



Club Affiliation Help Guide

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Version Control

Date	Version	Details	Author
Sep 2026	1.10		FC+ & Experience

Approval

Delegation required for approval: Chief Executive Officer

Approving Officer

Name: Robert Cavallucci

Position: Chief Executive Officer

Dated: 01/10/2026

Term of Guide: 1st October 2026 to 30th September 2027

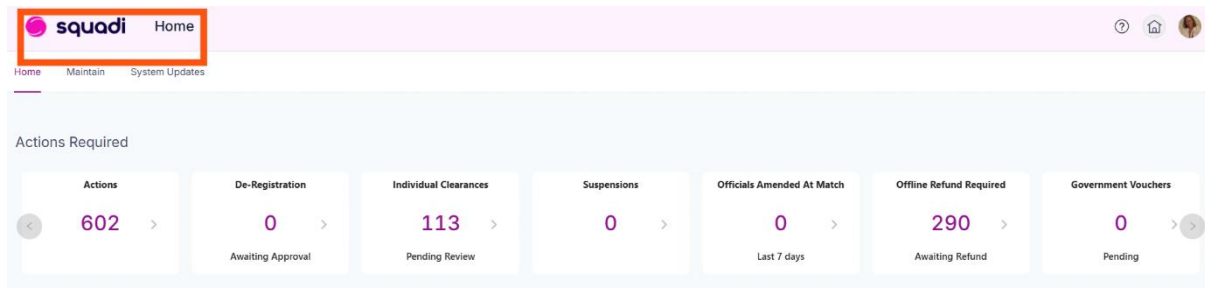
Completing Football Queensland Club Affiliation and/or Licensing via Squadi

To simplify and improve the club affiliation and licensing process, affiliation and licensing has been automated within the Squadi platform. All required forms, supporting documentation and payments will now be submitted through Squadi to make the process simpler each year.

The following guide outlines the steps required to successfully complete your club affiliation and licensing.

Navigate to the Squadi Home Dashboard

1. Link to Squadi home dashboard <https://admin.squadi.com/homeDashboard>



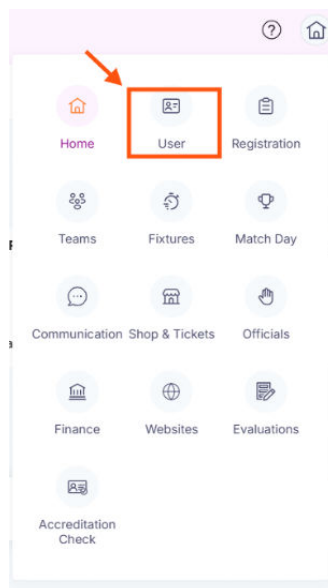
Click on 'Home' Icon

2. Home Icon found on the top right-hand side of the screen highlighted below;



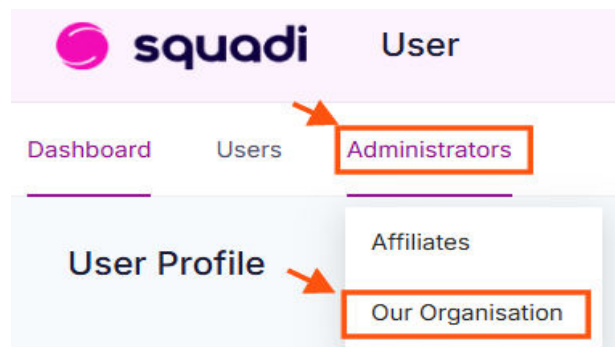
Select the 'User' Module

3. Select User module from the dropdown as highlighted below;



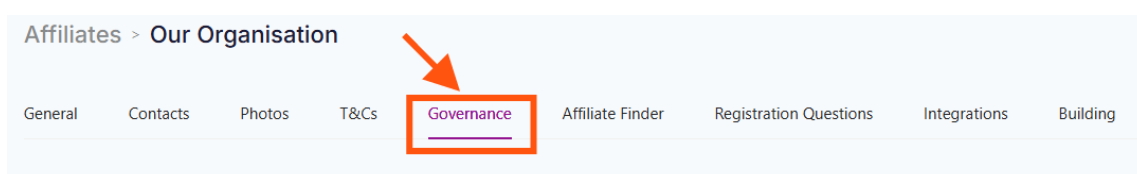
Select Administrators & Our Organisation

