

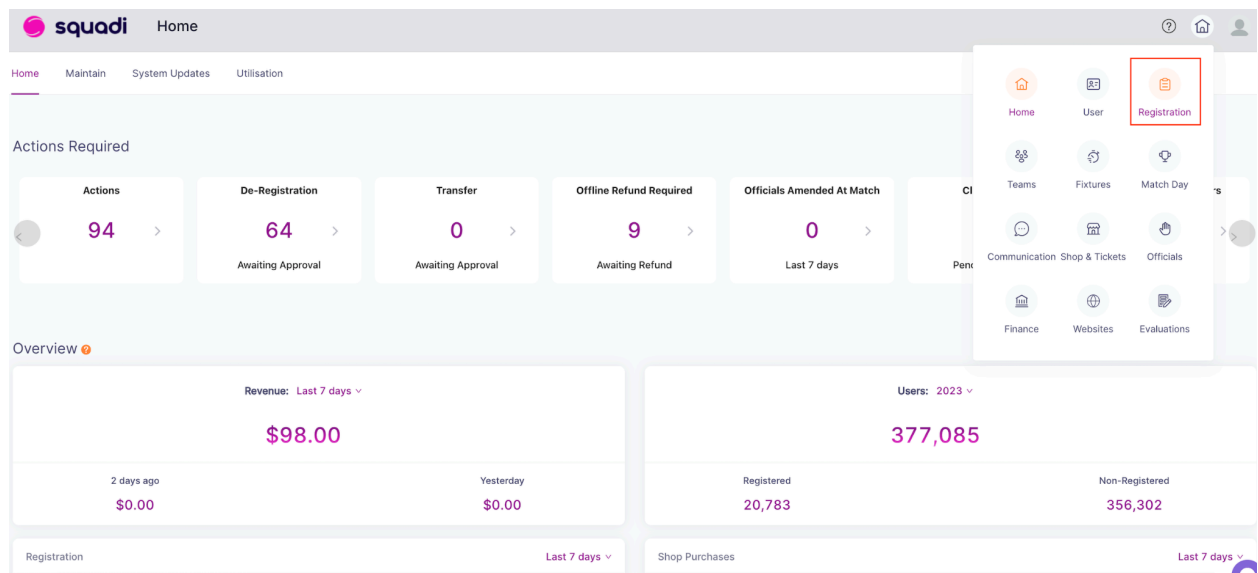


Help Guide for Admins

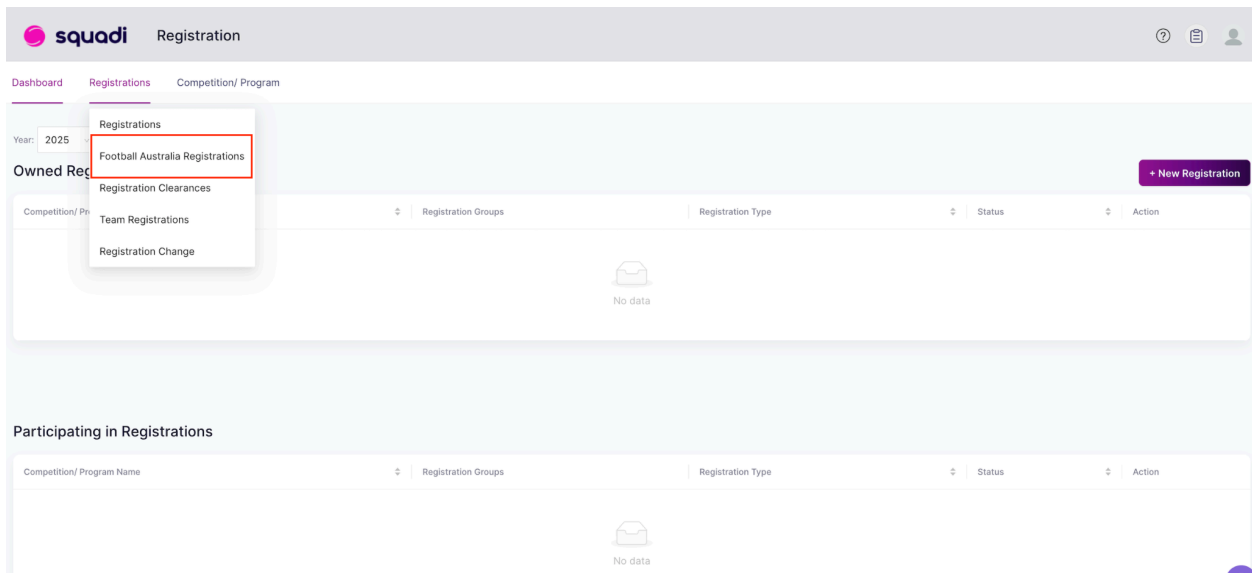
How to build and nominate your teams

After signing into Squadi admin [HERE](#)

Step 1: Select the **Registration** module via the main navigation in the top right hand corner



Step 2: Hover over the **Registrations** tab then select **Football Australia Registrations**



Step 3: Here you will see all of your organisations approved registrations from PlayFootball. You will need to move these participants to their respective competitions.

To do this use the filters to narrow down your selection, then **Individually Select** or **Multi Select** the user/s and then select **Move** in the top right

The screenshot shows the 'Registration' page in the Squadi system. At the top, there are navigation tabs for 'Dashboard', 'Registrations', and 'Competition/ Program'. Below this, the 'Football Australia Registrations' section is visible. A search bar and several filter dropdowns are present, including 'Year' (set to 2023), 'Gender' (All), 'DOB From', 'DOB To', 'Affiliate' (All), 'Role' (All), 'Football Type' (All), and 