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# **2025 FQ REGISTRATIONS SET-UP HELP GUIDE FOR CLUB ADMINISTRATORS**

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# 2025 FQ Outdoor Competitions

## Registration Set-up and Overview

Football Queensland (FQ) is pleased to provide clubs with a series of self-help guides, designed to step club administrators through the process of setting up registrations to participate in competitions administered by FQ.

For assistance with 'club owned' competitions and registration set up, such as in-house MiniRoos, please refer to the relevant self-help guide.

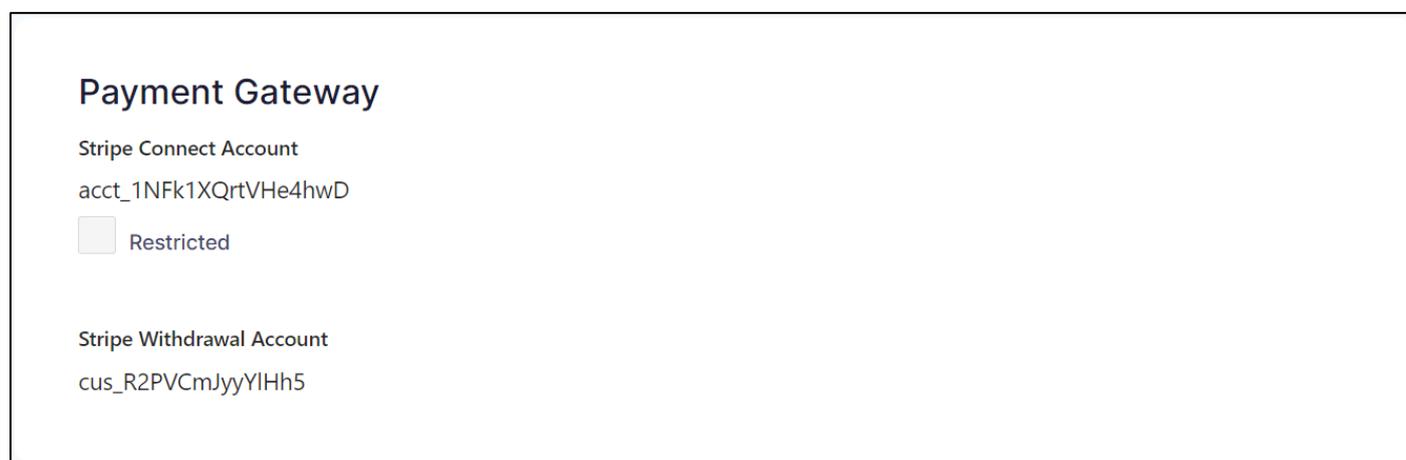
### Prerequisite – Establish Stripe Account

Clubs must ensure they have an established their Stripe Connect and Stripe Withdrawal account before accepting registration payments through Squadi.

To check if your organisation has an established Stripe Connect Account and an account for withdrawals, go to the **User Module > Administrators > Our Organisation > Integrations**.

If your Stripe Connect and Stripe Withdrawal accounts have been established, a unique code will be displayed (like the screenshot below). If a unique code is not displayed, a Stripe account will need to be created, please follow the links and instructions provided on the page to complete this process.

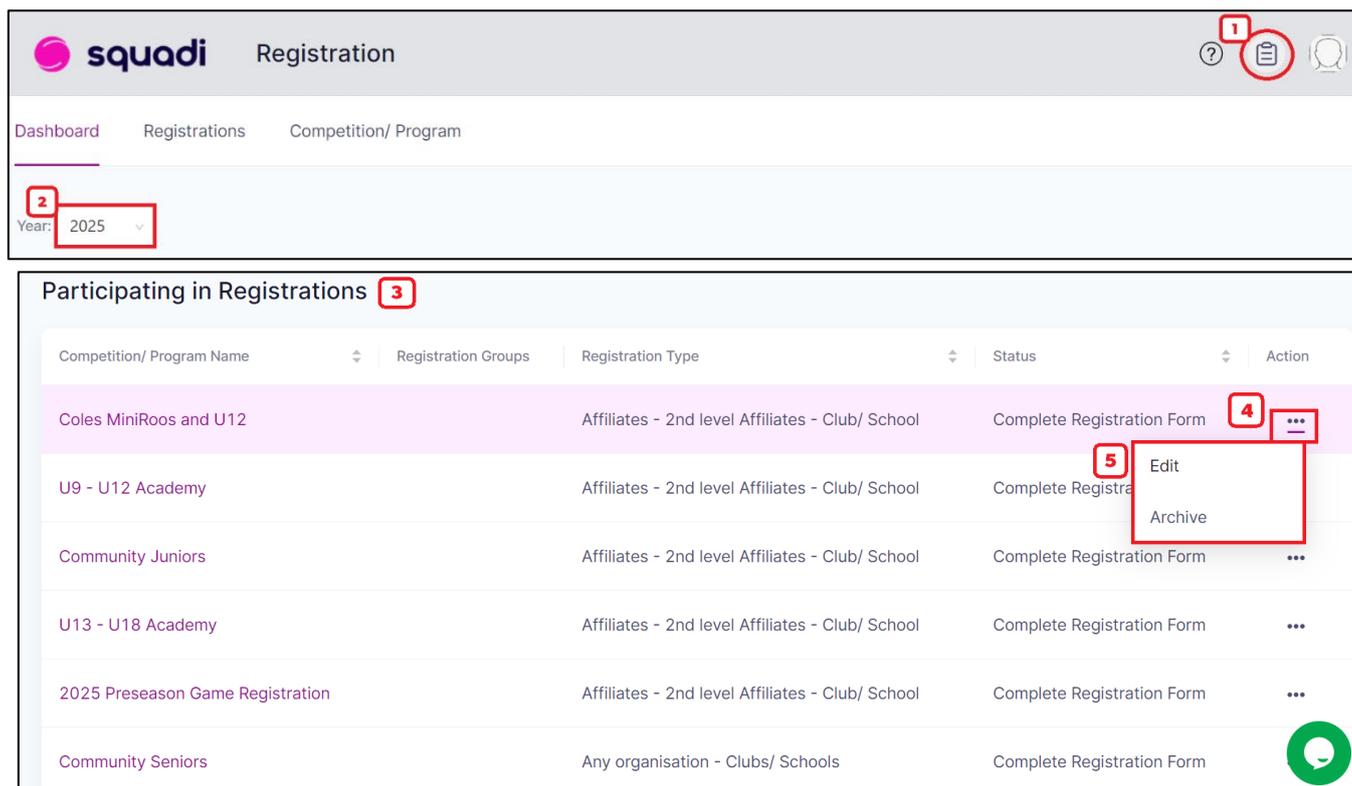
Once both accounts are established, the administrator can proceed to create the registrations.



# 2025 FQ Outdoor Competitions

## Registration Set-up 'Participating In'

1. Open the **'Registration'** module.
2. Select the year as **2025**.
3. Scroll down to **'Participating in Registrations'** list.
4. Click on the ellipsis button (three dots **'...'**) at the end of the competition to set up registrations.
5. Click **Edit**.



6. The screen will automatically open to the bottom of the fees page.

- Scroll back to the top of the fees page.
- Each competition will have multiple registration groups where you can apply club fees.
- Below are the registration groups that will be under each competition group.

Coles MiniRoos and U12	Academy 9 -12
Coles MiniRoos: U6 – U11 Age groups Outdoor Player – Junior: U12 Age groups Team Official: Junior Coach* / Coach / Manager / Physio.	Academy U9 – U11: U9 – U11 Age groups Academy U12 – U18 (U12) Age groups Team Official: Junior Coach* / Coach / Manager / Physio
Junior Community	Academy 13 – 18
Outdoor Player – Junior: U13 – U18	Academy U12 – U18: U13 – U18)

Team Official: Junior Coach* / Coach / Manager / Physio	Team Official: Junior Coach* / Coach / Manager / Physio.
<b>Senior Community &amp; FQPL</b>	<b>Club Referees</b>
Outdoor Player – Senior: Men/Women/FQPL Team Official: Coach / Manager / Physio	MiniReferee** Club Referee
<b>Masters (Sunshine Coast only)</b>	
Outdoor Player – Senior: Men / Women Team Official: Coach / Manager / Physio	

\* **Junior Coach** – A coach under the age of 18 who does not have a coaching qualification but is assisting under the guidance of a qualified senior coach or manager.

\*\* **MiniReferee** – A new product this season for Referees who are between the ages of 10-13 years (some may be older) and are completing the Mini Referees course. This product is specifically designed for referees who have not completed their Level 4 Referee Qualification and are not eligible to be a Club Referee.

7. **Membership and Age Group:** These are the competition age groups set by Football Queensland. Age groups might vary per competition and per region.
8. **Governing Body Fees:** These are pre-set by Football Queensland and Football Australia (FA).  
  
