



HOW TO REGISTER AS A MATCH OFFICIAL

2025 Season Guide

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Pre-Registration Information

Please note that all screenshots in this document are from a Web Browser. If you are using the Squadi app your experience might differ slightly.

Before you register for the 2025 season in the Squadi Registration Portal you will need to get some information that is required to complete the process:

Blue Card

If you are Over 18, and a Referee, you must have a Blue Card.

To register as a Match Official, you will need your:

- Card Number
- Expiry Date

Both of these can be found on the front of your Blue Card.

In some cases, Squadi might remember your Card Number from last year's registration.

FA Identification Number

You can find your Referee Accreditation on eTrainU: www.learn.footballaustralia.com.au

Username > fa.XXXXXXX

In some cases, Squadi might remember your FA number from last year's registration.

Referee Accreditation Expiry Date

You can find your Referee Accreditation on eTrainU: www.learn.footballaustralia.com.au

Your Accreditation Expiry Date is four years from the date you sat and passed the in-person course.

Log in as a learner > Select Home > Scroll Down to Member Federation on the main page > Select "View" on the applicable Accreditation > Find the Licence Expiry Date

Credit/Debit Card

If you are choosing to pay upfront for your registration, then please also have your preferred payment method available.

You can also complete your registration using After Pay for the 2025 season.

If you make an error during Registration

Please note that throughout this process if you have moved onto the next screen, and realise you need to make a change to your Registration, then you will need to start from the beginning again.

Registration Links

On the Squadi Registration Portal each cohort of Match Official will need to register using a different link.

Pay In Full Link

Please use the link below if you want to Pay in Full when you register:

<https://registration.squadi.com/userRegistration?organisationId=74f39f3a-6e73-48a8-b837-705aba4c4512&competitionId=91de3c74-9afb-44ee-aca1-5ba5bf283a0e>

After Pay Link

Please use the link below if you want to use after pay when you register:

<https://registration.squadi.com/userRegistration?organisationId=74f39f3a-6e73-48a8-b837-705aba4c4512&competitionId=6f6b2153-6d9a-49a0-bb67-6c65f2523ad2>

Both registration links are applicable for the following roles:

- Returning Referee Junior
- Returning Referee Senior

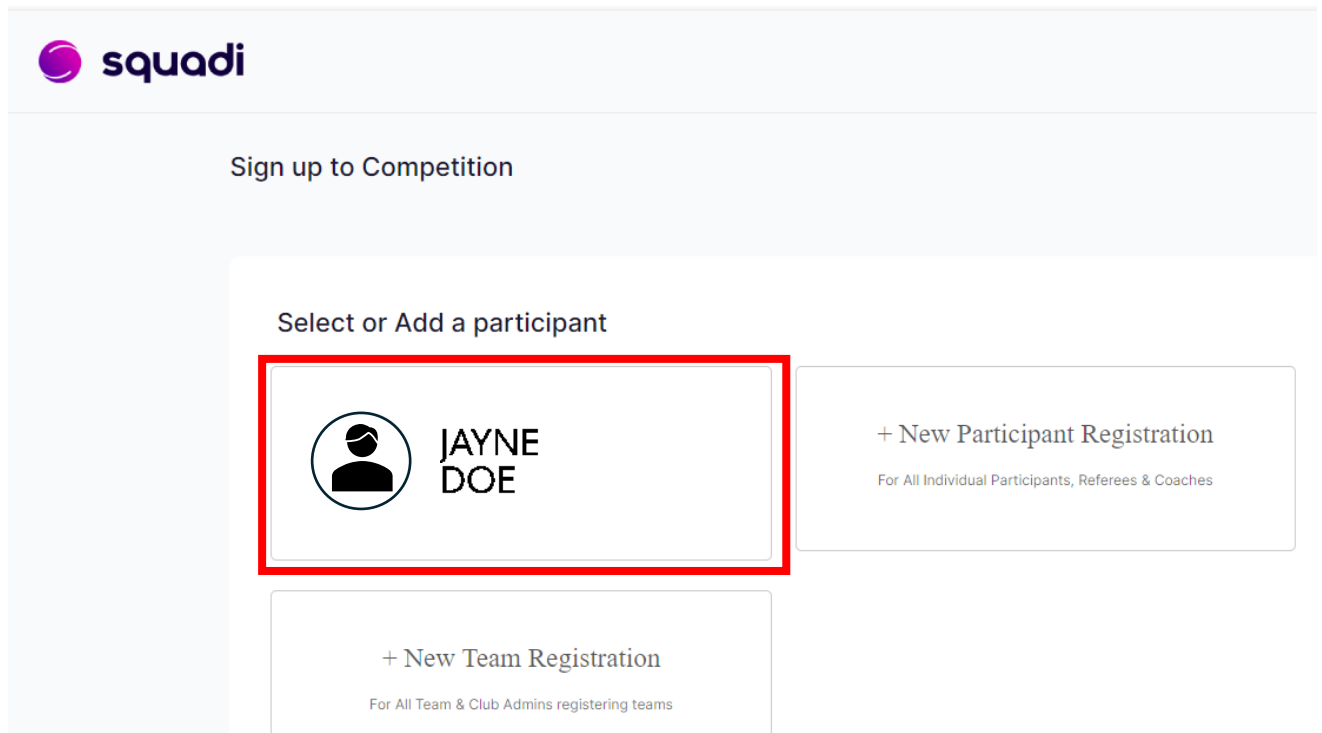
If you are registering as a Match Day Coach only, you need to register using the Pay In Full link.

