration, the first name, last name and date of birth will not be editable.' Below this are four input fields: 'First name*' (Please enter), 'Last name*' (Please enter), 'Preferred name' (Please enter), and 'Gender*' (Please select).

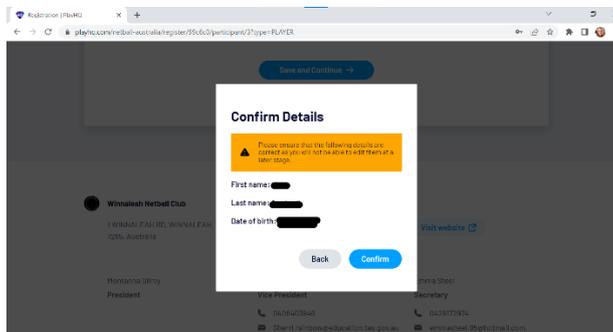
Please fill in all of the required fields with the participants details that you wish to register.

Once you have completed all the required fields
(Please note required fields are marked with an *).

Scroll to the bottom of the page and click the SAVE & CONTINUE button as shown below.



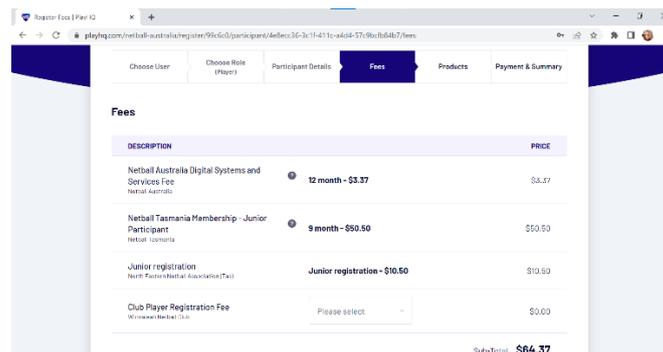
Once you have clicked the SAVE & CONTINUE button you will receive a pop-up asking you to confirm your details, as shown below.



Please click CONFIRM DETAILS button to proceed.

This will take you to the Fees Page as shown below.

(For this demonstration I am registering a Junior player for a 9 registration)



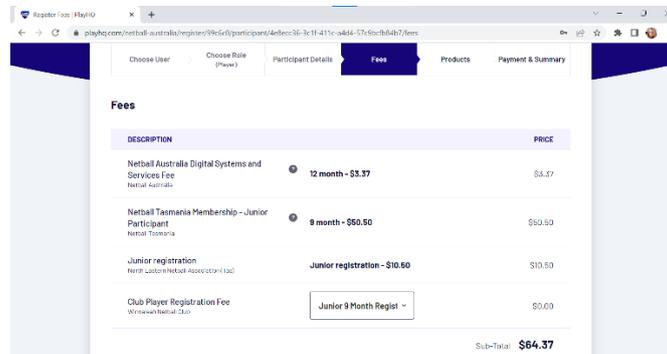
(If you are a concession card holder and have a Ticket to Play Voucher, then do not panic, there is a part at the checkout for you to enter your voucher number and I will guide you through this process).

As you will see at the bottom where it says Club Registration Fee, there is a drop down box for you to be able to select what you are registering for as this affects the total amount.

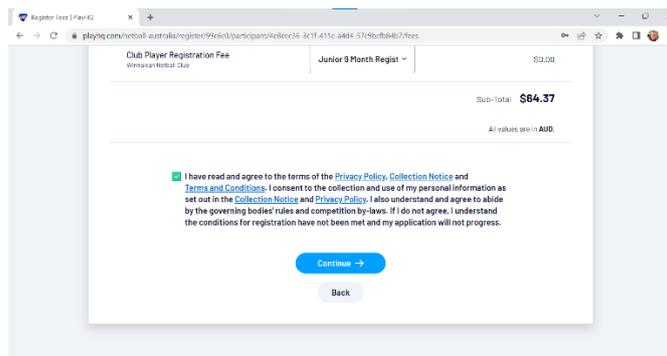
I have selected “Junior 9 Month Registration Fee” as I am registering a Junior for this Season.

