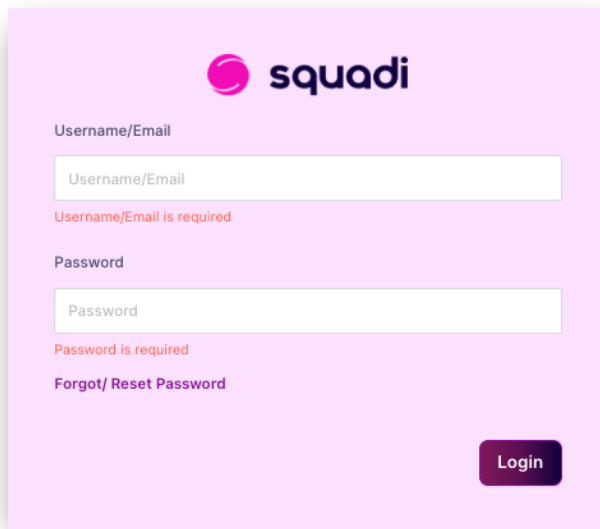


HELP GUIDE: Signing in, Completing Club Profile & Adding Admins

To sign into web admin Squadi, complete your Club profile and add any additional Club administrators, please follow the below steps.

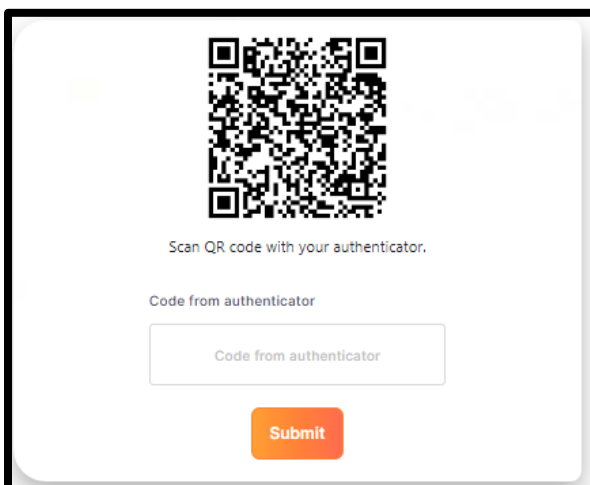
Signing In

Step 1: URL: <https://admin.squadi.com/login> (You should have received an email with your log in and password)



The screenshot shows the Squadi login page. At the top center is the Squadi logo, which consists of a pink circle with a white dot inside, followed by the word "squadi" in a lowercase, sans-serif font. Below the logo are two input fields. The first is labeled "Username/Email" and contains the placeholder text "Username/Email". Below this field is a red error message that reads "Username/Email is required". The second input field is labeled "Password" and contains the placeholder text "Password". Below this field is a red error message that reads "Password is required". Below the password field is a link that says "Forgot/ Reset Password" in purple text. At the bottom right of the form is a purple button with the word "Login" in white text.

Step 2 - You will be presented with a QR code first log in to scan with an Authenticator app.



The screenshot shows a page for QR code authentication. At the top center is a large QR code. Below the QR code is the text "Scan QR code with your authenticator." Below that is the text "Code from authenticator". Below this text is a white input field with the placeholder text "Code from authenticator". At the bottom center of the page is an orange button with the word "Submit" in white text.

If you do not have an authenticator app we suggest downloading Google Authenticator from the App Store

