

## MEMO 57 - 24

**To:** Queensland Clubs  
**From:** Football Queensland  
**Subject:** Redemption of Government Vouchers in Squadi  
**Date:** December 13, 2024

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Dear Clubs

As preparations continue for the 2025 season, Football Queensland wishes to provide clubs with an update on the redemption of government vouchers in Squadi.

Currently, the registration status of participants with FairPlay vouchers not redeemed within Squadi remains as 'pending'. It is crucial that the registration of these participants is finalised as soon as possible through the redemption of vouchers in Squadi to ensure clubs are not in breach of Football Australia's National Registration, Status and Transfer Regulations, and ensure insurance coverage is secured for all 2024 participants.

To finalise these registrations before the new season commences, every club is required to mark all 2024 Queensland Government FairPlay vouchers as redeemed within Squadi by **no later than next Friday, 20 December** for all competitions.

Clubs are advised that where FairPlay vouchers have been applied to FQ governing body registration or venue fees, the redemption of vouchers in Squadi will trigger the transfer of outstanding amounts to FQ or FA from the club's Stripe account.

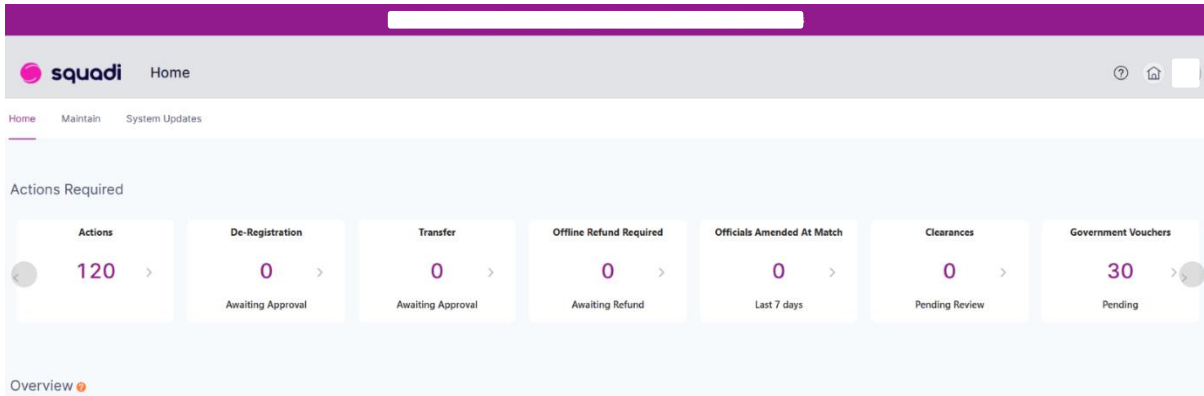
Clubs will be responsible for unpaid governing body fees after Friday, 20 December 2024, including where players/parents have failed to present their vouchers for redemption.

At the commencement of the 2025 season, clubs should ensure players have provided their government vouchers for redemption prior to their participation in football activities.

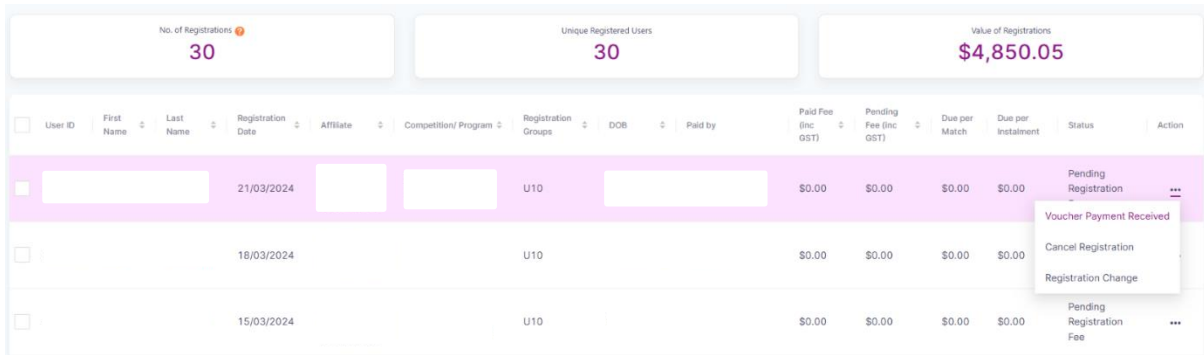
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The process to mark FairPlay government voucher as redeemed within Squadi is as follows:

On each club's home dashboard, Government Vouchers appears on the right under Actions Required as shown:



By clicking on the right arrow, the club will reach the list of players whose vouchers have yet to be redeemed within the system. Clubs then need to hover over the 3 dots in the action column and click on "Voucher Payment Received" for each player.



The screenshot shows a table of player registrations. At the top, there are three summary cards: 'No. of Registrations' (30), 'Unique Registered Users' (30), and 'Value of Registrations' (\$4,850.05). Below these is a table with the following columns: User ID, First Name, Last Name, Registration Date, Affiliate, Competition/Program, Registration Groups, DOB, Paid by, Paid Fee (inc GST), Pending Fee (inc GST), Due per Match, Due per Instalment, Status, and Action. The first row is highlighted in pink, and a dropdown menu is open for the 'Action' column, showing options: 'Voucher Payment Received', 'Cancel Registration', and 'Registration Change'. The second row has a status of 'Pending Registration' and the third row has a status of 'Pending Registration Fee'.

User ID	First Name	Last Name	Registration Date	Affiliate	Competition/Program	Registration Groups	DOB	Paid by	Paid Fee (inc GST)	Pending Fee (inc GST)	Due per Match	Due per Instalment	Status	Action
			21/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Pending Registration	...
			18/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00		
			15/03/2024			U10			\$0.00	\$0.00	\$0.00	\$0.00	Pending Registration Fee	...

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The final step is to click "Save" to confirm the payment has been received from the state government:

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### Confirm Payment Received

**Name:**

**DOB:**

**Voucher Type:** Queensland Fair Play

**Code:**

**Amount applied to registration:** \$150.00

**Amount to disburse:** \$150.00

**Amount received:**

End.