



## MILL PARK BLAZERS BASKETBALL CLUB

# PlayHQ User guide

PlayHQ is a website that is used to register players into each season of basketball, this includes all players who play domestic basketball or rep basketball or both. All players must be registered in PlayHQ prior to the commencement of each season.

This user guide shows you:

1. How to create a PlayHQ profile – this is a once-off process,
2. How to register yourself or your child into a season using PlayHQ – this is required to be completed prior to each season.

**Note that if you already have a PlayHQ profile, you can go directly to section 2.**

Please note:

- a) You can use your PlayHQ 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 yearly fee is required to be paid during the PlayHQ registration process, as outlined below.
- e) After completing the PlayHQ registration, the Player registration fee must be paid into the Blazers' bank account via online banking (bank details below).
- f) Cash payments are also accepted 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 to arrange.

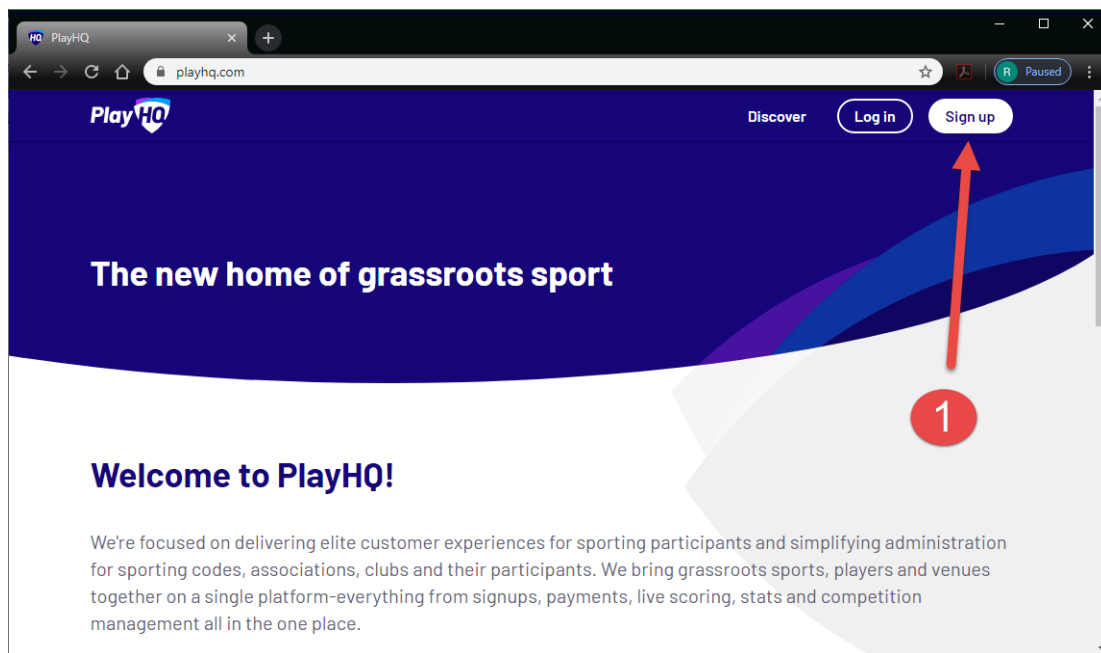
### **PlayHQ Player registration URL (to be used in section 2 below):**

Each season a new URL is created which you can use to register players, refer to the website registration page (below) for the latest PlayHQ player registration URL.

