



NEW USER GUIDE

Sports. **Run.** Simply.



Download the app now!



CONTENTS

01 - Welcome!	03
02 - About this guide	03
03 - Getting Started	03
04 - Organization Dashboard	04
05 - Adding Information to the About Page	05
06 - Adding a Homepage Slider	07
07 - Add images and information to the gallery	08
08 - Add a Notice to Your Website	10
09 - Managing E-commerce for Your Club	12
10 - Managing the "News" Section	19
11 - How to Add a Guardian	23
12 - How to Add a Player	25
13 - How to Adding a New Team	29
14 - How To add a new manager	32
15 - How To add a new trainer	34
16 - Managing Your Club's Seasonal Games	36
17 - Managing Training Schedules	40
18 - Managing Game Schedules	42
19 - How to Adding a New Sponsor	45
20 - Viewing All Subscription Invoices	47
21 - How to Set Up a Domain for Your Club	51

Welcome!

Thank you for selecting SquadDeck to manage your sports organization. We're thrilled to have you on board and are committed to delivering top-tier tools for managing teams, athletes, and every aspect of your sports activities.

SquadDeck is designed to provide an outstanding sports management experience. We're confident you'll enjoy exploring its many features and discovering how SquadDeck can support you in achieving your goals. Your feedback is always welcome, as it helps us make SquadDeck even more powerful and adaptable to your needs.

Thank you once again for choosing SquadDeck. Let's embark on this journey together!

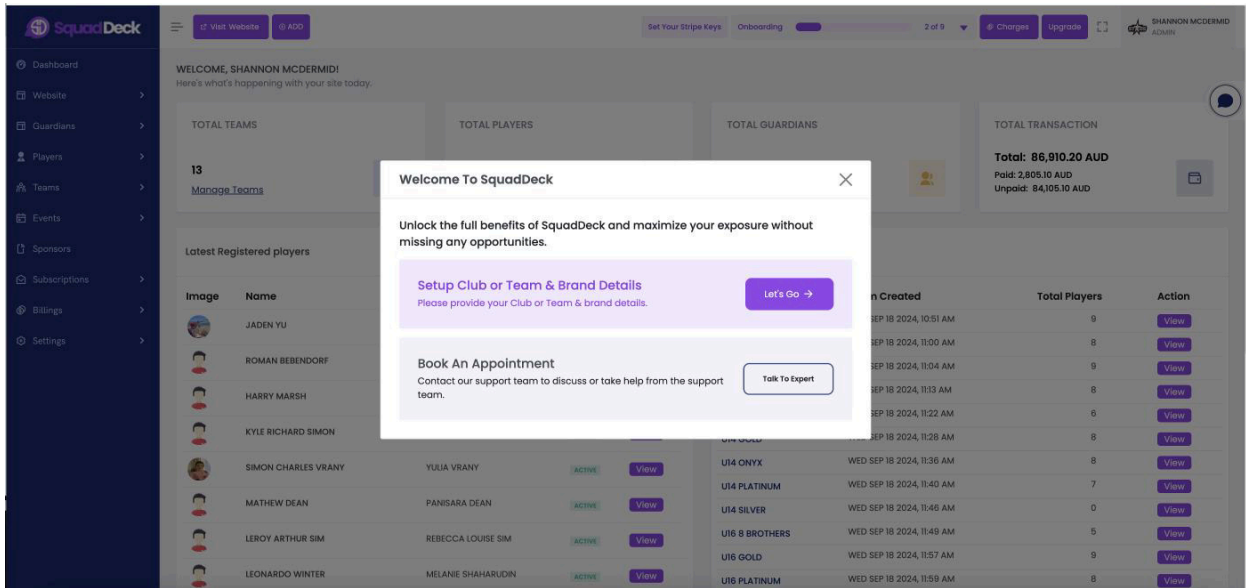
About this guide

This guide helps you get going with the SquadDeck sports management platform, including how to set up and configure your organization, access your SquadDeck account, add programs, athletes, teams, staff members, and more.

For more information on these topics, visit our help center:
www.squaddeck.com/

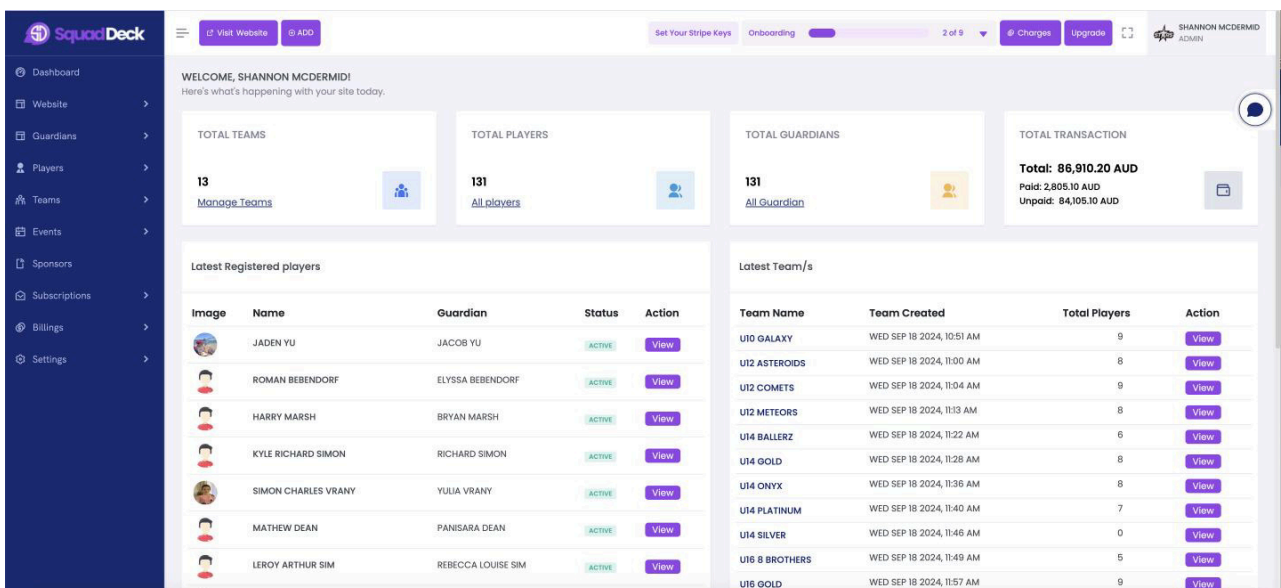
Getting Started

After you have successfully created your sports organization on SquadDeck, a page will appear with an onboarding guide to help you set it up



First, it will guide you step-by-step on how to set up your club's team and brand details. Then, it will guide you through the setup of Currency Settings, DNS Management, and Payment Settings in a simple and straightforward manner

Organization Dashboard



Admin Dashboard

Once you log in to your admin dashboard, you will have full access to manage and update your company's website content. The dashboard provides an intuitive interface for overseeing all aspects of your club.

Navigating the Dashboard

- **Navigation Menu:** Located on the left side of the screen, the navigation menu gives you access to various sections of the dashboard. From here, you can easily access pages and manage different aspects of your club.
- **Main Dashboard Page:** The dashboard's main page gives you an overview of important information. You can view details about:
 - Teams
 - Players
 - Guardians
 - Transactions
 - And more...

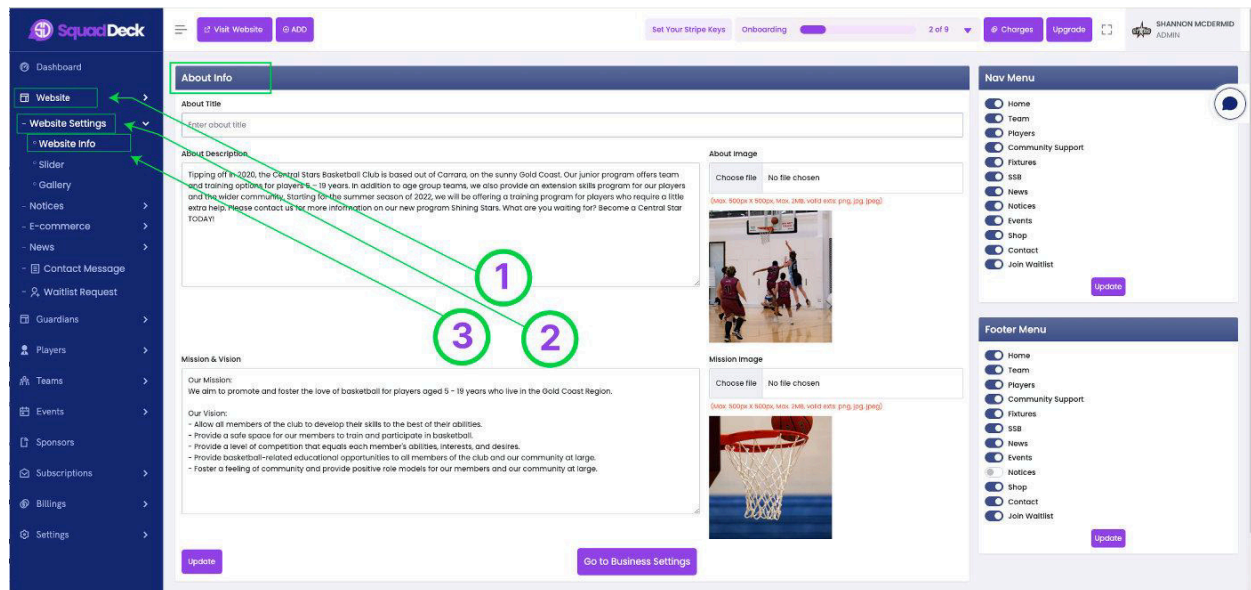
Managing Content

From the dashboard, you can efficiently manage and update the website's content and track various activities related to your club.

For more detailed instructions on each feature, please refer to the relevant sections of the dashboard.

Adding Information to the About Page

How to Add Information to Your About Page



This guide will walk you through adding images and content to the About page of your subdomain.

Website > Website Settings > Website Info

1. Access Website Settings

Begin by navigating to the website menu. Click on **'Website Settings'**, then select **'Website Info'**.

2. Customize the About Page

In the Website Info section, you'll see options to customize your About page. Enter your preferred title, description, and upload an image that reflects your brand or message.

3. Save Your Changes

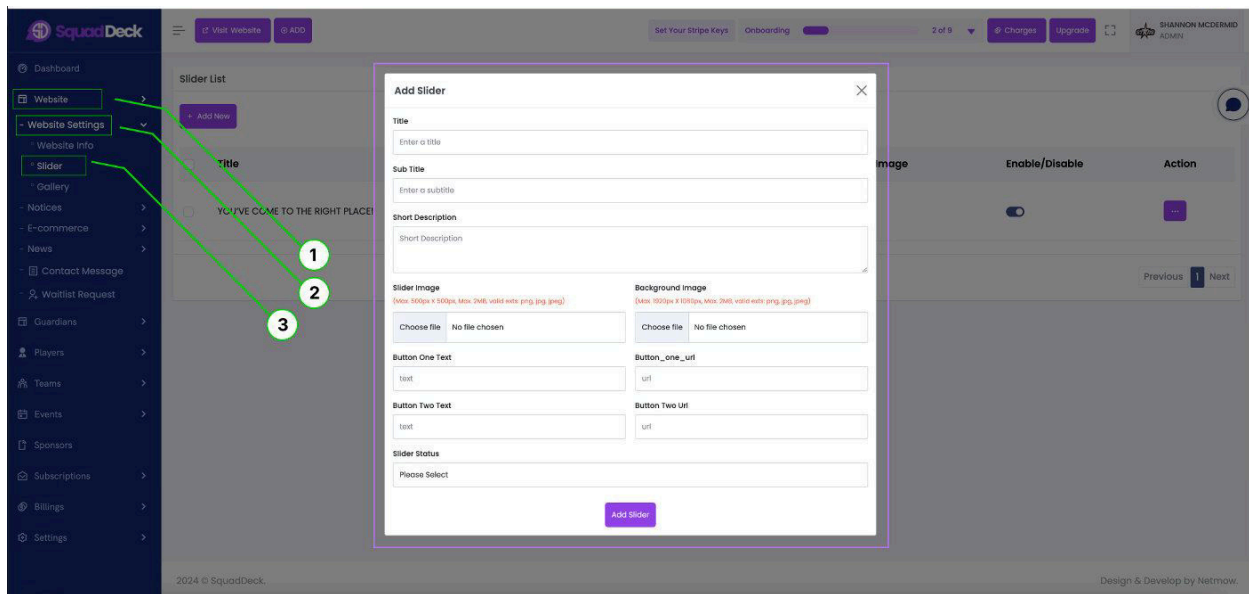
After you've added all the details, click the **"Update"** button to save your changes.

A confirmation popup will appear, letting you know that your About page has been successfully updated.

Adding a Homepage Slider

Adding Images, Text, and Buttons to the Homepage Slider

Website > Website Settings > Slider > Add New



1. Navigate to Website Settings:

- From the main menu, select **"Website Settings"** under the **"Website"** submenu.

2. Access the Slider:

- Click on **"Slider"** to open the slider settings.

3. Add New Slide:

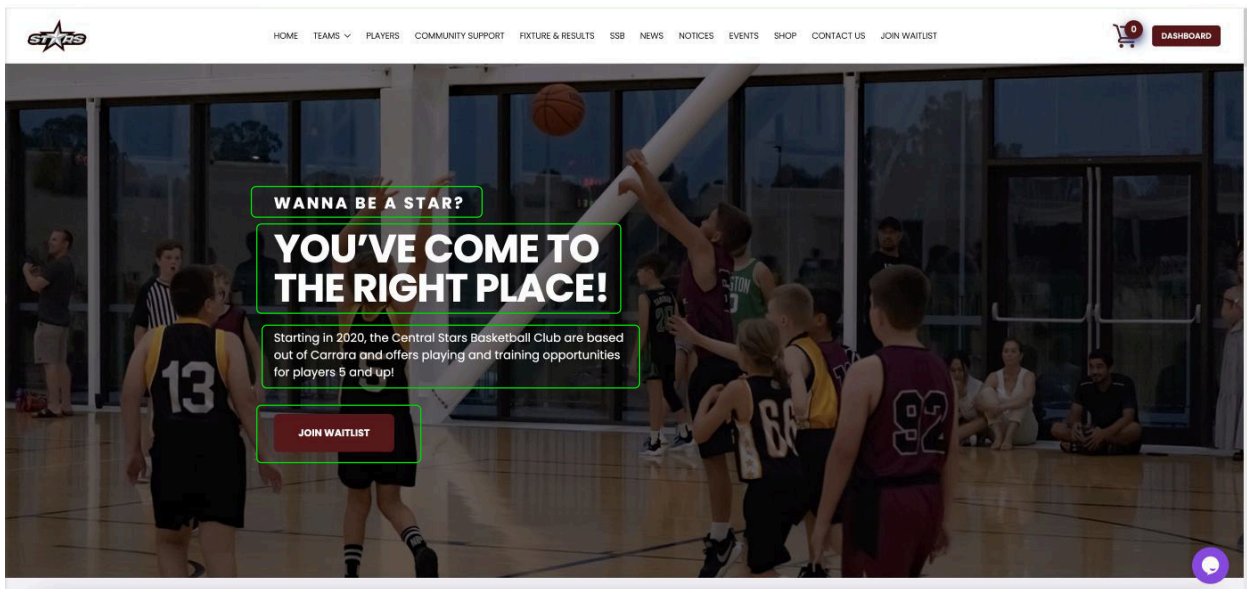
- On the left side, click the **"Add New"** button.
- Fill in the form with the necessary image, text, and button details.

4. Enable the Slide:

- Choose the **"Enable"** option under slider status.

5. Save Changes:

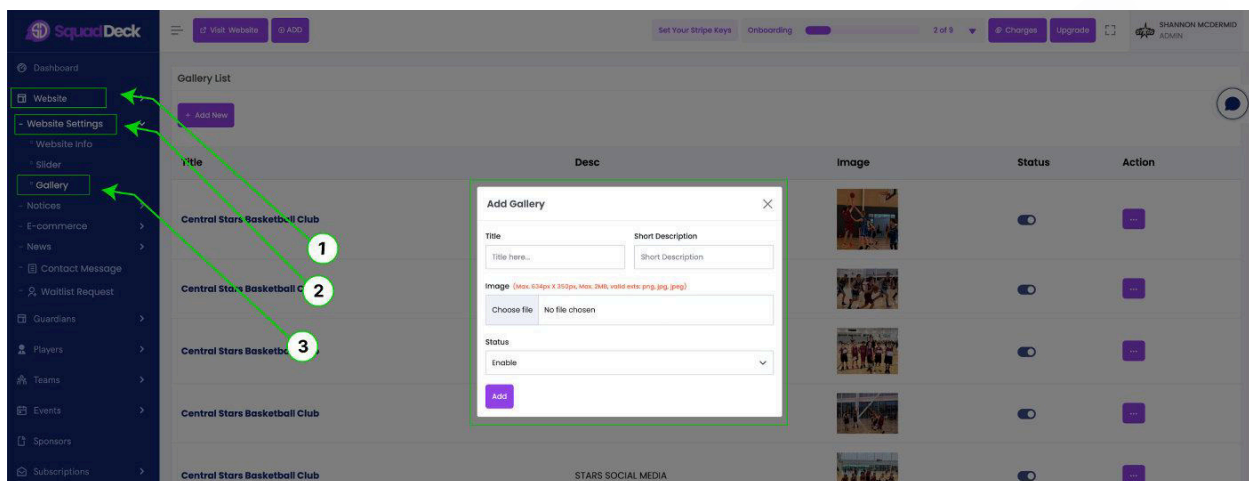
- Click the **"Add Slider"** button. A success message will appear to confirm your new slide has been added.



