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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](#)

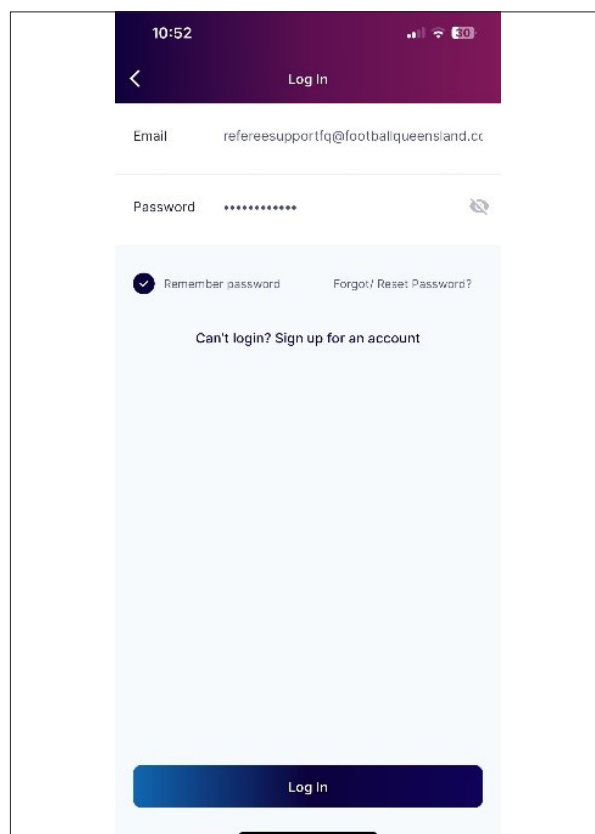
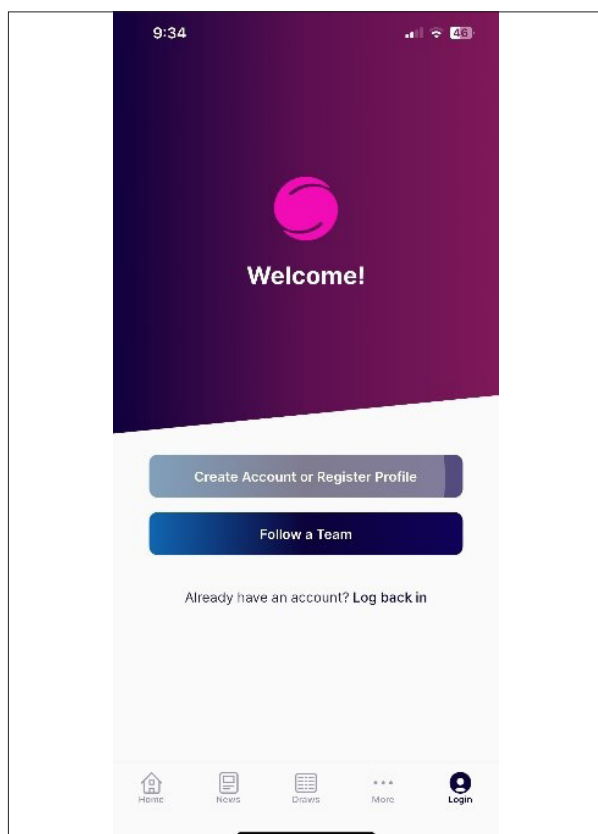
Find your FFA number: [CLICK HERE](#)

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'.

9:34

Create Account or Register Profile

Profile picture placeholder (+)

Email Enter...

Password Enter...

Re-type Password Enter...

At least 8 characters

First Name Enter...

Last Name Enter...

Gender Select...

Organisation(s) (+)

Select an Organisation

9:36

Create Account or Register Profile

Football Queensland logo

Email esupportfq@footballqueensland.com.au

Password [redacted]

Re-type Password [redacted]

At least 8 characters

First Name Referee

Last Name Support

Gender Male

Organisation(s) (+)

Football Queensland x

10:45

Create Account or Register Profile

At least 8 characters

First Name Referee

Last Name Support

Gender Male

A user with that email address already exists.

