Instructions for Printing Team Sheet

1. Log into your PlayHQ Account
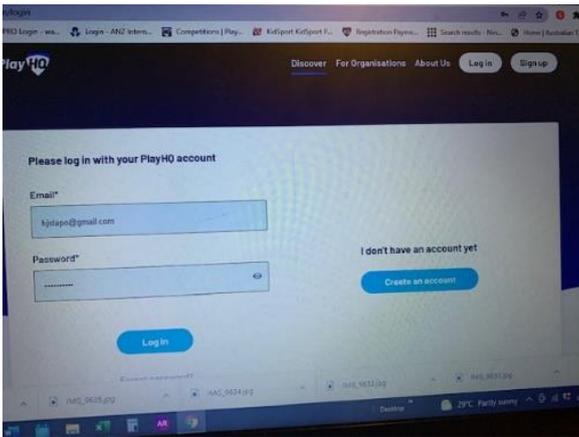
2. Click on the drop down arrow next to your name and select "My Account"
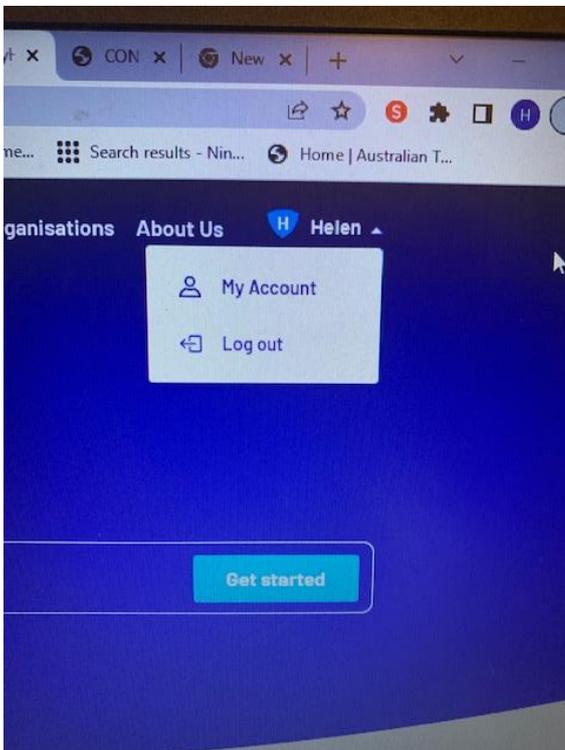
3. Click on the "Upcoming" for your Team
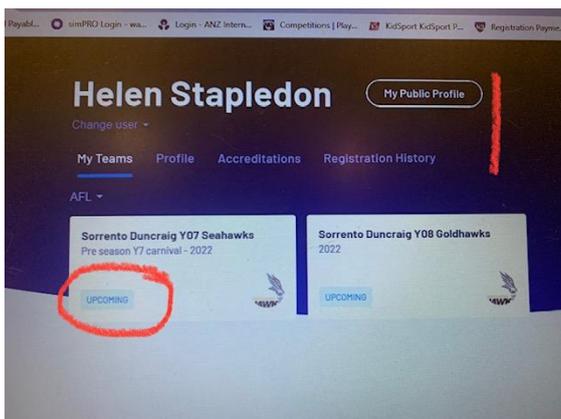
4. Make sure you are in the Fixtures Tab (There is also Ladder and Squad – this lists your team members)
Select the fixture you want by clicking on the arrow on the right hand side.
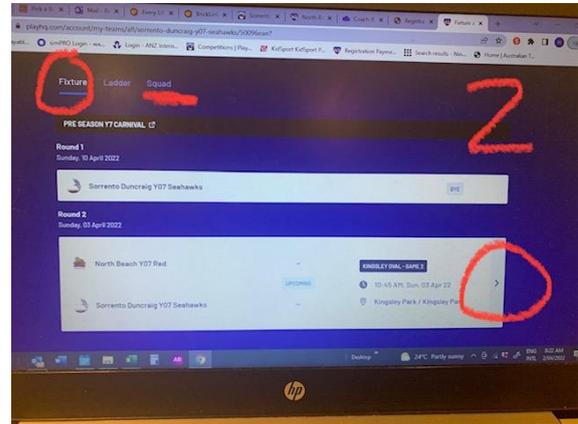
5. Click on the Orange – 'Manage' tab