<https://www.millparkblazers.com/registration>



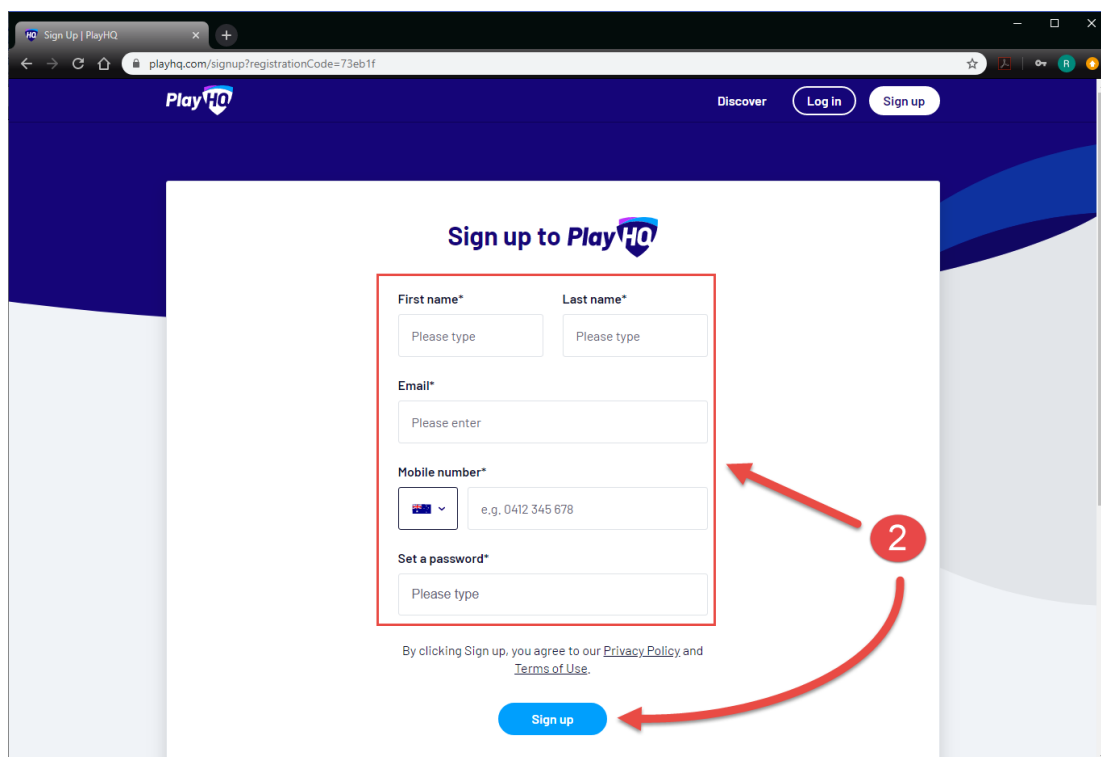
## Section 1 - How to create a PlayHQ profile