Ok

Mobile 0466517520

This is used to identify you

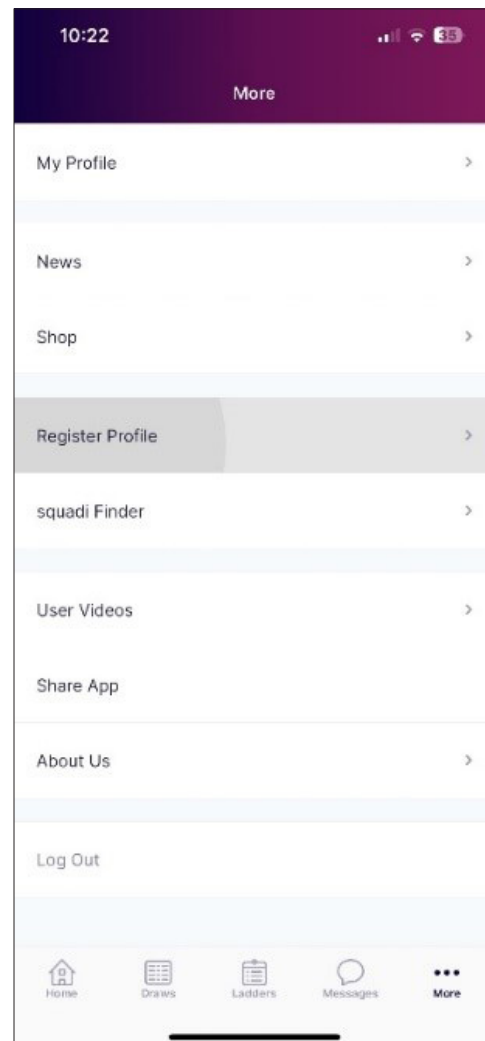
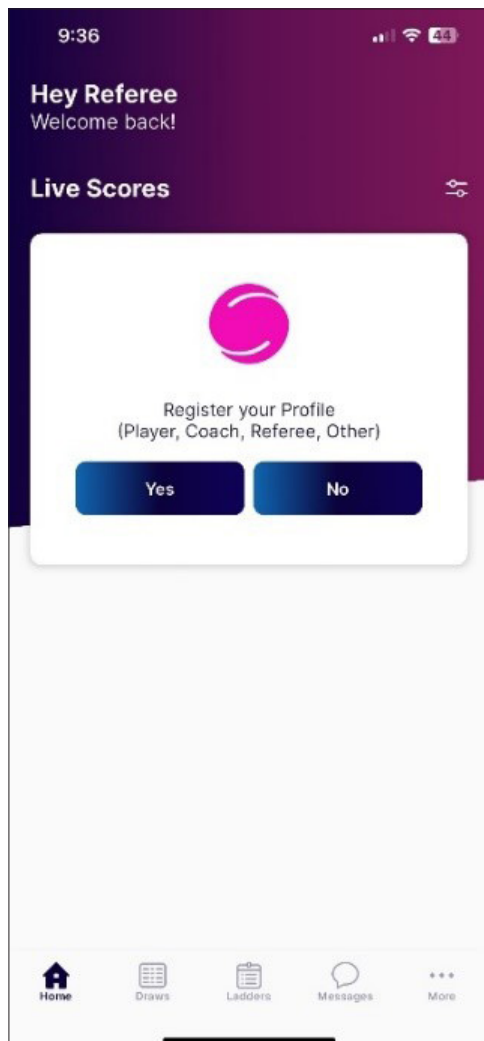
Would you like to receive special offers from our

NOTE: If you see this screen whilst creating a profile, you already have a Squadi account. Please click back and select the 'LOG BACK IN' option. You can reset password if needed.

Registration Process

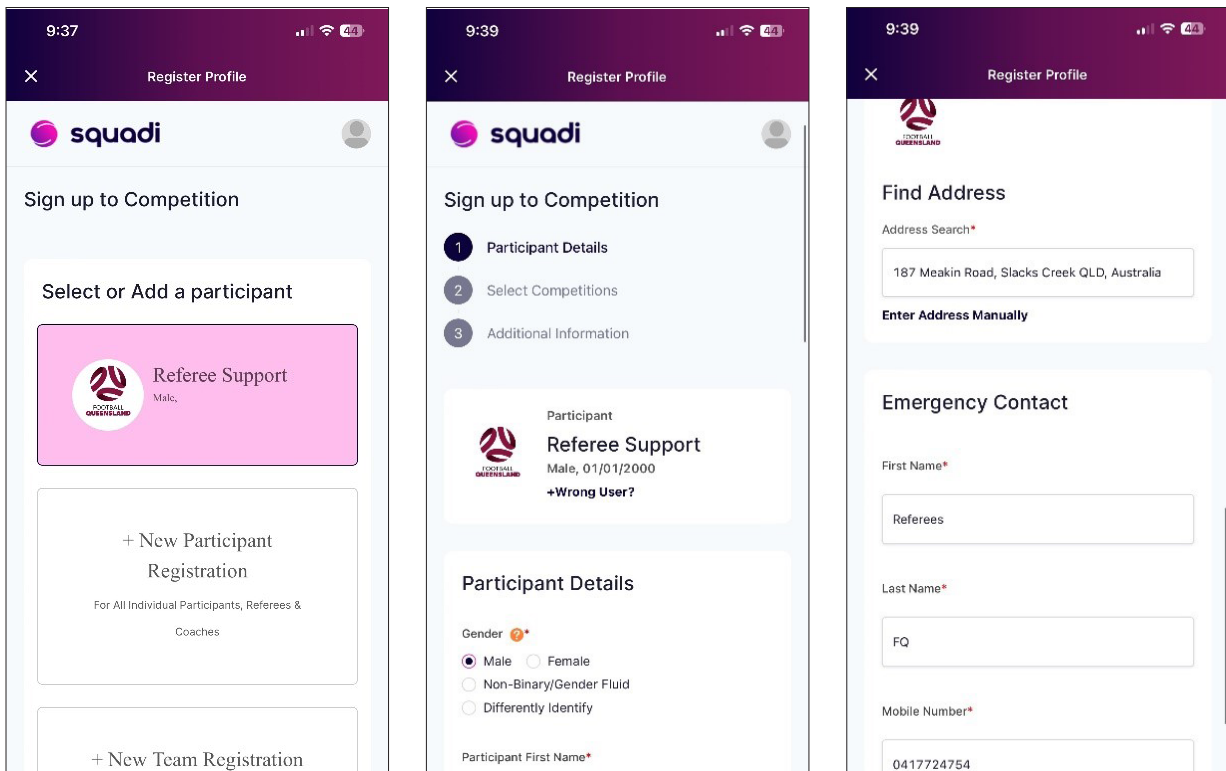
How To Register

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.'

