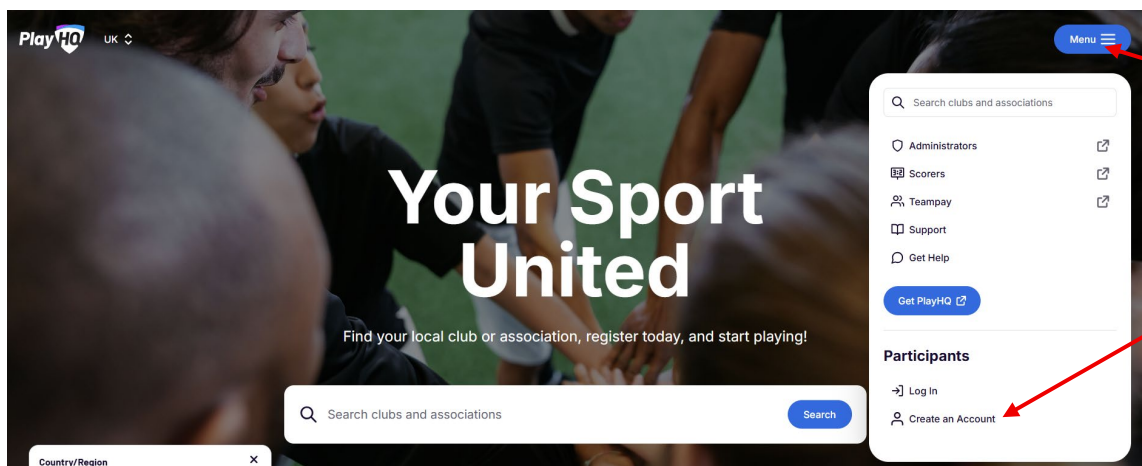


Register as a parent

Browser to <https://www.playhq.com/>



The screenshot shows the PlayHQ website home page. The main heading is "Your Sport United" with the subtext "Find your local club or association, register today, and start playing!". A search bar is at the bottom. A menu is open on the right side, showing options like Administrators, Scorers, Teampay, Support, and Get Help. A "Get PlayHQ" button is also visible. A red arrow points to the "Menu" button in the top right corner with the label "Click Menu". Another red arrow points to the "Create an Account" link in the "Participants" section of the menu with the label "Followed by Create an account".

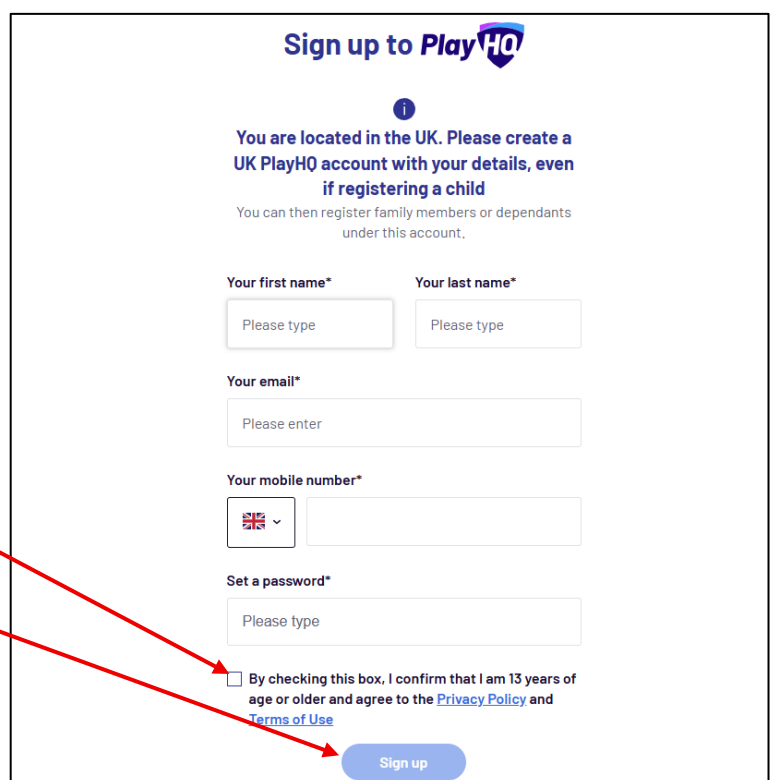
Complete the all the relevant details as the parent/guardian.

