



2025 TEAM PREFERENCES SQUADI HELP GUIDE

Adding Team Match Preferences

VERSION CONTROL

Date		Version	Details	Author
Feb 2025	1.10			Competitions

Approval

Delegation required for approval: Chief Executive Officer

Approving Officer

Name: Robert Cavallucci

Position: Chief Executive Officer

Dated: 05/02/2025

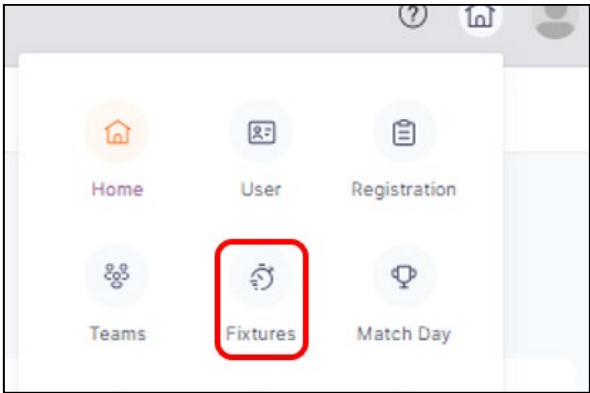
Term of Guide: 1st January 2025 to 31st December 2025

To ensure Football Queensland’s competitions team can allocate the most accurate field preferences for team fixtures, clubs must complete and submit their team preferences within the Squadi platform.

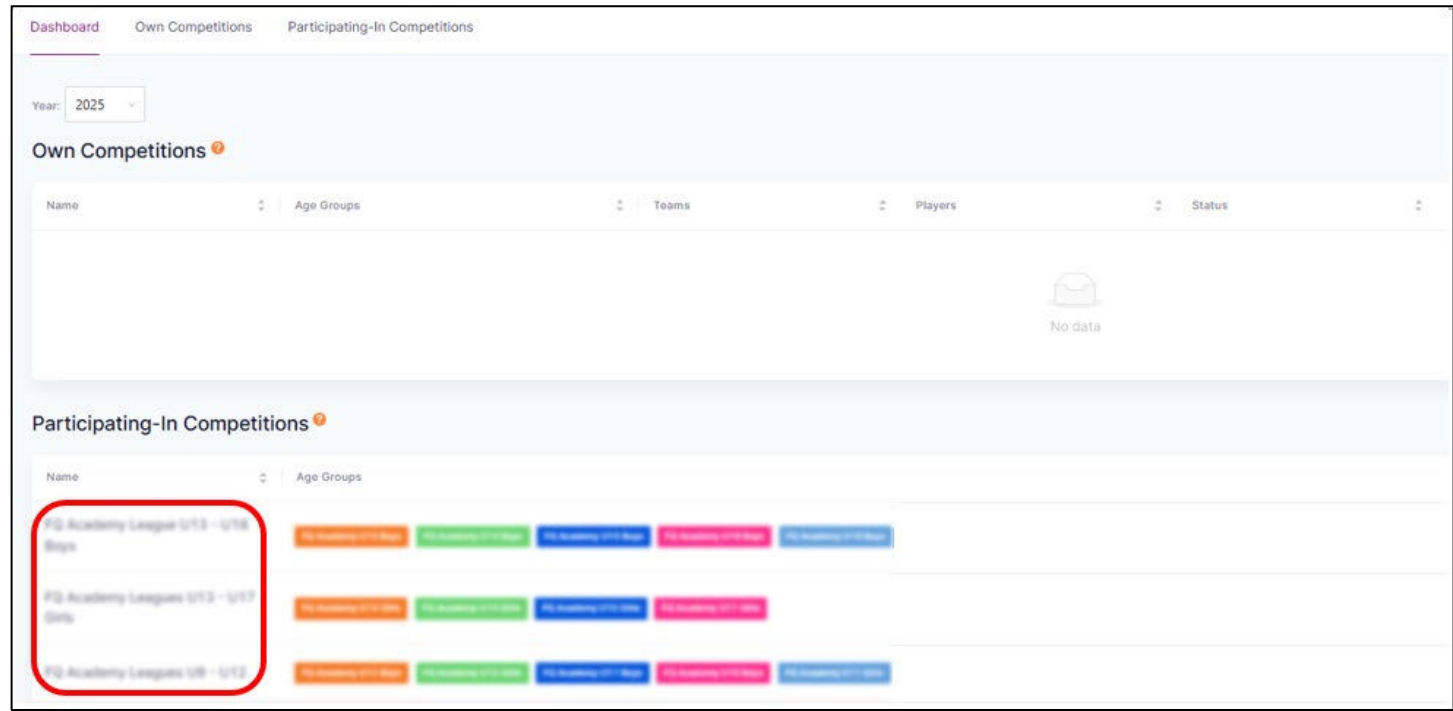
After a team has been proposed and given a finalised division by the competition organiser, team preferences can be completed.

