

Winter 2020

Registering player, coach, team manager



Introduction

What has changed for Winter 2020

Basketball Victoria have developed a new system specific to basketball to register and manage players, venues, fixtures, etc., which requires players, coaches and team managers to register individually with them AS WELL AS with their preferred Club.

Previously, players would register with their Club who would then place them in a team. The teams would then be registered with the Association and a fee paid by the Club to the Association dependent on the age of the



players in the team (e.g. Miniball team registration fee is \$65 per team per season, U8 to U11 is \$85, U12 to U21 is \$125, etc.) . From these team registration fees, the Association would then pay Basketball Victoria to cover costs of insurance, administration, governance, legals, etc.

From Winter 2020, each player will be required to register and pay Basketball Victoria & KMDBA directly. The Basketball Victoria payment is valid for 12 months from date of payment; KMDBA and Club fees are payable before each season starts.



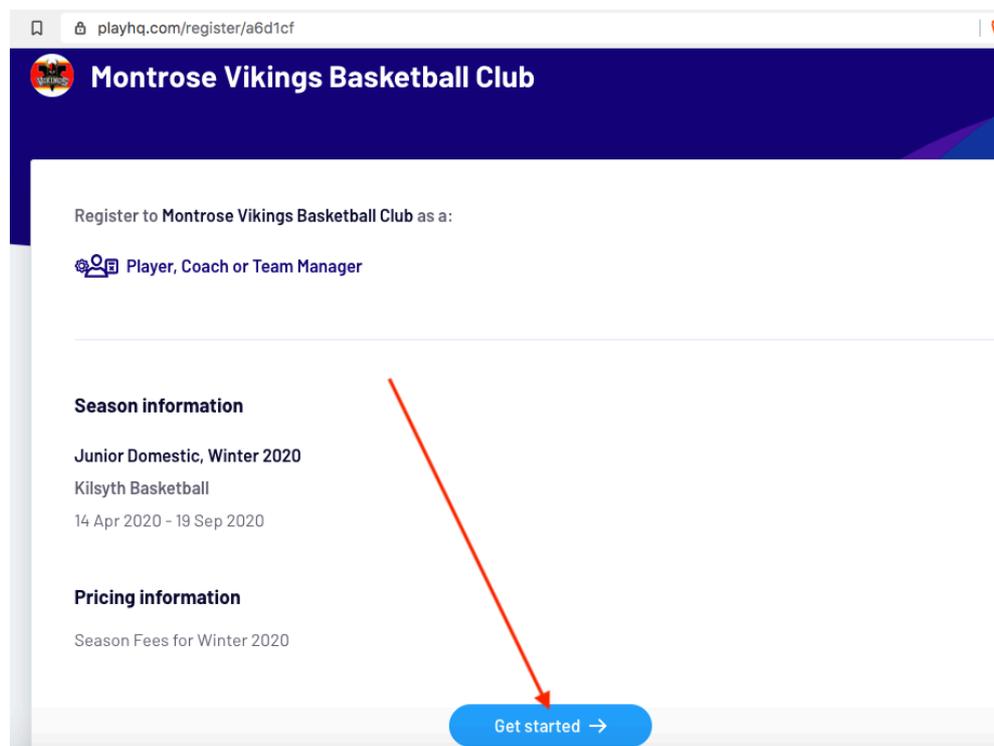
If a player registers and pays late in the season, they will not get the full 12 months and will be required to pay before the end of the 12 month period (i.e. before the season starts) otherwise their registration will lapse during the season.

