



## Help Guide for Club Admins

### How to Sign In, Complete Club Profile and Add Other Admins

#### Signing in

**Step 1.** Enter the Squadi URL into an internet browser <https://admin.squadi.com/login>

**Step 2.** Use the email address and password that you received from Squadi, you can find it in your email inbox. Ensure to check junk or spam inbox option.

**Step 3.** You will be presented with a QR code first log in to scan with an Authenticator app



If you do not have an authenticator app we suggest downloading Google Authenticator from the App Store

### Google Play Store

[https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en\\_AU&gl=US](https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_AU&gl=US)

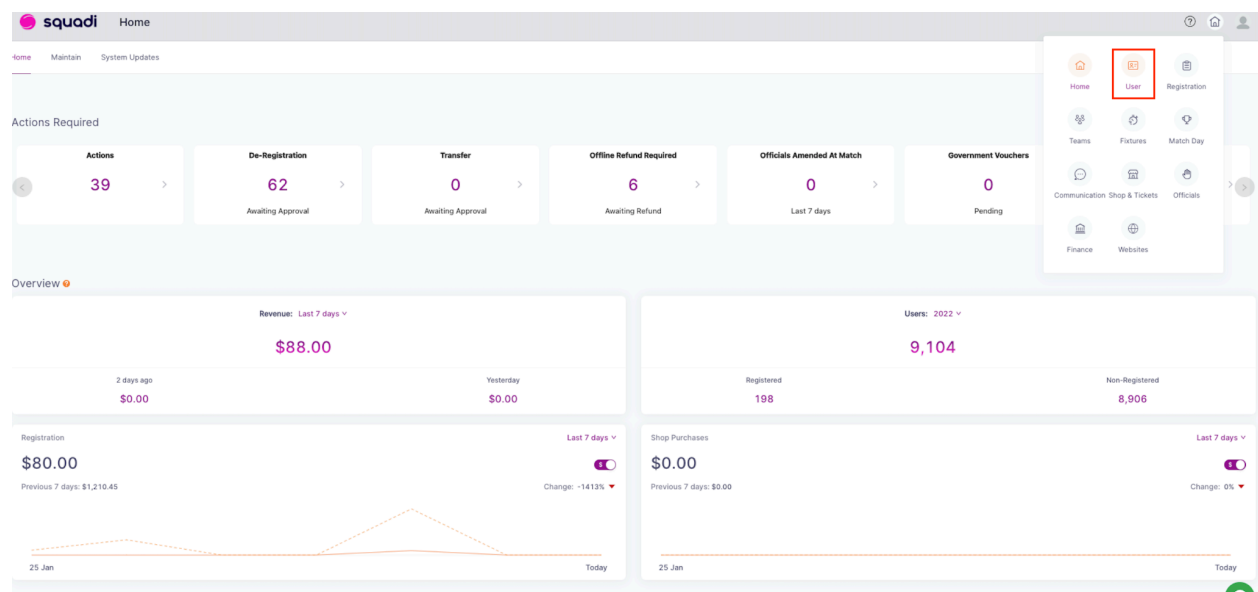
### Apple App Store

<https://apps.apple.com/au/app/google-authenticator/id388497605>

Please Note: You will only need to scan the QR code on your first login. All subsequent logins will only require you to enter the six-digit code generated by your authenticator app.

## Complete Club Profile

**Step 1.** Select the **Home** icon in the top right and then select the **User** module



Step 2. Hover over **Administrators** tab then select **Our Organisation**

squadi

User

Dashboard

Users

Administrators

User Profile

Affiliates

Year

2024

Competition/Program

All X

Roles

All X

Membership Type

All X

Linked

All X

Postcode

Postcode

DOB From

dd-mm-yyyy

DOB To

dd-mm-yyyy

Gender

All

Organisation Area(s)

All X

Show Merged Users only

No. of Users

198554

No. of Registered Users

89

No. of Spectators - Un-named

0

User ID	First Name	Last Name	Role	Linked	Competition/Program	Team	DOB	Action
2	0000392f51036a64fa7af6ec8175c82d528	0	Web Admin - Referees	State Body			08/10/1950	...
97651	1000P	RFC-OranRFC	Spectator	Oran Park Rovers Football Club			07/12/2012	...
97672	1001P	RFC-OranRFC	Spectator	Oran Park Rovers Football Club			11/10/2015	...
124746	1007P	UFC-AppinUFC	Spectator	Appin United Football Club			20/12/2016	...
125222	1008P	ESC-IngleburnESC	Spectator	Ingleburn Eagles Soccer Club			03/11/2017	...
128486	1009P	RFC-OranRFC	Spectator	Oran Park Rovers Football Club			21/11/2013	...
130253	100ACCarinaU18MJL	CFC-ACCFD	Spectator	AC Carina Football Club			30/06/2006	...
69085	100AdamstownRosebudRFC18s	RF-AdamstownRF	Spectator	Adamstown Rosebud FC			04/08/2005	...

