MEMO 05 - 23

To: Metro North & Metro South Clubs

From: Football Queensland

Subject: Allocation of Teams & Submission of Team Sheets on Squadi Platform

Date: February 24, 2023

Dear Clubs

Ahead of the launch of the Squadi platform next Wednesday, 1 March, Football Queensland is continuing to deliver training implementation sessions for clubs and participants across the state.

Throughout these sessions we've received constructive feedback regarding the process for allocating players to teams within Squadi from a number of clubs with high volumes of participants.

Following this feedback, we've implemented an additional process as an alternative for clubs who wish to use a bulk upload method to allocate their players and coaches to teams within the Squadi platform.

This new, **optional** bulk upload process for clubs is outlined at the end of this memo.

The functionality of the original drag and drop method of allocating individuals to teams also remains within the Squadi platform. Clubs can find more information on this by viewing the Move Players club onboarding video available on FQ's Squadi Hub (access password for club onboarding videos: **2023FQSquad1**).

Clubs are also reminded of the team sheet submission requirements for the 2023 season as the transition to Squadi occurs.

As per the process in place for the 2022 season, the weekly submission of a team sheet is required for all competitions featuring **U13 age groups and above** (both advanced and community competitive). For 2023, these weekly team sheets are required to be submitted through the Squadi platform.

For U12 age groups and below, the submission of weekly team sheets is not required however a single team sheet is required **once** only and should be completed on or prior to the first fixtured round.

Whilst the ongoing submission of team sheets will not be a mandatory requirement for U12 age groups and below following the submission of this initial team sheet, some clubs may wish to continue this process internally for team management purposes.

Further information on the completion of a team sheet is available in the Squadi app videos housed on FQ's Squadi Hub.

Football Queensland is continuing to deliver Squadi implementation training sessions for clubs and participants throughout the state, with a number of new sessions just added to the schedule including Finance for Club Treasurers and Sub Region Competition sessions for clubs running their own MiniRoos competitions or carnivals.

Click here to view the full training schedule and to join an upcoming session.

In addition to the Squadi implementation training sessions, additional support is available within the Squadi platform through the **TAWK Help Desk** for any queries relating to the platform functionality.

Any other queries should be directed to tickets@football-queensland.p.tawk.email

BULK UPLOAD METHOD FOR ALLOCATION OF COACHES, MANAGERS, TEAMS & PLAYERS

When using the bulk upload method for coaches and managers, FQ will perform this task for clubs once the data sheet has been submitted. For players and teams, the club administrator will be required to follow the instructions detailed below. Please ensure that you are always careful with your data sets and be mindful of spelling and naming conventions. Ensure that these align so that imports will be successful.

The 3-step process for adding '*coaches*' into Squadi in bulk (via EXCEL worksheet attached)

1. Open and utilise the EXCEL sheet named **'*wsa-livescore-import-coach*'** provided by FQ
2. Enter all coaches' information into *all* fields listed in the sheet (including FQ Region, club name, and competition name)
3. Return to FQ via email - tickets@football-queensland.p.tawk.email

Note The club name and competition naming references must match the naming used in Squadi*

The 3-step process for adding '*managers*' into Squadi in bulk (via EXCEL worksheet attached)
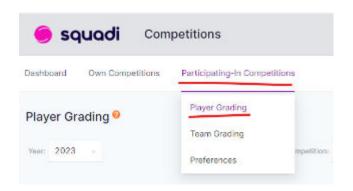
1. Open and utilise the EXCEL sheet named **'*wsa-livescore-import-manager*'** provided by FQ
2. Enter all managers' information into *all* fields listed in the sheet (including FQ Region, club name, competition name)
3. Return to FQ via email - tickets@football-queensland.p.tawk.email

Note The club name and competition naming references must match the naming used in Squadi*

The 5-step process for adding 'teams' into Squadi in bulk (via CSV sheet attached)

1. Open and utilise the EXCEL sheet named **'wsa-livescore-import-team'** provided by FQ
2. Enter all team information into *all* fields listed in the sheet
3. Head to the Competitions module -> select 'participating in' tab -> select 'player grading'

4. Using the drop-down menu, select the correct competition -> select 'import teams'
5. Click on 'choose file', select the correct CSV and click 'upload'

Note* Each age group needs to be spelt exactly the same as it is in Squadi.

- *the division reference in the sheet stands for A/1 (Division 1)*
- *if only one division just use A/1*

The 5-step process for adding 'players' into Squadi in bulk (via CSV sheet attached)

1. Open and utilise the EXCEL sheet named **'wsa-livescore-import-player'** provided by FQ
2. Enter all players' information into *all* fields listed in the sheet
3. Head to the Competitions module -> select 'participating in' tab -> select 'player grading'
4. Using the Drop-down menu, select the correct competition -> select the right age group (YOU ARE ONLY ABLE TO UPLOAD 1 AGE GROUP AT A TIME)
5. Click on 'choose file', select the correct CSV for the age group you are uploading and click 'upload'

Note* Team name needs to be spelt exactly the same as in Squadi

- *leave historical columns blank*

End.

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