



# Squadi USA app for Referees

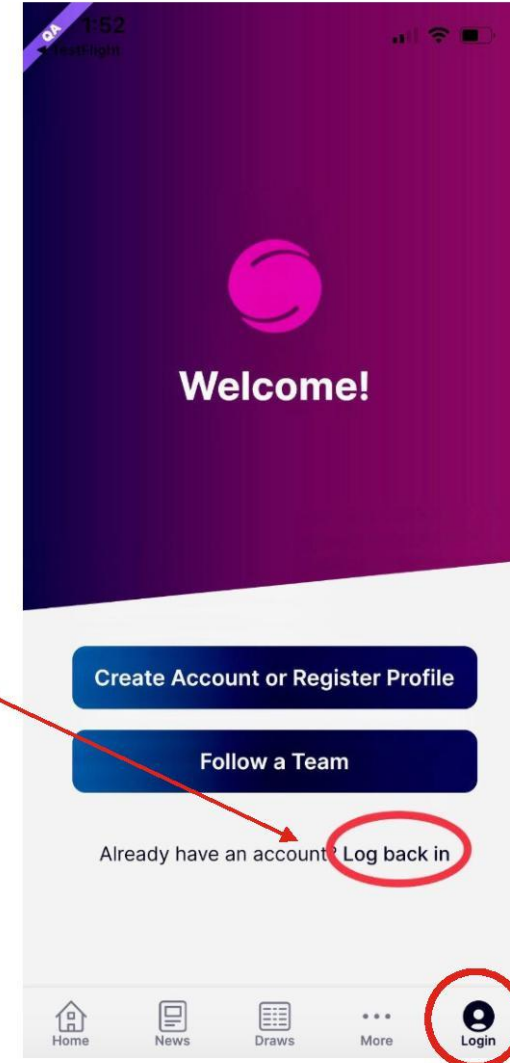
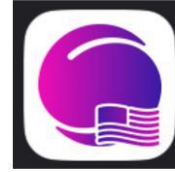


# Before the Match



# First Step: Download the app and Log In

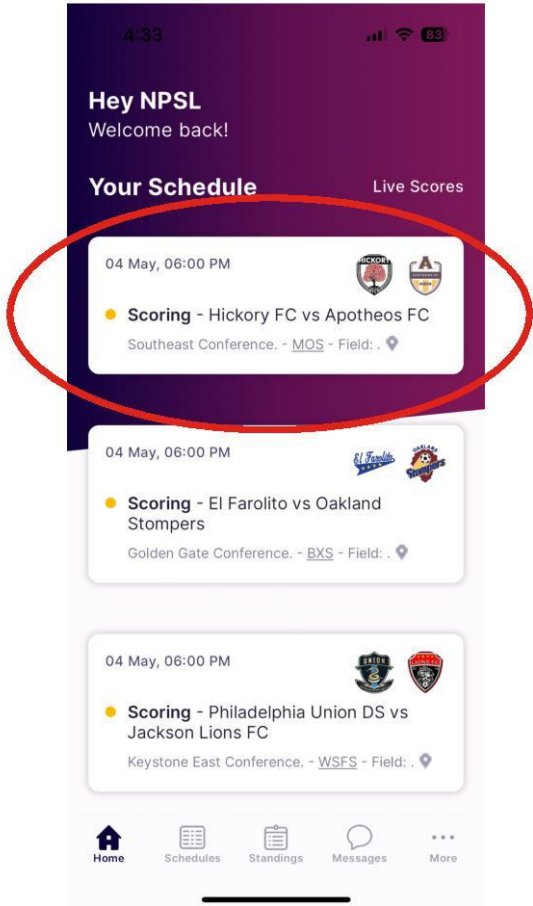
- Download the Squadi USA app on your mobile device's app store
- Tap 'Login' in the bottom menu bar, then tap 'Log back in'
- Log in with the following email/password:
- Open the app on the morning of your scheduled match



