



## Help Guide for Club Admins

### How to build and nominate your teams

After signing into Squadi admin [HERE](#)

**Step 1:** Select the **Home** icon in the top right then select the **Registration** module

**Step 2.** Hover over the **Registrations** tab then select **Football Australia Registrations**

**Step 3.** Here you will see all of your organisations registrations from PlayFootball. You will need to move these users to their respective competitions.

To do this use the filters to narrow down your selection, then **Individually Select** or **Multi Select** the user/s and then select **Move** in the top right

The screenshot shows the 'Football Australia Registrations' page. At the top, there are filters for Year (2023), Gender (All), DOB From (dd-mm-yyyy), DOB To (dd-mm-yyyy), Affiliates (All), Role (All), Football Type (All), and Product Name (All). The status is set to 'Registered'. A 'Move' button is highlighted in the top right. Below the filters, a table lists registrations. The first two rows are highlighted in purple, indicating they are selected. The table columns are: FA ID, User ID, First Name, Last Name, DOB (Age end of year), Gender, Activation Date, Affiliates, Role, Football Type, Product Name, Status, and De-Registration Date.

FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliates	Role	Football Type	Product Name	Status	De-Registration Date
11533816	15116	31EschoHML1	PFC-EschoPFC	14/11/1999 (25)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10214763	15538	39EschoHMLR	PFC-EschoPFC	29/06/2000 (24)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10500328	16191	29EschoHMLR	PFC-EschoPFC	14/07/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10722974	16454	19EschoHMLR	PFC-EschoPFC	03/09/2003 (21)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10745072	16486	18EschoHML1	PFC-EschoPFC	09/12/1988 (36)	Male	16/03/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10762912	16536	65EschoHML1	PFC-EschoPFC	10/11/1983 (41)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10833979	17049	14EschoHML1	PFC-EschoPFC	28/11/2002 (22)	Female	18/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10844645	17138	21EschoHML1	PFC-EschoPFC	03/02/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10846056	17141	51EschoHML1	PFC-EschoPFC	17/11/2001 (23)	Male	21/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	

**Step 4:** Then select the **Year**, **Competition**, **Affiliate**, **Role** and **Age Group** the user/s will move into

Repeat this process for all of yours users roles Players, Managers, Coaches and Team Officials to be added into teams

The screenshot shows the 'Move to a competition' dialog box. The dialog box has fields for Year (2023), Role (Player), Competition/Program (Juniors (Macarthur Football Association)), Affiliates (Eschol Park Football Club), and Age Group (U7). The 'Move' button is highlighted in the top right. Below the dialog box, the same table of registrations is shown, with the first row highlighted in purple.

FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliates	Role	Football Type	Product Name	Status	De-Registration Date
11533816	15116	31EschoHML1	PFC-EschoPFC	14/11/1999 (25)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10214763	15538	39EschoHMLR	PFC-EschoPFC	29/06/2000 (24)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10500328	16191	29EschoHMLR	PFC-EschoPFC	14/07/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10722974	16454	19EschoHMLR	PFC-EschoPFC	03/09/2003 (21)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10745072	16486	18EschoHML1	PFC-EschoPFC	09/12/1988 (36)	Male	16/03/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10762912	16536	65EschoHML1	PFC-EschoPFC	10/11/1983 (41)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10833979	17049	14EschoHML1	PFC-EschoPFC	28/11/2002 (22)	Female	18/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10844645	17138	21EschoHML1	PFC-EschoPFC	03/02/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10846056	17141	51EschoHML1	PFC-EschoPFC	17/11/2001 (23)	Male	21/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	

## Step 5. Select the **Teams** module via the main navigation in the top right

The screenshot shows the 'Registration' page in the Squadi system. The top navigation bar includes 'Home', 'User', 'Registration', 'Teams', 'Fixtures', 'Match Day', 'Communication Shop & Tickets', 'Officials', 'Finance', and 'Websites'. The 'Teams' module is highlighted in the navigation menu. Below the navigation bar, the 'Football Australia Registrations' section displays a table of registrations. The table has columns for PA ID, User ID, First Name, Last Name, DOB (Age end of year), Gender, Activation Date, Affiliates, Role, Football Type, Product Name, Status, and De-Registration Date. The table shows 11 registrations, all with a status of 'Registered'.

