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# **RECORDING MATCH RESULTS SQUADI HELP GUIDE**

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## Version Control

Date	Version	Details	Author
11 June, 2026	2026.01	Annual Review	Competitions

### Approval

**Delegation required for approval:** Chief Executive Officer

*Approving Officer*



**Name:**

Robert Cavallucci

**Position:**

Chief Executive Officer

**Dated:**

11/06/2026

**Term of Policy:**

Ongoing

# Recording Match Results in Squadi

This guide outlines the process for:

- Identifying matches with missing results
- Appointing a Club Administrator or Club Referee Coordinator to a fixture
- Recording match results in Squadi

## Access Requirements

To complete this process, users must have one of the following:

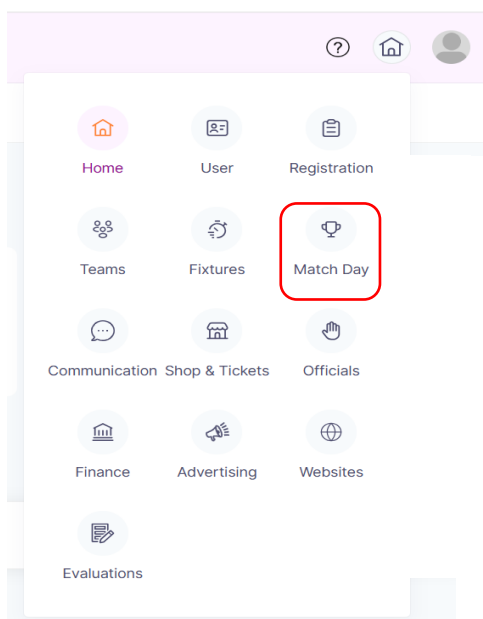
- Admin access in Squadi; OR
- Web Admin – Referees access in Squadi

**Note:** Users must also have access to the **Officials module** within Squadi.

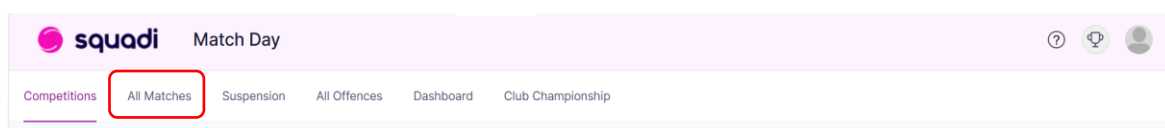
## Step 1 – Identifying Matches with Missing Results

Before entering scores, clubs should identify any home fixtures that do not yet have a result recorded.

1. Log in to Squadi
2. From the main menu, select **Match Day**



3. Select **All Matches**



4. Locate your club fixtures:
  - Select your **club venue** as the '**Home**' Team and clear any date filters.
  - Click **Display All Matches**.

The screenshot shows the 'All Matches' section of the Squadi Match Day interface. It includes several filter fields: Year (2026), Age Group (All), End Date (dd-mm-yyyy), Competition/Program (All), Requests Status (All), Venue (Meakin Park), and Start Date (dd-mm-yyyy). There are also checkboxes for 'Show only my organisation's matches' and 'Show Forfeit and Field Closure'. At the bottom right, there are 'Clear Filters' and 'Display All Matches' buttons. Red boxes highlight the 'End Date', 'Venue', 'Start Date', and 'Display All Matches' buttons.

- Review each fixture and identify any matches where:
  - No score has been entered, OR
  - The match status is incomplete or missing

<input type="checkbox"/>	758129	Round 1	22/02/2026	13:00	QLD U17 State Team		NPL U23 Men		Field 1	Slacks Creek	QLD	<input checked="" type="checkbox"/>	1 : 3	TWO_HALVES	90
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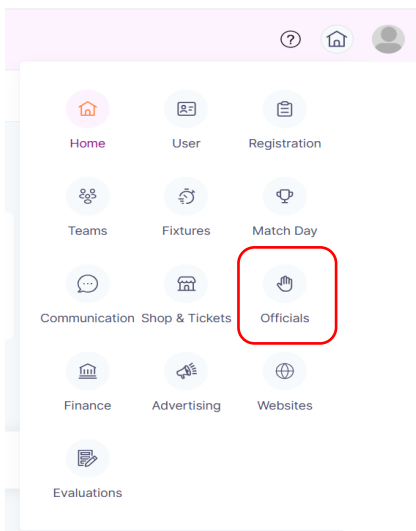
**Note:** Fixtures with a recorded result will display a green dot in the "Score" column alongside the match outcome, as shown above.

<input type="checkbox"/>	798049	Round 2	15/03/2026	10:30		Under 15 Divisional Division 1 North		Field 4	Burpengary	QLD	<input type="checkbox"/>	0 : 0	TWO_HALVES	70
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**Note:** Fixtures without a green dot or result indicate that no result has been entered. In these cases, the Home Club is responsible for ensuring the match result is recorded and finalised in Squadi using the process outlined below.

## Step 2 – Accessing the Officials Module

- Open the **Officials** module from the Squadi menu.



2. Use the dashboard filters to find the fixture you want to update.

The screenshot shows the 'Officials' dashboard in Squadi. At the top, there are navigation tabs for 'Dashboard', 'Officials', and 'Payments'. Below this is a search bar and several action buttons: 'Block Availability', 'Block Decline', 'Publish', 'Export', 'Import', and 'Action'. The main area contains a grid of filter boxes for 'Year' (2026), 'Competition/ Program' (All), 'Venue' (All), 'Field' (All), 'Age Group' (Under 15 Divisional Division 2 North (Metro Community Juniors)), 'Round' (All), 'Appointment Status' (All), 'Result Status' (All), 'Appointing Organisation' (All), and 'Date Range' (11-06-2025 to 11-06-2025). There are also checkboxes for 'Filter Dates' and 'Incl. External Matches'. At the bottom, there are buttons for 'Officials List', 'Officials Graph', 'Clear Filters', and 'Refresh'.

