



2025 IN-HOUSE COLES MINIROOS COMPETITION SQUADI HELPFILE

Facilitating In-house Coles MiniRoos Competitions

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2025 In-House Coles MiniRoos

Coles are our new MiniRoos sponsor for 2025 competitions. This is one of the most important, if not the most important, partner of football. Football Queensland and Coles WG are rolling out the partnership and working with Football Australia on NRSTR amendments.

Any club wishing to host an in-house Coles MiniRoos competition within their club or within a local hub MUST have the competition sanctioned and ALL players registered in Squadi and PlayFootball v2.0. This is required under FQ affiliation agreements and FA National Registration Regulations.

Clubs must place participants into teams however fixturing within Squadi is optional. Instructions are included in this help file and clubs may choose to book in an online meeting for assistance by emailing seqcompetitions@footballqueensland.com.au

Sanction Request for In-House Coles MiniRoos Competition

To host an in-house program at your club, you must submit a sanction request and receive approval.

1. Complete the Sanction Request form by choosing the in-house Coles MiniRoos Competition



FOOTBALL QUEENSLAND

FQ Sanction Request Form

This Sanction Request Form is to be completed by the Home/Host Club for all friendly matches, tournaments, carnivals, come try days etc.

For preseason matches 1 form per match needs to be filled in.

If you have any questions about the sanctioning process, please contact your relevant competition administrator.

Football Type*

[Sanction Request Form](#)

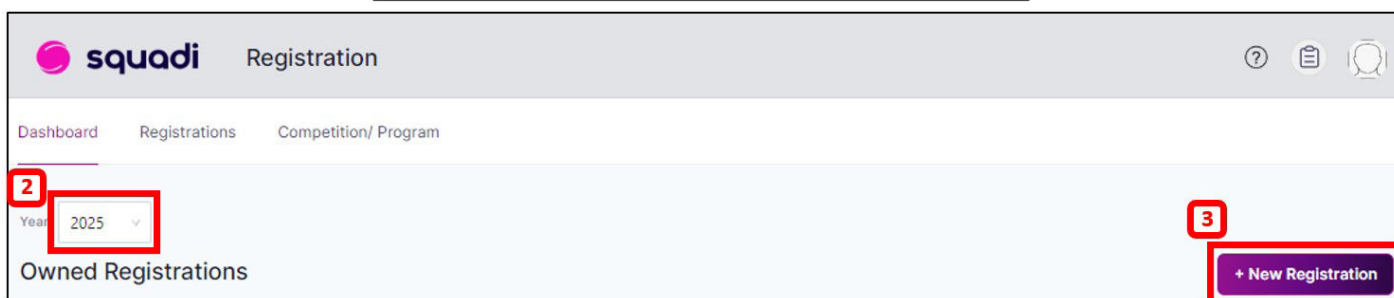
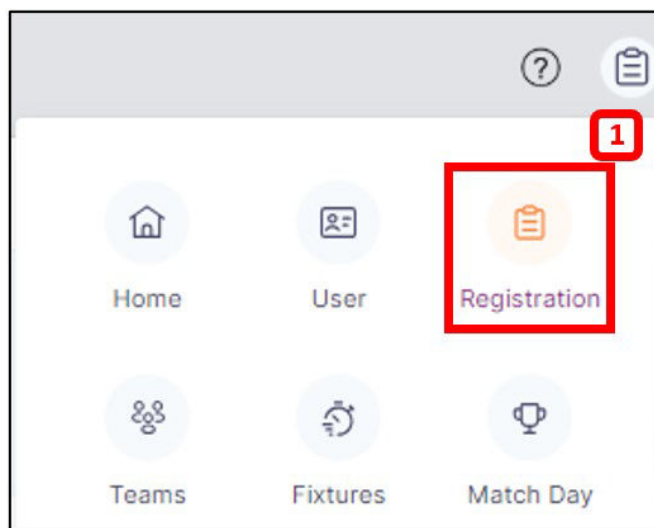
[2025 Sanctioning Policy](#)

2. Complete payment as invoiced.

Registration Setup for In-House Coles MiniRoos Competitions

Creating a Registration Product

1. Open the '**Registration**' module.
2. Select the year as **2025**.
3. Click '**New Registration**' in the '**Owned Registrations**' section. This will create a new competition.
4. Click the [Registration Help Guide](#) and follow instructions for full registration set up ensuring this is done under **owned registrations** to enable the club to manage the registrations and competition.
5. **NOTE: If you do not intend on playing in the FQ Coles MiniRoos DO NOT OPEN THE PRODUCT only open it in OWNED COMPETITIONS**