Add images and information to the gallery

How to Add Photos and Information to Your website Gallery

This guide will walk you through the steps to personalize your subdomain by adding photos and information to your gallery.



Website > Website Settings > Gallery > Add New

1: Start in the Website Menu

Navigate to the **Website Menu**. Once there, select **Website Settings**.

2: Access the Gallery

In the settings menu, click on **Gallery**. This opens the gallery section, where you can add photos to showcase your brand, products, or personal style.

3: Add Photos and Information

Now, let's start adding content. Follow these steps:

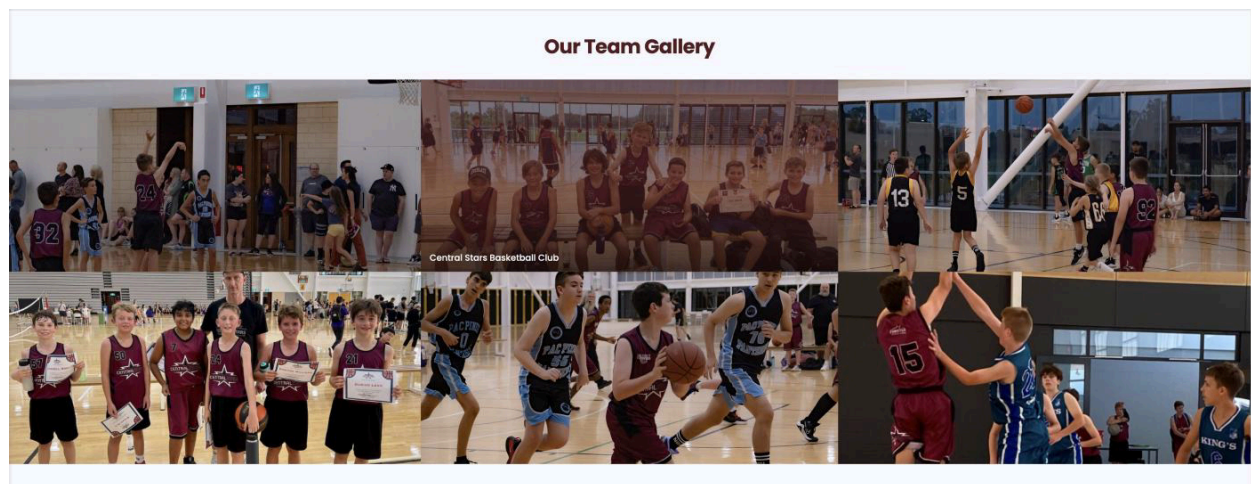
- **Choose Your Photo:** Select an image that represents what you want to showcase.
- **Add a Title:** Enter a title that captures the essence of the photo.
- **Write a Description:** Add a brief description to provide context or tell your story.

4: Save Your Changes

After adding all the details, click the **Add** button to save your changes.

5: Confirm Your Update

Once saved, a confirmation popup will appear, confirming that your gallery has been successfully updated. This ensures everything is in place.



How to Add a Notice to Your Website

Website > Notices > Add Notice

In this guide, we'll walk you through the simple steps to add a notice to your club's website using the SquadDeck software.

Steps to Add a Notice:

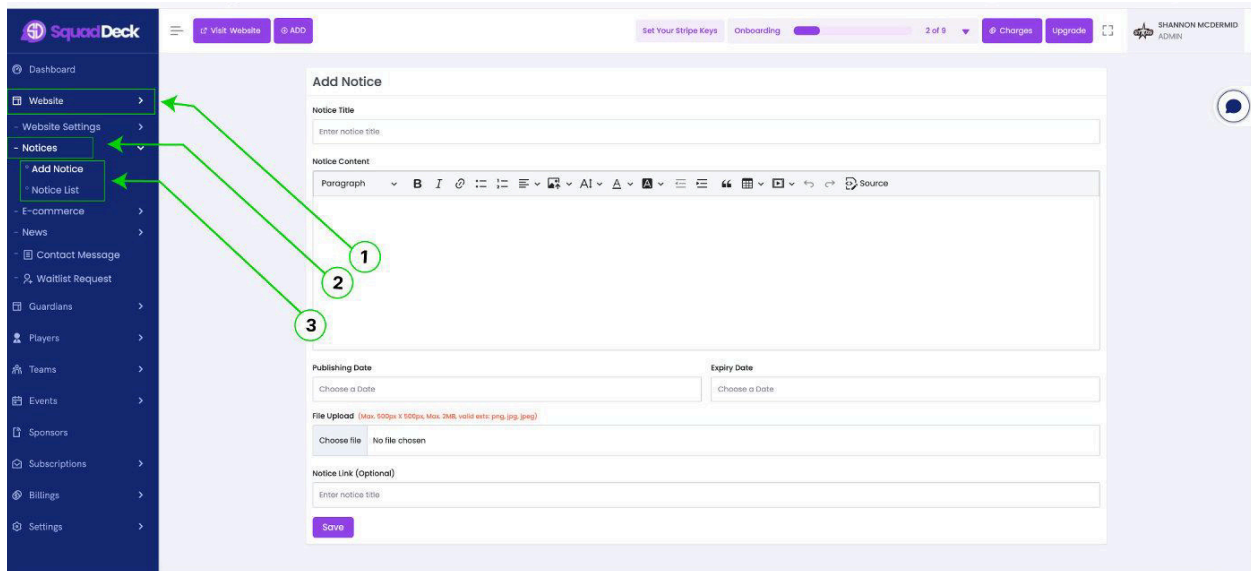
1. Access the Website Page

- First, open the left navigation menu in your SquadDeck dashboard.
- From the menu, select the "Website" page. This will direct you to the Website section of your admin panel.

2. Navigate to the Notices Section

- Under the "Website" sub-menu in the main menu, click on "Notices".

- This will open the Notices page, where you can manage all the notices for your website.

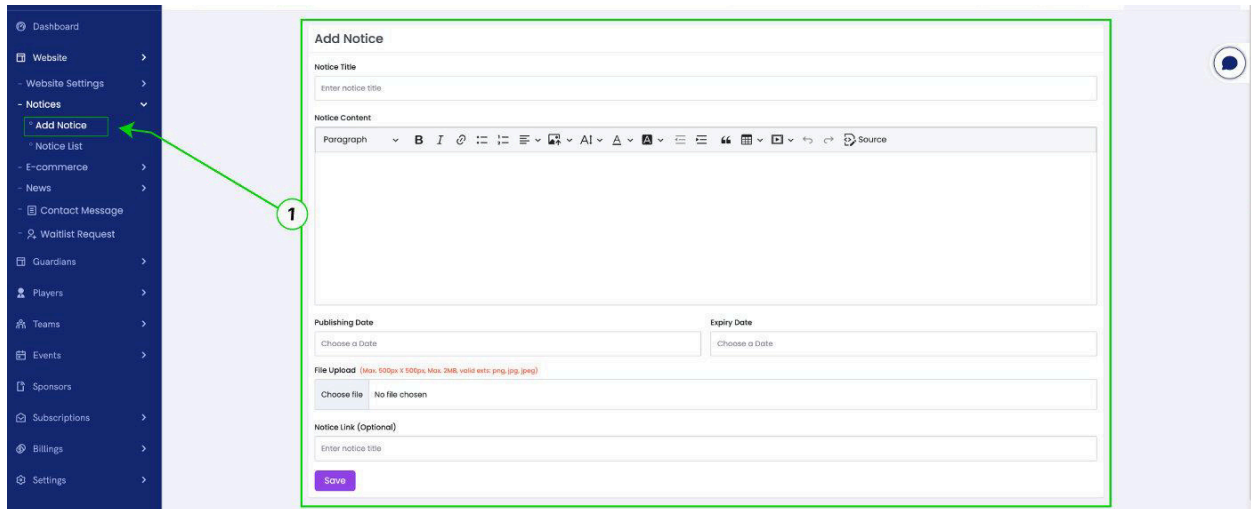


3. Add a New Notice

- On the Notices page, look to the right side of the screen and click the **"Add Notice"** button.
- This will bring up a form to enter the details of your new notice.

4. Fill Out the Notice Details

- In the form, provide a title for the notice.
- Include a detailed description of the notice. This could be any important information you want to share with visitors to your website.
- Set the date for the notice to be published.



5. Save the Notice

- Once you've filled out all the necessary information, click the Save button to save your notice.

6. View Your Notice

- After saving, your notice will be displayed on the Notices page of your website. Visitors to your site can now see it!

Adding notices to your website through SquadDeck is a quick and easy process. By following the steps outlined in this guide, you'll be able to keep your website visitors updated with the latest news and announcements for your club.

Managing E-commerce for Your Club Using the SquadDeck System

This guide will help you manage your club's e-commerce operations efficiently using the SquadDeck system.

The platform provides an easy-to-navigate interface for managing products, orders, categories, and sizes.

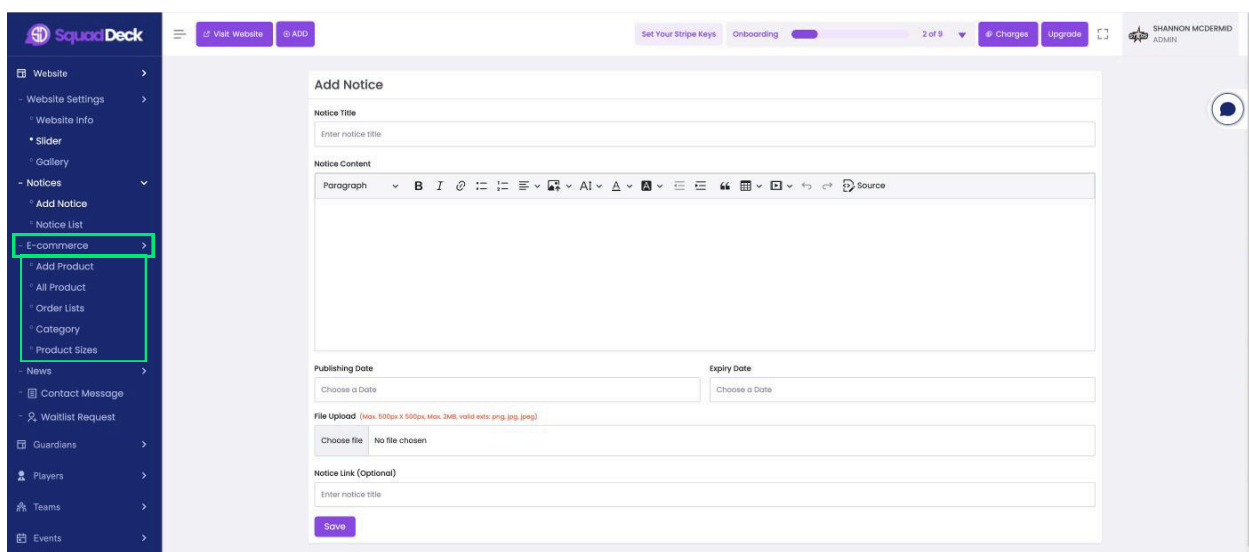
1. Accessing the E-commerce Management Page

To begin managing your club's e-commerce, follow these steps:

1. **Open the left navigation menu** in the SquadDeck system.
2. Select the **"Website"** page from the menu.
3. From the main menu, click on the **"E-commerce"** page under the **"Website"** sub-menu.

Once you're on the E-commerce page, you'll see five sub-menus:

- Add Products
- All Products
- Order Lists
- Category
- Product Sizes

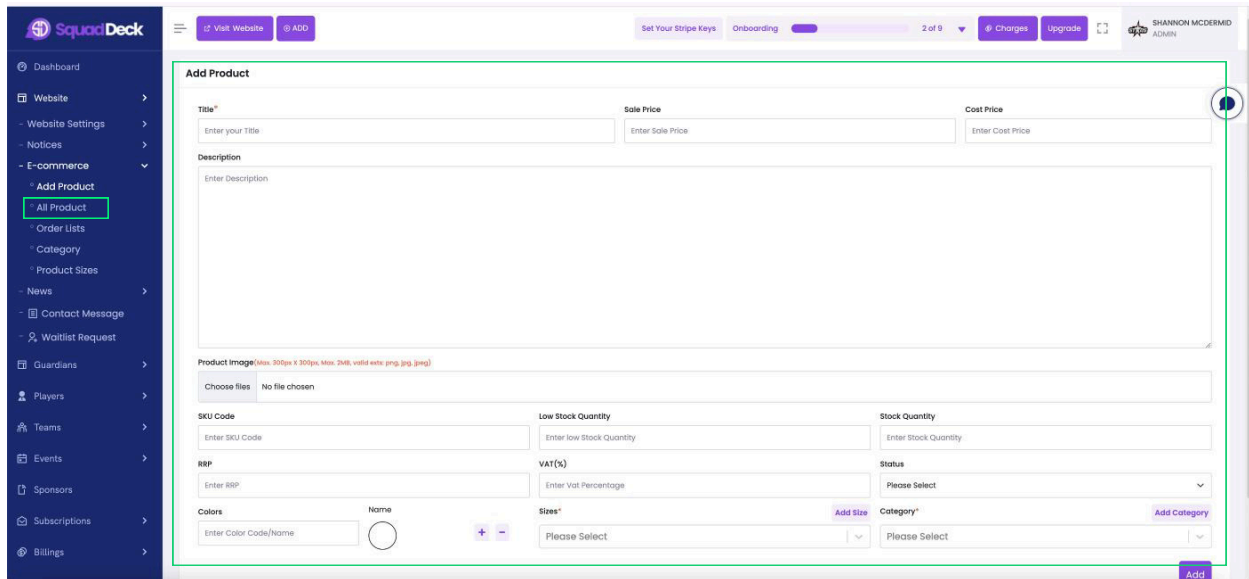


2. How to Add Products

Adding new products to your online store is simple:

Website > E-commerce > Add Product

1. From the **E-commerce sub-menu**, click on **"Add Products"**.
2. You'll be directed to a form where you can enter product details:
 - **Product Title:** Name of the product.
 - **Description:** A brief description of the product.
 - **Price:** The cost of the product.
 - **Image:** Upload an image of the product.
 - **Stock Quantity:** The number of items available.
 - **VAT:** The VAT applicable to the product.
 - **Status:** Mark the product as "Active" or "Inactive".
 - **Color:** Specify available colors.
 - **Size:** If applicable, select the product size.
 - **Category:** Choose a category for the product.
3. After entering all the details, click the **"Add"** button to add the product.
4. The product will now appear on your website's **"Shop"** page.



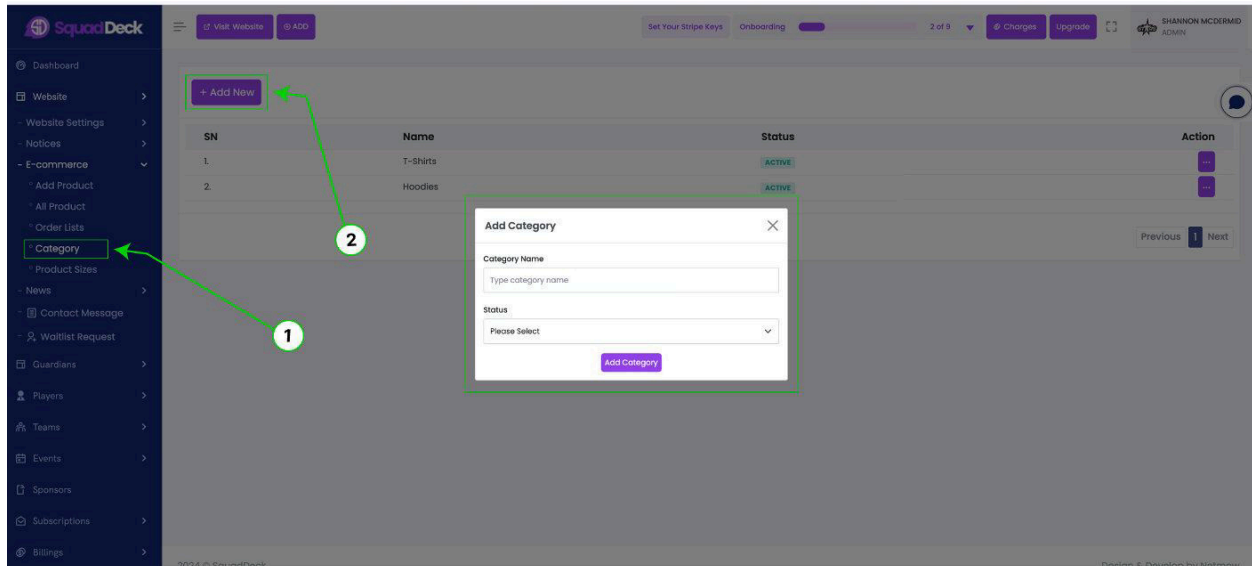
3. How to Create Categories for Your Products:

Organize your products into categories to make it easier for customers to find what they are looking for:

Website > E-commerce > Category

1. From the E-commerce sub-menu, click on **"Category"**.
2. Click the **"Add New"** button located at the top-left of the page.
3. Enter a name for your product category (e.g., "Clothing", "Accessories").
4. Select **"Active"** from the Status dropdown.
5. Click the **"Add Category"** button.

