



FOOTBALL  
**QUEENSLAND**

# **HOW TO REGISTER FOR THE 2025 SEASON**

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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](http://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](http://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

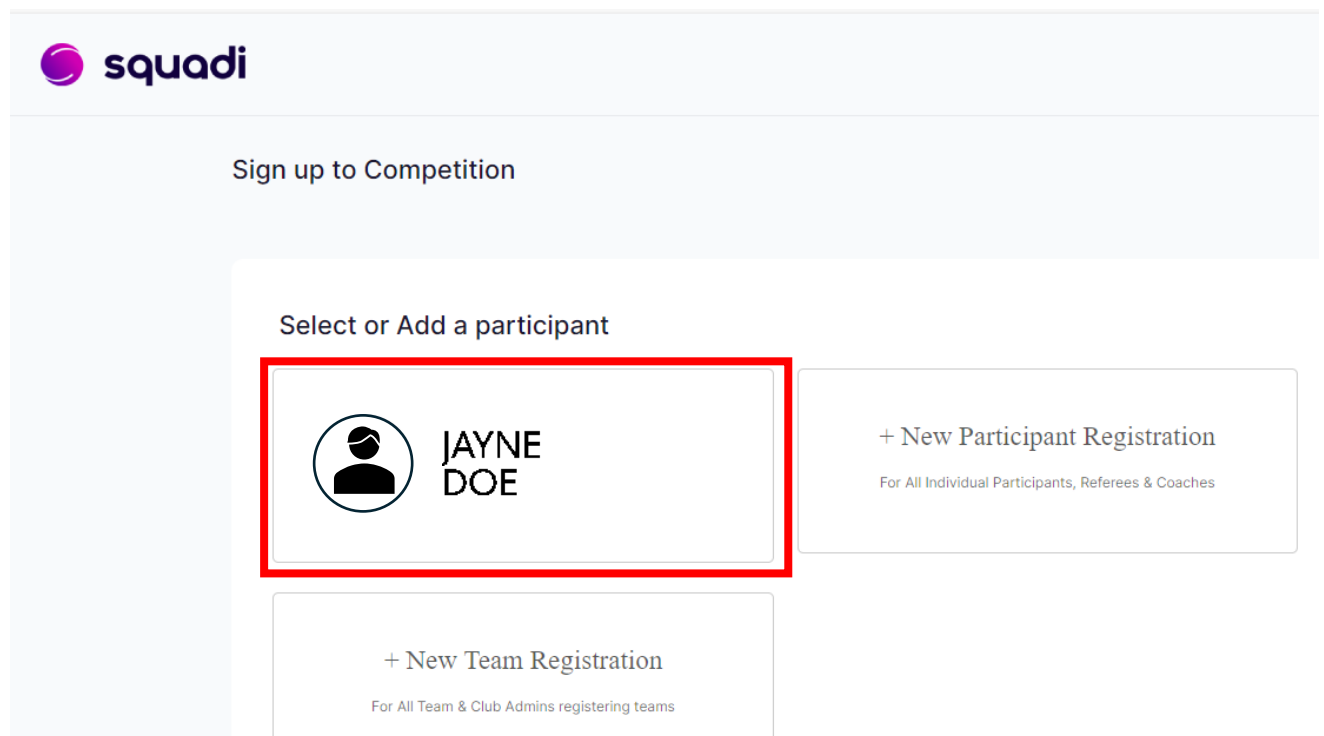
If you are registering as a Match Day Coach only, you need to register using the Pay In Full link.