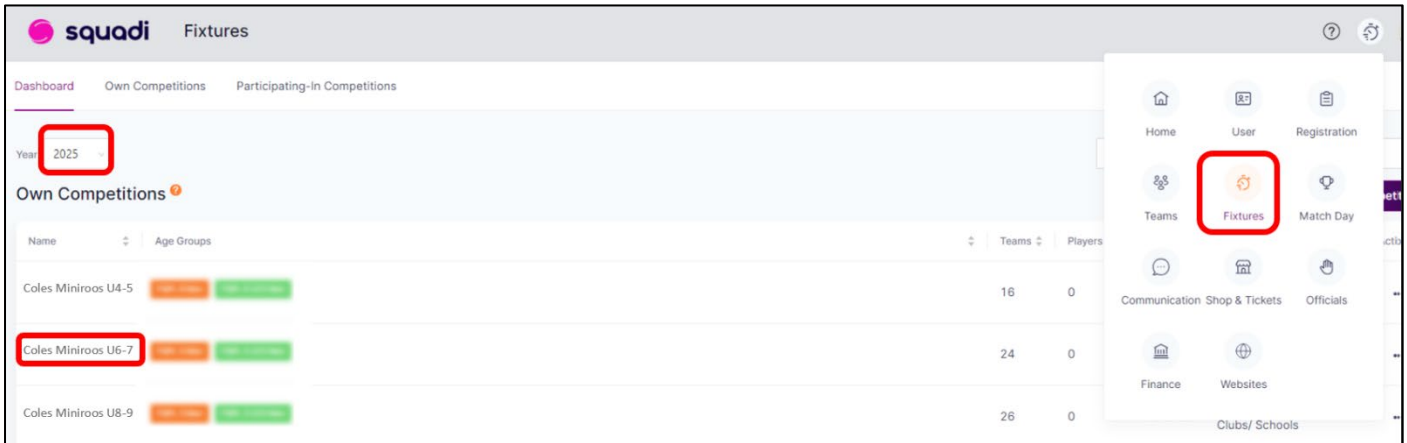


Team Grading

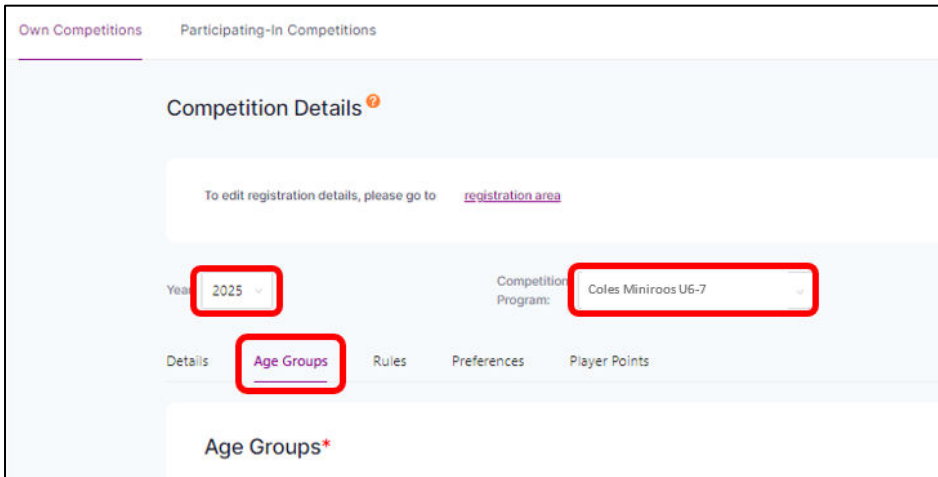
Once registration form is ready, divisions/pools need to be set up to receive team nominations.

Divisions/Pools set up

1. Open the '**Fixtures**' module.
2. Select the year as '**2025**'.
3. Click the competition product you would like to fixture. This will take you to competition details.



4. Click **'Age Groups'** and scroll down



5. Select the age groups. You can either select to have a set up for **'All Age Groups'** or have different set up by selecting the age groups.

