

NAB AFL AUSKICK COORDINATOR PLAYHQ USER GUIDE



Version 3, updated 14th January

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1. 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!

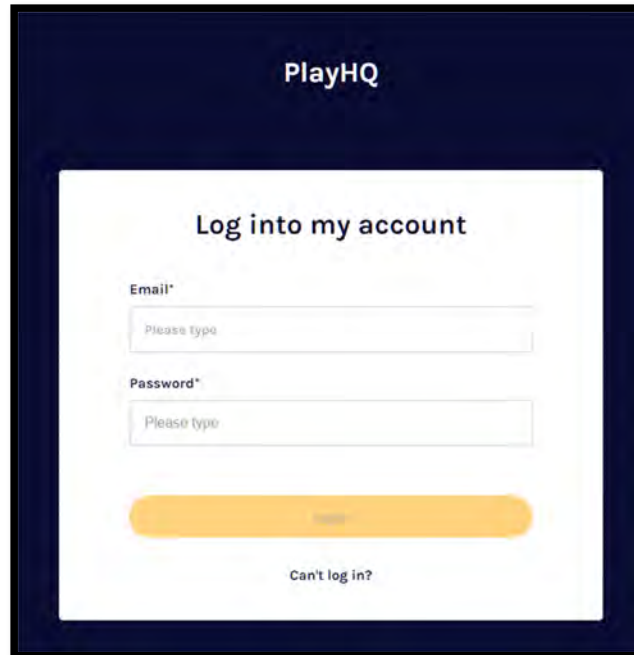
Regards

Sam Graham

AFL Head of States & Game Development

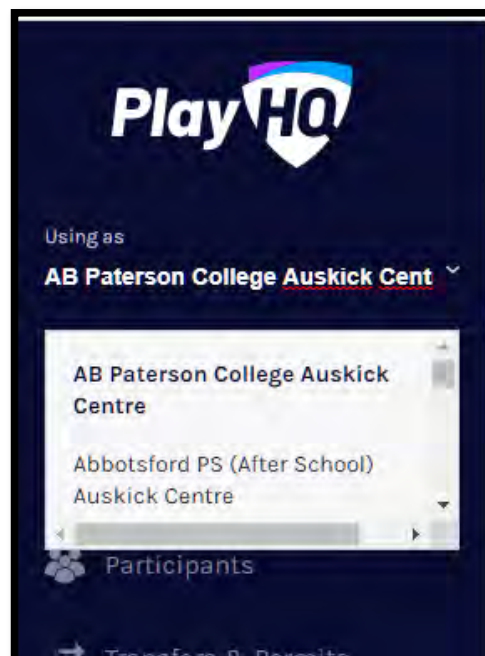
2. Logging in and accessing your database as an Auskick Coordinator

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 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 large orange button labeled 'Login'. At the bottom of the white box 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.

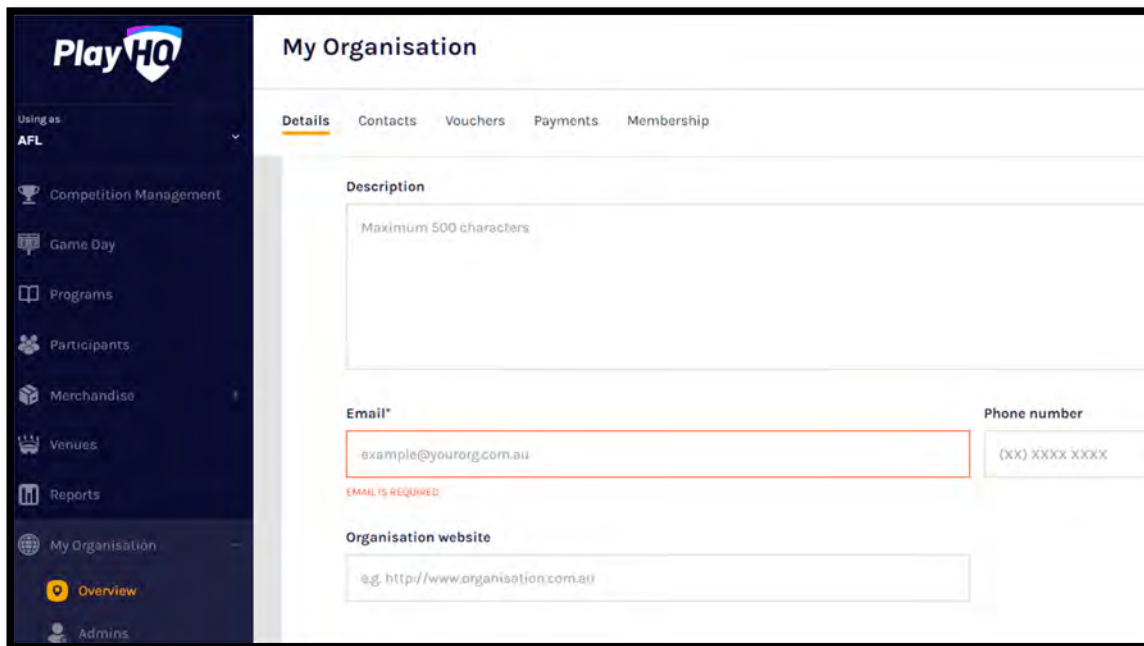


3. My Organisation – Overview

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.



The screenshot shows the 'My Organisation' page in the PlayHQ interface. The left sidebar contains the PlayHQ logo and a menu with options: 'Using as AFL', 'Competition Management', 'Game Day', 'Programs', 'Participants', 'Merchandise', 'Venues', 'Reports', 'My Organisation' (selected), 'Overview' (highlighted), and 'Admins'. The main content area is titled 'My Organisation' and has tabs for 'Details', 'Contacts', 'Vouchers', 'Payments', and 'Membership'. The 'Details' tab is active, showing a 'Description' field with a placeholder 'Maximum 500 characters'. Below this are fields for 'Email*' (containing 'example@yourorg.com.au' and a red 'EMAIL IS REQUIRED' error message), 'Phone number' (with a placeholder '(xx) xxxxx xxxxx'), and 'Organisation website' (with a placeholder 'e.g. http://www.organisation.com.au').

My Organisation – Overview – 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

My Organisation – Overview – 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

My Organisation – Overview – Adding/Updating Details (cont)

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.**

My Organisation

Details | **Contacts** | Vouchers | Payments | Membership

Contact information

First name*	Last name*	Position*	Email	Phone	Visibility
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add contact

Update & Save | Cancel

Adding/Updating Notifications

Click on the **Notifications** tab, you can add up to 30 **Email** contacts to receive registration notifications via email. Add an email address in **Email** area and click on the **+ Add** button.

Turn on **Comp. Reg.** and click on the **Update & Save** button.

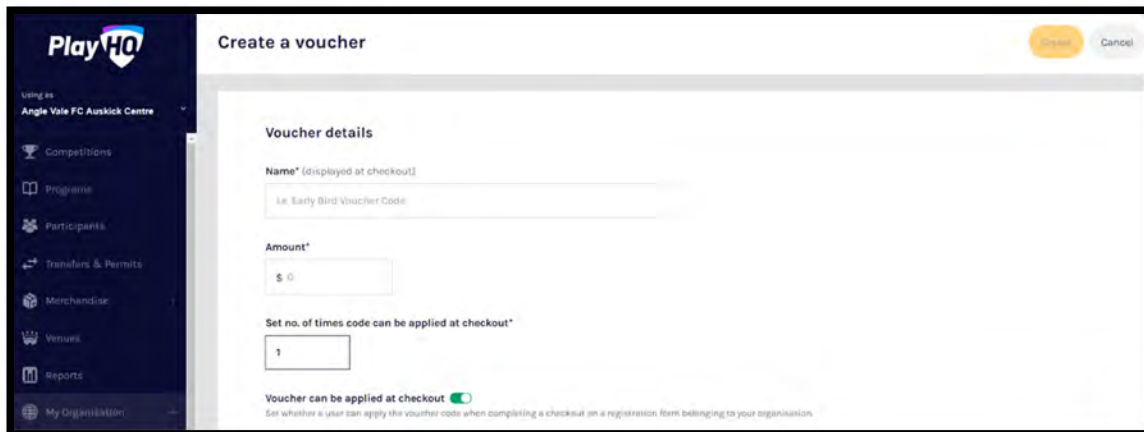
The contact will be added with a confirmation message advising the changes have been saved.

To remove a contact click on the icon and click on the **Update & Save** button.

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.



The screenshot shows the 'Create a voucher' interface in the PlayHQ platform. On the left is a dark sidebar with the PlayHQ logo and a menu including 'Using as: Angle Vale FC Auskick Centre', 'Competitions', 'Programs', 'Participants', 'Transfers & Permits', 'Merchandise', 'Venues', 'Reports', and 'My Organisation'. The main content area is titled 'Create a voucher' and contains the following fields:

- Voucher details**
 - Name*** (displayed at checkout): A text input field with the placeholder 'i.e. Early Bird Voucher Code'.
 - Amount***: A text input field with a '\$' symbol and a '0'.
 - Set no. of times code can be applied at checkout***: A text input field with the value '1'.
 - Voucher can be applied at checkout**: A toggle switch that is currently turned on (green).

