



**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.

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



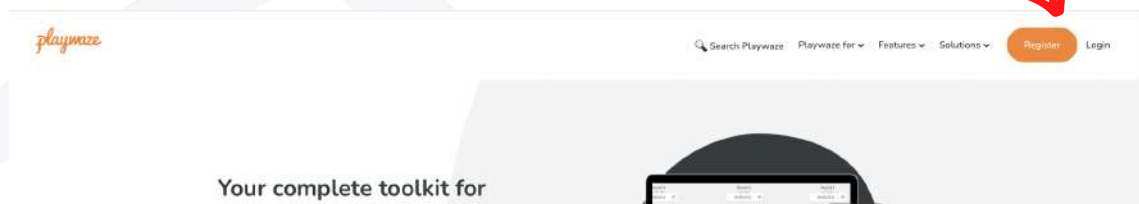
# 1. Child Account

## a. Register a Child as a Member of SHA

If you wish to register yourself as a player please go to Section 2. "Register as a Senior Member" on page 8.

### Sign Up

1. Go to <https://playwaze.com/> and register as a new member (if using for first time) & click '**Register**'



#### Login or Create an Account

First Name  
Enter your first name

Last Name  
Enter your last name

Email  
Enter your email address

Password  
(must contain 7 letters and a symbol)

Confirm Password  
(must contain 7 letters and a symbol)

I agree to the [Playwaze Privacy Policy](#).
   
 I would like to receive special offers and promotions from Playwaze.

Add a linked child account?  
Add child account

[Privacy Policy](#)

2. Fill in your (*the Parent/Guardian*) details & agree to the Playwaze Privacy policy.



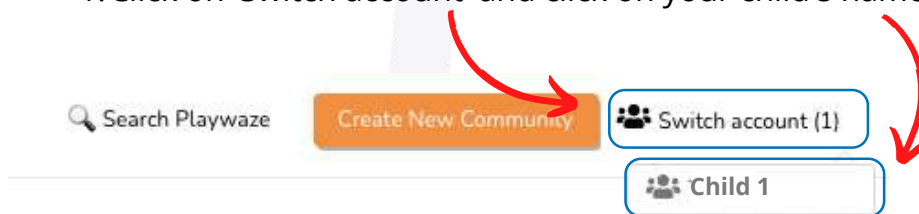
3. Then click 'Add a child account' and fill in your child's first & last name.  
**It is important you do not miss this step.** Add another child account if you are signing up multiple children.



4. Then click Register

## Switch to your Child's Account

1. Click on 'Switch account' and click on your child's name



You are now acting on behalf of your child

## Join 'Scottish Handball Association'

1. In the 'Find a community' search bar type "**Scottish Handball Association**"



2. This box should appear. Click the green '**Join**' button



Make sure to choose "**Scottish Handball Association**"



3. Please complete the information section (**remember you are filling in your child's information**)

**Please provide the following information**

Sex \*

Date of Birth \*

Postcode \*

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

Please select your nationality. \*

Please select your ethnicity. \*

Disability, Impairment or Long-Term Health Condition \*

Please select your club. \*

Over 18s only: do you identify as trans?

Over 18s only: sexual orientation

Over 18s only: religion or belief

Over 18s only: marital status

I would like to receive member updates from the Scottish Handball Association.

Please tick this box to confirm you have read and agreed to the SHA Code of Conduct, available [here](#). \*

Please tick this box to confirm you have read and agreed to the SHA Privacy Notice, available [here](#). \*

4. Once completed, click 'Continue'

## 'Purchase' SHA Membership

1. Click to purchase the suitable SHA membership for your child. **It is important you do not miss this step.**

The screenshot shows the Scottish Handball Association website. The 'MEMBERSHIPS' section is highlighted with a blue box. Below it, the 'Senior Membership' option is highlighted with a red box. A red arrow points from the 'Senior Membership' option to the 'MEMBERSHIPS' section.

