



Help Guide for Club Admins

How to build your teams

After signing into Squadi admin [HERE](#)

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

The screenshot shows the Squadi Home dashboard. The top navigation bar includes 'Home', 'Maintain', and 'System Updates'. A dropdown menu is open, showing 'Home', 'User', 'Registration' (highlighted with a red box), 'Teams', 'Fixtures', 'Match Day', 'Communication Shop & Tickets', 'Officials', 'Finance', and 'Websites'. The main content area features 'Actions Required' with counts for various actions, and an 'Overview' section with revenue and user statistics.

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

The screenshot shows the Squadi Registration page. The top navigation bar includes 'Dashboard', 'Registrations', and 'Competition/ Program'. A dropdown menu is open, showing 'Registrations', 'Football Australia Registrations' (highlighted with a red box), 'Registration Clearances', 'Team Registrations', 'Registration Change', and 'MiniRoos Kick-off'. The main content area features 'Owned Reg' and 'Participating in Registrations' sections.

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, DOB To, Affiliates (All), Role (All), Football Type (All), and Product Name (All). The status is set to 'Registered'. A search bar is also present. Below the filters, a table lists 1119 registrations. The first two rows are highlighted in purple, indicating they are selected. The 'Move' button is highlighted in the top right corner.

FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliate	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 fields are: Year (2023), Role (Player), Competition/Program (Juniors (Macarthur Football Association)), Affiliate (Eschol Park Football Club), and Age Group (U7). The 'Move' button is highlighted in the top right corner.

FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliate	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	
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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	
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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	
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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 main navigation bar at the top right includes icons for Home, User, Registration, Teams (highlighted with a red box), Fixtures, Match Day, Communication Shop & Tickets, and Officials. Below the navigation bar, the 'Football Australia Registrations' section displays a table of registrations. The table has columns for 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. The table shows 10 rows of data, all with a status of 'Registered'. A summary bar above the table indicates 'No. of Registrations 1119'.

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	31EschoiKML1	PFC-EschoiPFC	14/11/1999 (25)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10214763	15538	38EschoiKMLR	PFC-EschoiPFC	29/06/2000 (24)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10500328	16191	28EschoiKMLR	PFC-EschoiPFC	14/07/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10722974	16454	18EschoiKMLR	PFC-EschoiPFC	03/09/2003 (21)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10745072	16486	18EschoiKAM11	PFC-EschoiPFC	09/12/1988 (36)	Male	16/03/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10762912	16536	65EschoiKAM4Maroon	PFC-EschoiPFC	10/11/1983 (41)	Male	26/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10833979	17049	14EschoiKAW3	PFC-EschoiPFC	28/11/2002 (22)	Female	18/01/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10844645	17138	21EschoiKML1	PFC-EschoiPFC	03/02/1995 (29)	Male	24/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	
10846056	17141	51EschoiKML1	PFC-EschoiPFC	17/11/2001 (23)	Male	21/02/2023	Eschol Park Football Club	Player	Club Football	2023 Winter Season Registration Seniors (19+)	Registered	

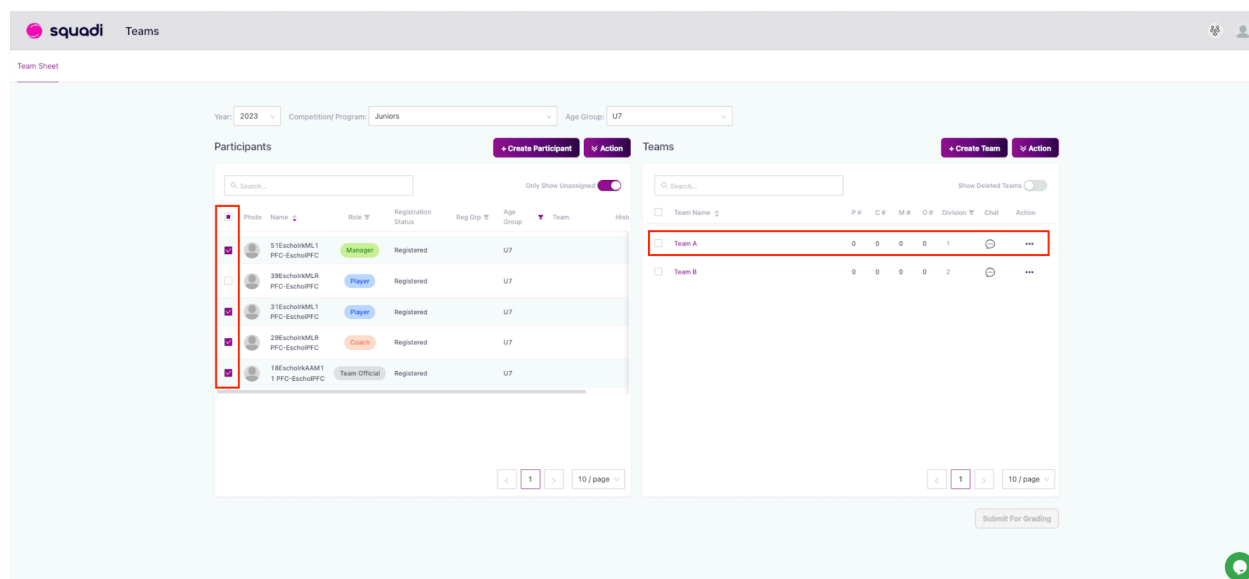
Step 6. Select the correct **Competition** and **Age Group** in the top bar of filters