Your category will now be available to assign to products.



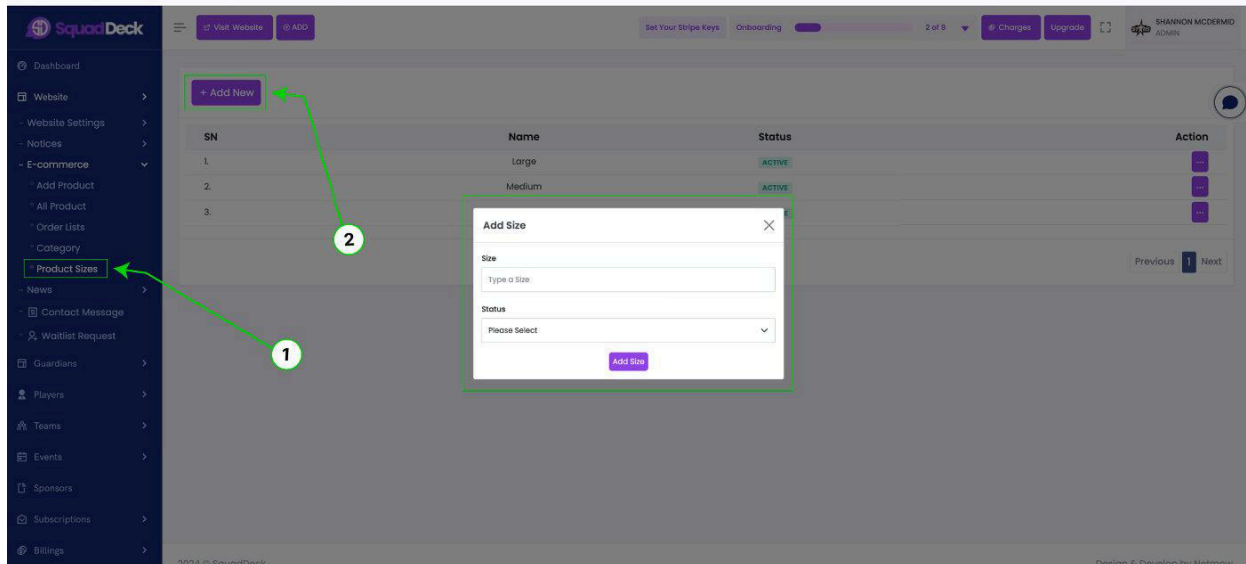
4. How to Create Product Sizes

For products available in different sizes (e.g., clothing, shoes), you can define size options:

Website > E-commerce > Product Sizes

1. From the E-commerce sub-menu, click on **"Product Sizes"**.
2. Click the **"Add New"** button at the top-left.
3. Enter the available size options (e.g., Small, Medium, Large).
4. Select **"Active"** from the Status dropdown.
Click "Add Sizes" to save.

Your product sizes will now be available when adding or editing products.



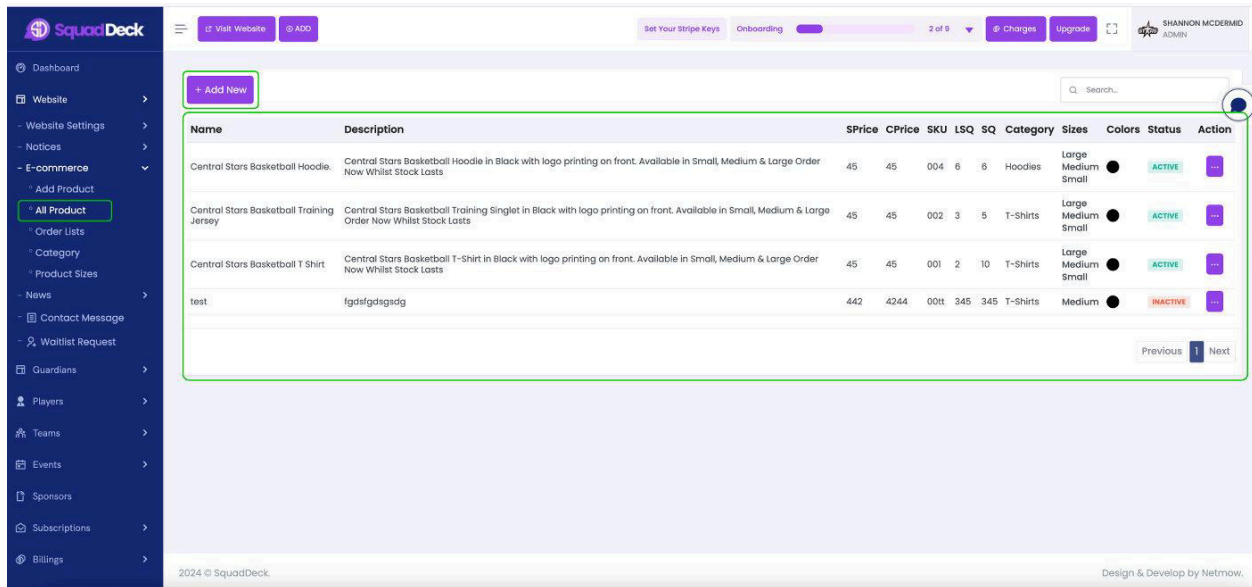
5. How to View All Products

To view and manage all the products in your online store:

Website > E-commerce > All Product

1. From the E-commerce sub-menu, click on **"All Product"**.
2. This page will display a list of all the products added to your store.
3. You can view and manage product details, including the ability to change the product's status to **"Active"** or **"Inactive"**.

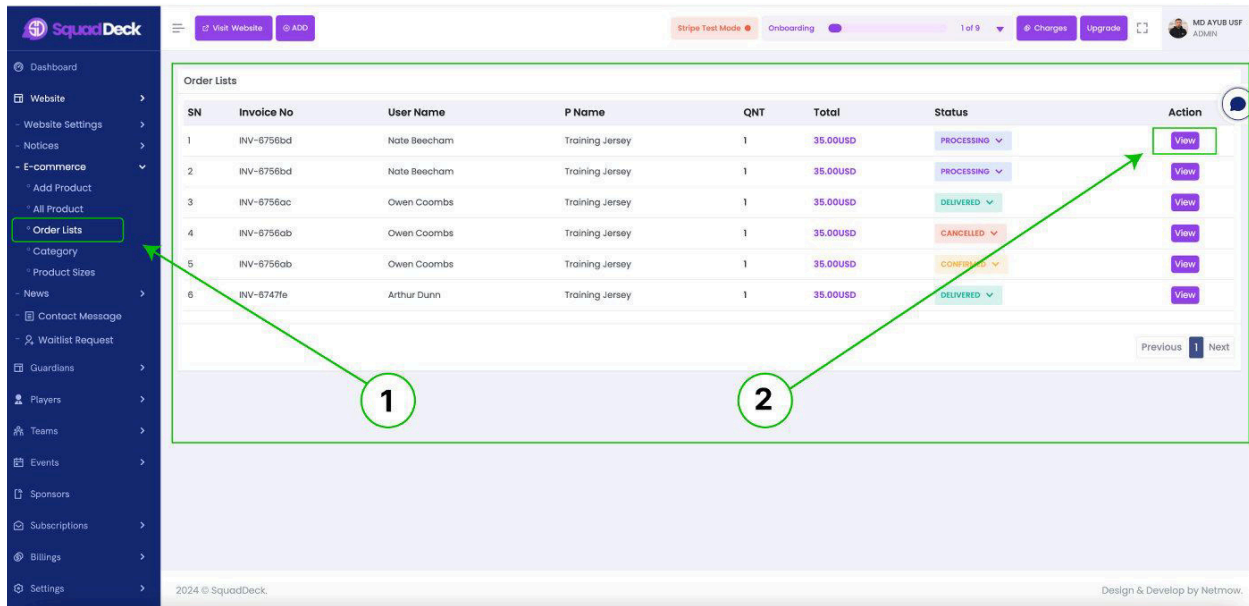
You can also search for or filter products if you have many items in your store.



To keep track of customer orders:

Website > E-commerce > Order List

1. From the E-commerce sub-menu, click on **"Order Lists"**.
2. On this page, you can view a list of all orders placed on your website.
3. You can filter or select the order status (e.g., **Processing, Confirmed, Delivered, Cancel**).
4. Click the **"View"** button next to any order to see the detailed billing invoice.



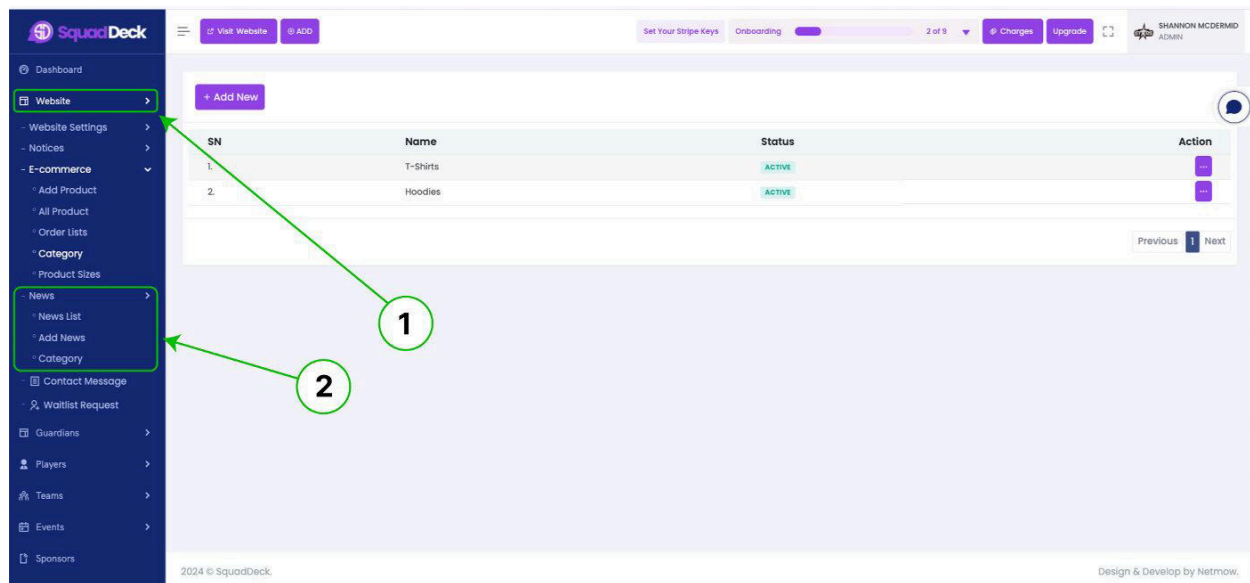
By following these simple steps, you can manage your club's e-commerce system with SquadDeck effectively, ensuring a seamless shopping experience for your visitors.

Managing the "News" Section

The "News" section on SquadDeck allows you to keep your club's members informed and engaged by publishing updates & announcements. Follow this guide to manage the "News" section effectively.

Website>News

- News List
- Add News
- Category



1. Adding News for Your Club

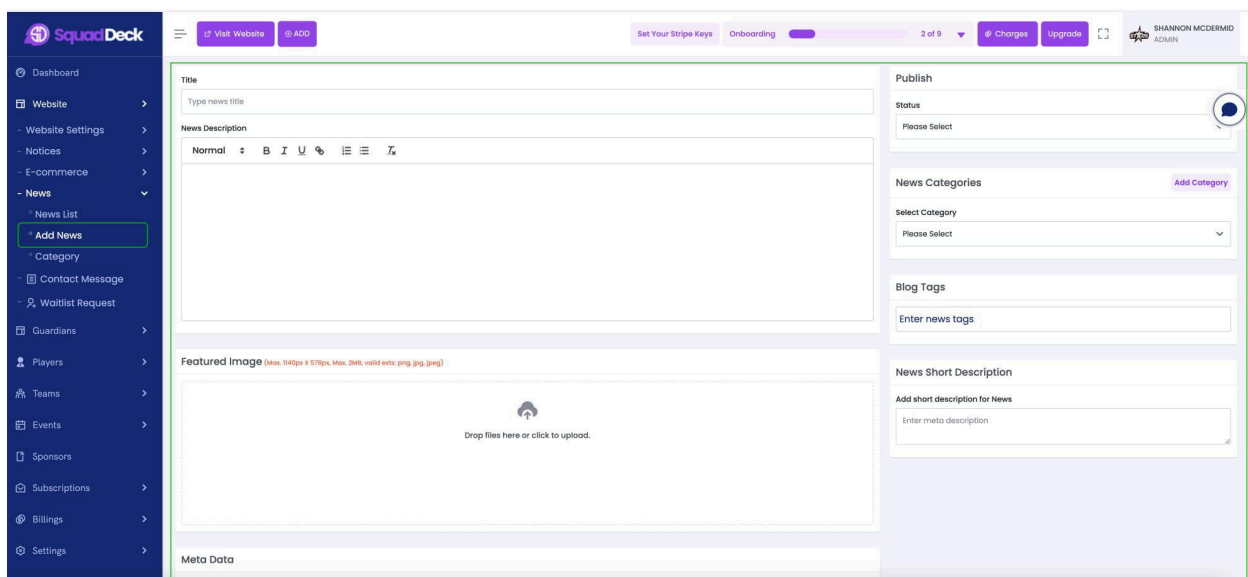
You can publish news updates in a few simple steps.

Steps to Add News:

1. Navigate to: **Website > News > Add News.**
2. On the **Add News page**, fill out the following fields:
 - **Title:** Enter the headline for your news.
 - **News Description:** Write the full content of your news.
 - **Featured Image:** Upload an image to make your news visually appealing.
 - **SEO Settings:** Fill in the following fields for search engine optimization:
 - **Meta Title, Meta Keywords, Meta Description**

- **Blog Tags:** Add relevant tags for easier categorization and searchability.
- **Short Description:** Provide a brief summary of the news.
- **Category:** Choose an appropriate category from the dropdown.
- **Meta Description:** Select "Published" to make the news live on your website.

3. Click the **Submit** button.



Your news article will now appear on the "News" page of your website.

2. Creating News Categories

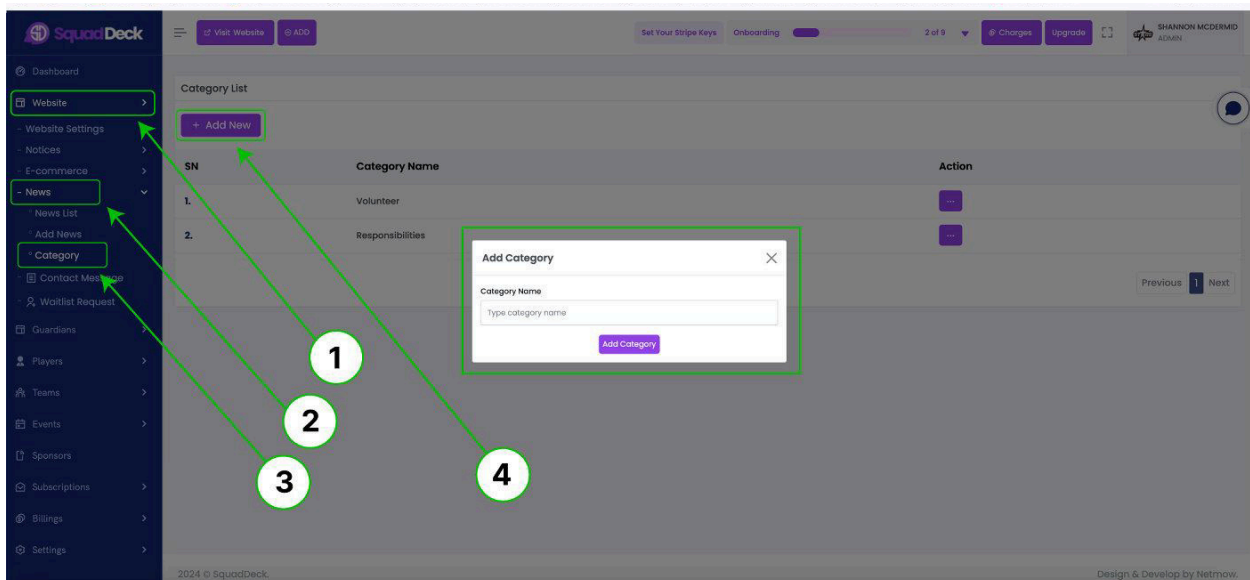
Organize your news articles by creating categories to help users quickly find relevant updates.

Steps to Create a Category:

1. Navigate to: **Website > News > Category.**

2. On the Category page:

- Click **"Add New"** at the top left of the page.
- Enter a name for the **category** (e.g., "Sports" or "Events").
- Click **"Add Category"**.



The new category will be added and displayed under the categories section on the News page.