On October 1st:

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



**COMPETITION**

Register a Child as a Member of SHA

2. Click 'Get Membership'

The screenshot shows a 'Youth Membership' selection interface. On the right, there is a 'One off Membership' option with the following details: Start Date: Sunday, 01 August 2021; Expiry Date: Sunday, 31 July 2022; and Cost - Fee. A green 'Get Membership' button is highlighted with a red arrow.

3. You must have a green tick to apply. If a Red Cross appears it means you cannot purchase that membership.

The screenshot shows a form titled 'Please fill out the following' with the instruction 'You must satisfy all of these requirements'. There is an 'Age' field with a value of '10' and a green tick mark. Below the form are three buttons: 'Cancel', 'Check Eligibility', and 'Apply'. A red arrow points to the 'Apply' button.

If a green tick appears, click 'Apply'. If red cross click cancel and choose another membership.

4. Click 'Home' to return to your homepage

The screenshot shows the Scottish Handball Association homepage. The header is blue with the SHA logo and the text 'Scottish Handball Association'. Below the header is a 'Home' button. The main content area is titled 'MEMBERSHIPS' and includes tabs for 'My Memberships' and 'Memberships'. Below the tabs is a table with columns for 'Product' and 'Purchased'.

5. If your child is to take part in a **Scottish Handball League or Competition please go to the next section.** If your child is **not** taking part in **Scottish Handball Leagues or Competitions you have completed your registration.**

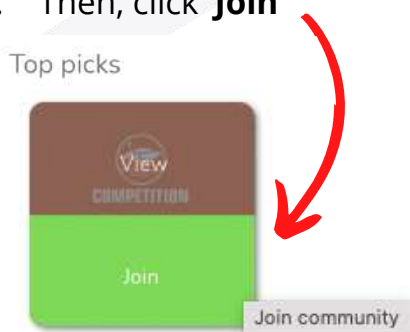


## b. Register a Child for SHA Competitions

1. Place your cursor over 'Scottish Handball Competitions'



2. Then, click 'Join'



3. Answer any further registration questions (**with your child's information**)

 A registration form titled 'Please provide the following information'. It contains a single question: 'Please select your nationality.' with a dropdown menu. Below the question are two buttons: 'Cancel' and 'Continue'.

4. You have completed your child's registration. Your child's Team Admin will invite your child's account to join the respective team in due course.



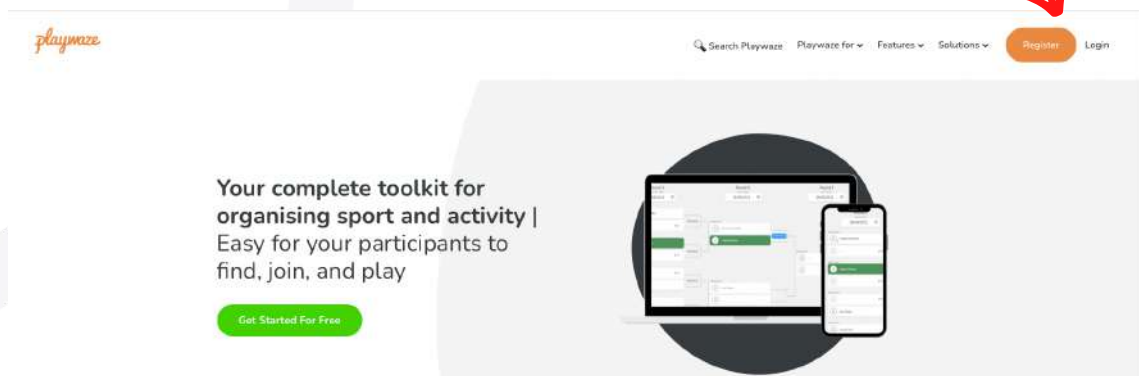


## 2. Adult Account

### a. Register as a Member of SHA

#### Sign Up

1. Go to <https://playwaze.com/> and register as a new member (if using for first time) & click '**Register**'



#### Login or Create an Account

First Name  
Enter your first name

Last Name  
Enter your last name

Email  
Enter your email address

Password  
(must contain 7 letters and a symbol)

Confirm Password  
(must contain 7 letters and a symbol)

I agree to the [Playwaze Privacy Policy](#).