FQs governing body fee is collected in the initial payment when instalment plans are permitted. The FA National Registration Fee (NRF) will be collected through PlayFootball v2.0.
9. **Deposit Fees:** If the club wishes to request a deposit payment at time of registration, then the requested amount is to be applied into the deposit fess box, under the 'fees' tab.
10. **Affiliate Deposit Fees:** If your club wishes to secure a deposit fee as a part of a participant's registration, enter the deposit amount in this column. Enter the net amount in the left-hand column and the GST will be automatically calculated by the system. If your club is not registered for GST, you can zero out the GST. If the total is not a whole dollar by one cent you can adjust the GST to achieve a whole number. **(Note: if you select to use instalment plans the deposit amount will be required as a part of the initial payment).**
11. **Venue / Competition / Program Fees:** Where a centralised FQ venue is maintained for competitions, a venue competition fee will be applied by FQ in the venue fee box. This cannot be adjusted by club administrators.
12. **Club / Affiliate Fees:** Enter the net club fees (less any deposit amounts) in the left-hand column. The system will automatically calculate the GST. If your club is not registered for GST you can zero out the GST. **Online GST calculators are available to assist.** Apart from clubs participating in Academy competitions clubs do not have to open registration products for

every age group and can select only to offer a few age groups. Enter the fees in the rows of the age groups you wish to open for registrations.

13. **Total:** As fees are entered the system will update the total amount. This amount will be the total amount (incl GST) that the participant will be charged, excluding transaction fees – information on transaction fees can be found later in the product).

*Note: If you cannot see the full name of the age group or if you want to see the breakdown of the fees hover the mouse over the box for a pop-up as pictured Below to appear.*

*Clubs cannot create additional age groups and can only use the age groups offered. If clubs wish to charge two different amounts for the same age group this can be achieved through discount codes or compulsory shop items. This is covered later in this help document.*

**IF CLUBS ARE RUNNING IN-HOUSE COLES MINIROOS AGE GROUPS, DO NOT OPEN REGISTRATIONS FOR THE AGE GROUPS IN THE FOOTBALL QUEENSLAND 'PARTICIPATING-IN' COMPETITIONS – YOU WILL NEED TO SET UP REGISTRATIONS THROUGH AN OWNED COMPETITION AS PART OF THE SANCTIONING PROCESS.**

REPEAT entering the Fee amounts for all age groups in each registration group the club is offering in the 2025 season.

The screenshot displays the 'Fees' configuration interface for 'MiniRoos'. The table below represents the data shown in the interface:

Membership Type	Age Group	Governing Body Fees (excl. GST)	GST	Deposit Fees (excl. GST)	GST	Affiliate Deposit Fees (excl. GST)	GST	Venue/ Competition/ Program Fees (excl. GST)	GST	Club/Affiliate Fees (excl. GST)	GST	Total
Player	U6	\$ 58.63	\$ 5.87	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64.50
Player	U7	\$ 58.63	\$ 5.87	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64.50
Player	U8	\$ 58.63	\$ 5.87	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64.50
Player	U8 Kangaroo	\$ 58.63	\$ 5.87	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64.50
Player	U8 Kangaroo	\$ 58.63	\$ 5.87	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64.50
Player	U8 Kangaroo	\$ 58.63	\$ 5.87	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 64.50

A dropdown menu for the U8 age group is shown, with the following items:

- \* Football Australia \$13.18
- Member Federation \$45.45

**CLICK NEXT**

14. This will bring up the **Payment Methods** page. Direct Debit and Credit / Debit card are already set up for registration options and cannot be removed. Cash payments are not accepted and cannot be adjusted.
15. **Afterpay:** Clubs who offer participants an 'Afterpay' option will be required to tick the check box. Please note that this option will impose a fee which will be absorbed by the club in line with the terms and conditions of 'Afterpay'. For terms of service and rates, please refer to [Afterpay Terms of Service - Australia](#).
16. **Deposit Fee:** is set at the point of registration. If clubs choose to enter a deposit fee as per the fees page this will be taken as a part of the initial payment at point of registration.

17. **Pay Full Amount** is preselected and cannot be adjusted.
18. **Instalments:** amounts can be turned on for participants. The instalment dates are listed and are preset per competition so cannot be adjusted. The instalment '**Upon Registration**' slide is also compulsory and cannot be adjusted. This means the instalment amounts will be broken down into five payments (initial payment) plus four other instalments.

Breakdown of instalment payments for the end user:

- Initial Payment (on registration): FQ Fees + Club Deposit Amount + 1/5 remaining club fees.
- Remaining payments: one fifth of club fees per instalment.
- For example, a Metro Coles MiniRoos Player with FQ Fees \$50, Club deposit \$110.00 and club fees of \$330.00, payments would be:  
Initial payment on registration:  $\$50 + \$110 + \$66 = \$226$   
Instalments 1 – 4: \$66.00 each.

Instalment plan payments are automatically deducted from the participants nominated bank account / credit card that is used at registration. If there are insufficient funds in the account, the payment will fail. In this situation a triangle warning will appear next to the participants registration

and clubs can retry payments. We recommend contacting the participant before retrying the payment to ensure sufficient funds are available in their account.

19. **Offline Payments** are not offered, players must pay through one of the options at point of registration.

20. **Single Use Discount – No fee charged** – this is preselected and cannot be adjusted. This will allow clubs to provide end users with a 100% single use discount code. Further information on this will be provided later in this help document.

21. **Payment Plan** – Clubs who wish to offer participants the ability to pay fees through a payment plan will need to tick the checked box. Payment Plans are managed in the finance module. Further information on Payment Plans will be provided later in this help document. (Note: if the club sets the initial payment amount to be less than the FQ affiliation fees the outstanding amount will be debited from the Club's stripe account).

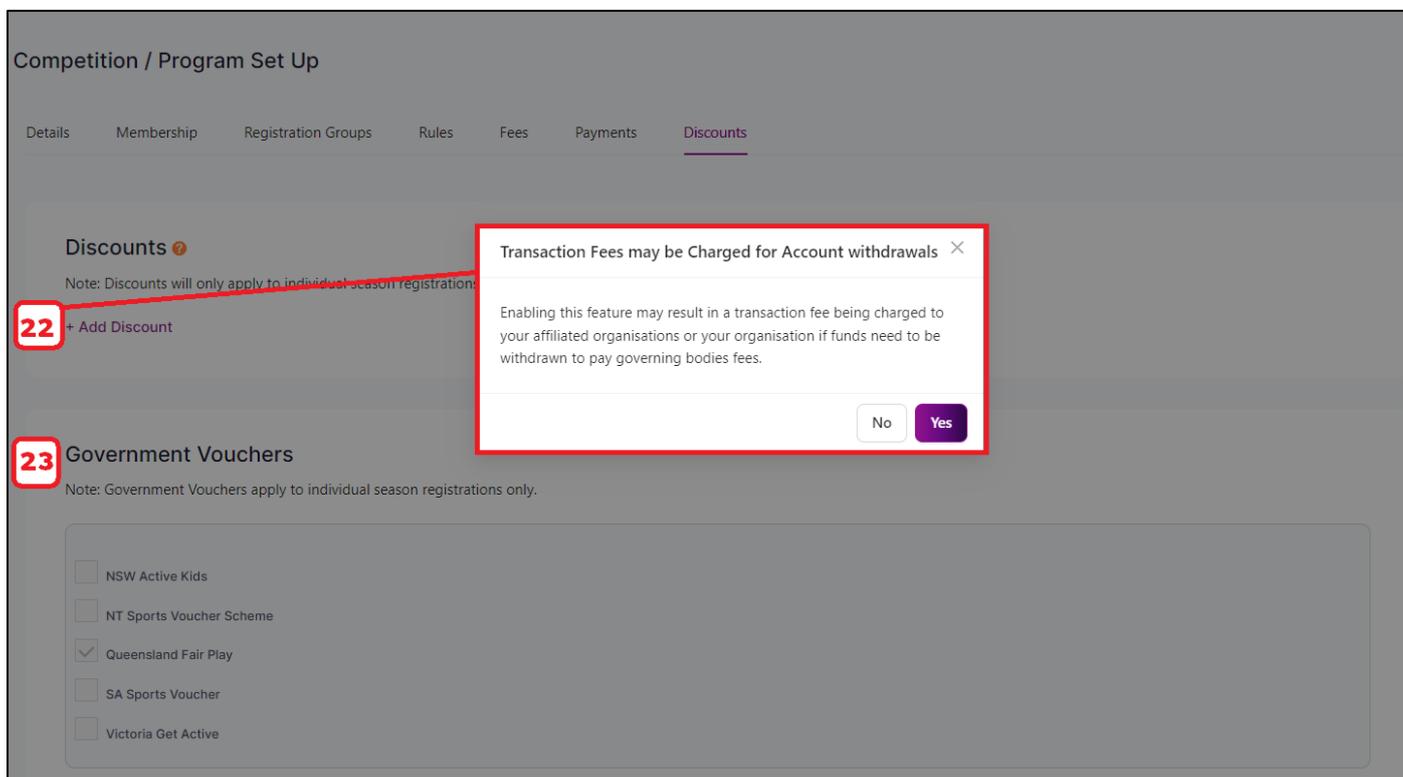
The screenshot shows the 'Individual User Seasonal Fee' configuration page. Annotations 17 through 21 point to specific form elements: 17 points to the 'Pay Full Amount' checkbox (checked), 18 to the 'Instalments' checkbox (checked), 19 to the 'Offline Payment' checkbox (unchecked), 20 to the 'Single Use Discount - No Fee Charged' checkbox (checked), and 21 to the 'Payment Plan - For Specific Users' checkbox (unchecked) with a 'Manage Payment Plan' link. A warning dialog box is overlaid on the form, titled 'Transaction Fees may be Charged for Account withdrawals', with a close button (X) and 'No'/'Yes' buttons. The dialog text reads: 'Enabling this feature may result in a transaction fee being charged to your affiliated organisations or your organisation if funds need to be withdrawn to pay governing bodies fees.'