Please note you cannot pay using after pay for the following:

- First Year Referee Junior
- First Year Referee Senior
- Match Day Coach

Selecting Participant

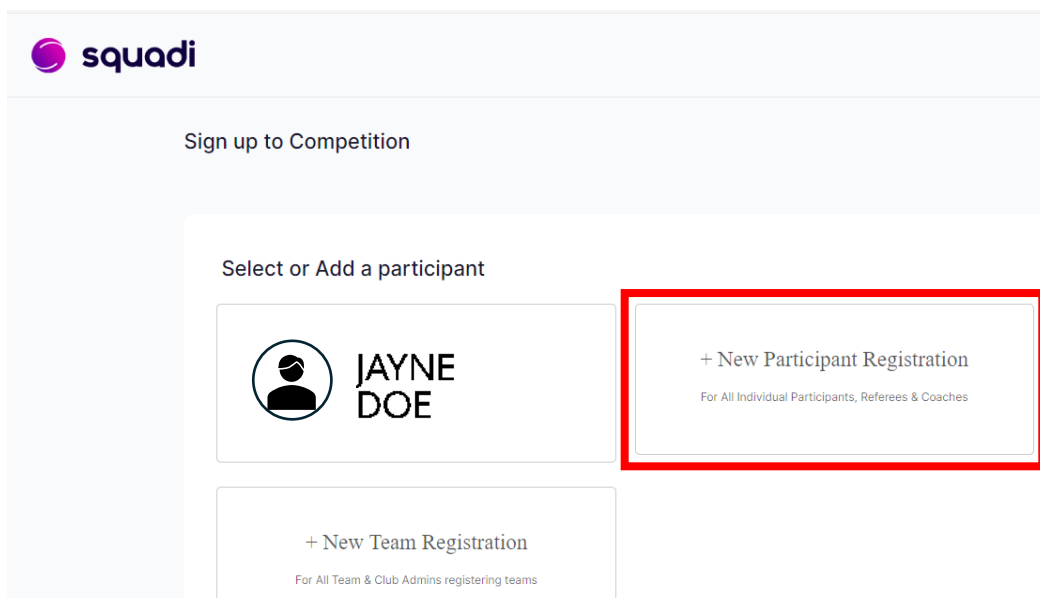
If you have chosen the Advanced League option or either Returning Match Official option, you will then need to select the box with your details already populated:



The screenshot shows the Squadi logo at the top left. Below it is the heading "Sign up to Competition". Underneath is a section titled "Select or Add a participant". This section contains three cards:

- A card for "JAYNE DOE" with a person icon, which is highlighted with a red border.
- A card titled "+ New Participant Registration" with the subtitle "For All Individual Participants, Referees & Coaches".
- A card titled "+ New Team Registration" with the subtitle "For All Team & Club Admins registering teams".

If you have chosen either of the First Year Match Official options, then please select the "+ New Participant Registration" option:



The screenshot shows the Squadi logo at the top left. Below it is the heading "Sign up to Competition". Underneath is a section titled "Select or Add a participant". This section contains three cards:

- A card for "JAYNE DOE" with a person icon.
- A card titled "+ New Participant Registration" with the subtitle "For All Individual Participants, Referees & Coaches", which is highlighted with a red border.
- A card titled "+ New Team Registration" with the subtitle "For All Team & Club Admins registering teams".

Participant Details


On the next page please ensure that all of your personal details are correct.

