



**COMPETITION**

*playwaze*

**Member  
User Manual  
21/22**



Playwaze is the new competition management and membership system used by Scottish Handball. The platform will hold information on fixtures and competitions and will be the main channel for team managers to communicate results and game statistics.

Playwaze is available both online and as a mobile app for apple and android phones. The app can be downloaded from the App Store.

Please find overleaf a guide of how to navigate the online system (note \* this process is similar for mobile systems)



If you wish to download the app to register, search for 'Playwaze' in your smart phone's App Store.

## Important Information

There are two methods of registering on Playwaze:

- If you are a parent/guardian who wishes to register their child/ward as a member of SHA please see Section 1.
- If you are 18+ and wish to register yourself as a member of the SHA please see Section 2.\*

**\*We suggest if you are an adult player who has child players - sign up yourself as the adult first.**

Please note **all U18s must sign up via a Child Account** (Section 1.) by a parent or guardian. Players who turn 18 during the season (after October 1st) may re-register with an adult account the **following season**.



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## Appendix 1. How to register once have an ITC



# Important Information

All players must be registered as a SHA Member to be eligible to play for a team in SHA Leagues or Competition

Please note **all U18s must be signed up** by a parent or guardian. Players who turn 18 during the season (after October 1st) may re-register with an adult account the **following season**.

## 1. CHILD ACCOUNT

### a. Register A Child As A SHA Member

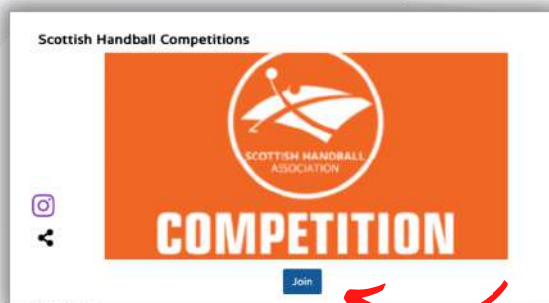


1. Go to Scottish Handball Website: <https://handball.scot>

Scroll down on the homepage and click "Get Membership"



2. Click on the "Scottish Handball Competitions"



3. Then click "Join"



**COMPETITION**

**Join Community**

**COMPETITION**

**Scottish Handball Competitions**

We are the National Governing Body of Handball in Scotland, responsible for the governance and development of the sport across the country.

The Scottish Handball Association (SHA) was formed in 1972, which means that in 2022 we will celebrate our 50th Anniversary!

The SHA is an associate member of the European Handball Federation and the International Handball Federation, alongside England Handball Association. Scotland currently only play as part of Great Britain within

**Who Are You Joining For?**

Joining a dependant    Joining myself

4. Click 'Joining A Dependant'

**Login or Create an account**

login as yourself then select or create your dependant.

E-MAIL  
Enter your email address

PASSWORD  
(must contain 7 letters and a symbol)

Forgot login password?

Continue

5. Login (if you already have an account) or click "Create an Account"

**Login or Create an account**

login as yourself then select or create your dependant.

create an account for yourself then select or create your dependant.

FIRST NAME  
Enter your first name

LASTNAME  
Enter your last name

E-MAIL  
Enter your email address

PASSWORD  
(must contain 7 letters and a symbol)

CONFIRM PASSWORD  
(must contain 7 letters and a symbol)

Continue

6. Enter **YOUR** details (not your child's) & click continue

**Who would you like to book as?**

Add a new child or dependant

7. Click "Add new child or dependant"



**Add a new dependant**

FIRST NAME  
Enter their first name

LASTNAME  
Enter their last name

DATE OF BIRTH  
Enter their date of birth

Add & Continue

8. Enter your child's details & click "Add & Continue".

**Details**

Sex \*

Date of Birth \*

Postcode \*

What is your role(s)? Please select all that are relevant \*

SHARole

Please select your ethnicity \*

Disability, Impairment or Long-Term Health Condition \*

Disabilities

Please select your club \*

9. Enter your **child's** details.

**Memberships**

This community has some promoted memberships that you may want to acquire.

**Senior Membership**  
Get

**Youth Membership**  
Get

**Mini Player Membership**  
Get

10. You must select one of these memberships for your child. Please **DO NOT CLICK SKIP.**

You will need one of these memberships for your child to access their team.

