

COMMUNITY FOOTBALL DOCUMENTS PORTAL LEAGUE AND CLUB ADMIN GUIDE

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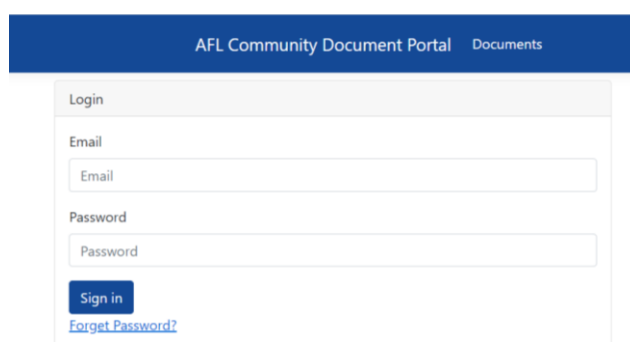
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1 – GETTING STARTED.

- 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 the Documents Portal at <https://cfdp.web.afl.com.au/Login> and log-in using your PlayHQ credentials.



The screenshot shows the login interface for the AFL Community Document Portal. At the top, there is a blue navigation bar with the text 'AFL Community Document Portal' and 'Documents'. Below this is a white login box with the title 'Login'. Inside the box, there are two input fields: 'Email' and 'Password'. Below the 'Password' field is a blue 'Sign in' button and a blue link for '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 – MULTI FACTOR AUTHENTICATION

- a. PlayHQ has introduced the ability for some administrators to use multi-factor authentication (MFA) when accessing the platform.
- b. MFA requires that you enter additional information to access your account. It's also referred to as 'two-factor authentication' or '2FA'.
- c. Using MFA increases your level of security, better protecting the personal information of participants across PlayHQ.
- d. If you have MFA set up on your PlayHQ account, you will be required to use to access the Documents Portal.
- e. If your MFA choice is an authentication app on your mobile, you will be prompted to enter the security token (6 digit code) on the screen



Authenticate your account

Please confirm your account by entering the 6 digit code from your authentication app.

6 digit code*

If you need to reset your Multi Factor Authentication, please [contact the support team](#).

Submit

- f. If your MFA choice is the SMS method, you will receive a one-time security code via SMS. Enter the code received via SMS and click Submit.



Authenticate your account

Please confirm your account by entering the 6 digit code sent to the mobile number ending in *****5102.

6 digit code*

If you need to reset your Multi Factor Authentication, please [contact the support team](#).

Submit

Haven't received your code yet?

[Resend a new code](#)

- g. Once the correct security token has been entered, you will see the Documents Portal screens.

4 – VIEWING DOCUMENT

- 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 Locket
2021	28/10/2021 3:57:00 AM	Player Declaration	Yarra Junior Football...	Fitzroy JFC (Yarra Junior...	TEST DOCUMENT.docx	Nicky Winmar
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 9:35:31 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 Ramp: 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.

All doc types All clubs All seasons Clear Filters

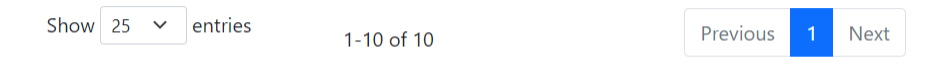
Season	Date Uploaded	Document Type	Club
2022	2/12/2021 5:45:15 AM	Player Declaration	Yarra Junior Football...
2022	2/12/2021 5:40:19 AM	Player Declaration	Yarra Junior Football...

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.

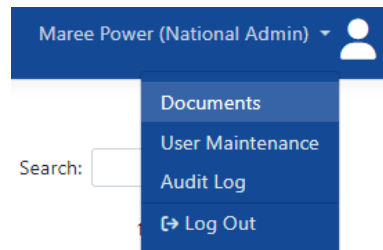
Search:

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.

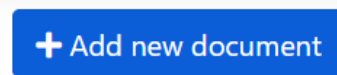


- k. **User Account.** Clicking on the arrow next to your name in the top right will allow you to log-out of the Community Document portal, or access the User maintenance menu (see section 7) and Audit (see section 8)



5 - 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

Note the Document types available will depend on the access provided to each user, For Example the Deregistration options are only available at National Level

- 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 [X]

Document Type [Player Declaration] [v]

League [Yarra Junior Football League (YJFL)] [v]

Club [Camberwell JFC] [v]

Season [2021] [v]