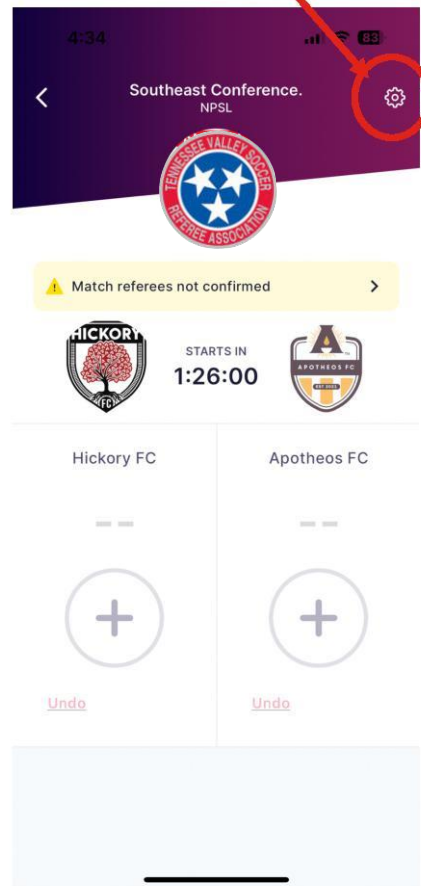


# Before Walking the Pitch on Matchday – part 1

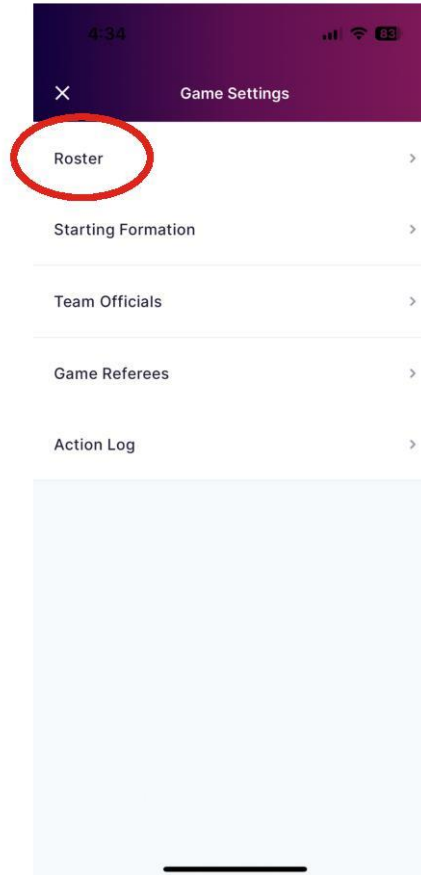
- Tap on the match card for your upcoming game



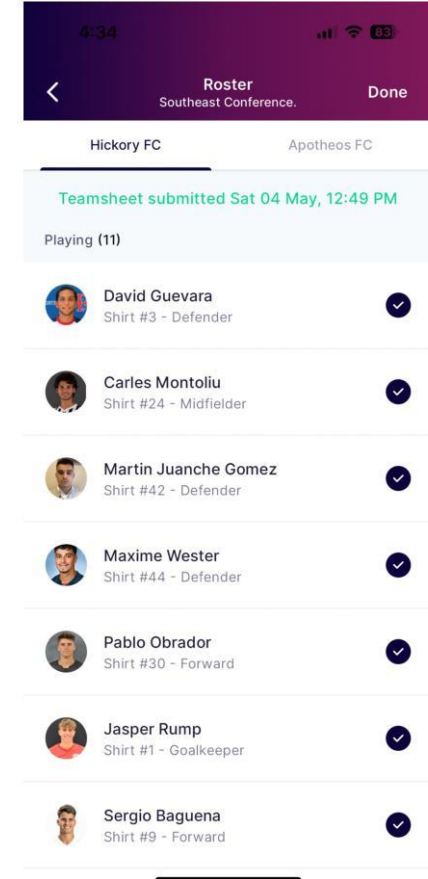
- Tap the Settings Icon



- Tap 'Roster'



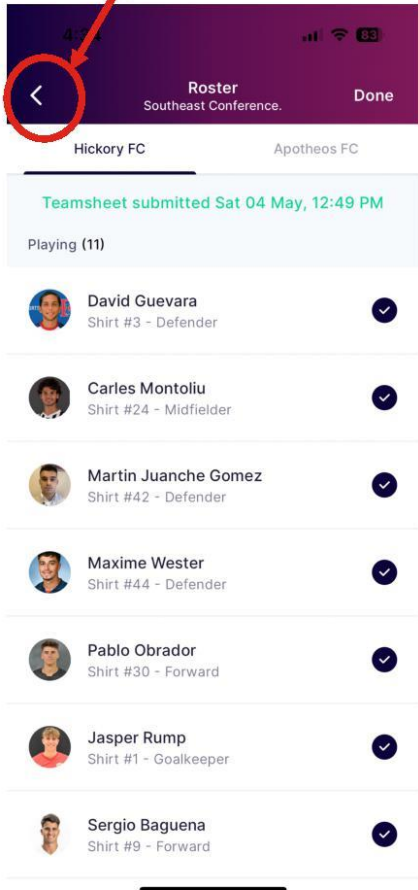
- Check each team's roster to see if they have assigned starters (playing) and subs (bench)