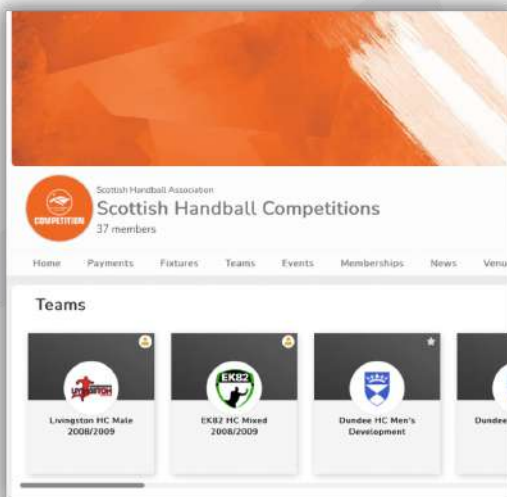
On October 1st:

- Senior Membership - Aged 16 & over
- Youth Membership - Aged 12 - 15
- Mini Player Membership - Aged 11 & below



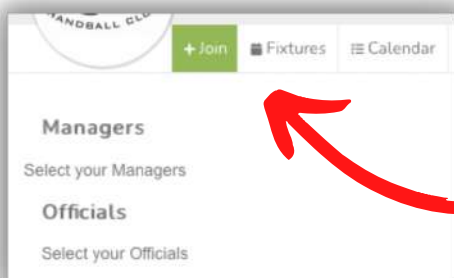
11. If you have selected the correct membership please click continue. If incorrect please click back and select a different membership.

**If the system takes too long to load, click refresh button and it should work**

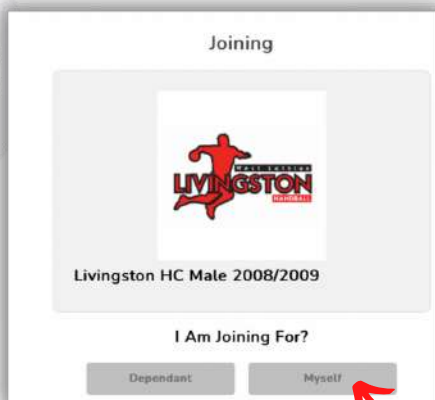


12. Scroll through to find your child's team. Please ensure you select the correct team.

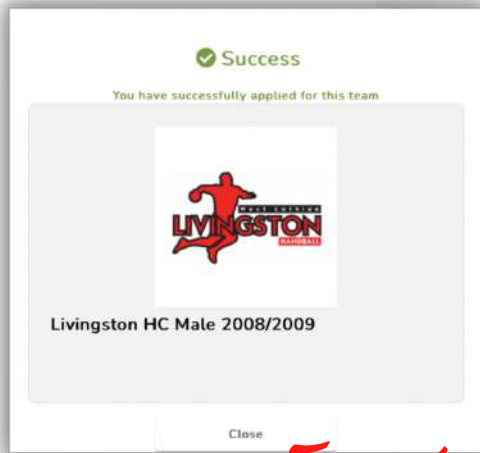
*E.g. if your child plays in the 'Livingston 2008/2009' team please select that team rather than just for 'Livingston HC'*



13. Click on your child's team and Click Join

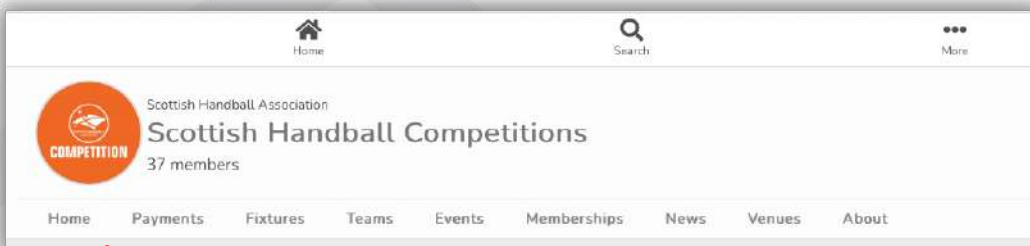


14. Click "Myself" as you are acting on behalf of your child



16. Success! You have joined your child's team. Please click "Close"

***If this screen does not appear please turn troubleshooting on pg12.***



17. Click "Home" on the top navigation and you have completed your child's registration!





## 2. ADULT ACCOUNT

### a. Register Yourself as a SHA Member

1. Go to Scottish Handball Website: <https://handball.scot>

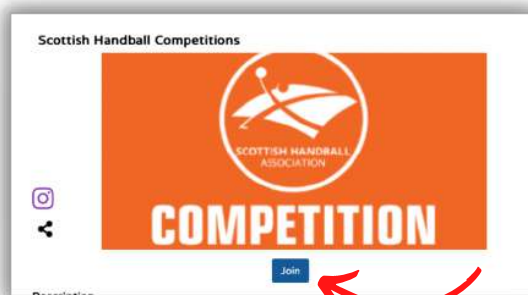
Scroll down on the homepage and click "Get Membership"



