



AFL Community Football Documents Portal

League and Club Admin Guide



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1 – Getting Started.

- a. If you don't already have a PlayHQ account, please visit <https://www.playhq.com/signup> and register for an account.
- b. Provide the email address you registered with to your Country Region or Metropolitan League Administrator and they will provide you access to the AFL Community Football Documents Portal for your club where that person is authorized by their Region, League or Club.

2 – Logging In

- a. Once your League Administrator has confirmed access, visit <https://cfdp.web.afl.com.au/> and log-in using your PlayHQ credentials.

AFL Community Document Portal Documents

Login

Email

Password

Sign In

[Forgot Password?](#)

- b. If you receive an error message **"No permission"** please contact your relevant Country Region or Metropolitan League Administrator to ensure your PlayHQ account has access to the AFL Community Football Documents Portal.
- c. If you receive an error message **"No PHQ account"** please confirm you are using the correct PlayHQ account to log-in, or try forgot password.

3 – Viewing Documents.

- a. Once you have successfully logged into the AFL Community Football Documents Portal, your default view is the Document homepage. This enables you to view all documents that have been uploaded for your Club.
- b. For each document you can see detailed information including the season, date uploaded, document type, the Club and League they relate to, the document name, and descriptive information about each document (e.g. player name).
- c. You can view any document by clicking the blue download icon on the far right.

Season	Date Uploaded	Document Type	League	Club	Document Name	Description
2021	28/10/2021 3:42:10 AM	Player Declaration	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	Lorem_ipsum_design.svg.png	Tony Lockett
2021	28/10/2021 3:57:00 AM	Player Declaration	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Nicky Wismar
2021	28/10/2021 3:59:02 AM	APP Budget	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	test budget 2021.xlsx	
2021	28/10/2021 4:00:18 AM	Warning Letter	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Mark Jackson
2021	28/10/2021 4:00:40 AM	Deregistration Letter	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Robbie Muir
2021	28/10/2021 11:17:44 PM	Non-Declared Player Statement	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Trevor Barker
2022	28/10/2021 3:59:51 AM	APP Budget	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	test budget 2022.xlsx	
2022	2/12/2021 5:35:31 AM	Player Declaration	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Barry Breen
2022	2/12/2021 5:40:19 AM	Player Declaration	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Mark Jackman
2022	2/12/2021 5:45:15 AM	Player Declaration	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	AFL Club & League Document...	Jack Riewoldt

d. **Sorting Documents.** You can click any column name (e.g. Season, Date Uploaded or Document Type) to sort documents based on that column. Clicking the column name again will reverse the sort-order for that column.

Season ↑↓ Date Uploaded ↑↓ Document Type

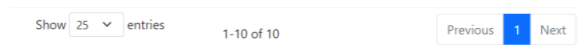
- e. **Filtering Documents.** Across the top of the screen are drop-down lists that you can use to filter the documents based on document type, season, or Club (in the case when you have access to documents relating to multiple clubs).
- f. Select the drop down and choose the option from the available list to filter.
- g. You can filter by multiple options at the same time (eg document type AND season).
- h. To remove filters, click on the 'Clear Filters' option next to the drop-down lists.

Season	Date Uploaded	Document Type	Club
2022	2/12/2021 5:45:15 AM	Player Declaration	Yarra Junior Football...
2022	2/12/2021 5:40:19 AM	Player Declaration	Yarra Junior Football...

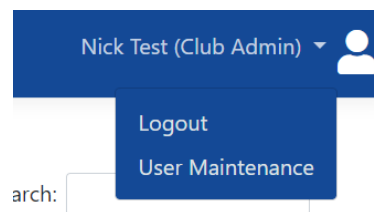
i. **Searching Documents.** You can search for any document using the search box in the top right. This will look for the text you enter in any field including document name, document description, Club name, League name, document type or season, and display only documents that match that search criteria.

Search:

- j. **Page Navigation.** You can use the drop-down at the footer of the page to select how many documents are displayed on each page. If you have multiple pages of documents, you can use the page navigation in the bottom right to move to the next or previous page, or select a specific page number to view.

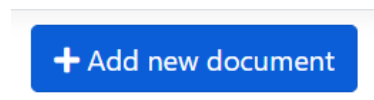


- k. **User Account.** Clicking on the arrow next to your name in the top right will allow you to log-out of the Community Document portal, or access the User maintenance menu (see section 5)



4 – Uploading Documents.

- a. Clicking on the Add New Document button in the top left will launch the document upload widget.



- b. The document upload widget allows you to provide details of each document you are uploading to ensure it is stored correctly and only available to the correct league representatives (if your club plays in multiple leagues).
- c. Start by selecting the type of document you are uploading by selecting it from the Document Type dropdown. Only agreed document types should be stored using the AFL Community Football Documents Portal.

Supported document types are:

- Player Declaration
- Non-Declared Player Statement
- APP Budget Forecast
- APP Budget Actual
- Deregistration Letter
- Reregistration Letter
- Warning Letter

- d. You can specify the League who should have access to the document by selecting them from the League drop down. If your club is only participating in one League you will only have one League to select from.
- e. You can specify the Club the document relates to by selecting it from the Club dropdown. (Note: only clubs who you have permission to access and participate in the League you have selected will be available to select from the drop-down list.)
- f. You can then select the season the document relates to from the Season dropdown list.

