

If your child is under 11, please call 081 270 3632 and do not follow these steps.

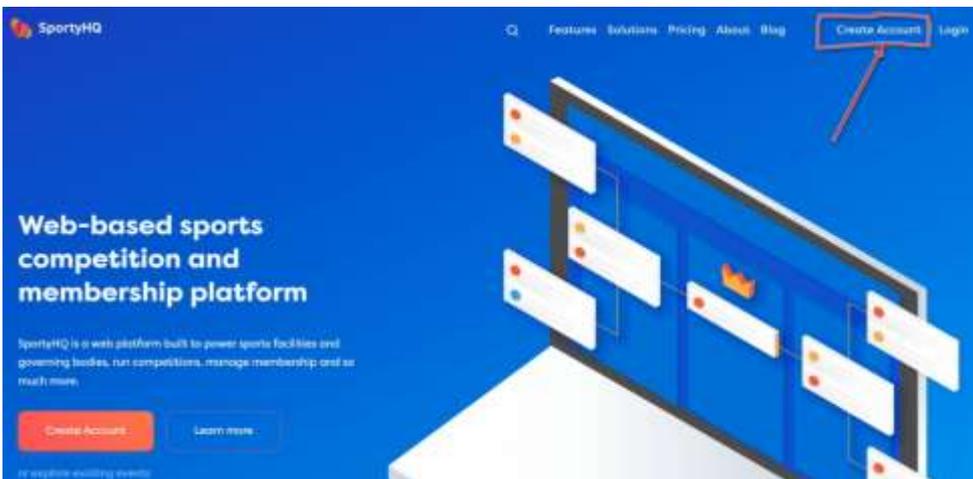
These steps are only for players u/13 and over.

HOW TO SET UP A SportyHQ ACCOUNT FOR YOUR CHILD.

Follow these easy 15 steps.

STEP 1 - Website

Go to the [website](https://www.sportyhq.com) (https://www.sportyhq.com) and click on **Create Account** in the top right corner.



STEP 2 - Create Account

On the next page, enter your child's name, surname and email address (if possible, use child's own email address.)

Tick the **I Agree** Tick box and then on **Sign Up**.

STEP 3 – Verifying Account

Go to your child's email account and activate the account on the link in the email.



Please Check Your Email

We've just sent you an activation email. Please check your email and click the link in the email we sent. If you don't receive it momentarily, please check your spam folder too.

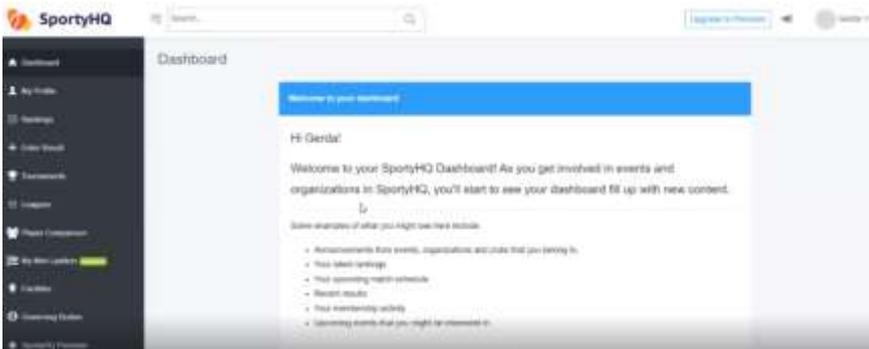
STEP 4 – Complete Setup

Once the account is active, you will be redirected to **Complete Your Account Setup**. Here you can change your username and will also be asked to enter a password and confirming the password. **VERY IMPORTANT** Please make a note of the Password and Username for future login.