NOTE: If you have registered with England Basketball before, please use the same email address.

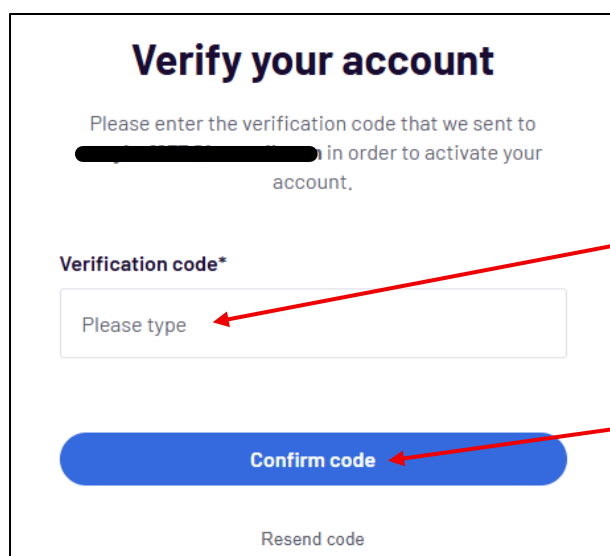
Tick this box

Click **Sign up**

Confirm the details are correct



The screenshot shows the "Sign up to PlayHQ" registration form. It includes a heading "Sign up to PlayHQ" and a sub-heading "You are located in the UK. Please create a UK PlayHQ account with your details, even if registering a child". Below this is a note: "You can then register family members or dependants under this account." The form fields are: "Your first name*" (Please type), "Your last name*" (Please type), "Your email*" (Please enter), "Your mobile number*" (with a dropdown menu showing the UK flag), and "Set a password*" (Please type). At the bottom, there is a checkbox with the text "By checking this box, I confirm that I am 13 years of age or older and agree to the [Privacy Policy](#) and [Terms of Use](#)". A "Sign up" button is at the bottom right. Red arrows from the text on the left point to the checkbox and the "Sign up" button.

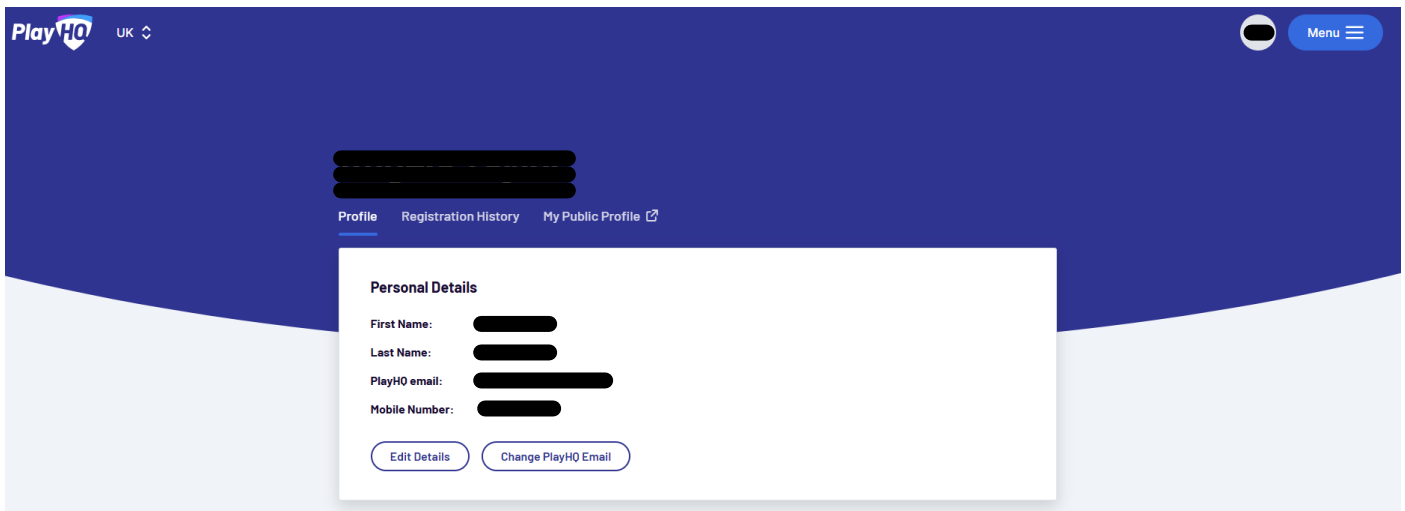


The screenshot shows the "Verify your account" page. It has a heading "Verify your account" and a sub-heading "Please enter the verification code that we sent to [redacted] in order to activate your account." Below this is a "Verification code*" field with the placeholder "Please type". At the bottom, there is a blue "Confirm code" button and a "Resend code" link. Red arrows from the text on the right point to the "Verification code*" field and the "Confirm code" button.