Upload Document

Document Type: Player Declaration

League: Yarra Junior Football League (YJFL)

Club: Camberwell JFC

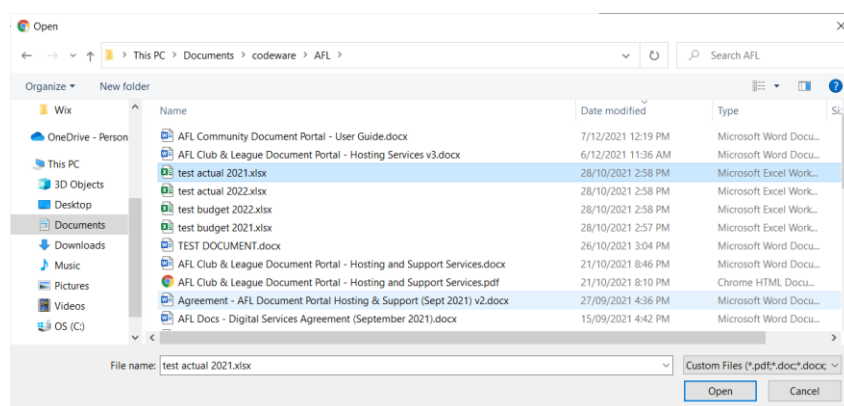
Season: 2021

Document: Choose File | No file chosen | Remove

Description: Please enter the player name

Upload

- g. Either drag and drop the file from your local computer or attached device (e.g. a USB) on the document upload widget or click the Choose File button to launch a pop-up window that will allow you to select the document you wish to upload. The following file formats can be uploaded to the AFL Community Football Documents Portal: Excel, Word, PDF and image files such as jpeg.



- h. You can now add a description to help identify the document for future reference (e.g. player name for a declaration). The description is defaulted to the document name, however this can be edited or updated as required.

- i. Once all drop down options are filled out, the file is selected and a document description is added, you can click Upload to add the document to the AFL Community Football Document portal.
- j. If a drop down is not selected or you have not included a description, an error message will appear highlighting the missing information.

The screenshot shows the 'Upload Document' form with the following fields: Document Type (Player Declaration), League (SANFL Juniors), Club (Fitzroy Junior Football Club), Season (2021), and Document (test actual 2021.xlsx). The Description field contains the text 'Please enter the player name' and is highlighted with a red border. A red error message below the field reads 'Please provide a description.' An 'Upload' button is visible at the bottom left.

- k. In addition, if more than one document is uploaded of the exact same file size using the same document type, league, club, season and description – a warning will appear that you may be uploading a duplicate. This can be overridden if you wish by ticking the “allow duplicate” option.

The screenshot shows the 'Upload Document' form with a yellow warning message at the top: 'There is already a document uploaded with the same size & filename for this club. If this is OK please check 'Allow Duplicates' and hit 'Upload''. The form fields are: Document Type (Player Declaration), League (Yarra Junior Football League (YJFL)), Club (Fitzroy JFC (Yarra Junior Football League (YJFL))), Season (2022), and Document (TEST DOCUMENT.docx). The Description field contains 'Mark Jackman'. An 'Upload' button is at the bottom left, and an 'Allow duplicate' checkbox is at the bottom right.

- l. Once you have successfully uploaded a document, you will be returned to the Document homepage.
- m. If you wish to upload additional documents click on the blue “+ Add New Document” button to relaunch the document upload widget.

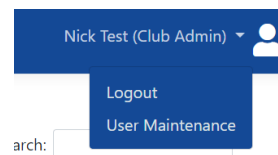
All of your previous selections (Document type, League, Club, Season) will be remembered from the last document you uploaded. This is to make it a quicker process if you wish to upload multiple Player Declarations – that is, you only need to select the different files and update the document Description each time.

5 – Deleting Files.

- Only League admins can delete files.
- If you upload an incorrect document, please contact your League admin to request the document to be deleted.

6 – User Maintenance.

- Clicking on the arrow next to your name in the top right corner will allow you to access the User Maintenance menu.



- The User Maintenance screen allows you to see which Users have access to your Club in the AFL Community Football Documents Portal.
- Clicking on the blue Edit user icon will allow you to see the specific access that user has. (Note: only State, Country Region or Metropolitan League admins can edit or add user access.)
- Clicking on the blue delete user icon will allow you to remove that users access to your Club in the AFL Community Football Documents Portal. For example, if you wish to remove users at the end of season when club roles change.
- Adding user access to your Clubs document portal needs to be requested via your Country Region or Metropolitan League Administrator (see Section 1).
- Click on Documents in the top header to return to the Document homepage.

User Email	Date Added	Memberships
nick.corr@codeware.com.au	7/12/2021 1:53:08 AM.	Fitzroy JFC (Yarra Junior Football League (YJFL))