



Help Guide for Admins

How to submit a forfeit for your teams

After signing into Squadi admin [HERE](#)

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

Home Maintain System Updates

Home User Registration
Teams Fixtures **Match Day**
Communication Shop & Tickets Officials
Finance Websites

Actions Required

Actions	De-Registration	Transfer	Offline Refund Required	Officials Amended At Match	Clearances
41	0	0	0	0	0
	Awaiting Approval	Awaiting Approval	Awaiting Refund	Last 7 days	Pending Review

Overview

Revenue: Last 7 days	Users: 2024
\$0.00	8
2 days ago: \$0.00	Registered: 3
Yesterday: \$0.00	Non-Registered: 5

Registration: \$0.00 (Last 7 days: \$0.00, Change: 0%)

Shop Purchases: \$0.00 (Last 7 days: \$0.00, Change: 0%)

Step 2: Select **All Matches**

Competition All Matches Suspension All Offences All Incidents Dashboard

Own Competitions [Add Competition/ Program](#)

Year: 2024

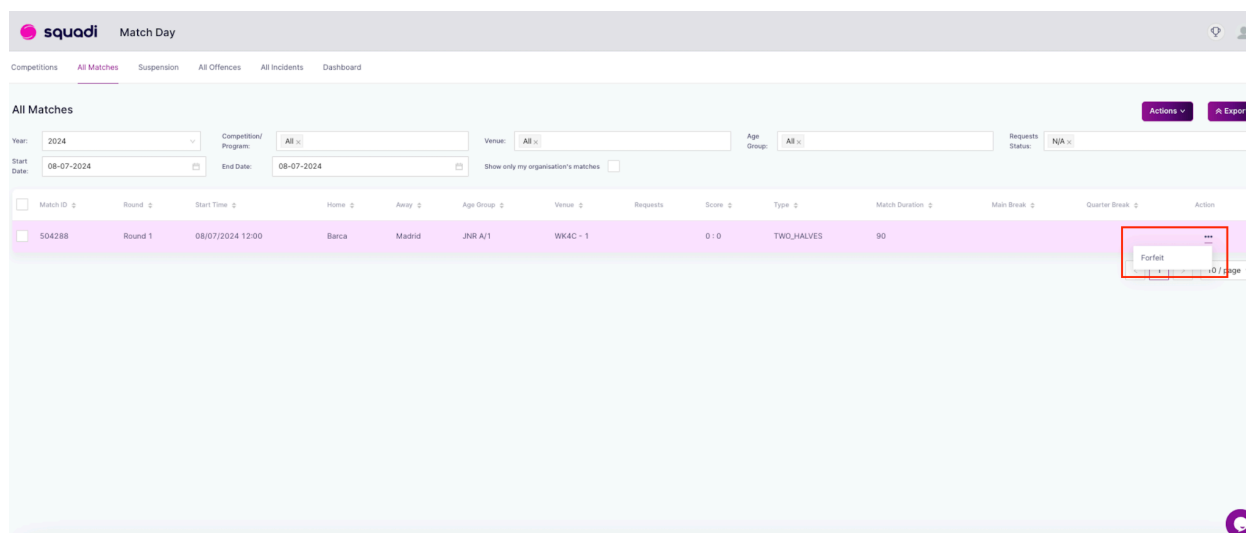
Name	Age Group	Teams	Players	Status	Action
No Data					

Participating-In Competitions

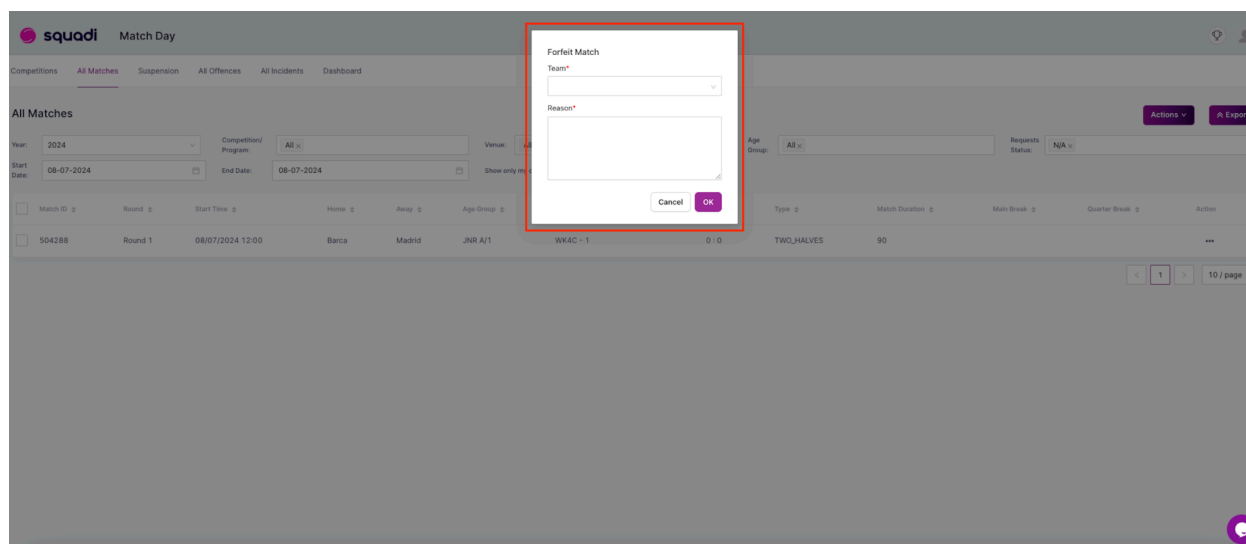
Name	Age Group	Teams	Players	Status
May 2024	18+	2	4	Active

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

To do this use the filters to narrow down your selection, then hover of the **3 dots** on the match and select **Forfeit**



Step 4: Select the **team** and type in the **reason** for the forfeit. Then Select **Ok**



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