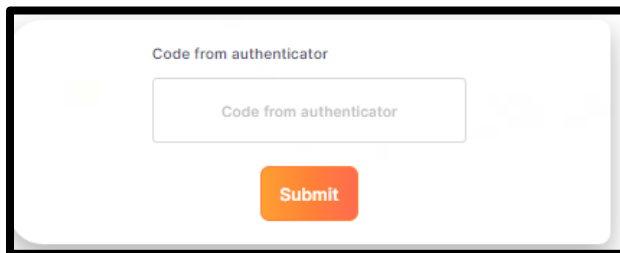
Google Play Store

https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_AU&gl=US

Apple App Store

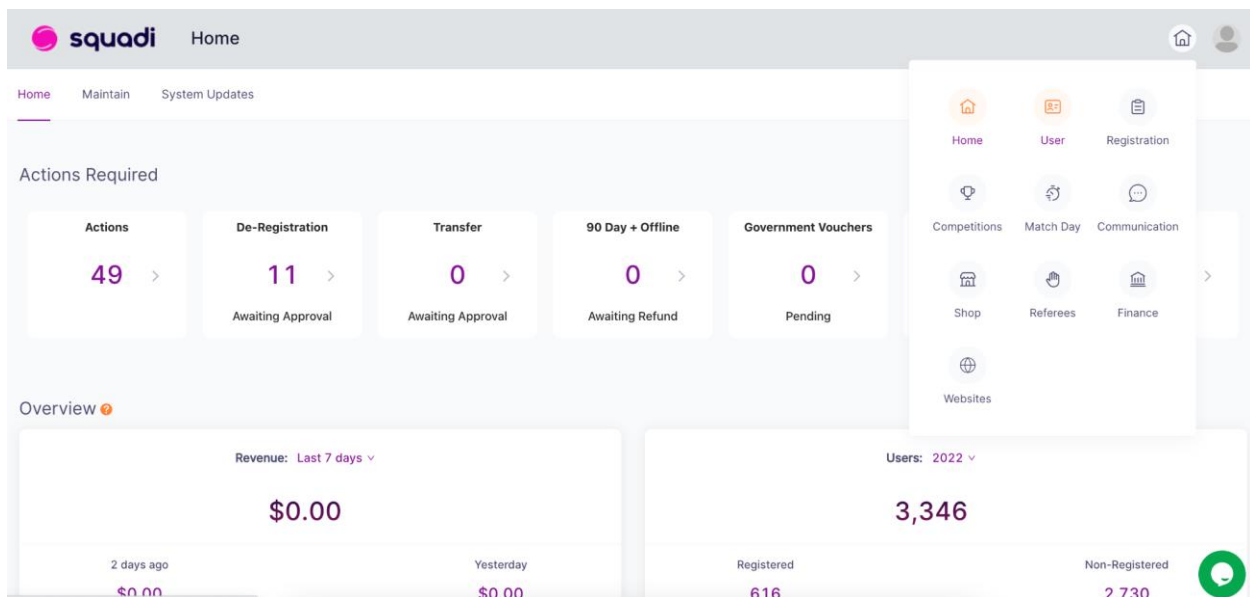
<https://apps.apple.com/au/app/google-authenticator/id388497605>

Step 3 - Enter the code generated by the authenticator app.



Completing Club Profile

Step 1. Select the 'home' icon (Top Right) then select 'User'

A screenshot of the Squadi dashboard. The top navigation bar includes the Squadi logo, "Home", and a user profile icon. A dropdown menu is open, showing options like Home, User, Registration, Competitions, Match Day, Communication, Shop, Referees, Finance, and Websites. The main content area is titled "Actions Required" and contains five cards: "Actions" (49), "De-Registration" (11), "Transfer" (0), "90 Day + Offline" (0), and "Government Vouchers" (0). Below this is an "Overview" section with two summary cards: "Revenue: Last 7 days" showing \$0.00 and "Users: 2022" showing 3,346 total users, broken down into 616 Registered and 2,730 Non-Registered.

Step 2. Hover over 'Administrator' then select 'Our Organisation'

squadi User

Dashboard Users Administrators

User Profile

Affiliates
Our Organisation

Search...

Export

Year: 2023 Competition: All Roles: All Gender: All

Linked: All Postcode: Postcode DOB From: dd-mm-yyyy DOB To: dd-mm-yyyy

Show Merged Users only

No. of Users: **437**

No. of Registered Users: **86**

No. of Spectators - Un-named: **0**

User ID	First Name	Last Name	Role	Linked	Competition	Team	DOB	Action
4387	A1	Contact	Admin	Associate 1				...
4386	A2	Contact	Admin	Associate 2				...