Preferred Registration & Payment Option

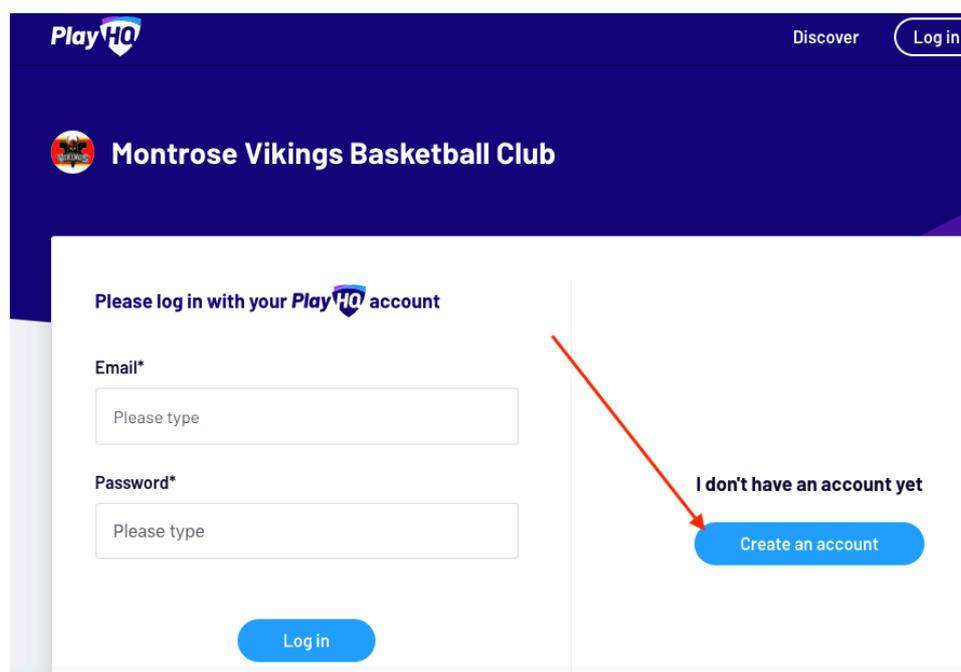


Start Player Registration

1. Visit <https://www.playhq.com/register/a6d1cf>
2. Click the blue "Get started" button.



3. Click the blue "Create an account" button.



4. Fill in the required fields.

Sign up to PlayHQ

First name*

Last name*

Email*

Mobile number*

Set a password*

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

Sign up

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

5. Make a note of the password and keep it safe.

6. Review the Privacy Policy and Terms of Use links before clicking the blue “Sign up” button.

7. A verification code will be sent to your email address. Enter it into the field and click the blue “Confirm code” button.

Verify your account

Please enter the verification code that we sent to ~~XXXXXXXXXX~~@yahoo.com.au in order to activate your account.

Verification code*

Confirm code

Resend code

8. Login with the email and password entered in Step 4.



Montrose Vikings Basketball Club

Please log in with your **PlayHQ** account

Your account has been verified. Please log in.

Email*

Password*

[Log in](#)

[Forgot password?](#)

9. Click on the circle next to “I am registering someone else” and click the blue “Continue” button.



Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

[Choose User](#) > [Choose Role](#) > [Participant Details](#) > [Fees & Pro](#)

Please choose who you would like to register

I am registering myself

Tess Stevenson

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

Register new family member or dependant

[Continue →](#)

10. Click the circle in line with Player. Click the blue "Continue" button.

Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

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

Register as a:

Player

Coach

Team Manager

Continue →

11. Enter the information required (mandatory fields are marked with an *)



Junior Domestic, Winter 2020, Kilsyth Basketball

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

First name* Please enter	Last name* Please enter
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Preferred name Please enter	Gender* Please select
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Date of birth* DD MM YYYY	Country of birth* Australia
-------------------------------------	---------------------------------------

Home number
e.g. (03) 9876 1234

Address*
e.g. Apt 5, 100 Smith St

Suburb* Please enter	Postcode* Please enter
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State*
Please select

Additional details

Does the participant have a disability?* Please select	Is the participant of Aboriginal and/or Torres Strait Islander origin?* Please select
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Parent/Guardian details

First name* XXXXXXXXXX	Last name* XXXXXXXXXX
----------------------------------	---------------------------------

Email* XXXXXXXXXXXXXXXXXXXX	Mobile number* +61 8 XXX XXX XXX XXX
---------------------------------------	--

Parent/Guardian address is the same as the participant's address.

[Add another parent/guardian](#)

Emergency Contact

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact.

First name* Please enter	Last name* Please enter
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Relationship* e.g. friend, aunt...	Email* Please enter
--	-------------------------------

Mobile number*
+61 8 XXX XXX XXX XXX

[Save and Continue →](#)

12. Click the blue "Save and Continue" button.
13. If the player is 17 years or under, the Basketball Victoria fee is \$25; if 18 years or older, the fee is \$39.
14. Tick the box then click the blue "Checkout" button.

Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

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

Fees

DESCRIPTION	PRICE
Basketball Victoria Annual Participant Licence - Junior ⓘ Basketball Victoria	A\$25.00
Association Player Registration Fee Kilsyth Basketball	A\$10.00
Club Player Registration Fee Montrose Vikings Basketball Club	A\$0.00

Sub-Total **A\$35.00**

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.

[Checkout →](#)

15. If you've been provided with a voucher from Montrose Vikings, please add it into the "Enter a voucher code" field and click the pale blue "Apply" button.
16. Enter the required information then click the blue "Confirm purchase" button.



Junior Domestic, Winter 2020, Kilsyth Basketball

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*

MM / YY

CVC*

CVC

Billing Address

Address*

e.g. Apt 5, 100 Smith St

Suburb*

Please type

State*

Please Select

Postcode*

Please type

Country*

Australia

Confirm purchase →

Order summary

Basketball Victoria Annual Participant
Licence - Junior A\$25.00
Basketball Victoria

Association Player Registration Fee A\$10.00
Kilsyth Basketball

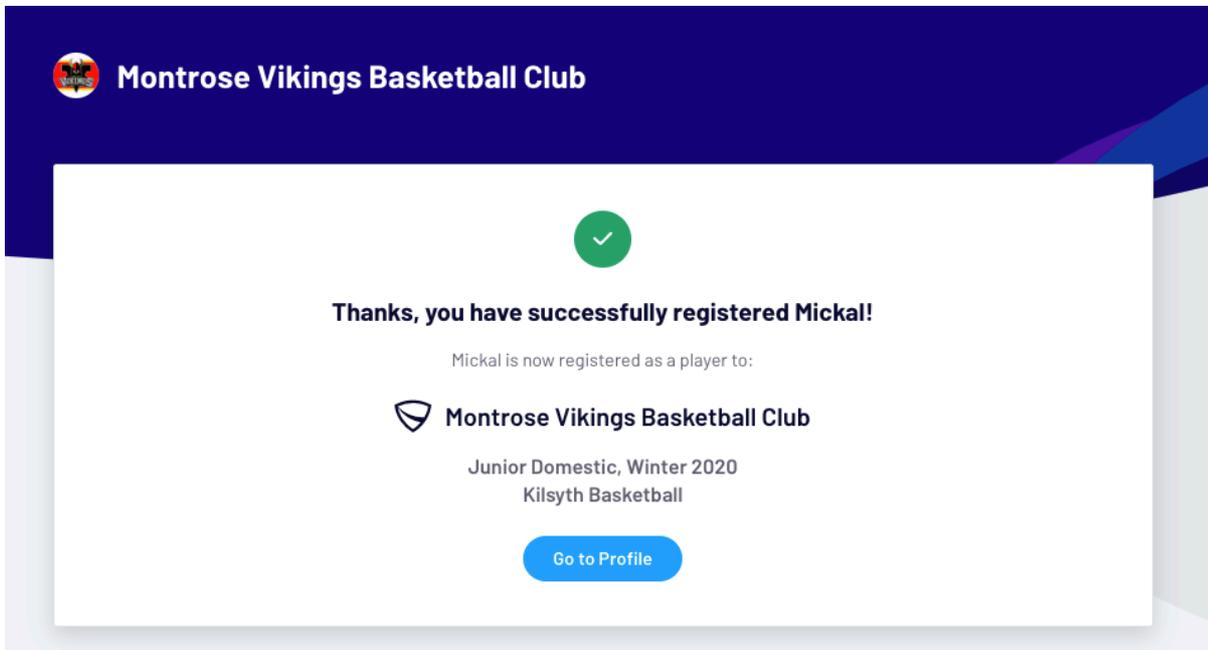
Club Player Registration Fee A\$0.00
Montrose Vikings Basketball Club

Total **A\$35.00**

Enter a voucher code

Apply

17. Once payment has gone through, you should see a successfully registered message in your browser.



18. An email will also be sent with an invoice.

Thanks, you have successfully registered Mickal!

Mickal is now registered as a player to the Junior Domestic - Winter 2020 season (Kilsyth Basketball) for the Montrose Vikings Basketball Club.

You can log into your [PlayHQ](#) account to view and update your details, and also view your registration history.

You will also receive a separate email containing your tax invoice.

Regards,
Montrose Vikings Basketball Club

Your payment has been received!

We have successfully processed your payment for invoice #10018861.

Attached is a copy of the invoice for your records. This invoice has been paid and there is no further payment required.