The screenshot shows the 'Teams' page in the Squadi system. The filter bar at the top includes 'Year' (2023), 'Competition/Program' (Juniors), and 'Age Group' (UB), all of which are highlighted with a red box. Below the filter bar, the 'Participants' section shows a search bar and a table with columns for Photo, Name, Role, Registration Status, Reg Grp, Age Group, Team, and Hist. The 'Teams' section shows a search bar and a table with columns for Team Name, P, F, C, H, M, F, Division, Chat, and Action. The table lists three teams: team 5, team 6, and team 9, each with a score of 0-0-0-0-0-1, 0-0-0-0-0-2, and 0-0-0-0-0-3 respectively. A 'Submit For Grading' button is located at the bottom right.

Team Name	P	F	C	H	M	F	Division	Chat	Action
team 5	0	0	0	0	0	1			...
team 6	0	0	0	0	0	2			...
team 9	0	0	0	0	0	3			...

Step 7. 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.



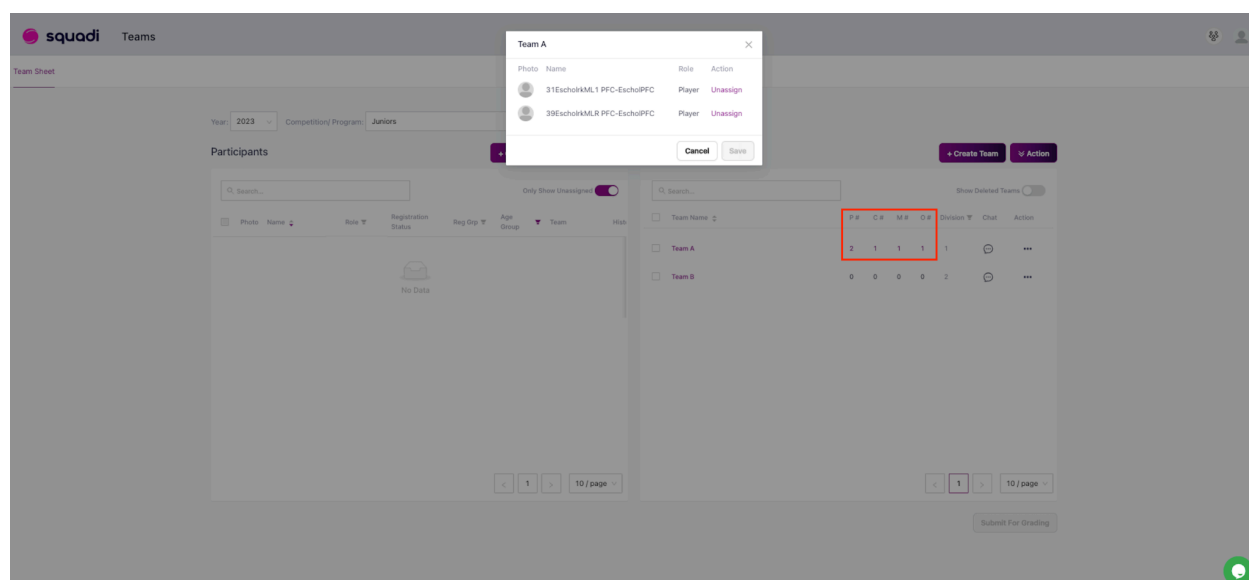
Once the users have been assigned into their team, you can then see the total count for each role and can select the **number count** to see a summary view

