

SQUADI GUIDE REFEREE REGISTRATION

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Access and Login

Required Information

Before beginning this process, make sure you have your Squadi Login Details (if you already have an account), Credit/Debit Card, Blue Card (If applicable) FFA number, and are aware of your Referee accreditation expiry date.

FQ Referee Registration Link: CLICK HERE

Find your FFA number: CLICK HERE

Find your referee qualifications: CLICK HERE

*Note: all directions taken should be using the details of the participant who is intending to register as a referee

First Steps - Logging In

Start by opening the Squadi app on your phone. If you do not have the app, you will need to download it. On your phone go to your app store/play store/equivalent and search 'Squadi'. Once you open the app, select 'Login' in the bottom right-hand corner. You are then given the option to 'Create Account or Register Profile', 'Follow a Team' or 'Log Back In'.





Creating an Account in Squadi

If you do not already have a Squadi account, select 'Create Account or Register Profile'. Squadi will now prompt you to enter your details. Fill out all boxes. Under 'organisation', you will select 'Football Queensland'.

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Registration Process

How To Register

Once you have completed your profile, you should be taken to the Squadi 'Home' screen. If you see a screen showing 'Register your profile', select 'Yes'. If you do not see this screen, click on 'More' in the bottom right corner, then select 'Register profile.'



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You will then begin the registration process. Select the participant who is registering as a referee, and begin to fill out the details on the next page.

All questions with a red asterisk * must be filled out, and a photo MUST be added.



After completing this section, you will be taken to the 'Select competition' page. From here you need to add an 'organisation name'. The organisation name to select is "Football Queensland".





Scroll down, and select, '2024 FQ Referee Registration'. The next page will give you the different registration options. Select the option that relates to you, scroll down and select 'Add Competition and Membership'.

*Note: Payment plans this year will be run through 'Afterpay'. This option will be available upon check out. If you would like to use this option, select your registration package which also has 'Afterpay' in the title.

There is an Administration Fee for payment plan options. Junior = Under 18, Senior = 18+.





Registration Types

On the next page you will need to fill out your personal details, for Junior referees (Under 18) you will be asked to add your school, and parent/guardian details. Add your FFA Number to the 'FA ID' box.

You will also be asked to select your National Referee Accreditation Level (if you completed the Level 4 course, select Level 4, if you completed the Level 3 RPL course, select Level 3), as well as the expiry date.

Referee Accreditation is valid for 4 years and is revalidated by actively being involved as a match official (officiating games, attending training, attending state referee conference), and being deemed competent to referee by Football Queensland. Your expiry date will be 4 years from the date of your course, or 4 years from the date of your last game, training session or referee state conference (if you attended).

You will also be asked to add your Blue Card details. This is only required for Referees who are 18 years of age or over.

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Once done, select 'Add Competition and Membership'.



You will then be prompted to verify all details, accept terms and conditions, and continue.

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Merchandise - Allocations and Purchasing

The next page is the Football Queensland referee merchandise shop.

As a first year referee, your first year kit is included in your registration. Please select your size of shirt, shorts, and socks, add quantity as 1, and ensure you click 'Add to cart'. You may also purchase a FQ Referee Polo.

Returning referees also have the opportunity to buy the new Football Queensland Referee shirts and comms shirts. These can be purchased individually, or as a bundle.

Please note that if you spend over \$140 (not including registration fees or shirt bundle), you are eligble for the FREE FQ Referee Polo. Please select your size and add to cart.

*Note: ALL items do not include postage. Please ensure you select the 'SHIPPING' product to your cart before checking out, or your order will not be processed.



Region Selection

Next you MUST select a region in which you will be refereeing.

If you referee across various regions, please select ALL regions that you regularly referee in.

Select the region which pertains to you, add a quantity (1) and 'Add to cart'. Once you have selected all items, verify your order is correct and select 'Continue'.



First Year Uniform Collection

ALL first year referee kits will be available for pick up at your course, as long as you have registered and selected your sizes 4 days prior to the course (Brisbane) and 10 days prior to the course (other regions).

Pickups from Meakin Park are by APPOINTMENT ONLY, NO WALK-INS WILL RECEIVE THEIR KIT.

Any NEW referee shirts will be delivered via Kappa to your home address attached to your Squadi account, as long as you have also added the 'shipping' product.



The next step is to verify your options and order, and select "Continue". Select your payment option, and follow steps provided to complete your registration.

Once complete you will receive an automated email including invoice of your purchase.

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Setting up bank details in Squadi

Important Information

If you are under 18 - Your Squadi account must be linked to your parents Squadi account. All steps must be completed in the parents Squadi account. Once you have filled out all parent details, you may add the child's bank account to the parents account.

*Note: Squadi uses the third party payment platform 'Stripe'. To add your bank account, Squadi will assist you in setting up a Stripe account for payments. Stripe only allows people over 18 to hold a Stripe account.

First Step - Logging In

- 1. Open the app
- 2. Click on the 3 dots on the bottom right titled 'More' > 'My profile' > 'My full profile'
- 3. Click 'Actions' > 'Upload bank account'

Note: If you cannot see 'Upload Bank Account' please head to the bottom of this document to follow different steps.

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Important Note:

If at any time you see the page on the right – Requesting your ABN details - this issue can only be fixed by Stripe through a manual reset.

We request this reset on a regular basis, however, this is controlled by Stripe and not Football Queensland.

If this is you, please keep an eye on your Squadi notifications that says **"Update your Bank** Account".

Once you receive this notification you will be able to log in and update your bank account details as per this document.

Contact referees@footballqueensland.com.au if you experience any further issues.

Second Step - Entering Details in Stripe

- 1. Add your email address and click continue
- 2. Add your mobile number and click continue. Then, verify your mobile number (you will receive a text with a verification code)
- 3. You will then come to a screen called 'Tell us about your business'
- 4. Select 'Australia' > Then, in 'type of business', select 'Individual / Sole Trader'
- 5. Underneath, select 'I do not have an ABN', then 'Continue'

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Please provide a response.

Tell us more about your

Third Step - Payment Details

- 1. Enter personal details
- 2. In professional details select your industry as **'other entertainment and recreation'** and select continue
- 3. You will then need to add in your bank details (Parents may add their Child's bank account details)
- 4. Continue > Verify your details > Agree and submit.

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Other entertainment and recreation	BSB (Bank Service Branch code)	FQ, Referee fqreferee@footballqueensland.com.au Born on 1 January 2000	
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Important - If you do NOT see the "Upload Bank Account" Option

Starting from your home screen, follow the same steps:

- 1. 'More' > 'My profile' > 'My full profile'
- 2. At this point you will click the 3 dots next to 'Registrations' & 'Activity'
- 3. In the drop down box you will now select 'Payment Methods'
- 4. You will then see 'Referee/Official Payments'
- 5. Under this you will see a Box that says 'Upload Bank Account' click 'Upload Bank Account'
- 6. Return back to Step 2 and follow the upload process

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