At the bottom of the form, there is a small note: 'Set whether a user can apply the voucher code when completing a checkout on a registration form belonging to your organisation.' In the top right corner of the form, there are two buttons: 'Create' (highlighted in orange) and 'Cancel'.

Setting Up Online Payments

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

Submit Payment Details [Submit] [Cancel]

Please ensure the accuracy of these details as they 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 [Submit] [Cancel]

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***

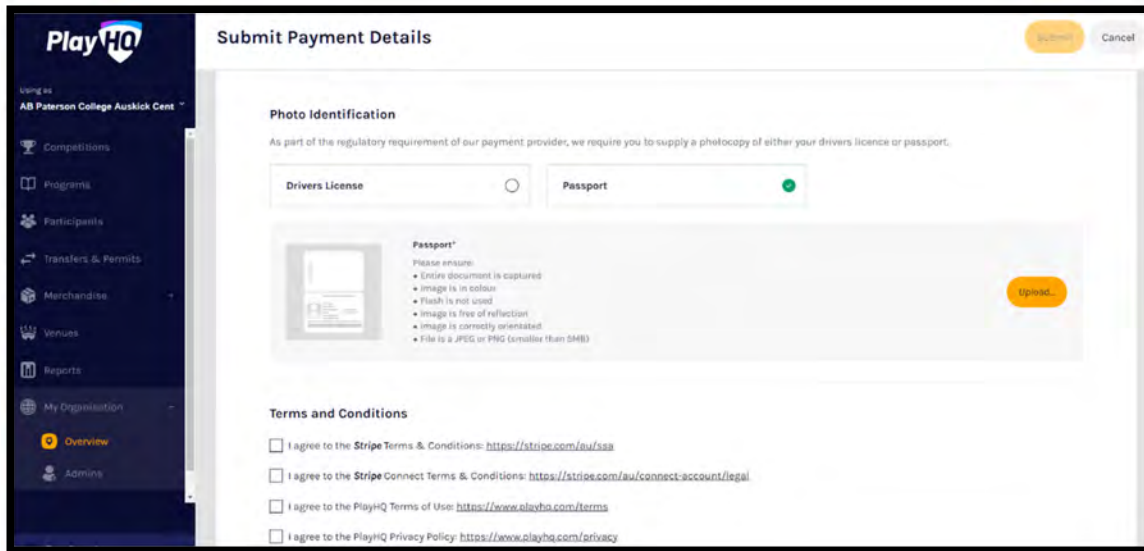
Email* **Mobile*** **Date of Birth***

Address Line 1* **Address Line 2**

Town/Suburb* **State*** **Postcode***

My Organisation – Overview – 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

Competitions
Programs
Participants
Transfers & Permits
Merchandise
Venues
Reports
My Organisation
Overview
Admins

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>

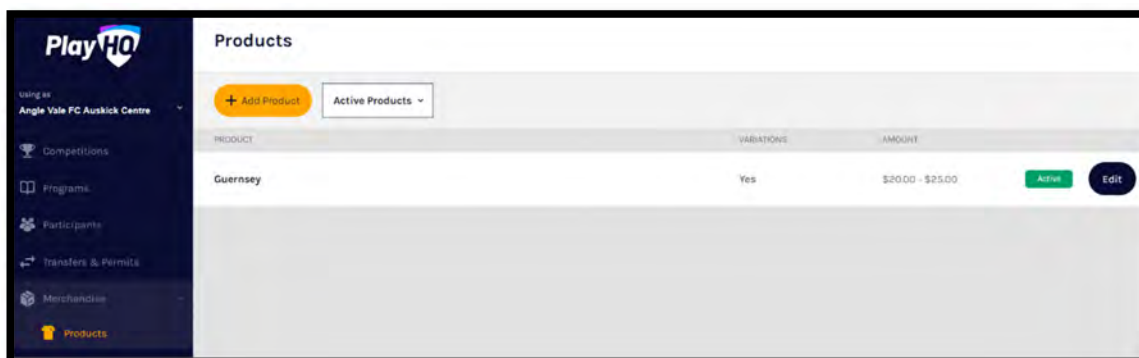
☐ I agree to the PlayHQ Terms of Use: <https://www.playhq.com/terms>

☐ I agree to the PlayHQ Privacy Policy: <https://www.playhq.com/privacy>

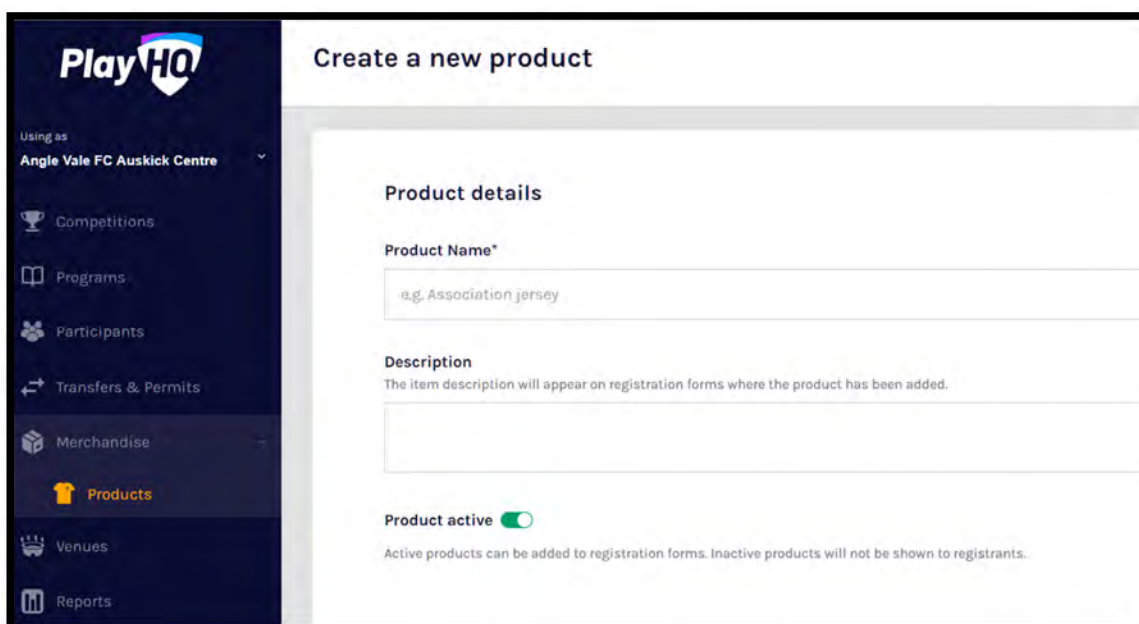
4. Merchandise – Creating Products

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.

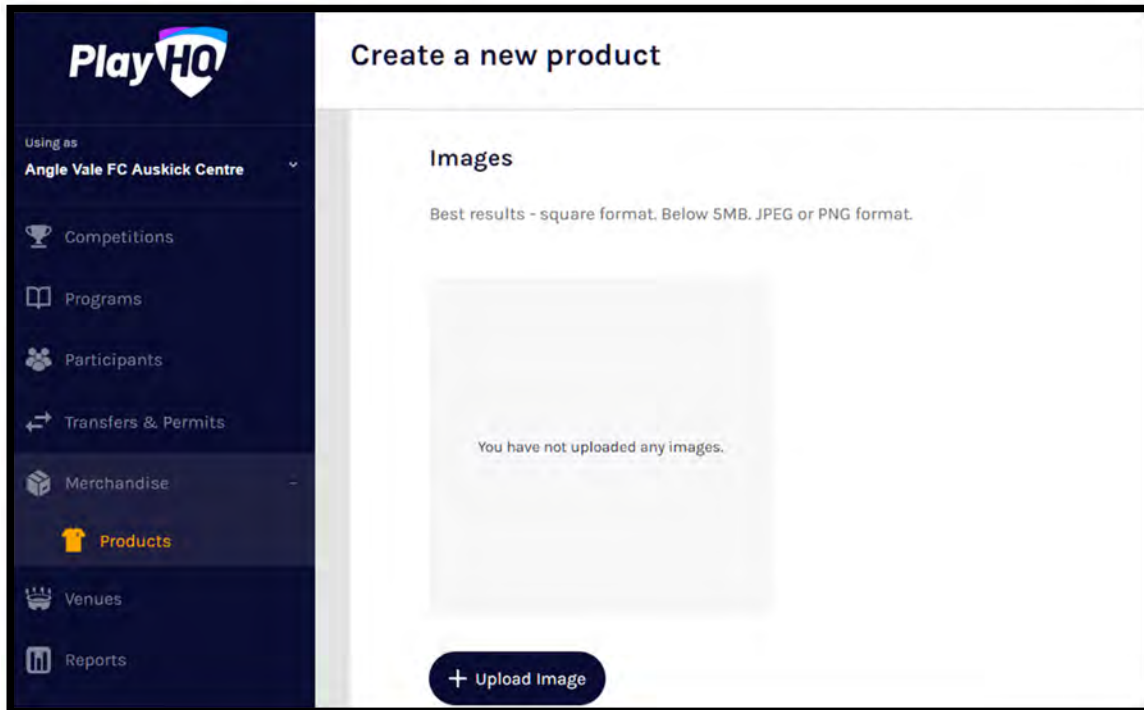


On the Add Product page add the Product Name and Description, turn Product Active on or off, the default would be on but if the product becomes unavailable change to off.