Please note that you must enter:


- First Name
- Last Name
- DOB
- Contact Mobile
- Contact Email
- Photo (must be a clear Passport style picture)
- Full Address including Apartment or Unit Number if applicable
- Emergency Contact Information

Sign up to Competition

1 Participant Details 2 Select Competitions 3 Additional Information

 JAYNE DOE +Wrong User?

Participant Details

Gender 

Male Female Non-Binary/Gender Fluid Differently Identify

Participant First Name*


Alternative or Middle Name

Participant Last Name*

Date of Birth*

Contact Mobile*

Contact Email*

Photo* 

Address

Once you have filled out your Emergency Contact details as well, please press NEXT.

Select Competitions

You now need to choose the Competition you are registering to.


If you have Registered on Squadi in previous years this will be pre-populated.

If this is the first time you are registering on Squadi you will need to search for "Football Queensland".

Postcode

SEARCH

Organisation Name



187 Meakin Rd Stacks
Creek Queensland 4127

0732082677

2024 FQ Coach Registration Football Queensland Reg. Open Reg. Close <input type="checkbox"/> 19/01/2024 - 30/11/2024	Futsal Referee Football Queensland Reg. Open Reg. Close <input type="checkbox"/> 09/07/2024 - 30/12/2024
2025 FQ Referee Registration Football Queensland Reg. Open Reg. Close <input type="checkbox"/> 27/09/2024 - 30/06/2025	2025 FQ Referee Registration - AfterPay Football Queensland Reg. Open Reg. Close <input type="checkbox"/> 27/09/2024 - 30/06/2025

Prev 1 Next

Membership Details

On the Membership Details screen you will need to choose the Membership Product that is applicable to you. You will only see the Membership Detail that is relevant to your age.

- First Year Referee – Junior
- First Year Referee – Senior
- Returning Referee – Junior
- Returning Referee – Senior
- Match Day Coach (*this is to be used if you are a Match Day Coach **only***)

Please note if you are a Referee and a Match Day Coach, you can select both options at once.

Participant Details 2 Select Competitions 3 Additional Information

JAYNE DOE [+ Wrong User?](#)

Football Queensland
Football Queensland - 2025 FQ Referee Registration
Reg. Open: 27/09/2024 - 30/06/2025
Reg. Close: [Find Another Competition](#)

Membership Details
Membership Product you are registering Individual to*

First Year Referee - Senior Returning Referee - Senior Match Coach - Senior

Competition Specifics

Training
No information provided

Special Notes
No information provided

Competition Venue
Meakin Park

Contact Details
No information provided

[+ Add Another Competition](#)

[ADD COMPETITION AND MEMBERSHIP](#)

Once you have selected the right options please click “ADD COMPETITION AND MEMBERSHIP”

Additional Personal Information

On this screen, please ensure that all relevant information is filled out.

This is where you will need:

- FA ID (this might be pre-populated if you have registered in previous years)
- Referee Accreditation information
- Blue Card Registration information

When asked “Have you completed the prerequisites for a training Referee please select:

- Yes

The screenshot shows a registration form titled "Additional Personal Information". The form contains the following fields and options:

- What is your FA ID?**: Text input field containing "11305176".
- Do you identify as being of Aboriginal or Torres Strait Islander origin?**: Radio buttons for "Not Applicable" (selected), "Aboriginal", and "Torres Strait Islander".
- In which country were you born?**: Dropdown menu showing "United Kingdom".
- What is your nationality?**: Dropdown menu showing "British".
- Are you from a culturally and/or linguistically diverse community?**: Radio buttons for "Yes" and "No" (selected).
- Are there any languages other than English spoken at home?**: Radio buttons for "Yes" and "No" (selected).
- Do you have an intellectual disability or a physical impairment?**: Radio buttons for "Yes" and "No" (selected).
- How did you hear about this Competition?**: Radio buttons for "Facebook", "Instagram", "Google", "Website", "A friend or family member referred me", "Returning Member" (selected), and "Other".
- How many years have you played Football?**: Dropdown menu showing "10+".
- What is your National Referee Accreditation level?**: Radio buttons for "No Accreditation", "Level 1", "Level 2" (selected), "Level 3", and "Level 4".
- Expiry Date**: Text input field containing "31-12-2027".
- Have you completed the prerequisites for a training Referee?**: Radio buttons for "Yes" (selected) and "No".
- What is your Working with Children Check Number or BlueCard Number?**: Text input field containing "J034186/1".
- 00-0000-0000**: Text input field for a secondary ID number.

