

NAB AFL AUSKICK COORDINATOR PLAYHQ USER GUIDE



Version 2, updated 12th March

Contents

About this guide	
1. Logging in and accessing your database as an Auskick Coordinator.....	
2. My Organisation – Overview	
Adding/Updating Details	
Adding/Updating Contacts	
Creating Vouchers	
Setting Up Online Payments.....	
3. Merchandise – Creating Products	
4. Manage Season Settings.....	
5. Setting up a Centre Registration Form	
Set Registration Period	
Set Age Restrictions.....	
Adding Registration fees	
Adding Products	
Overview – Adding Pricing & Additional Information	
Setting Registration Form visibility.....	
6. Setting up Groups.....	
7. Online Registration	
How to Register an Auskick Participant	
How to redeem a voucher.....	
How to redeem a Government voucher	
Payment options	
Confirmation email & tax invoice	
8. Participants	
Searching for a Participant	
How to view Participant profile.....	
How to Update a Participant Profile	
Manage Participants in Groups	
9. Reports	
10. How to contact Participants	
11. How to get Support	

About this guide

Thank you for volunteering your time as an Auskick Coordinator. The parents, guardians and carers of our young footy players are the backbone of the Auskick community.

The role of an Auskick Coordinator is key to everything that happens at a NAB AFL Auskick Centre – they make the whole experience tick.

We recognize that you are no doubt already very busy and taking on this role is a passion project to support your child's experience in the program. To ensure your time and involvement in Auskick is as rewarding as possible, we have partnered with an online platform called PlayHQ, that will help you seamlessly administer the program.

If you have a child participating in Auskick this year, you will already be familiar with PlayHQ from when you registered them as an Auskick participant. This is the same platform, and login, that you will use as an Auskick Coordinator.

PlayHQ will be a key tool to complete many of the tasks for your Coordinator role, including:

- Maintaining your centre details
- Enabling registrations
- Tracking and managing registrations and participants
- Creating merchandise products
- Contacting participants

This guide will help you complete these tasks. Remember there are other ways we can help you with any questions you may have during your time as an Auskick Coordinator. These include:

- [Auskick Coordinators Resources](#)
- AFL Stakeholder Services Team – aflauskick@afl.com.au
- Join our [NAB AFL Auskick Coordinators Facebook](#) page to share ideas and interact with other coordinators across the country

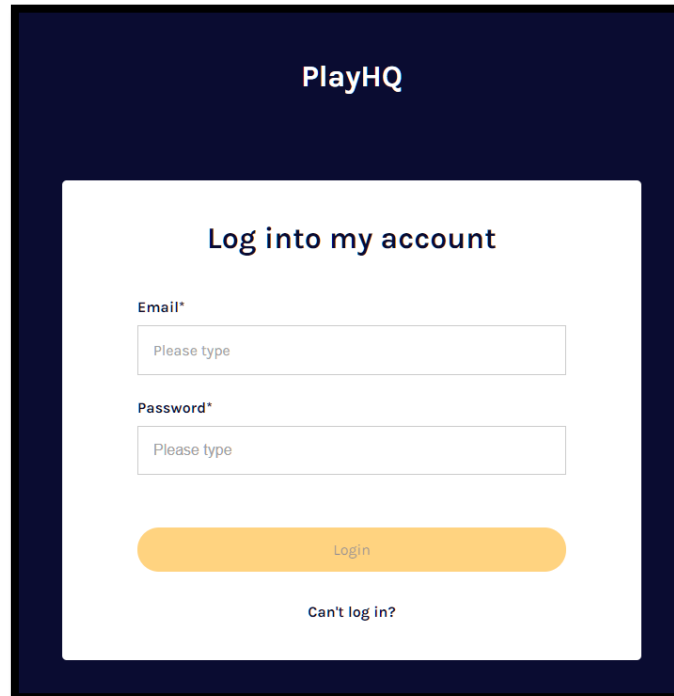
We hope you have a great NAB AFL Auskick season and enjoy helping kids access and enjoy their first footy experience!

Regards

Sam Graham
AFL Head of States & Game Development

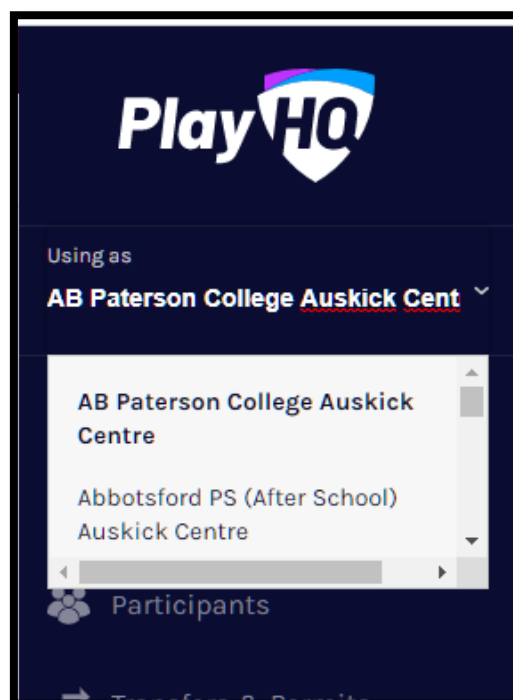
1. Logging in and accessing your database as an Auskick Coordinator

To login and access any database go to <https://afl.playhq.com/> and enter the username & password you have registered.



The image shows the PlayHQ login interface. It has a dark blue background with the PlayHQ logo at the top. In the center, there is a white box titled "Log into my account". Inside this box, there are two input fields: "Email*" and "Password*", both with placeholder text "Please type". Below these fields is a yellow "Login" button. At the bottom of the white box, there is a link that says "Can't log in?".

When you have logged in you see the name of the centre you are 'Using as' in the top left corner. If you are an admin for more than one centre you can click in the 'Using as' area and it show you a list of the centres you have access to.



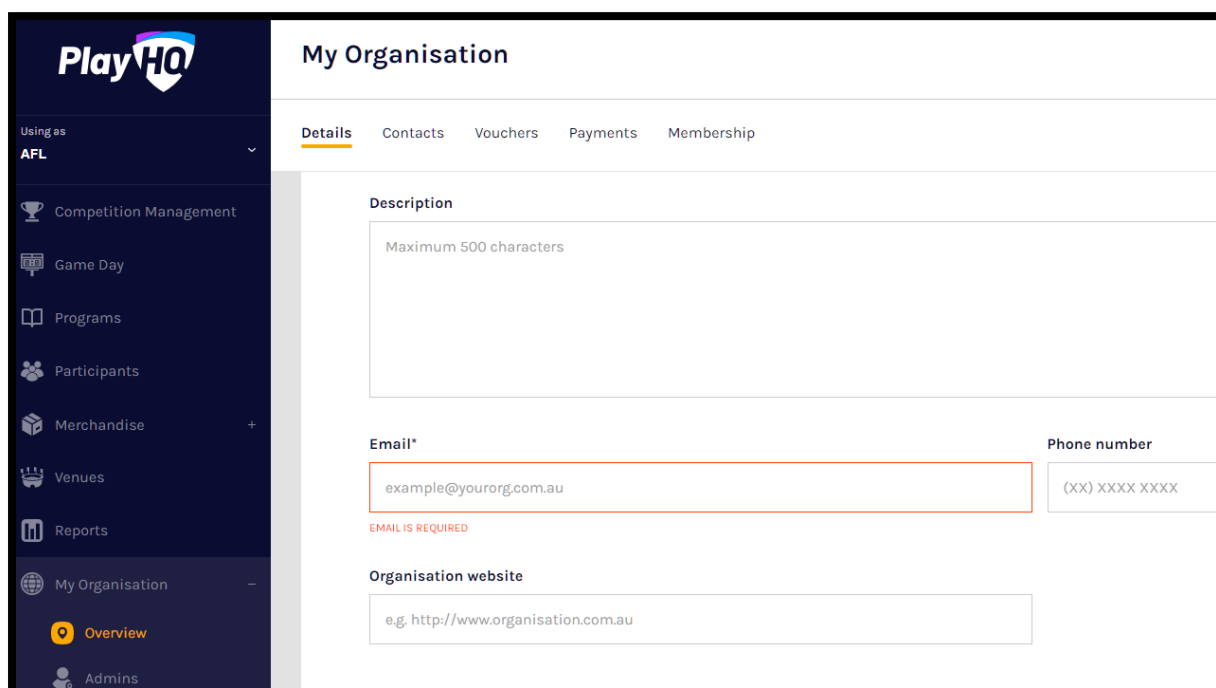
The image shows the PlayHQ dashboard after login. At the top is the PlayHQ logo. Below it, the text "Using as" is followed by a dropdown menu showing "AB Paterson College Auskick Cent". A dropdown arrow is visible to the right of the text. Below the dropdown, a list of available centres is shown: "AB Paterson College Auskick Centre", "Abbotsford PS (After School)", and "Auskick Centre". Below the list, there is a "Participants" link with a group of people icon. At the bottom, there is a "Transfer & Results" link with a right-pointing arrow icon.

2. My Organisation – Overview

In the left-hand column go to My Organisation then select Overview.

Adding/Updating Details

Click on the Details tab. Add your organisation's details. Click Update & Save at the bottom of the page.



PlayHQ

Using as
AFL

- Competition Management
- Game Day
- Programs
- Participants
- Merchandise
- Venues
- Reports
- My Organisation**
 - Overview**
 - Admins

My Organisation

Details | Contacts | Vouchers | Payments | Membership

Description

Maximum 500 characters

Email*

example@yourorg.com.au

EMAIL IS REQUIRED


Phone number

(XX) XXXX XXXX

Organisation website

e.g. http://www.organisation.com.au

Adding/Updating Details (cont)



Using as

AFL

Competition Management

Game Day

Programs

Participants

Merchandise

Venues

Reports

My Organisation

Overview

Admins

Settings

Support

Tony Saunders

My Organisation

Details

Contacts

Vouchers

Payments

Membership

Address

Add your organisation's address.