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

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

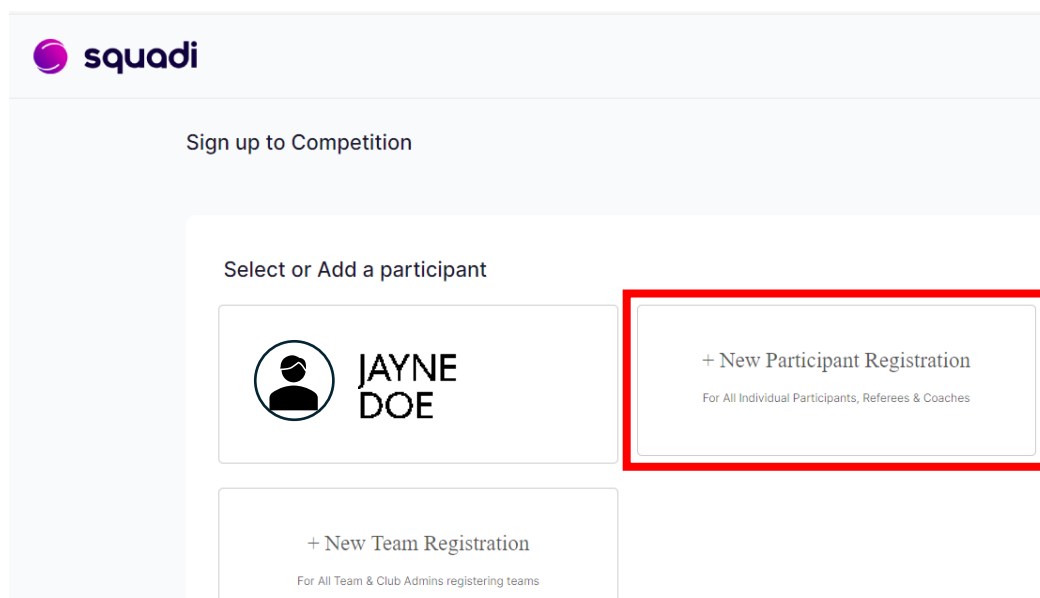
## Selecting Participant:

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 text "Sign up to Competition". Underneath, there is a section titled "Select or Add a participant". This section contains three boxes: 1) A box with a person icon and the name "JAYNE DOE", which is highlighted with a red border. 2) A box with the text "+ New Participant Registration" and the subtext "For All Individual Participants, Referees & Coaches". 3) A box with the text "+ New Team Registration" and the subtext "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 text "Sign up to Competition". Underneath, there is a section titled "Select or Add a participant". This section contains three boxes: 1) A box with a person icon and the name "JAYNE DOE". 2) A box with the text "+ New Participant Registration" and the subtext "For All Individual Participants, Referees & Coaches", which is highlighted with a red border. 3) A box with the text "+ New Team Registration" and the subtext "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

Postcode

SEARCH

Organisation Name

Football Queensland

187 Meakin Rd Sticks  
Creek Queensland 4127 0732082677

2024 FQ Coach Registration  
Football Queensland  
Reg. Open Reg. Close  
19/01/2024 - 30/11/2024

Futsal Referee  
Football Queensland  
Reg. Open Reg. Close  
09/07/2024 - 30/12/2024

2025 FQ Referee Registration  
Football Queensland  
Reg. Open Reg. Close  
27/09/2024 - 30/06/2025

2025 FQ Referee Registration - AfterPay  
Football Queensland  
Reg. Open Reg. Close  
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 Reg. Close: 30/06/2025 [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  
Meaklin 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



**Additional Personal Information**

What is your FA ID?

Do you identify as being of Aboriginal or Torres Strait Islander origin?  
 Not Applicable  Aboriginal  Torres Strait Islander

In which country were you born?

What is your nationality?

Are you from a culturally and/or linguistically diverse community?  
 Yes  No

Are there any languages other than English spoken at home?  
 Yes  No

Do you have an intellectual disability or a physical impairment?  
 Yes  No

How did you hear about this Competition?  
 Facebook  Instagram  Google  Website  A friend or family member referred me  Returning Member  Other

How many years have you played Football?

What is your National Referee Accreditation level?  
 No Accreditation  
 Level 1  
 Level 2  
 Level 3  
 Level 4

Expiry Date

Have you completed the prerequisites for a training Referee?  
 Yes  No

What is your Working with Children Check Number or BlueCard Number? You are required to have a Working with Children Check Number or BlueCard. If you don't you will need to apply for one.