## CLICK NEXT

22. **Add Discount:** up to 20 discount codes can be created to send out to registering participants. Discount codes can be created as required and do not have to be setup in the initial registration. Further information on Discount Codes is provided later in this help guide. (Note: if the discount reduces the participants registration fees to less than the Governing Body fees the club stripe account will be withdrawn to cover the outstanding Governing Body fee portion and any associated transaction fees).

23. **Government Vouchers:** Government vouchers are selected by the competition organiser and cannot be switched on/off at club level. For all FQ-run competitions the Queensland Fair Play Vouchers are turned on. For some competitions on the South Coast and Darling Downs region

the NSW Active Kids Government Voucher will also be available due to some participants living in NSW. Further information on Government Vouchers is provided later in this helpfile. (Note: the Queensland Fair Play Voucher is a free text field for participants to enter the voucher code. The club will still need to ensure Fair Play vouchers are validated and present them through the Queensland Government Voucher Portal).



## CLICK NEXT

24. This will open the **registration form**. The registration form can also be accessed by going to Registrations > Competition / Program > Registration Form. The registration form contains the relevant information participants will see when registering to a product with your club. Enter the beginning date as today's date and the end date will be the date in which the club wishes to close the product. Members will not be able to register past this date. The club can control this date as they wish, however will be constrained to the relevant competition if it is an FQ competition product.

Tick the boxes relevant to the age group that your club is offering on the left-hand side. This can now be saved at the bottom of the page which will now publish the product. Members will now be able to register to the product and competition for your club.

25. Select the **Registration Open** date – that the club wishes to open registrations.

26. Select the **Registrations Close** date – this can be no later than the day before the competition registration close date (noted in purple below). For most Community competitions this will be the last round of the competition. For FQPL and U13 – U18 Academy Junior competitions the last registration date will be 30 June 2025. NPL registrations will be based on the national registration windows.

27. Select the **Membership Products** which contain registration age groups the club wishes to offer. Remember to select outdoor Junior for U12 registrations in the Coles Mini-Roos and U12 competitions.

The screenshot shows a 'Registration Form' interface. At the top, it says 'Coles MiniRoos and U12' with a callout '24'. Below this, it states 'Competition Registrations close on 31-08-2025'. There are two date pickers: 'Registration Open' with a callout '25' and the date '31-10-2024', and 'Registrations Close' with a callout '26' and the date '30-08-2025'. At the bottom, there is a 'Membership Product\*' section with callout '27' and four selected items: 'MiniRoos x', 'Outdoor Player - Junior x', 'Team Official x', and 'Club Referee x'.

28. Tick the **Registration Groups** the club wants to open.

29. **Lock Registrations Immediately:** This locks all registrations and prevents any further registrations for that registration group. This can be turned on at any stage in the registration window.

30. **Registration Cap:** If required, enter the maximum number of registrations the club can take per registration age group. This can be updated at any stage throughout the registration window.

31. **Publicly Display:** Tick age groups publicly available for registration. For registration groups that are not ticked the product will remain hidden and can only be accessed by participants through a notice of offer or a hidden link. Further information on these processes will be provided later in this help document. **Please note it is strongly recommended that any invitational team (i.e. NPL, FQPL or Academy teams) have the tick removed making them not publicly available for selection.**

MiniRoos				29	30	31
28	Membership Type	Registration Type	Registration Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input type="checkbox"/>	Player	Individual	U6	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Player	Individual	U8 Girls	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Player	Individual	U11 Girls	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Outdoor Player - Junior						
	Membership Type	Registration Type	Registration Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input type="checkbox"/>	Player	Individual	U12 Quokka	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Player	Individual	U12 Wallaby	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Player	Individual	U12 Kangaroo	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Player	Individual	U12 Girls	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Team Official						
	Membership Type	Registration Type	Registration Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input checked="" type="checkbox"/>	Coach	Individual		<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manager	Individual		<input type="checkbox"/>		<input checked="" type="checkbox"/>
Club Referee						
	Membership Type	Registration Type	Registration Groups	Lock Registrations Immediately	Registration Cap	Publicly Display
<input checked="" type="checkbox"/>	Mini Referee	Individual		<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Club Referee	Individual		<input type="checkbox"/>		<input checked="" type="checkbox"/>

32. **Training:** training information for the selected registration groups can be added here. In ticking the box additional fields will appear below.
- Training Days and Times** – By ticking this box a free text form will appear to enter in a brief overview of training times.
  - Training Venue** – a training venue can be specified. The first radio box [select existing venue] will allow the club to select from the drop-down menu of venues. The second radio box [Specify Alternate Venue] provides a free text box to type in an unlinked field.

33. **Special Note:** Enter any special notes or a small description of the competition.

34. **Photos:** this will default from the club organisation logo.

Training **32**

**32a**  Training days and Times

U10 - U12 Tuesday and Thursday 4 - 5pm  
 U8 - U9 Wednesday 4 - 5pm  
 U6 -U7 Monday 4 - 5pm

**32b**  Training Venue

Select Existing Venue  
 Specify Alternate Venue

Alternative Venue

**33** Special Note

Coles MiniRoo program follows the program guidelines specified by Football Queensland. All players must wear closed in shoes and shin guards.

**34** Photos

Logo

35. Tick the **Reply Contact Details** to enter details of a contact person for registrations (optional).

This will bring up the below fields to enter in relevant contact information.

- a. **Name** – tick and enter the name of the contact person (optional)
- b. **Role** – tick and enter the role of the contact person (optional)
- c. **Email** – tick and enter the email address of the contact person (optional)
- d. **Phone** – tick and enter the phone number of the contact person (optional)

Reply to contact details **35**

**35a**  Name Mrs President

**35b**  Role President

**35c**  Email president@myclub.com.au

**35d**  Phone 0412345678

36. **Additional Questions:** Squadi Preset additional questions can be selected to ask participants. Tick any additional questions the club wants to ask. Answers to these questions can be found in the user export.

37. **Shop:** shop products can now be linked to registration products. The products can be made compulsory or optional for the participant to purchase. (Note: a linked compulsory shop product could be created for age groups where you want two levels of fees in the same age group. Further information can be found later in this help document).

38. **Notice of Offer:** tick this if you would like to send a notice of offer and a competition registration link to players who are already registered with your club. Please refer to the Notice of Offer help file on how to complete this process.

Additional Questions

**36**

Registration Questions

▼ Additional Personal Questions

Please detail any existing medical conditions, allergies (medical or food) or illnesses. Please detail a Management Plan (if applicable)

Do you take Any Regular Medications?

Please list any injury which is current or recurring or requires surgery?

▼ Other Questions

What is your T-Shirt Size (please note these are only Children sizes)?

Advanced Settings

**37**  Shop

**38**  Notice of Offer

## CLICK 'SAVE AS DRAFT'

Once you are confident all registration groups, questions and linked shop products are set up correctly, go back into the Registration Form (Registration Module > Competition / Program > Registration Form > Edit Form (Clicking on the three dots beside the competition program) you can publish the form. At this point of time, you can also select to send out invites to previously registered club members. Further information on sending out invites and notice of offer can be found further in this document.

## Single Use Discount Codes

Once registrations are confirmed and published, **single use discount codes** can be created (e.g. to email a unique 100% off discount code to a participant).