I would like to receive special offers and promotions from Playwaze.

Add a linked child account?  
Add child account.

Register

[Privacy Policy](#)

2. Fill in your details & click '**Register**'

# Join 'Scottish Handball Association'

## Find a community

Search all existing communities in playwaze

1. In the 'Find a community' search bar type **"Scottish Handball Association"**

The screenshot shows a search result card for the 'Scottish Handball Association'. At the top is the association's logo, a blue square with a white stylized handball and rackets. Below the logo, the text reads 'Scottish Handball Association', 'Edinburgh, United Kingdom', and 'Public'. There is a grey 'Network' button and a green 'Join' button.

2. This box should appear. Click the green **'Join'** button. Make sure to choose **"Scottish Handball Association"**

The screenshot shows a registration form titled 'Please provide the following information'. It contains several fields: 'Sex' (dropdown), 'Date of Birth' (calendar), 'Postcode' (text), 'What is your role(s)? Please select all that are relevant.' (checkboxes), 'Please select your nationality.' (dropdown), 'Please select your ethnicity.' (dropdown), 'Disability, Impairment or Long-Term Health Condition' (checkbox), 'Please select your club.' (dropdown), and several 'Over 18s only' questions (checkboxes). At the bottom, there are two checkboxes for agreeing to the SHA Code of Conduct and SHA Privacy Notice, and 'Cancel' and 'Continue' buttons.

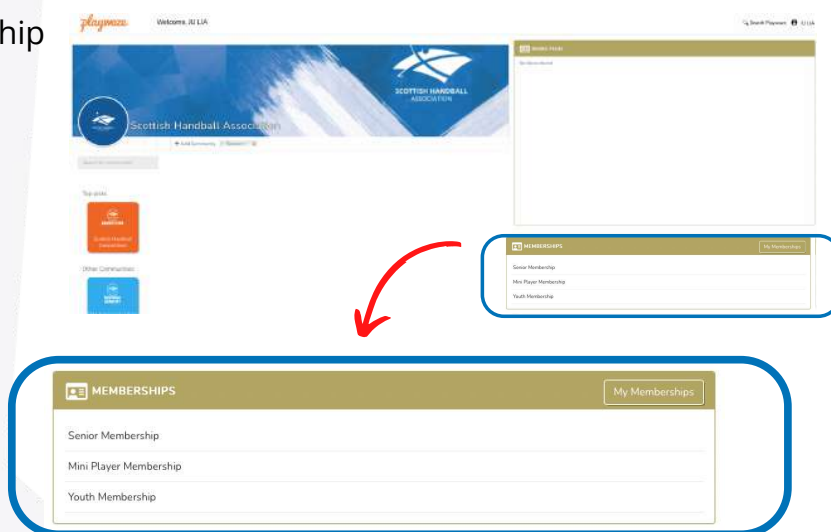
3. Please complete the information section

4. Once completed, click 'Continue'



## 'Purchase' a Senior Membership

1. Choose Senior Membership  
It is important you do not miss this step.



2. Click 'Get Membership'



Please fill out the following

You must satisfy all of these requirements

Age   ✓

Will you need to apply for an International Transfer Certificate before competing in Scottish Handball Association competitions? Please click [here](#) for information on applying for an ITC form.  NO, I DO NOT NEED ONE ✓

3. You must have two green ticks before you can apply. If this is the case, click 'Apply'.

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

4. Click 'Home'  
to return to  
your homepage



The screenshot shows the Scottish Handball Association website. At the top, there is a blue header with the SHA logo and the text 'Scottish Handball Association'. Below the header is a navigation bar with a 'Home' button. A red arrow points from the text 'Click Home' to this button. Below the navigation bar is a section titled 'MEMBERSHIPS' with two tabs: 'My Memberships' and 'Memberships'. The 'Memberships' tab is active, showing a table with the following data:

Product	Purchased
Senior Membership	29/06/2021

5. If you are to play in a **Scottish Handball League or Competition** please go to the next section. If are **not** taking part in **Scottish Handball Leagues or Competitions** you have completed your registration.