Check your email for a **Verification Code.**

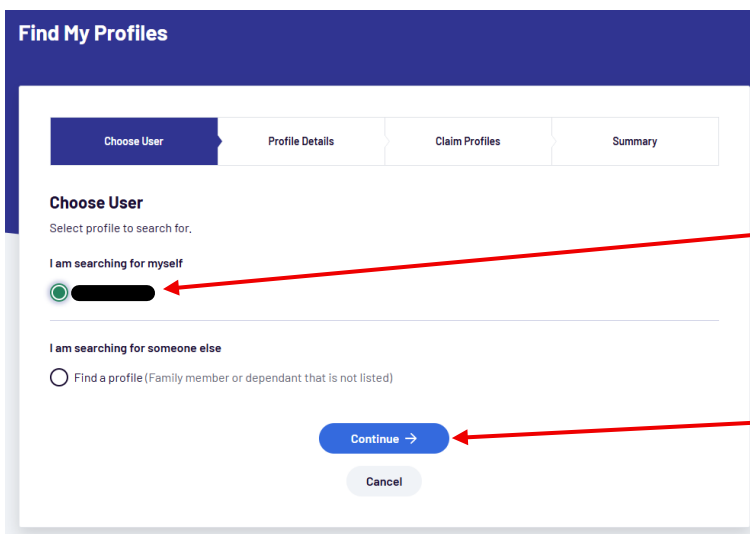
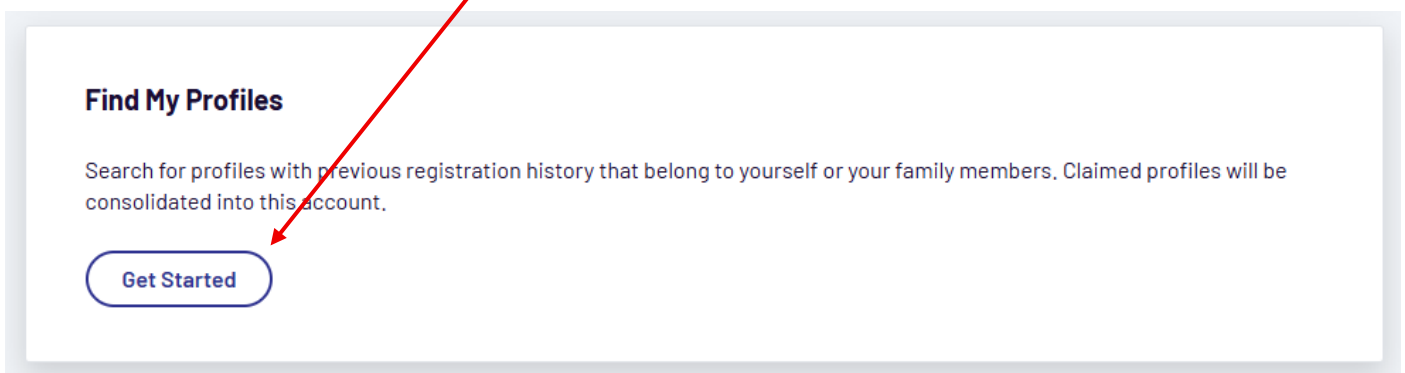
Enter the code before hitting **Confirm code**

Log in to PlayHQ with the email address and password just created



If you haven't registered with England Basketball before, skip to page 5, **Register a Junior Player / Dependant.**

If you have previously registered with England Basketball, scroll to the bottom of your PlayHQ profile and click **Get Started** under the **Find My Profiles** section.



Select **I am searching for myself**

Followed by **Continue.**

Complete the details requested and click **Search**

The screenshot shows the 'Profile Search' section of a web application. At the top, there are four tabs: 'Choose User', 'Profile Details', 'Claim Profiles', and 'Summary'. The 'Profile Details' tab is active. Below the tabs, the form includes fields for 'First name*', 'Last name*', 'Date of birth*' (with three dropdown menus), and 'Gender*'. A dropdown menu for 'Select the sporting organisation where the profile was previously registered*' is set to 'Basketball England'. At the bottom right, there are 'Search' and 'Back' buttons. A red arrow points from the 'Search' button in the text above to the 'Search' button in the form.