6. If you would like to name the divisions/pools, select **'Custom'** and type in the names.

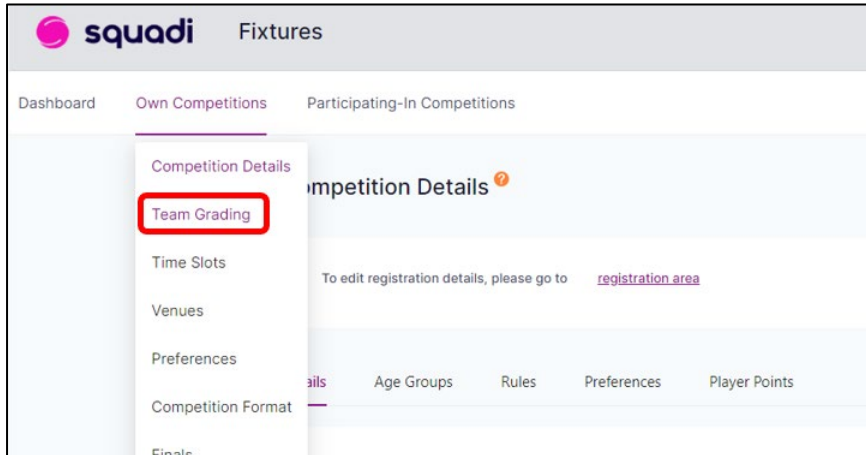


7. Click **'Save'**.

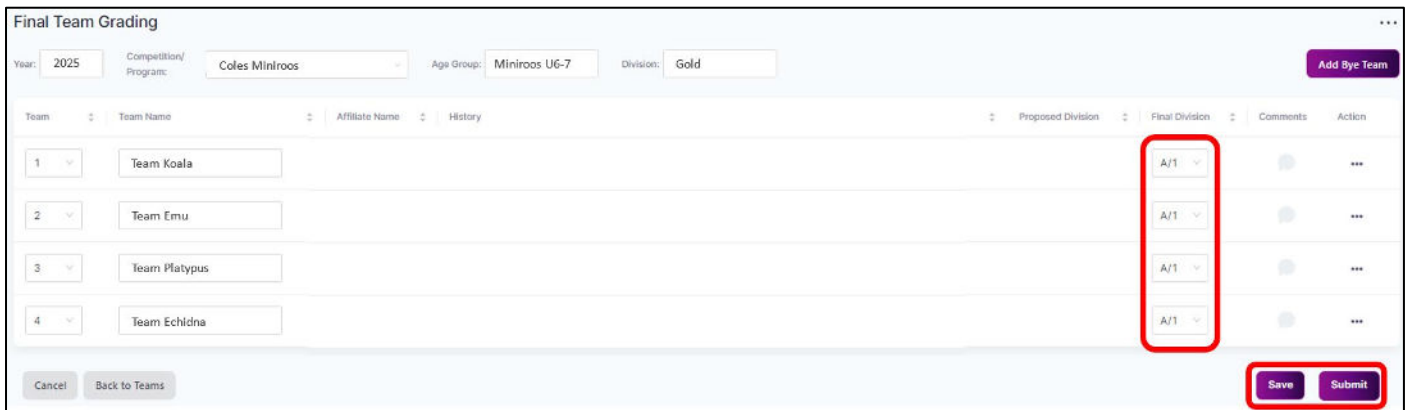


Team Grading

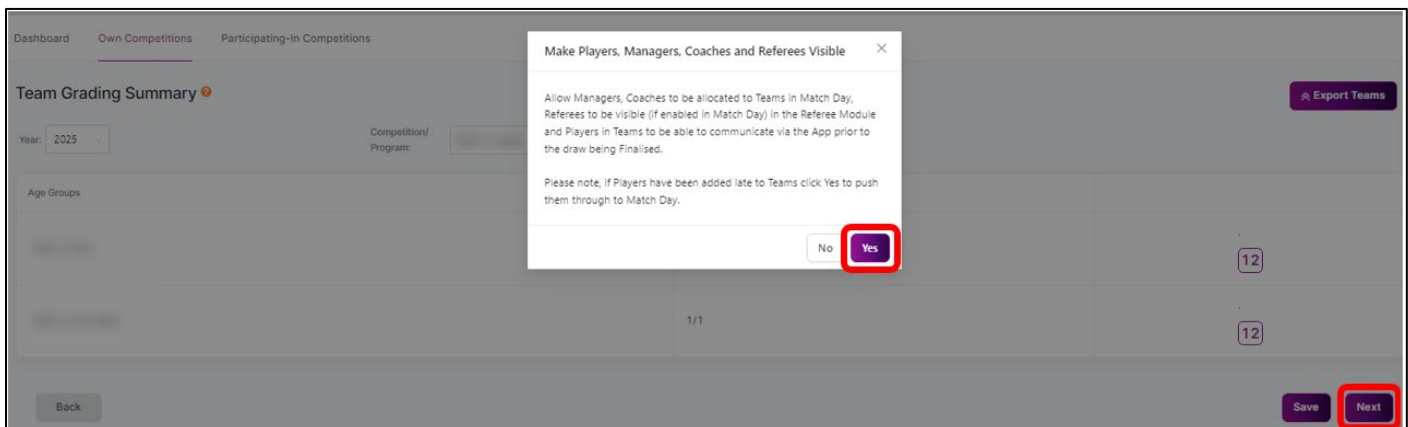
1. Select **'Team Grading'**.



2. Select the correct division/pool for each team. Click 'Save' or 'Submit'. If you need to change the team name, you can make the changes here.



3. Once all the divisions/pools have been graded click **'Next'**.
4. A pop-up window will show as below, click **'Yes'**.

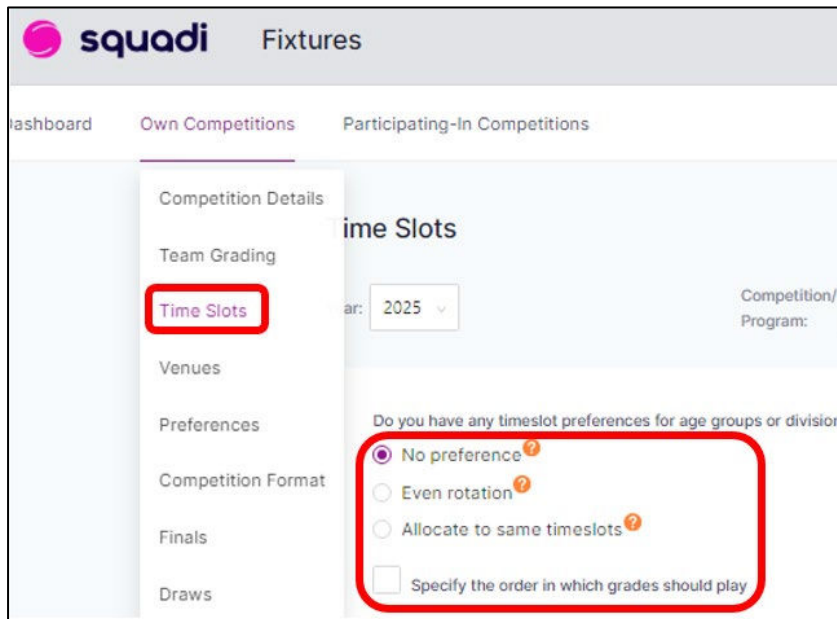


Time Slots

1. Select from the following options
 - a) No preference: There is no preference for the timeslots for teams to play in.
 - b) Even rotation: Age groups, Divisions and Teams equally rotate through the timeslots.
 - c) Allocate to same timeslots: Age Groups and Divisions can be allocated to a specific timeslot.

