

HELP GUIDE: Moving and Adding Players to Teams

After signing into Squadi admin, completing club profile and adding additional admins, you as the club administrator have the ability to move and add Players to Teams.

Step 1: Select the 'home' icon (Top Right) then select 'Registration' module

The screenshot shows the Squadi Home dashboard. At the top, there is a navigation bar with the Squadi logo and 'Home' text. Below this, there are tabs for 'Home', 'Maintain', and 'System Updates'. The main content area is titled 'Actions Required' and contains five cards: 'Actions' (32), 'De-Registration' (0, Awaiting Approval), 'Transfer' (0, Awaiting Approval), '90 Day + Offline' (0, Awaiting Refund), and 'Officials Amended At Match' (0, Last 7 days). To the right, a dropdown menu is open, showing options: Home, User, Registration, Competitions, Match Day, Communication, Shop, Referees, Finance, Advertising, and Websites. Below the actions, there is an 'Overview' section with two cards: 'Revenue: Last 7 days' showing \$0.00 and 'Users: 2023' showing 51. The 'Users' card is further broken down into 'Registered' (17) and 'Non-Registered' (34). A URL at the bottom reads 'https://ca-sto1.squadi.com/registrationDashboard'.

Step 2. Hover over 'Registrations' then select 'Football Australia Registrations'

The screenshot shows the Squadi Registration page. At the top, there is a navigation bar with the Squadi logo and 'Registration' text. Below this, there are tabs for 'Dashboard', 'Registrations', 'Governing Body', and 'Competition'. The main content area is titled 'Owned Competitions' and contains a table with columns: 'Competition Name', 'Registration Age Groups', 'Registration Type', 'Status', and 'Action'. A dropdown menu is open over the 'Registrations' tab, showing options: Registrations, Football Australia Registrations, Registration Clearances, Team Registrations, Registration Change, and MiniRoos Kick-off. A '+ New Competition Registration' button is visible. Below the table, there is a section titled 'Participating-In Competition Registrations' with a similar table structure. A 'No Data' message is displayed in the table. A URL at the bottom reads 'https://ca-sto1.squadi.com/externalRegistrations'.

Step 3. Here you will see all of your organisation PlayFootball registrations. You will need to move these users to their respective competitions.

To do this use the filters to narrow down your selection you can then individually select the users or 'Select all' and 'Move' (top right).

The screenshot shows the 'squadi Registration' dashboard. The 'Registrations' tab is active. A notification box at the top right says 'Move Registrations to a competition' and 'Please select one or more registrations and click this button.' Below the notification are 'Move' and 'Export' buttons. The main area displays 'Football Australia Registrations' with a filter bar. The filter bar includes dropdowns for Year (All), Gender (All), Status (All), Affiliates (All x), Role (All), Football Type (All), and Product Name (All). A search bar is also present. Below the filters, a summary bar shows 'No. of Registrations' as 24. A table of registrations is displayed with columns: FA ID, User ID, First Name, Last Name, DOB (Age end of year), Gender, Activation Date, Affiliate, Role, Football Type, Product Name, Status, and De-Registration Date. Two rows are visible: one for a Player (Therese Mccay, Club Football, SNR) and one for a Coach (Therese Mccay, Futsal, JNR). A green chat icon is in the bottom right corner.

Once you have selected 'Move' you can then select the competition and age group the user/s will move too.

The screenshot shows the same 'squadi Registration' dashboard as before, but with a 'Move to a competition' dialog box open in the center. The dialog box has a close button (X) in the top right corner. It contains the following fields: Year (2023), Competition (TEST COMMUNITY COMP(TEST REGION)), Affiliate (Please Select an Affiliate), Role (Player), and Age Group (U13). At the bottom of the dialog are 'Cancel' and 'OK' buttons. The background registration list is dimmed, and the 'Move' button from the previous screenshot is now highlighted in purple.

Step 4. Once you have moved your registered participants please select 'Competitions' module via the main navigation (top right)

squadi Registration

Dashboard Registrations Governing Body Competition

Football Australia Registrations

Year: All Gender: All Status: All
 Affiliates: All Role: All Football Type: All
 DOB From: dd-mm-yyyy

No. of Registrations **24**

FA ID	User ID	First Name	Last Name	DOB (Age end of year)	Gender	Activation Date	Affiliate	Role	Football Type	Product Name	Status	De-Registration Date
50000002	4388	Therese	Mccay	07/11/1981	Female	23/01/2018	TEST STATE	Player	Club Football	SNR	Registered	
50000003	4389	Therese	Mccay	07/11/1981	Female	23/01/2018	TEST STATE	Coach	Futsal	JNR	Registered	

https://ca-st01.squadi.com/competitionDashboard

Step 5. Hover over 'Participating in Competitions' and select 'Player Grading'.