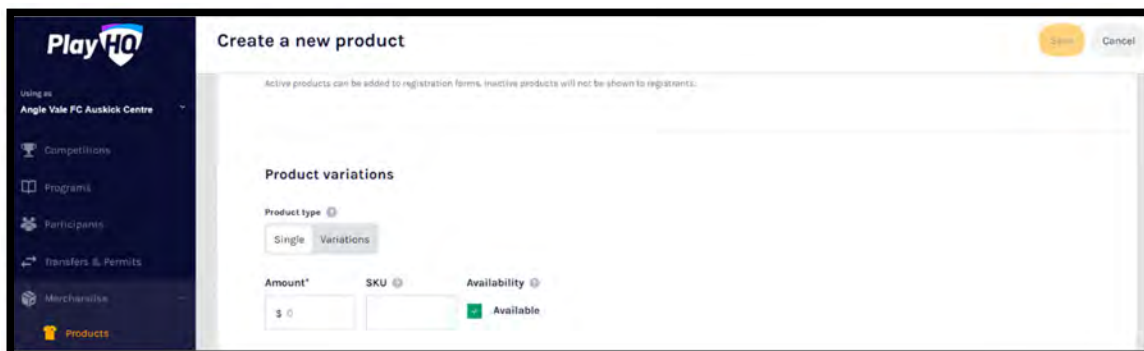


Merchandise (cont)

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



Select Product Single and add one value for the product



Merchandise (cont)

Select Product Variations and add the variations with their value

Create a new product

Product type: Single Variations

Category Title*: Options*: small x medium x large x

+ 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

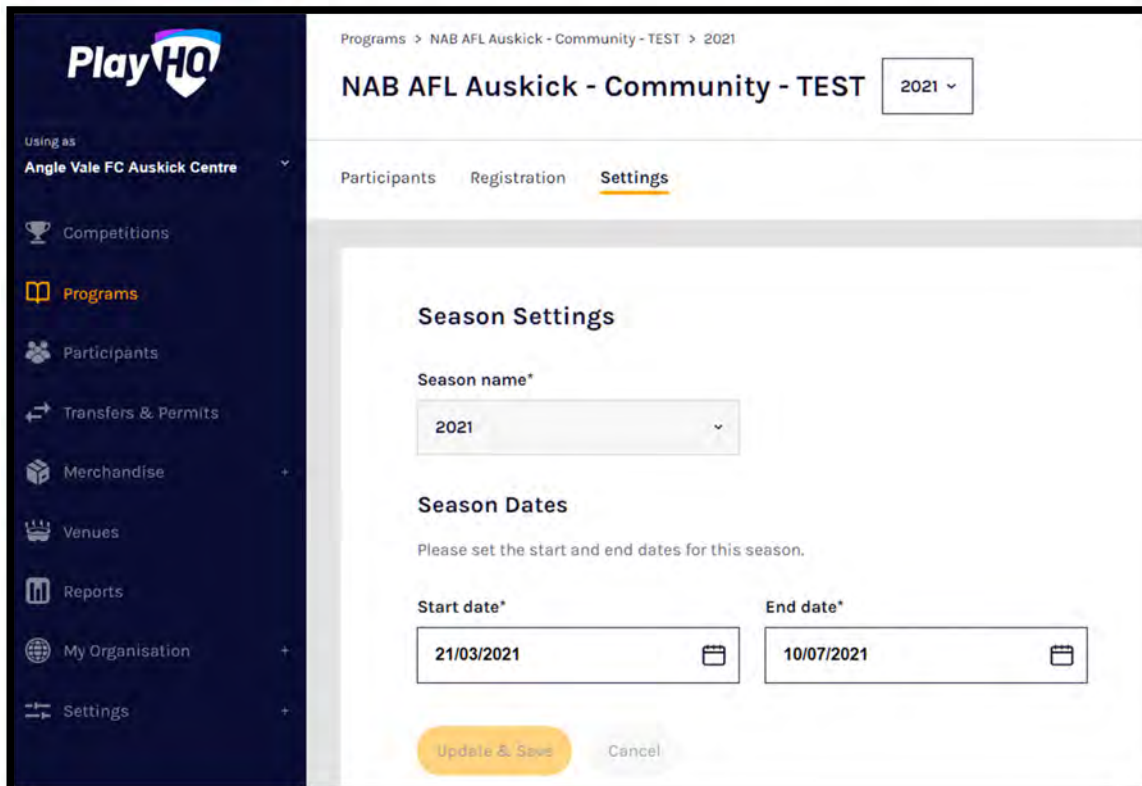
Click the Save button at the top of the Create a new product page

5. 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. On the left is a dark sidebar with the PlayHQ logo and a menu including: Using as Angle Vale FC Auskick Centre, Competitions, Programs (highlighted), Participants, Transfers & Permits, Merchandise, Venues, Reports, My Organisation, and Settings. The main content area has a breadcrumb trail: Programs > NAB AFL Auskick - Community - TEST > 2021. Below this is the title 'NAB AFL Auskick - Community - TEST' with a dropdown menu showing '2021'. There are three tabs: Participants, Registration, and Settings (which is active). The 'Season Settings' section contains a 'Season name*' dropdown menu with '2021' selected. The 'Season Dates' section has a prompt 'Please set the start and end dates for this season.' and two date pickers: 'Start date*' set to '21/03/2021' and 'End date*' set to '10/07/2021'. At the bottom are two buttons: 'Update & Save' (orange) and 'Cancel' (grey).

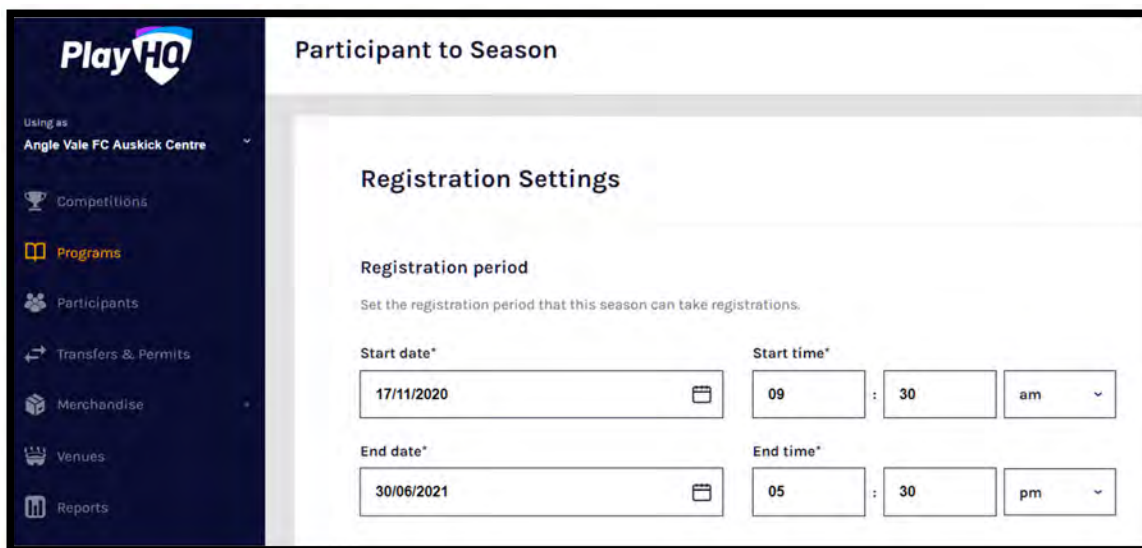
6. Setting up a Centre Registration Form

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 'Participant to Season' interface in the PlayHQ system. On the left is a dark blue sidebar with the PlayHQ logo and a list of navigation items: 'Using as Angle Vale FC Auskick Centre', '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 'Registration period' and a note: 'Set the registration period that this season can take registrations.' Below this are four input fields arranged in a 2x2 grid. The first row is for 'Start date*' and 'Start time*'. The 'Start date*' field contains '17/11/2020' with a calendar icon. The 'Start time*' field is split into three parts: '09', ':', and '30', followed by a dropdown menu set to 'am'. The second row is for 'End date*' and 'End time*'. The 'End date*' field contains '30/06/2021' with a calendar icon. The 'End time*' field is split into three parts: '05', ':', and '30', followed by a dropdown menu set to 'pm'.