Visible on discovery maps

Set whether you want your organisation to appear on the discovery maps.

VISIBLE

HIDDEN

Address

Please enter

Suburb

Please enter

State

Please select

Postcode

Please enter

Country

Australia


Latitude

Please enter

Longitude

Please enter

Adding/Updating Details (cont)



Using as

AFL

Competition Management

Game Day

Programs

Participants

Merchandise

Venues

Reports

My Organisation

Overview

Admins

Settings

Support

My Organisation

Details

Contacts

Vouchers

Payments

Membership

Formats

Set the format of competitions and programs that your organisation caters for.

COMPETITIONS

☐ Community
 ☐ AFL 9s

PROGRAMS

☐ Auskick
 ☐ Schools
 ☐ Multicultural
 ☐ Indigenous
 ☐ Holiday Programs

Age and Gender information

Set the age range and gender of participants that your organisation caters for.

Age From

Please select

Age To

Please select

Gender

Please select

+ Add

Adding/Updating Details (cont)

PlayHQ

Using as
AFL

Competition Management

Game Day

Programs

Participants

Merchandise

Venues

Reports

My Organisation

Overview

Admins

Settings

Support

My Organisation

Details Contacts Vouchers Payments Membership

Inclusion

Set the inclusion categories that your organisation caters for.

☐ Access for All Abilities Play (AAA Play)

☐ Female-Only Participation

Terms and Conditions

Add a link to your organisation's terms and conditions for participants to view/accept when registering.

Choose format

Website URL

T&Cs website address*

https://play.afl/terms-of-participation-players

Update & Save Cancel

Adding/Updating Contacts

Click on the Contacts tab. Add one or more contact for your organisation. Click Update & Save at the bottom of the page. **Please note this information is important as it appears on your organisation's PlayHQ registration page.**

PlayHQ

Using as
AFL

Competition Management

Game Day

Programs

Participants

Merchandise

Venues

Reports

My Organisation

My Organisation

Details **Contacts** Vouchers Payments Membership

Contact information

First name*	Last name*	Position*	Email	Phone	Visibility
Please enter	Please enter	Please select	mail@mail.com	Please enter	

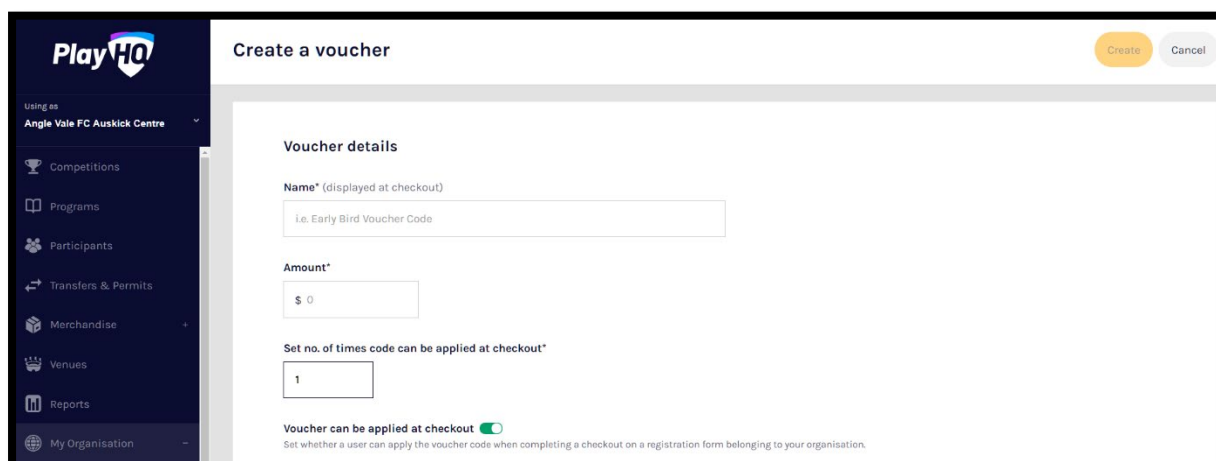
+ Add contact

Update & Save Cancel

Creating Vouchers

Vouchers are an exciting new feature in the PlayHQ platform which enable Auskick centres to provide a discount to their centre registration fees at the payment stage of the registration process.

Click on the Vouchers tab. If you wish to add a Voucher click on Create a Voucher, complete the required fields, set Voucher can be applied at checkout to On and click on Create in the top right corner.



Create a voucher

Using as
Angle Vale FC Auskick Centre

Competitions

Programs

Participants

Transfers & Permits

Merchandise

Venues

Reports

My Organisation

Voucher details

Name* (displayed at checkout)

i.e. Early Bird Voucher Code

Amount*

\$ 0

Set no. of times code can be applied at checkout*

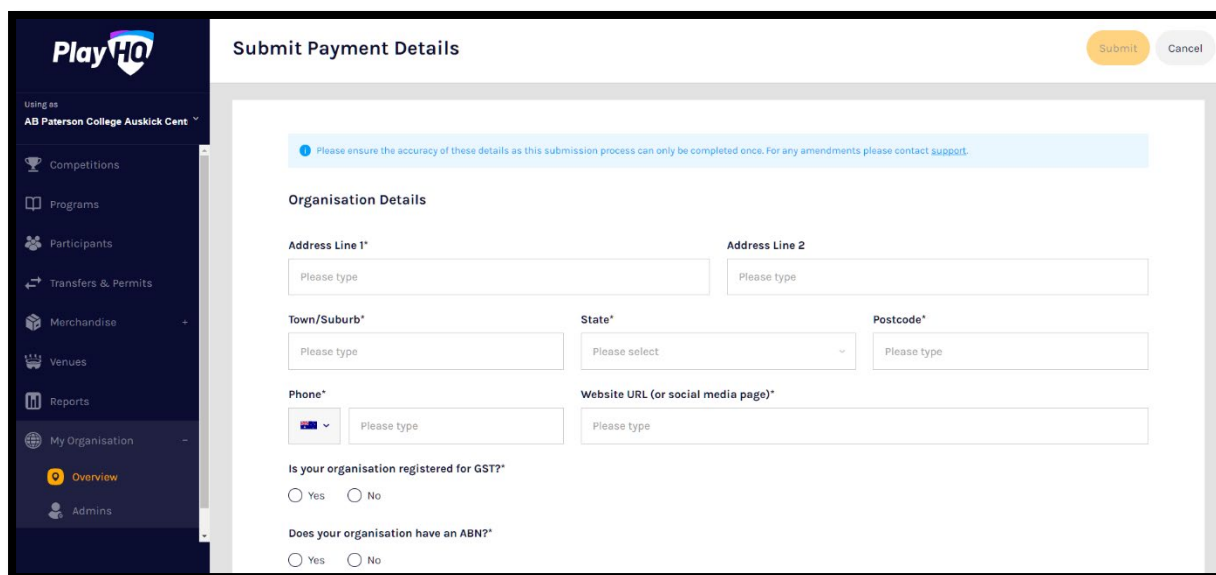
1

Voucher can be applied at checkout ☒

Set whether a user can apply the voucher code when completing a checkout on a registration form belonging to your organisation.

Setting Up Online Payments

Click on the Payments tab, click on Submit Payment Details and complete the required fields



Submit Payment Details

Please ensure the accuracy of these details as this submission process can only be completed once. For any amendments please contact support.

Organisation Details

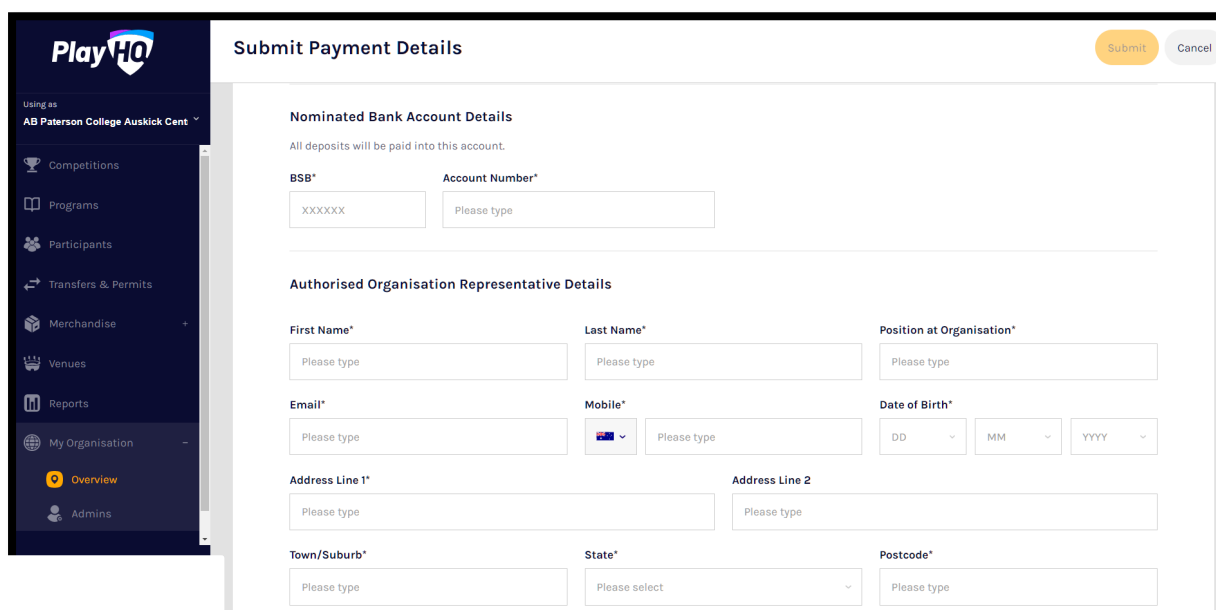
Address Line 1* Address Line 2

Town/Suburb* State* Postcode*

Phone* Website URL (or social media page)*

Is your organisation registered for GST? ☐ Yes ☐ No

Does your organisation have an ABN? ☐ Yes ☐ No



Submit Payment Details

Nominated Bank Account Details

All deposits will be paid into this account.