3. Viewing and Managing News

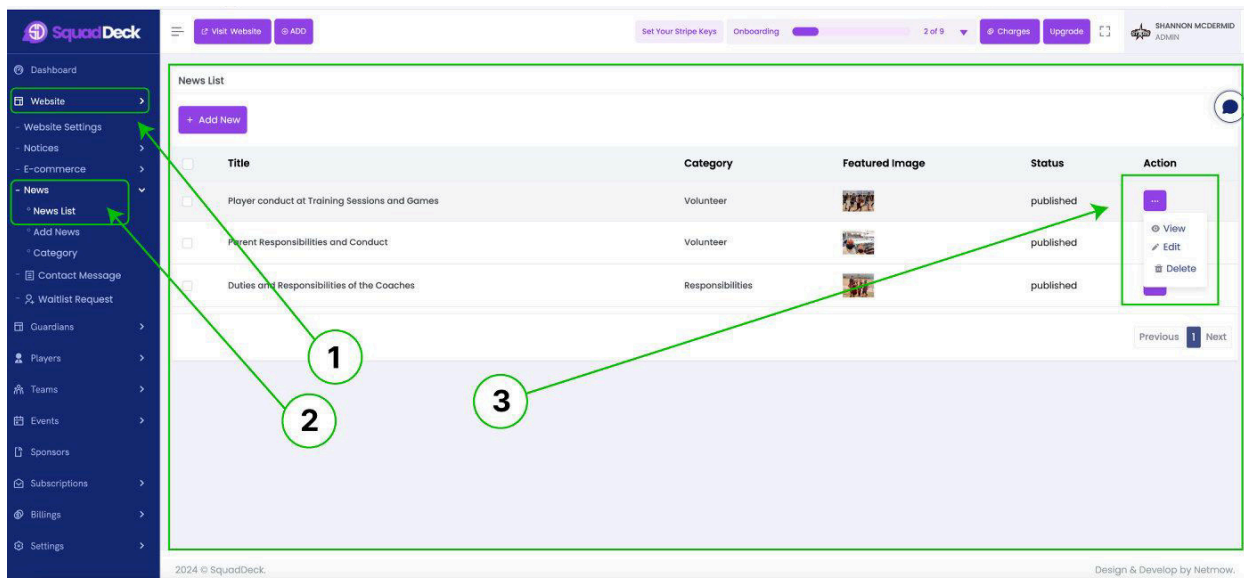
Easily manage all the news articles you've published in one place.

Steps to View All News:

1. Navigate to:

2. On the News List page, you can:

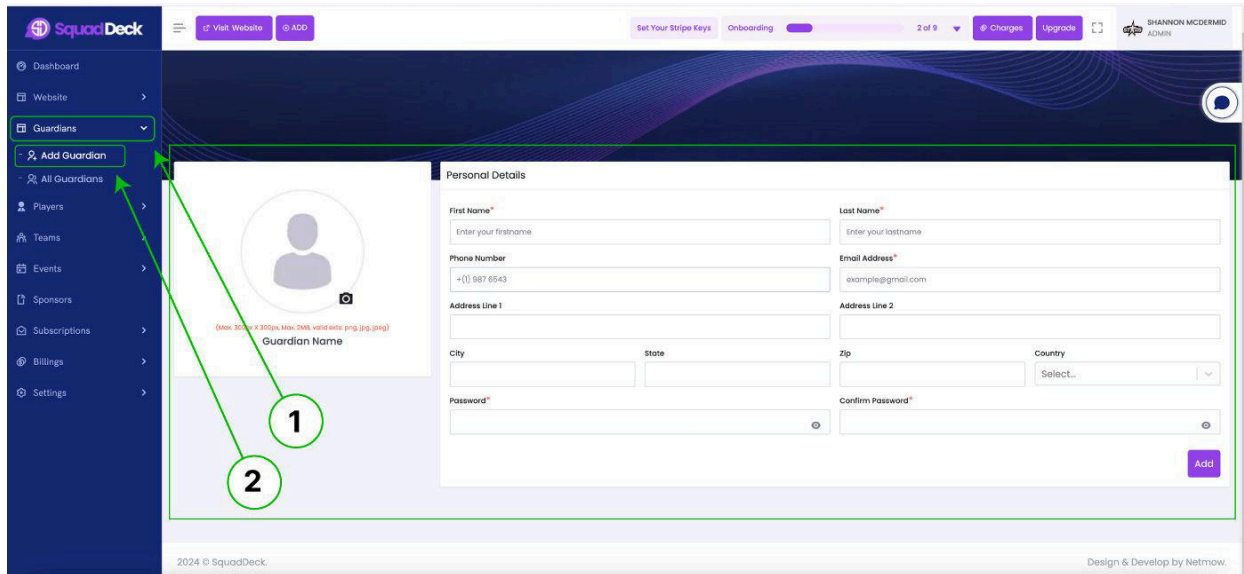
- **View** all News List.
- **Edit** any news article by clicking the edit button.
- **Delete** any article if it's no longer needed.



How to Add a Guardian

Adding a guardian in SquadDeck is a simple and straightforward process. Follow the steps below to ensure that a guardian is added successfully:

Admin Dashboard > Guardian > Add Guardian



Steps to Add a Guardian:

1. Access the Guardian Tab

- From the main menu, locate and click on the Guardian tab.

2. Open the Add Guardian Page

- In the Guardian menu, select the **"Add Guardian"** sub-menu.
- A form will appear on your screen, ready for you to enter the guardian's details.

3. Fill in the Guardian's Information

Complete the form by providing the following required details:

- **Name:** Enter the guardian's full name.
- **Photo:** Upload a photo of the guardian (if required).
- **Phone Number:** Enter a valid contact number.
- **Email:** Provide the guardian's email address.
- **Address:** Enter the guardian's address.
- **Password:** Create a secure password for the guardian.

4. Add the Guardian

- Once all the fields are completed, click the "Add" button to finalize the process.

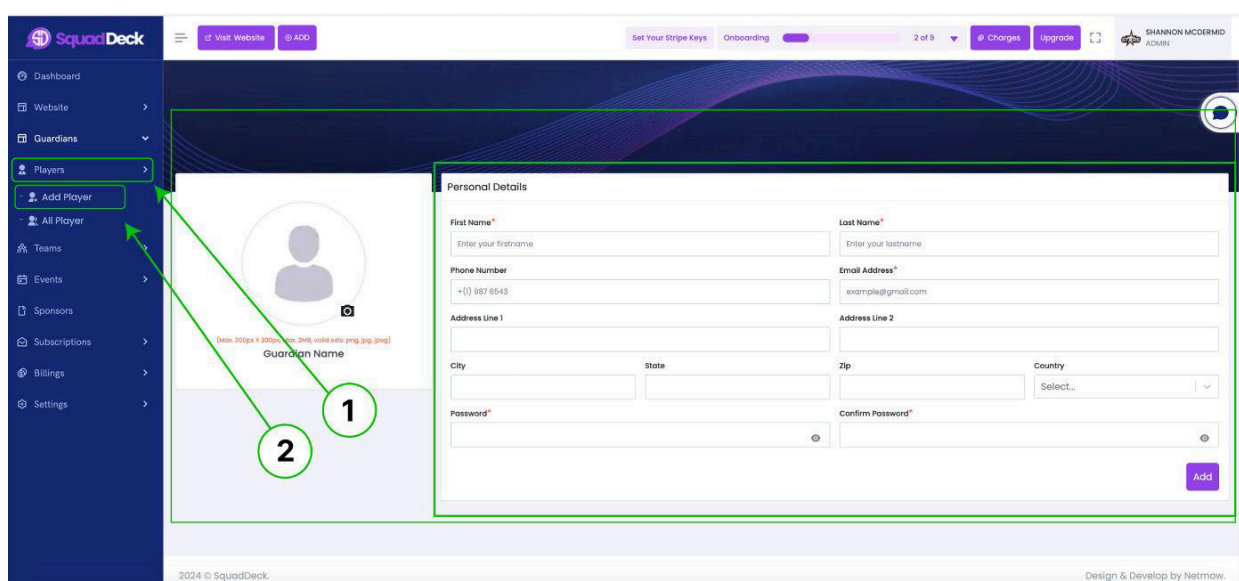
5. Share the Login Credentials

- After successfully adding the guardian, login credentials will be automatically generated
- The admin can share these credentials with the guardian, allowing them to log in and access their profile.

How to Add a Player

Adding a player to SquadDeck is a simple process that involves filling out a form with essential details and selecting the appropriate payment status. Follow the steps below to add a player effectively:

Admin Dashboard > Player > Add Player



1. Access the Player Tab

- **Navigate to the Player Tab:** From the main menu, locate and click on the "Player" tab to begin the process of adding a player.

2. Select the "Add Player" Option

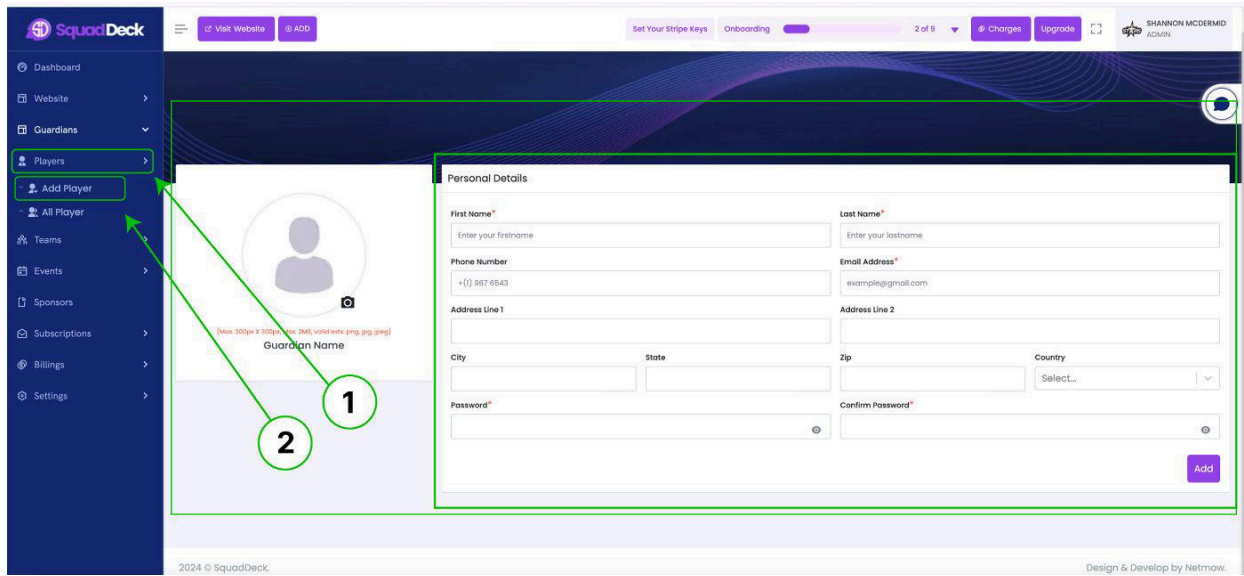
- Click "Add Player": In the Player menu, select the "Add Player" sub-menu. This will open a form where you can enter the player's details.

3. Fill in the Player's Details

In the form that appears, you'll need to provide the following information:

- **Name:** Enter the full name of the player.
- **Photo:** Upload a photo of the player.
- **Gender:** Select the player's gender.
- **Date of Birth:** Input the player's date of birth.
- **Height:** Provide the player's height.
- **Weight:** Enter the player's weight.
- **Phone Number:** Add the player's contact phone number.
- **Email:** Input the player's email address.
- **Address:** Provide the player's address.
- **Description:** Add any relevant description about the player (e.g., playing history or specialties).

- **Jersey Number:** Assign a jersey number for the player.
- **Password:** Set a password for the player's login credentials



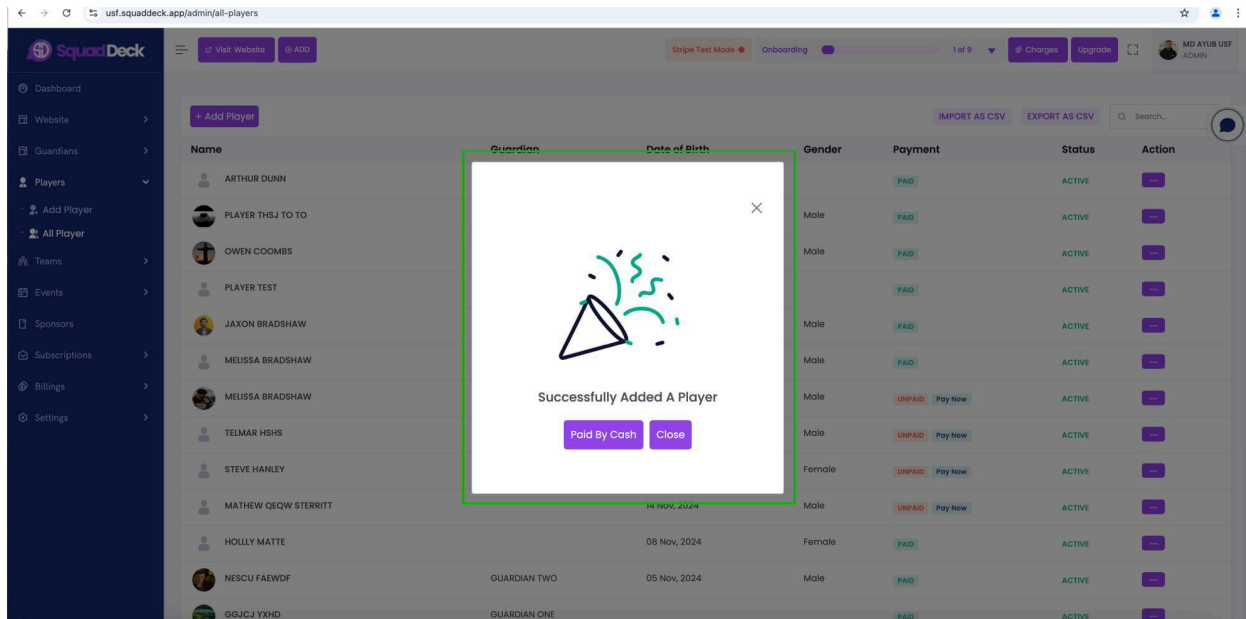
4. Add the Player

- Once all the details are entered, click the **"Add"** button to add the player to the system.

5. Choose Payment Status

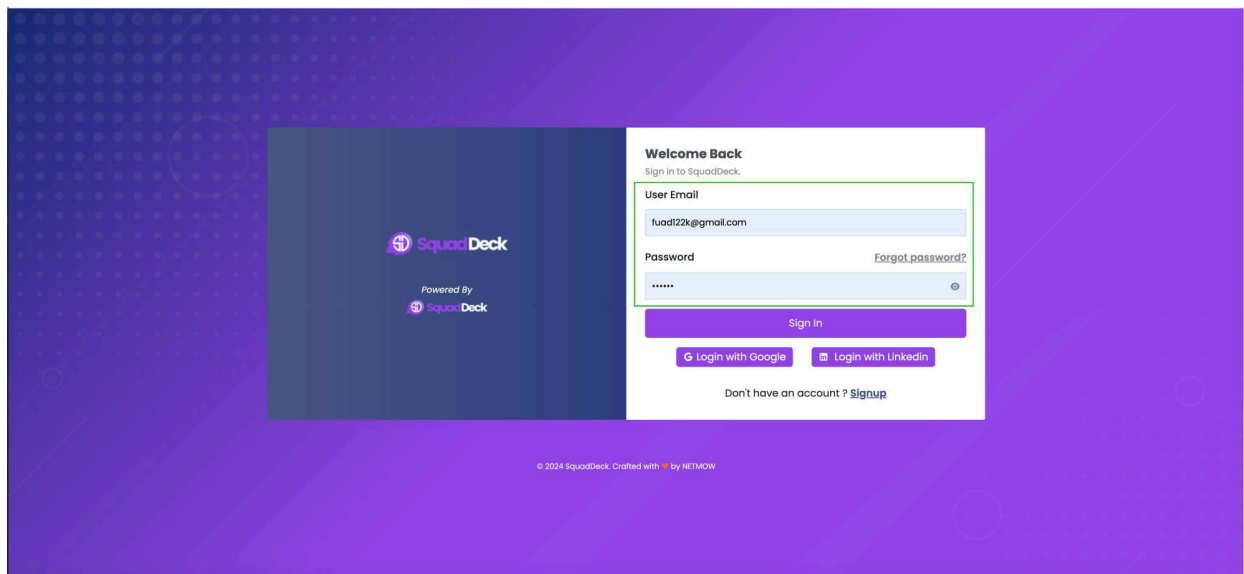
After the player is successfully added, a pop-up will appear with two options:

- **Paid By Cash:** Select this option if the player's fee has been paid in cash. This will include the player in the active list.
- **Close:** If you don't wish to mark the player as paid at this time, click **"Close"**.



6. Player Profile Access

- Share Credentials:** As an admin, you can share these login credentials with the player. The player can then use these details to access their personal profile and make updates as needed.



By following these steps, you'll successfully add a player to the SquadDeck system, ensuring they are included in your team management system with their relevant details and access credentials.

