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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.

### IMPORTANT – Match Results Cannot be Edited

A match is marked as **Ended** once the result is submitted. At this point, it is finalised, and clubs cannot make changes.

- Results can only be entered **before the match is marked as Ended (while the match is still editable)**
- Once the result is submitted, the match is automatically finalised
- At this point, clubs can no longer:
  - Edit the score
  - Add or change match officials (including referees)

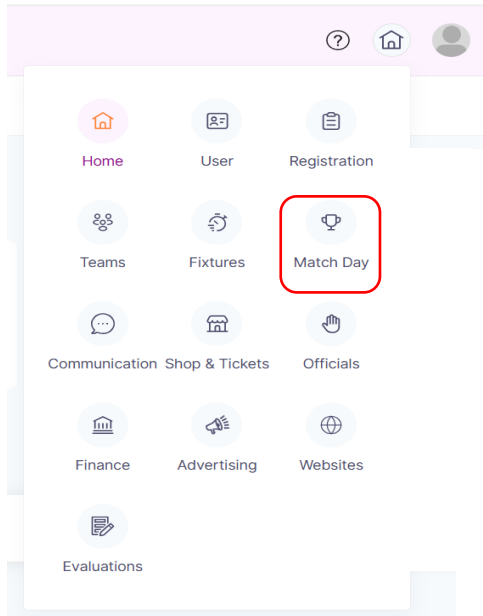
If a result has been entered incorrectly, any amendments must be managed by the Football Queensland Competitions Team.

**Note:** Clubs should ensure all match details (including officials and scores) are accurate before submitting the result.

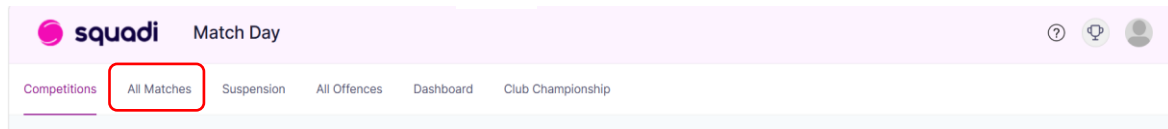
## Step 1 – Identifying Matches with Missing Results

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

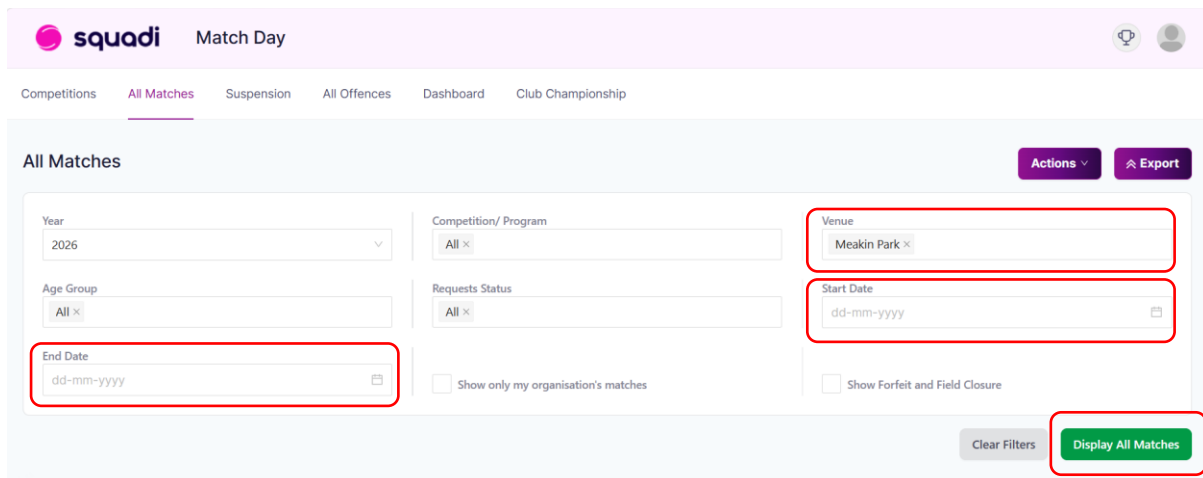
1. Log in to Squadi
2. From the main menu, select **Match Day**



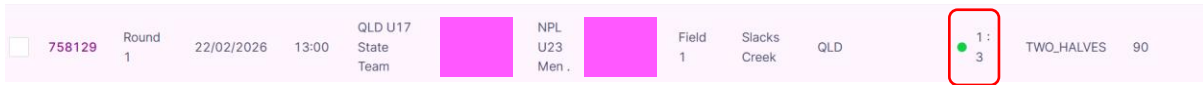
3. Select **All Matches**



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



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



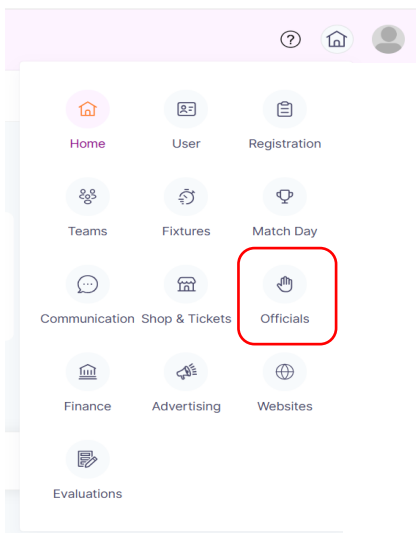
**Note:** Fixtures with a recorded result will display a green dot in the “Score” column alongside the match outcome, as shown above.



