



**QUEENSLAND  
CRICKET**

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## **PLAYHQ ROUND 1 CHECKLIST QSDCA COMPETITIONS 24/25**

### **CHECKLIST (See below for more details)**

- Players are registered online to the QSDCA Competition
- Squads have been created (including Coaches and Managers / Scorers)
- Team selected (including Captains and Wicket-Keepers where applicable)
- Coaches and Managers / Scorers are saved to their Squad(s)
- Coaches and Managers / Scorers have been granted E-Scoring access
- Venue information for E-Scoring (Reports -> Competitions -> Advanced Venue Report to download, available via Game Day menu or provided at [www.playhq.com](http://www.playhq.com))
- E-Scoring website – <https://ca.score.playhq.com>
- Pre & Post Match Checklist (mobile friendly) – [Click Here](#)

### **PLAYER REGISTRATION**

It is not possible to manually register a player – if players do not register (Fill-In player):

- Their name will be blank on the scorecard, player stats and live streaming
- No stats will be recorded to their personal profile in the PlayCricket App
- Player will not be insured and may not be eligible to take the field
- QSDCA and Australian Cricket playing regulations allow for players to be listed in one (1) match as a Fill In player

Onboarding and training material for Clubs, along with information for players is available at the [PlayCricket Support website](#)

Any participant needing assistance is asked to use the [Cricket Australia Support](#) channels or contact your Queensland Cricket Competition Administrator.

### **PLAYER MOVEMENT – TRANSFERS & PERMITS**

- Transfer – Permanent move from one Club to another, **cancelling your registration** (same season only).
- **PERMIT** – Allows players to be **active in more than one Club or Competition** (ie player in both CCC and QSDCA competitions)
  - You need to create a Registration Form (can be inactive) within that Competition for a manual Admin Permit to be available





- Clubs are advised to either set up automatic approvals (Transfers & Permits -> Settings) and/or Notifications (My Organisation -> Overview -> Notifications) to action these movements. The movement is not complete until it has been approved, meaning a player can not complete their registration or be selected in a team.

### **SQUAD SETUP ([Click Here for video](#))**

- PlayHQ Admin site (<https://ca.playhq.com>) -> Competitions -> View Comp -> Teams -> View Team -> Allocate Player
  - Recommend adding all relevant players to Squads as this impacts team selections within E-Scoring and My Teams
  - Once a player is in a squad they can remain there for the full season
  - Players can be in multiple squads (remove the unallocated filter if you can't find them)

### **TEAM SELECTION OPTIONS (pending the type of access your Club has provided you)**

- PlayHQ Admin site (<https://ca.playhq.com>) -> Game Day -> search by match date -> Details -> Select Team -> Include nominated Captains and Wicket-Keepers
- My Teams ([www.playhq.com](http://www.playhq.com)) -> Login to your Account -> My Teams -> select Team and Match -> Enter Team from available Squad
- E-Scoring (<https://ca.score.playhq.com>) -> Setup your Match and select / edit team from available squad – **match day use only**
- [Click Here for Video Resource](#)

### **USER ACCESS OPTIONS (COACHES, MANAGERS & SCORERS) – [Click Here for video](#)**

- Option 1 – Full Admin Access to your Club / Association entity
  - Admin Site (<https://ca.playhq.com>) -> My Organisation -> Admins -> Invite New Admin -> Full Access
- Option 2 – Restricted Access to Team(s) within your Club / Association
  - Individual registers online using the same link as the players -> Select role as Coach or Manager (Scorers use Manager) -> no cost -> submit registration
  - Admin Site (<https://ca.playhq.com>) -> Full Admin to select Competition -> Teams -> View Team -> Allocate Coach or Manager (right side) -> Ensure this is saved (green icon)
  - Admin Site (<https://ca.playhq.com>) -> My Organisation -> Admins -> Invite New Admin -> Electronic Scoring Admin