How to Adding a New Team

Team > Add New Team

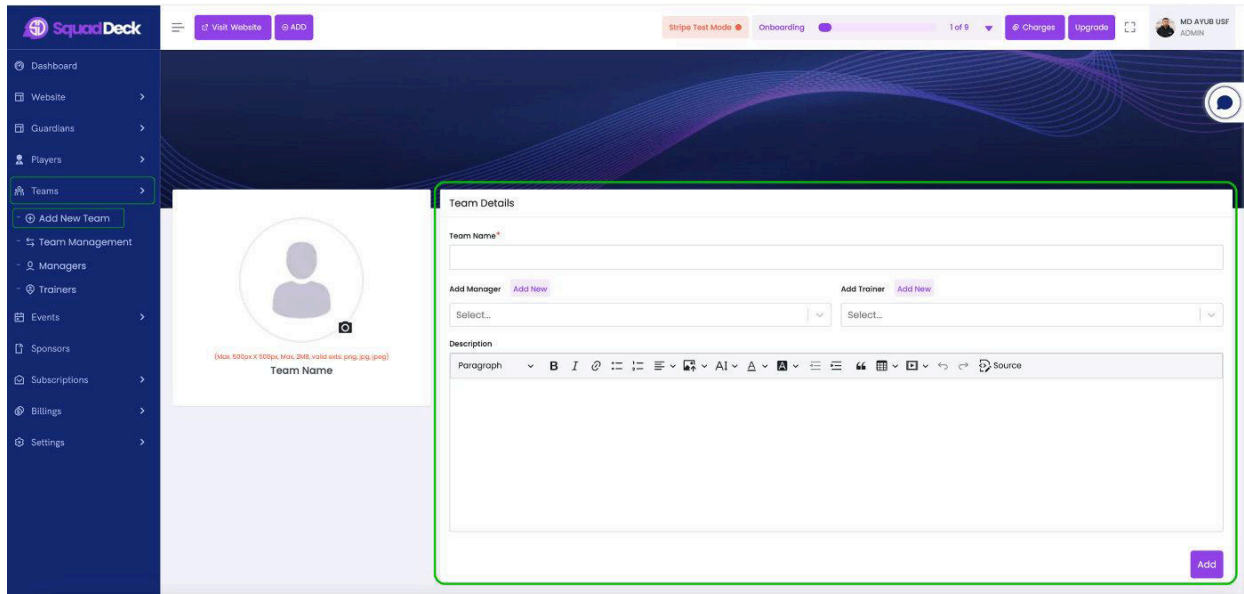
Step 1: Accessing the "Add New Team" Page

1. From the navigation menu on the left side of your dashboard, locate and click on the "Team" menu.
2. Select the "Add New Team" page from the submenu.

Step 2: Filling Out the Team Details

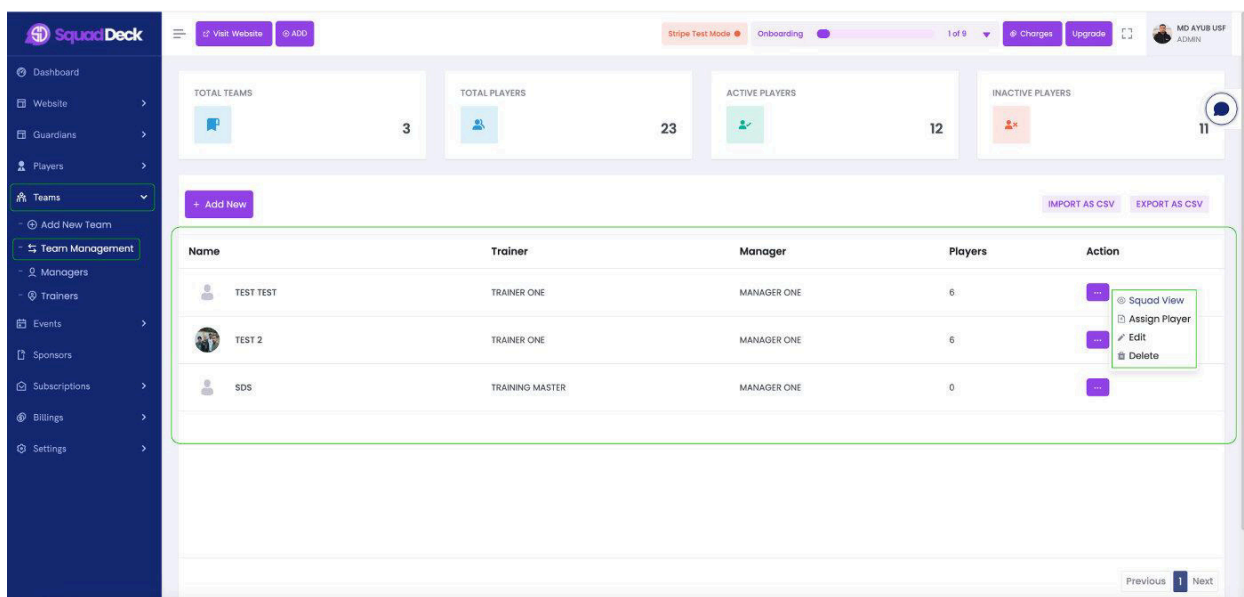
1. On the "Add New Team" page, a form will appear for you to input your team's information.
2. **Provide the following details:**
 - **Team Name:** Enter the name of your team.
 - **Team Photo:** Upload a team photo for easy identification.
 - **Assign Manager:** Select a manager for the team.
 - **Assign Trainer:** Choose a trainer to oversee the team's training activities.
 - **Team Description:** Add a brief description of the team.

1. After filling in all the required fields, click the **"Add"** button to create your new team.



Step 3: Managing the Team

1. After creating the team, navigate to the **"Team Management"** submenu under the **"Team"** menu.
2. Locate the newly created team in the list and click the **Action (three-dot)** button beside it.

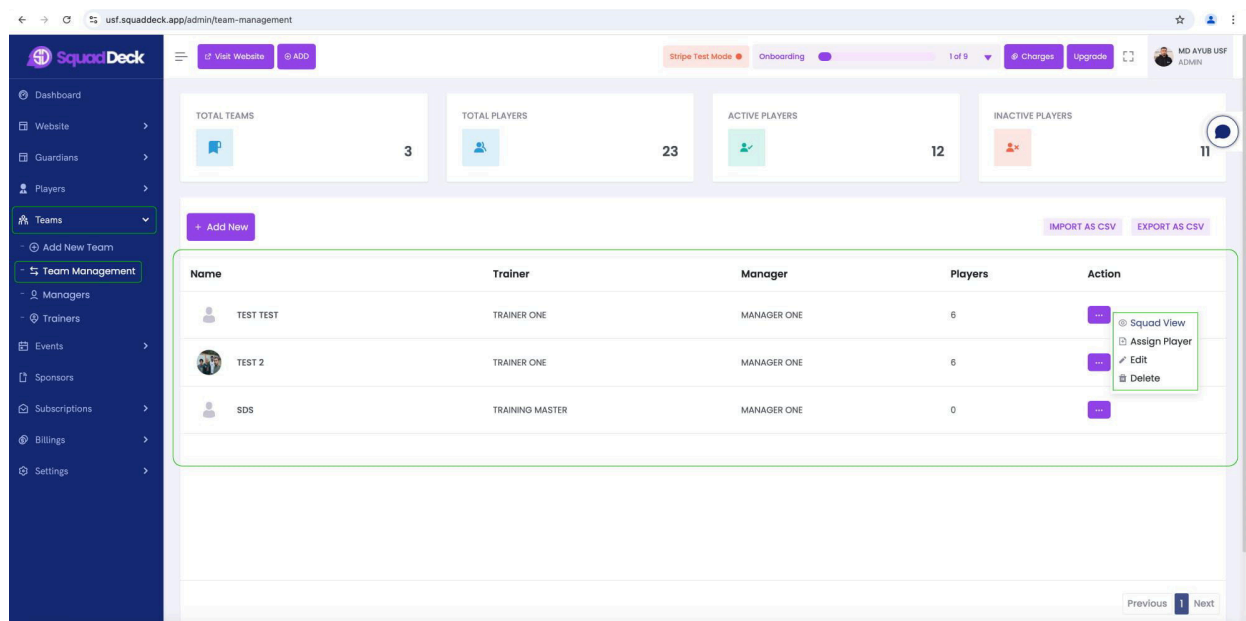


Step 4: Assigning Players to the Team

1. From the Action menu, select "**Assign Player**".
2. Assign players to the team by selecting them from the available list.

Step 5: Editing or Deleting the Team

1. Use the Action (three-dot) button to access options to:
 - **Edit** the team details.
 - **Delete** the team if it is no longer needed.



By following this step-by-step guide, you can efficiently add, manage, and modify teams within the SquadDeck platform.

Adding a New Manager

Managing your team effectively starts with adding the right managers to your club. Follow this simple step-by-step guide to add a new manager in SquadDeck.

Teams > Manager > Add New

Step-by-Step Instructions

Step 1: Access the Team Menu

- Log in to your SquadDeck account.
- Navigate to the **Team Menu** by clicking on "**Teams**" in the main menu.
- From the dropdown options, select the "**Manager**" page. This is where you'll manage all manager-related settings.

Step 2: Add a New Manager

- Once on the **Manager page**, look for the "**Add New**" button.
- This button is located on the **right side** of the screen.
- Click on the "**Add New**" button to open the new manager entry form.

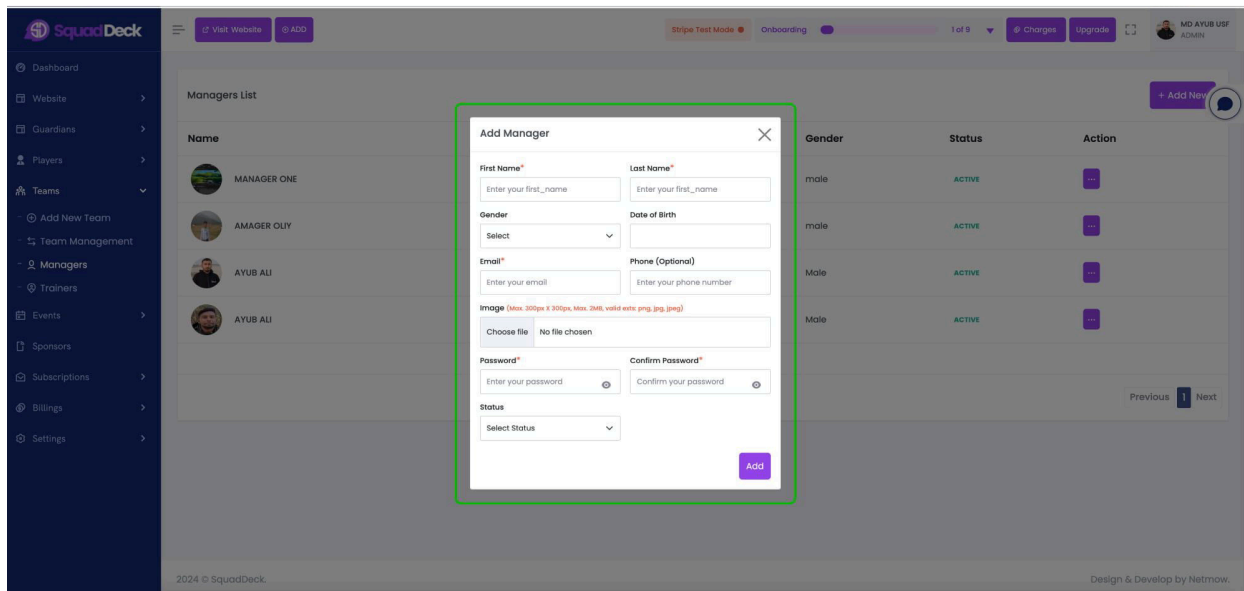
Step 3: Fill in Manager Details

You will now see a form where you can input all the details about the new manager. Fill in the following fields:

1. **Name:** Enter the full name of the manager.
2. **Age:** Specify the manager's age.
3. **Email:** Provide a valid email address for account creation and communication.
4. **Photo:** Upload a clear photo of the manager (optional but recommended).
5. **Password:** Set a secure password for the manager's account.
6. **Status:** Make sure to set the status to **"Active"** for immediate functionality.

Step 4: Save and Confirm

- Once you've entered all the necessary information, double-check for accuracy.
- Click the **"Add"** button to save the new manager profile.



You've successfully added a new manager to your team in SquadDeck. They can now access their account and contribute to managing the team effectively.

Adding a New Trainers

Managing your team effectively starts with adding the right trainers to your club. Follow this simple step-by-step guide to add a new trainer in SquadDeck

Teams > Trainers > Add New

Step-by-Step Instructions

Step 1: Access the Team Menu

- Log in to your SquadDeck account.
- Navigate to the **Team Menu** by clicking on "**Teams**" in the main menu.
- From the dropdown options, select the "**trainer**" page. This is where you'll manage all trainer-related settings.

Step 2: Add a New trainer

- Once on the **trainer page**, look for the "**Add New**" button.
- This button is located on the **right side** of the screen.
- Click on the "**Add New**" button to open the new trainer entry form.

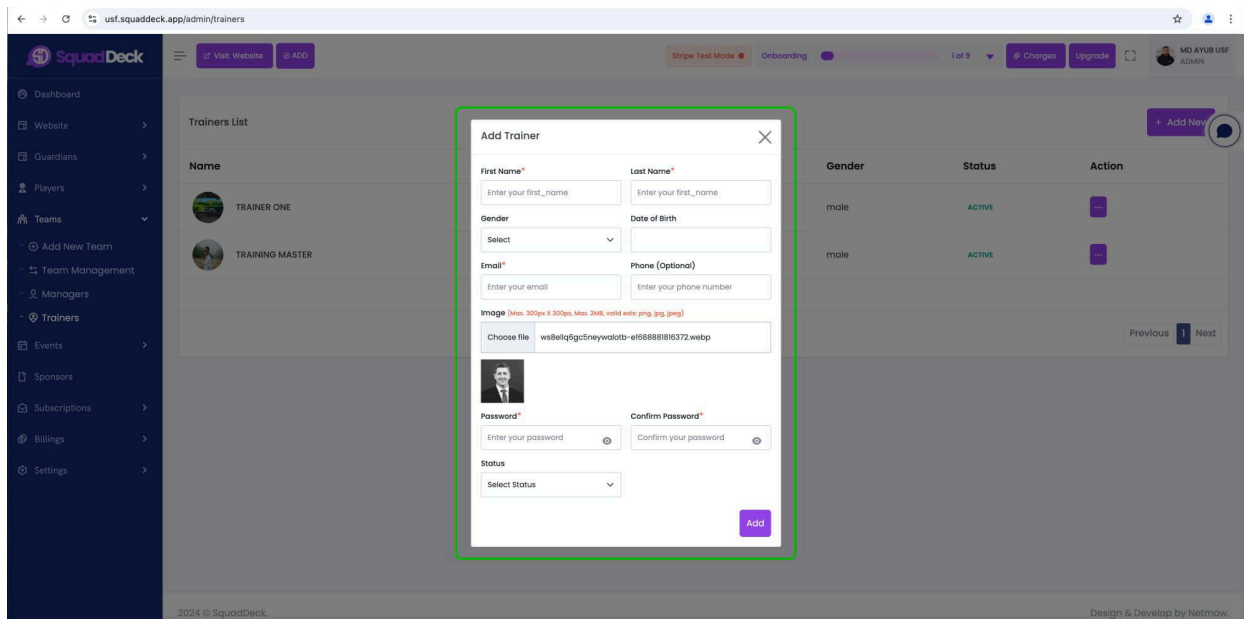
Step 3: Fill in trainer Details

You will now see a form where you can input all the details about the new trainer. Fill in the following fields

7. **Name:** Enter the full name of the trainer.
8. **Age:** Specify the trainer's age.
9. **Email:** Provide a valid email address for account creation and communication.
10. **Photo:** Upload a clear photo of the trainer (optional but recommended).
11. **Password:** Set a secure password for the trainer's account.
12. **Status:** Make sure to set the status to **"Active"** for immediate functionality.

Step 4: Save and Confirm

- Once you've entered all the necessary information, double-check for accuracy.
- Click the **"Add"** button to save the new trainer profile.

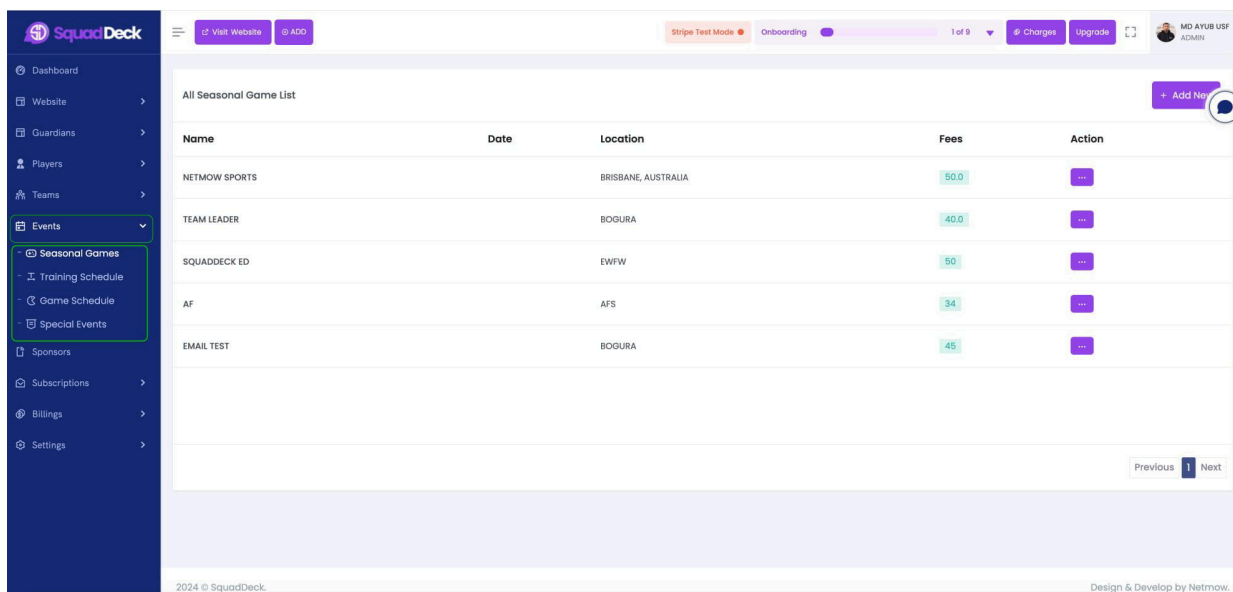


You've successfully added a new trainer to your team in SquadDeck. They can now access their account and contribute to managing the team effectively.