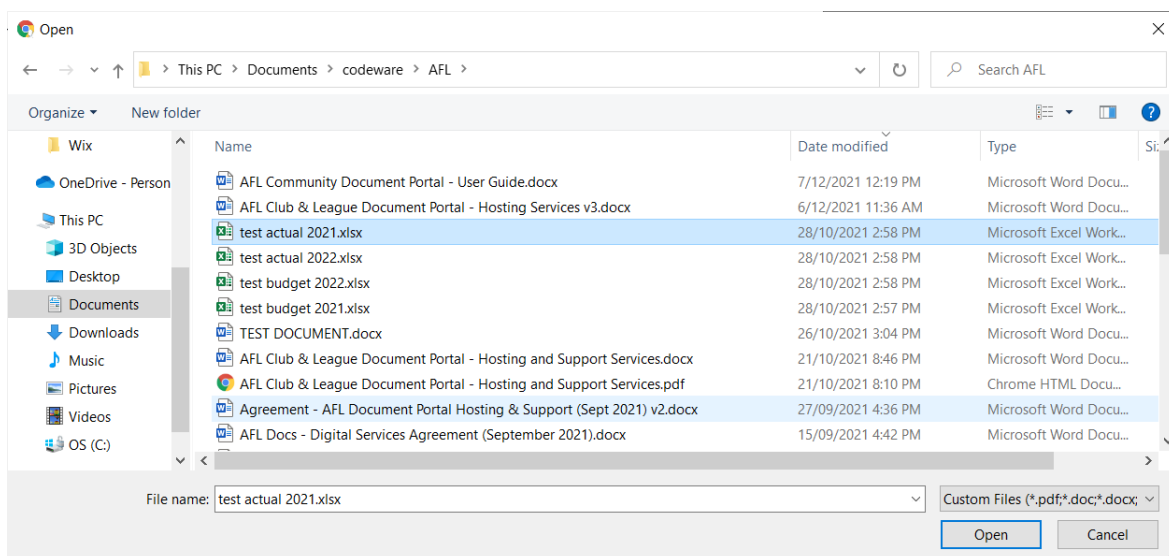
Document [Choose File] [No file chosen] [Remove]

Click "Choose File" or drag and drop your file [i]

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 and values:

- Document Type: Player Declaration (checked)
- League: SANFL Juniors (checked)
- Club: Fitzroy Junior Football Club (checked)
- Season: 2021 (checked)
- Document: test actual 2021.xlsx (checked)
- Description: Please enter the player name (error icon)

A red border highlights the Description field, and a red error message below it reads: "Please provide a description." A blue 'Upload' button is 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 banner 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 and values are:

- Document Type: Player Declaration (checked)
- League: Yarra Junior Football League (YJFL) (checked)
- Club: Fitzroy JFC (Yarra Junior Football League (YJFL)) (checked)
- Season: 2022 (checked)
- Document: TEST DOCUMENT.docx (checked)
- Description: Mark Jackman (checked)

A blue 'Upload' button is at the bottom left, and an unchecked checkbox labeled "Allow duplicate" 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

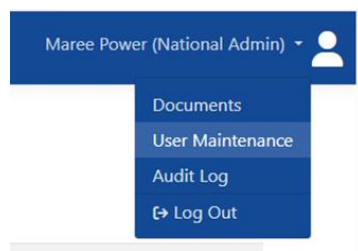
Player Declarations - that is, you only need to select the different files and update the document Description each time.

6 - DELETING FILES.

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

7 - USER MAINTENANCE.

- a. Clicking on the arrow next to your name in the top right corner will allow you to access the Documents, User Maintenance and Audit Menu.



- b. The User Maintenance screen allows you to see which Users have access to your Club in the AFL Community Football Documents Portal,



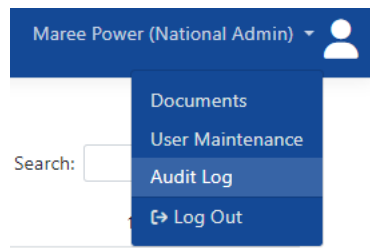
- c. Clicking on the blue Edit user icon will allow you to see the specific access that user has. (Note: only State, Country Region or Metropolitan League admins can edit or add user access.)
- d. Clicking on the blue delete user icon will allow you to remove that users access to your Club in the AFL Community Football Documents Portal. For example, if you wish to remove users at the end of season when club roles change.
- e. Clicking on the I icon will show the Audit trail for that user, i.e., logins, uploads, deletes made by that user.

