



## MILL PARK BLAZERS BASKETBALL CLUB

### PlayHQ User guide (Feb 2021 season)

PlayHQ is a new and exciting system that has been implemented by Basketball Victoria across all Victorian clubs, this means that all players who play domestic basketball or rep or both under the Whittlesea association must now use PlayHQ to register players.

**Follow the steps and screenshots below to create a login profile and register your child or children. If you already have a login profile, you can go directly to step 5.**

A few important notes:

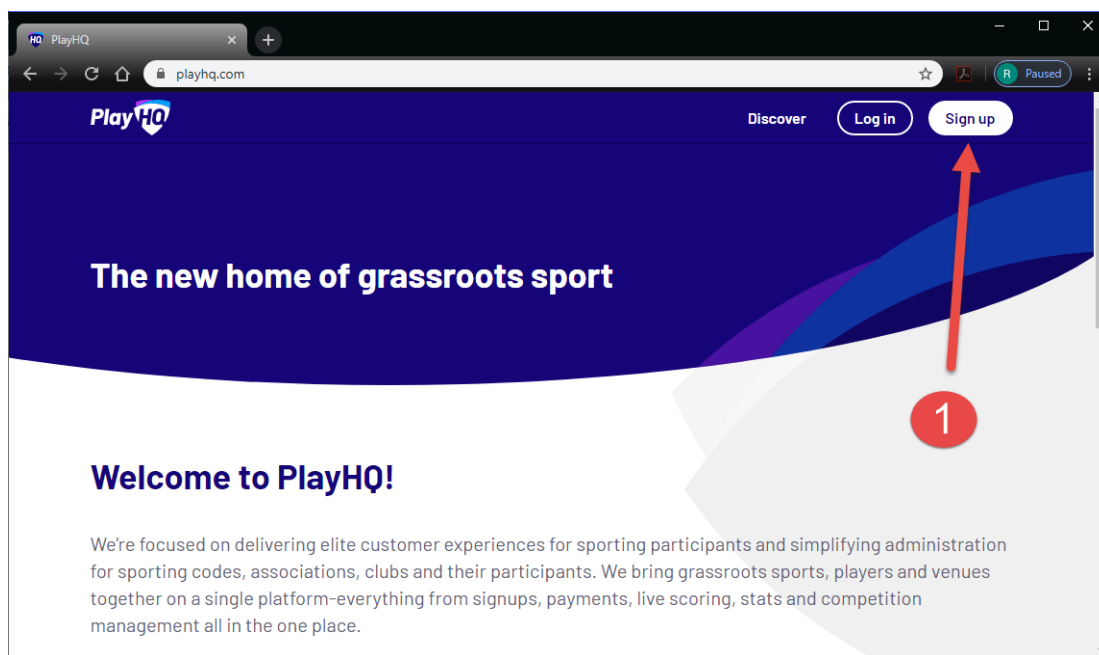
- a) You can use your PlayHQ login profile to register yourself or your child.
- b) You can register multiple children under a single login profile.
- c) Coaches and Team Manager can also register.
- d) Basketball Victoria Licence fee (\$25 or \$39 depending on age) is required to be paid during the PlayHQ registration process outlined below.
- e) After completing the PlayHQ registration, the club fee (\$200) must be paid into the Blazers account as per normal via online banking (bank details are outlined below).
- f) Cash payments are also available in the first few weeks of the season, times and venues to be advised.
- g) If you require a payment plan, please contact the club Treasurer Ray at raymond\_1991\_@hotmail.com.

### Player registration URL (Feb 2021 season):

<https://www.playhq.com/basketball-victoria/register/b19ea6>



## How to sign up and create a PlayHQ login profile



1. Enter or click on the link below and then select the **Sign up** button.

<https://www.playhq.com>

Please note that **Google Chrome browser** is recommended.

A screenshot of the PlayHQ sign-up page. The page has a dark blue header with the PlayHQ logo, 'Discover' link, and 'Log in' and 'Sign up' buttons. The main content area is white and contains a sign-up form titled 'Sign up to PlayHQ'. The form has five input fields: 'First name\*', 'Last name\*', 'Email\*', 'Mobile number\*' (with a country code dropdown), and 'Set a password\*'. A red box highlights these five input fields. A red arrow points from a red circle with the number '2' to the 'Sign up' button at the bottom of the form. Below the form, there is a line of text: 'By clicking Sign up, you agree to our [Privacy Policy](#) and [Terms of Use](#).'.

