

## **Here's a step-by-step guide on how to manage your lineup on the PlayHQ mobile app:**

### **First part needs to be completed prior to your game starting - loading your team lineup.**

#### **1. Log in and Access Your Team:**

- Open the PlayHQ app on your phone.
- Log in to your account if you haven't already.
- Tap on the menu icon located on the top right corner of the screen.
- Tap on your name.
- Select "My Account" from the options.

#### **2. Choose Your Team and Game:**

- You should see a list of your teams under "My Teams".
- Select the team you want to manage the lineup for.
- The upcoming game for the selected team will be displayed.

#### **3. Manage Lineup:**

- Tap the right arrow next to the game.
- Choose "Manage" (not public view) from the options.
- Scroll down until you see the "Your Team" section.
- Tap the pencil icon next to "Lineup".

#### **4. Select Your Players:**

- Use the "+" and "-" buttons next to each player's name to add or remove them from the lineup.
- Once you have selected your desired lineup, tap "Done" to save your changes.

### **Second Part needs to be completed within 3 hours of the game starting-please finalise with Captains and umpires prior to entering results.**

Once game goes live, you have a **three hour window** to enter the scores on player HQ.

1. Log in to PlayHQ (<https://www.playhq.com/login>)
2. Go to My Teams (<https://www.playhq.com/account/my-teams>)
3. Select your team,
4. Select the fixture
5. Move the slider to Manage (yellow box)
6. Add/edit the game result or add/edit a full scorecard
7. Save your changes (Update Changes)

**Tips:**

- Make sure you have a good internet connection to avoid any interruptions while managing the lineup.
- Double-check your selections before finalizing the lineup.