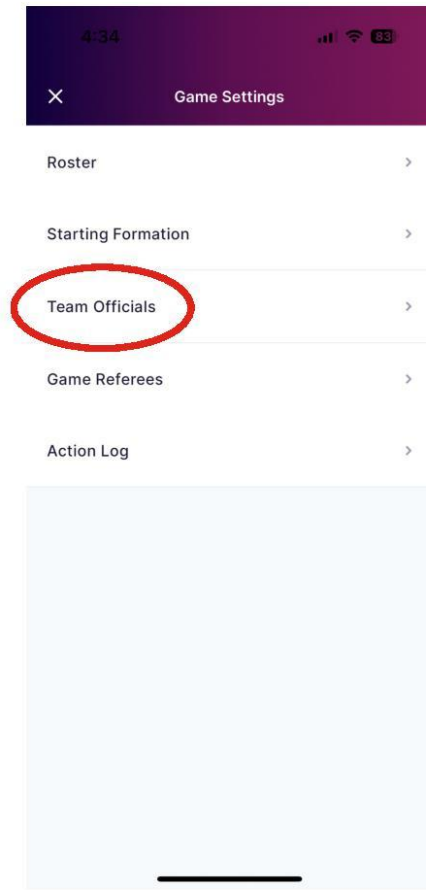


# Before Walking the Pitch on Matchday – part 2

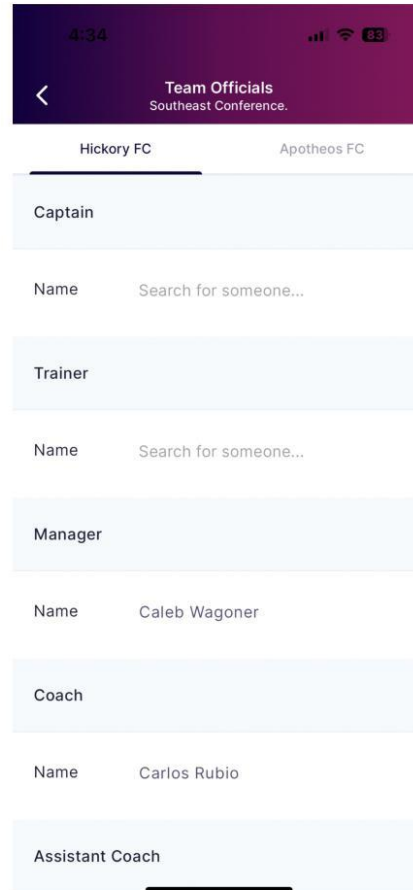
- Tap the Back button



- Tap 'Team Officials'



- Check each team's officials (staff) to see if they have at least 1 coach/manager assigned



Teams are required to submit their Team Sheet and Team Officials 45 minutes before kickoff.

If either are missing by this point, remind the teams of this deadline!



45min Before Kickoff

# Matchday Rosters Lock!

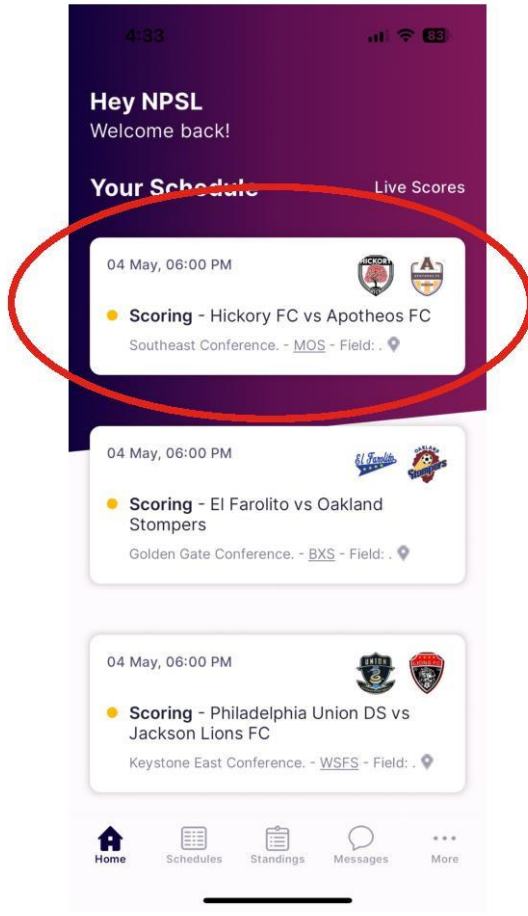
*Teams cannot create/edit their roster 45-or-less minutes prior to kickoff*

- If a team fails to finalize their Roster or Team Officials 45 minutes prior to kickoff, then the referee crew becomes the only person able to make edits
- Work with the team official responsible for completing this task, to ensure their Roster and Team Officials are entered accurately