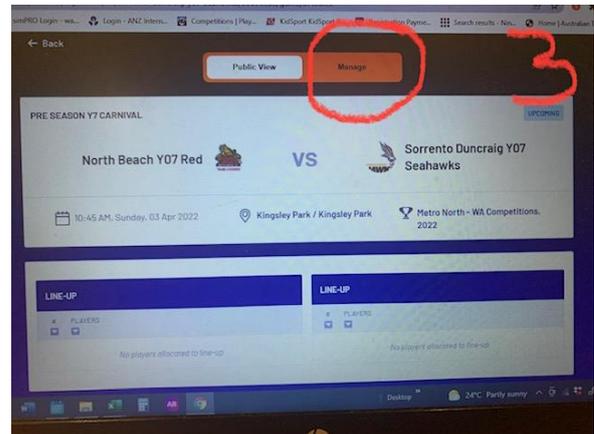
6. From here you can select your team by clicking on the "+ Select Team" (in yellow)
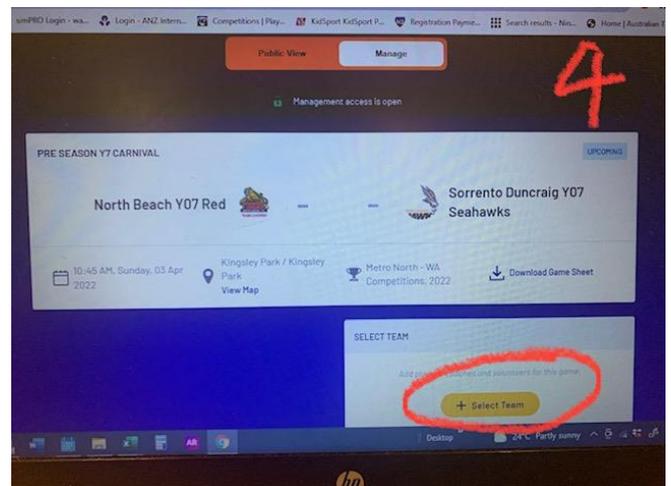
7. Click on the "+" to add players to your team list. If you need to remove then click on the "-"
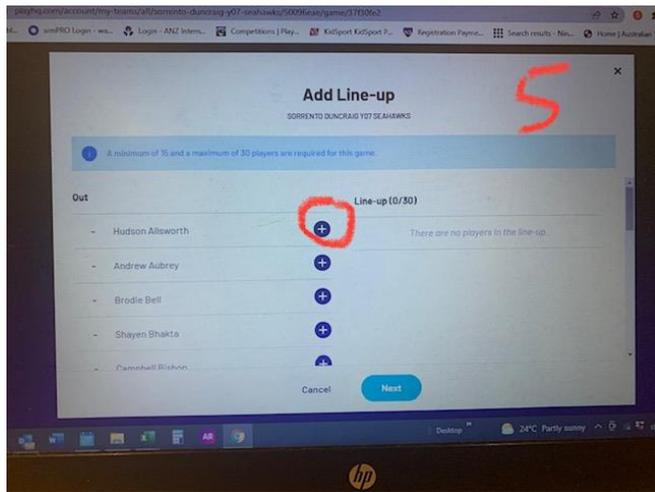
8. Then click on Next.
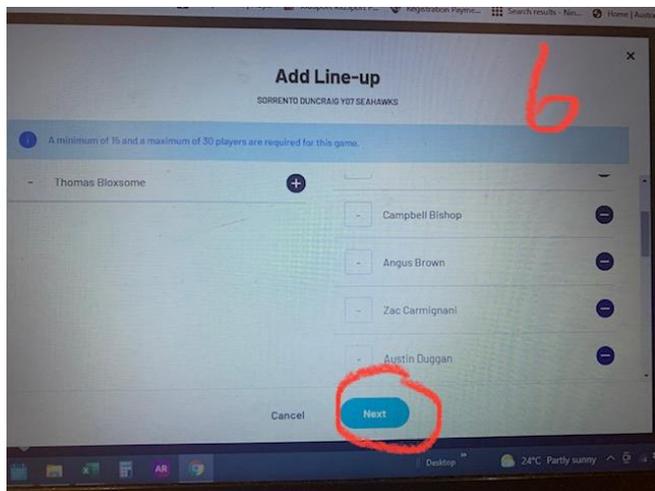
9. Add your coach. If there is no coach listed you will not be able to print your teamsheet. Coaches will need to complete there accreditation before they appear in PlayHQ.