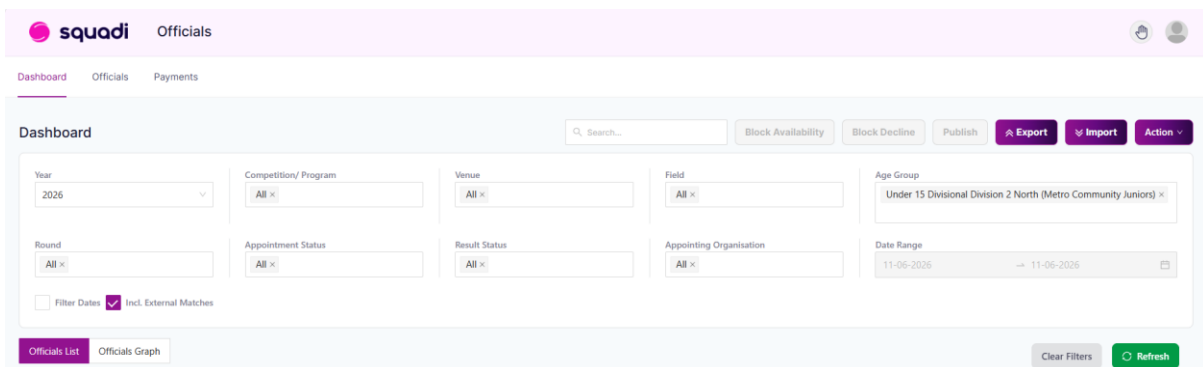
**Note:** If a fixture does not display a green dot or result, no result has been entered. The Home Club is responsible for entering the result and finalising the match in Squadi.

## Step 2 – Accessing the Officials Module

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



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



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

39786	22/03/2026 09:00	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	...
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4. Enter all required information into the mandatory fields.

Add Referee / Officials

Officials New

First Name\*

Last Name\*

Email Address\*

Contact no\*

Date of Birth

Year

Competition/ Program\*

Organisation

Referee  Referee Assessor  Other Statistician

Cancel Save & Add Another Save

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

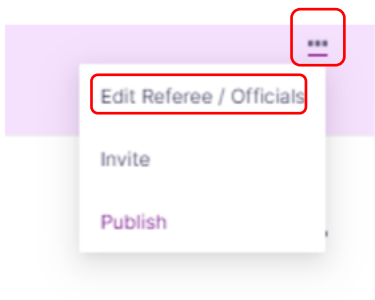
6. If they are new, enter their details and **save**. They will receive an email to download the Squadi app and create a profile.

**Note:** You only need to complete this process once. After a user is added to Squadi, they can be easily 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).

**Rotate Referees**

↶
↷

Referee Name

Select Referee Name

Assistant Referee 1 Name

Select Assistant Referee 1 Name

Assistant Referee 2 Name

Select Assistant Referee 2 Name

Referee Assessor

Select Referee Assessor

**Filter Referees**

Sort By

First Name, Last Name

Distance from

N/A  Home  Last Venue

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Accreditation Level

All

Statuses to Exclude

Referee'd either team in this comp

N/A  Show  Filter out

Conflicts

N/A  Show  Filter out

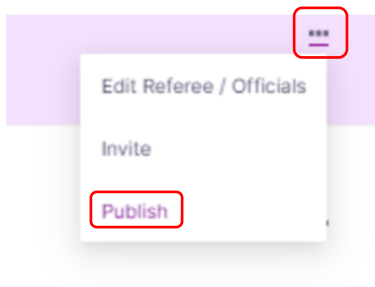
Apply Filters

Reset Filters

Cancel

Save

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



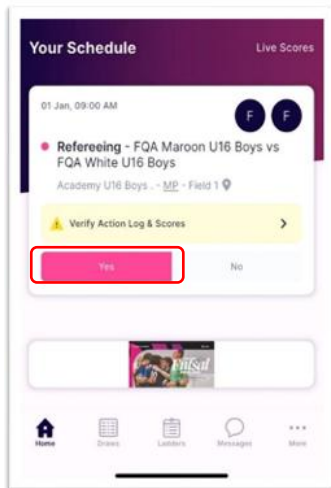
Once published, the selected user will receive a notification from Squadi to accept the fixture.

## 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.

**Note:** Clubs should assign one responsible person to enter and submit match results to avoid duplicate or conflicting entries.

- Enter each goal scored, including player names where possible.
- Goal times are not essential and may be entered as **“1 minute”** for each goal if needed.
- If the goal scorer is unknown, record it as an **Own Goal** against the opposition team and/or player to ensure the match can be completed.

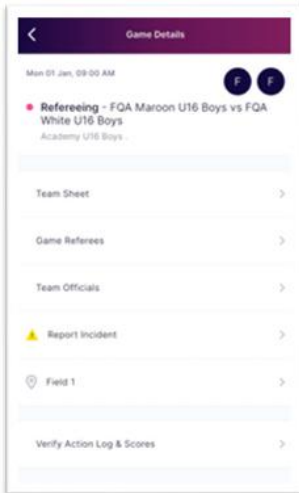
Once all goals have been entered:

1. Verify the final score is correct.
2. Add any additional required match information as prompted.
3. Confirm and submit the match result.

**Important:** Once submitted, the match is marked as **Ended** and cannot be edited. Ensure all scores and officials are correct before submitting. Competition ladders will update automatically once the match is marked as Ended.

## 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](#)