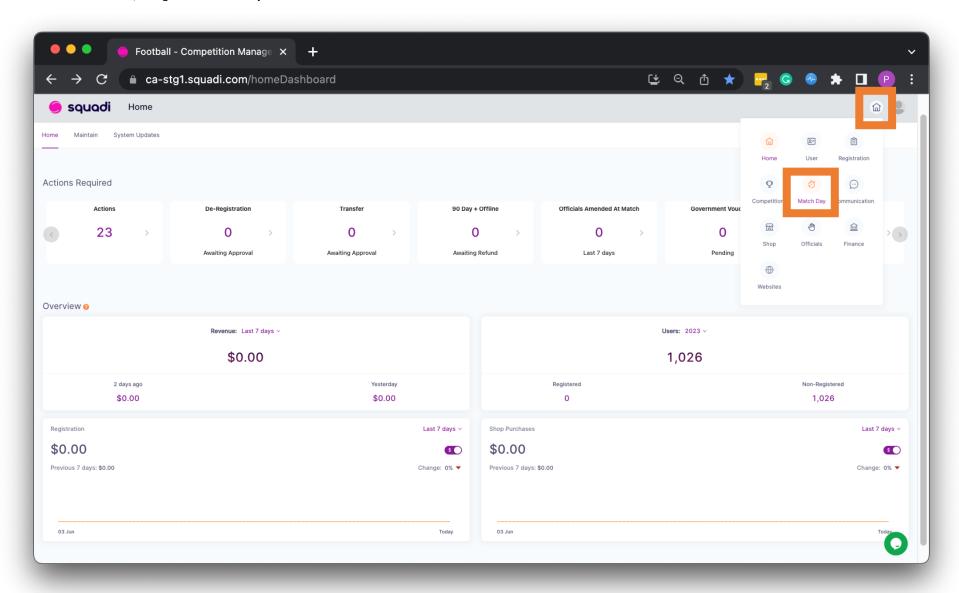
User Guide – Edit Venue / Start Time

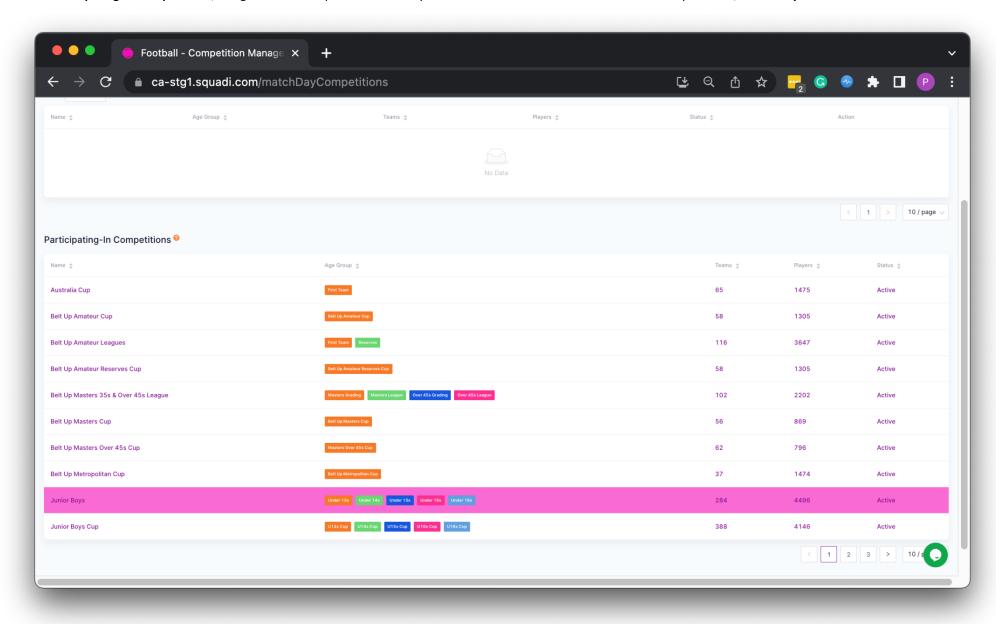
Follow the steps in this guide to edit Venue and/or Start Times for your Club's home matches via the Squadi administration dashboard.