Set Age Restrictions

Select the Age From and Age To.

The screenshot shows the 'Participant to Season' page in the PlayHQ system. On the left is a dark sidebar with the PlayHQ logo and a menu: 'Using as Angle Vale FC Auskick Centre', 'Competitions', 'Programs' (highlighted), 'Participants', 'Transfers & Permits', 'Merchandise', and 'Venues'. The main content area is titled 'Participant to Season' and contains the 'Age limits' section. It includes a table for 'CALCULATE AGE OF PLAYER AS AT DATE' with a value of '31/12/2021' and an 'AGE RESTRICTION LIMIT' of '5 - 18'. Below this, a toggle for 'Set Player Age Restrictions' is turned on. A descriptive text states: 'Specify the age range for participants to register to this program. Participants who do not meet this criteria will be unable to register.' At the bottom, there are two dropdown menus for 'Age From*' (set to 5) and 'Age To*' (set to 12).

Adding Registration fees

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

The screenshot shows the 'Participant to Season' page in the PlayHQ system, specifically the 'Registration fees' section. The sidebar is identical to the previous screenshot, but the 'Reports' option is now visible at the bottom. The 'Registration fees' section includes a 'SANFL Player Fee' field. Below it, the 'Set a registration fee' section contains a descriptive text: 'This is a standard registration fee that is charged to all participants. Any fee amount entered will be displayed on the registration form.' There is a 'Player fee*' input field with '\$ 5.00' entered. At the bottom, a toggle for 'Set advanced registration fees?' is turned off. A final note states: '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.

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"/>
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.**

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 playaff/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.

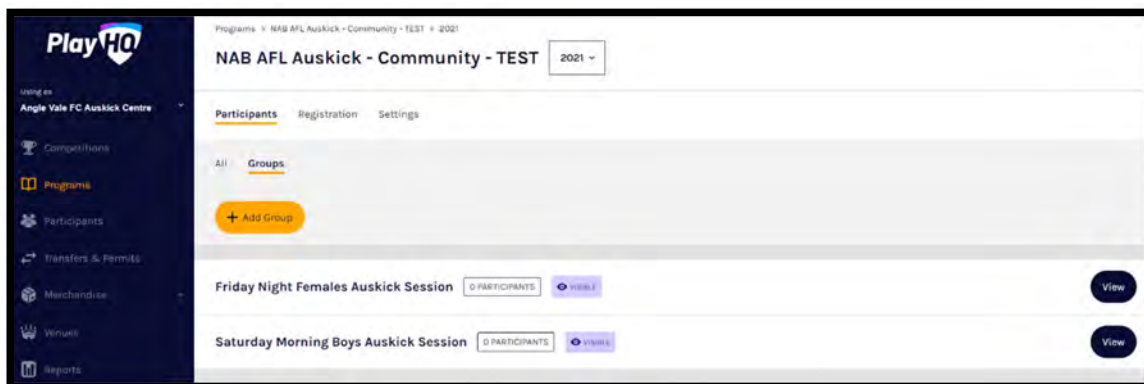
☒ Visible ☐ Hidden

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

7. 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.

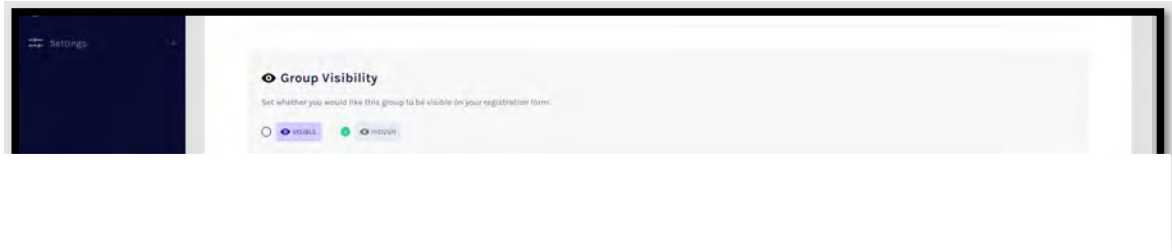
To setup Groups in the left hand column select Programs, select the Program, select the Season, select Participants, select Groups and click on the Add Group button.



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.**

Setting up Groups (cont)

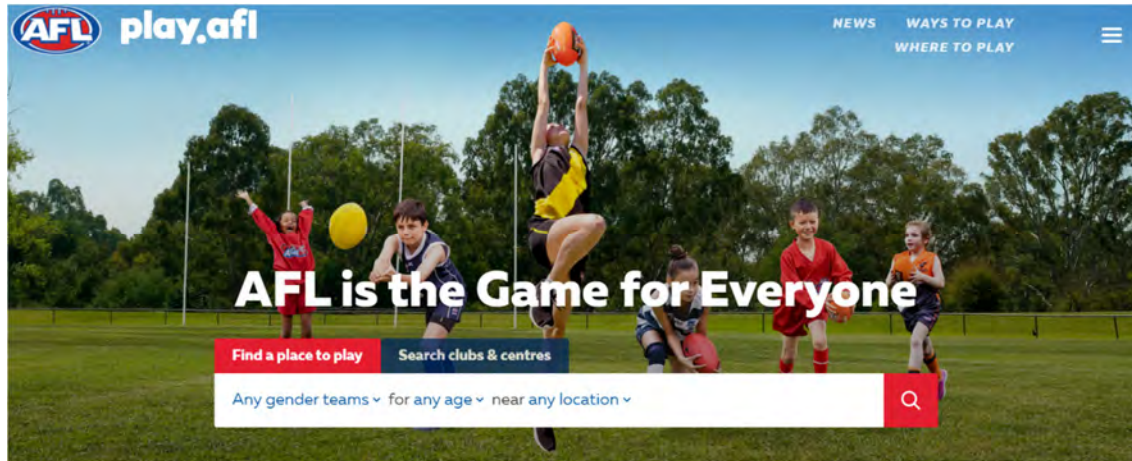
In Group Visibility select Visible if you would like participants to be able to register to a Group or select Hidden if you would like participants to register with the centre and the centre coordinator can allocate participants to Groups manually.



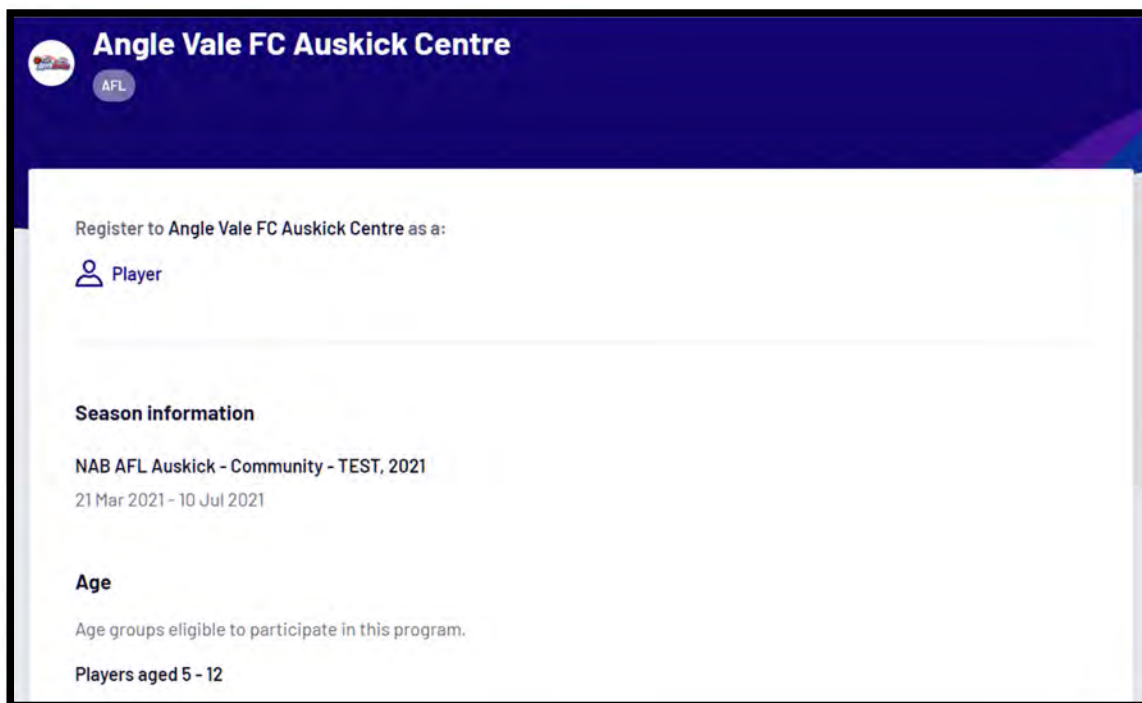
8. Online Registration

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.



