



FOOTBALL  
QUEENSLAND

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# PRE-SEASON MATCHES PROCESS

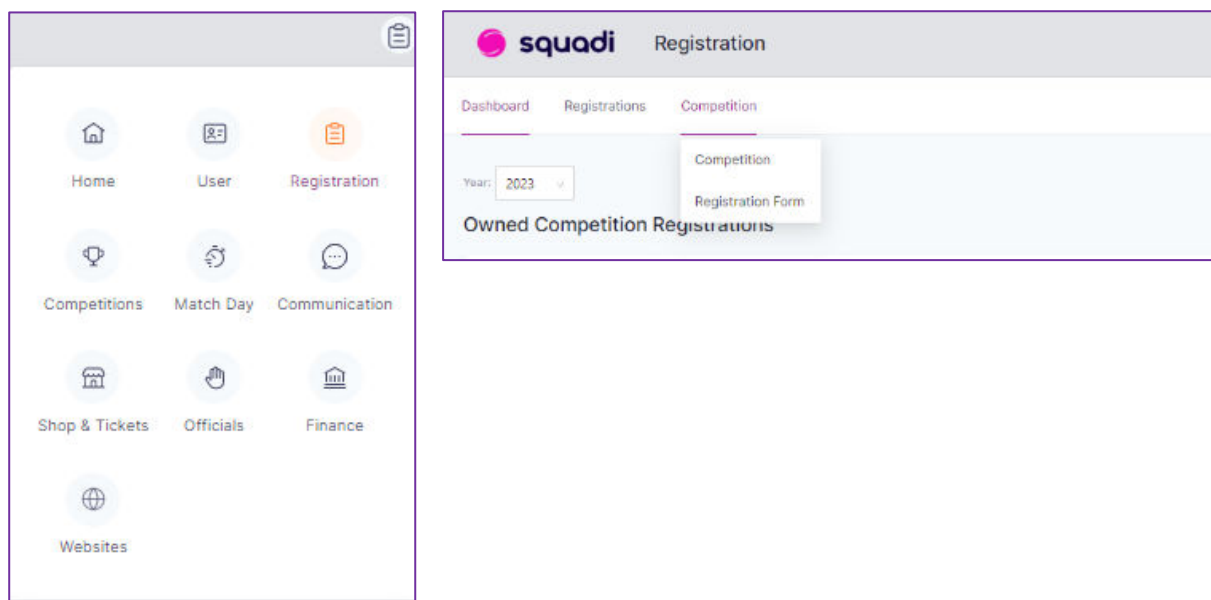
2023/2024

# **Pre-Season Matches & Trials Process – For Clubs & Participants**

## **1. Activating Registration Package in Squadi for Pre-season Matches and Trialists**

The below instructions need completed by clubs before opening up registrations for participants wishing to take part in preseason trials or matches.

Head to the Registration Module – Competition – Registration Form



Find the 2024 Pre-Season Matches & Trials form, and on the three dots on the right, select edit:

Registration Form				
Year: 2023				
Competition Name	Registration Open	Registrations Close	Status	Action
2024 Pre-Season Matches			Draft	...
				Edit

Set your registration dates. We recommend from date of setup to 30 March 2024:

### 2024 Pre-Season Matches & Trials

Competition Registrations close on 31-03-2024

Registration Open ? Registrations Close ?

18-10-2023 30-03-2024

In the Membership Product, select Intent to Trial and Preseason Games and Non Playing Roles:

### Membership Product\*

Intent to Trial and Preseason Games x Non Playing Role x

Once this has been selected, several age groups and competitions will appear. Please select the following membership types and options.

- Non Playing Role: Coach, Manager and Physio – select Publicly Display.
- Intent to Trial and Preseason Games: Junior-Individual-Junior, Junior-Individual-Senior, Senior-Individual-Senior – leave the Public Display ticked.
- Intent to Trial and Preseason Games: Short Term- Individual-Short Term (ITC in Process) - **REMOVE** Public Display Tick. This membership type will be for FQ to process ITC registrations only.

### Non Playing Role

	Membership Type	Registration Type	Registration Age Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input checked="" type="checkbox"/>	Coach	Individual		<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manager	Individual		<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Physio	Individual		<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>

### Intent to Trial and Preseason Games

	Membership Type	Registration Type	Registration Age Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input checked="" type="checkbox"/>	Junior	Individual	Junior	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Junior	Individual	Senior	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Junior	Individual	Short Term (ITC in Process)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Senior	Individual	Junior	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Senior	Individual	Senior	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Senior	Individual	Short Term (ITC in Process)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Short Term	Individual	Junior	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Short Term	Individual	Senior	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Short Term	Individual	Short Term (ITC in Process)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Clubs can add specific information regarding training/trial times and days, the venue and any further special notes to appear on the registration screen for registering participants.

The screenshot shows a registration form with the following sections:

- Training** (checked): A purple checkmark icon followed by the text "Training".
- Training days and Times** (checked): A purple checkmark icon followed by the text "Training days and Times". To the right is a large empty text box with the placeholder text "Training days and Times".
- Training Venue** (checked): A purple checkmark icon followed by the text "Training Venue". Below it are two radio button options: "Select Existing Venue" (selected) and "Specify Alternate Venue". To the right is a dropdown menu with the text "Select".
- Special Note** (checked): A purple checkmark icon followed by the text "Special Note". Below it is a large empty text box with the placeholder text "Write a brief description of the Competition..".

