

## 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**.

Football - Competition Manage x +

ca-stg1.squadi.com/homeDashboard

squadi Home

Home Maintain System Updates

Actions Required

Actions 23

De-Registration 0 Awaiting Approval

Transfer 0 Awaiting Approval

90 Day + Offline 0 Awaiting Refund

Officials Amended At Match 0 Last 7 days

Government Voucher 0 Pending

Overview

Revenue: Last 7 days \$0.00

2 days ago \$0.00 Yesterday \$0.00

Users: 2023 1,026

Registered 0 Non-Registered 1,026

Registration \$0.00 Last 7 days Change: 0%

Previous 7 days: \$0.00

Shop Purchases \$0.00 Last 7 days Change: 0%

Previous 7 days: \$0.00

03 Jun Today

03 Jun Today

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.

The screenshot shows a web browser window with the URL `ca-stg1.squadi.com/matchDayCompetitions`. The page displays a table of participating competitions. The 'Junior Boys' row is highlighted in pink.

Name	Age Group	Teams	Players	Status
Australia Cup	First Team	65	1475	Active
Belt Up Amateur Cup	Belt Up Amateur Cup	58	1305	Active
Belt Up Amateur Leagues	First Team, Reserves	116	3647	Active
Belt Up Amateur Reserves Cup	Belt Up Amateur Reserves Cup	58	1305	Active
Belt Up Masters 35s & Over 45s League	Masters Grading, Masters League, Over 45s Grading, Over 45s League	102	2202	Active
Belt Up Masters Cup	Belt Up Masters Cup	56	869	Active
Belt Up Masters Over 45s Cup	Masters Over 45s Cup	62	796	Active
Belt Up Metropolitan Cup	Belt Up Metropolitan Cup	37	1474	Active
Junior Boys	Under 13s, Under 14s, Under 15s, Under 16s, Under 18s	284	4496	Active
Junior Boys Cup	U13s Cup, U14s Cup, U15s Cup, U16s Cup, U18s Cup	388	4146	Active

3. Navigate to **Competition Details > Matches**

The screenshot shows a web browser window with the URL `ca-stg1.squadi.com/matchDayDashboard`. The browser's address bar and tabs are visible at the top. The page has a purple header bar with the Squadify logo and the text "Match Day". Below the header, there is a navigation menu with tabs: "Dashboard", "Competition Details", "Match Day", "Settings", and "Payments". The "Competition Details" tab is selected and highlighted with an orange box. A dropdown menu is open under "Competition Details", showing options: "Teams", "Managers", "Coaches", "Scorers", "Referees", "Players", "Affiliates", "Age Groups", "Venues", and "Ladder". The "Matches" option is highlighted in purple. The main content area is divided into two sections: "Active New" and "Today's Matches". Both sections show a table with columns: "Title", "Expiry", "Recipients", "Published", "Published Date", and "Notification". Both tables are empty and display "No Data" with a folder icon. At the bottom of the page, there is a section for "Today's Incidents" with a table that has columns: "Date", "Match ID", "First Name", "Last Name", "Organisation", "Team", and "Description". The URL bar at the bottom of the browser shows `https://ca-stg1.squadi.com/matchDayMatches`.

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**.

The screenshot shows the Squadify Match Day interface. At the top, there's a navigation bar with 'Football - Competition Manage' and a search bar. Below this, a purple banner indicates 'You are impersonating access to Wanneroo City Soccer Club. End access'. The main header includes the Squadify logo and 'Match Day'. A navigation menu shows 'Dashboard', 'Competition Details', 'Match Day', 'Settings', and 'Payments'. On the right, there are dropdowns for '2023' and 'Junior Boys'. Below the navigation, a 'Match List' section is highlighted with an orange border. It contains filter menus for 'Age Group' (set to 'All'), 'Round' (set to 'All'), 'From' (dd-mm-yyyy), and 'To' (dd-mm-yyyy). A search bar is also present. The 'Round' dropdown is open, showing options from Round 5 to Round 11, with Round 8 selected. The main table displays a list of matches with columns: Match ID, Round, Start Time, Home, Venue, Age Group, Score, Type, Match Duration, Main Break, Quarter Break, and Action. The matches are filtered to show only Round 8. The table has 10 rows of match data. At the bottom, there's a 'Match Status' legend with a green dot for 'Final result entered and confirmed' and a purple dot for 'Final result entered and unconfirmed'. A pagination bar at the bottom right shows '10 / page'.

