



1. Create a team of 8 - 12 players & select a Team Co-ordinator
2. Log onto <https://www.emmausnetballclub.com/>
3. Click **“Seniors”** in the **“Register”** menu
4. Click on the **“Active Kids Voucher Site”** if you haven't applied for this yet for school age children
5. **Team Co-ordinators** - Click **“Senior Team Form”**
6. Fill out Google Doc Form & **“Submit”**
7. Once the club registrar has received the form correctly filled out you will receive an email with your teams registration link for you to pass onto your players for them to register.
8. Player clicks onto the link & this will take them to the PlayHQ registration site.
9. Read the information then click **“Get Started”**
10. **“Login”** or **“Create an Account”**
11. Click on the person being registered or **“Register new family member or dependant”**
12. Select **“Player”** then click **“Continue”**
13. Fill out all details, click **“Save & Continue”**
14. Click the box next to **“I have read and agree to the terms”** after you read them. Click **“Continue”**
15. **PAYMENT & SUMMARY** - Bottom right section is where you enter the Active Kids Voucher
16. Click **“Government Vouchers”**, select **“Active Kids (NSW)”** * Active kids voucher only available to school age kids enter number, Click **“Apply”**
17. Enter **Credit/Debit Card** details
18. Enter **Billing Address** details
19. Click **“Confirm Purchase”**
20. Thanks, you have successfully registered your player.



If you have any problems registering please contact our club registrar, Meighan on 0401 515 039