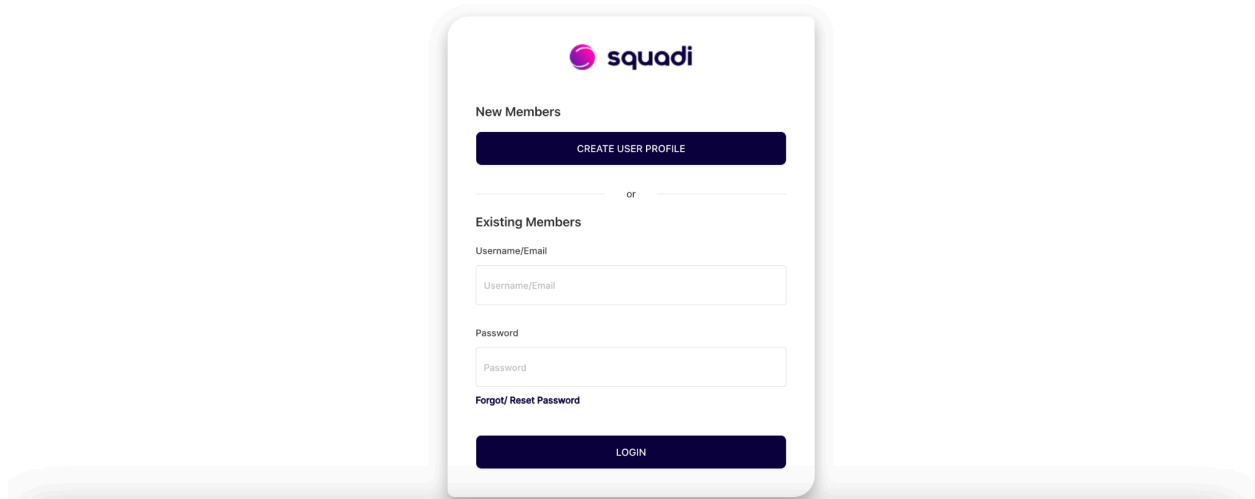# Help Guide for Team Managers
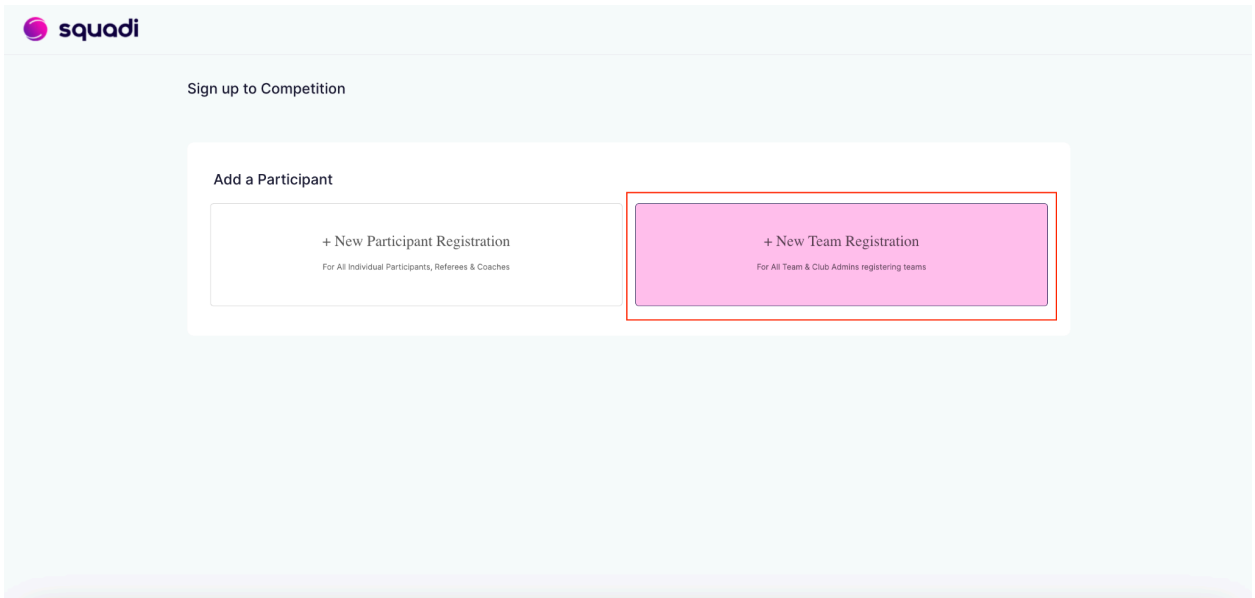
How to Register your Team

Step 1: Open the registration URL

Select **Create User Profile** or if you already have a profile on Squadi, please enter your username and password and then click **Login**

Step 2: Select **+New Team Registration**

Step 3: Select the **Age Group** for your team and **Sign up to Competition**

Step 4: Select your Manager **Role** Manager and then fill in your **Personal Details**, **Address** and **Emergency Contact**

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

No

Emergency Contact

First Name*

[First Name   ]

Last Name*

[Last Name   ]

Mobile Number*

[Mobile Number   ]

Relationship to Participant

[Select   ⌄]

Team Details   DOWNLOAD TEMPLATE   IMPORT TEAM

Team Name*

[Team Name   ]

