

**Selecting a Line-Up – Team Manager/Coach (this is not mandatory but allows player stats to be recorded, e.g. games played, goals etc) Feel free to follow along with screenshots below.**

1. Login to Play HQ as yourself, making sure you are selected and not your child's profile
2. Click on your name at the top right corner for the drop down and select "My Account" to display teams
3. Select the team you are managing if more than one are applicable
4. Click on the grey arrow on the right of the game you wish to select the line up for, It will default to the net upcoming game
5. Click on "Manage"
6. Click on "Select Team"
7. Here you will have displayed all the players assigned to your team. Click on the blue "+" next to each player's name that will be playing this game. If it is the same as the week prior, you have the option to select "Select line-up from a previous round"
8. Once you have selected all players involved, click "next".

**Submitting Scores – Team Manager/Coach (Submitting the score line is mandatory but goal scorers are optional).**

1. Login to Play HQ as yourself, making sure you are selected and not your child's profile
2. Click on your name at the top right corner for the drop down and select "My Account" to display teams
3. Select the team you are managing if more than one are applicable
4. Click on the grey arrow on the right of the game you wish to select the line up for, It will default to the net upcoming game
5. Click on "Manage"
6. You will be asked to submit a score when this has been opened by AKH. Please submit score based on how the teams have been displayed, e.g. Roskill Eden V Waitakere, Roskill Eden win the game by scoring 3 goals and Waitakere scoring 1 goal, the scored entered would be 3 -1.
7. The type of goal can also be recorded next to the player that scored it, e.g. Joe Bloggs scored 2 Penalty Corner Goals (PCG) and Paul Smith scored 1 Field Goal (FG), these can be added to that player in the PCG and FG columns which show up as stats on their public profile.
8. Once you have completed all of the goal information, click "next" to submit.

# Steps for Selecting Your Line Up

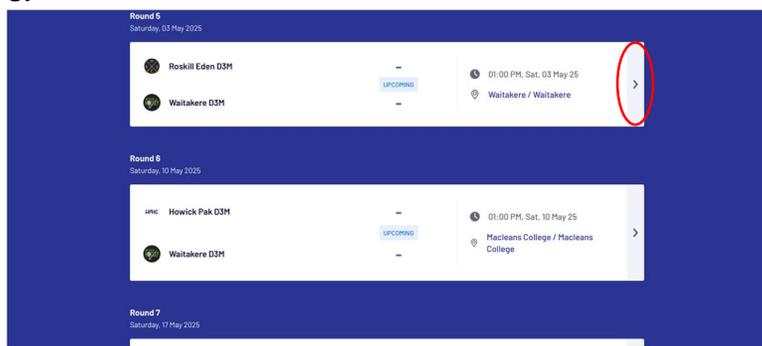
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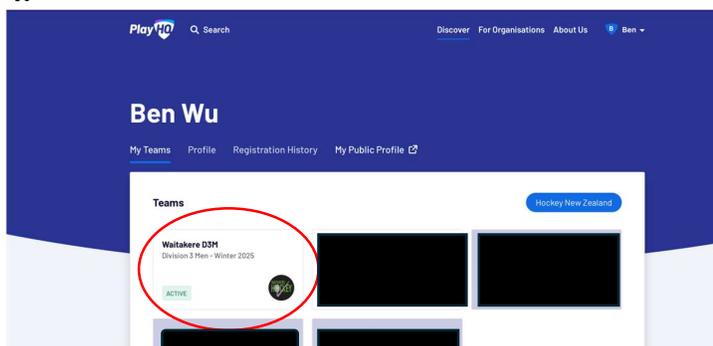
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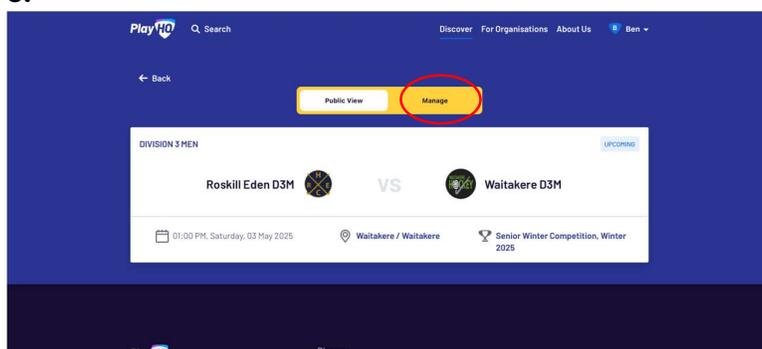
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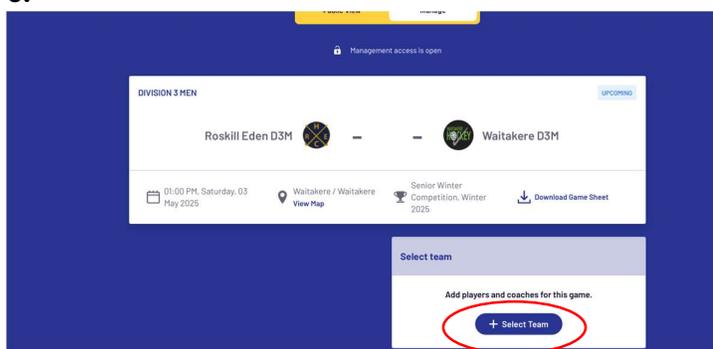
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6.



7. & 8.