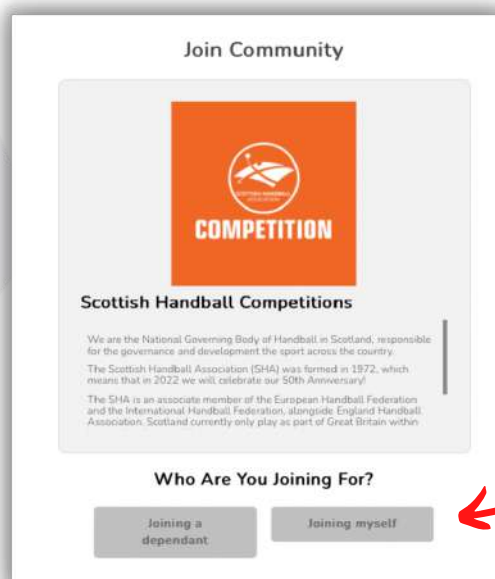
2. Click on the "Scottish Handball Competitions"



3. Then click "Join"



4. Click 'Joining Myself'



**Login or Create an account**  
login as yourself then select or create your dependant.

E-MAIL  
Enter your email address

PASSWORD  
(must contain 7 letters and a symbol)

[Forgot login-password?](#)

Continue

5. Login (if you already have an account) or click "Create an Account"

**Login or Create an account**  
create an account for yourself then select or create your dependant.

FIRST NAME  
Enter your first name

LASTNAME  
Enter your last name

E-MAIL  
Enter your email address

PASSWORD  
(must contain 7 letters and a symbol)

CONFIRM PASSWORD  
(must contain 7 letters and a symbol)

Continue

6. Enter your details & click continue

**Details**

Sex \*  
[Dropdown]

Date of Birth \*  
[Date Picker]

Postcode \*  
[Text Input]

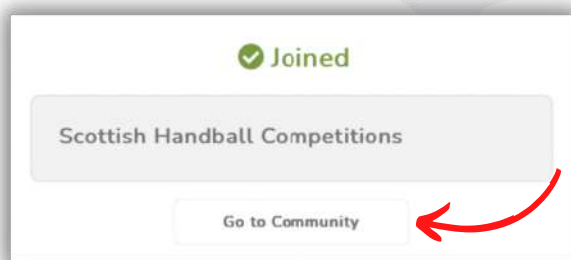
What is your role(s)? Please select all that are relevant. \*  
SHARole [Dropdown]

Please select your ethnicity \*  
[Dropdown]

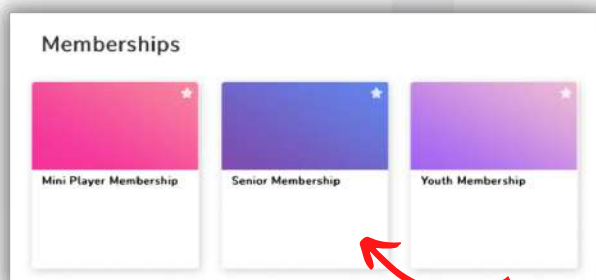
Disability, Impairment or Long-Term Health Condition \*  
Disabilities [Dropdown]

Please select your club. \*  
[Dropdown]

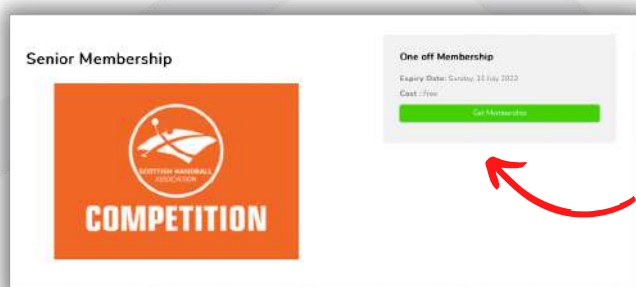
7. Enter your details.



