

## PLAYER REGISTRATION PROCESS IN PLAY HQ



**STEP 1. Follow Play HQ link below to access Cranbourne Junior Football Club Registration page;**

<https://www.playhq.com/afl/register/48f989>

**STEP 2. Scroll to the bottom of the landing page and click GET STARTED**

Register to Cranbourne JFC as a:

Player, Team Manager or Volunteer

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**Season information**

AFL South East, 2022  
AFL South East  
01 Nov 2021 - 31 Oct 2022

**Age limit**

Players can only register to this season if their date of birth is within the range below:  
01 Jan 2004 - 30 Apr 2010

**Age groups**  
View age groups in this season

**Pricing Information**

Season 2022 Registration for all ages U8s - U17s is \$190.00 if paid in full by March 31st 2022.  
Fees will be increased to the standard \$210 after this date.  
Minimum deposit payable for all player registrations at time of registration is \$70.  
Balance payable for all outstanding fees by March 31st 2022 unless prior arrangement is made with Cranbourne Junior Football Club.

**Additional Information**

SEJ - MFC Junior membership offer:  
As a South East Junior footballer the Melbourne Football Club would like to offer you a FREE membership for the 2022 season!  
By joining as a member in 2022, you will receive:  
<https://www.mfc.com.au>

[Get started →](#)

**STEP 3. Parent / Guardian New Account Creation**

**Register your email address prior to adding any players to your profile**

A screenshot of the Cranbourne JFC PlayHQ login page. The header shows the Cranbourne JFC logo and 'MFC'. The main content area has the heading 'Please log in with your PlayHQ account'. There are two input fields: 'Email\*' and 'Password\*'. Below the email field is a note 'Email is required'. Below the password field is a note 'Password is required'. There is a 'Login' button and a 'Forgot password?' link. To the right of the login form is a link 'I don't have an account yet' with a 'Create an account' button below it.A screenshot of a message box from PlayHQ. It has an information icon at the top. The text reads: 'Please create a PlayHQ account with your details, even if registering a child'. Below this is the text: 'You can then register family members or dependants under this account.' At the bottom is a blue 'Continue' button.

**Sign up to PlayHQ**

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**Please create a PlayHQ account with your details, even if registering a child**

You can then register family members or dependants under this account.

Your first name\*

Your last name\*

Your email\*

Your mobile number\*

Set a password\*

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

**Sign up**

**STEP 4. Verify New Account by following email received by PLAY HQ**

**Verify your account**

Please enter the verification code that we sent to breezer.15@me.com in order to activate your account.

Verification code\*

Verification codes require

**Confirm code**

Resend code

**STEP 5. Log into new Parent / Guardian PLAY HQ Account**

**Cranbourne JFC**

Your account has been verified. Please log in.

Please log in with your PlayHQ account

Email\*

Password\*

**Log In**

Forgot password?

I don't have an account yet

**Create an account**

## STEP 6. Select Register PLAYER

The screenshot shows the 'Register as a' step in the PlayHQ system. The user is logged in as 'Bree'. The page title is 'Cranbourne JFC' with the AFL logo. The breadcrumb trail is 'AFL South East, 2022, AFL South East'. The navigation tabs are 'Choose User', 'Choose Role', 'Participant Details', 'Fees', 'Products', and 'Payment & Summary'. The 'Choose Role' tab is active. Under 'Register as a:', there are three radio button options: 'Player' (selected), 'Team Manager', and 'Volunteer'. At the bottom, there are 'Continue ->' and 'Back' buttons.

## STEP 7. Fill in all basic player details, this will allow the system to recognise the information migrated from Sports TG

The screenshot shows the 'Participant Details' step in the PlayHQ system. The user is logged in as 'Bree'. The page title is 'Cranbourne JFC' with the AFL logo. The breadcrumb trail is 'AFL South East, 2022, AFL South East'. The navigation tabs are 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees', 'Products', and 'Payment & Summary'. The 'Participant Details' tab is active. A blue information box states: 'Please make sure the participant's details are entered correctly. Once continuing with the registration, the first name, last name and date of birth will not be editable.' The form fields are: 'First name\*' (text input), 'Last name\*' (text input), 'Preferred name' (text input), 'Gender\*' (dropdown menu), 'Date of birth\*' (DD, MM, YYYY dropdowns), 'Country of birth\*' (dropdown menu, currently 'Australia'), 'Home number' (text input), 'Country\*' (dropdown menu, currently 'Australia'), 'Address\*' (text input), 'Suburb / Town\*' (text input), 'State / Province / Region\*' (dropdown menu), 'Postcode\*' (text input), 'Is the participant of Aboriginal and/or Torres Strait Islander origin?' (dropdown menu), and 'Were any of the participant's parents/guardians born overseas?' (dropdown menu).

