FOOTBALL
QUEENSLAND

2026-27 PRE-SEASON GAME SQUADI HELP GUIDE

Table of Contents

Step 1 - Pre-Season Game Sanction Approval 3

Step 2 - Participant Enrolment 3

Step 3 - Bulk Enrolling Participants 4

Step 4 - Allocating Players and Team Officials to Teams 5

Step 5 - Enrolling and Adding New Players to the Pre-Season Team Sheets 6

Pre-Season Teams Sheets – Requirements & Process 8

Step 1 - Pre-Season Game Sanction Approval

Submit a 2026-27 Pre-Season Game Sanction Request via the online form.

2026-27 Preseason/Friendly Game Sanction Request Form

Once the Sanction Form is received, the FQ Competitions team will review and approve the request. Upon approval, the team will set up the game in Squadi under the 2026-27 Pre-Season Games competition.

If your team does not already exist in the system, the Competition's Team will create it in the appropriate competition before finalising the setup.

If your team is traveling interstate, they will also need to complete the interstate travel permit.

Football Queensland Interstate Travel Permit

Step 2 - Participant Enrolment

Participants (including Players, Coaches, Managers and Team Officials) must be enrolled in the **2026–27 Pre-Season Games** based on their registration status with the club during the 2026 outdoor season.

New Players (Not Registered with the Club in 2026)

This applies to **any player who was not registered with the club during the 2026 outdoor season**, including:

- Players who have never played football before.
- Players transferring from another Football Queensland affiliated club.
- Players from other Member Federations (interstate).
- Players who previously played overseas.
- Players from competitions outside Football Queensland.

Important: Players trialling with a club other than the one they were registered with in the 2026 outdoor season must complete an **Intent to Trial form** for each new club they trial with.

Registration of Intent to Trial

Returning Players (Registered with the Club in 2026)

Players who were registered with the same club during the 2026 outdoor season are considered returning players.

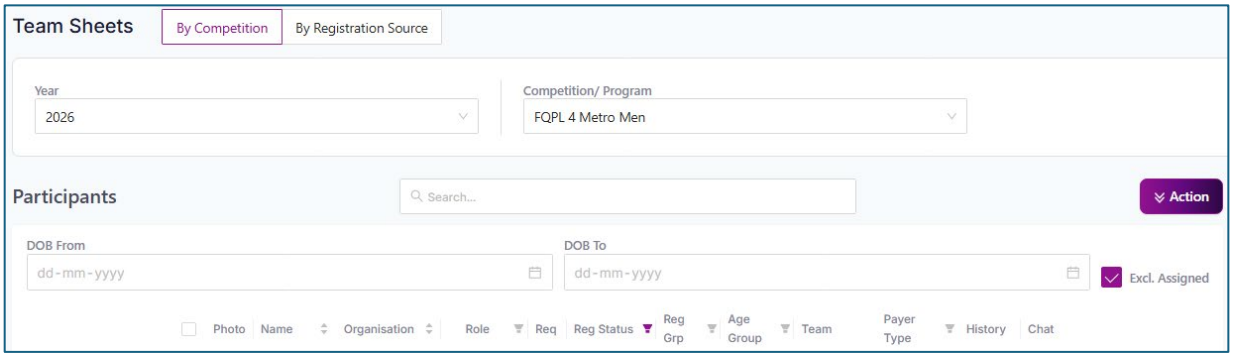
Clubs can **bulk move returning players** into the 2026–27 Pre-Season Games using the Squadi Teams Module.

Step 3 - Bulk Enrolling Participants

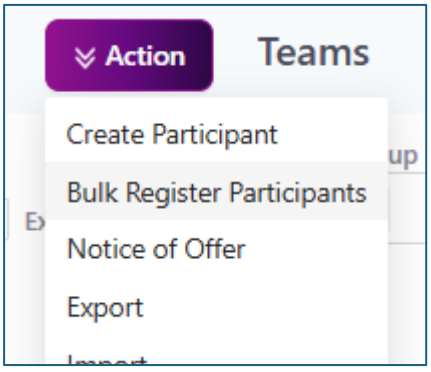
Follow the steps below to complete the bulk move process.

How to Bulk Enrol Returning Participants (via Teams Module)

1. **Open the Teams Module**
   - Select 2026 as the Year.
   - Choose the competition you wish to select participants from.
2. **Update Filter Settings**
   - Untick the box labelled **"Excl. Assigned"**.