Codes can be created at any time during the registration window after registrations are opened and there is no limitation to the number of discount codes you create and send. **Note: the code can only be redeemed against the product it was created in.**

1. Open the Registration Form: Registration Module > Competition / Program > Registration Form > Edit Form (Clicking on the three dots beside the competition program) and scroll down to the Single Use Discount – No Fee Charged at the bottom of the form.
2. Click on **'+ Add Code'**
3. A new code in the list above will appear – click on the **'Email'** link beside the new code. This will open a pop-up box for your email application. Complete the details of the recipient and adjust the message as required. **Note: if the email pop-up does not appear check your email application is open and that you have allowed pop-ups.**
4. Once a discount code has been redeemed the code will appear greyed out.

## Single Use Discount - No Fee Charged 1

Note: Discounts will only apply to individual season registrations.

A1rixOnk 4

iCYVpY6L

[Email](#) 3

2 +Add Code



To

Cc

Subject Your Single Use discount voucher to use with your Football Registration

Hi,

Please use the following discount Code when you register in order to have your fee waived.  
iCYVpY6L

Regards,  
XXXX Football Club

It is recommended that the club keeps a list of discount code recipients for tracking purposes. If a participant does not receive a code, you can simply re-email them the correct code.

Once a voucher has been redeemed you can check who redeemed the voucher under the last column **'Voucher/Discount Code'** in the Summary by Participant report in the Finance Module.

## Discount Codes – Discount Code

Discount Codes are the most used discounting option for registration products. The key features for Discount Code usage are:

- Each registration product can support up to 20 different discount codes.
- Participants can only redeem discount codes against the product in which the discount code was set up.
- The same code can be redeemed multiple times. Therefore, the same code can be distributed to a whole team or group of volunteers etc.
- Discounts can be a percentage that can be applied against the club portion of fees or a fixed dollar amount that can be applied against the entire registration fee total. Please note if the dollar discounts reduce the participants' governing body fees, the clubs stripe account will be deducted the outstanding governing body fee portion as well as any associated transaction fee.

### Discount Code Setup

1. Open the Registration Product (Registration Module > Participating in Registrations > Edit Form (Click on the three dots beside the competition program) > Discounts (tab) > **' + Add Discount'** .
2. **Discount Type:** Select Discount Code from Drop Down Menu
3. **Membership Product:** Select the product you wish to discount. Please note you can only select one product at a time. If you wish to discount other products you will need to create another discount code.
4. **Membership Type:** Select Player.
5. **Discount Type:** Select Fixed \$ amount (applies to ALL fees charged to the end user) or Percentage Off (this ONLY applies to your organisation's fees)
6. **Code:** Create a unique code to distribute. This code is case and character sensitive. We recommend creating a unique code that is not easily guessed.
7. **Percentage off or Fixed Amount:** enter the percentage amount or fixed dollar amount based on what was selected in Step 5.
8. **Description:** Enter a brief description - this if for the club reference only.
9. **Available From:** Enter the date the discount code is available from.
10. **Available To:** enter the date the discount code is available to.

Remove

Discount Type\* Membership Product\*

2 Discount Code 3 MiniRoos

Membership Types\*

4 Player

Discount Type

5 Fixed \$ amount (applies to ALL fees charged to the end user)

Code

6 2025U8CCMD35d

Percentage off or Fixed Amount Description

7 \$ 350 8 Committee Member Discount

Available From Available To

9 31-10-2024 10 31-12-2024

+ Add Discount 1

## CLICK SAVE

The discount code can now be emailed or passed onto players to redeem when registering. At any stage the club can create additional discount codes or adjust/delete current discount codes.

Adjustments or the deletion of a code will only take place at that point of time and will not impact on previously applied codes. For tracking purposes, it is not recommended to delete or adjust the value of discount codes. Should you need to adjust the value amount we recommend creating a new discount code and changing the available date so the code is expired and cannot be used.

Clubs can check who has redeemed voucher codes under the last column 'Voucher/Discount Code' in the Summary by Participant report in the Finance Module.

## Discount Codes – Family

Family Discount Codes can be set-up per Registration Product. Family Discount Codes have the following parameters:

- Each registration product has a maximum of 20 discount codes.
- Family discounts only apply at point of registration and only to that product. Therefore, to receive a family discount the parent will need to register all family members at the same time, and they must be registering to the same membership product (i.e. All Coles Mini-Roos Players).
- A discount code does not need to be provided as the system will recognise the family discount and apply it automatically.
- Discounts can be a percentage that can be applied against the club portion of fees or a fixed dollar amount that can be applied against the entire registration fee total. Please note if the dollar discounts reduce the participants governing body fees the outstanding governing body fee portion as well as any associated transaction fee will be deducted from the the club's stripe account.
- For family members registering participants the first registered participant.

### Discount Code Setup

1. Open the Registration Product (Registration Module > Participating in Registrations > Edit Form (Click on the three dots beside the competition program) > Discounts (tab) > **+ Add Discount**).
2. **Discount Type:** Select Family from Drop Down Menu
3. **Membership Product:** Select the product you wish to discount. Please note you can only select one product to apply the family discount against.
4. **Membership Type:** Select Player.
5. **Discount Type:** Select Fixed \$ amount (applies to ALL fees charged to the end user) or Percentage Off (this ONLY applies to your organisation's fees)
6. **Family Participant 1 discount:** enter the percentage or fixed dollar amount (based on what was selected at Step 5) to be applied to the first family member. (Note: this will apply to all individual registering participants to this registration product regardless of if they have a second or subsequent registering family members).
7. Click on **'+Add Child / Family Member'** and enter in the second discount amount for the second participant. Repeat this step for each discount per family member.

Discount Type\*      Membership Product\*      Remove

2 Family      3 MiniRoos

Membership Types

4 Player

Discount Type\*

5 Percentage off

Family Participant 1 discount\*

6 5

Family Participant 2 discount\*

10      Remove

7 + Add Child / Family Member

+ Add Discount      1

**CLICK SAVE**

Please note that there is no date range for family discounts. Discounts will apply from the point of set up or when registrations open (if set up prior to registrations opening) until registrations close or the family discount is deleted.

Clubs can check who has redeemed voucher codes under the last column 'Voucher/Discount Code' in the Summary by Participant report in the Finance Module.

## Government Vouchers

Queensland Government Vouchers are selected by the competition organiser and cannot be turned on/off at club level. For all FQ-run competitions the Queensland Fair Play Vouchers are turned on. For some competitions on the South Coast and Darling Downs region the NSW Active Kids Government Voucher will also be available due to some participants living in NSW.

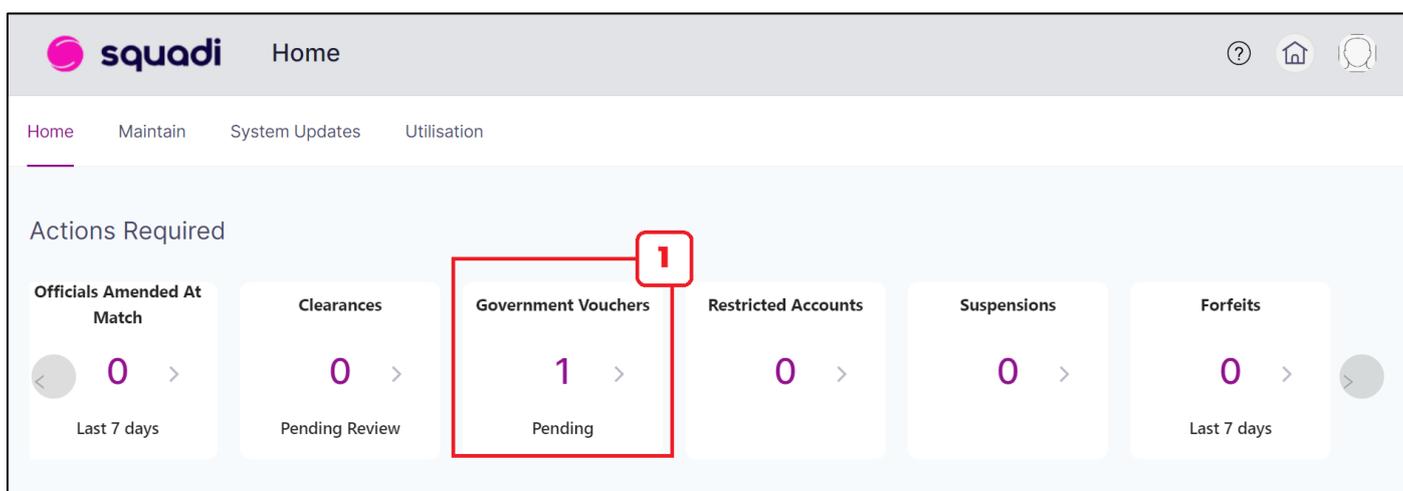
As the Queensland Government does not offer an integration with software providers the Fair Play Voucher is a free text field for participants to enter the voucher code. The club will still need to ensure Fair Play vouchers are validated and present them through the Queensland Government Voucher Portal.