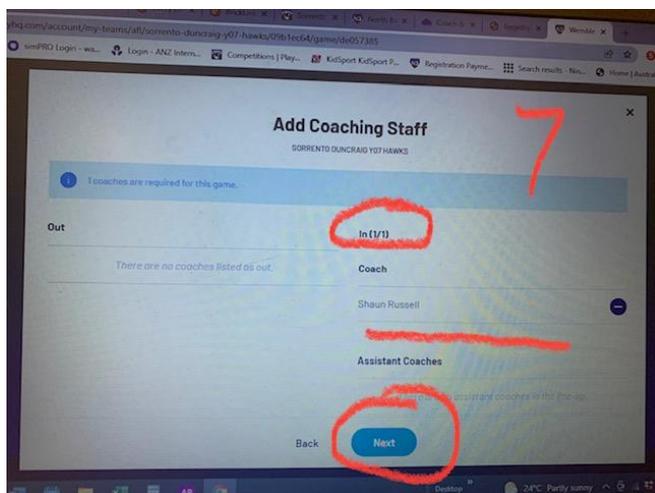
10. Add your volunteers – Goal umpire, first aid, runner, etc. You will need to type these in. Then click on Save
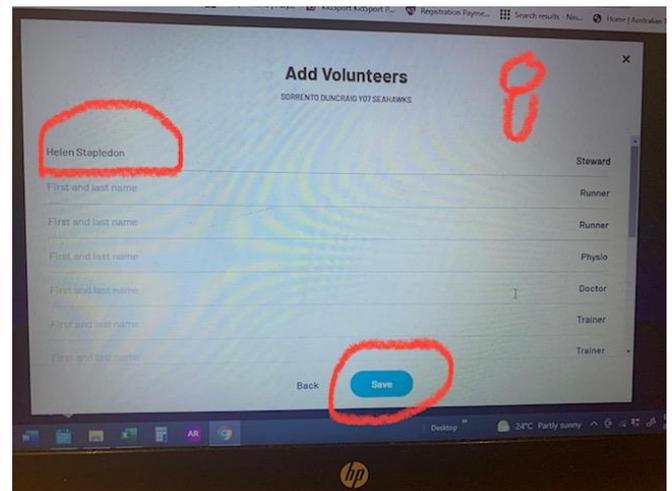
11. You should now see your line up. You can add in your player numbers here by clicking on the yellow pencil.
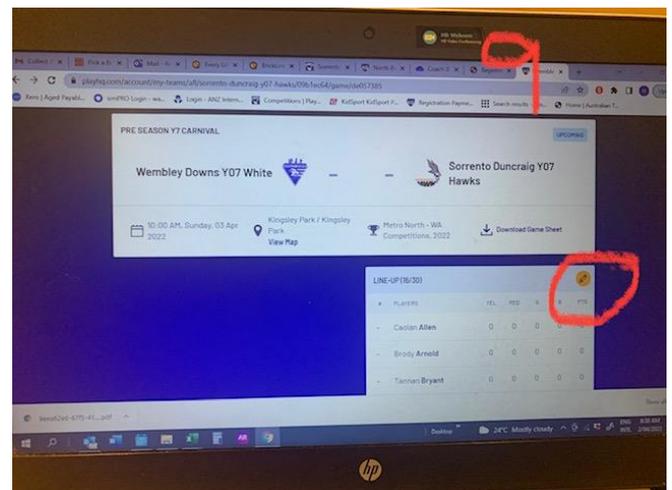
12. Click on the box to the left of the player's name and type in their number.
Once you have finished click on Update Changes.
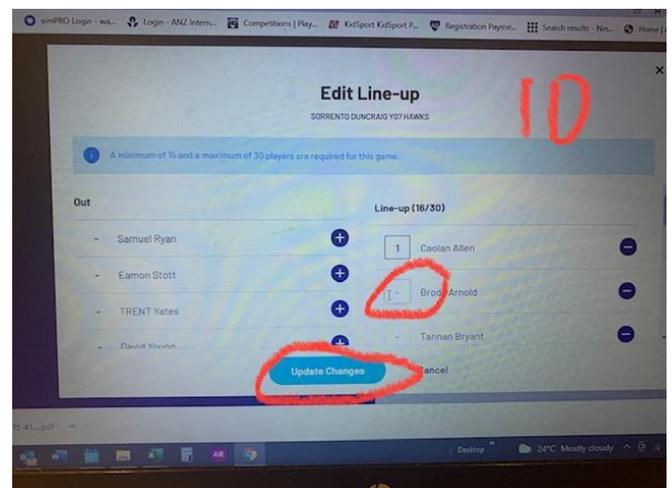
13. Then Click on Done