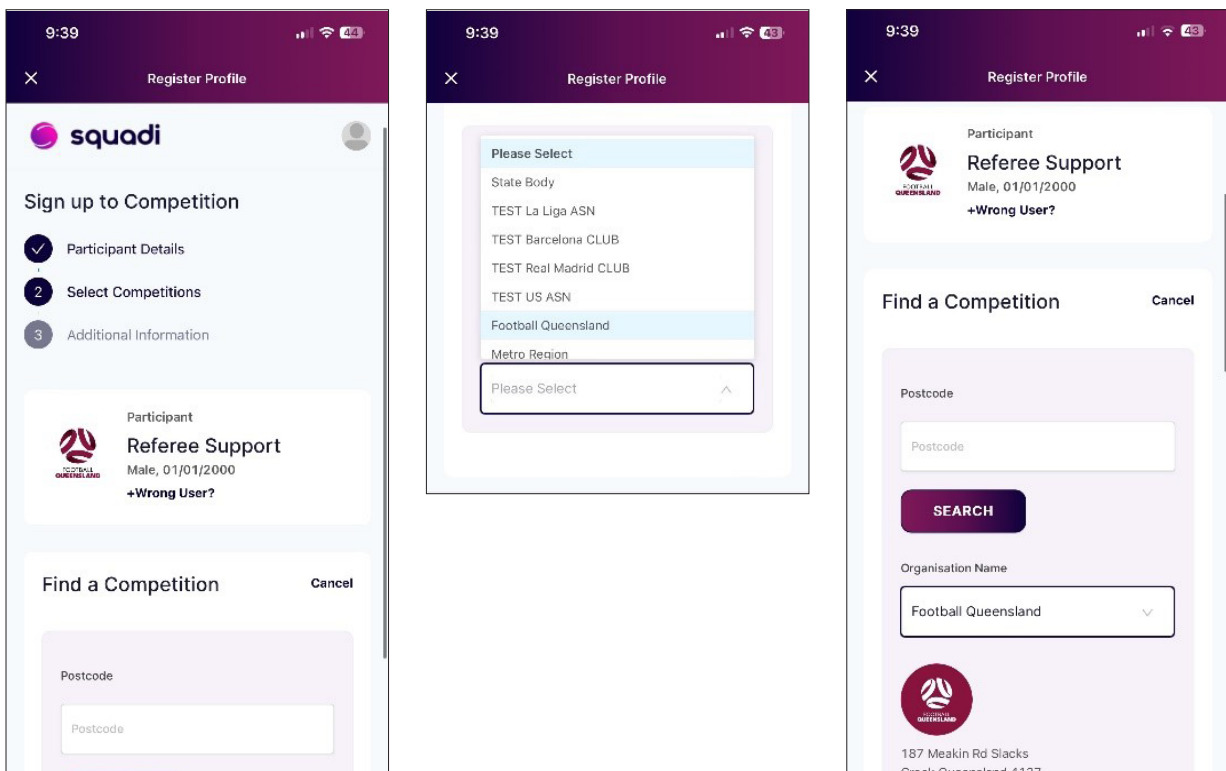


You will then begin the registration process. Select the participant who is registering as a referee, and begin to fill out the details on the next page.

