

# SEASON SETUP - TEAM MANAGERS/COACHES

## MATCH DAY CHECKLIST VIA PLAYHQ.COM

Important: To access "My Team's" Functionality information, you must log in via playhq.com - not as an Administrator.

TASK	WHERE IN PLAYHQ?	SUPPORT CLICK VIDEO OR GUIDE ICON FOR SUPPORT	COMPLETE
Selecting your Teams for Match Day (Repeat process for Coaches & Volunteers)	My Teams > Fixture (Select Fixture) Manage > + Select Team > Add Line-Up (+) > Save	 	<input type="checkbox"/>
Printing your Team Sheets	My Teams > Fixture (Select) > Download Team Sheet	 	<input type="checkbox"/>
Allocating Player Positions	My Teams > Fixture (Select) > "Manage" > Add Line Up (+ sign to add players) > Next (save)		<input type="checkbox"/>
Entering Scores into PlayHQ	My Teams > Fixture (Select) > "Manage" > Edit Game Results	 	<input type="checkbox"/>
Entering Best Players into PlayHQ	My Teams > Fixture (Select) > "Manage" > Edit Game Results > Player Statistics > (Best Players)	 	<input type="checkbox"/>
Entering Top Goal Kickers into PlayHQ	My Teams > Fixture (Select) > "Manage" > Edit Game Results > Player Statistics	 	<input type="checkbox"/>