Match ID	Round	Start Time	Home	Venue	Age Group	Score	Type	Match Duration	Main Break	Quarter Break	Action
211950	Round 1	30/04/2023 08:30	Wanneroo City	Wanneroo City Soccer Club - Field 1	Under 13sNorth Division One	0 : 5	Halves	60	5		...
211951	Round 1	30/04/2023 08:30	Wanneroo City	Wanneroo City Soccer Club - Field 2	Under 13sNorth Division Four	0 : 6	Halves	60	5		...
212021	Round 1	30/04/2023 08:30	Balcatta Etna F	Grindieford Reserve - Field 3	Under 14sNorth Division Two	4 : 1	Halves	60	5		
212027	Round 1	30/04/2023 09:00	Curtin University FC - 15s D2	Wanneroo City SC - 15s D2	Edinburgh Oval - Field 3	2 : 3	Halves	70	5		
211994	Round 1	30/04/2023 09:45	Wanneroo City SC - U14s D2	Murdoch University Melville FC - U14s D2	Wanneroo City Soccer Club - Field 1	1 : 2	Halves	60	5		...
212062	Round 1	30/04/2023 09:45	Wanneroo City Red - 16 DV2	Westnam U16 DV2	Wanneroo City Soccer Club - Field 2	0 : 2	Halves	80	5		...
211988	Round 1	30/04/2023 11:00	Dianella Junior SC - 14s ND1	Wanneroo City SC - 14s ND1	Yokine ROS - Junior Pitch B	3 : 1	Halves	60	5		
212063	Round 1	30/04/2023 11:00	Wanneroo City (White) - 16 DV4	Mindarie FC - U16 DV4 Anthony	Wanneroo City Soccer Club - Field 1	4 : 4	Halves	80	5		...
211823	Round 2	07/05/2023 08:30	Ballajura AFC - 13s ND4	Wanneroo City SC - 13s ND4	Kingfisher Park - 1	7 : 3	Halves	60	5		
211863	Round 2	07/05/2023 08:30	Wanneroo City SC - 14s ND2	Hamersley United - 14s ND2	Wanneroo City Soccer Club - Field 1	3 : 0	Halves	60	5		...

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**.

The screenshot shows the Squadify Match Day interface. At the top, there's a navigation bar with the Squadify logo and 'Match Day' title. Below it, a breadcrumb trail shows 'Dashboard' > 'Competition Details' > 'Match Day' > 'Settings' > 'Payments'. The 'Match Day' tab is active. On the right, there are dropdowns for '2023' and 'Junior Boys'. Below the navigation, there's a 'Match List' section with filters for 'Age Group' (All), 'Round' (Round 8), 'From' (dd-mm-yyyy), and 'To' (dd-mm-yyyy). There are also buttons for 'Bulk Scores Upload' and 'Export'. The main table lists matches with columns: Match ID, Round, Start Time, Home, Away, Venue, Age Group, Score, Type, Match Duration, Main Break, Quarter Break, and Action. The second match, ID 252868, is highlighted with an orange box around its 'Action' column, which contains a dropdown menu with the option 'Edit Venue / Time'. At the bottom, there's a 'Match Status' legend with three items: 'Final result entered and confirmed' (green circle), 'Final result entered and unconfirmed' (purple circle), and 'Result in dispute' (red circle). There's also a 'Results Entry' section with a lock icon and 'Final result entered and confirmed'. A green chat bubble icon is in the bottom right corner.

Football - Competition Manage x +

ca-stg1.squadi.com/matchDayMatches

You are impersonating access to Wanneroo City Soccer Club. End access

squadi Match Day

Dashboard Competition Details Match Day Settings Payments

2023 Junior Boys

Match List

Age Group: All Round: Round 8 From: dd-mm-yyyy To: dd-mm-yyyy Search...

Bulk Scores Upload Export

Match ID	Round	Start Time	Home	Away	Venue	Age Group	Score	Type	Match Duration	Main Break	Quarter Break	Action
210873	Round 8	18/06/2023 08:30	Mindarie FC - 13s ND4	Wanneroo City SC - 13s ND4	Abbeville Park - 10/12	Under 13sNorth Division Four	0 : 0	Halves	60	5		
252868	Round 8	18/06/2023 08:40	Wanneroo City SC - 13s ND1	Woodvale FC - 13s ND1	Wanneroo City Soccer Club - Field 5 (8/9s)	Under 13sNorth Division One	0 : 0	Halves	60	5		...
210935	Round 8	18/06/2023 09:35	Wanneroo City SC - U14s D2	Gwelup Croatia SC - U14s D2	Wanneroo City Soccer Club - Field 4 (10s-12s)	Under 14sDivision 2	0 : 0	Halves	60	5		
265636	Round 8	18/06/2023 09:35	Wanneroo City SC - 14s ND1	Olympic Kingsway SC - 14s ND1	Wanneroo City Soccer Club - Field 5 (8/9s)	Under 14sNorth Division One	0 : 0	Halves	60	5		...
265643	Round 8	18/06/2023 10:00	Forrestfield United FC - 15s D2	Wanneroo City SC - 15s D2	Crazy Domains Stadium at Hartfield Park - Field 2	Under 15sDivision 2	0 : 0	Halves	70	5		
273533	Round 8	18/06/2023 10:00	Wanneroo City (White) - 16 DV4	North Beach SC 16 Div 4	Wanneroo City Soccer Club - Field 2	Under 16sDivision 4	0 : 0	Halves	80	5		...
273540	Round 8	18/06/2023 10:00	Westnam U16 DV2	Wanneroo City Red - 16 DV2	Shelvock Park - Field 2	Under 16sDivision 2	0 : 0	Halves	80	5		
265637	Round 8	18/06/2023 10:40	Wanneroo City SC - 14s ND2	Hamersley United - 14s ND2	Wanneroo City Soccer Club - Field 2	Under 14sNorth Division Two	0 : 0	Halves	60	5		...

