# Entering Results in PlayHQ

There are two methods for entering results into PlayHQ and recording the players that played in the match. These are outlined below.

Entry by Team Manager/Coach

1. Team Managers (TM)/Coaches can be given "Manage" access when being added to a team. This allows them to not only see player contact and emergency contact details on their view of PlayHQ but also to enter scores and players.
2. Ask your TM/coach to log in to their version of playHQ (www.playhq.com)
3. Go to the top right-hand corner, click on the drop-down arrow next to their name and choose "My Account". (They may need to ensure they are in THEIR account and not their child's account)
4. The team/s they are responsible for will appear on the screen.
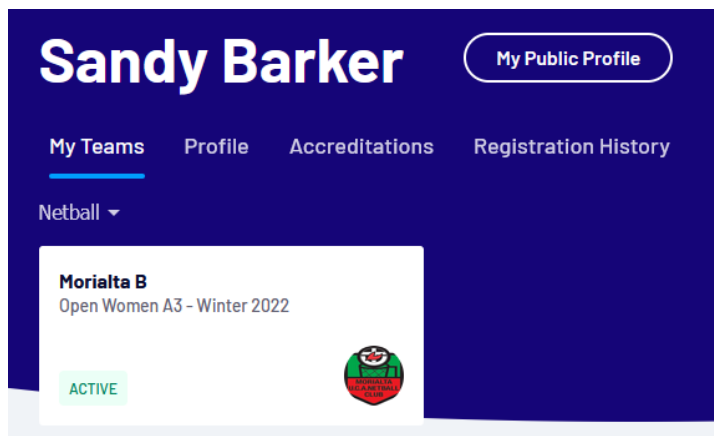
5. Click the required team and the fixture list for that team will appear on the screen.
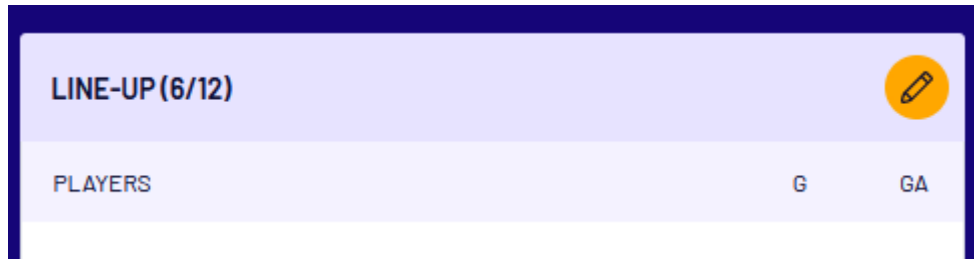6. Select the required match by clicking the arrow on the right-hand side of the fixture
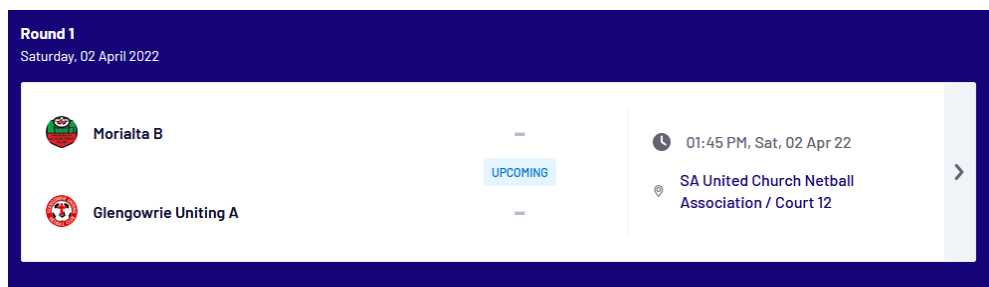
7. A screen will appear showing the public view with an orange box on the screen showing "Public View" and "Manage".

8. Select "Manage" from the orange box and you will then be able to enter scores for the match (after the completion time of the match). **Only the home team is required to complete this task.**
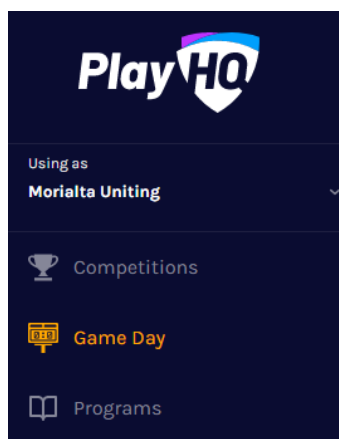
9. Please note that the quarter-by-quarter scores are what was scored in the quarter – NOT progressive quarter scores.
10. You may also enter the players that played in the match (this can be done prior to the match if needed – but must be amended to those who actually took the court).
11. To enter players, click on the "Pencil" icon and then add players by click the "+" next to their name. They will move from the left-hand to right-hand column. Then click "Next"
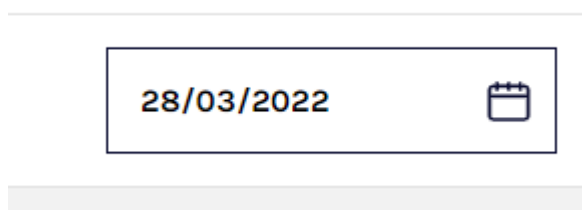

12. You will be asked to enter coach details (not compulsory) and then volunteers (score/timer – again not compulsory).

Entry by Scores Recorder with PlayHQ admin access

1. When logged in to PlayHQ using Administrator access go to "Game Day" in the left-hand menu.
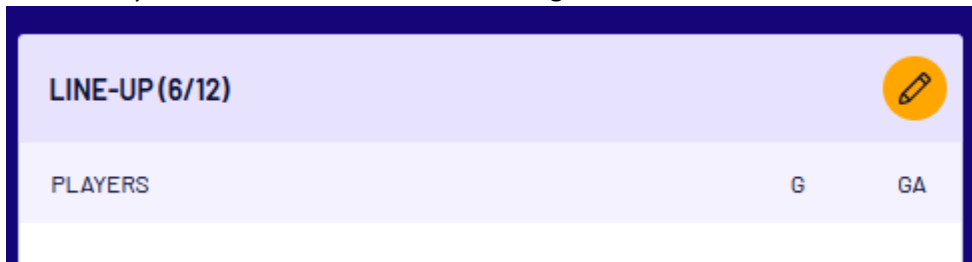

2. Then go to the box on the right-hand side of the screen and select the date for the matches you want to enter

3. If the match is already complete you can just enter the results in the boxes on this screen (full time score only). - **Only the home team is required to complete this task.**
4. To enter the quarter-by quarter scores you must click on the "Details" button on the right-hand side of the relevant match to bring up the relevant page and to add your players.
5. Please note that the quarter-by-quarter scores are what was scored in the quarter – NOT progressive quarter scores.

6. You may also enter the players that played in the match (this can be done prior to the match if needed – but must be amended to those who actually took the court).
7. To enter players, click on the "Pencil" icon and then add players by click the "+" next to their name. They will move from the left-hand to right-hand column. Then click "Next"

LINE-UP (6/12)		
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8. You will be asked to enter coach details (not compulsory) and then volunteers (score/timer – again not compulsory).