**ADD COMPETITION AND MEMBERSHIP**

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\*”

The screenshot shows a registration page for Jayne Doe. At the top left, there's a 'Participants' section with a profile icon and name. Below it, the competition is listed as '2025 FQ Referee Registration' for 'Football Queensland'. A registration level of 'Senior' is selected, with 'Full Competition - Uplifted' as an option. To the right, a 'Your order' summary shows 'Christine Burchwell - 2025 FQ Referee Registration' for \$100.00. Below the order, there's a 'Terms & Conditions' section with a checkbox for 'I have read and agree to all of the above Terms and Conditions'. A red box highlights this checkbox, and another red box highlights the 'CONTINUE' button at the bottom right.

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.

*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”.

×



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

**\$0.00 (inc GST)**

Shipping cost must be added to every order.

You cannot combine orders and only pay the one shipping fee. You must submit individual orders for multiple purchasing for a family.

<p>Select Shipping Delivery</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Not purchasing at this ti...</span> <span style="font-size: 10px;">▼</span> </div>	<p>Quantity</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; width: 100px;"> <span style="margin-right: 5px;">1</span> </div>
--	--

ADD TO CART

CANCEL

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.

Central Coast Region  
Darling Downs  
Far North Region  
Gulf (Mt Isa) Region  
Metro Region - Brisbane  
Northern Region  
South Coast Region  
Sunshine Coast

Quantity: 1

ADD TO CART CANCEL

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.

FQ Referee Home Region 2025 \$0.00

(Darling Downs) Qty : 1

Participant(s)

Jayne Doe v

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

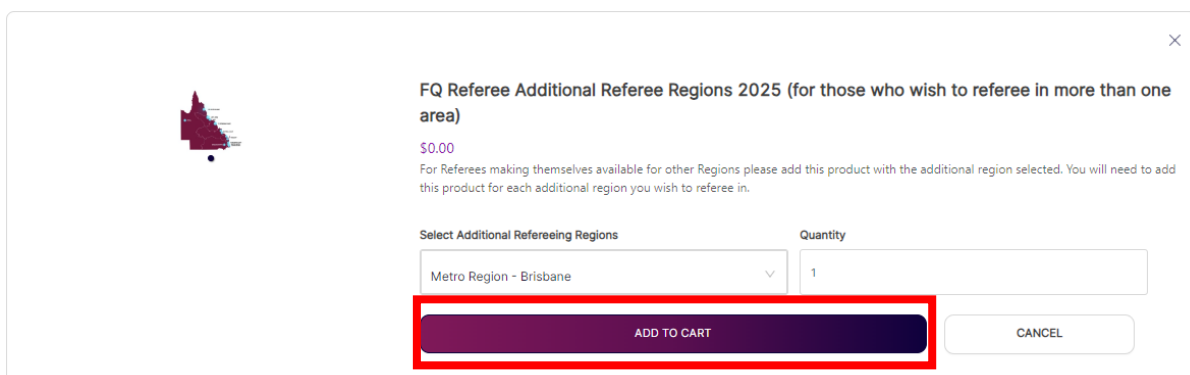
Far North Region

Gulf (Mt Isa) Region

Quantity: 1

CANCEL

Then press "Add To Cart"



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

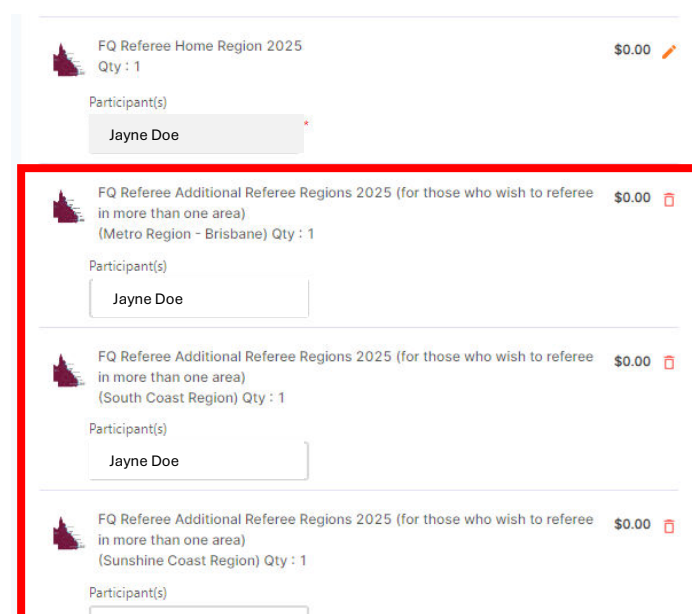
Quantity: 1

ADD TO CART

CANCEL

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:



FQ Referee Home Region 2025  
Qty : 1 \$0.00

Participant(s)  
Jayne Doe

FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area)  
(Metro Region - Brisbane) Qty : 1 \$0.00

Participant(s)  
Jayne Doe

FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area)  
(South Coast Region) Qty : 1 \$0.00

Participant(s)  
Jayne Doe

FQ Referee Additional Referee Regions 2025 (for those who wish to referee in more than one area)  
(Sunshine Coast Region) Qty : 1 \$0.00

Participant(s)

## Referee Shirt Bundle

In your Cart you will also have a defaulted Referee Shirt Bundle.

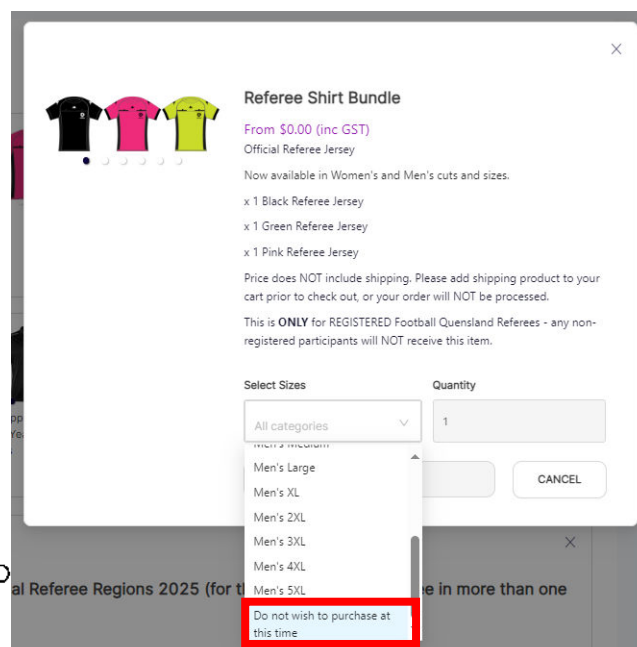
You will either need to:

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

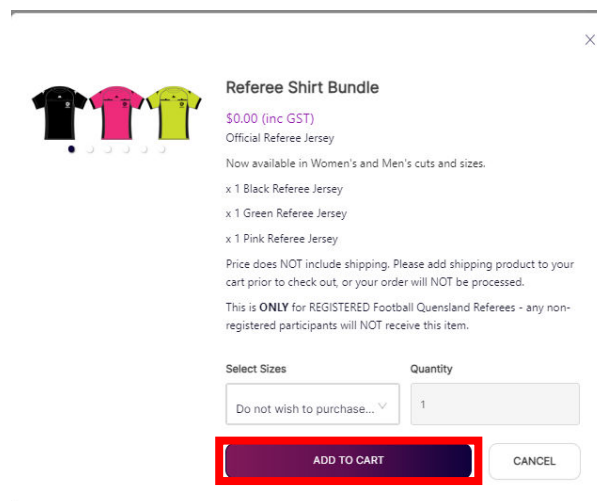
In order to edit this item in your Cart you will need to click on the Orange Pencil Icon:



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”



Referee Shirt Bundle

\$0.00 (inc GST)

Official Referee Jersey

Now available in Women's and Men's cuts and sizes.

- x 1 Black Referee Jersey
- x 1 Green Referee Jersey
- x 1 Pink Referee Jersey

Price does NOT include shipping. Please add shipping product to your cart prior to check out, or your order will NOT be processed.

This is **ONLY** for REGISTERED Football Queensland Referees - any non-registered participants will NOT receive this item.