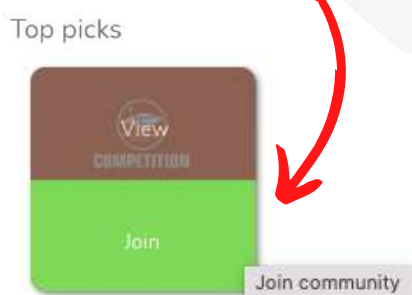


## b. Register for SHA Competitions

1. Place your cursor over 'Scottish Handball Competitions'



2. Then, click 'Join'



3. Answer any further registration questions

 A screenshot of a registration form. The form has a title 'Please provide the following information'. Below the title, there is a question 'Please select your nationality. \*' with a dropdown menu. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

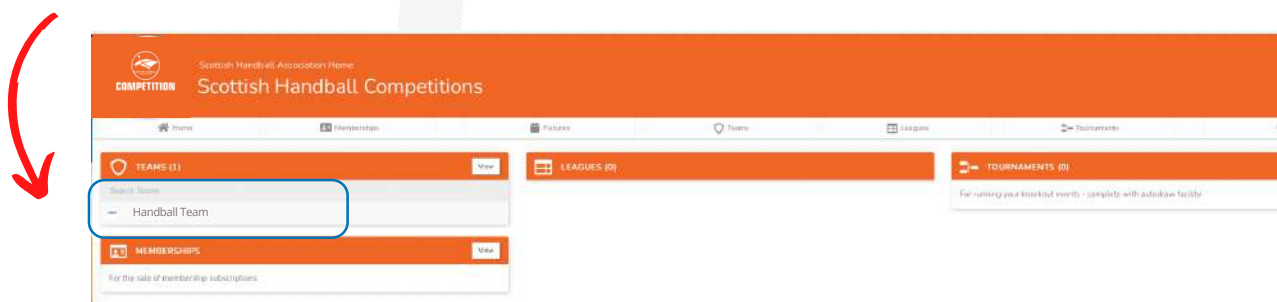
4. You have completed your registration. Your Team Admin will invite you to join your respective team in due course.