A red box highlights the "ADD COMPETITION AND MEMBERSHIP" button at the bottom right of the form.

Once you have selected the right options please click “ADD COMPETITION AND MEMBERSHIP”

Participants

On this screen, please ensure that you double check all details are correct.

Please also check that the order amount is correct.

Before you press "Continue" please select the box:

- "I have read and agree to all of the above Terms and Conditions*"

Participants • Add Another Participant

JAYNE DOE Edit Remove

Competition
2025 FQ Referee Registration
Football Queensland

Registrations
Senior

Full Competition - Upfront

• Add Discount Code

Your order

Christine Duchenall - 2025 FQ Referee Registration	
Senior	\$100.00
Full Competition - Upfront	
Total Payment Due	\$100.00

Terms & Conditions

Terms and Conditions for Football Australia
Terms and Conditions for Football Queensland

I have read and agree to all of the above Terms and Conditions*

CONTINUE

Your Details

Select from Participant and Parent Details

First Name*	Last Name*
Jayne	Doe
Phone*	Email*
0421227480 0401234567	newreferee@footballqueensland.com.au

18 Cesswell St, Toowong QLD 4173 Australia
Meakin Park

Once everything is correct, please press "Continue".

Merchandise Shop

Please note that for the 2025 season, **all Returning Junior and Senior Referees will be required to wear the New Kappa Kit** as well as **Black FQ Referee Polo shirts** which were released during the 2024 season.

The Squadi Shop will ONLY be open for purchasing with your registration until Thursday 30th October 2024. This is to ensure a November delivery to you all.

After this date, you won't be able to order new kit until 2025.

If you are First Year Referee you will still be required to wear your Teal Kappa Kit which you will receive when you do your in-person course.

You will now see the following items in the Shop (*the shop has two pages*):

- 2025 Referee Shipping
- Referee Shirt Bundle
- FQ Referee Home Region
- FQ Referee Additional Region(s)
- Free Black Polo Shirt
- Shirt – Referee Individual (Black, Pink and Yellow)
- Shirt – Referee Polo (Black)
- Shorts
- Football Queensland Convention Ticket Options

Your Cart will automatically be populated with Merchandise relevant to your Registration:

- 2025 Referee Shipping
- Referee Shirt Bundle(s) or Individual Shirt Options
- FQ Referee Home Region
- First Year Kit Options

Feel free to select your required Merchandise and add it to your Cart.

Merchandise Cart

You can see all items in your Cart at any time when you are in the shop. Some items are automatically placed there at the point of registration and you will need to remove your items.

Removing Mandatory Items from Your Cart

If you wish to remove any items from your Cart, you will need to select the Orange Pencil Icon.



A pop-up box will then appear, and you will need to choose from the product menu:

- “Do not wish to purchase at this time”

This can be found at the bottom of each product menu

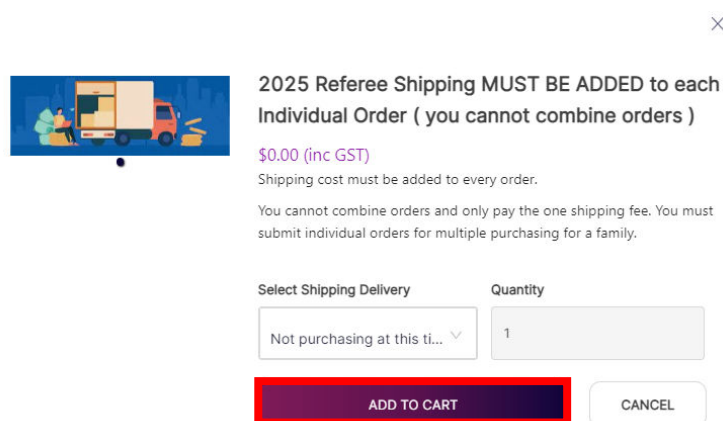
2025 Referee Shipping

This must be used for all Merchandise purchases and is automatically added to your cart.

There are two options for 2025 Referee Shipping:

1. Shipping for Home Delivery
2. Not purchasing at this time

If you do not need to purchase delivery, please select the second option, then press “Add To Cart”.



The product will then remain in your Cart but be at \$0.00.

FQ Referee Home Region 2025

Another item you will see in your Cart is the FQ Referee Home Region.