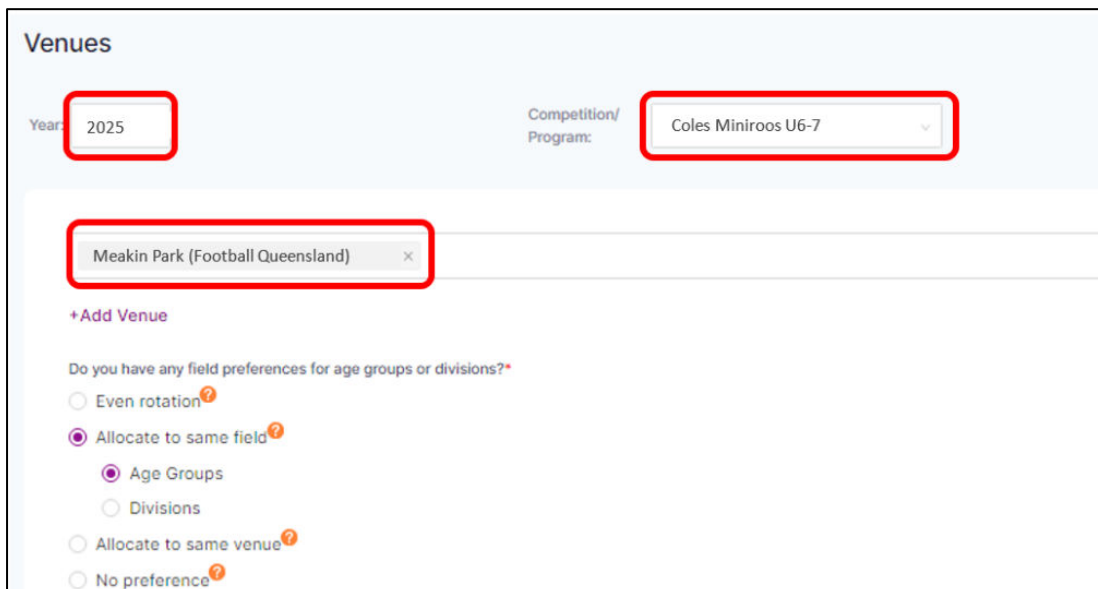
*If you want to set up specific timeframes for each age groups, you can do so by selecting **'Specify the order in which grades should play'**.

2. Click **'Next'**.



Venues

1. Set up any venue settings relevant to the competition.
 - a) Even rotation: Evenly rotate Age Groups or Divisions to fields
 - b) Allocate to same field: Allocate Age Groups or Divisions to the same fields
 - c) Allocate to same venue: Allocate Divisions or Grades to the same venues
 - d) No preference



2. Set field preference by age group.

3. You can also set up draw considerations.
(E.g. Set up below means U6-7 fixtures will take priority over U4-5)
Link age groups to each relevant field sizes.
4. Click **'Next'**.

Team Preference

1. Set up any team preference for relevant teams.

Finals

1. Set up finals if applicable. You can either set one for all age groups or set up separately between each age groups.

Finals

Year: Competition/Program:

Age Groups
U14 M/L, U14 Divisional, U14 Girls

Finals Start Date and Time*

Fixture Template*

Apply Venues To All Rounds Apply Venue By Round

Venue allocation
 Home Team Advantage Central Venue Allocation

Match Type*

Match Duration* **Main Break***

Final Extra Time
 Apply to all Rounds
 Apply to Semi and Grand Final
 Apply to Grand Final Only
 None

Extra Time Type*

Extra Time Duration*

Extra Time Draw
Extra time if a Draw - 2nd Time 🕒
 Win by one Goal
 Win by two Goals
 None

2. Click **'Create Draft Draw'**.

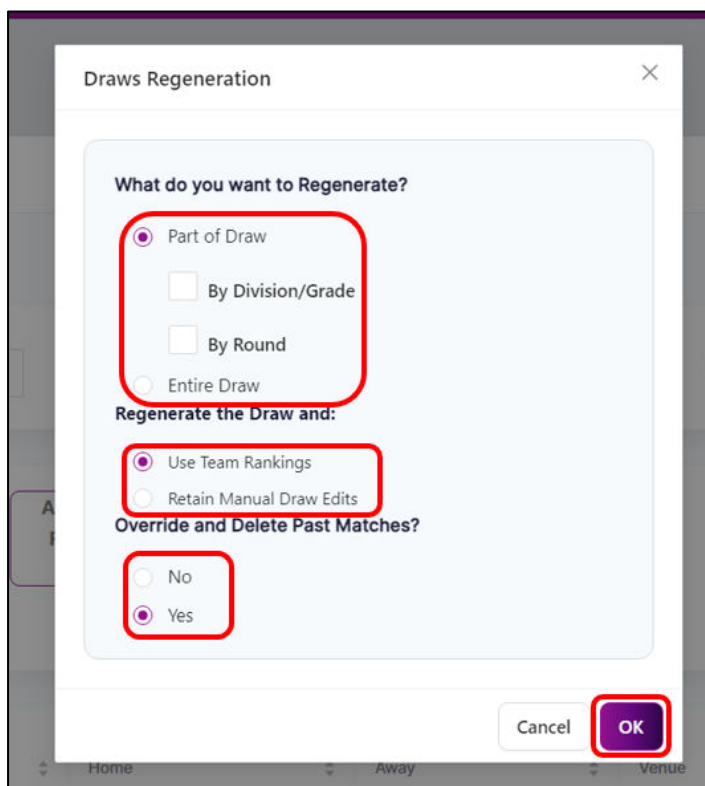
Apply to all Rounds
 Apply to Semi and Grand Final
 Apply to Grand Final Only
 None