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

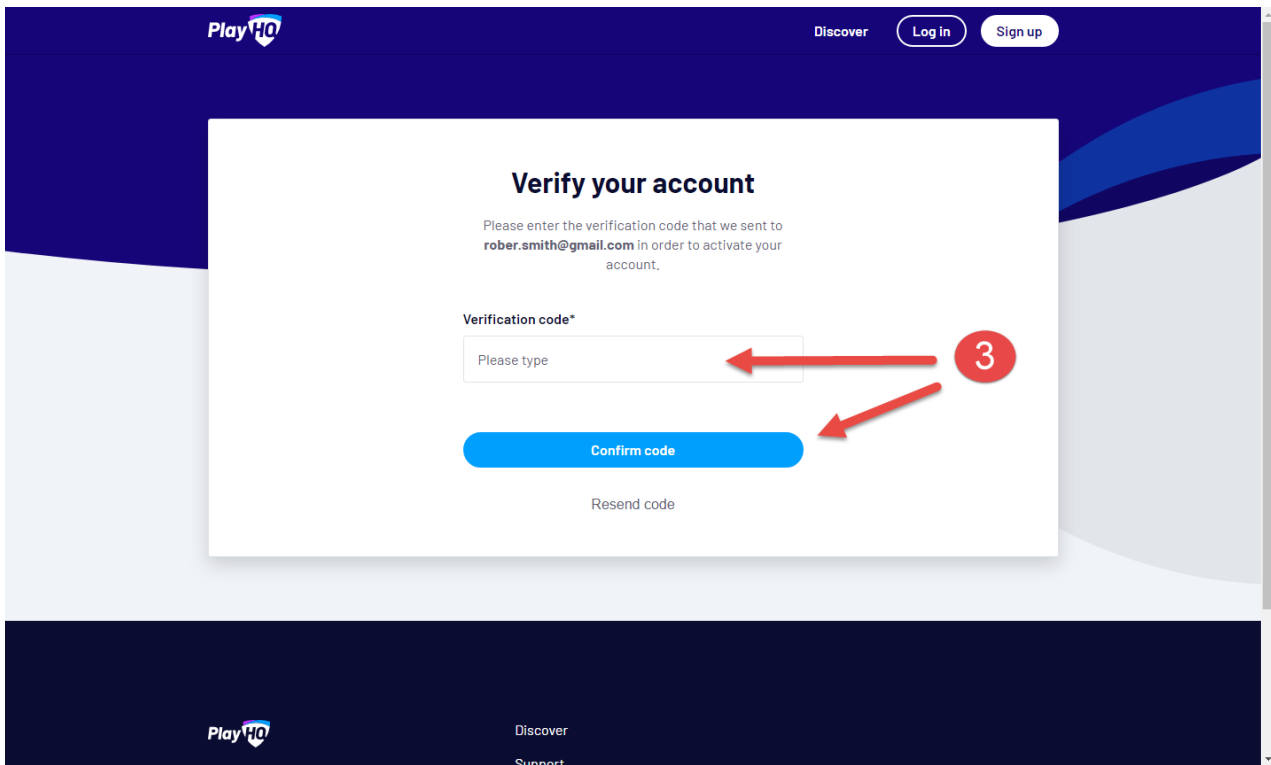
<https://www.playhq.com>

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



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





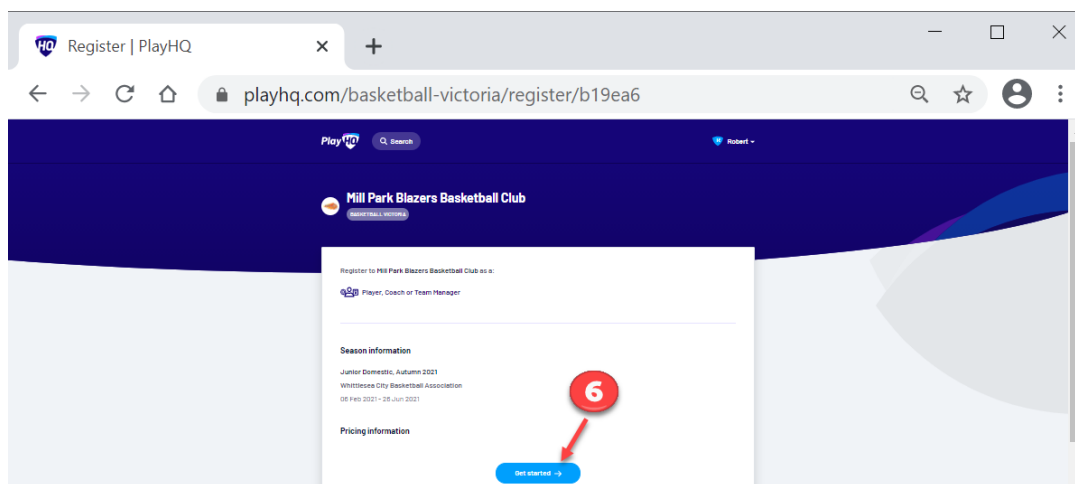
5. A code will be sent to your mobile phone, enter the code from your mobile phone into the **Verification code** and then press the **Confirm Code** button.
6. That's it, you now have a PlayHQ login profile, proceed to **Section 2 - How to Register a player** below to register your child for the upcoming season.



## Section 2 - How to Register a player

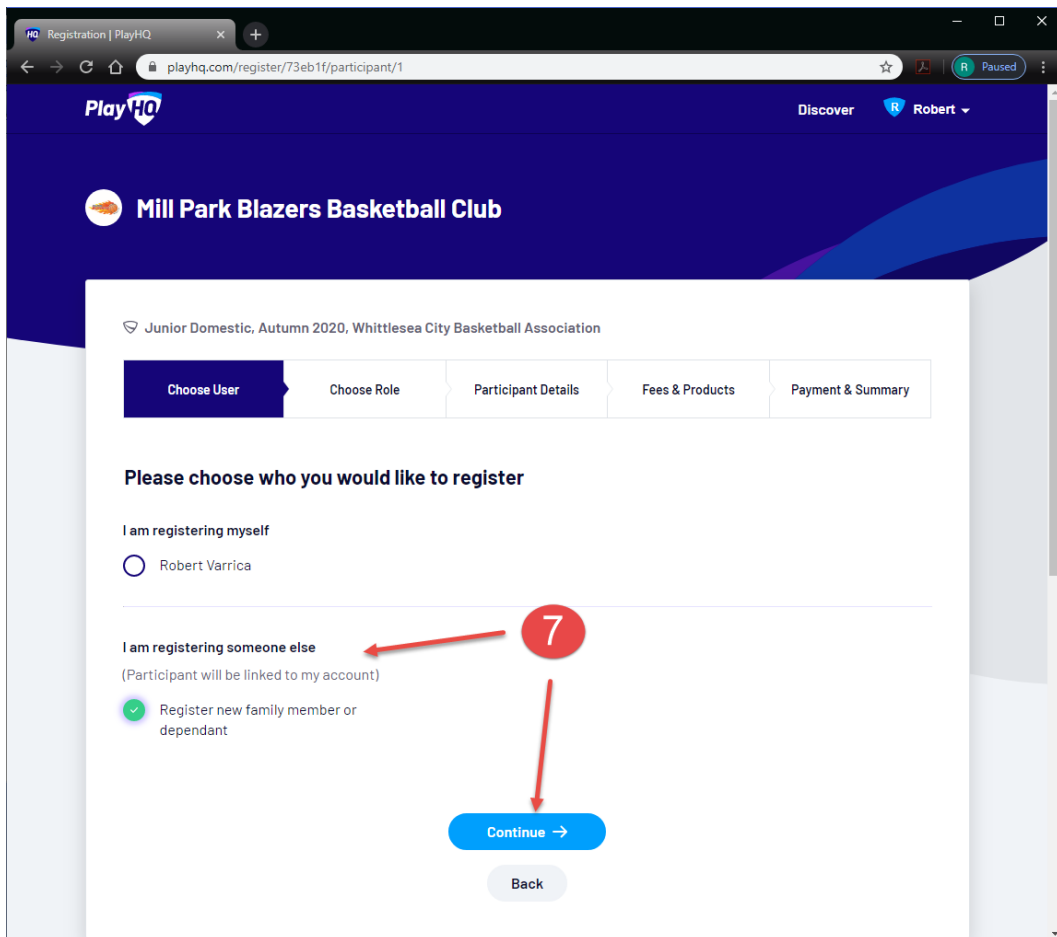
7. Enter or click on the PlayHQ Player registration URL which is available on the club [website](#).

