### **2022 REGISTRATION INSTRUCTIONS**



PLAY HQ requires all players and volunteers to set up an account and re-enter their full details!!

PLEASE BE EXTREMELY CAREFUL WHEN FILLING YOUR PROFILE AS ERRORS ARE VERY HARD TO FIX.

PLEASE USE THE EMAIL YOU MOST FREQUENTLY USE AND REMEMBER YOUR PASSWORD FOR FUTURE YEARS REGISTRATIONS.

**UNDER THIS NEW SYSTEM – ALL REGO PAYMENTS ARE ONLINE.** 

THE SYSTEM WILL NOT LET YOU REGISTER WITHOUT PAYMENT!

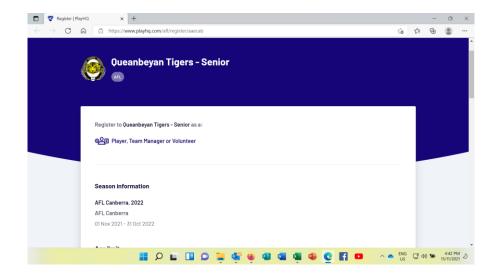
Any issues with payments please see the General Manager

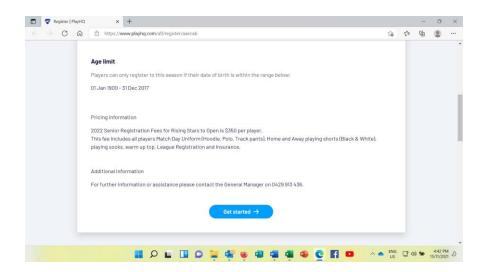
All NSW school-based players who will have an Active Kids Voucher – PLEASE HAVE VOUCHER

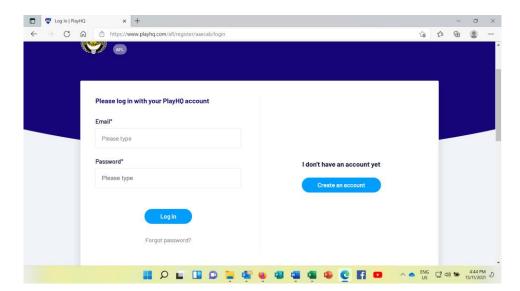
NUMBER READY BEFORE REGISTERING

- All players transferring to our club, ONCE THE TRANSFER IS COMPLETTE we will let you know ASAP, and you will be able to complete registration as per the instructions
- All new players who haven't played before for any other club and you are NEW, you can register as per all current players.

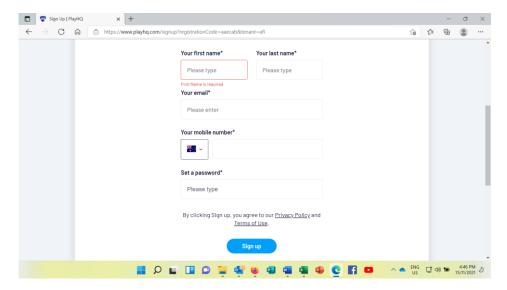
https://www.playhq.com/afl/register/aaecab





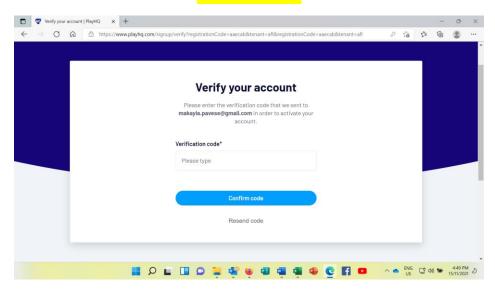


Click on create an account.

