

| Job Type   | Date                 | Notes  | Play HQ Help link  |
|--|----------------------|--|--|
| School Competition Team Entries Open               | 04/04 – 22/04        | 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<br/><a href="#">Accept an invitation to a competition</a></p> <p>Step 2<br/><a href="#">Creating Teams</a></p> <p>Step 3<br/><a href="#">Allocating teams to grades</a></p>                                      |
| Get your School Players to Register to your School | 04/04 – 22/04        | <p>You can do these two ways. Use the Register to club form and get everyone in your school to register to your school 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 school members to register.</p> | <p>Set up option 1<br/><a href="#">Participant to Club</a></p> <p>Set up option 2<br/><a href="#">Participant to specific team</a></p> <p>If school members need to see how to register<br/><a href="#">CLICK HERE</a></p> |
| Enter your organisation contact details            | 09/03 – 22/03        | <p>Roles that schools need to complete are</p> <ul style="list-style-type: none"> <li>- Coordinator</li> </ul>   | <a href="#">Updating Organisation Details</a>  |
| Allocate your players into their specific teams    | 22/04 – 10/05        | 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 completed earlier if you want to allocate your players to teams as their registrations come in  | <a href="#">CLICK HERE</a>   |
| <b>Matches begin for School Competitions</b>       | <b>11/05 – 20/05</b> |  |  |

## Appendix 1: Asking your school 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 school we require you to create a membership account and register to our school for the 2022 season. If you play club hockey you will have already created an account with PlayHQ so you will log in with this account when registering with our school.

If you do not play for a club and need to create a PlayHQ account, please [CLICK HERE](#)

Once you have created your PlayHQ membership account please search for **YOUR SCHOOL 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 school such as a player and a coach, you will need to register both of these individually with our school through the registration process.

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

To help with our school's administration process please complete your registration by **Friday the 22<sup>nd</sup> of April** at the very latest.