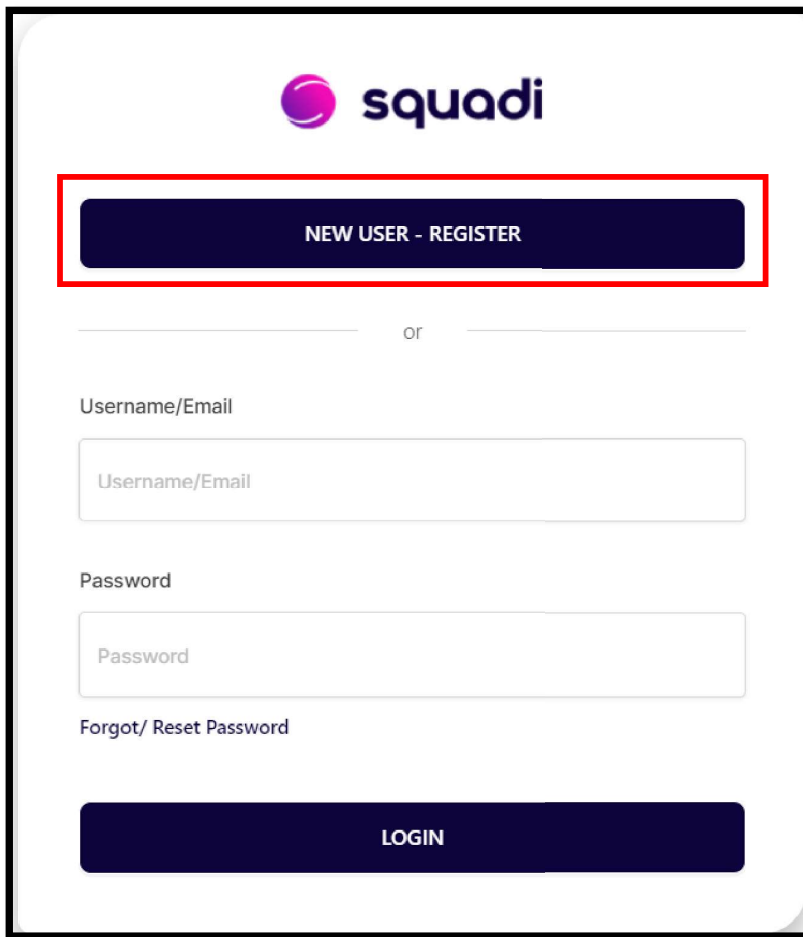


## How to Create a User Profile on Squadi

1. Visit <https://registration.squadi.com/login> to begin your registration.
- 

2. Select “NEW USER – REGISTER”



The screenshot shows the Squadi login and registration interface. At the top center is the Squadi logo, consisting of a purple circle with a white dot inside, followed by the word "squadi" in a lowercase, sans-serif font. Below the logo is a dark blue button with the text "NEW USER - REGISTER" in white, which is highlighted with a red rectangular border. Underneath this button is a horizontal line with the word "or" centered between two short segments. Below the line are two input fields: the first is labeled "Username/Email" and the second is labeled "Password". Both fields have their respective labels above them and placeholder text inside. Below the password field is a link that says "Forgot/ Reset Password". At the bottom of the form is a dark blue button with the text "LOGIN" in white.

3. Select New Participant Registration



The screenshot shows the "Add a Participant" section of the Squadi interface. The title "Add a Participant" is at the top left. Below it are two buttons. The first button is pink and has the text "+ New Participant Registration" in bold, with the subtitle "For All Individual Participants, Referees & Coaches" below it. The second button is light blue and has the text "+ New Team Registration" in bold, with the subtitle "For All Team & Club Admins registering teams" below it.

4. Select from the three options
  - Registering myself
  - Registering a family member
  - Registering on behalf of someone

Add a Participant

**+ New Participant Registration**

For All Individual Participants, Referees & Coaches

Who are you registering?\*

Registering myself    Registering a family member    Registering on behalf of someone(non family member)

5. Add in the details of who you are creating the user profile for by completing the items below:

- **Gender**  
Select male, female, non-binary/gender fluid or differently identify
- **Participant first name**  
Enter the first name of who is being registered
- **Alternative or middle name**  
Enter any alternative or middle name if applicable
- **Participant last name**  
Enter the last name of who is being registered
- **Date of birth**  
Enter the date of birth of who is being registered
- **Contact mobile**  
Enter the contact mobile number of who is being registered  
If registering a child, you can enter the parents' contact mobile
- **Contact email**  
Enter the contact email of who is being registered  
If registering a child, you can select; do not to give the child their own login (see below for more information)
- **Photo**  
Add a photo of who is being registered
- **Address search**  
Enter the address of who is being registered

### Participant Details

Gender\*

Male
  Female
  Non-Binary/Gender Fluid
  Differently Identify

Participant First Name\*

Participant First Name

Alternative or Middle Name

Alternative or Middle Name

Participant Last Name\*

Participant Last Name

Date of Birth\*

dd-mm-yyyy

Contact Mobile\*

Contact Mobile

Contact Email\*

Contact Email

Photo

+  
Upload

---

### Find Address

Address Search\*

Enter Address Manually

**If creating a profile for a child:**

- There is an option to “Do not give Child their own login” if registering a child
- Whoever registers the child can link their own email to this member



