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.

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		-	1			-
	Register to Wingaleah Nethall Club as a:					
						10
	©A Player or Official					
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	Season information					1
	NENA Roster, 2022					
	North Eastern Netball Association (Tas)					
	05 Mar 2022 - 03 Oct 2022					
	Pricing Information					
	Season Registration Senior \$100, Registration Junior \$64.37.					
	Get started →					
		_				

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.

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(Winnaleah Netball Club					
	Please log in with your PlayHQ account Email* Please type					
	Pessword* Please type Log in	I don't have an account yet Create an account				
	Forgot password?					

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.

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\leftrightarrow \rightarrow C ii playhq.com/signup?registrationCode=99c6c08	Sctenant=netball-australia		
	Sign up t	o Play 🕡	
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	Please create a Play details, even if	/HQ account with your registering a child	
	Please create a PlayH0 account with your details, even if registering a child You can then register family members or dependants under this account. Your first name* Please type Please type		
	Your first name*	Your last name*	
	Please type	Please type	
	Your can be negative from the second to t		
	Please enter		
	Your mobile number*		
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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.

 Prograd control group registration code 		E7	M	 	
	Your email* Please enter Your mobile number* Set a password* Please type By cficking Sign up, you agree to cur <u>Privacy Pation</u> and				
	Sign up				

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.

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Play	Q Search		Discover F	or Organisations	About Us	Login	Sign up				
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		Verification code*									
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		Confin	rm code								
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Once you have entered the code, click the CONFIRM CODE button.

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	Confirs	n code					
	Resen	d code					Ŧ

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).

Choose User	Choose Role	Participant Details	Fees	Products	Payment & Summary		1	
D I								
Please choose w	no you would	like to register						
I am registering myself								
I am registering comes	na alca							
(Participant will be link	ed to my account)							
Register new fam	llv member or							
dependant	,							
		Continue	\rightarrow					

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?

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	♡ NENA Roster, 2022, North Eastern Netball Association (Tas)		
	Choose User Choose Role Participant Details Fees Products	Payment & Summary	
	Register as a:		
	A Player	0	
	Q Official	0	
		U	
	Continue →		
	Back		

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.

♡ NENA Roster, 2022, North Eastern Netball Associat	tion (Tas)				
Choose User (Player) Participent	Dotallo Foos P	roducts Payment & Summar	y	_	
Participant Details					
Please make sure the participant's details are entered date of birth will not be editable.	correctly. Once continuing with the registra	ation, the first name, last name and			
First name*	Last name*				
First name* Please enter	Last name*				

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.

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- > C · play	hq.com/netbal-australia/register/99c6c0/parbcipa	ns/3?type=PLAYDR	0-	B	\$	*		0
		Save and Continue \rightarrow						
		Back						
	Winnaleah Netball Club							
	1WINNALEAH RD, WINNALEAH, TAS 7285. Australia	C 04291/2074	Visit website					
	Hontanna Gilroy	Sheril Rainbow	Emma Steel					
	President	Vice President	Secretary					
		G40840394 E	G 0429172974					
		Sherrinainbowgeducation.tas.gov.au	mmasteel.95chotmail.com					

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

Address Heldel Cat Advances Advances Heldel Cat Advances						
	Registration (FlayHG	× +				5 ×
Confirm Details Con	← → C (# pl	yhq.com/netball-australia/register/59c6c0/pa	rticipant/3?type=PLAYER		er @ \$) 🕸 🖬 🔞 E
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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)

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	Choose User Choose Role Participant Details Frees Products	Payment & Summary				
	Fees					
	DESCRIPTION	PRICE				
	Netball Australia Digital Systems and Services Fee Netnal Australia	\$3.37				
	Netball Tasmania Membership - Junior Participant Metall Isonata	\$50.50				
	Junior registration Junior registration - \$10.50	\$10.50				
	Club Player Registration Fee Please select ~	\$0.00				
	Sub	-Total \$64.37				

(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"

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	Choose User Choose Role (Player)	Participant Details Free Produc	rts Payment & Summary			_	ſ
	Fees						ł
	DESCRIPTION		PRICE				
	Netball Australia Digital Systems and Services Fee Natual Associate	12 month - \$3.37	\$3.57				ľ
	Netball Tasmania Membership - Junior Participant Nettal Tasmania	9 month - \$50.50	\$50.50				
	Junior registration North Eastern Netboll Association (Tas)	Junior registration - \$10.60	\$10.50				
	Club Player Registration Fee Winnelsen Nethall Club	Junior 9 Month Regist ~	\$0.00				
			Sub-Total \$64.37				

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.

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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.

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	Optional Pro	ducts ems are available for purchas	e, however they a	re optional.					
		WINNALEAH		Long Sileeve Tee Womadean Nattail Club Official Long Sileeve T-shirit. Availa in sizes Smarl - 30L \$45.50 Size" Pinase select	ble				
				Ouantity 1 ~ + Add to Order					

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.

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		>					
	Order Summary 🕕		•				
	Description	Oty	Total				
	Products						
	Long Sleeve Tee Small	1 × If Remove	\$45.00				
	Sub Total		\$45.00				
	Fees		\$64.37				
	Total		\$109.37				

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.

→ Ø	ia/register/95c6c0/participant/4e8ecc36-3	3c1f-411c-a4d4-57c9bcfb84b7/payment		01	21	ά.	* [1 (5
Payment		Order summary							
Credit/Debit C	ard	Description	Oty.	Total					
This payment	s secured with \$81, encryption.	Netball Australia Digital Systems and Services Fee (12 month)		\$3.37					
Card number*		Nethell Auxtralia							
1234 1234 123	1 1234	Netball Tasmania Membership - Junior Participant (9 month)	1	\$50.50					
Card Expiry*	CVC"								
MNU YY	CVC	North Lastern Netbal Association (Ted)	1	\$10.50					
Billing Addre	55	Club Player Registration Fee (Junior 9 Month Registration Fee) Winstein Netbal Cub	1	\$0.00					
Country*		Ta	tal \$	\$64.37					
Australia		~	ahare :	are in AUD					

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.

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		Enter a voucher code Apply					
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	State / Province / Region* Postcode*						
	Please select ~						

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.

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	Austrelia	All values are in AUD					-
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		Yeu may be required to provide a copy of your volucher or show your Health-Care or Pension Concession Cend to the organizations where discounds have been applied.					
	Confirm purchase →						
	Back						

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.

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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.