- The match editing window will open at 7pm Sunday and close Tuesday at 12pm.
- While the editing window is open, you will be able to edit matches for the upcoming weekend, and beyond.
- Once the editing window closes at 12pm on Tuesday, you will not be able to edit any additional matches until the following Sunday at 7pm.
- Club's will be permitted to edit their Venue/Pitch allocation and/or kick-off times for their home matches only.
- Clubs will be permitted to edit Venue / Start Time for the following competitions only;
 - Junior Boys
 - Junior Girls
 - Junior NPL *Refer to Match Scheduling Policy for timing requirements involving South West Phoenix FC and Mandurah City FC
 - Coles MiniRoos
 - Belt Up Metro Mens
 - Hyundai Women's Leagues Div 2 and below only. *Div 1 changes must be requested through Football West
 - Belt Up Masters 35s / 45s / 55s

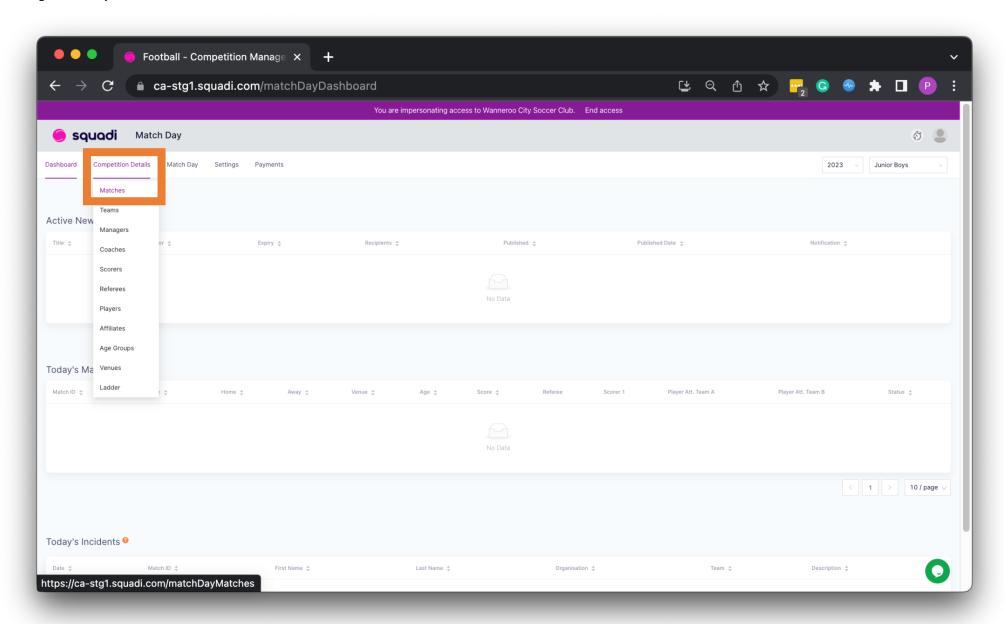
1. From the **Home** menu, navigate to **Match Day**.