P = Players

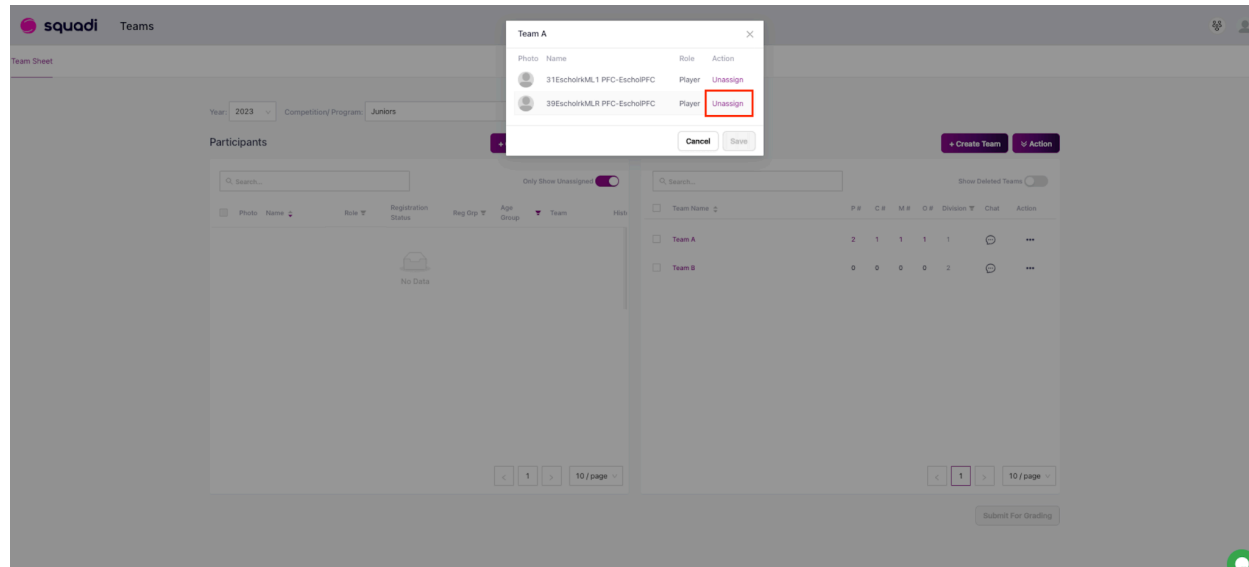
C = Coaches

M = Managers

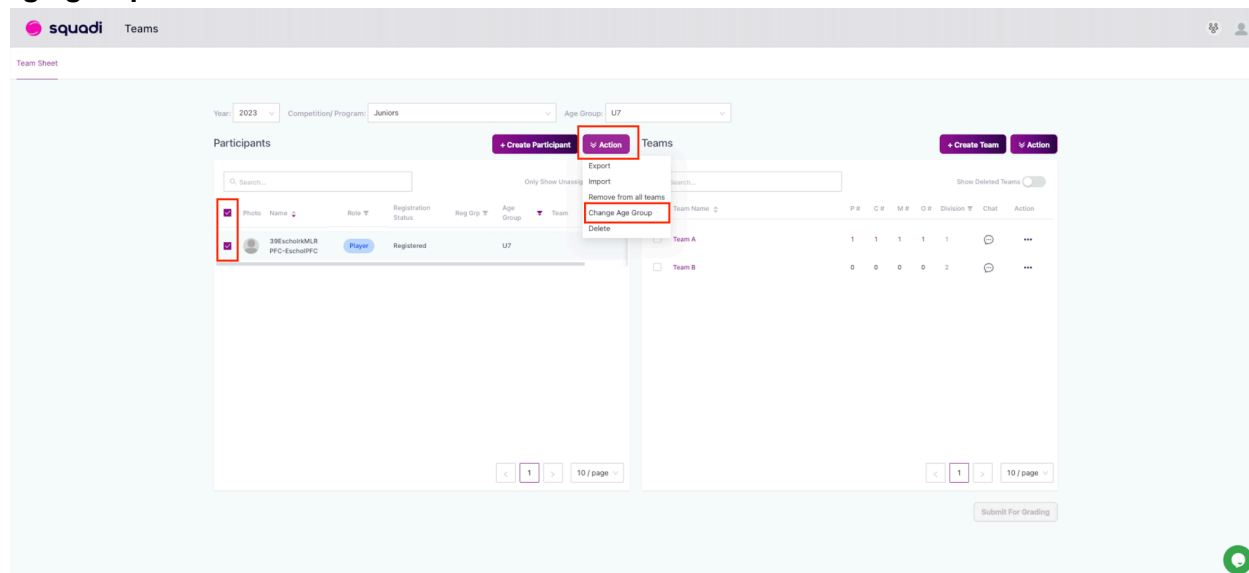
O = Team Officials



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**



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