BSB* Account Number*

Authorised Organisation Representative Details

First Name* Last Name* Position at Organisation*

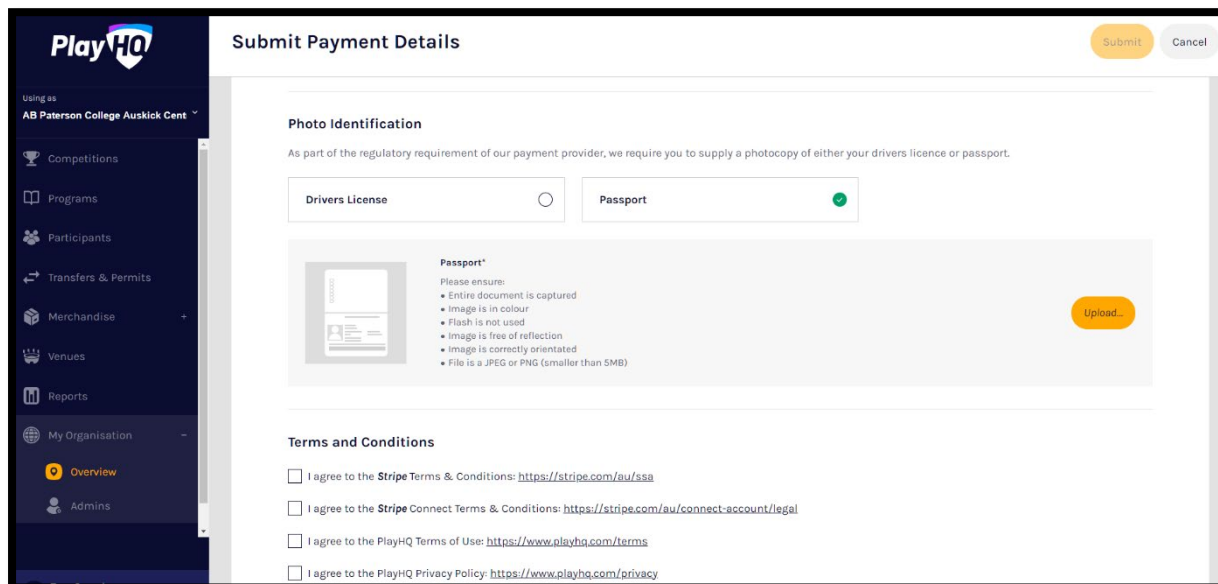
Email* Mobile* Date of Birth*

Address Line 1* Address Line 2

Town/Suburb* State* Postcode*

Setting Up Online Payments (cont)

Select Photo Identification method, either Drivers License OR Passport and upload image(s), agree to the Terms and Conditions, and click on Submit button at the top of the page.



Submit Payment Details

Using as
AB Paterson College Auskick Cent

Photo Identification

As part of the regulatory requirement of our payment provider, we require you to supply a photocopy of either your drivers licence or passport.

☐ Drivers License
 ☒ Passport

Passport*

Please ensure:

- Entire document is captured
- Image is in colour
- Flash is not used
- Image is free of reflection
- Image is correctly orientated
- File is a JPEG or PNG (smaller than 5MB)

[Upload...](#)

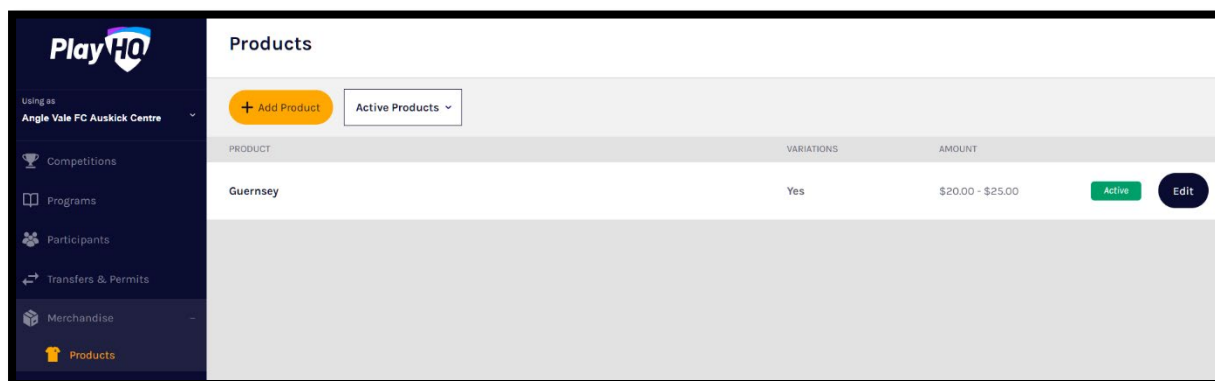
Terms and Conditions

☐ I agree to the **Stripe** Terms & Conditions: <https://stripe.com/au/ssa>
☐ I agree to the **Stripe** Connect Terms & Conditions: <https://stripe.com/au/connect-account/legal>
☐ I agree to the PlayHQ Terms of Use: <https://www.playhq.com/terms>
☐ I agree to the PlayHQ Privacy Policy: <https://www.playhq.com/privacy>

3. Merchandise – Creating Products

This section is optional and is only required to be completed if your centre wishes to sell merchandise.

In the left-hand column go to Merchandise, select Products, and click on Add Product.



On the Add Product page add the Product Name and Description, turn Product Active on or off, the default would be on but if the product becomes unavailable change to off.

Create a new product

Product details

Product Name*

e.g. Association jersey

Description

The item description will appear on registration forms where the product has been added.

Product active ☒

Active products can be added to registration forms. Inactive products will not be shown to registrants.

Upload an image of the product if you have one (not mandatory)

Select Product Single and add one value for the product

Select Product Variations and add the variations with their value

Create a new product

Using as: Angle Vale FC Auskick Centre

Product variations

Product type: Single Variations

Category Title*:

Options*: small medium large

[+ Add Category](#)

SIZE	SKU (Stock Keeping Unit)	AMOUNT*	AVAIL.
small	eg. 032432098	\$ 20	✓
medium	eg. 032432098	\$ 30	✓
large	eg. 032432098	\$ 40	✓

Select Fulfilment Method – Pickup or Delivery – if Delivery is selected it will prompt the customer to add a shipping address in the registration process

Fulfilment

Determine how this product will be fulfilled.

Fulfilment Method

Pickup

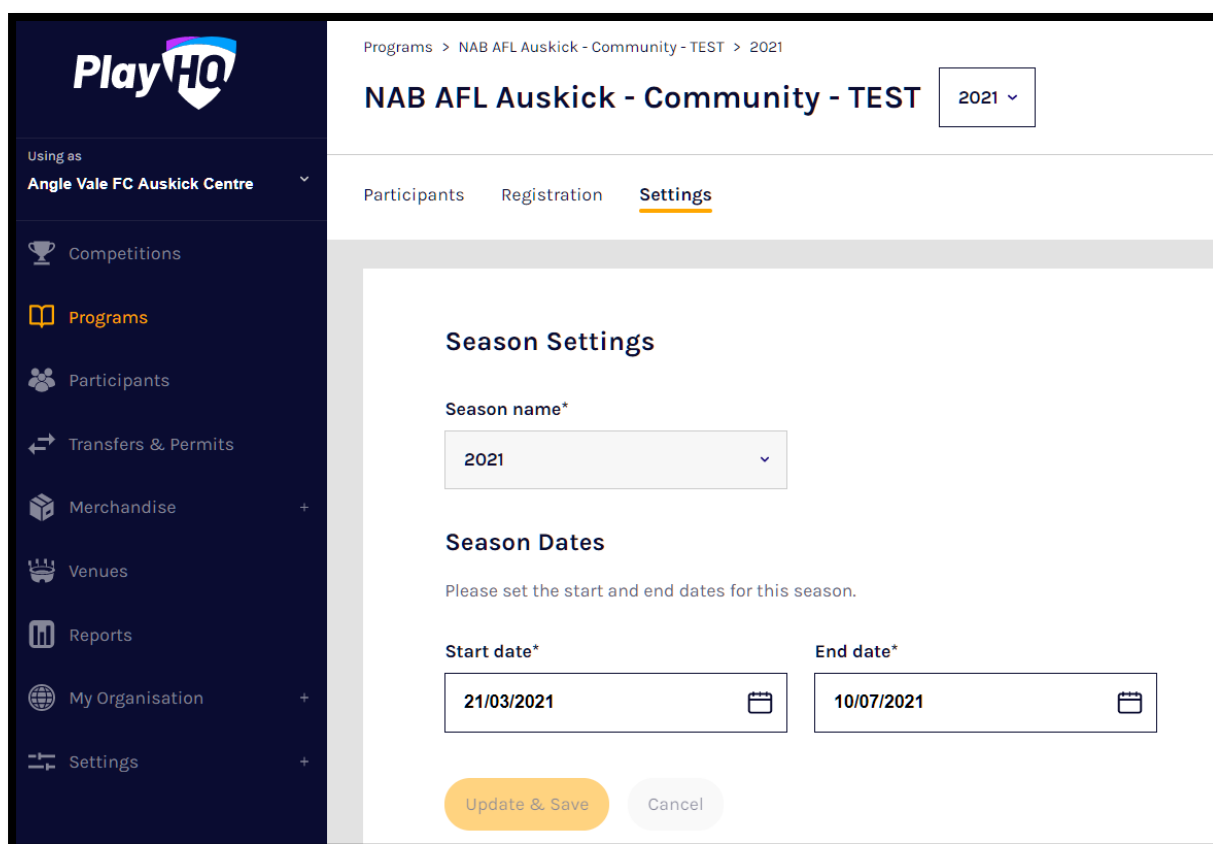
Click the Save button at the top of the Create a new product page

4. Manage Season Settings

All Auskick programs and seasons are created at the national level and the settings are passed down to the State, Region, Sub-region, and Auskick Centre levels.