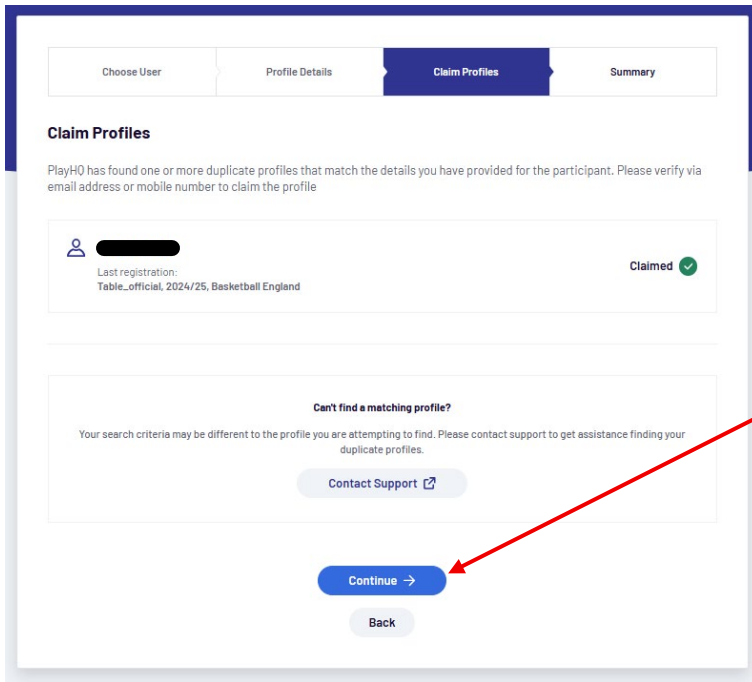
Once it's found your old account, select **Verify via e-mail**

The screenshot shows the 'Claim Profiles' section. At the top, the tabs are 'Choose User', 'Profile Details', 'Claim Profiles', and 'Summary'. The 'Claim Profiles' tab is active. Below the tabs, a message states: 'PlayHQ has found one or more duplicate profiles that match the details you have provided for the participant. Please verify via email address or mobile number to claim the profile'. A search result is shown with a profile icon, a redacted name, and a 'Verify via Email' button. Below this, there is a section titled 'Can't find a matching profile?' with a message: 'Your search criteria may be different to the profile you are attempting to find. Please contact support to get assistance finding your duplicate profiles.' and a 'Contact Support' button. At the bottom, there are 'Continue' and 'Back' buttons. A red arrow points from the 'Verify via Email' button in the text above to the 'Verify via Email' button in the form.

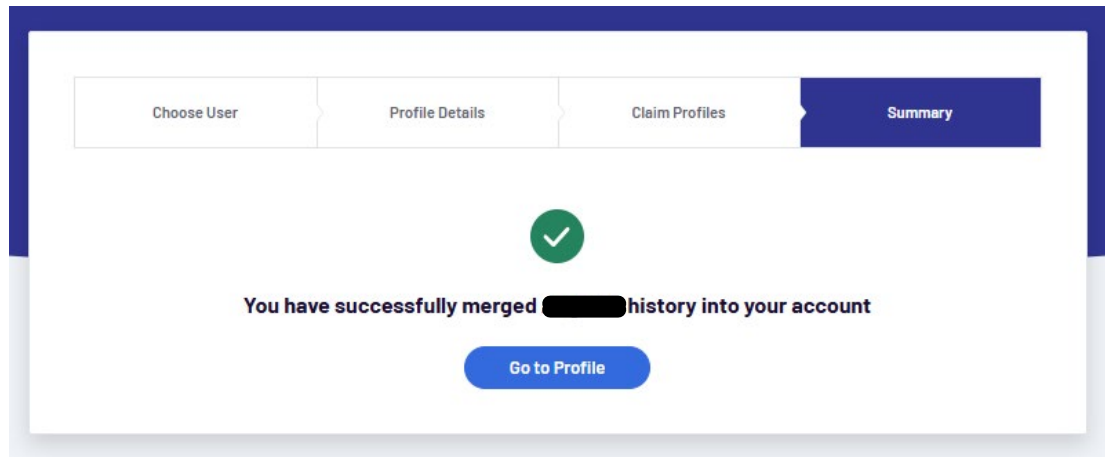
Enter the **verification code** and click **Claim Profile**.