Leave the Invites option to “No Send”

The screenshot shows a section titled "Send invites to" with the following options:

- Invite**: A label above two radio button options.
- Send**: A radio button option that is not selected.
- No Send**: A radio button option that is selected.

Once all complete, select **Open Registrations**.

The screenshot shows a single button with the text "Open Registrations" in white on a purple background.

Once registrations are open go back into the Registration Form (Under Competition > Registration Form). At the top of the screen, two different links will appear to be shared. Select the Public Display link to send to participating players, coaches, managers, and physios.

End User Registration URL (Only Membership Types marked for public display)

<https://registration.squadi.com/userRegistration?organisationId=15c3253a-ba11-4354-b670-07c1f178da27&competitionId=ea3bf0c1-9eee-4f11-a3ab-0ebe28216830>

**At no time should the hidden membership link be sent to participants. This link is for FQ use only in the processing of ITC registrations.**

Participants can now register to trial or participate in preseason matches.

## 2. Player Registration

Players with the link to your club's registration form will be able to register directly to the package.

Players registered in the 2023 season will be able to log in with their profile used for the 2023 season. **Please avoid creating a new profile, as this will create an unwanted duplicate.**

Players registering for the first time will need to create a Squadi profile and complete the registration questions.

Players will select the Intent to Trial and Preseason Game Product. Dependant on their age, this will be the Junior or Senior product.

# Football Club Inc

Football Queensland - 2024 Pre-Season Matches & Trials

[Find Another Competition](#)

 Reg. Open    Reg. Close  
**06/11/2023 - 30/03/2024**

## Membership Details

Membership Product you are registering Individual to\*

- Non Playing Role - Coach     Non Playing Role - Manager     Non Playing Role - Physio  
 Intent to Trial and Preseason Games - Senior

Registration Age Groups\*

Senior



Down the bottom, click add competition and membership.

**ADD COMPETITION AND MEMBERSHIP**



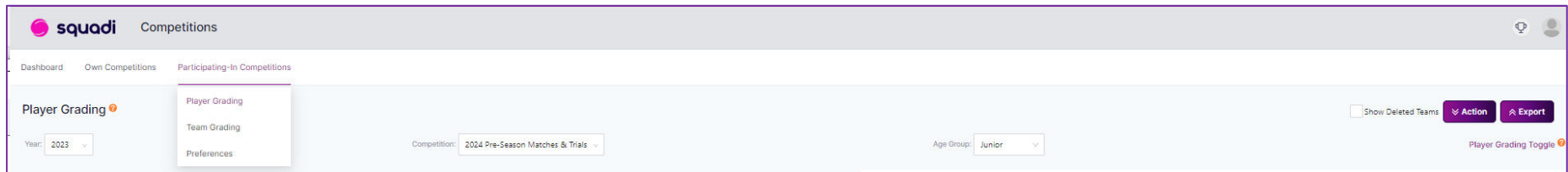
Complete the rest of the registration form, and since there is **no registration cost**, complete the payment of \$0.00 to finalise the registration. If an ITC is required players will need to follow the ITC process and can contact [ITC@footballqueensland.com.au](mailto:ITC@footballqueensland.com.au)

### 3. Preseason Matches – Moving Players to the team list so they can be added to team sheets

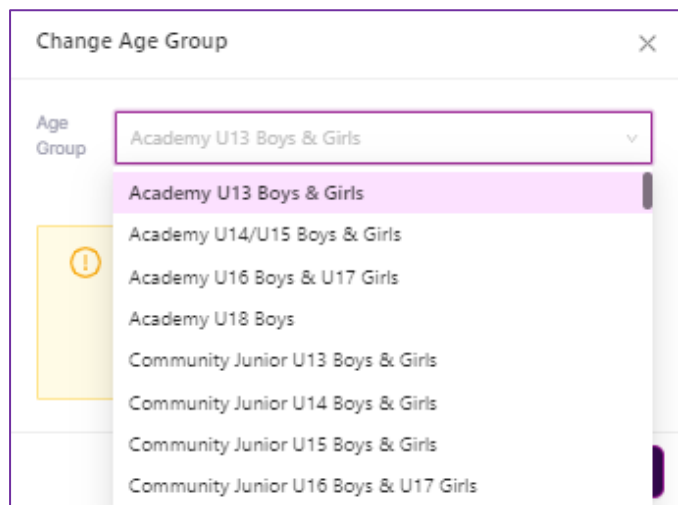
Football Queensland will create your teams for you once sanction requests are approved. The teams will be created in the highest division competing in the match. Confirmation of this will be sent to both clubs via email with the match details.

To assign players to teams, in the competition's module go to participating in competitions player grading. Players will now appear in unassigned under the 2024 Preseason Matches & Trials Junior or Senior age groups.

Players will need to be selected and moved into their respective teams. This can be done by selecting the tick box next to the players name and hovering over “Action” and selecting “Change Division”. Note: multiple players in the same team can be ticked and moved at the same time.



From here, select the age group in which the player/s will be trialling/playing for:



Now select the age group where you have just moved players, they will appear in unassigned. Just like you would have done for the 2023 season, move the players into their respective teams, and they will be available in Match Day to be selected on the team sheet once the match has been created by FQ.

**Notes:**

- Clubs must add coaches and managers to their pre-season teams, or anyone else who would be in the technical area, just like a regular season fixture.
- Team sheet submission remains the same, 15 minutes before kick-off.
- Players are ineligible to play if they have not registered to the Intent to Trial and Preseason Games product, and they must be registered under this product to be covered under insurance.