8. Click Go to Community



9. Scroll down on the community page to memberships and click "Senior Membership"

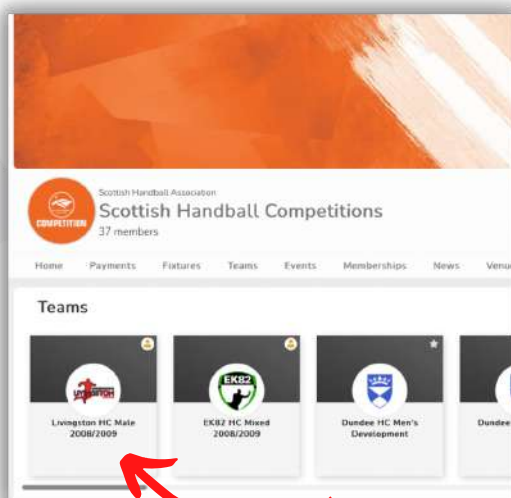


10. Click "Get Membership"

*If you had selected "Yes, I need an International Transfer Certificate" in the previous section, see **Appendix 1.***

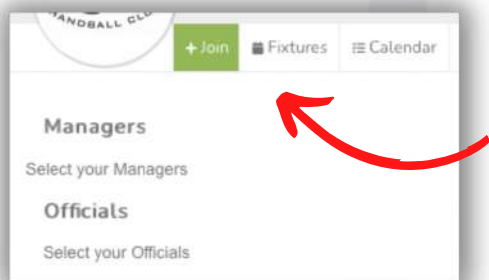


11. Click "Home"

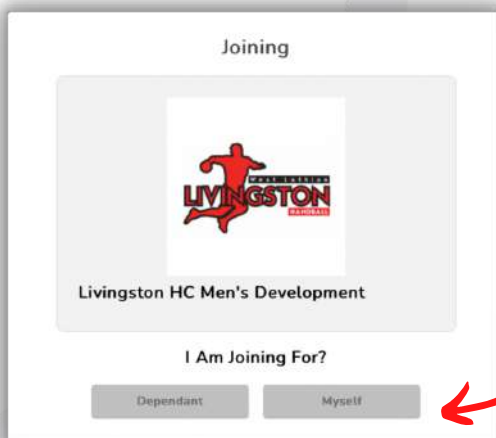


12. Scroll through to find your team. Please ensure you select the correct team.

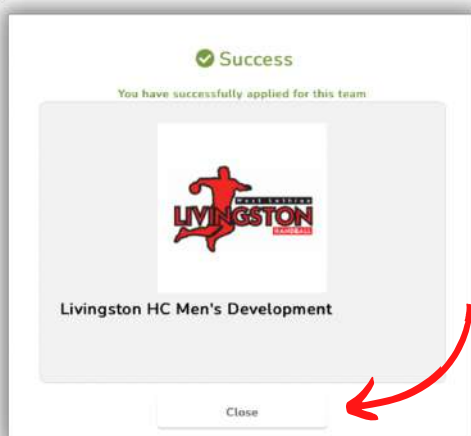
*E.g. if you play in Livingston Men's Development team please select that team rather than just for 'Livingston HC'*



13. Click on your team and Click Join

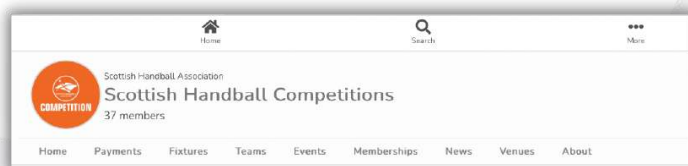


14. Click "Myself"



15. Success! You have joined your team. Please click "Close"

***If this screen does not appear please turn to troubleshooting on p.12***



16. Click "Home" on the top navigation and you have completed your registration!



Details

You must satisfy **all** of these requirements

Please select your club.

Livingston HC

AND

Date of Birth

10/06/2008

Sex

Male

Youth Membership  
New Player Membership membership required

Continue

If this screen appears after you try to join a team - as long as you have:

- *the correct membership*
- *click on the correct team*
- *entered the correct details for you/your child*

Click **continue** and you should be able to access the team!