There is no set up required for the vouchers as they are set in the system. Clubs should monitor and validate vouchers through the Queensland Government redemption process.

### Redeeming Queensland Fair Play Vouchers

Follow the steps below to monitor the use and redemption of Government Vouchers.

1. On the home screen, a Government Vouchers Pending box shows the number of pending Government Vouchers that need to be redeemed (Note: if you cannot see this box use the arrows on the left hand or right side to scroll back and forward across the screen). Click on the arrow beside the box (it will highlight purple when you hover over it).



2. The **Registrations** screen will appear. This screen is the same as the registration screen but is filtered to only show Government Vouchers. You can check the screen is filtered by the label below the Registrations heading.
3. **Export Government Vouchers:** Click to download a CSV document of registrations using Government Vouchers. Vouchers must be redeemed through the Queensland Government Fair Play Voucher Portal. Please follow instructions from the Queensland Government on redeeming vouchers.
4. Click on the three dots '...' beside the participants name to bring up a registration option box
5. Click **Voucher Payment Received**
6. Click **Save**.

Registrations

Replicate Player Move Export Export Government Vouchers **3**

Pending Government Voucher **2**

Status: All Search...

Year: All Competition/Program: All x DOB From: dd-mm-yyyy DOB To: dd-mm-yyyy

Product: All x Gender: All Affiliate: All x Payment: All x

Type: All x Postcode: Postcode Reg. From: dd-mm-yyyy Reg. To: dd-mm-yyyy

Registration List Graph View

No. of Registrations **1** Unique Registered Users **1** Value of Registrations **\$559.50**

User ID	First Name	Last Name	Registration Date	Affiliate	Competition/Program	Registration Groups	DOB	Paid by	Paid Fee (inc GST)	Pending Fee (inc GST)	Due per Match	Due per Instalment	Status	Action
410179	MiniRoo Player	Registration	23/10/2024	Football Club	Coles MiniRoos and U12	U11 Kangaroo	06/06/2014	Kerry M	\$344.75	\$0.00	\$0.00	\$0.00	Pending Competition Fee	<b>4</b>

- Voucher Payment Received **5**
- Request Funds Offline
- Registration Change

**Confirm Payment Received** [X]

**Name:** MiniRoo Player Registration

**DOB:** 06/06/2014

**Voucher Type:** Queensland Fair Play

**Code:** fdgsfdhgsfdh

**Amount applied to registration:** \$200.00

**Amount to disburse:** \$200.00

**Amount received:**  **6**

Cancel Save

For participants that falsely enter in Government Voucher Codes you can either decline their registrations or request funds offline. Further financial reports containing Voucher information can be viewed and exported from the Finance Module.

Note: Government Vouchers cannot be applied to Instalments. If Queensland participants using payment plans require a Fair Play Voucher to be applied against their fees, we recommend setting up a discount code to provide the \$200 discount.

# Applying Discount Codes on Participants Registration

Users can apply codes to redeem discounts on registration for the following products:

- Single Use Discount Codes – 100% discount off all registration fees
- Government Vouchers – Qld Fair Play & NSW Active Kids Vouchers

## Applying Single Use and Discount Codes

1. Under the participant registration click on **' +Add Discount Code'** to bring up Discount Code Box.
2. Enter in the Single Use or Discount Code. Remember this is case and character sensitive. We recommend copying and pasting the code.
3. Click **Apply Code** – you will see the discount amount applied under **'Your Order'** on the right.

## Applying Government Vouchers

1. Under the participant registration click on **' +Add Government Voucher'** to bring up the Government Voucher Box.
2. Select the **Voucher Type** from the drop-down menu. In most cases this will be **Queensland Fair Play**.
3. Enter in the Voucher Code as it appears on the Queensland Government Voucher. If using a NSW Active Kids voucher please ensure all details are accurate as the NSW Active Kids Vouchers integrates with the NSW Government and the voucher code will be applied and redeemed on entry.
4. Click **Apply Code** – you will see the discount amount applied under **'Your Order'** on the right.

Please note: Before finalising your registration, please ensure that if you have a discount code that it is applied and entered when confirming your order. This is case sensitive so must be an exact copy of the code given to you. The box is ticked to then enable the code provided to you to be entered.

Competition  
**Coles MiniRoos and U12**  
 Awesome Football Club

Registration(s)  
 Player - U11 Kangaroo

What would you like to pay for?  
 Full Competition - Upfront ?  
 Full Competition - Instalment ?

+ Add Discount Code

+ Add Government Voucher

**Discount Code** 1

2025U8CCMD350 2

+ Add Discount Code 3 **Apply Code**

**Government Voucher** 1

Voucher Type Code

Queensland Fair Play 2 adfgsfhsgfjh 3

**Apply Code** 4

Multiple discounts can be applied to a player registration. Below is a screenshot of **'Your Order'** for Coles Mini-Roos Family Member 3 registering in the Coles Mini-Roos and U12 competition. In the example a Single Use discount code and a Queensland Fair Play Voucher have been applied to the registration. If multiple vouchers are applied the system will not allow the participant to go into credit – in this case the system reduced the Single Use discount by the \$200 applied from the Queensland Fair Play Voucher.

MiniRoo Family Member 3 - Coles MiniRoos and U12	
Player - U11 Kangaroo	\$559.50
Total Discounts	- \$359.50
Full Competition - Upfront	
Government Sports Voucher	- \$200.00

## Family Discount Code Application

Family discounts automatically apply to the participants' registrations. Remember discounts only apply against family members registering for the same product.

Family discounts apply in order of registration so the first participant to register will receive the first player discount and every participant after will receive the subsequent discount. This cannot be

reordered once discounts are added. The only way to change the order is to delete the registration and start again. Additional discounts can also be applied to participants receiving family discounts.

MiniRoo Family Member 1 - Coles MiniRoos and U12	
Player - U11 Quokka	\$449.50 
Total Discounts	- \$380.00
Family Discount	- \$19.25
Full Competition - Upfront	
MiniRoo Family Member 2 - Coles MiniRoos and U12	
Player - U11 Girls	\$394.50 
Total Discounts	- \$328.50
Family Discount	- \$33.00
Full Competition - Upfront	
MiniRoo Family Member 3 - Coles MiniRoos and U12	
Player - U11 Kangaroo	\$559.50 
Total Discounts	- \$359.50
Full Competition - Upfront	
Government Sports Voucher	- \$200.00

In the screenshot of the **'Your Order'** to the left, the first registered participant has a 5%\* family discount and a \$380 Voucher discount.

The second registering participant received a 10%\* discount and a discount of \$328.50 discount code.

The third player did not receive a family discount as a discount was not set up for the third family member, but a Government Voucher and a Single Use discount code were applied instead.

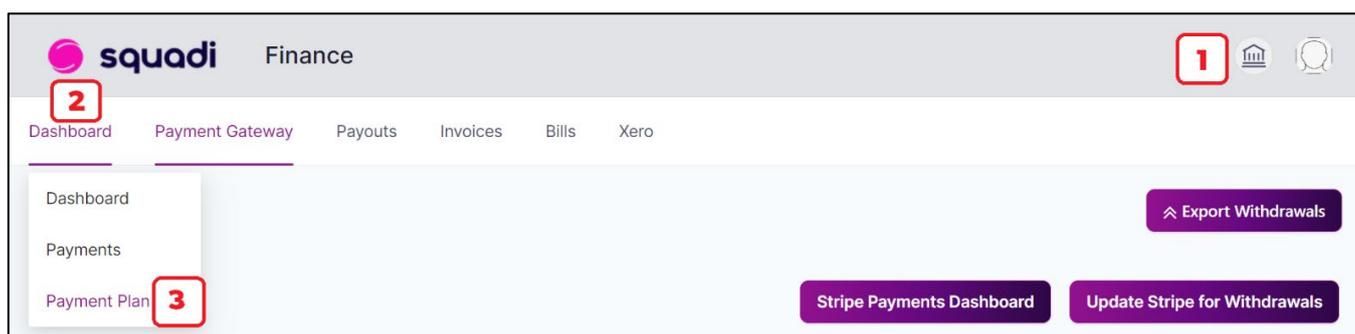
Note: percentage discounts only apply to the club portion of fees. To apply discounts against the whole fee a dollar discount must be provided.

