



## **PlayHQ Player Lineup Quick Guide**

## How to list your player lineup on PlayHQ as a Team Manager/ Coach

- Log in to your PlayHQ account
- From the dropdown arrow in the top right corner select My Account
- Click on the square box of the team you need you need to do the player line up for
- Select the game that needs player line up done for by clicking on arrow on right side of fixture
- Click Manage button in Gold
- Click gold +select team button
- Click plus buttons to move players from the left column to the right column (must be a minimum of 7 players as this is the default number)
- Click blue next button
- Select coaches/ captain
- Click save

## If you want to use players that are not on your normal line up list, then there are 2 ways to manage this:

- 1. Contact your club admin who can add these players once registered to your team list
- 2. Add extra players on game day as outlined below

## On the game electronic scoring device that the umpires will have you will need to do the following:

- 1. Ask the umpires to open the game that you need to add players to
- 2. Hold the device in portrait angle
- 3. Click on your team and the player line up will show up
- 4. Swipe to the bottom of the list
- 5. Hit the blue Edit button
- 6. Select the line-up tab
- 7. Scroll to the bottom and click the blue Add a player button
- 8. Fill in details and enter

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8 Zoe Ferreira	0	0	0	0
8 Georgia Roy	0	0	0	0
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	Step 4			

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6	Bronte Crowe			Email*			,
8	Zoe Ferreira	•	(2				,
9	Hannah Cormack	•		Date of birth*			
10	Ana Rathbone	•	Cos		MM - YYYY -		
12	Jemma Charteris	•		Player Number			
81	Georgia Roy	•	-				
121	Jordan Meltzer	•	0				
Add Fill-in Player Add to the line-up allocated to the to	p players that have not been eam.	+ Add Fill-I	-	As a partic entered is participati Zealand.*	cipant I acknowledge that i true and correct, and agre tion terms and conditions o	he information e to the I Hockey New	
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