Also enter the following:

- Gender
- Date of Birth
- Time Zone (select Africa/Johannesburg)

Then click **Continue**. You will then be redirected to a screen **Welcome to your Dashboard**

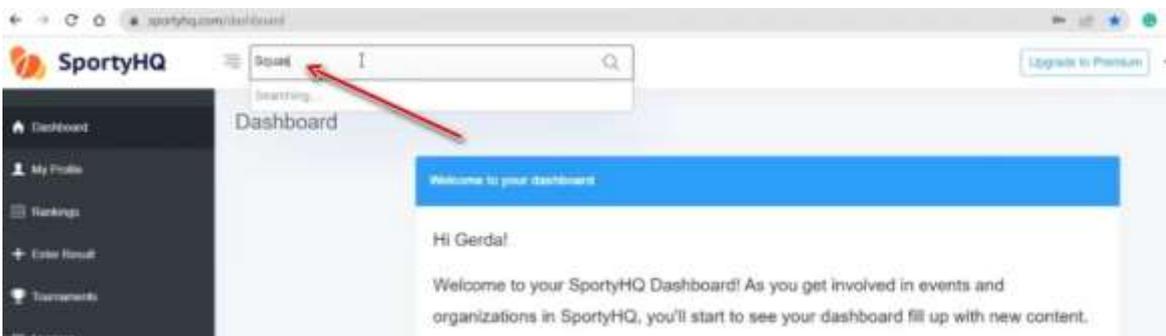


STEP 5 – Link Profile to Squash SA and Boland

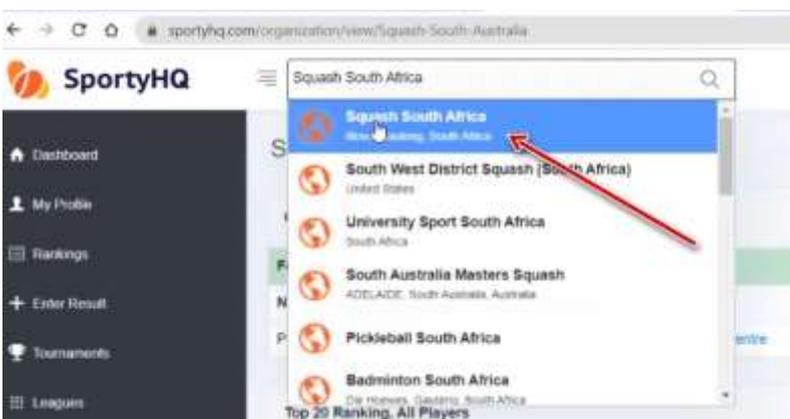
You now have a SportyHQ profile.

Now you need to link the profile to Squash South Africa and to Boland.

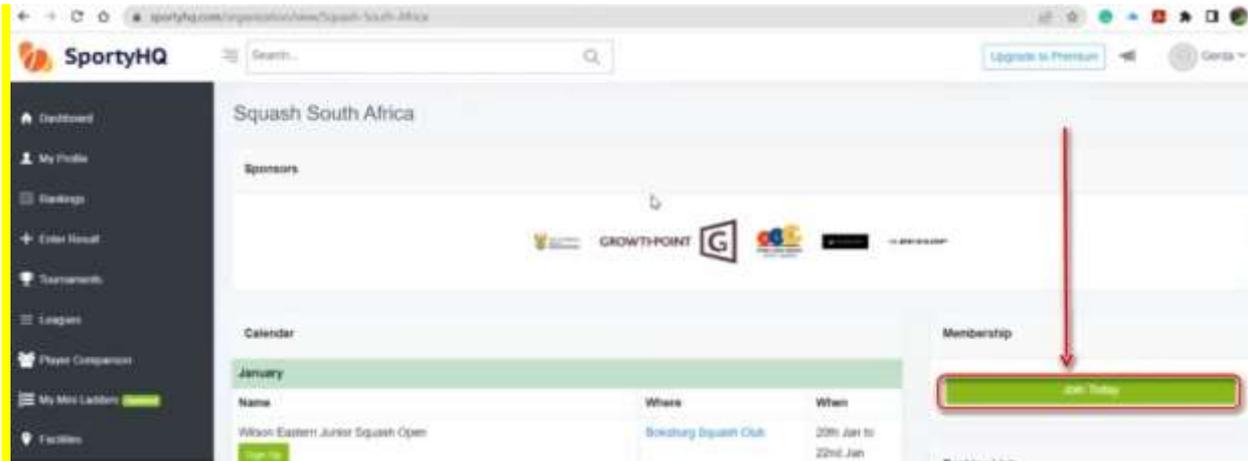
1: In the search bar at the top of the screen, type in **Squash South Africa**.



