AFL Community Football Documents Portal

Work Instructions

The AFL Community Football Documents Portal provides Community Football Clubs with a secure platform that enables club to safely upload documents required for clubs to comply with the AFL NSW/ACT Player Payment rules.

- Each club will be provided single Log-in access to the Portal.
- The portal is accessed using a current PlayHQ account Log-in and password details.
- A club will only be able to see, and lodge documents relevant to their club.
- It is important that the access to the portal remains solely with the owner of the Log-in email. These details can be updated by contacting your League Manager.

Table of Contents

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 your PlayHQ Log-in email address to your League Manager. They will set-up/update your clubs Portal access and will notify you when your access is available.

2. Logging In.

Visit Login - AFLContracts and log-in using your PlayHQ credentials.
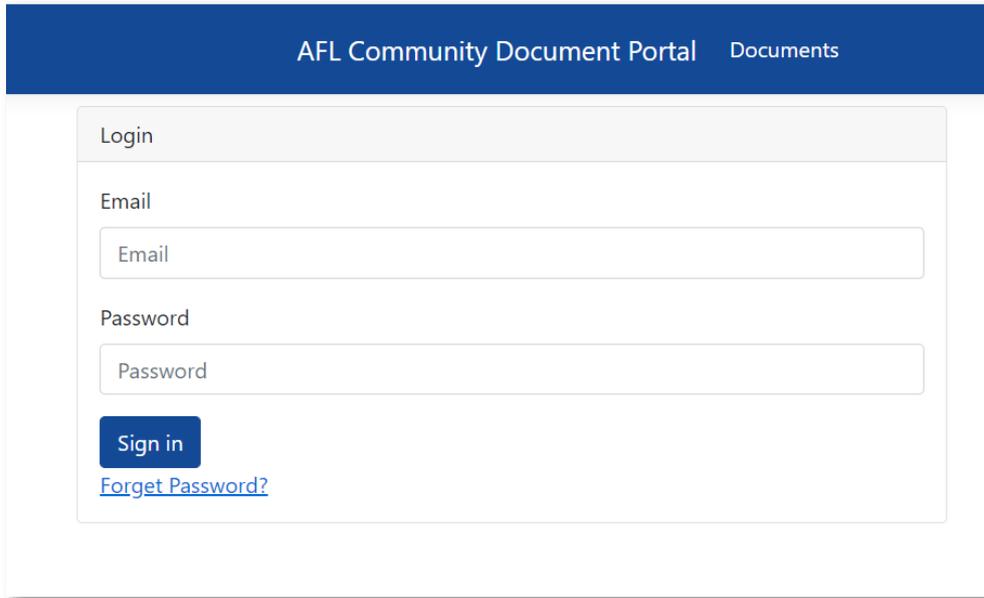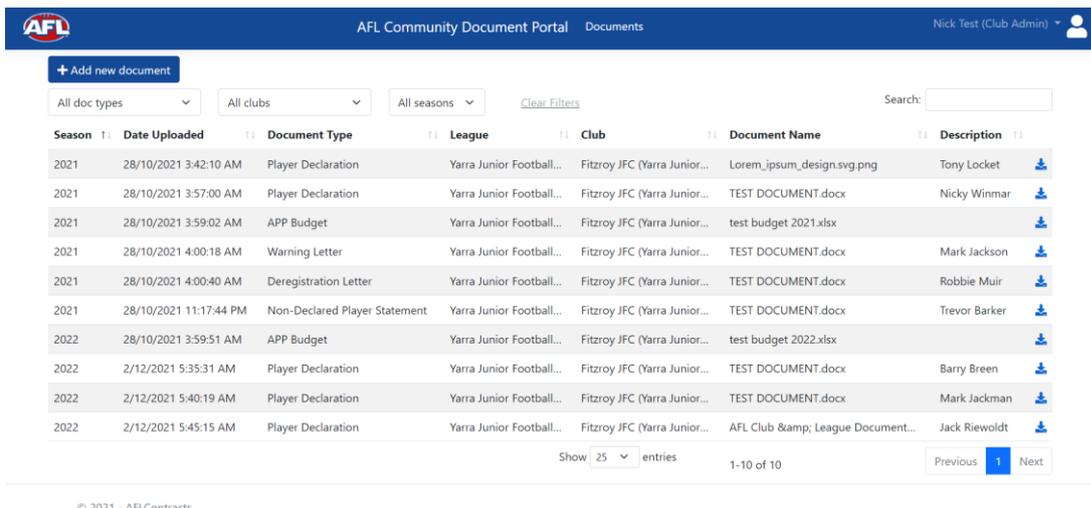

a. If you receive an error message **"No permission"** please contact your League Manager to ensure your PlayHQ account has access to the AFL Community Football Documents Portal.

b. 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** option.

3. Viewing Documents.

Once you have successfully logged into the Portal, your default view will be the Document homepage. This enables you to view all documents that have been uploaded for your Club.

a. 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).

b. You can view any document by clicking the blue download icon the far right.
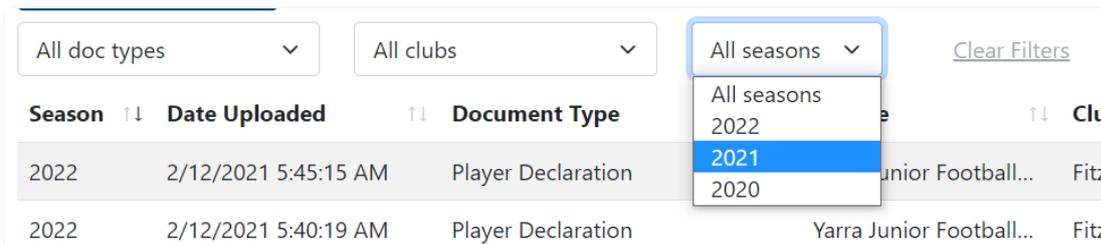
4. Sorting Documents.