NOTE: You may need to check your junk items for the verification code

The screenshot shows the 'Claim Profiles' section with a verification step. At the top, the tabs are 'Choose User', 'Profile Details', 'Claim Profiles', and 'Summary'. The 'Claim Profiles' tab is active. Below the tabs, a message states: 'PlayHQ has found one or more duplicate profiles that match the details you have provided for the participant. Please verify via email address or mobile number to claim the profile'. A search result is shown with a profile icon, a redacted name, and a 'Verify via Email' button. Below this, a message says: 'Please enter the verification code that we have sent to ataylor1977@hotmail.com'. There is a 'Verification Code' input field, a 'Claim Profile' button, and a 'Re-send Code' button. Below this, there is a section titled 'Can't find a matching profile?' with a message: 'Your search criteria may be different to the profile you are attempting to find. Please contact support to get assistance finding your duplicate profiles.' and a 'Contact Support' button. At the bottom, there are 'Continue' and 'Back' buttons. Two red arrows point from the text above to the 'Claim Profile' button and the 'Verification Code' input field.



Once claimed click
Continue

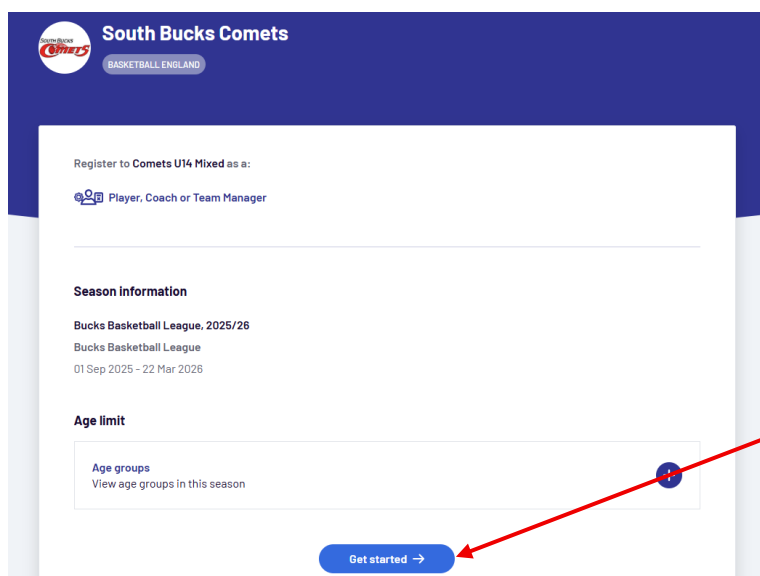
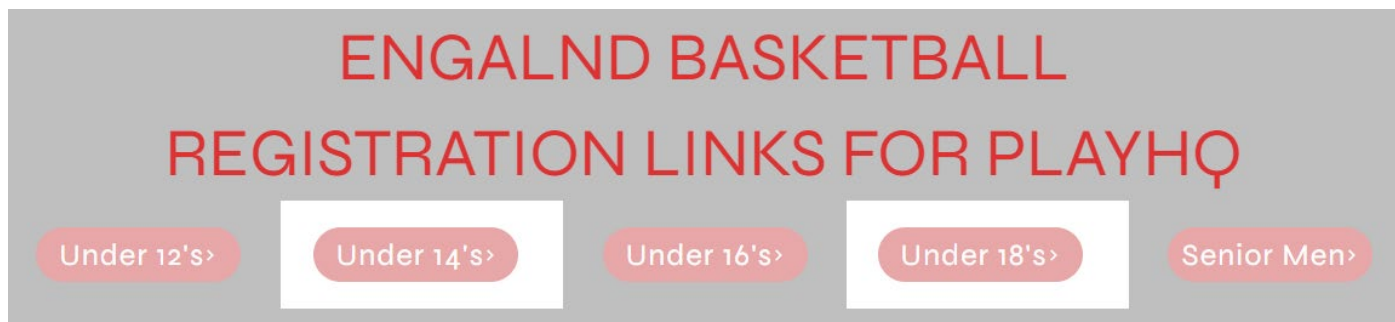


That's you setup – now you need to register your child!