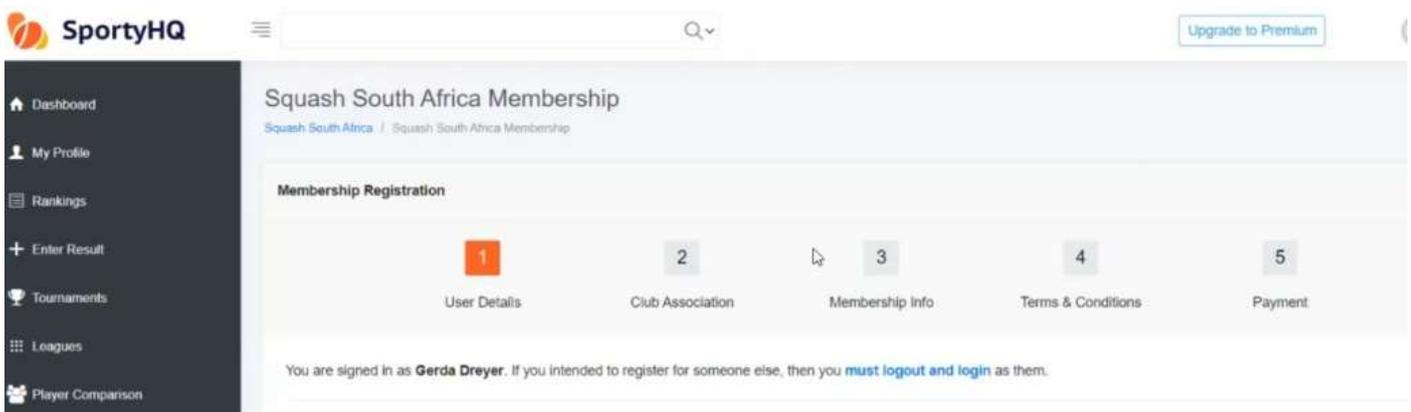
2: **Select Squash South Africa** when it appears in the **drop-down list**.



3: The page for Squash South Africa will open. On the right-hand side of the page, click on **Join Today**.



4: You will be redirected to a new page named **Squash South Africa Membership**. On this page you will go through all the steps to link the profile to **Boland** and make the payment for Squash SA membership.



5: On this page scroll down and where you type on your cell phone number or your child phone number select **South-Africa** from the drop-down list and then enter the number.

Type	Country	Number (incl. area code)
Cell Phone	South Africa	<input type="text"/>
Work Phone	South Africa	<input type="text"/>
Home Phone	Afghanistan	<input type="text"/>

6: On the address section enter your address, ensure the country is listed as **South-Africa** and VERY IMPORTANT select the State/Province **as Western Cape**.

Country:	South Africa
State / Province:	Gauteng

7: In the next block that appears select the following:

Region: Winelands (or Boland Previously Boland was not one of the option)

District: **Paarl, Stellenbosch etc.**

This links the profile to Boland Junior Squash

Country:	South Africa
State / Province:	Gauteng
Region:	Gauteng North
District:	City of Tshwane - Pretoria

8. Enter emergency contact information.

Emergency Contact
Please enter or confirm the details for someone contactable in the event of an emergency.

First Name:

Last Name:

Email:

Cell Phone: Afghanistan

Work Phone: Afghanistan

Home Phone: Afghanistan

Relation:

9. Click on **Continue** at the bottom right of the page.



STEP 6 – Select Club

Please select the club for the player. For example, Paarl Squash Club.

Squash South Africa Membership

Squash South Africa / Squash South Africa Membership

Membership Registration

1 User Details

Please search for your club or school in the field you complete your membership.

Primary Playing Club / School:

Do you belong to a 2nd club / school?:

Yes

No

4 Conditions

5 Payment

Search for Club

Centurion Ju|

- Centurion Junior Squash**
101 Panoramia & Tree Pippet
Rooiboskraal, Gauteng, ZA
- Centurion
Gauteng, ZA
- Centurion High
Gauteng, ZA
- Centurion College
Clubview
Centurion
Gauteng, ZA
- Centurion Squash Club
Edinburgh Ave
Clubview
Centurion, Gauteng, ZA

Search for Club

ash South Africa to request that they add it to the system before

STEP 7 – Membership Option

On the next screen (Membership Information) please select the Full Membership option. It is optional to enter your demographic and ID number at the bottom of the screen.