**If creating a profile for a child, you will need to add in the parent/guardian information by complete the items below:**

- **Parents first name**  
Enter the first name of the parent/guardian
- **Alternative or middle name**  
Enter any alternative or middle name if applicable
- **Participant last name**  
Enter the last name of the parent/guardian
- **Date of birth**

- Enter the date of birth of the parent/guardian
- **Contact mobile**  
Enter the contact mobile number of the parent/guardian
- **Contact email**  
Enter the contact email of the parent/guardian
- **Address search**  
Enter the address of who is being registered or tick “use the same address as the participant”

Parent/Guardian Details

**New Parent/Guardian**

First Name\*  Middle Name

Last Name\*

Mobile\*  Email\*

Use same Address as Participant

**Find Address**

Address Search\*

Enter Address Manually

+ Add New Parent/Guardian

**NEXT**

## 6. Select Membership Details

- Select Membership Type and then the age group/registration division you wish to register to
- Once you have selected your age group/registration division you will notice the full fee
- Please be aware that this price is indicative only and does not include any discounts, rebates or whether your membership fee will drop off at payment



Kim Hendersons State  
Kim Hendersons State - Professional Leagues  
Reg. Open Reg. Close  
27/11/2022 - 30/12/2022

[Find Another Competition](#)

### Membership Details

Membership Product you are registering Individual to\*

- 2023 Professional Player - Player
  2023 Non Player - Coach
  2023 Player - Junior Player
  2023 Player - Senior Player  
 2023 Non Player - Admin
  2023 Returning Official - Assesor
  2023 Returning Official - Junior Referee  
 2023 Returning Official - Senior Referee
  2023 First Year Official - Junior Referee
  2023 First Year Official - Senior Referee

Registration Divisions\*

Single Game Fee

**\$0.00** incl.GST

Total Seasonal Fees

**\$0.00** incl.GST

Prices are indicative only and do not include any discounts, rebates or whether you have already paid your membership fee.

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## 7. Additional information

- Note any additional information such as training, special notes, venues, and contact details that has been provided by your organisation. You may also need to answer any questions that your organisation has included
- Complete any further Additional Information such as medical history or any other questions that has been included by the organisation
- Complete any/all details if applicable
- Select Add Competition and Membership

### Additional Personal Information

Do you identify as being of Aboriginal or Torres Strait Islander origin?\*

Not Applicable  Aboriginal  Torres Strait Islander

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

Existing Medical Conditions

Photo Consent - I give consent for images (photographic or video footage) of the registering person(s) to be used for promotional purposes.\*

Yes  No

Public Profile - I consent to the profile of the registering person being made public. ?

ADD COMPETITION AND MEMBERSHIP

### Competition Specifics

Training

No information provided

Special Notes

No information provided

Competition Venue

Bob Brock Park SAM

Contact Details

No information provided

+ Add Another Competition

ADD COMPETITION AND MEMBERSHIP

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## 8. Payment screen

- Select the following payment options (not all options will be available, it depends on your organisations option)
  - Full Amount Upfront
    - All payments must be made at time of registration
  - Instalments
    - Payments may be made via instalments
    - Please note that the first payment will be upfront at registration and must include the Football Queensland fee. All future payments will be split evenly of the instalment dates

The screenshot shows a payment interface for a participant named Sdvcdf Dvf. The participant's details include a profile picture with initials 'SD', name 'Sdvcdf Dvf', and date of birth 'Male, 02/02/2001'. The competition is 'Professional Leagues' at 'Kim Hendersons State'. The registration type is 'Junior Player - Junior'. The payment options are 'Full Competition - Upfront' (selected) and 'Full Competition - Instalments'. The order summary shows a total payment due of \$80.50. A 'CONTINUE' button is visible at the bottom right.

Your order	
Sdvcdf Dvf - Professional Leagues	
Junior Player - Junior	\$80.50
Full Competition - Upfront	
<b>Total Payment Due</b>	<b>\$80.50</b>

## 9. Discounts

- Add any discount codes or Government Vouchers
- This will be up to each individual organisation if they have included any discount codes for you to apply

The screenshot shows two buttons for adding discounts: '+ Add Discount Code' and '+ Add Government Voucher'.

10. Read through the Terms and Conditions. If you agree to the Terms and Conditions, check the box below and click continue.

## Terms & Conditions

Terms and Conditions for Football Queensland

I have read and agree to all of the above Terms and Conditions\*

**CONTINUE**

11. Select a payment method and submit your registration

### Secure Payment Options

Direct Debit  
 Credit/Debit Card

**SUBMIT**

### Your order

Sdvcdf Dvf - Professional Leagues

Junior Player - Junior	\$80.50	
Full Competition - Upfront		<a href="#">Edit</a>
<b>Sub-total</b>	<b>\$73.18</b>	
Shipping	\$0.00	
GST	\$7.32	
Charity Round-Up	\$0.00	
<b>Total</b>	<b>\$80.50</b>	
Transaction Fee	\$0.00	
<b>Total Payment Due</b>	<b>\$80.50</b>	

**BACK**

12. You should then receive an email confirming your user profile being created

If you have any questions, please contact your club.