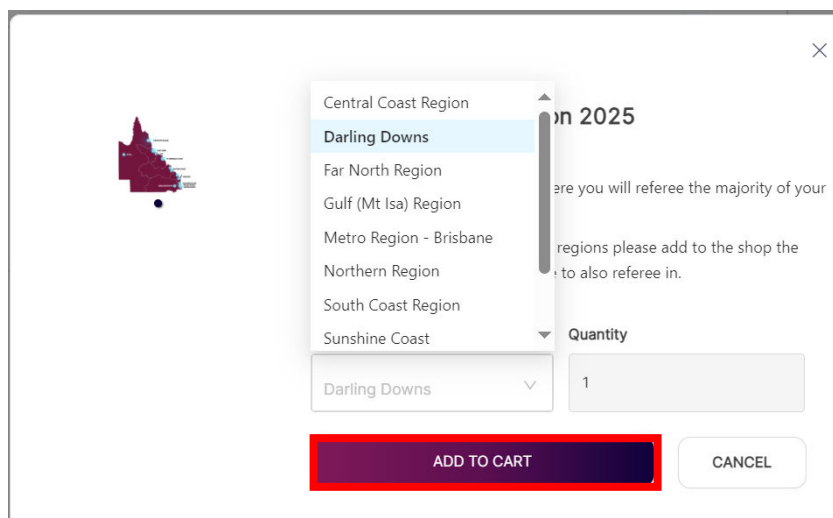
This is an imperative item as it will affect how you receive appointments and where your registration will sit in Squadi.

To edit your region please click on the Orange Pencil Icon:

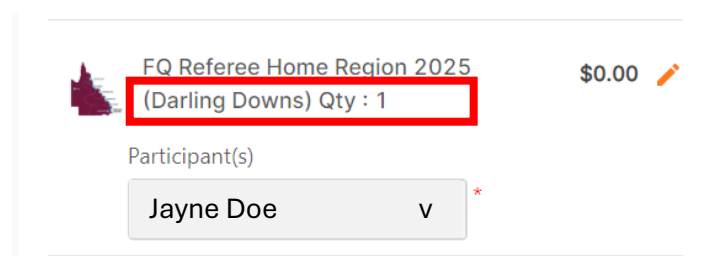


In the drop-down menu choose your Home Region (the region in which you live).

Then select add to cart.



This will then be correctly added to your Cart for \$0.00. In your Cart you will see the Region you have selected, followed by your name.



If you are refereeing in one or more regions, for example across the SEQ Region, then please read the next section.


FQ Referee Additional Referee Regions 2025

In the Merchandise Shop there is the option to add Additional Regions that you wish to be registered for if you are going to Referee in multiple FQ regions.


In order to add these please select the FQ Additional Referee Region Item in the Merchandise Shop:

Merchandise Shop


Football Queensland All categories




2025 Referee Shipping MUST BE ADDED to each Individual Order (you cannot combine orders)
From \$0.00 (inc GST)




Referee Shirt Bundle
From \$0.00 (inc GST)




FQ Referee Home Region 2025
\$0.00




FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area)
\$0.00




FREE Referee Polo (For all Kappa Gear Orders purchased over \$140) Not available for First Year Kits as you must SPEND \$140 or more in Kappa Gear orders
\$0.00 (inc GST)




Shirt - Referee individual (Black)
\$58.00 (inc GST)




Shirt - Referee Individual (Green)
\$58.00 (inc GST)



Shirt - Referee Individual (Pink)
\$58.00 (inc GST)




Shirt - Referee Polo (Black)
From \$35.00 (inc GST)



Shorts - Referee Individual
\$35.00 (inc GST)

Once you have selected that press the drop-down menu on the item and choose the Region you wish to add.



FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area)
\$0.00
For Referees making themselves available for other Regions please add this product with the additional region selected. You will need to add this product for each additional region you wish to referee in.

Select Additional Refereeing Regions

Metro Region - Brisbane

Central Coast Region

Darling Downs

Far North Region

Gulf (Mt Isa) Region

Metro Region - Brisbane

Northern Region

South Coast Region


Sunshine Coast Region

Shirt - Referee Individual (Pink)