Managing Your Club's Seasonal Games

SquadDeck makes managing your club's seasonal games straightforward and organized. Follow this guide to learn how to add, customize, and manage your seasonal games.

Event > Seasonal Games > Add New



Name	Date	Location	Fees	Action
NETMOW SPORTS		BRISBANE, AUSTRALIA	50.0	...
TEAM LEADER		BOGURA	40.0	...
SQUADDECK ED		EWFW	50	...
AF		AFS	34	...
EMAIL TEST		BOGURA	45	...

Accessing Seasonal Games

1. Navigate to Events:

- Open the left navigation menu.
- Select the **"Events"** page.
- From the submenu, click on **"Seasonal Games"**.

Adding a New Seasonal Game

1. Locate the Add New Button:

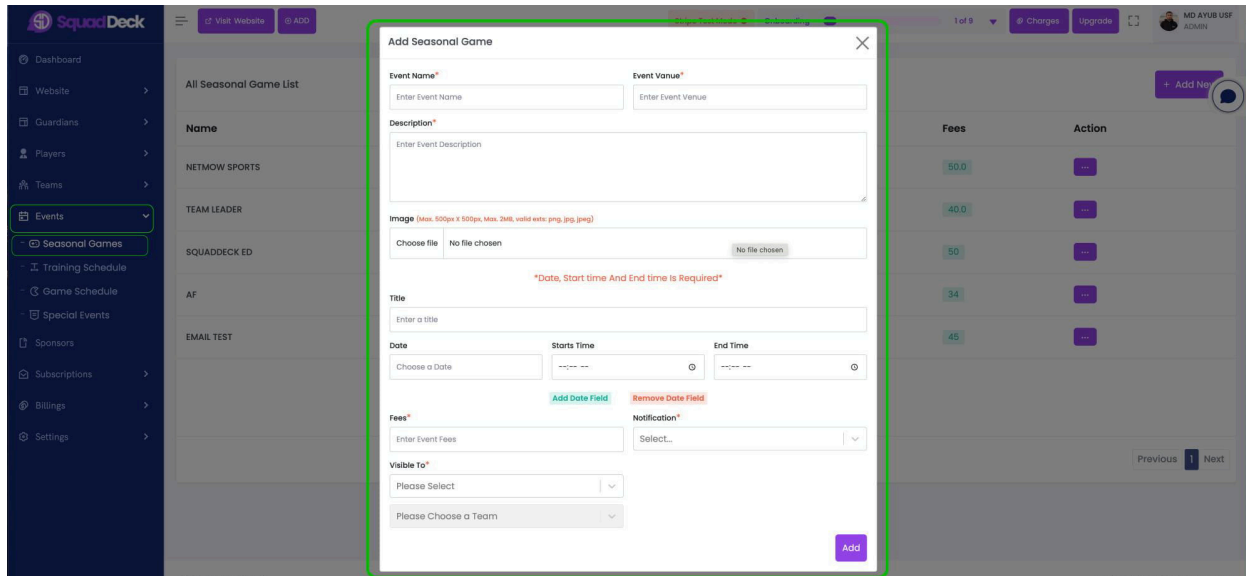
- On the **Seasonal Games** page, find the **"Add New"** button in the upper-right corner.
- Click the button to open the form for creating a new Seasonal Game.

2. Fill Out the Details: Provide the following information in the form:

- **Event Name:** The name of the game or event.
- **Event Venue:** Specify the location.
- **Description:** Add a brief summary or details about the game.
- **Image:** Upload an image to represent the event.
- **Title:** Enter a title for the event.
- **Date:** Set the date of the event.
- **Fees:** Specify any applicable fees.
- **Notification Settings:** Choose how members will be notified.
- **Visible To:** Determine visibility:
 - Select **"All Members"**, or
 - Choose specific teams or groups.

3. Save the Game:

Click the **"Add"** button to create the new Seasonal Game.

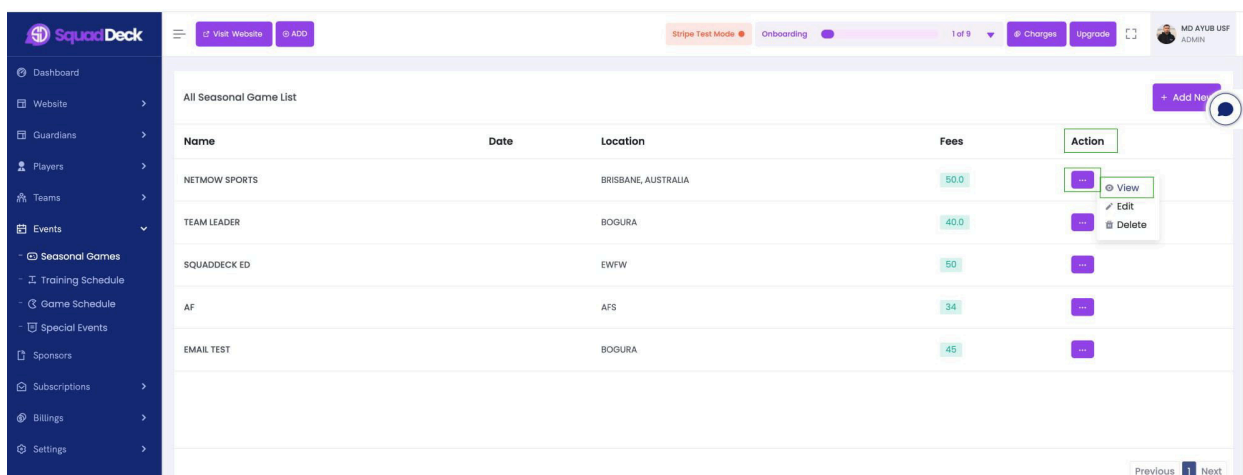


Viewing and Managing Seasonal Games

After adding a Seasonal Game, you can manage it using the following options:

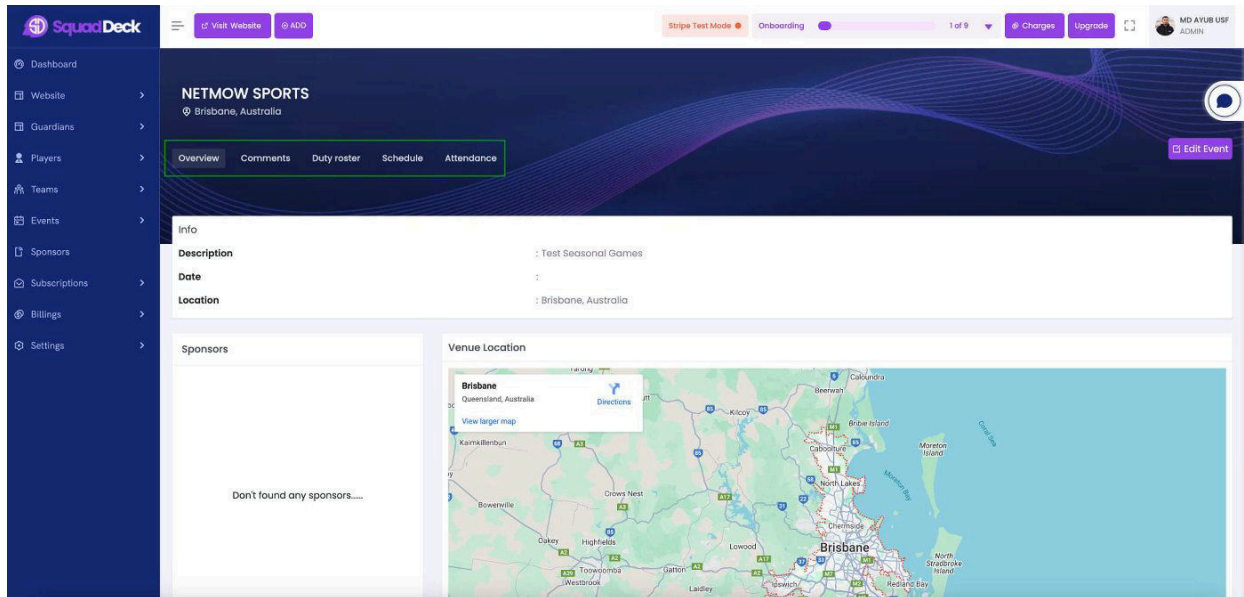
Viewing Details

- Locate the event in the Seasonal Games list.
- Click the three-dot button in the **Action** column.
- Select **"View"** to see all details of the event.



Seasonal Game Options

When viewing a Seasonal Game, you'll have access to these features:



Viewing and Managing Seasonal Games

1. Overview:

- Displays all the game details, including the title, venue, date, and description.

2. Comments:

- Members can share feedback, ask questions, or provide suggestions about the event.

3. Duty Roster:

- Assign roles and responsibilities for the event.
- Manage specific duties to ensure smooth operation.

4. RSVP:

- Allows members to confirm their attendance.
- Easily track participant responses.

5. Schedule:

- Add or update schedules for the event.
- Make modifications as necessary.

6. Attendance:

- Monitor who attended the event.
- Confirm the participation status for each member.

Managing Training Schedules

This guide will walk you through the process of adding a training schedule for your team in SquadDeck.

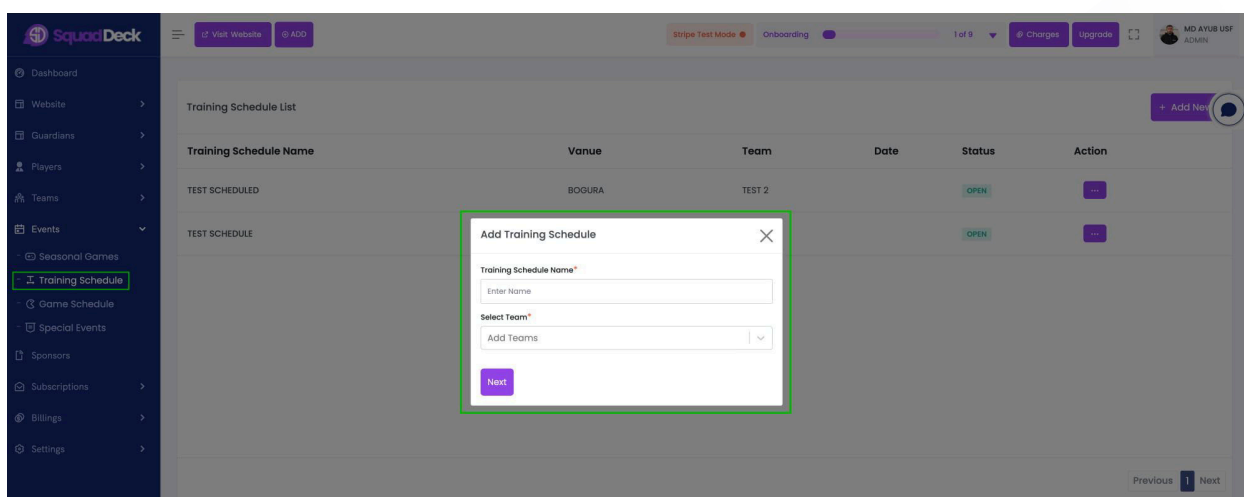
Event > Training Schedule > Add New

Step 1: Accessing the Training Schedule

1. Open the **left navigation menu** and select **"Events"**.
2. Once on the **Events** page, navigate to the second tab labeled **"Training Schedule"**.

Step 2: Adding a New Training Schedule

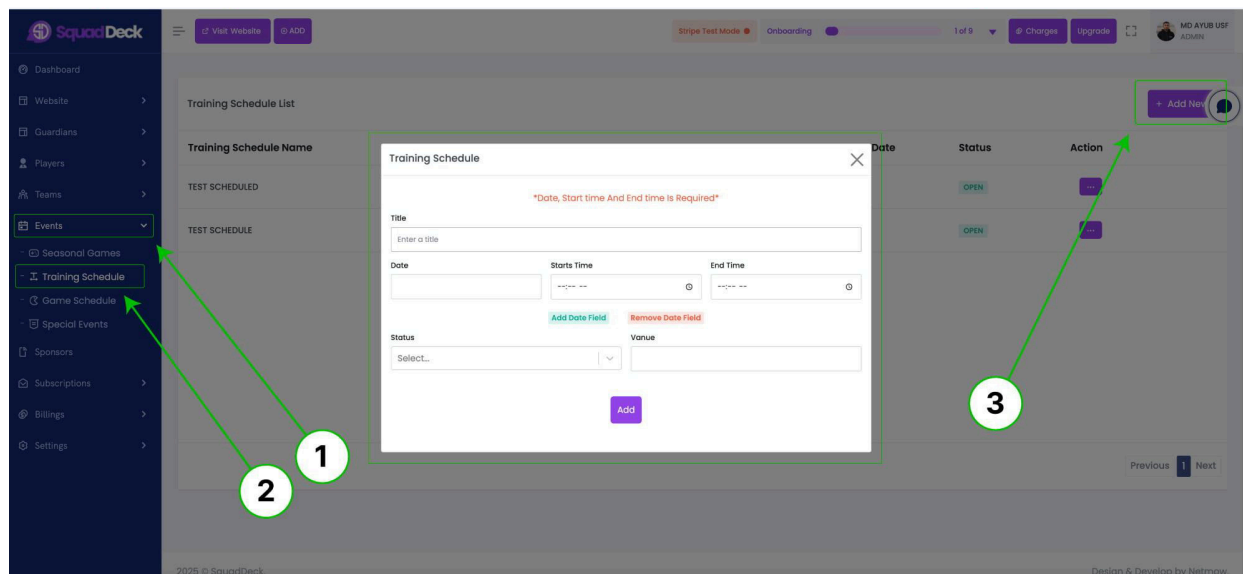
1. On the **Training Schedule** page, locate the **"Add Now"** button on the top-right corner of the screen and click it.
2. A form will appear where you can input the details of your new training session.
3. First, add **"Training Schedule Name"** in the **Add Training Schedule** form and select any team from your club using the **Select Team** option. Then click on the **Next** button to proceed to the next step.



Step 3: Filling in the Training Schedule Details

Here's how to fill out the form:

1. **Training Schedule Title:** Enter a unique name for this schedule to make it easily identifiable.
2. **Date and Time:**
 - Select the date of the session.
 - Set the **start time** and **end time**.
3. **Venue:** Enter the name or location of the venue where the training will take place.
4. **Status:** Set the status to **"Open"** to make the schedule visible to team members.



Step 4: Saving the Schedule

1. After filling in all the fields, click the **"Add"** button at the bottom of the form to save your training schedule.
2. A confirmation pop-up will appear to let you know the training schedule has been successfully added.

How to Manage Your Club's Game Schedule with SquadDeck

Managing your club's game schedule is easy and efficient with SquadDeck. Follow these steps to create and manage game schedules effectively.

Event > Game Schedule > Add New

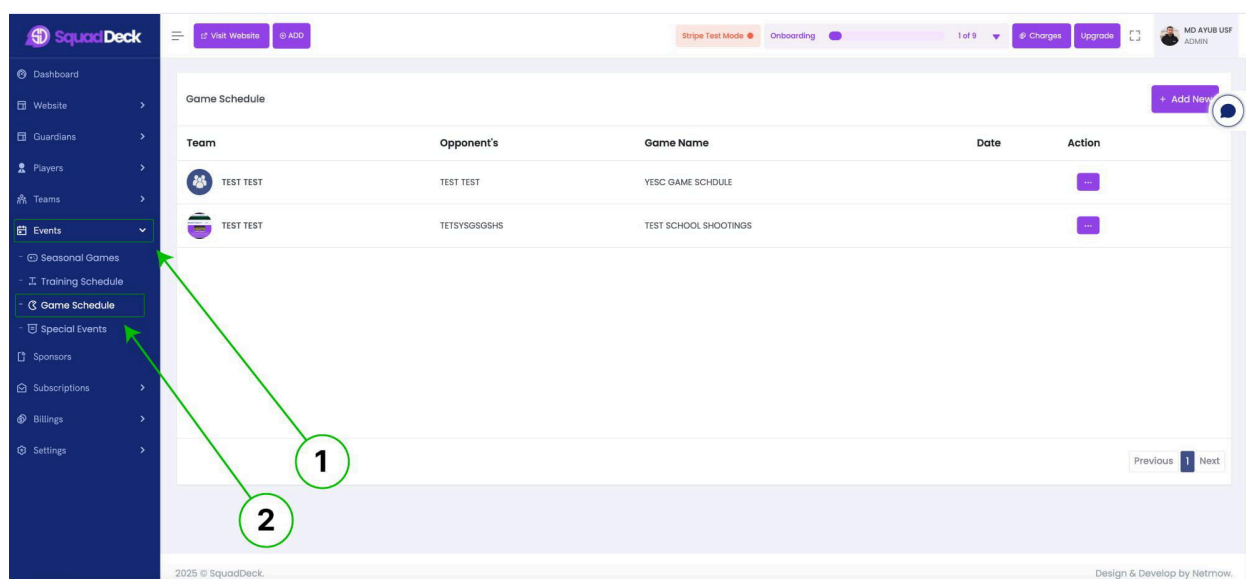
1. Access the Game Schedule

1. Navigate to the Events Page:

- Open the left navigation menu and select **"Events"**.