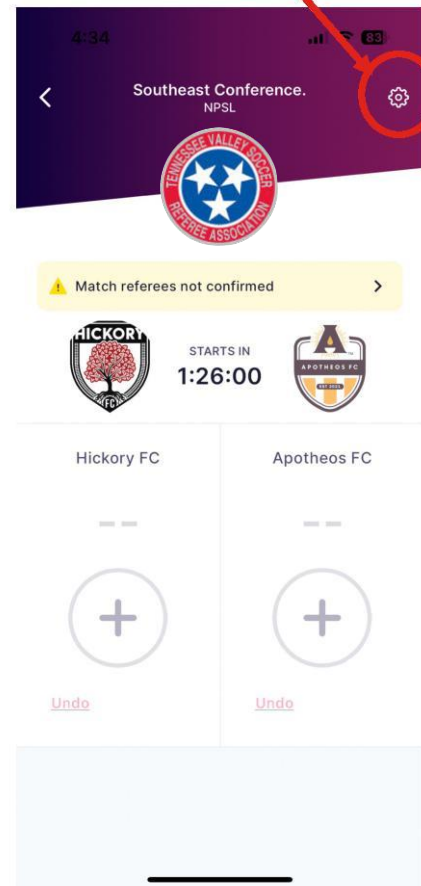


# 45min Before Kickoff – Player Check-In – part 1

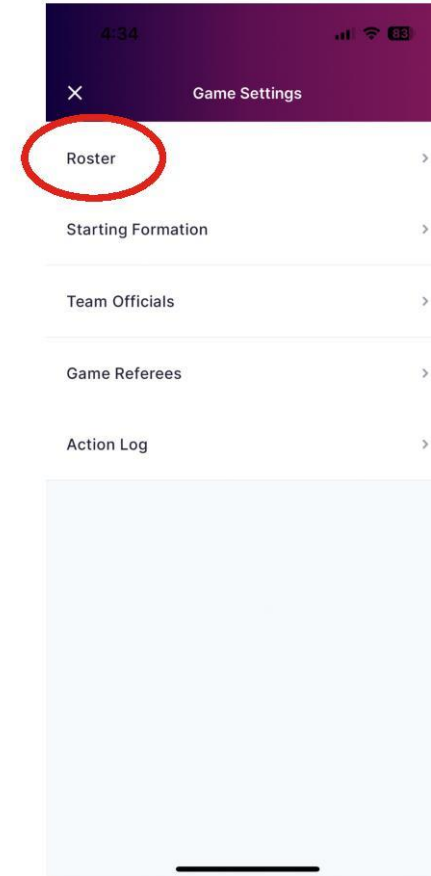
- Tap on the match card for your upcoming game



- Tap the Settings Icon



- Tap 'Roster'





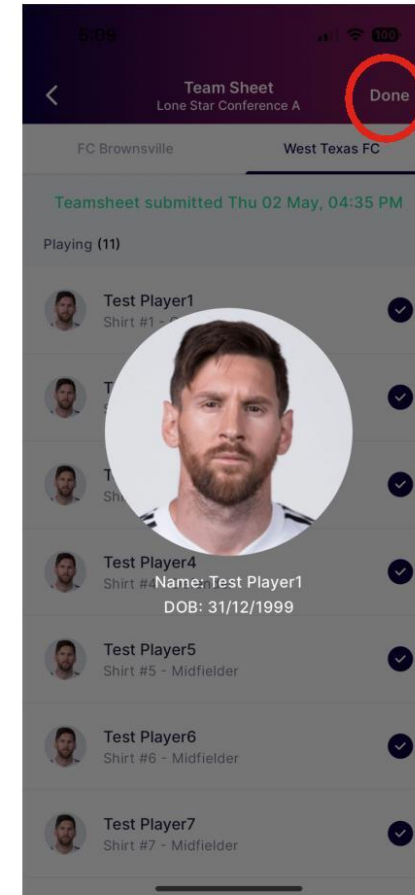
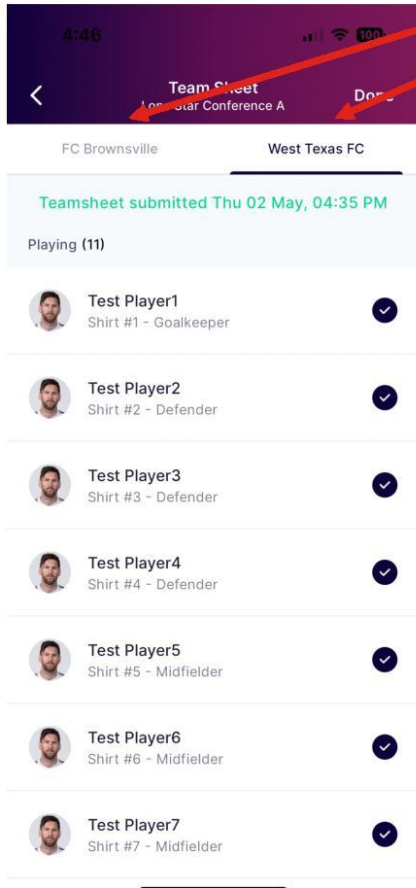
# 45min Before Kickoff – Player Check-In – part 2

- Review the players that the team listed. 11 “playing” (starters) + max 7 “bench” (subs)

