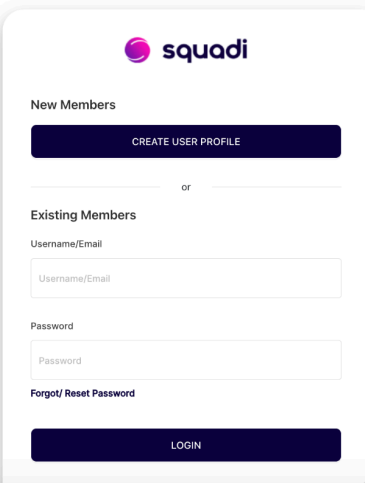


Help Guide for Team Admins

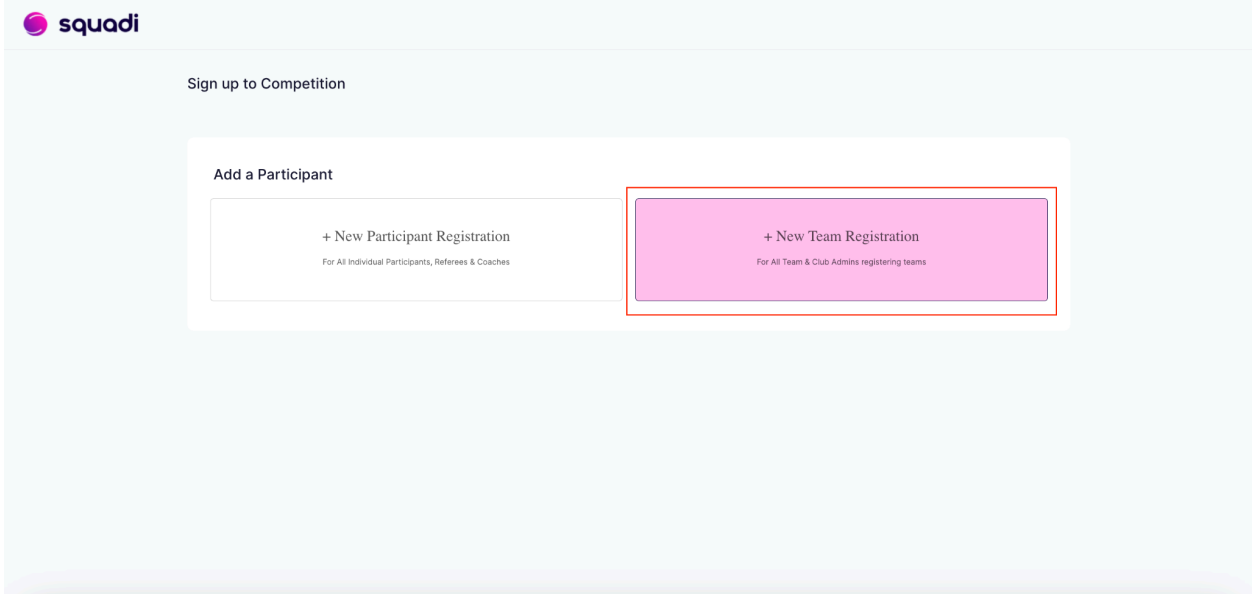
Part 1: How to Register your Team and Invite Players

Step 1: Open the registration URL for your team. Select **Create User Profile** or if you already have a profile on Squadi, please enter your username and password and then click **Login**



The screenshot shows a mobile-style login/registration interface. At the top is the Squadi logo. Below it, under the heading "New Members", is a dark blue button labeled "CREATE USER PROFILE". Below this is a horizontal line with the word "or" in the center. Under the heading "Existing Members", there are two input fields: "Username/Email" and "Password". Below these fields is a link that says "Forgot/ Reset Password". At the bottom is a dark blue button labeled "LOGIN".

Step 2: Select +New Team Registration



The screenshot shows the "Add a Participant" screen on the Squadi app. At the top is the Squadi logo. Below it is the text "Sign up to Competition". Under the heading "Add a Participant", there are two buttons. The left button is labeled "+ New Participant Registration" with the subtext "For All Individual Participants, Referees & Coaches". The right button is labeled "+ New Team Registration" with the subtext "For All Team & Club Admins registering teams". The right button is highlighted with a red border.

