

PlayHQ – Domestic Scoring Instructions

- Select Game
- **Adding Players** - Select 'line up' (each team scorer is required to add their own line up).
 - Add ONLY players who are playing this game by clicking on the '+' next to their name
 - Check player number next to their name
 - Changing number – select the box and type in correct number
 - Add 'fill in' – if a player is not registered then select 'fill in', add name, date of birth, email address and player singlet number.
 - Once team has added all players click 'done'
 - Repeat for the second team
- **Game Time** – check in the top middle game time is set to 20minutes. (If you need to change time click on the 'pencil icon' (top right corner) then amend time. Game time will go off the scoreboard NOT playHq. (Clock does not stop for any time outs).
- **Starting game** – click 'start' (top right corner). Time will continue to run out and end on its own. Press 'start' button to start second half.
- **Adding points** – click on the player (they will then be highlighted) then at the bottom of screen click on number of points '1, 2, 3' (player will be un-highlighted once points added).
- **Fouls** – click on the player (name will be highlighted when selected) – press 'foul' button at the bottom middle of screen (once foul has been selected the player will be un-highlighted).
- **Team Fouls** – will be added to the top each team list.
- **Types of Fouls** – Technical foul, unsportsmanlike, disqualifying foul, bench foul – select player, then select the three dots "..." next to the word foul, click on the type of foul.
- **Timeouts** – press the '+' button at the top of each team to add a timeout to a particular team.
- **Mistakes** – if the last action you entered was correct click the 'back' button at the top left of screen this will remove the last action you did.
- **Event Log** - click 'event log' button at the bottom left, this shows all actions you have done during the game, if you make a mistake and need to remove a score, foul etc press on the 'rubbish bin icon'.
- **Notifications** – when an action is entered on the system a notification will pop up at the bottom of the screen.
- **Photo** – at the end of each game, scorers to take a photo of the results (in case game scores are deleted).
- **Game Complete** – when the game is complete, click the three dots '...' at the top left corner, select 'end game'. (Refs to check score and end game).
- **DO NOT SELECT 'END SESSION' AT ANY STAGE**