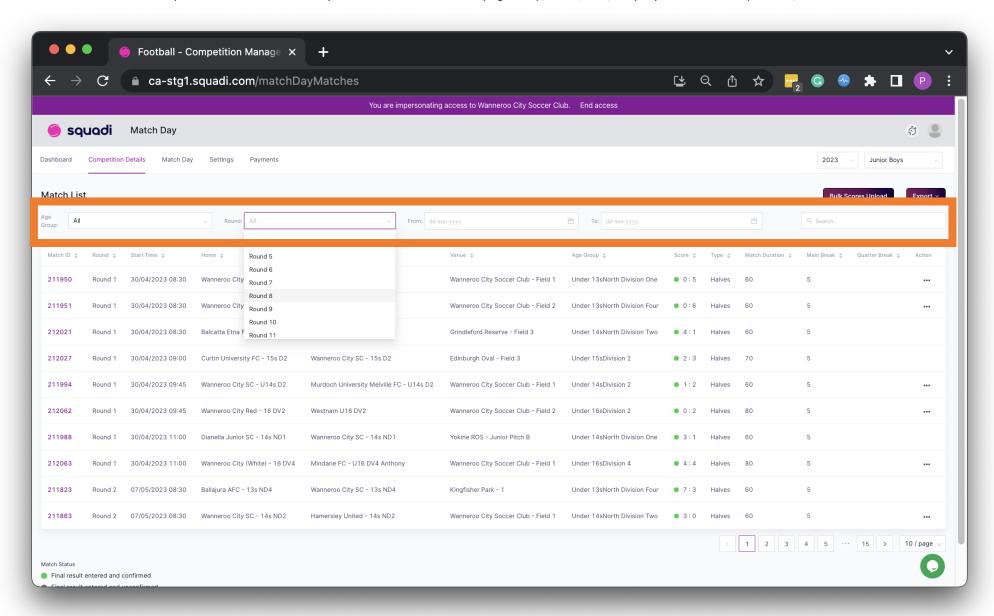
2. Under Participating-In Competitions, navigate to the competition in which you would like to edit match details. In this example below, Junior Boys has been selected.



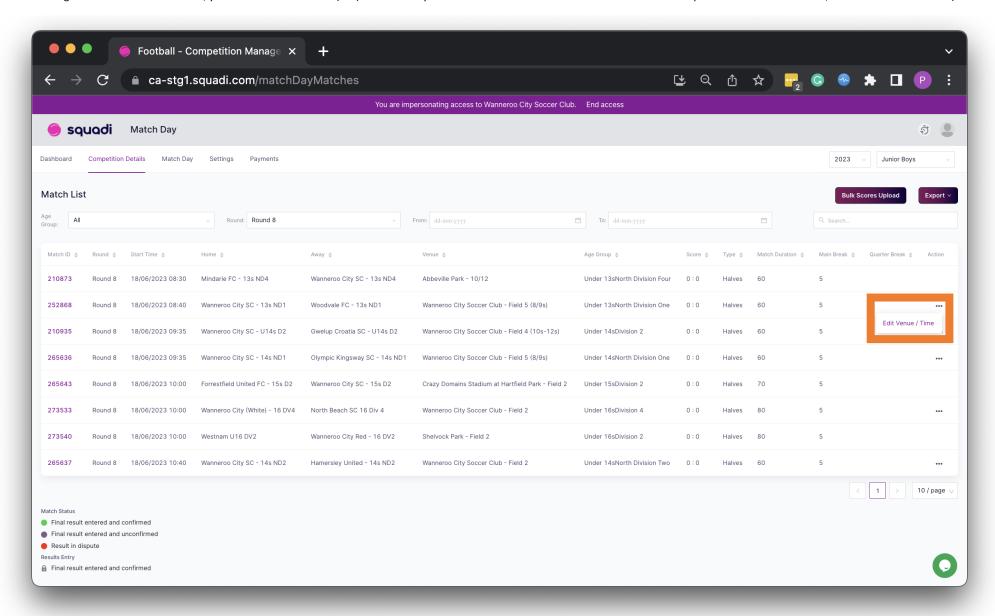
3. Navigate to Competition Details > Matches