- Toggle between both teams at the top

- Tap the player’s photo to show it larger, and verify the name to the face

- Tap ‘Done’ when finished

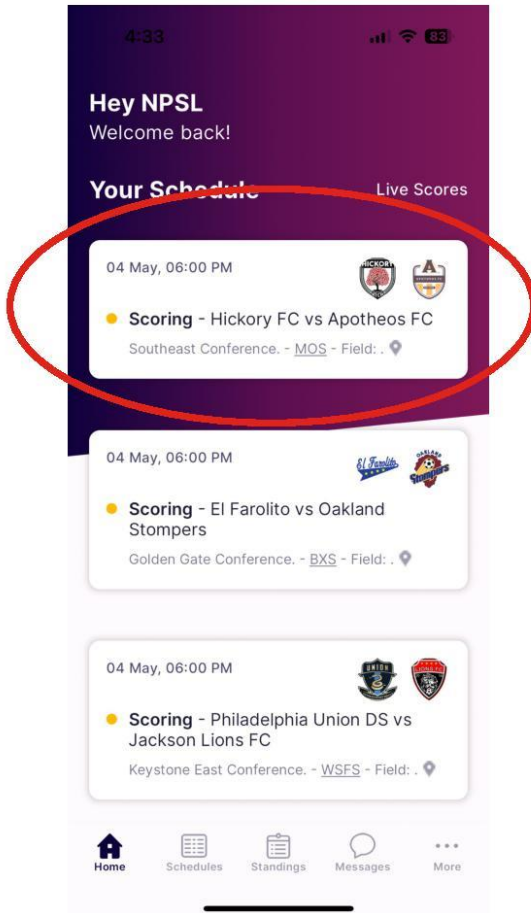




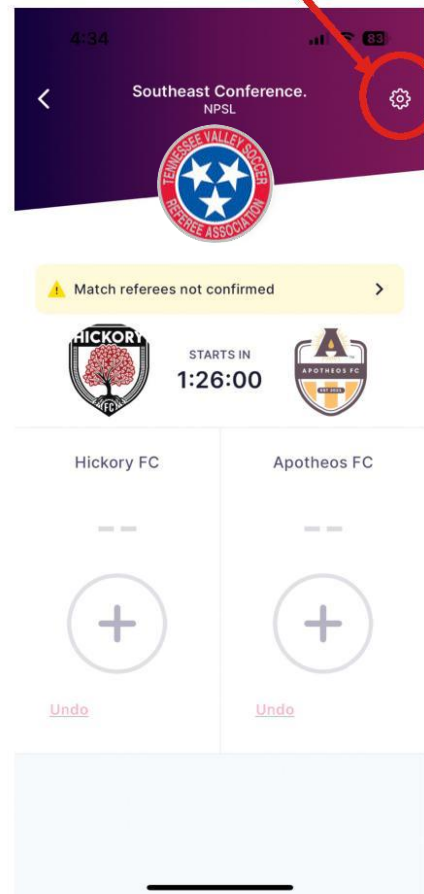


# 45min Before Kickoff – Staff Check-In – part 1

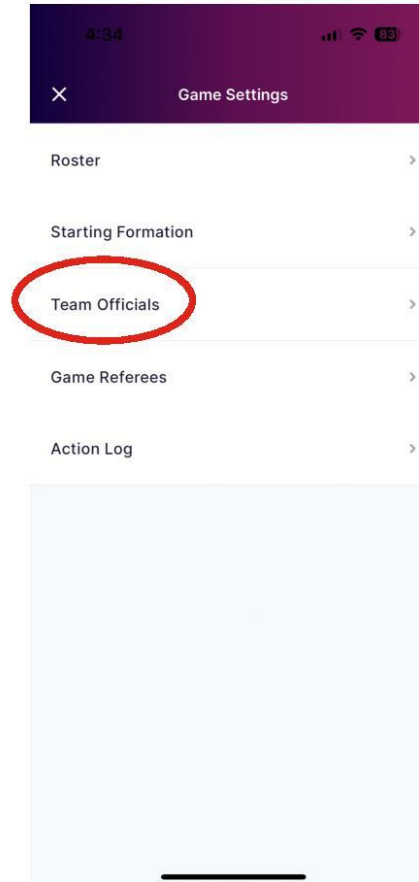
- Tap on the match card for your upcoming game



- Tap the Settings Icon



- Tap 'Team Officials'





# 45min Before Kickoff – Staff Check-In – part 2

- Review the staff that the team listed. **At least 1 Coach or Manager is required.** Captain is not required.

- Toggle between both teams at the top

4:46

Team Officials  
Lone Star Conference A

FC Brownsville West Texas FC

Captain

Name Brownsville Player1

Coach

Name Brownsville Coach1

Manager

Name Brownsville Manager1

Assistant Coach

Name Search for someone...

Verified By

- Tap 'Confirm Team Officials' when finished

5:18

Team Officials  
Lone Star Conference A

FC Brownsville West Texas FC

Name Test Coach1

Manager

Name Jeff Pejsa

Assistant Coach

Name Search for someone...

Verified By

Jeff Pejsa

Confirm Team Officials



# Troubleshooting

- **A team may say: “Some of my players/coaches are missing!”**
  - Only Approved players/coaches will appear on the app.
  
- **If a Team Sheet or Team Officials section needs to be edited:**
  - The referee crew are the only ones able to edit these sections from 45min prior to kickoff, up until kickoff
  - Work with the team to enter the information accurately, by ticking the boxes next to each player and assigning them the correct jersey number & position