This charge will appear on your bank statement as **PlayHQ**.

Regards,
Montrose Vikings Basketball Club

If you have more players to register:

- A. Go to <https://www.playhq.com/register/a6d1cf>
- B. Click the blue "Get started" button
- C. Follow steps 9 to 17

Coach Registration

1. Go to <https://www.playhq.com/register/a6d1cf>
2. Click the blue "Get started" button
3. Click the "I am registering myself" circle.

Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

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

Please choose who you would like to register

I am registering myself

Tess Stevenson

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

Register new family member or dependant Mickael Mouse Mickal Mouse

Continue →

4. Click the blue "Continue" button.



Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

Choose User

Choose Role

Participant Details

Fees & Products

Payment & Summary

Register as a:



Player



Coach



Team Manager



Continue →

5. Click the circle on the line "Coach" then click the blue "Continue" button.
6. Fill in the required fields (as per the player registration Step 11). Extra fields are Coach accreditation and Working with Children - fill these in if you have them.

Coach accreditation level

Accreditation level*

None

Working with Children (WWC)

Please enter your Working with Children details below

WWC Number

Please enter

Expiry date

DD

MM

YYYY

State of issue

Please select

Save and Continue →

7. Tick the box then click the blue "Checkout" button.

Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

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

Fees

DESCRIPTION	PRICE
Club Coach Registration Fee Montrose Vikings Basketball Club	A\$0.00
Sub-Total A\$0.00	

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.

[Checkout →](#)

8. Click the blue "Submit Registration" button.

Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

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

✔ Payment is not required. Please submit registration below.

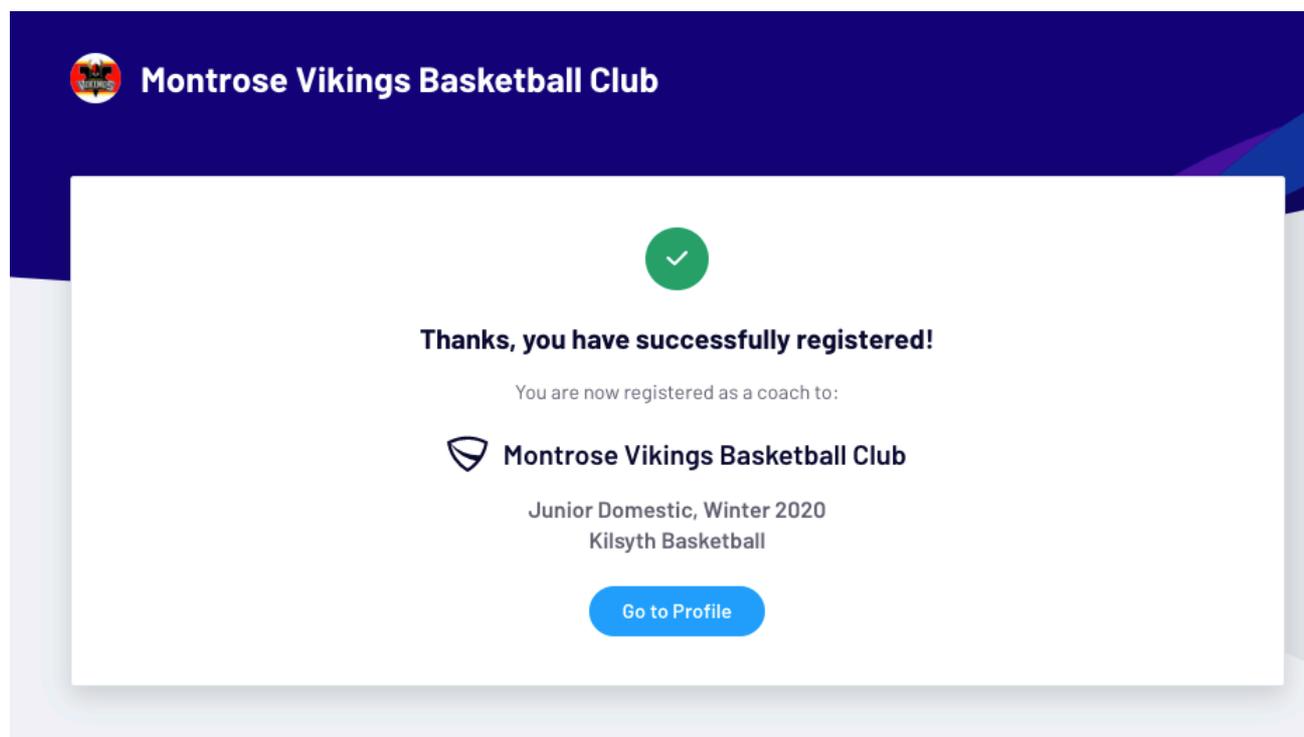
[Submit Registration →](#)