However at levels below the national level the Season Settings can be adjusted within the national settings but not outside the national settings i.e. if the start at the national level is 1st December this can be adjusted to 7th December, but not before 1st December.

To adjust the Season Settings in the left hand column select Programs, select the Program, select the Season and click on Settings. Make the adjustments and click the Update & Save button.



The screenshot shows the PlayHQ interface for managing season settings. The left sidebar contains a navigation menu with options: Competitions, Programs (highlighted), Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area is titled 'NAB AFL Auskick - Community - TEST' with a dropdown for the year '2021'. Below this, there are tabs for 'Participants', 'Registration', and 'Settings' (which is active). The 'Season Settings' section includes a 'Season name*' dropdown set to '2021'. The 'Season Dates' section prompts the user to set start and end dates. The 'Start date*' is set to '21/03/2021' and the 'End date*' is set to '10/07/2021'. At the bottom, there are two buttons: 'Update & Save' (orange) and 'Cancel' (grey).

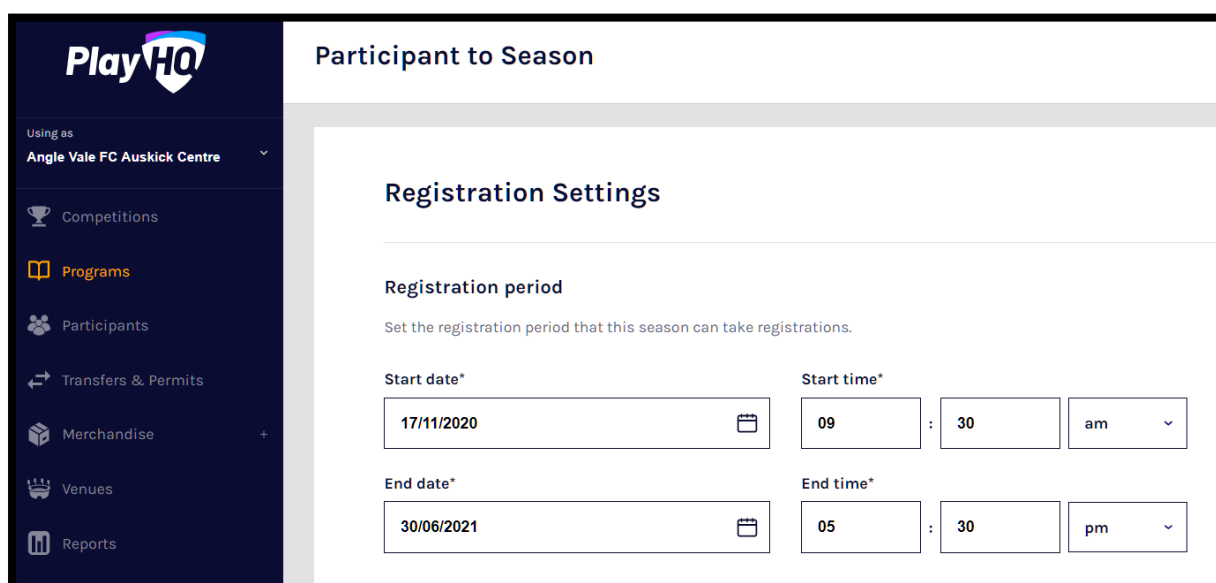
5. Setting up a Centre Registration Form

All Auskick programs and Seasons are created at the national level with default settings that are passed down to the State, Region, Sub-region, and Auskick Centre Levels. However it is important that relevant settings are updated with information specific to the Auskick centre.

To setup a registration form in the left hand column select Programs, select the Program, select the Season, select Registration, and click on the Manage button in Participant to Season.

Set Registration Period


Select the start and end date.



The screenshot shows the PlayHQ interface with a dark blue sidebar on the left and a white main content area. The sidebar contains the PlayHQ logo at the top, followed by 'Using as Angle Vale FC Auskick Centre' with a dropdown arrow. Below this are menu items: Competitions, Programs (highlighted in orange), Participants, Transfers & Permits, Merchandise, Venues, and Reports. The main content area is titled 'Participant to Season' and contains a 'Registration Settings' section. Under 'Registration period', there is a sub-header 'Set the registration period that this season can take registrations.' and four input fields: 'Start date*' (17/11/2020), 'Start time*' (09:30 am), 'End date*' (30/06/2021), and 'End time*' (05:30 pm). Each date field has a calendar icon to its right, and each time field has a dropdown for am/pm.

Set Age Restrictions

Select the Age From and Age To.



Using as
Angle Vale FC Auskick Centre

- Competitions
- Programs**
- Participants
- Transfers & Permits
- Merchandise
- Venues

Participant to Season

Age limits

CALCULATE AGE OF PLAYER AS AT DATE	AGE RESTRICTION LIMIT
31/12/2021	5 - 18


Set Player Age Restrictions ☒

Specify the age range for participants to register to this program. Participants who do not meet this criteria will be unable to register.

Age From*	Age To*
5	12

Adding Registration fees

If the Auskick centre has any fees above the state fee, add a centre fee.



Using as
Angle Vale FC Auskick Centre

- Competitions
- Programs**
- Participants
- Transfers & Permits
- Merchandise
- Venues
- Reports

Participant to Season

Registration fees

SANFL Player Fee

Set a registration fee

This is a standard registration fee that is charged to all participants. Any fee amount entered will be displayed on the registration form.

Player fee*

\$ 5.00

Set advanced registration fees? ☐

If participants meet criteria set out in advanced fees, they will be charged the applicable advanced fee instead of the standard registration fee. Should a participant meet criteria of multiple advanced fees, they will be charged the cheaper advanced fee.

Adding Products

If the Auskick centre has created any products for purchase add them.

Participant to Season Update & Save

Products
Select the products you would like to add to this form.

Name
Search for active products

AFL Products			PLAYER	MANDATORY
2021 Auskick Pack	\$0.00	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Burley Sekem 2021 Jumper	\$49.99	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>

			PLAYER	MANDATORY
Guernsey	\$20.00 - \$25.00	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overview – Adding Pricing & Additional Information

Add in the Pricing Information & Additional Information that is specific the centre. **This is very important as it shows on the first page of the registration process.**

Participant to Season Update & Save

Overview
Information added here will be displayed on the overview page of the registration form.

Pricing information

Use a 2021 ORSR Sports Voucher to discount \$100 for the program. NAB AFL Auskick fees include the pack the AFL provides, insurance and other benefits as per the play.afl/auskick website. Angle Vale FC Auskick Centre relies on volunteers and parent helpers and supported is a much need component required to run this Centre. The Centre will also run fundraisers from time to time.

Additional information

NAB AFL Auskick is back! Angle Vale FC Auskick Centre runs on Saturday morning 9:30 to 11am starting 20th March, 2021.

Auskick Coordinator
Name: Jane Smith
Number: 0400 000 000

Setting Registration Form visibility

The Registration Visibility is set to Visible to show the form on the public website.

Registration visibility
Set whether you would like this registration form to be visible on your program's public landing page.

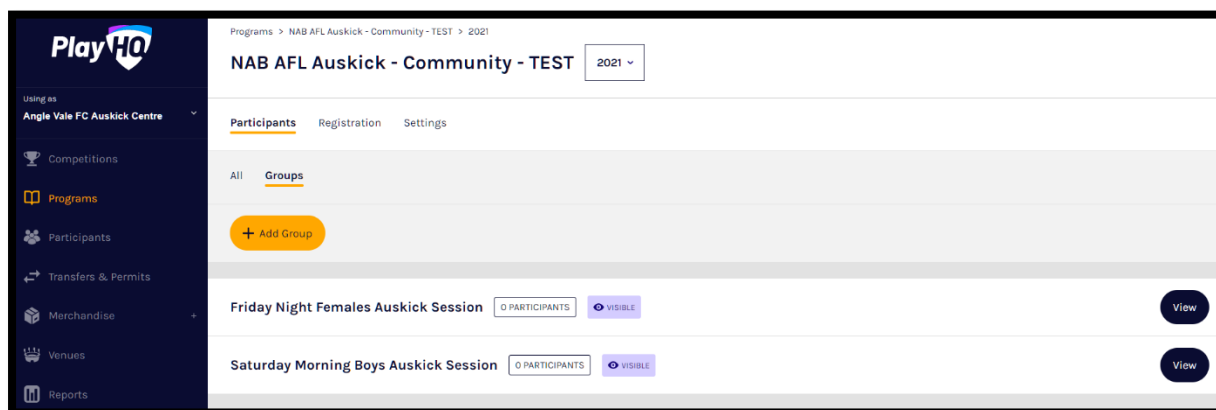
☒ VISIBLE ☐ HIDDEN

Click on the Update & Save button at the top of the page.