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



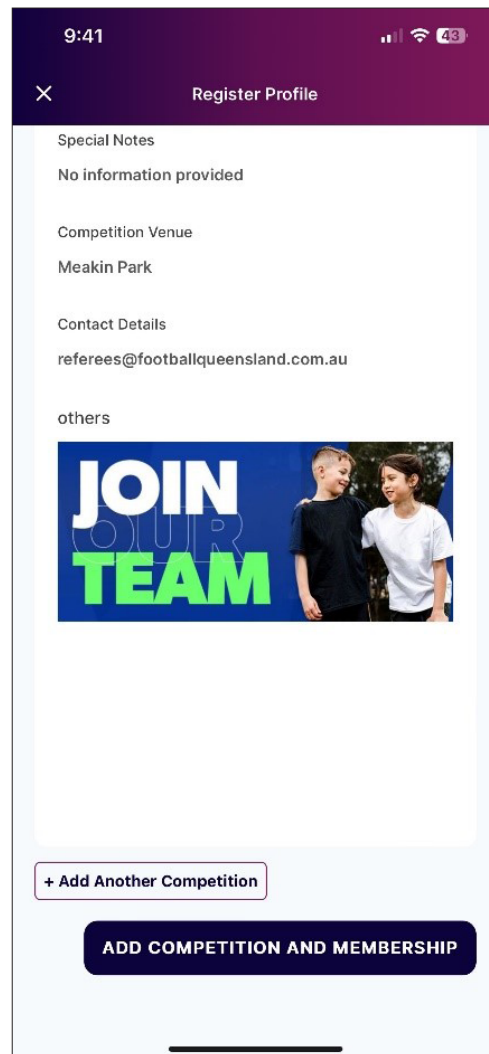
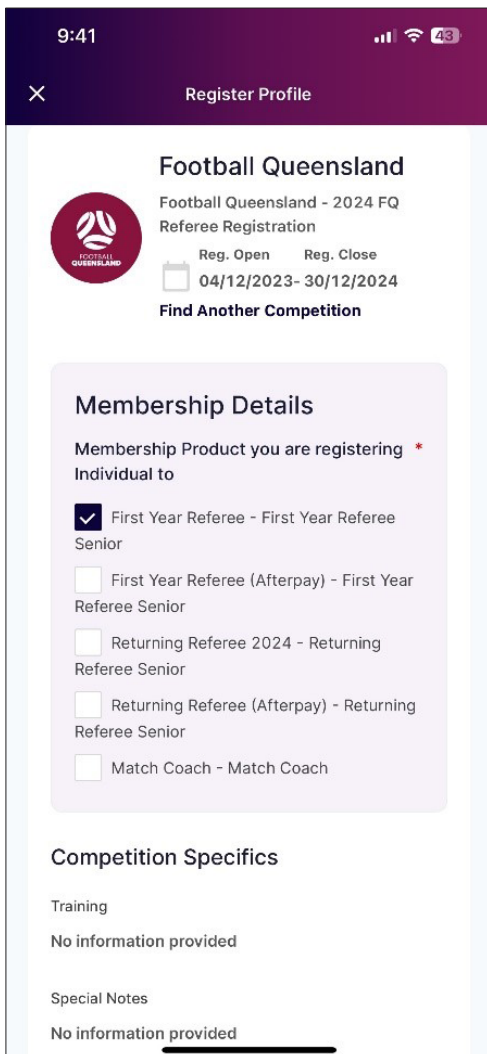
After completing this section, you will be taken to the 'Select competition' page. From here you need to add an 'organisation name'. The organisation name to select is "Football Queensland".



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.

Once done, select 'Add Competition and Membership'.

9:41

Register Profile

Additional Personal Information

What is your FA ID?

External ID

Do you identify as being of Aboriginal or Torres Strait Islander origin? *

Not Applicable Aboriginal
 Torres Strait Islander

In which country were you born? *

Australia

What is your nationality? *

Select

Are you from a culturally and/or linguistically diverse community?

Yes No

Are there any languages other than English spoken at home?

Yes No

Do you have an intellectual disability or a physical *

9:42

Register Profile

6

What is your National Referee Accreditation level? *

No Accreditation
 Level 1
 Level 2
 Level 3
 Level 4

Expiry Date

13-01-2026

Have you completed the prerequisites for a training Referee? *

Yes No

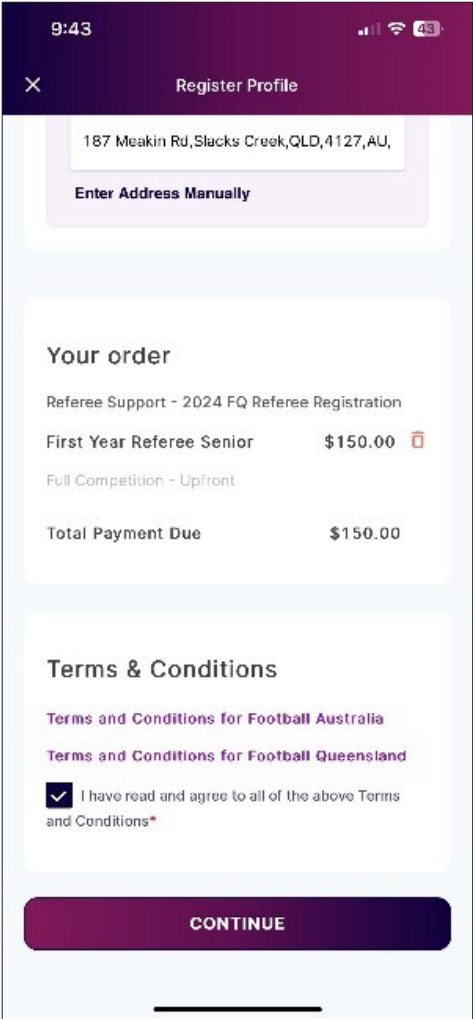
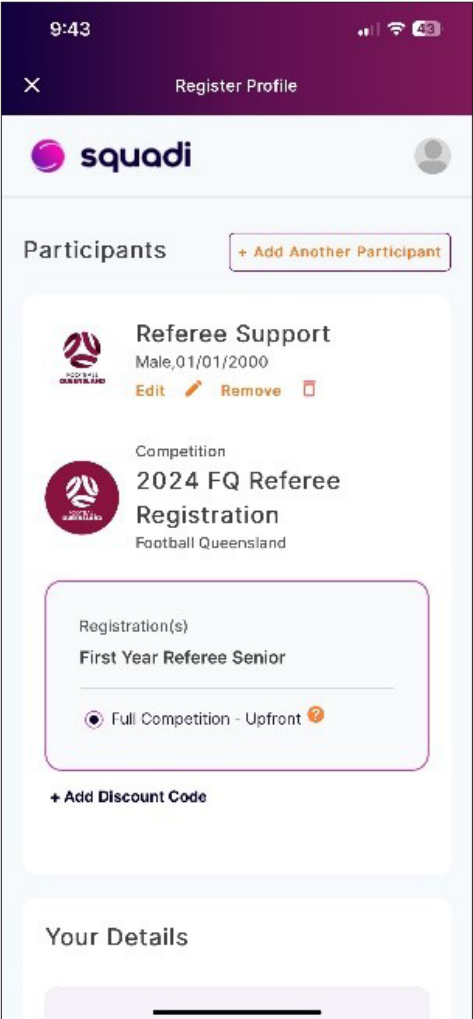
What is your Working with Children Check Number or BlueCard Number? You are required to have a Working with Children Check Number or BlueCard. If you don't you will need to apply for one.