## STEP 8. Claim returning player profile (if applicable)

The screenshot shows the PlayHQ interface for Cranbourne JFC. The navigation bar includes 'Discover', 'For Organisations', 'About Us', and 'Grow'. The main header displays the club name and logo. Below this, a breadcrumb trail indicates the current step: 'AFL South East, 2022, AFL South East'. A series of tabs at the top allows navigation between 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Claim Profiles', 'Fees', 'Products', and 'Payment & Summary'. The 'Claim Profiles' section is active, showing a message: 'PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.' Below this, a list of profiles is shown, with one entry for 'Last registration: Player: 2020, Cranbourne JFC' and an email address ending in '@gmail.com'. A 'Verify Email' button is next to the email. At the bottom, there is a 'Contact Support' button and a 'Continue' button with a right arrow, and a 'Back' button.

## STEP 9. Select products;

A minimum of \$70 payable at time of registration and this is automatically selected.

Please add the EARLY BIRD \$120 payment also if you wish to pay in full at time of registration.

You will also see the option to pre-order player uniform if required.

The screenshot shows the 'Products' selection step in the PlayHQ interface. The navigation tabs at the top are 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Claim Profiles', 'Fees', 'Products', and 'Payment & Summary'. The 'Products' tab is active. The section is titled 'Mandatory Products' and includes a note: 'As part of this registration, these products must be added to the cart.' There is one mandatory product: 'Registration Deposit \$70'. The description states: 'Deposit paid to secure player registration. Balance remaining payable by March 31st 2022 in equity for early bird discount. Full Fees for 2022 to see at \$50 when paid before this date.' The price is \$70.00 and the quantity is set to 1. An 'Update Order' button is present. Below this is the 'Optional Products' section, with a note: 'The following items are available for purchase, however they are optional.' There are three optional products: 1. 'Balance of Fees with EARLY BIRD DISCOUNT' for \$00.00, with a description: 'Please add this product to your cart if you wish to pay balance in FULL at time of registration. EARLY BIRD DISCOUNT expires on 1st April 2022.' 2. 'Player SOCKS' for \$10.00, with a description: 'Player Socks available in Sizes 2-7, 7.5-10-14.' It includes a 'Size Selection' dropdown menu and a quantity of 1. 3. 'Player EARLY SHORTS' for \$35.00, with a description: 'Player Early Shorts - White Sizes S-XXXL Available.' It includes a 'Size Selection' dropdown menu and a quantity of 1. Each optional product has an 'Add to Order' button. At the bottom, there is a partially visible 'Player HOME SHORTS' section.

## STEP 10. Order Summary and Payment


AFL South East, 2022, AFL South East

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

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**Payment**

**Credit/Debit Card**

 This payment is secured with SSL encryption.

**Card number\***

1234 1234 1234 1234

**Card Expiry\***   **CVC\*** 

MM / YY   CVC

**Billing Address**

**Country\***

Australia

**Address\***

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**Order summary**

Description	Oty.	Total
<b>Association Player Registration Fee</b> AFL South East	1	A\$0.00
<b>Club Player Registration Fee</b> Cranbourne JFC	1	A\$0.00
<b>Balance of Fees with EARLY BIRD DISCOUNT</b>	1	A\$120.00
<b>Registration Deposit \$70</b>	1	A\$70.00
<b>Total</b>		<b>A\$190.00</b>

**Vouchers**

Enter a voucher code   **Apply**

Please contact the Cranbourne Junior Football Club if you have any difficulty following the returning player registration process;

**Bree Mason**

**0447493766**

**Info.cjfc@gmail.com**