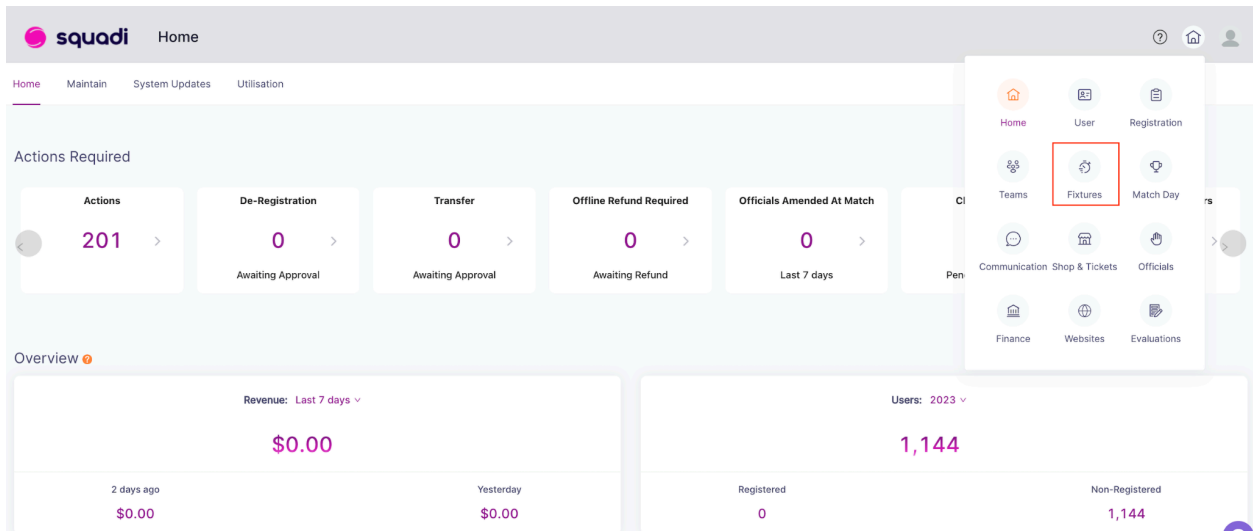


Help Guide for Admins

How to submit day/time preferences for your teams

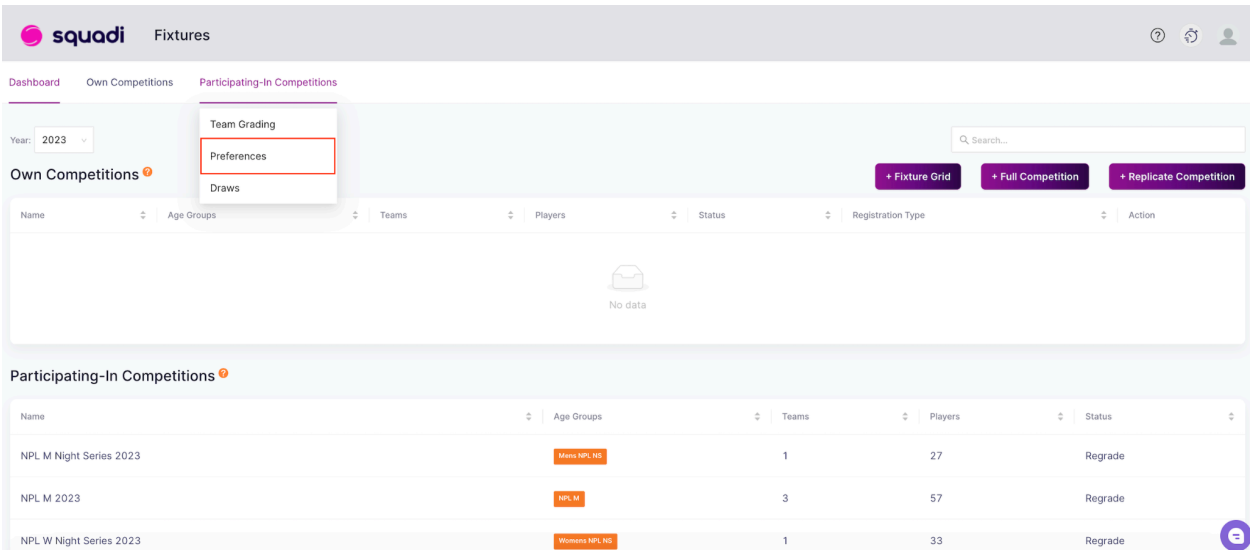
After signing into Squadi admin [HERE](#)

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



The screenshot shows the Squadi admin dashboard. The top navigation bar includes the Squadi logo and 'Home'. Below it, there are tabs for 'Home', 'Maintain', 'System Updates', and 'Utilisation'. The main content area features 'Actions Required' cards for 'Actions' (201), 'De-Registration' (0), 'Transfer' (0), 'Offline Refund Required' (0), and 'Officials Amended At Match' (0). An 'Overview' section displays 'Revenue: Last 7 days' as \$0.00 and 'Users: 2023' as 1,144. A navigation menu is open in the top right corner, with the 'Fixtures' icon highlighted by a red box.

Step 2: Hover over the **Participating-In Competitions** tab then select **Preferences**



The screenshot shows the Squadi admin dashboard with the 'Fixtures' module selected. The top navigation bar includes the Squadi logo and 'Fixtures'. Below it, there are tabs for 'Dashboard', 'Own Competitions', and 'Participating-In Competitions'. The 'Participating-In Competitions' tab is active, showing a search bar and buttons for '+ Fixture Grid', '+ Full Competition', and '+ Replicate Competition'. A dropdown menu is open over the 'Participating-In Competitions' tab, with 'Preferences' highlighted by a red box. Below the dropdown, there is a table with columns for Name, Age Groups, Teams, Players, Status, and Registration Type. The table is currently empty, displaying 'No data'.

Name	Age Groups	Teams	Players	Status	Registration Type
No data					

Name	Age Groups	Teams	Players	Status
NPL M Night Series 2023	Mens NPL NS	1	27	Regrade
NPL M 2023	NPL M	3	57	Regrade
NPL W Night Series 2023	Womens NPL NS	1	33	Regrade

Step 3: Select the correct **Year**, **Competition** and **Final Division** for the team your putting preferences in for and then select **+ Add Team**

squadi Fixtures

Dashboard Own Competitions Participating-In Competitions

Team Preferences

Year: 2023 Competition/Program: Seniors Final Division: All Age Men - Div 1

+ Add Team

Back Save

Step 4: Select the **Team** and then **+ Add Day Preference**

squadi Fixtures

Dashboard Own Competitions Participating-In Competitions

Team Preferences

Year: 2023 Competition/Program: Seniors Final Division: All Age Men - Div 1

Team: Balcatta AA D2 Division: All Age Men - Div 1 Home Field Preference: No Preference

+ Add Home Away Preference

+ Add Day Preference

+ Add Unavailable Date

+ Add Matchup Preference (either home or away)

Save

Step 5: Select the **Day of the Week** and then **Start Time** and **End Time** range of when the teams preference is to play (you can add multiple. Then select **Save**

Dashboard Own Competitions Participating-In Competitions

Team Preferences

Year: 2023 Competition/Program: Seniors Final Division: All Age Men - Div 1

Team	Division	Home Field Preference	
Balcatta AA D2	All Age Men - Div 1	No Preference	
+ Add Home Away Preference			
Day of the week	Start Time	End Time	
Saturday	15:00	18:00	
+ Add Day Preference			
+ Add Unavailable Date			
+ Add Matchup Preference (either home or away)			

+ Add Team

[Back](#) [Save](#)