Online Registration – How to Register an Auskick Participant (cont)

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

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Auskick Coordinator

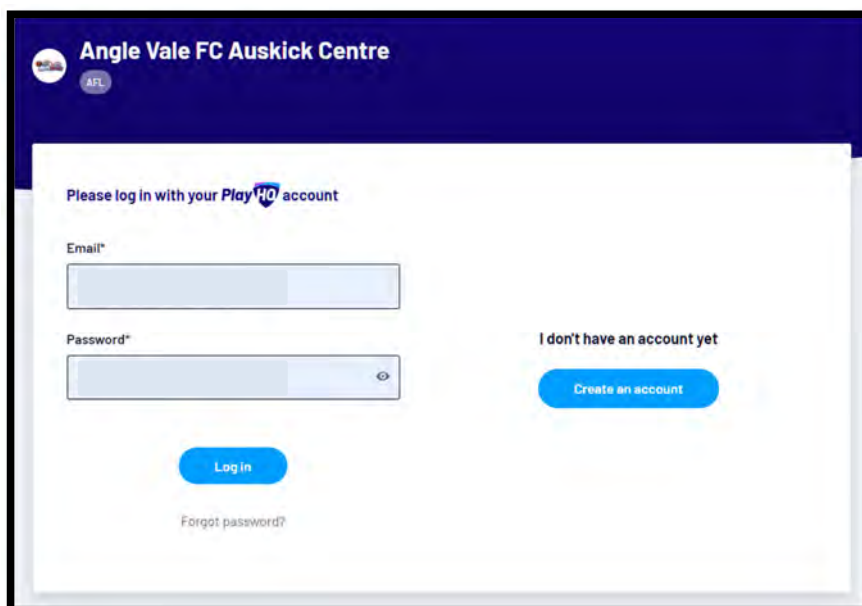
Name: Jane Smith

Number: 0400 000 000

[Get started →](#)

Online Registration – How to Register an Auskick Participant (cont)

If they have previously registered in PlayHQ (including registrations for other sporting codes) they can login to their Play HQ account or they can create a new account.



Angle Vale FC Auskick Centre

Please log in with your **PlayHQ** account

Email*

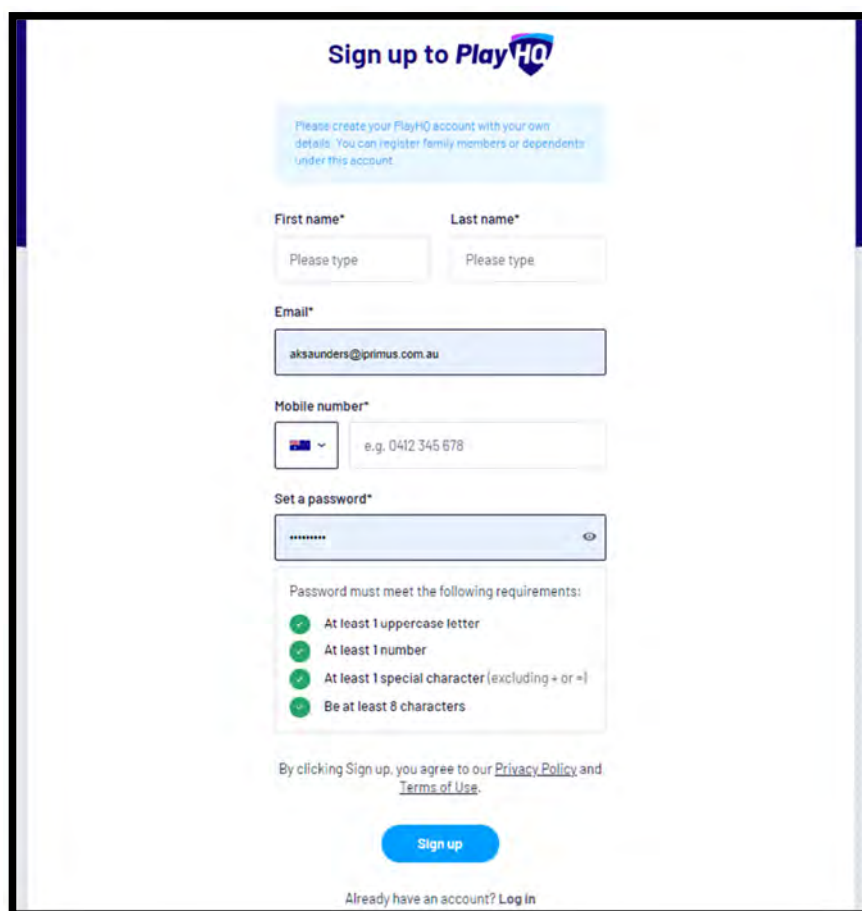
Password*

I don't have an account yet

[Create an account](#)

[Login](#)

[Forgot password?](#)



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*

Last name*

Email*

Mobile number*

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

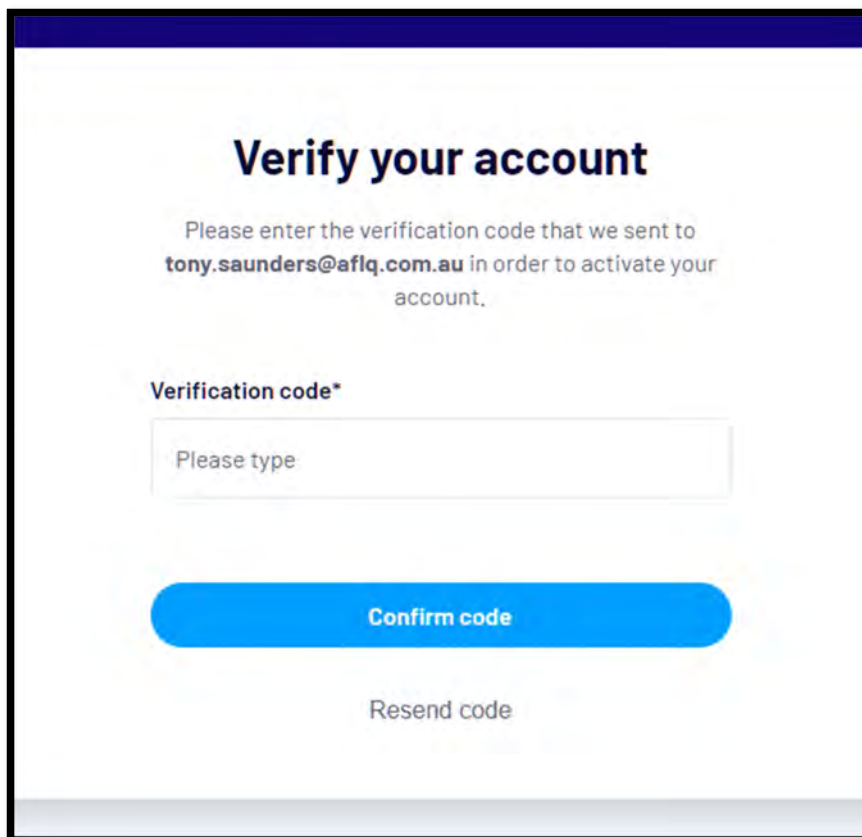
By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).

[Sign up](#)

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

Online Registration – How to Register an Auskick Participant (cont)

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.

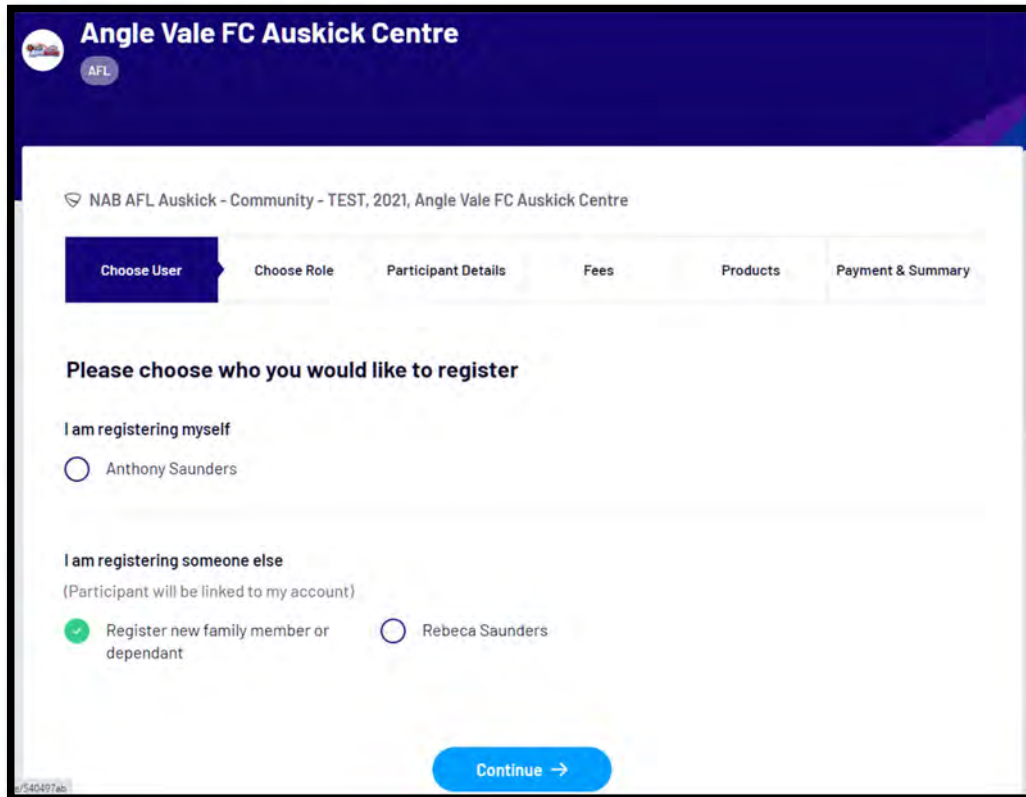
Verification code*

Confirm code

[Resend code](#)