# Payment Plans

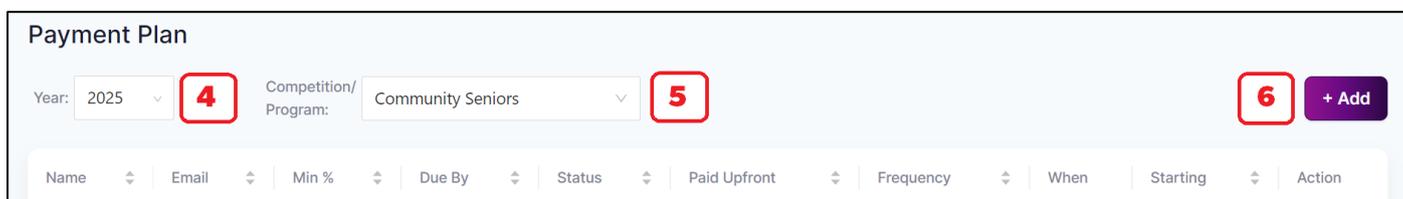
Payment plans are controlled in the finance module and available against any products that have had payment plans activated. Please follow the steps below to set up payment plans.

## Setting Up Payment Plans

1. Open the **Finance Module** (contacts must have admin or web-Admin finance permission levels to view the finance module).
2. Click **Dashboard** to bring up the drop-down menu.
3. Select **Payment Plan**



4. Ensure the year is **2025**.
5. Select the **Competition / Program** the participant is requiring a payment plan for (if the competition does not appear it has not been activated in the registration product).
6. Click **+Add**. This will bring up the Add Payment Plan popup box (if this does not appear check pop-ups have been allowed in your browser).



7. Enter **Name** of the player
8. Enter **Email** address of the player or player's parent / guardian. Please note this email address must be the one that was used to sign in with.
9. Enter **Minimum % payable at registration** (i.e. the deposit amount as a percentage).
10. Enter the **Date final payment due**
11. Click **Send Email** – a pop-up of your email will appear. If it doesn't pop up check that your browser allows pop-ups and your email application is open. A private link will be created in this email for the participant to register.

### Add Payment Plan ✕

Activating a Payment Plan will result in AC Carina Football Club having the fees for Football Queensland, Football Australia for this user withdrawn from your account at the time of Registration. Do you wish to proceed?

Name  7

Email  8

Minimum % payable at registration ?  9 %

Date final payment due  10 11

Cancel
Send Email

12. Edit the email as required but it is important that you **DO NOT EDIT THE BLUE LINK**. If adjustments are made to the link, it will break the private link and the player will not be able to register.

Send

To:

Cc:

Subject: Payment Plan Activation

12

---

Dear Senior Player,

XXXXX Football Club has activated a payment plan for your registration to Community Seniors. Please click on the link:

<https://ur-stg1.squadi.com/userRegistration?organisationId=9017d764-ada1-4c86-8179-090ed4e897c1&competitionId=2a031350-84f6-48b5-96de-b66c1ead9905&paymentPlanCode=UU2Ulm1z>

to complete your Registration and finalise your payment terms.

Regards,  
XXXXX Football Club

13. Once the email is received, the player can commence their registration. If they can't find the email, ask them to check their junk mail. If it still hasn't appeared, you can resend the email by clicking on the three dots next to their name and selecting Re-send email.

Name	Email	Min %	Due By	Status	Paid Upfront	Frequency	When	Starting	Action
Senior Player	abc@email.com	15.00	01/05/2025	Not Used					<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">13</span> <span style="font-size: small;">⋮</span>
									<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Re-send email</p> <p>Delete</p> </div>

When the participant clicks on the link it will take them to their profile and they will need to proceed as normal until they reach the fees page. At this point the participant selects the Payment Plan option and will be required to enter the following information (as per the screenshot below).

- Deposit amount (must be equal to or more than the club preset amount).
- The frequency to direct debit (weekly / fortnightly / monthly)
- The day of the week for debits to occur.

- The first instalment start date

The system will distribute the payments based on the entries and arrive at a payment amount that must be made at each instalment. The participant then continues through the rest of the registration process as normal.

### Payment Plan Screen:

Registration(s)  
Player - Community Seniors

---

What would you like to pay for?

Full Competition - Upfront 

Payment Plan

1 Football Club has stipulated that \$70.00 of your \$466.65 registration fee must be paid at the time of registration and cannot be included in the Payment Plan. All payments are due by 01/05/2025

How much would you like to pay now? Must be at least \$70.00 \*

How often would you like to debit from your bank account?\*

What day of the week would you like debits to occur?\*

When would you like the first instalment to start from?\*

You will be charged \$70.00 at the time of registration, and then you will be charged \$30.52 every 1st Wednesday from 05-02-2025.

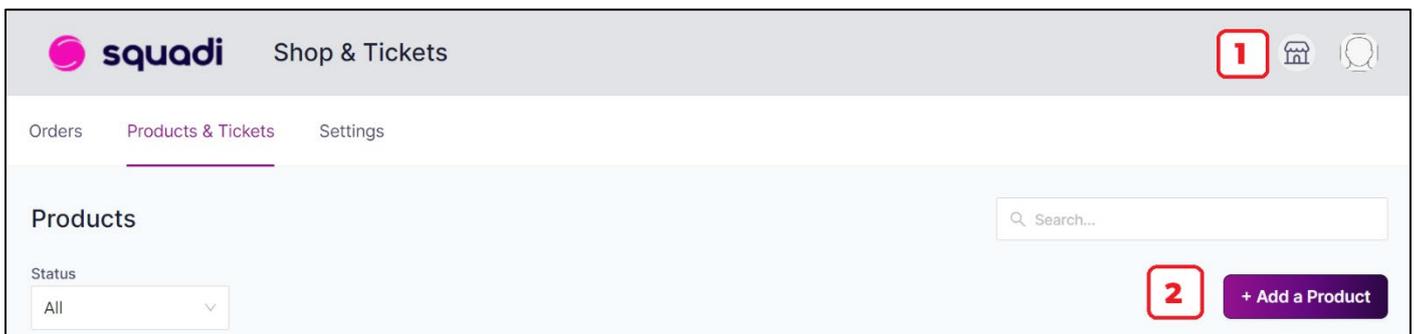
## Shop Items

Shop items is an additional area that allows clubs to sell additional products or event tickets. The products can be set up to be purchasable through the public shop or compulsory/optional links can be set up to specific registration products.

For clubs wishing to offer tiered prices for registering in the same age group (i.e. Senior Men /Women) the compulsory link allows you to add a compulsory training fee for players to select based on their division. The below shop instructions are based on this scenario for your reference, but it can also be adapted for other products such as club apparel.

### Setting up Shop Items

1. Open the **Shop & Tickets** module.
2. Click on **' +Add a Product'**.



3. **Title:** add the title of the Product – i.e. Club Polo or in this case Senior Training Fees.
4. **Description:** add a description of the product (optional – this can be left blank).
5. **Categories:** select or add a category the product falls under (e.g. Club apparel, Support Gear etc).
6. **Affiliates:** Select who sees the shop items – in most cases this would be **Direct** for participants in your club.
7. **Linking Shop to Membership Products:** linking shop products to membership products will mean they will appear at the final checkout screen for registering participants. To use this option tick Link Shop to Membership product (this product will be linked only).
  - a. **Compulsory the first-time membership is purchased:** This option will add the shop product to the participants checkout list. Participants will not be able to continue their registration until they select a variant (product type).
  - b. **Optionally available each time a membership product is purchased:** This will also make the product available to select and add for the registering participant on the first and subsequent purchases.
  - c. Select the 'product(s)' you want to link the shop to. In this situation it is linked to Outdoor Player – Senior only due to it being senior training but it can be linked to more than one product.
  - d. If you cannot find the product you may need to go through the pages to find the product. You can change the view up to 100 items per page. Please ensure the product selected is in the year 2025.

Title\*

**3** Senior Training Fees

Description

**4** **B** Normal **T** Font

Players participating in Division 1 - 2 train twice a week whilst players in Division 3 and below train once a week. Please select the division you have been selected to play in to add in the appropriate training fee.

Categories\*

**5** Support Gear

Affiliates\*

Direct

**6**  State

Association/ League

Club/ School

**7** Linking Shop to Membership Products

Link shop to membership products

**a**  Compulsory the first time membership is purchased

**b**  Optionally available each time membership is purchased

Year	Product	Type
<input type="checkbox"/> 2025	Outdoor Player - Junior	Player
<b>c</b> <input checked="" type="checkbox"/> 2025	Outdoor Player - Senior	Player

< **1** 2 3 4 5 ... 15 > 10 / page **d**

8. **Allow participant name recording:** We recommend this is turned on for reporting purposes.
9. **Display this eCommerce item as a priority banner:** this is optional to turn on and an image box to upload will appear. This is a larger hero banner that requires an image ratio of 3:1. In this example (i.e. Senior training), it is not required.
10. **Publicly Display:** this will allow any participant visiting the shop or registering to view the product. In this situation the Public Display option is not ticked as only we only want Senior Players to view the Senior Training Product.

11. Select the **Expiry Date** you want for the product and for it to no longer be available. This can be adjusted later if you want to reduce or extend availability.