Step 3: Select Sign up to Competition



Philadelphia Ukrainian Nationals
WPSL - WPSL
Reg. Open Reg. Close
03/08/2024 - 07/21/2024

[Find Another Competition](#)

Membership Details

Membership Product you are registering Team to*

WPSL Registration - Player

Registration Age Groups*

Mid-Atlantic Conference- Colonial Division

Competition Specifics

Training
No information provided

Special Notes
No information provided

Competition Venue
To be confirmed

Contact Details
No information provided

[SIGN UP TO COMPETITION](#)

Step 4: Select your applicable Role with the team and then fill in your Personal Details, Address and Emergency Contact

Your Details

Person Registering Role*

☐ Admin ☐ Manager ☐ Player

Gender 

☐ Male ☐ Female ☐ Non-Binary/Gender Fluid ☐ Differently Identify

First Name*

First Name

Middle Name

Middle Name

Last Name*

Last Name

Date of Birth*

mm-dd-yyyy

Mobile Number*

Mobile Number

Email*

Email

Enter Address

Country of Residence*

0

Address Search*

Please input address

[Enter Address Manually](#)

Step 5: At the bottom of the page, enter your team name

☐ No

Emergency Contact

First Name*

Last Name*

Mobile Number*

Relationship to Participant

Team Details

[DOWNLOAD TEMPLATE](#) [IMPORT TEAM](#)

Team Name*

[+ Add Team Member](#)

[NEXT](#)

Step 6: Complete the Additional information questions and select **SIGN UP TO COMPETITION**

Sign up to Competition

☒ Select Competitions ☒ Participant Details ☒ Additional Information



Philadelphia Ukrainian Nationals

WPSL - WPSL

Reg. Open Reg. Close

03/08/2024- 07/21/2024

[Edit](#)



Philadelphia Ukrainian Nationals

Team, 0 Members

[Wrong Team?](#)

Additional Personal Information

What is your nationality?*

Australian

No additional questions are required

[SIGN UP TO COMPETITION](#)

Step 7: You must review and agree to the league's **Terms & Conditions** to proceed to check out

Philadelphia Ukrainian Nationals

Team, 0 Members

Edit

Remove

WPSL

Competition

Philadelphia Ukrainian Nationals

You are paying Competition and Deposit Fees (if applicable) for the team.

Full Competition - Upfront

Your order

Philadelphia Ukrainian Nationals - WPSL

Sophie Clark

Full Competition - Upfront

Total Payment Due

\$0.00

\$0.00

Terms & Conditions

Terms and Conditions for US State1

I have read and agree to all of the above Terms and Conditions*

CONTINUE

Step 8: **SUBMIT** your Registration

squadi

Secure Payment Options

There is no payment required

You must press **SUBMIT** to complete your Registration.

SUBMIT

Your order

Lions FC - NPSL

Sam OBrien

Team Registration Fee

\$0.00

Full Competition - Upfront [Edit](#)

Sub-total

\$0.00

Shipping

\$0.00

GST

\$0.00

Charity Donation

\$0.00

Total

\$0.00

Transaction Fee 

\$0.00

Total Payment Due

\$0.00

BACK

You will then receive a confirmation email. For users who created a user profile when registering a team, this email will also include your username and password to Squadi.