User	Date/Time	Event Type	Doc Type	Club	Doc Name / Description
Andrew Hughes (andrew.hughes@ afl.com.au)	2023-09-20 16:51:06	Document Upload	Warning Letter	Club XYZ	warning letter Sept 2023.pdf 🔍
andrew.hughes@ afl.com.au	2023-09-20 16:50:06	Login Successful	-	-	-
andrew.hughes@ afl.com.au	2023-09-20 16:49:50	Login MFA Challenge	-	-	-
Andrew Hughes (andrew.hughes@ afl.com.au)	2023-08-08 09:58:40	Document Upload	Deregistration Letter	Club ABC	2nd Deregistration Letter - Aug 2 .PDF 🔍
andrew.hughes@ afl.com.au	2023-08-08 09:57:35	Login Successful	-	-	-
andrew.hughes@ afl.com.au	2023-08-08 09:57:14	Login MFA Challenge	-	-	-
Andrew Hughes (andrew.hughes@ afl.com.au)	2023-08-04 12:41:54	Document Upload	Deregistration Letter	Club ABC	Deregistration Letter - Jim Smith - July 21 🔍

- f. Click on the Search icon to have that document displayed on your screen
- g. Adding user access to your Clubs document portal needs to be requested via your Country Region or Metropolitan League Administrator (see Section 1).
- h. Click on Documents in the top header to return to the Document homepage.

8 – AUDIT LOG

- a. Clicking on the arrow next to your name in the top right corner will allow you to access the Audit Log.



- a. All activity for documents will generate an audit event (including Club ID, user, date/time). All views, uploads, and deletions are tracked and viewable. The logged in Users organisation access will filter the Audit event display.
- b. To access the audit screen, click on the 'i' icon on the right-hand side of the document.

Season	Date Uploaded	Document Type	League	Club	Document Name	Description	
2021	31/10/2022 6:59 PM	APP Actual	League A	ABC Club	BUDGET 2021	2021 Final Player Payment...	📄 🗑️ 🔍
2021	13/07/2022 2:13 PM	Reregistration Letter	League B	Club D	Reregistration Appeal Outcome...	Reregistration Appeal Outcome...	📄 🗑️ 🔍
2021	11/07/2022 1:44 PM	Warning Letter	League C	Club E	2020 AFL Coaches Citation 3...	2020 AFL Coaches Citation 3...	📄 🗑️ 🔍
2021	11/07/2022 1:26 PM	Deregistration Letter	League C	XYZ Club	Deregistration Notification...	Deregistration Notification...	📄 🗑️ 🔍

- c. This will display the audit screen for that document.

AFL Community Document Portal Documents Maree Power (National Admin)

20-09-2021 - 20-09-2023 All clubs All Events Clear Filters Summary

User	Date/Time	Event Type	Doc Type	Club	Doc Name / Description
Andrew Hughes (andrew.hughes@afl.com.au)	2023-01-30 11:18:30	Document View	Warning Letter	ABC Club	2021 Deregistration Warning Letter - M Mouse.PDF
ben.rove@afl.com.au	2022-07-11 13:22:08	Document Upload	Warning Letter	ABC Club	2021 Deregistration Warning Letter - M Mouse.PDF

Show 15 entries 1-2 of 2 - filtered from 40,267 Previous 1 Next

- d. Audit View Screen will show an aggregated view of all activities - date range picker (default current month) and the club dropdown filter. Count for Document views, upload and deletes. Each clickable go to Detailed view for that date/event(s)

AFL Community Document Portal Documents Nick Corr (National Admin)

27-04-2023 - 25-07-2023 All clubs Clear Filters Details

Date	Uploaded	Deleted	Viewed	Added	Deleted	Updated	Sign-ins →	Sign-ins ▲
25/07/2023	4	0	7	1	0	0	6	0
24/07/2023	12	0	37	0	0	0	21	5
23/07/2023	4	0	2	0	0	0	5	1
22/07/2023	0	0	50	0	0	0	1	0
21/07/2023	18	0	157	0	0	0	22	2
20/07/2023	15	0	31	0	0	0	29	3
19/07/2023	18	0	51	0	0	0	22	6
18/07/2023	82	0	23	0	0	0	24	1
17/07/2023	11	0	31	0	0	0	11	2
16/07/2023	8	0	1	0	0	0	4	1
15/07/2023	1	0	0	0	0	0	1	0
14/07/2023	10	0	21	0	0	0	15	2
13/07/2023	11	0	56	0	0	0	20	2

VIDEO SUPPORT:

[Club Administrators 'How to Video'](#)

[League Administrators 'How to Video'](#)