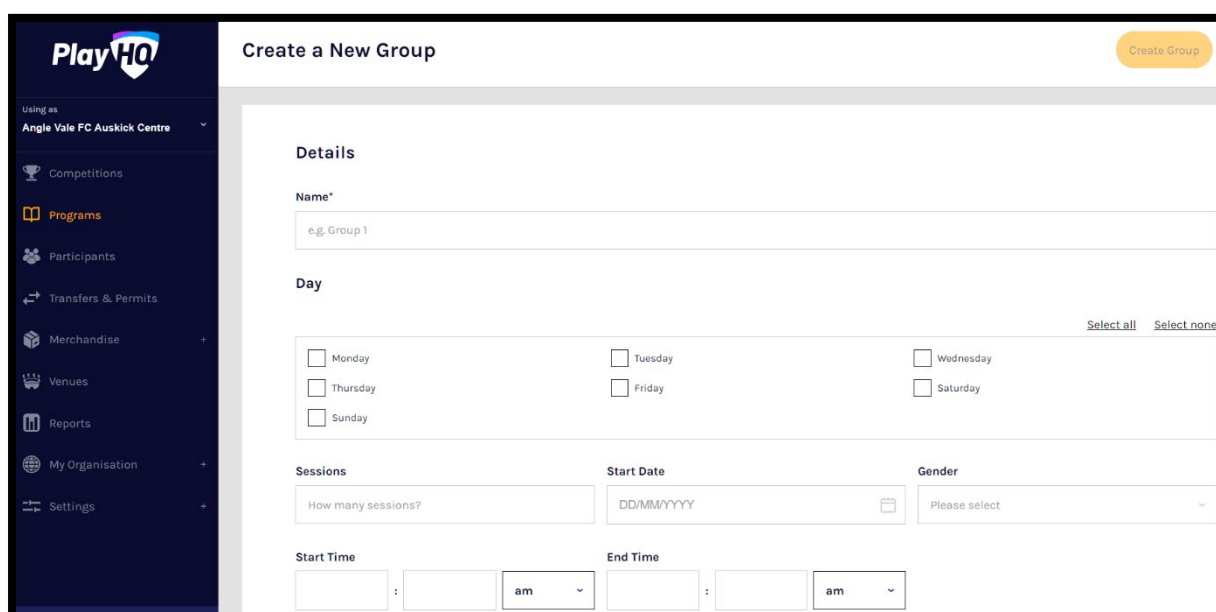
6. Setting up Groups

Groups is an exciting new feature in the PlayHQ platform which enables a centre to create multiple groups within the same Auskick centre.

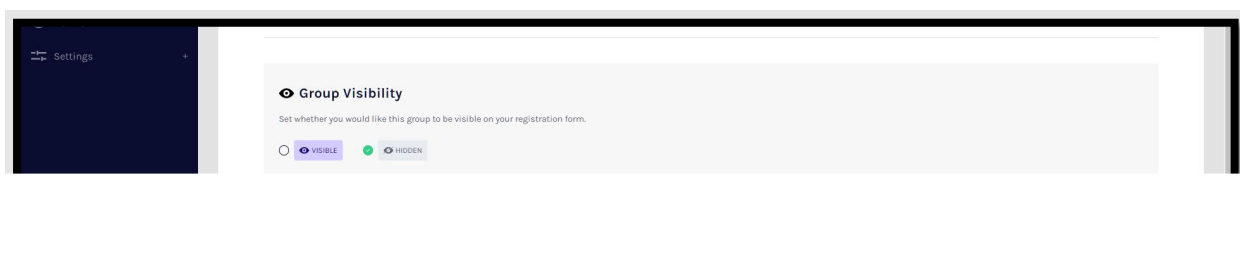
To setup Groups in the left hand column select Programs, select the Program, select the Season, select Participants, select Groups and click on the Add Group button.



Add the name, select the day, add the Sessions, add the Start Date, add the Gender and add the Start & End times. **This is very important as it show on the first page of the registration process.**



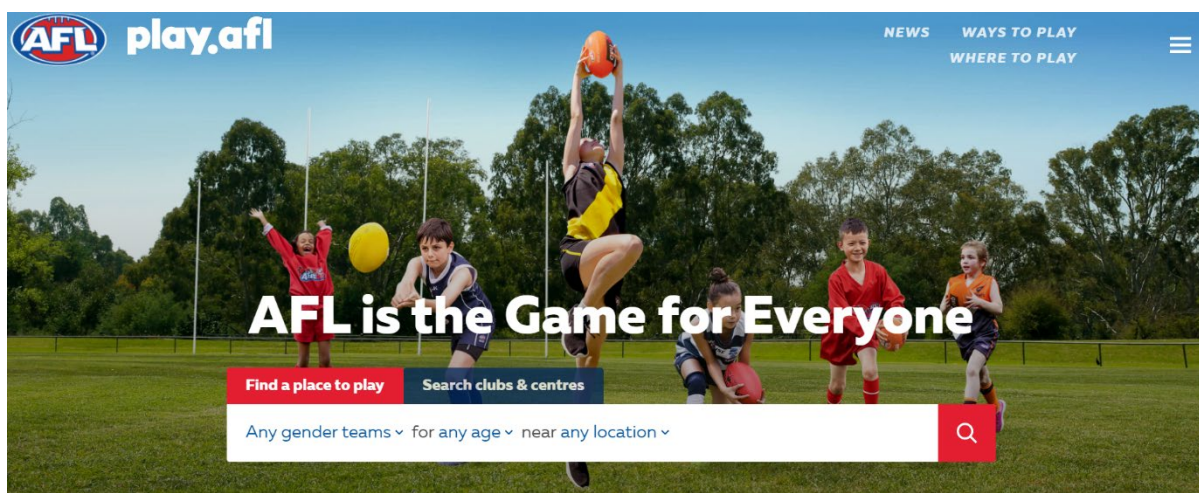
In Group Visibility select Visible if you would like participants to be able to register to a Group or select Hidden if you would like participants to register with the centre and the centre coordinator can allocate participants to Groups manually.




7. Online Registration


How to Register an Auskick Participant

Participants can be directed to the play.afl website to locate the centre they wish to register with.




When they find their centre there will be a link to the PlayHQ registration form. On the landing page it will show all of the information added in the registration form setup.


Angle Vale FC Auskick Centre



Register to Angle Vale FC Auskick Centre as a:


 Player

Season information

NAB AFL Auskick - Community - TEST, 2021
 21 Mar 2021 - 10 Jul 2021

Age

Age groups eligible to participate in this program.
 Players aged 5 - 12

Groups

You will be able to select your preferred group during registration.

Friday Night Females Auskick Session

Friday

5:30 PM - 7:00 PM

10 Sessions

Starts 26 Mar 2021

Girls

Saturday Morning Boys Auskick Session

Saturday

9:30 AM - 11:00 AM

10 Sessions

Starts 27 Mar 2021

Boys

Pricing information

Use a 2021 ORSR Sports Voucher to discount \$100 for the program. NAB AFL Auskick fees include the pack the AFL provides, insurance and other benefits as per the play.afl/auskick website. Angle Vale FC Auskick Centre relies on volunteers and parent helpers and supported is a much need component required to run this Centre. The Centre will also run fundraisers from time to time.

Additional information

NAB AFL Auskick is back! Angle Vale FC Auskick Centre runs on Saturday morning 9:30 to 11am starting 20th March, 2021.

Auskick Coordinator

Name: Jane Smith

Number: 0400 000 000

[Get started →](#)

NAB AFL Auskick Coordinator PlayHQ User Guide

Sign up to PlayHQ

Please create your PlayHQ account with your own details. You can register family members or dependents under this account.

First name*

Please type


Last name*

Please type

Email*


aksaunders@iprimus.com.au

Mobile number*





 ▼

e.g. 0412 345 678

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](#)

When creating a new account there is a verification process.

Verify your account

Please enter the verification code that we sent to **tony.saunders@aflq.com.au** in order to activate your account.

Verification code*

Confirm code

Resend code

NAB AFL Auskick Coordinator PlayHQ User Guide

25

25

Complete the Participant Details and all field of the mandatory fields

Review the Fees, review the Privacy Policy and tick or leave unticked the communications box and review Terms and Conditions and tick the box.

Select the items required for Auskick Pack and click the Update Order button

NAB AFL Auskick - Community - TEST, 2021, Angle Vale FC Auskick Centre

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

Products

Required Products

2021 Auskick Pack

Auskickers get a footy, pump, footy cards & can opt-in to a FREE Auskick membership to an AFL Club. They can also select AFL Club products!

\$0.00

Optional Product (T-shirt & Cap not personalised)*

T-shirt - Size 8

Football Colour*

Red

AFL Club and pack personalisation*

Gold Coast SUNS (Gold, Red & Blue)

Would you like a junior membership for this AFL club? More info here: <https://play.afl/Auskick-Packs>

No

Name (printed on items that include personalisation)*

Jodie

+ Item of your choice

< >

Select any other Products they wish to purchase and click the Update Order button

Guernsey

Guernsey is club based and available in Small, Medium & Large.

\$20.00 - \$25.00

Size*

Please select

Type*

Please select

Quantity

1

Add to Order

Order Summary 2

Continue →

Back

How to redeem a voucher

On Payment & Summary page enter a Voucher code the centre has created and supplied to the customer and click the Apply button.

Angle Vale FC Auskick Centre

NAB AFL Auskick - Community - TEST, 2021, Angle Vale FC Auskick Centre

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

Payment

Credit/Debit Card

This payment is secured with SSL encryption.