**8**  Allow participant name recording

eCommerce Priority Banner

**9**  Display this eCommerce item also as a priority banner

Visibility

**10**  Publicly Display

Expiry Date

**11** 31-08-2025 00:01 

12. Product Image: Click **Upload Image** to add an image to the shop product. Multiple images can be added including screenshots of clothing sizes if required.



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

**12** [Upload Image](#)

13. **Pricing - Charge taxes on product**: tick if you require tax to be added to this product. A popup box below will appear to add the tax percentage.

Pricing **13**

Charge taxes on product

Tax (%)

10.00

14. **Inventory**: clubs can keep a track of their inventory by enabling inventory tracking.

- a. **Enable inventory tracking:** by ticking this box it brings up an **SKU** and **Barcode** entry boxes. If you are keeping track of inventory enter the item codes here. In our example there is no need to turn on inventory tracking for senior training.
- b. **Allow customers to purchase this product when it's out of stock:** If you have a specific/limited number of items available do not tick this box.

**Inventory** 14

**a**  Enable inventory tracking

SKU(stock keeping unit) Barcode(ISBN, UPC, GTIN etc)

Stock keeping unit

Barcode

**b**  Allow customers to purchase this product when it's out of stock

15. **Variants:** tick to enable variants. Variants are the options available for purchase i.e. Top sizes etc. In this example it is Senior Divisions for training purposes.
- a. Click **' +Add variant option'** to bring up an Option table.
  - b. Enter in the **Option**. In this situation the variants are:
    - Senior Men Division 1 – 2
    - Senior Men Division 3 – 9
    - Senior Women Division 1 – 2
    - FQPL – cost included in registration (FQPL is also an Outdoor – Senior Player product)
  - c. **Price** (excl GST): enter the price exclusive of GST (the system will automatically add GST based on pricing entry above)
  - d. **Cost:** this is the unit cost to the club (optional)
  - e. **SKU:** enter in the SKU of the purchased product (optional)
  - f. **Barcode:** enter in the Barcode of the purchased product (optional)
  - g. **Quantity Available:** Enter the number of products available (e.g. 20 x Size 6 Club training shirts). Participants will not be able to purchase the item and will get an out-of-stock message if there are none left. If you have ticked allow customers to purchase out of stock items, the system will ignore this number and allow the participant to purchase regardless.

Repeat step 15 until all variant items are entered.

**Variants** 15

Enable Variants

Variant Name\*

Option*	Price (excl. GST)	Cost	SKU	Barcode	Quantity Available
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">b</span> Senior Men Di...	\$ 200.00 <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">c</span>	\$ 0.00 <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">d</span>	SKU <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">e</span>	Barcode <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">f</span>	0 <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">g</span> <span style="color: red;">✕</span>
Senior Men Di...	\$ 100.00	\$ 0.00	SKU	Barcode	0 <span style="color: red;">✕</span>
Senior Women...	\$ 150.00	\$ 0.00	SKU	Barcode	0 <span style="color: red;">✕</span>
FQPL - cost in...	\$ 0.00	\$ 0.00	SKU	Barcode	0 <span style="color: red;">✕</span>

a + Add variant option

## 16. Payment Methods

- a. **Credit/Debit Card** is automatically selected and cannot be removed however the club can choose to turn on Direct Debit for registering participants.
- b. **Shipping:** select if players can have a pickup option selection. In this example it is not required.

## 17. Click **Save**.

**Payment Methods** 16

Credit/Debit Card

a  Direct Debit (not applicable for team registrations with at match fees enabled)

---

**Shipping**

b  Pickup

Cancel 17

## Registering Participants Shop View

When participants register, they will see available shop items and any compulsory shop items in their order. Please see images and information below.

1. Public or Optional products available for selection.
2. Hero Banner Image.
3. Compulsory Shop Item is already pre-added to the Participants order.
4. **Pencil icon**: to edit the variant selection the participant clicks on the pencil. This will bring up a pop-up selection box for them to select their variant.

The screenshot shows a 'Merchandise Shop' interface. At the top, there are filters for 'Football Cl...' and 'All categories'. A large 'Hero Banner' area is highlighted with a red box and the number '2'. Below the banner, there are two product cards. The first card, labeled '1', shows a 'Product Image' placeholder and a 'Hero Product' (23/24 Home Jersey - Unisex) for \$55.00 (inc GST). The second card shows 'Senior Training Fees' for 'From \$0.00 (inc GST)'. On the right side, the 'Your order' summary is shown. It lists 'A G - Community Seniors' with a total of \$700.00. Below that, 'Senior Training Fees' are listed with a quantity of 1 and a price of \$220.00, highlighted with a red box and the number '3'. A pencil icon next to the price is highlighted with a red box and the number '4'. The total payment due is \$920.00. At the bottom, there are 'CONTINUE' and 'BACK' buttons.

- a. Select the variant type.
- b. Click **ADD TO CART**

The screenshot shows a pop-up window for selecting a variant of 'Senior Training Fees'. The price is \$220.00 (inc GST). There are two main sections: 'Select Divisions' and 'Quantity'. The 'Select Divisions' dropdown is highlighted with a red box and the number '4a', showing 'Senior Men Division 1 - 2'. The 'Quantity' input field is highlighted with a red box and the number '4b', showing '1'. At the bottom, there are two buttons: 'ADD TO CART' (highlighted with a red box and the number '4b') and 'CANCEL'.

## Notice Of Offer

Once clubs open registration packages with the notice of offer ticked, the club can email a notice of offer to a group of participants. To send out a **Notice of Offer** please follow the steps below:

1. Select the **Teams** module.
2. Select applicable **Year** of the group of participants. This may be last year's team (i.e. you would select 2024) or if you are using, for example, the 2025 Preseason Competition to select your team select 2025.
3. Select the **Competition / Program** of the participants.
4. Remove the tick from **Excl. Assigned** to show all players. You can also use the participant filters (i.e. a DOB date range) to reduce the pool of players.
5. Scroll down to the bottom and select **100 / page** so all participants are viewable.
6. To select all participants, select the tick all box above the participant list. From here you can deselect players alternatively if you only have a few players to select tick them individually.
7. Click on the Participants **Action** Box.
8. Select **Notice of Offer** from the drop-down menu.

The screenshot shows the Squadi Teams interface. At the top, there's a header with the Squadi logo and 'Teams' text. Below that, there's a 'Team Sheet' section. It contains two dropdown menus: 'Year' (set to 2025) and 'Competition/ Program' (set to 2024-25 Preseason Games). Below these are two search bars: 'Participants' and 'Teams'. Under the 'Participants' search bar, there are filters for 'DOB From', 'DOB To', and 'Age Group'. A red box highlights the 'Excl. Assigned' checkbox. Below the filters is a table of participants with columns for 'Photo', 'Name', 'Role', 'Reg Status', and 'Reg Grp'. A red box highlights the 'Action' button. A red arrow points from the 'Action' button to a dropdown menu with options: 'Create Participant', 'Notice of Offer', 'Export', 'Import', 'Remove from all teams', 'Change Age Group', and 'Delete'. The 'Notice of Offer' option is highlighted with a red box.

9. **Year:** select the year of the program you want players to register to.
10. **Competition/Program:** select the program from the drop-down menu that you want this group of players to register to. If the competition does not appear you will need to go back to the registration form and ensure that registrations are 'Open' and 'Notice of Offer' is ticked.
11. **Subject:** enter the email subject.
12. The system auto generates an address line to the participant and a register link. Add any further details into the email body that you require.

13. **Attachments:** Select a pdf file to attach if required.

14. **Send Email**

Notice of Offer ✕

Year  **9**

Competition/ Program  **10**

Compose Email

Subject\*

**11**

Email Header ?

Dear (Participant),

You have been invited to [Register](#).

Email Body\* **12**

**B** *I* U ~~S~~ {} x<sup>2</sup> x<sub>2</sub> ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ✎ 🔗 🔄 📎 😊

👉 ↺ ↻

We are delighted to offer you a position in our 2025 NPL Mens Team. Pleaees read through the attached documentation for information regarding your offer.

Kind regards,

XXXX Football Club

Attachments

No file chosen **13**

**14**

Participants will receive a Notice of Offer email from Squadi. If players cannot find the email, we recommend checking their junk email. The email can also be resent to players if required. We recommend keeping a record of the date and the players that were sent a Notice of Offer for tracking purposes.

## Sending Out Invites

Once you are confident all registration groups, categories, variants and linked shop products are all setup correctly, an email can be sent out to previously registered participants inviting them to register.