14. Download your Gamesheet

15. Select your team's teamsheet from the sheets on the left.

16. Print 2 copies of your teamsheet – one for you, one for the umpire
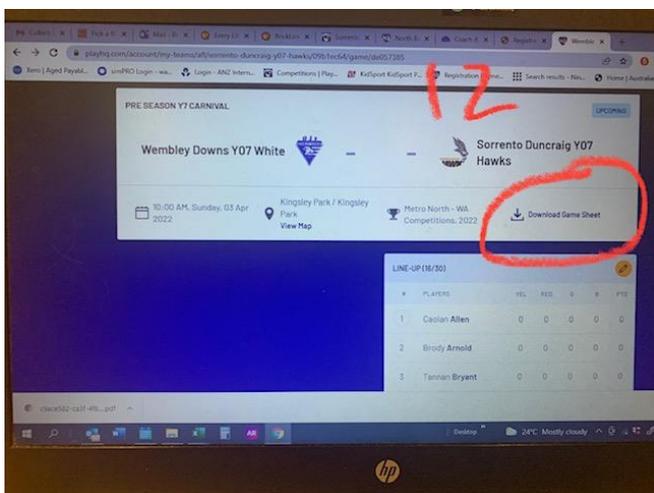
17. Once your game is complete go back into your teamsheet to make any changes to your lineup (see step 13)
It is important to update the teamsheet with any player changes as what is submitted counts toward the players' game totals.

Entering Scores at End of Game

18. To enter your scores post game, Log back into your account and Click on the "Orange Tab" as in step 5. Then click on the yellow pencil "Edit game results"

19. Click in the boxes to enter your scores. Then click on "Update Changes"
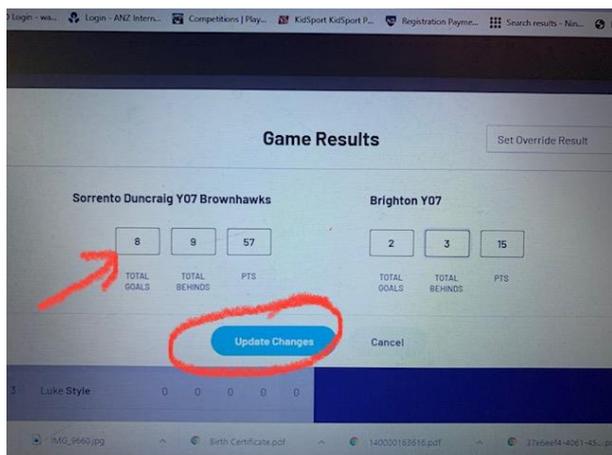
20. All Done!
21. Final double check – have you checked that you edited any player changes today to reflect those that actually played.