Step 3: In the **General** tab upload club logo and set as default (this will then be the logo for your teams on the app)

squadi

User

Dashboard

Users

Administrators

Affiliates > Our Organisation

General

Contacts

Photos

T&Cs

Governance

Affiliate Finder


Integrations

Building

Organisation Name\*

Football Australia

Organisation Logo\*



☒ Save as Default

Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

National

Organisation Type

Affiliated To

Football Australia

Select country organisation

Australia

Please input affiliate address\*

1 Shelley St, Sydney, NSW, 2000, Australia

Phone Number\*

0280204000

Email\*

support@playfootball.com.au

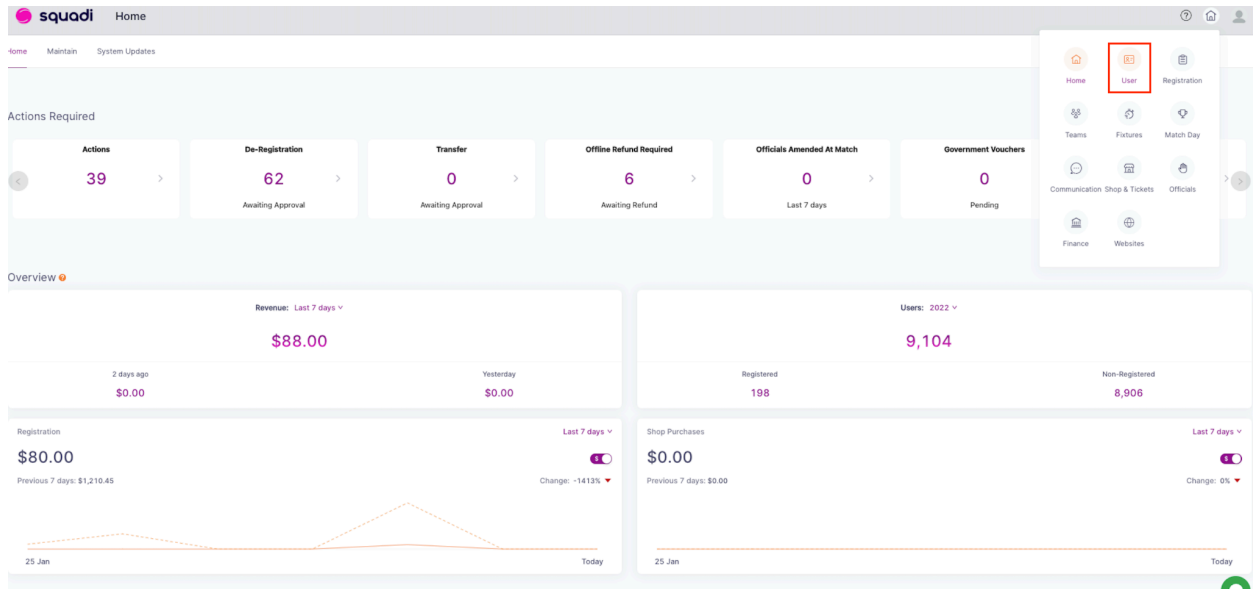
ABN

28106478068

Who will pay the Transaction Fees

## Adding admins

**Step 1.** Select the **Home** icon in the top right and then select the **User** module



**Step 2.** Hover over **Administrators** tab then select **Our Organisation**

The screenshot shows the Squadi User Administrators page. At the top, there's a navigation bar with 'Dashboard', 'Users', and 'Administrators'. Below this, a 'User Profile' section is visible, showing a search bar and an 'Export' button. A sidebar menu is open, showing 'Our Organisation' as the selected tab. The main content area displays a table of users with columns for User ID, First Name, Last Name, Role, Linked, Competitions/Program, Team, DOB, and Action. The table lists several users, including 'Web Admin - Referees', 'Spectator', and 'Spectator'.

User ID	First Name	Last Name	Role	Linked	Competitions/Program	Team	DOB	Action
2	0000392fa51036af4fa7af6ec8175c82d528	0	Web Admin - Referees	State Body			08/10/1950	...
97651	1000P	RFC-OranRFC	Spectator	Oran Park Rovers Football Club			07/12/2012	...
97672	1001P	RFC-OranRFC	Spectator	Oran Park Rovers Football Club			11/10/2015	...
124746	1007P	UFC-AppinUFC	Spectator	Appin United Football Club			20/12/2016	...
125222	1008P	ESC-IngleburnESC	Spectator	Ingleburn Eagles Soccer Club			03/11/2017	...
128486	1009P	RFC-OranRFC	Spectator	Oran Park Rovers Football Club			21/11/2013	...
130253	100ACCarnalJ18MIL	CFC-ACCFC	Spectator	AC Carina Football Club			30/06/2006	...
69085	100AdamstownRosebudFC18s	RF-AdamstownRF	Spectator	Adamstown Rosebud FC			04/08/2005	...

**Step 3. Select the **Contacts** tab and then select **+Add contact****

The screenshot shows a web application interface for adding a contact. The form is titled "Contact140" and includes a "Remove" button. The form fields are as follows:

- First Name\***: Priyanka
- Middle Name**: (empty)
- Last Name\***: 0
- Email\***: priyanka@satg.com
- Organisation Role Email**: (empty)
- Phone Number\***: 3863390724
- Permission Level**: Admin

The "Add Contact" button is highlighted with a red box. At the bottom of the form, there are "Cancel" and "Update" buttons. A green chat icon is visible in the bottom right corner.

Please Note: If you receive the error “this email already exists but the details do not match” this means this admin already has a profile using this email but the name or mobile on the profile is different... You will need to use the exact same details.