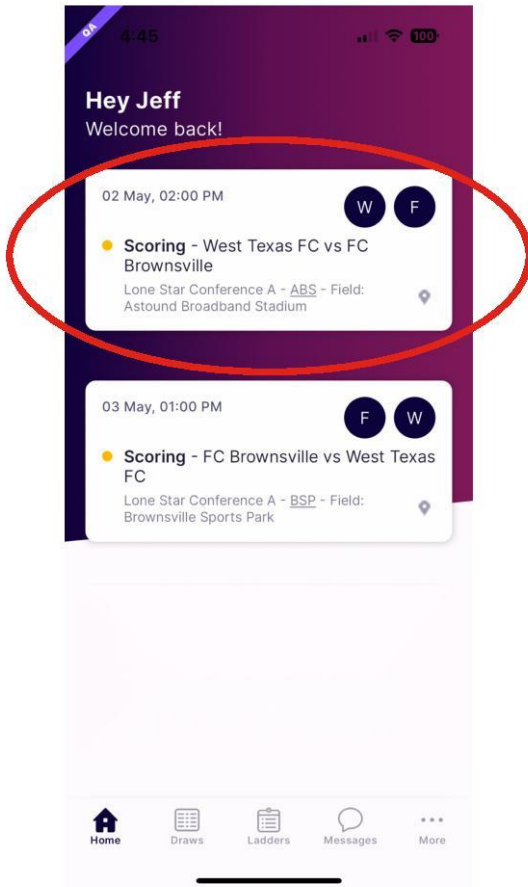


## After the Match

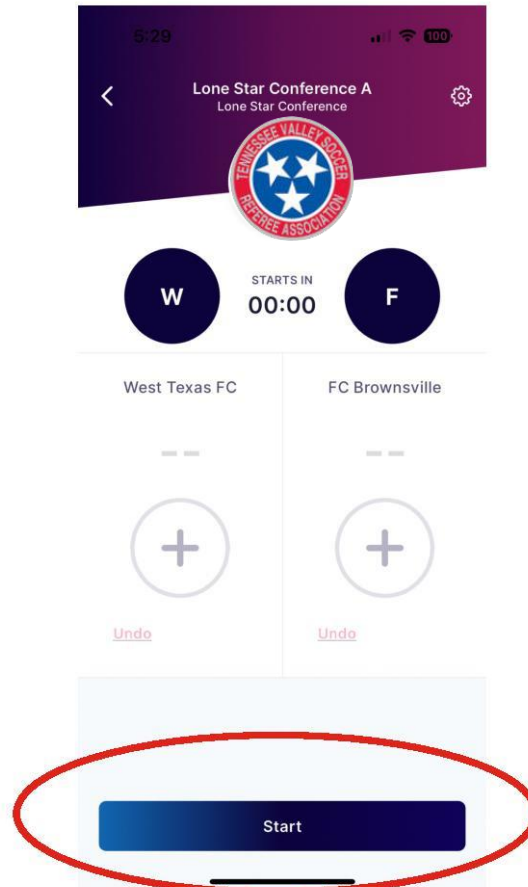


# In the Locker Room Before You Go Home – part 1

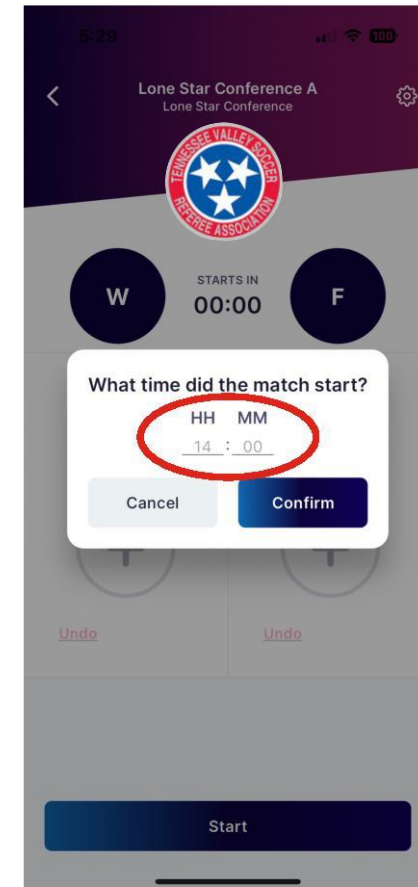
- Tap on the match card for your upcoming game



- Tap 'Start'
- Don't tap 'Start' until after the Match is completed!



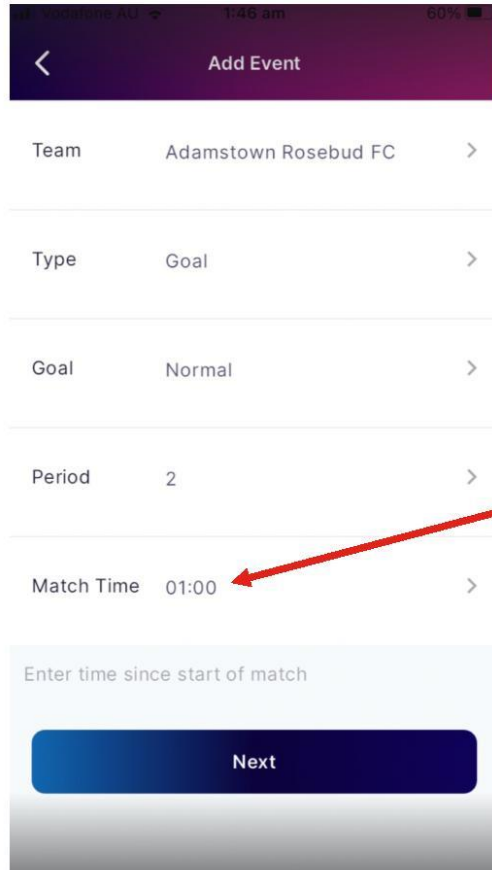
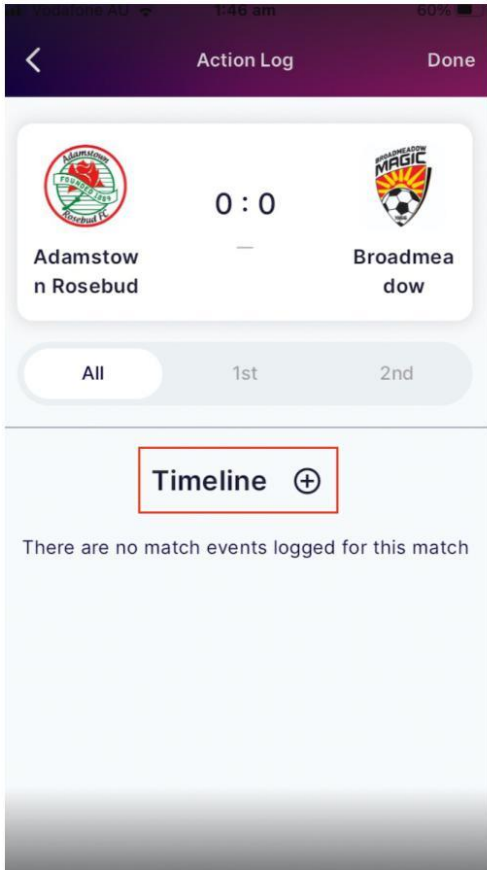
- Enter the time that the match started, in 24H format