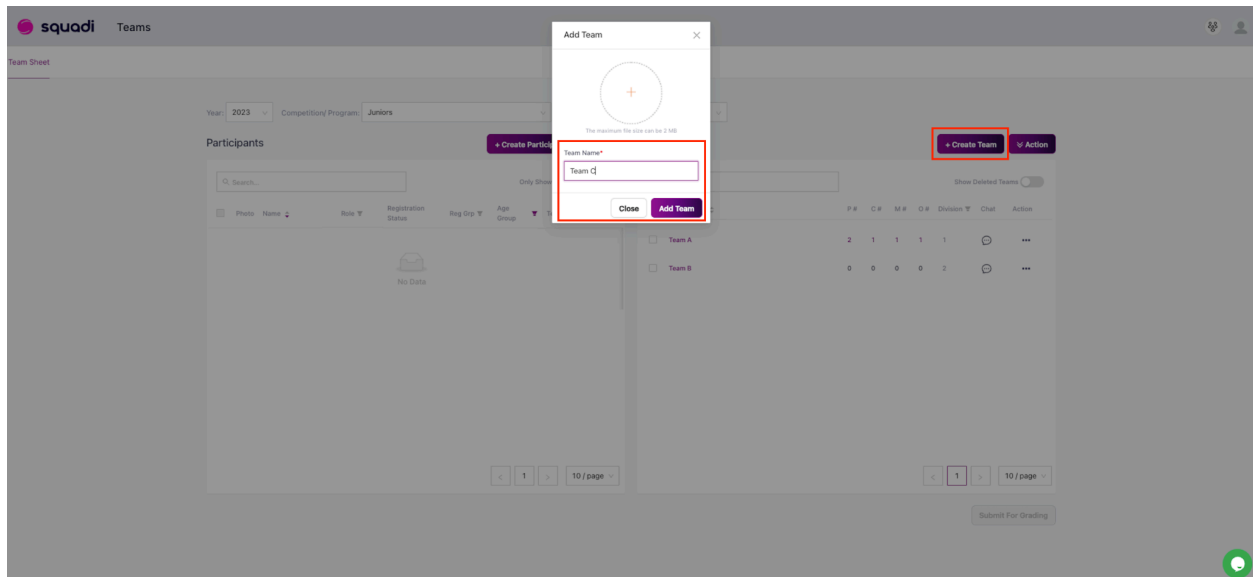
PA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliates	Role	Football Type	Product Name	Status	De-Registration Date
11533816	15116	31EscholKML1	PFC-EscholPFC	14/11/1999 (25)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10214763	15538	39EscholKMLR	PFC-EscholPFC	29/06/2000 (24)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10500328	16191	29EscholKMLR	PFC-EscholPFC	14/07/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10722974	16454	19EscholKMLR	PFC-EscholPFC	03/09/2003 (21)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10745072	16486	18EscholKAAM11	PFC-EscholPFC	09/12/1988 (36)	Male	16/03/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10762912	16536	65EscholKAAM4Maroon	PFC-EscholPFC	10/11/1983 (41)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10833979	17049	14EscholKAAM3	PFC-EscholPFC	28/11/2002 (22)	Female	18/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10844645	17138	21EscholKML1	PFC-EscholPFC	03/02/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10846056	17141	51EscholKML1	PFC-EscholPFC	17/11/2001 (23)	Male	21/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	

## Step 6. Select the correct **Competition** and **Age Group** in the top bar of filters

The screenshot shows the 'Teams' page in the Squadi system. The top navigation bar includes 'Home', 'User', 'Registration', 'Teams', 'Fixtures', 'Match Day', 'Communication Shop & Tickets', 'Officials', 'Finance', and 'Websites'. The 'Teams' module is highlighted in the navigation menu. Below the navigation bar, the 'Team Sheet' section displays a table of teams. The table has columns for Team Name, P #, C #, M #, O #, Division, Chat, and Action. The table shows 1 team, 'Eschol Park Football Club', with a status of 'Registered'. The filter bar at the top of the table shows 'Year: 2023', 'Competition/Program: Juniors', and 'Age Group: U9'. The 'Participants' and 'Teams' sections are both empty, showing 'No Data'.