All players u/13 and older need to proceed and click on Continue to complete the remaining steps.

The screenshot shows the 'Membership Registration' process at Step 3, 'Membership Info'. The progress bar at the top indicates five steps: 1. User Details, 2. Club Association, 3. Membership Info (highlighted in red), 4. Terms & Conditions, and 5. Payment. A red arrow points to the '2022 Full Membership (expires March 31, 2023)' option in the selection table. Below the table, there are input fields for 'Demographic' (set to 'White') and 'Identity Number'. A second red arrow points to the 'Continue' button at the bottom right.

Membership Registration					
1	2	3	4	5	
User Details	Club Association	Membership Info	Terms & Conditions	Payment	
Select your Squash South Africa membership plan					
<input checked="" type="radio"/> 2022 Full Membership (expires March 31, 2023)	User / Individual	27 Jan 2021 to 31 Mar 2023	R180.00	R0.00	R180.00

Please also complete the following information:
Squash South Africa Additional Information

Demographic:

Identity Number:

[Continue](#)

STEP 8 - T&C

Tick the box to indicate that you have read the terms and conditions and agree. Click continue.

Terms & Conditions

No terms have been entered on this page by Squash South Africa. However, you should refer to any policies, terms and conditions they have (check their website or ask their office) and ensure that you have read and agree to any terms before completing this registration.

By completing this registration, you are agreeing to share your contact details, including email, phone, date of birth and address, with the following entities: **Squash South Africa; Centurion Junior Squash**. You can revoke this access later by visiting your privacy settings page under your profile.

I AGREE TO THE TERMS AND CONDITIONS LISTED ABOVE.

Continue

STEP 9 – Membership Payment

You will now make the Squash SA membership payment. It is a secure payment with **Pay Fast**.

Please note that the annual membership payment is from April to March the following year. If you register a new player in January, you will have to pay the membership fee for the current year (up to the end of March) and then pay in April for the next year's membership.

The membership fees for each year may be different from the membership fee illustrated below.

Squash South Africa Membership

Squash South Africa / Squash South Africa Membership

Membership Registration

1 User Details 2 Club Association 3 Membership Info 4 Terms & Conditions 5 **Payment**

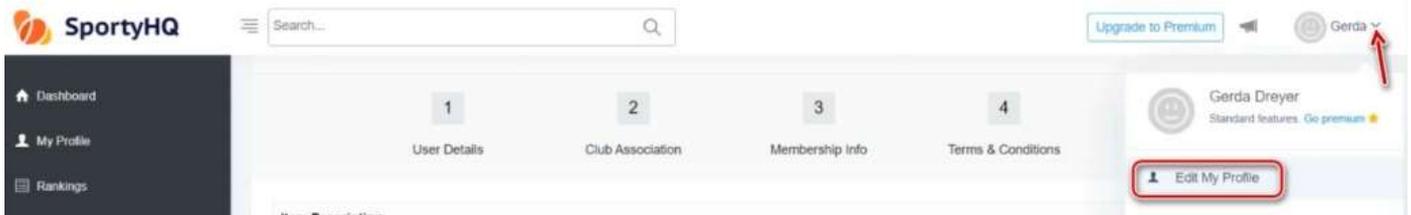
Item Description	Amount
Squash South Africa 2022 Full Membership (expires March 31, 2023)	R180.00
Total Amount Due:	R180.00

Select Your Payment Method:

Credit Card or EFT (via PayFast)