[Back](#)

Order summary

Club Coach Registration Fee Montrose Vikings Basketball Club	A\$0.00
Total A\$0.00	

9. A successfully registered message will appear in your browser and an email will be sent too.



Thanks, you have successfully registered!

You are now registered as a coach to the Junior Domestic - Winter 2020 season (Kilsyth Basketball) for the Montrose Vikings Basketball Club.

You can log into your [PlayHQ](#) account to view and update your details, and also view your registration history.

You will also receive a separate email containing your tax invoice.

Team Manager Registration

1. Go to <https://www.playhq.com/register/a6d1cf>
2. Click the blue "Get started" button
3. Click the "I am registering myself" circle.

Montrose Vikings Basketball Club

Junior Domestic, Winter 2020, Kilsyth Basketball

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

Please choose who you would like to register

I am registering myself

Tess Stevenson

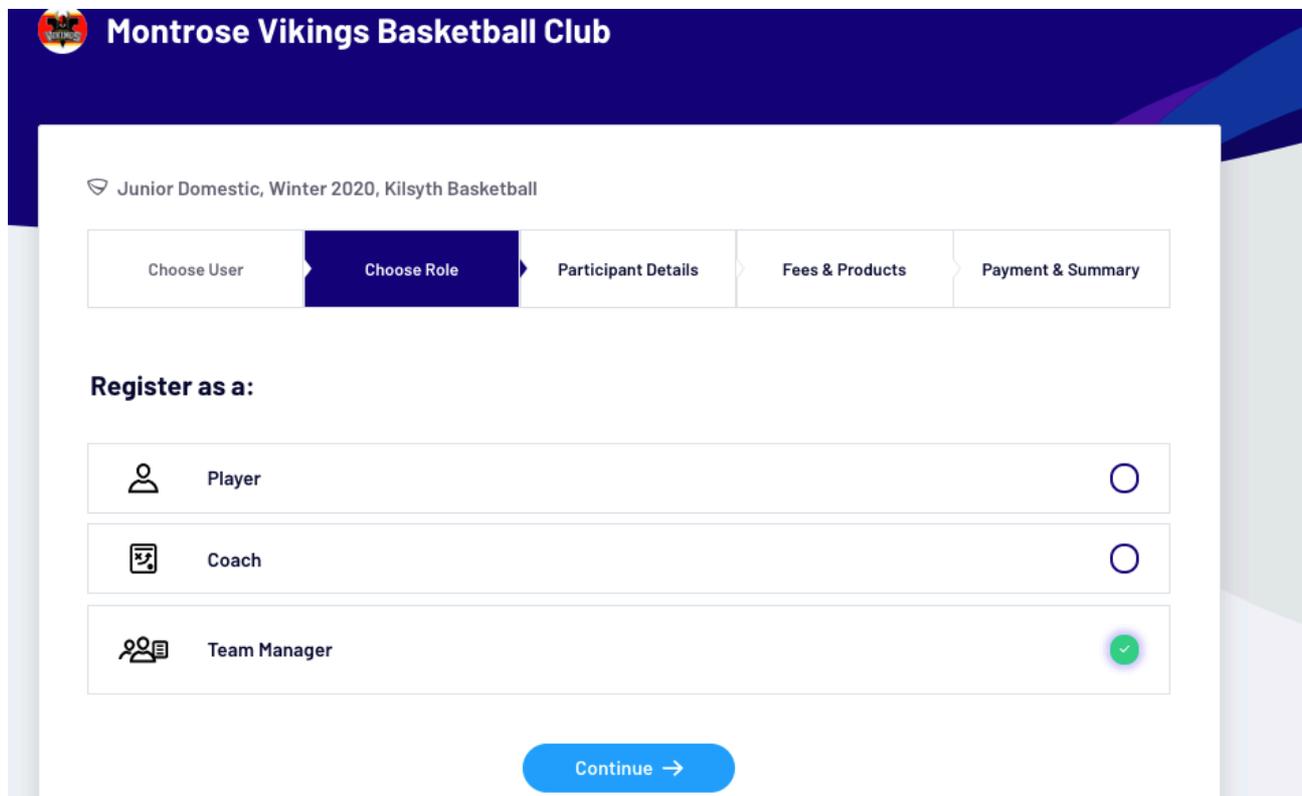
I am registering someone else
(Participant will be linked to my account)