Children Check Number

Expiry Date

ADD COMPETITION AND MEMBERSHIP

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



Merchandise - Allocations and Purchasing

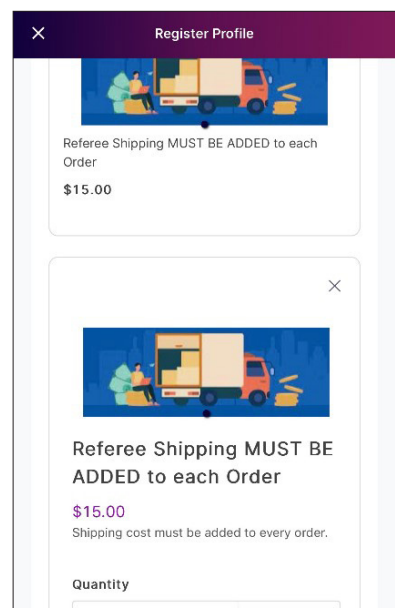
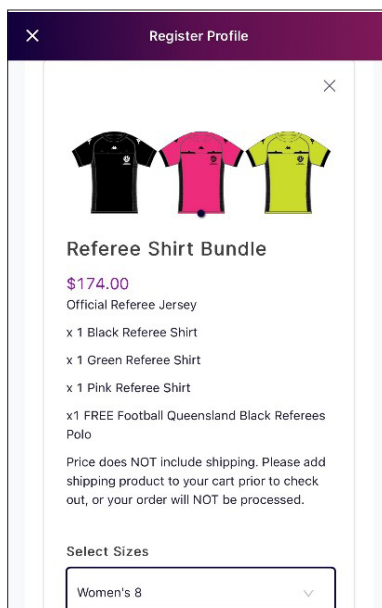
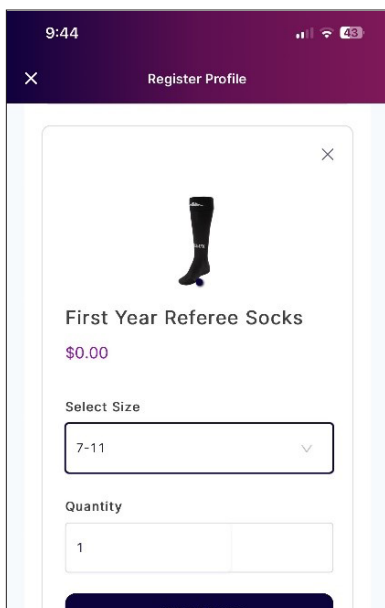
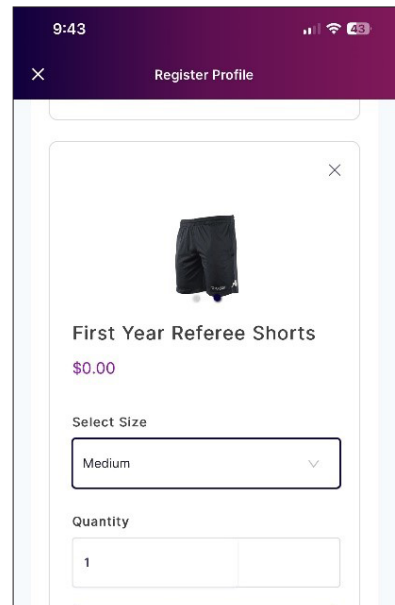
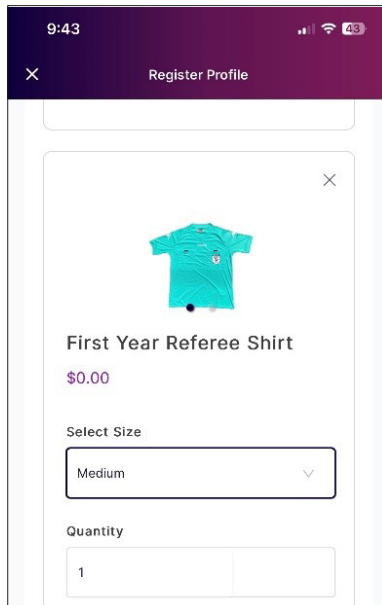
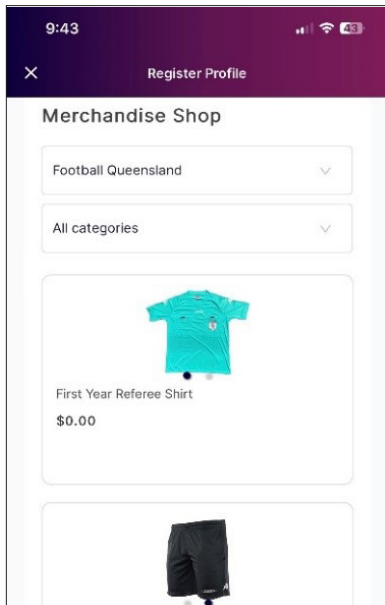
The next page is the Football Queensland referee merchandise shop.