Extra Time Type*

Extra Time Duration* **Extra Time Main Break***

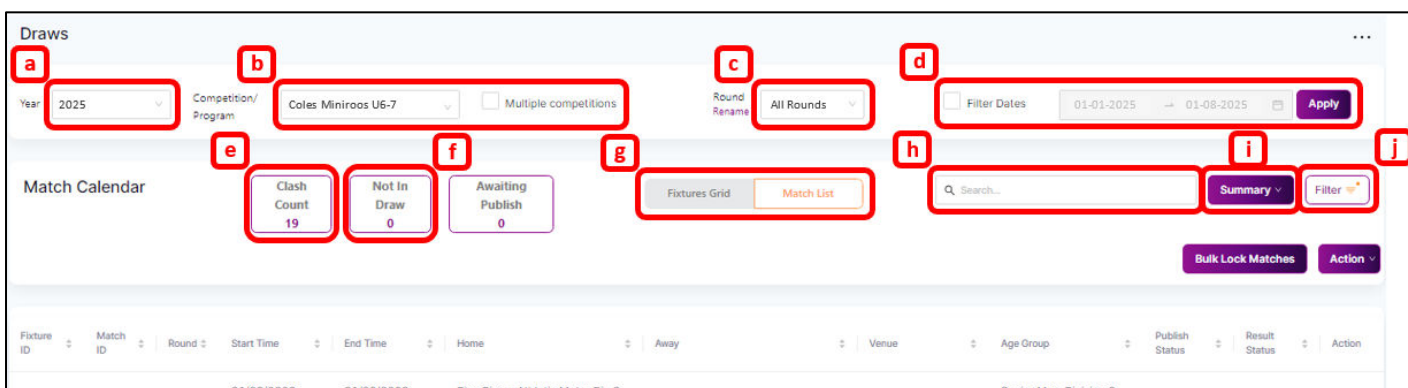
Extra Time Draw
Extra time if a Draw - 2nd Time 🕒
 Win by one Goal
 Win by two Goals
 None

3. Select your draw generation options from the pop-up window.
4. Click **'OK'**.



Fixturing

1. Go through the fixtures.
 - a) Year
 - b) Competition: If you want to select 2 or more, tick the 'Multiple competitions' option and select from the drop down options
 - c) Round: You can select 'All Rounds' or select a specific round
 - d) Filter Dates: Tick this option if you want to see matches on specific date/s and click 'Apply'
 - e) Clash Count: Shows the number of game clashes
 - f) Not In Draw: Shows the number of games not in draw
 - g) View option: Select either Fixtures Grid or Match List
 - h) Search: Type to search a specific game (team name, field etc)
 - i) Summary
 - j) Filter: Filter by selecting specific Venue/Age Groups/Time Slots/Organisation (Club)



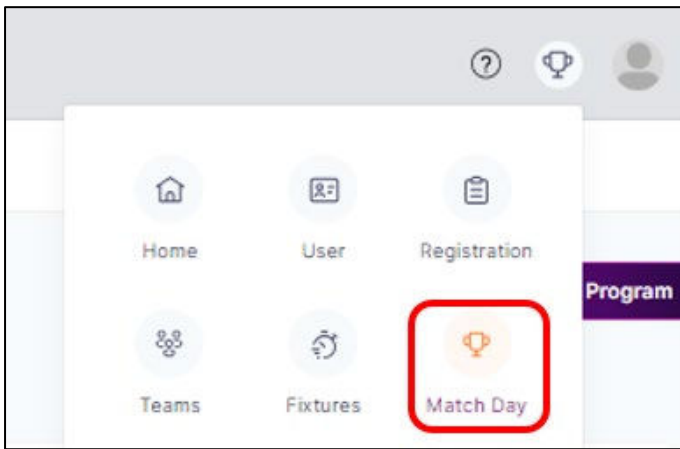
2. You can either regenerate the draws (whole/by round) or edit individual match by clicking the 3 dots at the end. Once completed click '**Save & Publish**'.
 - a) 3 Dots: Edit individual match
 - b) Save Draws: Select this if you want to just save and not publish
 - c) Regenerate: This will take you back to the pop up window
 - d) Save & Publish



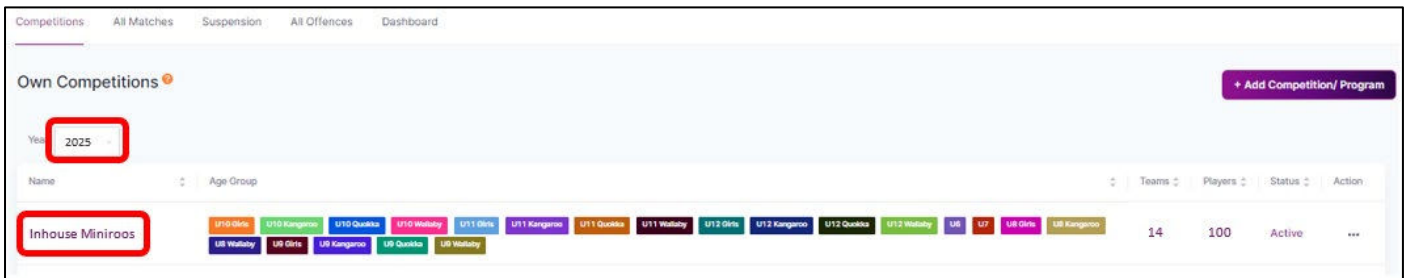
3. Matches should now be published in Match Day module.