If you were over 16 and a Senior Player for A Grade or B Grade then you would select
“Senior 9 Month Registration Fee”

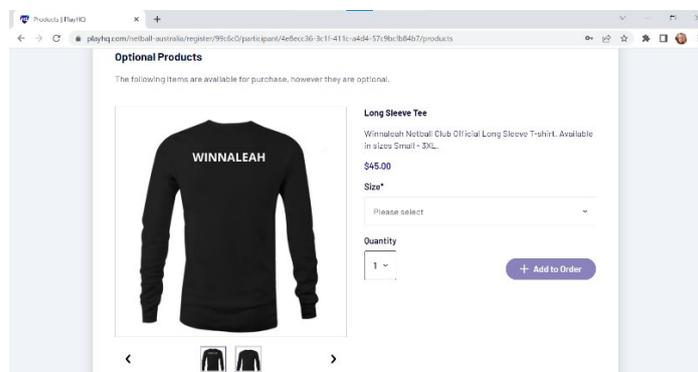
If someone is registering halfway through the Season before cut-off date, you would choose either
“Junior 3 Month Registration Fee” or “Senior 3 Month Registration Fee”



Once you have selected the appropriate fee for the participant you are registering, scroll down to the bottom of the page. Here you will find a box that will need to be ticked agreeing to the terms & conditions. Please tick this box and then click the CONTINUE button as shown below.

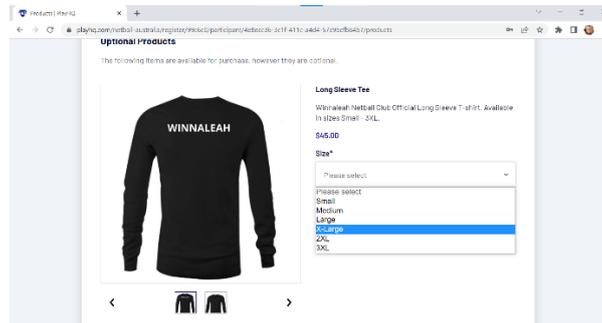


Once you have clicked the CONTINUE button, this will take you to the Products/Merchandise page. These products are optional however any money made from products or merchandise are much needed funds to help keep our club up and running at it's best.



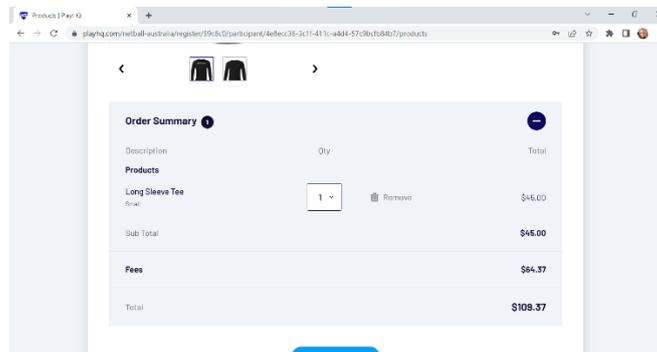
At this stage we only have our Long Sleeve Tee on our Products page but there are more items being added very shortly.

There is a drop down box to select the size you wish to order, as you can see below the Long Sleeve Tee is available in sizes Small – 3XL.

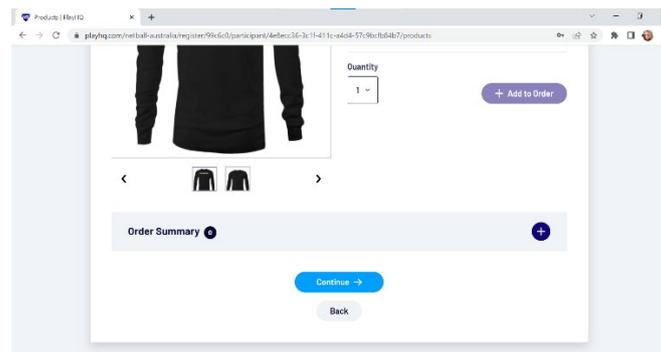


If you wish to order this product then select your size and click the ADD TO CART button.