'Product Name' (All). A 'Move' button is highlighted with a red box in the top right corner. Below the filters, a summary bar indicates 'No. of Registrations: 460'. A table lists individual registrations with columns for FA ID, User ID, First Name, Last Name, DOB (Age end of year), Gender, Activation Date, Affiliate, Role, Football Type, Product Name, Status, and De-Registration Date. Three rows are selected, indicated by checkmarks in the first column.

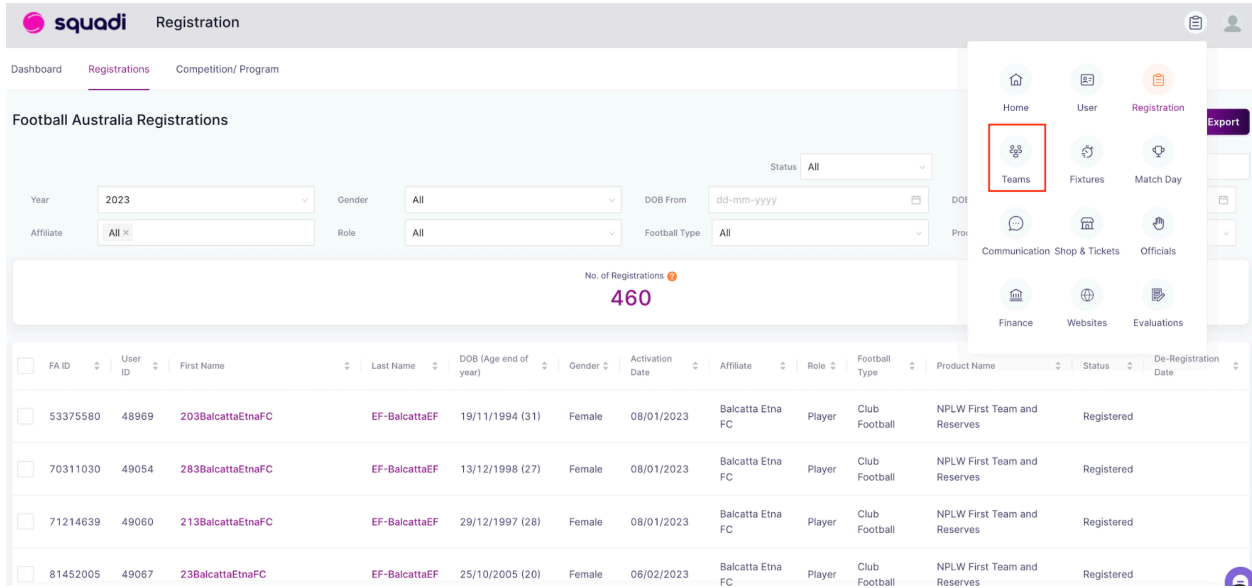
FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliate	Role	Football Type	Product Name	Status	De-Registration Date
53375580	48969	203BalcattaEtnaFC	EF-BalcattaEF	19/11/1994 (31)	Female	08/01/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	
70311030	49054	283BalcattaEtnaFC	EF-BalcattaEF	13/12/1998 (27)	Female	08/01/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	
71214639	49060	213BalcattaEtnaFC	EF-BalcattaEF	29/12/1997 (28)	Female	08/01/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	
81452005	49067	23BalcattaEtnaFC	EF-BalcattaEF	25/10/2005 (20)	Female	06/02/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	