Adding Team Preferences

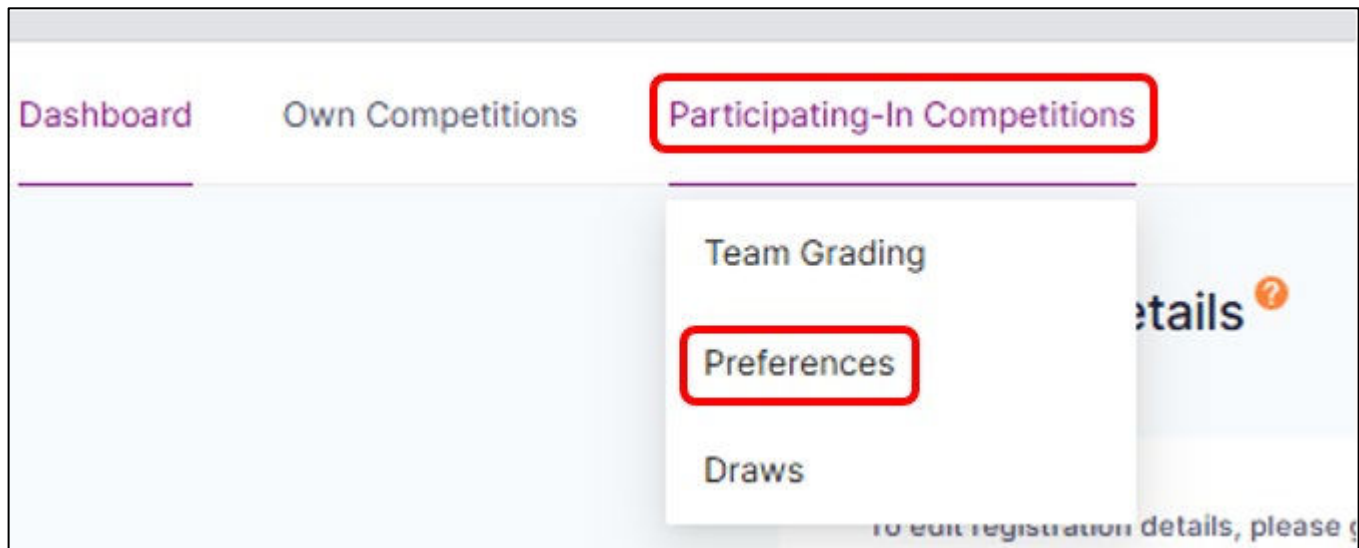
1. Open the **‘Fixtures’** module.



2. Click the relevant competition your team is participating in under ‘Participating-In Competitions’.



3. Under the '**Participating-In Competitions**' tab, click on '**Preferences**'.



4. Add in field and time preference details for each team by completing the fields and click '**Save**'.

Team Preferences

Year: 2025 Competition/Program: FQ Academy League U13 - U18 Boys Final Division: All (including no final division)

Team: Division: FQ Academy U13 Boys - League 2 Home Field Preference:

+ Add Home Away Preference

Day of the week: Start Time: End Time:

+ Add Day Preference

+ Add Unavailable Date

5. Complete for all teams