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 ↑↓

5. 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).

All doc types ⌄	All clubs ⌄	All seasons ⌄		Clear Filters
Season ↑↓ **Date Uploaded** ↑↓ **Document Type**		All seasons 2022	e ↑↓	**Clu**
2022	2/12/2021 5:45:15 AM	2021	unior Football...	Fitz
2022	2/12/2021 5:40:19 AM	2020	Yarra Junior Football...	Fitz

a. Select the drop down and choose the option from the available list to filter.

b. You can filter by multiple options at the same time (eg **Document Type** and **Season**).

c. To remove filters, click on the **'Clear Filters'** option next to the drop-down lists.

6. Searching Documents.

You can search for any document using the search box in the top right. This will search 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: [   ]

7. 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.

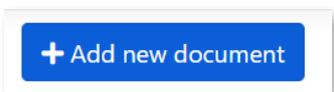| Show 25 ⌄ entries	1-10 of 10	Previous	1	Next

8. 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 11)
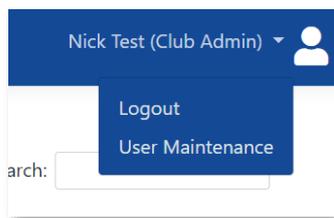
9. Uploading Documents.

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

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 authorised league representatives.

b. Start by selecting the type of document you are uploading by selecting it from the **Document Type** dropdown.

Supported document types are:
- Player Declaration
- Non-Declared Player Statement
- APP Budget Forecast
- APP Budget Actual

c. 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.

League	AFL Canberra ⌄

d. Specify the **Club** the document relates to by selecting it from the Club dropdown. 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.

Club	ADFA Rams ⌄

e. Select the **Season** the document relates to from the Season dropdown list.

Season	2023 ⌄

f. Either drag and drop the **File** (Document) 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.

| Document	Choose File	No file chosen	Remove

Click "Choose File" or drag and drop your file ❓

The following file formats can be uploaded to the Portal: **Excel**, **Word**, **PDF** and image files such as **jpeg**.
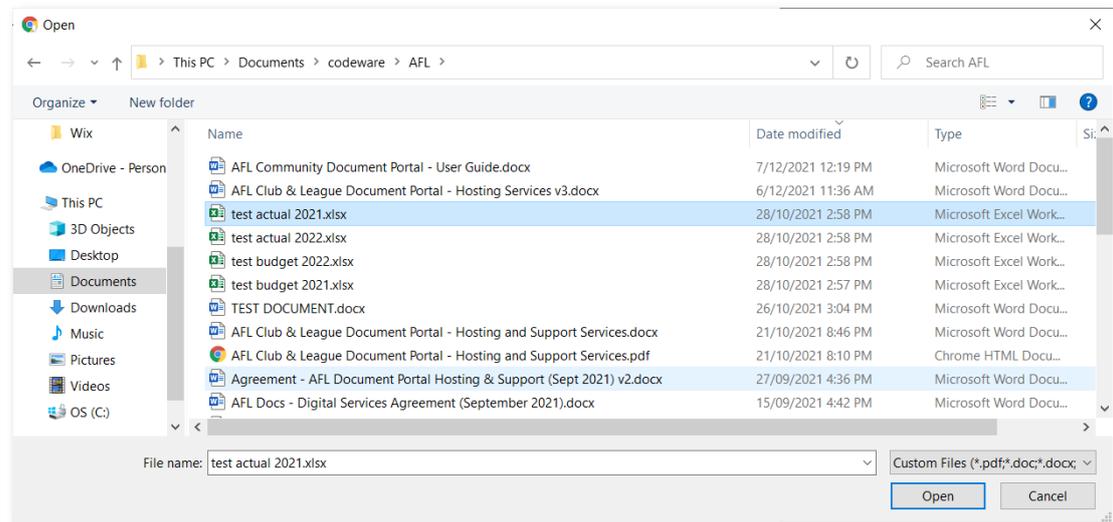
g. You can now add a **Description** to help identify the document for future reference (e.g. player name for a declaration). The description is defaulted to the document name, however this can be edited or updated as required.

Description	Please enter the player name

h. 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.
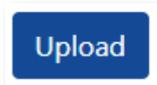
i. If a drop down is not selected or you have not included a description, an error message will appear highlighting the missing information.

j. 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.

k. Once you have successfully uploaded a document, you will be returned to the Document homepage.

l. 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.
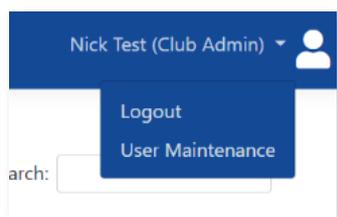
10. Deleting Files.

Only League Managers can delete files.

If you upload an incorrect document, please contact your League Manager to request the document to be deleted.

11. User Maintenance.

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

a. The User Maintenance screen allows you to see which Users have access to your Club details within the Portal.

b. Clicking on the blue Edit user icon will allow you to see the specific access that user has. (Note: only State, Country Region or Competition Managers can edit or add user access.)

c. 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.

d. Adding user access to your Clubs document portal needs to be requested via your League Manager (see Section 1).

e. Click on **Documents** in the top header to return to the Document homepage.