2. Open the Game Schedule Tab:

- On the Events page, click the third tab labeled **"Game Schedule"**.



2. Add a New Game Schedule

1. Click the Add New Button:

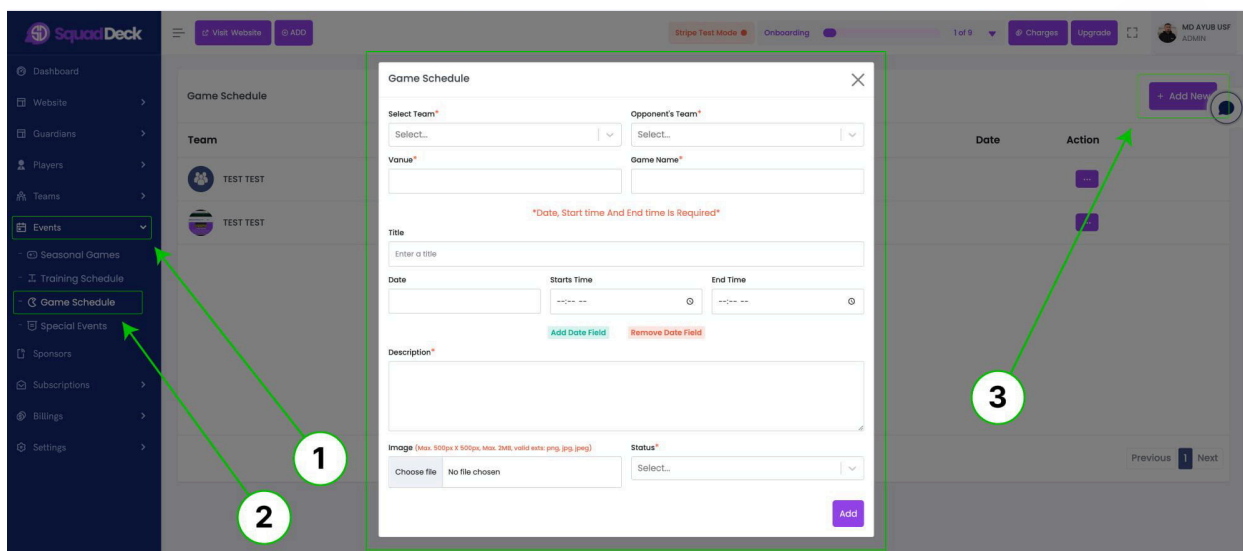
- Locate the **"Add New"** button in the top-right corner of the Game Schedule page and click it.

2. Fill Out the Game Schedule Form:

- A form will appear. Input the necessary details:
 - **Team:** Select the team for which you're creating the schedule.
 - **Opposing Team:** Input the name of the opposing team.
 - **Additional Details:**
 - Location
 - Game Name
 - Title
 - Date
 - Description
 - Image (optional)
 - Status (e.g., upcoming, completed)

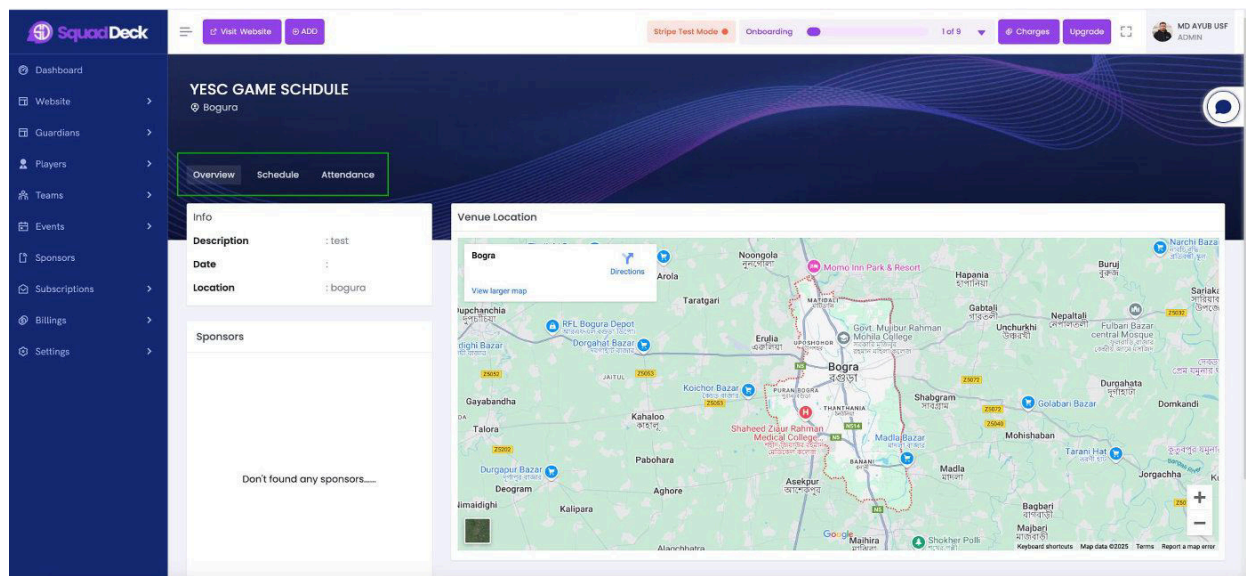
3. Save the Game Schedule:

- After completing the form, click the **"Add"** button to finalize and save the schedule.



3. Manage Game Schedule Details

Once your game schedule is created, you can manage and view additional information through these sections:



1. Overview:

- Access and review all details related to the game schedule, including teams, location, and game status.

2. Schedule:

- Add or modify additional schedules as required, ensuring all updates are accurately reflected.

3. Attendance:

- Monitor attendance for the game.
- Track confirmed attendees and absences easily within this section.

Adding a New Sponsor for Your Club

Follow these simple steps to add a sponsor in SquadDeck and manage their details effectively:

Sponsors > Add New

Step 1: Navigate to the "Sponsor" Page

- Locate the **menu bar** on your screen.
- Tap or click on **"Sponsor"**, which you'll find at the bottom of the menu bar.

Step 2: Add a New Sponsor

- On the Sponsor page, look for the **"Add New"** button located at the **top-right corner** of the screen.
- Click or tap **"Add New"** to start entering the sponsor's details.

Step 3: Enter Sponsor Details

You'll be prompted to fill out the following information about your sponsor:

1. **Sponsor Name:** Enter the name of your sponsor (e.g., "sportai Inc.).
2. **Website URL:** Add their official website link (e.g., www.netmow.com).

3. Logo and Background Image:

- Upload the sponsor's logo.
- Add a relevant background image for better visual presentation.

4. Sponsor Title: Define the title for the sponsor (e.g., "Official Club Partner").

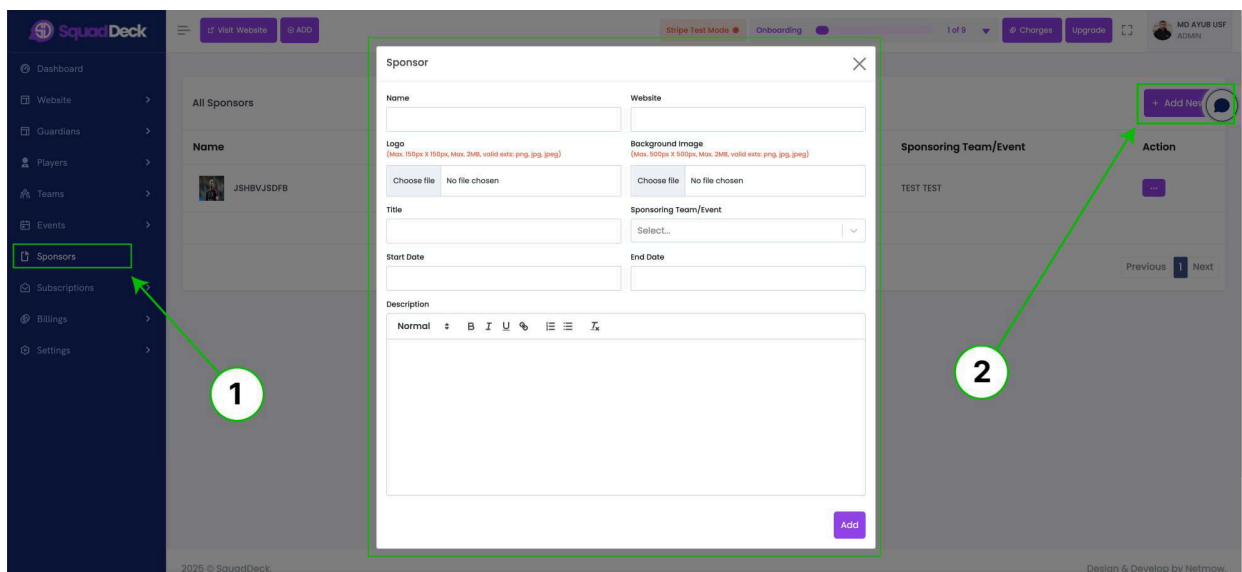
5. Team or Event: Specify which team or event the sponsor is associated with.

6. Sponsorship Start and End Dates: Clearly outline the duration of their sponsorship.

7. Additional Details: Include any other relevant information you'd like to capture.

Step 4: Save the Sponsor

- After filling in all the details, click or tap the "Add" button at the bottom of the form.



Step 5: Confirmation

- A pop-up message will appear confirming that your sponsor has been successfully added.
- You can now see the sponsor listed on your Sponsor page and access their details anytime.

Viewing All Subscription Invoices

This guide explains how to view and manage all subscription invoices for your club, including those for **Player Registrations** and **Seasonal Games**. Follow the steps below to navigate the Subscriptions page and handle invoices effectively

Subscription > Player Registrations/Seasonal Games

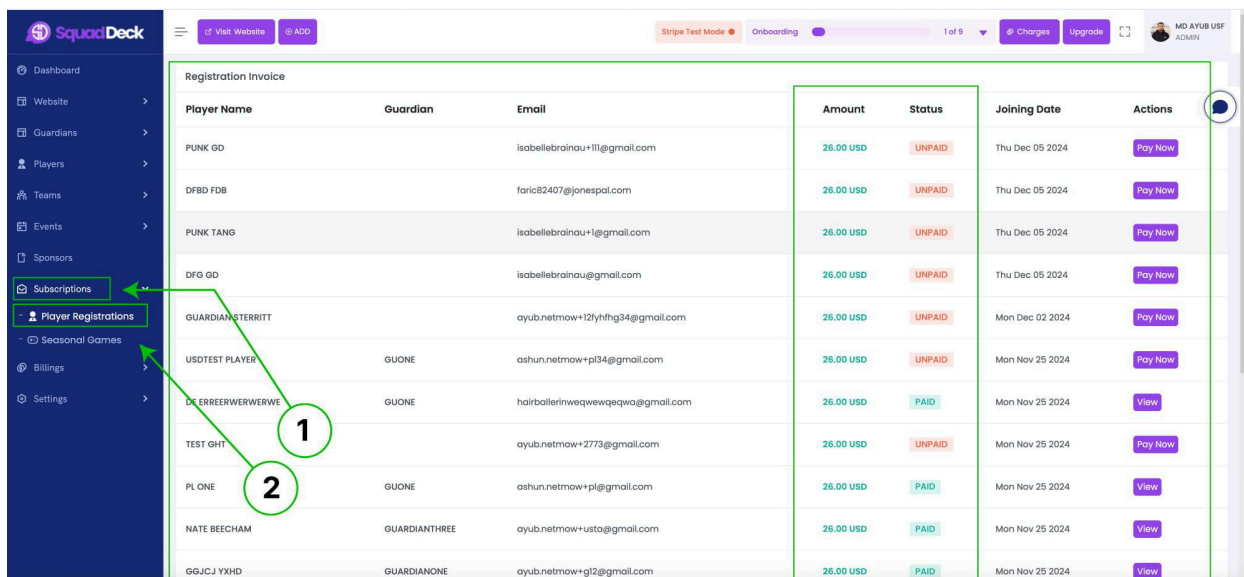
Accessing the Subscriptions Page

1. Log in to your SquadDeck account.
2. Navigate to the **Subscriptions** page:
 - Locate the **Subscriptions** option at the bottom of the left site navigation menu.
 - Click to open the Subscriptions page.

1. Player Registrations Submenu

This section displays all invoices related to player registrations for your club.

- **Viewing Invoices:**
 - View both **paid** and **unpaid** invoices for player registrations.
- **Managing Unpaid Invoices:**
 - Pay any outstanding invoices for unpaid players directly from this page.
 - Once paid, the system will automatically mark the invoices as paid.



Player Name	Guardian	Email	Amount	Status	Joining Date	Actions
PUNK GD		isabellebrainau+11@gmail.com	26.00 USD	UNPAID	Thu Dec 05 2024	Pay Now
DFBD FDB		faric82407@jonespat.com	26.00 USD	UNPAID	Thu Dec 05 2024	Pay Now
PUNK TANG		isabellebrainau+1@gmail.com	26.00 USD	UNPAID	Thu Dec 05 2024	Pay Now
DFG GD		isabellebrainau@gmail.com	26.00 USD	UNPAID	Thu Dec 05 2024	Pay Now
GUARDIANSTERRITT		ayub.netmow+12fyhfg34@gmail.com	26.00 USD	UNPAID	Mon Dec 02 2024	Pay Now
USDTEST PLAYER	GUONE	ashun.netmow+pl34@gmail.com	26.00 USD	UNPAID	Mon Nov 25 2024	Pay Now
DFERREERWERWERWE	GUONE	hairballerinweqwewqwa@gmail.com	26.00 USD	PAID	Mon Nov 25 2024	View
TEST GHT		ayub.netmow+2773@gmail.com	26.00 USD	UNPAID	Mon Nov 25 2024	Pay Now
PL ONE	GUONE	ashun.netmow+pl@gmail.com	26.00 USD	PAID	Mon Nov 25 2024	View
NATE BEECHAM	GUARDIANTHREE	ayub.netmow+usta@gmail.com	26.00 USD	PAID	Mon Nov 25 2024	View
GGJCJ YXHD	GUARDIANONE	ayub.netmow+gl2@gmail.com	26.00 USD	PAID	Mon Nov 25 2024	View

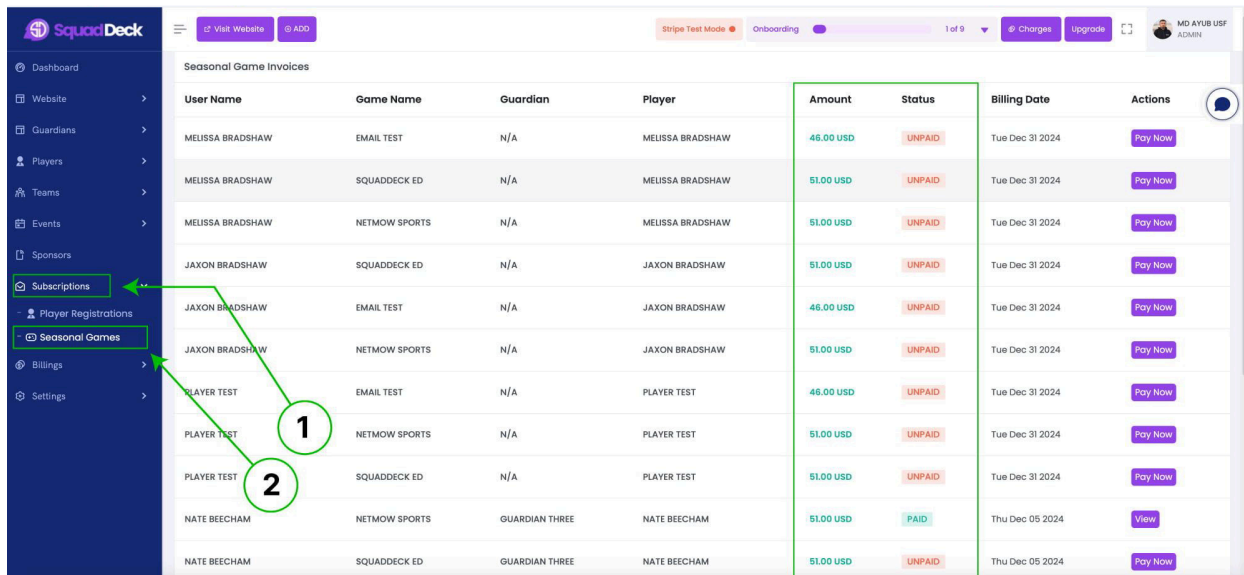
2. Seasonal Games Submenu

This section displays all invoices associated with your club's seasonal games.

- **Viewing Invoices:**
 - View both **paid** and **unpaid** invoices for seasonal games.

- **Managing Unpaid Fees:**

- Pay outstanding seasonal game fees directly from this page.

