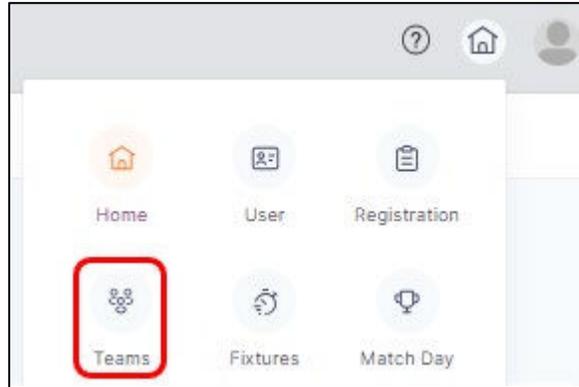FOOTBALL
QUEENSLAND

2025 TEAM NOMINATION SQUADI HELP GUIDE

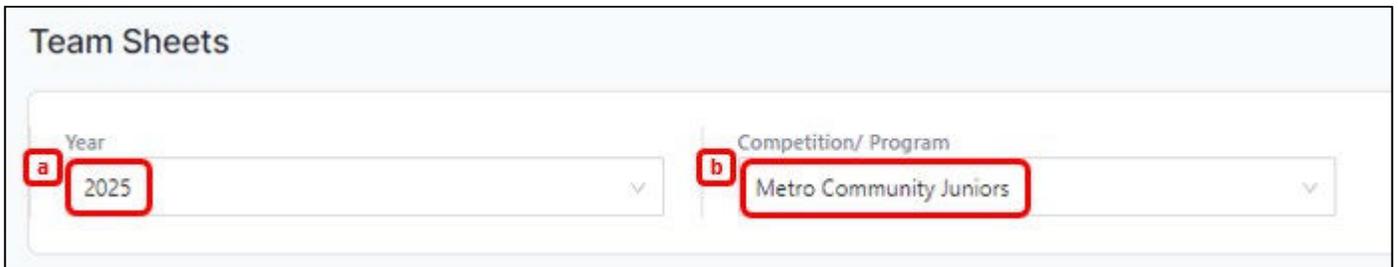Creating and Nominating Teams

Creating a Team

Once registration is open, you can create team/s in each product.
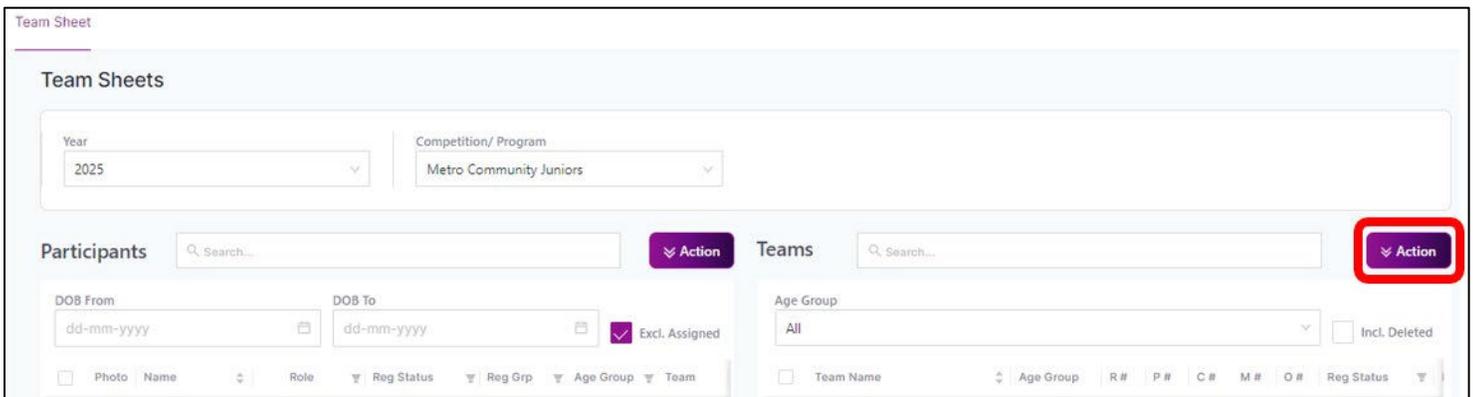
1. Open the **'Teams'** module.