Step 4: Then select the **Year**, **Competition**, **Affiliate**, **Role** and **Age Group** the participant/s will move into

Repeat this process for all of yours participant roles Players, Managers, Coaches and Team Officials to be added into teams

The screenshot shows the same 'Registration' page as before, but with a 'Move to a competition' dialog box open in the center. The dialog box has a title bar with a close button (X). It contains five dropdown menus: 'Year' (set to 2023), 'Role' (set to Player), 'Competition/ Program' (set to Seniors (Football West)), 'Affiliate' (set to Balcatta Etna FC), and 'Age Group' (set to All Age Men). The 'Move' and 'Export' buttons from the background are still visible but dimmed. The table of registrations is also visible in the background, with the same three rows selected.

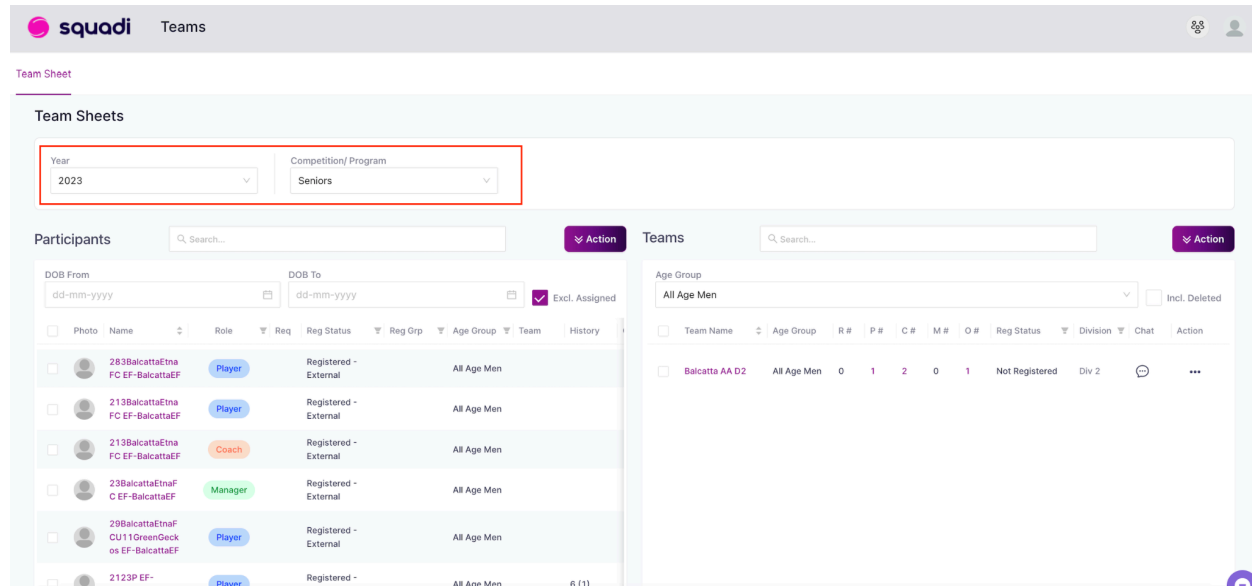
Step 5: Select the Teams module via the main navigation in the top right



The screenshot shows the 'Registration' page in the Squadi system. The top navigation bar includes 'Home', 'User', and 'Registration'. A dropdown menu is open, showing 'Teams' highlighted with a red box. Below the navigation, the 'Football Australia Registrations' section displays filters for Year (2023), Gender (All), and Status (All). A large purple box indicates 'No. of Registrations: 460'. A table lists registration details for several players from Balcatta Etna FC.

FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliate	Role	Football Type	Product Name	Status	De-Registration Date
53375580	48969	203BalcattaEtnaFC	EF-BalcattaEF	19/11/1994 (31)	Female	08/01/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	
70311030	49054	283BalcattaEtnaFC	EF-BalcattaEF	13/12/1998 (27)	Female	08/01/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	
71214639	49060	213BalcattaEtnaFC	EF-BalcattaEF	29/12/1997 (28)	Female	08/01/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	
81452005	49067	23BalcattaEtnaFC	EF-BalcattaEF	25/10/2005 (20)	Female	06/02/2023	Balcatta Etna FC	Player	Club Football	NPLW First Team and Reserves	Registered	

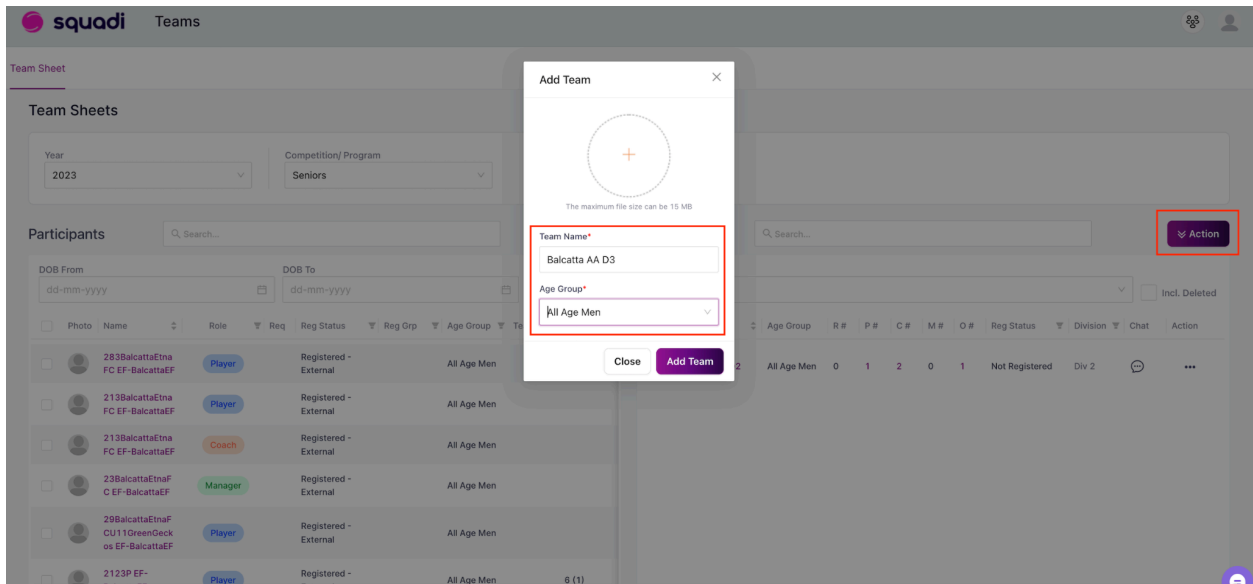
Step 6: Select the correct Year and Competition



The screenshot shows the 'Teams' page in the Squadi system. The top navigation bar includes 'Home', 'User', and 'Registration'. A dropdown menu is open, showing 'Teams' highlighted with a red box. Below the navigation, the 'Team Sheets' section displays filters for Year (2023) and Competition (Seniors). A table lists participants for the 'All Age Men' team, including roles like Player, Coach, and Manager.

