



2025 FIXTURE FLOWING SQUADI HELP GUIDE

Making changes to your club home fixtures

Once draft draws are created in Squadi by the Football Queensland Competitions team, home clubs will have the ability to amend the flow of their home fixtures. This function will be open for one (1) week and will not be available once the time frame elapses.

NOTE: Once this window closes clubs will only be able to make changes by emailing the FQ Competitions team or your relevant regional manager (listed below)

Metro - seqcompetitions@footballqueensland.com.au

South Coast - fgcadmin@footballqueensland.com.au

Darling Downs - fqddadmin@footballqueensland.com.au

Sunshine Coast - fgscadmin@footballqueensland.com.au

Central Coast - ccadmin@footballqueensland.com.au

Wide Bay - wbadmin@footballqueensland.com.au

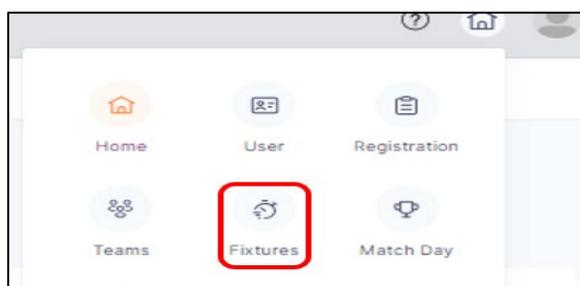
Whitsunday Coast - fgwcadmin@footballqueensland.com.au

Northern - fgnorthoce@footballqueensland.com.au

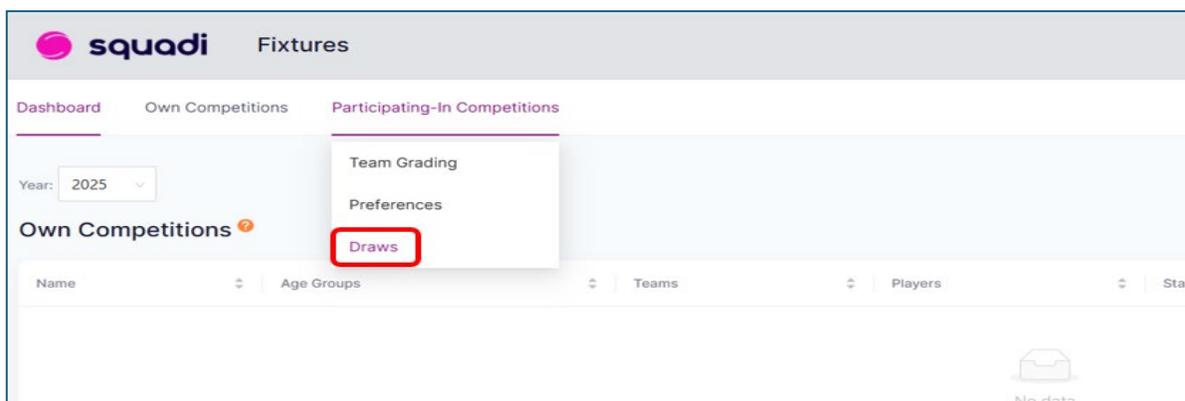
Far North - fgfngadmin@footballqueensland.com.au

Gulf - fgmiadmin@footballqueensland.com.au

1. Open the **'Fixtures'** module.



2. Go to the **'Participating-In Competitions'** tab and click **'Draws'**.



Clubs are now enabled to make any changes to their **HOME MATCHES ONLY** by clicking the 3 dots at the end (right hand side) and edit.