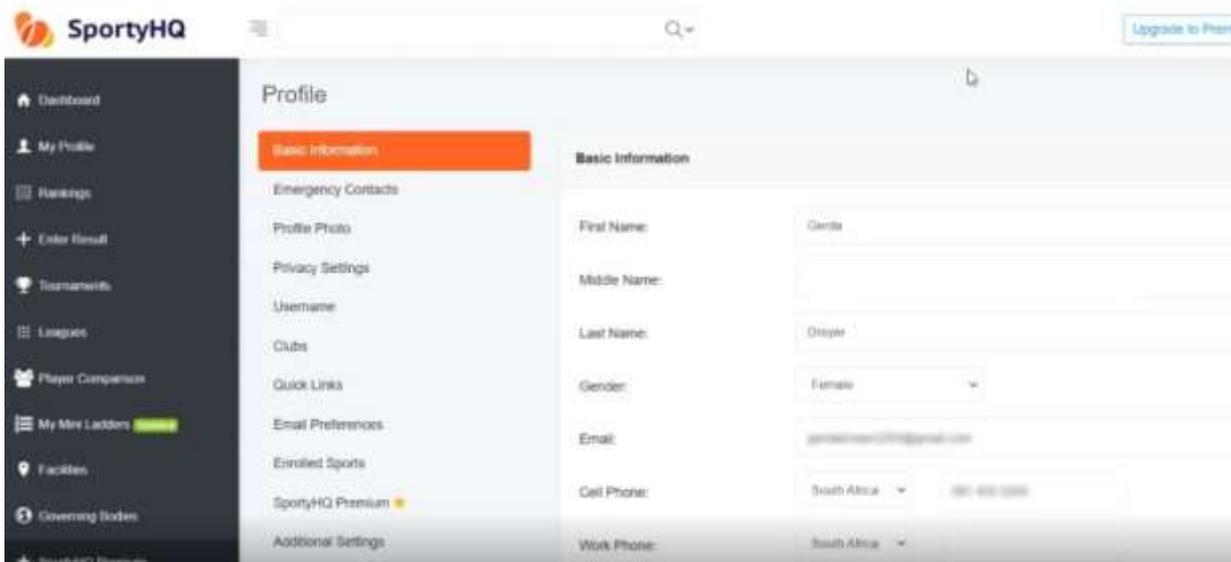
STEP 10 -Select Edit Profile

On the top right-hand side of the screen, next to the players name, click on the drop-down arrow and select **Edit my Profile**

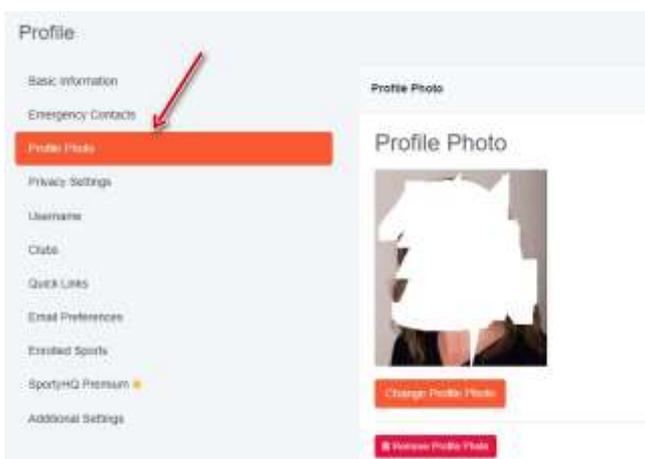


STEP 11 – Update Information

You can review your information, as well as update and add information if you need to.



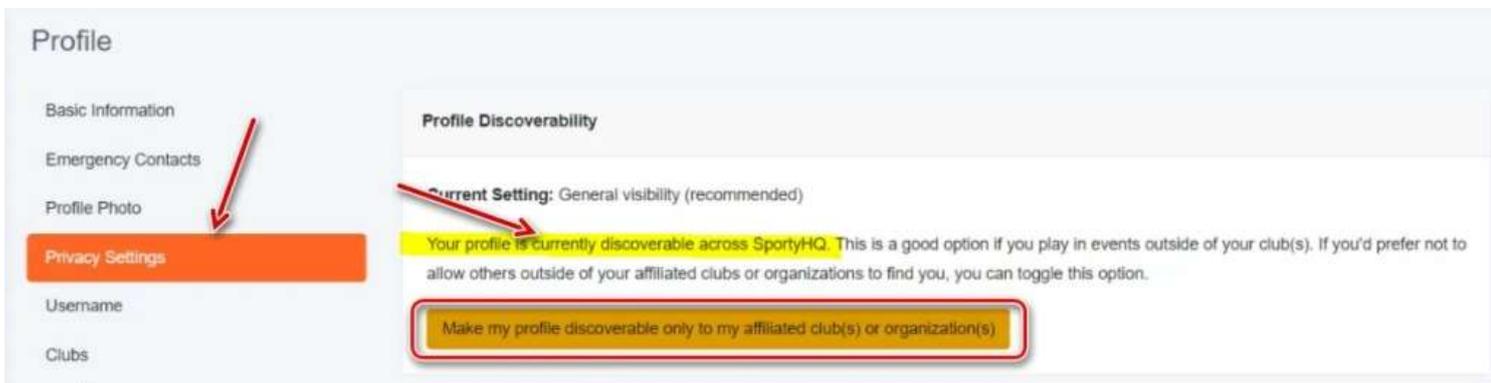
Please also add a profile picture (It is optional)



