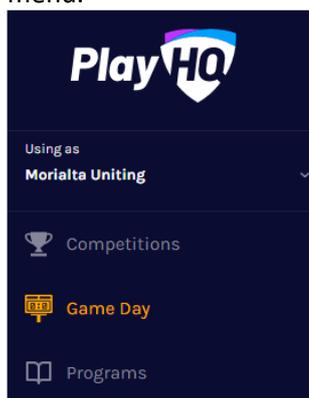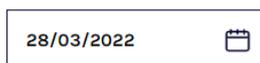# Entering Results in PlayHQ

Entry by Scores Recorder with PlayHQ admin access

1. When logged in to PlayHQ using Administrator access go to "Game Day" in the left-hand menu.

2. Then go to the box on the right-hand side of the screen and select the date for the matches you want to enter


3. If the match is already complete you can just enter the results in the boxes on this screen (full time score only). - **Only the home team is required to complete this task.**

4. To enter the quarter-by quarter scores you must click on the "Details" button on the right-hand side of the relevant match to bring up the relevant page and to add your players.

5. Please note that the quarter-by-quarter scores are what was scored in the quarter – NOT progressive quarter scores.

6. You may also enter the players that played in the match (this can be done prior to the match if needed – but must be amended to those who actually took the court).

7. To enter players, click on the "Pencil" icon and then add players by click the "+" next to their name. They will move from the left-hand to right-hand column. Then click "Next"
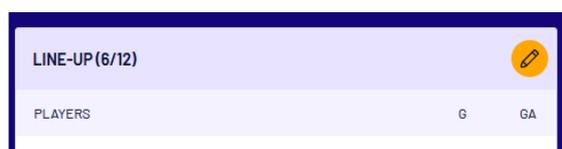
8. You will be asked to enter coach details (not compulsory) and then volunteers (score/timer – again not compulsory).