



2024-25 PRE-SEASON GAME SQUADI HELP GUIDE

STEP 1 – Pre-Season Game Sanction Approval

Submit a 2024-25 Preseason Game Sanction Request via the online form.

[Football Queensland Preseason Games Sanction Form](#)



If an away team is traveling interstate or outside their region, they will also need to complete the interstate travel permit.

[Football Queensland Interstate Travel Permit](#)

On receipt of the sanction form, the FQ Competition team will look to approve and set up the game in Squadi under the 2024-25 Preseason Games competition. If your team does not already exist, the competition team will create your team in the appropriate competition.

STEP 2 – Registrations

NO PRE-SEASON REGISTRATION REQUIRED

- Players who played for your club in 2024 will be automatically transferred
- Players who have signed for your club in the 2025 outdoor season

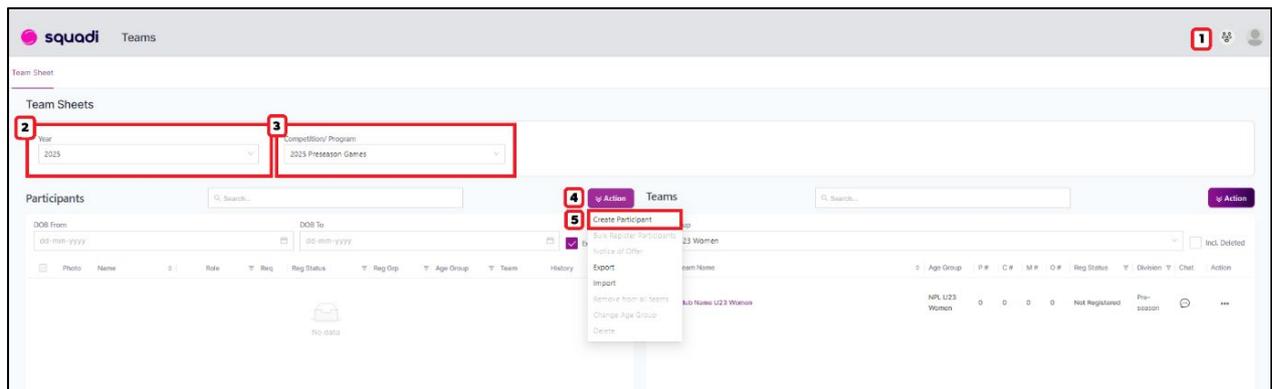
REGISTRATION REQUIRED

- **All new players**
 - If you have never played before
 - Last played overseas
- **Players new to a club**
 - If a player trials for a different club than what they played for in the 2024 outdoor season they must sign with each new club they trial with.

STEP 3 – Allocating Players and Team Officials to Teams

Searching and Adding Current/Previous Players and Team Officials

To search or add players and team officials individually please follow the screenshot and steps below.



1. Select the Teams Module.
2. Select the 2025 Year.
3. Select the 2024-25 Preseason Games in the Competition/Program dropdown.
4. Click on the Purple Action Box for the Participants.
5. Click on Create Participant (the below pop-up box should appear)

Add Participant ✕

6

New Existing user linked to Your Club



The maximum file size can be 2 MB

Gender*

Male Female Non-Binary/Gender Fluid Differently Identify

First Name*

Last Name*

Date of Birth* 

Contact No*

Email*

External Player ID

Using parent's email address

Role*

Competition/ Program*

Age Group

Team

6. Change the radio box to select Existing user linked to your club. DO NOT enter the details below and create the participant. Not only does this take longer any typo or incorrect information can cause registration issues.

