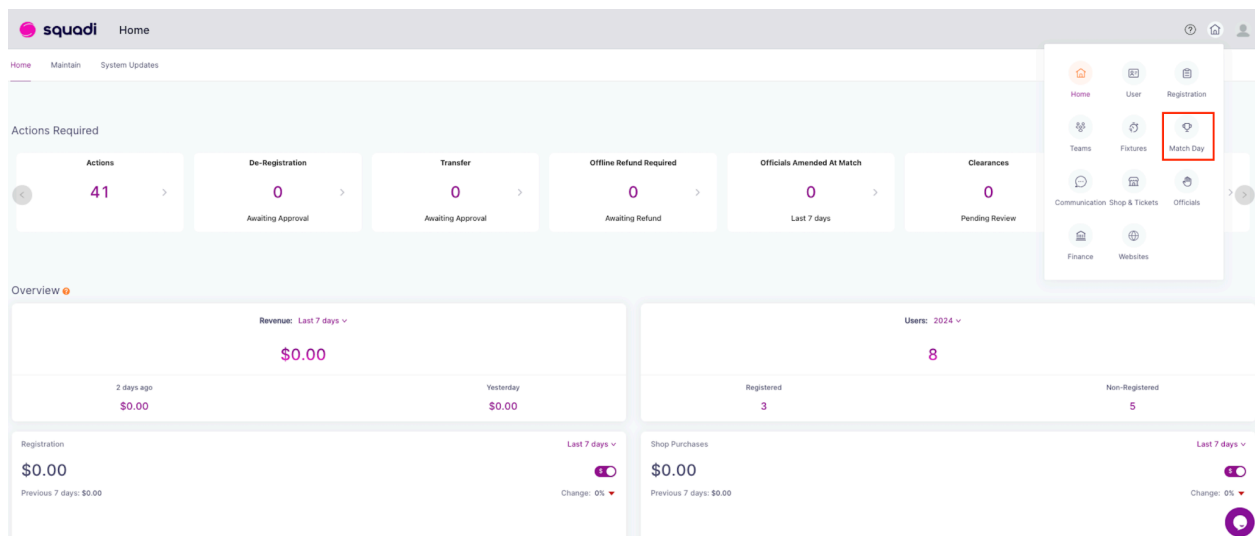


Help Gude for Admins

How to submit a field closure for your matches

After signing into Squadi admin [HERE](#)

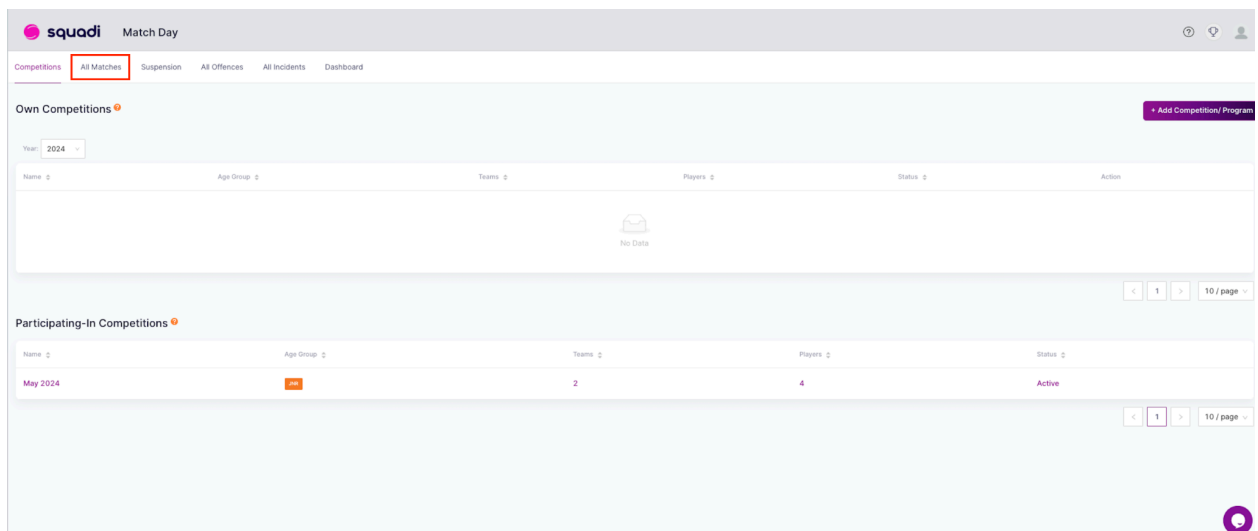
Step 1: Select the **Matchday** module via the main navigation in the top right hand corner