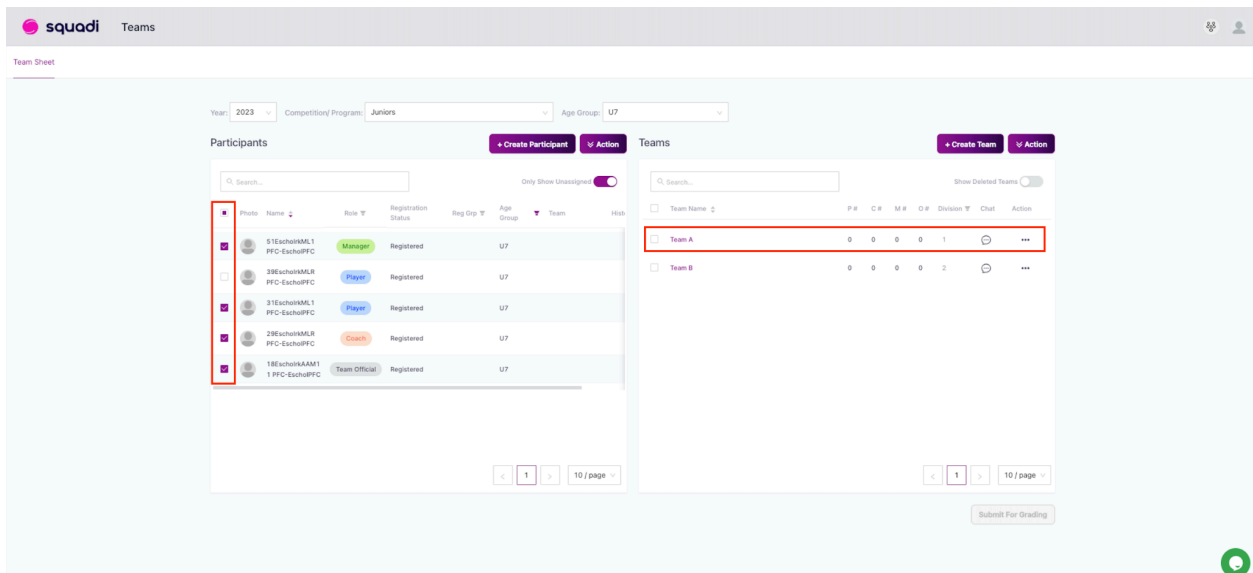
Team Name	P #	C #	M #	O #	Division	Chat	Action
Eschol Park Football Club							

## Step 7. Select the **+Create Team**, add in a Name and **save**



## Step 8. Individually **Select** or **Multi-select** users from the left hand side, then **hold** and **drag** into their team on the right hand side

By default the list of participants will only show those not in a team. You can toggle this on/off and also use the filtering or search option to narrow this list.



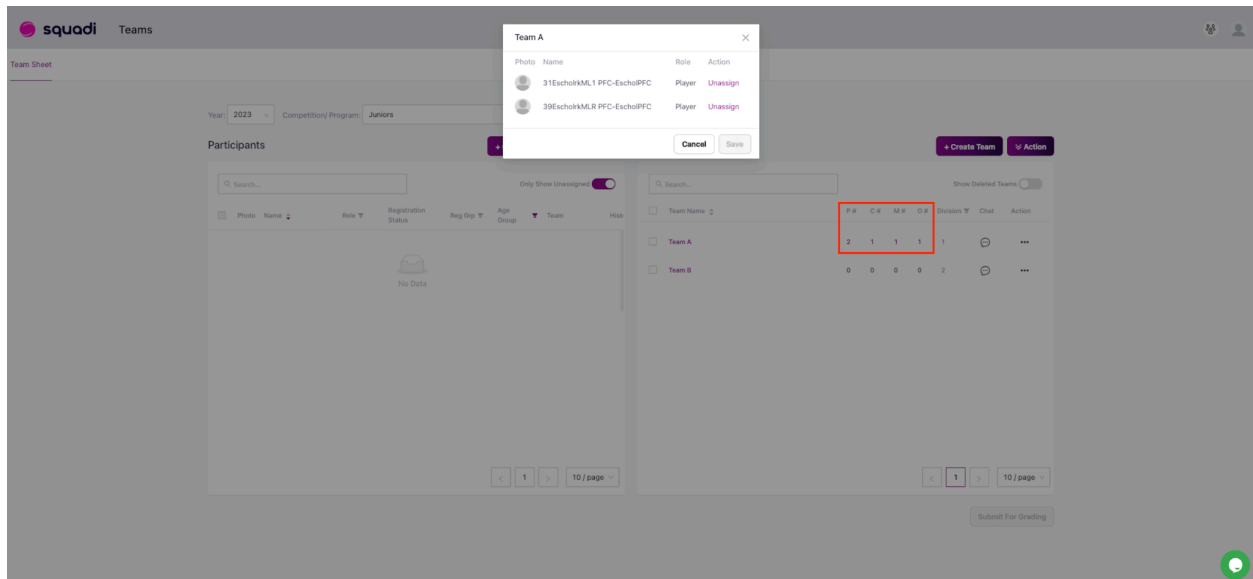
Once the users have been assigned into their team, you can then see the total count for each role and can select the **number count** to see a summary view