Select Sizes:

Quantity:

**ADD TO CART** CANCEL

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

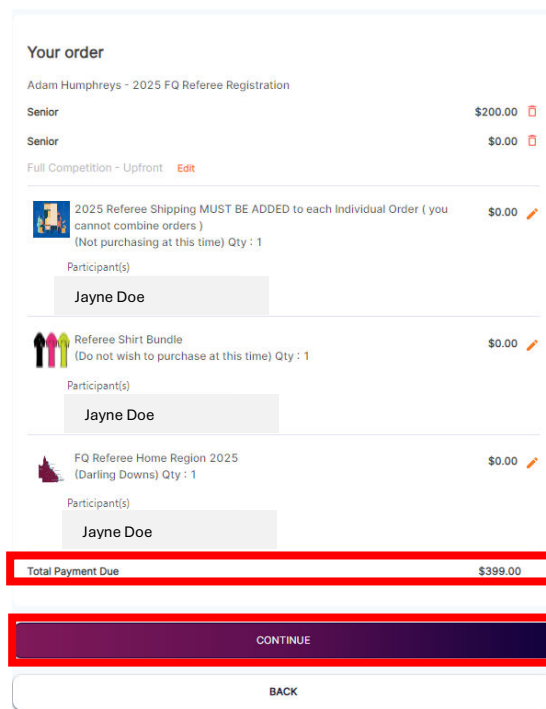
If you are a Returning Referee please check you have all of the following in your Cart:

- 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.



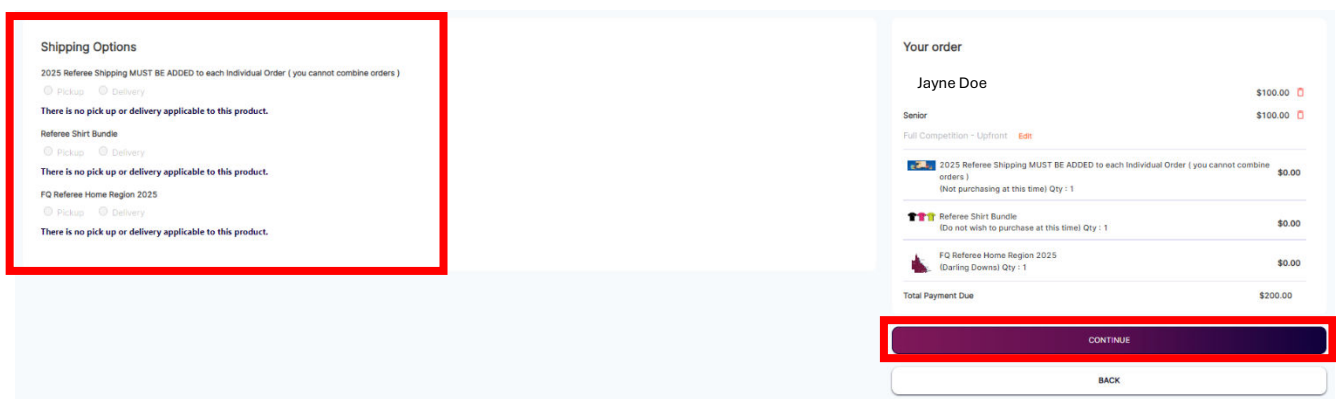
## Shipping Options

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.



## 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 afterpay'. The 'Instalments by afterpay' option is selected and highlighted with a red box.
- Form fields for 'Email' (newreferee@footballqueenland.com.au) and 'Full Name' (Jayne Doe).
- A 'SUBMIT' button is located at the bottom right of the form, also highlighted with a red box.
- A note at the bottom of the form states: "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](#)"

**Your order:**

- Customer name: Jayne Doe
- Payment method: AfterPay
- Order total: \$212.00
- Items in the order:
  - 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 (Bairling 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

A 'BACK' button is located at the bottom of the order summary.

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 Referees Department via email on [referees@footballqueensland.com.au](mailto:referees@footballqueensland.com.au)

***Subject: Registration as a Match Official for the 2025 season***

Then someone from the team will respond to you as soon as possible.