squadi Competitions

Dashboard Own Competitions Participating-In Competitions

Year: 2023

Owned Competitions **2**

Player Grading
 Team Grading
 Preferences

+ Fixture Grid + Full Competition + Replicate Competition

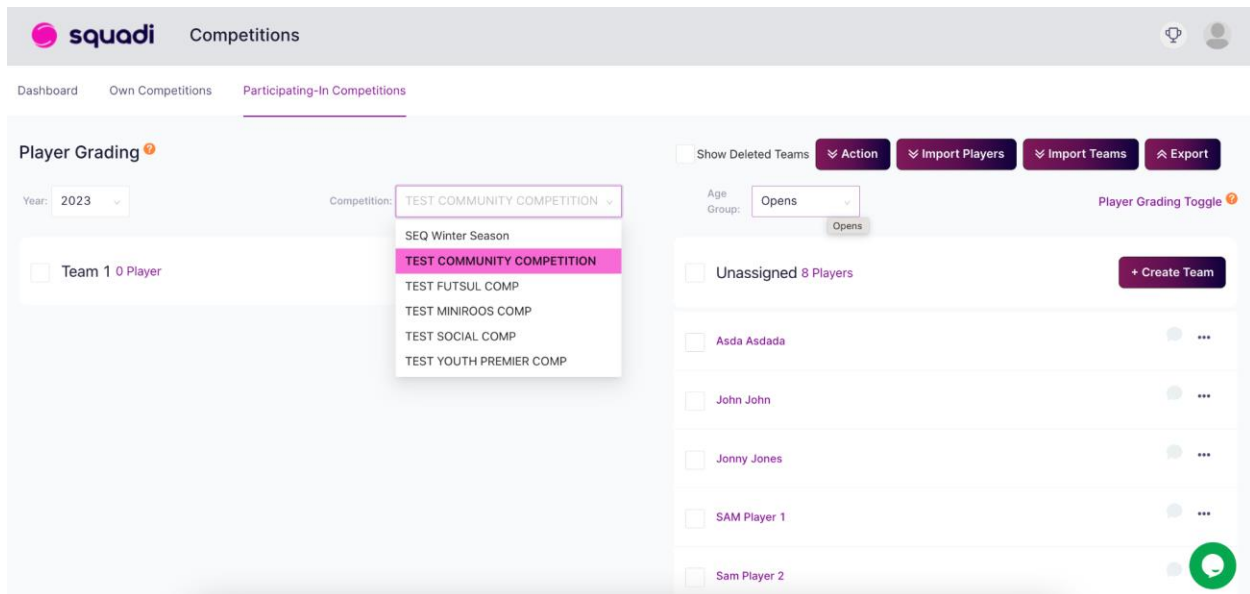
Name	Age Groups	Teams	Players	Status	Registration Type	Action
No Data						

Participating-In Competitions **2**

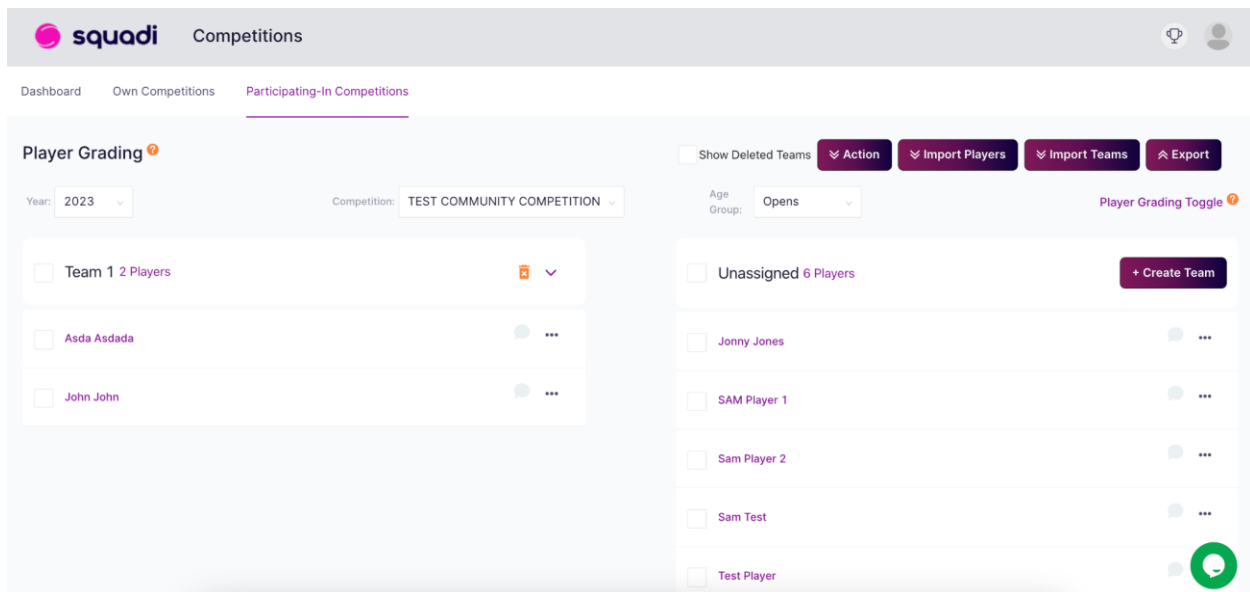
Name	Age Groups	Teams	Players	Status
TEST MINIROOS COMP	U8 U7	0	0	Draft
SEQ Winter Season	MPL	1	4	Draft

https://ca-st01.squadi.com/competitionPartPlayerGrades

Step 6. Select the Competition and Age Group you would like to complete the nominations for.



Step 7. Simply click '+ Create Team' then drag and drop the players into that team. If a team is already there, creating a team is not required.



You can also move players age group by ticking next to their name and selecting 'Action' > 'Change Age Group'

squadi Competitions

Dashboard Own Competitions Participating-In Competitions

Player Grading

Year: 2023 Competition: TEST COMMUNITY COMPETITION

Age Group: Opens Change Age Group

Show Deleted Teams Action Import Players Import Teams Export

Player Grading Toggle

Team	Players	Actions
<input type="checkbox"/> Team 1	2 Players	
<input type="checkbox"/> Asda Asdada		
<input type="checkbox"/> John John		

Player	Actions
<input type="checkbox"/> Unassigned 6 Players	
<input checked="" type="checkbox"/> Jonny Jones	
<input type="checkbox"/> SAM Player 1	
<input type="checkbox"/> Sam Player 2	
<input type="checkbox"/> Sam Test	
<input type="checkbox"/> Test Player	

+ Create Team

Once you have completed this for each of the age groups 'Select Next'.

Completing Proposed Team Grading is not required.