Step 3. Upload club logo and set as default (this will then be the logo for your teams on the app).

squadi User

Dashboard Users Administrators

Affiliates > Our Organisation

General Photos T&Cs Affiliate Finder Integrations

Organisation Name*
World Sport Action

Organisation Logo*
+ Save as Default

Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

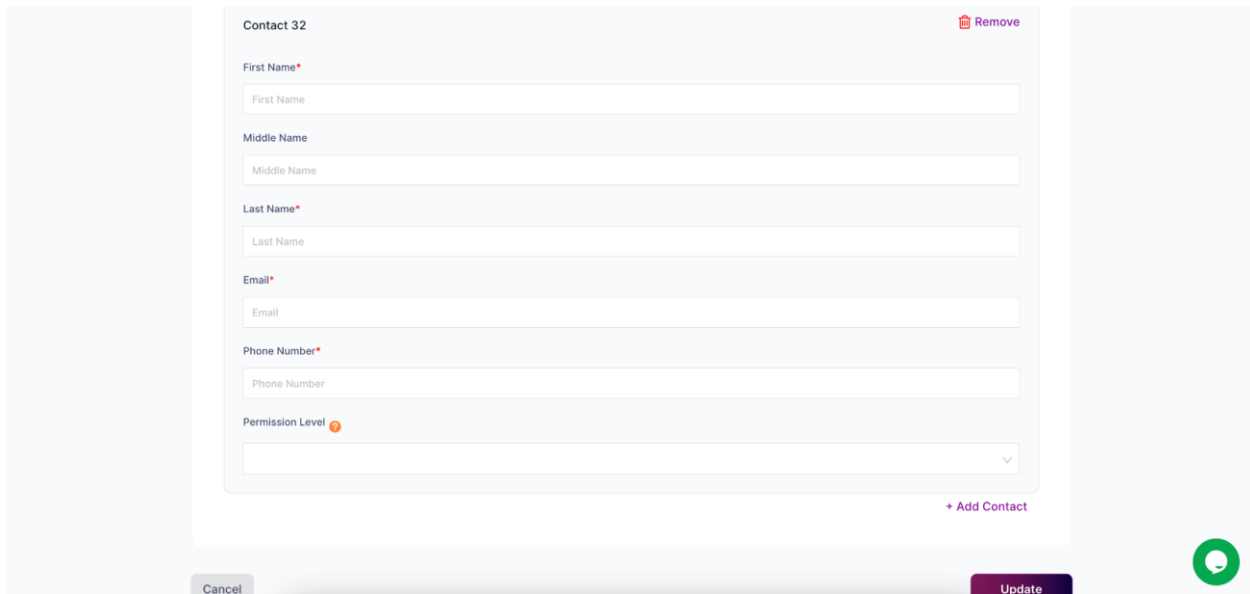
Organisation Type: National

Affiliated To: World Sport Action

Please input affiliate address*

Step 4. Scroll down to add additional admins

Note: If you receive the error “this email already exists but the details do not match” this means this admin already has a profile using this email but the name or mobile on the profile is different... You will need to use the exact same details.



The screenshot shows a contact profile form for 'Contact 32'. The form includes the following fields and options:

- Contact 32** (Title) with a **Remove** button (trash icon).
- First Name*** (Required): Text input field.
- Middle Name**: Text input field.
- Last Name*** (Required): Text input field.
- Email*** (Required): Text input field.
- Phone Number*** (Required): Text input field.
- Permission Level** (Optional): Dropdown menu with a question mark icon.
- + Add Contact** (Button): Located at the bottom right of the form.
- Cancel** (Button): Located at the bottom left of the page.
- Update** (Button): Located at the bottom right of the page.
- WhatsApp icon**: A green circular icon with a white speech bubble, located at the bottom right of the page.