4. Select 'Administrator' on the left-hand side of the screen then 'Our Organisation' from the drop down as highlighted below;



Select Governance tab

5. Governance tab 5th from the left highlighted below;



Affiliation and/or Licensing Form

6. Under the Governance tab you will find the affiliation and/or licensing form.
Note: DO NOT fill out the bottom section, only click on the highlighted affiliation form button ensuring it is set for 2027

Governance

Affiliation Not Started

2027 2027 FQ Club Affiliation Affiliation Form

Type	Status	Document	Action
No data			

General

Constitution + Add Document

By Laws + Add Document

Date of Next Annual General Meeting dd-mm-yyyy

Annual General Meeting Minutes + Add Document

Do you have paid Administrator (x)? ☐ Yes ☒ No

Select Membership Details

7. A separate screen will open in a separate tab allowing you to tick the '2027 FQ Club Affiliation Product' highlighted below, or 'Licensing';

squadi

Sign up

1 Select Affiliation 2 Additional Information

FQ Carnivals & Events

FQ Compliance - 2027 FQ Club Affiliation

Reg. Open Reg. Close

09/09/2026 - 30/12/2026

Membership Details

Membership Product you are registering to*

☒ 2027 FQ Club Affiliation - Affiliation

Click Next to move into form

8. Once membership is ticked, hit next to move to form details;

Membership Details

Membership Product you are registering to*

☒ 2027 FQ Club Affiliation - Affiliation

Competition Specifics

Special Notes

No information provided

Contact Details

compliance@footballqueensland.com.au

NEXT

Links & Acknowledgements

9. To progress through this form, you must open all links, read the information provided and acknowledge that you have read and understood the content.
IMPORTANT: Please ensure you have all required information available before starting this process, as the form cannot be saved and completed at a later time.

Additional Information

Do you have all content available to complete the 2027 Club Affiliation?*

<https://bit.ly/2027FQAffiliationChecklist>

☐ I acknowledge I have understood the content

The Club have Read, Understood & Agree to the conditions outlined in the 2027 Affiliation Policy *

<https://footballqueensland.com.au/wp-content/uploads/2026/09/FQ-Affiliation-Policy-2027.pdf>

☐ I acknowledge I have understood the content

Please follow the link above and read the content

The Club have Read, Understood & Agree to the FQ Privacy Policy*

<https://bit.ly/FQPrivacyPolicy>

☐ I acknowledge I have understood the content

Please follow the link above and read the content

Payment Screen

10. Once the form is complete and submitted you will be directed to the payment screen;

squadi

Admin

[Redacted] - FQ Carnivals & Events [Edit](#)

Competition / Program / Affiliation
2027 FQ Club Affiliation
FQ Carnivals & Events

Registration(s)
Affiliation

☒ Full Payment - Upfront

+ Add Discount Code

Your order
Kristy Rychvalsky - 2027 FQ Club Affiliation

Affiliation	\$220.00
Full Payment - Upfront	
Total Payment Due	\$220.00

CONTINUE

Payment Option

11. Select payment option and fill in payment details to finalise your affiliation payment.

Secure Payment Options

☐ Direct Debit

☐ Credit/Debit Card

SUBMIT

Your order
Kristy Rychvalsky - 2027 FQ Club Affiliation

Affiliation	\$220.00
Full Payment - Upfront	Edit
Sub-total	\$200.00
Shipping	\$0.00
GST	\$20.00
Charity Donation	\$0.00
Total	\$220.00
Transaction/Technology Fee ⓘ	\$0.00
Total Payment Due	\$220.00

BACK