Part 2: How to Invite Players After Registering the Team

Team Member

☐ I am paying all fees for this member

Type*
☒ NPSL - Player ☐ NPSL - Coach

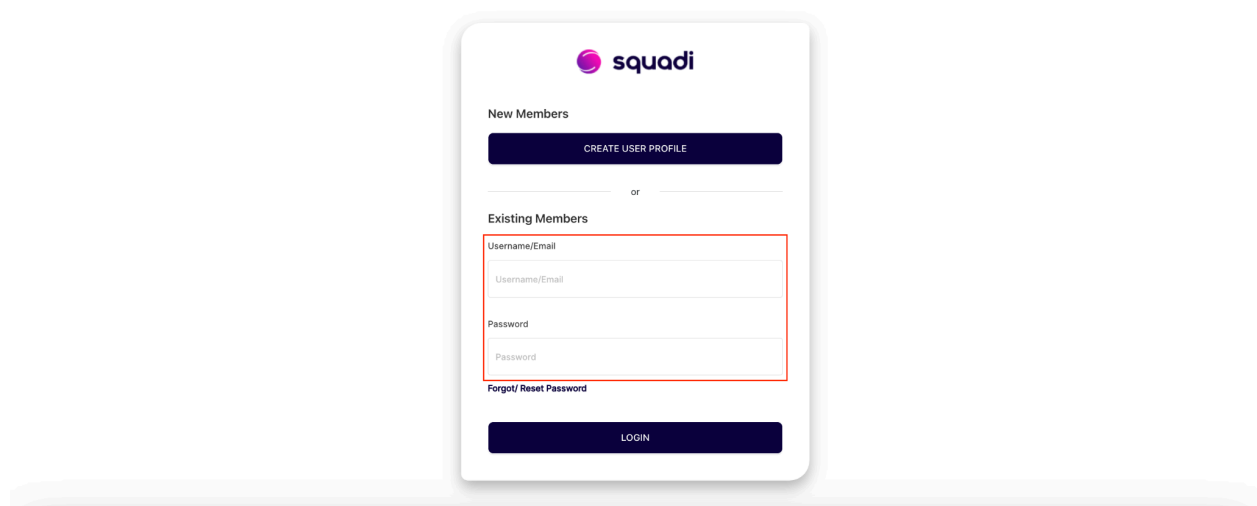
First Name*
Tony

Last Name
Davidson

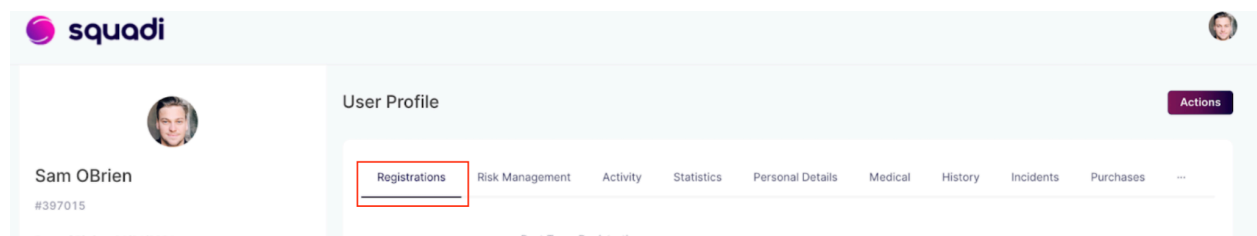
Mobile Number
Mobile Number

Email*
tony.davidson@email.com

Step 1: Log into your user profile via <https://registration.squadi.com/login>



Step 2: Select the **Registrations** tab, hover over the 3 dots on the right hand side and select **View**



Step 3: Select +Add Team Members

The screenshot displays the Squadi app interface. On the left, a user profile for Tom Hanks is shown with details: #394426, Date of Birth 01/01/2001, Phone 3082908282, and Email tom.hanks@gmail.com. Below this is a 'Personal Details' button and a 'Competition' dropdown menu set to 'All'. The main area is titled 'User Profile' and contains a navigation bar with tabs: Registrations, Risk Management, Activity, Statistics, Personal Details, Medical, History, Incidents, Purchases, and an ellipsis. The 'Registrations' tab is active, showing a 'Team Members' section for 'Team: Hanks'. A red box highlights the '+ Add Team Members' button. Below this is a table with columns: Name, Status, Membership Type, Paid Fee, Pending Fee, and Action. The table lists three members: Julie James (Registered, Player, \$11.00 Paid Fee, \$0.00 Pending Fee), Harlette Jones (Registered, Coach, \$11.00 Paid Fee, \$0.00 Pending Fee), and Greta Thun (Invited, Player, \$0.00 Paid Fee, - Pending Fee). Each row has a three-dot action menu. At the bottom right of the table is a pagination control showing '< 1 >'. The top right of the app shows the Squadi logo and a user profile picture.

Tom Hanks
#394426
Date of Birth 01/01/2001
Phone 3082908282
Email tom.hanks@gmail.com

Personal Details

Competition
All

Team
Hanks

Age Group

User Profile **Actions**

Registrations Risk Management Activity Statistics Personal Details Medical History Incidents Purchases ...

Registrations > Team Members **+ Add Team Members**

Team: Hanks

Name	Status	Membership Type	Paid Fee	Pending Fee	Action
Julie James	Registered	Player	\$11.00	\$0.00	...
Harlette Jones	Registered	Coach	\$11.00	\$0.00	...
Greta Thun	Invited	Player	\$0.00	-	...