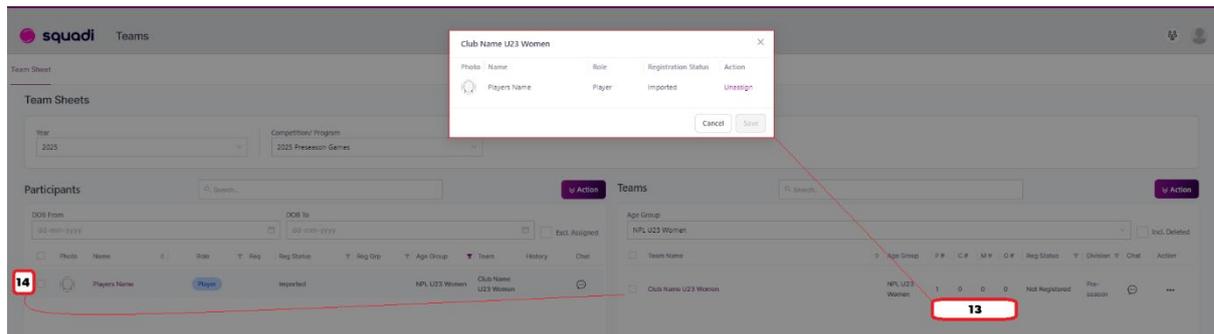
The screenshot shows a web form titled "Add Participant" with a close button in the top right corner. Below the title, there are two radio buttons: "New" (unselected) and "Existing user linked to Holland Park Hawks Football Club Inc" (selected). The form contains several input fields, each with a red box and a number next to it:

- 7**: "User Search*" field containing "Players Name - 03xxxxxx54".
- 8**: "Role*" dropdown menu with "Player" selected.
- 9**: "Competition/ Program*" dropdown menu with "2025 Preseason Games" selected.
- 10**: "Age Group" dropdown menu with "NPL U23 Women" selected.
- 11**: "Team" dropdown menu with "Club Name U23 Women" selected.
- 12**: A purple "Add Participant" button.

At the bottom right of the form, there are two buttons: a white "Close" button and a purple "Add Participant" button.

7. User Search: Start typing the participants name – a drop-down selection list will appear. Select the player/team official. If they do not appear check the spelling, if the player does still not appear they will need to register (please follow steps below in this situation).
8. Role: Select the Role of the participant – Player, Manager, Coach, Team Official.
9. Competition/Program: Select the Competition/Program 2025 Preseason Games.
10. Age Group: Select the Age Group the participants team is located (*if you do not know the age group or the team the participant is playing in or the team has not yet been created yet you can leave this blank and the participant will be added to the unassigned participant list to be dragged and dropped into the team later*).
11. Team: Select the team the participant will be playing in. (*if you do not know the age group or the team the participant is playing in or the team has not yet been created yet you can leave this blank and the participant will be added to the unassigned participant list to be dragged and dropped into the team later*).

12. Click the Purple Add Participant button.



13. To check added participants. Beside the team click on the number located by the age group – select: #P (Players), C# (Coaches), M# (Managers), O# (Other Team Officials). This will bring up the popup box which will list the players in the team.

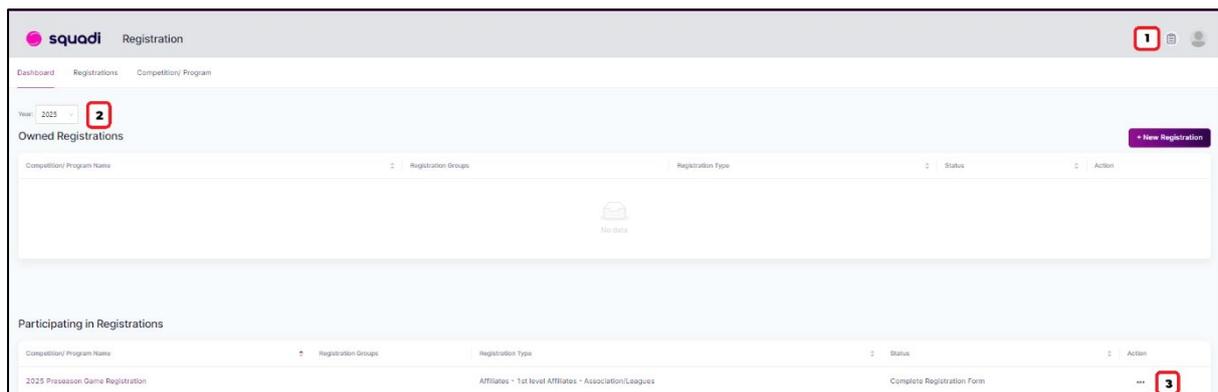
14. To add participants to a team that were not assigned a team. Change the age group to 'All' or the age group of the team you wish to drag the participant(s) into. Click on the participant and drag and drop them over the team.