Match Day

1. Select **'Match Day'** module.

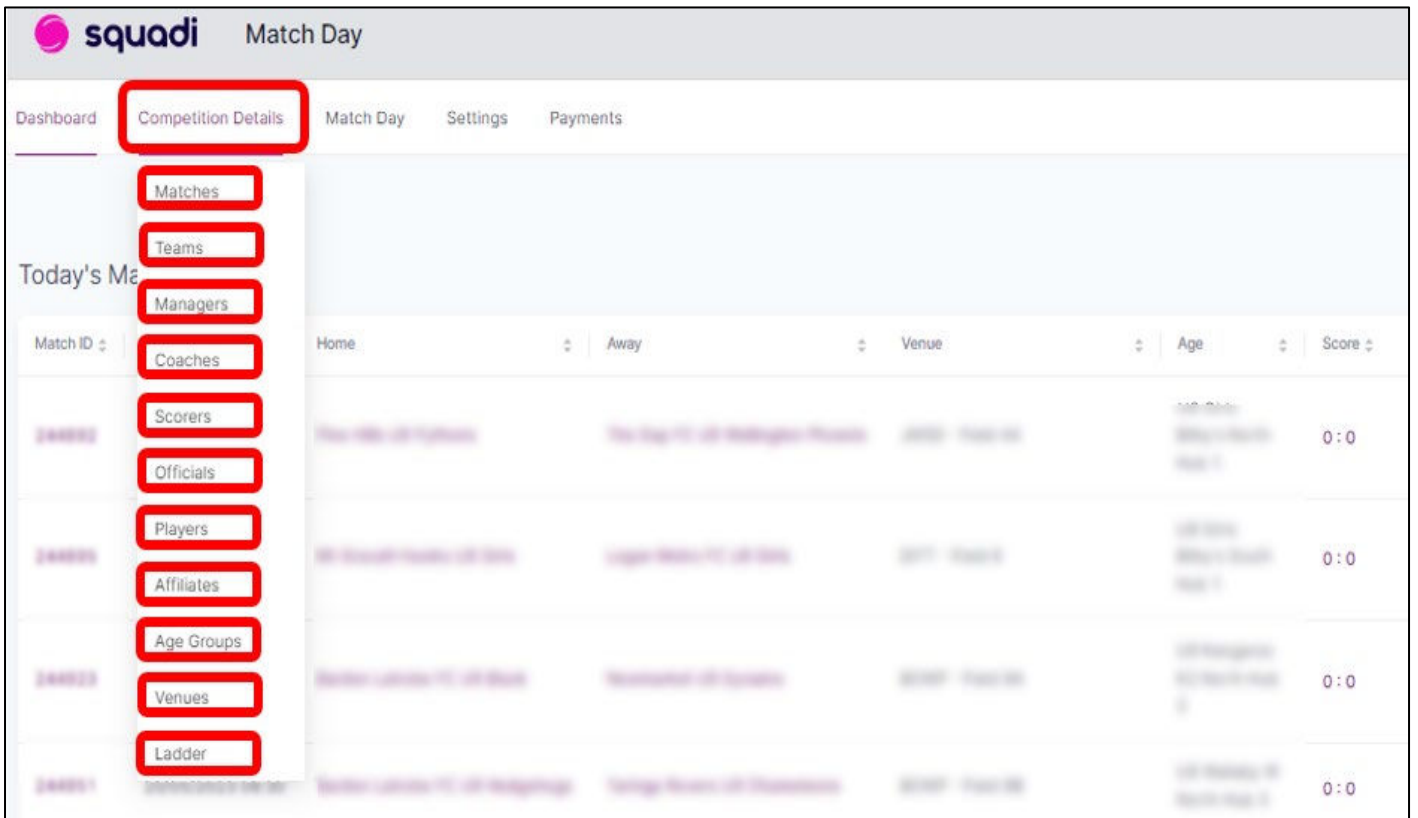


2. Select Year and click competition under Own Competitions.



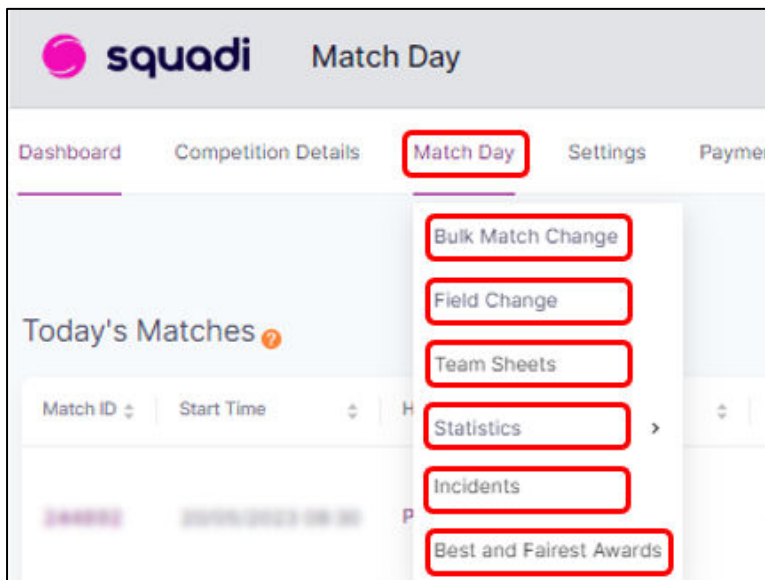
3. Go through Competition Details.

- **Matches:** List of all the matches in the competition. You can make changes to individual matches (KO time/field change etc) and upload scores.

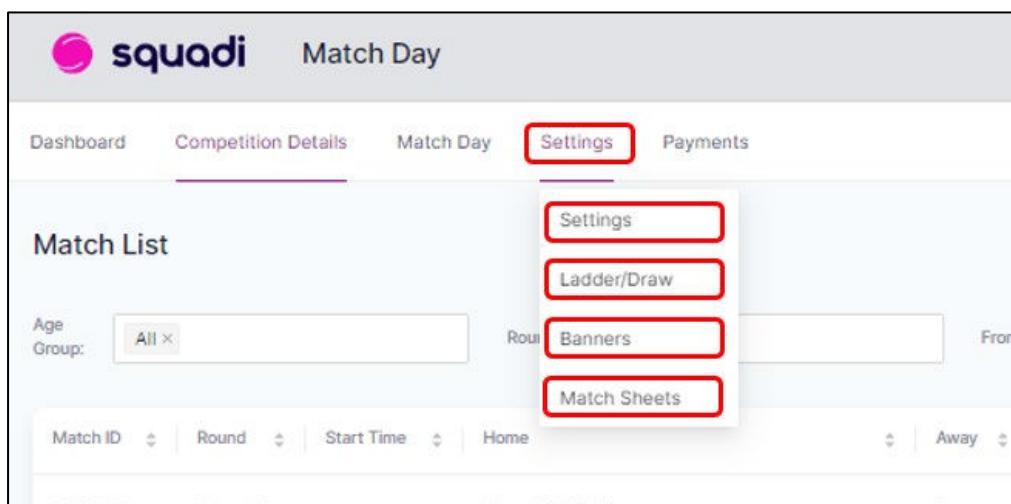


4. Go through Match Day.

- Bulk Match Change: Allows you to cancel/push back matches in bulk (e.g. Wash Out due to rain)
- Field Change: Allows you to change fields in bulk



5. Go through Settings.



a) Settings

- i. Player Rotation: Interchange or Substitution
- ii. Enhanced Statistics: Corner, Foul, Offside, Shot On Target, Shot Off Target
- iii. Match Official Settings: 'Integrated Referee Module' option recommended