Online Registration – How to Register an Auskick Participant (cont)

Choose the user they wish to register or select Register new family member or dependant



Angle Vale FC Auskick Centre

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

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

Please choose who you would like to register

I am registering myself

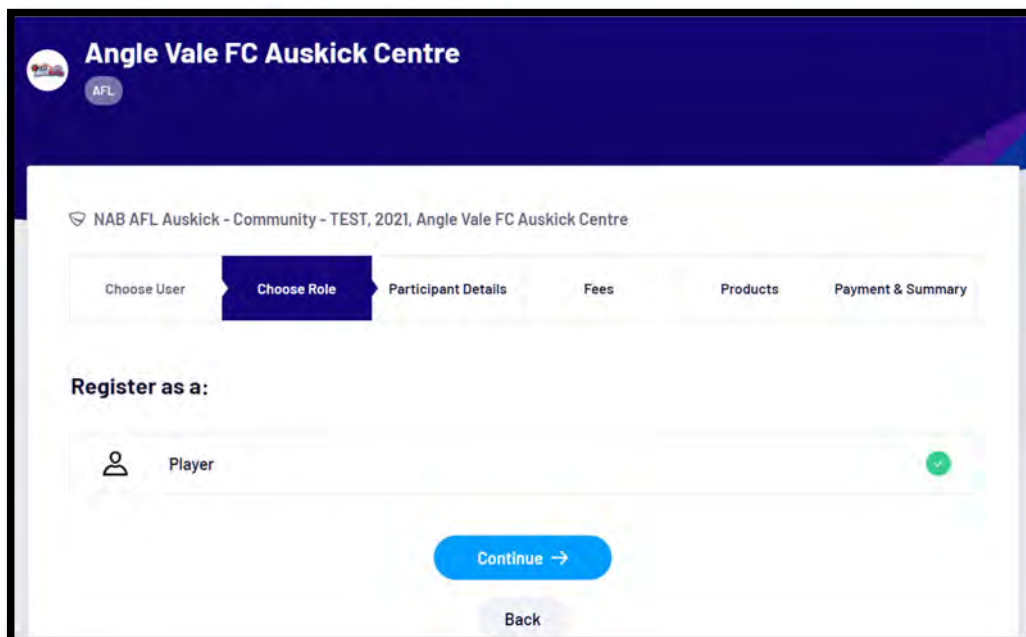
☐ Anthony Saunders

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

☒ Register new family member or dependant ☐ Rebeca Saunders

[Continue →](#)

Choose the role – please note Volunteer will be added soon




Angle Vale FC Auskick Centre

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

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

Register as a:

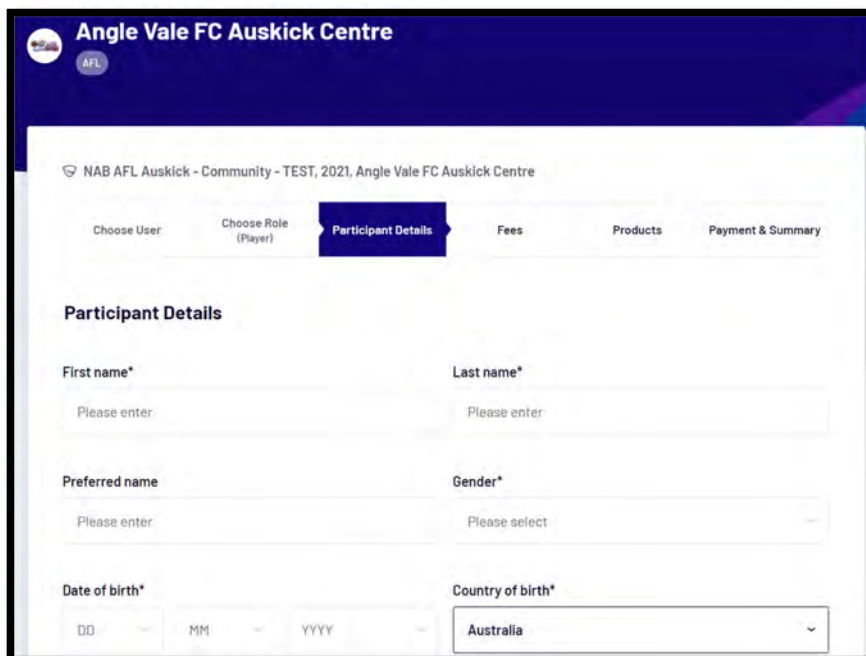
☒  Player ☐ Volunteer

[Continue →](#)

[Back](#)

Online Registration – How to Register an Auskick Participant (cont)

Complete the Participant Details and all field of the mandatory fields



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

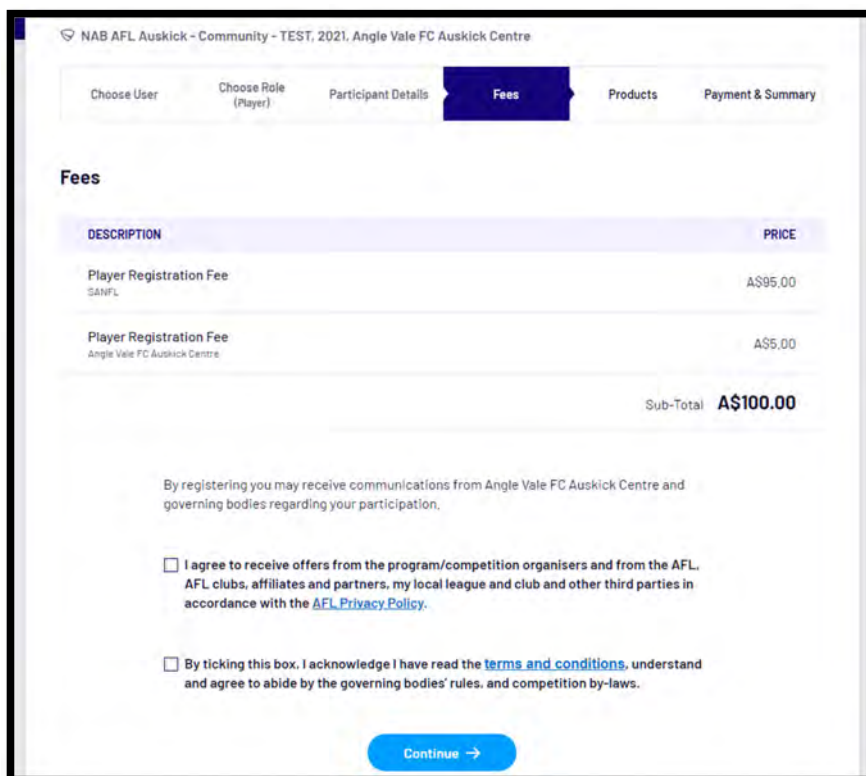
Participant Details

First name* Last name*

Preferred name Gender*

Date of birth* Country of birth*

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



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

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

Fees

DESCRIPTION	PRICE
Player Registration Fee SANFL	A\$95.00
Player Registration Fee Angle Vale FC Auskick Centre	A\$5.00
Sub-Total	A\$100.00

By registering you may receive communications from Angle Vale FC Auskick Centre 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 →](#)

Online Registration – How to Register an Auskick Participant (cont)

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

OBAC5243 **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*

1234 1234 1234 1234

Card Expiry* **CVC* ?**

MM / YY CVC

Shipping Address

Address*

e.g. Apt 5, 100 Smith St

Suburb*

Please type

State* **Postcode***

Please Select Please type

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

Enter a voucher code

Government Vouchers

Sport Voucher Scheme (NT)