STEP 12 – Privacy Settings

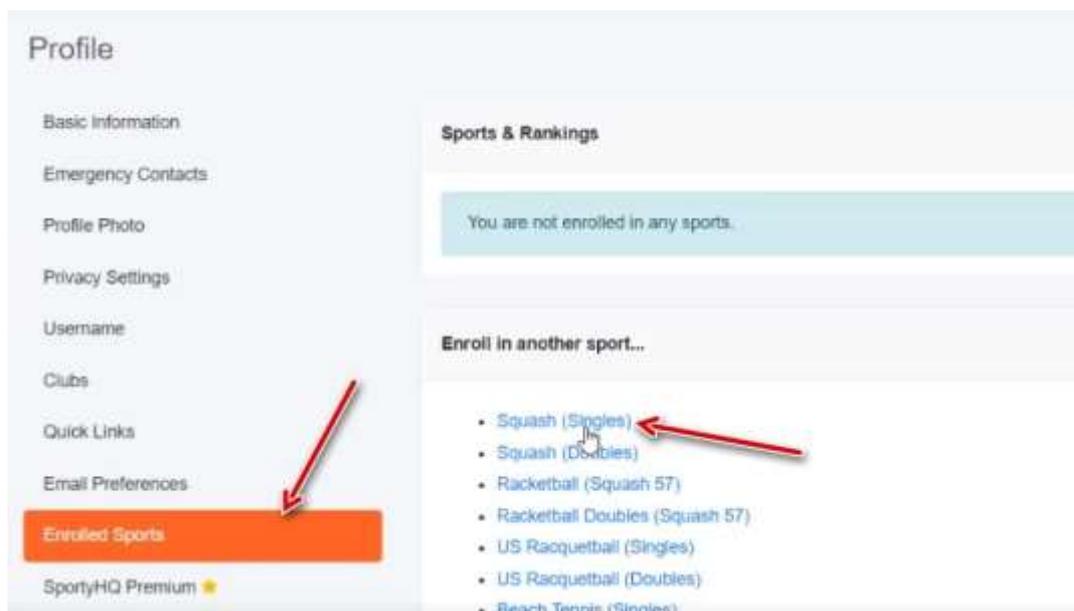
This setting is IMPORTANT. Please click on the tab “Privacy Settings” and check that the orange block is visible as below. If you see a green block, please click on the green block so that it can change to an orange block.

We also recommend that your Contact and Display Preferences be set to **Anyone. (General visibility)** This is important for tournaments organisers to be able to search and find you. If you select “Keep it private” tournament organisers will not be able to find you.



STEP 13 – Enrolled Sport **IF THEY DO NOT GIVE YOU THIS OPTION THEN IT IS FINE, JUST CONTINUE**

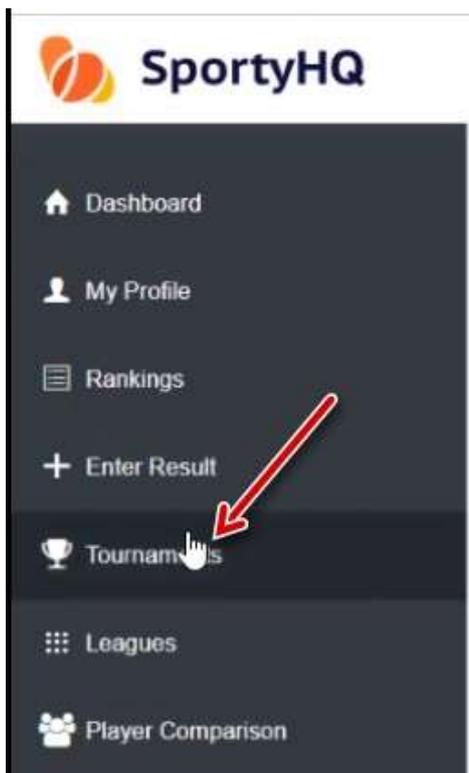
Click on the tab **Enrolled Sports**. Then click **Squash (Singles)**.