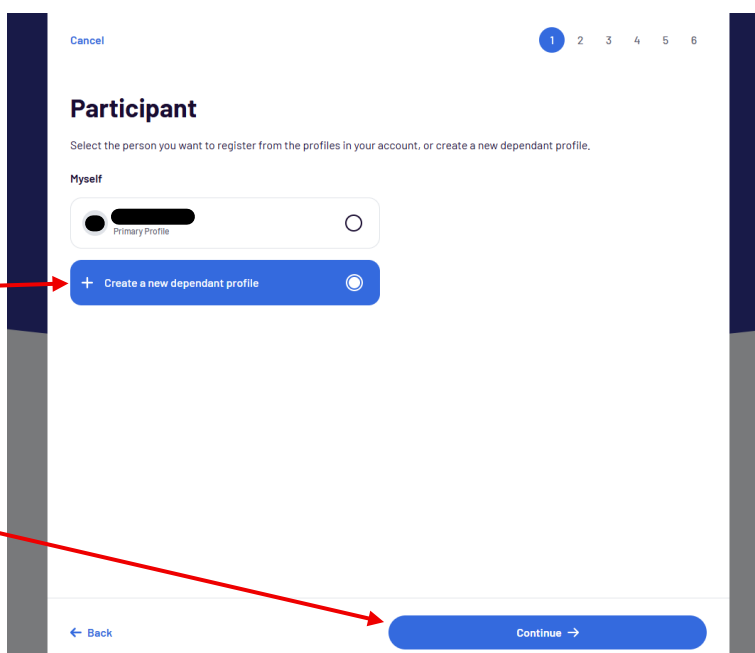
Register a Junior Player / Dependant

Browser to <https://www.southbucksbasketball.co.uk/club-members/>

Scroll down to **ENGLAND BASKETBALL REGISTRATION LINKS FOR PLAYHQ** and select the team you want to register for. This will take you to the PlayHQ website.



Click **Get Started**



Select **Create a new dependant profile**

and hit **Continue**

Cancel

1 2 3 4 5 6

Role

Now, choose how you would like to participate.

Player

Coach

Team Manager

← Back

Continue →

Select **Player**

Click **Continue**

Complete all of the sections marked with an * including **Additional Questions Parent/Guardian details Emergency Contact**

Keep scrolling down – there are a lot of questions!

Once you're at the bottom, hit **Continue**

Cancel

1 2 3 4 5 6

Details

Make sure the participant's details are entered correctly. You will not be able to edit the first name and last name once you proceed.

Participant Details

First name*

Last name*

Preferred name

What is your biological sex?*

Date of birth*

Home phone number

Country*

Address*

Suburb / City / Town*

← Back

Continue →

Cancel

1 2 3 4 5 6 7

Claim Profiles

Claim Profiles

PlayHQ has found one or more duplicate profiles that match the details you have provided for the registering participant. You will not be able to continue with registration until each duplicate profile is claimed and merged with the profile you are currently registering with.

Last registration: Player, 2023/24, South Bucks Comets

Verify via Email

If you need assistance to claim these profiles, or if these profiles are not yours, please contact support.

Contact Support

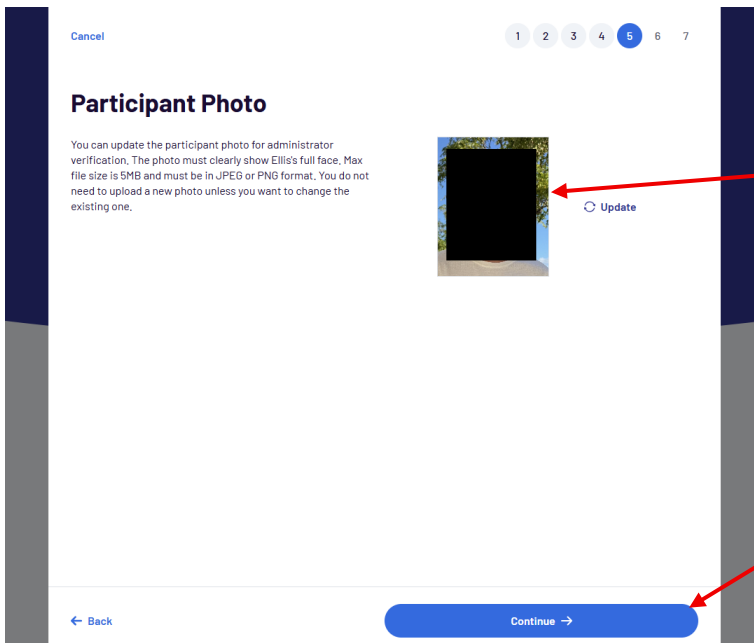
← Back

Continue →

If you're dependent has registered before with England basketball you'll be able to claim their profile.