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 eligible 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.**

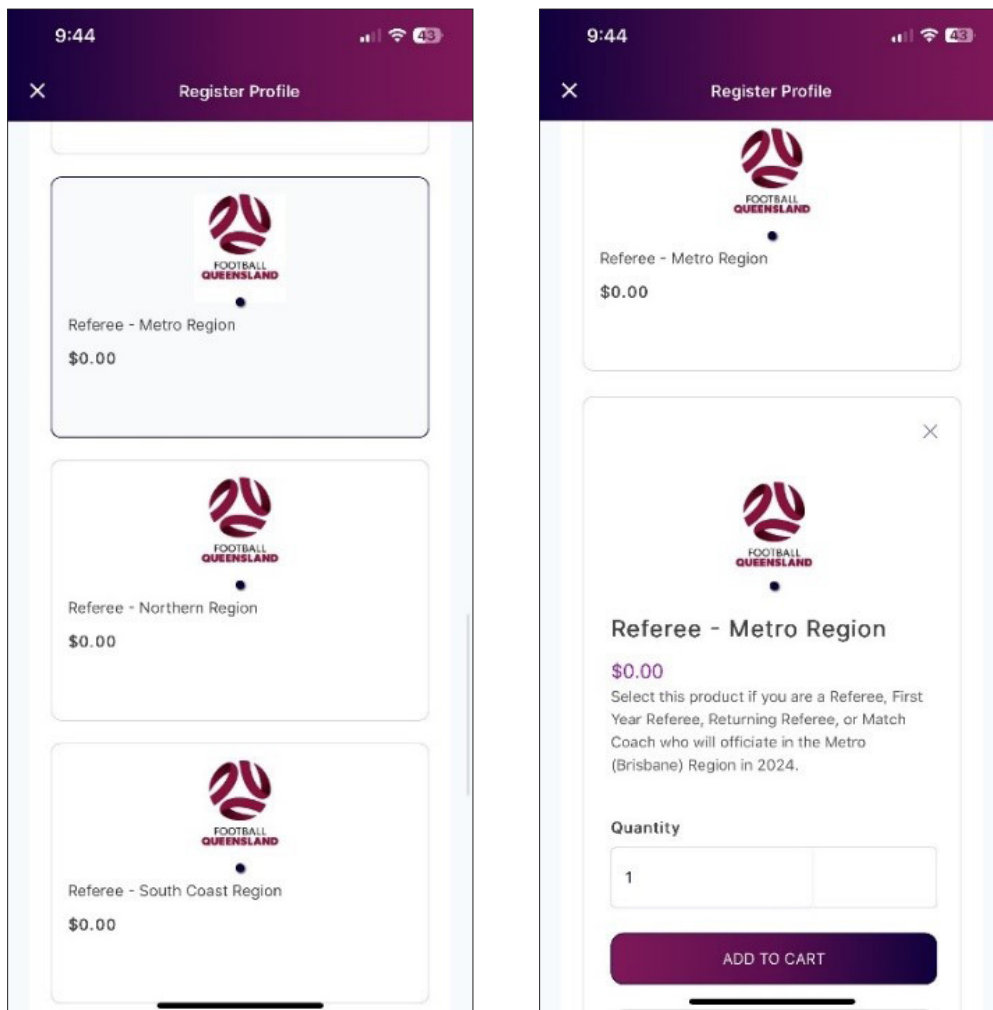


Region Selection

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

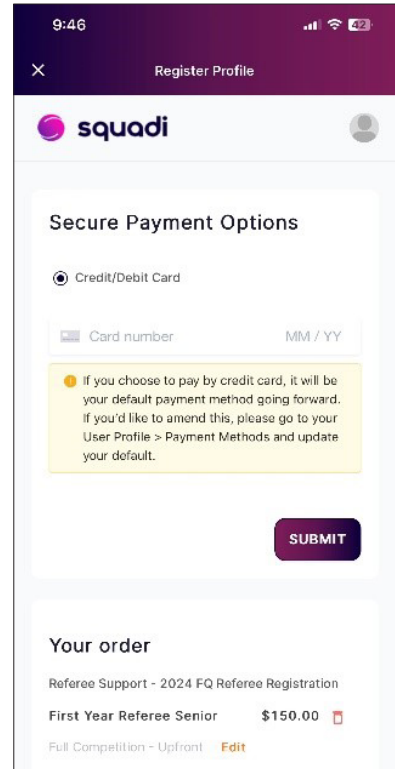
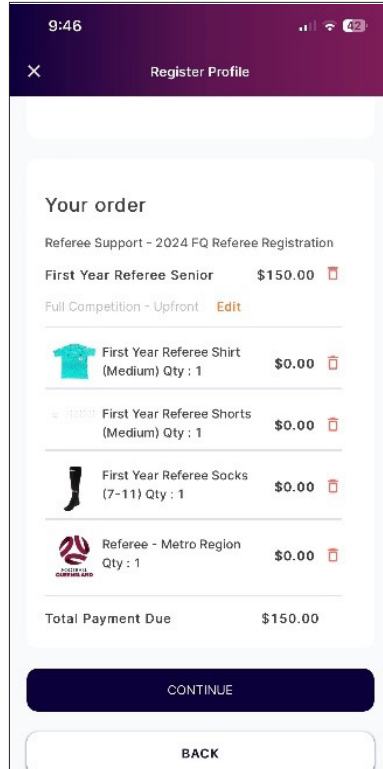
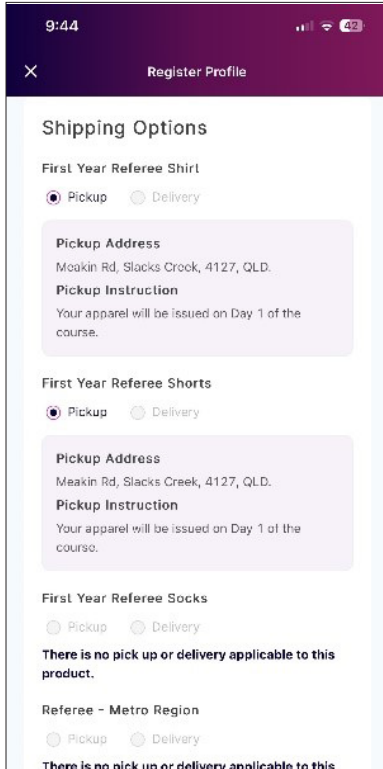
ALL first year referee kits will be available for pick up at your course, as long as you have registered and selected your sizes 4 days prior to the course (Brisbane) and 10 days prior to the course (other regions).

