



REGISTRATION HELP GUIDE

STEP 1: Download the Squadi app.



[Squadi on the AppStore](#)



[Squadi on the Google Play Store](#)

STEP 2 (Returning Members): Select “Log back in” and log into your account.

- **Note:** Do not create a new account. If you have forgotten account details, select the “Forget/Reset Password” option and follow prompts.

STEP 2 (New Members): Select “Create Account or Register Profile”.

a) Enter in your details.

- (**Note:** If you are a parent/guardian, please use your own personal details, not your child’s details.)

b) When selecting the organisation, search for “Diggers Football Club”.

STEP 3: Select the “More” tab in the bottom right corner of the screen, and then select “Register Profile”.

- **Returning members:** Select your name and review your details. Proceed to Step 5.
- **New members:** Select “New Participant Registration”. Once selecting this, scroll down and select who you are registering.



STEP 4: Fill in the "Participant Details" section. This should be the details of the person who is wishing to register and play.

- (**Note:** You must attach a clear passport-style photo of the person who is wishing to register.)
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STEP 5: Select the competition you wish to play in.

a) Enter in the postcode "4670".

b) In the "Organisation Name" section, type "Diggers Football Club Bundaberg."

c) Scroll down and select the competition you wish to register for.

- Select "Bundaberg | Coles MiniRoos & U12" for those players between the ages of 5 and 12.
- Select "Wide Bay Community Juniors" for those players 13 years or older.
- Select "Wide Bay Community Seniors" for those players 18 years or older.

(**Note:** If you select the incorrect option, you will not be able to register as a player).

d) Under "Membership Details", select the "player" option. (e.g. "Coles MiniRoos - Player").

e) You will then be prompted to select the "Registration Age Group". You will only be given one option for this section, based on the date of birth provided in the "Participant Details" section.

f) Scroll down and select "Add competition and membership".

STEP 6: Enter in "Additional Personal Information".

- (**Note:** You are not required to enter your FA ID if this is unknown.)



STEP 7: Begin the payment section.

a) Select “Full Competition - Upfront” if you wish to pay the Squadi fees in full. Select “Full Competition - Instalment” if you wish to pay the fees in instalments.

- (**Note:** When selecting the “Instalments” option, you will be prompted to pay a portion of your fees up front. Afterwards, instalments will be automatically deducted from your nominated bank account. The due date of each instalment is displayed when selecting the “Instalments” option. Failure to make these payments may result in player de-registration.)

b) Where relevant, members may select to input a “Discount Code” provided by the club, or a “FairPlay” voucher provided by the government.

- (**Note:** You must include the FairPlay vouchers at this point of the registration. It is not possible for a voucher to be added at a future date.)

c) Scroll down to review your order, read and agree to the terms and conditions and then select “Continue”.

d) Select your payment method (Direct Debit or Credit/Debit Card), input relevant payment details, scroll down and select submit.

e) You have now completed your registration on Squadi. **However, more action is required.**

NOTE: SQUADI ONLY PROCESSES THE FOOTBALL QUEENSLAND, FOOTBALL WIDE BAY AND DIGGERS PORTIONS OF REGISTRATION FEES.

f) You will then be re-directed to “PlayFootball V2.0”. Follow the prompts on screen to then process the **Football Australia** portion of your fees.

- (**Note:** Football Australia is currently experiencing some problems with this process. If this step does not work, you may skip it until the problem has been addressed.)

