

Job Type	Date	Notes	Play HQ Help link
Senior Competition Team Entries Open	28/02 – 14/03	When creating your teams, the Box labelled “Team name” will auto populate based on the above drop-down boxes. This field though can be edited to your specific team’s name you want shown on the draw.	<p>Step 1 Accept an invitation to a competition</p> <p>Step 2 Creating Teams</p> <p>Step 3 Allocating teams to grades</p>
Get your senior Players to Register to your club or team	09/03 – 27/03	<p>You can do these two ways. Use the Register to club form and get everyone in your senior club to register to your club and then you put them into their appropriate teams. Or the register to team form where participants register directly to a specific team.</p> <p>Feel free to use appendix 1 below if you are emailing your club members to register.</p>	<p>Set up option 1 Participant to Club</p> <p>Set up option 2 Participant to specific team</p> <p>If club members need to see how to register CLICK HERE</p>
Enter your organisation contact details	28/02 – 27/03	<p>Roles that clubs need to complete are</p> <ul style="list-style-type: none"> - President - Secretary - Treasurer - Junior Coordinator (Club Captain) - Senior Coordinator (Club Captain) - Coach Coordinator (currently director of coaching) - Umpire Coordinator (waiting for HNZ to set this up) <p>Committee Members are a great addition but not essential</p>	Updating Organisation Details
Allocate your players into their specific teams	27/03 – 01/04	This needs to be complete before the teams first game to ensure electronic team sheets can be completed at the venue on gameday. This can be	CLICK HERE

		completed earlier if you want to allocate your players to teams as their registrations come in	
Matches begin for Senior Competitions	02/04 – 05/04		
Team registrations open for Youth (Platinum) and Junior grades	04/04 – 17/04	Go through the same process of accepting the invitation to the competition and then entering teams	
Get your Youth and Junior Players to Register to your club or team	04/04 – 01/05	Same process as getting your senior players to register. You don't have to wait until 04/04 to start this registration process (This date is once seniors underway so will give you time to move to Youth and Juniors). You can start them whenever you are ready after the 09/03	
Allocate Platinum Players to the specific teams	02/05 – 07/05	Only Platinum players need to be allocated to their specific teams. JUNIORS DO NOT need to be allocated into specific teams, but you can if you wish. Again you can do this earlier than the advised dates if your players are all registered	
Youth and Junior Competitions Begin	07/05 – 08/05		

Appendix 1: Asking your club members to register themselves

Hi,

Canterbury Hockey in partnership with Hockey New Zealand are moving to a new membership management system named PlayHQ. As a club we require you to create a membership account and register to our club for the 2022 season.

To create a PlayHQ account please [CLICK HERE](#)

Once you have created your PlayHQ membership account please search for **YOUR CLUB NAME HERE** on the PlayHQ home page [FOUND HERE](#) and register yourself (or your child). If you are wanting to register your child, please use your details as the Caregiver to create the account and then subsequently add your child/ren to your account.

If you hold multiple roles within our club such as a player and a coach you will need to register both individually with our club.

If you need some assistance registering to our club, please [CLICK HERE](#) for a PlayHQ help video.

To help with our club's administration process please complete your registration by **Sunday the 27th of March** at the very latest.