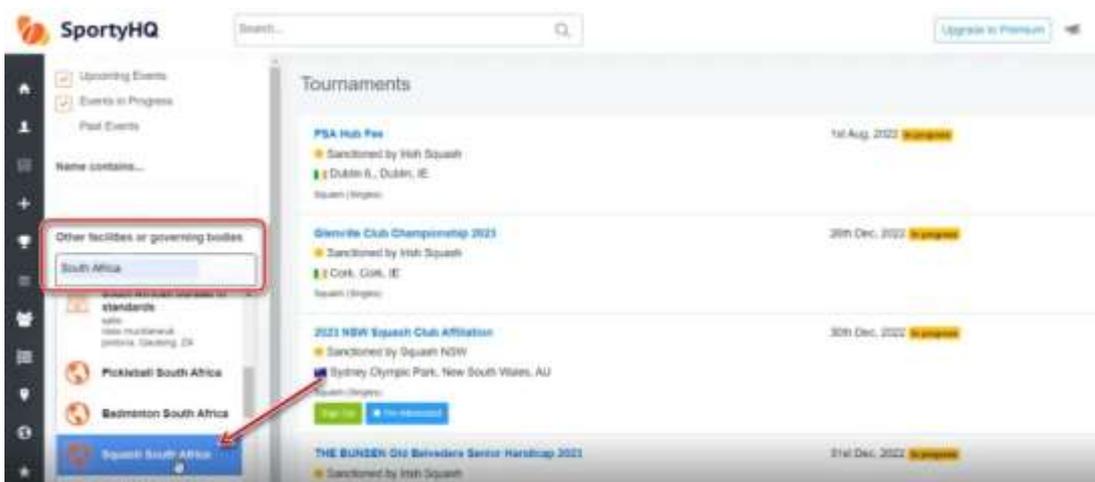
STEP 14 – View Tournaments

In this step, we will show you how to view tournaments available with Squash SA. Otherwise you will see all the tournaments available all around the world.

On the left-hand side of the screen, select **Tournaments**



In the next screen, on the left-hand side, there is a **search box (Other facilities or governing bodies)**. Type in Squash South – Africa or South – Africa and search for the Squash South African options then select it.

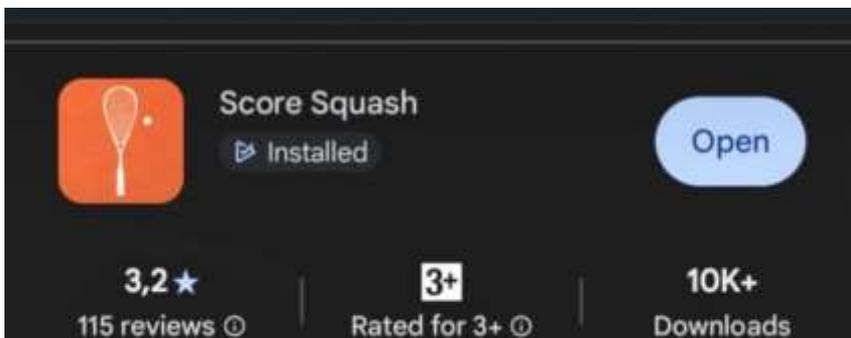


Only tournaments listed in South – Africa will be shown. At the bottom of the screen click **Save this as my default search.**



STEP 15 – Download the App on your phone

Download the SportyHQ App on the phone that your child will use to score the games at the tournaments. **Go to Play store Search - SportyHQ.** **Choose the Score Squash App** and Install and then Open the App. Use the same password and username to login on the App that you created at Step 4.



How to enter your child in a tournament.

Boland have made it easy for you to enter your child into tournaments. Go to our [website](https://www.bolandjuniorsquash.com/) (https://www.bolandjuniorsquash.com/) click on **Tournaments and Fixtures.** A calendar will open. Click on the tournament and you will go directly to SportyHQ where you can enter your child. Follow the steps.

If you have any problems, contact Miggie at 081 270 3632