1. In the registration form scroll to the bottom to **'Send invites to'**
2. **Invite:** Change the option to **Send**.
3. Select the previous year registration period (i.e. 2024)
4. **Competition/Program:** select 'All' or select a specific competition
5. Select 'Users' – so it will go to everyone linked to that competition or select 'Players Only'.
6. Gender – select 'Male', 'Female' or 'Both'.
7. **Date of Birth** – leave as 'No DOB Preference' if you want it to go to all participants or select 'DOB Preference' and enter in the date ranges that you wish the email invite to go to.

The screenshot shows the 'Send invites to' configuration form. The following elements are highlighted with red boxes and numbers:

- 1:** The 'Send invites to' header.
- 2:** The 'Send' radio button under the 'Invite' section.
- 3:** The 'Year' dropdown menu set to '2024'.
- 4:** The 'Competition/Program' dropdown menu set to 'All'.
- 5:** The 'Players Only' radio button under the 'Type' section.
- 6:** The 'Both' radio button under the 'Gender' section.
- 7:** The 'DOB Preference' radio button under the 'Date of Birth' section.

Below the 'DOB Preference' option, there are two date range inputs: 'DOB more than' with the value '01-01-2013' and 'DOB less than' with the value '31-12-2020'.

**CLICK PUBLISH OR UPDATE** (this will send the email)

## Registration Links

Once a registration product and associated form is finalised the club can email registration links to participants to register.

The first link is a link to publicly display products – we recommend that community products (or non-invite divisions) be publicly displayed so participants can find the club and register on the app or website.

The second link is for private registration products – these are hidden from the general public – we recommend that FQPL or Academy products or invite only divisions be hidden and only accessed via a private link or notice of offer.

End User Registration URL (Only Membership Types marked for public display)

<https://ur-stg1.squadi.com/userRegistration?organisationId=9017d764-ada1-4c86-8179-090ed4e897c1&competitionId=4206352f-0006-4a0c-8b1a-7b7410150869>

End User Registration URL (Only Hidden Membership Types)

<https://ur-stg1.squadi.com/userRegistration?organisationId=9017d764-ada1-4c86-8179-090ed4e897c1&competitionId=4206352f-0006-4a0c-8b1a-7b7410150869&key=94a195df3e8634cc46942f03ec6f2d2a>

**Note:** Links are only actionable on a web browser and will not open on the App for participants to register.

## Monitoring Registrations

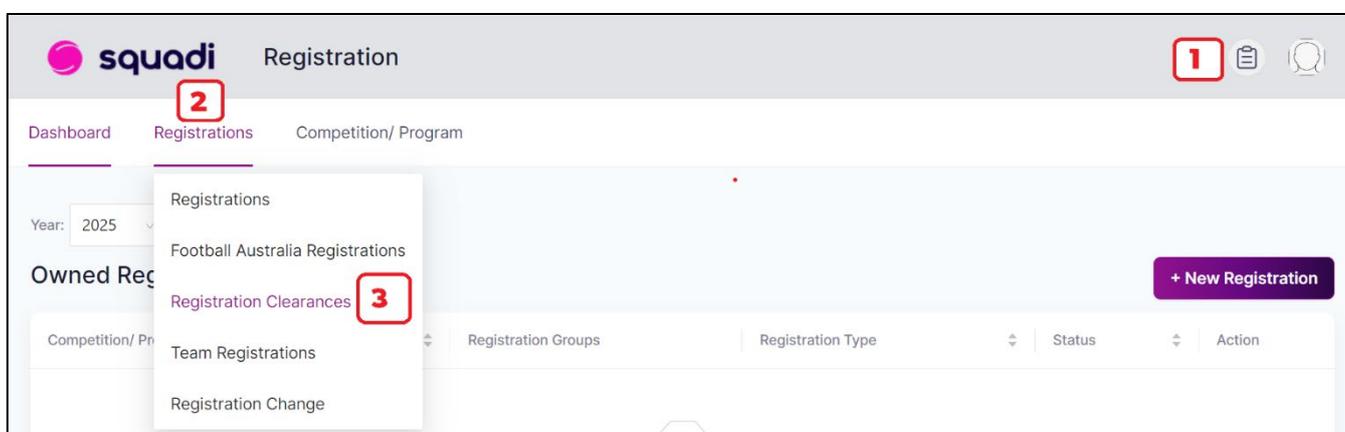
There are several modules and reports that clubs can run to monitor registrations. When a player registers for a club their registration will come through to the registration module.

Registrations for Senior and Junior players need approving on registration. These need monitoring carefully as the club has 7 days to approve registrations before they are auto approved.

Please refer to the below steps to approve senior and junior registrations.

### Accepting Senior and Junior Registrations

1. Select the **Registration** module.
2. Click **Registrations**.
3. Select **Registration Clearances**.



4. Change **Approval Status** to 'Pending' to filter out only pending registrations.
5. In the final column you can see the approval status of players – with the filter applied you should only see pending approval participants.
6. Tick participants you wish to bulk approve or alternatively bulk decline.
7. **Action:** Click the Action box and select Approve or Decline. A pop-up confirmation box will appear. Type in 'Confirm' and OK to save the approval/decline. The system may take a few minutes to catch up, but the approval status will change to Approved/Declined.
8. **ITC Required** Clearances: players with an ITC clearance required cannot be cleared or approved/declined by the club. If a player requires ITC clearance, it is important to action this as soon as possible. Contact the participant and request the appropriate documentation to submit to Football Queensland's ITC department. Further information on ITC requirements can be found on the FQ website: <https://footballqueensland.com.au/Resources/international-transfer-clearances/>

For help and to submit ITC documentation please email [ITC@footballqueensland.com.au](mailto:ITC@footballqueensland.com.au)

The screenshot shows the 'Registration Clearances' interface. At the top, there are filters for 'Requirements: All', 'Player Type: All', and a search bar. Below these are dropdowns for 'Year: 2025', 'Competition/Program: All', and 'Previous Registration Clearance: All'. The main table is divided into 'Current Registration' and 'Previous Registration' sections. The table has columns for Participant, FA ID, Photo, Role, Requirements, Date Registered, Affiliate, Competition/Program, Date Registered, Affiliate, Competition/Program, Date Registered, Affiliate, Competition/Program, Clearance, Date, Approval, and Date. Two rows are visible. The first row is for a 'Senior Player' with a 'Pending' approval status. The second row is for a 'Player Senior' with a 'Pending' approval status. Red boxes highlight the following elements: 4 (Approval Status dropdown), 5 (Approval dropdown), 6 (Participant checkbox), 7 (Action dropdown), and 8 (ITC Required dropdown).

Current Registration										Previous Registration									
Participant	FA ID	Photo	Role	Requirements	Date Registered	Affiliate	Competition/Program	Competition/Program	Date Registered	Affiliate	Competition/Program	Competition/Program	Clearance	Date	Approval	Date			
<input type="checkbox"/>	Senior Player		Player		24/10/2024	Club	Football	Football Queensland	Community Seniors	N/A	N/A	N/A	N/A	ITC Required	24/10/2024	Pending			
<input checked="" type="checkbox"/>	Player Senior		Player		24/10/2024	Club	Football	Football Queensland	Community Seniors	N/A	N/A	N/A	Net Required	24/10/2024	Pending				

## Registration, User and Financial Reports

Registration and User reports can be viewed on screen and exported for club reporting. Several filters can be applied to narrow down the information you are looking for.

- Registration Report: In the Registration module > Registrations > Registrations > Export.
- User Report: Users > Dashboard > Export Memberships OR Export.

Financial Reports can be found in the Financial Module. Club admins must have admin of admin-finance access to be able to view reports in the finance module. Reports available for viewing and download include:

- **Summary by Participant** (Finance Module > Dashboard > Summary by Participant): provides an overview of participant registration and a breakdown of all aspects making up their registration. This includes Governing Body fees, Club fees, Shop Purchases, Discounts (including Government Vouchers, Single Use Discount Codes and Discounts), Deposits and pending payments.
- **Payment Gateway Report** (Finance Module > Payment Gateway): This report shows the breakdown of the money coming in/out of the club's stripe account.
- **Payouts Report** (Finance Module > Payouts > Transaction ID): Clubs can view the breakdown of each payout that comes into their bank account. By clicking on the payout ID the system will provide a detail list of what makes up the payout. This can then be exported for reporting purposes. For Clubs who are integrated with Xero, by clicking on the three dots the transactions can also be pushed through to Xero based on the previously set account mapping.

## Support Contacts

If you require support with the registration process, please contact the following emails.

Competition Questions – [competitions@footballqueensland.com.au](mailto:competitions@footballqueensland.com.au)

Registration Questions – [registrations@footballqueensland.com.au](mailto:registrations@footballqueensland.com.au)

Squadi Questions – [Squadi@footballqueensland.com.au](mailto:Squadi@footballqueensland.com.au)

ITC Questions – [ITC@footballqueensland.com.au](mailto:ITC@footballqueensland.com.au)