3. Once located, click the **three dots** and select **Invite**.

	North Star FC U15 Div 2 North	Peninsula Power U15 Div 2 North	O'Callaghan Park (North Star FC)	Field 2	Round 2	Under 15 Divisional Division 2 North	First Year Metro	Ended	No
39786	22/03/2026 09:00								

A red box highlights the three dots menu icon in the rightmost column of the table.

4. Enter all required information into the mandatory fields.

The screenshot shows the 'Add Referee / Officials' form. It includes a 'New' button and a 'Officials' label. The form has several mandatory fields: 'First Name\*', 'Last Name\*', 'Email Address\*', and 'Contact no\*'. There are also fields for 'Date of Birth' (dd-mm-yyyy), 'Year' (2026), and 'Competition/ Program\*'. At the bottom, there are checkboxes for 'Referee', 'Referee Assessor', and 'Other Statistician'. The form has 'Cancel', 'Save & Add Another', and 'Save' buttons.

5. If the person already has a Squadi profile, they will be linked automatically.

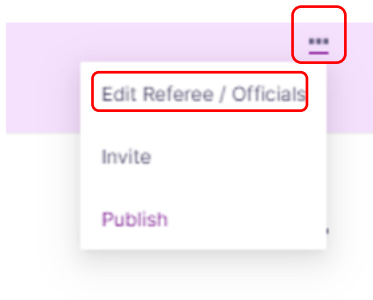
6. If they are new, enter their details and **save**. They will receive an email to download the Squadi app and create a profile.

**Note:** This process only needs to be completed once. After a user is added to Squadi, they can be appointed to future fixtures without repeating these steps.

### Step 3 – Appointing a Club Representative to a Match

Once the user has been added:

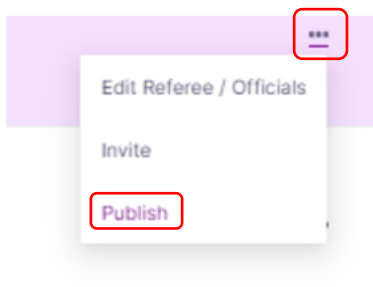
1. Find the relevant fixture.
2. Click the **three dots** and select **Edit Referee / Officials**.



3. In the **Referee Name** field, select the appropriate user (e.g. Club Administrator or Referee Coordinator).

A screenshot of the "Edit Referee / Officials" form. The form has a title bar with "Edit Referee / Officials" and a close button. Below the title bar, there are several sections. The "Rotate Referees" section has two arrows. The "Referee Name" field is highlighted with a red box and contains a dropdown menu with "Select Referee Name". Other fields include "Assistant Referee 1 Name", "Assistant Referee 2 Name", and "Referee Assessor", all with dropdown menus. On the right, there is a "Filter Referees" sidebar with various filters: "Sort By" (First Name, Last Name), "Distance from" (N/A, Home, Last Venue), "Accreditation Level" (All), "Statuses to Exclude", "Referee'd either team in this comp" (N/A, Show, Filter out), and "Conflicts" (N/A, Show, Filter out). At the bottom of the sidebar are "Apply Filters" and "Reset Filters" buttons. At the bottom of the form are "Cancel" and "Save" buttons.

4. Click **Save**, then **Publish** the appointment.



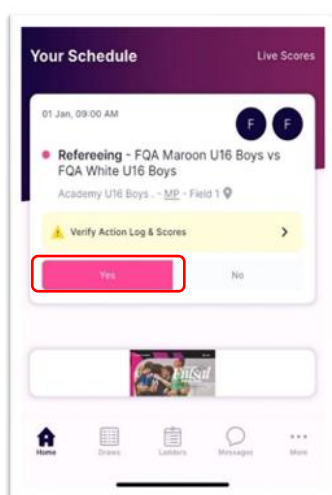
Once published, the selected user will receive a notification from Squadi to accept the fixture.

## Step 4 – Accepting the Appointment

The appointed person will receive a notification containing the fixture details.

To accept the appointment:

1. Open the notification in the Squadi app.
2. Review the fixture details.
3. Select **Yes** to accept the appointment.



Once accepted, the user will be able to access the **Verify Action Log & Scores** and enter match results and details.

## Step 5 – Entering Match Results

After the match, the appointed official can enter results via the Squadi timeline.

- Enter each goal scored (including player names where possible).
- Goal times are not essential – they can be entered **1 minute** for each goal if needed.
- If the goal scorer is unknown, record it as an **Own Goal** against an opposition player to allow the score to be finalised.

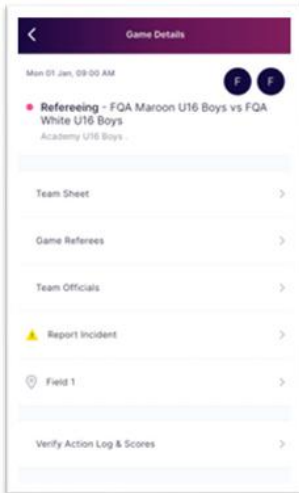
Once all goals are entered:

1. Verify the score.
2. Confirm the match result.

The fixture will then be finalised automatically, and competition ladders will update.

## Club Referee – Match Day Responsibility

- Entering Match Results



**Note:** For more detailed instructions, please refer to the Football Queensland website:

[Club Referee Registration and Appointments - Football Queensland](#)