*(Ignore the red or green writing that appears)*

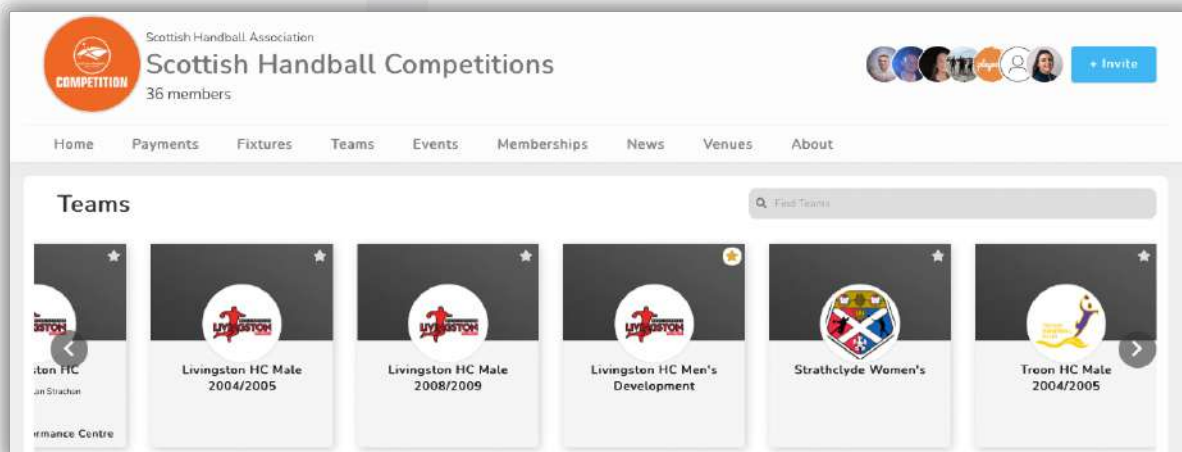
**Sometimes the system is slow. General rule is to refresh and it usually works!**

*If still having trouble, email [Julia.stenhouse@scottishhandball.com](mailto:Julia.stenhouse@scottishhandball.com) with details and a screenshot of your problem.*

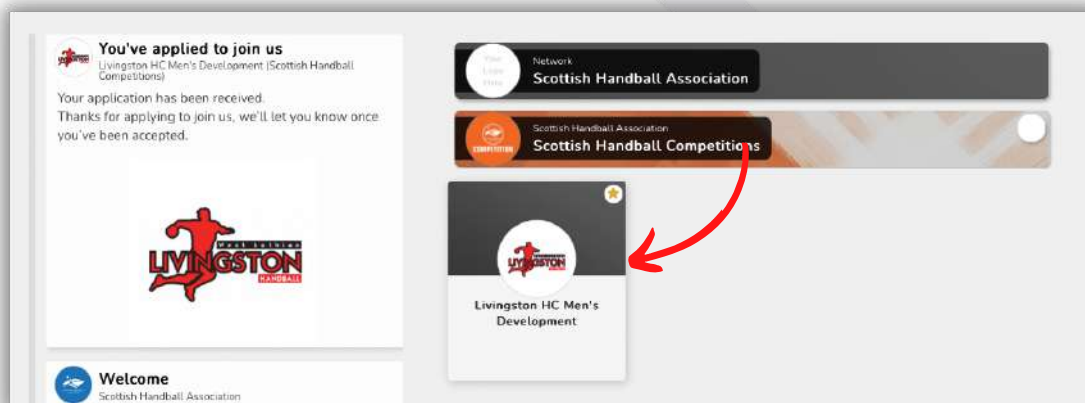
# 3. Using Playwaze

## a. Accessing Squad Information

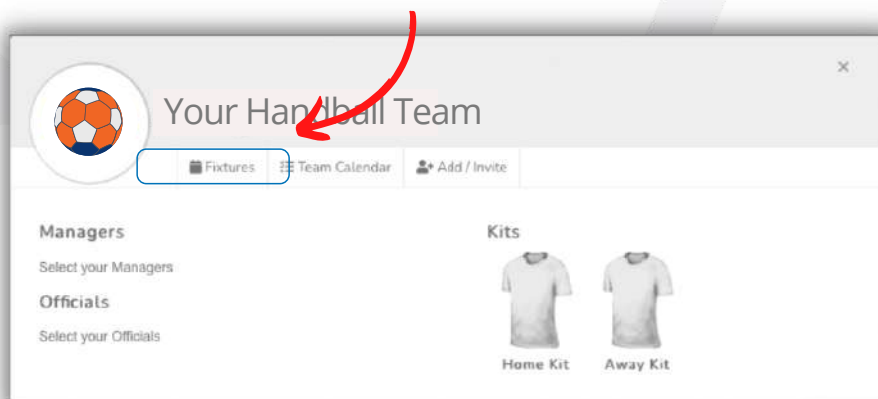
1. You can star teams which you are in by clicking the right hand side of the team.