Quantity

1

CANCEL

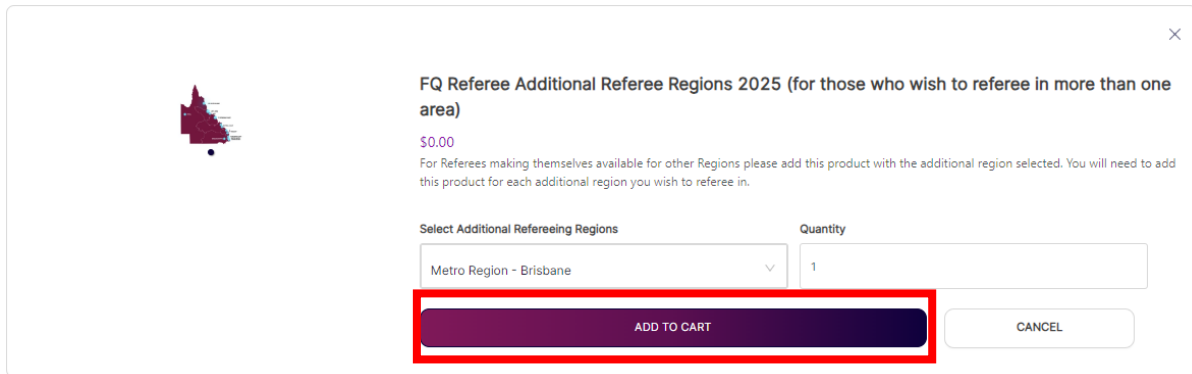


Shirt - Referee Individual (Green)
\$58.00 (inc GST)



Shirt - Referee Polo (Black)
From \$35.00 (inc GST)

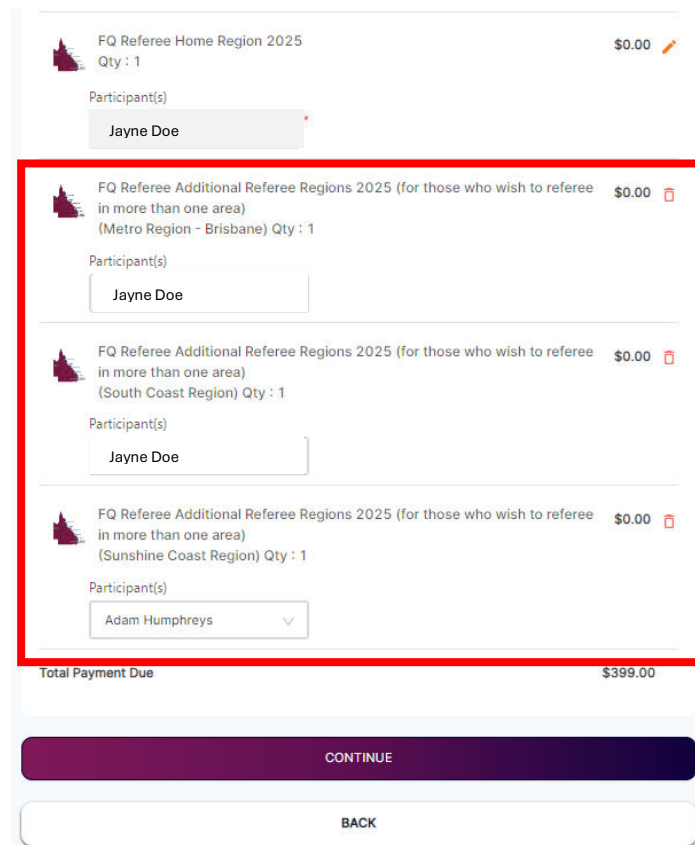
Then press "Add To Cart"



The screenshot shows a modal window with a close button (X) in the top right corner. On the left is a small map of Queensland. The main heading is "FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area)". Below the heading is the price "\$0.00" and a note: "For Referees making themselves available for other Regions please add this product with the additional region selected. You will need to add this product for each additional region you wish to referee in." There are two input fields: "Select Additional Refereeing Regions" with a dropdown menu showing "Metro Region - Brisbane" and "Quantity" with a text input showing "1". At the bottom, there is a dark purple "ADD TO CART" button highlighted with a red rectangle, and a white "CANCEL" button to its right.

You will need to follow this process for every Region you need to add to your Registration.

Your Cart will then look like the following:



The screenshot shows a shopping cart interface. At the top, there is a header for "FQ Referee Home Region 2025" with a quantity of 1 and a price of \$0.00. Below this is a "Participant(s)" field containing "Jayne Doe". The main part of the cart is enclosed in a red rectangle and contains three items, each with a quantity of 1 and a price of \$0.00. The first item is "FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area) (Metro Region - Brisbane)", with a participant field containing "Jayne Doe". The second item is "FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area) (South Coast Region)", with a participant field containing "Jayne Doe". The third item is "FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area) (Sunshine Coast Region)", with a participant field containing "Adam Humphreys". At the bottom of the cart, there is a "Total Payment Due" of "\$399.00". Below the cart items are two buttons: a dark purple "CONTINUE" button and a white "BACK" button.