Card number*

1234 1234 1234 1234

Card Expiry* CVC*

MM / YY CVC

Shipping Address

Address*

e.g. Apt 5, 100 Smith St

Order summary

Description	Qty.	Total
Player Registration Fee SANFL	1	A\$95.00
Player Registration Fee Angle Vale FC Auskick Centre	1	A\$5.00
Guernsey Medium, Home	1	A\$22.50
2021 Auskick Pack T-shirt - Size 8, Red, Gold Coast SUNS (Gold, Red & Blue), No. Jodie	1	A\$0.00
Total		A\$122.50

Vouchers

0BAC5243 **Apply**

This will reduce the total by the value of the voucher.

Angle Vale FC Auskick Centre

NAB AFL Auskick - Community - TEST, 2021, Angle Vale FC Auskick Centre

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

Payment

Credit/Debit Card

This payment is secured with SSL encryption.

Card number*

1234 1234 1234 1234

Card Expiry* CVC*

MM / YY CVC

Shipping Address

Address*

e.g. Apt 5, 100 Smith St

Order summary

Description	Qty.	Total
Player Registration Fee SANFL	1	A\$95.00
Player Registration Fee Angle Vale FC Auskick Centre	1	A\$5.00
Guernsey Medium, Home	1	A\$22.50
2021 Auskick Pack T-shirt - Size 8, Red, Gold Coast SUNS (Gold, Red & Blue), No. Jodie	1	A\$0.00
Saunders Applied to Angle Vale FC Auskick Centre fees		-A\$5.00
Total		A\$117.50

How to redeem a Government voucher

If the centre has the Government Voucher option turned click in the Select voucher type, enter the voucher code and click on the Apply button. This reduce the total by the value of the government voucher.

Payment

Credit/Debit Card

This payment is secured with SSL encryption.

Card number*

Card Expiry* **CVC***

Shipping Address

Address*

Suburb*

State* **Postcode***

Billing Address

Same as shipping address ☒

Order summary

Description	Qty.	Total
Player Registration Fee SANFL	1	A\$95.00
Player Registration Fee Angle Vale FC Auskick Centre	1	A\$5.00
Guernsey Medium, Home	1	A\$22.50
2021 Auskick Pack T-shirt - Size 8, Red, Gold Coast SUNS (Gold, Red & Blue), No, Jodie	1	A\$0.00
Saunders Applied to Angle Vale FC Auskick Centre fees		-A\$5.00
Total		A\$117.50

Vouchers

Government Vouchers

Sport Voucher Scheme (NT)

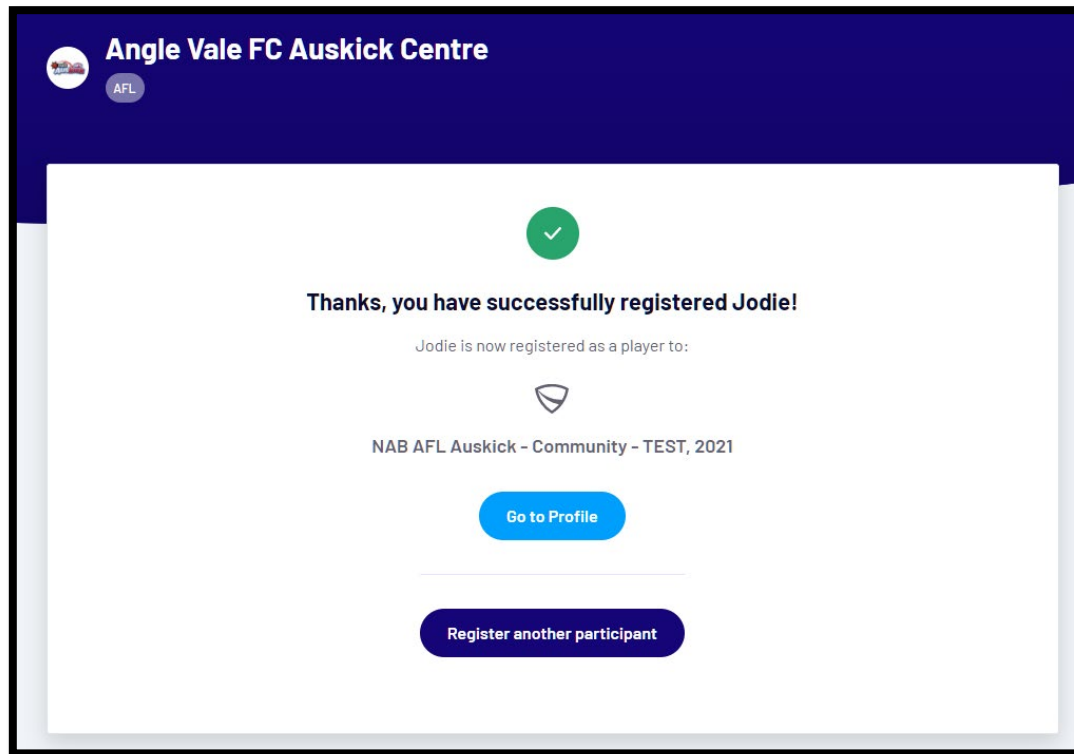
You may be required to provide a copy of your voucher to the organisations where discounts have been applied.

Payment Options

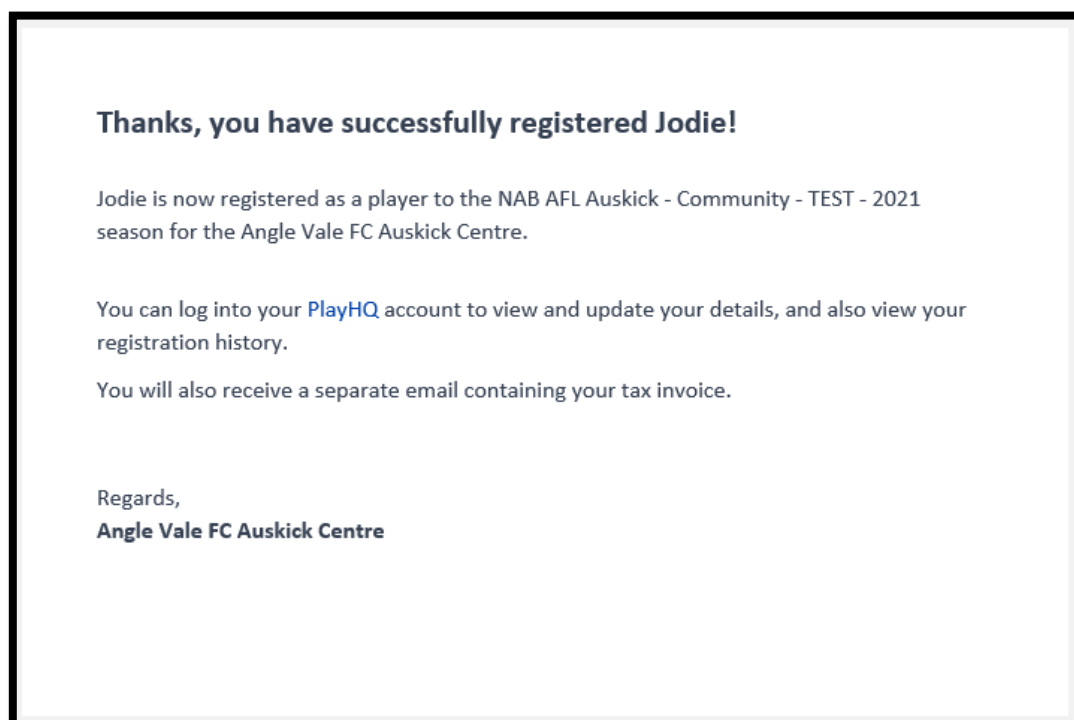
Payment can be made via a credit/debit card or American Express. Add the relevant card details and the shipping address if required and click on Confirm purchase.

Confirmation email & tax invoice

When the registration process is completed the system will advise they have successfully registered and give them the option to Go to their Profile or Register another participant.



They will receive confirmation and a tax invoice via email. Also, within 24-48 hours they will receive an AFL Auskick branded email from the AFL.