2. Select the following;
    a. Year: 2025
    b. Competition/Program:
        1) Metro Community Seniors
        2) Metro Community Juniors
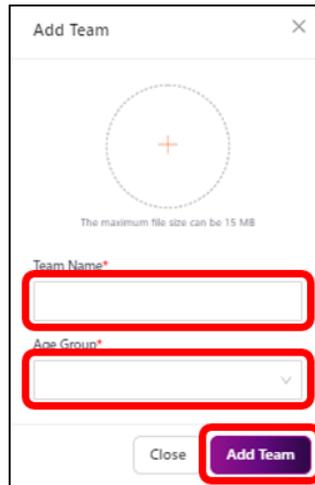   3) Metro | Coles MiniRoos & U12

3. Click the **'Action'** button on the right side of the page.
   "NB" The left side of this page relates to participants that are registered for this product and the right side relates to teams.

4. Create Team: Enter the team's name — please note that the format must be:

a. <u>Senior/Junior Nominations</u>: Club Name, Age Group, Division - ie Football FC U16 JL, Football FC Div 1 Men
b. <u>MiniRoos Nominations</u>: Club Name, Age Group, Division Initials (if known), Team Name - ie Football FC U9 K Blue, Football FC U11 Girls B1 Red

5. Select '**Age Group**' and click **'Add Team'**.

NOTE:

1) Any teams not submitted for grading may be deleted by clicking on the three dots at the end of the team and selecting 'Delete'.
2) If you have created a team incorrectly to an age group, you can select the team by ticking it and then in the top right under 'Actions', select change 'Age Group' and then select the appropriate age group. You may also complete this in the 'Submit for Grading' screen prior to submitting the team.
3) If you have made an error (ie typo) in the team's name, this can be changed in the 'Submit for Grading' page.

Submitting Team Grade

Once you have added participants to each team you can now submit teams for grading.

1. Submit for Grading: Tick the team/s and then click on the purple 'Submit for Grading' button that will now appear at the bottom of the page.
   a. Submit all for Grading: This button will submit all teams listed
   b. Submit for Grading: This button will submit only the selected teams with the tick box

2. Submitting Proposed Team Grading: The Year, Competition/Program and Age Group will default to the age group you have selected for submission. This selection may be adjusted at any stage to submit teams in other age groups also. In this screen you can:

   a. Adjust the Team Name: If you have made an error in the team's name you can adjust this before submitting.
   b. Select a Proposed Division: This must be selected and can be based on last year's team position - please remember this is only a rough guide and all divisions are subject to change based on best possible division composition.
   c. Submission Comments: Please enter any special requests for this team (i.e., pairing with another team etc). If you are requesting to have more than two teams in the same junior/senior division, please note this here but also send through an exemption request email with further details to seqcompetitions@footballqueensland.com.au.
   d. Change Age Group: If you have accidentally created the team in the wrong age group, you can change the age group before submitting. Make changes by clicking on the three dots at the end of the team.

e. SUBMIT: This will submit/nominate any teams that have not already been submitted to FQ for grading and inclusion in the competition. **"NB"** once a team has been submitted it cannot be changed or deleted. If you need to make a change, please email seqcompetitions@footballqueensland.com.au.

FAQ

Q. Can I unassign a player, manager, coach or team official from a team?

A. Yes, in the 'Teams' module next to the team you can see the count of players, coaches, managers and officials assigned to a team. Click on the relevant number to review the team list. In the action beside the name, click 'Unassign' and then 'Save'. This will move the participant to the unassigned list ready to be re-assigned to the correct team.

Q. A player who registered to the age division below is going to be playing up a year i.e. They registered in the U13 competition instead of the U14 competition. Does the participant have to deregister and reregister?

A. If the player is in the same competition i.e. Community Juniors, then you can re-assign the participant directly to the correct team with no further changes required ("NB" if the club fees per age group are not identical, then there will be a requirement to recoup these fees offline. If you wish to recoup within Squadi, then the participant will need to deregister and reregister and cannot be re-assigned automatically).

Q. Can I export last year's teams list with the divisions they played in?

A. Yes, go to the match day module, change the year to '2024' and select the Competition Grouping under 'Participating' in Competitions. Under Competition Details select 'Teams'. The team list will now appear and can be exported by clicking 'Export', found in the top right-hand corner.