< 1 >

Step 4: To invite players, select their role and put at least their first Name and mobile or email. The user will then receive an email to complete their Registration.

Type*

First Name*

Last Name

Mobile Number

Email*

Secure Payment Options

☒ Credit/Debit Card

Card number

MM / YY CVC

1 If you choose to pay by credit card, it will be your default payment method going forward. If you'd like to amend this, please go to your User Profile > Payment Methods and update your default.

SUBMIT

Your order

Philadelphia Ukrainian Nationals - WPSL

Sally Johnson

Team Registration Fee

\$0.00

Sam Johnson

Player - Mid-Atlantic Conference- Colonial Division

\$23.00

Sub-total

\$23.00

Shipping

\$0.00

GST

\$0.00

Chap

\$0.00

Total

400.00

Total

\$23.00

Transaction Fee ⓘ

\$0.00

Total Payment Due

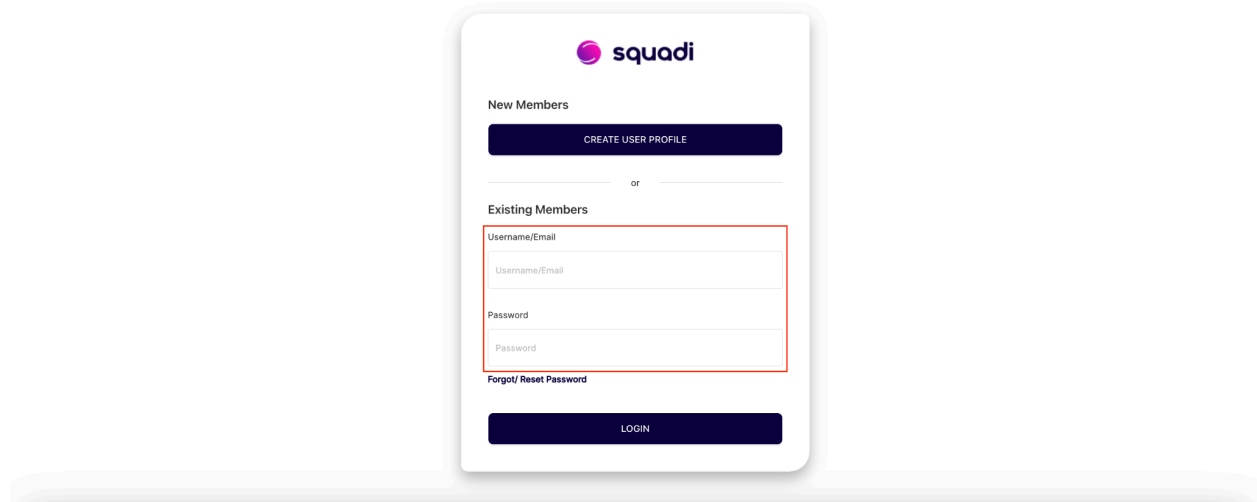
\$23.00

BACK

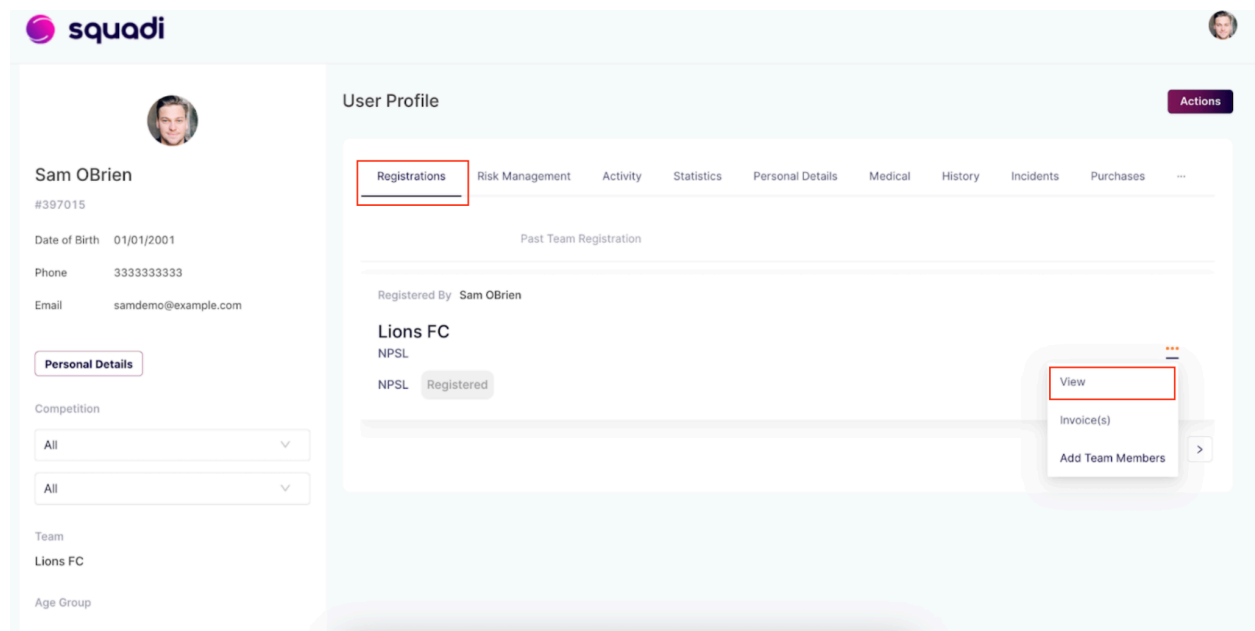


Part 3: Managing Player Registrations

Step 1: Log into your user profile via <https://registration.squadi.com/login>



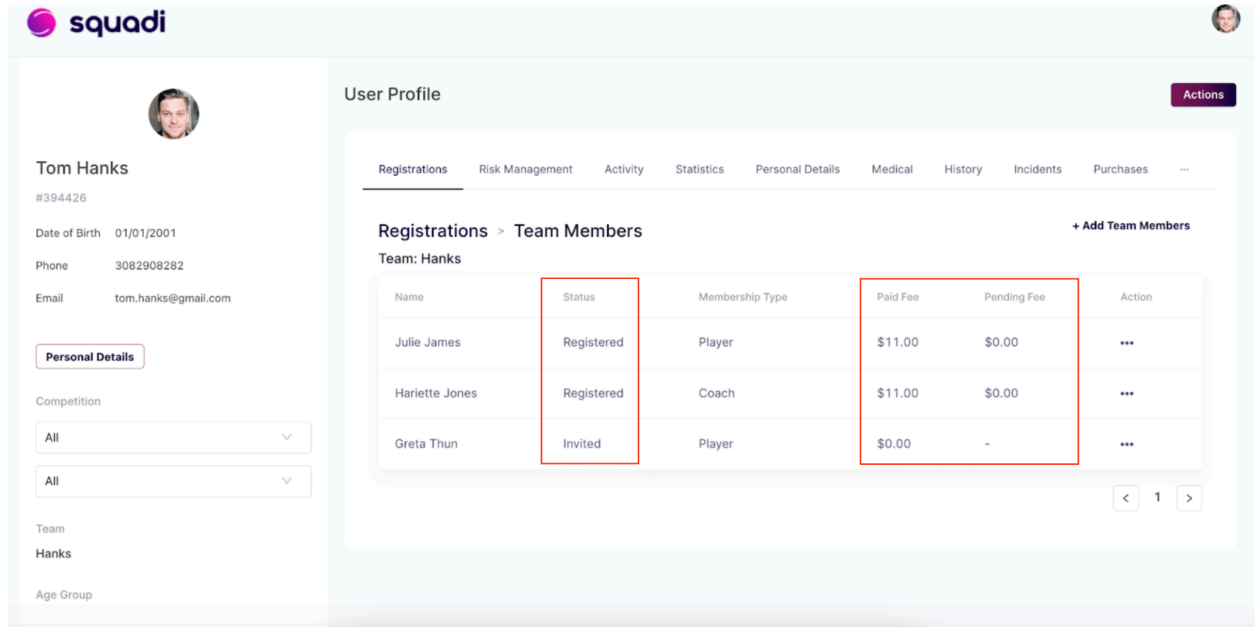
Step 2: Select the **Registrations** tab, hover over the 3 dots on the right hand side and select **View**



You can monitor the invited players and if they have registered or not yet.