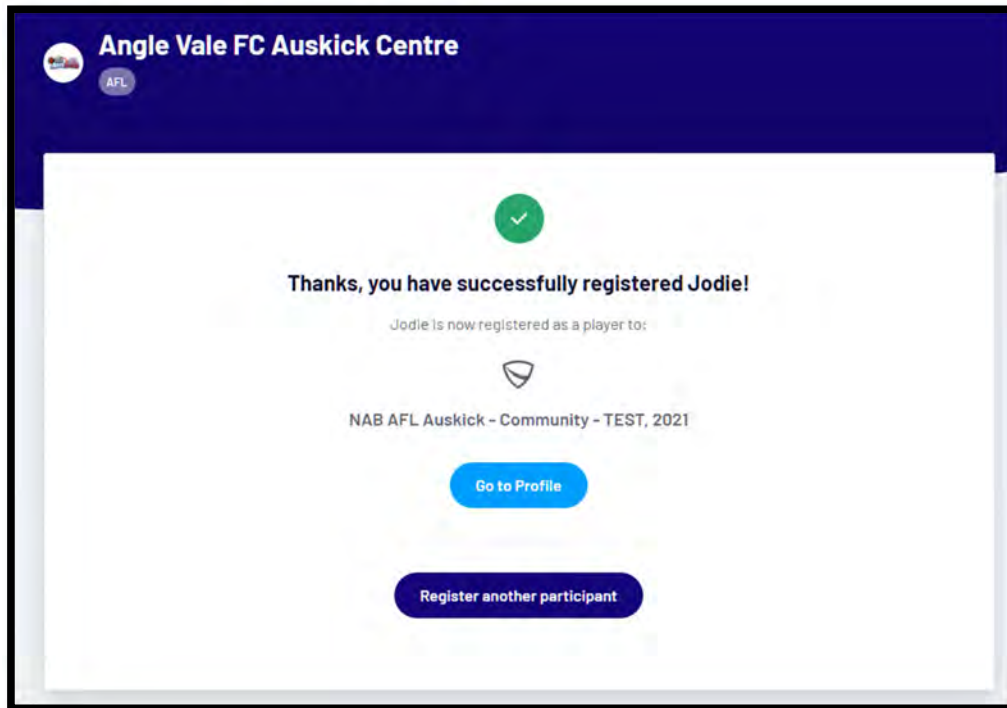
You may be required to provide a copy of your voucher to the organizations where discounts have been applied.

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.

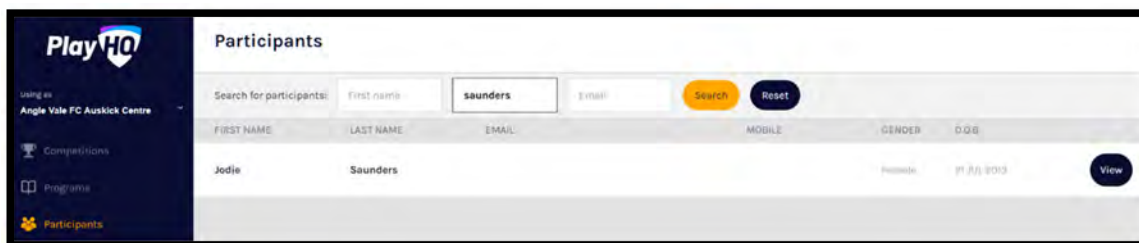


9. Participants

Searching for a Participant

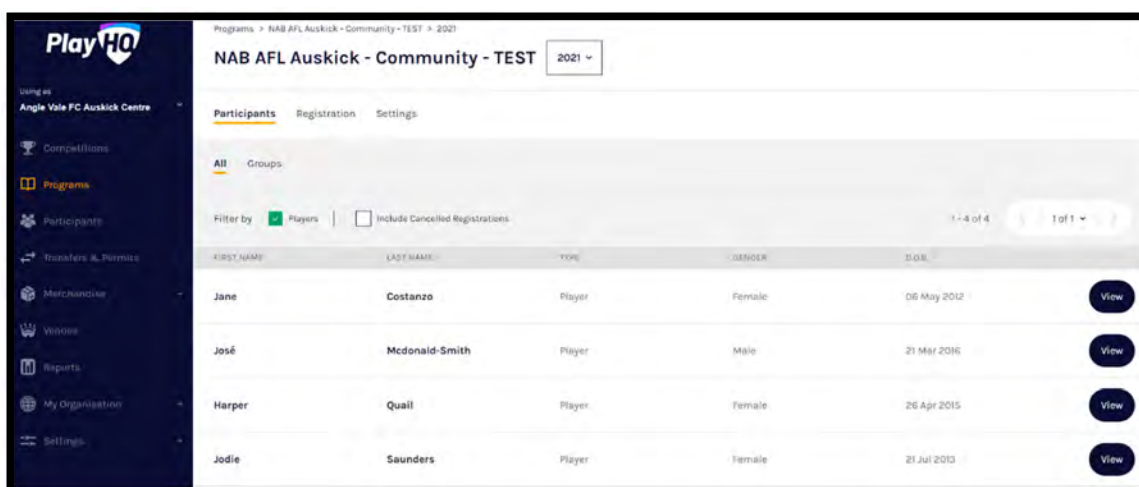
There are two options when searching participants in the database.

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	DOB	
Jodie	Saunders			Female	01 Jul 2013	View

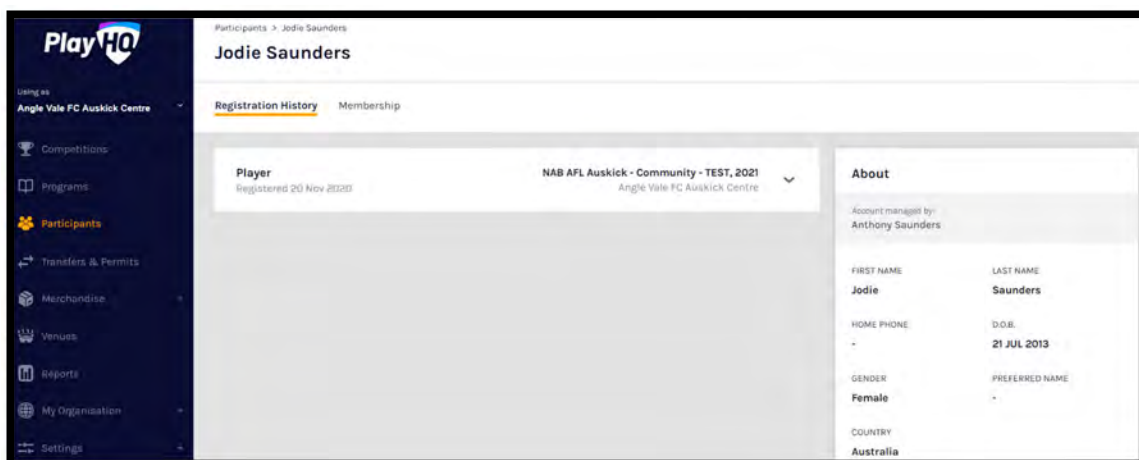
Option 2 - to search for all participants with a Program within the Auskick centre, in the left hand column select Programs, select the Program, select the Season and select Participants.



FIRST NAME	LAST NAME	TYPE	GENDER	DOB	
Jane	Costanzo	Player	Female	06 May 2012	View
José	McDonald-Smith	Player	Male	21 Mar 2016	View
Harper	Quail	Player	Female	26 Apr 2015	View
Jodie	Saunders	Player	Female	01 Jul 2013	View