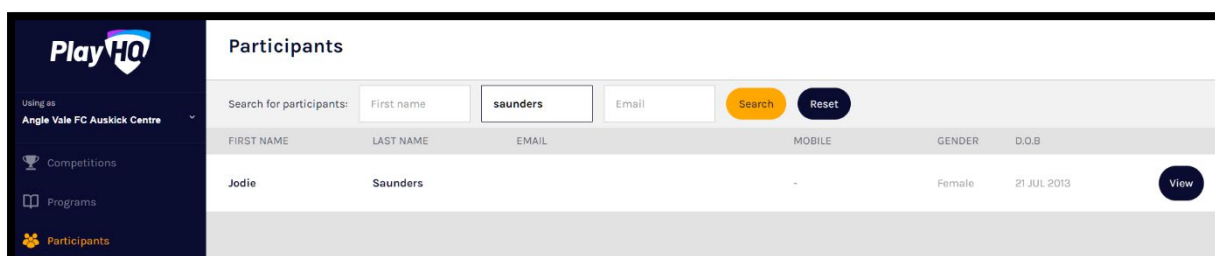


8. Participants

Searching for a Participant

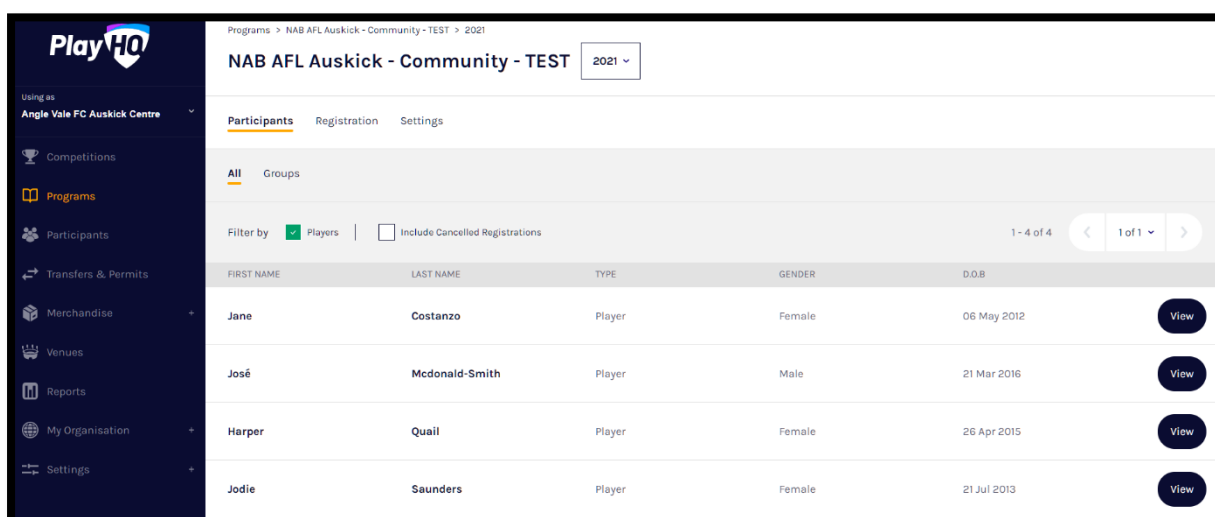
There are two options when searching participants in the database.

Option 1 – to search for all participants across all Programs within the Auskick centre, in the left hand column select Participants and you can search via First name, Last name or Email.



FIRST NAME	LAST NAME	EMAIL	MOBILE	GENDER	D.O.B
Jodie	Saunders			Female	21 JUL 2013

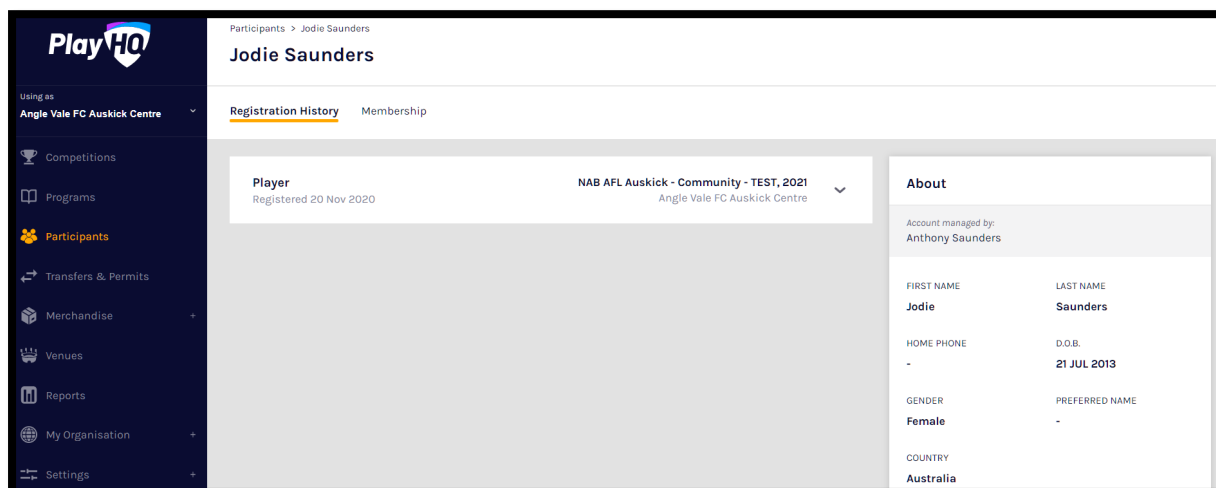
Option 2 - to search for all participants with a Program within the Auskick centre, in the left hand column select Programs, select the Program, select the Season and select Participants.



FIRST NAME	LAST NAME	TYPE	GENDER	D.O.B
Jane	Costanzo	Player	Female	06 May 2012
José	McDonald-Smith	Player	Male	21 Mar 2016
Harper	Quail	Player	Female	26 Apr 2015
Jodie	Saunders	Player	Female	21 Jul 2013

How to view a Participant profile

Use one of the options described the Searching for Participant section and select the View button for the participant you wish to view.

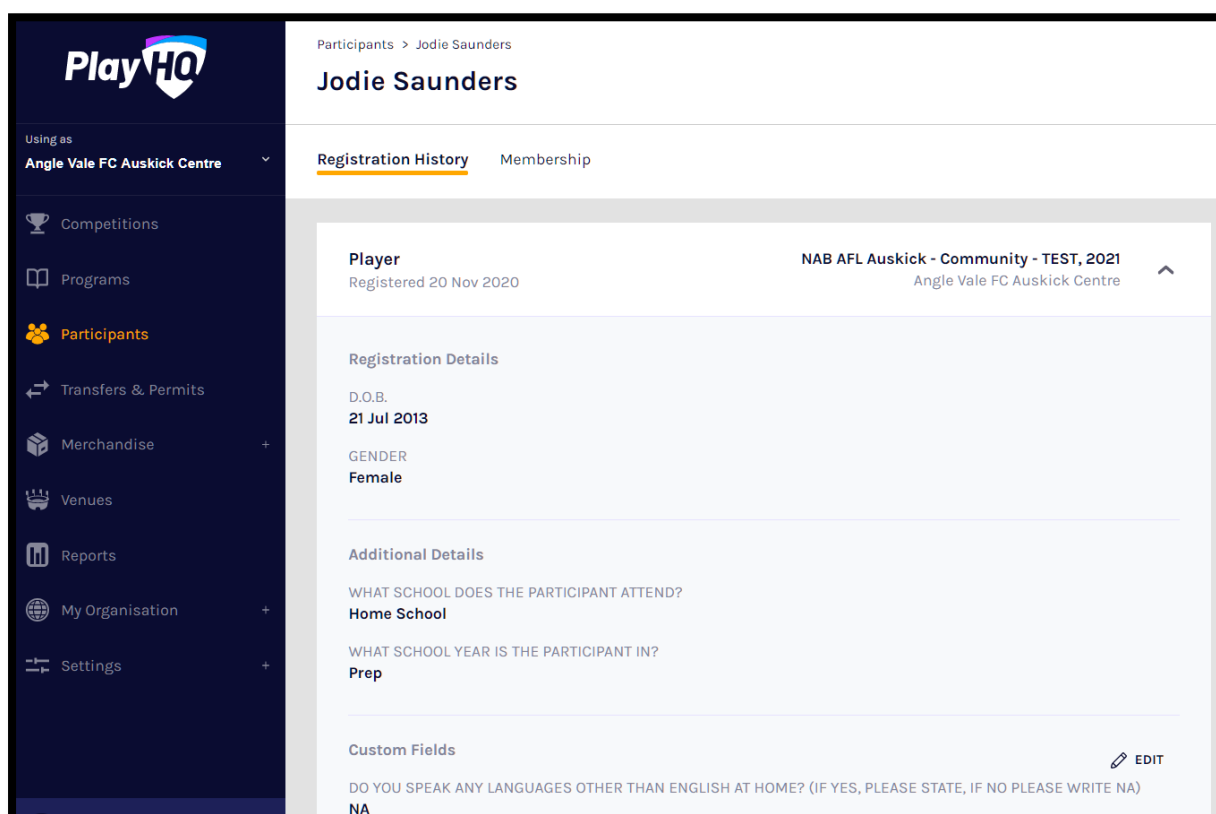


The screenshot shows the PlayHQ interface for viewing a participant profile. The left sidebar contains navigation options: Competitions, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area displays the profile for Jodie Saunders, registered on 20 Nov 2020. The profile includes a registration history section, a membership section, and an 'About' section with personal details.

Registration History	Membership	About				
Player Registered 20 Nov 2020	NAB AFL Auskick - Community - TEST, 2021 Angle Vale FC Auskick Centre	Account managed by: Anthony Saunders				
		<table border="1"> <thead> <tr> <th>FIRST NAME</th> <th>LAST NAME</th> </tr> </thead> <tbody> <tr> <td>Jodie</td> <td>Saunders</td> </tr> </tbody> </table>	FIRST NAME	LAST NAME	Jodie	Saunders
FIRST NAME	LAST NAME					
Jodie	Saunders					
		<table border="1"> <thead> <tr> <th>HOME PHONE</th> <th>D.O.B.</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>21 JUL 2013</td> </tr> </tbody> </table>	HOME PHONE	D.O.B.	-	21 JUL 2013
HOME PHONE	D.O.B.					
-	21 JUL 2013					
		<table border="1"> <thead> <tr> <th>GENDER</th> <th>PREFERRED NAME</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>-</td> </tr> </tbody> </table>	GENDER	PREFERRED NAME	Female	-
GENDER	PREFERRED NAME					
Female	-					
		<table border="1"> <thead> <tr> <th>COUNTRY</th> </tr> </thead> <tbody> <tr> <td>Australia</td> </tr> </tbody> </table>	COUNTRY	Australia		
COUNTRY						
Australia						

How to Update a Participant Profile

Administrators can only change the answers to the custom questions in the participant profile. In the participant profile click on the arrow and click on Edit. **Please note more responsibility should be placed on participants to keep their profile information up to date.**

