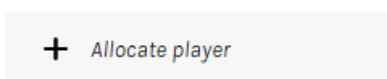


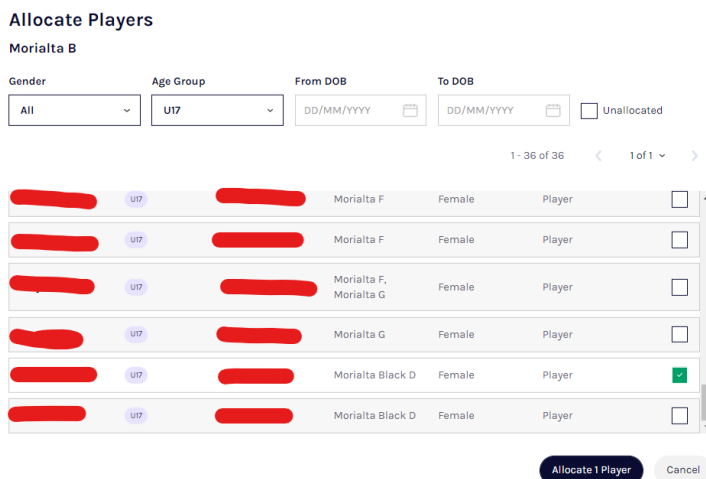
Instructions for Fill-in players

Using a player already registered for your club

1. All players MUST be registered in Play HQ if they take the court in ANY SAUNCA match throughout the season. Fines apply for playing an unregistered player.
2. If you need to use a fill-in player who is already registered for your club but plays in a lower team, then you just need to add them to the team that they will be filling in for.
3. Go to the team that requires the fill-in player
4. Click "View" on the right-hand side of the team details.
5. Click on "Allocate Player" which can be found under the list of players already in the team.



6. Make sure that you select the correct age group for the player that is filling in and remove the tick from the "Unallocated" box if they are already allocated to another team.

A screenshot of the "Allocate Players" interface for "Morialta B". It shows filters for Gender (All), Age Group (U17), From DOB, and To DOB. There is an "Unallocated" checkbox. Below the filters is a table of players with columns for Age Group, Name, Gender, and Player status. The fifth player, "Morialta Black D", has a green checkmark in the Player column. At the bottom are "Allocate 1 Player" and "Cancel" buttons.

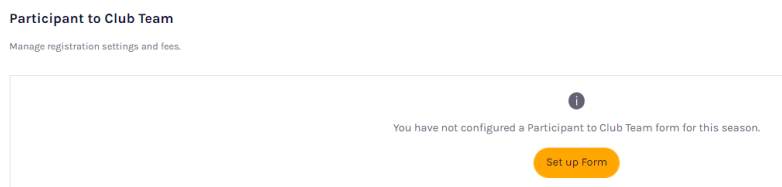
Gender	Age Group	From DOB	To DOB	Unallocated
All	U17	DD/MM/YYYY	DD/MM/YYYY	<input type="checkbox"/>

Age Group	Name	Gender	Player
U17	Morialta F	Female	<input type="checkbox"/>
U17	Morialta F	Female	<input type="checkbox"/>
U17	Morialta F, Morialta G	Female	<input type="checkbox"/>
U17	Morialta G	Female	<input type="checkbox"/>
U17	Morialta Black D	Female	<input checked="" type="checkbox"/>
U17	Morialta Black D	Female	<input type="checkbox"/>

7. Select the appropriate player/s.
8. Click "Allocate x Player/s".
9. The fill-in player/s will now appear in the team list to be selected.
10. Remember a player can only play FOUR (4) matches in a higher grade. If they play five matches in a higher grade, they are not eligible to play down (except in the case that their normal team is regraded to a lower grade).

Using a player who is NOT already registered for your club

1. Go to Competition Management, select the season and then select "Registration" from the top menu
2. Scroll past your initial registration form (Participant to Club) and set up a form for "Participant to Club Team".

A screenshot of the "Participant to Club Team" form. It shows a message: "You have not configured a Participant to Club Team form for this season." with a "Set up Form" button.