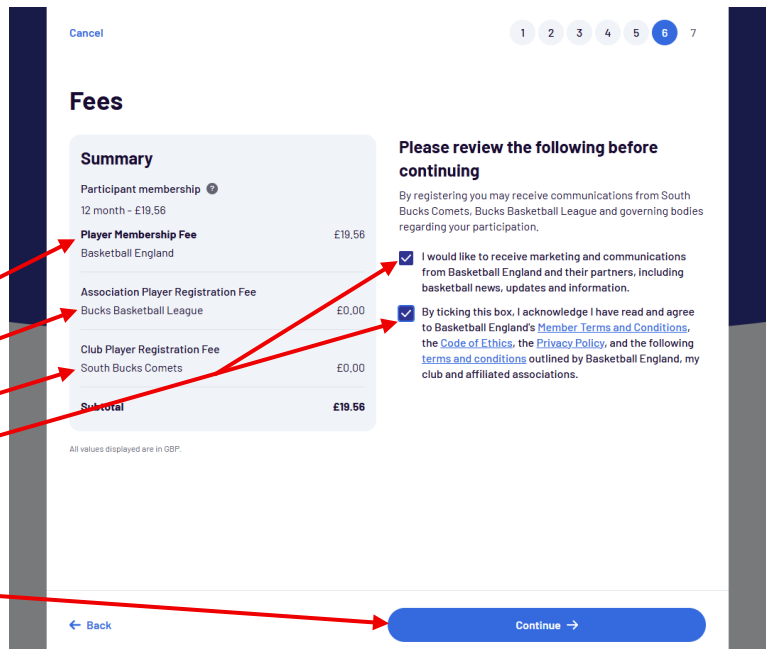
Click **Verify via E-mail** enter the verification code set to that email address and click **Claim Profile**

Click **Continue**



Add a passport like photo

Click **Continue**

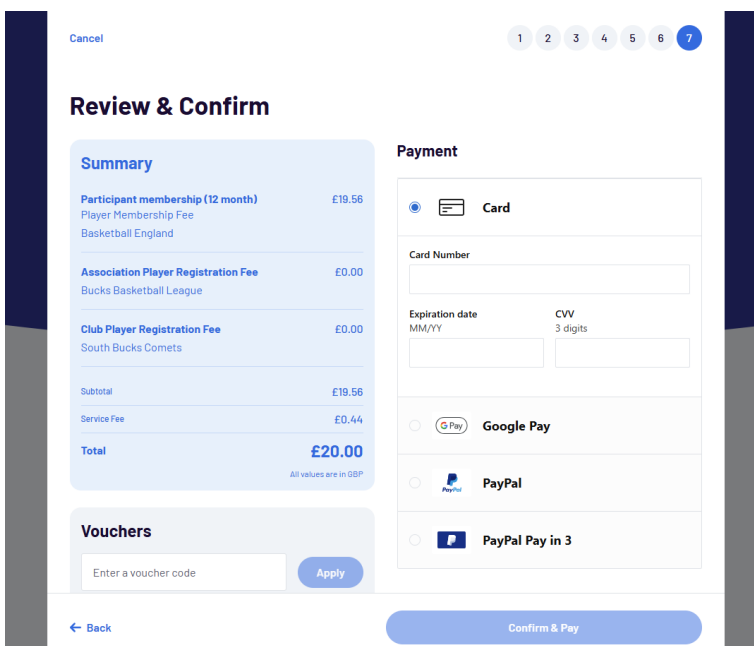


The registration price should be no more than £20 - if it's more than this go back and check the registration that you're trying to purchase.

Verify its a **Player Membership** for the **Bucks Basketball League** and the club is **South Bucks Comets**

Tick both boxes

Click **Continue**



Pay using the method of your choice and select **Confirm & Pay**.

That's it - their registered with England Basketball and ready to play!

Got another child to register?

Return to the Comets website, select the team you'd like to register them to, and repeat the same steps to set up another descendant!