

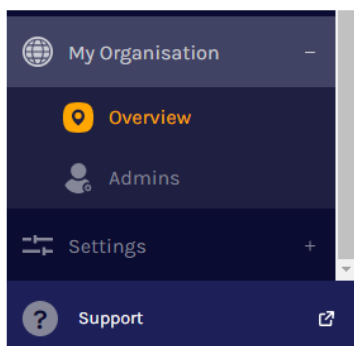


SEQJ TEAM NOMINATIONS PROCESS



It is recommended club officials complete this process on a desktop or laptop computer.

1. Login to the club's profile on PlayHQ and expand the **My Organisation** tab on the left-hand side of the screen. Select **Overview**.



2. Under the **Details** tab, scroll down to the bottom of the page to enter your **Club Team Abbreviation**. This needs to include your Club name as well as Nickname (e.g., Aspley Hornets, Broadbeach Cats, Ballina Bombers, North Lakes Eels, etc.) Once entered, select **Update & Save**.

Club team abbreviation

Create an abbreviation which will be used when creating new club teams.

Club team nickname/abbreviation

Broadbeach Cats

Update & Save

Cancel

3. On the left menu pane, select **Competitions**, then select **View** on the right hand side for the relevant season.

Competitions

My Competitions		Invitations		
SEASON	COMPETITION	ASSOCIATION	DATES	SEASON STATUS
2022	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/12/2021 - 31/10/2022	Active View
2021	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/08/2020 - 30/09/2021	Completed View
2020	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/08/2019 - 30/09/2020	Completed View
2019	South East Queensland Juniors	South East Queensland Juniors (SEQJ)	01/08/2018 - 30/09/2019	Completed View

5. Under the **Teams** tab, select **Add Club Team**.

South East Queensland Juniors - 2024

South East Queensland Juniors (SEQJ)

Grades **Teams** Participants Registration More

+ Add club team

Configure Awards

6. Enter team information including **Age Group**, **Gender**, and **ID** (For Youth age groups, it is important that you complete the ID field with the Division this team wishes to nominate for, e.g. Division 1). The information entered into the Age Group, Gender and ID fields will automatically populate the Team Name field (e.g. Park Ridge Pirates U13 Division 2). **Do not** change any self-populated information in the Team Name field.

****Please refer to special instructions at the bottom of this page for Junior teams****

Age group*	Gender*	ID
U13	Mixed	Division 2
Team name*		
Park Ridge Pirates U13 Mixed Division 2		

7. Enter the **Home Venue** to nominate the location of this team's home games. Search venues in the **Venue** box, then select a **Ground** from the list available.
Please select the venue and ground which the team is expecting to play most of its home games (e.g. Junior Oval or School Oval instead of the main field for example).

Home Venue

Nominate the location of this team's home games.

Venue*	Ground*
Search venues	Please select

8. Select **Add team** (orange button, top right), and repeat steps 4-5 for all teams you wish to nominate.

PLAYHQ TEAM NOMINATIONS DUE FRIDAY MONDAY 8th APRIL 2024

Juniors: Experienced-Based-Play Team Nominations

Junior competitions are structured based on the average experience of each team; providing every team the best opportunity to play as many like-for-like matches within their competition as possible.

Each competition is also structured to minimise travel to within their local area where possible.

When completing step 6 above, for Junior age groups, you can insert any ID to differentiate your team where required (i.e., a colour, mascot, etc.) – NOT a division number. To help competition managers structure each competition, you will also need to include one of the following next to the ID after a space for each team:

<u>Team description:</u>	<u>Enter next to your team's ID:</u>
A team with mostly inexperienced participants (most kids in the team still finding their feet and picking up the fundamentals of the game)	I
OR	
A team with mostly experienced participants (most kids have come through the AFL pathway, have a good handle on the fundamentals of the game)	E

(e.g., Red E, Panthers I, Tomcats E, Blue I)

Under 11 Mixed Regrading

While the Under 11 Mixed competitions are initially structured geographically, this particular age group is essentially **restructured** following four rounds of the regular season. Any changes are based on the results of the games played in the first four rounds of the season to ensure that the second half of the season provides more like-for-like games for as many teams as possible.