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.



Setting up bank details in Squadi

Important Information

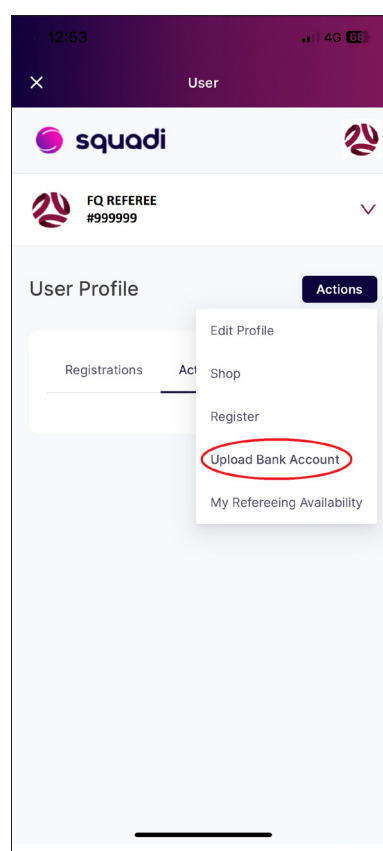
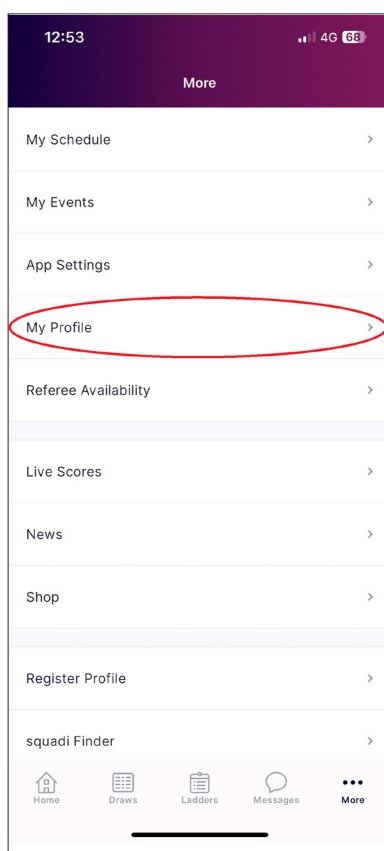
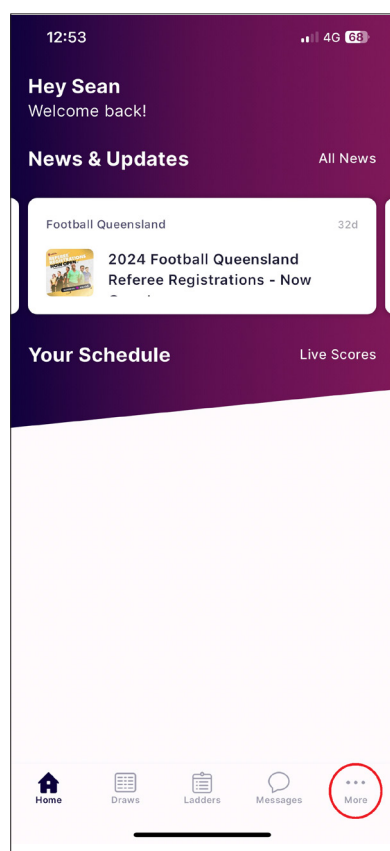
If you are under 18 - Your Squadi account must be linked to your parents Squadi account. All steps must be completed in the parents Squadi account. Once you have filled out all parent details, you may add the child's bank account to the parents account.

