

**Registration
Step-by-Step Guide**



Registering With PlayHQ

In order to register into your team, you will need to create an account with PlayHQ.

Registering into your Westside Suns Team

Please use the registration link provided by your team manager.

Please note: As we are registering each child directly to their team this season, you will need the unique registration link. Therefore, each team has a unique registration link. If you have not received this from your team manager or need assistance, please contact the club administrator via registrar@westsidesuns.com.

Select **Get started** to begin the registration process. If you have not done so already, you will be prompted to **Log in OR Create an account**. Once this has been done, the registration process will commence.

Westside Suns Basketball Club
BASKETBALL VICTORIA

Register to **Westside Suns U12 Girls Petes** as a:

Player, Coach or Team Manager

Season information

Junior Domestic, Summer 2023/24
Westgate Basketball Association
06 Oct 2023 - 23 Mar 2024

Age limit

Players can only register to this season if their date of birth is within the range below:
01 Jan 2004 - 31 Dec 2018

Get started →

Registration process

To begin the registration, you will first need to **Choose User**.

Choose User

This is to select who you are registering on behalf of; yourself (the primary account holder), a new family member or dependent OR an existing family member or dependant that you've registered before (this will be linked to the primary account).

The screenshot shows the 'Choose User' step of a registration process for the Westside Suns Basketball Club. The page header includes the club logo and 'BASKETBALL VICTORIA'. The breadcrumb trail shows the current step: 'Westside Suns U12 Girls Pete, Junior Domestic, Summer 2023/24, Westgate Basketball Association'. Below the breadcrumb is a navigation bar with tabs: 'Choose User' (active), 'Choose Role', 'Participant Details', 'Fees', 'Products', and 'Payment & Summary'. The main content area is titled 'Please choose who you would like to register'. It has two sections: 'I am registering myself' with a radio button and the name 'Sonya Slater'; and 'I am registering someone else' (with a sub-note '(Participant will be linked to my account)') with three radio buttons: 'Register new family member or dependant', 'James Jago', and 'Elizabeth Jago'. The 'Elizabeth Jago' option is selected, indicated by a green checkmark and a red box. A red arrow points from the breadcrumb text to the 'Elizabeth Jago' option, with the text 'Ensure you select the correct child for this registration link'. At the bottom, there is a blue 'Continue →' button (boxed in red) and a grey 'Back' button.

Choose Role

You can register as a player, coach or team manager.

Westside Suns Basketball Club
BASKETBALL VICTORIA

Westside Suns U12 Girls Pete, Junior Domestic, Summer 2023/24, Westgate Basketball Association

Choose User | **Choose Role** | Participant Details | Fees | Products | Payment & Summary

Register as a:

Player

Coach

Team Manager

Continue →

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Participant Details

Fill out the required fields, including emergency contact details. Most of the details are self-explanatory, however, there are some details which are explained below.

When filling out the required fields, the form will be pre-populated with any details filled out previously for existing participants. This will make the registration process as quick and easy as possible.

If the registering participant is under the age of 18, parent/guardian details will be required. If you are registering a family member/dependent, the parent/guardian details will be pre-populated with the primary account holder's details.



Westside Suns U12 Girls Pete, Junior Domestic, Summer 2023/24, Westgate Basketball Association

Choose User

Choose Role
(Player)

Participant Details

Fees

Products

Payment & Summary

Participant Details



Please make sure the participant's details are entered correctly. Once continuing with the registration, the first name, last name and date of birth will not be editable.

First name*

Please enter

Last name*

Please enter

Preferred name

Please enter

Gender*

Please select

Date of birth*

DD

MM

YYYY

Home number

Please enter

Country*

Australia

Address*

Suburb / Town*

State / Province / Region*

Please select

Postcode*

Are you of Aboriginal and or Torres Strait Islander origin?*

Please select

Country of Birth*

Please select

Were any parent/guardians born outside Australia?*

Please select

Singlet number (if you know your singlet number enter it below)

Please type

Disability Details

Does the participant identify as living with a disability/disabilities?*

Please select

Parent/Guardian details

First name*

Sonya

Last name*

Slater

Email*

sonyaslater2@gmail.com

Mobile number*



0414481399

Parent/Guardian address is the same as the participant's address.

Country*

Australia

Address*

142 Chirnside Street

Suburb / Town*

Kingsville

State / Province / Region*

Victoria

Postcode*

3012

Add another parent/guardian

Emergency Contact

Please complete the following information to ensure we maintain a current record of contact information for your emergency contact.

First name*

Please enter

Last name*

Please enter

Relationship*

e.g. friend, aunt...