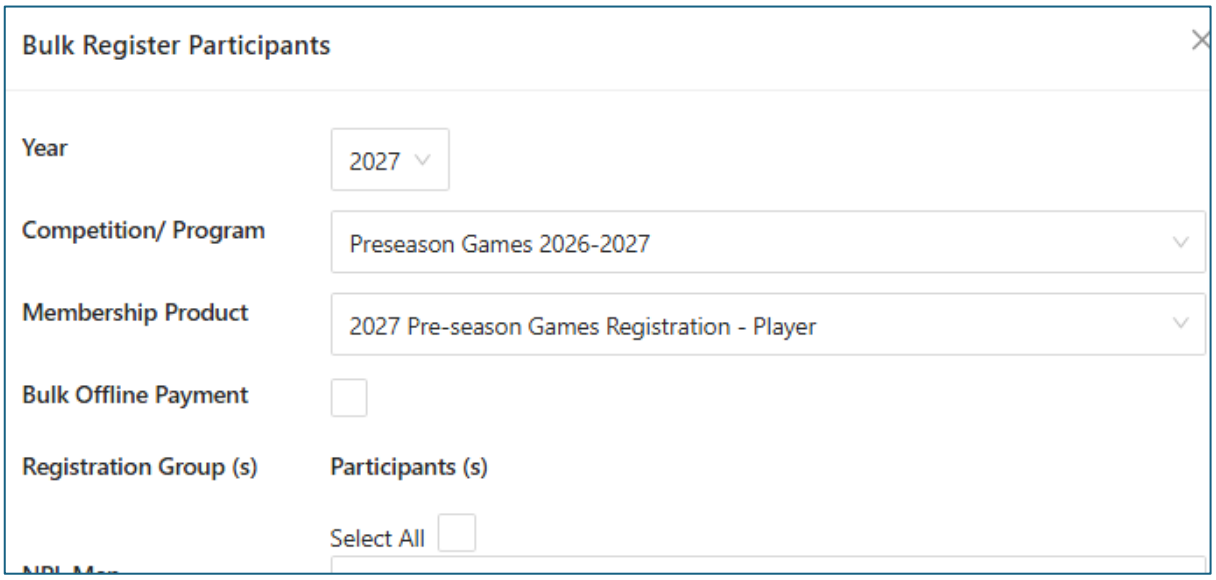


   - Tick **"All"** for each filter (Role, Reg Status, Reg Grp, Age Group and Player Type).
3. **Select Participants**
   - Tick the checkbox next to each participant you wish to bulk enrol for the 2026-27 Pre-Season Games.
4. **Initiate Bulk Enrolment**
   - Click the purple **"Action"** button and select "Bulk Register Participants".



5. **Choose Season and Competition**
   - Set the Year to 2027.
   - Select "2026-27 Preseason Games".

6. **Assign Roles**
   - Choose the appropriate Role for each participant (e.g., Player, Manager, Coach, Team Official).
   - Click the "**Next**" button to proceed.



7. **Submit Enrolment**
   - On the next page, click **Continue**, then click **Submit** to finalise bulk enrolment.

Step 4 - Allocating Players and Team Officials to Teams

Searching and Adding Players and/or Team Officials

Follow the steps below to view and assign enrolled participants to their teams for the 2026-27 Pre-Season Games:

1. **Open the Teams Module**
2. **Select the Correct Year**
   - Set the year to **2027**.
3. **Choose the Competition**
   - In the Competition/Program dropdown, select 2026-27 Preseason Games.
4. **Check Existing Team Allocations**
   - Beside the team, click on the number located next to the age group.
   - Select: #P (Players), C# (Coaches), M# (Managers), O# (Other Team Officials).
   - A pop-up box will appear listing the participants currently assigned to that team.
5. **Add Participants to Teams**
   - To assign participants to a team that were not assigned a team:
     - Change the Age Group filter to either **"All"** or the specific age group of the team.
     - Click and drag the participant's name onto the appropriate team.

Note: Bulk Assign Multiple Participants

- Tick the checkbox beside each participant you want to move.

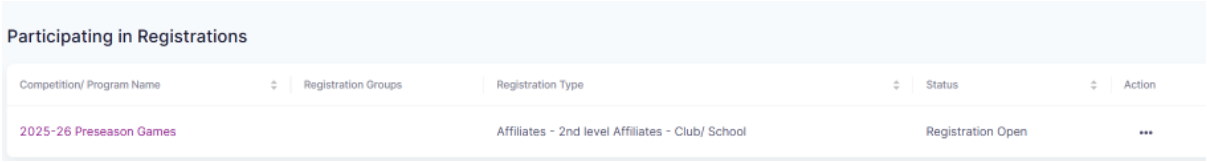
- Once all are selected, click and drag the top name – all ticked participants will move together and be assigned to the team.