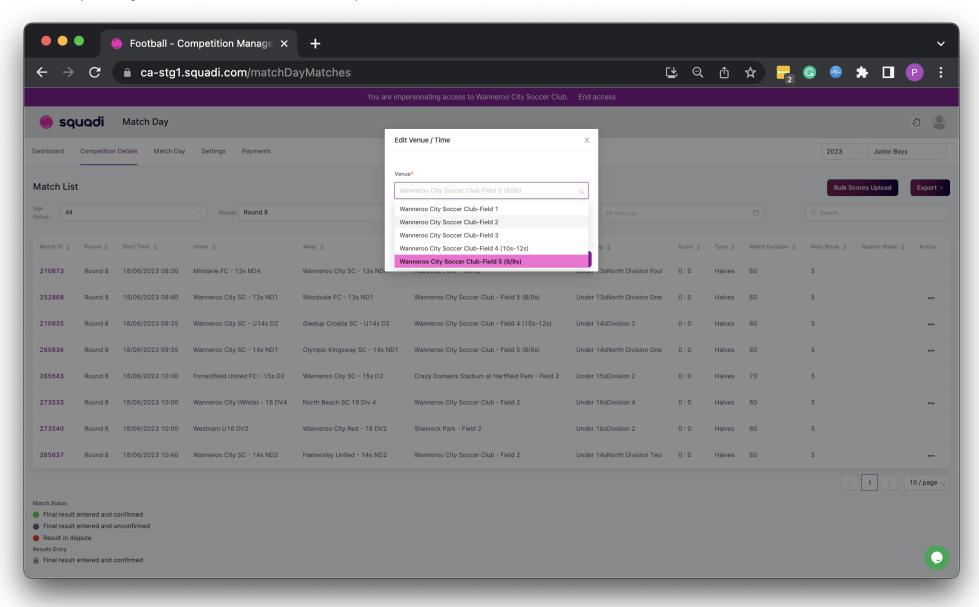
4. Use the filter menus across the top to narrow down the matches you wish to edit. You can filter by Age Group, Round, Date, or by Keyword. In the example below, we want to edit matches in Round 8.



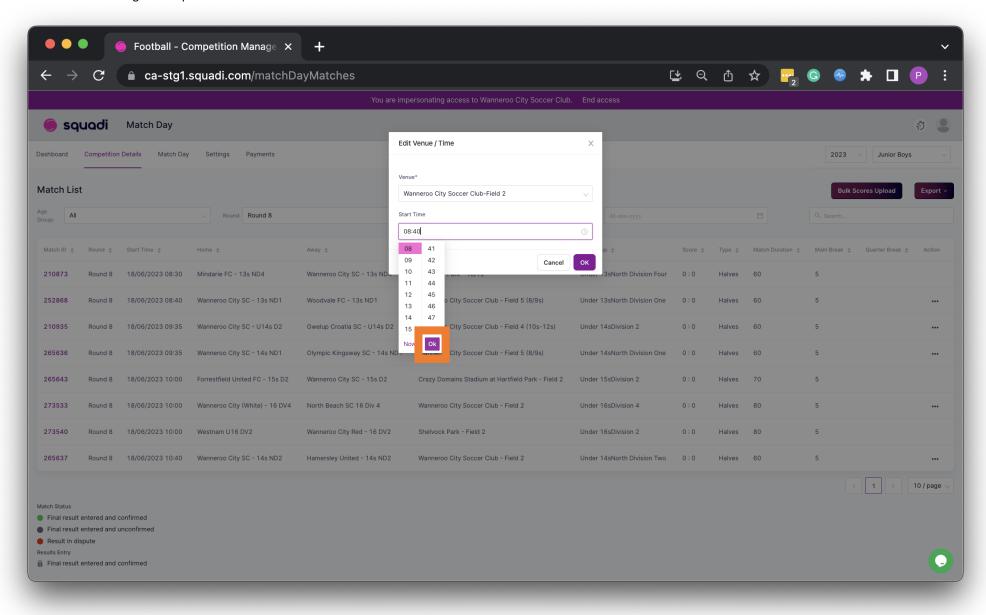
5. In the far right column of the Match List, you will notice three dots (...). This means you can edit the details of this match. Move the mouse pointer over the three dots, then click on Edit Venue / Time.



6. Adjust the venue by selecting from the list of venues in the **Venue** drop-down box.



7. Adjust the kick-off time using the dropdown menus. Select the hour and minute. Click **OK** once correct.



8. Once the Venue and Start Time are correct, click OK. That's it! The match will be updated live and a notification will be pushed out automatically via the Squadi app.