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Match Status

- Final result entered and confirmed
- Final result entered and unconfirmed
- Result in dispute

Results Entry

- Final result entered and confirmed

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

Football - Competition Manage

ca-stg1.squadi.com/matchDayMatches

You are impersonating access to Wanneroo City Soccer Club. End access

squadi

Match Day

Dashboard

Competition Details

Match Day

Settings

Payments

2023

Junior Boys

Bulk Scores Upload

Export

dd-mm-yyyy

Search...

Match List

Age Group: All

Round: Round 8

Match ID	Round	Start Time	Home	Away	Score	Type	Match Duration	Main Break	Quarter Break	Action
210873	Round 8	18/06/2023 08:30	Mindarie FC - 13s ND4	Wanneroo City SC - 13s ND1	0 : 0	Halves	60	5		
252868	Round 8	18/06/2023 08:40	Wanneroo City SC - 13s ND1	Woodvale FC - 13s ND1	0 : 0	Halves	60	5		...
210935	Round 8	18/06/2023 09:35	Wanneroo City SC - U14s D2	Gwelup Croatia SC - U14s D2	0 : 0	Halves	60	5		...
265636	Round 8	18/06/2023 09:35	Wanneroo City SC - 14s ND1	Olympic Kingsway SC - 14s ND1	0 : 0	Halves	60	5		...
265643	Round 8	18/06/2023 10:00	Forrestfield United FC - 15s D2	Wanneroo City SC - 15s D2	0 : 0	Halves	70	5		
273533	Round 8	18/06/2023 10:00	Wanneroo City (White) - 16 DV4	North Beach SC 16 Div 4	0 : 0	Halves	80	5		...
273540	Round 8	18/06/2023 10:00	Westnam U16 DV2	Wanneroo City Red - 16 DV2	0 : 0	Halves	80	5		
265637	Round 8	18/06/2023 10:40	Wanneroo City SC - 14s ND2	Hamersley United - 14s ND2	0 : 0	Halves	60	5		...

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10 / page

Match Status

Final result entered and confirmed

Final result entered and unconfirmed

Result in dispute

Results Entry

Final result entered and confirmed

Edit Venue / Time

Venue\*

Wanneroo City Soccer Club-Field 5 (8/9s)

Wanneroo City Soccer Club-Field 1

Wanneroo City Soccer Club-Field 2

Wanneroo City Soccer Club-Field 3

Wanneroo City Soccer Club-Field 4 (10s-12s)

Wanneroo City Soccer Club-Field 5 (8/9s)

Page 7 of 9

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

Football - Competition Manage

ca-stg1.squadi.com/matchDayMatches

You are impersonating access to Wanneroo City Soccer Club. End access

squadi

Match Day

Dashboard

Competition Details

Match Day

Settings

Payments

Match List

Age Group: All

Round: Round 8

210873

Round 8

18/06/2023 08:30

Mindarie FC - 13s ND4

Wanneroo City SC - 13s ND4

...

252868

Round 8

18/06/2023 08:40

Wanneroo City SC - 13s ND1

Woodvale FC - 13s ND1

...

210935

Round 8

18/06/2023 09:35

Wanneroo City SC - U14s D2

Gwelup Croatia SC - U14s D2

...

265636

Round 8

18/06/2023 09:35

Wanneroo City SC - 14s ND1

Olympic Kingsway SC - 14s ND1

...

265643

Round 8

18/06/2023 10:00

Forrestfield United FC - 15s D2

Wanneroo City SC - 15s D2

Crazy Domains Stadium at Hartfield Park - Field 2

Under 15sDivision 2

0 : 0

Halves

70

5

...