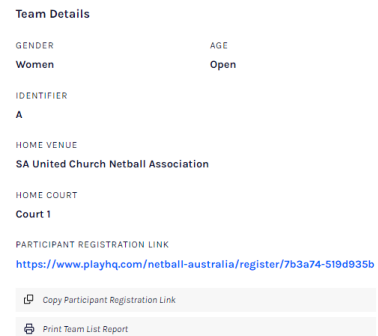
Participant to Club Team

Manage registration settings and fees.

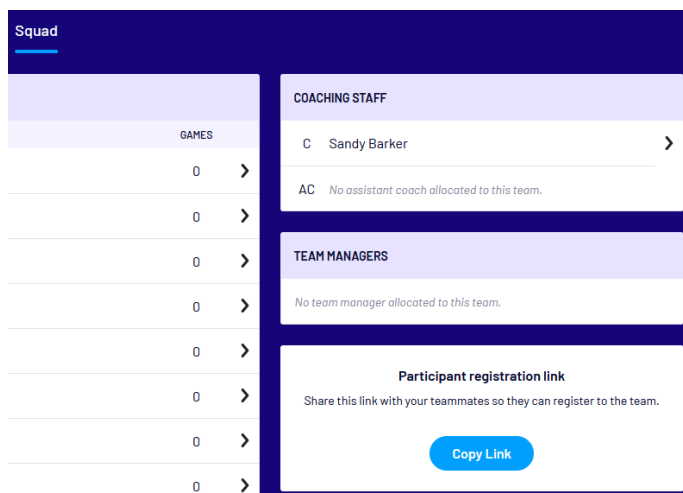
You have not configured a Participant to Club Team form for this season.

Set up Form

3. Set the registration period from now until the last minor round game.
4. Set registration fees if you have a fee for a fill-in player
5. You can ensure that your normal club questions that you had players fill-in on your initial registration do not appear on this form by changing the requirements for these questions in your custom question settings (see notes below).
6. When completed click “Save” in the top right-hand corner.
7. There are two locations where you can see the link to send players to register as a fill-in



- a. Under Competitions, select the Teams menu item and then “View”. The participant registration link is available in the Team Details box and you can Click the “Copy participant registration link” to then send to your player.
- b. If you have given your coach/team manager Management access, they will have access from their login to copy the link and send to the fill-in player. Click on the “Squad” option on the screen and then the Participation link will appear under the Team Manager box with a blue button to copy the link.



8. When a player tries to register and they have previously registered for another club, they will need to apply for a transfer. This transfer will NOT be approved if they have already played for another club during the current season. If this is the case and the player registers AFTER they have played for the team they are filling in for, the match will be registered as a forfeit.
9. Once the player is registered, they will automatically be listed in the squad for the team they have registered for.
10. If the fill-in player needs to fill-in for a different team in your club (and they are eligible to do so based on age/games played) – follow the steps for “Using a player already registered for your club” above.

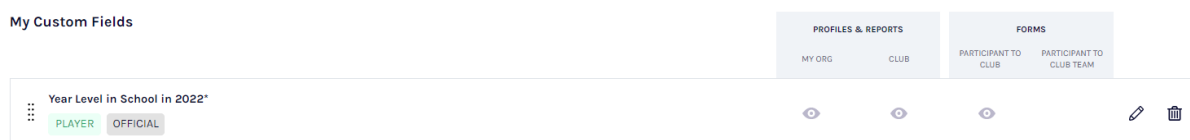
Updating Custom Fields

To update the custom questions that appear on your registration forms (as per (5) above):


1. Go to Competition Management, click on the required season and then select “Registration” from the top menu.
2. Click “Custom Fields” from the appropriate menu



3. For each of the items under “My Custom Fields” make sure that the option for “Participant to Club Team” is turned OFF.



4. If the “EYE” symbol appears under the “Participant to Club Team” heading then click the pencil icon to edit the question, scroll to the bottom of the page and remove the “tick” from the box under the FORMS heading which says, “Participant to Club Team”. Then SAVE the question that you don’t want to appear on this form.

 FORMS

Participant to Club

Participant to Club Team

5. These questions will then not appear on the Fill-in registration form.