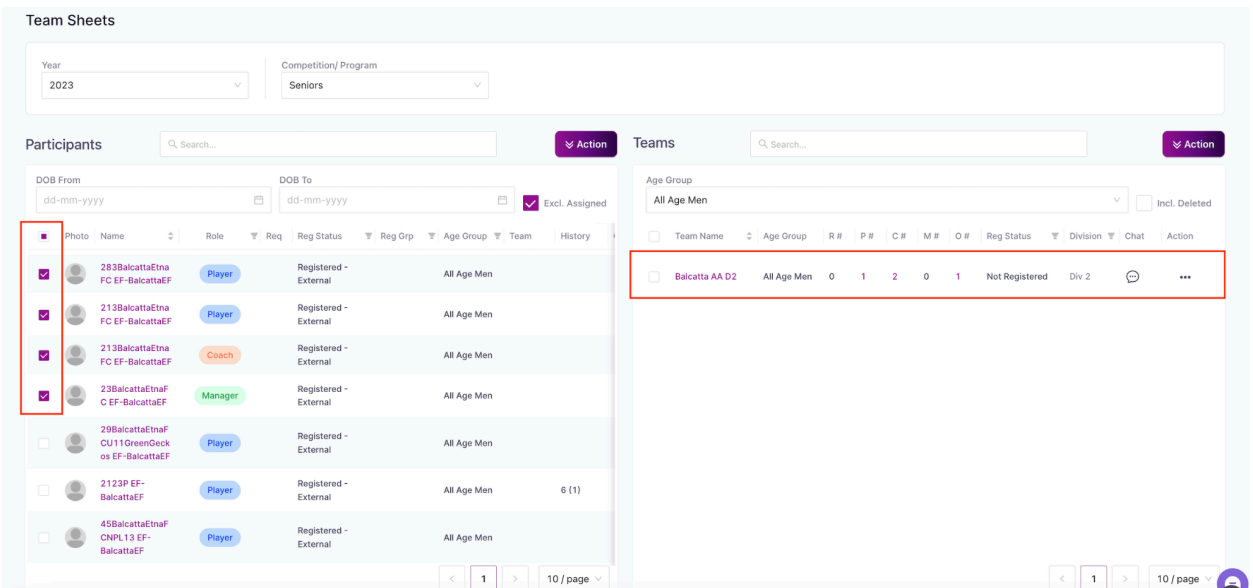
Photo	Name	Role	Req	Reg Status	Reg Grp	Age Group	Team	History
<input type="checkbox"/>	283BalcattaEtna FC EF-BalcattaEF	Player		Registered - External		All Age Men		
<input type="checkbox"/>	213BalcattaEtna FC EF-BalcattaEF	Player		Registered - External		All Age Men		
<input type="checkbox"/>	213BalcattaEtna FC EF-BalcattaEF	Coach		Registered - External		All Age Men		
<input type="checkbox"/>	23BalcattaEtnaFC EF-BalcattaEF	Manager		Registered - External		All Age Men		
<input type="checkbox"/>	29BalcattaEtnaFC U11GreenGeckos EF-BalcattaEF	Player		Registered - External		All Age Men		
<input type="checkbox"/>	2123P EF-BalcattaEF	Player		Registered - External		All Age Men	6 (1)	

Step 7: Select Action and Create Team then add in the **Name** and **Age Group** of the team following selecting **Save** (there is no need to add a team logo)



Step 8. Individually Select or Multi-select participant/s from the left hand side, then **hold** and **drag** them into their team on the right hand side

By default the list of participants will only show those not in a team. You can toggle this on/off and also use the filter or search option to narrow this list.



Once the users have been assigned into their team, you can then see the total count for each Role and can select on the **number count** to see a summary view

P = Players

C = Coaches

M = Managers

O = Team Officials

The screenshot shows the Squadi Teams interface. At the top, there's a header with the Squadi logo and 'Teams'. Below that, a 'Team Sheet' section is visible. The main area is divided into two panels: 'Participants' on the left and 'Teams' on the right. The 'Participants' panel has filters for 'Year' (2023) and 'Competition/Program' (Seniors). It lists participants with columns for Photo, Name, Role, Reg Status, Reg Grp, Age Group, Team, and History. The 'Teams' panel has filters for 'Age Group' (All Age Men) and 'Incl. Deleted'. It shows a table with columns for Team Name, Age Group, R #, P #, C #, M #, O #, Reg Status, Division, Chat, and Action. The counts for P #, C #, M #, and O # are highlighted with a red box in the original image.