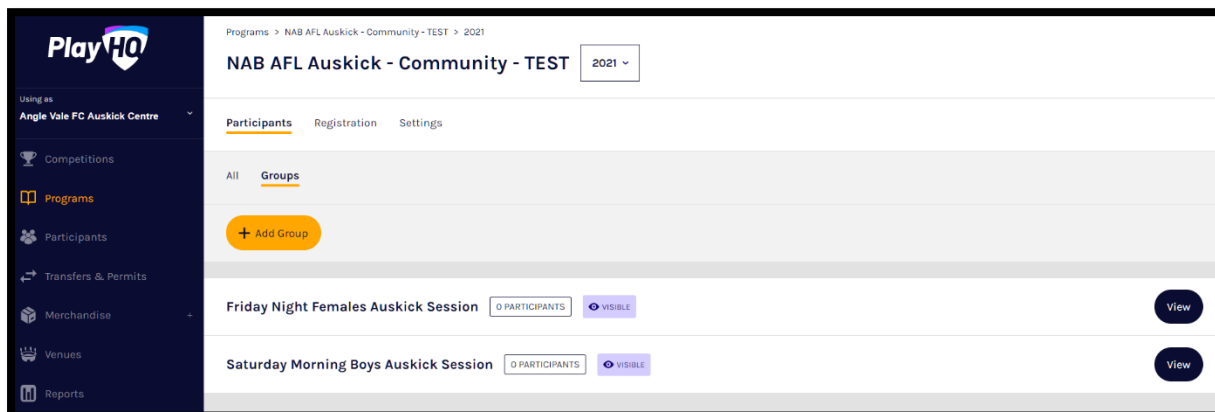


The screenshot shows the PlayHQ interface for viewing a participant profile. The left sidebar contains navigation options: Competitions, Programs, Participants (highlighted), Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area displays the profile for Jodie Saunders, registered on 20 Nov 2020. The profile includes a registration history section, a membership section, and an 'About' section with personal details. An 'EDIT' button is visible in the bottom right corner of the profile section.

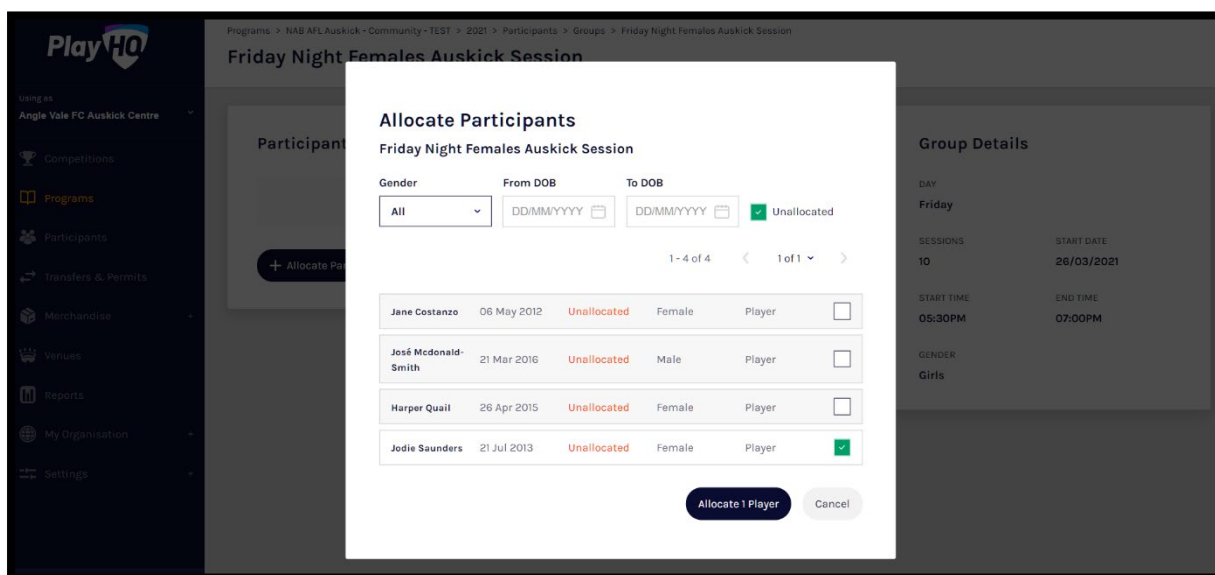
Registration History	Membership	About				
Player Registered 20 Nov 2020	NAB AFL Auskick - Community - TEST, 2021 Angle Vale FC Auskick Centre	Account managed by: Anthony Saunders				
		<table border="1"> <thead> <tr> <th>FIRST NAME</th> <th>LAST NAME</th> </tr> </thead> <tbody> <tr> <td>Jodie</td> <td>Saunders</td> </tr> </tbody> </table>	FIRST NAME	LAST NAME	Jodie	Saunders
FIRST NAME	LAST NAME					
Jodie	Saunders					
		<table border="1"> <thead> <tr> <th>HOME PHONE</th> <th>D.O.B.</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>21 JUL 2013</td> </tr> </tbody> </table>	HOME PHONE	D.O.B.	-	21 JUL 2013
HOME PHONE	D.O.B.					
-	21 JUL 2013					
		<table border="1"> <thead> <tr> <th>GENDER</th> <th>PREFERRED NAME</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>-</td> </tr> </tbody> </table>	GENDER	PREFERRED NAME	Female	-
GENDER	PREFERRED NAME					
Female	-					
		<table border="1"> <thead> <tr> <th>COUNTRY</th> </tr> </thead> <tbody> <tr> <td>Australia</td> </tr> </tbody> </table>	COUNTRY	Australia		
COUNTRY						
Australia						

Manage Participants in Groups

To allocate or move participants in Groups, in the left hand column select programs, select the Program, select the Season, select Participants, select Groups and click the View button for a Group.



Click the + Allocate Participants button, tick the box for participant you wish to allocate and click on the Allocate Player button.



9. Reports

The Reports section in PlayHQ is very user friendly with one click reports that download into CSV files. In the left hand column select Reports, in the screenshot below we have selected the Financial tab.

PlayHQ

Using as
Angle Vale FC Auskick Centre

Competitions
Programs
Participants
Transfers & Permits
Merchandise
Venues
Reports
My Organisation
Settings

Reports

Competitions **Financial** Orders Generated Reports

Transaction Report
Generate a CSV report of all transactions made within a particular date range by all users within the current association.

From* To*
DD/MM/YYYY DD/MM/YYYY Export to CSV

Payout Report
Generate a CSV report to reconcile your gross sales to the amount deposited into your bank account for each payout. The report will identify the date, status and amount of each payout.

From* To*
DD/MM/YYYY DD/MM/YYYY Export to CSV

Government Vouchers
Generate a CSV report of all government vouchers within a particular date range by all users within the current organisation.

Enter the information required for the Report you wish to run and click the Export to CSV button. The Report will be generated and the CSV link will appear in the bottom left of the screen, click the file to open.

PlayHQ

Using as
Angle Vale FC Auskick Centre

Competitions
Programs
Participants
Transfers & Permits
Merchandise
Venues
Reports
My Organisation
Settings

Reports

Competitions **Financial** Orders Generated Reports

Transaction Report
Generate a CSV report of all transactions made within a particular date range by all users within the current association.

From* To*
16/11/2020 20/11/2020 Export to CSV

Payout Report
Generate a CSV report to reconcile your gross sales to the amount deposited into your bank account for each payout. The report will identify the date, status and amount of each payout.

From* To*
DD/MM/YYYY DD/MM/YYYY Export to CSV

Government Vouchers
Generate a CSV report of all government vouchers within a particular date range by all users within the current organisation.

report-transactions_csv

10. How to contact Participants

Please refer to the NAB AFL Auskick Coordinator Communication Userguide.

11. How to get Support

Auskick Coordinator Resources

A one stop shop for all your Coordinator needs, visit [our resource page](#) for all your Auskick needs. This resource page includes all things from logos, marketing assets, support material that makes running your Auskick session easy and much more. The Coordinator resource page is every coordinators guide to running a great NAB AFL Auskick season.

AUSKICK COORDINATORS RESOURCES

Here you'll find everything you need to run an Auskick centre. Resources have been provided to assist NAB AFL Auskick Coordinators:

2020 NAB AFL Auskick Logo and Branding Guidelines

Click here to access information and content to help promote your NAB AFL Auskick Centre

[Learn More >](#)

2020 NAB AFL Auskick Marketing Toolkit

Resources have been provided to assist NAB AFL Auskick Coordinators

[Learn More >](#)

NAB AFL Auskick Curriculum Support

Welcome to the NAB AFL Auskick program, we have plenty of resources to help support you deliver your program

[Learn More >](#)

NAB Support

Click here for more information on the support that NAB offer our Auskick centres and participants

[Learn More >](#)

Parent Helper and Support Crew tips

Parent participation and volunteer help is what makes the Auskick program awesome!

[Learn More >](#)

NAB AFL Auskick Half Time Program

Information on NAB AFL Auskick games played at Half Time of AFL games throughout the AFL Season.

[Learn More >](#)

Coordinator Handy Hints

Resources have been provided the NAB AFL Auskick team to assist NAB AFL Auskick Centre Coordinators.

[Learn More >](#)

NAB AFL Auskick Customer Service Team

For any queries, support or advice, please contact 1300 287 5425 or contact via aflauskick@afl.com.au

[Learn More >](#)

AFL Customer Service team

Our friendly staff are always here to assist all questions relating to Auskick. Please contact our Customer Service staff on aflauskick@afl.com.au who will respond and make your valuable role that much easier. The team are there to help your parents and participants as well, so for any questions that they may have on their registration or NAB AFL Auskick pack, leave it to our Customer Service team.

Parents/Guardians can update any participant details at their leisure on their profile once logged [in here](#).