Email*

Please enter

Mobile number*



Save and Continue →

If you are registering as a Team Manager or Coach, you will need to provide **Working with Children (WWC)** details. You can enter the government supplied WWC Card details, your teacher registration details, or other approved WWC-equivalent details here.

Working with Children (WWC)

Please enter your Working with Children details below

WWC Number

Expiry date

State of issue

Fees

A breakdown of fees will be provided, this will include the club fees as well as any state organisation fees, minus any club applied discounts equating to a sub-total. An option to include a **voucher code** will appear on the next page (*Payment and Summary*).

Please note: The fees in the image below are an example only, and do not represent actual prices of the current season.

Westside Suns Basketball Club
BASKETBALL VICTORIA

Westside Suns U12 Girls Pate, Junior Domestic, Summer 2023/24, Westgate Basketball Association

Choose User | Choose Role (Player) | Participant Details | **Fees** | Products | Payment & Summary

Fees

DESCRIPTION	PRICE
Association Player Registration Fee Westgate Basketball Association	\$0.00
Club Player Registration Fee Westside Suns Basketball Club	\$250.00
16% Family Member Discount Westside Suns Basketball Club	-\$40.00
Sub-Total	\$210.00

All values are in AUD.

By registering you may receive communications from Westside Suns Basketball Club, Westgate Basketball Association and governing bodies regarding your participation.

Join the Basketball Victoria Family to receive the latest updates, information, partner offers and giveaways for the Victorian Basketball Community.

By ticking this box, I acknowledge I have read the [terms and conditions](#), understand and agree to abide by the governing bodies' rules, and competition by-laws.

Continue →

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Products

Select any *optional* merchandise products you wish to purchase, then choose **Add to Order**. These are not needed to play.

Please note: we currently only take orders for these products during the registration process so if you did want to purchase something please add it to your cart prior to checking out.


You can also view the Order Summary to determine the current total price of the registration.

Westside Suns U12 Girls Pete, Junior Domestic, Summer 2023/24, Westgate Basketball Association


Choose User | Choose Role (Player) | Participant Details | Fees | **Products** | Payment & Summary

Optional Products


The following items are available for purchase, however they are optional.



Westside Suns Warm-up Top
\$35.00
Size*
Please select
If you would like your child's First Name, OR Surname on the back of the Warm Up Top, please type it in the text box:*
Please enter
Quantity ●
1
[+ Add to Order](#)



Westside Suns T-Shirt
\$15.00
Size*
Please select
Quantity ●
1
[+ Add to Order](#)



Westside Suns Hoodie
\$50.00
Size*
Please select
Quantity ●
1
[+ Add to Order](#)

[Order Summary](#) ● [+](#)

[Continue →](#)

[Back](#)

Payment & Summary

The final stage of the registration process is to review the order summary to ensure the total fees are correct, if there are any errors, you can select the back option to amend these throughout the process. If there are no corrections to be made, enter the payment details (and a voucher code if you have one) into the required fields.

Voucher Codes which may be applicable

3rd Child Discount Voucher - Please contact registrar@westsidesuns.com

[Get Active Vouchers](#) – For Eligible Families

The screenshot shows the 'Payment & Summary' page for the Westside Suns Basketball Club. The page is titled 'Westside Suns U12 Girls Pete, Junior Domestic, Summer 2023/24, Westgate Basketball Association'. The navigation tabs are 'Choose User', 'Choose Role (Player)', 'Participant Details', 'Fees', 'Products', and 'Payment & Summary'. The 'Payment' section includes a 'Credit/Debit Card' form with fields for 'Card number*' (1234 1234 1234 1234), 'Card Expiry*' (MM / YY), and 'CVC*' (CVC). A security notice states 'This payment is secured with SSL encryption.' The 'Billing Address' section includes fields for 'Country*' (Australia), 'Address*', 'Suburb / Town*', 'State / Province / Region*' (Please select), and 'Postcode*'. The 'Order summary' table shows the following items:

Description	Qty.	Total
Association Player Registration Fee Westgate Basketball Association	1	\$0.00
Club Player Registration Fee Westside Suns Basketball Club	1	\$250.00
16% Family Member Discount Westside Suns Basketball Club		-\$40.00
Total		\$210.00

All values are in AUD. The 'Vouchers' section includes a field for 'Enter a voucher code' and an 'Apply' button. The 'Government Vouchers' section includes a dropdown menu for 'Get Active Kids (VIC)', a field for 'Enter a voucher code', and an 'Apply' button. A note states: 'You may be required to provide a copy of your voucher or show your Health Care or Pension Concession Card to the organisations where discounts have been applied.' At the bottom, there is a 'Confirm purchase →' button highlighted with a red box and a 'Back' button.

Once you select the **Confirm purchase** option, you will receive an email confirming the successful registration along with a separate email containing a tax invoice with the details of your purchase.