# In the Locker Room Before You Go Home – part 2

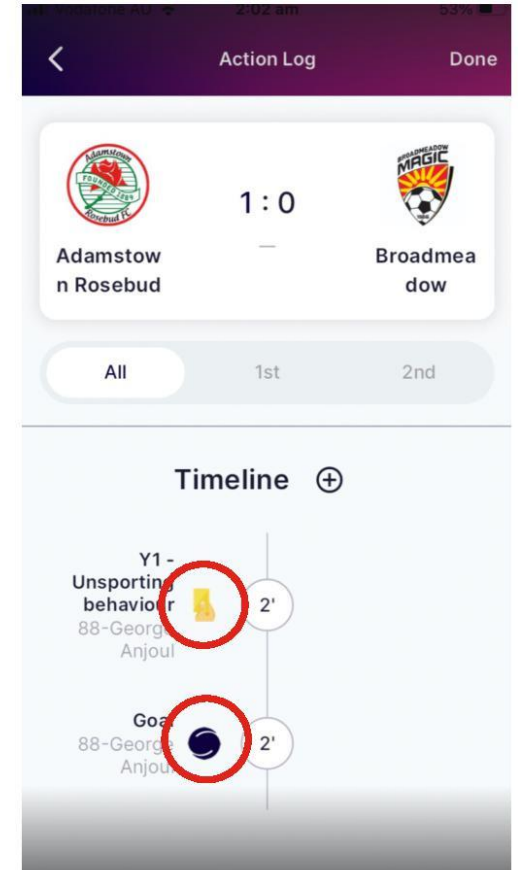
- Tap the + sign next to 'Timeline'
- Follow the prompts to build an "event" (goal, card, sub)
- If you made a mistake and need to edit, tap the event's icon to edit the event



Match Time should be entered for the amount of time since the start of the match.

Ex. An event that happened in the 20<sup>th</sup> minute should be listed as **0 : 20 : 00**

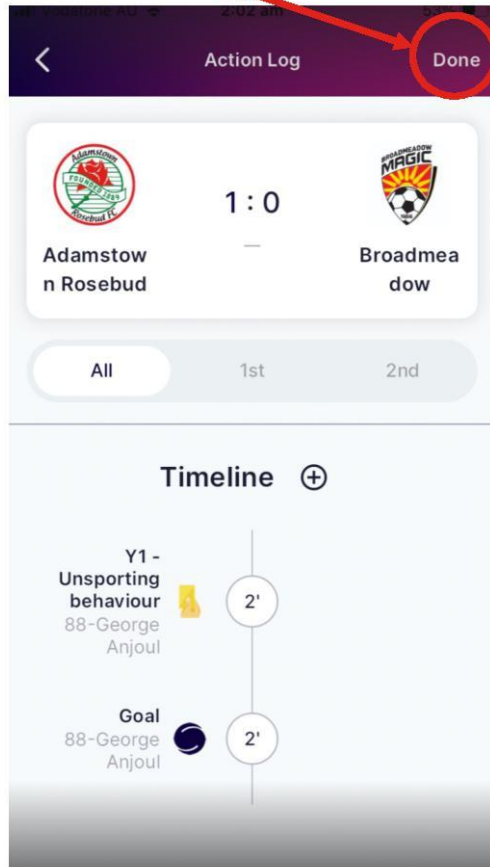
Ex. An event that happened in the 70<sup>th</sup> minute should be listed as **1 : 10 : 00**