The screenshot shows the Squadi Admin Home dashboard. The top navigation bar includes 'Home', 'Maintain', and 'System Updates'. A dropdown menu is open in the top right corner, showing various modules: Home, User, Registration, Teams, Fixtures, Match Day (highlighted with a red box), Communication Shop & Tickets, Officials, Finance, and Websites. Below the navigation, there are several cards for 'Actions Required' with counts: Actions (41), De-Registration (0), Transfer (0), Offline Refund Required (0), Officials Amended At Match (0), and Clearances (0). The 'Overview' section displays revenue and user statistics for the last 7 days.

Category	Value
Revenue (Last 7 days)	\$0.00
Revenue (2 days ago)	\$0.00
Revenue (Yesterday)	\$0.00
Users (2024)	8
Registered	3
Non-Registered	5
Registration (Last 7 days)	\$0.00
Registration (Previous 7 days)	\$0.00
Registration Change (0%)	0%
Shop Purchases (Last 7 days)	\$0.00
Shop Purchases (Previous 7 days)	\$0.00
Shop Purchases Change (0%)	0%

Step 2: Select **All Matches**



The screenshot shows the Squadi Admin Match Day page. The top navigation bar includes 'Competitions', 'All Matches' (highlighted with a red box), 'Suspension', 'All Offences', 'All Incidents', and 'Dashboard'. Below the navigation, there is a section for 'Own Competitions' with a year selector set to 2024. A table below shows 'Participating-In Competitions' with columns for Name, Age Group, Teams, Players, and Status.

Name	Age Group	Teams	Players	Status
May 2024		2	4	Active

Step 3: Here you will see all of your organisation's matches. You will need to locate the match/s you're wanting to close the field for.

To do this use the filters to narrow down your selection, then select the **match/s** on the left hand side.

The screenshot shows the SQUADI Match Day interface. At the top, there's a navigation bar with the SQUADI logo and 'Match Day' text. Below it, a menu includes 'Competitions', 'All Matches' (highlighted), 'Suspension', 'All Offences', 'All Incidents', and 'Dashboard'. The main area is titled 'All Matches' and features a filter panel with fields for Year (2023), Competition/Program (All), Venue (Adamstown Oval), Age Group (All), Requests Status (All), Start Date (18-02-2025), and End Date (18-02-2025). There are also buttons for 'Clear Filters' and 'Refresh'. Below the filters are four summary cards: 'Total Field Closure Requests', 'Pending Field Closure Requests', 'Approved Field Closure Requests', and 'Auto-Approved Field Closure Requests', all showing a count of 0. A table below lists matches with columns: Match ID, Round, Start Time, Home, Away, Age Group, Venue, Requests, Score, Type, Match Duration, Main Break, Quarter Break, and Action. The first match (ID 329011) is selected, and its 'Action' column contains a dropdown menu with options 'Request Field Closure' and 'Cancel Field Closure'.

Step 4: Select the action and request field closure

This screenshot is similar to the previous one, but the 'Request Field Closure' option in the dropdown menu is highlighted with a red box, indicating the user's selection. The rest of the interface, including the filters, summary cards, and the match table, remains the same.

Step 5: Type in the **reason** for the field closure and attach a **video/photo** and then Select **Submit**

The screenshot shows the Squadi Match Day interface with a 'Field Closure Request' modal form open. The form contains a text area with the text 'the fed has been flooded and is unplayable', two upload buttons for 'Field Image(s)' and 'Field Video(s)', and a table of matches. The 'Submit' button is highlighted.

Match ID	Round	Start Time	Home	Away	Age Group	Venue	Requests
329011	1	18/02/2025 12:00	Adamstown Rosebud FC	Broadmeadow Magic FC	NPL	Adamstown Oval - Field 1	

The match result will then become postponed and all participants attached to the match will be notified (parents, players, coaches, managers, referees).