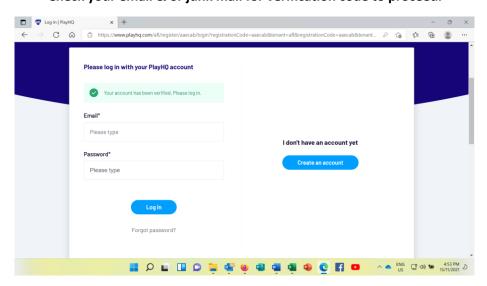


#### PLEASE MAKE SURE ALL DETAILS ARE CORRECT AS ERRORS ARE EXTREMELY DIFFICULT TO CHANGE

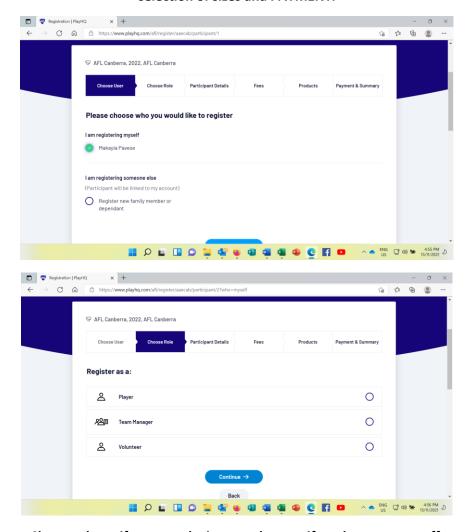
# PLEASE REMEMBER YOUR EMAIL & PASSWORD YOU REGISTER WITH FOR FUTURE REGISTRATION - AS PER ABOVE!



#### Check your email & or junk mail for verification code to proceed.



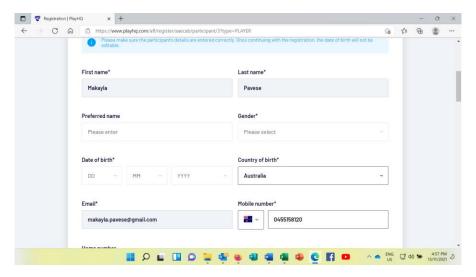
Log in with email and password you set up to finalise your account to proceed to registration, selection of sizes and PAYMENT.



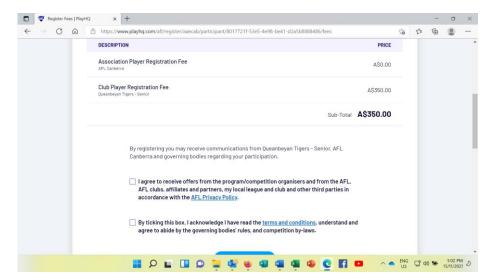
Choose player if you are playing or volunteer if on the support staff.

#### ALL COACHES NEED TO REGISTER THROUGH COACH AFL.

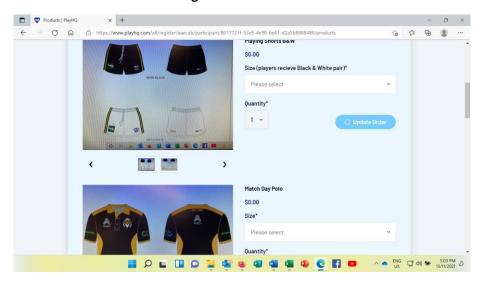
IF you are coaching and playing, i.e Kade Klemke – you will need to register as a player on Play HQ and Coach AFL!



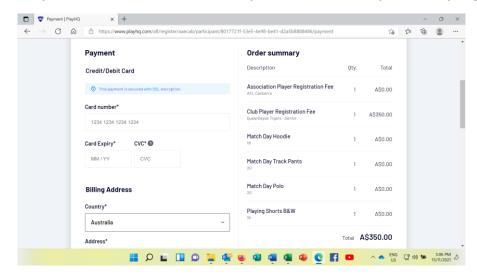
Again, please take care in filling out all details especially your DOB as errors are very hard to fix!!!



Please agree to T&Cs to continue

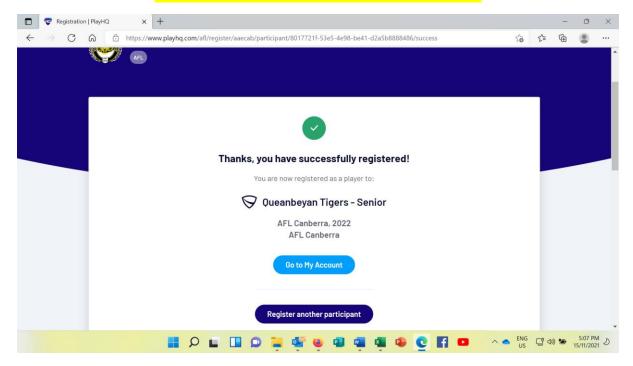


Choose your merchandise sizes and click update order for each product as you go.



Confirm fees & products and proceed to fill in payment.

# All NSW school-based players who will have an Active Kids Voucher – PLEASE HAVE VOUCHER NUMBER READY TO SUBMIT BEFORE FINAL PAYMENT



Once payment made and verified, you are now registered.

- You will need to register again if you are volunteer as well i.e., Carly Swan
- When registering as a volunteer, there are no costs and there is no products function. We already have on file what sizes you require.