NOTE: You **MUST NOT** change the day of the fixtures only the flow of fixtures on that day (time and field)

The screenshot shows the 'Draws' interface with the following elements:

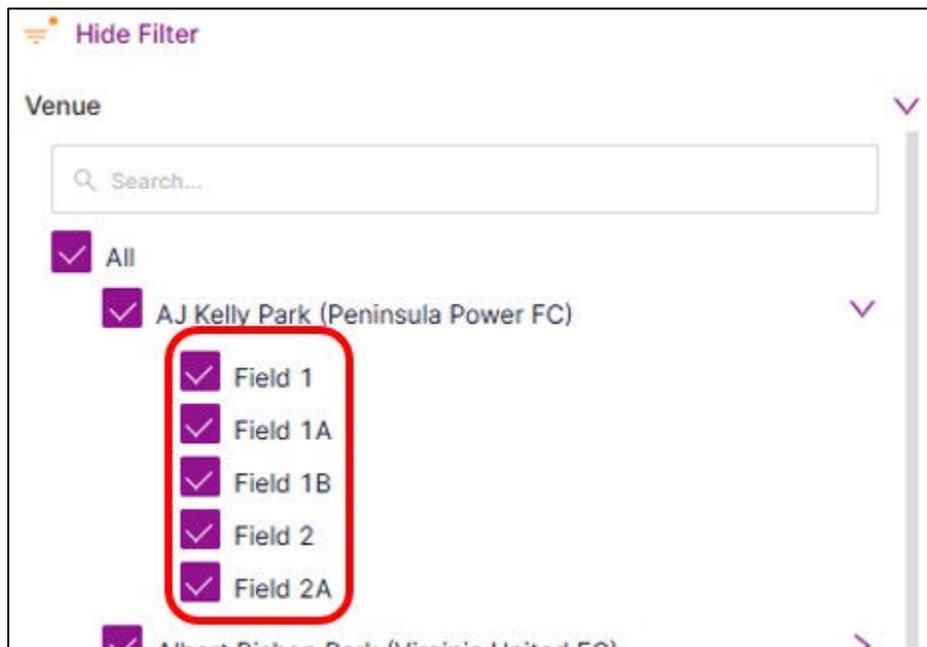
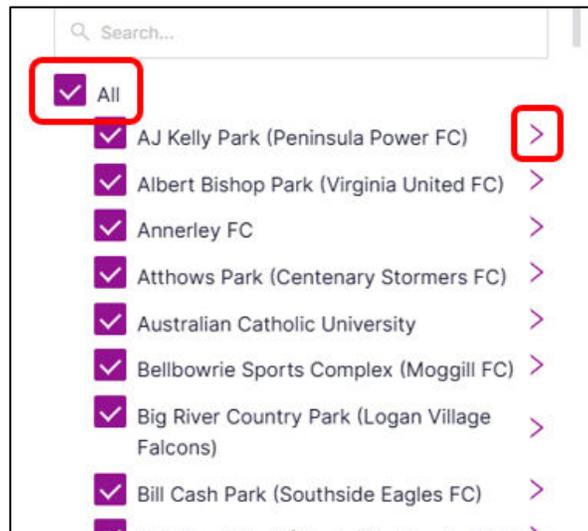
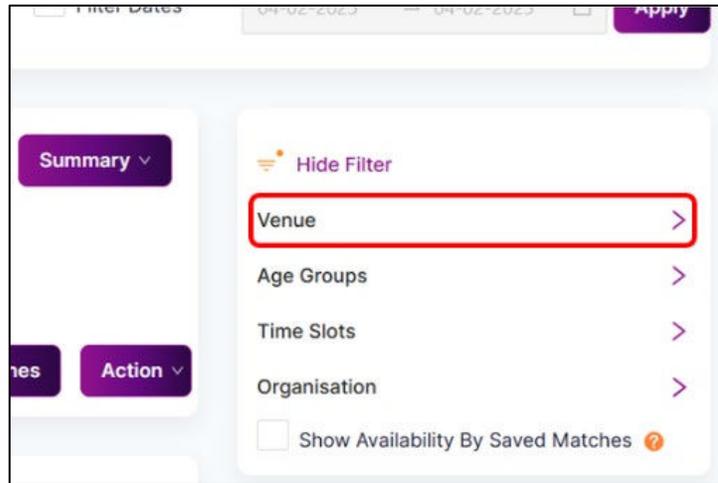
- Year: 2023
- Competition/Program: 2023 Northern Community ...
- Multiple competitions:
- Round: Round 1
- Filter Dates: 21-01-2025 -> 21-01-2025
- Match Calendar: Clash Count (0), Not In Draw (6), Awaiting Publish (0)
- Buttons: Fixtures Grid, Match List, Search, Summary, Filter
- Table of fixtures with columns: Fixture ID, Match ID, Round, Start Time, End Time, Home, Away, Schedule Status, Chat, Venue, Age Group, Publish Status, Result Status, Action.
- Red boxes highlight the 'Edit Match' button in the table and the 'Filter' button in the top right.