2. Populate each of the fields including email and mobile phone, and then press the **Sign up** button.



PlayHQ

Discover Log in Sign up

### Verify your account

Please enter the verification code that we sent to **rober.smith@gmail.com** in order to activate your account.

Verification code\*

Please type

Confirm code

Resend code

3. A code will be sent to your mobile phone, enter the code from your mobile phone into the **Verification code** and then press the **Confirm Code** button.
4. That's it, you now have a PlayHQ login profile, proceed to step 5 below to register your child for the upcoming season.



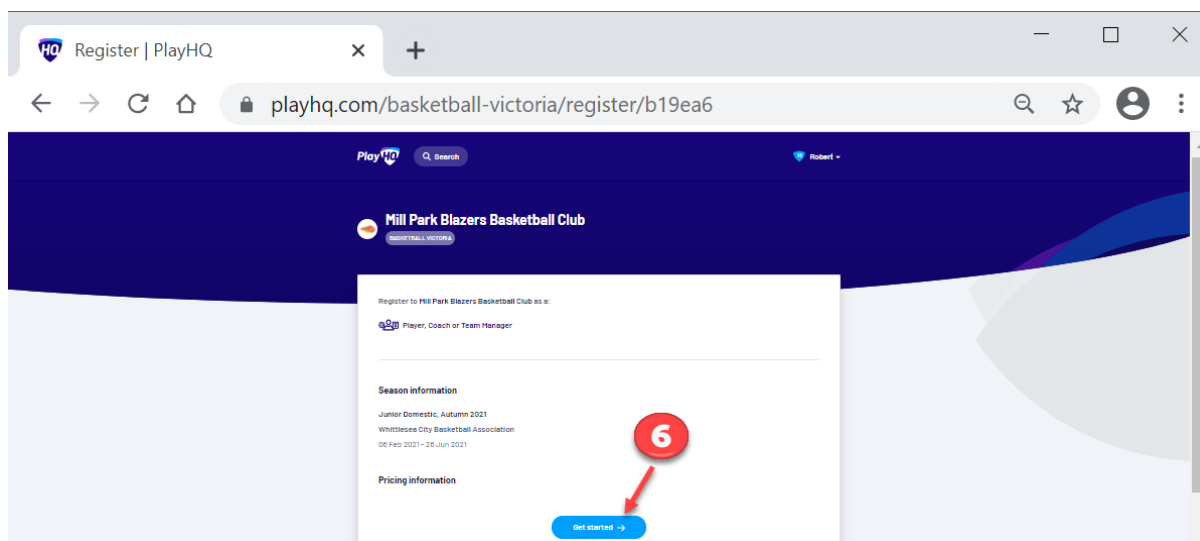
## How to Register a player

5. Enter or click on the link below.

Feb 2021 link:

<https://www.playhq.com/basketball-victoria/register/b19ea6>

Please note, you must have a PlayHQ login profile to be able to register your child. If you do not yet have a PlayHQ login, go to step 1 above to create it first and then return to this section to register your child.



6. Select **Get Started**.



Registration | PlayHQ

playhq.com/register/73eb1f/participant/1

Discover Robert

Mill Park Blazers Basketball Club

Junior Domestic, Autumn 2020, Whittlesea City Basketball Association

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

Please choose who you would like to register

I am registering myself

☐ Robert Varrica

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

☒ Register new family member or dependant

Continue →

Back

7. Select **I am registering someone else** (if you are registering your child), then press **Continue**. Alternatively, you can register yourself.

8. Choose **Player**, and then press **Continue**. Alternatively, you can choose to register as a **Coach** or **Team Manager**.

9. Continue until all sections are completed

10. Repeat **steps 5 – 9** to register any other children.

**IMPORTANT –** The **Basketball Victoria Annual Licence fee (\$25 or \$39)** is required to be paid during the above registration process however if you have already paid recently you will not be prompted again. The **club fee (\$200)** must be paid as per normal directly into the Blazers account (details below) after you have completed the PlayHQ registration.

Account Name: Mill Park Blazers Basketball Club  
 BSB No: 033-137 Account No: 148138  
 Ref: Family name & age, e.g. 'SmithU16Boys'.

- Note that club fees are usually due by the 2nd week of the season, failure to do so may result in stand-downs until arrears are paid.
- Cash payments will be accepted at training venues in the first 2 weeks of the season only, dates and times will be advised.



- **Web site:** <https://www.millparkblazers.com/>
- **Facebook:** <https://www.facebook.com/millparkblazersbasketballclub/>
- **TeamApp:** <https://www.teamapp.com/clubs/search?utf8=&q=mill+park+blazers>