- iv. Team Officials: Enable recording of team officials. Choose 'Other' if you want to add more positions.
- v. Attendance Recording and Reporting: You can start opening the teamsheets through setting the 'Attendance Recording Time'. You can also lock teamsheets by ticking the 'Lock Attendance' box.
- vi. Team Sheet – Maximum Player Numbers: Playing (on field), Total (on field + substitution)
- vii. Player Borrowing Restriction
- viii. Display Statistics
- ix. Scoring
- x. Forfeits/Abandonments
- xi. Update Matches
- xii. Field Closures
- xiii. Timer
- xiv. Finals Eligibility
- xv. Send offs
- xvi. Best On Field
- xvii. Voted Award – Best and Fairest
- xviii. Competition Invitees

b) Ladder/Draw

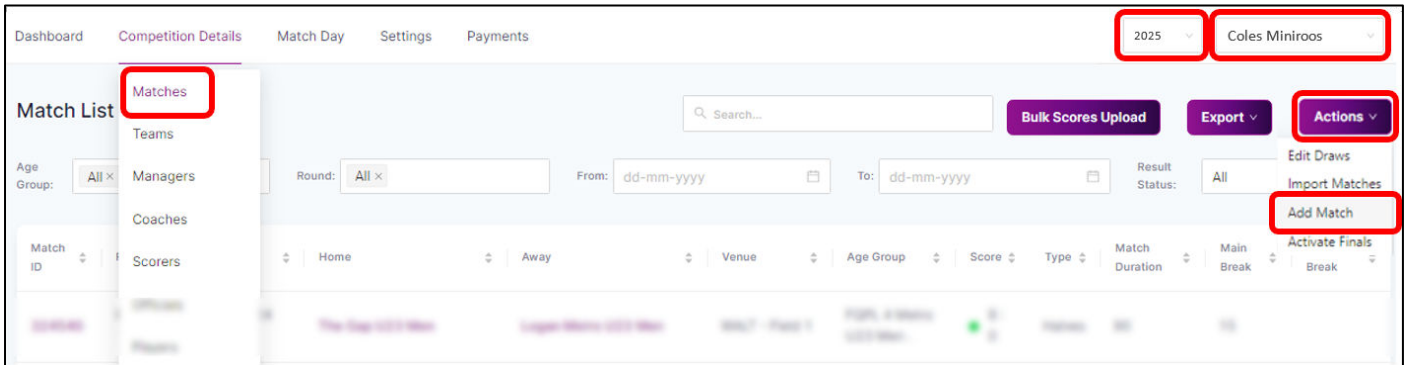
- i. Ladder Settings: Points and For – Against
- ii. Ladder Link: This is for the public to see the scores
- iii. Draw Settings: This is for the public to see the draws