Alternatively, you can do a number of players at once by ticking the box beside the participant's name. Once all ticked click on the top one and drag and drop onto the team – all ticked players will move with them.

Registering and Adding New Players to the Preseason Teamsheets.

Players new to the club and are not registered will need to complete a preseason game registration. (NOTE If the player registers for the 2025 outdoor season they will not need to complete this process and can be found by selecting them as per the first set of instructions).

To create the registration packages and for players to register please complete the steps below.



1. Select the registration module.
2. Year: Select 2025.
3. Participating in Registrations: Click on the three dots and select edit on the 2024-25 Preseason Game Registration.
4. The system will take you straight to the fees page – as this is a free product do not add fees. CLICK NEXT.
5. In the Payment Methods screen CLICK NEXT.
6. In the Discounts screen CLICK NEXT. This will take you to the registration form.

Registration Form

2025 Preseason Game Registration

Competition Registrations close on 30-09-2025

Registration Open  23-09-2024  Registrations Close  29-09-2025

Membership Product*  Preseason Game Registration × Team Official ×

Preseason Game Registration

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

Team Official

Membership Type	Registration Type	Registration 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"/>	Physio	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"/>

7. Registrations Open: Enter the date you wish to open registrations.
 8. Registrations Close: Enter the date you wish to close registrations. The latest date available will be 29-09-2025.
 9. Membership Products: Select Preseason Game Registration and Team Official.
 10. Tick all four player registration options. Please note there are no age restrictions on any registration products, and it is the responsibility of the club to ensure that players are the appropriate age to play in pre-season games.
- IMPORTANT – The Age groups are to provide a pre-emptive indication that a player may require an ITC and ARE NOT a part of the ITC process. Clubs are responsible to following up with players and starting the ITC process before participating in games. For further information on ITC’s contact ITC@footballqueensland.com.au**
11. Tick all Team Official registration options.

NOTE if you do not want the registration product to be available publicly remove the tick ‘Publicly Display’ next to each registration line. Only players that have been sent the hidden link will be able to register.

12. Additional options and questions can be ticked but we recommend just scrolling to the bottom and Clicking on OPEN REGISTRATIONS.

13. Once registrations are open you can go back into the registration form to copy the registration link to send to players. The top link is the publicly displayed link and the bottom link is the link to send to players if your registration products are not publicly viewable.

Registration Form
End User Registration URL (Only Membership Types marked for public display) https://ur-stg1.squadl.com/userRegistration?organisationId=f3e0d6bc-826f-4a1a-8ffd-3875dc5f80eb&competitionId=e3a3cc25-87b1-44eb-91d7-fc4989f4c6
End User Registration URL (Only Hidden Membership Types) https://ur-stg1.squadl.com/userRegistration?organisationId=f3e0d6bc-826f-4a1a-8ffd-3875dc5f80eb&competitionId=e3a3cc25-87b1-44eb-91d7-fc4989f4c614&key=13776ca0ee0083e33b61ed3f71

14. Once participants are registered you will be able to go to the teams module and follow the steps for Searching and Adding Current/Previous Players and Team Officials.

Completing Teamsheets

Clubs are required to complete online Teamsheets for Preseason games. Players must be on team sheets as proof on participation and insurance purposes. Players not listed on a team sheet may have their insurance claim declined.

Teamsheets for Preseason games are the same process as for the outdoor season. The only difference is the number of players available to be added to the Teamsheets is doubled to allow clubs to trial multiple player combinations. If clubs are using more than the normal allocation of 16/17 players this must be communicated and agreed between both teams and the officiation team before the start of the game.

Team sheets can only be completed via the App by Coaches or Team Managers up to 15 minutes prior to the start of the game. Coaches and Managers must be added to the team in the teams module to be able to view their teams team card.

Please refer to the Coach/Managers helpfile for further information on completing teamsheets.