

# Registration Checklist for Players and Parents

Set out below is the recommended order to register for Summer:

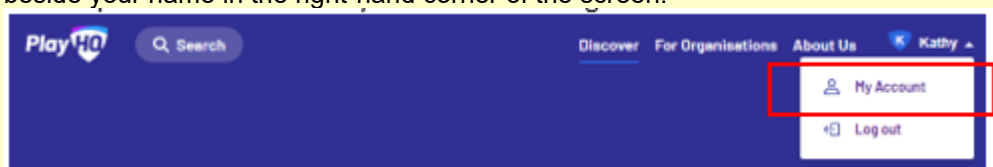


1. Create or Login to your PlayHQ Account at <https://www.playhq.com/signup>.
  - If you have an existing PlayHQ login, say from another sport like AFL, it will be the same account used to register for cricket.
  - If you don't have an existing PlayHQ login, go to <https://www.playhq.com/signup>, enter your details including a password and click **Sign up**. Just create the account at this point – we'll be discussing registering your child shortly.



**Important Note for Juniors:** Please remember this account needs to be in the parent/guardian's name. You can add your child/children to your account via the registration process (step 3 and 4 below).

**Note:** Once the PlayHQ account exists, you can update the details, e.g. mobile phone number, email address or privacy settings, at any stage by logging into your PlayHQ account using the email address and password and selecting **My Account** from the drop-down arrow beside your name in the right-hand corner of the screen.



2. Create or Login to your Cricket ID Account at <https://id.cricket.com.au/login>. This step identifies how to check if you have a Cricket ID or to set one up if you don't.
  - If you are unsure if you have a Cricket ID (remember this is **NOT** your MyCricket ID number), click on **Forgot Password**, enter your email address and click **Send password reset email**. You will be sent an email stating that a request has been made to reset the password for your Cricket ID. Click **Reset my password** in this email. Enter and confirm your new password.
  - If you don't have a Cricket ID, click on **Don't have Cricket ID? Sign up** and enter your details and click **Create Cricket ID**.



**Important Note:** Once the Cricket ID exists, you can update the details at any stage by logging into your Cricket ID using the email address and password.



3. Now that you know you have both a PlayHQ Account and Cricket ID, go to <https://play.cricket.com.au/club/albany-creek-hawks-cricket-club/cd84de69-87d8-eb11-a7ad-2818780da0cc> and select the registration you require.



4. Register to the relevant product(s):
  - (a) If you are not already logged into your PlayHQ account, enter your login details and click **Log In**.
  - (b) You will be asked who you would like to register. For juniors, you will choose the **I am registering someone else** option and then click **Continue (Seniors will choose I am registering myself)**.
  - (c) Now you need to choose the role, e.g. **Player** and click **Continue**.
  - (d) Next you need to enter the participant's details, taking care that the correct details are entered. Once you move past this page, the first name, last name and date of birth will not be editable. Once you've entered all the information, click **Save and Continue**.
  - (e) Acknowledge the terms and conditions on the **Fees** page and click **Continue**.

- (f) For the first registration only, you will be asked to link your Cricket ID to your PlayHQ account. Click **Link Cricket ID** and enter your Email and Password. When you are returned to the **Link your Cricket ID** page, a green box should display identifying that the id has been linked to your account. Click **Continue**.



- (g) The final step is where you will be asked to pay the NRF (first registration only for the season) and any subsequent club fees. Enter the details and click **Confirm purchase**. Your registration has been submitted to the club. Refer to [Claiming a Fairplay Voucher](#) below if you are using a voucher to pay for part or all of the registration.

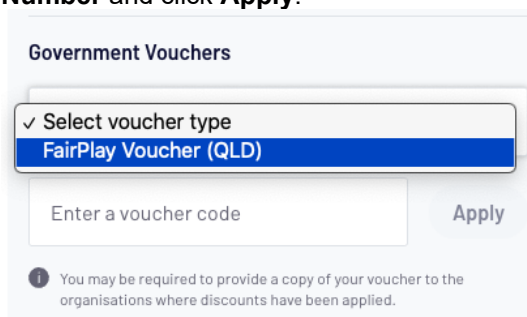


**Important Note:** Club, Association and Queensland Cricket administrators have limited visibility and access to Play HQ and Cricket ID accounts. If you have issues with registration the Cricket Australia Help Desk can assist with most registration requests either over the phone or via return email.

- **PHONE** – 1800 274 253
- **EMAIL** – [mycricketssupport@cricket.com.au](mailto:mycricketssupport@cricket.com.au) (your request will be filtered to the PlayHQ department)
- **ONLINE REQUEST FORM** – [Click Here](#)

### *Claiming a FairPlay Voucher*

1. If you have a FairPlay Voucher, at step 4.vii above, click on **I have a government voucher**.
2. You then need to select **FairPlay Voucher (QLD)** from the drop-down list, enter the **Voucher Number** and click **Apply**.



The voucher will then be applied to the total fees.



**Important Note:** It is important that you scan the voucher and send it through to your club so they can redeem it from the appropriate government body!