

MEMO 08 - 23

To: Clubs Participating in Metro Competitions
From: Football Queensland
Subject: Update on Squadi Transition for Metro Competitions
Date: February 28, 2023

Dear Clubs

The Squadi platform will formally launch statewide tomorrow, Wednesday 1 March. Ahead of the launch, below are some important points for clubs to note:

Registration and Payment of Governing Body Registration Fees

From tomorrow, any registrations that occur in Play Football will require payment of governing body fees in Squadi and not Play Football. This is the only change that will occur from March 1.

If clubs choose to receive their registration fees online, this should be reflected in the club's registration package setup in Squadi. Clubs are reminded that they must have a Stripe account set up by tomorrow with their fees set in order to accept payments.

From March 1, all participants will continue to register in Play Football to complete the National Registration requirements. Once registered in Play Football, within four hours they will be able to claim their profile and complete their governing body registration payment via the Squadi App and access all the functionality of the platform.

Team Sheet Submission Requirements

After ongoing discussions and consultation with FQ Metro Region Committee Chairs, Football Queensland has today confirmed an additional 3-week transition extension to the team sheet submission requirements within the Squadi platform for Metro clubs and competitions, to align with the position already in place for advanced football.

Junior and Senior Metro competitions will officially transition to the use of Squadi team sheets (away from FQ Teamsheets) from **Monday, 20 March**. After this date, Squadi will be in full deployment and will become the single source for team composition and integrity.

Over the next three weeks, clubs should continue to use Squadi to trial team sheet functionality each weekend until the March 20 deadline, however for the avoidance of doubt, FQ Teamsheets will remain as the source of integrity for team sheet submission until the transition date.

All Metro clubs are also encouraged to continue to test, trial and transition the use of Squadi for ladders, fixtures, draws, team communications and other features during this time, which will be functioning.

Referee Appointments

Referee appointments for Metro competitions ONLY will continue to occur through Schedula until the full transition to Squadi occurs on **March 20** due to the 2-week referee appointment lead times. All other referee appointments across the state (excluding advanced competitions) will be completed through Squadi from March 1.

Squadi Club Training and Resources

A range of resources including club onboarding videos (access password **2023FQSquad1**), club guides and app videos are available on [FQ's Squadi Hub](#).

Squadi implementation training sessions are also continuing to run statewide, with the next training and tailored Q&A session for clubs scheduled for tomorrow evening. [View the full training schedule and join a session via FQ's Squadi Hub](#).

Transitioning to a new platform to manage the complex elements of the game reflects a significant effort and investment from all parties. There will always be opportunity to confront challenges during the first few weeks. FQ will ensure we remain flexible and will continue to consult with Region Committee Chairs for feedback and engagement on the way forward.

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

End.