Step 5 - Enrolling and Adding New Players to the Pre-Season Team Sheets

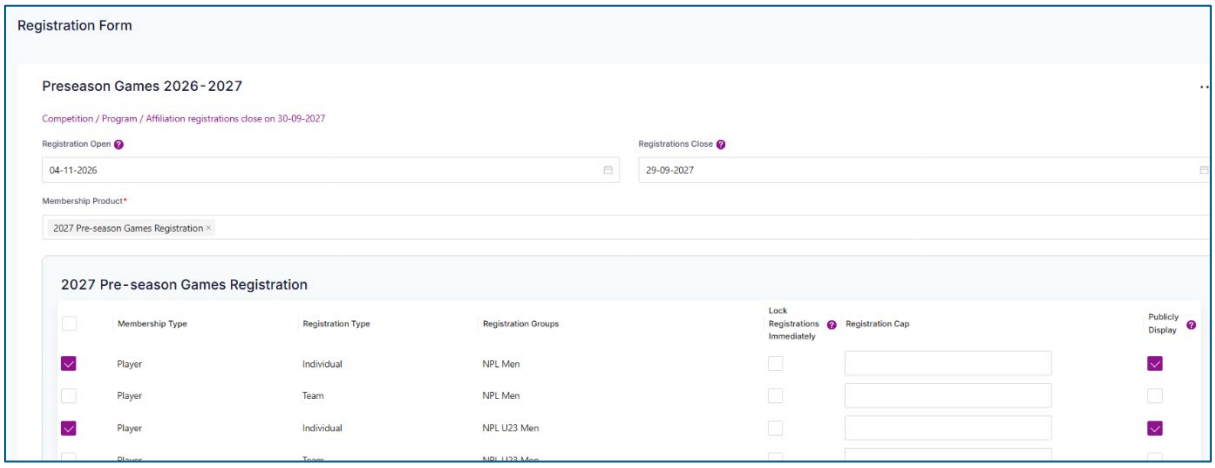
Players who are new to the club and not currently enrolled will need to complete a Pre-Season Games enrolment before they can be added to a team sheet.

Note: If a player enrols for the 2027 outdoor season, they will **not** need to complete this process.

To allow players to enrol for the 2026-27 Pre-Season Games, follow the steps below:



1. **Open the Registration Module**
2. **Select the Correct Year**
   - Select the year **2027**.
3. **Edit the Pre-Season Competition Product**
   - Locate the **2026-27 Pre-Season Game** Registration.
     - Click the three dots (...) next to it.
     - Select **Edit**.
4. **The system will open to the Fees page.**
   - As this is a free product, **DO NOT** add any fees.
   - Click **Next**.
5. **On the Payment Methods page**
   - Click **Next**.
6. **On the Discounts page**
   - Click **Next**.
7. **The system will open the Registration Form.**



8. **Set Registration Dates and Product Options**
   - **Registrations Open:** Enter the date you'd like the enrolments to open.
   - **Registrations Close:** Enter the closing date.
     - Latest allowed closing date: 29-09-2027.
9. **Select Membership Products:**
   - Select **Pre-Season Game Registration** and **Team Official**.
   - Tick **ALL** Team Official registration options.

Note: If you do not want the registration product to be publicly visible, untick the **'Publicly Display'** checkbox next to each registration line. This will restrict access so that only players with the **hidden link** can register.

10. **Select Age Groups you wish to make available for registration.**

IMPORTANT

Age groups are used as a preliminary indicator for International Transfer Certificates (ITC) requirements.

This does not trigger or complete the ITC process.

Clubs are responsible for initiating ITC processes prior to a player participating in matches.

For ITC queries, contact: ITC@footballqueensland.com.au

11. **Finalise and Open Registrations**
    - Additional questions or options may be ticked; however, it is recommended to scroll to the bottom and click **"Open Registrations"**.
12. **Share the Enrolment Link**
    - Once enrolments are open:
      - Return to the enrolment form.
      - Copy the appropriate enrolment link:
        - **Top link** – Public enrolment link (visible to all).
        - **Bottom link** – Hidden link (for private enrolment only).

Share the link with players who need to enrol.



13. **Add Enrolled Players to Teams**
    - Once players have enrolled:
      - Go to the **Teams Module.**
      - Follow the previously outlined steps in **"Searching and Adding Players and Team Officials"** to assign players to their team sheets.

Pre-Season Teams Sheets – Requirements & Process

All Clubs are required to complete online Team Sheets for Pre-Season Games.

Why Team Sheets are Important

- Players must be listed on the team sheet to be considered as having participated.
- Team sheets serve as a proof of participation and are critical for insurance coverage.
- Players not listed on a team sheet may have any insurance claims declined.

How Team Sheets Work for Pre-Season Games

The process for submitting team sheets is the same as for the regular outdoor season, with one key difference: The number of players available to be added to the team sheet is doubled to allow clubs to trial different player combinations.

If your club intends to use more than the standard 16/17 players, you must communicate and agree this in advance with:

The opposing team, and the officiating team before the match begins.

Team Sheet Access and Completion

- Team sheets can only be completed via the App by the Coach or Team Manager
- The app allows edits up to 15 minutes prior to kick-off.
- Coaches and Team Managers must be assigned to the team in the Team Module to access their team's team card.

Please refer to the Coach/Managers Squadi Help Guide here for further information on completing team sheets.