

## MEMO 06 - 23

**To:** Queensland Clubs  
**From:** Football Queensland  
**Subject:** Submission of Team Sheets on Squadi Platform  
**Date:** February 24, 2023

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Dear Clubs

As the transition to the Squadi platform occurs from next Wednesday, 1 March, all clubs are reminded of the team sheet submission requirements for the 2023 season.

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](mailto:tickets@football-queensland.p.tawk.email)

End.