Referee Shirt Bundle

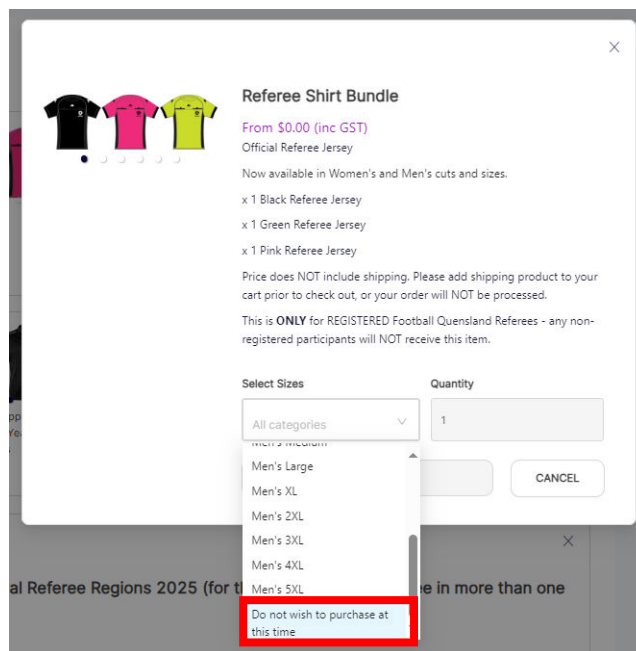
In your Cart you will also have a defaulted Referee Shirt Bundle. You will either need to:

- Zero out the Shirt Bundle from your Cart
- Select the size of Shirts you require

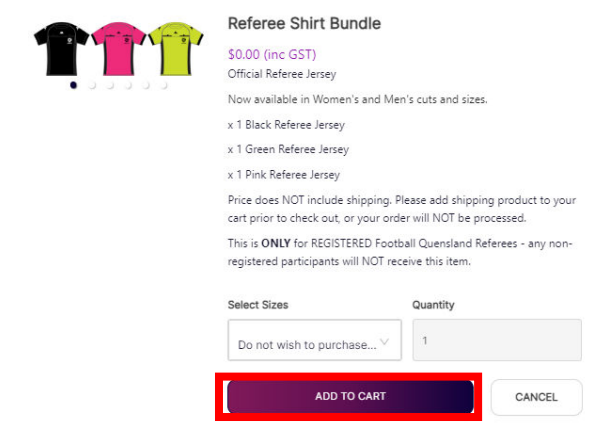
In order to edit this item in your Cart you will need to click on the Orange Pencil Icon:



To Zero out the Shirt Bundle you will need to click on the Select Sizes drop down menu, you will then need to scroll to the bottom and choose "Do not wish to purchase at this time"



Then select "Add to Cart"



If you wish to purchase Shirts, then choose the size you require, and add that to your Cart.

Merchandise Shop Checklist

Before you press continue, please double check:

- You have selected your Home Referee Region
- You have selected any additional Regions that might be required
- You have chosen a size for your Referee Shirt Bundle, or selected that you do not wish to purchase at this time
- You have selected the Shipping Fee if purchasing items or selected that you are not purchasing at this time.

First Year Referee

If you are a First Year Referee please check you have all of the following in your Cart:

- Teal Referee Shirt
- Black Referee Shorts
- Black Referee socks
- Check these have no cost in your Cart (as it is included in your Registration fee)
- Shipping \$25.00 (required if you order the Black FQ Referee Polo Shirt)
- Black Referee Polo Shirt (\$35.00)
 - *Please note that in order to qualify for the Free Black Polo Shirt you have to purchase \$140.00 of Kappa Referee Kit – the registration fee is not included in this deal, nor are shipping costs.*

Returning Referee and Advanced League Referee

If you are a Returning Referee please check you have all of the following in your Cart:

- New Kappa on field Referee Shirts Bundle Pack or individual items (if you don't already own them)
- Referee Shorts (if you don't already own them)
- Referee Socks (if you don't already own them)
- Black Referee Polo Shirt (if you don't already have one)
- Shipping \$25.00 (charged per individual order)
 - *Please note: If you spend \$140 on any Kappa Gear (Referee Shirts, Shorts Socks, FQ Black Polo Shirts) you can get a FREE Black Referee Polo Shirt. Shipping costs are not part of the \$140 minimum spend.*

Checking Out

Once you have all the items you require you will then need to press continue.