**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.



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.

Tell us more about your business

Stripe collects this information to better serve your business and help meet the requirements of regulators, financial partners, and our [Services Agreement](#).

Legal business name

Company Pty Ltd

The name you provide must exactly match the name associated with your tax ID.

⚠ Please enter a legal business name.

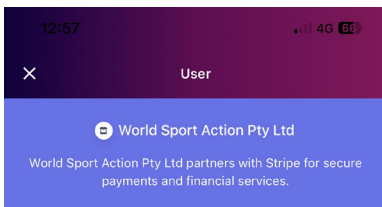
Australian business number (ABN)

00 111 222 333

⚠ Please provide a response.

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'



Get paid by World Sport Action Pty Ltd

Fill out a few details so you can start getting paid.

Email

freferee@footballqueensland.com.au

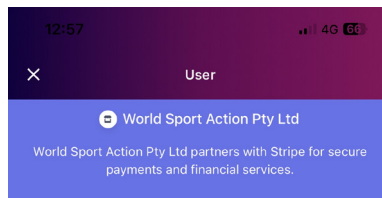
Mobile number

AU +61 400 000 000

We'll text this number to verify your account. Message and data rates may apply. By continuing, you agree to our [Terms of Service](#) and [Privacy Policy](#).

Continue →

This site is protected by reCAPTCHA and hCaptcha. The Google Privacy Policy and Terms of Service, as well as the hCaptcha Privacy Policy and Terms of Service, apply.



Enter the verification code we sent to your number ending in **••00**



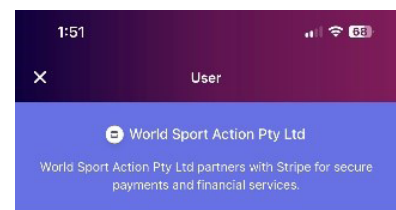
3 2 3 - 9 7 2

Resend code

I no longer have access to this phone number

This site is protected by reCAPTCHA and hCaptcha. The Google Privacy Policy and Terms of Service, as well as the hCaptcha Privacy Policy and Terms of Service, apply.

stripe
Contact
Terms
Privacy



Tell us about your business

Country

Australia

Please select the country where you or your business will legally operate.

Type of business

Individual / Sole Trader

Business structure

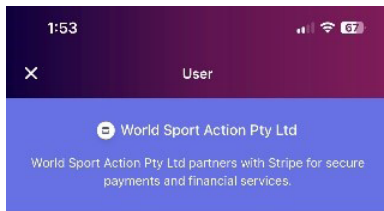
I have an Australian business number (ABN)

I do not have an ABN

Continue →

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.



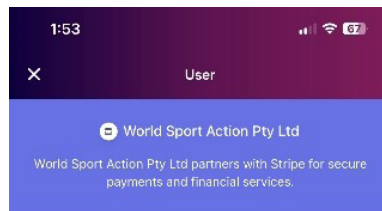
Professional details

Tell us a few details about how you earn money with World Sport Action Pty Ltd.

Industry

Product description

In a sentence or two, tell us what products or services you provide, and when you charge your customers (such as during checkout or three days later). This helps us understand your business and process your application quickly. If you have a website, provide your business website instead.



Select an account for payouts

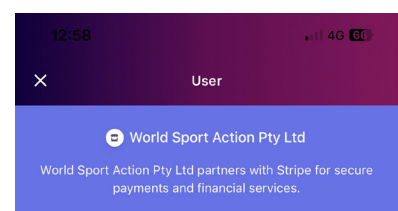
Earnings that you receive on Stripe will be sent to this account.

BSB (Bank Service Branch code)

Account number

Confirm account number

I agree to this Direct Debit Request and the Direct Debit Request Service Agreement, and authorise Stripe Payments Australia Pty Ltd (ACN 160 180 343, Direct Debit User ID number 507156, 'Stripe') to debit my account through the Bank Electronic Clearing System (BECS) in the event that the net activity in my Stripe account on any day is negative or for any other reason relating to the Stripe Services. I certify that I am either an account holder or an authorised signatory on the account listed above.



Let's review your details

You're almost ready to get started with World Sport Action Pty Ltd. Take a moment to review and confirm your information.

PERSONAL DETAILS

FQ Referee
freferee@footballqueensland.com.au
Born on 3 January 2000
187 Meakin Road
Slacks Creek QLD 4127 AU

Other information provided
ID document, Phone

PAYOUT ACCOUNTS

BQL AUD ✓
123456 **** 0000

By confirming, you agree that the information provided is accurate to the best of your knowledge.



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