Invited = invited to register, has completed registration invitation

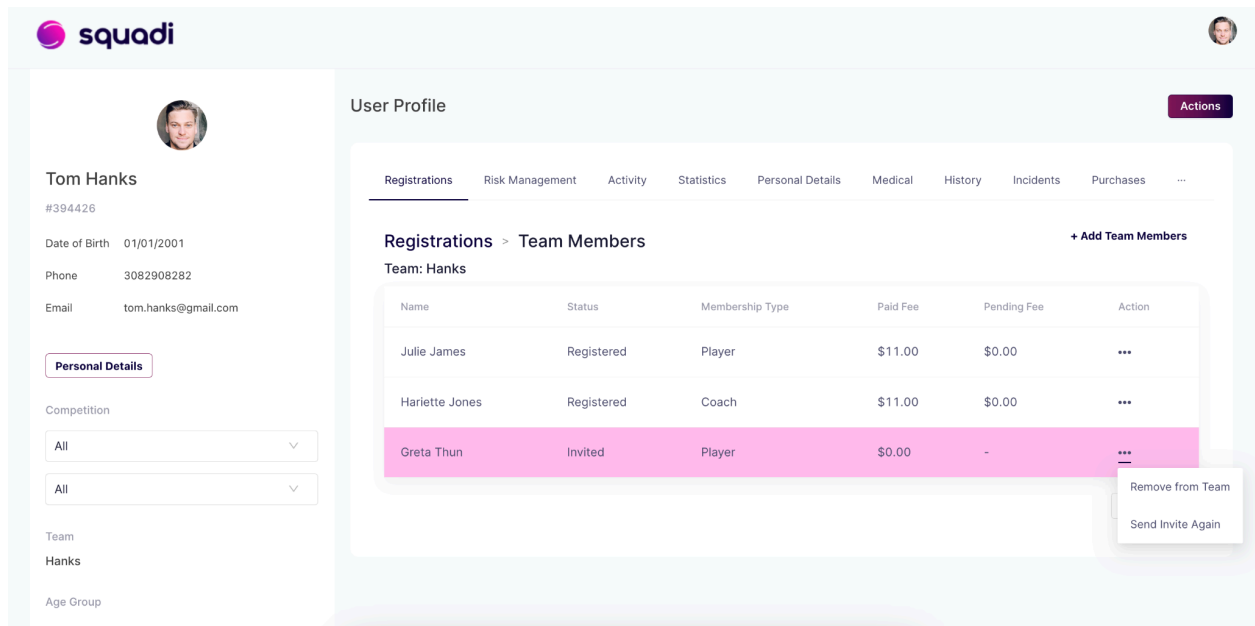
Registered = has completed their registration



The screenshot shows the 'User Profile' page for Tom Hanks. On the left, there's a sidebar with his profile information: name, ID (#394426), date of birth (01/01/2001), phone (3082908282), and email (tom.hanks@gmail.com). Below this are dropdown menus for 'Competition' and 'Team' (set to 'Hanks'). The main content area is titled 'Registrations > Team Members' and shows a table of team members. The table has columns for Name, Status, Membership Type, Paid Fee, Pending Fee, and Action. Three members are listed: Julie James (Registered, Player, \$11.00 paid, \$0.00 pending), Hariette Jones (Registered, Coach, \$11.00 paid, \$0.00 pending), and Greta Thun (Invited, Player, \$0.00 paid, - pending). The 'Status' column for the first two is highlighted with a red box, and the 'Paid Fee' and 'Pending Fee' columns for all three are also highlighted with a red box. A '+ Add Team Members' button is in the top right of the table area.

Name	Status	Membership Type	Paid Fee	Pending Fee	Action
Julie James	Registered	Player	\$11.00	\$0.00	...
Hariette Jones	Registered	Coach	\$11.00	\$0.00	...
Greta Thun	Invited	Player	\$0.00	-	...

You can also **re-send invites** (via email or phone number) and remove players from the team via the same page by selecting the 3 dots and clicking the relevant action.



This screenshot is similar to the previous one, but with a dropdown menu open for the 'Greta Thun' row. The dropdown menu contains two options: 'Remove from Team' and 'Send Invite Again'. The row for Greta Thun is highlighted in pink.

Name	Status	Membership Type	Paid Fee	Pending Fee	Action
Julie James	Registered	Player	\$11.00	\$0.00	...
Hariette Jones	Registered	Coach	\$11.00	\$0.00	...
Greta Thun	Invited	Player	\$0.00	-	... Remove from Team Send Invite Again