273533

Round 8

18/06/2023 10:00

Wanneroo City (White) - 16 DV4

North Beach SC 16 Div 4

Wanneroo City Soccer Club - Field 2

Under 16sDivision 4

0 : 0

Halves

80

5

...

273540

Round 8

18/06/2023 10:00

Westnam U16 DV2

Wanneroo City Red - 16 DV2

Shelvock Park - Field 2

Under 16sDivision 2

0 : 0

Halves

80

5

...

265637

Round 8

18/06/2023 10:40

Wanneroo City SC - 14s ND2

Hamersley United - 14s ND2

Wanneroo City Soccer Club - Field 2

Under 14sNorth Division Two

0 : 0

Halves

60

5

...

Match Status

Final result entered and confirmed

Final result entered and unconfirmed

Result in dispute

Results Entry

Final result entered and confirmed

1

10 / page

Edit Venue / Time

Wanneroo City Soccer Club-Field 2

Start Time

08:40

08 41 09 42 10 43 11 44 12 45 13 46 14 47

Now

Ok

Cancel

OK



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.

The screenshot shows the Squadi app interface for 'Football - Competition Manage'. The browser address bar displays 'ca-stg1.squadi.com/matchDayMatches'. A purple banner at the top indicates 'You are impersonating access to Wanneroo City Soccer Club. End access'. The main header shows the 'squadi' logo and 'Match Day' tab. Below the header, there are tabs for 'Dashboard', 'Competition Details', 'Match Day', 'Settings', and 'Payments'. The 'Match List' section is active, showing a table of matches for 'Round 8'. A modal titled 'Edit Venue / Time' is open, allowing editing of a match's venue and start time. The venue is set to 'Wanneroo City Soccer Club-Field 2' and the start time is '08:40'. The 'OK' button is highlighted with an orange box. The background table lists various matches with columns for Match ID, Round, Start Time, Home, Away, Venue, Division, Score, Type, Match Duration, Main Break, Quarter Break, and Action. A legend at the bottom left explains match statuses: green for 'Final result entered and confirmed', purple for 'Final result entered and unconfirmed', and red for 'Result in dispute'. A 'Results Entry' section at the bottom left shows a lock icon and 'Final result entered and confirmed'. A green chat bubble icon is in the bottom right corner.

Football - Competition Manage

ca-stg1.squadi.com/matchDayMatches

You are impersonating access to Wanneroo City Soccer Club. End access

squadi Match Day

Dashboard Competition Details Match Day Settings Payments

Match List

Age Group: All Round: Round 8

Match ID Round Start Time Home Away Venue Division Score Type Match Duration Main Break Quarter Break Action

210873 Round 8 18/06/2023 08:30 Mindarie FC - 13s ND4 Wanneroo City SC - 13s ND4 Wanneroo City Soccer Club - Field 2 Under 13sNorth Division Four 0 : 0 Halves 60 5

252868 Round 8 18/06/2023 08:40 Wanneroo City SC - 13s ND1 Woodvale FC - 13s ND1 Wanneroo City Soccer Club - Field 2 Under 13sNorth Division One 0 : 0 Halves 60 5

210935 Round 8 18/06/2023 09:35 Wanneroo City SC - U14s D2 Gwelup Croatia SC - U14s D2 Wanneroo City Soccer Club - Field 4 (10s-12s) Under 14sDivision 2 0 : 0 Halves 60 5

265636 Round 8 18/06/2023 09:35 Wanneroo City SC - 14s ND1 Olympic Kingsway SC - 14s ND1 Wanneroo City Soccer Club - Field 5 (8/9s) Under 14sNorth Division One 0 : 0 Halves 60 5

265643 Round 8 18/06/2023 10:00 Forrestfield United FC - 15s D2 Wanneroo City SC - 15s D2 Crazy Domains Stadium at Hartfield Park - Field 2 Under 15sDivision 2 0 : 0 Halves 70 5

273533 Round 8 18/06/2023 10:00 Wanneroo City (White) - 16 DV4 North Beach SC 16 Div 4 Wanneroo City Soccer Club - Field 2 Under 16sDivision 4 0 : 0 Halves 80 5

273540 Round 8 18/06/2023 10:00 Westnam U16 DV2 Wanneroo City Red - 16 DV2 Shelvock Park - Field 2 Under 16sDivision 2 0 : 0 Halves 80 5

265637 Round 8 18/06/2023 10:40 Wanneroo City SC - 14s ND2 Hamersley United - 14s ND2 Wanneroo City Soccer Club - Field 2 Under 14sNorth Division Two 0 : 0 Halves 60 5

Match Status

- Final result entered and confirmed
- Final result entered and unconfirmed
- Result in dispute

Results Entry

- Final result entered and confirmed