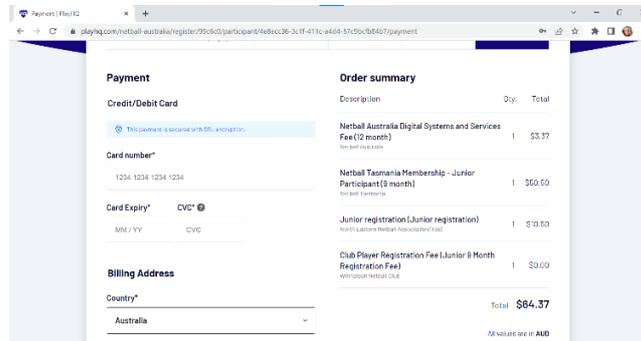
Once you have added it to your cart, before clicking the CONTINUE button, you are able to view your "Order Summary" click the plus button next to this option to view a detailed order summary with the option here also to remove the item from the cart, if added to cart in error or you have changed your mind.



If you do not wish to order any Optional Products, you can just scroll to the bottom of the page and click the CONTINUE button as shown below.



Once you have clicked the CONTINUE button you will be taken to the Payment & Summary Page. As you can see, on the left side you have your Card Details and payment information, and on the right side is a summary of your registration and optional products total.

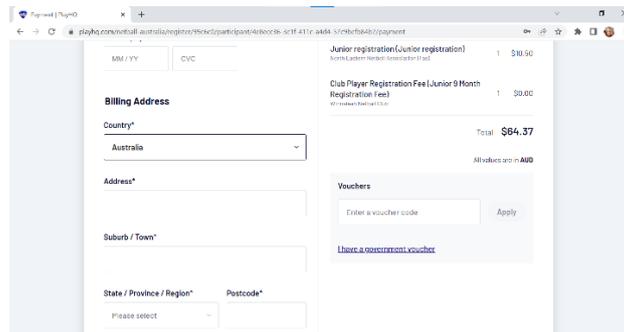


As you scroll down further, on the right side underneath the Order Summary you will see options for both Discount Vouchers and Government Vouchers.

On the left side are your Billing Address details that will need to be filled in.

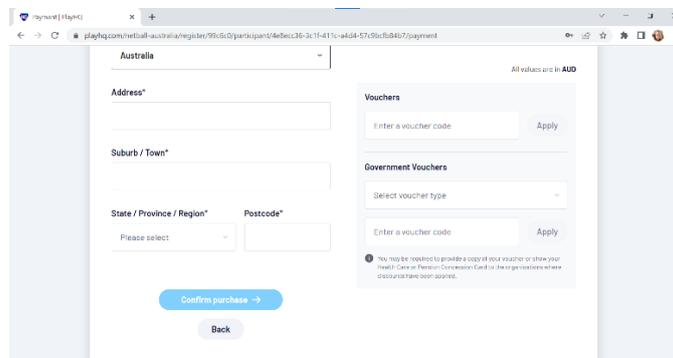
Discount Vouchers are codes that can be given to you by your club for specific reasons, enter these codes here if you happen to have one.

Government Vouchers option is there for Voucher codes supplied to you by Ticket to Play.



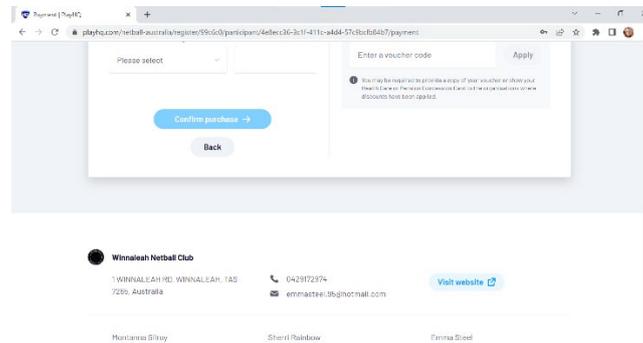
If you have a Ticket to Play Voucher, then please click the "I have a Government Voucher" button.

This will bring down extra options for you to fill in your Ticket to Play voucher details.



Type in your voucher details and click the Apply button.

If you do not have a voucher then skip these steps, fill in your billing information and make sure all of the required fields are filled in and correct. Once everything is double checked, click the CONFIRM PURCHASE button at the bottom right of the screen under the billing information.



That is it, You are now a registered member of the Winnaleah Netball Club.

Congratulations and Welcome to our 2022 Season.

Thank you for supporting Winnaleah Netball Club.

If you have any problems, questions or concerns about registration or you are having any trouble registering, then please contact

Alana Keygan (Roster Secretary)

Phone: 0455 552 991

Email: alanakeygan@gmail.com

Alternatively you could contact your coach or any other executive member of the club.