Team Name	Age Group	R #	P #	C #	M #	O #	Reg Status	Division	Chat	Action
Balcatta AA D2	All Age Men	0	3	2	1	1	Not Registered	Div 2		...

You can make any changes and unassign participants by selecting **unassign** and **save**. This will then populate them back onto participant list on the left hand side

The screenshot shows the Squadi Teams interface with a modal dialog open. The dialog is titled 'Balcatta AA D2' and contains a table with columns for Photo, Name, Role, Registration Status, and Action. The 'Action' column has three options: 'Unassign', 'Unassign', and 'Re-Assign'. The 'Unassign' option is highlighted with a red box in the original image. Below the table are 'Cancel' and 'Save' buttons. The background shows the same interface as the previous screenshot, but with the modal dialog overlaid.

Photo	Name	Role	Registration Status	Action
	203BalcattaEtnaFC EF-BalcattaEF	Player	Registered - External	Unassign
	283BalcattaEtnaFC EF-BalcattaEF	Player	Registered - External	Unassign
	213BalcattaEtnaFC EF-BalcattaEF	Player	Registered - External	Re-Assign

You can also change the teams or participant/s into different age groups by selecting the **participant** or **team** then **Action** and **Change Age Group**

The screenshot shows the 'Team Sheets' page for the year 2023 and 'Seniors' competition. The 'Participants' table lists several individuals. An 'Action' dropdown menu is open over the first participant, with 'Change Age Group' highlighted in a red box. The table columns include Photo, Name, Role, Reg Status, Reg Grp, Age Group, and Team.

Photo	Name	Role	Req	Reg Status	Reg Grp	Age Group	Team
<input checked="" type="checkbox"/>	29BalcattaEtnaF CU11GreenGeck os EF-BalcattaEF	Player		Registered - External		All Age Men	
<input type="checkbox"/>	2123P EF- BalcattaEF	Player		Registered - External		All Age Men	
<input type="checkbox"/>	45BalcattaEtnaF CNPL13 EF- BalcattaEF	Player		Registered - External		All Age Men	
<input type="checkbox"/>	29BalcattaEtnaF CU11GreenGeck os EF-BalcattaEF	Coach		Registered - External		All Age Men	

Step 9: Select the team/s and then select **Submit for Grading**

The screenshot shows the 'Team Sheets' page with the 'Teams' table visible. The 'Balcatta AA D2' team is selected with a red box around the checkbox. At the bottom right, the 'Submit For Grading' button is highlighted with a red box. The 'Participants' table is also visible on the left.

Team Name	Age Group	R #	P #	C #	M #	O #	Reg Status	Division	Chat	Action
<input checked="" type="checkbox"/>	Balcatta AA D2	All Age Men	0	3	2	1	1	Not Registered	Div 2	...

Step 10: Select a **Proposed Division** for your team/s by selecting from the list of available divisions and select the **chat icon** to put in a comment to confirm the reason for your nomination in that division. Then select **Submit**

The screenshot displays the 'Proposed Team Grading' interface on the Squadi Fixtures platform. At the top, there are navigation links for 'Dashboard', 'Own Competitions', and 'Participating-In Competitions'. The main section is titled 'Proposed Team Grading' and includes filters for 'Year' (2023), 'Competition/Program' (Seniors), and 'Age Group' (All Age Men). Below these filters is a table with columns: Team, Team Name, History, Proposed Division, Final Division, Comments, and Action. The first row shows team '1' with name 'Balcatta AA D2'. The 'Proposed Division' column for this team is set to 'Div 2', and the 'Comments' column contains a chat icon. At the bottom of the interface, there are 'Back', 'Save', and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

Once you've completed this for all your teams in competition and age group, you have completed the team building and nomination process

You can revise the nominations if needed up until the nomination close date. Once the competition organiser has finalised the division the column 'Final Division' will be populated with the teams Final Division.