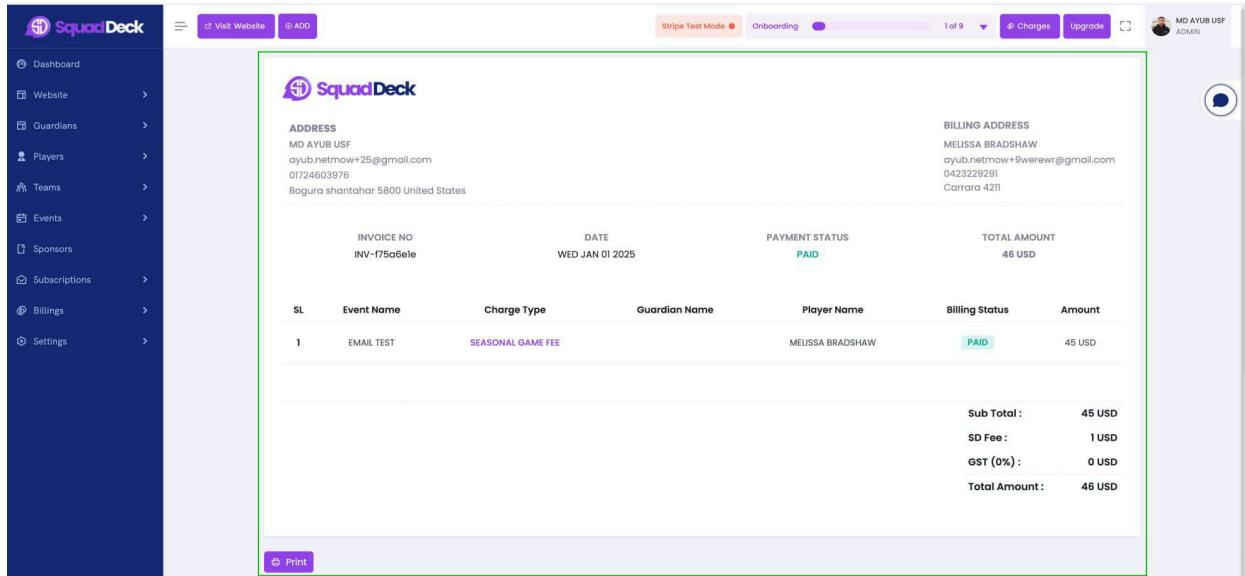


User Name	Game Name	Guardian	Player	Amount	Status	Billing Date	Actions
MELISSA BRADSHAW	EMAIL TEST	N/A	MELISSA BRADSHAW	46.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
MELISSA BRADSHAW	SQUADDECK ED	N/A	MELISSA BRADSHAW	51.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
MELISSA BRADSHAW	NETMOW SPORTS	N/A	MELISSA BRADSHAW	51.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
JAXON BRADSHAW	SQUADDECK ED	N/A	JAXON BRADSHAW	51.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
JAXON BRADSHAW	EMAIL TEST	N/A	JAXON BRADSHAW	46.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
JAXON BRADSHAW	NETMOW SPORTS	N/A	JAXON BRADSHAW	51.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
PLAYER TEST	EMAIL TEST	N/A	PLAYER TEST	46.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
PLAYER TEST	NETMOW SPORTS	N/A	PLAYER TEST	51.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
PLAYER TEST	SQUADDECK ED	N/A	PLAYER TEST	51.00 USD	UNPAID	Tue Dec 31 2024	Pay Now
NATE BEECHAM	NETMOW SPORTS	GUARDIAN THREE	NATE BEECHAM	51.00 USD	PAID	Thu Dec 05 2024	View
NATE BEECHAM	SQUADDECK ED	GUARDIAN THREE	NATE BEECHAM	51.00 USD	UNPAID	Thu Dec 05 2024	Pay Now

Viewing and Managing Invoice Details

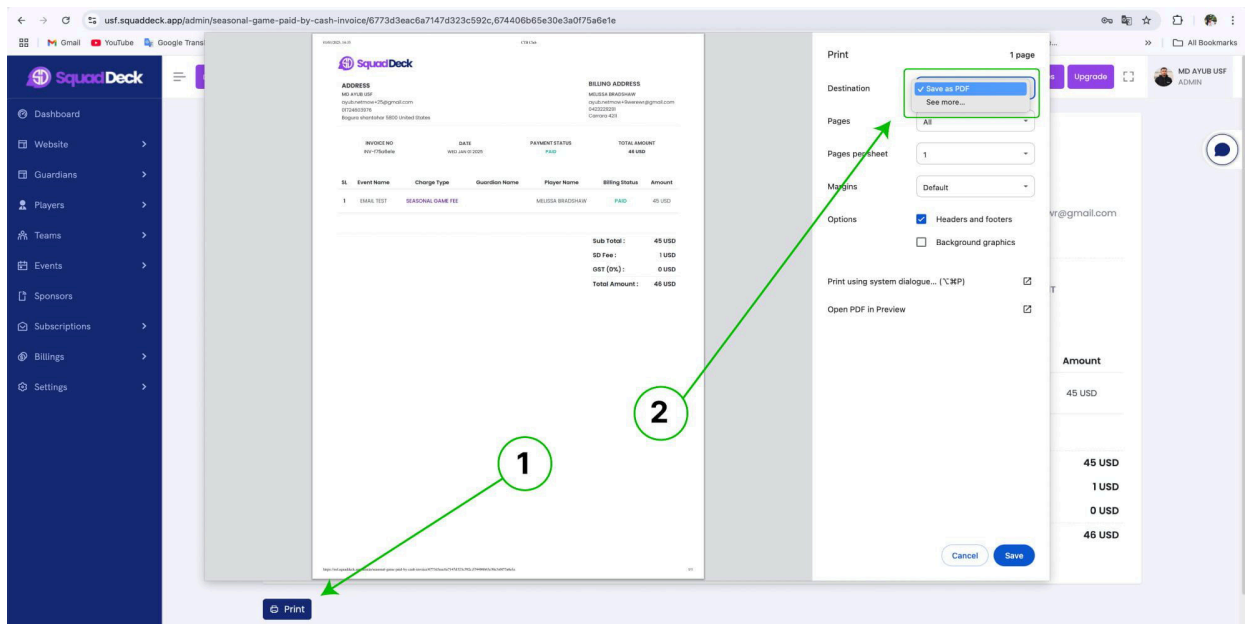
To view detailed information about any specific invoice:

1. Locate the invoice in either submenu (Player Registrations or Seasonal Games).
2. Under the **Actions** column of the respective invoice, click the **View** button.
3. The detailed invoice will appear, showing all relevant information.



Additional Actions:

- **Download Invoice as a PDF:**
 - Use the **Download as a PDF** option to save a copy of the invoice.
- **Print Invoice:**
 - Use the **Print** option to generate a physical copy of the invoice.



By following these steps, you can efficiently view, manage, and resolve all subscription-related invoices for your club. If you encounter any issues, contact SquadDeck support for assistance.

How to Set Up a Domain for Your Club on SquadDeck

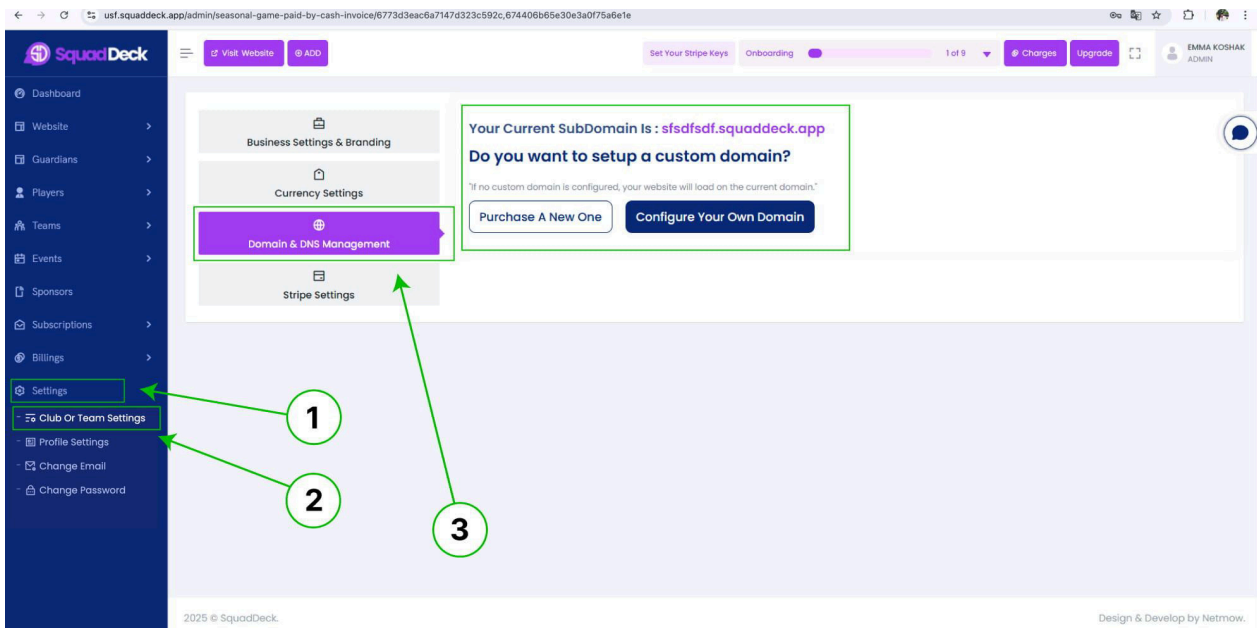
Settings > Club Or Team Settings > Domain & DNS Management > Configure Your Own Domain > Add

Step 1: Navigate to the Settings Page

First, go to the [Settings](#) page, located at the bottom of the navigation menu on the left-hand side.

Step 2: Go to Club or Team Settings

In the [Settings](#) menu, click on the [Club or Team Settings](#) submenu. On the [Club or Team Settings](#) page, locate the third option, [Domain and DNS Management](#), and click on it to open.

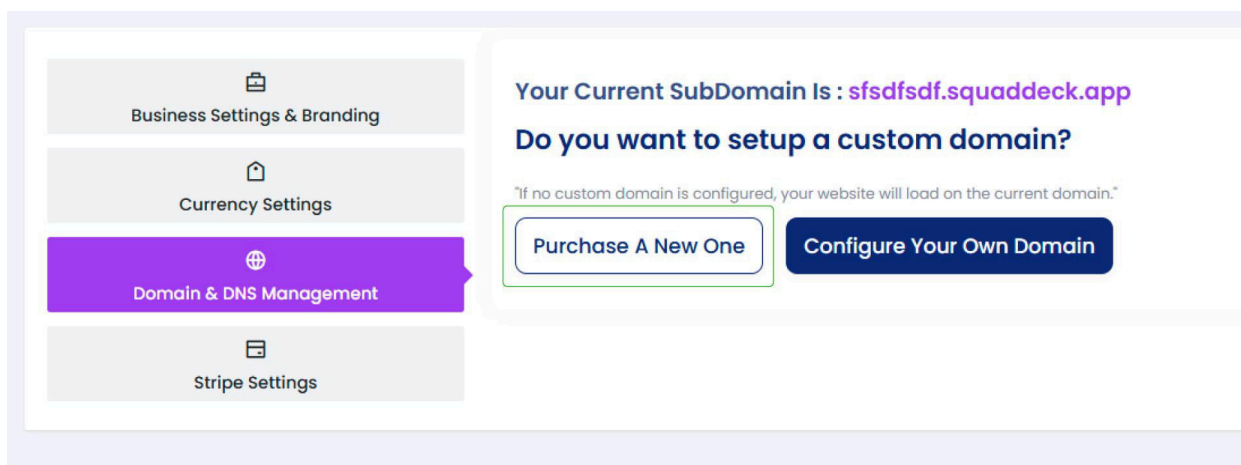


Step 3: Choose Between Two Options

On this page, you will see two options:

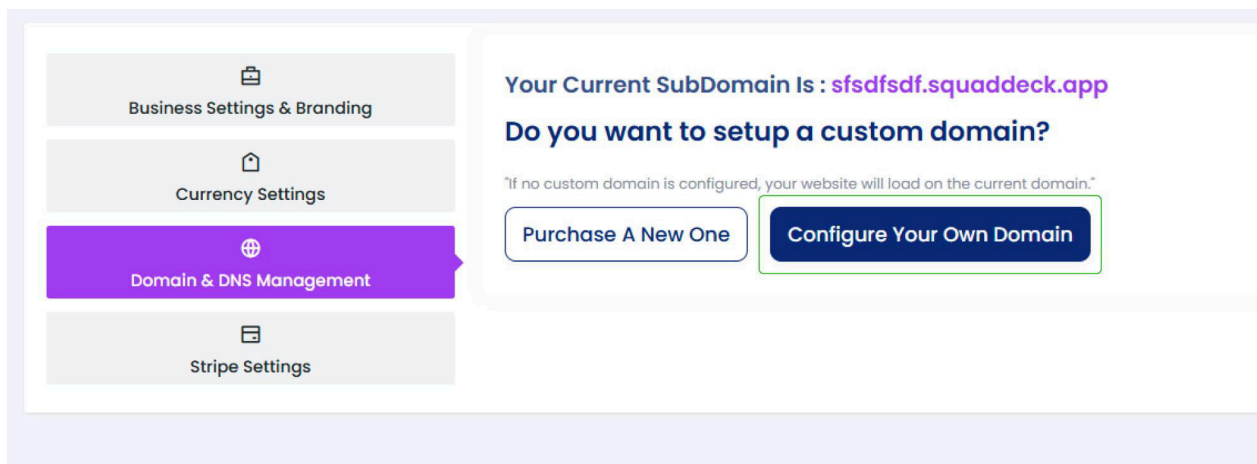
1. Purchase a New Domain

If you want to purchase a new domain, click on the **Purchase a New One** button and select your preferred domain.



2. Configure Your Own Domain

If you already have a domain you want to use with SquadDeck, click on [Configure Your Own Domain](#), enter your domain name, and press the **ADD** button.

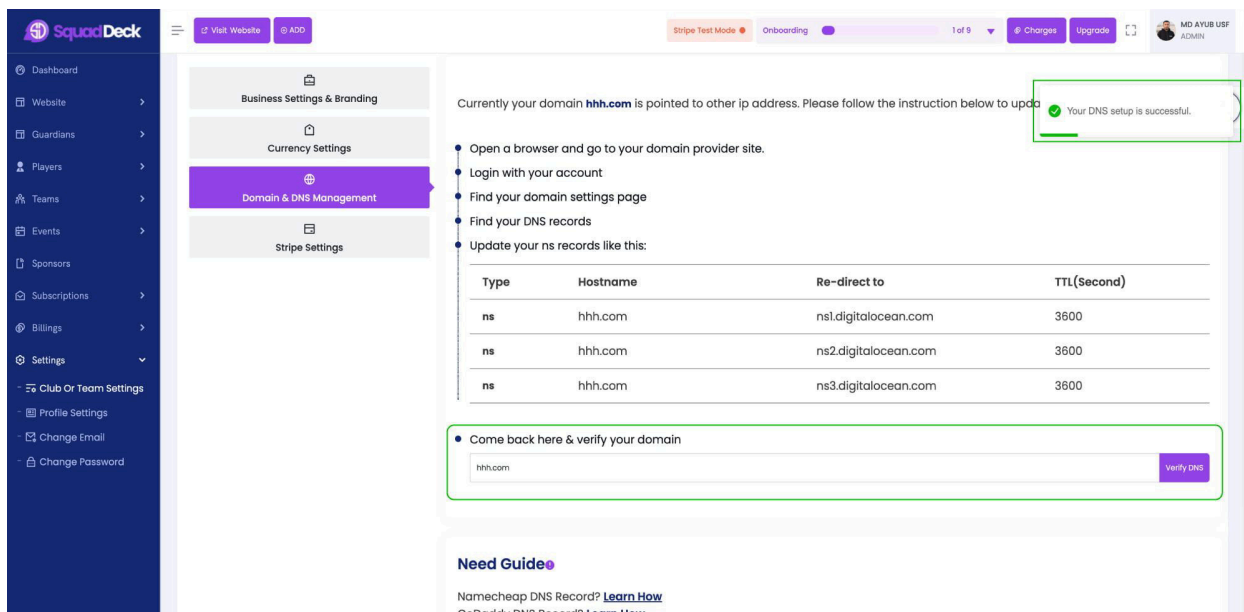


Step 4: Follow the Instructions to Point Your Domain

After adding your domain, follow the provided instructions to point to your domain. This process may take up to 72 hours to fully update.

Instructions to Update Your Domain Pointing:

1. Open a browser and go to your domain provider's website.
2. Log in with your account credentials.
3. Navigate to your domain settings page.
4. Find your **DNS records**.
5. Update your **NS Records** with the following:
 - ns1.digitalocean.com
 - ns2.digitalocean.com
 - ns3.digitalocean.com
6. Come back here & verify your domain



Please note that these changes may take up to 72 hours to propagate across the internet. Once the process is complete, your domain will be successfully connected to your SquadDeck account.

Support

At SquadDeck, we are committed to ensuring your organization runs smoothly. Our support specialists are available 24/7 via chat, email, and phone to assist you whenever you need help.

Every customer is valued at SquadDeck. That's why we assign a dedicated account manager to assist you with any queries or concerns, just a click away.

To get in touch with our support team, you can:

- Email us at hello@squaddeck.com
- Start a live chat at squaddeck.com



SquadDeck

Sports. Run. Simply.

Copyright©2025 by SquadDeck. All Right Reserved.

