



RECORDING MATCH RESULTS IN SQUADI CLUB FAQs

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01. Can multiple people enter results for the same match?

Who can enter match results for a fixture?

Users with the appropriate permissions – such as Club Administrators, Referee Coordinators, or appointed officials may be able to access and enter results for the same match while it is still editable (before the match is marked as Ended).

Can multiple people enter results for the same match?

Yes. However, only the final submitted result will be saved once the match is marked as Ended.

What should our club do to avoid issues?

Clubs should assign one responsible person per match to enter and submit results. This helps prevent duplicate entries, overwritten information, or incorrect results being recorded.

02. What is the process for entering match results in Squadi?

Clubs should:

1. Go to Match Day
2. Locate the fixture
3. Ensure the match is still editable (not yet marked as Ended)
4. Assign an official (if required)
5. Enter and submit the match result
6. Confirm the match is marked as Ended

03. Why can't I see my fixture in Match Day?

This is usually due to one of the following:

- Incorrect competition selected
- Wrong date or match day filter applied
- The fixture is not a home match for your club
- You do not have the required access permissions

04. What does it mean when a match is editable?

A match is editable when it has not yet been marked as Ended.

While a match is editable, clubs can:

- Assign officials
- Enter match results
- Make corrections before submission

05. What happens when a match is marked as “Ended”?

Once a match is marked as **Ended**:

- The fixture is locked
- No further changes can be made
- This includes scores, officials, and match details

If changes are needed after this point, they must be requested through the FQ Competitions Team.

06. Why can't I add or change a referee or official?

If the match has already been marked as Ended, the fixture is locked and cannot be updated.

Officials must be assigned while the match is still editable (before it is marked as Ended).

07. Can we edit a score after it has been submitted?

No. Once a result has been submitted and the match is marked as Ended:

- Clubs cannot edit the score
- Any corrections must be managed by the FQ Competitions Team

08. Why is my score not saving?

This may occur if:

- Required fields are missing
- The match has already been marked as Ended
- You do not have the correct access level

09. Who is responsible for entering match results?

Generally, the home club is responsible for entering match results in Squadi.

This is typically completed by a Club Administrator or Club Referee Coordinator.

10. Do referees and officials need a Squadi profile?

Yes. All participants involved in a match must have an active Squadi profile, including:

- FQ-appointed referees
- Club-based referees
- Club officials assisting with match management

11. What should we check before submitting a result?

Before submitting, always confirm:

- Correct teams and score
- Correct fixture selected
- Officials assigned (if required)
- Match is still editable (not yet marked as Ended)

12. What should we do if something is incorrect after submission?

If a result has been entered incorrectly:

- Clubs cannot amend it directly
- Contact the FQ Competitions Team for assistance

13. Why is it important to enter results correctly?

Match results cannot be edited once finalised, so accuracy is essential to ensure:

- Correct competition standing
- Accurate player and team records
- No delays in reporting or ladder updates