P = Players

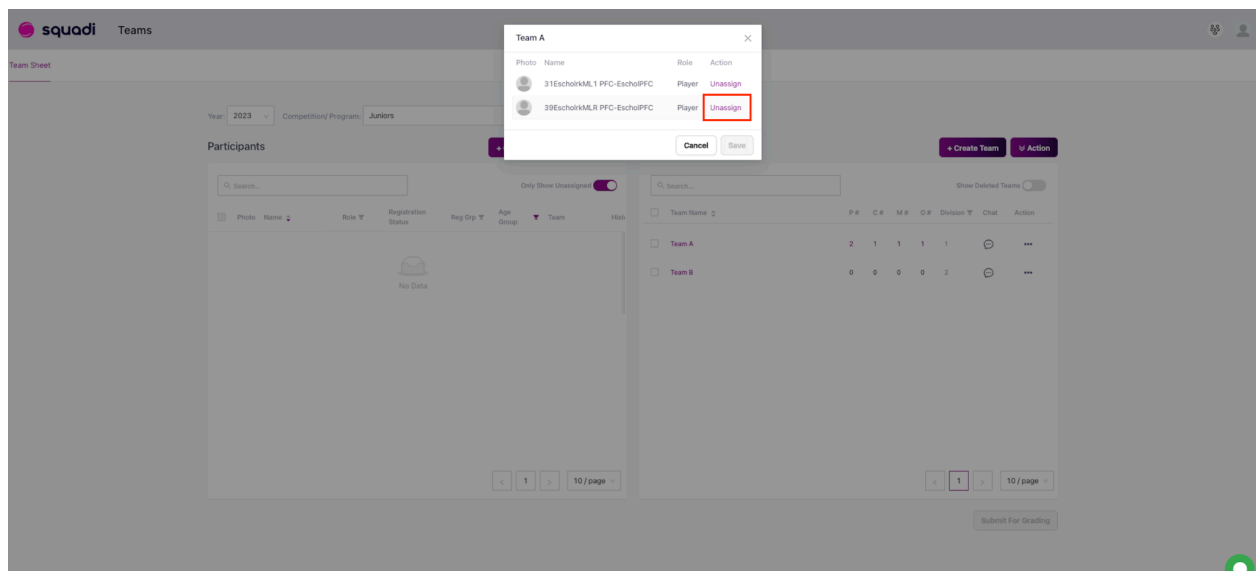
C = Coaches

M = Managers

O = Team Officials



You can make any changes and unassign participants by selecting **unassign** and **save**. This will then populate them back onto participant list on the left hand side



You can also move users age groups by selecting the **user**, then selecting **actions** and **change age groups**

squadi Teams

Team Sheet

Year: 2023 Competition/Program: Juniors Age Group: U7

Participants

+ Create Participant + Action

Search...

Only Show Unassigned

Photo	Name	Role	Registration Status	Reg Grp	Age Group	Team
<input checked="" type="checkbox"/>	295cshmlMLR	Player	Registered		U7	
<input checked="" type="checkbox"/>	PFC-EschuPFC					

1 / 10 / page

Teams

+ Create Team + Action

Search...

Show Deleted Teams

Team Name	P #	C #	M #	D #	Division	Chat	Action
Team A	1	1	1	1			...
Team B	0	0	0	0	2		...

1 / 10 / page

Submit For Grading

## Step 9: Select the teams and then select **Submit for Grading**

squadi Teams

Team Sheet

Year: 2023 Competition/Program: Juniors Age Group: U9

Participants

+ Create Participant + Action

Search...

Only Show Unassigned

No Data

1 / 10 / page

Teams

+ Create Team + Action

Search...

Show Deleted Teams

Team Name	P #	C #	M #	D #	Division	Chat	Action
Team A	0	1	1	1	Not Submitted		...
Team B	2	1	1	1	Not Submitted		...

1 / 10 / page

Submit For Grading

**Step 10:** Select a proposed division for your teams by selecting from the list of available divisions

The screenshot displays the 'Proposed Team Grading' section of the Squadi Fixtures application. At the top, there are filters for Year (2023), Competition/Program (Juniors), and Age Group (U9). Below these filters is a table with the following columns: Team, Team Name, History, Proposed Division, Final Division, Comments, and Action. Two teams are listed: Team A and Team B. The 'Proposed Division' dropdown menu is open, showing a list of options: 1, 2, 3, D/4, E/5, F/6, G/7, and H/8. The 'Submit' button is highlighted with a red box. There is also a 'Save' button and a 'Back' button. A green speech bubble icon is located in the bottom right corner.

You can also attach a comment if needed by clicking the speech bubble icon, this will be seen by the competition organisers when finalising the divisions.

Once you've completed this for each competition and age group, you have completed the team building and nomination process

You can revise the nominations if needed up until the nomination close date. Once the competition organiser has finalised the division the column 'Final Division' will be populated.