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



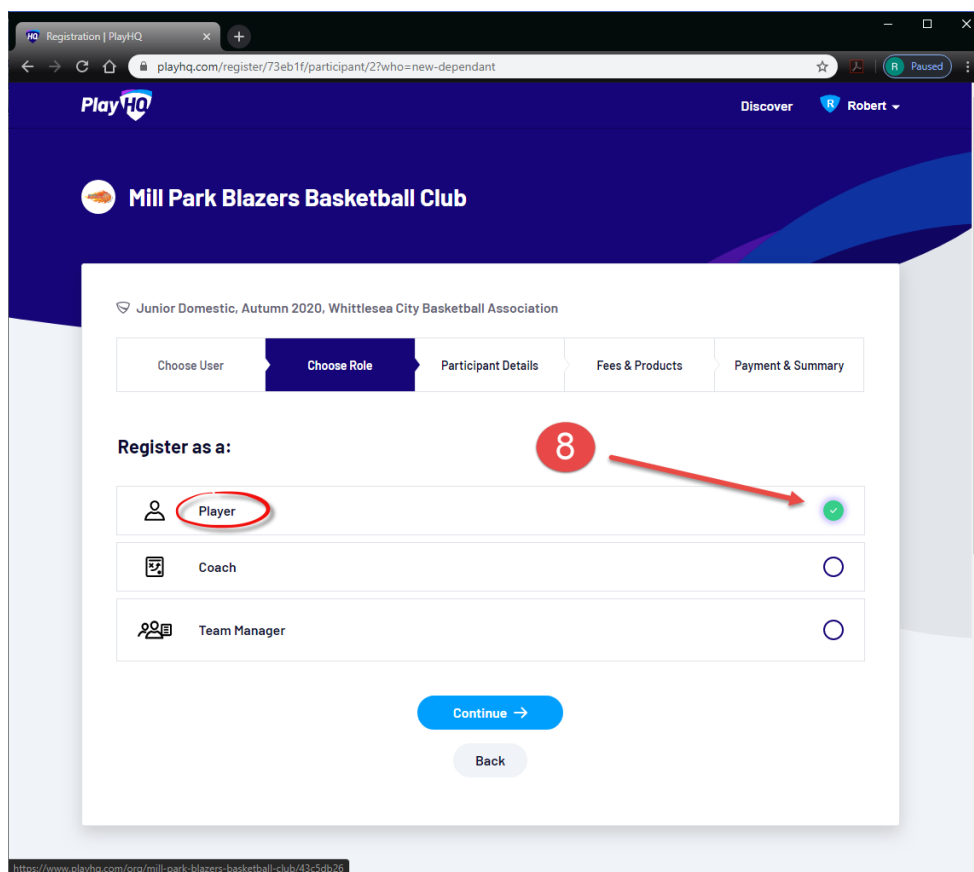
8. Select **Get Started**.





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





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

11. Continue until all sections are completed

12. 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 **Player registration fee** must be paid into the Blazers bank 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.



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