1. On your homepage you can quick access your team



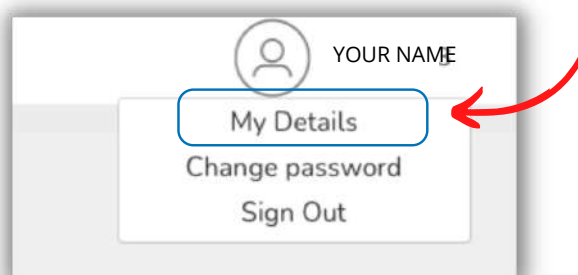
3. Click on your team and the following screen should appear. You can then check your fixtures by clicking here



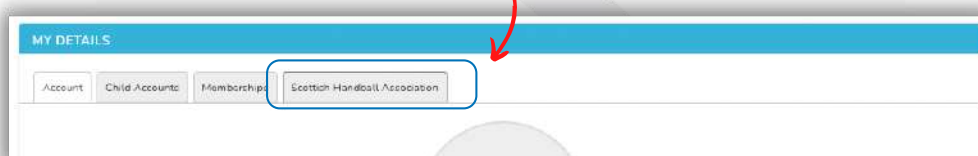
## b. Update 'My Details'

1. You're able to change the details you uploaded in the initial registration section. If, for example, you have made a mistake you are able to update this on the system.

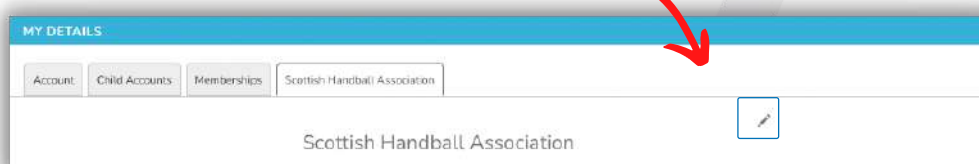
1. Click on My Details



2. Click on Scottish Handball Association



3. Click on the pencil to edit your information



4. Edit your details & remember to click **Save!**

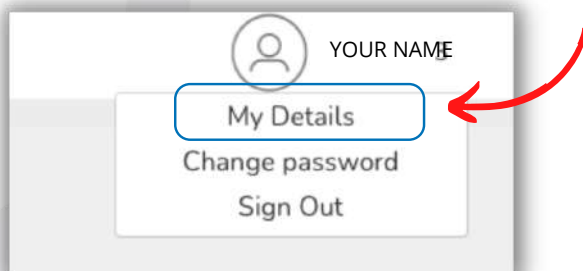


# APPENDIX 1.

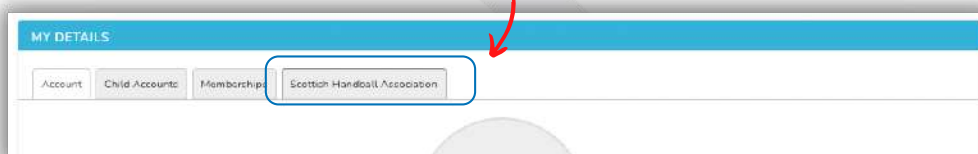
## International Transfer Certificate

If you wish to take part in SHA Senior Leagues and DO NOT have a British Passport, you must apply for an International Transfer Certificate (ITC). Click [here](#) to find out how to apply.

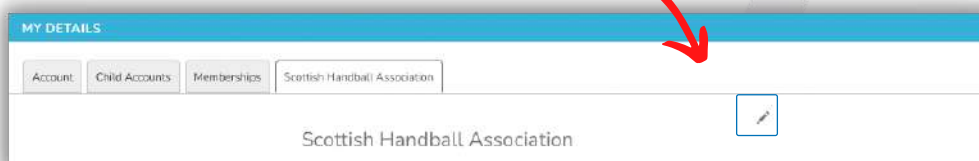
1. Once you have received your ITC you must change your settings in 'My Details'. Log in, and click on your name at the top of the Playwaze Homepage. Then click on 'My Details'.



2. Click on Scottish Handball Association



3. Click on the pencil to edit your information



4. Scroll down to the ITC question and change to "No, I Have One".



5. Remember to click **Save!** You can now go back and follow the steps in the **Register Yourself as a SHA Member** section of the guide to complete your registration.