+ Add Team Member

NEXT

Step 6: Complete any Additional information questions and select **Sign Up to Competition**

squadi

Sign up to Competition

✓ Select Competitions   ✓ Participant Details   3 Additional Information

Great Lakes Football Club
Great Lakes Football Club - Vikings Challenge
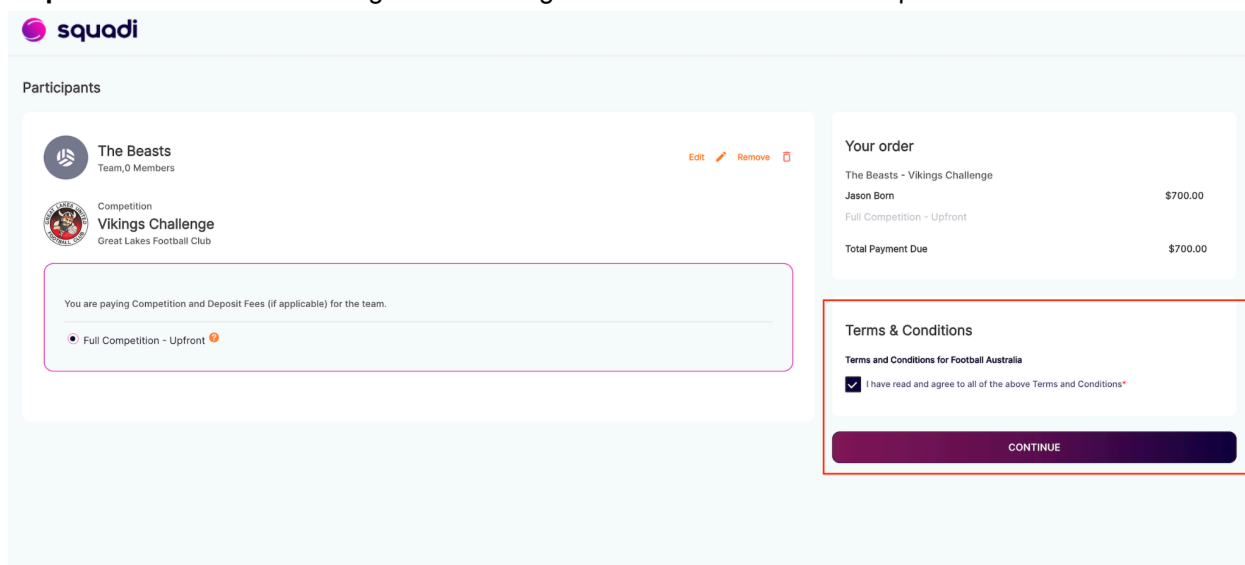Reg. Open   Reg. Close
📅 10/12/2024 30/01/2025   Edit

The Beasts
Team,0 Members   Wrong Team?

Additional Personal Information
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
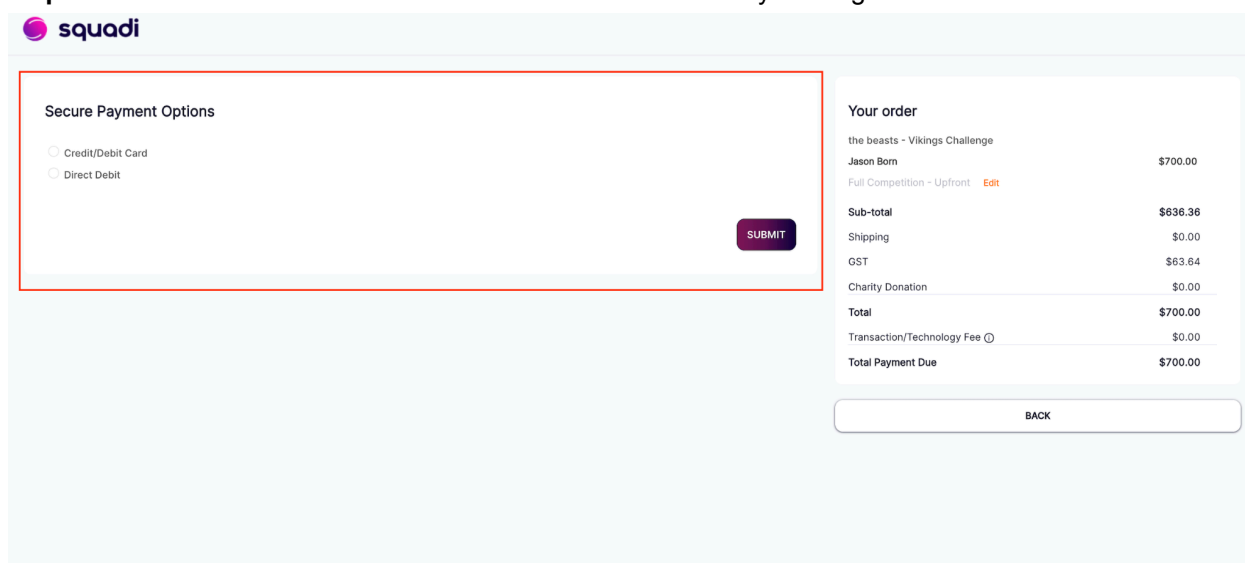
Step 8: Select either **Direct Debit** or **Credit Card** and **SUBMIT** your Registration

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 sign into Squadi.