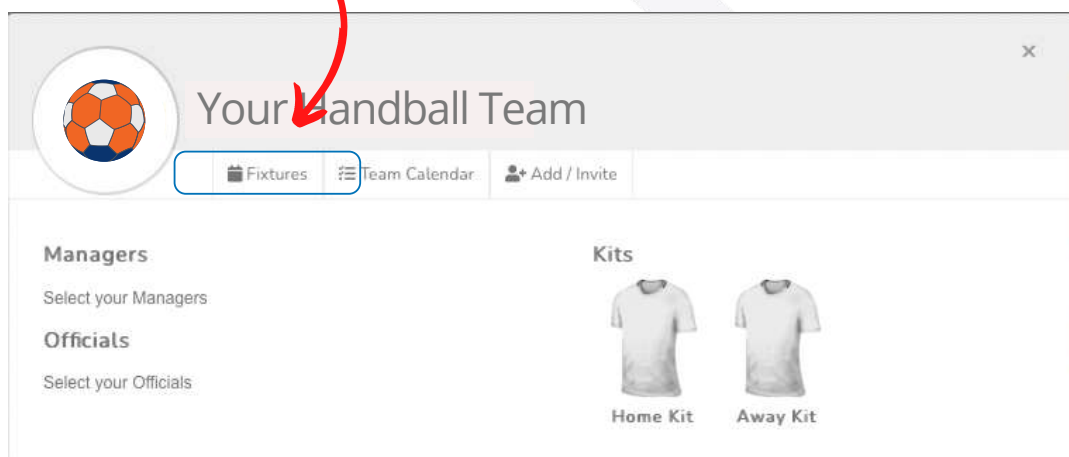
# 3. Using Playwaze

## a. Accessing Squad Information

1. Once you have been added to your squad by the team admin your team will appear here.



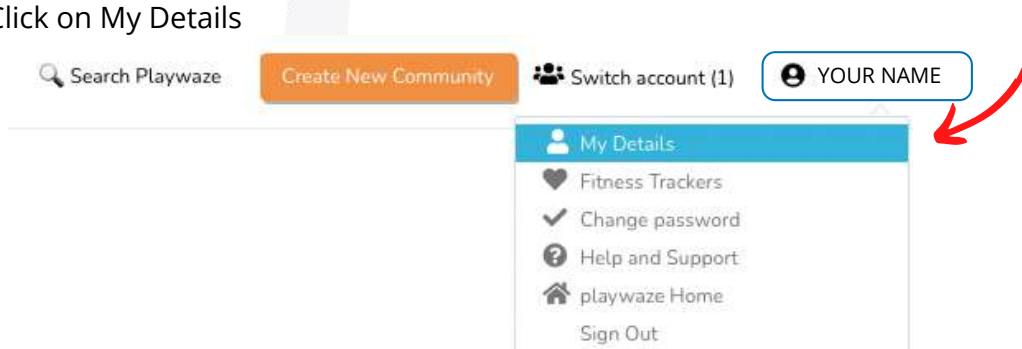
2. Click on your team and the following screen should appear. You can then check your fixtures by clicking here



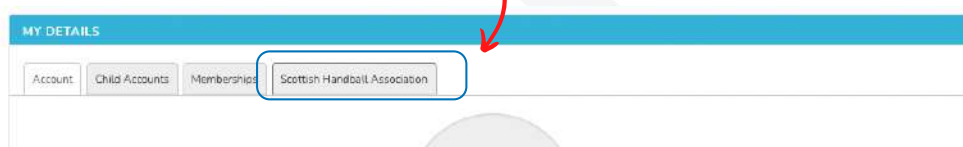
## b. Update 'My Details'

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!**

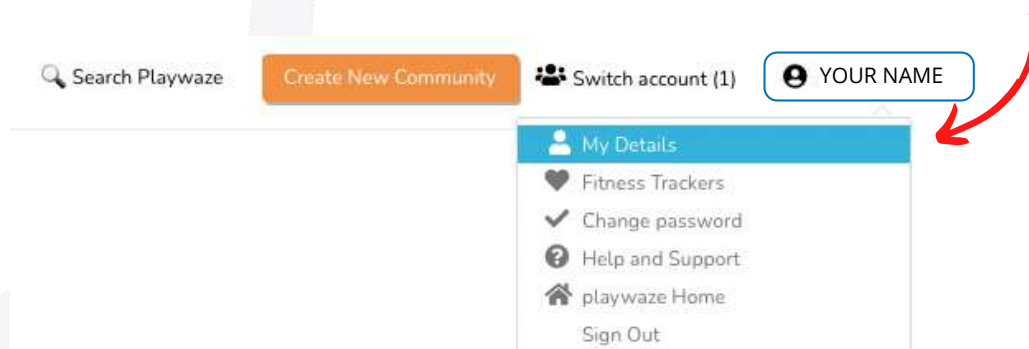


## APPENDIX 1.

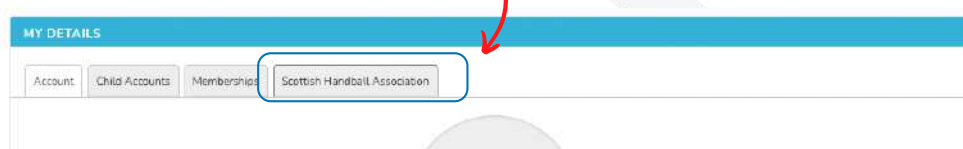
### International Transfer Certificate

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 as a Senior Member** section of the guide to complete your registration.