c) Banners: NA

d) Match Sheets: Match sheet templates for printing purposes

Adding a Game in Match Day

1. Go to **'Matches'** under the **'Competition Details'** tab.
2. Click **'Actions'** then click **'Add Match'**.



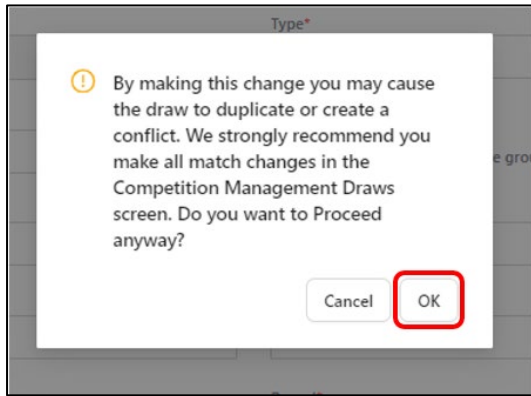
3. Follow the prompt and type **'Confirm'** in the box and click **'Confirm'**.
4. Add in details of the match click **'Save'** then **'OK'**.

If you are wanting to have teams across different age groups, tick the "Allow teams from other age groups" box.

The 'Add Match' form contains the following fields and options, with red boxes highlighting the input values:

- Date***: 05-06-2025
- Start Time***: 10:00
- Competition/ Program**: Coles Miniros
- Time***: Halves
- Age Group***: U10 Kangaroo K1 South Hub 1
- Allow teams from other age groups
- Home Team***: FQ Burgundy
- Away Team***: FQ Blue
- Venue***: Meakin Park-Field 1
- Round***: Round 5
- Match Duration***: 20
- Main Break***: 5
- Extra Time

Below the form, there are sections for **Match Rosters** (Scorer 1, Home Team Penalty Score, Away Team Penalty Score) and buttons for **Cancel** and **Save**.

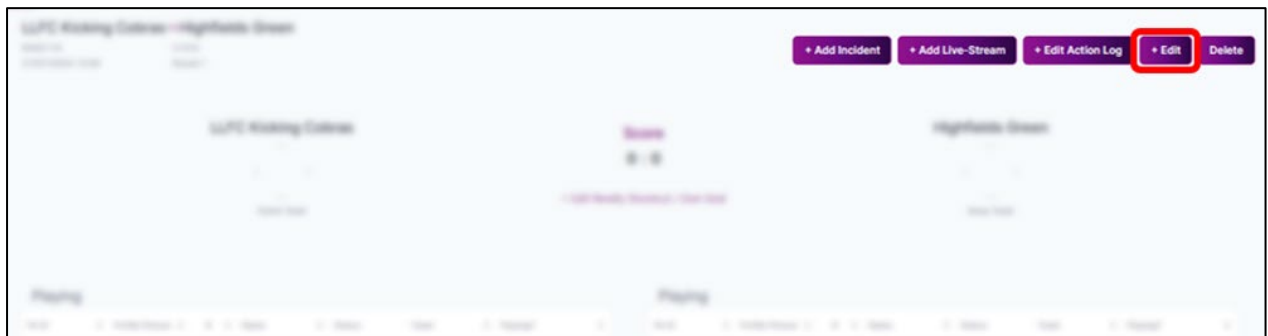


Editing a Game in Match Day

1. Search the match you are wanting to edit and click the Match ID.

Match ID	Round	Start Time	Home	Away	Venue	Age Group	Score	Type	Match Duration	Main Break	Quarter Break	Action
190653	1	05/06/2025 10:00	FQ Burgundy	FQ Blue	MP 1	U10 Kangaroo K1	0:0	Halves	40	5		

2. Click **'Edit'** button on the right top corner.



3. Edit the required details.
4. Once all the details are added in, click **'Save'** then **'OK'**.

Extra Time

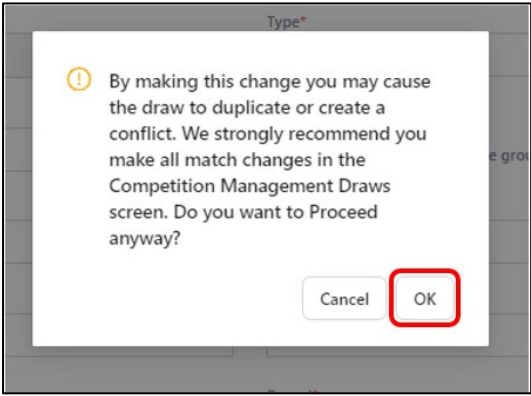
Match Rosters

Scorer 1

Home Team Penalty Score

Away Team Penalty Score

Cancel Save



Support Contacts

If you require support with the registration process, please contact the following emails.

Competition Questions – segcompetitions@footballqueensland.com.au

Registration Questions – registrations@footballqueensland.com.au

Squadi Questions – Squadi@footballqueensland.com.au

ITC Questions – ITC@footballqueensland.com.au