



HOW TO VIEW LICENSES

This year we are moving away from participants having an 'A number' to show their licence, please see below a range of ways that players and officials can show their licence.

HoopsHQ App

Individuals

It will be good practice to instruct all players and officials to download the HoopsHQ app and have their license immediately available. See below how a license will be showcased on the app:

Membership Cards

- All logged in users can access membership cards
- Use same details to log in to HoopsHQ as PlayHQ account
- Access via cards tab in bottom right

ACTIVE MEMBERSHIPS

- Red in colour

INACTIVE / PENDING MEMBERSHIPS

- Grey in colour



Team Manager, Team Organiser and Coach Access

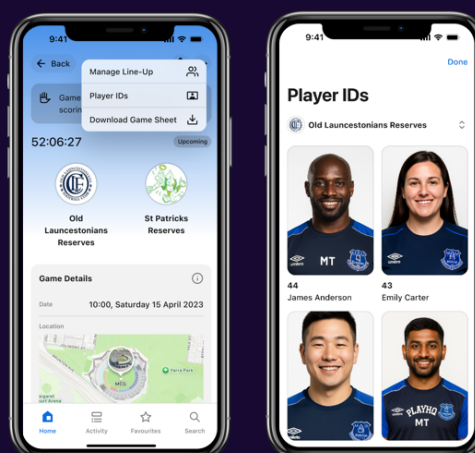
Team managers and coaches will have further access through the app and have a full list of players that have purchased their license.

Licences can be viewed/displayed when the app is on or offline (ie. when there is no wifi or phone signal available).

Team Manager & Coach View

Team Managers & Coaches can view all IDs in HoopsHQ following a few simple steps

1. Team managers allocated to the team
2. Team manager logs into app
3. Select upcoming game
4. 3 dots in the top right corner
5. Select Player IDs



Admin Portal (For Clubs & Leagues)

Team/Participants

On the admin portal, league administrators can click view to see which players are licensed. This will provide a list of every player in a team who has purchased their licence.

You can also select participants for a full list of participants across all teams within the league. Here you can search a participants last name if looking for a particular player.

The screenshot shows the Sheffield Basketball League Admin Portal. The left sidebar contains navigation links: Dashboard, Favourites, Competition Management, Game Day, Programs, Participants, Incidents, Transfers, Shop, Venues, Updates, and Support. The main content area is titled 'Sheffield Basketball League' for the '2025/26' season. It features a 'Teams' tab selected among others like Grades, Participants, Registration, Fixture Tools, Allocations, Settings, and More. Below the tabs is a table listing teams with columns for TEAM, GRADE, CLUB, PLAYERS, GENDER, AGE, ID, and REG DATE. Each row has a 'View' button. The table data is as follows:

TEAM	GRADE	CLUB	PLAYERS	GENDER	AGE	ID	REG DATE
Brick City	Division 1	-	0	Mixed	Open	-	30 Aug 2025
Crookes Cyclones 1	Division 1	-	10	Mixed	Open	-	29 Aug 2025
Crookes Cyclones 2	Division 2	-	14	Mixed	Open	-	30 Aug 2025
Crookes Cyclones 3	Division 3	-	10	Mixed	Open	-	30 Aug 2025
Doncaster Miners 1	Division 2	-	8	Mixed	Open	-	24 Aug 2025
Doncaster Miners 2	Division 4	-	9	Mixed	Open	-	24 Aug 2025
Dream Chasers Sheffield	Division 1	-	0	Mixed	Open	-	31 Aug 2025

Report

You can also pull reports on all players who have a license, go to the participant report as showcased below, once a report has been downloaded it will sit under the generated reports tab.

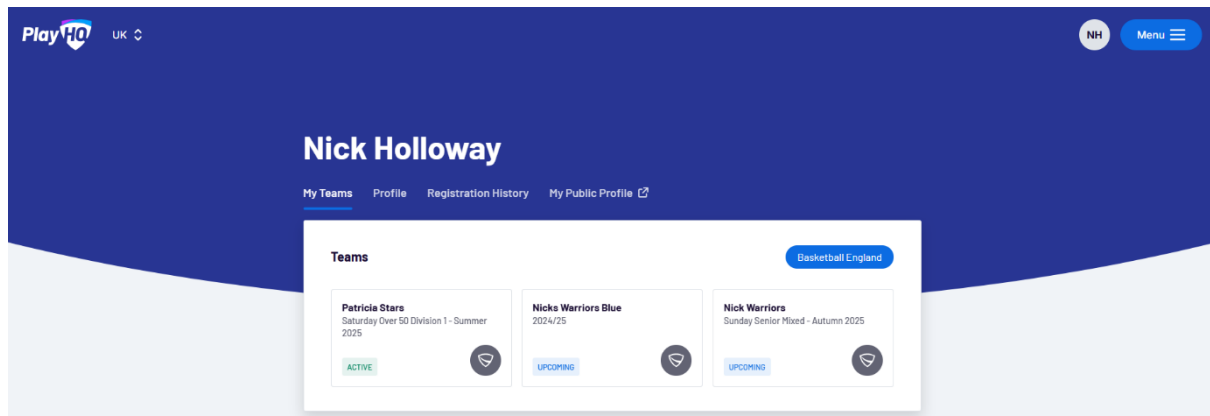
The screenshot shows the Reports page in the Sheffield Basketball League Admin Portal. The left sidebar is the same as the previous screenshot, with 'Reports' highlighted. The main content area is titled 'Reports' and has a 'Report Builder' tab selected. Below the tabs are sections for 'Participants Report' and 'Fill-in Participation Report'. The 'Participants Report' section has fields for 'Competition*' (Select a competition), 'Seasons*' (Select a season), 'Registered from' (DD/MM/YYYY), and 'Registered to' (DD/MM/YYYY). It includes 'Generate' and 'Customise' buttons. A note states: 'Data correct today at 4:01 PM (Europe/London). Please note changes made just before this time may not display.' The 'Fill-in Participation Report' section has fields for 'Competition*' (Select a competition), 'Season*' (Select a season), and 'Grade' (All Grades). It includes a 'Generate' button. A note states: 'Data correct today at 3:03 PM (Europe/London). Please note changes made just before this time may not display.'

Teams

Teams who are not set up under a club, they will not have access to the admin portal. They will be either to access their team information under

Team organisers can view their squads through:

Step 1 – Visit **My Teams | PlayHQ** (make sure team organisers are logged into their profile). Click on the symbol of the team they are looking to view.



Step 2 – Click on your squad and the players, coaches etc will appear