Register new family member or dependant Mickael Mouse Mickal Mouse

Continue →

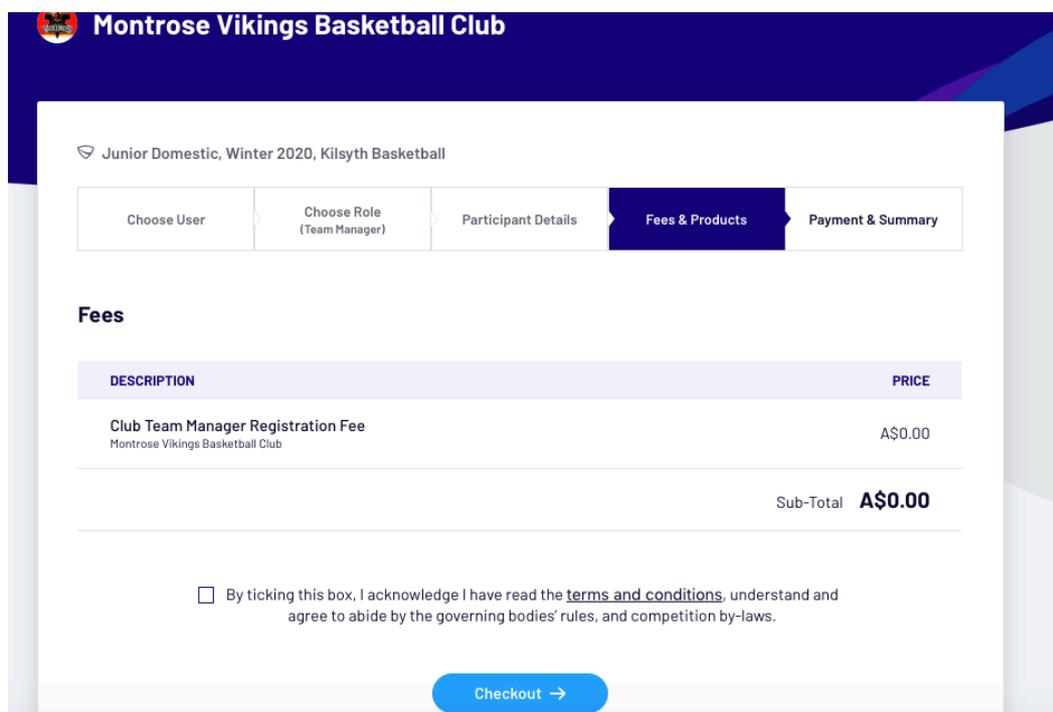
4. Click the blue "Continue" button.

5. Click the circle on the line "Team Manager" then click the blue "Continue" button.



6. Fill in the required fields (as per the coach registration Step 6).

7. Tick the box then click the blue "Checkout" button.



8. Click the blue "Submit Registration" button.

The screenshot shows the registration process for the Montrose Vikings Basketball Club. The header includes the club logo and name. The page title is "Junior Domestic, Winter 2020, Kilsyth Basketball". A progress bar at the top indicates the current step is "Payment & Summary". A green message box states: "Payment is not required. Please submit registration below." Below this is a blue "Submit Registration →" button and a grey "Back" button. On the right, an "Order summary" table shows a "Club Team Manager Registration Fee" for "Montrose Vikings Basketball Club" at a price of "A\$0.00". The total is also "A\$0.00".

9. A successfully registered message will appear in your browser and an email will be sent too.

The screenshot shows a success message from the Montrose Vikings Basketball Club. It features a green checkmark icon at the top. The main text reads: "Thanks, you have successfully registered!". Below this, it says: "You are now registered as a team manager to:". The club logo and name "Montrose Vikings Basketball Club" are displayed, followed by the event details: "Junior Domestic, Winter 2020" and "Kilsyth Basketball". At the bottom, there is a blue "Go to Profile" button.