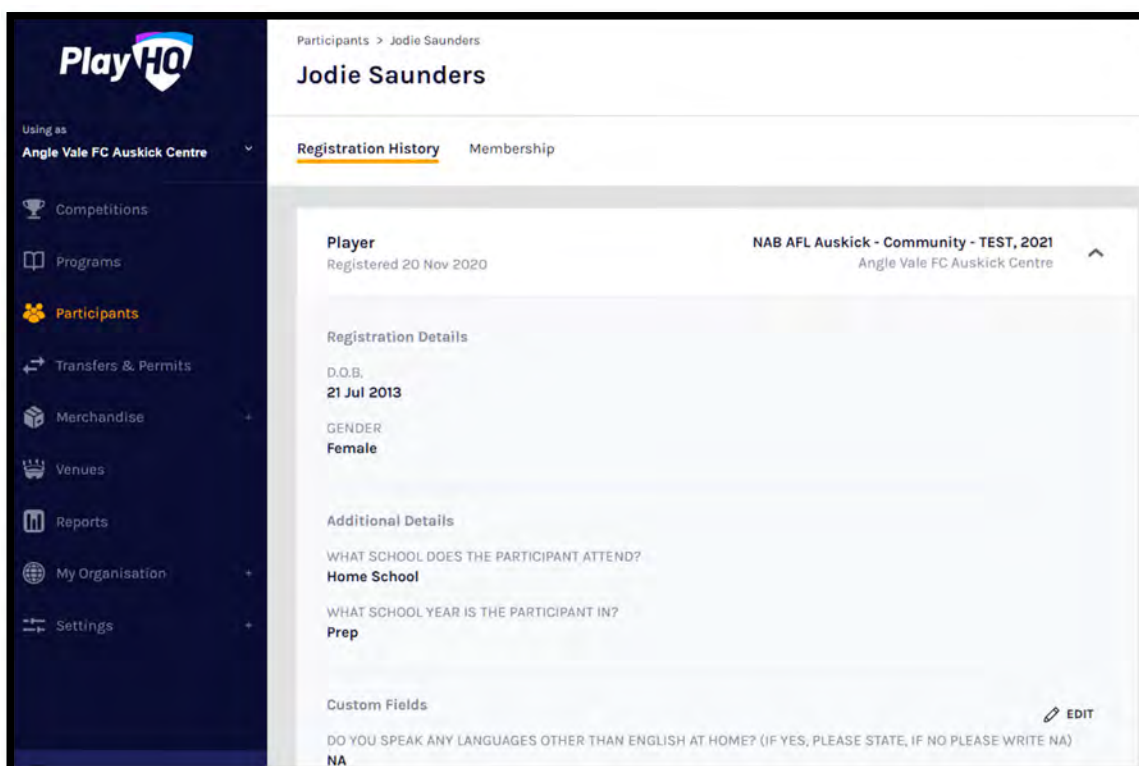
How to view a Participant profile

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



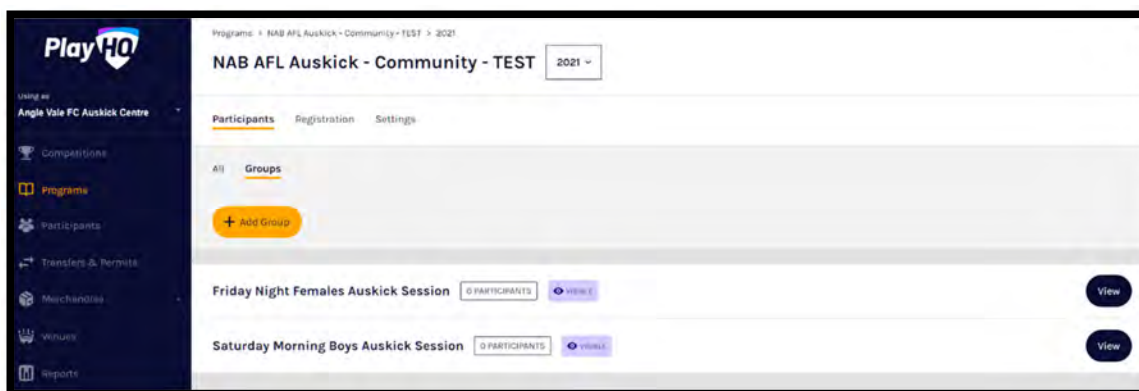
How to Update a Participant Profile

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.**

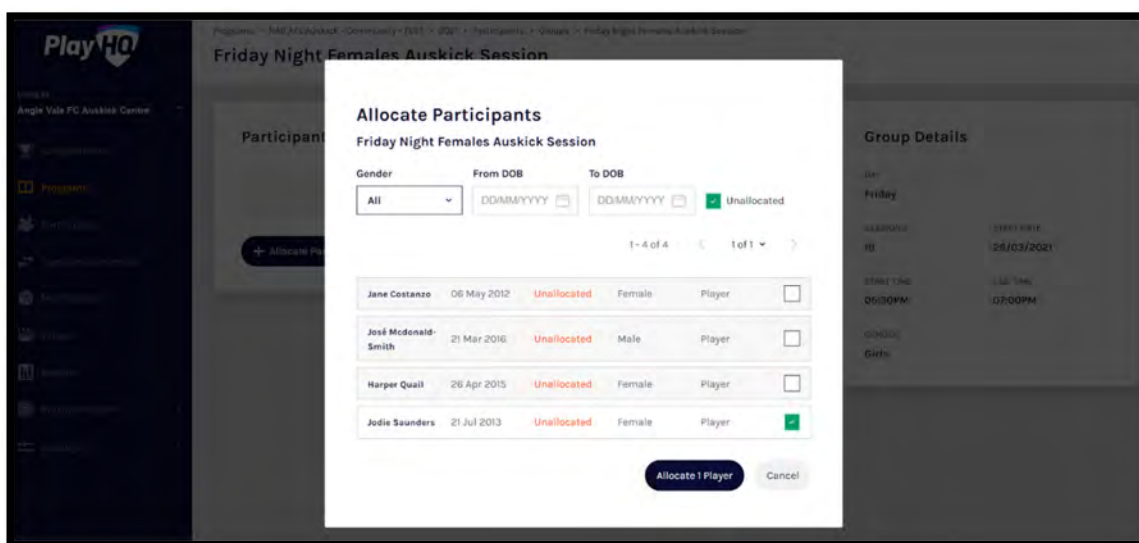


Manage Participants in Groups

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.

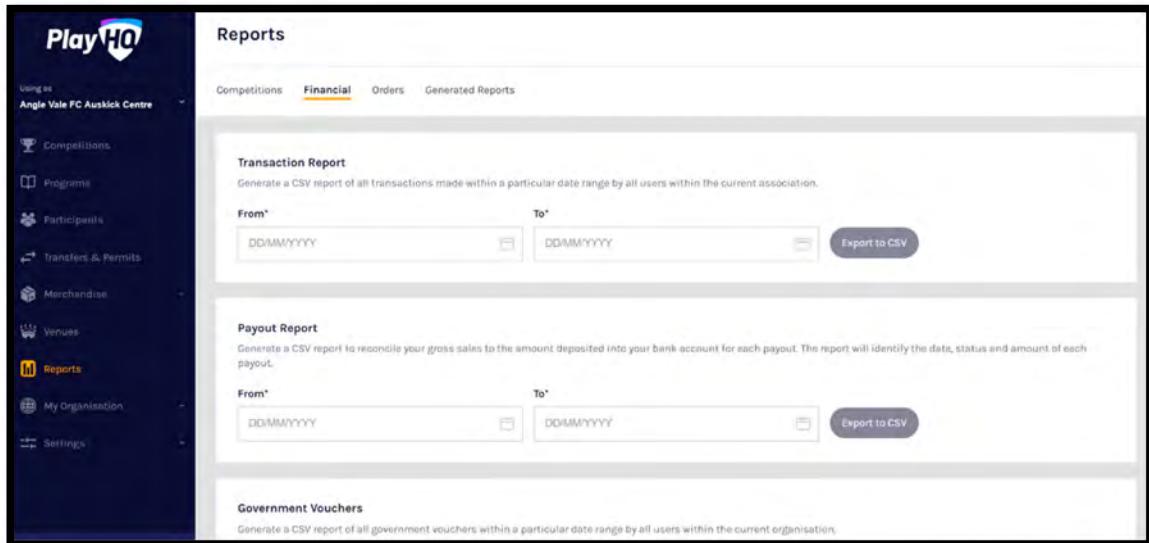


Click the + Allocate Participants button, tick the box for participant you wish to allocate and click on the Allocate Player button.



10. 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 **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.

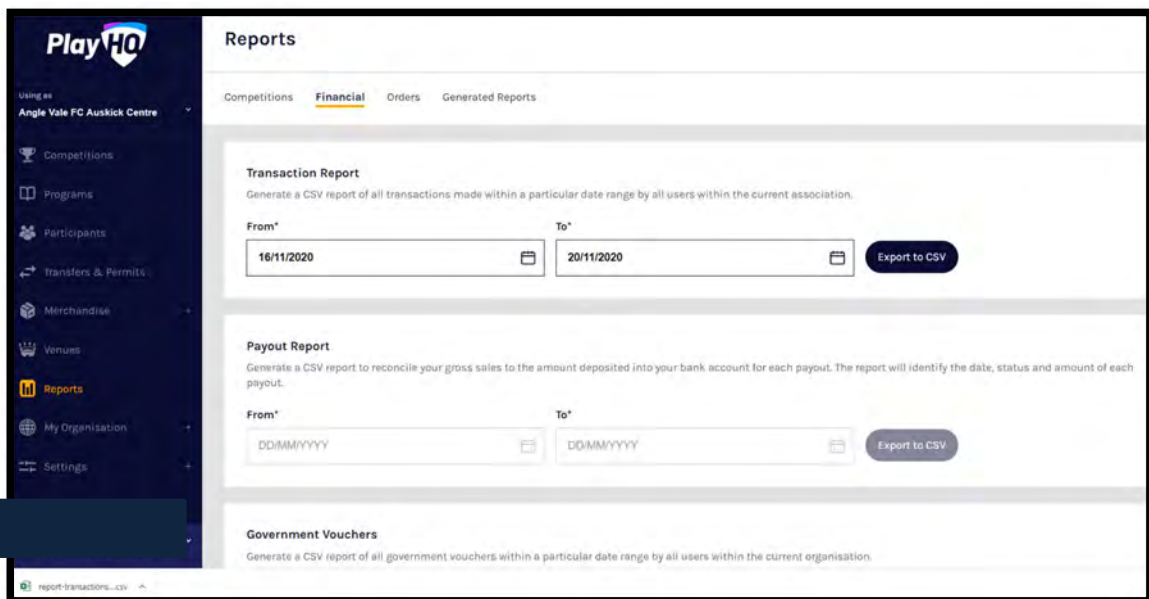
From* To* [Export to CSV](#)

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* [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 **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* [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* [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

11. How to contact Participants

Please refer to the NAB AFL Auskick Coordinator Communication Userguide.

12. 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](#).