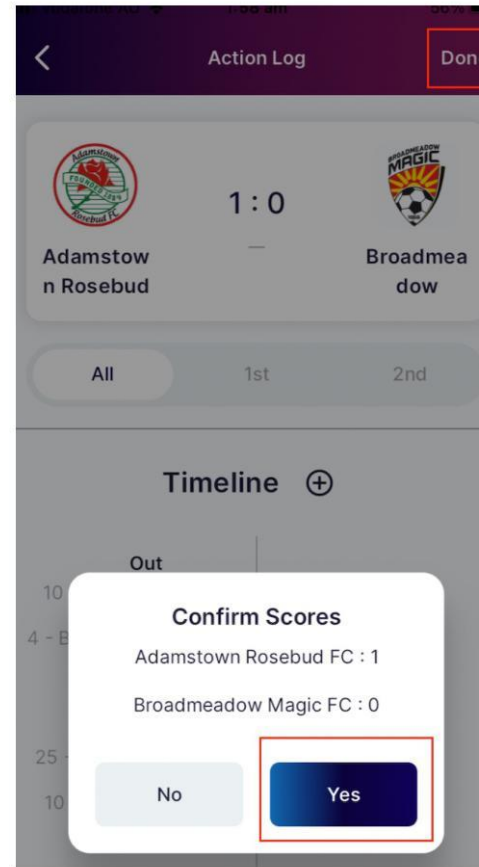


# In the Locker Room Before You Go Home – part 3

- When you have added all of the match's events, tap 'Done'



- You will be asked to Confirm the score. Tap Yes to confirm and submit the match timeline as FINAL



Once you have submitted the match timeline as FINAL, you cannot edit it!



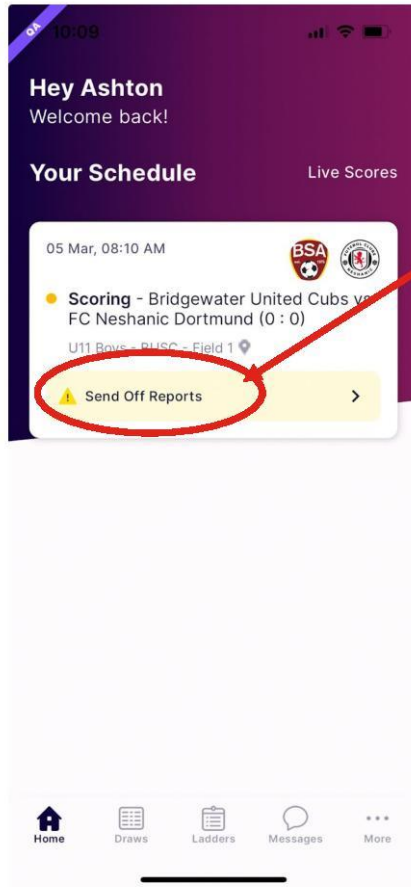
# Supplemental Reports



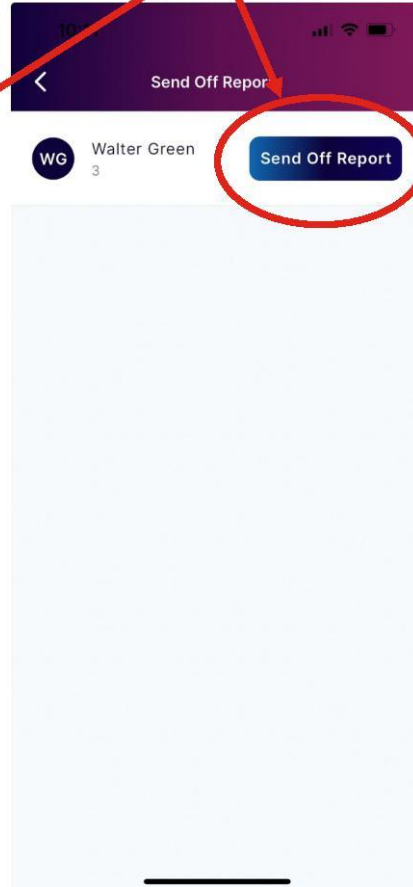


# Once you get Home from the Match – part 1

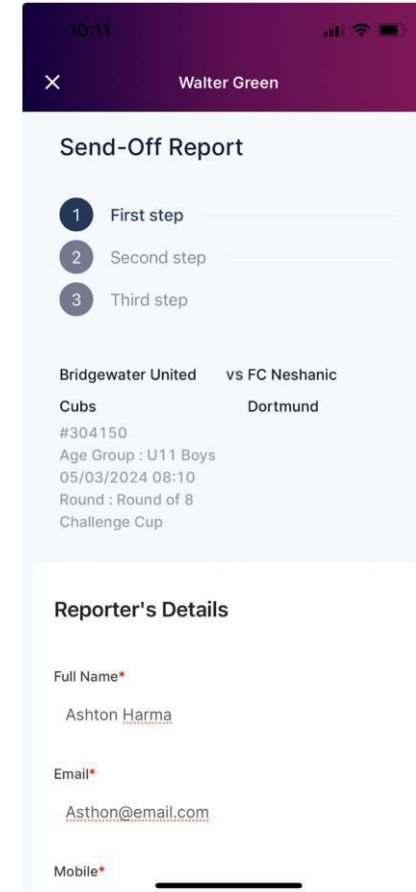
- If there was a red card issued in the match, your match card will show “Send Off Reports”



- Tap ‘Send Off Report’



- Follow the prompts to submit your report





## Supplemental Reports – Notes

- Reports should NOT be completed at the venue immediately after the match. They should be completed once you get home
- You can type up your report on a computer or tablet!
  - The Squadi USA app is available on tablets if your tablet has a keyboard extension
  - You can also type up your report in an email, save it as a draft, then open that draft on your phone and copy/paste the text into the App's report