- Year: Select 2025
- Competition/Program: Choose which competition you would like to work on. You can also have more than 1 listed by ticking the "Multiple Competitions" box.
- Round: You can choose all rounds or 1 round at a time.
- Filter Dates: If you prefer to filter the dates rather than rounds select this option.
- Filter: If you have 2 or more venues, you can use the filter to show 1 venue at a time.

The screenshot shows the 'Draws' interface with the following elements highlighted by red boxes and letters:

- a: Year (2024)
- b: Competition/Program (Metro Communi...)
- c: Round (Round 1)
- d: Filter Dates (04-02-2025 -> 04-02-2025)
- e: Filter button
- Match Calendar: Clash Count (12), Not In Draw (0), Awaiting Publish (0)
- Buttons: Fixtures Grid, Match List, Search, Summary, Filter, Bulk Lock Matches, Action
- Timeline/Venue Availability, Show by Age Group/Division, Show only, Expand, View

To filter by venue/field, click "Filter" – "Venue" – untick "All" – tick relevant venue/fields.



There is NO need to approve or decline the away matches - it will not make any changes and does not mean anything (function not in use)

You may use the chat function if you wish to discuss a particular fixture with the opposing club for things like swapping home/away fixtures

Year: 2023 | Competition/Program: 2023 Northern Community ... | Multiple competitions: | Round: Round 1 | Filter Dates: 21-01-2025 - 21-01-2025 | Apply

Match Calendar
Matches requiring your action: 6

Clash Count: 0 | Not In Draw: 6 | Awaiting Publish: 0

Fixtures Grid | Match List | Search: | Summary | Filter

Fixture ID	Match ID	Round	Start Time	End Time	Home	Away	Schedule Status	Chat	Venue	Age Group	Publish Status	Result Status	Action
F3812975		Round 1	02/03/2023 23:30	02/03/2023 01:15	Townsville Warriors Div 2 Men	Brothers Townsville Div 1 Men	Pending Away Affiliate		GATE-Field 1	Northern Senior Men-Division 1	Draft	Not Started	...
F3812984		Round 1	22/04/2023 08:00	22/04/2023 09:30	Osmac Townsville Warriors U16 FQPL	Rebets U16 FQPL Rattlesnakes	Pending Away Affiliate		PAP-Field 2 Rapid Legal	Northern U16-FQPL	Draft	Not Started	...
F3812985		Round 1	29/04/2023 09:30	29/04/2023 09:30	Donohues Townsville Warriors Black U13 FQPL	Rye			SUNS-Field 1(B)	Northern U13-FQPL	Draft	Not Started	...
F3813006		Round 1	29/04/2023 11:00	29/04/2023 12:15	Brothers U13 FQPL Blue	Donohues Townsville Warriors U13 FQPL	Declined		AYRF-Field 3(B)	Northern U13-FQPL	Draft	Not Started	Approve Match Decline Match
F3812976		Round 1	TBD	TBD	Riverway JCU Division 1 Women	Townsville Warriors Division 1 Women			TBD	Northern Senior Women-Division 1	Draft	Not Started	...
F3812988		Round 1	TBD	TBD	Riverway JCU Div 1 Men	Townsville Warriors Div 1 Men			TBD	Northern Senior Men-Division 1	Draft	Not Started	...

4. Complete for all teams