You may notice that your Cart is still showing a "Total Payment Due" different to the line items in your Cart. When you press Continue, on the next screen, this will amend your Cart to the correct amount.

Your order

Adam Humphreys - 2025 FQ Referee Registration

Senior	\$200.00	🗑️
Senior	\$0.00	🗑️

Full Competition - Upfront [Edit](#)

2025 Referee Shipping MUST BE ADDED to each Individual Order (you cannot combine orders) \$0.00 [✎](#)
(Not purchasing at this time) Qty : 1

Participant(s)

Jayne Doe

Referee Shirt Bundle \$0.00 [✎](#)
(Do not wish to purchase at this time) Qty : 1

Participant(s)

Jayne Doe

FQ Referee Home Region 2025 (Darling Downs) \$0.00 [✎](#)
Qty : 1

Participant(s)

Jayne Doe

Total Payment Due \$399.00

CONTINUE

BACK

Shipping Options

You will notice on the Shipping options screen that the option for Delivery or Pick Up is greyed out. Please note that you can only have items delivered. There is no option or Pick Up.

Items will be shipped to your Registered Address on Squadi.

Take this moment to double check your Line Items, as well as that the correct Total Amount is now showing in your Cart.

Then press Continue.

Shipping Options

2025 Referee Shipping MUST BE ADDED to each Individual Order (you cannot combine orders)

Pickup Delivery

There is no pick up or delivery applicable to this product.

Referee Shirt Bundle

Pickup Delivery

There is no pick up or delivery applicable to this product.

FQ Referee Home Region 2025

Pickup Delivery

There is no pick up or delivery applicable to this product.

Your order

Jayne Doe

Senior	\$100.00	🗑️
Senior	\$100.00	🗑️

Full Competition - Upfront [Edit](#)

2025 Referee Shipping MUST BE ADDED to each Individual Order (you cannot combine orders) \$0.00 [✎](#)
(Not purchasing at this time) Qty : 1

Referee Shirt Bundle \$0.00 [✎](#)
(Do not wish to purchase at this time) Qty : 1

FQ Referee Home Region 2025 (Darling Downs) \$0.00 [✎](#)
Qty : 1

Total Payment Due \$200.00

CONTINUE

BACK

Secure Payment Options

You will now be able to pay for all of your items.

Depending on which link you chose to begin with will depend on whether you are given the following options:

- Direct Debit
- Credit/Debit Card

Or:

- Instalments by afterpay

If you choose one of the first two options, then you will be directed to enter your secure payment details.

If you choose Instalments by afterpay you will be shown personal details. Then press Submit.

The screenshot shows a payment interface with two main sections: 'Secure Payment Options' and 'Your order'.

Secure Payment Options:

- Radio buttons for 'Credit/Debit Card' and 'Instalments by afterpay²'. The 'Instalments by afterpay²' option is selected and highlighted with a red box.
- Form fields for 'Email' (newreferee@footballqueenland.com.au) and 'Full Name' (Jayne Doe).
- A note: 'You will be redirected to the Afterpay website to fill in your payment information. You will be redirected back to our site to complete your order. [Afterpay Terms of Service](#)'.
- A 'SUBMIT' button is highlighted with a red box.

Your order:

Jayne Doe | AfterPay | \$212.00

Full Competition - Upfront | [edit](#)

2025 Referee Shipping MUST BE ADDED to each Individual Order (you cannot combine orders.) (Not purchasing at this time) Qty: 1	\$0.00
Referee Shirt Bundle - After Pay (Do not wish to purchase at this time) Qty: 1	\$0.00
FQ Referee Home Region 2025 (Darling Downs) Qty: 1	\$0.00
Sub-total	\$192.73
Shipping	\$0.00
GST	\$19.27
Charity Donation	\$0.00
Total	\$212.00
Transaction Fee	\$0.00
Total Payment Due	\$212.00

BACK

Once you have pressed Submit, you will then be forward to the afterpay Portal where you can complete your transaction.

Once you have completed with afterpay you will then be re-directed to Squadi to finalise your Registration.

Finalising your Registration

Once you have paid, you will then be emailed a confirmation of your Registration Invoice and you are registered as a Football Queensland Referee for the 2025 season.

Thank you for registering or re-registering and we look forward to continuing to work with you throughout 2025.

If you have any questions in relation to the above, please contact Football Queensland's Referee Department via email on referees@footballqueensland.com.au

Subject: Registration as a Match Official for the 2025 season

Someone from the team will respond to you as soon as possible.